

STAYNTOUCH REPORT GUIDE

Reporting 101

stay**ntouch**

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stay**ntouch**

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A/R Aging Report

OVERVIEW

The A/R Aging Report is generally used by the Finance, Accounting, Revenue and Front Office Departments to monitor the progress of payment for outstanding bills by the entities where the hotel has extended credit (also known as Direct Bill or Accounts Receivable). This report normally gives a summary of the total outstanding balances by each A/R account, grouped by aging period—those that are (based on the report run date) current (less than 30 days old), 30 to 59 days old, 60 to 89 days old, 90 to 119 days old, and 120 or more days old. There are also totals for each aging milestone and their percentage of the total amount outstanding (i.e., 65% current, 20% 30 days, 10% 60 days, 5% 90 days, and 0% 120 days or more).

Below is an explanation of what is shown in the report header and the report body.

Report Header

- Totals recorded at the top of the report
- Total A/R summary (Total A/R balance)
- Total unallocated payments to balance with the A/R summary

Report Body

- The report shows total balances per account
- The total column is the total aging summary minus unallocated payments for each account
- Payments show the actual amount paid
- Cells with no outstanding amount show as 0.00
- Displays accounts that have either an outstanding balance or unallocated payments

REPORT FILTERS

DATE RANGE (FROM/TO)

The amount corresponding to the different aging levels. Payments and balances can be viewed for the selected date range.

AGING BALANCE

View all aging levels or selected aging levels.

ACCOUNT NAME

Selected accounts can be viewed by setting the **Account Name** filter.

SORT BY

Sort by **Account Name** or **A/R Number**.

The screenshot displays the 'New Report' configuration screen. At the top, it shows the user's name 'Erin Fischer' and the date 'Tuesday, 23 February 2021'. Below this is a search bar for report names. The main area is divided into two columns. The left column lists various reports with icons and brief descriptions: 'A/R Aging' (highlighted in orange), 'A/R Summary Report', 'Action Manager', 'Add On Upsell', 'Add-On Forecast', 'Arrival', 'Booking Source & Market Report', 'Business on the Books', 'Cancellation & No Show', and 'Check In / Check Out'. The right column is the configuration panel for the selected 'A/R Aging' report. It includes the following settings: 'DATE RANGE (FROM)' set to 01-01-2021, 'DATE RANGE (TO)' set to 02-22-2021, 'AGING BALANCE' set to 'All Selected', 'ACCOUNT NAME' set to 'All Selected', and 'SORT BY' set to 'Account Name'. A prominent green 'RUN REPORT' button is located at the bottom right of the configuration panel.

REPORT OUTPUT

The A/R Aging Report can be exported via CSV file or printed, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **PAYMENTS:** Total outstanding credit amount in all A/R accounts
- **TOTAL OPEN BALANCE:** Sum of outstanding balances in all aging levels of all A/R accounts
- **0 - 30 DAYS:** Displays the total unpaid balances of all A/R accounts that are 30 days old or less
- **31 - 60 DAYS:** Displays the total unpaid balances of all A/R accounts that are 31-60 days old
- **61 - 90 DAYS:** Displays the total unpaid balances of all A/R accounts that are 61-90 days old
- **91 - 120 DAYS:** Displays the total unpaid balances of all A/R accounts that are 91-120 days old
- **120+ DAYS:** Displays the total unpaid balances of all A/R accounts that are older than 120 days
- **ACCOUNT NAME:** Name of the Company or Travel Agent
- **A/R NUMBER:** A/R number for the Company or Travel Agent
- **0 - 30 DAYS:** Displays the total unpaid balances of the A/R account that are 30 days old or less
- **31 - 60 DAYS:** Displays the total unpaid balances of the A/R account that are 31-60 days old
- **61 - 90 DAYS:** Displays the total unpaid balances of the A/R account that are 61-90 days old
- **91 - 120 DAYS:** Displays the total unpaid balances of the A/R account that are 91-120 days old
- **120+ DAYS:** Displays the total unpaid balances of the A/R account that are older than 120 days
- **PAYMENTS:** Total outstanding credit amount in the A/R account
- **BALANCE:** Sum of outstanding balances in all aging levels of the A/R account

REPORTS INBOX

REPORTS INBOX		A/R Aging							
Erin Fischer Tuesday, 23 February 2021									
PAYMENTS	TOTAL OPEN BALANCE	0-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	120+ DAYS			
84723.77	\$25,439.16	\$900.75	\$0.00	\$10,384.00	\$0.00	\$14,154.41			
ACCOUNT NAME	AR NUMBER	0 - 30 DAYS	31 - 60 DAYS	61 - 90 DAYS	91 - 120 DAYS	120+ DAYS	PAYMENTS	BALANCE	
ABC NEWS	35498	\$ 90.00	-	-	-	-	-	\$ 90.00	
AIRBNB	45965	-	-	-	-	-	\$ 200.00	-	
AMERICAN AIRLINES	AABILL	-	-	-	-	\$ 100.00	\$ 23.07	\$ 100.00	
BECKMAN	AR5634242	-	-	-	-	-	\$ 49.99	-	
BOOKING.COM	62945	\$ 595.75	-	-	-	-	\$ 10000.00	\$ 595.75	
CARLSON WAGONLIT	30229	-	-	-	-	-	\$ 24226.50	-	
COCA COLA	71929	\$ 215.00	-	-	-	\$ 162.01	\$ 116.01	\$ 377.01	

PRINT REPORT

A/R Aging

PAYMENTS	TOTAL OPEN INVOICES	0 - 30 DAYS	31 - 60 DAYS	61 - 90 DAYS	91 - 120 DAYS	120+ DAYS
84723.77	\$25,439.16	\$900.75	\$0.00	\$10,384.00	\$0.00	\$14,154.41

ACCOUNT NAME	AR NUMBER	0 - 30 DAYS	31 - 60 DAYS	61 - 90 DAYS	91 - 120 DAYS	120+ DAYS	PAYMENTS	BALANCE
ABC NEWS	35498	\$90.00						\$90.00
AIRBNB	45965						\$200.00	
AMERICAN AIRLINES	AABill					\$100.00	\$23.07	\$100.00
BECKMAN	AR5634242						\$49.99	
BOOKING.COM	62945	\$595.75					\$1000.00	\$595.75
CARLSON WAGONLIT	30229						\$2426.50	
COCA COLA	71929	\$215.00				\$162.01	\$116.01	\$377.01
EXP14	95585						\$750.58	
EXP14	EXP14					\$4606.54	\$128.90	\$4606.54
ERIN'S COMPANY	98662			\$10384.00			\$100.00	\$10384.00
GLENGARRY HAZELNUT TREES	28779					\$30.00		\$30.00
IBM	IBMBill						\$39196.66	
IBM	94648					\$1610.00	\$3,220.00	\$1,610.00
MCCARTHY CONSULTANCY	75143					\$978.91	\$1,897.85	\$978.91
MR JONES - OWNER CB101	58747					\$31.80		\$31.80
NATIONAL INSTITUTES OF HEALTH	NIH001					\$983.26	\$42.41	\$983.26
NIH001	17749					\$3,893.99		\$3,893.99
SMITH COMPANY	456786						\$3,872.00	
STAYNTOUCH	1111					\$1,657.90		\$1,657.90
SWISSAIR	SA0001					\$100.00	\$899.80	\$100.00

DATE RANGE: FROM: 01-01-2021 TO: 02-22-2021
 SORT BY: ACCOUNT NAME SORT DIRECTION: ASCENDING
 SUMMARY TYPE: ALL ACCOUNTS

BUSINESS DATE: 02-23-2021
 USER: ERIN FISCHER

Print 1 page

Destination: Save as PDF

Pages: All

Pages per sheet: 1

Margins: Default

Options: Headers and footers
 Background graphics

Print using system dialogue... (⌘P)

Open PDF in Preview

Cancel Save

CSV EXPORT

Total Payments	Total AR Balance	0 - 30 Days Total	31 - 60 Days Total	61 - 90 Days Total	91 - 120 Days Total	120 Plus Days Total		
84723.77	25439.16	900.75	0	10384	0	14154.41		
Account Name	AR Number	0 - 30 DAYS	31 - 60 DAYS	61 - 90 DAYS	91 - 120 DAYS	120+ DAYS	Payment	Balance
ABC News	35498	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Airbnb	45965	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00
American Airlines	AABill	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$23.07	\$100.00
Beckman	AR5634242	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49.99	\$0.00
Booking.com	62945	\$595.75	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$595.75
Carlson Wagonlit	30229	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,226.50	\$0.00
Coca Cola	71929	\$215.00	\$0.00	\$0.00	\$0.00	\$162.01	\$116.01	\$377.01
EXP14	95585	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.58	\$0.00
EXP14	EXP14	\$0.00	\$0.00	\$0.00	\$0.00	\$4,606.54	\$128.90	\$4,606.54
Erin's Company	98662	\$0.00	\$0.00	\$10,384.00	\$0.00	\$0.00	\$100.00	\$10,384.00
Glengarry Hazelnut Trees	28779	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
IBM	IBMBill	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,196.66	\$0.00
IBM	94648	\$0.00	\$0.00	\$0.00	\$0.00	\$1,610.00	\$3,220.00	\$1,610.00
McCarthy Consultancy	75143	\$0.00	\$0.00	\$0.00	\$0.00	\$978.91	\$1,897.85	\$978.91
Mr Jones - Owner CB101	58747	\$0.00	\$0.00	\$0.00	\$0.00	\$31.80	\$0.00	\$31.80
National Institutes of Health	NIH001	\$0.00	\$0.00	\$0.00	\$0.00	\$983.26	\$42.41	\$983.26
NIH001	17749	\$0.00	\$0.00	\$0.00	\$0.00	\$3,893.99	\$0.00	\$3,893.99
Smith Company	456786	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,872.00	\$0.00
StayNTouch	1111	\$0.00	\$0.00	\$0.00	\$0.00	\$1,657.90	\$0.00	\$1,657.90
Swissair	SA0001	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$899.80	\$100.00

A/R Summary Report

OVERVIEW

The A/R Summary Report is generally used to track accounts (Company/Travel Agent) with any outstanding A/R transactions (at least one unpaid invoice or unallocated credit). This report provides a summary of the current outstanding open balance and credit balance of each account based on the current business date of the hotel. The total summary for the hotel is also provided.

Below are the criteria that need to be met:

- All A/R accounts must have a balance greater than or less than zero
- Report shows the total balance of accounts and not a breakdown of each account's balance
- Report is a running balance report, and the data is in real-time

REPORT FILTERS

SORT BY

Choose from **Account Name**, **Account Number**, **Open Balance**, or **Credit**.

The screenshot shows the 'Stayntouch Hotel New Report' interface. At the top, there is a navigation bar with a menu icon, a 'REPORTS INBOX' button, the hotel name 'Stayntouch Hotel', the user name 'Erin Fischer', the date 'Monday, 12 September 2022', and the 'stayntouch' logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area displays a list of reports, each with an icon, a title, a subtitle, and a right-pointing arrow. The 'A/R Summary Report' is highlighted in orange. To the right of the list is a configuration panel for the 'A/R Summary Report' with the subtitle 'CONFIGURE REPORT'. This panel includes a 'SORT BY' dropdown menu currently set to 'Account #'. At the bottom right of the configuration panel is a green 'RUN REPORT' button.

Report Name	Subtitle	Action
A/R Aging	Aging of Balances for all Outstanding A/R Accounts	»
A/R Summary Report	Accounts Receivables Summary Report	»
Action Manager	Actions to be done, due or completed	»
Add On Upsell	Add On Upsell	»
Add-On Forecast	Forecast of Add-Ons for current and future reservations	»
Allowance Forecast Report	Forecast of Allowances for current and future reservations	»
Arrival	Arriving Guests By Date Range	»
Booking Source & Market Report	Bookings by Source & Market and Date Range / Forecast & History By Date Range	»
Business on the Books	Business on the Books By Date Range	»

A/R Summary Report
CONFIGURE REPORT

SORT BY
Account #

RUN REPORT

REPORT OUTPUT

The A/R Summary Report can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **ACCOUNT NAME:** Name of the Company or Travel Agent
- **ACCOUNT #:** A/R number for Company or Travel Agent
- **CORPORATE ID/IATA:** Corporate ID is specifically for Companies, and IATA number is specifically for Travel Agents. IATA numbers are used as the Travel Agent identifier in reservations.
- **COMMISSION:** Commission % amount is also specifically for Travel Agents. It is the money given to the Travel Agent as incentive/payment for encouraging reservations.
- **OPEN BALANCE:** Total unpaid balance on the account (Open balance - credit)
- **CREDIT:** Total outstanding credit amount on the account (Unallocated payments)

REPORTS INBOX

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
A/R Summary Report Today at 06:18 AM	N/A	N/A	

Stayntouch Hotel A/R Summary Report
Erin Fischer Monday, 12 September 2022

stayntouch

RECORDS: 1 OPEN BALANCE: \$ 0.00 CREDIT: \$ 50.00 AR BALANCE: \$ -50.00

ACCOUNT NAME	ACCOUNT #	CORPORATE ID / IATA	COMMISSION	OPEN BALANCE	CREDIT
ERIN'S COMPANY	75408			\$ 0.00	\$ 50.00

SORT BY: ACCOUNT # SORT DIRECTION: ASCENDING BUSINESS DATE: 09-12-2022
USER: ERIN FISCHER

PRINT REPORT

A/R Summary Report

RECORDS: 20 OPEN BALANCE: \$25,439.16 CREDIT: \$84,723.77 AR BALANCE: -\$59,284.61

ACCOUNT NAME	ACCOUNT #	CORPORATE ID / IATA	COMMISSION	OPEN BALANCE	CREDIT
ABC NEWS	35498	ABCNEWS		\$90.00	\$0.00
AIRENB	45965			\$0.00	\$200.00
AMERICAN AIRLINES	AABILL	AACORP		\$106.00	\$23.07
BECKMAN	AR3634242	342984		\$0.00	\$49.99
BOOKING.COM	62945		10%	\$595.75	\$19,000.00
CARLESON WAGONLIT	30229	DE763432	20%	\$0.00	\$24,236.50
COCA COLA	71929	123456789		\$377.03	\$116.01
	95585	CONC		\$0.00	\$750.58
	EXP14			\$4,608.54	\$128.90
ERIN'S COMPANY	98662			\$10,384.00	\$100.00
GLENGARRY HAZELNUT TREES	28779	123456		\$30.00	\$0.00
IBM	IBM01L	IBMCCORP		\$0.00	\$39,196.66
	94648			\$1,610.00	\$3,220.00
MCCARTHY CONSULTANCY	75343			\$978.91	\$1,897.85
MR JONES - OWNER CB101	58747	CB101		\$31.80	\$0.00
NATIONAL INSTITUTES OF HEALTH	604001	508447		\$983.26	\$42.41
	17749			\$2,893.99	\$0.00
SMITH COMPANY	456786			\$0.00	\$3,872.00
STAYNTOUCH	1111	1111		\$1,857.90	\$0.00
SWISSAIR	SA0001	SA002		\$100.00	\$899.80

SORT BY: ACCOUNT NAME SORT DIRECTION: ASCENDING BUSINESS DATE: 02-23-2021
 USER: ERIN FISCHER

Print 1 page

Destination Save as PDF

Pages All

Pages per sheet 1

Margins Default

Options

Headers and footers

Background graphics

Print using system dialogue... (Ctrl+P)

Open PDF in Preview

Cancel
Save

CSV EXPORT

	A	B	C	D	E	F	G
1	Account Name	Account Number	Corporate ID / IATA	Commission Value	Commission Type	Open Balance	Credit
2	Erin's Company	75408				0	50
3	Total Count : 1	Balance Amount : 0.00	Credit Amount : 50.00	AR Balance : -50.00			

Action Manager Report

OVERVIEW

The Action Manager Report records actions that need to be completed for the current date or a date in the future as well as actions that were completed on a previous date. You can choose to show actions by guests, groups, or both.

REPORT FILTERS

DATE RANGE (FROM/TO) Select a date range.

COMPLETION STATUS Choose from **Select All**, **Unassigned**, **Assigned**, or **Completed**.

DEPARTMENT ASSIGNED Choose from **Select All** or other individual departments.

SORT BY Select **Department**.

SHOW Choose from **Guests**, **Groups**, or **Both**.

The screenshot displays the 'New Report' configuration screen. On the left, a list of reports is shown, with 'Action Manager' highlighted in orange. On the right, the 'Action Manager' configuration panel is visible, containing the following settings:

- DATE RANGE (FROM):** 02-16-2021
- DATE RANGE (TO):** 02-23-2021
- COMPLETION STATUS:** All Selected
- DEPARTMENT ASSIGNED:** All Selected
- SORT BY:** Department
- SHOW:** Both

A green 'RUN REPORT' button is located at the bottom right of the configuration panel.

REPORT OUTPUT

The Action Manager Report can be printed, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **TOTAL ACTIONS:** Total number of actions on the report for the selected date range
- **DEPARTMENT:** Department by which the action was performed
- **DUE DATE/TIME:** Action due date and time
- **GUEST/ROOM/GROUP:** Guest, room, and/or group to which the action applies
- **INFORMATION:** Information about the action
- **STATUS:** Status of the action (e.g., **ASSIGNED**, **COMPLETED**)

REPORTS INBOX

DEPARTMENT	DUE DATE / TIME	GUEST / ROOM / GROUP	INFORMATION	STATUS
FRONT DESK	02-18-2021 03:30 PM	LILLY QUINTON 109	DOGGIE BED FOR TWO DOGS	ASSIGNED
HOUSEKEEPING	02-16-2021 10:00 AM	BRITT DE ROIJ 610	EXTRA PILLOWS PLEASE	COMPLETED
HOUSEKEEPING	02-16-2021 11:00 AM	JUSTIN DAVIS	PROVIDE GUEST EXTRA TOWELS	ASSIGNED
HOUSEKEEPING	02-17-2021 02:00 PM	RYAN KING	EXTRA TOWELS	ASSIGNED
HOUSEKEEPING	02-20-2021 11:30 AM	PATRICA SHOLTZ	ADD 2 EXTRA PILLOWS	COMPLETED
HOUSEKEEPING	02-16-2021 01:00 PM	STEVE CARRAN	BRING EXTRA TOWELS TO ROOM	COMPLETED
SALES	02-18-2021 10:00 AM	A&M BANQUET	BRIDESMAID HAS A WEDDING IN THE NEXT 6 MONTHS - HONOR CURRENT RATE	ASSIGNED

DATE RANGE - FROM: 02-16-2021 TO: 02-23-2021
 SORT BY: DEPARTMENT SORT DIRECTION:
 ASCENDING
 SHOW: GUESTS, GROUPS
 DEPARTMENTS: ALL DEPARTMENTS
 COMPLETION STATUS: ALL STATUS

BUSINESS DATE: 02-23-2021
 USER: ERIN FISCHER

PRINT REPORT

Action Manager

TOTAL ACTIONS:
7

DEPARTMENT	DUE DATE / TIME	GUEST / ROOM / GROUP	INFORMATION	STATUS
FRONT DESK	02-18-2021 03:30 PM	LILLY QUINTON 109	DOGGIE BED FOR TWO DOGS	ASSIGNED
HOUSEKEEPING	02-16-2021 10:00 AM	BRITT DE ROIJ 610	EXTRA PILLOWS PLEASE	COMPLETED
HOUSEKEEPING	02-16-2021 11:00 AM	JUSTIN DAVIS	PROVIDE GUEST EXTRA TOWELS	ASSIGNED
HOUSEKEEPING	02-17-2021 02:00 PM	RYAN KING	EXTRA TOWELS	ASSIGNED
HOUSEKEEPING	02-20-2021 11:30 AM	PATRICA SHOLTZ	ADD 2 EXTRA PILLOWS	COMPLETED
HOUSEKEEPING	02-16-2021 01:00 PM	STEVE CARRAN	BRING EXTRA TOWELS TO ROOM	COMPLETED
SALES	02-18-2021 10:00 AM	A&M BANQUET	BRIDESMAID HAS A WEDDING IN THE NEXT 6 MONTHS - HONOR CURRENT RATE	ASSIGNED

DATE RANGE - FROM: 02-16-2021 TO: 02-23-2021
 SORT BY: DEPARTMENT SORT DIRECTION:
 ASCENDING
 SHOW: GUESTS, GROUPS
 DEPARTMENTS: ALL DEPARTMENTS
 COMPLETION STATUS: ALL STATUS

BUSINESS DATE: 02-23-2021
 USER: ERIN FISCHER

Print

1 page

Destination  Save as PDF

Pages All

Pages per sheet 1

Margins Default

Options Headers and footers Background graphicsPrint using system dialogue... (⌘%P) Open PDF in Preview 

Cancel

Save

Add-On Forecast Report

OVERVIEW

The Add-On Forecast Report provides a forecast of add-ons sold for current and future reservations.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range. Also has the option to be set to tomorrow.

ADD-ON GROUP(S)

Choose from **SELECT ALL** or other individual add-on groups.

ADD-ON(S)

Choose from **SELECT ALL** or other individual add-ons.

RESERVATION STATUS

Choose from **SELECT ALL** or other individual reservation statuses.

SORT BY

Choose from **Name** or **Room**.

GROUP BY

Choose from **Add-On** or **Date**.

The screenshot displays the 'Wexford Bay Hotel New Report' interface. The main area shows a list of reports with the 'Add-On Forecast' report highlighted in orange. The sidebar on the right is titled 'Add-On Forecast CONFIGURE REPORT' and contains several filter options:

- DATE RANGE (FROM):** 07-01-2021
- DATE RANGE (TO):** 07-31-2021
- SET TO TOMORROW:** A blue button.
- ADD-ON GROUP(S):** All Selected
- ADD-ON(S):** All Selected
- RESERVATION STATUS:** All Selected
- SORT BY:** Name
- GROUP BY:** Date
- RUN REPORT:** A green button at the bottom of the sidebar.

The main report list includes the following items:

- A/R Aging:** Aging of Balances for all Outstanding A/R Accounts
- A/R Summary Report:** Accounts Receivables Summary Report
- Action Manager:** Actions to be done, due or completed
- Add On Upsell:** Add On Upsell
- Add-On Forecast:** Forecast of Add-Ons for current and future reservations (highlighted)
- Arrival:** Arriving Guests By Date Range
- Booking Source & Market Report:** Bookings by Source & Market and Date Range / Forecast & History By Date Range
- Business on the Books:** Business on the Books By Date Range
- Cancellation & No Show:** All Cancelled & No Show Reservations By Date Range
- Check In / Check Out:** Number of Check Ins and Check Outs through mobile devices by date range By Mobile Device
- Company/TA Top Producers:** Company/TA Top Producers - Production Statistics
- Comparison:** Statistics Report by Comparison By Date

REPORT OUTPUT

The Add-On Forecast Report can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

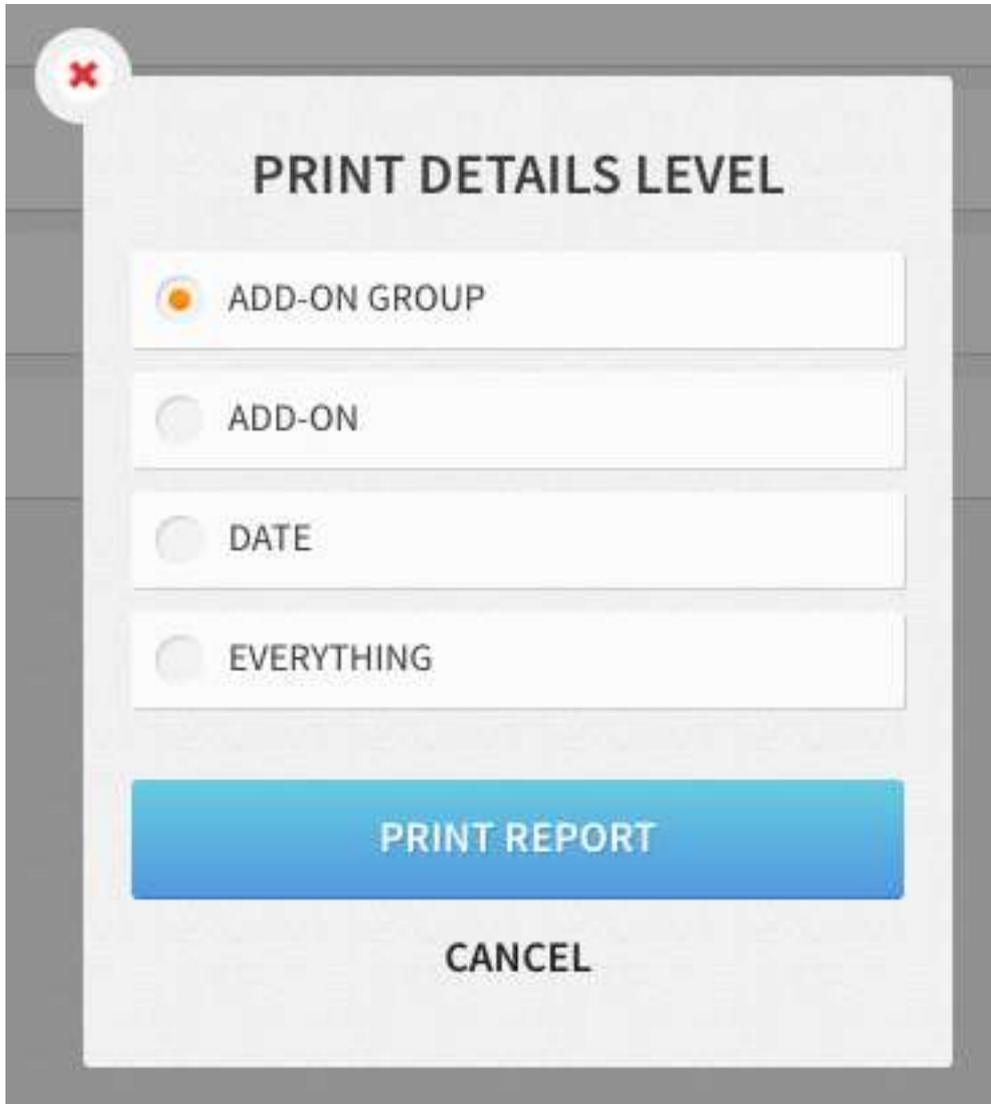
REPORTS INBOX

Wexford Bay Hotel Reports Inbox			
Erin Fischer Friday, 30 July 2021		WEXFORD BAY HOTEL	
Search by Report Name		REPORT REQUESTED Today(07-30-2021)	+ NEW REPORT
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Add-On Forecast Today at 07:31 AM	07-23-2021	07-31-2021	IN PROGRESS
Add-On Forecast Today at 07:13 AM	07-01-2021	07-31-2021	

Wexford Bay Hotel Add-On Forecast				
Erin Fischer Friday, 30 July 2021		WEXFORD BAY HOTEL		
DATE	BOOKED	REMAINING	GUESTS	REVENUE
07-01-2021			0	\$0.00
07-02-2021			0	\$0.00
07-03-2021			0	\$0.00
07-04-2021			0	\$0.00
07-05-2021			0	\$0.00
07-06-2021			0	\$0.00
07-07-2021			0	\$0.00
07-08-2021			0	\$0.00
07-09-2021			0	\$0.00
07-10-2021			0	\$0.00
07-11-2021			0	\$0.00
07-12-2021			0	\$0.00
07-13-2021			0	\$0.00

PRINT REPORT

Print details can be set to **ADD-ON GROUP**, **ADD-ON**, **DATE**, or **EVERYTHING**.



PRINT DETAILS LEVEL

ADD-ON GROUP

ADD-ON

DATE

EVERYTHING

PRINT REPORT

CANCEL

Add-On Forecast

DATE	BOOKED	REMAINING	GUESTS	REVENUE
07-01-2021		0		0.00
07-02-2021		0		0.00
07-03-2021		0		0.00
07-04-2021		0		0.00
07-05-2021		0		0.00
07-06-2021		0		0.00
07-07-2021		0		0.00
07-08-2021		0		0.00
07-09-2021		0		0.00
07-10-2021		0		0.00
07-11-2021		0		0.00
07-12-2021		0		0.00
07-13-2021		0		0.00
07-14-2021		0		0.00
07-15-2021		0		0.00
07-16-2021		0		0.00
07-17-2021		0		0.00
07-18-2021		0		0.00
07-19-2021		0		0.00
07-20-2021		0		0.00
07-21-2021		0		0.00
07-22-2021		0		0.00
07-23-2021		0		0.00
07-24-2021		0		0.00
07-25-2021		0		0.00
07-26-2021		0		0.00
07-27-2021		0		0.00
07-28-2021		0		0.00
07-29-2021		11		543.00
07-30-2021		5		243.00
07-31-2021		0		0.00

DATE RANGE: FROM 07-01-2021 TO 07-31-2021
 ALL IN ALL ADD-ON GROUPS
 ALL IN ALL ADD-ONS
 ALL RESERVATION STATUS
 SORT BY NAME (DATE) AND BY ASCENDING
 GROUP BY GROUP BY DATE

BUSINESS DATE: 07-30-2021
 USER: ERIN FISCHER

Print 2 pages

Destination Save as PDF

Pages All

Pages per sheet 1

Margins Default

Options Headers and footers
 Background graphics

Print using system dialogue... (⌘+P) ☑

Open PDF in Preview ☑

Cancel Save

CSV EXPORT

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	DATE											Booked	Remaining	Guests	Revenue
2	2021-07-01														0
3	2021-07-02														0
4	2021-07-03														0
5	2021-07-04														0
6	2021-07-05														0
7	2021-07-06														0
8	2021-07-07														0
9		ADD-ON GROUP													
10		CMP (Package)												2	38
11		ADD-ON													
12		Package Breakfast										2	0	2	38
13		Room	Guest Name	Reservation Stal	Confirmation No	Adults	Children	Accompanying	Price						
14			701 de Roij, Joost	NOSHOW	117158	2	0		38						
15		Miscellaneous												9	605
16		ADD-ON													
17		Parking (Self Service)										1	1	2	10
18		Room	Guest Name	Reservation Stal	Confirmation No	Adults	Children	Accompanying	Price						
19			701 de Roij, Joost	NOSHOW	117158	2	0		10						
20		Cleaning Fee										5	0	5	395
21		Room	Guest Name	Reservation Stal	Confirmation No	Adults	Children	Accompanying	Price						
22			Jenkins, Jason	NOSHOW	117167	1	0		79						
23			1034 Klipsma, Laurell	INHOUSE	117159	1	0		79						
24			704 Klipsma, Laurell	INHOUSE	117165	1	0		79						
25			Klipsma, Laurell	NOSHOW	117166	1	0		79						
26			213 Manaf, Sarah	NOSHOW	117168	1	0		79						
27		Golf Package										2	0	2	200
28		Room	Guest Name	Reservation Stal	Confirmation No	Adults	Children	Accompanying	Price						
29			701 de Roij, Joost	NOSHOW	117158	2	0		200						
30	2021-07-30													5	63

SCHEDULED REPORT

You can also schedule the Add-On Forecast Report from **Reports > Schedule a Report/Export > Scheduled Reports > + NEW REPORT SCHEDULE**.

The screenshot shows the 'Schedule a Report' interface for Stayntouch Inn. The left sidebar lists various reports, with 'Add-On Forecast' selected. The main area is divided into three columns: 'Schedule Parameters', 'Schedule Details', and 'Distribution List'. The 'Add-On Forecast' report is highlighted in orange. The 'Schedule Parameters' column includes dropdowns for 'TIME PERIOD', 'RESERVATION STATUS', 'ADD-ON GROUP(S)', 'ADD-ON(S)', 'SORT BY', 'GROUP BY', and 'FILE FORMAT'. The 'Schedule Details' column includes dropdowns for 'REPEATS', 'REPEATS EVERY', 'STARTS ON', 'STARTS AT', and 'ENDS ON'. The 'Distribution List' column includes a 'DELIVERY METHOD' dropdown. At the bottom, there are buttons for 'SCHEDULE DETAILS', 'DISTRIBUTION LIST', and 'CREATE SCHEDULE'.

- **Schedule Parameters**
 - **TIME PERIOD**
 - Today
 - Tomorrow
 - Next 7 Days
 - Next 10 Days
 - Next 30 Days
 - **RESERVATION STATUS**
 - SELECT ALL
 - RESERVED
 - IN HOUSE
 - DUE OUT
 - NO SHOW
 - CANCELLED
 - **ADD-ON GROUPS**
 - SELECT ALL
 - FOOD & BEVERAGE REVENUE
 - MISC. OTHER REVENUE
 - ROOMS REVENUE
 - TAXES

- ADD-ON(S)
 - SELECT ALL
 - List of all add-ons available at your property

- SORT BY
 - Name
 - Room
- GROUP BY
 - Add-On
 - Date
- FILE FORMAT
 - CSV
- Schedule Details
 - REPEATS
 - Hourly
 - Daily
 - Weekly
 - Monthly
 - Run During EOD
 - REPEATS EVERY (Number of)
 - Hours
 - Days
 - Weeks
 - Months
 - STARTS ON
 - Select date
 - STARTS AT
 - Time
 - ENDS ON
 - After number of hours, days, weeks, or months (depends on what was selected in the REPEATS field)
 - On selected date
 - Never
- Distribution List
 - DELIVERY METHOD
 - Email Export Delivery Type
 - ADD RECIPIENT
 - SFTP Export Delivery Type
 - SFTP RECIPIENT
 - Google Drive
 - GOOGLE DRIVE FOLDER
 - Dropbox
 - DROPBOX FOLDER

Add-On Upsell Report

OVERVIEW

The Add-On Upsell Report shows a list of reservations that were offered add-on upsells during the check in process.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range.

ORIGIN(S)

Choose from **SELECT ALL** or other individual origins.

URL(S)

Choose from **SELECT ALL** or other individual URLs.

The screenshot displays the 'Stayntouch Inn New Report' interface. The top navigation bar includes a menu icon, 'REPORTS INBOX', the user name 'Erin Fischer', the date 'Monday, 27 November 2023', and the 'stayntouch' logo. A search bar is located below the navigation. The main content area is divided into two columns. The left column lists several reports: 'A/R Aging', 'A/R Summary Report', 'Action Manager', 'Add On Upsell' (highlighted in orange), 'Add-On Forecast', 'Allowance Forecast Report', and 'Arrival'. Each report has a small icon and a description. The right column is a configuration panel for the 'Add On Upsell' report, titled 'Add On Upsell CONFIGURE REPORT'. It contains three sections: 'DATE RANGE (FROM)' with a date picker set to '11-20-2023', 'DATE RANGE (TO)' with a date picker set to '11-27-2023', 'ORIGIN(S)' with a dropdown menu set to 'All Selected', and 'URL(S)' with a dropdown menu set to 'Select URL(s)'. At the bottom of the configuration panel is a green 'RUN REPORT' button.

REPORT OUTPUT

The Add-On Upsell Report can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **DATE:** Business date
- **ARRIVALS:** Number of actual arrivals for the business date
- **STARTING ARRIVALS:** Number of reservations on that date that started the check-in process from the origin. (Origin = email from hotel, email from guest, direct URL, or all)
- **OFFERED:** Number of add-on upsells offered
- **BUYERS:** Number of add-on upsell buyers
- **CONVERSION:** Percentage of arrivals converted to buying add-ons

REPORTS INBOX

Stayntouch Inn Reports Inbox
Erin Fischer Monday, 27 November 2023

stayntouch

Search by Report Name

REPORT REQUESTED Today(11-27-2023) + NEW REPORT

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Add On Upsell Today at 10:53 AM	01-01-2023	11-27-2023	CSV PRINT

Stayntouch Inn Add On Upsell
Erin Fischer Monday, 27 November 2023

REPORTS INBOX

	ARRIVAL	STARTING ARRIVALS	OFFERED	BUYERS	CONVERSION
04-11-2023	1	1	1	0	0.00
04-12-2023	1	0	0	0	0.00
04-13-2023	1	1	1	0	0.00
04-14-2023	0	0	0	0	0.00
04-15-2023	0	0	0	0	0.00
04-16-2023	0	0	0	0	0.00
04-17-2023	0	2	0	0	0.00
04-18-2023	0	1	1	0	0.00
04-19-2023	0	0	0	0	0.00
04-20-2023	0	0	0	0	0.00
04-21-2023	1	0	0	0	0.00
04-22-2023	0	0	0	0	0.00
04-23-2023	0	0	0	0	0.00
04-24-2023	3	1	1	0	0.00
04-25-2023	1	1	1	1	100.00
04-26-2023	1	0	0	0	0.00
04-27-2023	2	1	1	0	0.00
04-28-2023	0	0	0	0	0.00
04-29-2023	0	0	0	0	0.00
04-30-2023	0	0	0	0	0.00
05-01-2023	0	0	0	0	0.00
05-02-2023	1	0	0	0	0.00
05-03-2023	0	0	0	0	0.00
05-04-2023	0	0	0	0	0.00
05-05-2023	1	1	1	0	0.00

DATE RANGE - FROM: 01-01-2023 TO: 11-27-2023
ORDERS: ALL ORIGINS
URLS:

BUSINESS DATE: 11-27-2023
USER: ERIN FISCHER

PRINT REPORT

11/27/23, 4:55 PM

Add On Upsell

stayntouch
Stayntouch Inn
Add On Upsell

	ARRIVAL	STARTING ARRIVALS	OFFERED	BUYERS	CONVERSION
01-01-2023	0	0	0	0	0.00
01-02-2023	0	0	0	0	0.00
01-03-2023	0	0	0	0	0.00
01-04-2023	0	0	0	0	0.00
01-05-2023	0	0	0	0	0.00
01-06-2023	0	0	0	0	0.00
01-07-2023	0	0	0	0	0.00
01-08-2023	0	0	0	0	0.00
01-09-2023	1	0	0	0	0.00
01-10-2023	1	0	0	0	0.00
01-11-2023	0	0	0	0	0.00
01-12-2023	0	0	0	0	0.00
01-13-2023	0	0	0	0	0.00
01-14-2023	0	0	0	0	0.00
01-15-2023	0	0	0	0	0.00
01-16-2023	0	0	0	0	0.00
01-17-2023	0	0	0	0	0.00
01-18-2023	0	0	0	0	0.00
01-19-2023	1	0	0	0	0.00
01-20-2023	0	0	0	0	0.00
01-21-2023	0	0	0	0	0.00
01-22-2023	0	0	0	0	0.00
01-23-2023	0	0	0	0	0.00
01-24-2023	0	0	0	0	0.00
01-25-2023	1	0	0	0	0.00
01-26-2023	0	0	0	0	0.00
01-27-2023	0	0	0	0	0.00
01-28-2023	0	0	0	0	0.00
01-29-2023	0	0	0	0	0.00
01-30-2023	1	0	0	0	0.00
01-31-2023	0	0	0	0	0.00
02-01-2023	0	0	0	0	0.00
02-02-2023	0	1	0	0	0.00
02-03-2023	0	0	0	0	0.00
02-04-2023	0	0	0	0	0.00
02-05-2023	0	0	0	0	0.00
02-06-2023	2	0	0	0	0.00
02-07-2023	0	0	0	0	0.00
02-08-2023	0	0	0	0	0.00
02-09-2023	0	0	0	0	0.00

DATE RANGE - FROM: 01-01-2023 TO: 11-27-2023
ORIGINS: ALL ORIGINS
URLS:

BUSINESS DATE: 11-27-2023
USER: ERIN FISCHER

CSV EXPORT

	A	B	C	D	E	F
1	Date	Arrivals	Starting Arrivals	Offered	Buyers	Conversions
2	01-01-2021	0	0	0	0	0
3	01-02-2021	0	0	0	0	0
4	01-03-2021	0	0	0	0	0
5	01-04-2021	2	0	0	0	0
6	01-05-2021	1	0	0	0	0
7	01-06-2021	0	0	0	0	0
8	01-07-2021	0	0	0	0	0
9	01-08-2021	0	0	0	0	0
10	01-09-2021	0	0	0	0	0
11	01-10-2021	0	0	0	0	0
12	01-11-2021	0	0	0	0	0
13	01-12-2021	0	0	0	0	0
14	01-13-2021	0	0	0	0	0
15	01-14-2021	0	1	1	0	0
16	01-15-2021	0	0	0	0	0
17	01-16-2021	0	0	0	0	0
18	01-17-2021	2	0	0	0	0
19	01-18-2021	0	0	0	0	0
20	01-19-2021	0	0	0	0	0
21	01-20-2021	1	0	0	0	0
22	01-21-2021	0	0	0	0	0
23	01-22-2021	2	0	0	0	0
24	01-23-2021	0	0	0	0	0
25	01-24-2021	2	0	0	0	0
26	01-25-2021	1	0	0	0	0
27	01-26-2021	10	0	0	0	0
28	01-27-2021	0	0	0	0	0
29	01-28-2021	0	0	0	0	0
30	01-29-2021	0	0	0	0	0

Allowance Forecast Report

OVERVIEW

The Allowance Forecast Report shows an allowance forecast based on the date range selected.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range. Can be run for the current business date +1 and forward.

ALLOWANCE CODE

Select from individual allowance codes or choose **SELECT ALL**; all selected by default.

SORT BY

Select from **Allowance** or **Date**.

GROUP BY

Select from **Allowance Code** or **Date**.

The screenshot shows the 'New Report' configuration page in the Stayntouch system. The interface includes a search bar for report names and a list of available reports. The 'Allowance Forecast Report' is selected and highlighted in orange. To the right, configuration options are visible, including date range (13-02-2022 to 28-02-2022), allowance code selection (All Selected), sort by (Sort By), and group by (Group By) options. A green 'RUN REPORT' button is located at the bottom right of the configuration panel.

REPORTS INBOX | Erin Fischer | Saturday, 12 February 2022

Search by Report Name

- A/R Aging**
Aging of Balances for all Outstanding A/R Accounts
- A/R Summary Report**
Accounts Receivables Summary Report nil
- Action Manager**
Actions to be done, due or completed
- Add On Upsell**
Add On Upsell
- Add-On Forecast**
Forecast of Add-Ons for current and future reservations
- Allowance Forecast Report** (Selected)
Forecast of Allowances for current and future reservations
- Arrival**
Arriving Guests By Date Range
- Booking Source & Market Report**
Bookings by Source & Market and Date Range / Forecast & History By Date Range
- Business on the Books**
Business on the Books By Date Range

Allowance Forecast Report
CONFIGURE REPORT

DATE RANGE (FROM): 13-02-2022

DATE RANGE (TO): 28-02-2022

ALLOWANCE CODE(S): All Selected

SORT BY: Sort By

GROUP BY: Group By

RUN REPORT

REPORTS INBOX
New Report
Erin Fischer Saturday, 12 February 2022

Search by Report Name

<div style="display: flex; justify-content: space-between; align-items: flex-start;"> ↑ ↓</div> <p>A/R Aging <i>Aging of Balances for all Outstanding A/R Accounts</i></p>	»
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> ↑ ↓</div> <p>A/R Summary Report <i>Accounts Receivables Summary Report nil</i></p>	»
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> ⚠</div> <p>Action Manager <i>Actions to be done, due or completed</i></p>	»
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> ↑ ↓</div> <p>Add On Upsell <i>Add On Upsell</i></p>	»
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> ↑ ↓</div> <p>Add-On Forecast <i>Forecast of Add-Ons for current and future reservations</i></p>	»
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> ↑ ↓</div> <p>Allowance Forecast Report <i>Forecast of Allowances for current and future reservations</i></p>	»
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> ↓</div> <p>Arrival <i>Arriving Guests By Date Range</i></p>	»
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> ➔</div> <p>Booking Source & Market Report <i>Bookings by Source & Market and Date Range / Forecast & History By Date Range</i></p>	»
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> ↑ ↓</div> <p>Business on the Books <i>Business on the Books By Date Range</i></p>	»

Allowance Forecast Report
CONFIGURE REPORT

DATE RANGE (FROM)
13-02-2022

DATE RANGE (TO)
28-02-2022

ALLOWANCE CODE(S)
All Selected

- SELECT ALL
- 0NEW
- 1.WINE & FRUIT BASKETS...
- ALLOWANCE ADDON
- ALLOWANCE ALLOWANCE
- ALLOWANCE CONSUME ...

RUN REPORT

REPORTS INBOX
New Report
Erin Fischer Saturday, 12 February 2022

Search by Report Name

<div style="display: flex; justify-content: space-between; align-items: flex-start;"> ↑ ↓</div> <p>A/R Aging <i>Aging of Balances for all Outstanding A/R Accounts</i></p>	»
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> ↑ ↓</div> <p>A/R Summary Report <i>Accounts Receivables Summary Report nil</i></p>	»
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> ⚠</div> <p>Action Manager <i>Actions to be done, due or completed</i></p>	»
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> ↑ ↓</div> <p>Add On Upsell <i>Add On Upsell</i></p>	»
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> ↑ ↓</div> <p>Add-On Forecast <i>Forecast of Add-Ons for current and future reservations</i></p>	»
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> ↑ ↓</div> <p>Allowance Forecast Report <i>Forecast of Allowances for current and future reservations</i></p>	»
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> ↓</div> <p>Arrival <i>Arriving Guests By Date Range</i></p>	»
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> ➔</div> <p>Booking Source & Market Report <i>Bookings by Source & Market and Date Range / Forecast & History By Date Range</i></p>	»
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> ↑ ↓</div> <p>Business on the Books <i>Business on the Books By Date Range</i></p>	»

Allowance Forecast Report
CONFIGURE REPORT

DATE RANGE (FROM)
13-02-2022

DATE RANGE (TO)
28-02-2022

ALLOWANCE CODE(S)
All Selected

SORT BY

✓ Sort By
 Allowance
 Date
 GROUP BY

Group By

RUN REPORT

REPORTS INBOX
Erin Fischer Saturday, 12 February 2022
New Report

Search by Report Name

<div style="display: flex; justify-content: space-between; align-items: center;"> A/R Aging <i>Aging of Balances for all Outstanding A/R Accounts</i> »» </div>	<div style="text-align: center;">Allowance Forecast Report <small>CONFIGURE REPORT</small></div> <p>DATE RANGE (FROM) 13-02-2022</p> <p>DATE RANGE (TO) 28-02-2022</p> <p>ALLOWANCE CODE(S) All Selected</p> <p>SORT BY Allowance</p> <p>GROUP BY <input checked="" type="checkbox"/> Group By <input type="checkbox"/> Allowance Code <input type="checkbox"/> Date </p> <p style="text-align: center; background-color: #4CAF50; color: white; padding: 5px;">RUN REPORT</p>
<div style="display: flex; justify-content: space-between; align-items: center;"> A/R Summary Report <i>Accounts Receivables Summary Report nil</i> »» </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> Action Manager <i>Actions to be done, due or completed</i> »» </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> Add On Upsell <i>Add On Upsell</i> »» </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> Add-On Forecast <i>Forecast of Add-Ons for current and future reservations</i> »» </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> Allowance Forecast Report <i>Forecast of Allowances for current and future reservations</i> »» </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> Arrival <i>Arriving Guests By Date Range</i> »» </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> Booking Source & Market Report <i>Bookings by Source & Market and Date Range / Forecast & History By Date Range</i> »» </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> Business on the Books <i>Business on the Books By Date Range</i> »» </div>	

REPORTS INBOX
Erin Fischer Saturday, 12 February 2022
New Report

Search by Report Name

<div style="display: flex; justify-content: space-between; align-items: center;"> A/R Aging <i>Aging of Balances for all Outstanding A/R Accounts</i> »» </div>	<div style="text-align: center;">Allowance Forecast Report <small>CONFIGURE REPORT</small></div> <p>DATE RANGE (FROM) 13-02-2022</p> <p>DATE RANGE (TO) 28-02-2022</p> <p>ALLOWANCE CODE(S) All Selected</p> <p>SORT BY Allowance</p> <p>GROUP BY <input type="checkbox"/> Group By <input checked="" type="checkbox"/> Allowance Code <input type="checkbox"/> Date </p> <p style="text-align: center; background-color: #4CAF50; color: white; padding: 5px;">RUN REPORT</p>
<div style="display: flex; justify-content: space-between; align-items: center;"> A/R Summary Report <i>Accounts Receivables Summary Report nil</i> »» </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> Action Manager <i>Actions to be done, due or completed</i> »» </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> Add On Upsell <i>Add On Upsell</i> »» </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> Add-On Forecast <i>Forecast of Add-Ons for current and future reservations</i> »» </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> Allowance Forecast Report <i>Forecast of Allowances for current and future reservations</i> »» </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> Arrival <i>Arriving Guests By Date Range</i> »» </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> Booking Source & Market Report <i>Bookings by Source & Market and Date Range / Forecast & History By Date Range</i> »» </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> Business on the Books <i>Business on the Books By Date Range</i> »» </div>	

REPORT OUTPUT

The Allowance Forecast Report can be exported by CSV or printed by PDF, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- ARRIVAL
- DEPARTURE
- ROOM TYPE
- ROOM
- RATE CODE
- ALLOWANCE
- GUEST (GUEST NAME, ADULTS, CHILDREN)

At the bottom of the report, you'll see totals per day per package based on the date range selected on the filters. Reservations statuses include **Reserved**, **Due-In**, **Due-Out**, and **Checked-In**.

REPORTS INBOX

The screenshot shows the 'Reports Inbox' interface. At the top, there is a search bar labeled 'Search by Report Name' and a dropdown for 'REPORT REQUESTED: Today(12-01-2022)'. A '+ NEW REPORT' button is visible on the right. Below this is a table with the following columns: REPORT REQUESTED, DATE (FROM), DATE (TO), and CSV/PRINT. One report is listed: 'Allowance Forecast Report' with a date range of 13-02-2022 to 28-02-2022. To the right of this report are icons for CSV export and PDF print.

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Allowance Forecast Report 12-01-2022 at 07:14 AM	13-02-2022	28-02-2022	CSV PRINT

The screenshot shows the 'Allowance Forecast Report' interface. It is grouped by 'ALLOWANCE_CODE'. The table has columns: ARRIVAL, DEPARTURE, ROOM TYPE, ROOM, RATE CODE, ALLOWANCE, and GUEST. The data is organized into three sections: '1.WINE & FRUIT BASKETS CC', 'ALLOWANCE TWO', and 'BREAKFAST ALLOWANCE T DATE'. Each section contains three rows of data for the dates 18-02-2022 to 21-02-2022. The guest listed is 'MARTIN, CLAIRE' with '1 ADULTS, 0 CHILDREN'.

ARRIVAL	DEPARTURE	ROOM TYPE	ROOM	RATE CODE	ALLOWANCE	GUEST
1.WINE & FRUIT BASKETS CC						
18-02-2022	21-02-2022	SUITE		BARBB	1.WINE & FRUIT BASKETS CC	MARTIN, CLAIRE 1 ADULTS, 0 CHILDREN
ALLOWANCE TWO						
18-02-2022	21-02-2022	SUITE		BARBB	ALLOWANCE TWO	MARTIN, CLAIRE 1 ADULTS, 0 CHILDREN
18-02-2022	21-02-2022	SUITE		AAAQWE	ALLOWANCE TWO	MARTIN, CLAIRE 1 ADULTS, 0 CHILDREN
18-02-2022	21-02-2022	SUITE		AAAQWE	ALLOWANCE TWO	MARTIN, CLAIRE 1 ADULTS, 0 CHILDREN
BREAKFAST ALLOWANCE T DATE						
18-02-2022	21-02-2022	SUITE		BARBB	BREAKFAST ALLOWANCE T DATE	MARTIN, CLAIRE 1 ADULTS, 0 CHILDREN
18-02-2022	21-02-2022	SUITE		AAAQWE	BREAKFAST ALLOWANCE T DATE	MARTIN, CLAIRE 1 ADULTS, 0 CHILDREN
18-02-2022	21-02-2022	SUITE		AAAQWE	BREAKFAST ALLOWANCE T DATE	MARTIN, CLAIRE 1 ADULTS, 0 CHILDREN

PRINT REPORT

Allowance Forecast Report

GROUP BY: ALLOWANCE_CODE

1.WINE & FRUIT BASKETS CC

ARRIVAL	DEPARTURE	ROOM TYPE	ROOM	RATE CODE	ALLOWANCE	GUEST
18-02-2022	21-02-2022	SUITE		BARBB	1.WINE & FRUIT BASKETS CC	MARTIN, CLAIRE 1 ADULTS, 0 CHILDREN

ALLOWANCE TWO

ARRIVAL	DEPARTURE	ROOM TYPE	ROOM	RATE CODE	ALLOWANCE	GUEST
18-02-2022	21-02-2022	SUITE		BARBB	ALLOWANCE TWO	MARTIN, CLAIRE 1 ADULTS, 0 CHILDREN
18-02-2022	21-02-2022	SUITE		AAAQWE	ALLOWANCE TWO	MARTIN, CLAIRE 1 ADULTS, 0 CHILDREN
18-02-2022	21-02-2022	SUITE		AAAQWE	ALLOWANCE TWO	MARTIN, CLAIRE 1 ADULTS, 0 CHILDREN

BREAKFAST ALLOWANCE T DATE

ARRIVAL	DEPARTURE	ROOM TYPE	ROOM	RATE CODE	ALLOWANCE	GUEST
18-02-2022	21-02-2022	SUITE		BARBB	BREAKFAST ALLOWANCE T DATE	MARTIN, CLAIRE 1 ADULTS, 0 CHILDREN
18-02-2022	21-02-2022	SUITE		AAAQWE	BREAKFAST ALLOWANCE T DATE	MARTIN, CLAIRE 1 ADULTS, 0 CHILDREN
18-02-2022	21-02-2022	SUITE		AAAQWE	BREAKFAST ALLOWANCE T DATE	MARTIN, CLAIRE 1 ADULTS, 0 CHILDREN

NEW ALLOWANCE ONE

ARRIVAL	DEPARTURE	ROOM TYPE	ROOM	RATE CODE	ALLOWANCE	GUEST
18-02-2022	21-02-2022	SUITE		BARBB	NEW ALLOWANCE ONE	MARTIN, CLAIRE 1 ADULTS, 0 CHILDREN
18-02-2022	21-02-2022	SUITE		AAAQWE	NEW ALLOWANCE ONE	MARTIN, CLAIRE 1 ADULTS, 0 CHILDREN
18-02-2022	21-02-2022	SUITE		AAAQWE	NEW ALLOWANCE ONE	MARTIN, CLAIRE 1 ADULTS, 0 CHILDREN

TOTALS

13-02-2022						0
1.WINE & FRUIT BASKETS CC						0

Print 6 pages

Destination Save as PDF

Pages All

Pages per sheet 1

Margins Default

Options Headers and footers
 Background graphics

Print using system dialogue... (⌘+P)

Open PDF in Preview

Cancel
Save

CSV EXPORT

	A	B	C	D	E	F	G	H	I	J
1	Arrival	Departure	Room Type	Room no	Rate Code	Allowance Code	Room Info	Name	Adults	Children
2										
3	18-02-2022	21-02-2022	SUITE		BARBB	1.Wine & Fruit baskets cc	Martin, Claire		1	0
4	18-02-2022	21-02-2022	SUITE		BARBB	ALLOWANCE two	Martin, Claire		1	0
5	18-02-2022	21-02-2022	SUITE		AAAqwe	ALLOWANCE two	Martin, Claire		1	0
6	18-02-2022	21-02-2022	SUITE		AAAqwe	ALLOWANCE two	Martin, Claire		1	0
7	18-02-2022	21-02-2022	SUITE		BARBB	Breakfast Allowance T date	Martin, Claire		1	0
8	18-02-2022	21-02-2022	SUITE		AAAqwe	Breakfast Allowance T date	Martin, Claire		1	0
9	18-02-2022	21-02-2022	SUITE		AAAqwe	Breakfast Allowance T date	Martin, Claire		1	0
10	18-02-2022	21-02-2022	SUITE		BARBB	new allowance one	Martin, Claire		1	0
11	18-02-2022	21-02-2022	SUITE		AAAqwe	new allowance one	Martin, Claire		1	0
12	18-02-2022	21-02-2022	SUITE		AAAqwe	new allowance one	Martin, Claire		1	0
13										
14		1.Wine & Fruit baskets cc	ALLOWANCE two	Breakfast Allowance T date	new allowance one	total				
15	13-02-2022		0	0	0	0	0			
16	14-02-2022		0	0	0	0	0			
17	15-02-2022		0	0	0	0	0			
18	16-02-2022		0	0	0	0	0			
19	17-02-2022		0	0	0	0	0			
20	18-02-2022		1	1	1	1	4			
21	19-02-2022		0	1	1	1	3			
22	20-02-2022		0	1	1	1	3			
23	21-02-2022		0	0	0	0	0			
24	22-02-2022		0	0	0	0	0			
25	23-02-2022		0	0	0	0	0			
26	24-02-2022		0	0	0	0	0			
27	25-02-2022		0	0	0	0	0			
28	26-02-2022		0	0	0	0	0			
29	27-02-2022		0	0	0	0	0			
30	28-02-2022		0	0	0	0	0			

Arrival Report

OVERVIEW

The Arrival Report records arriving guests by date range. It shows all reserved or due in reservations (or cancelled reservations when the **Include Cancelled** checkbox has been selected) that arrived/are scheduled to arrive on a date within the selected date range.

Furthermore, staff members can generate a report that shows all arrivals that have made a comment during the Stayntouch Guest Mobility and Stayntouch Guest Kiosk check-in process and can organize guests by arrival date and estimated arrival time.

You can access a guest stay card by clicking on a reservation from the report screen. You can then return to the report from the stay card by clicking a back button.

SPECIAL INDICATORS

- Guests that have at least one prior stay will be shown with a repeat guest indicator.
- VIP guests are clearly indicated on the report.
- Component rooms of a suite reservation display on the report.
- The number of guests in a room and additional guest names display on the report.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range. Can be run for one single day; defaults to the current date (hotel business date).

TIME RANGE (FROM/TO)

Select a time range.

OPTION(S)

Choose from the following:

- **Due In Arrivals:** Shows arrivals that are due in
- **Due Out Departures:** Shows departures that are due out
- **Incl Guest Notes:** Shows guest card notes
- **Incl Res. Notes:** Shows reservation notes
- **Include Actions:** Shows all reservation actions (icon, due date, due time, assigned to, and action notes)
- **Include Cancelled:** Shows cancelled reservations
- **Include No Show:** Shows no show reservations
- **Show Guests:** Shows guest reservations
- **VIP Only:** Shows VIP guests only

COMPANY/TA/GROUP

Option to show a Company, Travel Agent, or Group on the report if any of the reservations have a Company/Travel Agent attached or belong to a Group.

GUARANTEE TYPE(S)

Choose from **Select All** or other individual guarantee types.

SORT BY

Choose from **Room, Name, Date, Company, Rate Code, or Room Type.**

The screenshot displays the 'New Report' interface. On the left, a list of reports is shown, with 'Arrival' highlighted in orange. The reports include:

- A/R Aging**: Aging of Balances for all Outstanding A/R Accounts
- A/R Summary Report**: Accounts Receivables Summary Report
- Action Manager**: Actions to be done, due or completed
- Add On Upsell**: Add On Upsell
- Add-On Forecast**: Forecast of Add-Ons for current and future reservations
- Arrival**: Arriving Guests By Date Range (highlighted)
- Booking Source & Market Report**: Bookings by Source & Market and Date Range / Forecast & History By Date Range
- Business on the Books**: Business on the Books By Date Range
- Cancellation & No Show**: All Cancelled & No Show Reservations By Date Range
- Check In / Check Out**

On the right, configuration options are visible:

- TIME RANGE (FROM)**: 00:00
- TIME RANGE (TO)**: 23:45
- OPTION(S)**: All Selected
- COMPANY/TA/GROUP**: Search by Company/TA/Gr
- GUARANTEE TYPE(S)**: All Selected
- SORT BY**: Date

A green **RUN REPORT** button is located at the bottom right of the configuration panel.

REPORT OUTPUT

The Arrival Report can be printed, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **TOTAL ARRIVAL ROOMS:** Total number of rooms with arrivals
- **ADR:** Average daily rate
- **ROOM:** Room number
- **GUEST:** Guest name, confirmation number, guest details, guest notes, etc.
- **ARRIVAL:** Arrival date and time
- **DEPARTURE:** Departure date and time
- **TONIGHT'S RATE:** Room type, rate, add-ons, payment method
- **BALANCE:** Balance due

REPORTS INBOX

Room	Guest	Arrival	Departure	Tonight's Rate	Balance
N/A	Klijnsma, Laureline 113035 • VIP • 1 Adult(s) • 0 Children	01-06-2020 04:00 PM	01-07-2020 11:00 AM	1 DEPOSIT REQUESTED SELECT QUEEN BREAKFAST PACKAGE #2 / \$200.00 ADR CASH PAYMENT Continental Breakfast • \$20.00	\$239.00
GUEST NOTES 08-14-2019 • Laureline X former hotelier.					
N/A	Davis, Justin 113039 • VIP • 1 Adult(s) • 0 Children	01-06-2020 04:00 PM	01-07-2020 11:00 AM	1 SELECT QUEEN DNU 2020 / \$125.00 ADR VISA ENDING WITH 1111	\$137.50
GUEST NOTES 07-17-2020 • Justin Davis he has dairy restrictions 09-26-2019 • Justin Davis DO NOT RENT					
108	Ors, Xavier 113051 • VIP • 1 Adult(s) • 0 Children	X 01-08-2020 06:44 AM	X 01-09-2020 11:00 AM	1 SELECT QUEEN DUBLIN / \$115.00 ADR VISA ENDING WITH 1111	\$0.00
GUEST NOTES 04-02-2019 • Ryan King likes green M&M's					
S103	Ors, Xavier 113050 • VIP • 1 Adult(s) • 0 Children	01-08-2020 10:15 AM	01-09-2020 11:00 AM	1 SUPERIOR KING SUITE ADVANCE DEPOSIT 1 / \$100.00 ADR VISA ENDING WITH	\$120.00

PRINT REPORT

Arrival By Date Range

TOTAL ARRIVAL ROOMS: 45 ADR: \$151.57

ROOM	GUEST	ARRIVAL	DEPARTURE	TONIGHT'S RATE	BALANCE
N/A	46 Klijnsma, Laureline 113059 • VIP • 1 ADULT(S) • 0 CHILDREN	01-06-2020 04:00 PM	01-07-2020 11:00 AM	DEPOSIT REQUESTED SELECT QUEEN BREAKFAST PACKAGE #2 / \$200.00 ADR CASH PAYMENT CONTINENTAL BREAKFAST - \$20.00	\$239.00
GUEST NOTES 01-26-2020 - LAURELINE & FORMER INDIVIDUAL					
N/A	228 Davis, Justin 113059 • VIP • 1 ADULT(S) • 0 CHILDREN	01-06-2020 04:00 PM	01-07-2020 11:00 AM	SELECT QUEEN DRNG 2020 / \$125.00 ADR VISA ENDING WITH 1111	\$137.50
GUEST NOTES 01-27-2020 - JUSTIN DAVIS HE HAS GASTR RESTRICTIENS 09-26-2019 - JUSTIN DAVIS DID NOT RENT					
108	180 Ors, Xavier 113059 • VIP • 1 ADULT(S) • 0 CHILDREN	01-08-2020 06:34 AM	01-09-2020 11:50 AM	SELECT QUEEN DRNG 2020 / \$125.00 ADR VISA ENDING WITH 1111	\$0.00
GUEST NOTES 04-02-2020 - HYVAN KING LIVES GREEN HAWKS					
5103	180 Ors, Xavier 113059 • VIP • 1 ADULT(S) • 0 CHILDREN	01-08-2020 08:53 AM	01-09-2020 11:50 AM	SUPERIOR KING SUITE ADVANCE DEPOSIT 1 / \$100.00 ADR VISA ENDING WITH 1111 FULL BREAKFAST - \$20.00	\$120.00
GUEST NOTES 04-02-2020 - HYVAN KING LIVES GREEN HAWKS					

DATE RANGE: FROM 01-01-2020 TO 01-31-2020 BUSINESS DATE: 02-23-2022
 TIME RANGE: FROM 00:00 TO 23:45 USER: ERIN FISCHER
 SORT BY: DATE SORT ORDER: ASCENDING
 OPTIONS: DUE IN ARRIVALS, INCL GUEST NOTES, INCL RES. NOTES, INCLUDE ACTIONS, INCLUDE CANCELLED, INCLUDE NO SHOW, SHOW GUESTS, VIP ONLY
 COMMENTS: YES - ALL GUARANTEES

ROOM	GUEST	ARRIVAL	DEPARTURE	TONIGHT'S RATE	BALANCE
	RES. NOTES 01-08-2020 - EARLY CHECKIN PURCHASED: \$60.00 01-08-2020 - GUEST PRE-CHECK IN LETS - 10:25 AM - COMMENT FROM GUEST: TEST1 01-08-2020 - ROOM UPGRADE: SELECT QUEEN TO SUPERIOR SUITE - \$30.00/NIGHT				

Print 16 pages

Destination: **Save as PDF**

Pages: **All**

Pages per sheet: **1**

Margins: **Default**

Options: Headers and footers
 Background graphics

Print using system dialogue... (⌘P)

Open PDF in Preview

Cancel **Save**

Booking Source & Market Report

OVERVIEW

The Booking Source & Market Report provides an historical and statistical count of reservations by source of business and market segments.

REPORT FILTERS

BOOKED DATE (FROM/TO)

Select a booked date range.

ARRIVAL DATE RANGE (FROM/TO)

Select an arrival date range.

OPTION(S)

Choose from **SELECT ALL**, **INCLUDE CANCELLED**, and/or **INCLUDE NO SHOW**.

DISPLAYS

Choose from **SELECT ALL**, **INCLUDE MARKET**, and/or **INCLUDE SOURCE**.

The screenshot displays the 'Stayntouch Inn New Report' interface. At the top, there is a navigation bar with a menu icon, a 'REPORTS INBOX' button, the user name 'Erin Fischer', the date 'Monday, 27 November 2023', and the 'stayntouch' logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists various reports, each with an icon, a title, a subtitle, and a right-pointing arrow. The reports listed are: 'A/R Aging' (Aging of Balances for all Outstanding A/R Accounts), 'A/R Summary Report' (Accounts Receivables Summary Report), 'Action Manager' (Actions to be done, due or completed), 'Add On Upsell' (Add On Upsell), 'Add-On Forecast' (Forecast of Add-Ons for current and future reservations), 'Allowance Forecast Report' (Forecast of Allowances for current and future reservations), 'Arrival' (Arriving Guests By Date Range), 'Booking Source & Market Report' (Bookings by Source & Market and Date Range / Forecast & History By Date Range), 'Business on the Books' (Business on the Books By Date Range), 'Cancellation & No Show' (All Cancelled & No Show Reservations By Date Range), and 'Check In / Check Out' (Number of Check Ins and Check Outs through mobile devices by date range By Mobile Device). The 'Booking Source & Market Report' is highlighted in orange. The right column is a configuration panel for the selected report, titled 'Booking Source & Market Report' with a subtitle 'CONFIGURE REPORT'. It contains several input fields: 'BOOKED DATE (FROM)' with the value '11-20-2023', 'BOOKED DATE (TO)' with the value '11-27-2023', 'ARRIVAL DATE RANGE (FROM)' with the value '11-20-2023', and 'ARRIVAL DATE RANGE (TO)' with the value '11-27-2023'. Below these are two dropdown menus: 'OPTION(S)' with the value 'Select Option(s)' and 'DISPLAY(S)' with the value 'All Selected'. At the bottom of the configuration panel is a green 'RUN REPORT' button.

REPORT OUTPUT

The **Booking Source & Market Report** can be printed, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- NUMBER OF BOOKINGS BY SOURCE
- PERCENTAGE OF BOOKINGS BY SOURCE
- NUMBER OF BOOKINGS BY MARKET
- PERCENTAGE OF BOOKINGS BY MARKET
- TOTAL SOURCE BOOKINGS
- TOTAL MARKET BOOKINGS

REPORTS INBOX

SOURCE

SOURCE	#
CRS	21
Direct	55
Direct Call	1
GDS	36
OTA	1
Sales	3
Walk-In	24
Website	190
Not Defined	81
TOTAL	412

NUMBER OF BOOKINGS BY SOURCE

SOURCE	Count
CRS	21
Direct	55
Direct Call	1
GDS	36
OTA	1
Sales	3
Walk-In	24
Website	190
Not Defined	81

PERCENTAGE OF BOOKINGS BY SOURCE

SOURCE	Percentage
CRS	5.1%
Direct	13.3%
Direct Call	0.2%
GDS	8.7%
OTA	0.2%
Sales	0.7%
Walk-In	5.8%
Website	46.1%
Not Defined	19.7%

MARKET

MARKET	#
BAR	11
Corporate Local	8
Corporate National	37
Group - SMERF	2
Group - Tour	5
Non Revenue	2
Retail - Discount Non Qualified	12
Retail - Discount Qualified	12
Retail - Transient	247
Not Defined	76
TOTAL	412

NUMBER OF BOOKINGS BY MARKET

MARKET	Count
BAR	11
Corporate Local	8
Corporate National	37
Group - SMERF	2
Group - Tour	5
Non Revenue	2
Retail - Discount ...	12
Retail - Discount ...	12
Retail - Transient	247
Not Defined	76

PERCENTAGE OF BOOKINGS BY MARKET

MARKET	Percentage
BAR	2.7%
Corporate Local	1.9%
Corporate National	9.0%
Group - SMERF	0.5%
Group - Tour	1.2%
Non Revenue	0.5%
Retail - Discount ...	2.9%
Retail - Discount ...	2.9%
Retail - Transient	60.0%
Not Defined	18.4%

PRINT REPORT

11/27/23, 5:02 PM

Booking Source & Market Report By Date Range

stayntouch
Stayntouch Inn

Booking Source & Market Report By Date Range

SOURCE	#
CRS	21
Direct	55
Direct Call	1
GDS	36
OTA	1
Sales	3
Walk-In	24
Website	190
<i>Not Defined</i>	<i>81</i>
TOTAL	412

BOOKED DATE RANGE 01-01-2023 TO 11-27-2023
ARRIVAL DATE RANGE 01-01-2023 TO 11-27-2023
SORT BY: COUNT SORT DIRECTION: DESCENDING

BUSINESS DATE 11-27-2023
USER: ERIN FISCHER

Breakfast List Report

OVERVIEW

The Breakfast List Report produces a breakfast list that can be printed for the current business date or a future date. The report lists all guests in-house the night before and whether their accommodation includes breakfast.

REPORT FILTERS

DATE Only a single date can be selected. Can be printed for the current business date or a future date.

DISPLAY(S) Select **ALL RESERVATIONS** or **ONLY BREAKFAST ADD-ONS**.

SORT BY Choose to sort by **Name** or **Room Number**.

The screenshot displays the 'Reports Inbox' for 'Heather's Place' on 'Thursday, 25 January 2024'. The user is 'Erin Fischer'. The interface is divided into two main sections: a list of reports on the left and a configuration panel for the selected 'Breakfast List' report on the right.

Reports List:

- A/R Aging**: Aging of Balances for all Outstanding A/R Accounts
- A/R Summary Report**: Accounts Receivables Summary Report
- Action Manager**: Actions to be done, due or completed
- Add On Upsell**: Add On Upsell
- Add-On Forecast**: Forecast of Add-Ons for current and future reservations
- Allowance Forecast Report**: Forecast of Allowances for current and future reservations
- Arrival**: Arriving Guests By Date Range
- Booking Source & Market Report**: Bookings by Source & Market and Date Range / Forecast & History By Date Range
- Breakfast List**: A list of guests for breakfast on a single date (highlighted in orange)
- Business on the Books**: Business on the Books By Date Range
- Cancellation & No Show**: All Cancelled & No Show Reservations By Date Range

Breakfast List Configuration Panel:

- DATE**: 01/26/2024
- DISPLAY(S)**: All Reservations
- SORT BY**: Name
- RUN REPORT**: A green button to execute the report.

REPORT OUTPUT

The Breakfast List Report can be exported via CSV file or printed, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **Report Header:**
 - **DATE:** Date the report was run.
 - **TOTAL GUESTS:** Number of guests included in the report.
- **Report Body:**
 - **Room:** Room number
 - **Reservation:** Guest name; number of adults, children, and/or infants, group/allotment name; company/travel agent name, accompanying guests
 - **Rate:** Rate applied to the reservation
 - **Breakfast:** Whether breakfast is **INCLUDED** or **NOT INCLUDED**

REPORTS INBOX

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Breakfast List Today at 12:19 PM	01/26/2024	01/26/2024	

Room	Reservation	Rate	Breakfast
501	Bogaerts, Xander 1 ADULTS	10% OFF BAR	NOT INCLUDED
401	Bogaerts, Xander 1 ADULTS	10% OFF BAR	NOT INCLUDED
301	Bogaerts, Xander 1 ADULTS	10% OFF BAR	NOT INCLUDED
305	Bogaerts, Xander 1 ADULTS	10% OFF BAR	NOT INCLUDED
205	Bogaerts, Xander 1 ADULTS	10% OFF BAR	NOT INCLUDED
502	Cooper, Heather 1 ADULTS	FIRST NIGHT ALLOWANCE	NOT INCLUDED
N/A	Cooper, Heather 1 ADULTS	UB RATE	NOT INCLUDED
307	Cooper, Heather 1 ADULTS	BAR	NOT INCLUDED
407	Cooper, Heather 1 ADULTS	UB RATE	NOT INCLUDED
406	Cooper, Heather 1 ADULTS	UB RATE	NOT INCLUDED
403	Cooper, Heather 1 ADULTS	BAR	NOT INCLUDED
SNT200	Cronenworth, Jacob 1 ADULTS	NEW ROOM RATE	NOT INCLUDED
SNT201	Cronenworth, Jacob 1 ADULTS	NEW ROOM RATE	NOT INCLUDED
405	Doe, Jane 1 ADULTS	10% OFF BAR	INCLUDED

PRINT REPORT

stayntouch
Heather's Place
Breakfast List

DATE 01-26-2024 TOTAL GUESTS 27

ROOM	RESERVATION	RATE	BREAKFAST
108	1 B*****, B***** 1 ADULTS	SENTRAL RATE	NOT INCLUDED <input type="checkbox"/>
305	5 B*****, X***** 1 ADULTS	10% OFF BAR	NOT INCLUDED <input type="checkbox"/>
205	5 B*****, X***** 1 ADULTS	10% OFF BAR	NOT INCLUDED <input type="checkbox"/>
501	5 B*****, X***** 1 ADULTS	10% OFF BAR	NOT INCLUDED <input type="checkbox"/>
401	5 B*****, X***** 1 ADULTS	10% OFF BAR	NOT INCLUDED <input type="checkbox"/>
301	5 B*****, X***** 1 ADULTS	10% OFF BAR	NOT INCLUDED <input type="checkbox"/>
SNT201	5 C*****, J**** 1 ADULTS	NEW ROOM RATE	NOT INCLUDED <input type="checkbox"/>
SNT200	5 C*****, J**** 1 ADULTS	NEW ROOM RATE	NOT INCLUDED <input type="checkbox"/>
406	232 Cooper, Heather 1 ADULTS	UB RATE	NOT INCLUDED <input type="checkbox"/>
307	232 Cooper, Heather 1 ADULTS	BAR	NOT INCLUDED <input type="checkbox"/>
502	232 Cooper, Heather 1 ADULTS	FIRST NIGHT ALLOWANCE	NOT INCLUDED <input type="checkbox"/>
407	232 Cooper, Heather 1 ADULTS	UB RATE	NOT INCLUDED <input type="checkbox"/>
801	232 Cooper, Heather 1 ADULTS	UB RATE	NOT INCLUDED <input type="checkbox"/>
403	232 Cooper, Heather 1 ADULTS	BAR	NOT INCLUDED <input type="checkbox"/>
405	1 Doe, Jane 1 ADULTS	10% OFF BAR	<input type="checkbox"/>

SINGLE DATE - 01-26-2024
SORT BY: NAME SORT DIRECTION:
ASCENDING
DISPLAY: ALL RESERVATIONS

BUSINESS DATE: 02-05-2024
USER: ERIN FISCHER

1 ADULTS

203	Bogaerts, Xander	GROUP DINNER PACKAGE	NOT INCLUDED	A		
1 ADULTS SAN DIEGO PADRES						
303	Campusano, Luis	GROUP DINNER PACKAGE	NOT INCLUDED	A		
1 ADULTS SAN DIEGO PADRES						
408	232 Cooper, Heather	BAR	NOT INCLUDED	A		
1 ADULTS						
104	232 Cooper, Heather	BAR	NOT INCLUDED	A		
1 ADULTS						
103	Cronenworth, Jacob	GROUP DINNER PACKAGE	NOT INCLUDED	A		
1 ADULTS SAN DIEGO PADRES						
307	Darvish, Yu	GROUP DINNER PACKAGE	NOT INCLUDED	A		
1 ADULTS SAN DIEGO PADRES						
405	47 Doe, Jane VIP	FOOD PACKAGE	A	A	C	C
2 ADULTS • 2 CHILDREN						
107	Kim, Ha Seong	GROUP DINNER PACKAGE	NOT INCLUDED	A		
1 ADULTS SAN DIEGO PADRES						

SINGLE DATE - 02-06-2024
 SORT BY: NAME SORT DIRECTION: ASCENDING
 DISPLAY: ALL RESERVATIONS

BUSINESS DATE: 02-05-2024
 USER: ERIN FISCHER

"A" indicates the number of adults on a reservation, and "C" indicates the number of children on a reservation.



CSV EXPORT

Total Guests	Date												
26	1/26/24												
Room No	Reservation	VIP Status	Adults	Children	Infants	Accompanying Guests	Group/Allotment	Travel Agent	Company	Stay Count	Rate	Breakfast Addon	
501	Bogaerts, Xander		1	0	0					0	10% off BAR	Not Included	
401	Bogaerts, Xander		1	0	0					0	10% off BAR	Not Included	
301	Bogaerts, Xander		1	0	0					0	10% off BAR	Not Included	
305	Bogaerts, Xander		1	0	0					0	10% off BAR	Not Included	
205	Bogaerts, Xander		1	0	0					0	10% off BAR	Not Included	
502	Cooper, Heather		1	0	0					224	First Night Allowance	Not Included	
	Cooper, Heather		1	0	0					224	Ub Rate	Not Included	
307	Cooper, Heather		1	0	0					224	BAR	Not Included	
407	Cooper, Heather		1	0	0					224	Ub Rate	Not Included	
406	Cooper, Heather		1	0	0					224	Ub Rate	Not Included	
403	Cooper, Heather		1	0	0					224	BAR	Not Included	
SNT200	Cronenworth, Jacob		1	0	0					3	New ROOM RATE	Not Included	
SNT201	Cronenworth, Jacob		1	0	0					3	New ROOM RATE	Not Included	
405	Doe, Jane		1	0	0					0	10% off BAR	Included	
207	Machado, Manny		1	0	0					0	Allowance INCL	Not Included	
103	Machado, Manny		1	0	0					0	Allowance INCL	Not Included	
203	Machado, Manny		1	0	0					0	Allowance INCL	Not Included	
303	Machado, Manny		1	0	0					0	Allowance INCL	Not Included	
107	Machado, Manny		1	0	0					0	Allowance INCL	Not Included	
201	Milojevic, Nevena		1	0	0					29	Min Threshold	Not Included	
202	Newbern, Paige		1	0	0					0	Based On Allowance	Not Included	
503	Newbern, Paige		1	0	0					0	Based On Allowance	Not Included	
106	Newbern, Paige		1	0	0					0	Based On Allowance	Not Included	
802	Newbern, Paige		1	0	0					0	Based On Allowance	Not Included	
102	Newbern, Paige		1	0	0					0	Based On Allowance	Not Included	
	patidar, Sumit		1	0	0					0	574 Rate	Not Included	

When viewing the report from Stayntouch PMS, the report will be paginated, if applicable.

The post type is also considered for the report. If **Post First Night** has been selected for the breakfast add-on, the breakfast add-on will only be shown on the second day of the reservation, as the report shows stayover reservations from the previous night that have the add-on. If **Every Week** has been selected for the breakfast add-on, the breakfast add-on will be shown only on the day the charge is posted.

Business on the Books Report

OVERVIEW

The Business on the Books Report records business on the books by date range for past and future dates. Please note, the current business date is considered a future date. By default, this report includes no show and cancelled reservations, and there is no option to exclude these. The **Revenue** column refers to revenue from those charge codes whose charge code type is **ROOM**. For past dates, the revenue is the actual revenue posted on the **Guest Bill**. This includes any manual room charges posted in the **Guest Bill**. For future dates, the revenue is what would get posted based on the rate code amount.

The report also includes suite rooms count for groups.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range.

The screenshot displays the 'New Report' interface. At the top, there is a navigation bar with 'REPORTS INBOX' and 'New Report' tabs. Below this is a search bar labeled 'Search by Report Name'. A list of reports is shown on the left, including 'A/R Aging', 'A/R Summary Report', 'Action Manager', 'Add On Upsell', 'Add-On Forecast', 'Arrival', 'Booking Source & Market Report', 'Business on the Books' (highlighted in orange), 'Cancellation & No Show', and 'Check In / Check Out'. On the right, the 'Business on the Books' configuration panel is open, showing 'DATE RANGE (FROM)' as 02-16-2021 and 'DATE RANGE (TO)' as 02-23-2021. A green 'RUN REPORT' button is located at the bottom right of the configuration panel.

REPORT OUTPUT

The Business on the Books Report can be exported via CSV file or printed, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **DATE:** Date range selected for the report.
- **RMS:** The sum of all the individual rooms, group picked-up rooms, group not picked-up rooms, and allotment picked-up rooms.
- **OCC %:** The percentage of physical rooms at the hotel that are occupied/sold.
- **AVL. ROOMS:** The physical number of vacant rooms at the hotel. This number does not include Out of Order rooms or occupied/sold rooms.
- **OOO:** The number of Out of Order rooms.
- **TOTAL RMS**
 - **Room Revenue:** Individual room revenue plus group room revenue (picked-up and not picked-up) and allotment room revenue (picked-up).
 - **ADR/day:** Total room revenue divided by the total rooms value.
- **GROUP ROOMS**
 - **Picked-Up:** All group picked-up rooms for the date.
 - **Not Picked-Up:** All not picked-up rooms for the date.
 - **Rvn:** Room revenue for all group not picked-up and group picked-up rooms. (Revenue does not include tax.)
 - **ADR:** The group room revenue divided by group picked-up rooms plus group not picked-up rooms.
- **ALLOTMENT ROOMS**
 - **Picked-Up:** Total number of all group picked-up rooms for the date.
 - **Not Picked-Up:** Total number of all not picked-up rooms for the date.
 - **Rvn:** Room revenue for all allotment picked-up rooms. (Revenue does not include tax.)
 - **ADR:** The allotment room revenue divided by the number of allotment picked-up rooms.
- **INDIVIDUAL ROOMS**
 - **Count:** All arrival and stayover reservations for this date that are not part of a group or allotment (this count excludes cancelled, no shows, or day use reservations).
 - **Rvn:** Room revenue for all individual rooms on the date. (Revenue does not include tax.)
 - **ADR:** The individual room revenue divided by the number of individual rooms sold.

REPORTS INBOX

DATE	RMS	OCC %	AVL. RMS	OOO	TOTAL RMS		GROUP ROOMS			
					Rvn	ADR/day	Picked Up	Not Picked Up	Rvn	ADR
02-16-2021	20	20.00	78	2	\$4,749.00	\$237.45	16	0	\$2,816.00	\$176.00
02-17-2021	20	20.00	79	1	\$7,857.00	\$392.85	16	0	\$2,816.00	\$176.00
02-18-2021	20	20.00	80	0	\$7,075.00	\$353.75	16	0	\$2,816.00	\$176.00
02-19-2021	3	3.00	97	0	\$906.00	\$302.00	1	0	\$176.00	\$176.00
02-20-2021	1	1.00	99	0	\$280.00	\$280.00	0	0	\$0.00	\$0.00
02-21-2021	3	3.00	97	0	\$705.00	\$235.00	0	0	\$0.00	\$0.00
02-22-2021	3	3.00	97	0	\$845.00	\$281.67	0	0	\$0.00	\$0.00
02-23-2021	4	4.00	96	0	\$675.00	\$168.75	0	0	\$0.00	\$0.00
TOTALS	74	9.25	723	3	\$23,092.00	\$312.05	49	0	\$8,624.00	\$176.00

REPORTS INBOX
Business on the Books By Date Range
Erin Fischer Tuesday, 23 February 2021

DATE	GROUP ROOMS			ALLOTMENT ROOMS				INDIVIDUAL ROOMS		
	Picked Up	Rvn	ADR	Picked Up	Not Picked Up	Rvn	ADR	Count	Rvn	ADR
02-16-2021		\$2,816.00	\$176.00	0	0	\$0.00	\$0.00	4	\$1,933.00	\$483.25
02-17-2021		\$2,816.00	\$176.00	0	0	\$0.00	\$0.00	4	\$5,041.00	\$1,260.25
02-18-2021		\$2,816.00	\$176.00	0	0	\$0.00	\$0.00	4	\$4,259.00	\$1,064.75
02-19-2021		\$176.00	\$176.00	0	0	\$0.00	\$0.00	2	\$730.00	\$365.00
02-20-2021		\$0.00	\$0.00	0	0	\$0.00	\$0.00	1	\$280.00	\$280.00
02-21-2021		\$0.00	\$0.00	0	0	\$0.00	\$0.00	3	\$705.00	\$235.00
02-22-2021		\$0.00	\$0.00	0	0	\$0.00	\$0.00	3	\$845.00	\$281.67
02-23-2021		\$0.00	\$0.00	0	0	\$0.00	\$0.00	4	\$675.00	\$168.75
TOTALS		\$8,624.00	\$176.00	0	0	\$0.00	\$0.00	25	\$14,468.00	\$578.72

PRINT REPORT

Business on the Books By Date Range

DATE	RMS	OCC %	AVL RMS	OOO	TOTAL RMS		GROUP ROOMS				ALLOTMENT ROOMS				INDIVIDUAL ROOMS		
					Rvn	ADR/day	Picked Up	Not Picked Up	Rvn	ADR	Picked Up	Not Picked Up	Rvn	ADR	Count	Rvn	ADR
02-16-2021	20	20.00	78	2	\$4,749.00	\$237.45	16	0	\$2,816.00	\$176.00	0	0	\$0.00	\$0.00	4	\$1,933.00	\$483.25
02-17-2021	20	20.00	79	1	\$7,857.00	\$392.85	16	0	\$2,816.00	\$176.00	0	0	\$0.00	\$0.00	4	\$5,041.00	\$1,260.25
02-18-2021	20	20.00	80	0	\$7,075.00	\$353.75	16	0	\$2,816.00	\$176.00	0	0	\$0.00	\$0.00	4	\$4,259.00	\$1,064.75
02-19-2021	3	3.00	97	0	\$906.00	\$302.00	1	0	\$176.00	\$176.00	0	0	\$0.00	\$0.00	2	\$730.00	\$365.00
02-20-2021	1	1.00	99	0	\$280.00	\$280.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	1	\$280.00	\$280.00
02-21-2021	3	3.00	97	0	\$705.00	\$235.00	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	3	\$705.00	\$235.00
02-22-2021	3	3.00	97	0	\$845.00	\$281.67	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	3	\$845.00	\$281.67
02-23-2021	4	4.00	96	0	\$675.00	\$168.75	0	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	4	\$675.00	\$168.75
TOTALS	74	9.25	723	3	\$23,092.00	\$312.05	49	0	\$8,624.00	\$176.00	0	0	\$0.00	\$0.00	25	\$14,468.00	\$578.72

Print 2 pages

Destination: Save as PDF

Pages: All

Pages per sheet: 1

Margins: Default

Options: Headers and footers
 Background graphics

Print using system dialogue... (⌘P)

Open PDF in Preview

Cancel Save

CSV EXPORT

Date	RMS	OCC%	AVL.RMS	OOO	TOTAL ROOMS		GROUP ROOMS				ALLOTMENT ROOMS				INDIVIDUAL ROOMS			
					Rvn	ADR/day	Picked Up	Not Picked Up	Rvn	ADR	Picked Up	Not Picked Up	Rvn	ADR	Count	Rvn	ADR	
02-16-2021	20	20	78	2	4749	237.45	16	0	2816	176	0	0	0	0	0	4	1933	483.25
02-17-2021	20	20	79	1	7857	392.85	16	0	2816	176	0	0	0	0	0	4	5041	1260.25
02-18-2021	20	20	80	0	7075	353.75	16	0	2816	176	0	0	0	0	0	4	4259	1064.75
02-19-2021	3	3	97	0	906	302	1	0	176	176	0	0	0	0	0	2	730	365
02-20-2021	1	1	99	0	280	280	0	0	0	0	0	0	0	0	0	1	280	280
02-21-2021	3	3	97	0	705	235	0	0	0	0	0	0	0	0	0	3	705	235
02-22-2021	3	3	97	0	845	281.67	0	0	0	0	0	0	0	0	0	3	845	281.67
02-23-2021	4	4	96	0	675	168.75	0	0	0	0	0	0	0	0	0	4	675	168.75
TOTALS	74	9.25	723	3	23092	312.05	49	0	8624	176	0	0	0	0	0	25	14468	578.72

Cancellation & No Show Report

OVERVIEW

The Cancellation & No Show Report provides a list of cancellations and/or no shows for the dates selected. You can select a cancellation or arrival date range. By selecting an arrival date range and toggling from cancellations to no shows, this can very easily become a no show report for that date range.

REPORT FILTERS

CANCELLATION DATE RANGE (FROM/TO)

Select a cancellation date range.

ARRIVAL DATE RANGE (FROM/TO)

Select an arrival date range.

OPTION(S)

Choose from **SELECT ALL**, **INCLUDE CANCELLED**, and/or **INCLUDE NO SHOW**.

NOTE: The **CANCELLATION DATE RANGE (FROM/TO)** field or the **ARRIVAL DATE RANGE (FROM/TO)** field can be left blank if desired.

The screenshot displays the 'Stayntouch Inn New Report' interface. At the top, there is a navigation bar with a menu icon, 'REPORTS INBOX', the title 'Stayntouch Inn New Report', the user 'Erin Fischer', the date 'Monday, 27 November 2023', and the 'stayntouch' logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists various reports, each with an icon, a title, a brief description, and a right-pointing arrow. The right column is titled 'Cancellation & No Show CONFIGURE REPORT' and contains several input fields for date ranges and a dropdown menu for options. At the bottom right of the right column is a green 'RUN REPORT' button.

Report Name	Description	Action
Cancellation & No Show	All Cancelled & No Show Reservations By Date Range	
Check In / Check Out	Number of Check Ins and Check Outs through mobile devices by date range By Mobile Device	»
Company/TA Top Producers	Company/TA Top Producers - Production Statistics	»
Comparison	Statistics Report by Comparison By Date	»
Comparison to Budget	Compare actual or forecasted rooms sold and revenue By Date Range	»
Complimentary Room Report	All Reservations with 0.00 rate amount By Date Range	»
Credit Check Report	All guests with Inhouse / Due out status	»
Daily Payments		»
Daily Production	Daily Production by Room Type (History & Forecast) By Room Type	»
Daily Production by Demographics	Daily Production by Market / Source / Origin / Segment (History & Forecast)	»
Daily Production by Rate	Daily Production by Rate & Rate Type (History & Forecast)	»

Cancellation & No Show CONFIGURE REPORT

CANCELLATION DATE RANGE (FROM): 11-20-2023

CANCELLATION DATE RANGE (TO): 11-27-2023

ARRIVAL DATE RANGE (FROM): 11-20-2023

ARRIVAL DATE RANGE (TO): 11-27-2023

OPTION(S): Include Cancelled

RUN REPORT

REPORT OUTPUT

The **Cancellation & No Show Report** can be printed, and it will appear in the **Reports Inbox** as pictured in the section below. This report is an interactive report, and you can directly navigate to the stay card by clicking the guest's name. You will see the following fields on the report:

- **TOTAL OPEN BALANCE:** Total open balance for cancellations and no shows for the date range selected
- **Date/Amount:** Date and cancellation/no show amount
- **Guest:** Guest details
- **Arrival:** Arrival date and time
- **Departure:** Departure date and time
- **Rate:** Room type and rate
- **Balance:** Guest balance

REPORTS INBOX

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Cancellation & No Show <i>Today at 11:11 AM</i>	10-01-2023	11-27-2023	

REPORTS INBOX		Stayntouch Inn Cancellation & No Show By Date Range				stayntouch
TOTAL OPEN BALANCE \$ -598.84		Erin Fischer Monday, 27 November 2023				
Date / Amount	Guest	Arrival	Departure	Rate	Balance	
10-04-2023 \$ 0.00	Josephson, Julia 110944 • 2 Adult(s) • 0 Children	✕ 10-04-2023 03:00 PM	✕ 10-05-2023 12:00 PM	1 DEPOSIT REQUESTED STANDARD 1 KING BED BEST AVAILABLE RATE / \$ 350.00 ADR	\$ 350.00	
10-17-2023 \$ 0.00	Fischer, Erin 110959 • 1 Adult(s) • 0 Children	✕ 10-17-2023 03:00 PM	✕ 10-18-2023 12:00 PM	1 DEPOSIT REQUESTED STANDARD 1 KING BED BEST AVAILABLE RATE / \$ 350.00 ADR	\$ 0.00	
10-26-2023 \$ 0.00	Fischer, Erin 110979 • 1 Adult(s) • 0 Children	✕ 10-26-2023 03:00 PM	✕ 10-27-2023 12:00 PM	1 DEPOSIT REQUESTED STANDARD 1 KING BED BEST AVAILABLE RATE / \$ 350.00 ADR	\$ 0.00	
10-30-2023 \$ 0.00	Doe, Jane 110998 • 1 Adult(s) • 0 Children	✕ 10-30-2023 03:00 PM	✕ 10-31-2023 12:00 PM	1 DEPOSIT REQUESTED STANDARD 1 KING BED BEST AVAILABLE RATE / \$ 350.00 ADR	\$ 0.00	
10-31-2023 \$ 0.00	James, Lily 111012 • 2 Adult(s) • 0 Children	✕ 10-31-2023 02:15 PM	✕ 11-02-2023 12:00 PM	2 MEETING ROOM DISCOUNTED PARKING PACKAGE / \$ 370.00 ADR	\$ 20.00	
10-31-2023 \$ 20.00	James, Lily 111014 • 2 Adult(s) • 0 Children	✕ 10-31-2023 02:30 PM	✕ 11-02-2023 12:00 PM	2 JUNIOR SUITE 1 BDRM 1 KING BEST AVAILABLE RATE / \$ 450.00 ADR	\$ 0.00	
11-07-2023 \$ 1,387.53	Laron, Nicki 111026 • 1 Adult(s) • 0 Children	✕ 11-07-2023 03:00 PM	✕ 11-10-2023 12:00 PM	3 DEPOSIT RECEIVED STANDARD 1 KING BED NIGHTLY DINNER PACKAGE / \$ 350.00 ADR	\$ -994.93	
11-07-2023 \$ 0.00	Lance, Trey 111024 • 2 Adult(s) • 0 Children	✕ 11-07-2023 03:00 PM	✕ 11-10-2023 12:00 PM	3 DEPOSIT REQUESTED STANDARD 1 KING BED BEST AVAILABLE RATE / \$ 350.00 ADR	\$ 0.00	
11-10-2023 \$ 0.00	Kiosk, Shaun 111029 • 1 Adult(s) • 0 Children	✕ 11-10-2023 03:00 PM	✕ 11-11-2023 12:00 PM	1 DEPOSIT REQUESTED STANDARD 1 KING BED BEST AVAILABLE RATE / \$ 360.00 ADR	\$ 0.00	
11-16-2023 \$ 30.00	Test, Victor 111044 • 1 Adult(s) • 0 Children	✕ 11-16-2023 10:41 AM	✕ 11-17-2023 02:00 PM	1 DEPOSIT RECEIVED PREMIUM 1 KING BEST AVAILABLE RATE / \$ 350.00 ADR	\$ 26.09	
11-21-2023 \$ 0.00	Test, Victor 111054 • 1 Adult(s) • 0 Children	✕ 11-21-2023 05:15 PM	✕ 11-22-2023 12:00 PM	1 DEPOSIT REQUESTED STANDARD 1 KING BED BEST AVAILABLE RATE / \$ 400.00 ADR	\$ 0.00	

DATE RANGE - FROM: 10-01-2023 TO: 11-27-2023
 CANCELLATION DATES - FROM: 10-01-2023 TO: 11-27-2023
 OPTIONS: INCLUDE CANCELLED

BUSINESS DATE: 11-27-2023
 USER: ERIN FISCHER

PRINT REPORT

11/27/23, 5:13 PM

Cancellation & No Show By Date Range

stayntouch
Stayntouch Inn

Cancellation & No Show By Date Range

TOTAL OPEN BALANCE
\$ -598.84

DATE / AMOUNT	GUEST	ARRIVAL	DEPARTURE		RATE	BALANCE
10-04-2023 \$ 0.00	Josephson, Julia 110944 • 2 ADULT(S) • 0 CHILDREN	10-04-2023 03:00 PM	10-05-2023 12:00 PM	1 DEPOSIT REQUESTED	STANDARD 1 KING BED BEST AVAILABLE RATE / \$ 350.00 ADR	\$ 350.00
10-17-2023 \$ 0.00	Fischer, Erin 110959 • 1 ADULT(S) • 0 CHILDREN	10-17-2023 03:00 PM	10-18-2023 12:00 PM	1 DEPOSIT REQUESTED	STANDARD 1 KING BED BEST AVAILABLE RATE / \$ 350.00 ADR	\$ 0.00
10-26-2023 \$ 0.00	Fischer, Erin 110959 • 1 ADULT(S) • 0 CHILDREN	10-26-2023 03:00 PM	10-27-2023 12:00 PM	1 DEPOSIT REQUESTED	STANDARD 1 KING BED BEST AVAILABLE RATE / \$ 350.00 ADR	\$ 0.00
10-30-2023 \$ 0.00	Doe, Jane 110998 • 1 ADULT(S) • 0 CHILDREN	10-30-2023 03:00 PM	10-31-2023 12:00 PM	1 DEPOSIT REQUESTED	STANDARD 1 KING BED BEST AVAILABLE RATE / \$ 350.00 ADR	\$ 0.00
10-31-2023 \$ 0.00	James, Lily 111012 • 2 ADULT(S) • 0 CHILDREN	10-31-2023 02:15 PM	11-02-2023 12:00 PM	2	MEETING ROOM DISCOUNTED PARKING PACKAGE / \$ 370.00 ADR	\$ 20.00
10-31-2023 \$ 20.00	James, Lily 111014 • 2 ADULT(S) • 0 CHILDREN	10-31-2023 02:30 PM	11-02-2023 12:00 PM	2	JUNIOR SUITE 1 BDRM 1 KING BEST AVAILABLE RATE / \$ 450.00 ADR	\$ 0.00
11-07-2023 \$ 1,387.53	Laron, Nicki 111026 • 1 ADULT(S) • 0 CHILDREN	11-07-2023 03:00 PM	11-10-2023 12:00 PM	3 DEPOSIT RECEIVED	STANDARD 1 KING BED NIGHTLY DINNER PACKAGE / \$ 350.00 ADR	\$ -994.93
11-07-2023 \$ 0.00	Lance, Trey 111024 • 2 ADULT(S) • 0 CHILDREN	11-07-2023 03:00 PM	11-10-2023 12:00 PM	3 DEPOSIT REQUESTED	STANDARD 1 KING BED BEST AVAILABLE RATE / \$ 350.00 ADR	\$ 0.00
11-10-2023 \$ 0.00	Kiosk, Shaun 111029 • 1 ADULT(S) • 0 CHILDREN	11-10-2023 03:00 PM	11-11-2023 12:00 PM	1 DEPOSIT REQUESTED	STANDARD 1 KING BED BEST AVAILABLE RATE / \$ 360.00 ADR	\$ 0.00

DATE RANGE - FROM: 10-01-2023 TO: 11-27-2023
CANCELLATION DATES - FROM: 10-01-2023 TO: 11-27-2023
OPTIONS: INCLUDE CANCELLED

BUSINESS DATE: 11-27-2023
USER: ERIN FISCHER

Check-In/Check-Out Report

OVERVIEW

The Check-In/Check-Out Report provides a count of total check-ins and check-outs via Stayntouch Guest Mobility (Web), Stayntouch Guest Kiosk (Kiosk), App, and Stayntouch Cloud PMS (Rover).

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range.

CHECK-IN/CHECK-OUT

Choose from **SHOW CHECK-INS AND CHECK-OUTS**, **SHOW ONLY CHECK-INS**, and/or **SHOW ONLY CHECK-OUTS**.

SORT BY

Select **Date**.

The screenshot displays the 'Stayntouch Inn New Report' interface. At the top, there is a navigation bar with a menu icon, 'REPORTS INBOX', the user name 'Erin Fischer', the date 'Monday, 27 November 2023', and the 'stayntouch' logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column contains a list of reports, each with an icon, a title, a subtitle, and a right-pointing arrow. The right column contains a configuration panel for the selected report, 'Check In / Check Out', with fields for 'DATE RANGE (FROM)', 'DATE RANGE (TO)', 'CHECK IN / CHECK OUT', and 'SORT BY'. At the bottom right of the configuration panel is a green 'RUN REPORT' button.

Stayntouch Inn New Report
Erin Fischer Monday, 27 November 2023

Search by Report Name

Check In / Check Out
Number of Check Ins and Check Outs through mobile devices by date range By Mobile Device

Company/TA Top Producers
Company/TA Top Producers – Production Statistics

Comparison
Statistics Report by Comparison By Date

Comparison to Budget
Compare actual or forecasted rooms sold and revenue By Date Range

Complimentary Room Report
All Reservations with 0.00 rate amount By Date Range

Credit Check Report
All guests with Inhouse / Due out status

Daily Payments

Daily Production
Daily Production by Room Type (History & Forecast) By Room Type

Daily Production by Demographics
Daily Production by Market / Source / Origin / Segment (History & Forecast)

Daily Production by Rate
Daily Production by Rate & Rate Type (History & Forecast)

Daily Transactions

Check In / Check Out
CONFIGURE REPORT

DATE RANGE (FROM)
11-20-2023

DATE RANGE (TO)
11-27-2023

CHECK IN / CHECK OUT
Show Check Ins and Chec. ▾

SORT BY
Date ▾

RUN REPORT

REPORT OUTPUT

The Check-In/Check-Out Report can be printed, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **CHECK-INS:** Total check-ins via Stayntouch Cloud PMS, Stayntouch Guest Mobility, Stayntouch Guest Kiosk, and app
- **VIA ROVER:** Total Stayntouch Cloud PMS check-ins
- **VIA WEB:** Total Stayntouch Guest Mobility check-ins
- **VIA APP:** Total app check-ins
- **VIA STATION:** Total Stayntouch Guest Kiosk check-ins
- **CHECK-OUTS:** Total check-outs via Stayntouch Cloud PMS, Stayntouch Guest Mobility, Stayntouch Guest Kiosk, and app
- **VIA ROVER:** Total Stayntouch Cloud PMS check-outs
- **VIA WEB:** Total Stayntouch Guest Mobility check-outs
- **VIA APP:** Total app check-outs
- **VIA STATION:** Total Stayntouch Guest Kiosk check-outs
- **DATE:** Business date
- **TOTAL CHECK-INS:** Total check-ins via Stayntouch Cloud PMS, Stayntouch Guest Mobility, Stayntouch Guest Kiosk, and app for the business date
- **VIA ROVER:** Total Stayntouch Cloud PMS check-ins for the business date
- **VIA WEB:** Total Stayntouch Guest Mobility check-ins for the business date
- **VIA APP:** Total app check-ins for the business date
- **VIA STATION:** Total Stayntouch Guest Kiosk check-ins for the business date
- **TOTAL CHECK-OUTS:** Total check-outs via Stayntouch Cloud PMS, Stayntouch Guest Mobility, Stayntouch Guest Kiosk, and app for the business date
- **VIA ROVER:** Total Stayntouch Cloud PMS check-outs for the business date
- **VIA WEB:** Total Stayntouch Guest Mobility check-outs for the business date
- **VIA APP:** Total app check-outs for the business date
- **VIA STATION:** Total Stayntouch Guest Kiosk check-outs for the business date

REPORTS INBOX

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Check In / Check Out <small>Today at 11:16 AM</small>	10-01-2023	11-27-2023	

Stayntouch Inn Check In / Check Out By Mobile Device											
Erin Fischer Monday, 27 November 2023											
stayntouch											
REPORTS INBOX											
CHECK INS	VIA ROVER	VIA WEB	VIA APP	VIA STATION	CHECK OUTS	VIA ROVER	VIA WEB	VIA APP	VIA STATION		
44	26	12	0	6	15	15	0	0	0		
DATE	TOTAL CHECK INS	VIA ROVER	VIA WEB	VIA APP	VIA STATION	TOTAL CHECK OUTS	VIA ROVER	VIA WEB	VIA APP	VIA STATION	
10-26-2023	1	0	1	0	0	0	0	0	0	0	0
10-27-2023	6	4	2	0	0	2	2	0	0	0	0
10-28-2023	0	0	0	0	0	0	0	0	0	0	0
10-29-2023	0	0	0	0	0	0	0	0	0	0	0
10-30-2023	2	2	0	0	0	3	3	0	0	0	0
10-31-2023	16	2	8	0	6	1	1	0	0	0	0
11-01-2023	0	0	0	0	0	0	0	0	0	0	0
11-02-2023	0	0	0	0	0	2	2	0	0	0	0
11-03-2023	0	0	0	0	0	0	0	0	0	0	0
11-04-2023	0	0	0	0	0	0	0	0	0	0	0
11-05-2023	0	0	0	0	0	0	0	0	0	0	0
11-06-2023	0	0	0	0	0	0	0	0	0	0	0
11-07-2023	0	0	0	0	0	0	0	0	0	0	0
11-08-2023	0	0	0	0	0	0	0	0	0	0	0
11-09-2023	0	0	0	0	0	0	0	0	0	0	0
11-10-2023	0	0	0	0	0	0	0	0	0	0	0
11-11-2023	0	0	0	0	0	0	0	0	0	0	0
11-12-2023	0	0	0	0	0	0	0	0	0	0	0

Showing 26-50 of 58 items

PREVIOUS NEXT

PRINT REPORT

11/27/23, 5:18 PM

Check In / Check Out By Mobile Device


 stayntouch
 Stayntouch Inn

Check In / Check Out By Mobile Device

CHECK INS	VIA ROVER	VIA WEB	VIA APP	VIA STATION	CHECK OUTS	VIA ROVER	VIA WEB	VIA APP	VIA STATION
44	26	12	0	6	15	15	0	0	0

DATE	TOTAL CHECK INS	VIA ROVER	VIA WEB	VIA APP	VIA STATION	TOTAL CHECK OUTS	VIA ROVER	VIA WEB	VIA APP	VIA STATION
10-01-2023	0	0	0	0	0	0	0	0	0	0
10-02-2023	0	0	0	0	0	0	0	0	0	0
10-03-2023	1	1	0	0	0	0	0	0	0	0
10-04-2023	3	3	0	0	0	0	0	0	0	0
10-05-2023	0	0	0	0	0	0	0	0	0	0
10-06-2023	0	0	0	0	0	0	0	0	0	0
10-07-2023	0	0	0	0	0	0	0	0	0	0
10-08-2023	0	0	0	0	0	0	0	0	0	0
10-09-2023	0	0	0	0	0	0	0	0	0	0
10-10-2023	0	0	0	0	0	0	0	0	0	0
10-11-2023	0	0	0	0	0	0	0	0	0	0
10-12-2023	1	1	0	0	0	0	0	0	0	0
10-13-2023	0	0	0	0	0	0	0	0	0	0
10-14-2023	0	0	0	0	0	0	0	0	0	0
10-15-2023	0	0	0	0	0	0	0	0	0	0
10-16-2023	0	0	0	0	0	0	0	0	0	0
10-17-2023	0	0	0	0	0	0	0	0	0	0
10-18-2023	1	1	0	0	0	0	0	0	0	0
10-19-2023	0	0	0	0	0	0	0	0	0	0
10-20-2023	0	0	0	0	0	0	0	0	0	0
10-21-2023	0	0	0	0	0	0	0	0	0	0
10-22-2023	0	0	0	0	0	0	0	0	0	0
10-23-2023	2	2	0	0	0	0	0	0	0	0
10-24-2023	2	2	0	0	0	0	0	0	0	0
10-25-2023	3	3	0	0	0	5	5	0	0	0
10-26-2023	1	0	1	0	0	0	0	0	0	0
10-27-2023	6	4	2	0	0	2	2	0	0	0
10-28-2023	0	0	0	0	0	0	0	0	0	0
10-29-2023	0	0	0	0	0	0	0	0	0	0
10-30-2023	2	2	0	0	0	3	3	0	0	0
10-31-2023	16	2	8	0	6	1	1	0	0	0
11-01-2023	0	0	0	0	0	0	0	0	0	0
11-02-2023	0	0	0	0	0	2	2	0	0	0
11-03-2023	0	0	0	0	0	0	0	0	0	0
11-04-2023	0	0	0	0	0	0	0	0	0	0
11-05-2023	0	0	0	0	0	0	0	0	0	0
11-06-2023	0	0	0	0	0	0	0	0	0	0
11-07-2023	0	0	0	0	0	0	0	0	0	0
11-08-2023	0	0	0	0	0	0	0	0	0	0

DATE RANGE - FROM: 10-01-2023 TO: 11-27-2023
 TRANSACTION TYPE: CHECK INS & CHECK OUTS
 SORT BY: DATE SORT DIRECTION: ASCENDING

BUSINESS DATE: 11-27-2023
 USER: ERIN FISCHER

Company/TA Top Producers Report

OVERVIEW

The Company/TA Top Producers Report allows hotel users to view the productivity of Companies and Travel Agents for the hotel. The report shows all revenue and statistical data in relation to the selected card or a number of cards at the hotel, regardless of whether the stay card is guest only or part of a group associated with a Company or Travel Agent. It will not display any Companies or Travel Agents that do not have reservations associated with them. The report does not consider revenue from day use reservations, no show reservations, and cancelled reservations. The room revenue refers to all revenue posted with those charge codes whose charge code type is **ROOM**.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range. Available for past dates only.

COMPANY/TRAVEL AGENT

Search by companies and/or travel agents.

MINIMUM REVENUE

Enter a minimum revenue value.

MINIMUM NIGHTS

Enter a minimum number of nights.

SHOW

Choose from **Select All**, **Show Company**, or **Show Travel Agent**. Default is **Select All**.

SORT BY

Choose from **Company/TA Name**, **Room Nights** or **Revenue**.

The screenshot displays the 'New Report' interface in the Stayntouch system. At the top, there is a navigation bar with 'REPORTS INBOX' and 'New Report' (Erin Fischer, Friday, 19 February 2021). Below this is a search bar for 'Search by Report Name'. A list of reports is shown on the left, including 'Add-On Forecast', 'Arrival', 'Booking Source & Market Report', 'Business on the Books', 'Cancellation & No Show', 'Check In / Check Out', 'Company/TA Top Producers' (highlighted in orange), 'Comparison', 'Complimentary Room Report', 'Credit Check Report', 'Daily Payments', 'Daily Production', and 'Daily Production by Demographics'. On the right side, there are filter controls for 'Company/TA Top Producers' (CONFIGURE REPORT), 'DATE RANGE (FROM)' (02-12-2021), 'DATE RANGE (TO)' (02-18-2021), 'COMPANY / TRAVEL AGENT' (Search by Company / Trav), 'MINIMUM REVENUE' (Enter Value), 'MINIMUM NIGHTS' (Enter No.), 'SHOW' (Both), and 'SORT BY' (Revenue). A green 'RUN REPORT' button is located at the bottom right.

REPORT OUTPUT

The Company/TA Top Producers Report can be exported via CSV file or printed, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **NAME**
 - Name of the Company or Travel Agent.
- **RESERVATIONS**
 - **ACTIVE:** Total number of reservations that are active (excluding cancelled no show reservations) and associated with a given Company/Travel Agent.
 - **CANCELLED:** Total number of reservations with the status cancelled for a given Company/Travel Agent.
 - **NO SHOW:** Total number of reservations with the status no show for a given Company/Travel Agent.
- **ROOM NIGHTS**
 - **ACTIVE:** Total number of active reservations (e.g., day use, cancelled, no show) for a given Company/Travel Agent.
 - **CANCELLED:** Total number of reservations (e.g., day use, no show) for a given Company/Travel Agent.
 - **NO SHOW:** Total number of reservations (e.g., day use, cancelled) for a given Company/Travel Agent.
- **REVENUE**
 - **TOTAL:** Total revenue (excluding payments and taxes) for Company/TA Cards.
 - **ROOM:** Total room revenue for Company/TA Cards.
 - **ADR:** Room revenue/total number of occupied rooms.

REPORTS INBOX

Company/TA Top Producers										
Erin Fischer Friday, 19 February 2021										
TOTAL REVENUE	ROOM REVENUE	RESERVATIONS	NIGHTS							
\$1,863.00	\$1,540.00	4	8							
NAME	RESERVATIONS			ROOM NIGHTS			REVENUE			
	ACTIVE	CANCELED	NO-SHOW	ACTIVE	CANCELED	NO-SHOW	TOTAL	ROOM	ADR	
Britt Inc.	1	0	0	4	0	0	\$1,590.00	\$1,085.00	\$271.25	
Booking.com	1	0	1	4	0	1	\$1,370.00	\$1,065.00	\$266.25	
IBM	3	0	1	4	0	4	\$493.00	\$475.00	\$118.75	

DATE RANGE - FROM: 02-12-2021 TO: 02-18-2021
 SORT BY: REVENUE SORT DIRECTION: DESCENDING
 SHOW: SHOW COMPANY, SHOW TRAVEL AGENT

BUSINESS DATE: 02-19-2021
 USER: ERIN FISCHER

PRINT REPORT

Company/TA Top Producers

TOTAL REVENUE | ROOM REVENUE | RESERVATIONS | NIGHTS
 \$1,863.00 | \$1,540.00 | 4 | 8

NAME	RESERVATIONS			ROOM NIGHTS			REVENUE		
	ACTIVE	CANCELED	NO-SHOW	ACTIVE	CANCELED	NO-SHOW	TOTAL	ROOM	ADR
BRITT INC.	1	0	0	4	0	0	\$1,590.00	\$1,085.00	\$271.25
BOOKING.COM	1	0	1	4	0	1	\$1,370.00	\$1,065.00	\$266.25
IBM	3	0	1	4	0	4	\$493.00	\$475.00	\$118.75

DATE RANGE - FROM: 02-12-2021 TO: 02-18-2021
 SORT BY: REVENUE SORT DIRECTION: DESCENDING
 SHOW: SHOW COMPANY, SHOW TRAVEL AGENT

BUSINESS DATE: 02-19-2021
 USER: ERIN FISCHER

Print

1 page

Destination  Save as PDF

Pages All

Pages per sheet 1

Margins Default

Options Headers and footers Background graphicsPrint using system dialogue... (⌘P) Open PDF in Preview 

Cancel

Save

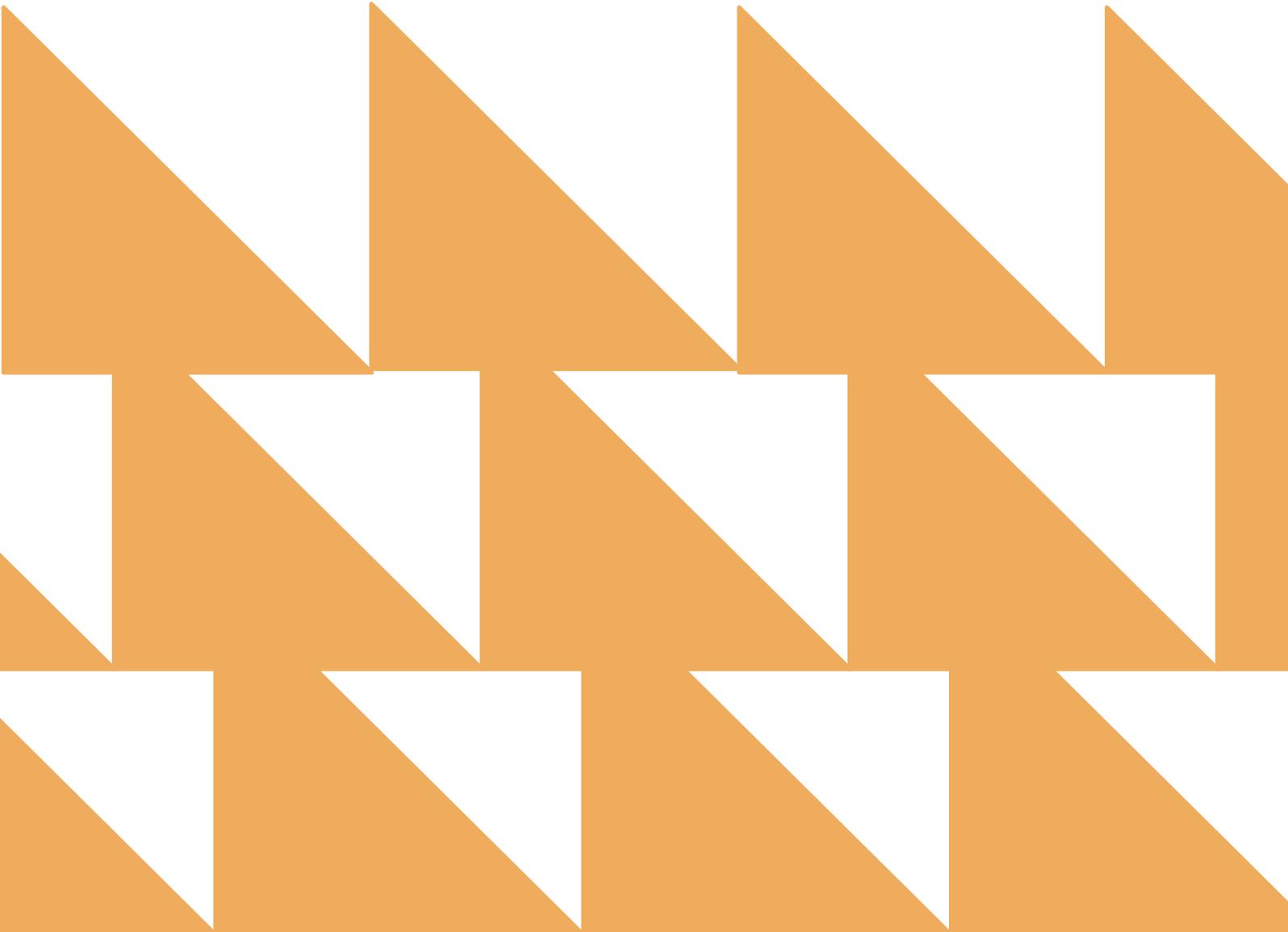
CSV EXPORT

		Totals								
	Total Revenue		\$1,863.00							
	Room Revenue		\$1,540.00							
	Reservations		4							
	Nights		8							
		Reservations			Room Nights			Revenue		
NAME	ACTIVE	CANCELED	NO-SHOW	ACTIVE	CANCELED	NO-SHOW	TOTAL	ROOM	ADR	
Britt Inc.	1	0	0	4	0	0	\$1,590.00	\$1,085.00	\$271.25	
Booking.com	1	0	1	4	0	1	\$1,370.00	\$1,065.00	\$266.25	
IBM	3	0	1	4	0	4	\$493.00	\$475.00	\$118.75	

Comparison Report

OVERVIEW

The Comparison Report provides a summary of the hotel's daily statistics and revenue.



REPORT FILTERS

DATE Select a date.

OPTION(S) Choose from **SELECT ALL**, **INCLUDE LEDGER DATA**, and/or **INCLUDE TAX**.

The screenshot displays the 'Stayntouch Inn New Report' interface. At the top, there is a navigation bar with a menu icon, 'REPORTS INBOX', the user name 'Erin Fischer', the date 'Monday, 27 November 2023', and the 'stayntouch' logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists various reports, each with an icon, a title, a subtitle, and a right-pointing arrow. The right column is titled 'Comparison CONFIGURE REPORT' and contains a 'DATE' field with the value '11-15-2023', an 'OPTION(S)' dropdown menu set to 'All Selected', and a green 'RUN REPORT' button at the bottom.

Comparison
Statistics Report by Comparison By Date

Comparison to Budget
Compare actual or forecasted rooms sold and revenue By Date Range

Complimentary Room Report
All Reservations with 0.00 rate amount By Date Range

Credit Check Report
All guests with inhouse / Due out status

Daily Payments

Daily Production
Daily Production by Room Type (History & Forecast) By Room Type

Daily Production by Demographics
Daily Production by Market / Source / Origin / Segment (History & Forecast)

Daily Production by Rate
Daily Production by Rate & Rate Type (History & Forecast)

Daily Transactions

Departure
Departing Guests By Date Range

Deposit Balance Summary
Account / Guest deposit summary by date

Comparison CONFIGURE REPORT

DATE
11-15-2023

OPTION(S)
All Selected

RUN REPORT

REPORT OUTPUT

The Comparison Report can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **TODAY**
 - AVAILABLE ROOMS
 - OUT OF ORDER ROOMS
 - OUT OF SERVICE ROOMS
 - COMPLIMENTARY ROOMS
 - ARRIVAL ROOMS
 - DEPARTURE ROOMS
 - NO SHOW ROOMS
 - OCCUPIED ROOMS
 - OCCUPIED ROOMS (EXCLUDING COMPLIMENTARY ROOMS)
 - ROOM STATISTICS FOR GROUP GUESTS
 - ROOM STATISTICS FOR TRANSIENT GUESTS
 - GUESTS (ADULTS/CHILDREN)
 - TOTAL OCCUPANCY %
 - TOTAL OCCUPANCY % (EXCLUDING COMPLIMENTARY ROOMS)
 - ADR
 - ADR (EXCLUDING COMPLIMENTARY ROOMS)
 - REVPAR: Out of Order rooms are not included in the calculation
 - TOTAL REVENUE
 - REVENUE BY CHARGE GROUP
 - ROOMS REVENUE
 - FOOD & BEVERAGE REVENUE
 - MISCELLANEOUS OTHER REVENUE
 - TAXES
 - PAYMENTS BY CHARGE GROUP
 - PAYMENTS
 - BALANCE BROUGHT FORWARD
 - DEPOSIT
 - LEDGER OPENING BALANCE
- **MTD (MONTH TO DATE)**
 - AVAILABLE ROOMS
 - OUT OF ORDER ROOMS
 - OUT OF SERVICE ROOMS
 - COMPLIMENTARY ROOMS
 - ARRIVAL ROOMS
 - DEPARTURE ROOMS
 - NO SHOW ROOMS
 - OCCUPIED ROOMS
 - OCCUPIED ROOMS (EXCLUDING COMPLIMENTARY ROOMS)
 - ROOM STATISTICS FOR GROUP GUESTS
 - ROOM STATISTICS FOR TRANSIENT GUESTS
 - GUESTS (ADULTS/CHILDREN)
 - TOTAL OCCUPANCY %
 - TOTAL OCCUPANCY % (EXCLUDING COMPLIMENTARY ROOMS)
 - ADR
 - ADR (EXCLUDING COMPLIMENTARY ROOMS)
 - REVPAR
 - TOTAL REVENUE
 - REVENUE BY CHARGE GROUP
 - ROOMS REVENUE
 - FOOD & BEVERAGE REVENUE

- MISCELLANEOUS OTHER REVENUE
 - TAXES
 - PAYMENTS BY CHARGE GROUP
 - PAYMENTS
 - BALANCE BROUGHT FORWARD
 - DEPOSIT
 - LEDGER OPENING BALANCE
- LAST YEAR MTD
 - AVAILABLE ROOMS
 - OUT OF ORDER ROOMS
 - OUT OF SERVICE ROOMS
 - COMPLIMENTARY ROOMS
 - ARRIVAL ROOMS
 - DEPARTURE ROOMS
 - NO SHOW ROOMS
 - OCCUPIED ROOMS
 - OCCUPIED ROOMS (EXCLUDING COMPLIMENTARY ROOMS)
 - ROOM STATISTICS FOR GROUP GUESTS
 - ROOM STATISTICS FOR TRANSIENT GUESTS
 - GUESTS (ADULTS/CHILDREN)
 - TOTAL OCCUPANCY %
 - TOTAL OCCUPANCY % (EXCLUDING COMPLIMENTARY ROOMS)
 - ADR
 - ADR (EXCLUDING COMPLIMENTARY ROOMS)
 - REVPAR
 - TOTAL REVENUE
 - REVENUE BY CHARGE GROUP
 - ROOMS REVENUE
 - FOOD & BEVERAGE REVENUE
 - MISCELLANEOUS OTHER REVENUE
 - TAXES
 - PAYMENTS BY CHARGE GROUP
 - PAYMENTS
 - BALANCE BROUGHT FORWARD
 - DEPOSIT
 - LEDGER OPENING BALANCE
- VARIANCE
 - AVAILABLE ROOMS
 - OUT OF ORDER ROOMS
 - OUT OF SERVICE ROOMS
 - COMPLIMENTARY ROOMS
 - ARRIVAL ROOMS
 - DEPARTURE ROOMS
 - NO SHOW ROOMS
 - OCCUPIED ROOMS
 - OCCUPIED ROOMS (EXCLUDING COMPLIMENTARY ROOMS)
 - ROOM STATISTICS FOR GROUP GUESTS
 - ROOM STATISTICS FOR TRANSIENT GUESTS
 - GUESTS (ADULTS/CHILDREN)
 - TOTAL OCCUPANCY %
 - TOTAL OCCUPANCY % (EXCLUDING COMPLIMENTARY ROOMS)
 - ADR
 - ADR (EXCLUDING COMPLIMENTARY ROOMS)
 - REVPAR
 - TOTAL REVENUE

- REVENUE BY CHARGE GROUP
 - ROOMS REVENUE
 - FOOD & BEVERAGE REVENUE
 - MISCELLANEOUS OTHER REVENUE
 - TAXES
- PAYMENTS BY CHARGE GROUP
 - PAYMENTS
 - BALANCE BROUGHT FORWARD
- DEPOSIT
 - LEDGER OPENING BALANCE
- YTD (YEAR TO DATE)
 - AVAILABLE ROOMS
 - OUT OF ORDER ROOMS
 - OUT OF SERVICE ROOMS
 - COMPLIMENTARY ROOMS
 - ARRIVAL ROOMS
 - DEPARTURE ROOMS
 - NO SHOW ROOMS
 - OCCUPIED ROOMS
 - OCCUPIED ROOMS (EXCLUDING COMPLIMENTARY ROOMS)
 - ROOM STATISTICS FOR GROUP GUESTS
 - ROOM STATISTICS FOR TRANSIENT GUESTS
 - GUESTS (ADULTS/CHILDREN)
 - TOTAL OCCUPANCY %
 - TOTAL OCCUPANCY % (EXCLUDING COMPLIMENTARY ROOMS)
 - ADR
 - ADR (EXCLUDING COMPLIMENTARY ROOMS)
 - REVPAR
 - TOTAL REVENUE
 - REVENUE BY CHARGE GROUP
 - ROOMS REVENUE
 - FOOD & BEVERAGE REVENUE
 - MISCELLANEOUS OTHER REVENUE
 - TAXES
 - PAYMENTS BY CHARGE GROUP
 - PAYMENTS
 - BALANCE BROUGHT FORWARD
 - DEPOSIT
 - LEDGER OPENING BALANCE
- LAST YEAR YTD
 - AVAILABLE ROOMS
 - OUT OF ORDER ROOMS
 - OUT OF SERVICE ROOMS
 - COMPLIMENTARY ROOMS
 - ARRIVAL ROOMS
 - DEPARTURE ROOMS
 - NO SHOW ROOMS
 - OCCUPIED ROOMS
 - OCCUPIED ROOMS (EXCLUDING COMPLIMENTARY ROOMS)
 - ROOM STATISTICS FOR GROUP GUESTS
 - ROOM STATISTICS FOR TRANSIENT GUESTS
 - GUESTS (ADULTS/CHILDREN)
 - TOTAL OCCUPANCY %
 - TOTAL OCCUPANCY % (EXCLUDING COMPLIMENTARY ROOMS)
 - ADR

- ADR (EXCLUDING COMPLIMENTARY ROOMS)
- REVPAR
- TOTAL REVENUE
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- VARIANCE
 - AVAILABLE ROOMS
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 - OUT OF SERVICE ROOMS
 - COMPLIMENTARY ROOMS
 - ARRIVAL ROOMS
 - DEPARTURE ROOMS
 - NO SHOW ROOMS
 - OCCUPIED ROOMS
 - OCCUPIED ROOMS (EXCLUDING COMPLIMENTARY ROOMS)
 - ROOM STATISTICS FOR GROUP GUESTS
 - ROOM STATISTICS FOR TRANSIENT GUESTS
 - GUESTS (ADULTS/CHILDREN)
 - TOTAL OCCUPANCY %
 - TOTAL OCCUPANCY % (EXCLUDING COMPLIMENTARY ROOMS)
 - ADR
 - ADR (EXCLUDING COMPLIMENTARY ROOMS)
 - REVPAR
 - TOTAL REVENUE
 - REVENUE BY CHARGE GROUP
 - ROOMS REVENUE
 - FOOD & BEVERAGE REVENUE
 - MISCELLANEOUS OTHER REVENUE
 - TAXES
 - PAYMENTS BY CHARGE GROUP
 - PAYMENTS
 - BALANCE BROUGHT FORWARD
 - DEPOSIT
 - LEDGER OPENING BALANCE

REPORTS INBOX

Stayntouch Inn Reports Inbox

Erin Fischer Monday, 27 November 2023

REPORT REQUESTED
 Today(11-27-2023)

+ NEW REPORT

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Comparison <small>Today at 11:22 AM</small>	11-15-2023	11-15-2023	

REPORTS INBOX

Stayntouch Inn Comparison By Date

Erin Fischer Monday, 27 November 2023

	TODAY	MTD	LAST YEAR MTD	VARIANCE	YTD	LAST YEAR YTD	VARIANCE
AVAILABLE ROOMS	198	2969	2970	-1	62471	42580	19891
OUT OF ORDER ROOMS	0	1	0	1	691	386	305
OUT OF SERVICE ROOMS	0	0	0	0	3	22	-19
COMPLIMENTARY ROOMS	0	0	0	0	3	13	-10
ARRIVAL ROOMS	0	1	15	-14	371	1933	-1562
DEPARTURE ROOMS	0	14	27	-13	371	1931	-1560
NO SHOW ROOMS	1	16	20	-4	363	505	-142
OCCUPIED ROOMS	0	17	26	-9	816	6656	-5840
OCCUPIED ROOMS (EXCL COMP)	0	17	26	-9	813	6647	-5834
ROOM STATISTICS FOR GROUP GUESTS	0	0	0	0	19	4858	-4839
ROOM STATISTICS FOR TRANSIENT GUESTS	0	17	26	-9	797	1798	-1001
GUESTS (ADULTS / CHILDREN)	0 / 0	33 / 0	30 / 0	3 / 0	1207 / 6	7221 / 7	-6014 / -1
TOTAL OCCUPANCY %	0.00%	0.57%	0.88%	-0.30	1.29%	15.49%	-14.20
TOTAL OCCUPANCY % (EXCL COMP)	0.00%	0.57%	0.88%	-0.30	1.29%	15.47%	-14.18
ADR		\$721.41	\$427.07	294.35	\$387.43	\$182.41	205.03
ADR (EXCL COMP)		\$721.41	\$427.07	294.35	\$388.86	\$182.65	206.21
REVPAR	\$1.01	\$4.13	\$3.74	0.39	\$5.06	\$28.51	-23.45
TOTAL REVENUE	\$ 200.00	\$ 15,295.30	\$ 12,400.58	\$ 2,894.72	\$ 417,630.88	\$ 1,387,402.96	\$ -969,772.08
REVENUE BY CHARGE GROUP	TODAY	MTD	LAST YEAR MTD	VARIANCE	YTD	LAST YEAR YTD	VARIANCE
ROOM REVENUE	\$200.00	\$12,614.00	\$10,443.70	\$2,170.30	\$317,363.05	\$1,210,812.29	\$-893,449.24
MEETING	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
BANQUET F&B	\$0.00	\$739.58	\$0.00	\$739.58	\$4,939.58	\$1,202.00	\$3,737.58
SUITE SHOP	\$0.00	\$0.00	\$0.00	\$0.00	\$125.36	\$29.82	\$95.54
ACCOUNTING	\$0.00	\$0.00	\$0.00	\$0.00	\$-135.00	\$225.00	\$-360.00
BACK OF HOUSE USE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MISCELLANEOUS CHARGE	\$0.00	\$417.57	\$699.00	\$-281.43	\$63,704.07	\$3,229.79	\$60,474.28

SINGLE DATE - 11-15-2023 BUSINESS DATE: 11-27-2023

OPTIONS: INCLUDE LEDGER DATA, INCLUDE TAX USER: ERIN FISCHER

1
2
3

ITEMS TO NOTE:

- The Occupancy & Revenue Summary includes Day Use rooms (if selected). The Comparison Report only shows nightly occupied rooms.
- In the Comparison Report, there is one line for **Out of Order Rooms** and one line for **Out of Service Rooms**.
- In the Occupancy & Revenue Summary Report, there is one line for **Out of Order Rooms** but no separate line for **Out of Service Rooms**.
- The **Occupied Rooms** counts for both reports match.

PRINT REPORT

11/27/23, 5:23 PM

Comparison By Date

stayntouch
Stayntouch Inn

Comparison By Date

	TODAY	MTD	LAST YEAR MTD	VARIANCE	YTD	LAST YEAR YTD	VARIANCE
AVAILABLE ROOMS	198	2969	2970	-1	62471	42580	19891
OUT OF ORDER ROOMS	0	1	0	1	691	386	305
OUT OF SERVICE ROOMS	0	0	0	0	3	22	-19
COMPLIMENTARY ROOMS	0	0	0	0	3	13	-10
ARRIVAL ROOMS	0	1	15	-14	371	1933	-1562
DEPARTURE ROOMS	0	14	27	-13	371	1931	-1560
NO SHOW ROOMS	1	16	20	-4	363	505	-142
OCCUPIED ROOMS	0	17	26	-9	816	6656	-5840
OCCUPIED ROOMS (EXCL COMP)	0	17	26	-9	813	6647	-5834
ROOM STATISTICS FOR GROUP GUESTS	0	0	0	0	19	4858	-4839
ROOM STATISTICS FOR TRANSIENT GUESTS	0	17	26	-9	797	1798	-1001
GUESTS (ADULTS / CHILDREN)	0 / 0	33 / 0	30 / 0	3 / 0	1207 / 6	7221 / 7	-6014 / -1
TOTAL OCCUPANCY %	0.00%	0.57%	0.88%	-0.30	1.29%	15.49%	-14.20
TOTAL OCCUPANCY % (EXCL COMP)	0.00%	0.57%	0.88%	-0.30	1.29%	15.47%	-14.18
ADR		\$721.41	\$427.07	294.35	\$387.43	\$182.41	205.03
ADR (EXCL COMP)		\$721.41	\$427.07	294.35	\$388.86	\$182.65	206.21
REVPAR	\$1.01	\$4.13	\$3.74	0.39	\$5.06	\$28.51	-23.45
TOTAL REVENUE	\$ 200.00	\$ 15,295.30	\$ 12,400.58	\$ 2,894.72	\$ 417,630.88	\$ 1,387,402.96	\$ -969,772.08
REVENUE BY CHARGE GROUP	TODAY	MTD	LAST YEAR MTD	VARIANCE	YTD	LAST YEAR YTD	VARIANCE
ROOM REVENUE	\$ 200.00	\$ 12,614.00	\$ 10,443.70	\$ 2,170.30	\$ 317,363.05	\$ 1,210,812.29	\$ -893,449.24
MEETING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	\$ 0.00	\$ 100.00
BANQUET F&B	\$ 0.00	\$ 739.58	\$ 0.00	\$ 739.58	\$ 4,939.58	\$ 1,202.00	\$ 3,737.58
SUITE SHOP	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 125.36	\$ 29.82	\$ 95.54
ACCOUNTING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ -135.00	\$ 225.00	\$ -360.00
BACK OF HOUSE USE	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
MISCELLANEOUS CHARGE	\$ 0.00	\$ 417.57	\$ 699.00	\$ -281.43	\$ 63,704.07	\$ 3,229.79	\$ 60,474.28
HOTEL EXPENSE	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	\$ 0.00	\$ 100.00
RESTAURANT F&B	\$ 0.00	\$ 150.00	\$ 388.00	\$ -238.00	\$ 2,002.63	\$ 22,773.25	\$ -20,770.62
BAR REVENUE	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10.00	\$ 0.00	\$ 10.00
DATA USE	\$ 0.00	\$ 336.52	\$ 712.32	\$ -375.80	\$ 21,448.90	\$ 10,748.31	\$ 10,700.59
SUITE SHOP ALCOHOL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
PARKING REVENUE	\$ 0.00	\$ 30.00	\$ 15.00	\$ 15.00	\$ 879.00	\$ 2,435.00	\$ -1,556.00
TAXES AND FEES	\$ 0.00	\$ 1,104.15	\$ 838.88	\$ 265.27	\$ 26,085.37	\$ 141,724.31	\$ -115,638.94
DATA FEED	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SUNDRY SHOP	\$ 0.00	\$ 0.00	\$ 16.00	\$ -16.00	\$ 721.00	\$ 410.50	\$ 310.50
ALLOWANCE	\$ 0.00	\$ 240.00	\$ 0.00	\$ 240.00	\$ 1,375.00	\$ 3,925.00	\$ -2,550.00
OTHER	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	\$ 0.00	\$ 100.00
GIFT SHOP	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SHARER 3	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SHARER 4	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SINGLE DATE - 11-15-2023
OPTIONS: INCLUDE LEDGER DATA, INCLUDE TAXBUSINESS DATE: 11-27-2023
USER: ERIN FISCHER

CSV EXPORT

SECTION	TODAY	MTD	LAST YEAR MTD	MTD VARIANCE	YTD	LAST YEAR YTD	YTD VARIANCE
Available Rooms	198	2969	2970	-1	62471	42580	19891
Out Of Order Rooms	0	1	0	1	691	386	305
Out Of Service Rooms	0	0	0	0	3	22	-19
Complimentary Rooms	0	0	0	0	3	13	-10
Arrival Rooms	0	1	15	-14	371	1933	-1562
Departure Rooms	0	14	27	-13	371	1931	-1560
No Show Rooms	1	16	20	-4	363	505	-142
Occupied Rooms	0	17	26	-9	816	6656	-5840
Occupied Rooms (Excl Comp)	0	17	26	-9	813	6647	-5834
Room Statistics for Group Guests	0	0	0	0	19	4858	-4839
Room statistics for Transient Guests	0	17	26	-9	797	1798	-1001
Guests (Adults / Children)	0 / 0	33 / 0	30 / 0		Mar-00 1207 / 6	7221 / 7	6014
Total Occupancy %	0.00%	0.57%	0.88%	-0.30%	1.29%	15.49%	-14.20%
Total Occupancy % (Excl Comp)	0.00%	0.57%	0.88%	-0.30%	1.29%	15.47%	-14.18%
ADR	Inf	721.41	427.07	294.35	387.43	182.41	205.03
ADR (Excl Comp)	Inf	721.41	427.07	294.35	388.86	182.65	206.21
Revpar	1.01	4.13	3.74	0.39	5.06	28.51	-23.45
Total Revenue	200	15295.3	12400.58	2894.72	417630.88	1387402.96	-969772.08
Room Revenue	200	12614	10443.7	2170.3	317363.05	1210812.29	-893449.24
Room Charge	0	7795	6699	1096	198941.11	1169140.89	-970199.78
Room Rebate-Bus Trans	0	0	0	0	0	0	0
Room Charge-G.N.S	0	0	0	0	1700	0	1700
Room Charge-Day Rate	0	300	0	300	1050	0	1050
Room Rebate-Day Rate	0	0	0	0	0	0	0
Cancellation Fee	0	350	0	350	1017.99	0	1017.99
Fee for LCO	0	50	0	50	575	1600	-1025
Early Check-In Charge	0	0	0	0	205	50	155
Early Departure Penalty	0	0	0	0	295	0	295
Upgrade Charge	0	0	0	0	1550	2030	-480
No-show Charge	200	4119	3744.7	374.3	111258.95	37991.4	73267.55
Group Subsidize Rate	0	0	0	0	0	0	0
Mobile Room Charge	0	0	0	0	720	0	720
Package Test Room	0	0	0	0	50	0	50
Meeting	0	0	0	0	100	0	100
Audio Visual	0	0	0	0	100	0	100
Banquet F&B	0	739.58	0	739.58	4939.58	1202	3737.58
Banquet Coffee Break	0	0	0	0	500	0	500
Banquet Breakfast	0	256.98	0	256.98	2956.98	165	2791.98
Banquet Lunch	0	458.7	0	458.7	458.7	462	-3.3
Banquet Dinner	0	0	0	0	1000	325	675
Catering Service	0	0	0	0	0	0	0
Banquet Beverage	0	0	0	0	0	250	-250
Banquet Gratuity	0	23.9	0	23.9	23.9	0	23.9
Suite Shop	0	0	0	0	125.36	29.82	95.54
Gift Shop Item	0	0	0	0	125.36	29.82	95.54
Accounting	0	0	0	0	-135	225	-360
Late Checkout Fee	0	0	0	0	315	250	65
Certificate Redemption	0	0	0	0	0	0	0
Accounting Adjustment	0	0	0	0	-450	-25	-425
Direct Charge	0	0	0	0	0	0	0
Back of House Use	0	0	0	0	0	0	0
Miscellaneous Charge	0	417.57	699	-281.43	63704.07	3229.79	60474.28

Comparison to Budget Report

OVERVIEW

To complete our **Budgets** functionality, we've added a Comparison to Budget Report to show statistical and forecasted comparison to budget data by date range.

Items to Note

- This report only pulls budget data for markets, not charge codes.
- You need to be using the **Budgets** functionality from **Financials > Budgets**. (Enable the **BUDGETS** toggle from **Settings > Financials > Financial Settings** and assign necessary user roles the **Financials Budgets** permission from **Settings > Hotel & Staff > Permissions**.)

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range.

MARKETS

Select from the markets configured for your hotel. By default, all are selected.

The screenshot displays the 'Reports Inbox' for 'Ross' Place' on 'Monday, 14 March 2022'. The user is 'Erin Fischer'. The interface is titled 'New Report' and features the Stayntouch logo. A search bar is present at the top with the placeholder 'Search by Report Name'. The main content area is divided into two columns. The left column lists various report categories, each with an icon and a brief description: 'Comparison to Budget' (Compare actual or forecasted rooms sold and revenue By Date Range), 'Complimentary Room Report' (All Reservations with 0.00 rate amount By Date Range), 'Credit Check Report' (All guests with Inhouse / Due out status), 'Daily Payments', 'Daily Production' (Daily Production by Room Type (History & Forecast) By Room Type), 'Daily Production by Demographics' (Daily Production by Market / Source / Origin / Segment (History & Forecast)), 'Daily Production by Rate' (Daily Production by Rate & Rate Type (History & Forecast)), 'Daily Transactions', and 'Departure' (Departing Guests By Date Range). The right column is titled 'Comparison to Budget CONFIGURE REPORT' and contains three input fields: 'DATE RANGE (FROM)' with the value '04-01-2022', 'DATE RANGE (TO)' with the value '04-14-2022', and 'MARKET(S)' with a dropdown menu set to 'All Selected'. A green 'RUN REPORT' button is located at the bottom right of the configuration panel.

Comparison to Budget
Compare actual or forecasted rooms sold and revenue By Date Range

Complimentary Room Report
All Reservations with 0.00 rate amount By Date Range

Credit Check Report
All guests with Inhouse / Due out status

Daily Payments

Daily Production
Daily Production by Room Type (History & Forecast) By Room Type

Daily Production by Demographics
Daily Production by Market / Source / Origin / Segment (History & Forecast)

Daily Production by Rate
Daily Production by Rate & Rate Type (History & Forecast)

Daily Transactions

Departure
Departing Guests By Date Range

Comparison to Budget
CONFIGURE REPORT

DATE RANGE (FROM)
04-01-2022

DATE RANGE (TO)
04-14-2022

MARKET(S)
All Selected

- SELECT ALL
- TRANSIENT
- GROUP
- GOVERNMENT
- UNDEFINED

RUN REPORT

REPORT OUTPUT

The Comparison to Budget Report can be printed, and it will appear in the **Reports Inbox** as pictured below.

Reports Inbox

Erin Fischer Monday, 14 March 2022

REPORT REQUESTED Today(12-05-2022) **+ NEW REPORT**

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Comparison to Budget 12-05-2022 at 12:10 PM	04-01-2022	04-14-2022	

SUMMARY		DETAILS		% / ACTUAL		ROSS' PLACE Comparison to Budget By Date Range																																																																																									
TOTAL NIGHTS												AVG. OCCUPANCY												TOTAL REVENUE												AVG. ADR																																																											
467												33.4%												66.7%												33.4%												\$ 46,500.00												8.3%												\$ 99.60												-18.8%											
MARKETS												NIGHTS			OCCUPANCY			REVENUE			ADR																																																																										
Markets	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET																																																																																
GOVERNMENT	81.4%	127	70.0	81.4%	18.1%	10%	24.0%	17360.0	14000.0	-31.7%	136.7	200.0																																																																																			
GROUP	-11.4%	124	140.0	-11.4%	17.7%	20%	-4.0%	13440.0	14000.0	8.4%	108.4	100.0																																																																																			
TRANSIENT	54.3%	216	140.0	54.3%	30.9%	20%	5.1%	15700.0	14933.3	-31.9%	72.7	106.7																																																																																			
UNDEFINED MARKET	%	0		%	0%	%	%	0.0		%	0																																																																																				
Daily Summary																																																																																															
DATE	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET																																																																																			
04-01-2022	16.0%	29	25.0	16%	58%	50%	12.5%	3450.0	3066.7	-1.0%	119	122.7																																																																																			
04-02-2022	16.0%	29	25.0	16%	58%	50%	12.5%	3450.0	3066.7	-3.0%	119	122.7																																																																																			
04-03-2022	16.0%	29	25.0	16%	58%	50%	10.9%	3400.0	3066.7	-4.4%	117.2	122.7																																																																																			
04-04-2022	24.0%	31	25.0	24%	62%	50%	10.9%	3400.0	3066.7	-10.6%	109.7	122.7																																																																																			
04-05-2022	36.0%	34	25.0	36%	68%	50%	10.9%	3400.0	3066.7	-18.5%	100	122.7																																																																																			
04-06-2022	40.0%	35	25.0	40%	70%	50%	10.9%	3400.0	3066.7	-20.8%	97.1	122.7																																																																																			
04-07-2022	36.0%	34	25.0	36%	68%	50%	6.0%	3250.0	3066.7	-22.1%	95.6	122.7																																																																																			
04-08-2022	36.0%	34	25.0	36%	68%	50%	6.0%	3250.0	3066.7	-22.1%	95.6	122.7																																																																																			
04-09-2022	36.0%	34	25.0	36%	68%	50%	6.0%	3250.0	3066.7	-22.1%	95.6	122.7																																																																																			
04-10-2022	36.0%	34	25.0	36%	68%	50%	6.0%	3250.0	3066.7	-22.1%	95.6	122.7																																																																																			
04-11-2022	48.0%	37	25.0	48%	74%	50%	6.0%	3250.0	3066.7	-28.4%	87.8	122.7																																																																																			
04-12-2022	48.0%	37	25.0	48%	74%	50%	6.0%	3250.0	3066.7	-28.4%	87.8	122.7																																																																																			
04-13-2022	40.0%	35	25.0	40%	70%	50%	6.0%	3250.0	3066.7	-34.3%	93.9	122.7																																																																																			

You will see the following fields on the report:

- **Variance Toggle:** The variance toggle is labeled **% / ACTUAL** and allows the user to view the variance in either percentage to budget or the actual amount to budget. Positive variances will always be green, and negative variances will always be red. By default, the variance toggle will be by percentage to budget (%).
- **View Toggle:** The view toggle is labeled **SUMMARY / DETAILS**. The **SUMMARY** view shows the user the variance to budget for each category. The **DETAILS** view expands the report, and the user is able to view each category's variance, actuals, and budgeted numbers.
- **Header:** Total nights, total nights variance to budget, average occupancy, average occupancy variance to budget, total revenue, total revenue variance to budget, average ADR, average ADR variance to budget.
- Report with variance toggle set to **DETAILS**:
 - First column titled **Markets**
 - Each market selected in the report configuration will be listed in the **Markets** column.
 - The next columns in the report are titled **NIGHTS**, **OCCUPANCY**, **REVENUE**, and **ADR**. Each of these columns are subdivided into three columns: **DIFF.** (variance), **ACTUAL**, and **BUDGET** for each market.
 - Each row in the **Markets** column displays data related to **NIGHTS**, **OCCUPANCY**, **REVENUE**, and **ADR** for that corresponding market for the date range selected. Each of those columns is subdivided into three columns: **DIFF.** (variance), **ACTUAL**, and **BUDGET** for each market.
 - **NIGHTS**
 - **ACTUAL:** The number of rooms occupied for the given date(s).
 - **BUDGET:** The number of rooms budgeted for the date(s).
 - **DIFF. (as a currency amount):** Actual room nights minus budgeted room nights for the date(s).
 - **DIFF. (as percentage):** Actual room nights minus budgeted room nights divided by budgeted room nights multiplied by 100 (rounded to the nearest 10th of a percent) for the date(s).

- **OCCUPANCY**
 - **ACTUAL:** The number of rooms occupied for the given date(s) divided by the total number of rooms for the date(s) (rounded to the nearest 10th of a percent).
 - **BUDGET:** The number of rooms budgeted for the given date(s) divided by the total number of rooms for the date(s) (rounded to the nearest 10th of a percent).
 - **DIFF. (as a \$):** Actual occupancy minus budget occupancy for the date(s).
 - **DIFF. (as a %):** Actual occupancy minus budget occupancy divided by budgeted occupancy multiplied by 100 (rounded to the nearest 10th of a percent) for the date(s).
- **REVENUE**
 - **ACTUAL:** The room revenue for the given date(s).
 - **BUDGET:** The budgeted room revenue for the date(s).
 - **DIFF. (as a \$):** Actual room revenue minus budgeted room revenue for the date(s).
 - **DIFF. (as %):** Actual room revenue minus budgeted room revenue divided by budgeted room revenue multiplied by 100 (rounded to the nearest 10th of a percent) for the date(s).
- **ADR**
 - **ACTUAL:** Room revenue divided by rooms occupied.
 - **BUDGET:** Budgeted room revenue divided by budgeted rooms occupied.
 - **DIFF. (as a \$):** Actual ADR minus budgeted ADR for the date(s).
 - **DIFF. (as %):** Actual ADR minus budgeted ADR divided by budgeted ADR multiplied by 100 (rounded to the nearest 10th of a percent) for the date(s).
- If the report range is 14 days or less, the daily summary of the report will be shown. If the report range is 15 days or greater, the daily summary will not display.
- The daily summary will have the same layout and calculations as the market segment, except instead of each row displaying calculations based on a market's data, each row will display each day's total figures from all markets selected from the report configuration (including undefined) for each day within the report's date range.
- When the view toggle is switched the **SUMMARY**, the sub-columns for **NIGHTS**, **OCCUPANCY**, **REVENUE**, and **ADR** will not show, and the data shown will only be the variances.

REPORTS INBOX **Ross' Place Comparison to Budget By Date Range** Erin Fischer Monday, 14 March 2022 stayntouch

TOTAL NIGHTS 467 | 3.3% | AVG. OCCUPANCY 66.7% | TOTAL REVENUE \$ 46,500.00 | 8.3% | AVG. ADR \$ 99.60 | -18.8%

MARKETS		DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET
GOVERNMENT		81.4%	127	70.0	81.4%	18.1%	10%	24.0%	17360.0	14000.0	-31.7%	136.7	200.0
GROUP		-11.4%	124	140.0	-11.4%	17.7%	20%	-4.0%	13440.0	14000.0	8.4%	108.4	100.0
TRANSIENT		54.3%	216	140.0	54.3%	30.9%	20%	5.1%	15700.0	14933.3	-31.9%	72.7	106.7
UNDEFINED MARKET		%	0		%	0%	%	%	0.0		%	0	
Daily Summary		DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET
04-01-2022		16.0%	29	25.0	16%	58%	50%	12.5%	3450.0	3066.7	-1.0%	119	122.7
04-02-2022		16.0%	29	25.0	16%	58%	50%	12.5%	3450.0	3066.7	-3.0%	119	122.7
04-03-2022		16.0%	29	25.0	16%	58%	50%	10.9%	3400.0	3066.7	-4.4%	117.2	122.7
04-04-2022		24.0%	31	25.0	24%	62%	50%	10.9%	3400.0	3066.7	-10.6%	109.7	122.7
04-05-2022		36.0%	34	25.0	36%	68%	50%	10.9%	3400.0	3066.7	-18.5%	100	122.7
04-06-2022		40.0%	35	25.0	40%	70%	50%	10.9%	3400.0	3066.7	-20.8%	97.1	122.7
04-07-2022		36.0%	34	25.0	36%	68%	50%	6.0%	3250.0	3066.7	-22.1%	95.6	122.7
04-08-2022		36.0%	34	25.0	36%	68%	50%	6.0%	3250.0	3066.7	-22.1%	95.6	122.7
04-09-2022		36.0%	34	25.0	36%	68%	50%	6.0%	3250.0	3066.7	-22.1%	95.6	122.7
04-10-2022		36.0%	34	25.0	36%	68%	50%	6.0%	3250.0	3066.7	-22.1%	95.6	122.7
04-11-2022		48.0%	37	25.0	48%	74%	50%	6.0%	3250.0	3066.7	-28.4%	87.8	122.7
04-12-2022		48.0%	37	25.0	48%	74%	50%	6.0%	3250.0	3066.7	-28.4%	87.8	122.7
04-13-2022		40.0%	35	25.0	40%	70%	50%	6.0%	3250.0	3066.7	-34.3%	92.9	122.7

REPORTS INBOX **Ross' Place Comparison to Budget By Date Range** Erin Fischer Monday, 14 March 2022 stayntouch

TOTAL NIGHTS 467 | 1.1% | AVG. OCCUPANCY 66.7% | 16.7 | TOTAL REVENUE \$ 46,500.00 | 3566.7 | AVG. ADR \$ 99.60 | -23.1

MARKETS		DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET
GOVERNMENT		57.0	127	70.0	8.1	18.1%	10%	3360.9	17360.0	14000.0	-63.3	136.7	200.0
GROUP		-16.0	124	140.0	-2.3	17.7%	20%	-560.0	13440.0	14000.0	8.4	108.4	100.0
TRANSIENT		76.0	216	140.0	10.9	30.9%	20%	766.7	15700.0	14933.3	-34.0	72.7	106.7
UNDEFINED MARKET			0			0%	%		0.0			0	
Daily Summary		DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET
04-01-2022		4.0	29	25.0	8	58%	50%	383.3	3450.0	3066.7	-3.7	119	122.7
04-02-2022		4.0	29	25.0	8	58%	50%	383.3	3450.0	3066.7	-3.7	119	122.7
04-03-2022		4.0	29	25.0	8	58%	50%	333.3	3400.0	3066.7	-5.4	117.2	122.7
04-04-2022		6.0	31	25.0	12	62%	50%	333.3	3400.0	3066.7	-13.0	109.7	122.7
04-05-2022		9.0	34	25.0	18	68%	50%	333.3	3400.0	3066.7	-22.7	100	122.7
04-06-2022		10.0	35	25.0	20	70%	50%	333.3	3400.0	3066.7	-25.5	97.1	122.7
04-07-2022		9.0	34	25.0	18	68%	50%	183.3	3250.0	3066.7	-17.1	95.6	122.7
04-08-2022		9.0	34	25.0	18	68%	50%	183.3	3250.0	3066.7	-27.1	95.6	122.7
04-09-2022		9.0	34	25.0	18	68%	50%	183.3	3250.0	3066.7	-27.1	95.6	122.7
04-10-2022		9.0	34	25.0	18	68%	50%	183.3	3250.0	3066.7	-27.1	95.6	122.7
04-11-2022		12.0	37	25.0	24	74%	50%	183.3	3250.0	3066.7	-34.8	87.8	122.7
04-12-2022		12.0	37	25.0	24	74%	50%	183.3	3250.0	3066.7	-34.8	87.8	122.7
04-13-2022		10.0	35	25.0	20	70%	50%	183.3	3250.0	3066.7	-29.8	92.9	122.7

REPORTS INBOX **Ross' Place Comparison to Budget By Date Range** stayntouch EM Fischer Monday, 14 March 2022

TOTAL NIGHTS: 46 | 33.4% | AVG. OCCUPANCY: 66.7% | TOTAL REVENUE: \$ 46,500.00 | 8.3% | AVG. ADR: \$ 99.60 | -18.8%

SUMMARY DETAILS % ACTUAL NIGHTS OCCUPANCY REVENUE ADR

Markets

Market	NIGHTS	OCCUPANCY	REVENUE	ADR
GOVERNMENT	81.4%	81.4%	24.0%	-31.7%
GROUP	-11.4%	-11.4%	-4.0%	8.4%
TRANSIENT	54.3%	54.3%	5.1%	-31.9%
UNDEFINED MARKET	%	%	%	%

Daily Summary

Date	NIGHTS	OCCUPANCY	REVENUE	ADR
04-01-2022	16.0%	16%	12.5%	-3.0%
04-02-2022	16.0%	16%	12.5%	-3.0%
04-03-2022	16.0%	16%	10.9%	-4.4%
04-04-2022	24.0%	24%	10.9%	-10.6%
04-05-2022	36.0%	36%	10.9%	-18.5%
04-06-2022	40.0%	40%	10.9%	-20.8%
04-07-2022	36.0%	36%	6.0%	-22.1%
04-08-2022	36.0%	36%	6.0%	-22.1%
04-09-2022	36.0%	36%	6.0%	-22.1%
04-10-2022	36.0%	36%	6.0%	-22.1%
04-11-2022	48.0%	48%	6.0%	-28.4%
04-12-2022	48.0%	48%	6.0%	-28.4%
04-13-2022	40.0%	40%	6.0%	-24.3%

REPORTS INBOX **Ross' Place Comparison to Budget By Date Range** stayntouch

Erin Fletcher Monday, 14 March 2022

TOTAL NIGHTS: 46 | 117.0 | 66.7% | 16.7 | TOTAL REVENUE: \$6,500.00 | 3566.7 | AVG. ADR: \$99.60 | -23.1

SUMMARY DETAILS % ACTUAL NIGHTS OCCUPANCY REVENUE ADR

Markets

Market	NIGHTS	OCCUPANCY	REVENUE	ADR
GOVERNMENT	57.0	8.1	3360.0	-63.3
GROUP	-16.0	-2.3	-560.0	8.4
TRANSIENT	76.0	10.9	766.7	-34.0
UNDEFINED MARKET				

Daily Summary

Date	NIGHTS	OCCUPANCY	REVENUE	ADR
04-01-2022	4.0	8	383.3	-3.7
04-02-2022	4.0	8	383.3	-3.7
04-03-2022	4.0	8	333.3	-5.4
04-04-2022	6.0	12	333.3	-13.0
04-05-2022	9.0	18	333.3	-22.7
04-06-2022	10.0	20	333.3	-25.5
04-07-2022	9.0	18	183.3	-27.1
04-08-2022	9.0	18	183.3	-27.1
04-09-2022	9.0	18	183.3	-27.1
04-10-2022	9.0	18	183.3	-27.1
04-11-2022	12.0	24	183.3	-34.8
04-12-2022	12.0	24	183.3	-34.8
04-13-2022	10.0	20	183.3	-29.8

REPORTS INBOX

Ross' Place Comparison to Budget By Date Range													stayntouch	
Elin Fischer Monday, 14 March 2022														
TOTAL NIGHTS		AVG OCCUPANCY		TOTAL REVENUE		AVG ADR								
467	33.4%	66.7%	33.4%	\$ 46,500.00	8.3%	\$ 99.60	-18.8%							
SUMMARY		DETAILS		%		ACTUAL								
		NIGHTS		OCCUPANCY		REVENUE		ADR						
Markets	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET		
GOVERNMENT	81.4%	127	70.0	81.4%	18.1%	10%	24.0%	17360.0	14000.0	-31.7%	136.7	200.0		
GROUP	-11.4%	124	140.0	-11.4%	17.7%	20%	-4.0%	13440.0	14000.0	8.4%	108.4	100.0		
TRANSIENT	54.3%	216	140.0	54.3%	30.8%	20%	5.1%	15700.0	14933.3	-31.9%	72.7	106.7		
UNDEFINED MARKET	%	0		%	0%	%	%	0.0		%	0			
Daily Summary		DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	
04-01-2022	16.0%	29	25.0	10%	58%	50%	12.5%	3450.0	3066.7	-3.0%	119	122.7		
04-02-2022	16.0%	29	25.0	10%	58%	50%	12.5%	3450.0	3066.7	-3.0%	119	122.7		
04-03-2022	16.0%	29	25.0	10%	58%	50%	10.9%	3400.0	3066.7	-4.4%	117.2	122.7		
04-04-2022	24.0%	31	25.0	24%	62%	50%	10.9%	3400.0	3066.7	-10.6%	109.7	122.7		
04-05-2022	36.0%	34	25.0	36%	68%	50%	10.9%	3400.0	3066.7	-18.5%	100	122.7		
04-06-2022	40.0%	35	25.0	40%	70%	50%	10.9%	3400.0	3066.7	-20.8%	97.1	122.7		
04-07-2022	36.0%	34	25.0	36%	68%	50%	6.0%	3250.0	3066.7	-22.1%	95.6	122.7		
04-08-2022	36.0%	34	25.0	36%	68%	50%	6.0%	3250.0	3066.7	-22.1%	95.6	122.7		
04-09-2022	36.0%	34	25.0	36%	68%	50%	6.0%	3250.0	3066.7	-22.1%	95.6	122.7		
04-10-2022	36.0%	34	25.0	36%	68%	50%	6.0%	3250.0	3066.7	-22.1%	95.6	122.7		
04-11-2022	48.0%	37	25.0	48%	74%	50%	6.0%	3250.0	3066.7	-28.4%	87.8	122.7		
04-12-2022	48.0%	37	25.0	48%	74%	50%	6.0%	3250.0	3066.7	-28.4%	87.8	122.7		
04-13-2022	40.0%	35	25.0	40%	70%	50%	6.0%	3250.0	3066.7	-34.3%	82.8	122.7		

PRINT REPORT

05/13/2022 18:14

Comparison to Budget By Date Range

stayntouch

Ross' Place

Comparison to Budget By Date Range

TOTAL NIGHTS		AVG OCCUPANCY		TOTAL REVENUE		AVG ADR	
467	117.0	66.7%	16.7	\$ 46,500.00	3566.7	\$ 99.60	-23.1
NIGHTS		OCCUPANCY		REVENUE		ADR	
Markets							
GOVERNMENT	57.0	8.1	3560.0	-83.3			
GROUP	-16.0	-2.3	-960.0	8.4			
TRANSIENT	76.0	10.9	766.7	-34.0			
UNDEFINED MARKET							
Daily Summary							
04-01-2022	4.0	8	383.3	-3.7			
04-02-2022	4.0	8	383.3	-3.7			
04-03-2022	4.0	8	333.3	-5.4			
04-04-2022	6.0	12	333.3	-13.0			
04-05-2022	9.0	18	333.3	-22.7			
04-06-2022	10.0	20	333.3	-25.5			
04-07-2022	9.0	18	183.3	-27.1			
04-08-2022	9.0	18	183.3	-27.1			
04-09-2022	9.0	18	183.3	-27.1			
04-10-2022	9.0	18	183.3	-27.1			
04-11-2022	12.0	24	183.3	-34.8			
04-12-2022	12.0	24	183.3	-34.8			
04-13-2022	10.0	20	183.3	-29.8			
04-14-2022	10.0	20	183.3	-29.8			

DATE: 03-14-2022

BUSINESS DATE: 03-14-2022
USER: ERIN FISCHER

<https://pms-dev.stayntouch.com/staff/v9917bc-e12a-4c36-a049-c050155e1308>

Print 1 page

Destination Save as PDF

Pages All

Pages per sheet 1

Margins Default

Options Headers and footers
 Background graphics

Print using system dialogue... (⌘-⌘P)

Open PDF in Preview

Cancel Save

Complimentary Room Report

OVERVIEW

The Complimentary Room Report will display all the complimentary rooms (reservations with 0.00 rate) for a date range. This report will be used for pulling historical data as well as future data. The date range filter will show a maximum 12-month date range. There is an option to print the report data.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range. Will default to the current business date.

RESERVATION STATUS

Choose from **Select All**, **Reserved**, **In House**, **Due Out**, **No Show**, and **Cancelled**.

The screenshot displays the 'New Report' interface. At the top, there's a navigation bar with 'REPORTS INBOX' and 'New Report' (Erin Fischer · Friday, 19 February 2021). Below is a search bar 'Search by Report Name'. A list of reports is shown on the left, including 'Add On Upsell', 'Add-On Forecast', 'Arrival', 'Booking Source & Market Report', 'Business on the Books', 'Cancellation & No Show', 'Check In / Check Out', 'Company/TA Top Producers', 'Comparison', and 'Complimentary Room Report'. The 'Complimentary Room Report' is highlighted in orange. On the right, the configuration panel for this report is shown, with 'DATE RANGE (FROM)' set to 02-01-2021 and 'DATE RANGE (TO)' set to 02-19-2021. Under 'RESERVATION STATUS', 'All Selected' is chosen, and checkboxes for 'SELECT ALL', 'CANCELLED', 'INHOUSE', 'DUE OUT', 'NO SHOW', and 'RESERVED' are visible. A green 'RUN REPORT' button is at the bottom right.

REPORT OUTPUT

The Complimentary Room Report can be printed, and it will appear in the **Reports Inbox** as pictured below.

By default, the data in the report will sort in alphabetical order by guest last name. The sort option is only available in the report data. No sort option is available in report filters.

Reservations are sorted by date, and you will see a summary by day total, which shows the total number of complimentary reservations for that date. Complimentary rooms will be displayed in the report only on the days for which the reservation has complimentary nights. You will also see a summary on top of the report that includes the following:

- **TOTAL COMP NIGHTS PER DATE RANGE:** Displays the total complimentary reservations for the selected date range.
- **TOTAL COMP NIGHTS PER DAY:** Average of the total comp nights (i.e., total comp nights per date range divided by total days selected).

The report includes day use reservations, too, if their rate is 0.00.

You will see the following fields on the report:

- **GUEST NAME:** Format is <Last Name, First Name>. Reservations without any guests will have the label "Pending" as the guest name.
- **ROOM NO.:** This will be blank if not assigned for the reservation.
- **GUESTS:** Sum of adults, children, and infants for the reservation for the day.
- **CONFIRMATION**
- **ARRIVAL & DEPARTURE**
- **RATE:** Rate name attached to the reservation on each day will be displayed accordingly for reservations with multiple rates attached. Rate will not be displayed for groups with a custom rate.
- **NIGHTS:** Total nights of the reservation.
- **COMP NIGHTS:** Count of the nights where the reservation has complimentary nights.

REPORTS INBOX

TOTAL COMP NIGHTS PER DAY		TOTAL COMP NIGHTS PER DATE RANGE		Complimentary Room Report By Date Range			
0.05		1		Erin Fischer Friday, 19 February 2021			
0 COMPS ROOMS ON 02-01-2021							
GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPART...	RATE	NIGHTS	COMP NIGHTS
0 COMPS ROOMS ON 02-02-2021							
GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPART...	RATE	NIGHTS	COMP NIGHTS
1 COMPS ROOMS ON 02-03-2021							
GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPART...	RATE	NIGHTS	COMP NIGHTS
RAJAMANI, PRIYA		1	115656	02-03-2021 02-04-2021	COMP	1	1
0 COMPS ROOMS ON 02-04-2021							
GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPART...	RATE	NIGHTS	COMP NIGHTS
0 COMPS ROOMS ON 02-05-2021							
GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPART...	RATE	NIGHTS	COMP NIGHTS

PRINT REPORT

Complimentary Room Report By Date Range

TOTAL COMPS NIGHTS PER DAY: 0.05 | TOTAL COMPS NIGHTS PER DATE RANGE: 1

0 COMPS ROOMS ON 02-01-2021

GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPARTURE	RATE	NIGHTS	COMP NIGHTS

0 COMPS ROOMS ON 02-02-2021

GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPARTURE	RATE	NIGHTS	COMP NIGHTS

1 COMPS ROOMS ON 02-03-2021

GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPARTURE	RATE	NIGHTS	COMP NIGHTS
RAJAMANI, PRIYA		1	115856	02-03-2021 02-04-2021	COMP	1	1

0 COMPS ROOMS ON 02-04-2021

GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPARTURE	RATE	NIGHTS	COMP NIGHTS

0 COMPS ROOMS ON 02-05-2021

GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPARTURE	RATE	NIGHTS	COMP NIGHTS

0 COMPS ROOMS ON 02-06-2021

GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPARTURE	RATE	NIGHTS	COMP NIGHTS

0 COMPS ROOMS ON 02-07-2021

GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPARTURE	RATE	NIGHTS	COMP NIGHTS

0 COMPS ROOMS ON 02-08-2021

GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPARTURE	RATE	NIGHTS	COMP NIGHTS

0 COMPS ROOMS ON 02-09-2021

GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPARTURE	RATE	NIGHTS	COMP NIGHTS

0 COMPS ROOMS ON 02-10-2021

GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPARTURE	RATE	NIGHTS	COMP NIGHTS

Print 3 pages

Destination: Save as PDF

Pages: All

Pages per sheet: 1

Margins: Default

Options: Headers and footers
 Background graphics

Print using system dialogue... (⌘P) 🔗

Open PDF in Preview 🔗

Cancel
Save

Credit Check Report

OVERVIEW

The Credit Check Report includes guests that have exceeded their credit limit or who are at risk of paying their full stay. The report also checks to ensure all rooms have the necessary authorizations. Furthermore, it will check projected charges for future stay dates.

REPORT FILTERS

SHOW

Choose from the following:

- **Select All**
- **Exceeded Only:** Display only reservations where the charges and projected charges exceed the credit limit
- **Include Due Out:** Shows due out guests
- **Include In House:** Shows in house guests

SORT BY

Choose from **Name** or **Room No.**

The screenshot shows the 'New Report' interface in Stayntouch. At the top, there is a navigation bar with 'REPORTS INBOX', user information 'Erin Fischer', and the date 'Tuesday, 23 February 2021'. Below this is a search bar labeled 'Search by Report Name'. A list of reports is displayed on the left, including 'Arriving Guests by Date Range', 'Booking Source & Market Report', 'Business on the Books', 'Cancellation & No Show', 'Check In / Check Out', 'Company/TA Top Producers', 'Comparison', 'Complimentary Room Report', 'Credit Check Report' (highlighted in orange), and 'Daily Payments'. On the right, the 'Credit Check Report' configuration panel is shown, with 'SHOW' set to 'Both' and 'SORT BY' set to 'Name'. A green 'RUN REPORT' button is located at the bottom right of the configuration panel.

REPORT OUTPUT

The Credit Check Report can be printed, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **BILL NO.:** Bill number for the reservation
- **ENTITY NAME:** Name attached to the reservation
- **PAYMENT:** Payment method
- **AUTHORIZATION:** Authorization amount
- **RATE:** Rate type and amount
- **BALANCE:** Balance on bill
- **PROJECTED:** Projected charges (current bill amount, additional nights, room and tax, inclusive rate, add-ons, etc.)
- **TOTAL:** Balance plus projected charges

REPORTS INBOX

Credit Check Report
Erin Fischer Tuesday, 23 February 2021

ROOM 201 **BOON, TAMARA** RESV. 115468

BILL NO.	ENTITY NAME	PAYMENT	AUTHORIZATION	RATE	BALANCE	PROJECTED	TOTAL
1	BOON, TAMARA	CASH PAYMENT	\$0.00	RACK B1 / \$100.00	\$8,290.00	\$5,805.00	\$14,095.00

SORT BY: NAME SORT DIRECTION: ASCENDING
SHOW: EXCEEDED ONLY, INCLUDE DUE OUT, INCLUDE INHOUSE

BUSINESS DATE: 02-23-2021
USER: ERIN FISCHER

PRINT REPORT

Credit Check Report

ROOM 201 **BOON, TAMARA** RESV. 115468

BILL NO.	ENTITY NAME	PAYMENT	AUTHORIZATION	RATE	BALANCE	PROJECTED	TOTAL
1	BOON, TAMARA	CASH PAYMENT	\$0.00	RACK B1 / \$100.00	\$8,290.00	\$5,805.00	\$14,095.00

SORT BY: NAME SORT DIRECTION: ASCENDING
SHOW: EXCEEDED ONLY, INCLUDE DUE OUT, INCLUDE INHOUSE

BUSINESS DATE: 02-23-2021
USER: ERIN FISCHER

Print 1 page

Destination: Save as PDF

Pages: All

Pages per sheet: 1

Margins: Default

Options:

- Headers and footers
- Background graphics

Print using system dialogue... (\%P)

Open PDF in Preview

Cancel Save

Daily Payments Report

OVERVIEW

The Daily Payments Report shows the daily payments at a hotel.

REPORT FILTERS

DATE Select a date.

SORT BY Choose from **Charge Group**, **Charge Code**, **Payments**, **MTD**, or **YTD**.

The screenshot displays the 'New Report' interface. At the top, there's a navigation bar with 'REPORTS INBOX' and 'New Report' for user 'Erin Fischer' on 'Friday, 19 February 2021'. Below this is a search bar for 'Search by Report Name'. A list of report categories is shown on the left, including 'Booking Source & Market Report', 'Business on the Books', 'Cancellation & No Show', 'Check In / Check Out', 'Company/TA Top Producers', 'Comparison', 'Complimentary Room Report', 'Credit Check Report', 'Daily Payments' (highlighted in orange), and 'Daily Production'. On the right, the 'Daily Payments' configuration panel is visible, featuring a 'DATE' field with '02-18-2021', a 'SORT BY' dropdown menu set to 'Sort By', and a green 'RUN REPORT' button at the bottom.

REPORT OUTPUT

The Daily Payments Report can be printed, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **DATE:** Date of payments
- **TRANSACTIONS:** Number of transactions
- **PAYMENTS:** Sum of all payments
- **MTD:** Sum of all payments for the month to date
- **YTD:** Sum of all payments for the year to date
- **GROUP:** Charge group
- **CODE:** Charge code
- **TRANS. #:** Transaction number
- **PAYMENTS:** Sum of payments for the charge code
- **MTD:** Sum of payments for the charge code month to date
- **MTD LAST YEAR:** Sum of payments for the charge code month to date last year
- **% VAR:** (MTD LAST YEAR minus MTD) x 100
- **YTD:** Sum of payments for the charge code year to date
- **YTD LAST YEAR:** Sum of payments for the charge code year to date last year
- **% VAR:** (YTD LAST YEAR minus YTD) x 100

REPORTS INBOX

Group	Code	Trans. #	Payments	MTD	MTD Last Year	% VAR	YTD	YTD Last Year	% VAR
Payments 9600 Airbnb									
	900000008 American Express								
	900000001 Cash Payment		\$4,826.75	\$2,458.42		-96.34%	\$13,617.09	\$15,422.91	11.71%
	890 Deposit Fwd			\$608.80				\$608.80	
	900000006 Direct Bill		\$618.75	\$276.00		-124.18%	\$618.75	\$656.59	5.76%
	9006 Front Desk Anywhere								
	9888 Hotel Gift Card		\$20.00				\$20.00		
	9500 Paid Out								
	Pay Diners Pay Diners Club								
	Pay Mast Pay Mastercard								
	Pay UK CC Pay UK CC						\$229.30		
	900000002 Payment Check	1	\$10,000.00	\$10,059.00	\$10,289.30	2.24%	\$12,265.60	\$19,687.01	37.7%
	9977 PrePaid								
	900000005 Visa Payment	3	\$1,172.50	\$10,436.45	\$8,946.20	-16.66%	\$39,313.93	\$29,601.29	-32.81%
	Payments Totals	4	\$11,172.50	\$25,960.95	\$22,578.72		\$65,835.37	\$66,205.90	

SINGLE DATE - 02-18-2021
 SORT BY: CHARGE CODE SORT DIRECTION: ASCENDING

BUSINESS DATE: 02-19-2021
 USER: ERIN FISCHER

PRINT REPORT

Daily Payments

DATE	TRANSACTIONS	PAYMENTS	MTD	YTD						
02-18-2021	4	\$11,172.50	\$25,960.95	\$65,835.37						
GROUP	CODE	TRANS. #	PAYMENTS	MTD	MTD LAST YEAR	% VAR	YTD	YTD LAST YEAR	% VAR	
PAYMENTS	9600 AIRBNB									
	900000008 AMERICAN EXPRESS									
	900000001 CASH PAYMENT			\$4,826.75	\$2,458.42	-46.34%	\$13,617.09	\$15,422.91	-11.71%	
	890 DEPOSIT FWD			\$608.80			\$608.80			
	900000006 DIRECT BILL			\$638.75	\$276.00	-124.18%	\$638.75	\$656.59	-9.76%	
	9006 FRONT DESK ANYWHERE									
	9888 HOTEL GIFT CARD			\$20.00			\$20.00			
	9500 PAID OUT									
	PAY DINERS PAY DINERS CLUB									
	PAY MAST PAY MASTERCARD							\$229.30		
	PAY UK CC PAY UK CC									
	900000002 PAYMENT CHECK	1	\$10,000.00	\$10,059.00	\$10,389.30	2.24%	\$12,265.60	\$19,687.01	-37.7%	
	9877 PREPAID									
	900000005 VISA PAYMENT	3	\$1,172.50	\$10,436.45	\$8,946.20	-16.66%	\$39,313.93	\$29,602.29	-32.81%	
	PAYMENTS TOTALS	4	\$11,172.50	\$25,960.95	\$22,578.72		\$65,835.37	\$68,205.90		

SINGLE DATE: 02-18-2021
 SORT BY: CHANGE CODE SORT DIRECTION: ASCENDING

BUSINESS DATE: 02-19-2021
 USER: ERIN.FISCHE

Print 1 page

Destination Save as PDF

Pages All

Pages per sheet 1

Margins Default

Options Headers and footers

Background graphics

Print using system dialogue... (Ctrl+P)

Open PDF in Preview

Cancel

Save

Daily Production by Demographics Report

OVERVIEW

The Daily Production by Demographics Report provides a count of reservations, total room revenue, and ADR by different demographics (market, source, and origin). It provides statistical and forecast data based on the date selected.

The Daily Production by Demographics Report can be run for past and future dates. It shows the number of sold rooms, ADR, room revenue/predicted room revenue per demographic, and totals per day. The report can be run for a specific demographic, multiple demographics, or all demographics on the same report.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range up to 12 months.

OPTION(S)

Choose from **SELECT ALL**, **INCLUDE CANCELLED**, and/or **INCLUDE NO SHOW**.

- If **INCLUDE NO SHOW** and/or **INCLUDE CANCELLED** are selected, the report will include room revenue posted to no show and cancelled reservations for past dates. The option does not have any other influence on the data output. (Room nights are not counted for cancelled and no show reservations, and the option does not change the output for any future dates.)

DISPLAY(S)

Choose from **SELECT ALL**, **INCLUDE MARKET**, **INCLUDE ORIGIN**, **INCLUDE SEGMENT**, and/or **INCLUDE SOURCE**.

The screenshot shows the 'Stayntouch Inn New Report' interface. At the top, there is a navigation bar with 'REPORTS INBOX', the user name 'Erin Fischer', the date 'Monday, 27 November 2023', and the Stayntouch logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area displays a list of reports on the left and configuration options for the selected report on the right.

Report List:

- Daily Production by Demographics** (Selected): Daily Production by Market / Source / Origin / Segment (History & Forecast)
- Daily Production by Rate**: Daily Production by Rate & Rate Type (History & Forecast)
- Daily Transactions**
- Departure**: Departing Guests By Date Range
- Deposit Balance Summary**: Account / Guest deposit summary by date
- Early Check In**: Number of Early Check-ins by day By Day
- Financial Transaction - Payment Report**: All Payment Transactions within a date range
- Financial Transaction - Revenue Report**: All Financial Transactions, Revenue within a date range
- Financial Transaction - Summary Report**: All financial transactions, in all ledgers for a specific business date
- Financial Transactions - Adjustment Report**: All Adjusted Postings and Deleted Charges
- Forecast**: Forecast By Date Range By Date Range

Configuration Panel for 'Daily Production by Demographics':

- DATE RANGE (FROM)**: 11-01-2023
- DATE RANGE (TO)**: 11-27-2023
- OPTION(S)**: All Selected
- DISPLAY(S)**: All Selected
- RUN REPORT** button

REPORT OUTPUT

The **Daily Production by Demographics Report** can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- FORECAST REVENUE
- ADR
- ACTUAL ROOM REVENUE
- REVENUE/AVAILABILITY
- ROOMS OCCUPIED
- ROOMS AVAILABLE
- FORECAST ROOM REVENUE
- ADR
- ACTUAL ROOM REVENUE
- DEMOGRAPHICS

NOTE: Room revenue is the total revenue posted to charge codes with a charge code type of **ROOM**.

REPORT TERMS

- **Occupied Rooms:** Number of rooms occupied per date/demographic as well as the totals per demographic.
- **Forecast Room Revenue:** Predicted room revenue per date/demographic for future dates. For past dates, the value is always zero.
- **ADR:** Average rate per date/demographic calculates as room revenue divided by occupied rooms and totals per demographic.
- **Actual Room Revenue:** Room revenue per date/demographic for past dates and totals per demographic. For future dates, the value is always zero.
 - Any room revenue posted manually to a group account or an account, as well as all room revenue where the demographic has not been defined on the reservation, is shown as **UNDEFINED**.

ITEMS TO NOTE:

- Current business date is considered a future date and based on predicted revenue. Therefore, it doesn't include any posted room revenue.
- When suite functionality is used and a reservation is made for a suite, the number of occupied rooms will be counted as the number of component rooms that form the suite.
- By default, **INCLUDE CANCELLED** and **INCLUDE NO SHOW** are not selected. If you want to see past production revenue to balance with financial reports, be sure to select **INCLUDE CANCELLED** and **INCLUDE NO SHOW**.
- **Arrivals** are reservations with an arrival date in the specified month.
- **Bookings** are reservations where the stay dates are any date in the specified month.

REPORTS INBOX

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Daily Production by Demographics Today at 11:30 AM	01-01-2023	11-27-2023	

REPORTS INBOX		Stayntouch Inn Daily Production by Demographics <small>Erin Fischer Monday, 27 November 2023</small>							<small>stayntouch</small>	
<small>FORECAST REVENUE</small> \$ 0.00	<small>ADR</small> \$ 388.28	<small>ACTUAL ROOM REVENUE</small> \$ 318,389.06								
<small>REVENUE</small> <small>SHOWING</small>	<small>AVAILABILITY</small> <small>SHOWING</small>	JAN 01								
		<small>Rooms#</small>	<small>Avl. Rooms</small>	<small>ADR</small>	<small>Actual Rev.</small>	<small>Arrivals</small>	<small>Adults</small>	<small>Children</small>	<small>Forecast F&B Rev.</small>	<small>Actual F&B Rev.</small>
Market		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
BAR		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
CG		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
Corporate Local		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
Corporate National		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
DIS		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
Group - Convention/Association		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
Group - Corporate Meetings ...		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
Group - SMERF		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
Group - Tour		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
NEG		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
Non Revenue		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
OTA		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
Retail - Discount Non Qualified		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
Retail - Discount Qualified		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
Retail - Transient		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
Undefined Market		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
Source		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
Booking.com		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
CRS		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
Direct		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
Direct Bill		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
Direct Call		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
Expedia		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
GDS		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00
House Use (Internal)		0	192	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00

PRINT REPORT

Please note, the maximum date range for printing the Daily Production by Demographics Report is 1 day.

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Daily Production by Demographics



Daily Production by Demographics

FORECAST REVENUE \$ 0.00 ADR \$ 388.28 ACTUAL ROOM REVENUE \$ 318,389.06

APR 13													
	Rooms#	Avl. Rooms	ADR	Actual Rev	Arrivals	Adults	Children	Forecast F&B Rev	Actual F&B Rev	Forecast Other Rev	Actual Other Rev	Forecast Total Rev	Actual Total Rev
Market	1	193	\$760.00	\$760.00	1	1	0	\$0.00	\$6.00	\$0.00	\$16.99	\$0.00	\$782.99
BAR	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CG	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Corporate Local	1	193	\$400.00	\$400.00	1	1	0	\$0.00	\$0.00	\$0.00	\$16.99	\$0.00	\$416.99
Corporate National	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DIS	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Group - Convention/Association	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Group - Corporate Meetings & I...	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Group - SMERF	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Group - Tour	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NEG	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non Revenue	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTA	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retail - Discount Non Qualified	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retail - Discount Qualified	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retail - Transient	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Undefined Market	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Source	1	193	\$760.00	\$760.00	1	1	0	\$0.00	\$6.00	\$0.00	\$16.99	\$0.00	\$782.99
Booking.com	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CRS	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Bill	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Call	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expedia	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GDS	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
House Use (Internal)	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTA	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Walk-In	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Walk-In	1	193	\$400.00	\$400.00	1	1	0	\$0.00	\$0.00	\$0.00	\$16.99	\$0.00	\$416.99

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Daily Production by Demographics

APR 13													
	Rooms#	Avl. Rooms	ADR	Actual Rev	Arrivals	Adults	Children	Forecast F&B Rev	Actual F&B Rev	Forecast Other Rev	Actual Other Rev	Forecast Total Rev	Actual Total Rev
Website													
Wholesaler													
Undefined Source	1	193	\$400.00	\$400.00	1	1	0	\$0.00	\$0.00	\$0.00	\$16.99	\$0.00	\$416.99
Origin	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Airbnb	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Booking.com	0	193	\$0.00	\$360.00	0	0	0	\$0.00	\$6.00	\$0.00	\$0.00	\$0.00	\$366.00
Email	1	193	\$760.00	\$760.00	1	1	0	\$0.00	\$6.00	\$0.00	\$16.99	\$0.00	\$782.99
Expedia	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Phone	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Undefined Origin	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Segment	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Undefined Segment	1	193	\$400.00	\$400.00	1	1	0	\$0.00	\$0.00	\$0.00	\$16.99	\$0.00	\$416.99
	0	193	\$0.00	\$360.00	0	0	0	\$0.00	\$6.00	\$0.00	\$0.00	\$0.00	\$366.00
	1	193	\$760.00	\$760.00	1	1	0	\$0.00	\$6.00	\$0.00	\$16.99	\$0.00	\$782.99
	1	193	\$760.00	\$760.00	1	1	0	\$0.00	\$6.00	\$0.00	\$16.99	\$0.00	\$782.99

CSV EXPORT

Date (Hotel Date Format)		4/13/23	4/14/23	4/15/23	4/16/23	4/17/23	4/18/23	4/19/23	4/20/23	4/21/23	4/22/23
Rooms#	BAR	0	0	0	0	0	0	0	0	0	0
Avl. Rooms	BAR	193	193	193	193	193	193	193	194	195	195
Forecast Room Revenue	BAR	0	0	0	0	0	0	0	0	0	0
ADR	BAR	0	0	0	0	0	0	0	0	0	0
Actual Room Revenue	BAR	0	0	0	0	0	0	0	0	0	0
Arrivals	BAR	0	0	0	0	0	0	0	0	0	0
Adults	BAR	0	0	0	0	0	0	0	0	0	0
Children	BAR	0	0	0	0	0	0	0	0	0	0
Actual F&B Revenue	BAR	0	0	0	0	0	0	0	0	0	0
Forecast F&B Revenue	BAR	0	0	0	0	0	0	0	0	0	0
Actual Others Revenue	BAR	0	0	0	0	0	0	0	0	0	0
Forecast Others Revenue	BAR	0	0	0	0	0	0	0	0	0	0
Actual Total Revenue	BAR	0	0	0	0	0	0	0	0	0	0
Forecast Total Revenue	BAR	0	0	0	0	0	0	0	0	0	0
Rooms#	CG	0	0	0	0	0	0	0	0	0	0
Avl. Rooms	CG	193	193	193	193	193	193	193	194	195	195
Forecast Room Revenue	CG	0	0	0	0	0	0	0	0	0	0
ADR	CG	0	0	0	0	0	0	0	0	0	0
Actual Room Revenue	CG	0	0	0	0	0	0	0	0	0	0
Arrivals	CG	0	0	0	0	0	0	0	0	0	0
Adults	CG	0	0	0	0	0	0	0	0	0	0
Children	CG	0	0	0	0	0	0	0	0	0	0
Actual F&B Revenue	CG	0	0	0	0	0	0	0	0	0	0
Forecast F&B Revenue	CG	0	0	0	0	0	0	0	0	0	0
Actual Others Revenue	CG	0	0	0	0	0	0	0	0	0	0
Forecast Others Revenue	CG	0	0	0	0	0	0	0	0	0	0
Actual Total Revenue	CG	0	0	0	0	0	0	0	0	0	0
Forecast Total Revenue	CG	0	0	0	0	0	0	0	0	0	0
Rooms#	Corporate Local	1	1	1	1	1	0	0	0	0	0
Avl. Rooms	Corporate Local	193	193	193	193	193	193	193	194	195	195
Forecast Room Revenue	Corporate Local	0	0	0	0	0	0	0	0	0	0
ADR	Corporate Local	400	400	400	350	380	0	0	0	0	0
Actual Room Revenue	Corporate Local	400	400	400	350	380	0	0	0	0	0
Arrivals	Corporate Local	1	0	0	0	0	0	0	0	0	0
Adults	Corporate Local	1	1	1	1	1	0	0	0	0	0
Children	Corporate Local	0	0	0	0	0	0	0	0	0	0
Actual F&B Revenue	Corporate Local	0	0	0	0	0	0	0	0	0	0
Forecast F&B Revenue	Corporate Local	0	0	0	0	0	0	0	0	0	0
Actual Others Revenue	Corporate Local	16.99	99.15	16.99	16.99	16.99	0	0	0	0	0
Forecast Others Revenue	Corporate Local	0	0	0	0	0	0	0	0	0	0
Actual Total Revenue	Corporate Local	416.99	499.15	416.99	366.99	396.99	0	0	0	0	0
Forecast Total Revenue	Corporate Local	0	0	0	0	0	0	0	0	0	0
Rooms#	Corporate National	0	0	0	0	0	0	0	0	0	0
Avl. Rooms	Corporate National	193	193	193	193	193	193	193	194	195	195
Forecast Room Revenue	Corporate National	0	0	0	0	0	0	0	0	0	0
ADR	Corporate National	0	0	0	0	0	0	0	0	0	0
Actual Room Revenue	Corporate National	0	0	0	0	0	0	0	0	0	0
Arrivals	Corporate National	0	0	0	0	0	0	0	0	0	0
Adults	Corporate National	0	0	0	0	0	0	0	0	0	0
Children	Corporate National	0	0	0	0	0	0	0	0	0	0
Actual F&B Revenue	Corporate National	0	0	0	0	0	0	0	0	0	0
Forecast F&B Revenue	Corporate National	0	0	0	0	0	0	0	0	0	0

Daily Production by Rate Report

OVERVIEW

The Daily Production by Rate Report shows the number of sold rooms, ADR, room revenue/predicted room revenue per rate code, rate type, and totals per day. The report can be run for past and future dates.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range up to 12 months.

OPTION(S)

Choose from **SELECT ALL**, **INCLUDE CANCELLED**, and/or **INCLUDE NO SHOW**.

RATE TYPE

Choose from **SELECT ALL** or individual rates available at the property.

DISPLAY(S)

Choose from **SELECT ALL** or individual display rates available at the property.

The screenshot displays the 'Stayntouch Inn New Report' interface. At the top, there is a navigation bar with a menu icon, a 'REPORTS INBOX' button, the property name 'Stayntouch Inn', the user name 'Erin Fischer', the date 'Monday, 27 November 2023', and the 'stayntouch' logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists various reports, each with an icon, a title, a subtitle, and a right-pointing arrow. The right column shows the configuration options for the selected report, 'Daily Production by Rate'. The configuration panel includes fields for 'DATE RANGE (FROM)' (11-01-2023) and 'DATE RANGE (TO)' (11-27-2023), a dropdown for 'OPTION(S)' (All Selected), a dropdown for 'RATE TYPE' (All Selected), and a dropdown for 'DISPLAY(S)' (All Selected). At the bottom right of the configuration panel is a green 'RUN REPORT' button.

Report Name	Subtitle	Action
Daily Production by Rate	Daily Production by Rate & Rate Type (History & Forecast)	»
Daily Transactions		»
Departure	Departing Guests By Date Range	»
Deposit Balance Summary	Account / Guest deposit summary by date	»
Early Check In	Number of Early Check-ins by day By Day	»
Financial Transaction - Payment Report	All Payment Transactions within a date range	»
Financial Transaction - Revenue Report	All Financial Transactions, Revenue within a date range	»
Financial Transaction - Summary Report	All financial transactions, in all ledgers for a specific business date	»
Financial Transactions - Adjustment Report	All Adjusted Postings and Deleted Charges	»
Forecast	Forecast By Date Range By Date Range	»
Forecast Guests & Groups	Forecast Guests & Groups By Date Range By Date Range	»

Daily Production by Rate
CONFIGURE REPORT

DATE RANGE (FROM): 11-01-2023

DATE RANGE (TO): 11-27-2023

OPTION(S): All Selected

RATE TYPE: All Selected

DISPLAY(S): All Selected

RUN REPORT

REPORT OUTPUT

The **Daily Production by Rate Report** can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- TOTAL REVENUE
- ADR
- ROOM REVENUE
- AVAILABILITY/REVENUE
- DATE
- OCCUPIED ROOMS
- AVAILABLE ROOMS
- ADR
- ROOM REVENUE
- RATE TYPES

NOTE: Room revenue is the total revenue posted to charge codes with a charge code type of **ROOM**.

REPORT TERMS

- **Occupied Rooms:** Number of rooms occupied per date/rate code, subtotals per rate type, and totals for all rates.
- **Available Rooms:** Number of available rooms in the hotel.
- **ADR:** Average rate per date/rate code calculates as room revenue divided by occupied rooms, subtotals per rate type, and totals for all rates.
- **Room Revenue:** Room revenue per date/rate code, subtotals per rate type, and totals for all rates.
 - Any room revenue posted manually to a group account or an account, as well as all custom group rates, is shown as **UNDEFINED**.

NOTES

- The current business date is considered a future date and based on predicted revenue. Therefore, it doesn't include any posted room revenue.
- When suite functionality is used and a reservation is made for a suite, the number of occupied rooms will be counted as the number of component rooms that form the suite.
- By default, **INCLUDE CANCELLED** and **INCLUDE NO SHOW** are not selected. If you want to see past production revenue to balance with financial reports, be sure to select **INCLUDE CANCELLED** and **INCLUDE NO SHOW**.

REPORTS INBOX

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Daily Production by Rate Today at 12:02 PM	11-01-2023	11-27-2023	

REPORTS INBOX			Stayntouch Inn Daily Production by Rate										stayntouch	
TOTAL REVENUE \$16,558.11			ADR \$690.86			ROOM REVENUE \$14,508.00								
NOV 01														
SHOWING	REVENUE	Rooms #	Avl. Rooms	ADR	Actual Rev	Arrivals	Adults	Children	Forecast F&B Rev	Actual F&B Rev	Forecast Other Rev	Actual Other Rev	Forecast Total Rev	Actual Total Rev
Transient		2	198	\$450.00	\$900.00	0	4	0	\$0.00	\$0.00	\$33.98	\$33.98	\$933.98	\$933.98
Best Available Rate		2	198	\$450.00	\$900.00	0	4	0	\$0.00	\$0.00	\$33.98	\$33.98	\$933.98	\$933.98
AAA		0	198	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Day Use Rate		0	198	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Package		9	198	\$477.78	\$4,300.00	0	18	0	\$0.00	\$0.00	\$182.91	\$182.91	\$4,482.91	\$4,482.91
Discounted Parking Package		9	198	\$477.78	\$4,300.00	0	18	0	\$0.00	\$0.00	\$182.91	\$182.91	\$4,482.91	\$4,482.91
Undefined		0	0	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

PRINT REPORT

Please note, the maximum date range for printing the Daily Production by Rate Report is 2 days.

11/27/23, 6:05 PM

Daily Production by Rate
 Stayntouch
 Stayntouch Inn
Daily Production by Rate

TOTAL REVENUE \$16,558.11 | ADR \$690.86 | ROOM REVENUE \$14,508.00

NOV 01														
	Rooms #	Avl. Rooms	ADR	Actual Rev	Arrivals	Adults	Children	Forecast F&B Rev	Actual F&B Rev	Forecast Other Rev	Actual Other Rev	Forecast Total Rev	Actual Total Rev	Room
Transient	2	198	\$450.00	\$900.00	0	4	0	\$0.00	\$0.00	\$33.98	\$33.98	\$933.98	\$933.98	0
Best Available Rate	2	198	\$450.00	\$900.00	0	4	0	\$0.00	\$0.00	\$33.98	\$33.98	\$933.98	\$933.98	0
AAA	0	198	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
Day Use Rate	0	198	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
Package	9	198	\$477.78	\$4,300.00	0	18	0	\$0.00	\$0.00	\$182.91	\$182.91	\$4,482.91	\$4,482.91	1
Discounted Parking Package	9	198	\$477.78	\$4,300.00	0	18	0	\$0.00	\$0.00	\$182.91	\$182.91	\$4,482.91	\$4,482.91	1
Undefined	0	0	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0

CSV EXPORT

Daily Production by Rate (History & Forecast)		Today: 11-27-2023										
RATE	Date	11/1/23	11/2/23	11/3/23	11/4/23	11/5/23	11/6/23	11/7/23	11/8/23	11/9/23	11/10/23	11/11/23
Transient	Rooms #	2	0	0	0	0	0	0	0	0	0	0
Transient	Avl. Rooms	198	198	198	198	198	198	198	198	198	198	198
Transient	ADR	450	0	0	0	0	0	0	0	0	0	0
Transient	Actual Room Revenue	900	350	360	0	0	350	0	350	0	510	0
Transient	Forecast Room Revenue	0	0	0	0	0	0	0	0	0	0	0
Transient	Arrivals	0	0	0	0	0	0	0	0	0	0	0
Transient	Adults	4	0	0	0	0	0	0	0	0	0	0
Transient	Children	0	0	0	0	0	0	0	0	0	0	0
Transient	Forecast F&B Revenue	0	0	0	0	0	0	0	0	0	0	0
Transient	Actual F&B Revenue	0	0	0	0	0	0	0	0	0	0	0
Transient	Forecast Others Revenue	33.98	0	0	0	0	0	0	0	0	0	0
Transient	Actual Others Revenue	33.98	0	0	0	0	0	0	0	0	0	0
Transient	Forecast Total Revenue	933.98	350	360	0	0	350	0	350	0	510	0
Transient	Actual Total Revenue	933.98	350	360	0	0	350	0	350	0	510	0
Best Available Rate	Rooms #	2	0	0	0	0	0	0	0	0	0	0
Best Available Rate	Avl. Rooms	198	198	198	198	198	198	198	198	198	198	198
Best Available Rate	ADR	450	0	0	0	0	0	0	0	0	0	0
Best Available Rate	Actual Room Revenue	900	350	360	0	0	350	0	350	0	510	0
Best Available Rate	Forecast Room Revenue	0	0	0	0	0	0	0	0	0	0	0
Best Available Rate	Arrivals	0	0	0	0	0	0	0	0	0	0	0
Best Available Rate	Adults	4	0	0	0	0	0	0	0	0	0	0
Best Available Rate	Children	0	0	0	0	0	0	0	0	0	0	0
Best Available Rate	Forecast F&B Revenue	0	0	0	0	0	0	0	0	0	0	0
Best Available Rate	Actual F&B Revenue	0	0	0	0	0	0	0	0	0	0	0
Best Available Rate	Forecast Others Revenue	33.98	0	0	0	0	0	0	0	0	0	0
Best Available Rate	Actual Others Revenue	33.98	0	0	0	0	0	0	0	0	0	0
Best Available Rate	Forecast Total Revenue	933.98	350	360	0	0	350	0	350	0	510	0
Best Available Rate	Actual Total Revenue	933.98	350	360	0	0	350	0	350	0	510	0
AAA	Rooms #	0	0	0	0	0	0	0	0	0	0	0
AAA	Avl. Rooms	198	198	198	198	198	198	198	198	198	198	198
AAA	ADR	0	0	0	0	0	0	0	0	0	0	0
AAA	Actual Room Revenue	0	0	0	0	0	0	0	0	0	0	0
AAA	Forecast Room Revenue	0	0	0	0	0	0	0	0	0	0	0
AAA	Arrivals	0	0	0	0	0	0	0	0	0	0	0
AAA	Adults	0	0	0	0	0	0	0	0	0	0	0
AAA	Children	0	0	0	0	0	0	0	0	0	0	0
AAA	Forecast F&B Revenue	0	0	0	0	0	0	0	0	0	0	0
AAA	Actual F&B Revenue	0	0	0	0	0	0	0	0	0	0	0
AAA	Forecast Others Revenue	0	0	0	0	0	0	0	0	0	0	0
AAA	Actual Others Revenue	0	0	0	0	0	0	0	0	0	0	0
AAA	Forecast Total Revenue	0	0	0	0	0	0	0	0	0	0	0
AAA	Actual Total Revenue	0	0	0	0	0	0	0	0	0	0	0
Day Use Rate	Rooms #	0	0	0	0	0	0	0	0	0	0	0
Day Use Rate	Avl. Rooms	198	198	198	198	198	198	198	198	198	198	198
Day Use Rate	ADR	0	0	0	0	0	0	0	0	0	0	0
Day Use Rate	Actual Room Revenue	0	0	0	0	0	0	0	0	0	0	0
Day Use Rate	Forecast Room Revenue	0	0	0	0	0	0	0	0	0	0	0
Day Use Rate	Arrivals	0	0	0	0	0	0	0	0	0	0	0
Day Use Rate	Adults	0	0	0	0	0	0	0	0	0	0	0
Day Use Rate	Children	0	0	0	0	0	0	0	0	0	0	0
Day Use Rate	Forecast F&B Revenue	0	0	0	0	0	0	0	0	0	0	0

Daily Production Report

OVERVIEW

The Daily Production Report can be run for past and future dates. It shows the number of sold rooms, available rooms, ADR, room revenue/predicted room revenue per room type, and totals per day.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range up to 12 months.

OPTION(S)

Choose from **SELECT ALL**, **INCLUDE CANCELLED**, and/or **INCLUDE NO SHOW**.

SORT BY

Select **Room Type**.

The screenshot displays the 'Stayntouch Inn New Report' interface. At the top, there is a navigation bar with a menu icon, 'REPORTS INBOX', the user name 'Erin Fischer', the date 'Monday, 27 November 2023', and the 'stayntouch' logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists various reports, each with an icon, a title, a subtitle, and a right-pointing arrow. The right column is titled 'Daily Production CONFIGURE REPORT' and contains configuration options for 'DATE RANGE (FROM)', 'DATE RANGE (TO)', 'OPTION(S)', and 'SORT BY'. A green 'RUN REPORT' button is located at the bottom right of the configuration panel.

Report Name	Subtitle	Option(s)	Sort By
Daily Production	Daily Production by Room Type (History & Forecast) By Room Type		
Daily Production by Demographics	Daily Production by Market / Source / Origin / Segment (History & Forecast)	All Selected	Room Type
Daily Production by Rate	Daily Production by Rate & Rate Type (History & Forecast)		
Daily Transactions			
Departure	Departing Guests By Date Range		
Deposit Balance Summary	Account / Guest deposit summary by date		
Early Check In	Number of Early Check-ins by day By Day		
Financial Transaction - Payment Report	All Payment Transactions within a date range		
Financial Transaction - Revenue Report	All Financial Transactions, Revenue within a date range		
Financial Transaction - Summary Report	All financial transactions, in all ledgers for a specific business date		
Financial Transactions - Adjustment Report	All Adjusted Postings and Deleted Charges		

DATE RANGE (FROM): 11-01-2023

DATE RANGE (TO): 11-27-2023

OPTION(S): All Selected

SORT BY: Room Type

RUN REPORT

REPORT OUTPUT

The **Daily Production Report** can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **Date**
- **AVAILABILITY/REVENUE**
- **Rooms Occupied**
- **Rooms Available**
- **Forecast Room Revenue**
- **ADR**
- **Actual Room Revenue**
- **Totals by Room Type**
- **Totals for All Room Types**

NOTE: Room revenue is the total revenue posted to charge codes with a charge code type of **ROOM**.

REPORT TERMS

- **Occupied Rooms:** Number of rooms occupied per date/room type and totals for all room types.
- **Available Rooms:** Number of available rooms per room type.
- **Forecast Room Revenue:** Predicted room revenue per date/room type for future dates. For past dates, the value is always zero.
- **ADR:** Average rate per date/room type calculated as room revenue divided by occupied rooms and totals for all room types.
- **Actual Room Revenue:** Room revenue per date/room type for past dates and totals for all room types. For future dates, the value is always zero.
 - Any room revenue posted manually to a group account or an account is shown as **UNDEFINED**.

NOTES

- The current business date is considered a future date and based on predicted revenue. Therefore, it doesn't include any posted room revenue.
- When suite functionality is used and a reservation is made for a suite, the suite will be shown on the report, and occupied rooms will be calculated as 1 for this room type.
- By default, **INCLUDE CANCELLED** and **INCLUDE NO SHOW** are not selected. If you want to see past production revenue to balance with financial reports, be sure to select **INCLUDE CANCELLED** and **INCLUDE NO SHOW**.

REPORTS INBOX

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Daily Production Today at 12:09 PM	11-01-2023	11-27-2023	

REPORTS INBOX		Stayntouch Inn Daily Production By Room Type				stayntouch		
FORECAST ROOM REVENUE \$ 0.00		ADR \$ 690.86	ACTUAL ROOM REVENUE \$ 14,508.00					
SHOWING AVAILABILITY	SHOWING REVENUE	Rooms#	Avl. Rooms	Rate Rev.	ADR	Actual Rev.	Arrivals	Adults
Carriage House	0	0	0	\$0.00	\$0.00	\$0.00	0	0
Standard 1 King Bed	7	104	104	\$0.00	\$350.00	\$2,450.00	0	14
Standard 2 Queen Beds	0	65	65	\$0.00	\$0.00	\$0.00	0	0
Premium 1 King	0	17	17	\$0.00	\$0.00	\$0.00	0	0
Junior Suite 1 Bdrm 1 King	2	7	7	\$0.00	\$450.00	\$900.00	0	4
Presidential Suite 1 Bdrm 1 ...	2	2	2	\$0.00	\$925.00	\$1,850.00	0	4
Suite, 1 King, Sofa bed conn...	0	2	2	\$0.00	\$0.00	\$0.00	0	0
Meeting Room	0	1	1	\$0.00	\$0.00	\$0.00	0	0
1 Queen Bed	0	2	2	\$0.00	\$0.00	\$0.00	0	0
2 Queen Beds	0	1	1	\$0.00	\$0.00	\$0.00	0	0
Deluxe King	0	0	0	\$0.00	\$0.00	\$0.00	0	0
Undefined Room Type	0	0	0	\$0.00	\$0.00	\$0.00	0	0
Totals	11	201	201	\$0.00	\$472.73	\$5,200.00	0	0

PRINT REPORT

Please note, the maximum date range for printing the Daily Production Report is 1 day.

11/27/23, 6:11 PM		Daily Production By Room Type											
FORECAST ROOM REVENUE \$ 0.00		ADR \$ 690.86	ACTUAL ROOM REVENUE \$ 14,508.00										
													NOV 01
	Rooms#	Avl. Rooms	Rate Rev.	ADR	Actual Rev.	Arrivals	Adults	Children	Forecast F&B Rev.	Actual F&B Rev.	Forecast Other Rev.	Actual Other Rev.	Forec
CARRIAGE HOUSE	0	0	\$0.00	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STANDARD 1 KING BED	7	104	\$0.00	\$350.00	\$2,450.00	0	14	0	\$0.00	\$0.00	\$148.93	\$148.93	\$2.59
STANDARD 2 QUEEN BEDS	0	65	\$0.00	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PREMIUM 1 KING	0	17	\$0.00	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
JUNIOR SUITE 1 BDRM 1 KING	2	7	\$0.00	\$450.00	\$900.00	0	4	0	\$0.00	\$0.00	\$33.98	\$33.98	\$933.
PRESIDENTIAL SUITE 1 BDRM 1 KING	2	2	\$0.00	\$925.00	\$1,850.00	0	4	0	\$0.00	\$0.00	\$33.98	\$33.98	\$1.88
SUITE, 1 KING, SOFA BED CONNECT TO GUEST ROOM, 1 KING	0	2	\$0.00	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MEETING ROOM	0	1	\$0.00	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 QUEEN BED	0	2	\$0.00	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 QUEEN BEDS	0	1	\$0.00	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DELUXE KING	0	0	\$0.00	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UNDEFINED ROOM TYPE	0	0	\$0.00	\$0.00	\$0.00	0	0	0	0	0	0	0	0
TOTALS	11	201	\$0.00	\$472.73	\$5,200.00	0	0	0	\$0.00	\$0.00	\$216.89	\$216.89	\$5.41

CSV EXPORT

Date	Room Type	Rooms	Avl. Rooms	Forecast Room Revenue	ADR	Actual Room Revenue	Arrivals	Adults	Children	Actual F&B Revenue	Forecast F&B Revenue	Actual Others Revenue	Forecast Others Revenue	Actual Total Revenue	Forecast Total Revenue
11/1/23	Carriage House	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11/1/23	Standard 1 King Bed	7	104	0	350	2450	0	14	0	0	0	148.93	148.93	2598.93	2598.93
11/1/23	Standard 2 Queen Beds	0	65	0	0	0	0	0	0	0	0	0	0	0	0
11/1/23	Premium 1 King	0	17	0	0	0	0	0	0	0	0	0	0	0	0
11/1/23	Junior Suite 1 Bdrm 1 King	2	7	0	450	900	0	4	0	0	0	33.98	33.98	933.98	933.98
11/1/23	Presidential Suite 1 Bdrm 1 King	2	2	0	925	1850	0	4	0	0	0	33.98	33.98	1883.98	1883.98
11/1/23	Suite, 1 King, Sofa bed connect to Guest room, 1 King	0	2	0	0	0	0	0	0	0	0	0	0	0	0
11/1/23	Meeting Room	0	1	0	0	0	0	0	0	0	0	0	0	0	0
11/1/23	1 Queen Bed	0	2	0	0	0	0	0	0	0	0	0	0	0	0
11/1/23	2 Queen Beds	0	1	0	0	0	0	0	0	0	0	0	0	0	0
11/1/23	Deluxe King	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11/1/23	Undefined Room Type	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11/2/23	Carriage House	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11/2/23	Standard 1 King Bed	1	104	0	775	775	0	2	0	0	0	16.99	16.99	791.99	791.99
11/2/23	Standard 2 Queen Beds	0	65	0	0	600	0	0	0	0	0	0	0	600	600
11/2/23	Premium 1 King	0	17	0	0	0	0	0	0	0	0	0	0	0	0
11/2/23	Junior Suite 1 Bdrm 1 King	0	7	0	0	0	0	0	0	0	0	0	0	0	0
11/2/23	Presidential Suite 1 Bdrm 1 King	0	2	0	0	0	0	0	0	0	0	0	0	0	0
11/2/23	Suite, 1 King, Sofa bed connect to Guest room, 1 King	0	2	0	0	0	0	0	0	0	0	0	0	0	0
11/2/23	Meeting Room	0	1	0	0	0	0	0	0	0	0	0	0	0	0
11/2/23	1 Queen Bed	0	2	0	0	0	0	0	0	0	0	0	0	0	0
11/2/23	2 Queen Beds	0	1	0	0	0	0	0	0	0	0	0	0	0	0
11/2/23	Deluxe King	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11/2/23	Undefined Room Type	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11/3/23	Carriage House	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11/3/23	Standard 1 King Bed	1	104	0	720	720	0	2	0	0	0	16.99	16.99	736.99	736.99
11/3/23	Standard 2 Queen Beds	0	65	0	0	0	0	0	0	0	0	0	0	0	0
11/3/23	Premium 1 King	0	17	0	0	0	0	0	0	0	0	0	0	0	0
11/3/23	Junior Suite 1 Bdrm 1 King	0	7	0	0	0	0	0	0	0	0	0	0	0	0
11/3/23	Presidential Suite 1 Bdrm 1 King	0	2	0	0	0	0	0	0	0	0	0	0	0	0
11/3/23	Suite, 1 King, Sofa bed connect to Guest room, 1 King	0	2	0	0	0	0	0	0	0	0	0	0	0	0
11/3/23	Meeting Room	0	1	0	0	0	0	0	0	0	0	0	0	0	0
11/3/23	1 Queen Bed	0	2	0	0	0	0	0	0	0	0	0	0	0	0
11/3/23	2 Queen Beds	0	1	0	0	0	0	0	0	0	0	0	0	0	0
11/3/23	Deluxe King	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11/3/23	Undefined Room Type	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11/4/23	Carriage House	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11/4/23	Standard 1 King Bed	1	104	0	360	360	0	2	0	0	0	16.99	16.99	376.99	376.99
11/4/23	Standard 2 Queen Beds	0	65	0	0	0	0	0	0	0	0	0	0	0	0
11/4/23	Premium 1 King	0	17	0	0	0	0	0	0	0	0	0	0	0	0
11/4/23	Junior Suite 1 Bdrm 1 King	0	7	0	0	0	0	0	0	0	0	0	0	0	0
11/4/23	Presidential Suite 1 Bdrm 1 King	0	2	0	0	0	0	0	0	0	0	0	0	0	0
11/4/23	Suite, 1 King, Sofa bed connect to Guest room, 1 King	0	2	0	0	0	0	0	0	0	0	0	0	0	0
11/4/23	Meeting Room	0	1	0	0	0	0	0	0	0	0	0	0	0	0
11/4/23	1 Queen Bed	0	2	0	0	0	0	0	0	0	0	0	0	0	0
11/4/23	2 Queen Beds	0	1	0	0	0	0	0	0	0	0	0	0	0	0
11/4/23	Deluxe King	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11/4/23	Undefined Room Type	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11/5/23	Carriage House	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11/5/23	Standard 1 King Bed	1	104	0	350	350	0	2	0	0	0	16.99	16.99	366.99	366.99
11/5/23	Standard 2 Queen Beds	0	65	0	0	0	0	0	0	0	0	0	0	0	0
11/5/23	Premium 1 King	0	17	0	0	0	0	0	0	0	0	0	0	0	0

Daily Transactions Report

OVERVIEW

The Daily Transactions Report records daily financial transactions for the date selected.

REPORT FILTERS

DATE Select a date. Default is the current date.

CHARGE GROUP(S) Choose from **Select All** or individual charge groups. Default is **Select All**.

CHARGE CODE(S) Choose from **Select All** or individual charge codes. Default is **Select All**.

SORT BY Choose from **Charge Group**, **Charge Code**, **Revenue**, **MTD**, or **YTD**.

The screenshot displays the 'Stayntouch Inn New Report' interface. At the top, there is a navigation bar with a menu icon, a 'REPORTS INBOX' button, the user name 'Erin Fischer', the date 'Monday, 27 November 2023', and the 'stayntouch' logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists various reports, each with an icon, a title, a subtitle, and a right-pointing arrow. The right column is titled 'Daily Transactions CONFIGURE REPORT' and contains several filter sections: 'DATE' with a date range of '11-15-2023', 'CHARGE GROUP(S)' with a dropdown menu set to 'All Selected', 'CHARGE CODE(S)' with a dropdown menu set to 'All Selected', and 'SORT BY' with a dropdown menu set to 'Charge Code'. At the bottom right of the right column is a green 'RUN REPORT' button.

Report Name	Subtitle
Daily Transactions	
Departure	Departing Guests By Date Range
Deposit Balance Summary	Account / Guest deposit summary by date
Early Check In	Number of Early Check-ins by day By Day
Financial Transaction - Payment Report	All Payment Transactions within a date range
Financial Transaction - Revenue Report	All Financial Transactions, Revenue within a date range
Financial Transaction - Summary Report	All financial transactions, in all ledgers for a specific business date
Financial Transactions - Adjustment Report	All Adjusted Postings and Deleted Charges
Forecast	Forecast By Date Range By Date Range
Forecast Guests & Groups	Forecast Guests & Groups By Date Range By Date Range
Group Deposit Report	Deposit Due / Paid / Past Due by Date & Group

REPORT OUTPUT

The Daily Transactions Report can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **DATE:** Date selected
- **TRANSACTIONS:** Number of transactions for the date selected
- **REVENUE:** Revenue for the date selected
- **MTD:** Month to date revenue
- **YTD:** Year to date revenue
- **Group:** Charge group
- **Code:** Charge code
- **Transaction #:** Number of transactions for the charge group
- **Revenue:** Revenue for the charge group
- **MTD:** Month to date revenue for the charge group
- **MTD Last Year:** Month to date revenue for the charge group for this date last year
- **% Variance:** Percent variance between month to date revenue this year vs. last year
- **YTD:** Year to date revenue for the charge group
- **YTD Last Year:** Year to date revenue for the charge group for this date last year
- **% Variance:** Percent variance between year to date revenue this year vs. last year

REPORTS INBOX

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Daily Transactions Today at 12:19 PM	11-15-2023	11-15-2023	

Stayntouch Inn Daily Transactions										
Erin Fischer Monday, 27 November 2023										
stayntouch										
DATE	TRANSACTIONS	REVENUE	MTD	YTD						
11-15-2023	1	\$ 200.00	\$ 15,631.82	\$ 438,818.96						
Group	Code	Trans. #	Revenue	MTD	MTD Last Year	% VAR	YTD	YTD Last Year	% VAR	
Room Revenue	1010 Cancellation Fee			\$ 350.00			\$ 1,017.99			
	1020 Early Check-In Charge						\$ 205.00	\$ 70.00	-192.86%	
	1022 Early Departure Penalty						\$ 295.00			
	2024 Fee for LCO			\$ 50.00			\$ 575.00	\$ 1,750.00	67.14%	
	1025 Group Subsidize Rate									
	1009 Mobile Room Charge						\$ 720.00			
	8790 No-show Charge	1	\$ 200.00	\$ 4,119.00	\$ 3,744.70	-10.0%	\$ 111,258.95	\$ 37,991.40	-192.85%	
	1072 Package Test Room						\$ 50.00			
	1000 Room Charge			\$ 7,795.00	\$ 6,699.00	-16.36%	\$ 198,941.11	\$ 1,273,521.66	84.38%	
	1002 Room Charge-Day Rate			\$ 300.00			\$ 1,050.00			
	1001 Room Charge-G.N.S						\$ 1,700.00			
	1100 Room Rebate-Bus Trans						\$ 0.00			
	1110 Room Rebate-Day Rate									
	1008 Upgrade Charge						\$ 1,550.00	\$ 2,030.00	23.65%	
	Room Revenue Totals	1	\$ 200.00	\$ 12,614.00	\$ 10,443.70		\$ 317,363.05	\$ 1,315,363.06		
Meeting	2818 Audio Visual						\$ 100.00			
	Meeting Totals	0	\$ 0.00	\$ 0.00	\$ 0.00		\$ 100.00	\$ 0.00		
Banquet F&B	2400 Banquet Beverage						\$ 250.00			
	2810 Banquet Breakfast			\$ 256.98			\$ 2,956.98	\$ 165.00	-1692.11%	
	2816 Banquet Coffee Break						\$ 500.00			
	2814 Banquet Dinner						\$ 1,000.00	\$ 325.00	-207.69%	
	2890 Banquet Gratuity			\$ 23.90			\$ 23.90			
	2812 Banquet Lunch			\$ 458.70			\$ 458.70	\$ 462.00	0.71%	
	2850 Catering Service									
	Banquet F&B Totals	0	\$ 0.00	\$ 739.58	\$ 0.00		\$ 4,939.58	\$ 1,202.00		
Suite Shop	4920 Gift Shop Item						\$ 125.36	\$ 29.82	-320.39%	
	Suite Shop Totals	0	\$ 0.00	\$ 0.00	\$ 0.00		\$ 125.36	\$ 29.82		

PRINT REPORT

11/27/23, 6:19 PM

Daily Transactions

 Stayntouch Inn
Daily Transactions

DATE	TRANSACTIONS	REVENUE	MTD	YTD
11-15-2023	1	\$ 200.00	\$ 15,631.82	\$ 438,818.96

GROUP	CODE	TRANS. #	REVENUE	MTD	MTD LAST YEAR	% VAR	YTD	YTD LAST YEAR	% VAR
ROOM REVENUE	1010 CANCELLATION FEE			\$ 350.00			\$ 1,017.99		
	1020 EARLY CHECK-IN CHARGE						\$ 205.00	\$ 70.00	-192.86%
	1022 EARLY DEPARTURE PENALTY						\$ 295.00		
	2024 FEE FOR LCD			\$ 50.00			\$ 575.00	\$ 1,750.00	67.14%
	1025 GROUP SUBSIDIZE RATE								
	1009 MOBILE ROOM CHARGE						\$ 720.00		
	8790 NO-SHOW CHARGE	1	\$ 200.00	\$ 4,119.00	\$ 3,744.70	-10.0%	\$ 111,258.95	\$ 37,991.40	-192.85%
	1072 PACKAGE TEST ROOM						\$ 50.00		
	1000 ROOM CHARGE			\$ 7,795.00	\$ 6,699.00	-16.36%	\$ 198,941.11	\$ 1,273,521.66	84.38%
	1002 ROOM CHARGE-DAY RATE			\$ 300.00			\$ 1,050.00		
	1001 ROOM CHARGE-G.N.S						\$ 1,700.00		
	1100 ROOM REBATE-BUS TRANS						\$ 0.00		
	1110 ROOM REBATE-DAY RATE								
1008 UPGRADE CHARGE						\$ 1,550.00	\$ 2,030.00	23.65%	
ROOM REVENUE TOTALS		1	\$ 200.00	\$ 12,614.00	\$ 10,443.70		\$ 317,363.05	\$ 1,315,363.06	
MEETING	2818 AUDIO VISUAL						\$ 100.00		
	MEETING TOTALS	0	\$ 0.00	\$ 0.00	\$ 0.00		\$ 100.00	\$ 0.00	
BANQUET F&B	2400 BANQUET BEVERAGE							\$ 250.00	
	2810 BANQUET BREAKFAST			\$ 256.98			\$ 2,956.98	\$ 165.00	-1692.11%
	2816 BANQUET COFFEE BREAK						\$ 500.00		
	2814 BANQUET DINNER						\$ 1,000.00	\$ 325.00	-207.69%
	2890 BANQUET GRATUITY			\$ 23.90			\$ 23.90		
	2812 BANQUET LUNCH			\$ 458.70			\$ 458.70	\$ 462.00	0.71%
2850 CATERING SERVICE									

SINGLE DATE: 11-15-2023
 SORT BY: CHARGE CODE SORT DIRECTION: ASCENDING
 CHARGE GROUPS: ALL GROUPS

BUSINESS DATE: 11-27-2023
 USER: ERIN FISCHER

CSV EXPORT

Date	Trans. #	Revenue	MTD	YTD					
11/15/23	1	200	15631.82	438818.96					
Group	Code	Trans. #	Revenue	MTD	MTD Last Year	% VAR	YTD	YTD Last Year	% VAR
Room Revenue									
	1010 Cancellation Fee			350			1017.99		
	1020 Early Check-In Charge						205	70	-192.86%
	1022 Early Departure Penalty						295		
	2024 Fee for LCO			50			575	1750	67.14%
	1025 Group Subsidize Rate								
	1009 Mobile Room Charge						720		
	8790 No-show Charge	1	200	4119	3744.7	-10.00%	111258.95	37991.4	-192.85%
	1072 Package Test Room						50		
	1000 Room Charge			7795	6699	-16.36%	198941.11	1273521.66	84.38%
	1002 Room Charge-Day Rate			300			1050		
	1001 Room Charge-G.N.S						1700		
	1100 Room Rebate-Bus Trans						0		
	1110 Room Rebate-Day Rate								
	1008 Upgrade Charge						1550	2030	23.65%
	Totals	1	200	12614	10443.7		317363.05	1315363.06	
Meeting									
	2818 Audio Visual						100		
	Totals	0	0	0	0		100	0	
Banquet F&B									
	2400 Banquet Beverage							250	
	2810 Banquet Breakfast			256.98			2956.98	165	-1692.11%
	2816 Banquet Coffee Break						500		
	2814 Banquet Dinner						1000	325	-207.69%
	2890 Banquet Gratuity			23.9			23.9		
	2812 Banquet Lunch			458.7			458.7	462	0.71%
	2850 Catering Service								
	Totals	0	0	739.58	0		4939.58	1202	
Suite Shop									
	4920 Gift Shop Item						125.36	29.82	-320.39%
	Totals	0	0	0	0		125.36	29.82	
Accounting									
	9300 Accounting Adjustment						-450	-25	-1700.00%
	9200 Certificate Redemption								
	9015 Direct Charge								
	1024 Late Checkout Fee						315	425	25.88%
	Totals	0	0	0	0		-135	400	

Departure Report

OVERVIEW

The Departure Report shows a list of reservations that have departed or will be departing on the selected dates.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range. Default is the current date.

OPTION(S)

Choose from **DUE OUT DEPARTURES**, **INCLUDE GUEST NOTES**, **INCLUDE RESERVATION NOTES**, **SHOW GUESTS**, and/or **VIP ONLY**.

COMPANY/TA/GROUP

Search by a Company, Travel Agent, and/or Group.

SORT BY

Choose from **Room**, **Name**, **Date**, **Company**, **Rate Code**, or **Room Type**.

NOTE: When selecting a future date range, make sure **DUE OUT DEPARTURES** is not selected from the **OPTION(S)** field.

The screenshot displays the 'Wexford Bay Hotel New Report' interface. At the top, it shows the user's name 'Erin Fischer' and the date 'Monday, 27 November 2023'. A search bar is available for 'Search by Report Name'. The main area lists several reports, with 'Departure' selected. The 'Departure' report configuration panel on the right includes the following settings:

- DATE RANGE (FROM):** 11-27-2023
- DATE RANGE (TO):** 11-27-2023
- OPTION(S):** Due Out Departures
- COMPANY/TA/GROUP:** Search by Company/TA/Gr
- SORT BY:** Room

A green 'RUN REPORT' button is located at the bottom right of the configuration panel.

REPORT OUTPUT

The Departure Report can be printed and exported via CSV, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **TOTAL DEPARTURE ROOMS:** Total number of departure rooms for the date range
- **Room:** Room number of departure room
- **Guest:** Guest details
- **Arrival:** Arrival date and time
- **Departure:** Departure date and time
- **Tonight's Rate:** Room type and rate
- **Balance:** Guest balance due

REPORTS INBOX

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Departure <i>Today at 12:29 PM</i>	11-27-2023	11-27-2023	

Room	Guest	Arrival	Departure	Tonight's Rate	Balance
112 DUE OUT	Cooke, KKyle 124079 • 1 guest(s)	11-20-2023 08:42 AM	11-27-2023 11:00 AM	EXECUTIVE TWO QUEEN / \$ 239.00 ADR	\$ 0.00
NCAA Tournament Fall '23					
113 DUE OUT	Desorbo, Paige 124093 • 1 guest(s)	11-21-2023 11:06 PM	11-27-2023 03:00 PM	SELECT QUEEN / \$ 209.00 ADR	\$ 100.00
NCAA Tournament Fall '23					
115 DUE OUT	Batula, Amanda 124077 • 1 guest(s)	11-20-2023 08:42 AM	11-27-2023 02:00 PM	PREMIUM QUEEN / \$ 219.00 ADR	\$ 75.00
NCAA Tournament Fall '23					
201 DUE OUT	Miller, Ciara 124096 • 1 guest(s)	11-21-2023 11:06 PM	11-27-2023 11:00 AM	PREMIUM KING / \$ 229.00 ADR	\$ 0.00
NCAA Tournament Fall '23					
202 DUE OUT	Gulberson, Luke 124094 • 1 guest(s)	11-21-2023 11:06 PM	11-27-2023 11:00 AM	DELUXE KING / \$ 239.00 ADR	\$ 0.00
NCAA Tournament Fall '23					
203 DUE OUT	Berner, Hannah 124085 • 1 guest(s)	11-21-2023 11:06 PM	11-27-2023 01:00 PM	PREMIUM QUEEN / \$ 219.00 ADR	\$ 50.00
NCAA Tournament Fall '23					
205 DUE OUT	Olivera, Danielle 124080 • 1 guest(s)	11-20-2023 08:42 AM	11-27-2023 03:00 PM	EXECUTIVE TWO QUEEN / \$ 239.00 ADR	\$ 100.00
NCAA Tournament Fall '23					
206 DUE OUT	Hubbard, Lindsay 124081 • 1 guest(s)	11-20-2023 08:42 AM	11-27-2023 11:00 AM	EXECUTIVE TWO QUEEN / \$ 239.00 ADR	\$ 0.00
NCAA Tournament Fall '23					

PRINT REPORT

11/27/23, 6:30 PM

Departure By Date Range

Wexford Bay Hotel
Departure By Date Range

TOTAL DEPARTURE ROOMS
 27

ROOM	GUEST	ARRIVAL	DEPARTURE	TONIGHT'S RATE	BALANCE
112 DUE OUT	Cooke, Kkyle 124079 • 1 GUEST(S)	11-20-2023 08:42 AM	11-27-2023 11:00 AM 7N	EXECUTIVE TWO QUEEN / \$ 239.00 ADR	\$ 0.00
NCAA TOURNAMENT FALL '23					
113 DUE OUT	Desorbo, Paige 124093 • 1 GUEST(S)	11-21-2023 11:06 PM	11-27-2023 03:00 PM 6N	SELECT QUEEN / \$ 209.00 ADR	\$ 100.00
NCAA TOURNAMENT FALL '23					
115 DUE OUT	Batula, Amanda 124077 • 1 GUEST(S)	11-20-2023 08:42 AM	11-27-2023 02:00 PM 7N	PREMIUM QUEEN / \$ 219.00 ADR	\$ 75.00
NCAA TOURNAMENT FALL '23					
201 DUE OUT	Miller, Ciara 124096 • 1 GUEST(S)	11-21-2023 11:06 PM	11-27-2023 11:00 AM 6N	PREMIUM KING / \$ 229.00 ADR	\$ 0.00
NCAA TOURNAMENT FALL '23					
202 DUE OUT	Gulberson, Luke 124094 • 1 GUEST(S)	11-21-2023 11:06 PM	11-27-2023 11:00 AM 6N	DELUXE KING / \$ 239.00 ADR	\$ 0.00
NCAA TOURNAMENT FALL '23					
203 DUE OUT	Berner, Hannah 124085 • 1 GUEST(S)	11-21-2023 11:06 PM	11-27-2023 01:00 PM 6N	PREMIUM QUEEN / \$ 219.00 ADR	\$ 50.00
NCAA TOURNAMENT FALL '23					
205 DUE OUT	Olivera, Danielle 124080 • 1 GUEST(S)	11-20-2023 08:42 AM	11-27-2023 03:00 PM 7N	EXECUTIVE TWO QUEEN / \$ 239.00 ADR	\$ 100.00
NCAA TOURNAMENT FALL '23					
206 DUE OUT	Hubbard, Lindsay 124081 • 1 GUEST(S)	11-20-2023 08:42 AM	11-27-2023 11:00 AM 7N	EXECUTIVE TWO QUEEN / \$ 239.00 ADR	\$ 0.00
NCAA TOURNAMENT FALL '23					
207 DUE OUT	Allen, Mya 124102 • 2 GUEST(S)	11-21-2023 11:06 PM	11-27-2023 11:00 AM 6N	BAY VIEW TERRACE SUITE / \$ 359.00 ADR	\$ 0.00
NCAA TOURNAMENT FALL '23					

DATE RANGE: FROM: 11-27-2023 TO: 11-27-2023
 SORT BY: ROOM SORT DIRECTION: ASCENDING
 OPTIONS: DUE OUT DEPARTURES

BUSINESS DATE: 11-27-2023
 USER: ERIN FISCHER

CSV EXPORT

Room	Status	Guest Name	Reservation ID	Confirm No	VP	Guests	Adults	Children	Arrival	Departure	No of Nights	Guarantee	Room Type	Adm	Rate	Payment Type	Address	Balance	Accompanying	Company	Travel Agent	Group	Stay Count
112 DUE OUT	Cooke, Kkyle	114899814	124079	1	1	0	11/20/23 8:42	11/27/23 11:00 7N	Executive Two Queen	239	Cash Payment	0									NCAA Tournament Fall '23	0	
113 DUE OUT	Desorbo, Paige	114899814	124093	1	1	0	11/21/23 11:06	11/27/23 03:00 6N	Select Queen	209	Cash Payment	100									NCAA Tournament Fall '23	0	
115 DUE OUT	Batula, Amanda	114899812	124077	1	1	0	11/20/23 8:42	11/27/23 02:00 7N	Premium Queen	219	Cash Payment	75									NCAA Tournament Fall '23	0	
201 DUE OUT	Miller, Ciara	114899810	124096	1	1	0	11/21/23 11:06	11/27/23 11:00 6N	Premium King	229	Cash Payment	0									NCAA Tournament Fall '23	0	
202 DUE OUT	Gulberson, Luke	114899816	124094	1	1	0	11/21/23 11:06	11/27/23 11:00 6N	Deluxe King	239	Cash Payment	0									NCAA Tournament Fall '23	0	
203 DUE OUT	Berner, Hannah	114899814	124085	1	1	0	11/21/23 11:06	11/27/23 01:00 6N	Premium Queen	219	Cash Payment	50									NCAA Tournament Fall '23	0	
205 DUE OUT	Olivera, Danielle	114899815	124080	1	1	0	11/20/23 8:42	11/27/23 03:00 7N	Executive Two Queen	239	Cash Payment	100									NCAA Tournament Fall '23	0	
206 DUE OUT	Hubbard, Lindsay	114899815	124081	1	1	0	11/20/23 8:42	11/27/23 11:00 7N	Executive Two Queen	239	Cash Payment	0									NCAA Tournament Fall '23	0	
207 DUE OUT	Allen, Mya	114899812	124102	1	2	0	11/21/23 11:06	11/27/23 11:00 6N	Bay View Terrace Suite	359	Cash Payment	0									NCAA Tournament Fall '23	0	
211 DUE OUT	Sulber, Robert	114899815	124086	1	1	0	11/21/23 11:06	11/27/23 11:00 6N	Premium Queen	219	Cash Payment	0									NCAA Tournament Fall '23	0	
212 DUE OUT	Conover, Craig	114899812	124091	1	2	0	11/21/23 11:06	11/27/23 11:00 6N	Executive Two Queen	259	Cash Payment	50									NCAA Tournament Fall '23	0	
213 DUE OUT	Krohl, Austin	114899814	124103	1	2	0	11/21/23 11:06	11/27/23 11:00 6N	Bay View Terrace Suite	359	Cash Payment	0									NCAA Tournament Fall '23	0	
301 DUE OUT	McCree, Stephen	114899812	124097	1	1	0	11/21/23 11:06	11/27/23 11:00 6N	Premium King	229	Cash Payment	0									NCAA Tournament Fall '23	0	
302 DUE OUT	Worke, Lauren	114899812	124095	1	1	0	11/21/23 11:06	11/27/23 11:00 6N	Deluxe King	239	Cash Payment	0									NCAA Tournament Fall '23	0	
303 DUE OUT	Smith, Emma	114899816	124122	1	1	0	11/21/23 8:57	11/27/23 11:00 6N	Select Queen	174.63	Cash Payment	1457.22									NCAA Tournament Fall '23	39	
304 DUE OUT	Radke, Carl	114899813	124078	1	1	0	11/20/23 8:42	11/27/23 11:00 7N	Premium Queen	219	Cash Payment	0									NCAA Tournament Fall '23	0	
305 DUE OUT	Vernon, Jordan	114899818	124087	1	2	0	11/21/23 11:06	11/27/23 11:00 6N	Executive Two Queen	259	Cash Payment	0									NCAA Tournament Fall '23	0	
306 DUE OUT	Weston, Eriette	114899819	124088	1	2	0	11/21/23 11:06	11/27/23 11:00 6N	Executive Two Queen	259	Cash Payment	0									NCAA Tournament Fall '23	0	
309 DUE OUT	Waters, Ashley	114899812	124098	1	1	0	11/21/23 11:06	11/27/23 11:00 6N	Premium King	229	Cash Payment	0									NCAA Tournament Fall '23	0	
310 DUE OUT	Fisher, Samantha	114899817	124082	1	1	0	11/20/23 8:42	11/27/23 11:00 7N	Deluxe King	239	Cash Payment	0									NCAA Tournament Fall '23	0	
401 DUE OUT	Lenzi, Chris	114899813	124099	1	1	0	11/21/23 11:06	11/27/23 11:00 6N	Premium King	229	Cash Payment	0									NCAA Tournament Fall '23	0	
407 DUE OUT	Kuefer, Kay	114899810	124100	1	2	0	11/20/23 8:42	11/27/23 11:00 7N	Bay View Terrace Suite	359	Cash Payment	0									NCAA Tournament Fall '23	0	
413 DUE OUT	Traverser, Stray	114899811	124101	1	2	0	11/21/23 11:06	11/27/23 11:00 6N	Bay View Terrace Suite	359	Cash Payment	0									NCAA Tournament Fall '23	0	
511 DUE OUT	Dacul, Jules	114899811	124083	1	1	0	11/21/23 11:06	11/27/23 11:00 6N	Premium Queen	219	Cash Payment	0									NCAA Tournament Fall '23	0	
604 DUE OUT	Prescott, Gabby	114899811	124090	1	2	0	11/21/23 11:06	11/27/23 11:00 6N	Premium Queen	259	Cash Payment	200.7									NCAA Tournament Fall '23	0	
703 DUE OUT	Ward, Alex	114899813	124084	1	1	0	11/21/23 11:06	11/27/23 11:00 6N	Premium Queen	219	Cash Payment	0									NCAA Tournament Fall '23	0	
710 DUE OUT	Bishop, Des	114899810	124089	1	2	0	11/21/23 11:06	11/27/23 11:00 6N	Executive Two Queen	259	Cash Payment	0									NCAA Tournament Fall '23	0	
TOTAL DEPARTURE ROOMS		27																					

Deposit Balance Summary Report

OVERVIEW

The Deposit Balance Summary Report shows a list of future reservations that have paid an advance deposit. The total amount is the total of the deposit ledger up to the current date.

REPORT FILTERS

GUEST/ACCOUNT

Choose from **SELECT ALL**, **GUEST**, and/or **ACCOUNT**.

SORT BY

Choose from **Name**, **Debit**, or **Credit**.

The screenshot displays the 'New Report' interface for Stayntouch Inn. At the top, the user is identified as Erin Fischer on Monday, 27 November 2023. The main area is titled 'REPORTS INBOX' and contains a search bar for 'Search by Report Name'. A list of reports is shown, each with an icon, title, and description. The 'Deposit Balance Summary' report is highlighted in orange. To the right, a configuration panel for the 'Deposit Balance Summary' report is visible, showing 'GUEST/ACCOUNT' set to 'All Selected' and 'SORT BY' set to 'Name'. A green 'RUN REPORT' button is located at the bottom right of the configuration panel.

Report Name	Description	Action
Deposit Balance Summary	Account / Guest deposit summary by date	
Early Check In	Number of Early Check-ins by day By Day	»
Financial Transaction - Payment Report	All Payment Transactions within a date range	»
Financial Transaction - Revenue Report	All Financial Transactions, Revenue within a date range	»
Financial Transaction - Summary Report	All financial transactions, in all ledgers for a specific business date	»
Financial Transactions - Adjustment Report	All Adjusted Postings and Deleted Charges	»
Forecast	Forecast By Date Range By Date Range	»
Forecast Guests & Groups	Forecast Guests & Groups By Date Range By Date Range	»
Group Deposit Report	Deposit Due / Paid / Past Due by Date & Group	»
Group Pick Up Report	Rooms Picked up by Group By Group	»
Group Rooms Report	Group Rooms Pickup Report	»

Deposit Balance Summary
CONFIGURE REPORT

GUEST/ACCOUNT
All Selected

SORT BY
Name

RUN REPORT

REPORT OUTPUT

The Deposit Balance Summary Report can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **TOTAL GUEST:** Total guest deposit balance
- **TOTAL ACCOUNT:** Total account deposit balance
- **TOTAL DEPOSIT BALANCE:** Total guest and account deposit balance
- **DEPOSIT TRANSACTIONS BY DATE**
 - **ACCOUNT/GUEST NAME:** Name of account or guest
 - **ROOM NO.:** Room number
 - **ARRIVAL & DEPARTURE:** Arrival and departure date
 - **TRANSACTION DESCRIPTION:** Confirmation number and payment method
 - **DEBIT:** Account or guest debit
 - **CREDIT:** Account of guest credit

REPORTS INBOX

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
 Deposit Balance Summary Today at 12:48 PM	N/A	N/A	 

REPORTS INBOX		Stayntouch Inn Deposit Balance Summary			stayntouch	
Erin Fischer		Monday, 27 November 2023				
TOTAL GUEST	TOTAL ACCOUNT	TOTAL DEPOSIT BALANCE				
\$ 674.98	\$ -125.00	\$ 549.98				
DEPOSIT TRANSACTIONS ON 11-20-2023				\$ 125.00	\$ 0.00	
ACCOUNT / GUEST NAME	ROOM NO.	ARRIVAL & DEPARTURE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	
PRIVA RAJAMANI GROUP	00178	↓ 12-04-2023 ↑ 12-08-2023	PET CHARGE	\$ 50.00	\$ 0.00	
PRIVA RAJAMANI GROUP	00178	↓ 12-04-2023 ↑ 12-08-2023	MISC. REVENUE - TICKE	\$ 75.00	\$ 0.00	
DEPOSIT TRANSACTIONS ON 11-07-2023				\$ 0.00	\$ 0.01	
ACCOUNT / GUEST NAME	ROOM NO.	ARRIVAL & DEPARTURE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	
RICK TRENTON	111025	↓ 01-07-2024 ↑ 01-10-2024	VISA	\$ 0.00	\$ 0.01	
DEPOSIT TRANSACTIONS ON 11-06-2023				\$ 0.00	\$ 684.97	
ACCOUNT / GUEST NAME	ROOM NO.	ARRIVAL & DEPARTURE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	
RICK TRENTON	111025	↓ 01-07-2024 ↑ 01-10-2024	VISA	\$ 0.00	\$ 684.97	
RICK TRENTON	111025	↓ 01-07-2024 ↑ 01-10-2024	CASH	\$ 0.00	\$ 684.98	
RICK TRENTON	111025	↓ 01-07-2024 ↑ 01-10-2024	CASH	\$ 0.00	\$ -684.98	
DEPOSIT TRANSACTIONS ON 07-21-2023				\$ 10.00	\$ 0.00	
ACCOUNT / GUEST NAME	ROOM NO.	ARRIVAL & DEPARTURE	TRANSACTION DESCRIPTION	DEBIT	CREDIT	
VICTOR TEST	110856	↓ 07-21-2023 ↑ 07-22-2023	LATE CHECKOUT FEE	\$ 10.00	\$ 0.00	
SORT BY: NAME SORT DIRECTION: ASCENDING				BUSINESS DATE: 11-27-2023		
FROM 11-20-2023 TO 07-21-2023				USER: ERIN FISCHER		
GUEST/ACCOUNT: ACCOUNT, GUEST						

PRINT REPORT

11/27/23, 6:49 PM

Deposit Balance Summary
stayntouch
Stayntouch Inn
Deposit Balance Summary

TOTAL GUEST	TOTAL ACCOUNT	TOTAL DEPOSIT BALANCE			
\$ 674.98	\$ -125.00	\$ 549.98			
DEPOSIT TRANSACTIONS ON 11-20-2023			\$ 125.00	\$ 0.00	
ACCOUNT / GUEST NAME	ROOM NO.	ARRIVAL & DEPARTURE	TRANSACTION DESCRIPTION	DEBIT	CREDIT
PRIYA RAJAMANI GROUP	00178	↓ 12-04-2023 ↑ 12-08-2023	PET CHARGE	\$ 50.00	\$ 0.00
PRIYA RAJAMANI GROUP	00178	↓ 12-04-2023 ↑ 12-08-2023	MISC. REVENUE - TICKE	\$ 75.00	\$ 0.00
DEPOSIT TRANSACTIONS ON 11-07-2023			\$ 0.00	\$ 0.01	
ACCOUNT / GUEST NAME	ROOM NO.	ARRIVAL & DEPARTURE	TRANSACTION DESCRIPTION	DEBIT	CREDIT
RICK TRENTON	111025	↓ 01-07-2024 ↑ 01-10-2024	VISA	\$ 0.00	\$ 0.01
DEPOSIT TRANSACTIONS ON 11-06-2023			\$ 0.00	\$ 684.97	
ACCOUNT / GUEST NAME	ROOM NO.	ARRIVAL & DEPARTURE	TRANSACTION DESCRIPTION	DEBIT	CREDIT
RICK TRENTON	111025	↓ 01-07-2024 ↑ 01-10-2024	VISA	\$ 0.00	\$ 684.97
RICK TRENTON	111025	↓ 01-07-2024 ↑ 01-10-2024	CASH	\$ 0.00	\$ 684.98
RICK TRENTON	111025	↓ 01-07-2024 ↑ 01-10-2024	CASH	\$ 0.00	\$ -684.98
DEPOSIT TRANSACTIONS ON 07-21-2023			\$ 10.00	\$ 0.00	
ACCOUNT / GUEST NAME	ROOM NO.	ARRIVAL & DEPARTURE	TRANSACTION DESCRIPTION	DEBIT	CREDIT
VICTOR TEST	110856	↓ 07-21-2023 ↑ 07-22-2023	LATE CHECKOUT FEE	\$ 10.00	\$ 0.00

SORT BY: NAME SORT DIRECTION: ASCENDING
 FROM 11-20-2023 TO 07-21-2023
 GUEST/ACCOUNT: ACCOUNT, GUEST

BUSINESS DATE: 11-27-2023
USER: ERIN FISCHER

CSV EXPORT

TOTAL GUEST	TOTAL ACCOUNT	TOTAL DEPOSIT BALANCE					
674.98	-125	549.98			125	0	
DEPOSIT TRANSACTIONS ON 2023-11-20							
ACCOUNT/GUEST NAME	CONFIRMATION NUMBER	ROOM NO.	ARRIVAL DATE	DEPARTURE DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT
Priya Rajamani Group	00178		12/4/23	12/8/23	Pet Charge	50	0
Priya Rajamani Group	00178		12/4/23	12/8/23	Misc. Revenue - Ticke	75	0
DEPOSIT TRANSACTIONS ON 2023-11-07							
ACCOUNT/GUEST NAME	CONFIRMATION NUMBER	ROOM NO.	ARRIVAL DATE	DEPARTURE DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT
Rick Trenton	111025		1/7/24	1/10/24	Visa	0	0.01
DEPOSIT TRANSACTIONS ON 2023-11-06							
ACCOUNT/GUEST NAME	CONFIRMATION NUMBER	ROOM NO.	ARRIVAL DATE	DEPARTURE DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT
Rick Trenton	111025		1/7/24	1/10/24	Visa	0	684.97
Rick Trenton	111025		1/7/24	1/10/24	Cash	0	684.98
Rick Trenton	111025		1/7/24	1/10/24	Cash	0	-684.98
DEPOSIT TRANSACTIONS ON 2023-07-21							
ACCOUNT/GUEST NAME	CONFIRMATION NUMBER	ROOM NO.	ARRIVAL DATE	DEPARTURE DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT
victor test	110856		7/21/23	7/22/23	Late Checkout Fee	10	0

Early Check-In Report

OVERVIEW

The Early Check-In Report records those reservations that have opted to check in earlier than the standard check-in time of the hotel. The report lists the records by day for standard Stayntouch Cloud PMS check-ins as well as check-ins via Stayntouch Guest Kiosk and Stayntouch Guest Mobility.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range. Does not support past dates.

SORT BY

Select **Date**.

REPORTS INBOX New Report
Erin Fischer Friday, 19 February 2021

Search by Report Name

- Daily Production**
Daily Production by Room Type (History & Forecast) By Room Type
- Daily Production by Demographics**
Daily Production by Market / Source / Origin / Segment (History & Forecast)
- Daily Production by Rate**
Daily Production by Rate & Rate Type (History & Forecast)
- Daily Transactions**
- Departure**
Departing Guests By Date Range
- Deposit Balance Summary**
Account / Guest deposit summary by date
- Early Check In**
Number of Early Check-ins by day By Day
- Financial Transactions - Adjustment Report**
All Adjusted Postings and Deleted Charges
- Forecast**
Forecast By Date Range By Date Range
- Forecast Guests & Groups**
Forecast Guests & Groups By Date Range By Date Range

Early Check In
CONFIGURE REPORT

DATE RANGE (FROM)
01-01-2020

DATE RANGE (TO)
02-19-2021

SORT BY
Date

RUN REPORT

REPORT OUTPUT

The Early Check-In Report can be printed, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **EARLY CHECK-IN:** Total count of early check-ins
- **EARLY CHECK-IN REVENUE:** Total revenue from early check-ins
- **DATE:** Date of check-in
- **GUEST:** Guest name
- **EARLY CHECK-IN TIME:** Time of early check-in
- **EARLY CHECK-IN CHARGE:** Amount charged for early check-in

REPORTS INBOX

REPORTS INBOX Erin Fischer Friday, 19 February 2021

EARLY CHECK IN: 109 | EARLY CHECK IN REVENUE: \$5,720.00

Date	Guest	Early Check In Time	Early Check In Charge
01-06-2020	Justin Davis	02:00 PM	\$30.00
01-07-2020	ANTHONY HUNT	02:00 PM	\$30.00
01-08-2020	Xavier Ors	10:15 AM	\$60.00
01-08-2020	Justin Davis	03:30 PM	\$30.00
01-08-2020	Andrew Swe	02:00 PM	\$30.00
01-14-2020	Xavier Ors	10:15 AM	\$60.00
01-14-2020	Xavier Ors	11:00 AM	\$60.00
01-21-2020	ANTHONY HUNT	03:00 PM	\$30.00
01-22-2020	Thomas Danielczak	05:36 AM	\$100.00
01-23-2020	Laureline Klijnsma	09:05 AM	\$100.00
01-23-2020	Xavier Ors	11:30 AM	\$60.00
01-24-2020	Xavier Ors	09:15 AM	\$100.00
01-24-2020	SHIHABUDHEEN KOZHIKKODEN	02:50 PM	\$30.00
01-27-2020	Brian Uttley	11:32 AM	\$60.00
01-27-2020	Xavier Ors	10:30 AM	\$60.00
01-27-2020	ANTHONY HUNT	02:00 PM	\$30.00
01-28-2020	Paul Pierce	02:00 PM	\$30.00
01-28-2020	Xavier Ors	10:30 AM	\$60.00
01-28-2020	Hayet Adhanom	02:00 PM	\$30.00
02-05-2020	Hayet Adhanom	01:30 PM	\$60.00
02-06-2020	nevena milojevic	01:00 PM	\$60.00
02-06-2020	nevena milojevic	01:00 PM	\$60.00
02-07-2020		07:31 AM	\$100.00
02-10-2020	Xavier Ors	10:15 AM	\$60.00
02-10-2020	Justin Davis	03:00 PM	\$30.00

DATE RANGE - FROM: 01-01-2020 TO: 02-19-2021
 SORT BY: DATE SORT DIRECTION: ASCENDING

BUSINESS DATE: 02-19-2021
 USER: ERIN FISCHER

Showing 1-25 of 109 items PREVIOUS NEXT

PRINT REPORT

Early Check In By Day

EARLY CHECK IN 109 | EARLY CHECK IN REVENUE \$5,720.00

DATE	GUEST	EARLY CHECK IN TIME	EARLY CHECK IN CHARGE
01-06-2020	JUSTIN DAVIS	02:00 PM	\$30.00
01-07-2020	ANTHONY HUNT	02:00 PM	\$30.00
01-08-2020	XAVIER ORS	10:15 AM	\$60.00
01-08-2020	JUSTIN DAVIS	03:30 PM	\$30.00
01-08-2020	ANDREW SWE	02:00 PM	\$30.00
01-14-2020	XAVIER ORS	10:15 AM	\$60.00
01-14-2020	XAVIER ORS	11:00 AM	\$60.00
01-21-2020	ANTHONY HUNT	03:00 PM	\$30.00
01-22-2020	THOMAS DANIELCZAK	05:36 AM	\$100.00
01-23-2020	LAURELINE KLIJNSMA	09:05 AM	\$100.00
01-23-2020	XAVIER ORS	11:30 AM	\$60.00
01-24-2020	XAVIER ORS	09:15 AM	\$100.00
01-24-2020	SHIHABUDHEEN KOZHICKODEN	02:50 PM	\$30.00
01-27-2020	BRIAN UTTLEY	11:32 AM	\$60.00
01-27-2020	XAVIER ORS	10:30 AM	\$60.00
01-27-2020	ANTHONY HUNT	02:00 PM	\$30.00
01-28-2020	PAUL PIERCE	02:00 PM	\$30.00
01-28-2020	XAVIER ORS	10:30 AM	\$60.00
01-28-2020	HAYET ADHANOM	02:00 PM	\$30.00
02-05-2020	HAYET ADHANOM	01:30 PM	\$60.00
02-06-2020	NEVENA MILOJEVIC	01:00 PM	\$60.00
02-06-2020	NEVENA MILOJEVIC	01:00 PM	\$60.00
02-07-2020		07:31 AM	\$100.00
02-10-2020	XAVIER ORS	10:15 AM	\$60.00
02-10-2020	JUSTIN DAVIS	03:00 PM	\$30.00
02-11-2020	ANTHONY HUNT	11:29 AM	\$60.00
02-12-2020	LUKE BRYAN	01:00 PM	\$60.00
02-12-2020	PAUL PIERCE	01:30 PM	\$60.00
02-18-2020	XAVIER ORS	11:30 AM	\$60.00

Print 3 pages

Destination Save as PDF

Pages All

Pages per sheet 1

Margins Default

Options

- Headers and footers
- Background graphics

Print using system dialogue... (⌘P) ☑

Open PDF in Preview ☑

Cancel Save

Financial Transaction – Payment Report

OVERVIEW

The Financial Transaction – Payment Report shows a record of all payment transactions for the selected date range.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range. Default is the current date.

EMPLOYEES

Choose from **Select All** or individual employees. Default is **Select All**.

SHOWING

Choose from **Show Totals**, **Total**, **Pre Stay**, **In House**, or **Post Stay**.
Default is **Show Totals**.

PAYMENT TYPE

Choose from **Select All** or individual payment types.

The screenshot displays the 'Stayntouch Inn New Report' interface. At the top, there is a navigation bar with a menu icon, 'REPORTS INBOX', the user name 'Erin Fischer', the date 'Monday, 27 November 2023', and the 'stayntouch' logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists various reports, each with an icon, a title, a subtitle, and a right-pointing arrow. The right column is a configuration panel for the selected report, 'Financial Transaction - Payment Report', with the subtitle 'CONFIGURE REPORT'. This panel includes fields for 'DATE RANGE (FROM)' (11-01-2023) and 'DATE RANGE (TO)' (11-26-2023), both with calendar icons. Below these are dropdown menus for 'EMPLOYEES' (set to 'All Selected'), 'SHOWING' (set to 'Total'), and 'PAYMENT TYPE' (set to 'All Selected'). At the bottom right of the configuration panel is a green 'RUN REPORT' button.

Report Name	Description	Action
Financial Transaction - Payment Report	All Payment Transactions within a date range	
Financial Transaction - Revenue Report	All Financial Transactions, Revenue within a date range	»
Financial Transaction - Summary Report	All financial transactions, in all ledgers for a specific business date	»
Financial Transactions - Adjustment Report	All Adjusted Postings and Deleted Charges	»
Forecast	Forecast By Date Range By Date Range	»
Forecast Guests & Groups	Forecast Guests & Groups By Date Range By Date Range	»
Group Deposit Report	Deposit Due / Paid / Past Due by Date & Group	»
Group Pick Up Report	Rooms Picked up by Group By Group	»
Group Rooms Report	Group Rooms Pickup Report	»
Guest Balance Report	Balance for all Outstanding Accounts	»
Guest Deposit Report	Deposit due / paid by date By Date Range	»

Financial Transaction - Payment Report
CONFIGURE REPORT

DATE RANGE (FROM): 11-01-2023

DATE RANGE (TO): 11-26-2023

EMPLOYEES: All Selected

SHOWING: Total

PAYMENT TYPE: All Selected

RUN REPORT

REPORT OUTPUT

The Financial Transaction – Payment Report can be printed, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **TOTAL:** Total of all payments
- **PAYMENT TYPE:** Payment type used
- **CHARGE CODE:** Charge code used
- **NUMBER:** Total number of transactions for that payment type
- **AMOUNT:** Payment amount for all transactions as well as individual transactions

REPORTS INBOX

PAYMENT TYPE	CHARGE CODE	NUMBER	AMOUNT		
CREDIT CARD		23	\$ 12,199.59		
9003 VISA			\$ 10,648.18		
ROOM	RESERVATION	INVOICE / FOLIO NO.	DATE & TIME	DETAILS	CREDIT
201	JANE DOE 111001	8728	11-02-2023 02:00 AM	ENDING WITH : 1111, EXPIRY DATE : 12/24 - END OF DAY	\$ 570.01
101	LILY JAMES 111016	8744	11-02-2023 10:27 AM	ENDING WITH : 4242, EXPIRY DATE : 12/24 - JULIA JOSEPHSON	\$ 1,281.86
135	LILY JAMES 111015	8743	11-02-2023 10:27 AM	ENDING WITH : 4242, EXPIRY DATE : 11/24 - JULIA JOSEPHSON	\$ 3,448.92
221	LILY JAMES 111009	8736	11-02-2023 10:42 AM	ENDING WITH : 4242, EXPIRY DATE : 12/24 - JULIA JOSEPHSON	\$ 889.02
221	LILY JAMES 111009	8736	11-02-2023 10:43 AM	ENDING WITH : 4242, EXPIRY DATE : 12/24 - JULIA JOSEPHSON	\$ -889.02
221	LILY JAMES 111009	8736	11-02-2023 10:43 AM	ENDING WITH : 4242, EXPIRY DATE : 12/24 - JULIA JOSEPHSON	\$ -20.00
221	LILY JAMES 111009	8736	11-02-2023 10:44 AM	ENDING WITH : 4242, EXPIRY DATE : 12/24 - JULIA JOSEPHSON	\$ -187.30
300	LILY JAMES 111004	8731	11-03-2023 02:04 AM	ENDING WITH : 4242, EXPIRY DATE : 12/24 - END OF DAY	\$ 59.82

PRINT REPORT

11/27/23, 6:56 PM

Financial Transaction - Payment Report


 stayntouch
 Stayntouch Inn

Financial Transaction - Payment Report

 TOTAL
 \$ 19,195.78

PAYMENT TYPE		CHARGE CODE	NUMBER	AMOUNT	
CREDIT CARD			23	\$ 12,199.59	
9003	VISA			\$ 10,648.18	
ROOM	RESERVATION	INVOICE / FOLIO NO.	DATE & TIME	DETAILS	CREDIT
201	JANE DOE 111001	8728	11-02-2023 02:00 AM	ENDING WITH : 1111, EXPIRY DATE : 12/24 - END OF DAY	\$ 570.01
101	LILY JAMES 111016	8744	11-02-2023 10:27 AM	ENDING WITH : 4242, EXPIRY DATE : 12/24 - JULIA JOSEPHSON	\$ 1,281.86
135	LILY JAMES 111015	8743	11-02-2023 10:27 AM	ENDING WITH : 4242, EXPIRY DATE : 11/24 - JULIA JOSEPHSON	\$ 3,448.92
221	LILY JAMES 111009	8736	11-02-2023 10:42 AM	ENDING WITH : 4242, EXPIRY DATE : 12/24 - JULIA JOSEPHSON	\$ 869.02
221	LILY JAMES 111009	8736	11-02-2023 10:43 AM	ENDING WITH : 4242, EXPIRY DATE : 12/24 - JULIA JOSEPHSON	\$ -889.02
221	LILY JAMES 111009	8736	11-02-2023 10:43 AM	ENDING WITH : 4242, EXPIRY DATE : 12/24 - JULIA JOSEPHSON	\$ -20.00
221	LILY JAMES 111009	8736	11-02-2023 10:44 AM	ENDING WITH : 4242, EXPIRY DATE : 12/24 - JULIA JOSEPHSON	\$ -187.30
300	LILY JAMES 111004	8731	11-03-2023 02:04 AM	ENDING WITH : 4242, EXPIRY DATE : 12/24 - END OF DAY	\$ 59.82
138	LILY JAMES 111006	8733	11-03-2023 02:05 AM	ENDING WITH : 4242, EXPIRY DATE : 12/24 - END OF DAY	\$ 939.02
301	LILY JAMES 111007	8734	11-03-2023 02:05 AM	ENDING WITH : 4242, EXPIRY DATE : 12/24 - END OF DAY	\$ 869.02
200	LILY JAMES 111010	8737	11-03-2023 02:05 AM	ENDING WITH : 4242, EXPIRY DATE : 12/24 - END OF DAY	\$ 869.02
639	LILY JAMES 111011	8738	11-03-2023 02:05 AM	ENDING WITH : 4242, EXPIRY DATE : 12/24 - END OF DAY	\$ 869.02
239	LILY JAMES 111017	8745	11-03-2023 02:05 AM	ENDING WITH : 4242, EXPIRY DATE : 12/25 - END OF DAY	\$ 1,281.86
	RICK TRENTON 111025	8759	11-07-2023 01:37 AM	ENDING WITH : 1111, EXPIRY DATE : 12/29 -	\$ 684.97
	RICK TRENTON 111025	8759	11-07-2023 02:07 AM	ENDING WITH : 1111, EXPIRY DATE : 12/29 - END OF DAY	\$ 0.01
	NICKI LARON 111026	8761	11-07-2023 11:15 AM	ENDING WITH : 1111, EXPIRY DATE : 12/27 -	\$ 346.86
219	LILY JAMES 111008	8735	11-08-2023 02:02 AM	ENDING WITH : 4242, EXPIRY DATE : 12/24 - END OF DAY	\$ 3,063.99
101	LILY JAMES 111014	8742	11-21-2023 03:28 PM	ENDING WITH : 4242, EXPIRY DATE : 12/24 - JULIA JOSEPHSON	\$ 40.00
101	LILY JAMES 111014	8742	11-21-2023 03:30 PM	ENDING WITH : 4242, EXPIRY DATE : 12/24 - JULIA JOSEPHSON	\$ -20.00

Financial Transaction – Revenue Report

OVERVIEW

This Financial Transaction – Revenue Report shows a record of all revenue transactions for the selected date range.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range. Default is the current date.

EMPLOYEES

Choose from **Select All** or individual employees. Default is **Select All**.

SHOWING

Choose from **Show Totals**, **Total**, **Pre Stay**, **In House**, or **Post Stay**. Default is **Show Totals**.

CHARGE GROUP(S)

Choose from **Select All** or individual charge groups.

CHARGE CODE(S)

Choose from **Select All** or individual charge codes.

The screenshot displays the 'Stayntouch Inn New Report' interface. At the top, there is a navigation bar with a menu icon, a 'REPORTS INBOX' button, the user name 'Erin Fischer', the date 'Monday, 27 November 2023', and the 'stayntouch' logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists various reports, each with an icon, a title, a subtitle, and a right-pointing arrow. The right column is a configuration panel for the selected report, 'Financial Transaction - Revenue Report'. This panel includes fields for 'DATE RANGE (FROM)' (11-01-2023), 'DATE RANGE (TO)' (11-26-2023), 'EMPLOYEES' (All Selected), 'SHOWING' (Total), 'CHARGE GROUP(S)' (All Selected), and 'CHARGE CODE(S)' (All Selected). At the bottom of the configuration panel is a green 'RUN REPORT' button.

Report Name	Description	Action
Financial Transaction - Revenue Report	All Financial Transactions, Revenue within a date range	
Financial Transaction - Summary Report	All financial transactions, in all ledgers for a specific business date	»
Financial Transactions - Adjustment Report	All Adjusted Postings and Deleted Charges	»
Forecast	Forecast By Date Range By Date Range	»
Forecast Guests & Groups	Forecast Guests & Groups By Date Range By Date Range	»
Group Deposit Report	Deposit Due / Paid / Past Due by Date & Group	»
Group Pick Up Report	Rooms Picked up by Group By Group	»
Group Rooms Report	Group Rooms Pickup Report	»
Guest Balance Report	Balance for all Outstanding Accounts	»
Guest Deposit Report	Deposit due / paid by date By Date Range	»
Guests In House by Nationality	In House Guests by Nationality By Date Range	»

Financial Transaction - Revenue Report CONFIGURE REPORT

DATE RANGE (FROM): 11-01-2023

DATE RANGE (TO): 11-26-2023

EMPLOYEES: All Selected

SHOWING: Total

CHARGE GROUP(S): All Selected

CHARGE CODE(S): All Selected

RUN REPORT

REPORT OUTPUT

The Financial Transaction – Revenue Report can be printed, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **TOTAL:** Total of all revenue
- **CHARGE GROUP:** Charge group used
- **NUMBER:** Total number of transactions for that charge group
- **AMOUNT:** Revenue amount for all transactions as well as individual transactions

REPORTS INBOX

The screenshot shows the 'Reports Inbox' interface for Stayntouch Inn. At the top, it displays the user name 'Erin Fischer' and the date 'Monday, 27 November 2023'. A search bar is labeled 'Search by Report Name'. A dropdown menu shows 'REPORT REQUESTED Today(11-27-2023)' with a '+ NEW REPORT' button. Below this is a table with columns: REPORT REQUESTED, DATE (FROM), DATE (TO), and CSV/PRINT. One report is listed: 'Financial Transaction - Revenue Report' requested 'Today at 12:59 PM' for the period '11-01-2023' to '11-26-2023'. Action icons for refresh, delete, and print are visible.

The screenshot shows the detailed view of the 'Financial Transaction - Revenue Report'. The total revenue is displayed as '\$ 17,866.43'. The report is organized into sections: 'ROOM REVENUE' (52 transactions, \$14,858.00) and '1000 ROOM CHARGE' (\$9,265.00). The main table has columns: ROOM, RESERVATION, INVOICE / FOLIO NO., DATE & TIME, DETAILS, and DEBIT. Individual transactions are listed with room numbers (e.g., 300, 217, 138, 301, 219, 221, 200, 639, 135, 101) and reservation names (LILY JAMES). Details include dates, times, and specific charges or adjustments, such as '- END OF DAY' or 'EDITED \$350.00 TO \$-175.00 - POSTED ON 01-11-2023 - END OF DAY - FIRE ALARM ISSUE'.

PRINT REPORT

11/27/23, 7:00 PM

Financial Transaction - Revenue Report


 stayntouch
 Stayntouch Inn

Financial Transaction - Revenue Report

 TOTAL
 \$ 17,866.43

CHARGE GROUP		NUMBER	AMOUNT		
ROOM REVENUE		52	\$ 14,858.00		
1000	ROOM CHARGE		\$ 9,265.00		
ROOM	RESERVATION	INVOICE / FOLIO NO.	DATE & TIME	DETAILS	DEBIT
300	LILY JAMES EXPEDIA 111004	8747	11-02-2023 02:00 AM	- END OF DAY	\$ 350.00
217	LILY JAMES 111005	8732	11-02-2023 02:00 AM	- END OF DAY	\$ 350.00
138	LILY JAMES 111006	8733	11-02-2023 02:00 AM	- END OF DAY	\$ 350.00
301	LILY JAMES 111007	8734	11-02-2023 02:00 AM	- END OF DAY	\$ 350.00
219	LILY JAMES 111008	8735	11-02-2023 02:00 AM	- END OF DAY	\$ 350.00
221	LILY JAMES 111009	8736	11-02-2023 02:00 AM	EDITED \$350.00 TO \$-175.00 - POSTED ON 01- 11-2023 - END OF DAY - FIRE ALARM ISSUE	\$ 350.00
200	LILY JAMES 111010	8737	11-02-2023 02:00 AM	- END OF DAY	\$ 350.00
639	LILY JAMES 111011	8738	11-02-2023 02:00 AM	- END OF DAY	\$ 350.00
135	LILY JAMES 111015	8743	11-02-2023 02:00 AM	- END OF DAY	\$ 1,500.00
101	LILY JAMES 111016	8744	11-02-2023 02:00 AM	EDITED \$450.00 TO \$-100.00 - POSTED ON 01- 11-2023 - END OF DAY - TAKING \$100 OFF OF ROOM RATE DUE TO POOR EXPERIENCE	\$ 450.00
239	LILY JAMES 111017	8745	11-02-2023 02:00 AM	- END OF DAY	\$ 450.00
221	LILY JAMES 111009	8736	11-02-2023 10:44 AM	EDITED \$350.00 TO \$-175.00 - POSTED ON 01- 11-2023 - JULIA JOSEPHSON - FIRE ALARM ISSUE	\$ -175.00
219	LILY JAMES 111008	8735	11-03-2023 02:05 AM	- END OF DAY	\$ 350.00
219	LILY JAMES 111008	8735	11-04-2023 02:02 AM	- END OF DAY	\$ 360.00
219	LILY JAMES 111008	8735	11-05-2023 02:00 AM	- END OF DAY	\$ 360.00
219	LILY JAMES 111008	8735	11-06-2023 02:02 AM	- END OF DAY	\$ 350.00
219	LILY JAMES 111008	8735	11-07-2023 02:02 AM	- END OF DAY	\$ 350.00
NFLIX	VICTOR TEST NETFLIX 111028	8764	11-10-2023 01:54 PM	ITEM: ROOM CHARGE (1), AMOUNT: \$200.00 EDITED \$200.00 TO \$-50.00 - POSTED ON 10-11-2023 - VICTOR AZUL - PER MANAGER	\$ 200.00
NFLIX	VICTOR TEST NETFLIX 111028	8764	11-10-2023 01:55 PM	ITEM: ROOM CHARGE (1), AMOUNT: \$200.00 EDITED \$200.00 TO \$-50.00 - POSTED ON 10-11-2023 - VICTOR AZUL - PER MANAGER	\$ -50.00

Financial Transaction – Summary Report

OVERVIEW

The Financial Transaction – Summary Report shows a summary of the three ledgers (guest ledger, deposit ledger, and A/R ledger) for the selected date. This is the same information shown from **Financials > Journal > Summary**.

REPORT FILTERS

DATE

Select a date. Default is the current date.

DETAILS

Choose from **Expanded** or **Collapsed**.

The screenshot displays the 'New Report' interface for Stayntouch Inn. The header includes the user name 'Erin Fischer' and the date 'Monday, 27 November 2023'. A search bar is present with the placeholder 'Search by Report Name'. A list of reports is shown on the left, with the 'Financial Transaction - Summary Report' selected and highlighted in orange. The right-hand panel shows the configuration for this report, including a date field set to '11-15-2023' and a details dropdown menu set to 'Expanded'. A green 'RUN REPORT' button is located at the bottom right of the configuration panel.

Report Name	Description	Action
Financial Transaction - Summary Report	All financial transactions, in all ledgers for a specific business date	»
Financial Transactions - Adjustment Report	All Adjusted Postings and Deleted Charges	»
Forecast	Forecast By Date Range By Date Range	»
Forecast Guests & Groups	Forecast Guests & Groups By Date Range By Date Range	»
Group Deposit Report	Deposit Due / Paid / Past Due by Date & Group	»
Group Pick Up Report	Rooms Picked up by Group By Group	»
Group Rooms Report	Group Rooms Pickup Report	»
Guest Balance Report	Balance for all Outstanding Accounts	»
Guest Deposit Report	Deposit due / paid by date By Date Range	»
Guests In House by Nationality	In House Guests by Nationality By Date Range	»
In-House Guests	All In-House Guests	»

Financial Transaction - Summary Report
CONFIGURE REPORT

DATE
11-15-2023

DETAILS
Expanded

RUN REPORT

REPORT OUTPUT

The Financial Transaction – Summary Report can be printed, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **DEPOSIT BALANCE:** Total deposit balance
 - **OPENING:** Opening balance for deposits
 - **DEBIT:** Debit balance for deposits
 - **CREDIT:** Credit balance for deposits
 - **CLOSING:** Closing balance for deposits
- **GUEST BALANCE:** Total guest balance
 - **OPENING:** Opening balance for guests
 - **DEBIT:** Debit balance for guests
 - **CREDIT:** Credit balance for guests
 - **CLOSING:** Closing balance for guests
- **A/R BALANCE:** Total A/R balance
 - **OPENING:** Opening balance for A/R
 - **DEBIT:** Debit balance for A/R
 - **CREDIT:** Credit balance for A/R
 - **CLOSING:** Closing balance for A/R
- **TOTALS:** Total balance for deposits, guests, and A/R combined
 - **OPENING:** Total opening balance for deposits, guests, and A/R
 - **DEBIT:** Total debit balance for deposits, guests, and A/R
 - **CREDIT:** Total credit balance for deposits, guests, and A/R
 - **CLOSING:** Total closing balance for deposits, guests, and A/R

REPORTS INBOX

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Financial Transaction - Summary Report <small>Today at 01:05 PM</small>	11-15-2023	11-15-2023	

		OPENING	DEBIT	CREDIT	CLOSING		
DEPOSIT BALANCE		\$ -1,024.98	\$ 0.00	\$ 0.00	\$ -1,024.98		
		OPENING	DEBIT	CREDIT	CLOSING		
GUEST BALANCE		\$ 1,868,488.21	\$ 200.00	\$ 0.00	\$ 1,868,688.21		
ROOM	RESERVATION	INVOICE / FOLIO NO.	DATE & TIME	DETAILS	CHARGE	DEBIT	CREDIT
	VICTOR TEST 111043	8785	11-16-2023 02:00 AM	- END OF DAY	8790 NO-SHOW CHARGE	\$ 200.00	
		OPENING	DEBIT	CREDIT	CLOSING		
A/R BALANCE		\$ 89,550.59	\$ 0.00	\$ 0.00	\$ 89,550.59		
TOTALS		\$ 1,957,013.82	\$ 200.00	\$ 0.00	\$ 1,957,213.82		

PRINT REPORT

11/27/23, 7:05 PM

Financial Transaction - Summary Report
stayntouch
Stayntouch Inn

Financial Transaction - Summary Report

		OPENING	DEBIT	CREDIT	CLOSING		
DEPOSIT BALANCE		\$ -1,024.98	\$ 0.00	\$ 0.00	\$ -1,024.98		
ROOM	RESERVATION	INVOICE / FOLIO NO.	DATE & TIME	DETAILS	CHARGE	DEBIT	CREDIT
		OPENING	DEBIT	CREDIT	CLOSING		
GUEST BALANCE		\$ 1,868,488.21	\$ 200.00	\$ 0.00	\$ 1,868,688.21		
ROOM	RESERVATION	INVOICE / FOLIO NO.	DATE & TIME	DETAILS	CHARGE	DEBIT	CREDIT
	VICTOR TEST 111043	8785	11-16-2023 02:00 AM	- END OF DAY	8790 NO-SHOW CHARGE	\$ 200.00	
		OPENING	DEBIT	CREDIT	CLOSING		
A/R BALANCE		\$ 89,550.59	\$ 0.00	\$ 0.00	\$ 89,550.59		
ROOM	RESERVATION	INVOICE / FOLIO NO.	DATE & TIME	DETAILS	CHARGE	DEBIT	CREDIT
TOTALS		\$ 1,957,013.82	\$ 200.00	\$ 0.00	\$ 1,957,213.82		

DATE 11-15-2023

BUSINESS DATE 11-27-2023
USER ERIN FISCHER

Financial Transactions – Adjustment Report

OVERVIEW

The Financial Transactions – Adjustment Report records all negative postings (adjustment) and all deleted postings for a specific date along with any comments entered by employees.

Each transaction on the Financial Transactions – Adjustment Report will display the guest name/account name where the transaction occurred. The report also records room number if a room number is assigned.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range. Default is the current date.

EMPLOYEES

Choose from **Select All** or individual employees. Default is **Select All**.

CHARGE CODE(S)

Choose from **Select All** or individual charge codes. Default is **Select All**.

CHARGE TYPE(S)

Choose from **Select All**, **Show Adjustments**, or **Show Deleted Charges**. Default is **Select All**.

SORT BY

Choose from **Charge Code (Ascending)**, **User**, or **Date (Last Modified Ascending)**.

The screenshot displays the 'New Report' configuration screen. At the top, there's a navigation bar with 'REPORTS INBOX' and 'New Report' for user 'Erin Fischer' on 'Friday, 19 February 2021'. A search bar is labeled 'Search by Report Name'. The main area is divided into two columns. The left column lists various reports, each with an icon and a brief description, and a right-pointing arrow. The 'Financial Transactions - Adjustment Report' is highlighted in orange. The right column is a configuration panel for the selected report, titled 'Financial Transactions - Adjustment Report' with a sub-label 'CONFIGURE REPORT'. It contains several filter sections: 'DATE RANGE (FROM)' and 'DATE RANGE (TO)' with date pickers; 'EMPLOYEES' with a dropdown menu set to 'All Selected'; 'CHARGE CODE(S)' with a dropdown menu set to 'All Selected'; 'CHARGE TYPES(S)' with a dropdown menu set to 'All Selected'; and 'SORT BY' with a dropdown menu set to 'Date'. At the bottom right of the configuration panel is a prominent green 'RUN REPORT' button.

REPORT OUTPUT

The Financial Transactions – Adjustment Report can be printed, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **CHARGE TYPE:** Adjustments and deleted charges
- **USERS:** Users selected for the report
- **TOTAL ADJUSTMENTS:** Total amount of adjustments
- **TOTAL DELETED CHARGES:** Total amount of deleted charges
- **CHARGE TYPE:** Adjustments or deleted charges
- **CODE:** Charge code
- **DESCRIPTION:** Charge code description
- **AMOUNT:** Adjustment/deleted charge amount
- **REMARK:** Remark added for deleted charge (not supported for adjustments)
- **GUEST/ACCOUNT NAME:** Name of the guest or account attached to the reservation
- **ROOM #:** Room number assigned to the reservation
- **DATE & TIME POSTED:** Date and time the adjustment/deleted charge was posted
- **DATE & TIME MODIFIED:** Date and time the adjustment/deleted charge was modified
- **MODIFIED BY:** By whom the adjustment/deleted charge was modified

REPORTS INBOX

Financial Transactions - Adjustment Report									
Erin Fischer Friday, 19 February 2021									
CHARGE TYPE		USERS		TOTAL ADJUSTMENTS		TOTAL DELETED CHARGES			
SHOW ADJUSTMENTS SHOW DELETED CHARGES		ALL USERS		-\$227.55		-\$200.00			
Charge Type	Code	Description	Amount	Remark	Guest/Account Name	Room #	Date & Time Posted	Date & Time Modified	Modified By
Adjustments	F&B Beverage	F&B Beverage	-\$10.00		Friday Event		02-08-2021 10:44 AM	02-08-2021 10:44 AM	Britt De Roij
	50000004	Rollaway Bed	-\$15.00		abc group		02-09-2021 03:07 PM	02-09-2021 03:07 PM	Sarah Abdul Manaf
	F&B Food	F&B Food	\$10.00		abc group		02-10-2021 02:08 PM	02-10-2021 02:08 PM	Sarah Abdul Manaf
	10000001	Room Charge	-\$75.00		Britt de Roij	702	02-11-2021 09:36 AM	02-11-2021 09:36 AM	Britt De Roij
	70000001	State Tax 6%	-\$7.50		Britt de Roij	702	02-11-2021 09:36 AM	02-11-2021 09:36 AM	Britt De Roij
	70000002	County Tax 5%	-\$3.75		Britt de Roij	702	02-11-2021 09:36 AM	02-11-2021 09:36 AM	Britt De Roij
	88888	88888	-\$100.00		Britt de Roij	702	02-11-2021 09:36 AM	02-11-2021 09:36 AM	Britt De Roij
	Sundry Shop Beverage	Sundry Shop Beverage	-\$3.00		Tony Delois	507	02-12-2021 06:05 AM	02-12-2021 06:05 AM	Britt De Roij
	70000001	State Tax 6%	-\$0.30		Tony Delois	507	02-12-2021 06:05 AM	02-12-2021 06:05 AM	Britt De Roij
	10000001	Room Charge	-\$20.00		Britt de Roij	1000	02-18-2021 02:49 PM	02-18-2021 02:49 PM	Aldrick Sholtz
	70000001	State Tax 6%	-\$2.00		Britt de Roij	1000	02-18-2021 02:49 PM	02-18-2021 02:49 PM	Aldrick Sholtz
	70000002	County Tax 5%	-\$1.00		Britt de Roij	1000	02-18-2021 02:49 PM	02-18-2021 02:49 PM	Aldrick Sholtz
	Total		-\$227.55						
Deleted Charges	F&B Beverage	F&B Beverage	-\$200.00	Item: F&B Beverage (2), Amount: \$200.00 POSTED ON 11-02-2021	Britt de Roij	702	02-11-2021 09:17 AM	02-11-2021 09:17 AM	Britt De Roij
	Total		-\$200.00						

DATE RANGE - FROM: 02-01-2021 TO: 02-19-2021
 USERS: ALL USERS
 SORT BY: DATE SORT DIRECTION: ASCENDING
 CHARGE TYPES: SHOW ADJUSTMENTS, SHOW DELETED CHARGES

BUSINESS DATE: 02-19-2021
 USER: ERIN FISCHER

PRINT REPORT

Financial Transactions - Adjustment Report

CHARGE TYPE		USERS		TOTAL ADJUSTMENTS	TOTAL DELETED CHARGES				
SHOW ADJUSTMENTS SHOW DELETED CHARGES		ALL USERS		-\$227.55	-\$200.00				
Charge Type	Code	Description	Amount	Remark	Guest/Account Name	Room #	Date & Time Posted	Date & Time Modified	Modified By
Adjustments	F&B Beverage	F&B Beverage	-\$10.00		Friday Event		02-08-2021 10:44 AM	02-08-2021 10:44 AM	Britt De Roij
	50000004	Rollaway Bed	-\$15.00		abc group		02-09-2021 03:07 PM	02-09-2021 03:07 PM	Sarah Abdul Manaf
	F&B Food	F&B Food	\$10.00		abc group		02-10-2021 02:08 PM	02-10-2021 02:08 PM	Sarah Abdul Manaf
	10000001	Room Charge	-\$15.00		Britt de Roij	702	02-11-2021 09:36 AM	02-11-2021 09:36 AM	Britt De Roij
	70000001	State Tax 6%	-\$7.50		Britt de Roij	702	02-11-2021 09:36 AM	02-11-2021 09:36 AM	Britt De Roij
	70000002	County Tax 5%	-\$3.75		Britt de Roij	702	02-11-2021 09:36 AM	02-11-2021 09:36 AM	Britt De Roij
	88888	88888	-\$100.00		Britt de Roij	702	02-11-2021 09:36 AM	02-11-2021 09:36 AM	Britt De Roij
	Sundry Shop Beverage	Sundry Shop Beverage	-\$1.00		Tony Delois	507	02-12-2021 06:05 AM	02-12-2021 06:05 AM	Britt De Roij
	70000001	State Tax 6%	-\$0.30		Tony Delois	507	02-12-2021 06:05 AM	02-12-2021 06:05 AM	Britt De Roij
	10000001	Room Charge	-\$20.00		Britt de Roij	1000	02-18-2021 02:49 PM	02-18-2021 02:49 PM	Aldrick Sholtz
	70000001	State Tax 6%	-\$2.00		Britt de Roij	1000	02-18-2021 02:49 PM	02-18-2021 02:49 PM	Aldrick Sholtz
	70000002	County Tax 5%	-\$1.00		Britt de Roij	1000	02-18-2021 02:49 PM	02-18-2021 02:49 PM	Aldrick Sholtz
	Total		-\$227.55						
Deleted Charges	F&B Beverage	F&B Beverage	-\$200.00	Room: F&B Beverage (2), Amount: \$200.00 POSTED ON 11-02-2021	Britt de Roij	702	02-11-2021 09:37 AM	02-11-2021 09:37 AM	Britt De Roij
	Total		-\$200.00						

Date Range: From: 02-01-2021 To: 02-19-2021
 Users: All Users
 Sort By: Date Sort Direction: Ascending
 Charge Types: Show Adjustments, Show Deleted Charges

Business Date: 02-19-2021
 User: Erin Fischer

Print 1 page

Destination Save as PDF

Pages All

Pages per sheet 1

Margins Default

Options

- Headers and footers
- Background graphics

Print using system dialogue... (⌘+P) ↗

Open PDF in Preview ↗

Cancel
Save

Forecast Guests & Groups Report

OVERVIEW

The Forecast Guests & Groups Report provides a forecast of group and non-group reservations for the selected dates.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range.

OPTION(S)

Choose from **SELECT ALL**, **EXCLUDE NON-GUARANTEED**, and/or **INCLUDE TAX**.

SORT BY

Select **Date**.

The screenshot displays the 'Stayntouch Inn New Report' interface. At the top, there is a navigation bar with a menu icon, a 'REPORTS INBOX' button, the user name 'Erin Fischer', the date 'Monday, 27 November 2023', and the 'stayntouch' logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists various reports, each with an icon, a title, a subtitle, and a right-pointing arrow. The right column shows the configuration options for the selected 'Forecast Guests & Groups' report, including 'DATE RANGE (FROM)', 'DATE RANGE (TO)', 'OPTION(S)', and 'SORT BY'. A green 'RUN REPORT' button is located at the bottom right of the configuration panel.

Report Name	Subtitle	Action
Forecast Guests & Groups	Forecast Guests & Groups By Date Range By Date Range	
Group Deposit Report	Deposit Due / Paid / Past Due by Date & Group	»
Group Pick Up Report	Rooms Picked up by Group By Group	»
Group Rooms Report	Group Rooms Pickup Report	»
Guest Balance Report	Balance for all Outstanding Accounts	»
Guest Deposit Report	Deposit due / paid by date By Date Range	»
Guests In House by Nationality	In House Guests by Nationality By Date Range	»
In-House Guests	All In-House Guests	»
Late Check Out	Number of Late Checkouts by day By Day	»
Login and out Activity	All user login and logout activity By User	»
Market Segment Statistics Report	Market Segment Statistics Report By Date By Date	»

Forecast Guests & Groups
CONFIGURE REPORT

DATE RANGE (FROM)
11-27-2023

DATE RANGE (TO)
12-27-2023

OPTION(S)
Exclude Non-Guaranteed

SORT BY
Date

RUN REPORT

REPORT OUTPUT

The Forecast Guests & Groups Report can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **DATE**
 - DATE
 - OOO
- **INDIVIDUAL**
 - OCCUPIED
 - ARRIVALS
 - IN HOUSE
 - DEPARTURES
- **GROUP/ALLOTMENTS**
 - OCCUPIED
 - ARRIVALS
 - IN HOUSE
 - DEPARTURES
 - GUARANTEED
- **ROOMS TOTAL**
 - OCCUPIED
 - ARRIVALS
 - IN HOUSE
 - DEPARTURES
 - GUEST
 - GROUP
 - TOTAL
- **ROOMS %**
 - OCCUPIED
 - GUEST
 - GROUP
 - TOTAL
- **REVENUE**
 - REVENUE
 - GUEST
 - GROUP
 - TOTAL
 - ADR
 - GUEST
 - GROUP
 - TOTAL
 - REVPAR
- **LAST YEAR**
 - ACTUAL
 - VARIANCE

REPORT TERMS

- **Individual**
 - Shows the number of reservations that are arrival, in-house, and departure that day (excluding cancelled, no show, and group/allotment reservations).
- **Groups/Allotments**
 - Shows the number of group/allotment reservations.
 - Arrival: All picked-up group/allotment reservations with an arrival date for that day (excluding cancelled and no show reservations).

- In-House: All picked-up group/allotment reservations (excluding cancelled and no show reservations); factors in arrival date, departure date, and all not picked-up group reservations.
- Departure: All picked-up group/allotment reservations (excluding cancelled and no show) with a departure date for that day.
- **Rooms Total**
 - Arrivals: Individual plus group/allotment arrivals.
 - In-House: Individual plus group/allotment in-house.
 - Departures: Individual plus group/allotment departures.
 - Available: Rooms in the hotel (excluding suite and pseudo) minus Out of Order minus occupied rooms.
- **Rooms %**
 - Occupied rooms divided by rooms in the hotel (excluding suite and pseudo) multiplied by 100. Shows total occupancy and occupancy for individual and group/allotment reservations, as well as the percentage of rooms available.
- **Revenue**
 - Room revenue for individual reservations and group/allotment reservations as well as total room revenue.
 - ADR (Average Daily Rate): Room revenue divided by occupied rooms.
 - REVPAR (Revenue per available room): Room revenue divided by rooms in the hotel (excluding suite and pseudo).
- **Last Year**
 - Actual
 - Occupancy % on the same date last year
 - Variance
 - Occupancy % minus Occupancy % on the same date last year

NOTES

- For suite reservations, the number of component rooms is used for calculations.
- Day use reservations are not counted as arrival, departure, or occupied.

REPORTS INBOX

Stayntouch Inn Reports Inbox				stayntouch	
Erin Fischer Monday, 27 November 2023					
<input type="text" value="Search by Report Name"/>		REPORT REQUESTED Today(11-27-2023)		+ NEW REPORT	
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT		
Forecast Guests & Groups Today at 01:08 PM	11-27-2023	12-27-2023	»		



DATE		INDIVIDUAL	GROUP/ALLOTMENTS		ROOMS TOTAL			ROOMS %		REVENUE			LAST YEAR	
DATE	OOO	OCCUPIED	OCCUPIED	OCCUPIED	AVAILABLE	SOLD	OCCUPIED	AVAILABLE	REVENUE	ADR	REVPAR	ACTUAL	VARIANCE	
11-27-2023 MONDAY	0	0 (ARR.)	0 (ARR.)	0 (GTD)	0 (ARR.)	198	0 (GST)	0% (GST)	100%	\$ 0.00 (GST)	\$ 0.00 (GST)	\$ 0.00	0%	0%
	0	0 (INH.)	0 (INH.)	0 (GTD)	0 (INH.)	0	0 (GRP)	0% (GRP)		\$ 0.00 (GRP)	\$ 0.00 (GRP)			
	0	0 (DEP.)	0 (DEP.)	0 (GTD)	0 (DEP.)	0	0 (TOT)	0% (TOT)		\$ 0.00 (TOT)	\$ 0.00 (TOT)			
11-28-2023 TUESDAY	0	0 (ARR.)	0 (ARR.)	0 (GTD)	0 (ARR.)	198	0 (GST)	0% (GST)	100%	\$ 0.00 (GST)	\$ 0.00 (GST)	\$ 0.00	0%	0%
	0	0 (INH.)	0 (INH.)	0 (GTD)	0 (INH.)	0	0 (GRP)	0% (GRP)		\$ 0.00 (GRP)	\$ 0.00 (GRP)			
	0	0 (DEP.)	0 (DEP.)	0 (GTD)	0 (DEP.)	0	0 (TOT)	0% (TOT)		\$ 0.00 (TOT)	\$ 0.00 (TOT)			
11-29-2023 WEDNESDAY	0	0 (ARR.)	0 (ARR.)	0 (GTD)	0 (ARR.)	198	0 (GST)	0% (GST)	100%	\$ 0.00 (GST)	\$ 0.00 (GST)	\$ 0.00	0%	0%
	0	0 (INH.)	0 (INH.)	0 (GTD)	0 (INH.)	0	0 (GRP)	0% (GRP)		\$ 0.00 (GRP)	\$ 0.00 (GRP)			
	0	0 (DEP.)	0 (DEP.)	0 (GTD)	0 (DEP.)	0	0 (TOT)	0% (TOT)		\$ 0.00 (TOT)	\$ 0.00 (TOT)			
11-30-2023 THURSDAY	0	0 (ARR.)	0 (ARR.)	0 (GTD)	0 (ARR.)	198	0 (GST)	0% (GST)	100%	\$ 0.00 (GST)	\$ 0.00 (GST)	\$ 0.00	0%	0%
	0	0 (INH.)	0 (INH.)	0 (GTD)	0 (INH.)	0	0 (GRP)	0% (GRP)		\$ 0.00 (GRP)	\$ 0.00 (GRP)			
	0	0 (DEP.)	0 (DEP.)	0 (GTD)	0 (DEP.)	0	0 (TOT)	0% (TOT)		\$ 0.00 (TOT)	\$ 0.00 (TOT)			
12-01-2023 FRIDAY	0	0 (ARR.)	0 (ARR.)	0 (GTD)	0 (ARR.)	198	0 (GST)	0% (GST)	100%	\$ 0.00 (GST)	\$ 0.00 (GST)	\$ 0.00	0%	0%
	0	0 (INH.)	0 (INH.)	0 (GTD)	0 (INH.)	0	0 (GRP)	0% (GRP)		\$ 0.00 (GRP)	\$ 0.00 (GRP)			
	0	0 (DEP.)	0 (DEP.)	0 (GTD)	0 (DEP.)	0	0 (TOT)	0% (TOT)		\$ 0.00 (TOT)	\$ 0.00 (TOT)			
12-02-2023 SATURDAY	0	0 (ARR.)	0 (ARR.)	0 (GTD)	0 (ARR.)	198	0 (GST)	0% (GST)	100%	\$ 0.00 (GST)	\$ 0.00 (GST)	\$ 0.00	0%	0%
	0	0 (INH.)	0 (INH.)	0 (GTD)	0 (INH.)	0	0 (GRP)	0% (GRP)		\$ 0.00 (GRP)	\$ 0.00 (GRP)			
	0	0 (DEP.)	0 (DEP.)	0 (GTD)	0 (DEP.)	0	0 (TOT)	0% (TOT)		\$ 0.00 (TOT)	\$ 0.00 (TOT)			
12-03-2023 SUNDAY	0	0 (ARR.)	0 (ARR.)	0 (GTD)	0 (ARR.)	198	0 (GST)	0% (GST)	100%	\$ 0.00 (GST)	\$ 0.00 (GST)	\$ 0.00	0%	0%
	0	0 (INH.)	0 (INH.)	0 (GTD)	0 (INH.)	0	0 (GRP)	0% (GRP)		\$ 0.00 (GRP)	\$ 0.00 (GRP)			
	0	0 (DEP.)	0 (DEP.)	0 (GTD)	0 (DEP.)	0	0 (TOT)	0% (TOT)		\$ 0.00 (TOT)	\$ 0.00 (TOT)			
12-04-2023 MONDAY	0	0 (ARR.)	12 (ARR.)	12 (GTD)	12 (ARR.)	173	0 (GST)	0% (GST)	87.37%	\$ 0.00 (GST)	\$ 0.00 (GST)	\$ 16.54	0%	12.63%
	0	0 (INH.)	13 (INH.)	13 (GTD)	13 (INH.)	25	0 (GRP)	12.63% (GRP)		\$ 3,275.00 (GRP)	\$ 131.00 (GRP)			
	0	0 (DEP.)	0 (DEP.)	0 (GTD)	0 (DEP.)	25	0 (TOT)	12.63% (TOT)		\$ 3,275.00 (TOT)	\$ 131.00 (TOT)			
12-05-2023 TUESDAY	0	0 (ARR.)	0 (ARR.)	0 (GTD)	0 (ARR.)	173	0 (GST)	0% (GST)	87.37%	\$ 0.00 (GST)	\$ 0.00 (GST)	\$ 16.54	0%	12.63%
	0	0 (INH.)	25 (INH.)	25 (GTD)	25 (INH.)	25	0 (GRP)	12.63% (GRP)		\$ 3,275.00 (GRP)	\$ 131.00 (GRP)			
	0	0 (DEP.)	0 (DEP.)	0 (GTD)	0 (DEP.)	25	0 (TOT)	12.63% (TOT)		\$ 3,275.00 (TOT)	\$ 131.00 (TOT)			
12-06-2023 WEDNESDAY	0	0 (ARR.)	0 (ARR.)	0 (GTD)	0 (ARR.)	173	0 (GST)	0% (GST)	87.37%	\$ 0.00 (GST)	\$ 0.00 (GST)	\$ 16.54	0%	12.63%
	0	0 (INH.)	25 (INH.)	25 (GTD)	25 (INH.)	25	0 (GRP)	12.63% (GRP)		\$ 3,275.00 (GRP)	\$ 131.00 (GRP)			
	0	0 (DEP.)	0 (DEP.)	0 (GTD)	0 (DEP.)	25	0 (TOT)	12.63% (TOT)		\$ 3,275.00 (TOT)	\$ 131.00 (TOT)			
12-07-2023 THURSDAY	0	0 (ARR.)	0 (ARR.)	0 (GTD)	0 (ARR.)	173	0 (GST)	0% (GST)	87.37%	\$ 0.00 (GST)	\$ 0.00 (GST)	\$ 16.54	0%	12.63%
	0	0 (INH.)	25 (INH.)	25 (GTD)	25 (INH.)	25	0 (GRP)	12.63% (GRP)		\$ 3,275.00 (GRP)	\$ 131.00 (GRP)			
	0	0 (DEP.)	0 (DEP.)	0 (GTD)	0 (DEP.)	25	0 (TOT)	12.63% (TOT)		\$ 3,275.00 (TOT)	\$ 131.00 (TOT)			

PRINT REPORT

11/27/23, 7:10 PM

Forecast Guests & Groups By Date Range



Forecast Guests & Groups By Date Range

DATE	INDIVIDUAL	GROUP/ALLOTMENTS	ROOMS TOTAL				ROOMS %		REVENUE			LAST YEAR	
DATE	OOO	OCCUPIED	OCCUPIED	OCCUPIED	AVAILABLE	SOLD	OCCUPIED	AVAILABLE	REVENUE	ADR	REVPAR	ACTUAL	VARIANCE
11-27-2023 MONDAY	0	0 (ARR.) 0 (INH.) 0 (DEP.)	0 (ARR.) 0 (INH.) 0 (DEP.)	0 (GTD) 0 (ARR.) 0 (GTD) 0 (INH.) 0 (GTD) 0 (DEP.)	198	0 (GST) 0 (GRP) 0 (TOT)	0% (GST) 0% (GRP) 0% (TOT)	100%	\$ 0.00 (GST) \$ 0.00 (GRP) \$ 0.00 (TOT)	\$ 0.00 (GST) \$ 0.00 (GRP) \$ 0.00 (TOT)	\$ 0.00	0%	0%
11-28-2023 TUESDAY	0	0 (ARR.) 0 (INH.) 0 (DEP.)	0 (ARR.) 0 (INH.) 0 (DEP.)	0 (GTD) 0 (ARR.) 0 (GTD) 0 (INH.) 0 (GTD) 0 (DEP.)	198	0 (GST) 0 (GRP) 0 (TOT)	0% (GST) 0% (GRP) 0% (TOT)	100%	\$ 0.00 (GST) \$ 0.00 (GRP) \$ 0.00 (TOT)	\$ 0.00 (GST) \$ 0.00 (GRP) \$ 0.00 (TOT)	\$ 0.00	0%	0%
11-29-2023 WEDNESDAY	0	0 (ARR.) 0 (INH.) 0 (DEP.)	0 (ARR.) 0 (INH.) 0 (DEP.)	0 (GTD) 0 (ARR.) 0 (GTD) 0 (INH.) 0 (GTD) 0 (DEP.)	198	0 (GST) 0 (GRP) 0 (TOT)	0% (GST) 0% (GRP) 0% (TOT)	100%	\$ 0.00 (GST) \$ 0.00 (GRP) \$ 0.00 (TOT)	\$ 0.00 (GST) \$ 0.00 (GRP) \$ 0.00 (TOT)	\$ 0.00	0%	0%
11-30-2023 THURSDAY	0	0 (ARR.) 0 (INH.) 0 (DEP.)	0 (ARR.) 0 (INH.) 0 (DEP.)	0 (GTD) 0 (ARR.) 0 (GTD) 0 (INH.) 0 (GTD) 0 (DEP.)	198	0 (GST) 0 (GRP) 0 (TOT)	0% (GST) 0% (GRP) 0% (TOT)	100%	\$ 0.00 (GST) \$ 0.00 (GRP) \$ 0.00 (TOT)	\$ 0.00 (GST) \$ 0.00 (GRP) \$ 0.00 (TOT)	\$ 0.00	0%	0%
12-01-2023 FRIDAY	0	0 (ARR.) 0 (INH.) 0 (DEP.)	0 (ARR.) 0 (INH.) 0 (DEP.)	0 (GTD) 0 (ARR.) 0 (GTD) 0 (INH.) 0 (GTD) 0 (DEP.)	198	0 (GST) 0 (GRP) 0 (TOT)	0% (GST) 0% (GRP) 0% (TOT)	100%	\$ 0.00 (GST) \$ 0.00 (GRP) \$ 0.00 (TOT)	\$ 0.00 (GST) \$ 0.00 (GRP) \$ 0.00 (TOT)	\$ 0.00	0%	0%
12-02-2023 SATURDAY	0	0 (ARR.) 0 (INH.) 0 (DEP.)	0 (ARR.) 0 (INH.) 0 (DEP.)	0 (GTD) 0 (ARR.) 0 (GTD) 0 (INH.) 0 (GTD) 0 (DEP.)	198	0 (GST) 0 (GRP) 0 (TOT)	0% (GST) 0% (GRP) 0% (TOT)	100%	\$ 0.00 (GST) \$ 0.00 (GRP) \$ 0.00 (TOT)	\$ 0.00 (GST) \$ 0.00 (GRP) \$ 0.00 (TOT)	\$ 0.00	0%	0%
12-03-2023 SUNDAY	0	0 (ARR.) 0 (INH.) 0 (DEP.)	0 (ARR.) 0 (INH.) 0 (DEP.)	0 (GTD) 0 (ARR.) 0 (GTD) 0 (INH.) 0 (GTD) 0 (DEP.)	198	0 (GST) 0 (GRP) 0 (TOT)	0% (GST) 0% (GRP) 0% (TOT)	100%	\$ 0.00 (GST) \$ 0.00 (GRP) \$ 0.00 (TOT)	\$ 0.00 (GST) \$ 0.00 (GRP) \$ 0.00 (TOT)	\$ 0.00	0%	0%
12-04-2023 MONDAY	0	0 (ARR.) 0 (INH.) 0 (DEP.)	12 (ARR.) 13 (INH.) 0 (DEP.)	12 (GTD) 12 (ARR.) 13 (GTD) 13 (INH.) 0 (GTD) 0 (DEP.)	173	0 (GST) 25 (GRP) 25 (TOT)	0% (GST) 12.63% (GRP) 12.63% (TOT)	87.37%	\$ 0.00 (GST) \$ 3,275.00 (GRP) \$ 3,275.00 (TOT)	\$ 0.00 (GST) \$ 131.00 (GRP) \$ 131.00 (TOT)	\$ 16.54	0%	12.63%
12-05-2023 TUESDAY	0	0 (ARR.) 0 (INH.) 0 (DEP.)	0 (ARR.) 25 (INH.) 0 (DEP.)	0 (GTD) 0 (ARR.) 25 (GTD) 25 (INH.) 0 (GTD) 0 (DEP.)	173	0 (GST) 25 (GRP) 25 (TOT)	0% (GST) 12.63% (GRP) 12.63% (TOT)	87.37%	\$ 0.00 (GST) \$ 3,275.00 (GRP) \$ 3,275.00 (TOT)	\$ 0.00 (GST) \$ 131.00 (GRP) \$ 131.00 (TOT)	\$ 16.54	0%	12.63%
12-06-2023 WEDNESDAY	0	0 (ARR.) 0 (INH.) 0 (DEP.)	0 (ARR.) 25 (INH.) 0 (DEP.)	0 (GTD) 0 (ARR.) 25 (GTD) 25 (INH.) 0 (GTD) 0 (DEP.)	173	0 (GST) 25 (GRP) 25 (TOT)	0% (GST) 12.63% (GRP) 12.63% (TOT)	87.37%	\$ 0.00 (GST) \$ 3,275.00 (GRP) \$ 3,275.00 (TOT)	\$ 0.00 (GST) \$ 131.00 (GRP) \$ 131.00 (TOT)	\$ 16.54	0%	12.63%

DATE RANGE - FROM: 11-27-2023 TO: 12-27-2023
 SORT BY: DATE SORT DIRECTION: ASCENDING
 OPTIONS: EXCLUDE NON-GUARANTEED

BUSINESS DATE: 11-27-2023
 USER: ERIN FISCHER

CSV EXPORT

DATE	INDIVIDUAL	GROUP/ALLOTMENTS	ROOMS TOTAL				ROOMS%		REVENUE			LAST YEAR	
DATE	OOO	OCCUPIED	OCCUPIED	OCCUPIED	AVAILABLE	SOLD	OCCUPIED	AVAILABLE	REVENUE	ADR	REVPAR	ACTUAL	VARIANCE
11/27/23 Monday	0	0 ARR. 0 INH. 0 DEP.	0 ARR. 0 INH. 0 DEP.	0 0 0	0 ARR. 0 INH. 0 DEP.	198 0 0	0 GST. 0 GRP. 0 TOT.	0.00% GST. 0.00% GRP. 0.00% TOT.	100.00% 0 0	0 GST. 0 GRP. 0 TOT.	0 0 0	0.00% 0.00% 0.00%	0.00% 0.00% 0.00%
11/28/23 Tuesday	0	0 ARR. 0 INH. 0 DEP.	0 ARR. 0 INH. 0 DEP.	0 0 0	0 ARR. 0 INH. 0 DEP.	198 0 0	0 GST. 0 GRP. 0 TOT.	0.00% GST. 0.00% GRP. 0.00% TOT.	100.00% 0 0	0 GST. 0 GRP. 0 TOT.	0 0 0	0.00% 0.00% 0.00%	0.00% 0.00% 0.00%
11/29/23 Wednesday	0	0 ARR. 0 INH. 0 DEP.	0 ARR. 0 INH. 0 DEP.	0 0 0	0 ARR. 0 INH. 0 DEP.	198 0 0	0 GST. 0 GRP. 0 TOT.	0.00% GST. 0.00% GRP. 0.00% TOT.	100.00% 0 0	0 GST. 0 GRP. 0 TOT.	0 0 0	0.00% 0.00% 0.00%	0.00% 0.00% 0.00%
11/30/23 Thursday	0	0 ARR. 0 INH. 0 DEP.	0 ARR. 0 INH. 0 DEP.	0 0 0	0 ARR. 0 INH. 0 DEP.	198 0 0	0 GST. 0 GRP. 0 TOT.	0.00% GST. 0.00% GRP. 0.00% TOT.	100.00% 0 0	0 GST. 0 GRP. 0 TOT.	0 0 0	0.00% 0.00% 0.00%	0.00% 0.00% 0.00%
12/1/23 Friday	0	0 ARR. 0 INH. 0 DEP.	0 ARR. 0 INH. 0 DEP.	0 0 0	0 ARR. 0 INH. 0 DEP.	198 0 0	0 GST. 0 GRP. 0 TOT.	0.00% GST. 0.00% GRP. 0.00% TOT.	100.00% 0 0	0 GST. 0 GRP. 0 TOT.	0 0 0	0.00% 0.00% 0.00%	0.00% 0.00% 0.00%
12/2/23 Saturday	0	0 ARR. 0 INH. 0 DEP.	0 ARR. 0 INH. 0 DEP.	0 0 0	0 ARR. 0 INH. 0 DEP.	198 0 0	0 GST. 0 GRP. 0 TOT.	0.00% GST. 0.00% GRP. 0.00% TOT.	100.00% 0 0	0 GST. 0 GRP. 0 TOT.	0 0 0	0.00% 0.00% 0.00%	0.00% 0.00% 0.00%
12/3/23 Sunday	0	0 ARR. 0 INH. 0 DEP.	0 ARR. 0 INH. 0 DEP.	0 0 0	0 ARR. 0 INH. 0 DEP.	198 0 0	0 GST. 0 GRP. 0 TOT.	0.00% GST. 0.00% GRP. 0.00% TOT.	100.00% 0 0	0 GST. 0 GRP. 0 TOT.	0 0 0	0.00% 0.00% 0.00%	0.00% 0.00% 0.00%
12/4/23 Monday	0	0 ARR. 0 INH. 0 DEP.	12 ARR. 13 INH. 0 DEP.	12 13 0	12 ARR. 13 INH. 0 DEP.	173 25 GRP. 25 TOT.	0 GST. 12.63% GRP. 12.63% TOT.	87.37% 12.63% GRP. 12.63% TOT.	0 GST. 3275 GRP. 3275 TOT.	0 GST. 131 GRP. 131 TOT.	16.54 25 GRP. 131 TOT.	0.00% 0.00% 0.00%	12.63% 12.63% 12.63%
12/5/23 Tuesday	0	0 ARR. 0 INH. 0 DEP.	0 ARR. 25 INH. 0 DEP.	0 25 0	0 ARR. 25 INH. 0 DEP.	173 25 GRP. 25 TOT.	0 GST. 12.63% GRP. 12.63% TOT.	87.37% 12.63% GRP. 12.63% TOT.	0 GST. 3275 GRP. 3275 TOT.	0 GST. 131 GRP. 131 TOT.	16.54 25 GRP. 131 TOT.	0.00% 0.00% 0.00%	12.63% 12.63% 12.63%
12/6/23 Wednesday	0	0 ARR. 0 INH. 0 DEP.	0 ARR. 25 INH. 0 DEP.	0 25 0	0 ARR. 25 INH. 0 DEP.	173 25 GRP. 25 TOT.	0 GST. 12.63% GRP. 12.63% TOT.	87.37% 12.63% GRP. 12.63% TOT.	0 GST. 3275 GRP. 3275 TOT.	0 GST. 131 GRP. 131 TOT.	16.54 25 GRP. 131 TOT.	0.00% 0.00% 0.00%	12.63% 12.63% 12.63%
12/7/23 Thursday	0	0 ARR. 0 INH. 0 DEP.	0 ARR. 25 INH. 0 DEP.	0 25 0	0 ARR. 25 INH. 0 DEP.	173 25 GRP. 25 TOT.	0 GST. 12.63% GRP. 12.63% TOT.	87.37% 12.63% GRP. 12.63% TOT.	0 GST. 3275 GRP. 3275 TOT.	0 GST. 131 GRP. 131 TOT.	16.54 25 GRP. 131 TOT.	0.00% 0.00% 0.00%	12.63% 12.63% 12.63%
12/8/23 Friday	0	0 ARR. 0 INH. 0 DEP.	0 ARR. 28 INH. 7 DEP.	0 28 7	0 ARR. 28 INH. 7 DEP.	170 28 GRP. 28 TOT.	0 GST. 14.14% GRP. 14.14% TOT.	85.86% 14.14% GRP. 14.14% TOT.	0 GST. 6360 GRP. 6360 TOT.	0 GST. 227.14 GRP. 227.14 TOT.	32.12 227.14 GRP. 227.14 TOT.	0.00% 0.00% 0.00%	14.14% 14.14% 14.14%
12/9/23 Saturday	0	0 ARR. 0 INH. 0 DEP.	0 ARR. 23 INH. 5 DEP.	0 23 5	0 ARR. 23 INH. 5 DEP.	175 23 GRP. 23 TOT.	0 GST. 11.62% GRP. 11.62% TOT.	88.38% 11.62% GRP. 11.62% TOT.	0 GST. 5085 GRP. 5085 TOT.	0 GST. 221.09 GRP. 221.09 TOT.	25.68 221.09 GRP. 221.09 TOT.	0.00% 0.00% 0.00%	11.62% 11.62% 11.62%
12/10/23 Sunday	0	0 ARR. 0 INH. 0 DEP.	0 ARR. 23 INH. 0 DEP.	0 23 0	0 ARR. 23 INH. 0 DEP.	175 23 GRP. 23 TOT.	0 GST. 11.62% GRP. 11.62% TOT.	88.38% 11.62% GRP. 11.62% TOT.	0 GST. 5085 GRP. 5085 TOT.	0 GST. 221.09 GRP. 221.09 TOT.	25.68 221.09 GRP. 221.09 TOT.	0.00% 0.00% 0.00%	11.62% 11.62% 11.62%
12/11/23 Monday	0	0 ARR. 0 INH. 0 DEP.	0 ARR. 23 INH. 0 DEP.	0 23 0	0 ARR. 23 INH. 0 DEP.	175 23 GRP. 23 TOT.	0 GST. 11.62% GRP. 11.62% TOT.	88.38% 11.62% GRP. 11.62% TOT.	0 GST. 5085 GRP. 5085 TOT.	0 GST. 221.09 GRP. 221.09 TOT.	25.68 221.09 GRP. 221.09 TOT.	0.00% 0.00% 0.00%	11.62% 11.62% 11.62%
12/12/23 Tuesday	0	0 ARR. 0 INH. 0 DEP.	0 ARR. 23 INH. 0 DEP.	0 23 0	0 ARR. 23 INH. 0 DEP.	175 23 GRP. 23 TOT.	0 GST. 11.62% GRP. 11.62% TOT.	88.38% 11.62% GRP. 11.62% TOT.	0 GST. 5085 GRP. 5085 TOT.	0 GST. 221.09 GRP. 221.09 TOT.	25.68 221.09 GRP. 221.09 TOT.	0.00% 0.00% 0.00%	11.62% 11.62% 11.62%

Forecast Report

OVERVIEW

The Forecast Report highlights occupancy and room revenue for a given date range. The report provides the details for the requested days and a comparison of that day to the prior year.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range.

OPTION(S)

Choose from **SELECT ALL**, **EXCLUDE NON-GUARANTEED**, and/or **INCLUDE TAX**.

COMPANY/TA/GROUP

Search for a **Company**, **Travel Agent**, or **Group**.

MARKET(S)

Choose from **SELECT ALL** or other individual markets.

SOURCE(S)

Choose from **SELECT ALL** or other individuals sources.

ORGIN(S)

Choose from **SELECT ALL** or other individual origins.

The screenshot displays the 'Stayntouch Inn New Report' interface. At the top, there is a navigation bar with a menu icon, 'REPORTS INBOX', the user name 'Erin Fischer', the date 'Monday, 27 November 2023', and the 'stayntouch' logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists various reports with icons and brief descriptions, each with a right-pointing arrow: 'Forecast' (Forecast By Date Range By Date Range), 'Forecast Guests & Groups' (Forecast Guests & Groups By Date Range By Date Range), 'Group Deposit Report' (Deposit Due / Paid / Past Due by Date & Group), 'Group Pick Up Report' (Rooms Picked up by Group By Group), 'Group Rooms Report' (Group Rooms Pickup Report), 'Guest Balance Report' (Balance for all Outstanding Accounts), 'Guest Deposit Report' (Deposit due / paid by date By Date Range), 'Guests In House by Nationality' (In House Guests by Nationality By Date Range), 'In-House Guests' (All In-House Guests), 'Late Check Out' (Number of Late Checkouts by day By Day), 'Login and out Activity' (All user login and logout activity By User), and 'Market Segment Statistics Report' (Market Segment Statistics Report By Date By Date). The right column is a configuration panel for the 'Forecast' report, titled 'Forecast CONFIGURE REPORT'. It contains several filter sections: 'DATE RANGE (FROM)' with a date picker set to '11-27-2023', 'DATE RANGE (TO)' with a date picker set to '12-27-2023', 'OPTION(S)' with a dropdown menu set to 'All Selected', 'COMPANY/TA/GROUP' with a search bar, 'MARKET(S)' with a dropdown menu set to 'All Selected', 'SOURCE(S)' with a dropdown menu set to 'All Selected', and 'ORIGIN(S)' with a dropdown menu set to 'All Selected'. At the bottom of the configuration panel is a green 'RUN REPORT' button.

REPORT OUTPUT

The Forecast Report can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **FORECAST**
 - DATE
 - ARRIVAL
 - DEPARTURE
 - OCCUPANCY
 - OCCUPANCY %
 - ADULTS
 - CHILDREN
 - REVENUE
 - ADR
- **LAST YEAR**
 - DATE
 - OCCUPANCY %
 - VARIANCE

REPORT TERMS

Forecast

- **ARR (Arrivals)**
 - Count of reservations with an arrival date for that day. This includes individual reservations and picked-up group/allotment reservations.
 - Exclusions: Day use, no show, cancelled, and not picked-up groups/allotments.
- **DEP (Departures)**
 - Count of reservations with a departure date for that day. This includes individual reservations and picked-up group/allotment reservations.
 - Exclusions: Day use reservations, no show reservations, cancelled reservations, not picked-up groups/allotments.
- **OCC (Occupied)**
 - Count of arrival reservations + stayover reservations (arrival date in the past and departure date in the future). This includes individual reservations and picked-up group/allotment reservations.
 - Exclusions: Day use reservations, no show reservations, cancelled reservations, and not picked-up allotments.
- **OCC % (Occupancy %)**
 - (Number of rooms occupied divided by number of rooms in the hotel) multiplied by 100.
 - Exclusions: Suite and pseudo rooms.
- **ADULT**
 - Number of adults from all reservation records (excluding cancelled and no show), arrival and stayover for that date (individual reservations, picked-up group/allotment reservations), PLUS not picked-up group rooms calculated based on occupancy.
- **CHILD**
 - Number of children and infants from all reservation records (excluding cancelled and no show) and arrival and stayover for that date (individual reservations, picked-up group/allotment reservations).
- **REV (Room Revenue)**
 - This is the total sum of all posted revenue classified as room. This includes any report date in the future, any revenue from not picked-up group room blocks, and any projected revenue from reservations that are not cancelled. For historical dates, the revenue should match the journal.

- **ADR (Average Daily Rate)**
 - Room revenue divided by occupied rooms.

Last Year

- **ADR (Average Daily Rate)**
 - Room revenue for the same date last year divided by occupied rooms for the same date last year.
- **OCCUPANCY %**
 - (Number of occupied rooms one year ago divided by the number of rooms in the hotel one year ago) multiplied by 100.
- **VARIANCE**
 - Occupancy % minus Occupancy % last year.

NOTES

- **Not Picked-Up Group Room Block Revenue**
 - Projected revenue from a group room block is a calculation based on the total sum of remaining occupancies and corresponding rate amounts.
- **Single Occupancy**
 - Single Occupancy Amount multiplied by the Single Occupancy Size.
- **Double Occupancy**
 - Single Occupancy Amount multiplied by the Double Occupancy Size.
- **Triple Occupancy**
 - (Double Occupancy Amount + Extra Adult Occupancy Amount) multiplied by the Triple Occupancy Size.
- **Quadruple Occupancy**
 - (Double Occupancy Amount + Extra Adult Occupancy Amount multiplied by 2) multiplied by the Quadruple Occupancy Size.
- **Suites**
 - For suite reservations, the number of component rooms is used for calculations.

REPORTS INBOX

Stayntouch Inn Reports Inbox				stayntouch	
Erin Fischer Monday, 27 November 2023					
Search by Report Name		REPORT REQUESTED Today(11-27-2023)	+ NEW REPORT		
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT		
Forecast Today at 01:16 PM	11-27-2023	12-27-2023	 		

Stayntouch Inn Forecast By Date Range											
Erin Fischer Monday, 27 November 2023											
stayntouch											
<div style="float: right;"> </div>											
FORECAST									LAST YEAR		
DATE	ARR	DEP	OCC	OCC%	ADULT	CHILD	REV	ADR	ADR	OCC%	VARIANCE
11-27-2023 MONDAY	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	0
11-28-2023 TUESDAY	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	0
11-29-2023 WEDNESDAY	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	0
11-30-2023 THURSDAY	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	0
12-01-2023 FRIDAY	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	0
12-02-2023 SATURDAY	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	0
12-03-2023 SUNDAY	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	0
12-04-2023 MONDAY	12	0	25	12.63	35	0	\$ 3,275.00	\$ 131.00	\$ 0.00	0	12.63
12-05-2023 TUESDAY	0	0	25	12.63	35	0	\$ 3,275.00	\$ 131.00	\$ 0.00	0	12.63
12-06-2023 WEDNESDAY	0	0	25	12.63	35	0	\$ 3,275.00	\$ 131.00	\$ 0.00	0	12.63
12-07-2023 THURSDAY	0	0	25	12.63	35	0	\$ 3,275.00	\$ 131.00	\$ 0.00	0	12.63
12-08-2023 FRIDAY	0	7	28	14.14	28	0	\$ 6,360.00	\$ 227.14	\$ 0.00	0	14.14
12-09-2023 SATURDAY	0	5	23	11.62	23	0	\$ 5,085.00	\$ 221.09	\$ 0.00	0	11.62
12-10-2023 SUNDAY	0	0	23	11.62	23	0	\$ 5,085.00	\$ 221.09	\$ 0.00	0	11.62
12-11-2023 MONDAY	0	0	23	11.62	23	0	\$ 5,085.00	\$ 221.09	\$ 0.00	0	11.62

PRINT REPORT

11/27/23, 7:16 PM

Forecast By Date Range
 stayntouch
 Stayntouch Inn
Forecast By Date Range

DATE	FORECAST							LAST YEAR			
	ARR	DEP	OCC	OCC %	ADULT	CHILD	REV	ADR	ADR	OCC %	VARIANCE
11-27-2023 MONDAY	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	0
11-28-2023 TUESDAY	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	0
11-29-2023 WEDNESDAY	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	0
11-30-2023 THURSDAY	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	0
12-01-2023 FRIDAY	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	0
12-02-2023 SATURDAY	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	0
12-03-2023 SUNDAY	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	0
12-04-2023 MONDAY	12	0	25	12.63	35	0	\$ 3,275.00	\$ 131.00	\$ 0.00	0	12.63
12-05-2023 TUESDAY	0	0	25	12.63	35	0	\$ 3,275.00	\$ 131.00	\$ 0.00	0	12.63
12-06-2023 WEDNESDAY	0	0	25	12.63	35	0	\$ 3,275.00	\$ 131.00	\$ 0.00	0	12.63
12-07-2023 THURSDAY	0	0	25	12.63	35	0	\$ 3,275.00	\$ 131.00	\$ 0.00	0	12.63
12-08-2023 FRIDAY	0	7	28	14.14	28	0	\$ 6,360.00	\$ 227.14	\$ 0.00	0	14.14
12-09-2023 SATURDAY	0	5	23	11.62	23	0	\$ 5,085.00	\$ 221.09	\$ 0.00	0	11.62
12-10-2023 SUNDAY	0	0	23	11.62	23	0	\$ 5,085.00	\$ 221.09	\$ 0.00	0	11.62
12-11-2023 MONDAY	0	0	23	11.62	23	0	\$ 5,085.00	\$ 221.09	\$ 0.00	0	11.62
12-12-2023 TUESDAY	0	0	23	11.62	23	0	\$ 5,085.00	\$ 221.09	\$ 0.00	0	11.62

DATE RANGE: FROM: 11-27-2023 TO: 12-27-2023
 OPTIONS: EXCLUDE NON-GUARANTEED, INCLUDE TAX
 MARKETS: ALL MARKETS
 BOOKING SOURCES: ALL SOURCES
 ORIGINS: ALL ORIGINS
 URLS:

BUSINESS DATE: 11-27-2023
 USER: ERIN FISCHER

CSV EXPORT

DATE	FORECAST ARR	FORECAST DEP	FORECAST OCC	FORECAST OCC %	FORECAST ADULT	FORECAST CHILD	FORECAST REV	FORECAST ADR	LAST_YEAR ADR	LAST_YEAR OCC %	LAST_YEAR VARIANCE
11-27-2023 Monday	0	0	0	0	0	0	0	0	0	0	0
11-28-2023 Tuesday	0	0	0	0	0	0	0	0	0	0	0
11-29-2023 Wednesday	0	0	0	0	0	0	0	0	0	0	0
11-30-2023 Thursday	0	0	0	0	0	0	0	0	0	0	0
12-01-2023 Friday	0	0	0	0	0	0	0	0	0	0	0
12-02-2023 Saturday	0	0	0	0	0	0	0	0	0	0	0
12-03-2023 Sunday	0	0	0	0	0	0	0	0	0	0	0
12-04-2023 Monday	12	0	25	12.63	35	0	3275	131	0	0	12.63
12-05-2023 Tuesday	0	0	25	12.63	35	0	3275	131	0	0	12.63
12-06-2023 Wednesday	0	0	25	12.63	35	0	3275	131	0	0	12.63
12-07-2023 Thursday	0	0	25	12.63	35	0	3275	131	0	0	12.63
12-08-2023 Friday	0	7	28	14.14	28	0	6360	227.14	0	0	14.14
12-09-2023 Saturday	0	5	23	11.62	23	0	5085	221.09	0	0	11.62
12-10-2023 Sunday	0	0	23	11.62	23	0	5085	221.09	0	0	11.62
12-11-2023 Monday	0	0	23	11.62	23	0	5085	221.09	0	0	11.62
12-12-2023 Tuesday	0	0	23	11.62	23	0	5085	221.09	0	0	11.62
12-13-2023 Wednesday	0	0	0	0	0	0	0	0	0	0	0
12-14-2023 Thursday	0	0	0	0	0	0	0	0	225.48	0.51	-0.51
12-15-2023 Friday	0	0	0	0	0	0	0	0	0	0	0
12-16-2023 Saturday	0	0	0	0	0	0	0	0	333	1.01	-1.01
12-17-2023 Sunday	0	0	0	0	0	0	0	0	333	0.51	-0.51
12-18-2023 Monday	0	0	0	0	0	0	0	0	0	0	0
12-19-2023 Tuesday	0	0	0	0	0	0	0	0	305	0.51	-0.51
12-20-2023 Wednesday	0	0	0	0	0	0	0	0	0	0	0
12-21-2023 Thursday	0	0	0	0	0	0	0	0	0	0	0
12-22-2023 Friday	0	0	0	0	0	0	0	0	0	0	0
12-23-2023 Saturday	0	0	0	0	0	0	0	0	0	0	0
12-24-2023 Sunday	0	0	0	0	0	0	0	0	0	0	0
12-25-2023 Monday	0	0	0	0	0	0	0	0	0	0	0
12-26-2023 Tuesday	0	0	0	0	0	0	0	0	0	0	0
12-27-2023 Wednesday	0	0	0	0	0	0	0	0	638	1.01	-1.01
TOTALS	12	12	220	3.59	260	0	39800	180.91	1203.81	0.11	3.47

Group Deposit Report

OVERVIEW

The Group Deposit Report shows group deposits paid for a particular date range. It shows multiple records for the same group if multiple deposit schedules are part of the rule. Furthermore, it shows deposits due and payments as separate records.

Deposit due becomes past due when the business date is greater than the deposit due date and the balance amount is less than the deposit due amount. If multiple payments and deposits due exist, the report will calculate the total deposits due against the balance. Please note, the deposit amount for groups is added together (i.e., the total value of the group, not every reservation separately).

REPORT FILTERS

PAID DATE RANGE (FROM) Defaults to current date - 28 days.

PAID DATE RANGE (TO) Defaults to current date.

GROUP START DATE RANGE (FROM) Defaults to current date.

GROUP START DATE RANGE (TO) Defaults to current date + 28 days.

OPTION(S) Select **Deposit Paid**.

The screenshot displays the 'New Report' configuration screen. On the left, a list of reports is shown with icons and brief descriptions. The 'Group Deposit Report' is highlighted in orange. On the right, the configuration panel for the 'Group Deposit Report' is visible, showing the following settings:

- PAID DATE RANGE (FROM):** 01-01-2020
- PAID DATE RANGE (TO):** 02-23-2021
- GROUP START DATE RANGE (FROM):** 01-01-2020
- GROUP START DATE RANGE (TO):** 03-23-2021
- OPTION(S):** Deposit Paid
- SORT BY:** Sort By

A green 'RUN REPORT' button is located at the bottom right of the configuration panel.

REPORT OUTPUT

The Group Deposit Report can be exported via CSV file or printed, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **PAID:** Total group deposits paid for the report period
- **GROUP:** Group name and arrival/departure dates
- **STATUS:** Group deposit status (i.e., **DUE**, **PAID**, **PAST DUE**)
- **PAID DATE:** Date the deposit was paid
- **PAID AMOUNT:** Deposit amount paid

REPORTS INBOX

GROUP		STATUS	PAID DATE	PAID AMOUNT
NYFW SPRING 2020 ↓ 03-01-2020 ↑ 03-08-2020	NYFW	PAID	02-19-2020	\$2,250.00
		PAID	02-19-2020	\$750.00
	TOTAL PAID			
SOUTH AFRICAN RUGBY TOUR ↓ 02-03-2020 ↑ 02-07-2020	SA123	PAID	01-29-2020	\$1,000.00
	TOTAL PAID			\$1,000.00
PERFECT STRANGERS REUNION ↓ 03-04-2020 ↑ 03-14-2020	TGIF	PAID	03-03-2020	\$3,500.00
	TOTAL PAID			\$3,500.00
TEST GROUP ↓ 04-15-2020 ↑ 04-23-2020	TESTG200415-061513	PAID	04-08-2020	\$20,000.00
	TOTAL PAID			\$20,000.00
MCGLONE/HOWARD WEDDING ↓ 01-01-2021 ↑ 01-03-2021	MHWD	PAID	04-15-2020	\$2,000.00
		PAID	12-31-2020	\$1,250.00
	TOTAL PAID			\$3,250.00
AMAZON 2 ↓ 11-30-2020 ↑ 12-02-2020	AMZN2	PAID	10-29-2020	\$5,000.00
	TOTAL PAID			\$5,000.00
80S MUSIC REUNION ↓ 01-15-2021 ↑ 01-22-2021	.80S	PAID	01-12-2021	\$2,000.00
	TOTAL PAID			\$2,000.00
ABC GROUP ↓ 02-10-2021 ↑ 02-26-2021	ABCGR210225-201424	PAID	02-09-2021	\$50.00
	TOTAL PAID			\$50.00

PAID **\$37,800.00**

GROUP START DATES - FROM: 01-01-2020 TO: 03-23-2021
 PAID DATES - FROM: 01-01-2020 TO: 02-23-2021
 OPTIONS: DEPOSIT PAID

BUSINESS DATE: 02-23-2021
 USER: ERIN FISCHER

PRINT REPORT

Group Deposit Report

TOTAL: \$37,800.00

GROUP	STATUS	PAID DATE	PAID AMOUNT
NYFW SPRING 2020 03-01-2020 03-08-2020	PAID	02-19-2020	\$2,250.00
	PAID	02-19-2020	\$750.00
TOTAL PAID			\$3,000.00
SOUTH AFRICAN RUGBY TOUR 03-03-2020 03-07-2020	PAID	01-29-2020	\$1,000.00
	TOTAL PAID		
PERFECT STRANGERS REUNION 03-04-2020 03-14-2020	PAID	03-03-2020	\$3,500.00
	TOTAL PAID		
TEST GROUP 04-15-2020 04-23-2020	PAID	04-08-2020	\$20,000.00
	TOTAL PAID		
MCGLOONE/HOWARD WEDDING 01-01-2021 01-03-2021	PAID	04-15-2020	\$2,000.00
	PAID	12-31-2020	\$1,250.00
	TOTAL PAID		
AMAZON 2 11-30-2020 12-02-2020	PAID	10-29-2020	\$5,000.00
	TOTAL PAID		
805 MUSIC REUNION 01-15-2021 01-22-2021	PAID	01-12-2021	\$2,000.00
	TOTAL PAID		
ABC GROUP 02-10-2021 02-26-2021	PAID	02-09-2021	\$50.00
	TOTAL PAID		

GROUP START DATES: FROM: 01-01-2020 TO: 08-23-2021
 PAID DATES: FROM: 01-01-2020 TO: 02-23-2021
 OPTXNO: DEPOSIT PAID

BUSINESS DATE: 02-23-2021
 STAR: ERIN FISCHER

Print 1 page

Destination: Save as PDF

Pages: All

Pages per sheet: 1

Margins: Default

Options:

- Headers and footers
- Background graphics

Print using system dialogue... (⌘+P) ☞

Open PDF in Preview ☞

Cancel
Save

Group Pick Up Report

OVERVIEW

The Group Pick Up Report records rooms picked up by group.

REPORT FILTERS

DATE RANGE (FROM) Defaults to current date.

DATE RANGE (TO) Defaults to current date + 14 days.

HOLD STATUS(ES) Choose from **Select All** or individual hold statuses. Default is **Select All**.

SORT BY Choose from **Group Name**, **Date**, or **Hold Status**.

The screenshot displays the 'New Report' configuration page in the Stayntouch system. The interface includes a search bar for report names and a list of report categories on the left. The 'Group Pick Up Report' is selected and highlighted in orange. On the right, the configuration options for this report are shown, including date range (FROM: 02-16-2021, TO: 02-23-2021), hold status (All Selected), and sort by (Group Name). A green 'RUN REPORT' button is located at the bottom right.

REPORTS INBOX New Report

Erin Fischer Tuesday, 23 February 2021

Search by Report Name

- Number of Early Check-ins by day By Day
- Financial Transactions - Adjustment Report**
All Adjusted Postings and Deleted Charges
- Forecast**
Forecast By Date Range By Date Range
- Forecast Guests & Groups**
Forecast Guests & Groups By Date Range By Date Range
- Group Deposit Report**
Deposit Due / Paid / Past Due by Date & Group
- Group Pick Up Report**
Rooms Picked up by Group By Group
- Group Rooms Report**
Group Rooms Pickup Report
- Guest Balance Report**
Balance for all Outstanding Accounts
- Guest Deposit Report**
Deposit due / paid by date By Date Range
- Guests In House by Nationality**
In House Guests by Nationality By Date Range

Group Pick Up Report
CONFIGURE REPORT

DATE RANGE (FROM)
02-16-2021

DATE RANGE (TO)
02-23-2021

HOLD STATUS(ES)
All Selected

SORT BY
Group Name

RUN REPORT

REPORT OUTPUT

The Group Pick Up Report can be printed, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **GROUP:** Group name
- **DATE:** Group arrival date
- **STATUS:** Group hold status
- **ROOM TYPE:** Room type blocked for the group
- **ROOM AVL.:** The current number of available rooms in the hotel for the room type
- **NON-DEDUCT:** Not deducted from group inventory (i.e., tentative status)
- **DEDUCT:** Deduct from group inventory
- **PICKED UP:** Number of picked up rooms
- **%:** Percent picked up rooms

REPORTS INBOX

GROUP	DATE	STATUS	ROOM TYPE	ROOM AVL.	NON-DEDUCT	DEDUCT	PICKED UP	%
A&M BANQUET	A&MBQT	02-09-2021	DEFINITE	SELECT QUEEN	24	0	0	0
	02-09-2021	DEFINITE	PREMIUM QUEEN	20	0	0	0	0
	02-09-2021	DEFINITE	EXECUTIVE 2 QUEEN BED	22	0	0	0	0
	02-09-2021	DEFINITE	KING DELUXE	17	0	0	0	0
	02-09-2021	DEFINITE	BAY VIEW TERRACE SUITE	14	0	0	0	0
	02-09-2021	DEFINITE	WEXFORD SUITE	5	0	0	0	0
	02-09-2021	DEFINITE	SUPERIOR KING SUITE	3	0	0	0	0
	02-10-2021	DEFINITE	SELECT QUEEN	8	0	16	16	100%
	02-10-2021	DEFINITE	PREMIUM QUEEN	20	0	0	0	0
	02-10-2021	DEFINITE	EXECUTIVE 2 QUEEN BED	22	0	0	0	0
	02-10-2021	DEFINITE	KING DELUXE	17	0	0	0	0
	02-10-2021	DEFINITE	BAY VIEW TERRACE SUITE	14	0	0	0	0
	02-10-2021	DEFINITE	WEXFORD SUITE	5	0	0	0	0
	02-10-2021	DEFINITE	SUPERIOR KING SUITE	3	0	0	0	0
	02-11-2021	DEFINITE	SELECT QUEEN	8	0	16	16	100%
	02-11-2021	DEFINITE	PREMIUM QUEEN	20	0	0	0	0
	02-11-2021	DEFINITE	EXECUTIVE 2 QUEEN BED	22	0	0	0	0
	02-11-2021	DEFINITE	KING DELUXE	17	0	0	0	0
	02-11-2021	DEFINITE	BAY VIEW TERRACE SUITE	14	0	0	0	0
	02-11-2021	DEFINITE	WEXFORD SUITE	4	0	0	0	0
	02-11-2021	DEFINITE	SUPERIOR KING SUITE	3	0	0	0	0
	02-12-2021	DEFINITE	SELECT QUEEN	8	0	16	16	100%
	02-12-2021	DEFINITE	PREMIUM QUEEN	20	0	0	0	0
	02-12-2021	DEFINITE	EXECUTIVE 2 QUEEN BED	22	0	0	0	0
02-12-2021	DEFINITE	KING DELUXE	17	0	0	0	0	
02-12-2021	DEFINITE	BAY VIEW TERRACE SUITE	14	0	0	0	0	
02-12-2021	DEFINITE	WEXFORD SUITE	5	0	0	0	0	
02-12-2021	DEFINITE	SUPERIOR KING SUITE	3	0	0	0	0	

PRINT REPORT

Group Pick Up Report By Group

GROUP	DATE	STATUS	ROOM TYPE	ROOM NOL	NON RESUCT	RESUCT	PICKED UP	%
A&A MARQUET	02-09-2023	DEFINITE	SELECT QUEEN	24	0	0	0	0
	02-09-2023	DEFINITE	PREMIUM QUEEN	20	0	0	0	0
	02-09-2023	DEFINITE	EXECUTIVE 2 QUEEN BED	22	0	0	0	0
	02-09-2023	DEFINITE	WING DELUXE	17	0	0	0	0
	02-09-2023	DEFINITE	RAY VIEW TERRACE SUITE	14	0	0	0	0
	02-09-2023	DEFINITE	MEADOW SUITE	5	0	0	0	0
	02-09-2023	DEFINITE	SUPERIOR KING SUITE	3	0	0	0	0
	02-10-2023	DEFINITE	SELECT QUEEN	9	0	18	18	100%
	02-10-2023	DEFINITE	PREMIUM QUEEN	20	0	0	0	0
	02-10-2023	DEFINITE	EXECUTIVE 2 QUEEN BED	22	0	0	0	0
	02-10-2023	DEFINITE	WING DELUXE	17	0	0	0	0
	02-10-2023	DEFINITE	RAY VIEW TERRACE SUITE	14	0	0	0	0
	02-10-2023	DEFINITE	MEADOW SUITE	4	0	0	0	0
	02-10-2023	DEFINITE	SUPERIOR KING SUITE	3	0	0	0	0
	02-10-2023	DEFINITE	SELECT QUEEN	9	0	18	18	100%
	02-10-2023	DEFINITE	PREMIUM QUEEN	20	0	0	0	0
	02-10-2023	DEFINITE	EXECUTIVE 2 QUEEN BED	22	0	0	0	0
	02-10-2023	DEFINITE	WING DELUXE	17	0	0	0	0
	02-10-2023	DEFINITE	RAY VIEW TERRACE SUITE	14	0	0	0	0
	02-10-2023	DEFINITE	SUPERIOR KING SUITE	3	0	0	0	0
02-10-2023	DEFINITE	SELECT QUEEN	9	0	18	18	100%	
02-10-2023	DEFINITE	PREMIUM QUEEN	20	0	0	0	0	
02-10-2023	DEFINITE	EXECUTIVE 2 QUEEN BED	22	0	0	0	0	
02-10-2023	DEFINITE	WING DELUXE	17	0	0	0	0	
02-10-2023	DEFINITE	RAY VIEW TERRACE SUITE	14	0	0	0	0	
02-10-2023	DEFINITE	MEADOW SUITE	5	0	0	0	0	
02-10-2023	DEFINITE	SUPERIOR KING SUITE	3	0	0	0	0	
02-10-2023	DEFINITE	SELECT QUEEN	9	0	18	18	100%	
02-10-2023	DEFINITE	PREMIUM QUEEN	20	0	0	0	0	
02-10-2023	DEFINITE	EXECUTIVE 2 QUEEN BED	22	0	0	0	0	
02-10-2023	DEFINITE	WING DELUXE	17	0	0	0	0	
02-10-2023	DEFINITE	RAY VIEW TERRACE SUITE	14	0	0	0	0	
02-10-2023	DEFINITE	MEADOW SUITE	5	0	0	0	0	
02-10-2023	DEFINITE	SUPERIOR KING SUITE	3	0	0	0	0	
02-10-2023	DEFINITE	SELECT QUEEN	9	0	18	18	100%	
02-10-2023	DEFINITE	PREMIUM QUEEN	20	0	0	0	0	
02-10-2023	DEFINITE	EXECUTIVE 2 QUEEN BED	22	0	0	0	0	

Print 3 pages

Destination Save as PDF

Pages All

Pages per sheet 1

Margins Default

Options Headers and footers
 Background graphics

Print using system dialogue... (⌘%P)

Open PDF in Preview

Cancel Save

GROUP	DATE	STATUS	ROOM TYPE	ROOM NOL	NON RESUCT	RESUCT	PICKED UP	%
A&A MARQUET	02-10-2023	DEFINITE	WING DELUXE	17	0	0	0	0
	02-10-2023	DEFINITE	RAY VIEW TERRACE SUITE	14	0	0	0	0
	02-10-2023	DEFINITE	MEADOW SUITE	5	0	0	0	0
	02-10-2023	DEFINITE	SUPERIOR KING SUITE	3	0	0	0	0
	02-10-2023	DEFINITE	SELECT QUEEN	9	0	18	18	100%
	02-10-2023	DEFINITE	PREMIUM QUEEN	20	0	0	0	0
	02-10-2023	DEFINITE	EXECUTIVE 2 QUEEN BED	22	0	0	0	0
	02-10-2023	DEFINITE	WING DELUXE	17	0	0	0	0
	02-10-2023	DEFINITE	RAY VIEW TERRACE SUITE	14	0	0	0	0
	02-10-2023	DEFINITE	MEADOW SUITE	5	0	0	0	0
	02-10-2023	DEFINITE	SUPERIOR KING SUITE	3	0	0	0	0
	02-10-2023	DEFINITE	SELECT QUEEN	9	0	18	18	100%
	02-10-2023	DEFINITE	PREMIUM QUEEN	20	0	0	0	0
	02-10-2023	DEFINITE	EXECUTIVE 2 QUEEN BED	22	0	0	0	0
	02-10-2023	DEFINITE	WING DELUXE	17	0	0	0	0
	02-10-2023	DEFINITE	RAY VIEW TERRACE SUITE	14	0	0	0	0
	02-10-2023	DEFINITE	MEADOW SUITE	5	0	0	0	0
	02-10-2023	DEFINITE	SUPERIOR KING SUITE	3	0	0	0	0
	02-10-2023	DEFINITE	SELECT QUEEN	9	0	18	18	100%
	02-10-2023	DEFINITE	PREMIUM QUEEN	20	0	0	0	0
02-10-2023	DEFINITE	EXECUTIVE 2 QUEEN BED	22	0	0	0	0	

Group Rooms Report

OVERVIEW

The Group Rooms Report provides a list of all groups within a specified date range, with information on the block, including block name and code, lowest rate, arrival date, release date, and group status. The group block itself is depicted in a calendar format and includes day-by-day numbers of rooms blocked, picked-up, and still available.

REPORT FILTERS

DATE RANGE (FROM/TO)

Current and future dates only (max. 31 days).

GROUP

Select a group or groups.

HOLD STATUS(ES)

Choose from **Select All**, **Definite**, **Cancel**, **Tentative**, **Prospect**, and/or **Verbal Definite**.

SORT BY

Choose from **Group Arrival Date** (default sort by ascending order of arrival dates; if there are multiple groups with the same arrival date, then groups will be sorted again based on the date on which the groups are created) or **Hold Status**.

The screenshot displays the 'Wexford Bay Hotel New Report' interface. At the top, there is a navigation bar with a menu icon, 'REPORTS INBOX', the hotel name 'Wexford Bay Hotel', the user name 'Erin Fischer', the date 'Thursday, 16 November 2023', and the Wexford Bay logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists several reports with icons and brief descriptions: 'Group Rooms Report' (Group Rooms Pickup Report), 'Guest Balance Report' (Balance for all Outstanding Accounts), 'Guest Deposit Report' (Deposit due / paid by date By Date Range), 'Guests In House by Nationality' (In House Guests by Nationality By Date Range), 'In-House Guests' (All In-House Guests), 'Late Check Out' (Number of Late Checkouts by day By Day), 'Login and out Activity' (All user login and logout activity By User), and 'Market Segment Statistics Report' (Market Segment Statistics Report By Date By Date). The right column contains filter controls: 'DATE RANGE (FROM)' with a date input field showing '11-16-2023', 'DATE RANGE (TO)' with a date input field showing '11-29-2023', 'GROUP' with a search bar labeled 'Search by Group', 'HOLD STATUS' with a dropdown menu showing 'All Selected', and 'SORT BY' with a dropdown menu showing 'Group Arrival Date'. At the bottom of the right column is a green 'RUN REPORT' button.

REPORT OUTPUT

The Group Rooms Report can be printed and exported via CSV, and it will appear in the **Reports Inbox** as pictured below.

The Group Rooms Report displays a month of data (31 days) across the screen/printout. Group details are provided on top of each room grid.

- **GROUP NAME:** Name of the group
- **GROUP CODE:** Code attached to the group
- **ARRIVAL DATE:** Arrival date for the group
- **RELEASE DATE:** Group block release date
- **RATE CODE:** Rate code attached to the group. If the group rate is a custom rate, then it will show as CUSTOM.
- **LOWEST RATE AMOUNT:** Lowest rate amount corresponding to the single occupancy of all room types. If the group rate varies, then the rate should be the lowest single occupancy rate for the group arrival date.
- **GROUP STATUS:** Group hold status
- **BLOCKED ROOMS:** Count of rooms blocked for the group.
- **PICKED-UP ROOMS:** Count of rooms picked-up for the group.
- **AVAILABLE ROOMS:** Difference between blocked and picked-up rooms.
- **DAILY ADR:** This shows the group's daily ADR and total ADR. Group ADR is visible in the PMS version of the report as well as in print and CSV format.
- **DAILY REVENUE:** This shows the group's daily revenue and total revenue. Group revenue is visible in the PMS version of the report as well as in print and CSV format.

Totals for blocked, picked-up, and available rooms are shown on top of the report, right underneath the dates. These will be the totals for the entire date range queried and per date. The total summary row is static on top of the page for all pages.

A summary of blocked, picked-up, and available rooms per group can be found on the left side of the report.

The report displays 25 groups per page. There is an option to print the report; the total summary row is only shown on the first page.

REPORTS INBOX

Wexford Bay Hotel Group Rooms Report															
Erin Fischer Thursday, 16 November 2023															
REPORTS INBOX WEXFORD BAY															
BLOCKED ROOMS PICKED UP ROOMS AVAILABLE ROOMS DAILY ADR DAILY REVENUE															
TOTAL RMS	NOVEMBER 2023														
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
	200	11	23	21	26	37	11	6	11	11	11	11	12	8	1
	113	6	18	21	25	36	4	0	0	0	0	0	1	1	1
	87	5	5	0	1	1	7	6	11	11	11	11	11	7	0
	129.77	136.18	156.22	173.24	154.54	161.7	81	87	76	87	87	87	94.67	98.5	179
	25953	1498	3593	3638	4018	5983	891	522	836	957	957	957	1136	788	179
NETFLIX WINTER CONFERENCE '23															
GROUP CODE: NETFLIXWINTER ARRIVAL DATE: 11-07-2023 RELEASE DATE: 11-07-2023 LOWEST RATE: \$ 169.00 RATE CODE: NEW GROUP RATE STATUS: DEFINITE															
	98	6	18	21	21	32									
	98	6	18	21	21	32									
	0	0	0	0	0	0									
	173.93	177.17	175.44	173.24	173.24	173.38									
	17045	1063	3158	3638	3638	5548									
US ARMY RANGERS															
GROUP CODE: ASAR3393 ARRIVAL DATE: 11-15-2023 RELEASE DATE: 11-15-2023 LOWEST RATE: \$ 100.00 RATE CODE: GROUP INC STATUS: PROSPECT															
	10	5	5												
	0	0	0												
	10	5	5												
	87	87	87												
	870	435	435												
CONGRESSIONAL BUDGET OFFICE															
GROUP CODE: CONGR231119-145204 ARRIVAL DATE: 11-19-2023 RELEASE DATE: 11-19-2023 LOWEST RATE: \$ 100.00 RATE CODE: GROUP INC STATUS: DEFINITE															
	15			0	5	5	5	0							
	12			0	4	4	4	0							
	3			0	1	1	1	0							

PRINT REPORT

11/16/23, 10:59 PM

Group Rooms Report

WEXFORD BAY HOTEL
Group Rooms Report

BLOCKED ROOMS
 PICKED UP ROOMS
 AVAILABLE ROOMS
 DAILY ADR
 DAILY REVENUE

TOTAL RMS	NOVEMBER 2023													
	16	17	18	19	20	21	22	23	24	25	26	27	28	29
<input checked="" type="checkbox"/> 200	11	23	21	26	37	11	6	11	11	11	11	12	6	1
<input checked="" type="checkbox"/> 113	6	18	21	25	36	4	0	0	0	0	0	1	1	1
<input checked="" type="checkbox"/> 87	5	5	0	1	1	7	6	11	11	11	11	11	7	0
<input checked="" type="checkbox"/> 129.77	136.18	156.22	173.24	154.54	161.7	81	87	76	87	87	87	94.67	98.5	179
<input checked="" type="checkbox"/> 25953	1498	3593	3638	4018	5983	891	522	836	957	957	957	1136	788	179

LUXOISE
 GROUP CODE: 20232024 ARRIVAL DATE: 09-01-2023 RELEASE DATE: 09-01-2023 LOWEST RATE: \$ 100.00 RATE CODE: CUSTOM STATUS: CANCEL

<input checked="" type="checkbox"/> 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<input checked="" type="checkbox"/> 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<input checked="" type="checkbox"/> 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<input checked="" type="checkbox"/> 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<input checked="" type="checkbox"/> 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

NETFLIX WINTER CONFERENCE '23
 GROUP CODE: NETFLIXWINTER ARRIVAL DATE: 11-07-2023 RELEASE DATE: 11-07-2023 LOWEST RATE: \$ 169.00 RATE CODE: NEW GROUP RATE STATUS: DEFINITE

<input checked="" type="checkbox"/> 98	6	18	21	21	32									
<input checked="" type="checkbox"/> 98	6	18	21	21	32									
<input checked="" type="checkbox"/> 0	0	0	0	0	0									
<input checked="" type="checkbox"/> 173.93	177.17	175.44	173.24	173.24	173.38									
<input checked="" type="checkbox"/> 17045	1063	3158	3638	3638	5548									

US ARMY RANGERS
 GROUP CODE: ASAR3393 ARRIVAL DATE: 11-15-2023 RELEASE DATE: 11-15-2023 LOWEST RATE: \$ 100.00 RATE CODE: GROUP INC STATUS: PROSPECT

<input checked="" type="checkbox"/> 10	5	5												
<input checked="" type="checkbox"/> 0	0	0												
<input checked="" type="checkbox"/> 10	5	5												
<input checked="" type="checkbox"/> 87	87	87												
<input checked="" type="checkbox"/> 870	435	435												

CSV EXPORT

Group Rooms Report_20231116220007

TOTAL RMS															
TOTAL	2023-11-15	2023-11-17	2023-11-18	2023-11-19	2023-11-20	2023-11-21	2023-11-22	2023-11-23	2023-11-24	2023-11-25	2023-11-26	2023-11-27	2023-11-28	2023-11-29	
BLOCKED ROOMS	200	11	23	21	28	37	11	6	11	11	11	11	12	8	
PICKED UP ROOMS	115	8	18	21	25	36	4	0	0	0	0	0	1	1	
AVAILABLE ROOMS	87	5	5	0	1	1	7	6	11	11	11	11	11	7	
DAILY ADR	129.77	136.18	156.22	173.24	154.84	161.7	81.0	87.0	76.0	87.0	87.0	87.0	94.67	96.5	
DAILY REVENUE	25953.0	1498.0	3593.0	3638.0	4018.0	5893.0	891.0	522.0	836.0	957.0	957.0	957.0	1136.0	788.0	
LUXORSE															
GROUP CODE: 20232024	ARRIVAL DATE: 09-01-2023	RELEASE DATE: 09-01-2023	LOWEST RATE: 100.00	RATE CODE: Custom	STATUS: Cancel										
TOTAL	2023-11-16	2023-11-17	2023-11-18	2023-11-19	2023-11-20	2023-11-21	2023-11-22	2023-11-23	2023-11-24	2023-11-25	2023-11-26	2023-11-27	2023-11-28	2023-11-29	
BLOCKED ROOMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
PICKED UP ROOMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
AVAILABLE ROOMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
DAILY ADR	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
DAILY REVENUE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
NETFLIX WINTER CONFERENCE 23															
GROUP CODE: NETFLIXWINTER	ARRIVAL DATE: 11-07-2023	RELEASE DATE: 11-07-2023	LOWEST RATE: 169.00	RATE CODE: New Group Rate	STATUS: Definite										
TOTAL	2023-11-16	2023-11-17	2023-11-18	2023-11-19	2023-11-20										
BLOCKED ROOMS	98	8	18	21	21	32									
PICKED UP ROOMS	98	8	18	21	21	32									
AVAILABLE ROOMS	0	0	0	0	0	0									
DAILY ADR	173.93	177.17	175.44	173.24	173.24	173.38									
DAILY REVENUE	17045.0	1063.0	3158.0	3638.0	3638.0	5548.0									
US ARMY RANGERS															
GROUP CODE: ASAR3393	ARRIVAL DATE: 11-15-2023	RELEASE DATE: 11-15-2023	LOWEST RATE: 100.00	RATE CODE: Group INC	STATUS: Prospect										
TOTAL	2023-11-16	2023-11-17													
BLOCKED ROOMS	10	5	5												
PICKED UP ROOMS	0	0	0												
AVAILABLE ROOMS	10	5	5												
DAILY ADR	87.0	87.0	87.0												
DAILY REVENUE	870.0	435.0	435.0												
CONGRESSIONAL BUDGET OFFICE															
GROUP CODE: CONGR23119-145204	ARRIVAL DATE: 11-19-2023	RELEASE DATE: 11-19-2023	LOWEST RATE: 100.00	RATE CODE: Group INC	STATUS: Definite										
TOTAL	2023-11-18	2023-11-19	2023-11-20	2023-11-21	2023-11-22										
BLOCKED ROOMS	15	0	5	5	0										
PICKED UP ROOMS	12	0	4	4	4										
AVAILABLE ROOMS	3	0	1	1	1										
DAILY ADR	83.33	0.0	76.0	87.0	87.0										
DAILY REVENUE	1250.0	0.0	380.0	435.0	348.0										

Guest Balance Report

OVERVIEW

The Guest Balance Report provides a detailed overview of all outstanding accounts (guest, group, and house accounts) that have a balance greater than or less than zero. The following reservations are included on the report:

- Non-group reservations with a status of in house, due out, checked out, cancelled, no show
- Group reservations that have open or closed accounts where the group start date is equal to or less than the business date.
- Open or closed non-group house accounts

REPORT FILTERS

GUEST/ACCOUNT

Choose from **Select All**, **Account**, or **Guest**. Default is **Select All**.

SORT BY

Choose from **Name**, **Room No**, or **Balance Amount**.

The screenshot displays the 'New Report' page. At the top, there's a navigation bar with 'REPORTS INBOX' and 'New Report' (Erin Fischer, Tuesday, 23 February 2021). A search bar is labeled 'Search by Report Name'. The main area lists several reports:

- Financial Transactions - Adjustment Report**: All Adjusted Postings and Deleted Charges
- Forecast**: Forecast By Date Range By Date Range
- Forecast Guests & Groups**: Forecast Guests & Groups By Date Range By Date Range
- Group Deposit Report**: Deposit Due / Paid / Past Due by Date & Group
- Group Pick Up Report**: Rooms Picked up by Group By Group
- Group Rooms Report**: Group Rooms Pickup Report
- Guest Balance Report**: Balance for all Outstanding Accounts (highlighted in orange)
- Guest Deposit Report**: Deposit due / paid by date By Date Range
- Guests In House by Nationality**: In House Guests by Nationality By Date Range

On the right, the 'Guest Balance Report' configuration panel is shown:

- GUEST/ACCOUNT**: All Selected
- SORT BY**: Name
- RUN REPORT** button

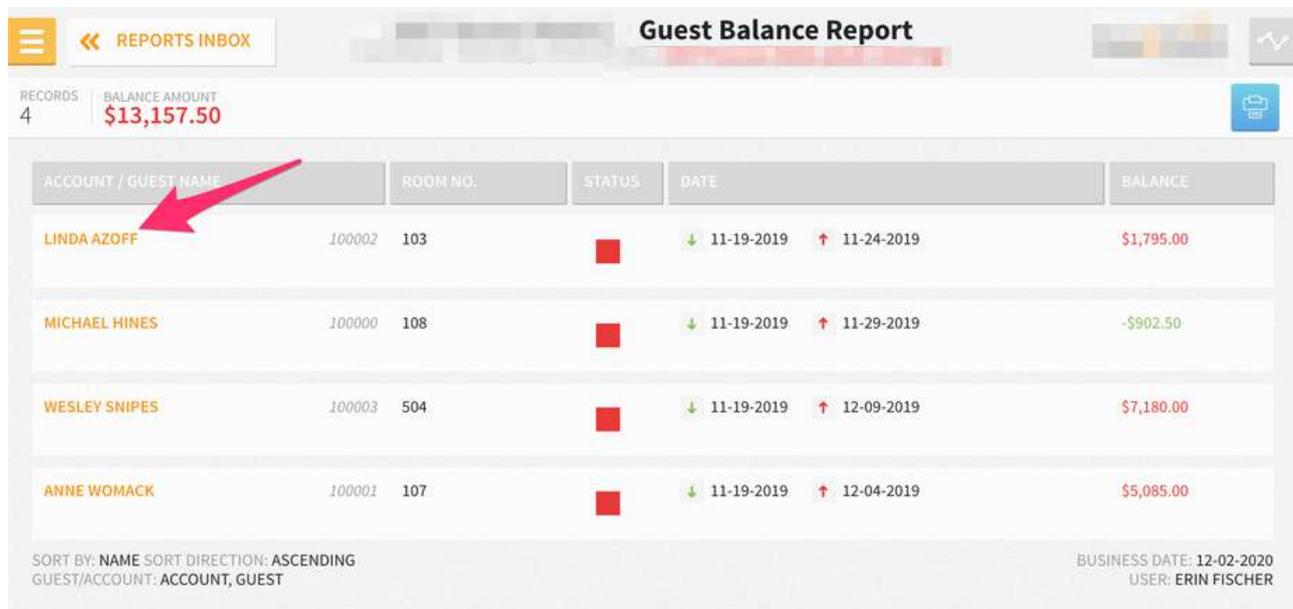
REPORT OUTPUT

The Guest Balance Report can be printed, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **RECORDS:** Number of guest and account records on the report
- **BALANCE AMOUNT:** Total balance amount for all the records on the report
- **ACCOUNT/GUEST NAME:** Account or guest name attached to the reservation
- **ROOM NO.:** Room number assigned to the reservation
- **STATUS:** Reservation or account status (e.g., In House, Due Out, Open, Closed)
- **DATE:** Arrival and departure dates
- **BALANCE:** Balance for the individual guest or account record

REPORTS INBOX

From the **Reports Inbox** version of the report, you can navigate to a stay card or an account from the Guest Balance Report by selecting the hyperlinked stay card/account name.



Guest Balance Report

RECORDS: 4 BALANCE AMOUNT: \$13,157.50

ACCOUNT / GUEST NAME	ROOM NO.	STATUS	DATE	BALANCE
LINDA AZOFF	100002 103	■	↓ 11-19-2019 ↑ 11-24-2019	\$1,795.00
MICHAEL HINES	100000 108	■	↓ 11-19-2019 ↑ 11-29-2019	-\$902.50
WESLEY SNIPES	100003 504	■	↓ 11-19-2019 ↑ 12-09-2019	\$7,180.00
ANNE WOMACK	100001 107	■	↓ 11-19-2019 ↑ 12-04-2019	\$5,085.00

SORT BY: NAME SORT DIRECTION: ASCENDING
GUEST/ACCOUNT: ACCOUNT, GUEST

BUSINESS DATE: 12-02-2020
USER: ERIN FISCHER

The screenshot displays the 'Stay Card' interface for a guest named Linda Azoff. At the top left, there is a navigation menu with a 'REPORTS' button highlighted in orange and a red arrow pointing to it. The guest's name 'Linda Azoff' is prominently displayed. Below the name, the stay dates are shown as 'Tuesday 11-19-2019' to 'Sunday 11-24-2019', with a check-in time of '1:15 AM'. The stay details include '100002' as the stay ID, '1' guest, and '5' nights. A 'GUEST BALANCE' of '\$1,795.00' is shown in a pink box, with a 'BILL & CHARGES' button below it. The main content area shows the 'PAYMENT METHOD' as 'Check Payment', the 'ROOM' as '103 Standard King', and 'RATES & ADD ONS' as '\$359 BAR1'. There are also expandable sections for 'ROOM ATTENDANCE', 'ADDITIONAL DETAILS', 'EXTERNAL REFERENCES', and 'ACTIVITY LOG'. A red text overlay with arrows pointing to the 'REPORTS' button and the 'GUEST BALANCE' area reads: 'You can navigate back to the Guest Balance Report by clicking the REPORTS button'.

PRINT REPORT

Print

Total: 90 sheets of paper

Destination 10.53.1.10

Pages All
 e.g. 1-5, 8, 11-13

Copies

More settings

Print using system dialog... (⌘P)

Open PDF in Preview

Guest Balance Report

ACCOUNT | GUEST | BALANCE

1212 | \$150,359.00

ACCOUNT / GUEST NAME	ROOM NO.	STATUS	DATE	BALANCE
	1001	<input checked="" type="checkbox"/>	8 07-09-2018 8 07-10-2018	\$180.00
WALSH, J	1001	<input checked="" type="checkbox"/>	8 09-03-2018 8 09-03-2018	\$180.00
DEE BARK, J	1001	<input type="checkbox"/>	8 09-08-2017 8 09-09-2017	\$121.00
ASSELING	1001	OPEN		\$300.00
ABC GROUP MEETING	1001	OPEN	8 09-03-2017 8 09-09-2017	\$3,402.00
HELENE AGOSTINI	1001 104	<input type="checkbox"/>	8 12-09-2018 8 12-09-2018	\$120.00
HAVET ADMIROR	1001	<input type="checkbox"/>	8 12-11-2018 8 12-12-2018	\$142.20
HAVET ADMIROR	1001 105	<input type="checkbox"/>	8 09-01-2017 8 09-07-2017	\$107.00
HAVET ADMIROR	1001	<input type="checkbox"/>	8 09-04-2018 8 09-07-2018	\$126.54
HAVET ADMIROR	1001	<input type="checkbox"/>	8 07-01-2018 8 07-03-2018	\$123.96
HAVET ADMIROR	1001	<input type="checkbox"/>	8 09-18-2018 8 09-19-2018	\$146.00
HAVET ADMIROR	1001	<input type="checkbox"/>	8 09-08-2018 8 09-09-2018	\$121.96

LIST BY NAME SORTED BY DATE ACCORDING TO ACCOUNT, GUEST

REPORT DATE: 08-22-2018
 USER: JEN FISCHER

ACCOUNT / GUEST NAME	ROOM NO.	STATUS	DATE	BALANCE
HAVET ADMIROR	1001	<input type="checkbox"/>	8 09-18-2018 8 09-19-2018	\$146.00
HAVET ADMIROR	1001	<input type="checkbox"/>	8 09-08-2018 8 09-09-2018	\$121.96
HAVET ADMIROR	1001	<input type="checkbox"/>	8 07-01-2018 8 07-03-2018	\$123.96
HAVET ADMIROR	1001 104	<input type="checkbox"/>	8 02-17-2018 8 02-18-2018	\$123.96
HAVET ADMIROR	1001	<input type="checkbox"/>	8 09-01-2018 8 09-03-2018	\$121.96
HAVET ADMIROR	1001	<input type="checkbox"/>	8 09-06-2018 8 09-07-2018	\$147.20
HAVET ADMIROR	1001	<input type="checkbox"/>	8 09-01-2018 8 09-01-2018	\$107.00
HAVET ADMIROR	1001	<input type="checkbox"/>	8 09-09-2018 8 09-09-2018	\$126.20



Guest Deposit Report

OVERVIEW

The Guest Deposit Report shows deposit due and deposit paid by date. On the report, you will see multiple entries for the same reservation, meaning each transaction on a reservation will have its own entry.

Example:

- A reservation for John Smith has 2 deposits due: \$100 due 1 week prior to arrival and \$200 due at time of arrival
- You should see 3 entries: 1 for each deposit due and 1 for the payment. The \$100 will show as deposit paid, since the payment has been received.

All payments made to a reservation prior to check-in will appear on the report, regardless of whether they have been made as part of a deposit report, on the deposit/balance screen, or on the Guest Bill. Groups are also included.

REPORT FILTERS

DEPOSIT DUE DATE RANGE (FROM/TO) Select a deposit due date range.

PAID DATE RANGE (FROM/TO) Select a paid date range.

ARRIVAL DATE RANGE (FROM/TO) Select an arrival date range.

OPTION(S) Choose from **Select All, Deposit Due, Deposit Paid, or Deposit Past.**

RESERVATION STATUS Choose from **Select All, Due In, Due Out, Reserved, Checked In, Checked Out, No Show, or Cancel.**

SORT BY Choose from **Reservation Number, Deposit Due Date, or Deposit Paid Date.**

The screenshot displays the 'New Report' configuration screen in the Stayntouch system. The top navigation bar includes a menu icon, 'REPORTS INBOX', the user name 'Erin Fischer', the date 'Friday, 19 February 2021', and the title 'New Report'. A search bar is located below the navigation bar.

The main content area is divided into two columns. The left column lists various report options, each with an icon and a brief description:

- Guest Deposit Report** (Deposit due / paid by date By Date Range)
- Guests In House by Nationality** (In House Guests by Nationality By Date Range)
- In-House Guests** (All In-House Guests)
- Late Check Out** (Number of Late Checkouts by day By Day)
- Login and out Activity** (All user login and logout activity By User)
- Market Segment Statistics Report** (Market Segment Statistics Report By Date By Date)
- Mobile Check In** (Mobile Check In)
- Mobile Check In - Now** (Mobile Check In - Now)
- Occupancy & Revenue Summary** (Occupancy & Revenue Statistics by Day / Date Range by Market By Date Range)

The right column is the configuration panel for the 'Guest Deposit Report'. It includes the following fields:

- DEPOSIT DUE DATE RANGE (FROM)**: 01-01-2021
- DEPOSIT DUE DATE RANGE (TO)**: 02-19-2021
- PAID DATE RANGE (FROM)**: 01-01-2021
- PAID DATE RANGE (TO)**: 02-19-2021
- ARRIVAL DATE RANGE (FROM)**: 01-01-2021
- ARRIVAL DATE RANGE (TO)**: 03-31-2021
- OPTION(S)**: Select Option(s)
- RUN REPORT** button

The screenshot displays the 'New Report' page. At the top, it says 'REPORTS INBOX' and 'New Report' with the user name 'Erin Fischer' and the date 'Friday, 19 February 2021'. A search bar is labeled 'Search by Report Name'. The main area contains a list of reports:

- Guest Deposit Report** (Deposit due / paid by date. By Date Range) - highlighted in orange.
- Guests In House by Nationality** (In House Guests by Nationality By Date Range)
- In-House Guests** (All In-House Guests)
- Late Check Out** (Number of Late Checkouts by day By Day)
- Login and out Activity** (All user login and logout activity By User)
- Market Segment Statistics Report** (Market Segment Statistics Report By Date By Date)
- Mobile Check In** (Mobile Check In)
- Mobile Check In - Now** (Mobile Check In - Now)
- Occupancy & Revenue Summary** (Occupancy & Revenue Statistics by Day / Date Range by Market By Date Range)

On the right side, there are several filter sections:

- PAID DATE RANGE (TO)**: 02-19-2021
- ARRIVAL DATE RANGE (FROM)**: 01-01-2021
- ARRIVAL DATE RANGE (TO)**: 03-31-2021
- OPTION(S)**: Select Option(s)
- RESERVATION STATUS**: All Selected
- SORT BY**: Sort By

A green 'RUN REPORT' button is located at the bottom right of the filter section.

REPORT OUTPUT

The Guest Deposit Report can be printed, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **DUE:** Total amount due for all guest reservations for the selected date range
- **PAID:** Total amount paid for all guest reservations for the selected date range
- **PAST DUE:** Total amount past due for all guest reservations for the selected date range
- **GUEST DETAILS:** Guest name, arrival date and time, and number of nights
- **STATUS:** DUE, PAID, or PAST DUE
- **DUE DATE:** Date the deposit is/was due
- **DUE AMOUNT:** Deposit amount due
- **PAID DATE:** Date deposit was paid
- **PAID AMOUNT:** Amount of the deposit paid

REPORTS INBOX

GUEST DETAILS		STATUS	DUE DATE	DUE AMOUNT	PAID DATE	PAID AMOUNT
KABA, NAYAN	115307	DUE	01-04-2021	\$150.45		\$0.00
↓ 01-04-2021 02:00 PM NIGHTS 1			BALANCE	\$150.45	TOTAL PAID	\$0.00
FETZER, GEORGE	115438	DUE	02-15-2021	\$150.45		\$0.00
↓ 02-16-2021 02:00 PM NIGHTS 1			BALANCE	\$150.45	TOTAL PAID	\$0.00
MANAF, SARAH	115439	DUE	03-01-2021	\$150.45		\$0.00
↓ 03-02-2021 02:00 PM NIGHTS 1			BALANCE	\$150.45	TOTAL PAID	\$0.00
ADHANOM, HAYET	115442	DUE	01-12-2021	\$150.45		\$0.00
↓ 01-12-2021 02:00 PM NIGHTS 1			BALANCE	\$150.45	TOTAL PAID	\$0.00
PIERCE, PAUL	115443	DUE	01-12-2021	\$258.65		\$0.00
↓ 01-12-2021 02:00 PM NIGHTS 1			BALANCE	\$258.65	TOTAL PAID	\$0.00
IBM						
PIERCE, PAUL	115456	DUE	01-13-2021	\$175.45		\$0.00
↓ 01-13-2021 02:00 PM NIGHTS 1			BALANCE	\$175.45	TOTAL PAID	\$0.00
CARRAN, STEVE	115459	DUE	01-14-2021	\$357.28		\$0.00
↓ 01-14-2021 02:00 PM NIGHTS 1			BALANCE	\$357.28	TOTAL PAID	\$0.00
ADKINS, ADELE	115464	DUE	01-18-2021	\$702.28		\$0.00
↓ 01-18-2021 02:00 PM NIGHTS 1			BALANCE	\$702.28	TOTAL PAID	\$0.00
KLIJNSMA, LAURELINE	115623	DUE	01-27-2021	\$717.28		\$0.00
↓ 01-27-2021 02:00 PM NIGHTS 1			BALANCE	\$717.28	TOTAL PAID	\$0.00

PRINT REPORT

Guest Deposit Report By Date Range

TYPE: \$3,996.80 PAID: \$0.00 POST PAID: \$0.00

GUEST DETAILS	STATUS	DUE DATE	DUE AMOUNT	PAID DATE	PAID AMOUNT
KABA, NAYAN 01-04-2021 02:00 PM NIGHTS 1	115307 DUE	01-04-2021	\$130.45		\$0.00
		BALANCE	\$150.45	TOTAL PAID	\$0.00
FETZER, GEORGE 02-16-2021 02:00 PM NIGHTS 1	115438 DUE	02-16-2021	\$130.45		\$0.00
		BALANCE	\$150.45	TOTAL PAID	\$0.00
MANAF, SARAH 03-02-2021 02:00 PM NIGHTS 1	115428 DUE	03-01-2021	\$150.45		\$0.00
		BALANCE	\$150.45	TOTAL PAID	\$0.00
ADHANOM, HAYET 03-12-2021 02:00 PM NIGHTS 1	115442 DUE	01-12-2021	\$130.45		\$0.00
		BALANCE	\$150.45	TOTAL PAID	\$0.00
PIERCE, PAUL 01-12-2021 02:00 PM NIGHTS 1	115443 DUE	01-12-2021	\$258.65		\$0.00
		BALANCE	\$258.65	TOTAL PAID	\$0.00
PIERCE, PAUL 01-13-2021 02:00 PM NIGHTS 1	115434 DUE	01-13-2021	\$175.45		\$0.00
		BALANCE	\$175.45	TOTAL PAID	\$0.00
CARRAN, STEVE 01-14-2021 02:00 PM NIGHTS 1	115438 DUE	01-14-2021	\$357.38		\$0.00
		BALANCE	\$357.28	TOTAL PAID	\$0.00
ADKINS, ADELE 01-18-2021 02:00 PM NIGHTS 1	115464 DUE	01-18-2021	\$702.28		\$0.00
		BALANCE	\$702.28	TOTAL PAID	\$0.00

RESERVATION STATUS: ALL RESERVATION STATUS
 ARRIVAL DATES: FROM 01-01-2021 TO 03-31-2021
 DEPOSIT DUE DATES: FROM 03-01-2021 TO 02-19-2021
 PAID DATES: FROM 01-01-2021 TO 02-19-2021
 SORT BY: RESERVATION NUMBER (SORT DESC), then ASCENDING
 OPTIONS: DEPOSIT BAL, DEPOSIT PAID, DEPOSIT PAST
 BUSINESS DATE: 02-19-2021
 USER: ERIN FISCHER

GUEST DETAILS	STATUS	DUE DATE	DUE AMOUNT	PAID DATE	PAID AMOUNT
PIERCE, PAUL 01-27-2021 02:00 PM NIGHTS 1	115524 DUE	02-04-2021	\$717.28		\$0.00
		BALANCE	\$717.28	TOTAL PAID	\$0.00
PIERCE, PAUL 02-04-2021 02:00 PM NIGHTS 1	115444 DUE	02-01-2021	\$348.53		\$0.00
		BALANCE	\$348.53	TOTAL PAID	\$0.00

Print 2 pages

Destination: Save as PDF

Pages: All

Pages per sheet: 1

Margins: Default

Options: Headers and footers
 Background graphics

Print using system dialogue... (⌘%P)

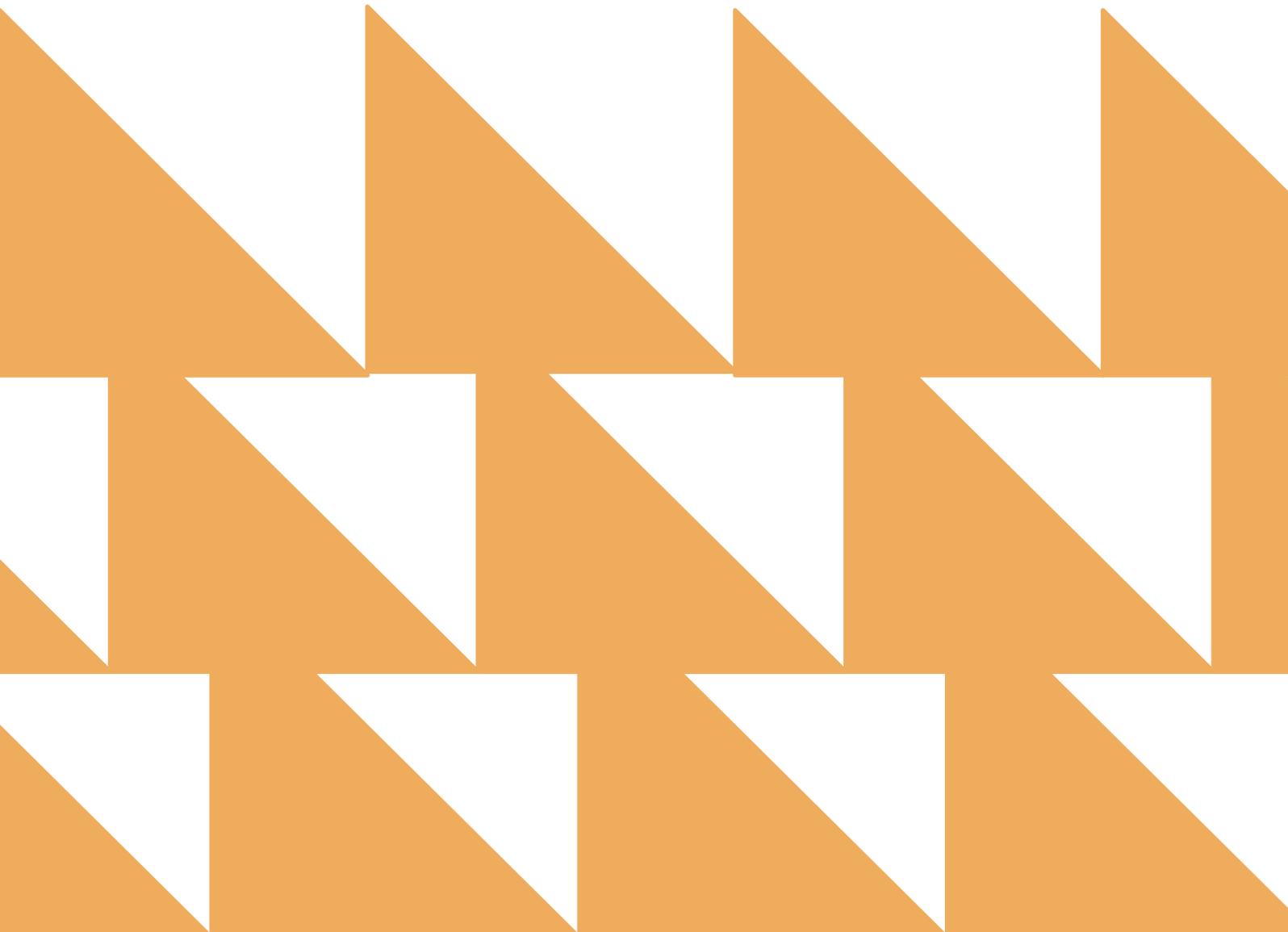
Open PDF in Preview

Cancel
Save

Guests In House by Nationality Report

OVERVIEW

The Guest In House by Nationality Report provides a count of in house reservations by nationality.



REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range. Default is the past week up to the current date.

COUNTRY

Choose from **SELECT ALL** or individual countries.

The screenshot displays the 'Stayntouch Inn New Report' interface. At the top, there is a navigation bar with a menu icon, 'REPORTS INBOX', the user name 'Erin Fischer', the date 'Monday, 27 November 2023', and the 'stayntouch' logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists several reports, each with an icon and a title: 'Guests In House by Nationality' (highlighted in orange), 'In-House Guests', 'Late Check Out', 'Login and out Activity', 'Market Segment Statistics Report', 'Mobile Check In', 'Mobile Check In - Now', 'Occupancy & Revenue Summary', 'Rate & Restrictions', 'Rate Adjustment Report', and 'Reservations By User'. Each report has a right-pointing arrow. The right column is a configuration panel for the selected report, 'Guests In House by Nationality'. It includes a 'CONFIGURE REPORT' section with 'DATE RANGE (FROM)' set to '11-01-2023' and 'DATE RANGE (TO)' set to '11-27-2023'. Below this is a 'COUNTRY' dropdown menu currently set to 'All Selected'. At the bottom of the configuration panel is a green 'RUN REPORT' button.

REPORT OUTPUT

The Guests In House by Nationality Report can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **COUNTRY CODE:** Code used to identify the country
- **COUNTRY DESCRIPTION:** Country name
- **ARRIVAL GUESTS:** Number of arrival guests from the country
- **ROOM NIGHTS:** Number of room nights for the country
- **STAYOVER GUESTS:** Number of stayover guests from the country

REPORTS INBOX

COUNTRY CODE	COUNTRY DESCRIPTION	ARRIVAL GUESTS	ROOM NIGHTS	STAYOVER GUESTS
UNDEFINED	UNDEFINED	4	4	0
US	UNITED STATES	1	20	35
TOTAL		5	24	35

DATE RANGE - FROM: 11-01-2023 TO: 11-27-2023
BUSINESS DATE: 11-27-2023
USER: ERIN FISCHER

PRINT REPORT

11/27/23, 7:24 PM

Guests In House by Nationality By Date Range

stayntouch
Stayntouch Inn

Guests In House by Nationality By Date Range

COUNTRY CODE	COUNTRY DESCRIPTION	ARRIVAL GUESTS	ROOM NIGHTS	STAYOVER GUESTS
UNDEFINED	UNDEFINED	4	4	0
US	UNITED STATES	1	20	35
TOTAL		5	24	35

DATE RANGE - FROM: 11-01-2023 TO: 11-27-2023

BUSINESS DATE: 11-27-2023
USER: ERIN FISCHER

CSV EXPORT

Country Code	Country Description	Arrival Guests	Room Nights	Stayover Guests
Undefined	Undefined	4	4	0
US	United States	1	20	35
Total		5	24	35

In-House Guests Report

OVERVIEW

The In-House Guests Report provides a list of in house guests for the selected date.

REPORT FILTERS

DATE Select a date.

OPTION(S) Choose from **SELECT ALL** or other individual options.

COMPANY/TA/GROUP Search by a **Company**, **Travel Agent**, or **Group**.

SORT BY Choose from **Room**, **Name**, **Company**, **Room Type**, and **Rate Code**.

The screenshot displays the 'Wexford Bay Hotel New Report' interface. At the top, there is a navigation bar with a menu icon, 'REPORTS INBOX', the hotel name 'Wexford Bay Hotel', the user name 'Erin Fischer', the date 'Thursday, 29 July 2021', and the hotel logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists several reports with icons and brief descriptions: 'Group Deposit Report' (Deposit Due / Paid / Past Due by Date & Group), 'Group Pick Up Report' (Rooms Picked up by Group By Group), 'Group Rooms Report' (Group Rooms Pickup Report), 'Guest Balance Report' (Balance for all Outstanding Accounts), 'Guest Deposit Report' (Deposit due / paid by date By Date Range), 'Guests In House by Nationality' (In House Guests by Nationality By Date Range), 'In-House Guests' (All In-House Guests), 'Late Check Out' (Number of Late Checkouts by day By Day), and 'Login and out Activity' (All user login and logout activity By User). The right column is titled 'In-House Guests CONFIGURE REPORT' and contains several filter sections: 'DATE' with a date picker set to '07-29-2021', 'OPTION(S)' with a dropdown menu set to 'Include Due out', 'COMPANY/TA/GROUP' with a search bar labeled 'Search by Company/TA/Gr', and 'SORT BY' with a dropdown menu set to 'Name'. At the bottom right of the right column is a green 'RUN REPORT' button.

REPORT OUTPUT

The In-House Guests Report can be printed, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **Room:** Room number and room status
- **Guest:** Guest details
- **Arrival:** Arrival date/time
- **Departure:** Departure date/time
- **Tonight's Rate:** Rate paid by guest
- **Balance:** Guest balance

REPORTS INBOX

Wexford Bay Hotel Reports Inbox

Erin Fischer Thursday, 29 July 2021

WEXFORD BAY HOTEL

REPORT REQUESTED Today(07-29-2021)

+ NEW REPORT

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
In-House Guests	07-29-2021	07-29-2021	» ✕ 🖨️

Wexford Bay Hotel In-House Guests

Erin Fischer Thursday, 29 July 2021

WEXFORD BAY HOTEL

TOTAL ROOMS: 5

TOTAL ADULTS / CHILDREN: 5 / 0

TOTAL BALANCE: \$11,226.75

Room	Guest	Arrival	Departure	Tonight's Rate	Balance
606 DUE OUT	Carran, Steve 117155 • 1 Adult(s) • 0 Children	↓ 07-28-2021 01:55 PM	↑ 07-29-2021 11:00 AM 1N	KING DELUXE BAR / \$185.00	\$312.75
706 IN HOUSE	Heraldson, Trevor 116834 • 1 Adult(s) • 0 Children	↓ 06-22-2021 12:39 AM	↑ 08-21-2021 11:00 AM 60N	SELECT QUEEN BAR / \$150.00	\$10,469.00
313 IN HOUSE	Klijnsma, Laureline 117153 • 1 Adult(s) • 0 Children	↓ 07-28-2021 05:48 AM	↑ 07-30-2021 11:00 AM 2N	SELECT QUEEN BAR / \$180.00	\$445.00
1034 IN HOUSE	Klijnsma, Laureline 117159 • 1 Adult(s) • 0 Children	↓ 07-29-2021 05:32 AM	↑ 07-30-2021 11:00 AM 1N	PREMIUM QUEEN BAR II / \$329.00	\$0.00
				Cleaning Fee • \$79.00	
704 IN HOUSE	Klijnsma, Laureline 117165 • 1 Adult(s) • 0 Children	↓ 07-29-2021 07:28 AM	↑ 07-30-2021 11:00 AM 1N	EXECUTIVE 2 QUEEN BED BAR II / \$329.00	\$0.00
				Cleaning Fee • \$79.00	

SINGLE DATE: 07-29-2021
 SORT BY: NAME SORT DIRECTION: ASCENDING
 OPTIONS: INCLUDE DUE OUT

BUSINESS DATE: 07-29-2021
 USER: ERIN FISCHER

PRINT REPORT

In-House Guests

ROOM	GUEST	ARRIVAL	DEPARTURE	TONIGHT'S RATE	BALANCE
606 DUE OUT	130 Carran, Steve 117135 • 1 ADULT(S) • 0 CHILDREN	07-29-2021 02:55 PM	07-29-2021 11:00 AM	KING DELUXE BAR / \$185.00	\$112.75
706 IN HOUSE	Heraldson, Trevor 118834 • 1 ADULT(S) • 0 CHILDREN	06-23-2021 12:39 AM	09-21-2021 12:00 AM	SELECT QUEEN BAR / \$200.00	\$10,469.00
313 IN HOUSE	65 Klijnsma, Laureline 117157 • 1 ADULT(S) • 0 CHILDREN	07-28-2021 05:48 AM	07-30-2021 11:00 AM	SELECT QUEEN BAR / \$180.00	\$445.00
1034 IN HOUSE	65 Klijnsma, Laureline 117139 • 1 ADULT(S) • 0 CHILDREN	07-29-2021 05:32 AM	07-30-2021 11:00 AM	PREMIUM QUEEN BAR R / \$129.00	\$6.00
				CLEANING FEE - \$75.00	
704 IN HOUSE	65 Klijnsma, Laureline 117165 • 1 ADULT(S) • 0 CHILDREN	07-29-2021 07:29 AM	07-30-2021 11:00 AM	EXECUTIVE 2 QUEEN BED BAR R / \$29.00	\$6.00
				CLEANING FEE - \$75.00	

SINGLE DATE: 07-29-2021
 SORT BY: NAME SORT DIRECTION: ASCENDING
 OPTIONS: INCLUDE DUE OUT

BUSINESS DATE: 07-29-2021
USER: ERIN FISCHER

Print 1 page

Destination Save as PDF

Pages All

Pages per sheet 1

Margins Default

Options

- Headers and footers
- Background graphics

Print using system dialogue... (⌘P) ☑

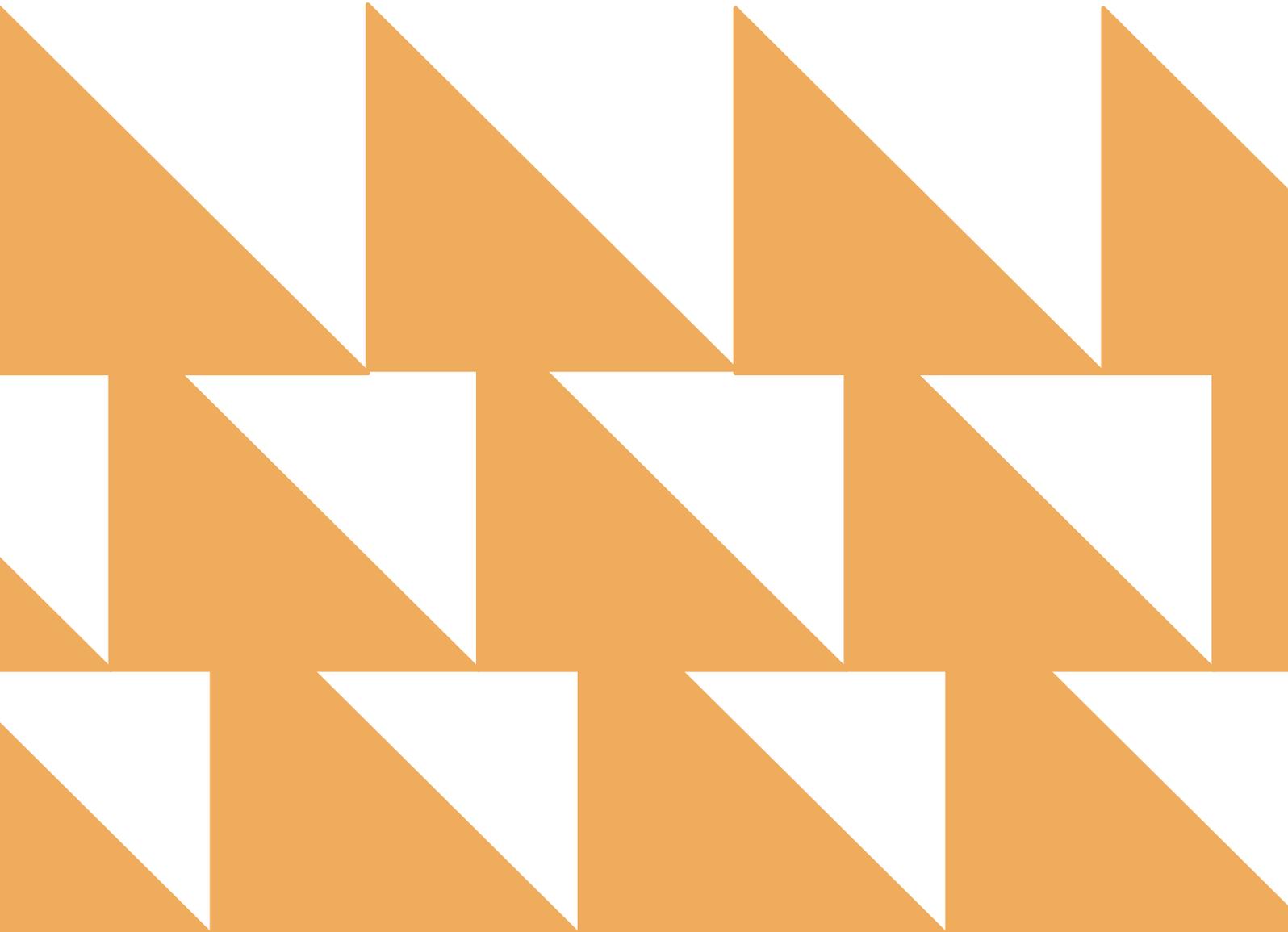
Open PDF in Preview ☑

Cancel
Save

Late Check-Out Report

OVERVIEW

The Late Check-Out Report provides a list of reservations that have purchased a late check-out upsell add-on.



REPORT FILTERS

**DATE RANGE
(FROM/TO)**

Select a date range.

SORT BY

Select **Date**.

The screenshot displays the 'Stayntouch Inn New Report' interface. At the top, there is a navigation bar with a menu icon, a 'REPORTS INBOX' button, the user name 'Erin Fischer', the date 'Monday, 27 November 2023', and the 'stayntouch' logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column contains a list of reports, each with an icon, a title, a subtitle, and a right-pointing arrow. The right column is a configuration panel for the 'Late Check Out' report, which is currently selected. This panel includes fields for 'DATE RANGE (FROM)' (11-01-2023) and 'DATE RANGE (TO)' (11-27-2023), a 'SORT BY' dropdown menu set to 'Date', and a green 'RUN REPORT' button at the bottom.

REPORTS LIST:

- Late Check Out**
Number of Late Checkouts by day By Day
- Login and out Activity**
All user login and logout activity By User
- Market Segment Statistics Report**
Market Segment Statistics Report By Date By Date
- Mobile Check In**
Mobile Check In
- Mobile Check In - Now**
Mobile Check In - Now
- Occupancy & Revenue Summary**
Occupancy & Revenue Statistics by Day / Date Range by Market By Date Range
- Rate & Restrictions**
- Rate Adjustment Report**
Rate Adjustment by user / date range By User / Date Range
- Reservations By User**
User created Reservations by Date / by User Name By Date Range
- Room Upsell**
Room Upsell
- Rooms OOO/OOS**
Out of Order / Out of Service Rooms by Date Range

CONFIGURE REPORT (Late Check Out):

- DATE RANGE (FROM): 11-01-2023
- DATE RANGE (TO): 11-27-2023
- SORT BY: Date
- RUN REPORT**

REPORT OUTPUT

The Late Check-Out Report can be printed, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **LATE CHECK-OUT ROOMS:** Number of late check-out rooms
- **LATE CHECK-OUT REVENUE:** Total late check-out revenue
- **DATE:** Date late check-out occurred
- **GUEST:** Guest that purchased late check-out
- **LATE CHECK-OUT TIME:** Late check-out time selected
- **LATE CHECK-OUT CHARGE:** Charge incurred for late check-out

REPORTS INBOX

PRINT REPORT

Log In and Out Activity Report

OVERVIEW

The Log In and Out Activity Report provides a record of users who logged into and out of Stayntouch Cloud PMS, Stayntouch Guest Kiosk, and Stayntouch Guest Mobility.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range.

EMPLOYEES

Choose from **SELECT ALL** or individual employees.

OPTION(S)

Choose from **SELECT ALL**, **ROVER**, **ZEST**, and/or **ZEST WEB**.

SORT BY

Choose from **DATE & TIME** or **USER**.

The screenshot displays the 'Stayntouch Inn New Report' interface. At the top, there is a navigation bar with a menu icon, 'REPORTS INBOX', the user name 'Erin Fischer', the date 'Monday, 27 November 2023', and the 'stayntouch' logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists various reports, each with an icon, title, subtitle, and a right-pointing arrow. The right column is a configuration panel for the 'Login and out Activity' report, titled 'CONFIGURE REPORT'. This panel includes dropdown menus for 'DATE RANGE (FROM)', 'DATE RANGE (TO)', 'EMPLOYEES', 'OPTION(S)', and 'SORT BY'. A green 'RUN REPORT' button is located at the bottom right of the configuration panel.

Report Name	Subtitle	Action
Login and out Activity	All user login and logout activity By User	»
Market Segment Statistics Report	Market Segment Statistics Report By Date By Date	»
Mobile Check In	Mobile Check In	»
Mobile Check In - Now	Mobile Check In - Now	»
Occupancy & Revenue Summary	Occupancy & Revenue Statistics by Day / Date Range by Market By Date Range	»
Rate & Restrictions		»
Rate Adjustment Report	Rate Adjustment by user / date range By User / Date Range	»
Reservations By User	User created Reservations by Date / by User Name By Date Range	»
Room Upsell	Room Upsell	»
Rooms OOO/OOS	Out of Order / Out of Service Rooms by Date Range	»
Rooms Queued	Count of all rooms queued from Rover By Date Range	»

CONFIGURE REPORT

DATE RANGE (FROM): 11-01-2023

DATE RANGE (TO): 11-27-2023

EMPLOYEES: All Selected

OPTION(S): All Selected

SORT BY: Date & Time

RUN REPORT

REPORT OUTPUT

The Log In and Out Report can be printed, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **Date & Time:** Date and time logged in
- **Type:** Login type (i.e., **INVALID LOGIN** or **LOGIN**)
- **Username:** User who logged in
- **Application:** Application used to log in (i.e., Rover, Zest, or Zest Web)
- **IP:** IP address of user that logged in

REPORTS INBOX

Date & Time	Type	Username	Application	Ip
11-02-2023, 10:42 AM	LOGIN	Julia Josephson	ROVER	71.184.158.192
11-07-2023, 01:36 AM	LOGIN	Victor Azul	ROVER	172.14.177.221
11-07-2023, 01:39 AM	LOGIN	Victor Azul	ROVER	172.14.177.221
11-07-2023, 01:45 AM	LOGOUT	Victor Azul	ROVER	172.14.177.221
11-08-2023, 03:17 PM	LOGIN	Julia Josephson	ROVER	96.246.148.20
11-08-2023, 03:18 PM	LOGOUT	Julia Josephson	ROVER	96.246.148.20
11-08-2023, 03:18 PM	LOGIN	Julia Josephson	ROVER	96.246.148.20
11-08-2023, 03:30 PM	LOGOUT	Julia Josephson	ROVER	96.246.148.20
11-13-2023, 05:59 AM	INVALID LOGIN	Britt de Roij	ROVER	86.87.181.152
11-13-2023, 09:59 AM	LOGIN	Julia Josephson	ROVER	108.20.121.76
11-13-2023, 10:02 AM	LOGOUT	Julia Josephson	ROVER	108.20.121.76
11-14-2023, 09:35 AM	LOGIN	Julia Josephson	ROVER	108.20.121.76
11-14-2023, 02:02 PM	LOGOUT	Julia Josephson	ROVER	108.20.121.76
11-15-2023, 09:39 AM	LOGIN	Julia Josephson	ROVER	108.20.121.76
11-15-2023, 01:13 PM	LOGOUT	Julia Josephson	ROVER	108.20.121.76
11-16-2023, 10:59 AM	LOGIN	Julia Josephson	ROVER	108.20.121.76
11-16-2023, 12:36 PM	LOGIN	Julia Josephson	ROVER	108.20.121.76
11-16-2023, 01:21 PM	LOGOUT	Julia Josephson	ROVER	108.20.121.76

PRINT REPORT

11/27/23, 7:34 PM

Login and out Activity By User

stayntouch
Stayntouch Inn

Login and out Activity By User

DATE & TIME	TYPE	USERNAME	APPLICATION	IP
11-02-2023, 10:42 AM	LOGIN	JULIA JOSEPHSON	ROVER	71.184.158.192
11-07-2023, 01:36 AM	LOGIN	VICTOR AZUL	ROVER	172.14.177.221
11-07-2023, 01:39 AM	LOGIN	VICTOR AZUL	ROVER	172.14.177.221
11-07-2023, 01:45 AM	LOGOUT	VICTOR AZUL	ROVER	172.14.177.221
11-08-2023, 03:17 PM	LOGIN	JULIA JOSEPHSON	ROVER	96.246.148.20
11-08-2023, 03:18 PM	LOGOUT	JULIA JOSEPHSON	ROVER	96.246.148.20
11-08-2023, 03:18 PM	LOGIN	JULIA JOSEPHSON	ROVER	96.246.148.20
11-08-2023, 03:30 PM	LOGOUT	JULIA JOSEPHSON	ROVER	96.246.148.20
11-13-2023, 05:59 AM	INVALID LOGIN	BRITT DE ROIJ	ROVER	86.87.181.152
11-13-2023, 09:59 AM	LOGIN	JULIA JOSEPHSON	ROVER	108.20.121.76
11-13-2023, 10:02 AM	LOGOUT	JULIA JOSEPHSON	ROVER	108.20.121.76
11-14-2023, 09:35 AM	LOGIN	JULIA JOSEPHSON	ROVER	108.20.121.76
11-14-2023, 02:02 PM	LOGOUT	JULIA JOSEPHSON	ROVER	108.20.121.76
11-15-2023, 09:39 AM	LOGIN	JULIA JOSEPHSON	ROVER	108.20.121.76
11-15-2023, 01:13 PM	LOGOUT	JULIA JOSEPHSON	ROVER	108.20.121.76
11-16-2023, 10:59 AM	LOGIN	JULIA JOSEPHSON	ROVER	108.20.121.76
11-16-2023, 12:36 PM	LOGIN	JULIA JOSEPHSON	ROVER	108.20.121.76
11-16-2023, 01:21 PM	LOGOUT	JULIA JOSEPHSON	ROVER	108.20.121.76
11-17-2023, 11:13 AM	LOGIN	JULIA JOSEPHSON	ROVER	108.20.121.76
11-21-2023, 10:40 AM	LOGIN	VICTOR TEST	WEB	172.14.177.221
11-21-2023, 02:42 PM	LOGIN	JULIA JOSEPHSON	ROVER	108.20.121.76
11-21-2023, 02:45 PM	LOGIN	JULIA JOSEPHSON	ROVER	108.20.121.76
11-21-2023, 04:02 PM	LOGIN	JULIA JOSEPHSON	ROVER	108.20.121.76
11-21-2023, 04:06 PM	LOGOUT	JULIA JOSEPHSON	ROVER	108.20.121.76

DATE RANGE - FROM: 11-01-2023 TO: 11-27-2023
 USERS: ALL USERS
 SORT BY: DATE & TIME SORT DIRECTION: ASCENDING
 OPTIONS: ROVER, ZEST, ZEST WEB

BUSINESS DATE: 11-27-2023
 USER: ERIN FISCHER

Market Segment Statistics Report

OVERVIEW

The Market Segment Statistics Report provides the productivity/statistics of various market segments and other demographics.

REPORT FILTERS

DATE

Select a date.

OPTION(S)

Choose from **SELECT ALL**, **INCLUDE CANCELLED**, **INCLUDE NO SHOW**, and/or **INCLUDE TAX**. Please note, when you don't select **INCLUDE CANCELLED**, it does still include cancelled and no show revenue—just not room nights.

DISPLAY(S)

Choose from **SELECT ALL**, **INCLUDE MARKET**, **INCLUDE ORIGIN**, **INCLUDE SEGMENT**, and/or **INCLUDE SOURCE**.

The screenshot displays the 'Wexford Bay Hotel New Report' interface. At the top, it shows the user 'Erin Fischer' on 'Tuesday, 28 November 2023'. A search bar is labeled 'Search by Report Name'. A list of reports is shown on the left, with 'Market Segment Statistics Report' highlighted in orange. The right-hand panel is titled 'Market Segment Statistics Report' and includes a 'CONFIGURE REPORT' section. This section contains three filter categories: 'DATE' (set to '11-15-2023'), 'OPTION(S)' (set to 'All Selected'), and 'DISPLAY(S)' (set to 'All Selected'). A green 'RUN REPORT' button is located at the bottom right of the configuration panel.

NOTE:

- **Arrivals** are reservations with an arrival date in the specified month.
- **Bookings** are reservations where the stay dates are any date in the specified month.

REPORT OUTPUT

The Market Segment Statistics Report can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **MARKET**
 - **RETAIL**
 - **ROOM REVENUE/OTHER REVENUE**
 - TODAY
 - MTD
 - YTD
 - **BOOKINGS/ALOS**
 - TODAY
 - MTD
 - YTD
 - **ROOM NIGHTS**
 - TODAY
 - MTD
 - YTD
 - **ADR**
 - TODAY
 - MTD
 - YTD
 - **%**
 - TODAY
 - MTD
 - YTD
 - **DISCOUNT - QUALIFIED**
 - **ROOM REVENUE/OTHER REVENUE**
 - TODAY
 - MTD
 - YTD
 - **BOOKINGS/ALOS**
 - TODAY
 - MTD
 - YTD
 - **ROOM NIGHTS**
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 - MTD
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 - **ADR**
 - TODAY
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 - **%**
 - TODAY
 - MTD
 - YTD
 - **DISCOUNT - NON QUALIFIED**
 - **ROOM REVENUE/OTHER REVENUE**
 - TODAY
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- YTD
- BOOKINGS/ALOS
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- ROOM NIGHTS
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- **SEGMENT**
 - **GROUP TOUR**
 - **ROOM REVENUE/OTHER REVENUE**
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 - **ROOM NIGHTS**
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 - YTD
 - **GROUP CONVENTION**
 - **ROOM REVENUE/OTHER REVENUE**
 - TODAY
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 - YTD
 - **BOOKINGS/ALOS**
 - TODAY
 - MTD
 - YTD
 - **ROOM NIGHTS**
 - TODAY
 - MTD
 - YTD
 - **ADR**
 - TODAY
 - MTD
 - YTD
 - **%**
 - TODAY
 - MTD
 - YTD
 - **GROUP WEDDINGS**
 - **ROOM REVENUE/OTHER REVENUE**
 - TODAY
 - MTD
 - YTD
 - **BOOKINGS/ALOS**
 - TODAY
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- ROOM NIGHTS
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- TEST
 - ROOM REVENUE/OTHER REVENUE
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 - BOOKINGS/ALOS
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- UNDEFINED
 - ROOM REVENUE/OTHER REVENUE
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REPORTS INBOX

Wexford Bay Hotel Reports Inbox

Erin Fischer Tuesday, 28 November 2023

WEXFORD BAY

REPORT REQUESTED Today(11-28-2023)

+ NEW REPORT

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Market Segment Statistics Report <small>Today at 05:54 AM</small>	11-15-2023	11-15-2023	

Wexford Bay Hotel Market Segment Statistics Report By Date

Erin Fischer Tuesday, 28 November 2023

WEXFORD BAY

TOTAL REVENUE FOR TODAY 3972.19	TOTAL REVENUE FOR MTD 72203.62	TOTAL REVENUE FOR YTD 2905778.69	
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11-15-2023	ROOM REVENUE OTHER REVENUE			BOOKINGS ALOS			ROOM NIGHTS			ADR			%		
	TODAY	MTD	YTD	TODAY	MTD	YTD	TODAY	MTD	YTD	TODAY	MTD	YTD	TODAY	MTD	YTD
MARKET															
TRANSIENT	\$ 765.13	\$ 13,371.12	\$ 314,230.99	6	39	728	6	81	1461	\$ 127.52	\$ 165.08	\$ 215.08	6.00%	5.40%	4.58%
GROUP	\$ 0.00	\$ 72.42	\$ 14,437.82	0	1	39	0	3	120	\$ 0.00	\$ 24.14	\$ 120.32	0.00%	0.20%	0.38%
THIRD PARTY	\$ 0.00	\$ 0.00	\$ 7,289.10	0	0	13	0	0	50	\$ 0.00	\$ 0.00	\$ 145.78	0.00%	0.00%	0.16%
CONSORTIA (11183)	\$ 0.00	\$ 937.20	\$ 2,061.27	0	4	11	0	16	27	\$ 0.00	\$ 58.58	\$ 76.34	0.00%	1.07%	0.08%
DISCOUNT (11186)	\$ 0.00	\$ 0.00	\$ 36,583.41	0	0	44	0	0	203	\$ 0.00	\$ 0.00	\$ 180.21	0.00%	0.00%	0.64%
FUNERAL (12191)	\$ 0.00	\$ 0.00	\$ 0.00	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	0.00%	0.00%
LONG TERM (11346)	\$ 135.00	\$ 1,667.00	\$ 58,627.34	1	1	5	1	15	176	\$ 135.00	\$ 111.13	\$ 333.11	1.00%	1.00%	0.55%
MEETING ROOM (11691)	\$ 0.00	\$ 0.00	\$ 0.00	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	0.00%	0.00%
NEGOTIATED RATE (11184)	\$ 0.00	\$ 0.00	\$ 3,877.69	0	0	13	0	0	41	\$ 0.00	\$ 0.00	\$ 94.58	0.00%	0.00%	0.13%
NON-OPAQUE (11379)	\$ 0.00	\$ 0.00	\$ 8,256.00	0	0	25	0	0	51	\$ 0.00	\$ 0.00	\$ 161.88	0.00%	0.00%	0.16%
OPAQUE (11378)	\$ 0.00	\$ 0.00	\$ 0.00	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	0.00%	0.00%
RACK (11231)	\$ 100.00	\$ 2,590.00	\$ 68,948.63	2	4	157	2	22	431	\$ 50.00	\$ 117.73	\$ 159.97	2.00%	1.47%	1.35%
WHOLESALE (11187)	\$ 0.00	\$ 0.00	\$ 0.00	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	0.00%	0.00%
RETAIL TRANISENT	\$ 222.59	\$ 7,450.12	\$ 235,214.97	2	21	486	2	43	981	\$ 111.30	\$ 173.26	\$ 239.77	2.00%	2.87%	3.08%
KATHLEEN	\$ 0.00	\$ 0.00	\$ 424.94	0	0	2	0	0	2	\$ 0.00	\$ 0.00	\$ 212.47	0.00%	0.00%	0.01%
UNDEFINED	\$ 2,622.07	\$ 42,027.85	\$ 1,756,660.02	9	80	2106	9	242	9385	\$ 291.34	\$ 173.67	\$ 187.18	9.00%	16.13%	29.42%
SOURCE															
CALL-IN	\$ 0.00	\$ 0.00	\$ 5,248.18	0	0	26	0	0	63	\$ 0.00	\$ 0.00	\$ 83.30	0.00%	0.00%	0.20%
WALK-IN	\$ 0.00	\$ 0.00	\$ 99.00	0	0	1	0	0	1	\$ 0.00	\$ 0.00	\$ 99.00	0.00%	0.00%	0.00%
ONLINE	\$ 357.59	\$ 14,336.71	\$ 525,739.67	3	37	1032	3	85	2184	\$ 119.20	\$ 168.67	\$ 240.72	3.00%	5.67%	6.85%

Showing 1-25 of 56 items < PREVIOUS NEXT >

PRINT REPORT

11/28/23, 11:57 AM		Market Segment Statistics Report By Date														
		Wexford Bay Hotel														
Market Segment Statistics Report By Date																
TOTAL REVENUE FOR TODAY		TOTAL REVENUE FOR MTD			TOTAL REVENUE FOR YTD											
3972.19		72203.62			2905778.69											
11-15-2023																
MARKET	ROOM REVENUE			BOOKINGS			ROOM NIGHTS			ADR			%			
	TODAY	MTD	YTD	TODAY	MTD	YTD	TODAY	MTD	YTD	TODAY	MTD	YTD	TODAY	MTD	YTD	
TRANSIENT	\$ 765.13	\$ 13,371.12	\$ 314,230.99	6	39	728	6	81	1461	\$ 127.52	\$ 165.08	\$ 215.08	6.00%	5.40%	4.58%	
GROUP	\$ 0.00	\$ 72.42	\$ 14,437.82	0	1	39	0	3	120	\$ 0.00	\$ 24.14	\$ 120.32	0.00%	0.20%	0.38%	
THIRD PARTY	\$ 0.00	\$ 0.00	\$ 7,289.10	0	0	13	0	0	50	\$ 0.00	\$ 0.00	\$ 145.78	0.00%	0.00%	0.16%	
CONSORTIA (11183)	\$ 0.00	\$ 937.20	\$ 2,061.27	0	4	11	0	16	27	\$ 0.00	\$ 58.58	\$ 76.34	0.00%	1.07%	0.08%	
DISCOUNT (11186)	\$ 0.00	\$ 0.00	\$ 36,583.41	0	0	44	0	0	203	\$ 0.00	\$ 0.00	\$ 180.21	0.00%	0.00%	0.64%	
FUNERAL (12191)	\$ 0.00	\$ 0.00	\$ 0.00	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	0.00%	0.00%	
LONG TERM (11346)	\$ 135.00	\$ 1,667.00	\$ 58,627.34	1	1	5	1	15	176	\$ 135.00	\$ 111.13	\$ 333.11	1.00%	1.00%	0.55%	
MEETING ROOM (11691)	\$ 0.00	\$ 0.00	\$ 0.00	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	0.00%	0.00%	
NEGOTIATED RATE (11184)	\$ 0.00	\$ 0.00	\$ 3,877.69	0	0	13	0	0	41	\$ 0.00	\$ 0.00	\$ 94.58	0.00%	0.00%	0.13%	
NON-OPAQUE (11379)	\$ 0.00	\$ 0.00	\$ 8,256.00	0	0	25	0	0	51	\$ 0.00	\$ 0.00	\$ 161.88	0.00%	0.00%	0.16%	
OPAQUE (11378)	\$ 0.00	\$ 0.00	\$ 0.00	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	0.00%	0.00%	
RACK (11231)	\$ 100.00	\$ 2,590.00	\$ 68,946.63	2	4	157	2	22	431	\$ 50.00	\$ 117.73	\$ 159.97	2.00%	1.47%	1.35%	
WHOLESALE (11187)	\$ 0.00	\$ 0.00	\$ 0.00	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	0.00%	0.00%	
RETAIL TRANISENT	\$ 222.59	\$ 7,450.12	\$ 235,214.97	2	21	486	2	43	981	\$ 111.30	\$ 173.26	\$ 239.77	2.00%	2.87%	3.08%	
KATHLEEN	\$ 0.00	\$ 0.00	\$ 424.94	0	0	2	0	0	2	\$ 0.00	\$ 0.00	\$ 212.47	0.00%	0.00%	0.01%	
UNDEFINED	\$ 2,622.07	\$ 42,027.85	\$ 1,756,660.02	9	80	2106	9	242	9385	\$ 291.34	\$ 173.67	\$ 187.18	9.00%	16.13%	29.42%	
SOURCE																
	TODAY	MTD	YTD	TODAY	MTD	YTD	TODAY	MTD	YTD	TODAY	MTD	YTD	TODAY	MTD	YTD	
CALL-IN	\$ 0.00	\$ 0.00	\$ 5,248.18	0	0	26	0	0	63	\$ 0.00	\$ 0.00	\$ 83.30	0.00%	0.00%	0.20%	
WALK-IN	\$ 0.00	\$ 0.00	\$ 99.00	0	0	1	0	0	1	\$ 0.00	\$ 0.00	\$ 99.00	0.00%	0.00%	0.00%	
ONLINE	\$ 357.59	\$ 14,336.71	\$ 525,739.67	3	37	1032	3	85	2184	\$ 119.20	\$ 168.67	\$ 240.72	3.00%	5.67%	6.85%	
TRAVEL AGENT	\$ 0.00	\$ 0.00	\$ 7,156.47	0	0	16	0	0	49	\$ 0.00	\$ 0.00	\$ 146.05	0.00%	0.00%	0.15%	
GDS	\$ 0.00	\$ 72.42	\$ 2,454.82	0	1	8	0	3	18	\$ 0.00	\$ 24.14	\$ 136.38	0.00%	0.20%	0.06%	
SINGLE DATE: 11-15-2023																
OPTIONS: INCLUDE CANCELLED, INCLUDE NO SHOW, INCLUDE TAX																
DISPLAY: INCLUDE MARKET, INCLUDE ORIGIN, INCLUDE SEGMENT, INCLUDE SOURCE																
BUSINESS DATE: 11-28-2023																
USER: ERIN FISCHER																

CSV EXPORT

Date	11/15/23											
Summary Counts	Total Run mtd	Total Rvn ytd										
Total Rvn Today	3972.19	72203.62	2905778.69									
MARKET	Room Revenue Today	Room Revenue MTD	Room Revenue YTD	Other Revenue Today	Other Revenue MTD	Other Revenue YTD	Bookings Today	Bookings MTD	Bookings YTD	Room Nights Today	Room Nights MTD	Room Nights YTD
Transient	765.13	13371.12	314230.99	58.78	1328.9	59234.85	6	39	728	6	81	1461
Group	0	72.42	14437.82	0	0	202.23	0	1	39	0	3	120
Third Party	0	0	7289.1	0	0	122.75	0	0	13	0	0	50
Consortia (11183)	0	937.2	2061.27	0	0	0	0	4	11	0	16	27
Discount (11186)	0	0	36583.41	0	0	0	0	0	44	0	0	203
Funeral (12191)	0	0	0	0	0	0	0	0	0	0	0	0
Long Term (11346)	135	1667	58627.34	0	0	35.7	1	1	5	1	15	176
Meeting Room (11691)	0	0	0	0	0	0	0	0	0	0	0	0
Negotiated Rate (11184)	0	0	3877.69	0	0	-15.0	0	0	13	0	0	41
Non-Opaque (11379)	0	0	8256	0	0	-12.5	0	0	25	0	0	51
Opaque (11378)	0	0	0	0	0	0	0	0	0	0	0	0
Rack (11231)	100	2590	68948.63	37.45	757.6	9841.58	2	4	157	2	22	431
Wholesale (11187)	0	0	0	0	0	0	0	0	0	0	0	0
Retail Transient	222.59	7450.12	235214.97	0	187.25	30854.89	2	21	486	2	43	981
Kathleen	0	0	424.94	0	0	0	0	0	2	0	0	2
Undefined	2622.07	42027.85	1756660.02	0	1782.36	298284.66	9	80	2106	9	242	9385
SOURCE	Room Revenue Today	Room Revenue MTD	Room Revenue YTD	Other Revenue Today	Other Revenue MTD	Other Revenue YTD	Bookings Today	Bookings MTD	Bookings YTD	Room Nights Today	Room Nights MTD	Room Nights YTD
Call-in	0	0	5248.18	0	0	191.63	0	0	26	0	0	63
Walk-in	0	0	99	0	0	0	0	0	1	0	0	1
Online	357.59	14336.71	525739.67	0	893.49	75612.22	3	37	1032	3	85	2184
Travel Agent	0	0	7156.47	0	0	122.75	0	0	16	0	0	49
GDS	0	72.42	2454.82	0	0	150	0	1	8	0	3	18
CRS	0	937.2	6828.16	0	0	60.7	0	4	26	0	16	88
Discount (9816)	765.13	8975.28	81596.01	58.78	818.51	14316.53	6	26	164	6	58	408
Extended Stay (9818)	0	0	0	0	0	0	0	0	0	0	0	0
Group (9161)	0	0	7292.08	0	0	202.23	0	0	18	0	0	56
Local Negotiated Rate (9357)	0	0	0	0	0	0	0	0	0	0	0	0
Meeting Room (9825)	0	0	0	0	0	0	0	0	0	0	0	0
OTA (9815)	0	0	0	0	0	0	0	0	0	0	0	0
Rack (9814)	0	0	0	0	0	0	0	0	0	0	0	0
Short Stays (9819)	0	0	0	0	0	0	0	0	0	0	0	0
OTA	0	0	35582.31	0	0	0	0	0	41	0	0	195
Building 1	0	0	0	0	0	0	0	0	0	0	0	0
Building 2	0	0	0	0	0	0	0	0	0	0	0	0
Building 3	0	0	2629.31	0	0	378.01	0	0	14	0	0	21
In-House Holiday Sales	0	0	0	0	0	0	0	0	0	0	0	0
web	0	0	0	0	0	0	0	0	0	0	0	0
Undefined	2722.07	43794.1	1831986.17	37.45	2344.11	307680.09	11	82	2283	11	260	9845
ORIGIN	Room Revenue Today	Room Revenue MTD	Room Revenue YTD	Other Revenue Today	Other Revenue MTD	Other Revenue YTD	Bookings Today	Bookings MTD	Bookings YTD	Room Nights Today	Room Nights MTD	Room Nights YTD
Expedia	0	0	35788.21	0	0	0	0	0	41	0	0	190
Booking.com	0	0	6032.4	0	0	122.75	0	0	9	0	0	38
Priceline	0	0	583.05	0	0	98.15	0	0	1	0	0	3
Hotwire	0	0	0	0	0	0	0	0	0	0	0	0
Call-in	286.38	6687.41	85281.13	37.45	1265.62	10632.03	7	28	225	7	74	617
Walk-in	0	0	2061.1	0	0	139.26	0	0	7	0	0	18

Mobile Check-In Report

OVERVIEW

The Mobile Check-In Report provides a summary of pre-check-in and auto check-in performance for a specified origin.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range.

ORIGIN(S)

Choose from **SELECT ALL**, **EMAIL FROM HOTEL**, **EMAIL FROM GUEST**, **SMS FROM GUEST**, **DIRECT URL**, **APP**, and/or **ZEST STATION**.

URL(S)

Select from hotel URLs.

The screenshot displays the 'Wexford Bay Hotel New Report' interface. At the top, it shows the user 'Erin Fischer' on 'Tuesday, 28 November 2023'. A search bar is labeled 'Search by Report Name'. The main area is divided into two columns. The left column lists various reports with icons and brief descriptions, each with a right-pointing arrow: 'Mobile Check In', 'Mobile Check In - Now', 'Occupancy & Revenue Summary', 'Rate & Restrictions', 'Rate Adjustment Report', 'Reservations By User', 'Room Upsell', 'Rooms OOO/OOS', 'Rooms Queued', 'Tax Exempt', and 'Travel Agent Commissions'. The right column is titled 'Mobile Check In CONFIGURE REPORT' and contains filter settings: 'DATE RANGE (FROM)' set to '11-21-2023', 'DATE RANGE (TO)' set to '11-28-2023', 'ORIGIN(S)' set to 'All Selected', and 'URL(S)' set to 'Select URL(s)'. A green 'RUN REPORT' button is located at the bottom right of the configuration area.

REPORT OUTPUT

The Mobile Check-In Report can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **DATE:** Business date
- **ARRIVALS:** Number of arrivals for the business date
- **STARTING ARRIVALS:** Number of arrivals that were sent mobile check-in emails
- **MOBILE CHECK-IN:** Number of mobile check-ins for the business date
- **MOBILE CHECK-IN CONVERSION:** Percentage of mobile check-ins that pre-checked in
- **AUTO CHECK-IN:** Number of auto check-ins for the business date
- **AUTO CHECK-IN CONVERSION:** Percentage of mobile check-ins that auto checked in

REPORTS INBOX

PRINT REPORT

11/28/23, 12:02 PM

Mobile Check In



Wexford Bay Hotel

Mobile Check In

DATE	ARRIVALS	STARTING ARRIVALS	MOBILE CHECK IN	MOBILE CHECK IN CONVERSION	AUTO CHECK IN	AUTO CHECK IN CONVERSION
11-21-2023	23	2	2	100.00%	1	50.00%
11-22-2023	0	0	0	0.00%	0	0.00%
11-23-2023	0	0	0	0.00%	0	0.00%
11-24-2023	0	0	0	0.00%	0	0.00%
11-25-2023	0	0	0	0.00%	0	0.00%
11-26-2023	4	0	0	0.00%	0	0.00%
11-27-2023	20	1	1	100.00%	1	100.00%
11-28-2023	13	0	0	0.00%	0	0.00%
TOTAL	60	3	3	100.00%	2	66.67%

DATE RANGE - FROM: 11-21-2023 TO: 11-28-2023
 ORIGINS: ALL ORIGINS
 URLS:

BUSINESS DATE: 11-28-2023
 USER: ERIN FISCHER

CSV EXPORT

Date	Arrivals	Starting Arrivals	Mobile Check In	Mobile Check In Conversion	Auto Check In	Auto Check In Conversion
11/21/23	23	2	2	100.00%	1	50.00%
11/22/23	0	0	0	0.00%	0	0.00%
11/23/23	0	0	0	0.00%	0	0.00%
11/24/23	0	0	0	0.00%	0	0.00%
11/25/23	0	0	0	0.00%	0	0.00%
11/26/23	4	0	0	0.00%	0	0.00%
11/27/23	20	1	1	100.00%	1	100.00%
11/28/23	13	0	0	0.00%	0	0.00%
Total	60	3	3	100.00%	2	66.67%

Mobile Check-In – Now Report

OVERVIEW

The Mobile Check-In – Now Report provides a summary of pre-check-ins and immediate check-ins for a specified origin and allows reporting for the “hybrid kiosk”.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range.

ORIGIN(S)

Choose from **SELECT ALL**, **EMAIL FROM HOTEL**, **EMAIL FROM GUEST**, **SMS FROM GUEST**, **DIRECT URL**, **APP**, and/or **ZEST STATION**.

URL(S)

Select from hotel URLs.

The screenshot displays the 'Wexford Bay Hotel New Report' interface. At the top, there is a navigation bar with a menu icon, 'REPORTS INBOX', the hotel name 'Wexford Bay Hotel', the user 'Erin Fischer', the date 'Tuesday, 28 November 2023', and the 'WEXFORD BAY' logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists various reports with icons and brief descriptions: 'Mobile Check In - Now', 'Occupancy & Revenue Summary', 'Rate & Restrictions', 'Rate Adjustment Report', 'Reservations By User', 'Room Upsell', 'Rooms OOO/OOS', 'Rooms Queued', 'Tax Exempt', 'Travel Agent Commissions', and 'Upsell'. The right column is titled 'Mobile Check In - Now CONFIGURE REPORT' and contains filter settings: 'DATE RANGE (FROM)' set to '11-21-2023', 'DATE RANGE (TO)' set to '11-28-2023', 'ORIGIN(S)' set to 'All Selected', and 'URL(S)' set to 'Select URL(s)'. At the bottom right of the right column is a green 'RUN REPORT' button.

REPORT OUTPUT

The Mobile Check-In – Now Report can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **DATE:** Business date
- **ARRIVALS:** Number of arrivals for the business date
- **STARTING ARRIVALS:** Number of arrivals that were sent mobile check-in emails
- **MOBILE CHECK-IN – NOW:** Number of arrivals who did immediate mobile check-ins – now for the business date
- **MOBILE CHECK-IN – NOW CONVERSION:** Percentage of guests that were sent mobile check-in emails and actually completed mobile check-in
- **MOBILE CHECK-IN:** Number of mobile check-ins that pre-checked in
- **MOBILE CHECK-IN CONVERSION:** Percentage of mobile check-ins that pre-checked in

REPORTS INBOX

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Mobile Check In - Now Today at 06:05 AM	11-21-2023	11-28-2023	

DATE	ARRIVALS	STARTING ARRIVALS	MOBILE CHECK IN - NOW	MOBILE CHECK IN - NOW CONVERSION	MOBILE CHECK IN	MOBILE CHECK IN CONVERSION
11-21-2023	23	2	0	0.00%	2	100.00%
11-22-2023	0	0	0	0.00%	0	0.00%
11-23-2023	0	0	0	0.00%	0	0.00%
11-24-2023	0	0	0	0.00%	0	0.00%
11-25-2023	0	0	0	0.00%	0	0.00%
11-26-2023	4	0	0	0.00%	0	0.00%
11-27-2023	20	1	0	0.00%	1	100.00%
11-28-2023	13	0	0	0.00%	0	0.00%
TOTAL	60	3	0	0.00%	3	100.00%

DATE RANGE - FROM: 11-21-2023 TO: 11-28-2023
 ORIGINS: ALL ORIGINS
 URLs:
 BUSINESS DATE: 11-28-2023
 USER: ERIN FISCHER

PRINT REPORT

11/28/23, 12:05 PM

Mobile Check In - Now



Wexford Bay Hotel

Mobile Check In - Now

DATE	ARRIVALS	STARTING ARRIVALS	MOBILE CHECK IN - NOW	MOBILE CHECK IN - NOW CONVERSION	MOBILE CHECK IN	MOBILE CHECK IN CONVERSION
11-21-2023	23	2	0	0.00%	2	100.00%
11-22-2023	0	0	0	0.00%	0	0.00%
11-23-2023	0	0	0	0.00%	0	0.00%
11-24-2023	0	0	0	0.00%	0	0.00%
11-25-2023	0	0	0	0.00%	0	0.00%
11-26-2023	4	0	0	0.00%	0	0.00%
11-27-2023	20	1	0	0.00%	1	100.00%
11-28-2023	13	0	0	0.00%	0	0.00%
TOTAL	60	3	0	0.00%	3	100.00%

DATE RANGE - FROM: 11-21-2023 TO: 11-28-2023
 ORIGINS: ALL ORIGINS
 URLS:

BUSINESS DATE: 11-28-2023
 USER: ERIN FISCHER

CSV EXPORT

Date	Arrivals	Starting Arrivals	Mobile Check In - Now	Mobile Check In - Now Conversion	Mobile Check In	Mobile Check In Conversion
11/21/23	23	2	0	0.00%	2	100.00%
11/22/23	0	0	0	0.00%	0	0.00%
11/23/23	0	0	0	0.00%	0	0.00%
11/24/23	0	0	0	0.00%	0	0.00%
11/25/23	0	0	0	0.00%	0	0.00%
11/26/23	4	0	0	0.00%	0	0.00%
11/27/23	20	1	0	0.00%	1	100.00%
11/28/23	13	0	0	0.00%	0	0.00%
Total	60	3	0	0.00%	3	100.00%

Occupancy & Revenue Summary Report

OVERVIEW

The Occupancy & Revenue Summary Report shows the occupancy and revenue for the hotel for any date in the past. This is very similar to the Comparison Report but also includes market segments and day use rooms if selected in the report filters. The report can also be segregated by groups and allotments.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range.

OPTION(S)

Select from **SELECT ALL**, **INCLUDE LAST YEAR**, and/or **INCLUDE VARIANCE**.

MARKET(S)

Select from **SELECT ALL** or other individual markets.

DAY USE

Select the checkbox for **INCLUDE DAY USE** to include day use reservations.

The screenshot displays the 'Wexford Bay Hotel New Report' interface. At the top, there is a navigation bar with a menu icon, 'REPORTS INBOX', the hotel name 'Wexford Bay Hotel New Report', the user name 'Erin Fischer', the date 'Tuesday, 28 November 2023', and the Wexford Bay logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists various report categories, each with an icon and a title: 'Occupancy & Revenue Summary' (with a sub-description 'Occupancy & Revenue Statistics by Day / Date Range by Market By Date Range'), 'Rate & Restrictions', 'Rate Adjustment Report' (with a sub-description 'Rate Adjustment by user / date range By User / Date Range'), 'Reservations By User' (with a sub-description 'User created Reservations by Date / by User Name By Date Range'), 'Room Upsell' (with a sub-description 'Room Upsell'), 'Rooms OOO/OOS' (with a sub-description 'Out of Order / Out of Service Rooms by Date Range'), 'Rooms Queued' (with a sub-description 'Count of all rooms queued from Rover By Date Range'), 'Tax Exempt' (with a sub-description 'Tax Exempt Guests and Groups'), 'Travel Agent Commissions' (with a sub-description 'Commissions per Travel Agent'), 'Upsell' (with a sub-description 'Number of Upsells from one room type to the next level by day and by user By Day / User'), and 'Vacant Rooms Report' (with a sub-description 'Rooms not occupied since X days'). The right column is a configuration panel for the 'Occupancy & Revenue Summary' report. It includes fields for 'DATE RANGE (FROM)' (11-01-2023) and 'DATE RANGE (TO)' (11-27-2023), a dropdown for 'OPTION(S)' (All Selected), a dropdown for 'MARKET(S)' (All Selected), and a checkbox for 'DAY USE' (INCLUDE DAY USE). At the bottom right of the configuration panel is a green 'RUN REPORT' button.

REPORT OUTPUT

The Occupancy & Revenue Summary Report can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **Available Rooms**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Out of Order Rooms**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Occupied Rooms**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Complimentary Rooms**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Occupied Rooms (Excl. Comp.*)**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Occupied Rooms by Market**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Retail**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Discount - Qualified**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Discount - Non Qualified**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Contract**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance

- **Government**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Negotiated**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Group**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Non Revenue**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Unassigned**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Occupied Day Use Reservations**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Day Use Complimentary Rooms**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Occupied Day Use Rooms (Excl. Comp.*)**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Total Occupancy**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Total Occupancy (Excl. Comp.*)**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Total Day Use Occupancy**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance

- **Total Day Use Occupancy (Excl. Comp.*)**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **RevPar**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **ADR (Incl. Comp.**)**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **ADR (Excl. Comp.*)**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Day Use ADR (Incl. Comp.**)**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Day Use ADR (Excl. Comp.*)**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Room Revenue by Market**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Retail**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Discount - Qualified**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Discount - Non Qualified**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Contract**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance

- **Government**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Negotiated**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Group**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Non Revenue**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Unassigned**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Day Use Room Revenue by Market**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Retail**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Discount - Qualified**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Discount - Non Qualified**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Contract**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Government**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance

- **Negotiated**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Group**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Non Revenue**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Unassigned**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Charge Groups**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Rooms Revenue**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Food & Beverage Revenue**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Miscellaneous Other Revenue**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Taxes**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Payments**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Day Use Charge Groups**
 - **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance

- **Rooms Revenue**
 - **BUSINESS DATE**
 - **This Year**
 - **Last Year**
 - **Variance**
- **Food & Beverage Revenue**
 - **BUSINESS DATE**
 - **This Year**
 - **Last Year**
 - **Variance**
- **Miscellaneous Other Revenue**
 - **BUSINESS DATE**
 - **This Year**
 - **Last Year**
 - **Variance**
- **Taxes**
 - **BUSINESS DATE**
 - **This Year**
 - **Last Year**
 - **Variance**
- **Payments**
 - **BUSINESS DATE**
 - **This Year**
 - **Last Year**
 - **Variance**
- **Total Revenue**
 - **BUSINESS DATE**
 - **This Year**
 - **Last Year**
 - **Variance**
- **Total Day Use Revenue**
 - **BUSINESS DATE**
 - **This Year**
 - **Last Year**
 - **Variance**

* **Excluding Complimentary Rooms**

** **Including Complimentary Rooms**

ITEMS TO NOTE:

- The Occupancy & Revenue Summary includes Day Use rooms (if selected). The Comparison Report only shows nightly occupied rooms.
- In the Comparison Report, there is one line for **Out of Order Rooms** and one line for **Out of Service Rooms**.
- In the Occupancy & Revenue Summary Report, there is one line for **Out of Order Rooms** but no separate line for **Out of Service Rooms**.
- The **Occupied Rooms** counts for both reports match.

REPORTS INBOX

Wexford Bay Hotel Reports Inbox

Erin Fischer Tuesday, 28 November 2023

WEXFORD BAY

REPORT REQUESTED Today(11-28-2023)

+ NEW REPORT

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Occupancy & Revenue Summary <small>Today at 06:10 AM</small>	11-01-2023	11-27-2023	»

Wexford Bay Hotel

Erin Fischer Tuesday, 28 November 2023

WEXFORD BAY

«
REPORTS INBOX
Occupancy & Revenue Summary By Date Range

Wexford Bay Hotel	NOV 01			NOV 02			NOV 03			NOV 04	
	This Year	Last Year	Variance	This Year	Last Year	Variance	This Year	Last Year	Variance	This Year	Last Year
Available Rooms	100	99	1	100	99	1	100	99	1	100	99
Out of Order Rooms	0	1	-1	0	1	-1	0	1	-1	0	1
Occupied Rooms	16	54	-38	23	64	-41	19	60	-41	19	71
Complimentary Rooms	0	0	0	0	0	0	0	0	0	0	0
Occupied Rooms (Excl. Comp.)	16	54	-38	23	64	-41	19	60	-41	19	71
Occupied Rooms by Market	NOV 01			NOV 02			NOV 03			NOV 04	
Transient	2	2	0	4	3	1	1	2	-1	1	0
Group	0	0	0	0	0	0	0	0	0	0	0
Third Party	0	0	0	0	0	0	0	0	0	0	0
Consortia (11183)	0	0	0	0	0	0	0	0	0	0	0
Discount (11186)	0	0	0	0	1	-1	0	1	-1	0	1
Funeral (12191)	0	0	0	0	0	0	0	0	0	0	0
Long Term (11346)	1	0	1	1	0	1	1	0	1	1	0
Meeting Room (11691)	0	0	0	0	0	0	0	0	0	0	0
Negotiated Rate (11184)	0	0	0	0	0	0	0	0	0	0	0
Non-Opaque (11379)	0	0	0	0	0	0	0	0	0	0	0
Opaque (11378)	0	0	0	0	0	0	0	0	0	0	0
Rock (11231)	2	1	1	2	0	2	1	0	1	1	0
Wholesale (11187)	0	0	0	0	0	0	0	0	0	0	0
Retail Transient	1	4	-3	1	7	-6	1	4	-3	1	7
Kathleen	0	0	0	0	0	0	0	0	0	0	0
Unassigned	10	47	-37	15	53	-38	15	53	-38	15	63
Occupied Day Use Reservati...	0	0	0	0	0	0	0	0	0	0	0
Day Use Complimentary Ro...	0	0	0	0	0	0	0	0	0	0	0
Occupied Day Use Rooms (E...	0	0	0	0	0	0	0	0	0	0	0
Total Occ.	16.00 %	54.00 %	-38.00 %	23.00 %	64.00 %	-41.00 %	19.00 %	60.00 %	-41.00 %	19.00 %	71.00 %

PRINT REPORT

Please note, the maximum print range for this report is 15 days.

11/28/23, 12:12 PM

Occupancy & Revenue Summary By Date Range

Wexford Bay Hotel

Occupancy & Revenue Summary By Date Range

WEXFORD BAY HOTEL	NOV 01			NOV 02			NOV 03			NOV 04			NOV 05		
	This Year	Last Year	Variance	This Year	Last Year	Variance									
AVAILABLE ROOMS	100	99	1	100	99	1	100	99	1	100	99	1	100	99	1
OUT OF ORDER ROOMS	0	1	-1	0	1	-1	0	1	-1	0	1	-1	0	1	-1
OCCUPIED ROOMS	16	54	-38	23	64	-41	19	60	-41	19	71	-52	19	70	-51
COMPLIMENTARY ROOMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OCCUPIED ROOMS (EXCL. COMP.)	16	54	-38	23	64	-41	19	60	-41	19	71	-52	19	70	-51
OCCUPIED ROOMS BY MARKET	NOV 01			NOV 02			NOV 03			NOV 04			NOV 05		
TRANSIENT	2	2	0	4	3	1	1	2	-1	1	0	1	1	0	1
GROUP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
THIRD PARTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CONSORTIA (11183)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DISCOUNT (11186)	0	0	0	0	1	-1	0	1	-1	0	1	-1	0	1	-1
FUNERAL (12191)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LONG TERM (11346)	1	0	1	1	0	1	1	0	1	1	0	1	1	0	1
MEETING ROOM (11691)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NEGOTIATED RATE (11184)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NON-OPAQUE (11379)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OPAQUE (11378)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RACK (11231)	2	1	1	2	0	2	1	0	1	1	0	1	1	0	1
WHOLESALE (11187)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RETAIL TRANSIENT	1	4	-3	1	7	-6	1	4	-3	1	7	-6	1	6	-5
KATHLEEN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
UNASSIGNED	10	47	-37	15	53	-38	15	53	-38	15	63	-48	15	63	-48
OCCUPIED DAY USE RESERVATIONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DAY USE COMPLIMENTARY ROOMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OCCUPIED DAY USE ROOMS (EXCL. COMP.)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL OCC.	16.00 %	54.00 %	-38.00 %	23.00 %	64.00 %	-41.00 %	19.00 %	60.00 %	-41.00 %	19.00 %	71.00 %	-52.00 %	19.00 %	70.00 %	-51
TOTAL OCC. (EXCL. COMP.)	16.00 %	54.00 %	-38.00 %	23.00 %	64.00 %	-41.00 %	19.00 %	60.00 %	-41.00 %	19.00 %	71.00 %	-52.00 %	19.00 %	70.00 %	-51
TOTAL DAY USE OCC.	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.0
TOTAL DAY USE OCC. (EXCL. COMP.)	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.0
REVPAR	\$ 54.37	\$ 111.19	\$ -56.82	\$ 47.04	\$ 129.90	\$ -82.86	\$ 45.72	\$ 122.49	\$ -76.77	\$ 37.40	\$ 142.00	\$ -104.60	\$ 37.22	\$ 137.32	\$ -1
ADR (INCL. COMP.)	\$ 339.81	\$ 205.92	\$ 133.90	\$ 204.52	\$ 202.97	\$ 1.55	\$ 240.63	\$ 204.15	\$ 36.48	\$ 196.84	\$ 200.00	\$ -3.16	\$ 195.89	\$ 196.18	\$ -0

CSV EXPORT

Wexford Bay Hotel	11/1/23			11/2/23			11/3/23			11/4/23		
	This Year	Last Year	Variance									
Available Rooms	100	99	1	100	99	1	100	99	1	100	99	1
Out of Order Rooms	0	1	-1	0	1	-1	0	1	-1	0	1	-1
Occupied Rooms	16	54	-38	23	64	-41	19	60	-41	19	71	-52
Complimentary Rooms	0	0	0	0	0	0	0	0	0	0	0	0
Occupied Rooms (Excl. Comp.)	16	54	-38	23	64	-41	19	60	-41	19	71	-52
Occupied Day Use Reservations	0	0	0	0	0	0	0	0	0	0	0	0
Day Use Complimentary Rooms	0	0	0	0	0	0	0	0	0	0	0	0
Occupied Day Use Rooms (Excl. Comp.)	0	0	0	0	0	0	0	0	0	0	0	0
Occupied Rooms by Market												
Transient	2	2	0	4	3	1	1	2	-1	1	0	1
Group	0	0	0	0	0	0	0	0	0	0	0	0
Third Party	0	0	0	0	0	0	0	0	0	0	0	0
Consortia (11183)	0	0	0	0	0	0	0	0	0	0	0	0
Discount (11186)	0	0	0	0	1	-1	0	1	-1	0	1	-1
Funeral (12191)	0	0	0	0	0	0	0	0	0	0	0	0
Long Term (11346)	1	0	1	1	0	1	1	0	1	1	0	1
Meeting Room (11691)	0	0	0	0	0	0	0	0	0	0	0	0
Negotiated Rate (11184)	0	0	0	0	0	0	0	0	0	0	0	0
Non-Opaque (11379)	0	0	0	0	0	0	0	0	0	0	0	0
Opaque (11378)	0	0	0	0	0	0	0	0	0	0	0	0
Rack (11231)	2	1	1	2	0	2	1	0	1	1	0	1
Wholesale (11187)	0	0	0	0	0	0	0	0	0	0	0	0
Retail Transient	1	4	-3	1	7	-6	1	4	-3	1	7	-6
Kathleen	0	0	0	0	0	0	0	0	0	0	0	0
Unassigned	10	47	-37	15	53	-38	15	53	-38	15	63	-48
Total Occ.	16.00%	54.00%	-38.00%	23.00%	64.00%	-41.00%	19.00%	60.00%	-41.00%	19.00%	71.00%	-52.00%
Total Occ. (Excl. Comp.)	16.00%	54.00%	-38.00%	23.00%	64.00%	-41.00%	19.00%	60.00%	-41.00%	19.00%	71.00%	-52.00%
Total Day Use Occ.	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Day Use Occ. (Excl. Comp.)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
RevPar	54.37	111.2	-56.82	47.04	129.9	-82.86	45.72	122.49	-76.77	37.4	142	-104.6
ADR (Incl. Comp.)	339.81	205.92	133.9	204.52	202.97	1.55	240.63	204.15	36.48	196.84	200	-3.16
ADR (Excl. Comp.)	339.81	205.92	133.9	204.52	202.97	1.55	240.63	204.15	36.48	196.84	200	-3.16
Day Use ADR (Incl. Comp.)	0	0	0	0	0	0	0	0	0	0	0	0
Day Use ADR (Excl. Comp.)	0	0	0	0	0	0	0	0	0	0	0	0
Room Revenue by Market												
Transient	409	515	-106	1465	740	725	1090	610	480	266	0	266
Group	0	0	0	0	0	0	0	0	0	0	0	0
Third Party	0	0	0	0	0	0	0	0	0	0	0	0
Consortia (11183)	0	0	0	0	0	0	0	0	0	0	0	0
Discount (11186)	0	0	0	0	261.25	-261.25	0	261.25	-261.25	0	261.25	-261.25
Funeral (12191)	0	0	0	0	0	0	0	0	0	0	0	0
Long Term (11346)	135	0	135	135	0	135	-247	0	-247	143	0	143
Meeting Room (11691)	0	0	0	0	0	0	0	0	0	0	0	0
Negotiated Rate (11184)	0	0	0	0	0	0	0	0	0	0	0	0
Non-Opaque (11379)	0	0	0	0	0	0	0	0	0	0	0	0
Opaque (11378)	0	0	0	0	0	0	0	0	0	0	0	0
Rack (11231)	600	197.5	402.5	350	0	350	100	0	100	100	0	100
Wholesale (11187)	0	0	0	0	0	0	0	0	0	0	0	0
Retail Transient	618	1144	-526	189	1482	-1293	199	871	-672	179	1602	-1423
Kathleen	0	0	0	0	0	0	0	0	0	0	0	0
Unassigned	3675	9263	-5588	2565	10507	-7942	3430	10507	-7077	3052	12337	-9285

Rate & Restrictions Report

OVERVIEW

The Rate & Restrictions Report shows rates and restrictions by room type.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range.

RATE

Only one rate code can be selected at a time.

ROOM TYPES

Choose **Select All** or other individual room types.

RESTRICTION

Choose from **Select All, Closed, Closed to Arrival, Closed to Departure, Max Advance Booking, Max Length of Stay, Min Advance Booking, Min Length of Stay, or Min Stay Through.**

The screenshot displays the 'Stayntouch Inn New Report' interface. At the top, there is a navigation bar with a menu icon, 'REPORTS INBOX', the user name 'Erin Fischer', the date 'Tuesday, 28 November 2023', and the 'stayntouch' logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists various reports with icons and brief descriptions, each with a right-pointing arrow: 'Rate & Restrictions', 'Rate Adjustment Report', 'Reservations By User', 'Room Upsell', 'Rooms OOO/OOS', 'Rooms Queued', 'Tax Exempt', 'Travel Agent Commissions', 'Upsell', 'Vacant Rooms Report', and 'Web Check In Conversion'. The right column is titled 'Rate & Restrictions CONFIGURE REPORT' and contains several filter sections: 'DATE RANGE (FROM)' with a date picker set to '11-01-2023', 'DATE RANGE (TO)' with a date picker set to '11-28-2023', 'RATE' with a dropdown menu set to 'Best Available Rate', 'ROOM TYPES' with a dropdown menu set to 'All Selected', and 'RESTRICTION' with a dropdown menu set to 'All Selected'. At the bottom right of the right column is a green 'RUN REPORT' button.

REPORT OUTPUT

The Rate & Restrictions Report is available for view via CSV file only.

NOTE: Suites are not listed under room types, because Stayntouch Cloud PMS applies restrictions on physical room types and not virtual room types. A suite is a virtual room type, because it is not a room type on its own, but a combination of 2 or more physical room types. So, if you need to put a restriction on a suite, you have to put the restrictions on its component room types, which will then apply to the suite. Because we don't apply restrictions on suite room types, there is no need to show them in the Rate & Restrictions Report filter.β

Stayntouch Inn Reports Inbox

Erin Fischer Tuesday, 28 November 2023

REPORT REQUESTED Today(11-28-2023) ▾

+ NEW REPORT

REPORT REQUESTED Today(11-28-2023) ▾

+ NEW REPORT

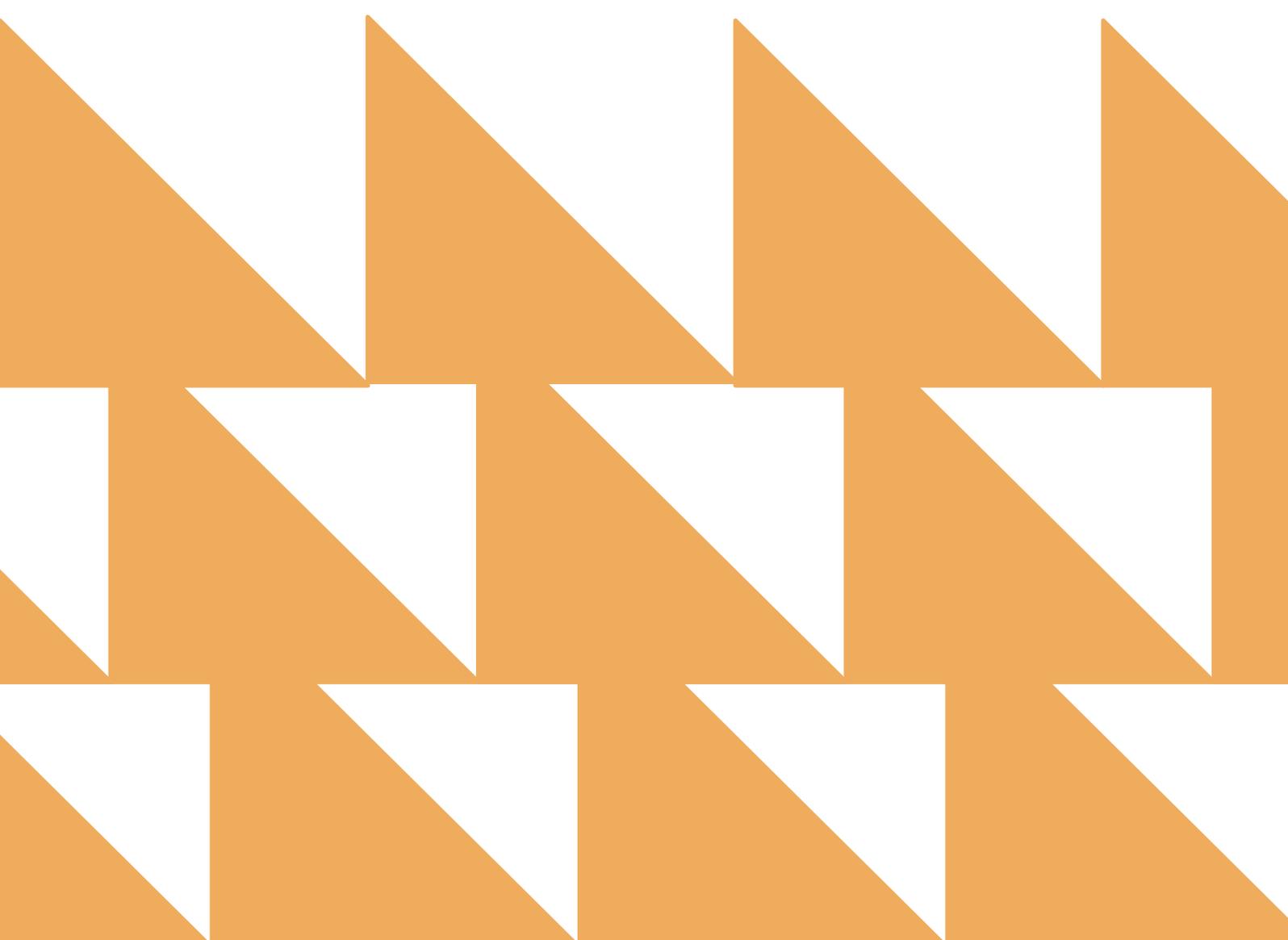
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;"> </div> <div> <p style="margin: 0;">Rate & Restrictions</p> <p style="margin: 0; font-size: x-small;">Today at 06:22 AM</p> </div> </div>	11-01-2023	11-28-2023	<div style="display: flex; align-items: center; justify-content: flex-end;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px; font-size: x-small;">↓</div> <div style="border: 1px solid #ccc; padding: 2px; font-size: x-small;">✉</div> </div>

Date	Rate	Room Type	Single	Double	Extra Adult	Child	Closed	Closed to Arrival	Closed to Departure	Min Length of Stay	Max Length of Stay	Min Stay Through	Min Advance Booking	Max Advance Booking
11/1/23	Best Available Rate	Standard 1 King Bed	350	350	20	0								
11/1/23	Best Available Rate	Premium 1 King	450	450	20	0								
11/1/23	Best Available Rate	Standard 2 Queen Beds	350	350	20	0								
11/1/23	Best Available Rate	Presidential Suite 1 Bdrm 1 King	1500	1500	20	0								
11/1/23	Best Available Rate	Suite, 1 King, Sofa bed connect to Guest room, 1 King	600	600	20	0								
11/1/23	Best Available Rate	Junior Suite 1 Bdrm 1 King	450	450	20	0								
11/2/23	Best Available Rate	Standard 1 King Bed	350	350	20	0								
11/2/23	Best Available Rate	Premium 1 King	450	450	20	0								
11/2/23	Best Available Rate	Standard 2 Queen Beds	350	350	20	0								
11/2/23	Best Available Rate	Presidential Suite 1 Bdrm 1 King	1500	1500	20	0								
11/2/23	Best Available Rate	Suite, 1 King, Sofa bed connect to Guest room, 1 King	600	600	20	0								
11/2/23	Best Available Rate	Junior Suite 1 Bdrm 1 King	450	450	20	0								
11/3/23	Best Available Rate	Standard 1 King Bed	360	360	20	0								
11/3/23	Best Available Rate	Premium 1 King	585	585	20	0								
11/3/23	Best Available Rate	Standard 2 Queen Beds	455	455	20	0								
11/3/23	Best Available Rate	Presidential Suite 1 Bdrm 1 King	1950	1950	20	0								
11/3/23	Best Available Rate	Suite, 1 King, Sofa bed connect to Guest room, 1 King	780	780	20	0								
11/3/23	Best Available Rate	Junior Suite 1 Bdrm 1 King	585	585	20	0								
11/4/23	Best Available Rate	Standard 1 King Bed	360	360	20	0								
11/4/23	Best Available Rate	Premium 1 King	585	585	20	0								
11/4/23	Best Available Rate	Standard 2 Queen Beds	455	455	20	0								
11/4/23	Best Available Rate	Presidential Suite 1 Bdrm 1 King	1950	1950	20	0								
11/4/23	Best Available Rate	Suite, 1 King, Sofa bed connect to Guest room, 1 King	780	780	20	0								
11/4/23	Best Available Rate	Junior Suite 1 Bdrm 1 King	585	585	20	0								
11/5/23	Best Available Rate	Standard 1 King Bed	350	350	20	0								
11/5/23	Best Available Rate	Premium 1 King	450	450	20	0								
11/5/23	Best Available Rate	Standard 2 Queen Beds	350	350	20	0								
11/5/23	Best Available Rate	Presidential Suite 1 Bdrm 1 King	1500	1500	20	0								
11/5/23	Best Available Rate	Suite, 1 King, Sofa bed connect to Guest room, 1 King	600	600	20	0								
11/5/23	Best Available Rate	Junior Suite 1 Bdrm 1 King	450	450	20	0								
11/6/23	Best Available Rate	Standard 1 King Bed	350	350	20	0								
11/6/23	Best Available Rate	Premium 1 King	450	450	20	0								
11/6/23	Best Available Rate	Standard 2 Queen Beds	350	350	20	0								
11/6/23	Best Available Rate	Presidential Suite 1 Bdrm 1 King	1500	1500	20	0								
11/6/23	Best Available Rate	Suite, 1 King, Sofa bed connect to Guest room, 1 King	600	600	20	0								
11/6/23	Best Available Rate	Junior Suite 1 Bdrm 1 King	450	450	20	0								
11/7/23	Best Available Rate	Standard 1 King Bed	350	350	20	0								
11/7/23	Best Available Rate	Premium 1 King	450	450	20	0								
11/7/23	Best Available Rate	Standard 2 Queen Beds	350	350	20	0								
11/7/23	Best Available Rate	Presidential Suite 1 Bdrm 1 King	1500	1500	20	0								
11/7/23	Best Available Rate	Suite, 1 King, Sofa bed connect to Guest room, 1 King	600	600	20	0								
11/7/23	Best Available Rate	Junior Suite 1 Bdrm 1 King	450	450	20	0								
11/8/23	Best Available Rate	Standard 1 King Bed	350	350	20	0								
11/8/23	Best Available Rate	Premium 1 King	450	450	20	0								
11/8/23	Best Available Rate	Standard 2 Queen Beds	350	350	20	0								
11/8/23	Best Available Rate	Presidential Suite 1 Bdrm 1 King	1500	1500	20	0								
11/8/23	Best Available Rate	Suite, 1 King, Sofa bed connect to Guest room, 1 King	600	600	20	0								
11/8/23	Best Available Rate	Junior Suite 1 Bdrm 1 King	450	450	20	0								
11/9/23	Best Available Rate	Standard 1 King Bed	350	350	20	0								
11/9/23	Best Available Rate	Premium 1 King	450	450	20	0								
11/9/23	Best Available Rate	Standard 2 Queen Beds	350	350	20	0								
11/9/23	Best Available Rate	Presidential Suite 1 Bdrm 1 King	1500	1500	20	0								

Rate Adjustment Report

OVERVIEW

The Rate Adjustment Report shows rate adjustment by user and date range. Please note, only reservations where a rate has been adjusted show on this report.



REPORT FILTERS

ADJUSTMENT DATE RANGE (FROM/TO) Select an adjustment date range.

ARRIVAL DATE RANGE (FROM/TO) Select an arrival date range.

SORT BY Choose from **Date**, **Guest User**, or **User**.

The screenshot displays the 'New Report' configuration screen. At the top, it shows the user 'Erin Fischer' and the date 'Friday, 19 February 2021'. A search bar is labeled 'Search by Report Name'. The left sidebar lists various report categories, with 'Rate Adjustment Report' selected and highlighted in orange. The right panel is titled 'Rate Adjustment Report CONFIGURE REPORT' and contains the following configuration options:

- ADJUSTMENT DATE RANGE (FROM):** 02-12-2021
- ADJUSTMENT DATE RANGE (TO):** 02-19-2021
- ARRIVAL DATE RANGE (FROM):** 02-12-2021
- ARRIVAL DATE RANGE (TO):** 02-19-2021
- SORT BY:** Sort By

A green 'RUN REPORT' button is located at the bottom right of the configuration panel.

REPORT OUTPUT

The Rate Adjustment Report can be printed, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **TOTAL ADJUSTED RESERVATIONS**
- **TOTAL ORIGINAL REVENUE:** Sum of the prices of all original rates
- **TOTAL ADJUSTED REVENUE:** Sum of the prices of all adjusted rates
- **VARIANCE: TOTAL ADJUSTED RATE AMOUNT** minus **TOTAL ORIGINAL RATE AMOUNT**
- **RESERVATION:** Guest name, confirmation number, check-in date, and check-out date
- **STAY DATE:** Stay date(s)
- **ORIGINAL RATE:** Price of the rate just before the current rate
- **ADJUSTED RATE:** Price of the adjusted rate as seen currently
- **VARIANCE: ADJUSTED RATE AMOUNT** minus **ORIGINAL RATE AMOUNT**
- **REASON:** Reason for adjustment (Mandatory or not defined under Settings > Reservations > Reservation Settings)
- **USER:** User to perform adjustment

REPORTS INBOX

REPORTS INBOX		Rate Adjustment Report By User / Date Range				Erin Fischer Friday, 19 February 2021	
TOTAL ADJUSTED RESERVATIONS	TOTAL ORIGINAL REVENUE	TOTAL ADJUSTED REVENUE	VARIANCE				
1	\$740.00	\$1,085.00	\$345.00				
RESERVATION	STAY DATE	ORIGINAL RATE	ADJUSTED RATE	VARIANCE	REASON	USER	
BRITT DE ROIJ 115757	02-15-2021	\$185.00	\$300.00	\$115.00	NEG	BRITT DE ROIJ	
+ 02-15-2021 + 02-19-2021	02-16-2021	\$185.00	\$300.00	\$115.00	NEG	BRITT DE ROIJ	
	02-17-2021	\$185.00	\$300.00	\$115.00	NEG	BRITT DE ROIJ	
	02-18-2021	\$185.00	\$185.00	\$0.00			
	TOTAL	\$740.00	\$1,085.00	\$345.00			
RATE ADJUSTMENT DATES - FROM: 02-12-2021 TO: 02-19-2021						BUSINESS DATE: 02-19-2021	
ARRIVAL DATES - FROM: 02-12-2021 TO: 02-19-2021						USER: ERIN FISCHER	
SORT BY: DATE SORT DIRECTION: ASCENDING							

PRINT REPORT

Rate Adjustment Report By User / Date Range

RESERVATION	STAY DATE	ORIGINAL RATE	ADJUSTED RATE	VARIANCE	REASON	USER
BRITT DE ROIJ	02-15-2021	\$185.00	\$300.00	\$115.00	NEE	BRITT DE ROIJ
	02-16-2021	\$185.00	\$300.00	\$115.00	NEE	BRITT DE ROIJ
	02-17-2021	\$185.00	\$300.00	\$115.00	NEE	BRITT DE ROIJ
	02-18-2021	\$185.00	\$180.00	\$0.00		
	TOTAL	\$740.00	\$1,085.00	-\$345.00		

TOTAL ADJUSTED RESERVATIONS: 1 | TOTAL ORIGINAL REVENUE: \$740.00 | TOTAL ADJUSTED REVENUE: \$1,085.00 | VARIANCE: \$345.00
 RATE ADJUSTMENT DATES: FROM: 02-12-2021 TO: 02-19-2021 | BUSINESS DATE: 02-19-2021
 ARRIVAL DATES: FROM: 02-12-2021 TO: 02-19-2021 | USER: ERIN FISCHER
 SORT BY: DATE SORT DIRECTION: ASCENDING

Print 1 page

Destination Save as PDF

Pages All

Pages per sheet 1

Margins Default

Options Headers and footers Background graphicsPrint using system dialogue... (⌘P) Open PDF in Preview

Cancel

Save

Reservations By User Report

OVERVIEW

The Reservations By User Report shows reservations by user by date range for new and cancelled reservations. The report will show all demographics (both active and inactive) as long as **Select All** is chosen from the filters for **MARKET(S)**, **SOURCE(S)**, **ORIGIN(S)**, and **SEGMENT(S)**.

In addition to reservations created in the PMS, the Reservations By User Report also shows reservations that came in through an interface.

REPORT FILTERS

CREATION DATE RANGE (FROM/TO)

Select a reservation creation date range.

ARRIVAL DATE RANGE (FROM/TO)

Select an arrival date range.

USERS

Choose from **Select All** or other individual users. **Select All** also includes inactive users.

OPTION(S)

Choose from **Select All**, **Include Both**, **Include Cancelled**, **Include New**, or **Show Rate Adjustment Options**.

RATE

Choose from **Select All** or other individual rates. Default is **Select All**.

ROOM TYPES

Choose from **Select All** or other individual room types. Default is **Select All**.

MARKET(S)

Choose from **Select All** or other individual markets. Default is **Select All**.

SOURCE(S)

Choose from **Select All** or other individual sources. Default is **Select All**.

ORIGIN(S)

Choose from **Select All** or other individual origins. Default is **Select All**.

SEGMENT(S)

Choose from **Select All** or other individual segments. Default is **Select All**.

GUARANTEE TYPE(S)

Choose from **Select All** or other individual guarantee types. Default is **Select All**.

SORT BY

Choose from **Reservation Number**, **Name**, **Date**, **Rate Amount**, **Create Date**, **Guarantee Type**, **Override Amount**, or **User**.

GROUP BY

Choose from **Date** or **User**.

REPORTS INBOX
New Report
Erin Fischer Friday, 19 February 2021

All user login and logout activity By User

Market Segment Statistics Report
Market Segment Statistics Report By Date By Date

Mobile Check In
Mobile Check In

Mobile Check In - Now
Mobile Check In - Now

Occupancy & Revenue Summary
Occupancy & Revenue Statistics by Day / Date Range by Market By Date Range

Rate & Restrictions

Rate Adjustment Report
Rate Adjustment by user / date range By User / Date Range

Reservations By User
User created Reservations by Date / by User Name By Date Range

Room Upsell
Room Upsell

Rooms OOO/OOS
Out of Order / Out of Service Rooms by Date Range

Reservations By User
CONFIGURE REPORT

CREATION DATE RANGE (FROM)
02-12-2021

CREATION DATE RANGE (TO)
02-19-2021

ARRIVAL DATE RANGE (FROM)
02-12-2021

ARRIVAL DATE RANGE (TO)
02-19-2021

USERS
All Selected

OPTION(S)
Include New

RATE

RUN REPORT

REPORTS INBOX
New Report
Erin Fischer Friday, 19 February 2021

All user login and logout activity By User

Market Segment Statistics Report
Market Segment Statistics Report By Date By Date

Mobile Check In
Mobile Check In

Mobile Check In - Now
Mobile Check In - Now

Occupancy & Revenue Summary
Occupancy & Revenue Statistics by Day / Date Range by Market By Date Range

Rate & Restrictions

Rate Adjustment Report
Rate Adjustment by user / date range By User / Date Range

Reservations By User
User created Reservations by Date / by User Name By Date Range

Room Upsell
Room Upsell

Rooms OOO/OOS
Out of Order / Out of Service Rooms by Date Range

RATE
All Selected

ROOM TYPES
All Selected

MARKET(S)
All Selected

SOURCE(S)
All Selected

ORIGIN(S)
All Selected

SEGMENT(S)
All Selected

CUSTOMER TYPE(S)

RUN REPORT

www.stayntouch.com

REPORTS INBOX
New Report

Erin Fischer Friday, 19 February 2021

<p> All user login and logout activity By User</p>	<p>SOURCE(S) All Selected</p>
<p> Market Segment Statistics Report <i>Market Segment Statistics Report By Date By Date</i></p>	<p>ORIGIN(S) All Selected</p>
<p> Mobile Check In <i>Mobile Check In</i></p>	<p>SEGMENT(S) All Selected</p>
<p> Mobile Check In - Now <i>Mobile Check In - Now</i></p>	<p>GUARANTEE TYPE(S) All Selected</p>
<p> Occupancy & Revenue Summary <i>Occupancy & Revenue Statistics by Day / Date Range by Market By Date Range</i></p>	<p>SORT BY Sort By</p>
<p> Rate & Restrictions</p>	<p>GROUP BY Group By</p>
<p> Rate Adjustment Report <i>Rate Adjustment by user / date range By User / Date Range</i></p>	<p>RUN REPORT</p>
<p> Reservations By User <i>User created Reservations by Date / by User Name By Date Range</i></p>	
<p> Room Upsell <i>Room Upsell</i></p>	
<p> Rooms OOO/OOS <i>Out of Order / Out of Service Rooms by Date Range</i></p>	

REPORT OUTPUT

The Reservations By User Report can be exported via CSV file or printed, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **USER:** Count of all users
- **NEW:** Count of all new reservations
- **CANCEL:** Count of all cancelled reservations
- **OVERRIDES:** Count of all overrides. This value indicates the total number of rate overrides (i.e., the number of reservations where the rate's price was manually changed by a user).
- **VARIANCE:** Original rate minus the adjusted rate for each night for each reservation—and sum thereof. The difference between the reservation's original rate (the rate assigned at the time of reservation creation).
- **TOTAL REVENUE:** Total stay cost for all selected reservation records
- **ROOM NIGHTS:** Total number of room nights for all reservations
- **TYPE:** NEW or CANCELLED
- **GUEST:** Guest name
- **STATUS:** RESERVED, IN HOUSE, DUE OUT, NO SHOW, CANCELLED, etc.
- **ARRIVAL:** Arrival date and time
- **RATE:** Room type and rate
- **CREATED:** Date the reservation was created

REPORTS INBOX

REPORTS INBOX		Reservations By User By Date Range						
Erin Fischer		Friday, 19 February 2021						
USER	NEW	CANCEL	OVERRIDES	VARIANCE	TOTAL REVENUE	ROOM NIGHTS		
9	54	0	1	\$345.00	\$15,850.00	75		
02-12-2021								
Type	Guest	Status	Arrival	Rate	Created			
NEW	de Roij, Britt 115756 • 1 nights	NO SHOW	02-12-2021 02:00 PM	SELECT QUEEN BAR / \$150.00 ADR	02-12-2021	Booking.com		
02-15-2021								
Type	Guest	Status	Arrival	Rate	Created			
NEW	de Roij, Britt 115757 • 4 nights	DUE OUT	02-15-2021 09:44 AM	KING DELUXE BAR / \$271.25 ADR \$271.25 ADJUSTED CASH PAYMENT	02-15-2021	Britt Inc. Continental Breakfast Booking.com		
ADJUSTMENT REASON NEG								
NEW	de Roij, Britt 115757 • 4 nights	DUE OUT	02-15-2021 09:44 AM	KING DELUXE BAR / \$271.25 ADR \$271.25 ADJUSTED CASH PAYMENT	02-15-2021	Britt Inc. Continental Breakfast Booking.com		
ADJUSTMENT REASON NEG								
NEW	Davis, Justin 115758 • 4 nights	NO SHOW	02-15-2021 02:00 PM	SELECT QUEEN BAR / \$150.00 ADR VISA ENDING WITH	02-15-2021 JUSTIN DAVIS			
1 2 3								

Room Upsell Report

OVERVIEW

The Room Upsell Report provides details of which check-in origin yields the best and worst room upsell revenue and conversion.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range.

ORIGIN(S)

Choose from **SELECT ALL**, **EMAIL FROM HOTEL**, **EMAIL FROM GUEST**, **SMS FROM GUEST**, **DIRECT URL**, **APP**, or **ZEST STATION**.

URL(S)

Select from hotel URLs.

The screenshot displays the 'New Report' interface. At the top, there is a navigation bar with a menu icon, 'REPORTS INBOX', the user name 'Erin Fischer', the date 'Tuesday, 28 November 2023', and the hotel name 'WEXFORD BAY'. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists various reports, each with an icon and a brief description. The right column shows the configuration options for the selected 'Room Upsell' report. The configuration panel includes fields for 'DATE RANGE (FROM)' (11-21-2023), 'DATE RANGE (TO)' (11-28-2023), 'ORIGIN(S)' (All Selected), and 'URL(S)' (Select URL(s)). A green 'RUN REPORT' button is located at the bottom right of the configuration panel.

Report Name	Description	Action
Room Upsell	Room Upsell	
Rooms 000/OOS	Out of Order / Out of Service Rooms by Date Range	>>
Rooms Queued	Count of all rooms queued from Rover By Date Range	>>
Tax Exempt	Tax Exempt Guests and Groups	>>
Travel Agent Commissions	Commissions per Travel Agent	>>
Upsell	Number of Upsells from one room type to the next level by day and by user By Day / User	>>
Vacant Rooms Report	Rooms not occupied since X days	>>
Web Check In Conversion	Conversion details for Web checkin By Month	>>
Web Check In Conversion By Day	Conversion details for late check out and web in	>>
Web Check Out Conversion	Conversion details for late check out and web check out By Month	>>
Yearly Tax Report	Company or Travel Agent Accounts with total net revenue over EUR 250.00.	>>

Room Upsell CONFIGURE REPORT

DATE RANGE (FROM): 11-21-2023

DATE RANGE (TO): 11-28-2023

ORIGIN(S): All Selected

URL(S): Select URL(s)

RUN REPORT

REPORT OUTPUT

The Room Upsell Report can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **DATE:** Business date
- **ARRIVAL:** Number of arrivals for the business date
- **STARTING ARRIVALS:** Number of arrivals which started the arrival process
- **OFFERED:** Number of room upsells offered
- **BUYERS:** Number of room upsell buyers
- **CONVERSION:** Revenue which was converted due to the Upsell.
- **REVENUE:** Room upsell revenue for the date

REPORTS INBOX

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Room Upsell Today at 06:30 AM	11-21-2023	11-28-2023	Download CSV Print

	ARRIVAL	STARTING ARRIVALS	OFFERED	BUYERS	CONVERSION	REVENUE
11-21-2023	23	2	2	1	50.00	\$90.00
11-22-2023	0	0	0	0	0.00	\$0.00
11-23-2023	0	0	0	0	0.00	\$0.00
11-24-2023	0	0	0	0	0.00	\$0.00
11-25-2023	0	0	0	0	0.00	\$0.00
11-26-2023	4	0	0	0	0.00	\$0.00
11-27-2023	20	1	1	1	100.00	\$180.00
11-28-2023	13	0	0	0	0.00	\$0.00
TOTAL	60	3	3	2	66.67	\$270.00

DATE RANGE - FROM: 11-21-2023 TO: 11-28-2023
 ORIGINS: ALL ORIGINS
 URLS:

BUSINESS DATE: 11-28-2023
 USER: ERIN FISCHER

PRINT REPORT

11/28/23, 12:31 PM

Room Upsell

WISFOURDAY

Room Upsell

	ARRIVAL	STARTING ARRIVALS	OFFERED	BUYERS	CONVERSION	REVENUE
11-21-2023	23	2	2	1	50.00	\$90.00
11-22-2023	0	0	0	0	0.00	\$0.00
11-23-2023	0	0	0	0	0.00	\$0.00
11-24-2023	0	0	0	0	0.00	\$0.00
11-25-2023	0	0	0	0	0.00	\$0.00
11-26-2023	4	0	0	0	0.00	\$0.00
11-27-2023	20	1	1	1	100.00	\$180.00
11-28-2023	13	0	0	0	0.00	\$0.00
TOTAL	60	3	3	2	66.67	\$270.00

DATE RANGE - FROM: 11-21-2023 TO: 11-28-2023
 ORIGINS: ALL ORIGINS
 URLS:

BUSINESS DATE: 11-28-2023
 USER: ERIN FISCHER

CSV EXPORT

Date	Arrivals	Starting Arrivals	Offered	Buyers	Conversions	Revenue
11/21/23	23	2	2	1	50	\$90.00
11/22/23	0	0	0	0	0	\$0.00
11/23/23	0	0	0	0	0	\$0.00
11/24/23	0	0	0	0	0	\$0.00
11/25/23	0	0	0	0	0	\$0.00
11/26/23	4	0	0	0	0	\$0.00
11/27/23	20	1	1	1	100	\$180.00
11/28/23	13	0	0	0	0	\$0.00
Total	60	3	3	2	66.67	\$270.00

Rooms OOO/OOS Report

OVERVIEW

The Rooms OOO/OOS Report displays all Out of Order and Out of Service rooms within a given date range (historic and future dates). If a room is OOO/OOS for multiple date ranges, the same room number will be listed multiple times on the report for each date period.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range. For hourly reservations, you can select a date and time.

FLOOR

Choose from **Select All** or individual floors.

REASON

Select a specific OOO or OOS reason for which to run the report. The filter option includes a dropdown list of your hotel's maintenance reasons as defined in your hotel's settings. Users can select multiple options. Because **REASON** is not a mandatory field when placing rooms OOO or OOS, the option of **NOT DEFINED** will appear for selection for rooms with no reason defined. The default will be **SHOW ALL** with all reasons selected. When the report is run, only the reasons selected from the **REASON** filter will be displayed on the report.

SHOW

Choose from **Select All**, **Include OOO Rooms**, or **Include OOS Rooms**.

SORT BY

Choose from **Room No**, **Room Type**, **Start Date**, or **End Date**.

The screenshot displays the 'Reports Inbox' for 'Heather's Place' on 'Friday, 9 December 2022'. The main area lists several reports, with 'Rooms OOO/OOS' selected. The configuration panel for this report is visible on the right, showing the following settings:

- DATE RANGE (FROM):** 11/01/2022
- DATE RANGE (TO):** 11/30/2022
- FLOOR:** All Selected
- REASON:** All Selected
- SHOW:** Both
- SORT BY:** Room No

A green 'RUN REPORT' button is located at the bottom right of the configuration panel.

REPORT OUTPUT

The Rooms OOO/OOS Report can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured below. You will see the following fields on the report:

- **TOTAL OOO ROOMS:** The total number of OOO rooms will only display if selected to show on the report. An OOO room will not be counted twice if the room is OOO more than once for the date range.
- **TOTAL OOS ROOMS:** The total number of OOS rooms will only display if selected to show on the report. An OOS room will not be counted twice if the room is OOS more than once for the date range.
- **ROOM NO.**
- **ROOM TYPE**
- **STATUS: OOO or OOS**
- **RETURN STATUS:** This is the housekeeping return status (e.g., **CLEAN, DIRTY, INSPECTED**, etc.)
- **START DATE (FOR HOURLY: DATE & TIME)**
- **END DATE (FOR HOURLY: DATE & TIME)**
- **REASON:** The reason the room was placed OOO or OOS
- **COMMENTS:** Any comments added to the room when placed OOO or OOS

REPORTS INBOX

Room No.	Room Type	Status	Return Status	Start Date	End Date	Reason	Comments
101	King 250 square feet	OOO	INSPECTED	11/09/2022	11/11/2022	A/C Not Working	
105	King 250 square feet	OOO	INSPECTED	11/09/2022	11/11/2022	A/C Not Working	
107	Deluxe King	OOS	INSPECTED	11/09/2022	11/12/2022	Room Damage	Previous guest damaged the furniture and carpets
205	King 250 square feet	OOS	INSPECTED	11/09/2022	11/11/2022	Painting	

DATE RANGE - FROM: 11/01/2022 TO: 11/30/2022
 SORT BY: ROOM NO SORT DIRECTION: ASCENDING
 SHOW: INCLUDE OOO ROOMS, INCLUDE OOS ROOMS
 FLOORS: ALL FLOORS
 REASONS: ALL REASONS

BUSINESS DATE: 12/09/2022
 USER: ERIN FISCHER

PRINT REPORT



TOTAL OOO ROOMS: 2 | TOTAL OOS ROOMS: 2

ROOM NO.	ROOM TYPE	STATUS	RETURN STATUS	START DATE	END DATE	REASON	COMMENTS
101	KING 250 SQUARE FEET	OOO	INSPECTED	11/09/2022	11/11/2022	A/C NOT WORKING	
105	KING 250 SQUARE FEET	OOO	INSPECTED	11/09/2022	11/11/2022	A/C NOT WORKING	
107	DELUXE KING	OOS	INSPECTED	11/09/2022	11/12/2022	ROOM DAMAGE	PREVIOUS GUEST DAMAGED THE FURNITURE AND CARPETS
205	KING 250 SQUARE FEET	OOS	INSPECTED	11/09/2022	11/11/2022	PAINTING	

DATE RANGE: FROM: 11/01/2022 TO: 11/30/2022
 SORT BY: ROOM NO SORT DIRECTION: ASCENDING
 SHOW: INCLUDE OOO ROOMS, INCLUDE OOS ROOMS
 FLOORS: ALL FLOORS
 REASONS: ALL REASONS

BUSINESS DATE: 12/09/2022
 USER: ERIN FISCHER

Print 1 page

Destination: Save as PDF

Pages: All

Pages per sheet: 1

Margins: Default

Options: Headers and footers
 Background graphics

Print using system dialogue... (⌘+P)

Open PDF in Preview

Cancel Save

CSV EXPORT

Total OOO room	Total OOS room						
2	2						
Room Number	Room Type	Status (OOO or OOS)	Start Date	End Date	Reason	Comment	Return Status
101	King 250 square feet	OUT OF ORDER	11/09/2022	11/11/2022	A/C Not Working		INSPECTED
105	King 250 square feet	OUT OF ORDER	11/09/2022	11/11/2022	A/C Not Working		INSPECTED
107	Deluxe King	OUT OF SERVICE	11/09/2022	11/12/2022	Room Damage	Previous guest damaged the furniture and carpets	INSPECTED
205	King 250 square feet	OUT OF SERVICE	11/09/2022	11/11/2022	Painting		INSPECTED

Tax Exempt Report

OVERVIEW

The purpose of the Tax Exempt Report is to provide a list of all tax exempt reservations (Reservation Status: **DUE IN**, **DUE OUT**, **CHECKED IN**, **CHECKED OUT**, **NO SHOW**, **CANCELLED**), which can be identified when the tax exempt flag on the stay card is toggled ON.

The screenshot displays the 'Stay Card' interface for a reservation. The guest's name is Jane Doe, and the reservation number is 124193. The stay is for Tuesday 11-28-2023 and Wednesday 11-29-2023, with a check-in time of 4:00 PM, 1 guest, and 1 night. The total amount due is \$730.80. The 'TAX EXEMPT' toggle is highlighted with a red box and is currently set to 'ON'. The 'State and Occupancy Tax' is listed as a tax category. Other visible options include 'WAKE UP', 'NEWSPAPER', 'LOYALTY', 'ROOM ATTENDANCE', 'ADDITIONAL DETAILS', 'DAY USE', and 'RESERVATION TYPE'. A sidebar on the left shows 'UPCOMING', 'CURRENT', and 'HISTORY' tabs. A right-hand panel contains a 'CHECK IN' button and a list of actions: 'PUT IN QUEUE', 'DEPOSIT/BALANCE', 'BILL & CHARGES', and 'CONFIRMATION'. At the bottom right, there are buttons for 'CANCEL RESERVATION' and 'COPY RESERVATION'.

REPORT FILTERS

DATE RANGE (FROM/TO) Select a date range.

COMPANY/TRAVEL AGENT Name of the Company or Travel Agent associated with a reservation.

GROUP CODE Name of the group associated with a reservation.

VAT Select checkbox for **SHOW VAT WITH RATES**

INCLUDE LONG STAYS Select checkbox for **INCLUDE LONG STAYS**. Instead of looking at arrival and departure dates, this includes reservations whose stay dates fall within the selected date range.

TAX EXEMPT TYPE Filter on specific tax exempt type.

The screenshot displays the 'New Report' configuration screen. On the left, a list of reports is shown, with 'Tax Exempt' highlighted. On the right, the configuration panel for 'Tax Exempt' is visible, containing the following fields and options:

- DATE RANGE (FROM):** 11-21-2023
- DATE RANGE (TO):** 11-28-2023
- COMPANY / TRAVEL AGENT:** Search by Company / Trav
- GROUP CODE:** Search by Group Code
- VAT:** SHOW VAT WITH RATES
- INCLUDE LONG STAYS:** INCLUDE LONG STAYS
- TAX EXEMPT TYPES:** All Selected

A green 'RUN REPORT' button is located at the bottom of the configuration panel.

REPORT FUNCTIONALITY

In the report filter, the date range indicates the Arrival and Departure Dates for a reservation. The first date is for the Arrival Date, and the second date is for the Departure Date. The report will list reservations whose Arrival Date is on or after the **FROM DATE** and the Departure Date is on or before the **TO DATE**.

For example, if you provide a date range from April 24 to April 26, it will list all the reservations whose Arrival Date is on or after April 24 and Departure Date is on or before April 26. Similarly, if you provide a date range of April 25 to April 25, it will list reservations whose Arrival Date is on or after April 25 and Departure Date is on or before April 25 (essentially Day Use reservations). It is for this reason that the report often does not yield any data when run for a single date.

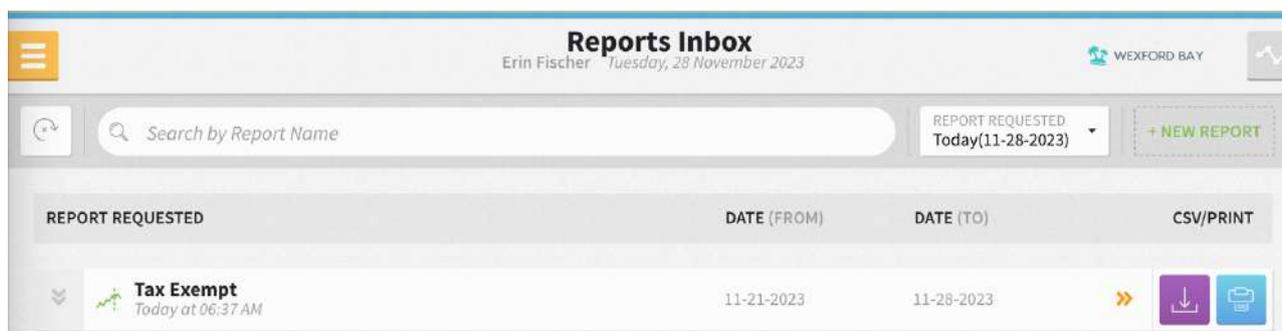
Furthermore, now when you select the checkbox **INCLUDE LONG STAYS**, the functionality changes. It will list all reservations with stay dates within the selected date range. So, when you enter April 25 to April 25 and select this checkbox, the report will list reservations whose Arrival/Departure Date or any other stay date is April 25.

REPORT OUTPUT

The Tax Exempt Report can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **TOTAL TAX EXEMPT RESERVATIONS:** Number of tax exempt reservations for the date range selected
- **RESERVATION:** Reservation information
- **TAX EXEMPT TYPE:** Tax exempt type selected for the reservation
- **STAY DATE:** Stay dates for the reservation
- **RATE:** Rate applied to the reservation

REPORTS INBOX



The screenshot shows the 'Reports Inbox' interface. At the top, it displays the user name 'Erin Fischer' and the date 'Tuesday, 28 November 2023'. There is a search bar labeled 'Search by Report Name' and a dropdown menu for 'REPORT REQUESTED Today(11-28-2023)'. A '+ NEW REPORT' button is also visible. Below this is a table with the following columns: 'REPORT REQUESTED', 'DATE (FROM)', 'DATE (TO)', and 'CSV/PRINT'. The table contains one entry: 'Tax Exempt' requested 'Today at 06:37 AM', with a date range from '11-21-2023' to '11-28-2023'. To the right of this entry are icons for a right arrow, a download icon, and a print icon.

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
 Tax Exempt Today at 06:37 AM	11-21-2023	11-28-2023	  

RESERVATION		TAX EXEMPT TYPE	STAY DATE	RATE
JIM JORDAN 124055 11-19-2023 11-22-2023 CONGR231119-145204		ALL TAX	11-19-2023 SUNDAY	\$ 76.00 GROUP INC
			11-20-2023 MONDAY	\$ 87.00 GROUP INC
			11-21-2023 TUESDAY	\$ 87.00 GROUP INC
			11-22-2023 WEDNESDAY	-
MIKE MCCARTHY 124056 11-19-2023 11-22-2023 CONGR231119-145204		ALL TAX	11-19-2023 SUNDAY	\$ 76.00 GROUP INC
			11-20-2023 MONDAY	\$ 87.00 GROUP INC
			11-21-2023 TUESDAY	\$ 87.00 GROUP INC
			11-22-2023 WEDNESDAY	-
HAKEEM JEFFERIES 124057 11-19-2023 11-22-2023 CONGR231119-145204		ALL TAX	11-19-2023 SUNDAY	\$ 76.00 GROUP INC
			11-20-2023 MONDAY	\$ 87.00 GROUP INC
			11-21-2023 TUESDAY	\$ 87.00 GROUP INC
			11-22-2023 WEDNESDAY	-
124058 11-19-2023 11-22-2023 CONGR231119-145204		ALL TAX	11-19-2023 SUNDAY	\$ 76.00 GROUP INC
			11-20-2023 MONDAY	\$ 87.00 GROUP INC
			11-21-2023 TUESDAY	\$ 87.00 GROUP INC
			11-22-2023 WEDNESDAY	-
JANE DOE 124193 11-28-2023 11-29-2023		STATE AND OCCUPANCY TAX	11-28-2023 TUESDAY	\$ 730.80 BAR RATE
			11-29-2023 WEDNESDAY	-

DATE RANGE FROM 11-21-2023 TO 11-28-2023

BUSINESS DATE 11-28-2023
USER ERIN FISCHER

PRINT REPORT

11/28/23, 12:38 PM

Tax Exempt



Tax Exempt

TOTAL TAX EXEMPT RESERVATIONS

5

RESERVATION	TAX EXEMPT TYPE	STAY DATE	RATE
<input type="checkbox"/> JIM JORDAN ↓ 11-19-2023 ↑ 11-22-2023 CONGR231119-145204	124055 ALL TAX	11-19-2023 SUNDAY	\$ 76.00 GROUP INC
		11-20-2023 MONDAY	\$ 87.00 GROUP INC
		11-21-2023 TUESDAY	\$ 87.00 GROUP INC
		11-22-2023 WEDNESDAY	-
<input type="checkbox"/> MIKE MCCARTHY ↓ 11-19-2023 ↑ 11-22-2023 CONGR231119-145204	124056 ALL TAX	11-19-2023 SUNDAY	\$ 76.00 GROUP INC
		11-20-2023 MONDAY	\$ 87.00 GROUP INC
		11-21-2023 TUESDAY	\$ 87.00 GROUP INC
		11-22-2023 WEDNESDAY	-
<input type="checkbox"/> HAKEEM JEFFERIES ↓ 11-19-2023 ↑ 11-22-2023 CONGR231119-145204	124057 ALL TAX	11-19-2023 SUNDAY	\$ 76.00 GROUP INC
		11-20-2023 MONDAY	\$ 87.00 GROUP INC
		11-21-2023 TUESDAY	\$ 87.00 GROUP INC
		11-22-2023 WEDNESDAY	-
<input type="checkbox"/> ↓ 11-19-2023 ↑ 11-22-2023 CONGR231119-145204	124058 ALL TAX	11-19-2023 SUNDAY	\$ 76.00 GROUP INC
		11-20-2023 MONDAY	\$ 87.00 GROUP INC
		11-21-2023 TUESDAY	\$ 87.00 GROUP INC
		11-22-2023 WEDNESDAY	-
<input checked="" type="checkbox"/> JANE DOE ↓ 11-28-2023 ↑ 11-29-2023	124193 STATE AND OCCUPANCY TAX	11-28-2023 TUESDAY	\$ 730.80 BAR RATE
		11-29-2023 WEDNESDAY	-

DATE RANGE FROM 11-21-2023 TO 11-28-2023

• BUSINESS DATE 11-28-2023
 USER ERIN FISCHER

CSV EXPORT

Reservation Status	Guest Name	Arrival Date	Departure Date	Confirmation Nr.	Tax Exempt Type	Group Code	Company Name	Travel Agent Name	Stay Date	Stay Day	Rate Code	Rate Name	Rate Amount
Total Count:		5											
NOSHOW	Jim Jordan	11/19/23	11/22/23	124055	All Tax	CONGR231119-145204			11/19/23	SUNDAY	Group INC	Group INC	76
NOSHOW	Jim Jordan	11/19/23	11/22/23	124055	All Tax	CONGR231119-145204			11/20/23	MONDAY	Group INC	Group INC	87
NOSHOW	Jim Jordan	11/19/23	11/22/23	124055	All Tax	CONGR231119-145204			11/21/23	TUESDAY	Group INC	Group INC	87
NOSHOW	Jim Jordan	11/19/23	11/22/23	124055	All Tax	CONGR231119-145204			11/22/23	WEDNESDAY			
NOSHOW	Mike Mccarthy	11/19/23	11/22/23	124056	All Tax	CONGR231119-145204			11/19/23	SUNDAY	Group INC	Group INC	76
NOSHOW	Mike Mccarthy	11/19/23	11/22/23	124056	All Tax	CONGR231119-145204			11/20/23	MONDAY	Group INC	Group INC	87
NOSHOW	Mike Mccarthy	11/19/23	11/22/23	124056	All Tax	CONGR231119-145204			11/21/23	TUESDAY	Group INC	Group INC	87
NOSHOW	Mike Mccarthy	11/19/23	11/22/23	124056	All Tax	CONGR231119-145204			11/22/23	WEDNESDAY			
NOSHOW	Hakeem Jefferies	11/19/23	11/22/23	124057	All Tax	CONGR231119-145204			11/19/23	SUNDAY	Group INC	Group INC	76
NOSHOW	Hakeem Jefferies	11/19/23	11/22/23	124057	All Tax	CONGR231119-145204			11/20/23	MONDAY	Group INC	Group INC	87
NOSHOW	Hakeem Jefferies	11/19/23	11/22/23	124057	All Tax	CONGR231119-145204			11/21/23	TUESDAY	Group INC	Group INC	87
NOSHOW	Hakeem Jefferies	11/19/23	11/22/23	124057	All Tax	CONGR231119-145204			11/22/23	WEDNESDAY			
NOSHOW		11/19/23	11/22/23	124058	All Tax	CONGR231119-145204			11/19/23	SUNDAY	Group INC	Group INC	76
NOSHOW		11/19/23	11/22/23	124058	All Tax	CONGR231119-145204			11/20/23	MONDAY	Group INC	Group INC	87
NOSHOW		11/19/23	11/22/23	124058	All Tax	CONGR231119-145204			11/21/23	TUESDAY	Group INC	Group INC	87
NOSHOW		11/19/23	11/22/23	124058	All Tax	CONGR231119-145204			11/22/23	WEDNESDAY			
CHECKEDIN	Jane Doe	11/28/23	11/29/23	124193	State and Occupancy Tax				11/28/23	TUESDAY	BAR RATE	BAR RATE	730.8
CHECKEDIN	Jane Doe	11/28/23	11/29/23	124193	State and Occupancy Tax				11/29/23	WEDNESDAY			

Travel Agent Commissions Report

OVERVIEW

The Travel Agent Commissions Report provides details of commissions payable to travel agents. Eligible reservations are grouped by travel agents.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range.

TRAVEL AGENTS

Choose from **SELECT ALL** or other individual Travel Agents.

New Report
Erin Fischer Tuesday, 28 November 2023

WEXFORD BAY

REPORTS INBOX

Search by Report Name

- Rooms OOO/OOS**
Out of Order / Out of Service Rooms by Date Range
- Rooms Queued**
Count of all rooms queued from Rover By Date Range
- Tax Exempt**
Tax Exempt Guests and Groups
- Travel Agent Commissions**
Commissions per Travel Agent
- Upsell**
Number of Upsells from one room type to the next level by day and by user By Day / User
- Vacant Rooms Report**
Rooms not occupied since X days
- Web Check In Conversion**
Conversion details for Web checkin By Month
- Web Check In Conversion By Day**
Conversion details for late check out and web in
- Web Check Out Conversion**
Conversion details for late check out and web check out By Month
- Yearly Tax Report**
Company or Travel Agent Accounts with total net revenue over EUR 250.00.
- Zest App Campaign Report**
Zest App Campaign Report

Travel Agent Commissions
CONFIGURE REPORT

DATE RANGE (FROM)
11-21-2023

DATE RANGE (TO)
11-28-2023

TRAVEL AGENTS
All Selected

RUN REPORT

REPORT OUTPUT

The Travel Agent Commissions Report can be printed, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **TRAVEL AGENTS:** Total number of Travel Agents
- **TOTAL:** Total Travel Agent commissions
- **ROOM:** Room number guest stayed in
- **GUEST:** Guest reservation associated with a Travel Agent
- **RATE CODE:** Rate code associated with the reservation
- **RATE AMOUNT:** Rate amount for the reservation
- **COMMISSION:** Commission information for the reservation
 - **Revenue:** Commissionable revenue from the reservation
 - **%/\$:** Commission amount in percentage or currency amount
 - **Net Amt:** Net commissions

REPORTS INBOX

The screenshot shows the 'Reports Inbox' interface. At the top, it displays 'Erin Fischer Tuesday, 28 November 2023' and 'WEXFORD BAY'. Below the header is a search bar labeled 'Search by Report Name' and a 'REPORT REQUESTED Today(11-28-2023)' dropdown. A '+ NEW REPORT' button is visible on the right. The main table has columns: REPORT REQUESTED, DATE (FROM), DATE (TO), and CSV/PRINT. One report is listed: 'Travel Agent Commissions' requested 'Today at 06:46 AM' from '11-21-2023' to '11-28-2023'. Action icons for expand, delete, and print are shown for this report.

The screenshot shows the 'Travel Agent Commissions' report details. It includes a summary section with 'TRAVEL AGENTS 1' and 'TOTAL 904.00'. Below this is the header 'HUSKY TRAVEL PARTNERS, IATA: 58500023'. The main data is presented in a table with columns: ROOM, GUEST, RATE CODE, RATE AMOUNT, and COMMISSION (subdivided into Revenue, %/\$, and Net Amt).

ROOM	GUEST	RATE CODE	RATE AMOUNT	COMMISSION		
				Revenue	%/\$	Net Amt
208	YOUNG, CHASE 122907, NIGHTS: 90 08-24-2023 10:38 AM 11-22-2023 02:00 AM	BAR	\$ 100.00	\$ 12,673.19	10.00%	\$ 904.00
		BAR	\$ 120.00			
SUBTOTALS				\$ 12,673.19		\$ 904.00

FROM 11-21-2023 TO 11-28-2023 BUSINESS DATE 11-28-2023 USER ERIN FISCHER

PRINT REPORT

11/28/23, 12:46 PM

Travel Agent Commissions

Travel Agent Commissions

TRAVEL AGENTS	TOTAL
1	904.00

HUSKY TRAVEL PARTNERS, IATA: 58500023

ROOM	GUEST	RATE CODE	RATE AMOUNT	COMMISSION		
				Revenue	%/S	Net Amt
208	YOUNG, CHASE 122907, NIGHTS: 90	BAR	\$ 100.00	\$ 12,673.19	10.00%	\$ 904.00
	08-24-2023 10:38 AM					
	11-22-2023 02:00 AM	BAR	\$ 120.00			
SUBTOTALS				\$ 12,673.19		\$ 904.00

Upsell Report

OVERVIEW

The Upsell Report provides a list of reservations that were upsold by different upsell levels.

REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range.

SORT BY

Choose from **Channel**, **Date**, **Guest Name**, or **User**.

The screenshot displays the 'Stayntouch Hotel New Report' interface. At the top, there is a navigation bar with a menu icon, 'REPORTS INBOX', the user name 'Erin Fischer', the date 'Monday, 12 September 2022', and the Stayntouch logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists several reports, each with an icon, title, subtitle, and a right-pointing arrow. The reports listed are: 'Tax Exempt' (Tax Exempt Guests and Groups), 'Travel Agent Commissions' (Commissions per Travel Agent), 'Upsell' (Number of Upsells from one room type to the next level by day and by user By Day / User), 'Vacant Rooms Report' (Rooms not occupied since X days), 'Web Check In Conversion' (Conversion details for late check out and web in By Month), 'Web Check In Conversion By Day' (Conversion Details For Web Checkin By Day), 'Web Check Out Conversion' (Conversion details for late check out and web check out By Month), 'Yearly Tax Report' (Company or Travel Agent Accounts with total net revenue over EUR 250,00.), and 'Zest App Campaign Report' (Zest App Campaign Report). The 'Upsell' report is highlighted with an orange background. The right column is titled 'Upsell CONFIGURE REPORT'. It contains two date range input fields: 'DATE RANGE (FROM)' with the value '01/01/2022' and 'DATE RANGE (TO)' with the value '09/12/2022'. Below these fields is a checkbox labeled 'SHOW UPSELLS ONLY' which is checked. At the bottom of the right column is a 'SORT BY' dropdown menu currently set to 'Date'. At the very bottom of the right column is a green button labeled 'RUN REPORT'.

REPORT OUTPUT

The Upsell Report can be printed or exported via CSV, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **ROOMS UPSOLD:** Total number of upsold rooms for the date range selected
- **UPSELL REVENUE:** Total revenue from upsold rooms
- **ROVER:** Upsell revenue from Stayntouch Cloud PMS
- **ZEST WEB:** Upsell revenue from Stayntouch Guest Mobility
- **ZEST APP:** Upsell revenue from the Zest App
- **ZEST STATION:** Upsell revenue from Stayntouch Guest Kiosk
- **DATE:** Date of upsell
- **USER:** User who performed the upsell
- **CHANNEL:** Channel through which the upsell was completed (i.e., Rover, Web, or Station)
- **GUEST NAME:** Guest who purchased the upsell
- **FROM ROOM TYPE:** Room assigned to the guest prior to the upsell
- **LEVEL:** Room level prior to the upsell
- **TO ROOM TYPE:** Room assigned to the guest after the upsell
- **LEVEL:** Room level after the upsell
- **ORIGINAL RATE PRICE:** Original rate price for the room prior to the upsell
- **UPSELL AMOUNT:** Amount charged for the upsell
- **NIGHTS:** Nights guest stayed
- **TOTAL AMOUNT:** Total upsell amount

REPORTS INBOX

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Upsell Today at 02:21 PM	01/01/2022	09/12/2022	

Stayntouch Hotel Upsell By Day / User													
Erin Fischer Monday, 12 September 2022													
stayntouch													
ROOMS UPSOLD	UPSELL REVENUE	PMS	ZEST WEB	ZEST APP	KIOSK								
3	\$ 50.00	\$ 50.00	\$ 0.00	\$ 0.00	\$ 0.00								
DATE	USER	CHANNEL	GUEST NAME	FROM ROOM TYPE	LEVEL	TO ROOM TYPE	LEVEL	ORIGINAL RATE PRICE	UPSELL AMOUNT	NIGHTS	TOTAL AMOUNT		
04/27/2022	ERIN FISCHER	PMS	ERIN FISCHER	STANDARD QUEEN	1	PARK VIEW KING	2	\$ 199.00	\$ 0.00	1	\$ 0.00		
05/24/2022	KIOSK USER1	KIOSK	ERIN FISCHER	PARK VIEW KING	2	PARK VIEW SUITE	3	\$ 219.00	\$ 50.00	1	\$ 50.00		
06/22/2022	ERIN FISCHER	PMS	JANE DOE	STANDARD QUEEN	1	PARK VIEW QUEEN	2	\$ 199.00	\$ 50.00	1	\$ 50.00		
DATE RANGE - FROM: 01/01/2022 TO: 09/12/2022										BUSINESS DATE: 09/12/2022			
SORT BY: DATE SORT DIRECTION: ASCENDING										USER: ERIN FISCHER			
SHOW UPSSELL ONLY: YES													

PRINT REPORT

12/09/2022, 14:25

Upsell By Day / User											
stayntouch											
Stayntouch Hotel											
Upsell By Day / User											
ROOMS UPSOLD	UPSELL REVENUE	PMS	ZEST WEB	ZEST APP	KIOSK						
3	\$ 50.00	\$ 50.00	\$ 0.00	\$ 0.00	\$ 0.00						
DATE	USER	CHANNEL	GUEST NAME	FROM ROOM TYPE	LEVEL	TO ROOM TYPE	LEVEL	ORIGINAL RATE PRICE	UPSELL AMOUNT	NIGHTS	TOTAL AMOUNT
04/27/2022	ERIN FISCHER	PMS	ERIN FISCHER	STANDARD QUEEN	1	PARK VIEW KING	2	\$ 199.00	\$ 0.00	1	\$ 0.00
05/24/2022	KIOSK USER1	KIOSK	ERIN FISCHER	PARK VIEW KING	2	PARK VIEW SUITE	3	\$ 219.00	\$ 50.00	1	\$ 50.00
06/22/2022	ERIN FISCHER	PMS	JANE DOE	STANDARD QUEEN	1	PARK VIEW QUEEN	2	\$ 199.00	\$ 50.00	1	\$ 50.00
DATE RANGE - FROM: 01/01/2022 TO: 09/12/2022										BUSINESS DATE: 09/12/2022	
SORT BY: DATE SORT DIRECTION: ASCENDING										USER: ERIN FISCHER	
SHOW UPSSELL ONLY: YES											

Print

1 page

Destination

Save as PDF

Pages

All

Pages per sheet

1

Margins

Default

Options

 Headers and footers Background graphics

Print using system dialogue... (⌘+P)

Open PDF in Preview

Cancel

Save

CSV EXPORT

	A	B	C	D	E	F	G	H	I	J	K	L
1	Date	User	Channel	Guest name	From room type	From level	To room type	To level	Original rate price	Upsell amount	Nights	Total amount
2	04/27/2022	Erin Fischer	PMS	Erin Fischer	Standard Queen	1	Park View King	2	199	0	1	0
3	05/24/2022	Kiosk User1	KIOSK	Erin Fischer	Park View King	2	Park View Suite	3	219	50	1	50
4	06/22/2022	Erin Fischer	PMS	Jane Doe	Standard Queen	1	Park View Queen	2	199	50	1	50

Vacant Rooms Report

OVERVIEW

The Vacant Rooms Report lists all rooms that have not been occupied for at least the number of days specified when running the report. (Physical rooms only, not suite rooms).

REPORT FILTERS

MIN. DAYS NOT OCCUPIED

Indicate a minimum number of days not occupied.

SORT BY

Choose from **Room Number**, **Room Type**, **No of Days Vacant**, or **Last Check-Out Date**.

New Report
Erin Fischer Tuesday, 23 November 2023 WEXFORD BAY

Search by Report Name

- Rooms OOO/OOS**
Out of Order / Out of Service Rooms by Date Range
- Rooms Queued**
Count of all rooms queued from Rover By Date Range
- Tax Exempt**
Tax Exempt Guests and Groups
- Travel Agent Commissions**
Commissions per Travel Agent
- Upsell**
Number of Upsells from one room type to the next level by day and by user By Day / User
- Vacant Rooms Report**
Rooms not occupied since X days
- Web Check In Conversion**
Conversion details for Web checkin By Month
- Web Check In Conversion By Day**
Conversion details for late check out and web in
- Web Check Out Conversion**
Conversion details for late check out and web check out By Month
- Yearly Tax Report**
Company or Travel Agent Accounts with total net revenue over EUR 250.00.
- Zest App Campaign Report**
Zest App Campaign Report

Vacant Rooms Report
CONFIGURE REPORT

MIN. DAYS NOT OCCUPIED
Min. number of day

SORT BY
Room Number

RUN REPORT

REPORT OUTPUT

The Vacant Rooms Report can be printed, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **ROOMS:** Number of vacant rooms
- **ROOM NUMBER:** Room number of vacant room
- **ROOM TYPE:** Room type of vacant room
- **NO OF DAYS VACANT:** Number of days the room has been vacant
- **LAST CHECK-OUT DATE:** Last check-out date of the vacant room

REPORTS INBOX

The screenshot shows the 'Reports Inbox' interface. At the top, it displays the user name 'Erin Fischer' and the date 'Tuesday, 28 November 2023'. The 'WEXFORD BAY' logo is visible in the top right. Below the header, there is a search bar labeled 'Search by Report Name' and a dropdown menu for 'REPORT REQUESTED Today(11-28-2023)'. A '+ NEW REPORT' button is located to the right of the search bar. The main content area contains a table with the following columns: 'REPORT REQUESTED', 'DATE (FROM)', 'DATE (TO)', and 'CSV/PRINT'. A single report entry is listed: 'Vacant Rooms Report' with a timestamp 'Today at 06:53 AM'. The 'DATE (FROM)' and 'DATE (TO)' columns for this report are both 'N/A'. The 'CSV/PRINT' column contains icons for CSV export, a close button, and a print button.

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
 Vacant Rooms Report Today at 06:53 AM	N/A	N/A	  

Vacant Rooms Report			
REPORTS INBOX		Erin Fischer Tuesday, 28 November 2023	
ROOMS		WEXFORD BAY	
68			
ROOM NUMBER	ROOM TYPE	NO OF DAYS VACANT	LAST CHECK OUT DATE
108	SELECT QUEEN	5	11-23-2023
109	BAY VIEW TERRACE SUITE	22	11-06-2023
110	PREMIUM KING	19	11-09-2023
116	EXECUTIVE TWO QUEEN	19	11-09-2023
201	PREMIUM KING	1	11-27-2023
207	BAY VIEW TERRACE SUITE	1	11-27-2023
208	SELECT QUEEN	6	11-22-2023
210	DELUXE KING	20	11-08-2023
211	PREMIUM QUEEN	1	11-27-2023
213	BAY VIEW TERRACE SUITE	1	11-27-2023
214	EXECUTIVE TWO QUEEN	22	11-06-2023
215	SELECT QUEEN	9	11-19-2023
301	PREMIUM KING	1	11-27-2023
302	DELUXE KING	1	11-27-2023
303	SELECT QUEEN	1	11-27-2023
304	PREMIUM QUEEN	1	11-27-2023

1

2

3

PRINT REPORT

11/28/23, 12:54 PM

Vacant Rooms Report



Vacant Rooms Report

ROOMS
68

ROOM NUMBER	ROOM TYPE	NO OF DAYS VACANT	LAST CHECK OUT DATE
108	SELECT QUEEN	5	11-23-2023
109	BAY VIEW TERRACE SUITE	22	11-06-2023
110	PREMIUM KING	19	11-09-2023
116	EXECUTIVE TWO QUEEN	19	11-09-2023
201	PREMIUM KING	1	11-27-2023
207	BAY VIEW TERRACE SUITE	1	11-27-2023
208	SELECT QUEEN	6	11-22-2023
210	DELUXE KING	20	11-08-2023
211	PREMIUM QUEEN	1	11-27-2023
213	BAY VIEW TERRACE SUITE	1	11-27-2023
214	EXECUTIVE TWO QUEEN	22	11-06-2023
215	SELECT QUEEN	9	11-19-2023
301	PREMIUM KING	1	11-27-2023
302	DELUXE KING	1	11-27-2023
303	SELECT QUEEN	1	11-27-2023
304	PREMIUM QUEEN	1	11-27-2023
305	EXECUTIVE TWO QUEEN	1	11-27-2023
306	EXECUTIVE TWO QUEEN	1	11-27-2023
307	BAY VIEW TERRACE SUITE	5	11-23-2023
308	SELECT QUEEN	19	11-09-2023
309	PREMIUM KING	1	11-27-2023
310	DELUXE KING	1	11-27-2023
311	PREMIUM QUEEN	13	11-15-2023
312	EXECUTIVE TWO QUEEN	7	11-21-2023
315	SELECT QUEEN	27	11-01-2023
401	PREMIUM KING	1	11-27-2023
402	DELUXE KING	7	11-21-2023
403	PREMIUM QUEEN	13	11-15-2023
405	EXECUTIVE TWO QUEEN	5	11-23-2023
407	BAY VIEW TERRACE SUITE	1	11-27-2023
408	SELECT QUEEN	43	10-16-2023
409	PREMIUM KING	47	10-12-2023
413	BAY VIEW TERRACE SUITE	1	11-27-2023
414	EXECUTIVE TWO QUEEN	25	11-03-2023
415	SELECT QUEEN	21	11-07-2023
502	DELUXE KING	7	11-21-2023
504	PREMIUM QUEEN	13	11-15-2023
508	SELECT QUEEN	130	07-21-2023
510	DELUXE KING	49	10-10-2023
511	PREMIUM QUEEN	1	11-27-2023

SORT BY: ROOM NUMBER SORT DIRECTION: ASCENDING

BUSINESS DATE: 11-28-2023
USER: ERIN FISCHER

Web Check-In Conversion By Day Report

OVERVIEW

The Web Check-In Conversion By Day Report provides details about conversion of different upsells (room upsells by levels, early check-in) for reservations checked in via the web.

REPORT FILTERS

**DATE RANGE
(FROM/TO)**

Select a date range.

SORT BY

Select **Date**.

The screenshot displays the 'Wexford Bay Hotel New Report' interface. At the top, there is a navigation bar with a menu icon, 'REPORTS INBOX', the hotel name 'Wexford Bay Hotel', the user 'Erin Fischer', the date 'Wednesday, 28 July 2021', and the hotel logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists several reports, each with an icon, title, subtitle, and a right-pointing arrow. The reports listed are: 'Tax Exempt' (Tax Exempt Guests and Groups), 'Travel Agent Commissions' (Commissions per Travel Agent), 'Upsell' (Number of Upsells from one room type to the next level by day and by user By Day / User), 'Vacant Rooms Report' (Rooms not occupied since X days), 'Web Check In Conversion' (Conversion details for Web checkin By Month), 'Web Check In Conversion By Day' (Conversion details for late check out and web in), 'Web Check Out Conversion' (Conversion details for late check out and web check out By Month), 'Yearly Tax Report' (Company or Travel Agent Accounts with total net revenue over EUR 250.00), and 'Zest App Campaign Report' (Zest App Campaign Report). The 'Web Check In Conversion By Day' report is highlighted in orange. The right column shows the configuration options for the 'Web Check In Conversion By Day' report, including a 'CONFIGURE REPORT' link, 'DATE RANGE (FROM)' set to '01-01-2021', 'DATE RANGE (TO)' set to '07-28-2021', and 'SORT BY' set to 'Date'. At the bottom right of the right column is a green 'RUN REPORT' button.

REPORT OUTPUT

The Web Check-In Conversion By Day Report can be printed, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **EMAILS SENT:** Number of web check-in emails sent during the date range selected
- **UPSELL CONVERSION:** Percent of reservations converted to any upsell
- **REVENUE:** Total revenue for web check-ins for the date range selected
- **CONVERSION:** Percent of reservations converted to web check-in
- **TOTAL WEB CHECK-INS:** Total number of web check-ins for the date range selected
- **GUESTS SENT EMAIL:** Total number of guests sent web check-in email for the date range selected
- **UPSELL LEVEL 1 TO LEVEL 2:**
 - **CONV.:** Percent of upsells converted to level 2
 - **CNT.:** Number of upsells from level 1 to level 2
 - **REV.:** Revenue for upsells from level 1 to level 2
- **UPSELL LEVEL 1 TO LEVEL 3:**
 - **CONV.:** Percent of upsells converted to level 3
 - **CNT.:** Number of upsells from level 1 to level 3
 - **REV.:** Revenue for upsells from level 1 to level 3
- **UPSELL LEVEL 2 TO LEVEL 3:**
 - **CONV.:** Percent of upsells converted to level 3
 - **CNT.:** Number of upsells from level 2 to level 3
 - **REV.:** Revenue for upsells from level 2 to level 3
- **ALL UPSELLS:**
 - **CONV.:** Percent of upsells converted to upsells
 - **CNT.:** Number of total upsells
 - **REV.:** Revenue for all upsells
- **WEB CHECK-INS:**
 - **TOTAL:** Total web check-ins
 - **CONV.:** Percent of upsells converted to web check-in

REPORTS INBOX

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Web Check In Conversion By Day <small>Today at 09:10 AM</small>	01-01-2021	07-28-2021	

Wexford Bay Hotel Web Check In Conversion By Day															
Erin Fischer Wednesday, 28 July 2021															
EMAILS SENT	UP SELL CONVERSION	REVENUE	CONVERSION	TOTAL WEB CHECK-INS											
159	20.13%	\$2,220.00	27.67%	44											
	GUESTS SENT EMAIL	UP SELL LEVEL 1 TO LEVEL 2			UP SELL LEVEL 1 TO LEVEL 3			UP SELL LEVEL 2 TO LEVEL 3			ALL UP SELLS			WEB CHECK INS	
		CONV.	CNT.	REV.	CONV.	CNT.	REV.	CONV.	CNT.	REV.	CONV.	CNT.	REV.	TOTAL	CONV.
01, JAN 2021	3	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0	0.00%
02, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
03, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
04, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
05, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
06, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
07, JAN 2021	1	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0	0.00%
08, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
09, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A

Showing 1-25 of 209 items < PREVIOUS NEXT >

PRINT REPORT

Wexford Bay Hotel Web Check In Conversion By Day															
Erin Fischer Wednesday, 28 July 2021															
EMAILS SENT	UP SELL CONVERSION	REVENUE	CONVERSION	TOTAL WEB CHECK-INS											
159	20.13%	\$2,220.00	27.67%	44											
	GUESTS SENT EMAIL	UP SELL LEVEL 1 TO LEVEL 2			UP SELL LEVEL 1 TO LEVEL 3			UP SELL LEVEL 2 TO LEVEL 3			ALL UP SELLS			WEB CHECK INS	
		CONV.	CNT.	REV.	CONV.	CNT.	REV.	CONV.	CNT.	REV.	CONV.	CNT.	REV.	TOTAL	CONV.
01, JAN 2021	3	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0	0.00%
02, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
03, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
04, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
05, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
06, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
07, JAN 2021	1	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0	0.00%
08, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
09, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
10, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
11, JAN 2021	2	50.00%	1	30.00	0.00%	0	0.00	0.00%	0	0.00	50.00%	1	30.00	1	50.00%
12, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
13, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
14, JAN 2021	3	0.00%	0	0.00	33.33%	1	90.00	0.00%	0	0.00	33.33%	1	90.00	2	66.67%
15, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
16, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
17, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
18, JAN 2021	1	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0	0.00%
19, JAN 2021	2	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	2	100.00%
20, JAN 2021	2	50.00%	1	30.00	0.00%	0	0.00	0.00%	0	0.00	50.00%	1	30.00	1	50.00%
21, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
22, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
23, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
24, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
25, JAN 2021	2	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0	0.00%
26, JAN 2021	1	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0	0.00%

DATE RANGE: FROM 01-01-2021 TO 01-28-2021 BUSINESS DATE: 01-28-2021
 SORT BY: DATE SORT DIRECTION: ASCENDING USER: ERIN FISCHER

Print 7 pages

Destination: Save as PDF

Pages: All

Pages per sheet: 1

Margins: Default

Options: Headers and footers
 Background graphics

Print using system dialogue... (⌘#P) ⌘

Open PDF in Preview ⌘

Cancel Save

	GUESTS SENT EMAIL	UP SELL LEVEL 1 TO LEVEL 2			UP SELL LEVEL 1 TO LEVEL 3			UP SELL LEVEL 2 TO LEVEL 3			ALL UP SELLS			WEB CHECK INS	
		CONV.	CNT.	REV.	CONV.	CNT.	REV.	CONV.	CNT.	REV.	CONV.	CNT.	REV.	TOTAL	CONV.
27, JAN 2021	1	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0	0.00%
28, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A
29, JAN 2021	1	100.00%	1	30.00	0.00%	0	0.00	0.00%	0	0.00	100.00%	1	30.00	1	100.00%
30, JAN 2021	0	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	N/A	0	0.00	0	N/A

Web Check-In Conversion Report

OVERVIEW

The Web Check-In Conversion Report tracks conversion for web check-ins via Zest App, web check-in, and web pre-check-in.

REPORT FILTERS

DATE RANGE
(FROM/TO)

Select a date range.

SORT BY

Select Date.

The screenshot displays the 'Wexford Bay Hotel New Report' interface. At the top, there is a navigation bar with a menu icon, 'REPORTS INBOX', the hotel name 'Wexford Bay Hotel', the user 'Erin Fischer', the date 'Thursday, 29 July 2021', and the hotel logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column contains a list of reports, each with an icon, title, subtitle, and a right-pointing arrow. The reports listed are: 'Tax Exempt' (Tax Exempt Guests and Groups), 'Travel Agent Commissions' (Commissions per Travel Agent), 'Upsell' (Number of Upsells from one room type to the next level by day and by user By Day / User), 'Vacant Rooms Report' (Rooms not occupied since X days), 'Web Check In Conversion' (Conversion details for Web checkin By Month), 'Web Check In Conversion By Day' (Conversion details for late check out and web in), 'Web Check Out Conversion' (Conversion details for late check out and web check out By Month), 'Yearly Tax Report' (Company or Travel Agent Accounts with total net revenue over EUR 250,00), and 'Zest App Campaign Report' (Zest App Campaign Report). The 'Web Check In Conversion' report is highlighted in orange. The right column contains a configuration panel for the 'Web Check In Conversion' report, titled 'CONFIGURE REPORT'. It includes two date range fields: 'DATE RANGE (FROM)' with the value '01-01-2021' and 'DATE RANGE (TO)' with the value '07-29-2021'. Below these fields is a 'SORT BY' dropdown menu currently set to 'Date'. At the bottom right of the configuration panel is a green 'RUN REPORT' button.

REPORT OUTPUT

The Web Check-In Conversion Report can be printed, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **EMAILS SENT:** Number of web check-in emails sent during the date range selected
- **UPSELL CONVERSION:** Percentage of emails sent that accepted the upsell room type offer
- **REVENUE:** Total revenue earned from upsell room type for the date range selected
- **CONVERSION:** Percentage of emails sent that decided to perform web check-in
- **TOTAL WEB CHECK-INS:** Total number of web check-ins for the date range selected
- **GUESTS SENT EMAIL:** Total number of guests sent web check-in email for the date range selected
- **UPSELL LEVEL 1 TO LEVEL 2:**
 - **CONV.:** Percentage of reservations that converted to upsell from level 1 to level 2
 - **CNT.:** Number of upsells from level 1 to level 2
 - **REV.:** Revenue for upsells from level 1 to level 2
- **UPSELL LEVEL 1 TO LEVEL 3:**
 - **CONV.:** **CONV.:** Percentage of reservations that converted to upsell from level 1 to level 3
 - **CNT.:** Number of upsells from level 1 to level 3
 - **REV.:** Revenue for upsells from level 1 to level 3
- **UPSELL LEVEL 2 TO LEVEL 3:**
 - **CONV.:** **CONV.:** Percentage of reservations that converted to upsell from level 2 to level 3
 - **CNT.:** Number of upsells from level 2 to level 3
 - **REV.:** Revenue for upsells from level 2 to level 3
- **ALL UPSELLS:**
 - **CONV.:** Percentage of reservations that converted to upsell room type
 - **CNT.:** Number of total upsells
 - **REV.:** Revenue for all upsells
- **WEB CHECK-INS:**
 - **TOTAL:** Total number of web check-ins
 - **CONV.:** (% of reservations who converted for web check in)

REPORTS INBOX

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
 Web Check In Conversion <small>Today at 02:53 AM</small>	01-01-2021	07-29-2021	

REPORTS INBOX

Wexford Bay Hotel Web Check In Conversion By Month

Erin Fischer Thursday, 29 July 2021

WEXFORD BAY HOTEL

EMAILS SENT: 159

UP SELL CONVERSION: **20.13%**

REVENUE: \$2,220.00

CONVERSION: **27.67%**

TOTAL WEB CHECK-INS: 44

DATE RANGE - FROM: 01-01-2021 TO: 07-29-2021

SORT BY: DATE SORT DIRECTION: ASCENDING

BUSINESS DATE: 07-29-2021

USER: ERIN FISCHER

	GUESTS SENT EMAIL	UP SELL LEVEL 1 TO LEVEL 2			UP SELL LEVEL 1 TO LEVEL 3			UP SELL LEVEL 2 TO LEVEL 3			ALL UP SELLS			WEB CHECK INS	
		CONV.	CNT.	REV.	CONV.	CNT.	REV.	CONV.	CNT.	REV.	CONV.	CNT.	REV.	TOTAL	CONV.
JANUARY 2021	19	15.79%	3	90.00	5.26%	1	90.00	0.00%	0	0.00	21.05%	4	180.00	7	36.84%
FEBRUARY 2021	30	10.00%	3	90.00	10.00%	3	270.00	0.00%	0	0.00	20.00%	6	360.00	9	30.00%
MARCH 2021	40	15.00%	6	300.00	5.00%	2	270.00	2.50%	1	60.00	22.50%	9	630.00	12	30.00%
APRIL 2021	40	2.50%	1	30.00	5.00%	2	180.00	2.50%	1	180.00	10.00%	4	390.00	13	32.50%
MAY 2021	21	9.52%	2	60.00	19.05%	4	360.00	0.00%	0	0.00	28.57%	6	420.00	3	14.29%
JUNE 2021	4	25.00%	1	30.00	0.00%	0	0.00	25.00%	1	180.00	50.00%	2	210.00	0	0.00%
JULY 2021	5	20.00%	1	30.00	0.00%	0	0.00	0.00%	0	0.00	20.00%	1	30.00	0	0.00%
TOTAL	159	10.69%	17	630.00	7.55%	12	1170.00	1.89%	3	420.00	20.13%	32	2220.00	44	27.67%

PRINT REPORT

Wexford Bay Hotel

Web Check In Conversion By Month

EMAILS SENT: 159

UP SELL CONVERSION: **20.13%**

REVENUE: \$2,220.00

CONVERSION: **27.67%**

TOTAL WEB CHECK-INS: 44

DATE RANGE - FROM: 01-01-2021 TO: 07-29-2021

SORT BY: DATE SORT DIRECTION: ASCENDING

BUSINESS DATE: 07-29-2021

USER: ERIN FISCHER

	GUESTS SENT EMAIL	UP SELL LEVEL 1 TO LEVEL 2			UP SELL LEVEL 1 TO LEVEL 3			UP SELL LEVEL 2 TO LEVEL 3			ALL UP SELLS			WEB CHECK INS	
		CONV.	CNT.	REV.	CONV.	CNT.	REV.	CONV.	CNT.	REV.	CONV.	CNT.	REV.	TOTAL	CONV.
JANUARY 2021	19	15.79%	3	90.00	5.26%	1	90.00	0.00%	0	0.00	21.05%	4	180.00	7	36.84%
FEBRUARY 2021	30	10.00%	3	90.00	10.00%	3	270.00	0.00%	0	0.00	20.00%	6	360.00	9	30.00%
MARCH 2021	40	15.00%	6	300.00	5.00%	2	270.00	2.50%	1	60.00	22.50%	9	630.00	12	30.00%
APRIL 2021	40	2.50%	1	30.00	5.00%	2	180.00	2.50%	1	180.00	10.00%	4	390.00	13	32.50%
MAY 2021	21	9.52%	2	60.00	19.05%	4	360.00	0.00%	0	0.00	28.57%	6	420.00	3	14.29%
JUNE 2021	4	25.00%	1	30.00	0.00%	0	0.00	25.00%	1	180.00	50.00%	2	210.00	0	0.00%
JULY 2021	5	20.00%	1	30.00	0.00%	0	0.00	0.00%	0	0.00	20.00%	1	30.00	0	0.00%
TOTAL	159	10.69%	17	630.00	7.55%	12	1170.00	1.89%	3	420.00	20.13%	32	2220.00	44	27.67%

Print 1 page

Destination: Save as PDF

Pages: All

Pages per sheet: 1

Margins: Default

Options: Headers and footers

Background graphics

Print using system dialogue... (⌘P)

Open PDF in Preview

Cancel
Save

Web Check-Out Conversion Report

OVERVIEW

The Web Check-Out Conversion Report shows the usage of the web check-out, including late check-out counts and conversions.

REPORT FILTERS

**DATE RANGE
(FROM/TO)**

Select a date range.

SORT BY

Select **Date**.

The screenshot displays the 'Wexford Bay Hotel New Report' interface. At the top, there is a navigation bar with a menu icon, 'REPORTS INBOX', the hotel name 'Wexford Bay Hotel', the user 'Erin Fischer', the date 'Wednesday, 28 July 2021', and the hotel logo. Below the navigation bar is a search bar labeled 'Search by Report Name'. The main content area is divided into two columns. The left column lists several reports, each with an icon, title, subtitle, and a right-pointing arrow. The right column is a configuration panel for the 'Web Check Out Conversion' report, featuring 'DATE RANGE (FROM)' and 'DATE RANGE (TO)' input fields, a 'SORT BY' dropdown menu, and a 'RUN REPORT' button at the bottom.

REPORTS INBOX

Wexford Bay Hotel New Report
Erin Fischer Wednesday, 28 July 2021

WEXFORD BAY HOTEL

Search by Report Name

- Tax Exempt**
Tax Exempt Guests and Groups
- Travel Agent Commissions**
Commissions per Travel Agent
- Upsell**
Number of Upsells from one room type to the next level by day and by user By Day / User
- Vacant Rooms Report**
Rooms not occupied since X days
- Web Check In Conversion**
Conversion details for Web checkin By Month
- Web Check In Conversion By Day**
Conversion details for late check out and web in
- Web Check Out Conversion**
Conversion details for late check out and web check out By Month
- Yearly Tax Report**
Company or Travel Agent Accounts with total net revenue over EUR 250.00.
- Zest App Campaign Report**
Zest App Campaign Report

Web Check Out Conversion
CONFIGURE REPORT

DATE RANGE (FROM)
01-01-2021

DATE RANGE (TO)
07-28-2021

SORT BY
Date

RUN REPORT

REPORT OUTPUT

The Web Check-Out Conversion Report can be printed, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **EMAILS SENT:** Number of web check-out emails sent for the date range selected
- **LATE CHECK-OUT CONVERSION:** Percentage of emails sent that accepted late check-out offers
- **REVENUE:** Total late check-out revenue
- **CONVERSION:** Percentage converted to late check-out
- **TOTAL WEB CHECK-OUTS:** Total web check-outs for the date range selected
- **GUEST EMAILS SENT:** Number of guest emails sent for the date range selected
- **LATE CHECK-OUT 1 PM:** 1 pm late check-outs
 - **CONV.:** Percentage converted to 1pm late check-out
 - **CNT.:** Number of 1 pm late check-outs
 - **REV.:** Revenue for 1 pm late check-outs
- **LATE CHECK-OUT 2 PM:**
 - **CONV.:** Percentage converted to 2pm late check-out
 - **CNT.:** Number of 2 pm late check-outs
 - **REV.:** Revenue for 2 pm late check-outs
- **LATE CHECK-OUT 8 PM:**
 - **CONV.:** Percentage converted to 8pm late check-out
 - **CNT.:** Number of 8 pm late check-outs
 - **REV.:** Revenue for 8 pm late check-outs
- **ALL LATE CHECK-OUT:**
 - **CONV.:** Percentage converted for all late check-outs
 - **CNT.:** Number of total late check-outs
 - **REV.:** Revenue for all late check-outs
- **WEB CHECK-OUTS:**
 - **TOTAL:** Total web check-outs
 - **CONV.:** Percentage of emails sent that converted to web check-outs

REPORTS INBOX

Wexford Bay Hotel Reports Inbox			
Erin Fischer - Wednesday, 28 July 2021		WEXFORD BAY HOTEL	
Search by Report Name		REPORT REQUESTED Today(07-28-2021)	+ NEW REPORT
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
  Web Check Out Conversion Today at 08:44 AM	01-01-2021	07-28-2021	  

REPORTS INBOX

Wexford Bay Hotel Web Check Out Conversion By Month

Erin Fischer Wednesday, 28 July 2021

EMAILS SENT: 261

LATE CHECK OUT CONVERSION: **8.81%**

REVENUE: \$200.04

CONVERSION: **9.20%**

TOTAL WEB CHECK-OUTS: 24

	GUESTS SENT EMAIL	LATE CHECK OUT 1 PM			LATE CHECK OUT 2 PM			LATE CHECK OUT 8 PM			ALL LATE CHECK OUT			WEB CHECK OUTS	
		CONV.	CNT.	REV.	CONV.	CNT.	REV.	CONV.	CNT.	REV.	CONV.	CNT.	REV.	TOTAL	CONV.
JANUARY 2021	60	0.00%	0	0.00	0.00%	0	0.00	5.00%	3	300.00	5.00%	3	300.00	5	8.33%
FEBRUARY 2021	45	0.00%	0	0.00	2.22%	1	75.00	8.89%	4	400.00	11.11%	5	475.00	3	6.67%
MARCH 2021	64	1.56%	1	50.00	1.56%	1	75.00	1.56%	1	100.00	4.69%	3	225.00	3	4.69%
APRIL 2021	57	1.75%	1	50.00	1.75%	1	75.00	7.02%	4	400.00	10.53%	6	525.00	6	10.53%
MAY 2021	27	3.70%	1	50.00	7.41%	2	150.00	7.41%	2	200.00	18.52%	5	400.00	4	14.81%
JUNE 2021	4	25.00%	1	50.00	0.00%	0	0.00	0.00%	0	0.00	25.00%	1	50.00	3	75.00%
JULY 2021	4	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0	0.00%
TOTAL	261	1.53%	4	200.00	1.92%	5	375.00	5.36%	14	1400.00	8.81%	23	200.04	24	9.20%

DATE RANGE - FROM: 01-01-2021 TO: 07-28-2021
SORT BY: DATE SORT DIRECTION: ASCENDING

BUSINESS DATE: 07-28-2021
USER: ERIN FISCHER

PRINT REPORT

Web Check Out Conversion By Month

EMAILS SENT: 261

LATE CHECK OUT CONVERSION: **8.81%**

REVENUE: \$200.04

CONVERSION: **9.20%**

TOTAL WEB CHECK-OUTS: 24

	GUESTS SENT EMAIL	LATE CHECK OUT 1 PM			LATE CHECK OUT 2 PM			LATE CHECK OUT 8 PM			ALL LATE CHECK OUT			WEB CHECK OUTS	
		CONV.	CNT.	REV.	CONV.	CNT.	REV.	CONV.	CNT.	REV.	CONV.	CNT.	REV.	TOTAL	CONV.
JANUARY 2021	60	0.00%	0	0.00	0.00%	0	0.00	5.00%	3	300.00	5.00%	3	300.00	5	8.33%
FEBRUARY 2021	45	0.00%	0	0.00	2.22%	1	75.00	8.89%	4	400.00	11.11%	5	475.00	3	6.67%
MARCH 2021	64	1.56%	1	50.00	1.56%	1	75.00	1.56%	1	100.00	4.69%	3	225.00	3	4.69%
APRIL 2021	57	1.75%	1	50.00	1.75%	1	75.00	7.02%	4	400.00	10.53%	6	525.00	6	10.53%
MAY 2021	27	3.70%	1	50.00	7.41%	2	150.00	7.41%	2	200.00	18.52%	5	400.00	4	14.81%
JUNE 2021	4	25.00%	1	50.00	0.00%	0	0.00	0.00%	0	0.00	25.00%	1	50.00	3	75.00%
JULY 2021	4	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0.00%	0	0.00	0	0.00%
TOTAL	261	1.53%	4	200.00	1.92%	5	375.00	5.36%	14	1400.00	8.81%	23	200.04	24	9.20%

DATE RANGE - FROM: 01-01-2021 TO: 07-28-2021
SORT BY: DATE SORT DIRECTION: ASCENDING

BUSINESS DATE: 07-28-2021
USER: ERIN FISCHER

Print
1 page

Destination: Save as PDF

Pages: All

Pages per sheet: 1

Margins: Default

Options:

- Headers and footers
- Background graphics

Print using system dialogue... (⌘P)

Open PDF in Preview

Cancel
Save

Yearly Tax Report

OVERVIEW

The Yearly Tax Report produces a list of all Company and Travel Agent Cards with or without a VAT number/tax ID with the total net revenue and total VAT for the fiscal year. The net revenue is the base for VAT. Only Company and Travel Agent accounts that have a revenue of 250.00 or more are considered in this report. Furthermore, only revenue where the payer is the Company/Travel Agent by way of billing instructions will be considered.

REPORT FILTERS

YEAR Select from one year at a time.

COMPANY/TRAVEL AGENT Option to select checkbox for **CARDS WITH TAX ID** and/or **CARDS WITHOUT TAX ID**.

COUNTRY Choose from **SELECT ALL** or other individual countries.

The screenshot displays the 'New Report' interface. At the top, there's a navigation bar with 'REPORTS INBOX' and user information 'Erin Fischer Tuesday, 28 November 2023'. A search bar is present with the placeholder 'Search by Report Name'. The main area lists several reports, each with an icon, title, description, and a right-pointing arrow:

- Rooms OOO/OOS**: Out of Order / Out of Service Rooms by Date Range
- Rooms Queued**: Count of all rooms queued from Rover By Date Range
- Tax Exempt**: Tax Exempt Guests and Groups
- Travel Agent Commissions**: Commissions per Travel Agent
- Upsell**: Number of Upsells from one room type to the next level by day and by user By Day / User
- Vacant Rooms Report**: Rooms not occupied since X days
- Web Check In Conversion**: Conversion details for Web checkin By Month
- Web Check In Conversion By Day**: Conversion details for late check out and web in
- Web Check Out Conversion**: Conversion details for late check out and web check out By Month
- Yearly Tax Report**: Company or Travel Agent Accounts with total net revenue over EUR 250.00 (highlighted in orange)
- Zest App Campaign Report**: Zest App Campaign Report

On the right side, the 'Yearly Tax Report' configuration panel is shown:

- YEAR**: A dropdown menu currently set to '2023'.
- COMPANY / TRAVEL AGENT**: Two checkboxes, 'CARDS WITH TAX ID' and 'CARDS WITHOUT TAX ID', both of which are currently unchecked.
- COUNTRY**: A dropdown menu currently set to 'All Selected'.
- A green 'RUN REPORT' button is located at the bottom of the configuration panel.

REPORT OUTPUT

The Yearly Tax Report can be printed, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **TOTAL GROSS REVENUE:** Total gross revenue for the year selected
- **TOTAL TAX:** Total tax for the year selected
- **CARDS WITH TAX ID:** Cards with a tax ID for the year selected
 - **COMPANIES:** Company cards with a tax ID for the year selected
 - **TRAVEL AGENTS:** Travel agent cards with a tax ID for the year selected
- **CARDS WITHOUT TAX ID:** Cards without a tax ID for the year selected
 - **COMPANIES:** Company cards without a tax ID for the year selected
 - **TRAVEL AGENTS:** Travel agent cards without a tax ID for the year selected
- **YEARLY TAX FOR:** Year for which the report was run
- **COMPANY / TRAVEL AGENT:** This will indicate whether **WITH TAX ID** and/or **WITHOUT TAX ID** was selected
- **BUSINESS DATE:** Business date on which the report was run
- **USER:** User who ran the report

REPORTS INBOX

The screenshot shows the 'Reports Inbox' interface. At the top, it displays the user name 'Erin Fischer' and the date 'Tuesday, 28 November 2023'. There is a search bar labeled 'Search by Report Name' and a dropdown menu for 'REPORT REQUESTED' set to 'Today(11-28-2023)'. A '+ NEW REPORT' button is visible. Below this is a table with the following columns: 'REPORT REQUESTED', 'DATE (FROM)', 'DATE (TO)', and 'CSV/PRINT'. The table contains one entry: 'Yearly Tax Report' with a timestamp 'Today at 06:59 AM', 'N/A' for both date columns, and a 'CSV/PRINT' button.

REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Yearly Tax Report Today at 06:59 AM	N/A	N/A	CSV/PRINT

<div style="display: flex; justify-content: space-between; align-items: center;"> REPORTS INBOX <div style="text-align: center;"> Yearly Tax Report <small>Erin Fischer Tuesday, 28 November 2023</small> </div> WEXFORD BAY </div>					
TOTAL GROSS REVENUE		TOTAL TAX			
\$246,872.77		30455.25			
CARDS WITH TAX ID				REVENUE	TAX
				\$ 206,501.65	
				\$ 25,078.39	
COMPANIES				\$ 205,417.65	
				\$ 25,007.90	
TAX ID	AR NUMBER	NAME	COUNTRY	REVENUE	TAX
12-3456789	1111	STAYNTOUCH	UNITED STATES	\$ 120,928.00	\$ 12,534.08
936825174	71929	COCA COLA	UNITED STATES	\$ 83,358.05	\$ 12,321.31
12345	20229	AWS	UNITED STATES	\$ 1,131.60	\$ 152.51
TRAVEL AGENTS				\$ 1,084.00	
				\$ 70.49	
TAX ID	AR NUMBER	NAME	COUNTRY	REVENUE	TAX
564334521		AMERICAN EXPRESS	UNITED STATES	\$ 1,084.00	\$ 70.49
CARDS WITHOUT TAX ID				\$ 40,371.12	
				\$ 5,376.86	
COMPANIES				\$ 3,209.60	
				\$ 224.73	
TAX ID	AR NUMBER	NAME	COUNTRY	REVENUE	TAX
	22317	MCKIBBON INDUSTRIES	UNITED STATES	\$ 3,209.60	\$ 224.73
TRAVEL AGENTS				\$ 37,161.52	
				\$ 5,152.13	
TAX ID	AR NUMBER	NAME	COUNTRY	REVENUE	TAX
	62945	BOOKING.COM	NETHERLANDS	\$ 5,401.25	\$ 612.57
	83453	EXPEDIA COLLECT TA	UNITED STATES	\$ 31,760.27	\$ 4,539.56
<small>YEARLY TAX FOR 2023 COMPANY / TRAVEL AGENT WITH TAX ID , WITHOUT TAX ID</small>				<small>BUSINESS DATE 11-29-2023 USER ERIN FISCHER</small>	

PRINT REPORT

11/28/23, 1:01 PM

Yearly Tax Report



Yearly Tax Report

TOTAL GROSS REVENUE
\$ 246,872.77

TOTAL TAX
30455.25

	REVENUE	TAX
CARDS WITH TAX ID	\$ 206,501.65	
	\$ 25,078.39	

COMPANIES	\$ 205,417.65	
	\$ 25,007.90	

TAX ID	AR NUMBER	NAME	COUNTRY	REVENUE	TAX
12-3456789	1111	STAYNTOUCH	UNITED STATES	\$ 120,928.00	\$ 12,534.08
936825174	71929	COCA COLA	UNITED STATES	\$ 83,358.05	\$ 12,321.31
12345	20229	AWS	UNITED STATES	\$ 1,131.60	\$ 152.51

TRAVEL AGENTS	\$ 1,084.00	
	\$ 70.49	

TAX ID	AR NUMBER	NAME	COUNTRY	REVENUE	TAX
564334521		AMERICAN EXPRESS	UNITED STATES	\$ 1,084.00	\$ 70.49

CARDS WITHOUT TAX ID	\$ 40,371.12	
	\$ 5,376.86	

COMPANIES	\$ 3,209.60	
	\$ 224.73	

TAX ID	AR NUMBER	NAME	COUNTRY	REVENUE	TAX
	22317	MCKIBBON INDUSTRIES	UNITED STATES	\$ 3,209.60	\$ 224.73

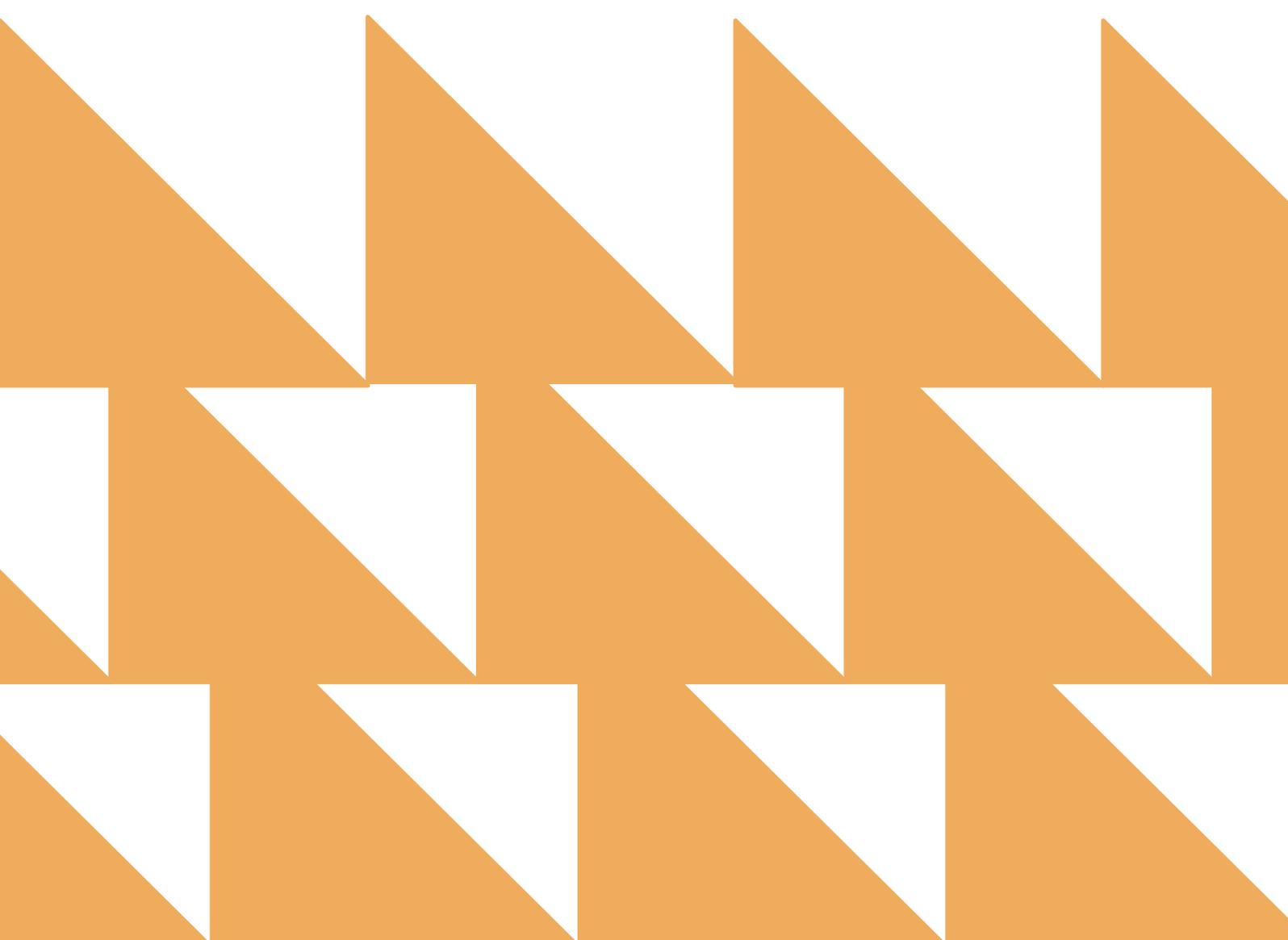
TRAVEL AGENTS	\$ 37,161.52	
	\$ 5,152.13	

TAX ID	AR NUMBER	NAME	COUNTRY	REVENUE	TAX
	62945	BOOKING.COM	NETHERLANDS	\$ 5,401.25	\$ 612.57
	83453	EXPEDIA COLLECT TA	UNITED STATES	\$ 31,760.27	\$ 4,539.56

Zest App Campaign Report

OVERVIEW

The Zest App Campaign Report provides information about audience size and conversion of app campaigns to determine engagement.



REPORT FILTERS

DATE RANGE (FROM/TO)

Select a date range.

CAMPAIGN TYPE(S)

Choose from **SELECT ALL**, **DUE IN GUESTS**, **IN HOUSE GUESTS**, **EVERYONE**, **SPECIFIC USERS**, **EXTERNAL CHECK-IN**, **EXTERNAL CHECK-OUT**, **ON CHECK-IN**, **PRE-CHECK-IN**, or **ROOM READY**.

New Report
Erin Fischer Tuesday, 28 November 2023 WEXFORD BAY

Search by Report Name

- ROOMS 000/005**
Out of Order / Out of Service Rooms by Date Range
- Rooms Queued**
Count of all rooms queued from Rover By Date Range
- Tax Exempt**
Tax Exempt Guests and Groups
- Travel Agent Commissions**
Commissions per Travel Agent
- Upsell**
Number of Upsells from one room type to the next level by day and by user By Day / User
- Vacant Rooms Report**
Rooms not occupied since X days
- Web Check In Conversion**
Conversion details for Web checkin By Month
- Web Check In Conversion By Day**
Conversion details for late check out and web in
- Web Check Out Conversion**
Conversion details for late check out and web check out By Month
- Yearly Tax Report**
Company or Travel Agent Accounts with total net revenue over EUR 250,00.
- Zest App Campaign Report**
Zest App Campaign Report

Zest App Campaign Report
CONFIGURE REPORT

DATE RANGE (FROM)
11-21-2023

DATE RANGE (TO)
11-28-2023

CAMPAIGN TYPE(S)
All Selected

RUN REPORT

REPORT OUTPUT

The Zest App Campaign Report can be printed, and it will appear in the **Reports Inbox** as pictured in the section below. You will see the following fields on the report:

- **DATE:** Date the Zest App was used
- **APP USER ACCOUNTS:** Number of Zest App user accounts for that date
- **CAMPAIGN AUDIENCE:** (not sure?)
- **OPENS:** Number of opens for that Zest App campaign
- **OPEN RATE:** Open rate percentage for that Zest App campaign

REPORTS INBOX

The screenshot shows the 'Reports Inbox' interface. At the top, it displays the user name 'Erin Fischer' and the date 'Tuesday, 28 November 2023'. There is a search bar labeled 'Search by Report Name' and a dropdown menu for 'REPORT REQUESTED Today(11-28-2023)'. A '+ NEW REPORT' button is visible. Below this is a table with columns: 'REPORT REQUESTED', 'DATE (FROM)', 'DATE (TO)', and 'CSV/PRINT'. One report is listed: 'Zest App Campaign Report' with a status of 'Today at 07:04 AM', a date range of '11-21-2023' to '11-28-2023', and icons for CSV export and print.

The screenshot shows the 'Zest App Campaign Report' output. The header includes the user name 'Erin Fischer' and the date 'Tuesday, 28 November 2023'. A 'REPORTS INBOX' button is visible. The main content is a table with the following columns: 'DATE', 'APP USER ACCOUNTS', 'CAMPAIGN AUDIENCE', 'OPENS', and 'OPEN RATE'. The data rows show consistent values for 'APP USER ACCOUNTS' (496) and 'CAMPAIGN AUDIENCE' (0) across all dates from 11-21-2023 to 11-28-2023. 'OPENS' and 'OPEN RATE' are consistently 0 and 0% respectively. At the bottom, there is a summary section with 'DATE RANGE - FROM: 11-21-2023 TO: 11-28-2023', 'CAMPAIGN TYPES: ALL CAMPAIGNS', 'BUSINESS DATE: 11-28-2023', and 'USER: ERIN FISCHER'.

DATE	APP USER ACCOUNTS	CAMPAIGN AUDIENCE	OPENS	OPEN RATE
11-21-2023	495	0	0	0 %
11-22-2023	496	0	0	0 %
11-23-2023	496	0	0	0 %
11-24-2023	496	0	0	0 %
11-25-2023	496	0	0	0 %
11-26-2023	496	0	0	0 %
11-27-2023	496	0	0	0 %
11-28-2023	496	0	0	0 %

DATE RANGE - FROM: 11-21-2023 TO: 11-28-2023
 CAMPAIGN TYPES: ALL CAMPAIGNS
 BUSINESS DATE: 11-28-2023
 USER: ERIN FISCHER

PRINT REPORT

11/28/23, 1:05 PM

Zest App Campaign Report

**Zest App Campaign Report**

DATE	APP USER ACCOUNTS	CAMPAIGN AUDIENCE	OPENS	OPEN RATE
11-21-2023	495	0	0	0%
11-22-2023	496	0	0	0%
11-23-2023	496	0	0	0%
11-24-2023	496	0	0	0%
11-25-2023	496	0	0	0%
11-26-2023	496	0	0	0%
11-27-2023	496	0	0	0%
11-28-2023	496	0	0	0%

DATE RANGE - FROM: 11-21-2023 TO: 11-28-2023
CAMPAIGN TYPES: ALL CAMPAIGNSBUSINESS DATE: 11-28-2023
USER: ERIN FISCHER