STAYNTOUCH REPORT GUIDE

Reporting 101

stay**ntouch**

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stayntouch

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YEARLY TAX REPORT	
ZEST APP CAMPAIGN REPORT	

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



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.

1	A/R Aging Aging of Balances for all Outstanding A/R Accounts		A/R Aging CONFIGURE REP	ORT
	A/D Summary Benert		DATE RANGE (FROM)	
1m	Accounts Receivables Summary Report	»	01-01-2021	
	Action Managar		DATE RANGE (TO)	
	Action Manager Actions to be done, due or completed	»	02-22-2021	111
1	Add On Upsell Add On Upsell	»	AGING BALANCE	
1	Add-On Forecast Forecast of Add-Ons for current and future reservations	»	All Selected	•
			ACCOUNT NAME	
Ψ.	Arrival Arriving Guests By Date Range	»	All Selected	
>	Booking Source & Market Report		SORT BY	
_	Range		Account Name	
rin	Business on the Books Business on the Books By Date Range	*		
	Cancellation & No Show			

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

	TS INBOX		A/R Aging	ging 💼 💼 🔤				
PAYMENTS TOTAL 84723.77 \$25	0PEN BALANCE 0 ,439.16 \$	30 DAYS 31-60 DAYS 900.75 \$0.00	61-90 DAYS \$10,384.00	91-120 DAYS 120+1 \$0.00 \$14	DAYS ,154.41			
ACCOUNTNAME	AR NUMBER	0 - 30 DAYS	31 - 60 DAYS	61 - 90 DAYS	91 - 120 DAY5	120+ DAYS	PAYMENTS	BALANCE
ABC NEWS	35498	\$ 90.00		*	2. 2.	1.00		\$ 90.00
AIRBNB	45965		592	<i>ā</i> /		1. C.	\$ 200.00	8
AMERICAN AIRLINES	AABILL	2	0#5	1	a	\$ 100.00	\$ 23.07	\$ 100.00
BECKMAN	AR5634242	1		<i></i>			\$ 49.99	07
BOOKING.COM	62945	\$ 595.75	171	5.		1.0	\$ 10000.00	\$ 595.75
CARLSON WAGONLIT	30229		•	ń	a.		\$ 24226.50	ł
COCA COLA	71929	\$ 215.00			4	\$ 162.01	\$ 116.01	\$ 377.01

4723.77 \$25,439.16 \$90	00.75 \$0.00	\$10,384.00	\$0.00	\$14,154.41				
CCOUNT NAME	AR NUMBER	0 - 30 DAYS	31 - 60 DAYS	61 - 90 DAYS	91 - 120 DAYS	120+ DAYS	PRYMENTS	BALANCE
ac news	35498	\$ 90.00	20	23	- 21	20	21	\$ 90.00
JRBNB	45965	90 C	- EC	- HE	(e)	÷	\$ 200,00	
MERICAN AIRLINES	AABILL	10	1	10		\$ 100.00	\$23.07	\$ 200.00
ECKMAN	AR5634242			82			\$ 49.99	
DOKING.COM	62945	\$ 595.75	- 53	3 0		- 53	\$10000.00	\$ 595.75
ARLSON WAGONLIT	30729						\$24226.58	
OCA COLA	72929	\$ 215.00	- 81	10 H		\$ 162.01	\$116.01	\$ 377.01
An own provide	95585	10	- C.				\$ 750.58	1.10
A MARTINE CONTRACT	EXP14	32		Sec.	94) 	\$ 4006.54	5.128.90	\$ 4606.54
RIN'S COMPANY	99942		10 C	\$ \$0384.00	(#)	65	\$ 100.00	\$ 10384.00
LENGARRY HAZELNUT TREES	28779	14	17 - C	10		\$ 30.00	- 10	\$ 30.00
em.	YEMBELL	(8)	- 61	20 E	(*)	÷1	\$ 39196.66	
ALC: NO. I	94545					\$ 1610.00	\$ 3220.00	\$ 1610.00
ACCARTHY CONSULTANCY	75143					\$ 978.91	\$ 1897.85	\$978.91
R JONES - OWNER CB102	58747		- to	5	100	\$31.80		\$31.80
ATIONAL INSTITUTES OF HEALTH	NEH003		- P. (\$983.26	542.41	\$ \$83.26
to second contraction	17749		- K.	20 C		\$3893.99		\$ 3893.99
MITH COMPANY	456786		- e.			- e	\$ 3872.00	÷
TAINTOUCH	1111	(R)	- 22	\$ 2	(4) (4)	\$ 1657.90	¥	\$ 1657.90
WISSAIR	540001		1.2			\$100.00	\$ 899.80	\$ 100.00

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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
Evenceget Huters	95585	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.58	\$0.00
010 Percent 1, 2001 FI	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
Kalley Wayne	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
Net you live to provide	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



SORT BY Choose from Account Name, Account Number, Open Balance, or Credit.

«	REPORTS INBOX Stayntouch Hot Erin Fischer Mondoy	el New Report 1, 12 September 2022	stay ntouch
Q, Sear	rch by Report Name		
*↓	A/R Aging Aging of Balances for all Outstanding A/R Accounts	»	A/R Summary Report CONFIGURE REPORT
~ <u>*</u>	A/R Summary Report Accounts Receivables Summary Report		SORT BY Account #
	Action Manager Actions to be done, due or completed	*	
4↓	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 Do	ite Range	
~	Business on the Books Business on the Books By Date Range	»	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

=	Stayntouch Hotel Erin Fischer Mondoy, 12 September 2022	Reports Inbox	stay	ntouch ~
C Search by Report Name			REPORT REQUESTED Today(09-12-2022)	+ NEW REPORT
REPORT REQUESTED		DATE (FROM)	DATE (TO)	CSV/PRINT
South A/R Summary Report		N/A	N/A	» 🛃 🖨

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	ox Staynt Erin Fischer	ouch Hotel A/R Summ	ary Report	stay	/ntouch
RECORDS OPEN BALANCE C	REDIT AR BALANCE \$ 50.00 \$ -50.00				9
ACCOUNT NAME	ACCOUNT #	CORPORATE ID / IATA	COMMISSION	OPEN BALANCE	CREDIT
ERIN'S COMPANY	75408			\$ 0.00	\$ 50.00
SORT BY: ACCOUNT # SORT O	DIRECTION: ASCENDING			BUSINESS DATE: 09-1 USER: ERIN FI	2-2022 SCHER

PRINT REPORT

				A/R Summary	Report		
recoviná 20	\$25,439.16	\$84,723.77	-\$59,284.61				
ACCOUNT	NAME		ACCOUNT #	CORPORATE ID / IATA	COMMISSION	OPEN BALANCE	CREDIT
ABC NEWS			35498	ABCNEWS		\$90.00	\$0.00
AIRBNB			45965			\$0.00	\$200.00
AMERICAN	ARUNES		AABILL	AACORP		\$100.00	\$23.07
BECKMAN			AR5634242	342984		\$0.00	\$49.99
BOOKING.	сом		62945		10%	\$595.75	\$10,000.00
CARLSON	WAGONLIT		30229	08763432	20%	\$0.00	\$24,226.50
COCA COL	A		71929	123456789		\$377.01	\$116.03
-	1070.0		95585	CONC		\$0.00	\$750,58
to see a	ex.		EXP14			\$4,606.54	\$128.90
ERIN'S CO	MPANY		98662			\$10,384.00	\$200.00
GLENGAR	RY HAZELNUT TREES		28119	123456		\$30.00	\$0.00
1014			184400.1	IBMCORP		50.00	\$39,196.64
-			94648			\$1,610.08	\$3,220.00
HCCARTH	Y CONSULTANCY		75143			\$978.91	\$1,897.85
MR JONES	-OWNER CB101		58747	CBSDI		\$31.80	\$0.00
NATIONAL	INSTITUTES OF HEALTH		NIH001	358447		\$983.26	\$42.41
-	and include		17749			\$3,893.99	\$0.00
SMITH CO	MPANY		456785			\$0.00	\$3,872.00
STAYNTOL	юн		2111	1111		\$1,657.90	\$0.00
SWISSAIR			\$40001	\$4002		\$100.00	\$899.00
LORT BY,	ACCOUNT NAME SOUT DR	ECTION ASCENDIN	15			DUSINESS DATE: 0	2-23-2021 4FISCHE8

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CSV EXPORT

	A	В	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.



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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 .

Sea	rch by Report Name	2021		
↓↑	A/R Aging Aging of Balances for all Outstanding A/R Accounts	»	Action Manager CONFIGURE REPORT	•)
m	A/R Summary Report Accounts Receivables Summary Report	»	DATE RANGE (FROM)	11 H.Y. 11 H.Y.
			DATE RANGE (TO)	
\bigtriangleup	Action Manager Actions to be done, due or completed		02-23-2021	
44	Add On Upsell Add On Upsell	*	COMPLETION STATUS	
↓ ↑	Add-On Forecast	>>	All Selected	•
	Forecast of Add-Ons for current and future reservations		DEPARTMENT ASSIGNED	
Ψ.	Arrival Arriving Guests By Date Range	»	All Selected	
->	Booking Source & Market Report	*	SORT BY	
	Date Range		Department	٠
min	Business on the Books Business on the Books By Date Range	»	SHOW	
×	Cancellation & No Show	>>	Both	*
	All cancellea & NO Show Reservations By Date Range		RUN REPORT	
×	Cancellation & No Show All Cancelled & No Show Reservations By Date Range	>>		BOTN RUN REPORT

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

AL ACTIONS				G
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	COMPLETE
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	COMPLETE
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
ATE RANGE - FROM: DRT BY: DEPARTMEN SCENDING HOW: GUESTS, GROU EPARTMENTS: ALL D	02-16-2021 TO: 02-23-202 IT SORT DIRECTION: JPS EPARTMENTS	1	BUSINESS DATE: 02-23-2 USER: ERIN FISC	021 HER

PRINT REPORT

Action Manager

E DATE / TIME 18-2021 30 PM 16-2021 30 AM 16-2021 30 AM	GUEST / ROOM / GROUP LILLY QUINTON 109 BRITT DE ROIJ 610 JUSTIN DAVIS	INFORMATION DOGGIE BED FOR TWO DOGS. EXTRA PILLOWS PLEASE PROVIDE GUEST EXTRA TOWELS	STATUS ASSIGNED COMPLETED ASSIGNED
18-2021 30 PM 16-2021 30 AM 16-2021 30 AM	LILLY QUINTON 109 BRITT DE ROU 610 JUSTIN DAVIS	DOGGIE BED FOR TWO DOGS EXTRA PILLOWS PLEASE PROVIDE GUEST EXTRA TOWELS	ASSIGNED COMPLETED
16-2021 20 AM 16-2021 20 AM	BRITT DE ROU 610 JUSTIN DAVIS	EXTRA PILLOWS PLEASE PROVIDE GUEST EXTRA TOWELS	COMPLETED
16-2021 20 AM	JUSTIN DAVIS	PROVIDE GUEST EXTRA TOWELS	ASSIGNED
17-2021 20 PM	RYAN KING	EXTRA TOWELS	ASSIGNED
20-2021 30 AM	PATRICA SHOLTZ	ADD 2 EXTRA PILLOWS	COMPLETED
16-2021 DO PM	STEVE CARRAN	BRING EXTRA TOWELS TO ROOM	COMPLETED
18-2021 20 AM	A&M BANQUET	BRIDESMAID HAS A WEDDING IN THE NEXT 6 MONTHS - HONOR CURRENT RATE	ASSIGNED
	16-2021 10 AM 16-2023 10 PM 18-2023 21 TO: 02-23-2021 DIRECTION:	0-2021 PATRICA SHOLTZ I6 AM STEVE CARRAN 16-2021 STEVE CARRAN 16-2021 ABM BANQUET 16-2021 ABM DANQUET 21 TO 00-23-2021 DEFECTION	No.2021 R AM PATRICA SHOLTZ ADD 2 EXTRA PILLOWS IF 2021 IB 2021 STEVE CARRAN BRING EXTRA TOWELS TO ROOM IB 2021 IB 2021 ABM BANQUET BRIDE SMAID HAS A WEDDING IN THE NEXT 6 MONTHS - HONOR CURRENT RATE 21 TO: 02-23-2021 BUSINESS DATE: 02-23-2021 BUSINESS DATE: 02-23-2021

ASCENDING SHOW: GUESTS, GROUPS DEPARTMENTS: ALL DEPARTMENTS COMPLETION STATUS: ALL STATUS

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Add-On Forecast Report

OVERVIEW

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



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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.

K REPORTS INBOX	Wexford Bay Hotel New Report Erin Fischer Fridoy, 30 July 2023	\$\$\$ *****	NO BAY HOTEL
Q, Search by Report Name			
A/R Aging Aging of Balances for all Outstan	ting A/R Accounts	>> Add-On I	Forecast
A/R Summary Report Accounts Receivables Summary A	eport	>> DATE RANGE (FRO 07-01-2021	M)
Action Manager Actions to be done, due or comple	ted	>> DATE RANGE (TO) 07-31-2021	
Add On Upsell		>> Contraction	WORROW
Add-On Forecast	nd future reservations	ADD-ON GROUP(S) All Selected	•
Arrival Arriving Guests By Date Range		>> ADD-ON(S) All Selected	
Booking Source & Mar Bookings by Source & Market and	ket Report Date Range / Forecast & History By Date Range	>> RESERVATION STA	TUS
Business on the Books Business on the Books By Date Re	nge	All Selected	÷
Cancellation & No Sho All Concelled & No Show Reserved	W lons By Date Range	SORT BY Name	÷
Check In / Check Out	uts through mobile devices by date range By Mobile Device	38 GROUP BY	
Company/TA Top Proc Company/TA Top Producers - Pro	lucers duction Statistics	Date	•
Comparison Statistics Report by Comparison	By Date	>> RUN RI	

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

3	Wexford Bay Hotel Erin Fischer Friday	Reports Inbox		ن ې «	EXFORD BAY HOTEL	-
🚱 🔍 Search by Report Name			REPOR	RT REQUESTED y(07-30-2021)	• + NEW R!	EPORT
REPORT REQUESTED		DATE (FROM)	DATE (T	0)	CSV/F	RINT
S Add-On Forecast Today at 07:31 AM		07-23-2021	07-31-20	921	IN PRO	ORESS
Add-On Forecast		07-01-2021	07-31-20	021	» 🕹	0
REPORTS INBOX	Wexford Bay Hotel Erin Fischer Friday	Add-On Forecas	t	¢¢ «	EXFORD BAY HOTEL	
DATE		BOOKED	REMAINING	GUESTS	REVENUE	<u></u>
07-01-2021				0	\$0.00	*
07-02-2021				0	\$0.00	۲
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
🦲 A	DD-ON GROUP
A	DD-ON
D	ATE
E	VERYTHING
1	
	PRINT REPORT

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Print		2 pages
Destination	Save as PDF	
Pages	All	
Pages per sheet	1	
Margins	Default	
Options	Headers and foote Background graphi	rs Ics
Print using system di	alogue (🕁 ೫P)	
Open PDF in Preview		
	Cancel	Save

Daffs waves index bf of 22,2021 to 67 32-3021 and on the or 1,82,2000K GROUPS in conversion of a second status in conversion conversion as second status on the NAME conversion as second status on the NAME conversion as second status of the NAME conversion as second status

BARANESE DATE RE-30-2021 AREA ERN PISCHER

CSV EXPORT

	A		¢	0	. t	P	6	н.	1		х	L	м	N	0	
1	DATE											Booked	Remaining	Guests	Revenue	
2	2021-07-01														0	0
18	2021-07-02														0	0
4	2021-07-03														0	0
5	2021-07-04														0	0
- 16	2021-07-05														0	0
7.	2021-07-06														0	0
	2021-07-07														0	0
. 8		ADD-ON GROU	P													
30		CMP (Package)													2	38
-11			ADD-ON													
32			Package Break	dast.								1	2	0	2	38
- 13				Room	Guest Name	Reservation St	al Confirmation No Adu	ults	Children	Accompanying	Price					
-54				70	1 de Roij, Joost	NOSHOW	117158	2		0		38				
.15		Miscellaneous													9	605
3.6			ADD-ON													
17			Parking (Self S	ervice)								1 3	1	1	2	10
-10				Room	Guest Name	Reservation St	al Confirmation No Adu	ults	Children	Accompanying	Price					
79				70	1 de Roij, Joost	NOSHOW	117158	2		0		10				
20			Cleaning Fee									1	5	0	5	395
23				Room	Guest Name	Reservation St	al Confirmation No Adu	ults	Children	Accompanying	Price					
22					Jenkins, Jason	NOSHOW	117167	1		0		79				
23				100	4 Klijnsma, Laure	II INHOUSE	117159	1		0		79				
- 24				70	4 Klijnsma, Laure	NI INHOUSE	117165	1		0		79				
25					Klijnsma, Laure	NOSHOW	117166	1		0		79				
26				21	3 Manaf, Sarah	NOSHOW	117168	1		0		79				
27			Golf Package									3	2	0	2	200
28				Room	Guest Name	Reservation St	al Confirmation No Adu	ults	Children	Accompanying	Price					
29				70	1 de Roij, Joost	NOSHOW	117158	2		0	2	00				
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.

K SCHEDULER	DREPORTS	Stayni	touch Inn Schedul Erin Fischer Monday, 27 Novemb	e a Rep er 2023	oort			stay ntoucl	h
C, Search by Report N	lame								
- • Aging of Balai	nces for all Outstanding A/R Accounts		Schedule Parame	ters	Sche	dule Details		Distribution List	
A/R Sumr	mary Report elvables Summary Report	*	ADD-ON FORECAST		ADD- REPEATS	ON FORECAST		ADD-ON FORECAST	
Action Ma	anager dene, due or completed		Time period	•	Repeat typ	pe	•	Delivery method	•
Add-On F	orecast Id-Gas for current and future reservations		RESERVATION STATUS All Selected	•	No.	Ry Repeat per	•		
↓↑ Allowanc Forecast of All	e Forecast Report lowances for current and huture reservations	»	ADD-ON GROUP(S)		STARTS ON	3			
Arrival Arriving Guest	15	×	ADD-ON(S)		STARTS AT				
Business on ti	on the Books	33	All Selected	٠	Time		¥		
X Cancellat	tion & No Show 8 No Show Reservations		SORT BY Sort By	•	ENDS ON	No. PER			
Comparis	son ort by Comparison	3	GROUP BY		ON	11-27-2023			
↓↑ Complim All Reservation	entary Room Report		Group By	*	• NEVER				
Credit Ch	Neck Report In Inhouse / Due out status	»	FILE FORMAT File Format	•					
Daily Pro	duction Ion by Room Type (History & Forecast)	»							
↓↑ Daily Pro Daily Producti Forecast	duction by Demographics ion by Market / Source / Origin / Segment (History &	»	SCHEDULE DETAIL	.s »	DISTR	NBUTION LIST	*	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
- o SORT BY
 - Name
 - Room
- o **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
 - o STARTS ON
 - Select date
 - o STARTS AT
 - Time
 - o 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.



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.

. Sea	rch by Report Name				
1	A/R Aging Aging of Balances for all Outstanding A/R Accounts	»	Add On Up: CONFIGURE REF	sell PORT	
in	A/R Summary Report		DATE RANGE (FROM)		
~	Accounts Receivables Summary Report	"	11-20-2023		
~	Action Manager		DATE RANGE (TO)		
<u>ل</u>	Actions to be done, due or completed		11-27-2023		
↓↑	Add On Upsell Add On Upsell		ORIGIN(S)		
	Add On Foregrat	-	All Selected		
1↓	Forecast of Add-Ons for current and future reservations	» (
	Allowance Forecast Deport		URL(S)		
1↓	Forecast of Allowances for current and future reservations	*	Select URL(s)	•	
J.	Arrival	*	PLIN REPO	ат	

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

www.stayntouch.com

www.stav	vntouc	h.com
1111110000	,	

9		

🕑 🔍 Search by Report Nat	me			REPORT REQU Today(11-27	-2023) + NEW REPORT
REPORT REQUESTED			DATE (FROM)	DATE (TO)	CSV/PRINT
Add On Upsell			01-01-2023	11-27-2023	» 🛃 😭
E K REPORTS INBOX		Stayntouch Inn Add On Upsel	ı		stay <mark>ntouch</mark>
					2
	ARRIVAL,	STARTING ARRIVALS	OFFERED	BUYERS	CONVERSION
04-13-2023	1	1	1	o	0.00
04-12-2023	1	9	.0	0	0.00
04-13-2023	i	1	1	0	0.00
04-14-2023	0	0	0	0	0.00
04-15-202.1	ø	0	.0	0	0.00
04-15-2023	ø	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	U	υ	a	o	0.09
04-21-2023	1	D	0	0	0.00
04-22-2023	ø	ø	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	ï	ï	1	106.00
04-25-3023	1	0	a	D	0.00
04-27-2023	z	1	1	0	0.00
04-2B-2023	0	0	a	0	0.00
04-29-2023	0	0	0	.0.	0.00
64-30-2023		0	0	0	0,0 0
65-01-2023	0	0	0	0	0.00
05-02-2023	1	0	0	0	0.09
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
ONTE MARKET - FRENK 01-01-2023 TO: 11-27-2023 OPEDMA: ALL ORIGINS URLS			BURGHERS PATE 11 A USER ERN F	27-2023 ISCHER	
				•	1 4 5 6 14 7

Stayntouch Inn Reports Inbox Erin Fischer Monday, 27 November 2023

stay**ntouch**

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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: 11-27-2 ORIGINS: ALL ORIGINS	023	BUSINESS	DATE: 11-27-202 ER: ERIN FISCHE	3 R	

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

	А	В	С	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

OVERVIEW

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



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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.



), Search by Report Name		
A/R Aging Aging at Balances for all Outstanding A/R Accounts	>> Allowance Forecast CONFIGURE REPO	t Repo
A/R Summary Report Accounts Receivables Summary Report nil	DATE RANGE (FROM)	0
Action Manager Actions to be done, due or completed	>> DATE RANGE (TO) 28-02-2022	0
Add On Upsell Add On Upsell	>> ALLOWANCE CODE(S)	
Add-On Forecast Forecast of Add-Ons for current and future reservations.	>> All Selected	3
Allowance Forecast Report Forecast of Allowances for current and future reservations	ONEW	
Arrival Arriving Guests By Date Range	>> allowance addo	SKETS
Booking Source & Market Report Bookings by Source & Market and Date Range / Forecast & History By Date Range	>> ALLOWANCE ALLO	WANCE
Business on the Books Business on the Books By Date Range	ALLOWANCE CONS RUN REPORT	iume
REPORTS INBOX Erin Fischer Saturday, 12 February 2022 Search by Report Name	Report	

44	A/R Aging Aging of Balances for all Outstanding A/R Accounts	»	Allowance Forecast Report		
. 11	A/R Summary Report		DATE RANGE (FROM)		
~	Accounts Receivables Summary Report nil	»	13-02-2022	0	
~	Action Manager		DATE RANGE (TO)		
	Actions to be done, due or completed	»	28-02-2022	0	
↓ ↑	Add On Upsell Add On Upsell	»	ALLOWANCE CODE(S)		
	Add-On Forecast Forecast of Add-Ons for current and future reservations	»	All Selected •		
↓↑	Allowance Forecast Report Forecast of Allowances for current and future reservations		SORT BY		
¥	Arrival Arriving Guests By Date Range	»	Date Group By		
÷	Booking Source & Market Report Bookings by Source & Market and Date Range / Forecast & History By Date Range	»			
Nin	Business on the Books	»			

Erin Fischer Saturday, 12 February 2022 **K** REPORTS INBOX Q. Search by Report Name A/R Aging Allowance Forecast Report 11 >> ces for all Outstanding A/R Accounts DATE RANGE (FROM) A/R Summary Report >> N y Report nil 13-02-2022 DATE RANGE (TO) Action Manager 1 >> ie or completed 28-02-2022 Add On Upsell +1 >> ALLOWANCE CODE(S) All Selected • Add-On Forecast 11 >> of Add-Ons for current and future reservations SORT BY ↓↑ Allowance . Arrival Arriving Guests By Date Range 4 >> GROUP BY ✓ Group By Allowance Code Booking Source & Market Report ⇒ » inge / Forecast & History By Date Range Date **Business on the Books** NA >> New Report **K** REPORTS INBOX Section 1 Erin Fischer Saturday, 12 February 2 Q, Search by Report Name

Area Aging Aging of Balances for all Outstanding A/R Accounts	»	Allowance Forecast Report CONFIGURE REPORT		
A/R Summary Report		DATE RANGE (FROM)		
Accounts Receivables Summary Report nil	* · · · · · · · · · · · · · · · · · · ·	13-02-2022		
Action Manager		DATE RANGE (TO)		
Actions to be done, due or completed		28-02-2022		
Add On Upsell	>>	-		
		ALLOWANCE CODE(S)		
Add-On Forecast Forecast of Add-Ons for current and future reservations	»	, mocketted		
Allowance Environt Donort		SORT BY		
Forecast of Allowances for current and future reservations		Allowance 🔹		
Arrival	»	GROUP BY		
- Annug occu 2, occuracy		Allowance Code 🔹		
Booking Source & Market Report Bookings by Source & Market and Date Range / Forecast & History By Date Range	»			
Business on the Books	»			
 Dusiness on the books by bore ronge 		RUN REPORT		

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

		Erin Fischer	Saturday, 12 Februar	ports Inbox		Artic 1
C ^a Search	by Report Name				REPORT REQUEST Today(12-01-20	ED + NEW REPORT
REPORT REQUESTED				DATE (FROM)	DATE (TO)	CSV/PRINT
	ce Forecast Report 2 at 07:14 AM			13-02-2022	28-02-2022	» 🛃 😭
		distant little	Allowanc	e Forecast Penort		
REPORTS	INBOX	Erin Fischer	Saturday, 12 Februar	y 2022		the state of the s
ROUP BY	DE					
1.WINE & FRUIT BAS	KETS CC					
ARRIVAL	✓ DEPARTURE		ROOM	RATE CODE.	ALLOWANCE 🗸 🗸	
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	RDOM	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 ALLOWA	NCE T DATE					
ARRIVAL	∼ OEPARTURE	ROOM TYPE		RATE CODE	ALLOWANCE 🗸 🗸	
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	MARTIN, CLAIRE

PRINT REPORT

			Allowance Foreca	ast Report			
LLOWANCE_CO	DDE						
WINE & FRUIT BA	ASKETS CC						
ARRIVAL	DEPARTURE	ROOM TYPE	ROOM	RATE CODE	ALLOWANCE	GUEST	
18-03-2022	31-02-2023	SUITE		BARDS	1.WINE & FRUIT BASKETS CC	MARTIN, CLAIRE	
ALLOWANCE TWO							
ARRIVAL	DEPARTURE	ROOM TYPE	ROOM	RATE CODE	ALLOWANCE	GUEST	
18-02-2022	21-02-2022	SURTE		BARBB	ALLOWANCE TWO	MARTIN, CLAIRE	
18-02-2022	21-02-2022	surte		AMQWE	ALLOWINICE TWO	MARTIN, CLAIRE 1 ADUCTS, DEMODIEN	
18-02-2022	21-02-2022 SUITE			AMQWE	ALLOWANCE TWO	MARTIN, CLAIRE	
BREAKFAST ALLOW	VANCE T DATE						
BREAKFAST ALLOV ARRIVAL	WANCE T DATE DEPARTURE	ROOM TYPE	ROOM	RATE CODE	ALLOWANCE	QUEST	
BREAKFAST ALLOV ARRIVAL 18-02-2022	WANCE T DATE DEPARTURE 21-02-2022	ROOM TYPE SUITE	RODM	RATE CODE BARDB	ALLOWANCE BREAKFAST ALLOWANCE T DATE	GUEST MARTIN, CLARE LADIATE & CHILDREN	
BREAKFAST ALLOW ARRIVAL 18-02-2022 18-02-2022	WANCE T DATE DEPARTURE 21-02-2022 21-02-2022	ROOM TYPE SUITE SUITE	ROOM	RATE CODE BARBB AAAQWE	ALLOWANCE BREAKFAST ALLOWANCE 1 DATE BREAKFAST ALLOWANCE 1 DATE	GAVEST MARTIN, CLARE LACOLOGIC HONCORN MARTIN, CLARE LACOLOGIC HONCORN	
BREAKFAST ALLOV ARRIVAL 18-02-2022 18-02-2022 18-02-2022	WANCE T DATE DEPARTURE 21-02-2022 21-02-2022 21-02-2022	ROOM TYPE SUITE SUITE SUITE	ROOM	RATE CODE BARBB AAAQWE AAAQWE	ALLOWANCE BREARFAST ALLOWANCE F DATE BREARFAST ALLOWANCE F DATE	GAUEST MARTIN, CLARRE MARTIN, CLARRE MARTIN, CLARRE MARTIN, CLARRE	
BREAKFAST ALLOV ARIENAL 18-02-2022 18-02-2022 18-02-2022 18-02-2022	WANCE T DATE DEPARTURE 21-03-2022 21-03-2022 21-03-2022 DNE	ROOM TYPE SUITE SUITE SUITE	ROOM	RATE CODE BARIS AAAQWE AAAQWE	ALOWANCE BREAAFAST ALLOWANCE T DATE BREAAFAST ALLOWANCE T DATE BREAAFAST ALLOWANCE T DATE	GUEST MARTIN, CLARE LADOLTS - BOOLDBIN MARTIN, CLARE LADOLTS - BOOLDBIN MARTIN, CLARE	
BREAKFAST ALLOV ARBINAL 18-02-2022 18-02-2022 18-02-2022 NEW ALLOWANCE ARBINAL	WANCE T DATE DEPARTURE 21-03-2022 21-02-2022 21-02-2022 ONE DEPARTURE	ROOM TYPE SUITE SUITE SUITE ROOM TYPE	ROOM	RATE CODE BARBB AAAQWE AAAQWE RATE CODE	ALOWANCE BREAKTASTALLOWANCE T DATE BREAKTASTALLOWANCE T DATE BREAKTASTALLOWANCE T DATE ALOWANCE	GUEST MARTIN, CLARE LADOLTS - DOPEDRATIN MARTIN, CLARE LADOLTS - DOPEDRATIN MARTIN, CLARE LADOLTS - ROPEDRATIN	
BREAKFAST ALLOV ARRIVAL 18-02-2022 18-02-2022 18-02-2022 NEW ALLOWANCE ARRIVAL 18-02-2022	WANCE T DATE DEFORTURE 21-03-2022 21-03-2022 21-03-2022 21-03-2022 ONE DEFORTURE 21-02-2022	ROOM TYPE SUITE SUITE SUITE ROOM TYPE SUITE	ROOM	RATE CODE BARBB AAAQWK AAAQWE RATE CODE BARBB	ALOWANCE BREAKTASTALLOWANCE T BREAKTASTALLOWANCE T BREAKTASTALLOWANCE T BREAKTASTALLOWANCE T ALOWANCE NEW ALLOWANCE ONE	GUEST MARTIN, CLARE JACTO, SCHOOL OF THE MARTIN, CLARE MARTIN, CLARE GUEST MARTIN, CLARE	
BREAKFAST ALLOV AMERIVAL 18-02-2022 18-02-2022 18-02-2022 NEW ALLOWANCE AMERIVAL 18-02-2022 18-02-2022	WANCE T DATE DEFORTURE 21-03-2022 21-03-2022 21-03-2022 21-03-2022 ONE DEFORTURE 21-03-2022 21-03-2022 21-03-2022 21-03-2022 21-03-2022 21-03-2022 21-03-2022 21-03-2022 21-03-2022 21-03-2022 21-03-2022 21-03-2022 21-03-2022 21-03-2022 21-03-2022 21-03-2022 21-03-2022 21-03-2022 21-03-2022 21-03-20 21-03-20 21-03-2	ROOM TYPE SUITE SUITE SUITE ROOM TYPE SUITE SUITE	ROOM	RATE CODE BARB AAAQWK AAAQWE BARB BARB AAAQWE	ALOWANCE BREAKTASTALLOWANCE T BRIE BRIE BRIE BRIE BRIE BRIE BRIE ALOWANCE NEW ALLOWANCE ONE NEW ALLOWANCE ONE	AUEST MARTIN, CLARE MARTIN, CLARE MARTIN, CLARE MARTIN, CLARE MARTIN, CLARE MARTIN, CLARE MARTIN, CLARE MARTIN, CLARE	

Print		6 pages
Destination	Save as PDF	
Pages	All	
Pages per sheet	1	
Margins	Default	
Options	Headers and footer Background graphic	s
Print using system dial	ogue (쇼೫P)	Ø
Open PDF in Preview		ß
	Cancel	Save

TOTALS

13-02-2022

1.WINE & FRUIT BASKETS CC

CSV EXPORT

	A	8	c	D	E	F	G	н	1	L.
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		1
- 4	18-02-2022	21-02-2022	SUITE		BARBB	ALLOWANCE two	Martin, Claire	1	0	Ú.
5	18-02-2022	21-02-2022	SUITE		AAAqwe	ALLOWANCE two	Martin, Claire	1	0	Ę.
.0	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	c	1
9	18-02-2022	21-02-2022	SUITE		AAAqwe	Breakfast Allowance T date	Martin, Claire	1	0	ę.
10	18-02-2022	21-02-2022	SUITE		BARBB	new allowance one	Martin, Claire	1		Ľ
- 11	18-02-2022	21-02-2022	SUITE		AAAqwe	new allowance one	Martin, Claire	1		Ú
12	18-02-2022	21-02-2022	SUITE		AAAqwe	new allowance one	Martin, Claire	1	0	1
13										
14		1.Wine & Fruit baskets co	ALLOWANCE two	Breakfast Allowance T date	new allowance one	total				
15	13-02-2022	(0 0	0 0	0	0	(
16	14-02-2022	(0 0	0 0	0	0	1			
17	15-02-2022	(0 0	0 0	0	0				
18	16-02-2022	(0 0	0	0	0				
19	17-02-2022	(0 0	0	0	0	6			
20	18-02-2022	1	া া	1	1	4				
21	19-02-2022	(1	1	1	3				
22	20-02-2022	() 1	1	1	3				
23	21-02-2022	(0 0	0 0	0	0				
24	22-02-2022	(0 0	0 0	0	0				
25	23-02-2022	(0 0	0 0	0	0				
26	24-02-2022	(0 0	0	0	0	-			
27	25-02-2022	(0 0	0 0	0	0	6			
28	26-02-2022	(0	0	0	0	6			
29	27-02-2022	() (0	0	0	¢.			
30	28-02-2022	(0 0	0 0	0	0	ě.			

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.



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.				
ک Sear	rch by Report Name				
--------	---	--------------------	------------------	--------	--
LT.	A/R Aging Aging of Balances for all Outstanding A/R Accounts	>> TIME RAM	IGE (FROM)		
rin	A/R Summary Report Accounts Receivables Summary Report	00:00	IGE (TO)	•	
Д	Action Manager Actions to be done, due or completed	>> 23:45		•	
1	Add On Upsell Add On Upsell	>> OPTION(s) ected		
Ť	Add-On Forecast Forecast of Add-Ons for current and future reservations	>> COMPAN	COMPANY/TA/GROUP		
L	Arrival Arriving Guests By Date Range	GUARAN	ree type(s)	177 01	
•	Booking Source & Market Report Bookings by Source & Market and Date Range / Forecast & History By Date Range	» All Sel	ected	•	
÷	Business on the Books Business on the Books By Date Range	>> SORT BY Date			
×	Cancellation & No Show All Cancelled & No Show Reservations By Date Range	».			
	Check In / Check Out		RUN REPORT		

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

≡ « •	REPOR	TS INBOX	Erin Fischer Tuesday, 2	ival By Date Range		~
total arrival r 45	OOMS	^{ADR} \$151.57				9
				Departure		Saiance
N/A	0	Klijnsma, Laureline 113035 • VIP • 1 Adult(s) • 0 Children GUEST NOTES 08-14-2019 • Laureline X	01-06-2020 04:00 PM	01-07-2020 1 DEPOSIT 11:00 AM 1 REQUESTED	SELECT QUEEN BREAKFAST PACKAGE #2 / \$200.00 ADR CASH PAYMENT Continental Breakfast - \$20.00	\$239.00
N/A	0	former hotelier 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	\$137.50
		GUEST NOTES 07-17-2020 • Justin Davis he has dairy restrictions 09-26-2019 • Justin Davis			1111	
		DO NOT RENT				
108		Ors, Xavier 113051 • VIP • 1 Adult(s) • 0 Children	× 01-08-2020 06;44 AM	× 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				
\$103		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
						1 2

PRINT REPORT

							Print		16 pages
			Arrival	By Date Range					
total arrival 45	ROOMS	AD# \$151.57					Destination	Save as PDF	
ROOM		GUEST	ARRIVAL	DEPARTURE	TONIGHT'S RATE	BALANCE			
N/A.	46	Klijnsma, Laureline 113035 • VP • 1 ADULT(5) • 9 CHILDREN	01-06-2020 04:00 PM	01-07-3020 1 DEPOSIT 11:00 AM 1 REQUESTED	SELECT QUEEN BREAKTAST PACKAGE #2 / \$200.00 ADR CASH PAYMENT	\$239.00	Pages	All	
					CONTINENTAL BREAKIRSP - S2000				
		GUEST NOTES DE 14-2019 - LAURTINE B. FORMER ROTELIER					Pages per sheet	1	
N/A.	228	Davis, Justin 113039 • 000 • 1 ADULTISI • 0 CHILDBEN	01-06-2020 04/00 PM	01-07-2020 1	SELECT QUEEN DNU 2005 / \$125.00 ADR WEA EXCHOLENT F 1111	\$137.50			
		GUEST NOTES 07-11-2020-JUSTIN DAVIS HILTHAG DARKY RESTRICTIONS					Margins	Default	
		05-26-2019 - JUNTINI2W/15 DO NOT RENT					Ontions		
108	180	Ors, Xavier 113051 + VO +1 ADULT(S) +0 CHILDREN	01-08-2020 06:44 AM	× 01-08-2020 1	SELECT QUEEN DUBLIN / \$115.00 ADR MEA CHORIC WITH 1111	\$0.00	Options	Headers and foot	iers
		GLEST NOTES ON 02-2018 - IPAAI KUNG UNES GPUEDI MADES						Background grap	hics
5103	180	Ors, Xavier 113050 - VIC +1 ADULT(S) - 0 CHILDREN	01-05-2020 30:35 AM	01-09-2020 1 11:00 AM	SUPERIOR KING SUITE ADVANCE DEPOSIT 1/5100.00 ADR WEA ENTONG WITH 1111	\$120.00			
					FULL BREAKTAST + S25L03		Print using system dia	logue (∖\#P)	
		GUEST NOTES 04 40:2015 - ITIMU KIMU LINES LIZEEN MEMTS					Open PDF in Preview		121
DATE RANGE THE BANGE SOFT BY DATE OFTIONS DUE CANCELLED, H DUADRATES	FROM OF	I-61.2020 TIL-01.31.2020 JOD TIL-2245 INCCTION ASCENDING INES, INCL. GUEST NOTES, INCL. RES. NOTES, INCLUDE ACT NO SHOW, SHOW QUESTS, VIP ONLY GUARANTEES	IONS, INCLUDE		Business on Users	02-23-2021 ERIN FISCHER			
	_								
RUUM		RES. NOTES DE de John- Estar parte en presente ann fen po	AREVAL	DEPARTURE	TURNITI SINCE	DALANCE			
		GL 48 2020 - GUEST PRE CHECKING ETA - 10.15 AM. COMMENT THOM	644537: 72571					Cancel	Save
		01-08-2025 / ROOM LPERADE: SELECT QUEEN TO SUPERIOR BUILTE -	114241100.00241					المقصف	_

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.



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.

«	REPORTS INBOX Stayntouch Inn New Report Erin Fischer Monday, 27 November 2023	t da	stay nto	uch
۶ea ک	rch by Report Name			
1	A/R Aging Aging of Balances for all Outstanding A/R Accounts	»	Booking Source & Report	Market
	A/R Summary Report Accounts Receivables Summary Report	*	BOOKED DATE (FROM)	
2	Action Manager	»	11-20-2023 BOOKED DATE (TO)	0
	Add On Upsell		11-27-2023	0
т	Add On Upsell	"	ARRIVAL DATE RANGE (F	ROM)
1	Add-On Forecast Forecast of Add-Ons for current and future reservations	»	11-20-2023	0)
T	Allowance Forecast Report Forecast of Allowances for current and future reservations	»	11-27-2023	0
ł	Arrival Arriving Guests By Date Range	»	OPTION(S) Select Option(s)	•
ð	Booking Source & Market Report Bookings by Source & Market and Date Range / Forecast & History By Date Range		DISPLAY(S)	
~	Business on the Books Business on the Books By Date Range	»	All Selected	•
×	Cancellation & No Show All Cancelled & No Show Reservations By Date Range	*		
1	Check In / Check Out	>>	RUN REPOR	

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

=		Stayntouch I Erin Fischer	nn Reports I onday, 27 November 20.	nbox	sta	ynto	ouch	Ż
C Search	by Rep	ort Name			REPORT REQUESTED Today(11-27-2023)		NEW REPORT	
REPORT REQUESTED			DATE	(FROM) DA	TE (TO)		CSV/PRINT	
Section Booking Today at	Sourc	e & Market Report	01-01-	2023 11-	27-2023	»	×P	
REPORTS INBOX		Stayntouch Inn Booking So	urce & Market Repo	ort By Date Range		sta	y <mark>ntouch</mark>	~
SOURCE CRS Direct Direct Call GDS OTA Sales Walk-in Website For Defined	* 21 55 1 36 1 3 24 190 81	NUMBER OF EOOKINGS BY SOURCE CRS Direct Direct Call GDS OTA Sales Walk-In Website Aut Defined 0 20 40 60 80 100 120	1 140 160 180 200	PERCENTAGE OF BOO CRS Direct Call GDS OTA Sales Walk-In Website Not Defined 0 1	KINGS BY SOURCE	60	70 80 90	100
TOTAL MARKET: BAR Corporate Local Corporate National Corporate National Group - SMERF Group - Tour Non Revenue Retail - Discount Non Qualified Retail - Discount Qualified Retail - Transient Not Defined	412 11 8 37 2 5 2 12 12 12 247 76	NUMBER OF BOOKINGS BY MARKET BAR Corporate Local Corporate National Group - SMERF Group - Tour Some Provenue Retail - Discount Retail - Discount Retail - Transient Not Defined 0 20 40 60 80	100 240 280	PERCENTAGE OF BOO BAR Corporate Local Corporate National Group - Tour Non Revenue Retail - Discount Retail - Transient Not Defined 0 1	KINGS BY MARKET	60	70 80 90	100

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
ΟΤΑ	1
Sales	3
Walk-In	24
Website	190
Nat Defined	18
TOTAL	412
BOOKED DATE RANGE 01-01-2023 TO 11-27- ARRIVAL DATE RANGE 01-01-2023 TO 11-27-3 SORT BY: COUNT SORT DIRECTION: DESCEN	2023 BUSINESS DATE 11-27-2023 2023 USER: ERIN FISCHER DING

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.



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.

= «	REPORTS INBOX Erin Fischer Thursday, 25 January 2024		stay ntouch ~
Q Sea	rch by Report Name		
44	A/R Aging Aging of Balances for all Outstanding A/R Accounts	»	Breakfast List CONFIGURE REPORT
wh	A/R Summary Report Accounts Receivables Summary Report	*	DATE 01/26/2024
	Action Manager Actions to be done, due or completed	>>	DISPLAY(S)
↓↑	Add On Upsell Add On Upsell		All Reservations •
44	Add-On Forecast Forecast of Add-Ons for current and future reservations	` »'	Name •
44	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		
int	Business on the Books Business on the Books By Date Range	>	
×	Cancellation & No Show All Cancelled & No Show Reservations By Date Range	*	RUN REPORT

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

=	Heather's Place Reports Inbox Erin Fischer Thursday, 25 January 2024		stay ntouch		
C Search by Report Name				REPORT REQUESTED Today(01/25/2024)	+ NEW REPORT
REPORT REQUESTED			DATE (FROM)	DATE (TO)	CSV/PRINT
State			01/26/2024	01/26/2024	» 🛃 😫

E « RE	PORTS INBOX	Heather's Place Breakfast Li Erin Fischer Thursday, 25 Jonuary 2024	ist	stay ntouch
DATE 01/26/2024	TOTAL GUESTS 26			
Room	Reservation		- Liste	Breishfart
501	Bogaerts, Xander		10% OFF BAR	NOT INCLUDED
401	Bogaerts, Xander		10% OFF BAR	NOT INCLUDED
301	Bogaerts, Xander		10% OFF BAR	NOT INCLUDED
305	Bogaerts, Xander		10% OFF BAR	NOT INCLUDED
205	Bogaerts, Xander		20% OFF BAR	NOT INCLUDED
502	Cooper, Heather		FIRST NIGHT ALLOWANCE	NOTINCLUDED
N/A	Cooper, Heather		UB RATE.	NOT INCLUDED
307	Cooper, Heather		BAR	NOTINCLUDED
407	Cooper, Heather		UBRATE	NOT INCLUDED
406	Cooper, Heather		UBRATE	NOT INCLUDED
403	Cooper, Heather		BAR	NOT INCLUDED
SNT200	Cronenworth, Jacob		NEW ROOM RATE	NOT INCLUDED
SNT201	Cronenworth, Jacob		NEW ROOM PATE	NOT INCLUDED
405	Doe, Jane		10% OFF BAR	WOLUDED
			ALL CARAGE TIMES	007.000.0070

PRINT REPORT

Stayntouch Heather's Place Breakfast List

DATE 01-26-2024	то 27	TAL GUESTS			
ROOM		RESERVATION	RATE	BREAKF	AST
108	1	B******, B*****	SENTRAL RATE	NOTINCLUDED	A
305	5	B*******, X*****	10% OFF BAR	NOT INCLUDED	A
205	5	B*******, X*****	10% OFF BAR	NOT INCLUDED	<u>A</u>
501	5	B*******, X*****	10% OFF BAR	NOT INCLUDED	A
401	5	B*******, X*****	10% OFF BAR	NOT INCLUDED	A
301	5	B*******, X*****	10% OFF BAR	NOT INCLUDED	A
SNT201	5	C*************************************	NEW ROOM RATE	NOT INCLUDED	(A)
SNT200	5	C*************************************	NEW ROOM RATE	NOT INCLUDED	A
406	232	Cooper, Heather	UB RATE	NOT INCLUDED	Â
307	232	Cooper, Heather	BAR	NOT INCLUDED	
502	232	Cooper, Heather	FIRST NIGHT ALLOWANCE	NOTINCLUDED	A
407	232	Cooper, Heather	UB RATE	NOT INCLUDED	(A)
801	232	Cooper, Heather	UB RATE	NOT INCLUDED	A
403	232	Cooper, Heather	BAR	NOT INCLUDED	A
405	1	Doe, Jane	10% OFF BAR		$\overline{\mathbb{A}}$

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 PAR	DRES		
303		Campusano, Luis	GROUP DINNER PACKAGE	NOT INCLUDED	Â
		1 ADULTS			
		I SAN DIEGO PAE	DRES		
408	232	Cooper, Heather	BAR	NOT INCLUDED	$[\mathbb{A}]$
		1 ADULTS			
104	232	Cooper, Heather	BAR	NOT INCLUDED	$[\land]$
		1 ADULTS			
103		Cronenworth, Jacob	GROUP DINNER PACKAGE	NOT INCLUDED	A
		1 ADULTS			
		do SAN DIEGO PAR	DRES	"A" indicates the number of	
307		Darvish, Yu	GROUP DINNER PACKAGE	adults on a reservation, and TINCLUDED	A
		1 ADULTS		"C" indicates the number of	
		성 SAN DIEGO PAD	DRES		
405	47	Doe, Jane VIP	FOOD PACKAGE	children on a reservation.	0
		2 ADULTS + 2 CHILD	DREN		
107		Kim, Ha Seong	GROUP DINNER PACKAGE	NOT INCLUDED	A
		1 ADULTS			
		🗄 SAN DIEGO PAD	DRES		
SINGLE DAT SORT BY: N ASCENDING DISPLAY: A	TE - 02-06-2 AME SORT I S LL RESERVA	024 DIRECTION: ITIONS		BUSINESS DATE: 02-0 USER: ERIN FI	5-2024 SCHER

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 Addor
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.

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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.



DATE FRON	RANGE Select a date range. //TO)			
•	C REPORTS INBOX Erin Fischer Tuesday, 23 February 2021	port	(berrer)	
Q, Sea	urch by Report Name			
	A/R Aging Aging of Balances for all Outstanding A/R Accounts	»	Business on the CONFIGURE REP DATE RANGE (FROM)	Books
m	A/R Summary Report Accounts Receivables Summary Report	»	02-16-2021	::::
~	Action Manager		DATE RANGE (TO)	
	Actions to be done, due or completed	»	02-23-2021	111
↓↑	Add On Upsell Add On Upsell			
↓ ↑	Add-On Forecast Forecast of Add-Ons 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	*		
	Check In / Check Out		RUN REPOR	RT

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

≡ ≪ R	EPORTS INB	x	land Bay in	Erin Fi	scher Tuesday, 2:	the Boo	ks By Dat	te Range		-
										e 1
DATE	RMS	OCC %	AVL. RMS	000	TOTAI	L 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

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= « R	EPORTS INBOX	(nd Ray H	Business on the Books By Date Range								
										⊕ ⊥		
DATE	GROUP	ROOMS			ALLOTMEN	IT ROOMS			INDIVIDUAL R	оомѕ		
	t 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		

\$8,624.00 \$176.00 0 0 \$0.00 \$0.00 25 \$14,468.00 \$578.72

PRINT REPORT

TOTALS

							Busines	s on the Bo	oks By D	ate Rar	ige							Plint		2 page
ATE	RMS	000 %	AVL. RMS	000	TOTAL	RMS		GROUP	ROOMS			ALLOTMENT RO	ooms			INDIVIDUAL R	DOMS	Destination	Save as PDF	
					. But	400.000	Plantip	And Picker Str.	100	100	Painting.	Bart Picture (198	But	100	1.2 Jacob	310	-424			
02-16-2021	20	20.00	78	2	\$4,749.00	\$237.45	16		\$2,816.00	\$176.00	0	0	\$0.00	\$0.00	*	\$1,933.00	5483.25			
2-17-2021	20	20.00	19	1	57,857.00	5392.05	10	0	52,816.00	5176.00	0	0	50.00	50.00	-	\$5,041.00	51,260,25	Pages	A11	
2.19-2021	3	3.00	97	0	\$906.00	\$302.00	10	0	\$176.00	\$175.00	0	0	50.00	50.00	2	\$730.00	\$365.00	, uges	C #	
2-20-2023	1	1.00	99	0	5280.00	\$280.00	.0		50.00	50.00	0	9	\$0.00	\$0.00	1	\$288.00	\$280.00			
2-21-2021	3	3.00	97	0	\$705.00	\$235.00	0	0	50.00	\$0.00	0	0	\$5.00	\$0.00	3	\$705.00	5235.00	2 3- 31		
2-22-2021	3	3.00	97	ø	\$545.00	\$381.67	8	0	\$0.00	\$0.00	0	0	\$0.00	\$0.00	3	\$845.00	5281.67	Pages per sheet	1	
2-23-2021	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			
IDTALS.	.74	9.25	721		323,092.00	3112.05	-0	0	58,624.00	3176.00	0	0	\$0.00	30.00	ъ	314,468.00	3578.72	Margins	Default	
																		Options	Headers and footers	8
																			Background graphic	s
																		Print using system dia	alogue (℃¥P)	Ø
																		Open PDF in Preview		Ø
																		3.		
																			Cancel	Save

CSV EXPORT

Date	RMS	OCC%	AVL.RMS	000	TOTAL ROOMS		GROUP ROOMS				ALLOTMENT ROOMS	1			INDIVIDUAL ROOMS	3	
					Rvn	ADR/day	Picked Up	Not Picked Up	Rvn	ADR	Picked Up	Not Picked U	Rvr	ADR	Count	Rvn	ADR
02-16-2021	20	20	78	2	4749	237.45	16	0	2816	176	c)	0 () (1	193	483.25
02-17-2021	20	20	79	1	7857	392.85	16	0	2816	176	()	0 (0 0		1 504	1260.25
02-18-2021	20	20	80	0	7075	353.75	16	0	2816	176	0)	0 (0 0		4 425	1064.75
02-19-2021	3	3	97	0	906	302	1	0	176	176	0)	0 (0 0	1	2 73	365
02-20-2021	1	1	99	0	280	280	0	0	(0	()	0 (0 0	1	1 28	280
02-21-2021	3	3	97	0	705	235	0	0	0	0	0)	0 (0 0	1	3 70	235
02-22-2021	3	3	97	0	845	281.67	0	0	0	0	0)	0 (0 0	9	84	281.67
02-23-2021	4	4	96	0	675	168.75	0	0	0	0	() 3	0 (0 0		67	168.75
TOTALS	74	9.25	723	3	23092	312.05	49	0	8624	176	()	0 (0 0	2	5 1446	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.



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.

•	REPORTS INBOX	Stayntouch Inn New Report Erin Fischer Monday, 27 November 2023		stay nto	uch
Q, Sea	rch by Report Name				
×	Cancellation & No Show All Cancelled & No Show Reservations By	Date Range		Cancellation & No CONFIGURE REPO	o Show
44	Check In / Check Out Number of Check Ins and Check Outs three	ugh mobile devices by date range By Mobile Device	×	CANCELATION DATE RAN	GE (FROM)
	Company/TA Top Producers Company/TA Top Producers – Production	Statistics	»	CANCELATION DATE RAN 11-27-2023	GE (TO)
4	Comparison Statistics Report by Comparison By Date		×	ARRIVAL DATE RANGE (FR	ROM)
44	Comparison to Budget Compare actual or forecasted rooms sold	and revenue By Date Range	»	11-20-2023 ARRIVAL DATE RANGE (TO	(C
44	Complimentary Room Repo All Reservations with 0.00 rate amount By	prt Date Range	*	11-27-2023	0
	Credit Check Report All guests with Inhouse / Due out status		»	OPTION(S) Include Cancelled	•
≞	Daily Payments		*		
~	Daily Production Daily Production by Room Type (History &	Forecast) By Room Type	»		
4	Daily Production by Demog Daily Production by Market / Source / Orig	raphics in / Segment (History & Forecast)	»		
↓ ↑	Daily Production by Rate Daily Production by Rate & Rate Type (His	tory'& Forecast)	»	RUN REPOR	r

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

	Stayntouch Inn Reports Inbox Erin Fischer Monday, 27 Navember 2023	stay ntouch	1 🗠
C Search by Report Name		REPORT REQUESTED Today(11-27-2023)	REPORT
REPORT REQUESTED	DATE (FROM)	DATE (TO) CSV/	PRINT
Cancellation & No Show	10-01-2023	11-27-2023 📎 🗴	e

K REPOR	TS INBOX	Stayntouch Ir	Cancellation & No Show Erin Fischer Monday, 27 November 2023	w By Date Range	stay ntouch
-598.84					1¢
	Guest	Arrivat	Departure	Pate	Balance
10-04-2023	Josephson, Julia	× 10-04-2023	X 10-05-2023 1 DEPOSIT	STANDARD 1 KING BED	\$ 350.00
5 0.00	110944 • 2 Adult(s) • 0 Children	03:00 PM	12:00 PM 1 REQUESTED	BEST AVAILABLE RATE / \$ 350.00 ADR	
10-17-2023	Fischer, Erin	× 10-17-2023	10-18-2023 DEPOSIT	STANDARD 1 KING BED	\$ 0.00
\$ 0.00	110959 • 1 Adult(s) • 0 Children	03:00 PM	12:00 PM 1 REQUESTED	BEST AVAILABLE RATE / \$ 350.00 ADR	
10-26-2023	Fischer, Erin	× 10-26-2023	X 10-27-2023 1 DEPOSIT	STANDARD 1 KING BED	\$ 0.00
\$ 0.00	110979 • 1 Adult(s) • 0 Children	03:00 PM	12:00 PM 1 REQUESTED	BEST AVAILABLE RATE / \$ 350.00 ADR	
10-30-2023	Doe, Jane	× 10-30-2023	X 10-31-2023 DEPOSIT	STANDARD 1 KING BED	\$ 0.00
\$ 0.00	110998 • 1 Adult(s) • 0 Children	03:00 PM	12:00 PM 1 REQUESTED	BEST AVAILABLE RATE / \$ 350.00 ADR	
10-31-2023	James, Lily	× 10-31-2023	× 11-02-2023	MEETING ROOM	\$ 20.00
\$ 0.00	111012 • 2 Aduit(s) • 0 Children	02:15 PM	12:00 PM 2	DISCOUNTED PARKING PACKAGE / \$ 370.00 ADR	
10-31-2023	James, Lily	× 10-31-2023	× 11-02-2023	JUNIOR SUITE 1 BDRM 1 KING	\$ 0.00
\$ 20.00	111014 • 2 Adult(s) • 0 Children	02:30 PM	12:00 PM 2	BEST AVAILABLE RATE / \$ 450.00 ADR	
11-07-2023	Laron, Nicki	× 11-07-2023	X 11-10-2023 3 DEPOSIT	STANDARD 1 KING BED	\$-994.93
\$ 1,387.53	111026 • 1 Adult(s) • 0 Children	03:00 PM	12:00 PM 3 RECEIVED	NIGHTLYDINNER PACKAGE / \$ 350.00 ADR	
11-07-2023	Lance, Trey	× 11-07-2023	X 11-10-2023 3 DEPOSIT	STANDARD 1 KING BED	\$ 0.00
\$ 0.00	111024 • 2 Adult(s) • 0 Children	03:00 PM	12:00 PM 3 REQUESTED	BEST AVAILABLE RATE / \$ 350.00 ADR	
11-10-2023	Kiosk, Shaun	× 11-10-2023	X 11-11-2023 DEPOSIT	STANDARD 1 KING BED	\$ 0.00
\$ 0.00	111029 • 1 Adult(s) • 0 Children	03:00 PM	12:00 PM 1 REQUESTED	BEST AVAILABLE RATE / \$ 360.00 ADR	
11-16-2023	Test, Victor	× 11-16-2023	X 11-17-2023 DEPOSIT	PREMIUM 1 KING	\$ 26.09
\$ 30.00	111044 • 1 Adult(s) • 0 Children	10:41 AM	02:00 PM RECEIVED	BEST AVAILABLE RATE / \$ 350.00 ADR	
11-21-2023	Test, Victor	× 11-21-2023	11-22-2023 DEPOSIT	STANDARD 1 KING BED	\$ 0.00
\$ 0.00	111054 • 1 Adult(s) • 0 Children	05:15 PM	12:00 PM 1 REQUESTED	BEST AVAILABLE RATE / \$ 400.00 ADR	
DATE RANGE - FRO CANCELLATION D/ OPTIONS: INCLUD	0M: 10-01-2023 TO: 11-27-2023 NTE5 - FROM: 10-01-2023 TO: 11-27-20 E CANCELLED	023			BUSINESS DATE: 11-27-202 USER: ERIN FISCHE

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 balanc \$ -598.84	JE.				
DATE / AMOUNT	GUEST	ARRIVAL	DEPARTURE	RATE	BALANCE
10-04-2023 \$ 0.00	Josephson, Julia 110944 • 2 ADULT(S) • 0 CHILDREN	X 10-04-2023 03:00 PM	10-05-2023 1 DEPOSIT 12:00 PM 1 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 1 DEPOSIT 12:00 PM 1 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 DEPOSIT 12:00 PM 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 1 DEPOSIT 12:00 PM 1 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	X 10-31-2023 02:15 PM	11-02-2023 2 12:00 PM	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	X 11-02-2023 2	JUNIOR SUITE 1 BORM 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 3 DEPOSIT 12:00 PM 3 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	X 11-07-2023 03:00 PM	11-10-2023 3 DEPOSIT 12:00 PM 3 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 1 DEPOSIT 12:00 PM 1 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).



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DATE RANGE (FROM/TO)	Select a date range.		
CHECK-IN/CHECK- OUT	Choose from SHOW CHECK-INS ANI CHECK-INS, and/or SHOW ONLY CH	D CHEC IECK-C	CK-OUTS, SHOW ONLY OUTS.
SORT BY	Select Date .		
E « REPORTS INBOX	Stayntouch Inn New Report Erin Fischer Monday, 27 November 2023		stay ntouch
© Search by Report Name	ut		Check In / Check Out
Company/TA Top F Company/TA Top Producers	eck Outs through mobile devices by date range By Mobile Device Producers – Production Statistics	*	DATE RANGE (FROM)
Comparison Statistics Report by Compar	ison By Date	»	DATE RANGE (TO) 11-27-2023
Comparison to Bue Compare actual or forecast	dget ed rooms sold and revenue By Date Range	»	CHECK IN / CHECK OUT
↓↑ Complimentary Re All Reservations with 0.00 ra	oom Report te amount By Date Range	»	
Credit Check Repo	rt e out status	»	Date *
Daily Payments		>>	
Daily Production Daily Production by Room T	ype (History & Forecast) By Room Type	»	
↓↑ Daily Production by Daily Production by Market,	y Demographics / Source / Origin / Segment (History & Forecast)	»	
↓↑ Daily Production by Daily Production by Rate & P	by Rate Rate Type (History & Forecast)	»	
Daily Transactions		»	RUN REPORT

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

=	Stayntouch Inn Reports Inbox Erin Fischer Monday, 27 November 2023	sta	yntouch 🗠
C Search by Report Name		REPORT REQUESTED Today(11-27-2023)	+ NEW REPORT
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Check In / Check Out Today at 11:16 AM	10-01-2023	11-27-2023	» 🗴 😭

E « RE	PORTS INBOX	Staynto	ouch In	n Cheo Erin Fiscl	ck In / Che	eck Out By Mob	oile Devio	e	stay <mark>nt</mark>	ouch 🗠
check ins via r 44 26	over via web via a 12 0	PP VIA STATION	н снескої 15	UTS VIA ROV 15	VER VIA WEB	VIA APP VIA STATION				9
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
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
11-09-2023	0	0	0	0	0	0	0	0	0	0
11-10-2023	0	0	0	0	0	0	0	0	0	0
11-11-2023	0	0	0	0	0	0	0	0	0	0
11-12-2023	0	0	0	0	0	0	0	0	0	0
						Showing 26-50	of 58 items	PREVIC	ous	NEXT 🕨

PRINT REPORT

11/27/23, 5:18	PM					Check In / C	heck Out By Mobile I	Device			
						Stayntouch In	in				
				Check	In / Ch	eck Out By	y Mobile Devid	e			
CHECK INS	VIA ROVER 26	viawi 12	EB VIA AP 0	P VIAS	TATION	CHECKOUTS 15	VIA ROVER VI 15 0	AWEB VIA	app via 0	STATION	
DATE	TOTAL CHE	CKINS	VIA ROVER	VIA WEB	VIA APP	VIA STATION	TOTAL CHECK OUTS	VIA ROVER	VIA WEB	VIA APP	VIA STATION
10-01-2023	0		0	D	0	0	0	0	0	0	0
10-02-2023	0		0	D	0	0	0	0	0	0	0
10-03-2023	1		1	D	0	0	0	0	0	0	0
10-04-2023	3		3	D	0	0	0	0	0	0	0
10-05-2023	0		0	D	0	0	0	0	0	0	0
10-06-2023	0		0	D	0	0	0	0	0	0	0
10-07-2023	0		0	D	0	0	0	0	0	0	0
10-08-2023	0		0	D	0	0	0	0	0	0	0
10-09-2023	0		0	D	0	0	0	0	0	0	0
10-10-2023	0		0	D	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	D	0	0	0	0	0	0	0
10-13-2023	0		0	D	0	0	0	0	0	0	0
10-14-2023	٥		0	D	0	0	0	0	0	0	0
10-15-2023	0		0	D	0	0	0	0	0	0	0
10-16-2023	0		0	D	0	0	0	0	0	0	0
10-17-2023	0		0	D	0	0	0	0	0	0	0
10-18-2023	1		1	D	0	0	0	0	0	0	0
10-19-2023	0		0	D	0	0	0	0	0	0	0
10-20-2023	0		0	D	0	0	0	0	0	0	0
10-21-2023	0		0	D	0	0	0	0	0	0	0
10-22-2023	0		0	D	0	0	0	0	0	0	0
10-23-2023	2		2	D	0	0	0	0	0	0	0
10-24-2023	2		2	D	0	0	0	0	0	0	0
10-25-2023	3		3	D	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	D	0	0	0	0	0	0	0
10-29-2023	0		0	D	0	0	0	0	0	0	0
10-30-2023	2		2	D	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	D	0	0	0	0	0	0	0
11-02-2023	0		0	D	0	0	2	2	0	0	0
11-03-2023	0		0	D	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	D	0	0	0	0	0	0	0
11-06-2023	0		0	D	0	0	0	0	0	0	0
11-07-2023	٥		0	D	0	0	0	0	0	0	0
11-08-2023	0		0	D	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**.



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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.

« REPORTS INBOX	Erin Fischer Friday, 19 February 2021			
🔍 Search by Report Name				
Add-On Forecast Forecast of Add-Ons for current and	future reservations	*	Company/TA Producers	Тор
Arrival Arriving Guests By Date Range		»	CONFIGURE REPO	DRT.
Booking Source & Mark Baokings by Source & Market and D	et Report ate Range / Forecast & History By Date Range	>>	02-12-2021 DATE RANGE (TO)	
Business on the Books Business on the Books By Date Ran	je .	*	02-18-2021	
Cancellation & No Shov All Cancelled & No Show Reservation	ns By Date Ronge	»	COMPANY / TRAVEL AGE	NT 1ny / Trav
Check In / Check Out Number of Check Ins and Check Out	s through mobile devices by date range By Mobile Device	>>	MINIMUM REVENUE	
Company/TA Top Produ Company/TA Top Producers - Produ	cers ction Statistics		Enter Value	
Comparison Statistics Report by Comparison By	Date	*	Enter No.	
	Report Mil By Date Range	»	SHOW Both	
Credit Check Report All guests with Inhouse / Due out stu	ntus	>>	SORT BY	
Daily Payments		»	Revenue	
Daily Production Daily Production by Room Type (His	tory & Forecast) By Room Type			
↓↑ Daily Production by De	nographics	»	RUN REPOR	

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

REPORTS INBOX

- 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.

ral revenue ro .,863.00 \$.	om revenue 1,540.00	RESERVATIONS 4	NIGHTS 8						2
		RESERVATIO	NS		ROOM NIGH	TS		REVENUE	
NAME	ACTIVE	CANEELED	NO:SHOW	ACTIVE	CANCELED	ND-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

PRINT REPORT

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			Compa	ny/TA To	p Produce	ers			
total revenue \$1,863.00	ROOM REVENUE \$1,540.00	RESERVATION	s Nights 8						
RESERVATIONS				ROOM N	IGHTS		REVENUE		
NAME	ACTIVE	CANCELED	NO-SHOW	ACTIVE	CANCELED	NO-SHOW	TOTAL	RDOM	ADR
BRITT INC.	1	0	0	4	0	0	\$1,590.00	\$1,085.00	\$271.25
BOOKING.COM	1	0	1	4	ø	1	\$1,370.00	\$1,065.00	\$266,25
IBM	3	0	1	4	0	4	\$493.00	\$475.00	\$118.75
DATE RANGE - FRO	OM: 02-12-2021 TO: E SORT DIRECTION	02-18-2021 DESCENDING						BUSINESS D USEI	ERIN FISCHE

SORT BY: REVENUE SORT DIRECTION: DESCENDING SHOW: SHOW COMPANY, SHOW TRAVEL AGENT



CSV EXPORT

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



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DATE	Select a date.
OPTION(S)	Choose from SELECT ALL, INCLUDE LEDGER DATA, and/or INCLUDE TAX.

•	REPORTS INBOX	Stayntouch Inn New Report Erin Fischer Monday, 27 November 2023		stay <mark>nt</mark>	ouch
Q, Sea	rch by Report Name				
2	Comparison Statistics Report by Comparison I	3y Date		Comparis CONFIGURE RE	on Port
44	Comparison to Budget Compare actual or forecasted roc	t oms sold and revenue By Date Range	»	DATE 11-15-2023	
↓↑	Complimentary Room All Reservations with 0.00 rate an	Report nount By Date Range	»	OPTION(S) All Selected	
ß	Credit Check Report All guests with Inhouse / Due out.	status	»		
<u></u>	Daily Payments		»		
m	Daily Production Daily Production by Room Type (F	listory & Forecast) By Room Type	»		
*↓	Daily Production by D Daily Production by Market / Sour	emographics cce / Origin / Segment (History & Forecast)	»		
*↑	Daily Production by R Daily Production by Rate & Rate T	ate ype (History & Forecast)	»		
≜	Daily Transactions		»		
1	Departure Departing Guests By Date Range		»		
R	Deposit Balance Sumr Account / Guest deposit summary	nary by date	»	RUN REPO	RT

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
 - o AVAILABLE ROOMS
 - **o** OUT OF ORDER ROOMS
 - OUT OF SERVICE ROOMS
 - **o** COMPLIMENTARY ROOMS
 - o ARRIVAL ROOMS
 - **ODEPARTURE ROOMS**
 - NO SHOW ROOMS
 - **o** OCCUPIED ROOMS
 - **o** OCCUPIED ROOMS (EXCLUDING COMPLIMENTARY ROOMS)
 - ROOM STATISTICS FOR GROUP GUESTS
 - **o** ROOM STATISTICS FOR TRANSIENT GUESTS
 - o GUESTS (ADULTS/CHILDREN)
 - TOTAL OCCUPANCY %
 - TOTAL OCCUPANCY % (EXCLUDING COMPLIMENTARY ROOMS)
 - o ADR
 - o ADR (EXCLUDING COMPLIMENTARY ROOMS)
 - o **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
 - o **DEPOSIT**
 - LEDGER OPENING BALANCE
 - MTD (MONTH TO DATE)
 - o AVAILABLE ROOMS
 - OUT OF ORDER ROOMS
 - OUT OF SERVICE ROOMS
 - **o** COMPLIMENTARY ROOMS
 - o **ARRIVAL ROOMS**
 - **O DEPARTURE ROOMS**
 - NO SHOW ROOMS
 - **o** OCCUPIED ROOMS
 - **o** OCCUPIED ROOMS (EXCLUDING COMPLIMENTARY ROOMS)
 - ROOM STATISTICS FOR GROUP GUESTS
 - ROOM STATISTICS FOR TRANSIENT GUESTS
 - o GUESTS (ADULTS/CHILDREN)
 - TOTAL OCCUPANCY %
 - TOTAL OCCUPANCY % (EXCLUDING COMPLIMENTARY ROOMS)
 - o ADR
 - o ADR (EXCLUDING COMPLIMENTARY ROOMS)
 - **REVPAR**
 - **o** TOTAL REVENUE
 - REVENUE BY CHARGE GROUP
 - ROOMS REVENUE
 - FOOD & BEVERAGE REVENUE

- MISCELLANEOUS OTHER REVENUE
- TAXES
- PAYMENTS BY CHARGE GROUP
 - PAYMENTS
 - BALANCE BROUGHT FORWARD
- o **DEPOSIT**
 - LEDGER OPENING BALANCE
- LAST YEAR MTD
 - $\circ \quad \text{AVAILABLE ROOMS}$
 - \circ OUT OF ORDER ROOMS
 - \circ OUT OF SERVICE ROOMS
 - COMPLIMENTARY ROOMS
 - o ARRIVAL ROOMS
 - DEPARTURE ROOMS
 - NO SHOW ROOMS
 - \circ OCCUPIED ROOMS
 - **o** OCCUPIED ROOMS (EXCLUDING COMPLIMENTARY ROOMS)
 - ROOM STATISTICS FOR GROUP GUESTS
 - ROOM STATISTICS FOR TRANSIENT GUESTS
 - o 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
 - o **DEPOSIT**
 - LEDGER OPENING BALANCE
- VARIANCE
 - o AVAILABLE ROOMS
 - **o** OUT OF ORDER ROOMS
 - **OUT OF SERVICE ROOMS**
 - **o** COMPLIMENTARY ROOMS
 - o ARRIVAL ROOMS
 - **o DEPARTURE ROOMS**
 - NO SHOW ROOMS
 - \circ OCCUPIED ROOMS
 - **o** OCCUPIED ROOMS (EXCLUDING COMPLIMENTARY ROOMS)
 - ROOM STATISTICS FOR GROUP GUESTS
 - ROOM STATISTICS FOR TRANSIENT GUESTS
 - o GUESTS (ADULTS/CHILDREN)
 - TOTAL OCCUPANCY %
 - **o** TOTAL OCCUPANCY % (EXCLUDING COMPLIMENTARY ROOMS)
 - ADR
 - ADR (EXCLUDING COMPLIMENTARY ROOMS)
 - **REVPAR**
 - o TOTAL REVENUE

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

REPORTS INBOX

	Stayntouch Inn Reports Inbox Erin Fischer Monday, 27 November 2023	sta	yntouch
Search by Report Name		REPORT REQUESTED Today(11-27-2023)	+ NEW REPORT
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Scomparison Today at 11:22 AM	11-15-2023	11-15-2023	» 上 😑

« REPORTS INBOX

Stayntouch Inn Comparison By Date Erin Fischer Monday, 27 November 2023

stayntouch

	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
DCCUPIED ROOMS	0	17	26	-9	816	6656	-5840
DCCUPIED 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
EVENUE 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 8	\$ 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 OPTIONS: INCLUDE LEDGER DATA, INCLUDE TAX

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

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

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
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DEPARTURE ROOMS	0	14	27	-13	371	1931	-1560
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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
SUITESHOP	\$ 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 TAX

BUSINESS 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
Banguet 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	Ő	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	.50	0	.25
Back of House Use	0	0	0	0	0	0	0
Miscellaneous Charge		417.57	699	-281.43	63704.07	3229.79	60474.28
and a second		Arthold Arthold	1. (765-64)				5400-34040-4510

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.

stayntouch **Ross' Place New Report K** REPORTS INBOX Erin Fischer Mor 🔍 Search by Report Name Comparison to Budget Comparison to Budget and revenue By Date Range Comparison to Budget 41 DATE RANGE (FROM) Complimentary Room Report 44 >> unt By Date Range 04-01-2022 DATE RANGE (TO) **Credit Check Report** B >> All guests with Inhouse / Due out status 04-14-2022 **Daily Payments** ≞ >> MARKET(S) All Selected . **Daily Production** Non >> Daily Production by Room Type (History & Forecast) By Room Type Daily Production by Demographics Daily Production by Market / Source / Origin / Segment (History & Forecast) 11 >> Daily Production by Rate Daily Production by Rate & Rate Type (History & Forecast) 11 >> **Daily Transactions** 凸 >> Departure Departing Guests By Date Range >> T

K REPORTS INBOX	Ross' Place New Report		stay ntouch
Q. Search by Report Name			
Comparison to Bud Compare actual or forecast	dget d rooms sold and revenue By Date Range		Comparison to Budget CONFIGURE REPORT
↓↑ Complimentary Ro All Reservations with 0.00 ro	oom Report te amount By Date Range	*	DATE RANGE (FROM) 04-01-2022
Credit Check Repo	rt e out status	*	DATE RANGE (TO) 04-14-2022
Daily Payments		»	MARKET(S)
Daily Production Daily Production by Room T	ype (History & Farecast) By Room Type		All Selected SELECT ALL
↓↑ Daily Production b Daily Production by Market,	y Demographics / Source / Origin / Segment (History & Forecast)	»	TRANSIENT
↓↑ Daily Production b Daily Production by Rate & F	by Rate Rate Type (History & Forecast)	»	GROUP GOVERNMENT
Daily Transactions		*	
Departure Departing Guests By Date Re	ange	»	RUN REPORT

REPORT OUTPUT

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

	Erin Fischer	Ross' Place Reports	Inbox	stay	ntouch
C Search by Report Name				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	» 🗴 😫

K REPORTS INBOX		1	Ross' Place	Compa	rison to B	udget By I	Date Rang	ge		5	taynto	buch
ли, маянтя 67 <mark>33.4%</mark> 66.7% <mark>33.4%</mark> \$ 46	5,500.00	8.3% \$ 99.6	50 -18,8%									1
SUMMARY DETAILS % ACTUR		NIGHTS			OCCUPANCY			REVENUE			ADR	
Markets	DIFF,	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF,	ACTUAL	BUDGET
GOVERNMENT	63,495	127	70.0	85,4%	18.1%	10%	24.096	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	1.4%	108.4	100.0
TRANSIENT	54,396	216	140.0	54.3%	30.9%	20%	5.1%	15700.0	14933.3	-31,9%	72.7	106.7
UNDEFINED MARKET	-99	D		90	0%	96	26	0.0		90	D	
Daily Summary	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET
04-01-2022	16.090	29	25.0	3696	58%	50%	12.5%	3450.0	3066.7	-3.0%	119	122.7
04-02-2022	16.0%	29	25.0	36%	58%	50%	12.5%	3450.0	3066.7	-3.0%	119	122.7
04-03-2022	16.099	29	25.0	36%	58%	50%	10.996	3400.0	3066.7	-4,4%	117.2	122.7
04-04-2022	24.07	31	25.0	29%	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%	10,99	3400.0	3066.7	-18.5%	100	122.7
04-06-2022	40.0%	35	25.0	40%	70%	90%	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	-22.196	95.6	122.7
04-08-2022	36,0%	34	25.0	36%	68%	50%	6.0%	3250.0	3066.7	-22.196	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	4875.	74%	50%	6.0%	3250.0	3066.7	-28.4%	87.8	122.7
04-13-2022	40.095	15	25.0	40%	70%	50%	5.0%	3250.0	3066.7	-24 306	97.9	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 tilted **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).

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- 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.

	/	1	Ross' Place	Compa Monday, 14 Ma	rison to B	udget By I	Date Rang	ge		5	stay nto	ouch
тотицявания и мус оссырямсу тота 467 33 66.7% 23 5 44	6,500.00	8.3% \$ 99.6	50 -18,8%									(P)
TURNAMY DETAILS A ATTUC		NIGHTS			OCCUPANCY			REVENUE			ADR	
Markets	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF,	ACTUAL	BUDGET
GOVERNMENT	81,495	127	70.0	45,4%	18.1%	10%	24.096	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	11.4%	108.4	100.0
TRANSIENT	54.396	216	140.0	54.3%	30,9%	20%	5.1%	15700.0	14933.3	-31,9%	72.7	106.7
UNDEFINED MARKET	.99	D		90	0%	96	26	0.0		90	D	
Daily Summary	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET
04-01-2022	16.0%	29	25.0	369h	58%	50%	12.59	3450.0	3066.7	-3.0%	119	122.7
04-02-2022	16.0%	29	25.0	36%	58%	50%	12.5%	3450.0	3066.7	-3.0%	119	122.7
04-03-2022	16.099	29	25.0	36%	58%	50%	10.996	3400.0	3066.7	-4,4%	117.2	122.7
04-04-2022	24.9%	31	25.0	29%	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%	10,99	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	-22.196	95.6	122.7
04-08-2022	36,099	34	25.0	36%	68%	50%	6.0%	3250.0	3066.7	-22,196	95.6	122.7
04-09-2022	36.0°m	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	48.044	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
n4-13-2022	40.0%	35	25.0	10%	70%	50%	5.006	3250.0	3066.7	-24 395	97.9	122.7

		1	F	Ross' Place	Compa	arison to B	udget By I	Date Rang	ge		0	stay <mark>nto</mark>	buch
тотас не Аке. оссорянеч 467 1 66.7% 16.7	TOTAL ED	00.00 356	ю	-23,1									
SUMMARY DETAILS IN ACT	TUAL		NIGHTS			OCCUPANCY			REVENUE			ADR	
	Markets	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET
GOV	ERNMENT	57.0	127	70.0	8.1.	18.1%	10%	3360.0	17360.0	14000.0	-63.3	136.7	200.0
	GROUP	-16.0	124	140.0	-2.3	17,7%	2095	-560.0	13440.0	14000.0	8.4	108.4	100.0
TI	RANSIENT	70.0	216	140.0	30.9	30.9%	20%	765:7	15700.0	14933.3	-34.0	72.7	106.7
UNDEFINE	D MARKET		0			0%	96		0.0			0	
Daily	Summary	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET
0	4-01-2022	- 4 ,0	29	25.0	.8	58%	50%	363,3	3450.0	3065.7	-3.7	119	122.7
0	4-02-2022	4.0	29	25.0	8	58%	50%	383.3	3450.0	3066.7	-3.7	119	122.7
0	4-03-2022	4,0	29	25.0	8	58%	50%	333.3	3400.0	3066.7	-5,4	117.2	122.7
0	4-04-2022	6.0	31	25.0	12	62%	50%	333.3	3400.0	3066.7	-13.0	109.7	122.7
0	4-05-2022	9,0	34	25.0	18	68%	50%	333.3	3400.0	3066.T	-22.7	100	122,7
0	4-06-2022	10.0	35	25.0	20	70%	50%	333.3	3400.0	3066.7	-25.5	97.1	122.7
0	4-07-2022	9.0	34	25.0	18	68%	50%	181,3	3250.0	3066.7	-27.1	95.6	122.7
0	4-08-2022	9.0	34	25.0	16	68%	50%	163.3	3250.0	3066,7	-27.1	95.6	122.7
D	4-09-2022	9.0	34	25.0	18	68%	50%	183.3	3250,0	3066.7	-27.1	95.6	122.7
0	4-10-2022	9.0	34	25.0	18	68%	50%	181.3	3250.0	3066.7	-27.1	95,6	122.7
0	4-11-2022	12.0	37	25.0	24	74%	50%	183.3	3250.0	3066.7	-34.8	87.8	122.7
0	4-12-2022	12.0	37	25.0	24	74%	50%	183.3	3250.0	3066.7	-34.8	87,8	122.7
	4.13.2022	10.0	35	25.0	20	7095	50%	182.2	3350.0	3066.7	39.8	97.9	122.7

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Ross' I	Place Comp	arison to Budge	t By Date Range	stay ntouch
то Nights Avg. оссирансу тотац 46 33.4% 66.7% 0.20% \$46	REVENUE ,500.00 8.3%	AVG. ADR \$ 99.60 -18.8%		ê
SUMMARY DETAILS % ACTUAL	NIGHTS	OCCUPANCY	REVENUE	ADR
Markets				
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	96	96	96	96
Daily Summary				
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%b	-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%

	-

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C REPORTS INBOX Ross'	Place Comp	arison to Budge	t By Date Range	stay ntouch ~
тот wights аvg. оссирансу 46 117.0 66.7% 16.7 6.5	VENUE 00.00 3566.7	AVG. ADR \$ 99.60 -23.1		e
SUMMARY DETAILS % ACTUAL	NIGHTS	OCCUPANCY	REVENUE	ADR
Markets			6 XX	
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				
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

www.stayntouch.com)

K REPORTS INBOX		1	Ross' Place	Compa	rison to B	udget By I	Date Ran	ge		5	staynto	ouch
107/01_9854/15 ///G_OCCUPANCY FOTAL 467 33.4% 66.7% 33.4% \$46	REVENCE ,500.00	8.3% \$ 99.0	50 -18,8%									1
DURMARY DETAILS % ACTUS		NIGHTS			OCCUPANCY			REVENUE			ADR	
Markets	DIFF,	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF,	ACTUAL	BUDGET
GOVERNMENT	61,495	127	70.0	05,4%	18.1%	10%	24.096	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	1.4%	108.4	100.0
TRANSIENT	54,396	216	140.0	54.3%	30,9%	20%	5.1%	15700.0	14933.3	-31,9%	72.7	106.7
UNDEFINED MARKET	- 19	D		10	0%	96	26	0.0		90	υ	
Daily Summary	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET	DIFF.	ACTUAL	BUDGET
04-01-2022	16.0%	29	25.0	369p	58%	50%	12.5%	3450.0	3066.7	-3.0%	119	122.7
04-02-2022	16.0%	29	25.0	36%	58%	50%	12.5%	3450.0	3066.7	-3.0%	119	122.7
04-03-2022	16.099	29	25.0	36%	58%	50%	10.99	3400.0	3066.7	-4,4%	117.2	122.7
04-04-2022	24.07	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	-22.196	95.6	122.7
04-08-2022	36,0%	34	25.0	36%	68%	50%	6.0%	3250.0	3066.7	-22.196	95.6	122.7
04-09-2022	36.0%	34	25.0	30%	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	48.046	37	25.0	diffi	74%	50%	6.0%	3250.0	3066.7	-28.4%	87.8	122.7
04.13.2022	40.00	35	25.0	40%	70%	5004	5.000	3750.0	3066.7	74 305	07.0	132.7

\$12,012,18,14		Compari	Stayntouc Ross' Pace son to Budget	to Mudgat By Date Range By Date Range	Prin
167 117.0 66.7% 16.7	\$ 46,500.	DO 3566.7 \$	WG ADR \$99.60 -23.1		Dest
	NICHTS	OCCUPANCY	REVENUE	ADR	
Markets		x	V 93		Deer
GOVERNMENT	57.0	8.1	3360.0	-63.3	Page
GROUP	-16.0	-2.3	-380.0	5,4	
TRANSIENT	76.0	10.9	766.7	-34.0	
UNDEFINED MARKET					Page
Daily Summary					
04-01-2022	4.0	8	383.3	-3.7	
04-02-2022	4.0	8	383.3	-3.7	Mar
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	Opti
04-06-2022	10.0	20	333.3	-29.5	
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	0.0	18	183.3	-27.1	
04-11-2022	12,0	24	183.3	-34.8	Print
04-12-2022	12.0	24	183.3	-34.8	F(II)
04-13-2022	10.0	20	183.3	-29.6	
04-14-2022	10.0	20	183.3	-29.8	0.00

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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.

Sear	rch by Keport Name		
1	Add On Upsell	»	Complimentary Room
¢	Add-On Forecast Forecast of Add-Ons for current and future reservations		Report CONFIGURE REPORT DATE RANGE (FROM)
L	Arrival Arriving Guests By Date Range	»	02-01-2021
•	Booking Source & Market Report Bookings by Source & Market and Date Range / Forecast & History By Date Range	- 35	02-19-2021
ŕ	Business on the Books Business on the Books By Date Range		RESERVATION STATUS
<	Cancellation & No Show All Cancelled & No Show Reservations By Date Range	*	SELECT ALL
¢	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	*	
<u>*</u>	Comparison Statistics Report by Comparison By Date	>>	RESERVED

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
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K REPORTS I	NBOX		Erin Fischer	Complimentary Room Report By Date Range						
TOTAL COMP NIGHTS PER DAY	TOTAL COMP NIGHTS	PER DATE RANGE								
0 COMPS ROOMS ON	02-01-2021									
	ROOM NO.		CONFIRMATION		WATE		COMP NIGHTS			
0 COMPS ROOMS ON	02-02-2021									
1 COMPS ROOMS ON	02-03-2021									
GUEST NAME	RDOM NO.	OUESTS.	CONFIRMATION	ARRIVAL & DEPART	RATE	HIGHTS	COMP NIGHTS			
RAJAMANI, PRIYA		1	115656	 ↓ 02-03-2021 ↑ 02-04-2021 	СОМР	1	1			
0 COMPS ROOMS ON	02-04-2021									
0 COMPS ROOMS ON	02-05-2021									

PRINT REPORT

								Print		3 pages
		Cor	nplimentary Roon	Report By Date	Range					
TOTAL COMPINISHTS FER LAY 0.05	1 10134, CEMP MEM	TS PER DATE RANGE						Destination	Save as PDF	*
COMPS ROOMS ON 02-	01-2021									
GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPARTURE	RATE	NIGHTS	COMP NIGHTS	Pages	All	
COMPS ROOMS ON 02-	02-2021									
GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPARTURE	RATE	NIGHTS	COMP NIGHTS	Pages per sheet	1	
L COMPS ROOMS ON 02-	03-2021									
GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPARTURE	RATE	NIGHTS	COMP NIGHTS	Margins	Default	
RAJAMANI, PRIYA		1	115656	$\substack{+ & 02.03.2023 \\ + & 02.04.2023 \\ \end{array}$	COMP	1	1			
COMPS ROOMS ON 02-	04-2021							Options	Headers and fo	oters
GUEST NAME	ROOM NO.	QUESTS	CONFIRMATION	ARRIVAL & DEPARTURE	RATE	NIGHTS	COMP NIGHTS		Background gra	aphics
COMPS ROOMS ON 02-	05-2021									
GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPARTURE	RATE	NIGHTS	COMP NIGHTS	Delet voltes austas	distance (25MD)	12
COMPS ROOMS ON 02-	06-2021							Print using system	Jalogue (C&P)	ك
GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPARTURE	RATE	NIGHTS	COMP NIGHTS	Open PDF in Preview	N	Ø
COMPS ROOMS ON 02-	07-2021									
GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPARTURE	RATE	NIGHTS	COMP NIGHTS			
COMPS ROOMS ON 02-	08-2021									
GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPARTURE	RATE	NIGHTS	COMP RIGHTS			
GUEST NAME	ROOM NO.	GUESTS	CONFIRMATION	ARRIVAL & DEPARTURE	RATE	NIGHTS	COMP NIGHTS			
				A						
TOMPS PROMS ON 02.	10-2021								Cancal	Cours

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.



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.



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

« R	EPORTS INBOX	Next set	Erin Fischer Tuesda	Credit Check Re y, 23 February 2021	port		-
ROOM 201	BOON, TAMARA		RESV. 11	15468			Ę
BILL NO.	ENTITY NAME	PAYMENT	AUTHORIZATION	RATE	BALANCE	PROJECTED	
1	BOON, TAMARA	CASH PAYMENT	\$0.00	RACK B1 / \$100.00	\$8,290.00	\$5,805.00	\$14,095.00
SORT BY: NAM	IE SORT DIRECTION: ASCEND	ING T, INCLUDE INHO	USE		BUSINESS	DATE: 02-23-2021 ER: ERIN FISCHEF	L R

PRINT REPORT

								Print		1 page
			Cred	lit Check Report						
ROOM 201	O BOON, TAMARA	RESV. 115468						 Destination	Save as PDF	
BILL NO.	ENTITY NAME	PRYMENT	AUTHORIZATION	RATE	BALANCE	PROJECTED	TOTAL			
SOUL OF NAME	BOON, TAMANA E SONT ORECTION: ASCENDA DED ONLY, INCLUDE DUE OUT,	CASH PAYMENT NG INCLUSE INHOUSE	50.00	HACK 81/5100.00	38,290.00	duninerits bare, 02-2: USDE ERM FO	-2021 CHER	Pages	All	
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									Cancel	Save

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Daily Payments Report

OVERVIEW

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



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REPORT FILTERS

DATE		Select a date.		
SORT I	ЗҮ	Choose from Charge Group , Charge	Code, Pa	ayments, MTD, or YTD.
E «	REPORTS INBOX	Erin Fischer Friday, 19 February 2021	port	è
Q, Sear	rch by Report Name			
-	BOOKING SOURCE Bookings by Source & Mo	& Market Report arket and Date Range / Forecast & History By Date Range	»	Daily Payments
~ the	Business on the Business on the Books By	Books y Date Range	»	DATE
×	Cancellation & N All Cancelled & No Show	lo Show Reservations By Date Range	»	02-10-2021
¢۴	Check In / Check Number of Check Ins and Mobile Device	Out I Check Outs through mobile devices by date range By	»	Sort By
	Company/TA Top Company/TA Top Produc	Producers ers – Production Statistics	»	
¢	Comparison Statistics Report by Com	parison By Date	»	
↓ ↑	Complimentary All Reservations with 0.0	Room Report 0 rate amount By Date Range	»	
	Credit Check Re All guests with Inhouse /	port Due out status	»	
	Daily Payments			
m	Daily Production Daily Production by Room	1 n Type (History & Forecast) By Room Type	»	RUN REPORT

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

«	REPORTS INBOX	The second	Erin Fischer	Friday, 19 Febr	ly Paymer	nts			-
re 2-18-202	TRANSACTIONS PAYMENTS	. 50 \$25,9	60.95 \$6	5,835.37					ę
Group		Trans, #	Payments	MTD		Ve VAR			No WAR
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	
INGLE DAT	E - 02-18-2021							BUSINESS DATE	02-19-20

SORT BY: CHARGE CODE SORT DIRECTION: ASCENDING

USER: ERIN FISCHER

PRINT REPORT

				D	aily Payme	nts				
(c)) 12-18-2021	4	\$11,172.50	525,960.95	* ^{TD} \$65,835.37						
GROUP	CODE		TRANS. #	PAYMENTS	MTD	MTD LAST YEAR	% VAR	YTD	YTD LAST YEAR	% VAR
WYMENTS	9600 AIRBNB									
	900000008 AMERICA	WEXPRESS								
	900000001 CASH PA	IMENT			\$4,826.75	\$2,458.42	-96.34%	\$13,617.09	\$15,422.91	11,71%
	890 DEPOSIT FWD					\$608.80			\$608.00	
	900000006 DIRECT	1.06			\$618.75	\$276.00	-124,18%	\$618.75	\$656.59	5.26%
	9006 FRONT DESKA	MWHERE								
	1888 HOTEL GIFT C			\$20.00			\$20.00			
	9500 PMD OUT									
	INAY DINERS PAY DIN	ERS CLUB								
	PAV MAST PREMAST	ERCARD								
	PAY UK CC PAY UK C	c							\$229.30	
	90000002 PAVMEN	TCHECK	1	\$10,000.00	\$10,059.00	\$10,389.30	2,24%	\$12,265.60	\$19,687.01	37.7%
	9977 PREPMD									
	900000005 VISA PAD	MENT	3.	\$1,172.50	\$20,436.45	\$8,946.20	-16.66%	\$35,313.93	\$29,601.29	-32.82%
3	PAVMENTS TOTALS		4	4 \$11,172.90		\$22,578,72	545,835,31		\$66,205.50	

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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.



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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.

«	REPORTS INBOX	Stayntouch Inn New Erin Fischer Monday, 27 November	Report er 2023	stay <mark>nto</mark>	ouch
ک Sea	urch by Report Name				
₽₽	Daily Production by Do Daily Production by Market / Sour	e mographics ce/Origin/Segment (History & Forecast)		Daily Product Demograpi CONFIGURE REI	ion by hics
۲	Daily Production by Ra Daily Production by Rate & Rate T	te /pe (History & Forecast)		DATE RANGE (FROM)	
۲ ^Ξ	Daily Transactions		»	DATE RANGE (TO)	
↑	Departure		»	11-27-2023	111
24	Deposit Balance Sumn	nary	*	OPTION(S) All Selected	
	Early Check In	oy ante		DISPLAY(S)	
	Number of Early Check-ins by day	By Day		All Selected	٠
14	All Payment Transactions within o	date range	>>		
1	Financial Transaction All Financial Transactions, Revenu	- Revenue Report e within a date range	»		
1	Financial Transaction All financial transactions, in all lea	- Summary Report Igers for a specific business date	>>		
~	Financial Transactions All Adjusted Pastings and Deleted	- Adjustment Report Charges			
-	Forecast Forecast By Date Range By Date R	ange	*	RUN REPO	

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

Erin Fisch	ch Inn Reports Inbox er Monday, 27 November 2023	ł	stay ntouch
Search by Report Name		REPORT REQUESTER Today(11-27-202	* NEW REPORT
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Solution by Demographics	01-01-2023	11-27-2023	» 🛃 😭

www.stayntouch.com

	Sta	ayntouch	Inn Dai Erin Fisch	ly Produc	tion by [Demogra	phics	stay ntouc	h 🗠
FORECAST REVENUE ADR \$ 0.00 \$ 388.28	ACTUAL ROO	om revenue 89.06						C ²	
REVENUE AVAILABILITY								JAN 01	1
SHOWING	Rooms#	Avl. Rooms	ADR	Actual Rev.	Arrivals	Adults	Children	Forecast F&B Rev.	Actual Fai
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
D15	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.

1/27/23, 5:58 PM					Da	ily Pr	Stay	Daily Production by whouch whouch Inn on by Demogr	Demographics				
ORECAST REVENUE ADR \$ 0.00 \$ 388	28 \$	TUAL ROOM R 318,389.00	evenue S										
	Reeman	Ad Barrier	40.0	Valuation	Received a	Relative	Chillidana.	AP	R 13	Conserved Officer Davis	Anti-of Other Berry	For example Total Day	Artual Total Ter-
Market	1	193	\$760.00	\$760.00	1	1	0	SO OD	S6.00	SO DO	\$15.99	SO OD	\$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
Nan Revenue	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	50.00	\$0.00	\$0.00
0724	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	50.00
Retail - Discount Qualified	0	193	\$0.00	\$0.00	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	50.00	\$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	\$360.00	0	0	0	\$0.00	\$6.00	\$0.00	\$0.00	\$0.00	\$366.00
Source	1	102	\$750.00	\$760.00	1		0	\$0.00	\$6.00	\$0.00	\$10.00	\$0.00	\$762.90
Booking.com		103	\$100.00	\$0.00	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	107	\$0.00	¢0.00	0	0	0	\$0.00	50.00	\$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 Coll	0	103	50.00	50.00	0	0	0	50.00	50.00	50.00	\$0.00	50.00	50.00
Expedia	0	193	50.00	50.00	0	0	0	\$0.00	\$0.00	\$0,00	\$0.00	\$0.00	\$0.00
GDS	0	193	50.00	50.00	0	0	0	\$0.00	50.00	\$0.00	50.00	\$0.00	50.00
House Use (Internal)	0	193	\$0.00	\$0.00	0	0		50.00	30.00	50.00	30.00	50.00	\$0.00
DIA D.	0	193	\$0.00	50.00	0	Q	0	50.00	50.00	50.00	\$0.00	50.00	\$0.00
Sales	0	193	\$0.00	\$0.00	0	0	0	50,00	50.00	\$0.00	50.00	\$0.00	\$0.00
WORK-IN	0	193	\$0.00	50.00	0	0	0	50.00	50.00	\$0.00	\$0.00	\$0.00	\$0.00
Weath-m	1	193	\$400.00	\$400.00	1	1	0	\$0.00	\$0.00	\$0.00	\$16.99	\$0.00	\$416.99

Website								AF	PR 13				
Wholesaler	Rooms#	Aut. 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 Re
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
Airbnís	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
	Q	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 E&B Revenue	BAB	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	BAB	0	0	0	0	0	0	0	0	0	0
Forecast Total Revenue	BAB	0	0	0	0	0	0	ő	0	ő	0
Rooms#	CG CG	0	0	0	0	0	0	0	0	0	0
Avl Rooms	60	193	193	193	193	193	193	193	194	195	195
Forecast Room Revenue	66		155	135	155			100	0	100	155
ADR	66	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	66	0	0	0	0	0	0	0	0	0	0
Adulte	CG	0	0	0	0	0	0	0	0	0	0
Children	66	0	0	0	0	0	0	0	0	0	0
Actual E&P Revenue	CG CG	0	0	0	0	0	0	0	0	0	0
Forecast E&B Boyonuo	6	0	0	0	0	0	0	0	0	0	0
Actual Others Revenue	CG CG	0	0	0	0	0	0	0	0	0	0
Forecast Others Revenue		0	0	0	0	0	0	0	0	0	0
Actual Total Revenue	66	0	0	0	0	0	0	0	0	0	0
Forecast Total Revenue	CG CG	0	0	0	0	0	0	0	0	0	0
Porecast rotal Revenue	Corporate Local	1	1	1	1	1	0	0	0	0	0
Aud Boome	Corporate Local	102	102	102	102	102	102	102	104	105	105
Avi. Rooms	Corporate Local	193	193	195	193	193	193	193	194	195	195
ADD	Corporate Local	400	400	400	250	380	0	0	0	0	0
Autual Deem Devenue	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
Arrivais	Corporate Local	1	1	1	1	1	0	0	0	0	0
Adults	Corporate Local	1	1	1	1	1	0	0	0	0	0
Children Antwel 58 B Devenue	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
Actual Others Revenue	Corporate Local	16.00	00.15	16.00	16.00	16.00	0	0	0	0	0
Foregast Others Revenue	Corporate Local	10.99	99.13	10.99	10.99	10.99	0	0	0	0	0
Actual Total Revenue	Corporate Local	416.99	400.15	416.00	266.00	206.00	0	0	0	0	0
Foregoet Total Powerup	Corporate Local	410.39	499.15	410.55	500.55	390.99	0	0	0	0	0
Porecast rotal Revenue	Corporate Local	0	0	0	0	0	0	0	0	0	0
Aud Beams	Corporate National	103	103	102	102	102	102	102	104	105	105
AVI. 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
Autori Deser Deserve	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
Adulte	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 ES.D. Devenue	Corporate National	0	0	U	U	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.

«	REPORTS INBOX	Stayntouch Inn New Report Erin Fischer Monday, 27 November 2023		stay ntoı	ich
ې Sear	rch by Report Name				
↓↑	Daily Production by Rate Daily Production by Rate & Rate Type (H	listory & Forecast)		Daily Production b CONFIGURE REPORT	y Rate
A	Daily Transactions		»	DATE RANGE (FROM)	111
Ť	Departure Departing Guests By Date Range			DATE RANGE (TO)	
ł	Deposit Balance Summary Account / Guest deposit summary by do	ite	»	OPTION(S)	
	Early Check In Number of Early Check-ins by day By Do	ny.	(»)	All Selected	•
↓↑	Financial Transaction - Pa All Payment Transactions within a date	yment Report range	»	RATE TYPE All Selected	•
↓↑	Financial Transaction - Re All Financial Transactions, Revenue with	venue Report hin a date range	*	DISPLAY(S) All Selected	
↓ ↑	Financial Transaction - Su All financial transactions, in all ledgers	mmary Report for a specific business date	*		
m	Financial Transactions - A All Adjusted Postings and Deleted Charg	djustment Report	»		
~ the	Forecast Forecast By Date Range By Date Range				
m	Forecast Guests & Groups Forecast Guests & Groups By Date Rang	e By Date Range		RUN REPORT	2

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

Erin Fischer	Honday, 27 November 2023	sta	yntouch 🔤
C Search by Report Name		REPORT REQUESTED Today(11-27-2023)	+NEW REPORT
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Solution by Rate	11-01-2023	11-27-2023	» 🛃 😁

E « REPO	ORTS INBOX					Staynto	uch Inn Erin Fischer	Daily P	roduction b	y Rate			stay <mark>nt</mark>	ouch 🗠
\$ 16,558.11	^{ADR} \$ 690.86	\$ 14,508	^{сле} 3.00											8
Stoving	SHOWING								NOV 01					
AVA/LABILITY	REVENUE		Avi. Rooms	ADR	Actual Rev.	Arrivals	Adults	Children		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	ø	\$0.00	\$0.00	\$33.98	\$33.98	\$933.98	\$933.98
ААА		0	198	\$0.00	\$0.00	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	298	\$477.78	\$4,300.00	0	18	0	\$0.00	\$0.00	\$182.91	\$182.91	\$4,482.91	\$4,482.91
Undefined		0	D	\$0.00	\$0.00	0	0	D	\$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.

1/27/23, 6:05 PM							54	Daily Product	tion by Rate					
						Da	ily Pro	duction by R	ate					
total Revenue Adr \$ 16,558.11 \$ 690.86	ROOM R \$ 14,5	EVENUE 08.00												
								NC	0V 01					
	Roams #	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.	Roo
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
ААА	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	D
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	ō	ō	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	ő	0	0	0	0	0
Day Use Rate	Forecast Room Revenue	0	0	0	0	0	ő	ů.	0	ő	ő	0
Day Use Rate	Arrivals	0	0	0	0	0	0	0	0	0	0	0
Day Use Bate	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 Lice Rate	Eprocest E&B Revenue	0	ő	0		~	~	0			ő	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.



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.

«	REPORTS INBOX	ayntouch Inn New Report Erin Fischer Monday, 27 November 2023	stay ntouch	I.
کر Sea	rch by Report Name			
~~*	Daily Production Daily Production by Room Type (History & Forecast) B	ły Room Type	Daily Production CONFIGURE REPORT	
17	Daily Production by Demographics Daily Production by Market / Source / Origin / Segme	nt (History & Forecast)	DATE RANGE (FROM) 11-01-2023	0
1	Daily Production by Rate Daily Production by Rate & Rate Type (History & Fore	cast)	DATE RANGE (TO) 11-27-2023	0
	Daily Transactions		OPTION(S)	
↑	Departure Departing Guests By Date Range	»	All Selected	•
3	Deposit Balance Summary Account / Guest deposit summary by date	»	SORT BY Room Type	•
1	Early Check In Number of Early Check-ins by day By Day	×		
1	Financial Transaction - Payment Re All Payment Transactions within a date range	eport »		
1	Financial Transaction - Revenue Re All Financial Transactions, Revenue within a date ran	eport »		
1	Financial Transaction - Summary R All financial transactions, in all ledgers for a specific	Report »		
-	Financial Transactions - Adjustmer All Adjusted Postings and Deleted Charges	nt Report »	RUN REPORT	

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

	Stayntouch Inn Rep Erin Fischer Monday, 27 Nov	orts Inbox	sta	y <mark>ntouch</mark>
C Search by Report Name			REPORT REQUESTED Today(11-27-2023)	+ NEW REPORT
REPORT REQUESTED		DATE (FROM)	DATE (TO)	CSV/PRINT
Solution		11-01-2023	11-27-2023	» 🛃 😑

E « REPORTS INBO)	(Sta	ayntouch Inr	stay ntouch				
FORECAST ROOM REVENUE ADR \$ 0.00 \$ 65	90.86 \$ 14,5	00m revenue 08.00					
SHOWING SHOWING AVAILABILITY REVENUE	Rooms#	Avl. Rooms	Rate Rev.	ADR	Actual Rev.	Arrivals	Adults
Carriage House	0	0	\$0.00	\$0.00	\$0.00	0	0
Standard 1 King Bed	7	104	\$0.00	\$350.00	\$2,450.00	0	14
Standard 2 Queen Beds	0	65	\$0.00	\$0.00	\$0.00	0	0
Premium 1 King	0	17	\$0.00	\$0.00	\$0.00	0	0
Junior Suite 1 Bdrm 1 King	2	7	\$0.00	\$450.00	\$900.00	0	4
Presidential Suite 1 Bdrm 1	2	2	\$0.00	\$925.00	\$1,850.00	0	4
Suite, 1 King, Sofa bed conn	0	2	\$0.00	\$0.00	\$0.00	0	0
Meeting Room	0	1	\$0.00	\$0.00	\$0.00	0	0
1 Queen Bed	0	2	\$0.00	\$0.00	\$0.00	0	0
2 Queen Beds	0	1	\$0.00	\$0.00	\$0.00	0	0
Deluxe King	0	0	\$0.00	\$0.00	\$0.00	0	0
Undefined Room Type	0	0	\$0.00	\$0.00	\$0.00	0	0
Totals	11	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 Stayntouch Stayntouch Inn Daily Production By Room Type EORECAST ROOM REVENUE \$ 0.00 \$ 5.00 5 \$ 14,508.00 \$ 5													
\$ 0.00 \$ 690.86 \$ 14,508.0	0								110000				
	12 U	in a la compañía de la	an a t	1000	103,112	na n	0.22000	1000	NOV 01	0.0 1222 0	14 (M) (M)	0000220-2-1	ia i
	Roid/IPS#	AVI, ROUVIS	Rate Rev.	ADR	Actual Rev	Arrivals	Adues	Children	Forecast F&B Rev.	Actual F&B Riv.	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# Av	. Rooms Forecast	Room Revenue	ADR J	Actual Room Revenue	Arrivals	Adults	Children Actua	I F&B Revenue Forecast	F&B Revenue Actual	Others Revenue Fore	cast Others Revenue Ac	tual Total Revenue For	ecast Total Revenue
11/1/23 Carriage House	0	0	0	0	0	1	0 0	0	0	0	0	0	0	0
11/1/23 Standard 1 King Bed	7	104	0	350	2450	1	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	1	0 0	0	0	0	0	0	0	0
11/1/23 Premium 1 King	0	17	0	0	0	1	0 0	0	0	0	0	0	0	0
11/1/23 Junior Suite 1 8dmm 1 King	2	7	0	450	900	1	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	1	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	D	0	1	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 Beck	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	Ó	0	0	0	0	0
11/1/23 Undefined Boom Type	D	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	725		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	1	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 8drm 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 Ouren Bed	0	2	0	0	0		0 0	0	0	0	0	0	0	0
11/2/23 2 Ouren Bedi	0	1	0	0	0		0 0	0	0	0	0	0	0	0
11/2/23 Deluge King	0	í.	0	0	0		0 0	0	ő	0	0	0	0	0
11/2/23 Undefined Boom Type	0	0	0	0	0		0 0	0		-		1	-	
11/3/23 Carriage House	0	0	0	0	0		0 0	0	Ó	0	0	0	0	0
11/3/23 Standard 1 Kint Bed	1	104	0	720	720		0 2	0	0	0	16.99	16.99	736 99	735.99
11/3/23 Standard 2 Queen Bork	0	65	0	0	0		0 0	0	ő	0	0	0	0	0
11/3/23 Premium 1 King	0	17	0	0	0		0 0	0	0	0	0	0	0	
11/3/23 Junior Seite 1 8don 1 Kine	0		0	0	0		0 0	0	0	0	0	0	0	ő
11/2/22 Description Suite 1 Brinn 1 King	0	2	0	0		-	0 0	0			0	0	0	
11/3/22 Suite 1 King Sofe had connect to Guest man 1 King	0	;	0				0 0	0	ő	0	0	0	0	
11/3/23 Meating Room	0	1	0	0	0		0 0	0	ő		0	ő	ő	0
11/3/23 1 Oursen Berd	0	;		0			0 0	0	0		0	0		
11/3/23 2 Queen Beds	0	ĩ	0	0	0		n n	0	ň	0	0	ő	ő	ő
11/3/23 Delive King	0		0	0			0 0	0	0	0	0	0	ő	0
11/3/32 Undefined Been Time	0	0	0				0 0	0				0		
11/4/22 Carriera Mone	0	0	0	0			0 0	0	0	0		0	0	
11///22 Studged 1 King Bad	1	104		260	260		0 2	0	ő	0	16.99	16.00	276 99	176.00
11/4/22 Standard 2 Overa Reds		66		0	100		0 0	0	0			10.00	370.35	0
11/4/22 Beenium 1 King	0	12	0	0			0 0	0	ő		0			
11/4/12 Freinigen Ling	0	7	0	0			0 0		č			0		
11/4/22 Surrid Seller 1 Solin 1 Mills	0	2					0 0	0	, ,				ě	
11/4/22 Presidential Suite 1 Born 1 King									č				, in the second se	
11/4/22 Sune, Eking, Sora ded connect to doest room, Eking	0						0 0	0	č			0		
11/4/23 Meeting Room	0	1	0		1		0 0	0		0	0	0	0	
11 (4/12 3 Church Book	0	2	0	0	0		0 0	0	0	0	0	0	0	0
A A TV 6.0 A SUMPLIFI DISON	0	1	0	0	0		0 0	0	0	0	0	0	0	0
11/A/33 Lodelland Brown Tute	0	0	0	0	0		0 0	0		0			0	
11/5/02 Contenties Notifi Type	0		0		0		0 0	0	0					
11/2/22 Camage House	.0	104	0	NO		-	0 0	0	0		15.00	15.00	266.00	265.00
11/5/23 Standard 1 Aing Bea	1	104	0	050	350		0 2	0	0	0	10.99	16.99	366.99	355.99
11 (12) as standard 2 Queen beds	0	12	0		0		0 0					0		0

Daily Transactions Report

OVERVIEW

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



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.

×	REPORTS INBOX	Stayntouch Inn New Report Erin Fischer Monday, 27 November 2023		stay nto	uch
Q, Sea	rch by Report Name				
凸	Daily Transactions			Daily Transac CONFIGURE REP	tions ort
1	Departure Departing Guests By Date Range		»	DATE 11-15-2023	
	Deposit Balance Summa Account / Guest deposit summary b	ary v date	»	CHARGE GROUP(S)	
↓↑	Early Check In Number of Early Check-ins by day B	y Day	»	All Selected	
↓↑	Financial Transaction - All Payment Transactions within a a	Payment Report ate range	»	CHARGE CODE(S) All Selected	•
↓↑.	Financial Transaction - All Financial Transactions, Revenue	Revenue Report within a date range	»	SORT BY	
↓↑	Financial Transaction - All financial transactions, in all ledg	Summary Report ers for a specific business date	»	Charge Code	
~	Financial Transactions All Adjusted Postings and Deleted Co	Adjustment Report	»		
min	Forecast Forecast By Date Range By Date Ran	nge	»		
min	Forecast Guests & Grou Forecast Guests & Groups By Date R	ps ange By Date Range	»		
	Group Deposit Report	e & Group	»	RUN REPOR	n:

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

	Stayntouch Inn Reports Inbox Erin Fischer Monday, 27 November 2023	sta	y ntouch
C Search by Report Name		REPORT REQUESTED Today(11-27-2023)	+ NEW REPORT
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Daily Transactions	11-15-2023	11-15-2023	» 💵 😭

K REPOR	RTS INBOX	Staynt	Erin Fischer Monde	ay, 27 Novemb	ansactions			stayntou	ich
-15-2023 1	RANSACTIONS REVENUE MTD \$200.00 \$15	5,631.82	\$ 438,818.96	i					9.
			ins. # Revenue			16 VAR			96 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					stayntou Stayntoud Daily Trans	Daily Tra ich h Inn actions	nsactions 5	1					
DATE 11-15-2023	TRANSACTIONS	REVENUE \$ 200.00	MTD \$ 15,631.82	үтр \$ 438,818.96									
GROUP	CODE				TR	ANS. # RE	EVENUE	MTD	MTD LAST YEAR	% VAR	YTD	YTD LAST YEAR	% VAR
ROOM REVENUE	1010 C	ANCELLATION FE	EE					\$ 350.00			\$ 1,017.99		
	1020 E	ARLY CHECK-IN (CHARGE								\$ 205.00	\$ 70.00	-192.86%
	1022 E	ARLY DEPARTUR	E PENALTY								\$ 295.00		
	2024 F	EE FOR LCO						\$ 50.00			\$ 575.00	\$ 1,750.00	67.14%
	1025 G	ROUP SUBSIDIZ	ERATE										
	1009 M	IOBILE ROOM CH	IARGE								\$ 720.00		
	8790 N	O-SHOW CHARG	E		1	\$2	200.00	\$4,119.00	\$ 3,744.70	-10.0%	\$111,258.95	\$ 37,991.40	-192.85%
	1072 P	ACKAGE TEST RC	мос								\$ 50.00		
	1000 R	OOM CHARGE						\$ 7,795.00	\$ 6,699.00	-16.36%	\$ 198,941.11	\$ 1,273,521.66	84.38%
	1002 R	OOM CHARGE-D	AY RATE					\$ 300.00			\$1,050.00		
	1001 R	OOM CHARGE-G	.N.S								\$1,700.00		
	1100 R	OOM REBATE-BL	JS TRANS								\$ 0.00		
	1110 R	OOM REBATE-DA	W RATE										
	1008 U	PGRADE CHARG	E								\$1,550.00	\$ 2,030.00	23.65%
	ROOM	REVENUE TOTAL	s		1	\$2	200.00	\$ 12,614.00	\$ 10,443.70		\$ 317,363.05	\$ 1,315,363.06	
MEETING	2818 A	UDIO VISUAL									\$100.00		
	MEETI	NG TOTALS			0	\$0	0.00	\$ 0.00	\$ 0.00		\$ 100.00	\$ 0.00	
BANQUET F&B	2400 B	ANQUET BEVERA	AGE									\$ 250.00	
	2810 B	ANQUET BREAK	FAST					\$ 256.98			\$ 2,956.98	\$ 165.00	-1692.11%
	2816 B	ANQUET COFFEE	E BREAK								\$ 500.00		
	2814 B	ANQUET DINNER	8								\$1,000.00	\$ 325.00	-207.69%
	2890 B	ANQUET GRATU	YTI					\$ 23.90			\$ 23.90		
	2812 B	ANQUETLUNCH						\$ 458.70			\$458.70	\$ 462.00	0.71%
	2850 C	ATERING SERVIC	E										
SINGLE DATE - 11 SORT BY: CHARGE	-15-2023 E CODE SORT DIRECT	ON: ASCENDING										BUSINESS DAT	E: 11-27-2023 ERIN FISCHER

SORT BY: CHARGE CODE SORT DIRECTION: ASCENDING CHARGE GROUPS: ALL GROUPS

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		12.70/2007							
	1010 Cancellation Fee	1		350			1017.99		
	1020 Early Check-In Charge						205	70	-192.86%
	1022 Early Departure Penalty						295		
	2024 Fee for LCO	1		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%
	2000 of 61000 of 610								2010071
	Totals	1	200	12614	10443.7		317363.05	1315363.06	
		-			554.551				
Meeting									
in a string	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 Banguet Lunch			458.7			458.7	462	0.71%
	2850 Catering Service								01/2/0
	2000 Gatering Service		1						
	Totals	0	0	739 58	0		4939.58	1202	
			1						
Suite Shop									
	4920 Gift Shop Item		-				125.36	29.82	-320.39%
	Totals	0	0 0	0	0		125.36	29.82	
				1 7					
Accounting									
NARATATI NO P	9300 Accounting Adjustment						-450	-25	-1700.00%
	9200 Certificate Redemption						155		2. 20.0070
	9015 Direct Charge								
	1024 Late Checkout Fee						315	425	25.88%
							515		
	Totals		0	0	0		-135	400	
							100	100	

Departure Report

OVERVIEW

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



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 <u>not</u> selected from the **OPTION(S)** field.

•	REPORTS INBOX Wex	ford Bay Hotel New Report Erin Fischer Monday, 27 November 2023	- 1	The Wexford Bay
Q, Sea	rch by Report Name			
t	Departure Departing Guests By Date Range			Departure CONFIGURE REPORT
	Deposit Balance Summary Account / Guest deposit summary by date		»	DATE RANGE (FROM) 11-27-2023
	Early Check In Number of Early Check-ins by day By Day		. »	DATE RANGE (TO) 11-27-2023
	Financial Transaction - Payment Re All Payment Transactions within a date range	port	»	OPTION(S)
	Financial Transaction - Revenue Re	port	»	Due Out Departures •
	Financial Transaction - Summary Re All financial transactions, in all ledgers for a specific b	eport usiness date	»	COMPANY/TA/GROUP
min	Financial Transactions - Adjustmen All Adjusted Postings and Deleted Charges	t Report	»	SORT BY
~in	Forecast Forecast By Date Range By Date Range			
~	Forecast Guests & Groups Forecast Guests & Groups By Date Range By Date Range	7e	»	
ß	Group Deposit Report Deposit Due / Poid / Past Due by Date & Group		»	
	Group Pick Up Report Rooms Picked up by Group By Group			RUN REPORT

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

W	Erin Fischer Monday, 27 November 2023	x	The WEXFORD BAY
C ⁺ Q Search by Report Name		REPORT REQUEST Today(11-27-20	123) • + NEW REPORT
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Separture Today at 12:29 PM	11-27-2023	11-27-2023	» 🛃 🖶

AL DEPARTURE	ROOMS				9
			Departure	Tonight's Rate	Balance
112 DUE OUT	Cooke, KKyle 124079 • 1 guest(s)	↓ 11-20-2023 08:42 AM ⊕ NCAA Tournament	11-27-2023 11:00 AM 7N	EXECUTIVE TWO QUEEN / \$ 239.00 ADR	\$ 0.00
113 DUE OUT	Desorbo, Paige 124093 • 1 guest(s)	 ↓ 11-21-2023 11:06 PM ⊕ NCAA Tournament 	11-27-2023 03:00 PM 6N	SELECT QUEEN /\$209.00 ADR	\$ 100.00
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
201 DUE OUT	Miller, Ciara 124096 • 1 guest(s)	 ↓ 11-21-2023 11:06 PM ⊙ NCAA Tournament 	11-27-2023 11:00 AM 6N	PREMIUM KING /\$229.00 ADR	\$ 0.00
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
203 DUE OUT	Berner, Hannah 124085 • 1 guest(s)		11-27-2023 01:00 PM 6N	PREMIUM QUEEN / \$ 219.00 ADR	\$ 50.00
205 DUE OUT	Olivera, Danielle 124080 • 1 guest(s)	 ▶ 11-20-2023 08:42 AM ⊗ NCAA Tournament 	11-27-2023 03:00 PM 7N Fall '23	EXECUTIVE TWO QUEEN / \$ 239.00 ADR	\$ 100.00
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

PRINT REPORT

11/27/23, 6:30 PM

Departure By Date Range

Wexford Bay Hotel Departure By Date Range

DTAL DEPARTUR 7	EROOMS				
ROOM	GUEST	ARRIVAL	DEPARTURE	TONIGHT'S RATE	BALANCE
112 DUE OUT	Cooke, KKyle 124079 • 1 GUEST(5)	11-20-2023 08:42 AM	11-27-2023 7N	EXECUTIVE TWO QUEEN /\$239.00 ADR	\$ 0.00
		NCAA TOURNAME	NT FALL 123		
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 TOURNAME	INT 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 TOURNAMI	NT FALL '23		
201 DUE OUT	Miller, Ciara 124096 • 1 GUEST(S)	11-21-2023 11:06 PM	11-27-2023 GN	PREMIUM KING /\$229.00 ADR	\$ 0.00
		NCAA TOURNAME	NT 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 TOURNAME	NT FALL '23		
203 DUE OUT	Berner, Hannah 124085 • 1 GUEST(S)	11-21-2023 11:06 PM	11-27-2023 GN	PREMIUM QUEEN /\$219.00 ADR	\$ 50.00
		NCAA TOURNAME	NT FALL '23		
205 DUE OUT	Olivera, Danielle 124080 • 1 GUEST(\$)	11-20-2023 08:42 AM	11-27-2023 03:00 PM 7N	EXECUTIVE TWO QUEEN /\$239.00 ADR	\$ 100.00
		NCAA TOURNAME	INT 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 TOURNAME	NT FALL '23		
207 DUE OUT	Allen, Mya 124102 • 2 GUEST(S)	11-21-2023 11:06 PM	11-27-2023 11:00 AM GN	BAY VIEW TERRACE SUITE /\$359.00 ADR	\$ 0.00
		NCAA TOURNAME	NT FALL '23		
DATE RANGE - FE	ROM: 11-27-2023 TO: 11-27-2023 SORT DIRECTION: ASCENDING				BUSINESS DATE: 11-27-202 USER: ERIN FISCHEF

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

CSV EXPORT

Room	Status	Guest Name	Reservation Id	Confirm No VI	P Guests Adu	its Dield	ren Arrival	Departure	No of P	Wights Guarantee	Room Type	Adr Rate	Payment Type	Addons Balance Accorn	anying Compar	y TravelAgent	Group	Stay Count
	112 DUE OUT	Cooke, KRyle	114899844	124079	1	1	0 11/20/23 8:41	11/27/23 11:0	0 7N		Executive Two Queen	239	Cath Payment	0			NCAA Tournament Fall '23	0
	113 DUE OUT	Desorbo, Paige	114899864	124093	1	1	0 11/21/23 23:00	5 11/27/23 15:0	O EN		Select Queen	209	Cash Payment	100			NCAA Tournament Fall 123	0
	115 DUE OUT	Batula, Amanda	114899842	124077	1	1	0 11/20/23 8:40	11/27/23 14:0	0 7N		Premium Queen	219	Cash Payment	75			NCAA Tournament Fall '23	0
	201 DUE OUT	Miller, Ciara	114809870	124096	3	1	0 11/21/23 23:00	5 11/27/23 11:0	00.6N		Premium King	229	Cash Payment	. 0			NCAA Tournament Fall '23	0
	202 DUE OUT	Gulberson, Luke	114809866	124094	1	.1	0 11/21/23 23.06	5 11/27/23 11:0	00 6N		Deluxe King	239	Cash Payment	. 0			NCAA Tournament Fall '23	0
	203 DUE OUT	Berner, Hannah	114899854	124085	1	1	0 11/21/23 23:00	\$ 11/27/23 13:0	0 6N		Premium Queen	219	Cash Payment	50			NCAA Tournament Fall '23	0
	205 DUE OUT	Olivera, Daniello	114809845	124080	3	1	0 11/20/23 8:41	11/27/23 15:0	00 7N		Executive Two Queen	239	Cash Payment	100			NCAA Tournament Fall '23	0
	206 DUE OUT	Hubbard, Lindsay	114899846	124081	5	1	0 11/20/23 8:43	11/27/23 11:0	00.7N		Executive Two Queen	239	Cash Payment	0			NCAA Tournament Fall '23	0
	207 DUE OUT	Allen, Mya	114809882	124102	5	2	0 11/21/28 28:00	11/27/23 11:0	ID EN		Bay View Terrace Suits	359	Cash Payment	. 0			NCAA Tournament Fall '23	0
	211 DUE OUT	Sieber, Robert	114899855	124085	1	1	0 11/21/23 23:00	5 11/27/29 11:0	O EN		Premium Queen	219	Cash Payment	0			NCAA Tournament Fall '23	0
	212 DUE OUT	Conover, Craig	114859852	124091	1	2	0 11/21/23 23:00	5 11/27/23 13:0	00 EN		Executive Two Queen	259	Cash Payment	50			NCAA Tournament Fall 123	0
	213 DUE OUT	Kroll, Austin	114899884	124103	1	2	0 11/21/23 23:06	5 11/27/29 11:0	O EN		Bay View Terrace Suite	359	Cash Payment	0			NCAA Tournament Fall 123	0
	301 DUE OUT	McGee, Stephen	114859871	124097	1	1	0 11/21/23 23:00	5 11/27/23 11:0	O GN		Premium King	229	Cash Payment	. 0			NEAA Tournament Fall '23	0
	302 DUE OUT	Wirkus, Liuren	114809857	124095	1	1	0 11/21/25 23:00	5 11/27/25 11:0	10.6N		Deluxe King	239	Cash Payment	0			NCAA Tournament Fall '23	0
	303 DUE OUT	Smith, Emma	114910036	124122	1	1	0 11/21/23 8:51	11/27/23 11:0	O EN		Select Queen	174.63 BAR 8	ATE Gredit Card	1457.22				39
	304 DUE OUT	Radike, Carl	114899843	12407B	1	1	0 11/20/23 8:43	11/27/23 11:0	00 7N		Premium Queen	219	Cash Payment	0			NCAA Tournament Fall '23	0
	305 DUE OUT	Verroi, Jordan	114809858	124087	3	2	0 11/21/23 23:00	5 11/27/23 11:0	O EN		Executive Two Queen	259	Cash Payment	. 0			NCAA Tournament Fall '23	0
	306 DUE OUT	Weston, Everette	114899859	124088	3	2	0 11/23/23 23:0	5 11/27/23 11:0	10 6N		Executive Two Queen	259	Cash Payment	0			NCAA Tournament Fall '23	0
	309 DUE OUT	Wirkus, Ashley	114859872	124098	3	1	0 11/21/23 23:0	11/27/23 11:0	OD EN		Premium King	229	Cash Payment	0			NGAA Tournament Fall '23	0
	310 DUE OUT	Feher, Samuntha	114899847	124082	1	1	0 11/20/23 8:40	11/27/23 11:0	00 7N		Deluce King	239	Cash Payment	0			NCAA Tournament Fall '23	0
	401 DUE OUT	Leoni, Chris	114859873	124099	1	1	0 11/21/23 23:00	11/27/23 11:0	0 6N		Premium King	229	Cash Payment	0			NCAA Tournament Fall 123	0
	407 DUE OUT	Keafer, Kory	114899680	124100	1	2	0 11/20/23 8:43	11/27/29 11-0	0 7N		Bay View Terrace Suite	359	Cash Payment	0			NCAA Tournament Fall 123	0
	413 DUE OUT	Traversie, Stravy	114859881	124101	1	2	0 11/21/23 23:00	5 11/27/23 11:0	10 (N		Bay View Terrace Suite	359	Cash Payment	0			NCAA Tournament Fall '23	0
	511 DUE OUT	Decual, Jules	114809651	124083	1	1	0 11/21/25 23:00	5 11/27/25 11:0	0.6N		Premium Queen	219	Cash Payment	0			NCAA Tournament Fall '23	0
	604 DUE OUT	Prescod, Gabby	114859861	124090	1	2	0 11/21/23 23:00	5 11/27/23 11:0	O GN		Premium Queen	259	Cash Payment	200.7			NCAA Tournsment Fall '23	0
	703 DUE OUT	Wach, Alex	114899853	124084	1	1	0 11/21/23 23:00	11/27/23 11:0	O EN		Premium Queen	219	Cash Payment	0			NCAA Tournament Fall '23	0
	710 DUE OUT	Bishop, Des	114859860	124089	1	2	0 11/21/23 23:00	5 11/27/23 11:0	DO EN		Executive Two Queen	259	Cash Payment	0			NCAA Tournament Fall '23	0
TOTAL DEPARTUR	EROOMS 23	7																

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.



GUEST/ACCOUNT	Choose from SELECT ALL, GUEST, and/or ACCOUNT.		
SORT BY	Choose from Name, Debit, or Credit.		
	Stayntouch Inn New Report Erin Fischer Monday, 27 November 2023	tay ntouch	~

Q, Sea	rch by Report Name		
	Deposit Balance Summary Account / Guest deposit summary by date		Deposit Balance Summary
4↑	Early Check In Number of Early Check-ins by day By Day	>>	GUEST/ACCOUNT All Selected
	Financial Transaction - Payment Report All Payment Transactions within a date range	»	SORT BY
*↓	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	»	
m	Financial Transactions - Adjustment Report All Adjusted Postings and Deleted Charges	»	
n	Forecast Forecast By Date Range By Date Range	»	
~in	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	»	
ħ	Group Rooms Report Group Rooms Pickup Report	*	RUN REPORT

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

=	Stayntouch Inn Reports Inbox Erin Fischer Monday, 27 November 2023	stay	ntouch 🔤
C Search by Report Name		REPORT REQUESTED Today(11-27-2023)	+ NEW REPORT
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Seposit Balance Summary Today at 12:48 PM	N/A	N/A	» 🛃 😫

REPORTS INBOX		Stayn	Erin Fischer Monday	sit Balance Summary	st	ay ntouch	\sim
TOTAL GUEST TOTAL ACCOUNT TO \$ 674.98 \$ -125.00 \$	tal deposit balanc 549.98	ε				e	₹
DEPOSIT TRANSACTIONS ON	11-20-2023				\$ 125.00	\$ 0.00	
ACCOUNT / GUEST NAME			ARRIVAL & DEPARTURE	TRANSACTION DESCRIPTION	D6917	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	
			ARRIVAL & DEPARTURE		DEBIT		
RICK TRENTON	111025		↓ 01-07-2024 ↑ 01-10-2024	VISA	\$ 0.00	\$ 0.01	
DEPOSIT TRANSACTIONS ON	11-06-2023				\$ 0.00	\$ 684.97	
			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: FROM 11-20-2023 TO 07-21-2023 GUEST/ACCOUNT: ACCOUNT, GUEST	ASCENDING ST				В	USINESS DATE: 11-27- USER: ERIN FISC	2023 CHER

PRINT REPORT

11/27/23, 6:49 PM		stavetu	Deposit Balance Summary ouch ach Inn		
		Deposit Balan	ce Summary		
TOTAL GUEST TOTAL ACCOUNT \$ 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	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: A FROM 11-20-2023 TO 07-21-2023 GUEST/ACCOUNT: ACCOUNT, GUEST	ASCENDING T				BUSINESS DATE: 11-27-202 USER: ERIN FISCHER

CSV EXPORT

TOTAL GUEST	TOTAL ACCOUNT	TOTAL DEPOSIT BALANCE					
674.98	-125	549.98					
DEPOSIT TRANSACTIONS ON 2023-11-20						125	0
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						0	0.01
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						0	684.97
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						10	0
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.



DATE RANGE (FROM/TO)	Select a date range. Does not sup	port past	dates.	
SORT BY	Select Date .			
	Erin Fischer Friday, 19 February 202	eport		
Q. Search by Report Name				
Daily Production Daily Production by Rod	on om Type (History & Forecast) By Room Type	»	Early Check CONFIGURE REPO	In RT
↓↑ Daily Production Daily Production by Ma	on by Demographics rket / Source / Origin / Segment (History & Forecast)	»	DATE RANGE (FROM)	
↓ ↑ Daily Production	on by Rate		DATE RANGE (TO)	
Daily Production by Ra	te & Rate Type (History & Forecast)		02-19-2021	
Daily Transacti	ons	»	SORT BY	
Departure Departing Guests By Do	ate Range		Date	
Deposit Balance Account / Guest deposit	e Summary t summary by date	»		
Early Check In Number of Early Check	-ins by day By Day			
All Adjusted Postings of	actions - Adjustment Report and Deleted Charges	»		
Forecast Forecast By Date Range	e By Date Range	»		
Forecast Guest	s & Groups ps By Date Range By Date Range	*	RUN REPOR	

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

	Erin Fis	scher Friday, 19 February 2021	
Y CHECK IN EARL	V CHECK IN REVENUE 720.00		
te	Guest	Early Check In Time	Early Check In Charge
1-06-2020	Justin Davis	02:00 PM	\$30.00
1-07-2020	ANTHONY HUNT	02:00 PM	\$30.00
1-08-2020	Xavier Ors	10:15 AM	\$60.00
1-08-2020	Justin Davis	03:30 PM	\$30.00
1-08-2020	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
1-21-2020	ANTHONY HUNT	03:00 PM	\$30.00
1-22-2020	Thomas Danielczak	05:36 AM	\$100.00
01-23-2020	Laureline Klijnsma	09:05 AM	\$100.00
1-23-2020	Xavier Ors	11:30 AM	\$60.00
01-24-2020	Xavier Ors	09:15 AM	\$100.00
1-24-2020	SHIHABUDHEEN KOZHIKKODEN	02:50 PM	\$30.00
01-27-2020	Brian Uttley	11:32 AM	\$60.00
1-27-2020	Xavier Ors	10:30 AM	\$60.00
1-27-2020	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
1-28-2020	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
2-06-2020	nevena milojevic	01:00 PM	\$60.00
2-07-2020		07:31 AM	\$100.00
02-10-2020	Xavier Ors	10:15 AM	\$60.00
2-10-2020	Justin Davis	03:00 PM	\$30.00

Showing 1-25 of 109 items

NEXT

PRINT REPORT

Early Check In By Day

109	\$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 KLUNSMA	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
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

Destination Pages Pages per sheet	Save	as PDF	-
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	🗌 Back	ground grapł	nics
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Open PDF in Preview			ß

OVERVIEW

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



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.

«	REPORTS INBOX	Stayntouch Inn New Rep Erin Fischer Monday, 27 November 2023	ort	stay nto	ouch
Q, Sea	rch by Report Name				
↓ ↑	Financial Transaction All Payment Transactions within	a - Payment Report		Financial Trans Payment Re CONFIGURE REP	action - port
↓ ↑	Financial Transaction All Financial Transactions, Reven	a - Revenue Report	»	DATE RANGE (FROM)	
*	Financial Transaction All financial transactions, in all I	- Summary Report edgers for a specific business date	»	DATE RANGE (TO)	
min	Financial Transaction	as - Adjustment Report	*	11-26-2023	111
m	Forecast	Ranae	» 1	EMPLOYEES All Selected	
min	Forecast Guests & Grups By Da	oups	»	SHOWING	
	Group Deposit Repor	t Data & Group	»	Total	•
æ	Group Pick Up Repor	t pup	*	PAYMENT TYPE All Selected	
ħ	Group Rooms Report		»		
	Guest Balance Report Balance for all Outstanding Acco	t uunts	»		
R	Guest Deposit Report	te Ranae	»	RUN REPOR	π

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

		Sta	Erin Fischer Mon	n Reports Inbox day, 27 November 2023		stayn	touch
	earch by Report N	ame			REPORT REQ Today(11-2	UESTED 7-2023)	+ NEW REPO
EPORT REQUE	ESTED			DATE (FROM)	DATE (TO)		CSV/PRII
Fin Tod	ancial Transacti lay at 12:55 PM	on - Payment Report		11-01-2023	11-26-2023	*	×
« REPO	ORTS INBOX	Stayntouch Inn	Financial Erin Fischer Mon	Transaction - Paymo	ent Report	stay <mark>n</mark>	touch
9,195.78							
PAYMENT TYPE					CHARGE CODE	NUMBER	AMOUNT
REDIT CARD						23	\$ 12,199.59
9003	VISA						\$ 10,648.18
ROOM	RESERVATIO	N 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			\$ 59.82

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11/27/23,6:56 PM

Financial Transaction - Payment Report stayntouch Stayntouch Inn Financial Transaction - Payment Report

TOTAL \$ 19,195.78

PAYMENT 1	TYPE				CHARGE CODE	NUMBER	AMOUNT
CREDIT CA	RD					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
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			\$ 346.88
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

OVERVIEW

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



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.

«	REPORTS INBOX	Erin Fischer Monday, 27 November 2023	ort	stay <mark>nto</mark>	ouch
∖, Seai	rch by Report Name				
L7	Financial Transaction - All Financial Transactions, Revenue	Revenue Report within a date range		Financial Transa Revenue Rep CONFIGURE REP	oction - oort
1	Financial Transaction - All financial transactions, in all ledge	Summary Report sers for a specific business date	»	DATE RANGE (FROM)	
-	Financial Transactions	- Adjustment Report	>>	DATE RANGE (TO)	111
1	Forecast	nergev		11-26-2023	111
~	Forecast By Date Range By Date Ra	nge	>	EMPLOYEES	
-	Forecast Guests & Group Forecast Guests & Groups By Date R	ps ange By Date Range	»	All Selected	٠
	Group Deposit Report	te & Graua	»	SHOWING	
	Group Pick Up Peport			Total	•
	Rooms Picked up by Group By Grou	p	*	CHARGE GROUP(S)	
5	Group Rooms Report Group Rooms Pickup Report		»	All Selected	•
	Guest Balance Report Balance for all Outstanding Account	ts	*	CHARGE CODE(S) All Selected	
ł	Guest Deposit Report Deposit due / paid by date By Date	Range	*		
2	Guests In House by Nat	ionality	*	RUN REPOR	

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

		Sta	Erin Fischer Mor	n Reports Inbox nday, 27 November 2023		stay	ntouch
Q se	earch by Report Name				REPORT REC Today(11-2	UESTED 7-2023)	+ NEW REPO
PORT REQUE	STED			DATE (FROM)	DATE (TO)		CSV/PRI
↓ ↑ Fin Tode	ancial Transaction - I ay at 12:59 PM	Revenue Report		11-01-2023	11-26-2023		» 🗶 🕻
« REPO	ORTS INBOX	tayntouch Inn	Financial Erin Fischer Mor	Transaction - Revenue	e Report	stay	ntouch
ARGE GROUP					Ν	IUMBER	AMOUNT
OM REVENUE	E					52	\$ 14,858.0
.000	ROOM CHARGE						\$ 9,265.0
ROOM	RESERVATION	INVOICE / FOLIO NO.	DATE & TIME	DETAILS			DEBI
800	LILY JAMES EXPEDIA 111004	8747	11-02-2023 02:00 AM	- END OF DAY			\$ 350.0
217	LILY JAMES 111005	8732	11-02-2023 02:00 AM	- END OF DAY			\$ 350.0
138	LILY JAMES 111006	8733	11-02-2023 02:00 AM	- END OF DAY			\$ 350.0
301	LILY JAMES	8734	11-02-2023 02:00 AM	- END OF DAY			\$ 350.0
19	LILY JAMES 111008	8735	11-02-2023 02:00 AM	- END OF DAY			\$ 350.0
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			\$ 350.0
200	LILY JAMES 111010	8737	11-02-2023 02:00 AM	- END OF DAY			\$ 350.0
539	LILY JAMES	8738	11-02-2023 02:00 AM	- END OF DAY			\$ 350.0
135	LILY JAMES 111015	8743	11-02-2023 02:00 AM	- END OF DAY			\$ 1,500.0
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			\$ 450.0

PRINT REPORT

11/27/23, 7:00 PM

Financial Transaction - Revenue Report Stayntouch Stayntouch Inn Financial Transaction - Revenue Report

TOTAL \$ 17,866.43

CHARGE GI	ROUP				NUMBER	AMOUNT
ROOM REV	ENUE				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**.



DATE		Select a date	e. Default is t	the current date	2.		
DETA	ILS	Choose from	n Expanded (or Collapsed .			
E «	REPORTS INBOX	St	Erin Fischer Monday	New Report		stay nt	ouch 🔤
Q, Sea	rch by Report Name						
↓↑	Financial Transaction - Summary Report All financial transactions, in all ledgers for a specific business date					Financial Transaction - Summary Report CONFIGURE REPORT	
~	Financial Transaction All Adjusted Postings and Delete	ns - Adjustment	Report		»	DATE	
~*	Forecast Forecast By Date Range By Date	Range			»	DETAILS	
~	Forecast Guests & Gr Forecast Guests & Groups By Da	oups te Range By Date Range	e		*	Expanded	•
ß	Group Deposit Repor Deposit Due / Paid / Past Due by	t Date & Group			»		
	Group Pick Up Repor Rooms Picked up by Group By G	t roup			»		
'n	Group Rooms Report Group Rooms Pickup Report				»		
ß	Guest Balance Repor Balance for all Outstanding Acc	t ounts			»		
	Guest Deposit Report Deposit due / paid by date By Do	t ate Range			»		
2	Guests In House by N In House Guests by Nationality t	ationality By Date Range			»		
0	In-House Guests All In-House Guests				»	RUN REPO	RT

2

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
 - o **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
 - o CREDIT: Total credit balance for deposits, guests, and A/R
 - **CLOSING:** Total closing balance for deposits, guests, and A/R

REPORTS INBOX

Erin Fischer	Inn Reports Inbox Monday, 27 November 2023	stay	yntouch				
Ca Search by Report Name		Today(11-27-2023)	+ NEW REPORT				
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT				
Financial Transaction - Summary Report Today at 01:05 PM	11-15-2023	11-15-2023	» 🗴 😫				
							e
---------	-----------------------	------------------------	------------------------	--------------	------------------------	-----------	----------
		OPE	NING	DEBIT	CREDIT		CLOSING
DEPOSIT	BALANCE	\$ -1,024	4.98	\$ 0.00	\$ 0.00	\$-1	1,024.98
		OPE	NING	DEBIT	CREDIT		CLOSING
GUEST	BALANCE	\$ 1,868,488	3.21	\$ 200.00	\$ 0.00	\$ 1,868	3,688.21
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	
		OPE	INING	DEBIT	CREDIT		CLOSING
A/R	BALANCE	\$ 89,550).59	\$ 0.00	\$ 0.00	\$ 89	9,550.59
	TOTALS	\$ 1,957,013	.82	\$ 200.00	\$ 0.00	\$ 1,957,	,213.82

stay**ntouch**

PRINT REPORT

11/27/23, 7:05 I	PM	Financ	F Sta Stal Transac	Financial Transaction - tay <mark>ntouch</mark> ayntouch Inn rtion - Summa	Summary Report			
DEPOSIT BA	LANCE	OPENING \$ -1,024.98		DEBIT \$ 0.00		CREDIT \$ 0.00	\$-	CLOSING 1,024.98
ROOM	RESERVATION	INVOICE / FOLIO NO.	DATE & TIME	DETAILS	CHARGE		DEBIT	CREDIT
		OPENING		DEBIT		CREDIT		CLOSING
GUEST BALA	ANCE	Ś		\$ 200.00		\$ 0.00		Ś
		1,868,488.21				1	1,86	8,688.21
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	
	21	OPENING		DEBIT		CREDIT		CLOSING
A/R BALANC	E	\$ 89,550.59		\$0.00		\$ 0.00	\$8	9,550.59
ROOM	RESERVATION	INVOICE / FOLIO NO.	DATE & TIME	DETAILS	CHARGE		DEBIT	CREDIT
TOTALS		\$ 1,957,013.82		\$ 200.00		\$ 0.00	1,95	\$ 7,213.82
	DATE 11-15-2023					BUSINESS DAT	E 11-27-2023 RIN 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.



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) .

, Seai	rch by Report Name			
	Deposit Balance Summary Account / Guest deposit summary by date	»	Financial Transac Adjustment Re CONFIGURE REPO	tions - port
1	Early Check In Number of Early Check-ins by day By Day	»	DATE RANGE (FROM)	
~in	Financial Transactions - Adjustment Report All Adjusted Postings and Deleted Charges		02-01-2021 DATE RANGE (TO)	1.11
	Forecast	»	02-19-2021	111
	Forecast By Date Range By Date Range		EMPLOYEES	
~	Forecast Guests & Groups Forecast Guests & Groups By Date Range By Date Range	»	All Selected	•
3	Group Deposit Report Deposit Due / Paid / Past Due by Date & Group	»	CHARGE CODE(S) All Selected	
	Group Pick Up Report Rooms Picked up by Group By Group	»	CHARGE TYPES(S)	
2	Group Rooms Report Group Rooms Pickup Report	»	All Selected	
	Guest Balance Report Balance for all Outstanding Accounts	»	SORT BY Date	
3	Guest Deposit Report Deposit due / paid by date By Date Range	»		
0	Guests In House by Nationality			

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

W ADJUSTM	ENTS SHOW DELET	ED CHARGES ALI	USERS	-\$227.55 -	\$200.00				
justments	F&B Beverage	F&B Beverage	-510.00		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
	700000001	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						
eted Charges	F&B Beverage	F&B Beverage	-\$200.00	Item: F&B Beverage (2 Amount: \$200.00 POSTED ON 11-02-202), Britt de Roij 1	702	02-11-2021 09:17 AM	02-11-2021 09:17 AM	Britt De Roij
	Total		-\$200.00						

PRINT REPORT

			Fin	ancial Transactions - Ad	justment Report				
HOW ADJ	USTMENTS SHO	W DELETED CHA	RGES ALL	USERS -\$227.55	-\$200.00	65			
Charge Type	Cashr	Description.	Annantti	Renark	Garst/Accumt Name	1	Date & Time Printed	Outre & Timer	Health of the
Adjustments	F&B Beverage	F&B Boverage	-\$10.00		Friday Event		02-08-2021 10:44 AM	02-08-2021 10:44 AM	Britt De Roij
	50000004	Rollaway Bed	-\$15.00		apc Boob		02-09-2021 03:07 #M	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	02-16-2021 02:08 PM	Sarab Abdul Manaf
	1000001	Room Charge	-\$75.00		Britt de Roij	702	02-11-2022 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	02-13-2021 09:36 AM	Britt De Roij
	65855	66588	-\$100.00		Britt de Noij	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
	700000001	State Tax 6%	-\$0.30		Tony Defois	507	02-12-2023 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	02-18-3021 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 Shoitz
	10000002	County Tax 5%	-\$1.00		Britt de Roij	0001	02-18-2021 02:49 PM	02-18-2023 02:49 PM	Abbrick Sholtz
	Total		\$227.55						
Deleted Charges	F&B Severage	F&B Beverage	-\$200.00	Rom: F&B Beverage (2), Amount 5200.00 POSTED ON 11-02-2021	Britt de Roij	702	02-11-2021-09-17 AM	R2-11-2021 09:17 AM	Britt De Roij
	Total		\$200.00						

Print		1 page
Destination	Save as PDF	
Pages	All	
Pages per sheet	1	
Margins	Default	
Options	Headers and foo	ters
	Background grap	hics
Print using system dialo	gue (\`#P)	
Open PDF in Preview		ß

Forecast Guests & Groups Report

OVERVIEW

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



DATE RANGE (FROM/TO)	Select a date range.		
OPTION(S)	Choose from SELECT ALL, EXCLUDE NO INCLUDE TAX.	N-GUA	ARANTEED, and/or
SORT BY	Select Date .		
Search by Report Name	Stayntouch Inn New Report Erin Fischer Monday, 27 November 2023		stay ntouch
Forecast Guests & G Forecast Guests & Groups By D	roups Sate Range By Date Range		Forecast Guests & Groups CONFIGURE REPORT
Group Deposit Repo Deposit Due / Paid / Past Due	by Date & Group	»	DATE RANGE (FROM) 11-27-2023
Group Pick Up Repo	ort Group	»	DATE RANGE (TO) 12-27-2023
Group Rooms Report	rt	»	OPTION(S)
Guest Balance Repo	ort	»	Exclude Non-Guaranteed 🔹
Guest Deposit Repo	rt Date Range	»	SORT BY Date
Guests In House by In House Guests by Nationality	Nationality y By Date Range	»	
In-House Guests All In-House Guests		»	
Late Check Out	day By Day	»	
Login and out Activi	ity ity By User	»	
Market Segment Statistics Rep	atistics Report port By Date By Date	*	RUN REPORT

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**
- o **000**
- 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
 - o 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
 - $_{\odot}$ $\,$ 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
 - o 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

Ξ.	Stayntouch Inn Re	ports Inbox	stav	ntouch
C Search by Report Name			REPORT REQUESTED Today(11-27-2023)	+ NEW REPORT
REPORT REQUESTED		DATE (FROM)	DATE (TO)	CSV/PRINT
Forecast Guests & Groups		11-27-2023	12-27-2023	» 🛃 😫

- - - - - - - - - -	PORT	S INBOX		Staynto	ouch In	n Fore	ecast G	iuests & G nday, 27 Novembe	roups B	y Date Rar	ige
DATE		INDIVIDUAL	GROUP	ALLOTMENTS	2	ROOMS TOT	AL.	ROOM	IS %		R
DATE	000	OCCUPIED	0	CCUPIED	OCCUPIED	AVAILABLE	SOLD	OCCUPIED	AVAILABLE	REVENUE	
11-27-2023	0	0 (ARR.)	0 (ARR)	0 (GTD)	0 (ARR.)	198	0 (GST)	0% (GST)	100%	\$ 0.00 (GST)	5
MONDAY		0 (INH.)	0 (INH.)	0 (GTD)	0 (INH.)		0 (GPP.)	0% (GRP.)		\$ 0.00 (GRP)	4
		0 (DEP.)	0 (DEP.)	0 (GTD)	0 (DEP.)		0 (TOT)	0% (TOT.)		\$0.00 (TOT.)	5
11-28-2023	0	0 (ARR.)	0 (ARR.)	0 (G7D)	0 (ARR.)	198	0 (GST.)	0% (GST)	100%	\$0.00 (65%)	4

		0 (DEP.)	0 (DEP)	0 (GTD)	0. (DEP.)		0 (TOT.)	0% (TOT)		\$ 0.00 (TOT)	\$ 0.00 (TDT.)			
11-28-2023	0	0 (ARR.)	0 (ARR.)	0 (G7D)	0 (ARR.)	198	0 (GST.)	0% (GST)	100%	\$ 0.00 (657)	\$ 0.00 (GST)	\$ 0.00	0%	0%
TUESDAY		0 (INH.)	0 (INH.)	0 (GTD)	0 (INH.)		0 (GRP.)	0% (GRR)		\$0.00 (GRP)	\$ 0.00 (GRA)			
		0 (DER)	0 (DER)	0 (GTD)	0 (DEP.)		0 (707)	096 (703.)		\$ 0.00 (707.)	\$ 0.00 (TOT)			
11-29-2023	0	0 (ARR.)	0 (ARR.)	0 (GTD)	0 (ARR.)	198	0 (GST.)	0% (GST.)	100%	\$ 0.00 (657.)	\$ 0.00 (GST)	\$ 0.00	0%	0%
WEDNESDAY		0 (UNH.)	0 (INH.)	0 (GTD)	0 (mm)		0 (GRP.)	0% (GRR)		\$ 0.00 (GRF.)	\$ 0.00 (GRE)			
		0 (DEP.)	0 (DEP.)	0 (G7D)	0 (DEP.)		0 (TOT.)	0% (70%)		\$0.00 (TOI)	\$ 0.00 (TOT.)			
11-30-2023	0	0 (ARR.)	O (ARR.)	0 (GTD)	0 (ARR.)	198	0 (GST.)	0% (GST.)	100%	\$ 0.00 (GST.)	\$ 0.00 (GST.)	\$ 0.00	0%	0%
THURSDAY		0 (INH.)	0 (INH.)	0 (GTD)	0 (IMH.)		0 (GRP.)	0% (GRP.)		\$ 0.00 (GRP)	\$ 0.00 (GRP)			
		0 (DEP)	0 (DEP.)	0 (GTD)	0 (DEP.)		0 (707)	0% (TDT)		\$ 0.00 (TOT)	\$ 0.00 (TOT)			
12-01-2023	0	0 (ARR.)	0 (ARR)	0 (GTD)	O (ARR.)	198	0 (GST)	0% (GST)	100%	\$ 0.00 (657)	\$ 0.00 (GST)	\$.0.00	0%	0 9h
FRIDAY		0 (INH.)	0 (INH.)	0.(GTD)	0 (INH.)		0 (GRP)	0% (GRP)		\$ 0.00 (GRP)	\$ 0.00 (GRP)			
		0 (DEP)	0 (DEP)	0 (G7D)	0 (DEP)		0 (101)	0% (707.)		\$ 0.00 (701)	\$ 0.00 (707.)			
12-02-2023	0	0 (ARR.)	0 (ARR.)	0 (GTD)	O (ARR.)	198	0 (GST.)	0% (GST)	100%	\$ 0.00 (657)	\$ 0.00 (657)	\$ 0.00	099	0%
SATURDAY	URDAY D /	0 (INH.)	O (INH.)	0 (670)	O (INFC)		0 (GRP)	0% (GRP.)		\$ 0.00 (GRP)	\$ 0.00 (GRR)			
		0 (DEP)	O (DEP)	0 (GTD)	0 (DEP)		0 (707)	0% (TOT)		\$ 0.00 (707)	\$ 0.00 (707)			
12-03-2023	0	0 (ARR.)	0 (ARR.).	0 (GTD)	0 (ARR.)	198	0 (GST)	0% (GST.)	100%	\$0.00 (GST)	\$ 0.00 (G57)	\$ 0.00	0%	0%
SUNDAY	0 (INH.)	0 (INH.)	0 (G7D)	0 (INH.)		0 (GRP)	0% (GRP.)		\$ 0.00 (GRP.)	\$ 0.00 (GRR)				
		0 (DEP)	0 (DEP)	0 (GTD)	0 (DEP)		0 (707)	0% (701)		\$ 0.00 (70%)	\$ 0.00 (707)			
12-04-2023	0	0 (ARR.)	12 (ARR.)	12 (GTD)	12 (ARR.)	173	0 (GST.)	096 (GST.)	87.37%	\$ 0.00 (GST.)	\$ 0.00 (GST.)	\$ 16.54	0%	12.63%
MONDAY		0 (INH.)	13 (INH.)	13 (GTD)	13 (INH.)		25 (GRP.)	12.63% (GRP.)		\$3,275.00 (GRP.)	\$ 131.00 (GRP)			
		0 (DEP.)	0 (DEP.)	0 (GTD)	0 (DEP.)		25 (TOT.)	12.63% (TOT.)		\$ 3,275.00 (101.)	\$ 131.00 (70.1)			
12-05-2023	0	O (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%
TUESDAY		0 (mai.)	25 (INH.)	25 (GTD)	25 (MH)		25 (GRP.)	12.63% (GRP)		\$ 3,275.00 (GRP.)	\$ 131.00 (GRP)			
		0 (DEP)	0 (DEP)	0 (G7D)	0 (DEP.)		25 (107.)	12.63% (TOT.)		\$ 3,275.00 (101.)	\$ 131.00 (70%)			
12-06-2023	0	0 (ARR.)	0 (ARR.)	0 (G7D)	0 (ARR.)	173	0 (GST)	0% (GST)	87.37%	\$ 0.00 (G5T)	\$ 0.00 (GST)	\$ 16.54	0%	12.63%
WEDNESDAY		0 (INH.)	25 (INH.)	25 (670)	25 (INH.)		25 (GRP.)	12.63% (GRP)		\$ 3,275.00 (GRP)	\$ 131.00 (GRP.)			
		0 (DER)	0 (DEP.)	0 (GTD)	0 (DEP.)		25 (TOT)	12.63% (TOT)		\$3,275.00 (TDT)	\$ 131.00 (707)			
12-07-2023	0	0 (ARR.)	0 (ARR.)	0 (GTD)	0 (ARR.)	173	0 (GST)	0% (GST)	87,37%	\$ 0.00 (G57.)	\$ 0.00 (GST.)	\$ 16.54	0%	12.63%
THURSDAY		0 (INH.)	25 (INH.)	25 (GTD)	25 (INH.)		25 (GRP.)	12.63% (GRR)		\$3,275.00 (GRR)	\$ 131.00 (GRP.)			
		0 (DEP)	0 (DEP)	0 (G70)	0 (DER.)		25 (TOT.)	12.63% (707)		\$3,275.00 (TOT)	\$ 131.00 (707)			

stay**ntouch**

REVPA

\$ 0.00

LAST YEAR

0% 0%

REVENUE

\$ 0.00 (GST)

\$ 0.00 (GRP.)

Ξ

PRINT REPORT

11/27/23, 7:10 PM

Forecast Guests & Groups By Date Range staynfouch Stayntouch Inn Forecast Guests & Groups By Date Range

DATE		INDIVIDUAL	GROUP/AL	LOTMENTS	1	ROOMS TOTA	L	ROOM	4S %		REVENUE		LAS	T YEAR
DATE	000	OCCUPIED	OCCU	PIED	OCCUPIED	AVAILABLE	SOLD	OCCUPIED	AVAILABLE	REVENUE	ADR	REVPAR	ACTUAL.	VARIANCE
11-27-2023	0	0 (ARR.)	O (ARR.)	0 (GTD)	0 (ARR.)	198	0 (GST.)	0% (GST)	100%	\$0.00 (GSI)	\$ 0.00 (GST.)	\$ 0.00	0%	0%
MONDAY		0 (INH.)	0 (INH.)	0 (670)	0 (IN2H.)		0 (GRP.)	0% (GRA)		\$ 0.00 (GRP.)	\$0.00 (GRP.)			
		O (DEP.)	O (DEP)	0 (GTD)	0 (DEP)		0 (TOT.)	096 (TOT)		\$ 0.00 (TOT)	\$ 0.00 (TOT)			
11-28-2023	0	0 (ARR.)	O LARR.)	0 (GTD)	0 (ARR.)	198	0 (GST)	0% (GST.)	100%	\$ 0.00 (GST.)	\$0.00 (GST)	\$ 0.00	0%6	0%
TUESDAY		0 (INH.)	0 (INH.)	0 (GTD)	0 (INH.)		0 (GRP.)	0% (GRP.)		\$0.00 (GRP.)	\$ 0.00 (GRP.)			
		0 (DEP.)	0 (DEP)	0 (GTD)	0 (DEP.)		0 (TOT.)	0% (TOT)		\$ 0.00 (TOT.)	\$ 0.00 (TOT)			
11-29-2023	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%
WEDNESDAY		0 (INH.)	O (INH.)	0 (GTD)	0 (INH.)		0 (GRP.)	0% (GRP.)		\$ 0.00 (GRP.)	\$ 0.00 (GRP.)			
		0 (DEP.)	0 (DEP)	0 (GTD)	0 (DEP)		0 (TOT.)	096 (TOT.)		\$ 0.00 (707.)	\$ 0.00 (707.)			
11-30-2023	0	0 (ARR.)	0 (ARR.)	0 (GTD)	0 (ARR.)	198	0 (GST.)	096 (GST.)	100%	\$ 0.00 (GST.)	\$ 0.00 (GST.)	\$ 0.00	0%	0%
THURSDAY		0 (INH.)	0 (INH.)	0 (GTD)	0 (INH.)		0 (GRP.)	096 (GRP)		\$ 0.00 (GRP.)	\$ 0.00 (GRP.)			
		0 (DEP.)	0 (DEP.)	0 (GTD)	0 (DEP.)		0 (TOT.)	096 (TOT.)		\$ 0.00 (TOT.)	\$ 0.00 (TOT.)			
12-01-2023	0	0 (ARR.)	0 (ARR.)	0 (GTD)	0 (ARR.)	198	0 (GST.)	096 (GST.)	10096	\$ 0.00 (G5T.)	\$ 0.00 (6.57.)	\$ 0.00	0%	0%
FRIDAY		0 (INH.)	O (INH.)	0 (GTD)	0 (INH.)		0 (GRP.)	0% (GRP.)		\$ 0.00 (GRP.)	\$ 0.00 (GRP.)			
		0 (DEP.)	0 (DEP.)	0 (GTD)	O (DEP.)		0 (TOT.)	095 (7OT.)		\$ 0.00 (TOT.)	\$ 0.00 (TOT.)			
12-02-2023	0	Ø (ARR.)	0 (ARR.)	0 (GTD)	0 (ARR.)	198	0 (GST.)	0% (GST)	100%	\$ 0.00 (GST.)	\$ 0.00 (GST.)	\$ 0.00	0%	0%
SATURDAY		D (INH.)	0 (INH.)	0 (GTD)	0 (INH.)		0 (GRP.)	0% (GRP)		\$ 0.00 (GRP.)	\$ 0.00 (GRP.)			
		0 (DEP.)	O (DER)	0 (GTD)	O (DER)		O (TOT.)	096 (TOT.)		\$ 0.00 (TOT.)	\$ 0.00 (TOT.)			
12-03-2023	0	0 (ARR.)	O (ARR.)	0 (GTD)	O (ARR)	198	0 (GST.)	0% (GST.)	100%	\$ 0.00 (GST.)	\$ 0.00 (GST.)	\$ 0.00	0%6	0%
SUNDAY		0 (INH.)	0 (INH.)	0 (GTD)	0 (INH.)		0 (GRP.)	096 (GRP.)		\$ 0.00 (GRP.)	\$ 0.00 (GRR)			
		0 (DEP.)	0 (DEP.)	0 (GTD)	0 (DEP)		0 (TOT)	0% (TOT)		\$ 0.00 (TOT.)	\$ 0.00 (TOT)			
12-04-2023	0	0 (ARR.)	12 (ARR.)	12 (GTD)	12 (ARR.)	173	0 (GST)	0% (SST)	87.37%	\$0.00 (GST)	\$ 0.00 (GST.)	\$ 16.54	0%6	12.63%
MONDAY		0 (INH.)	13 (INH.)	13 (GTD)	13 (MH.)		25 (GRP.)	12.63% (GRP)		\$3,275.00 (GRP.)	\$131,00 (GRP.)			
		0 (DEP.)	0 (DEP!)	0 (GTD)	0 (DEP)		25 (TOT.)	12.63% (TOT)		\$3,275.00 (707)	\$ 131.00 (TOT.)			
12-05-2023	0	0 (ARR.)	0 (ARR.)	0 (GTD)	0 (ARR.)	173	0 (GST.)	0% (G.S.T.)	87.37%	\$0.00 (GST.)	\$ 0.00 (GST.)	\$ 16.54	0%	12.63%
TUESDAY		0 (INH.)	25 (MHL)	25 (GTD)	25 (INH.)		25 (GRP.)	12.63% (GRP.)		\$3,275.00 (GRR)	\$131.00 (GRP.)			
		0 (DEP.)	0 (DEP)	0 (GTD)	0 (DEP)		25 (TOT.)	12.63% (TOT.)		\$3,275.00 (TOT)	\$131.00 (TOT.)			
12-06-2023	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%
WEDNESDAY		0 (INH.)	25 (INH.)	25 (GTD)	25 (INH.)		25 (GRP.)	12.63% (GRP.)		\$3,275.00 (GRP)	\$ 131.00 (GRP.)			12.63%
		0 (DEP.)	0 (DEP.)	0 (GTD)	O (DER)		25 (TOT.)	12.63% (TOT.)		\$3,275.00 (TOT)	\$ 131.00 (TOT.)			

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			17	ROOMS%	1	REVENUE			LAST YEAR	
	000	OCCUPIED	OCCUPIED	OCCUPIED GTD	OCCUPIED	AVAILABLE	SOLD	OCCUPIED	AVAILABLE	REVENUE	ADR	REVPAR	ACTUAL	VARIANCE
11/27/23	0	0 ARR.	0 ARR.	0	0 AR	198	0 GST	0.00% GST.	100.00%	0 GST.	0 GS1	. (0.00%	0.00%
Monday		0 INH.	0 INH.	0	0 INF		0 GRP	. 0.00% GRP.		0 GRP.	0 GR) ,		
10		0 DEP.	0 DEP.	0	0 DEF	5	0 TOT	0.00% TOT.		0 TOT.	0 TOT	5		
11/28/23	0	0 ARR.	0 ARR.	0	0 AR	8. 198	0 GST	0.00% GST.	100.00%	0 GST.	0 GS7	. (0.00%	0.00%
Tuesday		0 INH.	0 INH.	0	0 INH		0 GRP	. 0.00% GRP.		0 GRP	0 GR	P.		
100000000000000000000000000000000000000		0 DEP.	0 DEP.	0	0 DEF		0 TOT	0.00% TOT.		0 TOT.	0 TOT	S		
11/29/23	0	0 ARR.	O ARR.	0	0 ARI	198	0 GST	0.00% GST.	100.00%	0 GST.	0 GS1	5 0	0.00%	0.00%
Wednesday		0 INH.	0 INH.	0	0 INH		0 GRP	. 0.00% GRP.		0 GRP.	0 GR	P.		
		0 DEP.	0 DEP.	0	0 DE	S	0 TOT	0.00% TOT.		0 TOT.	0 101	1		-
11/30/23	0	0 ARR.	0 ARR.	0	0 AR	R. 198	0 GST	0.00% GST.	100.00%	0 GST.	0 GS1	. (0.00%	0.00%
Thursday		0 INH.	0 INH.	0	0 INF	•	0 GRP	. 0.00% GRP.		0 GRP.	0 GR	> ,		
		0 DEP.	0 DEP.	0	0 DEF		0 TOT	0.00% TOT.		0 TOT.	0 TOT	š		
12/1/23	0	0 ARR.	0 ARR.	0	0 AR	8. 198	0 GST	0.00% GST.	100.00%	0 GST.	0 GS1	. (0.00%	0.00%
Friday		0 INH.	0 INH.	0	0 INH		0 GRP	. 0.00% GRP.		0 GRP.	0 GR	2.		
charge and so of a		0 DEP.	0 DEP.	0	0 DEI	£	0 TOT	0.00% TOT.		0 TOT.	0 TOT	S		
12/2/23	0	0 ARR.	0 ARR.	0	0 AR	198	0 GST	0.00% GST.	100.00%	0 GST.	0 GS1	. (0.00%	0.00%
Saturday		0 INH.	0 INH.	0	0 INH		0 GRP	. 0.00% GRP.		0 GRP.	0 GR	2.		
-		0 DEP.	0 DEP.	0	0 DEF		0 TOT	0.00% TOT.		0 TOT.	0 101	<u>.</u>		
12/3/23	0	0 ARR.	. 0 ARR.	0	0 AR	198	0 GST	0.00% GST.	100.00%	0 GST.	0 GS1		0.00%	0.00%
Sunday		0 INH.	0 INH.	0	0 INF	11 1	0 GRP	. 0.00% GRP.		0 GRP.	0 GR	2,		
		0 DEP.	0 DEP.	0	0 DEF	5	0 TOT	0.00% TOT.	Charles and a second	0 TOT.	0 TOT)		
12/4/23	0	0 ARR.	12 ARR.	12	12 AR	R. 173	0 GST	0.00% GST.	87.37%	0 GST.	0 GS1	16.54	0.00%	12.63%
Monday		0 INH.	13 INH.	13	13 INF		25 GRP	. 12.63% GRP.	š	3275 GRP.	131 GR	2		
		0 DEP.	0 DEP.	0	0 DEI		25 TOT	12.63% TOT.		3275 TOT.	131 TO			
12/5/23	0	0 ARR.	0 ARR.	0	0 AR	R. 173	0 GST	0.00% GST.	87.37%	0 GST.	0 GS1	. 16.54	0.00%	12.63%
Tuesday		0 INH.	25 INH.	25	25 INF	•	25 GRP	. 12.63% GRP.	·	3275 GRP.	131 GR	2.	-	
		0 DEP.	0 DEP.	0	0 DEI	-	25 TOT	12.63% TOT.	-	3275 TOT.	131 TO	1		
12/6/23	0	0 ARR.	. 0 ARR.	0	0 AR	l. 173	0 GST	0.00% GST.	87.37%	0 GST.	0 GS	16.54	0.00%	12.63%
Wednesday		0 INH.	25 INH.	25	25 INF	•	25 GRP	. 12.63% GRP.		3275 GRP.	131 GR	<u>.</u>		
10/00/00		0 DEP.	0 DEP.	0	0 DEI		25 101	12.63% TOT.		3275 101.	131 10		0.000	
12/1/23	0	O AKK.	U ARR.	0	0 AK	c. 1/3	0 051	0.00% GST.	87.5/%	0 GST.	0 65	. 10.54	0.00%	12.03%
Thursday		U INH.	25 INH.	25	25 INF		25 GKP	. 12.63% GRP.		32/5 GRP.	131 GR			
42/0/22		O DEP.	0 DEP.	0	0 DEI		25 101	12.63% 101.	07 0 CM	32/5 101.	131 10		0.000	
12/8/23	U	U AKK	0 ARR.	20	U ARI	. 1/	20 0051	0.00% GST.	85.86%	0 051.	0 65	. 32.14	0.00%	14.14%
Friday		U INH.	28 INH.	28	28 INF		28 GRP	. 14.14% GRP.	·	6360 GRP.	227.14 GR	<u>.</u>		
12/0/22	0	O DEP.	7 DEP.	/	7 DEI	170	28 101	14.14% IOT.	00 204	6360 101.	227.14 10		0.00%	11 5792
12/9/23	U		22 INU	22	12 INL	. 1/3	22 CDD	11 63% 688	00.307	5 0 GST.	221 00 CP	. 23.00	5 0.00%	11.02%
Saturday		0 000	23 INT.	25	23 INF	1	23 GRP	11.02% GRP.		5085 GRP.	221.09 GR			
12/10/22		O APP	DEP.	5	0 48	170	23 101	0.00% CST	80 304	0 GST	221.09 10	25.65	0.00%	11 63%
12/10/25 Sunday	0	0 1014		22	22 INI-	. 17.5	73 (590	11 67% CPD	00.307	Enes CPD	221.00 CP	. 23.00	0.00%	11.0276
Junuay		0 DEP	23 INR.	23	23 INF		23 GNF	11.62% GRF.		5085 TOT	221.09 001			
12/11/23	0	O ARR	0 488	ő	0 48	179	0.651	0.00% GST	88 38%	0.651	0 651	25.65	0.00%	11 62%
Monday	0	0 101	22 INU	22	23 INL		23 GPD	11.62% GBP	00.30%	5085 GPP	221.09 GB	5 2.3.00	0.00%	11.02/0
		0 060	0 DEP	-25	0 05		23 JAT	11.62% TOT		5085 TOT	221.09 101	1	-	
12/12/23	0	0 ARR	0 ARR	0	0 AR	179	0 GST	0.00% GST	88 38%	0 651	0 651	25.65	0.00%	11.62%
Tuesday		0 INH	23 INH	23	23 INF		23 GRP	11.62% GRP	00.507	5085 GRP	221.09 GR	20.00	0.0070	
		0 DEP	0 DEP	0	0.05		23 TOT	11 62% TOT		5085 TOT	221 09 TOT		-	
10 10 M		U DEF.	o ber.		0.00							•		

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.



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.

~	REPORTS INBOX	Erin Fischer Monday, 27 November 2023		staynto	uch
l, Sea	rch by Report Name				
~**	Forecast Forecast By Date Range By Date Range			Forecast CONFIGURE REP	ORT
÷	Forecast Guests & Groups Forecast Guests & Groups By Date Range By D	ate Range	**	DATE RANGE (FROM) 11-27-2023	
	Group Deposit Report Deposit Due / Paid / Past Due by Date & Group		»	DATE RANGE (TO) 12-27-2023	
	Group Pick Up Report Rooms Picked up by Group By Group		»	OPTION(S)	
à	Group Rooms Report Group Rooms Pickup Report		» :	All Selected	•
	Guest Balance Report Balance for all Outstanding Accounts		*	COMPANY/TA/GROUP	any/TA/G
3	Guest Deposit Report Deposit due / paid by date By Date Range		»	MARKET(S)	
2	Guests In House by Nationality In House Guests by Nationality By Date Range	/	»	SOURCE(S)	
0	In-House Guests All In-House Guests		»	All Selected	
•	Late Check Out Number of Late Checkouts by day By Day		»	ORIGIN(S) All Selected	
2	Login and out Activity All user login and logout activity By User		»		
2	Market Segment Statistics Rep Market Segment Statistics Repart By Date By	Dort	»		
	Mahila Chask In			RUN REPOR	10

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
 - o DATE
 - **ARRIVAL**
 - **DEPARTURE**
 - OCCUPANCY
 - OCCUPANCY %
 - ADULTS
 - CHILDREN
 - **REVENUE**

 - 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 Erin Fischer Monday, 27 November 2023	stay ntouch
C Search by Report Name		REPORT REQUESTED Today(11-27-2023) + NEW REPORT
REPORT REQUESTED	DATE (FROM) DATE (TO) CSV/PRINT
Sourcest Today at 01:16 PM	11-27-2023	12-27-2023 🏼 🔉 🔛

« REF	PORTS INBOX			Stayn	Erin Fischer	Forecast B Monday, 27 Novem	y Date Rang	e		sta	yntouch
											9
				-	OBECAST					LAST VEA	
1	APR	OEP	occ	Dec-	ADULT	СНПО	REV	ADR	ADR		VARIANCI
17-2023 NDAY	0	D	C	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	0
8-2023 SDAY	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	0
9-2023 NESDAY	0	D	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	0
)-2023 RSDAY	0	D	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	¢
1-2023 AY	0	0	0	0	٥	Q	\$ 0.00	\$0.00	\$ 0.00	D	٥
2-2023 JRDAY	0	0	0	0	0	0	\$ 0 .00	\$ 0.00	\$ 0.00	0	0
3-2023 DAY	0	D	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0	0
1-2023 DAY	12	D	25	12.63	35	0	\$ 3,275.00	\$131.00	\$ 0.00	0	12.63
-2023 DAY	0	D	25	12.63	35	0	\$ 3,275.00	\$131.00	\$ 0.00	0	12.63
5-2023 NESDAY	0	0	25	12.63	35	Q	\$ 3,275.00	\$ 131.00	\$ 0.00	0	12.63
7-2023 RSDAY	0	0	25	12.63	35	Q	\$ 3,275.00	\$ 131.00	\$ 0.00	0	12.63
-2023 AY	0	7	28	14.14	28	C	\$ 6 ,360.00	\$ 227.14	\$ 0.00	0	14.14
-2023 RDAY	D	5	23	11.62	23	o	\$ 5,085.00	\$ 221.09	\$ 0.00	0	11.62
-2023 XAY	0	0	23	11.62	23	Q	\$ 5,085.00	\$ 221.09	\$ 0.00	0	11.62
-2023. DAY	0	0	23	11.62	23	0	\$ 5,085.00	\$ 221.09	\$ 0.00	0	11.62

PRINT REPORT

						Sta Forecast	ayntouch ayntouch Inn By Date Range				
	FORECAST									LAST YEAR	
DATE	ARR	DEP	000	OCC %	ADULT	CHILD	REV	ADR	ADR	OCC %6	VARIANCE
11-27-2023 MONDAY	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	o	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	o	0
12-01-2023 FRIDAY	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	Ô	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	o	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 THUR5DAY	0	0	25	12.63	35	0	\$ 3,275.00	\$ 131.00	\$ 0.00	o	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	Ø	11.62
2-10-2023 SUNDAY	0	0	23	11.62	23	0	\$ 5,085.00	\$ 221.09	\$ 0.00	0	11.62
2-11-2023 AONDAY	0	0	23	11.62	23	0	\$ 5,085.00	\$ 221.09	\$0.00	0	11.62
2-12-2023 UESDAY	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 OORNING SOURCES: ALL SOURCES ORIGINS: ALL ORIGINS URLS:

CSV EXPORT

	FORECAST	LAST_YEAR	LAST_YEAR	LAST_YEAR							
DATE	ARR	DEP	000	OCC %	ADULT	CHILD	REV	ADR	ADR	OCC %	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).



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 .						
K REPORTS INBOX Search by Report Name	Erin Fischer Tuesday, 23 February 2	Report ⁰²¹	Ø	- ~			
Daily Transacti	ons	>>	Group Deposit R CONFIGURE REPO	eport			
Departure			PAID DATE RANGE (FROM)				
Departing Guests By D	ate Range	"	01-01-2020				
Deposit Balanc	e Summary	>>	PAID DATE RANGE (TO)				
Account / Guest deposi	t summary by date		02-23-2021	1111 1111 1111			
↓↑ Early Check In Number of Early Check	-ins by day By Day	»	GROUP START DATE RANG	GE (FROM)			
🗼 Financial Trans	actions - Adjustment Report		01-01-2020	0.00			
All Adjusted Postings a	nd Deleted Charges		GROUP START DATE RANG	GE (TO)			
Forecast Forecast By Date Rang	e By Date Range	»	03-23-2021				
Eorecast Guest	s & Groups		OPTION(S)				
Forecast Guests & Grou	ips By Date Range By Date Range	»	Deposit Paid	*			
Group Deposit Deposit Due / Paid / Pai	Report st Due by Date & Group		SORT BY				
Group Pick Up Rooms Picked up by Gr	Report oup By Group	»	Sort By				
Group Rooms F Groun Rooms Pickun R	Report enort	*	RUN REPORT				

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 ٠
- PAID AMOUNT: Deposit amount paid •

REPORTS INBOX

7,800.00				
			PAID DATE	PAID AMOUNT
YFW SPRING 2020	NYFW	PAID	02-19-2020	\$2,250.00
03-01-2020 13-08-2020		PAID	02-19-2020	\$750.00
_			TOTAL PAID	\$3,000.00
OUTH AFRICAN RUGBY TOUR	SA123	PAID	01-29-2020	\$1,000.00
02-03-2020 102-07-2020			TOTAL PAID	\$1,000.00
ERFECT STRANGERS REUNION	TGIF	PAID	03-03-2020	\$3,500.00
03-04-2020 13-14-2020			TOTAL PAID	\$3,500.00
EST GROUP	TESTG200415-061513	PAID	04-08-2020	\$20,000.00
04-15-2020 🚺 04-23-2020			TOTAL PAID	\$20,000.00
ICGLONE/HOWARD WEDDING	MHWD	PAID	04-15-2020	\$2,000.00
01-01-2021 101-03-2021		PAID	12-31-2020	\$1,250.00
			TOTAL PAID	\$3,250.00
MAZON 2	AMZN2	PAID	10-29-2020	\$5,000.00
11-30-2020 12-02-2020			TOTAL PAID	\$5,000.00
0S MUSIC REUNION	80S	PAID	01-12-2021	\$2,000.00
01-15-2021 1-22-2021			TOTAL PAID	\$2,000.00
BC GROUP	ABCGR210225-201424	PAID	02-09-2021	\$50.00
02-10-2021 10-26-2021			TOTAL PAID	\$50.00

OPTIONS: DEPOSIT PAID

USER: ERIN FISCHER

www.stayntouch.com

PRINT REPORT

		Grou	p Deposit	Report		
37,800.00						
GROUP			STATUS	PAID DATE	PAID AMOUNT	
VEW SERVICE 202	0	AVOR	PAUD	02-19-2020	\$2,250.00	
1 03-01-2020	T = 1 03 (06 2020		PAD	02-19-2020	\$750.00	
•	T			TOTAL PAID	\$3,000.00	
OUTH AFRICAN S	UGBY TOUR	340.0	PAD	01-29-2020	\$1,000.00	
4 02-03-2020	♠ 02-07-2020			TOTAL PAID	\$1,000.00	
ERFECT STRANG	ERS REUNION	7028	PAD	03-03-2020	\$3,500.00	
63-04-2020	★ 03-14-2020			TOTAL PAID	\$3,500.00	
EST GROUP		TES252004(3-06111)	PA/D	04-05-2020	\$20,000.00	
• 04-15-2020	04-23-2020			TOTAL PAID	\$20,000.00	
CGLONE/HOWAR	D WEDDING	Anyong	PAD	04-15-2020	\$2,000.00	
01-01-2021	01-03-2021		PAD	12-31-2020	\$1,250.00	
•	T			TOTAL PAID	\$3,250.00	
MAZON 2		316(312)	PAD	10-29-2020	\$5,000.00	
11-30-2020	12-02-2020			TOTAL PAID	\$5,000.00	
05 MUSIC REUNI	DN	ant	PIAD	01-12-2021	\$2,008.00	
♣ 01-15-2021	1 01-22-2021			TOTAL PAID	\$2,000.00	
BC GROUP		AB008210223-201424	PAID	02-09-2021	\$50.00	
4 02-10-2021	C2-26-2021			TOTAL PAID	\$\$0.00	

Print		1 page
Destination	Save as PDF	
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Open PDF in Preview		
	cancer	Save

Group Pick Up Report

OVERVIEW

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

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.

«	REPORTS INBOX Erin Fischer Tuesday, 23 February	v Report	-	
Q, Sea	rch by Report Name			
¥Т	Number of Early Check-ins by day By Day	"	Group Pick Up F	Report
min	Financial Transactions - Adjustment Report All Adjusted Postings and Deleted Charges	»	CONFIGURE REPO	DRT
	Faurant		02-16-2021	111
min	Forecast Forecast By Date Range By Date Range	»	DATE RANGE (TO)	
min	Forecast Guests & Groups Forecast Guests & Groups By Date Range By Date Range	»	02-23-2021	
			HOLD STATUS(ES)	
	Group Deposit Report Deposit Due / Paid / Past Due by Date & Group	»	All Selected	•
8	Group Pick Up Report Rooms Picked up by Group By Group		SORT BY	
			Group Name	•
ħ	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	»		
2	Guests In House by Nationality	>>	RUN REPOR	Т

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

REPORTS INBOX	-	a a francé de	Erin Fi	Group Pick Up F scher Tuesday, 23 February 20	Report By	Group			
					ROOM AVL.				-
M BANQUET	A&MBQT	02-09-2021	DEFINITE	SELECT QUEEN	24	0	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	10
		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	10
		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	10
		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

										Print		3 pages
				Group Pick Up Report I	By Group					1000 NO 100		
skour		DATE	status	BOOM THPE	8000 AVI.	NON DEDUCT	BEBUCT	PICKED UP		Destination	Save as PDF	
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		65.04.2023	107.0410	#M6 061042	17					The second second		
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		62.09-2623	- OCHARTE	SUPERIOR KINS SUPE					1000			
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		\$0.13-0003	D01AITE	EXECUTIVE 2 QUEEN BILD	20		- 6			Print using system d	lalogue (\ #P)	Ľ
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		59.10-2023	DOWNTY	KING DELUKE	11							
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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.



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 .

= «	REPORTS INBOX Wexford Bay Hotel Erin Fischer Thursday, 16	New Report	ST WEXFORD BAY	
Q, Sea	rch by Report Name			
	Group Rooms Report Group Rooms Pickup Report		DATE RANGE (FROM) 11-16-2023	
	Guest Balance Report Balance for all Outstanding Accounts	»	DATE RANGE (TO) 11-29-2023	0
R	Guest Deposit Report Deposit due / paid by date By Date Range	*	GROUP	
2	Guests In House by Nationality In House Guests by Nationality By Date Range	»	Q, Search by Group	
0	In-House Guests All In-House Guests	»	HOLD STATUS All Selected	•
	Late Check Out Number of Late Checkouts by day By Day	»	SORT BY	1
Sp	Login and out Activity All user login and logout activity By User	*	Group Arrival Date	
	Market Segment Statistics Report Market Segment Statistics Report By Date By Date	»	RUN REPORT	

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

Ξ	« REPO	ORTS INB	ox	We	xford	Bay He	tel (Group	Room	s Repo	ort		wexFC	ORD BAY	\sim
\otimes	BLOCKED	PICKED ROOMS		AVAILABLE ROOMS	AD	R E	DAILY REVENUE								<u> </u>
то	TAL RMS	NOVEMBER	R 2023	10	10	20	21	22	22	24	25	26	27	20	20
\bigotimes	200	10	23	21	26	37	11	6	25	11	11	11	12	20	25
1	113	6	18	21	25	36	4	0	0	0	0	0	1	1	
ä	87	5	5	0	1	1	7	6	11	11	11	11	11	7	1
®	129.77	136.18	156.22	173.24	154.54	161.7	81	87	76	87	87	87	94.67	98.5	179
E	25953	1498	3593	3638	4018	5983	891	522	836	957	957	957	1136	788	179
GROUP	CODE: NETFLIX	WINTER 6	ARRIVAL DAT	E: 11-07-202 21	3 RELEAS	SE DATE: 11-0 32	17-2023 L	OWEST RATE	:\$169.00	RATE CODE	NEW GROU	P RATE	STATUS: DEFI	NITE	
NETF	LIX WINTER C	ONFERENC	E '23												
	98	6	18	21	21	32									
8	0	0	0	0	0	0									
(2)	173.93	177.17	175.44	173.24	173.24	173.38									
8	17045	1063	3158	3638	3638	5548									
	MY RANGERS CODE: ASAR33	93 ARRIV	AL DATE: 11-:	L5-2023 R	RELEASE DAT	E: 11-15-202:	B LOWES	T RATE: \$ 100	.00 RATI	CODE: GRO	JP INC S	TATUS: PROS	SPECT		
\otimes	10	5	5												
1	0	0	0												
8	10	5	5												
®	87	87	87												
围	870	435	435												
	RESSIONAL B	UDGET OF 231119-14520	FICE 04 ARRIV/	AL DATE: 11-1	19-2023 R	ELEASE DAT	11-19-202	3 LOWEST	FRATE: \$ 10	0.00 RATE	CODE: GRO	UP INC 5	TATUS: DEFIN	ITE	
\otimes	15			0	5	5	5	0							
3	12			0	4	4	4	0							
8	3			0	1	1	1	0							

PRINT REPORT

11/16/23, 10:59 PM

Group Rooms Report

Wexford Bay Hotel Group Rooms Report

⊗ BLOCKED | ⊘ PICKED UP | 5 AVAILABLE | GL DAILY | 5 DAILY REVENUE

		NOVEMBER 2	023												
TOTAL	RMS	16	17	18	-19	20	22	-22	- 23	24	-25	26	27.	28	- 29
(8)	200	11	23	21	26	37	11	6	11	11	11	11	12	8	1
0	113	6	18	21	25	36	4	0	0	0	0	0	1	1	1
Ē.	87	5	5	0	1	1	7	6	11	11	11	11	11	7	0
(i) 129	9.77	136.18	156.22	173.24	154.54	161.7	81	87	76	87	87	87	94.67	98.5	179
25	953	1498	3593	3638	4018	5983	891	522	836	957	957	957	1136	788	179
LUXO GROU	ISE P COD	E: 20232024	ARRIVAL E	ATE: 09-01-2	023 RELE	ASE DATE: 09-	01-2023	LOWEST RATE	:\$100.00	RATE CODE:	CUSTOM	STATUS: CAN	EL		
8	0	0	0	ũ	ø	0	0	0	0	ũ	ũ	0	0	0	0
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NETF GROU	LIX W	INTER CONF	ERENCE '2 NTER AR	3 RIVAL DATE: 1	1-07-2023	RELEASE DA	TE: 11-07-20	23 LOWES	TRATE: \$16	9.00 RATE	CODE: NEW (SROUP RATE	STATUS: D	EFINITE	
۲	98	6	18	21	21	32									
ð	98	6	18	21	21	32									
8	0	0	0	0	0	0									
3. 173	3.93	177.17	175.44	173.24	173.24	173.38									
17	045	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

8	10	5	5
Ð	0	0	:0
8	10	5	5
(3)	87	87	87
1	870	435	435

TOTAL BMS															
10 100, 11000	TOTAL	2027-11-15	9023-41-47	2023-11-18	2022.41.40	9021-11-20	2023-11-21	2021-11-22	2093.11.23	0003.11.04	2020.11.20	9091-11-26	2029.11.97	3021.41.28	0009.41.00
BLOCKED BOOMS	100	11					11		11	11	13	- 13			
	200		20	21	60	01	1						16		
											44				
DAILY ADD	100.37			170.04					700	83.6					1000
	125.77	100.10	100.22	173.24	154.54	101.7	0010	60.0	098.0	Br.U	0170	87.0	. 199.07	765.0	178.0
CALT REVENUE	2040.0	1498.0	3594.0	3638.0	4016.0	0463.0	691.0	322.0	836.0	957.0	807.0	957.0	1136.0	/86.0	1/40
LUXOISE							-								
GROUP CODE: 20232024	ARRIVAL DATE: 09-01-2023	PELEASE 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	0
PICKED UP ROOMS	U	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	a	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	0.0
DAILY REVENUE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	8.0	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: 168.00	PATE COOE: New Group Rate	STATUS Definite										
	TOTAL	2023-11-18	2023-11-17	2023-11-18	2023-11-19	2023-11-20									
BLOCKED ROOMS	98	6	18	21	21	32									
PICKED UP ROOMS	98	6	18	21	21	32									
AVAILABLE ROOMS	0	0	0	a	Ó	0									
DAILY ADR	173.93	177.17	125.44	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: ASAR3383	ARRIVAL DATE: 11-15-2023	PELEASE DATE: 11-15-2023	LOWEST PATE: 100.00	FATE 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: CONGR231119-145204	ARRIVAL DATE: 11-19-2023	RELEASE DATE: 11-19-2023	LOWEST FLATE: 100.00	FATE 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	5	0									
PICKED UP ROOMS	12	0	1 1	4	4	0									
AVAILABLE ROOMS	3	0		4	1	0									
DAILY ADR	83.33	0.0	76.0	87.0	87.0	0.0									
DAILY DESIGNING	1050.0		000.0	405.0	and 10	0.0		-							

Group Rooms Report _20231116220007

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



Guest Deposit Report Deposit due / poid by date By Date Range

...........

2

Guests In House by Nationality In House Guests by Nationality By Date Range

GUEST/ACCOUNT	Choose from Select All, Account	, or Guest . D	efault is Select Al	l.						
SORT BY	Choose from Name , Room No , o	Choose from Name , Room No , or Balance Amount .								
E « REPORTS INBOX	Erin Fischer Tuesday, 23 February	2021	-	- <u>~</u>						
Financial Transa	actions - Adjustment Report d Deleted Charges	»	Guest Balance R CONFIGURE REPO GUEST/ACCOUNT	eport RT						
Forecast Forecast By Date Range	By Date Range	»	All Selected							
Forecast Guests & Group	& Groups s By Date Range By Date Range	»	SORT BY Name	•						
Group Deposit R Deposit Due / Paid / Pasi	eport t Due by Date & Group	»								
Group Pick Up R Rooms Picked up by Gro	leport up By Group	»								
Group Rooms Re Group Rooms Pickup Rej	eport ^{port}	»								
Guest Balance R Balance for all Outstand	eport ling Accounts									

>>

>>

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.







PRINT REPORT

Print				Guest Balance Report			
Tatal 00 alta			1212 \$150.359.00				
Total: 90 she	ets of paper		atheast intervener		111114	ALC: NOT	-
			August / August and	1000	[2]	+ 17-09-2006 + 17-10-2016	636630
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1 dges	● Aii		HUT ADHERCH			4 88-02-2023 + 08-07-2023	640.00
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			HARST ACHARICIA	1029		± 1710-2014 + 1718-2018	5123-66
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			HARET ADHAINOM	1624		\$ \$2000,000 + \$2040,000	51246
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		3523	ACCOUNT / SUBLET NAME HAVET ADMARIOM	BOOM NO.	STATUS	1 30-10-2013 + 30-10-2018	BALANCE SZINIE
Open PDF in	Preview		SLAVET ADMARCOM	10.04		7 9919-3011 + 0939-3011	410638
			WART ADMIRICAL	1878		÷ 11-02-0008 + 11-12-0618	-
			NAVET ADVANCES	1070 44		4 80-173038 + 0138-3638	ann ei
			HADE'T Admoniche	1003		é analouis 🕈 analosia	•un= +
			NUET ADMINICAL	1418		÷ 10-06-2018 † 05-07-2018	4147.31
			NUMET ADMINISM	1073		4 80-20-2018 T 10-20-2018	5848
			HARST ADHERICAN			4 85-09-2014 T 05-90-2016	6158.31
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 .

Key Reports INBOX New Reports INBOX	eport		
2. Search by Report Name			
Guest Deposit Report Deposit due / paid by date By Date Range		Guest Deposit CONFIGURE REF DEPOSIT DUE DATE RAN	Report ORT
Guests In House by Nationality In House Guests by Nationality By Date Range	»	01-01-2021	
In-House Guests All In-House Guests	»	02-19-2021	0
Late Check Out Number of Late Checkouts by day By Day	.	PAID DATE RANGE (FRO 01-01-2021	M)
Login and out Activity All user login and logout activity By User	»	PAID DATE RANGE (TO) 02-19-2021	0
Market Segment Statistics Report Market Segment Statistics Report By Date	*	ARRIVAL DATE RANGE (ROM)
Mobile Check In Mobile Check In	»	01-01-2021 ARRIVAL DATE RANGE	6)
Mobile Check In - Now Mobile Check In - Now	»	03-31-2021	6
Occupancy & Revenue Summary	*	OPTION(S)	
a subjecting a restation and notices of song (while roungs of internet of outer number		RUN REPOR	RT.

×	REPORTS INBOX	ischer Friday, 19 February 2021		
Q, Sea	rch by Report Name			
	*		01-01-2021	0
	Guest Deposit Report Deposit due / paid by date By Date Range		PAID DATE RANGE (TO)	0
2	Guests In House by Nationality In House Guests by Nationality By Date Range	»		
			01-01-2021	0
0	In-House Guests All In-House Guests	»	ARRIVAL DATE RANGE (TO)	
L	Late Check Out Number of Late Checkouts by day By Day	»	03-31-2021	0
L _p	Login and out Activity All user login and logout activity By User	»	OPTION(S) Select Option(s)	•
	Market Segment Statistics Report Market Segment Statistics Report By Date By Date	»	RESERVATION STATUS	
44	Mobile Check In Mobile Check In	»	SORT BY	
↓ ↑	Mobile Check In - Now Mobile Check In - Now	»	Sort By	•
đ	Occupancy & Revenue Summary Occupancy & Revenue Statistics by Day / Date Range by Ma	irket By Date Range 🚿		
			RUN REPORT	

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

« REPORTS INBOX	Bay Hulad Eri	Guest	Deposit Re Iday, 19 February 20	port By Date	Range	
JE 23,996.80 PAID PAID PAST DUE \$0.00						9
			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
16M			BALANCE	\$258.65	TOTAL PAID	\$0.00
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 Depo	sit Repor	t By Date Ran	ge		
not \$3,996,80 \$0.00 \$0.00						
GUEST DETAILS		STATUS	OUE DATE	DUE AMOUNT	PAID DATE	PAID AMOUNT
KABA, NAYAN	111107	DUE	01-04-2021	\$130.45		\$0.00
4 01-04-2021 02:00 PM NIGHTS 1			BALANCE	\$150.45	TOTAL PAID	50.00
FETZER, GEORGE	115-08	OUE	02-15-2021	\$130.45		\$0.00
02-16-2021 02:00 PM NIGHTS 1			BALANCE	\$150.45	TOTAL PAID	50.00
MANAF, SARAM	115438	DUE	03-01-2021	\$150.45		\$0.00
03-02-2021 02:00 PM N0CHTS 1			BALANCE	\$150.45	TOTAL PAID	\$0.00
ADHANOM, HAYET	11540	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	11140	DUE	01-12-2021	\$258.65		\$0.00
■ 03-12-2021-02:00 PM WIGHTS 1			BALANCE	\$258.65	TOTAL PAID	\$0.00
PIERCE, PAUL	215454	OUE	01-13-2021	\$175.45		\$0.00
▲ 03-13-2021 02:00 PM NIGHTS 1			BALANCE	\$175.45	TOTAL PAID	\$0.00
CARRAN, STEVE	113418	OUE	01-14-2021	\$357.28		50.00
4 01-14-2021 02:00 PM NIGHTS 1			BALANCE	\$357.28	TOTAL PAID	\$0.00
ADKINS, ADELE	225454	DUE	01-18-2021	\$702.28		\$0.00
			BALANCE	\$702.28	TOTAL PAID	\$0.00
RETERNATION ETATLES ALL RESERVATION STATUS Antrone, Date: - Hear 40.4-2021 - C. 03-3-2022 Proved Date: Antrone, 10.4-2021 - C. 03-3-2022 Paul: Date: - Heart 40.4-2022 - C. 02-18-2021 Paul: Date: - Heart 40.4-2022 - C. 02-18-2021 Printings Explored Date, RepORT 400, REPORT FAST						Indication (14) (1971) USEN (1808) FISCH
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*21/251*06 + 21/23 LOUNE • 01-27-3021 02:00 PM NIGHTS 1		รัฟส์กบร	BLIZ BARRI BALANCE	อับยี สติองทร \$717.28	PAID DATE TOTAL PAID	HAPAMOUNT \$0.00
PIERCE, PAUL	115524	DUE	02-04-2021	\$717.28		50.00
■ 02-04-2021 02:00 PM NIGHTS 1			BALANCE	\$717.28	TOTAL PAID	50.00
	115644	OUE	02-01-2021	\$348.53		\$0.00

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.

- «	REPORTS INBOX	Stayntouch Inn New Report Erin Fischer Monday, 27 November 2023		stay ntouc	h
Q, Sea	rch by Report Name				
2	Guests in House by Nationality By D	onality ate Range		Guests In House b Nationality	у
0	In-House Guests All In-House Guests		*	DATE RANGE (FROM)	
	Late Check Out Number of Late Checkouts by day B	r Day	*	11-01-2023 DATE RANGE (TO)	311
Sp	Login and out Activity All user login and logout activity By	User	»	11-27-2023	111
	Market Segment Statist Market Segment Statistics Report B	ics Report Date By Date	*	COUNTRY All Selected	•
44	Mobile Check In Mobile Check In		»		
**	Mobile Check In - Now Mabile Check In - Now		»		
al	Occupancy & Revenue S Occupancy & Revenue Statistics by	ummary Day / Date Range by Market By Date Range	*		
٩ţ٩	Rate & Restrictions		»		
ţţţ	Rate Adjustment Repor Rate Adjustment by user / date rang	e By User / Date Range	»		
2	Reservations By User User created Reservations by Date /	by User Name By Date Range	>>	RUN REPORT	

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

3	S	tayntouch Inn Report Erin Fischer Monday, 27 November	s Inbox 2023	stay	ntouch
C Search by Rep	ort Name			REPORT REQUESTED Today(11-27-2023)	+ NEW REPORT
REPORT REQUESTED			DATE (FROM)	DATE (TO)	CSV/PRINT
S Guests In Hous Today at 01:23 PM	se by Nationality		11-01-2023	11-27-2023	» 🛃 🖶
REPORTS INBOX	Stayntouch Inn	Guests In House by Nat Erin Fischer Monday, 27 November	ionality By Da 2023	nte Ran stayı	ntouch 🗠
COUNTRY CODE	COUNTRY DESCRIPTION	ARRIVAL GUESTS	ROOM NIGHTS	STAYOVER GUI	ESTS
UNDEFINED	UNDEFINED	4	4	0	
US	UNITED STATES	1	20	35	
TOTAL		5	24	35	
DATE RANGE - FROM: 11-01-202	23 TO: 11-27-2023		BUSINESS DAT USER: I	E: 11-27-2023 ERIN FISCHER	

PRINT REPORT

	Guests In Hous	stayntouch Stayntouch Inn e by Nationality By Da	ate Range	
COUNTRY CODE	COUNTRY DESCRIPTION	ARRIVAL GUESTS	ROOM NIGHTS	STAYOVER GUESTS
JNDEFINED	UNDEFINED	4	4	0
JS	UNITED STATES	1	20	35
		5	24	35

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**.

≡ «	REPORTS INBOX	Wexford Bay Hotel New Report Erin Fischer Thursdoy, 29 July 2021		S WEXFORD BAY HOTEL
Q Sear	ch by Report Name			
	Group Deposit Report Deposit Due / Paid / Past Due by Date & Group		*	In-House Guests CONFIGURE REPORT
	Group Pick Up Report Rooms Picked up by Group By Group		»	07-29-2021
⊨	Group Rooms Report Group Rooms Pickup Report		*	OPTION(S)
	Guest Balance Report Balance for all Outstanding Accounts		»	COMPANY/TA/GROUP
B	Guest Deposit Report Deposit due / paid by date By Date Range		»	Q. Search by Company/TA/Gr
2	Guests In House by Nationality In House Guests by Nationality By Date Range		»	SORT BY Name
o	In-House Guests All In-House Guests			
L	Late Check Out Number of Late Checkouts by day By Day		»	
20	Login and out Activity All user login and logout activity By User		»	RUN REPORT

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 Hote Erin Fischer Thurs	Reports Inbox	Û	WEXFORD BAY HOTEL
e Q	Search by Report Name			REPORT REQUESTED Today(07-29-2021	• NEW REPOR
REPORT REQU	JESTED		DATE (FROM)	DATE (TO)	CSV/PRINT
≥ [] In To	1-House Guests Iday at 08:36 AM		07-29-2021	07-29-2021	» X 😫
K RE	PORTS INBOX	Wexford Bay Hotel Erin Fischer Thurs	In-House Guests	ŵ	WERFORD BAY HOTEL
AL ROOMS T	otal adults/children total Balance 5/0 \$11,226.75	i			4
	Guest	Arrival		Tonigit'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	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	EXECUTIVE 2 QUEEN BED BAR II / \$329.00	\$0.00
				Cleaning Fee • \$79.00	
SINGLE DATE	07-29-2021			В	USINESS DATE: 07-29-202

PRINT REPORT

			In-H	ouse Guests			Print
totia koona. 5	101AL ABRETS / 04	\$11,226.75					Destinatio
ROOM	GUEST		ARRIVAL	DEPARTURE	TONIGHT'S BATE	BALANCE	
606 DUE OUT	130 Carran, St. 117155	eve • LADULT(S) +0 CHILDREN	■ 87-29-2021 01:55 PM	↑ 07-29-2021 1N 11:00 AM	KING DELURE DAR/\$185.00	\$312.75	Pages
706 IN HOUSE	Heraldson 116834 + 146	, Trevor SULT(S) +0 CHILDREN	06-22-2021 12:30 AM	11:00 AM	SALECT OUTEN RAR / \$150.00	\$10,469.00	
313 IN HOUSE	65 Klijnsma, 1 117153 - 07	Laureline +1 ADULT(S) +0 CHILDREN	■ 07-26-2021 05:40 AM	• 07-30-3021 11:00 AM	SELECT QUEEN DAR / SIBN.00	5445.00	Pages per
1034 In HOUSE	65 Klijnsma, I 117139 - 10	Laureline • I ADULT(\$) • 0 CHILDHEN	07-29-3021 05:12-4M	↑ 07-30-2021 11:00 AM	PREMIUM QUEEN BAR II / \$329.90	\$0.00	Margins
					CLEANING FEE +		
704 IN HOUSE	65 Klijnsma, I	Laureline • LADUCTSD • 0 CHILDREN	4 07-29-2021 07-29 AM	↑ 07-30-2021 11:00 AM	EXECUTIVE 2 QUEEN BED DAN II / \$329.99	\$0.00	Options
					CLEARING FIE + \$75-00		
SOUT ON NAME OFFICIAL INCO	17-29-2021 Solid Control How ASC UDE DUE OUT	CENDING				BUSINESS DATE BE-35-2023 USER: ERIN FISCHER	

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	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.		
	Stayntouch Inn New Report Erin Fischer Monday, 27 November 2023		stay ntouch
Search by Report Name			
Late Check Out Number of Late Checkouts by o	lay By Day		Late Check Out CONFIGURE REPORT
Login and out Activi All user login and logout activi	ty ty By User	»	11-01-2023
Market Segment Sta Market Segment Statistics Rep	tistics Report ort By Date By Date	»	DATE RANGE (TO) 11-27-2023
Mobile Check In Mobile Check In		*	SORT BY
Mobile Check In - No Mobile Check In - Now	w	»	Date •
Occupancy & Revenue Occupancy & Revenue Statistic	ue Summary s by Day / Date Range by Market By Date Range	>>	
စုုန Rate & Restrictions		»	
Rate Adjustment Re Rate Adjustment by user / date	port range By User / Date Range	»	
Reservations By Use User created Reservations by D	r Date / by User Name By Date Range	»	
Room Upsell		>>	
Rooms OOO/OOS Out of Order / Out of Service Re	roms by Date Range	»	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

3		Stayntouch Erin Fischer	Inn Reports Inbox Monday, 27 November 2023		stay ntouch
C Q Search	h by Report Name			REPORT REQUES Today(11-27-20	ED 23) ▼ + NEW REPORT
REPORT REQUESTED	D		DATE (FROM)	DATE (TO)	CSV/PRINT
Solution Late Ch	neck Out t 01:30 PM		11-01-2023	11-27-2023	» 🗴 😭
K REPORTS	S INBOX	Stayntouch Inn Erin Fischer	Late Check Out By Day Monday, 27 November 2023		stay ntouch
TE CHECK OUT ROOMS	LATE CHECK OUT REVENUE \$ 100.00				
DATE	GUEST		LATE CHECK OUT TIME	LATE CHECK OUT C	HARGE
11-02-2023	LILY JAME	s	2:00 PM	\$50.00	
11-16-2023	VICTOR T	EST	2:00 PM	\$50.00	
DATE RANGE - FROM: 1 SORT BY: DATE SORT D	11-01-2023 TO: 11-27-2023 DIRECTION: ASCENDING				BUSINESS DATE: 11-27-202 USER: ERIN FISCHE

PRINT REPORT

1/2//20, 7.50 1 14		Late Check Out By Day	
		Stayntouch Inn	
	Late	Check Out By Day	
LATE CHECK OUT ROOMS	LATE CHECK OUT REVENUE \$ 100.00		
DATE	GUEST	LATE CHECK OUT TIME	LATE CHECK OUT CHARGE
	LILY JAMES	2:00 PM	\$50.00
11-02-2023			

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.

< REPO	RTS INBOX Stayntouch Inn New Repo	stay <mark>ntouch</mark>	
Q. Search by Ri	eport Name		
Logi All user	n and out Activity Iogin and logout activity By User	Login and out Activit CONFIGURE REPORT	/
Market	Segment Statistics Report Segment Statistics Report By Date By Date	>> DATE RANGE (FROM) >> 11-01-2023	H
↓↑ Mobi Mobile	ile Check In ^{Check In}	>>> DATE RANGE (TO) >>> 11-27-2023	11
↓↑ Mobi Mobile	ile Check In - Now Check In - Now	>> EMPLOYEES	
Occup	pancy & Revenue Summary ancy & Revenue Statistics by Day / Date Range by Market By Date Range	All Selected	
이상 Rate	& Restrictions	OPTION(S) All Selected	٠
Rate Rate Rate	Adjustment Report djustment by user / date range By User / Date Range	>> SORT BY Date & Time	•
Rese	rvations By User eated Reservations by Date / by User Name By Date Range	»	
↓↑ Roor Room (n Upsell ^{Jpsell}	»	
Roor	ns OOO/OOS Order / Out of Service Rooms by Date Range	»	
Roor Count of	ns Queued of all rooms queued from Rover By Date Range	>> 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

3	Sta	yntouch Inn Reports Inbox Erin Fischer Monday, 27 November 2023		stay ntouch
🕞 🔍 Search by Report Name			REPORT REQUESTED Today(11-27-202	+ NEW REPORT
REPORT REQUESTED		DATE (FROM)	DATE (TO)	CSV/PRINT
Login and out Activity Today at 01:33 PM		11-01-2023	11-27-2023	» 🗴 😫
	Stayntouch	Inn Login and out Activity By Erin Fischer Monday, 27 November 2023	User	stay ntouch
	Туре	Username	Application	(P)
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

www.stayntouch.com

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.



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.

	REPORTS INBOX	Wexford Bay Hotel New Report Erin Fischer Tuesday, 28 November 2023		The Wexford Bay
Q Sec	arch by Report Name			
0	In-House Guests All In-House Guests		*	Market Segment Statistics Report CONFIGURE REPORT
	Late Check Out		>>	DATE
	Number of Late Checkouts by day By Day	/		11-15-2023
20	Login and out Activity		»	OPTION(S)
-	An user rogin una rogiste accordy by user		_	All Selected -
~	Market Segment Statistics Market Segment Statistics Report By Date	Report eBy Date		
				DISPLAY(S)
	Mobile Check In Mobile Check In		»	All Selected •
↓↑	Mobile Check In - Now Mobile Check In - Now		»	
al	Occupancy & Revenue Sun Occupancy & Revenue Statistics by Day/	1mary Date Range by Market By Date Range	»	
ţţ	Rate & Restrictions		»	
ţţ	Rate Adjustment Report Rate Adjustment by user / date range By	User / Date Range	»	
2	Reservations By User User created Reservations by Date / by U	lser Name By Date Range	»	
1	Room Upsell		»	RUN REPORT

NOTE:

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- 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
 - o **RETAIL**
 - ROOM REVENUE/OTHER REVENUE
 - TODAY
 - MTD
 - YTD
 - BOOKINGS/ALOS
 - TODAY
 - MTD
 - YTD
 - ROOM NIGHTS
 - TODAY
 - MTD
 - YTD
 - ADR
 - TODAY
 - MTD
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 - %
 - TODAY
 - MTD
 - YTD
 - DISCOUNT QUALIFIED
 - ROOM REVENUE/OTHER REVENUE
 - TODAY
 - MTD
 - YTD
 - BOOKINGS/ALOS
 - TODAY
 - MTD
 - YTD
 - ROOM NIGHTS
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 - TODAY
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- TODAY
- MTD
- YTD
- DISCOUNT NON QUALIFIED
 - **ROOM REVENUE/OTHER REVENUE**
 - TODAY
 - MTD

- YTD
- BOOKINGS/ALOS
 - TODAY
 - MTD
 - YTD
- ROOM NIGHTS
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 - MTD
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- CONTRACT
 - ROOM REVENUE/OTHER REVENUE
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 - MTD
 - YTD
 - BOOKINGS/ALOS
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 - MTD
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- **o GOVERNMENT**
 - ROOM REVENUE/OTHER REVENUE
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 - BOOKINGS/ALOS
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- o **GROUP**

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- ROOM REVENUE/OTHER REVENUE
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- SOURCE
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- BOOKINGS/ALOS
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REPORTS INBOX

Wexford Bay Erin Fischer	Hotel Reports Inbo	х	
C Search by Report Name		REPORT REQUESTE Today(11-28-202	D 3) + NEW REPORT
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Warket Segment Statistics Report	11-15-2023	11-15-2023	» 🛃 😫

K REPOR	INBOX	Wext	ford Bay H	otel	Mar rin Fise	ket S	egm	ent Nover	Statis	tics Rep	ort By D	ate	T WEXFORD BAY		
TAL REVENUE FOR TOD	v total rev 72203	enue for MTD	TOTAL REVENUE FOR 2905778.69	YTO											9
11-15-2023	_	ROOM REVENU	JE	-	ooking w.os	5	RO	DM NIG	HTS		ADR			%	
MADVET	TODAY	MTD	VTD	TODAY	MTD	VTD	TODAY	MTD	VID	TODAY	MTD	VTD	TODAY	MTD	VTD
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%
INDEFINED	\$ 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%
OURCE	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%

PRINT REPORT

1/28/23, 11-57 AM			Marke	t Segme	Mar Wexfor ent Sta	d Bay Ho atistic	tel S Repo l	s Report rt By [By Date Date						
TOTAL REVENUE FOR TODAY TOT 3972.19 72	al revenue for MTD 203.62	TOTAL REV 290577	enue for ytd 8.69												
11-15-2023		ROOM REVEN	IUE	E	BOOKING	s	R	OOM NIG	HTS		ADR			%	
MARKET	TODAY	MTD	YTD	TODAY	MTD	YTD	TODAY	MTD	VTD	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	S 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%	0.0096	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%6	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	\$ 1,567.00	\$ 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%6	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	485	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%	29.429
SOURCE	TODAY	MTD	YTD	TODAY	MTD	VTD:	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%6	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%6	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 CARCELLED, INCLUDE NO SHOW, INCLUDE TAX DISPLAY, INCLUDE MARKET, INCLUDE ORIGIN, INCLUDE SEGMENT, INCLUDE SOURCE

CSV EXPORT

Date	11/15/23											
Summary Counts												
Total Ryn Today	Total Rvn mtd	Total Rvn ytd										
3972.19	72203.63	2905778.69)									
MARKET												
Code	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 8	1461
Group	(72.43	14437.82	0) (202.23	8	0 1	30		0	120
Third Party	(1	7289.1) (122.75		0 0	13		0 (50
Consortia (11183)			2051.27					0 4	1		0 1/	3 27
Discount (11186)) (36583.41			, in the second s		0 0	4		0	203
Euperal (12191)) (0 0			0	0
Loop Term (11245)	120	166	59627 34			10.00					1 11	176
Manting Room (11691)		100	1								0	1,0
Nanotisted Para (11184)			3977.60			160					0	
Neg Oppgran (11270)			9156			136	1	0 0			0	2 41 2 E1
Commo (11379)	2		0230			·	1				0	,
Death (11376)	100	250		27.45	7 757 6	0041 50						401
Rack (11231)	100	239	68948.03	37.43	/5/.0	3041.30		4	15		2 2	431
wholesale (11187)							1					0
Betail Franisent	222.55	7450.1	235214.97		187.25	30854.85		2 21	486		2 4	981
Kathleen		(424.94		2 (1	0 0			0 0	2
Undefined	2622.01	42027.8	1756660.02		1/82.3t	298284.60		9 80	2100	·	9 24.	9385
SOURCE												
Code	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) (5248.18	c	0 0	191.63	ų —	0 0	20	5	0 0) 63
Walk-In	() (99	C) () (1	0 0	l	1	0 () 1
Online	357.55	14336.71	525739.67	0	893.49	75612.22		3 37	1032		3 8	5 2184
Travel Agent	() (7156.47	C	0 0	122.75		0 0	16	5	0 () 49
GD5	(72.43	2454.82	0) (150		0 1	. 8	8	0	3 18
CRS	(937.2	6828.16	c	0 0	60.7		0 4	20	5	0 10	5 88
Discount (9816)	765.13	8975.28	81596.01	58.78	8 818.51	14316.53	ų. – j	6 26	164	1	6 51	408
Extended Stay (9818)	() () (0	0 0) C	1	0 0	1 ()	0 0	0 0
Group (9161)	() (7292.08	0	0 0	202.23	l) i	0 0	18	8	0 (56
Local Negotiated Rate (9357)	() (0 0	0) (0	1) I	0 0	1 ()	0 0	0 0
Meeting Room (9825)) () (0	0 0) (l)	o c	1 1)	0 0	0 0
OTA (9815)) (0 0	0	0 0) C	1 1	0 0) ()	0 (0 0
Rack (9814)	() (0 0	c	0 0		1	0 0	1 0)	0 0	0 0
Short Stays (9819)	() () C	C	0) C	1	0 0	i ()	0 0	0 0
OTA) (35582.31	0	0 0	0 0	1	0 0	41	L	0 0	195
Building 1	() (0 0	0	0	0	1	0 0)	0 0	0 0
Building 2) () (C	0) (1	0 0) ()	0 0	0 0
Building 3	() (2629.31	0	0 0	378.01		o c	14	1	0 0	21
In-House Holiday Sales	() () (c) (0 0)	0 0	0 0
web) (0	0		1	o c)	0 0	0 0
Undefined	2722.07	43794.1	1831986.17	37.45	2344.11	307680.09	1	1 82	2285	1	1 26	9845
ORIGIN												
Code	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)	35768.21	0) () C		0 0	41		0 () 190
Booking.com) (6032.4		0 0	122.75		0 0			0 0	38
Priceline	() (583.05) ()	98.15		0 0			0	3
Hotwire	() () (0) (1	0 0)	0	0 0
Call-In	286.36	6687.4	85281.13	37.49	1265.62	10632.03	6	7 28	220		7 7	617
Walk-In	200.00)	2061.1	0,110) (139.26		0 0		1	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.

«	REPORTS INBOX Wexford Bay Hotel New Erin Fischer Tuesday, 28 November 2	Report 2023		D BAY
د Sea	rch by Report Name			
↓↑	Mobile Check In Mobile Check In		Mobile Check CONFIGURE REPO	r in RT
۲ı	Mobile Check In - Now Mobile Check In - Now	»	DATE RANGE (FROM)	111
	Occupancy & Revenue Summary	**	DATE RANGE (TO)	
	Occupancy & Revenue Statistics by Day / Date Range by Market By Date Range	"	11-28-2023	808 808
ļţ	Rate & Restrictions	»	ORIGIN(S)	
ļţ	Rate Adjustment Report Rate Adjustment by user / date range By User / Date Range	»	All Selected	•
<u>N</u>	Reservations By User User created Reservations by Date / by User Name By Date Range	*	URL(S) Select URL(s)	•
LT.	Room Upsell Room Upsell	»		
5	Rooms OOO/OOS Out of Order / Out of Service Rooms by Date Range	*		
Ωgg	Rooms Queued Count of all rooms queued from Rover By Date Range	*		
~	Tax Exempt Tax Exempt Guests and Groups	*		
LT.	Travel Agent Commissions	>>	RUN REPORT	

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

Wexfo	rd Bay Hotel	Reports Inb	ox	😰 WEXFOR	RD BAY
C* Search by Report Name			REPORT REQUESTED Today(11-28-2023)	•	NEW REPORT
REPORT REQUESTED		DATE (FROM)	DATE (TO)		CSV/PRINT
Solution Mobile Check In Today at 06:01 AM		11-21-2023	11-28-2023	>>	

K RI	EPORTS INB	ox	Erin Fischer	Hotel Mobile Check Tuesday, 28 November 2023	In	T WEXFORD BAY
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%
ATE RANGE -)RIGINS: ALL ()RLS:	FROM: 11-21- DRIGINS	2023 TO: 11-28-2023				BUSINESS DATE: 11-28-2023 USER: ERIN FISCHER

PRINT REPORT

			Mol	exford Bay Hotel bile Check In		
DATE	ARRIVALS	STARTING ARRIVALS	MOBILE CHECK IN	MOBILE CHECK IN CONVERSION	AUTO CHECK IN	AUTO CHECK IN CONVERSIO
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%

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".



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.

•	REPORTS INBOX Wexford Bay Hotel New Reports Inbox	ort	ST WEXFO	RD BAY
Q, Sea	rch by Report Name			
	Mobile Check In - Now Mobile Check In - Now		Mobile Check In CONFIGURE REP	I - Now
al	Occupancy & Revenue Summary Occupancy & Revenue Statistics by Day / Date Range by Market By Date Range		DATE RANGE (FROM)	III
٩ţ	Rate & Restrictions	» :	DATE RANGE (TO) 11-28-2023	
¢↓†	Rate Adjustment Report Rate Adjustment by user / date range By User / Date Range	»	ORIGIN(S)	
2,	Reservations By User User created Reservations by Date / by User Name By Date Range	»)	All Selected	×
↓↑	Room Upsell Room Upsell	»	URL(S) Select URL(s)	•
ħ	Rooms OOO/OOS Out of Order / Out of Service Rooms by Date Range	»		
292	Rooms Queued Count of all rooms queued from Rover By Date Range	*		
min	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	»	RUN REPOR	T

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

Wexfo	rd Bay Hotel Reports In Frin Fischer Tuesday, 28 November 2023	nbox	Se WEXFORD BAY	e e
C Search by Report Name		REPORT REQUEST Today(11-28-202	ED + NEW REPORT	
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT	
Solution Wobile Check In - Now Today at 06:05 AM	11-21-2023	11-28-2023	» 🛃 😫	

«	REPORTS INI	BOX	ST WEXFORD BAY				
						9	<u> </u>
DATE	ARRIVALS	STARTING ARRIVALS	MOBILE CHECK IN - NOW	MOBILE CHECK IN - NOW CONVERSION	MOBILE CHECK	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%	
	- FROM: 11-21	-2023 TO: 11-2	8-2023			BUSINESS DATE: 11-28	3-202

URLS:

Wexford Bay Hotel Mobile Check In - Now											
DATE	ARRIVALS	STARTING ARRIVALS	MOBILE CHECK IN - NOW	MOBILE CHECK IN - NOW CONVERSION	MOBILE CHECK	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%					

ALL ORIGINS URLS:

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.



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.

«	REPORTS INBOX	Wexford Bay Hotel New Repor Erin Fischer Tuesday, 28 November 2023	rt	See Wexfor	RD BAY
Q, Sea	rrch by Report Name				
al	Occupancy & Reve Occupancy & Revenue Statis	tue Summary tics by Day / Date Range by Market By Date Range		Occupancy & Re Summary CONFIGURE REPO	venue
î ţi	Rate & Restriction	1	»	DATE RANGE (FROM)	
îî∮	Rate Adjustment R Rate Adjustment by user / do	eport te range By User / Date Range	»	DATE RANGE (TO)	
2	Reservations By Us	er Date / by User Name By Date Range	»		
↓↑	Room Upsell Room Upsell		»	OPTION(S) All Selected	·
ħ	Rooms OOO/OOS Out of Order / Out of Service	Rooms by Date Range	»	MARKET(S) All Selected	•
<u>2</u> 9\$	Rooms Queued Count of all rooms queued fi	om Rover By Date Range	».	DAY USE	
~ the	Tax Exempt Tax Exempt Guests and Grou	ps	»	INCLUDE DAY USE	
↓↑	Travel Agent Comn Commissions per Travel Age	nissions	»		
*	Upsell Number of Upsells from one	room type to the next level by day and by user By Day / User	»		
ħ	Vacant Rooms Rep	ort	»	RUN REPOR	

Sec. --

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
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Out of Order Rooms
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Occupied Rooms
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Complimentary Rooms
 - o 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

0

- o 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

0

- BUSINESS DATE
 - This Year
 - Last Year
 - Variance

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- Government
 - BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Negotiated
 - BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Group
 - **o BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- Non Revenue
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Unassigned
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Occupied Day Use Reservations
 - o 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.*)
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Total Day Use Occupancy
 - BUSINESS DATE
 - This Year
 - Last Year
 - Variance

225

- Total Day Use Occupancy (Excl. Comp.*) •
 - **BUSINESS DATE** 0
 - This Year
 - Last Year .
 - Variance
- **RevPar** •
 - **o** BUSINESS DATE
 - This Year .
 - Last Year
 - Variance
- ADR (Incl. Comp.**) •
 - **o BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- ADR (Excl. Comp.*) .
 - **o** BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Day Use ADR (Incl. Comp.**)
 - **o** BUSINESS DATE
 - This Year
 - . Last Year
 - Variance •
- Day Use ADR (Excl. Comp.*) .
 - **o** BUSINESS DATE
 - **This Year**
 - Last Year
 - Variance .
- **Room Revenue by Market** •
 - **o BUSINESS DATE**
 - **This Year**
 - Last Year
 - Variance
- Retail •

•

- **BUSINESS DATE** 0
 - This Year
 - Last Year
 - Variance
- **Discount Qualified**
 - **o** BUSINESS DATE
 - This Year
 - Last Year
 - Variance •
- **Discount Non Qualified** • 0
 - **BUSINESS DATE**
 - **This Year**
 - Last Year
 - Variance
- Contract •
 - **BUSINESS DATE** 0
 - This Year
 - Last Year
 - Variance .

- Government
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Negotiated
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Group
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Non Revenue
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Unassigned
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Day Use Room Revenue by Market
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Retail

•

- **o BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- **Discount Qualified**
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Discount Non Qualified
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Contract
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Government
 - BUSINESS DATE
 - This Year
 - Last Year
 - Variance

- o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Group
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Non Revenue
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Unassigned
 - **o BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- Charge Groups
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Rooms Revenue
 - **o 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

0

- **BUSINESS DATE**
 - This Year
 - Last Year
 - Variance
- Payments
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance
- Day Use Charge Groups
 - o BUSINESS DATE
 - This Year
 - Last Year
 - Variance

Rooms Revenue

0

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

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REPORTS INBOX

E Wexf	ord Bay Hotel Erin Fischer Tuesday, 2	ST WEXFC	DRD BAY		
🕑 🔍 Search by Report Name			REPORT REQUESTE Today(11-28-202	D 3) •	NEW REPORT
REPORT REQUESTED		DATE (FROM)	DATE (TO)		CSV/PRINT
Soccupancy & Revenue Summary Today at 06:10 AM		11-01-2023	11-27-2023	» :	⊥

	Wext	ford Bay	Hotel O	ccupancy Erin Fischer	y & Reve	nue Sum	mary By	Date Rar	nge	😫 WEXFORD BA	x N
											2
W. f. d B. U.t.	[NOV 01			NOV 02			NOV 03		1	NOV
Wexford Bay Hotel	This Year	Last Year	Variance	This Year	Last Year	Variance	This Year	Lost Year	Variance	This Year	Last Ye
Available Rooms	100	99	1	100	99	1	100	99	1	100	99
Out of Order Rooms	0	1	-1	0	T	-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	V 01 NOV		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 (11.187)	0	0	0	0	0	0	0	0	0	0	0
Retail Tranisent	1	4	-3	1	7	-6	1	4	-3	1	7
Kathleen	0	0	o	0	ō	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 %

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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 Virar	Variance	This Year	Last Year	Variance	This Year	Last Year	Variance	This Year	Last Vear	Variance	This Year	Last Year	.Ve
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	a	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	o	0	0	0	0	0	0	0	0
RETAIL TRANISENT	1	4	-3	1	7	-6	1	4	-3	1	7	-6	1	6	-5
KATHLEEN	0	0	0	0	0	0	0	0	D	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	D	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	\$ -C

CSV EXPORT

Wexford Bay Hotel	11/1/23			11/2/23			11/3/23			11/4/23		
included and the second s	This Year	Last Year	Variance	This Year	Last Year	Variance	This Year	Last Year	Variance	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					11	1				1		
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
Euneral (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
Negotiated Bate (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
Back (11231)	2	1	1	2	0	2	1	0	1	1	0	1
Wholessle (11187)	0	0	0	0	0	0	0	0	0		0	0
Potoil Tranicont	1	4	2	1	7	6	1	4	2	1	7	6
Kathloon	1	4	-3	1		-0			-3	1	, ,	-0
Natheen	10	47	27	15	53	20	15	52	20	10	60	40
Total Occ	16 00%	4/ E4 00%	20 0.00/	22 00%	54 00%	-30	10.00%	50 00%	-30	10 00%	71 00%	-40 E2 00%
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 Devilles One	0.00%	0.00%	-38.00%	23.00%	04.00%	-41.00%	19.00%	0.00%	-41.00%	0.00%	0.00%	-32.00%
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%
Per Des	0.00%	111.7	0.00%	47.04	120.0	0.00%	0.00%	122.40	0.00%	0.00%	0.00%	0.00%
ADD (Incl. Come.)	220.01	205.02	-30.82	47.04	129.9	-02.00	45.72	122.49	-/0.//	100.04	142	-104.0
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	30.48	196.84	200	-3.10
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	U	U
Room Revenue by Market							1000					
Iransient	409	515	-106	1465	/40	/25	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 Tranisent	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.



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.

«	REPORTS INBOX Stayntouch Inn New Rep Erin Fischer Tuesday, 28 November 202	ort	staynto	uch
, Seai	rch by Report Name			
ţţ	Rate & Restrictions		Rate & Restrict	tions DRT
ļţ	Rate Adjustment Report	»	DATE RANGE (FROM)	
0	Reservations By User		DATE RANGE (TO)	210
4	User created Reservations by Date / by User Name By Date Range	"	11-28-2023	
1	Room Upsell Room Upsell	»	RATE	
2	Rooms OOO/OOS Out of Order / Out of Service Rooms by Date Range		Best Available Rate	•
292	Rooms Queued Count of all rooms queued from Rover By Date Range	»	ROOM TYPES All Selected	
1. in	Tax Exempt Tax Exempt Guests and Groups	. **	RESTRICTION	
1	Travel Agent Commissions Commissions per Travel Agent	»	All Selected	
*	Upsell Number of Upsells from one room type to the next level by day and by user By Day / Use	r 🚿		
-	Vacant Rooms Report Rooms not occupied since X days	»		
t	Web Check In Conversion Conversion details for Web checkin By Month	»:	RUN REPOR	

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.ß

=	S	tay	nto rin Fis	uch	Inn I Tuesday, 2	Reports Inbox 28 November 2023	5	stay ntouch
C Search by Report Name							REPORT REQUESTED Today(11-28-2023	+ NEW REPORT
REPORT REQUESTED						DATE (FROM)	DATE (TO)	CSV/PRINT
Rate & Restrictions						11-01-2023	11-28-2023	
Date Rate Room Type	Single I	Double Ex	tra Adult (hild Clo	ed Closed to Arr	rival Closed to Departure Min Length of Sta	Wax Length of Stay Min Stay Thro	ugh Min Advance Booking Max Advance Booking
11/1/23 Best Available Rate Standard I King Bed	350	350	20	0		and a second		
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 Junior Suite 1 8dm 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 Ming Bed	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 8 drm 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 8drm 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 Standard 2 Queen Beds	455	455	20	0				
11/4/23 Best Available Rate Presidential Suite 1.8drm 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 8drm 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 11/5/23 Best Available Pate Dracidential Suite 1 Birm 1 Ving	350	350	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 Suite 1 King Sofa bed connect to Guest norm 1 King	1900	600	20	0				
11/6/23 Best Available Rate Junior Suite 1 8drm 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 11/7/23 Best Available Rate Suite 1 King Sofe And connect to Construct a Mark	1500	1500	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 Premium 1 King	450	450	20	0				
11/9/23 Best Available Bate Standard 2 Queen Beds	350	350	20	0				
11/9/23 Best Available Rate Presidential Suite 1 8drm 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.



ADJUS RANG	STMENT DATE E (FROM/TO)	Select an adjustment date range.			
ARRIV (FROM	AL DATE RANGE 1/TO)	Select an arrival date range.			
SORT	ВҮ	Choose from Date , Guest User , o	or User .		
E «	rch by Report Name	Erin Fischer Friday, 19 February 202	Report	0	~
	Market Segment S Market Segment Statistics I	itatistics Report Report By Date By Date	»	Rate Adjustment	t Report
44	Mobile Check In Mobile Check In		»	ADJUSTMENT DATE RAN	IGE (FROM)
↓ ↑	Mobile Check In - I Mobile Check In - Now	Now	»	ADJUSTMENT DATE RAN 02-19-2021	IGE (TO)
al	Occupancy & Reve Occupancy & Revenue Stati	enue Summary stics by Day / Date Range by Market By Date Range	»	ARRIVAL DATE RANGE (F	ROM)
ţţţ	Rate & Restriction	S	»	02-12-2021 ARRIVAL DATE RANGE (T	O)
îţi	Rate Adjustment F Rate Adjustment by user / a	Report late range By User / Date Range		02-19-2021	0
2	Reservations By U	Ser yy Date / by User Name By Date Range	»	SORT BY Sort By	•
¢۴	Room Upsell Room Upsell		»		
ħ	Rooms 000/00S Out of Order / Out of Service	e Rooms by Date Range	»		
283	Rooms Queued	from Rover By Date Range	»	RUN REPOR	श

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

DTAL ADJUSTED RESERVATIONS TOTAL ORIGINAL \$740.00	REVENUE TOTAL \$1,0	ADJUSTED REVENUE	\$345.00			(C
		ORIGINAL RATE	ADJUSTED RATE	VARIANCE		
BRITT DE ROLJ 115757	02-15-2021	\$185.00	\$300.00	\$115.00	NEĠ	BRITT DE ROIJ
02-15-2021 10-19-2021	02-16-2021	\$185.00	\$300.00	\$115.00	HEG	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		

PRINT REPORT

									Print		1 page
				Rate Adjustme	nt Report By Use	er / Date Rang	e				
toral adjusted 1	uespanitions	101AL 0H \$740.00	gundi, nëvëncië)	\$1,085.00	\$345.00				Destination	Save as PDF	
RESERVATION			STAY DATE	ORIGINAL RATE	ADJUSTED RATE	VARIANCE	REASON	USER			
BRITT DE ROIJ		1,111,117	02-15-2021	\$185.00	\$300.00	\$115.00	M/S	BRITT DE ROLJ			
102-15-2021	F 02.19.202		02-16-2021	\$185.00	\$300.00	\$115.00	NES	BRITT DE ROU	Pages	All	
+	T		02-17-2021	\$185.00	\$300.00	\$115.00	MIS	BRITT DE ROIJ			
			TOTAL	5740.00	\$1,085.00	\$345.00					
AMITYA DALISTINE SCHTRE DATE S	HT DATES - FROM O FROM OF 12-2022 ONT ONE CTION: AS	10-12-2021 10:02-19-20 CENDRWG	0-02-19-2021					INTERNET PROVIDENT	Pages per sheet Margins	1 Default	
									Options	Headers and foot	ters
										Background grap	hics
									Print using system di	ialogue (\C#P)	Ø
									Open PDF in Preview		ß
										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.



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 .

Sea	rch by Report Name			
	All user login and logout activity By User			
2	Market Segment Statistics Report Market Segment Statistics Report By Date By Date	»	Reservations E CONFIGURE REF	YORT
T	Mobile Check In	»	02-12-2021	8
T	Mobile Check In - Now Mobile Check In - Now	»	02-19-2021	: (TO) 8
1	Occupancy & Revenue Summary Occupancy & Revenue Statistics by Doy / Date Range by Market By Date R	lange	ARRIVAL DATE RANGE (02-12-2021	FROM)
ł	Rate & Restrictions	*	ARRIVAL DATE RANGE (02-19-2021	ro)
ł	Rate Adjustment Report Rate Adjustment by user / date range By User / Date Range	»	USERS All Selected	,
¢	Reservations By User User created Reservations by Date / by User Name By Date Range		OPTION(S)	
t	Room Upsell Room Upsell	*	Include New	
5	Rooms OOO/OOS Dut of Order / Out of Service Rooms by Date Range	*	RATE RUN REPO	RT

), Sear	rch by Report Name			
0	All user login and logout activity By User		DATE	
~	Market Segment Statistics Report Market Segment Statistics Report By Date	>>	All Selected	•
LT.	Mobile Check In Mobile Check In	»	ROOM TYPES All Selected	•
1	Mobile Check In - Now Mobile Check In - Now	>>	MARKET(S)	
đ	Occupancy & Revenue Summary Occupancy & Revenue Statistics by Day / Date Range by Market By Date Range	>>	All Selected	•
ļ	Rate & Restrictions	*	SOURCE(S) All Selected	·
ţ	Rate Adjustment Report Rate Adjustment by user / date range By User / Date Range	»	ORIGIN(S)	
3	Reservations By User User created Reservations by Date/by User Name By Date Range			0.5
1	Room Upsell Room Upsell	»	All Selected	
	Rooms 000/005	1.0		

Search by Report Name			
# All user login and logout activity By User		SOURCE(S)	
Market Segment Statistics Report Market Segment Statistics Report By Date By Date	»	All Selected	٠
Mobile Check In Mobile Check In	>>	ORIGIN(S) All Selected	
Mobile Check In - Now Mobile Check In - Now	»	SEGMENT(S)	
Occupancy & Revenue Summary Occupancy & Revenue Statistics by Day / Date Range by Mo	orket By Date Range	All Selected	•
å Rate & Restrictions የ	»	GUARANTEE TYPE(S) All Selected	٠
Rate Adjustment Report Rate Adjustment by user / date range By User / Date Range	e »	SORT BY Sort By	÷
Reservations By User User created Reservations by Date/ by User Name By Date	e Range	GROUP BY	
Room Upsell Room Upsell	»	Group By	
Rooms 000/00S	*		

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	Manford Ray Party	Re Erin Fise	eservation cher Friday, 191	ns By User	By Date Ra	ange		\sim
USER NEW 9 54	v cancel overrides 0 1	VARIANCE \$345.00 \$15,850.00	R00 75	M NIGHTS				Ð	<u>L</u>
02-12-2	021								
Туре	Guest			Status	Arrival	Ra		Created	
NEW	de Roij, Britt 115756 • 1 nights			NO SHOW	02-12-2021 02:00 PM	SELE BAR	CT QUEEN / \$150.00 ADR	02-12-2021	
02-15-2	021								
Туре	Guest	2		Arroy		Rate		Created	
NEW	de Roij, Britt 115757 • 4 nights	DU	JE OUT	•	02-15-2021 09:44 AM	KING DELUXE BAR / \$271.25 A \$271.25 ADJUST CASH PAYMENT	DR TED	02-15-2021	
ADJUSTMI NEG	ENT REASON			⊞ Bn ∰ Bo	oking.com	continental bre	Bridst		
NEW	de Roij, Britt 115757 • 4 nights	DU	JE OUT	÷	02-15-2021 09:44 AM	KING DELUXE BAR / \$271.25 A \$271.25 ADJUST CASH PAYMENT	DR TED	02-15-2021	
				🏦 Bri Bo	tt Inc. oking.com	Continental Bre	akfast		
ADJUSTM NEG	ENT REASON								
NEW	Davis, Justin 115758 • 4 nights	NC	SHOW	¥	02-15-2021 02:00 PM	SELECT QUEEN BAR / \$150.00 A VISA ENDING V	DR VITH	02-15-2021 JUSTIN DAVIS	
					ŧ			1 2	3

PRINT REPORT

							Print		6 pages
	Rese	rvations By U	ser By Da	te Range					
9 NEW	CANCEL OVERREDES VARIANCE 3345.00	\$15,850.00	поом NIG 75	HTS			Destination	Save as PDF	*
02-12-2021									
TYPE	GUEST		STATUS	ARRIVAL	RATE	CREATED	Pages	All	+
NEW	de Roij, Britt 115756 - I NIGHTS		NO SHOW	02-12-2021 02:00 PM	SELECT QUEEN BAR / \$150.00 ADR	02-12-2021			
				BODKING.COM			Pagas par chaot	4	
02-15-2021							rages per sneet		
TYPE	GUEST		STATUS	ARRIVAL	RATE	CREATED			
NEW	de Roij, Britt 115757 • 4 NIGHTS		DUEOUT	↓ 02:15-2021 09:44 AM	KING DELUKE BAR / \$271.25 ADR \$271.25 ADJUSTED CASH PAYMENT	02-15-2021	Margins	Default	•
				BINTTINC.	CONTINUITAL BREAKFAST			-	
ADJUSTMENT R	EASON						Options	Headers and for the second	oters
NEW	de Roij, Britt 115757 • 4 NIGHTS		DUE OUT	4 02-15-2021 09:44 AM	KING DELUXE BAR / \$271.25 ADR \$271.25 ADJUSTED CASH PAYMENT	02-15-2021		Background gr	aphics
				B BRITT INC, BOOKING.COM	CONTINENTAL BREAKFAST				
ADJUSTMENT R	EASON						Print using system d	lialoque (\\#P)	2
NEW	Davis, Justin 115758 • 4 NIGHTS		NO SHOW	↓ 02-15-2021 02:00 PM	SELECT QUEEN BAR / \$1\$0.00 ADR	02-15-2021 JUSTIN DAVIS			
					1000		Open PDF in Preview	1	Z
				10 H H					
NEW	Pierce, Paul 115759 • 1 NIGHTS		CHECKED	↓ 02:15-2021 02:48 PM	BAY VIEW TERRACE SUITE BAR / \$185.00 ADR WSA ENDING WITH	02-15-2021 HAYET ADHANOM			
				To new	IDCYCLE RENTAL				
02-16-2021									
TYPE	GUEST	STATUS	ARRIVAL		RATE	CREATED			
NEW	Klijnsma, Laureline 115760 • 1 NIGHTS	NO SHOW	↓ 02-16 02:00	-2021 PM	WEXFORD SUITE BAR / \$345.00 ADR	02-16-2021 LAURELINE X			
					WITH IMPE	-		Cancel	Save

CSV EXPORT

	- I - C	Totais															
	Users																
	New Reservation	54															
	Cancelled Reser																
	Overrides	1															
	Variance	345															
	Total Revenue	15850															
	Room Nights	75															
Туре	Confirm No	Guest	Status	Room Type	No of Nights	Arrival Date	Arrival Time	Rate Name	Rate Amount	Rate Adjustment	Group Name	Guarantee Type	Travel Agent	Company	Addons	Created Date	Created User
NEW	115758	de Roj, Britt	NOSHOW	Select Queen		1 02-12-202	1 2:00 Pt	A BAR	150	0			Booking.com			02-12-2021	1
NEW	115757	de Roij, Britt	DUE OUT	King Deluxe		4 02-15-202	1 0:44 AM	A BAR	271.25	271.25			Booking com	Britt Inc.	Continental Brea	02-15-2021	1
NEW	115757	de Roj, Britt	DUE OUT	King Deluxe		4 02-15-202	1 9:44 AM	A BAR	271.25	271.25			Booking.com	Britt Inc.	Continental Brea	02-15-2021	1
NEW	115758	Davis, Justin	NOSHOW	Select Queen		4 02-15-202	1 2:00 Pt	ABAR	150	0				IBM		02-15-2021	1 Justin Davis
NEW	115750	Pierce, Paul	CHECKEDOUT	Bay View Terrac		1 02-15-202	1 2:48 Pt	A BAR	185	0				IBM	Bicycle Rental	02-15-2021	1 Hayel Adhanom
NEW	115760	Klijnsma, Laure	INOSHOW	Wexford Suite		1 02-16-202	1 2:00 PM	A BAR	345	0					Bicycle Rental	02-16-2021	t Laureline X
NEW	115761	de Roj, Britt	CHECKEDOUT	Wexford Suite		0 02-16-202	1 9:15 AM	Advance Depos	276	0		Deposit Receive	b		Refrigerator	02-16-2021	1
NEW	115762	Carran, Steve	NOSHOW	Premium Queen	8	1 02-16-202	1 2:00 P1	ABAR	175	0						02-16-2021	1 Steve Carran
NEW	115763	King, Ryan	CHECKEDOUT	Wexford Suite		0 02-16-202	1 10:23 AM	A Day Use Full	95	0						02-16-2021	1 Steve Carran
NEW	115764	Manaf, Sarah	CHECKEDOUT	Select Queen		1 02-16-202	1 4:45 Pt	A BAR II	150	0					Cleaning Fee	02-16-2021	1
NEW	115765	Barysch, Bernd	CHECKEDOUT	Superior King Se		1 02-16-202	1 11:58 Pt	A BAR	150	0						02-16-2021	1
NEW	115766	Barysch, Birgit	CHECKEDOUT	Select Queen		0 02-16-202	1 12:01 AM	A Day Use Full	91	0						02-17-2021	t.
NEW	115767	SHOLTZ, ALDR	I CHECKEDOUT	Premium Queen		0 02-17-202	1 10:31 AM	A BAR	150	0					Bicycle Rental	02-17-2021	1
NEW	115768	SHOLTZ, ALDR	INOSHOW	Select Queen		1 02-17-202	1 2:00 PI	ABAR	150	0					Bicycle Rental	02-17-2021	1)
NEW	115769	SHOLTZ, ALDR	INOSHOW	Select Queen		1 02-17-202	1 2:00 Pf	A BAR	150	0					Chocolate Dippe	02-17-2021	1 ²
NEW	115770	Charles, Benso	n CHECKEDOUT	King Deluxe		0 02-17-202	1 10:33 AM	A BAR	150	0					Golf Package	02-17-2021	1
NEW	115771	Charles, Benso	n CHECKEDOUT	Premium Queen		1 02-17-202	1 10:38 AM	A BAR	150	0					Golf Package	02-17-2021	1
NEW	115772	Charles, Benso	n CHECKEDOUT	Superior King Si		1 02-17-202	1 3:00 PM	A BAR	150	0					Bicycle Rental, 0	02-17-2021	<u>1</u> 5
NEW	115773	Thompson, Bec	*NOSHOW	Executive 2 Que	1 3	2 02-17-202	1 2:00 Pf	A GROUP	176	0	A&M Banquet				Parking (Self Se	02-17-2021	1
NEW	115774	Johnson, Jeff	NOSHOW	Executive 2 Que		2 02-17-202	1 2:00 P1	I GROUP	176	0	A&M Banquet				Parking (Self Se	02-17-2021	1
NEW	155775	Timble, Coretta	NOSHOW	Executive 2 Que		2 02-17-202	1 2.00 PM	A GROUP	176	0	A&M Banquet				Parking (Self Se	02-17-2021	t
NEW	115776	Peters, Jordan	NOSHOW	Executive 2 Que	()	2 02-17-202	1 2:00 PM	A GROUP	176	0	A&M Banquet				Parking (Self Se	02-17-2021	1
NEW	115777	Hines, Gregory	NOSHOW	Executive 2 Que		2 02-17-202	1 2:00 PI	A GROUP	176	0	A&M Banquet				Parking (Self Se	02-17-2021	1
NEW	115778	Bublee, Doug	NOSHOW	Executive 2 Que		2 02-17-202	1 2.00 PM	A GROUP	176	0	A&M Banquet				Parking (Self Se	02-17-2021	1
NEW	115779	Mock, Janet	NOSHOW	Executive 2 Que		2 02-17-202	1 2:00 Pt	A GROUP	174	0	A&M Banquet				Parking (Self Se	02-17-2021	1
NEW	115780	King, Larry	NOSHOW	Executive 2 Que	()	2 02-17-202	1 2:00 Pf	A GROUP	176	0	A&M Banquet				Parking (Self Se	02-17-2021	t
NEW	115781	Hinabi, Ginaq	NOSHOW	Executive 2 Que		2 02-17-202	1 2:00 P1	A GROUP	176	0	A&M Banquet				Parking (Self Se	02-17-2021	1
NEW	115782	Hiffenigle, Bjorr	NOSHOW	Executive 2 Que		2 02-17-202	1 2:00 P1	A GROUP	170	0	A&M Banquet				Parking (Self Se	02-17-2021	1
NEW	115783	Ubuntu, Kiamdi	NOSHOW	Executive 2 Que		2 02-17-202	1 2:00 Pf	A GROUP	176	0	A&M Banquet				Parking (Self Se	02-17-2021	1
NEW	115784	Clark, Keidha	NOSHOW	Executive 2 Que		2 02-17-202	1 2:00 P1	A GROUP	176	0	A&M Banquet				Parking (Self Se	02-17-2021	1
NEW	115785	Gross, Jerry	NOSHOW	Executive 2 Que		2 02-17-202	1 2:00 PM	A GROUP	176	0	A&M Banquet				Parking (Self Se	02-17-2021	1
NEW	115786	Roper, Derrick	NOSHOW	Executive 2 Que		2 02-17-202	1 2:00 P1	# GROUP	176	0	A&M Banquet				Parking (Self Se	02-17-2021	1
NEW	115787	McGione, Tyrus	KNOSHOW	Executive 2 Que	6 8	2 02-17-202	1 2:00 PM	A GROUP	176	0	A&M Banquet				Parking (Self Se	02-17-2021	1

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.



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DATE (FRON	RANGE ⁄/TO)	Select a date range.		
ORIGI	N(S)	Choose from SELECT ALL, EMAIL FI GUEST, SMS FROM GUEST, DIREC	ROM HO F URL, <i>I</i>	OTEL, EMAIL FROM APP, or ZEST STATION.
URL(S)	Select from hotel URLs.		
E «	REPORTS INBOX	New Report Erin Fischer Tuesday, 28 November 2023		See Wexford Bay
Q, Sea	arch by Report Name			
↓ ↑	Room Upsell			Room Upsell CONFIGURE REPORT
ħ	Rooms OOO/OOS Out of Order / Out of Service	e Rooms by Date Range	»:	DATE RANGE (FROM) 11-21-2023
<u></u>	Rooms Queued	from Rover By Date Ronge	»	DATE RANGE (TO)
~th	Tax Exempt Tax Exempt Guests and Gro	ups	»	ORIGIN(S)
**	Travel Agent Com Commissions per Travel Age	missions ent	»	All Selected •
*	Upsell Number of Upsells from one	e room type to the next level by day and by user By Day / User	»	Select URL(s)
ħ	Vacant Rooms Rep Rooms not occupied since >	oort K days	»	
÷	Web Check In Con Conversion details for Web	version checkin By Month	»	
↓ ↑	Web Check In Con Conversion details for late of	version By Day check out and web in	»	
•	Web Check Out Co Conversion details for late of	onversion check out and web check out By Month	.	
~t	Yearly Tax Report Company or Travel Agent A	ccounts with total net revenue over EUR 250.00.	»	

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

Ξ	Reports Inbox Erin Fischer Tuesday, 28 November 2023	3	State
C Search by Report Name		REPORT REQUESTED Today(11-28-2023)	+ NEW REPORT
REPORT REQUESTED	DATE (FROM) DATE (TO)	CSV/PRINT
Room Upsell	11-21-2023	11-28-2023	» 上 😫

REPO	RTS INBOX	Erin Fisch	Room Upsell er Tuesday, 28 Novemb	ber 2023		ST WEXFORD BAY
	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 BUSINESS DATE: 11-28-2023 USER: ERIN FISCHER

11/28/23, 12:31 PM

Room Upsell

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 - FRO DRIGINS: ALL ORIG URLS:	0M: 11-21-2023 TO: 11 GINS	-28-2023			BUS	INESS DATE: 11-28- USER: ERIN FISC

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.



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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.

«	REPORTS INBOX	Heather's Place New Report Erin Fischer Friday, 9 December 2022		staynt	ouch
۵, Sea	rch by Report Name				
-	Rooms OOO/OOS Out of Order / Out of Service Rooms	by Date Range		Rooms OOO CONFIGURE RE	/OOS PORT
000	Rooms Queued			DATE RANGE (FROM)	
233	Count of all rooms queued from Rov	er By Date Range		11/01/2022	
, én	Tax Exempt Tax Exempt Guests and Groups		»	DATE RANGE (TO) 11/30/2022	
1	Travel Agent Commission Commissions per Travel Agent	ns	»	FLOOR	
*	Upsell Number of Upsells from one room ty	pe to the next level by day and by user By Day / User	»	All Selected	•
				REASON	
5	Vacant Rooms Report Rooms not occupied since X days		»	All Selected	•
¥	Web Check In Conversion Conversion details for late check out	n and web in By Month	>	SHOW	
1	Web Check In Conversion Conversion Details For Web Checkin	n By Day ^{By Day}	»	SODT BY	
↑	Web Check Out Convers Conversion details for late check out	ion and web check out By Month	»	Room No	•
nin	Yearly Tax Report	vith total net revenue over EUR 250.00.	»		
min	Yearly Tax Report Company or Travel Agent Accounts v	vith total net revenue over EUR 250.00.	>>	RUN REPO	

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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

I, OOO ROOMS	TOTAL OOS ROOMS						9
	Room Type	Status	Return Status		End Date		
101	King 250 square feet	000	INSPECTED	11/09/2022	11/11/2022	A/C Not Working	
105	King 250 square feet	000	INSPECTED	11/09/2022	11/11/2022	A/C Not Working	
107	Deluxe King	005	INSPECTED	11/09/2022	11/12/2022	Room Damage	Previous guest damaged the furniture and carpets
:05	King 250 square feet	005	INSPECTED	11/09/2022	11/11/2022	Painting	
ATE RANGE - I	ROM: 11/01/2022 TO: 11	/30/2022					BUSINESS DATE: 12/09/20

			ĝ	Stavnto Heather's Rooms OO	uch o/oos			- THR			- page
OTAL GOO ROOMS	TOTAL OOS ROOMS							Destination		Save as PDF	*
ROOM NO.	ROOM TYPE	STATUS	S RETURN STATUS	START DATE	END DATE	REASON	COMMENTS	Pages	All		*
101	KING 250 SQUARE FEET	000	INSPECTED	11/09/2022	11/11/2022	A/C NOT WORKING					
105	KING 250 SQUARE FEET	000	INSPECTED	11/09/2022	11/11/2022	A/C NOT WORKING		Pages per sheet	1		*
107	DELUXE KING	005	INSPECTED	11/09/2022	11/12/2022	ROOM DAMAGE	PREVIOUS GUEST DAMAGED THE FURNITURE AND CARPETS	1000000	4,67	2000	
205	KING 250 SQUARE FEET	005	INSPECTED	11/09/2022	11/11/2022	PAINTING		Margins	De	fault	
DATE RANGE (FROM:	11/01/2022 TO: 11/30/	2022					REPORTS DATE 12/09/2022				
SOUT IN ROOM NO S SHOW INCLUDE OOD FLOORS ALL FLOORS	ORT DIRECTION ASCE ROOMS, INCLUDE OD	NDING 5 ROOMS					USER: ERIN FISCHER	Options		Headers and footer:	s
SORT IM, ROOM NO S SHOW: INCLUDE OOC FLOORS: ALL FLOOR REASONS: ALL REASO	ORT DRECTION ASCE ROOMS, INCLUDE OD	NDING 5 ROOMS					USER, ERIN FISCHER	Options		Headers and footers Background graphic	s
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SOPT IN ROOM NO 3 SHOW INCLUDE DOC FLOOPS- ALL FLOOPS REASONS- ALL FLOOPS REASONS- ALL REASO	ORT DRITCHON ASCE ROOMS, INCLUDE OD	NDING 5 ROOMS					USCIL ERON PISCHER	Options Print using system di Open PDF in Preview	ialogue	Headers and footer: Background graphic (\odot #P)	s cs IZ
SOFT IN ROOM NO FINOW INCLUDE DOO IT COMS: ALL FLOOR REDSONS: ALL REAS	diar Galacchaen, Ascel Rooms, Include Go: RNS	NDING 5 ROOMS					USCIL ERON PISCHER	Options Print using system di Open PDF in Preview	ialogue	Headers and footer: Background graphic (수배P)	s cs [2
SORT IN ROOM NO HOW: INCLUDE DOC FLOOKS: ALL FLOOR FLOORS: ALL FLOOR FLOORS: ALL FLOOR	dar Galicchan, Ascel Roous, Include oo: Nis	NDING \$ ROOMS					USER: ERRN FISCHER	Options Print using system di Open PDF in Preview	ialogue	Headers and footer: Background graphic (수 #P)	s CS C
Soft in Room of	dar Galerhan, Ascel	NDING S ROOMS					USCIL ERON PISCHER	Options Print using system di Open PDF in Preview	ialogue	Headers and footer: Background graphic (소육P)	s Cs C
SORT IN ROOM NOT	dar Galechaw, Ascel Roous, Include doo Nes	NDING S ROOMS					USCIL ERON PISCHER	Options Print using system di Open PDF in Preview	ialogue	Headers and footer: Background graphic (슈#P)	s :s [2
Soft m Room of	dar Galicchan, Ascel Roous, Include oo: Nis	IDING ROOMS					USER: ERRN FISCHER	Options Print using system di Open PDF in Preview	ialogue	Headers and footer: Background graphic (승육P)	s CS E

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.

FIND RESERVATION	Stay Card Erin Fischer Tuesday, 28 November 2023		T WEXFORD BAY
Jane Doe			
124193 UPCOMING	🛃 Tuesday 11-28-2023 🚺 Wednesday 11-29-2023 💝	4	4:00 PM GUESTS 1 🔆 NIGHTS 1 💥
* 1	RATES & ADD ONS		CHECK IN
CURRENT	\$ 730.80 BAR RATE >>	AND-ONS	GUEST TO PAY
HISTORY	WAKE UP NEWSPAPER		
	Not Set Select Newspaper	•	
	LOYALTY SELECT LOVALTY PROGRAM •	BILL & CHARGES	
	ROOM ATTENDANCE	*	
	ADDITIONAL DETAILS	*	
	TAX EXEMPT		
	Tax Exempt Reference (200 chars.)		
			CANCEL RESERVATION
	OFF ON Select Reservation Type		COPY RESERVATION



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Select a date range.
Name of the Company or Travel Agent associated with a reservation.
Name of the group associated with a reservation.
Select checkbox for SHOW VAT WITH RATES
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.

«	REPORTS INBOX Erin Fischer Tuesday, 28 November 2023		T WEXFORD BAY		
Q. Sean	ch by Report Name				
ħ	Nooms UUU/UUS Out of Order / Out of Service Rooms by Date Range	»			
294	Rooms Queued Count of all rooms queued from Rover By Date Range	»	DATE RANGE (FROM)		
~	Tax Exempt Tax Exempt Guests and Groups		DATE RANGE (TO)		
↓ ↑	Travel Agent Commissions Commissions per Travel Agent	>>	11-28-2023		
*	Upsell Number of Upsells from one room type to the next level by day and by user By Day / User	»	COMPANY / TRAVEL AGENT		
'n	Vacant Rooms Report Rooms not occupied since X days	»	GROUP CODE		
¥	Web Check In Conversion Conversion details for Web checkin By Month	*	VAT		
۱	Web Check In Conversion By Day Conversion details for late check out and web in	»	SHOW VAT WITH RATES		
↑	Web Check Out Conversion Conversion details for late check out and web check out By Month	»	INCLUDE LONG STAYS		
-	Yearly Tax Report Company or Travel Agent Accounts with total net revenue over EUR 250.00.	>>	TAX EXEMPT TYPES		
11	Zest App Campaign Report Zest App Campaign Report	»	RUN REPORT		

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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 Erin Fischer Tuesday, 28 November 2023		S WEXFORD BAY
C Search by Report Name		REPORT REQUESTED Today(11-28-2023)	+ NEW REPORT
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Tax Exempt Today at 06:37 AM	11-21-2023	11-28-2023	» 上 😑

K REPORTS INBOX		Erin Fischer Tuesday, 28 November 2023		T WEXFORD BAY
L TAX EXEMPT RESERVATIONS				Ē
IESERVATION	~			PATE
JIM JORDAN	124055	ALL TAX	11-19-2023	\$ 76.00
4 11-19-2023 † 11-22-2023			11-20-2023 MONDAY	\$ 87.00 GROUP INC
CONGR231119-145204			11-21-2023 TUESDAY	\$ 87.00 GROUP INC
			11-22-2023 WEDNESDAY	(.
MIKE MCCARTHY	124056	ALL TAX	11-19-2023	\$ 76.00
11-19-2023 🕈 11-22-2023			11-20-2023	\$ 87.00 GROUP INC
0 CONGR231119-145204			11-21-2023 TUESDAY	\$ 87.00 GROUP INC
			11-22-2023 WEDNESDAY	-
HAKEEM JEFFERIES	124057	124057 ALL TAX	11-19-2023	\$ 76.00
11-19-2023 🕈 11-22-2023			11-20-2023 MONDAY	\$ 87.00 GROUP INC
CONGR231119-145204			11-21-2023 TUESDAY	\$ 87.00 GROUP INC
			11-22-2023 WEDNESDAY	
	124058	ALL TAX	11-19-2023 SUNDAY	\$ 76.00 GROUP INC
11-19-2023 🕈 11-22-2023			11-20-2023 MONDAY	\$ 87.00 GROUP INC
CONGR231119-145204			11-21-2023 TUESDAY	\$ 87.00 GROUP INC
			11-22-2023 WEDNESDAY	54) 54)
JANE DOE	124193	STATE AND OCCUPANCY TAX	11-28-2023 TUESDAY	\$ 730.80 BAR RATE
↓ 11-28-2023 ↑ 11-29-2023			11-29-2023 WEDNESDAY	S)
TE RANGE FROM 11-21-2023 TO 11-28-2023				BUSINESS DATE 11-28

11/28/23, 12:38 PM		Ta	ax Exempt	
		Tax Exempt		
TOTAL TAX EXEMPT RESERVATIONS 5				
RESERVATION		TAX EXEMPT TYPE	STAY DATE	RATE
JIM JORDAN	124055	ALL TAX	11-19-2023 SUNDAY	\$ 76.00 GROUP INC
↓ 11-19-2023 ↑ 11-22-2023 ☆ CONGR231119-145204	2023		11-20-2023 MONDAY	\$ 87.00 GROUP INC
			11-21-2023 TUESDAY	\$ 87.00 GROUP INC
			11-22-2023 WEDNESDAY	•
MIKE MCCARTHY	124056	ALL TAX	11-19-2023 SUNDAY	\$ 76.00 GROUP INC
↓ 11-19-2023 ↑ 11-22-2023 @ CONGR231119-145204			11-20-2023 MONDAY	\$ 87.00 GROUP INC
() condition interv			11-21-2023 TUESDAY	\$ 87.00 GROUP INC
			11-22-2023 WEDNESDAY	- (A) - (
HAKEEM JEFFERIES	124057	ALL TAX	11-19-2023 SUNDAY	\$ 76.00 GROUP INC
↓ 11-19-2023 ↑ 11-22-2023			11-20-2023 MONDAY	\$ 87.00 GROUP INC
			11-21-2023 TUESDAY	\$ 87.00 GROUP INC
			11-22-2023 WEDNESDAY	2
	124058	ALL TAX	11-19-2023 SUNDAY	\$ 76.00 GROUP INC
↓ 11-19-2023 ↑ 11-22-2023			11-20-2023 MONDAY	\$ 87.00 GROUP INC
			11-21-2023 TUESDAY	\$ 87.00 GROUP INC
			11-22-2023 WEDNESDAY	2
O JANE DOE	124193	STATE AND OCCUPANCY TAX	11-28-2023 TUESDAY	\$ 730.80 BAR RATE
↓ 11-28-2023 ↑ 11-29-2023			11-29-2023 WEDNESDAY	*

DATE RANGE FROM 11-21-2023 TO 11-28-2023

BUSINESS DATE 11-28-2023
 USER ERIN FISCHER

CSV EXPORT

Total Count:	5												
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
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.



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

TRAVEL AGENTS

Choose from **SELECT ALL** or other individual Travel Agents.

«	REPORTS INBOX Erin Fischer Tuesday, 28 November 2023		S WEXFORD BAY
Q, Sea	rch by Report Name		
'n	ROOMS UUU/UUS Out of Order / Out of Service Rooms by Date Range	»	Travel Agent Commissions
293	Rooms Queued Count of all rooms queued from Rover By Date Range	»	DATE RANGE (FROM)
~in	Tax Exempt Tax Exempt Guests and Groups	»	DATE RANGE (TO)
¥↑	Travel Agent Commissions Commissions per Travel Agent		11-28-2023
*	Upsell Number of Upsells from one room type to the next level by day and by user By Day / User	»	TRAVEL AGENTS All Selected
5	Vacant Rooms Report Rooms not occupied since X days	»	
Ŧ	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	»	
Ť	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	*	RUN REPORT

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

•

Erin Fis	Reports Inbox cher Tuesday, 28 November 2023		ST WEXFO	ORD BAY
🚱 🔍 Search by Report Name		REPORT REQUEST Today(11-28-202	ED •	NEW REPORT
REPORT REQUESTED	DATE (FROM)	DATE (TO)		CSV/PRINT
	11-21-2023	11-28-2023	»	<u>×</u> 9

«	2	WEXFORD BAY						
VEL AGENT	s total 904.00							
IUSKY T	RAVEL PARTNERS, IATA: 58	500023						
ROOM	GUEST	RATE CODE	RATE AMOUNT		COMMISSION			
				Revenue	96/\$	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		
OM 11-2	1-2023 TO 11-28-2023				BUS	USER ERIN FISC		

11/28/23, 12	2:46 PM		Travel Agent Co	mmissions		
			Travel Agent Commissio	ns		
TRAVEL AG 1 HUSKY T	ENTS TOTAL 904.00 RAVEL PARTNERS, IATA: 585000	23				
ROOM	GUEST	RATE CODE	RATE AMOUNT	COMMISSION		
				Revenue	96/3	Net Arrit
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.



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DATE RANGE (FROM/TO)	Select a date range.
SORT BY	Choose from Channel, Date, Guest Name, or User.

= «	REPORTS INBOX	Stayntouch Hotel New Report Erin Fischer Monday, 12 September 2022		staynto	ouch
Q Sea	rch by Report Name				
~*	Tax Exempt Tax Exempt Guests and Groups		»	Upsell CONFIGURE REP	ORT
**	Travel Agent Commiss	ions	»	DATE RANGE (FROM)	111
*	Upsell Number of Upsells from one room	type to the next level by day and by user By Day / User		DATE RANGE (TO)	100
*	Vacant Rooms Report Rooms not occupied since X days		»	SHOW UPSELLS OF	ILY.
÷	Web Check In Conversion details for late check of	on ut and web in By Month	»	SORT BY	
44	Web Check In Conversion Details For Web Check	on By Day ^{In By Day}	»	Date	·
•	Web Check Out Conver Conversion details for late check of	rsion ut and web check out By Month	»		
~	Yearly Tax Report Company or Travel Agent Account	s with total net revenue over EUR 250.00.	»		
44	Zest App Campaign Re Zest App Campaign Repart	port	»	RUN REPOR	T

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

Ξ	Stayntouch Hotel Reports Inbox Erin Fischer Mondoy, 12 September 2022	stay	touch
C Search by Report Name		REPORT REQUESTED Today(09/12/2022)	+ NEW REPORT
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Solution State Sta	01/01/2022	09/12/2022	» 🛃 😫

OMS UPSOLD	\$ 50.00	E PMS \$ 50.00	0 \$ 0.00	\$ 0.00 \$	0.00						9
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

PRINT REPORT

12/09/2022.14	1:25			Up	Stay Stayn sell B	Upsell By D mtouch touch Hotel by Day / User	ay / Use	r				P
ROOMS UPSO 3		ll revenue .00	\$ 50.00	\$ 0.00	2657 \$ 0.0	APP XIOSK 00 \$ 0.00						P
DATE	USER	CHANNEL	GUEST	FROM ROOM TYPE	LEVEL	TO ROOM TYPE	LEVEL	ORIGINAL RATE PRICE	AMOUNT	NIGHTS	AMOUNT	1055
04/27/2022	ERIN FISCHER	PMS	ERIN FISCHER	STANDARD	1	PARK VIEW KING	2	\$ 199.00	\$ 0.00	1	\$ 0.00	P
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	1	PARK VIEW QUEEN	2	\$ 199.00	\$ 50.00	1	\$ 50.00	N
DATE RANGE SORT BY: DA	FROM 01/0 TE SORT DIRE	1/2022 TO 0	9/12/2022 NDING						1	USINESS DA	ERIN FISCHER	

Print		1 page
Destination	Save as PDF	. *
Pages	All	*
Pages per sheet	1	*
Margins	Default	Ŧ
Options	Headers and footers	
	Background graphics	8
Print using system di	alogue (쇼ː왕P)	
Open PDF in Preview		Ø



CSV EXPORT

_	A	В	С	D	E	F	G	н	1	J.	К	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).



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**.

«	REPORTS INBOX Erin Fischer Tuesday, 28 November 2023		2 WEXFORD BAY
Q. Sea	rch by Report Name		
h	ROOMS OOU/OOS Out of Order / Out of Service Rooms by Date Range	»	Vacant Rooms Report
<u>_</u> 2032	Rooms Queued Count of all rooms queued from Rover By Date Range	»	MIN. DAYS NOT OCCUPIED
m	Tax Exempt Tax Exempt Guests and Groups	»	SODT DY
	Travel Agent Commissions Commissions per Travel Agent	»	Room Number •
*	Upsell Number of Upsells from one room type to the next level by day and by user By Day / User	»	
h	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	»	
1	Web Check Out Conversion Conversion details for late check out and web check out By Month	»	
m	Yearly Tax Report Company or Travel Agent Accounts with total net revenue over EUR 250.00.	»	
*↑	Zest App Campaign Report Zest App Campaign Report	»	

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

Ξ.	Reports Inbox Erin Fischer Tuesday, 28 November 2023		S WEXFORD BAY
C Search by Report Name		REPORT REQUESTED Today(11-28-2023)	HNEW REPORT
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Vacant Rooms Report Today at 06:53 AM	N/A	N/A	» 🗴 😭

	Vacan Erin Fischer	t Rooms Report Tuesday, 28 November 2023	ST WEXFORD BAY
ROOMS 68			e
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

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.



DATE RANGE (FROM/TO)	Select a date range.			
SORT BY	Select Date .			
	Wexford Bay Hotel New Report Erin Fischer Wednesday, 28 July 2021		WEXFORD BA	HOTEL CY
Q. Search by Report Name				
Tax Exempt Tax Exempt Guests and Group	s	*	Web Check In Cor By Day	nversion
	issions	»	DATE RANGE (FROM)	UKI.
★ Upsell Number of Upsells from one re	oom type to the next level by day and by user By Day / User	»	01-01-2021 DATE RANGE (TO)	
Vacant Rooms Repo	ays	»	07-28-2021	
Web Check In Conve Conversion details for Web ch	ersion eckin By Month	»	SORT BY Date	•
Web Check In Conve Conversion details for late che	ersion By Day Eckout and Web in			
↑ Web Check Out Con Conversion details for late che	version sck out and web check out By Month	»		
Yearly Tax Report Company or Travel Agent Acco	ounts with total net revenue over EUR 250.00.	»		
✓↑ Zest App Campaign Zest App Campaign Report	Report	»	RUN REPOR	π

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:
 - o 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

	Wexford Bay Hotel Reports Inbox Erin Fischer Wednesday, 28 July 2021	Sta wear	
C Search by Report Name		REPORT REQUESTED Today(07-28-2021)	+ NEW REPORT
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT
Web Check In Conversion By Day Today at 09:10 AM	01-01-2021	07-28-2021	» 🗴 😌

Ξ	«	REPORTS INBOX	We	xford	Bay H	Iotel Erin Fisc	Neb C	heck	July 2021	versio	n By [Day	Set.	B wexe	ORD BAY	HOTEL -
ема 15	ILS SENT 9	UP SELL CONVERSION	REVENUE \$2,220.00	CONVER 27.6	sion to 7% 4	TAL WEB CHE	CK-INS									ę
		GUESTS SENT EMAIL	UP SELL 2	LEVEL 1 T	O LEVEL	UP SELL 3	LEVEL 1 T	O LEVEL	UP SELL 3	LEVEL 2 T	O LEVEL	ALL UP	SELLS		WEB C	HECK 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
									214							
									Show	ving 1-25	of 209 it	ems				NEXT 🕨

PRINT REPORT

socialist 159	20.13%	\$2,220.00	27.67	96	101%, WEB CHE 44	26.005									
	GUESTS SENT EMAIL	UP SELL LE	VEL 1 TO L	EVEL 2	UP SELL U	EVEL 1 TO	LEVEL 3	UP SELL UP	IVEL 2 TO L	EVEL 8	ALL UP SE	11.5		WEB CH	ECK INS
		CONE	CNI.	RC's.	604/6	2312	REC	CONN.	cast.	ACU.	CONTE.	OU	atta.	mpriat.	CENT
11, JAN 2021	3	0.00%	0	0.00	0.00%	8	0.00	0.00%	0.	0.00	8.00%	-6	0.00	4	6.00%
32, JAN 2521	0	NJA	0	0.00	N/K	. 0	6.00	N/A.	8	0.00	N/N	0	0.00		N/R
0, JAN 2021	0	.N/A	0	0.00	N/A	8	0.06	N/A	0	0.00	N/A		0.00		NJA.
4, JAN 2021	0	9,04	0	0.00	N/A		8.00	N/A		0.00	N/N		0.00		84,18,
6, JAN 2023	0	94/A	0	6.08	N/A		0.00	96/A		0.00	N/A	0	0.00	0	AL/A
M, JAN 2021	0	H(A	0	0.00	N/N	8	0.00	n/A	0	0.00	N/A		0.00		16/6
IF, JAN 2021	1	0.00%	0	0.00	8.00%		6.00	8.00%		0.00	8.00%		0.00		8.00%
18, JAN 2021	0	N/A	0	0.00	N/A		0.00	N/A		0.00	M/A		0.00		NJA.
9, JAN 2023	8	N/A	0.	0.00	R/A		8.66	N/A		0.00	N/N		0.00		84,04
0, JAN 2521	0	N/A	0	0.00	8,16		6.00	HijA	0	0.00	94/A	8	0.00		84/6
1, JAN 2021	2	30.00%	1	38.00	8.00%		0.00	0.00%	8	0.00	50.00%	Τ.	30.00	1	35.00%
2, JAN 2021	8	NIA		0.08	N/A		1.00	N/A		0.90	N/R		9.90		AU.
3, JAN 2021	U	N/A	0	0.00	N/A.		0.00	N/A		0.00	M/A		0.00		54,04
4, JAN 2025	1	0.00%	0.	0.00	33.37%	3	30.00	8.00%		0.00	13.17%	1	90.00	2	66.679
5, JAN 2021	0	N/A	4	0.09	N/A		8.00	hijA.		0.00	N/A		0.20		14/6
6, JAN 2021	0	A(A	0	0.08	NA		0.00	N/A		0.00	N/A		0,00		104
7, JAN 2021	8	AUA	8	0.00	NJA		8.00	N/A.		0.90	N/R		0.00		AL.
8, 345 2021	1	0.00%	0	0.00	0.00%		0.00	0.00%	W	0.00	6.00%		0.00		0.00%
9, JAK 2021	2	0.00%	9	0.09	0.00%		0.00	0.00%	0	0.00	0.00%	0	0,00	2	100.00
0, JAN 2021	2	50.00%	1	30.05	8.00%		0.00	8.00%		0.00	50.00%	1	30.00	1	90.00%
1, JAN 2025	0	NOA	0	0.00	NJA		0.00	N/A	0.0	0.00	N/H		0.00	8	N/A
2, JAN 2021	8	NJA	9	0.00	N/A		0.00	N/A		0.90	N/R.		9.99	8	. 64.14.
1, JAN 2021	0	N/A	0	0.00	N/A		10.00	N/A	0	0.00	14/h		0.00		N/A
4, JAN 2025	0	N/R	0	0.00	76/6		0.90	16/8	8	0.00	165		0,00		14/8
5, JAN 2021	1	0.00%	0	0.00	0.00%		8.00	0.00%		0.00	8.00%		0.00		1.00%
15. JAN 2021	1	0.00%	0	0.00	0.00%		0.00	0.00%	a	0.00	2.00%		0.00		0.00%

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	GUESTS SENT EMAIL	UP SELL LE	45.1 TO 1	EVEL 2	UPSELL	EVEL 1 TO	LEVEL3	UP SELL L	EVEL 2 TO L	EVEL 3	ALL UP SE	45		WES CO	ECK INS
		C12914	CNT.	10%	02944	4343.	815	0289	003	101	0019	cet	atu.	mprise.	02294
27, 345 2021	1	0.00%	0	0.00	0.00%		0.00	0.00%	U	0.00	6.00%		0.00		0.00%
28, JAN 2021	8	N/R	8	0.08	76/6		8.90	N/R	- 0	0.00	R(8	8	0.00		8,8
29, JAN 2021	1	100.00%	1	30.00	0.00%	. 8	0.00	8.00%	0	0.00	100.00%	1	30.00	1	100.00%
30, JAN 2021	0	NA	0	0.00	14/4		0.00	N/A		0.00	N/N	.0	0.00		N/A

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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.

DATI (FRO	E RANGE M/TO)	Select a date range.			
SOR	ГВҮ	Select Date .			
E «	REPORTS INBOX	Wexford Bay Hotel New Report Erin Fischer Thursday, 29 July 2021		WEXFORD BA	e Hotes 🔤 🔨
Q, Sea	rch by Report Name				
with	Tax Exempt Tax Exempt Guests and Groups		>>	Web Check In Con CONFIGURE REP	nversion
44	Travel Agent Commission Commissions per Travel Agent	ns	*	DATE RANGE (FROM)	
*	Upsell Number of Upsells from one room ty	pe to the next level by day and by user By Day / User		DATE RANGE (TO) 07-29-2021	111
'n	Vacant Rooms Report Rooms not occupied since X days		*	SODT BY	
¥	Web Check In Conversio Conversion details for Web checkin E	n sy Month		Date	•
	Web Check In Conversio Conversion details for late check out	n By Day and web in	»		
Ŷ	Web Check Out Convers Conversion details for late check out	ion and web check out By Month	»		
~	Yearly Tax Report Company or Travel Agent Accounts v	vith total net revenue over EUR 250.00.	»-		
44	Zest App Campaign Rep Zest App Campaign Report	ort	»	RUN REPOR	T

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:
 - o 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
 - o CONV .: (% of reservations who converted for web check in)

	Wexford Bay Hotel R Erin Fischer Thursday, 2	Wexford Bay Hotel Reports Inbox Erin Fischer Thursday, 29 July 2021					
C Search by Report Name			REPORT REQUESTE Today(07-29-202	• NEW REPORT			
REPORT REQUESTED		DATE (FROM)	DATE (TO)	CSV/PRINT			
Web Check In Conversion		01-01-2021	07-29-2021	» × 😁			

E « REPO	ORTS INBOX	exford B	ord Bay Hotel Web Check In Conversion By Month Erin Fischer Thursday, 29 July 2021										mi 🔄		
EMAILS SENT UP S 159 20	ELL CONVERSION	REVENUE \$2,220.00	CONVERSION 27.67%	total 44	WEB CHECK-IN	(Ś.									9
	GUESTS SENT	EMAIL UP SE	LL LEVEL 1 TO I	EVEL 2	UP SELL I	EVEL 1 T	O LEVEL 3	UP SELL I	EVEL 2 T	D LEVEL 3	ALL UP S	ELLS		WEB CH	ECK 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	10.004	No 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	25.004	Yo 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%
DATE RANGE - FRO SORT BY: DATE SO	M: 01-01-2021 TO RT DIRECTION: AS	07-29-2021 SCENDING											BUSIN	ESS DATE	07-29-2021 RIN FISCHER

SORT BY DATE SORT DIRECTION: ASCENDING

PRINT REPORT

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22.58%		634.00	11	30.00%				
10.00%	*	290.00	13	32.56%	Pages per sheet	1		-
28.57%	6	420.00	1	14.29%	i allos ber anner			
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29.13%	32	2220.00	44	27.67%	Margins	De	rault	
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6
Web Check In Conversion By Month

				W	eb Check	In Con	version t	By Month						
159	20.13%	52,220.00	27.679	6 44	AL MESCHED	- 345								
	GUESTS SENT EMAIL	UP SELL	LEVEL 1 TO .	LEVEL 2	UP SELL L	UP SELL LEVEL 1 TO LEVEL 3			1/P SELL LEVEL 2 TO LEVEL 3			ALL UP SELLS		
		0.02110	OUT	NEX.	CONV	110	405.	EDM	colt.	HEV.	CEINI.	.out.	804	111
JANUARY 2023	19	15.79%	18	90.00	5.29%	1	90.00	0,00%		0.00	23.05%	+	180.00	T.:
FEBRUARY 2021	203	10.00%	.8	90.50	30.00%	3	270.90	0.00%	8	9.00	22.00%	6	360.00	9
MARCH 2021	40	15.00%	4	300.00	5.00%	2	270.00	2.50%	1	10.00	22.58%		636.00	13
APRIL 2021	40	2.50%	- 1	30.00	8.00%	2	180.00	2.50%	1	180.00	10.00%	-4	390,00	13
MAY 2021	21	9.52%	2	60.00	18.05%	4	360.000	0.00%		0.00	28.57%	6	420.00	3
JUNE 2021		25.00%	1	30.00	0.00%	8.	0.00	25,00%	1	180.00	50.00%	2	210.00	
3003 2021	5	20.00%	1	30.90	12.00%		0.00	0.00%	0	9.00	22.00%	4	30.00	
TOTAL	159	10.69%	17	635.00	7.55%	13	1170.00	1.89%	3	429.00	20.13%	32	2220.00	44
SANT RENDE - P	ICH 81-01-3821 TO 87-39-38	12.5											-	500733 43

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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.

(FROM/TO)	Select a date range.			
SORT BY	Select Date .			
REPORTS INBOX	Wexford Bay Hotel New Report Erin Fischer Wednesday, 28 July 2021		S wexford bay i	
Q. Search by Report Name				
Tax Exempt Tax Exempt Guests and Groups		*	Web Check Out Con CONFIGURE REPOR	version
Travel Agent Commissions per Travel Agent	ions	»	DATE RANGE (FROM) 01-01-2021	
★ Upsell Number of Upsells from one room	type to the next level by day and by user By Day / User	»	DATE RANGE (TO) 07-28-2021	
Acoms not occupied since X days		*	SORT BY	
Web Check In Conversion details for Web checkin	on By Month	**	Date	•
Web Check In Conversi Conversion details for late check o	on By Day ut and web in	*		
Web Check Out Conver Canversian details for late check o	r sion ut and web check out By Manth			
Yearly Tax Report Company or Travel Agent Accounts	s with total net revenue over EUR 250.00.	»		
✓↑ Zest App Campaign Re Zest App Campaign Report	port	»	RUN REPORT	

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:
 - o 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

	Wexford Bay Hotel Report Erin Fischer Wednesday, 28 July 2	ts Inbox	Str wenter	DRD BAY HOTEL
C 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	» 🗴 😭

K REF	PORTS INBOX	Wexford	Bay	Hote	Erin Fische	o Che	eck Ou Inesday, 28	t Con	vers	ion By	Mont	h	\$\$ we	CFORD BAY	HOTEL
61 LA	E CHECK OUT CONVERSION	REVENUE \$200.04	CONV 9.2	ersion 0%	TOTAL WEB (CHECK-0	UTS								ę
	GUESTS SENT EMAIL	LATE CHE	CK OUT	T 1 PM	LATE CH	ECK OUT	T 2 PM	LATE CH	IECK OU	T 8 PM	ALL LATE	снеск	ουτ	WEB CHE	CK 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 - FE	ROM: 01-01-2021 TO: 07-28-2	2021 4G											BL	ISINESS DA	TE: 07-28-2021 ERIN FISCHER

SORT BY DATE SORT DIRECTION: ASCENDING

PRINT REPORT

wats seet. 161	8.81%	\$200.04	9.20	96	1014.568 24	CHECK 0	0.45								
	GUESTS SENT EMAIL	LATE CHE	CK OUT 1	PM	LATE CH	ECK OUT	2.991	LATE CH	ECK OUT	8.7%	ALLLATE	CHECK OF	IT.	WEB CHE	ICK OUTS
		-009/0	00	0.5	COWN:	Off.	101	contil	DVI.	BEV.	CONI	1211.	HEW.	1004	009W
JANUARY 2023	60	8.00%		0.00	0.00%	- RC	0.00	5-00%	3	300.00	5.00%	. 2	390.00	5	8.33%
EBRUARY 2021	45	0.00%	0	0.00	2.22%	1	75.00	8.89%	4	400.00	33.33%	. 8	475.00		6.67%
MARCH 2021	64	1.56%	1	50.00	3.56%	1	75.00	1.50%	1	100.00	4.53%	3	225.00	3	4.67%
APWH. 2023	57	1.75%	1	50.00	1.79%	1	75.00	T.02%	4	400.05	30.53%	6	\$25.00	6	20.53%
AAV 2021	27	3.70%	1	50.00	7.43%	2	150.00	7.42%	2	200.00	18.52%	3	400.00	4	14,81%
JUNE 2021	A.	25.00%	1	50.00	0.00%	- R.	0.00	0.00%		0.00	25.00%	1	38.00	3	75.00%
UCT 2021	4	0.00%	0	0.00	0.00%	0	0.00	0.00%	.0	0.00	0.00%		0.00	.0	0.00%
TOTAL	263	1.52%	4	200.00	1.82%	5	375.00	5.39%	14	1400.00	6.83%	29	290.04	24	9.20%
ALL BANCE	1010 01-01-2021 10-07-28-2021													10.500/55	1411.07.18.1

Destination Save as PDF Pages All Pages per sheet 1 Margins Default Options Headers and footers Background graphics	Destination Save as PDF Pages All Pages per sheet 1 I I Margins Default Default I Default I Pages per sheet Background graphics Print using system dialogue I Save as PDF Depen PDF in Preview I	Print		1 pag
Pages All Pages per sheet 1 Margins Default Options Headers and footers Background graphics	Pages All - Pages per sheet 1 - Margins Default - Dptions I Headers and footers - Background graphics Background graphics 2 Print using system dialogue (\\$#P) 2	Destination	Save as PDF	
Pages per sheet 1	Pages per sheet 1 - Margins Default - Options I Headers and footers I Background graphics Print using system dialogue (\\$P) I Oppen PDF in Preview I	Pages	All	-
Margins Default Options I Headers and footers Background graphics Print using system dialogue_(`\`#P)	Margins Default Options Headers and footers Background graphics Print using system dialogue (\S#P) Open PDF in Preview	Pages per sheet		
Options Headers and footers Background graphics Print using system dialogue_ (\C#P)	Dptions Headers and footers Background graphics Print using system dialogue (%34P) Image: Compare the system dialogue in	Margins	Default	~
Background graphics Print using system dialogue (\CXP)	Print using system dialogue (%34P) Popen PDF in Preview	Options	Headers and for	oters
Print using system dialogue_ (ඥ೫P)	Print using system dialogue ("XP)		Background gra	phics
	Dpen PDF in Preview	Print using system d	ialogue_ (℃#P)	e
Open PDF in Preview		Open PDF in Preview		E

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.



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.

~	REPORTS INBOX Erin Fischer Tuesday, 28 November 2023		ST WEXFORD BAY
Sea	rch by Report Name		
7	ROOMS UUU/UUS Out of Order / Out of Service Rooms by Date Range	»	Yearly Tax Report
<u>}</u>	Rooms Queued Count of all rooms queued from Rover By Date Range	»	YEAR
di.	Tax Exempt Tax Exempt Guests and Groups	»	COMPANY / TRAVEL AGENT
1	Travel Agent Commissions Commissions per Travel Agent	»	CARDS WITH TAX ID
*	Upsell Number of Upsells from one room type to the next level by day and by user By Day / User	»	COUNTRY
5	Vacant Rooms Report Rooms not occupied since X days	»	All Selected •
ł	Web Check In Conversion Conversion details for Web checkin By Month	»	
1	Web Check In Conversion By Day Conversion details for late check out and web in	»	
Ť	Web Check Out Conversion Conversion details for late check out and web check out By Month	»	
~ţ	Yearly Tax Report Company or Travel Agent Accounts with total net revenue over EUR 250.00.		
1	Zest App Campaign Report Zest App Campaign Report	»	

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 Erin Fischer Tuesday, 28 November 2023		The Wexford Bay	ŝ
🕙 🔍 Search by Report Name		REPORT REQUESTED Today(11-28-2023)	+ NEW REPORT	
REPORT REQUESTED	DATE (FROM)	DATE (TO)	CSV/PRINT	
Vearly Tax Report Today at 06:59 AM	N/A	N/A	» 🗴 😭	

K REPORTS	INBOX	Yearly Ta Erin Fischer Tuesdo	y, 28 November 2023	12 ×	EXFORD BAY
GROSS REVENUE T 6,872.77	01AL TAX 30455.25				
				REVENUE	ТАХ
RDS WITH TAX ID				\$ 206,501.65 \$ 25,078.39	
COMPANIES				\$205,417.65 \$25,007.90	
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
RAVEL AGENTS				\$1,084.00 \$70.49	
564334521		AMERICAN EXPRESS	UNITED STATES	\$ 1,084.00	\$ 70.45
RDS WITHOUT TAX	ID			\$ 40,371.12 \$ 5,376.86	
OMPANIES				\$ 3,209.60 \$ 224.73	
	AR NUMEER	INAME	COUNTRY	REVENUE	
	22317	MCKIBBON INDUSTRIES	UNITED STATES	\$ 3,209.60	\$ 224.73
RAVEL AGENTS				\$ 37,161.52 \$ 5,152.13	
	62945	BOOKING.COM	NETHERLANDS	\$ 5,401.25	\$ 612.57
		EVERINA COLLECT TA			
PRINT REPORT

11/28/23, 1:01 PM			Yearly Tax Report		
		Yearly 1	Tax Penort		
		rearty			
TOTAL GROSS REV \$ 246,872.77	VENUE TOTAL 3045	^{TAX} 5.25			
				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	ТАХ
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.

«	REPORTS INBOX Erin Fischer Tuesday, 28 November 2023		S WEXFORD BAY
Q, Sea	rch by Report Name		
ħ	ROOMS OOU/OOS Out of Order / Out of Service Rooms by Date Range	*	Zest App Campaign Report
<u> 2</u> 92	Rooms Queued Count of all rooms queued from Rover By Date Range	»	DATE RANGE (FROM)
~in	Tax Exempt Tax Exempt Guests and Groups		11-21-2023
↓ ↑	Travel Agent Commissions Commissions per Travel Agent	*	11-28-2023
*	Upsell Number of Upsells from one room type to the next level by day and by user By Day / User	»	CAMPAIGN TYPE(S) All Selected
ħ	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		
1	Web Check Out Conversion Conversion details for late check out and web check out By Month	»	
min	Yearly Tax Report Company or Travel Agent Accounts with total net revenue over EUR 250.00.	»	
↓↑	Zest App Campaign Report Zest App Campaign Report		PIIN PEPOPT

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

Erin Fisch	Reports Inbox her Tuesday, 28 November 2023	Inbox 28 November 2023		
Search by Report Name		REPORT REQUESTR Today(11-28-202	D •	+ NEW REPORT
REPORT REQUESTED	DATE (FROM)	DATE (TO)		CSV/PRINT
Sect App Campaign Report Today at 07:04 AM	11-21-2023	11-28-2023	»	<u>×</u> 9

	RTS INBOX	Zest App Campaign Report Erin Fischer Tuesday, 28 November 2023		ST WEXFORD BAY	
					e
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

to work 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 CAMPAIGNS

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