

Summary of reports & printouts for Event Management and Execu/Suite™

Reservations	
Reservation Status Reports	Detail report by date range for expected arrivals; reservations entered/changed; reservations by group; no shows; cancellations; wait list; deposits due/not received; guests/reservations in-house; all reservations. Options: Package code; market segment; source of business; guarantee/payment code; group; travel agency; all reservations, groups only, or individuals only; sort by: name, room, room type, or confirmation number.
Guest Deposits	Advance Deposits (individuals) ; Master Folios (groups, events)
7-730 day forecast	7 to 730 days forecast from beginning date entered; for the date range selected, shows number of reservations/arrivals (individual and groups), number of check-outs, number of stay-overs, total occupancy, total revenue, total ADR per day and grand total. Several print options (such as include or exclude comps)
Group pick-up report	By date range per group – number of rooms blocked, number of rooms picked up by reservation, number of rooms not picked up
Group arrival report	List of guests expected to arrive with group. Also can be printed after group arrival to show group's reservations that weren't checked in with the rest of the group, and why. (System allows one-button group check in/check out
Room availability	23-day printout by room or room type
Package Forecast	Shows number of reservations per package for next 14 days
Confirmation Letters	Customized. Email or print. Up to 8 letters.
Cancellation Letters	Customized. Email or print. Up to 8 letters.
Registration form	Customized; print per reservation, batch print, or blank batch print.

Front Desk	
Instant House Count	Previous night's occupancy +/- arrivals departures, etc... number of rooms available to sell today.
Room Inventory	Occupied, vacant, expected departures, stay-overs & expected arrivals, or all rooms. Prints room number & type, Guest name (or not occupied or out of order), arrival & departure dates, folio balance, payment type, status (vacant clean, etc), market segment code, comment
Guests in house	Print by guest name or by room number
Housekeeping report	Vacant clean, vacant dirty, occupied clean, occupied dirty, needs inspection, out of order. Indicates expected arrivals and departures.
Arrival & Departure List	List of expected arrivals and due-out departures.
Cashier Report	Total charges, payments & adjustments per shift or employee
Charge/Payment Journal	Summary or detail report of all charges, payments, and adjustments per shift or for all shifts and/or per employee or all employees. Use this to reconcile and balance.



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Guest Profile Trace Reports	By date range – shows “traces” which are internal messages to staff such as housekeeping. When there is a trace on a reservation or in-house guest, you’re notified whenever that reservation or guest record is opened.
Profile Preference Reports	Reports from one or all of the customized profile tabs such as housekeeping, etc.
Guest History Report Generator	Customizable reports with a variety of parameters to select, sort by, and print. Can be used for occupancy, revenue, payment, and other statistics such as market segments. This program prints a report, creates an XML file for Crystal Reports, creates a file to import into Excel, and other options.
Registration form	Customized; print per check-in, batch print, or blank batch print.
Guest Folio or Master Folio	All transactions or date range; email or print

Night Audit	
Arrival & Departure List	Same as Front Desk report. The purpose at night audit is to make sure guests are checked in and checked out and to take appropriate steps if they are not.
Room Inventory	Same as Front Desk report.
Post Room & Tax	Prints results of this one-button procedure; can print preliminary report prior to posting to verify rates, etc.
Charge/Payment Journal	Same as Front Desk report. The auditor will print a detail report for all employees and shifts for auditing. This is used to verify charges, balance cash and other payments, reconcile credit card transactions to credit card batch.
Credit Card Settlements	This night audit menu item takes you directly to Shift4 to print and close your batch. This should match your payment journal.
Guest Trail Balance	Option of summary or detail; Option of all folios, master folios only, guest folios only, guests over credit limit, guests with credit balance. Shows each folios’ balance, credit limit, and each transaction (if detail report). Shows certain flags such as “over” and “checked out with balance”. Shows ending ledger balance (sum of all folios)
Night audit recap	Preliminary recap of previous ledger balance, charges (per code), payments (per code), and adjustments (per code) and ending ledger balance. Also shows previous advance deposit balance, deposits used/refunded, and ending deposit balance.
Final Recap	Automatically prints during Reorganize Files. This program closes the day by moving checked out guests to history; no-show and cancelled reservations to history; clearing the journals; and releasing group room blocks not picked up by reservation.
Cancellations	Automatically prints if you answer Yes when prompted
No-shows	Automatically prints if you answer Yes when prompted



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Group Block Cut-off	Automatically prints if you answer Yes when prompted. Shows per group (on the group's cut-off date) number of rooms blocked, number of rooms picked up by reservation, and number of rooms released back into inventory.
Deposits Remaining	Deposits remaining for cancellations and no-shows
Automated Morning™ (AM)	User-formatted report showing revenue analysis today, month-to-date, year-to-date; comparative revenue analysis comparing this year to last year; occupancy analysis by occupied/vacant/out order (numbers, percentages, ADR); occupancy analysis by room type; market segment analysis; source of business analysis; payment analysis; advance bookings (number of nights per month for 12 months); 7-day forecast. Can include or exclude comps in this report.
Daily Report	Similar to AM™ report but briefer and less detailed

City Ledger/Direct Bill	
Transaction Batch	Transactions generated at night audit from DB (Direct Bill) payment applied to folio; also shows transactions entered within city ledger such as manually-posted invoices and payments from customers
Customer Aged Trial Balance	Ageing report for current/30 days/60 days/90 days (or your selection). Shows balances per customer and total. Include or exclude zero balance
Customer Detail	All or specific customer. Detail report by date range of all transactions.
Open Item Statements	Bills to send customers by mail or email; shows unpaid, partially paid, or overpaid invoices; balance last statement; new charges; new payments; ending balance; optional automatic past-due messages; optional all invoices listed (including paid in full)
Report Generator	You customize the report based on parameters

Manager	
Guest Trail Balance	Same as Night Audit report
Guest Aged Trial Balance	30/60/90/120 ageing
Charge/Payment/Misc Codes	Separate reports: charge codes; payment codes; market segment codes; employee ID codes (without passwords); corporate file; source of business codes; guest package codes. Where applicable, prints associated GL account information.
Charge Codes in AM Report Sequence	Useful for formatting AM report
Travel Agency Reports	Summary or detail
Activity Logs	Room changes, credit limit changes, out of order rooms, room reassignments, guest stay changes, guest name changes, overbookings; voids, etc. Shows when/what/who



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Catering and Event Management	
Event Order (BEO, etc.)	Integrated to Microsoft Word®, this report generator inserts data from the event setup into a template customized by you. Multiple event orders can be set up. Examples of data include event name, contact information, rooms booked, event menu items selected (including F&B, A/V, Setup, etc) and prices, and comments. This Word document can then be printed or mail merged using your mail merge program such as Outlook.
Guest Deposits	Advance Deposits (individuals) ; Master Folios (groups, events)
Event Status Report	Prints all events for a date range. Includes particulars for each event and includes totals.
Event Check	Designed to present to the group's contact/coordinator, the event check can be presented daily or once or by specified dates. It can print all items or items selected by date. This optional check can be signed off by the group's contact prior to posting.
Confirmation /Contract	Integrated to Microsoft Word®, this report generator inserts data from the event setup into a template customized by you. Multiple confirmation/letters can be set up including catering only, wedding events, catering and events, and so on. You have complete control of these. This Word document can then be printed or mail merged using your mail merge program such as Outlook.
Night Audit Reports	Your AM™ Report and Daily reports can be configured to include catering revenue.

