HOTELOGIX

Hotelogix Occupancy Reports

Hotelogix 2.0

HOTELOGIX
smart hoteliering

www.hotelogix.com

Release Date: **October 3, 2023**

TABLE OF CONTENTS

1. OCCUPANCY REPORTS 2

1.1 HOUSE COUNT REPORT 2

1.2 HISTORY AND FORECAST REPORT 5

1.2.1 Report Scheduler 8
1.2.2 Runtime Report Scheduler 10

1.3 OCCUPANCY ANALYSIS REPORT 12

1.3.1 Report Scheduler 15
1.3.2 Runtime Report Scheduler 16

1.4 DAILY/MONTHLY OCCUPANCY REPORT 18

1.5 OCCUPANCY STATISTICS REPORT 20

1.6 FORECAST REPORT 24

1.6.1 Report Scheduler 26
1.6.2 Runtime Report Scheduler 27

1.7 FORECAST REPORT (NEW) 29

1. Occupancy Reports

Hotelogix Occupancy Reports are very important – for both FrontDesk and Reservation Staff. They let you know your hotel's total occupancy – rooms that are **ready to be occupied**, **vacant and can be reserved**, and rooms that are marked **cancelled/no show/DNR/house use/day use/complimentary**. The reports also allow you to look at **occupancy percentage, RevPAR, and Average Rate**.

The Report Console shows **five reports** under **Occupancy Reports**. These are: **House Count Report, History and Forecast Report, Daily/Monthly Occupancy Report, Occupancy Statistics Report, and Forecast Report (New).** However, we have also added **Occupancy Analysis Report** under this category so that all occupancy reports (total **six**) can be referred from one document.

1.1 House Count Report

This is a very important report for hotels as it gives a picture of how busy they are on future dates. This report comprises of **Room Count & Guest Count (house count)** starting from **current business date to future dates.**

In default, the report shows the data for **7 days** (from Hotel Night Audit date (Current business date) to future dates) for all Room Types. However, Hotel can view the data as per their requirement using searched date.

In default, it does not include House Use room/guest and Day Use room/guest count.

In the top section, the report gives the summary of **Rooms Available, Rooms Occupied, Rooms Reserved** and **Rooms Sold** in total count and Percentage. This also gives the **Total count** of **Rooms Available, Rooms Occupied, Rooms Reserved** along with **Total Guests** count of **Guests Occupied** and **Guests Reserved** against the **Room Types.**

In the middle section, the report gives the **Total count/Percentage** of **Available Rooms, Occupied Rooms, Reserved Rooms** along with **Total count/Percentage of Rooms Sold** for a date**.**

The report also shows the **Total number of rooms** in hotel for a date.

In the below section, the report gives the **summary and Total of House count/Guests**.

House Count is the total number of guests staying or supposed to stay in a hotel for a date i.e., **Occupied/Reserved Guest counts**.

Note:

Total Rooms exclude **DNRs.**

This report considers **Hold Till Reservations** under **Rooms Reserved**.

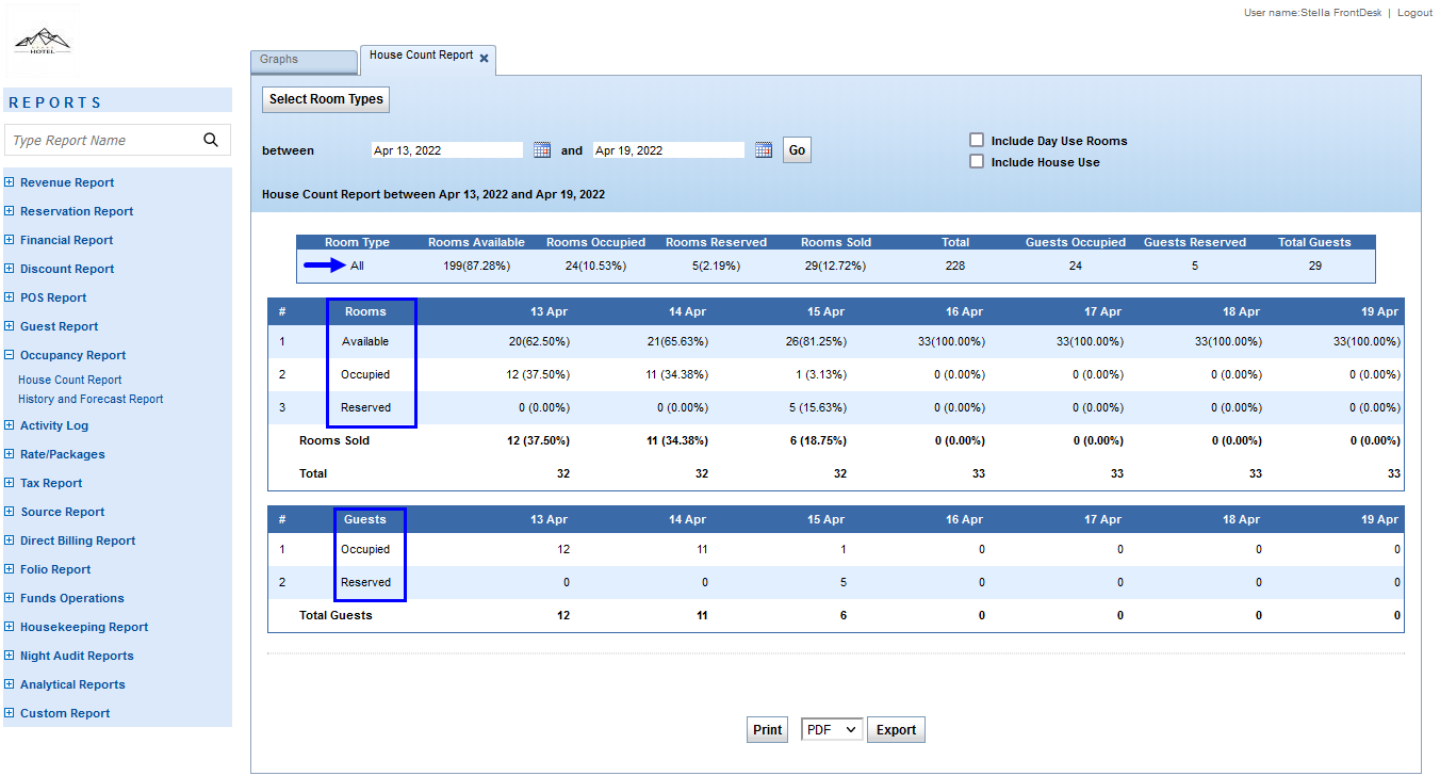
House Use Status shows under **Rooms Occupied**.

To check the data with **Room Type wise**, select **Room Types** from '**Select Room Types'** button.

To include **Day Use Rooms/Guests** and **House Use Rooms reservation/Guests** in report, select check box '**Include Day Use Rooms'** and **'Include House Use'.**

The report is **printable** and **exportable** into **PDF**, **Excel**, and **CSV** formats.

Hotel information (added from **Hotel Admin Console – Company Info**) will appear in **Report Print/Export (PDF/Excel/CSV)**.



Here is the description of the columns in the report:

S. No.	Column	Description
1.	**Room Type**	Shows the selected Room Types separated by comma (in default, shows **'All'** for all room types)
2.	**Rooms Available**	Shows Total Available Rooms (not booked/sold yet) for selected dates with percentage **Total Count** = Total Rooms in Hotel - (Rooms Occupied + Rooms Reserved) **Total Percentage** = Count of Rooms Available/Total Rooms in Hotel * 100
3.	**Rooms Occupied**	Shows Total Occupied Rooms for selected dates with percentage **Total Count** = Total Rooms in Hotel - (Rooms Available + Rooms Reserved) **Total Percentage** = Count of Rooms Occupied/Total Rooms in Hotel * 100
4.	**Rooms Reserved**	Shows Total Reserved Rooms for selected dates with percentage **Total Count** = Total Rooms in Hotel - (Rooms Available + Rooms Occupied) **Total Percentage** = Count of Rooms Reserved/Total Rooms in Hotel * 100
5.	**Rooms Sold**	Shows Total Sold Rooms for selected dates with percentage **Total Count** = Total Rooms in Hotel - Rooms Available **Total Percentage** = Count of Rooms Sold/Total Rooms in Hotel * 100
6.	**Total**	Shows Total (Rooms Available + Rooms Occupied + Rooms Reserved
7.	**Guests Occupied**	Shows In-house Guests (checked-in guests)
8.	**Guests Reserved**	Shows Reserved Guests (not checked-in yet)
9.	**Total Guests**	Shows Total (Guests Occupied + Guests Reserved)

1.2 History and Forecast Report

The **History & Forecast Report** allows Hotels to compare the property's **occupancy** and **revenue** figures from the past with forecasted data. The report provides **historical information** on your property's past performance. You can analyze them and can come up with accurate forecasting based on **market demand**, **occupancy, and season**, etc.

By default, the report shows data for the **current month**, which gives a **day-wise break-up** of the hotel's occupancy.

In addition to the default view (which is **'Day Wise'**), Hotels can also view the report '**Month-Wise'** and '**Year-Wise'**.

Use the dropdown to select from **Day Wise, Month Wise** or **Year Wise**.

- **Day Wise**: This is the **default view**. Hotels can view up to **3 months of data**.
- **Month Wise**: This gives a **month-wise** summary of hotel's occupancy. Hotels can view up to **12 months of data.**
- **Year Wise**: This gives a **year-wise** summary of hotel's occupancy. Hotels can view up to **3 years of data**.

Hotel can view the complete activities of a day including **Total occupancy, Arrival rooms, Departure rooms, complimentary rooms, Occupancy percentage, Room Revenue, RevPAR, and Average Rate**.

This also shows the **count** of **Day use rooms**, **No show/Cancelled rooms** and **DNR/House use rooms** for every date of a month.

Room Revenue includes **room tariff along with inclusion charges**. It also includes **FrontDesk custom charges (posted on room) such as Early Check-In Charges, Early Check-Out Charges, Late Check-Out Charges, No Show and Cancelation charges**.

To view the **FrontDesk Custom Charges of Group Owner in Room Revenue**, Hotel needs to select the check box- **Include Group Custom Charge** using **Select Columns** button.

The report includes the **Day use room revenue** in default as the option of '**Includes Day Use (Occ %, RevPAR, Avg. Rate)**' in **Select Columns** button, gets selected in default.

To include **Occupancy%** and **RevPAR** of **House Use** and **DNR** in report, select check box **Include DNR**

(Occ %, RevPAR) and **Include House Use (Occ %, RevPAR, Avg. Rate)** from **Select Columns** button.

To **exclude occupancy percentage of Complementary reservation**, select check box- **Excl. Comp. (Occ %)** from **Select Columns** button.

The report does not capture the **Hold Till reservations**.

To view the **Cancellation/No Show Charge separately** in report**,** select check box **Exclude Cancellation/No Show Charge** from **Select Columns** button.

Room nights for **Early Check-in/ Early Check-out/ Late Check-out** (example of adding one room night for Early Check-in/ Early Check-out/ Late Check-out) will get captured along with **Occ%, RevPAR, ADR** selecting check box **'Incl Room Night (Early CI/CO and Late CO)'** from **Select Columns** button. (*If setting 'Incl**.** room night(s) with Retention Charge (ECI, ECO, LCO)' is enabled from backend.)*

Important Note:

A dropdown '**Currency'** is also available to view the report in other supported currencies as set up in the **admin console**. (*If setting 'Reports in Other currency' is enabled from backend.)*

The report is **printable** and **exportable** into **PDF**, **Excel**, and **CSV** formats.

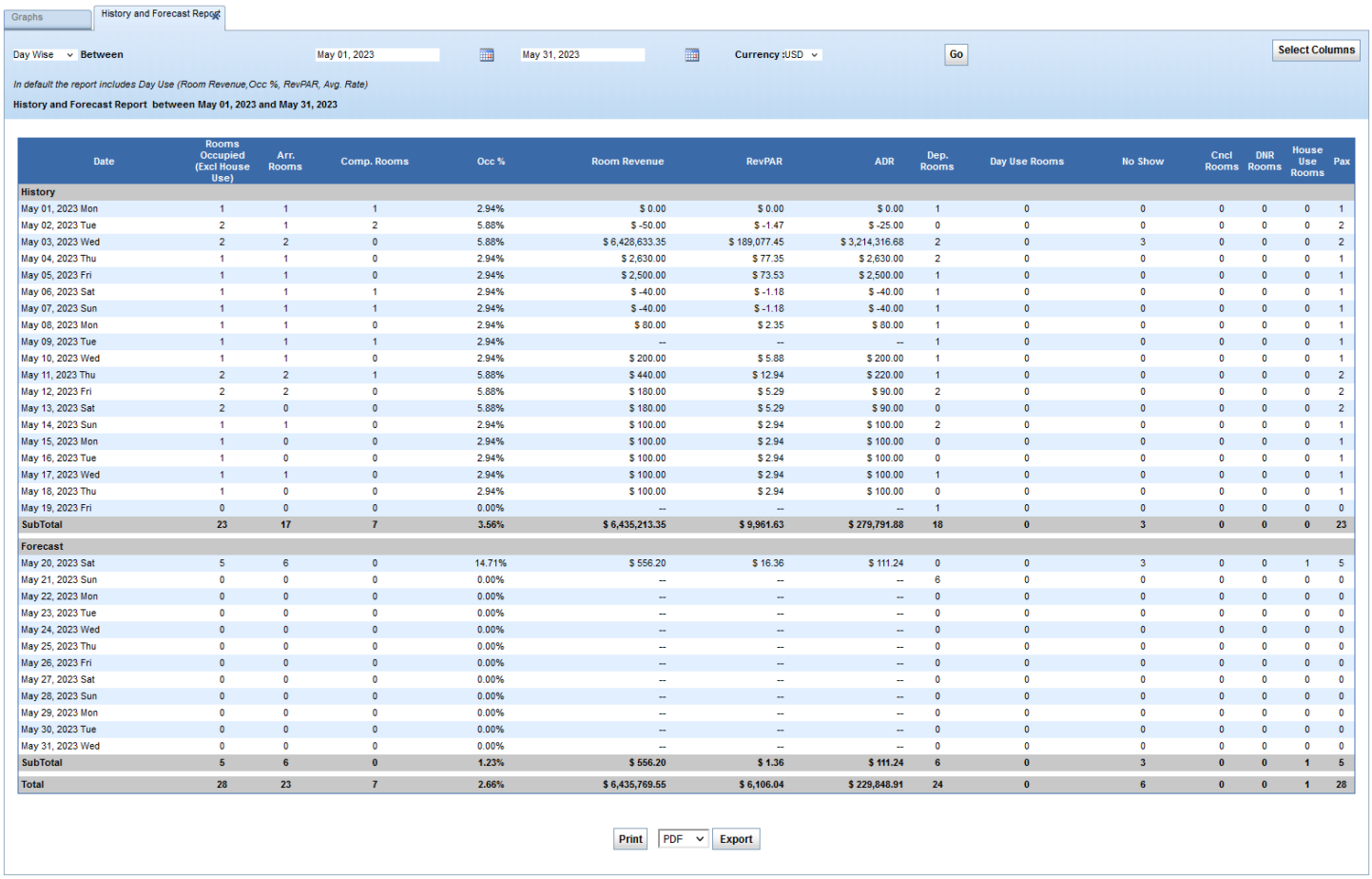
Note:

Hotel information (added from **Hotel Admin Console – Company Info**) will appear in **Report Print/Export (PDF/Excel/CSV)**.

Flexibility to view **Printed By** and **Printed On** information in the **Header** section and selected **filters** information in the **Footer** section on **Print** and **Export (PDF, Excel, Csv)** is also there.

Printed By captures the **name of the user** who takes the **print** or **exports the report**.

Printed On captures the **Date/Time** of the report being **printed/exported**.



Graphs | History and Forecast Report

Day Wise | Between | May 01, 2023 | May 31, 2023 | Currency :USD | Go | Select Columns

In default the report includes Day Use (Room Revenue,Occ %, RevPAR, Avg. Rate)

History and Forecast Report between May 01, 2023 and May 31, 2023

Date	Rooms Occupied (Excl House Use)	Arr. Rooms	Comp. Rooms	Occ %	Room Revenue	RevPAR	ADR	Dep. Rooms	Day Use Rooms	No Show	Cncl Rooms	DNR Rooms	House Use Rooms	Pax
History														
May 01, 2023 Mon	1	1	1	2.94%	$ 0.00	$ 0.00	$ 0.00	1	0	0	0	0	0	1
May 02, 2023 Tue	2	1	2	5.88%	$ -50.00	$ -1.47	$ -25.00	0	0	0	0	0	0	2
May 03, 2023 Wed	2	2	0	5.88%	$ 6,428,633.35	$ 189,077.45	$ 3,214,316.68	2	0	3	0	0	0	2
May 04, 2023 Thu	1	1	0	2.94%	$ 2,630.00	$ 77.35	$ 2,630.00	2	0	0	0	0	0	1
May 05, 2023 Fri	1	1	0	2.94%	$ 2,500.00	$ 73.53	$ 2,500.00	1	0	0	0	0	0	1
May 06, 2023 Sat	1	1	1	2.94%	$ -40.00	$ -1.18	$ -40.00	1	0	0	0	0	0	1
May 07, 2023 Sun	1	1	1	2.94%	$ -40.00	$ -1.18	$ -40.00	1	0	0	0	0	0	1
May 08, 2023 Mon	1	1	0	2.94%	$ 80.00	$ 2.35	$ 80.00	1	0	0	0	0	0	1
May 09, 2023 Tue	1	1	1	2.94%	--	--	--	1	0	0	0	0	0	1
May 10, 2023 Wed	1	1	0	2.94%	$ 200.00	$ 5.88	$ 200.00	1	0	0	0	0	0	1
May 11, 2023 Thu	2	2	1	5.88%	$ 440.00	$ 12.94	$ 220.00	1	0	0	0	0	0	2
May 12, 2023 Fri	2	2	0	5.88%	$ 180.00	$ 5.29	$ 90.00	2	0	0	0	0	0	2
May 13, 2023 Sat	2	0	0	5.88%	$ 180.00	$ 5.29	$ 90.00	0	0	0	0	0	0	2
May 14, 2023 Sun	1	1	0	2.94%	$ 100.00	$ 2.94	$ 100.00	2	0	0	0	0	0	1
May 15, 2023 Mon	1	0	0	2.94%	$ 100.00	$ 2.94	$ 100.00	0	0	0	0	0	0	1
May 16, 2023 Tue	1	0	0	2.94%	$ 100.00	$ 2.94	$ 100.00	0	0	0	0	0	0	1
May 17, 2023 Wed	1	1	0	2.94%	$ 100.00	$ 2.94	$ 100.00	1	0	0	0	0	0	1
May 18, 2023 Thu	1	0	0	2.94%	$ 100.00	$ 2.94	$ 100.00	0	0	0	0	0	0	1
May 19, 2023 Fri	0	0	0	0.00%	--	--	--	1	0	0	0	0	0	0
SubTotal	**23**	**17**	**7**	**3.56%**	**$ 6,435,213.35**	**$ 9,961.63**	**$ 279,791.88**	**18**	**0**	**3**	**0**	**0**	**0**	**23**
Forecast														
May 20, 2023 Sat	5	6	0	14.71%	$ 556.20	$ 16.36	$ 111.24	0	0	3	0	0	1	5
May 21, 2023 Sun	0	0	0	0.00%	--	--	--	6	0	0	0	0	0	0
May 22, 2023 Mon	0	0	0	0.00%	--	--	--	0	0	0	0	0	0	0
May 23, 2023 Tue	0	0	0	0.00%	--	--	--	0	0	0	0	0	0	0
May 24, 2023 Wed	0	0	0	0.00%	--	--	--	0	0	0	0	0	0	0
May 25, 2023 Thu	0	0	0	0.00%	--	--	--	0	0	0	0	0	0	0
May 26, 2023 Fri	0	0	0	0.00%	--	--	--	0	0	0	0	0	0	0
May 27, 2023 Sat	0	0	0	0.00%	--	--	--	0	0	0	0	0	0	0
May 28, 2023 Sun	0	0	0	0.00%	--	--	--	0	0	0	0	0	0	0
May 29, 2023 Mon	0	0	0	0.00%	--	--	--	0	0	0	0	0	0	0
May 30, 2023 Tue	0	0	0	0.00%	--	--	--	0	0	0	0	0	0	0
May 31, 2023 Wed	0	0	0	0.00%	--	--	--	0	0	0	0	0	0	0
SubTotal	**5**	**6**	**0**	**1.23%**	**$ 556.20**	**$ 1.36**	**$ 111.24**	**6**	**0**	**3**	**0**	**0**	**1**	**5**
Total	**28**	**23**	**7**	**2.66%**	**$ 6,435,769.55**	**$ 6,106.04**	**$ 229,848.91**	**24**	**0**	**6**	**0**	**0**	**1**	**28**

Print | PDF | Export

Here is the description of the columns in the report:

S. No.	Column	Description
1.	**Date**	Shows Hotel Current Business Month's date
2.	**Rooms Occupied (Excl House Use)**	Shows Total Rooms Occupied (reserved/checked-in) - (House Use status/reservation + DNR + Hold Till) **Note:** 1. To include House Use Status/Reservation, select check box **'Include House Use'** 2. To include room nights (added while Early check-in/Early check-out/Late Check-out), select check box **'Incl Room Nights (Early CI/CO and Late CO)'**)
3.	**Arr. Rooms**	Shows Arrival Rooms (Reserved/checked-in + Complimentary + Day Use + House Use reservation)

S. No.	Column	Description
4.	**Comp. Rooms**	Shows count of Complimentary rooms
5	**Occ %**	Shows Occupancy Percentage **Occupancy%** = (Total Occupied Rooms - House Use) / (Total Rooms - DNR) * 100
6.	**Room Revenue**	Shows Room Revenue **Room Revenue** = Room Tariff + Inclusion Charges + FrontDesk Custom Charges (Early check-in charge, Early check-out charges, Late check-out charge and No Show/Cancelation charges)
7.	**RevPAR**	Shows Revenue Per Available Room **RevPAR** = Room Revenue / Total room inventory in hotel
8.	**ADR**	Shows Average Daily Rate **ADR** = Room Revenue / Rooms Occupied (rooms sold)
9.	**Dep. Rooms**	Shows Departure reservations which have today's check out (Normal reservation + Complimentary + Day Use + House Use reservation)
10.	**Day Use Rooms**	Shows count of Day Use rooms
11.	**No Show**	Shows count of No-show reservations
12.	**Cncl Rooms**	Shows count of Cancelled reservations
13.	**DNR Rooms**	Shows count of DNR rooms
14.	**House Use Rooms**	Shows count of House Use rooms (House Use status/House reservations) To include House Use Status/Reservation, select check box **'Include House Use'**
15.	**Pax**	Shows Occupancy details of the room (Adults +Child)

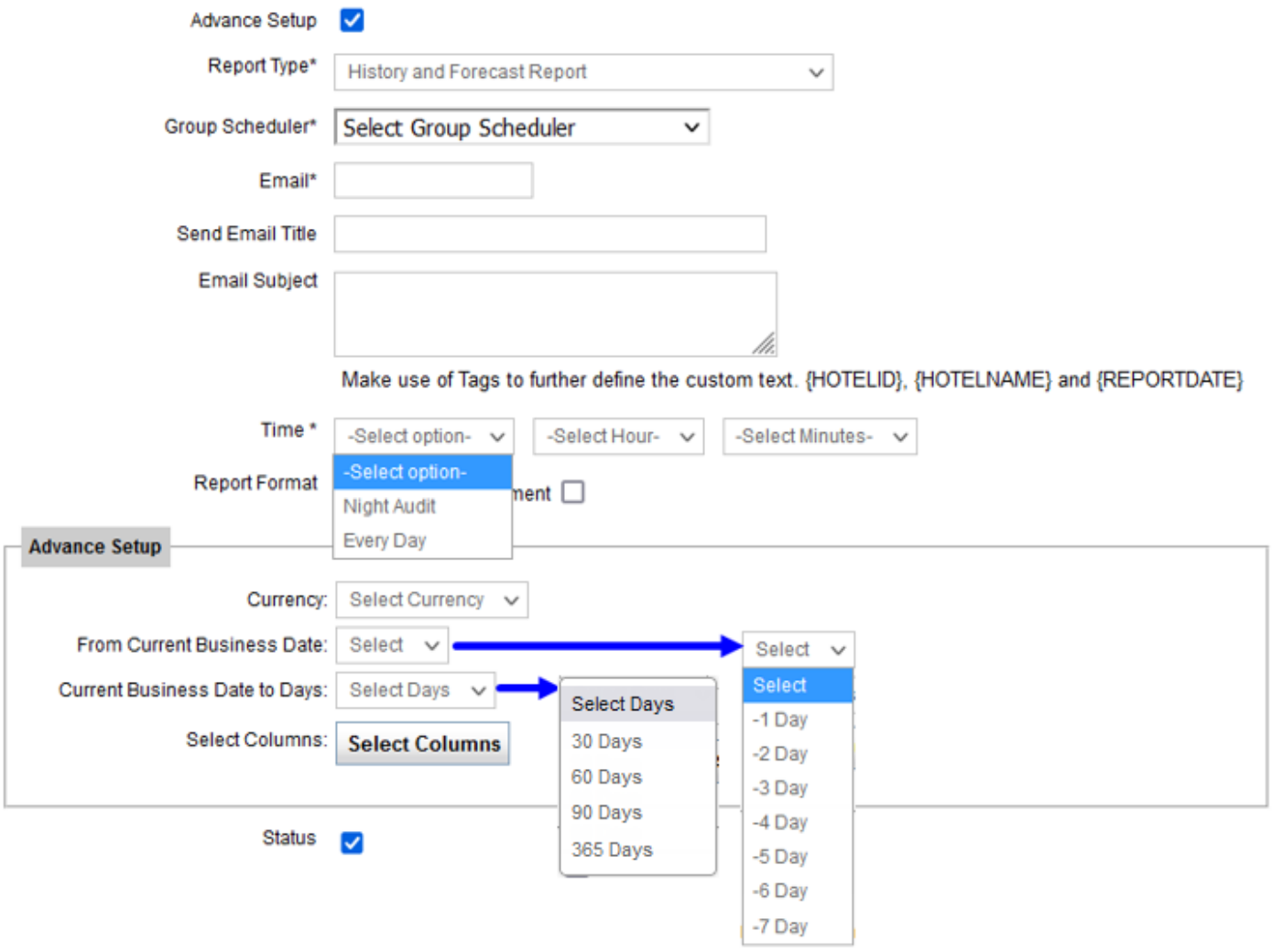
1.2.1 Report Scheduler

Hotel can schedule this report **to be sent out automatically**, **at a specific time daily**, to the Hotel-management. This will enable them to have a closer look at the Hotel's Operations.

This can be scheduled either at the time of **Night Audit** or **at a fixed hour of the day**.

To get the scheduler activated, Hotel needs to send a request to **Hotelogix Support** at support@hotelogix.com.

Once activated, add the report in Report Scheduler from **Admin Console Report Scheduler** (**Admin Console >> Report >> Report Scheduler**).



Use the **Advance Setup** option to select **Currency** and desired filters from **Select Columns** button.

Hotels can **schedule** their History & Forecast Report to send up to **'373 days (past 7 days + today + 365 future days) of data'**. This is the 'new' maximum limit that can be set to send data to management — all in one go.

Use **'From Current Business Date'** and **'Current Business Date to Days'** fields to set the **start** and **end** date of the report.

From Current Business Date: Select **Start Date** from here. The options shown here **(in negative)** from **1 to 7** days allow you to select the number of days for which you want to send the past data. **For example**: select **-7** to send **7 days (past current date) data** in the report.

Current Business Date to Days: Select **30, 60, 90 or 365** to set the **End Date** of the report. **For example**, selecting 365 will send **today's + 365 future days** (from the current date) data in the report.

Enter **Email** addresses (up to five) to whom the Report has to be sent out.

Enter **Email Title** to send scheduled reports with a **unique name/title** (from where the report will be received) that should show up in mailbox.

Enter **Email Subject** (and make use of **merge tags**) to customize the email subject.

Select **Time** to run the scheduler **Every Day/Night Audit.**

Select **Report Format** – PDF, Excel, or CSV.

Select **Attachment** to send the report in attachment as well.

Printed By and Printed On: Hotels can also view **Printed By** and **Printed On** information in the **Header** section and selected **filters** information in the **Footer** section whenever the report is sent to them at a scheduled time.

Printed By (that captures **Username)** will show **'Default'.**

Printed On will capture the **Date/Time** of the report being sent out.

1.2.2 Runtime Report Scheduler

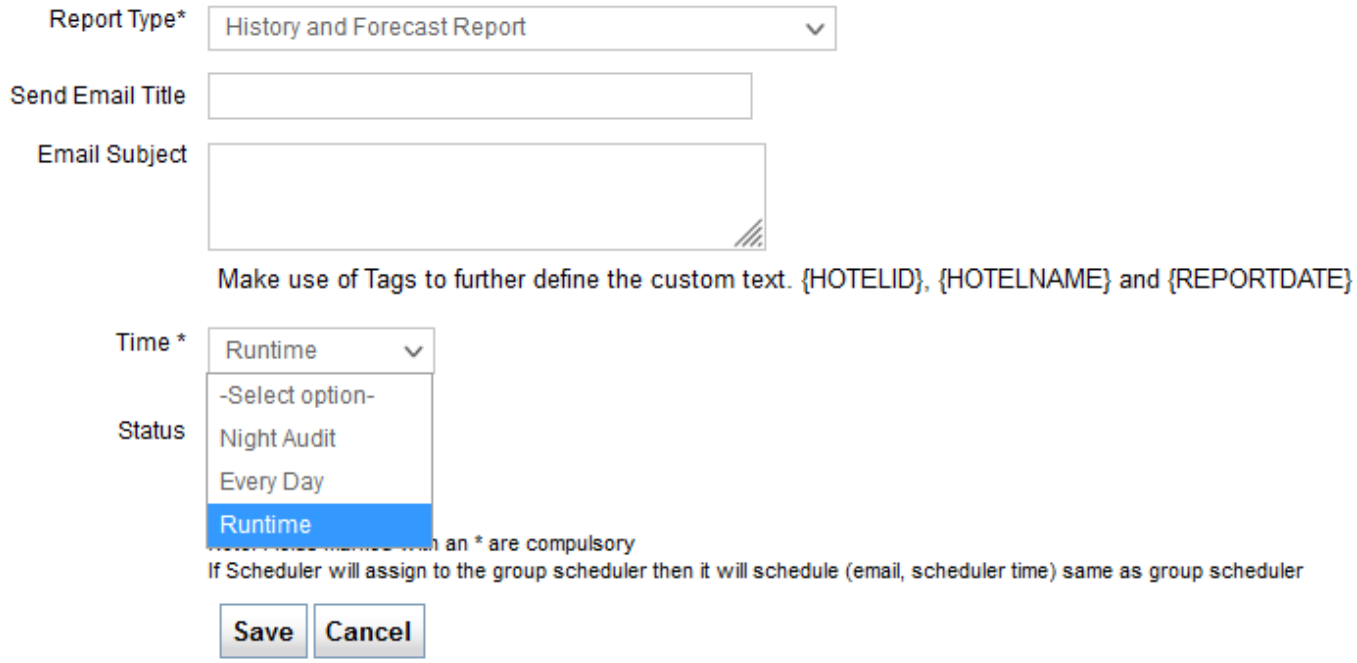
Runtime Scheduling gives flexibility to the user to generate the report **at any time**.

The option allows hotels to send reports to their management from their **Report Console**.

To get the scheduler activated, Hotel needs to send a request to **Hotelogix Support** at support@hotelogix.com.

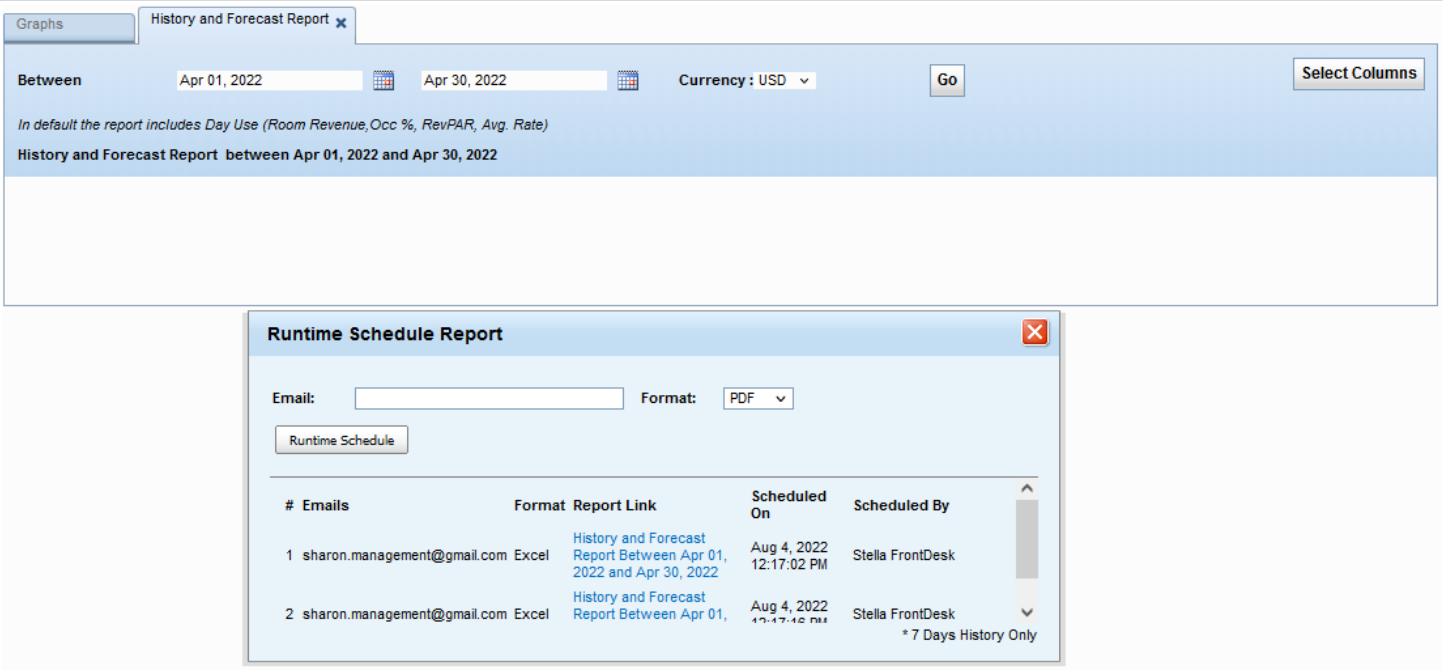
Once activated, add the report in Report Scheduler from **Admin Console Report Scheduler** (**Admin Console >> Report >> Report Scheduler**)

Setting up a **Runtime Scheduler** will stop showing the **Advance Setup** option.



Once the setup is done, open the report from **Report Console.**

Those reports that are set for **runtime scheduling** will not show up any data on search. Instead, click on **Go**, will open the **Runtime Schedule Report** panel where user can enter **email address** (up to 5 recipients), choose **Report Format,** and click on **'Runtime Schedule'**.



Note:

The panel also shows the **history of the report** sent during run time in the **last 7 days**. This includes – **report link** (to check the past performance), **email address**, **report format**, **date/time** when the report was scheduled and the **user** who scheduled the report.

Important:

If you have already set up a scheduler to receive reports at a scheduled time or once the Night Audit is over, **you can add them to Runtime Scheduler as well**. **There is no restriction**.

1.3 Occupancy Analysis Report

This report captures the information of **Available rooms, Sold out Rooms (single, Double, Triple, Quardpl. and More Quardpl.) and Sold-out Rooms Percentage %** of a Hotel with **Pax** against **a Room Type** for a date range **once the night audit is done**.

This also shows the **Room Revenue** with **ARR, ARP and RevPAR**.

Available Rooms exclude **House Use** and **DNR Rooms.**

Room Revenue captures **Room tariff (without taxes)** with **FrontDesk custom charges (posted on room only) like No-show, Cancellation, early check-in charge, late check-out charge and early check-out**.

To check the **room revenue with package inclusion**, select check box **Include Package Inclusions**.

Room nights for **Early Check-in/ Early Check-out/ Late Check-out** (example of adding one room night for Early Check-in/ Early Check-out/ Late Check-out) will get captured along with **Sold Room%, RevPAR, ADR** by selecting check box **'Incl Room Night (Early CI/CO and Late CO)'**. (*If setting 'Incl. room night(s) with Retention Charge (ECI, ECO, LCO)' is enabled from backend.)*

The report is **printable** and **exportable** into **PDF**, **Excel**, and **CSV** formats.

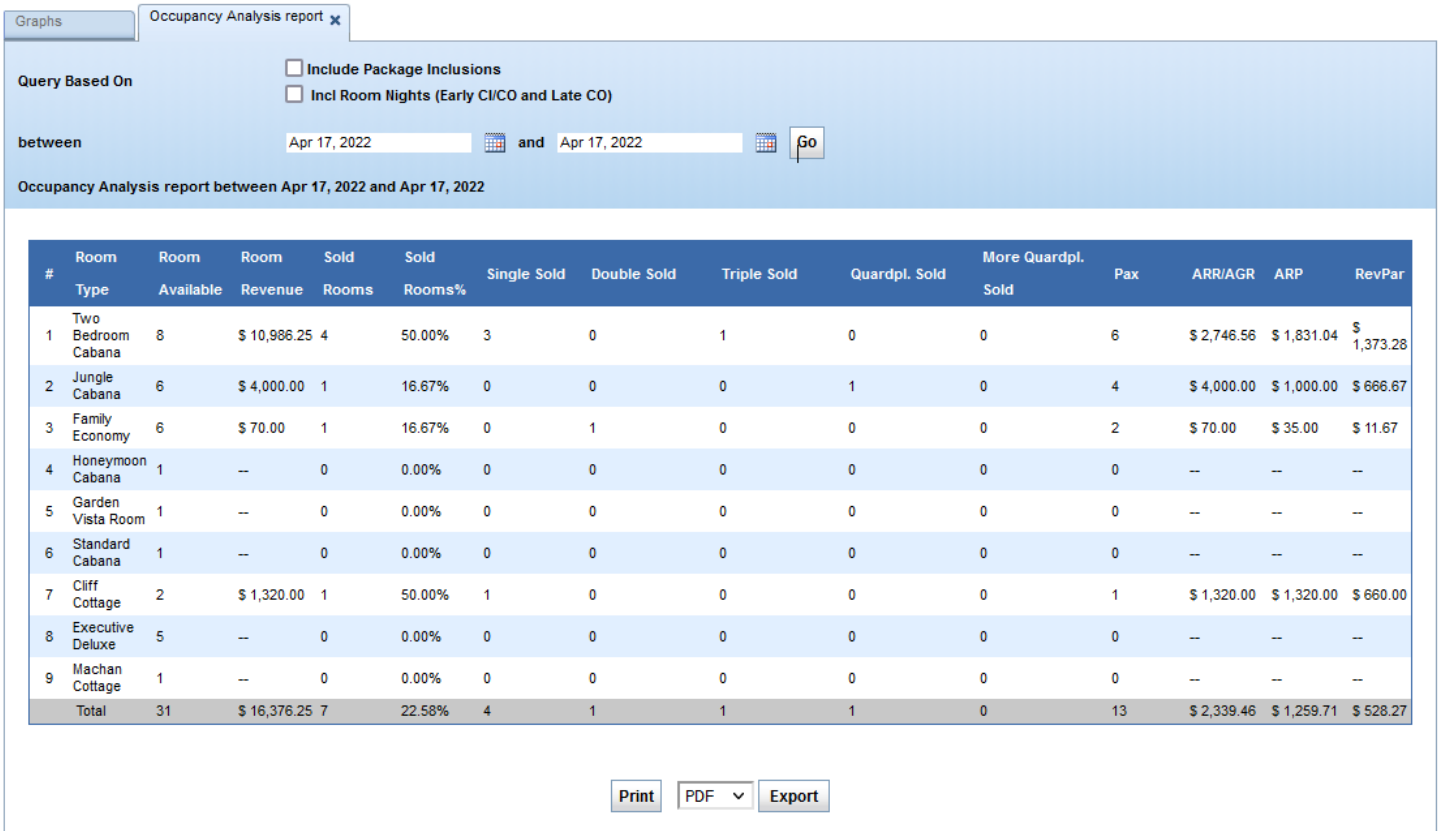
Note:

Hotel information (added from **Hotel Admin Console – Company Info**) will appear in **Report Print/Export (PDF/Excel/CSV)**.

Flexibility to view **Printed By** and **Printed On** information in the **Header** section and selected **filters** information in the **Footer** section on **Print** and **Export (PDF, Excel, Csv)** is also there.

Printed By captures the **name of the user** who takes the **print** or **exports the report**.

Printed On captures the **Date/Time** of the report being **printed/exported**.


Graphs | Occupancy Analysis report

Query Based On: Include Package Inclusions; Incl Room Nights (Early CI/CO and Late CO)

between Apr 17, 2022 and Apr 17, 2022 Go

Occupancy Analysis report between Apr 17, 2022 and Apr 17, 2022

#	Room Type	Room Available	Room Revenue	Sold Rooms	Sold Rooms%	Single Sold	Double Sold	Triple Sold	Quardpl. Sold	More Quardpl. Sold	Pax	ARR/AGR	ARP	RevPar
1	Two Bedroom Cabana	8	$ 10,986.25	4	50.00%	3	0	1	0	0	6	$ 2,746.56	$ 1,831.04	$ 1,373.28
2	Jungle Cabana	6	$ 4,000.00	1	16.67%	0	0	0	1	0	4	$ 4,000.00	$ 1,000.00	$ 666.67
3	Family Economy	6	$ 70.00	1	16.67%	0	1	0	0	0	2	$ 70.00	$ 35.00	$ 11.67
4	Honeymoon Cabana	1	--	0	0.00%	0	0	0	0	0	0	--	--	--
5	Garden Vista Room	1	--	0	0.00%	0	0	0	0	0	0	--	--	--
6	Standard Cabana	1	--	0	0.00%	0	0	0	0	0	0	--	--	--
7	Cliff Cottage	2	$ 1,320.00	1	50.00%	1	0	0	0	0	1	$ 1,320.00	$ 1,320.00	$ 660.00
8	Executive Deluxe	5	--	0	0.00%	0	0	0	0	0	0	--	--	--
9	Machan Cottage	1	--	0	0.00%	0	0	0	0	0	0	--	--	--
	Total	31	$ 16,376.25	7	22.58%	4	1	1	1	0	13	$ 2,339.46	$ 1,259.71	$ 528.27

Print | PDF | Export

Here is the description of the columns in the report:

S. No.	Column	Description
1.	**Room Type**	Shows Room Category
2.	**Room Available**	Shows Total Rooms (excluding DNR/House Use Status) as per category **Note:** To include room nights (added while Early check-in/Early check-out/Late Check-out), select check box **'Incl Room Nights (Early CI/CO and Late CO)'**)
3.	**Room Revenue**	Shows Room tariff + FrontDesk Custom Charges posted on rooms (without tax) **Note:** To include Inclusion charges, select **'Include Package Inclusions'**
4.	**Sold Rooms**	Shows Occupied Rooms/sold out rooms
5.	**Sold Rooms%**	Shows Sold Room Percentage **Sold Room%** = Sold rooms/Rooms Available*100
6.	**Single Sold**	Shows count of Rooms occupied with 1 pax
7.	**Double Sold**	Shows count of Rooms occupied with 2 pax
8.	**Triple Sold**	Shows count of Rooms occupied with 3 pax
9.	**Quardpl. Sold**	Shows count of Rooms occupied with 4 pax
10.	**More Quardpl. Sold**	Shows count of Rooms occupied with more than 4 pax
11.	**Pax**	Shows Occupancy details of the room (Adults +Child)
12.	**ARR/AGR**	Shows Average Room Rate **ARR** = Room Revenue / Sold Rooms
13.	**ARP**	Shows Average Rate Per Pax

S. No.	Column	Description
		ARP= Room Revenue / Pax
14.	**RevPar**	Shows Revenue Per Available Room **RevPAR** = Room Revenue / Room Available

1.3.1 Report Scheduler

Hotel can schedule this report **to be sent out automatically**, **at a specific time daily**, to the Hotel-management. This will enable them to have a closer look at the Hotel's Operations.

This can be scheduled either at the time of **Night Audit** or **at a fixed hour of the day**.

To get the scheduler activated, Hotel needs to send a request to **Hotelogix Support** at support@hotelogix.com.

Once activated, add the report in Report Scheduler from **Admin Console Report Scheduler** (**Admin Console >> Report >> Report Scheduler**).

Use the **Advance Setup** option to **Include Package Inclusions** and **Include Room Nights (Early CI/CO and Late CO)** in report.

Enter **Email** addresses (up to five) to whom the Report has to be sent out.

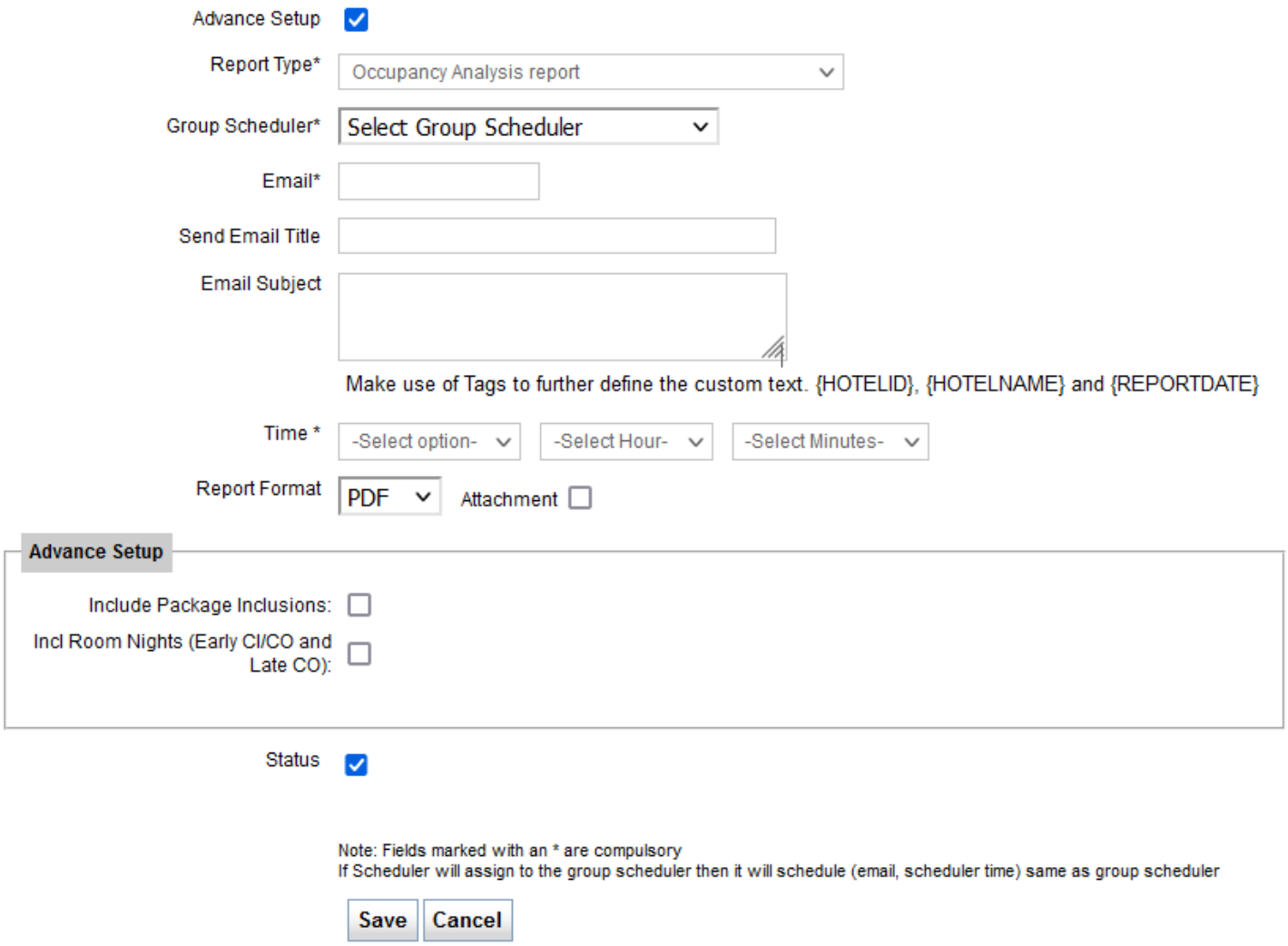
Enter **Email Title** to send scheduled reports with a **unique name/title** (from where the report will be received) that should show up in mailbox.

Enter **Email Subject** (and make use of **merge tags**) to customize the email subject.

Select **Time** to run the scheduler **Every Day/Night Audit.**

Select **Report Format** – PDF, Excel, or CSV.

Select **Attachment** to send the report in attachment as well.



Printed By and Printed On: Hotels can also view **Printed By** and **Printed On** information in the **Header** section and selected **filters** information in the **Footer** section whenever the report is sent to them at a scheduled time.

Printed By (that captures **Username)** will show **'Default'.**

Printed On will capture the **Date/Time** of the report being sent out.

1.3.2 Runtime Report Scheduler

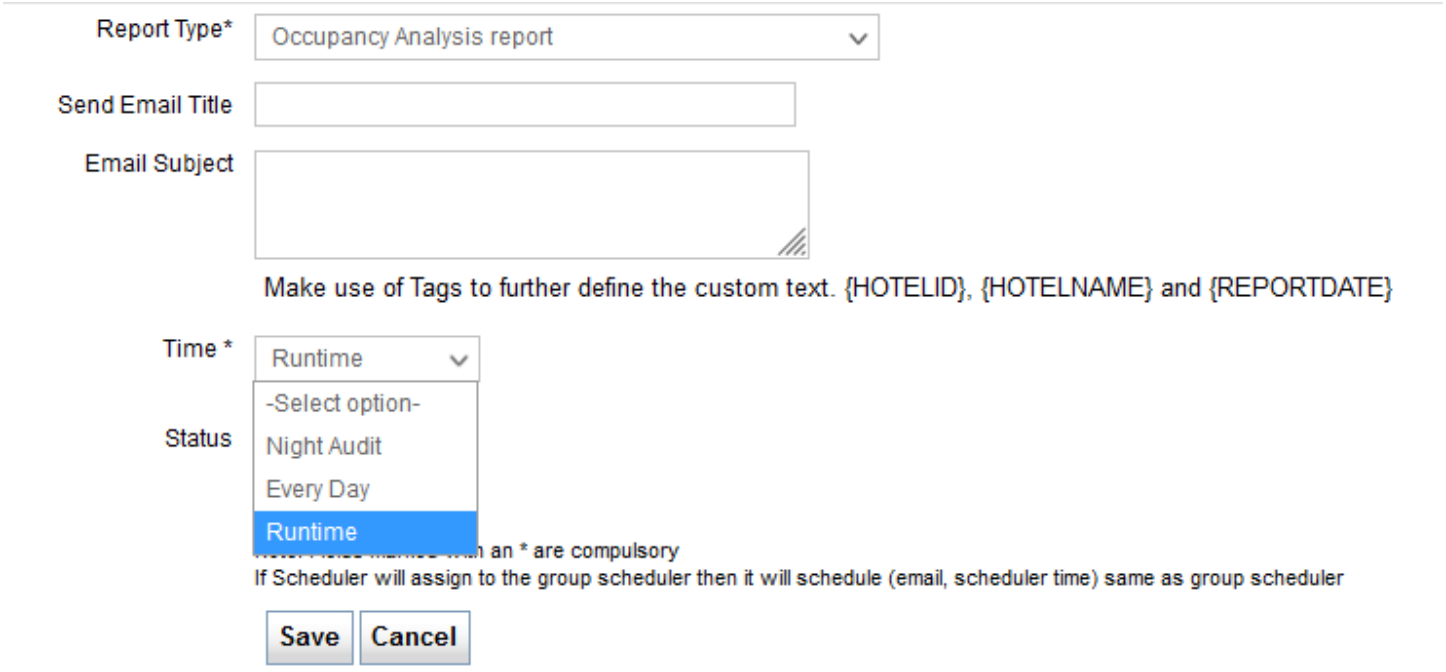
Runtime Scheduling gives flexibility to the user to generate the report **at any time**.

The option allows hotels to send reports to their management from their **Report Console**.

To get the scheduler activated, Hotel needs to send a request to **Hotelogix Support** at support@hotelogix.com.

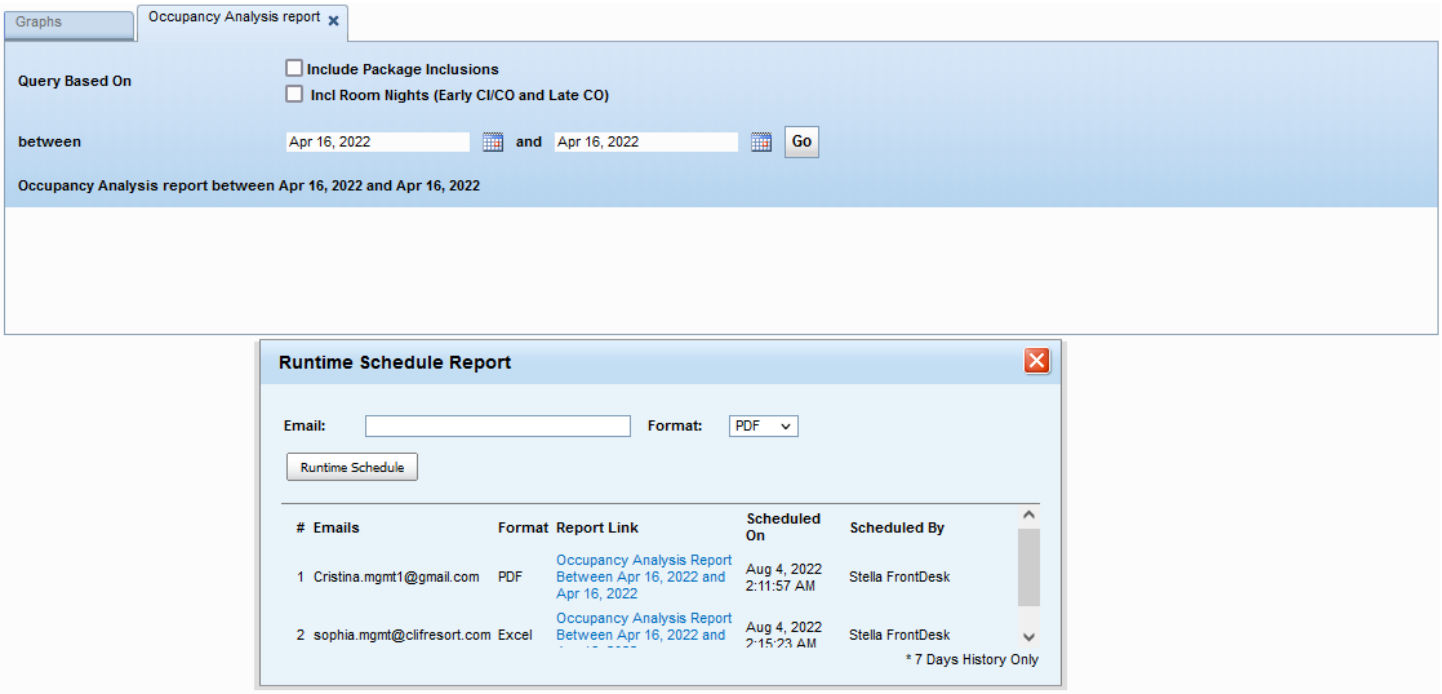
Once activated, add the report in Report Scheduler from **Admin Console Report Scheduler** (**Admin Console >> Report >> Report Scheduler**).

Setting up a **Runtime Scheduler** will stop showing the **Advance Setup** option.



Once the setup is done, open the report from **Report Console.**

Those reports that are set for **runtime scheduling** will not show up any data on search. Instead, click on **Go**, will open the **Runtime Schedule Report** panel where user can enter **email address** (up to 5 recipients), choose **Report Format,** and click on **'Runtime Schedule'**.



Note:

The panel also shows the **history of the report** sent during run time in the **last 7 days**. This includes – **report link** (to check the past performance), **email address**, **report format**, **date/time** when the report was scheduled and the **user** who scheduled the report.

Important:

If you have already set up a scheduler to receive reports at a scheduled time or once the Night Audit is over, **you can add them to Runtime Scheduler as well**. **There is no restriction**.

1.4 Daily/Monthly Occupancy Report

This report captures **Arrivals Adults, Arrivals Child, Total Arrivals, Overnights Adults, Overnights Child, and Total Overnights** – month wise.

This shows date wise data for a month. And does not capture DNR/House Use Status.

The report is **printable** and **exportable** into **PDF, Excel, and CSV** formats.

Note:

1. The report shows data only when **guests check-in** the room.
2. Hotel Information (added from **Hotel Admin Console** – **Company Info**) will appear in **Report Print/Export (PDF/Excel/CSV).**

Graphs | Daily/Monthly Occupancy report

Month Apr 2022 Go

Daily/Monthly Occupancy report for Apr , 2022

Day	Arrivals Adults	Arrivals Child	Total Arrivals	Overnights Adults	Overnights Child	Total Overnights
1	2	0	2	2	0	2
2	3	0	3	4	0	4
3	2	0	2	3	0	3
4	1	0	1	1	0	1
5	3	0	3	3	0	3
6	0	0	0	1	0	1
7	2	0	2	2	0	2
8	5	0	5	5	0	5
9	1	0	1	3	0	3
10	1	0	1	0	0	0
11	4	0	4	3	0	3
12	0	0	0	0	0	0
13	13	0	13	12	0	12
14	14	0	14	12	0	12
15	1	0	1	1	0	1
16	4	0	4	3	0	3
17	14	0	14	13	0	13
18	7	0	7	7	0	7
19	2	0	2	1	0	1
20	4	1	5	5	1	6
21	0	0	0	0	0	0
22	0	0	0	0	0	0
23	0	0	0	0	0	0
24	0	0	0	0	0	0
25	0	0	0	0	0	0
26	0	0	0	0	0	0
27	0	0	0	0	0	0
28	0	0	0	0	0	0
29	0	0	0	0	0	0
30	0	0	0	0	0	0
total	**83**	**1**	**84**	**81**	**1**	**82**

Print PDF Export

Here is the description of the columns in the report:

S. No.	Column	Description
1.	**Day**	Shows date of a Month
2.	**Arrival Adults**	Shows Adult count (who have checked-in today)
3.	**Arrival Child**	Shows Child count (who have checked-in today)
4.	**Total Arrivals**	Shows **Arrival Adults + Arrival Child**
5.	**Overnight Adults**	Shows Overnight Adults count (those who have checked-in today and staying already) **Note**: 1. Does not capture Day Use (less than 1 night) 2. Includes only one night Day Use
6.	**Overnight Child**	Shows Overnight Child count (those who have checked-in today and staying already) **Note**: 1. Does not capture Day Use (less than 1 night) 2. Includes only one night Day Use
7.	**Total Overnights**	Shows **Overnight Adults + Overnight Child**

1.5 Occupancy Statistics Report

This report captures the **detailed occupancy status** of the **guests** for the **past and present dates**.

This shows **Present Occupancy, Retention charges, Complimentary & House Use guests**, **Day Use/Checked Out Rooms**, **Checked out Rooms with Allowances**, and **In-house Rooms with Allowances** once the night audit is done.

This report also summarizes the **Present Occupancy, Retention charges, Complimentary & House Use guests**, and **Day Use/Checked Out Rooms**.

This does not capture DNR/House Use Status. However, **captures Pay Master rooms**.

Here is the description of the Headings:

Present Occupancy captures occupancy on the selected date (excludes Day use Rooms / Checked out rooms) along with **Early check-out/No Show/Cancellations**.

Retention Charges capture **Early Check in/Late Checkout Charges** posted for any room.

Complimentary & House Guest captures **Complimentary / House Use Reservations/Pay Master room** details.

Day Use/ Checked out Rooms captures **Day Use/Checked-out Reservations** details by selecting check box **Include Day Use and Checked out Rooms**.

Checked out Rooms with Allowances captures those rooms where allowances for today's checked out (clicking on '**-**' under **Disc/Allwnce** column on Payment page (Account Statement)) have been added. This is here reference only.

Inhouse Rooms with Allowances captures those rooms where allowances for inhouse guests (clicking on '**-**' under **Disc/Allwnce** column on Payment page (Account statement)) have been added. This is here reference only.

Here is the description of the check box filters:

To view **package inclusion price with room tariff** under **Rack** column, select check box **Include Package Inclusions.**

To view **room nights of Retention Charges,** select check box **Include Early Check in/ Late Checked out Room Nights.**

To view **room nights of Complimentary/House Use Room/Pay Master room,** select check box **Include Complimentary/ House Use Room Nights**

To view **Day Use /Checked out rooms details,** select check box **Include Day Use and Checked out Rooms.**

The report is **printable** and **exportable** into **PDF**, **Excel**, and **CSV** formats.

Hotel information (added from **Hotel Admin Console – Company Info**) will appear in **Report Print/Export (PDF/Excel/CSV)**.

Graphs | Occupancy Statistics Report

Date Apr 24, 2022

- Include Package Inclusions
- Include Early Check in/ Late Checked out Room Nights
- Include Complimentary/ House Use Room Nights
- Include Day Use and Checked out Rooms

Go

Occupancy Statistics Report Apr 24, 2022

Room#	Guest Name	Mar.Seg	Company	Group	Plan	D.O.A	D.O.D LS	Nat.	Pax	Type	Status	Clf.	Chg.	Rack	Charged	Diff. Amt.	E.Bed	Nett	S.O.B
Present Occupancy																			
101	Sheldon Cooper	TOUR SERIES GROUP	Janet Fonda	G 08041059	My Italian Package	Apr 24, 2022	Apr 25, 2022 - 1	AUS	3	TBC	International	Regular	1	$ 5,000.00	$ 5,300.00	$ -300.00	--	$ 5,300.00	Guest Referral
111	James Kin	GOVT./DIPLOMAT /MILIT	HCL Tech	G 08041060	Seasonal Rate	Apr 24, 2022	Apr 25, 2022 - 1	ARE	1	JC	International	Regular	1	$ 4,000.00	$ 4,000.00	--	$ 40	$ 4,040.00	WEB PORTAL
102	Rain Joe	GOVT./DIPLOMAT /MILIT			Hlx_All Meal	Apr 24, 2022	Apr 25, 2022 - 1	IND	1	TBC	Domestic Guest	Regular	1	$ 1,000.00	$ 1,000.00	--	--	$ 1,000.00	Guest Referral
Total	Rooms 3								5				3	$ 10,000.00	$ 10,300.00	$ -300.00	--	$ 10,300.00	
Retention Charges																			
903	Jean Hoffman	Hospitality			Hlx_All Meal	Apr 24, 2022	Apr 25, 2022 - 1	IND	1	GVR	Domestic Guest	Regular	0	--	$ 20.00	$ -20.00	--	$ 20.00	Guest Referral
Total	Rooms 0								0				0	--	$ 20.00	$ -20.00	--	$ 20.00	
Complimentary & House Guest																			
PM1	Eric Palmer				My Italian Package	Apr 16, 2022	Apr 25, 2022 - 9	IND	1	PM	Domestic Guest	Comp.	0	--	--	--	--	--	
116	Leslie Byrd	Hospitality			Seasonal Rate	Apr 24, 2022	Apr 25, 2022 - 1	THA	1	FAMECO	International	Comp.	0	--	--	--	--	--	Return Guest
check	Veronica Byrd				House Use Rate	Apr 24, 2022	Apr 25, 2022 - 1		1	EXD		House Use	0	--	--	--	--	--	
Total	Rooms 0								3				0	--	--	--	--	--	
Summary																			
Present Occupancy	Rooms 3								5				3	$ 10,000.00	$ 10,300.00	$ -300.00	--	$ 10,300.00	
Retention Charges	Rooms 0								0				0	--	$ 20.00	$ -20.00	--	$ 20.00	
Complimentary & House Guest	Rooms 0								3				0	--	--	--	--	--	
Total	Rooms 3								8				3	$ 10,000.00	$ 10,320.00	$ -320.00	--	$ 10,320.00	
Checked out Rooms with Allowances																			
117	Mona singh	TOUR SERIES GROUP			Seasonal Rate	Apr 24, 2022	Apr 24, 2022 - 0		1	FAMECO	Domestic Guest	Regular	0	--	$ 50.00	$ -50.00	--	$ 50.00	WEB PORTAL
Total	Rooms 0								1				0	--	$ 50.00	$ -50.00	--	$ 50.00	
Inhouse Rooms with Allowances																			

Print | PDF | Export

Here is the description of the columns in the report:

S. No.	Column	Description
1.	**Room#**	Shows Room Number
2.	**Guest Name**	Shows Guest Name of reservation (Primary guest only)
3.	**Mar.Seg**	Shows Market Segment (captured in reservation)
4.	**Company**	Shows Group Owner Name In case of TA/Corp, shows TA/Corp name
5.	**Group**	Shows Group Reservation ID
6.	**Plan**	Shows name of the Package (Seasonal/EP/CP/AP, etc.)
7.	**D.O.A**	Shows Date of Arrival (check-in date)
8.	**D.O.D LS**	Shows Date of Departure (check-out date) along with Length of Stay of the guest
9.	**Nat.**	Shows Nationality of guest
10.	**Pax**	Shows Pax count (Adult + Child) of a reservation
11.	**Type**	Shows Short Code of Room Type
12.	**Status**	Shows Guest Type (captured in reservation)
13.	**Clf.**	Shows following Classifications: **Comp**. for Complimentary room **House Use** for House Use room **Day Use** for Day Use room **Regular** for Normal room
14.	**Chg.**	Shows Room Night charged (by default, it shows one **'1'**)
15.	**Rack**	Shows Non-Discount rate of the reservation
16.	**Charged**	Shows Discounted rate (actual posted rate)

S. No.	Column	Description
17.	**Diff. Amt.**	Shows difference (Rack - Charged rate)
18.	**E.Bed**	Shows Extra Bed charge
19.	**Nett**	Shows Net charge of reservation (Charged + Extra Bed)
20.	**S.O.B**	Shows Source of Business (captured in reservation)

1.6 Forecast Report

This report shows the **future occupancy** of the Hotel. The report runs **date-wise/day-wise** that shows the **room availability for the day**.

The report shows **Individual Reservations, Block Reservations, Block Rooms Not Picked Up, All Reservations And Block Rooms Not Picked Up Combined** and **Total**.

Individual Reservations include Single Reservations + Hold Till Reservations + Complimentary Rooms + House Use Reservations/Reservations with House Use Status + Day Use Reservations+ One day Early Check-Outs.

Block Reservations include Group/TA/Corp Reservations.

Block Rooms Not Picked Up include Temp Reservations.

All Reservations And Block Rooms Not Picked Up Combined include Individual Reservations + Block Reservations + Block Rooms Not Picked Up.

The report helps the **Hotel FrontDesk staff** to manage the reservation process and the rooms 'more effectively'.

The report **does not capture** No-Show/cancellations.

The report is **printable** and **exportable** into **PDF**, **Excel**, and **CSV** formats.

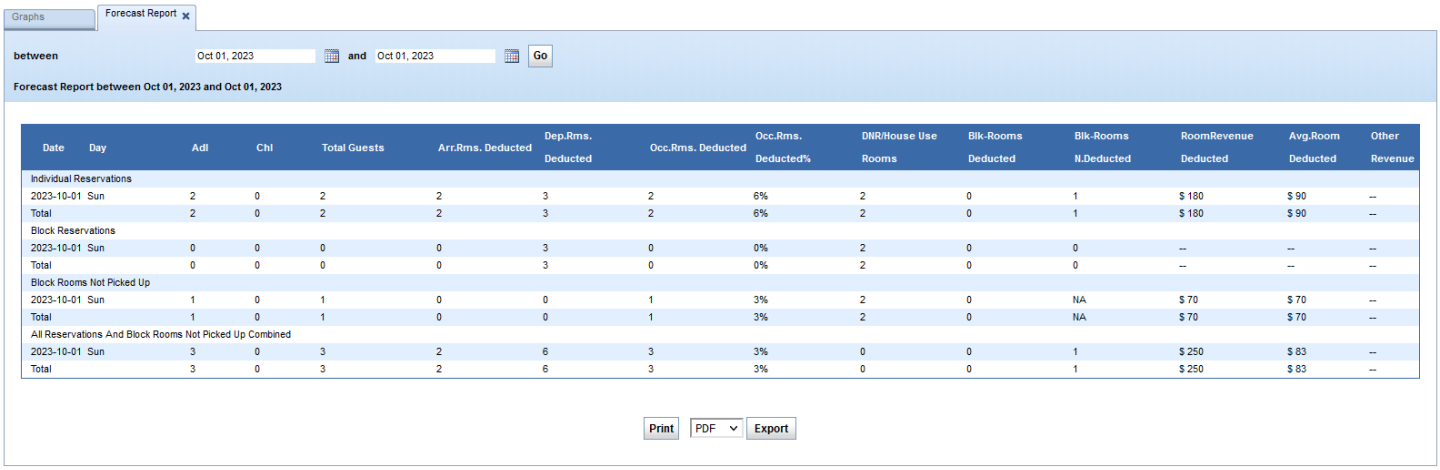
Note:

Hotel information (added from **Hotel Admin Console – Company Info**) will appear in **Report Print/Export (PDF/Excel/CSV)**.

Flexibility to view **Printed By** and **Printed On** information in the **Header** section and selected **filters** information in the **Footer** section on **Print** and **Export (PDF, Excel, Csv)** is also there.

Printed By captures the **name of the user** who takes the **print** or **exports the report**.

Printed On captures the **Date/Time** of the report being **printed/exported**.



Date	Day	Adl	Chl	Total Guests	Arr.Rms. Deducted	Dep.Rms. Deducted	Occ.Rms. Deducted	Occ.Rms. Deducted%	DNR/House Use Rooms	Blk-Rooms Deducted	Blk-Rooms N.Deducted	RoomRevenue Deducted	Avg.Room Deducted	Other Revenue
Individual Reservations														
2023-10-01	Sun	2	0	2	2	3	2	6%	2	0	1	$ 180	$ 90	--
Total		2	0	2	2	3	2	6%	2	0	1	$ 180	$ 90	--
Block Reservations														
2023-10-01	Sun	0	0	0	0	3	0	0%	2	0	0	--	--	--
Total		0	0	0	0	3	0	0%	2	0	0	--	--	--
Block Rooms Not Picked Up														
2023-10-01	Sun	1	0	1	0	0	1	3%	2	0	NA	$ 70	$ 70	--
Total		1	0	1	0	0	1	3%	2	0	NA	$ 70	$ 70	--
All Reservations And Block Rooms Not Picked Up Combined														
2023-10-01	Sun	3	0	3	2	6	3	3%	0	0	1	$ 250	$ 83	--
Total		3	0	3	2	6	3	3%	0	0	1	$ 250	$ 83	--

Here is the description of the columns in the report:

S. No.	Column	Description
1.	**Date**	Shows Hotel Night Audit date
2.	**Day**	Shows Day based on Hotel Night Audit date
3.	**Adl**	Shows Total reservation's Adult - House Use
4.	**Chl**	Shows Total reservation's children - House Use
5.	**Total Guests**	Shows Total Pax (Adult + Child) in reservations - House Use
6.	**Arr.Rms. Deducted**	Shows Total reserved rooms - House Use
7.	**Dep.Rms. Deducted**	Shows Total reservations count on check out date - House Use
8.	**Occ.Rms. Deducted**	Shows Reservations count (Reserved + Hold till + Complimentary)-(Day Use (less than one night) + House Use)
9.	**Occ.Rms. Deducted%**	Shows Occ.Rms./Total number of rooms *100

S. No.	Column	Description
10.	**DNR/House Use Rooms**	Shows Total number of DNR + House Use
11.	**Blk-Rooms Deducted**	Shows Total Hold Till reservations
12.	**Blk-Rooms N.Deducted**	Shows Total Temp Reservations
13.	**RoomRevenue Deducted**	Shows Total Room Tariff without Tax
14.	**Avg.Room Deducted**	Shows Total Room Tariff / Total number of nights
15.	**Other Revenue**	Shows Add-ons

1.6.1 Report Scheduler

Hotel can schedule this report **to be sent out automatically**, **at a specific time daily**, to the Hotel-management. This will enable them to have a closer look at the Hotel's Operations.

This can be scheduled either at the time of **Night Audit** or **at a fixed hour of the day**.

To get the scheduler activated, Hotel needs to send a request to **Hotelogix Support** at support@hotelogix.com.

Once activated, add the report in Report Scheduler from **Admin Console Report Scheduler** (**Admin Console >> Report >> Report Scheduler**).

Enter **Email** addresses (up to five) to whom the Report has to be sent out.

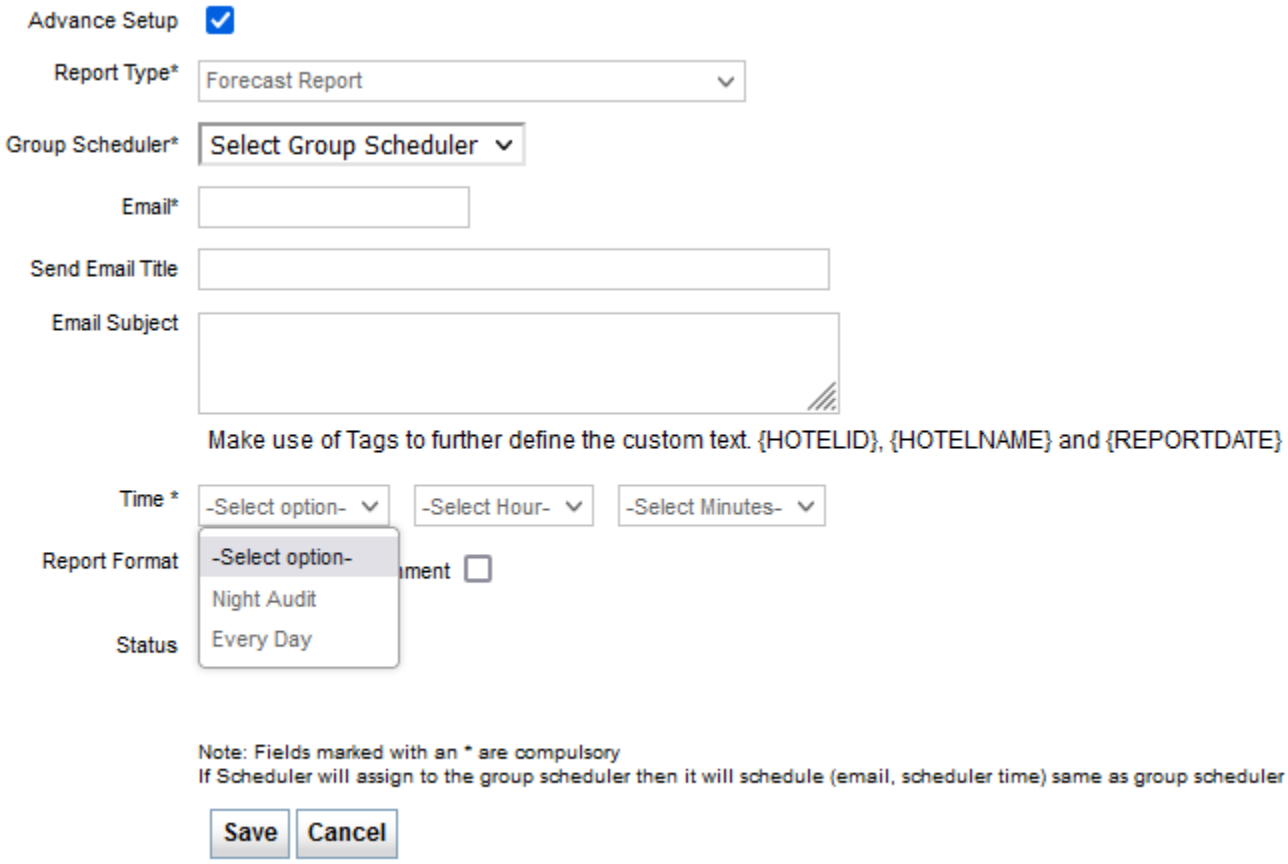
Enter **Email Title** to send scheduled reports with a **unique name/title** (from where the report will be received) that should show up in mailbox.

Enter **Email Subject** (and make use of **merge tags**) to customize the email subject.

Select **Time** to run the scheduler **Every Day/Night Audit.**

Select **Report Format** – PDF, Excel, or CSV.

Select **Attachment** to send the report as attachment (along with the link).



Printed By and Printed On: Hotels can also view **Printed By** and **Printed On** information in the **Header** section and selected **filters** information in the **Footer** section whenever the report is sent to them at a scheduled time.

Printed By (that captures **Username)** will show **'Default'.**

Printed On will capture the **Date/Time** of the report being sent out.

1.6.2 Runtime Report Scheduler

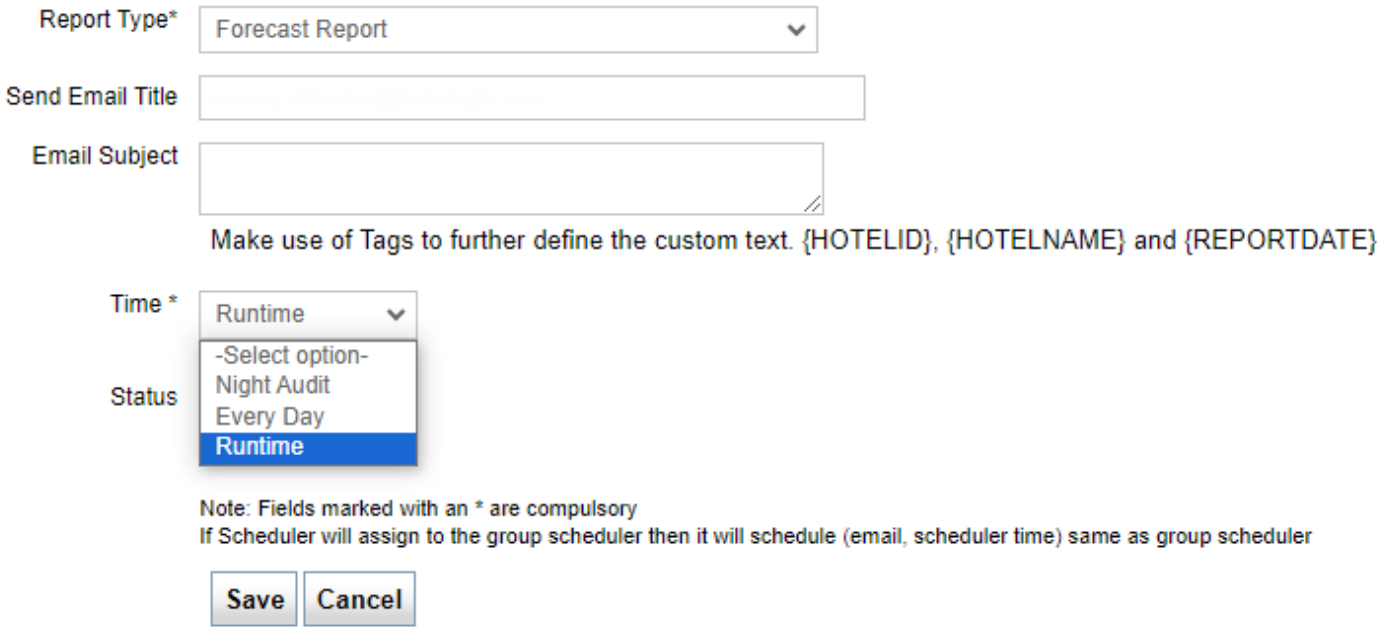
Runtime Scheduling gives flexibility to the user to generate the report **at any time**.

The option allows hotels to send reports to their management from their **Report Console**.

To get the scheduler activated, Hotel needs to send a request to **Hotelogix Support** at support@hotelogix.com.

Once activated, add the report in Report Scheduler from **Admin Console Report Scheduler** (**Admin Console >> Report >> Report Scheduler**)

Setting up a **Runtime Scheduler** will stop showing the **Advance Setup** option.



Once the setup is done, open the report from **Report Console.**

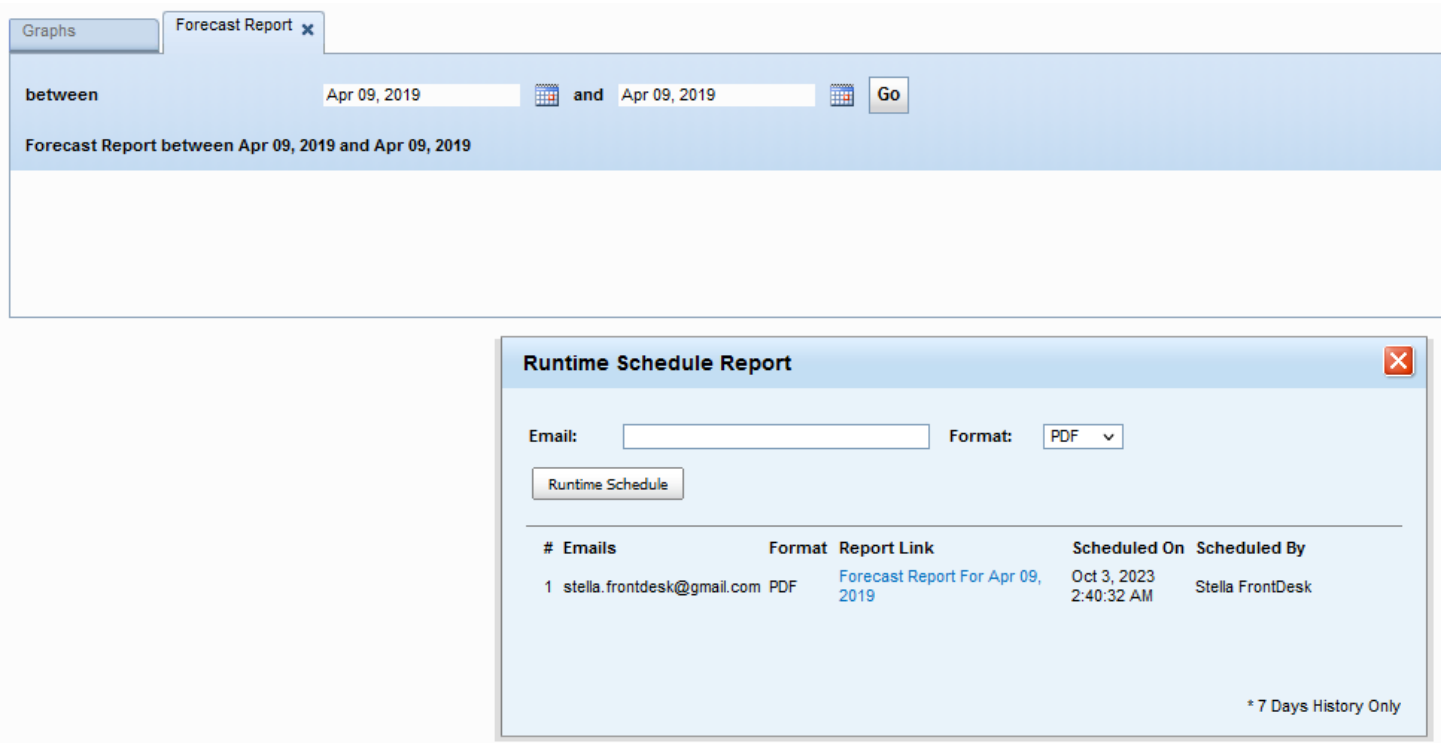
Those reports that are set for **runtime scheduling** will not show up any data on search. Instead, click on **Go**, will open the **Runtime Schedule Report** panel where user can enter **email address** (up to 5 recipients), choose **Report Format,** and click on **'Runtime Schedule'**.

Note:

The panel also shows the **history of the report** sent during run time in the **last 7 days**. This includes – **report link** (to check the past performance), **email address**, **report format**, **date/time** when the report was scheduled and the **user** who scheduled the report.

Important:

If you have already set up a scheduler to receive reports at a scheduled time or once the Night Audit is over, **you can add them to Runtime Scheduler as well**. **There is no restriction**.



1.7 Forecast Report (New)

This report is an **enhanced version of the existing Forecast Report** which runs **date-wise** to show the **hotel room availabilities for the day**.

The detailed forecast report helps you **'forecast your hotel demand'** in terms of **availability and revenue,** and thus **plan to increase your hotel room sales.**

The report also helps the **Hotel FrontDesk staff** to manage the reservation process and the rooms 'more effectively'.

The report captures details that include **number of contractual allotments, Hold Till Reservations, Day Use Reservations, Complimentary Rooms, DNRs, House Use Reservations/Reservations with House Use Status, Expected Arrivals, Expected Departures, Expected Stayovers**, etc.

Flexible options to **include/exclude** hold till reservations, day use rooms, house use reservations, DNRs, complimentary rooms, cancellation/inclusion charges in **revenue (ARR) and occupancy calculations** are also available in the report.

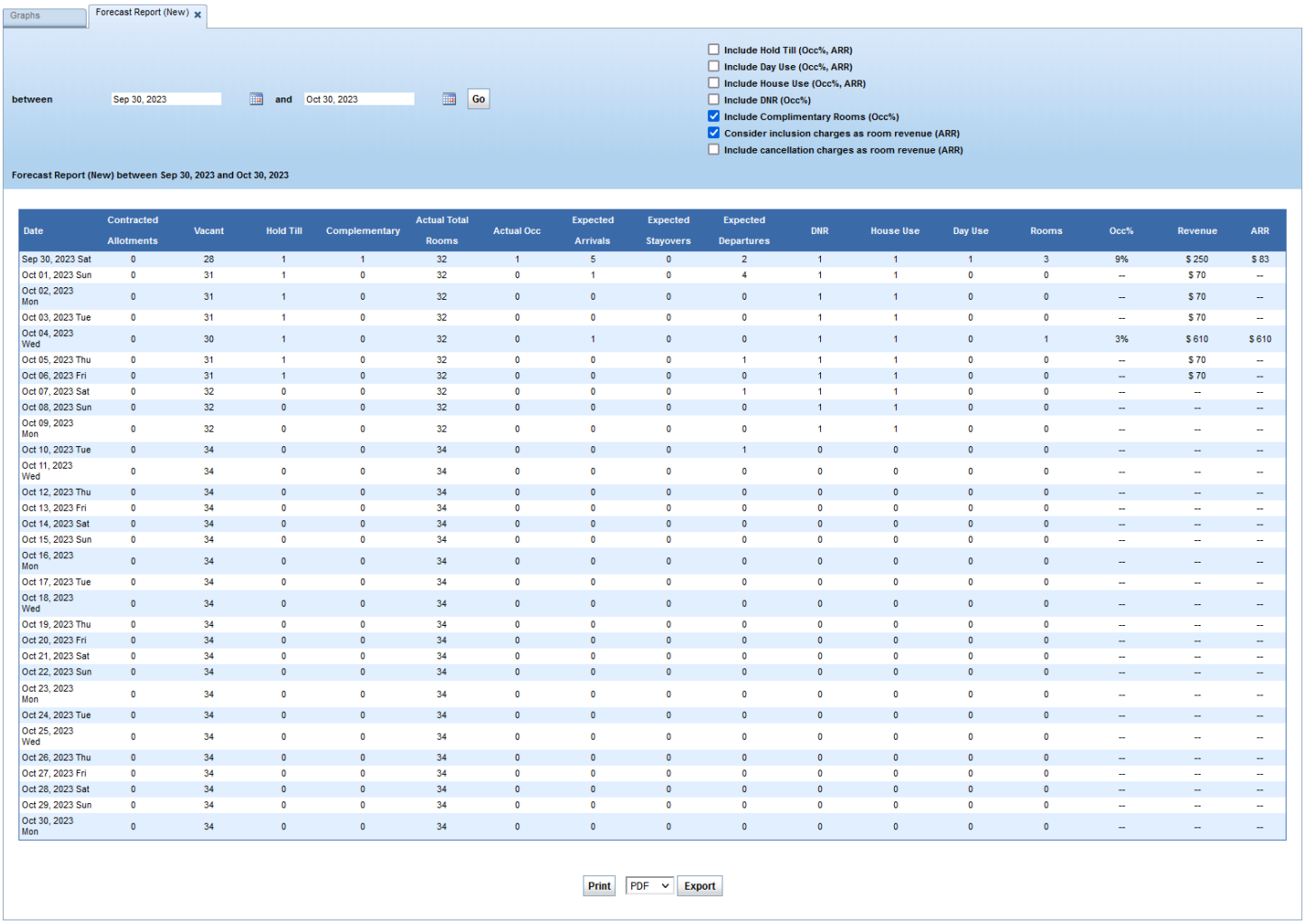
Note:

Hotel information (added from **Hotel Admin Console – Company Info**) will appear in **Report Print/Export (PDF/Excel/CSV)**.

Flexibility to view **Printed By** and **Printed On** information in the **Header** section and selected **filters** information in the **Footer** section on **Print** and **Export (PDF, Excel, Csv)** is also there.

Printed By captures the **name of the user** who takes the **print** or **exports the report**.

Printed On captures the **Date/Time** of the report being **printed/exported**.


Graphs | Forecast Report (New)

between Sep 30, 2023 and Oct 30, 2023 Go

- [ ] Include Hold Till (Occ%, ARR)
- [ ] Include Day Use (Occ%, ARR)
- [ ] Include House Use (Occ%, ARR)
- [ ] Include DNR (Occ%)
- [x] Include Complimentary Rooms (Occ%)
- [x] Consider inclusion charges as room revenue (ARR)
- [ ] Include cancellation charges as room revenue (ARR)

Forecast Report (New) between Sep 30, 2023 and Oct 30, 2023

Date	Contracted Allotments	Vacant	Hold Till	Complementary	Actual Total Rooms	Actual Occ	Expected Arrivals	Expected Stayovers	Expected Departures	DNR	House Use	Day Use	Rooms	Occ%	Revenue	ARR
Sep 30, 2023 Sat	0	28	1	1	32	1	5	0	2	1	1	1	3	9%	$ 250	$ 83
Oct 01, 2023 Sun	0	31	1	0	32	0	1	0	4	1	1	0	0	--	$ 70	--
Oct 02, 2023 Mon	0	31	1	0	32	0	0	0	0	1	1	0	0	--	$ 70	--
Oct 03, 2023 Tue	0	31	1	0	32	0	0	0	0	1	1	0	0	--	$ 70	--
Oct 04, 2023 Wed	0	30	1	0	32	0	1	0	0	1	1	0	1	3%	$ 610	$ 610
Oct 05, 2023 Thu	0	31	1	0	32	0	0	0	1	1	1	0	0	--	$ 70	--
Oct 06, 2023 Fri	0	31	1	0	32	0	0	0	0	1	1	0	0	--	$ 70	--
Oct 07, 2023 Sat	0	32	0	0	32	0	0	0	1	1	1	0	0	--	--	--
Oct 08, 2023 Sun	0	32	0	0	32	0	0	0	0	1	1	0	0	--	--	--
Oct 09, 2023 Mon	0	32	0	0	32	0	0	0	0	1	1	0	0	--	--	--
Oct 10, 2023 Tue	0	34	0	0	34	0	0	0	1	0	0	0	0	--	--	--
Oct 11, 2023 Wed	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--
Oct 12, 2023 Thu	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--
Oct 13, 2023 Fri	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--
Oct 14, 2023 Sat	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--
Oct 15, 2023 Sun	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--
Oct 16, 2023 Mon	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--
Oct 17, 2023 Tue	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--
Oct 18, 2023 Wed	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--
Oct 19, 2023 Thu	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--
Oct 20, 2023 Fri	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--
Oct 21, 2023 Sat	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--
Oct 22, 2023 Sun	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--
Oct 23, 2023 Mon	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--
Oct 24, 2023 Tue	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--
Oct 25, 2023 Wed	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--
Oct 26, 2023 Thu	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--
Oct 27, 2023 Fri	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--
Oct 28, 2023 Sat	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--
Oct 29, 2023 Sun	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--
Oct 30, 2023 Mon	0	34	0	0	34	0	0	0	0	0	0	0	0	--	--	--

Print PDF Export

Here is the description of the columns in the report:

S. No.	Column	Description
1.	**Date**	Shows date (starts from Hotel Night Audit date)
2.	**Contracted**	Shows the number of contractual allotments given in the Hotel for the

S. No.	Column	Description
	Allotments	day
3.	**Vacant**	Shows Vacant Rooms
4.	**Hold Till**	Shows count of Hold Till Reservations
5.	**Complimentary**	Shows count of Complimentary Rooms
6.	**Actual Total Rooms**	Shows Actual Room Count (Total available Rooms – DNR - House Use)
7.	**Actual Occ**	Shows count of Checked-in Rooms
8.	**Expected Arrivals**	Shows **Expected Arrivals** (Reserved + Hold Till + Complimentary + Day Use + House Use)
9.	**Expected Stayovers**	Shows **Reservation Count of Expected Stay Overs** (i.e. when guests are not expected to check-out today and will remain at least one more night)
10.	**Expected Departures**	Shows **Expected Departures** (Checked-In + House Use + Hold Till + Day Use + Complimentary)
11.	**DNR**	Shows count of DNR Rooms
12.	**House Use**	Shows Room Count with House Use Status/House Use Reservation Count
13.	**Day Use**	Shows count of Day Use Rooms
14.	**Rooms**	Shows Count of Rooms Occupied (including Complimentary, Hold Till and House Use)
15.	**Occ%**	Shows **Occupancy%** **Occupancy %** = (Rooms/Actual Total Rooms) * 100
16.	**Revenue**	Shows Room Revenue including No Shows/ Cancellations (without Taxes) for the day
17.	**ARR**	Shows **Average Room Rate** **ARR** = Revenue/Rooms

This brings us to the end of this help manual. For any further assistance or clarification, please contact **Hotelogix Live Support** or email us at support@hotelogix.com.