Transaction Summary

The most comprehensive summary or "day-at-a-glance" of transactions is the Transaction Summary Report. This report is often run to see a summary of daily transactions:

The report format always displays the data in three columns. The date chosen in the date picker is the "Today" column with the monthly and year to date totals calculated from that date.

- **Today**: Displays all transactions on date chosen in drop down list.
- **Month-to-Date:** Displays all transactions from the first day of the month chosen to the date chosen in drop down list. For example, May 15 would give you all transactions from May 1- May 15.
- **Year-to-Date:** Displays all transactions from the first day of the year chosen to the date chosen in drop down list. For example, May 15, 2015 would give you all transactions from Jan 1, 2015 to May 15, 2015.

You have the option to run this report via either 'Live Charge Payment Items only' or 'All Historical'.

The 'Live Charge Payment Items only' will display only those charges (Inventory Items) and Payments (Receipt Types) that are Live in the system. 'All Historical' will display all charges (Inventory Items) and Payments (Receipt Types) regardless if they were deleted in the system.

Note: If you run this report using the 'Live Charge Payment Items only' option and deleted some revenue items during the existing year or the month, please note these will not display in the MTD to YTD row. Although this likely is a rare occurrence it is possible that if there were some Inventory Items and/or Receipt Types deleted this will result in different values of the All Historical versus Live Charge Payment Items only. Reason being the deleted items will not display in 'Live Charge Payment Items only', but will in 'All Historical'.

Accounting Reports

- Guide to Accounting Reports
- Accounts Receivable Aging Report
- Advanced Charges Report (ARC)
- Advanced Deposits Report
- Future Arrivals
- Owners Statement Report
- Owner Statement Summary Report
- Tax Transactions Report
- Transaction Summary
- Transactions
- Travel Agent Commission Report
- OTA Booking Reconciliation Report

This report is a historical report of transactions and should be run for a specific date or over a date range in the past. The room transaction data is generated from amounts actually posted to folios: Room Rent posted to folios during Night Audit and and Non-Room Revenue items manually charged. To see a report of in-house guest folio balances, deposits paid and balance due, see the In-House Guest Ledger

This includes advanced charges and payments made to bookings.If the total amount for charges for a particular date does not equal the amount of payments received on that date, then look at what advanced charges and payments were taken. See Advanced Charges Report (ARC). and Advanced Deposits Report.

All charges for Inventory Items are Categorized in the Inventory Group it is assigned to. By default, the following Inventory Groups are provided in MyPMS: Room Rent, Phone and Misc. See Inventory Items. Item charges will be displayed under the category "miscellaneous" unless you have assigned it to another Inventory Group. To see a detailed report of items sold, use the Item Analysis Report. To see detail on Room Rent charges, use the Transactions Report .

If further detail is needed on any specific category, then go to the Transactions Report and select the "Transaction Category" in the drop-down menu and use the same date range to get a detailed list of transaction in that category. You can also leave the drop down on "Select from list" for a list of all transactions during the time frame.

All Reports run on the system date, so if you have not performed Night audit for the current day, then the report will not be populated with all of the data. It is recommended to run this report for the previous day or after night audit has been completed for the current date.

The transactions displayed in the Transaction Summary Report can also be seen in the Manager's Report. This report is often run daily to see daily activity and transactions. The report provides a summary of daily, month-to-date and year-to-date totals of revenue, charges, payments, AR Accounts, ARC, ARD and Forecasted Occupancy.

To run a Transaction Summary Report:

- Go to **REPORTS | ACCOUNTING | TRANSACTION SUMMARY REPORT**
- Click on **Transaction Summary**
- **Choose Date:** Choose a single date. This date also determines the Month to date and Year to date data. I.e. choosing Dec. 31 would display the entire year in the Year to date column.
- Choose the report format: HTML, Excel or Text.
- Click **Generate Report**

The Transactions Report is divided into the following sections:

Accounts Receivable: Displays Direct Bill Payments applied to a folio. See Direct Bill Payment Type and Companies. When a Direct Bill payment is made to a folio, the amount is automatically added to the AR Account of the company. AR Accounts are used for keeping track of Direct Bill payments made by Companies to Individual, Group or House Account Folios. See AR Accounts

Credit Cards

Displays all Credit Card payments received on folios. This includes Advanced Deposits. For details see Advanced Deposits Report .

Charges: Custom Inventory Groups, Items and Room Rent

The next section will display all charges you have applied for Inventory Items and Categorized in the Inventory Group it is assigned to. By default, the following Inventory Groups are provided in MyPMS: Room Rent, Phone and Misc. See Inventory Items. Any inventory items you have sold will be displayed under the category miscellaneous unless you have assigned it to another Inventory Group. To see a detailed report of items sold, use the Item Analysis Report.

Room Rent charges are posted automatically during Night Audit or added manually. To see detail on Room Rent charges, use the Transactions Report . To see details on the bookings generating the Room Rent, see

Non-Credit Card Payments

Displays all payments taken including Cash, , Unknown, Write Off, Direct Bill, etc. and any receipt types you have created. See Receipt Types

Taxes

Displays all taxes charged to folios during Night Audit. To see detail on Tax charges, use the Transactions Report .