Understanding Reports

MyPMS offers powerful reporting tools for managing Guest, Booking, Housekeeping details and for back end Management and Accounting reconciliation.

Reports displaying financial transactions are generated from actual data taken from folio transactions.

See Reports in the MyPMS User Manual for a complete list of all Reports.

MyPMS uses standard date based and financial terms for all Reports. Please review Report Terms before you get started.

There are also a variety of sort functions to set the parameters of your reports and data field reporting based on Guest Booking Details you enter such as, Source, Agent, Company, etc. This data can be very useful for Marketing purposes so please enter terms relevant to your property in the Source and Guest Type fields.

Detailed Guest Lists can be also be created in the Search Bookings function under the Booking Tab.

Understanding Reports

MyPMS User Manual - Reports

The Reports List is categorized in way that gives you the flexibility to custom data for marketing and planning. Please go to each section for a detailed overview and instructions on each report.

Daily Reports: Used by the Front Desk and Managers for reports on Arrivals, Departures, Cancellations, Booking Comments, Registration Cards and more.

Group Reports: Use to see a summary list of all of the Group Bookings in a selected date range and the details of the individual Guests in a Group Booking.

Housekeeping Reports: Run reports of OOO rooms and use to track Vacant, Dirty Rooms and Stayovers, etc. for the Housekeeping Staff. You can create a User Role that will give the User access to only these reports and none of the other areas of MyPMS. See User Roles and Functions

Managers Reports: Reports for tracking and analyzing Bookings, Occupancy and Revenue.The Reports can be run for a specific date or date range and sorted by various data such as source, agent and room type.

Accounting Reports: Provide a daily summary and a running month and year to date total of all transactions: revenue, charges, and payments, etc.