How do I run a Tax Report

The BookingCenter MyPMS system has a complete front and back office reporting system, and can bill for all room charges, POS items, taxes and service fees.

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

The most comprehensive summary or "day-at-a-glance" of actual transactions is the Transaction Summary Report. This report is often run daily to see daily transactions (payments received and charges) The report provides a summary of daily, month-to-date and year-to-date totals of charges, payments, and AR payments.

To get a report of all of your taxable transactions and taxes paid by date range, use Tax Transactions Report The Tax Transactions Report displays every taxable transaction posted during the time period selected with the transaction amount and the tax amount charged to that transaction.

The Reports are designed to be used in combination to give a summary view and detailed information when needed. For example, run the Transaction Summary Report to see a summary of transactions, then to see the details of Room Rent charges use the Transactions Report for the same date or date range. To see the details of each taxable transaction, run the Tax Transactions Report for the same date or date range.

For an explanation and details on the Tax Transactions Report, please see Tax Transactions Report

To run a Tax Transactions Report:

- Go to **REPORTS | ACCOUNTING**
- Click on **TAX TRANSACTIONS REPORT**
- **Choose Date:** Choose a single date or date range. I.e. for a single date choose Dec. 1, 2015 and Dec. 1, 2015 in both the start and end dates.
- **Choose the report format:** HTML, Excel or Text.
- Click **Generate Report**

Understanding Reports

MyPMS User Manual - Reports