

# Understanding Holiday Booking Reports in REST Professional

## Overview

There are various reports that will help you filter information on all your Holiday Bookings set up in REST.

This document will cover the following holiday booking reports:

- Availability
- Arrivals/Departures
- Arrears
- Booking Ledger
- Detail
- Chart
- Deposits Held
- Sundries
- Occupancies
- Cleaning Report
- Deposit Deadlines
- Statement/Invoice

## Availability

You can use this report if you have a guest enquiry and you want to filter to check which properties are available that may suit your guest requirements.

1. Go to Holiday Bookings > Reports > Availability

**Holiday Booking Availability**

**Selection**

All

Range Start at Alpha Index   
Finish at Alpha Index   
Status

Select

**Advanced**

Manager

Check in   
Check out

Only show properties available for whole period

Required no. of Bedrooms  Beds   
Bathrooms

**Orientation F1** **Font Select F2** **Printer Select F3**

**Print - F12** **Preview - F11** **Export - F10** **Cancel - ESC**

2. Use the settings to filter the information you require:

- Manager - To print this report for a particular Manager, choose the Manager from the dropdown list.
- Check In/ Check Out - Select the date range for which the booking is required or tick the box "Only show properties available for the whole period". If this option is selected, REST will only show properties that are free for the whole period, otherwise REST will show display properties that available for part of the period. i.e. if a date range of 14/8 - 19/8 is entered and there is a property available from 15/8 - 19/8 it will not display as the whole period is not available
- Required No. of Bedrooms, Beds Bathrooms - If you require the available properties to have a certain number of beds, bedrooms or bathrooms.

3. Click on Preview-F11 and this will show you the availability report as follows:

HOLIDAY BOOKING AVAILABILITY

Record range from 1 to ZZZZZZZZZZ Check in: 03/09/13 Check out: 30/09/13

Holiday property	Special features	Beds	Bed-rooms	Bath-rooms	Required amount	Available periods
BEACH96	96 Beach Street COOGEE BEACH NSW 2034	0	0	0	1658.50	03/09/13 - 30/09/13
CYN		1	2	1	0.00	03/09/13 - 30/09/13
VACANT		0	0	0	0.00	03/09/13 - 30/09/13

## Arrivals/Departures

This report can be run every morning to show which guests will be arriving and departing on each holiday property. This report will show the arrival date, property address, booking name, deposit paid and if anything is due to be paid on the booking.

1. Go to Holiday Bookings > Reports > Arrivals Departures

2. Use the settings to filter the information you require:

- Manager - To print this report for a particular Manager, choose the Manager from the drop

down list.

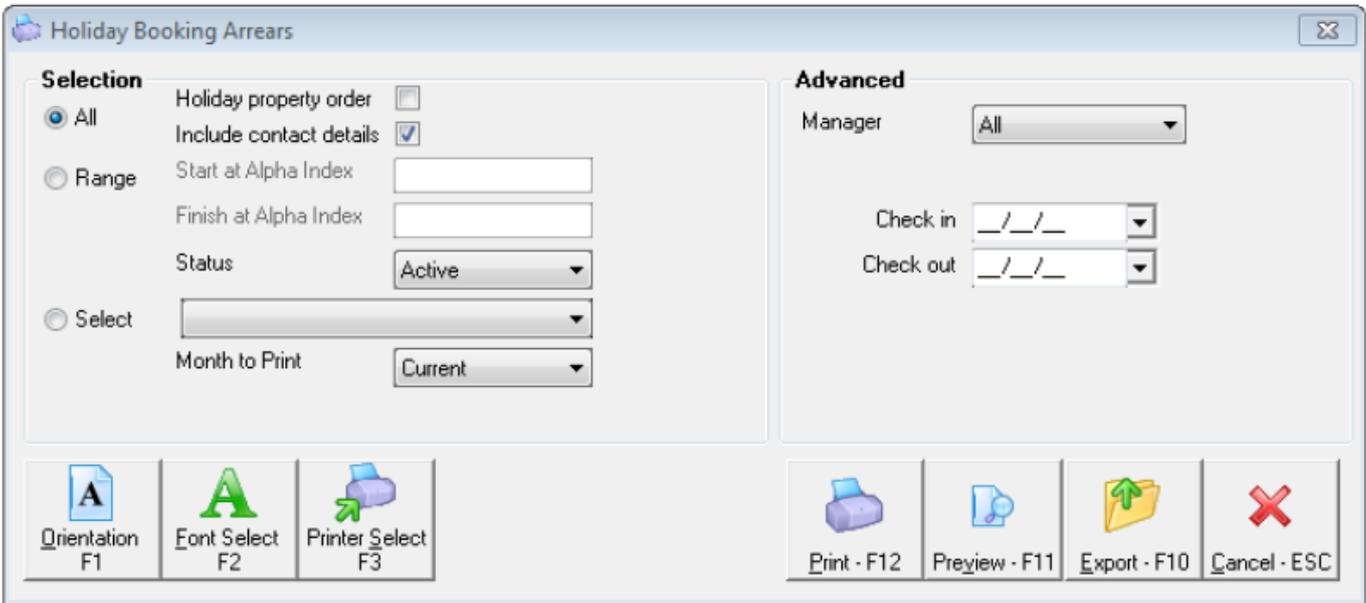
- Booking Type - You may select all bookings, owner bookings only or guest bookings only.
- Report Order - Choose Arrivals or Departures to get a list of Bookings either arriving or departing on or for the specified date range.
- Check In/ Check Out - Select the date range for which the list is required and the report will show as the following

3. Click Preview-F11. This will show arrivals and departures using the search criteria.

## Arrears

This report will show any guests that may be in arrears, which is usually used for tenants that are a longer term holiday rental.

1. Go to Holiday Bookings > Reports > Arrears



**Holiday Booking Arrears**

**Selection**

All  
 Range  
 Select

Holiday property order   
Include contact details   
Start at Alpha Index   
Finish at Alpha Index   
Status: Active  
Month to Print: Current

**Advanced**

Manager: All  
Check in:   
Check out:

Orientation F1 | Font Select F2 | Printer Select F3 | Print - F12 | Preview - F11 | Export - F10 | Cancel - ESC

2. Use the settings to filter the information you require:

- Holiday Property Order - Select this option and the report will be printed in property alpha index order.
- Manager - To print this report for a particular Manager, choose the Manager from the dropdown list.
- Check In/ Check Out - Select the date range for which the list is required and will be printed for booking with booking start or booking end dates that fall in between the selected date range

3. Click on Preview-F11 to show the booking arrears for selection criteria.

HOLIDAY BOOKING ARREARS REPORT

Record range from 1 to ZZZZZZZZZZ

Alpha	Name Property	Phone	Check in Check out	Description	Amount
BRISTOW	Sydney Bristow Sydney 96 Beach Street COOGEE BEACH NSW 2034 Email: emily.valiotis@rockend.com.au	(H): (W): (F): (M): 0444 454 555	20/08/10 05/09/10	Booking Rent	158.50
Total Outstanding					158.50

## Booking Ledger

This Report will give details of the bookings deposits paid and deposit applied, rent collected, sundries paid and disbursed. These can be reconciled and the transaction definitions are as follows:

1. Go to Holiday Bookings > Reports > Booking Ledger

NOTE: When the receipt is applied, REST will issue a second receipt when applying the deposit. This will include the rent and sundries if the guest is paying in full.

2. Use the settings to filter the information you require:

- Page break after each booking - The ledgers will print on separate pages if you are doing them in bulk otherwise they can be selected individually. Select this option to print the Ledger for each booking on a new page.
- Booking Type - You may select all Bookings, owner Bookings only or guest Bookings only by clicking in the drop down box.
- Complete History - Select this option to print the entire history for the selected booking(s).
- Current Period Only - Select this if you want to print the transactions for the current month only.
- Select Period Range - Select the range of months for which you need the history.
- Print Transaction only - This option allows you to print the receipts and payments only. This option does not show any booking changes or letters sent. You might choose this option when you wish to give the report to the guest.

- Print Pay Methods - Select this option to print the methods in which the receipt was paid. If the payment method was cash, the payment method on the report is left blank. The drawer, bank and branch are shown for receipt paid by cheque.

3. Click Preview-F11 to view the report

## Detail

This Report will show the Alpha code and property address of the bookings, the dates booked, and the Check in / Check Out dates.

1. Go to Holiday Bookings > Reports > Detail

**Holiday Booking Details**

**Selection**

- All
- Range
- Select

Holiday property order

Include contact details

Start at Alpha Index

Finish at Alpha Index

Status

Month to Print

**Advanced**

Manager

Booking type

Check in

Check out

Orientation F1   Font Select F2   Printer Select F3   Print - F12   Preview - F11   Export - F10   Cancel - ESC

2. Use the settings to filter the information you require:-

- Holiday property order - Select this option and the report will be printed in property alpha index order.
- Page break after each property - If you have selected 'Holiday Property Order', the report will print in property alpha order. When you tick the box another box will appear "Page Break after Each Property" which will print on separate pages.
- Include contact details - Select this option if you want to send this report to someone and do not want the guest contact details to be shown.
- Manager - To print this report for a particular Manager, choose the Manager from the dropdown list.
- Booking Type - You may select all bookings, owner bookings only or guest bookings only.
- Start / Last Date - Select the date range for which the list is required. Details will be printed for bookings with booking start or booking end dates that fall in between the selected date and the report will look as follows.

3. Click on Preview-F11 to preview this report

HOLIDAY BOOKING DETAILS

Record range from 1 to ZZZZZZZZZZ

Active Status: Active Holiday booking	Property address	Phone (W/H/F/M/E)	Booked	Check in/out	Rental
BRISTOW Sydney Bristow	96 Beach Street COOGEE BEACH NSW 2034	0444 454 555 emily.valiotis@rockend.com.au	29/07/10 03/08/12	20/08/10 05/09/10	158.50
GENNY Genny Holiday				22/08/12 29/08/12	430.00
SMITH Wil Smith	96 Beach Street COOGEE BEACH NSW 2034	0404 000 000 emily.valiotis@rockend.com.au	29/07/10	31/07/10 19/08/10	6785.70

Number of items: 3

## Chart

This Report is in an abbreviated format and shows the days the property has been booked, however most clients will use the Booking Availability Chart, which is just under Holiday Bookings Tab.

1. Go to Holiday Bookings > Report > Chart

**Holiday Booking Chart**

**Selection**

All  Holiday property order

Range Start at Alpha Index

Finish at Alpha Index

Status

Select

Month to Print

**Advanced**

Manager

Check in

Orientation F1    Font Select F2    Printer Select F3

Print - F12    Preview - F11    Export - F10    Cancel - ESC

2. Enter the selection criteria i.e. your check in date
3. Click on Preview-F11 to view this report

HOLIDAY BOOKINGS CHART

Record range from 1 to ZZZZZZZZZZ Quarter Beginning: 20/09/2013

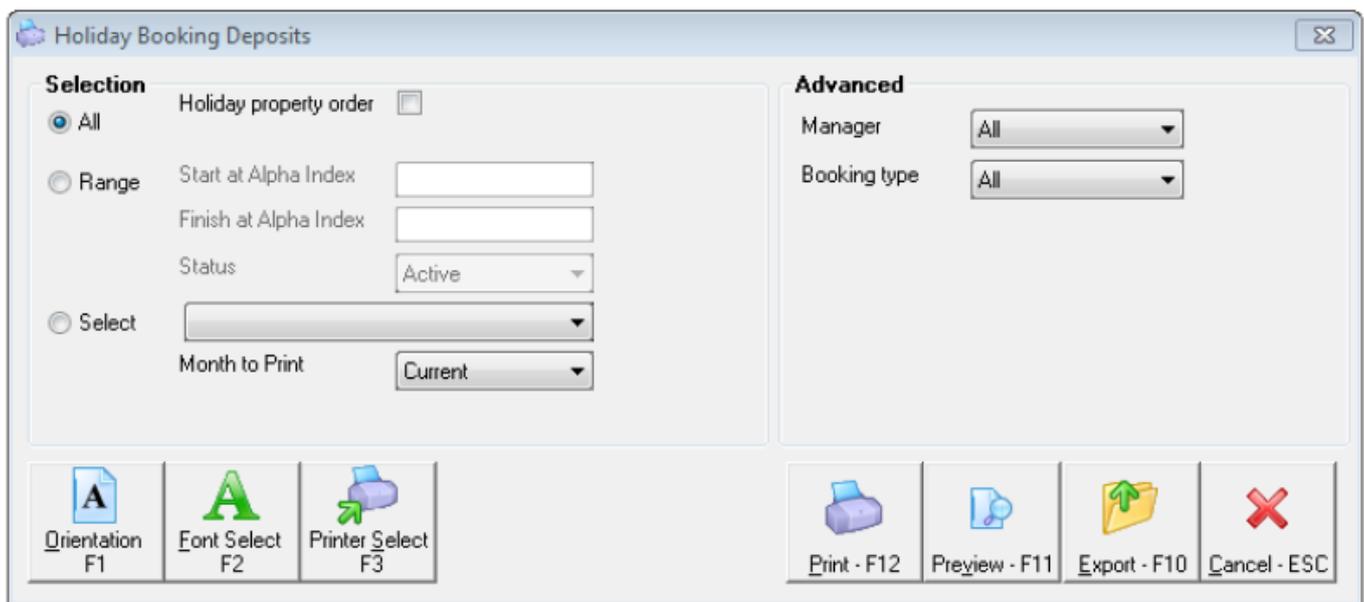
Legend: ^ = Deposit taken ~ = No deposit taken but rent received

Property	20/09	27/09	04/10	11/10	18/10	25/10	01/11	08/11	15/11	22/11	29/11	06/12	13/12
96 Beach Street COOGEE BEACH NSW 2034			PI CA SSO****	****									

## Deposits Held

This report will show the details of the booking, property details, booking dates and the deposit amount that has been received and receipted to the booking. This report should always balance what is in the AAHOLDEP ledger and should be reconciled regularly.

1. Go to Holiday Bookings > Reports > Deposits Held
2. Select your criteria i.e. Manager and Booking Type (if required)



3. Click Preview-F11 to view this report

HOLIDAY BOOKING DEPOSITS HELD

Record range from 1 to ZZZZZZZZZZ

Holiday booking / Owner	Property address	Phone (W/H/F)	Check in	Check out	Deposit
SMITH Will Smith Colin Firth	96 Beach Street COOGEE BEACH NSW 2034		31/07/10	19/08/10	2000.00
Number of items: 1				Total \$	2000.00

## Sundries

This report will show the booking name and Owner details, a list of all internal accounts and balances that have been set up on the Default Sundry Table. This report should balance with each of internal account ledgers and be reconciled regularly.

1. Go to Holiday Bookings > Reports > Sundries
2. Select the criteria i.e. Manager and Booking type (if required)

3. Click on Preview-F11 to view this report

### HOLIDAY BOOKING SUNDRIES HELD

Record range from 1 to ZZZZZZZZZZ

Holiday booking / Owner	AAHOLBOND								
Will Smith	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Colin Firth									
<b>Number of items: 1</b>	<b>Totals \$</b>	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## Occupancy

This report will show occupancy statistics, including number of nights and number of lettings of each holiday property for the calendar year.

1. Go to Holiday Bookings > Reports > Occupancy

**Holiday Property Occupancy** Σ

**Selection**

All

Range    Start at Alpha Index:

                  Finish at Alpha Index:

                  Status:

Select:

**Advanced**

Manager:

Booking type:

From:

To:

(inclusive)

Orientation F1

Font Select F2

Printer Select F3

Print - F12

Preview - F11

Export - F10

Cancel - ESC

2. Select your criteria:

- Manager - To print this report for a particular Manager, choose the Manager from the dropdown list.
- Booking Type - You may select all Bookings, Owner Booking only or Guest Bookings only by selecting the drop down box.
- Date Range - Enter the range of dates for which you require the report. You may select a maximum of 12 months at a time.

3. Click on Preview-F11 to view this report

HOLIDAY PROPERTY OCCUPANCY

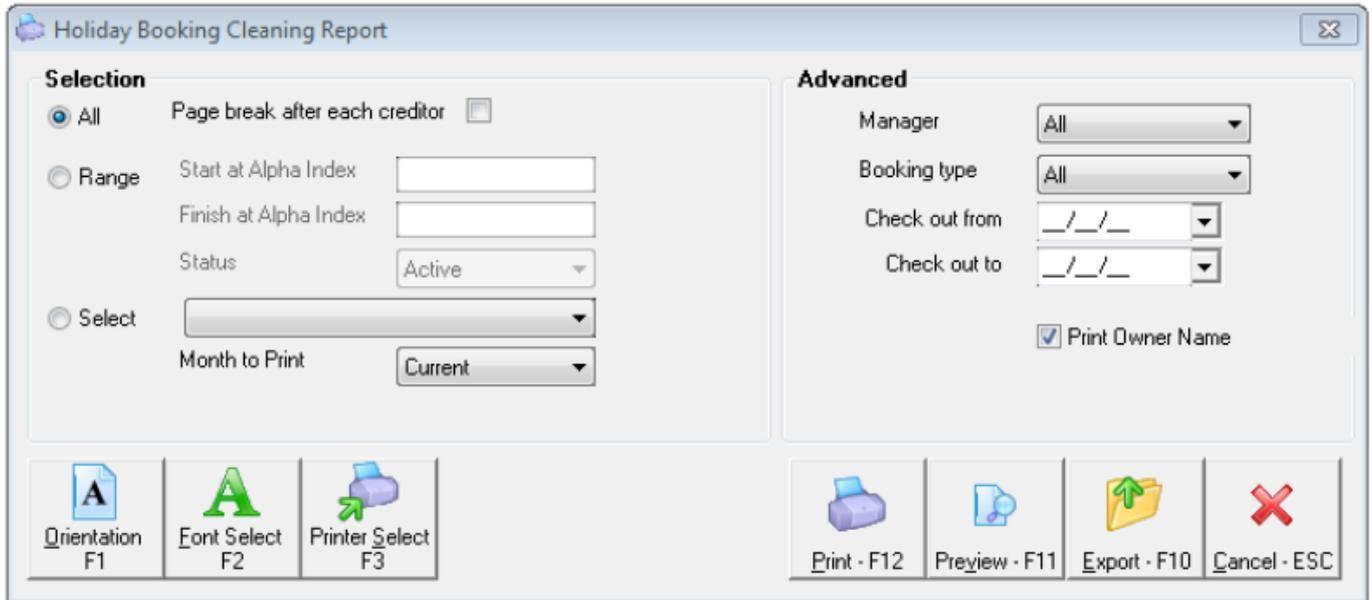
Record range from 1 to ZZZZZZZZZZ    Period: September 2012 to August 2013

Active Status: Active	Jan	Jan	Feb	Mar	Apr	May	Aug	Total
<b>96 Beach Street</b>								
Lettings	0	0	0	0	0	0	0	0
Nights let	0	0	0	0	0	0	0	0
Occupancy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gross rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lettings	0	0	1	0	0	0	0	1
Nights let	0	0	3	0	0	0	0	3
Occupancy	0.00	0.00	10.71	0.00	0.00	0.00	0.00	1.41
Gross rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lettings	0	0	0	0	0	0	0	0
Nights let	0	0	0	0	0	0	0	0
Occupancy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gross rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>MONTHLY TOTALS</b>								
Lettings	0	0	1	0	0	0	0	0
Nights let	0	0	3	0	0	0	0	0
Occupancy	0.00	0.00	3.57	0.00	0.00	0.00	0.00	0.00
Gross rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## Cleaning Report

If the cleaner has been added into the property – this will default into each new booking that is set up. This report can be printed and given to the relevant cleaner whenever required.

1. Go to Holiday Bookings > Reports > Cleaning Report
2. Select the criteria i.e. Manager and Booking type, check out from and to dates (if required)



**Holiday Booking Cleaning Report**

**Selection**

All  Page break after each creditor

Range Start at Alpha Index   
Finish at Alpha Index   
Status

Select   
Month to Print

**Advanced**

Manager   
Booking type   
Check out from   
Check out to   
 Print Owner Name

Orientation F1    Font Select F2    Printer Select F3    Print - F12    Preview - F11    Export - F10    Cancel - ESC

3. Click Preview-F11 to view this report

HOLIDAY CLEANING REPORT

Record range from 1 to ZZZZZZZZZZ

Creditor	Property/Booking	Owner	Check out	Next Arrival
BRONNIE - Bronnie's Cleaning Services -Fax: 9567 4656	BEACH96 - 96 Beach Street SMITH Will Smith	Colin Firth	19/08/2010	20/08/2010

## Deposit Deadlines

When you enter into the Deposit Due into the Booking Maintenance screen, then this report will show a list of bookings with deposits due for a specific time.

1. Go to Holiday Bookings > Reports > Deposit Deadlines
2. Select your criteria i.e. Manager, Booking Type, check in and out dates (if required)

3. Click on Preview-F11 to view this report

### HOLIDAY BOOKING DEPOSIT DEADLINES

Record range from 1 to ZZZZZZZZZZ

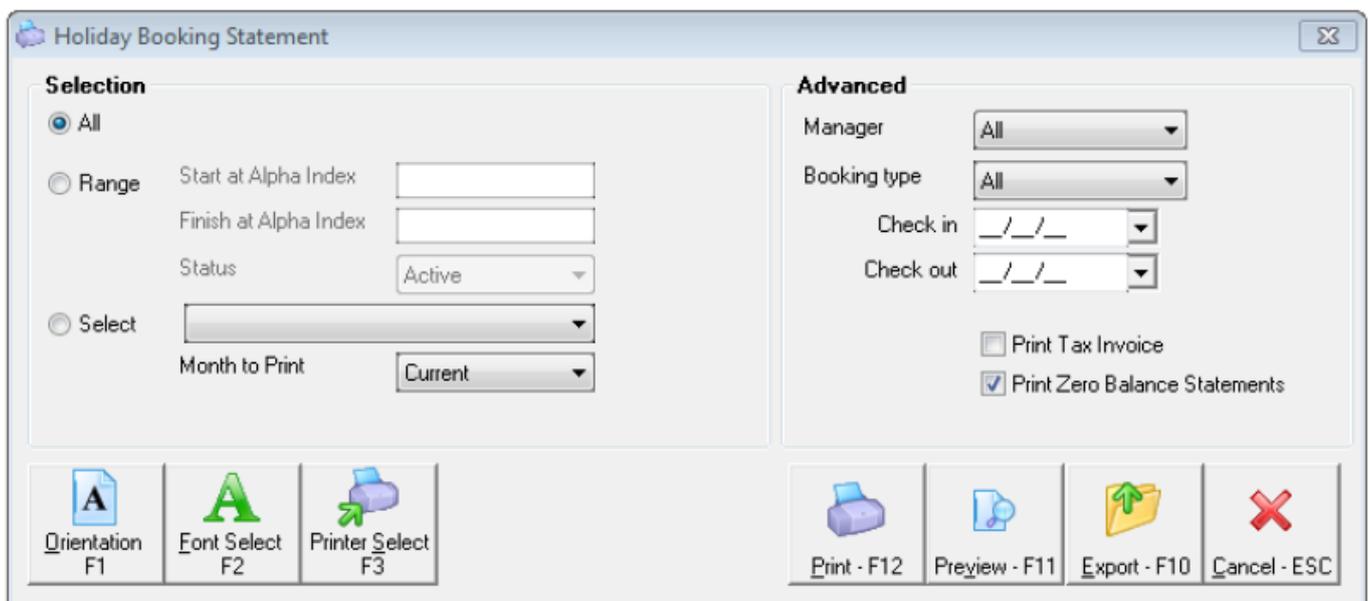
Holiday booking	Phone (H/W)	Property address	Check in/out	Rent	- Deposit due -
Sydney Bristow BRISTOW		96 Beach Street COOGEE BEACH NSW 2034	20/08/10 05/09/10	158.50	22/07/10 1500.00

Number of items: 1

## Statement Invoices

Once the booking is set up, the statement can be printed or emailed to the guest, showing what is due for rent and sundries.

1. Go to Holiday Bookings > Reports > Statement/Invoice
2. Select your criteria i.e. Manager, Booking type, check in and out dates
  - Print Tax Invoice - Select this option to print the words 'Tax Invoice' on the top of the invoice.
  - Print Zero Balance Statement - When this option is not selected, invoices will only be printed for bookings with deposit, rent, or sundries still owing



**Holiday Booking Statement**

**Selection**

All

Range Start at Alpha Index   
Finish at Alpha Index   
Status

Select   
Month to Print

**Advanced**

Manager

Booking type

Check in

Check out

Print Tax Invoice

Print Zero Balance Statements

Orientation F1    Font Select F2    Printer Select F3

Print - F12    Preview - F11    Export - F10    Cancel - ESC

3. Click on Preview-F11 to view this report

Sydney Bristow  
96 Beach Street  
COOGEE BEACH NSW 2034

**Booking Invoice**

Regarding: 96 Beach Street  
COOGEE BEACH NSW 2034

Date: 02/09/13  
Ref: BRISTOW  
Page: 1

Description	Rate	For the Period	Paid	Owing
Booking Rent	158.50	20/08/10 - 05/09/10	0.00	158.50
		Total Owing		158.50

Booking deposit of \$1500.00 due by 22/07/10 (Paid \$0.00)

02/02/2016 10:47 am AEDT