

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 Bo	oking Availability		×
Selection			Advanced
 All 			Manager 🛛 🖌
Range	Start at Alpha Index		
	Finish at Alpha Index		Check in _/_/_
	Status	Active +	Check out _/_/_
Select		Ψ	Only show properties available for whole period
			Required no. of Bedrooms 0 - Beds 0 -
			Bathrooms 0 -
Orientation F1	Eont Select F2	elect	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:

REST Professional Software System (10.5.05) © Copyright 2013 - Rockend Technology Pty Ltd Rockend Technology ROCKEND REAL ESTATE TRUST ACCT			Date: 02	/09/13	Page: 001
	HOLIDAY BOOKING AVAIL	ABILI	ΤY		
	Record range from 1 to ZZZZZZZZZZ Check in: 03/09/13 Check out				
Holiday property	Special features	Beds	Bed- Bath- rooms rooms	Required amount	Available periods

Holiday prope	rty	Special features	Beds	rooms	rooms	amount	Available periods
BEACH96	96 Beach Street		0	0	0	1658.50	03/09/13 - 30/09/13
CYN	COUGEL BEACH NOW 2004		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

📩 Holiday B	ooking Arrivals/Departures	Σ	3
Selection		Advanced	
) Al		Manager All 👻	
🔘 Range	Start at Alpha Index	Booking type	
	Finish at Alpha Index	Check in 09/09/13 🗨	
	Status Active -	Check out 14/09/13	
Select		Report Order Arrivals -	
	Month to Print Current -		
Drientation F1	Font Select F2 F3	Image: Drint - F12 Image: Drewiew - F11 Image: Drewiew - F10 Image: Drewiew - F10	

- 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 Boo	oking Arrears					×
Selection	Holiday property order Include contact details	✓	Advanced Manager	All	•	
🔘 Range	Start at Alpha Index Finish at Alpha Index		Check in	_/_/_	•	
⊘ Select	Status Month to Print	Active	Check out	_/_/_)	•	
Qrientation F1	Font Select F2 F2 F3	elect	Erint - F12 Pres	<u>v</u> iew - F11	Image: wide wide wide wide wide wide wide wide	· 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.

and range from 1 to 77777777777

Page: 001

HOLIDAY BOOKING ARREARS REPORT

				Record range from	10 2222222222
Alpha	Name Property	Phone	Check in Check out	Description	Amount
BRISTOW	Sydney Bristow Sydney 96 Beach Street COOGEE BEACH NSW 2034 Email: emily validis@rockend.com.au	(H): (W): (F): (M): 0444 454 55	20/08/10 05/09/10	Booking Rent	158.50
	Email: entry.valious@rokena.com.au			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

😂 Holiday B	ooking Ledger					8
 Selection All 	Page break after each b	oooking 📃		Advanced		
⊚ Range	Start at Alpha Index Finish at Alpha Index Status			Booking type Complete History	All •	
○ Select		Active	• •	Current Period Only Select Period Rang Print Transactions Print Pay Methods	y 🔘 ge 🔘 Only 🔲 V	
Orientation F1	Eont Select F2 F3	elect		Print - F12 Pre	Image: wide wide wide wide wide wide wide wide	X Cancel - ESC

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 Bo	oking Details		[23
Selection	Holiday property order Include contact details		Advanced Manager All -	
Range	Start at Alpha Index Finish at Alpha Index		Booking type All Check in 02/09/13	
Select	Month to Print	Current	Check out 02/03/14	
 ⊡rientation F1	Eont Select F2 F3	elect	Image: Drint - F12 Image: Drewiew - F11 Image: Drewiew - F10 Image: Drewiew - F10	SC

- 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

REST Professional Software System (10.5.05) © Copyright 2013 - Rockend Technology Pty Ltd Rockend Technology ROCKEND REAL ESTATE TRUST ACCT

Page: 001

HOLIDAY BOOKING DETAILS

Active Statue: Active			Record r	ange from	1 to ZZZZZZZZZZ	z
Holiday boo	is: Active king	Property address	Phone (W/H/F/M/E)	Booked	Check in/out	Rental
BRISTOW	Sydney Bristow	96 Beach Street COOGEE BEACH NSW 2034		29/07/10	20/08/10 05/09/10	158.50
GENNY	Genny Holiday		0444 454 555 emily.valiotis@rocke	end.com.au 03/08/12	22/08/12	430.00
35000	,				29/08/12	
SMITH	WII Smith	96 Beach Street COOGEE BEACH NSW 2034		29/07/10	31/07/10 19/08/10	6785.70
			0404 000 000 emily.valiotis@rocke	end.com.au		
Number of	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 Bo	oking Chart		8	
Selection	Holiday property order		Advanced Manager All 👻	
⊘ Range	Start at Alpha Index Finish at Alpha Index Status	Active -	Check in _/_/_	
⑦ Select	Month to Print	Current		
Qrientation F1	Eont Select F2	elect	Image: Drint - F12 Image: Drewiew - F11 Image: Drewiew - F10 Image: Drew	

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

REST Professional Software System (10.5.05) © Copyright 2013 - Rockend Technology Pty Ltd Rockend Technology ROCKEND REAL ESTATE TRUST ACCT

Date: 20/09/13

Page: 001

HOLIDAY BOOKINGS CHART

Record range from 1 to ZZZZZZZZZ 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)

😂 Holiday Bo	oking Deposits						8
Selection	Holiday property order		4	Advanced Manager	All	•	
💿 Range	Start at Alpha Index		1	Booking type	All	-	
	Finish at Alpha Index				-		
	Status	Active +					
Select		•					
	Month to Print	Current 👻					
A	Font Select	elect		5		1	×
F1	F2 F3		_	Print - F12	Preview - F11	Export - F10	<u>C</u> ancel - ESC

3. Click Preview-F11 to view this report

REST Profe © Copyright Rockend Te ROCKEND	essional Software System (10.5.05) t 2013 - Rockend Technology Pty Ltd echnology REAL ESTATE TRUST ACCT		Date: 02/09	ə/13	ł	Page: 001
		HOLIDAY BOOKING DEPOS	SITS HELD			_
			Record ran	ge from 1 to Z	777777777	
Holiday boo	oking / Owner	Property address	Phone (W/H/F)	Check in	Check out	Deposit
SMITH	Will Smith Colin Firth	96 Beach Street COOGEE BEACH NSW 203	34	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)

🖒 Holiday Bo	oking Sundries					23
Selection	Holiday property order		Advanced Manager	All	•	
⊚ Range	Start at Alpha Index Finish at Alpha Index Status	Active -	Booking type	All	T	
⊚ Select	Month to Print	Current V				
Drientation F1	Font Select F2 F3	elect	Print - F12	Dreview - F11	Export - F10	X Cancel - ESC

3. Click on Preview-F11 to view this report

REST Professional So © Copyright 2013 - Ro Rockend Technology ROCKEND REAL EST	ftware System ckend Technol ATE TRUST A	(10.5.05) ogy Pty Ltd .CCT					Date: 02	/09/13		Page: 001
			HOLIDAY E	3 O O K I N G	SUNDRI	ES HELD	Record	ange from 1 t	777777777777777777777777777777777777777	7
Helidey beeking / Owner						Record	angenom nu		2	
Tioliday booking / Own			AAHOLBOND							
Will Smith Colin Firth			500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Number of items:	1 .	Totals \$	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 Pro	operty Occupancy	X
Selection		Advanced Manager All -
⊘ Range	Start at Alpha Index Finish at Alpha Index Status Active	Booking type All From: Septembe 2012
⑦ Select		To: <u>August</u> v 2013 ▼ (inclusive)
 _Ωrientation F1	Eont Select F2 F3	Image: Print - F12 Image: Preview - F11 Image: Preview - F10 Image: Prev

- 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

REST Professional Software System (10.5.05)	Date: 02/09/13	Page: 001
© Copyright 2013 - Rockend Technology Pty Ltd Rockend Technology ROCKEND REAL ESTATE TRUST ACCT		-

					Record	range from	1 to ZZZZZZZZZZ	Period: September 2012 to August 2013	
Active Status: Activ	/e Jan	Jan	Feb	Mar	Apr	May	Aug		Total
96 Beach Street									
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	ō		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
MONTHLY TOTAL	s								
Lettings	0	0	1	0	0	0	0		
Nights let	0	0	3	0	0	0	0		
Occupancy	0.00	0.00	3.57	0.00	0.00	0.00	0.00		
Gross rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

HOLIDAY PROPERTY OCCUPANCY

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 Bo	ooking Cleaning Report	X
Selection	Page break after each creditor	Advanced Manager All 👻
⊘ Range	Start at Alpha Index Finish at Alpha Index Status Active =	Booking type All Check out from _/_/_ Check out to _/_/_
⊚ Select	✓ Month to Print ✓	Print Owner Name
Qrientation F1	Eont Select F2 F3	Image: Display state Image: Display state Image: Display state Print - F12 Preview - F11 Export - F10 Cancel - ESC

3. Click Preview-F11 to view this report

REST Profession © Copyright 201 Rockend Techno ROCKEND REA	nal Software System (10.5.05) 3 - Rockend Technology Pty Ltd ology L ESTATE TRUST ACCT		Date: 02/09/13	Page: 001
		HOLIDAY CLEANING REPORT		
			Record range from 1 to ZZZZZZ	777
Creditor	Property/Booking	Owner	Check out	Next Arrival

Creditor	Fibpeity/Dooking	Owner	Check out	Next Annual
BRONNIE - Bron	inie'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.

🐔 Holiday Boo	king	
Alpha Index	SMITH Active	Cancel - ESC
Name	Will Smith	
General Book	ting Payment method Status Notes	Action - F1
Booking Check	in 31/07/10 Deposit due date 29/07/10	
Check o	Deposit amount \$2,000.00	Delete - F3
	Dther active bookings Holiday commission % 13.00	Add Mode - F4
Booking amo	unt \$6,785.70 Cleaner alpha BRONNIE	Sundries - F6
No. of gue	ests 4 BOMA account code 109	Q
Comments		Search - F7
	Line 1	
	Line 2	Last Edits - F9
		OK · F12

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

📩 Holiday Bo	ooking Deposit Deadlin	es				8
Selection			Advanced Manager	All	•	
○ Range	Start at Alpha Index Finish at Alpha Index Status Month to Print	Active	Booking type Check ir Check ou	All n _/_/_ .t _/_/_	•	
Drientation F1	F2 F2 F2 F2 F2 F3	elect	Print - F12 Pr	review - F11	Export - F10	X Cancel - ESC

3. Click on Preview-F11 to view this report

Date: 02/09/13

HOLIDAY BOOKING DEPOSIT DEADLINES

			Record range fro	e from 1 to ZZZZZZZZZZ			
Holiday booking	Phone (H/W)	Property address	Check in/out	Rent	- Deposit du	le -	
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 Bo	ooking Statement		X
Selection		Advanced	
All		Manager	All
Range	Start at Alpha Index	Booking type	All
	Finish at Alpha Index	Check in	_/_/_ •
	Status Active	- Check out	_/_/_ •
⊚ Select	Month to Print Current	•	 Print Tax Invoice ✓ Print Zero Balance Statements
Qrientation F1	Eont Select F2 F3	Print - F12 Pre	Image: wiew - F11 Image: wiew - F10 Image: wiew - F10

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 N	ISW 2034		Date: Ref: Page:	02/09/1 BRISTO 1	3 DW
Description	F	Rate	For the Period	Pa	aid	Owing
Booking Ren	t 15	58.50	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