

Data Plus Accounting Export

Data Plus is an accounting platform that supports multi-property hospitality chains. With a Data Plus account, select reports can be exported from RoomKeyPMS and imported directly into the Data Plus platform where it is used to generate scheduled reports.

Contact Data Plus to Setup or Modify an Account

You must have an active Data Plus account established before importing data exported from RoomKeyPMS.

Click below for more information:

To Setup a New Data Plus Account

- **Contact** Data Plus to create an Account
 - [CLICK HERE to access and complete the Data Plus Demo Request form](#)
 - Contact Data Plus Sales via email: **sales@dphs.com**
- **Advise** that you will be using RoomKeyPMS as your PMS provider

To Modify an Existing Data Plus Account

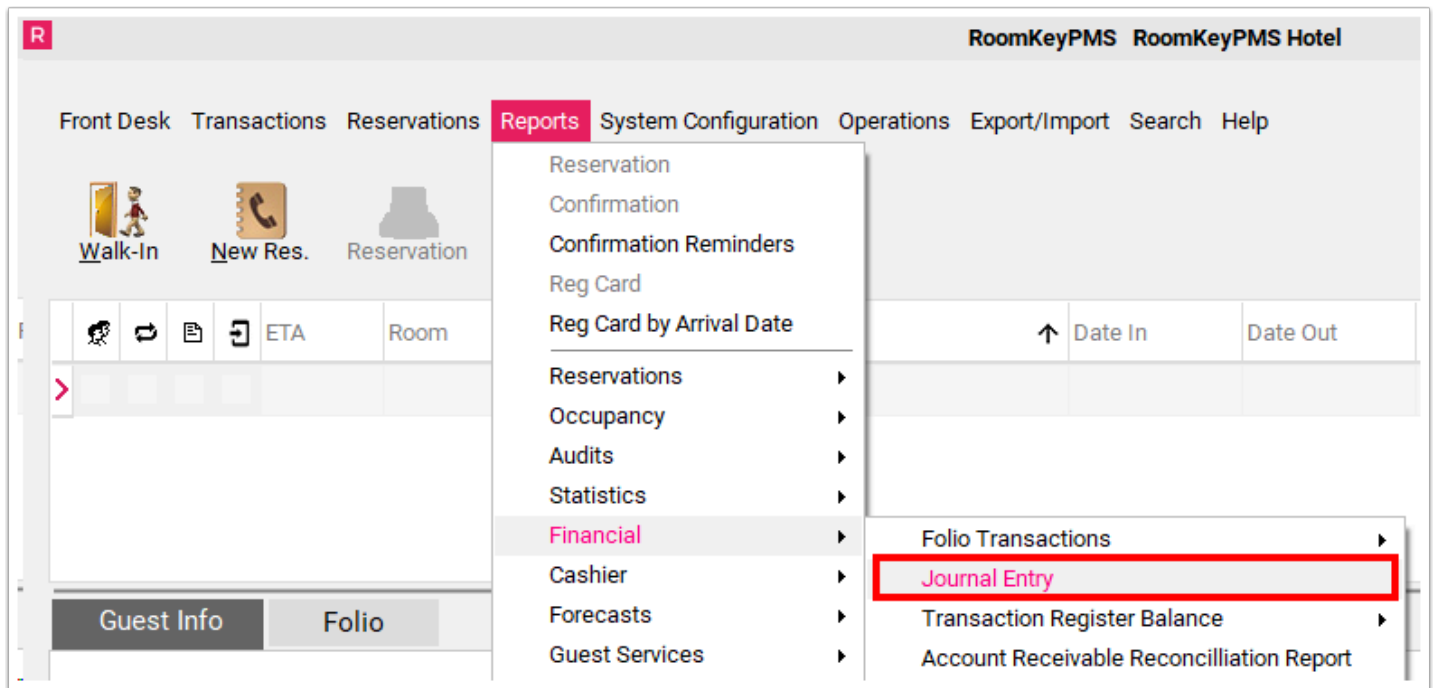
- **Contact** your Data Plus account manager and advise that you will be changing your PMS provider to RoomKeyPMS
 - [CLICK HERE to use your member sign in and request this change from the Data Plus Support page](#)

Export RoomKeyPMS Reports in CSV File Format

Click below for more information:

To Export the Journal Entry Report

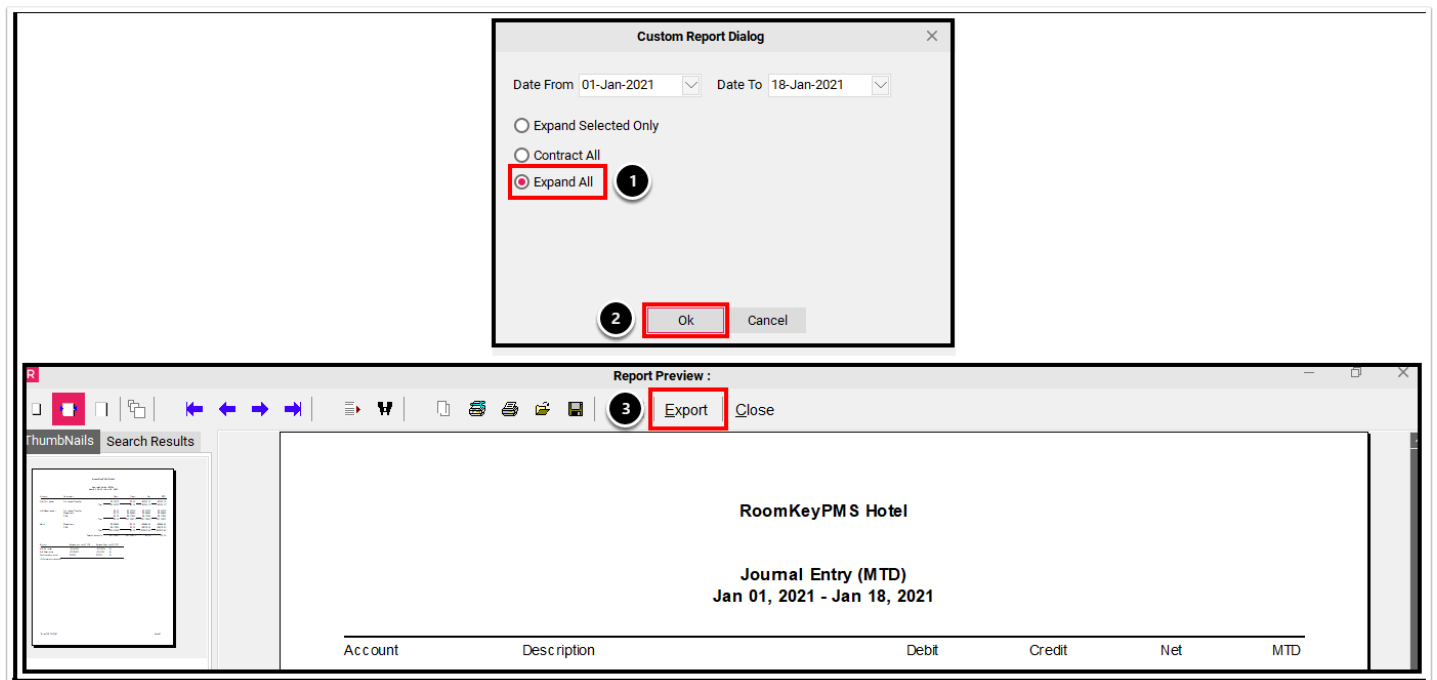
Access the Journal Entry report: **Reports > Financial > Journal Entry**



Within the Custom Report Dialog window and Report Preview, complete the following:

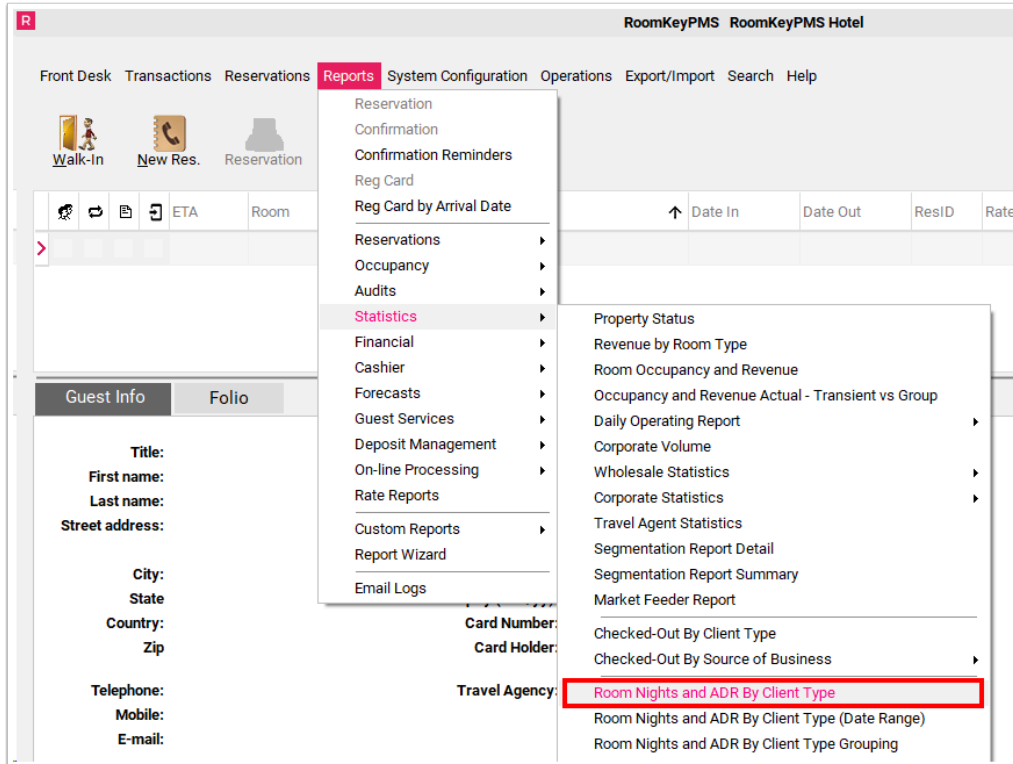
1. Verify the Date From and Date To and select **Expand All**
2. Select the **OK** button
3. In the Report Preview, select the **Export** button

A Save As window will appear and allow you to save the .csv file in your preferred location



To Export the Room Nights and ADR by Client Type Report

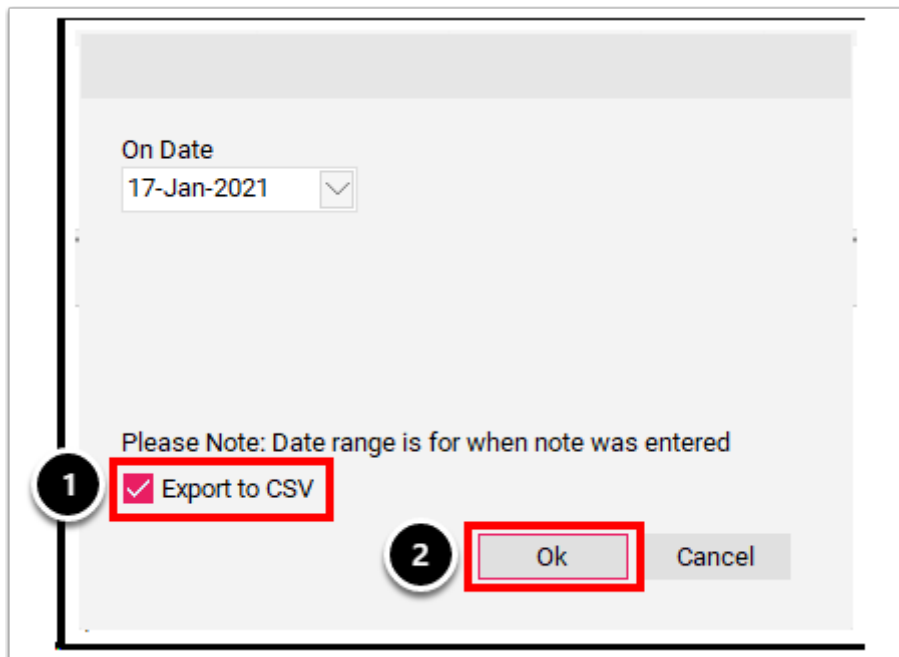
Access the Room Nights and ADR by Client Type report: **Reports > Statistics > Room Nights and ADR by Client Type**



Within the Dialog window, complete the following:

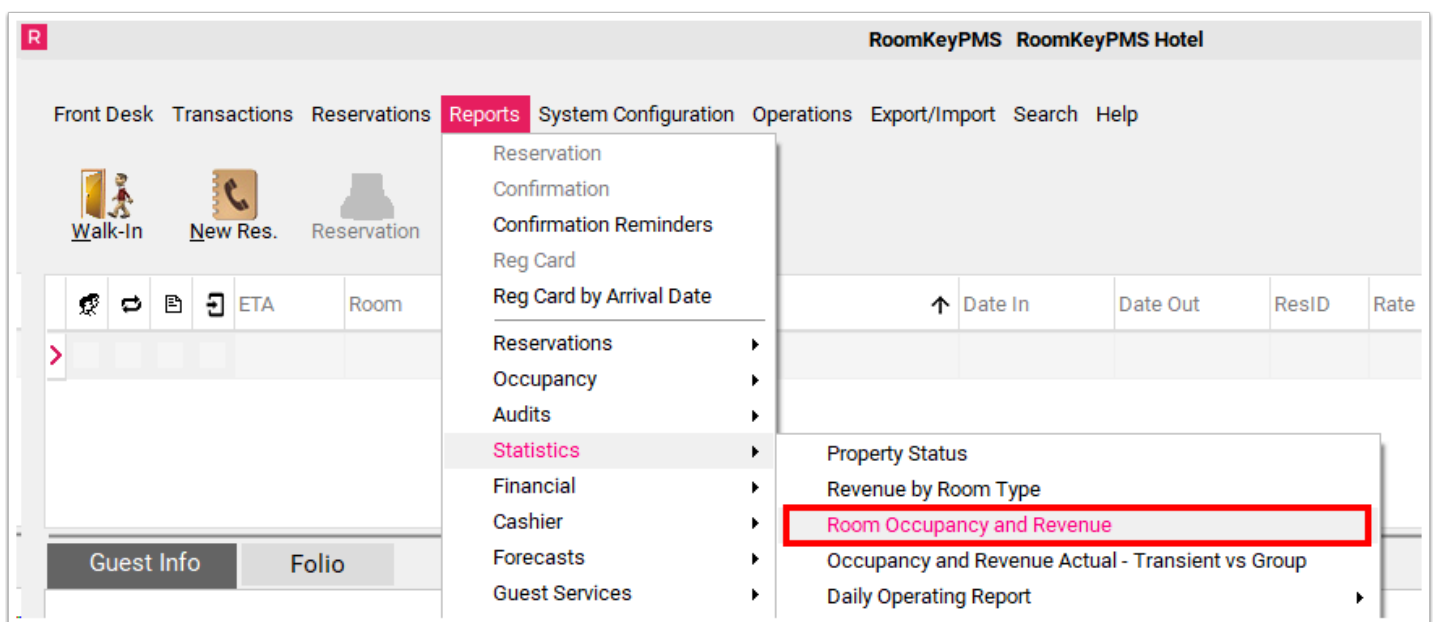
1. Verify the On Date and enable the **Export to CSV** checkbox
2. Select the **Ok** button

A Save As window will appear and allow you to save the .csv file in your preferred location



To Export the Room Occupancy and Revenue Report

Access the Room Occupancy and Revenue Report report: **Reports > Statistics > Room Occupancy and Revenue Report**



Within the Dialog window, complete the following:

1. Verify the Date From and Date To and enable the **Export to CSV** checkbox
2. Select the **Ok** button

A Save As window will appear and allow you to save the .csv file in your preferred location

Date From
17-Jan-2021

Date To
17-Jan-2021

1 ☒ Export to CSV

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