

# 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

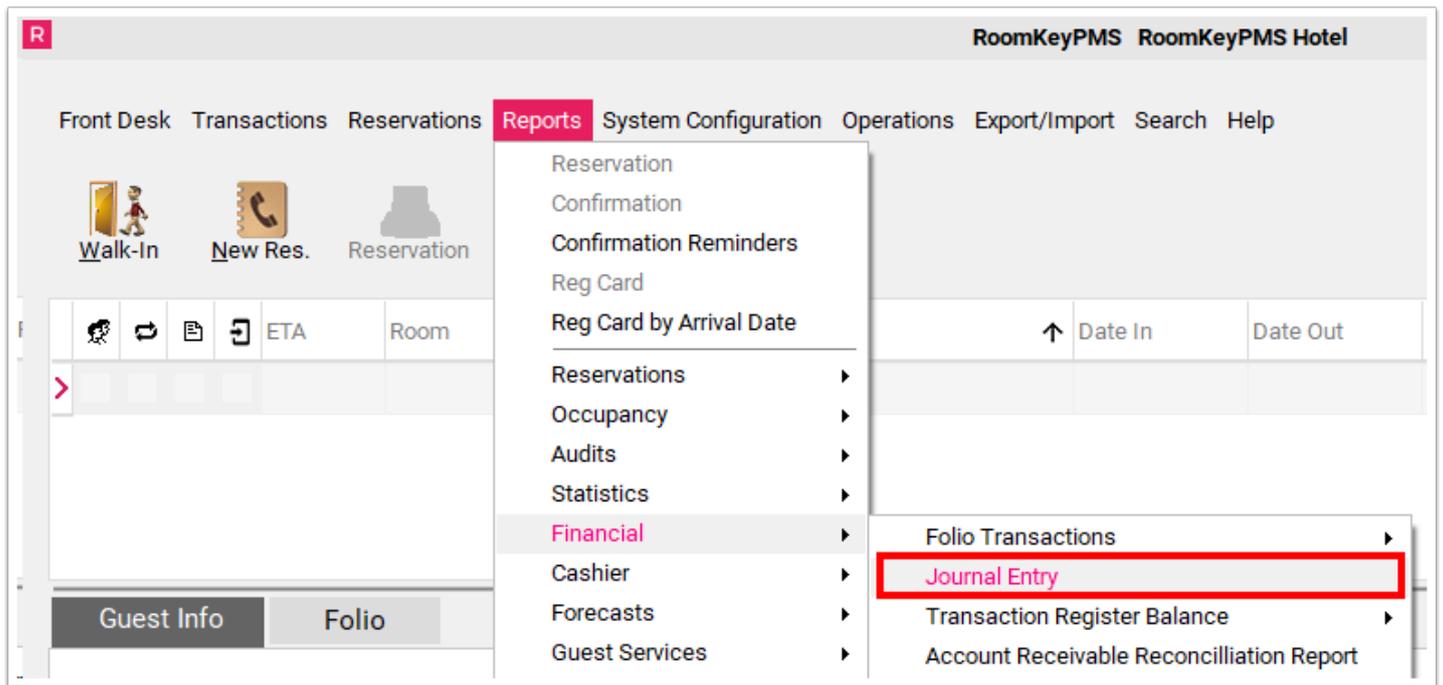
- **Contact** your Data Plus account manager and advise that you will be changing your PMS provider to RoomKeyPMS
  - [CLICK HERE to use your member sign in and request this change from the Data Plus Support page](#)

## Export RoomKeyPMS Reports in CSV File Format

**Click below for more information:**

### To Export the Journal Entry Report

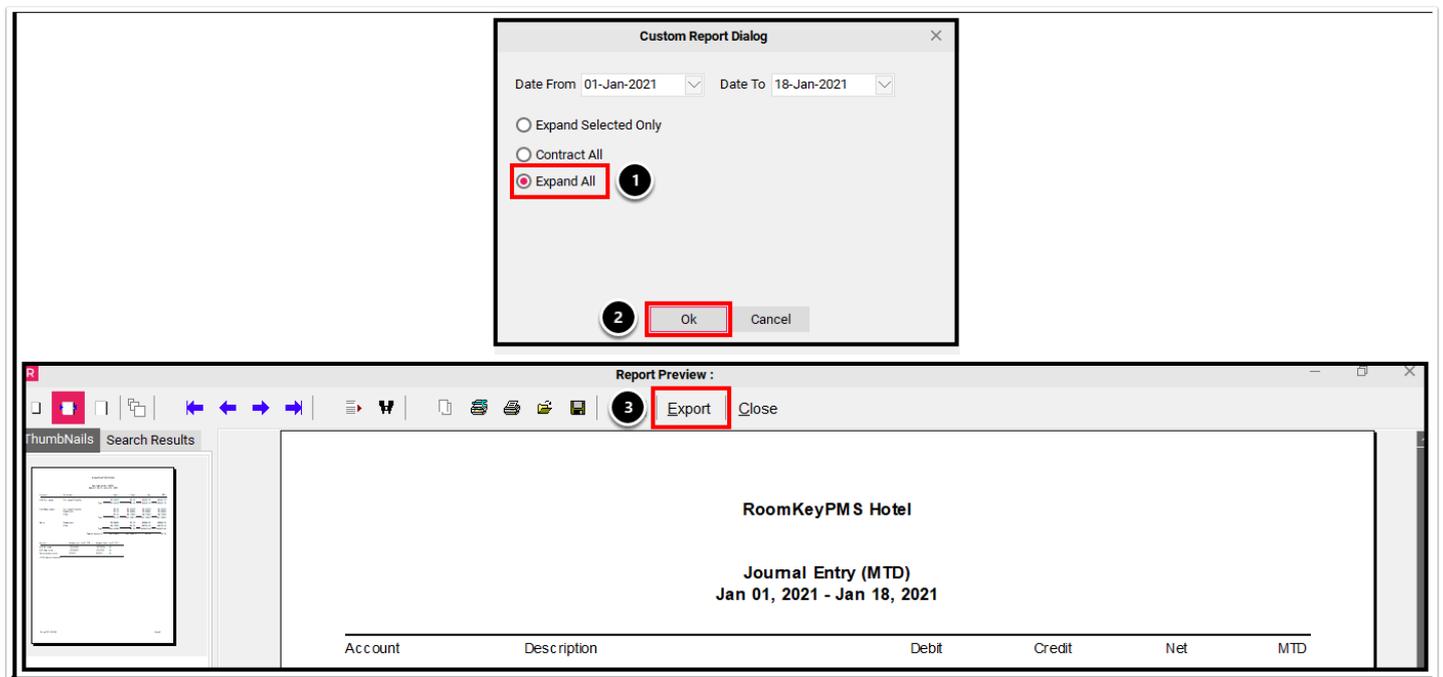
Access the Journal Entry report: **Reports > Financial > Journal Entry**



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

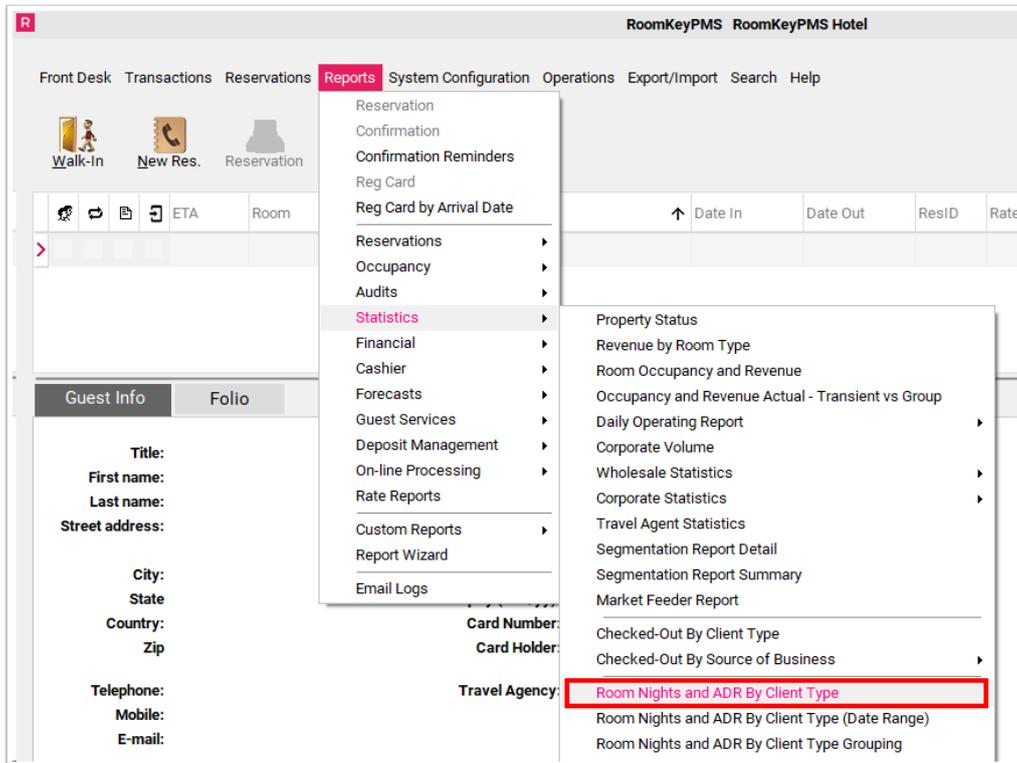
1. Verify the Date From and Date To and select **Expand All**
2. Select the **OK** button
3. In the Report Preview, select the **Export** button

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

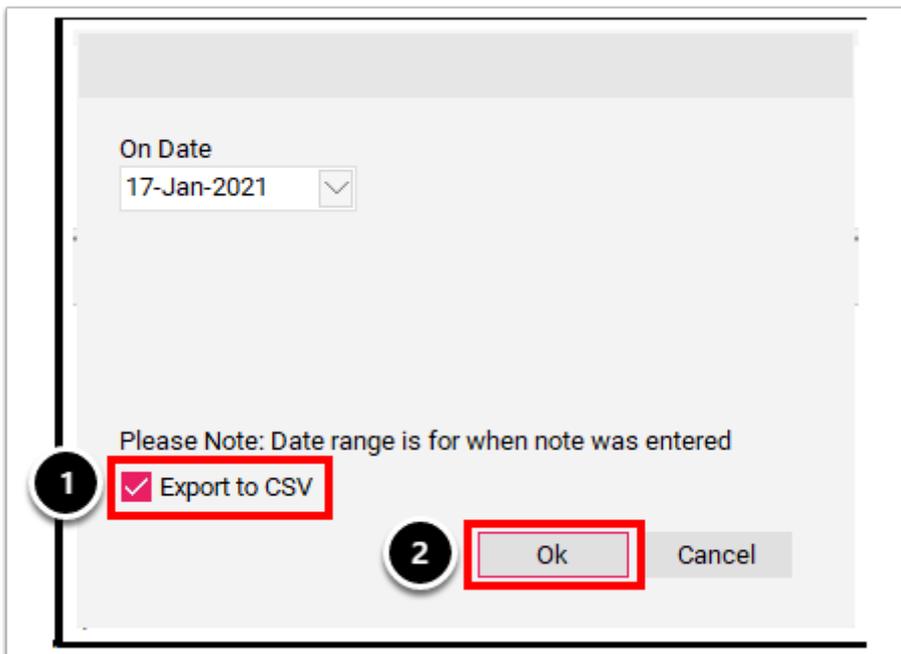
Access the Room Nights and ADR by Client Type report: **Reports > Statistics > Room Nights and ADR by Client Type**



Within the Dialog window, complete the following:

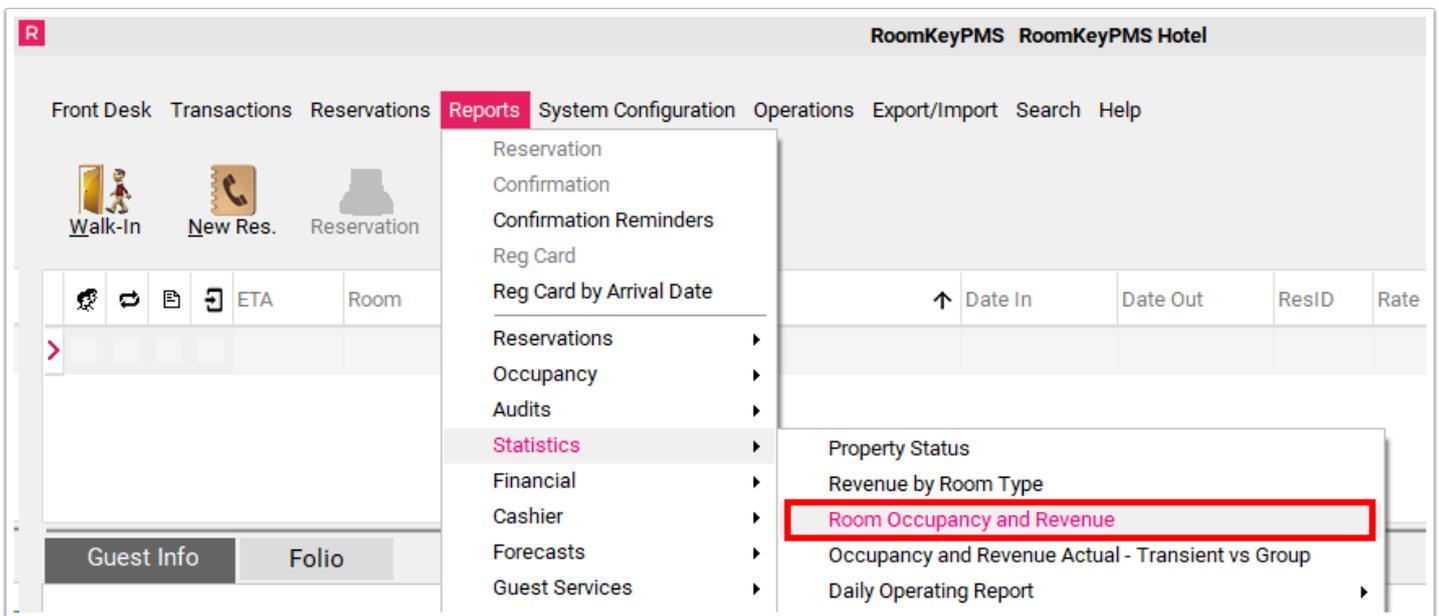
1. Verify the On Date and enable the **Export to CSV** checkbox
2. Select the **Ok** button

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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