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
 - <u>CLICK HERE to use your member sign in and request this change from the Data Plus</u> <u>Support page</u>

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**

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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

	Custom Report Dialog ×]					
	Date From 01-Jan-2021 💟 Date To 18-Jan-2021 💟						
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	RoomKeyPMS Hotel						
	Journal Entry (MTD) Jan 01, 2021 - Jan 18, 2021						
Account	Description Debit	Credit Net MTD					

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**

R		RoomKeyPMS RoomKeyPMS Hotel					
Front Desk Transactions Reservations	Reports System Configuration Op Reservation Confirmation Confirmation Confirmation Reminders Reg Card Reg Card	erations Export/Import Search Help					
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	Reservations Occupancy Audits						
Guest Info Folio Title: First name: Last name: Street address: City: State	Statistics Financial Cashier Cashier Forecasts Guest Services Deposit Management On-line Processing Rate Reports Custom Reports Report Wizard Email Logs	Property Status Revenue by Room Type Room Occupancy and Revenue Occupancy and Revenue Actual - Transient vs Group Daily Operating Report Corporate Volume Wholesale Statistics Corporate Statistics Travel Agent Statistics Segmentation Report Detail Segmentation Report Summary					
Country: Zip	Card Number: Card Holder:	Checked-Out By Client Type Checked-Out By Source of Business					
Telephone: Mobile: E-mail:	Travel Agency:	Room Nights and ADR By Client Type Room Nights and ADR By Client Type (Date Range) Room Nights and ADR By Client Type Grouping					

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

On Date	
17-Jan-2021	
Please Note: Date range is for when note was entered	
Export to CSV	
Ok Cancel	
·	

To Export the Room Occupancy and Revenue Report

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

R	RoomKeyPMS RoomKeyPMS Hotel					
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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		
		2 Ok Cancel	