Group Reports

The following article reviews a list of the reports that can be found in the Groups module of the PMS.

Group List

Operations > Groups > Reports > Group List

This report produces a listing of the room types & revenue produced by a selected group and only includes Groups which have rooms in block which have reservations created. This report is intended to review future group information and is not to be used for past dates.

Groups Listing

01-Dec-2015 - 31-Dec-2015

Group Name	Apple Marketing Meeting		City Account	
Arrival Date **02-Dec-2015**	Nights **3**		Check out Date **05-Dec-2015**	
# of Rooms	Room Type		Rate	Revenue for Room Type
3	OVSK		481.67	4,335.00
1	PS2B-K/QQ		1,969.17	5,907.50
	Total Revenue This Group			10,242.50

Group Arrivals Listing

Operations > Groups > Reports > Group Arrivals Listing

This report prints an arrivals list for a specified group and is sorted by Res ID number.

Groups Arrivals Listing

10-Jan-2016

Group Name	Apple Marketing Meeting		City Account			
Res #	Guest Name			# of Pers	Room #	Room Type
1604	Johnson, Jamie			2	510	OV SK
1605	Taylor, Garry			2	509	OV SK
1606	Grant, Robert			2	508	OV SK
1607	Consenza, Karen			2	507	OV SK
1608	Fierro, Krista			1	602	PS2B-

Group Departures Listing

Operations > Groups > Reports > Group Departures Listing

This report is a listing of all the checkouts for a specific group on a departure date.

Group Check out

19-Dec-2015

Group Name	Rain City Ecotours		City Account	Rain City Ecotours	
Guest Name		Room #	Status	Room Charges (Tax IN)	Other Charges (Tax IN)	Payments
Anderson Terrence		0610	Checked-Out	0.00	0.00	0.00
Mitchell Sheila		0608	Checked-Out	0.00	0.00	0.00
Welsh Casey		0607	Checked-Out	0.00	0.00	0.00
Tartaglia George		0606	Checked-Out	0.00	0.00	0.00
Slater Veronica		0605	Checked-Out	0.00	0.00	0.00
Convery Sharon		0404	Checked-Out	0.00	0.00	0.00
Ortega Chris		0304	Checked-Out	0.00	0.00	0.00
		Total Charges for Group		0.00	0.00	0.00

Group Details

Operations > Groups > Reports > Group Details

- The Group Detail report can also be accessed by selecting the **Group Detail** button within the Group Master.
- This Report shows a list of reservations currently made with a selected group. This report is sorted by ResID, however, this report may be saved as a CSV file which and be opened in Excel. Once opened in Excel this report may be manipulated to sort by name or room number.

- This report can be used to produce a rooming list for a Group Coordinator (by saving this report as a CSV file, it can then be opened in excel and sorted by room number or guest name).

Rain City Ecotours

Created on: 18 Dec 2015

Created by: RSI ADMIN

Group ID: RCE181215

Group #: 31

Room #	Type	Res ID	Name	Arrival	Nights	Rate	Room	Other	Tax	Total Revenue
0610	DK-K	2708	Lomas, Mike	18 Dec 2015	0	180.00	0.00	0.00	0.00	0.00
0608	DK-K	2709	Nelson, Brenda	18 Dec 2015	0	180.00	0.00	0.00	0.00	0.00
0607	DK-K	2710	Manzi, George	18 Dec 2015	0	180.00	0.00	0.00	0.00	0.00
0606	DK-K	2711	Bradsher, Raymond	18 Dec 2015	0	180.00	0.00	0.00	0.00	0.00
0605	DK-K	2712	Coleman, Bill	18 Dec 2015	0	180.00	0.00	0.00	0.00	0.00
0404	PK-K	2713	White, Deborah	18 Dec 2015	0	210.00	0.00	0.00	0.00	0.00
0304	PK-K	2714	James, Helen	18 Dec 2015	0	210.00	0.00	0.00	0.00	0.00
				Totals:	**0**		**0.00**	**0.00**	**0.00**	**0.00**

Group Pickup Report

Operations > Groups > Reports > Group Pickup Report

This report shows all groups within a two week period of a selected date and details their rooms in block and picked-up rooms. Report breaks block & pick up down by Room Type as well as provides totals at the end.

Group Pickup Report
for
January 04, 2016 - January 17, 2016

Smith / Jones Wedding

Room Type	Jan 04	Jan 05	Jan 06	Jan 07	Jan 08	Jan 09	Jan 10	Jan 11	Jan 12	Jan 13	Jan 14	Jan 15	Jan 16	Jan 17
OVK	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Picked Up:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OVQQ	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Picked Up:	1	1	1	0	0	0	0	0	0	0	0	0	0	0
OVSK	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Picked Up:	1	1	1	0	0	0	0	0	0	0	0	0	0	0
CVK	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Picked Up:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CVQQ	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Picked Up:	1	1	0	0	0	0	0	0	0	0	0	0	0	0
PS2B K/QQ	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Picked Up:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Remaining Block for: Smith / Jones Wedding	-3	-3	-2	0	0	0	0	0	0	0	0	0	0	0
Picked Up Block for: Smith / Jones Wedding	3	3	2	0	0	0	0	0	0	0	0	0	0	0

Apple Marketing Meeting

Room Type	Jan 04	Jan 05	Jan 06	Jan 07	Jan 08	Jan 09	Jan 10	Jan 11	Jan 12	Jan 13	Jan 14	Jan 15	Jan 16	Jan 17
OVK	0	0	0	0	0	0	3	3	3	3	0	0	0	0
Picked Up:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OVQQ	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Picked Up:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OVSK	0	0	0	0	0	0	4	4	4	4	0	0	0	0
Picked Up:	0	0	0	0	0	0	4	4	4	4	0	0	0	0
CVK	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Picked Up:	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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Group Pickup Report for Selected Group

Operations > Groups > Reports > Group Pickup Report for Selected Group

- This report can also be accessed by click on the **Group Pickup** button in the Group Master.
- This report lists all the rooms that a selected group has in block and how many of those rooms have been picked-up. This report breaks block & pickup down by Room Type.

Group Pickup Report
for
January 10, 2016 - January 23, 2016

Group Name	Apple Marketing Meeting	**Contact**	Stan Smith
Group #	44	**Address**	321 There Street
			Beverly Hills, California
Block Start Date	Sun January 10, 2016		90210 United States
Block End Date	Wed January 13, 2016		
Group Arrival Date	Sun January 10, 2016	**Phone**	555-555-5555
Group Departure Date	Thu January 14, 2016	**Email**	ssmith@apple.com
		Fax	
Note		**Total**	18,020.00

Room & Tax to Master, Incidentals pay own.

Apple Marketing Meeting

Room Type	Jan 10	Jan 11	Jan 12	Jan 13	Jan 14	Jan 15	Jan 16	Jan 17	Jan 18	Jan 19	Jan 20	Jan 21	Jan 22	Jan 23
OVK	3	3	3	3	0	0	0	0	0	0	0	0	0	0
Picked Up:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OVQQ	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Picked Up:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OVSK	4	4	4	4	0	0	0	0	0	0	0	0	0	0
Picked Up:	4	4	4	4	0	0	0	0	0	0	0	0	0	0
CVK	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Picked Up:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CVQQ	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Picked Up:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PS2B K/QQ	1	1	1	1	0	0	0	0	0	0	0	0	0	0
Picked Up:	1	1	1	1	0	0	0	0	0	0	0	0	0	0
Remaining Block for: Apple Marketing Meeting	3	3	3	3	0	0	0	0	0	0	0	0	0	0
Picked Up Block for: Apple Marketing Meeting	5	5	5	5	0	0	0	0	0	0	0	0	0	0

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Group Revenue Summary

Operations > Groups > Reports > Group Revenue Summary

This report produces a list of past, checked out groups for a selected date range. There is no date range limit on this report, however, the larger the date range selected, the longer it will take for the report to produce data. The report shows a summary of group production by group. On the report, Market Segment comes from the Market Segment that is on the Rate Plan that is attached to the Group.

NOTE: The AdvBlkDays field is Advance Block Days = Arrival Date – Group Creation date; this will let you know how long the group had the opportunity to book which is especially useful on individual pickup groups.

This Report includes:

- Group Name
- Group ID

- AdvBlkDays
- Group Arrival Date
- Nts - Nights
- Guests
- Rm Occ
- RmRev – Room Revenue
- ADR
- Oth Rev – Other Revenue
- Ttl Rev – Total Revenue
- Ttl ADR – Total ADR
- Market Segment

When would I use this report?

- This report will speak to the performance of the group during that range
- This report will help to see how each Market Segment is doing
- This report will help plan for groups in the future that are returning

Group Revenue Summary
Dave's Tropical Island Retreat
December 01, 2015 to December 31, 2015

Group Name	ID	AdvBlkDays	Arrival Date	Nts	Guests	Rm Occ	Rm Rev	ADR	Oth Rev	Ttl Rev	Ttl ADR	Market Segment
Apple Marketing Meeting	AMM120215	57	02-Dec-2015	3	8	12	$0.00	$0.00	$0.00	$0.00	$0.00	Corporate
Island Ecotours	IE121315	34	13-Dec-2015	1	12	6	$0.00	$0.00	$0.00	$0.00	$0.00	
Langston Family Reunion	LFR	27	16-Dec-2015	3	8	12	$0.00	$0.00	$0.00	$0.00	$0.00	Group Social
Microsoft Leadership Meeting	MLM122215	77	22-Dec-2015	7	10	35	$0.00	$0.00	$0.00	$0.00	$0.00	
Topsail Yachts Retreat	TYR111815	53	15-Dec-2015	3	21	31	$0.00	$0.00	$0.00	$0.00	$0.00	Group Social
			Report Totals		59	96	$0.00	$0.00	$0.00	$0.00	$0.00	

Daily Group Pickups

Operations > Groups > Reports > Daily Group Pickups

This report produces a summary list of all group pickups for a selected date period (with a maximum date range of 31 days). The report shows the Block Committed, Blocked Picked Up and the Block Pickup Percentage.

Daily Group Pickups
Dave's Tropical Island Retreat
January 04, 2016 to January 31, 2016

Group Code	Group Name	Travel Agent	Block Committed	Block Picked Up	Block Occ. %
04-Jan-2016					
SJW010416	Smith / Jones Wedding		3	3	100.00
		Totals for 04-Jan-2016	3	3	100.00
05-Jan-2016					
SJW010416	Smith / Jones Wedding		3	3	100.00
		Totals for 05-Jan-2016	3	3	100.00
06-Jan-2016					
SJW010416	Smith / Jones Wedding		0	2	0.00
		Totals for 06-Jan-2016	0	2	0.00
10-Jan-2016					
AMM011016	Apple Marketing Meeting		8	5	62.50
		Totals for 10-Jan-2016	8	5	62.50
11-Jan-2016					
AMM011016	Apple Marketing Meeting		8	5	62.50
		Totals for 11-Jan-2016	8	5	62.50
12-Jan-2016					
AMM011016	Apple Marketing Meeting		8	5	62.50
		Totals for 12-Jan-2016	8	5	62.50
13-Jan-2016					
AMM011016	Apple Marketing Meeting		8	5	62.50
		Totals for 13-Jan-2016	8	5	62.50
		Report Totals	**38**	**28**	**73.68**

Cutoff Date Report

Operations > Groups > Reports > Cutoff Date Report

This report lists all the Groups for a selected time period (maximum amount of nights is 31) and shows the Cutoff Date that has been set for each group. The report also shows how many Block Nights Committed and how many Block Nights have been Picked Up so far. This Report is based on each Groups Start Date.

Cutoff Date Report
Dave's Tropical Island Retreat
January 04, 2016 to January 31, 2016

Group Code	Group Name	Arrival Date	Departure Date	Cutoff Date	Block Nights Committed	Block Nights Picked Up	Group Contact	Phone Number
SJW010416	Smith / Jones Wedding	04-Jan-2016	06-Jan-2016	04-Jan-2016	12	12	Sally Smith	555-555-5555
AMM011016	Apple Marketing Meeting	10-Jan-2016	14-Jan-2016	10-Jan-2016	32	20	Stan Smith	555-555-5555
				Report Totals	**44**	**32**		

Groups Rooms Control

Operations > Groups > Reports > Group Rooms Control

This report can be produced for future dates and will run for 31 days with a total for the month. The report shows all Groups currently In House or Arriving in that 31 day period, with detail of

the block/pickup so far for that group. The revenue calculation and Market Segment is based on the default Rate Plan that is attached. (if manual rate is used, no Market Segment will show).

This report includes:

- Date
- Day of the Week
- Total Block
- Total Pickup
- Group Name
- Group ID
- Group Block
- Group Pickup
- Group Rooms
- Group Revenue
- Group ADR
- Market Segment

Group Rooms Control Report
for
December 31, 2015 - January 30, 2016

Date		Dec 31	Jan 01	Jan 02	Jan 03	Jan 04	Jan 05	Jan 06	Jan 07	Jan 08	Jan 09	Jan 10	Jan 11	Jan 12	Jan 13	Jan 14	Jan 15	Jan 16	Jan 17	Jan 18	Jan 19	Jan 20	Jan 21	Jan 22	Jan 23	Jan 24	Jan 25	Jan 26	Jan 27	Jan 28	Jan 29	Jan 30	Rms	ADR	Rm Rev	Market Segment
Day		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat				
Total Block		-	-	-	-	6	6	-	-	-	-	8	8	8	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	44	$475.45	$20,920.00	
Total Pickup		-	-	-	-	6	6	-	-	-	-	5	5	5	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	32	$541.88	$17,340.00	
Smith / Jones	Blk	-	-	-	-	6	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12	$241.67	$2,900.00	Group Social
SJW010416	Pup	-	-	-	-	6	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12	$240.83	$2,890.00	Group Social
Apple Marketing	Blk	-	-	-	-	-	-	-	-	-	-	8	8	8	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	32	$563.13	$18,020.00	Corporate
AMM011016	Pup	-	-	-	-	-	-	-	-	-	-	5	5	5	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20	$722.50	$14,450.00	Corporate

Cancelled Groups Report

Operations > Groups > Reports > Cancelled Groups

This report will ask for a date range to be selected and the date range is based on the Group Dates, not based on the cancellation date.

NOTE: *The results will display the total amounts for the group. For example, if the group was arriving on September 30 for three nights, and the report was run from Oct 1 to Oct 31, this group would still display with total Room Nights and Revenue, including the data from September 30th.*

Cancelled Groups

Hotel

October 01, 2015 to October 31, 2015

Group Name	Group ID	Arrival Date	Nights	Departure Date	Rooms	Total Revenue	ADR	Market Segment	Group Cancel Date
Green/Miller Wedding	GMW093015	30 Sep 2015	2	2 Oct 2015	20	$2,820.00	$141.00	-	29 Sep 2015
United Inc	UI100115	1 Oct 2015	1	2 Oct 2015	5	$555.00	$111.00	-	28 Sep 2015
Harringtons	HAR100615	5 Oct 2015	3	8 Oct 2015	15	$1,822.50	$121.50	Group	29 Sep 2015
Barton Inc	BAR100615	6 Oct 2015	1	7 Oct 2015	10	$1,215.00	$121.50	Group	29 Sep 2015
Johsnon Controls	JC100715	7 Oct 2015	2	9 Oct 2015	10	$850.00	$85.00	Group - SMERF	29 Sep 2015
Brady Reunion	BR101315	13 Oct 2015	1	14 Oct 2015	10	$1,215.00	$121.50	Group	29 Sep 2015
Garrison Breweries	GB101715	17 Oct 2015	3	20 Oct 2015	30	$4,725.00	$157.50	Group	29 Sep 2015
				Report Totals	100	$13,202.50	$132.03		

Cancelled Groups Report Grayed Out

Please note that this report is only available for groups that were cancelled after October 7th, 2015; Once a group is cancelled after this date, the report will be activated: