Room Audit Report

The Room Audit Report provides a snapshot of the current day's inventory, and is sorted by room number. It is best to run this report just before or after midnight in order to get a more accurate snapshot of the day.

Reports > Audits > Room Audit

The report includes:

- Room (Name, Type and Status)
- Date (Arrival and Departure)
- Res ID
- Persons
- Default Rate
- Room Rate
- Room Charges
- Other Charges (ie. Phone, Movies, Food & Beverage)
- Tax
- Payments
- Payment Method (on file)
- Balance Due (less Payments)

NOTE: Any names that appear in italics are overstayed reservations, and should be *dealt with immediately* (ie: checked-out or stay extended)

Room Audit (Snapshot)
For: 09-May-2016

	Room			Date				Default	Room	Room	Other			Payment	Balance
Num	Type	Status	Guest Name	Arrive	Depart	Res ID	Persons	Rate	Rate	Charges	Charges	Tax	Payments	Method	Due
505	OVSK	Vacant													
506	OVSK	Vacant													
507	OVSK	3/5	Grey, Rose	06-May-2016	11-May-2016	1803-0	2	$650.00	$552.50	$2,295.00	$0.00	$344.2	$0.00	VISA	$2,639.26
508	OVSK	Vacant													
509	OVSK	Vacant													
510	OVSK	3/5	Russell, Karen	06-May-2016	11-May-2016	1802-0	2	$650.00	$455.00	$1,890.00	$0.00	$283.5	$0.00	VISA	$2,173.50
601	PS2B-K/QQ	Vacant													
602	PS2B-K/QQ	3/6	Rist, Tara	06-May-2016	12-May-2016	1801-0	2	$2,400.00	$2,400.00	$7,300.00	$0.00	$1,095.	$0.00	VISA	$8,395.00
						Totals:	28	$9,000.00	$6,797.50	$24,456.0	$735.00	$3,727.	$0.00		$28,918.76

Under Status, the 3/5 indicates the guest has stayed 3 days of a 5 day stay.

Total Vacant	78	Total Occupied	14	Occupancy % 15.22%	Average:	2	$642.86	$485.54
Total Out Of Order	0	Total Inventory	92	% of Potential Rev 75.53%	

Check outs	4	$3,613.00
Stay Overs	0	$0.00

The Average Rate is based on the Default Rate which is usually the Best Available or Rack Rate. It indicates the potential average rate that could have been achieved if it were selected for all In House reservations. Beside this is the actual Average Daily Rate based on the actual rates booked.

When would I use this report?

- Used to help perform bucket checks, comparing information in the PMS to the Registration Cards in the bucket, and verifying such things as room numbers, room status, payments etc...