

Manager's Dashboard Report

Quick Reference Guide

Published Date: November 15

Introduction

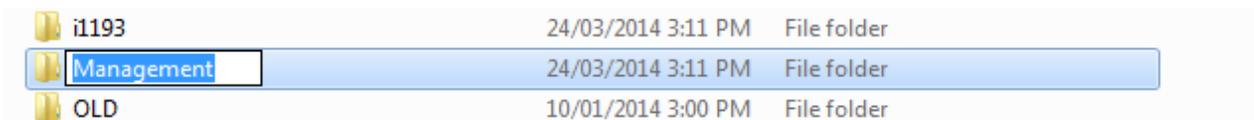
The Manager's Dashboard Report provides a single day summary of the hotel operations including occupied rooms, rooms available for sale and revenue breakdown based on guest type groupings including ADR. It can be configured to show daily posting totals for specific outlets and property groupings.

This report can be generated manually by a user at any time, can be configured to be generated during the night audit and can be exported as a .CSV File, which can be opened in a spreadsheet software program such as Microsoft Excel.

Setup

Setup of Destination Folder

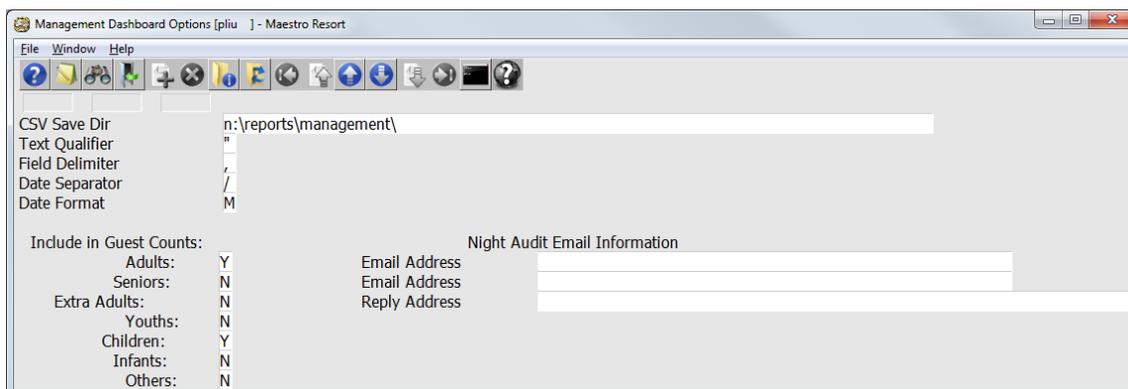
Create a Windows folder on the N:\ drive, or the Maestro mapped drive.



Maestro must be configured in order to have the Manager's Dashboard Report saved as a CSV file.

Setup in Maestro

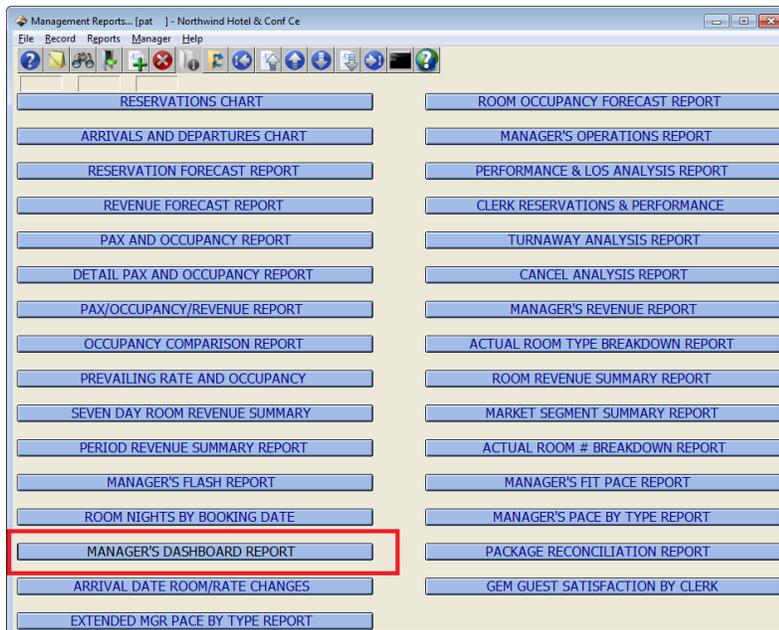
To access the Management Dashboard Options, go to **Front Desk Maintenance | Forms | Management Dashboard Options**

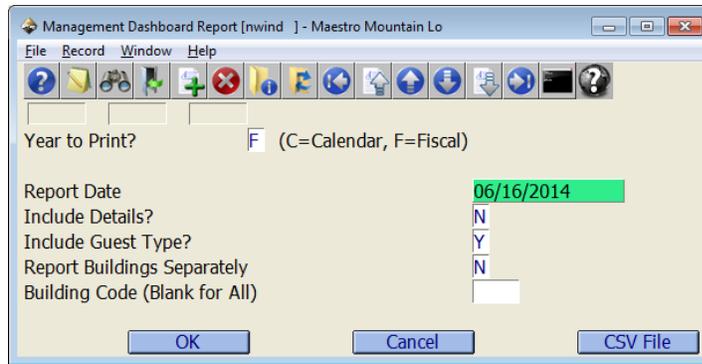


CSV Save Dir	The directory to save the file. Input the path of the folder that was created in section 2.1												
Text Qualifier	Input a double quotation mark (") in this field.												
Field Delimiter	Input a comma (,) in this field												
Date Separator	Input a forward slash (/) in this field.												
Date Format	The date format chosen here will reflect on the CSV file once exported.												
<table border="1"> <tr><td>M</td><td>MM/DD/YYYY</td></tr> <tr><td>N</td><td>MM/DD/YY</td></tr> <tr><td>D</td><td>DD/MM/YYYY</td></tr> <tr><td>Y</td><td>YYYY/MM/DD</td></tr> <tr><td>A</td><td>YYYYMMDD (NO SEPARATORS)</td></tr> <tr><td>B</td><td>YYYYMM (NO SEPARATORS)</td></tr> </table>	M	MM/DD/YYYY	N	MM/DD/YY	D	DD/MM/YYYY	Y	YYYY/MM/DD	A	YYYYMMDD (NO SEPARATORS)	B	YYYYMM (NO SEPARATORS)	
M	MM/DD/YYYY												
N	MM/DD/YY												
D	DD/MM/YYYY												
Y	YYYY/MM/DD												
A	YYYYMMDD (NO SEPARATORS)												
B	YYYYMM (NO SEPARATORS)												
Email Address	The email address to which the report will be emailed to during the night audit process. Properties can specify up to two email addresses. If more than two email addresses are needed, users can set up a group email account.												
Reply Address	This is the email account from which the reports will be sent from. The email address does NOT need to be a valid email address.												
Include in Guest Counts	Y or N can be entered to indicate which person categories are to be included in the report. Leaving the field blank is the same as entering an N, which will not be included in the report.												

Procedure

To run the Manager's Dashboard Report, begin in Front Desk. Select **Reports | Management Reports | Manager's Dashboard Report**





The Year to Print field will default to a C for calendar dates or an F for fiscal dates based on your property configuration.

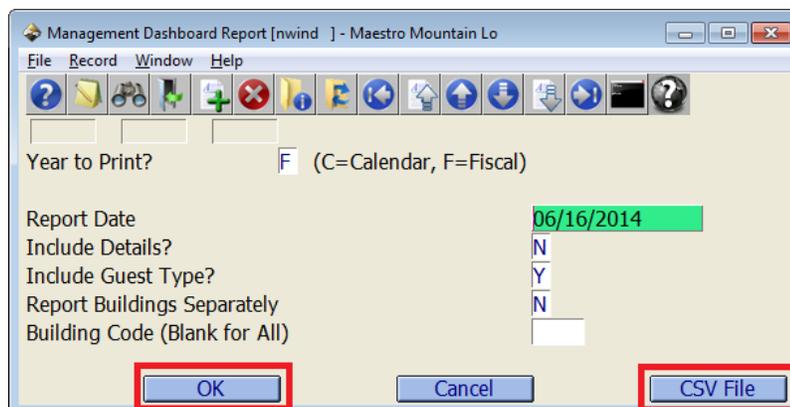
The Report Date field will default to the last audited date in Maestro. This field can be changed to any past date by using either the F8 Look Up option to display the calendar screen or by over keying the new date directly in this field.

The Include Details field works in conjunction with how the posting details for outlets are reported. Leave this field as an N to show totals based on each configured outlet. Change this field to a Y to show all detailed posting codes and revenue associated with each outlet.

By default, the Include Guest Types field will be a Y and will show occupied rooms, room revenue and ADR for each configured guest type grouping. This field can be changed to an N to report on all occupied rooms, room revenue and ADR as a daily total, regardless of guest type.

Leave the Report Buildings Separately field as the default N to report all revenue for all buildings collectively or change this field to a Y to report revenue and totals by each configured building in your system.

Leave the Building Code field blank to report on all buildings or use the F8 Look Up option to select a building within the property, to report on. When one building code is selected, only revenue and totals for this building will be reflected.



Once the report criteria has been selected, users may then choose how the report will be generated:

Select the OK Button to generate this report which can be printed or previewed on screen.

OR

Select the CSV File Button to generate this report as a Common Separated Value File which can be opened using spreadsheet software such as Excel. This file is stored in a specific location to allow the user to retrieve it at any time.

While both options contain the same information, the option to decide which format to generate the report in, is user driven. When the OK Button is selected, Maestro will generate the report which can be printed or previewed on screen.

NOTE: Configuration is required to run the CSV File. If the CSV File Button is greyed out, please refer to Section 2 of this document or contact our Support Team to assist with this configuration.



Management Dashboard Report For: 06/30/2014												
Kind of Year:	CALENDAR											
Building:	ALL BUILDINGS											
Include Detail:	N											
Guest Types:	Y											
	Today	Week	Month to Date			Last Year	Year to Date			Last Year		
	Actual	Actual	Actual	Budget	Variance	MTD Actual	Actual	Budget	Variance	YTD Actual		
			From 06/01/2014 To	To	06/30/2014	%	From 01/01/2014 To	To 06/30/2014	%			
ROOMS												
GUESTS IN HOUSE	22	267	1,084	4,230	-3,146	-74.37	632	4,360	25,521	-21,161	-82.92	4,336
ROOMS OCCUPIED	15	187	830	1,500	-670	-44.67	421	3,087	9,050	-5,963	-65.89	2,626
COMP/HOUSE ROOMS			3	90	-87	-96.67		30	543	-513	-94.48	
ROOMS OCCUPIED - HOUSE	15	187	827	1,410	-583	-41.35	421	3,057	8,507	-5,450	-64.06	2,626
ROOMS OFFMARKET			2					40				
ROOMS AVAIL FOR SALE	145	931	3,967	3,210	757	23.58	4,350	25,770	19,367	6,403	33.06	26,264
TOTAL ROOMS AVAIL	160	1,118	4,797	4,740	57	1.20	4,771	28,827	28,598	229	.80	28,890
% OCCUPIED	9.37	16.72	17.23	29.74	-12.51		8.82	10.60	29.74	-19.14		9.08
CORPORATE												
ROOMS OCCUPIED		54	83		83		70	339		339		531
ROOM REVENUE		5,994.00	9,539.00		9,539.00		8,547.00	53,398.80		157.51		76,604.00
ADR		111.00	114.92		114.92		122.10	157.51				144.26
GROUPS												
ROOMS OCCUPIED	11	38	393		393		105	961		961		804
ROOM REVENUE	1,559.00	8,616.00	63,990.00		63,990.00		17,035.00	178,973.46		186.23		130,014.00
ADR	141.72	226.73	162.82		162.82		162.23	186.23				161.70
OWNERS/OWNER GUESTS												
ROOMS OCCUPIED		2	3		3		29	103		103		70
ROOM REVENUE							845.00	5,275.00		51.21		1,445.00
ADR							29.13	51.21				20.64
TRANSIENT/LEISURE												
ROOMS OCCUPIED	4	93	348		348		217	1,664		1,664		1,206
ROOM REVENUE	456.00	14,284.00	49,522.00		49,522.00		42,204.92	291,297.38		175.05		322,480.98
ADR	114.00	153.59	142.30		142.30		194.49	175.05				267.39
WHOLESALERS/OTAS												
ROOMS OCCUPIED			3		3			20		20		15
ROOM REVENUE			402.00		402.00			2,152.00		107.60		3,442.00
ADR			134.00		134.00			107.60				229.46
ADR	134.33	154.51	149.27		149.27		163.02	173.73		22.55		203.34
AVG PERSON RATE	91.59	108.21	113.88		113.88		108.59	121.81		7.51		123.15
REVPAR												
REVPAR	12.59	25.84	25.73		25.73		14.38	18.42		6.71		18.48
SALES												
ROOM REVENUE	2,015.00	28,894.00	123,453.00		123,453.00		68,631.92	531,096.64		191,914.30		533,985.98
OTHER REVENUE	1,770.00	2,558.00	233,548.17		233,548.17		1,660.00	46,366.77		1,043,701.85		279,043.45
Total:	3,785.00	31,452.00	357,001.17		357,001.17		70,291.92	1,621,165.26		238,281.07		813,029.43
FOOD & BEVERAGE												
OUTLET DETAILS												
F&B MISCELLANEOUS		1,756.50	7,918.48		7,918.48		5,688.00	57,983.39		57,983.39		36,385.07
COVERS		7	34		34		81	109		4,525		375
AVERAGE SPEND/COVER		233.01	239.35		239.35		127.94	585.21		2.09		111.93
Total:		1,631.12	8,138.21		8,138.21		10,363.79	63,788.00		9,497.07		41,974.67
GOLF COURSES												
GOLF COURSE ACTIVITIE	50.00	1,314.00	1,834.00		1,834.00		4,400.00	4,524.00		53,804.06		16,438.50
COVERS		3	4		4		6	10		5,430		20
AVERAGE SPEND/COVER		438.00	458.50		458.50		733.33	452.40		9.90		821.92
Total:	50.00	1,314.00	1,834.00		1,834.00		4,400.00	4,524.00		53,804.06		16,438.50
SPA, ACTIVITIES AND RETAIL												
SPA SERVICES	440.00	19,304.50	35,124.71		35,124.71		27,026.50	171,787.01		84,153.99		123,887.25
ACTIVITIES		3,549.00	6,700.00		6,700.00		6,406.00	21,113.25		22,416.85		27,942.00
RETAIL		100.00	745.00		745.00		84.50	-147.53		3,719.55		1,047.23
COVERS	1	5	23		23		23	136		5,430		125
AVERAGE SPEND/COVER	440.00	4,590.70	1,850.85		1,850.85		1,457.26	1,417.29		20.31		1,223.01
Total:	440.00	22,953.50	42,569.71		42,569.71		33,517.00	192,752.73		110,290.39		152,876.48
Grand Total:	4,275.00	57,350.62	409,543.09		409,543.09		118,572.71	1,882,229.99		411,872.59		1,024,319.08



Below is the same Manager's Dashboard Report example when exported as a CSV File.

MAESTRO RESORT	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	WEEKLY	MONTH	BUDGET	LAST YEAR
WEEKLY REPORTING	06/24/2014	06/25/2014	06/26/2014	06/27/2014	06/28/2014	06/29/2014	06/30/2014	TOTAL	TO-DATE	M-T-D	M-T-D
ROOMS											
GUESTS IN HOUSE	94	84	36	17	10	4	22	267	1084	4230	632
ROOMS OCCUPIED	68	60	25	11	6	2	15	187	830	1500	421
COMP/HOUSE ROOMS	0	0	0	0	0	0	0	0	3	90	0
ROOMS OFFMARKET	0	0	0	0	0	0	0	0	2	0	0
ROOMS AVAIL FOR SALE	91	99	135	149	154	158	145	931	3967	3210	4350
TOTAL ROOMS AVAIL	159	159	160	160	160	160	160	1118	4797	4740	4771
% OCCUPIED	42.76	37.73	18.51	7.38	3.89	1.26	9.37	16.72	17.23	29.74	8.82
CORPORATE											
ROOMS OCCUPIED	25	21	8	0	0	0	0	54	83	0	70
ROOM REVENUE	2764	2350	880	0	0	0	0	5994	9539	0	8547
ADR	110.56	111.9	110	0	0	0	0	111	114.92	0	122.1
GROUPS											
ROOMS OCCUPIED	14	13	0	0	0	0	11	38	393	0	105
ROOM REVENUE	3609	3448	0	0	0	0	1559	8616	63990	0	17035
ADR	257.78	265.23	0	0	0	0	141.72	226.73	162.82	0	162.23
OWNERS/OWNER GUESTS											
ROOMS OCCUPIED	1	1	0	0	0	0	0	2	3	0	29
ROOM REVENUE	0	0	0	0	0	0	0	0	0	0	845
ADR	0	0	0	0	0	0	0	0	0	0	29.13
TRANSIENT/LEISURE											
ROOMS OCCUPIED	28	25	17	11	6	2	4	93	348	0	217
ROOM REVENUE	4449	4056	3336	1211	553	223	456	14284	49522	0	42204.92
ADR	158.89	162.24	196.23	110.09	92.16	111.5	114	153.59	142.3	0	194.49
WHOLESALERS/OTAS											
ROOMS OCCUPIED	0	0	0	0	0	0	0	0	3	0	0
ROOM REVENUE	0	0	0	0	0	0	0	0	402	0	0
ADR	0	0	0	0	0	0	0	0	134	0	0
ADR	159.14	164.23	168.64	110.09	92.16	111.5	134.33	154.51	149.27	22.55	163.02
AVG PERSON RATE	115.12	117.3	117.11	71.23	55.3	55.75	91.59	108.21	113.88	7.51	108.59
REVPAR	68.06	61.97	26.35	7.56	3.45	1.39	12.59	25.84	25.73	6.71	14.38
ROOM REVENUE	10822	9854	4216	1211	553	223	2015	28894	123453	31809	68631.92
OTHER REVENUE	409	379	0	0	0	0	1770	2558	233548.17	7685.1	1660
TOTAL:	11231	10233	4216	1211	553	223	3785	31452	357001.17	39494.1	70291.92
FOOD & BVERAGE											
OUTLET DETAILS	-137.5	12.12	0	0	0	0	0	-125.38	219.73	1574.1	4675.79
F&B MISCELLANEOUS	838.67	530.33	222.5	90	75	0	0	1756.5	7918.48	0	5688
COVERS	0	7	0	0	0	0	0	7	34	750	81
AVERAGE PER COVER	0	77.49	0	0	0	0	0	233.01	239.35	2.09	127.94
TOTAL:	701.17	542.45	222.5	90	75	0	0	1631.12	8138.21	1574.1	10363.79
GOLF COURSES											
GOLF COURSE ACTIVITIE	504	520	240	0	0	0	50	1314	1834	8917.8	4400
COVERS	1	1	1	0	0	0	0	3	4	900	6
AVERAGE PER COVER	504	520	240	0	0	0	0	438	458.5	9.9	733.33
TOTAL:	504	520	240	0	0	0	50	1314	1834	8917.8	4400
SPA, ACTIVITIES AND RETAIL											
SPA SERVICES	7709.5	6814.5	3673.5	667	0	0	440	19304.5	35124.71	13953.7	27026.5
ACTIVITIES	894	2000	605	50	0	0	0	3549	6700	3715.5	6406
RETAIL	50	50	0	0	0	0	0	100	745	616.5	84.5
COVERS	1	1	1	1	0	0	1	5	23	900	23
AVERAGE PER COVER	8653.5	8864.5	4278.5	717	0	0	440	4590.7	1850.85	20.31	1457.26
TOTAL:	8653.5	8864.5	4278.5	717	0	0	440	22953.5	42569.71	18285.7	33517
GRAND TOTAL:	21089.67	20159.95	8957	2018	628	223	4275	57350.62	409543.09	68271.7	118572.71

Kind of Year: CALENDAR
 Building: ALL BUILDINGS
 Include Detail: N
 Guest Types: Y

Management Dashboard Report For: 06/30/2014

Today Actual	Week Actual	<----- Month to Date ----->	
		Actual Budget	Variance %
		From 06/01/2014 To	06/30/2014

ROOMS					
GUESTS IN HOUSE	22	267	1,084	4,230	-3,146 -74.37

In this example, the report was run using all the onscreen reporting defaults. The report includes all buildings and full guest type details but does not include details by posting code. The example above does not include Actual, Budget, Variance and % headers for Year to Date numbers.

The top of the report is divided into four areas which represent date ranges for the statistic information provided below.

All daily totals for the date that the report was run for, are shown in the Today Actual Column.

The totals for the week, based on system configuration, are shown in the Week Actual Column.

The Month to Date values are shown with an Actual Column, a Budget Column and Variance Amount and Percentage Columns. Budget amounts can be setup in Maestro for various statistical options and when configured, will be compared against the actual totals and provide a variance amount and percentage.

Year to Date information shows Actual Revenue compared to any entered Budget numbers for statistical reporting and provides a variance amount and percentage.

Maestro also provides a reference to show the Last Year MTD (Month to Date) Actuals and then provides Year to Date information based on a calendar or fiscal period setup in Maestro. The date range used for this information is shown on screen as well.

Year to Date information shows Actual Revenue compared to any entered budget numbers for statistical reporting and provides a variance amount and percentage.

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ROOMS
GUESTS IN HOUSE
ROOMS OCCUPIED
COMP/HOUSE ROOMS
ROOMS OCCUPIED - HOUSE
ROOMS OFFMARKET
ROOMS AVAIL FOR SALE
TOTAL ROOMS AVAIL
% OCCUPIED

CORPORATE
ROOMS OCCUPIED
ROOM REVENUE
ADR

GROUPS
ROOMS OCCUPIED
ROOM REVENUE
ADR

OWNERS/OWNER GUESTS
ROOMS OCCUPIED
ROOM REVENUE
ADR

TRANSIENT/LEISURE
ROOMS OCCUPIED
ROOM REVENUE
ADR

WHOLESALE/OTAS
ROOMS OCCUPIED
ROOM REVENUE
ADR

ADR
AVG PERSON RATE

REVPAR
    
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The report is then divided into Statistic Information and Guest Type information.

Under the Rooms Heading, Maestro shows statistical information for the following:

Guests In House – this number represents the total number of guests in house overnight

Rooms Occupied – this number represents the number of occupied rooms, including complimentary or house use rooms

Complimentary / House Use – this number represents the number of occupied rooms with a complimentary or house use guest type

Rooms Occupied – House – this number represents the number of occupied rooms minus all occupied house use rooms

Rooms Offmarket – this number represents the number of rooms are offmarket and unavailable for sale

Rooms Avail for Sale – this number represents the total number of rooms that can be occupied for the report date. This number may or may not include offmarket rooms based on your system configuration.

Total Rooms Avail – this number represents the total number of rooms available for sale including all occupied rooms and rooms available for sale

% Occupied – the percentage of rooms occupied based on Rooms Available for Sale

Below this statistical information, Maestro then shows guest type grouping details. It is important to note that guest type groupings

are configured and assigned to guest types in Front Desk Maintenance.

When running this report, if guest type groupings are not configured or if a guest type does not have a guest type grouping assigned, Maestro will show the information in one grouping called UNKNOWN.

When one or more guest type groupings are configured, Maestro will show the guest type grouping name, the number of rooms occupied for each period of time, the room revenue and the ADR.

After all guest type groupings, maestro then shows the average ADR, average rate per person and RevPAR (Revenue per Available Room) based on the details above.

Next, Maestro will display the Revenue Details under the Sales Header.



REVPAR	12.59	25.84	25.73	6.71	19.02	283.46	14.38	18.42	6.71	11.71	174.52	18.48
SALES												
ROOM REVENUE	2,015.00	28,894.00	123,453.00	31,809.00	91,644.00	288.11	68,631.92	531,096.64	191,914.30	339,182.34	176.74	533,985.98
OTHER REVENUE	1,770.00	2,558.00	233,548.17	7,685.10	225,863.07	936.97	1,660.00	1,090,068.62	46,366.77	1,043,701.85	250.97	279,043.45
Total:	3,785.00	31,452.00	357,001.17	39,494.10	317,507.07	803.94	70,291.92	1,621,165.26	238,281.07	1,382,884.19	580.36	813,029.43
FOOD & BEVERAGE												
OUTLET DETAILS		-125.38	219.73	1,574.10	-1,354.37	-86.04	4,675.79	5,804.61	9,497.07	-3,692.46	-38.88	5,589.60
F&B MISCELLANEOUS		1,756.50	7,918.48		7,918.48		5,688.00	57,983.39		57,983.39		36,385.07
COVERS		7	34	750	-716	-95.47	81	109	4,525	-4,416	-97.59	375
AVERAGE SPEND/COVER		233.01	239.35	2.09	237.26	352.15	127.94	585.21	2.09	583.12	900.48	111.93
Total:	1,631.12	8,138.21	1,574.10	6,564.11	417.01	10,363.79	63,788.00	9,497.07	54,290.93	571.66	41,974.67	
GOLF COURSES												
GOLF COURSE ACTIVITIES	50.00	1,314.00	1,834.00	8,917.80	-7,083.80	-79.43	4,400.00	4,524.00	53,804.06	-49,280.06	-91.59	16,438.50
COVERS		3	4	900	-896	-89.56	6	10	5,430	-5,420	-89.82	20
AVERAGE SPEND/COVER		438.00	458.50	9.90	448.60	531.31	733.33	452.40	9.90	442.50	469.70	821.92
Total:	50.00	1,314.00	1,834.00	8,917.80	-7,083.80	-79.43	4,400.00	4,524.00	53,804.06	-49,280.06	-91.59	16,438.50
SPA, ACTIVITIES AND RETAIL												
SPA SERVICES	440.00	19,304.50	35,124.71	13,953.70	21,171.01	151.72	27,026.50	171,787.01	84,153.99	87,633.02	104.13	123,887.25
ACTIVITIES		3,549.00	6,700.00	3,715.50	2,984.50	80.33	6,406.00	21,113.25	22,416.85	-1,303.60	-5.82	27,942.00
RETAIL		100.00	745.00	616.50	128.50	20.84	84.50	-147.53	3,719.55	-3,867.08	-103.97	1,047.23
COVERS		1	5	23	900	-877	-97.44	23	136	5,430	-97.50	125
AVERAGE SPEND/COVER	440.00	4,590.70	1,850.85	20.31	1,830.54	13.00	1,457.26	1,417.29	20.31	1,396.98	878.29	1,223.01
Total:	440.00	22,953.50	42,569.71	18,285.70	24,284.01	132.80	33,517.00	192,752.73	110,290.39	82,462.34	74.77	152,876.48
Grand Total:	4,275.00	57,350.62	409,543.09	68,271.70	341,271.39	499.87	118,572.71	1,882,229.99	411,872.59	1,470,357.40	356.99	1,024,319.08

The Total Room Revenue displays a total of all room revenue from each guest type grouping. The Other Revenue displays all non-room revenue that is allocated on guest assignment chart. This includes all package revenue for non-room items such as: other charges, housekeeping fees, 3rd party activities and any spa & activities charges.

Based on individual property configuration, the Manager's Dashboard Report will then show specific revenue categories or posting code groupings that can be used for reporting. To create a Guest Type Grouping, go to **Front Desk Maintenance | Guest Type Grouping Maintenance**. Once the guest type group has been created, go to **Codes | Guest Types** and select the guest type group to be associated to the guest type.

Each section contains a header which describes the revenue that will be reported within each.

Then, for each section, based on the associated posting codes, Maestro displays revenue allocated to pre-determined subsections. Each subsection is defined by specific posting codes used in Maestro.

At the end of each section, Maestro will display the number of covers and the average spent per cover. This information may be provided by an interfaced point of sale system or may be manually entered by the user as required.

The bottom of each section includes a total of all sub sections.

After all sections, Maestro provides a report grand total. This total is the sum of all total sales revenue plus all revenue reported for each revenue section, for each period of time.



In this second example below, the report has been run with the Include Details flag changed to a Y. The statistical section of the report does not change. The revenue report sections below will now include all posting codes and the associated revenue within each sub section. For this reason, if new posting codes are added to Maestro, it is important to also add them into the appropriate sub section so that they are included on this report. To add a posting code to a section or subsection, go to **Global Maintenance | Report | Report Printing Sequence Maintenance**

***NOTE:** The example below does not include Statistics, Last Year MTD, Year to Date, Last Year YTD Actual figures.

Kind of Year: CALENDAR
 Building: ALL BUILDINGS
 Include Detail: Y
 Guest Types: Y

Management Dashboard Report For: 06/30/2014

	Today Actual	Week Actual	Actual From 06/01/2014 TO	Month to Date Budget	Variance 06/30/2014	%
FOOD & BVERAGE						
OUTLET DETAILS						
MAIN DINING ROOM		-30.38	-197.77	657.60	-855.37	-130.07
DINING ROOM FOOD				164.40	-164.40	-100.00
DINING ROOM LIQUOR				131.40	-131.40	-100.00
THE LOFTY GIRAFFE BAR						
MAIN DININGBEV BREAKFA				98.70	-98.70	-100.00
MAIN DINING FOOD BREAK		-95.00	87.50	164.40	-76.90	-46.78
MAIN DINING BEV LUNCH			10.00	98.70	-88.70	-89.87
MAIN DINING FOOD LUNCH				86.40	-86.40	-100.00
MAIN DINING FOOD DINNE			320.00	172.50	147.50	85.51
SUB TOTAL		-125.38	219.73	1,574.10	-1,354.37	-86.04
F&B MISCELLANEOUS						
BACCHUS LOUNGE		25.00	87.50		87.50	
FOOD		1,062.50	3,964.98		3,964.98	
INDIVID PKG BREAKFAST		60.00	180.00		180.00	
INDIVID PKG LUNCH		44.00	176.00		176.00	
INDIVID PKG DINNER		250.00	1,000.00		1,000.00	
BAKERY			195.00		195.00	
MODIFIED AMERICAN PLAN						
BAR TENDER			350.00		350.00	
UNUSED FOOD ALLOCATION		1,395.00	5,010.00		5,010.00	
MEAL PACKAGE OVERAGE		-1,080.00	-3,045.00		-3,045.00	
SUB TOTAL		1,756.50	7,918.48		7,918.48	
COVERS		7	34	750	-716	-95.47
AVERAGE SPEND/COVER		233.01	239.35	2.09	237.26	352.15
Total:		1,631.12	8,138.21	1,574.10	6,564.11	417.01
GOLF COURSES						
GOLF COURSE ACTIVITIES						
GOLF ROUND	50.00	1,314.00	1,834.00	2,465.70	-631.70	-25.62
GREEN FEES				6,452.10	-6,452.10	-100.00
SUB TOTAL	50.00	1,314.00	1,834.00	8,917.80	-7,083.80	-79.43
COVERS		3	4	900	-896	-99.56
AVERAGE SPEND/COVER		438.00	458.50	9.90	448.60	531.31
Total:	50.00	1,314.00	1,834.00	8,917.80	-7,083.80	-79.43
SPA, ACTIVITIES AND RETAIL						
SPA SERVICES						
SPA MASSAGE SERVICE		1,495.00	1,929.00	3,287.70	-1,358.70	-41.33
SPA SERVICES	220.00	6,062.00	12,554.73	246.60	12,308.13	991.13
PP BODY WRAPS		540.00	810.00		810.00	
SPA SERVICE CLASS			90.00	147.90	-57.90	-39.15
SPA AESTHETICS				1,000.00	-1,000.00	-100.00
SPA BODY TREATMENT		1,549.50	2,252.75	1,233.00	1,019.75	82.70
SPA FACIALS		1,310.00	1,719.25	1,890.30	-171.05	-9.05
SPA MEN'S SERVICES				822.00	-822.00	-100.00



Below is the same Manager's Dashboard Report example when exported as a CSV File.

MAESTRO RESORT											
WEEKLY REPORTING	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	WEEKLY	MONTH	BUDGET	
	06/24/2014	06/25/2014	06/26/2014	06/27/2014	06/28/2014	06/29/2014	06/30/2014	TOTAL	TO-DATE	M-T-D	
FOOD & BVERAGE											
OUTLET DETAILS											
MAIN DINING ROOM	-100	69.62	0	0	0	0	0	-30.38	-197.77	657.6	
DINING ROOM FOOD	0	0	0	0	0	0	0	0	0	164.4	
DINING ROOM LIQUOR	0	0	0	0	0	0	0	0	0	131.4	
MAIN DININGBEV BREAKFA	0	0	0	0	0	0	0	0	0	98.7	
MAIN DINING FOOD BREAK	-37.5	-57.5	0	0	0	0	0	-95	87.5	164.4	
MAIN DINING BEV LUNCH	0	0	0	0	0	0	0	0	10	98.7	
MAIN DINING FOOD LUNCH	0	0	0	0	0	0	0	0	0	86.4	
MAIN DINING FOOD DINNE	0	0	0	0	0	0	0	0	320	172.5	
SUB TOTAL	-137.5	12.12	0	0	0	0	0	-125.38	219.73	1574.1	
F&B MISCELLANEOUS											
BACCHUS LOUNGE	12.5	12.5	0	0	0	0	0	25	87.5	0	
FOOD	419.17	270.83	207.5	90	75	0	0	1062.5	3964.98	0	
INDIVID PKG BREAKFAST	15	30	15	0	0	0	0	60	180	0	
INDIVID PKG LUNCH	22	22	0	0	0	0	0	44	176	0	
INDIVID PKG DINNER	125	125	0	0	0	0	0	250	1000	0	
BAKERY	0	0	0	0	0	0	0	0	195	0	
MODIFIED AMERICAN PLAN	0	0	0	0	0	0	0	0	0	0	
BAR TENDER	0	0	0	0	0	0	0	0	350	0	
UNUSED FOOD ALLOCATION	440	475	45	300	90	45	0	1395	5010	0	
MEAL PACKAGE OVERAGE	-195	-405	-45	-300	-90	-45	0	-1080	-3045	0	
SUB TOTAL	838.67	530.33	222.5	90	75	0	0	1756.5	7918.48	0	
COVERS	0	7	0	0	0	0	0	7	34	750	
AVERAGE PER COVER	0	77.49	0	0	0	0	0	233.01	239.35	2.09	
TOTAL:	701.17	542.45	222.5	90	75	0	0	1631.12	8138.21	1574.1	
GOLF COURSES											
GOLF COURSE ACTIVITIES											
GOLF ROUND	504	520	240	0	0	0	50	1314	1834	2465.7	
GREEN FEES	0	0	0	0	0	0	0	0	0	6452.1	
SUB TOTAL	504	520	240	0	0	0	50	1314	1834	8917.8	
COVERS	1	1	1	0	0	0	0	3	4	900	
AVERAGE PER COVER	504	520	240	0	0	0	0	438	458.5	9.9	
TOTAL:	504	520	240	0	0	0	50	1314	1834	8917.8	
SPA, ACTIVITIES AND RETAIL											
SPA SERVICES											
SPA MASSAGE SERVICE	765	360	370	0	0	0	0	1495	1929	3287.7	
SPA SERVICES	2330	2247	1035	230	0	0	220	6062	12554.73	246.6	
PP BODY WRAPS	0	270	90	180	0	0	0	540	810	0	
SPA SERVICE CLASS	0	0	0	0	0	0	0	0	90	147.9	
SPA AESTHETICS	0	0	0	0	0	0	0	0	0	1000	
SPA BODY TREATMENT	779.5	570	200	0	0	0	0	1549.5	2252.75	1233	
SPA FACIALS	530	380	400	0	0	0	0	1310	1719.25	1890.3	
SPA MEN'S SERVICES	0	0	0	0	0	0	0	0	0	822	



In this third example shown below, the report has been run with no details, no guest type information for all buildings.

When the option to Include Guest Types is set to an N, Maestro will not display any guest type grouping details on the report.

When this report is run using the CSV File option and is opened in spreadsheet software, many of the same report details are included with the exception of the last year's budget numbers and variance calculations.

Users are able to sort and calculate various report details using Spreadsheet options as needed.

***NOTE:** The example below does not include Last Year MTD, Year to Date, Last Year YTD Actual, and Grand Total figures.

Kind of Year: CALENDAR Building: ALL BUILDINGS Include Detail: N Guest Types: N		Management Dashboard Report For: 06/30/2014				
	Today Actual	Week Actual	Actual From 06/01/2014 To	Month to Date Budget To 06/30/2014	Variance	%
ROOMS						
GUESTS IN HOUSE	22	267	1,084	4,230	-3,146	-74.37
ROOMS OCCUPIED	15	187	830	1,500	-670	-44.67
COMP/HOUSE ROOMS			3	90	-87	-96.67
ROOMS OCCUPIED - HOUSE	15	187	827	1,410	-583	-41.35
ROOMS OFFMARKET			2			
ROOMS AVAIL FOR SALE	145	931	3,967	3,210	757	23.58
TOTAL ROOMS AVAIL	160	1,118	4,797	4,740	57	1.20
% OCCUPIED	9.37	16.72	17.23	29.74	-12.51	
ADR	134.33	154.51	149.27	22.55	126.72	561.95
AVG PERSON RATE	91.59	108.21	113.88	7.51	106.37	416.38
REVPAR	12.59	25.84	25.73	6.71	19.02	283.46
SALES						
ROOM REVENUE	2,015.00	28,894.00	123,453.00	31,809.00	91,644.00	288.11
OTHER REVENUE	1,770.00	2,558.00	233,548.17	7,685.10	225,863.07	938.97
Total:	3,785.00	31,452.00	357,001.17	39,494.10	317,507.07	803.94
FOOD & BVERAGE						
OUTLET DETAILS		-125.38	219.73	1,574.10	-1,354.37	-86.04
F&B MISCELLANEOUS		1,756.50	7,918.48		7,918.48	
COVERS		7	34	750	-716	-95.47
AVERAGE SPEND/COVER		233.01	239.35	2.09	237.26	352.15
Total:		1,631.12	8,138.21	1,574.10	6,564.11	417.01
GOLF COURSES						
GOLF COURSE ACTIVITIE	50.00	1,314.00	1,834.00	8,917.80	-7,083.80	-79.43
COVERS		3	4	900	-896	-99.56
AVERAGE SPEND/COVER		438.00	458.50	9.90	448.60	531.31
Total:	50.00	1,314.00	1,834.00	8,917.80	-7,083.80	-79.43
SPA, ACTIVITIES AND RETAIL						
SPA SERVICES	440.00	19,304.50	35,124.71	13,953.70	21,171.01	151.72
ACTIVITIES		3,549.00	6,700.00	3,715.50	2,984.50	80.33
RETAIL		100.00	745.00	616.50	128.50	20.84
COVERS	1	5	23	900	-877	-97.44
AVERAGE SPEND/COVER	440.00	4,590.70	1,850.85	20.31	1,830.54	13.00
Total:	440.00	22,953.50	42,569.71	18,285.70	24,284.01	132.80
Grand Total:	4,275.00	57,350.62	409,543.09	68,271.70	341,271.39	499.87



Below is the same Manager's Dashboard Report example when exported as a CSV File.

MAESTRO RESORT												
WEEKLY REPORTING	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	WEEKLY	MONTH	BUDGET	LAST YEAR	
	06/24/2014	06/25/2014	06/26/2014	06/27/2014	06/28/2014	06/29/2014	06/30/2014	TOTAL	TO-DATE	M-T-D	M-T-D	
ROOMS												
GUESTS IN HOUSE	94	84	36	17	10	4	22	267	1084	4230	632	
ROOMS OCCUPIED	68	60	25	11	6	2	15	187	830	1500	421	
COMP/HOUSE ROOMS	0	0	0	0	0	0	0	0	3	90	0	
ROOMS OFFMARKET	0	0	0	0	0	0	0	0	2	0	0	
ROOMS AVAIL FOR SALE	91	99	135	149	154	158	145	931	3967	3210	4350	
TOTAL ROOMS AVAIL	159	159	160	160	160	160	160	1118	4797	4740	4771	
% OCCUPIED	42.76	37.73	18.51	7.38	3.89	1.26	9.37	16.72	17.23	29.74	8.82	
ADR	159.14	164.23	168.64	110.09	92.16	111.5	134.33	154.51	149.27	22.55	163.02	
AVG PERSON RATE	115.12	117.3	117.11	71.23	55.3	55.75	91.59	108.21	113.88	7.51	108.59	
REVPAR	68.06	61.97	26.35	7.56	3.45	1.39	12.59	25.84	25.73	6.71	14.38	
ROOM REVENUE	10822	9854	4216	1211	553	223	2015	28894	123453	31809	68631.92	
OTHER REVENUE	409	379	0	0	0	0	1770	2558	233548.17	7685.1	1660	
TOTAL:	11231	10233	4216	1211	553	223	3785	31452	357001.17	39494.1	70291.92	
FOOD & BVERAGE												
OUTLET DETAILS	-137.5	12.12	0	0	0	0	0	-125.38	219.73	1574.1	4675.79	
F&B MISCELLANEOUS	838.67	530.33	222.5	90	75	0	0	1756.5	7918.48	0	5688	
COVERS	0	7	0	0	0	0	0	7	34	750	81	
AVERAGE PER COVER	0	77.49	0	0	0	0	0	233.01	239.35	2.09	127.94	
TOTAL:	701.17	542.45	222.5	90	75	0	0	1631.12	8138.21	1574.1	10363.79	
GOLF COURSES												
GOLF COURSE ACTIVITIE	504	520	240	0	0	0	50	1314	1834	8917.8	4400	
COVERS	1	1	1	0	0	0	0	3	4	900	6	
AVERAGE PER COVER	504	520	240	0	0	0	0	438	458.5	9.9	733.33	
TOTAL:	504	520	240	0	0	0	50	1314	1834	8917.8	4400	
SPA, ACTIVITIES AND RETAIL												
SPA SERVICES	7709.5	6814.5	3673.5	667	0	0	440	19304.5	35124.71	13953.7	27026.5	
ACTIVITIES	894	2000	605	50	0	0	0	3549	6700	3715.5	6406	
RETAIL	50	50	0	0	0	0	0	100	745	616.5	84.5	
COVERS	1	1	1	1	0	0	1	5	23	900	23	
AVERAGE PER COVER	8653.5	8864.5	4278.5	717	0	0	440	4590.7	1850.85	20.31	1457.26	
TOTAL:	8653.5	8864.5	4278.5	717	0	0	440	22953.5	42569.71	18285.7	33517	
GRAND TOTAL:	21089.67	20159.95	8957	2018	628	223	4275	57350.62	409543.09	68271.7	118572.71	