

Track 4 | Sales & Catering with Group Management

Session: Sales & Catering Reporting

New – Booking User Defined Fields Report

This new report, based on various criteria including Booking Date Range, by Booking Start Date, Account Manager, Conference Services Manager, SC Market Segment and/or Source of Business, combines configured Booking User Defined Fields as well as Booking, Client and Account Manager Text (if selected). It is run from the Sales and Catering Main Menu > Reports > Booking UserDefined Fields Report

New - Group Reservations by Month Report

Group Reservations can now be reported on for one or multiple months, based on the calendar days in the selected period. Accessible from Front Desk Main Menu > Reports > Group Reports > Group RSRV by Month Chart, it can be run for a single group or all groups with the selected period and can be generated in both PDF and CSV format.

Management Reports

- **Booking Activity Report** – Based on the date range selected, this report will show activity changes to each Booking. Tentative to confirmed, new Bookings created, tentative, quoted, cancelled or posted Bookings and Inquiries. Will provide users with added or loss revenue relative to food & beverage, other revenue, room revenue, package revenue, room nights and guest room revenue.
- **Combined Group Control Log (GRC)** – Reporting on Sales & Catering Group Bedroom blocks, FD Group Reservations without Sales & Catering Bookings and transient rooms on the books, with pace to previous period. This report will display Sales & Catering current status, contracted bedrooms, current bedrooms and a definite wash. A “Potential” calculation has been added in to allow forecasting for Quote & Tentative Sales & Catering Bookings.
- **Productivity with Pace & Forecast Report** – Similar to the Pace Report, this report also includes booking activity for new bookings or modifications for the selected report dates. This allows users to track booking changes and Pace in one report, comparing the report year selected to a previous year. Details include Productivity for bookings with a Tentative or Confirmed status as well as Budget Comparisons (if configured) and Variances.

Crystal Other Reports

- **Inquiries Report** - Report has been enhanced to show Inquiry Revenue Totals and Text for each Inquiry. To have this Crystal Report loaded (sc_inquiries.rpt) please contact Maestro Support.
- **Inquiry Turn Away Report** - This report now displays Inquiry Turn Away Text. To have this Crystal Report loaded (scturnaway.rpt) please contact Maestro Support.
- **Advance Deposits** – For tracking deposits on Sales & Catering bookings, this report displays advance deposits due and past due as well as payments made. To have this Crystal Report loaded (sc_deposits.rpt) please contact Maestro Support.

- **Group Block Pick up by Room Type** - When running this report in "D" Detail, this report will show day by day by room type, group rooms that are contracted, blocked, picked up, unpicked up and total property room type availability. There is a summary option available if day by day is not required when group block totals are needed. This report can be installed in both Front Desk and Sales & Catering. To have this Crystal Report loaded (grpblockpickups.rpt) please contact Maestro Support.
- **Group Cut Off Report** - This report displays all Group Masters with Cut Off Dates, based on the Date Range selected. To have this Crystal Report loaded (grpcutoff.rpt) please contact Maestro Support
- **Front Desk Group Charge Routing Report** - Displays Charge routing rules as configured on the Group Master Reservation or Individual Group Guests when rules vary from the Group. This report can be run by date range, for a specific group, or all groups reserved within the date range entered. To have this Crystal Report loaded (charge_routing.rpt) please contact Maestro Support.
- **Tentative Group Block Reporting** - For tracking Tentative Group Rooms, this report displays the number of rooms blocked by room type, by day based on date range and property selected. To have this Crystal Report loaded (tentativeblocks.rpt) please contact Maestro Support.
- **Forecast Report** - This Forecast Report can be run in a Summary or Detail Format and includes details such as the Full Event and Room Block information. This report is for forecasting purposes only and does not reflect actualized postings. To have this Crystal Report loaded (sc_forecast.rpt) please contact Maestro Support.

Pro Forma Consolidated Invoice - Accessible from both the Sales and Catering and Front Desk Group Reservation, this invoice can report on a variety of different details about the group. Options are available to include or exclude Spa and Facility Bookings, include or exclude Unpicked Group Rooms and associated room revenue, Event details and Guest Room Revenues with an option to display F&B Taxes per Event or as a Total in the General Charge section. If Global System Option 606 is set to Y, the Pro Forma will display the Rate Type description vs the Posting Code Description.

Group Roster - Accessible from a Front Desk Group Master Reservation and from the Front Desk Group Reports Menu, the Group Roster can include various information about the guests associated with the Group. Options are available to include or exclude Room Number Details, Rate Amounts, Additional Guests, Service Codes and Notes. Multiple report formats are available based on the report option chosen. To have this Crystal Report loaded (grproster.rpt) please contact Maestro Support.