

# FIT Pace Report

## Quick Reference Guide

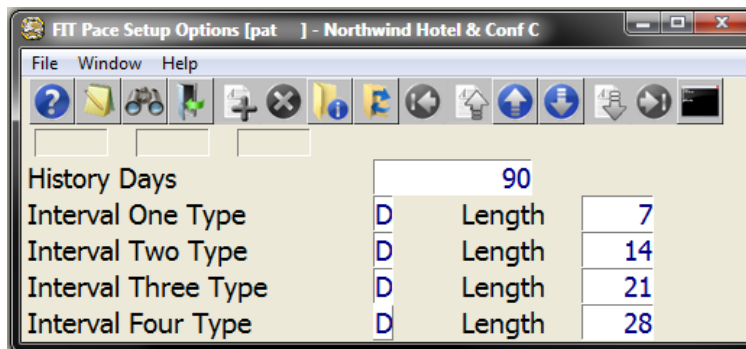
Date: November 15

### Introduction

This Quick Reference Guide will explain how to set up and use the FIT Pace Report, which is a crystal report. If you would like to run the report and do not have it installed, please contact Maestro Support. The FIT Pace Report is used to analyze forecasted revenue and occupancy. This report also compares the forecasts to the same time last year and has a variance column to illustrate the difference.

### Procedure

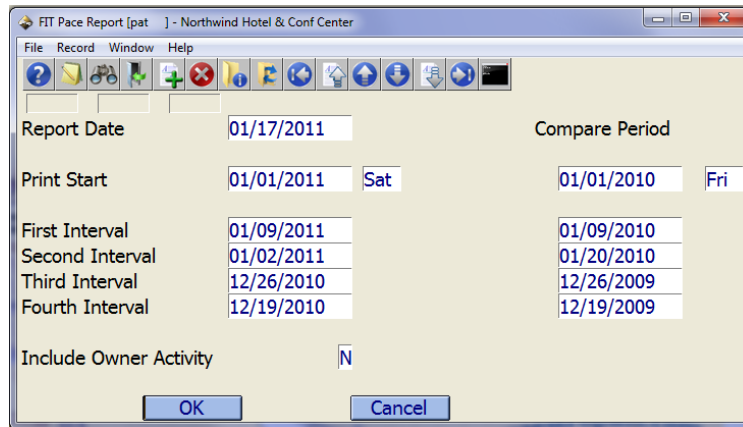
The setup for the FIT Pace Report can be found through Front Desk Maintenance | Setup | FIT Pace Setup Options



<b>History Days</b>	<p>The length of time for which the future statistics are calculated.</p> <p>The history days should match or be less than the Stats Number Days in Front Desk Maintenance   Setup   Front Desk Global</p>
<b>Interval Type</b> <input checked="" type="radio"/> DAYS <input type="radio"/> WEEKS <input type="radio"/> MONTHS	<p>The unit of time for the length field is based on. The units should be the same for all intervals.</p> <p>The purpose of the intervals to determine the time frames in which you would like to compare. Intervals can be set up by days, weeks and month periods. It is advised to keep consistent intervals for more accurate results.</p>
<b>Length</b>	<p>The length of time from the first interval to the next interval.</p>

**Once the report is configured, based on your intervals, Maestro night audit(s) will need to be run prior to populating any data on this report. In order to get the historic and variance figures, Maestro needs to be used for one year.**

To run the FIT Pace Report, go to Reports | Management Reports | FIT Pace Report



<b>Report Date</b>	The date of the report of the timeframe in which you would like to see the pickup. The date can be changed upon start up.
<b>Print Start Date</b>	This field cannot be modified. This date is the beginning of the month of the Report Date.
<b>Compare Period</b>	The historical dates for comparison to the current year.
<b>First Interval Date Second Interval Date Third Interval Date Fourth Interval Date</b>	<p>The periods ending dates. The intervals will be automatically populated based on the report date and setup defaults.</p> <p>From the above example, The first interval is from Jan 2 to Jan 9. The second interval is from Dec 26 to Jan 2. The third interval is from Dec 19 to Dec 26. The fourth interval is all previous dates ending on Dec 19.</p> <p>The dates can be changed on start up as well if you wish to run for separate intervals for a particular time period.</p>
<b>Include Owner Activity</b>	Include Owner activity if the property uses Maestro's Owner Management Module



This is the Frequent Individual Traveller (FIT) Pace Report:

Transient Booking Pace

1								2								3							
Group	Actual	16-Jan	9-Jan	2-Jan	26-Dec	19-Dec		Group	Actual	16-Jan	9-Jan	2-Jan	26-Dec	19-Dec		Group	Actual	16-Jan	9-Jan	2-Jan	26-Dec	19-Dec	
01/01/11 Sat	0	10	10	10	1	1		01/01/10 Fri	0	12	12	12	8	5		0	-2	-2	-2	-2	-7	-4	
01/02/11 Sun	0	5	5	5	2	2		01/02/10 Sat	0	9	9	9	5	4		0	-4	-4	-4	-4	-3	-2	
01/03/11 Mon	37	3	3	3	2	1	0	01/03/10 Sun	0	3	3	3	2	0	0	37	0	0	0	0	1	0	
01/04/11 Tue	25	4	4	4	2	0	0	01/04/10 Mon	0	7	7	7	3	2	2	25	-3	-3	-3	-1	-2	-2	
01/05/11 Wed	0	1	1	1	1	0	0	01/05/10 Tue	0	10	10	10	3	1	1	0	-9	-9	-9	-2	-1	-1	
01/06/11 Thu	0	6	6	6	0	0	0	01/06/10 Wed	0	6	6	6	2	1	1	0	0	0	0	-2	-1	-1	
01/07/11 Fri	0	16	16	16	7	3	2	01/07/10 Thu	1	4	4	4	4	2	2	-1	12	12	12	3	1	0	
01/08/11 Sat	0	15	15	15	6	5	5	01/08/10 Fri	5	11	11	11	9	4	4	-5	4	4	4	-3	1	1	
01/09/11 Sun	0	6	6	6	0	0	0	01/09/10 Sat	4	23	23	23	19	17	15	-4	-17	-17	-17	-19	-17	-15	
01/10/11 Mon	0	6	6	4	0	0	0	01/10/10 Sun	1	10	16	8	7	4	2	-1	-4	-10	-4	-7	-4	-2	
01/11/11 Tue	0	14	14	4	1	1	1	01/11/10 Mon	0	5	12	8	6	1	0	0	9	2	-4	-5	0	1	
01/12/11 Wed	0	6	6	2	1	1	1	01/12/10 Tue	8	4	4	7	6	1	0	-8	2	2	-5	-5	0	1	
01/13/11 Thu	0	11	11	6	4	4	4	01/13/10 Wed	8	4	4	7	7	2	1	-8	7	7	-1	-3	2	3	
01/14/11 Fri	13	58	58	59	44	27	20	01/14/10 Thu	7	6	6	11	10	3	1	6	52	52	48	34	24	19	
01/15/11 Sat	10	29	29	22	20	17	15	01/15/10 Fri	14	55	55	59	49	38	33	-4	-26	-26	-37	-29	-21	-18	
01/16/11 Sun	9	8	8	8	7	7	6	01/16/10 Sat	13	32	32	19	13	12	11	-4	-24	-24	-11	-6	-5	-5	
01/17/11 Mon	0	0	7	5	1	1	1	01/17/10 Sun	10	4	4	1	1	1	0	-10	-4	3	4	0	0	1	
01/18/11 Tue	0	0	5	2	1	1	0	01/18/10 Mon	0	9	6	4	2	2	0	0	-9	-1	-2	-1	-1	0	
01/19/11 Wed	0	0	1	0	0	0	0	01/19/10 Tue	0	12	6	4	1	1	0	0	-12	-5	-4	-1	-1	0	
01/20/11 Thu	0	0	4	2	2	2	0	01/20/10 Wed	11	5	3	4	2	2	0	-11	-5	1	-2	0	0	0	
01/21/11 Fri	3	0	60	38	28	18	0	01/21/10 Thu	11	4	5	2	0	0	0	-8	-4	55	36	28	18	0	
01/22/11 Sat	9	0	17	9	7	6	0	01/22/10 Fri	0	71	69	54	30	22	0	9	-71	-52	-45	-23	-16	0	
01/23/11 Sun	0	0	9	5	4	4	0	01/23/10 Sat	0	16	15	9	7	7	0	0	-16	-6	-4	-3	-3	0	
01/24/11 Mon	0	0	7	5	4	4	0	01/24/10 Sun	0	5	2	2	2	2	0	0	-5	5	3	2	2	0	
01/25/11 Tue	0	0	7	7	5	0	0	01/25/10 Mon	0	3	2	2	2	0	0	0	-3	5	5	3	0	0	
01/26/11 Wed	0	0	8	5	4	0	0	01/26/10 Tue	0	8	4	3	3	0	0	0	-8	4	2	1	0	0	
01/27/11 Thu	0	0	12	8	5	0	0	01/27/10 Wed	0	10	6	7	6	0	0	0	-10	6	1	-1	0	0	
01/28/11 Fri	0	0	41	35	20	0	0	01/28/10 Thu	0	13	12	10	10	0	0	0	-13	29	25	10	0	0	
01/29/11 Sat	15	0	28	21	13	0	0	01/29/10 Fri	10	55	49	35	29	0	0	5	-55	-21	-14	-16	0	0	
01/30/11 Sun	1	0	15	12	8	0	0	01/30/10 Sat	6	41	30	25	20	0	0	-5	-41	-15	-13	-12	0	0	
01/31/11 Mon	0	0	4	3	0	0	0	01/31/10 Sun	0	5	3	1	1	0	0	0	-5	1	2	-1	0	0	
<b>TOTALS:</b>	<b>122</b>	<b>198</b>	<b>423</b>	<b>328</b>	<b>212</b>	<b>105</b>	<b>58</b>		<b>109</b>	<b>462</b>	<b>430</b>	<b>367</b>	<b>277</b>	<b>138</b>	<b>82</b>	<b>13</b>	<b>-264</b>	<b>-7</b>	<b>-39</b>	<b>-65</b>	<b>-33</b>	<b>-24</b>	

ON THE BOOKS:							
WOW PU	95	116	107	47			
REV	31,706	25,455	16,552	8,535	5,103		
ADR	74.96	77.61	78.08	81.28	87.97		

Current Year / Comparison Year Table

	Group	Actual	16-Jan	9-Jan	2-Jan	26-Dec	19-Dec
01/12/11 Wed	0	6	6	2	1	1	1
01/13/11 Thu	0	11	11	6	4	4	4
01/14/11 Fri	13	58	58	59	44	27	20
01/15/11 Sat	10	29	29	22	20	17	15
01/16/11 Sun	9	8	8	8	7	7	6
01/17/11 Mon	0	0	7	5	1	1	1
01/18/11 Tue	0	0	5	2	1	1	0

The arrival dates are listed vertically on the left. The periods are listed horizontally, starting with the audit date before the report date.

The actual column is the number of people checked in on the arrival date. The actual number is calculated during night audit and will not automatically update throughout the day. This total does not include group blocks.

The group column is the number of rooms associated to a group, both picked up and not picked up.



The report will display a running total from interval to interval. From the above example, for the arrival date of Jan 14, there were 20 reservations made on the dates before and up to Dec 19. Between Dec 19 to Dec 26, 7 new reservations have been made. From Dec 26 to Jan 2, 17 new reservations were made. 58 reservations were checked in on Jan 14, 2011. There were 58 rooms sold on Jan 14 and 13 group rooms sold.

### Totals

Located at the bottom of the report are the totals for the intervals.

	Group	Actual	16-Jan	9-Jan	2-Jan	26-Dec	19-Dec
01/29/11 Sat	15	0	28	21	13	0	0
01/30/11 Sun	1	0	15	12	8	0	0
01/31/11 Mon	0	0	4	3	0	0	0
<b>TOTALS:</b>	<b>122</b>	<b>198</b>	<b>423</b>	<b>328</b>	<b>212</b>	<b>105</b>	<b>58</b>

### ON THE BOOKS:

WOW PU	95	116	107	47
REV	31,706	25,455	16,552	8,535 5,103
ADR	74.96	77.61	78.08	81.28 87.97

On The Books:

<b>WOW PU</b>	Week on Week Pick Up: Shows the difference of reservations made between intervals
<b>REV</b>	Revenue: Shows the total expected revenue for the period for the current year. Actual Revenue is shown for the comparison year.
<b>ADR</b>	Average Daily Rate: Shows the expected ADR for the period for the current year. Actual ADR is shown for the comparison year.



## Variance Table

The FIT Pace Report also has a variance table. This table shows the difference between the current pace and historical pace.

		<b>Variance</b>						
		Group	Actual	16-Jan	9-Jan	2-Jan	26-Dec	19-Dec
01/01/11	Sat	0	-2	-2	-2	-2	-7	-4
01/02/11	Sun	0	-4	-4	-4	-4	-3	-2
01/03/11	Mon	37	0	0	0	0	1	0
01/04/11	Tue	25	-3	-3	-3	-1	-2	-2
01/05/11	Wed	0	-9	-9	-9	-2	-1	-1
01/06/11	Thu	0	0	0	0	-2	-1	-1
01/07/11	Fri	-1	12	12	12	3	1	0
01/08/11	Sat	-5	4	4	4	-3	1	1

From the example above, for the period of Dec 26 for the arrival date of Jan 1, the hotel has 7 less reservations. For the period of Jan 2, the hotel has 2 less reservations for the current year compared to the comparison year.