Setup & Configuration Guide for the Manager's Flash Report
Quick Reference Guide

Date: November 15

Introduction

The Purpose of this Guide is to set out the required configuration and set-up when building the Manager's Flash Report. It assumes understanding of with the following:
- The differences between Crystal reports and Maestro reports
- Installing a Crystal Report
- Creating Posting Codes and attaching Record Types

The Manager's Flash Report is run from Front Desk | Reports | Management Reports | Manager's Flash Report and can be either a Maestro report or a Crystal report.

The Manager's Flash Report is customizable based on each property's requirements.

Set-up

The Maestro version of the Manager's Flash report is a text document without any formatting. The Crystal version is a rich text report. The key differences between the versions other than formatting is the provision for a Variance from Budget column in the Maestro version of the report and the calculation of TREVPAR.

TREVPAR (Total Revenue Per Available Room) in the Crystal report is dependant on the posting codes listed out in Section 1 – Subsections 2 & 3. In the Maestro report TREVPAR is hard coded and includes only Room & Food and Beverage revenues.

Crystal Report Setup

Start by locating the Crystal report file called flashrep.rpt. Open the Live INI file (found in N:\Program Files\Northwind\Live.ini) and note the path the Other Reports Directory (other_reports_dir) is pointing towards. Next install the Crystal report file in this directory.

Next, open a session of Front Desk Maintenance, select Forms | Crystal Reports Defaults.
Press the Create (F6) key to begin a new line. In the CR Rptid field, enter *flash* the enter *flashrep.rpt.* in the Crystal Report File field as shown below. Ensure the Preview flag is set to 'Y' so the report can be previewed before printing. If the print preview is not required ensure the flag is set to 'N'.

Crystal Reports Defaults [nwind   ] - Northwind Hotel

File   Record   Help

CR Rptid	Crystal Rpt File	Preview
BATCHFOLIO	FOLIOBATCH.RPT	Y
EXCHANGE	CURREXCHANGE.RPT	Y
FITPACE	FITPACE.RPT	Y
FLASH	FLASHREP.RPT	Y
FOLIO	FOLIO.RPT	Y
GRPPROFILE	GRPPROFILE.RPT	Y
GRPROSTER	GRPROSTER.RPT	Y
MARKETSEG	MARKETSEG.RPT	Y
RECEIPT	RECEIPT.RPT	Y
REGCARD	REGCARD2.RPT	Y

Maestro Report Setup

There only required setup for the Maestro Report is to ensure that the Flash Report has been configured as an available report to be printed.

To check this, begin in Global Maintenance then select System | Support | Report Print Programs. Scroll through the list to locate the Program called *FDflashrep*. If the report is not listed, it can be added by pressing the Create (F6) key and entering the following fields:

CurrProj = FD
Module = FD
Program = fdflashrep
Date Crtd = this field will be updated automatically

Report Print Programs [nwind   ] - Post Ranch Inn

File   Record   Window   Help

CurrProj	Module	Program	DateCrtd
FD	FD	FDFLASHREP	07/23/2007
FD	FD	FDGSTSET	04/07/2004
FD	FD	FDGSTSVCN	04/07/2004
FD	FD	FDMANOP	05/01/2000
FD	FD	FDOCCFOR	05/01/2000
FD	FD	FDPAX	02/12/1999
FD	FD	FDPAYPEN	04/07/2004
FD	FD	FDPAYREP	04/07/2004
FD	FD	FDPERREV	04/07/2007
FD	FD	FDRATECHK	04/07/2004

Maestro
PMS like no other.

Configuration

Regardless of which format (Crystal or Maestro) of report is being used, the configuration to customize the report is done in Global Maintenance | Report Printing Sequence Maintenance.

The report is split into sections and sub-sections e.g. Section 1 Sub-section 1, 2, 3 etc. At the end of each section the total of all the subsections are added together.

The following list outlines each of the sections and sub-sections purpose. Note that if the section has a specific purpose it cannot be configured to do anything else.

Section/Sub-Section	Purpose
1.1	System Use Only (Statistics)
1.2	Room Revenues
1.3	Other Revenue
2.1, 2.2, 2.3, etc.	Any Other Revenues that are to be displayed on the report (but not counted in TREVPAR)

Section 1 – Subsection 1

This Section should not be created as it is a system use section where room statistics are generated.

Section 1 - Sub-Section 2

This section is for calculating room revenue and as such the Sub-section description should be set to Room Revenue. All room revenue posting codes should be included in this list for accurate calculations.

To enter in posting codes, press the Create (F6) key on the Line field. Use the Look Up (F8) key int he PostCode field to select the first valid Room Revenue posting code or type the code in. Press the enter key to move to the next line and continue to add posting codes as required.

Section 1– Sub Section 3

In this sub-section, the description should read Other Revenues. Any revenue that the property needs to have included in the TREVPAR calculation (when using the Crystal report) should be listed out using the appropriate posting code. Examples include Food & Beverage, Spa, Laundry, Dry Cleaning, telephone calls etc.

It is important to note that when building the Other Revenue section when it includes revenues generated and posted through an interface, the report will only display the revenue that was settled by a room charge. The only exception is where the interface has been configured to send all charges to Maestro regardless of the settlement method.
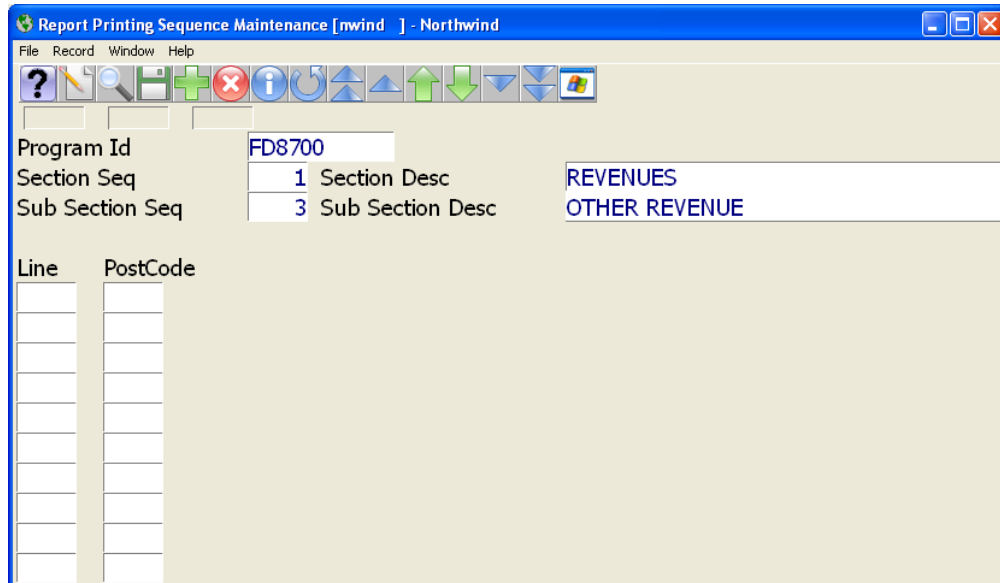
Section 2

A separate section can be created if additional revenues or posting codes should be reflected on the Flash Report in order to separate out from TREVPAR or if non-revenue generating posting codes need to be displayed on the report. For example Tax or Settlement methods could be listed in this section. Sub-sections can be used to keep a running section total. If this is not required then separate sections should be used to prevent a running total from being kept.

Cover Counts

The Flash report can be configured to show the number of covers per outlet providing the appropriate POS interface is capable of sending this information. For further information on available interfaces, please contact our Support department.

Cover counts can be added to all sections, by outlet. Outlets must first be created in Global Maintenance | POS/Retail Outlets.

Once the outlets have been created, they can then be associated with the various report Subsections. To do this from within Global Maintenance, select Audit | Report Printing Sequence Maintenance. Using the Page Up / Page Down keys scroll to the appropriate section and subsection.

From the Window pull-down menu select Associated Outlets. Press the Create (F6) Key to generate a new line number.

Use the Look Up (F8) key in the Outlets column to select the correct outlet to be associated with the section.

For every POS outlet that the property has , cover counts can be associated by Outlet. It is recommended that each outlet be configured as a unique Section to allow the Cover Counts to be assigned. For example, a Bar or Banqueting could be added as Section 3 Sub Section 1