



# Sales & Catering Report Usage

## Quick Reference Guide

REPORT	NAME	Maestro/ Crystal	Where to Install	Location of Report for User	Purpose /Use of Report
	Group Room Control Log	Maestro	Default	<i>Main/Reports</i>	From date specified, reveals the number of room nights and revenue for S&C groups. Compares Ten to Conf. Total rooms for period, and ADR
	Monthly Group Rooms Control	Maestro	Default	<i>Main/Reports</i>	All S&C Groups within month specified. Shows total room nights for each group. Total rooms for the Month and ADR
	Trace Report	Maestro	Default	<i>Main/Reports</i>	From and To Date. Shows all traces to be recognized during specified period
trace.rpt	Trace Report	Crystal	Global/Setup/Other Reports File Maintenance	<i>Main/Reports/ Other Reports</i>	Same as Above, better format
	Kitchen Report	Maestro	Default	<i>Main/Reports</i>	From and To Date. List the start time, group name, and F&B items to serve.
kitchen.rpt	Kitchen Report	Crystal	Global/Setup/Other Reports File Maintenance	<i>Main/Reports/ Other Reports</i>	Same as above, easier format to read. Lists all text that is added to item
	Multiple Month Summary GRC	Maestro	Default	<i>Main/Reports</i>	List start month, and as many specified months after. Lists total number of Conf. and Tent rooms nights per month. Detail will break down by group
	Inventory Location Report	Maestro	Default	<i>Main/ Reports</i>	From and To Date. Can search by item, building, or room. Reveals all items location within time/date range
	Delivery Report	Maestro	Default	<i>Main/Reports</i>	From and To Date. Can specify All, or just Inventory, Special Charges or F&B deliveries to be made. List location and guarantees, in order of time delivery



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	Event Schedule	Maestro	Default	<i>Main/ Reports</i>	From and To Date. Can specify by room or building. List Group, Acct Mngr, Location and Guaranteed number of guests
dailyschd.rpt	Daily Schedule	Crystal	Global/Setup/Other Reports File Maintenance	<i>Main/Reports/ Other Reports</i>	Same as above Event Schedule, includes setup. Cleaner format
	Closing Balance Report	Maestro	Default	<i>Main/Reports</i>	Reveals opening balance from start date, and all charges recorded in S&C by posting codes
	Shift Report	Maestro	Default	<i>Main/Reports</i>	Summary of Charges and or Payments received on specified date by clerk
	Advanced Deposit Analysis	Maestro	Default	<i>Main/Reports</i>	List all deposits received, refunded, and applied during date range specified
beodate.rpt	BEO by Date	Crystal	Maintenance/Setup/Third Party Report Defaults	<i>Main/Reports</i>	Specified date range, prints all BEO's by within time frame-looks for Crystal forms
invdate.rpt	Invoice by Date	Crystal	Maintenance/Setup/Third Party Report Defaults	<i>Main/Reports</i>	Same as above for Invoices
contractdate.rpt	Contract by Date	Crystal	Maintenance/Setup/Third Party Report Defaults	<i>Main/Reports</i>	Same as above for Contracts
audfb.rpt	Food and Beverage Audit	Crystal	Global/Setup/Other Reports File Maintenance	<i>Main/Reports/ Other Reports</i>	Lists all Food and Beverage Items in the system, any text associated, and price
audfuncrm.rpt	Function Room Audit	Crystal	Global/Setup/Other Reports File Maintenance	<i>Main/Reports/ Other Reports</i>	Lists all Function rooms, prices and specs that are in the database
audinv.rpt	Inventory Item Audit	Crystal	Global/Setup/Other Reports File Maintenance	<i>Main/Reports/ Other Reports</i>	Lists all Inventory items, prices and quantities in the database



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audrmset.rpt	Function Room Setup Audit	Crystal	Global/Setup/Other Reports File Maintenance	<i>Main/Reports/ Other Reports</i>	Lists all Setups and Functions and capacities that are linked to each function room
audschrg.rpt	Special Charge Audit	Crystal	Global/Setup/Other Reports File Maintenance	<i>Main/Reports/ Other Reports</i>	List all Special Charges in the database, as well as prices
bar.rpt	Bar Report	Crystal	Global/Setup/Other Reports File Maintenance	<i>Main/Reports/ Other Reports</i>	List all bars and setup that are required for specified date range
	Revenue by Client Report	Maestro	Default Management	<i>Main/Reports/ Management Reports</i>	Lists all Clients that have bookings within specified date range, lists number of events and total revenue. Includes Conf. and Tent. Totals independently. Can report per client type
	Revenue by Booking Report	Maestro	Default Management	<i>Main/Reports/ Management Reports</i>	Same as above, does not summarize client bookings within range, rather breaks each booking totals out individually. Reports also on F&B, Room and Inventory revenue breakdown. Can report by Acct Manager
	Revenue by Date Report	Maestro	Default Management	<i>Main/Reports/ Management Reports</i>	List total revenue by category (F&B, Rooms, Inventory) for specified date. Can report by Acct Manager
	Revenue by Room Report	Maestro	Default Management	<i>Main/Reports/ Management Reports</i>	Reveals a categorized revenue breakdown by function room. Can specify Client type



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	Market Segment Analysis Report	Maestro	Default Management	<i>Main/Reports/ Management Reports</i>	Breaks down revenue by category for each market segment. Reveals TYPE's within segment as well. Can report by Acct Manager.
	Profit Analysis Report	Maestro	Default Management	<i>Main/Reports/ Management Reports</i>	Compares total revenue to cost, resulting in a profit percentage. Only effective if costs have been entered for ALL items
backlog.rpt	Back Log Report	Crystal	Maintenance/Setup/Third Party Report Defaults	<i>Main/Reports/ Management Reports</i>	Allow to report for specified number of months, from range of dates for past performance
	Lost Business Report	Maestro	Default Management	<i>Main/Reports/ Management Reports</i>	Reveals any bookings that were entered and left as quote, tentative, or were cancelled. States Acct Manager, lost revenue, and reason for cancellation
pace1.rpt	Pace Report	Crystal	Maintenance/Setup/Third Party Report Defaults	<i>Main/Reports/ Management Reports</i>	Compares revenue captured to budgets (if created) by Acct Manager
Bookact2.rpt	Booking Activity Report	Crystal	Maintenance/Setup/Third Party Report Defaults	<i>Main/Reports/ Management Reports</i>	States all changes and activities that have been made to the booking
	Booking Status Report	Maestro	Default Management	<i>Main/Reports/ Management Reports</i>	Reveals Bookings within specific date range, within date range booked. Can reveal what time frames and time of year that bookings are made.
	Sales & Catering Ledger	Maestro	Default Managment	<i>Main/Reports/ Management Reports</i>	Shows Ledger balance as of date specified.



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combgrc.rpt	Combined Group Room Controlled Log	Crystal	Maintenance/Setup/Third Party Report Defaults	<i>Main/Reports/ Management Reports</i>	Compares previous year for Group rooms sold and revenue.
beo.rpt	BEO for Booking	Crystal	Maintenance/Setup/Third Party Report Defaults <b>Must be setup in third party reports menu setup</b>	<i>From Booking/ Reports</i>	Shows BEO for booking
beoevent.rpt	BEO for Event	Crystal	Maintenance/Setup/Third Party Report Defaults <b>Must be setup in third party reports menu setup</b>	<i>From Event/ Reports</i>	Separate BEO per Event
invbook.rpt	Invoice for Booking	Crystal	Maintenance/Setup/Third Party Report Defaults <b>Must be setup in third party reports menu setup</b>	<i>From Booking/ Reports</i>	Invoice for entire booking
invevent.rpt	Invoice for Event	Crystal	Maintenance/Setup/Third Party Report Defaults <b>Must be setup in third party reports menu setup</b>	<i>From Event/ Reports</i>	Invoice for Event
contract.rpt	Contract for booking	Crystal	Maintenance/Setup/Third Party Report Defaults	<i>From Booking/ Reports</i>	Contract for Booking – specified by client



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grpresume.rpt	Group Resume	Crystal	Global System/ User for Maintenance	<i>From Booking / Reports</i>	Reveals schedule for group when on site, rooms booked, events and rooming list if guest bedroom reservation has been made.
thankyou.doc	Thank you Letter	Word	Global System/ User for Maintenance	<i>From Booking / Reports</i>	Thank you letter for client after event
Consolinv.rpt	Pro Forma Consolidated Invoice	Crystal	FD MN   Forms   Crystal Reports Defaults	<i>From Booking \ Reports AND from Group Master \ Forms</i>	Combines all FD charges (that are included in charge routing) with the S&C charges for one bill at check out.