Daily Revenue Tracking

Room Revenue

Tracks income generated from room sales.

Total Rooms Sold

Enter a number...

Average Room Rate (ARR)

Enter a number...

Total Room Revenue

Enter a number...

Rooms Blocked (Complimentary)

Enter a number...

Rooms Occupied (Actual)

Enter a number...

Room Type Breakdown (Primary)

☐ Standard

☐ Deluxe

☐ Suite

☐ Executive

☐ Other

Total Revenue from Walk-in Guests

Enter a number...

Total Revenue from Online Travel Agencies (OTAs)

Enter a number...

Food & Beverage Revenue

Details revenue from restaurants, bars, and room service.

Restaurant Sales Total

Enter a number...

Bar Sales Total

Enter a number...

Room Service Sales Total

Enter a number...

Banquet/Catering Sales Total

Enter a number...

Breakfast Revenue

Enter a number...

Lunch Revenue

Enter a number...

Dinner Revenue

Enter a number...

Primary Payment Types Used (F&B)

☐ Cash

☐ Credit Card

☐ Mobile Payment

☐ Gift Card

Notes on F&B Sales (e.g., specials, events)

Write something...

Other Income

Includes revenue from parking, spa services, activities, and other non-room/F&B sources.

Parking Revenue

Enter a number...

Spa Services Revenue

Enter a number...

Activity/Tour Revenue

Enter a number...

Gift Shop/Retail Sales

Enter a number...

Laundry Services Revenue

Enter a number...

Telephone/Internet Revenue

Enter a number...

Rental Income (e.g., meeting rooms, equipment)

- ☐ None
- ☐ Yes - Specify Amount
- ☐ Not Applicable

Notes on Significant Other Income Events

Write something...

Payment Processing

Details related to payment methods and reconciliation.

Total Credit Card Transactions

Enter a number...

Total Cash Transactions

Enter a number...

Total Debit Card Transactions

Enter a number...

Total Online Payments (via booking engine)

Enter a number...

Payment Processor Used

- ☐ Stripe
- ☐ Square
- ☐ Adyen
- ☐ Other (Specify)

Notes on Payment Processing Issues (if any)

Write something...

Transaction Fees (Total)

Enter a number...

Discounts & Adjustments

Records any discounts, comps, or adjustments made to revenue.

Total Discount Amount ($)

Enter a number...

Total Comp Room Nights

Enter a number...

Primary Discount Reason (e.g., Loyalty Program, Group Booking, Error Correction)

☐ Loyalty Program

☐ Group Booking

☐ Employee Rate

☐ Error Correction

☐ Other

Details of Significant Discounts/Comps (if applicable)

Write something...

Number of Complimentary Meals/Drinks

Enter a number...

Approval Required for Discounts Over $X?

☐ Yes
☐ No

Notes on Unusual Adjustments

Write something...

Review & Reconciliation

Final checks and alignment with system data.

Total Revenue (System Reported)

Enter a number...

Total Revenue (Manual Calculation)

Enter a number...

Revenue Variance (Manual - System)

Enter a number...

Explanation for Revenue Variance (if applicable)

Write something...

Reconciliation Status

☐ Complete

☐ Partial

☐ Needs Review

Date of Reconciliation

Enter date...

Time of Reconciliation

Reviewed by