ReserveAmerica Park Suite 2002

Reports User's Guide

Version 6

Call Centers

Reservation Information

Internet Reservations

ReserveAmerica
PARK SUITE 2002

Reports User's Guide

Version 6.0

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ReserveAmerica
401 Wheelabrator Way
Milton, Ontario
L9T 4B7

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Introduction

Overview

The Park Suite Reporting Module was designed to assist you with creating professional reports based on data collected at the park and CRS. The Reporting Module generates two types of reports: Financial and Statistical. **Financial** reports deal with revenue or financial matters, while **Statistical** reports deal with numerical facts. The following is a list of the Financial and Statistical report groups available in the Reporting Module.

Types of Reports

The reporting module has been broken down into two categories: Park reports and CRS reports. Any reports that provide information related to daily use at the Park locations will be part of the Park Reports section. Reports that are generated from the CRS location will be part of the CRS Reports section of this guide. Please refer to the section of the guide that relates to the reports that you require.

CRS Reports:

Financial	Statistical
Accounts Recivable	Activity
Cash Disbursements	Customer
Cash Receipts	Demographic
Credit Card	Occupancy
Inventory	Operator
Ranger	Reservation
Refunds	
Voids	
Vouchers	

Park Reports:

Financial	Statistical
Ranger	Activity
Voided Payments	Customer
Vouchers By Customer	Operator
Credit Cards by Status	
Chart of Accounts	
Bill For Collection Report	

Starting the Reporting Module

Reports Icon

Starting the Reporting Module is as simple as opening the application and logging on. (See your System Administrator if you do not know your logon name or password.)

Logging On

1. Select (**Start→Programs→ParkSuite→Reports)** the Reports application from the Park Suite Program group or click on the Reports icon on your desktop..

2. In the *Reports Logon* window enter your Logon name in the **Name** field and press the **Tab** key on the keyboard.

3. In the **Password** field enter your Password and click **OK**. Your Password is confidential and will not appear on the screen.

4. The database will be activated and the Reporting Module Screen appears.

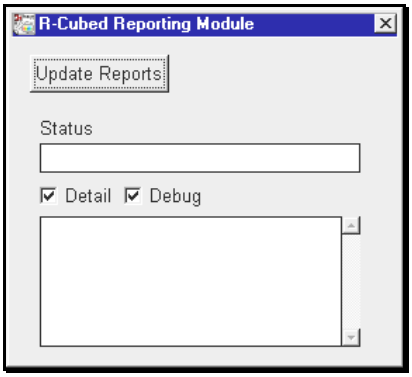
System Upgrades

As ReserveAmerica's application developers make enhancements to the Reporting Module you will occasionally be sent new versions of the software. To allow your system to accept the new version use the following procedure:

1. **Double-click** on the application icon to start the Reporting Module.

2. **Log on** to the application.

3. The *Park Suite Reporting Module* window will appear.



The Rcubed Reporting Module

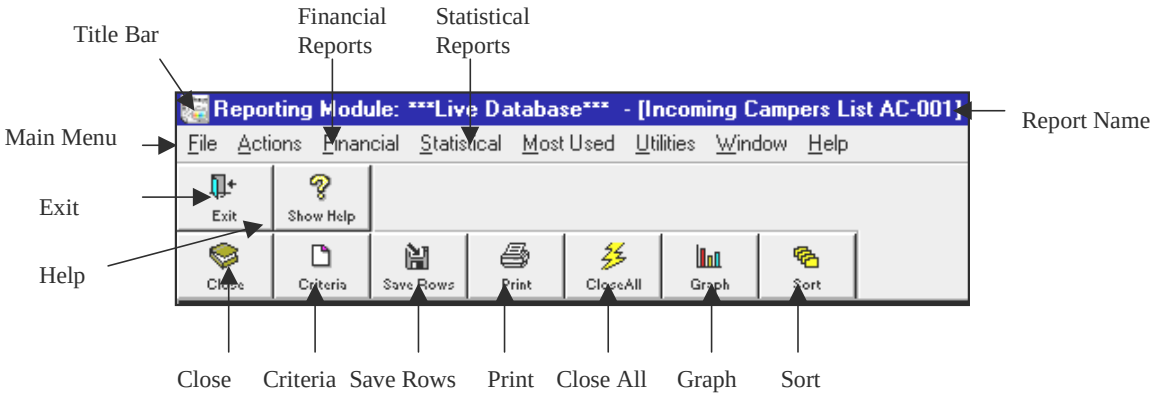
4. Click the Detail box to open up a window displaying the results of the update.

5. Click the Debug box to list the upgrades as the system runs through the Update Report.

6. The Status field will display inserting report data.

7. Click the Update Reports button.When the upgrade is complete the window will disappear.

Reporting Module Screen



Creating a Report

Selecting and creating a report using the Reporting Module involves six steps:

1. Start the **Reporting Module** application and **log on** to the system.

2. Use the Report Reference that follows, to review the Report descriptions. Choose the report that meets your requirements. Note whether it is a Financial or Statistical report.

3. Open the report group menu to which this report belongs. For example, for report **Transaction Series**, open the **Financial**, then the **Ranger** menu.

4. Select the report to be created.

5. Select the Report Criteria (refer to Chapter 2, *Selecting Report Criteria* for further information).

6. Generate the report and view it on screen before printing.

Report Reference

The following is a list of reports available in the Reporting Module. A dollar sign beside the report prefix indicates the report is a financial report. The letter **N** in brackets represents the same report, as it is in the NRRS version of the application.

Park Reports:

AC	Activity Reports	
(N)PO_AC1	Incoming Campers List	Shows the campers expected to arrive at the park for the selected date. It provides information about the reservation, customer, length of stay, site, vehicles, and fees.
(N)PO_AC2	Outgoing Campers List	Shows the campers expected to depart from the park for the selected date. It provides information about the customer, site and outstanding fees owing.
(N)PO_AC3	Canceled Campers List	Shows information specific to canceled reservations for a time period. It provides information about the site, arrival and departure dates, customer, reservation ID, and fees.
(N)PO_AC4	Current Campers List	Shows a listing of campers currently in the park. It provides site specific information about the arrival/departure dates, customer name, and number of people and vehicles.
(N)PO_AC5	Occupants List	Shows a listing of all campers and vehicles by site.
(N)PO_AC6	Registration List	Shows all current registrations in the campground as well as all registration scheduled to arrive over a time period.
(N)PO_AC7	Vehicle List	Displays all vehicles in the park assigned to sites.

	Customer Reports	
(N)PO_CU3	Customer History Summary	Summarizes customer stay information.
	Operator Reports	
(N)PO_OP1	Activity by Operator	Shows the activities that each operator performs.
(N)PO_OP2	Operator Overrides	Shows the rules overridden by operators for a particular operator, location and date.
(N)PO_OP3	Turnaway Summary	Shows the number of customers turned away by operator, location and reason.
	($)Ranger Reports	
(N)PO_RR1	Transaction Series	Lists receipt ranges for each Ranger over the specified time period.
(N)PO_RR2	Ranger Receipt Detail List	Lists receipt and refund amounts for each Ranger over the specified time period.
	($)Financial	
N)PO_VD1	Voided Payments	Lists all voided transactions produced for the specified location and time period. This is a cash based report.
(N)PO_VO1	Vouchers by Customer	Shows voucher details by customer.
(N)PO_CA1	Chart of Accounts	Shows the general ledger accounts used by the financial system, including account types, Ids, descriptions and status.
(N)PO_CB1	Credit card By Status	
(N)PO_BC1	Bill For Collection	

CRS Reports:

AC	Activity Reports	
AC-001	Incoming Campers List	Shows the campers expected to arrive at the park for the selected date. It provides information about the reservation, customer, length of stay, site, vehicles, and fees.
AC-002	Outgoing Campers List	Shows the campers expected to depart from the park for the selected date. It provides information about the customer, site and outstanding fees owing.
AC-003	Canceled Campers List	Shows information specific to canceled reservations for a time period. It provides information about the site, arrival and departure dates, customer, reservation ID, and fees.
AC-004	Current Campers List	Shows a listing of campers currently in the park. It provides site specific information about the arrival/departure dates, customer name, and number of people and vehicles.
AC-005	Occupants List	Shows a listing of all campers and vehicles by site.
AC-006	Registration List	Shows all current registrations in the campground as well as all registration scheduled to arrive over a time period.
AC-007	Vehicle List	Displays all vehicles in the park assigned to sites.
AC-008	Current Campers List without Notes	Shows a listing of campers currently in the park without notes.

AR ($)	Accounts Receivable Reports	
AR-005	Receivables Ledger	Shows all customer charges and payments. The report is location based and for a time period.

AR-006	Outstanding Balances for Current Campers	Lists campers in the park with outstanding balances The report is location based and for a time period.
AR-007	Outstanding Balances by Reservation	Lists campers in the park with outstanding balances The report is location based and for a time period.

CB ($)	**Credit Card Reports**	
CB-001	Credit Batch Summary	Shows the date and amount of credit card charges that were processed. Charges are categorized by card type.
CB-002	Credit Batch Detail	Shows each transaction grouped by credit card for the specified location and time period.
CB-003	Credit Card By Status	Shows declined credit cards for a particular period.

CD ($)	**Cash Disbursement Reports**	
CD-001	Cash Disbursements by Location	Shows summary cash disbursements information. This report is location based.
CD-002	Cash Disbursements Refund Ledger	Shows all cash disbursement transactions that relate to refunds. The report is location based and is specific to a time period.
CD-003	Cash Disbursements Journal	Shows all cash disbursement transactions. The report is location based and is specific to a time period.
CD-004	Cash Disbursements by Type	Shows cash disbursements by type and associated customer.

CR ($)	Cash Receipt Reports	
CR-001	Operator Close Out Detail Report	Shows cash received (Debit) and cash refunds (Credit) for each transaction that the specified operator handled.
CR-002	Operator Reconciliation Report	Summarizes the net cash received – the amount of cash received minus the amount of any refunds paid – for the specified operator and location. Cash received is summarized by payment method and by date.
CR-003	Location Close Out Detail Report	Shows cash received and cash refunds for all operators for a specified location.
CR-004	Location Reconciliation Report	Shows daily totals of net cash received by payment method, date, and specified location. Cash totals from each operator are summed to provide the daily location total.
CR-005	Location Reconciliation by Operator	Summarizes the net cash received for all operators at the specified location. Cash received is summarized by payment method and date.
CR-012	Bank Deposit	Shows non-credit card transactions for deposit.

CU	Customer Reports	
CU-001	Customer Summary	Shows summary reservation history by customer, including the number of reservations, cancellations, transfers and voids.
CU-002	Reservation History by Customer	Shows detailed reservation history by customer. The report is run from the central reservation center.
CU-003	Customer Detail	Shows the details of a customer record, including name, address, and telephone number.
CU-004	Customer Reservation Stays	Shows detailed registration history by customer. This report is run at the park.
CU-005	Customer Balance Outstanding	Shows customer outstanding balances arising from making a reservation.
CU-006	Customer History Summary	Summarizes information found in CU-004.

DM	Demographic Reports	
DM-001	Customer Demographics	Shows the state/province from where park visitors came.
DM-002	Customer Residency	Shows the country, state/province, and cities from which park visitors came. The report is for a time period.

IV	($)Inventory Reports	
IV-001	Inventory Stock on Hand	Shows a location's available merchandise inventory.
IV-002	Inventory Reorder Report	Shows a location's merchandise inventory where the present level is equal to or less than the minimum reorder quantity.

OP	Operator Reports	
OP-001	Cancellations by Location, Operator	Shows cancellations made by operators. Provides the Operator ID, location, reservation ID, date and customer name.
OP-002	Activity by Operator	Shows the activities that each operator performs.
OP-003	Operator Comparison Report	Shows a comparison of operator activities. Summary information by operator is shown.
OP-004	Operator Overrides	Shows the rules overridden by operators for a particular operator, location and date.
OP-005	Turnaway Summary	Shows the number of customers turned away by operator, location and reason.
OP-006	Turnaway Detail	Shows a detail list of Turnaway transactions.
OP-007	Disposition by Operator	Lists the call dispositions for the given operator and time period.
OP-008	Disposition by Park	Summarizes the number of calls for each park and the call disposition.

OR	Occupancy Reports	
OR-001	Occupancy Reports	Shows park occupancy statistics. The user may select to view data on a daily, monthly or annual basis.
OR-002	Park Usage Summary	Shows occupancy and occupancy rates for reservable facilities.

OR-003	Park Usage Summary by Date	Shows park occupancy by date. Information includes the percentage of occupied sites, the total number of people per site and average number of people per site.
OR-004	Site Availability Summary	Show site availability status grouped by site type and date.

RF ($)	**Refund Reports**	
RF-001	Refund Summary by Location	Shows summary information by refund status. The report is location based for a specified time period.
RF-002	Refunds Pending by Location	Shows the pending refunds by a specific location. Pending refunds are awaiting to be approved or declined.
RF-004	Refunds Paid by Location	Shows the paid refunds by a specific location.
RF-005	Refund Ledger	Shows the details of each refund transaction where increases are Credits and decreases are Debits.
RF-006	Refund Journal	Shows all refunds, The report is location based and is specific to a time period.

RR ($)	**Ranger Reports**	
RR-001	Ranger Summary of Receipts	Shows all cash receipts for the specified location and time period.
RR-002	Ranger Product Detail List	Detailed list of transactions for the specific location and time period.
RR-003	Transaction Series	Lists receipt ranges for each Ranger over the specified time period.
RR-004	Ranger Receipt Detail List	Lists receipt and refund amounts for each Ranger over the specified time period.

RV	**Reservation Reports**	
RV-001	Visitor Type	Shows a summary of visitors. Information is grouped by site and customer type.
RV-002	Usage Type Summary	Shows park day and night usage. Information is grouped by park.
RV-003	Reservation Methods	Displays methods used to make reservations at the park. The report is location based and can give information on a daily, monthly or annual basis.
RV-004	Walk-In Vs Reservation	Shows the break-down of park customers who made and did not make reservations. The report is for a specified location and time period.
RV-005	Reservations by Park	Shows the number of reservations made by location and specified time period.
RV-006	Reservations by Site	Shows the number of reservations for a park broken down by site.
RV-007	Reservations by Days in Advance	Shows the number of reservations by site within a location. The information is grouped by the number of days in advance that the reservation was made.
RV-008	Park Referral Report	Shows a summary of park referrals. including the preferred park, the referred park and the total number of referrals
VD ($)	**Void Reports**	
VD-001	Voided Payments	Lists all voided transactions produced for the specified location and time period. This is a cash based report.
VD-002	Voided Transactions	Lists all voided transactions for the selected operator, location and time period. This is a cash based report.
VO ($)	**Voucher Reports**	

VO-001	Vouchers by Location	Shows summary voucher information for all locations.
VO-002	Aged Vouchers Report	Shows voucher totals by customer and when they expire. Voucher expiry is grouped according to 30 day intervals.
VO-003	Vouchers by Customer	Shows voucher details by customer.
VO-004	Voucher Ledger	Shows all voucher transactions for a selected location and time period. Both sides of the transaction are shown.
VO-005	Voucher Journal	Shows all voucher transactions for a selected location and time period. Only the voucher side of the transaction is shown.
VO-006	Voucher Payment Ledger	Shows all voucher payments. The report is location based and specific to a time period.

Accounting Methods Used

The following information is only applicable to the CRS Reporting module and not the Park Reporting module.

The CRS Reporting Module uses two accounting methods in the Financial Reports. One is a **Cash Based** method, and the other an **Accrual Based** Method. The method used to calculate each report will be identified as part of the report description. Here are the definitions for each, along with an example to help you understand the difference between the two methods.

In a **Cash based** accounting method, revenue is reported in the period when the related cash collection is made, and expenses are reported in the period when the related cash disbursements are made.

In an **Accrual based** accounting method, revenue is reported in the income statement for the period when it is earned (regardless of when it is collected). Expenses are reported in the period when they are incurred (regardless of when the cash disbursement is made).

The fundamental difference between the cash and accrual methods is in the matter of timing. See the following example to clarify the difference.

In December, Bending Pine Park inquired with a company what the price would be to remove a tree from one of the sites. The company informed the park that they would remove the tree for $75. The park requested it be done, provided that the work would be completed before June 1. The tree was removed in April and the park was billed on May 1. On June 15, the company received a payment for $75 from the park.

Using the accrual basis method, the company that removed the tree would include the $75 in their income statement for April, the month that the service was performed. Any expenses incurred by removing the tree would be treated as an April expense.

Using the cash basis method, the income would be included in the June statement; and any expenses incurred, would be included in the statement for the month which it was paid.

Reporting Module Menus

Menu Bar

The menu bar is located across the top of the main window and contains all the menu options that are available in the Reports Module. The menus contain commands, some of which carry out an action immediately; others which are shown followed by an ellipsis (…), display a dialog box containing additional options.

Dialog Boxes present the user with additional options, or the ability to enter and save information on the system.

Accessing Menu Commands

1. Using your mouse, place your cursor on the title of the menu you wish to view; for example, **Reports**.

2. Click the left mouse button to view a list of the commands available for that menu. A list of options will "drop-down" from the menu bar.

3. To select a menu command, move your cursor to the command you wish to perform.

4. Click the left mouse button. The action will be carried out or you will be presented with a dialog box with further options. For example:

   a) Click on the **Window** menu - a list of commands associated with the window menu will now appear immediately below menu bar.

   b) Click on the **Toolbars** option.

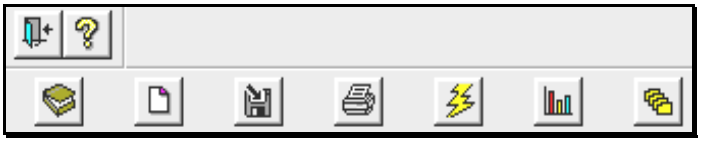
   c) Click the left-hand mouse button. The *Toolbars window* will now be displayed on your screen.

Toolbar

The Toolbar is located directly under the Menu Bar and contains several different graphics icons, or buttons**.** These allow you to quickly perform the most common tasks that are required on a frequent basis by Reporting Module users. This is a quick and easy way to select certain features that can also be accessed through the menus.

To use the **Buttons** from the **Tool Bar**, simply point and click with your mouse on the button you wish to use.

The Buttons found in the Tool Bar represent several of the same functions that are found in the Main Menu. For a listing of these buttons and their functions, see ***Report Module Buttons in the chapter Selecting Report Criteria***.



The Reporting Module Toolbar

File Menu

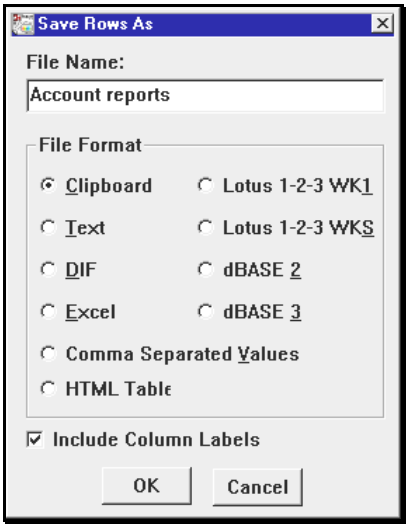
Save Rows As

The information that you enter into the Reporting Module is transferable into other software packages if you use the Save Rows As command. This option will allow you to save the data that you have entered into the database as a Text file (*.txt), Data Interchange Format file (*.dif), Excel™ Worksheet file (*.xls), Comma Separated Value file (*.csv), Lotus™ Spreadsheet files (*.wk1, or *.wks), HTML Table (*.html) or dBase™ files (*.dbf). You can also choose to send the data from a particular report to your Windows Clipboard™.

Saving a File

To save a report to a location and have the option to open and modify the report within another application:

1. Start a report from the report module and from the **File** menu, select **Save Rows As**.



Save Rows As Window

2. In the **File Name** field, enter a name that you wish to save the file as.

3. Select the format that you want to save your file in by clicking your mouse beside the name.

4. To select the **Include Column Labels**, place a check in the box by clicking on it with your mouse. If you choose to **Include Column Labels**, you need to instruct the system to include the **Field Names** that appear on the Reporting Module form you are working with, as part of the saved information.

5. Click on the **OK** button.

6. In the *Save Report* window select a location that you want to save the file to. Choose a file name if you have not already done so.

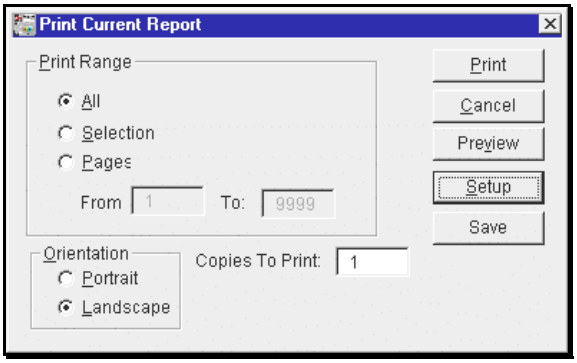
7. Click on the **Save** button to continue or **Cancel** to abort the process.

You may then choose to retrieve this file into an appropriate applicaton for your use. This is a useful option for users who may want to print out summary information from a report that has been created at your park, or if you want to manipulate some of the data from the report in your own spreadsheet or accounting program.

Close

Selecting this option will enable you to **Close** the report that is currently open. You can also perform this function by selecting the **Close Button** on the Toolbar. If you wish to close more then one report at a time, use the **Close All** button on the toolbar or under the **Window** menu, select the **Close All** command.

Printing a Report



The Print Current Report Window

To print the current report that is open within the Reporting application:

1. Select from the **File menu→Print (Ctrl.+P)** or click on the **Print** button located in the Report Module Buttons.

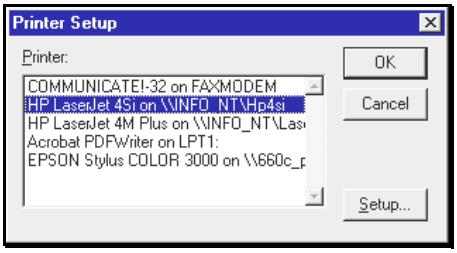
2. This will open the *Print Current Report window*. Use the options to modify the appearance of the report. If you wish to change the settings for all of the reports use the **Print Setup** option also found under the **File Menu**.

3. Click on the **Print Range** to print **All** of the report, a **Selection** or a particular **Range of pages**.

4. In the **Orientation** section select **Portrait** by clicking the circle to print across the narrower part of the page. Select **Landscape** to print across the wider part of the page.

5. In the **Copies to Print** field, enter the number of copies you wish to print.

6. Click on the **Setup** button to ensure the report and the printer you are sending your report to is set up correctly. Select the printer you wish to print to.



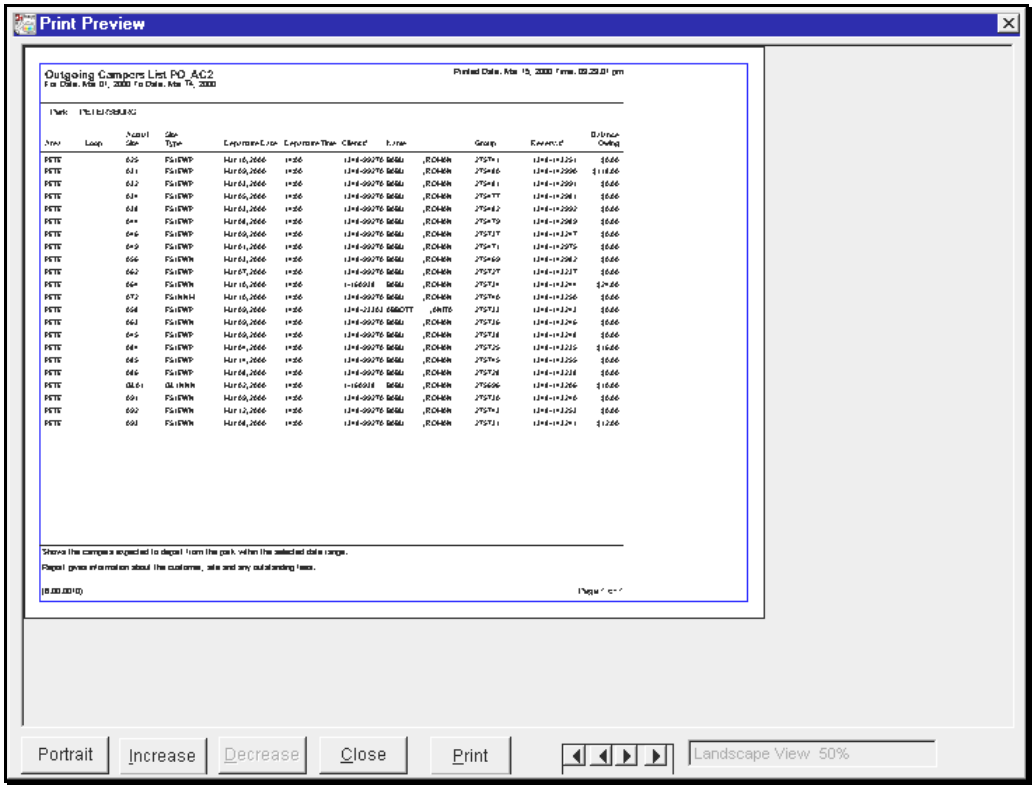
Printer Setup Window

7. Click the **Setup** button within the *Printer Setup* window to modify printing options from the *Print Monitor* screen.

8. Click the **Preview** button in the *Print Current Report* window to view the report before printing.

9. From the *Print Preview* window, choose from the following options:

   - **Increase** or **Decrease** the view of the report by clicking on the buttons related to the command
   - change the format from **Landscape** to **Horizontal** by clicking on the buttons related to the command
   - click on the **Close** button to stop the printing process
   - or click on the **Print** button to print the document

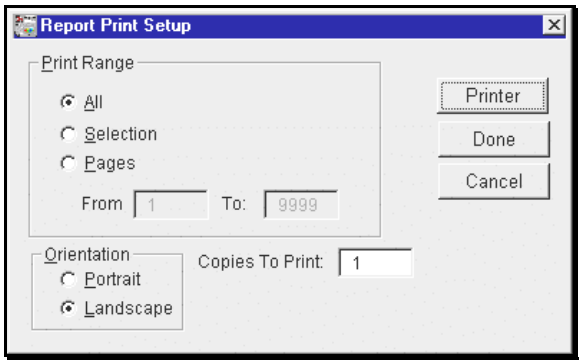


Print Preview Window

10. Click the **Save** button to save changes.

11. Click the **Print** button when you are ready to print this report.

Print Setup



The Report Print Setup Window

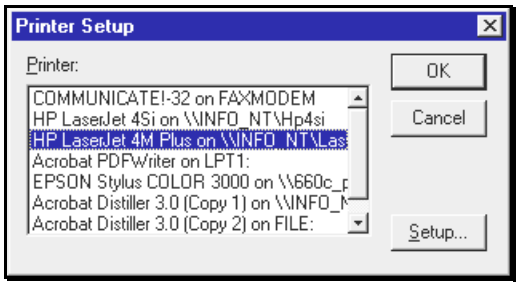
Use the *Report Print Setup* window to setup default settings for all reports printed within the Reporting Module. To do this:

1. Select from the **File menu→Print Setup**.

2. Select a print range to determine how much of each report will be printed. You may choose from **All** of the report, a **Selection** or a specific **Range of pages**. The default setting is normally **All**

3. In the **Orientation** section select **Portrait** by clicking the circle to print across the narrower part of the page. Select **Landscape** to print across the wider part of the page. The default setting is Landscape.

4. Click on the **Printer** button to ensure the report and the printer you are sending your report to is set up correctly. Select the printer you wish to print to.



Printer Setup Window

5. If you wish to cancel the changes you have entered click the **Cancel** button to exit the process.

6. When you have completed entering your changes click the **Done** button to save your changes. All reports will now automatically print according to the settings you have entered.

Exit

Selecting this option will terminate the application and end your session on the Reporting Module. You will not be prompted to Save any work when you exit the Reporting Module, because the system is automatically updated as you continue working. When you exit, all of your work has already been saved.

Most Used Menu

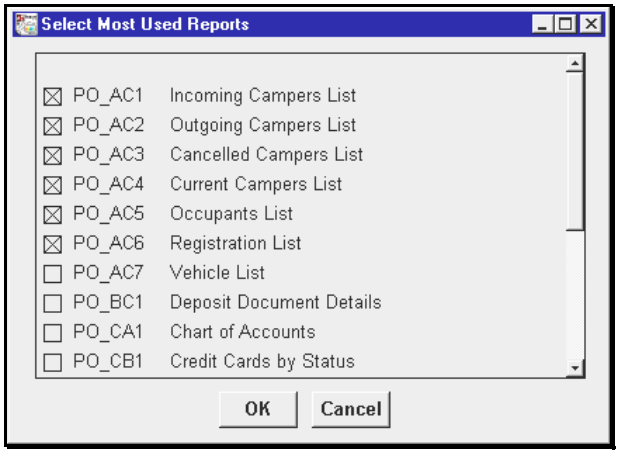
The Most Used Menu allows you to customize the menu to easily access reports you use most often.

Setting up the Most Used Menu

1. Select the **Most Used** option from the main menu. This will open the *Change Most Used List* window.

2. Click the box beside the reports, marking an **X**, that you wish to include in this menu and click **OK**. You may include as many reports as you require.

3. Return to the **Most Used** menu to work with the selected reports.



The Select Most Used Reports Window

Financial Menu

This menu contains all the Financial reports in the Reporting Module. Selecting an option will allow you to open a group of reports. To determine which report you would like to create, please refer to the topic *Selecting and Creating a Report* in the introduction of this guide.

Statistical Menu

This menu contains all the Statistical reports in the Reporting Module. Selecting an option will allow you to open a group of reports. To determine which report you would like to create, please refer to the topic *Selecting and Creating a Report* in this guide.

Action Menu

The Action menu will appear after you have selected and ran a report. Options within the Action menu have an affect on the current report that you have open.

Selection Criteria

The Selection Criteria option will let you choose new selection criteria for the current report that is open. While viewing the report, choose **Selection Criteria** from the **Action** menu to open the *Report Selection Criteria* window. Change the criteria if needed and view the report again with the new criteria.

Query

The Query function is not available at this time.

Search

The Search function is not available at this time.

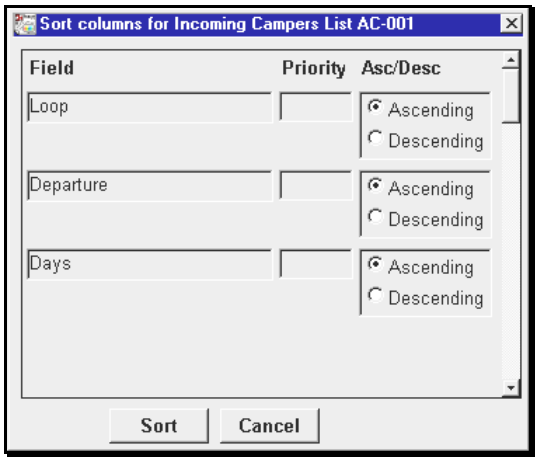
Graph Report

This option allows you to view the report in a graph format. This option can also be accessed using the **Graph Button** on the Toolbar.

Sort Report

Selecting this option will open the *Select Sort Criteria* window. You may also select this option by clicking on the **Sort Button** in the Toolbar. In this window the various fields on the report will be displayed along with **Priority** and **Ascending/Descending** fields.

1. In the Priority field assign each field a priority number. An item with a priority of one (1) will be sorted first, an item with a priority of two (2) will be sorted second etc.



Sort Columns Window

2. Determine if you would like this field to be sorted in Ascending (1, 2, 3… or A, B, C…) or Descending (10, 9, 8…or Z, Y, X…) order.

3. Click the **Cancel** button if you do not wish to sort this report.

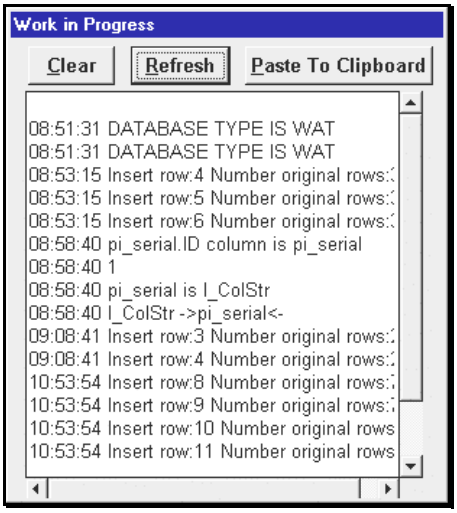
4. After entering the Ascending/Descending criteria for your report, click the **Sort** button to sort the fields.

Utilities Menu

Work In Progress

The Work in Progress option might be unavailable in the Reports version that you are working with. If so, the option will be greyed out. This option is primarily to be used by programmers or systems analysts. This window provides a text screen to which users can make notes in order to track their work. As well, all "logged" activity messages that occur from operating the

program will be sent to this window for you to view. Click the **Refresh** button to retrieve the most recent activity messages into this screen.



The Work In Progress Window

If you want to view the *Show Work In Progress* in another writing package, you can Paste the Contents to the clipboard, and then re-paste into another software package, such as Windows Notepad™, or Write™.

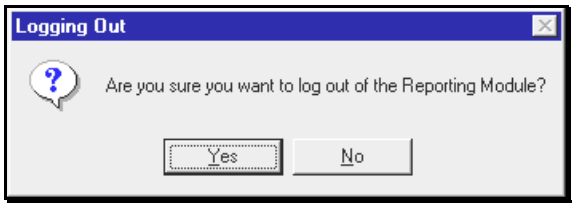
To toggle this screen on or off you must return to the **Utilities** menu and select **Show Work in Progress**. When this option is selected, a check mark will appear beside it in the Utilities menu. To de-select, simply return to the Utilities menu and click on this option - removing the check mark and closing the window.

Operator Logon

To maintain system security you must log off the Reporting Module before you leave for the day. The Operator Logon feature permits you to log off without shutting down the Reporting Module enabling another operator to log on without re-starting the application.

1. From the Utilities menu, select **Operator Logon**.

2. This will produce a dialog box confirming that you want to logout of the Park Database system.



3. Click the **Yes** button to logout of Park Office and end your active logon session.

4. When your session is removed, a logon dialog box will appear.

ReserveAmerica

The ReserveAmerica option should be an unavailable option, or greyed out, on your version of the reporting module. The purpose of this option is for the support team to troubleshoot any problems within the application.

Windows Menu

Managing Your Windows

When working in the Windows environment you will want to manage your windows and screen-space as effectively and efficiently as possible. Use the tools available in the **Window** menu to choose the most appropriate configuration for your needs.

Tile Vertical

Selecting **Tile Vertical** will open all of the report windows vertically.

Tile Horizontal

Selecting **Tile Horizontal** will open all of the report windows horizontally.

Layer

Selecting **Layer** will place all of the report windows directly on top of each other, leaving you with the appearance of only one window being open.

Cascade

Selecting a **Cascade** display places one window on top of the next, positioning each consecutive window slightly lower and to the right of the window it has been placed on top of. This is a good way of seeing one report at a time, and still allows you to see the title bar of each of the other reports for easy selection.

Arrange Icons

Selecting **Arrange Icons** will prompt the system to organize the display of any Icon graphics that are currently on your screen. This is done using an auto-arrange function that is available in all Windows applications. This option can be used to neatly arrange any “minimized” windows across the bottom of your screen.

Toolbars

The Reporting Module is designed to display the toolbar when the application launches. You can set the Toolbar to appear in a different place on your screen, display text or display the function of the button. If you do not wish to use the toolbar, you may 'hide' it.

The Toolbars Window

1. From the Main menu select **Window→Toolbars**. This will open the *Toolbars* window.

2. To move the Toolbar from the default position at the top of the screen, click beside the field to change the location. Select from **Left, Top, Right**, **Bottom** or **Floating.** The Floating option allows you to position the tool bar anywhere on the screen.

3. To change the appearance of the buttons on the toolbar to include a **Text** description of their function click in the box to put a check in the **Show Text** field.

4. Click in the box to put a check in the **Show Tips** field to view the functions of the buttons when positioning your cursor over the toolbar.

5. To hide the toolbar click the **Hide** button.

6. Click **Done** when you have made your selections.

- You may also access these options by placing your cursor on the toolbar and clicking the right mouse button.

Closing All Windows

After you are finished using the reports, you may wish to select the **Close All** option from the Windows menu. This will close all of the report windows, as well as any other window(s) that you may be using.

You do not need to close all windows before you exit out of the Reporting Module. Any windows that are open will close automatically when you exit.

Help Menu

Show Help

Selecting this option from the **Help** Menu will open the online Help file for the Reporting Module. Press the **F1** Key on your keyboard as a shortcut method of accessing the online help.

Search for Help On

This is arranged in an index format allowing you to search for help on a topic using a word or phrase.

Help Contents

Selecting this option opens the **Table of Contents** for the Reporting Module online help. Choose a topic from the Contents by clicking on the link.

About Help

Selecting this option displays the current **version number** of the Reporting Module Application.

Park Reports

Financial Reports

The Reports Module will create seven reports to be used at the Parks and the NRRS that are listed under the Financial Heading from the main menu. Below, each report is classified in terms of its content. Review these descriptions to determine which report you would like to create.

Report Name	Number	Description
Transaction Series	(N)PO_RR1	Lists receipt ranges for each Ranger over the specified time period.
Ranger Receipt Detail List	(N)PO_RR2	Lists receipt and refund amounts for each Ranger over the specified time period.
Voided Payments	(N)PO_VD1	Lists all voided transactions produced for the specified location and time period. This is a cash based report.
Vouchers by Customer	(N)PO_VO1	Shows voucher details by customer.
Credit Cards By Status	(N)PO_CB1	Shows credit card status for a period.
Chart of Accounts	(N)PO_CA1	Shows the general ledger accounts used by the financial system, including account types, IDs, descriptions and status.
Bill For Collection	(N)PO_BC1	Shows amount deposited or refunded for the specified date range or reference number.

Transaction Series (PO_RR1)

Lists receipt ranges for each Ranger over the specified time period.

Generating the report:

1. From the Reporting Module menu select: **Financial→Ranger→Transaction Series PO_RR1**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria.*
3. Preview the report on screen before printing.

Transaction Series PO_RR1 Printed Date: Mar 20, 2000 Time: 10:07:04 am
Location:1348 Operator:parknet From Date:Mar 15, 2000 To Date:Mar 18, 2000

Park: PETERSBURG **Date: Mar 15, 2000**
Ranger: parknet - 1348-4
Receipts:
1348-124912
Total # of Receipts: 1

Park: PETERSBURG **Date: Mar 16, 2000**
Ranger: parknet - 1348-4
Receipts:
1348-124913 1348-124914 1348-124915
Total # of Receipts: 3

Lists receipt ranges for each Ranger over the specified time period.

(6.00.0010) **Page 1 of 1**

The Transaction Series report

Report Criteria:

- Operator
- Location
- Start Date
- End Date

Use the Transaction Series Report to:

- Review receipt numbers produced by each Ranger
- Review total number of receipts per Ranger

Ranger Receipt Detail List (PO_RR2)

Lists receipt and refund amounts for each Ranger over the specified time period.

Generating the report:

1. From the Reporting Module menu select: **Financial→Ranger→Ranger Receipt Detail List PO_RR2**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria.*
3. Preview the report on screen before printing.

Ranger Receipt Detail List PO_RR2 Printed Date: Mar 28, 2000 Time: 10:15:15 am

Park: PETERSBURG
Date: Mar 22, 2000

Receipt Refund	Operator	Voided	Type	Amount Paid	Payment Method	Payment Reference	Customer
1348-124971	1348-4		RCPT	$14.00	CASH		BABIJ, ROMAN J
1348-124974	1348-4		RCPT	$14.00	CASH		BABIJ, ROMAN J
			Total Collected:	**$28.00**			
			Report Total:	**$28.00**			

Receipt and Refund amounts for the specified time period.

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The Ranger Receipt Detail List

Report Criteria:

- Operator
- Location
- Start Date
- End Date

Use the Ranger Receipt Detail List to:

- Review refunds issued by each Ranger
- Review total number of receipts per Ranger

Voided Payments (PO_VD1)

Lists all voided transactions produced for the specified location and time period. This is a cash based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Voided Payments PO_VD1**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria.*
3. Preview the report on screen before printing.

The actual date the payment was voided.

Voided Payments PO_VD1 Printed Date: Mar 28, 2000 Time: 10:24:10 am

Account ID: 57
Account Name: REC CAMPING - FS1EWP
Account Parts: C-CK-CK6-CK603350-03350102-A-LWCF

Voided Document	Voided Date	Product	Source	Comment	Method	Debit	Credit	Total
1348-357085	Mar 23, 2000	1348-143255	CRS		VISA	$0.00	$14.00	($14.00)
				Original:	VISA	$14.00	$0.00	$14.00
				Total for REC CAMPING - FS1EWP:		**$14.00**	**$14.00**	**$0.00**
				Overall Totals:		**$14.00**	**$14.00**	**$0.00**

Shows all voided transactions produced for the specified location and time period selected.

(6.00.0010) **Page 1 of 1**

The Voided Payments Report

Report Criteria:

- From Date
- To Date
- Report By

Use the Voided Payments Report to:

- Review the details of voided transactions
- Review items that were voided
- Review overall totals of voided payments

Vouchers by Customer (PO_VO1)

Shows voucher details by customer. This is an accrual based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Vouchers by Customer PO_VO1**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria.*
3. Preview the report on screen before printing.

Vouchers by Customer PO_VO1 Printed Date: Mar 20, 2000 Time: 10:44:49 am

Customer Id: 1348-23360
Customer Name: ALLEN, BETH
Home Phone: 912-252-1246
Address: NORTH MAIN
WADLEY, GA
30477

Voucher # Document #	Operator	Original Payment Method	Voucher Status	Auth. Req.	Expiry	Amount
1348-96	5	CASH	OPEN - AVAILABLE	N	Jun 04, 2000	$26.00
1348-79610						
					Balance:	**$26.00**

Customer Id: 1-117631
Customer Name: ALSUP, JEFF
Home Phone: 912-865-5686
Address: OLD RIVER RD.
GARFIELD, GA
30425

Voucher # Document #	Operator	Original Payment Method	Voucher Status	Auth. Req.	Expiry	Amount
1348-241	5	VISA	OPEN - AVAILABLE	Y	Sep 03, 2000	$14.00
1348-81828						
					Balance:	**$14.00**

Shows voucher details by customer.

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The Vouchers by Customer Report

Report Criteria:

- Customer ID
- Last Name
- Phone
- Customer Type
- City
- State

Use the Vouchers by Customer Report to:

- Review detailed information by customer and voucher
- Review the voucher status by customer
- Review original payment method used by customer
- Review expiry date of vouchers by customer

Credit Card By Status (NPO_CB1)

Shows the general ledger accounts used by the financial system; including account types, ID's, descriptions and status.

Generating the Report:

1. From the Reporting Module menu select: **Financial→Chart of Accounts NPO_CB1**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria.*
3. Preview the report on screen before printing.

Credit Cards by Status NPO_CB1

From:Jan 01, 2001 To:Feb 01, 2001

	Date	Cust Description	Card ID Comment	Card	Status	Product	Type	Amount
RCPT	1/15/01	BARNES, PHILIP	406274	VISA	APPR	1264-434218	Reservation	$16.00
RCPT	1/16/01	BABIJ, ROMAN	406276	VISA	APPR	1264-434222	Reservation	$14.00
RCPT	1/16/01	BARNES, PHILIP	406277	VISA	APPR	1264-434224	Reservation	$16.00
RCPT	1/17/01	BABIJ, ROMAN	406280	VISA	APPR	1264-434233	Reservation	$7.00
RCPT	1/18/01	BABIJ, ROMAN	406281	VISA	APPR	1264-434242	Reservation	$7.00
RCPT	1/18/01	BABIJ, ROMAN	406282	VISA	APPR	1264-434244	Reservation	$7.00
RCPT	1/19/01	BABIJ, ROMAN	406283	VISA	APPR	1264-434265	Reservation	$32.00
						Total for APPR:		**$99.00**
RCPT	1/16/01	BARNES, PHILIP	406275	VISA	DECL	1264-434221	Reservation	$16.00
						Total for DECL:		**$16.00**
RCPT	1/17/01	BABIJ, ROMAN	406278	VISA	VOID	1264-434231	Reservation	$0.00

(6.00.0013)

The Credit Cards By Status Report

Report Criteria:

- From
- To
- Status

Use the Credit Card By Status to:

- Review the list of credit card transactions and the status of the transaction

Chart of Accounts (PO_CA1)

Shows the general ledger accounts used by the financial system, including account types, IDs, descriptions and status.

Generating the report:

1. From the Reporting Module menu select: **Financial→Chart of Accounts PO_CA1**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria.*
3. Preview the report on screen before printing.

Can be one of the following types: Asset, Liability, Equity, Revenue, Expense.

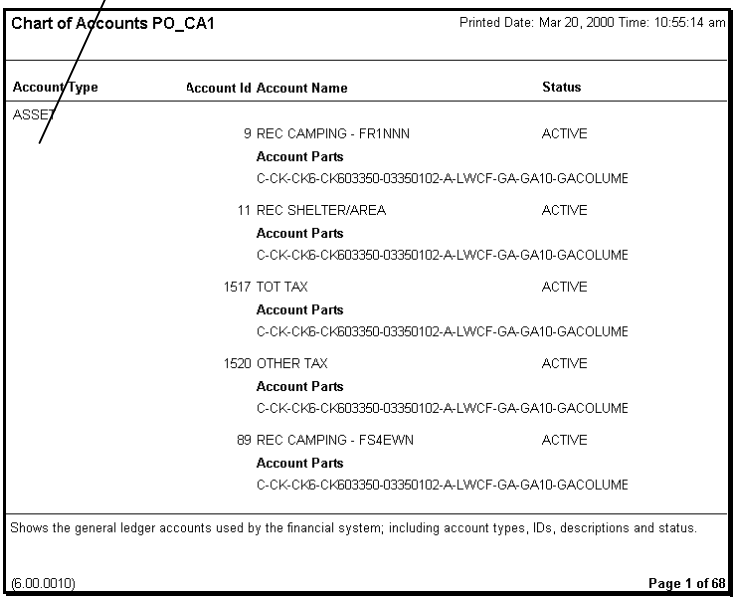

Chart of Accounts PO_CA1 — Printed Date: Mar 20, 2000 Time: 10:55:14 am

Account Type	Account Id	Account Name	Status
ASSET			
	9	REC CAMPING - FR1NNN	ACTIVE
		Account Parts	
		C-CK-CK6-CK603350-03350102-A-LWCF-GA-GA10-GACOLUME	
	11	REC SHELTER/AREA	ACTIVE
		Account Parts	
		C-CK-CK6-CK603350-03350102-A-LWCF-GA-GA10-GACOLUME	
	1517	TOT TAX	ACTIVE
		Account Parts	
		C-CK-CK6-CK603350-03350102-A-LWCF-GA-GA10-GACOLUME	
	1520	OTHER TAX	ACTIVE
		Account Parts	
		C-CK-CK6-CK603350-03350102-A-LWCF-GA-GA10-GACOLUME	
	89	REC CAMPING - FS4EWN	ACTIVE
		Account Parts	
		C-CK-CK6-CK603350-03350102-A-LWCF-GA-GA10-GACOLUME	

Shows the general ledger accounts used by the financial system; including account types, IDs, descriptions and status.

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The Chart of Accounts Report

Report Criteria:

- Account Type

Use the Chart of Accounts to:

- Review a current list of all the General Ledger accounts used by the Financial system
- Review the account status
- Confirm account information and details

Bill For Collection (NPO_BC1)

Shows amount deposited or refunded for the specified date range or reference number.

Generating the Report:

1. From the Reporting Module menu select: **Financial→Bill for Accounts NPO_BC1**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria.*
3. Preview the report on screen before printing.

Bill for Collection Details NPO_BC1 Printed Date: Jun 07, 2000 Time: 03:16:01 pm

Park:1348 From Date:May 01, 2000 To Date:Jun 07, 2000

Location: 1348-PETERSBURG
Reference Number: 36 **Status: CLOS**
Deposit Doc No: 44
Date Generated: Jun 01, 2000

Receipt No:	Revenue Date	Payment Method	Reservation No	Customer	Deposit Amount	Difference	Payment Reference	Total
1348-124952	06/01/2000	CASH	1348-143250	A, MARILYN	$16.00	$0.00		$16.00
1348-124953	06/01/2000	CASH	1348-143251	BABIJ, JOE	$16.00	$0.00		$16.00
				Total For CASH:	**$32.00**	**$0.00**		**$32.00**
				Total Deposited:	**$32.00**	**$0.00**		**$32.00**

Shows amount deposited or refunded for the specified date range or bill number.

(6.00.0014) **Page 1 of 5**

The Bill for Collection Report

Report Criteria:

- From Date
- To date
- Bill Number

Use the Bill For Collection To:

- Create final deposits from the Park to take to the Bank.

CRS Reports

Accounts Receivable Reports

Report Summary

The information in this section will relate to reports that are generated at the CRS location. The Report Module will produce three Accounts Receivable reports. Below, each report is classified in terms of its content. Review these descriptions to determine which report you would like to create.

Report Name	Number	Description
Receivables Ledger	AR-005	Shows all customer charges and payments. The report is location based and for a time period.
Outstanding Balances for Current Campers	AR-006	Lists campers in the park with outstanding balances. The report is location based.
Outstanding Balances by Reservation	AR-007	Lists reservations in the park with outstanding balances The report is location based and for a time period.

Receivables Ledger (AR-005)

Shows all customer charges and payments. The report is location based and for a time period. This is an accrual based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Accounts Receivable→Receivables Ledger AR-005**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Accounts Receivables Ledger AR-005 Printed Date: Mar 28, 2000 Time: 01:33:04 pm

Location:PETERSBURG From Date:Mar 15, 2000 To Date:Mar 16, 2000

Accounting Date	Document No	Description	Operator	Customer Number and Name	Original Document/ Reference No	Debit	Credit
Mar 16, 2000	356987.0000000	Day Use (Auto - In State)	4-1348	0, GENERAL PUBLIC	356987.0000000-1	$2.00	$0.00
Mar 16, 2000	356987.0000000	SHOWER FEE	4-1348	0, GENERAL PUBLIC	356987.0000000-2	$2.00	$0.00
Mar 16, 2000	356992.0000000	CASH	4-1348	0, GENERAL PUBLIC	356991.0000000-1 124915.000000(P	$0.00	$5.00
					Overall Totals:	**$11.00**	**$11.00**

Shows all customer charges and payments. The report is location based and for a specified time period.

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The Receivables Ledger Report

Report Criteria:

- Location
- From Date
- To Date

Use the Receivables Ledger Report to:

- Review the transaction details per customer
- Tracks customer debits and credits
- Review total customer amounts paid
- Review total customer amounts outstanding

Outstanding Balances for Current Campers (AR-006)

Lists campers in the park with outstanding balances. The report is location based. This is an accrual based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Accounts Receivable→Outstanding Balances for Current Campers AR-006**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Outstanding Balances for Current Campers AR-006 Printed Date: Mar 20, 2000 Time: 04:26:05 pm

Permit	Customer ID	Customer	Site	Start	End	Balance
1348-14312	134899270	BABU, ROMAN J	004	Feb 24, 2000	Feb 26, 2000	$30.00
1348-14322	132965	ROSEWELL, TIM	006	Feb 27, 2000	Mar 02, 2000	$58.00
1348-14275	134899270	BABU, ROMAN J	010	Aug 26, 1999	Aug 28, 1999	$22.00
1348-1431E	134899270	BABU, ROMAN J	011	Feb 24, 2000	Feb 26, 2000	$30.00
1348-14277	134899270	BABU, ROMAN J	012	Aug 13, 1999	Aug 14, 1999	$18.00
1348-14277	134899270	BABU, ROMAN J	013	Aug 13, 1999	Aug 14, 1999	$18.00
1348-14277	134899270	BABU, ROMAN J	014	Aug 13, 1999	Aug 14, 1999	$18.00
1348-1431E	134899270	BABU, ROMAN J	016	Feb 25, 2000	Feb 28, 2000	$48.00
1348-14256	161879	CHRISTIE, GRANT	018	Jul 01, 1999	Jul 06, 1999	$608.00
1348-1431E	134899270	BABU, ROMAN J	019	Feb 24, 2000	Feb 25, 2000	$14.00
1348-14277	146321974	SMITH, AJ	020	Aug 13, 1999	Aug 14, 1999	$18.00
1348-1427E	134899270	BABU, ROMAN J	021	Aug 13, 1999	Aug 14, 1999	$18.00
1348-1431E	134899270	BABU, ROMAN J	022	Feb 24, 2000	Feb 25, 2000	$14.00
1348-1427E	134920110	CROWLEY, ROBERT	023	Aug 13, 1999	Aug 14, 1999	$18.00
1348-14315	134899270	BABU, ROMAN J	026	Feb 22, 2000	Feb 26, 2000	$42.00
1348-14311	1160908	BABU, ROMAN	027	Jan 31, 2000	Feb 01, 2000	$14.00
1348-1431E	134899270	BABU, ROMAN J	028	Feb 25, 2000	Feb 26, 2000	$2.00
1348-14305	134899270	BABU, ROMAN J	029	Jan 24, 2000	Jan 25, 2000	$14.00
1348-14303	134899270	BABU, ROMAN J	030	Jan 11, 2000	Jan 12, 2000	$14.00

Customers in park with non-zero balances.

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The Outstanding Balances for Current Campers Report

Report Criteria:

- Park

Use the Outstanding Balances for Current Campers Report to:

- Review total amounts outstanding by customer
- Review total amounts outstanding

Outstanding Balances by Reservation (AR-007)

Lists reservations in the park with outstanding balances The report is location based and for a time period.

Generating the report:

1. From the Reporting Module menu select: **Financial→Accounts Receivable→Outstanding Balances by Reservation AR-008**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Outstanding Balances by Reservation AR-007 Printed Date: Mar 20, 2000 Time: 04:34:36 pm
Park: PETERSBURG Start Date: Mar 15, 2000 End Date: Mar 16, 2000

Permit	Customer ID	Customer	Start	End	Balance
1348-14315	1348-99275	TAYLOR, LAURA	Mar 13, 2000	Mar 16, 2000	$42.00
				Total:	**$42.00**

Reservations with non-zero balances.

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The Outstanding Balances by Reservation Report

Report Criteria:

- Park
- Start Date
- End Date

Use the Outstanding Balances by Reservation Report to:

- Review total amounts outstanding by reservation
- Review total amounts outstanding

Accounts Receivable Glossary

This section contains a glossary of terms used in the Accounts Receivable Reports. Any terms unique to a report will appear with the report description.

Account	The name given to this account by CRS.
Account ID	The account Identification as assigned by ReserveAmerica.
Account Parts	The account part as defined by CRS.
Accounting Date	The date at which revenue is realized from the transaction.
Credit	The amount the customer has paid.
Debit	The amount owed to the location by the customer.
Document Number	A number that uniquely identifies the given transaction. When the document number is followed by a dash (-) the second part of the number is the line number for that transaction.

Cash Disbursement Reports

Cash Disbursement Report Summary

The Report Module will produce four Cash Disbursement reports. Below, each report is classified in terms of its content. Review these descriptions to determine which report you would like to create.

Report Name	Number	Description
Cash Disbursements by Location	CD-001	Shows summary cash disbursements information. This report is location based.
Cash Disbursements Refund Ledger	CD-002	Shows all cash disbursement transactions that relate to refunds. The report is location based and is specific to a time period.
Cash Disbursements Journal	CD-003	Shows all cash disbursement transactions. The report is location based and is specific to a time period.
Cash Disbursements by Type	CD-004	Shows cash disbursements by type and associated customer.

Cash Disbursements by Location (CD-001)

Shows summary cash disbursements information. This report is location based. This is a cash based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Cash Disbursements→Cash Disbursements by Location CD-001**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

The number of payments for that location, on that date, for that payment type.

The amount of cash disbursed (credits - debits).

Cash Disbursements by Location CD-001 Printed Date: Mar 20, 2000 Time: 04:43:23 pm

Location: PETERSBURG From Date: Jan 03, 2000 To Date: Mar 20, 2000

Location Name	Date	Type	# of Payments	Debits	Credits	Total
PETERSBURG	Jan 03, 2000	VISA	1	$0.00	$24.00	$24.00
	Jan 03, 2000	PCHK	1	$0.00	$14.00	$14.00
		Totals:	**2**	**$0.00**	**$38.00**	**$38.00**
PETERSBURG	Jan 11, 2000	CASH	1	$0.00	$3.00	$3.00
		Totals:	**1**	**$0.00**	**$3.00**	**$3.00**

Shows summary cash disbursements, (refunds paid), information. This report is location based.

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The Cash Disbursements by Location Report.

Report Criteria:

- Location
- From Date
- To Date

Use the Cash Disbursements by Location Report to:

- Track cash refund information
- Review details of cash refunds
- Review totals of cash refunds by date
- Review overall cash refunds for time specified

Cash Disbursements Refund Ledger (CD-002)

Shows all cash disbursement transactions that relate to refunds. The report is location based and is specific to a time period. This is a cash based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Cash Disbursements→Cash Disbursements Refund Ledger CD-002**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Cash Disbursements Refund Ledger CD-002 Printed Date: Mar 20, 2000 Time: 04:52:33 pm

Location: (All) From Date: Jan 03, 2000 To Date: Feb 28, 2000

Location Name: CENTRAL RESERVATIONS

Document #	Refund #	Customer Id	Cash Type	Date	Cash Disburse Amount	Refund Amount
1-1185558	1-127137	1-160938	CERT	Jan 12, 2000	$28.00	$28.00
				CENTRAL RESERVATIONS Total:	**($28.00)**	**$28.00**
				Overall Total:	**($28.00)**	**$28.00**

Shows all cash disbursements that relate to refunds.

The report is location based and is specific to a time period.

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The Cash Disbursements Refund Ledger Report

Report Criteria:

- Location
- From Date
- To Date

Use the Cash Disbursements Refund Ledger Report to:

- Review offsetting debits and credits for refunds
- Review details of refunds
- Review payment types used

Cash Disbursements Journal (CD-003)

Shows all cash disbursement transactions. The report is location based and is specific to a time period. This is a cash based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Cash Disbursements→Cash Disbursements Journal CD-003**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Cash Disbursements Journal CD-003 Printed Date: Apr 04, 2000 Time: 09:48:32 am

Location: PETERSBURG From Date: Mar 01, 2000 To Date: Apr 04, 2000

Location: PETERSBURG

Document #	Customer Id	Name	Product	Date	Comment	Debit	Credit	Total
1348-355717	1348-99270	BABU, ROMAN	1348.014298	Mar 01, 2000	Refund Payment	$0.00	$14.00	($14.00)
1348-355734	1348-99270	BABU, ROMAN	1348.0142976	Mar 01, 2000	Refund Payment	$0.00	$2.00	($2.00)
					PETERSBURG Totals:	**$0.00**	**$16.00**	**($16.00)**
					Overall Totals:	**$0.00**	**$16.00**	**($16.00)**

Shows all cash disbursement transactions. The report is location based and is specific to a time period.

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The Cash Disbursements Journal

Report Criteria:

- Location
- From Date
- To Date

Use the Cash Disbursements Journal Report to:

- Track all cash disbursement transactions
- Review customers receiving refund payments
- Review date of refunded transactions

Cash Disbursements by Type (CD-004)

Shows all cash disbursements by selected cash types and associated customers. The report is location based and is specific to a time period. This is a cash based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Cash Disbursements→Cash Disbursements by Type CD-004**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Cash Disbursements by Type CD-004 Printed Date: Mar 20, 2000 Time: 05:19:03 pm
Location: PETERSBURG From Date: Mar 01, 2000 To Date: Mar 20, 2000

Location: PETERSBURG

Date	Document	Source Type	Product	Payment Type	Amount
Mar 01, 2000	1348-355717	CRS	1348.0142980	PERSONAL CHECK	$14.00
Mar 01, 2000	1348-355734	CRS	1348.0142976	VISA	$2.00

Customer ID: 1348-99270 **Home Phone:** (777) 877-7777
ROMAN J. BABU **Work Phone:**
Address:
TEST
MILTON, ONTARIO
USA
DSFASDF

Total For PETERSBURG: $16.00

List of Disbursements by selected cash type
and associated customers.

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The Cash Disbursements by Type Report

Report Criteria:

- Location
- From Date
- To Date
- Payment Type

Use the Cash Disbursements by Type Report to:

- Track cash disbursement by selected type
- Track cash disbursement by location and customer

Cash Disbursement Glossary

This section contains a glossary of terms used in the Cash Disbursement Reports. Any terms unique to a report will appear with the report description.

Account	The name given to this account by CRS.
Account ID	The account Identification as assigned by ReserveAmerica.
Account Parts	The account part as defined by CRS.
Cash Type	The method of payment used.
Credit	The amount the customer has paid.
Date	The date on which the location disbursed cash.
Debit	The amount owed to the location by the customer.
Document Number	A number that uniquely identifies the given transaction. When the document number is followed by a dash (-) the second part of the number is the line number for that transaction.
Location	The location at which cash was disbursed.
Product	This will be either the Reservation number or the Point of Sale number, depending on whether the product is attached to a reservation or a stand alone item.
Reference Number	This number refers to the Sales Journal Document number.
Type	The method of payment used.

Cash Receipts Reports

Cash Receipts Report Summary

This Report Module will produce six Cash Receipt reports. Below, each report is classified in terms of its content. Review these descriptions to determine which report you would like to create.

Note: Some Cash Receipt reports contain **Overpayment** information. An Overpayment is money that is received, before a sale has actually been made. For example, if you have a customer who has mailed in a check for $35.00 towards reservation that was actually $25.00, you would have an overpayment of $10.00. When displayed on a report, Overpayments will be shown with the Account Name "**Overpayments**" and be given an Account Id of "**-1**".

Report Name	Number	Description
Operator Close Out Detail Report	CR-001	Shows cash received (Debit) and cash refunds (Credit) for each transaction that the specified operator handled.
Operator Reconciliation Report	CR-002	Summarizes the net cash received -- the amount of cash received minus the amount of any refunds paid -- for the specified operator and location. Cash received is summarized by payment method and by date.
Location Close Out Detail Report	CR-003	Shows cash received and cash refunds for all operators for a specified location.
Location Reconciliation	CR-004	Shows daily totals of net cash received by payment method, date, and specified location. Cash totals from each operator are summed to provide the daily location total.

Location Reconciliation by Operator	CR-005	Summarizes the net cash received for all operators at the specified location. Cash received is summarized by payment method and date.
Bank Deposit	CR-012	Shows non-credit card transaction for deposit.

Operator Close Out Detail Report (CR-001)

Shows cash received (Debit) and cash refunds (Credit) for each transaction that the specified operator handled. This is a cash based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Cash Receipts→Operator Close Out Detail Report CR-001**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Operator Close Out Detail Report CR-001 Printed Date: Mar 20, 2000 Time: 05:39:05 pm

Location: PETERSBURG To Date: Mar 20, 2000 Report by: All Methods

Date: Mar 20, 2000 **Reference No:** 1348-124916 **Type:** P

Operator	Product	Src	Account	Method	Revenue	Reductions	Total
4	1348-143246	CRS	57 REC CAMPING - FS1EWP C-CK-CKB-CKB03350-03350102-A-LWCF-GA-GA	CASH	$18.00	$0.00	$18.00
			Total for Account:		**$18.00**	**$0.00**	**$18.00**
						Overall Total	**$18.00**

Shows cash received (Debits) and cash refunds (Credit) for each transaction that the specified operator handled.

Src Types(CRS - Reservation, CRP-POS related to reservation, CRT-taxes related to reservation, POS-Point-of-sale item, POT-Taxes on POS)
Reference Types(P-Payment, R-Refund, V-Payment by Voucher)

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The Operator Close Out Detail Report

Report Criteria:

- From Date
- To Date
- Operator
- Report By
- Amounts Reported
- Source Reported
- Open CC Batches
- Account Parts
- CR Cash Type
- CD Cash Type

Use the Operator Close Out Detail Report to:

- Track operator activity
- Review details of transactions
- Review total amounts for each account
- Assist with end of day balancing

Operator Reconciliation Report (CR-002)

Summarizes the net cash received -- the amount of cash received minus the amount of any refunds paid -- for the specified operator and location. Cash received is summarized by payment method and by date. This is a cash based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Cash Receipts→Operator Reconciliation Report CR-002**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Operator Reconciliation Report CR-002 Printed Date: Mar 21, 2000 Time: 09:19:35 am

Location: PETERSBURG From Date: Mar 01, 2000 To Date: Mar 04, 2000 Report by: All Methods Amounts Reported: CR + CD + VO

Location	Operator	Transaction Date	Payment Method		Amount
PETERSBURG	4	Mar 01, 2000	CASH		$16.00
PETERSBURG	4	Mar 01, 2000	PERSONAL CHECK		$14.00
				Total For Date:	**$30.00**
PETERSBURG	4	Mar 02, 2000	CASH		$42.00
				Total For Date:	**$42.00**
				Total For Operator 4:	**$72.00**
				Overall Total:	**$72.00**

Summarizes the net cash received - the amount of cash received minus the amount of any refunds paid - for the specified operator and location. Cash received is summarized by payment method and by date.

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The Operator Reconciliation Report

Report Criteria:

- From Date
- To Date
- Operator
- Report By
- Amounts Reported
- Account Parts
- CR Cash Type
- CD Cash Type

Use the Operator Reconciliation Report to:

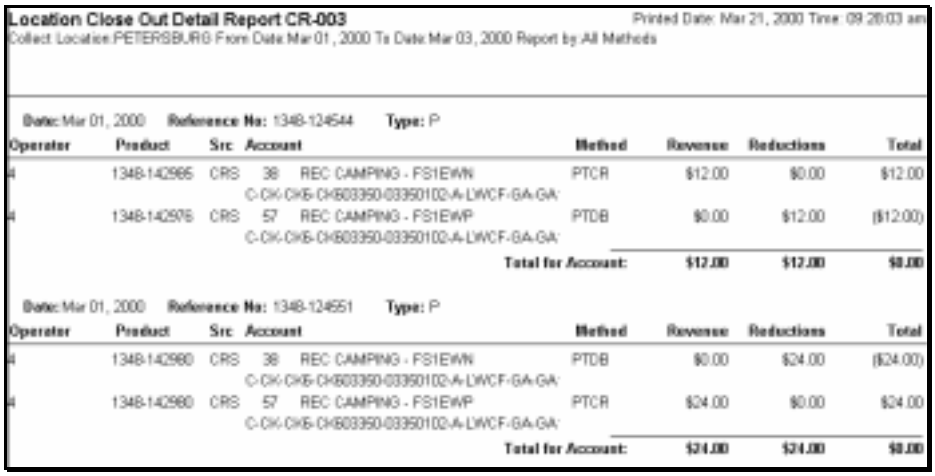
- Review details of cash payments received by operator
- Review total cash payments received by the operator
- Review total cash payments received per day
- Review total park cash payments received for specified time period
- Assist with end of day balancing

Location Close Out Detail Report (CR-003)

Shows cash received and cash refunds for all operators for a specified location. This is a cash based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Cash Receipts→Location Close Out Detail Report CR-003**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.



Location Close Out Detail Report CR-003 Printed Date: Mar 21, 2000 Time: 09:28:03 am

Collect Location:PETERSBURG From Date:Mar 01, 2000 To Date:Mar 03, 2000 Report by:All Methods

Date: Mar 01, 2000 **Reference No:** 1348-124544 **Type:** P

Operator	Product	Src	Account	Method	Revenue	Reductions	Total
4	1348-142985	CRS	38 REC CAMPING - FS1EWN C-CK-CKB-CKB03350-03350102-A-LWCF-GA-GA	PTCR	$12.00	$0.00	$12.00
4	1348-142976	CRS	57 REC CAMPING - FS1EWP C-CK-CKB-CKB03350-03350102-A-LWCF-GA-GA	PTDB	$0.00	$12.00	($12.00)
			Total for Account:		**$12.00**	**$12.00**	**$0.00**

Date: Mar 01, 2000 **Reference No:** 1348-124551 **Type:** P

Operator	Product	Src	Account	Method	Revenue	Reductions	Total
4	1348-142980	CRS	38 REC CAMPING - FS1EWN C-CK-CKB-CKB03350-03350102-A-LWCF-GA-GA	PTDB	$0.00	$24.00	($24.00)
4	1348-142980	CRS	57 REC CAMPING - FS1EWP C-CK-CKB-CKB03350-03350102-A-LWCF-GA-GA	PTCR	$24.00	$0.00	$24.00
			Total for Account:		**$24.00**	**$24.00**	**$0.00**

The Location Close Out Detail Report

Report Criteria:

- Collect Location
- Revenue Location
- From Date
- To Date
- Operator
- Report By
- Voids
- Amounts Reported
- Source Reported
- Account Parts

Use the Location Close Out Detail Report to:

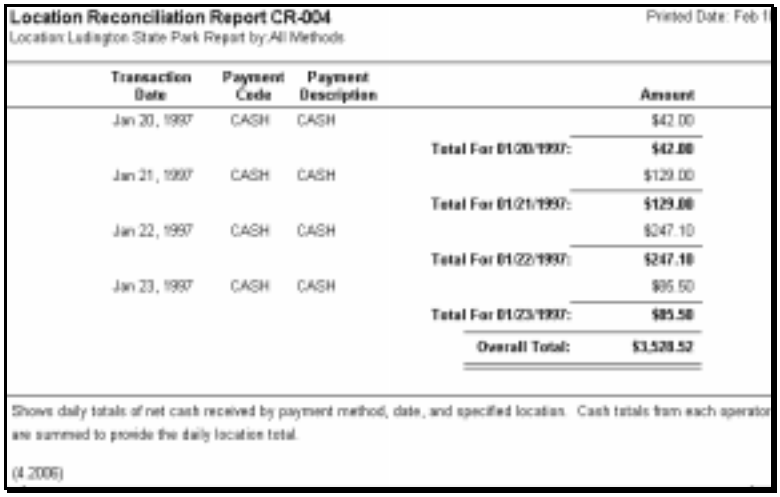
- Review total cash payments received by operator
- Review refunds made by operator
- Review the activity on each account
- Create a weekly report to review total cash payments received and refunds

Location Reconciliation Report (CR-004)

Shows daily totals of net cash received by payment method, date, and specified location. Cash totals from each operator are summed to provide the daily location total. This is a cash based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Cash Receipts→Location Reconciliation CR-004**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.



Location Reconciliation Report CR-004 Printed Date: Feb 1

Location: Ludington State Park Report by: All Methods

Transaction Date	Payment Code	Payment Description		Amount
Jan 20, 1997	CASH	CASH		$42.00
			Total For 01/20/1997:	**$42.00**
Jan 21, 1997	CASH	CASH		$129.00
			Total For 01/21/1997:	**$129.00**
Jan 22, 1997	CASH	CASH		$247.10
			Total For 01/22/1997:	**$247.10**
Jan 23, 1997	CASH	CASH		$85.50
			Total For 01/23/1997:	**$85.50**
			Overall Total:	**$3,528.52**

Shows daily totals of net cash received by payment method, date, and specified location. Cash totals from each operator are summed to provide the daily location total.

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The Location Reconciliation Report

Report Criteria:

- Location
- From Date
- To Date
- Report By
- Amounts Reported
- Account Parts
- CR Cash Type
- CD Cash Type

Use the Location Reconciliation Report to:

- Review overall totals for time period specified
- Use to reconcile with a bank statement
- Assist in preparing a bank deposit slip

Location Reconciliation by Operator (CR-005)

Summarizes the net cash received for all operators at the specified location. Cash received is summarized by payment method and date. This is a cash based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Cash Receipts→Location Reconciliation by Operator CR-005**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Location Reconciliation by Operator Report CR-006 Printed Date: Mar 21, 2000 Time: 09:54:45 am

Location: PETERSBURG From Date: Mar 17, 2000 To Date: Mar 21, 2000 Report by: All Methods Amounts Reported: CR + CD + VO

Location	Operator	Transaction Date	Payment Method		Amount
PETERSBURG	4	Mar 20, 2000	CASH		$10.00
				Total For Date:	**$10.00**
				Total For Operator 4:	**$10.00**
				Overall Total:	**$10.00**

Summarizes the net cash received for all operators at the specified location.
Cash received is summarized by payment method and date.

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The Location Reconciliation by Operator Report

Report Criteria:

- Location
- From Date
- To Date
- Report By
- Amounts Reported
- Account Parts
- CR Cash Type
- CD Cash Type

Use the Location Reconciliation Report to:

- Review net payments received by each operator
- Create weekly report for each operator
- Review total payments received for park
- Create a weekly report to compare operator performance and review total cash received

Bank Deposit (CR-012)

Shows non credit card transactions for deposit.

Generating the report:

1. From the Reporting Module menu select: **Financial→Cash Receipts→Bank Deposit CR-012**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Bank Deposit CR-012 Printed Date: Mar 21, 2000 Time: 10:01:13 am
Location: PETERSBURG From Date: Mar 13, 2000 To Date: Mar 20, 2000

Date: Mar 14, 2000

Type	Comment	Reservation	Amount
CASH		1348-143245	$14.00
		Total For Mar 14, 2000:	**14**

Shows non-credit card transactions for deposit.

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The Bank Deposit Report

Report Criteria:

- Location
- From Date
- To Date

Use the Bank Deposit Report to:

- Use to reconcile deposits with your financial institution
- Review cash taken per reservation
- Review daily deposits

Cash Receipts Glossary

This section contains a glossary of terms used in the Cash Receipts Reports. Any terms unique to a report will appear with the report description.

Account	The name given to this account by CRS.
Account ID	The account Identification as assigned by ReserveAmerica.
Account Parts	The account part as defined by CRS.
Date	The date on which the location disbursed cash.
Document Number	A number that uniquely identifies the given transaction. When the document number is followed by a dash (-) the second part of the number is the line number for that transaction.
Method	Method of payment used.
Product	This will be either the Reservation number or the Point of Sale number, depending on whether the product is attached to a reservation or a stand alone item.
Reduction	Cash transferred out of that account.
Reference Number	This number refers to the Sales Journal Document number.
Revenue	Cash received by that account.
Total	The result of revenue - reduction.

Credit Card Reports

Credit Card Report Summary

The Report Module will produce three Credit Card reports. Below, each report is classified in terms of its content. Review these descriptions to determine which report you would like to create.

Report Name	Number	Description
Credit Batch Summary	CB-001	Shows the date and amount of credit card charges that were processed. Charges are categorized by card type.
Credit Batch Detail	CB-002	Shows each transaction grouped by credit card for the specified location and time period.
Declined Credit Cards	CB-003	Shows all credit cards that were declined over a selected time period.

Credit Batch Summary (CB-001)

Shows the date and amount of credit card charges that were processed. Charges are categorized by card type. This is a cash based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Credit Cards→Credit Batch Summary CB-001**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Credit Batch Summary CB-001 Printed Date: Mar 21, 2000 Time: 10:56:35 am

Location: PETERSBURG From Date: Jun 01, 1999 To Date: Mar 21, 2000

Settle Date	Batch Number	Visa	MasterCard	Discover	Amex	Diners	Batch Total
Sep 22, 1999	0	($42.00)	$0.00	$0.00	$0.00	$0.00	($42.00)
	Totals:	**($42.00)**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**($42.00)**

Shows the date and amount of credit card charges that were processed. Charges are categorized by card type.

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The Credit Batch Summary Report

Report Criteria:

- Location
- From Date
- To Date

Use the Credit Batch Summary Report to:

- Review credit card batch totals for the specified time period
- Balance with your financial institution statement
- Review the totals for the different credit cards used

Credit Batch Detail (CB-002)

Shows each transaction grouped by credit card for the specified location and time period. This is a cash based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Credit Cards→Credit Batch Detail CB-002**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Credit Batch Detail CB-002 Printed Date: Mar 21, 2000 Time: 11:01:36 am
Location: PETERSBURG From Date: Jun 01, 1999 To Date: Mar 21, 2000

Credit Card Batch Details **Status:** Charge back

Batch Number: 0	**Total Quantity:** 1		**Total Amount:**	($42.00)
Settle Date: 09/22/1999	**Purchase Quantity:** 0		**Purchase Amount:**	$0.00
Settle Attempts: 0	**Return Quantity:** 1		**Return Amount:**	$42.00

Card Holder	Card Number	Card Type	Transaction Type	Amount
BABIJ, ROMAN	***Unknown***	VISA	RA	$42.00
			Credit Card Total:	$42.00

Shows each transaction grouped by credit card for the specified location and time period.

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The Credit Batch Detail Report

Report Criteria:

- Location
- From Date
- To Date

Use the Credit Batch Detail Report to:

- Review detailed credit card information
- Examine individual charges per credit card
- Balance against your financial institution statement

Declined Credit Cards (CB-003)

Shows all credit cards that were declined over a selected time period.

Generating the report:

1. From the Reporting Module menu select: **Financial→Credit Cards→Declined Credit Cards CB-003**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Credit Cards by Status CB-003 Printed Date: Mar 21, 2000 Time: 10:43:15 am

From: Mar 01, 2000 To: Mar 21, 2000

Date	Name	Card ID	Comment	Card	Product	Type	Amount
Mar 01, 200	GENERAL PUBLIC	115944		VISA	1274-1348	Point of Sale	$35.00
Mar 01, 200	BABIJ, ROMAN J	115850		VISA	142980-1348	Reservation	$24.00
Mar 01, 200	BABIJ, ROMAN J	115852		VISA	142982-1348	Reservation	$24.00
Mar 01, 200	BABIJ, ROMAN J	115853		VISA	142988-1348	Reservation	$36.00
Mar 02, 200	BABIJ, ROMAN J	115854		VISA	142989-1348	Reservation	$104.00
Mar 02, 200	BABIJ, ROMAN J	115855		VISA	142981-1348	Reservation	$22.00
Mar 02, 200	BABIJ, ROMAN J	115856		VISA	142929-1348	Reservation	$16.00
Mar 01, 200	BABIJ, ROMAN J	115945		VISA	143234-1348	Reservation	$0.00
Mar 01, 200	BABIJ, ROMAN	404096		VISA	430531-1	Reservation	$48.00

Show declined credit cards for a period.

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The Declined Credit Cards Report

Report Criteria:

- From
- To
- Status

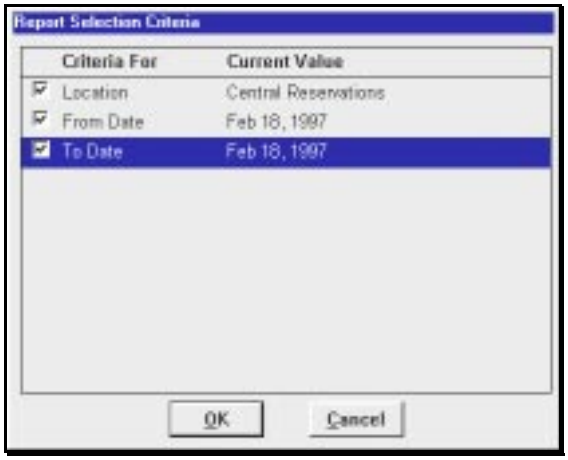
Use the Declined Credit Cards Report to:

- Review declined credit cards
- Balance against your financial institution statement

Credit Card Reconciliation

To reconcile credit card transactions run report **CB-001** after all credit card processing has been completed for the day. The report must be balanced and compared to the credit batch settlement issued by your bank.

1. Create **CB-001** using the following criteria:



Selecting Criteria for CB-001

The bank will issue reports on credit card batch settlement with the totals of a credit card, grouped by batch. Use **CB-001** to verify these amounts.

Credit Card Glossary

This section contains a glossary of terms used in the Credit Card Reports. Any terms unique to a report will appear with the report description.

Account	The name given to this account by CRS.
Account ID	The account Identification as assigned by ReserveAmerica.
Account Parts	The account part as defined by CRS.
Batch Number	The number assigned to the batch by the credit card company.
Document Number	A number that uniquely identifies the given transaction. When the document number is followed by a dash (-) the second part of the number is the line number for that transaction.
Product	This will be either the Reservation number or the Point of Sale number, depending on whether the product is attached to a reservation or a stand alone item.
Reference Number	This number refers to the Sales Journal Document number.
Settle Date	The date on which the credit card batch was settled.
Transaction	**PA** indicates a payment amount, **RA** indicates a refund amount.

Inventory Reports

Inventory Report Summary

The Report Module will produce two Inventory reports. Below, each report is classified in terms of its content. Review these descriptions to determine which report you would like to create.

Report Name	Number	Description
Inventory Stock on Hand	IV-001	Shows a locations available merchandise inventory.
Inventory Reorder Report	IV-002	Shows a locations merchandise inventory where the present level is equal to or less than the minimum reorder quantity.

Inventory Stock on Hand (IV-001)

Shows a location's available merchandise inventory.

Generating the report:

1. From the Reporting Module menu select:
   Financial→Inventory→Inventory Stock on Hand IV-001. This will open the Report Selection Criteria window.

2. Enter the report criteria. For information on entering criteria refer to the section, Selecting Report Criteria.

3. Preview the report on screen before printing.

Inventory Stock On Hand IV-001 Printed Date: Mar 21, 2000 Time: 11:13:00 am

Location	Product	Product Type	Quantity On Hand
CENTRAL RESERVATIONS	GOLDEN AGE PASSPORT	PASS SALE	0
CENTRAL RESERVATIONS	ANNUAL DAY USE PASS	PASS SALE	0
CENTRAL RESERVATIONS	DUPLICATE ANNUAL DAY USE	PASS SALE	0
CENTRAL RESERVATIONS	BOAT LAUNCH RAMP USER F	DAY USE FEE	0
CENTRAL RESERVATIONS	ADULT STANDARD	PERMIT	20
CENTRAL RESERVATIONS	ADULT GOLDEN	PERMIT	20
CENTRAL RESERVATIONS	YOUTH STANDARD	PERMIT	20

Shows available merchandise inventory for a location.

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The Inventory Stock on Hand report

Report Criteria:

- Location

Use the Inventory Stock on Hand Report to:

- Review available merchandise
- Review product types
- Review product descriptions and types

Inventory Reorder Report (IV-002)

Shows a location's merchandise inventory where the present level is equal to or less than the minimum reorder quantity.

Generating the report:

1. From the Reporting Module menu select: **Financial→Inventory→Inventory Reorder Report IV-002**. This will open the *Report Selection Criteria* window.

2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.

3. Preview the report on screen before printing.

Inventory Reorder Report IV-002 Printed Date: Mar 21, 2000 Time: 11:18:34 am

Location	Product	Product Type	Quantity On Hand	Minimum Re-Order
CENTRAL RESERVATIONS	test for crs only	DEPOSIT	12118	12120
PETERSBURG	test product - rb	DAY USE FEE	116	120

Shows merchandise inventory where the present level is equal to or less than the minimum reorder quantity.

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The Inventory Reorder Report

Report Criteria:

- Location

Use the Inventory Reorder Report to:

- Assist you in re-ordering items as the stock becomes depleted
- Review current inventory available
- Review product types and descriptions

Ranger Reports

Ranger Report Summary

The Report Module will produce four Ranger Reports. Below, each report is classified in terms of its content. Review these descriptions to determine which report you would like to create.

Report Name	Number	Description
Ranger Summary of Receipts	RR-001	Shows all cash receipts for the specified location and time period.
Ranger Product Detail List	RR-002	Detailed list of transactions for the specific location and time period.
Transaction Series	RR-003	Lists receipt ranges for each Ranger over the specified time period.
Ranger Receipt Detail List	RR-004	Lists receipt and refund amounts for each Ranger over the specified time period.

Ranger Summary of Receipts (RR-001)

Shows all cash receipts for the specified location and time period.

Generating the report:

1. From the Reporting Module menu select:
   Financial→Ranger→Ranger Summary of Receipts RR-001.
   This will open the *Report Selection Criteria* window.

2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.

3. Preview the report on screen before printing.

Ranger Summary of Receipts RR-001 Printed Date: Mar 29, 2000 Time: 12:34:59 pm
Collect Location:PETERSBURG From Date:Jan 02, 2000 To Date:Jan 03, 2000

Park: PETERSBURG
Date: Jan 03, 2000

Payment Method		Collections	Refunds	Net Collected
PERSONAL CHECK		$0.00 (0)	$14.00 (1)	($14.00) (1)
	Totals:	**$0.00 (0)**	**$14.00 (1)**	**($14.00) (1)**

Shows all cash receipts for the specified location and time period.

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The Ranger Summary of Receipts

Report Criteria:

- Collect Location
- Operator
- From Date
- To Date

Use the Ranger Summary Of Receipts to:

- Review all cash receipts
- Review refunds
- Review payment methods used

Ranger Product Detail List (RR-002)

Detailed list of transactions for the specific location and time period.

Generating the report:

1. From the Reporting Module menu select: **Financial→Ranger→Ranger Product Detail List RR-002**. This will open the *Report Selection Criteria* window.

2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.

3. Preview the report on screen before printing.

Ranger Product Detail List RR-002 Printed Date: Mar 29, 2000 Time: 01:16:34 pm

Collect Location:CENTRAL RESERVATIONS From Date:Mar 27, 2000 To Date:Mar 29, 2000

Park: CENTRAL RESERVATIONS
Date: Mar 27, 2000

Receipt Refund	Voided	R/R Type	Permit # POS #	P/P Type	Amount	Payment Method
		RFND	1-430553	Reservation	($5,657.50)	CASH
				Total Refunded:	**($5,657.50)**	
				Report Total:	**($5,657.50)**	

Detailed list of transactions for the specified location and time period.

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The Ranger Product Detail List

Report Criteria:

- Collect Location
- Operator
- From Date
- To Date

Use the Ranger Product Detail List to:

- Review products sold
- Review outstanding balances
- Review payment methods used

Transaction Series (RR-003)

Lists receipt ranges for each Ranger over the specified time period.

Generating the report:

1. From the Reporting Module menu select: **Financial→Ranger→Transaction Series RR-003**. This will open the *Report Selection Criteria* window.

2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.

3. Preview the report on screen before printing.

Transaction Series RR-003 Printed Date: Mar 28, 2000 Time: 04:11:58 pm
Location:PETERSBURG From Date:Mar 20, 2000 To Date:Mar 28, 2000

Park: PETERSBURG **Date: Mar 20, 2000**

Ranger: parknet **1348-4**

Receipts:

124916.0000000

Total # of Receipts: 1

Lists receipt ranges for each Ranger over the specified time period.

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The Transaction Series report

Report Criteria:

- Collect Location
- Operator
- From Date
- To Date

Use the Transaction Series Report to:

- Review receipt numbers produced by each Ranger
- Review total number of receipts per Ranger

Ranger Receipt Detail List (RR-004)

Lists receipt and refund amounts for each Ranger over the specified time period.

Generating the report:

1. From the Reporting Module menu select: **Financial→Ranger→Ranger Receipt Detail List RR-004**. This will open the *Report Selection Criteria* window.

2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.

3. Preview the report on screen before printing.

Ranger Product Detail List RR-002 Printed Date: Jan 30, 2001 Time: 10:14:10 am

Collect Location:CENTRAL RESERVATIONS From Date:Aug 01, 2000 To Date:Sep 30, 2000

Park: CENTRAL RESERVATIONS

Date: Aug 10, 2000

Receipt Refund	Voided	R/R Type	Permit # POS #	P/P Type	Amount	Payment Method
		RFND	1-431112	Reservation	($214.00)	CASH
				Total Refunded:	**($214.00)**	

Detailed list of transactions for the specified location and time period.

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The Ranger Receipt Detail List

Report Criteria:

- Collect Location
- Operator
- From Date
- To Date

Use the Ranger Receipt Detail List to:

- Review refunds issued by each Ranger
- Review total number of receipts per Ranger

Refund Reports

Refund Report Summary

The report module will produce five Refund reports. Below, each report is classified in terms of its content. Review these descriptions to determine which report you would like to create.

Report Name	Number	Description
Refund Summary by Location	RF-001	Shows summary information by refund status. The report is location based for a specified time period.
Refunds Pending by Location	RF-002	Shows the pending refunds by a specific location. Pending refunds are awaiting to be approved or declined.
Refunds Paid by Location	RF-004	Shows the paid refunds by a specific location.
Refund Ledger	RF-005	Shows the details of each refund transaction where increases are Credits and decreases are Debits.
Refund Journal	RF-006	Shows all refunds. The report is location based and is specific to a time period.

Refund Summary By Location (RF-001)

Shows summary information by refund status. The report is location based for a specified time period. This is an accrual based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Refunds→Refund Summary by Location RF-001**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Refund Summary by Location RF-001 Printed Date: Mar 22, 2000 Time: 09:58:55 am

Location: PETERSBURG From Date: Mar 01, 2000 To Date: Mar 21, 2000

Location	Status	Debit	Credit	Total
PETERSBURG	PENDING APPROVAL	$0.00	$22.00	$22.00
PETERSBURG	REFUND PAID	$16.00	$0.00	($16.00)
	PETERSBURG Total:	**$16.00**	**$22.00**	**$6.00**
	Overall Total:	**$16.00**	**$22.00**	**$6.00**

Shows summary information by refund status. The report is location based for a specified time period.

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The Refund Summary Location report

Report Criteria:

- Location
- From Date
- To Date

Use the Refund Summary Location Report to:

- Review refunds that have been paid
- Review refunds that are pending approval
- Review refunds that were declined
- Review the overall refund total

Refunds Pending By Location (RF-002)

Shows the pending refunds by a specific location. Pending refunds are awaiting to be approved or declined. This is an accrual based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Refunds→Refund Pending by Location RF-002**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Refunds Pending by Location RF-002
Location: PETERSBURG From Date: Mar 01, 2000 To Date: Mar 22, 2000

Printed Date: Mar 22, 2000 Time: 09:31:49 am

Location	Document No	Voucher Reference No	Customer	Customer ID	Product	Source Type	Accounting Date	Amount
PETERSBURG	1348-355741-1	1348-208	BABU, ROMAN	1348-99070	1348-142848	CRS	Mar 01, 2000	$6.00
							Overall Total:	$6.00

Shows the pending refunds by a specific location. Approved refunds are awaiting to be approved or declined.

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The Refunds Pending by Location report

Report Criteria:

- Location
- From Date
- To Date

Use the Refunds Pending by Location Report to:

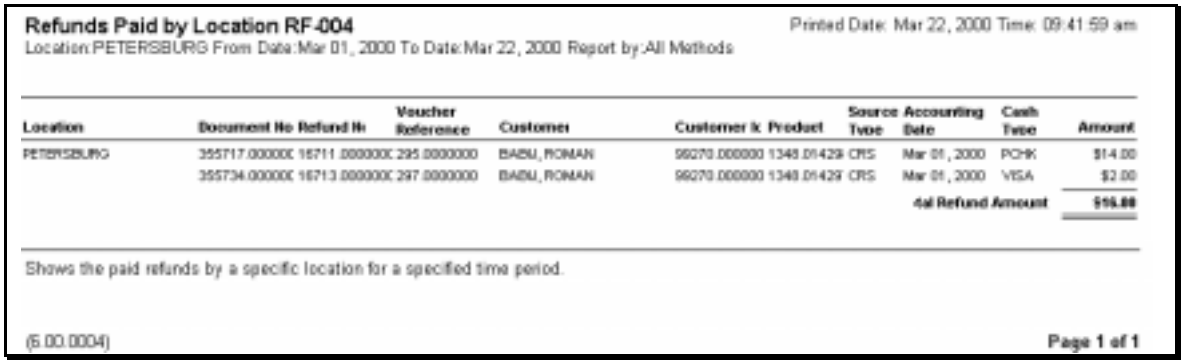
- Review which customers have refunds pending
- Review the details of refunds pending
- Review the overall refunds pending total for a location

Refunds Paid by Location (RF-004)

Shows the paid refunds by a specific location, for a specified time period. This is an accrual based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Refunds→Refunds Paid by Location RF-004**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.



Refunds Paid by Location RF-004 Printed Date: Mar 22, 2000 Time: 09:41:59 am

Location:PETERSBURG From Date:Mar 01, 2000 To Date:Mar 22, 2000 Report by:All Methods

Location	Document No	Refund No	Voucher Reference	Customer	Customer & Product	Source Type	Accounting Date	Cash Type	Amount
PETERSBURG	355717.00000	16711.000000	295.0000000	BABU, ROMAN	99270.000000 1348.01429	CRS	Mar 01, 2000	PCHK	$14.00
	355734.00000	16713.000000	297.0000000	BABU, ROMAN	99270.000000 1348.01429	CRS	Mar 01, 2000	VISA	$2.00
							Total Refund Amount		$16.00

Shows the paid refunds by a specific location for a specified time period.

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The Refunds Paid by Location report

Report Criteria:

- Location
- From Date
- To Date
- Report By

Use the Refunds Paid by Location Report to:

- Review which customers have received refunds
- Review the location where the refund was paid
- Review the details of the refund
- Review whether it was a credit card or non-credit card refund
- Review the net refund amount for the location

Refund Ledger (RF-005)

Shows the details of each refund transaction where increases are Credits and decreases are Debits. This is an accrual based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Refunds→Refund Ledger RF-005**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Refund Ledger RF-005 Printed Date: Mar 22, 2000 Time: 09:47:31 am

To Date:Mar 22, 2000 Location:PETERSBURG From Date:Mar 01, 2000

Accounting Date	Document	Operator	Customer Comment	Product Source Type	Refund to Voucher Voucher to Refund	Refund No Voucher No	Refund Status	Debit	Credit
Mar 01, 2000	355716.0000000-	4-1348	99270, ROMAN BABU	1348.014298 CRS	295.0000000	16710.000000 295.0000000	PEND	$0.00	$14.00
Mar 01, 2000	355717.0000000-	4-1348	99270, ROMAN BABU	1348.014298 CRS		16711.000000 295.0000000	PAID	$14.00	$0.00
Mar 01, 2000	355733.0000000-	4-1348	99270, ROMAN BABU	1348.014297 CRS	297.0000000	16712.000000 297.0000000	PEND	$0.00	$2.00
Mar 01, 2000	355734.0000000-	4-1348	99270, ROMAN BABU	1348.014297 CRS		16713.000000 297.0000000	PAID	$2.00	$0.00
Mar 01, 2000	355741.0000000-	4-1348	99270, ROMAN BABU	1348.014284 CRS	208.0000000	16714.000000 208.0000000	PEND	$0.00	$6.00
							verall Totals:	$16.00	$22.00

Shows the details of each refund transaction where increases are Credits and decreases are Debits.

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The Refund Ledger report

Report Criteria:

- Location
- From Date
- To Date

Use the Refund Ledger Report to:

- Review the details of each refund transaction
- Review the refund status of each refund
- Review overall total refunds

Refund Journal (RF-006)

Shows all refunds. The report is location based and is specific to a time period. This is an accrual based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Refunds→Refund Journal RF-006**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Refund Journal RF-006 Printed Date: Mar 22, 2000 Time: 09:51:40 am

Location:PETERSBURG From Date:Mar 01, 2000 To Date:Mar 22, 2000

Accounting Date	Document No	Operator	Customer Comment	Product Ref. Source Type	Refund to Voucher Voucher to Refund	Refund #	Voucher #	Refund Status	Debit	Credit
Mar 01, 2000	355716.0000000-	4-1348	99270, ROMAN BABIJ	1348.0142980		16710.000000	295.0000000	PEND	$0.00	$14.00
				CRS	295.0000000				$14.00	$0.00
Mar 01, 2000	355717.0000000-	4-1348	99270, ROMAN BABIJ	1348.0142980		16711.000000	295.0000000	PAID	$14.00	$0.00
				CRS					$0.00	$14.00
Mar 01, 2000	355733.0000000-	4-1348	99270, ROMAN BABIJ	1348.0142976		16712.000000	297.0000000	PEND	$0.00	$2.00
				CRS	297.0000000				$2.00	$0.00
Mar 01, 2000	355734.0000000-	4-1348	99270, ROMAN BABIJ	1348.0142976		16713.000000	297.0000000	PAID	$2.00	$0.00
				CRS					$0.00	$2.00
Mar 01, 2000	355741.0000000-	4-1348	99270, ROMAN BABIJ	1348.0142848		16714.000000	208.0000000	PEND	$0.00	$6.00
				CRS	208.0000000				$6.00	$0.00
								Overall Totals:	$38.00	$38.00

Shows all refunds. This report is location based and is specific to a time period.

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The Refund Journal report

Report Criteria:

- Location
- From Date
- To Date

Use the Refund Journal Report to:

- Review details of all refunds
- Review refund status of all refunds
- Review overall total refunds

Refund Glossary

This section contains a glossary of terms used in the Refund Reports. Any terms unique to a report will appear with the report description.

Account	The name given to this account by CRS.
Account ID	The account Identification as assigned by ReserveAmerica.
Account Parts	The account part as defined by CRS.
Credit	A voucher that has been converted to a refund.
Debit	A reduction in amount payable to the customer.
Document Number	A number that uniquely identifies the given transaction. When the document number is followed by a dash (-) the second part of the number is the line number for that transaction.
Product	This will be either the Reservation number or the Point of Sale number, depending on whether the product is attached to a reservation or a stand alone item.
Reference Number	This number refers to the Sales Journal Document number.
Voucher Reference Number	The voucher number that created that refund.

Void Reports

Void Report Summary

The Report Module will produce two Void reports. Below, each report is classified in terms of its content. Review these descriptions to determine which report you would like to create.

Report Name	Number	Description
Voided Payments	VD-001	Lists all voided transactions produced for the specified location and time period. This is a cash based report.
Voided Transactions	VD-002	Lists all voided transactions for the selected operator, location and time period. This is a cash based report.

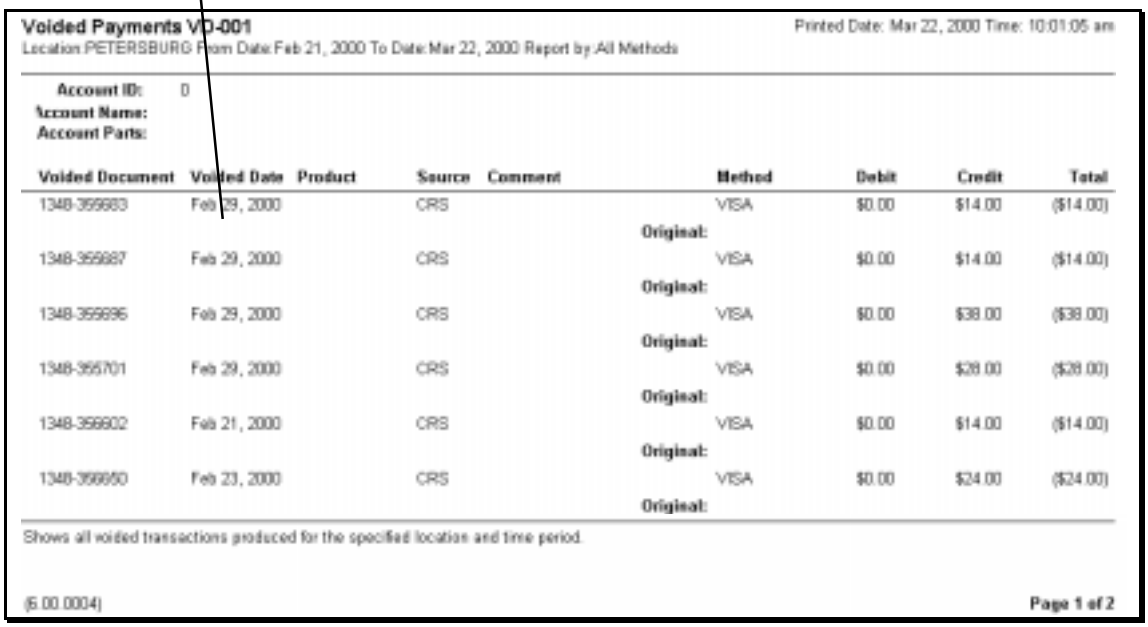
Voided Payments (VD-001)

Lists all voided transactions produced for the specified location and time period. This is a cash based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Voids→Voided Payments VD-001**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

The actual date the payment was voided.



Voided Payments VD-001 Printed Date: Mar 22, 2000 Time: 10:01:05 am

Location PETERSBURG From Date: Feb 21, 2000 To Date: Mar 22, 2000 Report by: All Methods

Account ID: 0
Account Name:
Account Parts:

Voided Document	Voided Date	Product	Source	Comment		Method	Debit	Credit	Total
1348-359983	Feb 29, 2000		CRS			VISA	$0.00	$14.00	($14.00)
					Original:				
1348-359987	Feb 29, 2000		CRS			VISA	$0.00	$14.00	($14.00)
					Original:				
1348-359996	Feb 29, 2000		CRS			VISA	$0.00	$38.00	($38.00)
					Original:				
1348-355701	Feb 29, 2000		CRS			VISA	$0.00	$28.00	($28.00)
					Original:				
1348-359802	Feb 21, 2000		CRS			VISA	$0.00	$14.00	($14.00)
					Original:				
1348-359850	Feb 23, 2000		CRS			VISA	$0.00	$24.00	($24.00)
					Original:				

Shows all voided transactions produced for the specified location and time period.

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The Voided Payments Report

Report Criteria:

- Location
- From Date
- To Date

Use the Voided Payments Report to:

- Review the details of voided transactions
- Review items that were voided
- Review overall totals of voided payments

Voided Transactions (VD-002)

Lists all voided transactions for the selected operator, location and time period. This is a cash based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Voids→Voided Transactions VD-002**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

The actual date that the transaction was voided.

The document originally used to record a transaction.

Voided Transactions VD-002 Printed Date: Mar 22, 2000 Time: 10:28:58 am

Location: PETERSBURG From Date: Mar 01, 2000 To Date: Mar 22, 2000

Operator: parknet
Location: PETERSBURG

Original Document	Accounting Date	Original Journal	Void Document	Void Date
1348-356952	Mar 01, 2000	CASH REC	1348-356953	3/1/00

Lists all voided transactions for the selected operator, location, and time period.

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The Voided Transactions Report

The journal used to record the original document

Report Criteria:

- Operator
- Location
- From Date
- To Date

Use the Voided Transaction Report to:

- Review the details of voided transactions for a location
- Review items that were voided
- Review voided transactions created by individual operators

Voucher Reports

Voucher Report Summary

The Report Module will produce six Voucher reports. Below, each report is classified in terms of its content. Review these descriptions to determine which report you would like to create.

Report Name	Number	Description
Vouchers by Location	VO-001	Shows summary voucher information for all locations.
Vouchers Aged Report	VO-002	Shows voucher totals by customer and when they expire. Voucher expiry is grouped according to 30 day intervals.
Vouchers by Customer	VO-003	Shows voucher details by customer.
Voucher Ledger	VO-004	Shows all voucher transactions for a selected location and time period. Both sides of the transaction are shown.
Voucher Journal	VO-005	Shows all voucher transactions for a selected location and time period. Only the voucher side of the transaction is shown.
Voucher Payment Ledger	VO-006	Shows all voucher payments. The report is location based and specific to a time period.

Vouchers by Location (VO-001)

Shows summary voucher information for all locations. This is an accrual based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Vouchers→Vouchers by Location VO-001**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Vouchers by Location VO-001 Printed Date: Oct 15, 1996 Time: 11:43:31 am

Location	Voucher Status	Balance
Central Reservations	OPEN - AVAILABLE	$133.00
	REFUNDED	$0.00
	USED UP	$0.00
	EXPIRED	$11.00
	REFUND PAID	$0.00
	Total for Central Reservations:	**$144.00**
Goose Island State Park	REFUNDED	$0.00
	TENTATIVE	$266.00
	OPEN - AVAILABLE	$891.00

Shows summary voucher information for all locations.

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The Vouchers by Location Report

Report Criteria:

This report does not require criteria to be generated.

Use the Vouchers by Location Report to:

- Review vouchers that are still available for use
- Review vouchers that have been used
- Review vouchers that have been converted to refunds
- Review total voucher amounts for each location

Aged Vouchers Report (VO-002)

Shows voucher totals by customer and when they expire. Voucher expiry is grouped according to 30 day intervals. This is an accrual based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Vouchers→Vouchers Aged Report VO-002**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Aged Voucher Expiry Report VO-002 Printed Date: Oct 30, 1996 Time: 02:39:17 pm

		Periods (days)				
Customer	**Customer Id**	**0-30**	**31-60**	**61-90**	**>90**	**Total**
Alexander, Russ	160.0001962	$0.00	$0.00	$0.00	$12.00	$12.00
Bauer, Carl	1.0101457	$0.00	$0.00	$0.00	$11.00	$11.00
Baxter, Scott	160.0003018	$0.00	$0.00	$0.00	$11.00	$11.00
Boltinghouse, Les	1.0242661	$0.00	$0.00	$0.00	$28.00	$28.00
BOND, L	160.0000385	$0.00	$0.00	$0.00	$3.00	$3.00
Booth, Sabra	1.0063634	$0.00	$0.00	$0.00	$11.00	$11.00
Bradshaw, C	160.0000258	$0.00	$8.00	$0.00	$0.00	$8.00
Compton, David	160.0002851	$0.00	$0.00	$0.00	$11.00	$11.00

Shows voucher totals by customer and when they expire. Voucher expriy is grouped according to 30 day inte

(4.1006) **Page 1 of 8**

The Aged Vouchers Report

Report Criteria:

This report does not require criteria to be generated.

Use the Vouchers Aged Report to:

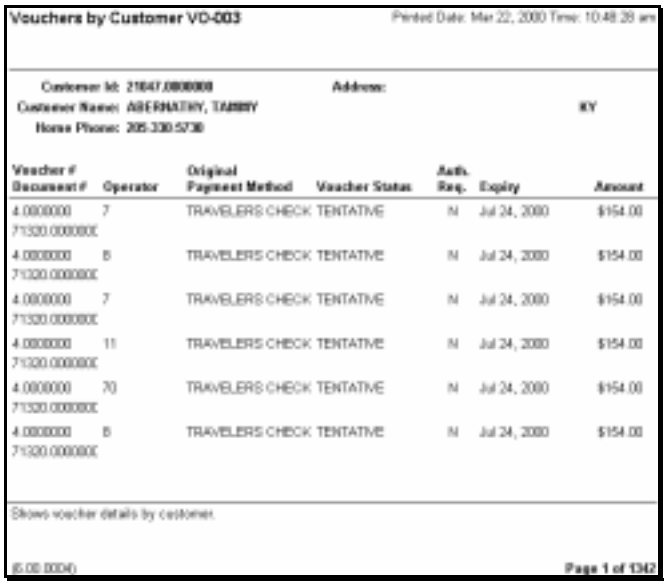
- Review current vouchers on the system
- Review customer information
- Review the expiry time frame on existing vouchers
- Review total dollar amount for each voucher time period

Vouchers by Customer (VO-003)

Shows voucher details by customer. This is an accrual based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Vouchers→Vouchers by Customer VO-003**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.



Vouchers by Customer VO-003 — Printed Date: Mar 22, 2000 Time: 10:48:28 am

Customer Id: 21047.000000 Address:
Customer Name: ABERNATHY, TAMMY KY
Home Phone: 205.330.5730

Voucher # Document #	Operator	Original Payment Method	Voucher Status	Auth. Req.	Expiry	Amount
4.0000000 71320.000000	7	TRAVELERS CHECK	TENTATIVE	N	Jul 24, 2000	$154.00
4.0000000 71320.000000	6	TRAVELERS CHECK	TENTATIVE	N	Jul 24, 2000	$154.00
4.0000000 71320.000000	7	TRAVELERS CHECK	TENTATIVE	N	Jul 24, 2000	$154.00
4.0000000 71320.000000	11	TRAVELERS CHECK	TENTATIVE	N	Jul 24, 2000	$154.00
4.0000000 71320.000000	70	TRAVELERS CHECK	TENTATIVE	N	Jul 24, 2000	$154.00
4.0000000 71320.000000	6	TRAVELERS CHECK	TENTATIVE	N	Jul 24, 2000	$154.00

Shows voucher details by customer.

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The Vouchers by Customer Report

Reports Criteria:

- Customer ID
- Last Name
- Phone
- Customer Type
- City
- State
- Country

Use the Vouchers by Customer Report to:

- Review detailed information by customer and voucher
- Review the voucher status by customer
- Review original payment method used by customer
- Review expiry date of vouchers by customer

Voucher Ledger (VO-004)

Shows all voucher transactions for a selected location and time period. Both sides of the transaction are shown. This is an accrual based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Vouchers→Vouchers Ledger VO-004**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Voucher Ledger VO-004 Printed Date: Mar 22, 2000 Time: 12:06:02 pm

Location:CENTRAL RESERVATIONS From Date:Feb 16, 2000 To Date:Feb 17, 2000

Accounting Date	Document #	Operator	Customer Account	Voucher # Receipt #	Debit	Credit
Feb 17, 2000	1187419.00000C	92-1	38040, SHASTA HODGES	58129.00000C		
Move voucher to a refund			1530 VOUCHER HOLDING	45704.00000C	$18.00	$0.00
			1529 REFUNDS PAYABLE		$0.00	$18.00
				Overall Totals:	**$18.00**	**$18.00**

Shows all voucher transactions for a selected location and time period. Both sides of the transaction are shown.

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The Voucher Ledger Report

Report Criteria:

- Location
- From Date
- To Date

Use the Voucher Ledger Report to:

- Review voucher activity
- Review detailed voucher information
- Review customer information by voucher
- Review voucher and receipt numbers
- Review overall total dollar amounts for vouchers

Voucher Journal (VO-005)

Shows all voucher transactions for a selected location and time period. Only the voucher side of the transaction is shown. This is an accrual based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Vouchers→Voucher Journal VO-005**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Voucher Journal VO-005 Printed Date: Oct 15, 1996 Time: 1

Location:Goose Island State Park From Date:Oct 01, 1996 To Date:Oct 15, 1996

Accounting Date	Document No	Operator	Customer/Account	Voucher No/ Receipt No	Debit
Oct 02, 1996	160.0021988-1	2-160	160.0000039, Beverley Fitch	160.0000779	
Voucher credit				160.0000099	$0.00
Oct 02, 1996	160.0021989-1	2-160	160.0000094, Joe Scruggs	160.0000780	
Voucher credit				160.0000310	$0.00
Oct 02, 1996	160.0021990-1	2-160	160.0000108, Robert McAdam	160.0000781	
Voucher credit				160.0000522	$0.00
Oct 02, 1996	160.0021991-1	2-160	160.0000387, Paul Dewitt	160.0000782	
Voucher credit				160.0000936	$0.00

Shows all voucher transactions for a selected location and time period.

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The Voucher Journal Report

Report Criteria:

- Location
- From Date
- To Date

Use the Voucher Journal Report to:

- Track voucher activity
- Review the details of a voucher
- Review offsetting amounts
- Review the overall voucher total

Voucher Payment Ledger (VO-006)

Shows all voucher payments. The report is location based and specific to a time period. This is an accrual based report.

Generating the report:

1. From the Reporting Module menu select: **Financial→Vouchers→Voucher Payment Ledger VO-006**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Voucher Payment Ledger VO-006 Printed Date: Mar 22, 2000 Time: 01:07:09 pm

Location:PETERSBURG From Date:Mar 01, 2000 To Date:Mar 22, 2000

Accounting Date	Document #	Operator	Customer Account	Voucher # Receipt #	Debit	Credit
Mar 01, 2000	355721.000000C	4-1348	99270, ROMAN BABIJ	296.0000000		
Payment by Voucher			1530 VOUCHER HOLDING	124548.0000C	$38.00	$0.00
			1527 ACCOUNTS RECEIVABLE		$0.00	$38.00
Mar 01, 2000	356950.000000C	4-1348	99270, ROMAN BABIJ	377.0000000		
Payment by Voucher			1530 VOUCHER HOLDING	124893.0000C	$10.00	$0.00
			1527 ACCOUNTS RECEIVABLE		$0.00	$10.00
Mar 01, 2000	356950.000000C	4-1348	99270, ROMAN BABIJ	377.0000000		
Payment by Voucher			1530 VOUCHER HOLDING	124893.0000C	$2.00	$0.00
			1527 ACCOUNTS RECEIVABLE		$0.00	$2.00
				Overall Totals:	**$50.00**	**$50.00**

Shows all voucher payments. The report is location based and specific to a time period.

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The Voucher Payment Ledger Report

Report Criteria:

- Location
- From Date
- To Date

Use the Voucher Payment Ledger Report to:

- Review vouchers used towards existing balances
- Review offsetting account information
- Review details of voucher payments

Activity Reports

Activity Report Summary

The Report Module will produce eight Activity reports. Below, each report is classified in terms of its content. Review these descriptions to determine which report you would like to create.

Report Name	Number	Description
Incoming Campers List	AC-001	Shows the campers expected to arrive at the park for the selected date. It provides information about the reservation, customer, length of stay, site, vehicles, and fees.
Outgoing Campers List	AC-002	Shows the campers expected to depart from the park for the selected date. It provides information about the customer, site and outstanding fees owing.
Canceled Campers List	AC-003	Shows information specific to canceled reservations for a time period. It provides information about the site, arrival and departure dates, customer, reservation ID, and fees.
Current Campers List	AC-004	Shows a listing of campers currently in the park. It provides site specific information about the arrival/departure dates, customer name, and number of people and vehicles.
Occupants List	AC-005	Shows a listing of all campers and vehicles by site.

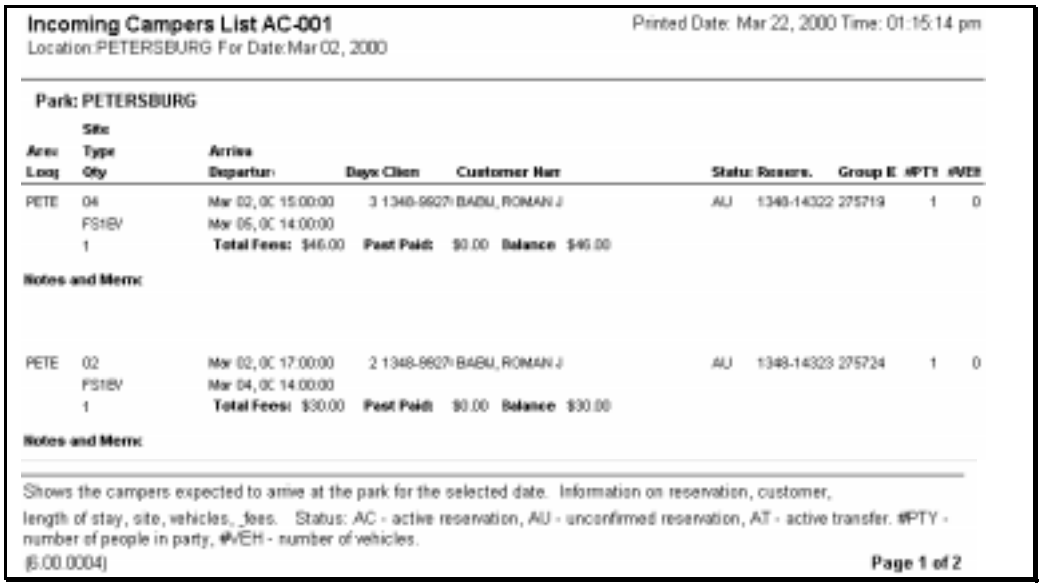
Registration List	AC-006	Shows all current registrations in the campground as well as all registration scheduled to arrive over a time period.
Vehicle List	AC-007	Displays all vehicles in the park assigned to sites.
Current Campers List without Notes	AC-008	Shows a listing of campers currently in the park without notes.

Incoming Campers (AC-001)

Shows the campers expected to arrive at the park for the selected date. It provides information about the reservation, customer, length of stay, site, vehicles, and fees.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Activity→Incoming Campers AC-001**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.



Incoming Campers List AC-001 Printed Date: Mar 22, 2000 Time: 01:15:14 pm

Location:PETERSBURG For Date:Mar 02, 2000

Park: PETERSBURG

Area Loop	Site Type Qty	Arrival Departure	Days Client	Customer Name	Status Reserv.	Group ID	#PTY	#VEH
PETE	04	Mar 02, 00 15:00:00	3 1348-9627	BABU, ROMAN J	AU	1348-14322	275719	1 0
	FS1BV	Mar 05, 00 14:00:00						
	1	**Total Fees:** $46.00	**Past Paid:** $0.00	**Balance** $46.00				
Notes and Memo								
PETE	02	Mar 02, 00 17:00:00	2 1348-9627	BABU, ROMAN J	AU	1348-14323	275724	1 0
	FS1BV	Mar 04, 00 14:00:00						
	1	**Total Fees:** $30.00	**Past Paid:** $0.00	**Balance** $30.00				
Notes and Memo								

Shows the campers expected to arrive at the park for the selected date. Information on reservation, customer, length of stay, site, vehicles, fees. Status: AC - active reservation, AU - unconfirmed reservation, AT - active transfer. #PTY - number of people in party, #VEH - number of vehicles.

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The Incoming Campers List

Report Criteria:

- Location
- For Date
- Show Memos
- Show Vehicles

Use the Incoming Campers Report to:

- Determine volume of campers at a park for a specific day
- Determine the length of stay of campers
- Review outstanding balances for people due to check in
- Plan staffing needs at the park

Outgoing Campers (AC-002)

Shows the campers expected to depart from the park for the selected date. It provides information about the customer, site and outstanding fees.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Activity→Outgoing Campers AC-002**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Outgoing Campers List AC-002
For Date: Mar 02, 2000

Printed Date: Mar 22, 2000 Time: 01:26:43 pm

Park: PETERSBURG

Area	Loop	Actual Site	Site Type	Departure Date	Departure Tim	Client #	Name	Group	Reserv. #	Balance Owing
PETE		006	FS1EWP	Mar 02, 2000	14:00	1-32965	ROSEWELL, TIM	275716	1348-143226	$58.00
PETE		055	FS1EWN	Mar 02, 2000	14:00	1348-99270	BABIJ, ROMAN	275723	1348-143233	$10.00
PETE		068	FS1NNM	Mar 02, 2000	14:00	1348-99270	BABIJ, ROMAN	275721	1348-143231	$0.00
PETE		GL01	GL1NNN	Mar 02, 2000	14:00	1-160938	BABIJ, ROMAN	275696	1348-143206	$10.00
PETE		092	FS1EWN	Mar 02, 2000	14:00	1348-99270	BABIJ, ROMAN	275713	1348-143223	$12.00

Shows the campers expected to depart from the park for the selected date.
Report gives information about the customer, site and outstanding fees.

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The Outgoing Campers List

Report Criteria:

- Location
- For Date

Use the Outgoing Campers Report to:

- Determine who is due to leave the park for that day
- Make note of any campers who have balances owing
- Check for campers not checked out on scheduled departure date
- Determine upcoming availability of sites

Cancelled Campers (AC-003)

Shows information specific to canceled reservations for a time period. It provides information about the site, arrival and departure dates, customer, reservation ID, and fees.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Activity→Cancelled Campers AC-003**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Cancelled Campers List AC-003
From Date: Mar 01, 2000 To Date: Mar 22, 2000

Printed Date: Mar 22, 2000 Time: 01:31:29 pm

Location: PETERSBURG

Area/Loop	Site	Site Type	Arrival/ Departure	Nights	Client #	Customer Name	Status	Reserv. #	Group ID	#PTY	#VEH	Total Fees	Past Paid	Balance Owing
PETE	91	FS1EWN	Mar 01, 2000 Mar 09, 2000	8	1348-66270	BABU, ROMAN J.	CF	1348-143224	275714	1	0	$22.00	$0.00	$22.00
PETE	35	FS1EWP	Mar 02, 2000 Mar 03, 2000	1	1348-66270	BABU, ROMAN J.	CN	1348-143160	275650	1	0	$10.00	$10.00	$0.00
PETE	67	FS1EWP	Mar 02, 2000 Mar 03, 2000	1	1348-66270	BABU, ROMAN J.	CN	1348-143186	275676	1	0	$10.00	$0.00	$10.00
PETE	57	FS1EWP	Mar 02, 2000 Mar 05, 2000	3	1-66532	MOSELEY, ROBERT	CN	1-430481	310419	2	0	$10.00	$10.00	$0.00
PETE	67	FS1EWP	Mar 03, 2000 Mar 11, 2000	8	1348-66270	BABU, ROMAN J.	CN	1348-143214	275704	1	0	$10.00	$0.00	$10.00
PETE	67	FS1EWP	Mar 03, 2000 Mar 11, 2000	8	1348-66270	BABU, ROMAN J.	CF	1348-143215	275705	1	0	$36.00	$0.00	$36.00
PETE	35	FS1EWP	Mar 12, 2000 Mar 29, 2000	17	1348-66270	BABU, ROMAN J.	CN	1348-143623	275514	1	0	$10.00	$10.00	$0.00
PETE	08	FS1EWP	Mar 21, 2000 May 01, 2000	41	1-160938	BABU, ROMAN J.	CN	1-430532	310459	1	0	$10.00	$10.00	$0.00

Shows information specific to cancelled reservations for a time period. Displays information about the site, arrival _
departure dates, customer, reservation # _fees. Status: CN - cancelled reservation. #PTY: number of people in the party. #VEH: number of vehicles.

(6.00.0004) **Page 1 of 1**

The Cancelled Campers List

Report Criteria:

- Location
- From Date
- To Date

Use the Cancelled Campers Report to:

- Determine availability as a result of cancellations
- View cancellations for a specified time period

Current Campers (AC-004)

Shows a listing of campers currently in the park. It provides site specific information about the arrival/departure dates, customer name, and number of people and vehicles.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Activity→Current Campers AC-004**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Current Campers List AC-004 Printed Date: Mar 22, 2000 Time: 01:34:42 pm

Site	Area Loop	Site Type	Arrival Date Departure Date	Client # Resv #	Name	# In Party	Vehicles
002	PETE	FS1EWP	Feb 25, 2000 Feb 27, 2000	1-160938 1-430535	BABIJ, ROMAN J	1	0
Notes and Memos:							
004	PETE	FS1EWP	Feb 24, 2000 Feb 26, 2000	1348-99270 1348-143123	BABIJ, ROMAN J	1	0
Notes and Memos:							

Shows a listing of campers currently in the park. Report gives information about the arrival/departure dates, customer name, and number of people and vehicles.

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The Current Campers List

Report Criteria:

- Park
- Show Empty Sites
- Show Memos

Use the Current Campers Report to:

- Determine what sites are in use
- Determine what specific sites will become available
- Determine who is currently in the park
- Locate a camper

Occupants List (AC-005)

Shows a listing of all campers and vehicles by site.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Activity→Occupants List AC-005**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Occupants List AC-005 Printed Date: Mar 22, 2000 Time: 01:38:35 pm
Park:PETERSBURG

Park: PETERSBURG

Reservation: 1-430535

Area Loop	Site Site ID	Arrival Departure	Name	# In Party	# of Vehicles
PETERSBURG	002	Feb 25, 2000	BABIJ, ROMAN	1	0
	104890	Feb 27, 2000			

People	Vehicles	Vehicle Arrival	Vehicle Depart
(None Entered)	(None Entered)		

List of all campers and vehicles by site

(6.00.0004) **Page 1 of 58**

The Occupants List

Report Criteria:

- Park

Use the Occupants List to:

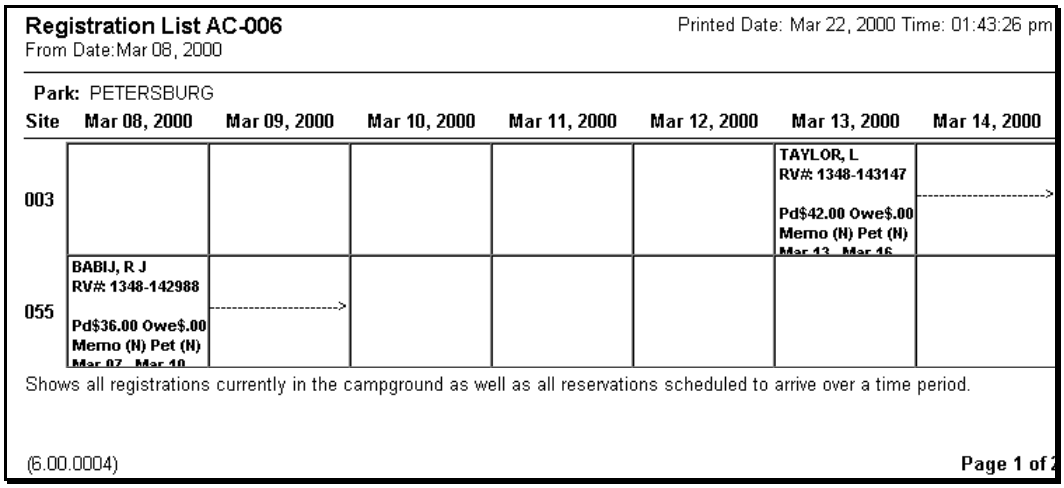
- Determine how many people in a site
- Determine who is currently in the park
- Locate a camper
- Review arrival and departure dates for customer

Registration List (AC-006)

Shows all current registrations in the campground as well as all registrations scheduled to arrive over a time period.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Activity→Registration List AC-006**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.



Registration List AC-006 Printed Date: Mar 22, 2000 Time: 01:43:26 pm
From Date:Mar 08, 2000

Park: PETERSBURG

Site	Mar 08, 2000	Mar 09, 2000	Mar 10, 2000	Mar 11, 2000	Mar 12, 2000	Mar 13, 2000	Mar 14, 2000
003						TAYLOR, L RV#: 1348-143147 Pd$42.00 Owe$.00 Memo (N) Pet (N) Mar 13 - Mar 16	---------->
055	BABIJ, R J RV#: 1348-142988 Pd$36.00 Owe$.00 Memo (N) Pet (N) Mar 07 - Mar 10	---------->					

Shows all registrations currently in the campground as well as all reservations scheduled to arrive over a time period.

(6.00.0004) **Page 1 of 2**

The Registration List

Report Criteria:

- Location
- From Date

Use the Registration List to:

- Determine what sites are in use
- Determine what specific sites will become available
- Determine who is currently in the park
- Locate a camper
- Determine outstanding balance of customer
- View number of people in a specific site
- View future availability of sites

Vehicle List (AC-007)

This report lists all vehicles in the park assigned to sites.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Activity→Vehicle List AC-007**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Vehicle List PO_AC7
Location:1348

Printed Date: Apr 05, 2000 Time: 03:45:49 pm

Park: PETERSBURG

Vehicles / License #	Site	Reservation	Name	Vehicle Arrival	Vehicle Depart	Notes
CAMPING ON	060	1348-143248	JOE BABIJ	Apr 05, 2000	Apr 06, 00	
CAMPING ON	061	1348-143247	JOE BABIJ	Apr 05, 2000	Apr 06, 00	

Total Vehicles for PETERSBURG: 2

Shows vehicles assigned to sites.

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The Vehicle List

Use the Vehicle List to:

- Determine the number of vehicles are in the park
- Determine which customer is registered with a particular vehicle
- Determine to which site a vehicle is registered

Current Campers without Notes (AC-008)

Shows a listing of campers currently in the park. It provides site specific information about the arrival/departure dates, customer name, and number of people and vehicles.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Activity→Current Campers without Notes AC-008**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Current Campers List w/o Notes AC-008 Printed Date: Mar 22, 2000 Time: 03:18:15 pm
Location:PETERSBURG

Site	Area Loop	Site Type	Arrival Date Departure Date	Client # Resv #	Name	# In Party	Vehicles
002	PETE	FS1EWP	Feb 25, 2000 Feb 27, 2000	1-160938 1-430535	BABIJ, ROMAN J	1	0
004	PETE	FS1EWP	Feb 24, 2000 Feb 26, 2000	1348-99270 1348-143123	BABIJ, ROMAN J	1	0
006	PETE	FS1EWP	Feb 27, 2000 Mar 02, 2000	1-32965 1348-143226	ROSEWELL, TIM L	1	0
010	PETE	FS1EWP	Aug 26, 1999 Aug 28, 1999	1348-99270 1348-142796	BABIJ, ROMAN J	1	0
011	PETE	FS1EWP	Feb 24, 2000	1348-99270	BABIJ, ROMAN J	1	0

Shows a listing of campers currently in the park, without notes.

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The Current Campers List without Notes Report

Report Criteria:

- Location
- Show Empty Sites

Use the Current Campers without Notes Report to:

- Determine what sites are in use
- Determine what specific sites will become available
- Determine who is currently in the park
- Locate a camper

Customer Reports

Customer Report Summary

The Report Module will produce six Customer reports. Below, each report is classified in terms of its content. Review these descriptions to determine which report you would like to create.

Report Name	Number	Description
Customer Summary	CU-001	Shows summary reservation history by customer, including the number of reservations, cancellations, transfers and voids.
Reservation History by Customer	CU-002	Shows detailed reservation history by customer. The report is run from the central reservation center.
Customer Detail	CU-003	Shows the details of a customer record, including name, address, and telephone number.
Customer Reservation Stays	CU-004	Shows detailed registration history by customer. This report is run at the park.
Customer Balance Outstanding	CU-005	Shows customer outstanding balances arising from making a reservation.
Customer History Summary	CU-006	Summarizes information found in CU-004.

Customer Summary (CU-001)

Shows summary reservation history by customer, including the number of reservations, cancellations, transfers and voids.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Customer→Customer Summary CU-001**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Customer Summary CU-001 Printed Date: Mar 22, 2000 Time: 03:32:33 pm

Customer Id	Name	# Resvs	# Nights	Avg Nights	# Cancs	# Trsfs	# Voids
1-160938	BABIJ, ROMAN	0	97		8	0	0
1348-99270	BABIJ, ROMAN	26	845	32.5	26	0	0
1-160938	BABIJ, ROMAN	73	162	2.2	0	0	0
1348-99270	BABIJ, ROMAN	0	1392		0	321	0
1-160938	BABIJ, ROMAN	0	349		0	92	0

Shows summary reservation hidstory by customer; including the number of reservations, cancellations, transfers and voids.

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The Customer Summary Report

Report Criteria:

- Customer ID
- Surname
- Home Phone
- Customer Type
- City
- State
- Country

Use the Customer Summary Report to:

- Determine if customers are re-visiting the park
- Determine how frequently they visit the park
- Determine the average number of nights campers stay at the park
- Determine the number of cancellations made in the past
- Determine the number of transfers they have made

Reservation History by Customer (CU-002)

Shows detailed reservation history by customer. The report is run from the Central Reservation Center. Please note that CU-002 reports only on **completed** reservations (reservations where the customer has checked in and out).

Generating the report:

1. From the Reporting Module menu select: **Statistical→Customer→Reservation History by Customer CU-002**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Reservation History by Customer CU-002 Printed Date: Mar 22, 2000 Time: 03:47:47 pm

Name: BABIJ, ROMAN **(Id: 1348-99270)**

Park	Site	Reservation #	Arrived	Departed
PETERSBURG	FAM STA SGL EL WAT PREMIUM	1348.0142661	Aug 09, 1999	Aug 17, 1999
	FAM STA SGL EL WAT PREMIUM	1348.0142665	Aug 09, 1999	Aug 12, 1999
	FAM STA SGL EL WAT PREMIUM	1348.0142652	Aug 09, 1999	Aug 12, 1999
	FAM STA SGL EL WAT PREMIUM	1348.014268	Aug 10, 1999	Aug 18, 1999
	FAM STA SGL EL WAT PREMIUM	1348.0142677	Aug 10, 1999	Aug 11, 1999

Shows detailed reservation history by customer. The report is run from the central reservation center.

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The Reservation History by Customer Report

Reports Criteria:

- Site Type
- Customer ID
- Surname
- Home Phone
- Customer Type
- City

Use the Reservation History by Customer Report to:

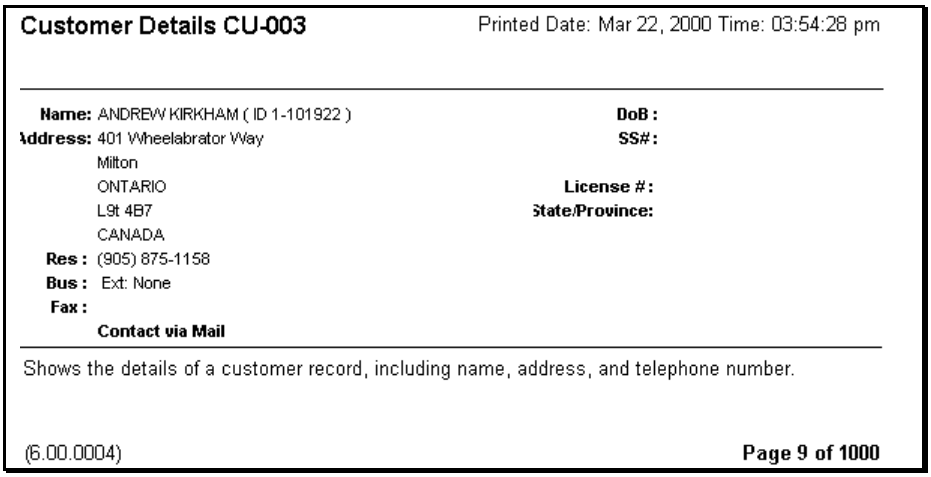
- Review what site types the customer has used in the past
- Review the length of their stay
- Note the last date they visited the park

Customer Detail (CU-003)

Shows the details of a customer record, including name, address, and telephone number.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Customer→Customer Detail CU-003**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.



Customer Details CU-003 Printed Date: Mar 22, 2000 Time: 03:54:28 pm

Name: ANDREW KIRKHAM (ID 1-101922) **DoB :**
Address: 401 Wheelabrator Way **SS# :**
Milton
ONTARIO **License # :**
L9t 4B7 **State/Province:**
CANADA
Res : (905) 875-1158
Bus : Ext: None
Fax :
Contact via Mail

Shows the details of a customer record, including name, address, and telephone number.

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The Customer Detail Report

Report Criteria:

- Customer ID
- Customer Surname
- Home Phone
- Country
- Customer Type
- City
- State

Use the Customer Detail Report to:

- Confirm customer information
- Determine how to send promotional material

Customer Reservation Stays (CU-004)

Shows detailed registration history by customer. This report is run at the park.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Customer→Customer Reservation Stays CU-004**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Customer Reservation Stays CU-004 Printed Date: Mar 22, 2000 Time: 04:00:03 pm

Name : *BABU, ROMAN (ID 1348-99270)* **Res :** (777) 877-7777

Site : 082

Reservation #	Action	Date	Time
1348-142772	Extend	Aug 26, 1999	11:43am
1348-142772	Extend	Aug 26, 1999	11:44am

Shows detailed registration history by customer. The report is run at the park.

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The Customer Reservation Stays Report

Report Criteria:

- Customer ID
- Surname
- Home Phone
- Country
- Type
- City
- State

Use the Customer Reservation Stays Report to:

- Track customer activity at the park
- Review how the customer makes reservations
- Review the length of stay at the park

Customer Balance Outstanding (CU-005)

Shows customer outstanding balances arising from making a reservation.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Customer→Customer Balance Outstanding CU-005**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Customer Balance Outstanding CU-005 Printed Date: Mar 22, 2000 Time: 04:08:29 pm

Park: PETERSBURG
Site: FAM STA SGL EL WAT PREMI

Customer: ROSEWELL. TIM (ID: 1-32965. TEL: (905) 632-1911)

Reservation ID	Start	End	Fee	Paid	Balance
1348-143219	Feb 28, 2000	Feb 29, 2000	$34.00	$14.00	$20.00
		Customer Totals:	**$34.00**	**$14.00**	**$20.00**

Shows customer outstanding balances arising from making a reservation.

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The Customer Balance Outstanding Report

Report Criteria:

- Customer ID
- Surname
- Home Phone
- Country
- Type
- City
- State

Use the Customer Balance Outstanding Report to:

- Review how many customers have balances owing
- Review details of the reservation
- Review the totals of outstanding balances for the park
- Follow up outstanding balances using customer telephone number

Customer History Summary (CU-006)

Summarizes information found in CU-004.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Customer→Customer History Summary CU-006**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Customer History Summary CU-006 Printed Date: Mar 22, 2000 Time: 04:12:52 pm

) Number: 1348-23532
Name: CANADAY, TIM

Park	Stays	Total People	Average People/Stay	Total Vehicles	Average Vehicles/Stay	Total Length	Average Length/Stay
PETERSBURG	1	1	1.0	1	1.0	1	1.0

) Number: 1-105260

Summarizes customer stay information.

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The Customer History Summary Report

Report Criteria:

- Customer ID
- Surname
- Home Phone
- Country
- Type
- City
- State

Use the Customer History Summary Report to:

- Track customers activity
- Review details of the reservation
- Review the length of stay

Demographic Reports

Demographic Report Summary

The Report Module will produce two Demographic reports. Below, each report is classified in terms of its content. Review these descriptions to determine which report you would like to create.

Report Name	Number	Description
Customer Demographics	DM-001	Shows the state/province from where park visitors came.
Customer Residency	DM-002	Shows the country, state/province, and cities from which park visitors came. The report is for a time period.

Customer Demographics (DM-001)

Shows the state/province from where park visitors came for a specified date or date range.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Demographic→Customer Demographics DM-001**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Customer Demographics DM-001 Printed Date: Mar 22, 2000 Time: 04:29:04 pm
From Date: Mar 20, 2000 To Date: Mar 22, 2000

Month	State	Description	# of Reservations	# of People	Average People/Reservation
Mar/2000					
	ON	ONTARIO	1	2	2.00
	SC	SOUTH CAROLINA	1	1	1.00
		Totals:	**2**	**3**	**1.50**

Shows the state/province from where park visitors came. The report is for a specified time period.

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The Customer Demographics report

Report Criteria:

- Location
- From Date
- To Date

Use the Customer Demographics Report to:

- Determine the number of park visitors from your state
- Determine the number of park visitors from out of state
- Determine the number of reservations from your state
- Determine the number of reservations from out of state

Customer Residency (DM-002)

Shows the country, state/province, and cities from which park visitors came. The report is based on a specified time period.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Demographic→Customer Residency DM-002**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Customer Residency DM-002 Printed Date: Mar 22, 2000 Time: 04:33:40 pm
From Date: Mar 20, 2000 To Date: Mar 22, 2000

Country CANADA
State/Province: ONTARIO

City	# of Reservations	% of Reservations
Milton	1	25%
MISSISSAUGA	1	25%
Total for ONTARIO, CANADA	**2**	**50%**

Shows the country, state/province and cities from which park visitors came. The report is for a

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The Customer Residency report

Report Criteria:

- Location
- From Date
- To Date

Use the Customer Residency Report to:

- Determine the number of park visitors from a particular city
- Determine the number of park visitors that were from your state
- Determine the number of park visitors that were from out of state
- Determine the number of park visitors from another country

Occupancy Reports

Occupancy Report Summary

The Report Module will produce four Occupancy reports. Below, each report is classified in terms of its content. Review these descriptions to determine which report you would like to create.

Report Name	Number	Description
Occupancy Reports	OR-001	Shows park occupancy statistics. The user may select to view data on a daily, monthly or annual basis.
Park Usage Summary	OR-002	Shows occupancy and occupancy rates for reservable facilities.
Park Usage Summary by Date	OR-003	Shows park occupancy by date. Information includes the percentage of occupied sites, the total number of people per site and average number of people per site.
Site Availability Summary	OR-004	Shows site availability status grouped by site type and date.

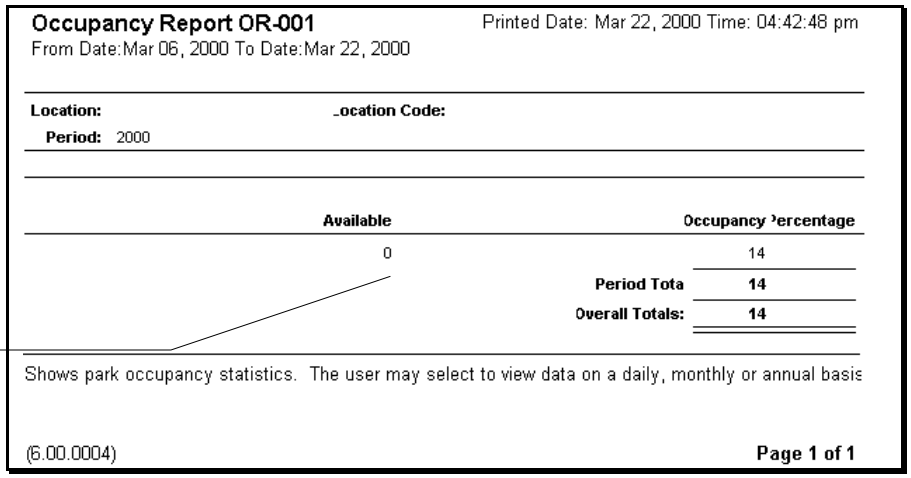
Occupancy Reports (OR-001)

Shows park occupancy statistics. The user may select to view data on a daily, monthly or annual basis.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Occupancy→Occupancy Reports OR-001**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

The sum of the reservable and non-reservable sites during a given period.



Occupancy Report OR-001 Printed Date: Mar 22, 2000 Time: 04:42:48 pm

From Date:Mar 06, 2000 To Date:Mar 22, 2000

Location: **Location Code:**

Period: 2000

	Available	Occupancy Percentage
	0	14
Period Tota		**14**
Overall Totals:		**14**

Shows park occupancy statistics. The user may select to view data on a daily, monthly or annual basis

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The Occupancy Report

Report Criteria:

- Location
- From Date
- To Date
- Frequency
- Region
- Site Type
- Customer Type

Use the Occupancy Report to:

- Determine most popular sites
- Review occupancy rates on a daily/weekly/monthly basis
- Determine weekly and monthly totals for your location

Park Usage Summary Report (OR-002)

Shows occupancy and occupancy rates for reservable facilities.

Note: Before running this report, ensure that **CRRD Administration** has been performed.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Occupancy→Park Usage Summary OR-002**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Park Usage Summary Report OR-002 Printed Date: Mar 29, 2000 Time: 10:04:26 am
Location: PETERSBURG From Date: Jan 01, 1997 To Date: Mar 22, 2000

Shows occupancy and occupancy rates for reservable facilities. The report is for a specified time period.

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The Park Usage Summary report

Report Criteria:

- Location
- From Date
- To Date
- Site Type

Use the Park Usage Summary Report to:

- Review the percentage of site types that are being used
- Determine availability in the park
- Determine usage by date and site type
- Determine overall park usage facilities

Park Usage Summary by Date Report (OR-003)

Shows park occupancy by date. Information includes the percentage of occupied sites, the total number of people per site and average number of people per site.

Note: Before running this report, ensure that **CRRD Administration** has been performed.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Occupancy→Park Usage Summary by Date OR-003**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Park Usage Summary by Date OR-003 Printed Date: Mar 22, 2000 Time: 05:12:54 pm
Location: PETERSBURG From Date: May 01, 1999 To Date: Mar 22, 2000

Park:

Date	Total Sites Available for Date	Occupied Sites	Percentage Occupied	Total Number People	Avg. People/ Site

Shows park occupancy by date. Information includes the percentage of occupied sites, the total n
and the average number of people per site. The report is for a specified time period.

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The Park Usage Summary by Date report

Reports Criteria:

- Location
- From Date
- To Date

Use the Park Usage Summary by Date Report to:

- Review the percentage of occupied sites
- Review the total number of people per site
- Review the average number of people per site
- Review usage by park or the combined usage for several parks

Site Availability Report (OR-004)

Shows site availability status grouped by site type and date.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Occupancy→Site Availability OR-004**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Site Availability Summary OR-004 Printed Date: Mar 22, 2000 Time: 05:16:28 pm
From Date: Mar 20, 2000 To Date: Mar 22, 2000

Park: PETERSBURG
Site Type: GRP SHELTER SINGLE
Site Name: PETBPETE
Status: Reservable at Park and CRS, Reservable on Internet

Date	Reserved	On Hold	Closed	Non-Reservable	Unavailable	Available	Tota
3/20/00	0	0	0	0	0	1	1
3/21/00	0	0	0	0	0	1	1
3/22/00	0	0	0	0	0	1	1

Shows site availability states grouped by site type and date.

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The Site Availability Summary report

Report Criteria:

- Location
- From Date
- To Date

Use the Site Availability Report to:

- Review the number of reserved sites by site type and date
- Review the number of sites on hold by site type and date
- Review the number of closed sites by site type and date
- Review the number of non-reservable sites by site type and date
- Review the number of available sites by site type and date
- Review the total number of sites by site type and date

Reservation Reports

Reservation Report Summary

The Report Module will produce ten Reservation reports. Below, each report is classified in terms of its content. Review these descriptions to determine which report you would like to create.

Report Name	Number	Description
Visitor Type	RV-001	Shows a summary of visitors. Information is grouped by site and customer type.
Usage Type Summary	RV-002	Shows park day and night usage. Information is grouped by park.
Reservation Methods	RV-003	Displays methods used to make reservations at the park. The report is location based and can give information on a daily, monthly or annual basis.
Walk-In Vs Reservation	RV-004	Shows the break-down of park customers who made and did not make reservations. The report is for a specified location and time period.
Reservations by Park	RV-005	Shows the number of reservations made by location and a specified time period.
Reservations by Site	RV-006	Shows the number of reservations for a park broken down by site.

Reservations by Days in Advance	RV-007	Shows the number of reservations by site within a location. The information is grouped by the number of days in advance that the reservation was made.
Park Referral Report	RV-008	Shows a summary of park referrals. including the preferred park, the referred park and the total number of referrals

Visitor Type (RV-001)

Shows a summary of visitors. Information is grouped by site and customer type.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Reservation→Visitor Type RV-001**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Visitor Type Report RV-001 Printed Date: Mar 23, 2000 Time: 09:36:34 am
From Date:Mar 13, 2000 To Date:Mar 23, 2000

Park: PETERSBURG

Site: **FAM STA SGL EL WAT PREMIUM**

Customer Type	# Customers	% Customers
FAMILY	5	83%
GOLDEN AGE PASS	1	17%
Total for FAM STA SGL EL WAT PREMIUM:	**6**	**100%**
Total for PETERSBURG:	**6**	**100%**
Overall Totals:	**6**	**100%**

Shows a summary of visitors. Information is grouped by site and customer type.

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The Visitor Type report

Report Criteria:

- Location
- From Date
- To Date

Use the Visitor Type Report to:

- Review the number of visitors using a particular site type
- Review the total number of visitors using a particular site type
- Review the total number of visitors using the park

Usage Type Summary (RV-002)

Shows park day and night usage. Information is grouped by park.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Reservation→Usage Type Summary RV-002**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Usage Type Summary RV-002 Printed Date: Mar 23, 2000 Time: 09:46:32 am
From:Mar 20, 2000 To:Mar 23, 2000

	Day Usage		Night Usage		
Park	**Count**	**%**	**Count**	**%**	**Total**
PETERSBURG	0	0%	4	100%	4
Overall Totals:	**0**	**0%**	**4**	**100%**	**4**

Shows park day and night usage; grouped by park.

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The Usage Type Summary report

Report Criteria:

- Location
- From
- To

Use the Usage Type Summary Report to:

- Review the total number of customers for overnight stays
- Review the total percentage of customers for overnight stays
- Review the total number of customers using the park for the day
- Review the total percentage of customers using the park for the day

Reservation Methods (RV-003)

Displays methods used to make reservations at the park. The report is location based and can give information on a daily, monthly or annual basis.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Reservation→Reservation Methods RV-003**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Reservation Methods RV-003 Printed Date: Mar 23, 2000 Time: 09:56:57 am
Location:PETERSBURG From Date:Mar 01, 2000 To Date:Mar 23, 2000

Location: PETERSBURG

Period	For	Method	#	%
	PETERSBURG	PARK RESERVATION	0	0%
	PETERSBURG	WALK-IN	1	100%
		Total for location:	**1**	**100%**
		Total for report:	**1**	**100%**

Displays methods used to make reservations at the park.
The report is location based and can give information on a daily, monthly or annual basis.

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The Reservation Methods report

Report Criteria:

- Location
- From Date
- To Date
- Frequency

Use the Reservation Methods Report to:

- Compare the popularity of different reservation methods
- Assist the reservation process by reviewing the need for utilities such as phone lines
- Review the reservation methods used on a daily/monthly basis
- Review the reservation methods used on an annual basis

Walk-In Vs Reservation (RV-004)

Shows the break-down of park customers who made reservations versus walk-in customers. The report is for a specified location and time period.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Reservation→Walk In Vs. Reservation RV-004**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Walk-in vs. Reservation RV-004 Printed Date: Mar 23, 2000 Time: 09:59:58 am

Location:PETERSBURG From:Mar 20, 2000 To:Mar 23, 2000

Location: PETERSBURG

	Reservations		Walk Ins		Others		Total
Site	**#**	**%**	**#**	**%**	**#**	**%**	**(Site)**
FAM STA SGL EL WAT PREMIUM	2	50%	0	0%	2	50%	4
Total for PETERSBURG:	**2**	**50%**	**0**	**0%**	**2**	**50%**	**4**
Overall Totals:	**2**	**50%**	**0**	**0%**	**2**	**50%**	**4**

Shows the breakdown of park customers who made reservations versus walk-in customers.
The report is for a specified location and time period.

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The Walk-In Vs Reservation report

Report Criteria:

- Location
- From
- To
- Site Type

Use the Walk-In Vs Reservation Report to:

- Review the number of walk-ins by site type
- Review the total number of walk-ins for the park
- Review the number of customers that made reservations by site type
- Review total number of customers making reservations for the park

Reservation by Park (RV-005)

Shows the number of reservations made by location and specified time period.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Reservation→ Reservations by Park RV-005**. This will open *the Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Reservations by Park RV-005 Printed Date: Mar 23, 2000 Time: 10:08:13 am
From Date: Mar 13, 2000 To Date: Mar 23, 2000

Park	% Reservations	# Reservations
PETERSBURG (ID 1348)	100%	5
	Overall Total :	5

Shows the number of reservations made by location and specified time period.

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The Reservations by Park report

Report Criteria:

- Location
- From Date
- To Date

Use the Reservations by Park Report to:

- Determine the number of reservations are taken at the park
- Determine the percentage of reservations are taken at the park

Reservation by Site (RV-006)

Shows the number of reservations for a park broken down by site type.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Reservation→ Reservations by Site RV-006**. This will open *the Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Reservations by Site RV-006 Printed Date: Mar 23, 2000 Time: 10:12:05 am

To Date: Mar 06, 2000 From Date: Mar 23, 2000

Site	% Reservations	# Reservations
FAM STA SGL ELEC WAT	30%	6
FAM STA SGL EL WAT PREMIUM	60%	12
FAMILY STAN SGL PRIMITIVE	10%	2
	Overall Total :	20

Shows the number of reservations for a park broken down by site type.

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The Reservations by Site report

Report Criteria:

- From Date
- To Date
- Site Type

Use the Reservations by Site Report to:

- Review the percentage of reservations in your park
- Review the number of reservations by site types in your park
- Review popular site types
- Review the need for additional sites

Reservation by Days in Advance (RV-007)

Shows the number of reservations by site within a location. The information is grouped by the number of days in advance that the reservation was made.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Reservation→ Reservations by Days in Advance RV-007**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Reservations by Days in Advance RV-007 Printed Date: Mar 23, 2000 Time: 10:15:11 am
From Date: Mar 06, 2000 To Date: Mar 23, 2000

Days In Advance	Park	Site Type	% Reservations	# Reservations
0	PETERSBURG			
		FAM STA SGL EL WAT PREMIUM	56%	5
		FAM STA SGL ELEC WAT	44%	4
		Total for 0 days in advance:	**100%**	**9**
			Overall Total :	**9**

Minimum Days in Advance:	0
Maximum Days in Advance:	0
Average Days in Advance:	0
Standard Deviation:	0

Shows the number of reservations by site within a location. The information is grouped by the number of days in advance that the reservation was made.

(6.00.0004) **Page 1 of 1**

The Reservations by Days in Advance report

Report Criteria:

- Location
- From Date
- To Date
- Site

Use the Reservations by Days in Advance Report to:

- Determine average number of days in advance customers make their reservations
- Determine popular site types based on number of days sites are reserved in advance
- Review total number of reservations made in advance for the park

Park Referral Report (RV-008)

Shows a summary of park referrals including the preferred park, the referred park and the total number of referrals

Generating the report:

1. From the Reporting Module menu select: **Statistical→Reservation→Park Referral Report RV-008**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Park Referral Report RV-008 Printed Date: Mar 23, 2000 Time: 10:47:09 am
From Date: Jan 01, 2000 To Date: Mar 23, 2000

Preferred Park	Referred Park	# Referrals
AGUA DULCE GROUP	O'HARA	1
	Total (AGUA DULCE GROUP) :	**1**
GOOSE LAKE	MILL CREEK (TEXAS)	1
	Total (GOOSE LAKE) :	**1**
MILL CREEK (TEXAS)	BUCKHORN CAMPGROUND	1
	SOUTH FORK (WYOMING)	1
	Total (MILL CREEK (TEXAS)) :	**2**
NEVADA BEACH CAMPGROUND	MILL CREEK (TEXAS)	1
	Total (NEVADA BEACH CAMPGROUND) :	**1**
	Total (Referrals):	**5**

Shows a summary of park referrals, including the preferred park, the referred park and the tot

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The Park Referral Report

Report Criteria:

- From Date
- To Date

Use the Park Referral Report to:

- Determine park referral statistics
- Note increased usage of state parks due to referrals
- Determine more popular parks based on referrals

Operator Reports

Operator Report Summary

The Report Module will produce eight Operator reports. Below, each report is classified in terms of its content. Review these descriptions to determine which report you would like to create.

Report Name	Number	Description
Cancellations by Location, Operator	OP-001	Shows cancellations made by operators. Provides the Operator ID, location, reservation ID, date and customer name.
Activity by Operator	OP-002	Shows the activities that each operator performs.
Operator Comparison Report	OP-003	Shows a comparison of operator activities. Summary information by operator is shown.
Operator Overrides	OP-004	Shows the rules overridden by operators for a particular operator, location and date.
Turnaway Summary	OP-005	Shows the number of customers turned away by operator, location and reason.
Turnaway Detail	OP-006	Shows a detail list of Turnaway transactions.
Disposition by Operator	OP-007	Lists the call dispositions for the given operator and time period.
Disposition by Park	OP-008	Summarizes the number of calls for each park and the call disposition.

Cancellations by Location, Operator (OP-001)

Shows cancellations made by operators. Provides the Operator ID, location, reservation ID, date and customer name.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Operator→Cancellations by Location, Operator OP-001**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Cancellations by Location, Operator OP-001 Printed Date: Mar 22, 2000 Time: 05:32:35 pm
Location: PETERSBURG From Date: Mar 01, 2000 To Date: Mar 22, 2000

Operator: parknet
Location: PETERSBURG

Reservation ID	Date	Customer Name
1348-143224	Mar 01, 2000	ROMAN BABIJ
	Total For parknet:	**1**
	Report Total:	**1**

Shows cancellations made by operators. Provides the operator id, location, reservation id, date and customer n

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The Cancellations by Location, Operator report

Report Criteria:

- Location
- From Date
- To Date
- Operator

Use the Cancellations by Location, Operator Report to:

- Determine how far in advance cancellations are occurring
- Determine which operators are performing cancellations
- Determine if a customer is repeatedly making cancellations

Activity by Operator (OP-002)

Shows the activities that each operator performs such as reservations and payments.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Operator→Activity by Operator OP-002**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Activity by Operator OP-002 Printed Date: Mar 22, 2000 Time: 05:39:15 pm
Location: PETERSBURG From Date: Mar 14, 2000 To Date: Mar 22, 2000

Operator: 4 parknet PETERSBURG
Call #: 342256 Call Length: 00:00:32 Idle Time: 00:00:00

Action	Date	Start	End	Elapsed	# Searches	Reservation #
WALK	Mar 14. 2000	11:26:44	11:26:46	00:00:02	0	1348-143245
PAYM	Mar 14. 2000	11:27:00	11:27:01	00:00:01	0	1348-143245

Call #: 342261 Call Length: 00:01:09 Idle Time: 00:00:00

Shows the activities that each operator performs such as reservations and payments.
Action: MEMO - update memos, PAYM - payment, RESV - reservation. For other codes, see documentation.
(6.00.0004) **Page 1 of 2**

The Activity by Operator report

Report Criteria:

- Location
- From Date
- To Date
- Operator

Use the Activity by Operator Report to:

- View payments made by the operator
- View memos attached to reservations by operator
- View any changes made to a reservation by operator

Operator Comparison Report (OP-003)

Shows a comparison of operator activities. Summary information by operator is shown.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Operator→Operator Comparison Report OP-003**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Operator Comparison for Date OP-003 Printed Date: Mar 22, 2000 Time: 05:43:52 pm

For Date: Mar 02, 2000

Operator: 4 parknet

# Calls	Average Idle Time	Average Call Length	Activity	# Actions	Average Elapsed	Average # Searches
3	00:00:00	03:13:05				
			TRANSFER	3	00:00:01	0

Shows a comparison of operator activities. Summary information by operator is shown.

(6.00.0004) **Page 1 of 1**

The Operator Comparison report

Report Criteria:

- For Date

Use the Operator Comparison Report to:

- Compare operator performance

Operator Overrides Report (OP-004)

Shows the rules overridden by operators for a particular operator, location and date.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Operator→Operator Overrrides OP-004**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Operator Override OP-004 Printed Date: Mar 22, 2000 Time: 05:47:50 pm
Location: PETERSBURG Start Date: Mar 20, 2000 End Date: Mar 22, 2000

Location: PETERSBURG
Rule: MAXIMUM STAY IN TOTAL
Still in use?: Yes

Operator	Date	Time	Related Record
parknet	3/20/00	13:02:00	0-0

Operator Comment: MAXIMUM STAY IN TOTAL

Shows rules overridden by operator for a particular operator, location, and date.

(6.00.0004) **Page 1 of 1**

The Operator Overrrides report

Report Criteria:

- Location
- Operator
- Rule
- Start Date
- End Date

Use the Operator Overrrides Report to:

- Review the number of operator overrides
- Review the reasons for operator overrides

Turnaway Summary Report (OP-005)

Shows the number of customers turned away by operator, location and reason.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Operator→Turnaway Summary OP-005**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Turnaway Summary OP-005 Printed Date: Mar 22, 2000 Time: 05:54:22 pm

Location: PETERSBURG Start Date: Sep 01, 1999 End Date: Mar 22, 2000

Operator	For Location	Reason	Number
parknet	PETERSBURG	DATES UNAVAILABLE	2
parknet	PETERSBURG	COULD NOT SATISFY	1
		Total number of Actions:	**3**

Show number of customers turned away by operator, location, and reason.

(6.00.0004) **Page 1 of 1**

The Turnaway Summary report

Report Criteria:

- Location
- Operator
- Start Date
- End Date

Use the Turnaway Summary Report to:

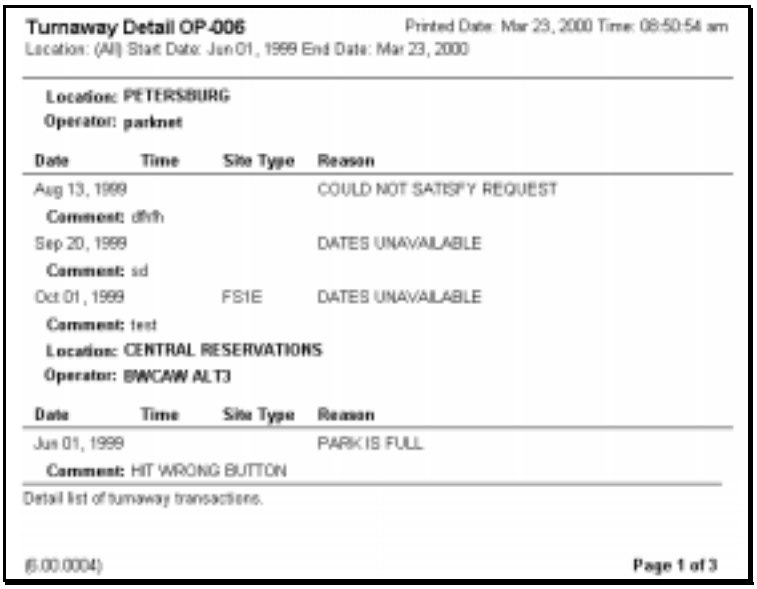
- Review the number customers turned away from your park
- Review the reasons for turn away

Turnaway Detail Report (OP-006)

Shows a detail list of Turnaway transactions.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Operator→Turnaway Detail OP-006**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.



Turnaway Detail OP-006 Printed Date: Mar 23, 2000 Time: 08:50:54 am

Location: (All) Start Date: Jun 01, 1999 End Date: Mar 23, 2000

Location: PETERSBURG
Operator: parknet

Date	Time	Site Type	Reason
Aug 13, 1999			COULD NOT SATISFY REQUEST
Comment: dfrfh			
Sep 20, 1999			DATES UNAVAILABLE
Comment: sd			
Oct 01, 1999		FS1E	DATES UNAVAILABLE
Comment: test			

Location: CENTRAL RESERVATIONS
Operator: BWCAW ALT3

Date	Time	Site Type	Reason
Jun 01, 1999			PARK IS FULL
Comment: HIT WRONG BUTTON			

Detail list of turnaway transactions.

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The Turnaway Detail report

Report Criteria:

- Location
- Operator
- Start Date
- End Date

Use the Turnaway Detail Report to:

- Review the site type your customers were turned away from most often
- Review the reasons for turnaways
- Review the dates and times of turnaways

Disposition by Operator (OP-007)

Lists the call dispositions for the given operator and time period. This report can only be created at the CRS.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Operator→Disposition by Operator OP-007**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Disposition by Operator OP-007 Printed Date: Mar 29, 2000 Time: 04:11:14 pm
From Date: Mar 01, 2000 To Date: Mar 29, 2000

Date: **Aug 20, 1999**
Location: **CENTRAL RESERVATIONS**
Operator: **Schmidt, Lynne**
Disposition: **Holiday Avail-Labor Day Wknd**

Time	Customer	Park	Reservation
11:11:00	PUBLIC, GENERAL		N/A

Total Holiday Avail-Labor Day Wknd calls for Schmidt, Lyn 1

Lists call dispostions for the given operator and time period.

(6.00.0005) **Page 1 of 79196**

The Disposition by Operator report

Report Criteria:

- Operator
- Rule
- From Date
- To Date

Use the Disposition by Operator Report to:

- Review the call dispositions for your operators

Disposition by Park (OP-008)

Summarizes the number of calls for each park and the call disposition. This report can only be created at the CRS.

Generating the report:

1. From the Reporting Module menu select: **Statistical→Operator→Dispostion by Park OP-008**. This will open the *Report Selection Criteria* window.
2. Enter the report criteria. For information on entering criteria refer to the section, *Selecting Report Criteria*.
3. Preview the report on screen before printing.

Disposition by Park OP-008 Printed Date: May 09, 1997 Time: 11:07:56 am

Date: Apr 04, 1997
Park:

Disposition	Calls
ONLY WANT HITHER H	14
Avail < 30 days	5
Avail 30 - 90 days	49
Transfer	77
Confirmation	46
OPRHP Information	80
OPRHP Complaint	2
DEC Information	10
Avail 90 day-11 mo	28

Summarizes number of calls for each park and call disposition.

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The Disposition by Park report

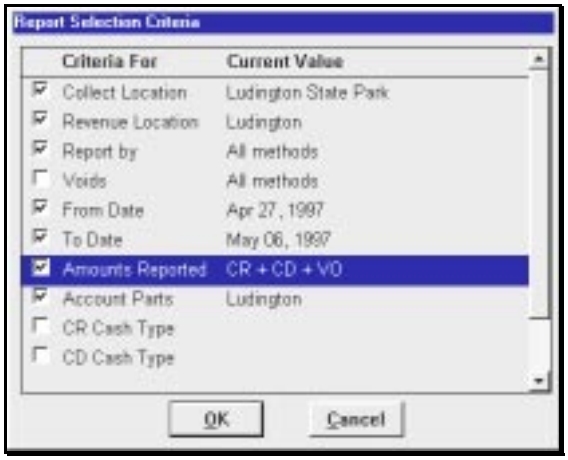
Use the Disposition by Park Report to:

- Review the call dispositions for your park
- Review the number of calls for your park

Selecting Report Criteria

Using the Report Selection Criteria Window

The information in this chapter is to be used as a reference when selecting criteria to generate a report. When a report is generated the first thing that will occur is a window, called the *Report Selection Criteria* window, will appear. Use the Report *Selection Criteria* window to choose criteria for generating a report. This window will appear when you attempt to create most reports using the Reporting Module. The specific criteria displayed is dependent on the report selected.



The Report Selection Criteria Window

The **Criteria For Column** identifies the criteria used for the report. The **Current Value Column** identifies the selected value for the criteria. To select criteria for generating a report, refer to the following procedures:

1. In the *Criteira For* column, click in the box beside the criteria that will be the basis of generating the report. A check will appear beside the selected criteria. Click the box again to deselect the criteria.
2. In the *Current Value* column, click on the values to be changed for this report (criteria must be selected before it can be changed). A corresponding window will open allowing you to modify the values for the criteria. For example, click on the **From Date Current Value** to change the start date of the report.

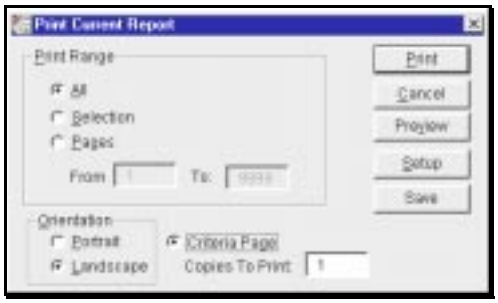
PopUp Window

3. When you have completed selecting the report criteria click **OK** to generate the report and view it onscreen.

Printing Criteria

To print a list of the criteria that was used to generate a report, refer to the following procedures:

1. Click the **Print** button. This will open the *Print Current Report* window.
2. Select from the **Print Range** or **Orientation** field. To include a printed list of the Criteria used to generate this report, click beside the Criteria Page selecting it.
3. Click the **Print** button to print the report.



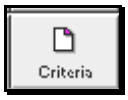
The Print Current Report Window

Report Module Buttons

The Reporting Module Buttons appear below the menu bar when you open a report. The following is a description of the function of each Report Module Button.

The **Exit** button shuts down the Reporting Module. This option can also be found on the **File** menu as **Exit**.

The **Close** button closes the active report. This option can also be found on the **File** menu as **Close.**



The **Selection Criteria** button allows you to make changes to the report criteria. This option can also be found on the **Actions** menu as **Selection Criteria**.

The **Save Rows As** button allows you to save your report information in a different file format such as an Excel file or HTML file, that could be used within another application. This option can also be found under the **File** menu as **Save Rows As**.

The **Print Report** button will print your report. This option can also be found on the **File** menu as **Print.**

The **Close All** button will close all open reports.

The **Graph Report** button allows you to view the report in a graph format. This option can also be found on the **Actions** menu as **Graph Report**.

The **Sort Report** button allows you to sort the fields on your report by the priority of your choice, in ascending or descending order. This option can also be found on the **Actions** menu as **Sort Report**. See the Section *Sort Report* in the *Reporting Module Menus* Chapter.

The **Help** button allows you to view the Reporting Module's online help.

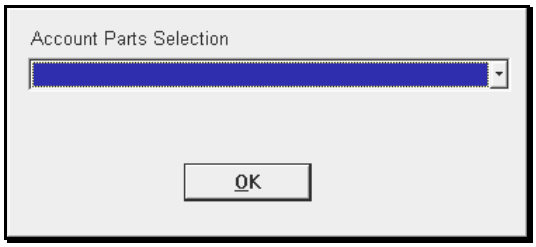
Report Criteria

Use the information in this section as a reference when you are generating a report to understand what the criteria means and how to use it. When you create a report using the Reporting Module you are presented with a list of optional criteria. By selecting your own criteria, you can customize your report as required. The following section provides a description of each available criteria. Not all criteria is available for all reports.

Account Parts

Account Parts sub-divides account information to allow for more detailed reports. Use this criteria when running financial reports in the CRS Reporting module under the Cash Receipts section.

1. Scroll throught the **Account Parts** list and select an account part.



2. Click the **OK** button.

3. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see the Operator Close Out Report by selecting **Financial→Cash Receipts→Operator Close Out Detail Report CR-001** in the CRS Reports module.

Account Type

Use this criteria when running Financial Reports in the Park Reports Module. This criteria allows you to select the type of account you would like your report to include. There are five account types for you to select from:

Asset: A property or economic resource owned by the park.

Equity: The interest of the park in the assets.

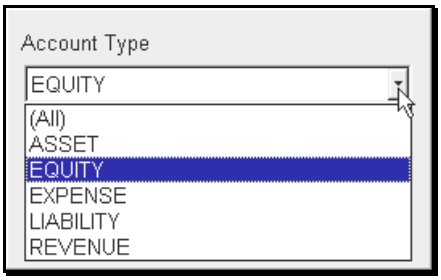
Expense: Those costs incurred with the earning of revenue at the park.

Liability: Debts owed to suppliers, staff, taxes payable.

Revenue: Sources of income earned by the park, by supplying customers with goods or services.

1. Scroll through the account types and select the required type.

2. You may select from **Asset**, **Equity**, **Expense**, **Liability**, **Revenue**, or **All** account types.



Account Type Window

3. Click the **OK** button.

4. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see the Bill for Accounts Report by selecting **Financial→Bill for Accounts PO_BC1** in the Park Reports module.

Amounts Reported

The Amounts Reported Criteria can be found in the CRS Reports module as a Financial Report under the heading, Cash Receipts. Selecting this option will open the *Report on Amounts By* window. This window allows you to select whether you would like the information on your report to include **Cash Receipts, Cash Disbursements, Vouchers, Overpayments** or **Payment Transfers.**

1. Select one, or more of these options.

Report On Amounts By Window

2. Click the box beside the payment method placing a check in the box. Click in the box again to deselect it.

3. Click the **OK** button.

4. This will return you to the *Report Selection Criteria* window.

The following information is a description of the different cash methods.

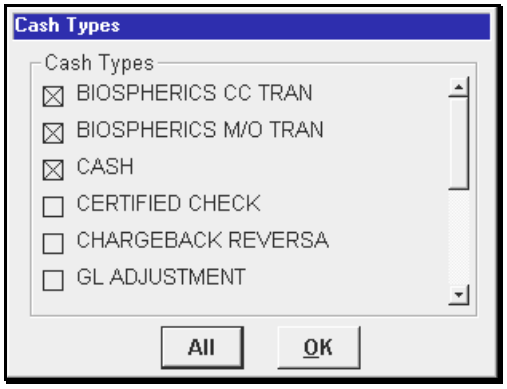
Criteria:	**Description:**
Cash Receipts	Any money collected by the park. This may be collected in the form of cash, check or credit card.
Cash Disbursements	A payment made by the park, such as a refund.
Vouchers	Credits issued to a customer instead of a cash refund.
Overpayment	A transaction entered in the system that does not appear in the Sales Journal.
Payment Transfers	A transfer of a payment from one account to another.

For an example of a report that uses this criteria see the Operator Close Out Report by selecting **Financial→Cash Receipts→Operator Close Out Detail Report CR-001** in the CRS Reports module.

CD-Cash Type

The CD Cash Type criteria is used when running financial reports in the CRS Reports Module. This option allows you to determine which **Cash Disbursement Cash Types** to include in your report. You may select all the cash types by clicking the **All** button or you may select each individual cash type.

1. Click the appropriate box(es) and put an **X** in the cash type(s) to be included. Click on the **All** button to include all cash types.



Cash Type Window

2. Click **OK** to include these cash types in your report.

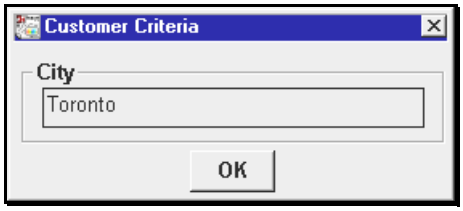
3. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see the Operator Reconciliation Report by selecting **Financial→Cash Receipts→Operator Reconciliation Report CR-002** in the CRS Reports module.

City

Location based criteria can be found in the Statistical section of the Customer reports. Selecting this option will allow you to select customers from a specific city as criteria for your report.

1. Enter the **City Name** in the *Customer Criteria* window.



Customer Criteria Window

2. When you have entered the city name, click **OK**.

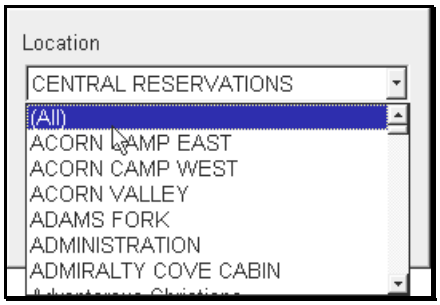
3. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see the Customer History Summary Report by selecting **Statistical→Customer→Customer History Summary CU-006** in the CRS Reports module. This report can also be found in the Park Reports module.

Collect Location

Selecting this option allows you to identify the location from which revenue is collected. This criteria is located in the CRS Reports Module under Financial Reports.

1. Scroll through the Location list and select a location. You may choose a specific park, or **All** parks.



Location Window

2. When you have made a selection, click **OK**.

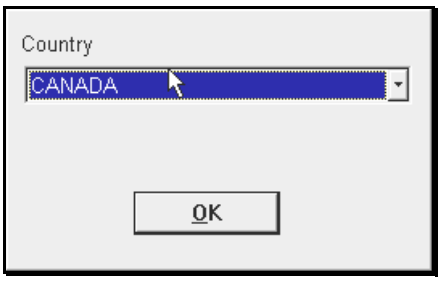
3. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see the Location Close Out Detail Report by selecting **Financial→Cash Receipts→Location Close Out Detail Report CR-003** in the CRS Reports module.

Country

Location based criteria is mainly found in the Statistical section of the Customer reports. Selecting this option will allow you to select customers from a specific country as criteria for your report.

1. Scroll through the list and select a country. You may choose a specific country, or **All** countries.



Country Window

2. When you have made a selection, click **OK**.

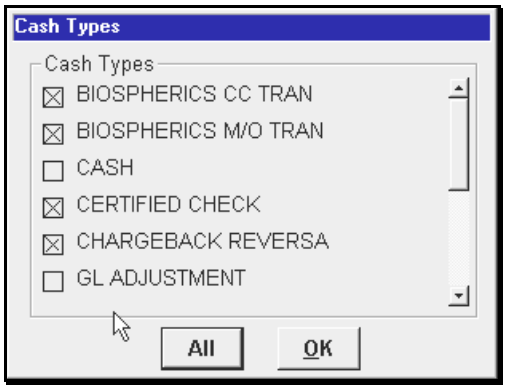
3. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see the Customer Detail Report by selecting **Statistical→Customer→Customer Detail CU-003** in the CRS Reports module.

CR-Cash Type

This option allows you to determine which **Cash Receipt Cash Types** to include in your report. Use this criteria when running Financial Reports from the CRS Reports Module.

1. You may select all the cash types by clicking on the **All** button or you may select each individual cash type.



Cash Types Window

2. To select specific cash types, click on the appropriate box(es) to put an **X** in the cash type(s) you wish to include.

3. Click **OK** to include these cash types in your report.

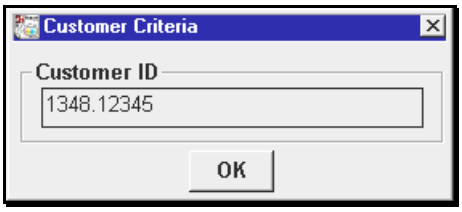
4. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see the Operator Reconciliation Report by selecting **Financial→Cash Receipts→Operator Reconciliation Report CR-002** in the CRS Reports module.

Customer ID

This criteria can be found in the CRS Reports Module and the Park Reports Module when running reports under the Customer section. Selecting this option will allow you to use a specific customer as criteria for your report.

1. Enter the full **Customer ID** number in the *Customer Criteria* window.



Customer ID Window

2. Enter the Location ID number, followed by a decimal, the remaining numbers and click **OK**.

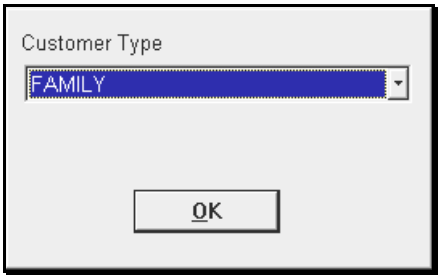
3. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see the Reservation History By Summary Report by selecting **Statistical→Customer→Reservation History by Customer CU-002** in the CRS Reports module.

Customer Type

This criteria can be found in the CRS Reports Module when running Customer reports. Selecting this option will allow you to use a specific customer type as criteria for your report.

1. You may select all the Customer types by clicking on the **All** button or you may select each individual Customer type.



Customer Type Window

2. Scroll through the list and select the customer Type.
3. When you have made your selection, click **OK**.
4. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see the Customer Detail Report by selecting **Statistical→Customer→Customer Detail CU-003** in the CRS Reports module.

Date Criteria

Date Criteria allows you to print a report within a selected period of time or for a specific date. This criteria can be found in both the Park Reports and CRS Reports. When any of the Date options is selected, a calendar pop up window will appear with the current date selected. Choose a date or a range of dates that your report needs to be printed from.

From Date/To Date

Specify a date range for your report criteria by choosing a date the report criteria starts and the date the criteria will end.

To Date

Selecting **To Date** represents the last date that the report will include.

For Date

Choose a particular Day that the report criteria will be based on.

1. Select one of the date options, and a pop up window with a calendar appears.

2. To change the month of the report, use the arrow keys at the top of the Calendar. The arrow pointing to the left will take you to previous months, while the arrow pointing to the right will take you to upcoming months.

3. To change the date on the report, click the **Date** on the Calendar you would like the report to use.

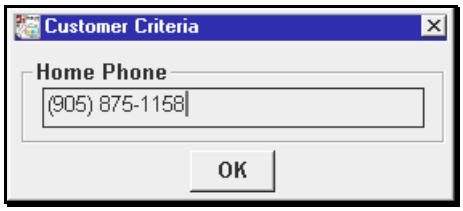
4. Once you have selected the date you will be returned to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see the Ranger Summary of Receipts Report by selecting **Financial→Ranger→Ranger Summary of Receipts RR-001** in the CRS Reports module. This report can also be found in the Park Reports module.

Home Phone

Selecting this option will allow you to use a customer's home telephone number as criteria for your report. This criteria can be found in the Customer Reports in the CRS Reports Module.

1. Enter the first three digits for the area code and then the remainder of the number. A hyphen is placed between the number automatically.



The Customer Criteria Window

2. Click on the **OK** button.

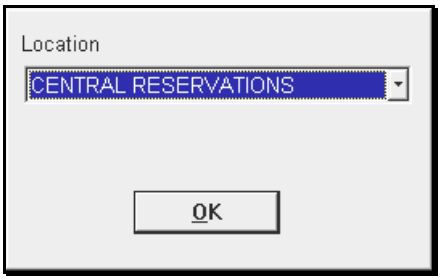
3. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see the Customer Summary Report by selecting **Statistical→Customer→Customer Summary CU-001** in the CRS Reports module.

Location

Location criteria allows you to specify the location where the activity for the report occurred and is located in the Occupancy Reports of the CRS Reports Module.

1. This may be at the **Park**, **CRS** or **All** locations. Scroll through the list and select the location.



Location Window

2. You may choose a specific location, or **All** locations.
3. When you have found the location, click on the **OK** button.
4. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see the Occupancy Report by selecting **Statistical→Occupancy→Occupancy Reports OR-001** in the CRS Reports module.

Parks

The Park criteria is used to run reports specific to a park and can be selected when running reports from the CRS Reports Module and the Park Reports Module.

1. Scroll through the list and select a Park. You may choose a specific Park, or **All** Parks.

Park Window

2. When you have selected the Park, click **OK**.

3. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see the Current Campers Report by selecting **Statistical→Activity→Current Campers AC-004** in the CRS Reports module. This report can also be found in the Park Reports Module.

Open CC Batches

This criteria can be selected when running Financial reports in the CRS Reports Module. A credit card batch is a daily collection of electronically stored credit card deposits which are waiting to be deposited to a bank. An open **CC (credit card) Batch** means that the credit cards for this batch have not yet been authorized and deposited to the bank. If you include open credit card batches on your report it will mean that credit card deposits, that ***have not*** yet been made to the bank, will be reported.

1. Select whether you would like **OPEN** or **CLOSED** credit card batches to be included in your report by clicking on the appropriate target in the *Open CC Batches* window.

Open CC Batches Window

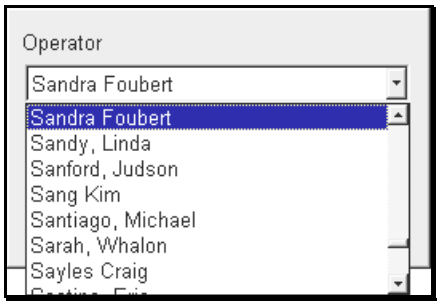
2. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see the Operator Close Out Detail Report by selecting **Financial→Cash Receipts→Operator Close Out Detail Report CR-001** in the CRS Reports module.

Operator

Operator criteria relates to operator reports found in the Park Reports Module and the CRS Reports Module. This criteria allows you to select the operator to be included in this report.

1. Scroll through the list and select an **Operator**. You may choose a specific operator, or **All** operators.



Operator Window

2. When you have selected the operator, click the **OK** button.

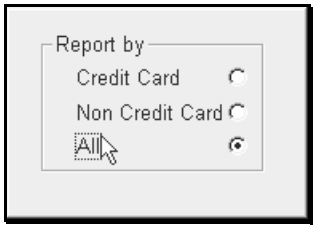
3. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see the Cancellations by Locaton Report by selecting **Statistical→Operator→Cancellations by Location, Operator OP-001** in the CRS Reports module.

Report By

Use this criteria when running Financial reports from the CRS Reports Module. This is done by selecting the method of payment that will appear in your report.

1. Click on the target beside **Credit Card**, **Non Credit Card** or **All**.



Report By Window

2. This will return you to the *Report Selection Criteria* window.

The following information is a description of the different types of Credit Card payments.

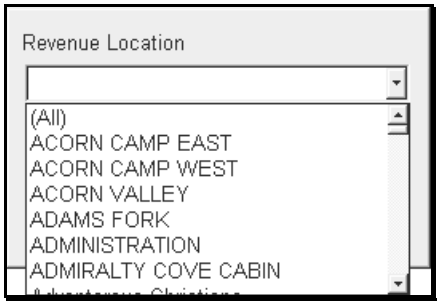
Credit Card	Includes all credit card type payments.
Non-Credit Card	Includes all cash, check, or any other type of payments.
All	Includes both methods of payment in your report.

For an example of a report that uses this criteria see the Operator Close Out Detail Report by selecting **Financial→Cash Receipts→Operator Close Out Detail Report CR-001** in the CRS Reports module.

Revenue Location

Use this criteria when running Financial reports found in the Cash Receipts section of the CRS Reports module. Selecting this criteria allows you to identify the location from which revenue is earned.

1. Scroll through the list and select the location to be used as the Revenue Location. You may choose a specific location, or **All** locations.



Revenue Location

2. When you have made a selection, click the **OK** button.

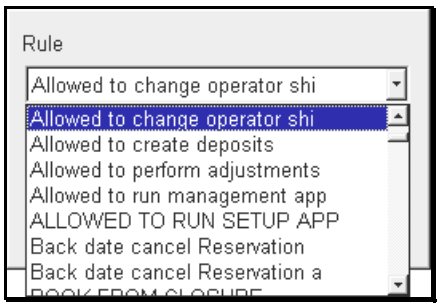
1. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see the Location Close Out Detail Report by selecting **Financial→Cash Receipts→Location Close Out Detail Report CR-003** in the CRS Reports module.

Rule

Select this criteria to search for rules that have been allowed by operators.

1. Scroll through the list and select the Rule.



Rule Window

2. You may choose a specific **Rule**, or **All** Rules.

3. When you have made a selection, click the **OK** button.

4. This will return you to the *Report Selection Criteria* window.

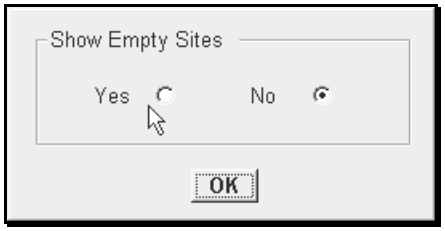
For an example of a report that uses this criteria see the Operator Overrides Report by selecting **Statistical→Operator→Operator Overrrides OP-004** in the CRS Reports module.

Show Empty Sites

Selecting this criteria will display all empty sites on the report. This criteria is found when running Activity Reports in the CRS Reports Module or the Park Reports Module.

1. Click in the circle beside the **Yes** field to have empty sites displayed on your report. Click in the circle of the **No** field to exclude empty sites from the report.

2. Click the **OK** button to return to *the Report Selection Criteria* window.



Show Empty Sites Window

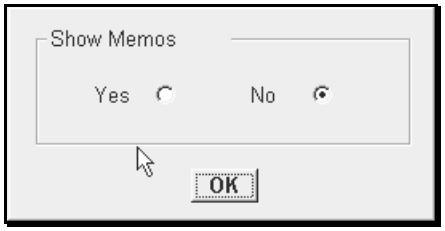
For an example of a report that uses this criteria see Current Campers without Notes Report by selecting **Statistical→Activity→Current Campers without Notes AC-008** in the CRS Reports module.

Show Memo

This criteria can be found when running Activity reports in the CRS Reports Module or the Park Reports Module. Selecting this criteria will display any memos that have been attached to a reservation.

1. Click on the **Yes** field to have memos displayed on your report. Click on the **No** field to exclude memos from the report.

2. Click the **OK** button to return to the *Report Selection Criteria* window.



Show Memos Window

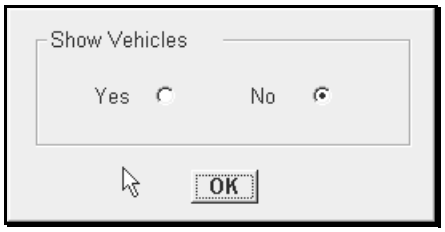
For an example of a report that uses this criteria see Incoming Campers Report by selecting **Statistical→Activity→Incoming Campers AC-001** in the CRS Reports module. This criteria can also be found in the Park Reports Module.

Show Vehicles

This criteria can be found when running Activity reports in the CRS Reports Module or the Park Reports Module. Selecting this criteria will display all registered vehicles in the park on your report.

1. Click on the **Yes** field to have empty sites displayed on your report. Click on the **No** field to exclude vehicles from your report.

2. Click the **OK** button to return to the *Report Selection Criteria* window.



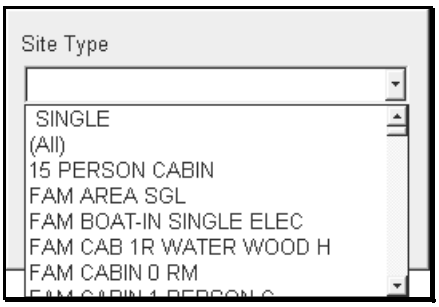
Show Vehicles Window

For an example of a report that uses this criteria see Incoming Campers Report by selecting **Statistical→Activity→Incoming Campers AC-001** in the CRS Reports module. This criteria can also be found in the Park Reports Module.

Site Type

This criteria will allow you to select the site type to be included in this report. Use this criteria when running Reservation reports from the CRS Reports Module.

1. Scroll through the list and select a **Site Type**. You may choose a specific site type, or **All** site types.



Site Type Window

2. When you have selected the site type, click the **OK** button.

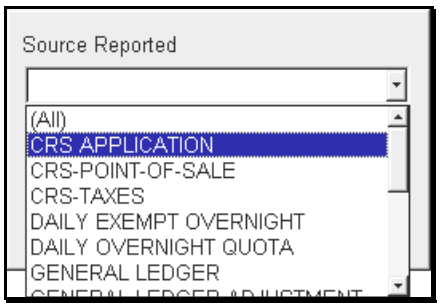
3. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see Walk In vs Reservation Report by selecting **Statistical→Reservation→Walk In Vs. Reservation RV-004** in the CRS Reports module.

Source Reported

The Source Reported Criteria can be found when running Financial Reports from the CRS Reports Module. Choosing this criteria will allow you to select the source of revenue to be included in the report.

1. Scroll through the list and select the **Source Reported**. You may choose a specific source, or **All** sources.



Source Reported Window

2. When you have selected the source, click the **OK** button.

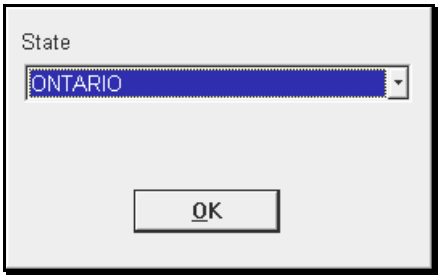
3. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see Operator Close Out Detail Report by selecting **Financial→Cash Receipts→Operator Close Out Detail Report CR-001** in the CRS Reports module.

State

When running one of the Customer reports you can select the State as your criteria.

1. Scroll through the list and select a **State**. You may choose a specific State, or **All** States.



State Window

2. When you have made a selection, click the **OK** button.

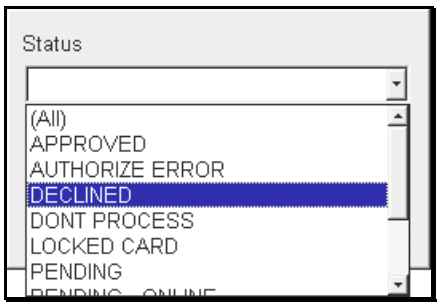
3. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see Customer Summary Report by selecting **Statistical→Customer→Customer Summary CU-001** in the CRS Reports module.

Status

Status Criteria is used when running Financial reports in the CRS Reports Module. This criteria is used to run credit card reports and based on a particular status of transactions.

1. Scroll through the list and select the **Credit Card Status**. You may choose a specific status, or **All**.



Status Window

2. When you have made a selection, click the **OK** button.

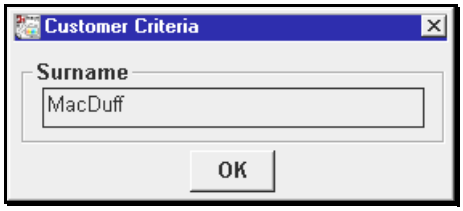
3. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see Declined Credit Cards Report by selecting **Financial→Credit Cards→Declined Credit Cards CB-003** in the CRS Reports module.

Surname

This window will allow you to use a specific customer's surname as criteria for your report.

1. Enter in the customer's surname in the *Customer Criteria* window and click the **OK** button.



Surname Window

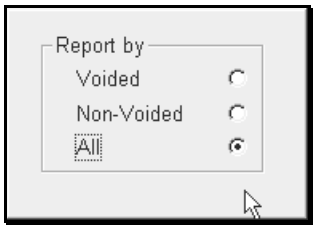
2. This will return you to the *Report Selection Criteria* window.

For an example of a report that uses this criteria see Reservation History by Customer Report by selecting **Statistical→Customer→Reservation History by Customer CU-002** in the CRS Reports module.

Voids

This window allows you to include or exclude voids in your report.

1. Click on the target beside **Voided**, **Non-Voided** or **All**.



Voids Window

2. This will return you to the *Report Selection Criteria* window.

An explanation of the different state of Voids can be found below:

Voided	Include all transactions that have been voided.
Non-Voided	Include all transactions that have not been voided.
All	Include both voided and non-voided transactions.

For an example of a report that uses this criteria see Location Close Out Detail Report by **Financial→Cash Receipts→Location Close Out Detail Report CR-003** in the CRS Reports module.

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