

# Reports

There are several reports that can be viewed and downloaded.

- [Cash Flow Report](#)
- [Statement of Account](#)
- [Accommodation Report](#)

# Cash Flow Report

Cash flow reports give a list of receipts and disbursements.

To access this, on the side navigation pane, click **Reports** > **Cash Flow Report**.

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Admin / Reports / Cash Flow Report

Booking#	Date	Description	Receipts	Disbursements	Line Total
	2020-09-30	payment(I)	P 4,770.00	P 0.00	P 4,770.00
	2020-11-11	payments_432bc92401e9f8d0	P 18.50	P 0.00	P 4,788.50
	2020-11-11	payment(I)	P 1,115.00	P 0.00	P 5,903.50
	2020-11-11	payment(I)	P 1,783.00	P 0.00	P 7,686.50
	2020-11-11	payments_0F94LJrV9TK6Z	P 1.50	P 0.00	P 7,728.00
	2020-11-25	payments_M9u1AA786qEDW	P 13.00	P 0.00	P 7,741.00
	2020-11-25	payments_vWc2uFQ9vP7D1U	P 1.50	P 0.00	P 7,742.50

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# Statement of Account

Statement of Account reports allows viewing of statement of account for each user/client.

To access this, on the side navigation pane, click **Reports > Statement of Account**.

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Admin / Reports / Statement Of Account

Email:  ✕

[Search](#)

Statement of account for marston+2@intelimina.com

Booking#	Date	Description	Charges	Credits	Due To
	2020-11-25	payment@_MqjUAA7Rqg4ED9	P 0.00	(P 15.00)	P -15.00
	2020-11-25 10:20:49 -0000	bill	P 15.00	P 0.00	P 0.00

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# Accommodation Report

Accommodation reports give the list of bookings, stay dates and duration, number of guests etc.

To access this, on the side navigation pane, click **Reports > Accommodation Report**.

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Dashboard  
Bookings  
Refunds  
Reports  
Reservation Reports  
Setup  
Units

Admin / Reservation Reports

Reservation Number	Check In	Check Out	Number Of Nights	Capacity	Unit	Number Of Guests	Category	Guest Name	Contact Number	Address
	July 19, 2021	July 25, 2021	4	3	GH 10 DOWN	32	Non-Government	Principio Palerotto	+639991234547	International Space Station
	July 13, 2021	July 14, 2021	1	3	GH 10 DOWN	3	Non-government	Wito	+6322285478	Test
2	July 17, 2021	July 17, 2021	0	25	Abate Hall (Self)	0	Non-Government	Ryan DeoR	0916222222	3 Sampaguita Street
4	July 17, 2021	July 16, 2021	1	27	Cottage 1	27	Non-Government	Ryan DeoR	0916222222	3 Sampaguita Street
	July 14, 2021	July 17, 2021	3	3	SQ Annex 1	9	Government	Ryan Jay S. DeoR	+6309162411111	86 L15 Sampaguita St. Honor 2 San Bartolome
5	July 13, 2021	July 13, 2021	0	300	Ground	0	Non-Government	Ryan DeoR	0916222222	3 Sampaguita Street
3	July 17, 2021	July 17, 2021	0	290	Abate Hall (Self)	0	Non-Government	Ryan DeoR	0916222222	3 Sampaguita Street
1	July 17, 2021	July 17, 2021	0	290	Abate Hall	0	Government	Ryan DeoR	0916222222	3 Sampaguita Street
	July 25, 2021	July 27, 2021	2	3	GH 10 DOWN	6	Non-Government	Principio Palerotto	+639991234547	88
	July 13, 2021	July 14, 2021	1	3	SQ Main 202	3	Non-government	Odian-Relato	+639433318839	QC

Displaying all 10 Reservation Reports  
Download: CSV XML JSON

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