

Audit Dashboard

Overview

The **Audit Dashboard** provides a consolidated view of the results generated after the PMS audit is run. It displays the audit summary, revenue details, daily activity, guest statistics, and available PMS audit reports for the selected property and audit date.

When the audit is completed in the PMS, the Audit Dashboard fetches the audit results and presents them for review. The dashboard uses **T-1 (yesterday)** as the default date, based on the current system date. Users can change the date to review audit information for another day.

The Audit Dashboard also allows users to download the available PMS audit reports directly from the **Report Details** section.

Audit Dashboard Screen

The Audit Dashboard displays the property selector and date filter at the top, followed by the following main sections:

- **Night Audit Summary** — Displays key audit performance metrics such as Occupancy, ADR, RevPAR, Room Revenue, Other Revenue, and Total Revenue.
- **Room Statistics** — Displays total rooms, out-of-order rooms, rooms available to sell, occupied rooms, stay-over rooms, and revenue rooms.
- **ADR Statistics** — Displays detailed revenue and ADR-related audit metrics.
- **Revenue Details** — Displays payment-method-wise revenue information, including opening balances, today's totals, adjustments, today's net amount, PTD, and YTD.
- **Daily Activity** — Displays guest and reservation activity for the selected audit date.
- **Guest Statistics** — Displays guest counts and average revenue/rate metrics.
- **Report Details** — Provides downloadable PMS audit reports generated from the audit process.

Key Fields

Header

- **Property Selector** — Allows the user to select the property for which audit information is displayed.

- **Date Filter** — Determines the audit date for which the dashboard information is displayed.
- **Default Date** — The date filter defaults to **T-1**, meaning the current system date minus one day (yesterday).
- **Change Date** — Allows the user to select a different date and retrieve the corresponding audit information.

Night Audit Summary

- **Occupancy** — Displays the occupancy percentage calculated from the audit results for the selected date.
- **ADR** — Displays the Average Daily Rate calculated for the selected audit date.
- **RevPAR** — Displays Revenue Per Available Room for the selected audit date.
- **Room Revenue** — Displays the total revenue generated from rooms.
- **Other Revenue** — Displays revenue generated from sources other than room revenue.
- **Total Revenue** — Displays the combined revenue total for the selected audit date.
- **Refresh** — Manually refreshes the Night Audit Summary data.

Room Statistics

- **Total Rooms** — Displays the total number of rooms configured for the selected property.
- **Out Of Order** — Displays the number of rooms currently marked as out of order.
- **Rooms Available to Sell** — Displays the number of rooms available for sale after considering unavailable rooms.
- **Total Occupied Rooms** — Displays the number of rooms occupied for the selected audit date.
- **Stay Over Rooms** — Displays the number of occupied rooms that are continuing their stay.
- **Total Revenue Rooms** — Displays the number of rooms contributing to revenue.
- **Comp Rooms** — Displays the number of complimentary rooms.
- **Day Use Rooms** — Displays the number of rooms used for day-use reservations.
- **Total Non-Revenue Rooms** — Displays the number of rooms categorized as non-revenue rooms.
- **Refresh** — Manually refreshes the Room Statistics data.

ADR Statistics

The **ADR Statistics** section provides detailed audit calculations related to room revenue, occupancy, and ADR.

- **Total Revenue** — Displays the total room revenue used in the audit calculations.
- **ADR for Total Revenue Rooms** — Displays the ADR calculated based on total revenue rooms.
- **STR (STAR) RevPAR** — Displays the RevPAR value used for STR/STAR reporting.
- **Occ% of Total Available Rooms** — Displays occupancy as a percentage of total available rooms.
- **Occ% of Total Rooms** — Displays occupancy as a percentage of total property rooms.

- **Room Revenue (Exempt From All Tax)** — Displays applicable room revenue exempt from all taxes.
- **Total Room Revenue** — Displays the total room revenue.
- **STR (STAR) Occ% of Total Rooms** — Displays the occupancy percentage used for STR/STAR reporting.
- **ADR for Total Occupied Rooms** — Displays ADR calculated using occupied rooms.
- **Other Revenue** — Displays applicable revenue categorized outside room revenue.

The section also includes a graphical representation of the audit metrics for easier comparison.

Revenue Details

The **Revenue Details** section provides payment-method-wise revenue information retrieved from the PMS audit.

- **Payment Method** — Displays the payment method used for the transaction, such as Visa Payment, Guest Refund, American Express, Discover, Direct Bill, Check, Cash, and Master Card.
- **Opening** — Displays the opening balance for the payment method at the start of the audit period.
- **Today Totals** — Displays the total transactions recorded for the payment method for the selected audit date.
- **Adj.** — Displays adjustments applied to the payment method.
- **Today Net** — Displays the net amount for the selected audit date after applicable adjustments.
- **PTD** — Displays the period-to-date amount.
- **YTD** — Displays the year-to-date amount.
- **Total** — The donut chart provides a visual representation of the total revenue amount across payment methods.
- **Refresh** — Manually refreshes the Revenue Details data.

Daily Activity

The **Daily Activity** section provides a summary of reservation and guest activity for the selected audit date.

- **Arrived With Reservations** — Displays the number of guests/reservations that arrived with existing reservations.
- **Walk Ins** — Displays the number of guests who arrived without a prior reservation.
- **No Shows** — Displays the number of reservations marked as no-show.
- **Cancellations for Today's Arrivals** — Displays the number of reservations cancelled for arrivals scheduled on the selected date.
- **Departures** — Displays the number of departures recorded for the selected audit date.
- **Checked Out Today** — Displays the number of guests who checked out on the selected date.
- **Stay Overs** — Displays the number of guests/rooms continuing their stay.
- **In-house Guests** — Displays the total number of guests currently in-house.

- **Refresh** — Manually refreshes the Daily Activity data.

Guest Statistics

The **Guest Statistics** section provides summarized guest and rate information.

- **Total Number of Guests** — Displays the total number of guests for the selected audit date.
- **Number of Adults** — Displays the total number of adult guests.
- **Number of Children** — Displays the total number of children.
- **Average Adults per Room** — Displays the average number of adults per occupied room.
- **Average Rate per Adult** — Displays the average room rate calculated per adult.
- **Average Revenue per Adult** — Displays the average revenue generated per adult.
- **Refresh** — Manually refreshes the Guest Statistics data.

Report Details

The **Report Details** section provides access to PMS reports generated as part of the audit process.

Available reports include:

- **Final Transaction Closeout** — Downloads the final transaction closeout report.
- **Hotel Statistics** — Downloads the hotel statistics report.
- **Ledger Summary** — Downloads the ledger summary report.
- **Pre-Paid Reservations** — Downloads the pre-paid reservations report.
- **Tax Exempt List** — Downloads the tax-exempt reservation/transaction list.
- **Hotel Journal Summary** — Downloads the hotel journal summary report.
- **In House List** — Downloads the list of guests currently in-house.
- **No Show Report** — Downloads the no-show report.
- **Shift Reconciliation Closeout** — Downloads the shift reconciliation closeout report.
- **Print All Night Audit Reports** — Downloads/prints the complete set of available night audit reports.

Each report has a **Download** control that allows the user to retrieve the corresponding PMS audit report.

Steps

View the Daily Audit Report

1. Run the **Night Audit** in the PMS.
2. Once the audit is completed, navigate to the **Audit Dashboard**.
3. Select the required property from the property selector.
4. By default, the date filter is set to **T-1**, which represents yesterday's date.
5. The Audit Dashboard fetches the audit information for the selected date.

6. Review the **Night Audit Summary** for Occupancy, ADR, RevPAR, Room Revenue, Other Revenue, and Total Revenue.
7. Review the **Room Statistics** for room availability and occupancy information.
8. Review the **ADR Statistics** for detailed revenue and occupancy calculations.
9. Review **Revenue Details** to verify payment-method-wise audit totals.
10. Review **Daily Activity** and **Guest Statistics** for guest and reservation activity.

Change the Audit Date

1. Navigate to the **Audit Dashboard**.
2. Locate the date filter at the top-right of the dashboard.
3. By default, the date is set to **T-1 (yesterday)**.
4. Click the date filter.
5. Select the required audit date.
6. The dashboard retrieves and displays the audit information for the selected date.
7. Review the required audit sections and reports.

Download a PMS Audit Report

1. Navigate to the **Audit Dashboard**.
2. Select the required property and audit date.
3. Scroll to the **Report Details** section.
4. Locate the required PMS audit report.
5. Click the **Download** icon for the report.
6. The selected audit report is downloaded for further review or record keeping.

Download All Night Audit Reports

1. Open the **Audit Dashboard**.
2. Select the required property and audit date.
3. Navigate to the **Report Details** section.
4. Click **Print All Night Audit Reports**.
5. The system generates the complete set of available night audit reports for the selected audit date.

Important Notes

- The Audit Dashboard displays data generated by the **PMS Night Audit**.
- Audit data is fetched after the audit is run and completed in the PMS.
- The default audit date is **T-1 (current date minus one day)**.
- Users can change the date filter to review audit information for another date.
- The selected property determines which property's audit information is displayed.
- Revenue Details provides a payment-method-wise breakdown of audit transactions.
- Daily Activity and Guest Statistics provide additional operational information from the completed audit.
- The **Report Details** section provides direct access to PMS audit reports.
- Individual reports can be downloaded using their respective download controls.

- **Print All Night Audit Reports** provides an option to retrieve the complete set of available audit reports.
 - The audit dashboard should be reviewed after the PMS audit is completed to verify revenue, room, guest, and transaction information.
-

Revision #2

Created 14 September 2026 05:38:33 by Kuldeep Patel

Updated 14 September 2026 05:39:32 by Kuldeep Patel