

**North Plaza Inn  
daily front office data entry report  
for 12/25/2008**

**date:** 12/27/2008  
**time:** 2:48 PM

**revenue**

		<b>day</b>	<b>m-t-d</b>
01	Room Charge	\$892.76	\$24,932.36
02	Room Tax	\$26.82	\$749.02
03	State Tax	\$62.43	\$1,755.22
10	Access Charge	\$60.00	\$2,482.00
1A	Room Charge Adjust	\$ .00	-\$28.40
4A	Miscellaneous	\$20.20	\$92.60
<b>total revenue</b>		<b>\$1,062.21</b>	<b>\$29,982.80</b>

**guest receipts**

50	Cash	\$823.22	\$24,243.81
55	American Express	\$ .00	\$507.58
60	Master Card	\$ .00	\$965.70
65	Visa Card	-\$37.89	\$1,239.94
70	Discover Card	\$ .00	\$ .00
<b>total receipts</b>		<b>\$785.33</b>	<b>\$26,957.03</b>

**advance deposit receipts**

beginning balance		\$ .00	\$ .00
plus payments received		\$ .00	\$ .00
less arrivals/refunds		\$ .00	\$ .00
<b>ending balance</b>		<b>\$ .00</b>	<b>\$ .00</b>

**guest ledger balance**

beginning balance		-\$1,013.34	-\$1,213.87
<b>ending balance</b>		<b>-\$900.96</b>	<b>-\$900.96</b>
receivables net change		\$112.38	\$312.91

**company/group ledger balance**

beginning balance		\$ .00	\$ .00
plus charges to be billed		\$ .00	\$ .00
less payments received		\$ .00	\$ .00
<b>ending balance</b>		<b>\$ .00</b>	<b>\$ .00</b>
receivables net change		\$ .00	\$ .00

**over/short**

<b>calculated</b>	<b>\$164.50</b>	<b>\$2,666.66</b>
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**statistics**

		<b>day</b>	<b>m-t-d</b>
total rooms:	64		
occupied:	43	67.19%	79.41%
available:	19	\$20.76	\$19.73
out of service:	2		
cleaned today:	42	\$ .00	\$ .00
occupied yesterday:	40	\$823.22	\$24,243.81
cleaned/not rented:	2		
	percent occupancy:		
	average daily rate:		
	agent commissions:		
	bank deposit:		