

# innRoad University Program

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## innRoad Assignment Analyzing Reports

For this assignment, please download a Daily Flash Report for the date when you are working on the assignment. To retrieve the report, please go to Reports – Daily Flash and click on Go to generate the report. This report relies on different types of data available in a Property Management System (PMS) to provide insights for hotel employees.

Study the report carefully, and answer the following questions:

1. Provide a brief overview of the report:
  - a. What are the key metrics on the report?
  - b. What hotel managers would use this report?
  - c. Explain the overall importance of the report.
2. For the first section on the report, **Revenue By Type**, please explain the reasons of breaking down the revenues into the categories of Rooms, Incidentals, and Taxes. Why is this data shown in daily, month-to-date (MTD), and year-to-date (YTD) views?
3. A PMS produces the key hotel performance metrics (ADR, OCC, RevPAR) that are crucial for evaluation of hotel performance. Please check out the **Property Statistics** section.
  - a. Why is it important to reflect a number of Out of Inventory rooms on the report?
  - b. Explain the Occupancy percentage metric of hotel's performance. How does a PMS calculate occupancy? Please use the numbers from the report to demonstrate how occupancy percentage was calculated.
  - c. Explain ADR metric on the report. How does a PMS calculate ADR? Please use the numbers from the report to demonstrate how ADR was calculated.
  - d. Explain RevPAR metric on the report. How does a PMS calculate RevPAR? Please use the numbers from the report to demonstrate how RevPAR was calculated.
4. Please list the Daily Summary metrics. Explain the importance of having these metrics available on the report. How does a PMS calculate all these metrics?
5. Please submit your Daily Flash Report along with your answers for grading.

**Good luck!**