

EXPLORE 23

FEST

Better business insights

Matt Desotel, Escapia Sales Engineer

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Sales Engineer, Escapia



Better business insights

There are over 280 standard reports within Escapia.
We will break down the top reports for:

Business

Overall business health,
reservation statistics,
and key metrics

Property

Individual property health,
property revenue,
and trends

Accounting

Financial health, accuracy,
and red flags

Reporting tips and tricks

Tips and tricks

Report search

Use the global search to find reports by name.



Global search

Searchable options [Reset values](#)

RES, BKG, Contact, Unit, SVC, JE, Report

Search results

Reservation Booking Unit Contact Journal Document Service Order Report

Report	Category	
YOY By Unit Report	Reservations	
YOY By Unit Report Details	Reservations	

<

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>

Save your favorite reports by clicking the heart.

Tips and tricks

Creating unit groups for reporting

Units > Setup > Unit Groups

Open Unit Group

Last Updated

8/11/2023 9:34 AM by Admin mdesotel

Created

Name

Luxury Properties

Status

Active

Description

Group contains all properties that are classified as part of our luxury program.

Units

Filter

Available Units

AJAX - Ajax
BACKBOWL - Back Bowls
BEAC26 - The Palms
HIALPINE - High Alpine
KS - Khrystyna's Unit for Automation
MAROONB - Maroon Bells
MARYJANE - Mary Jane
MIRKWOOD - Mirkwood
MTNHIGH - Mountain High
OUTBACK - The Outback
PALMYRA - Palmyra Peak
PEAK8 - Peak 8
REDLADY - Red Lady
SILVERQN - Silver Queen
STORM - Storm Peak Test Listing
STSOPHIA - St Sophia
SUNSHINE - Sunshine Peak
SWITCHBK - Switchback

Chosen Units

CUCHARA - Cuchara Gem
ELKCAMP - Elk Camp
GROUSEMT - Grouse Mountain
MOUN45 - Mountain Vista
PIKES - Pikes Peak
Y88MOOLO - Mooloolaba
ZEPH-AB - Zephyr Peak House
ZEPHA - Zephyr Peak A Side
ZEPHB - Zephyr Peak B Side

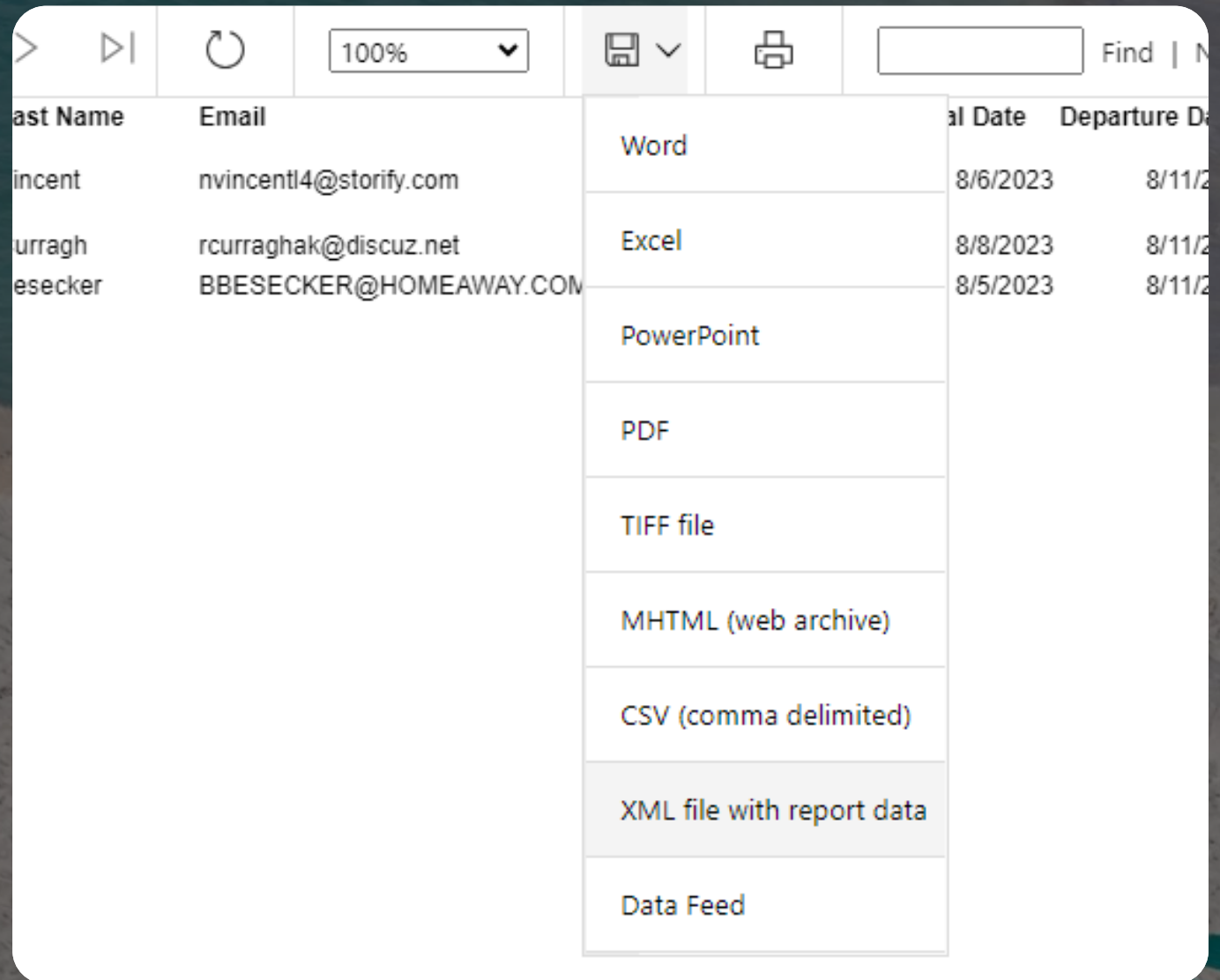
Add >>

<< Remove

Tips and tricks

Exporting reports

- **Excel**
- 1 Line
- **CSV** comma delimited



Business health

Performance Dashboard

Key metrics at your fingertips

- **Advanced** filtering
- **Tablature**
- **Owner** retention/acquisition
- Property **stats**



Reservation Statistics

Powers the Performance Dashboard

Detailed breakdowns of reservations with custom date ranges.

Reservation Statistics 9/1/2023 - 9/30/2023

8/14/2023 5:39 AM

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Unit	Gross Rent	TA Commission	Referral	Discount	Guest	Stays/ Days	Owner Stays/Days	Owner Stays/Days	Guest Stays/Days	Comp. Stays/Days	
Location: ABC Demo											
AJAX	\$7,120.00	\$0.00	\$0.00	\$0.00	7	29	0	0	0	0	
BACKBOWL	\$6,494.00	\$0.00	\$0.00	\$0.00	7	27	1	5	0	0	
BEAC26	\$18,515.00	\$0.00	\$0.00	\$0.00	5	34	0	0	0	0	
CUCHARA	\$5,743.20	\$0.00	\$0.00	\$0.00	7	26	0	0	0	0	
ELKCAMP	\$18,924.00	\$0.00	\$0.00	\$0.00	6	26	0	0	0	0	
GROUSEMT	\$6,469.50	\$0.00	\$0.00	\$0.00	5	23	0	0	0	0	
HIALPINE	\$3,628.60	\$0.00	\$0.00	\$0.00	5	19	1	7	0	0	
KS	\$889.00	\$0.00	\$0.00	\$0.00	1	7	0	0	0	0	
MAROONB	\$4,047.80	\$0.00	\$0.00	\$0.00	3	17	2	11	0	0	
MIRKWOOD	\$15,036.00	\$0.00	\$0.00	\$0.00	5	29	1	6	0	0	
MOUN45	\$10,281.00	\$0.00	\$0.00	\$0.00	6	28	0	0	0	0	
MTNHIGH	\$11,926.25	\$0.00	\$0.00	\$0.00	5	26	1	6	0	0	
OUTBACK	\$10,762.00	\$0.00	\$0.00	\$0.00	5	22	2	7	0	0	
PALMYRA	\$11,480.00	\$0.00	\$0.00	\$0.00	7	26	0	0	0	0	
PEAK8	\$1,374.00	\$144.90	\$0.00	\$0.00	1	6	0	0	0	0	
REDLADY	\$10,012.00	\$0.00	\$0.00	\$0.00	4	20	2	10	0	0	
SILVERQN	\$5,329.80	\$0.00	\$0.00	\$0.00	5	26	1	3	0	0	
STORM	\$15,140.00	\$0.00	\$0.00	\$0.00	5	32	0	0	0	0	
STSOPHIA	\$7,089.40	\$0.00	\$0.00	\$0.00	6	31	0	0	0	0	
SUNSHINE	\$6,236.00	\$0.00	\$0.00	\$0.00	5	27	1	4	0	0	
TEOCALLI	\$8,192.00	\$0.00	\$0.00	\$0.00	7	35	0	0	0	0	
ZEPHA	\$6,501.30	\$0.00	\$0.00	\$0.00	6	29	1	3	0	0	
ZEPHB	\$6,414.00	\$0.00	\$0.00	\$0.00	6	28	0	0	0	0	
Totals for ABC Demo	\$197,604.85		\$0.00		119	13	0		0		
		\$144.90		\$0.00	573	62		0		0	
Grand Totals	\$197,604.85		\$0.00		119	13	0		0		
		\$144.90		\$0.00	573	62		0		0	

Property health

Property health

Year-over-year (YOY) unit details

Compare unit booking performance
by custom date ranges.

YOY Comparison Report By Unit

Based On: Departure

Cancelled Bookings Included: NO

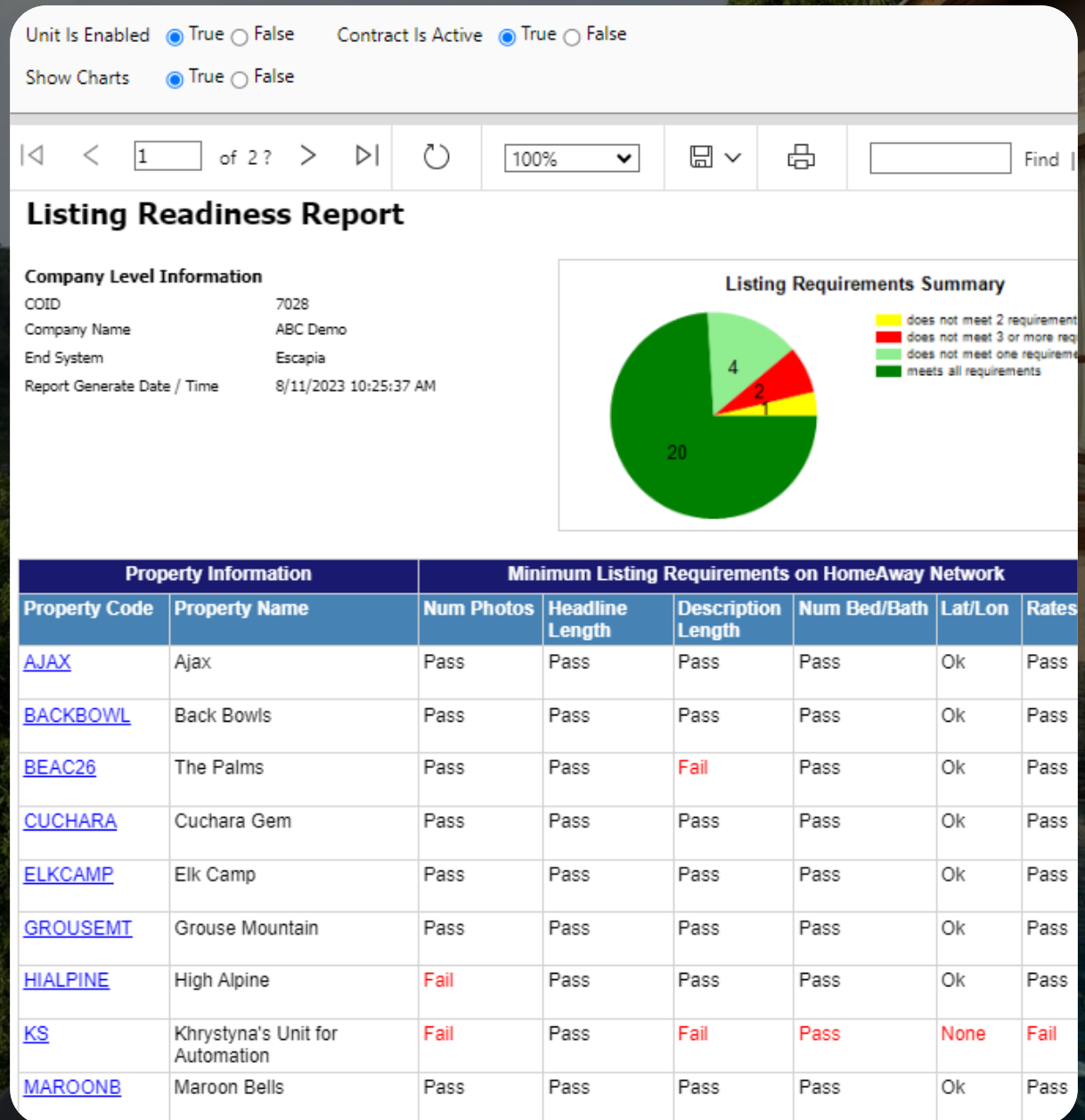
Zero Rent Bookings Included: NO

-----First Period-----					-----Second Period-----				-----Variance-----			
(1/1/2022 - 8/31/2022)					(1/1/2023 - 8/31/2023)							
Made Between: 1/1/2000 - 8/10/2023					Made Between: 1/1/2000 - 8/10/2023							
Unit Code	Nights	Res	Avg Lead Day	Rent	Nights	Res	Avg Lead Days	Rent	Nights	Res	Avg Lead Days	Rent
AJAX	151	30	100	49,514.71	177	35	115	42,217.35	26	5	15	-7,297.36
BACKBOWL	128	31	108	39,707.15	159	35	121	37,111.00	31	4	13	-2,596.15
BEAC26	120	24	72	52,575.70	187	40	116	72,363.00	67	16	44	19,787.30
CUCHARA	104	24	117	23,731.30	168	37	112	35,719.30	64	13	-5	11,988.00
ELKCAMP	132	26	130	78,644.25	172	35	123	114,105.20	40	9	-7	35,460.95
GROUSEM T	116	28	124	28,873.05	124	25	116	28,183.50	8	-3	-8	-689.55
HIALPINE	125	25	134	49,159.50	192	37	119	35,979.00	67	12	-15	-13,180.50
KS	4	1	3	559.00	7	1	60	1,014.80	3	0	57	455.80
MAROONB	112	25	107	25,321.85	175	36	117	37,258.50	63	11	10	11,936.65
MARYJANE	42	10	31	22,865.80	5	1	6	2,480.00	-37	-9	-25	-20,385.80
MIRKWOOD	98	22	128	45,543.80	156	34	124	78,066.00	58	12	-4	32,522.20
MOUN45	129	25	71	62,155.65	200	44	127	86,127.00	71	19	56	23,971.35
MTNHIGH	119	28	143	49,288.80	169	37	124	69,213.75	50	9	-19	19,924.95
OUTBACK	120	26	122	51,637.05	183	35	123	79,094.00	63	9	1	27,456.95
PALMYRA	116	24	121	46,892.65	172	36	120	70,337.50	56	12	-1	23,444.85
PEAK8	140	11	37	33,139.75	121	4	34	13,863.00	-19	-7	-3	-19,276.75
PIKES	35	5	-1	69,328.40	8	1	3	2,075.00	-27	-4	4	-67,253.40
REDLADY	100	20	130	44,346.00	140	26	124	60,416.00	40	6	-6	16,070.00
SILVERQN	116	26	116	24,334.60	177	40	113	33,545.20	61	14	-3	9,210.60
STORM	99	22	127	43,615.00	161	35	121	138,868.00	62	13	-6	95,253.00
STSOPHIA	93	21	110	18,862.25	157	33	124	34,292.40	64	12	14	15,430.15

Property health

Listing Readiness Report

Quickly verify listing content and check for areas that could use improvement to perform better on online travel agencies (OTAs).



Accounting accuracy

Accounting accuracy

Advanced Deposits Report

Articulates money received from guests, helping ascertain money held in trust by folio, and in total.

- By **reservation** (folio)
- By **guest**
- By **unit**

Advance Deposits by Reservation: 1/1/2000 - 8/14/2023

Guest Name	Account Number	Res Number	Posting Date	Description	Unit Code	JE Number	Receipt Number	Arrival	Departure
Simpson, Bart	2000	E RES-03952						1/2/2022	1/9/2022
Simpson, Bart	2000	RES-03952	2/2/2022	CC: A Ball Visa 1111	PIKES	JE-000069911		1/2/2022	1/9/2022
Huckleby, Maxi	2000	E RES-03953						2/19/2022	2/26/2022
Huckleby, Maxi	2000	RES-03953	2/9/2022	Cash: Maxi Huckleby	PIKES	JE-000070079		2/19/2022	2/26/2022
Stearns, Danell	2000	E RES-03963						1/15/2022	1/21/2022
Stearns, Danell	2000	RES-03963	2/8/2022	CC: Danell Stearns Visa 1111	PIKES	JE-000070035		1/15/2022	1/21/2022
Blakemore, Tamas	2000	E RES-04049						8/14/2022	8/19/2022
Blakemore, Tamas	2000	RES-04049	6/15/2022	CC: Tamas Blakemore Visa 1111	BEAC26	JE-000076371		8/14/2022	8/19/2022
Blakemore, Tamas	2000	RES-04049	7/26/2022	CC: Tamas Blakemore Visa 1111	BEAC26	JE-000078356		8/14/2022	8/19/2022
Blakemore, Tamas	2000	RES-04049	8/15/2022	Damage to Unit	BEAC26	JE-000079675		8/14/2022	8/19/2022
Blakemore, Tamas	2000	RES-04049	8/19/2022	Unit BEAC26 from 8/14/2022 to 8/18/2022	BEAC26	JE-000081494		8/14/2022	8/19/2022
Blakemore, Tamas	2000	RES-04049	8/19/2022	GST Tax	BEAC26	JE-000081496		8/14/2022	8/19/2022
Blakemore, Tamas	2000	RES-04049	8/19/2022	Reservation Fee	BEAC26	JE-000081497		8/14/2022	8/19/2022
Antwis, Carol	2000	E RES-04097						9/14/2022	9/19/2022
Antwis, Carol	2000	RES-04097	7/26/2022	CC: Carol Antwis Visa 1111	STORM	JE-000078366		9/14/2022	9/19/2022
Mennitt, Kaitlyn	2000	E RES-04104						4/10/2022	4/17/2022
Mennitt, Kaitlyn	2000	RES-04104	4/7/2022	CC: Kaitlyn Mennitt Visa 1111	PIKES	JE-000072074		4/10/2022	4/17/2022
McRobert, Terrijo	2000	E RES-04334						9/15/2022	9/18/2022
McRobert, Terrijo	2000	RES-04334	7/17/2022	CC: Terrijo McRobert Visa 1111	HIALPINE	JE-000078132		9/15/2022	9/18/2022
McRobert, Terrijo	2000	RES-04334	8/16/2022	CC: Terrijo McRobert Visa 1111	HIALPINE	JE-000079760		9/15/2022	9/18/2022
McRobert, Terrijo	2000	RES-04334	9/6/2022	Customer Credit From Owner	HIALPINE	JE-000080303		9/15/2022	9/18/2022
McRobert, Terrijo	2000	RES-04334	9/17/2022	Linen Fee	HIALPINE	JE-000081207		9/15/2022	9/18/2022
McRobert, Terrijo	2000	RES-04334	9/17/2022	State Tax	HIALPINE	JE-000081208		9/15/2022	9/18/2022
McRobert, Terrijo	2000	RES-04334	9/17/2022	County Tax	HIALPINE	JE-000081209		9/15/2022	9/18/2022
McRobert, Terrijo	2000	RES-04334	9/17/2022	Housekeeping Fee	HIALPINE	JE-000081210		9/15/2022	9/18/2022
McRobert, Terrijo	2000	RES-04334	9/17/2022	State Tax	HIALPINE	JE-000081211		9/15/2022	9/18/2022
McRobert, Terrijo	2000	RES-04334	9/17/2022	County Tax	HIALPINE	JE-000081212		9/15/2022	9/18/2022
McRobert, Terrijo	2000	RES-04334	9/18/2022	Unit HIALPINE from 9/15/2022 to 9/17/2022	HIALPINE	JE-000082002		9/15/2022	9/18/2022
McRobert, Terrijo	2000	RES-04334	9/18/2022	State Tax	HIALPINE	JE-000082004		9/15/2022	9/18/2022
McRobert, Terrijo	2000	RES-04334	9/18/2022	County Tax	HIALPINE	JE-000082005		9/15/2022	9/18/2022
McRobert, Terrijo	2000	RES-04334	9/18/2022	Reservation Fee	HIALPINE	JE-000082006		9/15/2022	9/18/2022
McRobert, Terrijo	2000	RES-04334	9/18/2022	State Tax	HIALPINE	JE-000082007		9/15/2022	9/18/2022
McRobert, Terrijo	2000	RES-04334	9/18/2022	County Tax	HIALPINE	JE-000082008		9/15/2022	9/18/2022
Turfin, Cleavland	2000	E RES-04370						9/15/2022	9/18/2022
Turfin, Cleavland	2000	RES-04370	7/17/2022	CC: Cleavland Turfin Visa 1111	ELKCAMP	JE-000078133		9/15/2022	9/18/2022
Turfin, Cleavland	2000	RES-04370	8/16/2022	CC: Cleavland Turfin Visa 1111	ELKCAMP	JE-000079761		9/15/2022	9/18/2022
Turfin, Cleavland	2000	RES-04370	9/6/2022	Check: Cleavland Turfin #9999	ELKCAMP	JE-000080280		9/15/2022	9/18/2022
Turfin, Cleavland	2000	RES-04370	9/17/2022	Housekeeping Fee	ELKCAMP	JE-000081214		9/15/2022	9/18/2022
Turfin, Cleavland	2000	RES-04370	9/17/2022	State Tax	ELKCAMP	JE-000081215		9/15/2022	9/18/2022

Accounting accuracy

Unprocessed Bookings Report

Locate reservations that have not been paid out of your advanced deposits.

Ideally this should be a blank report.

Also known as the “Find Missing Revenue” Report.



Unprocessed Bookings with End Date on or before 8/31/2023

Unit Code	Active Unit	Contract Number	Active Contract	Contract Deleted	Office	Owner Name	Contract Start Date	Contract End Date	Booking Number
AJAX	Yes	CNR-00001	Yes	No	United States	Raimund Grancher	1/1/2018	12/31/2050	BKG-05773
AJAX	Yes	CNR-00001	Yes	No	United States	Raimund Grancher	1/1/2018	12/31/2050	BKG-05798
AJAX	Yes	CNR-00001	Yes	No	United States	Raimund Grancher	1/1/2018	12/31/2050	BKG-05527
AJAX	Yes	CNR-00001	Yes	No	United States	Raimund Grancher	1/1/2018	12/31/2050	BKG-05382
AJAX	Yes	CNR-00001	Yes	No	United States	Raimund Grancher	1/1/2018	12/31/2050	BKG-05354
AJAX	Yes	CNR-00001	Yes	No	United States	Raimund Grancher	1/1/2018	12/31/2050	BKG-05444
AJAX	Yes	CNR-00001	Yes	No	United States	Raimund Grancher	1/1/2018	12/31/2050	BKG-05425
AJAX	Yes	CNR-00001	Yes	No	United States	Raimund Grancher	1/1/2018	12/31/2050	BKG-05476
AJAX	Yes	CNR-00001	Yes	No	United States	Raimund Grancher	1/1/2018	12/31/2050	BKG-05491
BACKBOWL	Yes	CNR-00002	Yes	No	United States	Brenden Pessler	1/1/2018	12/31/2050	BKG-05390
BACKBOWL	Yes	CNR-00002	Yes	No	United States	Brenden Pessler	1/1/2018	12/31/2050	BKG-05400
BACKBOWL	Yes	CNR-00002	Yes	No	United States	Brenden Pessler	1/1/2018	12/31/2050	BKG-05418
BACKBOWL	Yes	CNR-00002	Yes	No	United States	Brenden Pessler	1/1/2018	12/31/2050	BKG-05463
BACKBOWL	Yes	CNR-00002	Yes	No	United States	Brenden Pessler	1/1/2018	12/31/2050	BKG-05453
BACKBOWL	Yes	CNR-00002	Yes	No	United States	Brenden Pessler	1/1/2018	12/31/2050	BKG-05409
BACKBOWL	Yes	CNR-00002	Yes	No	United States	Brenden Pessler	1/1/2018	12/31/2050	BKG-05466
BACKBOWL	Yes	CNR-00002	Yes	No	United States	Brenden Pessler	1/1/2018	12/31/2050	BKG-05475
BACKBOWL	Yes	CNR-00002	Yes	No	United States	Brenden Pessler	1/1/2018	12/31/2050	BKG-05508
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-04395
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-04402
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-04427
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-04454
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-04683
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-04464
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-04570
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-04606
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-04669
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-04729
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-04788
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-04725
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-04710
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-04731
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-04857
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-05046
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-05012
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-05026
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-04875
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-05142
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-05187
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-05076
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-05194
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-05301
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-05493
BEAC26	Yes	CNR-00027	Yes	No	Australia	Raimund Grancher	1/1/2018	12/31/2050	BKG-05311

Accounting accuracy

Negative Folio Balance Report

Find reservations that are either over- or underpaid.

Ideally, this should show no reservations.

OfficeID United States							
<div><div><div>1 of 1</div><div>100%</div><div>Find Next</div></div></div>							
Negative Folio Report - 8/14/2023 8/14/2023 6:10:19 AM Page 1 of 1							
Res No	Last Night	Booked	Res Name	Status	Process	Type	Balance
United States							
RES-04097	9/18/2022	3/16/2022	Carol Antwis	Canceled	Partially Processed	Renter	-1,671.60
RES-04506	5/29/2022	5/24/2022	Amanda Hall	In Progress	Fully Processed	Renter	-0.01
RES-04920	11/7/2022	10/7/2022	EscapiaWEB: John Jones	In Progress	Fully Processed	Renter	-907.24
RES-04334	9/17/2022	4/22/2022	Terrijo McRobert	In Progress	Fully Processed	Renter	-80.00
RES-04370	9/17/2022	4/27/2022	Cleavland Turfin	In Progress	Fully Processed	Renter	-1,000.00

Can be used when cleaning up accounting,
but it is best to run this often to avoid getting backed up.

Accounting accuracy

Summary Trust Reconciliation Report

Start Date

8/1/2023

Report Date

8/31/2023

Show Zero Balance Subledgers ☐ True ☒ False

Show Details ☐ True ☒ False

◀

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of 1

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100%

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Find | Next

Summary Trust Reconciliation Report at 8/31/2023

Account Number	Account Name	Type	Subledger Name	Bal Fwd	Period Amount	Ending Balance
		Bank Totals		1,038,167.84	\$93,984.89	\$1,132,152.73
		Business		58,003.15	3,938.19	61,941.34
		Owner		252.20	331.80	584.00
		Vendor		4,607.10	460.00	5,067.10
		Customer		822,298.27	88,307.87	910,606.14
				153,007.12	947.03	153,954.15
		Subledger Totals		1,038,167.84	\$93,984.89	\$1,132,152.73

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Make sure your trust accounting is balanced.

Better business insights

We looked at some of the top reports that Escapia users use for:

Business

Overall business health,
reservation statistics,
and key metrics

Property

Individual property health,
property revenue,
and trends

Accounting

Financial health, accuracy,
and red flags

Q&A



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