ADP Stats Report

The old Government Stats Report has been retooled to upload to the Accommodation Data Programme (ADP). They will have sent you an email about this which will include your ADP stats number. *If you do not not have one you can contact* <u>Shane Vuletich</u> +64 21 346 552.

You will need to enter this number into the **Government Reg No.** field on the Property Setup page (*Home>Settings>Property Setup*)

GST Number	1123-258-789		
Bank Name	Kiwi bank		
Bank Acct Number	02 0144 0207406 00		
Government Reg. Number	91646430		
	614174d-0052d66221-760		
Stats API Key	0141/40390520002213/10		
Stats API Key User Licences	0141/4030520002213/10		
Stats API Key User Licences HotelMate expiry	28 Jan 2022		

Once this is in place go to *Reports Tab*> *Stats Report.* The first time you try this you will probably need to enter their Room Type labels against each room.



You will need to click into each pink field and select one of the 4 room types on the drop down list to apply to your rooms.

No	Name	Type Overall Type		Omit From Stats Report		
2	Cabin 2	Twin Cabin		\checkmark		
3	Cabin 3	Twin Cabin				
4	Seaview 4	Powered Site	Ensuite			
5	Cabin 5	Twin Cabin	Shared Bathroom			
6	Seaview 6	Powered Site	Site			
1	Seaview 1	Powered Site				
7	Seaview 7	Powered Site				
8	Seaview 8	Powered Site				
9	Cabin 9	Twin Cabin				
10	Seaview 10	Powered Site		\checkmark		
11	Seaview 11	Powered Site				

Once you have completed this you can return to the **Reports Menu** and select **Stats Report** once again.

				0.0	-		-	Print		
		DATA						Upload To	ADP	
		BATA	Pine	- Carren				Close Win	dow	
Date	Unit Type	Units available	Units occupied	Guest nights	Guest arrivals	Guest domestic	Guest int'l	Guest unknown	Revenue	
1 Oct 20	Ensuite	15	14	15	13	15	0	0	2465.00	^
2 Oct 20	Ensuite	15	14	15		15	0	0	2465.00	
3 Oct 20	Ensuite	15	14	15		15	0	0	2465.00	
4 Oct 20	Ensuite	15	14	15		15	0	0	2465.00	
5 Oct 20	Ensuite	15	13	13		13	0	0	2315.00	
6 Oct 20	Ensuite	15	13	13		13	0	0	2315.00	
7 Oct 20	Ensuite	15	13	13		13	0	0	2315.00	
8 Oct 20	Ensuite	15	13	13		13	0	0	2315.00	
9 Oct 20	Ensuite	15	13	13		13	0	0	2315.00	
10 Oct 20	Ensuite	15	13	13		13	0	0	2315.00	
11 Oct 20	Ensuite	15	13	13		13	0	0	2315.00	
12 Oct 20	Ensuite	15	13	13		13	0	0	2315.00	
13 Oct 20	Ensuite	15	13	13		13	0	0	2315.00	
14 Oct 20	Ensuite	15	13	13		13	0	0	2315.00	
15 Oct 20	Ensuite	15	13	13		13	0	0	2315.00	

You there is an option to **Omit Revenue** tick box in the top right.

Omit Revenue 🖌

If you do not want to share your Revenue figures use the above check box

Press the **Upload To ADP** button at the top to send your data.

Upload To ADP

Once sent you will will be returned some technical data like the one below. This is their equivalent of a 'Success' message. You can ignore this. Check that your correct Stats Id is entered in the appropriate field

Technical Infom	ation			
Sending Method	Reactor FileMaker			
esponse from ADP Survey Your Stats ID	91646430			
"responsed"."6E030DE7-E180-4708-8752-0440E00680"	72" "adpld":551923			
"responseId". 12D6A88D-2E79-469E-93D7-D099AAD90	519" "adpld :55193}			
"responseId"."CE95C1B3-2EEE-46E3-89E0-9ECEE889BDI	E1" "adpId":55195}			
"responseId"·"A4FEDAFE-0DFE-452E-9F3E-AD47155DE1	11B" "adpId":55196}			
"responseId":"FAFB7FD0-5B2A-4FF3-9351-A2CB029341	EB", "adpId":55197}.			
"responseId"."4C911EC5-CE06-4AA5-A1EC-386C868D74	C9" "adpId":55198}			
"responseId"."02074D80-05BE-4E67-B172-D2DA0D30AE	F87" "adpId":55199}			
"responseId":"4221FF82-49F4-4956-BDA9-43974C5FB3	81" "adpId":55200}			
"responseId":"43928461-2BE4-44E6-9C5B-571C3866970	C0", "adpId": 55201}.			
"responseId": "5D9D7658-0292-4E8E-9DD7-606880CDD	814", "adpId": 55202}.			
"responseId": "9BDE7024-1803-4C01-94B2-1ECDE09E8C	071","adpId":55203}.			
"responseId":"DBC380A1-64A7-491E-A48E-8B75141C56	BE", "adpId": 55204}.			
responseId"."A10E30ER-53E7-4EE2-ABE1-7113AAABB9	D8" "adpId":55205}			
"responseId"."7AD83247-1(72-40A7-974B-197EBE71E2	EA" "adpId":55206}			
"responseId"-"04F8FAD0-8F57-4FBA-8CFA-38BB734F12	A8" "adpId":55207}			
"responseId"."D378579F-841D-43F4-AFF3-1F92504FF9	BC" "adpId":552083			
"responseId"."8580C3E1_04CD_4D9E-8263_0970B5B0C0	02" "adpId":55209}			
"responseId"."7070E280-EE39-4016-B147-8712CEE44D	AA" "adpId":55210			
"responseId"."1EA498E2-8770-490E-83AD-8A6C692E1A	C7" "adpId":55211			
"responseId"."E49233E7-6052-4C35-8424-46E7C4E2CB(68" "adpId":552123			
"responseId"."CE408E17-0D9E-418C-8468-24C70DD96F)EQ" "adpld":55212}			
"responseId":"E30CEEED-4E74-4864-96C7-EA72E277D5	1F" "adpId":55214\			
"responseId":"2EAE6685-714B-4302-BE9D-062B478546	C3" "adpId":552153			
"responseId"."99123EA7_D206_4271_85E6_6EE123DC2E	C5" "adpId":55216\			
"responseId":"7DCE3R43-ECDC-4704-B458-20BBD482Bi	C63" "adpld .55210}			
"responseId"."C08EAED7-69E8-4D3E-B734-3A8BA9706C	39" "adpId":55218			
"responseId":"8CC073B0-0E69-4441-B242-40EC550C46	34" "adpId":55210}			
"responseId"-"4EA9A44E-807D-4B86-8C52-E418CBE57E	88" "adoId":55220\			
"responseId": "205B0058-FE3D-4E60-B3A9-8E46EA2E55(C3" "adpId":552213			
"responseId"-"689B2B36-73B7-4485-B11C-5E92E2B655	81" "adpId":552223			
responseId"."1BB2A8C3-AE50-46AA-A1C4-D6CEC05B2	83C" "adnId":552233			
"responseId":"483E279E-CAEA-43BA-9744-728CB02A80	05" "adpId":55224}			
"responseId":"7CCF3822-CA49-4256-9D8B-F6DAD793AF	F93". "adpId": 55225}			
"responseId":"E3204A7C-336A-484E-B369-415EB83108	AD"."adpId":55226}.			
"responseId":"FA741E5D-1485-46AC-B366-605050550C	ED", "adpId":552273			
"responseId": "BC2D2E2E-8B71-44BC-B469-80EC016375	E7","adpId":55228}.			
"responseId": "DEECE6BC-E350-4834-8265-EBCE3D1ED8	359", "adpId": 55229}.			
"responseId":"51E6CEA4-3D7A-48E1-8BDA-9252A8BC54	A3E", "adpId":55230}.			
"responseId":"B0A82E33-4D43-4AE2-906C-1657BE3492	0C"."adpId":55231}			
"responsed " BORGEEOS 1010 IN E 5000 10570E5152	BB" "adpld":55232111			