

## Summary of reports and printouts for Execu/Suite™

| Front Desk                     |  |
|--------------------------------|--|
| Instant House Count            | Previous night's occupancy +/- arrivals departures, etc... number of rooms available to sell today.  |
| Room Inventory                 | Occupied, vacant, expected departures, stay-overs & expected arrivals, or all rooms. Prints room number & type, Guest name (or not occupied or out of order), arrival & departure dates, folio balance, payment type, status (vacant clean, etc), market segment code, comment                             |
| Guests in house                | Print by guest name or by room number  |
| Housekeeping report            | Vacant clean, vacant dirty, occupied clean, occupied dirty, needs inspection, out of order. Vacant, Due Out, Stay Over.  |
| Arrival & Departure List       | List of expected arrivals and due-out departures.  |
| Cashier Report                 | Total charges, payments & adjustments per shift or employee  |
| Charge/Payment Journal         | Summary or detail report of all charges, payments, and adjustments per shift or for all shifts and/or per employee or all employees. Use this to reconcile and balance.  |
| Guest Profile Trace Reports    | By date range - Prints specs or "traces" (internal messages to staff). Prints all guests in date ranges.   |
| Profile Preference Reports     | Prints one or all of the customized profile tabs such as Preferences or Housekeeping. Print by date or date range.   |
| Guest History Report Generator | Customizable reports with a variety of parameters to select, sort by, and print. Can be used for occupancy, revenue, payment, and other statistics such as market segments. This program prints a report, creates an XML file for Crystal Reports, creates a file to import into Excel, and other options. |
| Registration form              | Customized; print per check-in, batch print, or blank batch print. Can be set to print automatically at check-in.  |
| Guest Folio or Master Folio    | All transactions or date range; email or print   |

