

Summary of reports and printouts for Execu/Suite™

| Manager | |
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| Guest Trail Balance | Print detail or summary. Print all, masters only, or guests only. Other print options such as guests over credit limit. |
| Guest Aged Trial Balance | 30/60/90/120 ageing |
| Charge/Payment/Misc Codes | Separate reports: charge codes; payment codes; market segment codes; employee ID codes (without passwords); corporate file; source of business codes; guest package codes. Where applicable, prints associated GL account information. |
| Charge Codes in AM Report Sequence | Useful for formatting AM report |
| Travel Agency Reports | Summary or detail |
| Activity Logs | Room changes, credit limit changes, out of order rooms, room reassignments, guest stay changes, guest name changes, overbookings; voids, etc. Shows when/what/who |

