

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

<b>Night Audit</b>	
Arrival & Departure List	Make sure guests are checked in and checked out and to take appropriate steps if they are not.
Room Inventory	Save in audit packet
Post Room & Tax	Prints results the "Post Room and Tax" procedure; can print preliminary report prior to posting to verify rates, etc.
Charge/Payment Journal	Used to verify charges, balance cash and other payments, reconcile credit card transactions to credit card batch.
Credit Card Settlements	Opens Shift4 to print and close your batch. This should match your payment journal.
Guest Trail Balance	Option of summary or detail; Option of all folios, master folios only, guest folios only, guests over credit limit, guests with credit balance. Shows each folios' balance, credit limit, and each transaction (if detail report). Shows certain flags such as "over" and "checked out with balance". Shows ending ledger balance (sum of all folios)
Night audit recap	Preliminary recap of previous ledger balance, charges (per code), payments (per code), and adjustments (per code) and ending ledger balance. Also shows previous advance deposit balance, deposits used/refunded, and ending deposit balance.
Final Recap	Automatically prints during Reorganize Files. This program closes the day by moving checked out guests to history; no-show and cancelled reservations to history; clearing the journals; and releasing group room blocks not picked up by reservation.
Cancellations	Automatically prints if you answer Yes when prompted
No-shows	Automatically prints if you answer Yes when prompted
Group Block Cut-off	Automatically prints if you answer Yes when prompted. Shows per group (on the group's cut-off date) number of rooms blocked, number of rooms picked up by reservation, and number of rooms released back into inventory.
Deposits Remaining	Deposits remaining for cancellations and no-shows
Automated Morning™ (AM)	User-formatted report showing revenue analysis today, month-to-date, year-to-date; comparative revenue analysis comparing this year to last year; occupancy analysis by occupied/vacant/out order (numbers, percentages, ADR); occupancy analysis by room type; market segment analysis; source of business analysis; payment analysis; advance bookings (number of nights per month for 12 months); 7-day forecast. Can include or exclude comps in this report.
Daily Report	Similar to AM™ report but less detailed

