

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

| <b>Reservations</b>        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reservation Status Reports | Detail report by date or date range. Options include expected arrivals; reservations entered/changed; reservations by group; no shows; cancellations; wait list; deposits due/not received; guests/reservations in-house; all reservations. Other options: Package code; market segment; source of business; group; guarantee/payment code; travel agency; include all reservations, groups only, or individuals only; sort by: name, room, room type, or confirmation number. |
| Guest Deposits             | Advance Deposits (individuals) ; Master Folios (groups, events)                                                                                                                                                                                                                                                                                                                                                                                                                |
| 7-730 day forecast         | 7 to 730 days forecast from beginning date entered; for the date range selected, shows number of reservations/arrivals (individual and groups), number of check-outs, number of stay-overs, total occupancy, total revenue, total ADR per day and grand total. Several print options.                                                                                                                                                                                          |
| Group pick-up report       | By date range per group – number of rooms blocked, number of rooms picked up by reservation, number of rooms not picked up                                                                                                                                                                                                                                                                                                                                                     |
| Group arrival report       | List of guests expected to arrive with group. Also can be printed after group arrival to show group's reservations that were not checked in with the rest of the group, and why. (System allows one-button group check in/check out                                                                                                                                                                                                                                            |
| Room availability          | 31-day printout by room or room type                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Package Forecast           | Shows number of reservations per package for next 14 days                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Confirmation Letters       | Customized. Email or print. Up to 8 letters.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Cancellation Letters       | Customized. Email or print. Up to 8 letters.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Registration form          | Customized; print per reservation, batch print, or blank batch print. Can print at check-in rather than reservation.                                                                                                                                                                                                                                                                                                                                                           |

