With Execu/Suite's on-board report generator you can customize and print a report, create an XLS file to import into a spreadsheet such as Microsoft Excel®, or create an XML file to import into any XML editor and data tool such as Microsoft Access® or Crystal Reports®. You also can print address labels or create a digital mailing list to give to your mass market vendor.

You can find the Report Generator in the Sales Menu or in the Guest History Menu which is found in the Front Desk Menu.

Creating and Printing a Report

To save paper while designing your report, you can select "Preview/Print to your screen" from the Select Printer options located in your Master Menu or under File in Execu/Suite. When you're ready to send the report to the printer, you can go back and select your printer.

Select your criteria or parameters:

> *Beginning and ending dates* and whether to select by stay date or arrival date.
> *Select and subtotal by* (subtotal by a selected parameter or print "all guests".
> *Select by (2)* is an additional option but not required.
> *Sort guests by:* For each subtotal this will sort the guests in the order you specify.
> *Report to generate*: Select Print guest list.

Additional options, such as "Include master folios" are on the top right screen.

Next, click "*Select print columns*". A list will display for you to select items to print on your report. These will be the columns. You are limited to a total of 132 characters because of the width of the page, so each item shows you the number of characters it needs. You'll get a message if you exceed that number.

After you select your items to print, click OK and then click "Generate Report". A series of questions will display. Answer each as appropriate for your purposes.

The partial sample report below shows the subtotals for each market segment and the totals at the bottom. Each column was selected from the "select print columns" items.

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                                  MAIN STREET INN & BJ'S BISTRO
DATE:  4/07/11                     GUEST REPORT GENERATOR                           PAGE:    1
TIME: 14:41                        GUESTS STAYING FROM  6/01/10 THRU  8/31/10

ROOM GUEST-NAME                   CITY-STATE-ZIP            MARKTSRCE NITES    ROOM-REV ROOM-RATE  TOTL-REV
------------------------------------------------------------------------------------------------------------
106  JOHNSON, WAYNE PAUL          PANAMA CITY      FL 32401  DISC ADMN  44    1,219.00     99.00  1,680.28
223  MATTHEWS, JAMES              COLUMBUS         OH 43222  DISC EXP    0    1,393.00    199.00  1,553.20
107  EDWARDS, JULIA               LYNN HAVEN       FL 32444  DISC EXP    1       99.00     99.00    122.42
210  JACKSON, MARLEY              SMYTHE           NY 01223  DISC EXP   17      597.00    199.00    698.64
107  JONES, SAMANTHA              FORT LAUDERDALE  FL 33322  DISC HOTL  31    1,773.00    239.00  2,100.76
109  JOHNSON, JANET               PANAMA CITY      FL 32401  DISC HOTL   6      547.00     99.00    637.64
101  TUCKER, MIKE                 LEWISTOWN        OH 43333  DISC LOC    6      327.00    109.00    641.24
110  NIXON, BRUCE AND MARY        FORT WORTH       TX 76104  DISC ORB   31      693.00     99.00    881.16

SUB-TOTALS:   DISC       FOLIOS:8  NITES:136  ADULTS:9  CHILD:0  RM-REVENUE:6,648.00  TL-REVENUE:8,315.34

112  JOHNSON, RANDY               ACME             WA 98220  GOVF ADMN  31    1,393.00    199.00    465.16
121  SMITH, JOEY                  INDIO            CA 92201  GOVF ADMN  31    1,393.00    199.00  1,675.16
205  BARTON, JOEY                 ORANGE           CA 90232  GOVF EXP   34      594.00     99.00    661.82
222  ALLEN, JAKE                  SAINT CLOUD      MN 56303  GOVF HOTL  19      308.00    199.00    489.96
103  ZUKERBERG, STEPHEN           MARION           OH 43302  GOVF LOC   31      793.00     99.00    888.16
106  VALEZQUEZ, RUPERT            COLUMBUS         OH 43201  GOVF LOC   14      198.00     99.00    218.30
408  KARMINGI, RALIJ              FORT WORTH       TX 76104  GOVF LOC   14                 99.00
201  SEXTON, JEFFREY              AKRON            OH 44321  GOVF LOC    0       99.00     99.00    135.88
206  DOUGLAS, JAMES               JACKSONVILLE     FL 32222  GOVF REF    0      100.00    199.00    112.00
102  AARON, AARON                 PANAMA CITY BCH  FL 32408  GOVF TC     0      398.00    199.00    565.76

SUB-TOTALS:   GOVF       FOLIOS:10  NITES:174  ADULTS:11  CHILD:0  RM-REVENUE:5,276.00  TL-REVENUE:5,212.20

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GRAND TOTALS:            FOLIOS:68  NITES:1,668  ADULTS:85  CHILD:0  RM-REVENUE:43,804.00  TL-REVENUE:47,529.73
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Creating an XLS file
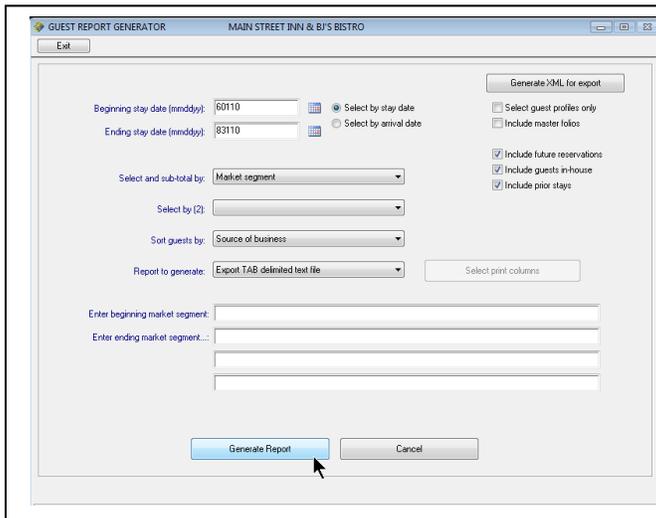
To create an XLS file, select the paramters as before but for Report to generate select "Export TAB delimited text file". Click Generate Report. Answer each question as it displays. When the file is created you'll see a message:

You'll import the file into your spreadsheet (such as Excel®). The images below are a guideline – your version or settings might be different. Execu/Tech does not offer support for Microsoft® or other software products but help for those products will be available from the company's website or from within their software.
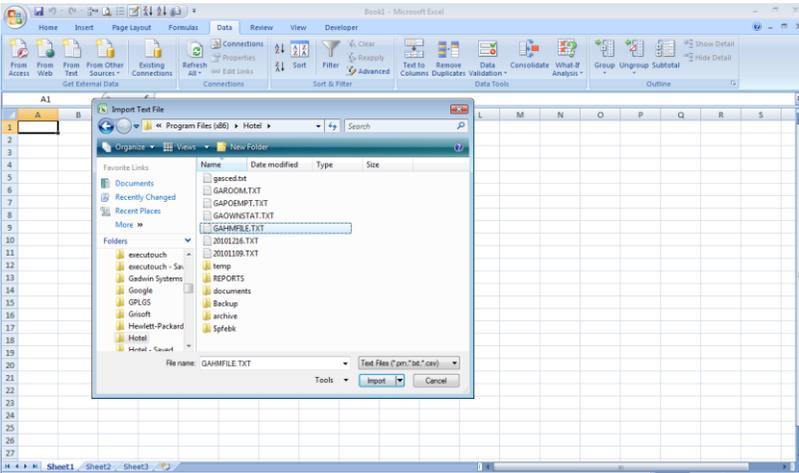

Select Data > Get External Data (or whatever yours reads). The file type to import is a text file. The location will be in your Hotel folder. If you don't know where that's located, look at the lower left in your main Execu/Tech screen. Look for and select GAHMFILE.TXT.

As shown below, you'll select "Delimited" and then "Tab". If you don't want to import all columns you can opt to skip. Your screen and options may be different from that shown. If you need assistance, contact your manager, your Microsoft support representative or use their on-board help.
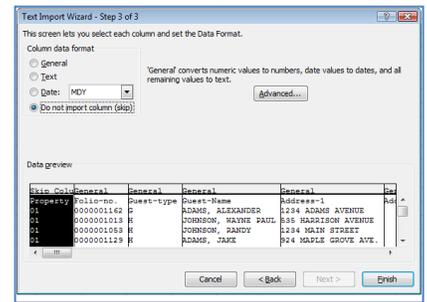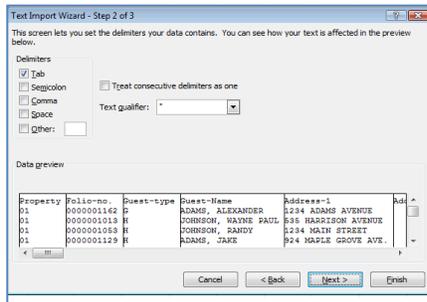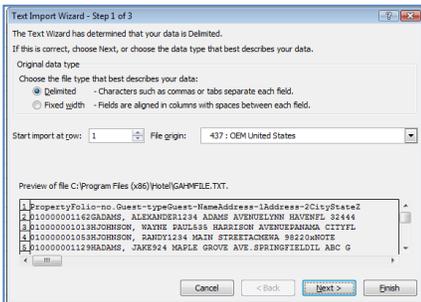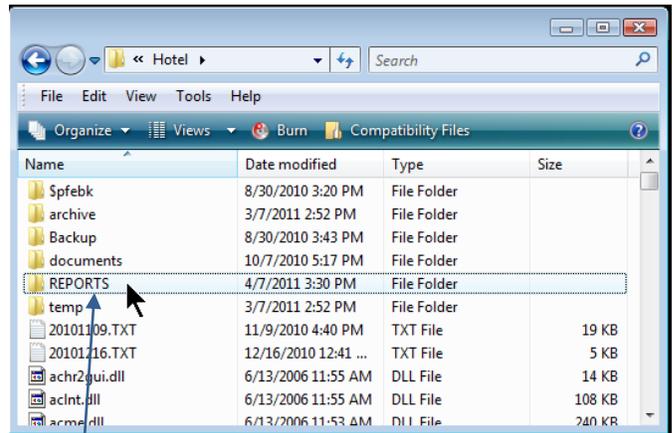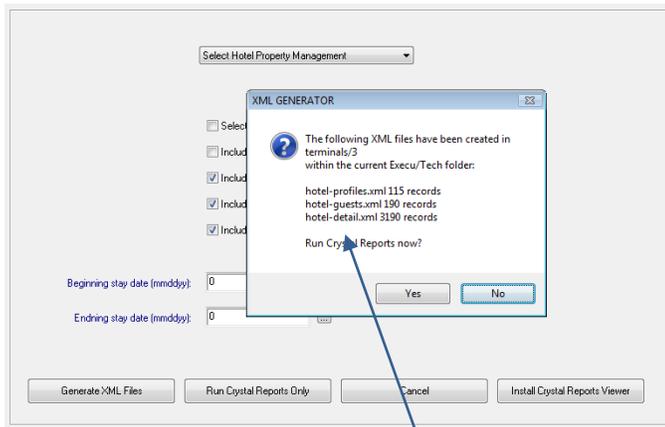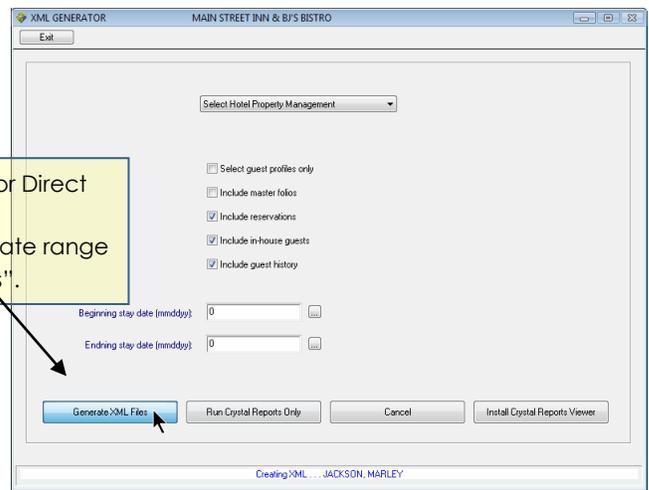

Creating an XML File

You can find this option in the Report Generator selected from your Guest History Menu. You might also have this option on your Sales Menu.
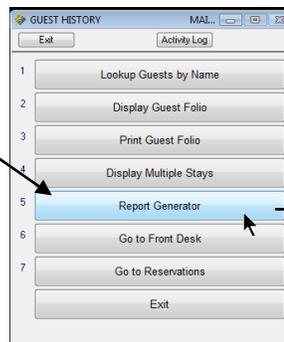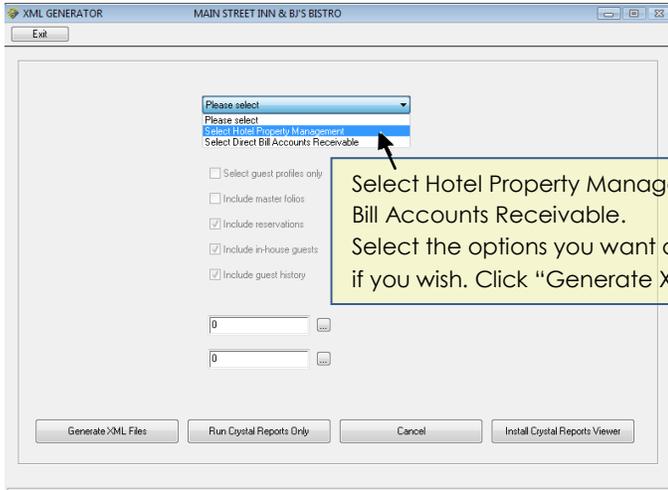
Select Hotel Property Management or Direct Bill Accounts Receivable.
Select the options you want and a date range if you wish. Click "Generate XML Files".

The report generator will display a message when the XML files have been created. You will find those files in the Execu/Tech Hotel folder. Once in the Hotel folder, find the REPORTS folder.
Inside REPORTS, find the terminals folder. Inside terminals, find the folder for your terminal number. Your terminal number is part of the message that displays when the XML file is created. Inside that folder you'll find the XML files.