

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.

The screenshot shows the 'GUEST REPORT GENERATOR' window for 'MAIN STREET INN & B/S BISTRO'. It includes fields for 'Beginning stay date (mmddyy): 5/01/10' and 'Ending stay date (mmddyy): 8/31/10'. There are radio buttons for 'Select by stay date' (selected) and 'Select by arrival date'. A 'Generate >XML for export' button is at the top right. Below are dropdown menus for 'Select and subtotal by: Market segment', 'Select by (2):', and 'Sort guests by: Source of business'. A 'Report to generate: Print guest list' dropdown is at the bottom left. There are also input fields for 'Enter beginning market segment:' and 'Enter ending market segment:'. A 'Select print columns' button is on the right. At the bottom are 'Generate Report' and 'Cancel' buttons.

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.

The screenshot shows the same 'GUEST REPORT GENERATOR' window, but with a dialog box titled 'Select items to print: (GUEST LIST ONLY)' open. The dialog box has a list of items with checkboxes and character counts: Folio number (11), Room number (5) [checked], Guest name (31) [checked], Guest address (31), City/st/zip (32), Country (12), Home phone (13), Business phone (13), Company (31), Group code (11) [checked], Market segment (5) [checked], Source/business (5), Arrival date (10), Departure date (10), Room nites (6) [checked], Room revenue (10) [checked], Room rate (10) [checked], Total revenue (10) [checked], Package code (5) [checked], No of adults (6), No of children (6), Employee (4), and Email address (41). There is an 'Ok' button at the bottom of the dialog box. The background window shows the same configuration as the previous screenshot.

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.

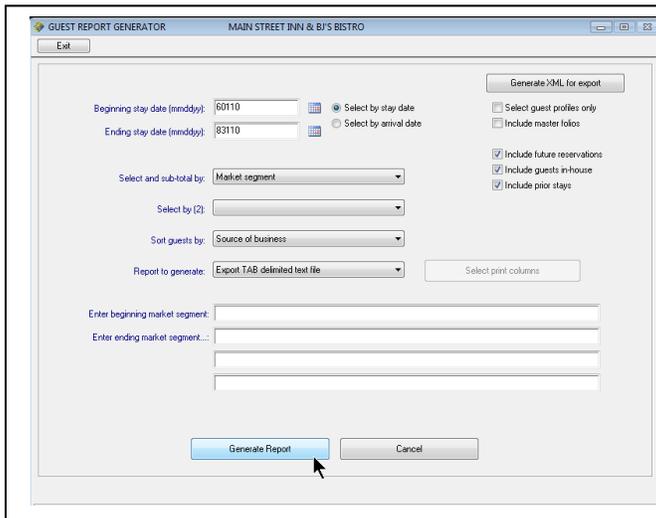
After you select your items to print, click OK and then click "Generate Report". A series of questions will display. Answer each as appropriate for your purposes.



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.

| ROOM   | GUEST-NAME            | CITY-STATE-ZIP           | MARKTSRCE | NITES | ROOM-REV | ROOM-RATE | TOTL-REV |
|--|-----------------------|--------------------------|-----------|-------|----------|-----------|----------|
| DATE: 4/07/11<br>TIME: 14:41<br>MAIN STREET INN & BJ'S BISTRO<br>GUEST REPORT GENERATOR<br>GUESTS STAYING FROM 6/01/10 THRU 8/31/10<br>PAGE: 1 |                       |                          |           |       |          |           |          |
| 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   |                       |                          |           |       |          |           |          |
| GRAND TOTALS: FOLIOS:68 NITES:1,668 ADULTS:85 CHILD:0 RM-REVENUE:43,804.00 TL-REVENUE:47,529.73  |                       |                          |           |       |          |           |          |

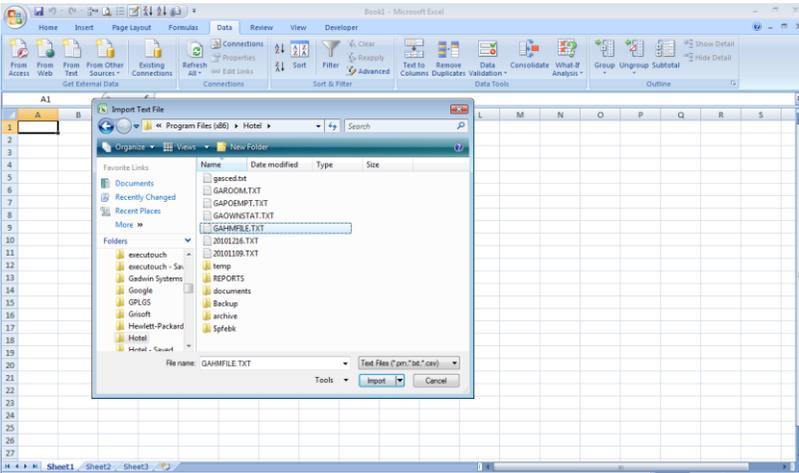
### Creating an XLS file



To create an XLS file, select the parameters 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:

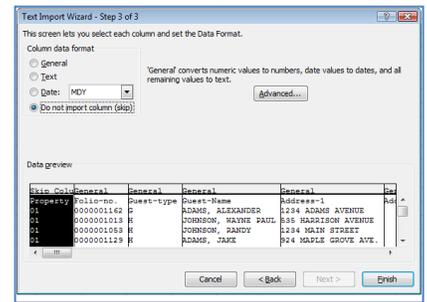
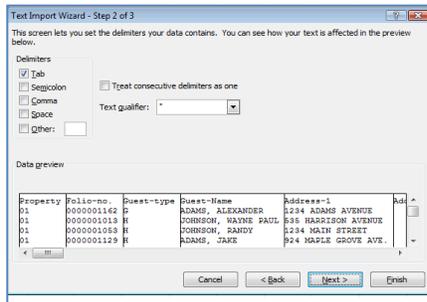
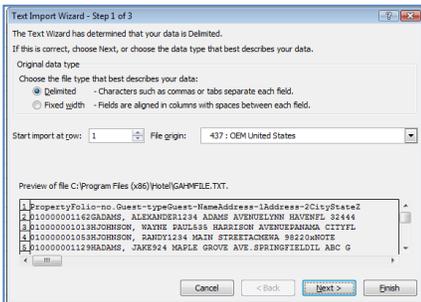


You'll import the file into your spreadsheet (such as Excel®). The images below are a guideline – your version or settings might be different. Execu/Tech does not offer support for Microsoft® or other software products but help for those products will be available from the company's website or from within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



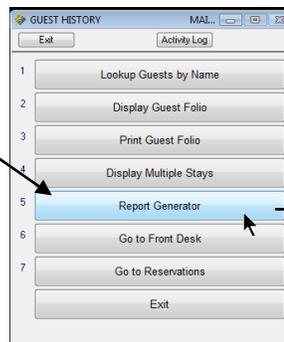
Select Data > Get External Data (or whatever yours reads). The file type to import is a text file. The location will be in your Hotel folder. If you don't know where that's located, look at the lower left in your main Execu/Tech screen. Look for and select GAHMFILE.TXT.

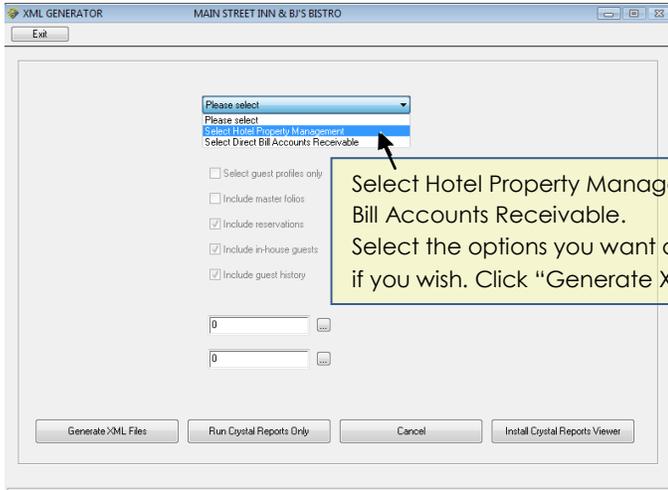
As shown below, you'll select "Delimited" and then "Tab". If you don't want to import all columns you can opt to skip. Your screen and options may be different from that shown. If you need assistance, contact your manager, your Microsoft support representative or use their on-board help.



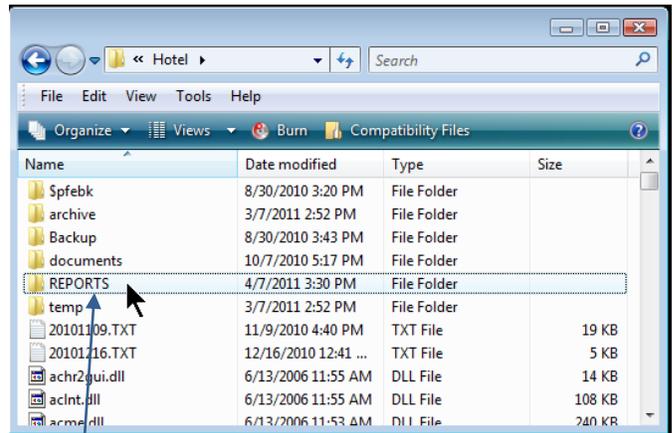
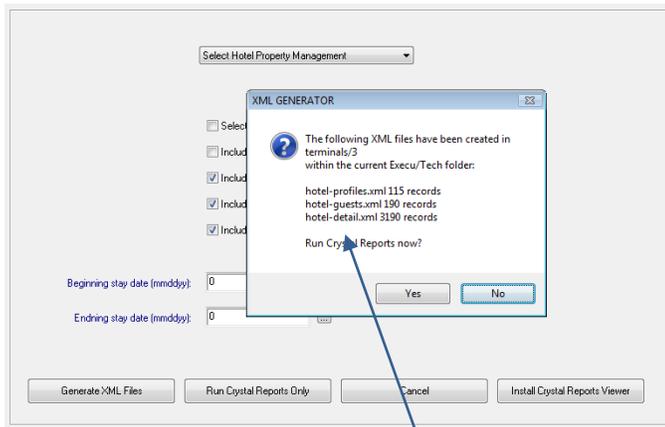
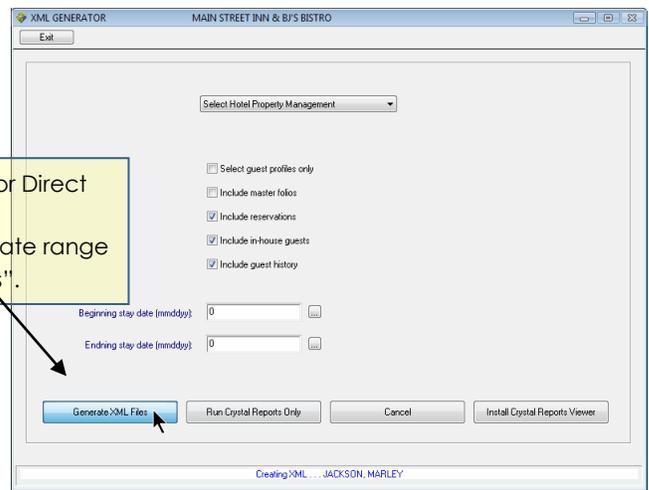
## Creating an XML File

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.

