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.

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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.

DATE: 4/07/11 TIME: 14:41	RO PAGE: .0 THRU 8/31/10	: 1	
ROOM GUEST-NAME	CITY-STATE-ZIP	MARKTSRCE NITES ROOM-REV ROOM-RATE TO	ſL-REV
 106 JOHNSON, WAYNE PAUL 223 MATTHEWS, JAMES 107 EDWARDS, JULIA 210 JACKSON, MARLEY 107 JONES, SAMANTHA 109 JOHNSON, JANET 101 TUCKER, MIKE 110 NIXON, BRUCE AND MARY 	PANAMA CITYFL32401COLUMBUSOH43222LYNN HAVENFL32444SMYTHENY01223FORT LAUDERDALEFL33322PANAMA CITYFL32401LEWISTOWNOH43333FORT WORTHTX76104	DISC ADMN 44 1,219.00 99.00 1,6 DISC EXP 0 1,393.00 199.00 1,5 DISC EXP 1 99.00 99.00 1,5 DISC EXP 1 99.00 199.00 1,5 DISC EXP 1 99.00 199.00 6 DISC HOTL 31 1,773.00 239.00 2,2 DISC HOTL 6 547.00 99.00 6 DISC LOC 6 327.00 109.00 6 DISC ORB 31 693.00 99.00 4	580.28 553.20 122.42 598.64 100.76 537.64 541.24 881.16
SUB-TOTALS: DISC	FOLIOS:8 NITES:136 ADULTS:9 CHILD:0	RM-REVENUE:6,648.00 TL-REVENUE:8,315.34	
<pre>112 JOHNSON, RANDY 121 SMITH, JOEY 205 BARTON, JOEY 222 ALLEN, JAKE 103 ZUKERBERG, STEPHEN 106 VALEZQUEZ, RUPERT 408 KARMINGI, RALIJ 201 SEXTON, JEFFREY 206 DOUGLAS, JAMES 102 AARON, AARON</pre>	ACME WA 98220 INDIO CA 92201 ORANGE CA 90232 SAINT CLOUD MN 56303 MARION OH 43302 COLUMBUS OH 43201 FORT WORTH TX 76104 AKRON OH 44321 JACKSONVILLE FL 32222 PANAMA CITY BCH FL 32408	GOVF ADMN 31 1,393.00 199.00 4 GOVF ADMN 31 1,393.00 199.00 1,6 GOVF EXP 34 594.00 99.00 4 GOVF HOTL 19 308.00 199.00 4 GOVF LOC 31 793.00 99.00 4 GOVF LOC 14 198.00 99.00 2 GOVF LOC 14 99.00 2 GOVF LOC 0 99.00 2 GOVF LOC 14 198.00 199.00 2 GOVF LOC 0 99.00 2 3 GOVF LOC 14 198.00 199.00 2 GOVF REF 0 100.00 199.00 2 GOVF REF 0 398.00 199.00 3	165.16 575.16 561.82 189.96 388.16 218.30 135.88 112.00 565.76
SUB-TOTALS: GOVF GRAND TOTALS:	FOLIOS:10 NITES:174 ADULTS:11 CHILD: FOLIOS:68 NITES:1,668 ADULTS:85 CHI	0 RM-REVENUE:5,276.00 TL-REVENUE:5,212.2	20 529.73

Creating an XLS file

CUEST REPORT GENERATOR Ext Beginning stay date (mmddys): Ending stay date (mmddys): Select and sub-total by: Select and sub-total by: Select by (2): Sort guests by: Report to generate: Enter beginning market segment.	MAIN STREET INN & B/S BISTRO	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:
	www.ex	xecu-tech.com/support.aspx

Execu/Suite®

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.

The Text Wizard has	determined that your data is Delimited.	
If this is correct, cho	se Next, or choose the data type that best describes you	r data.
Original data type		
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Fixed width	- Fields are aligned in columns with spaces between each	n field.
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Creating an XML File





Execu/Suite®

Report Generator Tools

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				Creating XML JACKSON, MARLEY	

Select Hotel Property Management XML GENERATOR Select The following XML files have been created in	Image: Second secon	▶	Search npatibility Files	ک ا - ا م (
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Endning stay date (mmddyy) Endning stay date (mmddyy) Generate XML Files Run Crystal Reports Only ancel Initial Crystal Reports Viewer	temp 20101109.TXT 20101216.TXT 20101216.TXT achr2sui.dll core.dll core.dll	3/7/2011 2:52 PM 11/9/2010 4:40 PM 12/16/2010 12:41 6/13/2006 11:55 AM 6/13/2006 11:55 AM 6/13/2006 11:53 AM	File Folder TXT File TXT File DLL File DLL File DLL File	19 KB 5 KB 14 KB 108 KB 240 KR

The report generator will display 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 file)

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Name	Date modified	Туре	^	Name	/	(Date modified	Туре	Name	Date modified	Туре	Size	Tags
🔒 gacount 🖌	4/7/2011 3:32 PM	File Folder		02		4	/7/2011 3:30 PM	File Folder	AR-DETAIL.XML	6/11/2010 1:18 PM	XML Document	2 K	(B
terminals	4/7/2011 3:30 PM	File Folder		03		4	/7/2011 3:30 PM	File Folder	AR-MASTER.XML	6/11/2010 1:18 PM	XML Document	6 K	(B
ar-custom. detail-sample.rpt	10/23/2007 11:08	RPT File	=	05		4	/7/2011 3:30 PM	File Folder	HOTEL-DETAIL.XML	4/7/2011 3:29 PM	XML Document	1,697 K	(B
ar-customer-detail-sample.TXT	10/23/2007 11:08	TXT File							HOTEL-GUESTS.XML	4/7/2011 3:29 PM	XML Document	479 K	(B
CRSPrintReadMe.txt	10/2/2007 12:28 PM	TXT File							HOTEL-PROFILES.XML	4/7/2011 3:29 PM	XML Document	110 K	(B
gacmainw.cob	10/13/2009 10:37	COB File											
gammaint.cob	10/13/2009 11:48	COB File											
garmaint.cob	10/13/2009 11:23	COB File											
Applie and the second secon	2/7/2008 10:44 AM	RPT File											
A hotel-quest-detail-sample.mt	2/7/2008 10:43 AM	RPT File	* *	•				•	•	III			•

