

### **Control Files:**

Parameter Record- This is where you put your property's address and where you set some of your property's policies.

Season Record- This is where you define your seasons. For example, 0101 through 0331 might be Season A; 0401 through 0831 might be Season B; 0901 through 1231 might be Season A, etc. You can have a season within a season. For example, July 4<sup>th</sup> falls within Season B but can be set as season D with the dates 0704 through 0704.

Rooms- This is where you enter your property's rooms. Each room will have a number up to four characters, description (up to 20 characters), type, and status. Status for new properties will be VC (Vacant Clean). The status will change to OD (Occupied Dirty) as guests are checked in. The first ten characters of the COMMENT field will display on the room availability grid (tape chart). If you have an interface such as electronic keys or call accounting, your room numbers should match the numbers for those systems (for example, the room number should match the PBX system's phone extension number for that room). If this isn't possible, there might be a charge for remapping of room numbers. You don't need to set up rates here unless each room has a different rate than others of its type.

Room Types- Each room type can be up to four characters. When setting up a room type you can click "Season Rate" to enter the rates for each season (such as A). When finished, make sure to click "update room prices". The system will let you know how many rooms it found of that type. If this doesn't match the number of rooms you entered for this type, then you entered a wrong number or gave a room a wrong type.

Tax Codes- Each lodging or room tax or any tax or fee applied to a room charge must begin with RC such as RC1 or RC2. All other taxes posted from Execu/Suite Hotel must begin with ST such as ST1. Taxes from point of sale do not get set up here. Each tax must also be set up as a charge code.

Charge Codes- All guest charges must have a charge code. The Description will print on the guest folios. Charge codes print on the AM report. You'll need to give each code an AM Report sequence number so that the system will know where to insert that item. Also, headings for the AM report will need charge codes. The AM Report Format will be C. Total lines for the AM report also will need charge codes. The AM Report Format will be 1 or 2, etc. Heading and Total lines also need AM report line numbers. For taxable items that are not room charges or POS charges, insert the tax code such as ST1 in the Tax Code field. For room charges, click the Tax Codes button and enter each applicable tax. Room Charge must begin with RC. You also need RCTE for tax exempt room charges. Each POS revenue department must have a valid Hotel charge code.

Payment Codes- All payment types must be entered in the system, including DEP. DEP is an internal code used by the system. You will never use this code. Enter "N" for Display Item.

Guest Packages- Multiple guest packages can be set up. Each will have up to four characters. The description will print on the guest folio. Packages can be set up a variety of ways. For example one line can print inclusive, or each item can print per night. The package can be printed on the first night only or each night.



## Execu/Suite Manager Setup Overview

---

Market Segment Codes- Market Segment codes help you track your guest demographics. These represent the type of guest or why the guest is there. These can include corporate, family vacation, military, etc. You can set up any that you wish, each having up to four characters.

Source of Business Codes- Source of Business Codes track how your guests heard about you, such as from your website, from a magazine article, etc. You can set up any you wish, each having up to four characters.

Corporate File- This is used for setting up special rates for companies or entities (such as AAA). Each company can be set for a specific room rate, a dollar discount, or a percent discount. The system will track these companies.

Guest Profile Tools- You can rename the Tabs and you can specify information you want your reservationists and front desk staff to enter into the system.

Housekeeping Codes- If you answered Y to “Enhanced housekeeping” in the parameter record, you’ll need to set up housekeeping codes. Each will have one character, such as D for daily.

Yield Management- This is where you enter specific dates or date ranges not to allow specified rate codes (such as Rate Code 3) on those dates. You also can specify days of the week for check-in not to be allowed. These can be overridden by the overbook passwords.

Meeting Room Parameters- This is used in conjunction with Execu/Suites Catering & Event Management module.

User Defined Comments- This is used for the second and third comment lines when specified information is needed. This isn’t necessary if Guest Profile is used.

Graphical Room View- Your rooms can be set up to show up on the Graphical Room View which will display your facility’s layout and location of rooms. Guests can be checked in from this screen. However, it is not used to make reservations.

### **Other Settings:**

Travel Agencies are set up in Manager/Setup > Travel Agency Setup.

Wholesalers are set up in City Ledger (Direct Bill).

Your property’s name is set up in System Maintenance.

Users are set up in System Maintenance.

Contact [Execu/Tech](#) for information on additional configuration settings.

[www.execu-tech.com/userguides.aspx](http://www.execu-tech.com/userguides.aspx)

