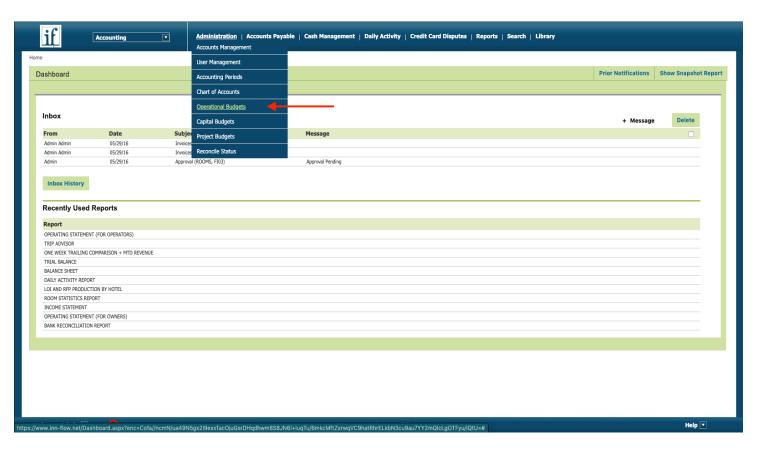# Operational Budget

User Guide

if

INN-FLOW

Operational Budgets

- This feature allows you to create annual budgets for Operating Statement chart of accounts.

- This User Guide shows:
  1. How to create an operational budget per year
  2. How to budget by department
     - Steps to budget Rooms Revenue
     - Budgeting by Factor Values
     - Steps to budget other revenue & expenses
  3. Budget Tips
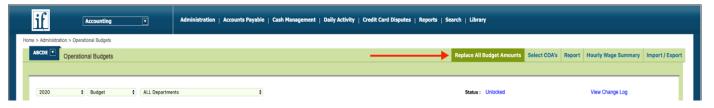   - Recommended Reports to Use
     - How to create a Forecast

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How to Create an Operational Budget

Operational Budgets are located under Administration / Operational Budgets
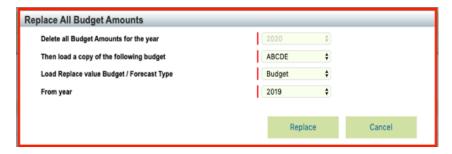
How to Create an Operational Budget

1. Select the hotel you wish to create the budget for and the year you'd like to edit.

2. **A. If a budget or forecast already exists for the previous year**, you can copy the budget into current year using the "Replace All Budget Amounts" option.
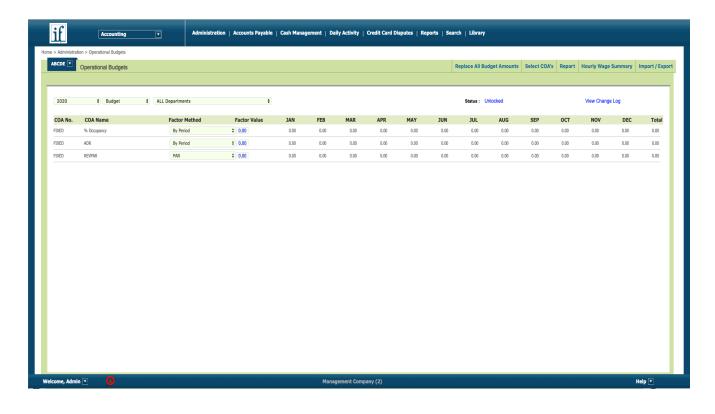

- Select the hotel you wish to copy the budget from. By default, the same hotel ID will show.

- Select whether to copy the Budget or Forecast.

- Select the year you wish to copy the budget/forecast from.

- Select Replace.

How to Create an Operational Budget

2.   **B. If a budget does not exist**, click on Select COA's to edit the COA's shown on the budget.
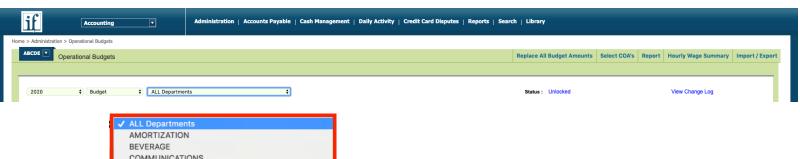
How to Create an Operational Budget

3. Select or Deselect COA's via the check box on the left. By unselecting a COA, it will not appear on the Operational Budget page.

4. Once finished, select Save & Close.

How to Budget by Department

Use the department drop-down list to view the budgets for all departments or a single department at a time.

Note:
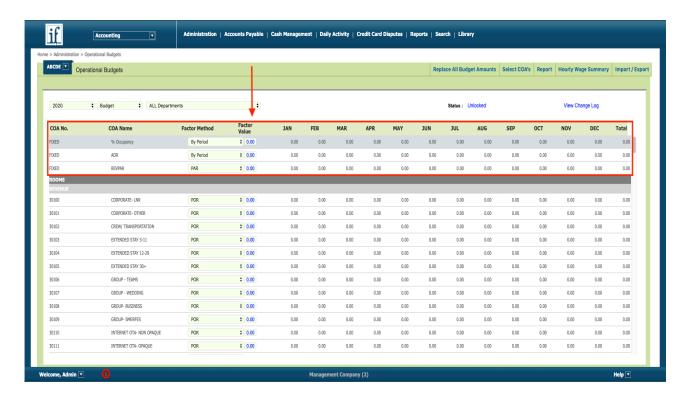
1. **Departments are sorted in alphabetical order.**

2. **If you use the Import/Export function at the top right, it will show only the department selected.**

How to Budget Rooms - Revenue

INN-FLOW

How To Budget Rooms - Revenue
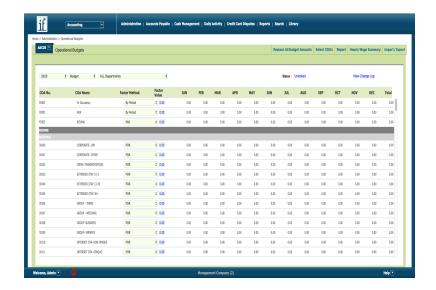
To start the budget process, complete the Room Revenue first.

1. To open the Room Revenue feature, click on the Factor Value 0.00 in any Revenue row to open.

How To Budget Rooms - Revenue
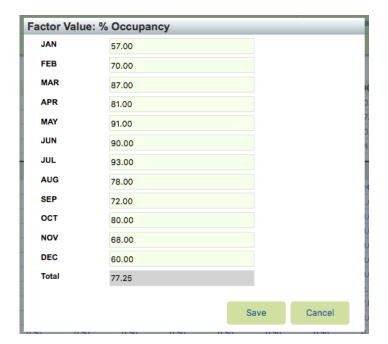
2. Total Room Revenue is budgeted using three

components:

- % Occupancy

- Occupancy Mix by Segmentation (in %)

- ADR Mix by Segmentation (in $)

3. To start, the data can either be entered

directly in Inn-Flow on this page.

4. Or you can use the Export Template feature

to edit in Excel.   (This is the recommended

process.)

How To Budget Rooms - Revenue
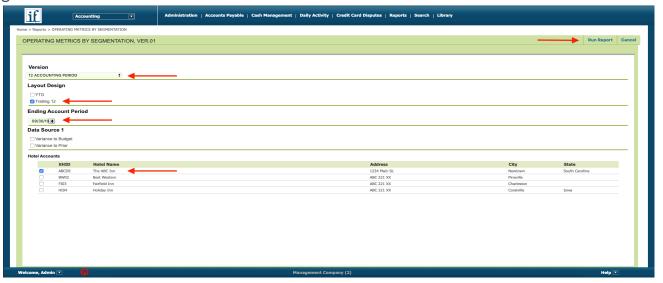
3. A. To enter the data directly in Inn-Flow, click

anywhere on the **% Occupancy** row to open

the % Occupancy per month table.

3. B. Adjust each amount accordingly and select Save.

Factor Value: % Occupancy	
JAN	57.00
FEB	70.00
MAR	87.00
APR	81.00
MAY	91.00
JUN	90.00
JUL	93.00
AUG	78.00
SEP	72.00
OCT	80.00
NOV	68.00
DEC	60.00
Total	77.25

Save   Cancel

How To Budget Rooms - Revenue

3. C. The next section to edit is the **Occupancy Mix by Segmentation** (in %).

    - To get Current Year Occupancy Mix, in Reports, run the Operating Metrics by Segmentation Report using the below credentials:

    - This report will show the Occupancy Mix (in %) needed for this section, on Page 1 of the report, and the ADR Mix by Segmentation (in $) needed for the next section, on Page 2 of the report.

    - Export the report in PDF or Excel

How To Budget Rooms - Revenue

3. C. The next section to edit is the Occupancy Mix by Segmentation (in %).

The first page of this Operating Metrics by Segmentation report shows the breakdown of each segment per month.

OPERATING METRICS BY SEGMENTATION
As on 09/30/19
The ABC Inn (ABCDE)

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Average
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Room Occupancy Mix, as a	Percentage of	Total Rooms	Rented (in %)										
CORPORATE- LNR	1.54	4.15	5.76	3.76	3.71	3.74	3.02	3.52	4.15	5.76	3.76	3.71	3.88
CORPORATE- OTHER	15.01	17.86	13.27	16.43	14.91	14.95	16.76	18.78	17.86	13.27	16.43	14.91	15.87
CREW/ TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
No Show	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXTENDED STAY 12-29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXTENDED STAY 30+	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXTENDED STAY 5-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GROUP - TEAMS	6.91	5.37	0.43	2.62	18.65	10.75	11.67	5.66	5.37	0.43	2.62	18.65	7.43
GROUP - WEDDING	5.08	6.42	9.39	7.82	4.58	3.42	3.35	3.59	6.42	9.39	7.82	4.58	5.99
GROUP- BUSINESS	0.00	0.00	0.00	0.00	0.00	0.00	0.55	0.04	0.00	0.00	0.00	0.00	0.05
GROUP- SMERFES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INTERNET OTA- NON OPAQUE	6.88	7.44	9.99	6.64	7.21	10.04	7.46	8.02	7.44	9.99	6.64	7.21	7.91
INTERNET OTA- OPAQUE	12.12	24.38	23.35	20.54	15.78	16.06	15.08	20.01	24.38	23.35	20.54	15.78	19.28
COMPLIMENTARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONSTRUCTION	7.96	6.55	4.48	4.90	5.17	4.55	4.54	5.87	6.55	4.48	4.90	5.17	5.43
GOVERNMENT	0.85	0.77	0.43	0.92	1.14	1.05	1.52	1.37	0.77	0.43	0.92	1.14	0.94
HOSPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REWARD REDEMPTION	1.61	1.25	1.32	1.27	0.69	0.69	1.31	2.07	1.25	1.32	1.27	0.69	1.23
TRANSIENT- AAA	6.68	3.99	6.15	4.46	1.63	2.67	2.35	2.32	3.99	6.15	4.46	1.63	3.87
TRANSIENT- DISCOUNT	12.25	9.17	9.90	12.59	8.63	10.34	7.92	7.91	9.17	9.90	12.59	8.63	9.92
TRANSIENT- RETAIL	23.10	12.65	15.54	18.05	17.89	21.75	24.47	20.85	12.65	15.54	18.05	17.89	18.20
TOTAL OCCUPANCY MIX (IN %)	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**

INN-FLOW

How To Budget Rooms - Revenue

3. C. Use this data to complete the Occupancy Mix by Segmentation (in %).

OCCUPANCY MIX BY SEGMENTATION (in %)													
CORPORATE- LNR	22.00	23.00	36.50	26.50	36.50	23.50	36.50	21.00	21.00	24.00	24.00	24.00	26.54
CORPORATE- OTHER	2.00	1.00	1.00	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1.17
CREW/ TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXTENDED STAY 12-29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXTENDED STAY 30+	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXTENDED STAY 5-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GROUP- BUSINESS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GROUP- SMERFES	1.50	5.00	5.00	3.00	8.00	3.00	4.00	2.00	3.00	2.50	2.00	1.00	3.33
INTERNET OTA- NON OPAQUE	7.50	6.50	7.00	7.00	6.00	7.00	6.00	8.50	8.00	7.00	7.00	6.00	6.96
INTERNET OTA- OPAQUE	4.00	2.50	4.00	3.00	2.00	3.00	3.50	2.00	3.00	3.00	5.00	7.00	3.50
No Show	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
COMPLIMENTARY	1.00	1.00	1.00	1.00	1.00	1.00	0.50	0.50	0.50	0.50	0.50	0.50	0.75
GOVERNMENT	3.00	2.00	3.00	1.00	1.00	3.00	3.50	6.00	7.00	4.00	3.00	3.00	3.29
REWARD REDEMPTION	2.00	2.00	4.00	5.00	7.00	8.00	8.50	12.00	7.50	6.00	3.00	2.00	5.58
TRANSIENT- AAA, AARP, ADV. PUR.	20.00	20.00	19.00	25.00	12.00	22.00	17.00	17.00	17.00	17.00	15.00	17.50	18.21
TRANSIENT- DISCOUNT	11.00	13.00	7.00	7.00	0.00	7.00	6.00	7.00	10.00	10.00	14.50	14.00	8.88
TRANSIENT- RETAIL & PACKAGE	25.50	23.50	12.00	20.00	25.00	21.00	12.00	22.50	21.50	24.50	24.50	23.50	21.29
TOTAL PERCENTAGE	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00

- To open each month, click on any amount in each

   month to update.

- Because this is in percentage, the Total Percentage per

   month must be equal to 100.00.

OCCUPANCY MIX BY SEGMENTATION (in %)	
	JAN
CORPORATE- LNR	22.00
CORPORATE- OTHER	2.00
CREW/ TRANSPORTATION	0.00
EXTENDED STAY 12-29	0.00
EXTENDED STAY 30+	0.00
EXTENDED STAY 5-11	0.00
GROUP- BUSINESS	0.00
GROUP- SMERFES	1.50
INTERNET OTA- NON OPA	7.50
INTERNET OTA- OPAQUE	4.00
No Show	0.50
COMPLIMENTARY	1.00
GOVERNMENT	3.00
REWARD REDEMPTION	2.00

Save   Cancel

How To Budget Rooms - Revenue

3. C. After completing the Occupancy Mix by Segmentation (in %), the Rooms Sold section will

auto calculate.

How To Budget Rooms - Revenue

3. D. The next section to edit is the ADR Mix by Segmentation (In $).

The second page of the Operating Metrics by Segmentation report shows the ADR of each

segment, per month, and the variance to the current budget.

OPERATING METRICS BY SEGMENTATION
As on 09/30/19
The ABC Inn (ABCDE)

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Average
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
ADR Mix (in $)													
CORPORATE- LNR	50.87	58.53	59.76	67.25	64.28	60.65	61.21	63.38	58.53	59.76	67.25	64.28	61.31
CORPORATE- OTHER	62.39	63.70	64.87	69.42	71.72	72.94	72.56	70.07	63.70	64.87	69.42	71.72	68.12
CREW/ TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
No Show	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXTENDED STAY 12-29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXTENDED STAY 30+	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXTENDED STAY 5-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GROUP - TEAMS	77.92	71.17	49.50	109.27	72.51	88.81	94.98	90.60	71.17	49.50	109.27	72.51	79.77
GROUP - WEDDING	77.37	70.53	70.86	75.06	74.84	79.20	92.72	92.76	70.53	70.86	75.06	74.84	77.05
GROUP- BUSINESS	0.00	0.00	0.00	0.00	0.00	0.00	74.00	109.00	0.00	0.00	0.00	0.00	15.25
GROUP- SMERFES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INTERNET OTA- NON OPAQUE	68.74	66.35	69.69	70.80	89.86	79.21	86.97	90.81	66.35	69.69	70.80	89.86	76.59
INTERNET OTA- OPAQUE	47.47	42.90	47.03	50.82	61.41	58.51	64.29	64.63	42.90	47.03	50.82	61.41	53.27
COMPLIMENTARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONSTRUCTION	75.08	72.94	73.74	74.97	75.31	74.56	75.01	76.20	72.94	73.74	74.97	75.31	74.56
GOVERNMENT	73.46	76.27	77.90	73.81	85.84	87.22	95.64	88.81	76.27	77.90	73.81	85.84	81.06
HOSPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REWARD REDEMPTION	46.91	28.18	26.46	27.91	34.57	43.52	44.75	61.82	28.18	26.46	27.91	34.57	35.94
TRANSIENT- AAA	84.18	73.84	72.67	80.35	68.77	90.79	99.27	103.74	73.84	72.67	80.35	68.77	80.77
TRANSIENT- DISCOUNT	77.37	70.53	70.86	75.06	74.84	79.20	92.72	92.76	70.53	70.86	75.06	74.84	77.05
TRANSIENT- RETAIL	93.55	85.39	82.68	87.98	106.89	98.61	109.82	117.14	85.39	82.68	87.98	106.89	95.42
TOTAL ADR MIX (in $)	**68.90**	**64.53**	**63.20**	**71.60**	**73.27**	**75.82**	**81.57**	**83.63**	**64.53**	**63.20**	**71.60**	**73.27**	**71.26**

How To Budget Rooms - Revenue

3. D. Use this data to complete the ADR Mix by Segmentation (In $).

ADR MIX BY SEGMENTATION (in $)

CORPORATE- LNR	78.50	74.06	79.00	82.84	92.00	97.80	109.00	112.00	95.15	76.10	80.45	76.00	87.74
CORPORATE- OTHER	82.00	77.00	93.00	103.00	158.00	114.00	110.00	106.00	90.00	84.00	84.00	82.00	98.58
CREW/ TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXTENDED STAY 12-29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXTENDED STAY 30+	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXTENDED STAY 5-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GROUP- BUSINESS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GROUP- SMERFES	64.00	69.00	81.00	119.00	181.00	146.00	145.00	139.00	110.00	109.00	130.00	69.00	113.50
INTERNET OTA- NON OPAQUE	71.40	69.20	78.90	105.95	129.00	128.30	148.50	132.50	115.72	92.99	96.89	71.40	103.40
INTERNET OTA- OPAQUE	65.70	70.20	79.00	113.30	125.00	118.00	116.60	122.57	107.59	92.87	82.10	65.70	96.55
No Show	83.59	83.86	92.03	113.06	153.75	130.45	139.84	140.00	118.25	105.07	101.04	83.54	112.04
COMPLIMENTARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GOVERNMENT	72.00	79.20	73.00	81.39	94.80	98.00	96.55	99.30	89.99	86.82	92.59	72.00	86.30
REWARD REDEMPTION	12.75	35.30	14.15	42.70	45.00	40.72	55.60	61.11	28.30	40.39	38.05	12.75	35.57
TRANSIENT- AAA, AARP, ADV. PUR.	72.60	73.40	89.20	102.20	154.00	110.20	122.30	121.20	105.00	99.52	86.82	73.60	100.84
TRANSIENT- DISCOUNT	60.35	57.00	69.00	84.80	122.00	105.00	107.00	107.10	92.00	76.22	72.62	59.40	84.37
TRANSIENT- RETAIL & PACKAGE	72.25	75.00	79.00	110.00	165.00	140.00	140.00	130.00	120.00	104.00	93.00	72.40	108.39
TOTAL ADR	**70.27**	**69.93**	**76.97**	**94.37**	**124.48**	**108.87**	**113.59**	**112.42**	**98.53**	**87.57**	**84.40**	**69.68**	**92.59**

- To open each month, click on any amount in each

 month to update.

ADR BY SEGMENTATION (in $)

	JAN
CORPORATE- LNR	78.50
CORPORATE- OTHER	82.00
CREW/ TRANSPORTATION	0.00
EXTENDED STAY 12-29	0.00
EXTENDED STAY 30+	0.00
EXTENDED STAY 5-11	0.00
GROUP- BUSINESS	0.00
GROUP- SMERFES	64.00
INTERNET OTA- NON OPA	71.40
INTERNET OTA- OPAQUE	65.70
No Show	83.59
COMPLIMENTARY	0.00
GOVERNMENT	72.00
REWARD REDEMPTION	12.75

Save   Cancel

INN-FLOW

How To Budget Rooms - Revenue

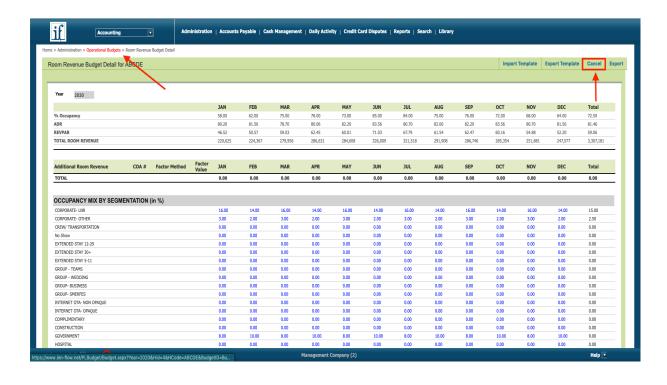3. D. After completing the ADR Mix by Segmentation (In $), the Revenue by Segmentation section will auto calculate.

How To Budget Rooms - Revenue

3. E. Now that % Occupancy, Occupancy Mix by Segmentation (in %), and ADR Mix by Segmentation (in $) has been entered, the Top Line Revenue is complete. Return back to the main Operational Budget Page by selecting "Operational Budget" on the top left.

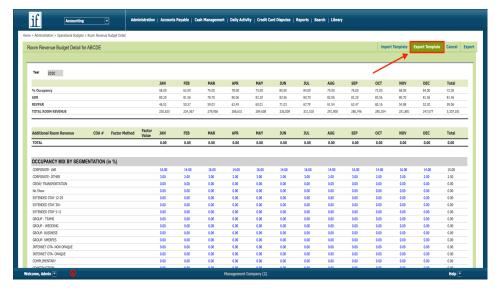# How To Budget Rooms - Revenue

4. A. You can also use the Export Template feature to edit all fields in Excel.

To do so, from the Budget By Segmentation page, select Export Template.

4. B. Total Room Revenue is budgeted by

three components:

- % Occupancy

- Occupancy Mix by Segmentation (in %)

- ADR Mix by Segmentation (in $)

In the exported template, the yellow cells
are ones that can be edited.

How To Budget Rooms - Revenue

4. C. Update each month's Occupancy %.

|	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
% Occupancy	57.00	70.00	87.00	81.00	91.00	90.00	93.00	78.00	72.00	80.00	68.00	60.00	77.25
ADR	70.27	69.93	76.97	94.37	124.48	108.87	113.59	112.42	98.53	87.57	84.40	69.68	94.85
REVPAR	40.05	48.95	66.97	76.44	113.27	97.98	105.64	87.68	70.94	70.05	57.39	41.81	73.27
ROOM REVENUE	137822	152142	230429	254540	389775	326277	363507	301723	236235	241053	191110	143852	2968465

How To Budget Rooms - Revenue
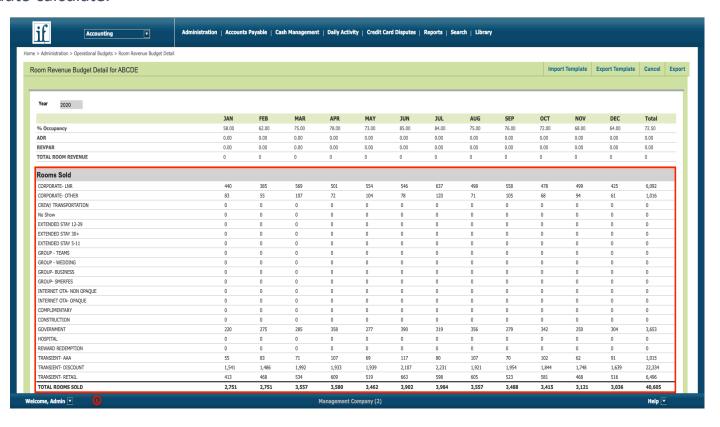
4. D. Update each month's Occupancy Mix by Segmentation (in %) using the Operating Metrics by Segmentation Report shown in Step 3. C.

Since this is a percentage, the Total Percentage per month must be equal to 100.00.

OCCUPANCY MIX BY SEGMENTATION (in %)													
CORPORATE- LNR	22.00	23.00	36.50	26.50	36.50	23.50	36.50	21.00	21.00	24.00	24.00	24.00	27
CORPORATE- OTHER	2.00	1.00	1.00	1.00	1.00	1.00	2.00	1.00	1.00	1.00	1.00	1.00	1
CREW/ TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EXTENDED STAY 12-29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EXTENDED STAY 30+	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EXTENDED STAY 5-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
GROUP- BUSINESS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
GROUP- SMERFES	1.50	5.00	5.00	3.00	8.00	3.00	4.00	2.00	3.00	2.50	2.00	1.00	3
INTERNET OTA- NON OPAQUE	7.50	6.50	7.00	7.00	6.00	7.00	6.00	8.50	8.00	7.00	7.00	6.00	7
INTERNET OTA- OPAQUE	4.00	2.50	4.00	3.00	2.00	3.00	3.50	2.00	3.00	3.00	5.00	7.00	4
No Show	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	1
COMPLIMENTARY	1.00	1.00	1.00	1.00	1.00	1.00	0.50	0.50	0.50	0.50	0.50	0.50	1
GOVERNMENT	3.00	2.00	3.00	1.00	1.00	3.00	3.50	6.00	7.00	4.00	3.00	3.00	3
REWARD REDEMPTION	2.00	2.00	4.00	5.00	7.00	8.00	8.50	12.00	7.50	6.00	3.00	2.00	6
TRANSIENT- AAA, AARP, ADV. PUR.	20.00	20.00	19.00	25.00	12.00	22.00	17.00	17.00	17.00	17.00	15.00	17.50	18
TRANSIENT- DISCOUNT	11.00	13.00	7.00	7.00	0.00	7.00	6.00	7.00	10.00	10.00	14.50	14.00	9
TRANSIENT- RETAIL & PACKAGE	25.50	23.50	12.00	20.00	25.00	21.00	12.00	22.50	21.50	24.50	24.50	23.50	21
TOTAL PERCENTAGE	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100

How To Budget Rooms - Revenue

4. D. After completing the Occupancy Mix by Segmentation (in %), the Rooms Sold section will auto calculate.

How To Budget Rooms - Revenue

4. E. The next section to edit is the ADR Mix by Segmentation (In $).

The second page of the Operating Metrics by Segmentation report shows the ADR of each segment, per month, and the variance to the current budget.

OPERATING METRICS BY SEGMENTATION
As on 09/30/19
The ABC Inn (ABCDE)

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Average
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
ADR Mix (in $)													
CORPORATE- LNR	50.87	58.53	59.76	67.25	64.28	60.65	61.21	63.38	58.53	59.76	67.25	64.28	61.31
CORPORATE- OTHER	62.39	63.70	64.87	69.42	71.72	72.94	72.56	70.07	63.70	64.87	69.42	71.72	68.12
CREW/ TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
No Show	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXTENDED STAY 12-29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXTENDED STAY 30+	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXTENDED STAY 5-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GROUP - TEAMS	77.92	71.17	49.50	109.27	72.51	88.81	94.98	90.60	71.17	49.50	109.27	72.51	79.77
GROUP - WEDDING	77.37	70.53	70.86	75.06	74.84	79.20	92.72	92.76	70.53	70.86	75.06	74.84	77.05
GROUP- BUSINESS	0.00	0.00	0.00	0.00	0.00	0.00	74.00	109.00	0.00	0.00	0.00	0.00	15.25
GROUP- SMERFES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INTERNET OTA- NON OPAQUE	68.74	66.35	69.69	70.80	89.86	79.21	86.97	90.81	66.35	69.69	70.80	89.86	76.59
INTERNET OTA- OPAQUE	47.47	42.90	47.03	50.82	61.41	58.51	64.29	64.63	42.90	47.03	50.82	61.41	53.27
COMPLIMENTARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONSTRUCTION	75.08	72.94	73.74	74.97	75.31	74.56	75.01	76.20	72.94	73.74	74.97	75.31	74.56
GOVERNMENT	73.46	76.27	77.90	73.81	85.84	87.22	95.64	88.81	76.27	77.90	73.81	85.84	81.06
HOSPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REWARD REDEMPTION	46.91	28.18	26.46	27.91	34.57	43.52	44.75	61.82	28.18	26.46	27.91	34.57	35.94
TRANSIENT- AAA	84.18	73.84	72.67	80.35	68.77	90.79	99.27	103.74	73.84	72.67	80.35	68.77	80.77
TRANSIENT- DISCOUNT	77.37	70.53	70.86	75.06	74.84	79.20	92.72	92.76	70.53	70.86	75.06	74.84	77.05
TRANSIENT- RETAIL	93.55	85.39	82.68	87.98	106.89	98.61	109.82	117.14	85.39	82.68	87.98	106.89	95.42
TOTAL ADR MIX (in $)	**68.90**	**64.53**	**63.20**	**71.60**	**73.27**	**75.82**	**81.57**	**83.63**	**64.53**	**63.20**	**71.60**	**73.27**	**71.26**

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How To Budget Rooms - Revenue

4. E. Use this data to complete the ADR Mix by Segmentation (In $).

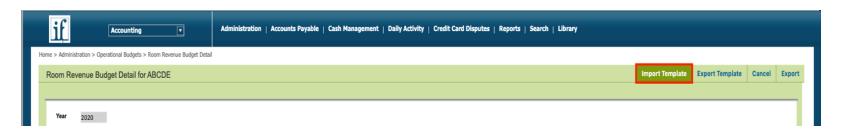| ADR MIX BY SEGMENTATION (in $)													
CORPORATE- LNR	78.50	74.06	79.00	82.84	92.00	97.80	109.00	112.00	95.15	76.10	80.45	76.00	87.74
CORPORATE- OTHER	82.00	77.00	93.00	103.00	158.00	114.00	110.00	106.00	90.00	84.00	84.00	82.00	98.58
CREW/ TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXTENDED STAY 12-29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXTENDED STAY 30+	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXTENDED STAY 5-11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GROUP- BUSINESS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GROUP- SMERFES	64.00	69.00	81.00	119.00	181.00	146.00	145.00	139.00	110.00	109.00	130.00	69.00	113.50
INTERNET OTA- NON OPAQUE	71.40	69.20	78.90	105.95	129.00	128.30	148.50	132.50	115.72	92.99	96.89	71.40	103.40
INTERNET OTA- OPAQUE	65.70	70.20	79.00	113.30	125.00	118.00	116.60	122.57	107.59	92.87	82.10	65.70	96.55
No Show	83.59	83.86	92.03	113.06	153.75	130.45	139.84	140.00	118.25	105.07	101.04	83.54	112.04
COMPLIMENTARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GOVERNMENT	72.00	79.20	73.00	81.39	94.80	98.00	96.55	99.30	89.99	86.82	92.59	72.00	86.30
REWARD REDEMPTION	12.75	35.30	14.15	42.70	45.00	40.72	55.60	61.11	28.30	40.39	38.05	12.75	35.57
TRANSIENT- AAA, AARP, ADV. PUR.	72.60	73.40	89.20	102.20	154.00	110.20	122.30	121.20	105.00	99.52	86.82	73.60	100.84
TRANSIENT- DISCOUNT	60.35	57.00	69.00	84.80	122.00	105.00	107.00	107.10	92.00	76.22	72.62	59.40	84.37
TRANSIENT- RETAIL & PACKAGE	72.25	75.00	79.00	110.00	165.00	140.00	140.00	130.00	120.00	104.00	93.00	72.40	108.39
TOTAL ADR	70.27	69.93	76.97	94.37	124.48	108.87	113.59	112.42	98.53	87.57	84.40	69.68	94.85

INN-FLOW

How To Budget Rooms - Revenue

4. E. After completing the ADR Mix by Segmentation (In $), the Revenue by Segmentation section

will auto calculate.

How To Budget Rooms - Revenue

4. F. Once each item is updated, save the excel document & import using the Import Template option.

Now that % Occupancy, Occupancy Mix by Segmentation (in %), and ADR Mix by Segmentation (in $) has been entered and imported, the Top Line Revenue is complete. Return back to the main Operational Budget Page by selecting "Operational Budget" on the top left or Cancel on the right. This page saves automatically, so you will not lost your changes by clicking Cancel.
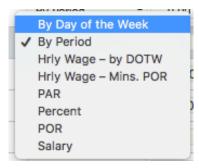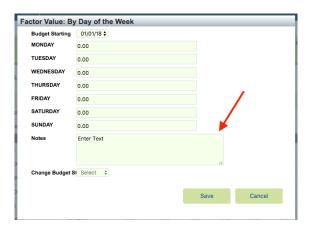
Budget – Factor Values

To budget the remaining revenue and expenses, there are multiple Factor Methods:

1. **By Day of the Week**

2. **By Period**

3. **Hrly Wage – by DOTW**

4. **Hrly Wage – Mins. POR**

5. **PAR**

6. **Percent**

7. **POR**

8. **Salary**

For each chart of account, there is a Notes box.

Use this box to make comments, like what was

budgeted that month, for reference.

Budget – Factor Value – By Day of the Week

This method will calculate a budget based on amounts applied to specific days of the week. For example, if you have entertainment scheduled every Thursday, the total budget for the month will calculate based on how many Thursday's are in the month. Another example is if you get certain newspapers only Monday – Friday, you would enter the expense per day for it to auto calculate.

Budget – Factor Value – By Period

This method allows you to budget in one of three ways:

1) By entering a single amount for the year

2) By entering an amount to repeat in each accounting period

3) By entering different amounts in each accounting period

Budget – Factor Value – Hrly Wage – by DOTW

Hourly Wage by Day of the Week - This method will calculate a budget based on a single hourly wage and the number of hours budgeted for each day of the week. This would be used for positions like Front Desk, Night Audit, etc.

Budget – Factor Value – Hrly Wage – Mins. POR

Hourly Wage by Minutes Per Occupied Room - This method will calculate a budget given: 1) an hourly rate, and 2) the average minutes POR. These amounts are factored against the budgeted occupancy to determine the budget for this COA. This Factor method is often used for the Housekeeper/Room Cleaning related COA's.

Budget – Factor Value – PAR

Per Available Room - This method will calculate a budget based on a single amount, which will be multiplied by the number of rooms available in the hotel per period.

Budget – Factor Value – Percent
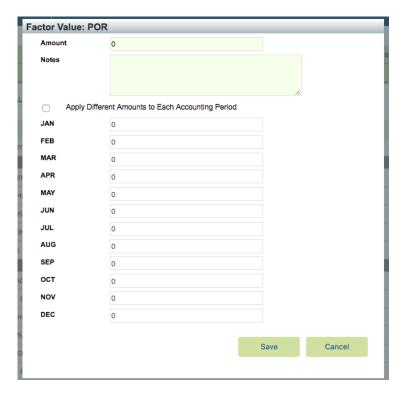
This method will calculate a budget as a percentage of other COA's. One or multiple COA's can be selected. This method is typically used to budget expenses like: Banquet Staff, Payroll Overhead, Travel Agent Commissions, Credit Card Discounts, and Franchise Fees.
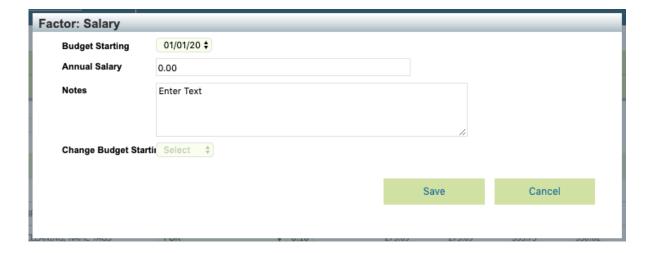
Budget – Factor Value – POR

Per Occupied Room - This method will calculate a budget given a single amount that will be multiplied by the hotel occupancy.

Budget – Factor Value – Salary

This method is used specifically to distribute an employee's annual salary among each accounting period. The budget will prorate the employees salary based on the number of days in each accounting period.
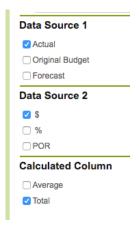
Budgeting Other Revenue & Expenses - Reports

Three OPERATING STATEMENT Reports that will be helpful with budgeting other revenue & expenses:

1. **To show $ -** Configure the report as follows:
   a) Version = 12 accounting periods
   b) **By COA**
   c) Hide Rows with Zero Values
   d) Layout Design = trailing 12 accounting periods
   e) Select Year = the most recent closed accounting period in this year
   f) Data Source 2 = $
   g) Calculated Column = Total
   h) **Export this report to Excel. Leave this report window open in your browser to open expense detail.**

2. **To show % and POR YTD** - Configure the report as follows:
   a) Version = Operating Statement
   b) **BY COA**
   c) Hide Rows with Zero Values
   d) Select Accounting Period = the most recent closed accounting period
   e) Data Source % and POR
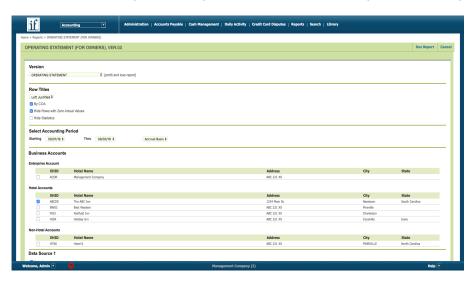   f) **Export this report to Excel. Leave this report window open in your browser to open expense detail.**

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Budgeting Other Revenue & Expenses - Reports

Three OPERATING STATEMENT Reports that will be helpful with budgeting other revenue & expenses:

1. **To show $ -** Configure the report as follows:

   a) Version = 12 accounting periods

   b) **By COA**

   c) Hide Rows with Zero Values

   d) Layout Design = trailing 12 accounting periods

   e) Select Year = the most recent closed accounting period in this year

   f) Data Source 2 = $

   g) Calculated Column = Total

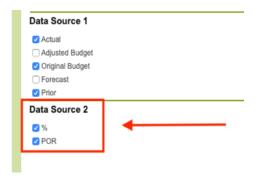   h) **Export this report to Excel. Leave this report window open in your browser to open expense detail.**

Budgeting Other Revenue & Expenses - Reports

Three OPERATING STATEMENT Reports that will be helpful with budgeting other revenue & expenses:

2. **To show % and POR YTD** - Configure the report as follows:
   1. Version = Operating Statement
   2. **BY COA**
   3. Hide Rows with Zero Values
   4. Select Accounting Period = the most recent closed accounting period
   5. Select Data Source 1 preference – Adjusted Budget, Original Budget, Forecast or Prior
   6. Data Source 2 - % and POR
   7. **Export this report to Excel. Leave this report window open in your browser to open expense detail.**
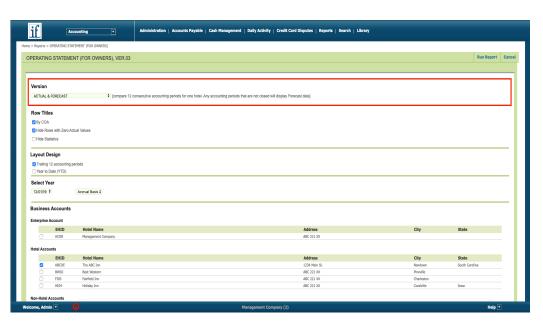
Budgeting Other Revenue & Expenses - Reports

Three OPERATING STATEMENT Reports that will be helpful with budgeting other revenue & expenses:

3. **To show Actual and Forecast** - Configure the report as follows:

    1. Version = Actual & Forecast
    2. **BY COA**
    3. Hide Rows with Zero Values
    4. Select Year
    5. **Export this report to Excel. Leave this report window open in your browser to open expense detail.**

This will show similar information, but for any accounting period not closed, Budget or Forecast data will appear.

Budgeting Other Revenue & Expenses - Reports

Three OPERATING STATEMENT Reports that will be helpful with budgeting other revenue & expenses:

1. **Report 1 – Showing $**

   - This report is used for Factor Values: By Day of the Week, By Period, Hourly Wage & Salary

2. **Report 2 – Showing % and POR**

   - This report is used to help budget controllable expenses for the Factor Value – % and POR.
   - % Examples: Payroll Taxes, Franchise Fees, Credit Card Commissions, etc.
   - POR Examples: Guest Supplies, Cleaning Supplies, Complimentary Breakfast, etc.

3. **Report 3 – Actual and Forecast**

   - This report is used to help budget for all chart of accounts.

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Mock-Up Budget

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Mock-Up Budget

The Mock-Up budgets feature allows you to create a budget for new or potential hotel projects. You can then use the budget to run forecasted operating statements, which can be provided to potential investors, lenders, or for internal analysis.

To access this feature…

1. Go to: Accounting>Administration>Operational Budgets.
2. Select "MOCKUP" from the EHID menu.
3. Select the "Add MockUp" button, complete all fields and save.
4. Adjust budget settings as needed, including: ADR and Occupancy.
5. Select the Forecasted Operating Statement button to view a Forecasted P&L.

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Budgeting Tips

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Best Practices

✅ Start Early – it's never <u>too early</u> to start budgeting

✅ Have your reports ready for easy access

✅ Occupancy & Revenue first, then Expenses

✅ Budget Only for the chart of accounts you need!

✅ Use Notes

Budgeting Tips

Report

This button will run the Operating Statement (for Operators) report showing only the original budget amounts for each month in a single year. You can run this report while editing your operational budgets to understand how your budgets affect your forecasted operating statements.

Hourly Wage Summary

The Hourly Wage Summary button accesses the page by the same name. This page will summarize all COA's that are budgeted by the following factor methods: Hourly Wage – by DOTW, and Hourly Wage - Minutes POR.
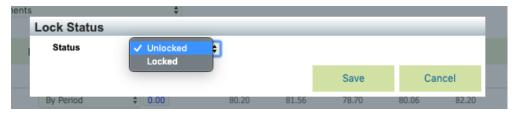
Budgeting Tips

Status

The status field allows a user to lock the operational budget page from further changes. The permission to change the status is assigned on the Role Permissions page.

Use the **View Change Log** link see a history of users that have either **changed** the status setting or **revised** operational budgets.
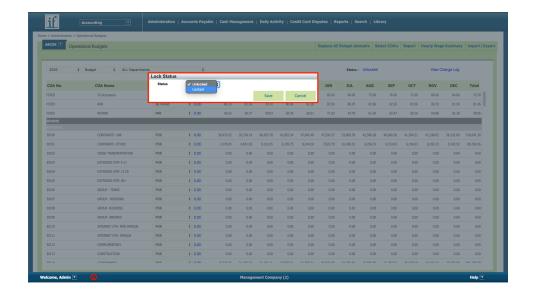

Lock Budgets

When the budgets for a year are complete this page can be Locked to prevent further changes. Someone from the corporate office with access to the Status field on this page can change the Status to Locked and then select the Save button. Further changes can be made to this budget if the Status is changed to Unlocked. Changes can never be made to budgets for closed accounting periods.
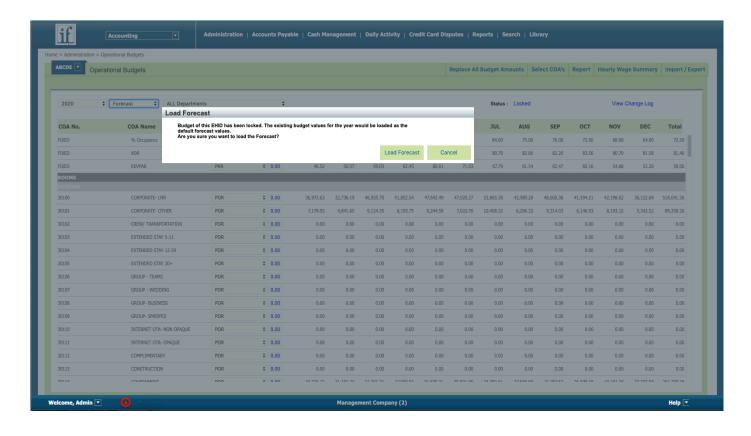
Forecast

Forecast

A forecast can only be created once the Budget is Locked. A forecast is meant to serve as an updated budget reviewed and projected throughout the year. Maybe you budgeted to be under renovation February – April, but now it was pushed to start in May. You can use the Forecast module to update accordingly. The budget is meant to serve as a locked document that's presented to the owners, franchisees, and/or banks. The forecast is meant to be a tool that's updated by the property regularly.
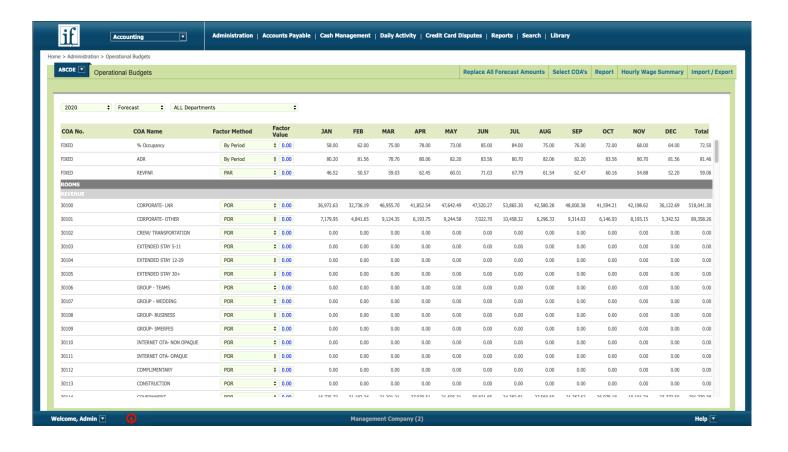
Forecast

Once locked, select Forecast from the dropdown, and you'll confirm whether to load the Budget into the Forecast.

Forecast

The forecast can now be edited similarly to the budget module.

Questions?

Feel free to reach out to Inn-Flow Support
via email at Support@Inn-Flow.com.

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