



Setting up Budget Numbers for the Manager's Revenue Report

Budget numbers can be setup in Maestro to report in selected fields within the Hotel Operations section of the Manager's Operations Report. Budget information can be entered for reporting Rooms Revenue, Rooms Occupied, Potential Rooms, and several other areas as outlined below.

The chart below outlines the fields on the Manager's Operations Report that may have budget information configured for them as well as the corresponding Budget Type

Name of Field on Manager's Operations Report	Budget Type
Room Revenue	ROOMS INCOME
Rooms Occupied	ROOMS OCCUP
Rooms House Use	ROOMS HOUSE
Occupancy Percentage	**
Number of Adults	PERSON ADUL
Number of Children	PERSON CHIL
Room Potential	ROOMS AVAIL
Rate per Person	**
Avrg Rate Per Person	**

** These fields do not have corresponding Budget Types as they are percentages that are calculated based on values within the field names.

Required Set Up

Prior to setting up the Budget Numbers, the Budget Types shown above must be loaded. Maestro versions 4.10 and higher, do not include any data in the table required to configure budget numbers to display on the Manager's Operations Report.

To load the table fdbudgetype, use the load script and the budgtype.fd file found in the accompanying folder. You can place the accompany folder directly in the N:\Dump directory and load it right from there.

Once loaded, budget information can be setup as follows:

- 1) Log into Front Desk Maintenance
- 2) Go to Setup | Reporting Budget Maintenance (fd5300mn)
- 3) **Press the ENTER key to get the field names in this window, if necessary.
- 4) From within this screen go to Window | Budget Type Setup
- 5) Go to Window | Import Default Types
- 6) Return to the Reporting Budgets Maintenance screen and select the appropriate budget types that you wish to configure
- 7) Once you have selected all the types, the budget information must be configured for each.
 - i. Budgets can be entered on a Daily Basis by highlighting the Budget Type and pressing Enter. This will allow figures to be entered for each day
 - ii. Budgets can be entered for a Date Range by highlighting a budget type and going to Window | Budget Amount Range Entry (fd5320mn). Once entered, the Amount field will display the Daily Amount

Note: Other Revenue and Room Revenue rows on the report will have the budget amount entered for Room Revenue displayed.