

Getting Started

This document will walk you through some of the basics of the 2004 Budget Program to get you started. These are the items that usually cause the greatest number of questions, or have changed and may be different than what you are used to.

Drev

1. While the steps that are shown on the Left Hand Side of the Drev program are no longer in steps that must be taken before proceeding, there are several items that you will want to do prior to heading into Budget.
 - a. Load History from Dstat – this step will import all of your data from the Dstat program into the Budget. While we have been loading actuals from WHI into the program, this has only been the Monthly actuals and does not affect Drev or Fbrev. Loading Dstat will ensure that the information used as the starting point for Budget is as accurate as possible. **This information will need to be read from the beginning of the 2002 Accounting Year, 12/29/01, through the end of AP 8 2003, 8/29/03.**
 - b. Load Booking data – This will load your exported information from your Sales System. This is the step that will allow you to look at On the Books data, and fully utilize the To Be Booked Budgeting screens.
 - c. Forecast 2003 – While you may have already changed your forecast in preparation for Budgeting, you will have to go through it one more time before you can budget. You will not have to make any changes but will want to save the information before continuing. Page down through the remainder of the year and then you can close and save. This will allow you to move on to the first step in Budgeting, Negative Impact Statements.
2. Negative Impact Statements
 - a. Negative impact statements allow you to make changes to the 2004 annual Budget using forms that indicate negative changes in one, or all segments for your choice of months or dates. This can be affected using a percentage or whole number change and can be applied to either Rooms or Rate.
 - b. Once you have finished entering Negative Impact Statements, press the Save this Impact Statement button and then the Close this Screen button found on the open window. You will be given a message that asks if you are done entering negative impact statements and if you are ready to move on to positive impact statements. Press the Yes button to continue.
3. Positive Impact Statements
 - a. Like the Negative Impact Statements, positive impact statements allow you to make changes to the 2004 Annual Budget, but will affect the data positively instead of negatively.
 - b. Once you have finished entering Positive Impact Statements, press the Save this Impact Statement button and then the Close this Screen button found on the open window. You will be given a message that asks if you

are done entering positive impact statements and if you are ready to move on to Budgeting. Press the Yes button to continue.

i. Once you move into the Budgeting process, you will no longer be able to adjust your Budget with Negative and Positive Impact statements. Please make sure that you are done entering your impact statements prior to proceeding.

4. Budgeting – now that you are done with the preliminary work, the Budgeting process is almost identical to the Forecast process that you have been using.

Fbrev

1. As with the Drev program, there are several steps that will need to be completed prior to Budgeting in the Fbrev program. These steps are available through the Step tabs on the right hand side of the screen and will need to be done before entering into the Budget portion of FBrev.
 - a. Step 1 : Load History from Dstat – this step will import all of your data from the Dstat program into the Budget. While we have been loading actuals from WHI into the program, this has only been the Monthly actuals and does not affect Drev or Fbrev. Loading Dstat will ensure that the information used as the starting point for Budget is as accurate as possible. **This information will need to be read from the beginning of the 2002 Accounting Year, 12/29/01, through the end of AP 8 2003, 8/29/03.**
 - b. Step 3 : Load Booking data – This will load your exported information from your Sales System. This is the step that will allow you to look at On the Books data, and fully utilize the To Be Booked Budgeting screens.
 - c. Forecast 2003 – While you may have already changed your forecast in preparation for Budgeting, you will have to go through it one more time before you can budget. You will not have to make any changes but will want to save the information before continuing. You will have to access each of the areas of Fbrev, page through each month, and save the data before the Step 6 tab will be available to you.
 - d. Unlike Drev, there are no impact statements in the Fbrev program. Once you have completed the review of the Forecast, the Step 6 tab will be available to you. Budgeting in the Fbrev program will be almost exactly the same as the forecast mode that you are familiar with.

Labor

1. The first thing that you will need to know for the labor program is the Password. This is the same as in prior years and is Y2K.
2. To begin the Labor Process, you will want to enter your Wages for the current year. This will be the process of checking all of the salaries and wages that are in the program and make sure that they match your current salaries and wages in the Timesaver program.

3. While there is no official step that is next, the items that will need to be completed are:
 - a. Wage Survey
 - b. Benefits Survey
 - c. 2004 Salaries and Wages
 - d. Labor Standards (if you choose to use them) – If you choose to use the Labor Standards and import the Prior Year Standards, you will actually be importing standards from the 2002 Budget Program, since standards were not in use during last years Budgeting process.

Buddy

Since we will not be starting the Expense side of Budgets for several weeks, additional information regarding Buddy will sent at a later time.