

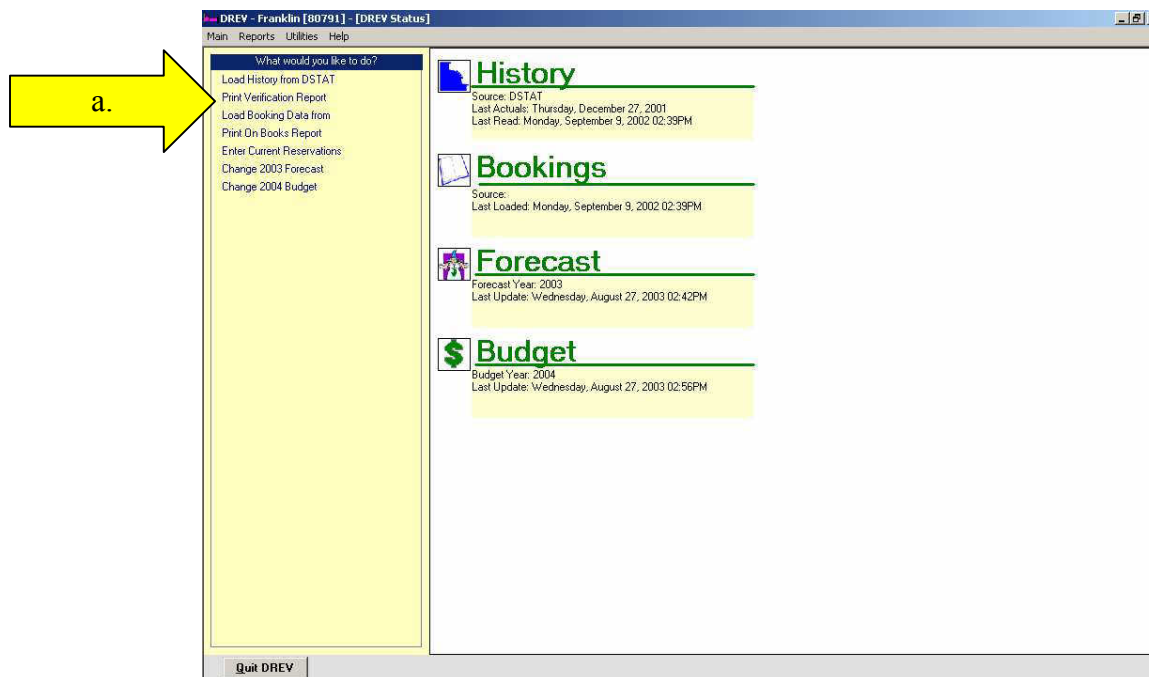
2004 Budget

What's Changed?

DREV

The Drev program for the 2004 Budget will contain several new features from that found in prior Budgets. Although there are several changes that have been made, the program itself maintains many of the same entry and working screens.

1. The first change that you are going to notice in Drev is in the first screen that pulls up. As you will see below, instead of the numeric steps that were used in the previous Budgets, you now have a “What would you like to do?” section located on the left hand side of the screen (a.). Certain steps will still have to be completed prior to the next step appearing.



2. The second and probably the most notable change in the Drev program will be found in the Segmentation. The new segmentation will be as follows:
 - a. Transient / Individual Segments
 - i. Leisure
 - ii. Corporate / Business Transient
 - iii. Promotional (formerly Discount)
 - iv. Package
 - v. Crew (Tour has been separated and placed in Group)
 - vi. Government Transient
 - vii. Complimentary

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- b. Group Segments
 - i. Convention
 - ii. Association
 - iii. SMERF
 - iv. Contract
 - v. Corporate Group
 - vi. Tour / Motor coach
 - vii. Government Group

FBREV

Overall, the Fbrev program is the one with the least amount of changes. While we have made several changes to the functionality of the program, there are few changes that are seen by the user.

1. One of the most notable changes to the Fbrev program was actually made and distributed for the Forecast program, but will remain in the 2004 Budget. This option allows you to select your method of input from each of the Catering Budget / Forecast screens (b.). You have the option to select from Month, Month To Be Booked, Daily View, Last Year, and On the Books. Descriptions for these items are below.

The screenshot shows the 'AP1 2004 Banquets' report in the FBREV software. The table displays data for breakfast, lunch, dinner, reception, coffee break, and total covers, along with average check and revenue. A menu at the bottom left is open, showing options: 'Month View', 'Month To Be Booked', 'Daily View', 'Last Year', and 'On the Books'. A yellow arrow points to 'Month To Be Booked', which is labeled with a yellow box containing the letter 'b.'. The software title bar reads 'FBRev - Franklin [80791] - [Banquets]' and the taskbar shows the time as 5:43 AM.

| AP1 2004 Banquets | | | | | | |
|----------------------------|-----------|----------|----------|-----------|--------------|----------|
| COVERS | Breakfast | Lunch | Dinner | Reception | Coffee Break | Total |
| Group Rooms | 2720 | 2720 | 2720 | 2720 | 2720 | 2720 |
| Covers from Group Rooms | 40 | 711 | 514 | 321 | 1512 | 3098 |
| Covers from Local / Social | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Covers | 40 | 711 | 514 | 321 | 1512 | 3098 |
| AVERAGE CHECK | | | | | | |
| In House Groups | 7.64 | 19.36 | 31.21 | 22.00 | 10.92 | 17.33 |
| Local / Social | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Average Check | 7.64 | 19.36 | 31.21 | 22.00 | 10.92 | 17.33 |
| REVENUE | | | | | | |
| In House Groups | \$306 | \$13,768 | \$16,042 | \$7,063 | \$16,518 | \$53,697 |
| Local / Social | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Revenue | \$306 | \$13,768 | \$16,042 | \$7,063 | \$16,518 | \$53,697 |

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- a. Month – These screen will allow you to enter your Budget / Forecast as you would like to have it. It does not take into consideration any factors that may affect this total in other screens, such as On the Books.
- b. Month To Be Booked – This screen will allow you to review what you have on the Books and Budget / Forecast above and beyond that number.
- c. Daily View – This screen is most similar as the Month To Be Booked screen, but allows you to Budget / Forecast a given area by day.
- d. Last Year – This screen will allow you to see what was actualized Last Year for a given month.
- e. On the Books – If you have imported data from your Sales and Catering System, this screen will allow you to view the totals that have been pulled in by Group.

Labor Program

The Labor program is another of the programs that has very few changes from Prior Years, but will reimplement several of the areas that were removed in last years program.

1. Unlike last year, we will be completing the Competitive Wage and Benefit Surveys during the Budgeting process. This will allow us to utilize several additional features that have been reinstated into the Labor Program, such as Labor standards.
2. For the 2004 Budget, we will be giving you the option of using the Labor Standards again. This option has remained the same as in prior Budget years (before 2003 Budget). The Expense accounts that are found in Buddy for the labor accounts have been given formulas that will fill each account with the total from the Labor Program. If you choose not to use the Labor Standards, those formulas can be modified in the Buddy program.

Buddy Program

The Buddy program is another program that will look much different than in prior years, but will maintain much of the same functionality. The changes that have been made are to make the Budgeting / Forecasting process easier for the user.

1. The biggest change that you will notice in the Buddy program is the screen layout. (shown below) The new screen allows you to view much of the items such as history from the main Buddy window, allowing you to Budget with historical information on the same page. It also allows you to see what affect changes have on your Dollars, POR, and % of Revenue no matter how you Budget.

2004 Budget

Buddy - Franklin [80791] - [Buddy]
 Main Forecast Reports Budget Reports Security Utilities Help

Franklin Department (All) (All)
 Account 29429999 FOOD COST

2004 Budget

Monthly =>

| | Dollars | POR | % Rev |
|--------------|------------------|-------------|--------------|
| AP1 B | \$14,069 | 3.94 | 26.20 |
| AP2 B | \$33,534 | 6.64 | 26.20 |
| AP3 B | \$34,863 | 5.71 | 26.20 |
| AP4 B | \$30,518 | 6.32 | 26.20 |
| AP5 B | \$24,890 | 4.98 | 26.20 |
| AP6 B | \$22,322 | 3.63 | 26.20 |
| AP7 B | \$31,764 | 6.20 | 26.20 |
| AP8 B | \$24,450 | 4.89 | 26.20 |
| AP9 B | \$32,316 | 5.49 | 26.20 |
| AP10 B | \$34,515 | 6.50 | 26.20 |
| AP11 B | \$35,300 | 8.21 | 26.20 |
| AP12 B | \$50,923 | 13.33 | 26.20 |
| TOTAL | \$369,463 | 6.14 | 26.20 |

| Dept | Hotel | 2003 | 2002 | 2001 |
|------------------------|-------|----------------|------|---------------|
| FOOD DEPARTMENT | | | | |
| TOTAL COVERS | | 96,416 | | 6.13% |
| FOOD REVENUE | | 1,410,164 | | 100.00% |
| FOOD COST | | -369,463 | | 26.20% |
| SALARIES & WAGES | | 0 | | 0.00% |
| TAXES & BENEFITS | | -20,521 | | -1.46% |
| LABOR COST | | -20,521 | | -1.46% |
| OTHER EXPENSE | | 31,870 | | 2.26% |
| TOTAL EXPENSE | | 380,812 | | 27.00% |

Custom Formula: [29424505]:[29424520]

Help for Custom Formula Insert Account 08010999 RM, REV, PAR

Previous Department Previous Account Recalculate Close this Screen
 Next Department Next Account View Explanation View History

- The History that is shown in the main menu of Budget for 2001 may not be complete. Due to the amount of information that we have from WHI in an electronic format, this information may contain only certain parts of the year 2001.

BPLAN

The Bplan program will remain the same for the 2004 Budget, but will not be available at the rollout of the program. Since there is minimal entry required, this will be updated during the budget process, and should be available by the end of week 1.