

JOURNAL SHEET

YOUR SPREADSHEET SOLUTION

USER GUIDE V3.21

SPREADSHEET APPLICATION

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1 GETTING STARTED

1.1 SYSTEM REQUIREMENTS

Operating Systems and Microsoft Excel

- Windows Vista, 7, 8, 10 | Microsoft Excel 2010, 2013, 2016, 2019
- Mac OS X | Microsoft Excel 2011, 2016, 2019

1.2 KNOWLEDGE REQUIREMENTS

- Microsoft Excel

DO NOT CUT/PASTE or DELETE/INSERT ROWS and COLUMNS inside tables. It could damage formula link and connection among worksheets.

YOU CAN DO COPY/PASTE from different EXCEL files or inside the file, but choose PASTE AS VALUES when pasting them.

1.3 LIST OF WORKSHEETS

Menu names might be different in model that you purchased because of additional features and updates.

Front Menu

Setup

1. Company Info
2. Channel List

Room Management

1. Room List
2. Room Price List
3. Booking Calendar | Room
4. Booking Calendar | Category
5. Booking Calendar | Channel
6. Booking Calendar | Guest
7. Booking | Deposit

Report

1. Check In Report
2. Check Out Report
3. Channel Report
4. Room Booking Report
5. Dashboard

1.4 FRONT MENU

Use this front menu to move between worksheets quickly

AG13

MY HEART HOTEL

RESERVATION Monday, August 31, 2020

October 19 November 19 December 19 January 20

February 20 March 20 April 20 May 20

June 20 July 20 August 20 September 20

BOOKING CALENDAR | ROOM

BOOKING CALENDAR | CATEGORY

BOOKING CALENDAR | CHANNEL HOW TO USE

BOOKING CALENDAR | GUEST LICENSE

BOOKING | DEPOSIT ABOUT

FINANCIAL INDICATOR to HELP YOU SEE YOUR BUSINESS PROGRESS YEAR TO DATE.

CLICK ON MENU or WORKSHEET TAB to move between modules/worksheets

2 SETUP

Not every modules needs to be used and not every fields needs to be filled.

2.1 RESERVATION PERIOD & HOTEL INFORMATION

SETUP | COMPANY

REPORTING YEAR
Tuesday, October 1, 2019

Type bookkeeping fiscal period. **Make sure the format is DATE.**

COMPANY INFO

Name	MY HEART HOTEL
Address	Long and Winding Road
City	Dream City
State/Province	Neverland
ZIP Code	
Phone	999 999 999 888
Facs	
Website	
Email	

NAME in this table will be used for report titles.

TO GO BACK TO FRONT PANEL QUICKLY

2.2 CHANNEL LIST

JournalSHEET - Hotel Reservation - 200 Rooms - V3.93 - Samples - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do Share

SetupChannel

No	ID	Code	Name	Note
1	SU001	BKG	Booking.com	
2	SU002	ABB	AirBnB	
3	SU003	AGD	Agoda.com	
4	SU004	WBS	Website	
5	SU005	DVI	Direct Visit	
6	SU006	PHO	Phone	
7	SU007	TA1	Travel Agent 1	
8	SU008	TA2	Travel Agent 2	
9	SU009	TA3	Travel Agent 3	
10	SU010	TA4	Travel Agent 4	
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

Type channel (optional). You may fill it if you want to track channels where you sell your products.

Menu Setup | Company Info Setup | Room List Setup | Channel Setup | Room Price Availability by Cate ...

AS INITIAL IN BOOKING CALENDAR | CHANNEL MODULE

3 ROOM MANAGEMENT

3.1 ROOM LIST

No	Room Category	No	Room #	Room Name	Room Category	Facilities	Notes
1	Deluxe	1	G001A	Sharing 1/6	Sharing		
2	Superior	2	G001B	Sharing 1/6	Sharing		
3	Sharing	3	G001C	Sharing 1/6	Sharing		
4		4	G001D	Sharing 1/6	Sharing		
5		5	G001E	Sharing 1/6	Sharing		
6		6	G001F	Sharing 1/6	Sharing		
7		7	2001	Deluxe 1	Deluxe		
8		8	2002	Deluxe 2	Deluxe		
9		9	2003	Deluxe 3	Deluxe		
10		10	2004	Deluxe 4	Deluxe		
11		11	2005	Deluxe 5	Deluxe		
12		12	2006	Deluxe 6	Deluxe		
13		13	2007	Deluxe 7	Deluxe		
14		14	2008	Deluxe 8	Deluxe		
15		15	2009	Deluxe 9	Deluxe		
16		16	2010	Deluxe 10	Deluxe		
17		17	3001	Superior 1	Superior		
18		18	3002	Superior 2	Superior		
19		19	3003	Superior 3	Superior		
20		20	3004	Superior 4	Superior		
21		21	3005	Superior 5	Superior		
22		22					
23		23					

Type room category

Type room number, room name and room category

3.2 ROOM PRICE LIST

JournalSHEET - Hotel Reservation - 200 Rooms - V3.93 - Samples - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

B2

SETUP | ROOM PRICE LIST

No	ID	Category	Package Name	10/1 - Tue	10/2 - Wed	10/3 - Thu	10/4 - Fri	10/5 - Sat	10/6 - Sun	10/7 - Mon	10/8 - Tue	10/9 - Wed	10/10 - Thu	10/11 - Fri	10/12 - Sat	10/13 - Sun
1	DS001	Deluxe	1 Person - No Breakfast	20.0	20.0	20.0	20.0	30.0	30.0	20.0	20.0	20.0	20.0	20.0	30.0	
2	DS002	Deluxe	1 Person - with Breakfast	25.0	25.0	25.0	25.0	35.0	35.0	25.0	25.0	25.0	25.0	25.0	35.0	
3	DS003	Deluxe	2 Person - No Breakfast	30.0	30.0	30.0	30.0	40.0	40.0	30.0	30.0	30.0	30.0	30.0	40.0	
4	DS004	Deluxe	2 Person - with Breakfast	35.0	35.0	35.0	35.0	45.0	45.0	35.0	35.0	35.0	35.0	35.0	45.0	
5	DS005	Sharing	1 Person - No Breakfast	7.5	7.5	7.5	7.5	10.0	10.0	7.5	7.5	7.5	7.5	7.5	10.0	
6	DS006	Sharing	1 Person - with Breakfast	12.5	12.5	12.5	12.5	15.0	15.0	12.5	12.5	12.5	12.5	12.5	15.0	
7	DS007	Superior	1 Person - No Breakfast	30.0	30.0	30.0	30.0	40.0	40.0	30.0	30.0	30.0	30.0	30.0	40.0	
8	DS008	Superior	1 Person - with Breakfast	35.0	35.0	35.0	35.0	45.0	45.0	35.0	35.0	35.0	35.0	35.0	45.0	
9	DS009	Superior	2 Person - No Breakfast	40.0	40.0	40.0	40.0	50.0	50.0	40.0	40.0	40.0	40.0	40.0	50.0	
10	DS010	Superior	2 Person - with Breakfast	45.0	45.0	45.0	45.0	55.0	55.0	45.0	45.0	45.0	45.0	45.0	55.0	
11	DS011	Superior	3 Person - No Breakfast	50.0	50.0	50.0	50.0	60.0	60.0	50.0	50.0	50.0	50.0	50.0	60.0	
12	DS012	Superior	3 Person - with Breakfast	55.0	55.0	55.0	55.0	65.0	65.0	55.0	55.0	55.0	55.0	55.0	65.0	
13																
14																
15																
16																
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20																
21																
22																
23																
24																
25																
26																
27																
28																
29																
30																

Set price based on date for one full fiscal year

Type package ID, category and package name. Package are based on category since one room category can have multiple price package.

Availability by Cate ...

90%

3.3 BOOKING CALENDAR | BY ROOM

JournalSHEET - Hotel Reservation - 200 Rooms - V3.93 - Samples - Excel

BookingCalendar

BOOKING CALENDAR | BY ROOM

Available Room ▶

No	Room #	Room Name	Room Type	Oct 1	Oct 2	Oct 3	Oct 4	Oct 5	Oct 6	Oct 7	Oct 8	Oct 9	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	Oct 17	Oct 18	Oct 19	Oct 20	Oct 21	Oct 22	Oct 23	Oct 24	Oct 25	Oct 26	Oct 27	Oct 28	Oct 29	Oct 30	Oct 31	Nov 1	Nov 2	
1	G001A	Sharing 1/6	Sharing																																		
2	G001B	Sharing 1/6	Sharing																																		
3	G001C	Sharing 1/6	Sharing																																		
4	G001D	Sharing 1/6	Sharing																																		
5	G001E	Sharing 1/6	Sharing																																		
6	G001F	Sharing 1/6	Sharing																																		
7	2001	Deluxe 1	Deluxe																																		
8	2002	Deluxe 2	Deluxe																																		
9	2003	Deluxe 3	Deluxe																																		
10	2004	Deluxe 4	Deluxe																																		
11	2005	Deluxe 5	Deluxe																																		
12	2006	Deluxe 6	Deluxe																																		
13	2007	Deluxe 7	Deluxe																																		
14	2008	Deluxe 8	Deluxe																																		
15	2009	Deluxe 9	Deluxe																																		
16	2010	Deluxe 10	Deluxe																																		
17	3001	Superior 1	Superior																																		
18	3002	Superior 2	Superior																																		
19	3003	Superior 3	Superior																																		
20	3004	Superior 4	Superior																																		
21	3005	Superior 5	Superior																																		

Setup | Room List | Setup | Channel | Setup | Room Price | Availability by Category | **Availability by Room** | ... +

Booked or occupied marked by blue color

3.4 BOOKING CALENDAR | BY CATEGORY

JournalSHEET - Hotel Reservation - 200 Rooms - V3.93 - Samples - Excel

BookingCalendarCat

BOOKING CALENDAR | BY CATEGORY

Available Room ▶

No	Room Name	Oct 1	Oct 2	Oct 3	Oct 4	Oct 5	Oct 6	Oct 7	Oct 8	Oct 9	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	Oct 17	Oct 18	Oct 19	Oct 20	Oct 21	Oct 22	Oct 23	Oct 24	Oct 25	Oct 26	Oct 27	Oct 28	Oct 29	Oct 30	Oct 31	Nov 1	Nov 2	Nov 3	Nov 4	Nov 5	Nov 6
1	Deluxe	9	10	10	10	9	9	9	8	7	7	6	6	9	7	6	5	6	5	4	5	7	7	8	7	6	6	5	5	5	5	6	5	5	5	6	2	0
2	Superior	4	4	5	4	4	4	4	5	5	4	4	4	4	3	3	3	4	3	2	3	4	4	3	4	3	1	1	0	1	1	2	2	2	3	3	2	1
3	Sharing	6	6	6	6	6	6	6	6	5	5	5	5	5	5	5	5	4	5	5	5	4	5	5	5	4	2	2	3	2	2	1	2	2	2	4	3	4

Setup | Company Info | Setup | Room List | Setup | Room Price | **Availability by Category**

Show number of room availability by category

3.5 BOOKING CALENDAR | BY CATEGORY

SELECT CHANNEL CODE TO MARK IT RED

CHANNEL INFORMATION																									
Mark Channel >>				TA1																					
No	Room #	Room Name		Oct 1	Oct 2	Oct 3	Oct 4	Oct 5	Oct 6	Oct 7	Oct 8	Oct 9	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	Oct 17	Oct 18	Oct 19	Oct 20	Oct 21	Oct 22
1	G001A	Sharing 1/6																							
2	G001B	Sharing 1/6															BKG								DVI
3	G001C	Sharing 1/6										TA4								DVI					
4	G001D	Sharing 1/6																							
5	G001E	Sharing 1/6																							
6	G001F	Sharing 1/6																							
7	2001	Deluxe 1																							
8	2002	Deluxe 2										AGD					TA3								AGD
9	2003	Deluxe 3																	PHO						
10	2004	Deluxe 4																							
11	2005	Deluxe 5												PHO				ABB							
12	2006	Deluxe 6																					ABB		
13	2007	Deluxe 7																							
14	2008	Deluxe 8																							
15	2009	Deluxe 9																							
16	2010	Deluxe 10																							
17	3001	Superior 1																							
18	3002	Superior 2																							
19	3003	Superior 3																							
20	3004	Superior 4																							
21	3005	Superior 5																							

Show booking rooms by channel name at checkin dates

3.6 BOOKING CALENDAR | BY GUEST NAME

The screenshot shows an Excel spreadsheet titled "JournalSHEET - Hotel Reservation - 200 Rooms - V3.93 - Samples - Excel". The active sheet is "BookingCalendarGue". The spreadsheet displays a booking calendar for the month of October, with columns for dates from Oct 1 to Oct 11. The rows list room numbers and names, categorized by room type (Sharing, Deluxe, Superior). Guest names are placed in the date cells to indicate check-in dates.

No	Room #	Room Name	Oct 1	Oct 2	Oct 3	Oct 4	Oct 5	Oct 6	Oct 7	Oct 8	Oct 9	Oct 10	Oct 11	Oct 12
1	G001A	Sharing 1/6												
2	G001B	Sharing 1/6												
3	G001C	Sharing 1/6									Mr ABC 009			
4	G001D	Sharing 1/6												
5	G001E	Sharing 1/6												
6	G001F	Sharing 1/6												
7	2001	Deluxe 1												
8	2002	Deluxe 2									Mr ABC 006			
9	2003	Deluxe 3												
10	2004	Deluxe 4												
11	2005	Deluxe 5											Mr ABC 007	
12	2006	Deluxe 6	Mr ABC 001				Mr ABC 005							Mr ABC
13	2007	Deluxe 7												
14	2008	Deluxe 8								Mr ABC 004		Mr ABC 008		
15	2009	Deluxe 9												
16	2010	Deluxe 10												
17	3001	Superior 1										Mr ABC 011		
18	3002	Superior 2												
19	3003	Superior 3												
20	3004	Superior 4												
21	3005	Superior 5	Mr ABC 002			Mr ABC 003								
22														
23														

Show booking calendar with guest name in the checkin dates

3.7 BOOKING | DEPOSIT

JournalSHEET - Hotel Reservation - 200 Rooms - V3.93 - Samples - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

BookingDeposit

BOOKING - DEPOSIT

No	Booking Date	Booking ID	Customer Name	Room #	Package	Checkin	Checkout	Deposit	Channel	Deposit Received by	Status
1	9/4/2019	BK001	Mr ABC 001	2006	Deluxe - 1 Person - No Breakfast	10/1/2019	10/2/2019	20.00	Website	BRAVEHEART HOTEL	Sold
2	9/12/2019	BK002	Mr ABC 002	3005	Superior - 2 Person - with Breakfast	10/1/2019	10/3/2019	20.00	Travel Agent 4	Travel Agent 4	Sold
3	9/7/2019	BK003	Mr ABC 003	3005	Superior - 2 Person - with Breakfast	10/4/2019	10/8/2019	20.00	Travel Agent 3	Travel Agent 3	Sold
4	9/20/2019	BK004	Mr ABC 004	2008	Deluxe - 2 Person - with Breakfast	10/8/2019	10/10/2019	20.00	Travel Agent 4	Travel Agent 4	Sold
5	10/3/2019	BK005	Mr ABC 005	2006	Deluxe - 1 Person - No Breakfast	10/5/2019	10/12/2019	20.00	Travel Agent 4	Travel Agent 4	Sold
6	9/21/2019	BK006	Mr ABC 006	2002	Deluxe - 1 Person - No Breakfast	10/9/2019	10/13/2019	20.00	Agoda.com	Agoda.com	Sold
7	9/25/2019	BK007	Mr ABC 007	2005	Deluxe - 1 Person - No Breakfast	10/11/2019	10/13/2019	20.00	Phone	BRAVEHEART HOTEL	Sold
8	9/25/2019	BK008	Mr ABC 008	2008	Deluxe - 2 Person - with Breakfast	10/10/2019	10/13/2019	20.00	Phone	BRAVEHEART HOTEL	Sold
9	10/4/2019	BK009	Mr ABC 009	G001C	Sharing - 1 Person - with Breakfast	10/14/2019	10/14/2019	20.00	Travel Agent 4	Travel Agent 4	Sold
10	9/30/2019	BK010	Mr ABC 010	2006	Deluxe - 1 Person - No Breakfast	10/14/2019	10/14/2019	20.00	Phone	BRAVEHEART HOTEL	Sold
11	9/17/2019	BK011	Mr ABC 011	3001	Superior - 2 Person - No Breakfast	10/17/2019	10/17/2019	20.00	Travel Agent 3	Travel Agent 3	Sold
12	9/17/2019	BK012	Mr ABC 012	2008	Deluxe - 2 Person - with Breakfast	10/17/2019	10/17/2019	20.00	Travel Agent 4	Travel Agent 4	Sold
13	9/25/2019	BK013	Mr ABC 013	2006	Deluxe - 1 Person - No Breakfast	10/17/2019	10/17/2019	20.00	Travel Agent 1	Travel Agent 1	Sold
14	10/2/2019	BK014	Mr ABC 014	G001B	Sharing - 1 Person - with Breakfast	10/18/2019	10/18/2019	20.00	Booking.com	Booking.com	Sold

Booking Date : Type date. All transaction must have dates. It will be used as reference in report module. Date must follow Excel date format. Incorrect date format or written date outside bookkeeping period will become red where you need to fix.

Booking ID : Set booking ID

Customer Name : *Optional*. You may select it if you want to print the invoice or track it in receivable module.

Room # : Select room number. You can set it to make one room unavailable. You can modify it later.

Package : Select taken package

Checkin Date : Type checkin Date

Checkout Date : Type checkout Date

Deposit : Type received deposit, either direct to your hotel or received by agent

Channel : Type travel agent

Deposit Received By : Type party who received deposit

Status : Type sold if guests are checkin and checkout from your hotel

4 REPORT

4.1 CHECK IN REPORT

RESERVATION REPORT

MY HEART HOTEL
GUEST CHECK IN LIST

Date: Saturday, October 26, 2019

No	Booking ID	Guest Name	Room #	Check In Date	Check Out Date	# Nights	Total Room Price	Deposit
1	BK037	Mr ABC 037	3002	10/26/2019	10/29/2019	3	140.00	25.00
2	BK039	Mr ABC 039	G001D	10/26/2019	10/30/2019	4	55.00	25.00
3	BK044	Mr ABC 044	3005	10/26/2019	10/31/2019	5	245.00	30.00
4	BK045	Mr ABC 045	G001F	10/26/2019	11/1/2019	6	80.00	30.00
5	BK046	Mr ABC 046	G001C	10/26/2019	11/1/2019	6	80.00	30.00
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
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22								
23								
24								
25								
26								

Ready to print report.
All values will be revealed automatically

You may hide empty rows to make the report look nice

4.2 CHECK OUT REPORT

RESERVATION REPORT

**MY HEART HOTEL
GUEST CHECK OUT LIST**

Type date to reveal check out guest on particular date

Date: Sunday, November 10, 2019

No	Booking ID	Guest Name	Room #	Check In Date	Check Out Date	# Nights	Total Room Price	Deposit
1	BK075	Mr ABC 075	G001A	11/8/2019	11/10/2019	2	27.50	30.00
2	BK076	Mr ABC 076	G001F	11/7/2019	11/10/2019	3	40.00	30.00
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Ready to print report.
All values will be revealed automatically

You may hide empty rows to make the report look nice

4.3 CHANNEL REPORT

To see booking summary of each channel.

The screenshot shows an Excel spreadsheet titled 'JournalSHEET - Hotel Reservation - 200 Rooms - V3.93 - Samples - Excel'. The main content is a report titled 'RESERVATION REPORT' for 'MY HEART HOTEL' covering the period 'October 1, 2019 - September 30, 2020'. The report includes a table with the following data:

No	Room #	Name	Booked	Cancelled	Sold	Balance
1	SU001	Booking.com	377	0	333	44
2	SU002	AirBnB	471	0	429	42
3	SU003	Agoda.com	402	0	351	51
4	SU004	Website	321	0	279	42
5	SU005	Direct Visit	385	0	325	60
6	SU006	Phone	380	0	356	24
7	SU007	Travel Agent 1	367	0	319	48
8	SU008	Travel Agent 2	379	0	343	36
9	SU009	Travel Agent 3	348	0	298	50
10	SU010	Travel Agent 4	419	0	362	57
11						
12						
13						
14						
15						
16						
17						

A callout box on the right side of the report contains the text: 'Ready to print report. All values will be revealed automatically'.

4.4 ROOM BOOKING REPORT

RESERVATION REPORT

MY HEART HOTEL
RESERVATION REPORT
 October 1, 2019 - September 30, 2020

Ready to print report.
 All values will be revealed automatically

No	Room #	Name	Total Room Night	Total Booked/Sold	Occupancy
1	G001A	Sharing 1/6	365	149	41%
2	G001B	Sharing 1/6	365	145	40%
3	G001C	Sharing 1/6	365	151	41%
4	G001D	Sharing 1/6	365	172	47%
5	G001E	Sharing 1/6	365	171	47%
6	G001F	Sharing 1/6	365	161	44%
7	2001	Deluxe 1	365	164	45%
8	2002	Deluxe 2	365	168	46%
9	2003	Deluxe 3	365	162	44%
10	2004	Deluxe 4	365	148	41%
11	2005	Deluxe 5	365	165	45%
12	2006	Deluxe 6	365	185	51%
13	2007	Deluxe 7	365	149	41%
14	2008	Deluxe 8	365	158	43%
15	2009	Deluxe 9	365	160	44%
16	2010	Deluxe 10	365	156	43%
17	3001	Superior 1	365	171	47%

Booking | Deposit | Check In Report | Check Out Report | **Room Occupancy Report** | Channel Report | Dashbr ...

Fill with number of room night per year

Fill with target revenue

MY HEART HOTEL

BOOKING SUMMARY - 2019/2020

PROJECTED REVENUE

	Target	Revenue	%
October 19	6,000.0	4,775.0	80%
November 19	10,000.0	8,367.5	84%
December 19	13,000.0	10,840.0	83%
January 20	11,000.0	9,025.0	82%
February 20	12,500.0	10,310.0	82%
March 20	10,000.0	8,642.5	86%
April 20	11,000.0	10,802.5	98%
May 20	10,000.0	9,687.5	97%
June 20	10,000.0	9,090.0	91%
July 20	10,000.0	8,905.0	89%
August 20	10,000.0	9,480.0	95%
September 20	10,000.0	9,260.0	93%

CHANNELS

By Booked Revenue

AirBnB	11.93%
Travel Agent 4	10.89%
Agoda.com	10.44%
Direct Visit	10.00%
Phone	9.87%

By Booked Revenue

AirBnB	11.93%
Direct Visit	10.87%
Travel Agent 4	10.81%
Agoda.com	10.81%
Travel Agent 2	9.88%

OCCUPANCY

	Max Nights	Booked	Occ
October 19	651.0	195.0	30%
November 19	630.0	316.0	50%
December 19	651.0	353.0	54%
January 20	630.0	336.0	53%
February 20	651.0	340.0	52%
March 20	630.0	336.0	53%
April 20	651.0	344.0	53%
May 20	651.0	355.0	55%
June 20	630.0	335.0	53%
July 20	651.0	310.0	48%
August 20	630.0	175.0	28%
September 20	651.0	0.0	0%

OCCUPANCY

44.1%

AVERAGE LENGTH OF STAY

4.04 days

CANCELLATION RATE

0.0%

Ready to print report.
All values will be revealed automatically

THANK YOU