



DATA SUBMISSION GUIDE

Data Submission Guide

Great to hear you are wanting to come on board with HotStats. The next step will be the getting your data over to HotStats, so we can begin the onboarding of your company.

To make this process as easy as possible this guide will take you through what HotStats needs from you to get you reporting on our Website.

Accounting Software

What financial system does the hotel use?

Why do we need to know?

Depending on the accounting software, HotStats may offer an Application Programming Interface (API) that, once the data is confirmed to be acceptable, will make the process automatic for you, the customer. The accounting software that HotStats offers the API to are QuickBooks Online, Xero, Profitsword and M3.

- If HotStats has an example of a data file submission from your accounting software, we can send it to you, to help ensure the data is in an acceptable format.
- To note, the file types we can work with are Excel, CSV and Text.

Acceptable Data Format

Clear and Consistent:

Note: The Below is an example, not a template. The extract from your accounting software will almost certainly look different.

	A	B	C	D	E	F
1		(Department) Cost Centre Code	(Department) Cost Centre	Nominal Code	Nominal Description	Value
2		100	DEPARTMENT 1	40000	REVENUE - 1	X
3		100	DEPARTMENT 1	40001	REVENUE - 2	X
11		100	DEPARTMENT 1	40100	COST OF SALES -1	X
12		100	DEPARTMENT 1	40101	COST OF SALES -2	X
13		100	DEPARTMENT 1	40102	COST OF SALES -3	X
14		100	DEPARTMENT 1	40200	PAYROLL -1	X
15		100	DEPARTMENT 1	40201	PAYROLL -2	X
16		100	DEPARTMENT 1	40202	PAYROLL -3	X
22		100	DEPARTMENT 1	40300	EXPENSES -1	X
23		100	DEPARTMENT 1	40301	EXPENSES -2	X
24		100	DEPARTMENT 1	40302	EXPENSES -3	X
38		200	DEPARTMENT 2	50000	REVENUE - 1	X
39		200	DEPARTMENT 2	50001	REVENUE - 2	X
47		200	DEPARTMENT 2	50100	COST OF SALES -1	X
48		200	DEPARTMENT 2	50101	COST OF SALES -2	X
49		200	DEPARTMENT 2	50102	COST OF SALES -3	X
50		200	DEPARTMENT 2	50200	PAYROLL -1	X
51		200	DEPARTMENT 2	50201	PAYROLL -2	X
52		200	DEPARTMENT 2	50202	PAYROLL -3	X
58		200	DEPARTMENT 2	50300	EXPENSES -1	X
59		200	DEPARTMENT 2	50301	EXPENSES -2	X
60		200	DEPARTMENT 2	50302	EXPENSES -3	X

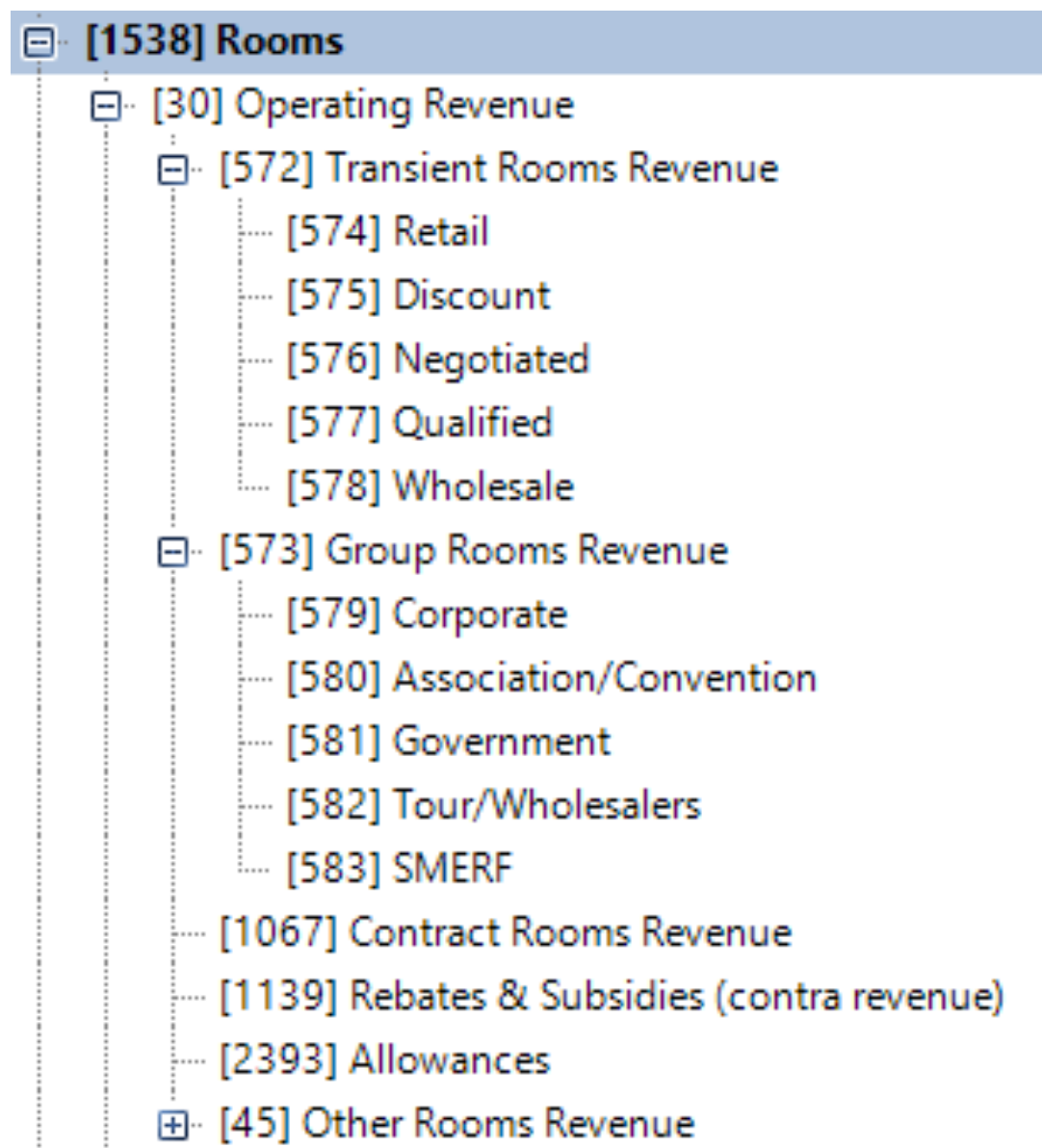
- The properties must have an ID code, to enable HotStats to identify which hotel the data refers to, and the month of the submission.
- Cost Centres need to be always consistent with the relevant Cost Centre Description.
- All Nominal Codes need to be unique and relate to a Single Description. E.g. Code: 40000 = Rooms – Transient – Retail Revenue, Code: 60200 = A&G – Management Payroll
- Nominal Codes should have a clear pattern. E.g. X0001 – X0099 = Revenue codes, X0200 – X0299 = Payroll codes.
- Balancing figures for Total Revenue and Total GOP need to be included. This helps with the final data check, so that we can be confident nominal account descriptions have been interpreted correctly and accounts have been mapped accurately.
- Please submit a direct extract from your accounting software. This ensures that we will be able to read your data, and a specification to read it can be built in our systems. If HotStats need anything altered, we will tell you.
- Please don't include things such as dates, people's names and other information in the code description, as these are liable to change and we need consistency in the nominal data.
- To note, your submission should be consistent month-to-month in terms of column/row headers, sheet names and what is in each column. Alterations in this will cause delays.

Acceptable Data Format

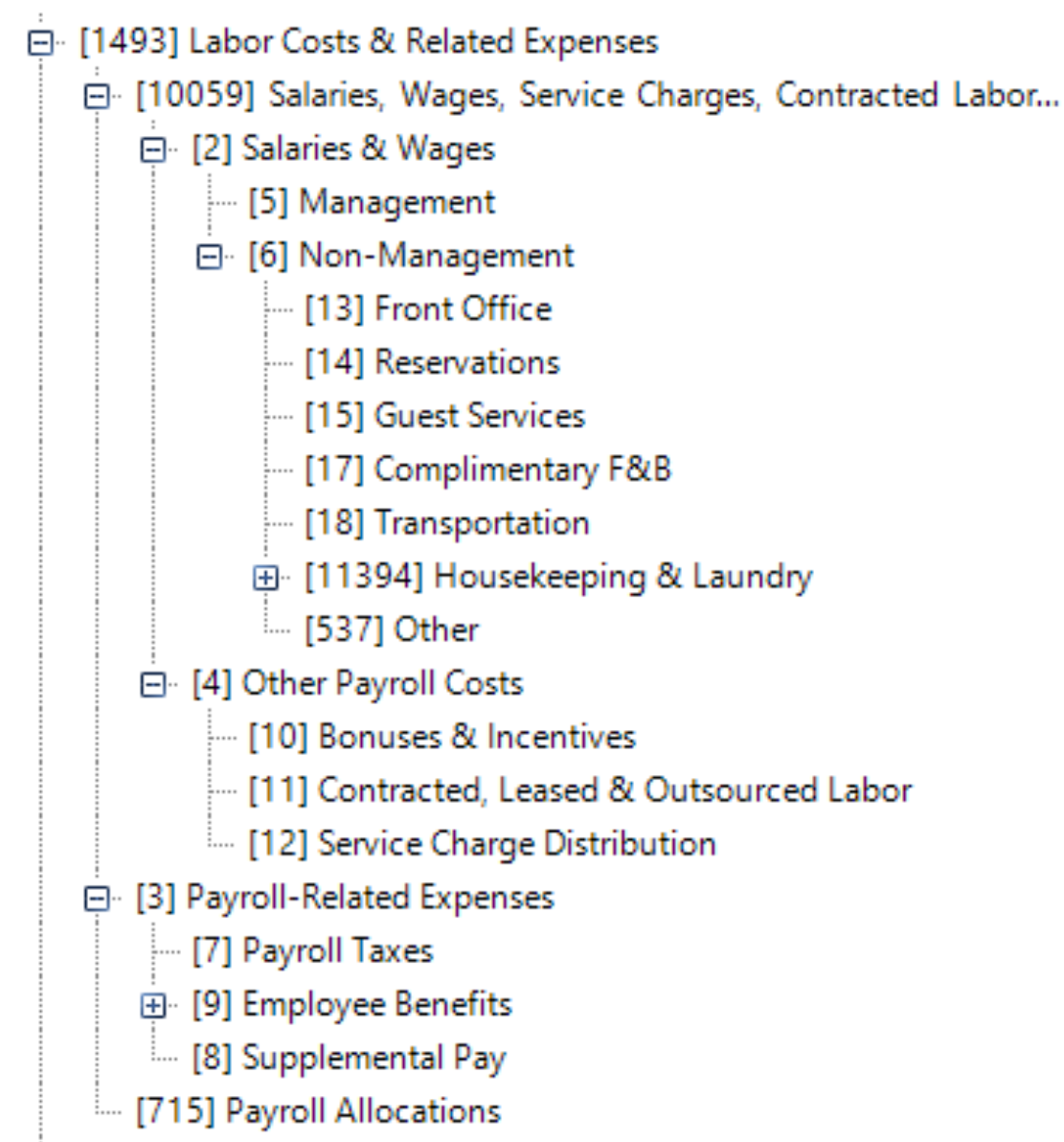
Level of Detail

Level of Detail:

- The more detailed your submission is, the more valuable our HotStats reporting platform will be for you.
- Below are some examples of the level of detail HotStats can handle, as per the Uniform System of Accounts for the Lodging Industry.



Rooms Revenue



Payroll for Operated Department



Repairs & Maintenance

Acceptable Data Format

Statistics:

A	B	C	D	E	F	G	H	I	J	K	L
	(Department) Cost Centre Code	(Department) Cost Centre	Nominal Code	Nominal Description	Value						
						
	99100	STATISTICS	9940000	ROOMS SOLD STATISTIC- 1	X	To match up to the Rooms Revenue of the same name					
	99100	STATISTICS	9940001	ROOMS SOLD STATISTIC- 2	X	To match up to the Rooms Revenue of the same name					
	99100	STATISTICS	9940002	ROOMS SOLD STATISTIC- 3	X	To match up to the Rooms Revenue of the same name					
	99100	STATISTICS	9940003	ROOMS SOLD STATISTIC- 4	X	To match up to the Rooms Revenue of the same name					
	99100	STATISTICS	9940004	ROOMS SOLD STATISTIC- 5	X	To match up to the Rooms Revenue of the same name					
	99100	STATISTICS	9940005	ROOMS SOLD STATISTIC- 6	X	To match up to the Rooms Revenue of the same name					
	99100	STATISTICS	9940006	ROOMS SOLD STATISTIC- 7	X	To match up to the Rooms Revenue of the same name					
	99100	STATISTICS	9940007	ROOMS SOLD STATISTIC- 8	X	To match up to the Rooms Revenue of the same name					
	99100	STATISTICS	9940008	ROOMS SOLD STATISTIC- 9	X	To match up to the Rooms Revenue of the same name					

Notes:

- Statistics need to be clearly identifiable. e.g. Rooms – Transient – Retail Statistic, A&G – Management Payroll Hours, Covers and Utilities KWH & CCF.
- Please ensure that your market segments are consistent between your rooms sold and rooms revenue

Acceptable Data Format

Finally...

Accounting Periods:

Is your accounting period monthly, 4-4-5 or something else?
Why do we need to know?

- To ensure Rooms Available is correct for compatibility.

Financial (Fiscal) Year:

Does a hotel use January – December or does it run from and to different points?

Why do we need to know?

- It affects how a company will see their financial year to date reporting

Close Accounts Date:

When will a hotel not make any more alterations to a month's Data?
Why do we need to know?

- HotStats aims to publish around the 23rd of the month, so we need your data before then - ideally by the 16th.

- If you have an API we need to know, so we can be confident that the data we are extracting is complete.

Historical Data:

How much data can you provide to us?

Why do we need to know?

- To go live on our Website, HotStats would require at least 3 months' worth of data for a hotel.

- The more back data you are able to provide, the more historic trend reporting will be available to you. The website can now display up to 72 months' of data so send as much as you can!

The Next Steps:

Depending on your Accounting system, HotStats will initially require a single month of data from you (the most recent you have finalised is good). This is so our Implementations department can assess the usability of it.

If the format is acceptable, we will reach out for any additional months of data to be submitted in an identical format. The Implementations department will then map your data, as per the Uniform System of Accounts for the Lodging Industry, for comparability and will be in touch if there are any issues.

FAQ

What if I change my Chart of Accounts?

Should you need to change your chart of accounts, HotStats will need to go through the onboarding process again with your hotels. In order to make this process as smooth as possible and to avoid delays in your reporting, please let us know as soon as you can.

How do I know where you have mapped my data.

A mapping report, detailing where your nominal / account codes are mapped, will be sent out once data has been finalised and the onboarding has been completed. You are also able to view the codes mapped to each reporting line on the website once your company is live.

How long will it take?

Approx. 4 – 6 weeks. That can change if we find issues with the data file format or detail.

Why are you asking me questions concerning my data?

To ensure we understand your data file, your nominal descriptions, and any reasons why your data file does not contain the level of detail that we would expect.

What happens after I'm onboarded and how do I get access?

Once the onboarding process has been completed, a notification will get sent to our Customer Success team who will liaise with you to setup your Competitor Sets and User accounts and answer any questions you may have about your HotStats reporting.