

# IDEaS G3 RMS | LDB Review Process

## About this Guide

G3 RMS gives you tools you need to review your Limited Data Build (LDB) projections.

Follow this process to get started!


## Visualizing the Data

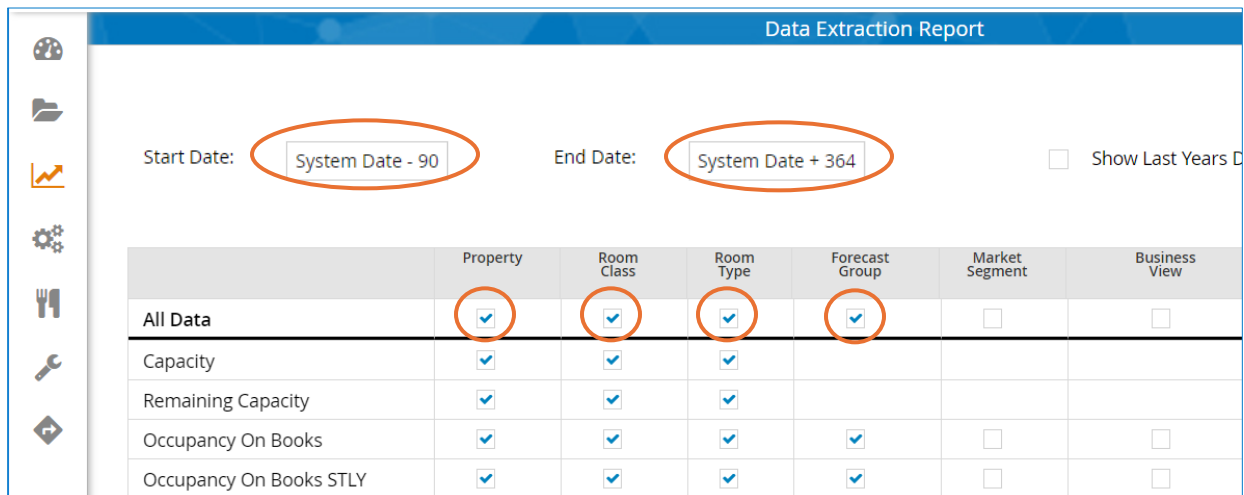
Use the Data Extraction Report in G3 RMS to get the data that you need to review your Limited Data Build (LDB) projections. With the Excel output from this report, you can create pivot tables of easy-to-read charts that visualize the patterns and trends in your data. This helps you understand G3 RMS' forecasts and decisions, identify questions that you want to investigate further, and see where you might need to update your revenue and room occupancy projections.

## Create the Forecast Review Tool

Follow the steps below in G3 RMS and Microsoft Excel to create your forecast review tool.

### In IDEaS G3 RMS:

1. Point to 
2. In the Reports section, click Data Extraction.
3. Complete the report criteria, as shown below. Visit [Help](#) to learn more about these fields.





	Property	Room Class	Room Type	Forecast Group	Market Segment	Business View
All Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remaining Capacity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupancy On Books	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupancy On Books STLY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Enter the number of days in the past for which you want to extract data. This should be as far back as the system started receiving data. You need a minimum of 90 days to see trends.
5. Checking a box in the All Data row auto completes all check boxes in that column.  
\*We won't look at forecasts by Room Class and room types in this process, but you may want to view them on your own, later.
6. Make sure Excel is selected in the Format: field and click Generate. The report will take a few moments to generate. It will download as an Excel file when it is ready.
7. Locate and open the Excel file, "DataExtraction.xlsx".

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## In the Excel file, create a view to compare your occupancy projections to actuals:

1. Click the **Forecast Group** tab at the bottom of the Excel app.
  - If your report shows **Data Extraction Report at Forecast Group level** in the first row, delete the first five (5) rows of the Excel sheet.
2. Click in the first cell (A1).
3. Click the **Insert** tab on the top menu.
4. Click **PivotTable**.
5. Click **Ok** in the **Create PivotTable** window (leave the default settings as they are, with **Select a table or range** and **New Worksheet** selected).
6. In the **PivotTable Fields** pane, click the **Occupancy Date** check box.
7. The dates show in column A. Each single date should be on a row by itself. If the dates appear in the table grouped by year or quarter, right-click on a row with a  and select **Ungroup**.
8. In the PivotTable Fields pane, click **Occupancy On Books This Year** (the words, not the check box) and drag it to the Values section underneath in the same pane.
  - The fields you place in the Values section should be summarized by Sum. (e.g., “Sum of Occupancy On Books This Year”). If the fields appear as **Count of...** or another summary type, do the following:
    - Click the down triangle ▼ next to a field value.
    - Select **Value Field Settings...**
    - In the Value Field Settings window, select **Sum** in the **Summarize value field by** tab.
    - Click **OK**.
9. To view your room occupancy projections, repeat step 8, adding the following fields to the **Values** section:
  - **Occupancy Forecast This Year**
  - **User Projected Occupancy This Year**
  - Make sure these fields are summarized by **Sum of...**, as noted in Step 8 above.
10. Click **Forecast Group** in PivotTable Fields and drag it to the **Filters** field.
11. Click on any cell in the worksheet that is not empty.
12. Under the Insert ribbon at the top, click the **Insert Line** or **Area Chart** icon. 
13. Select **2-D Line** chart.
14. The chart appears over the cells. Drag the corners of the box to expand the size.
15. Change the name of the **Sheet1** worksheet tab to “Occupancy Projections”.

## In the Excel file, create a view to compare your revenue projections to actuals:

Repeat the process as listed in the previous section. For Step 9, instead of adding the Occupancy fields to the table, add the following to view revenue projections vs. actual.

- User Projected Revenue This Year
- Forecasted Room Revenue This Year

Name this worksheet tab, “Revenue Projections”.

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## Microsoft Excel Functionality

**Insert > PivotTable**

**Insert Line Chart**

**Place PivotChart fields into the areas below**

Row Labels	Sum of Occupancy On Books This Year	Sum of System Unconstrained Demand This Year
10/7/2017	292	292
10/8/2017	124	124
10/9/2017	159	159
10/10/2017	199	199
10/11/2017	147	147
10/12/2017	140	140
10/13/2017	284	284
10/14/2017	292	292
10/15/2017	273	273
10/16/2017	263	263
10/17/2017	283	283
10/18/2017	294	294
10/19/2017	250	250
10/20/2017	261	261
10/21/2017	292	292
10/22/2017	267	267
10/23/2017	282	282
10/24/2017	284	284
10/25/2017	186	186
10/26/2017	222	222
10/27/2017		
10/28/2017		
10/29/2017		
10/30/2017		
10/31/2017	121	121
11/1/2017	261	261
11/2/2017	258	258
11/3/2017	270	270
11/4/2017	270	270
11/5/2017	239	239
11/6/2017	283	283
11/7/2017	285	285
11/8/2017	293	293
11/9/2017	290	290
11/10/2017	286	286
11/11/2017	292	292
11/12/2017	253	253

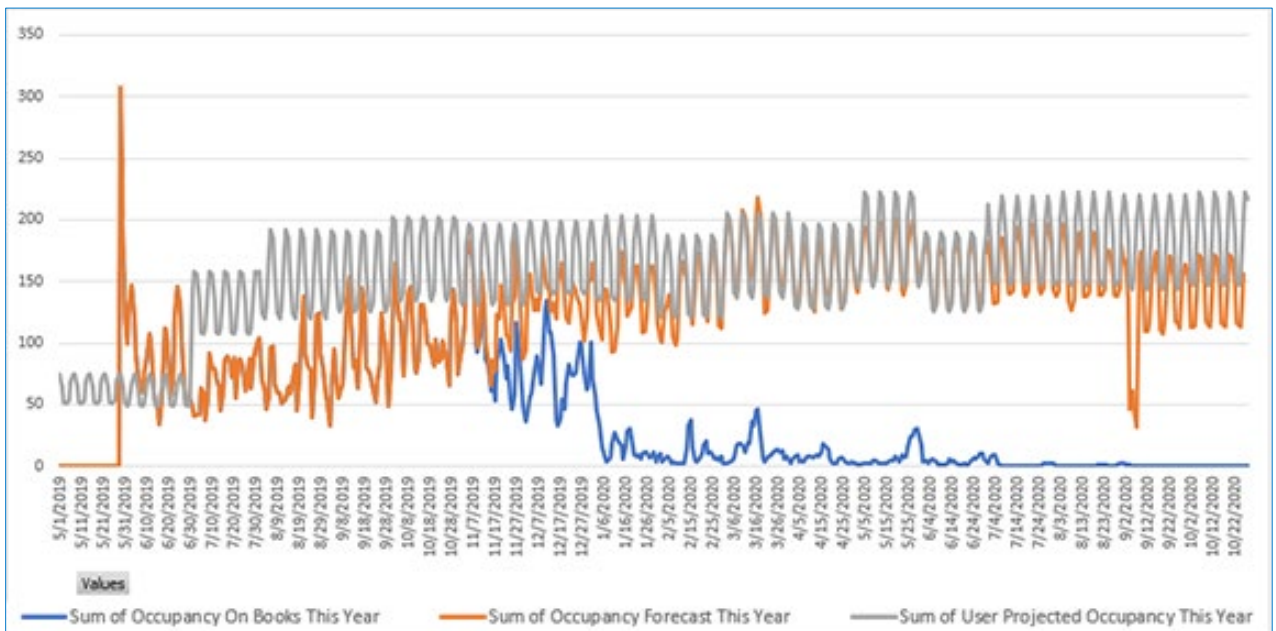
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## Review Your Projections

When you start with a Limited Data Build system, G3 RMS uses your projections as the primary source for demand and revenue forecasts. As demand and revenue actualizes you can see how it compares to your projections. If your projections for a Forecast Group do not match the actuals, you should consider adjusting the Market Segments within that group.

## Interpreting the Charts

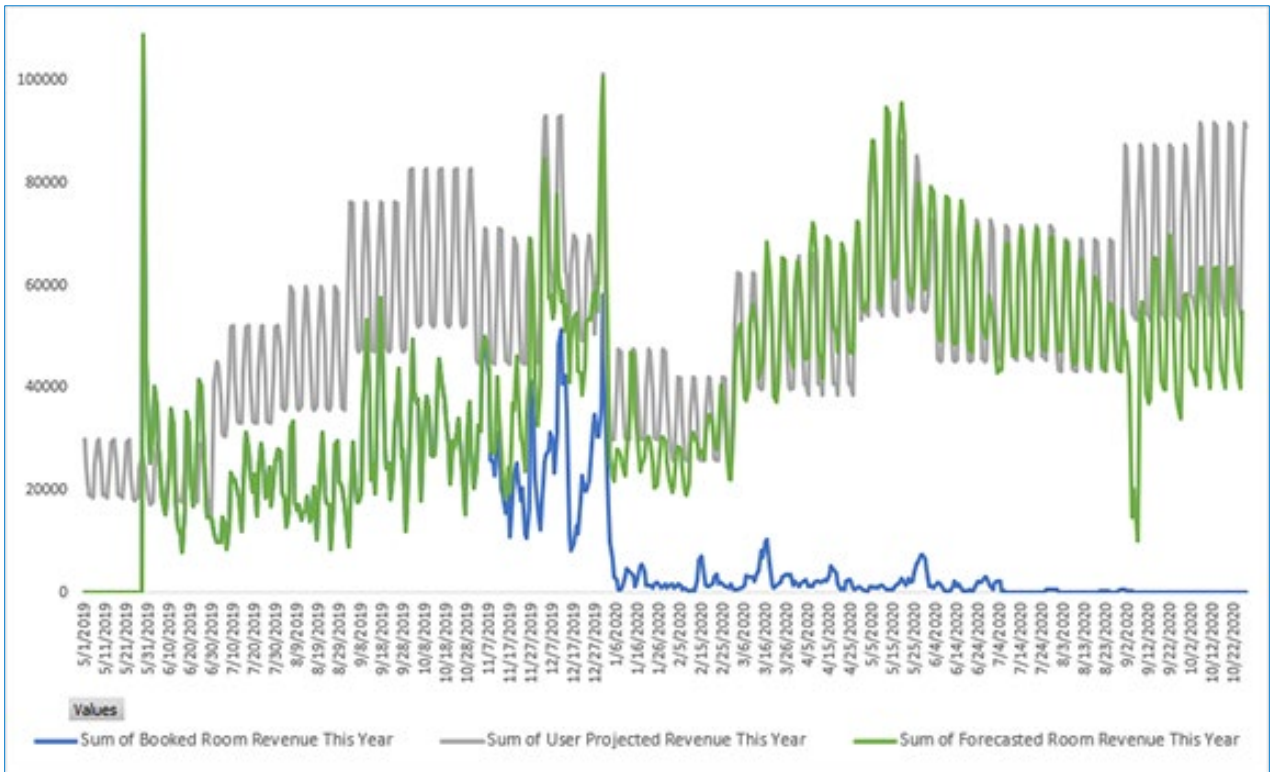
This example shows room occupancy On Books (blue), the system-forecasted occupancy (orange), and the user-projected occupancy (gray). What would you do if this was the data for your BAR Forecast Group?



In this example, you see that so far, the user projections were much higher than the actual occupancy the property achieved. Unless the Revenue Manager knows something about the upcoming months that will increase demand, they should consider lowering their projections for the Market Segments in this Forecast Group.

Not surprising, the revenue comparison in this example shows similar results. The initial projections (gray) turned out to be much higher than the actual revenue (green). The Revenue Manager should consider adjusting the revenue projections for the remainder of the initial year.

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IdeaS recommends a monthly review of Limited Data Build projections. Use the Data Extraction Report export to check if you need to change your projections. Be sure to review each Forecast Group and adjust their Market Segment projections as needed.

Use the Forecast Group filter button in the pivot table to view data for different Forecast Groups.

