



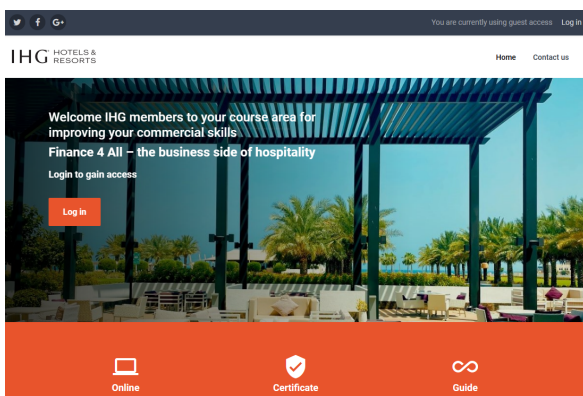
Finance 4 All - *the business side of hospitality*

This short guide provides a brief summary of the course content and explains how to log-in and navigate to the course area. It details the requirements to pass the course and information about the certificate you will receive upon completion.

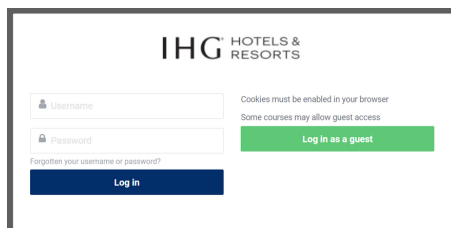
How to log-in to the course area

Welcome!

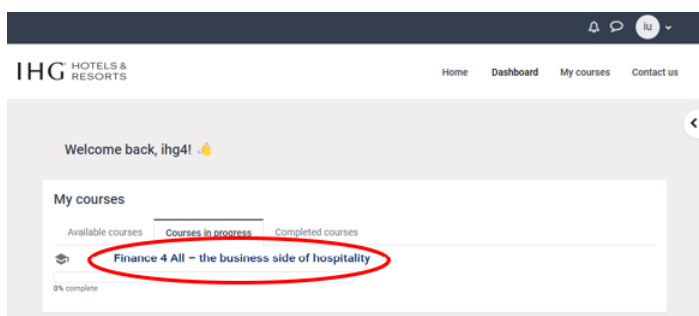
Go to <https://ihg.finance4hospitality.co.uk/> and click '**Log in**'. The content is best viewed on a PC using the Google Chrome web browser.



On the next page, enter your **username** and **password** into the box and click '**Log in**'.

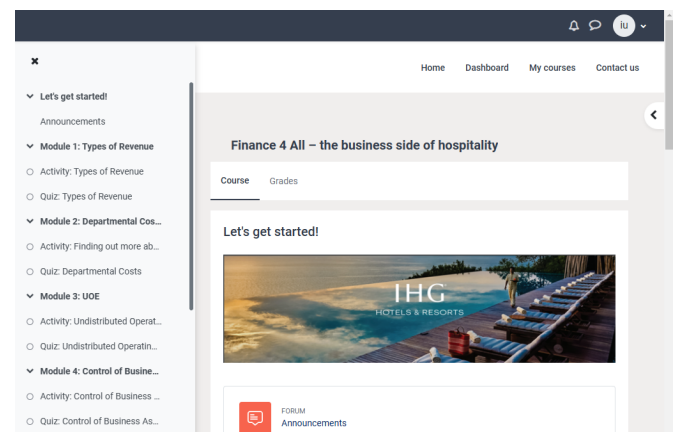


Once you have logged in, you will see the title of the course '**Finance 4 All - *the business side of hospitality***'. Click on the course title to access your course content.

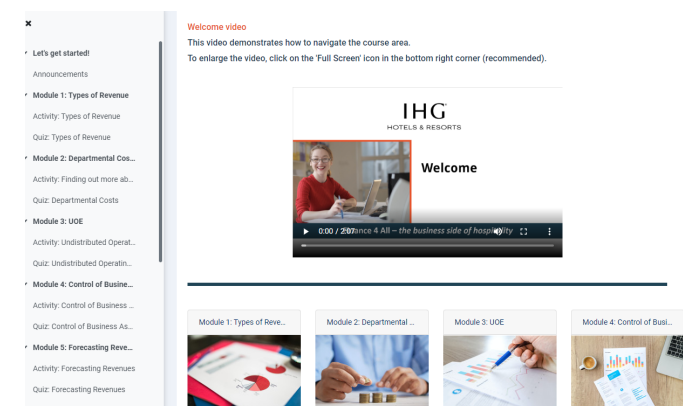


Navigating the course area

Once you have clicked on the course title you will be able to view the course content.



Scroll down and watch the welcome video. This will show you how to navigate the course area.



Requirements & certificate

You will need to achieve a minimum score of 4 out of 5 on each quiz at the end of each module in order to successfully complete the course.

Once you have successfully completed all twelve modules with a pass rate of 80%, you will receive a certificate of competence, which you can download to save and print.

Course modules & learning outcomes

Below is a list of the modules you will complete as part of this course and the learning outcomes. Each module takes approximately 30 minutes to complete and has an interactive presentation and quiz.

Module 1: Types of Revenue

- Define Revenue Categories
- Distinguish between Net and Gross Revenue
- Demonstrate adding VAT to Net Revenues
- Explain what Sales Mix is

Module 2: Departmental Costs

- Recognise the different types of departmental and overhead costs
- Categorise costs in terms of their behaviour as variable or fixed costs
- Calculate cost per occupied room/per available room
- Calculate key cost percentages

Module 3: Undistributed Operating Departments

- Define Undistributed Operating Departments
- Define Distributed Departments
- Explain cost control
- Analyse costs associated with undistributed departments
- Identify costs control methods

Module 4: Control of Business Assets

- Define Hotel Business Assets
- Distinguish between Current and Long-term assets
- Demonstrate how assets are controlled

Module 5: Forecasting Revenues

- Distinguish between budgeting, forecasting and daily revenue summaries
- Identify the key revenue drivers for the business
- Understand why we segment revenue
- Identify external and internal factors

Module 6: Costing

- Recognise standard costs for key business activities
- Identify controlling costs
- Define forecasting costs

Module 7: Variance Analysis

- Demonstrate what Actual, Budget, Forecast & Last Year is
- Define Variance analysis
- Interpret the meaning of variances

Module 8: Ratios for F&B

- Gain an understanding of the following ratios:
 - Average spends
 - Cost of sales and gross profit
 - Payroll costs
 - Seat turnover

Module 9: Ratios for Rooms

- Define and calculate Occupancy, ADR (Average Daily Rate), REVPAR (Revenue Per Available Room), TREVPAR (Total Revenue Per Available Room), GOPPAR (Gross Operating Profit Per Available Room) and Profit Per Metre Squared.
- Define and calculate the Cost Per Occupied Room (CPOR) and the Cost Per Available Room (CPAR)

Module 10: Accruals and Prepayments

- Explain the Purchasing Cycle
- Define Accruals and Prepayments
- Demonstrate the use and importance of Accruals & Prepayments within the business

Module 11: Inventory Management

- Understand best practice techniques for how to purchase, receive and store food products effectively and efficiently to reduce wastage
- Manage the cost of sales and gross profit percentage to business targets
- Calculate the actual and theoretical cost of food used based on sales mix
- Develop and use standard recipes to manage food cost and reduce waste

Module 12: Ratios for the Hotel

- Understand what GOP is
- Define and calculate TREVPAR
- Define and calculate GOPPAR

Contact

If you require any help whilst completing the modules, please contact our team at hello@arena4finance.co.uk