

# How to Set Up an Airbnb Earnings and Expenses Spreadsheet in Google Sheets

## Step 1: Open Google Sheets

- Go to <https://sheets.google.com>.
- Click 'Blank' to open a new spreadsheet.

## Step 2: Set Up Your Header Row

- In Row 1, enter the following headers:
- Date | Guest Name | Check-In | Check-Out | Nights | Room/Unit | Earnings (USD) | Expenses (USD) | Notes | Month

## Step 3: Record Each Guest's Data

- Each row after the header (Row 2 onward) will represent one guest booking.
- Example:
- Date: 2025-01-05 | Guest Name: John Doe | Check-In: Jan 5 | Check-Out: Jan 8 | Nights: 3 | Room/Unit: Room 1 | Earnings: 300 | Expenses: 45 | Notes: Welcome gift | Month: January
- Formula to calculate Nights: `=DATEDIF(C2, D2, "D")`
- Formula to extract Month: `=TEXT(C2, "mmmm")`

## Step 4: Summary Sheet (Optional)

- Add a new sheet named 'Summary'.
- Use formulas like:
- Total Earnings: `=SUM('Sheet1'!G2:G)`
- Total Expenses: `=SUM('Sheet1'!H2:H)`
- To create a monthly summary:
- Select all data > Insert > Pivot Table.
- Rows: Month | Values: Earnings (SUM), Expenses (SUM)

## Bonus Tips

- Use Filters: Click Data > Create a filter to sort by month, guest name, etc.

- Color Code Rows: Use conditional formatting to highlight profits/losses.
- Use Charts: Visualize earnings vs. expenses over time.