# Free Airbnb Income and Expense Spreadsheet: how to use it

## Start here:

Yellow cells are yours to fill in. Green-grey cells hold formulas: leave them alone and they fill themselves.

The example file is filled with fictional data so you can see every number working. The blank file is the same workbook, empty: use that one.

Google Sheets: File > Import > Upload the .xlsx (or open it from Google Drive), then File > Save as Google Sheets. Excel: just open it (Excel 2010 or newer). Numbers on Mac also opens it.

## Set up (5 minutes):

1. Settings: your properties (up to 5), your booking platforms (Airbnb, VRBO, direct), your expense categories and the year (F2).

2. Bookings: one row per stay: check-in date, property, platform, guest, nights, nightly rate, cleaning fee and the platform fee taken. Gross, your payout, month and year fill in.

3. Expenses: cleaning crew, supplies, utilities, insurance, repairs. One row each, tied to a property.

## What you get:

Dashboard: bookings, nights, gross, platform fees, expenses and profit by month, and each property with nights booked, payout, expenses and profit.

Limits: 500 bookings, 500 expenses, 5 properties on the dashboard. Need occupancy %, average nightly rate, a platform comparison and a tax set-aside? See the paid Airbnb & Short-Term Rental Host Tracker at tuper.app/templates. This is a record-keeping tool, not tax advice.

## Help:

Something wrong? Message us at support@tuper.app and we fix it.

Designed by Tuper. Built with AI tools and tested by us; tell us if anything breaks.