

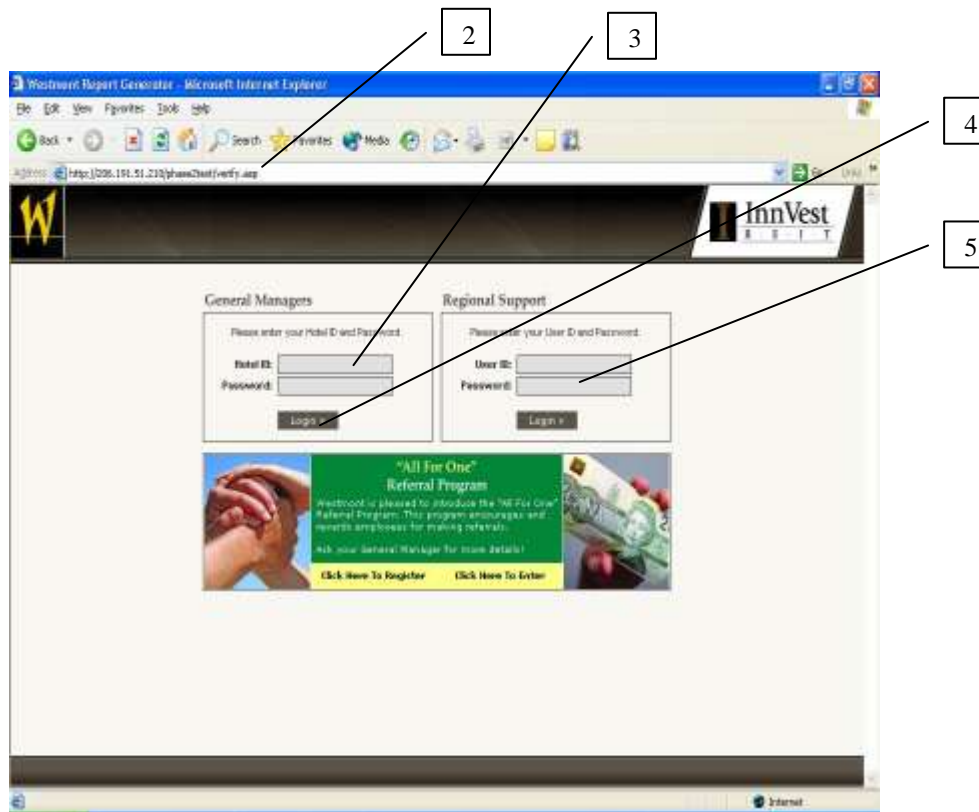
WESTMONT

CAPEX BUDGETING
Project Manager - Training Guide
March 2011

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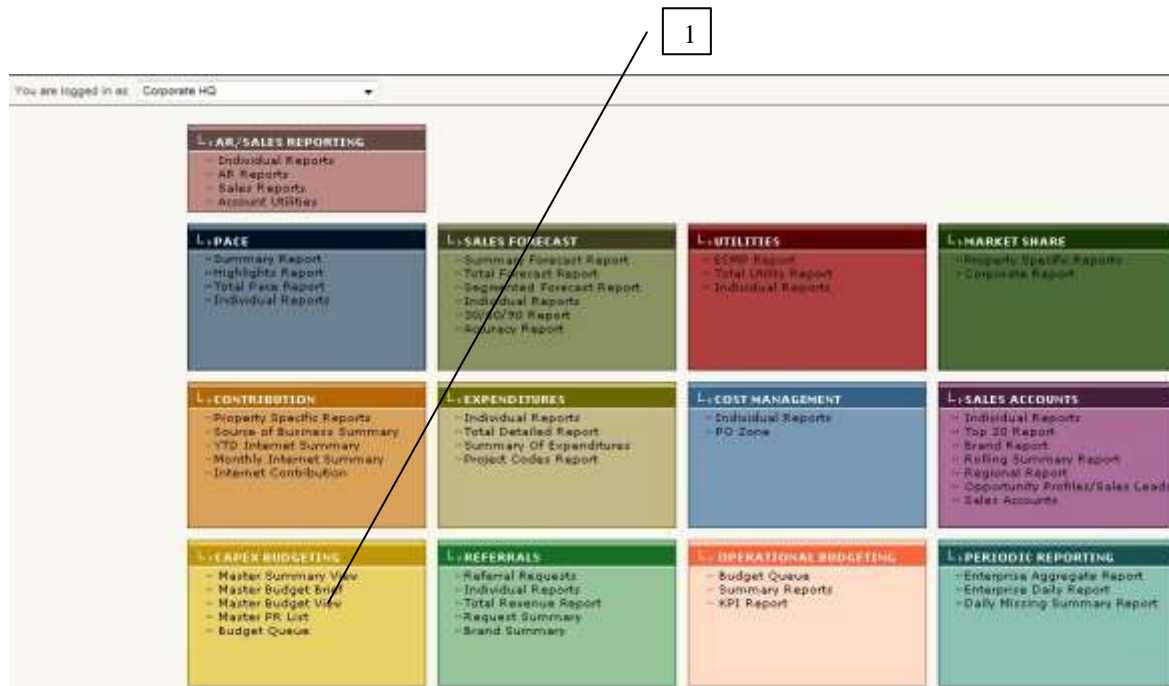
Logging In to the WebReports System

- 1) Open your Microsoft Internet Explorer.
- 2) Type: <http://webreports.whgca.com> into the address bar of your browser (do not type “www”).
- 3) Type in your user name and password (please note that these are CASE sensitive).
- 4) Click login to enter the system.
- 5) Use these fields if you have forgotten your password



Budget View

- 1) Click here to go to the Capital Expenditures module (CapEx)



Section / Category Management in Budget Templates

- 1) As a Project Manager (PM) you have the ability to manage the Budget Template for hotels that are assigned to you
- 2) Click here to go to your Budget Templates
- 3) Upon selecting a Budget Template to edit, you will be provided with the default (existing) template
- 4) Click here to add a new section
- 5) Click here to Create a New Section – a pop up window will appear (see next page)

2

The screenshot displays the CAPEX Budgeting interface for Hilton Windsor. The top navigation bar includes a yellow box around the 'BUDGET TEMPLATE' link. The main content area shows the '2011 BUDGET TEMPLATE - Hilton Windsor' page. A red box highlights the 'add section' link in the left sidebar. A red box highlights the 'ADD SECTION' pop-up window, which contains a form to select a section and category. The form includes a 'Section' dropdown menu with 'CD STORE' selected, a '+ Create New' button, a 'Category' dropdown menu with 'Administration' selected, and another '+ Create New' button. A 'Save »' button is also present. The background shows a list of budget items with 'delete section' and 'delete category' links.

4

5

Adding a New Section

- 1) Click here to enter the section name
- 2) Click here to save the new section
- 3) Click here to close the window without saving the new section

The screenshot shows a web application interface with a 'CREATE NEW SECTION' modal dialog box open. The dialog has a title bar with 'CREATE NEW SECTION' in red and a 'close' button. Inside the dialog, there is a text input field labeled 'Section Name:' and a 'Save *' button. Three numbered callouts point to these elements: 1 points to the 'Section Name:' input field, 2 points to the 'Save *' button, and 3 points to the 'close' button. The background shows a navigation menu with 'NAVIGATION', 'PRICING', 'PACKAGES', and 'BRIEF GROUPS' tabs. Below the tabs, there is a table with columns for 'add section', 'ADMINISTRATIVE', 'ENGINEERING', and 'delete section'. The table contains rows for 'B.O.T.H. Equipment', 'Engineering Replacements and Upgrades', and 'New Section'.

add section	ADMINISTRATIVE	ENGINEERING	delete section
	B.O.T.H. Equipment		
	Engineering Replacements and Upgrades		
	New Section		

Creating a New Category

- 1) Click on Add Category to add a new Category – a pop up window will appear
- 2) Click here to enter the Category name
- 3) Click here to select the type of Category
- 4) Click here to select whether it has a unit of measure of Rooms or Quantity
- 5) Click here to select if it applies to Guest Rooms
- 6) Click here to save the new Category
- 7) Click here to close the window without saving the new Category

The screenshot shows a web application interface with a 'CREATE NEW CATEGORY' pop-up window. The window has a title bar with 'NAVIGATION', 'PRICING', 'PACKAGES', and 'BRIEF GROUPS' tabs. The 'PRICING' tab is active. The pop-up window is titled 'CREATE NEW CATEGORY' and has a 'close' button in the top right corner. The form inside the window includes:

- Category Name: A text input field with a callout line pointing to it labeled '2'.
- Type: A dropdown menu with 'Approved Capital' selected and a callout line pointing to it labeled '3'.
- Rooms/Qty: A dropdown menu with 'Qty' selected and a callout line pointing to it labeled '4'.
- Guest Room: A dropdown menu with 'No' selected and a callout line pointing to it labeled '5'.
- Save: A yellow button with a right-pointing arrow and a callout line pointing to it labeled '6'.
- close: A text link in the top right corner of the window with a callout line pointing to it labeled '7'.

The background of the application shows a sidebar with 'NAVIGATION' and a list of categories: 'ADMINISTRATIVE', 'B.O.T.H. Equipment', 'ENGINEERING', 'Engineering', 'Nail Salon', and 'EXTERIOR REPLACEMENTS/UPGRADES'. There are also buttons for 'add section', 'delete section', 'add category', and 'delete category'.

Creating a Budget

- 1) Click here to go to your Budget Queue
- 2) Click here to filter your Budget Queue by Year
- 3) Click here to create a new Budget



Validate Number of Rooms

- 1) Before you proceed to the Budget View you must enter the number of rooms that enters the total displayed
- 2) Click here to either Save, Save as sub-version or Save as a New Version

You are logged in as: General Manager for Delta London

EDIT BUDGET V1.0 - BUDGET FOR

SUMMARY VIEW BUDGET BRIEF

Total Number of Guest Rooms: 246

Double Rooms:

Queen Rooms:

King Rooms:

Freight:

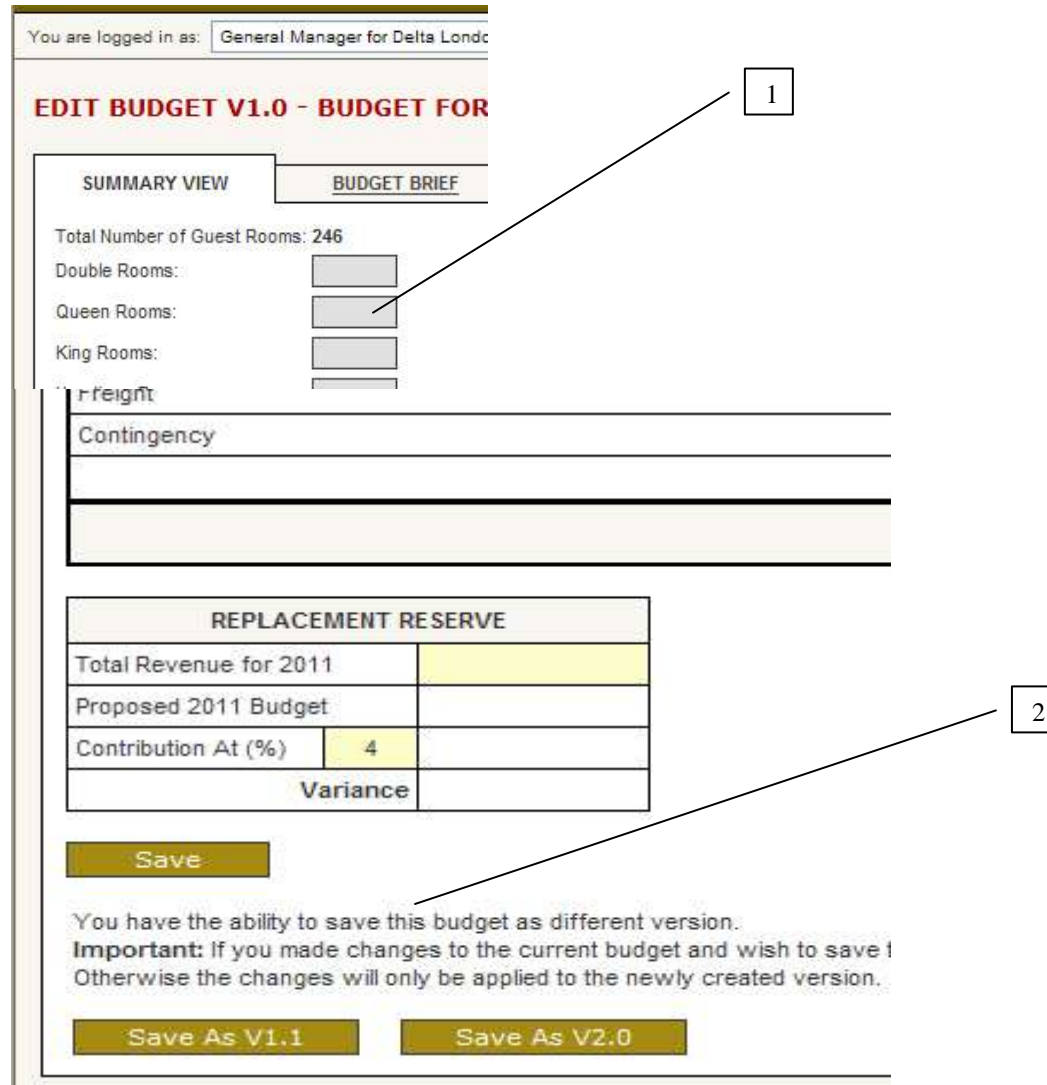
Contingency:

REPLACEMENT RESERVE	
Total Revenue for 2011	
Proposed 2011 Budget	
Contribution At (%)	4
Variance	

Save

You have the ability to save this budget as different version.
Important: If you made changes to the current budget and wish to save it, click here. Otherwise the changes will only be applied to the newly created version.

Save As V1.1 **Save As V2.0**



Filling Out a Budget

- 1) Click in a field to enter a number
- 2) Items in RED are packages and will pre-populate the items below that elements of the package
- 3) Click here to change sections of the budget

EDIT BUDGET V1.0 - VERSION FOR 2012

SUMMARY VIEW **BUDGET BRIEF** **BUDGET VIEW** **NOTES**

Show Extra Year: Double Rooms

DOUBLE ROOMS				2012	
No. of Rooms	Qty	Unit of Measure	Item/Description	Unit Cost	Budget Cost
20	2	each	Bed Set	\$425.43	\$17,017.20
40	2	each	Metal Bed Frame	\$64.42	\$5,153.60
60	35	sq. yd.	Carpet (Supply Only) (MINIMUM 10 ROOMS PER PROPERTY)	\$14.58	\$30,618.00
60	32	sq. yd.	Carpet Removal and Installation (Labour Only)	\$8.33	\$15,993.60
60	32	sq. yd.	Carpet Underpad	\$3.65	\$7,008.00
60	32	sq. yd.	Carpet Base (includes binding)	\$3.65	\$7,008.00
70	1	each	Wardrobe Closet	\$531.17	\$37,181.90
70	1	each	Chest of Drawers	\$470.40	\$32,928.00
70	1	each	Night Stand	\$182.33	\$12,763.10
70	2	each	Headboard	\$119.12	\$16,676.80
70	1	each	Bathroom Mirror Replacement - Framed	\$89.95	\$6,296.50
70	2	each	Chair (upholstered) wood frame	\$184.76	\$25,866.40
70	2	yds	Dining Chair (Seat Only) Fabric	\$20.42	\$2,858.80
10	44	yds	Vinyl (Supply Only) (MINIMUM 10 ROOMS PER PROPERTY)	\$5.05	\$2,222.00
10	1	room	Remove and Replace Vinyl (Labour Only)	\$638.14	\$6,381.40
10	1	room	Paint entrance door & frame & bathroom door & 1/2 frame	\$76.58	\$765.80
10	1	room	Paint Ceiling with Stain Jammer	\$192.06	\$1,920.60
10	1	room	Re-Stain or Remove Coat Rack	\$35.25	\$352.50
10	1	room	Refinish / Paint Wooden Baseboard or Remove	\$32.20	\$322.00
	2	each	Artwork	\$71.72	

Submitting a Budget for Approval

- 1) Upon saving a Budget you will be returned to the Budget Queue
- 2) Click here to view a Budget
- 3) Click here to Edit a Budget if it has not been locked by the approval process
- 4) Click here to select a Budget to submit for approval
- 5) Click here to submit the budget for approval
- 6) *Note: Once you have submitted a budget for approval it becomes View only and cannot be edited unless it is rejected*

Budgets for 2011 Go

There is 1 budget in the system for 2011.


[Click here to create new budget version](#)

Date Created	Budget Name	Version	Last Modified	Modified By	▲ Status ▼	View	Edit	Delete	Submit
March 9, 2011	Yarmouth Budget	1.0	March 9, 2011	Radic, Mitoslav - General Manager	In Progress	New	edit		Submit



Submit

Diagram annotations: Box 2 points to the 'View' link. Box 3 points to the 'edit' link. Box 4 points to the 'Submit' link. Box 5 points to the 'Submit' button at the bottom right of the table.

- 1) As a PM you have the ability to create a PR from within the Budget
- 2) [Click here to go to the PR View](#)
- 3) [Click here to create a new PR within the Budget](#)



- MY BUDGET QUEUE
- BUDGET TEMPLATE

<< MENU
 WELCOME Duncan Purcell YOU ARE IN CAPEX BUDGETING
 


You are logged in as: Project Manager for Hilton Windsor

VIEW BUDGET V1.1 - PR IN QUEUE TEST 1

SUMMARY VIEW

BUDGET BRIEF

PR VIEW

BUDGET VIEW

NOTES

430611TEC005 - Mito's PR

Click here to create new PR

▲ PR # ▲	PR Name	Control #	Total
430611TEC005	Mito's PR	\$200.00	\$0.00

[+ add item](#)
[+ add document](#)

ADD PR ITEM

PR:

430611TEC005 - Mito's PR

Category:

B.O.T.H. Equipment and Supplies

Inventory Item:

Qty:

Unit of Measure:

bed

Cost:

Save »

« Return to My Budget

Total Cost	Approved PRs	Other PRs	Budgeted	Balance

Creating a PR

- 1) PMs have the ability to create new PRs for the hotels that they are assigned to
- 2) Click here to create a new PR (a pop up window will appear for PR details)
- 3) Click here to select the property for the PR
- 4) Enter the PR name here
- 5) Click here to select the PR category
- 6) Enter the “original estimate” here as a Control Number here (this is a reference number only and is not applied to calculations)
- 7) Click here to select if the PR is a Budgeted PR (if this PR is to be applied and reported against the Approved Budget)
- 8) Click here to Save your PR and proceed to building the PR
- 9) Click here to close the window without saving the PR

The screenshot shows a web application interface for creating a Project Request (PR). It consists of a 'PR QUEUE' section and an 'ADD PR' pop-up window.

PR QUEUE:

- Header: **PR QUEUE**
- Form: Display PRs for for
- Link: **Click here to create new PR** (Callout 2)

PR QUEUE Table:

PR#	PR
032811FLS001	Brossard Budget
032811OPC001	second
032811PIP001	Emergency PR 1
032811PIP002	Emergency 2
032811REN001	Room improvement
720211FLS001	Hilton Garden Inn B
720211PIP001	Emergency `1
720211PIP002	TEST1
720211REN001	Renovation 2nd Flo
720211REN002	IC Management PR
740711MEC001	Emergency PR Boiler

ADD PR:

- Header: **ADD PR** (Callout 9)
- Note: PR# will be automatically generated.
- Property: (Callout 3)
- PR Name: (Callout 4)
- PR Category: (Callout 5)
- Control Number: (Callout 6)
- Budgeted PR?: (Callout 7)
- (Callout 8)

At the bottom of the interface, there is a status bar showing: April 11, 2011 | Duncan Purcell - Project Manager

Building a PR

- 1) After Saving a PR to continue building a PR a window will pop up with a window displaying the Budget Line Items to select
- 2) Click here to add values to the PR for a line item (items in yellow are single items, items in Red/Gray are bundles that will auto populate)
- 3) View the Approved Budgeted quantities here
- 4) View the Balance of remaining quantities from the Approved Budget here
- 5) View the accounting details for a line item here
- 6) Click here to scroll to the bottom of the window and save changes
- 7) Click here to close the pop up if you want to manually add line items to the PR
- 8) Click here to Save and Submit the PR through the Approval process

1

2

3

4

5

6

7

8

PR QUEUE

Once you finish building this PR, click the Submit button to send it to the approval queue.

Submit

PR #	PR Name	Control #	Total
0328Y1REN002	King Rooms	\$10,000.00	\$0.00

ADD PR ITEMS

close

DOUBLE ROOMS

No. of Rooms	Budgeted Rooms	Balance	Qty	Unit of Measure	Item/Description	Unit Cost	Budgeted Cost	Balance
	5	-2	2	each	Bed Set	\$405.17	\$4,051.70	(\$1,200.00)
	5	0	2	each	Metal Bed Frame	\$61.35	\$613.50	\$0.00
	5	0	35	sq. yd.	Carpet (Supply Only) (MINIMUM 10 ROOMS PER PROPERTY)	\$13.89	\$2,430.75	\$0.00
	5	0	32	sq. yd.	Carpet Removal and Installation (Labour Only)	\$7.93	\$1,268.80	\$0.00
	5	0	32	sq. yd.	Carpet Underpad	\$3.48	\$556.80	\$0.00
	5	0	32	sq. yd.	Carpet Base (includes binding)	\$3.48	\$556.80	\$0.00
	4	0	1	each	Wardrobe Closet	\$505.88	\$2,023.52	\$0.00

Adding Items to a PR

- 1) To manually add items to the PR that were not included in the original Budget, close the Budget pop up (see #7 previous page)
- 2) Click here to add an item to the PR

2

PR QUEUE

Once you finish building this PR, click the Submit button to send it to the approval queue.

[Submit](#)

PR #	PR Name	Control #	Total
032811REM002	King Rooms	\$10,000.00	\$0.00
+ add item + add document + add note			
Note		Created By	Date Created
PR created. Status: IN PROGRESS		Asset Manager - Duncan Purcell	14/04/2011
			System
			Y

Adding Items to a PR

- 1) Click here to select the Category you want to add the line item to
- 2) Start typing the name of the Inventory Item here (a smart filter will automatically make suggestions by searching the entire Inventory DB)
- 3) Click here to enter the number of rooms
- 4) Click here to enter the quantity of the item
- 5) Click here to select the unit of measure for the item
- 6) Click here to enter the cost of the unit (if you select an item already in the list, a default Cost will appear which can be edited)
- 7) Click here to Save your addition and return to the PR
- 8) Click here Close the window without saving the Inventory Item selection and return to the PR
- 9) *Note: If you have entered an Inventory Item that does not already exist, you will be asked to create a new Item (see next page)*

ADD PR ITEM close

PR: 0253110PC001

Category: Administration ▼

Inventory Item: Carpet Bo

No. of Rooms: Carpet Border

Qty: 1

Unit of Measure: bed ▼

Cost:

Save

Total Cost	Approved PRs	Other PRs	Budgeted	Balance

Callout numbers: 1 points to Category, 2 points to Inventory Item, 3 points to No. of Rooms, 4 points to Qty, 5 points to Unit of Measure, 6 points to Cost, 7 points to Save, 8 points to close.

Creating a New Inventory Item

- 1) If have typed the name for an Inventory Item that does not exist, a pop up will appear for you to fill in the Inventory Item details
- 2) Click here to select the GL Account to map the new Inventory Item to
- 3) Click here to select if Management Fees are applied to this item
- 4) Click here to Cancel and return to the PR
- 5) Click here to Save the new Inventory Item and return to the PR
- 6) Click here to Close the window and return to the Add Item window
- 7) *Important Note: A PR cannot be granted final Approval until the new Inventory Item has been approved by accounting or a BA. Email notifications are sent to the appropriate stakeholders to notify them of new Items to approve and to users when the item has been approved. In an emergency a system administrator can override the process and approve the item.*

The screenshot shows a dialog box titled "CREATE NEW INVENTORY ITEM" in red text. In the top right corner, there is a "close" link. Below the title, a message states: "Please select the GL account for this item as well as if management fee applies or not. Corporate accounting will have to validate it before the PR can be fully approved." The "Item Name you are creating:" is displayed as "Testing" in red. There are two dropdown menus: "GL account:" and "Management Fee:". At the bottom, there are two buttons: "< Cancel" and "Save >".

Numbered callouts point to the following elements:

- 1: Title bar of the dialog box
- 2: "Item Name you are creating:" label
- 3: "Management Fee:" dropdown menu
- 4: "< Cancel" button
- 5: "Save >" button
- 6: "close" link

Submitting a PR for Approval

- 1) Click here to view an existing PR (read only)
- 2) Click here to edit an existing PR if it has not been locked by the approval process
- 3) Click here to select a PR(s) for Approval
- 4) Click here to submit the PR(s) for Approval

MY BUDGET QUEUE

Budgets for 2011 GO

There is **1** budget in the system for 2011.

[Click here to create new PR](#)

Date Created	Budget Name	Version	Last Modified	Modified By	Status	View	Edit	Reject	Submit
March 9, 2011	Yannouth Budget	1.0	March 9, 2011	Radic, Mitoslav - General Manager	AM Approved	view			
March 10, 2011	Test PR for GM	025311GPC001	March 10, 2011	Mitoslav Radic - General Manager	In Progress	view	edit		<input type="checkbox"/>
March 10, 2011	Yannouth Budget	025311TEC001	March 10, 2011	Duncan Purcell - Asset Manager	AM Approved	view			
March 10, 2011	Test	025311TEC002	March 10, 2011	Mitoslav Radic - Project Manager	In Progress	view	edit		<input type="checkbox"/>

[Submit](#)



Diagram illustrating the PR submission process steps:

- 1: Click here to view an existing PR (read only)
- 2: Click here to edit an existing PR if it has not been locked by the approval process
- 3: Click here to select a PR(s) for Approval
- 4: Click here to submit the PR(s) for Approval

Rejecting a PR





- 1) Click here to select a PR to Reject the PR back down a level to the previous user
- 2) Click here to submit the PR for Rejection

MY BUDGET QUEUE

Budgets for **2011**  

There is **1** budget in the system for **2011**.

[Click here to create new PR](#)

Date Created	Budget Name	Version	Last Modified	Modified By	▲ Status ▼	View			
March 9, 2011	Vermouth Budget	1.0	March 9, 2011	Radic, Miroslav - General Manager	 AM Approved	view			
Date Created	PR Name	PR #	Last Modified	Modified By	Status	View	Edit	Reject	Submit
March 10, 2011	Test PR for GM	025311GPC001	March 10, 2011	Duncan Purcell - Budget Administrator CAPEX	 RD Rejected	view	edit		<input type="checkbox"/>
March 10, 2011	Vermouth Budget	025311TEC001	March 10, 2011	Duncan Purcell - Asset Manager	 AM Approved	view			
March 10, 2011	Test	025311TEC002	March 10, 2011	Miroslav Radic - Project Manager	 In Progress	view	edit		<input type="checkbox"/>




Diagram annotations: A box labeled '1' points to the 'Reject' column header. A box labeled '2' points to the 'Submit' column header.