

CADBRIDGE

CAPEX BUDGETING

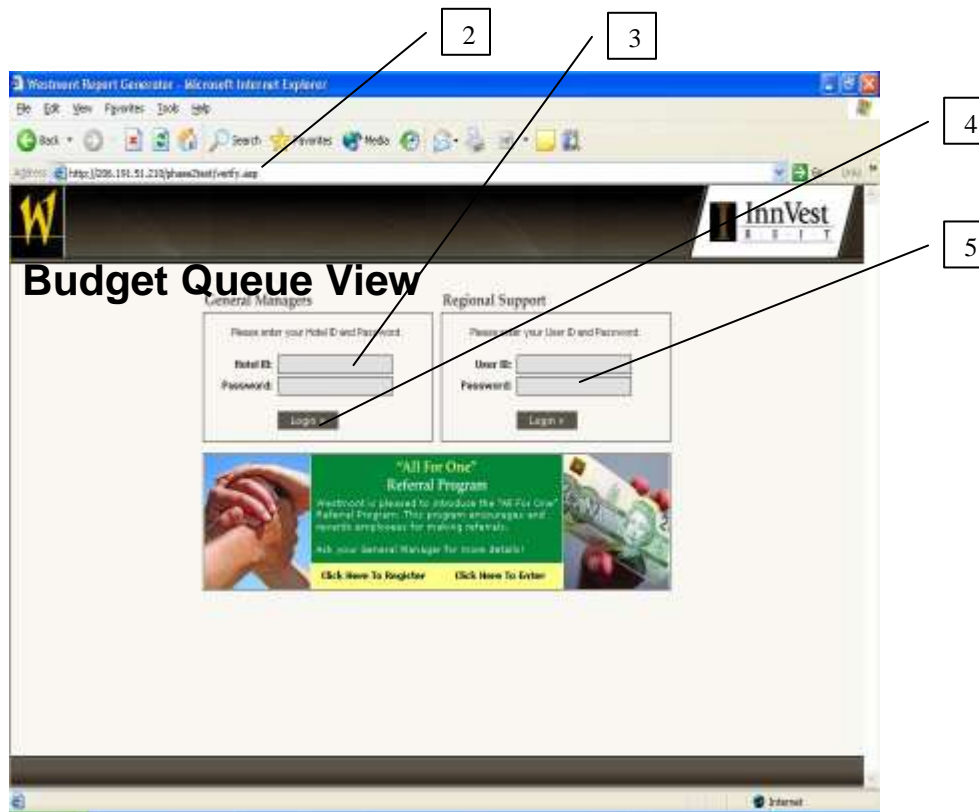
Managing Director - Training Guide

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 your Budget Queue
- 2) Click here to go to your PR Queue
- 3) Click here to filter your Budget Queue list
- 4) Click here to view a budget
- 5) Click here to edit a budget
- 6) Click here to REJECT a budget and send it down a level for editing & resubmission
- 7) Click here to APPROVE a budget

The screenshot shows the InnVest REIT CAPEX Budgeting interface. At the top, there is a navigation bar with a 'W' logo and links for 'BUDGET QUEUE' (1) and 'PR QUEUE' (2). Below this is a 'WELCOME Duncan Purcell YOU ARE IN CAPEX BUDGETING' banner. A dropdown menu shows 'You are logged in as: Regional Director'. The main section is titled 'BUDGET QUEUE' and includes a filter section: 'Display All budgets for Mike Bobbitt for 2011' (3). Below this, it states 'There are 3 budgets in the system for Mike Bobbitt for 2011.' A table lists the budgets with columns: Date Created, Hotel Name, Budget Name, Version, Last Modified, Modified By, Status, View, Edit, Reject, and Approve. The first row shows a 'Pending' status with links for 'view' (4), 'edit' (5), 'reject' (6), and 'approve' (7). Below the table, there are sections for 'HOTELS IN (2)' and 'HOTELS OUT (21)'.

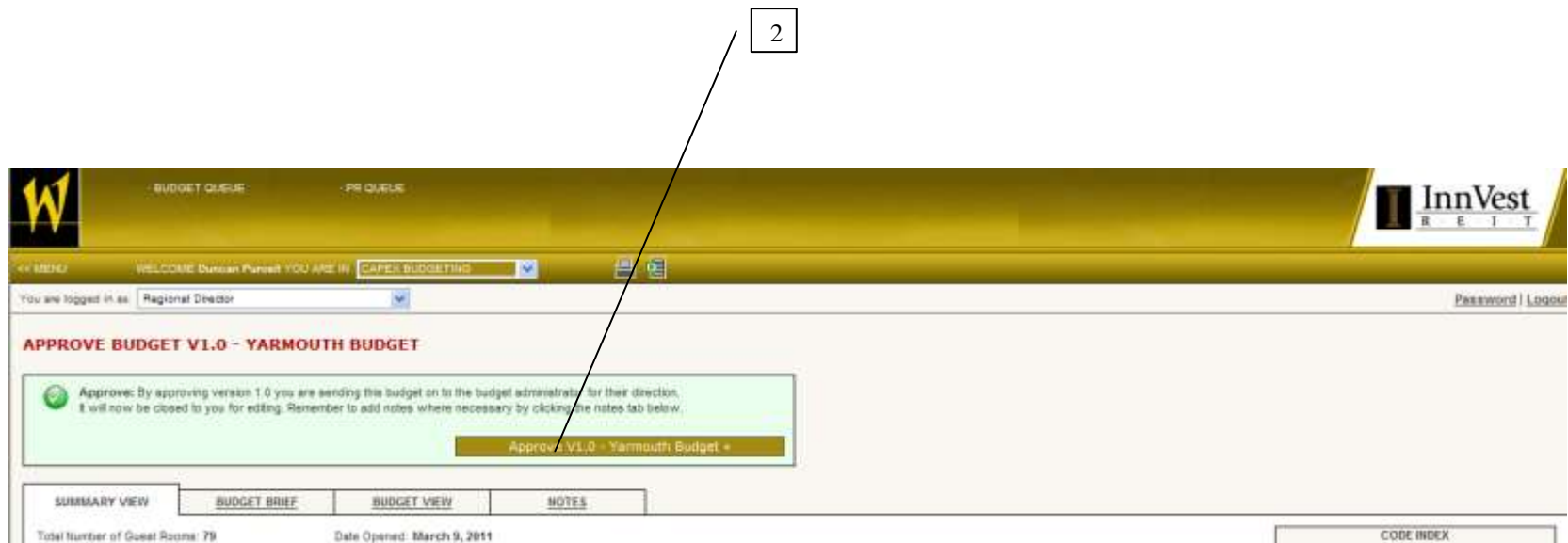
Date Created	Hotel Name	Budget Name	Version	Last Modified	Modified By	Status	View	Edit	Reject	Approve
March 9, 2011	Comfort Inn Yarmouth	Yarmouth Budget	1.0	March 9, 2011	Radic, Mitoslav - General Manager	Pending	view	edit	reject	approve
January 4, 2011	Hilton Windsor	PR in Queue Test 1	1.1	January 4, 2011	Purcell, Duncan - Project Manager	All Approved	view			
January 18, 2011	Hilton Windsor	Floating Budget	2.0	January 18, 2011	Purcell, Duncan - Budget Administrator CAPEX	Open	view	edit		

HOTELS IN (2)
Comfort Inn Yarmouth, Hilton Windsor

HOTELS OUT (21)
Comfort Inn Amherst, Comfort Inn Bridgewater, Comfort Inn Campbellton, Comfort Inn Charlottetown, Comfort Inn Cobourg, Comfort Inn Corner Brook, Comfort Inn Dartmouth, Comfort Inn Fredericton, Comfort Inn Kanata, Comfort Inn Kingston I, Comfort Inn Kingston II, Comfort Inn Moncton I, Comfort Inn Moncton II, Comfort Inn New Glasgow, Comfort Inn Ottawa East, Comfort Inn Saint John, Comfort Inn Sydney, Comfort Inn Trenton, Comfort Inn Truro, Quality Hotel Ottawa, Quality Hotel St. John's

Approving a Budget

- 1) To approve a Budget click on the Approve link beside the desired Budget (see #7 previous page)
- 2) Click here to Approve the Budget



Rejecting a Budget

- 1) To approve a Budget click on the Approve link beside the desired Budget (see #6 on page 4)
- 2) Click here to Reject the Budget back down a level to the previous user

2

The screenshot shows the InnVest REIT CAPEX Budgeting interface. The user is logged in as 'Regional Director'. The main heading is 'REJECT BUDGET V1.0 - YARMOUTH BUDGET'. A pink box contains the following text: 'Reject: By rejecting version 1.0 you are sending this budget back to the GM for reference. It will now be closed to you for editing. Remember to add notes where necessary by clicking the notes tab below.' Below this text is a button labeled 'Reject V1.0 - Yarmouth Budget'. A callout box with the number '2' points to this button. At the bottom, there is a 'SUMMARY VIEW' section with the following data: Total Number of Guest Rooms: 79, Double Rooms: 79, Handicap Rooms: 0, Date Opened: March 8, 2011, Version: 1.0, Budget Name: Yarmouth Budget. There is also a 'CODE INDEX' section with the text 'Enter codes beside applicable line items below:' and 'BC - Brand Compliance'.

SUMMARY VIEW	BUDGET BRIEF	BUDGET VIEW	NOTES
Total Number of Guest Rooms: 79	Date Opened: March 8, 2011		
Double Rooms: 79	Version: 1.0		
Handicap Rooms: 0	Budget Name: Yarmouth Budget		

CODE INDEX
Enter codes beside applicable line items below:
BC - Brand Compliance

Viewing Locked Budgets

- 1) Once a Budget has received final Approval and has been locked it will only be available for view – it cannot be edited
- 2) Click here to view a locked Budget
- 3) *Note: At this point no more Budgets or versions can be created for this property*

BUDGET QUEUE

Display budgets for for

There are 3 budgets in the system for Mike Bobbitt for 2011.

Date Created	Hotel Name	Budget Name	Version	Last Modified	Modified By	Status	View	Edit	Reject	Approve
March 9, 2011	Comfort Inn Yarmouth	Yarmouth Budget	1.0	March 9, 2011	Radic, Mitoslav - General Manager	Pending Approval	view			
January 4, 2011	Hilton Windsor	PR in Queue Test 1	1.1	January 4, 2011	Purcell, Duncan - Project Manager	AM Approved	view			
January 18, 2011	Hilton Windsor	Floating Budget	2.0	January 18, 2011	Purcell, Duncan - Budget Administrator CAPEX	Open	view	edit		

HOTELS IN (2)

Comfort Inn Yarmouth, Hilton Windsor

HOTELS OUT (21)

Comfort Inn Amherst, Comfort Inn Bridgewater, Comfort Inn Campbellton, Comfort Inn Charlottetown, Comfort Inn Cobourg, Comfort Inn Corner Brook, Comfort Inn Dartmouth, Comfort Inn Fredericton, Comfort Inn Kanata, Comfort Inn Kingston I, Comfort Inn Kingston II, Comfort Inn Moncton I, Comfort Inn Moncton II, Comfort Inn New Glasgow, Comfort Inn Ottawa East, Comfort Inn Saint John, Comfort Inn Sydney, Comfort Inn Trenton, Comfort Inn Truro, Quality Hotel Ottawa, Quality Hotel St. John's

PR View After a Budget Has Been Approved

- 1) Once a Budget has been Approved the PRs created against the Budget can be viewed within the Budget
- 2) Click view beside a Budget in the Budget Queue to view PR details (see #2 previous page)
- 3) Click here to go to the PR view screen

3

VIEW BUDGET V1.0 - YARMOUTH BUDGET

SUMMARY VIEW	BUDGET BRIEF	PR VIEW	BUDGET VIEW	NOTES
Total Number of Guest Rooms: 79	Date Opened: March 9, 2011			
Double Rooms: 79	Version: 1.0			
Handicap Rooms: 0	Budget Name: Yarmouth Budget			
Administration: 0	Hotel Name: Comfort Inn Yarmouth			
Other Rooms: 0				
Stairwells: 0				

CODE INDEX
Enter codes beside applicable line items below.
BC - Brand Compliance
C - Competitiveness
ID - Investment Opportunity
LS - Life Safety / Structural

Viewing PR Details

- 1) View the PR # that will be passed to Oracle here
- 2) Click here to add a document to the PR
- 3) Click here to add note the PR
- 4) Click here to select a specific PR
- 5) View the Control Number entered as an estimate when the CR was created here
- 6) Dots beside line items indicate if items are above (Red) or below (Green) the budget amount for the specific line item
- 7) View Budget vs PR details here

You are logged in as: **Asset Manager**

VIEW BUDGET V1.1 - CHATEAU BUDGET V1

[SUMMARY VIEW](#)
[BUDGET BRIEF](#)
[PR VIEW](#)
[BUDGET VIEW](#)
[NOTES](#)

Display All PRs

PR #	PR Name						Control #	Total
740711MEC001	Emergency PR Boiler						\$10,000.00	\$5,554.00
Category	Rooms	Qty	Unit	Unit Cost	Item/Description	Total Cost		
ENGINEERING REPLACEMENTS AND UPG		1	each	\$5,000.00	Boiler Swap	\$5,000.00	●	
MANAGEMENT FEE					Management Fee 5%	\$250.00		
TAXES, FREIGHT, CONTINGENCY					P.S.T. (non-refundable) 0%	\$0.00		
TAXES, FREIGHT, CONTINGENCY					G.S.T. 0%	\$0.00		
TAXES, FREIGHT, CONTINGENCY					Freight 4%	\$204.00		
TAXES, FREIGHT, CONTINGENCY					Contingency 2%	\$100.00		

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

Note	Created By	Date Created	System
PR unlocked by the asset manager. Status: AM UNLOCKED	Asset Manager - Duncan Purcell	11/04/2011	Y

Total Budget	\$55,898
Budgeted PRs	\$9,657
Balance	\$46,241
Other PRs	\$5,554
Total PRs	\$15,211

Managing the PR Queue

- 1) Click here to go to your PR Queue
- 2) Click here to sort your PR Queue by the hotels that are assigned to you (all are shown by default)
- 3) Click here to sort your PR Queue by year
- 4) Click here to view the details of an existing PR

The screenshot shows the 'PR QUEUE' section of the CAPEX Budgeting system. At the top, there is a navigation bar with a 'W' logo and links for '- BUDGET QUEUE' and '- PR QUEUE'. Below this is a user login area showing 'You are logged in as: Regional Director'. The main section is titled 'PR QUEUE' and contains a filter area with 'Display PRs for' set to 'All Hotels' and 'for' set to '2011', with a 'Go' button. Below the filter is a table listing PRs with columns for PR#, PR Name, Last Modified, Modified By, and Status. Numbered callouts point to specific elements: 1 points to the '- PR QUEUE' link, 2 points to the 'All Hotels' dropdown, 3 points to the '2011' dropdown, and 4 points to the first PR entry in the table.

PR#	PR Name	Last Modified	Modified By	Status
025311OPC001	Test PR for GM	March 10, 2011	Mitoslav Radic - General Manager	In Progress
025311TEC001	Yarmouth Budget	March 10, 2011	Duncan Purcell - Asset Manager	AM Approved
025311TEC002	Test	March 10, 2011	Mitoslav Radic - Project Manager	In Progress
430611MEC001	Mito's PR2	January 20, 2011	Duncan Purcell - General Manager	AM Approved
430611OPC001	PR in Queue1	January 18, 2011	Cathy Rothwell - Asset Manager	Pending AM Approval
430611PIP001	Test Case 9	January 24, 2011	Duncan Purcell - Budget Administrator CAPEX	In Progress
430611REN001	Test Routing	January 19, 2011	Duncan Purcell - Project Manager	In Progress
430611TEC001	PR in Queue2	January 4, 2011	Duncan Purcell - General Manager	Pending BA Routing
430611TEC002	Test PR #21 - GM	January 4, 2011	Duncan Purcell - General Manager	Pending Validation
430611TEC003	PR Approvers	January 4, 2011	Duncan Purcell - General Manager	AM Approved
430611TEC004	TEST 123 Duncan	January 19, 2011	Duncan Purcell - General Manager	Pending BA Routing
430611TEC005	Mito's PR	January 20, 2011	Duncan Purcell - Project Manager	Pending GM Approval

View and Edit a PR

- 1) Select a PR for View, Edit, Approval or Closing by clicking on a PR in the PR Queue (see #4 previous page)
- 2) The PR number can be located here
- 3) Click here to add a line item to the PR (if the PR is open to edit)
- 4) Click here to upload a document to the PR (MS Word, Text File, PDF, Excel)
- 5) Click here to add a comment directly to the PR
- 6) Click here to Submit the PR for Approval (if an AM has created a PR, it must first go to the PM for Approval & go through the process)
- 7) *Note: Documents and Notes attached to a PR will be available for all stakeholders for the PR to view and cannot be delete*

The screenshot shows the 'PR QUEUE' section of the CAPEX Budgeting system. At the top, a navigation bar includes links for 'BUDGET QUEUE', 'PR QUEUE', and 'TIME OFF'. Below this, a welcome message for 'Duncan Purcell' is displayed, along with a dropdown menu for 'CAPEX BUDGETING'. The user is logged in as 'Asset Manager'. The main section is titled 'PR QUEUE' and contains a message: 'Once you finish building this PR, click the Submit button to send it to the approval queue.' A 'Submit' button is located to the right of this message. Below the message is a table with the following data:

PR #	PR Name	Control #	Total
430611RE001	Test Routing	\$11,110.00	\$0.00

Below the table, there are three links: '+ add item', '+ add document', and '+ add note'. The numbered callouts point to the following elements:

- 2: PR number (430611RE001)
- 3: '+ add item' link
- 4: '+ add document' link
- 5: '+ add note' link
- 6: 'Submit' button

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 #3 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
032811RE002	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)*

The screenshot shows the 'ADD PR ITEM' form with the following fields and callouts:

- PR:** 0253110PC001
- Category:** Administration (Callout 1 points to the dropdown arrow)
- Inventory Item:** Carpet Bo (Callout 2 points to the text input field)
- No. of Rooms:** Carpet Border (Callout 3 points to the dropdown arrow)
- Qty:** 1 (Callout 4 points to the text input field)
- Unit of Measure:** bed (Callout 5 points to the dropdown arrow)
- Cost:** (Callout 6 points to the text input field)
- Save** button (Callout 7 points to the button)
- close** button (Callout 8 points to the button)

Total Cost	Approved PRs	Other PRs	Budgeted	Balance

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 DCP. 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" with a "close" link in the top right corner. The text inside the dialog reads: "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." Below this, it says "Item Name you are creating:" followed by the text "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: The title bar of the dialog box.
- 2: The "GL account:" dropdown menu.
- 3: The "Management Fee:" dropdown menu.
- 4: The "« Cancel" button.
- 5: The "Save »" button.
- 6: The "close" link in the top right corner.