

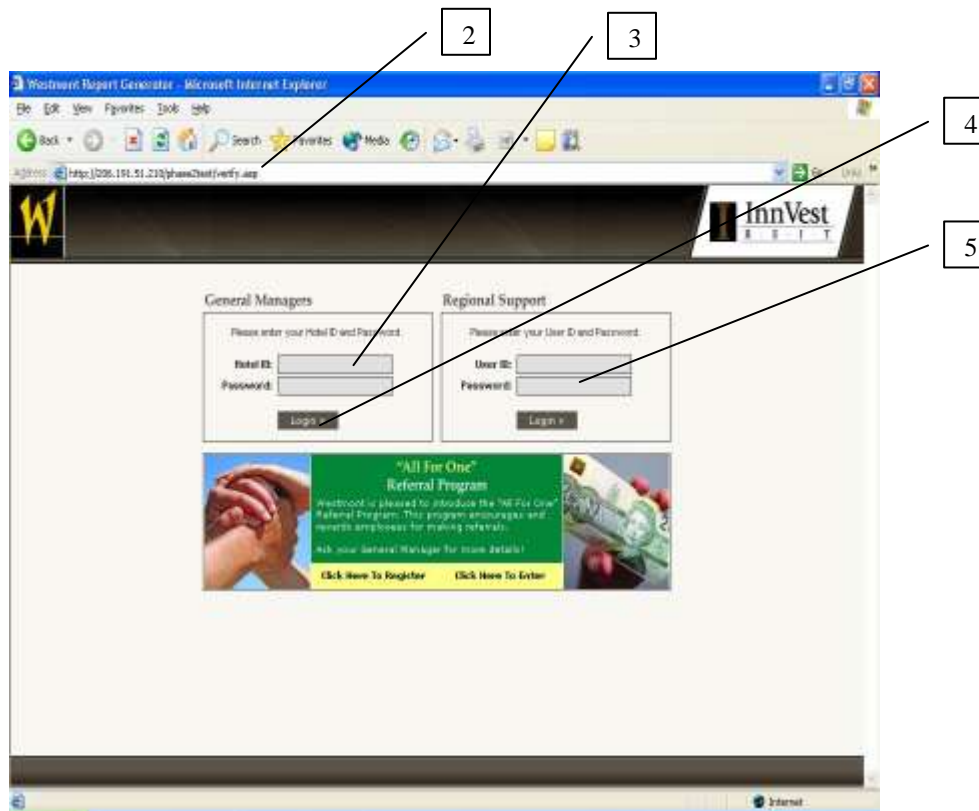
CADBRIDGE

CAPEX BUDGETING
DCP - Training Guide
March 2011

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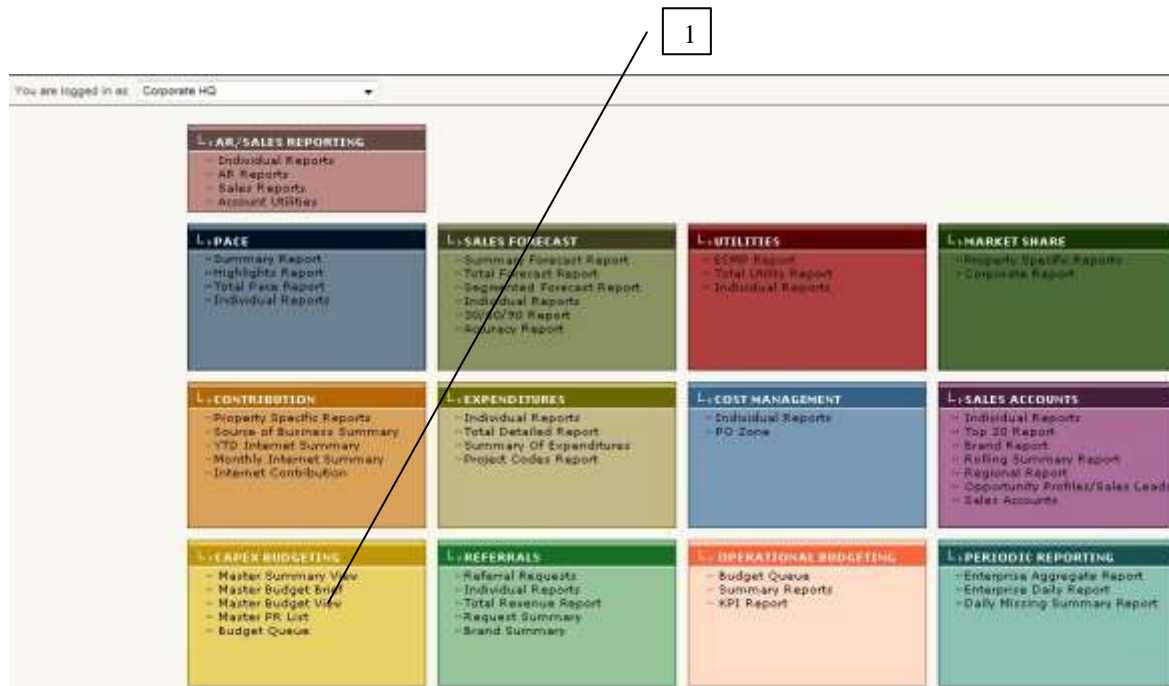
Logging In to the WebReports System

- 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)



Budget Queue View

- 1) Click here to go to your Budget Queue
- 2) Click here to manage the Budget Templates of hotels assigned to you
- 3) Click here to manage the approval flow and PR/Budget configuration of hotels assigned to you
- 4) Click here to go to your PR Queue
- 5) Click here to filter your Budget Queue by hotel (all are displayed by default)
- 6) Click here to filter your list by Year
- 7) Click here to view (read only) a Budget
- 8) Click here to Edit a Budget if it has not been locked for approval
- 9) Click here to Reject a budget back down to the previous level
- 10) Click here to Approve a budget up to the next level for approval

The screenshot shows the 'BUDGET QUEUE' section of the InnVest REIT system. At the top, there is a navigation bar with links: BUDGET QUEUE (1), BUDGET TEMPLATES (2), and PARTICIPATING PROPERTIES (3). Below this, a welcome message states 'WELCOME Duncan Purcell YOU ARE IN CAPEX BUDGETING'. The user is logged in as 'Budget Administrator CAPEX'. The main section is titled 'BUDGET QUEUE' and includes a filter section: 'Display All budgets for 2011 Go'. Below the filter, it states 'There is 1 budget in the system for 2011.' A table lists the budget details, and at the bottom, there are sections for 'HOTELS IN (1)' and 'HOTELS OUT (1)'.

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, Miroslav - General Manager	Pending Approval	view	edit	reject	approve

HOTELS IN (1)
Comfort Inn Yarmouth

HOTELS OUT (1)
Comfort Inn Barrie

Approving a Budget

- 1) To approve a Budget click on the Approve link beside the desired Budget (see #10 previous page)
- 2) Click here to select the PR type
- 3) Click here to Approve the Budget

The screenshot shows the 'APPROVE BUDGET V1.0 - YARMOUTH BUDGET' screen. At the top, there is a yellow header with the InnVest REIT logo and navigation links for 'BUDGET QUEUE' and 'PR QUEUE'. Below the header, a green box contains the following text:

Approve: By clicking this button, I acknowledge that the final budget has been approved and the budget will be locked down and prevented from change / edit by all users. Remember to add notes where necessary by clicking the notes tab below.

This budget is tagged as a single PR budget. Please select a type of PR that will be automatically created once you approve this budget.

Below this text is a dropdown menu labeled 'Select PR Type' and a button labeled 'Approve V1.0 - Yarmouth Budget >'. Callout 2 points to the dropdown menu, and callout 3 points to the button.

At the bottom of the screen, there is a 'SUMMARY VIEW' section with the following data:

SUMMARY VIEW	
Total Number of Guest Rooms:	79
Double Rooms:	79
Handicap Rooms:	0

Below the summary view, there is a 'BUDGET BRIEF' section with the following data:

BUDGET BRIEF	
Date Opened:	March 9, 2011
Version:	1.0
Budget Name:	Yarmouth Budget

On the right side of the screen, there is a 'CODE INDEX' section with the following text:

Enter codes beside applicable line items below.

BC - Brand Compliance

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

REJECT BUDGET V1.0 - YARMOUTH BUDGET

Reject: By rejecting version 1.0 you are sending this budget back to the budget administrator for reference. Remember to add notes where necessary by clicking the notes tab below.

[Reject V1.0 - Yarmouth Budget »](#)

SUMMARY VIEW	BUDGET BRIEF	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
IO - Investment Opportunity
LS - Life Safety / Structural

[Show Extra Years](#)

GUEST ROOMS	%	2011	CODE
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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

The screenshot displays the InnVest REIT system interface. At the top, there is a navigation bar with links for BUDGET QUEUE, PR QUEUE, and TIME OFF. The main header area includes the InnVest REIT logo and a welcome message: "WELCOME Duncan Purcell YOU ARE IN CAPEX BUDGETING". Below this, a login status bar shows "You are logged in as: Asset Manager" and a "Logout" link. The main content area is titled "VIEW BUDGET V1.0 - YARMOUTH BUDGET". It features a tabbed interface with four tabs: SUMMARY VIEW, BUDGET BRIEF, PR VIEW, and BUDGET VIEW. The PR VIEW tab is currently selected. Below the tabs, there is a table with two columns: "Summary" and "Details". The Summary column lists: Total Number of Guest Rooms: 79, Double Rooms: 79, Handicap Rooms: 0, and Administration: 0. The Details column lists: Date Opened: March 9, 2011, Version: 1.0, Budget Name: Yarmouth Budget, and Hotel Name: Comfort Inn Yarmouth. On the right side of the screen, there is a "CODE INDEX" section with the text "Enter codes beside applicable line items below." and a list of codes: BC - Brand Compliance, and C - Construction.

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	

CODE INDEX
Enter codes beside applicable line items below.
BC - Brand Compliance
C - Construction

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: PR unlocked by the asset manager. Status: AM UNLOCKED

Created By: Asset Manager - Duncan Purcell

Date Created: 11/04/2011

System: 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 create a new PR for a hotel that you are assigned to
- 5) Click here to view the details of an existing PR

The screenshot displays the CAPEX Budgeting interface. At the top, a navigation bar includes links for BUDGET QUEUE, BUDGET TEMPLATES, PARTICIPATING PROPERTIES, and PR QUEUE. Below this, a welcome message for Duncan Purcell is shown, along with a dropdown menu for CAPEX BUDGETING. The user is logged in as Budget Administrator CAPEX. The main section is titled PR QUEUE and contains a filter for 'Display PRs for' set to 'All Hotels' and a year filter set to '2011'. A link to 'Click here to create new PR' is present. Below the filters is a table with the following data:

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

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 #5 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 DCP 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, there is a navigation bar with links for '- BUDGET QUEUE', '- PR QUEUE', and '- TIME OFF'. Below this, a welcome message reads 'WELCOME Duncan Purcell YOU ARE IN 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.' with a 'Submit' button. Below this is a table with the following data:

PR #	PR Name	Control #	Total
430611RE/001	Test Routing	\$11,110.00	\$0.00

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

- 2: PR number (430611RE/001)
- 3: '+ add item' link
- 4: '+ add document' link
- 5: '+ add note' link
- 6: 'Submit' button

Creating a PR

- 1) DCPs 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

PR QUEUE

Display PRs for for

Click here to create new PR

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 close

Note: PR# will be automatically generated.

Property:

PR Name:

PR Category:

Control Number:

Budgeted PR?

7

8

2

3

4

5

6

9

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

8

5

7

6

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:

Total Cost	Approved PRs	Other PRs	Budgeted	Balance

Save

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" 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." Underneath, 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" on the left and "Save »" on the right. Numbered callouts point to various elements: 1 points to the title bar, 2 points to the "GL account:" dropdown, 3 points to the "Management Fee:" dropdown, 4 points to the "« Cancel" button, 5 points to the "Save »" button, and 6 points to the "close" link.

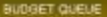
PR Approval

- 1) Click here to go to you PR Queue
- 2) Click on a PR that requires DCP approval (see #5 on page 9)
- 3) Click on a Purchasing user name and click here to assign them to the Review & Approve process
- 4) Click on a Purchasing user name and click here to remove them from the Review & Approve process
- 5) Click here to Submit the PR to Purchasing for approval
- 6) *Note: Email notifications will be sent to Purchasing to review the PR and when it has been final approved notification will be sent to the DCP*

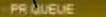
5




1




3



4





WELCOME Duncan Pursell YOU ARE IN
CAPEX BUDGETING

You are logged in as Budget Administrator CAPEX

[Password](#) | [Logout](#)

PR QUEUE

Please forward this PR to one or more users below for validation.
Use the left and right buttons to make your selection and then up and down buttons to adjust the priority.

Available Users

IT Purchasing

CapEx Approver

Heidi Bennett

Don Bristic

Cap Test3

Mile's Segment

Mto Alshari

Plumbing

CapEx Approver

Plumbing vinod

Selected Users

Submit

PR #	PR Name	Control #	Total
0253110PC001	Test PR for GM	\$2.00	\$0.00

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

Note	Created By	Date Created	System
PR sent to the budget administrator for routing. Status: PENDING BA ROUTING	General Manager - Nikolay Radic	10/03/2011	Y
PR created. Status: IN PROGRESS	General Manager - Nikolay Radic	10/03/2011	Y