

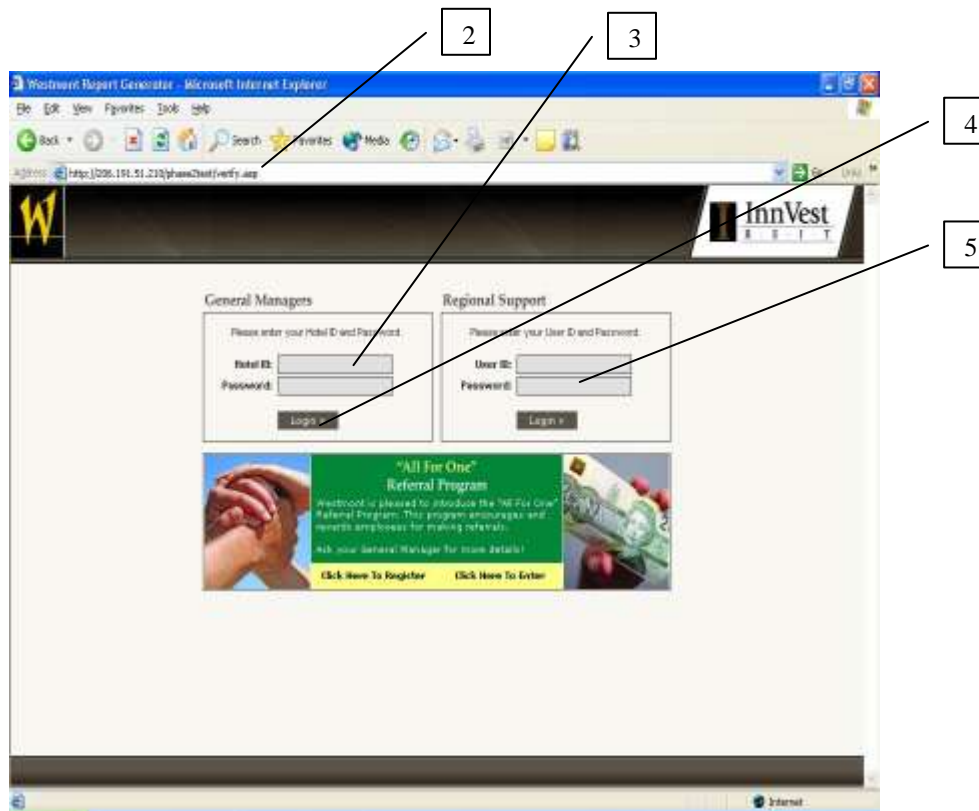
**CADBRIDGE**

**CAPEX BUDGETING**  
**Asset Manager - Training Guide**  
**March 2011**

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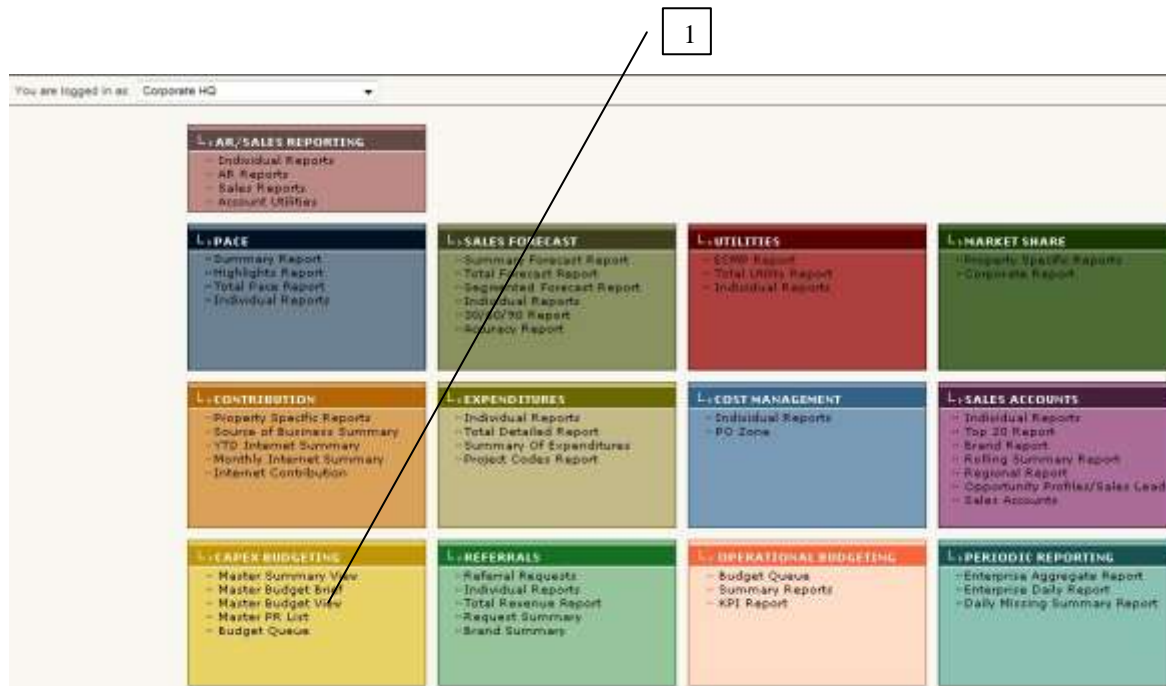
### Logging In to the WebReports System

- 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)



## 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 'CAPEX BUDGETING' interface for 'Duncan Purcell'. The top navigation bar includes 'BUDGET QUEUE' (1) and 'PR QUEUE' (2). A filter dropdown (3) is set to 'CAPEX BUDGETING'. The main section is titled 'BUDGET QUEUE' and shows filters for 'All' budgets for 'Duncan Purcell' in '2011'. It states 'There are 3 budgets in the system for Duncan Purcell for 2011.' Below is a table with columns: Date Created, Hotel Name, Budget Name, Version, Last Modified, Modified By, Status, View, Edit, Reject, and Approve. The first row shows a budget for 'Comfort Inn Yarmouth' with status 'Pending AM Approval'. The second row shows a budget for 'Hilton Windsor' with status 'AM Approved'. Callout 4 points to the 'view' link for the first budget, 5 to the 'edit' link, 6 to the 'reject' link, and 7 to the 'approve' link.

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 AM Approval	<a href="#">view</a>	<a href="#">edit</a>	<a href="#">reject</a>	<a href="#">approve</a>
January 4, 2011	Hilton Windsor	PR in Queue Test 1	1.1	January 4, 2011	Purcell, Duncan - Project Manager	AM Approved	<a href="#">view</a>			

## 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 select the PR type
- 3) Click here to Approve the Budget

**APPROVE BUDGET V1.0 - YARMOUTH BUDGET**

**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 flagged as a single PR budget. Please select a type of PR that will be automatically created once you approve this budget.

Selected PR Type

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		

**CODE INDEX**  
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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## 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

W BUDGET QUEUE PR QUEUE InnVest

WELCOME Duncan Purcell YOU ARE IN CAPEX BUDGETING

You are logged in as: Asset Manager Password | Logout

**BUDGET QUEUE**

Display: All budgets for: Duncan Purcell for: 2011 Go

There are 3 budgets in the system for Duncan Purcell 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	AM Approved	<a href="#">view</a>			
January 4, 2011	Hilton Windsor	PR in Queue Test 1	1.1	January 4, 2011	Purcell, Duncan - Project Manager	AM Approved	<a href="#">view</a>			
January 18, 2011	Hilton Windsor	Floating Budget	2.0	January 18, 2011	Purcell, Duncan - Budget Administrator CAPEX	Open	<a href="#">view</a>	<a href="#">edit</a>		



### 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 Asset Manager interface. At the top, there is a navigation bar with links for BUDGET QUEUE, PR QUEUE, and TIME OFF. The main header area includes a welcome message for Duncan Pursell and a dropdown menu currently set to CAPEX BUDGETING. Below this, a status bar indicates the user is logged in as Asset Manager. The main content area is titled 'VIEW BUDGET V1.0 - YARMOUTH BUDGET' and features a tabbed interface with four tabs: SUMMARY VIEW, BUDGET BRIEF, PR VIEW (which is the active tab), BUDGET VIEW, and NOTES. The PR VIEW tab displays the following information:

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

PR VIEW	
Date Opened:	March 9, 2011
Version:	1.0
Budget Name:	Yarmouth Budget
Hotel Name:	Comfort Inn Yarmouth

On the right side of the PR VIEW tab, there is a 'CODE INDEX' section with the instruction 'Enter codes beside applicable line items below.' and a list of codes: BC - Brand Compliance and C - Consultation.

## 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 create a new PR for a hotel that you are assigned to
- 5) Click here to view the details of an existing PR
- 6) Click here to assign your Approval responsibilities to another AM if you are away from the office and unavailable

The screenshot shows the 'PR QUEUE' section of the CAPEX Budgeting interface. At the top, there are navigation links: 'BUDGET QUEUE', 'PR QUEUE' (highlighted), and 'TIME OFF'. Below this is a welcome message for 'Duncan Purcell' and a dropdown menu set to 'CAPEX BUDGETING'. The user is logged in as 'Asset Manager'. The 'PR QUEUE' section has a sub-header and 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 link 'Click here to create new PR'. The main part of the interface is a table listing PRs with columns: PR#, PR Name, Last Modified, Modified By, and Status. Callout 1 points to the 'PR QUEUE' link. Callout 2 points to the 'All Hotels' dropdown. Callout 3 points to the '2011' dropdown. Callout 4 points to the 'Click here to create new PR' link. Callout 5 points to the first row of the PR table. Callout 6 points to the 'Go' button.

PR#	PR Name	Last Modified	Modified By	Status
025311FLS001	New Test	March 11, 2011	Duncan Purcell - Project Manager	In Progress
025311OPC001	Test PR for GM	March 10, 2011	Duncan Purcell - Budget Administrator CAPEX	AM Approved
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 #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 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 displays the 'PR QUEUE' section of the CAPEX Budgeting Asset Manager. 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 shown, along with a dropdown menu currently set to 'CAPEX BUDGETING'. The user is logged in as 'Asset Manager'. The main content area 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.' Below this 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'. A 'Submit' button is located to the right of the message box.

### Closing a PR

- 1) If a PR has been completed, the AM has the ability to CLOSE the PR so it can no longer be Edited (this will be passed to Oracle)
- 2) Click here to Close the PR
- 3) Click here to Unlock a PR if the rare instance that it needs to be re-opened and edited
- 4) *Note: All edits and status changes will be passed to Oracle upon submission*

The screenshot shows the 'PR QUEUE' section of the Asset Manager interface. At the top, there's a navigation bar with 'BUDGET QUEUE' and 'PR QUEUE' tabs. Below this, a welcome message and a dropdown menu for 'CAPEX BUDGETING' are visible. The user is logged in as 'Asset Manager'. The main content area is titled 'PR QUEUE' and contains two instructional boxes. The first box says 'Click the Close button to disable this PR in Oracle, so no POs can be written against it.' and has a 'Close' button. The second box says 'If you need to modify this PR click the Unlock button. You will not be able to remove any items that have POs written against.' and has an 'Unlock' button. Callout '2' points to the 'Close' button, and callout '3' points to the 'Unlock' button. Below these boxes is a table with columns: PR #, PR Name, Control #, and Total. The table contains one entry for 'Yarmouth Budget' with a control number of '\$0.00' and a total of '\$0.00'. There are also links for '+ add document' and '+ add note'. At the bottom, there's a 'Note' section with details about the PR creation and status.

PR #	PR Name	Control #	Total
025311TEC001	Yarmouth Budget	\$0.00	\$0.00

+ add document   + add note

**Note:**  
PR created on budget approval. Status: AM Approved. Created By: Asset Manager - Duncan Purcell. Date Created: 10/03/2011. System: Y.

## Creating a PR

- 1) AMs 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**

Note: PR# will be automatically generated.

Property:

PR Name:

PR Category:

Control Number:

Budgeted PR?

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
<a href="#">032811REM002</a>	King Rooms	\$10,000.00	\$0.00
<a href="#">+ add item</a> <a href="#">+ add document</a> <a href="#">+ add note</a>			
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

Numbered callouts in the image:

- 1: Category dropdown
- 2: Inventory Item text input
- 3: No. of Rooms dropdown
- 4: Qty input
- 5: Unit of Measure dropdown
- 6: Cost input
- 7: Save button
- 8: Close button

### 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." Below this, the text "Item Name you are creating:" is followed by the word "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 area
- 2: Item Name input field
- 3: Management Fee dropdown menu
- 4: Cancel button
- 5: Save button
- 6: Close link

### Time Off: Assigning Approvals to other AMs

- 1) Click here to assign your Approval responsibilities to another AM if you are unavailable
- 2) Click here to select from the list of available AMs
- 3) Click here to select the start date and end date
- 4) Click here to save your selection
- 5) *Note: During this time period all approvals and email notifications will be redirected to the selected AM*

The screenshot shows the CAPEX Budgeting interface. At the top, there is a navigation bar with a logo and tabs for '- BUDGET QUEUE', '- PR QUEUE', and '- TIME OFF'. Below this is a welcome message: 'WELCOME Duncan Purcell YOU ARE IN CAPEX BUDGETING'. A status bar indicates 'You are logged in as: Asset Manager'. The main section is titled 'TIME OFF' and contains the instruction: 'Please select another asset manager who will be responsible for capital approvals while you are away.' Below this is a form with four columns: 'To Asset Manager', 'From', 'To', and an empty column. The 'To Asset Manager' column has a dropdown menu with 'Please select one'. The 'From' column has date pickers for 'Apr', '15', and '2011'. The 'To' column has date pickers for 'Apr', '22', and '2011'. A 'Save' button is in the empty column. Numbered callouts point to these elements: 1 points to the '- TIME OFF' tab, 2 points to the 'To Asset Manager' dropdown, 3 points to the 'From' date pickers, and 4 points to the 'Save' button.

To Asset Manager	From	To	
Please select one ▼	Apr ▼ / 15 ▼ / 2011 ▼	Apr ▼ / 22 ▼ / 2011 ▼	Save