CADBRIDGE

CAPEX BUDGETING
Asset Manager - Training Guide
March 2011

CAPEX Budgeting – Asset Manager

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

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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

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

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

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

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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
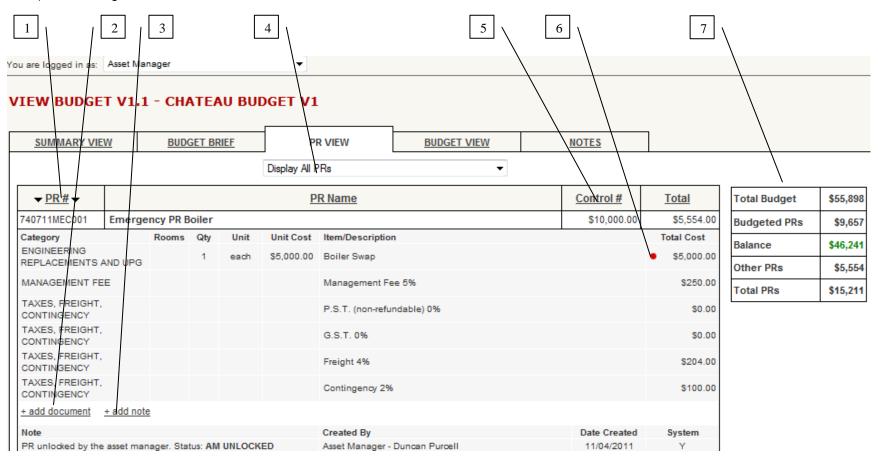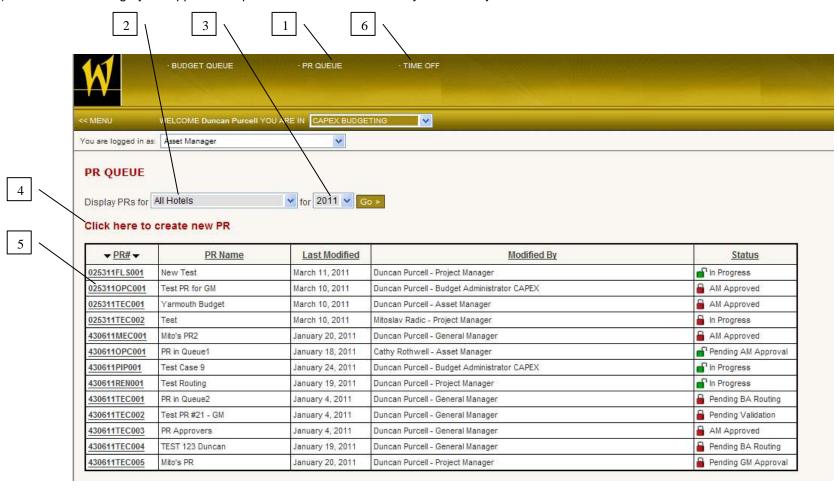4) Click here to select a specific PR
5) View the Control Number entered as an estimate when the CR was created here
6) Dots beside line items indicate if items are above (Red) or below (Green) the budget amount for the specific line item
7) View Budget vs PR details here

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

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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

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*

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)
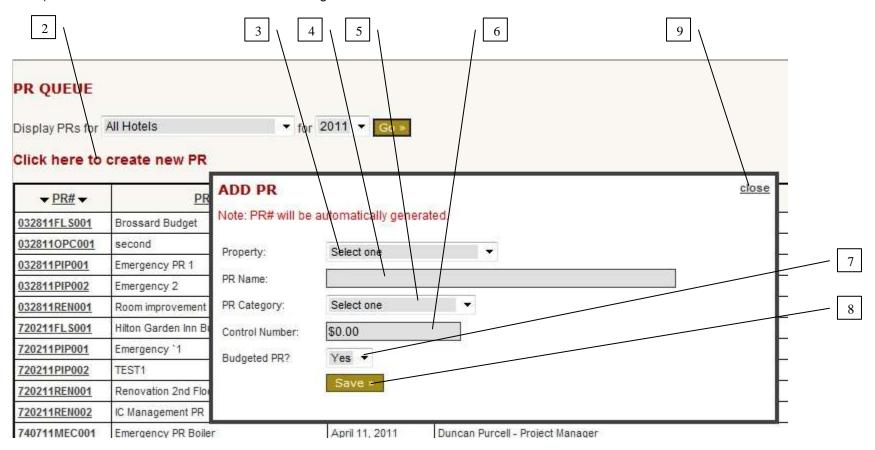2) Click here to Close the PR
3) Click here to Unlock a PR if the rare instance that it needs to be re-opened and edited
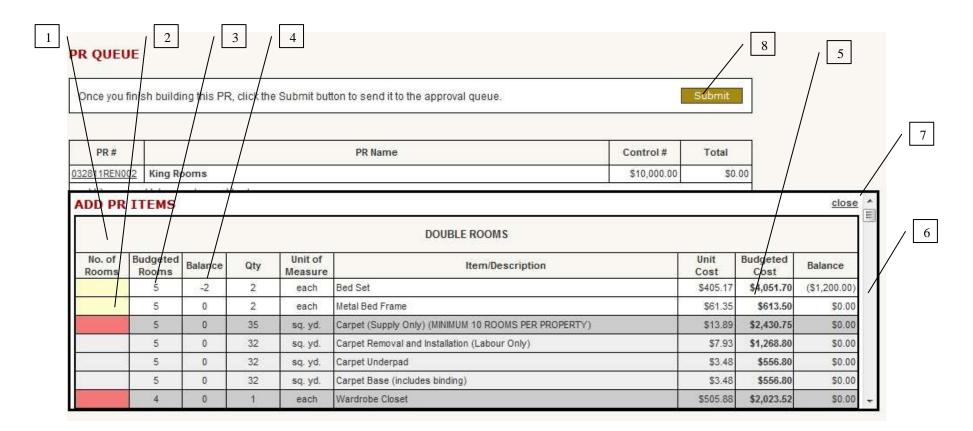4) *Note: All edits and status changes will be passed to Oracle upon submission*

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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 All Hotels ▼ for 2011 ▼ Go »

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 Floc
720211REN002	IC Management PR
740711MEC001	Emergency PR Boiler

ADD PR   close

Note: PR# will be automatically generated.

Property: Select one   ▼

PR Name: [   ]

PR Category: Select one   ▼

Control Number: $0.00

Budgeted PR?   Yes ▼
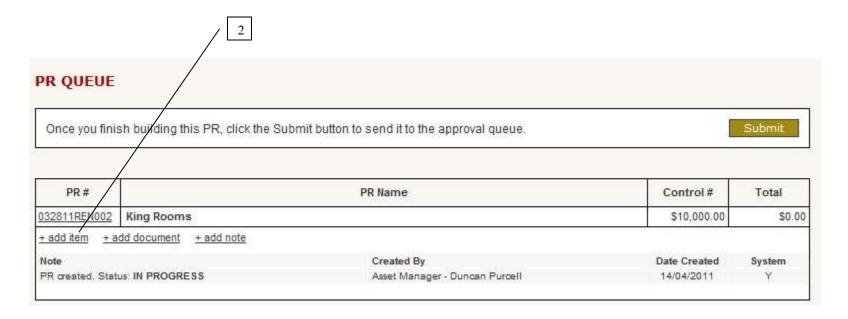
Save »

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

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
032811REN002	King Rooms	$10,000.00	$0.00

ADD PR ITEMS   close

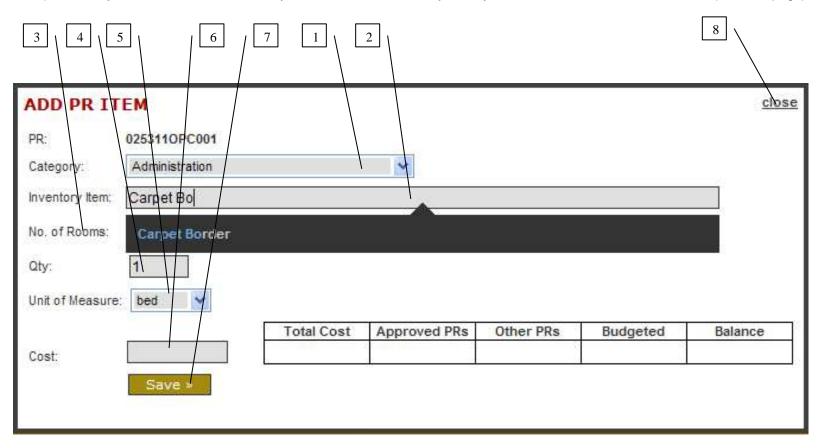|					DOUBLE ROOMS			
No. of Rooms	Budgeted Rooms	Balance	Qty	Unit of Measure	Item/Description	Unit Cost	Budgeted Cost	Balance
	5	-2	2	each	Bed Set	$405.17	$4,051.70	($1,200.00)
	5	0	2	each	Metal Bed Frame	$61.35	$613.50	$0.00
	5	0	35	sq. yd.	Carpet (Supply Only) (MINIMUM 10 ROOMS PER PROPERTY)	$13.89	$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)
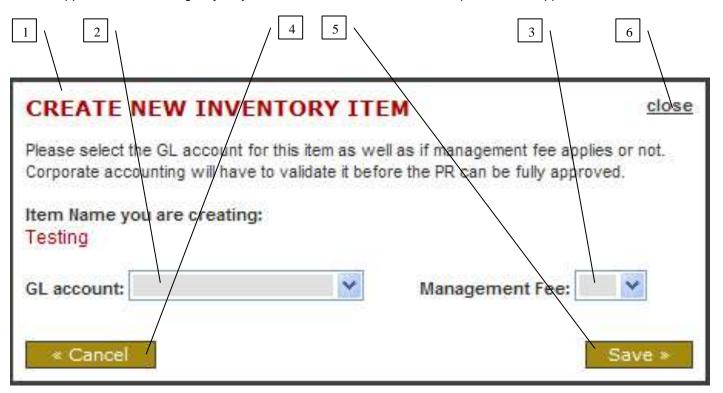2) Click here to add an item to the PR

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)*

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.*

| 1 | 2 | 4 | 5 | 3 | 6 |

CREATE NEW INVENTORY ITEM   close

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.

Item Name you are creating:
Testing

GL account: [▾]   Management Fee: [▾]

« Cancel   Save »

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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*