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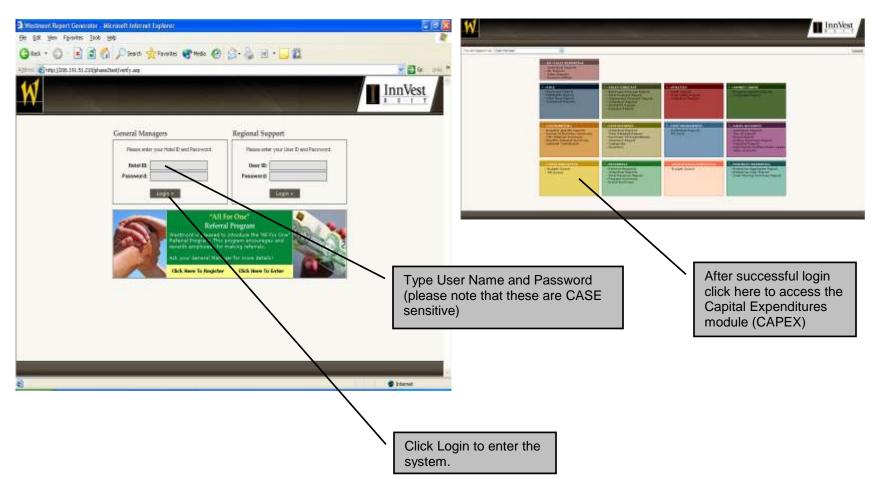
CAPEX BUDGETING General Manager - Training Guide March 2011

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Logging in to the WebReports System

To log into Westmont Reporting System user will need to open one of available browsers (Microsoft Internet Explorer or similar) that are installed on their machine and type: http://webreports.whgca.com into the address bar (note: do not type "www").

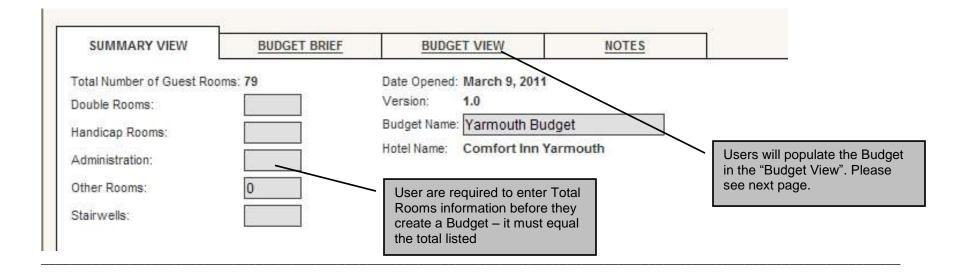


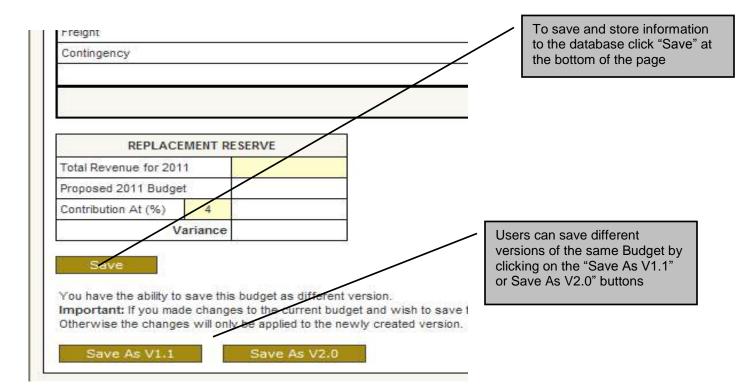
Creating a Budget

To create budget General Manager (GM) will go to Capital Expenditure module and click on "My Budget Queue"



Ŵ	MY BUDGET QUEUE
<< MENU	WELCOME Mitoslav Radio YOU ARE IN CAPEX BUDGETING
You are logged in as:	General Manager for Comfort Inn Yarmouth
CREATE NEV Budget Version: Budget Name:	1.0 Save & Continue > User enters the name of the Budget and clicks "Save & Continue"



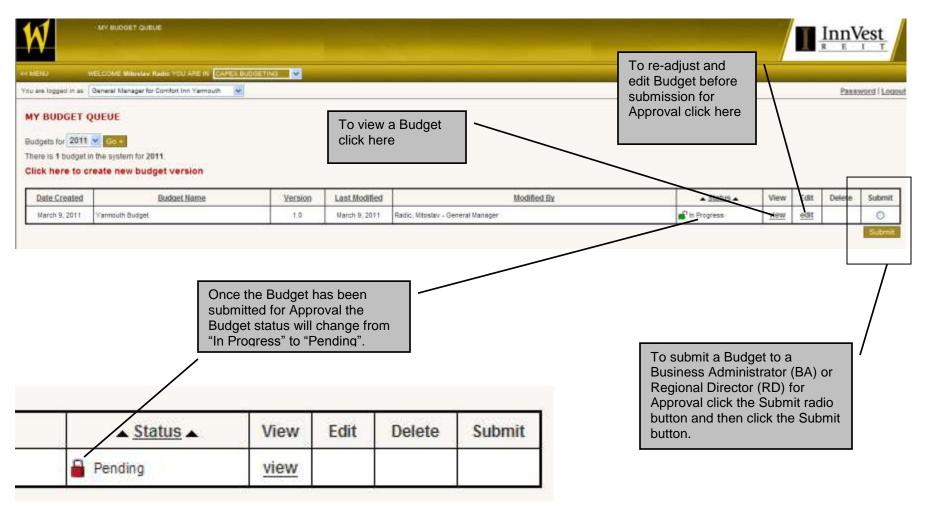


SUMMA	RY VIEW	BL	IDGET BRIEF	BUDGET VIEW	NOTES		
Show Ext	tra Years				Double Rooms		~
			DOUBLE R	OOMS		20	12
No. of Rooms	Qty	Unit of Measure		Item/Description	E)	Unit Cost	Budget Cost
20	2	each	Bed Set			\$425.43	\$17,017.20
40	2	each	Metal Bed Frame			\$64.42	\$5,153.60
60	35	sq. yd.	Carpet (Supply Only) (N	MINIMUM 10 ROOMS PER PI	ROPERTY)	\$14.58	\$30,618.00
60	32	sq. yd.	Carpet Removal and Ins	tallation (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 I	pinding)		\$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 Replac	ement - Framed		\$89.95	\$6,296.50
70	F F −	each	Chair (unholstered) wo	od frame		\$184.76	\$25,866.40
70			pulate budget by	ric		\$20.42	\$2,858.80
10		entering va selected ite	lues within the	M 10 ROOMS PER PRO	OPERTY)	\$5.05	\$2,222.00
10	1		1115	Labour Only)		\$638.14	\$6,381.40
10	1	room	Paint entrance door & fi	rame & 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 Co	at Rack		\$35.25	\$352.50
10	1	room	Refinish / Paint Wooden	Baseboard or Remove		\$32.20	\$322.00
2	2	each	Artwork			\$71.72	đ

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Submitting a Budget for Approval

Once a Budget is created it will be ready to be sent for Approval to a Business Administrator (BA) or Regional Director (RD) depending of how hotel's budget flow was set up in the Hotel Administration module.



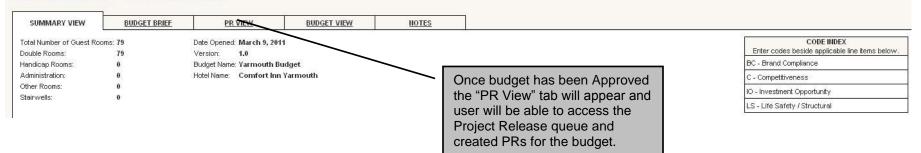
PR Creation

Once budget has been approved the Budget will change status in the Budget Queue will be changed to "AM Approved" or "RD Approved" depending on the budget flow.

N	MY BODGET QUEUE						I	InnV	est
MENU (V	NELCOME MINUTAV RAGO YOU ARE IN CAPEKS	UD-OETINO: 💌							
e are logged in as	General Manager for Comfort Ine Yarmouth 🛛 😒							Passy	eerd Lo
IN BUDGET (iudgets for 2811 There is 1 budget i	n the system for 2011.		atus chang M Approve	ed to 📃 📃 a budget bu	e able to view ut cannot edit				
lick here to c	reate new PR								
Bick here to ci	eate new PR Budget Name	Version	Last Modified	Modified By	▲ Status ▲	View			
	1	Version 1.0	Last Modified March 9, 2011	Modified By Radic, Mitoslay - General Manager	AM Approved	View			
Date Created	Budget Name						Edit.	Reject	Submi
Date Created Merch 9, 2011	Endart Name Vermouth Budget	1.0	March 9, 2011	Radic; Mitoslav - General Manager	AM Approved	view	EsSR.	Reject	Submi

W	· MY BUDGET QUEUE	$\prod_{R \to B \to 1 \to T} \frac{InnVest}{R \to B \to 1 \to T}$
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You are logged in a	as: General Manager for Comfort Inn Yarmouth 🛛 💌	Password Logou

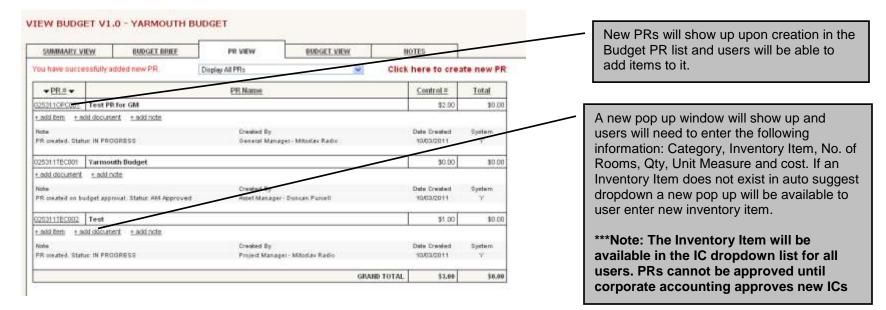
VIEW BUDGET V1.0 - YARMOUTH BUDGET

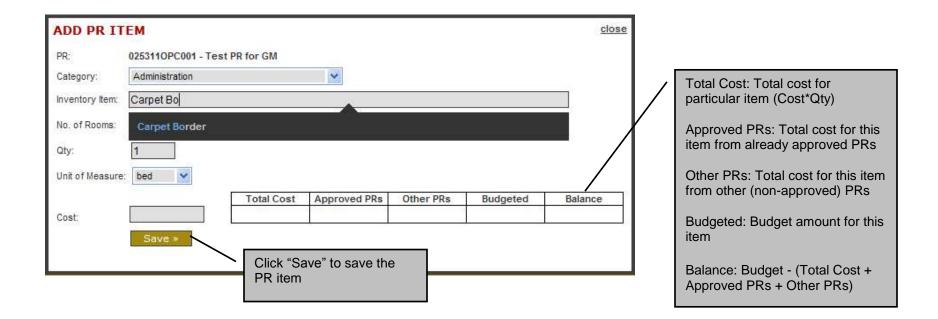


					In the PR View tab, users will be able	$\prod \underline{InnVest}_{R-E-T-T}$
<< MENU WELCOME Mitoslav Radic YOU ARE You are logged in as: General Manager for Comfort Inn Ya VIEW BUDGET V1.0 - YARMOUTH BU SUMMARY VIEW BUDGET BRIEF	rmouth V	NOTES			to create PRs by clicking on this link. A new pop up window will appear asking user to enter PR name, PR Category and a Control Number	Password Los
	Display All PRs Cliv	ick here to crea	ate new P	'R		_
▼PR#▼ 025311TEC001 Yarmouth Budget + add document + add note Note PR created on budget approval. Status: AM Approved	PR Name Created By Asset Manager - Duncan Purcell	Control # \$0.00 Date Created 10/03/2011	Iota No Syste Y PF	DD PR lote: PR# will R Name: R Category: Control Number	I be automatically generated.	000
025311TEC002 Test + add item + add document + add note Note PR created. Status: IN PROGRESS	Créated By Project Manager - Mitoslav Radie GRAND TO TA	\$1.00 Date Created 10/03/2011	Syste Y		Save >	
	GRAND TOTA	at <u>\$1.00</u>		<u> </u>	Users will be able to add information to existing PRs by adding notes, uploading document and adding new items.	<i>,</i>

PR Item Creation

Once a PR is created users will be able to add or create new items for the selected PR





N	MY BUDGET QUEUE								E 1	/s	
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Y BUDGET C	QUEUE					checkbox and clic	$\left \right\rangle$				
Budgets for 2011 V Conce a PR is saved it will					1.	"Submit" button be	$ \rangle$				
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Date Created	Budget Name	2.01.0000	Pass accounter		Modified By	▲ <u>Sta</u>	View				
March 9, 2011	Yermouth Budget	1.0	March 9, 2011 /	adic, Mitoslav - General Mi	nager	AM Appro	weity bev		N		
Date Created	PR Ilame	PRN	Last Modified		Modified By	514	us View	Edit P	leject S	utimit	
March 10, 2011	Test PR for GM	0253110PC001	March 10, 2011 9	Acetary Radic - General Ma	naget	Progress	s <u>view</u>	edit		EI -	
March 10, 2011	∀annouth Budget	025311TEC001	March 10, 2011 D	uncen Purceil - Asset Man	iger	🔒 AM Appro	ved vew		10		
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March 10, 2011	Test	02531118C002		(1997) - Contractor (1997)			1000	edit	/		Vest 1 T
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March 10, 2011	Test WY DUDGET QUEUE WELCTONE Ministrary Rodo YOU USE In <u>EAPP</u> General Manager for Comfart Inn Yaimouth QUEUE Two Go # tin the system for 2011. create new PR	0253111EC002	March 10, 2011 M	nce a Budge Jomitted the s nanged to "Pe	t has been status will be ending Approval"		s yłew				Vest T T
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March 10, 2011	Text WY BUDGET QUEUE WEUCOME Minigar Pade YOU ARE IN CATE General Manager for Conduct Inn Yarmouth QUEUE Constitution by system for 2011. Create new PR Budget Name Yermouth Budget PR flame	02531178C002	March 10, 2011 M C S Last Model Last Model	Ince a Budge ubmitted the s nanged to "Pe	ager t has been status will be ending Approval" <u>Modified By</u> General Manager <u>Modified By</u>		s view	. Vie Vie	ew Edit	Pass	vord Los
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Rejecting a PR

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March 9, 2011	Yarmouth Budget	1.0	March 9, 2011	Radic, Mitoslav - General Manager	AM Approved	view			
ate Created	PR Name	PR #	Last Modified	Modified By	Statue	View	Edit	Reject	Sub
lerch 10, 2011	Test PR for GM	025311 OPC001	March 10, 2011	Duncan Purcell - Budget Administrator CAPEX	RD Rejected	view	edit		
March 10, 2011	Yarmouth Budget	025311 TEC001	March 10, 2011	Duncen Purcet - Asset Manager	AM Approved	VIEW	/		
Aerch 10, 2011	Test	025311 TEC002	March 10, 2011	Mitoslav Radic - Project Manager	1 In Progress	view	edit		t
				When a PR has been Rejected the status will change to "RD or BA Rejected"					
				User has ability to a Rejected PR and					