

**WESTMONT**

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

## CAPEX Budgeting – General Manager

1

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CREATING A BUDGET .....	2
SUBMITTING A BUDGET FOR APPROVAL .....	8
PR CREATION .....	9
PR ITEM CREATION .....	11
APPROVING A PR .....	13
REJECTING A PR .....	14

### 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”).

Westmont Report Generator - Microsoft Internet Explorer

Be Back View Favorites Tools

Address http://206.191.51.213/phoenix/verify.asp

**W InnVest REALTY**

**General Managers**

Please enter your Hotel ID and Password:

Hotel ID:

Password:

Login >

**Regional Support**

Please enter your User ID and Password:

User ID:

Password:

Login >

**"All For One" Referral Program**

Westmont Realty is pleased to introduce the "All For One" Referral Program. This program encourages and rewards employees for making referrals.

Ask your General Manager for more details!

[Click Here To Register](#) [Click Here To Enter](#)

**CAPEX Budgeting**

Budget System  
1000000

**After successful login click here to access the Capital Expenditures module (CAPEX)**

### Creating a Budget

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

The screenshot shows a web application interface for 'MY BUDGET QUEUE'. At the top left is a yellow 'W' logo. The header bar is yellow and contains the text '- MY BUDGET QUEUE' with a callout box pointing to it that says 'Click here to go to the Budget Queue'. Below the header is a navigation bar with '<< MENU', 'WELCOME Mitoslav Radic YOU ARE IN', and a dropdown menu currently showing 'CAPEX BUDGETING'. Below this is a login status bar that says 'You are logged in as: General Manager for Comfort Inn Yarmouth' with a dropdown arrow. The main content area has the title 'MY BUDGET QUEUE' in red. It shows 'Budgets for 2011' with a dropdown arrow and a 'Go >' button. Below this, it states 'There are no budgets in the system for 2011.' and a red link 'Click here to create new budget version' with a callout box pointing to it that says 'To create a Budget click here'.

Click here to go to the Budget Queue

<< MENU WELCOME Mitoslav Radic YOU ARE IN CAPEX BUDGETING

You are logged in as: General Manager for Comfort Inn Yarmouth

**MY BUDGET QUEUE**

Budgets for 2011 Go >

There are no budgets in the system for 2011.

**Click here to create new budget version**

This dropdown shows the user that is currently logged in

To create a Budget click here

The screenshot shows a web application interface for CAPEX Budgeting. At the top, there is a yellow header bar with a logo on the left and the text "MY BUDGET QUEUE" on the right. Below this is a navigation bar with a "<< MENU" button, a welcome message "WELCOME Mitoslav Radic YOU ARE IN", and a dropdown menu currently showing "CAPEX BUDGETING". Below the navigation bar, a status bar indicates the user is logged in as "General Manager for Comfort Inn Yarmouth" with a dropdown arrow. The main content area has a heading "CREATE NEW BUDGET VERSION" in red. It contains a "Budget Version:" field with the value "1.0" and a "Budget Name:" label followed by an empty text input field. Below the input field is a yellow button labeled "Save & Continue »". A callout box with a pointer to the input field contains the text: "User enters the name of the Budget and clicks 'Save & Continue'".

MY BUDGET QUEUE

<< MENU WELCOME Mitoslav Radic YOU ARE IN CAPEX BUDGETING

You are logged in as: General Manager for Comfort Inn Yarmouth

### CREATE NEW BUDGET VERSION

Budget Version: 1.0

Budget Name:

Save & Continue »

User enters the name of the Budget and clicks "Save & Continue"

SUMMARY VIEW	BUDGET BRIEF	BUDGET VIEW	NOTES
Total Number of Guest Rooms: 79		Date Opened: March 9, 2011	
Double Rooms: <input type="text"/>		Version: 1.0	
Handicap Rooms: <input type="text"/>		Budget Name: <input type="text" value="Yarmouth Budget"/>	
Administration: <input type="text"/>		Hotel Name: Comfort Inn Yarmouth	
Other Rooms: <input type="text" value="0"/>			
Stairwells: <input type="text"/>			

Users will populate the Budget in the "Budget View". Please see next page.

User are required to enter Total Rooms information before they create a Budget – it must equal the total listed

## CAPEX Budgeting – General Manager

6

Freight	
Contingency	

REPLACEMENT RESERVE	
Total Revenue for 2011	
Proposed 2011 Budget	
Contribution At (%)	4
Variance	

**Save**

You have the ability to save this budget as different version.  
**Important:** If you made changes to the current budget and wish to save it, you must click on the "Save As V1.1" or "Save As V2.0" buttons. Otherwise the changes will only be applied to the newly created version.

**Save As V1.1**      **Save As V2.0**

To save and store information to the database click "Save" at the bottom of the page

Users can save different versions of the same Budget by clicking on the "Save As V1.1" or "Save As V2.0" buttons

## CAPEX Budgeting – General Manager

7

### EDIT BUDGET V1.0 - VERSION FOR 2012

SUMMARY VIEW		BUDGET BRIEF		BUDGET VIEW		NOTES	
Show Extra Years				Double Rooms			
DOUBLE ROOMS					2012		
No. of Rooms	Qty	Unit of Measure	Item/Description	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) (MINIMUM 10 ROOMS PER PROPERTY)	\$14.58	\$30,618.00		
60	32	sq. yd.	Carpet Removal and Installation (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 binding)	\$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 Replacement - Framed	\$89.95	\$6,296.50		
70	2	each	Chair (upholstered) wood frame	\$184.76	\$25,866.40		
70	2	each	Chair (upholstered) wood frame	\$20.42	\$2,858.80		
10	44	sq. yd.	Carpet (Supply Only) (MINIMUM 10 ROOMS PER PROPERTY)	\$5.05	\$2,222.00		
10	1	each	Carpet Removal and Installation (Labour Only)	\$638.14	\$6,381.40		
10	1	room	Paint entrance door & frame & 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 Coat Rack	\$35.25	\$352.50		
10	1	room	Refinish / Paint Wooden Baseboard or Remove	\$32.20	\$322.00		
10	2	each	Artwork	\$71.72	\$1,434.40		

User will populate budget by entering values within the selected items



## 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.

The screenshot shows the 'MY BUDGET QUEUE' section of the InnVest REIT system. It includes a table of budgets and several callout boxes explaining the actions available.

**MY BUDGET QUEUE**

Budgets for: 2011 [Go](#)

There is 1 budget in the system for 2011.

[Click here to create new budget version](#)

Date Created	Budget Name	Version	Last Modified	Modified By	Status	View	Edit	Delete	Submit
March 9, 2011	Yarmouth Budget	1.0	March 9, 2011	Radic, Mitoslav - General Manager	In Progress	<a href="#">view</a>	<a href="#">edit</a>		<a href="#">Submit</a>

**Annotations:**

- To view a Budget click here**: Points to the 'view' link in the 'View' column.
- To re-adjust and edit Budget before submission for Approval click here**: Points to the 'edit' link in the 'Edit' column.
- Once the Budget has been submitted for Approval the Budget status will change from "In Progress" to "Pending"**: Points to the 'Pending' status in the 'Status' column of the second table.
- To submit a Budget to a Business Administrator (BA) or Regional Director (RD) for Approval click the Submit radio button and then click the Submit button**: Points to the 'Submit' button in the 'Submit' column.

	▲ Status ▲	View	Edit	Delete	Submit
Pending	<a href="#">view</a>				

## PR Creation

Once budget has been approved the Budget Queue will be changed to “AM Approved” or “RD Approved” depending on the budget flow.

**MY BUDGET QUEUE**

Budgets for 2011 [Go »](#)

There is 1 budget in the system for 2011.

[Click here to create new PR](#)

Date Created	Budget Name	Version	Last Modified	Modified By	Status	View			
March 9, 2011	Yarmouth Budget	1.0	March 9, 2011	Radic, Mitoslav - General Manager	AM Approved	<a href="#">view</a>			

Date Created	PR Name	PR #	Last Modified	Modified By	Status	View	Edit	Reject	Submit
March 10, 2011	Yarmouth Budget	025311TEC001	March 10, 2011	Duncan Purcell - Asset Manager	AM Approved	<a href="#">view</a>			
March 10, 2011	Test	025311TEC002	March 10, 2011	Mitoslav Radic - Project Manager	In Progress	<a href="#">view</a>	<a href="#">edit</a>		<input type="checkbox"/>

[Submit](#)

**VIEW BUDGET V1.0 - YARMOUTH BUDGET**

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


**CODE INDEX**

Enter codes beside applicable line items below.

BC - Brand Compliance
C - Competitiveness
IO - Investment Opportunity
LS - Life Safety / Structural

# CAPEX Budgeting – General Manager

10

MY BUDGET QUEUE

<< MENU WELCOME Mitoslav Radic YOU ARE IN CAPEX BUDGETING Print Excel

You are logged in as: General Manager for Comfort Inn Yarmouth Password | Log

VIEW BUDGET V1.0 - YARMOUTH BUDGET

SUMMARY VIEW BUDGET BRIEF PR VIEW BUDGET VIEW NOTES

Display All PRs Click here to create new PR

PR #	PR Name	Control #	Total
025311TEC001	Yarmouth Budget	\$0.00	
<span>+ add document</span> <span>+ add note</span>			
Note PR created on budget approval. Status: AM Approved		Created By Asset Manager - Duncan Purcell	Date Created 10/03/2011
025311TEC002		Test	\$1.00
<span>+ add item</span> <span>+ add document</span> <span>+ add note</span>			
Note PR created. Status: IN PROGRESS		Created By Project Manager - Mitoslav Radic	Date Created 10/03/2011
GRAND TOTAL		\$1.00	\$0.00

ADD PR

Note: PR# will be automatically generated.

PR Name:

PR Category: Select one

Control Number:

Save »

close

In the PR View tab, users will be able 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

Users will be able to add information to existing PRs by adding notes, uploading document and adding new items.

## PR Item Creation

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

VIEW BUDGET V1.0 - YARMOUTH BUDGET

SUMMARY VIEW	BUDGET BRIEF	PR VIEW	BUDGET VIEW	NOTES
--------------	--------------	---------	-------------	-------

You have successfully added new PR. [Display All PRs](#) [Click here to create new PR](#)

PR #	PR Name	Control #	Total
025311CE001	Test PR for GM	\$2.00	\$0.00
<a href="#">+ add item</a> <a href="#">+ add document</a> <a href="#">+ add note</a>			
Note: PR created. Status: IN PROGRESS		Created By: General Manager - Mikolaj Radio	Date Created: 10/03/2011 System: Y
025311TEC001	Yarmouth Budget	\$0.00	\$0.00
<a href="#">+ add document</a> <a href="#">+ add note</a>			
Note: PR created on budget approval. Status: AM Approved		Created By: Asset Manager - Duncan Pascoli	Date Created: 10/03/2011 System: Y
025311TEC002	Test	\$1.00	\$0.00
<a href="#">+ add item</a> <a href="#">+ add document</a> <a href="#">+ add note</a>			
Note: PR created. Status: IN PROGRESS		Created By: Project Manager - Mikolaj Radio	Date Created: 10/03/2011 System: Y
GRAND TOTAL		\$3.00	\$0.00

New PRs will show up upon creation in the Budget PR list and users will be able to add items to it.

A new pop up window will show up and users will need to enter the following information: Category, Inventory Item, No. of Rooms, Qty, Unit Measure and cost. If an Inventory Item does not exist in auto suggest dropdown a new pop up will be available to user enter new inventory item.

**\*\*\*Note: The Inventory Item will be available in the IC dropdown list for all users. PRs cannot be approved until corporate accounting approves new ICs**

## CAPEX Budgeting – General Manager

12

**ADD PR ITEM** close

PR: 025311OPC001 - Test PR for GM

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

Click "Save" to save the PR item

Total Cost: Total cost for particular item (Cost\*Qty)

Approved PRs: Total cost for this item from already approved PRs

Other PRs: Total cost for this item from other (non-approved) PRs

Budgeted: Budget amount for this item

Balance: Budget - (Total Cost + Approved PRs + Other PRs)

## Approving a PR

**MY BUDGET QUEUE**

Budgets for 2011 [Go](#)

There is 1 budget in the system for 2011.

[Click here to create new PR](#)

Once a PR is saved it will show up in the budget queue with status "In Progress"

To submit a PR for approval click the Submit checkbox and click on the "Submit" button below

Date Created	Budget Name	Version	Last Modified	Modified By	Status	View			
March 9, 2011	Yarmouth Budget	1.0	March 9, 2011	Radic, Mitoslav - General Manager	AM Approved	<a href="#">view</a>			

Date Created	PR Name	PR #	Last Modified	Modified By	Status	View	Edit	Reject	Submit
March 10, 2011	Test PR for GM	025311OPC001	March 10, 2011	Mitoslav Radic - General Manager	In Progress	<a href="#">view</a>	<a href="#">edit</a>		<input type="checkbox"/>
March 10, 2011	Yarmouth Budget	025311TEC001	March 10, 2011	Duncan Purcell - Asset Manager	AM Approved	<a href="#">view</a>			
March 10, 2011	Test	025311TEC002	March 10, 2011	Mitoslav Radic - Project Manager	In Progress	<a href="#">view</a>	<a href="#">edit</a>		<input type="checkbox"/>

[Submit](#)

**MY BUDGET QUEUE**

Budgets for 2011 [Go](#)

There is 1 budget in the system for 2011.

[Click here to create new PR](#)

Once a Budget has been submitted the status will be changed to "Pending Approval"

Date Created	Budget Name	Version	Last Modified	Modified By	Status	View			
March 9, 2011	Yarmouth Budget	1.0	March 9, 2011	Radic, Mitoslav - General Manager	AM Approved	<a href="#">view</a>			

Date Created	PR Name	PR #	Last Modified	Modified By	Status	View	Edit	Reject	Submit
March 10, 2011	Test PR for GM	025311OPC001	March 10, 2011	Mitoslav Radic - General Manager	Pending BA Routing	<a href="#">view</a>			
March 10, 2011	Yarmouth Budget	025311TEC001	March 10, 2011	Duncan Purcell - Asset Manager	AM Approved	<a href="#">view</a>			
March 10, 2011	Test	025311TEC002	March 10, 2011	Mitoslav Radic - Project Manager	In Progress	<a href="#">view</a>	<a href="#">edit</a>		<input type="checkbox"/>

[Submit](#)

## Rejecting a PR

**MY BUDGET QUEUE**

Budgets for **2011** [Go](#)

There is 1 budget in the system for 2011.

[Click here to create new PR](#)

Date Created	Budget Name	Version	Last Modified	Modified By	Status	View			
March 9, 2011	Yarmouth Budget	1.0	March 9, 2011	Radic, Miroslav - General Manager	AM Approved	<a href="#">view</a>			

Date Created	PR Name	PR #	Last Modified	Modified By	Status	View	Edit	Reject	Submit
March 10, 2011	Test PR for GM	025311OPC001	March 10, 2011	Duncan Purcell - Budget Administrator CAPEX	PRD Rejected	<a href="#">view</a>	<a href="#">edit</a>		<input type="checkbox"/>
March 10, 2011	Yarmouth Budget	025311TEC001	March 10, 2011	Duncan Purcell - Asset Manager	AM Approved	<a href="#">view</a>			
March 10, 2011	Test	025311TEC002	March 10, 2011	Miroslav Radic - Project Manager	In Progress	<a href="#">view</a>	<a href="#">edit</a>		<input type="checkbox"/>

[Submit](#)

When a PR has been Rejected the status will change to "RD or BA Rejected"

User has ability to edit a Rejected PR and re-submit for Approval