

**WESTMONT**

**CAPEX BUDGETING**  
**Business Administrator - Training Guide**  
**March 2011**

# CAPEX Budgeting – Business Administrator

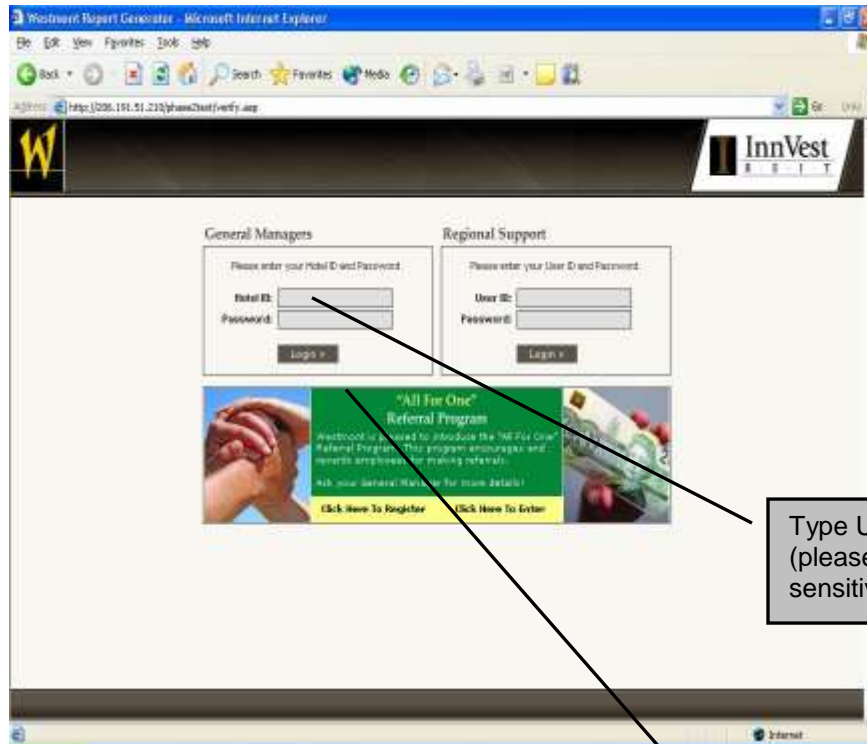
1

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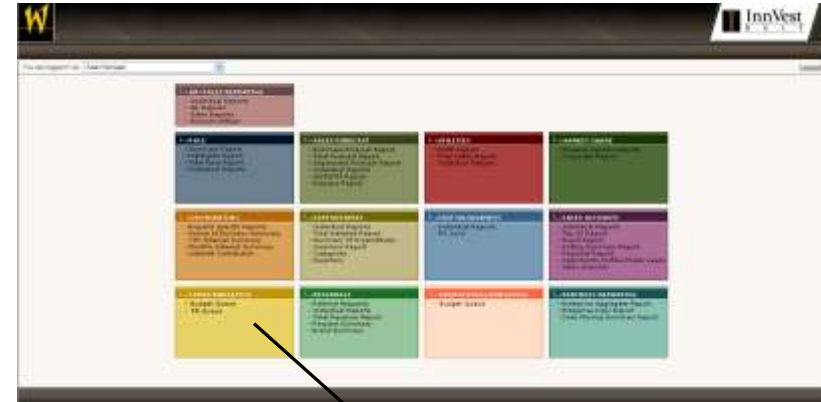
### Logging in to the WebReports System

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”).



Type User Name and Password  
(please note that these are CASE  
sensitive)

Click login to enter the  
system.



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

## Budget Queue View

**BUDGET QUEUE**

Display  budgets for

There is 1 budget in the system 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, Miroslav - General Manager	Pending Approval	<a href="#">view</a>	<a href="#">edit</a>	<a href="#">reject</a>	<a href="#">approve</a>

**HOTELS IN (1)**

Comfort Inn Yarmouth

**HOTELS OUT (1)**

Comfort Inn Barrie

Click here to view a Budget

To re-adjust and edit a Budget click here

To Reject a Budget and send back for revision click here

To Approve a Budget click here

## Approving and Rejecting Budgets

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

**Approve:** By approving version 1.0 you are sending this budget on to the asset manager for their direction. It will now be closed to you for editing. Remember to add notes where necessary by clicking the notes tab below.

[Approve 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		

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

**REJECT BUDGET V1.0 - YARMOUTH BUDGET**

**Reject:** By rejecting version 1.0 you are sending this budget back to the regional director for reference. It will now be closed to you for editing. 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			
Reimburse: 0			

CODE INDEX	
Enter codes beside applicable line items below.	
BC - Brand Compliance	
C - Competitiveness	
IO - Investment Opportunity	

# CAPEX Budgeting – Business Administrator

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**REJECT BUDGET V1.0 - YARMOUTH BUDGET**

Reject: By rejecting version 1.0 you are sending this budget back to the general manager for reference. It will now be closed to you for editing. 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		
Starwells:	0		

**CODE INDEX**  
Enter codes beside applicable line items below.

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

To Reject a Budget and send back to Regional Director, General Manager or Project Manager click here

**BUDGET QUEUE**

Display:  budgets for:  [Go](#)

There is 1 budget in the system for 2011.

Date Created	Hotel Name	Budget Name	Version	Date Submitted	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	<a href="#">view</a>			

Once a Budget is sent for approval the status is changed to "Pending Approval" and is locked for editing by BAs

**HOTELS IN (1)**

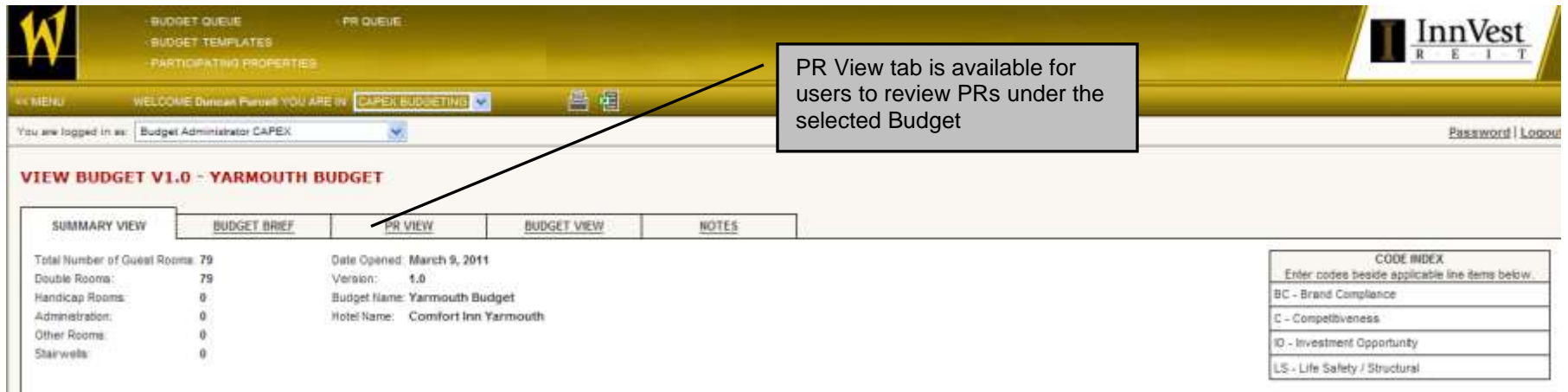
Comfort Inn Yarmouth
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**HOTELS OUT (1)**

Comfort Inn Barrie
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To view a locked Budget click here

## Budget Queue – PR View



The screenshot shows the 'VIEW BUDGET V1.0 - YARMOUTH BUDGET' interface. The 'PR VIEW' tab is selected, as indicated by a callout box stating: 'PR View tab is available for users to review PRs under the selected Budget'. The interface includes a summary view with the following data:

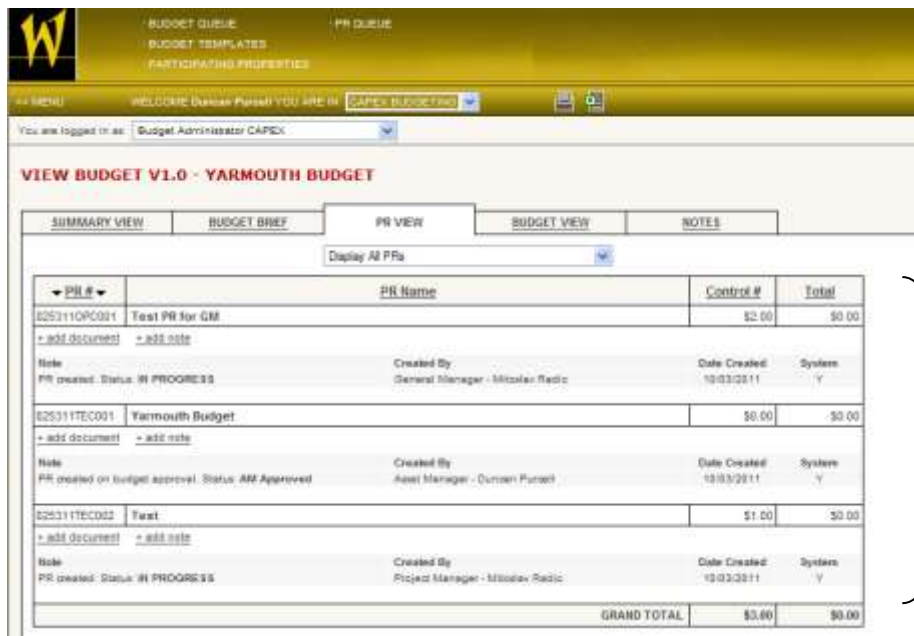
SUMMARY VIEW	
Total Number of Guest Rooms:	79
Double Rooms:	79
Handicap Rooms:	0
Administration:	0
Other Rooms:	0
Stairwells:	0

Additional details on the right side of the summary view include:

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

A 'CODE INDEX' table is also present on the right:

CODE INDEX
Enter codes beside applicable line items below.
BC - Brand Compliance
C - Competitiveness
ID - Investment Opportunity
LS - Life Safety / Structural



The screenshot shows the 'VIEW BUDGET V1.0 - YARMOUTH BUDGET' interface with the 'PR VIEW' tab selected. A callout box points to the list of PRs, stating: 'The list of PRs that belong to the selected Budget appear here'. The list includes the following items:

PR #	PR Name	Control #	Total
6253110PC001	Test PR for GM	\$2.00	\$0.00
625311TEC001	Yarmouth Budget	\$0.00	\$0.00
625311TEC002	Test	\$1.00	\$0.00
GRAND TOTAL		\$3.00	\$0.00




## PR Queue

The screenshot shows the 'PR QUEUE' section of a web application. At the top, there is a navigation bar with a logo and links to 'BUDGET QUEUE', 'PR QUEUE', 'BUDGET TEMPLATES', and 'PARTICIPATING PROPERTIES'. Below this, a welcome message states 'WELCOME Duncan Purcell YOU ARE IN CAPEX BUDGETING'. A dropdown menu shows 'You are logged in as: Budget Administrator CAPEX'. The main heading is 'PR QUEUE'. Below it, a filter section allows displaying PRs for 'All Hotels' for the year '2011', with a 'Go =' button. A link 'Click here to create new PR' is present. A table lists three PRs with columns for PR#, PR Name, Last Modified, Modified By, and Status. The first PR, '025311OPC001', is 'In Progress' and is highlighted by a callout box. The second PR, '025311TEC001', is 'AM Approved'. The third PR, '025311TEC002', is 'In Progress'.

**PR QUEUE**

Display PRs for  for

[Click here to create new PR](#)

▼ 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

AMs will be able to approve PRs that are "In Progress" status.



**W**

- BUDGET QUEUE
- PR QUEUE
- BUDGET TEMPLATES
- PARTICIPATING PROPERTIES

<< MENU WELCOME Duncan Purcell YOU ARE IN CAPEX BUDGETING

You are logged in as: Budget Administrator CAPEX

### PR QUEUE

PR #	PR Name	Control #	Total
025314TEC002	Test	\$1.00	\$0.00

+ add document + add note

Note	Created By	Date Created	System
PR created. Status: IN PROGRESS	Project Manager - Mitoslav Radic	10/03/2011	Y

If PR is not in BAs queue for approval the BA can only add Notes and Documents to the PR

## PR Approval

**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
  - Dan Bristle
  - Cap Test3
- Milo's Segment
  - Milo Abshari
- Plumbing
  - CapEx Approver
  - Plumbing vinod

**Selected Users**

**Submit**

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

**Note:**  
PR sent to the budget administrator for routing. Status: PENDING BY General Manager - Lindsay Radio  
ROUTING  
PR created Status: IN PROGRESS  
General Manager - Lindsay Radio

**Created By:** General Manager - Lindsay Radio  
**Date Created:** 10/03/2011  
**System:** Y

**To select one of Purchasing Approvers to review the PR select a name in right select box and click right arrow.**

**To submit this PR to a Purchasing approver(s) click on the Submit button**

**To add a Document click here**

**To add a Note click here**

**To add PR Item click here. A new pop up will appear. Please 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

To enter new PR Items users will need to enter the following information: Category, Inventory Item, No. of Rooms, Qty, Unit Measure and cost. If Inventory Item does not exist in auto suggest dropdown new pop up will be available to user enter new inventory item. Please see next page

**\*\*\*Note: The Inventory Item will be available in the IC dropdown list for all users. PRs can not be approved until corporate accounting validate newly created IC**

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)

**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:

Click on ADD Item to add an item to the PR


Select GL account to associate to Inventory Item

Select Management fee toggle (Yes/No)

Fill out additional information and click Save

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

## Validator/Purchasing Approval



· BUDGET QUEUE  
 · PR QUEUE

<< MENU
 WELCOME Mito Albahari YOU ARE IN CAPEX BUDGETING

You are logged in as: Divisional VP

### PR QUEUE

Please review the PR, make the changes if necessary, and submit it to the next person.

Name	Status
Mito Albahari - Mito's Segment	Submit

PR #	PR Name	Control #	Total
025311OPC001	Test PR for GM	\$2.00	\$2,221.60

Category	Rooms	Qty	Unit	Unit Cost	Item/Description	
ADMINISTRATION	2	10	bed	\$100.00	Carpet Border	
MANAGEMENT FEE					Management Fee 5%	\$100.00
TAXES, FREIGHT, CONT					P.S.T. (non-refundable) 0%	\$0.00
TAXES, FREIGHT, CONT					G.S.T. 0%	\$0.00
TAXES, FREIGHT, CONT					Freight 4%	\$81.60
TAXES, FREIGHT, CONT					Contingency 2%	\$40.00

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

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

To send for Approval click here

Validators can add PR Items, Documents and Notes