

**WESTMONT**

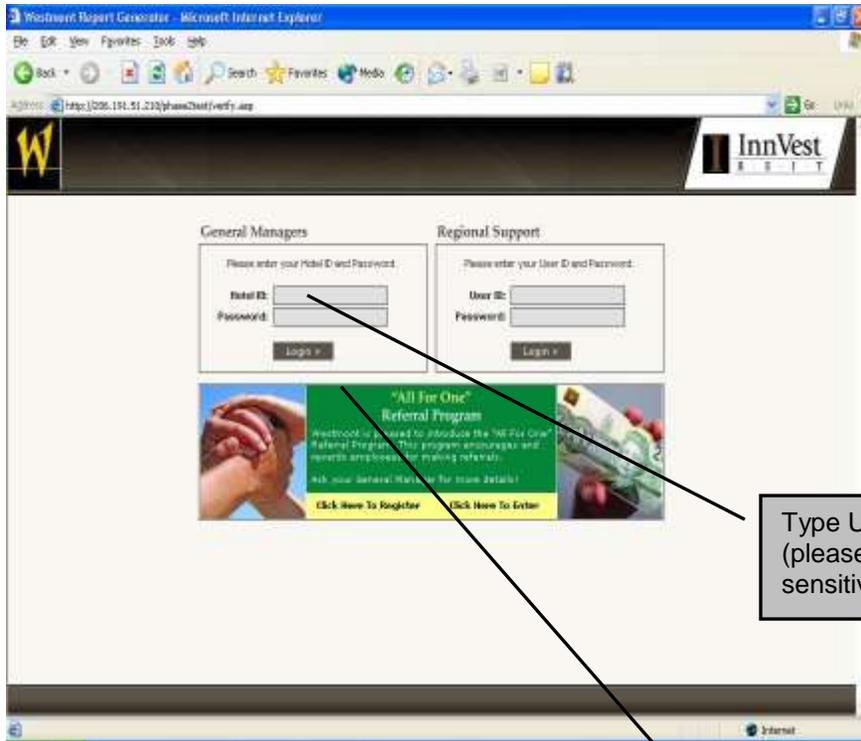
**CAPEX BUDGETING**  
**Business Administrator - Training Guide**  
**March 2011**

# CAPEX Budgeting – Business Administrator

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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

The screenshot shows the 'BUDGET QUEUE' section of the InnVest REIT system. At the top, there is a navigation bar with links for 'BUDGET QUEUE', 'PR QUEUE', 'BUDGET TEMPLATES', and 'PARTICIPATING PROPERTIES'. The user is logged in as 'Budget Administrator CAPEX'. The main content area displays a table of budget entries. Below the table, there are sections for 'HOTELS IN (1)' and 'HOTELS OUT (1)'. Callout boxes point to specific actions in the table: 'view', 'edit', 'reject', and 'approve'.

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

To Approve a Budget click here

**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		
Retransfer:	0		

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

BC - Brand Compliance
C - Competitiveness
IO - Investment Opportunity

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

# CAPEX Budgeting – Business Administrator

**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	Version: 1.0	
Double Rooms: 79	Budget Name: Yarmouth Budget	Hotel Name: Comfort Inn Yarmouth	
Handicap Rooms: 0			
Administration: 0			
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

**BUDGET QUEUE**

Display  budgets for

There is 1 budget in the system for 2011.

Date Created	Hotel Name	Budget Name	Version	Created On	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>			

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

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

## Budget Queue – PR View

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

SUMMARY VIEW | BUDGET BRIEF | **PR VIEW** | 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
ID	Investment Opportunity
LS	Life Safety / Structural

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

SUMMARY VIEW | BUDGET BRIEF | **PR VIEW** | BUDGET VIEW | NOTES

Display All PRs

PR #	PR Name	Control #	Total
6253110PC001	Test PR for GM	\$2.00	\$0.00
Note: PR created. Status: IN PROGRESS      Created By: General Manager - Mitolav, Radic      Date Created: 10/03/2011      System: Y			
625311TEC001	Yarmouth Budget	\$0.00	\$0.00
Note: PR created on budget approval. Status: AM Approved      Created By: Asset Manager - Duncan Purcell      Date Created: 10/03/2011      System: Y			
625311TEC002	Test	\$1.00	\$0.00
Note: PR created. Status: IN PROGRESS      Created By: Project Manager - Mitolav, Radic      Date Created: 10/03/2011      System: Y			
<b>GRAND TOTAL</b>		<b>\$3.00</b>	<b>\$0.00</b>

## PR Queue

Navigation: - BUDGET QUEUE - PR QUEUE  
- BUDGET TEMPLATES  
- PARTICIPATING PROPERTIES

WELCOME Duncan Purcell YOU ARE IN CAPEX BUDGETING

You are logged in as: Budget Administrator CAPEX

### PR QUEUE

Display PRs for All Hotels for 2011 Go =

[Click here to create new PR](#)

PR#	PR Name	Last Modified	Modified By	Status
025311ORC001	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.

The screenshot displays the CAPEX Budgeting Business Administrator interface. At the top left is a logo with the letter 'W'. The top navigation bar includes links for 'BUDGET QUEUE', 'PR QUEUE', 'BUDGET TEMPLATES', and 'PARTICIPATING PROPERTIES'. Below this, a status bar shows 'WELCOME Duncan Purcell YOU ARE IN CAPEX BUDGETING'. A dropdown menu indicates the user is logged in as 'Budget Administrator CAPEX'. The main content area is titled 'PR QUEUE' and contains a table with the following data:

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

Below the table, there are two buttons: '+ add document' and '+ add note'. A 'Note' section shows the text 'PR created. Status: IN PROGRESS'. A 'Created By' field lists 'Project Manager - Mitoslav Radic', and the 'Date Created' is '10/03/2011'. The 'System' field is 'Y'.

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

## PR Approval

The screenshot shows the 'PR QUEUE' interface. At the top, there are navigation links: BUDGET QUEUE, PR QUEUE, BUDGET TEMPLATES, and PARTICIPATING PROPERTIES. The user is logged in as 'Budget Administrator CAPEX'. The main area is titled 'PR QUEUE' and contains instructions: '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.' Below this are two columns: 'Available Users' and 'Selected Users'. The 'Available Users' list includes 'IT Purchasing' (CapEx Approver: Heidi Bennett, Dan Betic, Cad Test3), 'Milo's Segment' (Milo Abshari), and 'Plumbing' (CapEx Approver: Plumbing wizard). A 'Submit' button is located below the user lists. Below the user lists is a table with columns: PR #, PR Name, Control #, and Total. The table contains one entry: PR # 0253110PC001, PR Name Test PR for GM, Control # \$2.00, Total \$0.00. Below the table are three buttons: '+ add item', '+ add document', and '+ add note'. Callout boxes provide instructions for each of these elements.

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:

Total Cost	Approved PRs	Other PRs	Budgeted	Balance

Save »

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	<a href="#">Submit</a>

PR #	PR Name	Control #	Total
<a href="#">025311OPC001</a>	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