

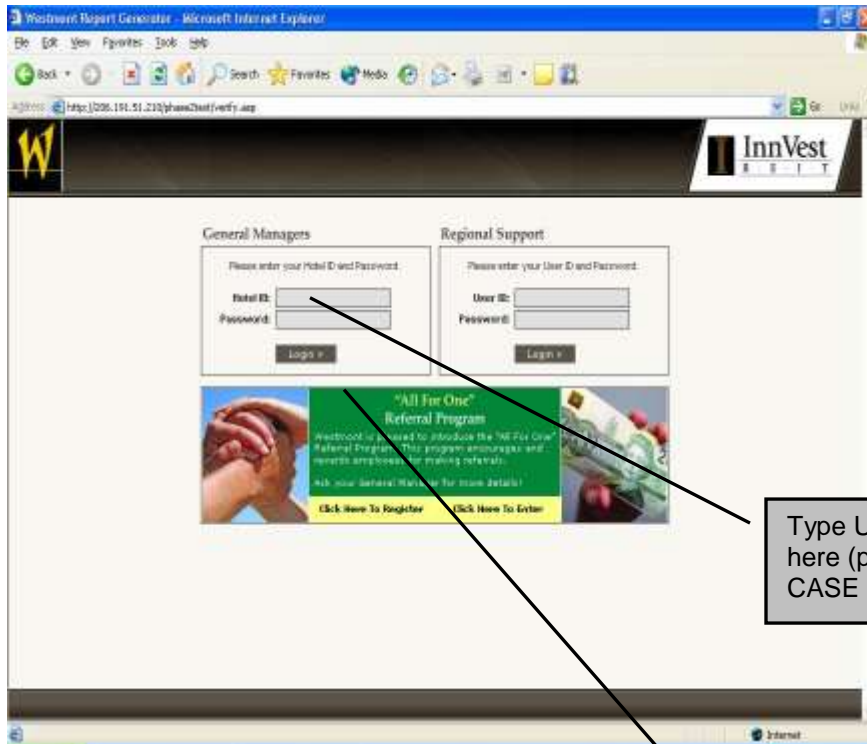
WESTMONT

CAPEX BUDGETING
Asset Manager - Training Guide
March 2011

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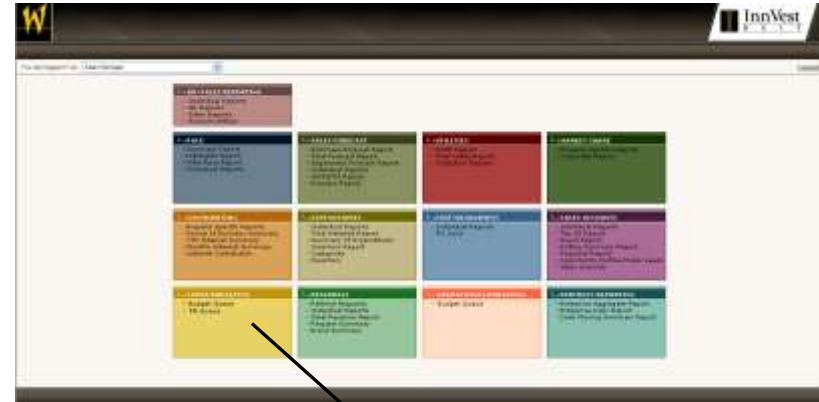
Logging In to the WebReports System

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”).



Type User Name and Password here (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 View

The screenshot shows the 'BUDGET QUEUE' section of the InnVest REIT system. It includes a search filter for 'Duncan Purcell' in 2011, showing 3 budgets. A table lists two budgets: 'Yarmouth Budget' (Pending AM Approval) and 'PR in Queue Test 1' (AM Approved). Callouts point to the 'view', 'edit', 'reject', and 'approve' links in the table.

BUDGET QUEUE

Display budgets for for

There are 3 budgets in the system for Duncan Purcell 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, Mitoslav - General Manager	Pending AM Approval	view	edit	reject	approve
January 4, 2011	Hilton Windsor	PR in Queue Test 1	1.1	January 4, 2011	Purcell, Duncan - Project Manager	AM Approved	view			

To view Budget click here

To re-adjust and edit Budget click here

To Reject Budget and send back to BA click here

To Approve budget please click here

Approving and Rejecting a Budget

W - BUDGET QUEUE - PR QUEUE **InnVest REIT**

WELCOME Duncan Purcell YOU ARE IN CAPEX BUDGETING

You are logged in as: Asset Manager Password | Logout

APPROVE BUDGET V1.0 - YARMOUTH BUDGET

Approve: By clicking this button, I acknowledge that the final budget has been approved and the budget will be locked down and prevented from change / edit by all users. Remember to add notes where necessary by clicking the notes tab below.

This budget is flagged as a single PR budget. Please select a type of PR that will be automatically created once you approve this budget.

Select PR Type

To Approve budget click here

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		

CODE INDEX
Enter codes beside applicable line items below.

BC - Brand Compliance

W - BUDGET QUEUE - PR QUEUE **InnVest REIT**

WELCOME Duncan Purcell YOU ARE IN CAPEX BUDGETING

You are logged in as: Asset Manager Password | Logout

REJECT BUDGET V1.0 - YARMOUTH BUDGET

Reject: By rejecting version 1.0 you are sending this budget back to the budget administrator for reference. Remember to add notes where necessary by clicking the notes tab below.

To Reject budget and send back to BA click here

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			
Stairwells: 0			

CODE INDEX
Enter codes beside applicable line items below.

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

GUEST ROOMS	%	2011	CODE
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CAPEX Budgeting – Asset Manager

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BUDGET QUEUE

Display **All** budgets for **Duncan Purcell** for **2011** **Go**

There are 3 budgets in the system for Duncan Purcell 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	AM Approved	view			
January 4, 2011	Hilton Windsor	PR in Queue Test 1	1.1	January 4, 2011	Purcell, Duncan - Project Manager	AM Approved	view			
January 18, 2011	Hilton Windsor	Floating Budget	2.0	January 18, 2011	Purcell, Duncan - Budget Administrator CAPEX	Open	view	edit		

PR View After Budget Has Been Approved

The screenshot shows the 'VIEW BUDGET V1.0 - YARMOUTH BUDGET' interface. The 'PR VIEW' tab is selected, showing a summary of the budget. A callout box points to the 'PR VIEW' tab, stating: "PR View tab available for user to review PRs under the selected approved Budget".


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

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

SUMMARY VIEW	BUDGET BRIEF	PR VIEW	BUDGET VIEW	NOTES
Display All PRs				
FILE	PR Name		Control #	Total
62531 (FL300)	New Test		3125.00	\$0.00
+ add document + add note				
Note	PR created as emergency. Status: IN PROGRESS		Created By Project Manager - Duncan Purcell	Date Created 11/03/2011
				System Y
62531 (PR300)	Test PR for QM		\$2.00	\$2,221.00
Category	Rooms	Qty	Unit	Unit Cost
ADMINISTRATION	2	10	sec	\$100.00
Capital Budget				
Management Fee 5%				\$100.00
P.S.T. (non-refundable) 5%				\$0.00
G.S.T. 2%				\$0.00
Freight 4%				\$01.50
Contingency 2%				\$45.00
+ add document + add note				
Note	PR approved by the asset manager. Status: AM APPROVED		Created By Asset Manager - Duncan Purcell	Date Created 12/03/2011
				System Y
Note	PR sent to the AM for approval. Status: PENDING AM APPROVAL		Regional Director - Duncan Purcell	Date Created 12/03/2011
				System Y
Note	PR sent to the RC for approval. Status: PENDING RC APPROVAL		General Manager - Miroslav Radic	Date Created 12/03/2011
				System Y
Note	PR rejected by the regional director. Status: REJECTED		Regional Director - Duncan Purcell	Date Created 12/03/2011
				System Y
Note	PR sent to the regional director for approval. Status: PENDING RC APPROVAL		Micro-Segment - Mike Adams	Date Created 12/03/2011
				System Y
Note	PR sent for validation by the budget administrator. Status: PENDING VALIDATION		As - Duncan Purcell	Date Created 12/03/2011
				System Y
Note	PR sent to the budget administrator for routing. Status: PENDING BA ROUTING		General Manager - Miroslav Radic	Date Created 12/03/2011
				System Y
Note	PR created. Status: IN PROGRESS		General Manager - Miroslav Radic	Date Created 12/03/2011
				System Y
62531 (TEC00)	Yarmouth Budget		\$0.00	\$0.00
+ add document + add note				
Note	PR created as budget document. Status: AM Approved		Created By Asset Manager - Duncan Purcell	Date Created 12/03/2011
				System Y

The list of PRs that belong to this Budget appear on this page

Managing the PR Queue


BUDGET QUEUE
PR QUEUE
TIME OFF

<< MENU
 WELCOME Duncan Purcell YOU ARE IN CAPEX BUDGETING

You are logged in as: Asset Manager

PR QUEUE

Display PRs for All Hotels for 2011 [Go >](#)

[Click here to create new PR](#)

To create a new PR click here

PR#	PR Name	Last Modified	Modified By	Status
025311FLS001	New Test	March 1, 2011	Duncan Purcell - Project Manager	In Progress
025311OPC001	Test PR for GM	March 1, 2011	Duncan Purcell - Budget Administrator CAPEX	AM Approved
025311TEC001	Yarmouth Budget	March 1, 2011	Duncan Purcell - Project Manager	AM Approved
025311TEC002	Test	March 1, 2011	Duncan Purcell - Project Manager	In Progress
430611MEC001	Mito's PR2	January 20, 2011	Duncan Purcell - General Manager	AM Approved
430611OPC001	PR in Queue1	January 18, 2011	Cathy Rothwell - Asset Manager	Pending AM Approval
430611PIP001	Test Case 9	January 24, 2011	Duncan Purcell - Budget Administrator CAPEX	In Progress
430611REN001	Test Routing	January 19, 2011	Duncan Purcell - Project Manager	In Progress
430611TEC001	PR in Queue2	January 4, 2011	Duncan Purcell - General Manager	Pending BA Routing
430611TEC002	Test PR #21 - GM	January 4, 2011	Duncan Purcell - General Manager	Pending Validation
430611TEC003	PR Approvers	January 4, 2011	Duncan Purcell - General Manager	AM Approved
430611TEC004	TEST 123 Duncan	January 19, 2011	Duncan Purcell - General Manager	Pending BA Routing
430611TEC005	Mito's PR	January 20, 2011	Duncan Purcell - Project Manager	Pending GM Approval

AM will be able to approve PRs that are "In Progress"

AM is able to Approve PRs with "Pending AM Approval" status.

PR Management

W BUDGET QUEUE PR QUEUE TIME OFF

<< MENU WELCOME Duncan Purcell YOU ARE IN CAPEX BUDGETING

You are logged in as: Asset Manager

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
430611RENOV1	Test Routing	\$11,110.00	\$0.00
+ add item + add document + add note			

W BUDGET QUEUE PR QUEUE

<< MENU WELCOME Duncan Purcell YOU ARE IN CAPEX BUDGETING

You are logged in as: Asset Manager

PR QUEUE

Click the Close button to disable this PR in Oracle, so no POs can be written against it. **Close**

If you need to modify this PR click the Unlock button. You will not be able to remove any items that have POs written against. **Unlock**

PR #	PR Name	Control #	Total
025311TEC001	Yarmouth Budget	\$0.00	\$0.00
+ add document + add note			

Note: PR created on budget approval. Status: AM Approved. Created By: Asset Manager - Duncan Purcell. Date Created: 10/03/2011. System: Y.

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 the AMs queue for their approval the PR cannot be edited but the AM is able to add notes and documents.

Only Documents and Notes can be added to a Closed PR

Adding Items to a PR

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

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)

Adding Inventory Codes/Items to a PR

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 »

Click on ADD Item to add an item to the PR
Select the GL account to associate to Inventory Item
Select Management fee toggle (Yes/No) and click save

Fill out additional information and click Save

*****Note: The Inventory Item will be available in the IC dropdown list for all users after it has been approved. PR can not be approved until corporate accounting validate new ICs.**

Budgets/PRs cannot be final AM approved until ICS have been approved.