HOTEL INTELLIGENCE SERVICES

INSIGHT | STRATEGY | EXCELLENCE

Intelligence Today. *Value* Tomorrow.

SYSTEM 02 · CAPITAL CONTROL

HIS *CapEx System*

Every capital decision controlled, signed and visible, from a single owner-operated lodge to a brand-managed portfolio. One system that adapts to your structure. Branded as your own.

EVERY CENT CONTROLLED · SIGNED · VISIBLE

THE DISCIPLINE

Capital is the largest spend in your building, and the hardest to keep control of.

It leaks in the gaps: a verbal yes nobody recorded, an invoice committed before sign-off, a budget line quietly overspent, a year-end no one can reconstruct. One system routes every request, enforces the budget, captures the sign-off, and keeps the record behind every cent.

I

Request Control

Every spend starts as a structured request, with motivation and proof of cost, on one clean screen. Never a verbal yes.

II

Approval Control

Routing, budget guardrails and digital sign-off build the approval chain automatically from category and value.

III

Audit Control

A permanent, timestamped record behind every decision, with board-ready reporting a click away when the bank or auditor asks.

WHAT IT DOES

Request Capture — anyone raises a CapEx request in under a minute, with proof of cost.

Approval Routing — chains build automatically from category and value.

Audit Trail — a permanent record behind every approval, recallable in seconds.

Board-Ready Reporting — budget versus actual and year-end reporting in one click.

Budget Guardrails — every request checked against its line; overspend blocked automatically.

Digital Sign-Off — signed, dated and stored. No paper forms, no verbal approvals.

Fixed Asset Register — a statutory register with live depreciation and ledger exports, plus a 3–5 year replacement forecast.

Self-Hosted & Branded — your own server, from a single property to a whole portfolio.

When the board asks, the answer is already signed.

Every approval, every decline, every cent committed sits in one place and exports board-ready in a single click. **No scramble the night before the meeting, no spreadsheet nobody can vouch for.** Just the record, signed and dated.

HOW IT WORKS

One controlled flow, from request to sign-off.

Every request follows the same disciplined path. The system builds the approval chain automatically from the category and the value — bigger spend pulls in more senior approvers. For a single property the chain simply stops at GM / Owner.

PROPERTY LEVEL · IN ORDER

Request + proof of cost › Head of Department › Financial Controller › General Manager

GROUP LEVEL · SAME TIER, ALL SIGN

CFO / Group Finance · Category Specialist · Group Buyer

CEO · MD · OWNER — final sign-off above your value threshold

VALUE DECIDES WHO SIGNS

Low	Mid	High	Over threshold
HOD + GM	+ Group / Owner level	Full sign-off chain	+ CEO / MD / Owner

Approvers act straight from an email.

No app to install, no separate login, no friction: click approve or decline, add a comment, done. A declined request automatically returns to the submitter with the reason — nothing disappears into silence, and a request that stalls on a desk past your time limit fires an automatic reminder.

WITHOUT

- Paper forms and email chains
- Approvals stuck on desks
- Owner sees spend too late
- “Who approved this?” — silence
- Surprise asset failures
- Budget overruns found at year-end

WITH HIS CAPEX

- One controlled digital flow
- Auto-routed, never stalls
- Approved before a cent is spent
- Full signed audit trail on every request
- Three-year replacement forecast, always live
- Budget guardrail blocks overspend in real time

Every decision is defensible. Every cent is traceable.

Vendor quotes attach to the request, every approve or decline is signed and time-stamped, and the asset register carries a three-to-five-year replacement forecast — **you see today what capital is coming in years one, two and three.**

INSIDE THE SYSTEM

One ledger for the *capital year.*

Approvals are the gate. Around them sits the rest of the capital discipline: the budget that sets the guardrails, the asset register that predicts the spend, and the reporting that answers the board before it asks.

Under a minute	From the inbox	3–5 years	One click
to raise a request	approve or decline by email	replacement forecast	board-ready pack

THE BUDGET LEDGER

Guardrails, not guesswork.

Budget lines per category and department, loaded at the start of the year. Every request checks its line before it moves: committed, spent and remaining are always live, and overspend is blocked at the moment of request — not discovered at year-end.

THE ASSET REGISTER

See the spend coming.

Every asset with its location, age, condition and value — carrying a three-to-five year replacement forecast. Next year's boiler is in this year's budget conversation: capital planned on evidence, not on surprise failures.

1 The budget is set

Lines loaded per category and department, value thresholds agreed, approval chains configured to your exact structure — owner-operated, brand-managed or group.

2 Requests flow all year

Raised with proof of cost, routed automatically, signed digitally. A declined request returns to the submitter with the reason — **nothing disappears into silence.**

3 The record accumulates

Every decision timestamped and permanent, budget-versus-actual live all year, every rand and dollar traceable to a signed approval.

4 Year-end without the scramble

The year closes with the report already written: what was asked, approved, declined and spent — **signed all the way down.**

Licensed once. Support included.

The CapEx System is licensed once to your property or group — not a subscription — installed and branded on your own server, configured to your approval structure, with support included in every licence.

Discipline is cheaper than surprises.

An unplanned failure costs three ways: the emergency premium, the revenue lost while it is down, and the budget hole it leaves behind. **A forecasted, approved replacement costs once.**

NEW IN VERSION 1.4

From approved request to asset *on the books.*

An approval is a commitment, not a purchase — prices change at invoice, items arrive in phases, some are never bought at all. So the fixed asset register is captured from the supplier invoice, the document your auditor trusts, and stands beside the approval workflow rather than inside it. Company law requires the register; your bank, auditor and insurer all ask to see it. Now it lives in the same system that controls the spend.

From the invoice	Live	One click	Statutory
actual cost, actual date	straight-line depreciation	into your ledger	register, audit-ready

1 Captured from the invoice

Each asset recorded against the supplier invoice — actual cost, serial number, location and custodian — auto-numbered by property and category, with a reference back to the request that authorised it. An existing Excel register imports in one validated pass.

2 Depreciated automatically

Hotel asset classes preloaded with book lives and SARS wear-and-tear periods, editable to your policy. Straight-line depreciation runs live — cost, accumulated depreciation and net book value, always current, with **no month-end run.**

3 Reported to the board

Beyond the register itself, a one-click board-grade **capital-reserve report**: an asset roll-forward, a replacement forecast by year, and — on your revenue — an FF&E reserve benchmark against the USALI 3–5% standard. The auditor, the insurer and the board, each answered from one place.

4 Exported to your ledger

Balanced, tax-exclusive journals — additions and monthly depreciation — import cleanly into Sage, Xero, QuickBooks, SAP, Infor SunSystems or any package that reads a journal. Set your GL codes once; every journal comes out mapped.

The register your Financial Controller actually keeps.

Most hotels keep the fixed asset register in a spreadsheet that drifts out of date the moment it is saved. Built into the CapEx system, the same discipline that controls the spend keeps the register — captured from the invoice, depreciated automatically, and always ready for the year-end.

THE STANDARD BEHIND THE SYSTEM

Built to the standards *the industry teaches.*

Capital control is not a software fashion. It is the asset-management discipline taught to hotel general managers and owners at the industry's leading schools, and codified in the standards their banks and auditors work to.

Owner-Standard Accounting USALI 12TH EDITION · HFTP	The Uniform System of Accounts for the Lodging Industry is the reporting language of hotel ownership — capital tracked apart from the operating P&L, with reserves for furniture, fixtures and equipment planned years ahead, commonly three to five percent of revenue. The system's budget lines, forecast and audit trail report the way USALI-literate owners expect.
Asset-Value Mathematics CORNELL NOLAN SCHOOL · ASSET MANAGEMENT	Hotel-school finance teaching is blunt: at a six percent capitalisation rate, every hundred thousand of net operating income moves asset value by roughly one and two-thirds million. Capital discipline protects NOI — which makes an approval system an asset-value instrument, not an admin tool.
The CapEx Priority Hierarchy HOSPITALITY ASSET-MANAGEMENT CURRICULA	The taught order of capital priority: life-safety first, then brand compliance, then revenue-generating and cost-saving projects with defensible payback, then enhancement. Category-and-value routing encodes that hierarchy into every approval chain.
Internal Control HFTP · HOSPITALITY FINANCE PRACTICE	Professional hotel finance requires separation between the person who asks and the person who approves, and a permanent record of both. Digital sign-off, timestamps and the immutable audit trail are that control, built in.

Designed by a Certified Hotel Administrator.

Every HIS system is designed by founder Joel Papenfus, CHA — a Certified Hotel Administrator (AHLEI), hotel General Manager and Divisional Operations Manager, with more than 25 years in four- and five-star hotels, resorts, safari lodges and cruise ships. The systems grew out of that career: operational knowledge refined into software.

When the auditor asks, the system answers.

The standards are taught in the schools and written into the audit. **The system simply makes them the path of least resistance.**

BUILT FOR EVERY OWNERSHIP STRUCTURE

One system. *Three types of owner.*

INDIVIDUAL OWNER-OPERATED

The owner is the approver.

Requests flow from HOD to GM to you. Every approval signed, dated and stored — when your bank, auditor or insurer asks, you pull the exact record in seconds. The budget line blocks overspend automatically.

BRAND-MANAGED · OWNER-FINANCED

You own it. They run it. You control the spend.

The system sits between the operator and your wallet: the GM can request, only you approve above threshold. You stay informed without being in the building — your eyes on the asset, with brand-mandated and discretionary spend on separate tiers.

HOTEL GROUP · MULTIPLE PROPERTIES

One screen. Every property.

Each hotel sees only its own requests; group finance and the CEO see everything, live. Approval chains auto-scale from property level to the MD — no manual routing, no chasing, consolidated budget-versus-actual on one screen.

When the board asks, the answer is already signed.

Every approval, every decline, every cent committed sits in one place and exports board-ready in a single click. No scramble the night before the meeting, no spreadsheet nobody can vouch for. Just the record, signed and dated.

THE TERMS

- ✓ Once-off licence — not a monthly subscription
- ✓ Configured to your exact approval structure
- ✓ Staff trained and system live; 12 months support included
- ✓ Installed and branded on your own server
- ✓ Asset register and lifecycle forecast set up for you
- ✓ Group pricing available for multiple properties

REQUEST A QUOTATION

Every cent controlled, signed and visible.

Every property is different — ownership structure, approval tiers, group or standalone. We configure the system to your exact setup and provide a tailored investment proposal.

hello@hisintel.co.za · hishotelsystems.com · Licensed once, never rented