

**WESTMONT**

**CAPEX BUDGETING**  
**Purchasing - Training Guide**  
**April 2011**

## CAPEX Budgeting – Purchasing

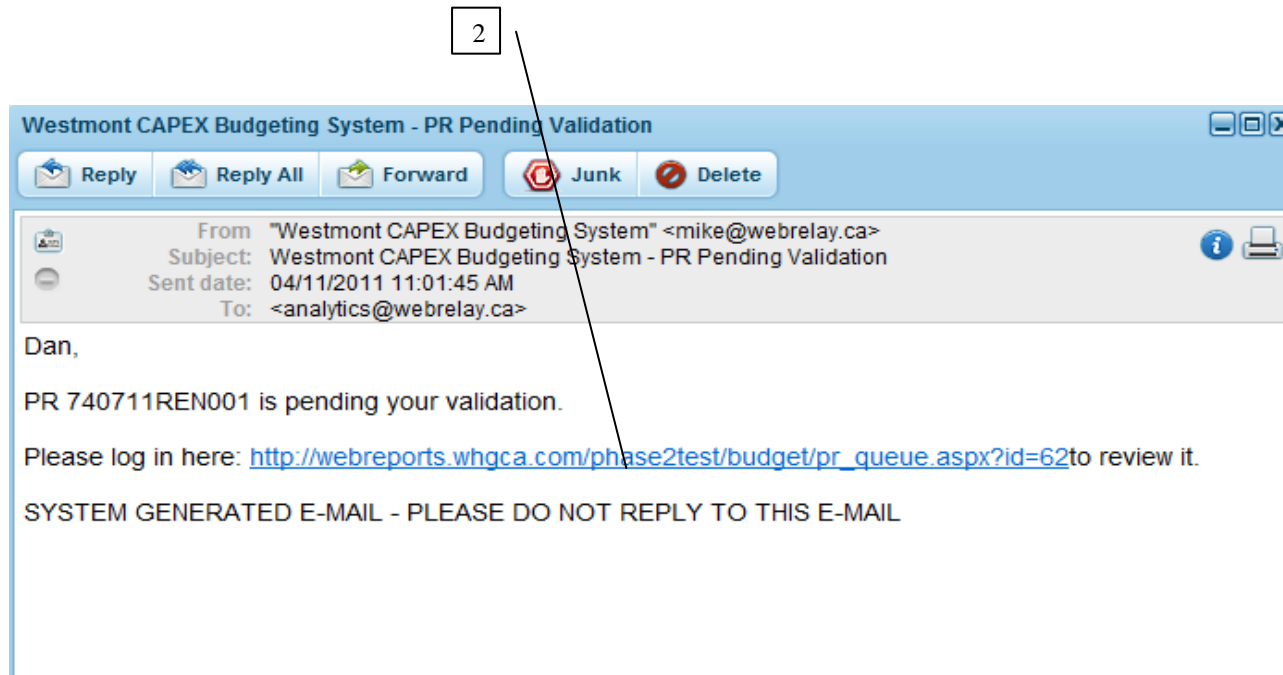
1

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VALIDATOR/PURCHASING APPROVAL .....	2
VALIDATOR/PURCHASING APPROVAL .....	3
ADDING ITEMS TO A PR .....	4
ADDING ITEMS TO A PR .....	5
CREATING A NEW INVENTORY ITEM .....	6

### Validator/Purchasing Approval

- 1) Upon receiving an email notification of a pending PR, click on the link will bring you automatically to the PR
- 2) Click here to review the PR
- 3) *Note: If you are unable to click on the link – you can 'copy & paste' the link into your web browser address bar*



## Validator/Purchasing Approval

- 1) Click here to Submit the PR for approval once it has been reviewed
- 2) Click here to add an item to the PR
- 3) Click here to add a document to the PR (Word, Excel, PDF)
- 4) Click here to add a text note to the PR
- 5) Click here to edit a line item that already exists in the PR

**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	Total Cost
ADMINISTRATION	2	10	bed	\$100.00	Superior	\$2,000.00
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**

PR sent for validation by the budget administrator. Status: PENDING VALIDATION

PR sent to the budget administrator for routing. Status: PENDING BA ROUTING

PR created. Status: IN PROGRESS

Created By	Date Created	System
BA - Duncan Purcell	10/03/2011	Y
General Manager - Mitoslav Radio	10/03/2011	Y
General Manager - Mitoslav Radio	10/03/2011	Y

### Adding Items to a PR

- 1) To manually add items to the PR that were not included in the original Budget, close the Budget pop up (see #3 previous page)
- 2) Click here to add an item to the PR

2

#### 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
<a href="#">032811REM002</a>	King Rooms	\$10,000.00	\$0.00
<a href="#">+ add item</a> <a href="#">+ add document</a> <a href="#">+ add note</a>			
Note		Created By	Date Created
PR created. Status: IN PROGRESS		Asset Manager - Duncan Purcell	14/04/2011
			System
			Y

### Adding Items to a PR

- 1) Click here to select the Category you want to add the line item to
- 2) Start typing the name of the Inventory Item here (a smart filter will automatically make suggestions by searching the entire Inventory DB)
- 3) Click here to enter the number of rooms
- 4) Click here to enter the quantity of the item
- 5) Click here to select the unit of measure for the item
- 6) Click here to enter the cost of the unit (if you select an item already in the list, a default Cost will appear which can be edited)
- 7) Click here to Save your addition and return to the PR
- 8) Click here Close the window without saving the Inventory Item selection and return to the PR
- 9) *Note: If you have entered an Inventory Item that does not already exist, you will be asked to create a new Item (see next page)*

The screenshot shows the 'ADD PR ITEM' form with the following fields and callouts:

- PR:** 0253110PC001
- Category:** Administration (Callout 1 points to the dropdown arrow)
- Inventory Item:** Carpet Bo (Callout 2 points to the text input field)
- No. of Rooms:** Carpet Border (Callout 3 points to the dropdown arrow)
- Qty:** 1 (Callout 4 points to the text input field)
- Unit of Measure:** bed (Callout 5 points to the dropdown arrow)
- Cost:** (Callout 6 points to the text input field)
- Save** button (Callout 7 points to the button)
- close** button (Callout 8 points to the button)

Total Cost	Approved PRs	Other PRs	Budgeted	Balance

### Creating a New Inventory Item

- 1) If have typed the name for an Inventory Item that does not exist, a pop up will appear for you to fill in the Inventory Item details
- 2) Click here to select the GL Account to map the new Inventory Item to
- 3) Click here to select if Management Fees are applied to this item
- 4) Click here to Cancel and return to the PR
- 5) Click here to Save the new Inventory Item and return to the PR
- 6) Click here to Close the window and return to the Add Item window
- 7) *Important Note: A PR cannot be granted final Approval until the new Inventory Item has been approved by accounting or a BA/DCP. Email notifications are sent to the appropriate stakeholders to notify them of new Items to approve and to users when the item has been approved. In an emergency a system administrator can override the process and approve the item.*

The screenshot shows a dialog box titled "CREATE NEW INVENTORY ITEM" in red text. In the top right corner, there is a "close" link. Below the title, a message states: "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." The "Item Name you are creating:" is displayed as "Testing" in red. There are two dropdown menus: "GL account:" and "Management Fee:". At the bottom, there are two buttons: "< Cancel" and "Save >".

Numbered callouts point to the following elements:

- 1: Title bar of the dialog box
- 2: "Item Name you are creating:" label
- 3: "Management Fee:" dropdown menu
- 4: "< Cancel" button
- 5: "Save >" button
- 6: "close" link