



# **Training Manual**

# MarketBasket Training Manual

Interstate Hotels and Resorts

## Introduction

Interstate Hotels & Resorts has partnered with MarketBasket Systems, Inc. to develop its next generation of e-Procurement software, MarketBasket. The MarketBasket application is designed to connect buyers and suppliers in a private marketplace.

The system has been developed by hoteliers, for hoteliers and is simply an enabling tool, which provides IHR with a common platform to connect buyers to the suppliers we conduct business with today.

The system is also designed to capture and leverage our “*collective*” spend across the organization. The MarketBasket does not change the relationship between the buyer and supplier.

- **Key System Benefits:**
  - Facilitates electronic purchasing activities through contracted and approved suppliers
  - Provides order guide templates, robust catalog search engine, multiple buying methods (Catalog Content, Non-Catalog Content, Supplier on Demand)
  - Enables the connectivity of multiple locations to leverage the purchasing power of our organization
  - Simplifies the purchasing process through a consistent platform
  - Supports multi data transmission methods (cXML, EDI, Facsimile, Internet)
  - Direct Supplier User Interface - Catalog Maintenance and PO Acceptance
  - Classifies spend
  - Captures maverick spend
  - Declining Checkbook Functionality

## Support

### **MarketBasket Customer Support**

**Support Hours:** 8 am to 5 pm Pacific Standard Time (PST)

**Phone:** 1 - (949) 567-7030

**E-mail:** [v7support@birchstreetsystems.com](mailto:v7support@birchstreetsystems.com)

### **IHR MarketBasket Administrative Support**

**Adam Butts** – [adam.butts@ihrc.com](mailto:adam.butts@ihrc.com)

**Phone** – 703-387-3121

# MarketBasket Training Manual

Interstate Hotels and Resorts

## Table of Contents

<b><u>Introduction</u></b> .....	2
<b><u>Support</u></b> .....	3
<b><u>Chapter 1 - Getting Started</u></b> .....	4
<u>1. First Time Login</u>	
<u>2. Updating Your Personal Information - “My Settings”</u>	
<b><u>Chapter 2 - System Navigation</u></b> .....	8
<u>1. The Front Page</u>	
<u>2. Main Menu</u>	
<u>3. Summary / Search Panel</u>	
<u>4. Logo Panel</u>	
<u>5. Front Page Tabs</u>	
<b><u>Chapter 3 - Order Guides</u></b> .....	12
<u>1. Create an Order Guide</u>	
<u>2. Add Catalog Content to an Order Guide</u>	
<u>3. Add Non-Catalog Content to an Order Guide</u>	
<u>4. Edit Non-Catalog Content in an Order Guide</u>	
<b><u>Chapter 4 – Purchase Orders</u></b> .....	17
<u>1. Create a Purchase Order – From an Order Guide</u>	
<u>2. Create a Purchase Order – From a Catalog Search</u>	
<u>3. Create a Purchase Order – From a Copied PO</u>	
<u>4. Create a Purchase Order – From a Spot Buy</u>	
<u>5. Create a Purchase Order – From a Supplier-On-The-Fly (S-O-T-F)</u>	
<b><u>Chapter 5 - Submitting Purchase Orders to Suppliers</u></b> .....	23
<u>1. Purchase Order Status Definitions</u>	
<u>2. Purchase Order Filter / Views</u>	
<u>3. Proxy Suppliers</u>	
<u>4. Submitting the Purchase Order</u>	
<b><u>Chapter 6 - Add New Suppliers</u></b> .....	27
<u>1. Add New Supplier</u>	
<b><u>Chapter 7 – Declining Checkbook</u></b> .....	29
<b><u>Chapter 8 – Budget/Forecast and Checkbook Maintenance</u></b> .....	38

## Chapter 1 - Getting Started

### 1. Email Adam Butts with your name and the property name.

- a. You must have access to the IHR Portal

### 2. First Time Login – Login into IHR Portal

**Step 1:** Click “Menu” followed by “applications”

**Step 2:** Click on “Purchasing” followed by “MarketBasket” then click on “Log into MarketBasket” this is located in the top left hand corner



You will automatically be redirected to your “My Settings” screen. You have successfully logged into MarketBasket for the first time. This is the only time you will be directed to “my setting”. All future system access will take you directly from the Login screen to your Home Page.

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## Updating Your Personal Information - “My Settings”

**Step 1:** Update any missing or incorrect information in your “My Settings” screen.

**IMPORTANT** - If you do not have a **work** e-mail address, change your Notification Option to: **email only**.

**Step 2:** Click the blue “**Save**” button, then click the blue “**Close**” button.

**Step 3:** Click the “**Home**” link below the MarketBasket Logo on the Summary Panel.

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MARKET BASKET

Welcome Adam S Butts Home Help FAQ's-Tips Hide Logo Entry List Vertical Horizontal Close

New Save Print

My settings Currency Dates

Salutation

First name

Middle initial

Last name

Full name

Message delivery option Select Entry

Phone 1 country code

Phone 1

Ext 1

Email address

Job title

Department

Default tab for front page Select Entry

Hide menu upon login

Notify me on approval

Notify submitter on disapproval

Default PO approver

Notify me when PO is accepted

Notify me when PO is rejected

Loading...

**First Name** – Enter name

**Last Name** – Enter last name

**Message Delivery Option** – Select how you would like to receive notifications using the drop down menu. *Email only* should be selected.

**Phone 1** – Enter your phone without using any dashes or parenthesis.  
*\*7033873100*

**Email Address** – Enter or verify your email address

**Job Title** – Enter your job title

**Department** – Select your department by clicking on the magnifying glass.

**Default tab for front page** – Select the tab you would like to see when you first log into MarketBasket. Example: if you only approve PO's, you should select *approval*.

**Default approver** – This is how the hierarchy is setup in MarketBasket. You will need to select the manager who normally approves your PO's first. To select a default approver, click on the magnifying glass and the list of approvers for your property will appear.

## **MarketBasket Training Manual**

Interstate Hotels and Resorts

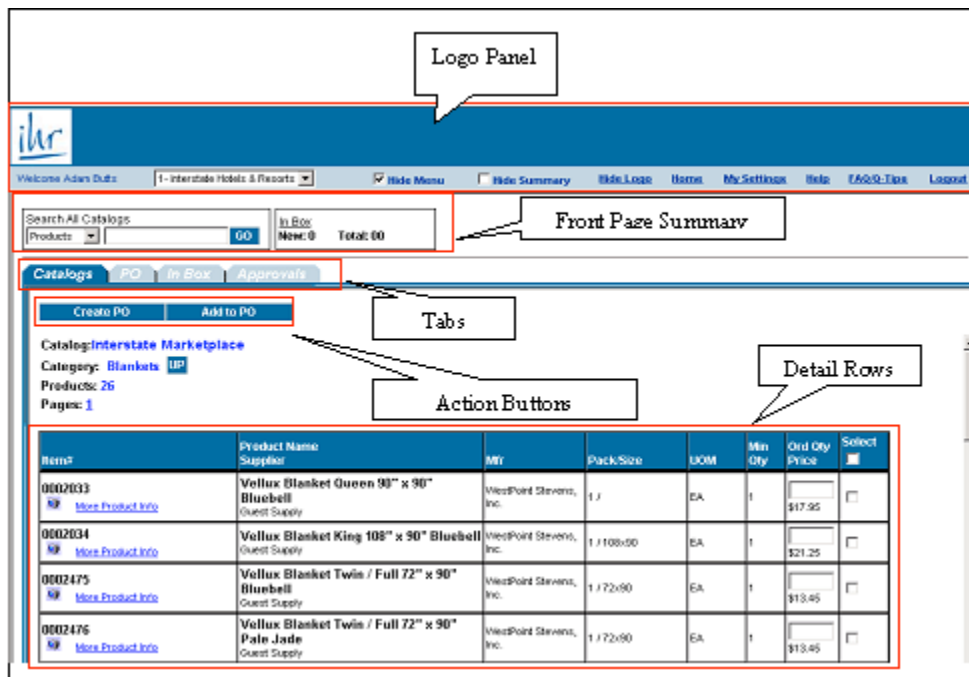
**NOTE - All PO's must be sent to an approver. Only approvers can submit PO's to the supplier.**

## **Chapter 2 - System Navigation**

### **1. Front Page.**

When you log in to MarketBasket you are taken to the Front Page. The Front Page is designed to manage all the activities a buyer typically requires throughout the transaction cycle.

The Front Page allows a buyer and a supplier to complete the full purchasing process from one location. The front page consists of Logo Panel, Front Page Summary, Tabs, Action Buttons and Detail Rows. Detail rows list all search results. Based on the functionality of the tab, every tab has a set of buttons.



### **2. Main Menu**

Accessing the Main Menu is achieved by un-checking the Hide Menu checkbox on the Logo Panel. The Main Menu is used to navigate and access additional features that are not typically required to manage the purchasing cycle. You will need to access the Main Menu to create your Supplier-On-The-Fly (S-O-T-F) records.

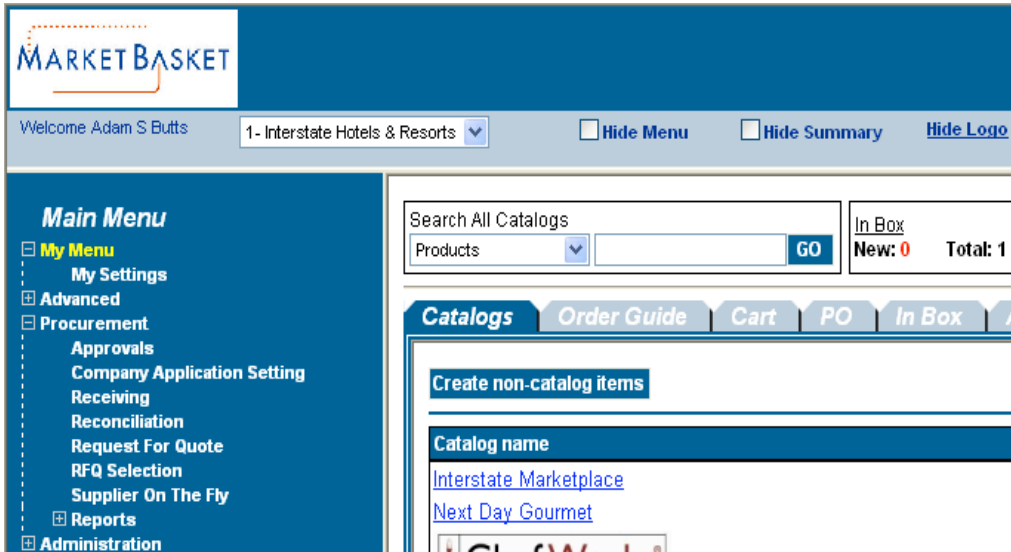
1. My Menu – Provides alternate access to the My Settings screen.
2. Edit a Supplier On The Fly (S-O-T-F)
3. V7 Procurement – Provides various access to other Maintenance Screens,



# MarketBasket Training Manual

Interstate Hotels and Resorts

## Reports and alternate access to screens also accessible via the Front Page Tabs



### 3. Summary / Search Panel

The Summary/Search Panel provides high level summary information from the application as well as catalog search functionality. The Summary Panel contains the Search All Catalogs screen, In Box and Shopping Cart Summary. Selecting the 'Hide Summary' check box will hide the Search All Catalogs screen, In Box and Shopping Cart Summary. Un-checking the box will re-display the Summary/Search Panel.



**Search All Catalogs** – This functionality provides catalog searches based upon 3 criteria:

- **Product** Searches allow the user to search by any descriptive criteria including product number.
- **Category** Searches allow the user to search by product category name.
- **Supplier** Searches allow the user to search by Supplier Name.

**In Box** – This summary information provides the number of new messages (NOT new PO's) and total message count in the MarketBasket In Box. The In Box is accessible via the Front Page Tabs.

# MarketBasket Training Manual

Interstate Hotels and Resorts

**Shopping Cart** – This summary information provides the number of items (Lines) and the total dollar value (Total) in the Cart. The Cart is accessible via the Front Page Tabs.

## 4. Logo Panel

The Logo Panel provides access to program maintenance, configuration and Help functionality. Clicking on the '**Hide Logo**' link hides the blue '**Logo**' section. Re-clicking this link will display the Logo Panel. Hiding the Logo panel will create additional screen space to display other information.



Display items and links available from the Logo panel are as follows:

- **Hide Menu Checkbox** - Checking this box hides the main menu. Un-checking it displays the Main Menu.
- **Hide Summary Checkbox** - Checking this box hides the Summary/Search panel.
- **Hide Logo** - This link hides the Logo section of the Logo Panel.
- **Home** - This link refreshes the Front Page Tabs to display the Home Catalog tab.
- **My Settings** – This link displays the My Settings screen for adjustment of personal contact information and individual application settings.
- **Help** – This link displays application 'Help' resources.
- **FAQ/Q-Tips** - This link displays Frequently Asked Questions and Quick-Tips.
- **Logout** – Close the window.

## 5. Front Page Tabs



The Front Page Tabs provide for convenient application navigation organized by specific program functionality.

**Catalogs** - The Catalog Tab provides for access to the following functionality:

- Adding Non-Catalog Content to existing or current PO's.
- Accessing Catalogs directly through the Category Structure.
- Displays the Results from any Catalog Searches initiated through the **Search All Catalog** functionality.

**Order Guide** - The Order Guide Tab allows for the creation, maintenance and use of Order Guides in the PO process.

**Cart** - The Cart is a temporary staging area for the creation of PO's that allows for comparisons of products from any number of suppliers.

**PO** – The PO tab lists existing PO's and all relevant actions taken against PO's can be initiated from this tab (New, Submitted, Viewed, Accepted, Rejected, PO Header information...more.)

**In Box** – The In Box tab maintains a list of all system generated notifications delivered to the user. The user will receive notifications within this In Box only if the Message Delivery setting on the My Settings Screen includes delivery to the “MarketBasket In Box”.

# MarketBasket Training Manual

Interstate Hotels and Resorts

## Chapter 3 - Order Guides

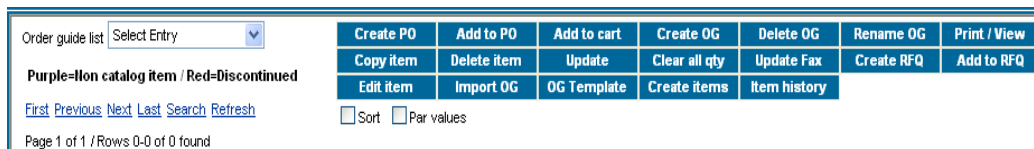
The 'Order Guide' tab allows for the creation, maintenance and use of Order Guides, which contain catalog content for those products purchased on a repetitive basis. Non-catalog items, items that are not part of a supplier's catalog content, may also be added to Order Guides and edited as needed. Buyers can Sort, Add Par Values and a select other functions driven by Action buttons within the Order Guide tab. This tab allows a user to group a list of items for frequent use. The user can copy items between order guides, as well as rename or delete order guides.

### 1. Create an Order Guide

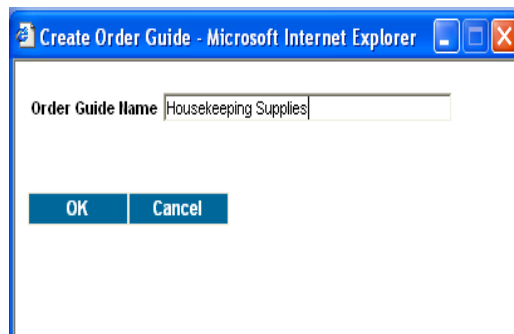
**Step 1:** Select the Order Guide tab on the Front Page.



**Step 2:** Click on the blue Action button "Create Order Guide"



**Step 3:** Create a name for your Order Guide and click "OK"



The system will automatically prompt you when the Order Guide has been created. The Order Guide you just created is displayed in the Order Guide list window.

**A Buyer may create an unlimited number of Order Guides.**

### 2. Add Catalog Content to an Order Guide

# MarketBasket Training Manual

## Interstate Hotels and Resorts

**Step 1:** From the Catalog tab, search for products - Exampled used: **Mouthwash**

Search All Catalogs  
 Products

**Catalogs** | Order Guide | Cart | PO | In Box | Approvals | RFQ

Catalog: **Various**

Products: 74  
Pages: 1

Item #	Product Name Supplier Name	Manufacturer	Pack/Size	UOM	Min qty	Order Price
0001692	Hilton Listermint Mouthwash 1 oz. Bottle Guest Supply	Guest Supply, Inc.	210 / 1oz	CS	1	\$43.77
0001697	Listermint Mouthwash 2 oz. Bottle Guest Supply	Guest Supply, Inc.	180 / 2oz	CS	1	\$62.53
0001709	Radisson Asira Optional Standard Items Mouthwash 1 oz. Bottle Guest Supply	Guest Supply, Inc.	196 /	CS	1	\$43.77
0001711	Holiday Collection National Brand					

**Step 2:** Check the “Select” box on the far right column to “Select” the desired item(s).

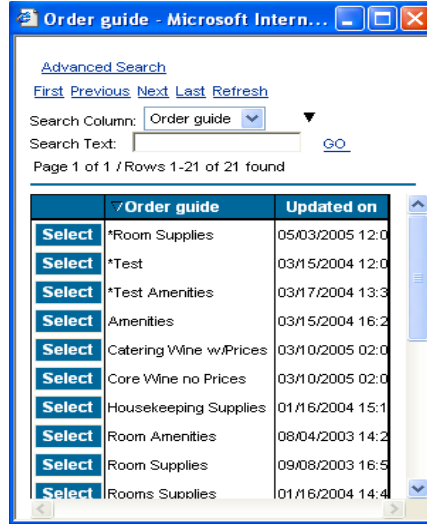
Item #	Product Name Supplier Name	Manufacturer	Pack/Size	UOM	Min qty	Order Qty	Order Price	Select
0001692	Hilton Listermint Mouthwash 1 oz. Bottle Guest Supply	Guest Supply, Inc.	210 / 1oz	CS	1	<input type="text"/>	\$43.77	<input checked="" type="checkbox"/>
0001697	Listermint Mouthwash 2 oz. Bottle Guest Supply	Guest Supply, Inc.	180 / 2oz	CS	1	<input type="text"/>	\$62.53	<input checked="" type="checkbox"/>

**Step 3:** Click the blue Action button, “Add to Order Guide”.

**Step 4:** Select the desired Order Guide from the list of Order Guides. Please note that you will not have any Order Guides when you first start using the system.

# MarketBasket Training Manual

## Interstate Hotels and Resorts



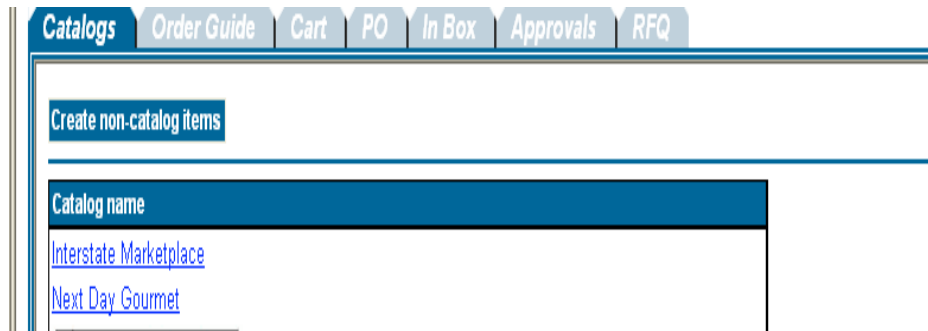
*The Buyer will receive a confirmation message prompt when the selected items have been added to the Order Guide.*

### 3. Add Non-Catalog Content to an Order Guide

**Step 1:** Click on the “**Catalogs Tab**” link in the Logo Panel to display the Catalog Tab.



**Step 2:** Click on the “**Create non-catalog items**” button.



**Step 3:** Click on the “**Select Supplier**” button.



**Step 4:** Enter the supplier’s name in the Supplier Search field and click on “**Go.**”

# MarketBasket Training Manual

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Supplier Search
Fixed Cost <input type="button" value="GO"/>

**Step 5:** Click on the “Select” button next to the correct supplier.

<b>Select</b> Fixed Cost/Expense Report
<b>Contact:</b> Adam Butts (949)567-7030 Fax:(703)387-3391 <a href="mailto:Marketbasket@ihrc.com">Marketbasket@ihrc.com</a> 4501 N. Fairfax Dr. Arlington VA 22203 (Direct)

**Step 6:** Enter non-catalog line item information in the Non-Catalog Item Grid. Make sure that all fields are completed. The “**Order Qty**” field must have at least a 0.

Select	Item #	Product Name Supplier Name	Commodity	Order Qty	UOM	Price	Extension
<input checked="" type="checkbox"/>	1	Water bill		1.00	ea	123.45	123.45
<input checked="" type="checkbox"/>	2	Light Bill		1.00	ea	245.46	245.46
<input checked="" type="checkbox"/>	3	Monthly Expenses		1.00	ea	546.00	546.00
<input type="checkbox"/>							
<input type="checkbox"/>							

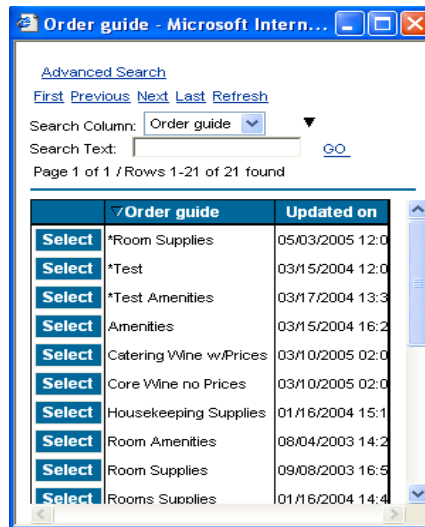
**Step 7:** Click on the “Add to Order Guide” button.

<b>Add to cart</b>	<b>Add to order guide</b>	<b>Create PO</b>	<b>Add to PO</b>
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# MarketBasket Training Manual

Interstate Hotels and Resorts

**Step 8:** Click on the “**Select**” button next to the appropriate Order Guide.



Items will be *displayed* on the Order Guide Tab in “**Purple**” to denote them as non-catalog items. When the Order Guide is printed, all items will have an asterisk (\*) next to each item number to denote them non-catalog items.

All non-catalog items added to your order guide will only contain the pricing information provided at the time the items were created. *Suppliers do not have the ability to update non-catalog items.*



## Chapter 4 – Purchase Orders

Creating Purchase Orders can be achieved from multiple places within the application. PO's can be created from the results of Catalog Searches, from Order Guides, even from existing PO's.

### 1. Create a Purchase Order – From an Order Guide

**Step 1:** From the Front Page, click on the **Order Guide** tab.



**Step 2:** Select an **Order Guide** from the Order Guide list.



**Step 3:** Enter the desired order quantity for each desired item(s).

Order guide list		Housekeeping Supplies	Create PO	Add to PO	Add to cart	Create OG	Delete OG	Rename OG	Print / View	
Purple=Non catalog item / Red=Discontinued			Copy item	Delete item	Update	Clear all qty	Update Fax	Create RFQ	Add to RFQ	
First Previous Next Last Search Refresh			Edit item	Import OG	OG Template	Create items	Item history			
Page 1 of 1 / Rows 1-2 of 2 found			<input type="checkbox"/> Sort	<input type="checkbox"/> Par values						
All	Item #	Prod / Supplier	Pack/Size	UOM	Min order qty	Order Qty	Price	Extension	Cur.	Commodity code
<input type="checkbox"/>	0001689 <a href="#">More Product Info</a>	Hilton Neutrogena Conditioner 1 oz. Bottle Guest Supply	210/1oz	CS <a href="#">Change</a>	1.00	2.00	\$43.77	\$87.54	USD	<a href="#">Change</a>
<input type="checkbox"/>	0001688 <a href="#">More Product Info</a>	Hilton Neutrogena Shampoo 1 oz. Bottle Guest Supply	210/1oz	CS <a href="#">Change</a>	1.00	2.00	\$43.77	\$87.54	USD	<a href="#">Change</a>

**Remember to Tab off of each field. Notice that by changing the quantity the line has been automatically selected for action (i.e. the checkbox is checked). Notice also that the select checkbox for Order Guide Items is on the far left while the catalog tab has the select checkbox on the far right. Select Check boxes and/or Radio buttons will always be on either end of the grid, depending on which Front Page Tab you are working from.**

## MarketBasket Training Manual

Interstate Hotels and Resorts

**Step 4:** Click on the blue “**Create PO**” Action button.

**Create PO**

The **Create Document** window opens for entering the purchase order header information for this PO.

**Step 5:** Create the **PO Header** by entering data into the following fields:

- **Subject:** Give the PO a subject for reference
- **Required Delivery Date:** Enter date product is needed hotel
- **Approver:** Leave on the default approver or select an approver from the drop down menu.
- **Note to Supplier:** Enter a Note to the Supplier, if desired
- **Ship to Attn Name:** Type your name
- **Department:** Select the department you are purchasing for
- **GL Account:** Select the GL account for the products
- **Source Doc:** Leave this field blank
- **Use Tax %:** Accept the Default

# MarketBasket Training Manual

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The screenshot shows a web browser window titled "Create Document - Microsoft Internet Explorer". The form contains the following fields and controls:

- Confirming PO:**
- Subject:** Text input field containing "Test PO".
- Required delivery date:** Date picker showing "10/02/2005".
- Approver:** Dropdown menu showing "No Approver".
- Note to Supplier:** Large text area.
- Allow partial ship:**
- Ship to Attn Name:** Text input field containing "Adam Butts".
- Project code:** Dropdown menu.
- Department:** Text input field containing "ADMIN" with a search icon and "Admin & General" below it.
- GL Account:** Text input field containing "6076400" with a search icon and "60-76400 - Administrative Meals" below it.
- Reset Dept/GL acct #:**
- Source Document:** Text input field.
- Use Tax % (Uncheck to add flat amts):**  **Tax:** Text input field containing "5.5".
- Use Freight % (Uncheck to add flat amts):**  **Freight:** Text input field containing "0.0".
- Less Discount Amount:** Text input field containing "0".
- Buttons:** "OK" and "Cancel" buttons.

- Step 6:** Click OK to create the PO. A popup message box displays the number of the PO created.
- Step 7:** Click OK again. The application will take you directly to the PO Tab and load the PO that was just created, displaying the PO for further action.

## 2. Create a Purchase Order – From a Supplier-On-The-Fly (S-O-T-F)

- Step 1:** From the Front Page, click on **Home** link on the Logo Panel at the Main Catalog Tab.
- Step 2:** Click on the blue “**Create Non-Catalog Items**” Action button. This action will launch a blank product grid, where the Buyer can free-form product information.

# MarketBasket Training Manual

Interstate Hotels and Resorts

The screenshot shows a navigation bar with tabs: Catalogs, Order Guide, Cart, PO, In Box, Approvals, and RFQ. Below the tabs, there is a button labeled 'Create non-catalog items'. Underneath, there is a section titled 'Catalog name' with a list of links: 'Interstate Marketplace' and 'Next Day Gourmet'.

**Step 3:** The blank product grid is designed to provide structure for free-form or “Spot Buy” product data. **The Buyer must manually “Select” each row in the far left check box, prior to completing the other product attribute fields.** At this point, we have indicated **WHAT** we want to purchase.

The screenshot shows a navigation bar with buttons: Create PO, Add to PO, Create RFQ, Add to RFQ, Add to order guide, and Add to cart. Below the buttons, there is a button labeled 'Select Supplier' and a dropdown menu for 'Currency' set to 'USD'. The main part of the screenshot is a table with the following columns: Select, Item #, Product Name, Supplier Name, Commodity, Order Qty, UOM, Price, and Extension.

Select	Item #	Product Name	Supplier Name	Commodity	Order Qty	UOM	Price	Extension
<input checked="" type="checkbox"/>	1	Water bill			1.00	ea	123.45	123.45
<input checked="" type="checkbox"/>	2	Light Bill			1.00	ea	245.46	245.46
<input checked="" type="checkbox"/>	3	Monthly Expenses			1.00	ea	546.00	546.00
<input type="checkbox"/>								
<input type="checkbox"/>								

**Step 4:** Now we need to identify **WHO** we want to purchase these items from. Click on the blue “**Select Supplier**” Action button.

**Select Supplier**

**Step 5:** When you click on the “Select Supplier” Action button, the system launches a Supplier Name search window. Type the name of the Supplier into the “Supplier Search” window.

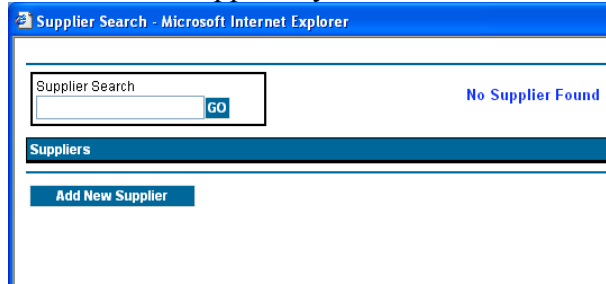
The screenshot shows a search window titled 'Supplier Search' with a text input field containing 'Fixed Cost' and a blue 'GO' button.

**Step 6:** The below screen is displayed when no Supplier Name match was found. Click on the blue “Add New Supplier” Action button to proceed to the

# MarketBasket Training Manual

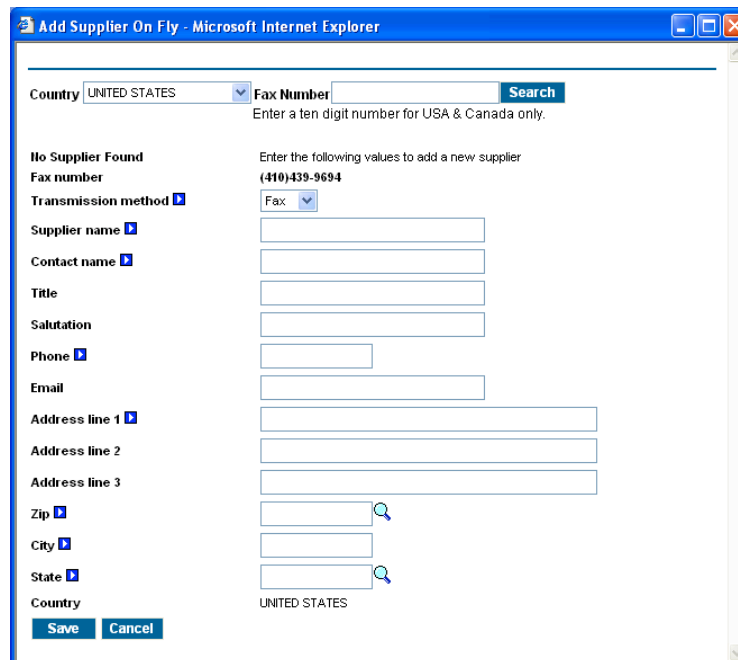
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next step. As step one in the Supplier validation process, MarketBasket first searches for the Supplier by name. When no match is found...



**Step 7:** MarketBasket searches for the Supplier via their Fax number. The fax number search is important because all PO's will be sent to the Supplier via the MarketBasket fax server. Please note that the Supplier does not have a MarketBasket account in which to retrieve electronic Purchase Orders. Enter the Supplier's Fax Number in the field below.

**Step 8:** MarketBasket performs the second validation process by search for Fax Number match. No two suppliers can ever have the same Fax Number. If no Fax Number match was found, the system will launch the following screen:



**Step 9:** Enter the new Supplier (S-O-T-F) information in the appropriate fields.

**Fields with a blue box and white triangle are “required” fields and must be completed before the Buyer can complete the process of creating a new Supplier account.**

# MarketBasket Training Manual

## Interstate Hotels and Resorts

Add Supplier On Fly - Microsoft Internet Explorer

Country: UNITED STATES    Fax Number:     Search

Enter a ten digit number for USA & Canada only.

**No Supplier Found**    Enter the following values to add a new supplier

Fax number: **(410)439-9694**

Transmission method: Fax

Supplier name: Adam's Ribs

Contact name: Adam Butts

Title: President

Salutation:

Phone: 43999657

Email: adam.butts@ihrc.com

Address line 1: 7833 Creek Wey

Address line 2:

Address line 3:

Zip: 21222

City: Severn

State: MD

Country: UNITED STATES

Save    Cancel

**Step 10:** Click the blue “Save” Action button to complete the process.

## **Chapter 5 - Submitting Purchase Orders to Approvers and Suppliers**

### **1. Purchase Order Status Definitions**

**The MarketBasket application tracks the Purchase Order from the moment it is created through the final step of the transaction cycle.** As the Purchase Order moves through the purchasing cycle, its “Status” will change when each milestone is passed. A few Purchase Order ‘Status’ examples are as follows:

<b>New</b>	PO has been created. The PO may also go through several “edits” but is still considered a new PO. The PO has <b>NOT</b> been submitted to the Supplier
<b>Pending Approval</b>	PO has been submitted to the approver and is awaiting a response.
<b>Approved</b>	PO has been approved by the approver
<b>Submitted</b>	The PO has been submitted but <b>NOT Viewed OR Accepted</b> by the Supplier
<b>Fax in Line to be Sent</b>	A PO with this status is in a Queue or electronic waiting line and will soon be dispatch to the supplier by the MarketBasket fax server
<b>Viewed</b>	Supplier has received and opened or viewed the PO only. The Supplier has <b>NOT</b> accepted the PO.
<b>Accepted</b>	The Supplier has agreed to the terms of the PO and <b>HAS</b> accepted the order.
<b>Fax/E-mail Accepted</b>	The PO was sent to the Supplier via the MarketBasket fax server. All Supplier-On-The-Fly (S-O-T-F) PO’s and PO’s to Fax Enabled Suppliers ( <i>see Glossary of Terms for definition</i> ) are considered <b>AUTOMATICALLY ACCEPTED,</b>

## MarketBasket Training Manual

Interstate Hotels and Resorts

once the fax has been transmitted successfully.

### Fax/E-mail Failed

The PO was sent to the Supplier via the MarketBasket fax server, **BUT** – either the fax number provided on the PO Header was invalid or the Supplier’s fax machine may have been out of order. The PO was **NOT** transmitted to the Supplier and has **NOT** been automatically accepted. The MarketBasket System will make up to 5 attempts to send the order via their fax server before giving the PO a Fax/E-mail Failed status. **Once the PO has Fax Failed status, the transaction is considered void. At that point, the Buyer must Copy the PO to a new PO and obtain a valid Supplier fax number and resubmit the new PO the supplier.**

### Rejected

The Supplier has declined the order and has rejected the PO with a Note which explains the reason for the rejection. **Buyer must Copy the PO to a new PO and obtain a valid Supplier fax number and resubmit the new PO the supplier.**

**IMPORTANT – ONLY PO’S THAT HAVE BEEN EITHER ‘ACCEPTED’ OR ‘FAX/E-MAIL ACCEPTED’ ARE CONSIDERED VALID TRANSACTIONS AND WILL BE SHIPPED BY THE SUPPLIER**

## 2. Submitting the Purchase Order to the approver

**NOTE - All PO’s must be sent to an approver. Only approvers can submit PO’s to the supplier.**

**Step 1:** Select the ‘**PO Tab**’ from the Front Page.



**Step 2:** Select a “New” Status PO that is ready to be submitted to the Supplier.



# MarketBasket Training Manual

## Interstate Hotels and Resorts

[First](#) [Previous](#) [Next](#) [Last](#) [Refresh](#)
  
 Search Column: 
  
 Search Text:  
  
 Page 1 of 1 / Rows 1-9 of 9 found

Submit	Receive	Buyer Contact	Supp Contact	Print / View / Edit	Print W/Budget
Header Update	Notes	Attachment	History	Accept CO	Reject CO
Send Message	Budget Impact	Add to OG	Add to cart	Copy PO	Delete PO
Receiving History	Create items	PO Recall	Approval Details	Update to New	Transfer
Receive Confirm					

			PO number	PO Status	Confirm	Subj / Supplier	PO date	Req delivery	PO Total	Alloc
<input type="radio"/>	<input type="button" value="Edit"/>		000000000000010	New		Subject: Supplier: Office Depot Punchout	07/28/2004	07/28/2004	\$97.81	No
<input type="radio"/>	<input type="button" value="Edit"/>		000000000000009	Approval pending		Subject: Supplier: Office Depot Punchout	05/26/2004	05/26/2004	\$60.74	No
<input type="radio"/>	<input type="button" value="Edit"/>		000000000000008	Accepted by supplier		Subject: Supplier: Home Depot Supply	02/12/2004	02/16/2004	\$21.60	No
<input type="radio"/>	<input type="button" value="Edit"/>		000000000000007	Approval pending		Subject: Supplier: Cintas Punchout	02/12/2004	02/12/2004	\$130.20	No
<input type="radio"/>	<input type="button" value="Edit"/>		000000000000006	Accepted by supplier		Subject: Supplier: Home Depot Supply	02/04/2004	02/06/2004	\$30.55	No

**Step 3:** Click on the blue “Submit” Action button.

**Submit**

*The PO will then be sent to your default approver before being submitted to the supplier.*

**THE EXACT SAME PROCESS IS REPEATED FOR ALL TYPES OF PURCHASE ORDERS.**

- From Order Guides
- From Catalog
- From S-O-T-F

### 3. Approving a PO and Submitting to the Supplier

**Step 1:** Select the ‘Approval tab’ from the Front Page.



**Step 2:** Select a “Awaiting Approval” Status PO.

Pending approval      
  
[Approval Details](#)
  
[First](#) [Previous](#) [Next](#) [Last](#) [Refresh](#)
  
 Search Column: 
  
 Search Text:  
  
 Page 1 of 1 / Rows 1-1 of 1 found

		Status	Doc type	Doc number	Confirm	Doc Date	Approve date	Submitter	Subj / Supplier	Total amount	Home cur.
<input type="radio"/>	<input type="button" value="Edit"/>	Awaiting approval	PO	000000000001070	No	10/10/2005 10:50:54		Adam S Butts	Subject: test Supplier: ty robes	\$88.76	\$88.76

# MarketBasket Training Manual

Interstate Hotels and Resorts

**Step 3:** Click on the blue “Print/View/Edit” Action button to see what was brought.

**Print / View / Edit**

**Step 4:** A printable version of the PO will appear. Verify products and cost, and then close.

**Step 5:** To see the budget information on the PO, click on the blue “Budget Impact” action button.

**Budget Impact**

The budget impact window will appear.

PO number: 00000000002592  
Property Name: Marriott Vanderbilt  
Current Date/Time: 10/10/2005 08:07:41  
User: App Admin

Budget Period	Department	GL Account	Description	Budgeted Amt	Reserve Amt	Current Balance	Approved	Pending Approval	This PO	End Balance	Remaining %
2005 10 October	Rooms	1071100	10-71100 - Guest Room Supplies	\$11,487.00	\$0.00	\$8,468.10	\$0.00	\$0.00	\$1,265.08	\$7,203.02	62.71 %

**Step 6:** Close “Budget Impact” then approve or disapprove PO. If PO is disapproved, a reason is require. If PO is approved, you will be prompted to select next approver.



## NOTE:

- If you are the final approver, select “No Approver” and the PO will go to the supplier.
- If a PO is “Disapproved” the PO can only be copied and no longer be used.

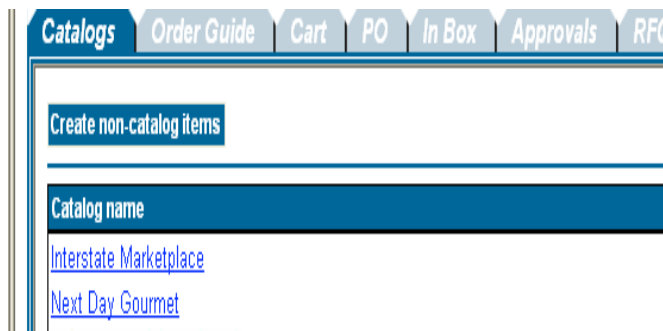
## **Chapter 6 - Add / Edit New Suppliers**

MarketBasket should be used for all PO's needed at your property. However, your local vendors are not on MarketBasket. To correct that, MarketBasket allow users add local vendors as long as IHR does not have a national contract with the supplier. One should look head to see what vendors your property does business with prior to implementing MarketBasket to assure 100% compliance.

### **1. Add New Supplier**

**Step 1:** Click on the “**Home**” link on the Logo Panel

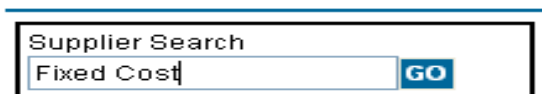
**Step 2:** Click on the “Create non-catalog items” button.



**Step 3:** Click on the “Select Supplier” button.



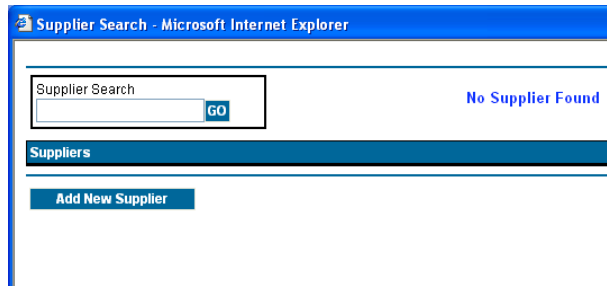
**Step 4:** Type the name of the supplier you need to add under the “Supplier Search” box.



**Step 5:** Since the supplier doesn't exist in MarketBasket, you will see “No Supplier Found.” Click on the “Add New Supplier” button.

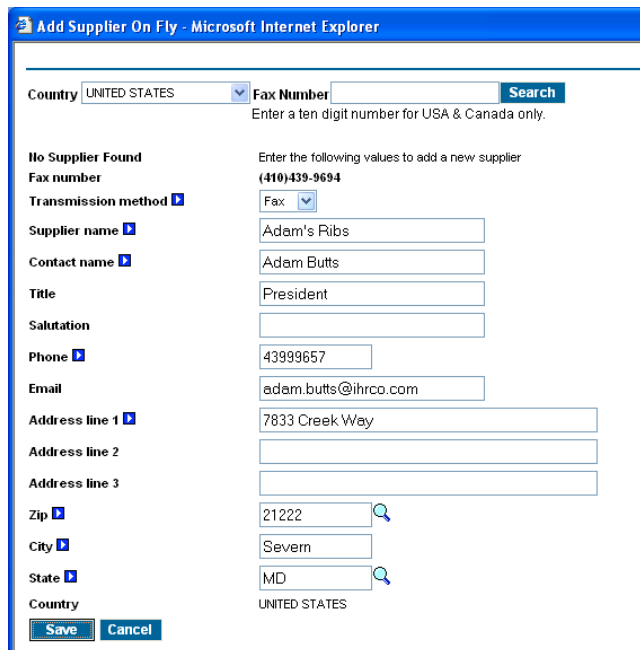
# MarketBasket Training Manual

## Interstate Hotels and Resorts



**Step 6:** Enter the supplier's fax number, without dashes "-" or parentheses "()", and click on the "Search" button. **Note:** The fax number you enter here is the number where MarketBasket POs will be faxed.

**Step 7:** Enter the supplier's contact information.



**Step 8:** Click on the "Save" button.

## **Chapter 7 – Declining Checkbook**

### **1. Assigning a GL Account on the Create PO Popup**

When Budgeting has been turned on for the property, the user is forced to add GL Account information to all the line items on the PO. This is primarily accomplished through fields added to the Create PO Popup. If the Declining Checkbook feature is turned on, the three fields on the Create PO Popup that influence Budgeting are the “Required Delivery Date”, “Department” and “GL Account.”

**Step 1:** Select Items for the PO from an Order Guide, a Catalog Search result set or from the Non-Catalog Content form and click **Create PO**. In the Order Guide example below, notice that two of the Items from this Order Guide example have GL Accounts and one Item does not have a GL Account.

Catalogs										
Order Guide										
Cart										
PO										
In Box										
Approvals										
RFQ										
Order guide list		Housekeeping Supplies								
Purple=Non catalog item / Red=Discontinued										
First Previous Next Last Search Refresh										
Page 1 of 1 / Rows 1-2 of 2 found										
		Create PO		Add to PO		Add to cart		Create OG		Delete OG
		Copy item		Delete item		Update		Clear all qty		Update Fax
		Edit item		Import OG		OG Template		Create items		Item history
		<input type="checkbox"/> Sort		<input type="checkbox"/> Par values						
All	Item #	Prod / Supplier	Pack/Size	UOM	Min order qty	Order Qty	Price	Extension	Cur.	Commodity code
<input type="checkbox"/>	0001689 <a href="#">More</a> <a href="#">Product Info</a>	Hilton Neutrogena Conditioner 1 oz. Bottle Guest Supply	210/1oz	CS <a href="#">Change</a>	1.00	2.00	\$43.77	\$87.54	USD	<a href="#">Change</a>
<input type="checkbox"/>	0001688 <a href="#">More</a> <a href="#">Product Info</a>	Hilton Neutrogena Shampoo 1 oz. Bottle Guest Supply	210/1oz	CS <a href="#">Change</a>	1.00	2.00	\$43.77	\$87.54	USD	<a href="#">Change</a>

**Step 2:** The **Required Delivery Date** drives the Budget Period from which the PO is consumed. It can be in the current period or a future period as long as GL Budget Amounts are assigned for that period for the Department and GL accounts in question.

**NOTE:** You may not assign a Required Delivery Date in the past. For Example, entering 11/16/04 into the Required Delivery Date field below will decrement the value of this Purchase Order from the November balances for all the GL Accounts associated with this PO. Allocation of a single line item to multiple GL Accounts is covered later in this documentation. The balances are decremented **after the PO has been accepted by the Supplier for Adopted Suppliers. Suppliers on the Fly (SOTF) and Offline suppliers that receive their PO’s by FAX have their balances immediately decremented upon submission.**

# MarketBasket Training Manual

## Interstate Hotels and Resorts

The screenshot shows a web browser window titled "Create Document - Microsoft Internet Explorer". The form contains the following fields and values:

- Confirming PO:
- Subject: Test PO
- Required delivery date: 11/02/2005
- Approver: No Approver
- Note to Supplier: (empty text area)
- Allow partial ship:
- Ship to Attn Name: Adam Butts
- Project code: (empty dropdown)
- Department: ADMIN (highlighted dropdown with "Admin & General" suggestion)
- GL Account: 6076400 (with suggestion "60-76400 - Administrative Meals")
- Reset Dept/GL acct #:
- Source Document: (empty text field)
- Use Tax % (Uncheck to add flat amts):  Tax: 5.5
- Use Freight % (Uncheck to add flat amts):  Freight: 0.0
- Less Discount Amount: 0

Buttons: OK, Cancel

**Step 3:** Select the Department from the **Department dropdown list**. The Department will default from the one previously defined for the buyer and listed on the My Settings screen. If the Department is “grayed-out”, this indicates the user has access to only GL Accounts for their Department. If the user has access to more than one Department, the Department must be selected **prior** to selecting the GL Account as the selected Department will restrict the user’s list of available GL Accounts to only those assigned to that Department. Selecting the Department is required for Properties using the Budgeting feature.

# MarketBasket Training Manual

## Interstate Hotels and Resorts

The screenshot shows a web-based form titled "Create Document" in a Microsoft Internet Explorer browser window. The form is divided into several sections. The top section includes fields for "Confirming PO" (checkbox), "Subject" (Text PO), "Required delivery date" (10/02/2005), and "Approver" (No Approver). Below this is a "Note to Supplier" text area. The middle section contains "Allow partial ship" (checked), "Ship to Attn Name" (Adam Butts), "Project code" (dropdown), "Department" (ADMIN), "GL Account" (6076400), "Reset Dept/GL acct #" (checkbox), and "Source Document" (empty). The bottom section has "Use Tax % (Unchecked to add flat amts)" (checkbox), "Tax" (5.5), "Use Freight % (Unchecked to add flat amts)" (checkbox), "Freight" (0.0), and "Less Discount Amount" (0). "OK" and "Cancel" buttons are located at the bottom left.

**Step 4:** Select the **GL Account** for the PO Header using the icon to access the lookup window. The Default GL Account is used to populate all the line items for the PO with the predominant GL Account desired for this PO. For example, select the GL account that will be assigned to the majority number of line items on the PO. The Default GL Account is a required field. Exceptions are handled by editing the individual line items via the PO's Print/View.

**NOTE:** --If the Line Item is coming from an Order Guide and the item has a different GL Account associated with it in the Order Guide, then the GL Account from the Order Guide will override the GL Account selected here. -- If the Required Delivery Date or Department is changed, the existing GL Account is removed and the user is forced to select a new GL Account that can be validated against the period and department.

# MarketBasket Training Manual

## Interstate Hotels and Resorts

**NOTE:** All budgeting features available on the Create PO popup are also available via the **Header Update** button on both the PO tab and Approval tab.

## 2. Editing a GL Account on the PO Using Print/View

The Print / View button provides access to a detail view of the PO. It also provides access to the User to certain edit functionality, including the ability to change the GL Account for any line item. This allows for changes to line items that require a different GL Account than the one that was distributed from the GL Account assigned to the PO's Header.

**Step 1:** Click on the **Print / View** button.

Catalogs										
Order Guide										
Cart										
PO										
In Box										
Approvals										
RFQ										
Order guide list		Housekeeping Supplies								
		Create PO		Add to PO		Add to cart		Create OG		Delete OG
		Copy item		Delete item		Update		Clear all qty		Update Fax
		Edit item		Import OG		OG Template		Create items		Item history
		Rename OG		Print / View		Create RFQ		Add to RFQ		
Purple=Non catalog item / Red=Discontinued										
<a href="#">First</a> <a href="#">Previous</a> <a href="#">Next</a> <a href="#">Last</a> <a href="#">Search</a> <a href="#">Refresh</a>										
<input type="checkbox"/> Sort <input type="checkbox"/> Par values										
Page 1 of 1 / Rows 1-2 of 2 found										
All	Item #	Prod / Supplier	Pack/Size	UOM	Min order qty	Order Qty	Price	Extension	Cur.	Commodity code
<input type="checkbox"/>	0001689 <a href="#">More</a> <a href="#">Product Info</a>	Hilton Neutrogena Conditioner 1 oz. Bottle Guest Supply	210/1oz	CS <a href="#">Change</a>	1.00	2.00	\$43.77	\$87.54	USD	<a href="#">Change</a>
<input type="checkbox"/>	0001688 <a href="#">More</a> <a href="#">Product Info</a>	Hilton Neutrogena Shampoo 1 oz. Bottle Guest Supply	210/1oz	CS <a href="#">Change</a>	1.00	2.00	\$43.77	\$87.54	USD	<a href="#">Change</a>



# MarketBasket Training Manual

Interstate Hotels and Resorts

**Step 2:** Scroll to the Line Item section of the Print/View and select the Line Item which requires a GL Account edit and click on the **Edit Line** link.

<b>Notes and Attachments :</b>						
<b>Header Notes :</b>						
No Notes						
This Purchase Order has 0 Attachments						
<hr/>						
#	Item SKU	Product Desc.	Qty	UOM	Price	Extension
1	674824	Epsonreg Stylus C86 Inkjet Printer	1.00	EA	\$97.8100	\$97.81 <a href="#">Edit Line</a> <a href="#">Edit Alloc</a>
<b>Sub Total:</b>						\$97.81
<b>Freight:</b>						\$0.00
<b>Tax Amount:</b>						\$0.00
<b>Less Discount:</b>						\$0.00
<b>Total Amount Due:</b>						\$97.81

**Step 3:** Edit the Department and/or GL Account by selecting from the **Department dropdown** and/or the **GL Account lookup** and Click **Save**. Only Department and GL account options valid to the buyer in question will be available for selection. If the Department is changed, the GL Account is removed to force the selection of a valid GL Account.

**Step 4:** If the Line item is preceded by the symbol, this indicates that the Department / GL Account is invalid for the current user (either Buyer or Approver) or there is no budget record for this GL Account for this period in the system. If this icon is displayed then the Line Item's GL account must be corrected prior to further submission of the PO.

<b>Notes and Attachments :</b>						
<b>Header Notes :</b>						
No Notes						
This Purchase Order has 0 Attachments						
<hr/>						
#	Item SKU	Product Desc.	Qty	UOM	Price	Extension
1	674824	Epsonreg Stylus C86 Inkjet Printer	1.00	EA	\$97.8100	\$97.81 <a href="#">Edit Line</a> <a href="#">Edit Alloc</a>
<b>Sub Total:</b>						\$97.81
<b>Freight:</b>						\$0.00
<b>Tax Amount:</b>						\$0.00
<b>Less Discount:</b>						\$0.00
<b>Total Amount Due:</b>						\$97.81

## 3. Budget Impact Tool – This PO

The Budget Impact feature provides both Buyers and Approvers access to “real-time” budget balance information. This information ranges from “This

# MarketBasket Training Manual

Interstate Hotels and Resorts

PO's" effect on the budget, to the current budget balances, by department, for all departments that the user has full access to. All detail lines with the same GL Account are summarized into one GL Account row in the Budget Impact popup. The Budget Balances get decremented differently for different types of PO's. For Adopted Supplier PO's, the Budget Balance for each GL Account associated with the PO gets decremented when the Supplier accepts the PO. Conversely, for SOTF PO's, Punch-out PO's and Confirming PO's the Budget Balance for each GL Account associated with the PO gets decremented when the Property submits an approved PO to the supplier. There are two versions of this popup:

- If the PO has yet to be submitted to the supplier, the Budget Impact displays detailed information.
- If the PO has already been submitted to the supplier, the Budget Impact displays summary information.

**Step 1:** To access the Budget Impact feature from either the *PO tab* or the *Approvals tab* click on the round radio button on the far left column. Click on the **Budget Impact** button.

The screenshot shows the MarketBasket application interface. At the top, there are tabs for Catalogs, Order Guide, Cart, REQ, PO, In Box, and Supplier PO. Below the tabs, there is a search area with a dropdown for 'All PO's', a search column dropdown set to 'PO number', and a search text field containing '00000'. A 'GO' button is next to the search text. Below the search area, there is a table with columns: PO number, PO Status, Confirm, Subj / Supplier, PO date, Req delivery, PO Total, and Alloc. Two rows are visible in the table. The first row has PO number 000000000000010, PO Status 'New', and PO Total \$97.81. The second row has PO number 000000000000009, PO Status 'Approval pending', and PO Total \$60.74. To the right of the search area, there is a menu with buttons: Submit, Receive, Buyer Contact, Supp Contact, Print / View / Edit, Print w/Budget, Header Update, Notes, Attachment, History, Accept CO, Reject CO, Send Message, Budget Impact, Add to OG, Add to cart, Copy PO, Delete PO, Receiving History, Create items, PO Recall, Approval Details, Update to New, Transfer, and Receive Confirm.

**Step 2:** The Budget Impact Popup has a **Department filter** accessible in the upper Right corner of the window. This drop down includes all Departments that the user has full budget access to. It also contains the default value "This PO". With the "This PO" filter selected, the Budget Impact popup displays only those GL accounts associated with "This PO." The example below displays the Budget Impact for a PO that hits only one GL account. The column balances are calculated as follows:

(a) **Begin Balance** – Displays the current beginning balance for this GL Account at this juncture in the budget period. The beginning balance gets decremented when the Supplier accepts the PO (or upon submission for SOTF PO's) and the PO has a Required Delivery Date in the current budget period.

(b) **Approved** - Displays the current balance for ALL PO's that contain this GL account for the current budget period, which have been approved and/or submitted to the supplier, but not yet accepted by the supplier.

# MarketBasket Training Manual

## Interstate Hotels and Resorts

(c) **Pending Approval** - Displays the current balance for ALL PO's that contain this GL account for the current budget period, which have been submitted into the approval process but have yet to be approved.

(d) **This PO** – Displays the impact from “This PO” on the GL Account(s) associated with this PO.

(e) **End Balance** – Displays the theoretical ending balance (Begin Balance minus Approved minus Pending Approval minus This PO) for the GL account **assuming that all PO's that contain this GL account for the Current Period eventually will be approved and accepted by the Suppliers.**

Close Print Department: This PO

PO number: 00000000000674  
 Property Name: Renaissance Las Vegas  
 Current Date/Time: 09/30/2005 17:41  
 User: App Admin

Budget Period	Department	GL Account	Description	Budgeted Amt	Reserve Amt	Current Balance	Approved	Pending Approval	This PO	End Balance	Remaining
2005 10 October	Repairs	8078100	80-78100 - Building Supplies	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$2,913.84	\$414.01	\$2,172.15	39.49 %

### 4. Budget Impact Tool – This PO by Department

On the Budget Impact Popup, access the filter drop down in the upper, right side of the popup that defaults to “**This PO.**” The Department(s) listed below “This PO” will be restricted to (a) only those department(s) the user has **Full** access to and (b) only Department(s) that contains budget values for the period associated with the PO's Required Delivery Date.

Close Print Department: This PO

PO number: 00000000000674  
 Property Name: Renaissance Las Vegas  
 Current Date/Time: 09/30/2005 17:41  
 User: App Admin

Budget Period	Department	GL Account	Description	Budgeted Amt	Approved	Pending Approval	This PO	End Balance	Remaining %
2005 10 October	Repairs	8078100	80-78100 - Building Supplies	\$5,500.00	\$0.00	\$2,913.84	\$414.01	\$2,172.15	39.49 %

Department Filter List:

- This PO
- ADMIN - Admin & General
- BEVERAGE - Beverage
- ENERGY - Energy
- FIXED - Fixed Costs
- FOOD - Food
- LAUNDRY - Laundry
- MGMTFEE - Management Fees
- MISC - Miscellaneous
- PARKING - Parking
- PTEB - Employee Benefits
- REPAIRS - Repairs
- ROOMS - Rooms
- SALES - Sales
- TELEPHONE - Telephone

Selecting the “**001 – Rooms**” Department will provide the Budget Impact for all GL Accounts in the Rooms Department for the budget period associated with the PO that the Budget Impact was accessed from.

# MarketBasket Training Manual

## Interstate Hotels and Resorts

Close Print Department: ROOMS - Rooms

PO number: 000000000000674  
 Property Name: Renaissance Las Vegas  
 Current Date/Time: 09/30/2005 17:47  
 User: App Admin

Budget Period	Department	GL Account	Description	Budgeted Amt	Reserve Amt	Current Balance	Approved	Pending Approval	This PO	End Balance	Remaining %
2005 10 October	Rooms	1071100	10-71100 - Guest Room Supplies	\$36,228.00	\$0.00	\$36,161.08	\$0.00	\$0.00	\$0.00	\$36,161.08	99.82 %
2005 10 October	Rooms	1071150	10-71150 - Linen Expense	\$7,814.00	\$0.00	\$7,814.00	\$0.00	\$0.00	\$0.00	\$7,814.00	100.00 %
2005 10 October	Rooms	1071200	10-71200 - Laundry/Laundry Rebill	\$24,464.00	\$0.00	\$24,464.00	\$0.00	\$0.00	\$0.00	\$24,464.00	100.00 %
2005 10 October	Rooms	1071230	10-71230 - Supplies - Cleaning	\$2,557.00	\$0.00	\$2,557.00	\$0.00	\$0.00	\$0.00	\$2,557.00	100.00 %
2005 10 October	Rooms	1071250	10-71250 - Decorations	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	100.00 %
2005 10 October	Rooms	1071300	10-71300 - Supplies - Other	\$2,273.00	\$0.00	\$2,273.00	\$0.00	\$0.00	\$0.00	\$2,273.00	100.00 %
2005 10 October	Rooms	1071350	10-71350 - Travel Agency Commission	\$39,436.00	\$0.00	\$39,436.00	\$0.00	\$0.00	\$0.00	\$39,436.00	100.00 %
2005 10 October	Rooms	1071370	10-71370 - Guest Relocation	\$1,705.00	\$0.00	\$1,705.00	\$0.00	\$0.00	\$0.00	\$1,705.00	100.00 %
2005 10 October	Rooms	1071450	10-71450 - Complimentary F&B	\$17,759.00	\$0.00	\$17,759.00	\$0.00	\$0.00	\$0.00	\$17,759.00	100.00 %
2005 10 October	Rooms	1071700	10-71700 - Reservation Assessment	\$42,762.00	\$0.00	\$42,762.00	\$0.00	\$0.00	\$0.00	\$42,762.00	100.00 %
2005 10 October	Rooms	1071750	10-71750 - Uniforms- Purchase/Cleaning	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	100.00 %
2005 10 October	Rooms	1071800	10-71800 - Cable Television	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	100.00 %
2005 10 October	Rooms	1071850	10-71850 - Guest/Courtesy Transportation	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	100.00 %
2005 10 October	Rooms	1071860	10-71860 - Printing & Stationary	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00	100.00 %
2005 10 October	Rooms	1071880	10-71880 - Travel	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00 %
2005 10 October	Rooms	1071950	10-71950 - Small Equipment Purchase/Rentals	\$1,421.00	\$0.00	\$1,421.00	\$0.00	\$0.00	\$0.00	\$1,421.00	100.00 %
2005 10 October	Rooms	1071975	10-71975 - Miscellaneous	\$355.00	\$0.00	\$355.00	\$0.00	\$0.00	\$0.00	\$355.00	100.00 %
2005 10 October	Rooms	1071980	10-71980 - Cluster Expense (Credit)	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	100.00 %

### 5. Budget Impact Tool – This PO after Accepted By Supplier

After PO submission and supplier acceptance, the Budget Impact for the PO is consumed. The Budget Impact popup for PO's that have been accepted by a supplier displays only the budget impact and does not take into account GL Accounts that may be used by other PO's that are still in process.

Close Print Department: This PO

PO number: 000000000000634  
 Property Name: Renaissance Las Vegas  
 Current Date/Time: 09/30/2005 17:49  
 User: App Admin

Budget Period	Department	GL Account	Description	Budget Impact
2005 09 September	Food	2072950	20-72950 - Equipment Rental	\$56.00

### 6. Budget Impact Tool - By Department after PO has been Accepted

Budget Impact for a Department after submission to supplier –

# MarketBasket Training Manual

## Interstate Hotels and Resorts

[Close](#) [Print](#)

Department  ▼

**PO number:** 00000000000634  
**Property Name:** Renaissance Las Vegas  
**Current Date/Time:** 09/30/2005 17:51  
**User:** App Admin

Budget Period	Department	GL Account	Description	Budget Impact
2005 09 September	Rooms	1071000	10-71000 - Contract Labor	\$0.00
2005 09 September	Rooms	1071100	10-71100 - Guest Room Supplies	\$0.00
2005 09 September	Rooms	1071150	10-71150 - Linen Expense	\$0.00
2005 09 September	Rooms	1071200	10-71200 - Laundry/Laundry Rebill	\$0.00
2005 09 September	Rooms	1071230	10-71230 - Supplies - Cleaning	\$0.00
2005 09 September	Rooms	1071250	10-71250 - Decorations	\$0.00
2005 09 September	Rooms	1071280	10-71280 - Contract Cleaning	\$0.00
2005 09 September	Rooms	1071300	10-71300 - Supplies - Other	\$0.00
2005 09 September	Rooms	1071350	10-71350 - Travel Agency Commission	\$0.00
2005 09 September	Rooms	1071370	10-71370 - Guest Relocation	\$0.00
2005 09 September	Rooms	1071450	10-71450 - Complimentary F&B	\$0.00
2005 09 September	Rooms	1071650	10-71650 - Resv Exp/Equipment	\$0.00
2005 09 September	Rooms	1071700	10-71700 - Reservation Assessment	\$0.00
2005 09 September	Rooms	1071750	10-71750 - Uniforms- Purchase/Cleaning	\$0.00
2005 09 September	Rooms	1071800	10-71800 - Cable Television	\$0.00
2005 09 September	Rooms	1071850	10-71850 - Guest/Courtesy Transportation	\$0.00
2005 09 September	Rooms	1071860	10-71860 - Printing & Stationary	\$0.00
2005 09 September	Rooms	1071870	10-71870 - Special Shuttle	\$0.00

## **Chapter 8 – Budget/Forecast and Checkbook Maintenance:**

### **1. Checkbook Functionality Overview**

Each property's yearly budget is imported into MarketBasket at the beginning of the year or soon after. The budget is updated at the beginning of each month with the 30 forecast that is entered into IHR's **Business Intelligence** site. The budget is then available on MarketBasket for the property's use. By the budget being in MarketBasket, MarketBasket can be used as a declining checkbook.

Checkbook functionality requires that all purchase orders contain both a Department code and GL Account. When the user clicks the Create PO button either from the catalog search, order guide, cart, or Create non-catalog items window your Department code will default into this field. The default value comes from the My Settings record. If you have access to multiple departments, a drop down list will be available for you to choose the appropriate department code. Once you select the Department you will need to select the GL Account.

Checkbook impacts are based upon the Required delivery date. If the required delivery date is in the month of April then the budget impact to the department/GL account is for this month. If the Required delivery date is in June the budget impact is allocated for June.

You need to enter the Required Delivery Date prior to clicking the magnifying glass at the end of the GL Account field. Based upon the Department(s) you have access to and the month the required delivery is in will determine which GL Accounts you can select from. *Please see example of the checkbook functionality after creating a PO.*

# MarketBasket Training Manual

## Interstate Hotels and Resorts

The screenshot shows a web browser window titled "Create Document - Microsoft Internet Explorer". The form contains the following fields and controls:

- Subject:** A text input field.
- Required delivery date:** A date input field with a calendar icon, containing "07/23/2004".
- Approver:** A dropdown menu with "No Approver" selected.
- Note to Supplier:** A large text area for notes.
- Ship to Attn Name:** A text input field.
- Project code:** A dropdown menu.
- Department:** A dropdown menu with "Admin & General" selected.
- GL Account:** A text input field with a magnifying glass icon and a "Reset Dept/GL acct #" checkbox.
- GL Code:** A text input field.
- Use Tax % (Uncheck to add flat amts):** A checkbox.
- Use Freight % (Uncheck to add flat amts):** A checkbox.
- Less Discount Amount:** A text input field containing "0".
- Tax:** A text input field containing "0".
- Freight:** A text input field containing "0.0".
- Buttons:** "OK" and "Cancel" buttons at the bottom left.

When you click the magnifying button to select the GL Account, you will see the pop-up window below. This provides you with the Budgeted amount, Consumed amount (these are Accepted by the Supplier and fax/email accepted status PO's), and Available amount (Budgeted minus Consumed).

# MarketBasket Training Manual

## Interstate Hotels and Resorts

Advanced Search  
[First](#) [Previous](#) [Next](#) [Last](#) [Refresh](#)  
 Search Column: All  
 Search Text:  [GO](#)  
 Page 1 of 1 / Rows 1-20 of 20 found

	GL code	Description	Budget amt	Consumed amt	Available amt
Select	5055110	50-55110 - Cost of Guest Laundry/Valet	\$51.00	\$0.00	\$51.00
Select	5055120	50-55120 - Cost of Movies/Video	\$1,709.00	\$0.00	\$1,709.00
Select	5055180	50-55180 - Cost of Parking Outside Servi	\$7,223.00	\$0.00	\$7,223.00
Select	5075134	50-75134 - Miscellaneous	\$1,100.00	\$0.00	\$1,100.00
Select	6076100	60-76100 - Centralized Services / Acct F	\$1,200.00	\$0.00	\$1,200.00
Select	6076200	60-76200 - Reproduction	\$350.00	\$0.00	\$350.00
Select	6076300	60-76300 - Security / Alarms	\$972.00	\$0.00	\$972.00
Select	6076350	60-76350 - Telecommunications	\$248.00	\$0.00	\$248.00

Viewing the budget impact of a particular PO is available by clicking on the Budget Impact button on the PO tab.

Close Print

PO number: 00000000000435  
 Property Name: Interstate Hotels & Resorts  
 Current Date/Time PST: 07/19/2004 09:59:30  
 User: Adam Butts  
 Budget Period: 2004 07 July

**Impact to invalid GL accounts is not included.**

Department	GL Code	Description	Begin Balance	Approved	Pending Approval	This PO	End Balance
Purchasing	7000-1000-2800-1000	Purchasing, NE expenses	\$10,000.00	\$408.02	\$324.01	\$30.45	\$9,237.52
Purchasing	7000-1000-2900-1000	Purchasing, NE expenses	\$10,000.00	\$209.30	\$218.90	\$21.89	\$9,549.91

## 2. Entering monthly recurring expenses.

Many recurring expenses, such as monthly maintenance contracts do not require a PO, and therefore will not update the checkbook unless they are routed through MarketBasket.

Each department head should create a purchase order using the “Fixed Cost/Expense Report” vendor, and enter each of the monthly recurring entries.

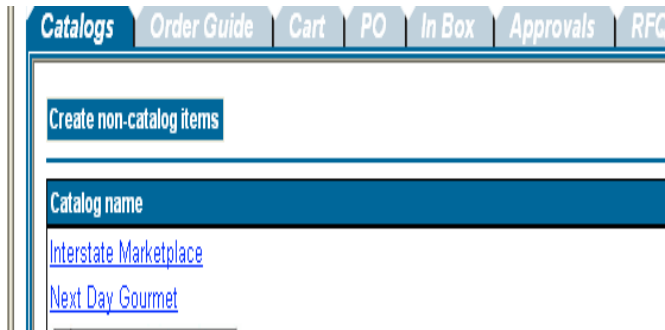


# MarketBasket Training Manual

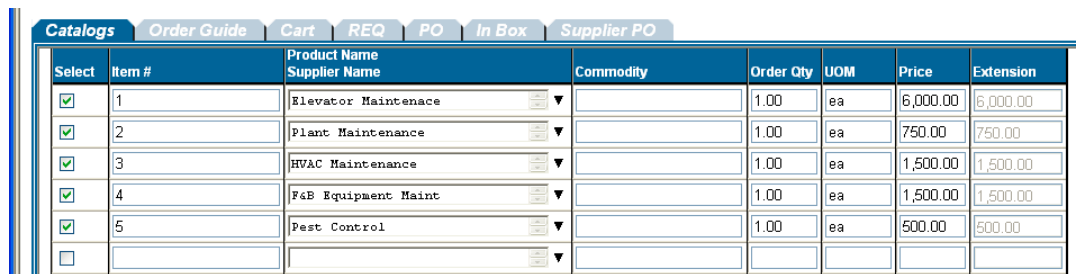
Interstate Hotels and Resorts

**Step 1:** From the Front Page, click on **Home** link on the Logo Panel at the top of the Front Page screen. This takes the user to the Main Catalog Tab.

**Step 2:** Click on the blue “**Create Non-Catalog Items**” Action button. This action will launch a blank product grid, where you can free-form product information.



**Step 3:** The blank product grid is designed to provide structure for free-form product data. **You must type an item number (you can make up a number or put your account number in this field).** List all of your recurring expenses and their forecasted cost.

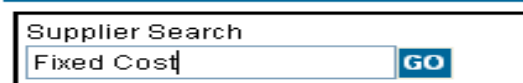


Select	Item #	Product Name Supplier Name	Commodity	Order Qty	UOM	Price	Extension
<input checked="" type="checkbox"/>	1	Elevator Maintenance		1.00	ea	6,000.00	6,000.00
<input checked="" type="checkbox"/>	2	Plant Maintenance		1.00	ea	750.00	750.00
<input checked="" type="checkbox"/>	3	HVAC Maintenance		1.00	ea	1,500.00	1,500.00
<input checked="" type="checkbox"/>	4	F&B Equipment Maint		1.00	ea	1,500.00	1,500.00
<input checked="" type="checkbox"/>	5	Pest Control		1.00	ea	500.00	500.00
<input type="checkbox"/>							

**Step 4:** Now we need to identify **WHO** we want to purchase these items from. Click on the blue “**Select Supplier**” Action button.



**Step 5:** When you click on the “Select Supplier” Action button, the system launches a Supplier Name search window. Type “Fixed Cost” into the “Supplier Search” window.



**Step 6:** The “Fixed Cost/Expense Report” vendor will appear. Click on **Select**.

# MarketBasket Training Manual

## Interstate Hotels and Resorts

Supplier Search

1 Supplier(s) Found

Suppliers
<p>Select <a href="#">Fixed Cost/Expense Report</a></p> <p>Contact: Adam Butts (949)567-7030 Fax:(703)387-3391 <a href="mailto:Marketbasket@ihcco.com">Marketbasket@ihcco.com</a></p> <p>4501 N. Fairfax Dr. Arlington VA 22203 (Direct)</p>

**Step 7:** Create the PO. You can start out using the GL account for any one of the entries on the PO.

**Step 8:** Once the PO is created, Click on **Print/View/Edit** to update the GL account on each entry.

Email: [adam.butts@ihcco.com](mailto:adam.butts@ihcco.com); [john.durkan@ihcco.com](mailto:john.durkan@ihcco.com) FOB : Destination

Project Code:

---

**Notes and Attachments :**

**Header Notes :**

To Notes

This Purchase Order has 0 Attachments

---

Item SKU	Product Desc.	Qty	UOM	Price	Extension
3812HSV	12 oz Shawl Collar Velour Bathrobe	2.00	EA	\$23.0000	\$46.00 <a href="#">Edit Line</a>
3812KF	12 oz Kimono Full Terry Bathrobe	2.00	EA	\$18.0000	\$36.00 <a href="#">Edit Line</a>
<b>Sub Total:</b>					\$82.00
<b>Freight:</b>					\$0.00
<b>Tax Amount:</b>					\$6.76
<b>Less Discount:</b>					\$0.00
<b>Total Amount Due:</b>					\$88.76

---

Interr

**Step 9:** Beside each entry, you will see “edit line” click on that and the link will take you to the product screen.

# MarketBasket Training Manual

## Interstate Hotels and Resorts

Close Save

1

Item#: 1

Product Name: \$100 sponsorship for Walk to C

Lead Time(Days):

Order Quantity: 1.00

UOM: 1

Price: \$100.0000

Extension: \$100.00

Tax Exempt:

Case Pack:

Dimension:

Min Order Qty:

Manufacturer:

Mfg Part Number:

Brand Name:

Model:

Size:

Commodity:

Department: REPAIRS

GL Account: 8078100

You can change the Department and/or GL account.

Repeat this for each entry.

### **NOTE:**

- The next month, this PO can be **copied** by clicking on the blue “Copy PO” action button.
- Once you copy the PO, you may need to change the cost but the GL accounts will already be there.

## **3. Entering Expense Reports**

All expense reports should be entered into MarketBasket using “Fixed Cost/Expense Report” vendor.

- See **entering monthly recurring expenses** above for instructions.

## **4. Budget Import/Export**

Though the properties 30 day forecast budget is automatically import into MarketBasket, your property may need to change or update the budget more frequently. MarketBasket

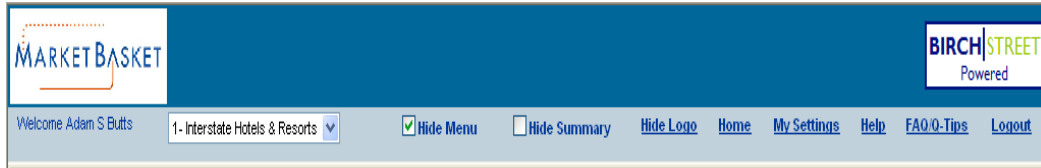
# MarketBasket Training Manual

Interstate Hotels and Resorts

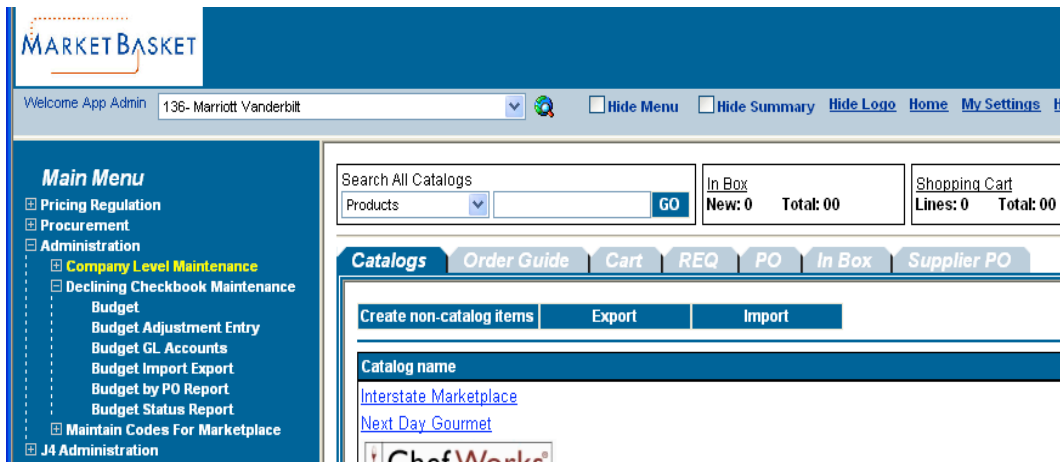
allow a user to update the budget by exporting the old budget, update the figures and import it back into MarketBasket.

## Exporting the Budget

**Step 1:** Take the check out the “Main Menu” on your front page.



The “Main Menu” will appear on the left side of the screen.



**Step 2:** Click on “Administration” followed by “Declining Checkbook Maintenance”. Once opened, click on “Budget Import Export”.

**Step 3:** The Budget Import Export will open; click on “Export” in the top left of the screen. The following will appear.

# MarketBasket Training Manual

## Interstate Hotels and Resorts

Attributes	Sort Direction	Sort Order	Filter Type	Filter Value 1	Filter Value 2
<input checked="" type="checkbox"/> Period #	Descending	2nd	Do not Filter		
<input checked="" type="checkbox"/> Department	Descending	3rd	Do not Filter		
<input checked="" type="checkbox"/> GL account	Descending	4th	Do not Filter		
<input checked="" type="checkbox"/> Budget amt			Do not Filter		

**Step 4:** Enter the information requested in the **Filter Value 1** field of the window by clicking on the magnifying glasses given.

- Period # - select the month to export
- Department – select what department to export. If all, leave field blank.
- GL Account – Select a GL account to export. If all, leave field blank.

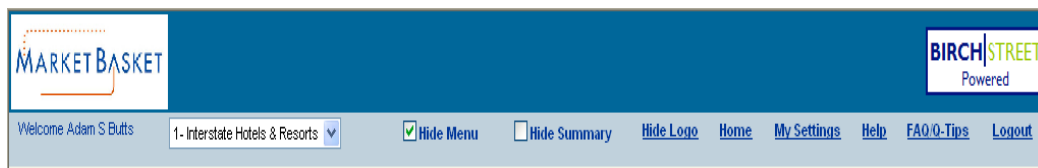
**Step 5:** Click on *GO* and you will be prompted to save or open the document.

**Step 6:** Once the document is downloaded, you will see the requested month budget. The budget figures can then be changed.

- Save the document as a Comma Separated Value file (csv.)

## Importing the Budget

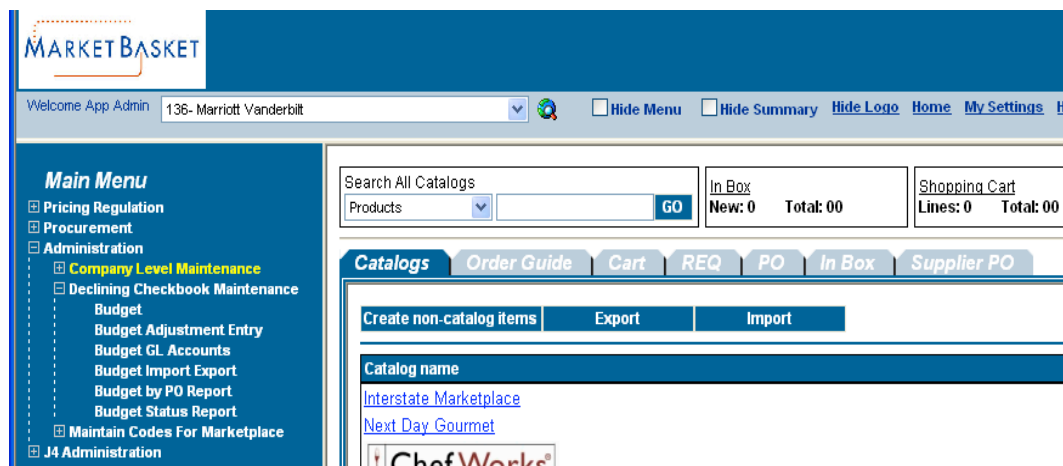
**Step 1:** Take the check out the “Main Menu” on your front page.



The “Main Menu” will appear on the left side of the screen.

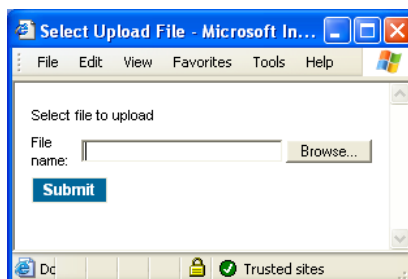
# MarketBasket Training Manual

## Interstate Hotels and Resorts



**Step 2:** Click on “Administration” followed by “Declining Checkbook Maintenance”. Once opened, click on “Budget Import Export”.

**Step 3:** The Budget Import Export will open; click on “Import” in the top left of the screen. The following will appear.



**Step 4:** Click on “Browse” and find your save Budget Export file. Once found, click on Submit. The new budget will be available the next day.

- This step works similar to adding an attachment to an email.

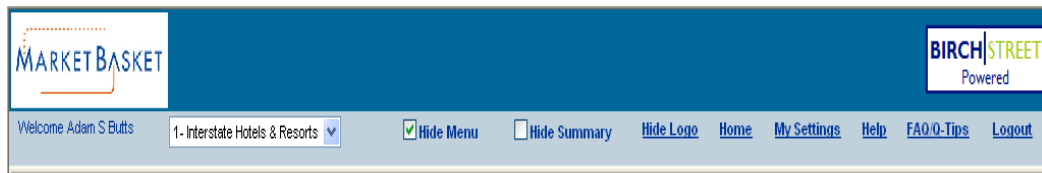
# MarketBasket Training Manual

Interstate Hotels and Resorts

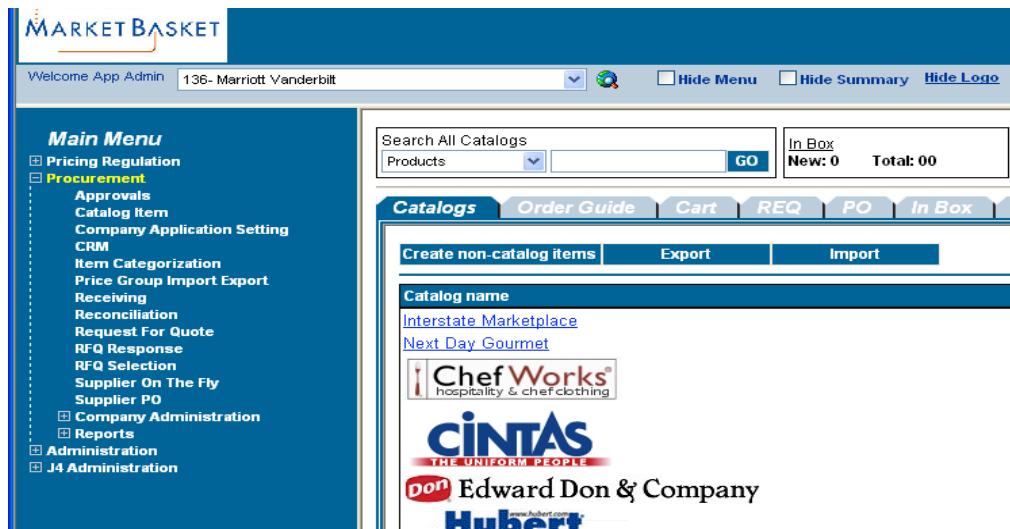
## 5. Running Reports.

The DOF should run budget report weekly at a minimum. The complete property checkbook should be downloaded into an *Excel* file and email to the GM for review and the departmental checkbook should be sent to the Department Heads. Each department can be setup to run departmental report at any time.

**Step 1:** Take the check out the “Main Menu” on your front page.



The “Main Menu” will appear on the left side of the screen.



**Step 2:** Click on “Procurement” follow by “Reports”. Report will expand, click on “Budget Rollup (Consumed) Report”. The following with appear.

# MarketBasket Training Manual

## Interstate Hotels and Resorts

**Budget Rollup (Consumed) Report**
**Output Selection**

Run
Cancel
Reset
Check All
Uncheck All
Delete Filter

Save Filter Selection As

Open Existing Filter Selection Filter Criteria All Criteria Met

Column	Sort Direction	Sort Order	Group	Filter Type	Filter Value 1	Filter Value 2
<input type="checkbox"/> Buyer comp ID	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Do not Filter	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Period #	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Do not Filter	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Department	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Do not Filter	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Dept name	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Do not Filter	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> GL account	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Do not Filter	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Doc number	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Do not Filter	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Alloc	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Do not Filter	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Supplier name	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Do not Filter	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Doc totals	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Do not Filter	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Budget amt	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Do not Filter	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Consumed amt	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Do not Filter	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Reserve Amt	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Do not Filter	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Available amt	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Do not Filter	<input type="text"/>	<input type="text"/>

**Step 3:** Fill out the report criteria field. You will only need to check the following column. Period #, Department, GL account, Budget amount, Consumed amount, and Available Amount. Then complete the **Filter Value 1** field as follows.

- Period # - select the month of the report
- Department – Select the department to run the report on. Leave blank for all departments

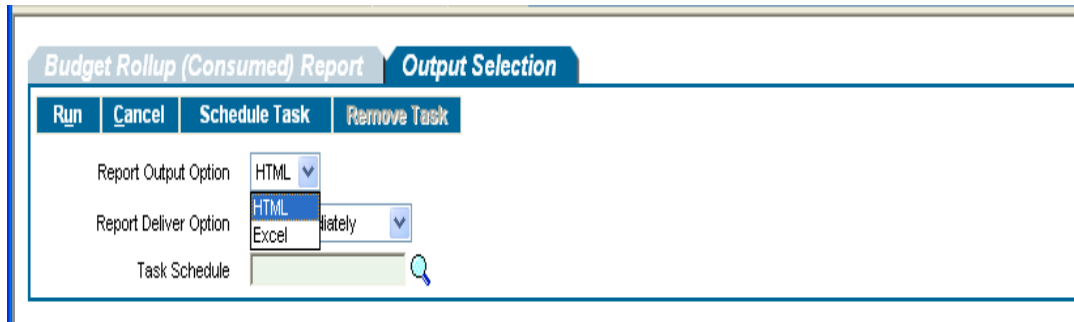
**Step 4:** Click on the “Output Selection” tab at the top of the screen.

**Step 5:** Select *Excel* from the drop-down list then click on **RUN**



# MarketBasket Training Manual

Interstate Hotels and Resorts



You will be prompted to save or open the document once downloaded.

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