

# Waters Corporation

Capital Expenditure Authorizations (CEA)

Lotus Notes Database Training

Updated: December 4, 2013



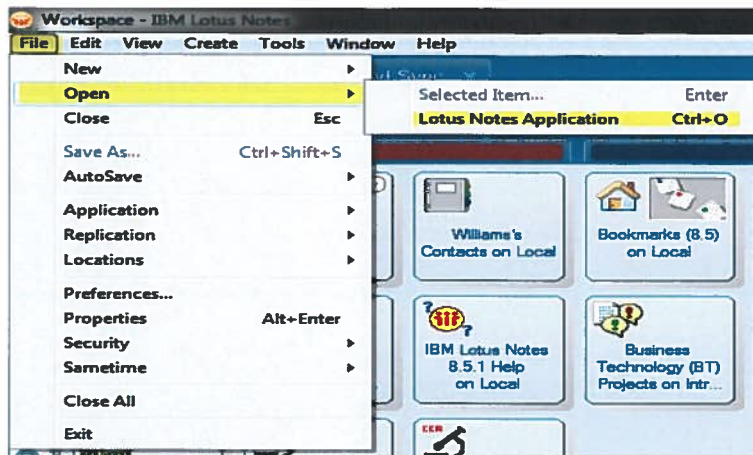
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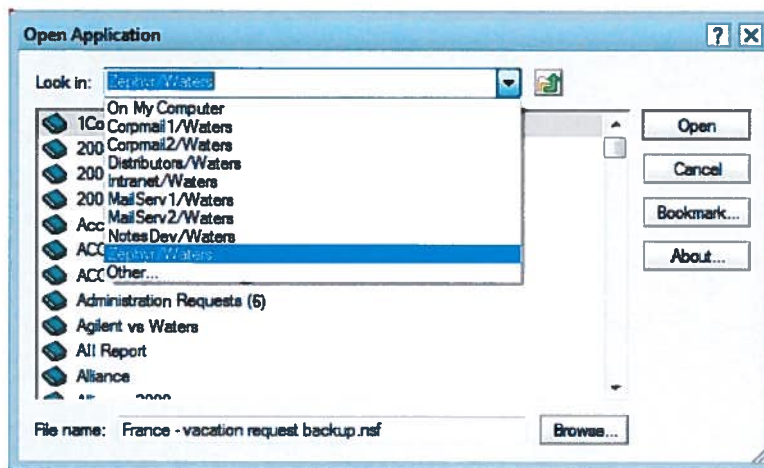


## Getting Started

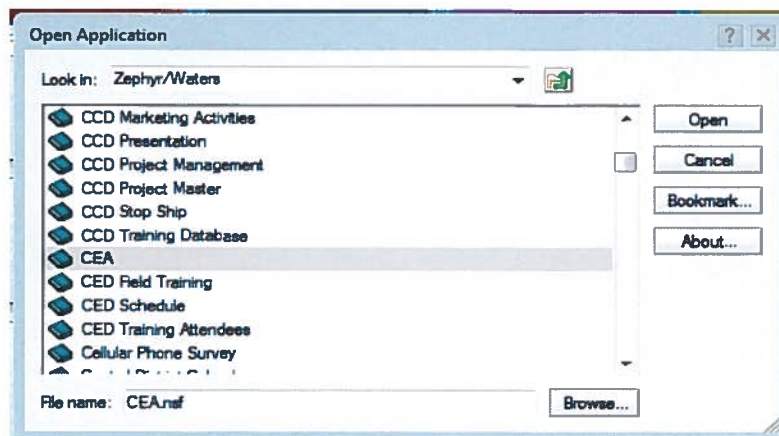
You start off in your IBM Lotus Notes Workspace. Select **File** from your toolbar than **Open / Lotus Notes Application**.



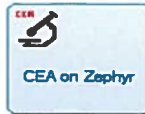
In **Look in:** drop down select **Zephyr/ Waters**



Scroll down and select **CEA** and click Open.



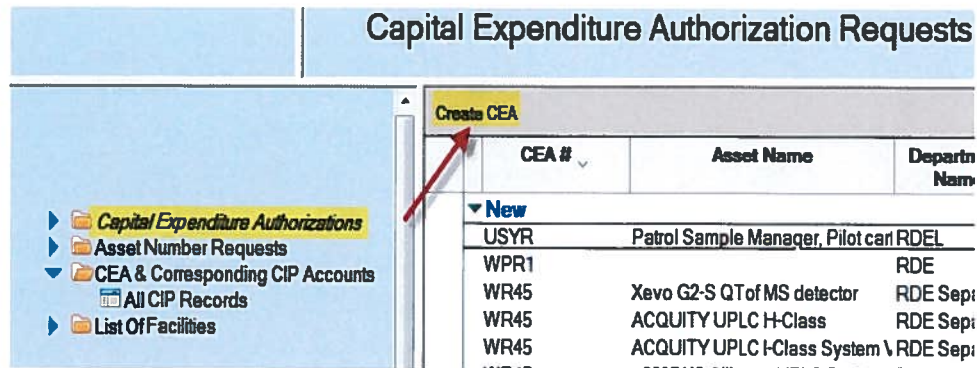




You should now see a **CEA on Zephyr icon** on your Home tab in Lotus Notes.

## Requestors

To create a new CEA – select **“Capital Expenditure Authorizations”** in left panel, then choose **“Create CEA”**



Once you select **“Create CEA”** the CEA form is opened and your name is automatically filled in as the requestor (field #5). If you are completing the form on behalf of the requestor, you can change this with the drop down selection. Please enter the letters in our CEA nomenclature that correspond with the appropriate cost center. Note that some management units have several letters, for example, Global Ops, may have A, D, F, G, M, Q or W with different CIP accounts, which represents various departments.

If you are not sure what CEA nomenclature to use go back to the **CEA –CIP tab** and select **“CEA & Corresponding CIP Accounts”** this is a list of all the letters used for CEAs as well as the CIP account that is attributed to that particular letter (ie “USYC”). Corporate Finance tries to keep this list up-to-date, but if you are not sure which letter to use when creating a CEA, please confirm with the responsible financial analyst.

| Account Analyst   | Management Unit      | MU Financial Controller | MU Subgroup       | CEA Letter | SAP Order Group | Company Code | GL Account |
|-------------------|----------------------|-------------------------|-------------------|------------|-----------------|--------------|------------|
| Alex McCormick    | Corporate HQ         | Michael Silveira        | Corporate HQ      | USYC       | USACORP         | US01         | 170630     |
| Alex McCormick    | Corporate HQ         | Bill Curry              | Corporate HQ      | USAJ       | USARDMS         | US01         | 170631     |
| Alex McCormick    | Corporate HQ         | Michael Silveira        | Corporate HQ      | USYC       | USACORP         | US01         | 170630     |
| Daniel Costanzo   | Chemistry Operations | Claudia San Marir       | HQ                | USYK       | USACCD          | US01         | 170660     |
| David Morrissey   | Research             | Kate Carey              | Research          | USYU       | USARSRCH        | US01         | 170637     |
| Edward Sweet      | Clinical             | Claudia San Marir       | LC Separations    | USYU       | USACLIN         | US01         | 170675     |
| Gabriel Cemerini  | Global Operations    | Chetan N Shah           | Machining         | USYM       | USAMODEL        | US02         | 170655     |
| Geraldine McGuire | VICAM                | Claudia San Marir       | VICAM             | USYV       | USAVICAM        | US01         | 170660     |
| Kimberly Longueil | Global Operations    | Chetan N Shah           | Quality           | USYQ       | USAQAL          | US01         | 170657     |
| Kimberly Longueil | Global Operations    | Chetan N Shah           | Material Mgmt     | USYD       | USADIST         | US01         | 170658     |
| Laure Nelson      | Marketing & Admin    | Kate Carey              | Marketing & Admin | USYS       | USASMS          | US01         | 170640     |



USE US02-170653 from Kim's List

|                                                                                                                                                                                                                                                         |                                                               |         |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|---------|------------|
| Waters Corporation                                                                                                                                                                                                                                      |                                                               | CEA #   | USYC       |
| US Capital Expenditure Authorization (CEA) Form                                                                                                                                                                                                         |                                                               | Account | US01170630 |
| Status:<br><input checked="" type="radio"/> New<br><input type="radio"/> WIP - Signature Approval<br><input type="radio"/> CEA Completed<br><input type="radio"/> WIP - Financial Analyst<br><input type="radio"/> Pending Approval - Corporate Finance |                                                               |         |            |
| CEA Completed By:                                                                                                                                                                                                                                       |                                                               |         |            |
| CEA Completed Date:                                                                                                                                                                                                                                     |                                                               |         |            |
| Entered in SAP:                                                                                                                                                                                                                                         | <input type="radio"/> Yes <input checked="" type="radio"/> No |         |            |

Corporate Finance will finish the CEA #, but please put in the correct letter that corresponds with your management unit as well as your CIP account

## I General Information

### I. General Information

|                                        |                   |                 |      |
|----------------------------------------|-------------------|-----------------|------|
| 1. Description of Asset(s) and Project |                   | Computer Server |      |
| 2. Department Name:                    | Corporate Finance | 3. Cost Center: | WF02 |
| 4. Company Code:                       | US01              |                 |      |
| 5. Requestor:                          | Lance Williams    | Telephone:      | 3182 |
| 6. Financial Analyst:                  | Nancy Hill        | Telephone:      | 2406 |
| 7. Financial Viewer:                   | Alex McCormick    | Telephone:      |      |

**Field 1 - Description of Asset(s) and project:** Enter name of the asset or project.

**Field 2 – Department Name:** Enter name of your department.

**Field 3 – Cost Center:** Enter name of your cost center that you would like the depreciation expense to hit.

**Field 4 – Company Code:** Enter your Company code that your cost center resides.

**Field 5 – Requestor:** The person requesting the Capital Expenditure Authorization.

**Field 6 – Financial Analyst:** The financial person responsible for your cost center. (Please see “CEA & Corresponding CIP Accounts” folder if you are not sure who is your financial Analyst)

**Field 7 – Financial Viewer:** The Financial Viewer is selected by the Financial Analyst to have visible access to the Capital Expenditure Authorization Requests

**Field 8 – Request Type:** You have two options, **Original CEA Request** or **Supplemental Request**. If this is a supplemental request, additional options will appear to the right, **Original CEA #** and an **Add doc link**. In the **Original CEA #** put the CEA number of the original CEA. The add dock link is used to attach the original CEA form.

|                  |                                                                                                     |                 |  |
|------------------|-----------------------------------------------------------------------------------------------------|-----------------|--|
| 8. Request Type: | <input checked="" type="radio"/> Original CEA Request<br><input type="radio"/> Supplemental Request | Original CEA #: |  |
|                  |                                                                                                     | Add doc link:   |  |

This can be done two different ways.



zstvalcls 100P  
2 USIP

- 1) If the original CEA is not automated simply click in the Add doc link field and select Attach (paper clip) and find the folder that has the original CEA.
- 2) If the Original CEA is automated, open the original CEA in your Completed CEA Requests view



Click the copy document link icon. Then go back to the supplemental CEA and paste the link in the **Add doc link** field.

**Field 9 – Will assets(s) reside at Waters facility:** Most US owned assets are located at a facility in the US. You can select the facility from the drop down menu and the tax jurisdiction will automatically populate. There are rare occasions when an asset is US owned but located outside of the US. If this situation arises, please select “**No**” in field 9 and then complete ALL information, especially a full explanation as to why this should be considered US owned.

|                                                                                                                                  |                                                                  |                             |                           |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------|---------------------------|
| 9. Will assets(s) reside at Waters facility?                                                                                     | <input type="radio"/> Yes<br><input checked="" type="radio"/> No |                             |                           |
| 9a. If this asset will not reside at a Waters facility, please attach an explanation of this asset and why it is a Waters asset. |                                                                  |                             |                           |
| Asset Contact                                                                                                                    |                                                                  |                             |                           |
| Asset Company                                                                                                                    |                                                                  |                             |                           |
| Asset Street                                                                                                                     |                                                                  |                             |                           |
| Asset City                                                                                                                       |                                                                  | State: <input type="text"/> | Zip: <input type="text"/> |
| 10. Tax Jurisdiction                                                                                                             |                                                                  |                             |                           |
| Attachments/Comments: <input type="text"/>                                                                                       |                                                                  |                             |                           |

**Field 10 – Tax Jurisdiction:** This field will automatically populate when selecting “Yes” in field 9.

## ***II The Summary of Budgeted and Requested Amounts***

This section is where you enter the CEA’s budget and the original CEA amount. If you selected supplemental request in (field 8) then fill in the supplemental amount in (field 13).

**Field 16 - Is this a purchase from Waters subsidiary,** If the answer is “Yes”. Then columns 23 and 24 will be made available for you to list the transfer price. (field 25) is a formula to show the ICP.



▼ II. Summary of Budgeted and Requested Amounts

| Budget and Requested Amounts                     |             |  |  |  |
|--------------------------------------------------|-------------|--|--|--|
| 11. Budget                                       | \$34,200.00 |  |  |  |
| 12. Original CEA Amount                          | \$29,000.00 |  |  |  |
| 13. Supplemental Amount                          | \$0.00      |  |  |  |
| 14. Total CEA Amount                             | \$29,000.00 |  |  |  |
| 15. (Over)/ Under Budget                         | \$5,200.00  |  |  |  |
| 16. Is this a purchase from a Waters subsidiary? | Yes         |  |  |  |

▼ III. Identifiable Asset(s) and Project Components

| 17. Description                                   | 18. Waters Part # if applicable | 19. Quantity | 20. Cost/Each       | 21. Total Cost | 22. Useful Life/Years | 23. Transfer Price/ Each | 24. Total Price |
|---------------------------------------------------|---------------------------------|--------------|---------------------|----------------|-----------------------|--------------------------|-----------------|
| ACQUITY UPLC H-Class Column Manager System (CM-A) | 176015008                       | 2            | \$14,500.08<br>Corp | \$29,000.16    | 5                     | \$27,451.37<br>USID      | \$54,902.74     |
|                                                   |                                 | 0            | \$0.00              | \$0.00         | 0                     | \$0.00                   | \$0.00          |
|                                                   |                                 | 0            | \$0.00              | \$0.00         | 0                     | \$0.00                   | \$0.00          |
|                                                   |                                 | 0            | \$0.00              | \$0.00         | 0                     | \$0.00                   | \$0.00          |
|                                                   |                                 | 0            | \$0.00              | \$0.00         | 0                     | \$0.00                   | \$0.00          |

| Description                                       |  |  |  |  |  |  | 25. Total ICP |
|---------------------------------------------------|--|--|--|--|--|--|---------------|
| ACQUITY UPLC H-Class Column Manager System (CM-A) |  |  |  |  |  |  | \$25,902.58   |
|                                                   |  |  |  |  |  |  | \$0.00        |
|                                                   |  |  |  |  |  |  | \$0.00        |
|                                                   |  |  |  |  |  |  | \$0.00        |
|                                                   |  |  |  |  |  |  | \$0.00        |

|                    |  |  |  |                    |  |  |                    |
|--------------------|--|--|--|--------------------|--|--|--------------------|
| <b>Total Price</b> |  |  |  | <b>\$29,000.16</b> |  |  | <b>\$54,902.74</b> |
|--------------------|--|--|--|--------------------|--|--|--------------------|

|                  |  |  |  |  |  |  |                    |
|------------------|--|--|--|--|--|--|--------------------|
| <b>Total ICP</b> |  |  |  |  |  |  | <b>\$25,902.58</b> |
|------------------|--|--|--|--|--|--|--------------------|

### III Identifiable Asset(s) and Project Components

Field 17 – *Description*: Description of the asset.

Field 18 – *Waters Part # if applicable*: Waters part number.

Field 19 – *Quantity*: number of assets.

Field 20 – *Cost / Each*: Manufacturing cost.

Field 21 – *Total Cost*: Extend cost (Formula)

Field 22 – *Useful Life / Years*: The expected useful life the asset will be depreciated over.

Field 23 – *Transfer Price*: The Waters subsidiary price.

Field 24 – *Total Price*: Formula.



**Field 25 – Total ICP:** Breaks out Intercompany Profit (ICP) (Formula)

#### IV Purpose

**Field 26 – Please provide background information, reason for request, additional description of item / project and economic proposal.** Enter a brief description of the purpose of the new asset.

(Field 26a). *Is this purchase computer hardware or software related?* If the answer is “Yes” this will send a copy of the CEA to the BT manager for review. The BT manager will have visible access to the CEA requests. The BT manager will not have the ability to make changes to the CEA.

|                                                              |                                                               |
|--------------------------------------------------------------|---------------------------------------------------------------|
| 26a. Is this purchase computer hardware or software related? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| For review by BT manager. <b>Jim Doucet</b>                  |                                                               |

#### V Timing of Project

What is the projected quarter the approval and spending will take place.

#### VI Budget

**Field 27 – What quarter was this budgeted in?:** Enter what quarter the asset was budgeted in the fiscal year.

**Field 28 – Provide an explanation if CEA is unbudgeted (Partially or fully):** Give an explanation why the asset is needed, if it was unbudgeted.

**Field 29 – Required Approvals up \$1M:** As the requestor, it is not necessary for you to complete this section. However, if you do know who the approvers are, you can fill their names in – **BUT DO NOT select the buttons to “send to approvers”**. The financial analyst will take care of this after his/her review.

Once you have filled out all applicable data, select the “**Send to Financial Analyst**” button at the top of the form. (Please note that you only need to select the button once. Each time you select the button it will send an email.)

|                                                        |                            |
|--------------------------------------------------------|----------------------------|
|                                                        |                            |
| <b>Waters Corporation</b>                              | CEA # <b>USYC</b>          |
| <b>US Capital Expenditure Authorization (CEA) Form</b> | Account <b>US01-170630</b> |

You can save and close the CEA using the buttons in the header of the screen. The financial analyst will automatically receive an email notification with a link to open the pending CEA.

**\*\*\* IF YOU CLOSE THE CEA WITHOUT SAVING, THE RECORD WILL BE LOST. \*\*\***

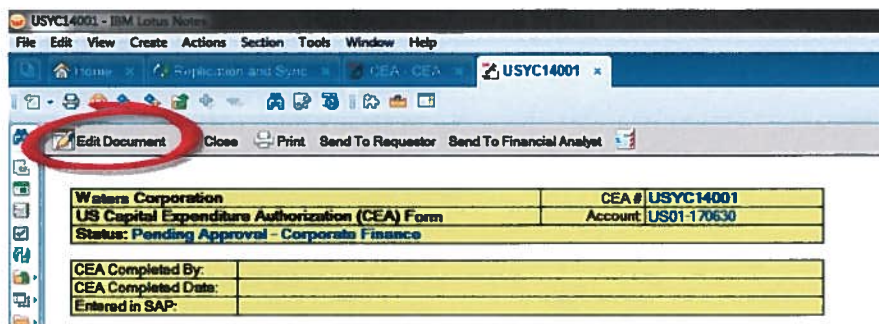


|                                                                                        |                                                                                         |                                                                                         |                   |                           |                                                                                     |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-------------------|---------------------------|-------------------------------------------------------------------------------------|
|  Save |  Close |  Print | Send To Requestor | Send To Financial Analyst |  |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-------------------|---------------------------|-------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                         |         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <b>Waters Corporation</b>                                                                                                                                                                                                               | CEA #   |
| <b>US Capital Expenditure Authorization (CEA) Form</b>                                                                                                                                                                                  | Account |
| <b>Status:</b><br><input checked="" type="radio"/> <b>New</b> <input type="radio"/> <b>WIP - Signature Approval</b><br><input type="radio"/> <b>WIP - Financial Analyst</b> <input type="radio"/> <b>Pending Approval - Corporate F</b> |         |
| CEA Completed By:                                                                                                                                                                                                                       |         |
| CEA Completed Date:                                                                                                                                                                                                                     |         |

## Financial Analyst

The financial analyst will open the CEA and select **"Edit Document"** and change the status to be **"WIP – Financial Analyst"**



The screenshot shows the IBM Lotus Notes application window titled 'USYC14001 - IBM Lotus Notes'. The menu bar includes File, Edit, View, Create, Actions, Section, Tools, Window, and Help. The toolbar contains icons for Home, Replication and Sync, and a tab for 'USYC14001'. The 'Edit Document' button is circled in red. Below the toolbar, the form displays the following information:

|                                                 |                     |
|-------------------------------------------------|---------------------|
| Waters Corporation                              | CEA # USYC14001     |
| US Capital Expenditure Authorization (CEA) Form | Account US01-170630 |
| Status: Pending Approval - Corporate Finance    |                     |
| CEA Completed By:                               |                     |
| CEA Completed Date:                             |                     |
| Entered in SAP:                                 |                     |

|                                                                                                                                                                                                                                                                                                     |                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>Waters Corporation</b>                                                                                                                                                                                                                                                                           | CEA # <b>USYC</b>          |
| <b>US Capital Expenditure Authorization (CEA) Form</b>                                                                                                                                                                                                                                              | Account <b>US01-170630</b> |
| <b>Status:</b><br><input checked="" type="radio"/> <b>New</b> <input type="radio"/> <b>WIP - Signature Approval</b> <input type="radio"/> <b>CEA Completed</b><br><input checked="" type="radio"/> <b>WIP - Financial Analyst</b> <input type="radio"/> <b>Pending Approval - Corporate Finance</b> |                            |

He/she will review the CEA, make any necessary corrections.

The Financial Analyst can add multiple people and add groups to **(field 7) Financial Viewer**: This option will give the Financial Viewer(s) the ability to view any CEA that might affect their cost center or management unit.



|                                                                               |  |                                                |            |
|-------------------------------------------------------------------------------|--|------------------------------------------------|------------|
| Waters Corporation                                                            |  | CEA #                                          | USYC       |
| US Capital Expenditure Authorization (CEA) Form                               |  | Account                                        | US01170630 |
| Status:                                                                       |  |                                                |            |
| <input checked="" type="radio"/> New                                          |  | <input type="radio"/> WIP - Signature Approval |            |
| <input type="radio"/> WIP - Financial Analyst                                 |  | <input type="radio"/> CEA Completed            |            |
| <input type="radio"/> Pending Approval - Corporate Finance                    |  |                                                |            |
| CEA Completed By:                                                             |  |                                                |            |
| CEA Completed Date:                                                           |  |                                                |            |
| Entered in SAP: <input type="radio"/> Yes <input checked="" type="radio"/> No |  |                                                |            |

General Information

|                                             |                                                                                                     |                       |      |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------|------|
| 1 Description of Asset(s) and Project       |                                                                                                     | Test                  |      |
| 2 Department Name:                          | BT                                                                                                  | 3 Cost Center:        | WG01 |
| 4 Company Code:                             | US01                                                                                                |                       |      |
| 5 Requestor:                                | Jim Doucet                                                                                          | Telephone:            | 4132 |
| 6 Financial Analyst:                        | Alex McCormick                                                                                      | Telephone:            | 3765 |
| 7 Financial Viewer:                         | Raymond Danish, Mike Mandelienakis                                                                  | Telephone:            | 2975 |
| 8 Request Type:                             | <input checked="" type="radio"/> Original CEA Request<br><input type="radio"/> Supplemental Request |                       |      |
| 9 Will assets(s) reside at Waters facility? | <input checked="" type="radio"/> Yes<br><input type="radio"/> No                                    |                       |      |
| Facility:                                   |                                                                                                     | Waters Corp - Taunton |      |
| City:                                       |                                                                                                     | State:                | MA   |
| Zip:                                        |                                                                                                     | 02780-7266            |      |
| 10 Tax Jurisdiction:                        | USMA0278072660                                                                                      |                       |      |
| Attachments/Comments:                       |                                                                                                     |                       |      |

The Financial Analyst will then go to section VII (*field 29*) and VIII (*fields 30 and 31*) to check the approvals needed. Once approvers are selected, a button will appear under the approval section, click **"Submit To Operational Approver"** and **"Submit To Financial Approver"**. Please note that there is a section (*field #31*) for approvals that are not required by Corporate Finance. This section is for managers that want to be included on all department or management unit CEAs. Financial analyst can then change status to **"WIP – Signature Approval"**.

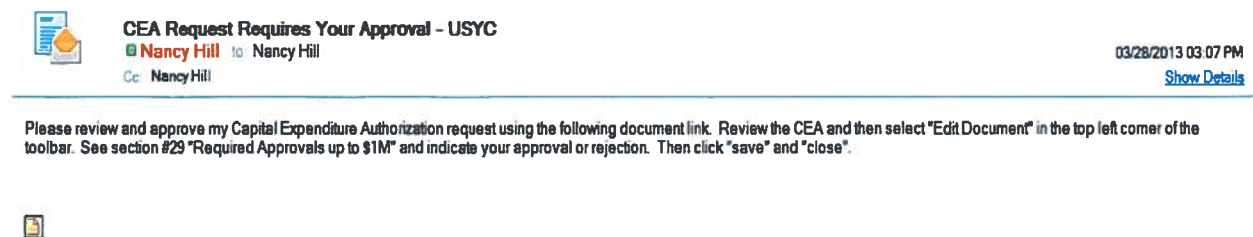
| Highest Level Of Approvals Required |                                                               |                                                          |
|-------------------------------------|---------------------------------------------------------------|----------------------------------------------------------|
|                                     | Operational                                                   | Financial                                                |
| Budgeted up to \$100k               | Cost Center Manager                                           | Financial Analyst                                        |
| Unbudgeted up to \$100k             | Cost Center Manager                                           | Controller                                               |
| Budgeted & Unbudgeted up to \$250k  | Division V.P.                                                 | Division V.P. Finance                                    |
| Budgeted & Unbudgeted up to \$1M    | Division President for Division, V.P. Finance for Corporation | Division V.P. Finance for Division, C.F.O. for Corporate |
| Budgeted & Unbudgeted over \$1M     | Division President & C.E.O.                                   | Division V.P. Finance & C.F.O.                           |

| 29. Required Approvals up to \$1M |                                                                                                                                        |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Operational Approver:             | Ken Renaud                                                                                                                             |
| Operational Decision:             | <input type="radio"/> Approved Cap. Expenditure <input type="radio"/> Denied Cap. Expenditure <input type="radio"/> Not Yet Determined |
| Audit Log:                        |                                                                                                                                        |
| Operational Comments:             |                                                                                                                                        |
| Financial Approver:               | Alex McCormick                                                                                                                         |
| Financial Decision:               | <input type="radio"/> Approved Cap. Expenditure <input type="radio"/> Denied Cap. Expenditure <input type="radio"/> Not Yet Determined |
| Audit Log:                        |                                                                                                                                        |
| Financial Comments:               |                                                                                                                                        |
| Attachments:                      |                                                                                                                                        |

Select Approval Buttons



The approvers are now notified by email – ***“CEA Request Requires Your Approval”***



Once the approvals are done, the financial analyst will receive separate emails from the Operational Approver and Financial Approver.

**An Approval Decision has been made to this request. Please review.**

Click here to open the request =>

The financial analyst reviews once more and can follow up on any approver comments or rejections. Once everything is accurate and complete, the financial analyst must now change the status to ***“Pending Approval – Corporate Finance”***

|                                                 |                                                                       |                                     |
|-------------------------------------------------|-----------------------------------------------------------------------|-------------------------------------|
| Waters Corporation                              |                                                                       | CEA # / USYC                        |
| US Capital Expenditure Authorization (CEA) Form |                                                                       | Account: / US01-170630              |
| Status:                                         |                                                                       |                                     |
| <input type="radio"/> New                       | <input type="radio"/> WIP - Signature Approval                        | <input type="radio"/> CEA Completed |
| <input type="radio"/> WIP - Financial Analyst   | <input checked="" type="radio"/> Pending Approval - Corporate Finance |                                     |

The financial analyst then must select ***“Submit To Corporate Analyst”*** at the bottom of the form (See below)

|                                                                     |                                             |
|---------------------------------------------------------------------|---------------------------------------------|
| Required Action by Department Analyst (After CEA has been approved) |                                             |
| Submit To Corporate Analyst                                         | Tricia Kaiser, Laura Siddell and Nancy Hill |

The CEA will now be routed to Corporate Finance; an email notification will be received.





## Required Action by Department Analyst (After CEA has been approved) USYC

**Nancy Hill** to: Laura Siddell, Tricia Kaiser, Nancy Hill

All approvals have been added, please review this Capital Expenditure Authorization request



Once the CEA is received, reviewed and approved by Corporate Finance, a CEA number will be given and the status will be changed to **"CEA Completed"**. The CEA will then be given to the Corporate Finance Administrator to be entered in SAP. Once that is complete, the Corporate Finance Administrator will update the **"Entered in SAP"** option button to **"Yes"** and select save. An email notification will be sent to the Financial Analyst, Financial Viewer & Requestor notifying them that his/her CEA is complete.

|                                                                                                                                                                                                                                                |                                                                                                               |         |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------|----------------|
| Waters Corporation                                                                                                                                                                                                                             |                                                                                                               | CEA #   | NOTES DEV TEST |
| US Capital Expenditure Authorization (CEA) Form                                                                                                                                                                                                |                                                                                                               | Account | 123            |
| Status:<br><input type="radio"/> New <input type="radio"/> WIP - Signature Approval <input checked="" type="radio"/> CEA Completed<br><input type="radio"/> WIP - Financial Analyst <input type="radio"/> Pending Approval - Corporate Finance |                                                                                                               |         |                |
| CEA Completed By:                                                                                                                                                                                                                              | Stephen Ferreira                                                                                              |         |                |
| CEA Completed Date:                                                                                                                                                                                                                            | 06/06/2013 01:16:01 PM                                                                                        |         |                |
| Entered in SAP                                                                                                                                                                                                                                 | <input checked="" type="radio"/> Yes <input type="radio"/> No <span style="color: red;">Updated to Yes</span> |         |                |
| SAP Information Entered By:                                                                                                                                                                                                                    | Stephen Ferreira                                                                                              |         |                |
| SAP Information Entered Date:                                                                                                                                                                                                                  | 06/23/2013                                                                                                    |         |                |

The CEA will now be located in the **"Completed CEAs"** view that can be selected in the left panel of the home screen in the database. The **red flag** signifies that the CEA has been entered into SAP.

| Capital Expenditure Authorization Requests |                                    |                                        |                 |                  |             |                 |                |                   |            |
|--------------------------------------------|------------------------------------|----------------------------------------|-----------------|------------------|-------------|-----------------|----------------|-------------------|------------|
| Create CEA                                 |                                    |                                        |                 |                  |             |                 |                |                   |            |
| CEA #                                      | SAP                                | Asset Name                             | Department Name | Analyst          | Cost Center | Amount Budgeted | CEA Amount     | Over/Under Budget | Account #  |
| ▼ CEA Completed                            |                                    |                                        |                 |                  |             |                 |                |                   |            |
| MM                                         |                                    |                                        |                 | Maureen Kilcoyne |             | \$0.00          | \$0.00         | \$0.00            | US01-      |
| NOTES DEV TEST                             | <span style="color: red;">F</span> | Atest cea                              |                 | Stephen Ferreira |             | \$0.00          | \$0.00         | \$0.00            | US01-123   |
| ONE HUNDRED                                |                                    | Oscilloscope A                         | RDE             | Stephen Ferreira | WT01        | \$100.00        | \$100.00       | \$0.00            | US01-13    |
| ONE MILLION PLL                            |                                    | Oscilloscope 1M                        | DRE             | Stephen Ferreira | WF02        | \$1,100,000.00  | \$1,100,000.00 | \$0.00            | US01-12354 |
| USAJ13001                                  |                                    | SmartBoard                             |                 | Stephen Ferreira |             | \$38,000.00     | \$38,000.00    | \$0.00            | US01-US01  |
| USAJ13001                                  | <span style="color: red;">F</span> | Cooling System, 3rd Floor Data C BTR&D |                 | Stephen Ferreira | BR03        | \$38,000.00     | \$38,000.00    | \$0.00            | US01-US01  |

## Approvers

When you receive an email **"CEA Request Requires Your Approval"**, like in the example below please, select the document link.





## CEA Request Requires Your Approval - USYC

Nancy Hill to Nancy Hill  
Cc: Nancy Hill

03/28/2013 03:07 PM

[Show Details](#)

Please review and approve my Capital Expenditure Authorization request using the following document link. Review the CEA and then select "Edit Document" in the top left corner of the toolbar. See section #29 "Required Approvals up to \$1M" and indicate your approval or rejection. Then click "save" and "close".



Select **"Edit Document"** in the top left corner of the toolbar.

|                                                 |  |                     |
|-------------------------------------------------|--|---------------------|
| Waters Corporation                              |  | CEA # USYC14001     |
| US Capital Expenditure Authorization (CEA) Form |  | Account US01 170630 |
| Status: Pending Approval - Corporate Finance    |  |                     |
| CEA Completed By:                               |  |                     |
| CEA Completed Date:                             |  |                     |
| Entered in SAP:                                 |  |                     |

Review the CEA form. When CEA has been reviewed scroll down to Section 29 **"Required Approvals up to \$1M"** and either select **"Approved Cap. Expenditure"**, **"Denied Cap. Expenditure"**, or **"Not Yet Determined"**

| 29. Required Approvals up to \$1M |                                                                                                                                                   |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Operational Approver:             | Nancy Hill                                                                                                                                        |
| Operational Decision:             | <input checked="" type="radio"/> Approved Cap. Expenditure <input type="radio"/> Denied Cap. Expenditure <input type="radio"/> Not Yet Determined |
| Audit Log:                        | Nancy Hill on 3/28/2013 3:10:17 PM - changed to Approved Cap. Expenditure                                                                         |
| Operational Comments:             |                                                                                                                                                   |
| Financial Approver:               | Nancy Hill                                                                                                                                        |
| Financial Decision:               | <input checked="" type="radio"/> Approved Cap. Expenditure <input type="radio"/> Denied Cap. Expenditure <input type="radio"/> Not Yet Determined |
| Audit Log:                        | Nancy Hill on 3/28/2013 3:10:17 PM - changed to Approved Cap. Expenditure                                                                         |
| Financial Comments:               |                                                                                                                                                   |
| Attachments:                      |                                                                                                                                                   |

Then click **Save** and **Close** the CEA form.

## Financial Viewer

The Financial Viewer is selected by the Financial Analyst to have visible access to the Capital Expenditure Authorization Requests. The Financial Viewer will not have the ability to make changes to the CEA. The Financial Viewer will be notified by email when the CEA is completed.

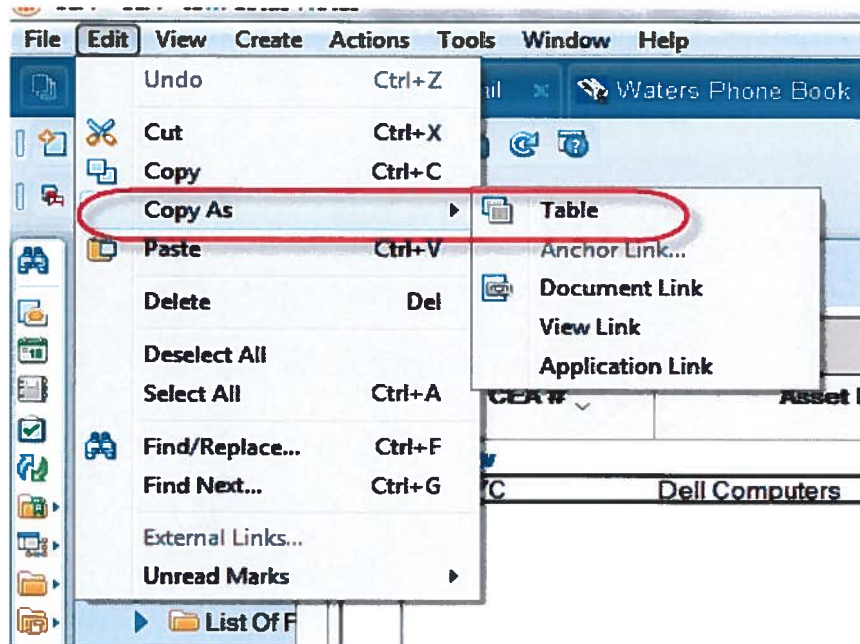


## Deleting a Record

If you are working on a CEA and decide not to proceed, you can close without saving and the record will not exist. If you create a CEA and wish to delete it after having saved it, please contact corporate finance. For control purposes, only Corporate Finance can delete records.

## Exporting

You can export any view in the CEA database in order to be able to manipulate or analyze the data in excel. Once you see the data you would like to export, select "Edit" from the top menu, then "Copy As" and "Table". Then go to a blank excel workbook and paste the data in.



| A               | B               | C                       | D            | E          | F            | G       | H            | I |
|-----------------|-----------------|-------------------------|--------------|------------|--------------|---------|--------------|---|
| Account Analyst | Management Unit | MU Financial Controller | MU Subgroup  | CEA Letter | SAP Subgroup | Company | GL Account # |   |
| Alex McCormick  | Corporate HQ    | Michael Silveira        | Corporate HQ | C          | USACORP      | US01    | 170630       |   |
|                 |                 |                         |              |            |              |         |              |   |

## Printing

In order to print the view on your screen select "File" from the top menu, then "Print". A popup box will appear. Select the radio button for "Selected View" or "As laid out on screen". These are slightly different. In this same popup box, there is a tab for "Page Setup" where you can change settings such as orientation (portrait v landscape), margins, and paper size. You can use "Preview" to ensure you're printing it how you would like to see it.



Print View

Printer | Page Setup

**Printer**

Name: \\printshare\mmf\3 Settings...

Status: Ready

Type: HP Universal Printing PCL 6 (on IP\_10.3.230.10)

Comment:

Location:

**Print Style**

Print Style:

Other Options:

**What to Print**

☒ As laid out on screen

☐ Each frame individually

☐ Selected frame only

☐ Selected view

☐ Selected documents

☐ All documents in view

**Print Range**

☒ All pages

☐ From page  to

**Print Quality**

☐ Print as draft

☐ Scale all graphics to 100%

☒ Preview in color

**Copies**

Number of copies: 1

☒ Collate copies

OK Preview... Cancel

