BBC Maximo 7.5 P2P Redesign

Andy Timmins – 18/09/2014

**Document History**

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| --- | --- | --- | --- |
| **Author** | **Date** | **Revision** | **Comments** |
| Andy Timmins | 18/09/2014 | 0.1 | Initial Draft |
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# Changes to Maximo Workflows

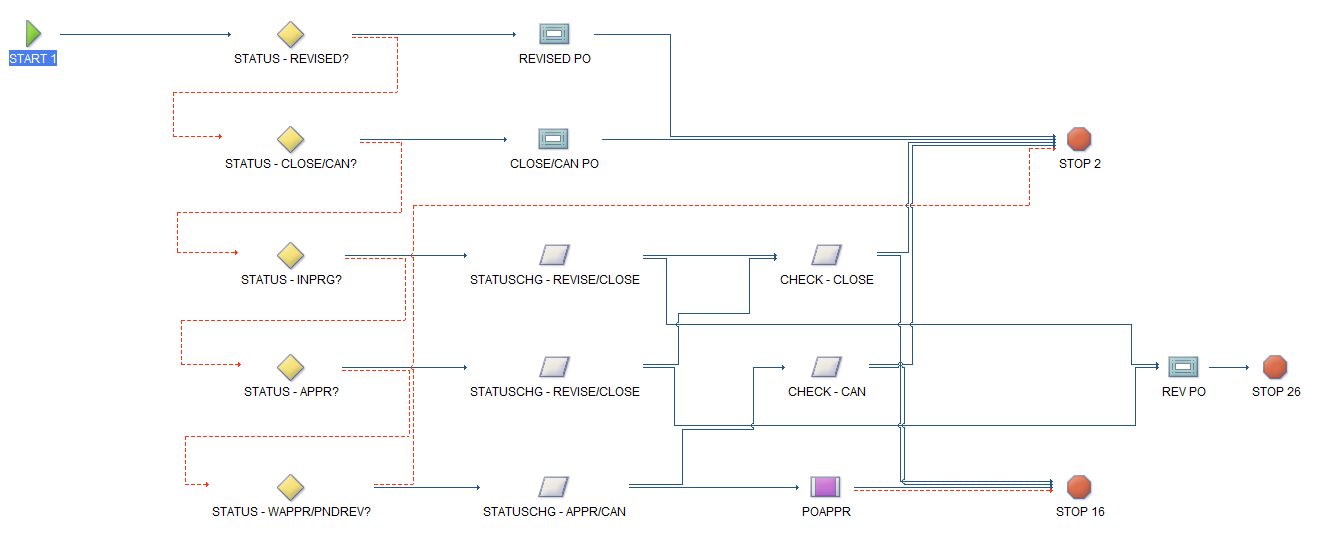
## PO Approval Workflows

### MAINPOWF

**Business Process:**

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**Maximo Workflow Designer View:**



**Maximo Workflow Definition:**

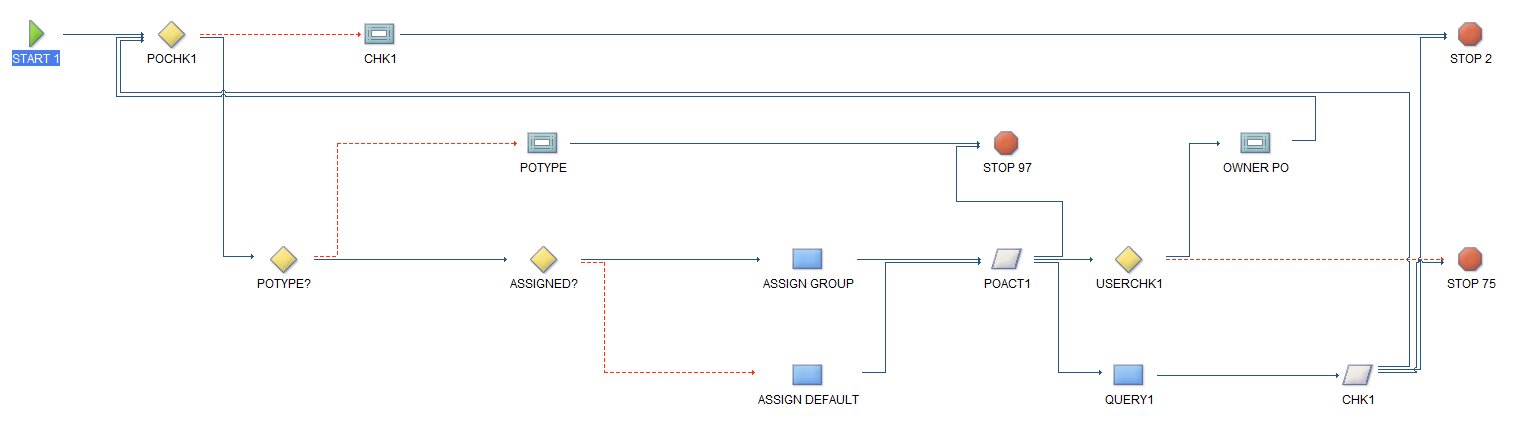
|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Node | Description | Node Type | Condition Details | Message Title | Message Body | Sub Process | Action (Neg/Pos) | Next Node (Neg/Pos) |
| START 1 | START 1 | START |  |  |  |  |  | STATUS - REVISED? |
| STATUS - REVISED? | Status is Revised? | CONDITION | status = 'REVISD' |  |  |  |  | STATUS - CLOSE/CAN?  REVISED PO |
| STATUS - CLOSE/CAN? | Is Status CLOSE or CAN | CONDITION | status in ('CLOSE','CAN') |  |  |  |  | STATUS - INPRG?  CLOSE/CAN PO |
| STATUS - INPRG? | Check if Status is INPRG | CONDITION | status = 'INPRG' |  |  |  |  | STATUS - APPR?  STATUSCHG - REVISE/CLOSE |
| STATUS - APPR? | Is Status APPR? | CONDITION | status in ('APPR') |  |  |  |  | STATUS - WAPPR/PNDREV?  STATUSCHG - REVISE/CLOSE |
| STATUS - WAPPR/PNDREV? | Is Status WAPPR/PNDREV | CONDITION | status in ('WAPPR','PNDREV') |  |  |  | IRVNULLQTY | STOP 2  STATUSCHG - APPR/CAN |
| REVISED PO | REVISED PO | INTERACTION |  | Error - Status REVISD. | The status is REVISD, please process the latest revision. |  |  | STOP 2 |
| CLOSE/CAN PO | Cannot Process CLOSE/CAN PO | INTERACTION |  | Error - Status CLOSE/CAN | Cannot Process PO at Status CLOSE/CAN |  |  | STOP 2 |
| STATUSCHG - REVISE/CLOSE | Change Status to FINCOM or CLOSE status? | INPUT |  |  |  |  |  | CHECK - CLOSE |
| STATUSCHG - REVISE/CLOSE | Change Status to FINCOM or CLOSE status? | INPUT |  |  |  |  |  | REV PO |
| STATUSCHG - REVISE/CLOSE | Change Status of PO. | INPUT |  |  |  |  |  | CHECK - CLOSE |
| STATUSCHG - REVISE/CLOSE | Change Status of PO. | INPUT |  |  |  |  |  | REV PO |
| STATUSCHG - APPR/CAN | Is PO to be cancelled or sent for approval? | INPUT |  |  |  |  |  | CHECK - CAN |
| STATUSCHG - APPR/CAN | Is PO to be cancelled or sent for approval? | INPUT |  |  |  |  |  | POAPPR |
| CHECK - CLOSE | Are you Sure you want to CLOSE PO? | INPUT |  |  |  |  | PO CLOSE | STOP 2 |
| CHECK - CLOSE | Are you Sure you want to CLOSE PO? | INPUT |  |  |  |  |  | STOP 16 |
| CHECK - CAN | Are you sure you want to change status to CAN? | INPUT |  |  |  |  | PO CANCEL | STOP 2 |
| CHECK - CAN | Are you sure you want to change status to CAN? | INPUT |  |  |  |  |  | STOP 16 |
| POAPPR | HALA P2P PO Approval | SUBPROCESS |  |  |  | POAPPR |  | STOP 16  STOP 16 |
| STOP 2 | STOP 2 | STOP |  |  |  |  |  |  |
| STOP 16 | STOP 16 | STOP |  |  |  |  |  |  |
| REV PO | Revise PO | INTERACTION |  | Revise PO | To revise the PO choose 'Revise PO' from the select action menu. |  |  | STOP 26 |
| STOP 26 | STOP 26 | STOP |  |  |  |  |  |  |

### POAPPR

**Business Process:**



**Maximo Workflow Designer View:**



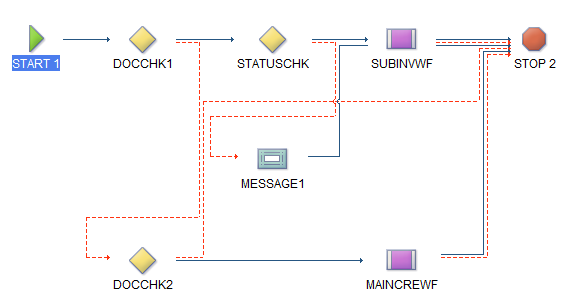
**Maximo Workflow Definition:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Node | Description | Node Type | Condition Details | Message Title | Message Body | Sub Process | Action (Neg/Pos) | Next Node (Neg/Pos) |
| START 1 | START 1 | START |  |  |  |  |  | POCHK1 |
| POCHK1 | Check PO is valid | CONDITION | (exists (select 1 from site where site.siteid = :siteid ) and exists (select 1 from poline where poline.ponum = :ponum and poline.siteid = :siteid and (gldebitacct is null OR gldebitacct like '%?%' OR (len(gldebitacct) - len(replace(gldebitacct,'-',''))) = 2 OR reqdeliverydate is null)) or :totalcost = '0') and (not exists (select 1 from companies where companies.company = :vendor and companies.orgid = :orgid and irv\_tobedisabled = 1)) |  |  |  |  | CHK1  POTYPE? |
| POTYPE? | POTYPE? | CONDITION | IRV\_POTYPE  is not null |  |  |  | IRV\_SETAPPRGRP | POTYPE  ASSIGNED? |
| CHK1 | Check PO cost > 0, poline delivery date and gl account | INTERACTION |  | ERROR PO NOT COMPLETE | Please check GL Account, Delivery Date, Line Cost and Vendor. |  |  | STOP 2 |
| POTYPE | PO Type | INTERACTION |  | PO Type | Please populate the PO type. |  |  | STOP 97 |
| ASSIGNED? | ASSIGNED? | CONDITION | IRV\_APPRGRP is not null |  |  |  |  | ASSIGN DEFAULT  ASSIGN GROUP |
| ASSIGN GROUP | ASSIGN GROUP | TASK |  |  |  |  |  | POACT1 |
| ASSIGN DEFAULT | ASSIGN DEFAULT | TASK |  |  |  |  |  | POACT1 |
| STOP 97 | STOP 97 | STOP |  |  |  |  |  |  |
| POACT1 | Approve or Query PO | INPUT |  |  |  |  |  | QUERY1 |
| POACT1 | Approve or Query PO | INPUT |  |  |  |  |  | USERCHK1 |
| POACT1 | Approve or Query PO | INPUT |  |  |  |  |  | STOP 97 |
| USERCHK1 | Is Approver the PO originator | CONDITION | :user = :changeby |  |  |  | PO APPR | STOP 75  OWNER PO |
| QUERY1 | Query PO | TASK |  |  |  |  |  | CHK1 |
| OWNER PO | User is also PO originator | INTERACTION |  | Error | You cannot approve a PO you have raised. |  |  | POCHK1 |
| CHK1 | re-submit or stop workflow | INPUT |  |  |  |  |  | STOP 2 |
| CHK1 | re-submit or stop workflow | INPUT |  |  |  |  |  | POCHK1 |
| CHK1 | re-submit or stop workflow | INPUT |  |  |  |  | PO CAN | STOP 75 |
| STOP 2 | STOP 2 | STOP |  |  |  |  |  |  |
| STOP 75 | STOP 75 | STOP |  |  |  |  |  |  |

### TOPICWF:

**Business Process:**

**Maximo Workflow Designer View:**



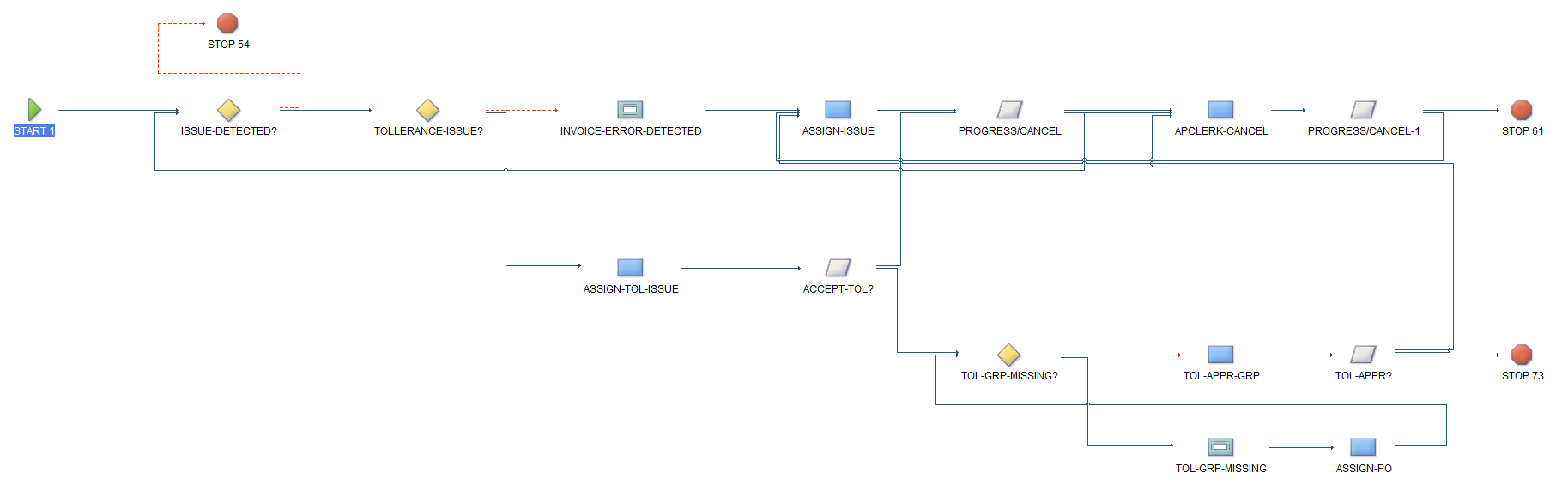
**Maximo Workflow Definition:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Node | Description | Node Type | Condition Details | Message Title | Message Body | Sub Process | Action (Neg/Pos) | Next Node (Neg/Pos) |
| START 1 | START 1 | START |  |  |  |  |  | DOCCHK1 |
| DOCCHK1 | Checking Document Type | CONDITION | :documenttype in ('INVOICE','DEBIT') |  |  |  |  | DOCCHK2  STATUSCHK |
| DOCCHK2 | Checking Document Type | CONDITION | :DOCUMENTTYPE = 'CREDIT' |  |  |  |  | STOP 2  MAINCREWF |
| STATUSCHK | Checking Invoice status | CONDITION | :status not in('APPR','CANCEL') |  |  |  |  | MESSAGE1  SUBINVWF |
| MESSAGE1 | No more actions | INTERACTION |  | NO MORE ACTIONS | No more Actions available. |  |  | STOP 2 |
| SUBINVWF | SUBINVWF | SUBPROCESS |  |  |  | SUBINVWF |  | STOP 2  STOP 2 |
| MAINCREWF | Main Credit Note Management Workflow | SUBPROCESS |  |  |  | MAINCREWF |  | STOP 2  STOP 2 |
| STOP 2 | STOP 2 | STOP |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

### SUBINVWF:

**Business Process:**

**Maximo Workflow Designer View:**



**Maximo Workflow Definition:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Node | Description | Node Type | Condition Details | Message Title | Message Body | Sub Process | Action (Neg/Pos) | Next Node (Neg/Pos) |
| START 1 | START 1 | START |  |  |  |  | IRV\_INVVAL | ISSUE-DETECTED? |
| STOP 54 | STOP 54 | STOP |  |  |  |  |  |  |
| ISSUE-DETECTED? | ISSUE-DETECTED? | CONDITION | IRV\_ISSUETYPE is not  null and IRV\_REASONCODE is not null |  |  |  | INV APPR | STOP 54  TOLLERANCE-ISSUE? |
| TOLLERANCE-ISSUE? | TOLLERANCE-ISSUE? | CONDITION | IRV\_REASONCODE = 'OVERTOL' |  |  |  |  | INVOICE-ERROR-DETECTED  ASSIGN-TOL-ISSUE |
| INVOICE-ERROR-DETECTED | INVOICE-ERROR-DETECTED | INTERACTION |  | Invoice Processing Error | :invoice.irv\_issuetype / :INVOICE.IRV\_REASONCODE Issue, Please Resolve. |  |  | ASSIGN-ISSUE |
| ASSIGN-TOL-ISSUE | ASSIGN-TOL-ISSUE | TASK |  |  |  |  |  | ACCEPT-TOL? |
| ASSIGN-ISSUE | Assign Issue | TASK |  |  |  |  |  | PROGRESS/CANCEL |
| ACCEPT-TOL? | ACCEPT-TOL? | INPUT |  |  |  |  | IRV\_SETINVAPPRGRP | TOL-GRP-MISSING? |
| ACCEPT-TOL? | ACCEPT-TOL? | INPUT |  |  |  |  | IRV\_ISS\_CANREQ | APCLERK-CANCEL |
| PROGRESS/CANCEL | PROGRESS/CANCEL | INPUT |  |  |  |  | IRV\_INVVAL | ISSUE-DETECTED? |
| PROGRESS/CANCEL | PROGRESS/CANCEL | INPUT |  |  |  |  | IRV\_ISS\_CANREQ | APCLERK-CANCEL |
| TOL-GRP-MISSING? | TOL-GRP-MISSING? | CONDITION | :PO.IRV\_POTYPE is not null or :irv\_tolapprgrp is not null |  |  |  |  | TOL-APPR-GRP  TOL-GRP-MISSING |
| APCLERK-CANCEL | APCLERK-CANCEL | TASK |  |  |  |  |  | PROGRESS/CANCEL-1 |
| TOL-APPR-GRP | TOL-APPR-GRP | TASK |  |  |  |  |  | TOL-APPR? |
| TOL-GRP-MISSING | TOL-GRP-MISSING | INTERACTION |  | PO work type missing. | The PO Work Type is missing on the PO record. Please enter a value. |  | IRV\_ISS\_TOLAPPRGRP | ASSIGN-PO |
| PROGRESS/CANCEL-1 | PROGRESS/CANCEL-1 | INPUT |  |  |  |  | INV CAN | STOP 61 |
| PROGRESS/CANCEL-1 | PROGRESS/CANCEL-1 | INPUT |  |  |  |  |  | ASSIGN-ISSUE |
| TOL-APPR? | INPUT 71 | INPUT |  |  |  |  | INV APPR | STOP 73 |
| TOL-APPR? | INPUT 71 | INPUT |  |  |  |  | IRV\_ISS\_CANREQ | APCLERK-CANCEL |
| TOL-APPR? | INPUT 71 | INPUT |  |  |  |  | IRV\_ISS\_CREDWAIT | ASSIGN-ISSUE |
| ASSIGN-PO | ASSIGN-PO | TASK |  |  |  |  | IRV\_SETINVAPPRGRP | TOL-GRP-MISSING? |
| STOP 61 | STOP 61 | STOP |  |  |  |  |  |  |
| STOP 73 | STOP 73 | STOP |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

# Purchase Order User Guide

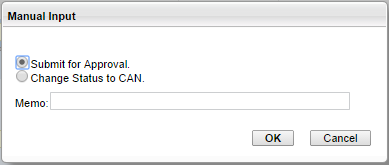
## Raising a Purchase Order

1. Go To -> Purchasing -> Purchase Orders application.
2. Click the “New Purchase Order” button C:\Users\Andrew\Desktop\nav_icon_insertkey.gif.
3. Once the PO screen has opened enter the following values:

|  |  |
| --- | --- |
| **Field** | **Description** |
| Description | The description of the PO. |
| PO Type | What area of the business is the PO for. |
| Company | Which vendor is the PO for. |

1. Change the tab to PO Lines.
2. Use the “New Row” button in the PO Lines table to add a line.
3. Enter the following values:

|  |  |
| --- | --- |
| **Field** | **Description** |
| Line Type | Is the line an Item/Material/Service |
| Description | If the line is a Material/Service enter a description of the line. If the line is an item this will be populated from the item description. |
| Quantity | The quantity you wish to order. |
| Unit Cost | The unit cost of the line. |
| Line Cost | The line cost is automatically populated if the quantity and unit cost is entered. If not enter it here. |
| Tax Code | The tax code that applies to this line (Standard VAT is SR) |
| Work Order | If the PO is raised with an associated Work Order enter the number here. |
| GL Debit Account | Enter the General Ledger account to be charged for this line. (Automatically populated if the Work Order field is entered) |
| Required Date | The date the Material/Service is required. |

1. Once you are happy with the lines entered click the “Route Workflow” button C:\Users\Andrew\Desktop\nav_icon_route.gif.
2. The following dialog will be displayed: 

If you would like to submit the record for approval, select “Submit for Approval” and click ok. This will send the record to another user in the system to review and approve.

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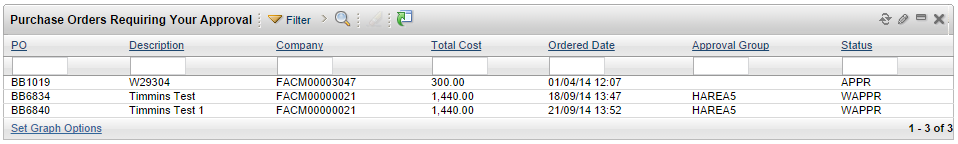
If you no longer want to raise the PO, select “Change Status to CAN” and click ok. This will cancel the PO and save it in the historical records.

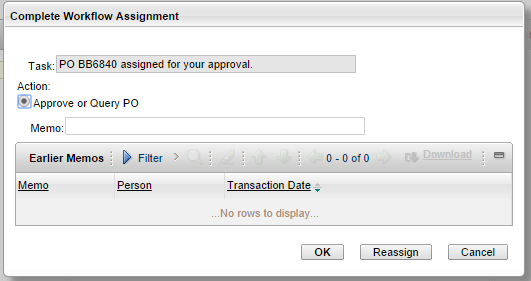
By clicking “Cancel” the record wil exit workflow. To reinstate the workflow, click the “Route Workflow” button C:\Users\Andrew\Desktop\nav_icon_route.gif.

**Note: You can still make changes to the record while the status is waiting for approval.**

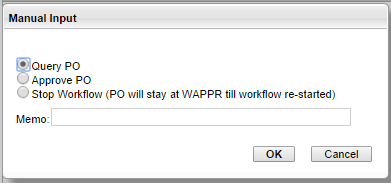
## Approving a Purchase Order

1. Any PO’s requiring your approval will appear in your Purchasing start center:



1. Click on the record you would like to review/approve. This will open the Purchase Order application.
2. To action the record, click the “Route Workflow” buttonC:\Users\Andrew\Desktop\nav_icon_route_active.gif.
3. The following dialog will be displayed: 

Click “Ok” to continue the workflow or “Cancel” to exit.

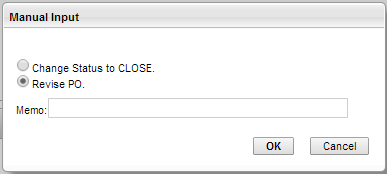
1. If you chooses to continue the following dialog will be displayed: 

To approve the PO, select “Approve PO” and click ok. This will change the status of the PO to Approved (APPR).

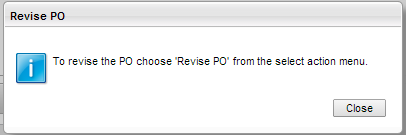
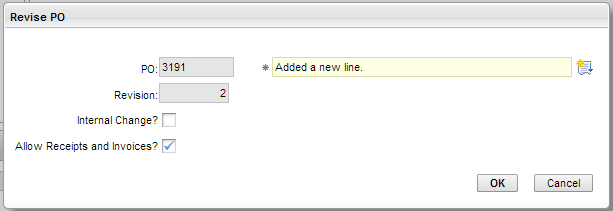
If you choose to Query the PO enter the reason for your query in the Memo field and click ok. This will assign the PO back to the originator to edit the details and re-submit for approval.

## Editing/Revising a Purchase Order

If the PO is in the status of WAPPR you can edit the details without using the workflow process. If an approved PO requires editing a PO revision must be made and re-submitted for approval:

1. Open a PO that has been approved.
2. Click the “Route Workflow” buttonC:\Users\Andrew\Desktop\nav_icon_route_active.gif.
3. The following dialog will be displayed: 

Select “Revise PO” and click ok.

1. The following dialog will be displayed: 
2. To revise the PO choose 'Revise PO' from the select action menu.
3. The following dialog will be displayed: 

Enter the reason for the revision in the description box and click ok. A new revision will be created in the status of Waiting Approval. You will then be free to make changes and re-submit for approval.

## Editing Approval groups and Levels

To define the group the PO is assigned to is now controlled through the person group application.

1. Go To -> Administration -> Resources -> Person Groups application.
2. Open the person group you want to modify.
3. From the Person Group tab enter the following values:

|  |  |
| --- | --- |
| **Field** | **Description** |
| PO Approval Type | The area of approval, this is the same as the PO type in the Purchase Order application. |
| PO Approval Limit | The maximum PO total cost amount the users in this group can approve. |
| Available Out of hours? | Is this group available out of hours? |

1. Save the record.

## Invoice processing error detection:

The process of error catching in the invoice workflow has been changed to make it more manageable for the users. Once an error has been detected the application will create an assignment for the relevant issue type. The invoice will stay in the entered status until these issues are resolved. (WGRN/POISS statuses are no longer used)

There are two fields in the invoice application to help the user resolve the issue:

* Issue type: Which area is the issue in (PO/Receipts/Invoice)
* Reason Code: Description of the issue detected.

### Possible Issues:

|  |  |  |
| --- | --- | --- |
| Issue Type | Reason Code | Description |
| PO | NOPO | No PO entered on invoice. |
| PO | POSTATUS | PO status is incorrect. |
| PO | OVERTOL | Over 2.5% / £20 Tolerance |
| INVOICE | NOINVLINES | No invoice lines entered. |
| INVOICE | NOTAXCODE | No tax code on invoice line. |
| INVOICE | OVERMATQTY | Material invoice lines have greater quantity than the PO. |
| INVOICE | CANREQ | Request Invoice/Credit Note Cancel. |
| RECEIPT | NOMATREC | One or more Material lines are missing receipts. |
| RECEIPT | NOSERVREC | One or more Service lines are missing receipts. |
| RECIEPT | OVERMATRECQTY | One or more Material lines are over the receipted quantity. |
| RECIEPT | OVERSERVRECQTY | One or more Service lines are over the receipted cost. |
| CREDIT | NOINVLINES | No invoice lines entered. |
| CREDIT | CREDITPRO | Credit Note Requires Processing. |
| CREDIT | CREDITREV | Credit Note Review Required. |

### Progressing Invoice Issue Records

Once the issues have been resolved, click the “Route Workflow” buttonC:\Users\Andrew\Desktop\nav_icon_route_active.gif. This validates the record again, either approving the record or identifying further issues to be resolved.