The purpose of the OE process is to create a request to approval policy (check and balance system) and save data entry time for the accounting clerk.

Operating Expense Request Flow:

Get Current logged on user from Browser (only works on windows platform)., username is used to form an email address (username@morrisonhomes.ca) and to compare against a value in a SQL query to verify user is allowed to request an OE and for what accounts as well as to whom shall approve the request (username@morrisonhomes.ca).

Graphical user interface, application

Description automatically generated

'Submit' form button calls a SQL insert statement that creates a record in the MorrisonHomesBPMApps.dbo.tblOperatingExpenseRequest table with values from the fields in the form l as per the screenshot.  A file can be uploaded and is included in the email notification to the approver.

ApprovalEmail is generated based on the Approval\_Gate\_Keeper value as per the spr\_GLM\_Master\_Account stored procedure resultset. An email is sent to the Approval notifying them that a request has been created, The email includes a link back the OE system approver web form.

Graphical user interface, table

Description automatically generated

The form updates the MorrisonHomesBPMApps.dbo.tblOperatingExpenseRequest with more values in the original record.

The record ID is the OE definition with OE appended as the prefix to the identifier ID in the MorrisonHomesBPMApps.dbo.tblOperatingExpenseRequest table.

Some requests have Auto\_Approve if request is under a certain value;

Lorie has auto\_approve in general

Construction Manager has auto approve if under $1000

Marketing director has auto approve if under $1000 but only if its budgeted (checkbox on the requester form)

The original requester receives an email notifying of approval of rejection of the OE with a PDF document of the OE to submit to accounting. PDF is generated from Crystal Reports c:\BPMReports\MorrisonOEPO.rpt on MORBPMVM server.

A CSV file is updated/appended with the values of the OE record for import into SAGE 300 CRE.

|  |  |  |  |
| --- | --- | --- | --- |
| JCC\_Import\_Path | Timberline | :\\vmortl\Timberline\Purchasing\Import\FPO\_Import.jcc |  |

SAGE value length is limited to 30 characters maximum.

FPO\_Import.jcc Format:

Line 1 Header: C,OE[OE\_ID],1,"[PODesc]",[SelectedVendor.Vendor],,,,,

Line 2 Details: CI,OE[OE\_ID],1,"[PurchaseRequest]",,,,,,,,[[ProjectProperties].GSTGroup],[Tax],,,,[AmountInclTax]

A batch script is run on command per the user in accounting. the batch script calls a pre made SAGE macro designed t parse the .jcc file and import as an invoice into SAGE, saving data entry time.

SQL Server: VMORTL\SQLEXPRESS

Database: TimberlineLink

Stored Procedures:

spr\_GLM\_Master\_Account

spr\_APM\_Master\_Vendor

spr\_GLM\_Master\_Account\_Custom\_Fields

SQL Queries:

GLM\_Accounts\_User

select   
 GLM\_Master\_Account\_Custom\_Fields.Account\_Custom\_Field,  
 GLM\_Master\_Account\_Custom\_Fields.Gate\_Keeper,  
 GLM\_Master\_Account\_Custom\_Fields.Approval\_Threshold,  
 GLM\_Master\_Account\_Custom\_Fields.Approval\_Gate\_Keeper,  
 GLM\_Master\_\_Account.Account\_Title  
   
from dbo.GLM\_Master\_Account\_Custom\_Fields inner join  
 GLM\_Master\_\_account on GLM\_Master\_\_account.account = GLM\_Master\_Account\_Custom\_Fields.Account\_Custom\_Field  
  
where GLM\_Master\_Account\_Custom\_Fields.Gate\_Keeper = @WindowsUser  
order by Account\_Custom\_Field

Server: MORSQL

Database: MorrisonHomesBPMAps

Insert\_OEReques

insert into tblOperatingExpenseRequest  
(Vendor)  
values('')

Update\_OERequest

update tblOperatingExpenseRequest  
set  
Vendor = @Vendor,  
RequestedBy = @WindowsUser,  
GLAccount = @SelectedAccount,  
Amount = @Amount,  
Request = @Request,  
PurchaseDate = @PurchaseDate,  
Reason = @Reason  
where RequestID = @RequestID

Select\_NextRequestID

select max(RequestID)  as NextRequestID  
from tblOperatingExpenseRequest

Update\_OEApproval

update tblOperatingExpenseRequest  
set  
ApprovedBy = @ApprovedBy,  
ApprovedDate = @ApprovedDate,  
Status = @ApprovalStatus  
where RequestID = @RequestID