

Purchasing, Receipts, Invoices

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Introduction

Objectives:

- This presentation will provide a base of reference material for customers considering an upgrade from Maximo 6.x or 7.1.x to version 7.5.x.
- Specifically this presentation will cover the functional and technical (if necessary) differences between these versions for the area of Maximo's purchasing capabilities (purchasing, receipts, invoices).

Important Notes:

- This presentation's primary purpose is to provide our customer and partner base with relevant information to assist in the planning for upgrading to version 7.5.
- This presentation assumes the participant has a baseline of knowledge regarding Maximo's functionality for the earlier releases. The format is such that the information will be presented in an incremental manner, and references to earlier functionality will only be made to explain the difference between the versions.
- All effort has been made to include all major changes in this product area. This however is not an upgrade guide and due diligence during the upgrade process is stressed for each customer.

Agenda

- Version 7.1.x Enhancements
 - Specifications Tab added to Purchasing Applications
- Version 7.5.x Enhancements

v7.1.x – Specifications Tab added to Purchasing Applications



v7.1.x – Specifications Tab Added to Purchasing Applications

- Customers had been requesting the ability to view/edit specification details for items on purchasing documents.
 - Customers wanted the ability to ‘fine-tune’ the specification of a line item for ordering purposes. Ex: to specify the Gallon Per Minute minimum rating required on an RFQ.

- To satisfy this requirement, the specifications tab was added to Desktop Requisition, PR, RFQ, PO and Invoice.
 - Classifications setup modified to allow inclusion of the classification for use on the purchasing documents.
 - Classification details are copied from the Item Master record (ITEMSPEC)
 - User can modify the defaulted values.

Find: Select Action

- List
- PO
- PO Lines
- Ship To / Bill To
- Terms and Conditions
- Specifications

PO Site

Attributes Filter 1 - 7 of 7

Line	Item	Attribute	Description	Data Type	Alphanumeric Value	
▶	1	PUMP100	SIZE	Size	NUMERIC	<input type="text"/>
▶	1	PUMP100	STAGE	Stage	ALN	3
▶	1	PUMP100	CAPACITY	Capacity	NUMERIC	
▶	1	PUMP100	TTLHD	Total Head	NUMERIC	
▶	1	PUMP100	NPSH	NPSH	ALN	
▶	1	PUMP100	SPEED	Speed	NUMERIC	
▶	1	PUMP100	DRIVER	Driver	ALN	

v7.5 - Purchase Order Revisions



v7.1.x – Specifications Tab Added to Purchasing Applications

- Upgrade Impact: Low
 - Specification usage on the purchasing applications was a new enhancement and as such, the user will elect to adopt this functionality as necessary.

v7.5 – Purchase Order Revisions

Prior versions of Maximo faced the following challenges:

- Current Change Order Process of POs is not robust
- Many users opt to un-approve a PO to make changes
- Change order model creates a new document with a new PO number
- This leads to numerous processing problems in downstream purchasing processes

7.5 Solution – Provide PO revision capability:

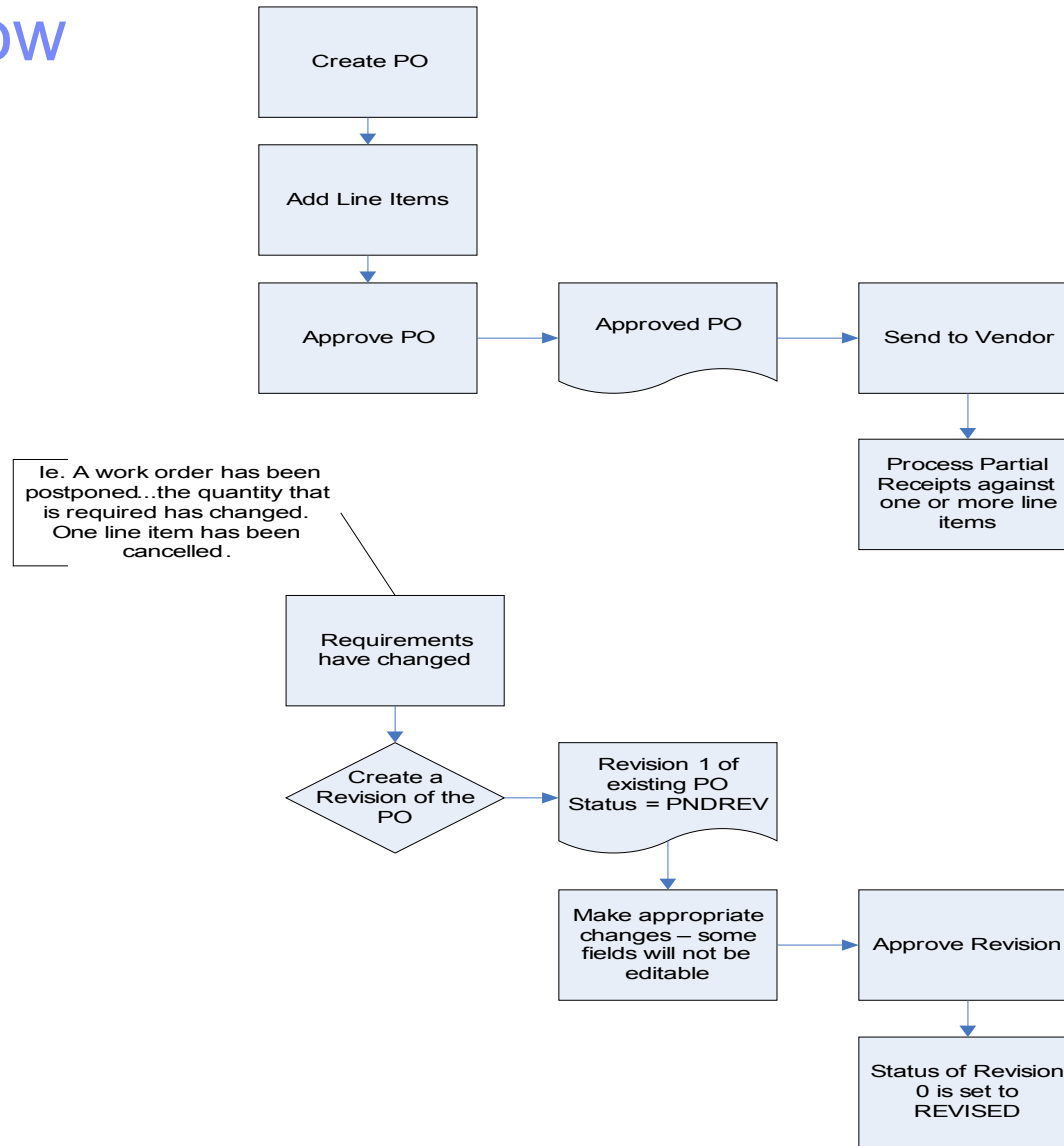
- PO Number not changed. Revision Number added
- A new field revision added as a part of the key of Purchase Orders and default to 0 on the insert of a new PO
- Uniqueness of the record will be both the PO number and the Revision number
- **To make changes after a PO has been approved the user will have to revise the PO via Select Action**
 - **Status change to make updates to PO Not Allowed**

v7.5 – Purchase Order Revisions

Benefits:

- Audit Trail of Changes through View Revision History
- Simplified PO Management
 - One PO number is used throughout the PO lifecycle
- Changes made/tracked to the PO even after receipts
- Simplified Procurement process
 - Changes do not create new PO numbers
 - Easy to find status on PO

Process Flow



Business Rules

- Revise PO Action on Approved Purchase Orders
- New PO always created in Revision 0
- Revise PO duplicate of original PO
 - Same PO Number w/next Revision Number
- New statuses to support the revisioning process
 - Revised & Pending Revision
- Revise PO action creates PO in Pending Revision status
- Revised PO submitted for approval
 - New Revision's status changes to Approved
 - Previous Revision status changes to Revised

Business Rules Cont...

- Configurable Edit Rules
- Certain Information CANNOT be edited
 - PO Currency, Contract Ref, Charge To
- Changes that are made on revised PO's will only effect future transactions
- More edit options when No Partial Receipts
- Restricted edit options when Partial Receipts

Approval/Revision History

- Upon approval of a revised PO the validations performed on a first time PO approval will be performed
- Additionally, the approval reevaluates the receipt status on the polines and po header.
- Changes and additions displayed in the View Revision History
 - One Stop Shop to view all changes to the PO

Receipts/Invoice & Other Apps

- No Impact on End User
 - Receipt and Invoice Process
- Receipt and Invoice done at PO level
- From DB perspective, POREVISION number added to numerous objects for data integrity purposes

Exception Handling

- **Control Receipt/Invoice**
 - User can choose to put PO on Hold during Revision
 - During 'revise PO' action user has the option to disallow receipts and invoices.

- **Make Unit Cost, Line Cost (Null Qty Service), Tax Editable**
 - Configurable option at Org Level
 - Enable user to edit Cost information on PO line

- **Bypass Contract Validation**
 - User can choose to bypass Contract Revision @PO Level
 - Controlled by Security

v7.5 – Purchase Order Revisions

- Upgrade Impact: Low to Moderate
 - The upgrade will bring forward existing Change Orders.
 - Relationship to previous PO will be left intact.
 - Any customer that has modified the existing functionality or built a customer process or code for this scenario will need to consider superseding this with the new functionality.

v7.5 - Tax Enhancements



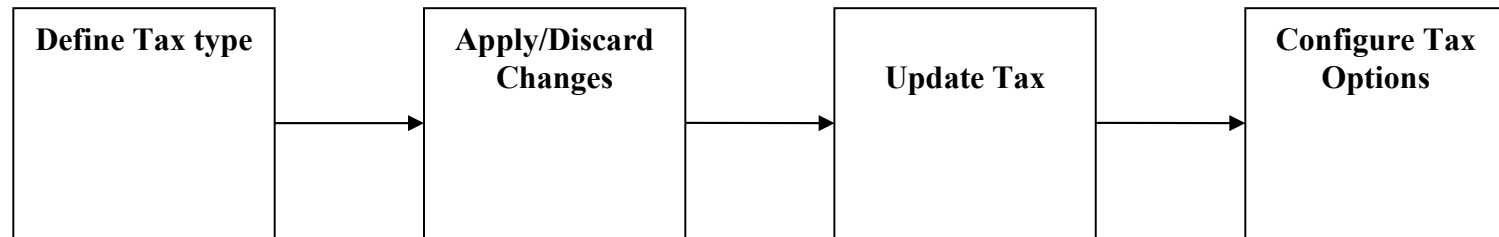
Additional Tax Types

- Problem
 - MX7.1 comes with 5 tax type
 - Recall: Tax Type is a component of computed Tax on purchasing document for instance State and/or County and/or City
 - No additional tax types available
 - Users relied on extensions to satisfy requirements
- Solution
 - Provide an easy and configurable option to define additional tax types
 - Users can define up to 27 tax types using DB configuration
 - Out of Box, 5 tax types will be provided to maintain backward compatibility

Additional Tax Types - Steps

- Define New Types Dialog
 - Users can define up to 27 new tax types
 - Upon clicking OK system looks for tax attributes within Maximo
 - System then displays user with the objects to be modified
- Apply/Discard Changes
 - User then proceeds with the changes or discards the changes
 - User may decide to go back and edit changes provided changes have not been applied
- Update Tax Types
 - Inserts records in tax tables
- Via App designer expose the newly created Tax Types
- Tax Code Configuration
 - Org application > Purchasing Options > Tax Options

Additional Tax Types – Process Flow



Tax Exempt Item

- Problem
 - Certain items are always tax exempt when bought
 - Within Maximo one cannot flag items as tax exempt
 - Users relied on manually examining PO lines and deleting taxes or creating their own extensions/rules

- Solution
 - Provide the capability to flag an item as tax exempt
 - The flag can be set at Item, Item/Org, InvVendor level
 - Determining Tax exempt value is based on tax code hierarchy
 - Value Defaults from Item to Item/Org to InvVendor
 - The flag will always get copied over to PR/PO to indicate tax exemption status of the item

Benefits

- Define items as tax exempts and not monitor at the PR/PO level
- Simplified Tax management at Item level
- Ability to override the flag at PR/PO level for exception handling
- Increased Productivity

Tax Code Derivation

- Problem
 - Tax code derivation based on Hard Coded logic
 - No Location based tax capability to determine Use Tax

- Solution
 - Configurable screen where tax code determination hierarchy can be defined
 - Maximo tax engines leverages the hierarchy to derive tax code
 - Associate tax codes based on Addresses

Tax Code Derivation - Business Rules

- Tax Rule configuration available through Tax options dialog
- User specifies “order” in which Maximo should use the “source” to determine tax code and tax exemption
- The order is for specific organization
- Tax engine first determines if procurement is tax exempt or not
- If tax exempt (based on Item tax exempt flag), no tax is calculated
- If not tax exempt, then Maximo examines and source-order configuration information to derive the appropriate tax code.
- User can still override taxes determined by Maximo
- Taxes are copied over from the predecessor document
 - For example, if PO is sourced from PR, PR taxes are copied over to PO

v7.5 – Tax Enhancements

▪ Upgrade Impact: Low to Moderate

- The additional tax code functionality is new for v7.5. Existing tax codes will be migrated forward and customers can adopt the additional tax types as necessary.
- Tax code derivation will upgrade based on the previous derivation order. Changes can be made over time.
- Tax exempt item functionality is an all new feature and will by default not be applied to any item in the upgraded database. Changes can be made over time.
- Upgrade impact would be moderate for those customers with custom processes/configuration/code for tax processing and/or customers who integrate to a tax system that could leverage these features.

v7.5 - View Related Records



Purchasing – 360 View of Supply Chain

- Provides users with a view to all current supply chain related records. The related records are PR, PO, RFQ, RECEIPT, INVOICE and CONTRACTS.
- New action will be introduced within the Purchasing module, *View Related Records*
- The *View Related Records* will replace the existing actions, *View Invoice Lines* and *View PR Line Items* in PO
- User will be able to trace the status of PR, PO, Receipts, etc.
- One stop-shop for entire Supply Chain view

v7.5 – View Related Records

- Upgrade Impact: None

- This is a new feature and constitutes a read-only view of existing data. No impact for a customer's upgrade.

v7.5 - RFQ Base Currency



RFQ Base Currency Comparison

Business problems addressed:

- In order to compare vendors prices that are responding to an RFQ, the costs quoted need to be compared in the same currency for accurate valuations.
 - In the current MX7.1 system, the costs are displayed in the vendor currency.
 - On a given RFQ, the user may have responses from vendors in different currencies But would have no visibility to the cost in the base currency of their organization.

RFQ Base Currency Comparison

v7.5 Solution:

- On the Quotations tab, Vendor and Item sub tabs will be enhanced to display cost portion of the RFQ responses in base currencies.
- The unit cost, line cost, and taxes will be displayed in base cost of the RFQ organization using exchange rate conversion
- The base currency should be used from Organization → Base Currency 1 or ORGANIZATION.BASECURRENCY1 attribute

v7.5 – RFQ Base Currency Comparison

▪ Upgrade Impact: Low

- This is a minor modification to the existing RFQ quote comparison functionality.
- The upgrade program will perform the following:
 - For existing RFQ use the following logic to derive base costs:
 - If exchange rate is available on rfqvendor table, use it for base calculations.
 - If exchange rate is not there but exchange date is there then use the exchange date to get the appropriate exchange rate. If appropriate exchange rate is found, then use it, otherwise, leave the base fields Null.
 - If exchange rate and exchange date is not there, then leave the base fields Null

v7.5 - Commodity Code Association



Buyer/Commodity Relationship

- Users require the ability to create associations between the buyer and commodities they are responsible for purchasing.
- This new enhancement will help facilitate the assignment of work and the analysis of buyer performance since purchasing departments are generally organized such that a buyer is responsible for one or more commodities.
- Two new actions introduced within the People application.
 - Associate Commodities, will allow the user to associate commodities with people.
 - Add/Modify Commodity Codes, will allow the user to maintain commodity groups and codes within the system.
- The user will be able to associate commodity with people at the Enterprise/System Level, Set Level, Organization Level, Site Level, and Storeroom Level.

v7.5 – Commodity Code Association

- Upgrade Impact: Low

- This is an all-new feature with limited functionality. There was no preceding functionality for this, any associations of commodity codes and person records will need to be made manually, post-upgrade.

v7.5 – Receipt Voiding



Receipt Voiding – Problem Statement

- The 7.x (and earlier) receiving application writes directly into the receipt transaction tables (MATRECTRANS). As a result, any time a customer has made a mistake to a receipt line, the only option to back out the mistake is to post a return line to reverse the receipt.
- The problem with this practice is that return lines are eligible for inclusion on credit invoices. Customers may inadvertently submit a credit invoice to a/p for a line that was meant to correct an error.
- Solution: Give the receiving user the ability to make a receipt correction that will back out a previous receipt without the possibility of inclusion in a credit invoice. aka Receipt Voiding

Receipt Voiding - Overview

- Receipt voiding will be used any time a customer wishes to reverse a receipt transaction without the use of a return transaction.
- Voided receipts will execute the same business logic as a return (balance/cost adjustment, etc) but will not be available for inclusion on a credit invoice.

Receipt Voiding – Design Elements

- Receiving application
 - New action button ‘Select Receipts to Void’.
 - Action will spawn a dialog using the same logic and layout as ‘Select Items for Return’.

Receipt Details

Transaction Type	RECEIPT	Entered By *	WILSON
Inspection Status	COMP	Actual Date *	2/18/10 11:51 AM
Status Changed By		Invoice	
Status Date		Packing Slip	
Requested By	LIBERI		

Select Receipts to Void **Select Items for Return** **Select Ordered Items** **New Row**

- MATRECTRANS, MATUSETRANS and SERVRECTRANS
 - New transtype ‘VOIDRECEIPT’

Receipt Voiding – Design Business Rules

- User will use the ‘Select Receipts to Void’ action to create voided receipts...no direct line entry.
- Selecting one or more lines for voiding will create the requisite lines on the screen.
- Voided receipt quantity will default as: [quantity received – quantity returned – quantity voided]
- All fields will be read-only with the exception of REMARKS, ENTEREDBY and ACTUALDATE.
- Save validation will validate qty compared to received/returned/voided qty.
 - Transaction cannot be recorded against a receipt that has already been included in a matched and approved invoice.

Receipt Voiding – Design Business Rules

■ Invoices Application

- The ‘Copy PO Lines’ will disallow selection of MATRECTRANS or SERVRECTRANS of type ‘VOIDRECEIPT.’

■ Integration

- Processing class changes were made to include VOIDRECEIPT transtype in receipts integration.

v7.5 – Receipt Voiding

- Upgrade Impact: Low

- This is an all-new feature. There was no preceding functionality for this, as such no records will upgrade as voided, and only those receipts that are allowed under the validation rules will eligible for voiding post upgrade.

v7.5 – Receipt Tolerances



Receipt Tolerances – Problem Statement

- The 7.x (and earlier) receiving application allows the customer to over-receive against purchase orders.
 - In 6.x a message was added to warn the user, however there was still no way to control over-receipt of items and services.

- Solution: Add a configurable receipt tolerance to set a limit at which items and services can be over-received.

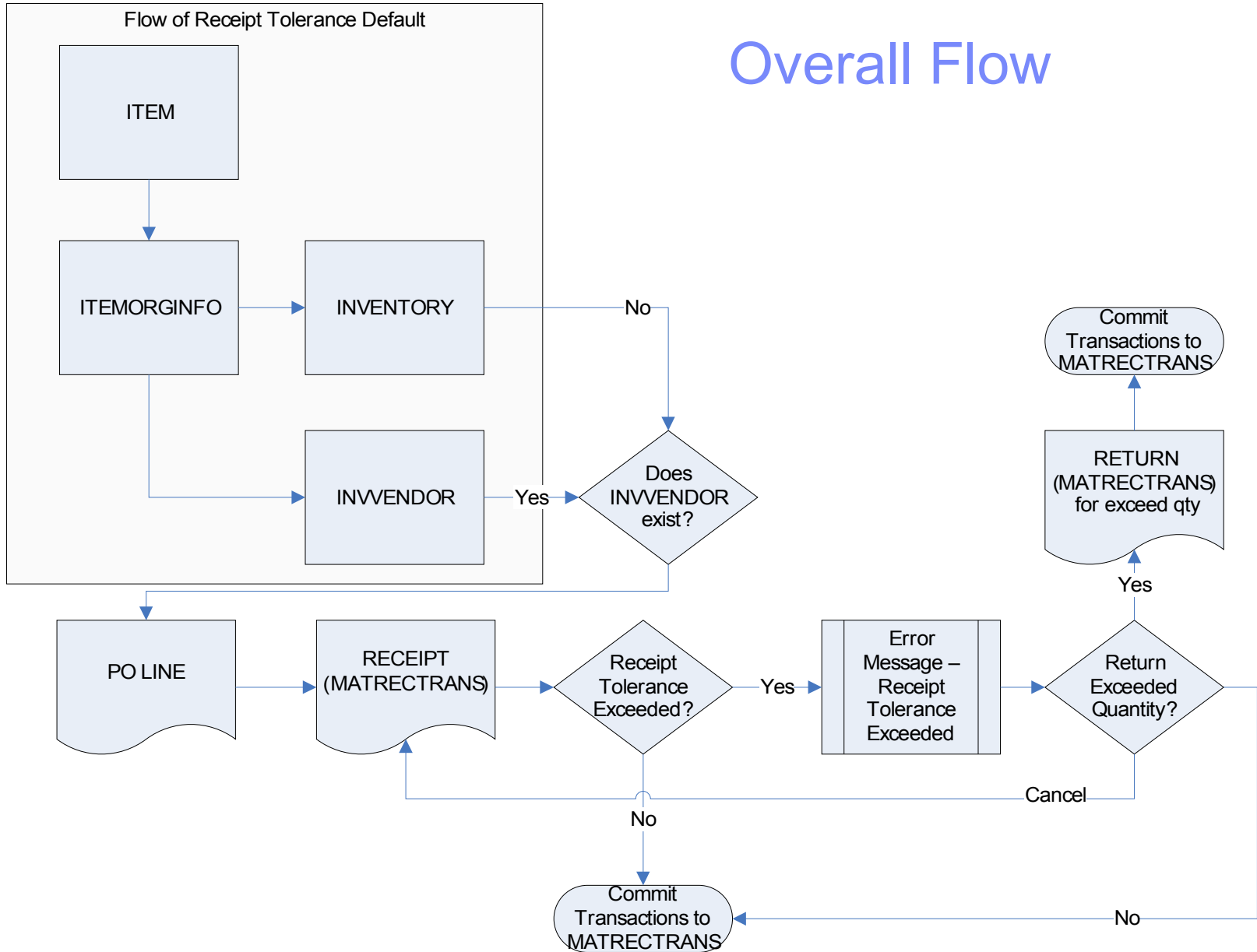
New Attributes

- Added Receipt Tolerance attribute (%) to ITEM, ITEMORGINFO, INVENTORY, INVVENDOR, POLINE. Default will be null, assumes no tolerance specified.
- Added Receipt Tolerance Quantity attribute to POLINE.
- Added Receipt Tolerance Amount attribute to POLINE. (for use by service lines only)

Business Rules

- POLINE - Add business rule to calculate receipt tolerance quantity and/or amount based on percentage.
- RECEIPTS – Add business rule to evaluate POLINE receipt tolerance quantity or amount.
- RECEIPTS – Add error message if tolerance is exceeded. User has option to create return lines for exceeded quantity/amount.

Overall Flow



v7.5 – Receipt Tolerances

- Upgrade Impact: Low

- This is an all-new feature. There was no preceding functionality for this.
- The upgrade will set all receipt tolerance fields to null.
 - Consistent with the pre-upgrade state, unlimited over-receipt allowed.

v7.5 – Return Asset to Vendor



Return Asset to Vendor – Problem Statement

- The 7.x (and earlier) receiving application allows the user to return rotating items that have been received from a vendor. This adjusts the balance and costs for this inventory item appropriately.
 - The problem is that the system does not allow the user to select the asset(s) that were associated with the return. These asset records will remain in the system and can still be used/referenced in inventory etc.

- Solution: Add support to allow the user to select the rotating assets that are included with the return transaction
...and add the necessary business rules to set the returned assets to an appropriate 'returned' status.

Return Asset To Vendor

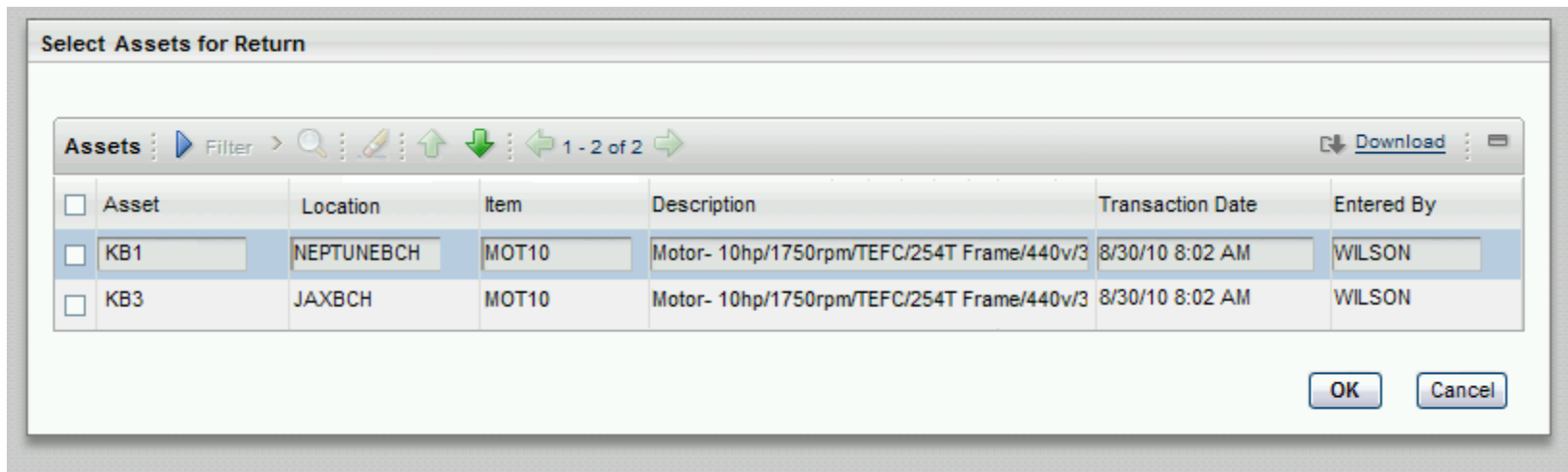
The enhancement has been applied to the following applications:

- **Receiving & Shipment Receiving**
 - Add the 'Select Assets for Return' Dialog box and business rules

- **Assets**
 - Add the business rules for setting the asset to 'decommissioned' and 'returned to vendor'.

Select Assets for Return - UI

- 'Select Assets for Return' button – Implemented using conditional UI. Button will only be available for receipts with eligible assets for return.
- UI look/feel similar to 'Select Items for Return'



Select Assets for Return Dialog – Business Rules

- Assets displayed must conform to the following:
 - For storeroom-received items:
 - Must be in the original receipted storeroom.
 - Asset inventory cost must be equal to the cost for the receipt line being reversed. (compare ASSETS.INVCOST=MATRECTRANS.UNITCOST)
 - Asset must not have been moved. (ASSET.MOVED = TRUE)
 - For direct-issue items:
 - Asset must not have been moved. (ASSET.MOVED = TRUE)

Return Transaction Save – Business Rules

- In MATRECTRANS, return lines will be processed as a single line transaction with type = 'RETURN' and ROTASSETNUM = ASSETNUM being returned.
 - There will not be a summed quantity line of returned assets. Ie: for a return of three pump100's there will be three return lines.

- Balance (INVBALANCES) and average or LIFO/FIFO cost adjustment (INVCOST or INVLIFOFIFOCOST) will proceed as it does with current processing.

- Asset(s) returned will be set to DECOMMISSIONED status and 'Returned To Vendor' flag will be set to true.
 - 'Returned to vendor' flag will not allow changes, transactions etc against the ASSET record. Entire asset record becomes read-only.

- Direct issue return transactions will be processed in the same manner as today (reverse the direct issue receipt)

v7.5 – Return Asset to Vendor

- Upgrade Impact: Low

- This is an all-new feature. There was no preceding functionality for this.
- Post-upgrade, only those asset that are allowed under the validation rules will eligible for return to the vendor.

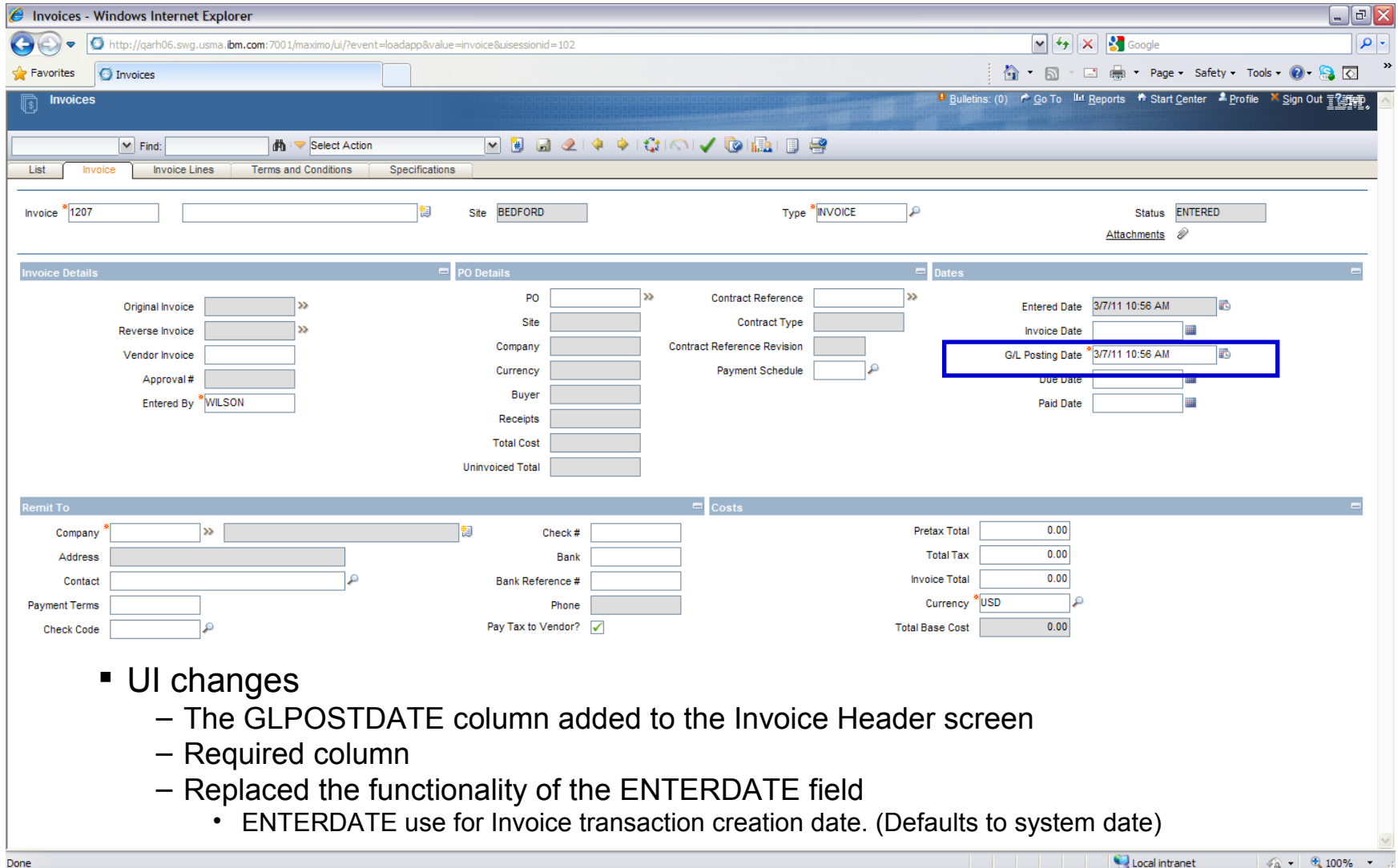
v7.5 – Invoice GL Posting Date



Invoice G/L Posting Date

- Used for deriving the transaction posting financial period.
- Added an Invoice G/L Posting Date to the invoice header.
- Options
 - Ability to use a Vendor's Invoice Date as the G/L Posting Date
 - Ability to validate the G/L Posting Date at each Invoice Save

G/L Posting Date - Invoice Header Screen



The screenshot shows the 'Invoices - Windows Internet Explorer' browser window displaying the 'Invoice Header' screen. The URL is <http://qarh06.svg.usma.ibm.com:7001/maximo/ui/?event=loadapp&value=invoice&sessionid=102>. The page title is 'Invoices'. The main content area is divided into several sections:

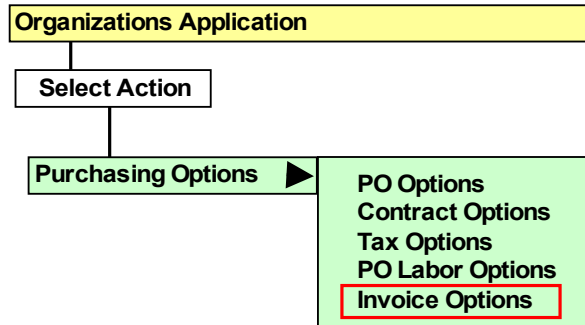
- Invoice Details:** Includes fields for Original Invoice, Reverse Invoice, Vendor Invoice, Approval #, and Entered By (WILSON).
- PO Details:** Includes fields for PO, Site (BEDFORD), Company, Currency, Buyer, Receipts, Total Cost, and Uninvoiced Total.
- Dates:** Includes fields for Contract Reference, Contract Type, Contract Reference Revision, Payment Schedule, Entered Date (3/7/11 10:56 AM), Invoice Date, **G/L Posting Date** (3/7/11 10:56 AM, highlighted with a blue box), Due Date, and Paid Date.
- Remit To:** Includes fields for Company, Address, Contact, Payment Terms, Check Code, Check #, Bank, Bank Reference #, Phone, and Pay Tax to Vendor? (checked).
- Costs:** Includes fields for Pretax Total (0.00), Total Tax (0.00), Invoice Total (0.00), Currency (USD), and Total Base Cost (0.00).

■ UI changes

- The GLPOSTDATE column added to the Invoice Header screen
- Required column
- Replaced the functionality of the ENTERDATE field
 - ENTERDATE use for Invoice transaction creation date. (Defaults to system date)

G/L Posting Date - Configurations

- A new **Invoice Options** menu choice and associated dialog box added to the Purchasing Options menu in the Organizations application. This new dialog box provides options for the G/L Posting ability of:
 - Enable a feature where updates to the Invoice Date field in the Invoice Header tab are copied to the new G/L Posting Date field.
 - Enable the Financial Period Validation at each Invoice SAVE. (Currently performed only at the Invoice Approval. This option gives additional validation.)



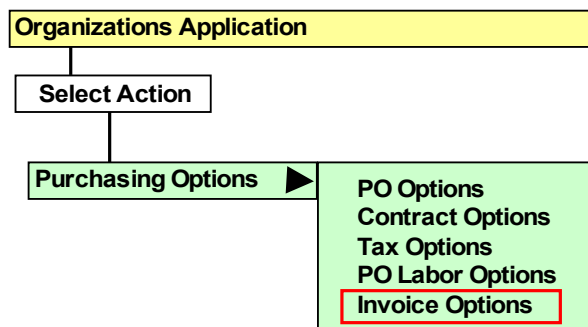
The 'Invoice Options' dialog box is shown with the following configuration options:

- Update G/L Post Date with Vendor Invoice Date?
- Validate Financial Period at Invoice Save?

Buttons: OK, Cancel

G/L Posting Date Configurations – Vendor's Invoice Date

- An option '**Update G/L Posting date with Vendor Invoice Date**' available to use vendor's invoice date for the invoices G/L Posting date or not. This MAXVAR is UPDATEGLPSTDATE.
- Default is false (0 – unchecked)
- If this option checked
 - When a user updates the Invoice Date (**INVOICEDATE**) field then the invoice G/L Posting date (GLPOSTDATE) field will be updated with that INVOICEDATE.



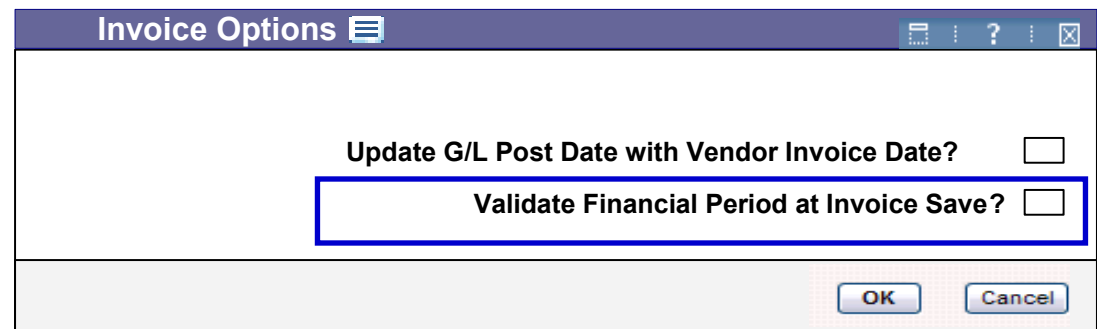
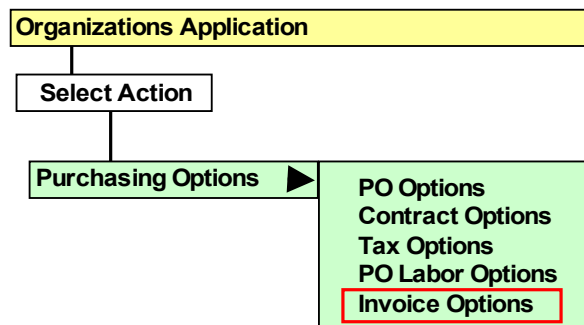
The screenshot shows the 'Invoice Options' dialog box. The title bar reads 'Invoice Options'. The main content area contains two options, each with an unchecked checkbox:

- Update G/L Post Date with Vendor Invoice Date?**
- Validate Financial Period at Invoice Save?**

At the bottom right, there are two buttons: 'OK' and 'Cancel'.

G/L Posting Date Configurations – Validate Financial Period at Invoice Save

- An option '**Validate Financial Period at Invoice Save**' available to validate an invoice G/L Posting date against the open financial period at the Invoice SAVE. This option gives a user an additional financial period validation before approving the invoice. This MAXVAR is **INVCEGLPOSTDTVALSAV**.
- Default is false (0 – unchecked)
 - The financial period validation will take place at the invoice approval/paid
- If this option checked
 - The financial period validation will take place at the invoice SAVE and approval



v7.5 – Invoice GL Posting Date

- Upgrade Impact: Low

- This enhancement adds a new GL Posting Date field to the header of the invoice.
 - The upgrade will set the GL Posting Date field to the same value as the invoice record's entered date.

v7.5 – Centralized Invoice



‘Centralized’ Invoice

Business requirement:

- A central Invoice department receives an invoice from a vendor which contains multiple Purchase Orders from multiple sites. Those POs are different than the site of the Invoice generated within the same organization
 - Benefit
 - Invoices from a Vendor which combined multiple of PO’s from different sites no longer have to be broken out into separate invoices (prior MX 7.5 version).
 - Less invoices to maintain
 - Better alignment with ERP integration

Invoicing - Prior to MX 7.5 Released

EAGLENA

BEDFORD

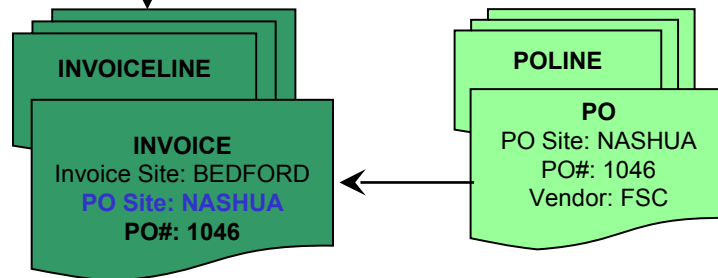
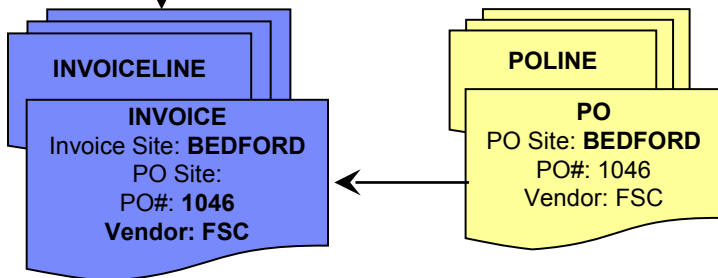
NASHUA

Invoice Application

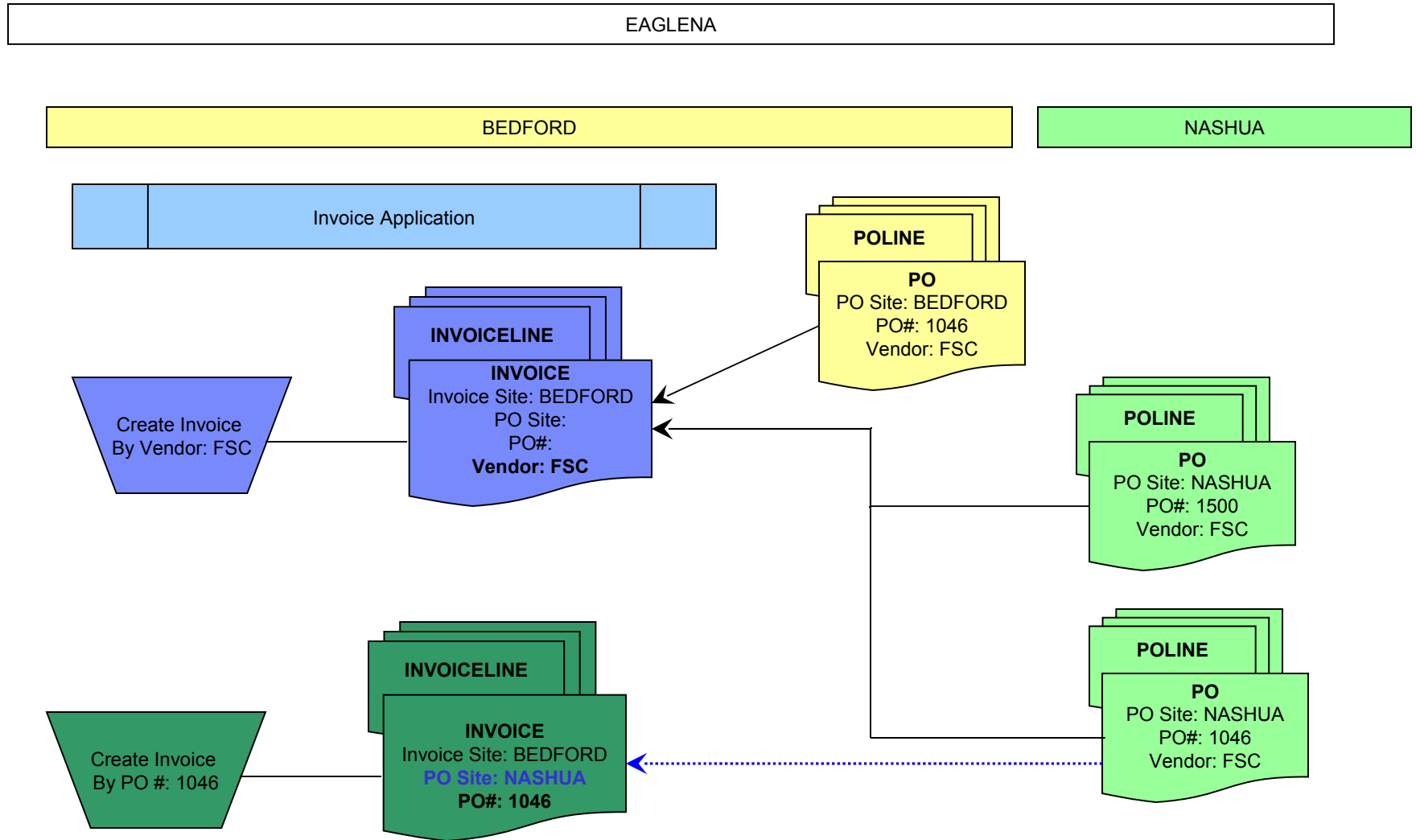
Invoice Application

Create Invoice
SITE: **BEDFORD**
By PO #: 1046

Create Invoice
SITE: **NASHUA**
By PO #: 1046



Maximo 7.5 - Centralized Invoice



Centralized Invoice - Business Rules

- Allows a Maximo user to create a single invoice with the PO sites that are different than the invoice site within the same Organization
- An invoice can be entered by a **PO number** where the PO Header Site Id is not same as the Invoice Site Id
- An invoice can be entered by a **Vendor Number** where a user can use the 'Copy PO Lines' dialog to choose PO from different sites than the Invoice Site.
 - The PO Lines / Materials / Services will be displayed all the relevant PO Lines/Materials/Services for that vendor.

Centralized Invoice - Invoice Line Collapsed Screen

Invoice 1213

Pretax Total 0.00
Line Total 0.00
Invoice Total 0.00

Type INVOICE
Status ENTERED
Site BEDFORD

Line	Item	Description	PO	PO Site	Quantity	Unit Cost	Tax	Line Cost
1	560-00	Tubing, Copper-1 In ID X .030 In Wall	1080	NASHUA	0.00	10.00	0.00	0.00
2	560-00	Tubing, Copper-1 In ID X .030 In Wall	1080	BEDFORD	0.00	1.49	0.00	0.00

Copy PO Lines Distribute Costs New Row

Default Table Data

Work Order >> Asset >>
Location >> GL Debit Account

v7.5 – Centralized Invoice

▪ Upgrade Impact: Low

- This enhancement adds a PO site field to the invoice tables. The upgrade will set the values of the new fields based on the following:
 - **INVOICE.POSITED** = INVOICE SITEID if the **Invoice** PO number (INVOICE.PONUM) is not null; otherwise it will be filled with the Null.
 - **INVOICELINE.POSITEID** = INVOICELINE.SITEID if Invoice Line contains the PO number (INVOICELINE.PONUM) and PO Line number (INVOICELINE.POLINENUM), otherwise it will be filled with the 'Null'.
 - **INVOICECOST.POSITEID** = INVOICECOST.SITEID if Invoice Line contains the PO number (INVOICELINE.PONUM) and PO Line number (INVOICELINE.POLINENUM), otherwise it will be filled with the 'Null'.
 - **INVOICEMATCH.POSITEID** = INVOICEMATCH.SITEID if Invoice Match contains the PO number (INVOICEMATCH.PONUM) and PO Line number (INVOICEMATCH.POLINENUM), otherwise it will be filled with the 'Null'

v7.5 – Reverse Invoice



Reverse Invoice

▪ Business Requirement

– A business requires the ability to cancel an approved/paid invoice without performing a return transaction due to an error in the original invoice.

– Benefit

- Allows to create an reversal invoice against PO lines that have already been fully matched without performing a return of the receipt record(s).
- Better alignment with ERP integration
- The staging reverse invoice gives less complicated G/L posting if a user selected a wrong reverse invoice.

Reverse Invoice - Business Rules

- A user must selected a 'Approved or Paid'
 - Invoice, Credit or Debit Memo

- Only one Invoice/Credit/Debit memo can be reversed at a time
 - Will *not* allow merging multiple Invoices, Credit, or Debit memos

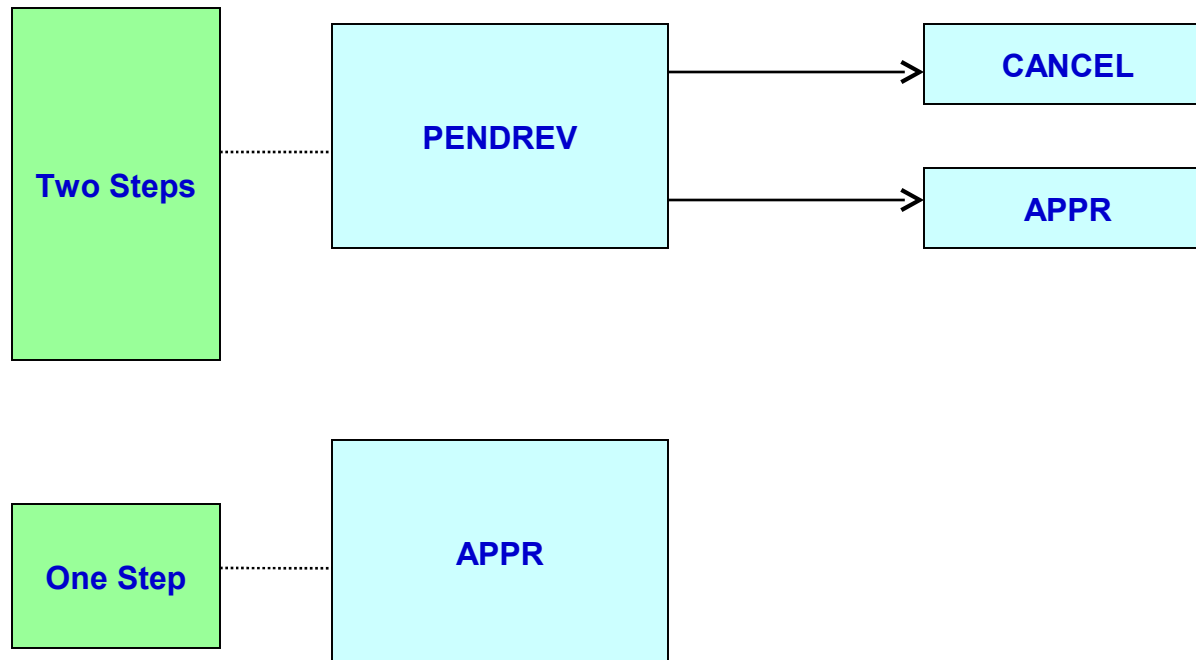
- The Reverse Invoice Number field (REVINVOICENUM) contains 'null' in the Original Invoice's

Reverse Invoice - Business Rules (cont.)

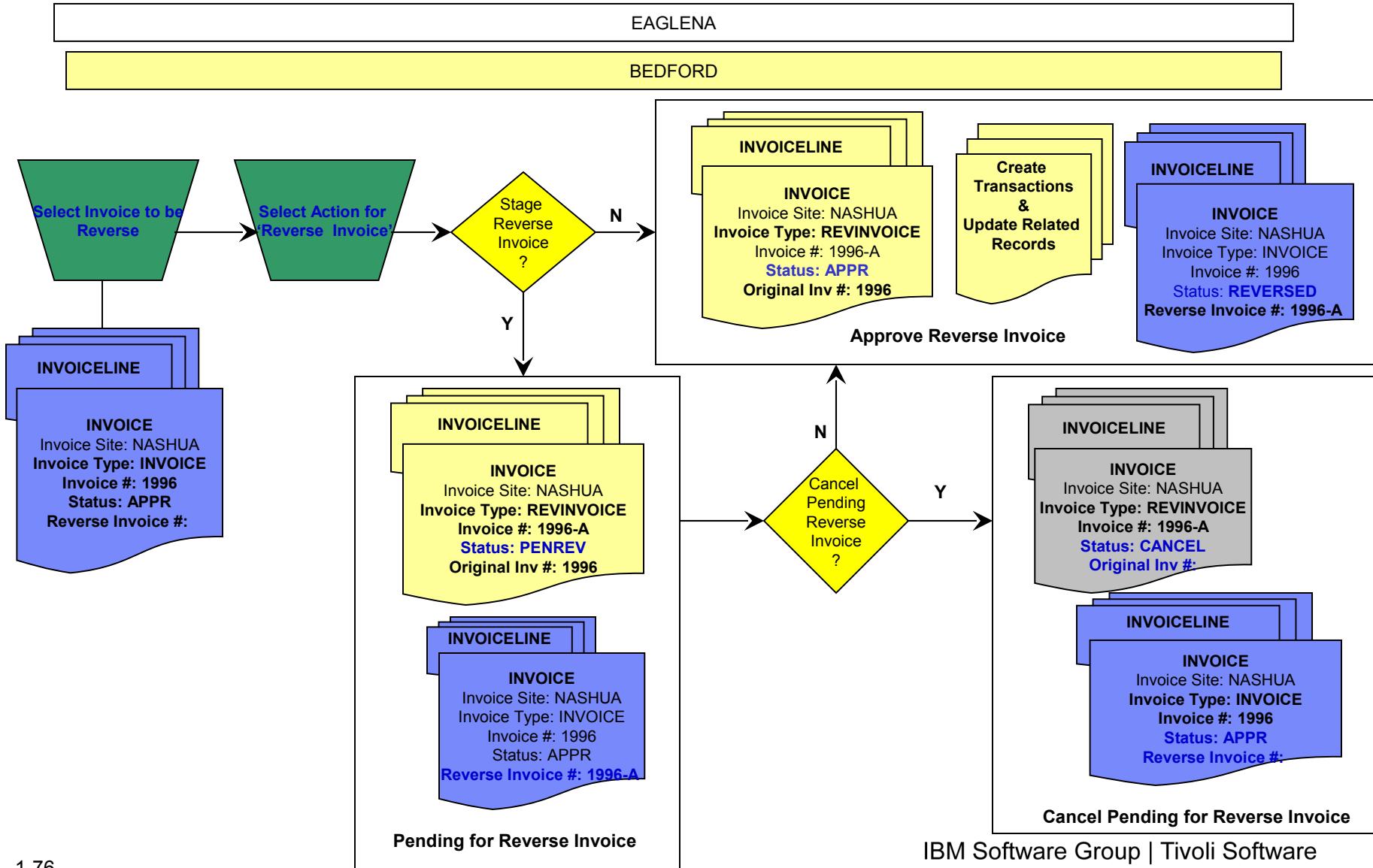
- Cannot reverse an invoice
 - Created from Receipts/Return
 - Following invoice types:
 - CONSIGNMENT: An invoice created for the Consignment Payment Invoice
 - LABOR: An invoice created using the Labor Reporting application
 - REVCREDIT: An invoice created for Reverse Credit Memo
 - REVDEBIT: An invoice created for Reverse Debit memo
 - REVINVOICE: An invoice created for Reverse Invoice
 - SCHED: An Invoice created using the Payment Schedule functionality from Contract

- The system will display the quantity for the Reverse Invoice/Credit/Debit as a negative.

Reverse Invoice Valid Status Change Sequences



Reverse Invoice



New 'Reverse Invoice' Option in Select Action

- A user must select an approved or paid original Invoice, Credit, or Debit that has no Reverse invoice against for that invoice. Select the 'Reverse Invoice' option from the 'Select Action'
- A user who has appropriate security authorization will see the new option 'Reverse Invoice' from Select Action menu.
 - A dialog box will be displayed as follows:

The diagram illustrates the process flow and the resulting dialog box. On the left, a vertical flow shows a yellow box labeled 'Invoice Application' connected to a white box labeled 'Select Action', which is then connected to a green box labeled 'Reverse Invoice'. To the right, a screenshot of the 'Reverse Invoice' dialog box is shown. The dialog has a title bar 'Reverse Invoice' and a grey header area with the text 'Enter an invoice number or generate one by clicking Autonumber'. Below this, there are four required fields: '* Invoice:' with two text boxes, '* Reversal Reason:' with one text box, '* G/L Posting Date:' with one text box, and '* Status:' with a dropdown menu. The dropdown menu is open, showing 'Approved' and 'Pending Reverse' options. At the bottom right of the dialog are three buttons: 'Autonumber', 'OK', and 'Cancel'.

Reverse Invoice at PENDREV Status

- The new Invoice, Invoice Lines, and Invoice Line Costs will be duplicated from the original Invoice, Invoice Lines, and Invoice Line Costs.
- New Reverse Invoice
 - The Original Invoice Number will be stored in the new reverse invoice's ORIGINVOICENUM column
- The Original Invoice
 - The new reverse invoice number will be stored in the original invoice's REVINVOICENUM column (new column)

Reverse Invoice at APPR Status

- Maximo Invoice Application will insert all the related records that were created by the original Invoice / Credit / Debit memo by setting opposite values
 - The new inserting related records will follow the same business rules as the original invoice/credit/debit memo that was inserted at the approval.
 - Reverse any variances previously created and update the appropriate costs
 - INVOICEMATCH
 - INVOICETRANS
 - MATRECTRANS
 - MATUSETRANS
 - SERVRECTRANS
 - INVENTORY.AVERAGECOST
 - INVENTORY.LASTCOST
 - INVENDOR.LASTCOST
- Set the original invoice status as “**REVERSED**”
- Set the new Reverse Invoice status as ‘**APPR**’

v7.5 – Reverse Invoice

- **Upgrade Impact: Low to moderate**
 - This enhancement provides new functionality for the reversal of approved or paid invoices. As such the upgrade will not create any reversal type invoices. This enhancement can be leveraged at the customer's choosing.
 - Customers who have built a custom process/configuration/code to satisfy this requirement will need to review their existing implementation to determine how best to approach the new functionality post-upgrade.

Questions?

Reference Links

- For the complete list of playbacks for this series:
 - <http://www-01.ibm.com/support/docview.wss?rs=0&uid=swg27028563>

- Maximo Info Center (Online Help)
 - <http://pic.dhe.ibm.com/infocenter/tivihelp/v49r1/index.jsp?topic=%2Fcom.ibm.mam.doc%2Fwelcome.html>

- Maximo Asset Management Blog
 - <https://www.ibm.com/developerworks/servicemanagement/am/index.html>

- Pulse 2013
 - <http://www-01.ibm.com/software/tivoli/pulse/>

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