



EFT OPTION - WORKFLOW TEMPLATE EXAMPLE

BUSINESS REQUIREMENT

This EFT Option workflow template is designed to be started automatically when a user updates the EFT Option > AP Tab > Allow posted batches to be selected. The workflow will restore the original value until the request is approved. When the change is requested, the approver is sent an email, when the request is approved, the requester receives an email.

The workflow is attached to the ELOPT view (EL0008), APUNPOSTED field.

KEY LEARNINGS

Approval workflow – Resets the field to original value in the entry step. Sets to the requested value in the Approve step.

Approver set as a parameter 1 in View Events, Scripts and Workflow

Includes only configurator actions.

Requires Extender PU6.00 or above and the latest product update for EFT Processing

SAMPLE FILES

Workflow Template example- You can import the *EFT Option.xls* file

Go to Extender Setup > Workflow Templates > Import.

Continue the setup as per below.

Key steps of EFT Options approval workflow

First Step: Check: If Allow unposted Batches to be selected = Yes, then assign the workflow to a user, defined in a parameter,

SetField back to No, and go to Step Wait.

If the change requested is to “Not allow unposted batches”, complete the workflow, no approval required.

From Wait, you can go to Approve or Reject

Approve will SetField to Yes, send an email to starter, complete the workflow

Reject will ask the user to enter a parameter, “Reason Rejected”, and send an email to starter with the reason rejected in the email message, and complete workflow.

EXTENDER SETUP KEY STEPS

Refer to F1 help and online help

- Configure SMTP Email settings in Extender Options (Email Tab)
- Add message templates (In the example workflow, the following templates are used: **WFEFTOPTIONSCHANGE**, **EFTOPTIONAPPROVAL**, **EFTOPTIONREJECT** and **WFNEWERROR**) (Extender Setup > Message Templates)
- If required, Create User Group "**FINMGR**" and add Sage 300 users that are in the Team to approve workflow or receive notifications (Workflow User Groups)
- Ensure users have an email address in Sage 300
- Add Workflow colours **Yellow** , **Urgent** and **Approved**.
- Create a "Workflow Template" in Extender Setup > Workflow Templates or import attached file
- To attach the workflow to a Sage 300 view, refer to Attach workflow to View

WORKFLOW TEMPLATE

After importing the attached file

ORCLTD - Extender Workflow Templates

File Help

Template ID: EFT Option

Description: EFT Option - Monitors if the "Allow Unposted AP Payment Batches" is set to Yes, and starts a workflow.

Active: Active Auto Delete instance when complete? No

Can start manually? No Can start multiple instances? Yes

Check can progress to

Lin	Step Name	Description	Entry Step	Parameter 1 is	Parameter 2 is	Parameter 3 is	Lin	Step ID	Parameter 1	Parameter 2	Parameter 3	Parameter 4
1	Check		Yes	User ID/User Group to approve "Allow unposted								
2	Wait		No									
3	Approve		No									
4	Reject		No									

Step Actions - Executed when a workflow enters this step

Lin	Action #	Action Name	Value	True Actio	False Action #	Comment	Name	Value
1	10	SetDescription	(USER) requested EFT Options Allow AP Unposted Batches to be selected		20	Set the console description		
2	20	IfWorkflowExists		120	30	Complete this workflow if one already exists		
3	30	Evaluate	(APUNPOSTED)		130	If set to true, set it back, otherwise complete		
4	40	SetStatus	Waiting for approval		50	Set the console status		
5	50	AssignUser	(S1)		60	Assign the user/user group		
6	60	AssignColour	Yellow		70	Assign the colour		
7	70	SendEmailToStarter	WFEFTOPTIONSCHANGE	ADMIN	80	Send email to starter - WF started		
8	80	Evaluate	(PROGRAM)	EL200	90	Check if the EFTOPTIONS is open		
9	90	ShowUserMessage	Workflow has started. The requested value has not been saved. (CURUSER)		100			
10	100	SetField	(APUNPOSTED)	0	110			
11	110	GoToStep	Wait		120			
12	120	SetStatus	Complete-Existing WF in progress		140	Set Status WF Exists		
13	130	SetStatus	Complete-Allow unposted not True		140	Set Status approval not needed		
14	140	SetField	(APUNPOSTED)	0	150	Ensure the APUNPOSTED is false		
15	150	Complete			0	Complete		

ATTACH WORKFLOW TO VIEW AND SCREENS

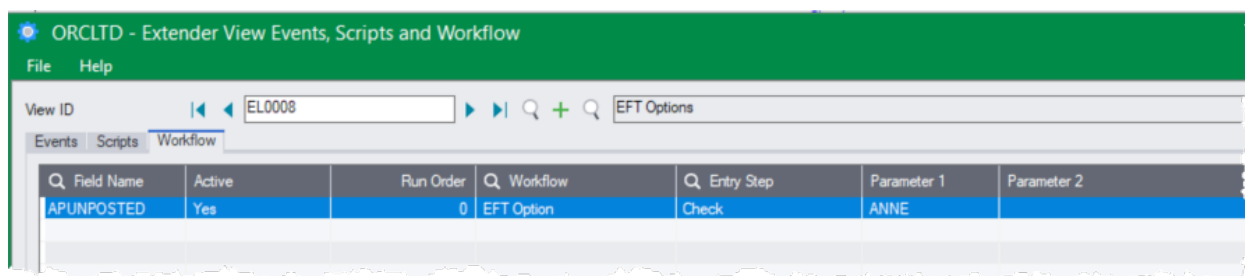
ATTACH WORKFLOW TO VIEW

The workflow template is attached to the EFT Option view,) so that the workflow starts automatically when the Credit Limit is updated.

Extender Setup > View Events and Scripts.

Select the **EL0008, APUNPOSTED** field on the Sage 300 view, on the Workflow Tab, select the workflow template and the Entry step.

If using the names in the import file, select **EFT Option** as the workflow template and **Check** as the Entry step.



CONFIGURE INFORMATION MANAGER

This is required for users who need to use the Workflow Console. Optionally, you can configure the Information Manager tray to display Extender buttons on relevant Sage 300 screens.

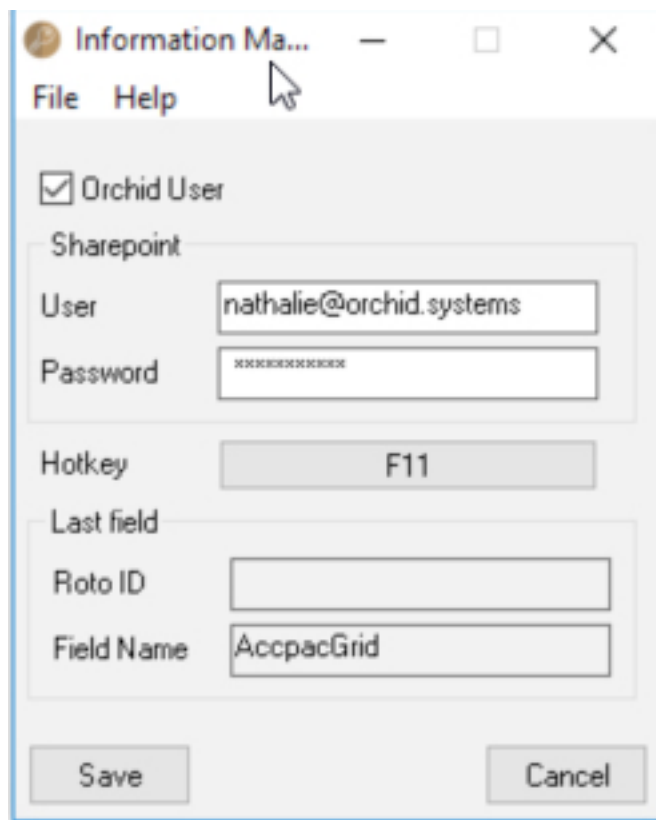
ENABLE ORCHID USER

Install and activate Information Manager.

For all users who will be using the Workflow Console, select "Orchid User" in the Information Manager Tray.

Configure Orchid User

Extender Workflow Example



Information Manager

File Help

☒ Orchid User

Sharepoint

User: nathalie@orchid.systems

Password: XXXXXXXXXXXX

Hotkey: F11

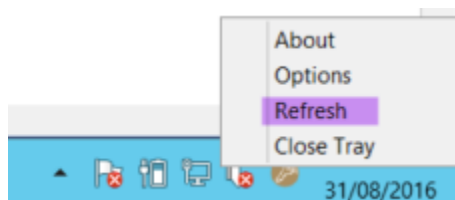
Last field

Roto ID:

Field Name: AccpacGrid

Save Cancel

Note: Remember to Refresh the Tray icon if you have made any changes on the IM Setup\Options in the current session as the Tray icon reads the current setup when the company is first opened. If you have multiple Tray icons, Close the Sage 300 desktop and re-open to refresh the configuration.



TESTING EXTENDER WORKFLOW SETUP

The workflow is started when the EFT Option A/P >Allow unposted batches to be selected is updated.

When you save the EFT Options, the Allow unposted batches to be selected is reset to No

The screenshot shows the 'NWFDAT - EFT Options' window. The 'A/P' tab is selected. The option 'Allow unposted batches to be selected?' is highlighted with an orange box and has the 'No' radio button selected. A 'Message' dialog box is overlaid on top, displaying the following text:

Message

Description: Workflow has started. The requested value has not been saved.
ANNE

Source: 13:28:58

Buttons: Print, Help ..., Close

Below the message box, the 'Duplicate Branch/Accounts' dropdown is set to 'Ignore'. There are checkboxes for 'Encrypt Vendor BSB/Acct. No.' and 'Use Remittance Advice Password?'. The 'Use Remittance Advice Password?' checkbox is disabled with the text 'Can only be selected if A/P email server details are entered.' Below these are input fields for 'Password Formula' and 'Vendor PDF Master Password'. At the bottom of the main window are 'Save' and 'Close' buttons.

Extender Workflow Example

USING THE WORKFLOW CONSOLE

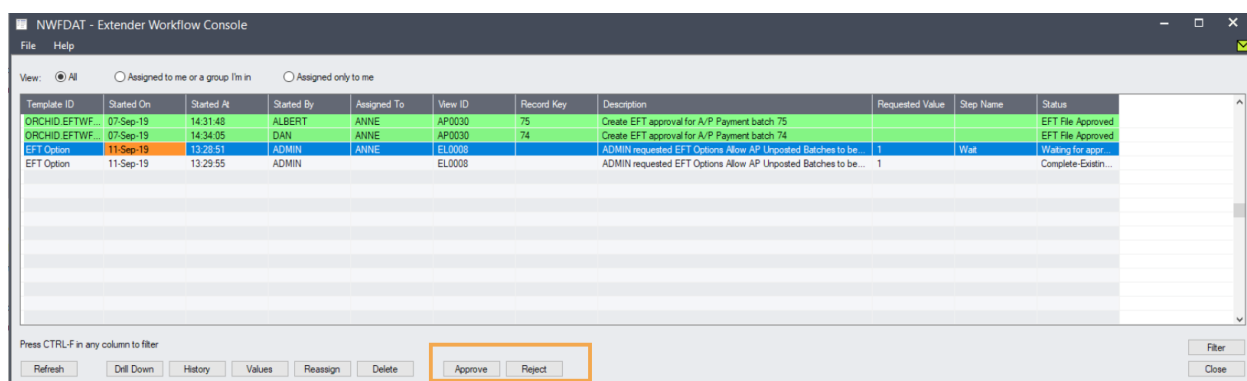
Go to Extender Console, notice the workflow instance record.

Click on Values Tab to see the details.

Use history to view the steps that the workflow has been following.

Log on as a user who can approve,

- click Approve on the console.



NWFDAT - Extender Workflow Console

File Help

View: ☒ All ☐ Assigned to me or a group I'm in ☐ Assigned only to me

Template ID	Started On	Started At	Started By	Assigned To	View ID	Record Key	Description	Requested Value	Step Name	Status
ORCHID.EFTWF...	07-Sep-19	14:31:48	ALBERT	ANNE	AP0030	75	Create EFT approval for A/P Payment batch 75			EFT File Approved
ORCHID.EFTWF...	07-Sep-19	14:34:05	DAN	ANNE	AP0030	74	Create EFT approval for A/P Payment batch 74			EFT File Approved
EFT Option	11-Sep-19	13:28:51	ADMIN	ANNE	EL0008		ADMIN requested EFT Options Allow AP Unposted Batches to be...	1	Wait	Waiting for appr...
EFT Option	11-Sep-19	13:29:55	ADMIN				ADMIN requested EFT Options Allow AP Unposted Batches to be...	1		Complete-Exstatn...

Press CTRL-F in any column to filter

Refresh Drill Down History Values Reassign Delete Approve Reject Filter Close

NOTE

This template is provided for demonstration and training purposes only.