



## CREATE EFT FILE – SCRIPT TO VALIDATE THAT THE BATCH IS APPROVED

### BUSINESS REQUIREMENT

User needs to validate that the batch used in Create EFT File is approved before an EFT file is generated for the batch.

This may be in addition to the A/P Invoices or payments being approved, for example to confirm that the payment can be done now for cashflow reasons.

### KEY LEARNINGS

Extender script attached to the Create EFT File view (EL0100).

Script checks whether there is an Approved workflow for the selected batch and starts a workflow instance if there is no approved one.

Approved is defined as “No pending workflow” and “Approved and completed” workflow in the workflow history.

If there is a pending workflow in the console (as per the workflow instance), the batch is deemed unapproved.

Parameters include the approver, the workflow name and the “Approved” status value.

This applies to create EFT files for A/P Payments, A/R Receipts and A/R Refund batches.

Requires Extender Customizer or Developer PU6.00 or above

### SAMPLE FILES

Extender module including a sample script attached to EL0100 view and a workflow template that can apply to A/P Payments, A/R Receipts and A/R Refund batches

Go to Extender Setup > Modules > Import the “EFT File Creation Approval workflow.vi” file.

Continue the setup as per below.

## 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: **WFCreateEFTFileApproved**) (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 **Orange** , **Rejected** and **Approved**.
- Create a "Workflow Template" in Extender Setup > Workflow Templates or import attached file
- The workflow doesn't need to be attached to a view. It will be started automatically when Create EFT File is used.
- You can amend the workflow and attach it to the A/P Payment batch view or add a manual workflow to be started on the A/P Payment batch screen if required.

## WORKFLOW TEMPLATE

After importing the attached file

The screenshot displays the 'ORCLTD - Extender Workflow Templates' application window. The main area shows the configuration for a workflow template named 'WFCreateEFTFileApproved'. The 'Description' field contains 'Approve EFT file creation'. The 'Active' checkbox is checked, and 'Auto Delete instance when complete?' is set to 'No'. Below this, there are two tables: 'Steps' and 'Step Actions'.

| Lin | Step Name | Description                            | Entry Step | Parameter 1 is | Parameter 2 is |
|-----|-----------|--|------------|----------------|----------------|
| 1   | Check     | Check if approved                      | Yes        |                |                |
| 2   | Wait      | Ask user to approve from the WF con... | No         |                |                |
| 3   | Approve   | Approve the batch for EFT processing   | No         |                |                |
| 4   | Reject    | Reject the batch for EFT Processing    | No         |                |                |

| Lin | Action # | Action Name     | Status           | True Actio | False Action # | Comment   |
|-----|----------|-----------------|------------------|------------|----------------|---|
| 1   | 10       | SetStatus       | Pending Approval | 20         | 20             | Set Status for the Workflow Console             |
| 2   | 20       | SetDescription  |                  | 30         | 30             | Set Description for the Workflow Console        |
| 3   | 30       | ShowUserMessage |                  | 40         | 40             | Show the user the workflow instance has started |
| 4   | 40       | AssignColour    | Orange           | 50         | 50             | Assign Orange for the Workflow Console          |
| 5   | 50       | GoToStep        | Wait             | 0          | 0              | Wait for Approval or Rejection                  |

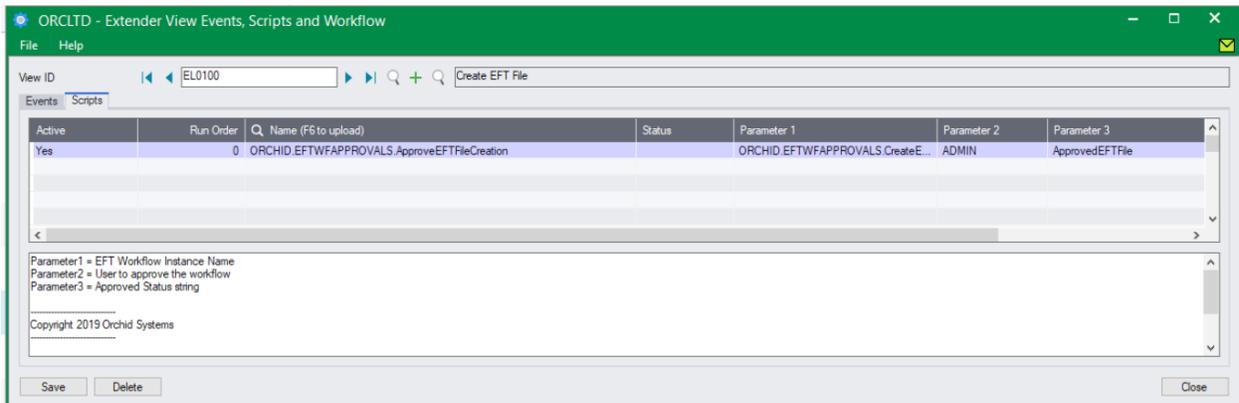
Below the 'Step Actions' table, there is a 'Workflow Values' section with columns for 'Name' and 'Value'. The values listed are 'BTCHTYPE' and 'BTCHTYPEDESC'.

## ATTACH SCRIPT / WORKFLOW TO VIEW AND SCREENS

### ATTACH SCRIPT TO VIEW

The module attaches the script to validate to the Create EFT File view (EL0100). You can amend the parameters if required.

For example, if you want to use a different workflow or a different “Approved” status, update the parameters in the Scripts Tab.



### 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.

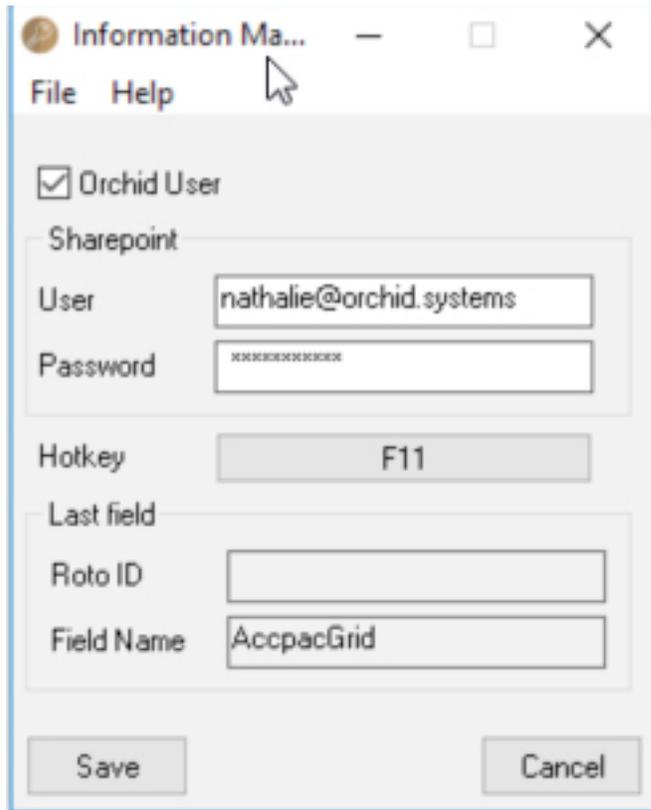
#### ENABLE ORCHID USER

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

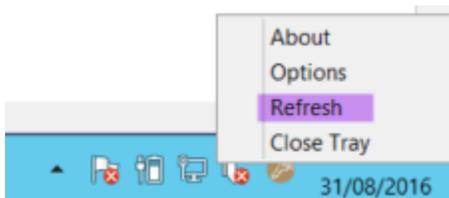
Extender Workflow Example – Validate Batch is approved for Create EFT File



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**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.

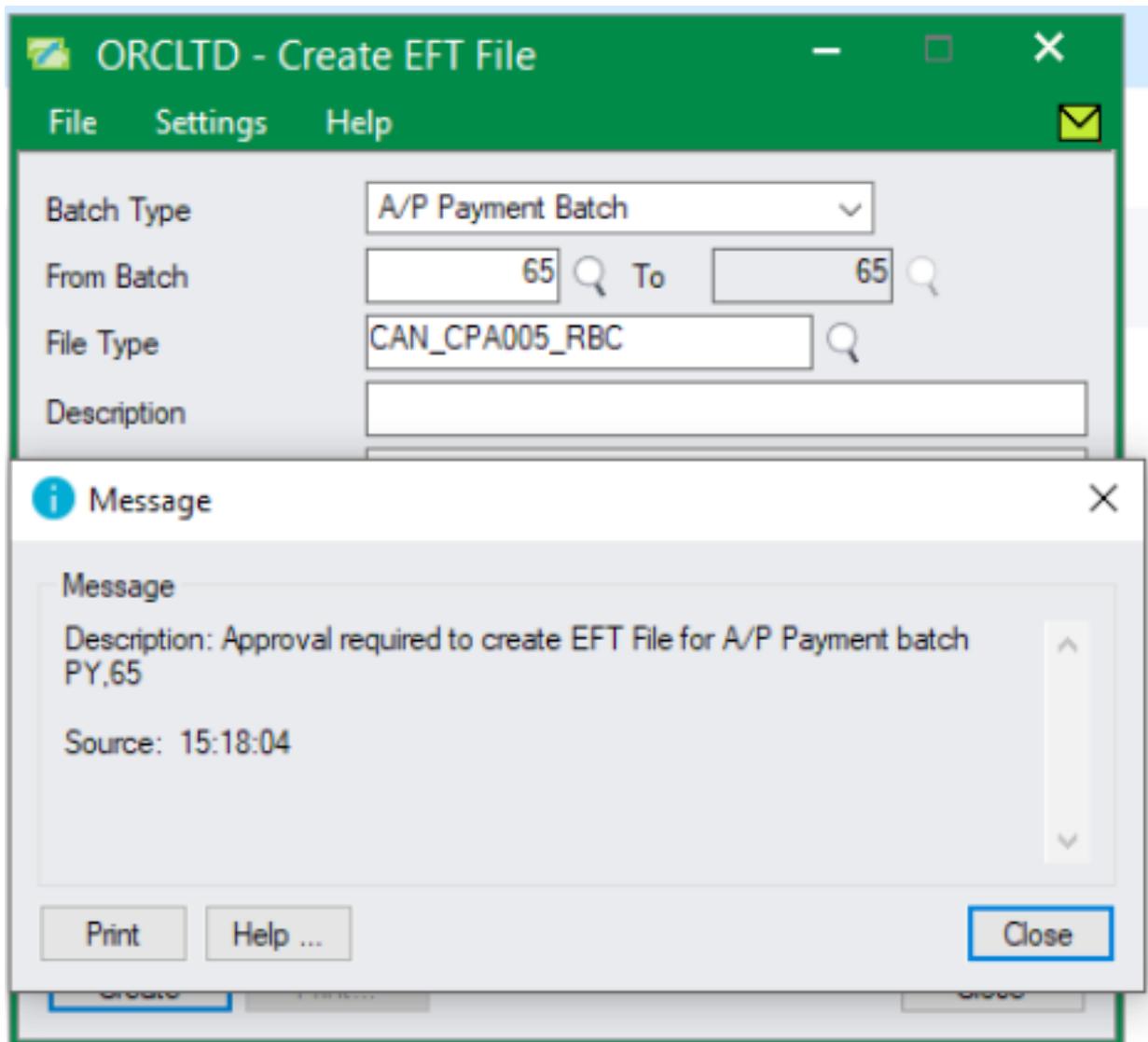
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## TESTING MODULE

In EFT Transactions, select “Create EFT File”.

Select a batch. Review the message “Approval required to create EFT File”.



## USING THE WORKFLOW CONSOLE

Go to Extender Console, notice the workflow instance record.

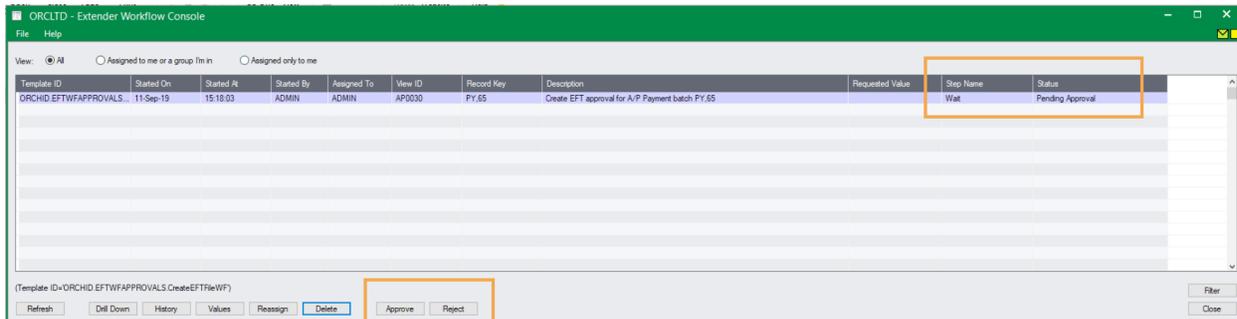
Click on Values Tab to see the details.

## Extender Workflow Example – Validate Batch is approved for Create EFT File

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.



## COMPLETE CREATE EFT FILE

Go back to "Create EFT File". The file should now be generated.

## NOTE

This template is provided for demonstration and training purposes only.