



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 shows the 'ORCLTD - Extender Workflow Templates' window. The template is named 'ID EFTWFAPPROVALS CreateEFTFileWF'. The description is 'Approve EFT file creation'. The 'Active' checkbox is checked. The 'Can start manually?' checkbox is checked. The 'Can start multiple instances?' checkbox is checked. The 'Check can progress to' checkbox is checked.

Un	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		

Step Actions - Executed when a workflow enters this step

Un	Action ID	Action Name	Status	True Actio	False Action ID	Comment
1	10	SetStatus	Pending Approval	20	30	Set Status for the Workflow Console
2	20	SetDescription	Create EFT approval for (VALUE.BTCHTYPEDESC) (VIEWKEY)	30	40	Set Description for the Workflow Console
3	30	ShowUserMessage	Approval required to create EFT File for (VALUE.BTCHTYPEDESC) (VIEW...	40	50	Show the user the workflow instance has started
4	40	AssignColour	Orange	50	60	Assign Orange for the Workflow Console
5	50	GoToStep	Wait	60	70	Wait for Approval or Rejection

Workflow Values

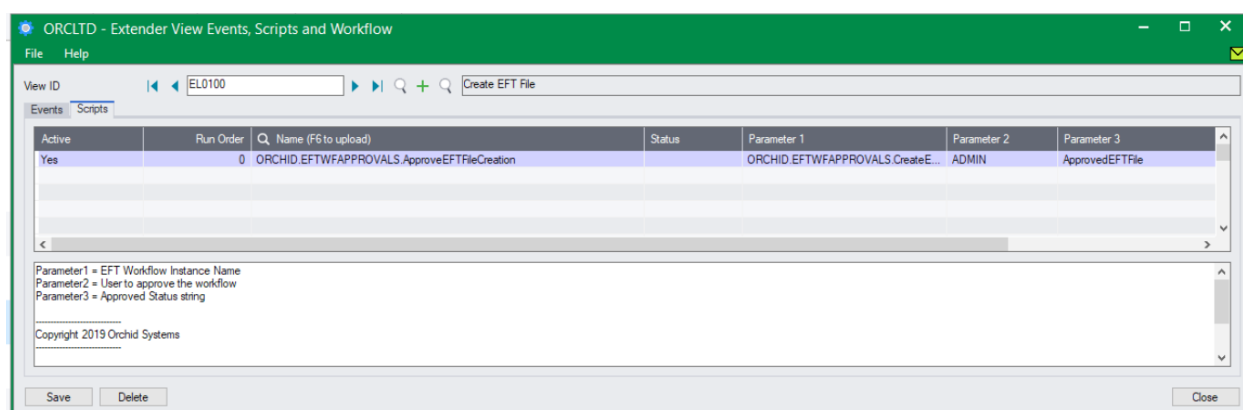
Name	Value
BTCHTYPE	
BTCHTYPEDESC	

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.

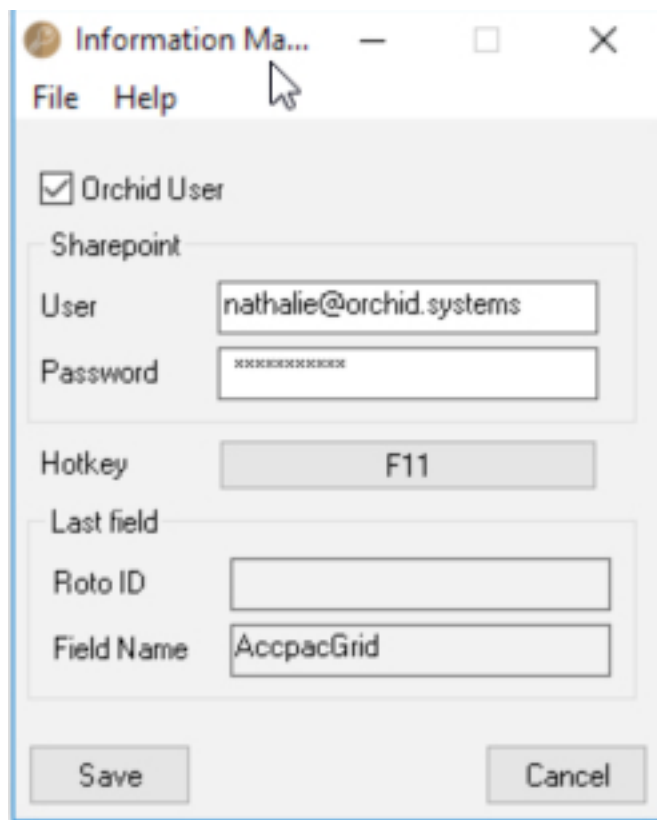
ENABLE ORCHID USER

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



Information Manager

File Help

☒ Orchid User

Sharepoint

User: nathalie@orchid.systems

Password: XXXXXXXXXXXX

Hotkey: F11

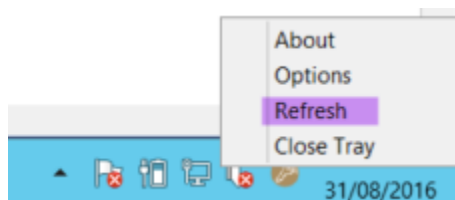
Last field

Roto ID:

Field Name: AccpacGrid

Save Cancel

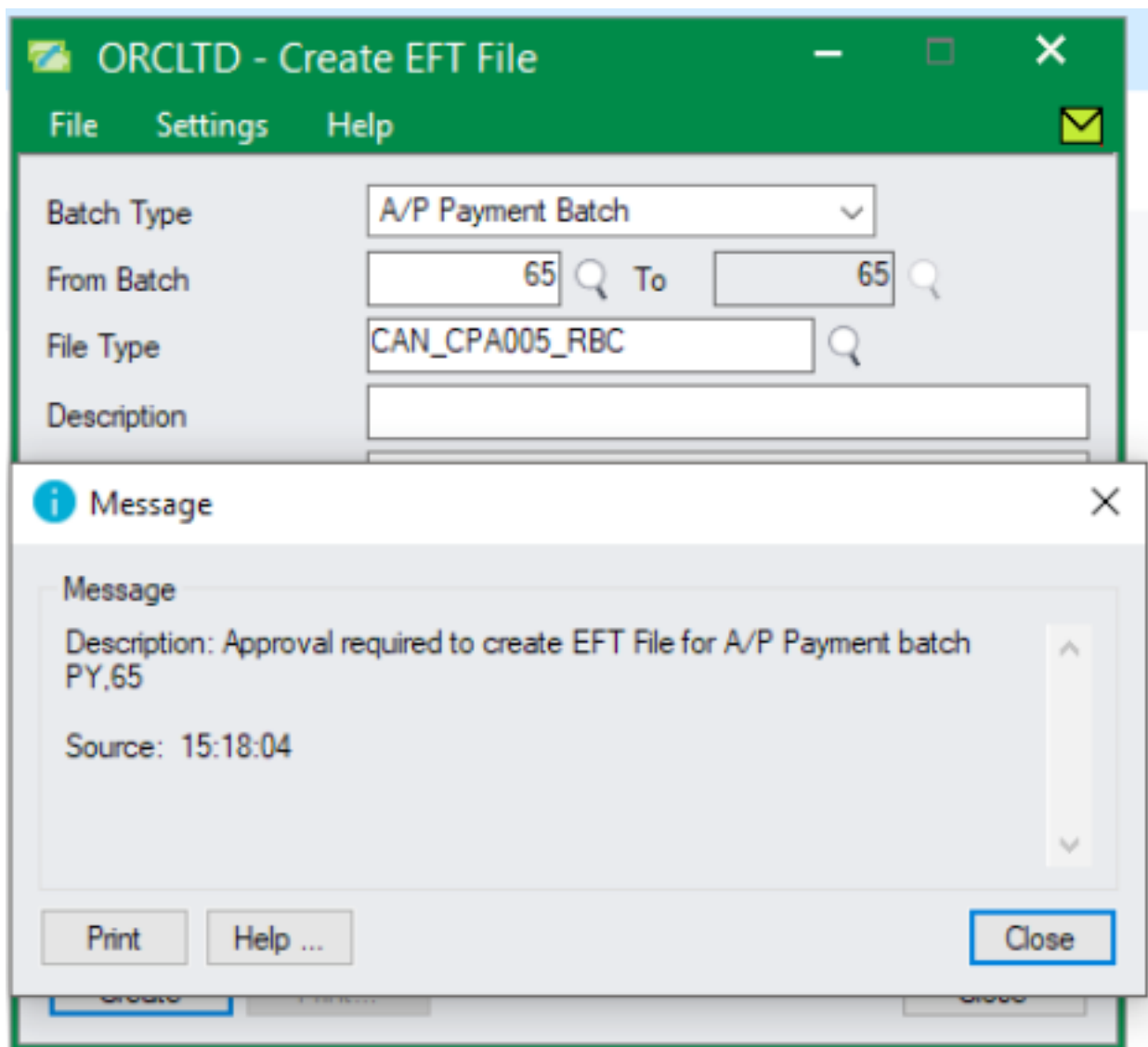
Note: Remember to Refresh the Tray icon if you have made any changes on the IM Setup\Options in the current session as the Tray icon reads the current setup when the company is first opened. If you have multiple Tray icons, Close the Sage 300 desktop and re-open to refresh the configuration.



TESTING 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.

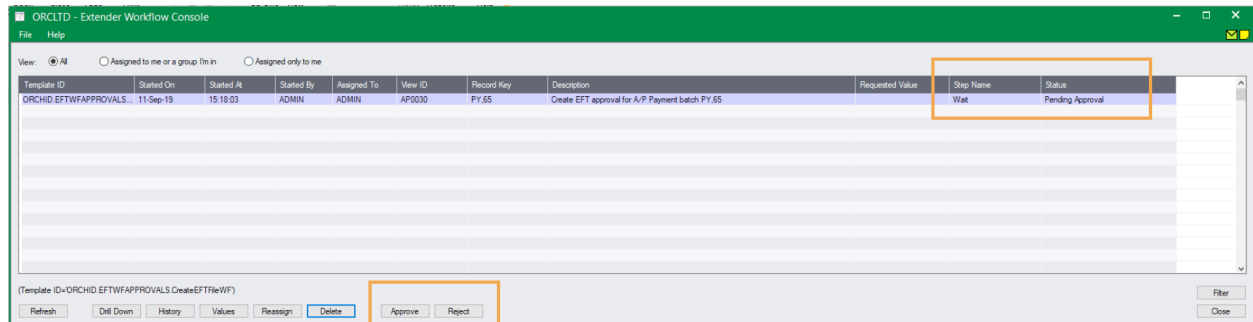
Click on Values Tab to see the details.

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.