



Workflow Scenario Example 14

Type: Advanced Approval Process Workflow
Department: Purchasing

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Learning Objectives

Multi Line Examination:

A Workflow can be executed on a Master Table (Head Table) and is able to implement examinations through sub tables (Line Table). This helps to find out if a particular amount out of all lines has been reached. For this purpose, setups conforming a FlowField are established. The possible options which are available are Amount, Existing, Minimum, Maximum and Average.

Flexible Teams/Employees:

The responsibility of a To-Do Template can be organized to be instructed towards an employee or a team. In addition, it is possible to setup which employee or team specifically will be responsible depending on the field value of the data set. For this purpose, fields which include references such as employee, user, user or employee establishments can be used.

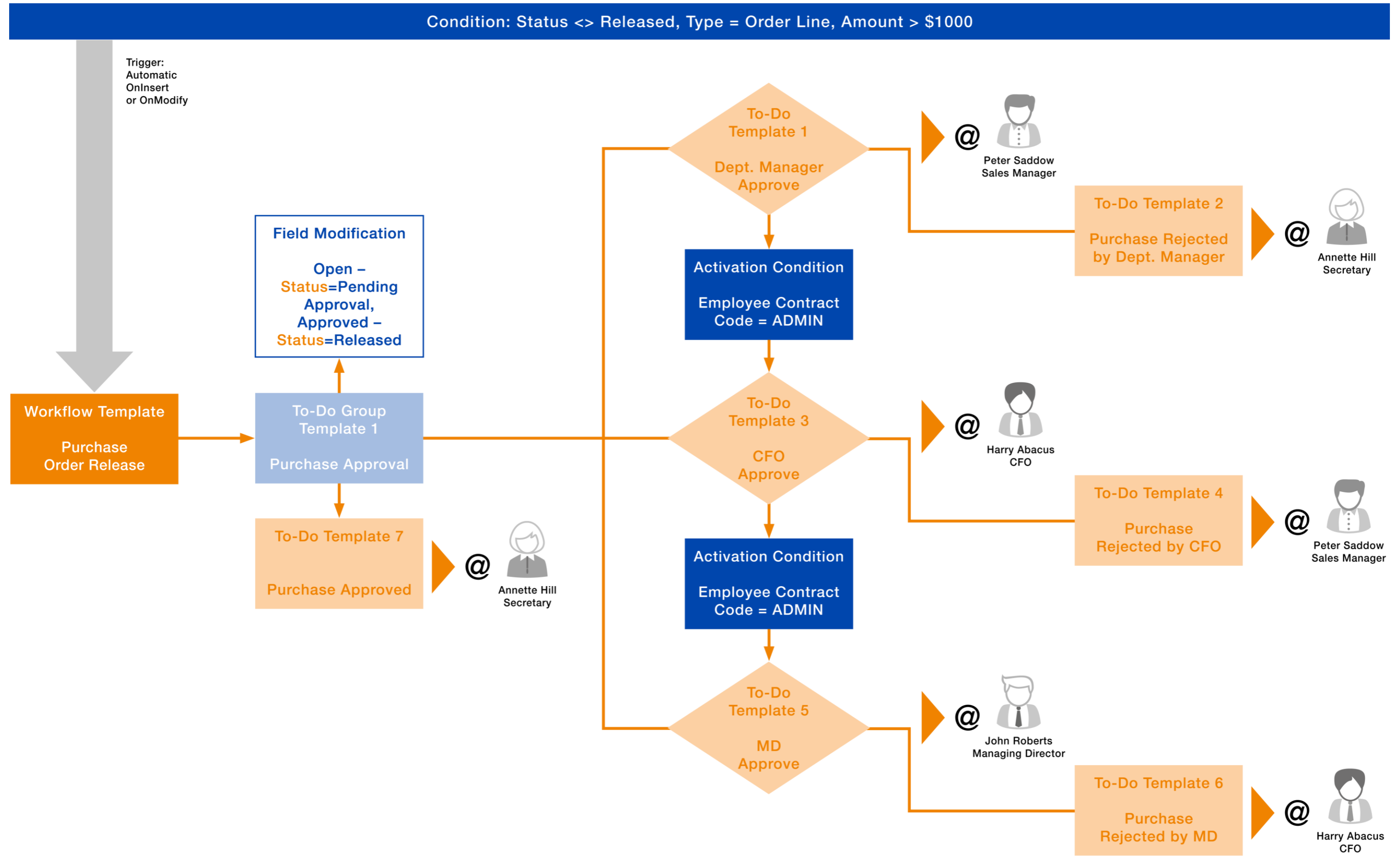
Consolidation of the learning objectives so far

Business Process „Purchase Order Approval“:

Purchases of the amount below 1.000 Euro are directly performed by the Purchasers but if the amount of a purchase is over 1.000 Euro, the head of department will be notified and an approval is necessary to release the purchase. Furthermore, a notification of purchases over 25.000 Euro is sent to the CFO who again will approve or reject the order and the head of department is also informed. Purchases Orders over 50.000 have to be released by the CEO before and the CFO will be notified in case of rejection.



Aptean Advanced Workflow Diagramm





Aptean Advanced Workflow Setup

Table Join

Table ID: 38 (Purchase Header)

Table ID to join: 39 (Purchase Line)

Table Join Line 1

Field ID: 1 (Document Type)

Value Type: Field

Value: 1 (Document Type)

Table Join Line 2

Field ID: 3 (No.)

Value Type: Field

Value: 3 (No.)

Reference Type

No.: 38 (Sales Header)

Buffer Time on Function Call Server:: 30 Seconds

Automatic Workflows: Yes

Keyword Definition Lines

Tick all Use Fields

Keyword Definitions Line 1

Table ID: 38 (Purchase Header)

Field ID: 3 (No.)

Keyword Definitions Line 2

Table ID: 38 (Purchase Header)

Field ID: 79 (Buy-from Vendor Name)

Keyword Definitions Line 3

Table ID: 39 (Purchase Line)

Field ID: 11 (Description)

No.: 39 (Sales Line)

Buffer Time on Function Call Server: 30 Seconds

Automatic Workflows: Yes



To-Do Template

To-Do Template 1	<p>Reference Type: 38 (Purchase Header) Code: WF140-TD010 Description: Department Manager Approve</p>
WHO	<p>Team Code: WKFLADMIN Conditional Responsibility based on Department Code</p> <p>Conditional Responsibilities</p> <p>Conditional Responsibilities Line 1 Condition Code: WF140-C010</p> <p>Condition</p> <p>Table ID: 38 (Purchase Header) Code: WF140-C010 Description: Sales Department Type: Responsibility Condition Line 1 Active: Yes Type: Field Table ID: 38 (Purchase Header) Field ID :29 (Shortcut Dimension 1 Code) Filter: Sales</p> <p>Employee Code: PS</p> <p>Conditional Responsibilities Line 2 Condition Code: WF140-C020</p> <p>Condition</p> <p>Table ID: 38 (Purchase Header) Code: WF140-C020 Description: Production Department Type: Responsibility Condition Line 1 Active: Yes Type: Field Table ID: 38 (Purchase Header) Field ID: 29 (Shortcut Dimension 1 Code) Filter: Prod</p> <p>Employee Code: PS</p> <p>Conditional Responsibilities Line 3 Condition Code: WF140-C030</p> <p>Condition</p> <p>Table ID: 38 (Purchase Header) Code: WF140-C030 Description: Administration Depart. Type: Responsibility Condition Line 1 Active: Yes Type: Field Table ID: 38 (Purchase Header) Field ID:29 (Shortcut Dimension 1 Code) Filter: Adm</p> <p>Employee Code: AH</p>
WHY	No Activation
WHEN	<p>Source Type: Workflow Duration Date Calculation: 2D Critical Date Calculation: -1D</p>



WHAT	<p>Type: Decision</p> <p>Decision Option Set</p> <p>Code: Examination</p> <p>Description: Examination Decision</p> <p>Decision Option Set Line 1</p> <p style="padding-left: 20px;">Value: OK</p> <p style="padding-left: 20px;">Description: Ok</p> <p>Decision Option Set Line 1</p> <p style="padding-left: 20px;">Value: Not OK</p> <p style="padding-left: 20px;">Description: Not Ok</p> <p>Decision Option Set Code: EXAMINATION</p>
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Field Modification

Field Modification Line 1:

Old Status Level Filter: 0..14
New Status Level Filter: <>2
Table ID: 38 (Purchase Header)
Field ID: 120 (Status)
Fix Value Input: Pending Approval

Field Modification Line 2:

Old Status Level Filter: 0..12
New Status Level Filter: 2
Table ID: 38 (Purchase Header)
Field ID: 120 (Status)
Fix Value Input: Released

To-Do Template 2	<p>Reference Type: 38 (Sales Header)</p> <p>Code: WF140-TD020</p> <p>Description: Purchase Rejected by Department</p>
WHO	<p>Team Code: Purchase</p> <p>Employee Table Choice: Employee (Sales Person/ Purchaser)</p> <p>Table ID: 38 (Purchase Header)</p> <p>Employee Field ID: 43 (Purchaser Code)</p>
WHY	<p>By Decision Type No: 38 (Purchase Header)</p> <p>By Decision Template Code: WF140-TD010</p> <p>Decision Value Filter: Not Ok</p>
WHEN	<p>Source Type: To-Do</p> <p>Source Code: WF140-TD010</p> <p>Duration Date Calculation: 1D</p>
WHAT	Type: Manual Completion

Field Modification

Field Modification Line 1:

Old Status Level Filter: 0..14
New Status Level Filter: 0..14
Table ID: 38 (Purchase Header)
Field ID: 120 (Status)
Fix Value Input: Pending Approval



To-Do Template 3	<p>Reference Type: 38 (Purchase Header) Code: WF140-TD030 Description: CFO Approve</p>
WHO	Employee Code: HA
WHY	<p>By Decision Type No.: 38 (Purchase Header) By Decision Template Code: WF140-TD010 Decision Value Filter: Ok Condition Code: WF140-C040</p> <p>Activation Condition</p> <p>Table ID: 38 (Purchase Header) Code: WF140-C040 Description: Lime Amount > 25000 Type: Activation Condition Line 1</p> <ul style="list-style-type: none"> Active: Yes Type: Field Table ID: 38 (Purchase Header) Field ID: 103 Line Amount) Filter: >25000 Multi Line Check: Sum Additional Condition: WF140-C050 <p>Additional Condition</p> <ul style="list-style-type: none"> Table ID: 38 Code: WF140-B050 Description: Only Item Lines Condition Line 1 Table ID: 39 (Purchase Line) Field ID: 5 (Type) Filter: Item
WHEN	<p>Source Type: To-Do Source Code: WF140-TD010 Duration Date Calculation: 2D Critical Date Calculation: -1D</p>
WHAT	<p>Type: Decision Decision Option Set Code: EXAMINATION</p>

Field Modification

Field Modification Line 1:

Old Status Level Filter: 0..14
 New Status Level Filter: <>2
 Table ID: 38 (Purchase Header)
 Field ID: 120 (Status)
 Fix Value Input: Pending Approval

Field Modification Line 2:

Old Status Level Filter: 0..14
 New Status Level Filter: 2
 Table ID: 38 (Purchase Header)
 Field ID: 120 (Status)
 Fix Value Input: Released



To-Do Template 4	Reference Type: 38 (Purchase Header) Code: WF140-TD040 Description: Purchase Rejected by CFO
WHO	Team Code: WKFLADMIN Conditional Responsibility based on Department Code Conditional Responsibilities Conditional Responsibility Line 1 Condition Code: WF140-C010 Employee Code: PS Conditional Responsibility Line 2 Condition Code: WF140-C020 Employee Code: TZ Conditional Responsibility Line 3 Condition Code: WF140-C030 Employee Code: AH
WHY	By Decision Type No.: 38 (Purchase Header) By Decision Template Code: WF140-TD030 Decision Value Filter: Not Ok
WHEN	Source Type: To-Do Source Code: WF140-TD030 Duration Date Calculation: 1D
WHAT	Type: Manual Completion

Field Modification

Filed Modification Line 1:

Old Status Level Filter: 0..14
New Status Level Filter: 0..14
Table ID: 38 (Purchase Header)
Field ID: 120 (Status)
Fixed Value Input: Pending Approval

To-Do Template 5	Reference Type: 38 (Purchase Header) Code: WF140-TD050 Description: MD Approve
WHO	Employee Code: JR
WHY	Condition Code: WF140-C060 By Decision Type No.: 38 (Purchase Header) By Decision Template Code: WF140-TD030 Decision Value Filter: Ok
WHEN	Source Type: To-Do Source Code: WF140-TD030 Duration Date Calculation: 2D Critical Date Calculation: -1D
WHAT	Type: Decision Decision Option Set Code: EXAMINATION



Activation Condition

Table ID: 38 (Purchase Header)
Code: WF140-C060
Description: Line Amount > 50000
Type: Activation
Condition Line 1
 Active: Yes
 Type: Field
 Table ID: 39 (Purchase Line)
 Field ID: 103 (Line Amount)
 Filter: >50000
 Multi Line Check: Sum
 Additional Condition: WF140-C050

Field Modification

Field Modification Line 1:
 Old Status Level Filter: 0..14
 New Status Level Filter: <>2
 Table ID: 38 (Purchase Header)
 Field ID: 120 (Status)
 Fixed Value Input: Pending Approval
Field Modification 2:
 Old Status Level Filter: 0..14
 New Status Level Filter: 2
 Table ID: 38 (Purchase Header)
 Field ID: 120 (Status)
 Fixed Value Input: Released

To-Do Template 6	Reference Type: 38 (Purchase Header) Code: WF140-TD060 Description: Purchase Rejected by MD
WHO	Employee Code: JR
WHY	By Decision Type No.: 38 (Purchase Header) By Decision Template Code: WF140-TD050 Decision Value Filter: Not Ok
WHEN	Source Type: To-Do Source Code: WF140-TD050 Duration Date Calculation: 1D
WHAT	Type: Manual Completion

Field Modification

Field Modification Line 1:
 Old Status Level Filter: 0..14
 New Status Level Filter: 0..14
 Table ID: 38 (Sales Header)
 Field ID: 120 (Status)
 Fix Value Input: Pending Approval



To-Do Template 7	<p>Reference Type: 38 (Purchase Header) Code: WF140-TD070 Description: Purchase Approved</p>
WHO	<p>Team Code: Purchase Conditional Responsibility based on Purchaser</p> <p>Conditional Responsibility</p> <p>Conditional Responsibility Line 1 Condition Code: WF140-C010 Employee Code: PS</p> <p>Conditional Responsibility Line 2 Condition Code: WF140-C020 Employee Code: TZ</p> <p>Conditional Responsibility Line 3 Condition Code: WF140-C030 Employee Code: AH</p>
WHY	<p>Condition Code: WF140-C070</p> <p>Activation Condition</p> <p>Table ID: 38 (Purchase Header) Code: WF140-C070 Description: Purchase Released Type: Activation Condition Line 1 Active: Yes Type: Field Table ID: 38 (Purchase Header) Field ID: 120 (Status) Filter: Released</p>
WHEN	<p>Source Type: To-Do Group Source Code: WF140-TG010 Duration Date Calculation: 1D</p>
WHAT	<p>Type: Manual Completion</p>

To-Do Group Template

Reference Type: 38 (Purchase Header)
Code: WF140-TG010
Description: Purchase Order Approval
To-Do Group Line 1
 Type: To-Do
 Code: WF140-TD010
To-Do Group Line 2
 Type: To-Do
 Code: WF140-TD020
To-Do Group Line 3
 Type: To-Do
 Code: WF140-TD030
To-Do Group Line 4
 Type: To-Do
 Code: WF140-TD040
To-Do Group Line 5
 Type: To-Do
 Code: WF140-TD050
To-Do Group Line 6
 Type: To-Do
 Code: WF140-TD060



Workflow Template

Reference Type: 38 (Purchase Header)
Code: WF140
Description: Purchase Order Approval
Reference Editing Form: 50 (Purchase Order)
Use Condition: WF140-C080

Condition

Table ID: 38 (Purchase Header)
Code: WF140-C080
Description: Purchase Order Approval Required
Type: Workflow Use Condition

All Condition Lines

Active: Yes

Type: Field

Condition Line 1

Table ID: 38 (Purchase Header)

Field ID: 1 (Document Type)

Filter: Order

Condition Line 2

Table ID: 39 (Purchase Line)

Field ID: 103 (Line Amount)

Filter: >1000

Multi Line Check: Sum

Additional Condition: WF140-C050

Condition Line 3

Table ID: 38 (Purchase Header)

Field ID: 120 (Status)

Filter: <>Released

Workflow Line 1

Type: To-Do Group

Code: WF140-TG010

Workflow Line 2

Type: To-Do

Code: WF140-TD070



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