Workflow Scenario Example 16

Type: Advanced Process Workflow
Department: Finance

November 30th, 2019

aptean

Learning Objectives

Deadline Time:

You can specify the time when a To-Do shall be completed under Deadline Time.

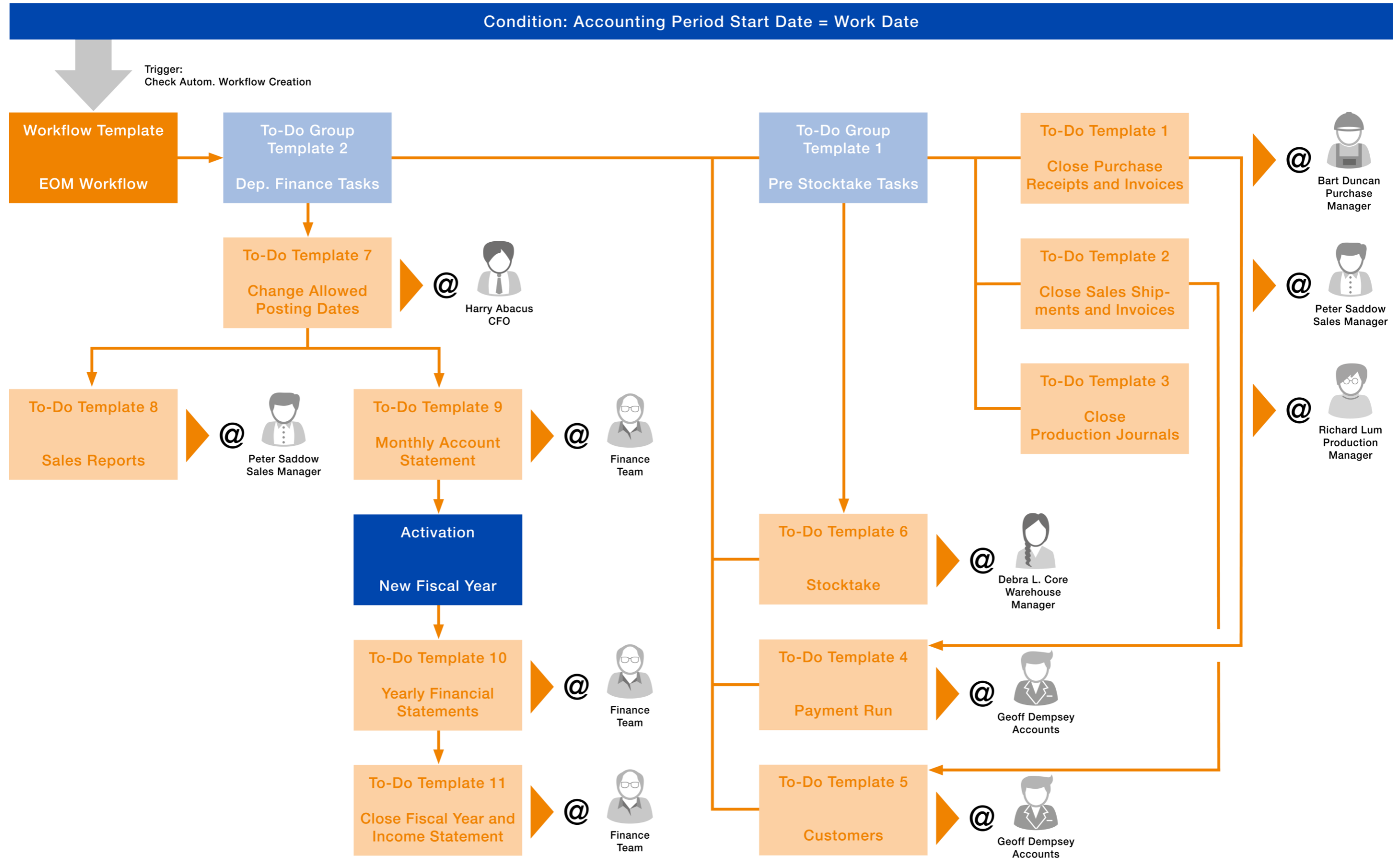## Modify allowed by (when not open):

Open To-Dos are assigned to specific employees with authority to work on open To-Dos.

Business Process "Monthly Account Statements":

Monthly Account Statement are finished by the finance team. In order to complete these, orders of the Purchase Manager, Sales of the Sales Manager and production orders of the Production Manager have to be finalized first. Once this has been done, the Warehouse Manager can execute a stocktake. The accountant then can prepare the process of payment and close the debtor´s file. Following this, the Sales Manager draws up a sales report in order that the Finance Team is able to complete the monthly account statements. If a New Fiscal Year starts, the Yearly Financial Statements will be appointed and the fiscal year and income statement will be closed additionally.

Aptean Advanced Workflow

Aptean Advanced Workflow Diagramm

Condition: Accounting Period Start Date = Work Date

Trigger:
Check Autom. Workflow Creation

Workflow Template

EOM Workflow

To-Do Group Template 2

Dep. Finance Tasks

To-Do Group Template 1

Pre Stocktake Tasks

To-Do Template 1

Close Purchase Receipts and Invoices

@ Bart Duncan Purchase Manager

To-Do Template 7

Change Allowed Posting Dates

@ Harry Abacus CFO

To-Do Template 2

Close Sales Shipments and Invoices

@ Peter Saddow Sales Manager

To-Do Template 8

Sales Reports

@ Peter Saddow Sales Manager

To-Do Template 9

Monthly Account Statement

@ Finance Team

To-Do Template 3

Close Production Journals

@ Richard Lum Production Manager

Activation

New Fiscal Year

To-Do Template 6

Stocktake

@ Debra L. Core Warehouse Manager

To-Do Template 10

Yearly Financial Statements

@ Finance Team

To-Do Template 4

Payment Run

@ Geoff Dempsey Accounts

To-Do Template 11

Close Fiscal Year and Income Statement

@ Finance Team

To-Do Template 5

Customers

@ Geoff Dempsey Accounts

Aptean Advanced Workflow Setup

Reference Type

No.: 50 (Accounting Period)
Editing Page ID: 100 (Accounting Period)
Buffer Time on Function Call Server: 10 Seconds
Automatic Workflows: Yes
Keyword Definitions
Keyword Definitions Line 1
       Table ID: 50 (Accounting Period)
       Field ID: 1 (Starting Date)
       Tick all Use Fields

To-Do Template

To-Do Template 1	Reference Type No.: 50 (Accounting Period) Code: WF160-TD010 Description: Finalize Purchase Receips and Inovices
WHO	Employee Code: BD Modify allowed by (when not open): Administrator
WHY	No Activation
WHEN	Source Type: Workflow Duration: 1D Deadline Time: 12:00
WHAT	Type: Manual Completion

To-Do Template 2	Reference Type No.: 50 (Accounting Period) Code: WF160-TD020 Description: Finalize Sales Shimpments and Invoices
WHO	Employee Code: PS Modify allowed by (when not open): Administrator
WHY	No Activation
WHEN	Source Type: Workflow Duration: 1D Deadline Time: 12:00
WHAT	Type: Manual Completion

To-Do Template 3	Reference Type No.: 50 (Accounting Period) Code: WF160-TD030 Description: Finalize Production Journals
WHO	Employee Code: RL Modify allowed by (when not open): Administrator
WHY	No Activation
WHEN	Source Type: Workflow Duration: 1D Deadline Time: 12:00
WHAT	Type: Manual Completion

Aptean Advanced Workflow

To-Do Group Template

Reference Type No.: 50 (Accounting Period)
Code: WF160-TG010
Description: Pre Stocktake Tasks
To-Do Group Line 1
    Type: To-Do
    Code: WF160-TD010
To-Do Group Line 2
    Type: To-Do
    Code: WF160-TD020
To-Do Group Line 3
    Type: To-Do
    Code: WF160-TD030

To-Do Template 4	Reference Type No.: 50 (Accounting Period) Code: WF160-TD040 Description: Payment Run
WHO	Employee Code: GS Modify allowed by (when not open): Administrator
WHY	No Activation
WHEN	Source Type: To-Do Source Code: WF160-TD010 Source Field: 5128414 (End Date Planned) Duration: 1D Deadline Time: 15:00
WHAT	Type: Manual Completion

To-Do Template 5	Reference Type No.: 50 (Accounting Period) Code: WF160-TD050 Description: Costumer Statements
WHO	Employee Code: GS Modify allowed by (when not open): Administrator
WHY	No Activation
WHEN	Source Type: To-Do Source Code: WF160-TD020 Source Field: 5128414 (End Date Planned) Duration: 1T Deadline Time: 15:00
WHAT	Type: Manual Completion

To-Do Template 6	Reference Type No.: 50 (Accounting Period) Code: WF160-TD060 Description: Stocktake
WHO	Mitarbeiter Code: DK Modify allowed by (when not open): Administrator
WHY	No Activation
WHEN	Source Type: To-Do Group Source Code: WF160-TG010 Source Field: 51 (End Date Actual) Duration: 1D Deadline Time: 17:00
WHAT	Type: Manual Completion

To-Do Group Template

Reference Type No.: 50 (Accounting Period)
Code: WF160-TG020
Description: Department EOM Tasks
To-Do Group Line 1
       Type: To-Do Group
       Code: WF160-TG010
To-Do Group Line 2
       Type: To-Do
       Code: WF160-TD040
To-Do Group Line 3
       Type: To-Do
       Code: WF160-TD050
To-Do Group Line 4
       Type: To-Do
       Code: WF160-TD060

To-Do Template 7	Reference Type No.: 50 (Accounting Period) Code: WF160-TD070 Description: Change Allowed Posting Dates
WHO	Employee Code: HA Modify allowed by (when not open): Administrator
WHY	No Activation
WHEN	Source Type: To-Do Group Source Code: WF160-TG020 Duration: 1D
WHAT	Type: Manual Completion

To-Do Template 8	Reference Type No.: 50 (Accounting Period) Code: WF160-TD080 Description: EOM Sales Report
WHO	Employee Code: PS Modify allowed by (when not open): Administrator
WHY	No Activation
WHEN	Source Type: To-Do Source Code: WF160-TD070 Duration: 3D Critical Date Calculation: -1D
WHAT	Type: Manual Completion

To-Do Template 9	Reference Type No.: 50 (Accounting Period) Code: WF160-TD090 Description: Monthly Account Statement
WHO	Team Code: Finance Modify allowed by (when not open): Administrator
WHY	No Activation
WHEN	Source Type: To-Do Source Code: WF160-TD070 Duration: 3D Urgency: -1D
WHAT	Type: Manual Completion

To-Do Template 10	Reference Type No.: 50 (Accounting Period) Code: WF160-TD100 Description: Yearly Account Statements
WHO	Team Code: Finance Modify allowed by (when not open): Administrator
WHY	Activation Code: WF160-C010
WHEN	Source Type: To-Do Source Code: WF160-TD090 Duration: 1M Urgency: -7D
WHAT	Type: Manual Completion

Activation Condition

Table ID: 50 (Accounting Period)
Code: WF160-C010
Description: New Fiscal Year
Type: Activation
Condition Line 1
> Active: Yes
> Type: Field
> Table ID: 50 (Accounting Period)
> Field ID: 3 (New Fiscal Year)
> Filter: Yes

To-Do Template 11	Reference Type No.: 50 (Accounting Period) Code: WF160-TD110 Description: Close Fiscal Year and Income Statement
WHO	Team Code: Finance Modify allowed by (when not open): Administrator
WHY	Activation Code: WF160-C010
WHEN	Source Type: To-Do Source Code: WF160-TD100 Duration: 1D
WHAT	Type: Manual Completion

Workflow Template

Reference Type No.: 50 (Accounting Period)
Code: WF160
Description: EOM-EOY Workflow
Use Condition: WF160-C020
More Options -> Navigate -> Use Conditions

Condition

Table ID: 50 (Accounting Period)
Code: WF160-C020
Description: New Month
Type: Workflow Use Condition
Condition Line 1
> Active: Yes
> Table ID: 50 (Accounting Period)
> Field ID: 1 (Starting Date)
> Filter: >01.01.10

Workflow Line 1
       Type: To-Do Group
       Code: WF160-TG020
Workflow Line 2
       Type: To-Do
       Code: WF160-TD070
Workflow Line 3
       Type: To-Do
       Code: WF160-TD080
Workflow Line 4
       Type: To-Do
       Code: WF160-TD090
Workflow Line 5
       Type: To-Do
       Code: WF160-TD100
Workflow Line 6
       Type: To-Do
       Code: WF160-TD110

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