Infinium Workflow

Sample Template Reference Guide

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Chapter 1
Download, Import, and Configure Infinium Sample Templates

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The chapter consists of the following topics:

Introduction

Infinium Workflow provides sample workflows that address typical business scenarios. You can modify these workflows for your particular needs and save them with a different name. You can also develop new workflows.

Infinium Workflow provides the sample workflows below.

Application or Use	Sample Workflow Template
Accounts Receivable	AR Chargeback
Accounts Receivable	AR Returned Check
General Ledger	GL Chart of Account Change
General Ledger	GL Chart of Account Addition
General Ledger	GL Chart of Account Deletion
Payables Ledger	PL Invoice Approval
Payables Ledger	PL Payment Notification

Software requirements

The following software must exist on your system before you use the sample templates:

- SSA Workflow Extension for iSeries 6.2, including patch 3
- Infinium GL 12.4.1 or higher for the GL templates
- Infinium AR 12.2.1 or higher for the AR templates
- Infinium PL 12.3 or higher for the PL templates

Download, import, and configure sample templates

You use the Workflow Configurator and the i-Flow Development Manager to configure and import the sample templates.

You must perform four main tasks to download, import, and configure the sample templates.

1 Complete the pre-import task.

This task contains the steps you must complete before you import the sample templates.

2 Download the Workflow sample template zip file.

This task contains the steps to download the sample template zip file from the SSA OnePoint Online website.

3 Import the sample workflows.

This task contains the steps to import the sample templates.

4 Complete the post-import task.

This task contains the steps you must perform after you import the templates.

Refer to the "*Workflow Configurator*" chapter of the *SSA Workflow Extension for iSeries Installation and Setup Guide*, *Interstage Business Process Manager (BPM) User's Guide* and *Interstage Business Process Manager (BPM) Administration and Installation Guide* for additional information.

Note: The *SSA Workflow Extension for iSeries and Setup Guide* is on SSA OnePoint Online. The Interstage guides are on the SSA Workflow Extension for iSeries installation CD.

Complete the pre-import task

To complete the initial configuration for Infinium Workflow templates, complete the steps below using Workflow Configurator.

1 Create data source definitions.

a. Add the JDBC data sources in the table below for the corresponding templates.

b. Use appropriate values for the *Hostname* (your iSeries name), *Database library name for URL*, *User ID*, and *Password* fields.

Sample Templates	Data Source	URL	Class Driver
AR	ARDS	jdbc:as400://hostname/ARDBFA	com.ibm.as400.access.AS400JDBCDriver
GL	GLDS	jdbc:as400://hostname/GLDBFA	com.ibm.as400.access.AS400JDBCDriver
PL	PLDS	jdbc:as400://hostname/PLDBFA	com.ibm.as400.access.AS400JDBCDriver

2. Add trigger filters.

a. Add the trigger filter below for the corresponding DataSources. The Datasources should match the ones you created in the previous step.

b. Specify ***** for the *Product* and *Host* fields and leave the *Rule File Class* and *Rule File Data Source* fields blank.

Trigger ID	Name	UI Panel Class	Data Source
ARFilter	AR Database Filter	com.ssaglobal.iseries.workflow.iflowcustom.ISeriesJdbcPanel	ARDS
GLFilter	GL Database Filter	com.ssaglobal.iseries.workflow.iflowcustom.ISeriesJdbcPanel	GLDS
PLFilter	PL Database Filter	com.ssaglobal.iseries.workflow.iflowcustom.ISeriesJdbcPanel	PLDS

3. Specify Infinium Inabler properties.

a. Add the Infinium Inabler properties definition below using Workflow Configurator.

b. Use the appropriate values for the *Product Name*, *Hostname*, *Port number*, *AM version*, and *Application Library* fields.

Sample Template	Product ID	System Name	Version	Application Library	Base URL
AR	Infinium AR	AR	000	AR2000	http://hostname:port/infinium
GL	Infinium GL	GL	000	GL2000	http://hostname:port/infinium
PL	Infinium PL	PL	000	PL2000	http://hostname:port/infinium

4 After you make the above changes to the configuration files, you must complete the steps below.

   a Stop the Web server.

   b Start the Workflow services.

   c Restart the Web server.

Download the workflow zip file

To download the Infinium Workflow sample templates zip file, complete the steps below.

1 Access http://onepoint.ssaglobal.com and complete the SSA OnePoint Online Customer Logon Center window.

2 Click **Solutions** and then click **SSA Infinium Solutions**.

3 Click the Infinium Financials product code associated with your Infinium application. For example, click **INFGL**, **INFAR**, or **INFPL**.

4 Find the master solution record associated with the release of your Infinium product.

- For Infinium GL, click **12.4** and find solution record EW18.
- For Infinium AR, click **12.2** and find solution record DR5.
- For Infinium PL, click **12.3** and find solution record PL12.3.

5 In the solution record, expand the Post Release Updates section and click the Infinium Workflow Sample Template Reference Guide link.

6 Open and unzip the Infinium_Samples.zip file. Extract the contents of the file to the root directory that you set up when you installed the Workflow Extension on the PC, for example *root directory*/SSA Global/Samples/Infinium.

You can now import the folder contents to Workflow.

Import the sample workflows

To import the sample templates, complete the steps below.

1 Log onto the Workflow server PC.

2 Navigate to the Load Samples program and select **Start** – **Programs** - **SSA Global** – **Workflow** – **Server** - **Load Samples**.

3 The program displays the Sample Load Utility window. Double-click the Infinium folder that you downloaded.

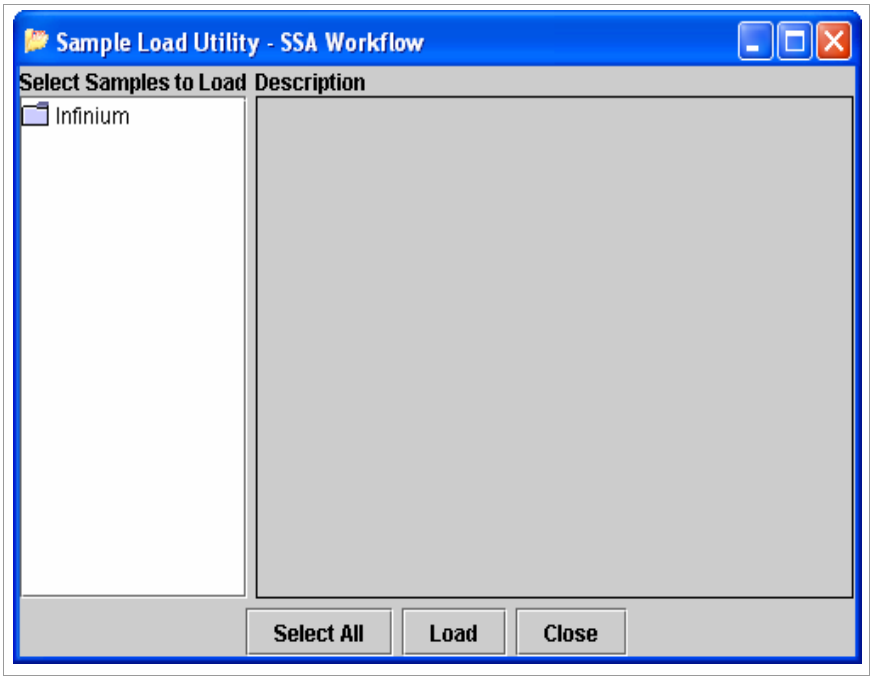

Figure 1-1: Sample Load Utility

4 The program redisplays the window with a list of templates in the Infinium folder.

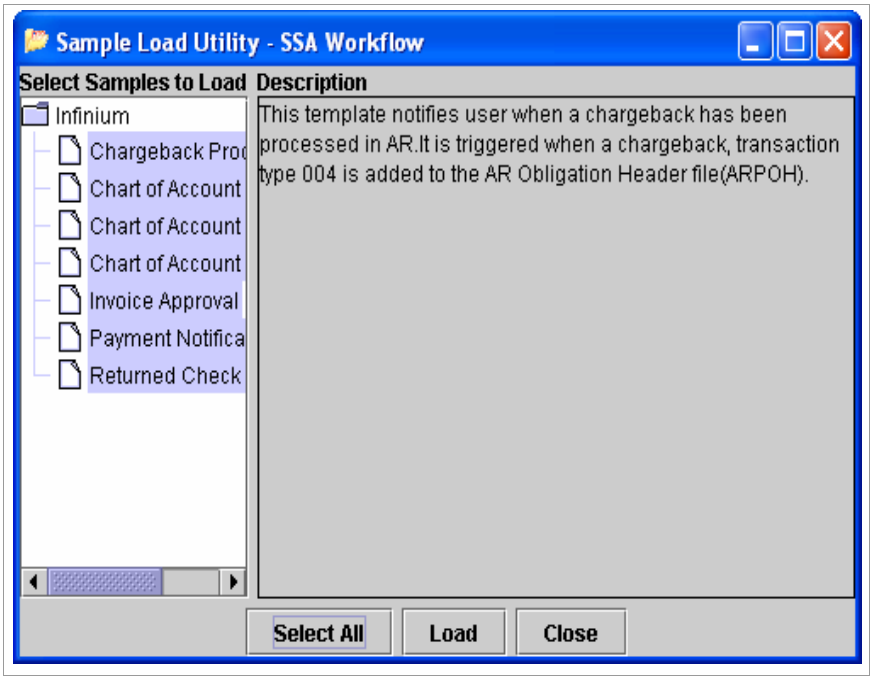

Figure 1-2: Sample Load Utility

5 Select one or more sample workflow templates to import and click **Load**.

6 When the Sample Load Utility inquires whether you want to load the samples, click **Yes**.

7 When the load is complete, the program displays a confirmation message. Click **OK**. The templates now reside in the SSA Workflow product.

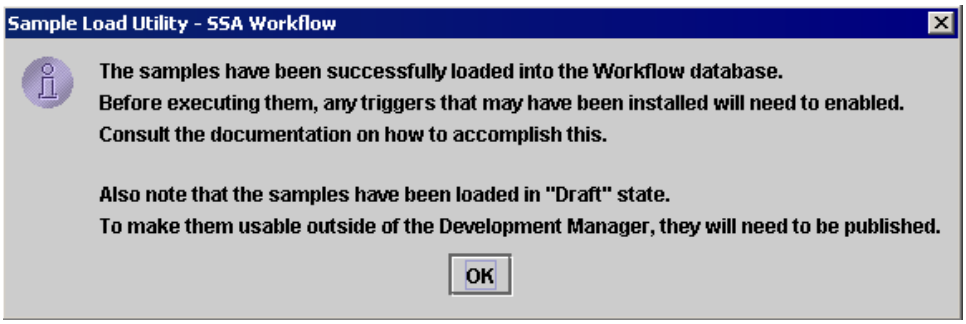

Figure 1-3: Sample Load Utility Successful Upload

Complete the post-import task

To edit, view, or copy any of the sample workflow templates, log into the Development Manager and choose the desired template.

All of the sample workflow templates that you imported are in a draft state. To publish the templates, use the Workflow Administration.

To complete the configuration for Infinium Workflow templates, complete the steps below.

1 All of the sample workflow templates that you imported have disabled triggers. Before you use them, you must complete the steps below to enable the triggers.

   a Choose **Edit** from the **Template** menu to open the template.

   b Choose **Properties** from the **Template** menu.

   c Click the Trigger tab to open the trigger.

   d Select the *Enabled* checkbox and click **OK**.

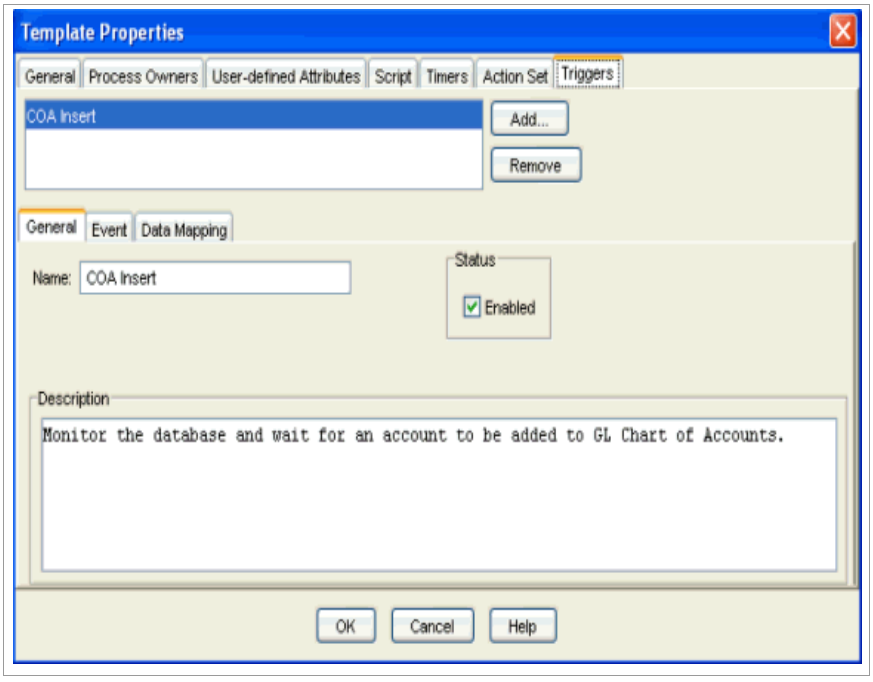

Figure 1-4: Template Properties window

   e Choose **Save** from the **Template** menu.

2 Thoroughly test all workflow templates before you place them in a production environment.

3 Attach trigger programs to the database files.

You must attach trigger programs to the appropriate database files for Workflow server to receive events from the Infinium system.

Refer to the “*Setting up Workflow Triggers*” chapter in the *SSA Workflow iSeries Extension Installation and Setup Guide* for additional information on database triggers.

Caution: Before you issue the commands below, ensure that there are no users on the system.

a To enable or disable workflow triggers, sign on to the iSeries, select the appropriate version, for example AR, GL, or PL, type the appropriate command on a command line and use F4 to prompt.

For example, if you select version AR, type the command below and use F4.

ARWFTRG

The system displays the screen below.

```
                     Add/Remove Trigg. for Workflow (ARWFTRG)

 Type choices, press Enter.

 Database Library . . . . . . . .   ARDBFA        Name
 Workflow Integrator Library  . .   WFINTEGRAT    Name
 Add/Remove ? . . . . . . . . . .   *ADD          *ADD, *RMV





                                                                     Bottom
 F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this
display    F24=More keys
```

Figure 1-5: Add/Remove Trigg. For Workflow screen

b Ensure that the database library and the workflow Integrator libraries are correct for your system and press Enter.

c Use the following commands to repeat the above steps for GL and PL:

- **GLWFTRG** for GL
- **PLWFTRG** for PL

The above commands attach the trigger program WITRIGREC to the following files:

System	File	Trigger Time	Trigger Event
AR	ARPOH	*AFTER	Insert
AR	ARPPH	*AFTER	Insert
GL	GLPCT	*AFTER	Insert, Update and Delete
PL	PLPPH	*AFTER	Insert

Note: For PL, the command also sets the ECWFE field, *Workflow Enabled*, in the PL Entity Controls file, PLPEC, to **1**.

To remove the attached triggers, use the same commands but specify ***RMV** in the *Add/Remove?* field.

4 Add the workflow integrator library to the version's library list

The Workflow Integrator library, WFINTEGRAT, contains the trigger programs and data queue that the system uses to send data to the i-Flow server. Therefore, add **WFINTEGRAT** to the library list of the appropriate AR, GL, and PL versions. Refer to the *Infinium AM Guide to Application Manager* for information on how to add a library to a version's library list.

5 Complete additional steps to configure PL templates.

The Payment Notification and the Invoice Approval templates use special programs that are not accessible from the default PL menu. Therefore, when you use these templates, specifically the 5250 node, you must have access to a quick access job that is not on the user menu. To enable that quick access job, complete the steps below for all i-Flow users in Infinium PL who access the iSeries system.

a Sign on to your iSeries as user **AM2000**.

b Select **Users and Authorities**.

c Type the name of the PL user who will access the iSeries system from i-Flow and press Enter.

d Use F8 to access the Environment Authority Flags screen.

e Ensure that the *Verify QuikAccess job on user menu* field is set to **N**.

f Use F3 and select **Exit, Save changes** to save your changes.

g Use F3 and select **Exit, Save changes** again to save your changes.

h Use F3 once more to exit this function.

6 Create the appropriate users and roles within i-Flow.

If you use Windows NT Directory Service and you want to create a new user and a group or role, use the command below. Refer to the User Accounts and Roles section in the "*i-flow installation and Configuration on Windows*" chapter of the *Interstage Business Process Manager (BPM) Administration and Installation Guide* for additional information on how to set up users and groups.

For i-Flow installations that use the Windows NT Directory Service, you can use the i-Flow **iflownetadd** utility to automate the creation of i-Flow login accounts from the command line, including the necessary assignment of user rights.

When you use the **Iflownetadd** utility, the system displays the following parameters:

User

This is the user name you want to add to the Windows directory.

Password

This is the login password for this user.

Group

This is the group name associated with this user.

dmainname or \\machinename

This is the directory server that stores the user and group profiles. To create an account on the local domain, use *domainname*. To create an account on machine, use \\machinename. You must type two backward slashes (\\) before the machine name.

Use the following syntax for iflownetadd:

From the command prompt of the Windows server on which i-Flow is installed, type:

iflownetadd user password group domainname\\machinename

To get online help for this command, type the command **iflownetadd** with no parameters. To add a user named John with password pwd in the role of a Manager to a machine named iflowserver, type the following command:

iflownetadd John pwd Manager\\iflowserver

7 Assign the templates and activities to roles.

The sample templates and activities are owned by a role named **Role**. This is the default i-Flow role and the system assigns all tasks to all users in this role. To assign the tasks of a particular template, you can change the process owner and the activity owners from this default.

To change the process owner and the activity owners, refer to the Assign Process Ownership and Assign Activities sections of the "*Creating Templates and Processes*" chapter of the *Interstage Business Process Manager (BPM) User's Guide*.

Chapter 2
Sample Workflow Templates

2

The chapter consists of the following topics:

AR Chargeback

The AR Chargeback is a triggered workflow process. This workflow server monitors the database to determine if a user adds a chargeback, transaction type 004, to the AR Obligation Header file, ARPOH. If a user adds a chargeback, the system activates the following actions:

- Review chargeback
- Review chargeback on 5250 or Web

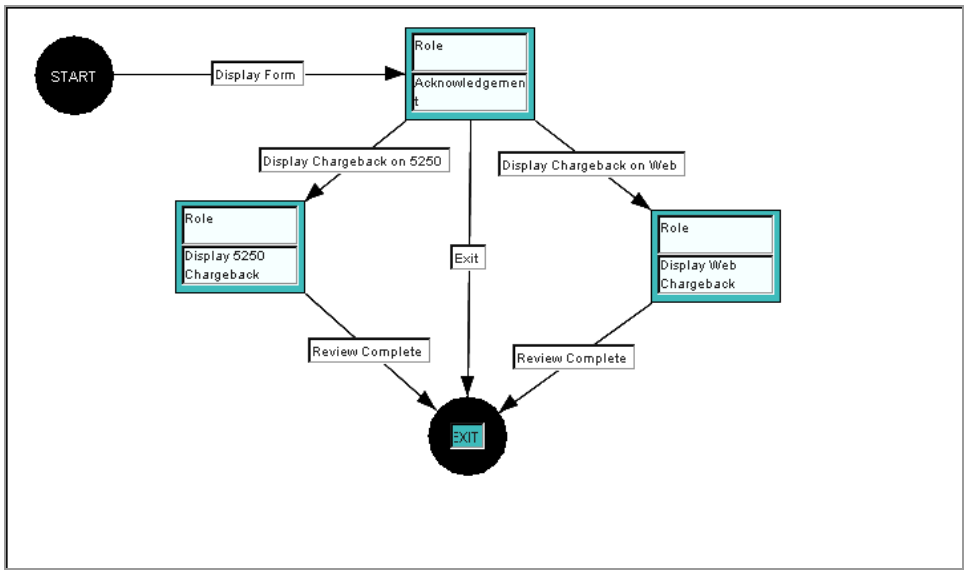

Figure 2-1: AR Chargeback Template diagram

This workflow process contains a filter that selects only those chargebacks over $100.00. When a user adds a chargeback that meets this criterion, workflow notifies the appropriate user of the addition. The workflow creates a task in the user's worklist. When the user accesses the task from the worklist, the system displays a form, which contains values of some key fields. The system provides one of the following options:

- View the details of the chargeback on the 5250 or Web
- Exit from workflow
- Cancel and leave the task in the worklist

If the user chooses to view the addition, the system creates a new task on the worklist. If the user accesses this new task, the system initiates the *Display Obligation Header* function.

When the task is complete, workflow displays a window to exit or cancel. If the user exits, the system removes the task from the worklist and workflow ends. If the user cancels, the task remains on the worklist.

When the system marks the action as **Review Complete**, the workflow ends.

AR Returned Check

This is a triggered workflow process. The workflow server monitors the database to determine if a user adds a returned check to the AR Cash Receipt Header file, ARPPH. When a user adds a returned check, the system activates the following actions:

- Review Returned Check Addition
- Review Returned Check Addition on 5250 or Web

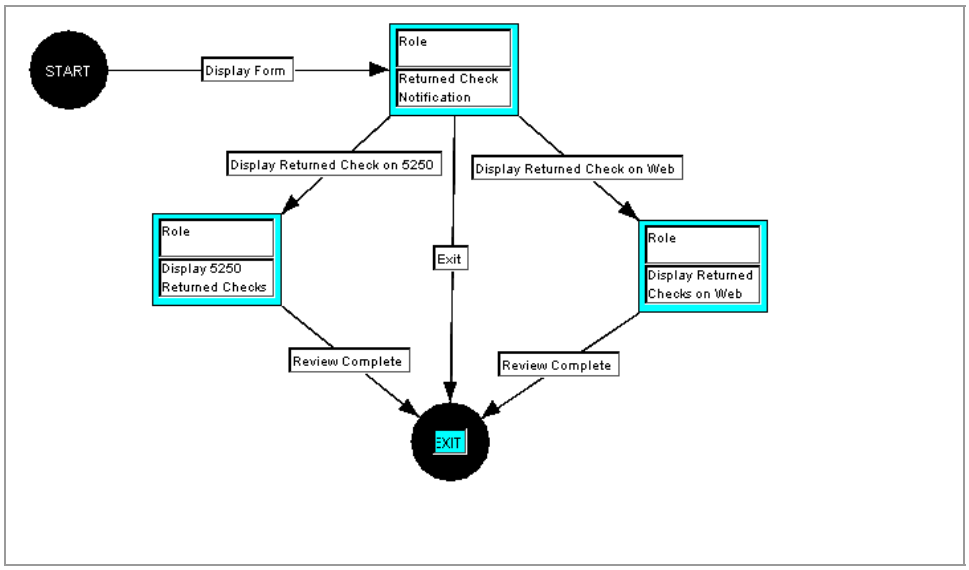

Figure 2-2: AR Returned Check Template diagram

Workflow notifies the appropriate user of the addition. The workflow creates a task in the user's worklist. If the user accesses the task from the worklist, the system provides one of the following options:

- View the details of the returned check on the 5250 or Web
- Exit from workflow
- Cancel and leave the task in the worklist

If the user chooses to view the addition, the system creates a new task on the worklist. If the user accesses this new task, the system initiates the *Display Obligation Header* function.

When the task is complete, workflow displays a window to exit or cancel. If the user exits, the system removes the task from the worklist and workflow ends. If the user cancels, the task remains on the worklist.

When the system marks the action as **Review Complete**, the workflow ends.

GL Chart of Account Update

Caution: If you use the *Mass Change Chart of Accounts* function, there can be several accounts in the GLPCT file that get changed. In this case, you may need to individually act on several entries in the worklist. There are two ways to handle this situation. You can temporarily display the Workflow template and enable it later, or you can place a filter on the template to restrict the events that can create workflow processes. Refer to the *Interstage Business Process Manager (BPM) User's Guide* for information on how to perform the above actions.

This is a triggered workflow process. The workflow server monitors the database to determine if a user changes the GL Chart of Accounts file, GLPCT. If a user changes the file, the system activates the following actions:

- Review Account Update
- Review Account Update on 5250 or Web

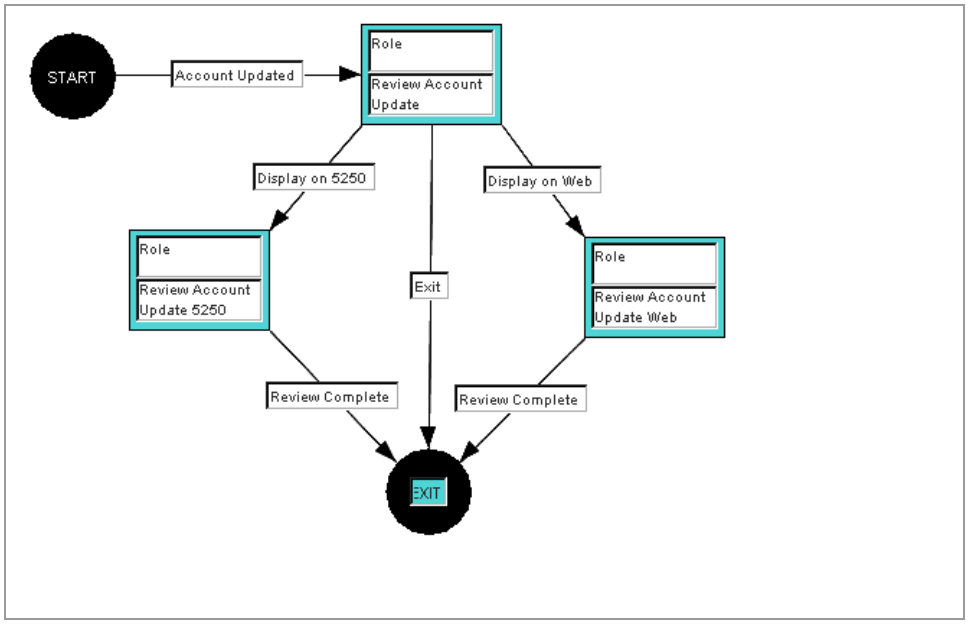

Figure 2-3: GL Chart of Account Update Template diagram

Workflow creates a task in the appropriate user's worklist. If the user accesses the task from the worklist, the system displays a form, which contains the before and after values of some key fields. The system provides one of the following options:

- View the details of the change on the 5250 or Web
- Exit from Workflow
- Cancel and leave the task in the worklist

If the user views the addition, the system creates a new task on the worklist. If the user accesses this new task, the system displays page two of the *Display Chart of Accounts* function.

When the system marks the action as **Review Complete**, the workflow ends.

GL Chart of Account Addition

Caution: If you use the *Mass Add Chart of Accounts* function, there can be several accounts in the GLPCT file that get added. In this case, you may need to individually act on several entries in the worklist. There are two ways to handle this situation. You can temporarily display the Workflow template and enable it later, or you can place a filter on the template to restrict the events that can create workflow processes. Refer to the *Interstage Business Process Manager (BPM) User's Guide* for information on how to perform the above actions.

This is a triggered workflow process. The workflow server monitors the database to determine if a user adds an account to the GL Chart of Accounts file, GLPCT. If a user adds an account, the system activates the following actions:

- Review Account Addition
- Review Account Addition on 5250 or Web

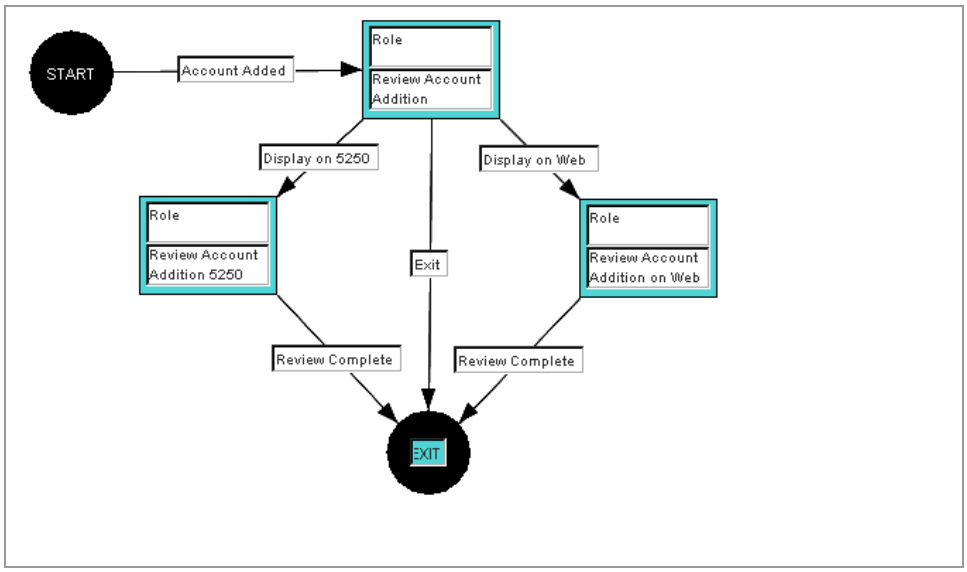

Figure 2-4: GL Chart of Account Addition Template diagram

Workflow notifies the appropriate user of the addition. The workflow creates a task in the user's worklist. If the user accesses the task from the worklist, the system displays a form, which contains values of some key fields. The system provides one of the following options:

- View the details of the new account on the 5250 or Web

- Exit from Workflow
- Cancel and leave the task in the worklist

If the user views the addition, the system creates a new task on the worklist. If the user accesses this new task, the system displays page two of the *Display Chart of Accounts* function.

When the system marks the action as **Review Complete**, the workflow ends.

GL Chart of Account Deletion

Caution: If you use the *Mass Delete Chart of Accounts* function, there can be several accounts in the GLPCT file that get deleted. In this case, you may need to individually act on several entries in the worklist. There are two ways to handle this situation. You can temporarily display the Workflow template and enable it later, or you can place a filter on the template to restrict the events that can create workflow processes. Refer to the *Interstage Business Process Manager (BPM) User's Guide* for information on how to perform the above actions.

This is a triggered workflow process. The workflow server monitors the database to determine if a user deletes an account from the GL Chart of Accounts file, GLPCT. If a user deletes an account, the system activates the Account Deleted action.

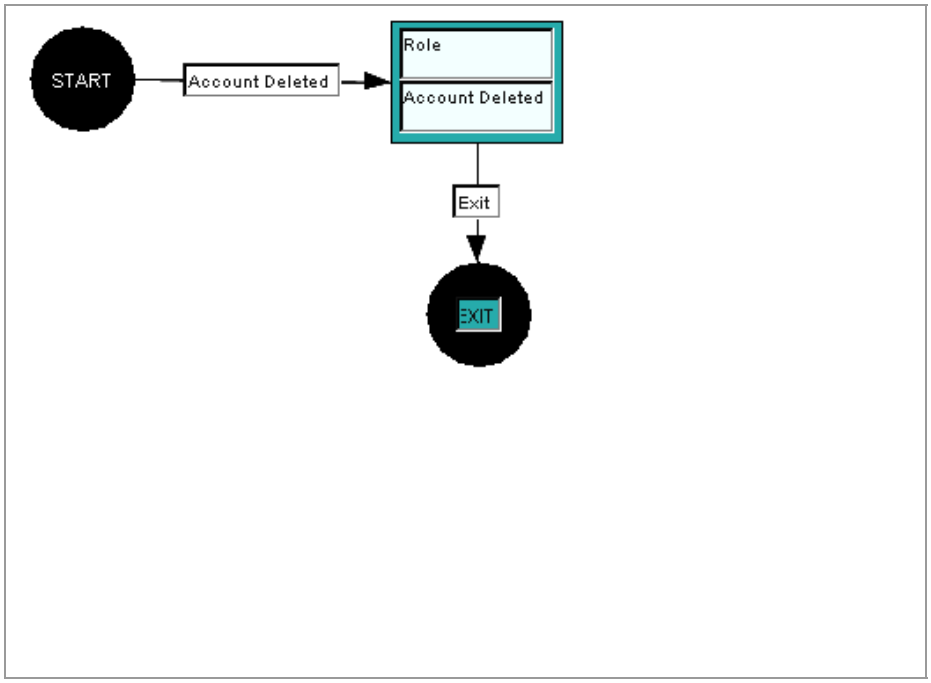

Figure 2-5: GL Chart of Account Deletion Template diagram

Workflow notifies the appropriate user of the deletion. The workflow creates a task in the user's worklist. If the user accesses the task from the worklist, the system displays a form, which contains values of some key fields of the deleted account. If the user exits, the workflow ends.

PL Invoice Approval

This is an event-triggered workflow process. When a user creates an invoice that requires approval, the system sends that event to the workflow server and activates the following actions:

- View Invoice Details
- Approve/Reject on 5250 or Web

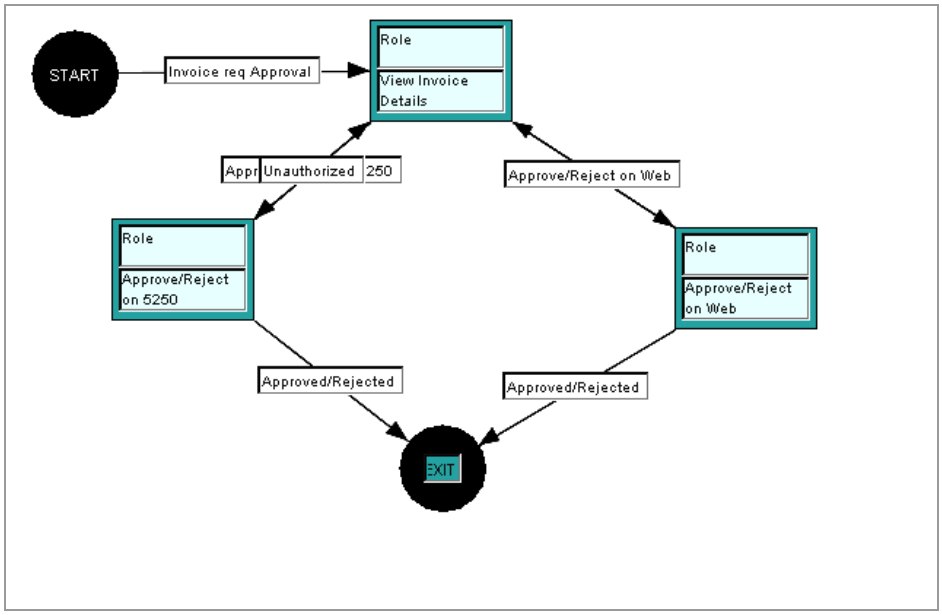

Figure 2-6: PL Invoice Approval Template diagram

Infinium PL sends an event to the workflow server when the system marks an Invoice's approval status as **Approval pending** or **Re- approval pending**. The Invoice can be a standard invoice, PO invoice, one you create through High Volume Invoice entry, registered or recurring invoices that you pull into a session, or invoices you create through APIs. When you send an invoice, workflow notifies the appropriate user.

The system creates the **View Invoice details** task in the user's Worklist. If the user accesses this task from the worklist, the system displays a form, which contains some of the details of the Invoice such as *Company*, *Division* and *Amount*. The system provides one of the following options:

- Approve or reject the invoice on the 5250 or Web
- Exit from Workflow

- Cancel and leave the task in the worklist

If the user views, approves, or rejects the invoice, the system creates a new task named **Approve/Reject on 5250/Web** on the worklist. If the user accesses this new task, the system initiates the *Work with Unapproved Invoices* function. The user can approve or reject the invoice based on the appropriate function key or Action (Web). Based on the action you perform, the system sends one more event to the Workflow server, removes the task from the user's worklist, and ends the workflow process.

There are some special situations that can arise when you approve or reject an invoice on the backend system, bypassing Workflow, or a workflow user does not have the authority to approve or reject a particular Invoice.

- If you approve the invoice from within the PL system without coming from workflow, there are two scenarios:
  - If the workflow task is in the first node, View Invoice Details, the system takes no action. If the workflow user tries to approve this invoice from the second node, the system displays a message to indicate that a different user already approved the invoice and it removes the task from the user's worklist. In this scenario, the user must complete the first task and be at the second task.
  - If the workflow task is waiting at the second node and a user approves the invoice at the backend, the system automatically removes the task from the workflow user's worklist.
- If the workflow user accepts the task and tries to approve or reject the Invoice but does not have the authority to perform this action, the PL system sends an unauthorized event to Workflow server. On such an event, the system creates a new task equivalent to the first action, View Invoice Details, for all of the users. This process continues until the workflow user approves or rejects the invoice.

PL Payment Notification

This is a triggered workflow process. The workflow server monitors the database to determine if a user processes a payment. If a user processes a payment, the system inserts a new record into the PL Payment History file, PLPPH. On such an event, the system activates the following actions:

- Display Payment
- Display Paid Items on 5250 or Web

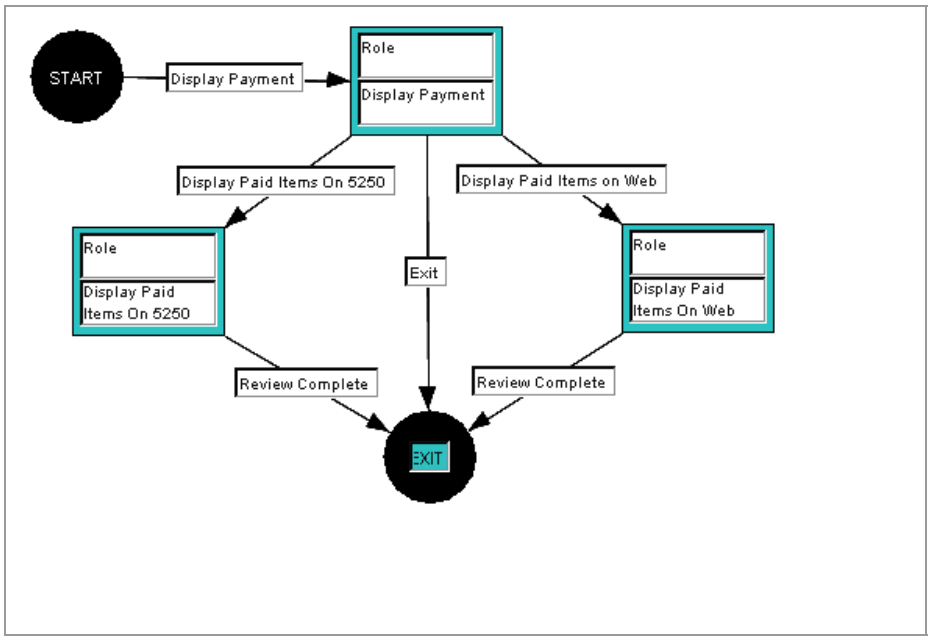

Figure 2-7: PL Payment Notification Template diagram

If a user adds a record, workflow notifies the appropriate user of the payment. The workflow creates a task in the user's worklist. If a user accesses the task from the worklist, the system displays a Display Payment form, which contains values of some key fields such as *Bank Account*, *Company*, *Division*, *Amount* and *Vendor*. One of the following options is available:

- View Paid Items on the 5250 or Web
- Exit from Workflow
- Cancel and leave the task in the worklist

If the user views the payment, the system creates a new task on the worklist. If the user accesses this new task, the system displays the Analytical Inquiry screen for paid items. The user can view the paid invoices, the distributions of the invoices, the accounting entries, and so on.

When the system marks the action as **Review Complete**, the workflow ends.