



# Workflow Scenario Example 16

Type: Advanced Process Workflow  
Department: Finance

November 30th, 2019  
© agiles Gruppe 2019

agiles Informationssysteme GmbH  
Kurze Mühren 2 – 4  
20095 Hamburg, Germany

Phone: +49 (40) 30 95 33 - 0  
Fax: +49 (40) 30 95 33 - 75  
[workflow@agiles.com](mailto:workflow@agiles.com)  
[www.agilesWorkflow.com](http://www.agilesWorkflow.com)

## Learning Objectives

### **Deadline Time:**

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

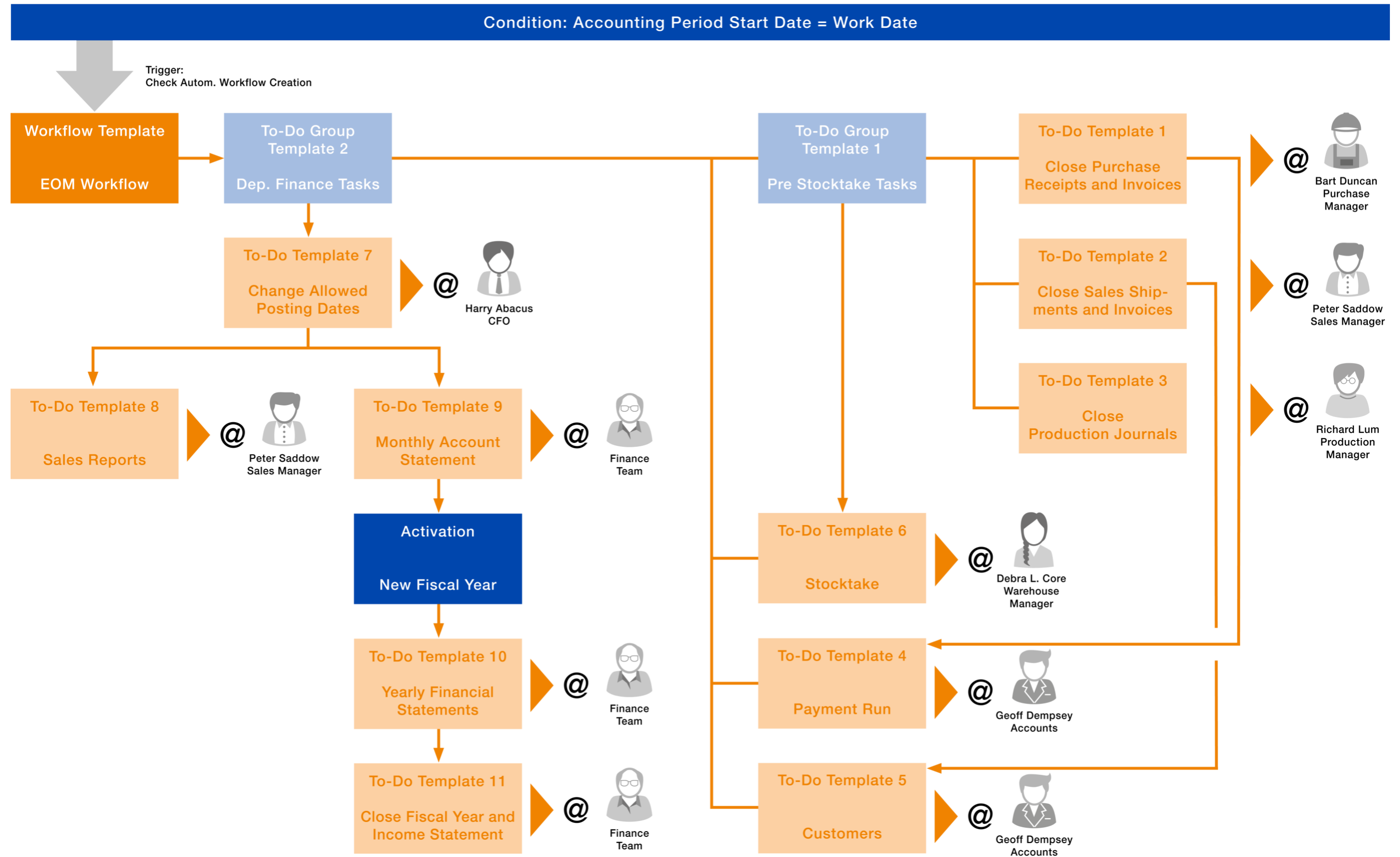
### **Modify allowed by (when not open):**

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.

# agilesWorkflow Diagramm



## agilesWorkflow 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 | <b>Reference Type No.:</b> 50 (Accounting Period)<br><b>Code:</b> WF160-TD010<br><b>Description:</b> Finalize Purchase Receipts and Invoices |
| WHO              | <b>Employee Code:</b> BD<br><b>Modify allowed by (when not open):</b> Administrator  |
| WHY              | No Activation  |
| WHEN             | <b>Source Type:</b> Workflow<br><b>Duration:</b> 1D<br><b>Deadline Time:</b> 12:00   |
| WHAT             | <b>Type:</b> Manual Completion   |

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

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

## 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)<br>Code: WF160-TD040<br>Description: Payment Run  |
| WHO              | Employee Code: GS<br>Modify allowed by (when not open): Administrator  |
| WHY              | No Activation  |
| WHEN             | Source Type: To-Do<br>Source Code: WF160-TD010<br>Source Field: 5128414 (End Date Planned)<br>Duration: 1D<br>Deadline Time: 15:00 |
| WHAT             | Type: Manual Completion  |

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

|                  |  |
|------------------|--|
| To-Do Template 6 | Reference Type No.: 50 (Accounting Period)<br>Code: WF160-TD060<br>Description: Stocktake  |
| WHO              | Mitarbeiter Code: DK<br>Modify allowed by (when not open): Administrator   |
| WHY              | No Activation  |
| WHEN             | Source Type: To-Do Group<br>Source Code: WF160-TG010<br>Source Field: 51 (End Date Actual)<br>Duration: 1D<br>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)<br>Code: WF160-TD070<br>Description: Change Allowed Posting Dates |
| WHO              | Employee Code: HA<br>Modify allowed by (when not open): Administrator  |
| WHY              | No Activation  |
| WHEN             | Source Type: To-Do Group<br>Source Code: WF160-TG020<br>Duration: 1D   |
| WHAT             | Type: Manual Completion  |

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

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

|                   |   |
|-------------------|---|
| To-Do Template 10 | Reference Type No.: 50 (Accounting Period)<br>Code: WF160-TD100<br>Description: Yearly Account Statements |
| WHO               | Team Code: Finance<br>Modify allowed by (when not open): Administrator                                    |
| WHY               | Activation Code: WF160-C010   |
| WHEN              | Source Type: To-Do<br>Source Code: WF160-TD090<br>Duration: 1M<br>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)<br>Code: WF160-TD110<br>Description: Close Fiscal Year and Income Statement |
| WHO               | Team Code: Finance<br>Modify allowed by (when not open): Administrator   |
| WHY               | Activation Code: WF160-C010  |
| WHEN              | Source Type: To-Do<br>Source Code: WF160-TD100<br>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