Document Express
Implementation Guide for Integration
Infor Cloud Suite Financials & Supply Chain Management
Releases: Infor CSF 11.0.x

MHC SOFTWARE

Configure File Transfer Tab

Standard Infor Process Automation(s) for file output requires a dedicated FTP/SFTP server. MHC Document Express will utilize the same FTP/SFTP server and credentials configured in Infor System Configuration for importing the files exported by Infor CSF for most all MHC Software Modules including but not limited to; Purchase Orders, Payables, Billing Invoices, AR Statements, Service Agreements, and more.

Below are the steps for configuring the SFTP/FTP server within Infor CSF SCM. When the appropriate process flows are enabled in Infor, data files are transferred to the FTP/SFTP server configured in Infor CSF SCM. MHC will require read/write access to the files exported to the Destination Directory on the FTP/SFTP output server configured under the System Configuration in Infor.

NOTE: All Infor Standard IPA flows use the "system" setup in the Infor Configuration. MHC will provide documentation for the required IPA flows that need to be enabled for the appropriate Documents Express Modules.
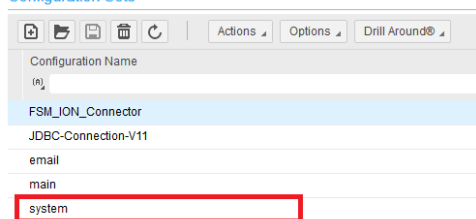

ROLE NEEDED: Process Server Administrator

NAVIGATION: Process Server Administrator > Configuration > System Configuration > System

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STEPS: Configure FTP/SFTP server and destination directory to push output files from the Infor Landmark Server
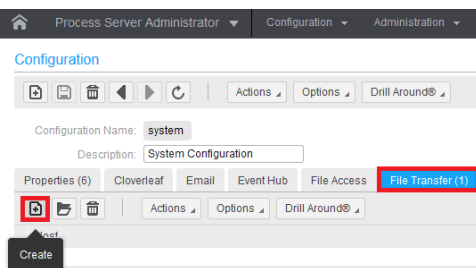1. Navigate: Process Server Administrator > Configuration > System Configuration
2. Double Click on **system**

3. Click on the **File Transfer** Tab

4. Click on Create/Add if there are no other hosts created.
5. **NOTE:** *If there is already and FTP/SFTP server configured, MHC needed files will be placed here and will require the credentials to configure Document Express's Import routines.*
6. Add the following FTP/SFTP information for the server for output files to be pushed
    a. **REQUIREMENT:** MHC requires access to the FTP server and DestinationDirectory via login and password. The FTP server, Username, & Password needs to be created by the customer on a server that is on premise.

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7. Make sure to **Hit Save** before you hit **Test Connection**
8. Click **Test Connection**

> **NOTE:** Ignore the top message with "Error" – Infor is aware of this. You have successfully connected if you get the bottom message: "Test connection successful"

Configure DataFileDirectory

The **DataFileDirectory** can simply be set with a "." or period/dot. The delivered flows are built to create data files in this directory initially and then moved via FTP to the Destination Directory on a customer FTP server located on premise or available via FTP on premise.
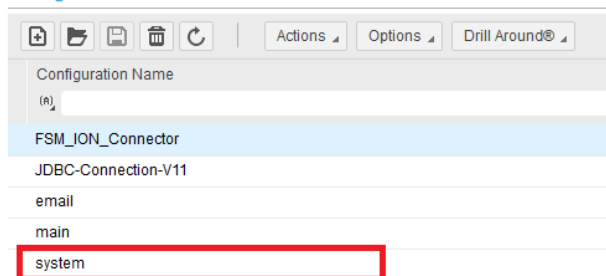
> **ROLE NEEDED:** Process Server Administrator
>
> **NAVIGATION:** Process Server Administrator > Configuration > System Configuration > System
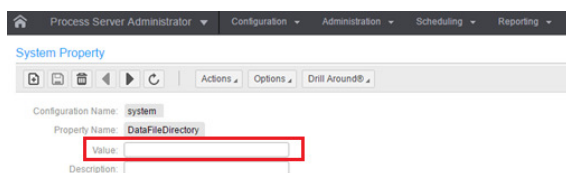
STEPS: Configure Data File Directory on the Landmark Server
1. Process Server Administrator > Configuration > System Configuration
2. Double Click on **system**

3. Click on the **Properties** Tab
4. Double click on the **DataFileDirectory**
5. Enter a **Value**
   a. *The folder value* ***can be a dot "." or just a period***
6. Hit **Save**

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Configure DestinationDirectory

The **DestinationDirectory** needs to exist on FTP server configured previously. The delivered Infor CSF SM flows are built to transfer data files created on Landmark DataFileDirectory and transfer via FTP/SFTP to the Destination Directory.
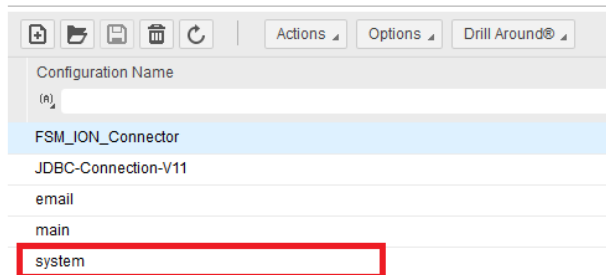
ROLE NEEDED: Process Server Administrator

NAVIGATION: Process Server Administrator > Configuration > System Configuration > System
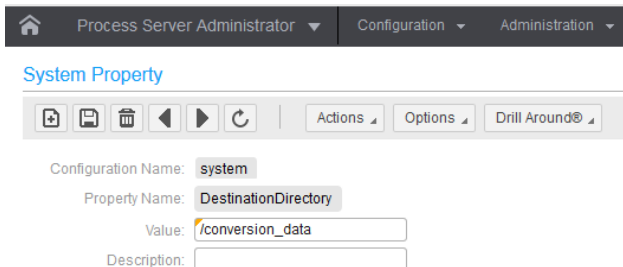
STEPS: Configure Destination Directory on the FTP Server configured in the File Transfer Tab

1. Process Server Administrator > Configuration > System Configuration
2. Double Click on **system**

3. Click on the **Properties** Tab
4. Double click on the **DestinationDirectory**
5. Enter a **Value (***The folder value **must** exist on the on the FTP Server)*

6. Hit **Save**
7. You have now successfully configured the FTP Process!

Payables Only: Unique FTP Setup in Infor Payables IPA Export Payments

For Payables only, you will need to ensure the FTP Detail File check box is enabled under Cash Management. MHC recommends using the "system" as for the FTP Configuration as well. **NOTE:** These setting should be enabled by default in Infor CSF. However, if these settings are not enabled, the Infor IPA flow will not FTP the files when the Create Electronic Payment process is run. Below are the steps to ensure the configuration is enabled.

ROLE NEEDED: Cash Administrator

NAVIGATION: Cash Management > Cash Setup > Cash Payment Formats

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STEPS: Configure Destination Directory on the FTP Server configured in the File Transfer Tab

1. Cash Management > Cash Setup > Cash Payment Formats
2. Double Click or Open on **Cash Code** and **Bank Transaction Code** utilized with MHC
3. Ensure the **FTP Configuration** is set to "**system**"
4. Ensure the **FTP Detail File** check box is checked to enable FTP output

FTP Log Files – Troubleshooting Successful transferring of files.

FTP Log Files can verify the file transfer succeeded after you submit output files from various service definitions and process flows.

ROLE NEEDED: Process Server Administrator

NAVIGATION: Process Server Administrator > Administration > Workunits > Workunits

STEPS: Access Process Flows FTP Log Files

1. Process Server Administrator > Administration > Workunits > Workunits
2. Select that Workunit for the Export Process Design you wish verify.
   For Example: ExportPaymentOutputFiles
3. Go To Log tab or Errors tab