Infor Distributions A+ Accounts Receivable User Guide

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About this guide

This guide describes workflow, concepts and procedures for installing Infor Distribution A+ Accounts Receivable module.

Related documentation

You can find related documentation at Infor Documentation Central (docs.infor.com). We recommend that you check this website periodically for updated documentation.

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Chapter 1 A/R Overview

Accounts Receivable (A/R) is a fully functional accounts receivable system. With A/R, you can effectively manage your collection operations using any of its many standard functions, reports, inquiries, and additional features.

Like all of Distribution A+, A/R is very flexible. With this flexibility, you can tailor A/R to perform the way that you want it to - the way that you run your business.

Interfaces

Accounts Receivable is installed and interfaces with the following modules:

- Order Entry
- Inventory Accounting
- Sales Analysis
- EDI, if installed
- FAX, if installed
- Mail Server, if installed

Once an order is invoiced in O/E, the information contained on that invoice is transferred to A/R, where the invoice is maintained as an open invoice. Customer payments are made for open invoices through A/R, until payment of the invoice is received in full.

Customer defaults are determined through A/R for whether or not the following Order Entry related documents are printed, sent via EDI, FAX, or e-mail:

- Invoices
- Acknowledgments
- Advance Shipping Notices

Customer defaults are also established through A/R for whether or not the following Accounts Receivable documents are printed, sent via EDI, FAX, or e-mail:

- Demand A/R Statements
- Overdue Notices

Extended Item Comments

Extended Item Comments (EICs), defined through Customer/Ship-to Master Maintenance (MENU ARFILE) or Item Master Maintenance (MENU IAFILE) are available to identify up to 9,999 lines (62 characters per line) of additional information about an item, such as warranty information, picking/packing instructions, or promotional information. Once defined, these EICs cannot only be reviewed through Item Inquiry or during order entry processing, but based on user selections, may be presented on various order entry documents (e.g., Pick Lists, Invoices, etc.).

If Extended Item Comment (EIC) customer groups are being used, as determined through System Options Maintenance (MENU XAFILE), the group IDs are assigned to customers through Customer/Ship-to Master Maintenance (MENU ARFILE). Customer EIC groups are a means by which a single comment can be applied to a variety of customers. Refer to Customer/Ship-to Master Maintenance (MENU ARFILE) for details.

A/R also updates your general ledger. This may be the General Ledger (G/L) module, or temporary general ledger files (if you do not have G/L installed). The general ledger is updated on a daily basis.

A/R may optionally be interfaced with Vertex taxing software. If installed and activated, Vertex will allow taxing based on the jurisdiction level and provides complicated taxing overrides as well the generation of returns for filing taxes.

Entering Cash

Entering cash in A/R is the process of entering payments that you receive from your customers, or from other sources such as vendor rebates or insurance payments. Payments are entered in Distribution A+ via groups, called A/R groups. One A/R group may contain any number of payments received from any number of customers or other sources. Additionally, depending on the A/R company level options, editing within an A/R group may be performed to allow a single check to be applied to more than one customer’s open accounts receivables.

Note: If a payment is received but is not applicable to a particular customer, the processing of the payment is known as miscellaneous payment processing.

While the process of receiving and entering payments is known as entering cash, or cash entry, A/R supports two separate payment entry methods: entering cash and applying cash.

To enter payment in either fashion, A/R displays a list of open invoices and finance charges for a customer. From this list, you can choose the invoices/charges to which the payment will be credited. The list may be limited to certain categories of open invoices/charges (e.g., all disputed invoices 90 days past due).

A/R allows you to enter a payment for a specific open invoice or apply a payment to either an open invoice or an open finance charge. Procedures for entering and applying cash are slightly different.

Flexibility of entering payments

There are three different ways to enter payments in A/R:

1. Enter cash: You enter individual payment transactions for an open invoice. Each payment transaction displays after you have entered it.
2. Apply cash: You select an open invoice or finance charge for a customer, and A/R creates the related payment transaction. You verify the payment transaction. Each open invoice or finance charge that has been paid is no longer displayed for selection. You can also mark/unmark disputed invoices during apply cash processing.
3. Auto-apply cash: A/R creates payment transactions for several open invoices or finance charges based on the amount paid by the customer. You may review the payment transactions created A/R.

A/R can receive cash via EDI. Incoming remittance advice/payment transactions proceed from the network station to the user files. Distribution A+ pre-edits the data in these transactions and loads them into three, off-line A/R cash entry files (ARHOF, ARDOF, ARPOF). Following another edit, these data proceed to accounts receivable as an A/R payment group.

Distribution A+ normally processes incoming EDI transactions through the EDI Transaction Processor. However, where necessary, special programming can alter the application to process these transactions off-line. You would access this process through Offline Cash Entry (MENU ARMAIN).

In addition to these various ways by which payments may be entered, there is also the choice to allow the application of a single check's total value to more than one customer's account. If A/R company options are set to allow such application, duplicate check editing within a single A/R group will be performed to allow the user to identify if that duplicate check number is in fact a separate and unique check from a different customer, or if a single check is being used to process more than one customer's accounts.

Adjustments

In addition to entering cash received from a customer, you may need to make an adjustment to a customer's account. An adjustment may be needed to write-off unpaid finance charges, or to write-off a discount taken after a cash discount date. A/R provides the means for you to make any debit or credit adjustments that may be necessary for a customer's account.

Frequently used adjustments can be identified once, maintained in Distribution A+, and used often. This is accomplished by defining A/R adjustment numbers for each routine adjustment transaction. An adjustment number is defined when you identify a number and provide a description of the adjustment. If you have General Ledger (G/L) and the interface is on between A/R and G/L, you can also identify the G/L account to be updated as a result of the transaction. Once defined, you can key the adjustment number during the cash entry adjustment transaction, and the associated G/L account will be called in for you.

EDI adjustment numbers link EDI with Accounts Receivable. Each EDI adjustment number corresponds to a specific A/R adjustment number. In turn, each A/R adjustment number represents

a routine adjustment in Cash & Adjustment Entry/Edit (MENU ARMAIN). Also, when an interface exists between Accounts Receivable and General Ledger, A/R adjustment numbers link the two modules. In EDI Adjustment Numbers Maintenance (MENU EIFIL1) you can define an EDI adjustment number and link it to its A/R counterpart.

Adjustment numbers can optionally be validated by Distribution A+. Selecting to validate the adjustment number will prevent any number not defined from being keyed during the cash entry process.

Offline Cash Entry

You can use off-line cash entry (MENU ARMAIN) to create A/R cash groups for payments and adjustments not routinely received in Cash and Adjustment Entry/Edit (MENU ARMAIN). For example, you would use this option to transfer A/R payments you received before you installed Distribution A+. To do so would require writing a program to translate the remittance data and transfer them to the off-line cash entry files.

Finance Charges

Each month, A/R requires that you run a monthly update procedure called Month-End Processing. One of the functions of Month-End Processing is to calculate finance charges for any open invoices that are overdue (this does not include finance charges previously calculated). Once a finance charge has been calculated for a customer, it is included with the open invoices for which the customer owes payment.

Demand A/R Statements

Demand A/R Statements are also printed during Month-End Processing. These statements indicate the open invoices and payments for each of your customers. With different aging options, you can select the customers for whom Demand A/R Statements will print. You may also print Demand A/R Statements whenever you desire through Demand A/R Statements (MENU ARREPT).

Aging

A/R provides a variety of diversified tools for aging your customer’s open invoices and finance charges. With the use of aging codes, individual aging periods and finance charges are defined. You may define each aging period to be any number of days in length, and you may specify a finance

charge to be assessed based on the number of days that the customer's payment is considered overdue.

In addition, you can specify the following:

- If Aging Statements should be printed for the customer
- If disputed invoices should have a finance charge assessed
- The minimum finance charge amount
- The minimum overdue amount
- The aging period that will cause any new orders to be placed on hold (in Order Entry) when the customer has open invoices in that aging period.

With payment terms, you specify:

- The net date of a customer's payment
- A discount, if appropriate, with payment terms allowing the customer to take advantage of a percent discount if their payment is received within the specified number of days.
- Whether or not the customer uses prox terms, which indicate that payment is due on a specific day of the month and not within a specific number of days.
- Whether or not the customer will have split terms. If you decide to use split terms for a customer, the invoice can have up to twelve splits with aging days beginning at zero or greater. Refer to A/R Terms Codes Maintenance (MENU ARFILE) for details on split terms.

Additional Features

Some additional features of A/R include:

- Customer Classes: Customer classes and optional sub-class can be defined to categorize your customers for A/R inquiries and A/R reports.
- User Codes/User Fields: If you need customer classifications other than those provided by customer classes, you may create additional classification fields and values. These optional classifications may be used when printing A/R Mailing Labels, and for user queries.
- Payment Comments: Comments related to specific payment transactions can be identified and incorporated into the cash entry process. These comments can be displayed during invoice detail and customer inquiries and can optionally be printed on a customer's Demand A/R Statement. Like A/R adjustment numbers, frequently used payment comments can be defined by a number and a description and then called in during cash entry.
- Pay Codes: Pay codes are available for you to indicate how cash is to be applied to any or all the invoices displayed in a list. Entering a pay code will automatically create the desired transaction.
- A/R Rep Codes: A/R Representative Codes are available for you to facilitate collection procedures. You can assign a call representative and collection review schedule to each customer. Upon keying selection criteria such as review date, age code, and minimum amount due in the Customer Collections Inquiry (MENU ARMAIN), the call representative is provided with a list of customers that need to be contacted.

- Consolidated Bill Codes: Consolidated Bill Codes are available to group customer invoices for those customers who have their invoices consolidated over the same defined time periods.
- Consolidated Bill Codes are created through Consolidate Bill Code Maintenance (MENU ARFIL2). A consolidated bill code is available through Print Invoice (MENU OEMAIN). You may select invoice print groups by individual bill codes through this option to print Consolidated Invoices.
- Overdue Notices: In addition to printing Demand A/R Statements, you may print Overdue Notices for your customers whose payments are past due. You define a form letter based on the number of days that a customer's payment is overdue and print the Overdue Notices from the A/R Report Menu.
- Invoice Dispute Codes: You may optionally define codes that are used to mark invoices for which payment is disputed. Different codes may be used to represent different reasons that payment for an invoice is disputed. You can track and identify disputed invoices using reports and inquiries and remove dispute codes once the dispute is resolved.
- FOB Codes: The FOB code is a 5-character, user-defined code used primarily for informational purposes. The FOB code lets you assign and track liability for shipping charges and freight damages on sales orders and purchase orders. Additionally, if your company is in a European Community member country and you are required to submit an Intrastat Report, the FOB code contains information about delivery terms that is required for the report.

Inquiries

A/R provides you with inquiries (MENU ARMAIN) that provide you with the ability to:

- Display summary and aging information for a customer.
- Display the current open invoices and finance charges for a customer.
- Display the payment history of a customer.
- Display all checks a customer has sent, showing the most recent first.
- Review and enter comments regarding a customer's accounts receivable performance.
- Review payment comments for a customer's A/R cash payments.
- Review the payments made with a single check.
- Review bank accounts and associated information.
- Review Customer Collection Information
- Review customer/ship to activity information.

Reports

A/R has a variety of reports (MENU ARREPT) that will assist you to:

- Track your open invoices and finance charges for each customer and aging period, using the Aged Trial Balance Report
- Forecast your receivables, using the Cash Forecasting Report
- Analyze finance charges, using the Finance Charge Analysis Report
- Review a customer's payment performance, using the Customer Profile Report
- Review comments that have been entered for a customer, using the Review Date Report
- Review history, using the A/R Payment History Report

Additionally, you may print the following:

- Demand A/R Statements
- Overdue Notices
- Customer Name And Address List
- Comment File Listing
- Mailing Labels

Chapter 2 Using A/R

This section explains the concepts that you should know to effectively use Accounts Receivable (A/R). Within this section there are detailed explanations for the following:

- Customer Information
- Open Invoices
- Aging
- Disputed Invoices
- A/R Comments
- A/R History

Customer Information

Customer/Ship to Master Maintenance (MENU ARFILE) is used to define a customer. For each customer, information is defined that is used throughout the system; primarily in the Order Entry (OE) and AR modules.

Customer/ship to activity information can be viewed through the Customer Audit Activity Inquiry (MENU ARMAST). The inquiry displays important customer information such as company number, customer number, customer name, customer ship to number, customer ship to name, activity dates, as well as additional customer and ship to information that has been added, changed, deleted, reactivated, or suspended. This activity information is retained for the number of days specified through Accounts Receivable Options (MENU XAFILE).

Although this section categorizes customer attributes into O/E and A/R categories, several attributes are used by both modules. The categorization presented here provides the primary use of each customer attribute.

Note: If Vertex taxing software is installed and being used for taxing calculations, customer and ship/to information will require jurisdiction level distinction. This is accomplished with Vertex's geographical IDs, referred to as GeoCodes. Refer to MENU ARMAST for Vertex related initialization requirements and to Customer/Ship to Master Maintenance (MENU ARFILE) for more details.

Customer Order Entry Information

Customer attributes that apply to O/E include:

- Ship to addresses
- Shipping instructions
- Miscellaneous note for invoices
- Default warehouse
- Route/Stop number
- Sales tax information
- Payment code
- FOB code
- Whether the customer will accept backorders
- Whether the customer requires a purchase order for new orders
- Whether the customer will receive vendor rebates
- Whether the default method for sending the customer Invoices, Acknowledgments, and Advance Shipping Notices, will be EDI, FAX, e-mail, or hard copy.
- Order Entry pricing information
- Customer Extended Item Comment Group identification

Customer attributes are the defaults that are used on a customer's order when created through Enter, Change & Ship Orders (MENU OEMAIN). Refer to Customer/Ship to Master Maintenance (MENU ARFILE) in this manual, and to the Infor Distribution A+ Infor Distribution A+ Order Entry User Guide for additional information.

Customer A/R Information

The customer attributes that apply to A/R include the following:

- Aging code
- Payment terms code
- Split terms
- Balance forward or open item customer
- Payment type
- Payment comment code
- A/R representative code
- Assess finance charges for the customer
- Print Demand A/R Statements for the customer
- Credit limit
- Payment target days

- Whether the default method for sending the customer Demand A/R Statements and Overdue Notices will be EDI, FAX, e-mail, or hard copy output.

Aging Code

The aging code is a two-character code that indicates the method of aging used for a customer. Aging codes are created and maintained through A/R Aging Codes Maintenance (MENU ARFILE). For each aging code, you must define the following:

- The number of days in each aging period. Aging periods are used to track the age of invoices and are used in A/R inquiries and reports to indicate the payment performance of a customer. These aging periods should relate to the columns on your Aged Trial Balance (ATB).
- Whether finance charges should be calculated. If so, the following additional data must be identified:
  - Corresponding finance charge percent
  - Minimum finance charge amount
  - Minimum overdue (late) amount for which finance charges should be assessed
  - Whether finance charges should be applied to disputed invoices (those marked through Cash & Adjustment Entry/Edit ((MENU ARMAIN), Mark Disputed Invoices ((MENU ARMAIN), or Customer A/R Inquiry (MENU ARMAIN)).
- The number of days before payment for an open invoice is considered overdue. This is called the number of overdue days.
- Whether a Demand A/R Statement (MENU ARREPT) will print for customers with credit balances.
- Whether a Demand A/R Statement will print for a customer based on the customer's minimum open invoice balance.
- The slow pay period for the aging code, which is used to put a customer's order on slow pay hold in Order Entry if the customer has any overdue payments in the specified aging period. Note that for split terms, the process holds true for each individual split.

Note: The same process for using an aging code (bulleted items) must be followed for each individual split when using split terms.

Refer to "Aging" and "Split Terms" for additional information about aging codes and split terms.

Payment Terms Code

The payment terms code is a one or two-character code used to specify the default payment terms for a customer. These default payment terms are used on orders that are created for the customer through Enter, Change & Ship Orders (MENU OEMAIN). Payment terms are also used in A/R inquiries and reports to calculate the net date and discount date (if any) for an open invoice. Payment terms codes are created and maintained through A/R Terms Codes Maintenance (MENU ARFILE). This option also allows you to specify split terms, which is explained in the next section.

For each payment terms code, you must specify a description, whether credit check should be performed when the code is used, and whether or not the terms code will be based on net days or prox terms.

A net day's code will calculate the payment due date based on an identified number of days from the invoice date.

Example: Net Days Code

A payment terms code for a customer specifies NET DAYS. The **Net Days** field is 20, which means that payment is due 20 days from the invoice date.

The customer places an order on March 3. The invoice date is March 4.

The total amount of the invoice is due on March 24.

A prox terms code will calculate the payment due date (net date) based on an identified day of the month. Note that the **Prox EOM** date is to be considered part of the current billing period or the next billing period based on the **Include EOM in Current** field.

Example: Prox Terms Code #1

A payment terms code for a customer specifies PROX TERMS. The **Prox Terms** field is **Y** and the **Prox EOM** field is **25**, and **Include EOM in Current** set to **N**.

The method used to determine the net date is:

If the invoice date is less than the **Prox EOM** date, then use the **Prox EOM** date and increase the invoice date month by one to determine the net date month.

If the invoice date is greater than or equal to the **Prox EOM** date, then use the **Prox EOM** date and increase the invoice date month by two to determine the net date month.

If the invoice date is May 24 and Prox EOM=25, then the net date would be June 25.

If the invoice date is May 25 and Prox EOM=25, then the net date would be July 25.

If the invoice date is May 26 and Prox EOM=25, then the net date would be July 25.

Example: Prox Terms Code #2

A payment terms code for a customer specifies PROX TERMS. The **Prox Terms** field is **Y**, the **Prox EOM** field is **25**, and **Include EOM in Current** set to Y.

The method used to determine the net date is:

If the invoice date is less than the **Prox EOM** date, then use the **Prox EOM** date and increase the invoice date month by one to determine the net date month.

If the invoice date is greater than or equal to the **Prox EOM** date, then use the **Prox EOM** date and increase the invoice date month by one to determine the net date month.

If the invoice date is May 24 and Prox EOM=25, then the net date would be June 25.

If the invoice date is May 25 and Prox EOM=25, then the net date would be June 25.

If the invoice date is May 26 and Prox EOM=25, then the net date would be July 25.

Split Terms

Split terms allow a total invoice amount to be split into multiple A/R invoices that have different aging dates. Each split becomes due according to its own aging date. This feature allows a customer to make payments in installments.

You can enter up to 12 splits for each total invoice amount through A/R Terms Codes Maintenance (MENU ARFILE). You must specify the number of days or months, if using prox terms, and the percentages of the total invoice amount for each split. The total of the percentages must be 100%.

Note: The aging dates for split terms invoices depend upon the Age On Code you specify through Accounts Receivable Options Maintenance (MENU XAFILE). If your split terms invoice is set to age on net date, the aging date for each split is added to the net days you define on the AR Terms Code File Maintenance Screen (MENU ARFILE). Thus, if the first split is 15 days and the customer's net days are 30, the 15 days would be added to the net days so that the first split would be due in 45 days; this calculation holds true for each split. If the Age On Code is set to age by due date or invoice date, the net date on the AR Terms Code File Maintenance Screen is ignored, and aging happens according to the due date or invoice date.

Example: Split Terms

A customer's A/R split terms code has net terms of 30 days, and you are entering an invoice with four splits. The invoice number is #10004512, the invoice date is April 1, the invoice amount is $1,000, and your split terms periods are 30-60-90-120 with 25% splits for each period. During the day-end A/R post, four invoices will be generated:

Invoice #	Age Date	Amount
10004512	May 30 (April 1 + 30 net days + 30 days for 1st split)	$250
10004513	June 30 (April 1 + 30 net days + 60 days for 2nd split)	$250

Example: Split Terms		
10004514	July 1 (April 1 + 30 net days + 90 days for 3rd split)	$250
10004515	August 29 (April 1 + 30 net days + 120 days for 4th split)	$250

Cash Discounts

You may choose to offer cash discounts to customers who pay their invoices within a certain time-period. Cash discounts may be used with net days or prox terms payment codes by entering values in the **Cash Discount Pct** and **Cash Discount Days** fields when you define the payment codes. Cash discounts do not apply to sales tax.

A cash discount for a net day's payment code is calculated according to the number of days from the invoice date that payment is received.

Example: Cash Discounts for Net Days Terms Code

A payment terms code is defined as NET DAYS and specifies **30** days in the **Net Days** field, **2**% in the **Cash Discount Pct** field, and **10** days in the **Cash Discount Days** field. This means the customer is eligible for a cash discount if he/she pays the invoice within **10** days from the invoice date.

The customer places an order on March 7 that totals $100.00. The invoice date for the order is March 8, and, since payment is due 30 days from the invoice date, payment is due on April 7. The customer pays the invoice on March 17, which is nine days from the invoice date. Since the customer has made payment within the 10 days specified in the **Cash Discount Days** field, he/she is eligible for a 2% cash discount. The customer will owe $98.00.

A cash discount for a prox terms payment code is calculated according to the day of the month you specify in the **Cash Discount Days** field.

Example: Cash Discounts for Prox Terms Code

You set up a prox terms payment code and specify **30** in the **Prox EOM** field, **2**% in the **Cash Discount Pct** field, and **10** in the **Cash Discount Days** field. This means the customer is eligible for a 2% cash discount if he/she pays the invoice before the 10th of the month.

The customer places an order on March 7 that totals $100.00. Payment is due on the 30th of the month following the order date, so payment is due on April 30. The customer pays the invoice on April 9. Since the customer paid the invoice before April 10, he/she is eligible for a 2% cash discount. The customer will owe $98.00.

You can define cash discount terms at the same time you create payment terms codes through A/R Terms Codes Maintenance (MENU ARFILE).

Balance Forward or Open Item Customer

Aging of open invoices for a customer may be performed in two different ways, based on the customer's definition as an open item or a balance forward customer. An open item customer is one for whom open invoices are retained individually in each aging period. Customer payments may be applied to individual open invoices, regardless of the aging period for the invoice. Individual invoices are not posted to A/R history until they have been paid in full.

A balance forward customer is one for whom individual invoices are combined for each aging period. The amounts of open invoices in each aging period prior to the current period are combined into one balance forward aging summary invoice.

A balance forward aging summary invoice is created for each aging period during Month-End Processing (MENU ARFILE), and has an invoice amount equal to the combined open invoice amounts for that period. This invoice is assigned an invoice number equal to the number of the aging period.

Example: Balance Forward

First aging period:

Combined open invoices in this period total $500.00.

Month-End Processing will generate a balance forward aging summary invoice with an invoice amount equal to $500.00.

The invoice number for this balance forward aging summary invoice will be number 1, because it is for the first aging period.

Second aging period:

Combined open invoices in this period total $2500.00.

Month-End Processing will generate a balance forward aging summary invoice with an invoice amount equal to $2500.00.

The invoice number for this balance forward aging summary invoice will be number 2, because it is for the second aging period.

Payment Type

Each customer is assigned a payment type, which indicates the method that a customer is using to make a payment. Payment types are used in Order Entry to determine if a customer is making a cash payment, a credit card payment, or if the payment is on account.

Payment types are maintained through Payment Types Maintenance (MENU OEFILE). Whether or not a payment made with a particular payment code will update A/R is determined through this option as well. If the **Update A/R** field is **Y**, the invoices created through Enter, Change & Ship Orders (MENU OEMAIN) will be passed to A/R as open invoices.

Each of these payment types is unique:

- Cash payment: This payment type provides amount tendered and change fields in order entry; does not pass an open invoice to A/R since no account receivable account is affected (the **Update A/R** field is **N**).
- Credit card payment: This payment type requires the credit card number and expiration date. Based on setup, it passes an open invoice to A/R (the **Update A/R** field is **Y**). Additionally, the credit card receivable balance can be tracked through separate G/L accounts.
- Payment is on account: This payment type passes an open invoice to A/R (the **Update A/R** field is **Y**).

Payment Comment Code

A/R provides the means for you to enter and review 60-character customer payment comments to be used in payment processing. You may use payment comments for some, all, or none of your customers. There is no setup required to use customer payment comments in A/R. However, frequently used payment comments can be created once, maintained, and called in as needed. This calling in of user-defined comments is done using payment comment codes. Payment comment codes are established through Payment Comment Codes Maintenance (MENU ARFILE). Once created, these payment comments can optionally be printed on your customers' Demand A/R Statements After an open invoice is closed (that is, after the invoice is paid), any payment comment that had been entered will, with the payment record, be sent to A/R history. The comments will be purged from history when the payments themselves are purged during Reorganize A+ History Files (MENU XAMAST).

A/R Call Rep Code

To facilitate easy collection, follow up procedures, you can assign call representatives and collection review schedules for each customer. Call representatives can select the customer criteria they wish to review and can quickly view a list of customers that need to be contacted through Customer Collections Inquiry (MENU ARMAIN).

Assess Finance Charges for the Customer

Although the aging code that you have assigned to a customer indicates if finance charges should be assessed for overdue payments, you may also specify this attribute at the customer level. When Distribution A+ calculates finance charges during Month-End Processing, the value keyed in the **Assess Fin. Chgs** field (**Y** or **N**) indicates if finance charges are assessed for the customer, regardless of the aging code.

Print Demand A/R Statements for the Customer

During A/R Month-End Processing (MENU ARREPT), Demand A/R Statements (MENU ARREPT) may be printed for each customer. You have the option to specify whether Demand A/R Statements will print for a specific customer each month. If you select not to print a Demand A/R Statement for a customer at the end of each month, you may use Demand A/R Statements to print the Demand A/R Statement when desired.

If you do decide to print Demand A/R Statements for your customers, you have the option of including any payment comments you entered during cash entry.

Credit Limit

A credit limit can be assigned to each customer through Customer/Ship to Master Maintenance (MENU ARFILE). This limit is used in Order Entry to determine if a customer has exceeded their credit limit. The credit check calculation determines the total credit used by the customer and then compares the total amount calculated to the credit limit in the Customer Master File. The values used to calculate the total credit used are based on the value specified in the **Include Future Invoices in Credit Limit Check** field in Order Entry Options Maintenance (MENU XAFILE). Refer to this option in the Infor Distribution A+ Infor Distribution A+ Cross Applications User Guide for the specific calculations.

You will receive a warning on the Order Header Screen in Enter, Change & Ship Orders (MENU OEMAIN) if you are entering an order and the customer is over their credit limit or if no credit limit has been set. You can also review a customer's credit limit and other credit information during order entry through a function key on the Order Header Screen or on the End Order Screen.

Payment Target Days

The number of payment target days is the number of days that you prefer to receive payment from a customer. It is not used for aging or determining overdue invoices, but is used for forecasting cash receipts on the A/R Cash Forecast (MENU ARREPT). This report optionally prints the cash that you are expecting to receive, based on each customer's payment target days.

Default Methods for Sending Statements and Overdue Notices

Using Customer/Ship to Master Maintenance (MENU ARFILE), you can specify the default method (or methods) for sending the customer Demand A/R Statements and Overdue Notices (also, Order Entry Invoices and Acknowledgments). These documents can be printed, sent via EDI, faxed, or e-mailed. You must select at least one method.

Customer commitment code

Customer commitment codes group your customers according to how you want inventory to be committed for orders. Once customer commitment codes are assigned to customers, you have several ways to use them. One option is to combine one or more of them with an item commitment code in the Inventory Commitment Matrix (MENU OEMAST) so that you can manually commit inventory through Inventory Commit/Uncommit (MENU OEMAST).

Another option is to use the customer commitment code while automatically committing inventory through Automatic Backorder Release (MENU OEMAST). Here the customer commitment code is used to select backorders for release.

Finally, you can use customer commitment codes to identify which pick lists to print (through Pick Lists [MENU OEMAIN]) or invoices to print (through Invoices [MENU OEMAIN]).

Customer Numbering Considerations

Auto-Assign Customer Numbers

For each company, you have the option to auto-assign customer numbers, as specified through Company Name Maintenance (MENU XAFILE). If you select to use the auto-assign feature, Distribution A+ assigns the next sequential number to a customer being added through Customer/Ship to Master Maintenance (MENU ARFILE). You will not be permitted to key a customer number since the auto-assign feature assigns the next available customer number.

Headquarters Customer Number

A headquarters customer number can be assigned to each customer, if desired. This number must be a customer number already created through Customer/Ship to Master Maintenance (MENU ARFILE).

The headquarters customer number is used when printing Demand A/R Statements (MENU ARREPT). If a customer has been assigned a headquarters customer number, the Demand A/R Statement is addressed to the headquarters of that customer and individual statements will not be created. All other customer functions are tracked for the original customer number.

A/R Customer Number

Instead of a headquarters customer number, an A/R customer number can be assigned to a customer that does not currently have any open invoices or any outstanding receivables (since invoices go only to the A/R customer number in the system, not the customer). The A/R customer must be a customer that has already been created through Customer/Ship to Master Maintenance

(MENU ARFILE); however, that customer cannot have an A/R Customer Number already assigned to it.

When an order is placed for a customer that has an A/R customer number defined, it is the A/R customer's credit limit that is checked, not the original customer. This is because it is the A/R customer, not the original customer, who will be responsible for the open invoice.

You will notice for that order that the bill-to customer number that displays on the Second Order Header Screen in Enter, Change & Ship Orders (MENU OEMAIN) is the A/R customer number. When the invoice is printed and Day-End Processing (MENU XAMAST) updates Accounts Receivable, the invoice will be created for the A/R customer number, not the sold-to customer number.

If more than one customer uses the same A/R customer number, the A/R customer is responsible for payment of all invoices. When this is the case, cash for multiple customers can be applied easily using the A/R Customer Number.

Customer Sort Word

When printing reports that sort customers by name, the report prints in alphabetical order based on the customer **Sort Word** (specified for the customer through Customer/Ship To Master Maintenance). For example, to include the customer whose name is The ABC Company on reports which print customers whose names begin with the letter A, use the sort word ABC. To include The ABC Company on reports which print customers whose names begin with the letter T, use the sort word The.

Customer Classifications

Distribution A+ provides several means that make it possible for you to classify your customers. These classifications may be used when printing reports, performing queries, and updating general ledger accounts.

Customer Class

A customer class code represents a category used to classify your customers. For each customer class, you may optionally create customer sub-classes for more detailed classification of your customers.

Customer sub-classes are represented by a two character code that immediately follows the customer class.

Customer classes and sub-classes are created and maintained through Customer Classes Maintenance (MENU ARFILE), and assigned to an individual customer through Customer/Ship to Master Maintenance (MENU ARFILE).

You may print any of the following reports for a single, or range of, customer classes and sub-classes through Accounts Receivable Reporting (Menu ARREPT):

- Aged Trial Balance
- Demand A/R Statements
- Overdue Notices
- A/R Cash Forecast
- Finance Charge Analysis
- Customer Profile Report
- Mailing Labels
- Customer Name And Address Listing

Customer User Codes

If you wish to categorize your customers using customer attributes different than those used for the customer class and sub-class, you may optionally create up to six different customer user fields. Each customer user field that you define will display when you add or maintain a customer through Customer/Ship to Master Maintenance (MENU ARFILE).

For each customer user field, you define customer user codes. These codes, like customer classes, are used to identify a group of customers for the specified user field.

Customer user fields and codes are created and maintained through Customer Master User Codes Maintenance (MENU ARFILE). They may be used to select customers for whom Mailing Labels, and for customized queries using these customer categories.

To create a customer user field and user codes to provide a customized category for your customers, do the following:

1. Select Customer Master User Codes Maintenance (MENU ARFILE).
2. Create a user field by keying **A** in the x field, the company number in the **Company** field, and **1** in the **User Field No** field. Press **ENTER**.
3. On the following screen, key the name of the user field in the **Description** field. For example, the name of a user field may be **Business Type**.
4. Press **ENTER** to accept the new field. This new field will display for each customer that is added or maintained through Customer/Ship to Master Maintenance. The system will prompt you to enter customer user codes.
5. Define the valid customer user codes that may be keyed in the newly created user field when adding or maintaining a customer. Key a three character user code in the **User Code** field, and press **ENTER**. For example, **RET** (for retail customers) may be a valid customer user code for the user field **Business Type**.
6. On the next screen, key the description of the user code in the **Description** field. This text will display when you assign this user code to a customer. For example, if you key **RET** in the newly created **Business Type** field for any customer, the description keyed in this field will display during Customer/Ship To Master Maintenance.

7 Repeat steps 5 and 6 until you have added all desired valid customer user codes for this customer user field.

8 To create additional user fields, return to step 1 and repeat this process. You will be able to create up to three user fields, and any number of customer user codes for each user field.

Customer EIC Group

A customer EIC group represents a category used to classify your customers for purposes of including items' extended item comments in order entry processes. For each customer EIC group, you may optionally create EICs for specific items or item EIC groups. The use of customer EIC groups is determined at the system level through System Options Maintenance (MENU XAFILE). Once determined that customer EIC groups are allowed, they may be defined through Customer EIC Groups Maintenance and assigned to customers through Customer/Ship-to Master Maintenance.

G/L Customer Codes

G/L Customer codes not only provide a means for you to classify your customers, but also are used to determine how your general ledger should be updated. To update different accounts based on a customer's G/L classification, define G/L Customer Codes through GL Customer Code Maintenance (MENU GLFILE), and specify the accounts you want updated in the G/L Interface (using MENU GLXFER/G2XFER). Refer to the Infor Distribution A+ General Ledger Interface User Guide for details about setting up the general ledger interface for Distribution A+, and about G/L Customer Codes.

Customer Product Restriction Check

Since distributors may have the need to restrict certain customers from ordering certain items, product restriction codes are provided. These codes allow or deny the sale of certain items for certain customers. In some instances, the products can only be sold to customers with valid licenses; in other instances, items are stocked only for certain customers.

Distribution A+ product restriction codes identify restricted items and allow you to define the parameters necessary to perform these restrictions. Fields have also been added to the Customer and Ship-to Master Files to specify if a customer is restricted by or exempt from product restrictions. To minimize maintenance, restrictions can be defined to either prevent or allow the sale of an item.

License number and expiration date verification can also be part of the restriction checking process.

As part of the product restriction code definition, options are provided for tracking unauthorized requests. Requests for those restricted products, for which tracking has been selected, will be logged in a history file. In addition, reports are provided that list the unauthorized requests and details regarding the violations.

For more information on product restrictions, refer to the following areas:

- Product Restriction Codes Maintenance (MENU OEFIL2)
- Item Master Maintenance (MENU IAFILE)
- Customer/Ship to Master Maintenance (MENU ARFILE)
- Customer Authorizations Maintenance (MENU OEFIL2)
- Restricted Product Sales Report (MENU OEREPT)
- Unauthorized Req for Restricted Products Report (MENU OEREPT)
- Enter, Change & Ship Orders (MENU OEMAIN)

Open Invoices

An open invoice is one that has been sent to a customer and has not been paid in full. Payments received from customers in A/R are usually for open invoices. Open invoice information is obtained by A/R from one of two sources:

- Invoices passed from O/E
- Invoices created and posted in A/R

Invoices Passed from O/E

In Order Entry, you enter customer orders and print Invoices for those orders. There are primarily three ways that a customer can pay for an order. These are:

- Cash payment
- Credit card payment
- Payment on account (account receivable)

For each payment type assigned to a customer, you specify if the payment type should update A/R [specified when creating or maintaining payment types through Payment Types Maintenance In the **Update A/R** field]. For those customers (or orders) with a payment type indicating that A/R should be updated, the invoice is passed to A/R as an open invoice.

Note: When creating payment types, you will not be able to define a “cash” payment type to update A/R.

Invoices Created and Posted in A/R

When you first start using A/R, there are no open invoices that have been passed from Order Entry. However, you probably do have open invoices that were issued using your previous invoicing method. For this reason, A/R provides you with the capability to enter open invoices for your customers directly into A/R. This is done through Invoice Entry/Edit (MENU ARMAIN).

In an invoice group, you specify the customer, total open invoice amount, and detail open invoice information. After creating the invoice group, you must post it through Invoice Post (MENU ARMAIN). This updates the customer's open invoice status with the open invoices entered in the group. When payments are received for any of these open invoices, they may be selected when entering cash through Cash & Adjustment Entry/Edit (MENU ARMAIN).

Aging

A/R is very flexible in defining how open invoices for a customer are aged, and provides several different methods of reporting your aged open receivables.

Aging Date

One of the options that you must specify when defining a company to use A/R, through Accounts Receivable Options Maintenance (MENU XAFILE), is the **Age On Code**. With this field, you determine the aging date that will be used for a company throughout Distribution A+. The aging date is the first date used for aging an open invoice. An invoice is overdue based on a defined number of days from the aging date, determined by a customer's aging code.

The aging date for a company may be one of the following:

- Invoice Date: The invoice will be aged based on the invoice date assigned by the system when the invoice was printed from the *End Order Screen* in Enter, Change & Ship Orders (MENU OEMAIN), or assigned by the user with the **Invoice Date** or **Future Date** fields on the *Second Order Header Screen* in Enter, Change & Ship Orders (MENU OEMAIN), or the **Invoice Date** selected by the user when invoices are generated through Print Invoices (MENU OEMAIN).
- Due Date: The invoice is aged based on the cash discount date defined in the payment terms for an invoice.
- Net Date: The invoice is aged on the net date defined in the payment terms for the invoice.

  Note: This age date can be overridden by setting **Age on Prox EOM Date**=**Y** on A/R Terms Codes (MENU ARFILE). This will cause the Prox EOM (end of month) date to be used as the aging date.

Refer to the following example:

Example: Regular Aging Terms

For an invoice date of January 1 with the payment terms 2%/10 Days, Net 30, the aging date for this invoice would be the following for the respective **Age On Code**:

Invoice Date: The invoice will age starting on January 1.

Due Date: The invoice will age starting on January 11 (i.e., the number of discount days (10) from the invoice date).

Net Date: The invoice will age starting on January 31 (i.e., the number of net days (30) from the invoice date).

Example: Prox Aging Terms

If you are using Prox Terms, and an invoice dated January 1 with payment terms 2% 10th Prox EOM 30, the aging date for this invoice would be the following for the respective **Age on Code**:

Invoice Date: The invoice will age starting on January 1.

Due Date: The invoice will age starting on February 10.

Net Date: The invoice will age starting on February 30.

Prox EOM Date: If **Age on Prox EOM Date** is set to **Y**, the invoice will age starting on January 30.

Aging Date for Split Terms Invoices

The aging dates for split terms invoices depend upon the Age On Code you specify through Accounts Receivable Options Maintenance (MENU XAFILE). If your split terms invoice is set to age on net date, the aging date for each split is added to the net days you define on the AR Terms Code File Maintenance Screen (MENU ARFILE). Thus, if the first split is 15 days and the customer's net days are 30, the 15 days would be added to the net days so that the first split would be due in 45 days; this calculation holds true for each split. If the Age On Code is set to age by due date or invoice date, the net date on the AR Terms Code File Maintenance Screen is ignored, and aging happens according to the due date or invoice date.

Aging Codes

An aging code, as previously explained, must be assigned to each customer. Each aging code specifies how the aging of open invoices are handled for a customer.

For each aging code, you must define the number of days in each aging period. Aging periods should relate to the columns on your Aged Trial Balance (ATB) and indicate the age of an invoice. A/R

inquiries and reports use aging periods to indicate the payment record for an open invoice, and the payment performance of a customer.

Other attributes specified for an aging code include whether Demand A/R Statements (MENU ARREPT) should print for customers with credit balances, the customers for whom Demand A/R Statements will print based on their minimum open invoice balance, and the slow pay period for the aging code (the slow pay period is used to put a customer's order on hold in Order Entry if the customer has any overdue payments in the specified aging period).

Also defined for an aging code, is the number of overdue days. This is the number of days from the aging date that a customer's payment for an invoice is overdue. The number of overdue days is used in A/R reports, inquiries, and to determine when Overdue Notices are printed (through).

Finance Charge Calculation

When an invoice is open for more than the number of overdue days from the aging date, the customer has an overdue balance. The overdue balance is calculated by adding the open balance of all overdue invoices (including disputed invoices if **Fin Chg On Disp Inv** is **Y** for an aging code). Note that finance charge invoices are not included in the overdue balance; for example, finance charges are not calculated on finance charges (F-type invoices).

From this overdue balance, any invoice number with a balance less than zero (credit memos, deposits on unbilled invoices, and unapplied cash) reduces the customer's total overdue amount due. Invoices less than a full month overdue will be prorated. The finance charge is then calculated by multiplying the prorated overdue balance by the monthly finance charge percent (also specified for an aging code). See the example and finance charge calculation below.

FINANCE CHARGE CALCULATION:

Calculation: Prorated Overdue Balance * Monthly Finance Charge%

Note: Overdue balance is the sum of the prorated overdue open invoice amounts minus any customer credit amounts.

Example: Finance Charge

An invoice for $175.00 is due on July 1. On August 31, the invoice is 60 days old. If the number of **Overdue Days** is **45** (aging code), the invoice is overdue 15 days.

60 - 45 = 15

To arrive at the prorated overdue balance, divide 15 by 30 (the average number of days in a month), then multiply by the invoice amount.

15/30 = .5 x 175.00 = 87.50

The system divides by 30 because that is the average number of days in a month. If the delinquent days minus the amount of days the invoice is overdue equals more than 30, then the system will not prorate the amount, and the delinquent amount will be the full value of the invoice.

If the finance charge is 2%, calculate the finance charge as follows:

87.50 x .02 = 1.75

The prorated finance charge is $1.75.

Aged Trial Balance

The primary report used for reporting the aging of open invoices is the Aged Trial Balance Report (MENU ARREPT), printed through. This report prints an analysis of selected customers' receivables based on their aging criteria.

You have several options to select from when printing an Aged Trial Balance. Therefore, the format of this report is very flexible, allowing you to determine the aging information specific to your immediate needs. Refer to the A/R Report Menu (MENU ARREPT) option used to print this report, for detailed information about the A/R Aged Trial Balance.

Demand A/R Statements

Demand A/R Statements (MENU ARREPT) are used to inform your customers of their open invoice status and payment activity. They automatically print for your customers when you perform Month-End Processing. However, Demand A/R Statements may not print for all customers, based on the options specified for the customer's aging code.

You may also print Demand A/R Statements on demand for a specific customer or range of customers. Refer to the Infor Distribution A+ Cross Applications User Guide for details about rules for using ranges in Distribution A+. This is done through Demand A/R Statements (MENU ARREPT).

Note: If FAX is installed, Demand A/R Statements may also be faxed. Refer to Customer/Ship to Master Maintenance (MENU ARFILE) for details. If Mail Server is installed, you can e-mail Demand A/R Statements in addition to printing or faxing them. Refer to Customer/Ship to Master Maintenance (MENU ARFILE) for details.

Overdue Notices

Overdue Notices provide a means for you to effectively communicate with your customers whose payments are overdue to expedite your collections.

Maintenance

Through Overdue Notice Maintenance (MENU ARFILE), you define overdue notice formats. This format contains the text of your Overdue Notices based on the number of days that payment is overdue. For example, you may wish to create a letter format for each of your most commonly used aging periods (over 30 days, over 45 days, over 60 days, over 75 days) employing the written collections notice that you deem necessary.

Printing

When you print Overdue Notices through Overdue Notice Maintenance (MENU ARFILE), you select the customers for whom the letters print. The letter format that is used is that which has been defined for the highest number of overdue days that does not exceed the customer's number of overdue days.

At the top of the Overdue Notice is a summary of the customer's account information. This is followed by the body of the letter and concluded with a salutation.

Example: If you defined letter formats for 30 and 45 days, and a customer has open invoices for 42 days, the format with the highest number of overdue days, that does not exceed the customer's number of overdue days, is the letter format. Therefore, the Overdue Notice that prints for this customer is the one defined for 30 days.

Note: If FAX is installed, Overdue Notices may also be faxed. Refer to Customer/Ship to Master Maintenance (MENU ARFILE) for details.

If Mail Server is installed, you can e-mail Overdue Notices in addition to printing or faxing them. Refer to Customer/Ship to Master Maintenance (MENU ARFILE) for details.

Force Discounts

As the invoice ages, often times a discount date passes without being taken advantage of. A/R, like Accounts Payable, allows you to force discounts, if desired. Forcing discounts for the selected invoices in an A/R group indicates that regardless of whether or not payment is made after the discount date, any discounts previously defined and not yet taken, will be applied. This allows your customer to take advantage of a cash discount even if the discount period has passed. If cash discounts are not forced, the discount is taken only for payments made on or before the discount date.

Disputed Invoices

A/R provides you with the ability to identify open invoices that are in dispute. These are invoices for which the customer questions the amount that they are billed, and will usually not pay until the dispute is resolved.

Invoices that are disputed are identified as such in A/R reports and inquiries. Based on a customer's aging code, you may select to assess or not assess finance charges for disputed invoices.

Important

When using the auto-apply feature of cash entry, any disputed invoices included in the list of invoices to be paid will be paid. To avoid disputed invoices from being paid during auto-apply, do not include them in the invoice list.

Note: Auto-apply is accessed via a function key through Cash & Adjustment Entry/Edit (MENU ARMAIN).

Identifying disputed invoices is an optional feature. To use them, you must first define invoice dispute codes through Invoice Dispute Code Maintenance (MENU ARFILE) and then mark disputed invoices as the need arises through Cash & Adjustment Entry/Edit (MENU ARMAIN), Mark Disputed Invoices (MENU ARMAIN), or Customer A/R Inquiry (MENU ARMAIN).

Define Invoice Dispute Codes

An invoice dispute code is a one character code used to mark an invoice as being in dispute. Each code represents a reason that the invoice is being disputed. When reviewing open invoices that are in dispute, you will know the reason of the dispute. These codes are created and maintained through Invoice Dispute Code Maintenance (MENU ARFILE).

Mark Disputed Invoices

After setting up your invoice dispute codes (at least one), you may identify an invoice as being disputed through Cash & Adjustment Entry/Edit (MENU ARMAIN), Mark Disputed Invoices (MENU ARMAIN), or Customer A/R Inquiry (MENU ARMAIN). The process involved in marking invoices is simple: display a list of open invoices for a customer, and mark those that are in dispute. You may also select an invoice that has already been marked as being in dispute and unmark that invoice. This should be done after the dispute for an invoice is resolved so that processing of the open receivable can be continued.

A/R Comments

A/R provides a means for you to enter and review comments related to specific customers and/or specific invoices.

A/R Customer Comments

A/R customer comments can be entered manually or via user-defined payment comment codes. Once entered, these comments can be displayed for review and optionally printed on the customer's A/R Statements.

A/R customer comments are entered for a customer on the Customer A/R Comments Screen using the Customer A/R Inquiry (MENU ARMAIN). Up to 50 characters of text may be keyed per line of customer comments. For each comment that you enter, you may also specify a comment type and review date. These attributes determine if, and when, customer comments will print on A/R reports.

As you add or delete customer comments using A/R they are added to the AR Comment Header FIle (**ARCHD**) and the A/R Comment Detail File (**ARCDT**). There is a limit of 999 comments per customer that you can add to this file. You will know if you reach this maximum because you will not be allowed to add any more comments.

To delete comments, you can either delete comments one by one for a customer through the Customer A/R Inquiry option (MENU ARMAIN) or purge closed customer comments through Reorganize A+ History Files (MENU XAMAST).

If you tend to add and/or delete a lot of customer comments and you want to avoid reaching the maximum, you should periodically use Resequence A/R Comments File (MENU ARMAST). This option allows you to resequence the comments in the Customer Comments File (**ARCOM**) so the numbers do not continue to add on from the previous number, but resequence starting with 1 and continue in ascending order.

A/R Invoice Comments

A/R invoice comments can be entered for a specific invoice from the open and paid invoice screens found in Cash & Adjustment Entry/Edit (MENU ARMAIN) and Customer A/R Inquiry (MENU ARMAIN). Once entered, these comments can be displayed for review, printed on the customer's A/R Statements, or deleted.

A/R invoice comments are entered for an invoice on the Invoice Comments Screen. Up to 50 characters of text may be keyed for each of the 16 lines available for the A/R invoice comments. For each comment line that you enter, you may specify if that comment line will print on the customer's A/ R Statements.

Aged Trial Balance and Customer Profile Report

Using the customer comment type, you determine if the comments for a customer will print on the Aged Trial Balance (MENU ARREPT), Customer Profile Report (MENU ARREPT), both, or neither. If you select to print the comment on neither of these reports, it remains for inquiry only or may be printed on the Review Date Report (MENU ARREPT).

Review Date Report

When you enter customer comments, you may also specify a **Review Date**. This date is used as one of the selection criteria when printing the review Date Report (MENU ARREPT). Using this method, you can enter a comment for a customer with a review date, and print the Review Date Report periodically. Therefore, the comments that you enter will be recalled on a specified date when a certain activity may take place.

Example: You may enter a comment to call a customer again on a specific date, and key that date as the review date. When you print the Review Date Report for that review date, the comment to call the customer will print on the report.

A/R History

After an open invoice has been paid by a customer, there is no need to track the invoice as an open accounts receivable. Therefore, paid invoices are maintained in A/R History. A/R History provides the payment record of each invoice paid by a customer. This provides a record of the payment of a specific invoice and is helpful in A/R reports and inquiries to determine the credit performance of a customer.

Note: A/R history is maintained for open item customers only, since open invoices for balance forward invoices are combined for each aging period. Refer to the discussion of open item and balance forward customers in this section.

A/R history updates during:

- Month-End Processing for open item customers; paid invoices are copied to A/R History.
- A/R History Update, which performs the same function as Month-End Processing, but may be run more frequently than once a month.
- Paid Invoice Purge for an open item customer; paid invoices are moved to A/R History, and deleted from the current open invoice files.

Refer to the Infor Distribution A+ Cross Applications User Guide, for additional information about updating history.

Purging A/R History

Over time, you may accumulate more A/R history than is necessary to perform your day-to-day operations. In this case, you may purge A/R History. This removes A/R history from your system disk, freeing space for other files.

To purge A/R history, use Reorganize A+ History Files (MENU XAMAST). This option also provides you with the means to purge other history created in Distribution A+.

Chapter 3 A/R Cash & Adjustment Processing

This section provides an explanation of the primary function of A/R: Cash entry. Cash entry is performed using various methods through Cash & Adjustment Entry/Edit (MENU ARMAIN).

This section is organized as follows:

- An overview of cash entry
- An explanation of A/R groups
- A discussion of different cash entry transactions
- The methods of cash entry

Note: Use the reference section for Cash & Adjustment Entry/Edit for a detailed explanation of the screens and fields discussed in this section.

Cash Entry Overview

For customer orders processed through Order Entry (O/E), an Invoice is printed and sent to the customer, indicating that payment is due within a specified time-period. After an Invoice is printed in O/E, its status becomes invoice printed. After Day-End Processing (MENU XAMAST) is performed, the order status changes to history. Also at this time, the appropriate invoices are passed to A/R, where they become open invoices.

With cash entry, you track the open invoices for a customer and record the payments that you receive from that customer. Cash entry may be performed in three different ways: Enter cash, Apply cash, or Auto-apply cash. In addition to open invoices, cash entry provides the means to enter unapplied cash, miscellaneous cash, and cash adjustments.

All functions of cash entry are performed in A/R groups. These groups are created through Cash & Adjustment Entry/Edit and posted through Cash & Adjustment Post (MENU ARMAIN).

A/R Group

Cash entry and cash adjustments are both performed using A/R groups. Each A/R group contains the detailed information for the payments being entered and recorded in A/R for a single company.

One A/R group may contain payments made from several different customers using several different checks or may contain a single payment from a single customer. Additionally, if the A/R company options are set to allow checks across multiple customers, an A/R group may also consist of a single check being applied against several different customer accounts. Refer to the Infor Distribution A+ Cross Applications User Guide for details about A/R Company Options.

Creating an A/R Group

Before you can perform any of the functions of cash entry, you must first create an A/R group. To create an A/R group, do the following:

1 Select Cash & Adjustment Entry/Edit (MENU ARMAIN). The Cash Entry/Update Group Selection Screen will display.

2 Key A (to add) in the Function field, a two-character group number in the Group Number field, the Company Number, and the Total Cash Received in the A/R group. Key an optional Override Date for the A/R Group and press **ENTER**.

Note: When creating an A/R group, you cannot use a group number that already exists. To display a list of existing A/R groups, press **F9**. The I/C Cash Entry/Update Group Selection Screen will display.

3 Payment Information Screen will display. The A/R group has been created. The two character group number that you used for this group cannot be used again until this group is posted. Posting occurs through Cash & Adjustment Post (MENU ARMAIN).

Payment Information Screen

The individual payments that you receive are entered into an A/R group. You may enter any quantity of checks in an A/R group. These payments are recorded using cash entry transactions, and are made for:

- Open invoices
- Unapplied cash
- Miscellaneous cash
- Cash adjustments

On the Payment Information Screen, you specify check information, and the source of payment (customer or miscellaneous cash) to prepare for cash entry transactions for the new A/R group. You also indicate whether you will force discounts (that is, apply all outstanding identified discounts, even if the discount dates have passed).

Additionally, the Invoice Limits Screen can be accessed through this screen. The Invoice Limits Screen allows you to limit the selection of invoices included in any further processing.

Customer or miscellaneous cash entry

The cash entry transactions that you enter in an A/R group are either received from a customer, or from another source. When you receive a payment from a customer or are making an adjustment for a customer, key the customer's number in the **Customer Number** field.

Payments received from any other source, such as vendor rebates or insurance payments, are miscellaneous cash. To enter a miscellaneous cash payment, leave the Customer Number field blank, and key **M** in the **Miscellaneous Cash** field.

Check information

Also, on the Payment Information Screen, you may enter information about the check being used to make the payment that you have received. This includes the amount of the check, check number, and ABA number.

To allow flexibility to enter payments that have been received in cash or by check, check information is optional. However, if check information is used and if the company A/R options are set to allow checks across multiple customers, edits will be performed using the check information keyed on this screen to allow the user to apply a single check against more than one customer's accounts. The edits would allow for the user to differentiate between a single check being applied against several different customer accounts, or more than one check being entered but those checks happen, by coincidence, to have the same imprinted check number. This differentiation is accomplished with the use of internal check control number which are initially system assigned, but may be user-modifiable. Refer to the description of the A/R company options as described in the Infor Distribution A+ Cross Applications User Guide for details.

Check amount

Since the check balance changes with each payment credit recorded, the check amount displays during cash entry to show the remaining balance of the customer's check. This is helpful when a customer is making multiple payments with a single check. Check numbers are also used when inquiring on a payment through the Customer Check Number Inquiry (MENU ARMAIN).

ABA number

A check's ABA number is the bank number printed on the check, and is often required when making bank deposits. Since a Deposit Slip prints when you post an A/R group, you should specify the check's ABA number if you plan to use A/R deposit slips.

Once an ABA number is keyed for a customer, it is stored by Distribution A+ for that customer. This alleviates the need for you to re-key the number each time a transaction is entered for that customer. You can, however, change the ABA number if needed.

Selecting invoices for payment

If you key a customer number on the Payment Information Screen, you will be provided with a list of all open invoices for that customer from which invoices may be selected for payment. To narrow the list of open invoices to display, limits can be imposed during the searching/selecting process used in generating this list. To impose these limits, key a Y in the Invoice Limits field, in addition to keying the customer number, on the Payment Information Screen. The Invoice Limits Screen will display.

Note: To avoid disputed invoices from being paid during auto-apply, you must exclude disputed invoices from the list of invoices to be paid.

From the Invoice Limits Screen, you may select certain types or certain categories to work with. The available types are:

- Invoices only
- Disputed invoices only
- Undisputed invoices only
- Credits only
- No credits
- All

The available categories are:

- Future
- Current
- Finance charges

The four aging periods used for the customer (e.g., over 30 days, over 60 days, over 90 days, over 120 days).

Note: Even if limits are not selected via the Payment Information Screen, you can access the Invoice Limits Screen from the Apply Cash Screen.

Additionally, from the Invoice Limits Screen, function key access is available to the Customer A/R Inquiry (MENU ARMAIN).

Refer to the Cash Entry Transactions and Methods of Cash Entry portions of this section for detailed explanations of making cash entry transactions in an A/R group.

Ending a group

After entering all the necessary cash entry transactions in an A/R group, you must end the A/R group. To end an A/R group, do the following:

1 From the Payment Information Screen, press **F12**. The End Group Screen will display.

2 From the End Group Screen, press **F3**. MENU ARMAIN will display.

Note: You may end an A/R group even if the warning message 2202: Warning - Cash Received Doesn't Equal Cash Entered displays.

3 When you end an A/R group, the Cash Entry Edit Report will print. Use this report to verify the cash entry transactions that you have entered in the group, and to ensure that the total amount that you entered equals the control total that you specified when creating the group (in the **Total Cash Received** field).

To update A/R with the cash entry transactions that you made in the A/R group, you must post the A/R group through Cash & Adjustment Post (MENU ARMAIN).

You may, however, wish to change or make additions to the group before posting it; or, you may wish to delete an A/R group.

Changing an A/R Group

After creating an A/R group, you may wish to add more cash entry transactions to the group before posting it. Also, you may wish to change a previously entered cash entry transaction. If your A/R group is out of balance on the Cash Entry Edit Report, you will need to change the A/R group before it can be posted.

To change an A/R group that has already been created, do the following:

1 Select Cash & Adjustment Entry/Edit (MENU ARMAIN). The Cash Entry/Update Group Selection Screen will display.

2 Key C (to change) in the *Function* field. Key the two-character group number in the *Group Number* field, and press **ENTER**. The Payment Information Screen will display. If you do not recall the group number of the group to change, go to step 3. Otherwise, go to step 4.

3 Press **F9** to display the I/C Cash Entry/Update Group Selection Screen. Key the reference number of the group to change in the *Select Ref No* field. The Payment Information Screen will display.

4 To display and change the cash entry transactions that were made for a specific customer, key the Customer Number and press **F4**. The Enter Cash Screen will display. To add a customer or miscellaneous cash transaction to this group, do so in the same manner used when the group was created.

Note that if, within the A/R group, more than one customer's accounts were affected by a single check, the user may review and modify any check control numbers. Check control numbers are system assigned to check-related transactions occurring within an A/R group. If A/R options are set to allow a single check to be applied to various customer accounts, a single check control number would be assigned to each of the related transactions. These check control numbers may be changed by the user to link or unlink transactions together indicating a single check applies or doesn't apply to them all. To review the current status of any checks included in an A/R group, press the F6 key on the Payment Information Screen to present the Customer Check Summary Screen. Modification of any control numbers may then occur by selecting a transaction from that screen.

Deleting a group

The need may arise to delete an A/R group. Once a group has been created, it can be removed by following these steps:

1. Select Cash & Adjustment Entry/Edit (MENU ARMAIN). The Cash Entry/Update Group Selection Screen will appear.
2. Key C (to change) in the *Function* field. Key the two-character group number of the group to delete in the *Group Number* field, and press **ENTER**. Leave the *Total Cash Received* field as zero. The Payment Information Screen will appear.
3. From the Payment Information Screen, enter the Customer Number for whom payments have been entered, and press Payment Information Screen F4. The Enter Cash Screen will appear.
4. Delete all payment entries displayed on the Enter Cash Screen using F23. The Payment Information Screen will appear.
5. Press **F12** from the Payment Information Screen to display the End Group Screen. If the Total Cash Entered is blank (zero), press **F3** to end the group. You may re-use the A/R group for new entries, or post the empty group through Cash & Adjustment Post (MENU ARMAIN) to remove the A/R group from A/R.

Posting an A/R group

To permanently update A/R and your general ledger with the cash entry transactions in an A/R group, you must post the group through Cash & Adjustment Post (MENU ARMAIN).

You may post a group only if it is in balance, as indicated on the Cash Entry Edit Report. After an A/R group is posted, the Cash Receipts Posting Register and Deposit Slip will print. If the General Ledger module is installed, the G/L Transaction Post Report will print. The two character group number that you used for the A/R group will become available for use by a new A/R group after the group has successfully posted.

Cash Entry Transactions

An A/R group is composed of cash entry transactions. These transactions are typically made for one of the following:

- Open invoices
- Unapplied cash
- Miscellaneous cash
- Cash adjustments

Open Invoices

An open invoice is any invoice that has not been paid in full. When you first start using A/R, you use Invoice Entry/Edit (MENU ARMAIN) and Invoice Post (MENU ARMAIN) to create open invoices to be used in A/R. If you are not using Order Entry (O/E) for your order processing, you must use Invoice Entry/Edit and Invoice Post to create open invoices to be used when you first start using A/R.

Once you have been using O/E, any Invoice that has been printed in through Print Invoices (), updated through Day-End Processing (MENU XAMAST), and not paid in full, is an open invoice.

Note: An open invoice is not recognized in A/R if Update A/R has not been specified as Yes through Payment Types Maintenance (MENU ARFILE) for the payment type used.

Open finance charges

If finance charges are assessed for a customer's overdue payments, payments are also received for open finance charges. Finance charges are calculated in A/R during Month-End Processing (MENU ARMAST). Open finance charges are paid in the same manner as open invoices.

Preceding the invoice number for open finance charges is a one character field that is assigned the letter F (if this field is blank, the open value is for an open invoice). The number assigned to an open finance charge is displayed as the invoice number of the finance charge. This invoice number is assigned the value of the date, in century-year-month-day format, on which month-end processing was performed to calculate finance charges.

Displaying/paying for open invoices and finance charges

To display and enter cash for a customer's open invoices, do the following through Cash & Adjustment Entry/Edit after creating an A/R group (refer to the Methods of Cash Entry topic of this section, for an explanation of each of these functions):

1 On the Payment Information Screen, key the Customer Number, Check Amount, Check Number, and optional ABA Number for the payment you wish to enter. **Do not press ENTER** yet.

Note: The following steps result in the display of the Apply Cash Screen. However, you may choose to display the customer's open items already existing for an A/R group. To do this, press **F4** from the Payment Information Screen instead of pressing **ENTER**, as described below. The Enter Cash Screen will appear. You may also access the Enter Cash Screen directly from the Apply Cash Screen.

2 If you wish to limit the invoices or finance charges to work with to certain types or categories, key a Y in the **Invoice Limits** field and press **ENTER**. The Invoice Limits Screen will display, allowing you to apply limits to the open items that will be included in any further processing. From the Invoice Limits Screen, you can press **F10** to display the Apply Cash Screen.
If you do not wish to limit the invoices or finance charges to work with to certain types or categories, press **ENTER**. The Apply Cash Screen will appear.

Note: If you wish to review what has been done for the current A/R group to date, you may opt to press F4 at this point to display the Enter Cash Screen.

If you wish to display invoices or finance charges that have been created/incurred since a certain invoice or finance charge, use the *Starting Invoice* field. Specify the invoice or finance charge you wish to display as the first in the customer's list, and press **ENTER**.

3 The Apply Cash Screen displays the open items for the customer, in sequence by invoice number, as selected on the Payment Information Screen.

4 Even though this is the Apply Cash Screen, you have the option to use the auto-apply feature, or access screens to enter cash. To make payment for an open item, you may use any of the following:

- F4 to enter cash
- F5 to apply cash
- F9 to auto-apply cash

Unapplied Cash and Un-invoiced Cash

Enter unapplied cash

Payments that are not made for a specific invoice may be made. Such payments are referred to as unapplied cash. To enter unapplied cash, do the following through Cash & Adjustment Entry/Edit in an A/R Group:

1 Key the Customer Number and check information fields on the Payment Information Screen and press **F4**. The Enter Cash Screen.

2 Key 1 as the invoice number, and key the amount Credited and Received. If applicable, key the amount of any Discount or Adjustment. You may also enter an adjustment number or override general ledger account number. After you press **ENTER**, the cash entry transaction will display at the top of this screen.

Note: The invoice number 1 is suggested for entering unapplied cash for two reasons: All unapplied cash will be easily identified since it is entered with the same invoice number, and unapplied cash will display first on the Enter Cash Screen.

3 Press **F12** to return to the Payment Information Screen.

Enter an un-invoiced payment

An order that has not had the Invoice printed for it, and/or has not been updated through Day-End Processing (MENU XAMAST), will not have an open invoice in A/R. To enter a payment for one of these orders that has not yet been invoiced, do the following through Cash & Adjustment Entry/Edit in an A/R group:

1 Key the Customer Number and check information on the Payment Information Screen and press **F4**. The Enter Cash Screen will appear.

2 Key 0 as the invoice number, and key the amount Credited and Received. If applicable, key any amount of Discount or Adjustment. You may also enter an adjustment number or override general ledger account number.

Note: The same processing (where the invoice number is 0) can be used on the Quick Pay Apply Payments Screen.

3 Key the number of the order that has not yet been invoiced in the *Order No* field. This payment will automatically be applied to the Invoice when it is printed. After you press **ENTER**, the cash entry transaction will display at the top of this screen. There are no additional steps required.

Note: Keeping order numbers with specific payments is extremely helpful, particularly when making deposits of those payments, if the Invoice has not yet been printed. Assume a customer places an order for $500.00 and writes a check for $250.00 at the time of the order. Since no invoice has been generated yet, there would be no way to associate that $250.00 payment with that order, if it were not for the order number.

Miscellaneous Cash

You may receive payments that are not from a customer and are not for a specific invoice. Cash received in this manner is called miscellaneous cash. Examples of miscellaneous cash include vendor rebates and insurance payments.

To process miscellaneous cash through Cash & Adjustment Entry/Edit, do the following in an A/R group:

1 On the Payment Information Screen, key M in the Miscellaneous Cash field, key a check number, check amount, and an ABA Number. Do not key a customer number.

2 Press **ENTER** to display the Miscellaneous Cash Screen. On this screen, key an optional transaction description, amount received, and general ledger account number. After you press **ENTER**, the miscellaneous cash transaction will display in the top portion of the screen.

3 Key as many miscellaneous cash transactions as necessary.

Note: You may key customer payments in the same A/R Group that contains miscellaneous cash entries.

4 End the group and post the group in the standard manner.

Cash Adjustments

A/R provides the means for you to enter adjustments to a customer's open invoices. Typical adjustments include writing-off unpaid finance charges, and writing-off discounts that are taken after the discount period.

Adjustment to write-off unpaid finance charge

To write-off a customer's unpaid finance charges, do the following through Cash & Adjustment Entry/ Edit in an A/R group:

1 On the Payment Information Screen, key a Customer Number and press **F4**.

2 On the Enter Cash Screen, key the amount of the finance charge in the Credited field, and the negative amount of the finance charge in the **Adjustment** field (key the amount of the finance charge and press the FIELD MINUS key).

Note: A negative adjustment amount is used when making a debit adjustment to a customer's A/R account. If you were making a credit adjustment to a customer's A/R account, you would key a positive adjustment amount.

3 Press **ENTER**. The cash adjustment transaction that you have just entered will display in the top half of the Enter Cash Screen.

Adjustment for unearned discount

The case may arise, after the discount date has passed, when a customer makes a payment for an open invoice using the discount amount offered in the terms. In this case, you may accept the payment and write-off the amount of the discount. Do the following through Cash & Adjustment Entry/Edit in an A/ R group:

1 Key a customer number, check amount, check number, and optional ABA number on the Payment Information Screen.

2 Press **ENTER**. The customer's open invoices and open finance charges will display on the Apply Cash Screen.

Note: To review payments that are made when applying cash on this screen, press **F4** to display the Enter Cash Screen.

3 Key X in the **Pay Code** field and press **ENTER**. This will automatically fill in the **Credited, Received,** and **Adjustment** fields. Press **ENTER** again to accept the payment transaction.

4 When the last of the open invoices on the Apply Cash Screen is processed, the Payment Information Screen will automatically display. To return to the Payment Information Screen when invoices remain, press **F12**.

Methods of Cash Entry

There are three methods of entering cash through Cash & Adjustment Entry/Edit (MENU ARMAIN). You may use one, both, or all these methods for one A/R group. Each is provided so you can process A/R payments in the manner that is most efficient for your needs.

You may prefer one method of cash entry over the others, but should familiarize yourself with the following three methods that are available:

- Enter Cash
- Apply Cash
- Auto-apply Cash

Enter Cash

To enter cash, use the Enter Cash Screen. You must enter each element of an A/R payment transaction, which includes the invoice number, amount credited to the customer, amount received from the customer, discount amount (if any), and adjustment amount (if any).

As you enter cash, each A/R payment transaction displays at the top of the screen.

Full payment

To enter cash for a customer payment that is received in full for a specific invoice, where no discount is applied, do the following through Cash & Adjustment Entry/Edit:

1 Key a customer number, check amount for the amount received, check number of the check received, and ABA number on the Payment Information Screen.

2 Press **F4** to display the Enter Cash Screen.

3 Key the number of the invoice being paid in the Invoice field, and the amount of the payment in the Credited and Received fields.

4 Press **ENTER**. The cash entry that you have just made will display in the top half of the Enter Cash Screen.

Partial payment

Frequently, you will receive partial payment for an invoice. To enter cash for partial payments, do the following through Cash & Adjustment Entry/Edit:

1 Follow steps 1 and 2 for “Full payment” on page 59.

2 On the Enter Cash Screen, key the number of the invoice being partially paid in the Invoice field, and the amount of the partial payment in the *Credited* and *Received* fields.

3 Press **ENTER**. A message will display indicating that a partial payment is being made. Press **ENTER** to confirm. The cash entry that you have just made will display in the top half of the Enter Cash Screen.

Full payment with discount

To use cash entry to enter a payment from a customer who has taken advantage of a discount specified in the payment terms, do the following through Cash & Adjustment Entry/Edit:

1 Follow steps 1 and 2 for "Full payment" on page 59.

2 Key the number of the invoice being paid in the **Invoice** field. In the **Credited** field, key the gross amount of the open invoice. Key the amount of the payment in the **Received** field and the amount of the discount in the **Discount** field.

3 Press **ENTER**. The cash entry that you have just made will display in the top half of the Enter Cash Screen.

Note: A warning message will display if the discount date has passed. You can bypass this message by pressing **ENTER**.

Cash entry for a customer using credit memos

If a customer has a credit balance for an invoice, the customer may desire to apply that balance to an open invoice. An invoice with a credit balance has a negative open invoice amount. To add a customer's credit balance to their total check amount (making it available to pay other open invoices), do the following through Cash & Adjustment Entry/Edit:

1 Follow steps 1 and 2 for "Full payment" on page 59.

2 On the Enter Cash Screen, key the number of the credit invoice in the Invoice field, and key the negative amount of the credit in the **Credited** and **Received** fields.

3 Press **ENTER**. The cash entry that you have just made will display in the top half of the Enter Cash Screen, and the check balance displayed on this screen will increase by the amount of the open invoice credit.

NSF check

For returned (non-sufficient fund) checks, after the payment has already been entered, do the following through Cash & Adjustment Entry/Edit in an A/R Group:

1 Determine what invoices or finance charges were paid with the check using the Customer Check Number Inquiry (MENU ARMAIN).

2 On the Payment Information Screen, key the customer number, check Number, and a negative check amount.

3 Press **F4** to display the Enter Cash Screen; key the invoice number. Key negative credited and received amounts (and negative discount or adjustment amounts as the invoice was originally applied). This will reopen the invoice, provided a paid invoice purge has not been run. If the purge has been run, it will create a new invoice, with the correct balance, from the transaction.

Entering returns/credit memos

When a customer returns an item that was sold on A/R, and you need to issue a Credit Memo for the full amount, do the following through Cash & Adjustment Entry/Edit:

1 On the Payment Information Screen, key the customer number, and press **F4**. The Enter Cash Screen will appear.

2 On this screen, key the amount of the open invoice in the **Credited** field, and the negative amount of the open invoice in the *Adjustment* field. Press **ENTER**.

3 Press **F12** to return to the Payment Information Screen. The invoice for which a Credit Memo was created for the total amount of the invoice is no longer an open invoice.

Note: A return/credit memo will not show in sales or inventory. You may optionally key the return in Order Entry which will show the return/credit memo in sales or inventory, as well as in A/R. Refer to the Infor Distribution A+ Order Entry User Guide for additional information.

Entering returns/credit memos for split terms invoices

When a customer returns an item that was sold through a split terms invoice, what you do depends upon whether the customer wants the full amount or a partial amount back. If the customer wants the full amount, you have three possibilities, depending upon the aging periods involved:

- If the split invoices are all still in the future aging period, pick the first invoice and do an automatic credit memo. All future invoices associated with this split terms invoice will be credited, and all invoices for this split will be removed.
- If the split invoices are all in the current or greater aging periods and you want to credit all of the splits, do an automatic credit memo on the first split; all invoices for this split terms invoice will show as credited.
- If the split invoices are all in current or greater aging periods but the first invoice has been paid, do an automatic credit memo on the second invoice. The invoices that are still due will be credited. The first invoice, which has been moved to payment history, will also be credited and will appear as a negative amount when you inquire on open invoices for that customer.

When a customer returns an item or items from a split terms invoice for a partial amount, you must enter a manual return through Enter, Change & Ship Orders Maintenance (MENU OEMAIN). For example, if you have a split terms invoice that is split four ways for a quantity of ten, and four are being returned, you will have to do a manual credit return. The credit for the four returned items will be applied to the first invoice, and that invoice will then show a negative balance. The remaining three invoices of the split will show the original amounts due.

For details about how this manual return should be created refer to Enter, Change & Ship Orders Maintenance (MENU OEMAIN).

Apply Cash

When you apply cash, A/R determines each element of the payment transaction based on your selection of the payment code. The payment code indicates how you want A/R to record an A/R payment transaction. It may be one of four:

- G - Pay the gross amount
- P - Make a partial payment (and specify amount)
- D - Pay the net amount and take the discount
- X - Pay the net amount and write-off the discount

When applying cash, a customer's open invoices display in the top portion of the Apply Cash Screen in sequence by invoice number. You can select which open invoices will display via the Payment Information Screen, this Apply Cash Screen, or the Invoice Limits Screen.

The activities explained below are also explained with the enter cash method. Although identical cash entry transactions are the result, the method used when applying cash is different than that used when entering cash.

Full payment

To apply cash for a customer payment that is received in full for a specific invoice, do the following through Cash & Adjustment Entry/Edit:

1 On the Payment Information Screen, key a customer number, check amount for the amount received, check number of the check received, and optional ABA number. Use the **Starting Invoice** field to select open invoices/finance charges for which payments have been made. You can optionally use the **Invoice Limit** field which will access the Invoice Limits Screen. The Invoice Limits Screen allows you to limit the display of open items that will appear on the Apply Cash Screen to those that meet certain criteria.

2 Press **ENTER**. The customer's selected open invoices and open finance charges will display on the Apply Cash Screen.

3 Key **G** in the **Pay Code** field for the desired invoice and press **ENTER**. The **Credited** and **Received** fields will be filled in automatically.

4 Press **ENTER** again to confirm. The open invoice that has just been paid will be removed from the top of the Apply Cash Screen. The check balance will be reduced by the amount of the invoice that was paid.

Note: You may review, on the Enter Cash Screen, the transactions created by applying cash.

Apply cash for customer using credit memos

If a customer has a credit balance invoice, the customer may desire to apply that balance to an open invoice. A credit balance is reflected by an invoice with a negative open invoice amount. To apply cash for a credit balance, do the following through Cash & Adjustment Entry/Edit:

1 Key a customer number on the Payment Information Screen. Use the **Starting Invoice** field to select open invoices/finance charges for which payments have been made. You can optionally use the **Invoice Limit** field which will access the Invoice Limits Screen. The Invoice Limits Screen allows you to limit the display of open items that will appear on the Apply Cash Screen to those that meet certain criteria.

2 Press **ENTER**. The customer's open invoices and open finance charges will display on the Apply Cash Screen.

3 Key **G** in the desired **Pay Code** field next to the invoice with a negative open invoice amount and press **ENTER**. The **Credited** and **Received** fields will be filled in automatically.

4 Press **ENTER** to confirm. The open invoice that has just been paid will be removed from the top of the Apply Cash Screen, and the amount of the credited invoice will be added to the check balance for this customer.

Partial payment

Frequently, you will receive partial payment for an invoice. To apply cash for partial payments, do the following through Cash & Adjustment Entry/Edit:

1 Follow steps 1 and 2 for "Full payment" on page 59.

2 On the Apply Cash Screen, key **P** in the **Pay Code** field, and the amount of the partial payment in the **Credited** or **Received** field, and press **ENTER**. The Apply Cash Transaction Review Screen will appear, allowing entry of adjustment, general ledger, transaction comments, etc., for the specific transaction.

3 Press **ENTER** to confirm. The open amount of the invoice that has been partially paid will be reduced by the amount of the partial payment.

Full payment with discount

To apply cash for a payment from a customer who has taken advantage of a discount specified in the payment terms, do the following through Cash & Adjustment Entry/Edit:

1 Follow steps 1 and 2 for "Full payment" on page 59.

2 On the Apply Cash Screen, key D in the **Pay Code** field and press **ENTER**. The *Credited*, *Received*, and *Discount* fields will be filled in automatically.

3 Press **ENTER** to confirm. The open invoice that has just been paid will be removed from the top of the Apply Cash Screen.

Auto-Apply Cash

Like apply cash, auto-apply cash determines each element of your cash entry transaction(s). Unlike apply cash, however, auto-apply will enter payments for several open items based on the amount (of the check) received from the customer. Auto-apply also begins payment with the first open item displayed at the top of the screen. When auto-applying, cash discounts are accepted only if the cash discount is still valid, or discounts are being forced.

Important

To avoid disputed invoices from being paid during auto-apply, you must exclude them from the list of invoices to be paid.

Auto-apply cash

Auto-apply uses the amount of the check specified in the **Check Amount** field on the Payment Information Screen to pay for the first invoice or finance charge displayed. If a check balance remains, it is applied to the second check, and to remaining checks until the check balance is zero. If the remaining check balance cannot pay an open invoice or finance charge in full, a partial payment is made.

When you auto-apply, credit invoices are considered, making the amount of the credit invoice available to pay remaining open invoices.

Auto-apply is performed using F9 from the Apply Cash Screen. When you use auto-apply cash, the following rules pertain to the auto-apply function:

- Unless disputed invoices are excluded from the list of invoices to be paid, they will be paid.
- Cash discounts are considered only if the discount date has not passed, or if discounts are being forced.
- The first invoice displayed on the Apply Cash Screen is the first to which cash is auto- applied. Cash is auto applied to subsequent invoices in the order they are displayed, and to only those invoices displayed. Invoices not included in the displayed list are not considered for payment.
- Customer credits with negative balances are included in auto-apply as are the invoices. The only difference is that when payments are “applied” to a customer credit, the amount of the credit is added to the amount of the check balance (and can then be used to pay displayed open invoices); when payments are “applied” to a customer’s open invoices or finance charges, the amount of the invoice or charge is subtracted from the amount of the check balance.

Steps to auto-apply cash

To auto-apply a check to a customer’s open invoices and finance charges, do the following through Cash & Adjustment Entry/Edit after creating an A/R group:

1 On the Payment Information Screen, key a Customer Number, Check Amount for the amount received, Check Number of the check received, and optional ABA Number. Use the **Starting**

Invoice field to select open invoices/finance charges for which payments have been made. You can optionally use the **Invoice Limit** field which will access the Invoice Limits Screen. The Apply Cash Screen allows you to limit the display of open items that will appear on the Apply Cash Screen to those that meet certain criteria.

2 Press **ENTER**. The selected customer's open invoices and open finance charges will display on the Apply Cash Screen.

3 If necessary, position the first desired open invoice or finance charge that you want to apply-cash to at the top of the screen. Do this by keying that invoice in the **Next Invoice** field or using the T payment code to bring a specific invoice to the top, and press **ENTER**.

4 Press **F9** to auto-apply cash to the open invoices and finance charges displayed. The Payment Information Screen will display when auto-application is complete.

5 To view the cash entry transactions created with auto-apply, press **F4** from the Payment Information Screen. The Enter Cash Screen will appear.

Example

Assume that customer ABC sends a check for $500.00 and identifies, on a remittance, that the following outstanding invoices are to be paid:

Invoice	Open Amount
123	50.00
127	200.00
135	400.00

Auto-apply will pay the following amounts for the identified invoices:

123	50.00
127	200.00
135	250.00 (Partial)
Total	500.00

If, for customer ABC, the remittance identifies that Credit Memo #130 for $150.00 is to be used, the following payments would be made:

invoice	Open Amount
123	50.00
127	200.00
130	-150.00
135	400.00
Total	650.00

All of the invoices will be paid because the $150.00 was added to the payment of $500.00.

Combined methods of cash entry

Even if you use only one method to create your payment transactions, you can use another of the methods to verify or modify those payment transactions. For example, if you use the auto-apply feature to make payments, you can display the individual cash entry transactions on the Enter Cash Screen. This allows you to verify that payments were entered as desired, and to change transactions if required.

Chapter 4 Cash and Adjustments Entry/Edit

Use the Cash & Adjustment Entry/Edit option on the Accounts Receivable Main Menu (MENU ARMAIN) to enter payments that you receive from your customers, or other sources. You may record payments made by check or by cash. Several payments may be entered in a group, called an A/R group, and EDI and other off-line cash entries routinely create A/R groups. Depending on the A/R company level options set through Accounts Receivable Options Maintenance (MENU XAFILE), editing within an A/R group may be performed to allow a single check to be applied to more than one customer's open accounts receivables. This edit function extends to A/R groups received via EDI and off-line cash entry. For information about the off-line cash entry process refer to Offline Cash Entry (MENU ARMAIN).

When International Currency is installed, cash groups must be defined with a single type of currency and then the currency originally selected for the group cannot be changed. Invoices may be paid in any valid currency and, if applicable, gains/losses will be calculated, regardless of the customer's or the company's local currency.

Updating A/R

The primary function of A/R is entering payments that have been received from customers. This is usually performed through Cash & Adjustment Entry/Edit (MENU ARMAIN). After entering a group of cash receipts, use Cash & Adjustment Post (MENU ARMAIN) to update A/R with the payment information. Payments can also be applied through the Customer Inquiry Quick Pay process.

When you start using A/R, you will need to enter the open invoices that currently exist for your customers so that you may effectively collect your accounts receivable. If orders were not created in the Order Entry module, use Invoice Entry/Edit (MENU ARMAIN) to enter the open invoices in A/R; use Invoice Post (MENU ARMAIN) to update A/R with the open invoice information.

Entering Payments

There are three ways to enter payments through this option. You may use one, both, or all three of these methods for one A/R group. Multiple methods are provided so that you can process A/R payments in the manner that is most efficient for your needs. You may prefer one method over the others but should familiarize yourself with the three methods that are available. Even if you primarily

use one of the methods to enter payments, you can use one of the other methods to verify or modify the payment transactions entered.

The three methods of entering payments through this option are:

- Enter Cash: You enter each element of an A/R payment transaction, including the invoice number (if any), amount credited to the customer, amount received, discount amount (if any), and adjustment amount (if any). As you enter cash or checks, each A/R payment transaction displays in the top half of the screen.
- Apply Cash: When you apply cash, A/R determines each element of the payment transaction based on your selection of the payment code. The payment code indicates how you want A/R to record an A/R payment transaction. It may be one of four:
  - G Pay the gross amount
  - D Pay the net amount and take the discount
  - X Pay the net amount and write-off the discount
  - P Make a partial payment (and specify amount)

Also when applying cash, a customer's open invoices display in the top half of the screen. The list of invoices displayed on this screen can be limited by selection criteria.

- Auto-Apply Cash: Like apply cash, A/R determines each element of the A/R payment transactions, and the list of invoices (including credits) displayed for payment can be limited by selection criteria. Unlike apply cash, however, it will enter payments for several open invoices or finance charges, based on the amount received from the customer. The first open invoice displayed is the one to which cash is applied first. You can select which open invoice will display first. When auto- applying, cash discounts are accepted only if the cash discount date is still valid, or if you have decided to force discounts.

Important

To avoid disputed invoices from being paid by auto-apply, you must exclude them from the list of invoices to be paid.

Ending a Group

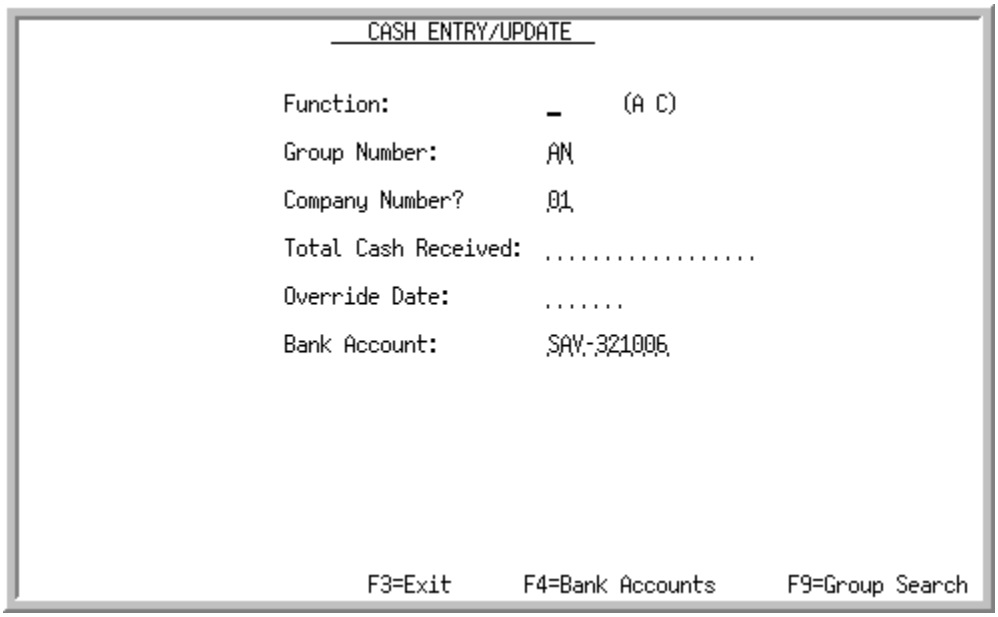
When you have completed entering an A/R group through this option, an edit report is printed so you can verify your entries and ensure that the A/R group is in balance. If the A/R group is in balance, you may post the transactions through Cash & Adjustment Post (MENU ARMAIN). This will permanently update A/R and your general ledger with the payments in the A/R group.

Cash & Adjustment Entry/Edit

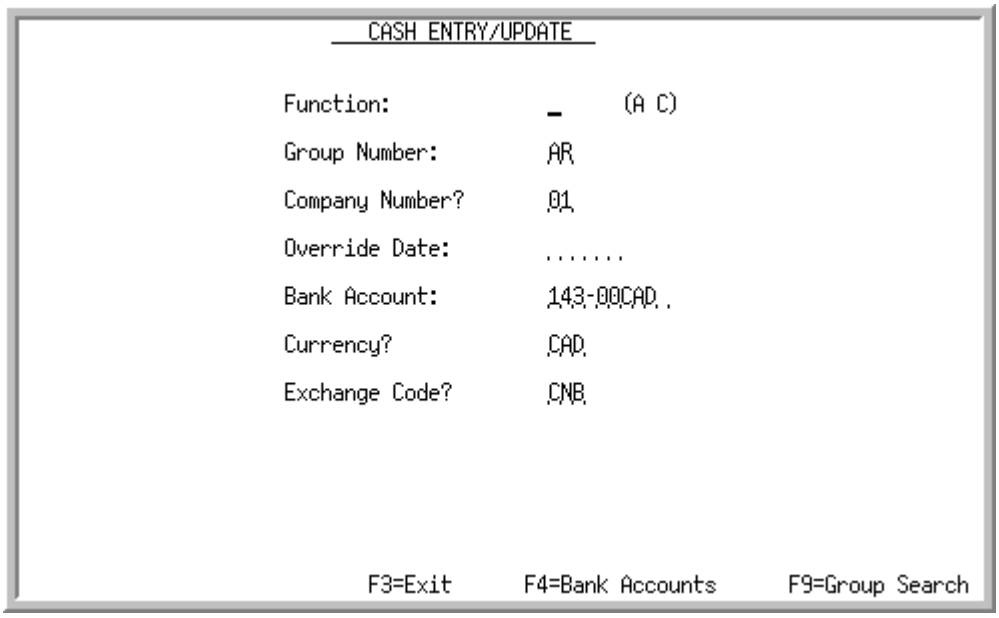
The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Cash Entry/Update Group Selection Screen	Use to specify the group for processing.
I/C Cash Entry/Update Group Selection Screen	Use to enter the local and trading amount group totals for this group for processing.
Group Status Screen	Displays a list of existing groups. Used to select a group for processing.
Payment Information Screen	Use to specify the information for each payment received.
Miscellaneous Cash Screen	Use to enter miscellaneous cash.
Duplicate Check Selection Screen	Lists all transactions in the group for a specific check number.
Invoice Limits Screen	Use to limit the invoices that will be shown on the Apply Cash Screen
Apply Cash Screen	Displays open invoices, credits, or finance charges for a specific customer.
Apply Cash Transaction Review Screen	Use to review the payment transaction being created.
Enter Cash Screen	Use to manually enter payment received from a customer.
Customer Check Summary Screen	Displays a summary of check information for transactions in the group.
Customer Check Summary Maintenance Screen	Displays details for a customer's check.
End Group Screen	Use to confirm and complete the group's processing.
Cash Entry Edit Report	Prints a list of all payments in the group.
Cash Entry Errors Report	Prints a list of errors identified by the system edit.

Cash Entry/Update Group Selection Screen



Cash Entry/Update Group Selection Screen with International Currency



This screen appears after selecting option **1** - Cash & Adjustment Entry/Edit from the Accounts Receivable Main Menu (MENU ARMAIN). It is used to select the information to create or change an A/R group. An A/R group consists of one or more payments that have been received.

Cash Entry/Update Group Selection Screen Fields and Function Keys

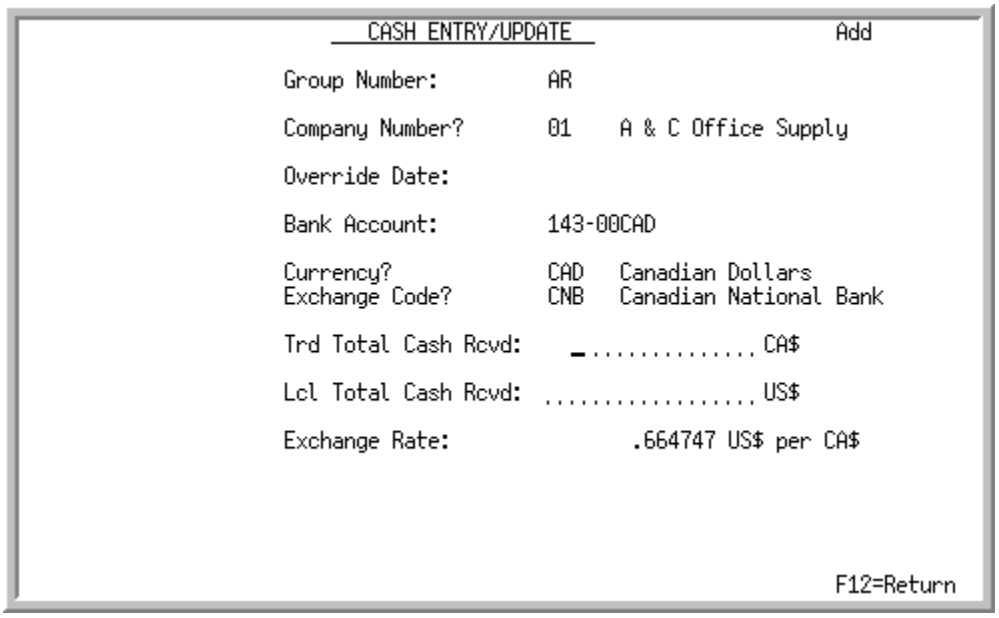
Field/Function Key	Description
Function	Use this field to indicate if you are creating a new A/R group or changing an existing A/R group. Key **A** to add a new group. Key **C** to change an existing group. **Valid Values:** A or C (A 1) Required
Group Number	This two-character code is used to identify the A/R group that you are adding or changing. After assigning it, use this code to identify a group of transactions to change through this option, or to post through Cash & Adjustment Post (MENU ARMAIN). When adding an A/R group, key its two-character group code. It cannot be a group number that is currently being used by another A/R group. You may change the default group number to any characters that you desire (e.g., you may wish to use your initials instead of the default workstation ID). **Note:** When an A/R group is posted through Cash & Adjustment Post (MENU ARMAIN), its group number becomes available for use again. When changing an A/R group, key the two-character group number of that group. If the group is currently being updated at another workstation, you cannot update the group. Press **F9=GROUP SEARCH** to access the group search if you do not recall the number of the A/R group to change, or to determine which A/R groups are being updated at other workstations. **Note:** If a message displays indicating that an A/R group is being accessed at another workstation, and this is not the case, select Re-set Unprocessed Cash (MENU ARMAST). This situation may exist if the creation or maintenance of an A/R group is interrupted by a power failure or system error. **Default Value:** The internal device ID of the current workstation **Valid Values:** Cannot be an existing group number when creating a new A/R group; Must be an existing group number when changing an A/R group; Cannot use special characters (i.e., /, &, etc.); use numbers/letters only (A 2) Required

Field/Function Key	Description
Company Number	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Key the valid company number for which an A/R group is being created or changed through this option. The A/R transactions in the group must be for customers that are defined for this company. **Default Value:** The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Display/Required
Total Cash Received	This field displays only if International Currency is not installed. When I/C is installed, this field will be entered on the I/C Cash Entry/Update Group Selection Screen. This field is a control total of the total dollar amount of this A/R group. On the End Group Screen, it is compared to the actual total amount that is entered for this A/R group. If there is a difference between the actual amount and this control total, a warning message will display when ending the A/R group, and you will not be able to post the A/R group through A/R Cash and Adjustment Post (MENU ARFILE). Additionally, the Total Cash Received value cannot exceed 99,999,999,999,99 to prevent truncation during posting. **Note:** You may override this value on the End Group Screen when ending the A/R group. (N 15,2) Optional

Field/Function Key	Description
Override Date	This is the date used for the payment transactions in this A/R group, indicating the date that cash is received. Leave this field blank to accept the current system date as the date that cash is received for this A/R group. Key the date in this field that will override the current system date as the date that payments are recorded for this A/R group. **Note:** You may override the receipt date for individual payments in the A/R group. See the **Date** field on the Miscellaneous Cash Screen, Enter Cash Screen, and Apply Cash Screen. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Bank Account	Use this field to select the bank account that will use when selecting the general ledger cash account that will be debited for the cash receipts. If you select a bank account, transaction history and A/R transaction detail records will be generated, and the bank account's balance will be increased by the total amount of the cash received. You may also use the history transactions as an audit trail for the bank account activity. Key the appropriate bank account. If you do not recall the bank account, press the **F4=BANK ACCOUNT** key to display a list of existing accounts. (A 10) Optional
Currency	This field displays only if International Currency is installed. Use this field to specify the currency of the payments you are recording in this A/R group. Once a group is created with a specified currency, you cannot change the currency code. This code remains with the group until it is posted. Key the **Currency Code**. **Valid Values:** A valid currency defined through Currency/Exchange Codes Maintenance (MENU ICFILE) (A 3) Required

Field/Function Key	Description
Exchange Code	This field displays only if International Currency is installed. Key the **Exchange Code** to be used to determine the default exchange rate for this A/R group. Once a group is created with a specified exchange code, you cannot change the exchange code. This code can only be edited when the group is being added. **Valid Values:** A valid exchange code defined through Currency/Exchange Codes Maintenance (MENU ICFILE) (A 3) Required
F3=Exit	Press **F3=EXIT** to cancel this option. MENU ARMAIN will display.
F4=Bank Accounts	After entering the function, you want to perform and the desired group ID, press the **F4=BANK ACCOUNTS** function key to access the Bank Accounts List Screen where you may select a bank account to use. Refer to this screen as presented and explained in Bank Account Maintenance (MENU APFIL2) of the Infor Distribution A+ Accounts Payable User Guide.
F9=Group Search	Press the **F9=GROUP SEARCH** function key to search for or display the status of an A/R group when changing a group (**Function** is **C**). The Group Status Screen will appear.
Enter	Press **ENTER** to confirm your selections. The Payment Information Screen will appear.

I/C Cash Entry/Update Group Selection Screen



This screen displays only if International Currency is installed.

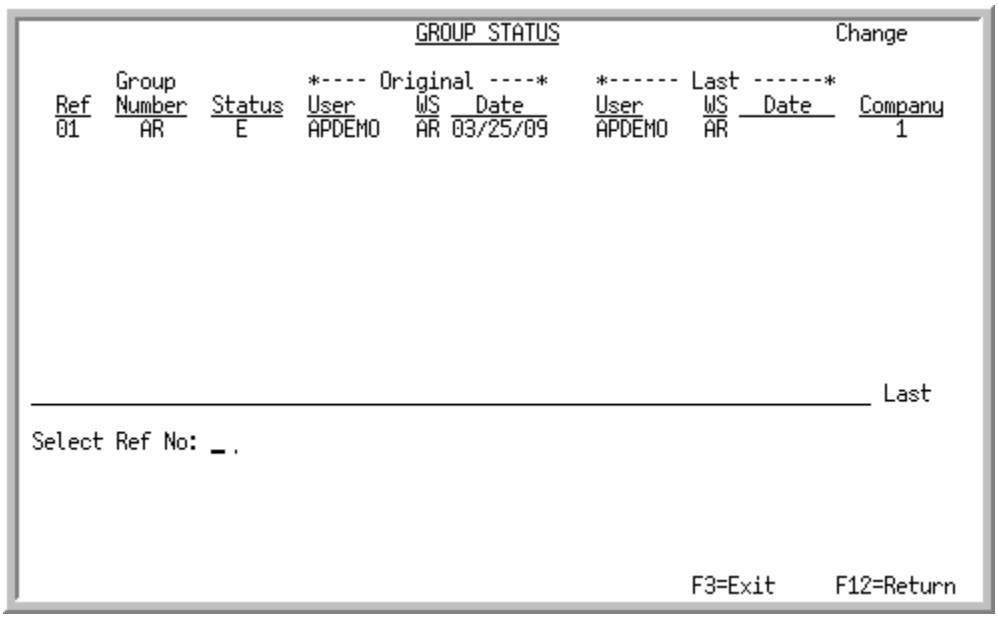
This screen displays after pressing **ENTER** from the Cash Entry/Update Group Selection Screen (MENU ARMAIN). Use this screen to enter the amount of cash received in the payment currency. If the payment currency differs from the company's local currency, you also can use this screen to enter or calculate the payment's local currency equivalent.

IC Cash Entry/Update Group Selection Screen Fields and Function Keys

Field/Function Key	Description
(A/R Group Information)	These fields display the number of the A/R group, number of the company associated with the group, override date, bank account, currency, and exchange code selected on the Cash Entry/Update Group Selection Screen. Display

Field/Function Key	Description
Trd Total Cash Rcvd	This field is a control total of the total monetary amount of this A/R group in this groups selected currency. On the End Group Screen, it is compared to the actual total amount that is entered for this A/R group. If there is a difference between the actual amount and this control total, a warning message will display when ending the A/R group, and you will not be able to post the A/R group through Cash and Adjustment Post (MENU ARFILE). Additionally, the Total Cash Received value cannot exceed 99,999,999,999,99 to prevent truncation during posting. Use this field to enter the amount of cash received in the group's trading currency. Key the amount in the trading currency. (N 15,2) Required
Lcl Total Cash Rcvd	Use this field to enter the local currency equivalent amount of cash received. Key the local currency equivalent amount. The displayed exchange rate will be re-calculated based on the entered trading and local amounts. Leave this field blank and press **ENTER** to allow the system to calculate the local equivalent (based on the current exchange rate). **Note:** This field displays only if your payment currency differs from the company's local currency, as determined by the currency entered in the **Currency** field on the Cash Entry/Update Group Selection Screen with International Currency. (N 15,2) Required
Exchange Rate	This field displays the exchange rate calculated for this payment. This rate defaults based on the group's selected exchange code but is automatically recalculated if you change values in the **Trd Total Cash Rcvd** and/or **Lcl Total Cash Rcvd** fields. Display
F12=Return	Press the **F12=RETURN** function key to return to the Cash Entry/Update Group Selection Screen.
Enter	Press **ENTER** to confirm your selections. The Payment Information Screen will display.

Group Status Screen



This screen appears after you press **F9=GROUP SEARCH** on the Cash Entry/Update Group Selection Screen.

Use this screen to select an existing A/R group to change, or to determine a group's status.

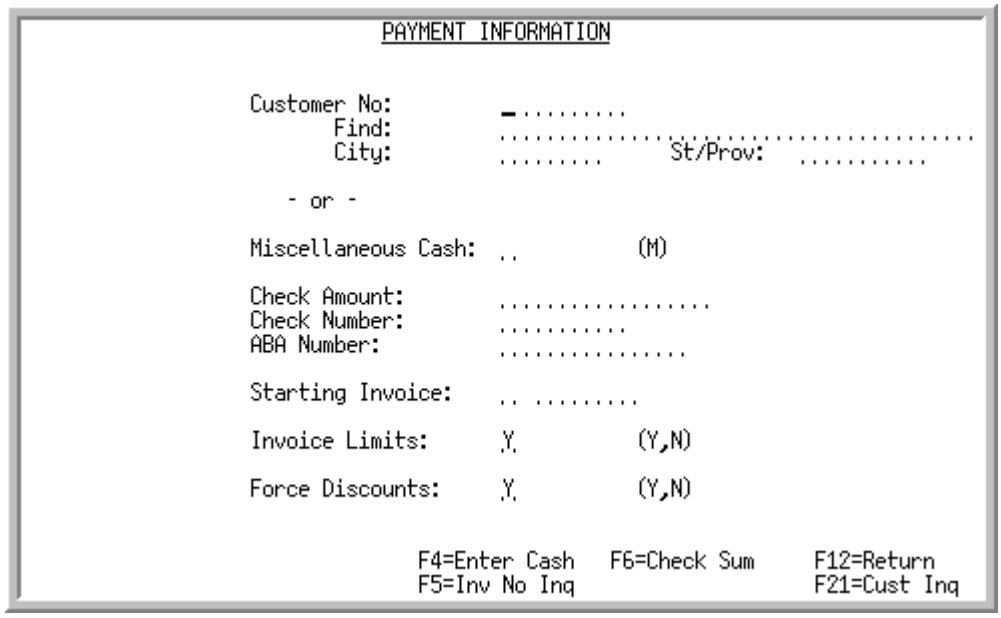
Group Status Screen Fields and Function Keys

Field/Function Key	Description
Ref	This is a **Reference Number** assigned to each A/R group displayed on this screen. Key this number in the **Select Ref No** field to select an A/R group to change. Display
Group Number	The two character group code assigned to each A/R group. A/R groups are displayed in sequence on this screen by this group code. Display

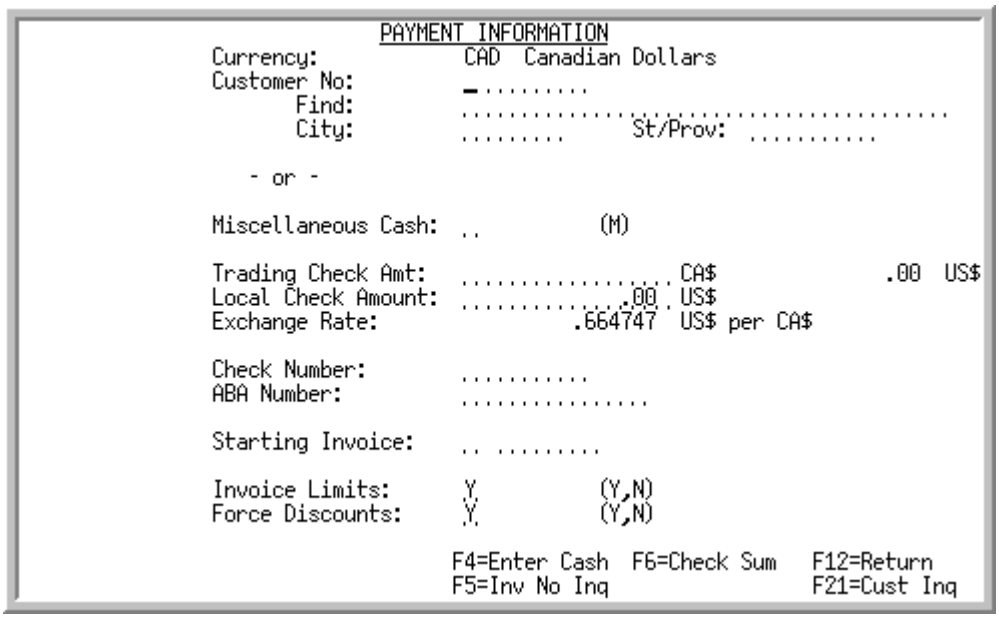
Field/Function Key	Description
Status	The status of each A/R group. The group status may be one of the following: • **A**: Active - The group is currently being changed at another workstation through this option. • **E**: Errors - The group has been created with a balance error. The control total does not equal the payments entered in the group. The group cannot be posted through Cash & Adjustment Post (MENU ARMAIN) until the balance error is resolved through this option. • **O**: Open - The group has been created and the control total equals the payments entered in the A/R group. Therefore, the group can be posted through Cash & Adjustment Post. • **U**: Update - The group is currently being posted through Cash & Adjustment Post. Display
Original	The following information regarding the original creation of each A/R group is displayed: • **User**: The User ID of the user who added the group through this option. • **WS**: The internal Device ID of the workstation used when the group was added. • **Date**: The system date that the group was added. Display
Last	The following information regarding the previous time that each A/R group was changed is displayed: • **User**: The user ID of the last user to change the group through this option. • **WS**: The internal device ID of the last workstation used to change the group. • **Date**: The last system date on which the group was changed (system date). **Note:** If no changes have been made to a specific A/R group, the group will still be identified, but no **Last User**, **Last WS**, or **Last Date** data will be listed. Display
Company	The number of the company for which each A/R group was created. This company was originally selected on the Cash Entry/Update Group Selection Screen. Display

Field/Function Key	Description
Select Ref No	Use this field to select one of the A/R groups displayed on this screen. Key the **Reference Number** displayed in the Ref column for the A/R group that you wish to change. **Note:** If you select the **Reference Number** of a group that is being used at another workstation (Status is A), the message **Being Used By: user-id** will display, where user-id represents the person who is working with that group. (N 2,0) Required
F3=Exit	Press **F3=EXIT** to cancel this option. MENU ARMAIN will display.
F12=Return	Press the **F12=RETURN** function key to return to the Cash Entry/Update Group Selection Screen without selecting an A/R group for change.
Enter	Press **ENTER** after keying the Ref number of the A/R group to change in the **Select Ref No** field. The Payment Information Screen will appear for the selected A/R group.

Payment Information Screen



Payment Information Screen with International Currency



This screen, which displays after pressing **ENTER** from the Cash Entry/Update Group Selection Screen, I/C Cash Entry/Update Group Selection Screen, or Group Status Screen, is used to specify the information for each payment received. You will need to use this screen for each receivable to record payment in the current A/R group. Payments may be received from an individual customer or may be miscellaneous cash (not received from a specific customer). This screen can also be used to determine which open items (invoices, credits, finance charges) will be included in further processing.

Note: For miscellaneous cash, to make changes to the previously entered data, you must access the check summary (**F6=CHECK SUMMARY**) and select the check number and then press **F4=ENTER CASH** to enter cash.

Payment Information Screen Fields and Function Keys

Field/Function Key	Description
Currency	This field displays only if International Currency is installed. This field displays the currency code and description selected for the group in the I/C Cash Entry/Update Group Selection Screen. Display
Customer Number	Key the number of the customer from whom payment has been received. If you wish to enter a payment that has been received but is not specific to a customer (miscellaneous cash), leave this field blank (see **Miscellaneous Cash** field). If you are unsure of the customer number, use the **Find, City**, and **St/Prov** fields with the **ENTER** key to activate the Customer Search feature. **Valid Values:** Any valid customer created through Customer/Ship to Master Maintenance (MENU ARFILE); leave blank if receiving miscellaneous cash. (N 10,0) Optional
Find	Either alone or with the **City** and **St/Prov** fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space: • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer's zip/postal code For information about entering search criteria, refer to the Searches topic in the Introduction section of the Infor Distribution A+ Cross Applications User Guide. (A 40) Optional

Field/Function Key	Description
City	Either alone or with the **Find** and **St/Prov** fields, allows you to search for a customer in a particular city. Key up to 8 characters (the first 8) of the customer's city. For information about entering search criteria, refer to the Searches topic in the **Introduction** section of the Infor Distribution A+ Cross Applications User Guide. (A 8) Optional
St/Prov	Either alone or with the **Find** and **City** fields, allows you to search for a customer in a particular state or province. Key up to 10 characters (the first 10) of the state or province code. For information about entering search criteria, refer to the Searches topic in the **Introduction** section of the Infor Distribution A+ Cross Applications User Guide. (A 10) Optional
Miscellaneous Cash	Use this field to specify that you are entering miscellaneous cash. Miscellaneous cash consists of receivables that are not from a specific customer. These include any receivables such as vendor rebates, insurance payments, etc. **Note:** Miscellaneous cash may be received as cash or checks. Key **M** in this field to enter miscellaneous cash. Leave the **Customer Number** field blank. Leave this field blank to enter receivables from a specific customer. **Valid Values:** M or blank (A 1) Optional
Check Amount	This field displays only if International Currency is not installed. This is the monetary amount of the check received. You may key the amount of the check regardless of if you are recording receivables for a specific customer or for miscellaneous cash. The amount that you key in this field is used to compare the monetary amounts that are entered in the remaining cash entry screens. As entries are made, A/R displays a running balance of the remaining check amount for this payment. Additionally, the **Check Amount** value cannot exceed 99,999,999,999,99 to prevent truncation during posting. **Note:** When auto-applying cash for a customer [see F9 on the Apply Cash Screen], this amount is used to determine the total payment received from the customer. (N 15,2) Optional

Field/Function Key	Description
Trading Check Amt	This field displays only if International Currency is installed. Use this field to enter the amount of the check received in the selected currency for the group. You may key the amount of the check regardless of if you are recording receivables for a specific customer or for miscellaneous cash. The amount that you key in this field is used to compare the monetary amounts that are entered in the remaining cash entry screens. As entries are made, A/R displays a running balance of the remaining check amount for this payment. Key the check amount in the trading currency. (N 15,2) Optional
Local Check Amount	This field displays only if International Currency is installed. Use this field to enter the local equivalent amount of the check received. You may key the amount of the check regardless of if you are recording receivables for a specific customer or for miscellaneous cash. The amount that you key in this field is used to compare the monetary amounts that are entered in the remaining cash entry screens. As entries are made, A/R displays a running balance of the remaining check amount for this payment. Additionally, the **Local Check Amount** value cannot exceed 99,999,999,999,99 to prevent truncation during posting. Key the local equivalent check amount. The exchange rate will be recalculated based on the local and trading check amounts. Leave this field blank to allow the system to calculate the local equivalent (based on the exchange rate for the group) from the trading check amount. (N 15,2) Optional
Exchange Rate	This field displays the exchange rate calculated for this payment. This rate defaults based on the group's selected exchange code but is automatically recalculated if you change values in the **Trading Check Amount** and/or **Local Check Amount** fields. Display

Field/Function Key	Description
Check Number	This is the number of the check used to make payment. You may key the check number regardless of if you are recording receivables for a specific customer or for miscellaneous cash. This check number is used as the default on the Miscellaneous Cash Screen, Enter Cash Screen, and the Apply Cash Screen. Recording check numbers helps you later when editing transactions. Any check numbers recorded are saved to accounts receivable history and may be viewed using the Customer Check Number Inquiry (MENU ARMAIN). When displaying detail, A/R transactions on the Miscellaneous Cash Screen and Enter Cash Screen, only those transactions using the check number keyed in this field will display. To display transactions for all check numbers on either of these screens, leave this field blank. (A 10) Optional

Field/Function Key	Description
ABA Number	An ABA number is a code that identifies the customers bank. This code helps other banks transfer money to and from your account. This is the bank number of the check received. Although it is an optional field, you should use it if you wish to use the Deposit Slip that will print through Cash & Adjustment Post (MENU ARMAIN) for this A/R group. Once an ABA number is keyed for a customer, it is stored by A/R for that customer in the Customer Bank File. Therefore, you are not required to key the ABA number in this field for that customer for subsequent checks entered for that customer. You can change the ABA number for this customer in the Customer Bank File by keying a different ABA number in this field. **Note:** ABA numbers may be changed for detail payment transactions on the Enter Cash Screen and the Miscellaneous Cash Screen. These will not affect the ABA number saved for a customer in the Customer Bank File. The ABA number that you key (or that is derived from the Customer Bank File) is used as the default on the Miscellaneous Cash Screen, the Apply Cash Screen, and the Enter Cash Screen. Key the ABA (bank) number of the checks used by this customer when entering check payments for a new customer or when the customer is using checks with an ABA number different than that used for their previous payment. Key the ABA number of the check used to make a miscellaneous payment. Leave this field blank to use the same ABA number that was used for the same customer in the most recent payment transaction for that customer (as specified in this field), if any. **Note:** When entering payments for a different customer, the ABA number of the previous customer will display in this field. Be certain to blank out this field when entering payments from a different customer. If you do not, the ABA number displayed will be used for the new customer. (A 15) Optional

Field/Function Key	Description
Starting Invoice	Use this field to display a specific open item as the first in the list on the Apply Cash Screen. This is the first open item that payment will be made against when auto-applying cash (**F9=AUTO APPLY**) from that Apply Cash Screen. Once on that screen, however, you do have the option to change the list by selecting a different open item to appear at the top. For Invoices (or Credit Memos): Leave the one-character field blank. Key the invoice number in the second field to display the specified invoice as the first in the list on the Apply Cash Screen. If this invoice does not exist, the next sequential invoice number is displayed at the top of the screen. For Finance Charges: If you wish to specify a specific finance charge to which payment is to be applied, key an **F** in the one-character field preceding the **Invoice Number** field, and key the number assigned to the finance charge in the next field. This will display the specified open finance charge for this customer at the top of the Apply Cash Screen. If you do not wish to specify a specific finance charge for this customer, key only an F in the one-character field and leave the **Invoice Number** field blank. This will display in the first finance charge for the customer being displayed at the top of the Apply Cash Screen. (A 1 / N 8,0) Optional
Invoice Limits	Use this field to determine whether or not the Invoice Limits Screen will display. This screen allows for the narrowing of the “open items” list that is to display on the Apply Cash Screen. Key **Y** to display the Invoice Limits Screen. Key **N** if you do not want to display the Invoice Limits Screen. The Apply Cash Screen will display instead. **Note:** The **Y** or **N** keyed in this field will become the default for this field the next time this screen is accessed. (A 1) Required

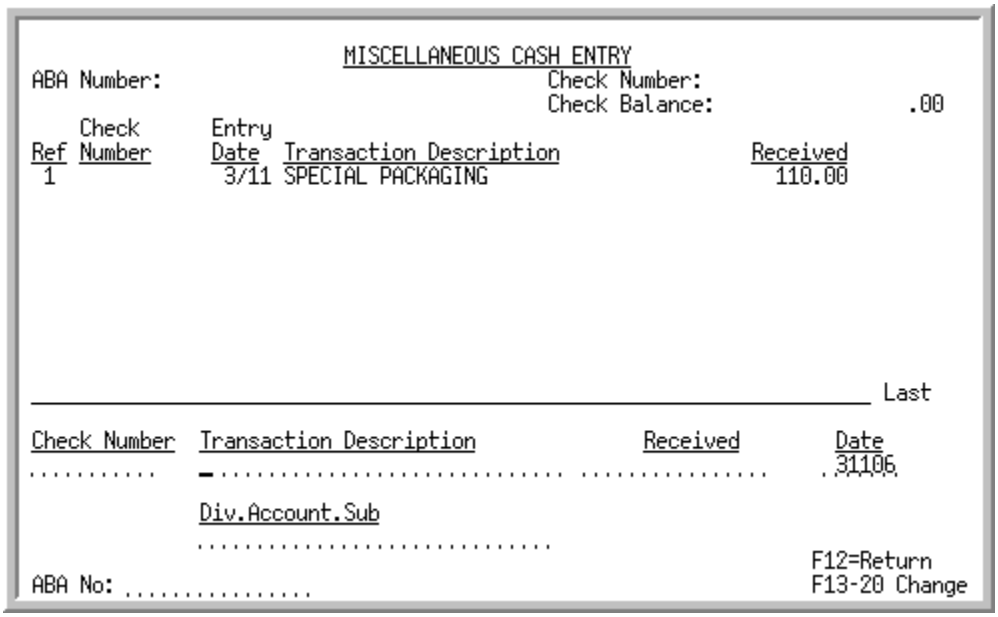
Field/Function Key	Description
Force Discounts	Use this field to indicate whether discounts will be forced, even if the dates have passed. Key **Y** to allow cash discounts to be taken for the invoices (or credit memos) displayed on the Apply Cash Screen, even though the dates have passed. Keying **Y** will ensure the following: Any outstanding amounts identified on the Invoice Limits Screen (if applicable) and any Open/Net amounts identified on the Apply Cash Screen will assume discounts will be taken. If use auto-apply (**F9=AUTO APPLY**) from the Apply Cash Screen, all discounts will be taken into consideration. Key **N** to if you do not want to force discounts when the dates have expired. Deciding not to force discounts does not preclude you from taking discounts after discount dates have expired. If you key a discount for a payment transaction after the discount dates have expired, a warning message will be displayed, but you can still take the discount. Keying **N** will ensure the following: Any outstanding amounts identified on the Invoice Limits Screen (if applicable) and the Open/Net amounts identified on the Apply Cash Screen will assume discounts will be taken only if the discount dates have not passed. If use auto-apply (**F9=AUTO APPLY**) from the Apply Cash Screen, no discounts will be taken into consideration if the discount dates have passed. (A 1) Required
F4=Enter Cash	Press the **F4=ENTER CASH** function key to enter or review cash received for this customer on the Enter Cash Screen. If a customer does not have any open invoices, and you need to enter a payment by this customer, you must do so on the Enter Cash Screen, accessed by pressing this key. You may also wish to display this screen after applying or auto-applying cash from the Apply Cash Screen to verify or change the A/R transactions made through either of those functions.
F5=Inv No Inq	After keying an invoice type and/or invoice number in the Starting Invoice field, press **F5=INV NO INQ** to access the Invoice Number Inquiry Screen (MENU ARMAIN).

Field/Function Key	Description
F6=Check Sum	Press the **F6=CHECK SUM** function key to access the Customer Check Summary Screen to review check information already identified for this A/R group. If you change a check amount for a specific check for a specific customer after using the previous amount, you must press **F6=CHECK SUM** and make the same change for the Customer Check Summary Screen.
F12=Return	Press **F12=RETURN** to end the entry of payments in this A/R group. The End Group Screen will appear.
F21=Cust Inq	**F21=CUST INQ** will display the Customer Information Screen in the Customer A/R Inquiry (MENU ARMAIN) for this customer. If you key a customer number in the **Customer No** field and press **F21=CUST INQ**, the Customer Information Screen will display. If you do not key a customer number in the **Customer No** field and press **F21=CUST INQ**, the Customer Inquiry Selection Screen will appear, allowing you to search for a desired customer.

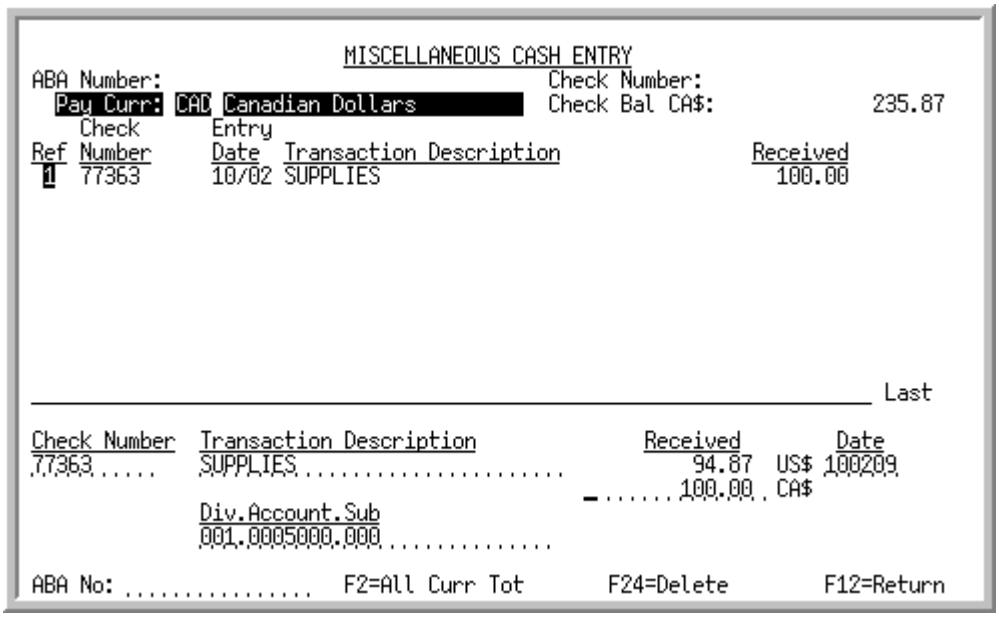
Field/Function Key	Description

Enter	This key performs two functions:
	• Press the **ENTER** key to view a list of customers after keying search criteria in the **Find**, **City**, and **St/Prov** fields. The Customer Search Screen will appear.
	• Press the **ENTER** key to confirm your selections. Depending on the selections keyed on this screen, one of the following situations will occur:
	  • If the A/R company options are set to not allow checks to be applied across multiple customers, and you keyed:
	  • the number of a customer in the **Customer No** field, an **N** in the **Invoice Limits** field, and did not key **M** in the **Miscellaneous Cash** field, the Apply Cash Screen will appear.
	  • the number of a customer in the **Customer No** field, a **Y** in the **Invoice Limits** field, and did not key **M** in the **Miscellaneous Cash** field, the Invoice Limits Screen will display.
	  • keyed **M** in the **Miscellaneous Cash** field, the Miscellaneous Cash Screen will display.
	  • If the A/R company options are set to allow checks to be applied across multiple customers and all the conditions listed below are met, the Duplicate Check Selection Screen will be presented prior to the Apply Cash Screen or the Invoice Limits Screen:
	  • a customer number is keyed in the **Customer No** field
	  • a check number is keyed in the **Check Number** field and that check number has already been included in this A/R group
	  • a check amount is keyed in the **Check Amount** field and that check amount is not the same as was keyed when that first transaction with that same check number was made
	Note: If the check amount is the same, the Apply Cash Screen or the Invoice Limits Screen will be presented as usual to perform the application.

Miscellaneous Cash Screen



Miscellaneous Cash Entry/Review Screen with International Currency



This screen appears after you key an **M** in the **Miscellaneous Cash** field on the Payment Information Screen and press **ENTER**. Use this screen to enter miscellaneous cash. Miscellaneous cash is any payment that is received but is not from a specific customer. You will need to enter miscellaneous cash if you track A/R payments, regardless of if they are customer payments.

Each line on the top half of this screen displays miscellaneous cash transactions that have already been entered. In the bottom portion of this screen, miscellaneous cash transactions are entered for the first time or modified.

When International Currency is installed, you must enter the miscellaneous cash in currency of the group.

Note:

When displaying existing transactions for a specific check number, the only transactions that display are those using that check number, as keyed in the **Check Number** field on the Payment Information Screen. Therefore, if you select one of the displayed transactions for change (by using one of the **F13- 20=CHANGE** function keys) and change the **Check Number** field for that transaction while on the bottom of the screen, that modified transaction will not display when you press **ENTER**. Remember, because you changed the original check number for the transaction, it will not display with the other transactions for the original check number.

To display the modified transaction against the new check number, you must exit from this screen, return to the Payment Information Screen and enter the new check number. Entering this new check number will result in the redisplay of the Miscellaneous Cash Screen, this time displaying transactions against the new check number, including the modified transaction. When keying transactions for no specific check number, you can key entries for as many different check numbers as necessary.

Miscellaneous Cash Screen Fields and Function Keys

Field/Function Key	Description
ABA Number	The **ABA Number** field displays the bank number, if any, that was identified on the Payment Information Screen. Display
Check Number	The **Check Number** field displays the number of the check, if any, that was keyed on the Payment Information Screen. Display

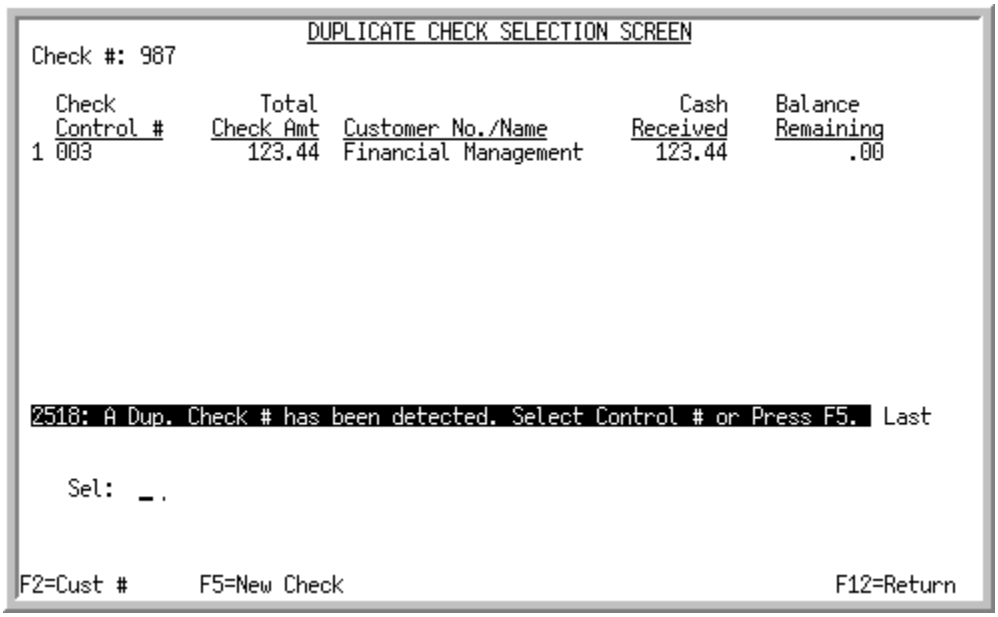
Field/Function Key	Description
Pay Curr	This field only displays when International Currency is installed. The **Pay Curr** for the group, the currency symbol, and description are displayed as part of the heading lines. These fields may be toggled with the **F2=ALL CURR TOT / F2=PAY CURR TOT** function key to display the currency code and description of the payment currency for this group or the code and description for the company's local currency. Display
Check Balance Check Bal (CUR)	When International Currency is installed, this field displays as **Check Bal (CUR)** where (CUR) is the payment's currency symbol. If a **Check Amount** was entered on the Payment Information Screen it is carried forward to this screen as the Check Balance. The **Check Balance** field displays the balance remaining of the check that was used to make this miscellaneous cash payment. As transactions are entered against the **Check Number**, that **Check Balance** will be reduced so you know how much is left to be applied for that check. If you delete a transaction with that check number, the amount will be added back to the check balance. Transactions entered with no check number, or a different check number will not affect that check balance. • Transactions entered with no check number, or a different check number will not affect the check balance. • When the entire monetary amount of the check is received (or if you receive more than the amount of the check), this field is displayed in reverse image, indicating that no additional payments should be recorded for the current check. Display
Ref	The reference number of the displayed miscellaneous cash payments. To select one of the transactions for change or deletion, press **F13-20** for the corresponding reference number. Display
Check Number	The number of the check used to make this miscellaneous cash payment, if any, as entered in the **Check Number** field on the bottom half of this screen. Display
Entry Date	The date of the miscellaneous cash payment. This date defaults to the current system date and may be overridden on this screen. This date will be displayed in MM/DD format. Display

Field/Function Key	Description
Transaction Description	A description of the miscellaneous cash payment as entered on this screen. Display
Received	The amount of the payment received for the miscellaneous cash transaction. Display
Check Number	This is the number of the check used to make this miscellaneous cash payment, if any. If you select an existing transaction for change, and change the check number in this field, the transaction will not display in the top half of this screen. Only transactions for the **Check Number** keyed on the Payment Information Screen will display. **Default Value:** The Check Number keyed on the Payment Information Screen. (A 10) Optional
Transaction Description	Key up to a 30-character description of this miscellaneous cash payment. (A 30) Optional
Received	Key the amount of the miscellaneous cash payment that you received. If you keyed a check amount on the Payment Information Screen, the check balance on this screen will be reduced by the amount keyed in this field (if the same check number is used). When International Currency is installed, the received amount is entered in the payment currency and converted to the local currency based on the exchange rate for the group. The currency symbol is displayed to the right of the payment and local currency amounts. (N 15,2) Required
Date	The date this miscellaneous cash payment is received. You may override or accept the default. **Default Value:** The date the group was started; or the **Override Date** keyed on the Cash Entry/Update Group Selection Screen, if any **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) (N 6,0) Required

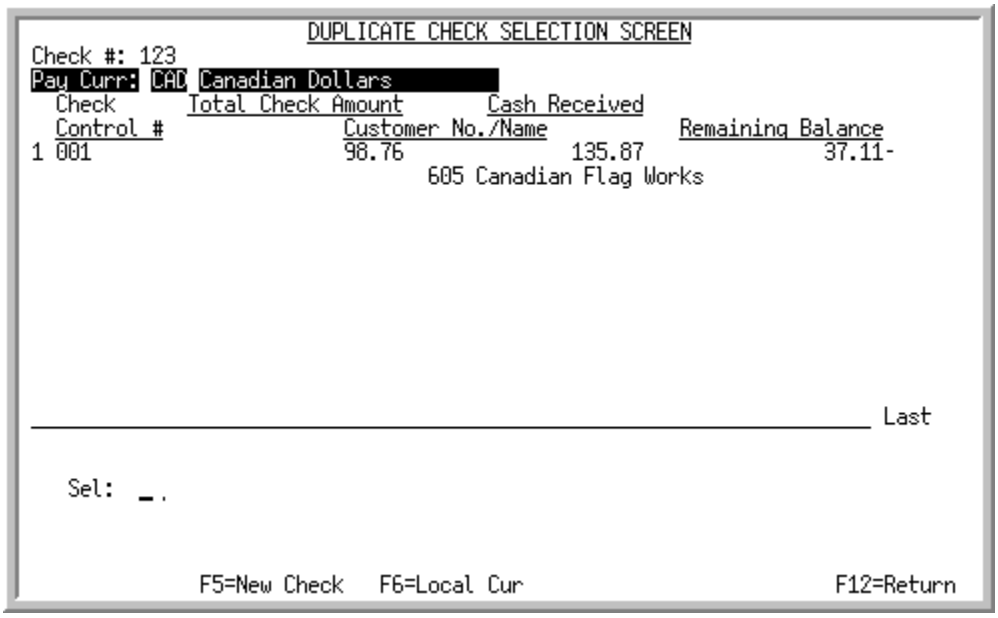
Field/Function Key	Description
General Ledger Account	This field is used for the credited portion of the transaction. Key the general ledger account that you would like credited. **Note:** The debit portion of the transaction is defined through GL Transfer Definition (MENU GLXFER) or GL Transfer Definition (MENU G2XFER) as the Miscellaneous Cash account. The Miscellaneous Cash account can be overridden onthe End Group Screen. (A 25) Required
ABA No	This is the bank (ABA) number of the check used to make this miscellaneous cash payment. **Default Value:** The ABA Number keyed on the Payment Information Screen, if any (A 15) Optional
F2=Pay Curr Tot/ F2=All Curr Tot	The **F2=PAY CURR TOT / F2=ALL CURR TOT** function key field displays only if International Currency is installed. Press the **F2=PAY CURR TOT / F2=ALL CURR TOT** function key to toggle the **Check Bal (CUR)** and **Received** to a display of values expressed in the payment currency of the group or the company's local currency.
F12=Return	Press **F12=RETURN** to return to the Payment Information Screen without entering a miscellaneous cash payment transaction. If you press the **F12=RETURN** function key and you have not entered all payments received for this check (the **Check Balance** field is greater than zero), a warning message will display. You must press **F12=RETURN** a second time to return to the Payment Information Screen.

Field/Function Key	Description
F13-F20=Change	Press the key that corresponds to the reference number (**Reference Number** field) of the entry that you wish to change or delete. This screen allows you to change detailed item receipt information. Use the function keys as follows to select an item to change: • F13=REFERENCE NUMBER 1 • F14=REFERENCE NUMBER 2 • F15=REFERENCE NUMBER 3 • F16=REFERENCE NUMBER 4 • F17=REFERENCE NUMBER 5 • F18=REFERENCE NUMBER 6 • F19=REFERENCE NUMBER 7 • F20=REFERENCE NUMBER 8 If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number. **EXAMPLE**: To change line 8, press **SHIFT** and **F8**. -OR- If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row. **EXAMPLE:** To change line 8, find function key 8 in the bottom row. Press **F20** in the top row because it is directly above F8. The Miscellaneous Cash Entry/Review Screen with International Currency will display for the selected item.
F24=Delete	When a line is selected to be changed/deleted, press **F24=DELETE** to delete the transaction. You will be prompted to confirm the delete. Press **F24=DELETE** again to complete the deletion.
Enter	Press **ENTER** to confirm the miscellaneous cash payment transaction. The transaction will display in the top half of this screen.

Duplicate Check Selection Screen



Duplicate Check Selection Screen Expanded Fields with International Currency



This screen appears after you press **ENTER** on the Payment Information Screen if all of the following conditions were met:

- A/R company options are set to allow checks to be applied across multiple customers Refer to Accounts Receivable Options Maintenance (MENU XAFILE) of the Infor Distribution A+ Cross Applications User Guide for details about A/R options.
- a customer number was keyed in the **Customer No** field on the Payment Information Screen
- a check number was keyed in the **Check Number** field on the Payment Information Screen for the same or a different customer and that check number has already been included in this A/R group
- a check amount was keyed in the **Check Amount** field on the Payment Information Screen and that check amount was not the same as was keyed when that first transaction with that same check number was made

Note: If the check amount was exactly the same and because the A/R options are set to allow checks to be applied to multiple customers, the Apply Cash Screen or the Invoice Limits Screen would have been presented as usual to perform the application.

This screen presents any transactions in this A/R group that were made using the currently identified check number (e.g., any customer accounts to which this check number has already been applied). Since internal control numbers are used to link transactions to check numbers, the user can review the already assigned transactions for this check number and either assign a different internal control number to the current check or continue processing with the same internal control number. If a different control number is selected, this indicates that although the same check number is being used, it is not the same check (e.g., two different customers sent two different checks that happen to have the same check number). If a different control number is not selected, and the desire is to create the current transaction with the same internal control number, this indicates that the exact same check number is being used.

Check Application Examples

Example 1: Assumes same check, increases total of check by $100.00

Customer	Ck#	Amount
140	123A	$450.00
140	123A	$550.00

Example 2: Assumes same check, multiple customer

Customer	Ck#	Amount
140	123A	$450.00

Customer	Ck#	Amount
140	123A	$550.00

Example 3: Result: Duplicate Check Selection Screen is presented

Customer	Ck#	Amount
140	123A	$450.00
140	123A	$550.00

Note: To change a check control number, select the transaction from the Customer Check Summary Screen to access the Customer Check Summary Maintenance Screen. Refer to those screen descriptions for details.

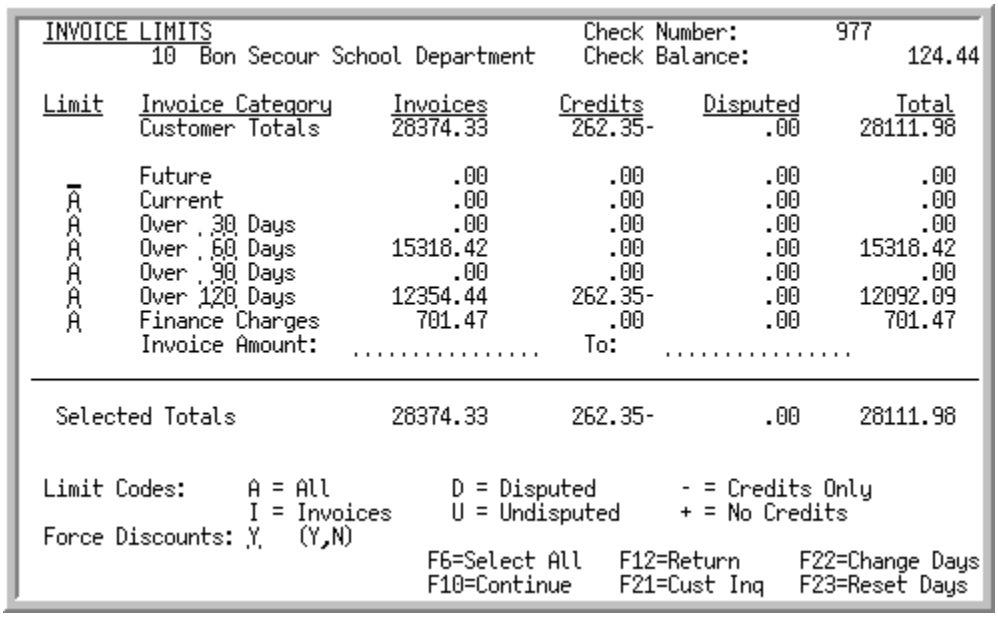
Duplicate Check Selection Screen Fields and Function Keys

Field/Function Key	Description
Lcl Curr/Pay Curr	This field only displays when International Currency is installed. The currency code and description for this A/R payment group. This field will toggle with the **F6=TRADE CUR / F6=LOCAL CUR** key. Display
Check #	The check number already processed in this A/R group for which additional processing for the same check number is currently being attempted. Display
Check Control #	The system assigned internal control number assigned to this check the first time it was used in this A/R group. This number is what links a check to a transaction. Display
Total Check Amt	The value keyed in the **Check Amount** field on the Payment Information Screen when the transaction was created. When International Currency is installed, this field will toggle between the company's local currency and the trading currency of the group with the **F6=TRADE CUR / F6=LOCAL CUR** key. Display

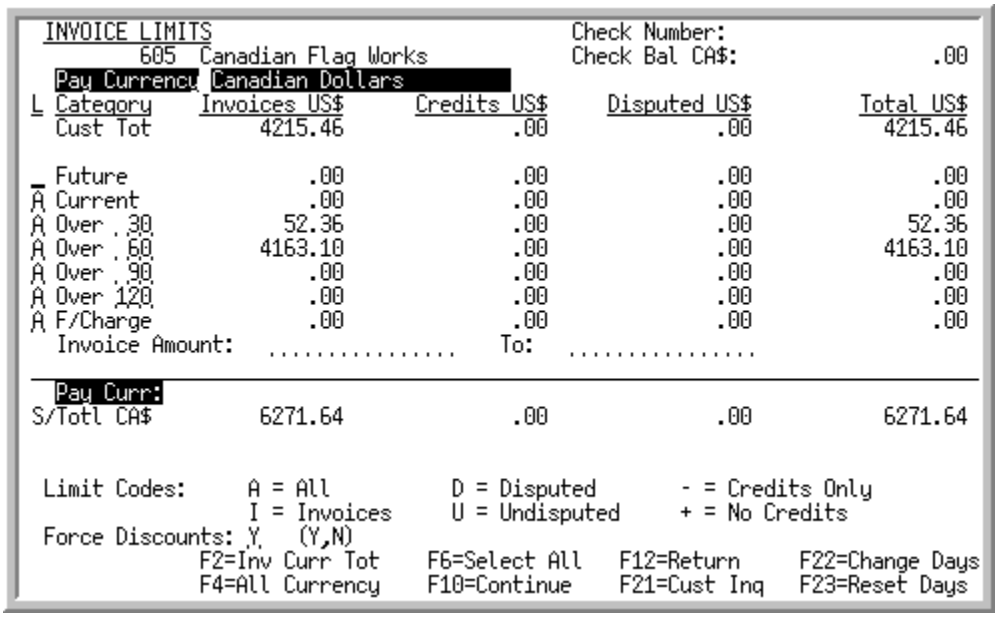
Field/Function Key	Description
Customer No. / Name	The customer number or the customer's name for whom the transaction was created (e.g., the customer to whose account the transaction was applied). This number or name will be presented depending on the **F2=CUST # / F2=CUST NAME** toggle key. The Expanded Format screens display both the customer number and customer name on the second line of the transaction all the time so there is no need to toggle. Display
Cash Received	The cash amount applied/entered for the transaction. When International Currency is installed, this field will toggle between the company's local currency and the trading currency of the group with the **F6=TRADE CUR / F6=LOCAL CUR** key. Display
Balance Remaining	The cash amount remaining after the transaction was entered. For the first transaction, this amount would be: **Total Check Amt - Cash Received** For a second transaction, this amount would be: **Balance Remaining - Cash Received** When International Currency is installed, this field will toggle between the company's local currency and the trading currency of the group with the **F6=TRADE CUR / F6=LOCAL CUR** key. Display
(Reference)	This is the reference number for each control numbered transaction displayed. By keying the **Reference** number of a control numbered transaction in the **Sel** field and pressing **ENTER**, the current transaction will be linked to the same check as was that selected transaction. Display
Sel	Key the reference number for a control numbered transaction and press **ENTER** to link the current transaction to the same check control number. If you do not wish to link the current transaction to an existing check control number, but instead wish to assign a new check control number to the current transaction, press the **F5=NEW CHECK** function key. (A2) Optional

Field/Function Key	Description
F2=Cust # / F2=Cust Name	The **F2=CUST # / F2=CUST NAME** function key only displays on the original format screens, not the Expanded Fields screens. Press the **F2=CUST # / F2=CUST NAME** function key to toggle between displaying the customer's name and customer number in the **Customer No/ Name** column.
F5=New Check	Press the **F5=NEW CHECK** function key if you do not wish to link the current transaction to an existing check control number. The current transaction will not be affiliated with any previously used check control number but instead will be assigned a unique check control number. This will ensure that the system recognizes the current transaction as related to a separate check. In other words, if two different customers provide you with two different checks which both happen to have the same bank issued, imprinted check number, the system will know that the checks are different entities, and the transactions will not be linked if each is issued a different check control number. After pressing the **F5=NEW CHECK** function key either the Apply Cash Screen or the Invoice Limits Screen will appear, depending on selections keyed on the Payment Information Screen.
F6=Trade Cur/Local Cur	Press **F6=TRADE CUR / F6=LOCAL CUR** to toggle the amount fields and the currency code information between the company's local currency and the payment currency of the group.
F12=Return	Press **F12=RETURN** to return to the Payment Information Screen without making any selections on this screen.
Enter	Press **ENTER** after keying a valid reference number in the **Sel** field to link the current transaction to a previously created check control number.

Invoice Limits Screen



Invoice Limits Screen Expanded Fields with International Currency



This screen appears if Y was keyed in the **Invoice Limits** field on the Payment Information Screen, or if **F5=LIMITS** was pressed from the Apply Cash Screen. It may also be presented following the Duplicate Check Selection Screen, if applicable.

This screen is utilized to more efficiently apply or auto-apply cash to a customer's open items. Options on this screen allow you to limit which of the invoices included in the totals will display in the list on the Apply Cash Screen.

This screen separates open invoices into types (non-disputed invoices, credit memos, and disputed invoices) and categories (future, current, the four aging periods used for this customer, and finance charges). Totals for each category of each type are provided for information. You can override the default number of aging days with any number of days you wish, and a function key is available to reset the days back to the aging defaults.

Important
Once you override these days, they will stay constant for all customers in this group until you reset them. Therefore, be sure to check the aging periods for each customer, or, when done making changes and selections for the current customer, be sure to return the current customer's default information by using the **F23=RESET DAYS** function key.

Invoice Limits Screen Fields and Function Keys

Field/Function Key	Description
Customer Information	The customer number and name are displayed for convenience. This information results from the customer number keyed on the Payment Information Screen or selected from the Customer Search Screen. Display
Check Number	The **Check Number** field displays the number of the check, if any, that was keyed on the Payment Information Screen. Display

Field/Function Key	Description
Check Balance Check Bal (CUR)	When International Currency is installed, this field displays as **Check Bal (CUR)** where (CUR) is the payment's currency symbol. The **Check Balance** field displays the balance remaining of the check that the customer has used to make payment. When this screen first appears, the amount that you keyed in the **Check Amount** field on the Payment Information Screen is shown. This amount will toggle between the company's local currency and the currency selected for this payment group with the **F2=ALL CURR TOT / F2=PAY CURR TOT / F2=INV CURR TOT** key. When International Currency is installed, the **Pay Currency** field displays below the customer name and shows currency description for the group. The currency symbol displays as part of the **Check Balance** heading. The **Pay Currency** will change to **All Currencies** with the **F4=ALL CURRENCY / F4=PAY CURRENCY** toggle key. Display
Customer Totals	Invoices for the customer selected on the Payment Information Screen or the Customer Search Screen are separated into types, by categories, and the monetary amount is sub-totaled for information. The total of the invoices in all categories, for each type, is provided here. When International Currency is installed, these fields display the value of the customer's invoices as selected with the **F2=ALL CURR TOT / F2=PAY CURR TOT / F2=INV CURR TOT** and **F4=ALL CURRENCY / F4=PAY CURRENCY** keys. These values always display in the company's local currency, regardless of the currency used for the invoice or payment. Display

Field/Function Key	Description
Limit	The limit column is used to identify which of each of the seven categories of invoices will be included in the list on the Apply Cash Screen. By placing a limit code next to each of the categories displayed, you determine which invoices will be considered for payment. Note however, that if disputed invoices are included, then auto-apply will treat them as non- disputed invoices and will pay them. The limit codes are identified in the lower half of the screen, and are described as follows: • **A** - All (all invoices and credit memos, disputed or not) • **I** - Invoices only (not disputed invoices or credits) • **D** - Disputed invoices only • **U** - Undisputed invoices only, including credits • **-** for Credit balances only (not disputed invoices) • **+** for No credits (all invoices, including disputed invoices) Key one of these codes next to each of the seven categories or leave blank to exclude a category all together. Once codes have been keyed and **ENTER** has been pressed, new totals for only those invoices selected will display at the bottom of the screen. (6 @ A 1) Optional

Field/Function Key	Description
Invoice Category/ Invoice Type	Invoices for the customer number keyed on the Payment Information Screen or the Customer Search Screen are separated into categories and types. The invoice categories that are represented as the lines of this screen: • **Future** • **Current** • The four aging periods that this customer is being aged on (default aging periods are based on the customer's aging code) • **Finance Charges** The default number of aging days can be overridden with your own values (see the **Aging Days** field description), and a function key is available to reset the values back to the aging defaults (see the **F23=RESET DAYS** field description). The invoice types that are represented as the columns of this screen: • **Invoices** (non-disputed) • **Credit memos** • **Disputed invoices** • **Total** For each type, the total monetary amount of the invoices fitting each category is displayed for the selected customer (see the **Customer Totals** field description). With this knowledge, you may use the limit codes (see the **Limit** field description) to carry **forward** subsets of the invoices to the Apply Cash Screen. When International Currency is installed, these fields display the value of the customer's invoices in each category as selected with the **F2=ALL CURR TOT / F2=PAY CURR TOT / F2=INV CURR TOT** and **F4=ALL CURRENCY / F4=PAY CURRENCY** keys. These values always display in the company's local currency, regardless of the currency used for the invoice or payment. Display
Aging Days	To override the default aging days, type over the displayed values with the desired values and press **ENTER**. Use the **F23=RESET DAYS** function key to reset the values back to the defaults. (4 @ 3,0) Required

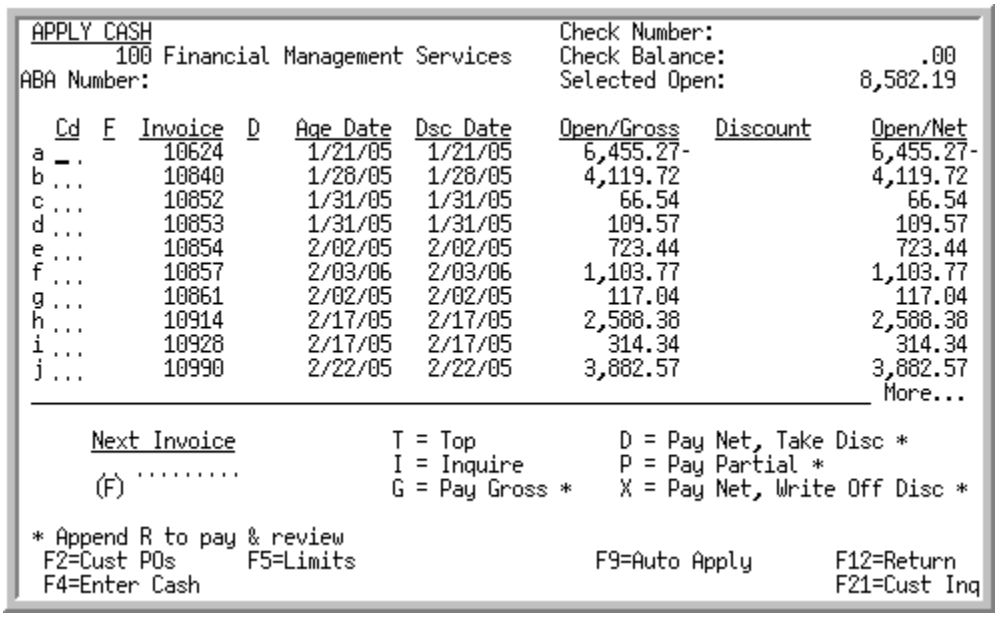
Field/Function Key	Description
Invoice Amount	Key the invoice amount or range of amounts for which invoices will be limited on the Apply Cash Screen. The Apply Cash Screen will only show those invoices whose open/ gross amounts fall within the From and To invoice amount range entered on this screen. The invoices to display on the Apply Cash Screen will apply to whichever view (local or trading currency) is displayed on the screen based on the **F4=ALL CURRENCY / F4=PAY CURRENCY** key. If both the From and To invoice amounts are left blank (at zero), then all invoice amounts are assumed, and the screen will not be limited by an invoice amount range. **Note:** The range will be cleared as this screen is cleared for each customer. (N15,2) Optional
Pay Curr/Inv Curr/Lcl Curr	This field displays only if International Currency is installed. This field indicates the currency currently selected, through the **F2=ALL CURR TOT / F2=PAY CURR TOT / F2=INV CURR TOT** key, used to express the amounts in the **Check Bal (CUR)** and **Selected Totals** fields. Display
Selected Totals	Totals for all the customer invoices are displayed in the **Customer Totals** row. However, once limit codes are entered, some of these invoices are no longer to be included in further processing. The totals for all the invoices not excluded from further processing [in other words, the totals for those invoices which are to be included on the Apply Cash Screen] are provided here in the Selected Totals row. Changing the limit codes entered will affect the totals displayed in this row. When International Currency is installed, the applicable currency symbol indicating the currency in which the values are presented, displays to the right of the words **Selected Totals**. Display

Field/Function Key	Description
Force Discounts	This value defaults from that keyed on the Payment Information Screen. The value may be changed on this screen. Use this field to indicate whether discounts will be forced, even if the dates have passed. Key **Y** to allow cash discounts to be taken for the invoices (or credit memos) displayed on the Apply Cash Screen, even though the dates have passed. Keying **Y** will also ensure the following: • Any outstanding amounts identified on this screen (in the totals) and the **Open/Net** amounts identified on the Apply Cash Screen will assume discounts will be taken. • Auto-apply: **F9=AUTO APPLY** from the Apply Cash Screen will also take into consideration all discounts. Key **N** to prevent discounts from being taken when the dates have expired. A warning message will be displayed if a discount is entered for a payment transaction after the discount date has passed. Keying **N** will also ensure the following: • Any outstanding amounts identified on this screen (in the totals) and the **Open/Net** amounts identified on the Apply Cash Screen will assume discounts will be taken only if the discount dates have not passed. • Auto-apply: **F9=AUTO APPLY** from the Apply Cash Screen will not take into consideration cash discounts if the discount dates have passed. (A 1) Required
F2=Pay Curr Tot/Inv Curr Tot/Lcl Curr Tot	This field displays only if International Currency is installed. Press **F2=PAY CURR TOT / F2=INV CURR TOT / F2=LCL CURR TOT** to toggle the **Selected Totals and the Check Bal (CUR)** to a display values expressed in the payment currency for this group, the invoice currency, or the company local currency. If the invoices selected for presentation are of “mixed” currencies (by the **F4=ALL CURRENCY / F4=PAY CURRENCY** key being set to show all currencies when invoices for this customer exist in more than one trading currency), no values will be presented for either the invoice value fields in the center matrix of the screen or in the **Selected Totals** fields. This is due to the inability to convert and present more than one trading currency to a single currency and have it reflected any true values.

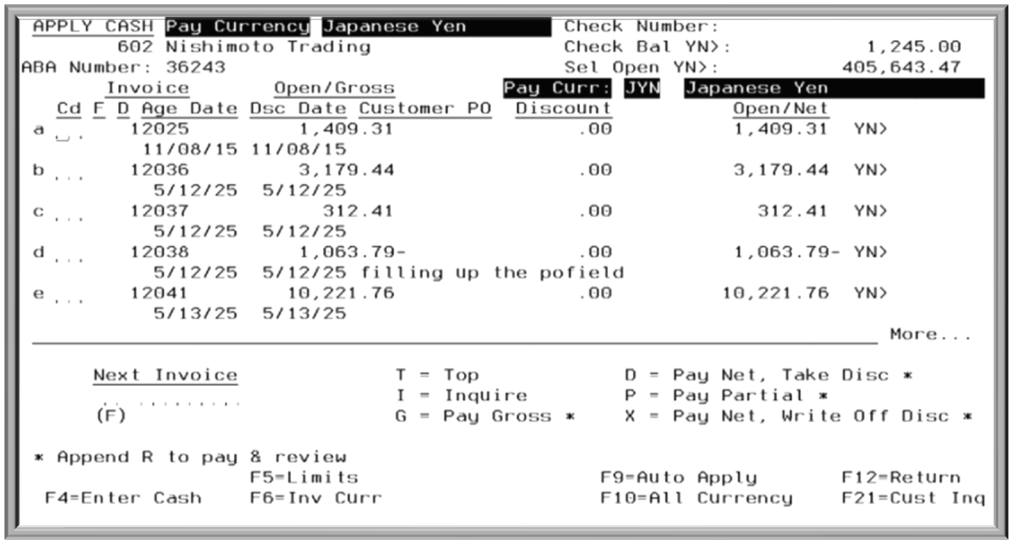
Field/Function Key	Description
F4=All Currency/Pay Currency	This field displays only if International Currency is installed. Press **F4=ALL CURRENCY / F4=PAY CURRENCY** to select invoices for presentation in the center matrix of the screen in either of the following ways. Press **F4=ALL CURRENCY** to select and display all invoices, regardless of the currency in which they were generated. These values will be expressed in the company's local currency. If invoices exist in the local currency and more than one trading currency, invoice values will not be presented. This is due to the inability to convert and present more than one trading currency to a single currency and have it reflected any true values. Press **F4=PAY CURRENCY** to select and display only those invoices that were generated in the same currency as that selected as the payment currency for this group. **Note:** Regardless as to which invoice selection method is used, once invoices have been selected for presentation, the value of those invoices displayed in the center of this screen will ALWAYS be presented in the local currency. Note that if the invoices selected for presentation are of more than one trading currency, the phrase **MIXED CURRENCIES** will be presented on the screen and all invoice values (including values in the **Selected Totals** fields) will be zeroed out. When **MIXED CURRENCIES** is presented to indicate that invoices exist in more than the local currency and just one trading currency, it is suggested that the customer inquiry be used to review the true invoice currencies. This will allow you to better determine which currencies would be best suited to pay which trading currency invoices.
F6=Select All	Press the **F6=SELECT ALL** function key to select all invoices from all categories. This will include all types of invoices on the Apply Cash Screen. Using the **F6=SELECT ALL** function key will place an **A** in all of the limit fields.
F10=Continue	Press the **F10=CONTINUE** function key to continue. The Apply Cash Screen will appear. Only selected invoices will be shown. If no invoices are available or selected, you cannot continue.
F12=Return	Press the **F12=RETURN** function key to return to the Payment Information Screen without making any selections.
F21=Cust Inq	**F21=CUST INQ** will display the Customer Inquiry Screen in the Customer A/ R Inquiry (MENU ARMAIN) for this customer. For details, refer to Customer A/R Inquiry (MENU ARMAIN).

Field/Function Key	Description
F22 =Change Days	Press the **F22=CHANGE DAYS** function key to unprotect the number of days for the four aging periods located in the Invoice Category/Invoice Type column. You may then change the days, if desired.
F23=Reset Days	The **F23=RESET DAYS** function key will reset any aging day overrides that have been entered on this screen. If you modified the default aging day values, pressing the **F23=RESET DAYS** function key will return the values to the aging defaults.
Enter	Press **ENTER** after keying new aging dates to update this screen.

Apply Cash Screen



Apply Cash Screen Expanded Fields with International Currency



This screen appears after you press **ENTER** on the Payment Information Screen, or **F10=CONTINUE** the Invoice Limits Screen. It may also be presented following the Duplicate Check Selection Screen if applicable. This screen displays open invoices for the customer selected on the Payment

Information Screen or the Customer Search Screen. If the Invoice Limits Screen was utilized, this screen will display only those open invoices selected.

Note: The invoice values on this screen may be limited based on the **Invoice Amount** field on the Invoice Limits Screen. The Apply Cash Screen will only show those invoices whose open/gross amounts fall within the From and To invoice amount range entered on the Invoice Limits Screen.

Open invoices can include invoices, credits, or finance charges in accordance with any limits that may have been selected. An open invoice is one that has been created and printed using the Order Entry module, or entered through Invoice Entry/Edit (MENU ARMAIN) and posted through Invoice Post (MENU ARMAIN), but payment has not been received in full. Credit memos are negative balance invoices indicating an amount that is to be applied as a positive increase to a customer's payment. Finance charges are calculated monthly in A/R through Month-End Processing (MENU ARMAST) for overdue payments.

Note: When using original screen formats, values larger than the display size of the original values will display as all 9's.

From this screen, you select how cash payments will be entered into A/R. This may be one of three ways:

- Enter Cash
- Apply Cash
- Auto Apply Cash

Note: The customer must have open invoices if you are to apply or auto-apply cash. If the customer that you selected has no open invoices, you may enter cash payments on the Enter Cash Screen by pressing **F4=ENTER CASH**.

This screen is used to apply the payments received from the selected customer to the displayed customer's open invoices. The total for the invoices displayed is provided in the **Selected Open** field. Payments are recorded with the check number and amount previously identified on the Payment Information Screen and are now displayed in the **Check Number** and **Check Balance** fields, respectively.

The top half of the screen displays open invoices according to selections made on the Payment Information Screen and, if applicable, the Invoice Limits Screen. Please note that the information displayed in the top half of this screen is different from that displayed in the top half of the Enter Cash Screen. The display in this screen provides open invoices for a customer, awaiting payment transactions to be created; the display on the Enter Cash Screen provides payment transactions that have already been created for a customer in this A/R group, and are awaiting final processing.

The display of which invoices appear on the screen, may be changed if you:

- Key a **T** in the **CD** field next to a specific invoice to bring it to the top of the screen.
- Key a specific invoice number in the **Next Invoice** field and press **ENTER** to bring it to the top of the screen. If this number does not exist, the invoice with the next sequential number will be brought to the top of the screen instead.
- Key an **F** in the one-character field prior to the **Next Invoice** field and press **ENTER** to bring the first finance charge invoice to the top of the screen, if any.
- Key an **F** in the one-character field prior to the **Next Invoice** field and keying a specific finance charge number in the **Next Invoice** field to bring it to the top of the screen. If this number does

not exist, the finance charge with the next sequence number will be brought to the top of the screen instead.

Payments are applied using the **Cd** field, which allows you to specify the type of payment being entered or are applied using the **F9=AUTO APPLY** feature.

To review payments that have been applied on this screen, press **F4=ENTER CASH** to display the Enter Cash Screen where they may be edited/removed.

Apply Cash Screen Fields and Function Keys

Field/Function Key	Description
(Customer Information)	The **Customer Number** that was selected for this process on the Payment Information Screen displayed with the **Customer Name** field. Display
Check Number	The **Check Number** field displays the number of the check, if any, that was keyed on the Payment Information Screen. Display
Check Balance Check Bal (CUR)	When International Currency is installed, this field displays as **Check Bal (CUR)** where (CUR) is the payment's currency symbol. The **Check Balance** field displays the balance remaining of the check if any, that is being used to make cash payments. When this screen first displays, any amount that you keyed in the **Check Number** field on the Payment Information Screen displays. As you enter payments on this screen, this check balance is decreased by the amount applied for each payment. If you have included credits in your displayed list, "applying" payments on this screen to those credits will increase this check balance by the amount of the credits, allowing that much more money to make payments with. When the entire value of the check balance has been applied, this field is displayed in reverse image, indicating that no additional payments should be recorded for the current check. Display

Field/Function Key	Description
Selected Open Sel Open (CUR)	When International Currency is installed, this field displays as **Sel Open (CUR)** where (CUR) is the payment's currency symbol. The **Selected Open** displays the total of the customer's invoices that were selected on the Invoice Limits Screen or the total amount of the open invoices for the customer selected on the Payment Information Screen. The **Sel Open (CUR)** will display in the selected open amount in the local currency, invoice currency, or the payment currency using the **F6=PAY CURRENCY / F6=INV CURRENCY / F6=LCL CURRENCY** key. This field also may be toggled with the **F10=ALL CURRENCY / F10=PAY CURRENCY** key to display the total for all of the customer's invoices, or the total only for those invoices created in the payment currency. Display
Pay Currency/All Currencies	When International Currency is installed: The **Pay Currency / All Currencies** indicator will display above the customer number and name based on the selection of the **F10=ALL CURRENCY / F10=PAY CURRENCY** function key. Display

Cd	This field is used to perform certain actions or assign certain payment codes. The two actions allowed are: • **T** - selecting an invoice to display at the top of the screen • **I** - inquiring about a specific invoice (for example, to mark/unmark a disputed invoice). The payment codes determine how cash will be applied to selected invoices. An advantage to applying cash over entering cash is that you can key a payment code instead of entering individual payment fields (**Credited, Received, Discount,** and **Adjustment**). These codes are: • **G** - Enter payment for the gross amount • **D** - Enter payment for the net amount with the discount • **P** - Enter a partial payment • **X** - Enter payment for the net amount, and write-off the discount You can key multiple values in the code column before you press **ENTER**. **Important** In addition to one of these payment codes, you may key an **R** in the second position to display the Apply Cash Transaction Review Screen. This screen allows you to review the transaction as it will be created and allows you to identify specific information. In cases such as partial payments, accessing this screen is required. If you key a **P** as a payment code next to an invoice, the Apply Cash Transaction Review Screen will appear automatically for you. This review screen may also be displayed by keying an **R** immediately following the desired code (e.g., GR, DR, etc.). Key **G** to enter payment for the selected invoice as the gross amount of the invoice. Do this when the amount displayed in the **Open/Gross** field is the payment amount that you have received. If the **Open/Gross** amount displays a negative amount (i.e., a customer credit), you may key **G** in this field to add the amount of the customer's credit to the current balance for this payment. After pressing **ENTER**, the **Check Balance** field will increase by the amount of the customer's credit. Other open invoices or finance charges may be paid using this remaining balance amount. For examples, assume a customer has a net open invoice for $100. Key a payment code of **G** in the **Cd** field and press **ENTER**. A payment of $100 will be entered as being received from that customer, and the check balance will be reduced by $100. Or, assume a customer has a credit memo displayed, indicating a negative amount of $50.00. Key a payment code of **G** in the **Cd** field and press **ENTER**. The check balance will be increased by $50.00.

Field/Function Key	Description
	Key **D** to enter payment of the selected invoice as the net invoice amount as displayed in the **Open/Net** field, accepting the discount offered to the customer in the **Discount** field on the top of this screen. The customer is credited as having paid the amount displayed in the **Open/Gross** field. Depending upon whether discounts are being forced [as indicated on the Payment Information Screen and/or Invoice Limits Screen], and whether the discount dates have passed, discounts may or may not be incorporated in the **Open/Net** amounts displayed. If the discount date for the customer has passed, and discounts are not being forced, a message will display indicating this, but you may still accept the discount. Key **P** to make a partial payment. If you key a **P** next to an invoice to be partially paid, and press **ENTER**, the Apply Cash Transaction Review Screen will appear for you to enter required data. **Note:** If the open invoice amount is greater than the total amount of the check balance, the amounts credited and received will default to the check balance. You may also use pay code **P** to partially pay a customer credit (negative invoice amounts). Like how negative invoices may be entirely added to the Check Balance for a customer, they may also be partially added. This is done by keying a negative value in the Credited and Received fields after selecting a pay code of **P**. Key **X** to enter payment of the selected invoice as the net amount of the invoice, writing-off the discount. An example of this is writing off a discount if the discount date has passed and the customer still pays the net open amount. The customer is credited as having paid the amount in the **Open/ Gross** field, the amount received is the amount displayed in the **Open/Net** field, and the amount of the adjustment is the negative amount of the Discount. After keying a pay code, the appropriate fields are filled in as determined by the pay code selected. **Valid Values:** T, I, G, D, P, or X (A 1) Required
F	If the open amount is a finance charge, **F** displays in this column; otherwise, it is blank. Display

Field/Function Key	Description
Invoice	The number of the open invoice for the selected customer. The invoices displayed on this screen are in sequence by invoice number. **Note:** Finance charges are assigned the invoice number equal to the date that finance charges are calculated through Month-End Processing (MENU ARMAST), in century-year-month-day format. For example, finance charges calculated during Month- End Processing, executed on January 30, 2011, are assigned the invoice number 20110130. The letter F will display in the **F** column. Display
D	If an invoice is in dispute, this column will display the one-character dispute code that has been assigned to the invoice. If an invoice is not in dispute (has not been assigned a dispute code), this field is blank. Dispute codes are defined through Invoice Dispute Code Maintenance (MENU ARFILE). Dispute codes can be assigned or removed from an invoice through Mark Disputed Invoices (MENU ARMAIN), Customer A/R Inquiry (MENU ARMAIN), or through this screen. To mark/unmark disputed invoices from this screen, utilize the I code (in the Cd field) to access the Enter Cash Screen. From there, press the **F5=MARK DISPUTED** function key to access the Enter Cash Screen, where dispute codes are marked and unmarked. **Important** When you auto-apply cash (**F9=AUTO APPLY**), and do not exclude disputed invoices from the list of those to be paid, payments will be made for invoices that are marked with a dispute code. Display

Field/Function Key	Description
Age Date and Dsc Date / Customer PO	When using Expanded Fields, each invoice uses 2 lines so these values display all the time. This field toggles (with the use of the **F2=CUST POS / F2=DATES AND F6 PAY CURR / INV CURR / LCL CURR** function keys) between displaying the aging and discount dates for the invoices and the related customer purchase order numbers. An invoice's aging date may be one of the following based on your selections for a company through Accounts Receivable Options Maintenance (MENU XAFILE): • The invoice date • The discount date • The net date The discount date for an invoice, if applicable, is calculated as the invoice date plus the number of discount days defined for the A/R payment terms used by the selected customer. Payment terms are defined through A/R Aging Codes Maintenance (MENU ARFILE) and are assigned to individual customers through Customer/Ship to Master Maintenance (MENU ARFILE). The customer purchase order number, if any, affiliated with the invoice since its inception is displayed for convenience. Display
Open/Gross	This is the gross amount that was billed to this customer. The gross amount is the amount of the invoice before considering any discount according to the customer's payment terms. When International Currency is installed, these values may be toggled with the **F6 PAY CURR / INV CURR / LCL CURR and F10=ALL CURRENCY / F10=PAY CURRENCY** function keys. Display
Discount	This is the amount of the discount, if any, that will be subtracted from the customer's gross invoice amount. This discount should be subtracted only if this payment is made within the number of discount days (defined for the customer's aging code) from the invoice date, or if discounts are being forced [as identified on the Payment Information Screen and/or the Invoice Limits Screen]. **Note:** The discount amount will only display if the discount date has not passed. When using auto-apply, the discount is not considered if the discount date has passed, unless discounts are being forced. When International Currency is installed, these values may be toggled with the **F6 PAY CURR / INV CURR / LCL CURR** and **F10=ALL CURRENCY / F10=PAY CURRENCY** function keys. Display

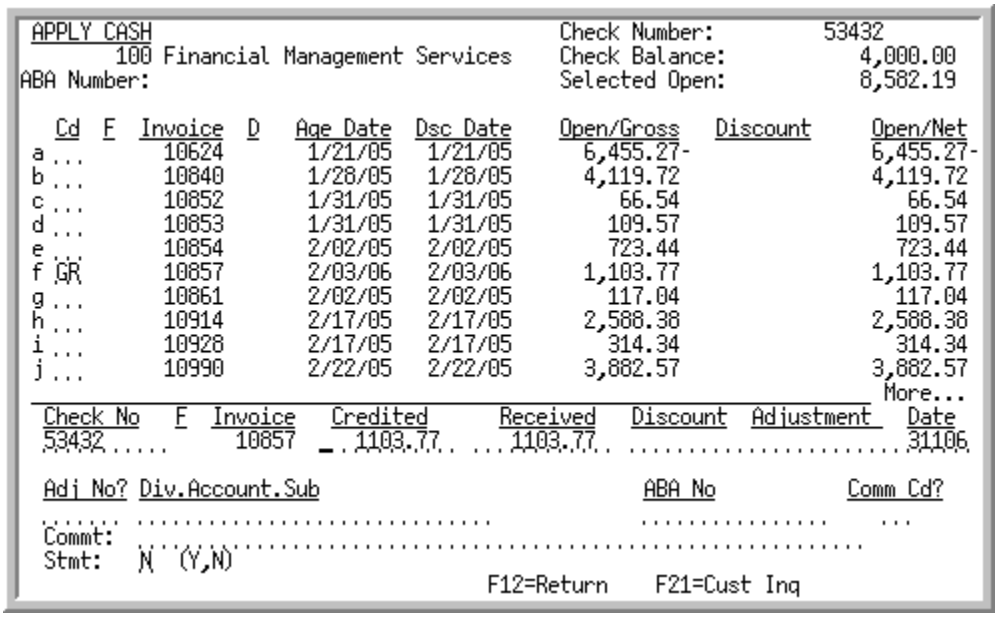
Field/Function Key	Description
Open/Net	This is the net open amount owed by the customer, for each invoice. The net amount is the gross amount of the invoice, less the discount (if any). This amount will display considering the discount amount, only if the Discount Date has not passed or if discounts are being forced. When International Currency is installed, these values may be toggled with the **F6 PAY CURR / INV CURR / LCL CURR** and **F10=ALL CURRENCY / F10=PAY CURRENCY** function keys. Display
Next Invoice	Use this field to display a specific invoice or finance charge at the top of this screen. Payments made during apply or auto-apply cash will start with the first invoice displayed on this screen. Therefore, by selecting the invoice or finance charge to display first, you ensure cash will not be applied for previously displayed invoices or finance charges. For Invoices: Key the invoice number to display at the top of this screen. If this invoice does not exist, the next sequential invoice number will display at the top of the screen. For Finance Charges: In the one-character field preceding the invoice number field, key an F and press **ENTER**. This will change the display to show only finance charges for the customer, with the oldest charge displaying first. To display a specific finance charge as the first one, key an **F** in the one character field preceding the **Invoice** field, and key the invoice number assigned to the finance charge in the **Invoice** field. If this finance charge invoice does not exist, the next sequential invoice number will display at the top of the screen (A 1 / N 8,0) Optional
F2=Cust POs/Dates	Press **F2=CUST POS / F2=DATES** to toggle between the display of invoice aging and discount dates, and the display of the customer purchase order numbers affiliated with the invoices. The **F2=CUST POS / F2=DATES** do not display with Expanded Fields because the fields are always displayed.
F4=Enter Cash	Press **F4=ENTER CASH** to display the Enter Cash Screen. This screen displays the payments that have already been entered into this group for this customer and check number. The payment transactions can be reviewed, and if necessary, modified here. Also, use this screen to manually enter additional customer payments.

Field/Function Key	Description
F5=Limits	Press **F5=LIMITS** to display the Invoice Limits Screen. On that screen, you may narrow the number and types of invoices that are included on this Apply Cash Screen. This function key is highlighted if you have selected limits other than all open invoices.
F6 Pay Curr / Inv Curr / Lcl Curr	**F6 PAY CURR / INV CURR / LCL CURR** displays only if International Currency is installed. Press **F6 PAY CURR / INV CURR / LCL CURR** to toggle between a display of values on this screen in the payment currency, the invoice currency, or your local currency. When the **Open/Gross** value is displayed in the payment or invoice currency, the applicable currency symbol will display to the right of the amount.

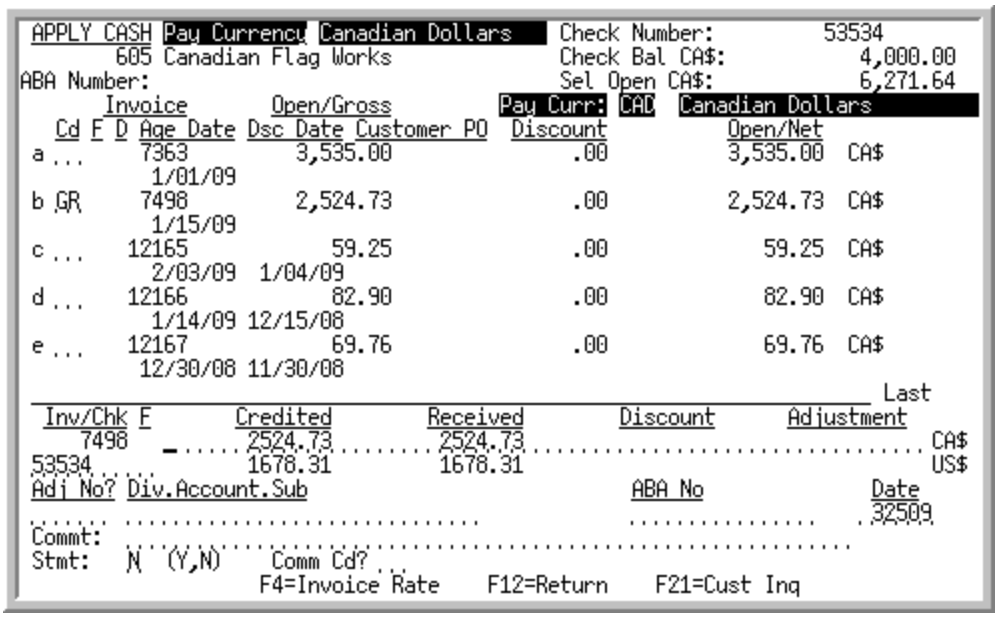
Field/Function Key	Description
F9=Auto Apply	Press **F9=AUTO APPLY** to use auto-apply. After bringing the first invoice that the customer will make payment for to the top of the screen, you can apply the balance amount of the customer's check (displayed in the **Check Balance** field) to the open invoices displayed on this screen. Auto-apply will pay off as many invoices and finance charges as it can with the check balance, starting with the first invoice or finance charge displayed. If the check balance is less than the open amount of the last invoice or finance charge that can be paid, that amount is used as a partial payment for that invoice or finance charge. If the check balance is greater than the open amount of the last invoice or finance charge that can be paid, you will see a message that a Check Balance exists. Auto-apply uses the following rules: • Disputed invoices will be paid if included in the list of invoices to be paid. • Cash discounts are used only if the cash discount date has not passed, or if discounts are being forced. • Customer credits with negative balances are included in auto-apply as are the invoices. The only difference is that when payments are "applied" to a customer credit, the amount of the credit is added to the amount of the check balance (and can then be used to pay displayed open invoices); when payments are "applied" to a customer open invoice or finance charge, the amount of the invoice or charge is subtracted from the amount of the check balance. After auto-apply is complete, this Apply Cash Screen will redisplay showing the new invoice amounts and the new selected open amounts [which should reflect the previous amounts minus any payments applied (including additions of credits) per the check amount]. **Note:** After using auto-apply for the customer's open invoices, you may review and change the individual payments on the Enter Cash Screen [which is displayed after pressing **F4=ENTER CASH** from the Payment Information Screen], or from this Apply Cash Screen. On the Enter Cash Screen, you may change any of the payments recorded using auto-apply. This allows you to manually control the payment transactions created with the auto-apply feature.

Field/Function Key	Description
F10=All Currency/Pay Currency	**F10=ALL CURRENCY / F10=PAY CURRENCY** only displays if International Currency is installed. Press **F10=ALL CURRENCY / F10=PAY CURRENCY** to view the gross amount, discount amount, and the net open amount for all of the customer's invoices, regardless of the currency used for them, or to view the gross amount, discount amount, and the net open amount for only those invoices created in the payment currency.
F12=Return	Press **F12=RETURN** to the Payment Information Screen. If you press this key and you have not entered all payments received for this check (the **Check Balance** field is not zero), a message will display indicating this. You must press **F12=RETURN** a second time to return to the Payment Information Screen.
F21=Cust Inq	**F21=CUST INQ** will display the Customer Inquiry Screen in the Customer A/ R Inquiry (MENU ARMAIN) for this customer. For details, refer to Customer A/R Inquiry (MENU ARMAIN).
Enter	Press **ENTER** after keying selections. If you keyed a **T** in the Cd field, an invoice number in the **Next Invoice** field, or an **F** (with or without an invoice number) in the **Next Invoice** field, pressing **ENTER** will redisplay the screen with the selected invoice or finance charge at the top of the screen. If you keyed an I in the **Cd** field, pressing **ENTER** will display the Enter Cash Screen. If you keyed a **G**, **D**, or **X** in the **Cd** field, pressing **ENTER** will create the desired transactions and redisplay this screen. If you key a **P**, **GR**, **DR**, or **XR** in the **Cd** field, pressing **ENTER** will the display the Apply Cash Transaction Review Screen.

Apply Cash Transaction Review Screen



Apply Cash Transaction Review Screen Expanded Fields with International Currency



This screen appears if you keyed a **P**, **GR**, **DR**, or **XR** in the **Cd** field and pressed **ENTER** on the Apply Cash Screen. This screen is used to review the payment transactions being created via the Apply Cash Screen and, if necessary, make required additions or changes.

Note: This is not the same as reviewing and/or making modifications to existing transactions, which is accomplished on the Enter Cash Screen.

Note: When using original screen formats, values larger than the display size of the original values will display as all 9's.

Apply Cash Transaction Review Screen Fields and Function Keys

Field/Function Key	Description
Open Invoice Information	The open invoice information displayed in the top half of this screen is identical to that displayed in the top half of the Apply Cash Screen. Refer to that screen for detailed information. Display
Inv/Chk	Using expanded fields, this heading refers to the invoice number and the check number fields that are displayed vertically. See those fields below for details. Display
Check No	This is the number of the check used to make this payment. **Default Value:** Check Number keyed on the Payment Information Screen. (A 10) Optional
F	If the open amount is a finance charge**, F** displays in this column; otherwise, it is blank. Display
Invoice	This is the number of the invoice or finance charge that was selected and will be paid when cash is applied. **Default Value:** Invoice Number keyed on the Payment Information Screen. (N 8,0) Display

Field/Function Key	Description
Credited	This is the amount that the customer is credited as having paid. The amount in this field must equal **Received + Discount - Adjustment**. You may override the default by keying a different value if needed. When International Currency is installed, key the credited amount in the customers payment currency or the currency of the group. The company local equivalent will display below. Key the amount to be credited to the customer's receivable balance for this invoice. **Default Value:** The amount that the customer is credited, based on the payment code keyed in the **Cd** field on the Apply Cash Screen. (N 9,2 Original) (N 15,2 Expanded Fields) Optional
Received	This is the amount that the customer has paid. The amount in this field must equal **Credited - Discount + Adjustment**. You may override the default by keying a different value if needed. If a customer is making a partial payment, key the amount of the partial payment in this field after keying **P** in the **Cd** field on the Apply Cash Screen. If the amount of the check balance on that screen was less than the open amount of the selected invoice, the **Credited** field and this field will be filled in by the amount of the remaining check balance. When International Currency is installed, key the received amount in the customers payment currency or the currency of the group. The company local equivalent will display below. Key the payment amount that has been received from the customer. **Default Value:** The payment amount that has been received from the customer, based on the payment code keyed in the **Cd** field on the Apply Cash Screen. (N 9,2 Original) (N 15,2 Expanded Fields) Optional

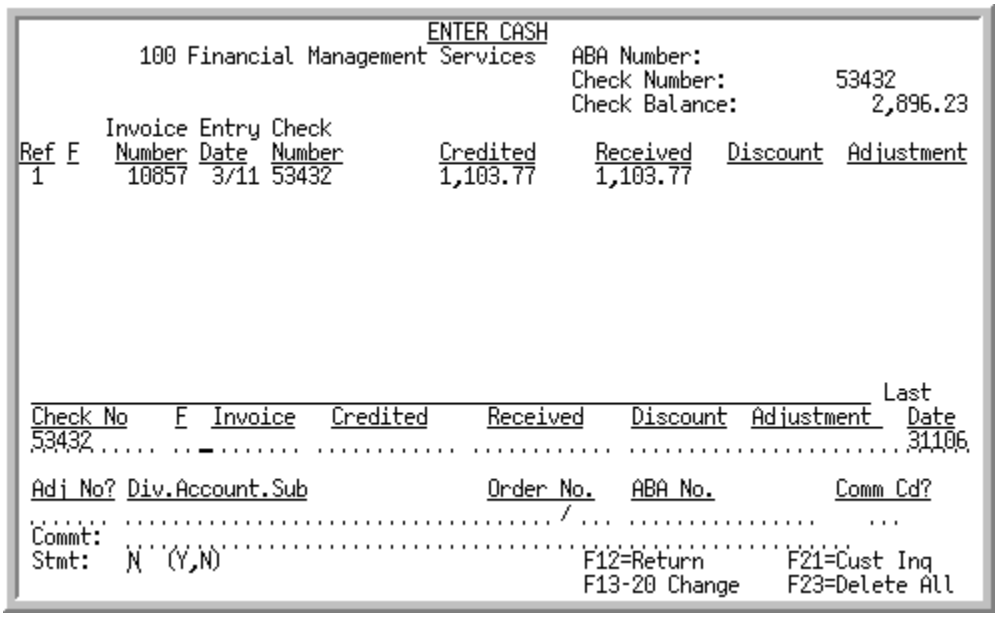
Field/Function Key	Description
Discount	This is the amount of a discount, if any, used by the customer for this payment. The amount in this field must equal **Credited - Received + Adjustment**. This field will be filled in appropriately if the payment code keyed in the Cd field on the Apply Cash Screen was D. You may key a different discount amount if needed. If the discount date has passed, and discounts are not being forced [as determined on the Payment Information Screen and/or the Invoice Limits Screen, the discount amount will still be used in this field, but a warning message will display indicating that the discount date has passed. If discounts are being forced, the discounts will be taken into account automatically. When International Currency is installed, key the discount amount in the customers payment currency or the currency of the group. The company local equivalent will display below. Key the amount of a discount that is applicable to this customer's payment. **Default Value:** The amount of a discount that is applicable to this customer's payment, based on the payment code keyed in the **Cd** field on the Apply Cash Screen. Local (N 7,2 Original) (N 15,2 Expanded Fields) Optional Trading (N 11,2 Original) (N 13,2 Expanded Fields) Optional
Adjustment	This is the amount of an adjustment, if any, that must be applied to this customer's payment. The amount in this field is subtracted from the sum of the amount Received and the Discount. The amount in this field must equal the **Received + Discount - Credited**. This field will be filled in appropriately if the payment code keyed in the **Cd** field on the Apply Cash Screen was X. You may override this default by keying a different adjustment amount, if needed. When International Currency is installed, key the adjustment amount in the customers payment currency or the currency of the group. The company local equivalent will display below. Key the amount of an adjustment that is applicable to this customer's payment. **Default Value:** The amount of an adjustment that is applicable to this customer's payment, based on the payment code keyed in the **Cd** field on the Apply Cash Screen Local (N 9,2 Original) (N 15,2 Expanded Fields) Optional

Field/Function Key	Description
Date	The date of this payment. You may override or accept the default date. **Default Value:** .The date the group was started; or the **Override Date** keyed on the Cash Entry/Update Group Selection Screen, if any. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Adj No	If you have defined adjustment numbers through Adjustment Numbers Maintenance (MENU ARFIL2) and have opted to validate any adjustment number keyed against these established adjustment numbers as [determined through Accounts Receivable Options Maintenance (MENU XAFILE)], then any value you key here must be one of those defined adjustment numbers. You can key a question mark in this field to display a list of all valid defined adjustment numbers. Also, if you have the General Ledger interface on and have associated adjustment numbers with specific general ledger accounts [performed through GL Transfer Definition (MENU GLXFER)], then keying an adjustment number and pressing **ENTER** will fill in the appropriate general ledger account number in the **General Ledger Account Number** field. (A 6) Optional
General Ledger Account Number	This is the general ledger account associated with the adjustment number keyed in the **Adj No** field. Key a valid general ledger account number, or, if set up, use the **Adj No** field to automatically fill in this field. Refer to the **Adj No** field description for more details. **Valid Values:** Any valid general ledger account that has been set up in G/L Accounts Maintenance through either the General Ledger File Maintenance Menu (MENU GLFILE) if the General Ledger module is installed or the G2 Accounts Transfer Menu (MENU G2XFER) if the General Ledger module is not installed. (A 25) Optional

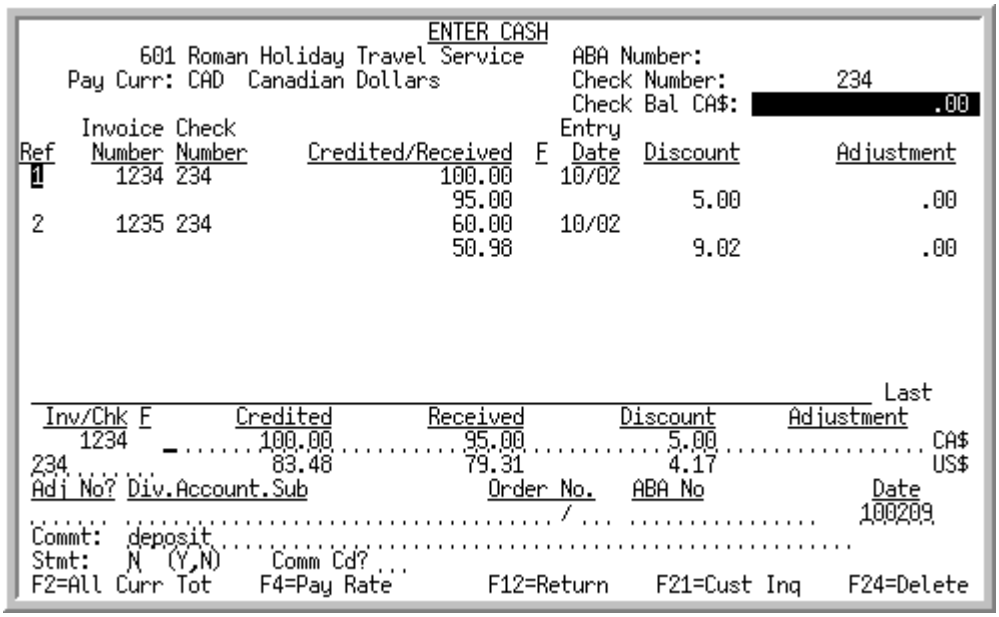
Field/Function Key	Description
ABA No	This is the bank (ABA) number of the check being recorded by this transaction. If you change the ABA number for an individual payment, it will be saved for that payment. However, this will not update the ABA number for the customer, as it would if you changed the **ABA Number** field on the Payment Information Screen. **Default Value:** The ABA Number keyed on the Payment Information Screen, or the ABA Number previously assigned to the selected customer. (A 15) Optional
Comm Cd	Payment comment codes are defined through Payment Comment Codes Maintenance (MENU ARFIL2). Keying a payment comment code and pressing **ENTER** will display the defined comment in the **Commt** field. Key the 1 or 2 character payment comment code for the comment you wish to be associated with this payment transaction. **Valid Values:** A payment comment code defined in Payment Comment Codes Maintenance (MENU ARFIL2). (A 2) Optional
Commt	If you utilized the **Comm Cd** field, the defined comment will display in this field for you. If you did not use a payment comment code, you can key a comment for the payment transaction here. You can determine if the comment should print on the customer's Demand A/R Statement by using the **Stmt** field. (A 60) Optional/Display
Stmt	This field determines whether comments entered here will appear on the customer's statements. A value in this field is required only if a comment is entered on this screen. **Default Value:** N if there is no payment comment code used or Y or N, as identified in Payment Comment Codes Maintenance (MENU ARFIL2). (A 1) Optional/Required
F4=Invoice Rate/Pay Rate	**F4=INVOICE RATE / F4=PAY RATE** will only display when International Currency is installed, and you are working in a trading currency group. Press **F4=INVOICE RATE / F4=PAY RATE** to toggle between a display of local currency amounts on this screen in the invoice rate and payment rate. This allows you to have an idea of the gain/loss that will occur during the posting process of this invoice, if the local values different.
F12=Return	Press **F12=RETURN** to return to the Apply Cash Screen.

Field/Function Key	Description
F21=Cust Inq	**F21=CUST INQ** will display the Customer Inquiry Screen in the Customer A/ R Inquiry (MENU ARMAIN) for this customer. For details, refer to Customer A/R Inquiry (MENU ARMAIN).
Enter	Press **ENTER** after reviewing or keying any values. Any important messages pertaining to the transaction will display. Press **ENTER** a second time to accept the applied payment. The Apply Cash Screen will appear.

Enter Cash Screen



Enter Cash Change Screen Expanded Fields with International Currency



This screen appears after you press **F4=ENTER CASH** on the Payment Information Screen or the Apply Cash Screen. The customer and check information on this screen displays as a result of data selected on either of these two screens.

Use this screen to manually enter payments received from a customer for a specified check. This can be done regardless as to whether the customer has any open invoices. This screen is also used to modify or delete payment transactions created via the apply or auto-apply functions invoked from the Apply Cash Screen.

Note: When using original screen formats, values larger than the display size of the original values will display as all 9's.

The top half of this screen displays payment transactions that have been entered for the selected customer and check, in the current A/R group. Please note that this is different from the Apply Cash Screen which shows open invoices awaiting payments to be made by the selected customer.

The bottom portion of this screen allows you to manually enter new or modify/delete existing payment transactions for the selected customer. Note that entering payment transactions on this screen is a manual function only, unlike entering payment transactions on the Apply Cash Screen during which transactions are automatically created.

If International Currency is installed, the local amounts are listed on this screen below the trading amounts and are calculated based on the exchange rate listed on the Payment Information Screen.

Enter Cash Screen Fields and Function Keys

Field/Function Key	Description
(Customer Information)	The **Customer Number** that was selected for this process on the Payment Information Screen displayed with the **Customer Name** field. Display
ABA Number	This is the ABA bank number of the check received from this customer. Display
Pay Currency/Lcl Currency	When International Currency is installed, the **Pay Currency/Lcl Currency** may be toggled with the **F2=LCL CURRENCY / F2=PAY CURRENCY** key to display the currency code and description of the payment currency for this group, or the symbol and description of the company's local currency. Display
Check Number	The **Check Number** field displays the number of the check that was keyed on the Payment Information Screen. This screen will display payment information for this check only. If you did not key a Check Number on the Payment Information Screen, this field will be blank and check numbers for all payments received from this customer (in the current A/R group) will display on this screen. Display

Field/Function Key	Description
Check Balance Check Bal (CUR)	When International Currency is installed, this field displays as **Check Bal (CUR)** where (CUR) is the payment's currency symbol. The **Check Balance** field displays the balance remaining of the check that the customer has used to make this payment. When you first display this screen (having not entered any payments), the amount that you keyed in the **Check Number** field on the Payment Information Screen displays. As you enter payments, the amount is decreased by the amount of each payment. When the entire amount of the check is applied (or if you apply more than the total amount of the check), this field is displayed in reverse image indicating that no more payment receipts should be recorded for the current check. The **Check Bal (CUR)** will toggle between a display of the remaining check balance in the payment currency or in the company's local currency. Display
Ref	This is the reference number for each of the payments displayed. To select one of the payments for change or deletion, press **F13** through **F20** for the corresponding reference number. Display
F	If the payment was for a finance charge, F displays in this column; otherwise, this column is blank. Display
Invoice Number	The number of the invoice or finance charge for which payment has been entered. The payments displayed on this screen are displayed in sequence by invoice number. When International Currency is installed, the **Invoice Number, Entry Date**, and **Check Credited** will only display when the **F2=LCL CURRENCY / F2=PAY CURRENCY** function key displays as **F2=PAY CURRENCY**. With Expanded Fields, each invoice uses 2 lines, so these fields always display. Display
Entry Date	The date that payment for the invoice was recorded in A/R. This date will be displayed in mm/dd format. When International Currency is installed, the **Invoice Number, Entry Date**, and **Check Credited** will only display when the **F2=LCL CURRENCY / F2=PAY CURRENCY** function key displays as **F2=PAY CURRENCY**. With Expanded Fields, each invoice uses 2 lines so these fields always display. Display

Field/Function Key	Description
Check Number	The number of the check that the customer used to make payment. If a check number is displayed in the Check Information at the top of this screen, only payments made with that one check will display on this screen. Therefore, only that check number will display in this column. Display
Credited	The amount that the customer is credited as having paid. Display
Received	The payment amount that has been received from the customer. Display
Discount	:The amount of a discount, if any, taken by the customer. When International Currency is installed, the **Invoice Number, Entry Date**, and **Check Credited** will only display when the **F2=LCL CURRENCY / F2=PAY CURRENCY** function key displays as **F2=PAY CURRENCY**. With Expanded Fields, each invoice uses 2 lines, so these fields always display. Display
Adjustment	This is the amount of an adjustment, if any, that has been made for this customer's payment. Display
Check No	The number of the check used to make this payment. If you keyed a check amount and check number on the Payment Information Screen, you should use the default check number displayed. If you change the check number in this field, the transaction will not display in the top half of this screen since only transactions for the check number keyed on the Payment Information Screen will display. To display the transaction for that other check number, you must return to the Payment Information Screen and enter that check number. **Default Value:** Check number keyed on the Payment Information Screen (A 10) Optional
F	If the open amount is a finance charge, **F** displays in this column; otherwise, it is blank. Display

Field/Function Key	Description
Invoice	The number of the invoice selected for payment or payment modification. If entering data for the first time, key the number of an invoice for this customer, and the applicable payment amount fields (**Credited**, **Received**, **Discount**, or **Adjustment**). If modifying existing data, refer to the function key to change a transaction. If you accessed this screen from the Apply Cash Screen, you can redisplay the list of open invoices for this customer by pressing **F12=RETURN**. Key the number of an invoice that is not yet an open receivable invoice but may be that the customer is making a payment or deposit for that invoice. This may happen if a customer's payment is received before Day-End Processing (MENU XAMAST) is run for the day's invoices. **Note:** Because this is a roll screen and payments are displayed sequentially by invoice number, be certain to roll back after entering payment for an invoice with a number that is lower than the first invoice number displayed at the top of this screen. **Valid Values:** Cannot be an invoice that has been selected or identified in another A/R Group (N 8,0) Optional
Credited	The amount that the customer is credited as having paid. The amount keyed in this field must equal the following: **Received + Discount -Adjustment**. Key a positive amount to indicate that the selected customer has made payment for an invoice. This is not always the total amount of the customer's payment, since a discount or adjustment amount may be applied to the total amount of the invoice. Key a negative amount if a customer has overpaid, pays in advance, or returns merchandise that has been paid for previously. This credit amount may be used by the customer to make payments for other open invoices or finance charges. When International Currency is installed, key the credited amount in the payment currency. The local currency equivalent values will display below after you press **ENTER**. and the applicable currency symbols will display on the far right of the screen. **Valid Values:** At least two of the amount fields (**Credited, Received, Discount, or Adjustment**) must be entered. (N 9,2 Original) (N 15,2 Expanded Fields) Optional

Field/Function Key	Description
Received	This is the amount of the payment received from the customer for this invoice. This will not be the same as the amount credited to the customer if a discount or adjustment is applicable. If a discount or adjustment is not applicable for this payment, the amount that you key here should be the same as the amount keyed in the **Credited** field. Key the amount of the payment that has been received from this customer for this invoice. The amount keyed in this field must equal the following: **Credited - Discount + Adjustment** Key a negative amount in this field if you also keyed a negative amount in the **Credited** field and wish to add the amount of the customer's credit to the check currently used to make payment. That amount may then be used to pay for the customer's other open invoices or finance charges. When International Currency is installed, key the received amount in the payment currency. The local currency equivalent values will display below after you press **Enter**. **Valid Values:** At least two of the amount fields (**Credited, Received, Discount, or Adjustment**) must be entered. (N 9,2 Original) (N 15,2 Expanded Fields) Optional

Field/Function Key	Description
Discount	This is the amount of a discount, if any, used by the customer for this payment. The amount keyed in this field must equal the following: **Credited - Received + Adjustment.** Key the amount of the discount that is applicable to this customer's payment. A default, if any, discount is determined by the payment terms assigned to the customer through Customer/Ship to Master Maintenance (MENU ARFILE). Payment terms are defined through A/R Terms Codes Maintenance (MENU ARFILE). If you key a discount amount in this field, and the discount date for this payment has passed and discounts are not being forced, a warning message will display indicating this after you press **ENTER**. **Note:** The determination to force discounts is accomplished on the Payment Information Screen or Invoice Limits Screen. A different warning message will display if you key the amount of a discount that is greater than the open discount amount [meaning the amount of the discount that you key here is greater than the amount of the discount for the open invoice on the Apply Cash Screen or Apply Cash Transaction Review Screen]. **Note:** When you receive a warning message, you may press **ENTER** a second time to accept the discount date, regardless of the indicated condition. When International Currency is installed, key the discount amount in the payment currency. The local currency equivalent values will display below after you press **ENTER**. **Valid Values:** At least two of the amount fields (**Credited, Received, Discount,** or **Adjustment**) must be entered. Local (N 7,2 Original) (N 15,2 Expanded Fields) Optional Trading (N 11,2 Original) (N 13,2 Expanded Fields) Optional

Field/Function Key	Description
Adjustment	This is the amount of an adjustment, if any, that must be applied to this customer's payment. The amount that you key in this field is subtracted from the sum of the amount Received and the Discount. The amount keyed in this field must equal the following: Received + Discount - Credited Key a positive amount in this field when making a debit adjustment to the customer's A/R account. Key a negative amount in this field when making a credit adjustment to the customer's A/R account. When International Currency is installed, key the adjustment amount in the payment currency. The local currency equivalent values will display below after you press **ENTER**. **Valid Values:** At least two of the amount fields (**Credited, Received, Discount, or Adjustment**) must be entered. (N 9,2 Original) (N 15,2 Expanded Fields) Optional
Date	The date of this payment. You may override or accept the default date. **Default Value:** The date that this group was started; or the Override Date keyed on the Cash Entry/Update Group Selection Screen, if any **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) (N 6,0) Required
Adj No	If you have defined adjustment numbers through Adjustment Numbers Maintenance (MENU ARFIL2) and have selected to validate any adjustment number keyed against these established adjustment numbers [as determined through Accounts Receivable Options Maintenance (MENU ARFILE)], then any value you key here must be one of those defined adjustment numbers. Also, if you have the General Ledger interface on, and have associated adjustment numbers with specific general ledger accounts [through GL Transfer Definition (GLXFER)], then keying an adjustment number and pressing **ENTER** will fill in the appropriate. (A 6) Optional

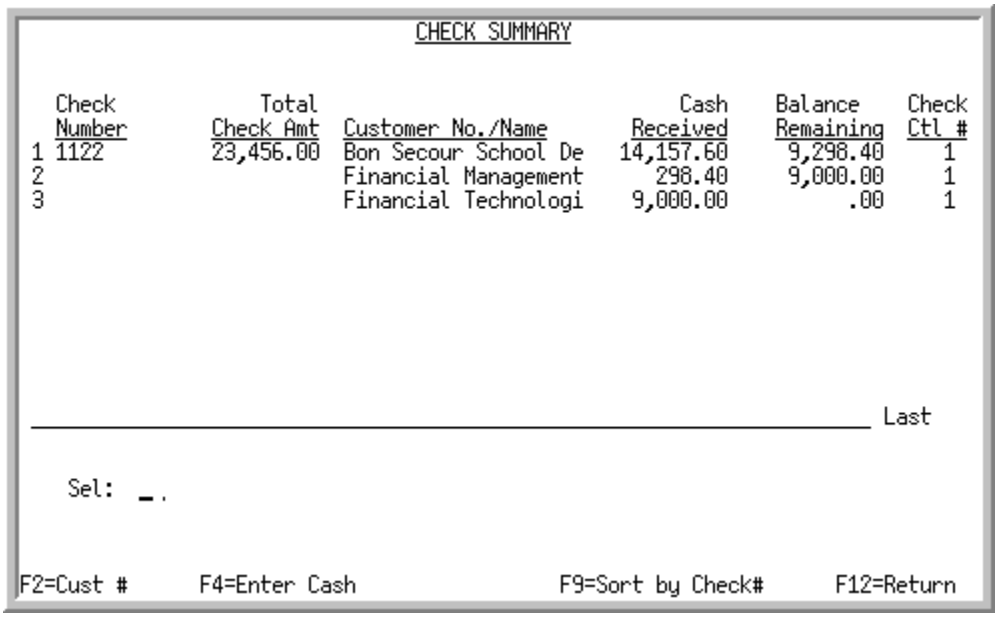
Field/Function Key	Description
GL Account Number	This is the General Ledger account that will be updated with the adjustment amount keyed in the Adjustment field. Key a valid G/L account number or use the **Adj No** field to have the account number filled in automatically (refer to the **Adj No** field description). **Valid Values:** Any valid general ledger account that has been set up in G/L Accounts Maintenance through either the General Ledger File Maintenance Menu (MENU GLFILE) if the General Ledger module is installed or the G2 Accounts Transfer Menu (MENU G2XFER) if the General Ledger module is not installed. (A 25) Optional
Order No.	Use this field to key the number of the order that is associated with the invoice, if any, that is being paid. You may key the order number in this field or leave it blank. For additional details, refer to the "Unapplied Cash and Un-invoiced Cash". (A 6 / N 2,0) Optional
ABA No.	This is the bank (ABA) number of the check being recorded by this transaction. If you change the ABA number for an individual payment, it will be saved for that payment. However, this will not update the ABA number for the customer, as it would if you changed the **ABA Number** field on the Payment Information Screen. **Default Value:** The ABA Number keyed on the Payment Information Screen, or the ABA Number previously assigned to the selected customer (A 15) Optional
Comm Cd	To use a pre-defined comment, key the 1- or 2-character payment comment code for the comment you wish to be associated with this payment transaction. Payment comment codes are defined through Payment Comment Codes Maintenance (MENU ARFIL2). Keying a payment comment code and pressing **ENTER** will display the defined comment in the **Commt** field. (A 2) Optional
Commt	If you utilized the **Comm Code** field, the defined comment will display in this field for you. If you did not use a payment comment code, you can key a comment for the payment transaction here. You can determine if the comment should print on the customer's statement by using the **Stmt** field. (A 60) Optional/Display

Field/Function Key	Description
Stmt	This field determines whether or not comments entered here will appear on the customer's Demand A/R Statements. A value in this field is required only if a comment is entered on this screen. **Default Value:** Y or N, as identified in Payment Comment Codes Maintenance (MENU ARFIL2) (A 1) Optional/Required
F2=Lcl Currency/Pay Currency	**F2=LCL CURRENCY / F2=PAY CURRENCY** displays only if International Currency is installed. Press **F2=LCL CURRENCY / F2=PAY CURRENCY** to toggle between a display of values in the payment currency or in the company's local currency.
F12=Return	If no invoice is displayed in the bottom half of this screen, press **F12=RETURN** to return to either the Payment Information Screen or the Apply Cash Screen, depending on where this screen was accessed from. If an invoice is displayed in the bottom half of this screen, press **F12=RETURN** to refresh this screen to Entry mode without updating any changes.

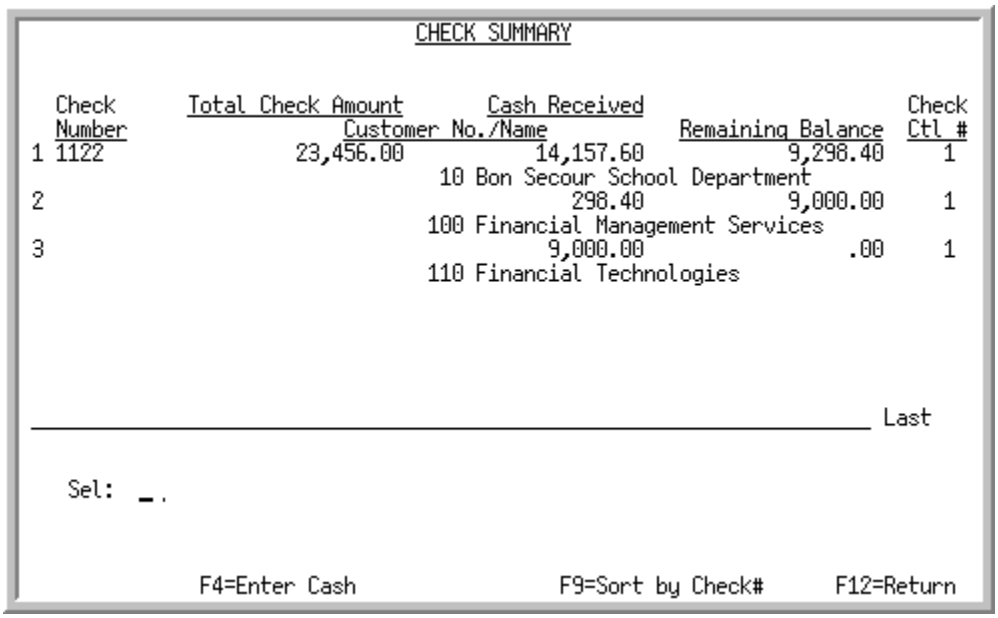
Field/Function Key	Description
F13-F20=Change	The **F13-F20=CHANGE** function key only displays on the Enter Cash Screen. Press the key that corresponds to the reference number (**Reference Number** field) of a payment entry that you wish to change or delete. This screen allows you to change detailed item receipt information. Use the function keys as follows to select an item to change: • F13=REFERENCE NUMBER 1 • F14=REFERENCE NUMBER 2 • F15=REFERENCE NUMBER 3 • F16=REFERENCE NUMBER 4 • F17=REFERENCE NUMBER 5 • F18=REFERENCE NUMBER 6 • F19=REFERENCE NUMBER 7 • F20=REFERENCE NUMBER 8 If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number. **EXAMPLE:** To change line 8, press **SHIFT** and **F8**. -OR- If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row. **EXAMPLE:** To change line 8, find function key 8 in the bottom row. Press F20 in the top row because it is directly above F8. The Enter Cash Change Screen Expanded Fields with International Currency will display for the selected item
F21=Cust Inq	**F21=CUST INQ** will display the Customer Inquiry Screen in the Customer A/ R Inquiry (MENU ARMAIN) for this customer. For details, refer to Customer A/R Inquiry (MENU ARMAIN).
F23=Delete All/ F23=Delete	If no invoice is specified in the bottom half of this screen, this function key displays as **F23=DELETE ALL**. Pressing **F23=DELETE ALL** allows you to delete every payment transaction displayed on this screen. If an invoice is specified in the bottom half of this screen, this function key displays as **F23=DELETE**. Pressing **F23=DELETE** allows you to delete only that transaction. For any open invoice that existed prior to the transaction, the deletion of the transaction will remove it from this screen, and it can then be viewed as an open receivable on the Apply Cash Screen.

Field/Function Key	Description
Enter	Press **ENTER** after keying the payment transaction in the fields in the bottom portion of this screen. The transaction that you key will display in the top half of this screen. The check balance, displayed with the Check Information at the top of this screen, will be decreased by the amount of the payment entered.

Customer Check Summary Screen



Customer Check Summary Screen Expanded Fields



This screen appears after you press the **F6=CHECK SUM** function key on the Payment Information Screen. This screen presents a summary of check information for those transactions already entered

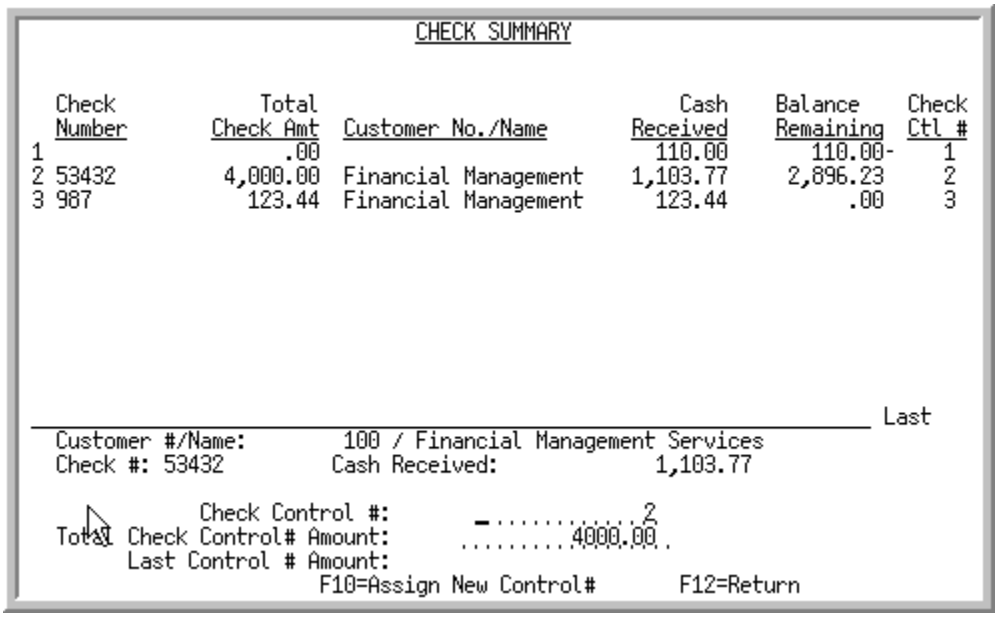
for this A/R group. If a change is made on the Payment Information Screen for a specific check and a specific customer, the change must be made to this screen also.

Customer Check Summary Screen Fields and Function Keys

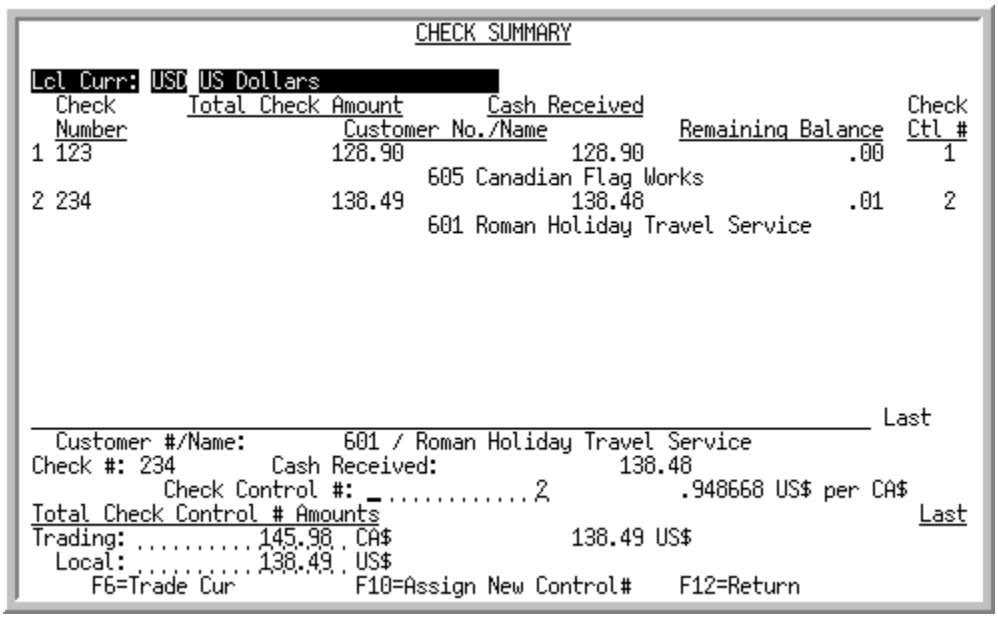
Field/Function Key	Description
Check Number	The number of the check, if any, associated with the transaction, as was keyed on the Payment Information Screen. Display
Total Check Amt	The value keyed in the **Check Amount** field, if any, on the Payment Information Screen when the transaction was created. When International Currency is installed, this value can be toggled with the **F6=TRADE CUR / F6=LOCAL CUR** key. Display
Customer No. / Name	The customer number or the customer's name for whom the transaction was created (e.g., the customer to whose account the transaction was applied). This number or name will be presented depending on the **F2=CUST # / F2=CUST NAME** toggle key. Display
Cash Received	The cash amount applied/entered for the transaction. When International Currency is installed, this value can be toggled with the **F6=TRADE CUR / F6=LOCAL CUR** key. Display
Balance Remaining	The cash amount remaining after the transaction was entered. For the first transaction, this amount would be: **Total Check Amt - Cash Received**. For a second transaction, this amount would be: **First Transaction's Balance Remaining - Second Transaction's Cash Received**. When International Currency is installed, this value can be toggled with the **F6=TRADE CUR / F6=LOCAL CUR** key. Display
Check Ctl #	The system assigned internal control number assigned to this payment the first time it was used in this A/R group. This number is what links a payment to a transaction. Note that if the options are defined through Accounts Receivable Options Maintenance (MENU XAFILE) to allow checks to be applied across multiple customers, system assigned control numbers may be user modifiable. Refer to the Duplicate Check Selection Screen and the Customer Check Summary Screen for details about the control numbers. Display

Field/Function Key	Description
(Reference)	This is the reference number for each summarized transaction in this A/R group. Use this number and the *Sel* field to select a transaction for further review or process. Display
Sel	Key a reference number in this field and press **ENTER** to access the Customer Check Summary Screen or press **F4=ENTER CASH** to access the Enter Cash Screen. (N 2,0) Optional
F2=Cust # / Cust Name	Press **F2=CUST # / F2=CUST NAME** to toggle between the display of the customer's number or name as presented in the **Customer No. / Name** field. **F2=CUST # / F2=CUST NAME** does not display with expanded fields because the data is always shown.
F4=Enter Cash	Press **F4=ENTER CASH** to access the Enter Cash Screen for the transaction whose reference number is keyed in the Sel field. On the Enter Cash Screen, you may review or update the selected transaction or enter additional transactions for the customer of the selected transaction.
F6=Trade Cur/Local Cur	Press **F6=TRADE CUR / F6=LOCAL CUR** to toggle between the company's local currency and the trading currency of the group.
F9=Sort by Check #	Press **F9=SORT BY CHECK #** to toggle between displaying the listed transactions in sequence by check number or in the sequence in which they were entered.
F12=Return	Press **F12=RETURN** to return to the Payment Information Screen.
Enter	Press **ENTER** to access the Customer Check Summary Maintenance Screen for the transaction whose reference number is keyed in the **Sel** field. On that screen, specific data about the customer's payment will be presented.

Customer Check Summary Maintenance Screen



Customer Check Summary Maintenance Screen with International Currency



This screen appears after you select a customer payment transaction on the Customer Check Summary Screen. Details about the customer's payment and control number selected are presented for review and modification. Depending on how the A/R company options are defined through Accounts Receivable Options Maintenance (MENU XAFILE), the system assigned check control number may or may not be modifiable. Refer to the Infor Distribution A+ Cross Applications User Guide for details about those options.

This is the data related to the transaction selected on the Customer Check Summary Screen.

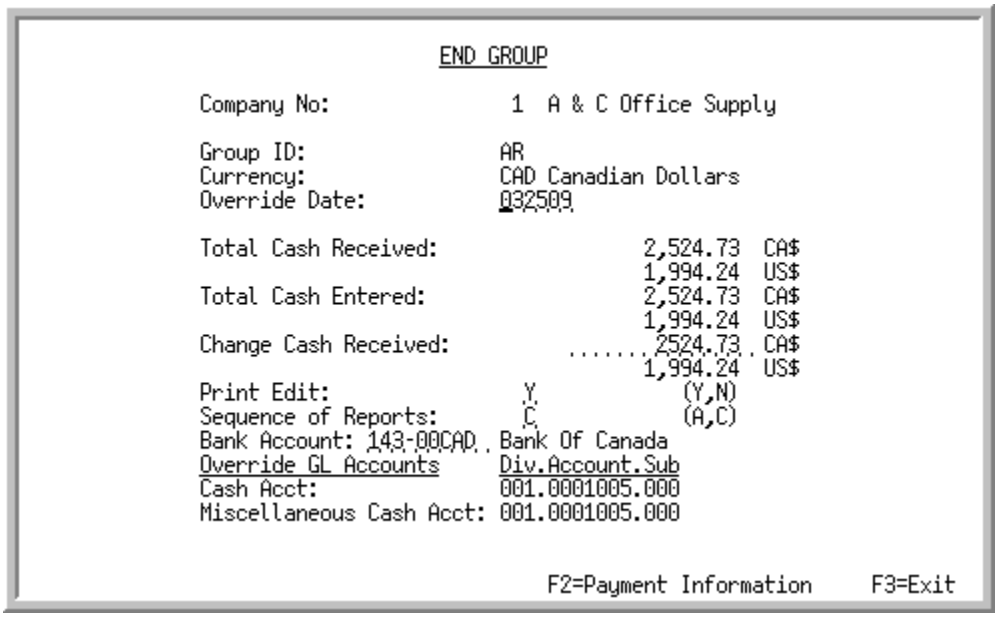
Customer Check Summary Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Customer No. / Name	The customer number or the customer's name for whom the transaction was created (e.g., the customer to whose account the transaction was applied). This number or name will be presented depending on the F2 toggle key. Refer to that function key description for details. Display
Check Number	The number of the check, if any, associated with the transaction, as was keyed on the Payment Information Screen. Display
Cash Received	The cash amount applied/entered for the transaction. When International Currency is installed, this value will toggle the company's local currency and the payment currency of the group with the **F6=TRADE CUR / F6=LOCAL CUR** key. Display
(Rate)	The exchange rate for this transaction in the group. This field will only display when International Currency is installed. Display

Field/Function Key	Description
Check Control Number	**Note:** This field is display only if the A/R company options, defined through Accounts Receivable Options Maintenance (MENU XAFILE), are set to not allow checks to be applied across multiple customers. This field presents the currently assigned check control number. You may key a check control number already assigned to a different check to link the two checks together, if the check numbers (as shown in the **Check Number** field) are the same. If this is done, the **Total Check Control #** Amount for this transaction is ignored, because basically it will now be associated with the **Total Check Control #** Amount for that transaction to which it is now linked. Therefore, the **Balance Remaining** fields on the Customer Check Summary Screen will be recalculated accordingly. You may instead key a check control number not yet assigned to a check (e.g., if by mistake it was previously linked to another check and it should not have been) or use the **F10=ASSIGN NEW CONTROL #** key to have the system assign a unique control number. (N 15,0) Display/Required
Total Check Control # Amount	This field presents the amount identified for this (or all) checks currently linked together by the same check control number. This amount reflects the total amount indicated on a specific check. If checks are linked or un-linked by user modification of the assigned check control numbers, this amount should be changed to reflect the total for each specific check. Note that this field may be cleared and left blank when linking the current check to an existing check control number because the total amount for that previous check control number will incorporate both that previous check and now the current check. When International Currency is installed, this the amount is tracked as the **Trading** and **Local** amounts with the appropriate currency symbols. (N 15,2) Optional

Field/Function Key	Description
Last Control # Amount	This field displays a value only if the check control number of the selected transaction was, at entry time, different than is currently reflected. For example, assume that a control check number of 1 was assigned to a transaction which reflected a Cash Received value of $10.00. A second control check number of 2 was assigned to a second transaction which reflected a Cash Received value of $5.00. The second transaction was selected for modification and the check control number was changed from 2 to 1 to link this second transaction to the first. Now, if the first or second transaction is selected for modification, the previous amount that check control number 1 was associated with (the $10.00) will display in this field to identify the original amount associated with that check control number. Display
F6=Trade Cur/Local Cur	Press **F6=TRADE CUR / F6=LOCAL CUR** to toggle the cash received fields between the company's local currency and the payment currency of the group. Display
F10=Assign New Control #	Press **F10=ASSIGN NEW CONTROL #** to have the system assign a unique check control number to the selected transaction. After the new number has been assigned, the screen will be refreshed with the new number for review.
F12=Return	Press **F12=RETURN** to return to the Customer Check Summary Screen. If **F10** has been used to assign a new control number or the user has keyed a new control number or control amount and **ENTER** was pressed, the new data will be retained with the transaction. If **F10=ASSIGN NEW CONTROL #** has not been used or **ENTER** was not pressed, any new data keyed will not be retained.
Enter	Press **ENTER** after keying a new Check Control Number or Total Check Control # Amount to have the new data accepted. You will be prompted for confirmation.

End Group Screen



This screen appears after you press **F12=RETURN** from the Payment Information Screen. Use this screen to confirm completion of the A/R group.

End Group Screen Fields and Function Keys

Field/Function Key	Description
Company No	This is the number of the company for which an A/R group has been created or changed through this option. This company was selected on the Cash Entry/Update Group Selection Screen. Display
Group ID	This is the two character identification code of this A/R group. It was keyed on the Cash Entry/Update Group Selection Screen or selected from the I/C Cash Entry/Update Group Selection Screen. Display
Currency	This field displays only if International Currency is installed. This field displays the currency code and description of the currency used for this group. Display

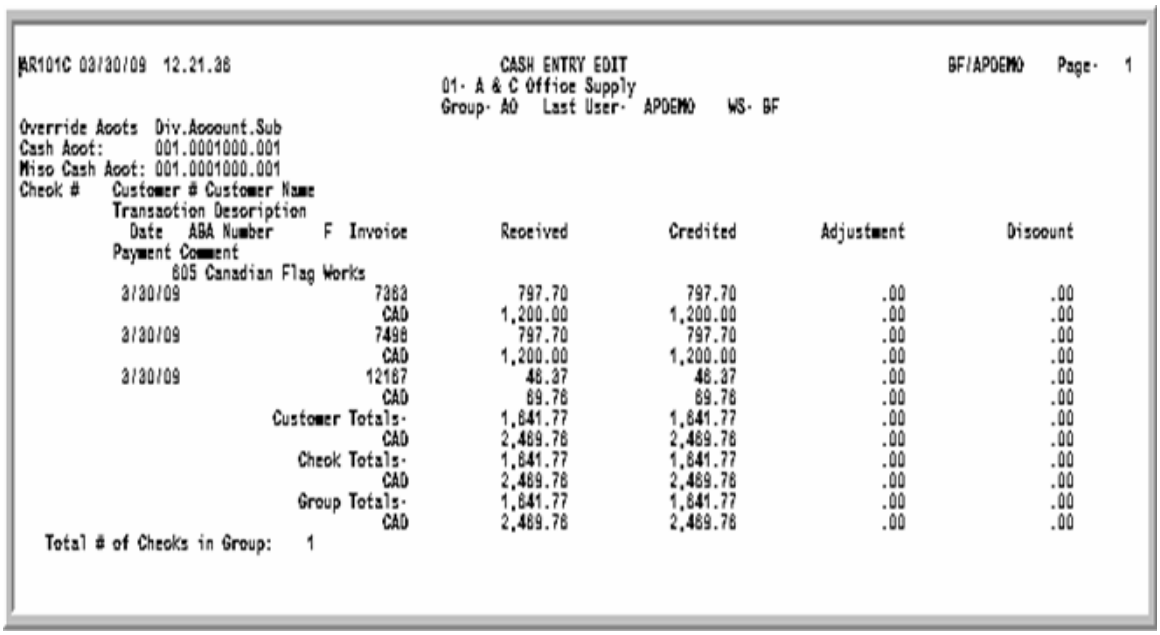
Field/Function Key	Description
Override Date	This is the date that cash is received for the transactions in this A/R group. It is recommended that the override date be within a 90-day range of the current date (90 days prior to the current date or 90 days beyond the current date). An override date outside of this range will cause the average payment days for this customer's payment history to be inconsistent. Key a different date in this field to override the default cash application date for new transaction in this A/R group. The dates on transactions that have already been entered for the group will not be changed. **Valid Values:** The date the group was started; or the Override Date keyed on the Cash Entry/Update Group Selection Screen. Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE (N 6,0) Optional
Total Cash Received	The control total that was entered for this A/R group on the Cash Entry/ Update Group Selection Screen, if any, is displayed. Compare this value to the **Total Cash Entered** field to determine if the individual cash payments entered through this option equal this control total. When International Currency is installed, this value displays in the group's payment currency with the local currency equivalent displayed below. The applicable currency symbols will display to the right of each amount. Display
Total Cash Entered	This field displays the total cash payments that were received in this A/R group. If you keyed a control total in the **Total Cash Received** field on the Cash Entry/Update Group Selection Screen, the value displayed in this field should equal that control total (also displayed in the **Total Cash Received** field). When International Currency is installed, this value displays in the group's payment currency with the local currency equivalent displayed below. The applicable currency symbols will display to the right of each amount. Display

Field/Function Key	Description
Change Cash Received	Use this field to override the original control total for this A/R group with the value keyed in this field. If the control total (displayed in the **Total Cash Received** field) does not equal the actual total of payments entered (displayed in the **Total Cash Entered** field), a warning message will display on this screen, and you will not be able to post the A/R group through Cash & Adjustment Post (MENU ARMAIN) until these values match. When International Currency is installed, this amount is keyed in the payment currency. The payment currency symbol will display to the right of this value and the local currency equivalent value and local currency symbol will display below. This local currency equivalent is based on the exchange rate calculated on the I/C Cash Entry/Update Group Selection Screen. **Default Value:** The control total entered for this A/R group in the **Total Cash Received** field on the Cash Entry/Update Group Selection Screen. (N 13,2) Optional
Print Edit	This field determines if the Cash Entry Edit Report should print. Key **Y** to print the report. Key **N** if you do not want to print the report. (A 1) Required
Sequence of Reports	This field determines the order in which data on the Cash Entry Edit Report and the Cash Receipts Posting Register will print. A **C** in this field indicates that the desired default is for the data to be sequenced by check number. For each check number, data will then be sequenced by customer account number. An **A** in this field indicates that the desired default is for the data to be sequenced by customer account number. For each account, data will then be sequenced by check number. **Default Value:** The value selected as the Default Seq. of Cash Entry Edit and Receipts Register in the Accounts Receivable Options Maintenance (MENU XAFILE) (A 1) Required

Field/Function Key	Description
Bank Account	This field appears only if a bank account was selected on the Cash Entry/ Update Group Selection Screen. If a bank account was selected on the Cash Entry/Update Group Selection Screen, this field will display and show the existing bank account and its description. You may change the selected bank account, if desired, by keying in a different bank account number. When a bank account is selected on the initial screen, the **Cash Acct** and **Miscellaneous Cash Acct** fields will be protected, and you will not be allowed to change them. (A 10) Optional
Override G/L Accounts	**Note:** When a bank account is selected on the initial screen, these fields will be protected and you will not be allowed to change them. They will be for viewing purposes only. Only the bank account number itself can be changed. When a bank account has not been selected, use these fields to override the general ledger accounts that have been set up in the G/L Interface for this company. The G/L Interface is defined through GL Transfer Definition (GLXFER or G2XFER). **Cash Acct:** The Cash Account is the Cash-In-Bank account defined through GL Transfer Definition. This account is debited for cash payments received from the customers specified in this A/R group. **Miscellaneous Cash Acct:** The Miscellaneous Cash Account is the Miscellaneous Cash account defined through GL Transfer Definition. This account is debited for miscellaneous cash that has been received in this A/R group on the Miscellaneous Cash Screen. **Valid Values:** Any valid general ledger account that has been set up in G/L Accounts Maintenance through either the General Ledger File Maintenance Menu (MENU GLFILE) if the General Ledger module is installed or the G2 Accounts Transfer Menu (MENU G2XFER) if the General Ledger module is not installed. (2 @ A 25) Optional/Display
F2=Payment Information	Press **F2=PAYMENT INFORMATION** to return to the Payment Information Screen.

Field/Function Key	Description
	Press **F3=EXIT** to update this A/R group, and to exit from this menu option. The A/R group will be saved and may be later changed through this option or posted through Cash & Adjustment Post (MENU ARMAIN).If you keyed **Y** in the **Print Edit** field, the Cash Entry Edit Report will print.The Cash Entry Errors Report prints in the following circumstances:You accessed the current option via the **F11=EDIT GROUP** function key on the Completed **Incoming EDI Remittance Advice/Payment Screen** in Incoming Remittance Advice/Payment (820) (MENU EIMAIN). • You edited a cash group that originated off-line. Refer to Offline Cash Entry (MENU ARMAIN) for more information about off-line cash entry. • The cash group you edited contained errors indicated on the 820 EDI Error Messages Screen in Incoming Documents (MENU EIMAIN).
Enter	Press **ENTER** after making any changes on this screen. If the control total for this A/R group does not equal the Total Cash Entered, a warning message will display, and this group cannot be posted through Cash & Adjustment Post (MENU ARMAIN) until they match.

Cash Entry Edit Report



```
AR101C 03/30/09  12.21.36                    CASH ENTRY EDIT                              BF/APDEMO   Page-  1
                                          01- A & C Office Supply
                                          Group- AO   Last User-  APDEMO   WS- BF

Override Accts  Div.Account.Sub
Cash Acct:      001.0001000.001
Misc Cash Acct: 001.0001000.001
Check #    Customer # Customer Name
           Transaction Description
             Date   ABA Number      F  Invoice          Received          Credited        Adjustment          Discount
           Payment Comment
                 805 Canadian Flag Works
            3/30/09                          7383            797.70            797.70               .00               .00
                                              CAD          1,200.00          1,200.00               .00               .00
            3/30/09                          7498            797.70            797.70               .00               .00
                                              CAD          1,200.00          1,200.00               .00               .00
            3/30/09                         12187             48.37             48.37               .00               .00
                                              CAD             89.76             89.76               .00               .00
                                 Customer Totals-          1,841.77          1,841.77               .00               .00
                                              CAD          2,489.76          2,489.76               .00               .00
                                    Check Totals-          1,841.77          1,841.77               .00               .00
                                              CAD          2,489.76          2,489.76               .00               .00
                                    Group Totals-          1,841.77          1,841.77               .00               .00
                                              CAD          2,489.76          2,489.76               .00               .00
  Total # of Checks in Group:    1
```

This report shows all payments in the selected A/R group. It is generated in when you press **F3=EXIT** on the End Group Screen, if you keyed a **Y** in the **Print Edit** field and there is at least one payment entered. The sequence in which the payments appear (either by check number or by customer account number) is determined on the End Group Screen when you key an **A** or **C** in the **Sequence of Reports** Field.

Use this report to verify and validate the payments entered in the A/R Group. Verify the payments entered by comparing this report to the source documents from which payment information was keyed. Validate the payments entered by correcting a balance error, if any, indicated on the report. Use this report, also, to review error messages associated with incoming EDI remittance advice/payments.

Note: You cannot post an A/R group through Cash & Adjustment Post (MENU ARMAIN) until this report prints without detecting a balance error.

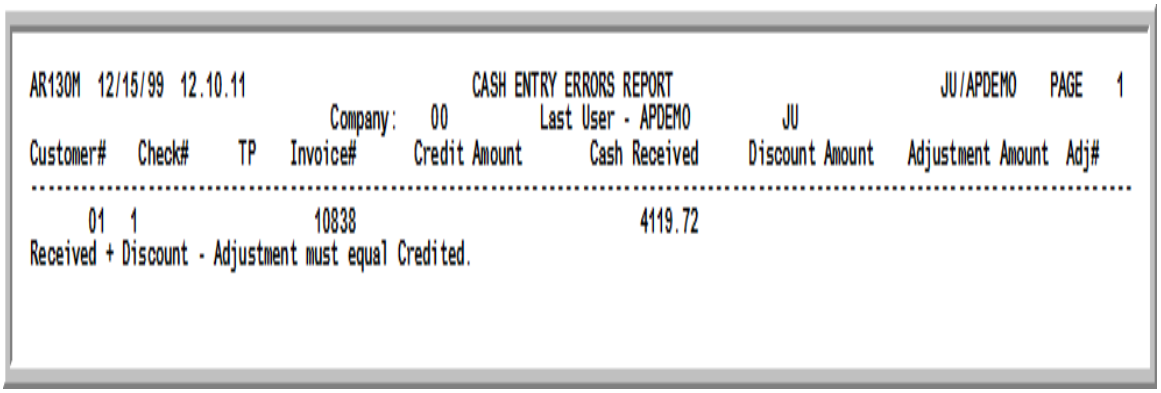
Cash Entry Edit Report

Report/Listing Fields	Description
Table text Group Information	The following information about the A/R group is printed: • Company number and name • Group: The two-character A/R group code • Last User: The User ID of the last user to update the group • WS: The internal Device ID of the last workstation that was used to update the group

Report/Listing Fields	Description
(AR Accounts)	These account numbers indicate the accounts into which payments will be distributed.
Customer Number	For payments that are entered for a customer (not miscellaneous cash), that customer's number displays in this field. The lines that follow the customer number are the individual payments received from the customer. When a miscellaneous cash payment is printed on this report, this field is blank.
Name/Trans Desc	If a customer number is printed in the Customer Number column, the customer's name will print in this column. Otherwise, the payment is for miscellaneous cash, and the description of the miscellaneous cash transactions [Trans Desc as entered on the Miscellaneous Cash Screen] will print in this column. The detail payments for the customer or miscellaneous cash payments are printed in the rows following the customer/miscellaneous cash information.
Date	The date of the payment
Check No	The number of the check, if any, used to make payments.
ABA Number	The bank number of the check used to make payment.
F	Indicates if payment is for an open invoice or a finance charge. F prints in this column for payments made for a finance charge.
Invoice	The number of the invoice or finance charge for which payment has been entered.
Received	The total amount of the payment that has been received. When International Currency is installed, the payment group currency is printed below the company's local currency.
Credited	The total amount the customer has been credited as having paid. When International Currency is installed, the payment group currency is printed below the company's local currency.
Adjustment	An adjustment made to the payment, if any. When International Currency is installed, the payment group currency is printed below the company's local currency.
Discount	The amount of a discount that is applicable to the customer's payment, if any. When International Currency is installed, the payment group currency is printed below the company's local currency.
Check Totals	The total amount of payment that is entered for miscellaneous cash, or for an individual customer, for each check. When International Currency is installed, the payment group currency is printed below the company's local currency.

Report/Listing Fields	Description
Miscellaneous Cash Totals	The total amount of miscellaneous cash that has been entered in this A/R Group. When International Currency is installed, the payment group currency is printed below the company's local currency.
Customer Totals	The total amount of customer payments that have been entered in this A/R group. When International Currency is installed, the payment group currency is printed below the company's local currency.
Group Totals	The total amount of payments that have been entered in this A/R group. If the control total for the A/R group (entered on the Cash Entry/Update Group Selection Screen) is different than the actual amount of payments received, both totals and the difference, in addition to the message **** OUT OF BALANCE **** are printed. If the A/R group is out of balance, it cannot be posted through Cash and Adjustment Post (MENU ARMAIN). When International Currency is installed, the payment group currency is printed below the company's local currency.

Cash Entry Errors Report



```
AR130M  12/15/99  12.10.11                    CASH ENTRY ERRORS REPORT                          JU/APDEMO   PAGE    1
                                  Company:   00          Last User - APDEMO         JU
Customer#    Check#      TP    Invoice#      Credit Amount       Cash Received     Discount Amount    Adjustment Amount  Adj#
-------------------------------------------------------------------------------------------------------------------------
      01   1                  10838                                4119.72
Received + Discount - Adjustment must equal Credited.
```

This report is generated when you press **F3=EXIT** on the Enter Cash Screen in the following circumstances:

You accessed the current option via the F11 function key on the Completed Incoming EDI Remittance Advice/Payment Screen in Incoming Remittance Advice/Payment (820) (MENU EIMAIN).

- You edited a cash group that originated off-line. Refer to Offline Cash Entry (MENU ARMAIN) for more information about off-line cash entry.
- The cash group you edited contained errors indicated on the 820 EDI Error Messages Screen in Incoming Documents (MENU EIMAIN).

This report lists only groups for which a system-run edit has identified errors.

Chapter 5 Cash and Adjustment Post

Use the Cash & Adjustment Post option on the Accounts Receivable Main Menu (MENU ARMAIN) to post an A/R group that has been created and updated through Cash & Adjustment Entry/Edit (MENU ARMAIN). Payments entered in the A/R group are permanently recorded in A/R, and the appropriate general ledger accounts are updated as defined in the G/L Interface through GL Transfer Definition (MENU GLXFER).

When International Currency is installed, the posting process of A/R accommodates trading currency fields and IC extension files. The values calculated through Cash & Adjustment Entry/Edit (MENU ARMAIN) will be posted to the regular Accounts Receivable files (**ARDHD** and **ARDDT**) along with the IC extension files (**ICRDHD** and **ICRDDT**). Gain and loss transactions will be calculated and posted to appropriate accounts based on how General Ledger is setup. All customer values will be updated in the customer's currency, regardless of the invoice's currency. Invoice adjustments may only be in the local or trading currency if an adjustment was caused by a payment being made with a different exchange rate than the invoice. When the International Currency revaluation process takes place for this option, the G/L Transaction Post Report - Report Only (IC680D) may print, depending on the value specified in the **A/R to G/L** field through Company Name Maintenance (MENU XAFILE). Refer to Revalue Receipts Pending Invoicing (MENU ICRVAL) in the Infor Distribution A+ International Currency User Guide for information about this report.

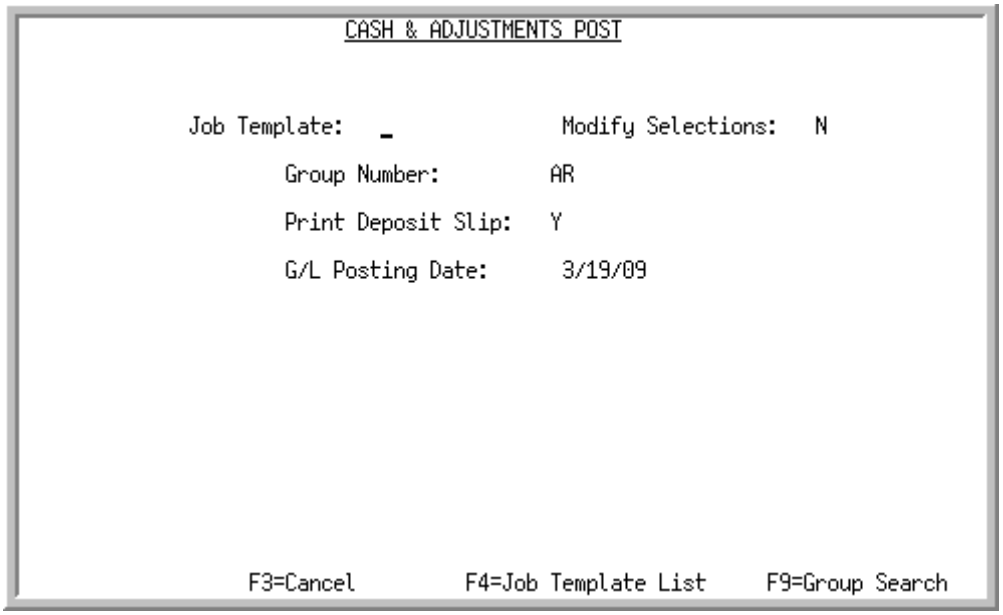
When International Currency is installed and activated and the **Always Revalue Invoices being paid immediately prior to Payment Posting** field is set to **Y** in Accounts Receivable Maintenance (MENU XAFILE), invoices being paid will be revalued before they are posted if the current currency exchange rate for the invoice is different than the current currency exchange rate defined in Enter Currency Exchange Rates (MENU ICMAIN). The system uses the current currency exchange rate to revalue invoices. Invoices with an override rate are not revalued. Adjustment transactions created by the revaluation are assigned adjustment number PYRV (payment revalue). The adjustment value will only have a local value. You can review these adjustment transactions in the Customer A/R Inquiry and the value will be included in the total adjustment to date value in Accounts Receivable and General Ledger.

Cash & Adjustment Post

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Cash & Adjustments Post Selection Screen	Used to specify the group to post, the G/L posting date and whether the deposit slip will be printed during the cash posting.
Cash & Adjustments Post Group Status Screen	Displays a list of existing groups. Used to select a group for processing.
Cash Receipts Posting Register	Prints a list of the payment transactions in the group.
Deposit Slip	Prints a deposit slip for the group's bank deposit, if you specified to have a deposit slip print.
G/L Transaction Post Report	Prints a list of the payment transactions posted to General Ledger.
G/L Transaction Post Report (AR102Z)	Prints a list of the payment transactions posted to General Ledger.

Cash & Adjustments Post Selection Screen



This screen appears after selecting option **2** - Cash & Adjustment Post from the Accounts Receivable Main Menu (MENU ARMAIN). Use this screen to post an A/R group that has been created and updated through Cash & Adjustment Entry/Edit (MENU ARMAIN). Payments entered in the A/R group are permanently recorded in A/R, and the appropriate general ledger accounts are updated as defined in the G/L Interface through GL Transfer Definition (MENU GLXFER).

You also have the option to select the job template to be used for the Cash & Adjustment Post job.

Note: If International Currency is installed and activated and the **Always Revalue Invoices Being Paid Immediately Prior to Payment Posting** field is set to **Y** in Accounts Receivable Maintenance (MENU XAFILE), invoices being paid will be revalued before they are posted, if the current currency exchange rate for the invoice is different than the current currency exchange rate defined in Enter Currency Exchange Rates (MENU ICMAIN). The system uses the current currency exchange rate to revalue invoices. Invoices with an override rate are not revalued. Adjustment transactions created by the revaluation are assigned adjustment number **PYRV** (payment revalue). The adjustment value will only have a local value. You can review these adjustment transactions in the Customer A/R Inquiry and the value will be included in the total adjustment to date value in Accounts Receivable and General Ledger.

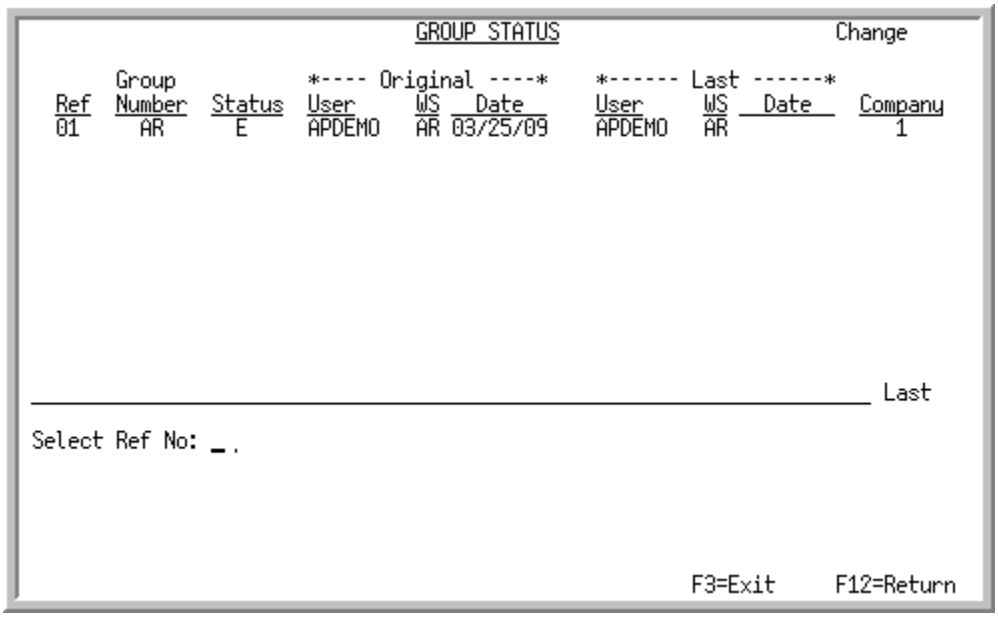
Cash & Adjustment Post Selection Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process. For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank, and the system will prompt you to provide your own parameters. If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key **N** in the **Modify Selections** field. You will then bypass all the output parameter screens. If you enter a pre-defined job template in this field but want to review and/or make modifications to the established parameter selections for this current job submission, key **Y** in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as have needed for this job. If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission. **Note:** To review a list of existing job templates that have been created for the Cash & Adjustment Post job, press **F4=JOB TEMPLATE LIST**. **Valid Values:** A job template defined for Cash & Adjustment Post jobs (that is, AR102PP) through Job Template Maintenance (MENU XAFILE). (A 10) Optional

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the **Job Template field** on this screen or select one with **F4=JOB TEMPLATE LIST**), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key **Y** if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key **Y**, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Infor Distribution A+ Cross Applications User Guide. Key **N** if you want to use the template as-is and you do not want to make any modifications. If you key **N**, a series of selections screens will not be displayed. **Valid Values:** Y or N; cannot be Y if the **Job Template** field is blank. (A 1) Optional
Group Number	This is the two-character code used to identify the A/R group to post. If you do not recall the **Group Number** of the A/R group to post, or to determine the status of an A/R group, press **F9=GROUP SEARCH** to display the I/C Cash Entry/ Update Group Selection Screen. You may post an A/R group only if the status of the group is O (open). Key the two-character group number of the A/R group to post. **Valid Values:** The group number of an existing A/R group that has been created through Cash & Adjustment Entry/Edit (MENU ARMAIN) and contains no errors. Cannot use special characters (i.e.: /, &, $, etc.); use only letters and numbers. (A 2) Required
Print Deposit Slip	This field determines whether the Deposit Slip will print during the cash posting. Key **Y** to have the deposit slip print. Key **N** if you do not want the deposit slip to print. **Default Value:** Y (A 1) Required

Field/Function Key	Description
G/L Posting Date	This is the date used as the posting date in the general ledger, when the payment transactions in this group are updated through this option. G/L is updated if it is installed. Otherwise, the Temporary General Ledger file (**TEMGN**) is updated. The accounts that are updated in the general ledger are defined through the G/L Interface. These accounts may have been overridden for individual transactions in the **G/L Account** fields available throughout Cash & Adjustment Entry/Edit (MENU ARMAIN). **Default Value:** The current system date **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) (N 6,0) Optional
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU ARMAIN will display.
F4=Job Template List	Press **F4=JOB TEMPLATE LIST** to display the Job Template List Screen, where you can review a list of existing job templates that have been created for Cash & Adjustment Posts. Refer to Job Template Maintenance (MENU XAFILE) in the Infor Distribution A+ Cross Applications User Guide for further details.
F9=Group Search	Press **F9=GROUP SEARCH** to search for or display the status of an A/R group to post. The Cash & Adjustments Post Group Status Screen will appear.
Enter	Press **ENTER** after making your selections and submit the job to the Transaction Processor and the selected A/R group will be posted. A message may displays indicating that the post job was submitted to the Transaction Processor based on System Options Maintenance (MENU XAFILE) choice to **Suppress Job Submitted to TP message**. The Cash Receipts Posting Register and the Deposit Slip, if the **Print Deposit Slip** field is **Y**, will print. The following General Ledger reports may print, based on the value specified in the **A/R to G/L** field through Company Name Maintenance (MENU XAFILE): • G/L Transaction Post Report • G/L Transaction Post Report (AR102Z)

Cash & Adjustments Post Group Status Screen



This screen appears after you press **F9=GROUP SEARCH** on the Cash & Adjustments Post Selection Screen. Use this screen to select an existing A/R group to change, or to determine a group's status.

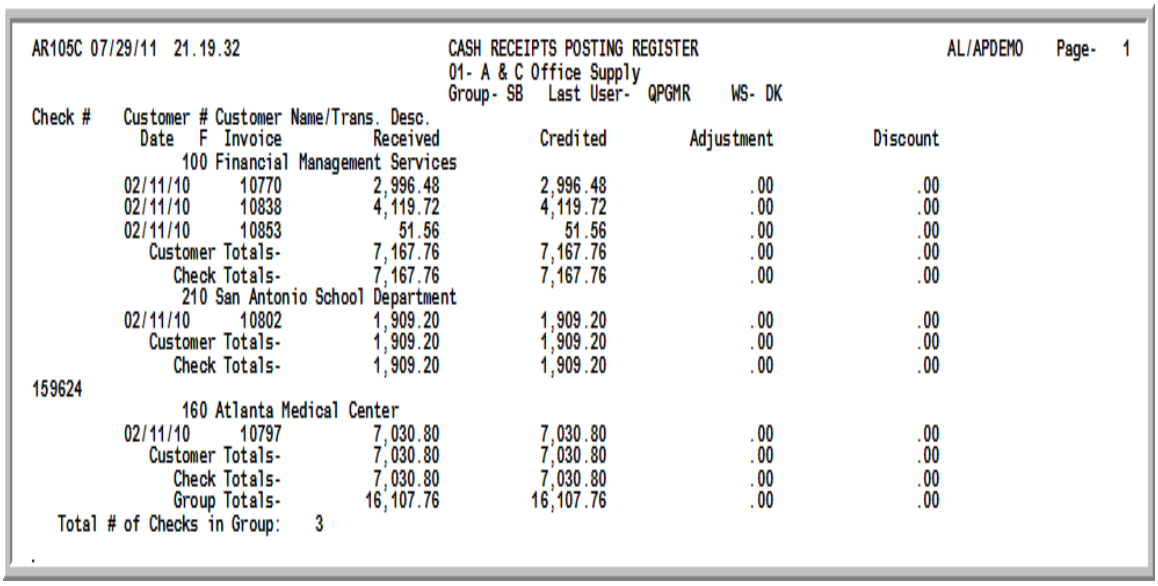
Cash & Adjustments Post Group Status Screen Fields and Function Keys

Field/Function Key	Description
Ref	This is a **Reference Number** assigned to each A/R group displayed on this screen. Key this number in the **Select Ref No** field to select an A/R group to change. Display
Group Number	The two character group code assigned to each A/R group. A/R groups are displayed in sequence on this screen by this group code. Display

Field/Function Key	Description
Status	The current status of each A/R group. The group status may be one of the following: • **A**: Active - The group is currently being changed at another workstation through this option. • **E**: Errors - The group has been created with a balance error. The control total does not equal the payments actually entered in the group. The group cannot be posted through Cash & Adjustment Post (MENU ARMAIN) until the balance error is resolved through this option. • **O**: Open - The group has been created and the control total equals the payments entered in the A/R group. Therefore, the group can be posted through Cash & Adjustment Post. • **U**: Update - The group is currently being posted through Cash & Adjustment Post. Display
Original	The following information regarding the original creation of each A/R group is displayed: • **User**: The User ID of the user who added the group through this option. • **WS**: The internal Device ID of the workstation used when the group was added. • **Date**: The system date that the group was added. Display
Last	The following information regarding the previous time that each A/R group was changed is displayed: • **User**: The user ID of the last user to change the group through this option. • **WS**: The internal device ID of the last workstation used to change the group. • **Date**: The last system date on which the group was changed (system date). **Note:** If no changes have been made to a specific A/R group, the group will still be identified, but no **Last User**, **Last WS**, or **Last Date data** will be listed. Display
Company	The number of the company for which each A/R group was created. This company was originally selected on the Cash Entry/Update Group Selection Screen. Display

Field/Function Key	Description
Select Ref No	Use this field to select one of the A/R groups displayed on this screen. Key the **Reference Number** displayed in the Ref column for the A/R group that you wish to change. **Note:** If you select the **Reference Number** of a group that is being used at another workstation (Status is A), the message **Being Used By: user-id** will display, where user-id represents the person who is working with that group. (N 2,0) Required
F3=Exit	Press **F3=EXIT** to cancel this option. MENU ARMAIN will display.
F12=Return	Press the **F12=RETURN** function key to return to the Cash & Adjustments Post Selection Screen without selecting an A/R group for change.
Enter	Press **ENTER** after keying the Ref number of the A/R group to be posted in the **Select Ref No** field. The Cash & Adjustments Post Selection Screen will appear for the selected A/R group.

Cash Receipts Posting Register



```
AR105C 07/29/11  21.19.32                  CASH RECEIPTS POSTING REGISTER                    AL/APDEMO    Page-   1
                                           01- A & C Office Supply
                                           Group- SB   Last User-  QPGMR     WS- DK
Check #    Customer # Customer Name/Trans. Desc.
             Date   F  Invoice          Received          Credited        Adjustment          Discount
                  100 Financial Management Services
           02/11/10      10770          2,996.48          2,996.48               .00               .00
           02/11/10      10838          4,119.72          4,119.72               .00               .00
           02/11/10      10853             51.56             51.56               .00               .00
              Customer Totals-          7,167.76          7,167.76               .00               .00
                 Check Totals-          7,167.76          7,167.76               .00               .00
                  210 San Antonio School Department
           02/11/10      10802          1,909.20          1,909.20               .00               .00
              Customer Totals-          1,909.20          1,909.20               .00               .00
                 Check Totals-          1,909.20          1,909.20               .00               .00
159624
                  160 Atlanta Medical Center
           02/11/10      10797          7,030.80          7,030.80               .00               .00
              Customer Totals-          7,030.80          7,030.80               .00               .00
                 Check Totals-          7,030.80          7,030.80               .00               .00
                 Group Totals-         16,107.76         16,107.76               .00               .00
   Total # of Checks in Group:    3
.
```

This report prints the individual payment transactions in the posted A/R group and will serve as the audit trail for the payments posted to customer accounts.

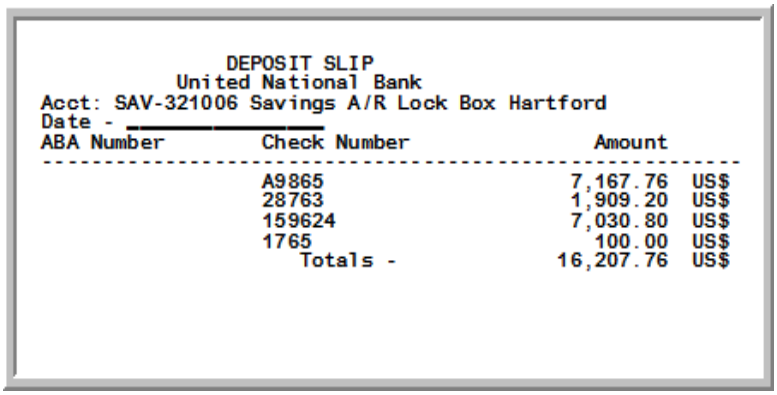
Cash Receipts Posting Register Fields and Function Keys

Field/Function Key	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The company number and name are also printed with the following information about the A/R group: • Group: The two-character A/R group code • Last User: The User ID of the last user to update the group • WS: The internal Device ID of the last workstation that was used to update the group
Check No	The number of the check, if any, used to make payments.
Customer #	For payments that are entered for a customer (not miscellaneous cash), that customer's number displays in this field. The lines that follow the customer number are the individual payments received from the customer. When a miscellaneous cash payment is printed on this report, this field is blank.

Field/Function Key	Description
Customer Name/Trans Desc	If a customer number is printed in the Customer Number column, the customer's name will print in this column. Otherwise, the payment is for miscellaneous cash, and the description of the miscellaneous cash transactions [Trans Desc as entered on the Miscellaneous Cash Screen will print in this column. The detail payments for the customer or miscellaneous cash payments are printed in the rows following the customer/miscellaneous cash information.
Date	The date of the payment
F	Indicates if payment is for an open invoice or a finance charge. F prints in this column for payments made for a finance charge.
Invoice	The number of the invoice or finance charge for which payment has been entered.
Received	The total amount of the payment that has been received. When International Currency is installed, the payment group currency is printed below the company's local currency.
Credited	
Adjustment	An adjustment made to the payment, if any. When International Currency is installed, the payment group currency is printed below the company's local currency.
Discount	The amount of a discount that is applicable to the customer's payment, if any. When International Currency is installed, the payment group currency is printed below the company's local currency.
Customer Totals	The total amount of customer payments that have been entered in this A/R group. When International Currency is installed, the payment group currency is printed below the company's local currency.
Miscellaneous Cash Totals	The total amount of miscellaneous cash that has been entered in this A/R Group. When International Currency is installed, the payment group currency is printed below the company's local currency.
Check Totals	The total amount of payment that is entered for miscellaneous cash, or for an individual customer, for each check. When International Currency is installed, the payment group currency is printed below the company's local currency.

Field/Function Key	Description
Group Totals	The total amount of payments that have been entered in this A/R group. If the control total for the A/R group (entered on the Cash Entry/Update Group Selection Screen) is different than the actual amount of payments received, both totals and the difference, in addition to the message **** OUT OF BALANCE **** are printed. If the A/R group is out of balance, it cannot be posted through Cash and Adjustment Post (MENU ARMAIN). When International Currency is installed, the payment group currency is printed below the company's local currency.

Deposit Slip



```
                DEPOSIT SLIP
             United National Bank
Acct: SAV-321006 Savings A/R Lock Box Hartford
Date - _____________
ABA Number        Check Number                Amount
-------------------------------------------------------
                  A9865                    7,167.76  US$
                  28763                    1,909.20  US$
                  159624                   7,030.80  US$
                  1765                       100.00  US$
                     Totals -             16,207.76  US$
```

If the **Print Deposit Slip** field is **Y** on the Cash & Adjustments Post Selection Screen, one Deposit Slip is printed when an A/R group is posted. You will be able to use this Deposit Slip when you make the bank deposit for the group of payments.

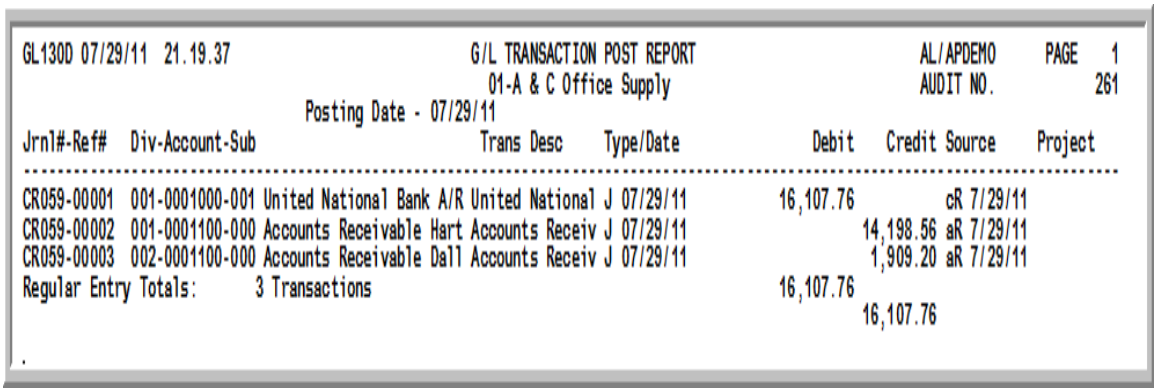
Deposit slips will not print for customer payments processed through A/R Quick Pay and charged to a credit card.

Note: If a bank account is selected, the bank account number, description, and the bank name will print on the Deposit Slip.

Deposit Slip

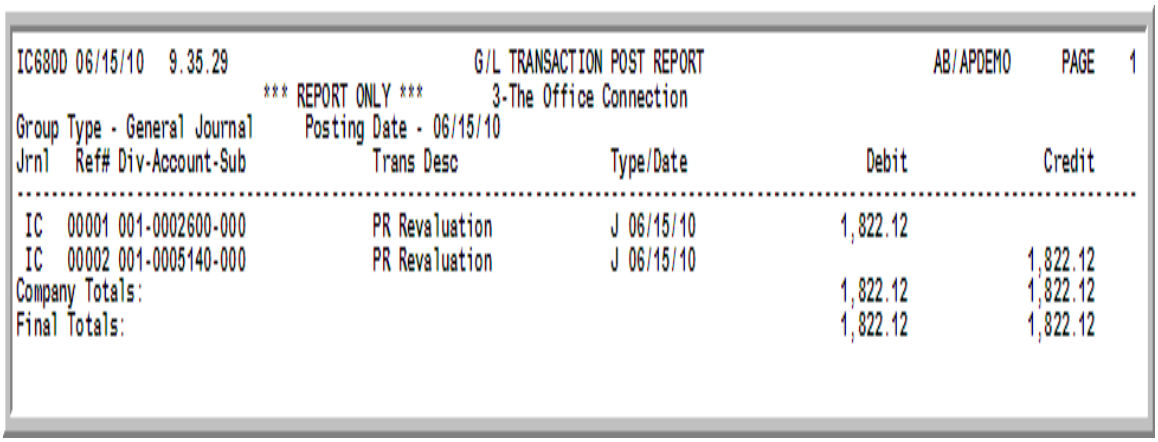
Report/Listing Fields	Description
Acct	The account number to which the deposit was made.
Date	Use this space to write in the date for this deposit of received payments.
ABA Number	This is the ABA (bank) number associated with the check received for payment. Since banks usually require ABA numbers for deposits, be sure to use the ABA number when entering payments in the A/R group through Cash & Adjustment Entry/Edit (MENU ARMAIN).
Check Number	This is the number of the check to be deposited.
Amount	This is the amount of each check being deposited.
Totals	A total amount is printed for the total amount of the deposit.

G/L Transaction Post Report



```
GL130D 07/29/11  21.19.37                    G/L TRANSACTION POST REPORT                    AL/APDEMO     PAGE   1
                                               01-A & C Office Supply                       AUDIT NO.          261
                              Posting Date - 07/29/11
Jrnl#-Ref#   Div-Account-Sub                    Trans Desc     Type/Date          Debit   Credit Source    Project
-------------------------------------------------------------------------------------------------------------------
CR059-00001  001-0001000-001 United National Bank A/R United National J 07/29/11 16,107.76         cR 7/29/11
CR059-00002  001-0001100-000 Accounts Receivable Hart Accounts Receiv J 07/29/11          14,198.56 aR 7/29/11
CR059-00003  002-0001100-000 Accounts Receivable Dall Accounts Receiv J 07/29/11           1,909.20 aR 7/29/11
Regular Entry Totals:      3 Transactions                                16,107.76
                                                                                          16,107.76
.
```

G/L Transaction Post Report - Report Only



```
IC680D 06/15/10   9.35.29                    G/L TRANSACTION POST REPORT                    AB/APDEMO     PAGE   1
                              *** REPORT ONLY ***      3-The Office Connection
Group Type - General Journal     Posting Date - 06/15/10
Jrnl   Ref# Div-Account-Sub           Trans Desc              Type/Date            Debit              Credit
-------------------------------------------------------------------------------------------------------------
 IC   00001 001-0002600-000           PR Revaluation          J 06/15/10         1,822.12
 IC   00002 001-0005140-000           PR Revaluation          J 06/15/10                            1,822.12
Company Totals:                                                                 1,822.12           1,822.12
Final Totals:                                                                   1,822.12           1,822.12
```

Two different reports may print based on options or incorrect data. The G/L Transaction Post Report prints after you press **ENTER** on the Cash & Adjustments Post Selection Screen and the interface options to General Ledger are set to **Y** to update General Ledger. The G/L Transaction Post Report - Report Only prints after you press **ENTER** on the Cash & Adjustments Post Selection Screen and the interface options to General Ledger are set to **R** for report only or there are errors in the debit/credit amounts or the G/L Transfer Definition (MENU GLXFER).

Note: The G/L Transaction Post Report prints only if General Ledger is installed.

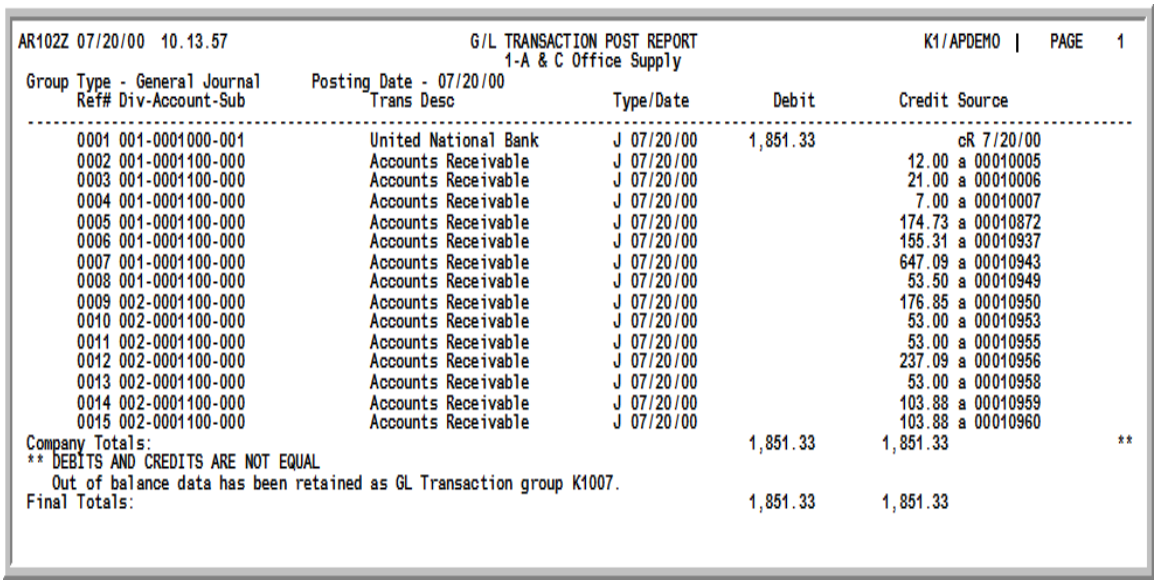
This journal prints the payment transactions that are posted to General Ledger. The receipt transactions from the posted A/R group print on this journal.

When posting payments through this option, the journal-reference number of each transaction (Jrnl#-Ref#) on this journal begins with the prefix **CR**. This indicates that each transaction is a Cash Receipt. Hence, this journal serves as your Cash Receipts Journal.

An audit number (**Audit No**) is sequentially assigned each time this journal is printed. Retain these journals in sequence by audit number for a permanent hard-copy record of your cash receipt transactions.

The individual fields of this journal are explained in detail for Post Transactions (MENU GLMAIN) in the Infor Distribution A+ General Ledger User Guide. Refer to that guide for detailed information about this journal.

G/L Transaction Post Report (AR102Z)



```
AR102Z 07/20/00  10.13.57                G/L TRANSACTION POST REPORT                    K1/APDEMO |   PAGE    1
                                              1-A & C Office Supply
Group Type - General Journal     Posting Date - 07/20/00
     Ref# Div-Account-Sub            Trans Desc                 Type/Date        Debit        Credit Source
-------------------------------------------------------------------------------------------------------------
     0001 001-0001000-001            United National Bank       J 07/20/00    1,851.33             cR 7/20/00
     0002 001-0001100-000            Accounts Receivable        J 07/20/00                    12.00 a 00010005
     0003 001-0001100-000            Accounts Receivable        J 07/20/00                    21.00 a 00010006
     0004 001-0001100-000            Accounts Receivable        J 07/20/00                     7.00 a 00010007
     0005 001-0001100-000            Accounts Receivable        J 07/20/00                   174.73 a 00010872
     0006 001-0001100-000            Accounts Receivable        J 07/20/00                   155.31 a 00010937
     0007 001-0001100-000            Accounts Receivable        J 07/20/00                   647.09 a 00010943
     0008 001-0001100-000            Accounts Receivable        J 07/20/00                    53.50 a 00010949
     0009 002-0001100-000            Accounts Receivable        J 07/20/00                   176.85 a 00010950
     0010 002-0001100-000            Accounts Receivable        J 07/20/00                    53.00 a 00010953
     0011 002-0001100-000            Accounts Receivable        J 07/20/00                    53.00 a 00010955
     0012 002-0001100-000            Accounts Receivable        J 07/20/00                   237.09 a 00010956
     0013 002-0001100-000            Accounts Receivable        J 07/20/00                    53.00 a 00010958
     0014 002-0001100-000            Accounts Receivable        J 07/20/00                   103.88 a 00010959
     0015 002-0001100-000            Accounts Receivable        J 07/20/00                   103.88 a 00010960
Company Totals:                                                                1,851.33     1,851.33                **
** DEBITS AND CREDITS ARE NOT EQUAL
   Out of balance data has been retained as GL Transaction group K1007.
Final Totals:                                                                  1,851.33     1,851.33
```

This report is printed when you press **ENTER** on the Report Options Screen if the **A/R to G/L** field is set to **R** through Company Name Maintenance (MENU XAMAST) or if the **A/R** to **G/L** field is set to **Y** and debits and credits are not equal for the transactions. Refer to the Infor Distribution A+ Cross Applications User Guide for information about the Report Options Screen.

When debits and credits are not equal, the following message is printed on the report:

DEBITS AND CREDITS ARE NOT EQUAL

Out of Balance has been retained as GL Transaction group XXxxx

XXxxx is the group ID that you can use to correct the transaction group through Transaction Entry (MENU GLMAIN). A journal number is also assigned to the group at this time, however, only the journal type will print on this report. This journal number will be used when the corrected group is posted.

If the **A/P to G/L** field is set to **R** through Company Name Maintenance (MENU XAMAST), the message will print for out-of-balance transactions, however, the data for the out-of-balance transactions will not be retained for correction.

The total debits and credits at the end of the report on the line marked Company Totals.

For a description of the fields on this report, refer to the G/L Transaction Post Journal in Post Transactions (MENU GLMAIN) of the Infor Distribution A+ General Ledger User Guide.

Chapter 6 Invoice Entry/Edit

Use the Invoice Entry/Edit option on the Accounts Receivable Main Menu (MENU ARMAIN) to enter open invoices for use in A/R. These are invoices that have been issued through any means other than the Order Entry module, and payment has not been received in full.

You will need to run this option when first using Accounts Receivable because the invoices that were open previous to using Accounts Receivable were not entered through Order Entry. The only method to make these receivables available to Accounts Receivable is to enter the open invoices through this option.

Note: This process will update General Ledger if the **A/R to G/L** interface is set to **Y** through Company Name Maintenance (MENU XAFILE).

When International Currency is installed, invoices may be entered in any valid currency, regardless of the customer's currency or the company's local currency. Once a currency is selected for an invoice group, it cannot be changed.

You may select an exchange rate, lock date, and exchange code for any invoice you enter. Rate information may be changed for any invoice, however, changes in rate information will not take effect until the invoice is revalued or until cash is applied to the invoice.

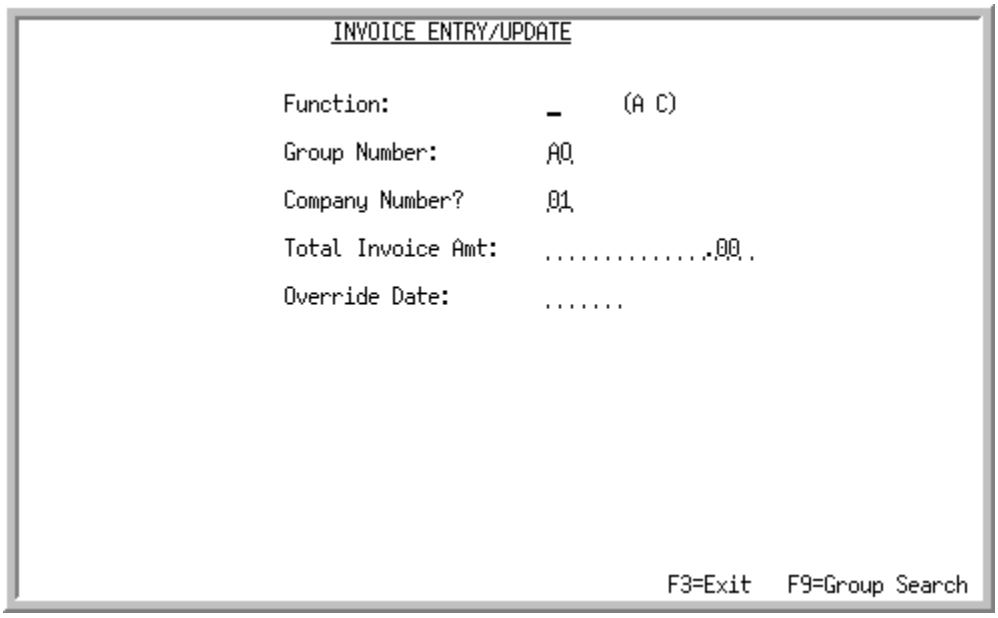
Invoice Entry/Edit

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

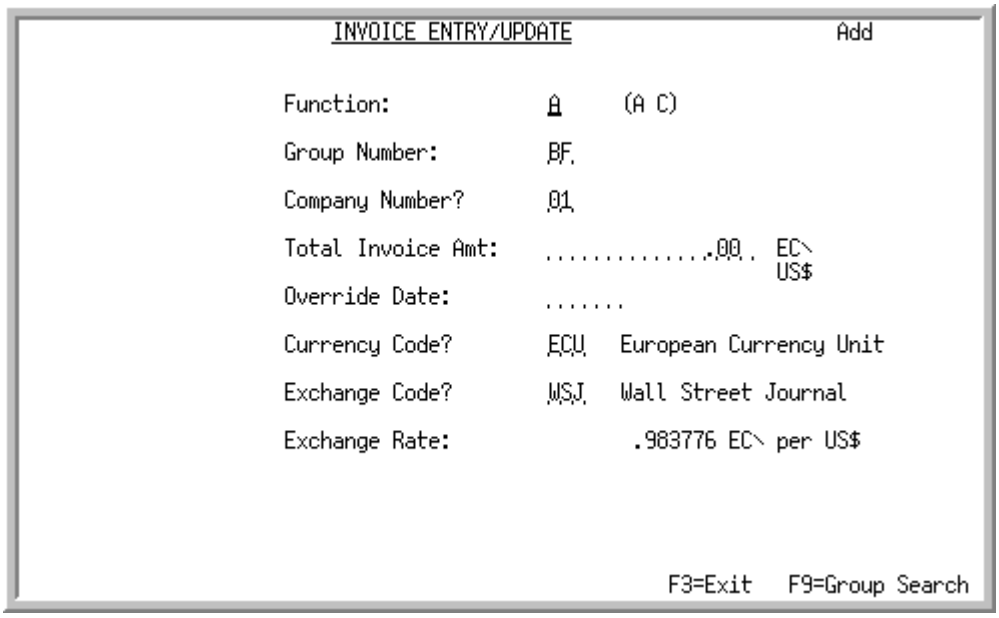
Title	Purpose
Invoice Entry/Update Group Selection Screen	Use to create an invoice group.
Invoice Entry Group Status Screen	Displays a list of existing groups. Used to select a group.
Invoice Information Screen	Use to specify the customer information for invoices that will be included in the group.
Enter Invoices Screen Enter Invoices Change Screen with International Currency	Use the enter the individual invoices for the customer.

Title	Purpose
I/C Currency Information Window	Use to review or change rate information for a specific invoice. This shared screen is described in the Infor Distribution A+ International Currency User Guide.
End Group Screen	Use to confirm and edit the group.
Invoice Entry Edit Report	Prints a list of invoices in the group for validation and verification.

Invoice Entry/Update Group Selection Screen



Invoice Entry/Update Group Selection Screen with International Currency



This screen appears after selecting option **3** - Invoice Entry/Edit from the Accounts Receivable Main Menu (MENU ARMAIN). Use this screen to create or change an invoice group. An invoice group consists of one or more invoices that have been issued to customers in a single company.

When International Currency is installed, invoices may be entered in any valid currency, regardless of the customer's or the company's local currency. Once a currency is selected for an invoice group, it cannot be changed. You may select an exchange rate, lock date, and exchange code for any invoice you enter. Rate information may be changed for any invoice; however, changes in rate information will not take effect until the invoice is revalued or until cash is applied to the invoice.

Invoice Entry/ Update Group Selection Screen Fields and Function Keys

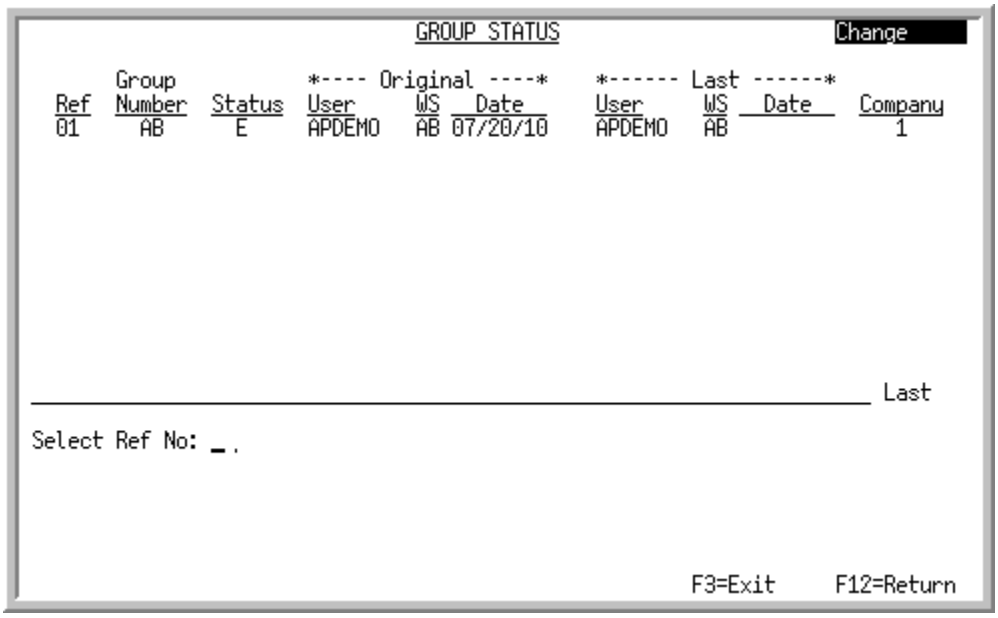
Field/Function Key	Description
Function	Use this field to indicate if you are creating a new group or changing an existing group of invoices. Key **A** to add a new invoice group. Key **C** to change an existing invoice group. **Default Value:** The internal Device ID of the current workstation (maintained through Display Internal Device IDs (MENU XAMAST) **Valid Values:** Cannot be an existing Group ID when creating a new invoice group; must be an existing group ID when changing an invoice group. Cannot use special characters (i.e.: /, &, $, etc.); use only letters and numbers. (A 1) Required
Group Number	This two-character code is used to identify the invoice group that you are adding or changing. After assigning it, use this code to identify a group of transactions to change through this option, or to post through Invoice Post (MENU ARMAIN). When adding an invoice group, key its two-character group code. It cannot be a group number that is currently being used by another invoice group. You may change the default group number to any characters that you desire (e.g., you may wish to use your initials instead of the Workstation ID that initially displays in this field). **Note:** When an invoice group is posted through Invoice Post (MENU ARMAIN), its group number becomes available for use. When changing an invoice group, key the two-character group number of that group. If the group is currently being updated at another workstation, you cannot update the group. Press F9 to access the group search if you do not recall the group number of an invoice group to change, or to determine what invoice groups are being updated at other workstations. (A 2) Required

Field/Function Key	Description
Company Number	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Key the valid company number for which an invoice group will be created. The invoices in the group must be for customers that are defined for this company. **Default Value:** The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required/Display
Total Invoice Amt	This field is a control total of the total monetary amount of the invoices that you will enter in this invoice group. On the End Group Screen, it is compared to the actual total amount that is entered for this invoice group. If there is a difference between the actual amount and this control total, a warning message will display when ending the invoice group, and you will not be able to post the group through Invoice Post (MENU ARMAIN). **Note:** You may override this value when ending the invoice group on the End Group Screen. When International Currency is installed, key the control total in the currency identified by the **Currency Code** field. If the keyed currency differs from the company's local currency, the symbol for the trading currency will display to the right of this field, and the local currency equivalent and symbol will display below. (N 13,2) Optional

Field/Function Key	Description
Override Date	This is the date of the invoices in this invoice group, indicating the default date for each invoice. Leave this field blank to accept the current system date as the invoice date. Key the date in this field that will override the current system date as the invoice date for each invoice in this invoice group. **Note:** You may override the invoice date for individual invoices in the invoice group. See the **Date** field on the Enter Invoices Screen. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Currency Code	This field displays only if International Currency is installed. Use this field to enter the currency that will be used for this group. If you enter a trading currency code along with an exchange code, the company's local currency and its symbol will display below the trading amount. The currency's current exchange rate also will appear at the bottom of the screen. The invoice group's currency must be the same as the customer's currency. Key the **Currency Code**. **Note:** The currency and exchange codes can only be changed when the group is being added, not changed. The local currency amount is calculated based on the exchange rate presented on the bottom of the screen. (A 3) Required
Exchange Code	This field displays only if International Currency is installed. Use this field to identify the exchange code that will be used to access the exchange rate for this A/R group. Key the **Exchange Code**. **Note:** The currency and exchange codes can only be changed when the group is being added, not changed. The local currency amount is calculated based on the exchange rate presented on the bottom of the screen. (A 3) Required

Field/Function Key	Description
Exchange Rate	This field displays only if International Currency is installed. This field displays the current exchange rate for this transaction group, based on the selected **Currency Code** and **Exchange Code**. Display
F3=Exit	Press **F3=EXIT** to cancel this option. MENU ARMAIN will display.
F9=Group Search	Press the **F9=GROUP SEARCH** function key to search for or display the status of an invoice group when changing a group. The Invoice Entry Group Status Screen will display.
Enter	Press **ENTER** to confirm your selections to create or modify an invoice group. The Invoice Information Screen will display.

Invoice Entry Group Status Screen



This screen appears after you press **F9=GROUP SEARCH** on the Invoice Entry/Update Group Selection Screen.

Use this screen to select an existing A/R invoice group to change, or to determine a group's status.

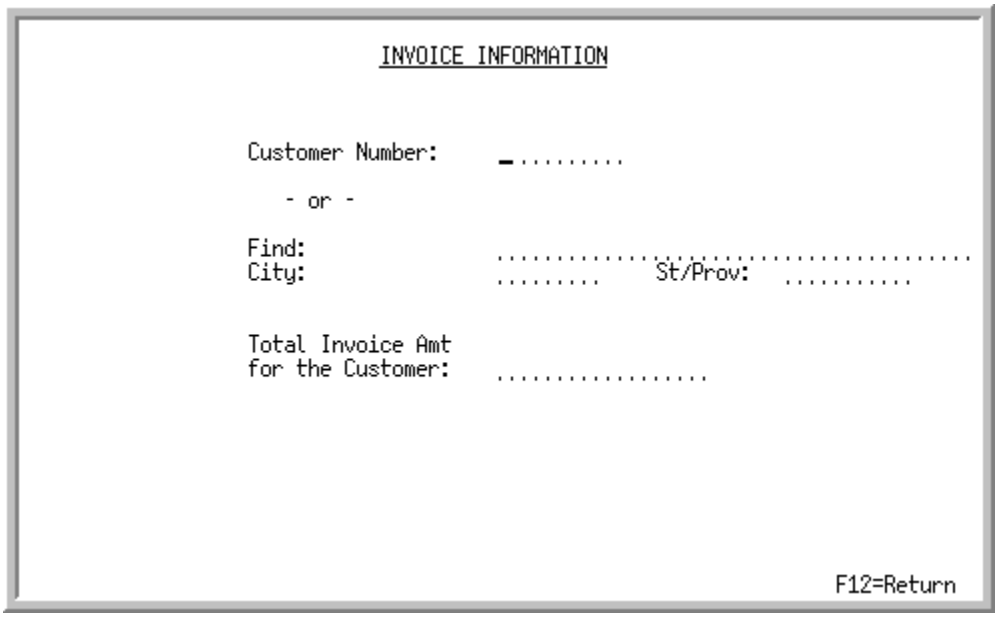
Invoice Entry Group Status Screen Fields and Function Keys

Field/Function Key	Description
Ref	This is a **Reference Number** assigned to each A/R group displayed on this screen. Key this number in the **Select Ref No** field to select an A/R group to change. Display
Group Number	The two character group code assigned to each A/R group. A/R groups are displayed in sequence on this screen by this group code. Display

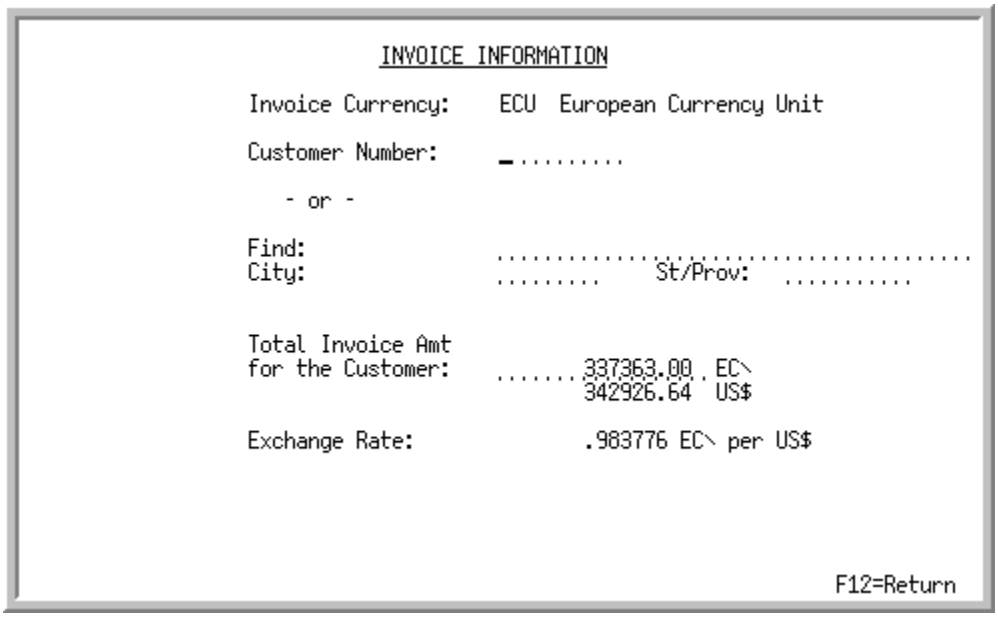
Field/Function Key	Description
Status	The current status of each A/R group. The group status may be one of the following: • **A**: Active - The group is currently being changed at another workstation through this option. • **E:** Errors - The group has been created with a balance error. The control total does not equal the payments actually entered in the group. The group cannot be posted through Invoice Post (MENU ARMAIN) until the balance error is resolved through this option. • **O**: Open - The group has been created and the control total equals the payments actually entered in the A/R group. Therefore, the group can be posted through Invoice Post (MENU ARMAIN). • **U**: Update - The group is currently being posted through Invoice Post (MENU ARMAIN). Display
Original	The following information regarding the original creation of each A/R group is displayed: • **User**: The User ID of the user who added the group through this option. • **WS**: The internal Device ID of the workstation used when the group was added. • **Date**: The system date that the group was added. Display
Last	The following information regarding the previous time that each A/R group was changed is displayed: • **User**: The user ID of the last user to change the group through this option. • **WS**: The internal device ID of the last workstation used to change the group. • **Date**: The last system date on which the group was changed (system date). **Note:** If no changes have been made to a specific A/R group, the group will still be identified, but no **Last User**, **Last WS**, or **Last Date** will be listed. Display
Company	The number of the company for which each A/R group was created. This company was originally selected on the Invoice Entry/Update Group Selection Screen. Display

Field/Function Key	Description
Select Ref No	Use this field to select one of the A/R groups displayed on this screen. Key the Reference Number displayed for the A/R group that you wish to change. **Note:** If you select the **Reference Number** of a group that is being used at another workstation (**Status is A**), the message **Being Used By: user-id** will display, where user-id represents the person who is working with that group. (N 2,0) Required
F3=Exit	Press **F3=EXIT** to cancel this option. MENU ARMAIN will display.
F12=Return	Press **F12=RETURN** to return to the Invoice Entry/Update Group Selection Screen without selecting an A/R group for change.
Enter	Press **ENTER** after keying the **Ref** number of the A/R group to change in the **Select Ref No** field. The Invoice Information Screen will appear for the selected A/R group.

Invoice Information Screen



Invoice Information Screen with International Currency



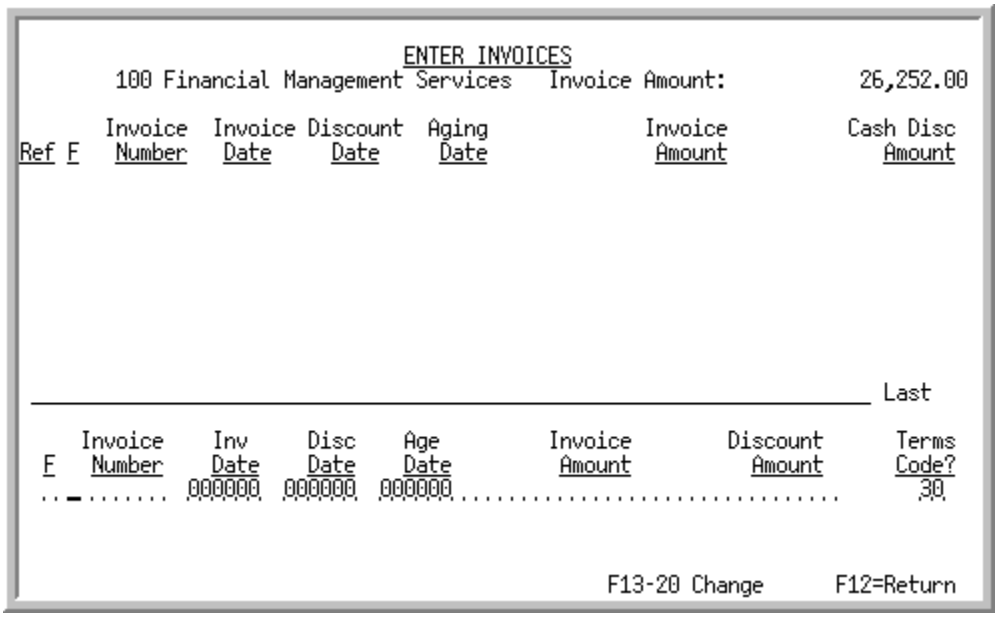
This screen appears after you press **ENTER** from the Invoice Entry/Update Group Selection Screen. Use this screen to specify the information for each invoice to enter. You will need to use this screen for each customer that will have invoices entered in the current invoice group.

Invoice Information Screen Fields and Function Keys

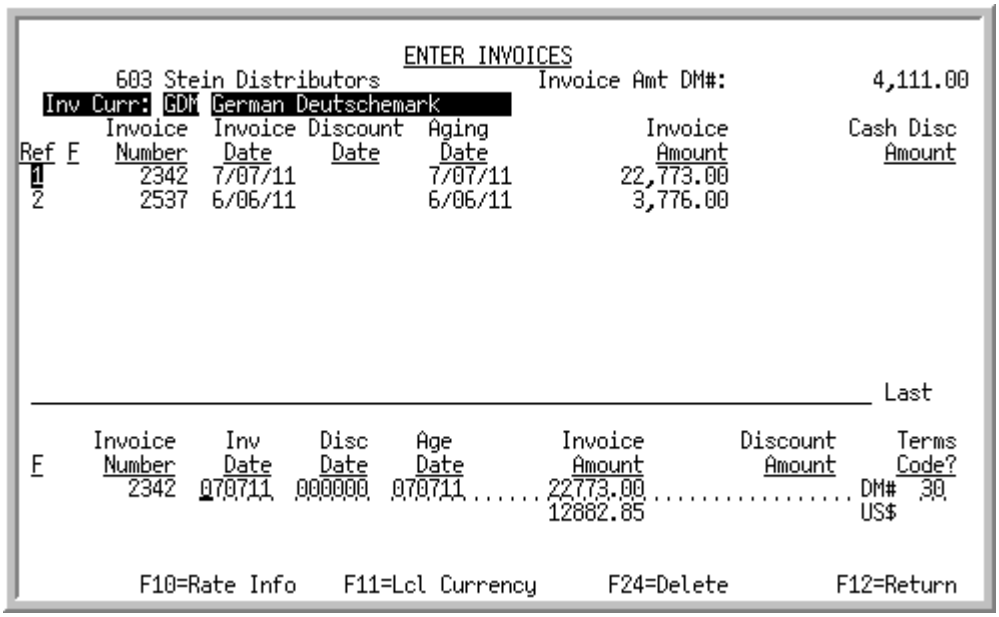
Field/Function Key	Description
Invoice Currency	This field displays only if International Currency is installed. This field displays the currency code and description for the group's currency, as selected on the Invoice Entry/Update Group Selection Screen. Display
Customer Number	Key the number of the customer having an open invoice or invoices. If you are unsure of the customer number, use the **Find**, **City**, and **St/Prov** fields with the enter key to activate the Customer Search feature. **Valid Values:** A customer created through Customer/Ship to Master Maintenance (MENU ARFILE) (N 10,0) Required
Find	Either alone or with the **City** and **St/Prov** fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space: • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer's zip/postal code For information about entering search criteria, refer to the Searches topic in the Introduction section of the Infor Distribution A+ Cross Applications User Guide. (A 40) Optional
City	Either alone or with the **Find** and **St/Prov** fields, allows you to search for a customer in a particular city. Key up to 8 characters (the first 8) of the customer's city. For information about entering search criteria, refer to the Searches topic in the Introduction section of the Infor Distribution A+ Cross Applications User Guide. (A 8) Optional

Field/Function Key	Description
St/Prov	Either alone or with the **Find** and **City** fields, allows you to search for a customer in a particular state or province. Key up to 10 characters (the first 10) of the state or province code. For information about entering search criteria, refer to the Searches topic in the Introduction section of the Infor Distribution A+ Cross Applications User Guide. (A 10) Optional
Total Invoice Amt for the Customer	This is the total monetary amount of all invoices to enter for this customer (in this invoice group). The amount that you key in this field is used to compare the monetary amounts that are entered on the Enter Invoices Screen. As entries are made, A/R displays a running balance of the remaining open invoice amount for the customer. When International Currency is installed, use this field to enter the amount of all invoices you will enter for this customer in the trading currency for the invoice. Key the total invoice amount in the currency selected on the Invoice Entry/Update Group Selection Screen. If the currency differs from the company's local currency, the currency symbol for the trading currency will display to the right of this field, and the local currency equivalent and currency symbol will display below. Key the total invoice amount. If you are changing an existing group, rekey the total invoice amount to reload the beginning invoice total amount on the Enter Invoices Screen. (N 13,2) Optional
Exchange Rate	This field displays only if International Currency is installed. This field displays the exchange rate that will be used for this group. The exchange rate is derived from the **Exchange Code** entered on the Invoice Entry/Update Group Selection Screen. Display
F12=Return	Press the **F12=RETURN** function key to end entry of invoices in this group. The End Group Screen will appear.
Enter	The **ENTER** key performs two functions: • Press **ENTER** to confirm your selections. The Enter Invoices Screen will appear. • Press **ENTER** to view a list of customers after keying search criteria in the **Find**, **City**, and **St/Prov** fields. The Customer Search Screen.

Enter Invoices Screen



Enter Invoices Change Screen with International Currency



The Enter Invoices Screen displays after you press **ENTER** on the Invoice Information Screen. This screen is used to enter A/R the individual invoices that have been issued to the customer selected on that screen.

Each line on the top half of this screen displays invoices that were entered. Invoices are entered in the bottom portion of this screen.

The Enter Invoices Change Screen with International Currency displays after you select an invoice transaction to be changes using the **F13-F20 CHANGE** function keys. This screen is used to make corrections to an invoice transaction or delete and invoice transaction from the group.

Enter Invoices Screen and Enter Invoices Change Screen Fields and Function Keys

Field/Function Key	Description
(Customer Information)	The customer number and name selected on the previous screen.
Invoice Amount	This field displays the balance remaining of the invoice total that was specified for this customer. This field is used as an entry-tool while you are keying invoices to keep track of the remaining balance of invoices to be added in this group. When this screen first displays, the amount that you keyed in the **Total Invoice Amt for the Customer** field on the Invoice Information Screen displays. As you enter invoices on this screen, the amount is decreased by the amount of each invoice. This field is used as an entry-tool while you are keying invoices to keep track of the remaining balance of invoices to be added in this group and is not stored. When you exit the group, the remaining balance, if any, will no longer be available. When International Currency is installed, the **Currency Symbol** will display as part of the field heading and will toggle with the **F11=LCL CURRENCY / F11=TRD CURRENCY** key. Display
Inv Curr/Lcl Curr	This field displays only if International Currency is installed. The **Inv Curr** field displays the **Currency Code** and description of the invoices to be entered for this customer as selected on the Invoice Information Screen and will toggle with the **F11=LCL CURRENCY / F11=TRD CURRENCY** key. Display
Ref	The reference number of the invoice. To select an invoice for change or deletion, press the **F13-20 CHANGE** function key for the corresponding reference number. On the Enter Invoices Change Screen, this field will be reverse image to indicate what line has been selected for change and is displayed in the bottom entry fields. Display

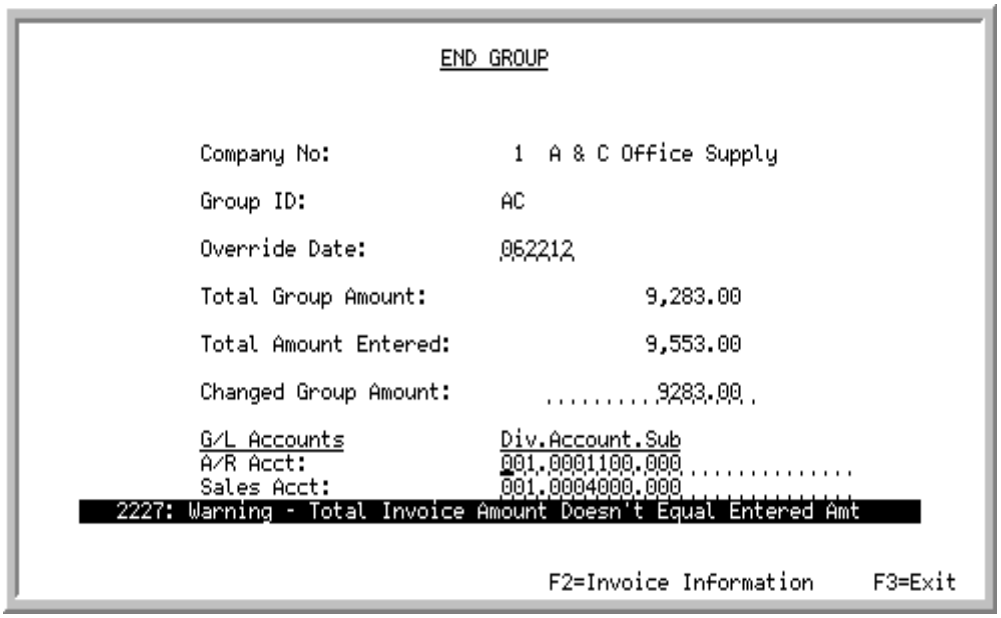
Field/Function Key	Description
F	This column indicates if the amount open is a finance charge. **F** displays in this column for finance charges owed by the customer; for regular customer invoices, this column is blank. Display
Invoice Number	The number of the invoice or finance charge that has been entered on this screen. Display
Invoice Date	The date that the invoice was issued. Display
Discount Date	The date of the discount, if any, that the customer may take advantage of this invoice. Display
Aging Date	The date that aging for this invoice starts, based on the terms of the invoice. Display
Invoice Amount	The amount of the invoice owed by the customer, before considering a discount. When International Currency is installed, this amount will toggle with the **F11=LCL CURRENCY / F11=TRD CURRENCY** function key. Display
Cash Disc Amount	The amount of a discount, if any, that is applicable to the invoice if the invoice is paid by the discount date. When International Currency is installed, this amount will toggle with the **F11=LCL CURRENCY / F11=TRD CURRENCY** function key. Display
F	Key **F** in this field if the Invoice Amount is a finance charge. If you are entering a regular invoice, leave this field blank. (A 1) Optional

Field/Function Key	Description
Invoice Number	Key the number of the invoice that was issued to the specified customer. Invoices are displayed on this screen in sequence by invoice number. **Important** Because this is a roll screen and invoices are displayed sequentially by invoice number, be certain to roll back after entering an invoice with a number that is lower than the invoice number dis- played for the first payment at the top of this screen. If you do not do this, it will appear as if the invoice that you just entered was not added to the invoice group for the selected customer. (N 8,0) Required
Inv Date	Key the date that the invoice was issued. This date may be used for aging depending on the payment terms of the invoice. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Disc Date	Key the discount date for this invoice. If the payment terms for this customer include a discount amount, the invoice should be paid on or before this date for the customer to take advantage of the discount. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Age Date	Key the aging date of the invoice. This is the date that aging of the invoice will start. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). **Default Value:** The date keyed as the Invoice Date. (N 6,0) Optional

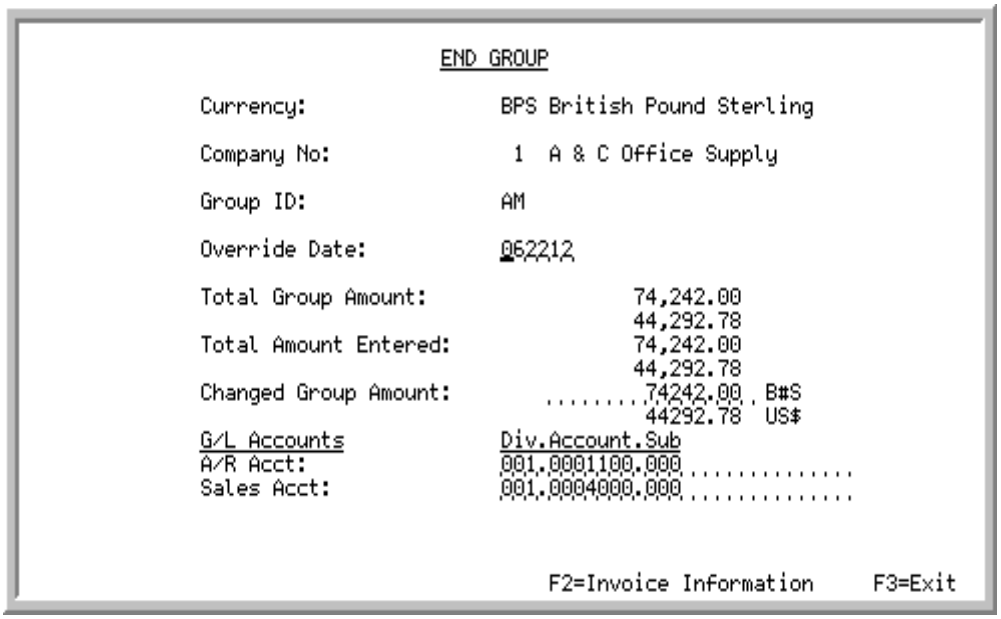
Field/Function Key	Description
Invoice Amount	Key the amount of the invoice or finance charge being entered into A/R for this customer. When International Currency is installed, the invoice amount will be keyed in the identified currency. If the identified currency is different than the company's local currency, the currency symbol for the identified trading currency will display to the right of the Discount Amount field, and the local currency equivalent and currency symbol will display below. (N 9,2) Required
Discount Amount	If a discount is applicable to this invoice, key the amount in this field. When International Currency is installed, the discount amount will be keyed in the identified currency. If the identified currency is different than the company's local currency, the currency symbol for the identified trading currency will display to the right, and the local currency equivalent and currency symbol will display below. (N 9,2) Optional
Terms Code	Key the code of the payment terms that are used by this customer. Payment terms are assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFILE) and are defined through A/R Terms Codes Maintenance (MENU ARFILE) for a company. **Default Value:** The terms code assigned to the selected customer. (A 2) Required
F10=Rate Info	The F10=RATE INFO function key displays only if International Currency is installed. Press the **F10=RATE INFO** function key to access the I/C Currency Information Window to review or change exchange rate information for the selected invoice. This shared screen is described in the Infor Distribution A+ International Currency User Guide.
F11=Lcl Currency/ F11=Trd Currency	The **F11=LCL CURRENCY / F11=TRD CURRENCY** is function key displays only if International Currency is installed. Press the **F11=LCL CURRENCY / F11=TRD CURRENCY** function key to display values in the Invoice Amount and Cash Discount Amount fields in the trading currency or in the company's local currency. The applicable currency symbol will display to the right of the **Invoice Amount** field and the currency code and description in the **Inv Curr / Lcl Curr** field will change accordingly.
F12=Return	Press **F12=RETURN** to return to the Invoice Information Screen, where you may select a different customer to enter invoices for, or where you may select to exit from this invoice group.

Field/Function Key	Description
F13-F20=Change	The **F13-F20=CHANGE** function key only displays on the Enter Invoices Screen. Press the key that corresponds to the reference number (**Reference Number** field) of an invoice that you wish to change or delete. This screen allows you to change detailed item receipt information. The Enter Invoices Change Screen will display for the selected item. Use the function keys as follows to select an item to change: • F13=REFERENCE NUMBER 1 • F14=REFERENCE NUMBER 2 • F15=REFERENCE NUMBER 3 • F16=REFERENCE NUMBER 4 • F17=REFERENCE NUMBER 5 • F18=REFERENCE NUMBER 6 • F19=REFERENCE NUMBER 7 • F20=REFERENCE NUMBER 8 If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number. **EXAMPLE:** To change line 8, press **SHIFT** and **F8**. -OR- If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row. **EXAMPLE:** To change line 8, find function key 8 in the bottom row. Press **F20** in the top row because it is directly above F8.
F24=Delete	The **F24=DELETE** function key only displays on the Enter Invoices Change Screen. Press the **F24=DELETE** function key to remove an invoice transaction from the group. You will be prompted to press **F24=DELETE** again to confirm the confirmation.
Enter	Press **ENTER** to confirm the invoice information keyed. The values that you keyed in these fields will display in the top portion of this screen.

End Group Screen



End Group Screen with International Currency



This screen appears after you press **F12=RETURN** from the Invoice Information Screen. Use this screen to confirm completion of the current invoice group.

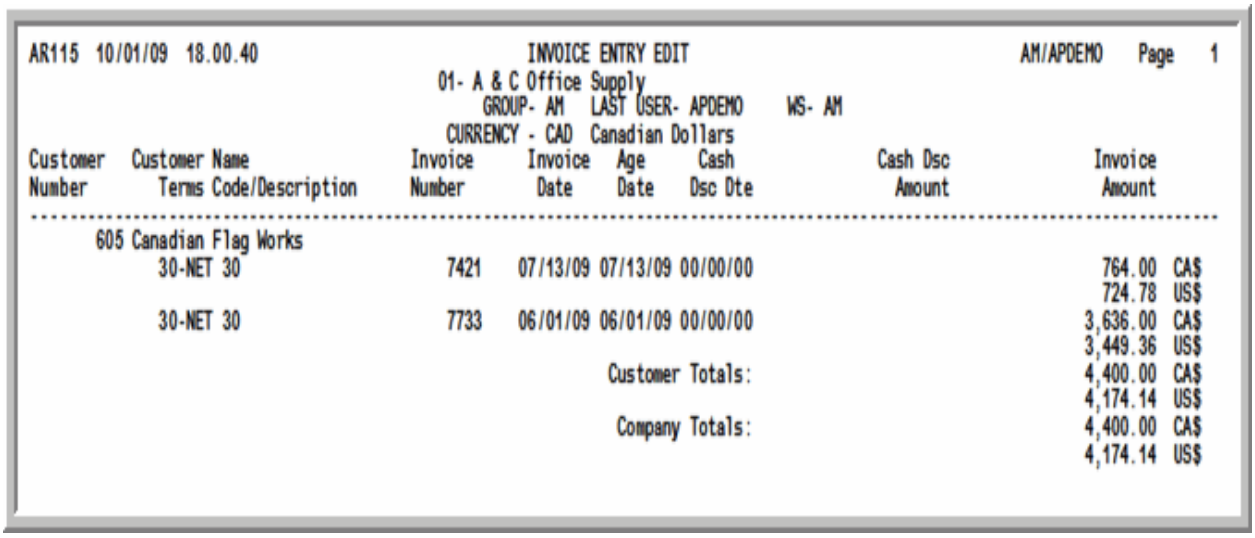
End Group Screen Fields and Function Keys

Field/Function Key	Description
Currency	This field displays only if International Currency is installed. This field displays the Currency Code and currency Description of the group's currency selected on the Invoice Entry/Update Group Selection Screen. Display
Company No	This is the number and name of the company for which an invoice group has been created or changed through this option. This company was selected on the Invoice Entry/Update Group Selection Screen. Display
Group ID	This is the two character identification code of this invoice group. It was keyed on the Invoice Entry/Update Group Selection Screen or selected from the Group Status Screen. Display
Override Date	Key a different date in this field to override the default invoice date for the invoices in this group. **Default Value:** The Override Date keyed on the Invoice Entry/Update Group Selection Screen. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) (N 6,0) Optional
Total Group Amount	The control total that was entered for this invoice group on the Invoice Entry/ Update Group Selection Screen, if any, is displayed. Compare this value to the **Total Amount Entered** field to determine if the individual invoice amounts entered through this option equal this control total. When International Currency is installed, this value displays in the trading currency with the company's local currency equivalent displayed below. Display

Field/Function Key	Description
Total Amount Entered	This field displays the total of the invoice amounts that were entered in this invoice group. If you keyed a control total in the **Total Invoice Amount** field on the Invoice Entry/Update Group Selection Screen, the value displayed in this field must equal that control total (also displayed in the **Total Amount Entered** field) in order for the invoice group to post through Invoice Post (MENU ARMAIN). When International Currency is installed, this value displays in the trading currency with the company's local currency equivalent displayed below. Display
Change Group Amount	Use this field to override the original control total for this invoice group with the value keyed in this field. If the control total (displayed in the **Total Group Amount** field) does not equal the actual total of payments entered (displayed in the **Total Amount Entered** field), a warning message will display on this screen, and you will not be able to post the invoice group through Invoice Post (MENU ARMAIN). When International Currency is installed, this value is keyed in the trading currency with the local currency equivalent displayed below. The **Currency Symbol** display to the right of the amounts. **Default Value:** The control total entered for this invoice group in the **Total Group Amount** field on the Invoice Entry/Update Group Selection Screen. (N 9,2) Optional
A/R Account	This is the general ledger accounts receivable account that is used by the invoices in the invoice group to post. This account number will be used for offsetting payment entries when Cash & Adjustment Entry/Edit (MENU ARMAIN) and Cash & Adjustment Post (MENU ARMAIN) are used to record payments against these invoices. This account will be debited if the **A/ R to G/L** interface is set to **Y** through Company Name Maintenance (MENU XAFILE). **Valid Values:** Any valid general ledger account that has been set up in G/L Accounts Maintenance through either the General Ledger File Maintenance Menu (MENU GLFILE) if the General Ledger module is installed or the G2 Accounts Transfer Menu (MENU G2XFER) if the General Ledger module is not installed. (A 25) Required

Field/Function Key	Description
Sales Account	This is the general ledger sales account that is credited when the invoice group is posted if the **A/R to G/L** interface is set to **Y** through Company Name Maintenance (MENU XAFILE). **Valid Values:** Any valid general ledger account that has been set up in G/L Accounts Maintenance through either the General Ledger File Maintenance Menu (MENU GLFILE) if the General Ledger module is installed or the G2 Accounts Transfer Menu (MENU G2XFER) if the General Ledger module is not installed. (A 25) Required
F2=Invoice Information	Press the **F2=INVOICE INFORMATION** function key to return to the Invoice Information Screen.
F3=Exit	Press the **F3=EXIT** function key to update this invoice group, and to exit from this menu option. The invoice group will be saved and may be later changed through this option or posted through Invoice Post (MENU ARMAIN).
Enter	Press **ENTER** after keying a new control total in the **Change Group Amount** field. If the control total for this invoice group does not equal the **Total Amount Entered**, a warning message will display, and this group cannot be posted through Invoice Post (MENU ARMAIN).

Invoice Entry Edit Report



```
AR115  10/01/09  18.00.40                    INVOICE ENTRY EDIT                          AM/APDEMO    Page    1
                                        01- A & C Office Supply
                                            GROUP- AM   LAST USER- APDEMO    WS- AM
                                        CURRENCY - CAD  Canadian Dollars
Customer   Customer Name                 Invoice     Invoice   Age      Cash              Cash Dsc              Invoice
Number       Terms Code/Description      Number       Date     Date     Dsc Dte             Amount              Amount
-------------------------------------------------------------------------------------------------------------------------
       605 Canadian Flag Works
             30-NET 30                     7421    07/13/09 07/13/09 00/00/00                                  764.00  CA$
                                                                                                                724.78  US$
             30-NET 30                     7733    06/01/09 06/01/09 00/00/00                                3,636.00  CA$
                                                                                                              3,449.36  US$
                                                                    Customer Totals:                          4,400.00  CA$
                                                                                                              4,174.14  US$
                                                                    Company Totals:                           4,400.00  CA$
                                                                                                              4,174.14  US$
```

This report prints after you press **F3=EXIT** from the End Group Screen for any invoice group having at least one invoice entered.

Use it to verify and validate the invoices entered in the invoice group. Verify the invoices entered by comparing this report to the source documents from which invoices were keyed. Use this report to validate the invoice entered by correcting a balance error, if any, detected by the report.

You will not be able to post an invoice group through Invoice Post (MENU ARMAIN) until this report prints without detecting a balance error.

Invoice Entry Edit Report

Field/Function Key	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The company number and name are also printed as well as the • **Group**: The two-character invoice group code • **Last User**: The User ID of the last user to update the group • **WS**: The internal Device ID of the last workstation that was used to update the group. When International Currency is installed, the **Currency Code** and description of the group is also printed.

Field/Function Key	Description
Customer Number / Customer Name	The number of the company and customer for whom invoices were entered in this invoice group. This report is sequenced by customer number. Following each customer number is the customer's name.
Invoice Information	For each customer, each invoice that was entered is printed in these columns. The following invoice information is printed: • Invoice Number • Invoice Date • Age Date • Cash Dsc Dte: Cash discount date • Cash Dsc Amount: Cash discount amount • Invoice Amount • Terms Code/Description
Totals	The following totals print on this report: • **Customer Totals**: The total dollar amount of the invoices entered for each customer in this invoice group. • **Company Totals**: The total dollar amount of the invoices entered in this invoice group. If the control total for the invoice group [entered on the Invoice Entry/Update Group Selection Screen] is different than the actual invoice amount printed here, the message **** ERROR **** is printed. If this error is detected, the invoice group cannot be posted through Invoice Post (MENU ARMAIN).

Chapter 7 Invoice Post

Use the Invoice Post option on the Accounts Receivable Main Menu (MENU ARMAIN) to post an invoice group that has been created and updated through Invoice Entry/Edit (MENU ARMAIN). Invoices entered in the invoice group are permanently recorded as open invoices in A/R. Payments may be entered for these invoices through Cash & Adjustment Entry/Edit (MENU ARMAIN) once the invoice group is posted through this option.

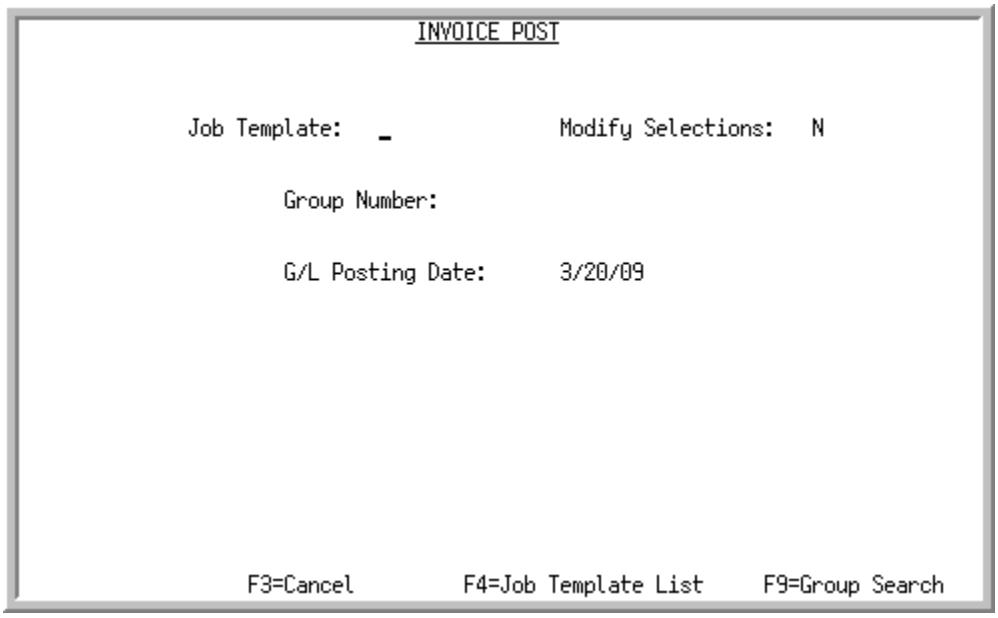
When International Currency is installed, the posting process for invoices accommodates trading currency fields and extension files. The values calculated through Invoice Entry/Edit (MENU ARMAIN) will be posted to the regular Accounts Receivable (**ARDHD** and **ARDDT**) files along with the extension files (**ICRDHD** and **ICRDDT**). No Gain and loss transactions will occur for the invoices entered. All customer values will be updated in the customer's currency, regardless of the invoice's currency.

Invoice Post

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Invoice Post Selection Screen	Use to select the invoice group to post.
Invoice Post Group Status Screen	Displays a list of existing invoice entry groups for selection purposes.
Invoice Post Transaction Processor Screen	Confirms that the posting job has been submitted to the Transaction Processor.
Invoice Post Transaction Processor Screen	Prints a list of the customers and invoices in the group being posted.
G/L Transaction Post Report (AR120Z)	Print a list of the invoice transactions posted to General Ledger.

Invoice Post Selection Screen



This screen appears after selecting option **4** - Invoice Post from the Accounts Receivable Main Menu (MENU ARMAIN). Use this screen to select the invoice group to post. Posting an invoice group updates customer open invoice information with the invoices entered in that group.

You also have the option to select the job template to be used for the Invoice Post job. When International Currency is installed:

- The values calculated through Invoice Entry/Edit (MENU ARMAIN) will be posted to the local and trading A/R files. No gain/loss transactions will occur for the invoices entered.
- All customer values will be updated in the customer's currency, regardless of the invoice's currency.

Invoice Post Selection Screen Fields and Function Keys

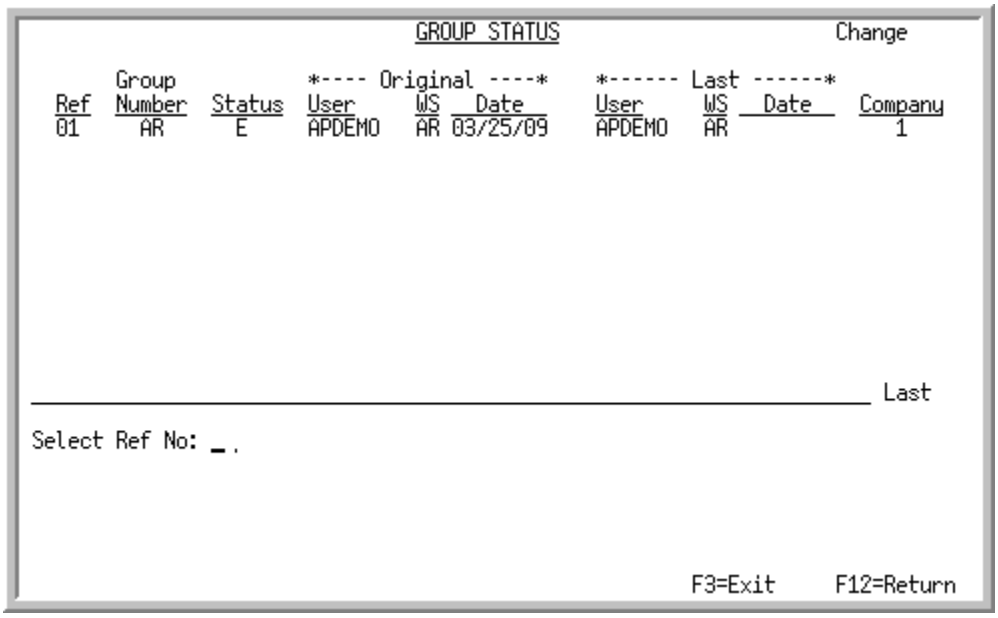
Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process. For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank, and the system will prompt you to provide your own parameters. If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key **N** in the **Modify Selections** field. You will then bypass all the output parameter screens. If you enter a pre-defined job template in this field but want to review and/or make modifications to the established parameter selections for this current job submission, key **Y** in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as have needed for this job. If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission. **Note:** To review a list of existing job templates that have been created for the AR Invoice Post job, press **`F4=JOB TEMPLATE LIST`**. **Valid Values:** A job template defined for AR Invoice Post jobs (that is, AR120PP) through Job Template Maintenance (MENU XAFILE). (A 10) Optional

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the **Job Template** field on this screen or select one with **F4=JOB TEMPLATE LIST**), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key **Y** if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key **Y**, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Infor Distribution A+ Cross Applications User Guide. Key **N** if you want to use the template as-is and you do not want to make any modifications. If you key **N**, a series of selections screens will not be displayed. **Valid Values:** Y or N; cannot be Y if the **Job Template** field is blank. (A1) Optional
Group Number	Key the two-character group number of the group to post or press **F9=GROUP SEARCH** to select a group to post from the Group Status Screen. **Valid Values:** The group number of an existing invoice group that has been created through Invoice Entry/Edit (MENU ARMAIN) and contains no errors. Cannot use special characters (i.e.: /, &, $, etc.); use only letters and numbers. (A 2) Required
G/L Posting Date	This is the date used as the posting date in the general ledger, when the payment transactions in this group are updated through this option. G/L is updated if it is installed and the **A/R to G/L Interface Option** is set to Y in Company Name Maintenance (MENU XAFILE). Otherwise, the Temporary General Ledger file (**TEMGN**) is updated. The accounts that are updated in the general ledger are defined through the G/L Interface. **Default Value:** The current system date **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format**. (N 6,0) Optional

Field/Function Key	Description
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU ARMAIN will display.
F4=Job Template List	Press **F4=JOB TEMPLATE LIST** to display the Job Template List Screen, where you can review a list of existing job templates that have been created for AR Invoice Posts. Refer to Job Template Maintenance (MENU XAFILE) in the Infor Distribution A+ Cross Applications User Guide for further details.
F9=Group Search	Press **F9=GROUP SEARCH** to search for or display the status of an A/R invoice group to post. The Invoice Post Group Status Screen will appear.

Enter	Press this key to submit the post job to the Transaction Processor and post the selected A/R invoice group. The Invoice Post Transaction Processor Screen will print. When you press this function key, the following also occurs:
	• The Customer Master File invoice data is updated.
	• The A/R Invoice Header and A/R Invoice Detail files are updated.
	• Aging for customers with invoices in this group is updated.
	• The invoice Group ID is removed so the same Group ID may be used again.
	• The following General Ledger reports may print, based on the value specified in the A/R to G/L field through Company Name Maintenance (MENU XAFILE):
	  • G/L Transaction Post Journal. Refer to Post Transactions (MENU GLMAIN) in the Infor Distribution A+ General Ledger User Guide for information about this journal.
	  • G/L Transaction Post Report (AR120Z)

Invoice Post Group Status Screen



This screen appears after you press **F9=GROUP SEARCH** on the Invoice Post Selection Screen. Use this screen to select an existing A/R invoice group to change, or to determine a group's status.

Group Status Screen Fields and Function Keys

Field/Function Key	Description
Ref	This is a **Reference Number** assigned to each A/R group displayed on this screen. Key this number in the **Select Ref No** field to select an A/R group to change. Display
Group Number	The two character group code assigned to each A/R group. A/R groups are displayed in sequence on this screen by this group code. Display

Field/Function Key	Description
Status	The current status of each A/R group. The group status may be one of the following: • **A**: Active - The group is currently being changed at another workstation through this option. • **E**: Errors - The group has been created with a balance error. The control total does not equal the payments entered in the group. The group cannot be posted through Cash & Adjustment Post (MENU ARMAIN) until the balance error is resolved through this option. • **O**: Open - The group has been created and the control total equals the payments entered in the A/R group. Therefore, the group can be posted through Cash & Adjustment Post. • **U**: Update - The group is currently being posted through Cash & Adjustment Post. Display
Original	The following information regarding the original creation of each A/R group is displayed: • **User**: The User ID of the user who added the group through this option. • **WS**: The internal Device ID of the workstation used when the group was added. • **Date**: The system date that the group was added. Display
Last	The following information regarding the previous time that each A/R group was changed is displayed: • **User**: The user ID of the last user to change the group through this option. • **WS**: The internal device ID of the last workstation used to change the group. • **Date**: The last system date on which the group was changed (system date). **Note:** If no changes have been made to a specific A/R group, the group will still be identified, but no **Last User**, **Last WS**, or **Last Date** data will be listed. Display
Company	The number of the company for which each A/R group was created. This company was originally selected on the Invoice Entry/Update Group Selection Screen. Display

Field/Function Key	Description
Select Ref No	Use this field to select one of the A/R invoice groups displayed on this screen. Key the **Reference Number** displayed in the Ref column for the A/R invoice group that you wish to change. **Note:** If you select the **Reference Number** of a group that is being used at another workstation (Status is A), the message **Being Used By: user-id** will display, where user-id represents the person who is working with that group. (N 2,0) Required
F3=Exit	Press **F3=EXIT** to cancel this option. MENU ARMAIN will display.
F12=Return	Press the **F12=RETURN** function key to return to the Invoice Post Selection Screen without selecting an A/R invoice group for change.
Enter	Press **ENTER** after keying the Ref number of the invoice group to change in the **Select Ref No** field. The Invoice Post Transaction Processor Screen will appear for the selected invoice.

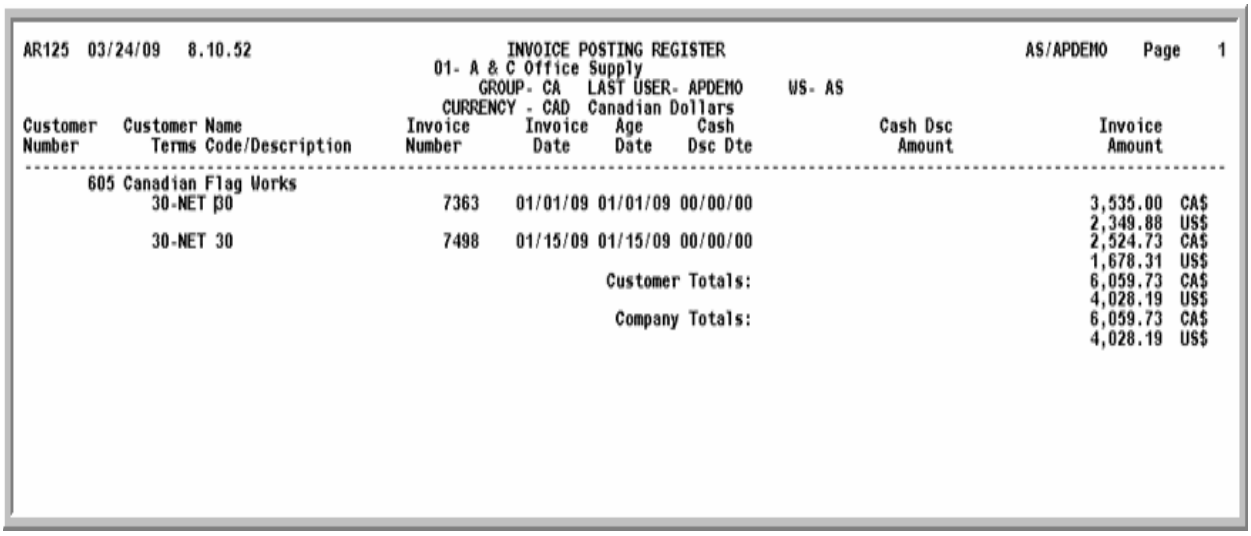
Invoice Post Transaction Processor Screen

This screen displays after pressing **ENTER** on the Invoice Post Selection Screen, or the Job Template Selection Control Screen.

This screen will only display if the System Options Maintenance (MENU XAFILE) choice to **Suppress Job Submitted to TP messages** is set to **N**.

This is a confirmation screen informing you that the job has been submitted to the Transaction Processor. Press **ENTER** to return to the menu.

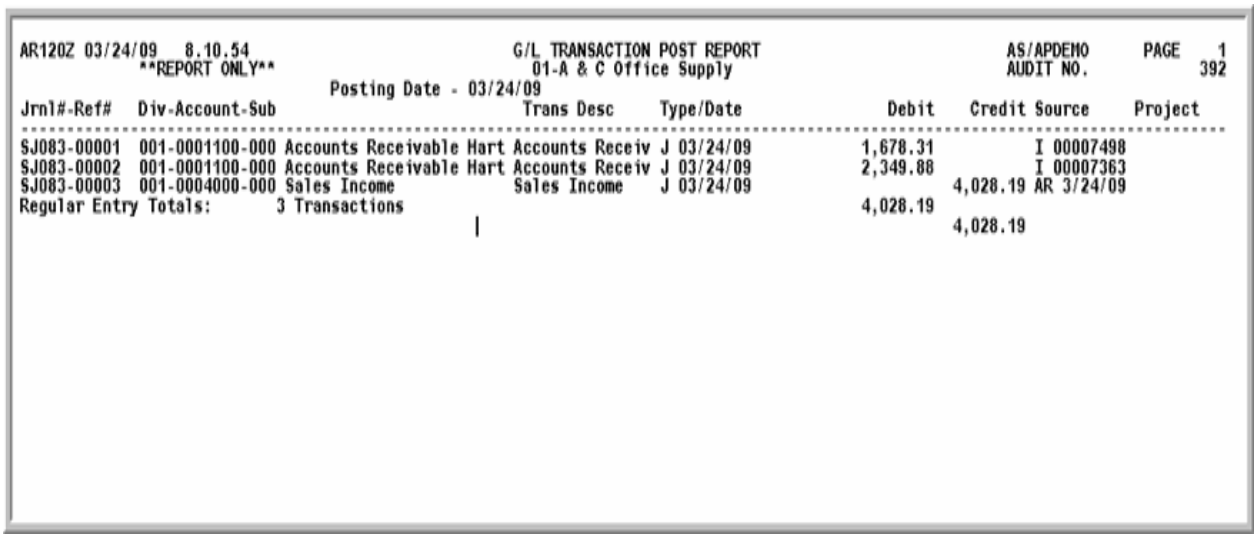
Invoice Posting Register



```
AR125  03/24/09   8.10.52                    INVOICE POSTING REGISTER                              AS/APDEMO    Page    1
                                          01- A & C Office Supply
                                             GROUP- CA   LAST USER- APDEMO     WS- AS
                                          CURRENCY - CAD  Canadian Dollars
Customer   Customer Name                 Invoice      Invoice   Age      Cash                Cash Dsc                Invoice
Number       Terms Code/Description      Number        Date     Date     Dsc Dte              Amount                 Amount
-------------------------------------------------------------------------------------------------------------------------------
      605 Canadian Flag Works
            30-NET 30                      7363     01/01/09 01/01/09 00/00/00                                  3,535.00  CA$
                                                                                                                2,349.88  US$
            30-NET 30                      7498     01/15/09 01/15/09 00/00/00                                  2,524.73  CA$
                                                                                                                1,678.31  US$
                                                                      Customer Totals:                          6,059.73  CA$
                                                                                                                4,028.19  US$
                                                                      Company Totals:                           6,059.73  CA$
                                                                                                                4,028.19  US$
```

This report prints the customers and invoices that were entered in the posted invoice group. The format of this report is identical to that of the Invoice Entry Edit Report, except that the **** OUT OF BALANCE **** error will never print on this report. Refer to the Invoice Entry Edit Report for an explanation of each field on this report.

G/L Transaction Post Report (AR120Z)



```
AR120Z 03/24/09   8.10.54                    G/L TRANSACTION POST REPORT                    AS/APDEMO      PAGE    1
          **REPORT ONLY**                      01-A & C Office Supply                       AUDIT NO.           392
                                  Posting Date - 03/24/09
Jrnl#-Ref#   Div-Account-Sub                    Trans Desc     Type/Date          Debit    Credit Source     Project
-------------------------------------------------------------------------------------------------------------------
SJ083-00001  001-0001100-000 Accounts Receivable Hart Accounts Receiv J 03/24/09          1,678.31          I 00007498
SJ083-00002  001-0001100-000 Accounts Receivable Hart Accounts Receiv J 03/24/09          2,349.88          I 00007363
SJ083-00003  001-0004000-000 Sales Income         Sales Income    J 03/24/09                        4,028.19 AR 3/24/09
Regular Entry Totals:      3 Transactions                                                 4,028.19
                                                                                                    4,028.19
```

This report prints when you press **ENTER** on the Report Options Screen if the **A/R to G/L** field is set to **R** through Company Name Maintenance (MENU XAMAST). Refer the Infor Distribution A+ Cross Applications User Guide for information about the Report Options Screen.

If the **A/R to G/L** field is set to **Y** and debits and credits are not equal for the transactions, this report will print with the following message:

DEBITS AND CREDITS ARE NOT EQUAL

Out of Balance has been retained as GL Transaction group XXxxx

XXxxx is the group ID that you can use to correct the transaction group through Transaction Entry (MENU GLMAIN). A journal number is also assigned to the group at this time, however, only the journal type will print on this report. This journal number will be used when the corrected group is posted.

If the **A/R to G/L** field is set to **R** through Company Name Maintenance (MENU XAMAST2), the message will print for out-of-balance transactions, however, the data for the out-of-balance transactions will not be retained for correction.

The total debits and credits at the end of the report on the line marked Company Totals.

For a description of the fields on this report, refer to the G/L Transaction Post Journal in Post Transactions (MENU GLMAIN) of the Infor Distribution A+ General Ledger User Guide.

Chapter 8 Mark Disputed Invoices

Use this option to identify invoices as being disputed. When entering customer payments through Cash & Adjustment Entry/Edit (MENU ARMAIN), the appropriate one-character dispute code is displayed for invoices that have been identified as being disputed through this option. Dispute codes are also used in A/R inquires and reports. Use Invoice Dispute Code Maintenance (MENU ARFILE) to create and maintain invoice dispute codes.

If you auto-apply cash during Cash & Adjustment Entry/Edit by pressing **F9=AUTO APPLY** on the Apply Cash Screen, and you have not excluded disputed invoices from the list of invoices to be paid, any invoice that has been marked with a dispute code will have a payment created for it.

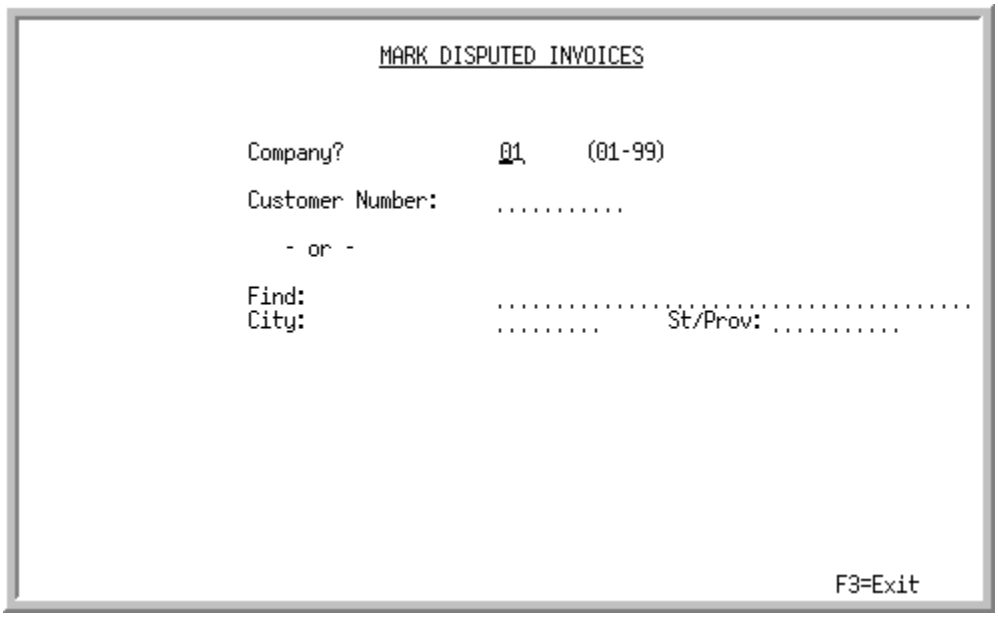
Note: Invoices may also be marked as disputed through Customer A/R Inquiry (MENU ARMAIN).

Mark Disputed Invoices

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Mark Disputed Invoices Selection Screen	Use to specify the customer with disputed invoices.
Mark Disputed Invoices Screen	Use to mark which of the customer's invoices are disputed.

Mark Disputed Invoices Selection Screen



This screen appears after selecting option **5** - Mark Disputed Invoices option from the Accounts Receivable Main Menu (MENU ARMAIN). It is used to select the customer for whom a disputed invoice (or invoices) will be marked through this option.

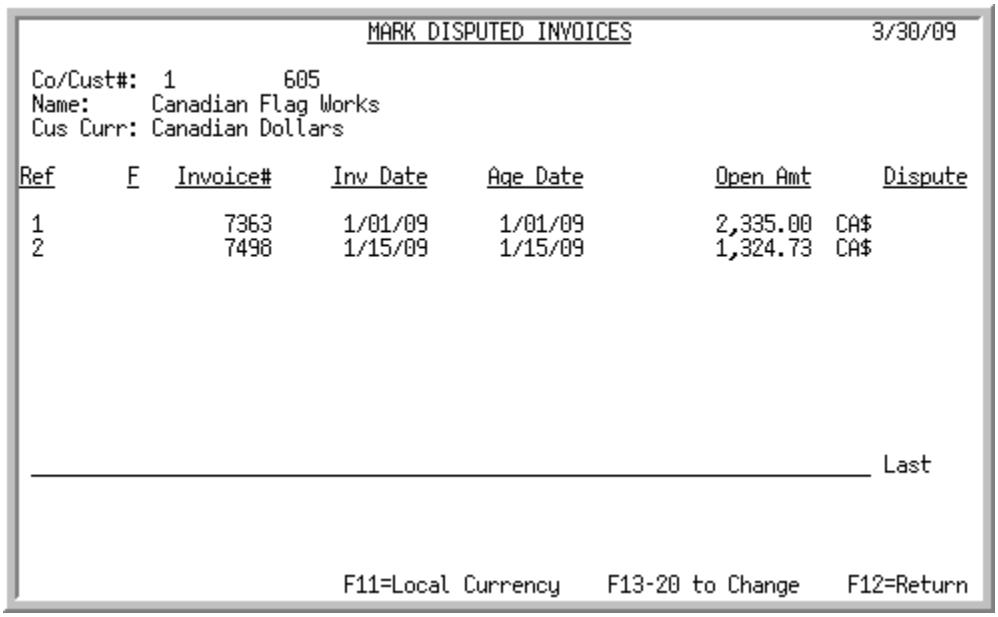
Mark Disputed Invoices Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Key the valid company number for the customer having an invoice that will be marked as disputed. **Default Value:** The default company set up through System Options Maintenance (MENU XAFILE) **Valid Values:** Any valid company number that has been created through Company Name Maintenance (MENU XAFILE); must be blank when the function is C. (N 2,0) Required/Display

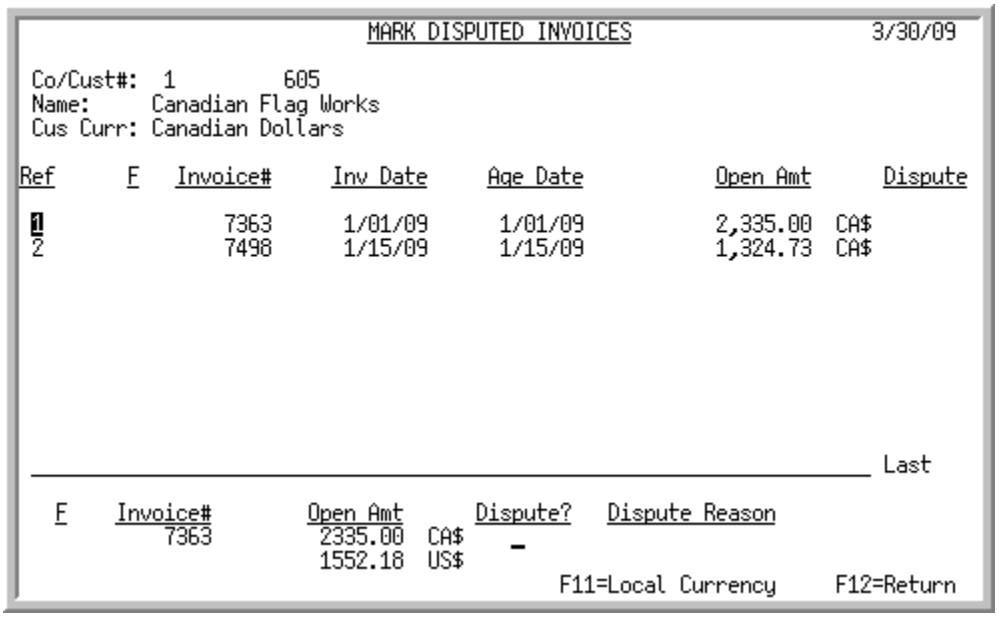
Field/Function Key	Description
Customer Number	Key the number of the customer having an open invoice that has been disputed. All open invoices for this customer will display on the Mark Disputed Invoices Screen. On that screen you select the individual invoice(s) that will be marked as being in dispute. If you are unsure of the customer number, use the **Find, City**, and **St/Prov** fields with the **ENTER** key to activate the Customer Search feature. **Valid Values:** Any valid customer created through Customer/Ship to Master Maintenance (MENU ARFILE). (N 10,0) Required
Find (Customer)	Either alone or with the **City** and **St/Prov** fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space: • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer's zip/postal code For information about entering search criteria, refer to the Searches topic in the Introduction section of the Infor Distribution A+ Cross Applications User Guide. (A 40) Optional
City (Customer)	Either alone or with the **Find** and **St/Prov** fields, allows you to search for a customer in a particular city. Key up to 8 characters (the first 8) of the customer's city. For information about entering search criteria, refer to the Searches topic in the Introduction section of the Infor Distribution A+ Cross Applications User Guide. (A 8) Optional
St/Prov (Customer)	Either alone or with the **Find** and **City** fields, allows you to search for a customer in a particular state or province. Key up to 10 characters (the first 10) of the state or province code. For information about entering search criteria, refer to the *Searches* topic in the Introduction section of the Infor Distribution A+ Cross Applications User Guide. (A 10) Optional
F3=Exit	Press **F3=EXIT** to cancel this option. MENU ARMAIN will display.

Field/Function Key	Description
Enter	This key performs two functions: Press **ENTER** to confirm your selections. The Mark Disputed Invoices Screen will appear. Press **ENTER** to view a list of customers after keying search criteria in the **Find**, **City**, and **St/Prov** fields. The Customer Search Screen will appear.

Mark Disputed Invoices Screen



Mark Disputed Invoices Detail Screen



This screen displays the open invoices for the customer selected on the Mark Disputed Invoices Selection Screen. You may select any, some, or all of these open invoices to mark, or unmark, as being in dispute. Disputed invoices are marked with the dispute codes defined through Invoice Dispute Code Maintenance (MENU ARFILE).

Each line on the top half of this screen displays open invoices for the selected customer. Invoices may be marked or unmarked as being disputed on the bottom of this screen after pressing **F13-F20** to select an invoice.

Mark Disputed Invoices Screen and Mark Disputed Invoices Detail Screen Fields and Function Keys

Field/Function Key	Description
Customer Information	This is the number, company, and name of the customer for whom open invoices are displayed on this screen. When International Currency is installed the customer's currency displays below the customer's name. Display
Ref	The **Reference Number** of the open invoice. To select an invoice to mark or unmark with a dispute code, press **F13-F20** for the corresponding reference number. Display
F	This column indicates if the open amount is a finance charge. F displays in this column for finance charges owed by the customer; for regular invoices, this column is blank. Display
Invoice #	The number of the open invoice or finance charge owed by the customer. Display
Inv Date	The date that the invoice was issued. Display
Age Date	The date that aging for this invoice starts, based on the terms of the invoice, and the aging options for the company as defined through Accounts Receivable Options Maintenance (MENU XAFILE). Display
Open Amount	The amount owed by the customer. When International Currency is installed, the currency symbol will display to the right of the amount field. This column will toggle with the **F11=LOCAL CURRENCY / F11=TRAD CURRENCY** key. Display

Field/Function Key	Description
Dispute	The dispute code that has been assigned to the invoice, if any. If a dispute code has not been assigned to the invoice, this column is blank. Display
Individual Invoice Information	These fields only display on the Mark Disputed Invoices Detail Screen. After selecting an individual invoice to mark or unmark as being disputed, the following fields display on the Mark Disputed Invoices Detail Screen for the selected invoice: • **F**: Used to indicate if the receivable is a finance charge. • **Invoice#**: The number of the invoice to mark or unmark as being disputed. • **Open Amt:** The amount owed by the customer for the invoice selected. When International Currency is installed, the amount will display in the customers trading currency and currency symbol with the local equivalent displayed below. Display
Dispute	This field only displays on the Mark Disputed Invoices Detail Screen. Key the one-character dispute code used to mark this invoice as being disputed. The description of the dispute code will display in the **Dispute Reason** field after you press ENTER. Blank out an existing dispute code to remove an invoice from being in dispute. **Valid Values:** A dispute code that has been defined for this company through Invoice Dispute Code Maintenance (MENU ARFILE). (A 1) Optional
Dispute Reason	This field only displays on the Mark Disputed Invoices Detail Screen. After keying a dispute code in the **Dispute** field and pressing **ENTER**, the description of the dispute code as defined through Invoice Dispute Code Maintenance (MENU ARFILE) will display in this field. Display
F11=Local Currency/ F11=Trad Currency	Press **F11=LOCAL CURRENCY / F11=TRAD CURRENCY** to toggle between a display of open invoice amounts on the top portion of the screen in the customer's trading currency or in the company's local currency.

Field/Function Key	Description
F13-F20=Change	**Note:** These function keys only display on the Mark Disputed Invoices Screen. Press the key that corresponds to the **Reference Number** of an invoice that you wish to mark or unmark as being in dispute. The Mark Disputed Invoices Detail Screen will appear. This screen allows you to change detailed item receipt information. Use the function keys as follows to select an item to change: • F13=REFERENCE NUMBER 1 • F14=REFERENCE NUMBER 2 • F15=REFERENCE NUMBER 3 • F16=REFERENCE NUMBER 4 • F17=REFERENCE NUMBER 5 • F18=REFERENCE NUMBER 6 • F19=REFERENCE NUMBER 7 • F20=REFERENCE NUMBER 8 If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number. **EXAMPLE:** To change line 8, press **SHIFT** and **F8**. -OR- If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row. **EXAMPLE:** To change line 8, find function key 8 in the bottom row. Press **F20** in the top row because it is directly above **F8**.
F12=Return	On the Mark Disputed Invoices Screen, press the **F12=RETURN** function key to return to the Mark Disputed Invoices Selection Screen. On the Mark Disputed Invoices Detail Screen, press the **F12=RETURN** function key to return to the Mark Disputed Invoices Screen to select a different invoice. The **F13-F20=CHANGE** may be used a again to select a different invoice.
Enter	Press **ENTER** after keying a valid dispute code in the **Dispute** field for the selected invoice. The description of that dispute code will display. Press **ENTER** a second time to confirm the dispute code assigned to the invoice. The Mark Disputed Invoices Screen will appear.

Chapter 9 Bank Account Transaction Entry

The Bank Account Transaction Entry option is described in the Infor Distribution A+ Accounts Payable User Guide. Please refer to that guide for details.

Chapter 10 Bank Account Transaction Edit List

The Bank Acct Trn Edit List option is described in the Infor Distribution A+ Accounts Payable User Guide. Please refer to that guide for details.

Chapter 11 Post Bank Account Transactions

The Post Bank Acct Trn option is described in the Infor Distribution A+ Accounts Payable User Guide. Please refer to that guide for details.

Chapter 12 Offline Cash Entry

The Offline Cash Entry option on the Accounts Receivable Main Menu (MENU ARMAIN) edits data you loaded manually or through a program into the offline cash entry files. It then loads the data into the cash entry files for processing in Cash & Adjustment Entry/Edit (MENU ARMAIN).

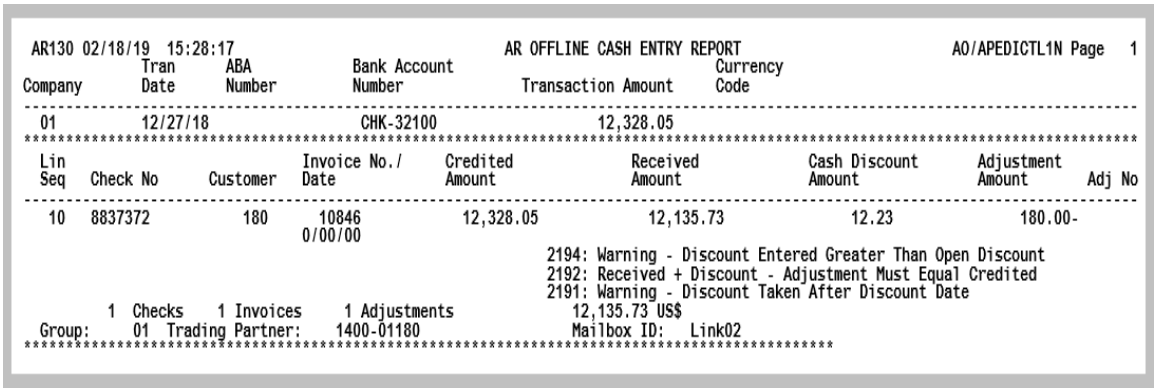
Use this option to transfer or copy data originating from non-routine sources, such as payments you received before you installed Distribution A+. Note that there is no automatic load of the offline cash entry files. You must do this manually or by creating a program specifically for this purpose. Refer to the APPENDIX B: Offline Accounts Receivable Standards when doing this.

Note: You do not need to use this option to load EDI remittance advice/payments into Cash & Adjustment Entry/Edit, since EDI does this automatically.

AR Offline Cash Entry Report

Title	Purpose
AR Offline Cash Entry Report	Lists the transactions loaded into a Distribution A+ cash receipts group.

AR Offline Cash Entry Report



```
AR130 02/18/19  15:28:17                          AR OFFLINE CASH ENTRY REPORT                          AO/APEDICTL1N Page   1
             Tran      ABA           Bank Account                              Currency
Company      Date      Number        Number             Transaction Amount     Code
-------------------------------------------------------------------------------------------------------------------------------
  01         12/27/18                CHK-32100                  12,328.05
*******************************************************************************************************************************
  Lin                              Invoice No./     Credited            Received            Cash Discount       Adjustment
  Seq   Check No      Customer     Date             Amount              Amount              Amount              Amount       Adj No
-------------------------------------------------------------------------------------------------------------------------------
   10   8837372          180       10846            12,328.05           12,135.73           12.23               180.00-
                                   0/00/00
                                                                2194: Warning - Discount Entered Greater Than Open Discount
                                                                2192: Received + Discount - Adjustment Must Equal Credited
                                                                2191: Warning - Discount Taken After Discount Date
         1  Checks    1 Invoices     1 Adjustments               12,135.73 US$
  Group:     01  Trading Partner:    1400-01180                  Mailbox ID:   Link02
*******************************************************************************************************************************
```

This report shows all the payments and adjustments that A/R received through the offline cash entry files. It also shows any errors associated with these transactions.

This report is generated each time A/R receives an off-line cash group. With EDI, the incoming 820 EDI remittance advice/payment transaction sets will load the Distribution A+ offline cash entry files.

A/R Offline Cash Entry Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
Company	The company number associated with the offline cash receipts group.
Tran Date	The transaction date identified when the offline cash receipts group was created and submitted for payment processing.
ABA Number	The bank number of the check used to make payment.
Bank Account Number	The company's bank account number that will receive the total payment amount for this offline cash receipts group.
Transaction Amount	The total amount being received from the customer for the invoice payments in this offline cash receipts group.
Currency Code	When International Currency is installed, the currency code identified in the offline cash receipts files displays to qualify the currency of the group total.
Lin Seq	The line number for the specific payment in the offline cash receipts detail file.
Check No	The number of the check, if any, submitted for make payment.

Report/Listing Fields	Description
Customer	The customer number to which payments are being submitted through the offline cash receipts files.
Invoice No. / Date	The number of the invoice or finance charge for which payment has been entered followed by the date of the payment.
Credited Amount	The total amount the customer is being credited as having paid against an invoice.
Received Amount	The total amount of the payment that has been received.
Cash Discount Amount	The amount of a discount that is applicable to the customer's payment, if any.
Adjustment Amount	An adjustment made to the payment, if any.
Adj No	The adjustment number to identify the type of adjustment being made with the value in the **Adjustment Amount** field.
(Error Messages)	Any error messages found in the edit process run when this group was created are printed for review and correction.
(Group Statistics)	The number of checks, invoices, and payment adjustments found in the payment group with the corresponding group total. When International Currency is installed the currency symbol displays to qualify the group total.
(EDI Group Controls)	For cash receipt groups that were created through an Incoming 820 EDI Remittance Advice/Payment transaction set, the following information is also printed: • The company number associated with the incoming Remittance Advice/Payment • Trading Partner associated with the vendor for the Remittance Advice/Payment • The unique identifier specified for the group in the Remittance Advice/Payment transaction set.

Chapter 13 Customer A/R Inquiry

Use the Customer A/R Inquiry option on the Accounts Receivable Main Menu (MENU ARMAIN) to inquire on the current accounts receivable status for any of your customers. For any customer, you may display the following information through this option:

- Summary customer A/R information as defined through Customer/Ship to Master Maintenance (MENU ARFILE)
- Receivables balances and aging information
- Sales information for month-to-date, year-to-date, and last year
- Open invoices for the customer
- Payment history for the customer
- Customer comments (if authorized, you may enter and review accounts receivable comments for this customer)
- Open and shipped orders for the customer

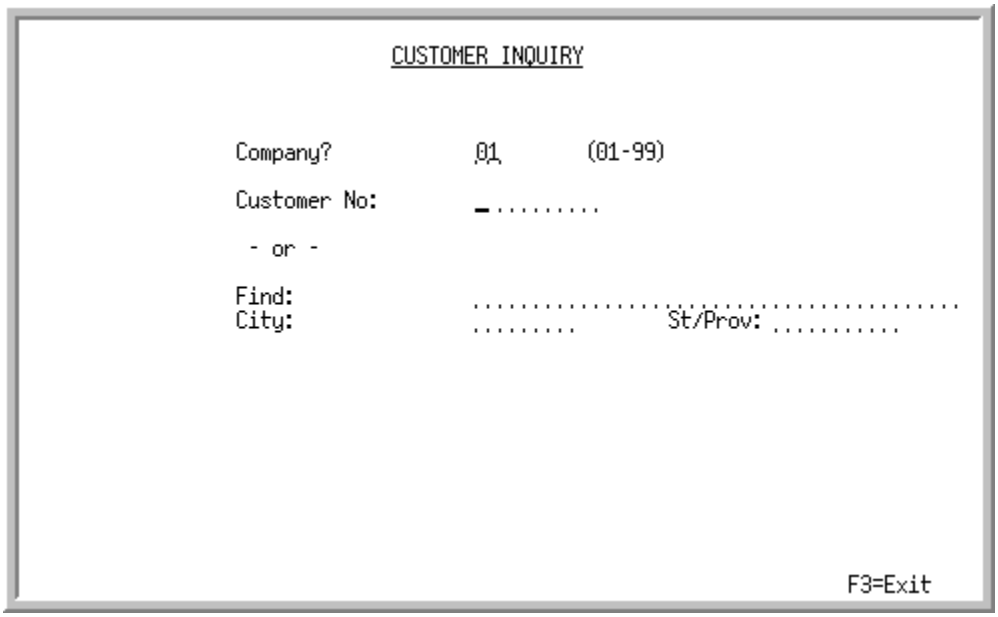
Customer A/R Inquiry

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Customer Inquiry Selection Screen	Use to specify the customer you want to inquire on.
Customer Information Screen	Displays A/R information for the specified customer.
Open Invoices Screen	Displays the customer's open invoices and finance charges.
Invoice Detail Screen	Displays detailed information about a specific invoice. Invoice Comments Screen
Mark Disputed Invoices Screen	Use to mark or clear disputed invoices.
Quick Pay Apply Payments Screen	Use to apply payments to invoices.

Title	Purpose
Credit Card Authorization Window	Use to authorize credit card payments
ACH Authorization Window	Use to provide the ACH information for authorization to cardholder networks.
ACH Payment Window	Use to provide the ACH payment information for secure token for authorization.
Payment History Screen	Displays the customer’s payment history.
A/R Comments Screen	Use to review comments for a customer.
Customer A/R Comments Screen Invoice A/R Comments Screen	Use to enter a comment the customer, maintain generic comments or invoice specific comments, or create new invoice comments.
Sales Information Screen	Use to review the customer's total sales for the current month, current year, and previous year.
User Codes Screen	Use to review the customer’s user codes and user fields.
Invoice Amount Screen	Use to limit the invoices to display on the Open Invoices Screen and the Payment History Screen.

Customer Inquiry Selection Screen



This screen appears after selecting option **10** - Customer A/R Inquiry option from the Accounts Receivable Main Menu (MENU ARMAIN), option **10** - Customers Inquiry from the Order Entry Main Menu (MENU OEMAIN), or after pressing **F21=CUSTOMER INQUIRY** from a variety of screens available in Cash & Adjustment Entry/Edit (MENU ARMAIN). Use this screen to select the customer for whom A/R information will display in this inquiry.

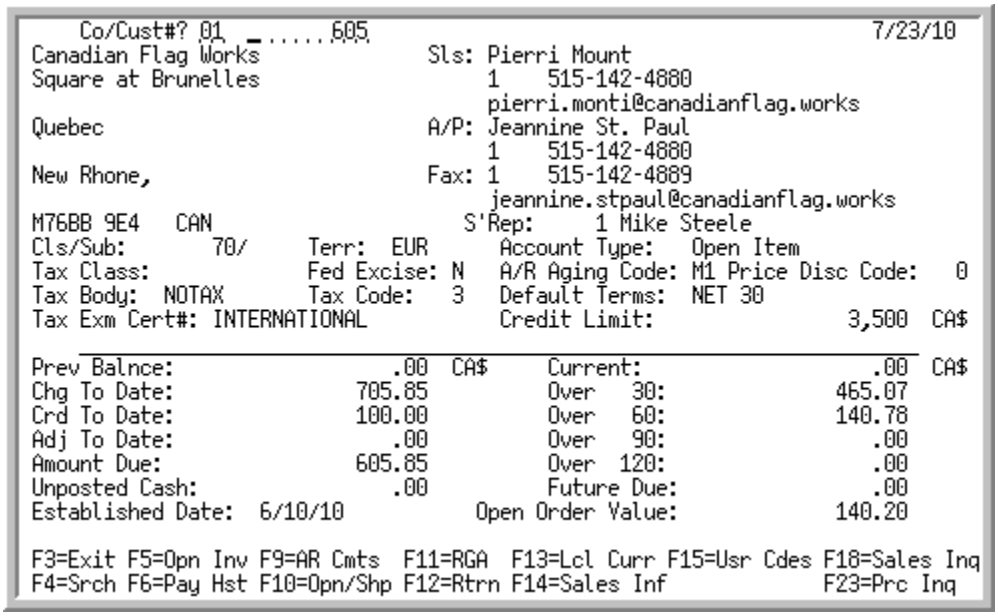
Customer Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Key the number of the company for the customer(s) that you will inquire upon in this inquiry. **Default Value:** The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Required

Field/Function Key	Description
Customer No	Key the number of the customer for whom A/R information will be displayed through this inquiry. If you are unsure of the customer number, use the **Find, City**, and **St/Prov** fields with the **ENTER** key to activate the Customer Search feature. **Default Value:** blank; If you accessed this screen through Open Orders Inquiry (MENU OEMAIN) and you keyed a selection number in the **Selection** field on the Open Order Inquiry Screen, the customer number associated with the selected order will default in this field. **Valid Values:** A customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE). (N 10,0) Required
Find	Use this field either alone or with the **City** and **St/Prov** fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space: • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer's zip/postal code • For information about entering search criteria, refer to the *Searches* topic in the *Introduction* section of the Infor Distribution A+ Cross Applications User Guide. (A 40) Optional
City	Use this field either alone or with the **Find** and **St/Prov** fields, allows you to search for a customer in a particular city. Key up to 8 characters (the first 8) of the customer's city. For information about entering search criteria, refer to the Searches topic in the *Introduction* section of the Infor Distribution A+ Cross Applications User Guide. (A 8) Optional
St/Prov	Use this field either alone or with the **Find** and **City** fields, allows you to search for a customer in a particular state or province. Key up to 10 characters (the first 10) of the state or province code. For information about entering search criteria, refer to the *Searches* topic in the *Introduction* section of the Infor Distribution A+ Cross Applications User Guide. (A 10) Optional

Field/Function Key	Description
F3=Exit	Press **F3=EXIT** to return to the previous screen without saving your selections.
Enter	This key performs two functions. Press **ENTER** to confirm your Company/Customer No selections. The Customer Information Screen will appear. Press **ENTER** to view a list of customers after keying search criteria in the **Find**, **City**, and **St/Prov** fields. The Customer Search Screen will appear.

Customer Information Screen



This screen appears after you pressing **ENTER** from the Customer Inquiry Selection Screen, or Customer Search Screen for the selected customer.

This screen displays A/R information for the selected customer (you may select a different customer from this screen by entering that customer's number in the **Co/Cust#** field). You may also select any of the detailed inquiry screens available (refer to the function keys for information about these screens).

Customer Information Screen Fields and Function Keys

Field/Function Key	Description
Co/Cust#	If you wish to work with a different company/customer than that displayed, key the number of the new company/customer in this field. **Default Value:** Initially, this is the company and customer specified on the Customer Inquiry Selection Screen, or selected on the Customer Search Screen. **Valid Values:** Any valid company and customer number. Company numbers are defined through Company Name Maintenance (MENU XAFILE); customers are defined through Customer/Ship to Master Maintenance (MENU ARFILE). (N 2,0/N 10,0) Optional

Field/Function Key	Description
(Today's Date)	In the top right hand corner of the screen, if the customer is not a suspended customer, today's date will display in the **Default Date Format** specified through Register A+ User IDs (MENU XACFIG). If that field is blank, today's date will display in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). If the customer is a suspended customer, **SUSPEND** will display. Display
Customer Address Information	The customer's name and address information appears directly below the **Co/ Cust#** field: • Customer Name • Address Lines 1-4 • City • State/Province • Zip/Postal Code • Country Display
Contacts	The sales and A/P contact persons for the customer. Display
Contact Information	The country code, telephone number, extension, and e-mail address of the corresponding contact person. Display
Fax #	The country code, fax number, and fax extension for the customer. Display
S'Rep	The number and name of the primary sales representative for this customer. Display
Cls/Sub	The class/sub-class used to categorize this customer. Customer classes/sub- classes are defined through Customer Classes Maintenance (MENU ARFILE). It is assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFILE) and is used for Accounts Receivable and Sales Reporting. Display

Field/Function Key	Description
Terr	The two-character sales territory code assigned to this customer. Sales territories are defined through Territories Maintenance (MENU SAFILE). It is assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFILE) and is used for Accounts Receivable and Sales Reporting. Display
Account Type	**Open Item** indicates that individual open invoices for this customer are always displayed when using A/R; **Bal Forward** indicates that the customer is a balance forward customer (open invoices for previous months are accumulated to one open balance amount). Display
Tax Class	The customer's sales tax class. Tax classes are defined through Customer Tax Classes Maintenance (MENU OEFIL2). Display
Fed Excise	The federal excise tax code indicates if orders placed by this customer are subject to federal excise tax. This code is **Y** if federal excise taxes do apply; this code is **N** if federal excise taxes do not apply. Display
A/R Aging Code	The accounts receivable aging code assigned to this customer. Aging codes are defined through A/R Aging Codes Maintenance (MENU ARFILE). Display
Price Disc Code	The price discount code assigned to this customer that will be used to select pricing discounts from the Price Matrix in Order Entry. Price discount codes are defined through Price Discount Code Maintenance (MENU OEPRCE) and the price matrix is defined through Price Matrix (MENU OEPRCE). Display
Tax Body	The tax body code for this customer used to identify the customer's taxing jurisdiction (usually state). Display
Tax Code	The sales tax exemption code where **0** is taxable and codes **1**, **2**, and **3** are non-taxable. Display
Default Terms	The payment terms for the customer. Terms are defined through A/R Terms Codes Maintenance (MENU ARFILE). Display

Field/Function Key	Description
Tax Exm Cert#	If the customer is tax exempt, the number of the appropriate tax-exempt certificate is displayed here. Display
Credit Limit	This field displays the total credit limit assigned to the customer. If the customer has an unlimited credit limit, **9999,999** displays. When International Currency is installed, press the **F13=LCL CURR / F13=TRD CURR** to toggle between a display of this value in the customer's currency or in the company's local currency. The applicable currency symbol will display to the right of this amount. Display
Prev Balnce	This field display the total account balance at the beginning for the month (including any future invoices). When International Currency is installed, press the **F13=LCL CURR / F13=TRD CURR** to toggle between a display of this value in the customer's currency or in the company's local currency. The applicable currency symbol will display to the right of this amount. Display
Chg To Date	This field displays the total dollar amount of invoices created through Enter, Change & Ship Orders (MENU OEMAIN) or through Invoice Entry/Edit (MENU ARMAIN) that were posted this month. When International Currency is installed, press the **F13=LCL CURR / F13=TRD CURR** to toggle between a display of this value in the customer's currency or in the company's local currency. Display
Crd To Date	This field displays the total dollar amount that this customer has been credited as having paid for the current month. This is an accumulation of the amounts keyed in the **Credited** fields on the Enter Cash Screen and Apply Cash Screen used through Cash & Adjustment Entry/Edit (MENU ARMAIN). When International Currency is installed, press the **F13=LCL CURR / F13=TRD CURR** to toggle between a display of this value in the customer's currency or in the company's local currency. Display
Adj To Date	This is the total dollar amount of adjustments that have been made for this customer for the current month. When International Currency is installed, press the **F13=LCL CURR / F13=TRD CURR** to toggle between a display of this value in the customer's currency or in the company's local currency. Display

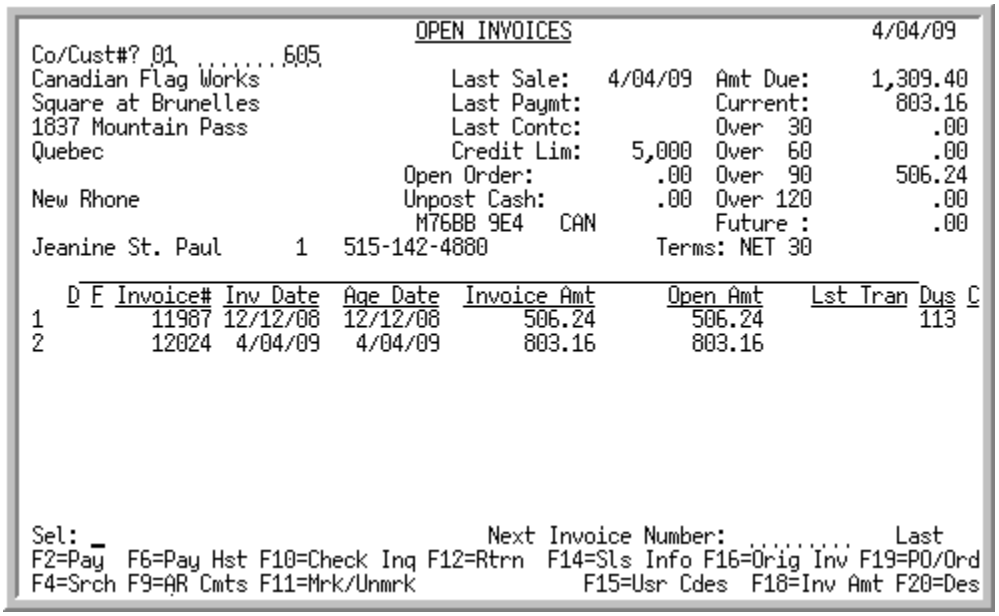
Field/Function Key	Description
Amount Due	This field displays the total amount that the customer owes now for aging periods and the current period (future is not included). The **Amount** field is equal to the previously described fields in the following formula: **Prev Balance + Chg to Date - Crd to Date - Adj to Date -Future**. When International Currency is installed, press the **F13=LCL CURR / F13=TRD CURR** to toggle between a display of this value in the customer's currency or in the company's local currency. Display
Unposted Cash	The monetary number of payments that have been received from this customer as entered through Cash & Adjustment Entry/Edit (MENU ARMAIN) but have not yet been posted through Cash & Adjustment Post (MENU ARMAIN). When International Currency is installed, press the **F13=LCL CURR / F13=TRD CURR** to toggle between a display of this value in the customer's currency or in the company's local currency. Display
Established Date	This field displays the date the customer was added, allowing you to see how much longevity the customer has with the company when making account decisions. **Note:** Any customer added to the Customer Master File (**CUSMS**) before Distribution A+ Version 5.0, will have 00/00/00 as the date in the file, and **No Date Found** will be displayed in this field. Display
Current	The current receivable amount due from this customer. Current accounts receivables are those that are due before payment is considered overdue (based on the number of overdue days specified for the aging code used by the customer). When International Currency is installed, press the **F13=LCL CURR / F13=TRD CURR** to toggle between a display of this value in the customer's currency or in the company's local currency. The applicable currency symbol will display to the right of this amount. Display

Field/Function Key	Description
Aging Periods Information	The following aging information is displayed: • **Over 1**: The receivable amount that has been due from this customer in the first aging period, where 1 represents the number of days in the first aging period specified for the aging code used by this customer • **Over 2**: The receivable amount that has been due from this customer in the second aging period, where 2 represents the number of days in the second aging period specified for the aging code used by this customer • **Over 3**: The receivable amount that has been due from this customer in the third aging period, where 3 represents the number of days in the third aging period specified for the aging code used by this customer • **Over 4**: The receivable amount that has been due from this customer in the fourth aging period, where 4 represents the number of days in the fourth aging period specified for the aging code used by this customer Display
Future Due	The amount that will be due from this customer (including those invoices which have not yet begun to age), based on the future date on the Second Order Header Screen entered for the customer through Enter, Change & Ship Orders (MENU OEMAIN). When International Currency is installed, press the **F13=LCL CURR / F13=TRD CURR** to toggle between a display of this value in the customer's currency or in the company's local currency. Display
Open Order Value	The monetary amount of the orders (excluding master orders, future orders, and quotes) entered for this customer for which an Invoice has not yet been printed and updated through Day-End Processing (MENU XAMAST). **Note:** To maintain this field, the **Payment Type** must be set to Y for the **Update A/R** field. When using an A/R Customer, the value of the open orders will display on the account designated as the A/R Customer and not on the customer for which the order was entered. When International Currency is installed, press the **F13=LCL CURR / F13=TRD CURR** to toggle between a display of this value in the customer's currency or in the company's local currency. Display
F3=Exit	Press **F3=EXIT** to cancel this option. MENU ARMAIN will display.

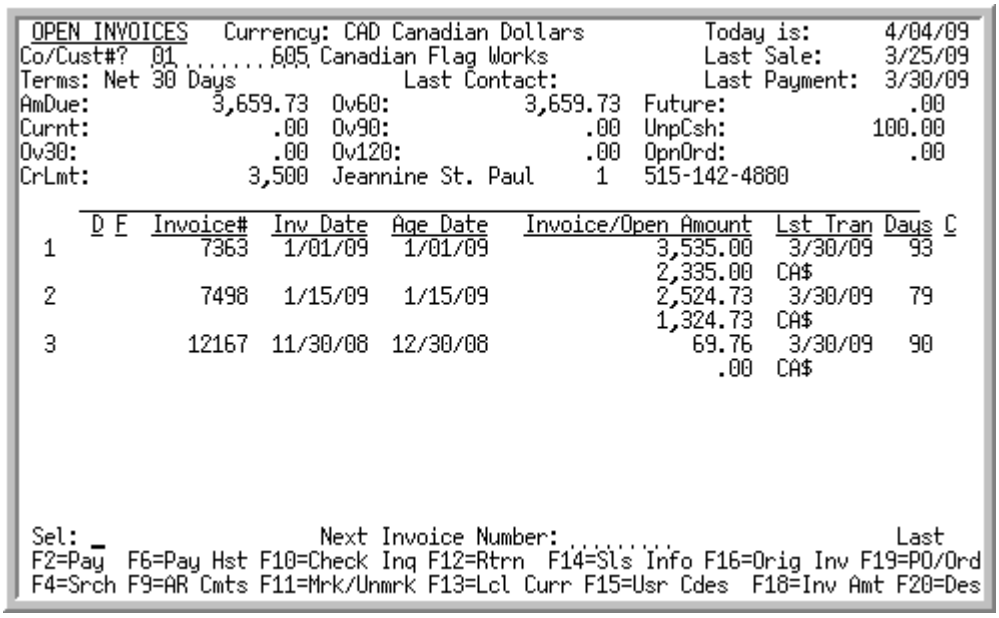
Field/Function Key	Description
F4=Srch	Press **F4=SRCH** to display the Customer Search Screen to search for a different customer to use in this inquiry.
F5=Opn Inv	Press **F5=OPN INV** to display the Open Invoices Screen, which displays each open invoice for this customer.
F6=Pay Hst	Press **F6=PAY HST** to display the Payment History Screen, which shows the payments received from this customer.
F9=AR Cmts	Press **F9=AR CMTS** to display the A/R Comments Screen, which may be used to review comments keyed for this customer.
F10=Opn/Shp	Press **F10=OPN/SHP** to access the Customer Order/Shipment Inquiry (MENU OEMAIN), which is primarily accessed using the Order Entry module. For an explanation of this screen, refer to the Infor Distribution A+ Order Entry User Guide.
F11=RGA	Press **F11=RGA** to access the Return Analysis Inquiry (MENU OEINQY), which allows you to inquire into the history of orders that have been returned. For an explanation of this screen, refer to the Infor Distribution A+ Order Entry User Guide.
F12=Rtrn	Press **F12=RTRN** to return to the Customer Inquiry Selection Screen.
F13=Lcl Curr/ F13=Trd Curr	**F13=LCL CURR / F13=TRD CURR** displays only if International Currency is installed. Press **F13=LCL CURR / F13=TRD CURR** to toggle between a display of values on this screen in the customer's trading currency or in the company's local currency.
F14=Sales Inf	Press **F14=SALES INF** to display sales information for the current month (**MTD column**), the current year (**YTD** column), and the previous year (**Last Year** column). The Sales Information Screen appears.
F15=Usr Cdes	Press **F15=USR CDES** to display the user codes and user fields that have been defined for this customer. The User Codes Screen appears.
F18=Sales Inq	Press **F18=SALES INQ** to access the Customer Comparison Inquiry (MENU SAMAIN) and display information which compares the quantity, sales, gross profit, percentage, cost, and profit of an item in various ways: For an explanation of this screen, refer to the Infor Distribution A+ Sales Analysis User Guide.
F23=Prc Inq	Press **F23=PRC INQ** to access the Item Price Inquiry (MENU OEINQY), which allows you to determine a customer's price for an item. For an explanation of this screen, refer to the Infor Distribution A+ Order Entry User Guide.

Field/Function Key	Description
Enter	Press **ENTER** after keying a valid company/customer number in the **Co/Cust#** field on this screen. The accounts receivable information for the new customer will display.

Open Invoices Screen



Open Invoices Screen Expanded Fields with International Currency



This screen appears after you press **F5=OPN INV** on the Customer Information Screen. The default view of this screen will be the invoice sequence (ascending or descending) you selected in the **Default Open Invoices Sequence in A/R Inquiry** field in Accounts Receivable Options Maintenance (MENU XAFILE). If you selected ascending as the invoice number sequence, then the invoice numbers in the list will appear from the lowest to the highest invoice numbers. If you selected descending as the invoice number sequence, then the invoice numbers in the list will appear from the most recent invoice dates to the oldest invoice dates. You also have the option to toggle the sequence view using the **F20=ASC / F20=DES** function key.

Note:

- If you change the company number on this screen, the view of the invoices may change based on what the default open invoice sequence is in Accounts Receivable Options Maintenance for the company you keyed.
- Additionally, if you never maintain the **Default Open Invoices Sequence in A/R Inquiry** field in Accounts Receivable Options Maintenance (MENU XAFILE), the default view of this screen will be A for ascending order.

This screen shows open invoices and finance charges for the selected customer. Invoice numbers are from the A/R Open Invoice Header File (**ARDHD**). An open invoice is any Invoice that has been printed in Order Entry or has been entered through Invoice Entry/Edit (MENU ARMAIN) and posted through Invoice Post (MENU ARMAIN) but has not been received in full. Open finance charges also display for the customer.

Zero balance invoices do not update Accounts Receivable from Order Entry during Day-End Processing because there is no receivable amount to be collected from the customer. The determination of whether invoices with balances will update the open Accounts Receivable files begins with Company Name Maintenance (MENU XAFILE) **Order Entry to Accounts Receivable** interface being set to **Y**. The second check is based on the specific **Payment Type** having its' **Update A/R** flag being set to Y in Payment Type Maintenance (MENU OEFILE/ARFILE). Additionally, for payment types that normally do not update A/R (i.e. cash or credit cards), the Payment Type Maintenance (MENU OEFILE/ARFILE) field **Update Paid Invoices for Non-A/R**, when set to **Y**, will update the A/R Payment History files during Day-End Processing (MENU XAMAST).

Open Invoices Screen Fields and Function Keys

Field/Function Key	Description
Today's Date	In the top right corner of the screen, if the customer is not a suspended customer, today's date will display in the **Default Date Format** specified through Register A+ User IDs (MENU XACFIG). If that field is blank, today's date will display in the system's **Default Date Format** specified through System Options maintenance (MENU XAFILE). If the customer is a suspended customer, **SUSPEND** will display.
Currency	This field displays only if International Currency is installed. This field is the currency code assigned to the customer in Customer (Currency) Maintenance Screen of Customer Master Maintenance (MENU ARFILE).

Field/Function Key	Description
Co/Cust#	If you wish to work with a different customer than that displayed, key the number of the new customer in this field. The corresponding customer name displays with the customer number. **Valid Values:** Any valid company and customer number. Company numbers are defined through Company Name Maintenance (MENU XAFILE); Customers are defined through Customer/Ship to Master Maintenance (MENU ARFILE). (N 2,0/N10,0) Required
Customer Address Information	The following information appears beneath the **Co/Cust#** field in regular format. This information also displays on the Sales Information Screen for Expanded Fields users. • customer's address lines • customer's city, state/province, and zip/postal • customer's country code Display
(Accounts Payable Contact Person)	The name of the Accounts Payable contact person and telephone number with country code and extension. Display
Last Sale	The date of the previous sale made to this customer. Display
Last Paymt or Last Payment	The date of the last payment received from this customer. Display
Last Contc or Last Contact	The date that this customer was last contacted; this date is keyed in the **Last Contc** field on the A/R Comments Screen. Display

Field/Function Key	Description
Open Order or OpnOrd	The total value of open orders established as follows: • The monetary amount of the orders (excluding master orders, future orders, and quotes) entered for this customer for which an Invoice has not yet been printed and updated through Day-End Processing (MENU XAMAST). • **Payment Type** must be **Update A/R** set to **Y**. • When using an A/R Customer, the value of the open orders will display on the account designated as the A/R Customer and not on the customer for which the order was entered. • When International Currency is installed, press the **F13=LCL CURR / F13=TRD CURR** to toggle between a display of this value in the customer's currency or in the company's local currency. Display
Unpost Cash or UnpCsh	The total amount of unposted cash that exists in open receivables groups for this customer. Display
Credit Lim or CrLmt	The credit limit for this customer. If the customer has unlimited credit, **9999,999** displays in this field. When International Currency is installed, the credit limit will change with the **F13=LCL CURR / F13=TRD CURR** toggle to display the values in the company's local currency or the customer's trading currency. Display
AmtDue or AmDue	The total amount that the customer owes for all aging periods, including the current period. When International Currency is installed, the amount due field will change with the **F13=LCL CURR / F13=TRD CURR** toggle to display the values in the company's local currency or the customer's trading currency. Display
Current or Curnt	The current receivable amount due from this customer. Current accounts receivables are those that are due before payment is considered overdue (based on the number of days in the current period specified for the aging code used by the customer). When International Currency is installed, the current amount field will change with the **F13=LCL CURR / F13=TRD CURR** toggle to display the values in the company's local currency or the customer's trading currency. Display

Field/Function Key	Description
Aging Periods	The following aging information displays for the customer: • **Over 1**: The receivable amount that has been due from this customer in the first aging period, where 1 represents the number of days in the first aging period specified for the aging code used by this customer. • **Over 2**: The receivable amount that has been due from this customer in the second aging period, where 2 represents the number of days in the second aging period specified for the aging code used by this customer. • **Over 3**: The receivable amount that has been due from this customer in the third aging period, where 3 represents the number of days in the third aging period specified for the aging code used by this customer. • **Over 4**: The receivable amount that has been due from this customer in the fourth aging period, where 4 represents the number of days in the third aging period specified for the aging code used by this customer. When International Currency is installed, the overdue amount fields will change with the **F13=LCL CURR / F13=TRD CURR** toggle to display the values in the company's local currency or the customer's trading currency. Display
Future	The amount that will be due from this customer, based on the future date on the Second Order Header Screen entered for the customer through Enter, Change & Ship Orders (MENU OEMAIN). When International Currency is installed, the future amount field will change with the **F13=LCL CURR / F13=TRD CURR** toggle to display the values in the company's local currency or the customer's trading currency. Display
Terms	The payment terms code assigned to the customer through Customer/Ship To Master Maintenance (MENU ARFILE). Display
Ref	The reference number of each open invoice displayed for this customer. Key this number in the **Ref for Detail** field on the bottom of this screen to display detail information for the corresponding open invoice. Display

Field/Function Key	Description
D	If an invoice is in dispute, this column will display the one-character dispute code that has been assigned to the invoice through Mark Disputed Invoices (MENU ARMAIN). Dispute codes are defined through Invoice Dispute Code Maintenance (MENU ARFILE). If an invoice is not in dispute (has not been assigned a dispute code), this field is blank. This field will toggle with the **F19=PO/ORD / F19=INVC** function key and display the **Customer PO Number** field. Display
F	This column indicates if the corresponding open amount is for a finance charge. If the open amount is a finance charge, **F** displays in this column; otherwise, it is blank. **Note:** Finance charges are assigned the invoice number equal to the date that finance charges are calculated through Month-End Processing (MENU ARMAST) in century-year-month-day format. For example, finance charges calculated during Month- End Processing, executed on January 30, 2004, are assigned the invoice number 200420130. This field will toggle with the **F19=PO/ORD / F19=INVC** function key and display the **Customer PO Number** field. Display
Invoice #:	The number of the open invoice for the selected customer or the split invoice number assigned to the original invoice number. This field will toggle with the **F19=PO/ORD / F19=INVC** function key and display the **Customer PO Number** field. Display
InvDate	The date the invoice was processed. Display

Field/Function Key	Description
Age Datec	This is the aging date for the invoice. The aging date is based on one of the following, depending on your selection through Accounts Receivable Options Maintenance (MENU ARFILE): • **Invoice Date**: The invoice is aged based on the date the invoice was processed (this date may be overridden during order entry). • **Due Date**: The invoice is aged based on the cash discount date established in the Terms Code. For example, if an invoice is processed on September 15 and the terms are 2% 10 days net 30, the Aging program will use the aging date of September 25. • **Net Date**: The invoice is aged based on the Terms Code net date. For example, if the invoice is processed on September 15 and the Terms Code are 2% 10 days net 30, the Aging program will use the aging date of October 15. Display
Invoice Amt	The amount of the invoice, when it was originally issued. When International Currency is installed, the Invoice Amounts will toggle between the invoice currency and the company's local currency with the **F13=TRD CURR / F13=LCL CURR** function key. Display
Open Amt	The open amount of the invoice, considering any partial payments, or finance charges. When International Currency is installed, the Open Amounts will toggle between the invoice currency and the company's local currency with the **F13=TRD CURR / F13=LCL CURR** function key. Display
Lst Tran	The date of the last payment transaction made for the invoice. This field will toggle with the **F19=PO/ORD / F19=INVC** function key and display the **Order/Gn** field. Display
Days	The number of days that the invoice has been open, based on its aging date. **Note:** If the number of days is greater than 999, then **999** will display in the field. This field cannot display a number greater than 999. Display

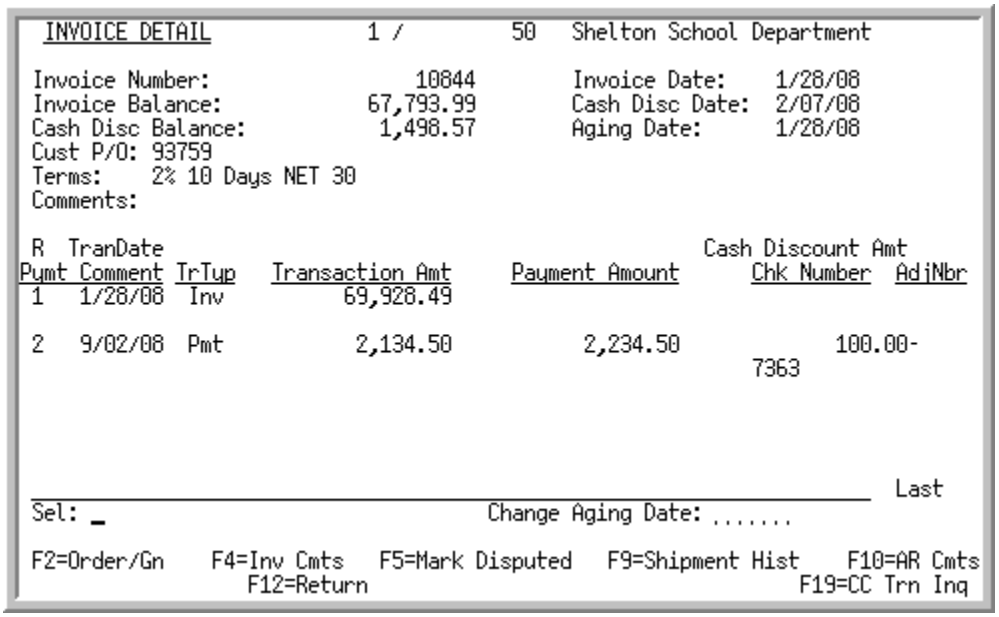
Field/Function Key	Description
C	This column indicates what type of comments exist for the invoice: • **C** displays if only A/R invoice comments exist for the invoice • **P** displays if only invoice payment comments exist for the invoice • **B** displays if both A/R invoice comments and invoice payment comments exist for the invoice • **A** displays if invoice AR comments (both open or paid invoices) exist for the invoice • **Z** displays if invoice AR comments and invoice and/or payment comments exist for the invoice To review the comments, select the indicated invoice using the reference number and the **Ref for Detail** field. Display
Customer PO Number	The purchase order number associated with the customer. This field will toggle with the **F19=PO/ORD / F19=INVC** function key and display the **D**, **F**, and **Invoice #** fields. Display
Order/Gn	The order the customer PO number is from, and the order generation number. This field will toggle with the **F19=PO/ORD / F19=INVC** function key and display the **Lst Tran** field. Display
Sel	Key the reference number of the open invoice on this screen and press **ENTER** to display detail billing and payment information. The Invoice Detail Screen will appear. (N 1,0) Optional
Next Invoice Number	Use this field to display a specific invoice or finance charge at the top of this screen. Key the invoice number to display at the top of this screen. If this invoice does not exist, the next sequential invoice number will display at the top of the screen. (N 8,0) Optional

Field/Function Key	Description
F2=Pay	**F2=PAY** appears only if Electronic Payments has been activated through Activate Credit Card Company Options (MENU EPFILE) and the **Allow Access to AR Quick Pay** field is set to **Y** and you are part of the user group specified in the **Authorized Users** field through Application Action Authority (MENU XASCTY). This function key also appears if you are a master user. Use **F2=PAY** to begin to apply payment to an invoice. To apply payment to an invoice that is not yet been entered into the system, press **F2=PAY**. To apply payment to invoices listed on this screen, use the **F11=MARK/UNMARK** key to mark the invoices for payment and then, press **F2=PAY** to pay the invoices that you marked. The Quick Pay Apply Payments Screen appears.
F4=Srch	Press **F4=SRCH** to display the Customer Search Screen to search for a different customer to use in this inquiry.
F6=Pay Hst	Press **F6=PAY HST** to display the Payment History Screen, which shows the payments received from this customer.
F9=AR Cmts	Press **F9=AR CMTS** to review comments for this customer. The A/R Comments Screen will appear.
F10=Check Inq	Press **F10=CHECK INQ** to display the Customer Check Number Inquiry Selection Screen.
F11=Mrk/Unmrk	**F11=MARK/UNMARK** appears only if Electronic Payments has been activated through Activate Credit Card Company Options (MENU EPFILE) and the **Allow Access to AR Quick Pay** field is set to **Y** and you are part of the user group specified in the **Authorized Users** field through Application Action Authority (MENU XASCTY). This function key also appears if you are a master user. Use **F11=MARK/UNMARK** to mark the invoices that you want to use the quick pay feature to pay. You can also use **F11=MARK/UNMARK** to unmark an invoice, meaning it is no longer selected for payment. For invoices that are marked for payment, the invoice number displays in reversed image. You cannot select an invoice that is already in a payment group or that has a zero balance. If you are using International Currency, the invoices that you mark for payment must all have the same trading currency. To select an invoice (or to unmark it after selecting it), key the invoice's reference number in the **Ref for Detail** field and press **F11=MARK/UNMARK**.
F12=Rtrn	Press **F12=RTRN** to return to the Customer Information Screen.

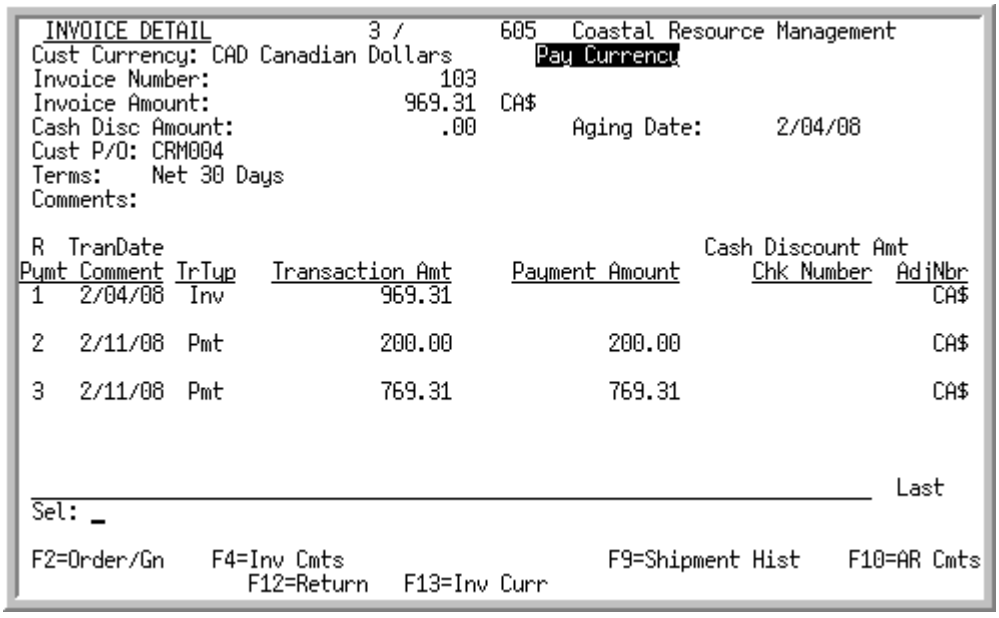
Field/Function Key	Description
F13=Lcl Curr/ F13=Trd Curr	**F13=LCL CURR / F13=TRD CUR** displays only if International Currency is installed. Press **F13=LCL CURR / F13=TRD CUR** to toggle between a display of values on this screen in the customer's trading currency or in the company's local currency.
F14=Sls Info	Press **F14=SLS INFO** to view the customer's total sales for the current month, current year, and previous year. The Sales Information Screen will appear.
F15=Usr Cdes	Press **F15=USR CDES** to display the user codes and user fields that have been defined for this customer. The User Codes Screen appears.
F16=Orig Inv/ F16=Split Inv	Press **F16=ORIG INV / F16=SPLIT INV** to toggle between the original invoice number for a split terms invoice and the split invoice numbers assigned to the original. **Note:** **F16=ORIG INV / F16=SPLIT INV** does not appear on this screen when the customer purchase order number and order number/ generation number display on this screen via the F19 toggle key. That is, when **F19=PO/ORD** displays, **F16=ORIG INV / F16=SPLIT INV** appears. When **F19=INVC** displays, **F16=ORIG INV / F16=SPLIT INV** does not appear.
F18=Inv Amt	To limit the open invoices displayed on this screen, press **F18=INV AMT** to display the Invoice Amount Screen. **Note:** If the invoices displayed on this screen are limited based on values entered on the Invoice Amount Screen, **F18=INV AMT** will be highlighted.
F19=PO/Ord/ F19=Invc	Press **F19=PO/ORD / F19=INVC** to toggle between the customer purchase order number and the order it is from (including the order generation number) and the invoice number. When **F19=PO/ORD** is pressed, the customer purchase order number and order number/generation number from the Order History Header File (**HSHED**) will display on the screen for each invoice instead of the invoice number, invoice date, and the date of the last transaction. When **F19=INVC** is pressed, the invoice number, invoice date, and date of last transaction, from the A/R Open Invoice Header File (**ARDHD**), will display on the screen instead of the customer purchase order number and order number/generation number.

Field/Function Key	Description
F20=Des / F20=Asc	The default view of **F20=DES / F20=ASC** depends on the default sequence you selected in the **Default Open Invoices Sequence in A/R Inquiry** field in Accounts Receivable Options Maintenance (MENU XAFILE). If you selected ascending as the sequence, then **F20=DES** is the default. If you selected descending as the sequence, then **F20=ASC** is the default. You can toggle between **F20=DES** and **F20=ASC** to show invoices on this screen either in descending or ascending order. Press **F20=DES** to show invoices on this screen in descending sequence. The invoice numbers in the list will appear from the most recent invoice dates to the oldest invoice dates. Press **F20=ASC** to show invoices on this screen in ascending sequence. The invoice numbers in the list will appear from the lowest to the highest invoice numbers. Key an invoice number in the **Next Invoice Number** field and press **F20=DES** to show the next invoice number entered followed by the list of invoices in order of descending invoice dates. Key an invoice number in the **Next Invoice Number** field and press **F20=ASC** to show the next invoice number entered followed by the list of invoices in order of lowest to highest invoice numbers.
Enter	Press **ENTER** this key after keying a valid company/customer number in the **Co/Cust#** field on this screen. This screen will display with the accounts receivable information for the new customer. Press **ENTER** after keying the reference number of an invoice on the **Ref for Detail** field. The Invoice Detail Screen will appear.

Invoice Detail Screen



Invoice Detail Screen with International Currency



This screen displays from the Open Invoices Screen or the Payment History Screen of the Customer Inquiry (MENU ARMAIN). This screen may also be accessed through the Apply Cash Screen of Cash & Adjustment Entry/Edit (MENU ARMAIN) when you key a payment code of I to inquire about a particular invoice.

This screen displays detail information concerning a specific invoice. All transactions and payment comments regarding the invoice selected are displayed. Once the details of the invoice have been reviewed on this screen, you can mark the invoice as disputed with a function key. If the invoice is already marked as disputed, the same function key can be used to unmark it.

For open invoices, you may use this screen to fix an incorrect invoice aging date by keying the **Change Aging Date** field and pressing **ENTER**. The actual invoice will be immediately corrected but the customer's aging information will not be changed. The customer's invoices are re-aged with each Day-End Processing (MENU XAMAST) or you can manually run the Re-Age Open Receivables option on Menu ARMAST.

Additionally, you may use this screen to access consolidated invoice shipment history, customer order shipment history, and shipped orders by item summary information for a selected line item if the invoice you are inquiring into is a consolidated invoice.

Invoice Detail Screen Fields and Function Keys

Field/Function Key	Description
Table Cust Currency	This field only displays when International Currency is installed and displays the currency symbol and description for the invoice currency, the payment currency, or the company's local currency. This value will toggle with **F13=PAY CURR / F13=INV CURR / F13=LCL CURR**. Which of these is presented is indicated by **Pay Currency**, **Inv Currency**, or **Lcl Currency** displayed to the right of the description. Display
Invoice Number	The number of the invoice assigned during invoice print. Display
Invoice Date	The date assigned to the invoice. This field only displays from Open Invoices Screen (Menu OEMAIN) Display

Field/Function Key	Description
Invoice Balance/ Invoice Amount	The screen displays **Invoice Balance** from the Open Invoices Screen and **Invoice Amount** from the Payment History Screen. The invoice balance is the remaining amount of all the transactions for the invoice number including invoices debit memos, and credit memos still open for this invoice. The invoice amount is the total amount of all the transactions for the invoice number including invoices debit memos, and credit memos. When International Currency is installed, this value will toggle with **F13=PAY CURR / F13=INV CURR / F13=LCL CURR** function key and display the appropriate currency symbol. Display
Cash Disc Date	The Cash Discount Date is the last date that the customer can take the cash discount offered with payment. Display
Cash Disc Balance/ Cash Disc Amount	The screen displays **Cash Discount Balance** from the Open Invoices Screen and **Cash Discount Amount** from the Payment History Screen. The Cash Discount balance is the remaining amount of cash discounts of all the transactions for the invoice number including invoices debit memos, and credit memos still open for this invoice. The Cash Discount amount is the total amount of cash discounts of all the transactions for the invoice number including invoices debit memos, and credit memos. Display
Aging Date	The **Aging Date** as determined for the customer. Display
Cust P/O	The customer's PO number from the sales order. Display
Terms	The terms of the invoice from the Customer Master file. Display
Comments	If an A/R invoice comment exists for this invoice, the first two comment text lines will display here. If more than two lines exist, a **+** will display to the right of the first two lines. Use the **F4=INV CMTS** function key to review the complete comment. Display

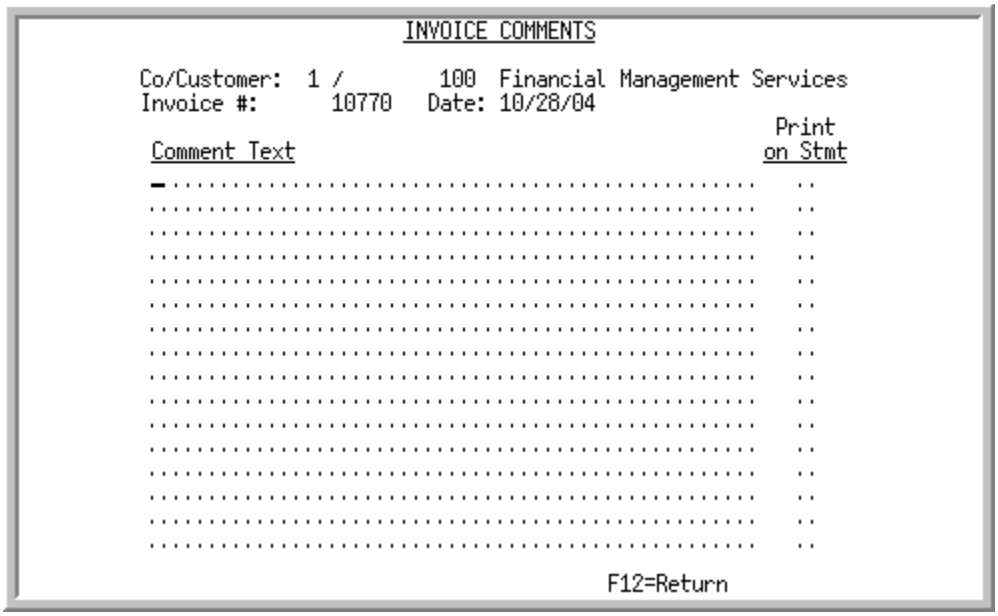
Field/Function Key	Description
R	This field displays the reference number of each invoice transaction for the selected invoice number displayed on this screen. By keying the **Ref** number of an invoice transaction item and then selecting the appropriate function key or action, you may access the following screens or perform a specific data update: • Invoice Display Screen (MENU OEMAIN) if you press **F9=SHIPMENT HISTORY** • Customer Order Shipment Screen (MENU OEMAIN) if you press **F11=CNSLDT ORD** • Shipped Orders by Item Detail Screen (MENU OEMAIN) if you press **F14=CNSLDT LINE ITEM** • **Change Aging Date** will immediately update the Customer Master File (**CUSMS**) when the ENTER key is pressed Display
TranDate	The date that the corresponding transaction occurred. This field will toggle with the **F2=ORDER/GN / F2=TRAN DATE** function key and display the **Order/Gn** field. Display
TrTyp	This column indicates the type of each transaction. This may be one of the following: • **Inv**: The transaction that created the invoice or finance charge. Invoices are created through Order Entry, Point of Sale, or Invoice Entry/Edit (MENU ARMAIN); finance charges are calculated during Month-End Processing (MENU ARMAST). • **Pmt**: A payment transaction that was made for the open invoice that was posted through Cash & Adjustment Post (MENU ARMAIN). Payment transactions recorded through A/R Quick Pay and Credit Card Payments may also display. • **Adj**: An adjustment transaction that was created automatically (e.g., due to I/C revalues, if International Currency is installed), or manually through this option. Display
Transaction Amt	The amount of the payment or invoice transaction. Display
Payment Amount	For payment transactions, this column displays the amount of the payment made for the open invoice. Display

Field/Function Key	Description
Cash Discount Amt	For payment transactions, this column displays the amount of the cash discount, if any, that was applied to the open invoice. Display
Adj Nbr	For payment transactions, the adjustment number keyed for the payment during Cash & Adjustment Entry/Edit (MENU ARMAIN). For adjustments made during Cash & Adjustment Post (MENU ARMAIN) for invoices being paid, ****PYRV**** displays. Refer to CHAPTER 5: Cash and Adjustment Post for information about this type of adjustment. For adjustments made for revaluations made after a payment posts or created by Revalue Open Receivables (MENU ICRVAL), ***_IC_*** will display. Display
Payment Comment	Identifies if any payment comments exist for this transaction. Display
Chk Number	For payment transactions, this column displays the number of the check that was used to make the payment. Display
Sel	Key the **Ref** number for a transaction and press the appropriate function key. From within Cash & Adjustment Entry/Edit, if you do not wish to link the current transaction to an existing check control number, but instead wish to assign a new check control number to the current transaction, refer to the **`F5=MARK DISPUTED`** function key description. (A 2) Optional
Change Aging Date	This field only displays when this screen is accessed from the Open Invoices Screen. Key the new aging date for the selected invoice. **Valid Values:** Key the aging date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the aging date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6.0) Optional

Field/Function Key	Description
Order/Gn	The order the customer PO number is from, and the order generation number. This field will toggle with the **F2=ORDER/GN / F2=TRAN DATE** function key and display the **TranDate** field. Display
F2=Order/Gn / F2=Tran Date	**F2=ORDER/GN / F2=TRAN DATE** appears only if an order number exists for the selected invoice. Press **F2=ORDER/GN / F2=TRAN DATE** to toggle between displaying the **Order**/ **Gn** column and the **Tran Date** column.
F4=Inv Cmts	Press **F4=INV CMTS** to enter/review/delete A/R invoice comments for the current invoice. The Invoice Comments Screen will appear.
F5=Mark Disputed	Press **F5=MARK DISPUTED** to mark or unmark the invoice as disputed. The Mark Disputed Invoices Screen will appear.
F9=Shipment History	**Note:** The **F9=SHIPMENT HISTORY** function key will be disabled if the shipment history has been purged or if none exists [if the invoice was created without an order number reference through Invoice Entry/Edit or Cash & Adjustment Entry/Edit (MENU ARMAIN)]. If no shipment history currently exists, a message will display at the bottom screen, in reverse image, to identify this fact. Enter the Ref number of the appropriate invoice detail transaction and press **F9=SHIPMENT HISTORY** to display the Invoice Display Screen. This screen, which is described for Customer Order/Shipment Inquiry (MENU OEMAIN) displays summary information about the selected shipped order. You may display detail information for each item on the invoice using the indicated function keys. Refer to the Infor Distribution A+ Order Entry User Guide for detailed information about using these screens.
F10=AR Cmts	Press **F10=AR CMTS** to review comments about a customer. The A/R Comments Screen appears.
F11=Cnsldt Ord	F11=CNSLDT ORD displays only if the invoice is a consolidated invoice (i.e. an invoice printed with a consolidated bill code).Enter the reference number of the appropriate invoice transaction and then press **F11=CNSLDT ORD** to display the Customer Order Shipment Screen. Refer to the Infor Distribution A+ Order Entry User Guide for an explanation of this screen.
F12=Return	Press **F12=RETURN** to return to the screen from which this screen was accessed.

Field/Function Key	Description
F13=Inv Curr / F13=Lcl Curr / F13=Pay Curr	**F13=INV CURR / F13=LCL CURR / F13=PAY CURR** displays only if International Currency is installed and activated.Use **F13=INV CURR / F13=LCL CURR / F13=PAY CURR** to toggle between displaying the transaction, payment, and cash discount amounts in the invoice currency, the payment currency, or the local currency. The check number and adjustment number columns appear only when local currency information is being shown.
F14=Cnsldt Line Item	**F14=CNSLDT LINE ITEM** displays only if the invoice is a consolidated invoice.Enter the reference number of the appropriate invoice transaction and then press **F14=CNSLDT LINE ITEM** to display the Shipped Orders by Item Detail Screen (MENU OEMAIN). Refer to the Infor Distribution A+ Order Entry User Guide for an explanation of this screen
F19=CC Trans Inq	**F19=CC TRANS INQ** appears only if Electronic Payments has been activated though Activate Credit Card Company Options (MENU EPFILE) and the **Allow Access to Credit Card Inquiry** field is set to Y and you are part of the user group specified in the **Authorized Users** field through Application Action Authority (MENU XASCTY).Press **F19=CC TRANS INQ** to access the credit card transaction inquiry. The inquiry will be available only if there is credit card transaction information for this invoice.
Enter	Press **ENTER** with a value in the **Change Aging Date** field to update the invoices aging date.

Invoice Comments Screen



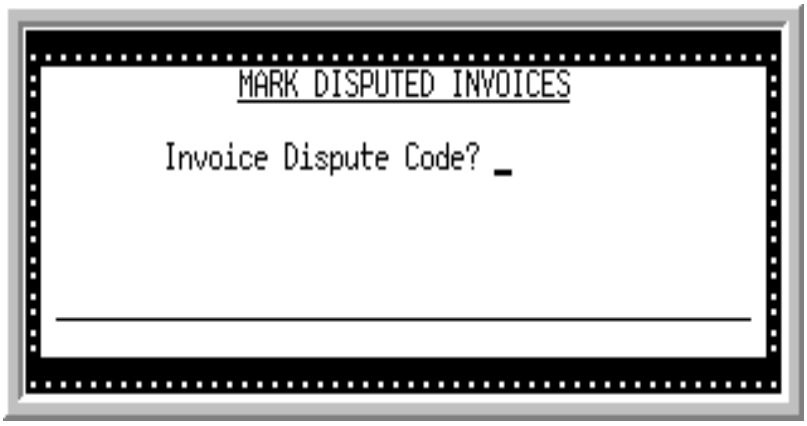
This screen appears after you press **F4=INV CMTS** from the Invoice Detail Screen. Use this screen to enter, review, or delete comments related to the indicated invoice.

Invoice Comments Screen Fields and Function Keys

Field/Function Key	Description
Comment Text	Key up to 50 characters of comment on each line that you wish to associate with this invoice. (15 @ A 60) Optional
Print on Stmt	Use this field to indicate if a line of comment should print on the customer's A/R Statements. Key a **Y** in this field to indicate that the line of comment should print on the customer's Demand A/R Statements. Leave this field blank to indicate that the line of comment should not print on the customer's Demand A/R Statements. (A 1) Optional
F12=Return	Press **F12=RETURN** to return to the Invoice Detail Screen.
F24=Delete	**F24=DELETE** only appears if maintaining an existing comment. Press **F24=DELETE** to delete the comments on this screen. You will be required to press **F24=DELETE** twice to confirm the deletion.

Field/Function Key	Description
Enter	Press **ENTER** after making additions or modifications to this screen. You will be required to press **ENTER** twice to confirm the changes. You will then be returned to the Invoice Detail Screen.

Mark Disputed Invoices Screen

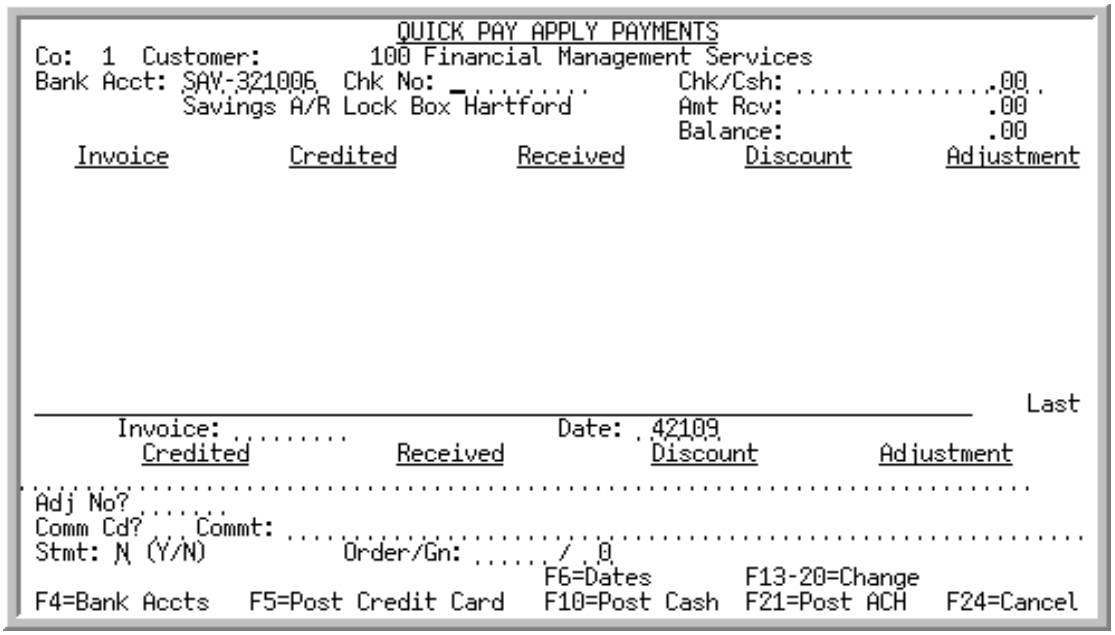


This pop-up window screen appears after your press the **F5=MARK DISPUTED** from the Invoice Detail Screen. Use this screen to mark or unmark disputed invoices.

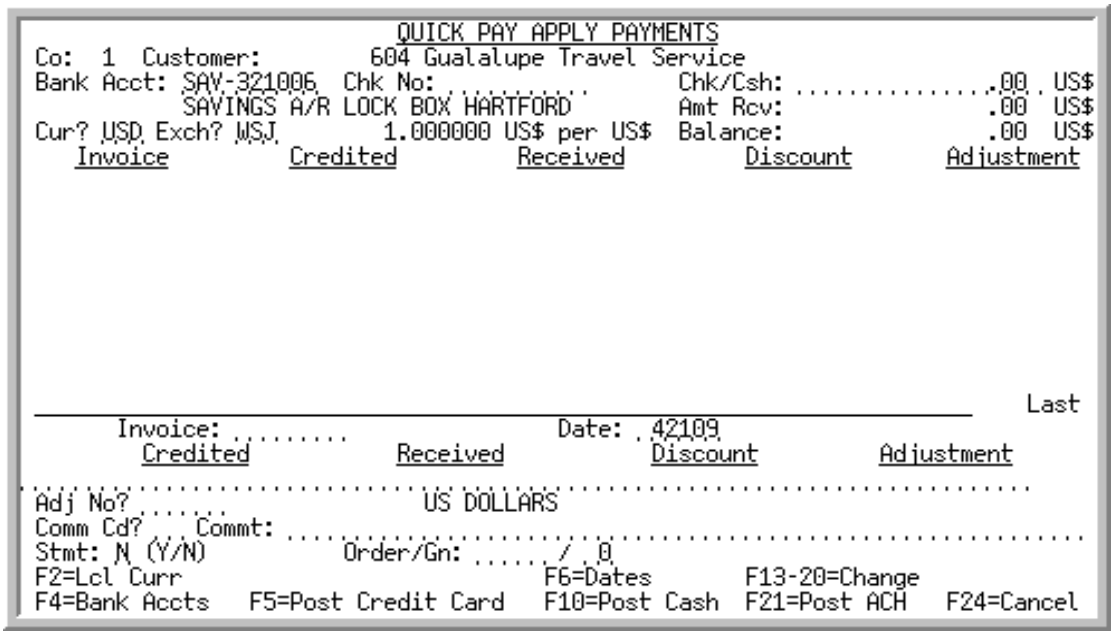
Mark Disputed Invoices Screen Fields and Function Keys

Field/Function Key	Description
Invoice Dispute Code	To mark the invoice as disputed, or to change an existing dispute code for the invoice, key in a valid dispute code and press **ENTER**. Valid dispute codes are defined through Invoice Dispute Code Maintenance (MENU ARFILE). To unmark the displayed invoice, clear out this **Invoice Dispute Code** field and press **ENTER**. If an invoice is marked, when the Invoice Detail Screen redisplays, a **DISPUTED INVOICE** message and the disputed reason are displayed under the **Aging Date** field. (A 1) Required

Quick Pay Apply Payments Screen



Quick Pay Apply Payments Screen with International Currency



This screen appears after you press **F2=PAY** on the Open Invoices Screen. If you marked invoices for payment on that screen, those invoices will be listed on this screen. Use this screen to apply payments to those invoices and/or to enter new invoices to the system and apply payment. Typically, new invoices will be entered for unapplied cash situations.

The company and customer you selected for the Customer A/R Inquiry display at the top of the screen. The invoices that you marked for payment on the Open Invoices Screen display in the list. If you are using International Currency, the currency information for the invoices displays on this screen.

Use this screen to apply payment to invoices using a credit card, cash, or ACH/check. The customer name and address information selected will be copied to the CenPOS panel. If there are special characters (i.e., &) in the name and address fields, they will be removed before being copied to CenPOS to prevent potential errors in CenPOS. Additionally, for partial payments, you will see the date and time appended to the invoice number so to always pass a unique invoice number to CenPOS.

Note: If you are working with the "quick pay" feature and your session terminates abnormally, you will be returned to the session you were working in when you access Customer A/R Inquiry (MENU ARMAIN).

Note: Prior to posting either a credit card or ACH transaction, the **Activate CenPOS** Interface company option in Credit Card Options Maintenance (MENU EPFILE) is verified. Access to continue the posting process will be restricted when the **Activate CenPOS Interface** company option is **N** and the message: "**Must activate CenPOS interface for credit card/ACH Processing**" will appear on this screen. All the required CenPOS activation setup outlined in the Distribution A+ Electronics Payment User Guide, including setting the **Activate CenPOS Interface** company option to **Y**, needs to be performed in order for credit card or ACH processing to occur.

Quick Pay Apply Payments Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	This field displays the number and name of the customer for whom the transaction will be entered. **Note:** The & character is not allowed in name and address field in the CenPOS interface. Therefore, that character will be automatically removed from name and address fields and replaced with a space. Display

Field/Function Key	Description
Bank Acct	For cash or check payment transactions, use this field to specify the bank account that the system will use when selecting the general ledger cash account that will be debited for cash receipts. If you enter a bank account, transaction history and accounts receivable transaction detail records will be generated, and the bank accounts balance will be increased by the total amount of the cash received. You can use the history transactions as an audit trail for the bank account activity. For credit card payment transactions, the system will use the credit card clearing account associated with the credit card's payment type and not the bank account that you entered here. Key the bank account. If you do not know which bank account to enter, use the **F4=BANK ACCTS** to display a list of accounts. If you are using International Currency, the currency of the bank account you enter must be the same as either the invoice's local or trading currency. **Default Value:** The company's default bank account, specified in Accounts Receivable Options Maintenance (MENU XAFILE). (A 10) Required
Chk No	For check payment transactions, use this field to enter the check number. For credit card and ACH payment transactions, leave this field blank. In the Customer Check Number Inquiry (MENU ARMAIN) and on the Invoice Detail Screen, you will see the check number for credit card and ACH transactions will be the payment type concatenated with the authorization number for the transaction. (A 10) Optional
Chk/Csh	If you are posting cash, use this field to enter the total check or cash amount that you will be applying. The amount received will be compared to the amount that you key in this field. (N 16,2) Optional
Amt Rcv	The total amount received for the accounts receivable group displays in this field. This field is a control total of the total dollar amount of this accounts receivable group. **Default Value:** The total balance of all the invoices marked on the Open Invoices Screen. Display

Field/Function Key	Description
Balance	This field displays the difference between the **Chk/Csh** field and the **Amt Rcv** field. To post cash for the group, .**00** must display in this field. Display
Cur	This field appears only if International Currency is installed and activated. If you marked invoices for payment on the Open Invoices Screen, this field is display-only and shows the trading currency of the invoices selected. If you did not mark any invoices on the Open Invoices Screen, this field is required. Use this field to enter the currency that you want to use to apply the payments. The currency that you enter must be the same as the currency of the invoice that you entered on this screen. **Valid Values:** A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE) **Default Value:** The currency of the marked invoices. If no invoices were marked for payment, the company's local currency, specified through International Currency Options (MENU ICFILE). (A 3) Required/Display
Exch	This field appears only if International Currency is installed and activated. Key the exchange code that you want to use. **Valid Values:** An exchange code defined through Currency/Exchange Codes Maintenance (MENU ICFILE) **Default Value:** The company's default exchange code, specified through International Currency Options (MENU ICFILE) (A 3) Required
Exch Rate	This field appears only if International Currency is installed and activated. This field displays the exchange rate based on the currency and exchange code. Please note that when invoices are posted from this screen, the system uses the exchange rate that displays on this screen, not the exchange rate on the original invoice. Display
Invoice	The **Invoice** field displays for both views of the **F6=DATES / F6=AMOUNTS** toggle key. The invoice number of the invoice that will be paid when payment is applied. Display

Field/Function Key	Description
Credited	The **Credited** field displays when the **F6=DATES / F6=AMOUNTS** key show as **F6=DATES**. The total amount to be credit to the customer account for the payment as established for the invoice during the payment entry process on this screen. Display
Received	The **Received** field displays when the **F6=DATES / F6=AMOUNTS** key show as **F6=DATES**. The amount received for the payment amount established for the invoice during the payment entry process on this screen. Display
Discount	The **Discount** field displays when the **F6=DATES / F6=AMOUNTS** key show as **F6=DATES**. The cash discount amount established for the invoice during the payment entry process on this screen. Display
Adjustment	The **Adjustment** field displays when the **F6=DATES / F6=AMOUNTS** key show as **F6=DATES**. The adjustment amount established for the invoice during the payment entry process on this screen. Display
Invoice Date	The **Invoice Date** displays when the **F6=DATES / F6=AMOUNTS** key show as **F6=AMOUNTS.** The date the invoice was processed (this date may be overridden during order entry). Display
Dsc Date	The **Dsc Date** displays when the **F6=DATES / F6=AMOUNTS** key show as F6=AMOUNTS. The cash discount date established for the invoice based on the **Terms Code** (i.e. 2% 10 days net 30) assigned to the customer. Display
Age Date	The **Age Date** displays when the **F6=DATES / F6=AMOUNTS** key show as **F6=AMOUNTS**. The aging date established for the invoice based on the **Terms Code** (i.e. 2% 10 days net 30) assigned to the customer. Display

Field/Function Key	Description
Terms	The **Terms** field displays when the **F6=DATES / F6=AMOUNTS** key show as **F6=AMOUNTS**. Display
Invoice	Use this field to enter a new invoice number into the system, however, you cannot enter a finance charge invoice. The invoice number is the number of the invoice that will be paid when payment is applied. **Note:** When paying an invoice by credit card, it's important to be aware of a CenPOS setting to avoid duplicate invoice payments. If the CenPOS setting is turned on, the invoice number is appended with the date and time of the payment and will display this way as a unique invoice number on the CenPOS screens. This process does not change or affect any of the invoice numbers in Distribution A+ or the completion of the payment process. (N 8,0) Optional
Date	Key the date of the payment. **Default Value:** Today's date **Valid Values:** A date entered in the **Default Date Format** specified for your user ID in Register A+ User IDs (MENU XACFIG), or, if that field is blank, the system's **Default Date Format**. (N 6,0) Required
Credited	The total amount to be credited to the customer account for the invoice payment as established for the invoice during the payment entry process on this screen. The amount is this field must equal **Credited - Discount + Adjustment**. **Default Value:** The amount that the customer is credited as having paid (N 9,2) Optional
Received	The amount that the customer has paid displays in this field. The amount in this field must equal **Credited - Discount - Adjustment.** (N 9,2) Optional
Discount	The amount of a discount, if any, used by the customer for this payment. The amount in this field must equal **Credited - Received - Adjustment**. (N 9,2) Optional

Field/Function Key	Description
Adjustment	The amount of an adjustment, if any, that must be applied to this customer's payment displays in this field. The amount in this field is subtracted from the sum of the amount Received and the Discount. The amount in this field must equal the Credited - Received - Discount. (N 9,2) Optional
Adj No	Key the adjustment number. The **Adj No** field is only valid when there is an amount in the **Adjustment** field. **Valid Values:** An adjustment number defined through Adjustment Numbers Maintenance (MENU ARFIL2), if the **Validate Adj Numbers** field is set to **Y** through Accounts Receivable Options Maintenance (MENU XAFILE). (A 6) Optional
Comm Cd	Payment codes can be used to incorporate user-defined comments for display, or for printing the customers' statements. Key the payment comment code that you want to be associated with the payment transaction. The **Commt** field will be filled in when you press **ENTER**. **Valid Values:** A payment comment code defined through Payment Comment Codes Maintenance (MENU ARFIL2). (A 2) Optional
Commt	Use this field to provide a comment for this transaction. If you keyed a payment comment code in the **Comm Cd** field, this field will be filled in when you press **ENTER**. If you did not enter a comment code, you can key a comment in this field. Use the **Stmt** field to specify whether the comment will print on the customer's statement. (A 60) Optional
Stmt	A value is required in this field only if you enter a comment. This field determines whether the comment will print on the customer's statements. Key **Y** if you want the comment to print on customer statements. Key **N** if you do not want the comment to print on customer statements. (A 1) Optional/Required

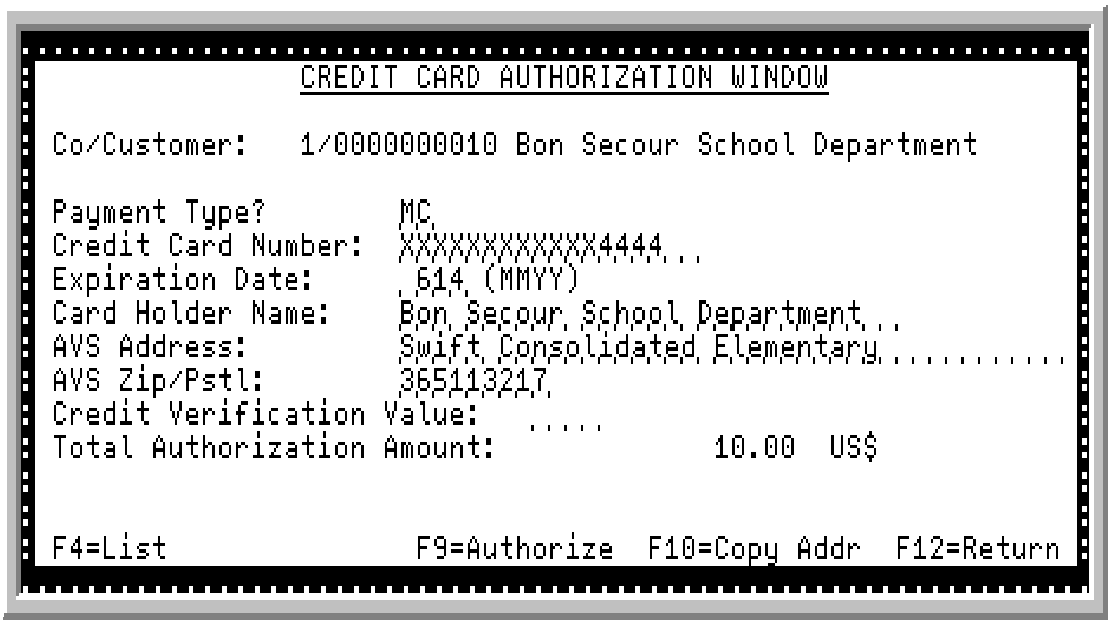
Field/Function Key	Description
Order/Gn	Use this field to specify the number and generation of the Order Entry sales order used to generate the invoice being paid. For additional details, refer to the Unapplied Cash and Un-invoiced Cash topic in CHAPTER 3: A/R Cash & Adjustment Processing. **Valid Values:** The number of an open order associated with the customer making a payment. (A 5 / N 2,0) Optional
F2=Lcl Curr/Trd Curr	**F2=LCL CURR / F2=TRD CURR** appears only if International Currency has been activated through Activate International Currency (MENU ICMAST). **F2=LCL CURR / F2=TRD CURR** is a toggle. Press **F2=LCL CURR / F2=TRD CURR** to toggle between displaying the amounts shown on this screen in the **Chk/Csh**, **Amt Rcv**, and **Balance** fields, and for the invoices in the list, in the company's local currency or in the customer's trading currency. The values in the **Credited**, **Received**, **Discount**, and **Adjustment** data entry fields (across the bottom of the screen) are always shown in the currency specified in the **Cur** field on this screen.
F4=Bank Accts	Press **F4=BANK ACCTS** to display a list of bank accounts from which you can select an account. The Bank Accounts List Screen appears. Refer to this screen as presented and explained in Bank Account Maintenance (MENU APFIL2) of the Infor Distribution A+ Accounts Payable User Guide.
F5=Post Credit Card	**F5=POST CREDIT CARD** appears only in entry mode. If you select to edit an invoice from the transactions displayed on the screen, **F5=POST CREDIT CARD** does not display. If the customer is making the payment with a credit card, press **F5=POST CREDIT CARD** to enter the credit card information, authorize the transaction, and post the group. The Credit Card Authorization Window appears. Once the transaction is authorized, the group will be submitted to be posted through CHAPTER 5: Cash and Adjustment Post. Refer to that option for reporting details. **Note:** When using CenPOS integration, the Distribution A+ *Credit Card Authorization Window* will no longer appear. Instead, the CenPOS *Authorization Panel* will launch to allow the user to authorize the transaction. For credit authorizations of a quick pay invoice, the CenPOS *Manage Token Panel* will appear.
F6=Dates/Amounts	Press **F6=DATES / F6=AMOUNTS** to toggle between displaying the **Credited, Received, Discount** and **Adjustment** fields and the **Inv Date, Dsc Date, Age Date**, and **Terms** fields.

Field/Function Key	Description
F9=Apply Discount	**F9=APPLY DISCOUNT** appears only in entry mode. If you select to edit an invoice from the transactions displayed on the screen, **F9=APPLY DISCOUNT** does not display. Press **F9=APPLY DISCOUNT** to apply a cash discount to the selected invoice. Discounts will be applied for cash discount balance on the selected invoice.
F10=Post Cash	**F10=POST CASH** appears only in entry mode. If you select to edit an invoice from the transactions displayed on the screen, **F10=POST CASH** does not display. If the customer is making the payment with cash or a check, press **F10=POST CASH** to post the group. You must confirm the posting by pressing **F10=POST CASH** a second time. The group will be submitted to be posted through CHAPTER 5: Cash and Adjustment Post. Refer to that option for reporting details. The Open Invoices Screen will display.
F11=Inv Detail	**F11=INV DETAIL** appears only when you select to edit an invoice transaction for an existing open receivable invoice. Press **F11=INV DETAIL** to review detail information for the selected invoice. The Invoice Detail Screen appears.
F12=Return	**F12=RETURN** appears only when an invoice is selected to edit the invoice transactions. Press **F12=RETURN** to return to the list of marked invoices without saving any changes. If you keyed changes and want to save them, use **ENTER**.

Field/Function Key	Description
F13-F20=Change	**F13-F20=CHANGE** appears only in entry mode. If you select to edit an invoice from the list, this function key will no longer appear. Press the key that corresponds to the reference number (**Reference Number** field) of the invoice number that you wish to select. This screen allows you to change detailed item receipt information. Use the function keys as follows to select an item to change: • F13=Reference Number 1 • F14=Reference Number 2 • F15=Reference Number 3 • F16=Reference Number 4 • F17=Reference Number 5 • F18=Reference Number 6 • F19=Reference Number 7 • F20=Reference Number 8 If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number. **EXAMPLE:** To change line 8, press **SHIFT** and **F8**. -OR- If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row. **EXAMPLE:** To change line 8, find function key 8 in the bottom row. Press **F20** in the top row because it is directly above F8.
F21=Post ACH	**F21=POST ACH** appears only in entry mode. If you select to edit an invoice from the transactions displayed on the screen, F21=POST ACH does not display. If the customer is making an ACH/check payment, press **F21=POST ACH** to enter the bank account and check information, authorize the transaction, and post the group. With a cardholder data integration to the payment processing networks, the ACH Authorization Window appears. With a secure token integration, the ACH Payment Window appears. The **Activate CenPOS Interface** must be set to **Y** in Credit Card Company Options Maintenance (MENU EPFILE). Once the transaction is authorized, the group will be submitted to be posted through CHAPTER 5: Cash and Adjustment Post. Refer to that option for reporting details.
F24=Cancel	Press **F24=CANCEL** to cancel the group and return to the Open Invoices Screen. Any marked invoices will be unmarked.

Field/Function Key	Description
Enter	If you selected an invoice to edit the amounts, press **ENTER** after making your changes to save your entries and return to the list of marked invoices. If you are entering a new invoice, press **ENTER** to save your entries and add the invoice to the group.

Credit Card Authorization Window



If you are using Electronic Payments, this window appears when you press **F5=POST CREDIT CARD** on the Quick Pay Apply Payments Screen. Use this window to specify the credit card information necessary to authorize the accounts receivable payment.

If a default credit card has been defined for the customer through Credit Card Maintenance (MENU EPFILE) for a Cardholder Data integration or Secure Card Maintenance (MENU EPFILE) for a Secure Token integration, the default credit card information will display. The customer's default credit card is the card for which the **Default Credit Card** field is set to **Y** through Credit Card Maintenance (MENU EPFILE) or Secure Card Maintenance (MENU EPFILE).

When paying an open invoice using the A/R Quick Pay process, it is required to pay the total authorization amount (shown in the **Total Authorization Amount** field) on the credit card being used, since multiple credit card payment types are not allowed during a Quick Pay transaction.

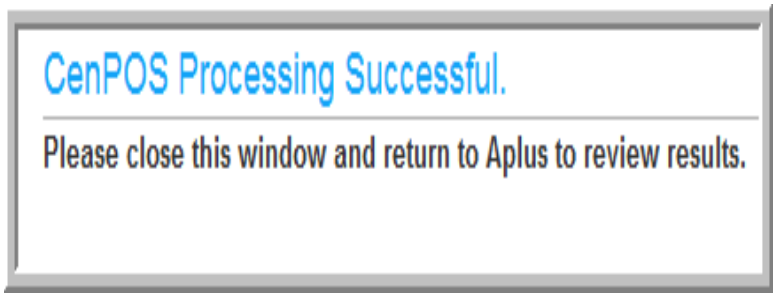
When using CenPOS integration, if a full authorization amount cannot occur for the credit card being used, the Quick Pay process will decline the authorization and another credit card that can fully authorized the transaction will be required. In this situation, when the Quick Pay process declines the authorization, the message **9313: Credit Card cannot be fully authorized** will display on the lower portion of this screen. Once this occurs, you will be able to enter or select another credit card to use, or you can modify the Quick Pay invoice amount accordingly in attempt to use the same credit card again.

Credit Card Authorization Window Fields and Function Keys

Field/Function Key	Description
Payment Code	Key the payment type when using actual card holder data for the integration. For a secure token integration, this field is protected and you will use the **F5=CARDS** key to select a valid credit card from the Secure Card List Screen (MENU EPFILE) or the **F6=ONE TIME** key to generate a one time use token for this transaction. **Default Value:** The credit card payment type assigned through Credit Card Maintenance (MENU EPFILE). **Valid Values:** A payment type defined through Payment Types Maintenance (MENU ARFILE) with the **Credit Card** field set to **Y**. (A 2) Required
Credit Card Number	Key the account number of the credit card when using actual card holder data for the integration. The credit card number is validated for the card type to ensure that the number is a valid credit card number. For a secure token integration, this field is protected, and you will use the **F5=CARDS** key to select a valid credit card from the Secure Card List Screen (MENU EPFILE) or the F6=ONE TIME key to generate a one-time use token for this transaction. **Default Value:** The credit card number assigned through Credit Card Maintenance (MENU EPFILE). (A 18) Required
Expiration Date	For a secure token integration, this field does not display. Key the date on which the credit card expires. Cards that have passed the expiration date cannot be authorized or settled. **Default Value:** The expiration date on the card defined through Credit Card Maintenance (MENU EPFILE). **Valid Values:** A future date in MMYY format. (N 4,0) Required
Card Holder Name	For a secure token integration, this field is display only. Key the name of the cardholder as it appears on the credit card. For a secure token integration, this field is display only. **Default Value:** The card holder name assigned through Credit Card Maintenance (MENU EPFILE) or Secure Card Maintenance (MENU EPFILE). (A 30) Optional / Display

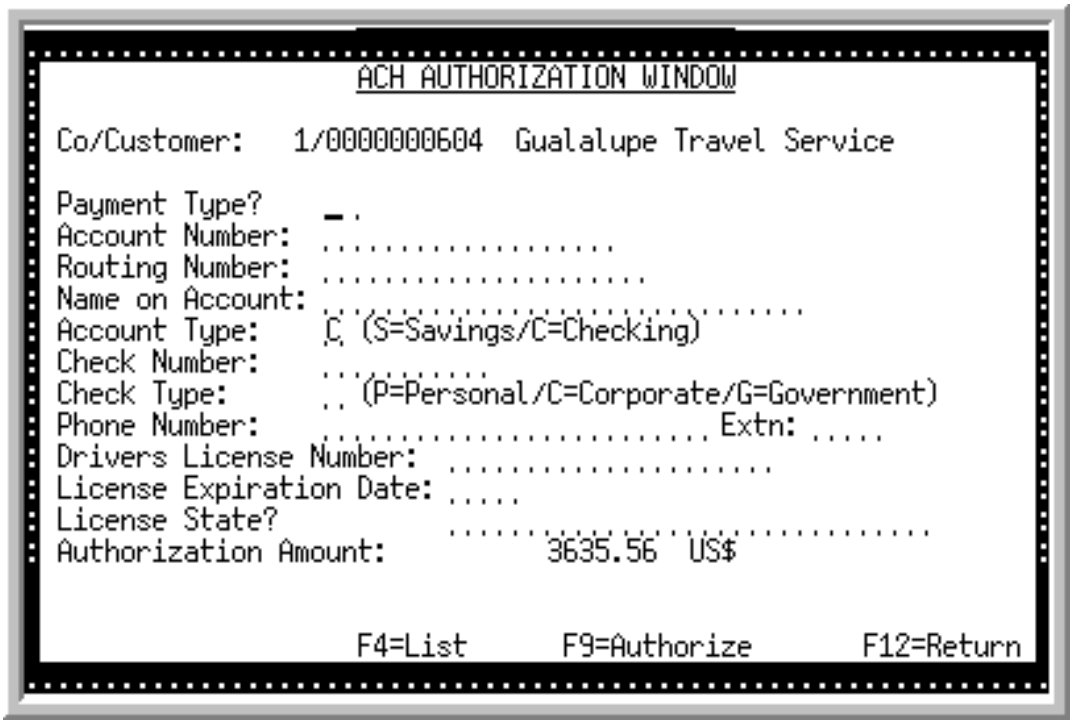
Field/Function Key	Description
AVS Address	For a secure token integration, this field does not display. This field is required if the **AVS** field is set to **Y** through Payment Types Maintenance (MENU ARFILE) for the payment type specified in the **Payment Code** field; otherwise, you must leave this field blank. Use this field to provide address information for the cardholder for the Address Verification Service (AVS). Key the cardholder's address. **Default Value:** The AVS address assigned through Credit Card Maintenance (MENU EPFILE). (A 40) Required/Blank
AVS Zip/Pstl	For a secure token integration, this field does not display. This field is required if the **AVS** field is set to **Y** through Payment Types Maintenance (MENU ARFILE) for the payment type specified in the **Payment Code** field; otherwise, you must leave this field blank. Use this field to provide the cardholder's zip or postal code for the Address Verification Service (AVS). Key the zip or postal code of the cardholder's address. **Default Value:** The AVS zip or postal code assigned through Credit Card Maintenance (MENU EPFILE). (A 9) Required/Blank
Credit Verification Value	This field is required if the **CVV** field is set to **Y** through Payment Types Maintenance (MENU ARFILE) for the payment type specified in the **Payment Code** field; otherwise, you must leave this field blank. Key the credit card verification value. The credit card verification value is the three- or four-digit number printed on the credit card. **Default Value:** The CVV assigned through Credit Card Maintenance (MENU EPFILE). (A 4) Required/Blank
Total Authorization Amount	The total amount received for the accounts receivable group on the Quick Pay Apply Payments Screen. Display
Total Ordered Amount	This field displays the total currency amount of the order. Display
Total Shipped Amount	This field displays the total currency amount of the order that has been shipped. Display

Field/Function Key	Description
Total Authorized Amount	This field displays the total currency amount that has been authorized for the order. Display
F4=List	The **F4=LIST** key only displays for a Cardholder Data integration to payment processing networks identified by **Activate CenPOS Interface** set to **N** in Credit Card Options Maintenance (MENU EPFILE). Press **F4=LIST** to display a list of credit cards defined for this customer. The Credit Card List Screen appears. Refer to the Infor Distribution A+ Electronic Payments User Guide for an explanation of that screen. If you have authority to access Credit Card Maintenance (MENU EPFILE), you can also add and maintain credit cards for the customer by pressing **F4=LIST**. When you select a new card and press **ENTER** or when you press **F12=RETURN** from the Credit Card List Screen, you are returned to this window.
F5=Cards	The **F5=CARDS** key only displays for a Secure Token integration to payment processing networks identified by **Activate CenPOS Interface** set to **Y** in Credit Card Options Maintenance (MENU EPFILE). Press **F5=CARDS** to display a list of credit cards defined for this customer. The Secure Card List Screen in Secure Card Maintenance (MENU EPFILE) appears. If you have authority to access Secure Card Maintenance (MENU EPFILE), you can also add and maintain secure card tokens for the customer by pressing **F5=CARDS**. For complete details of the Secure Card List Screen, refer to the Infor Distribution A+ Electronic Payments User Guide. When you select a new card and press **ENTER** or when you press **F12=RETURN** from the Secure Card List Screen, you are returned to this window. Continue with **F9=AUTHORIZE** to submit the payment information for authorization.

Field/Function Key	Description
F6=OneTime	The **F6=ONE TIME** key only displays for a Secure Token integration to payment processing networks identified by **Activate CenPOS Interface** set to **Y** in Credit Card Options Maintenance (MENU EPFILE). Press **F6=ONE TIME** to launch the CenPOS Manage Token window to generate a one-time use token for this order. The Distribution A+ session is temporarily locked awaiting return results from CenPOS. The Manage Token window will open in your default internet browser based on your set up options. Follow the instructions on the CenPOS Manage Token window and click SUBMIT to submit the customer credit card information to CenPOS for a secure token generation. When this process is complete, the CenPOS Manage Token window will close sending the secure token information back to Distribution A+. A message window displays:  Close the browser window or tab (based on your individual set up options). Once the token has been successfully created, Distribution A+ accepts the secure token information and unlocks the Credit Card Authorization Screen once focus is returned to the Distribution A+ session. Continue with **F9=AUTHORIZE** to submit the payment information for authorization. For A/R Quick Pay only, a successful token generation will automatically run the authorization process. If the **Auto Save One Time Tokens** is set to **Y** in Credit Card Options Maintenance (MENU EPFILE) that secure token will be saved for the current company, customer, ship-to information in the Customer Token File (**CSTKN**).

Field/Function Key	Description
F9=Authorize	Press **F9=AUTHORIZE** to authorize the credit card for the amount specified. If you are using International Currency, authorization is done using the company's local currency. For a Cardholder Data integration, the authorization process verifies the card number and expiration date and then submits the authorization information to your third-party authorization service. For a Secure Token integration, the token in sent to CenPOS and CenPOS completes the authorization process. The G/L Posting Date Selection Screen - A/R Cash & Adjustment Post will display. Use the Electronic Payments Inquiry (MENU EPMAIN) to determine the status of the transaction. Quick pay transactions display as type **QP**. A completed quick pay payment will display two transactions: an authorization and a mark for settlement. Invoice payments that cannot be processed are not put on hold; you must process the authorization transaction again.
F10=Copy Addr	The **F10=COPY ADDR** key only displays for a Cardholder Data integration to payment processing networks identified by **Activate CenPOS Interface** set to **N** in Credit Card Options Maintenance (MENU EPFILE). The **F10=COPY ADDR** key also does not display for a secure token integration. Press **F10=COPY ADDR** to fill the **Card holder Name**, **AVS Address** and **AVS Zip/Postl** fields from the Customer Master File (**CUSMS**) or the Shipping Address File (**ADDR**) for this transaction.
F12=Return	Press **F12=RETURN** to return to the Quick Pay Apply Payments Screen without authorizing the credit card charge.

ACH Authorization Window



The ACH Authorization Window appears after you press **F21=POST ACH** on the Quick Pay Apply Payments Screen when using a cardholder data integration to the payment processing networks. Use this screen to provide the ACH payment information. If the customer has a default bank account defined through Customer Bank Accounts Maintenance (MENU EPFILE), the default bank account information will display on this window.

ACH Authorization Window Fields and Function Keys

Field/Function Key	Description
Co/Customer	The company and customer number and name for the selected transaction. Display
Payment Type	Key the payment type that will be associated with this transaction. **Valid Values:** A payment type defined through Payment Types Maintenance (MENU ARFILE) with the **ACH/Check field** set to **Y**. (A 2) Required/Display
Account Number	Key the number of the bank account from which the payment will be made. If the account number is defaulted from Customer Bank Accounts Maintenance (MENU EPFILE), only the last four digits of the account number are shown. (A 18) Required/Display

Routing Number	Key the routing number of the bank where the account resides. The routing number is validated through the ACH network. (N 20,0) Required/Display
Name on Account	Key the name under which the account was opened. (A 30) Required/Display
Account Type	Specify the type of account from which the payment will be made. (A 1) Required
Check Number	Key the number of the check being used to make the payment. If you leave this field blank, the check number for credit card and ACH transactions will be the payment type concatenated with the authorization number for the transaction. (N 10,0) Optional
Check Type	Key the type of check being used to make the payment. If you leave this field blank, the system will assign a check number by concatenating the payment type with the authorization number for the transaction. (A 1) Optional
Phone Number Extn	Key the area code, phone number, and extension of the customer providing the payment. (N 18,0 / N 4,0) Optional
Drivers License Number	Key the number of the driver license of the customer providing the payment. (A 30) Optional
License Expire Date	Key the date on which the driver's license expires. **Valid Values:** A future date in MMYY format. (N 4,0) Optional
License State	Key the state in which the driver's license was issued. (A 30) Optional
Authorization Amount	This field displays the amount that will be authorized for this transaction. When International Currency is installed, the currency symbol for the bank account displays to the right of the transfer amount. Display
F4=List	Press **F4=LIST** to display a list of bank accounts defined for the customer. The Customer Bank Accounts List Screen appears. Refer to the Infor Distribution A+ Electronic Payments User Guide for a description of this screen.
F9=Authorize	Press **F9=AUTHORIZE** to authorize the ACH payment.

F12=Return	Press **F12=RETURN** to return to the previous screen.

ACH Payment Window

The ACH Payment Window appears after you press **F21=POST ACH** on the Quick Pay Apply Payments Screen when using a secure token integration. The secure token integration is activated through Credit Card Options Maintenance (MENU EPFILE) with the **Activate CenPOS Interface** company option set to **Y**.

Use this screen to provide the ACH payment information. If the customer has a default bank account defined through Secure Bank Accounts Maintenance (MENU EPFILE), the default bank account information will display on this window. If an account was not set to default in on this window, a message displays to inform you to select **F5=ACCOUNTS** to assign an appropriate account number. Once a bank account is assigned, you would then select **F9=AUTHORIZE** to authorize the transfer and proceed with the ACH transaction using the TCP/IP Manager functionality.

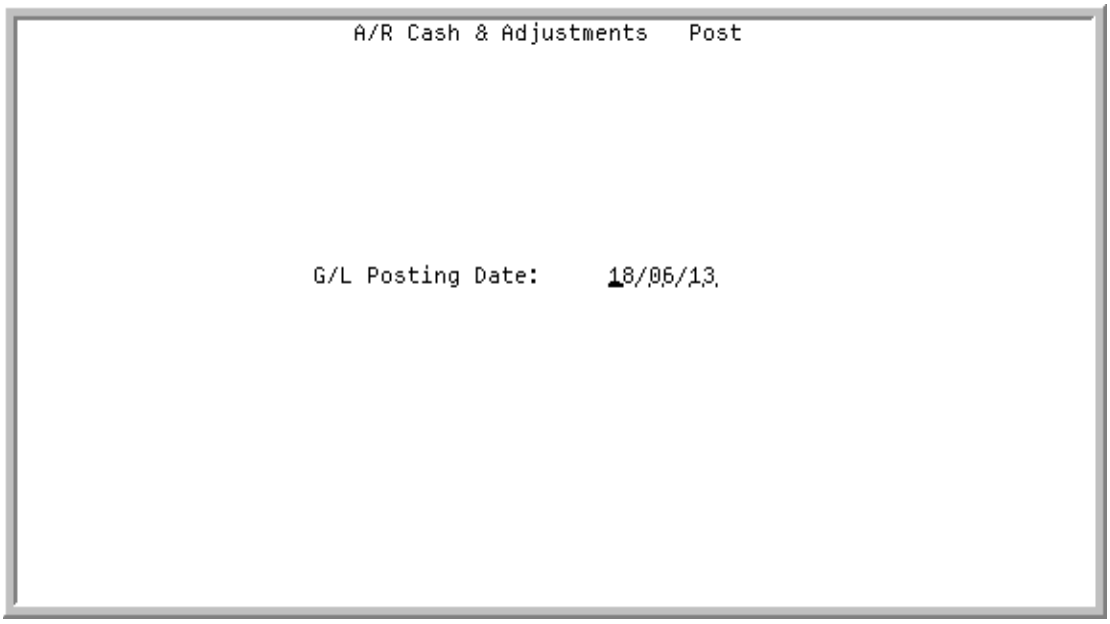
All the fields on this screen are display only and cannot be changed.

ACH Payment Window Fields and Function Keys

Field/Function Key	Description
Co/Customer	The company and customer number and name for the selected transaction. Payment TypeKey the payment type that will be associated with this transaction. **Valid Values:** A payment type defined through Payment Types Maintenance (MENU ARFILE) with the **ACH/Check** field set to **Y**.

Field/Function Key	Description
Account Number	Key the number of the bank account from which the payment will be made. If the account number is defaulted from Customer Bank Accounts Maintenance (MENU EPFILE), only the last four digits of the account number are shown.
Routing Number	Key the routing number of the bank where the account resides. The routing number is validated through the ACH network.
Name on Account	Key the name under which the account was opened. Transfer AmountThe amount to be transferred for the payment of the invoice. When International Currency is installed, the currency symbol for the bank account displays to the right of the transfer amount.
F5=Accounts	If an account was not set to default in on this window, press **F5=ACCOUNTS** to assign an appropriate account number. The Secure Bank Account List Screen will appear. Refer to this screen as shown and explained in Secure Bank Accounts Maintenance (MENU EPFILE). Once a bank account is assigned, you would then select **F9=AUTHORIZE**.
F9=Authorize	Press **F9=AUTHORIZE** to authorize the ACH payment.
F12=Return	Press **F12=RETURN** to return to the previous screen.

G/L Posting Date Selection Screen - A/R Cash & Adjustment Post



This screen appears after pressing **ENTER** on the Credit Card Authorization Window.

Note: This screen only displays if the interface between General Ledger and Accounts Receivable is active.

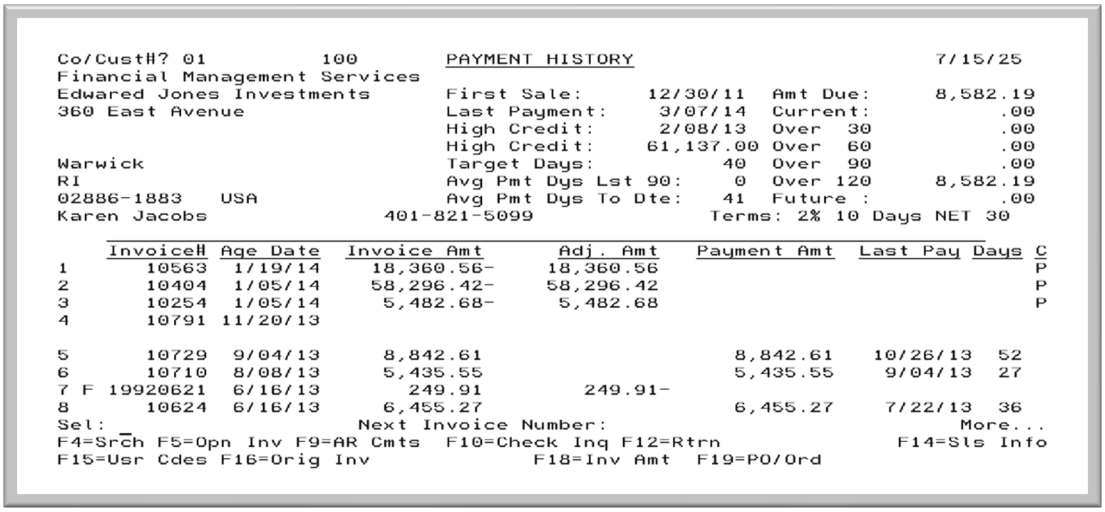
Use this screen to select a G/L posting date to be associated with the creation of a G/L Transaction Post Journal containing the accounts receivable cash receipts journal entries. Payments entered in the A/R group are permanently recorded in A/R, and the appropriate general ledger accounts are updated as defined in the G/L Interface through GL Transfer Definition (MENU GLXFER).

TECHNICAL NOTE: This screen displays in multiple places with task specific heading information.

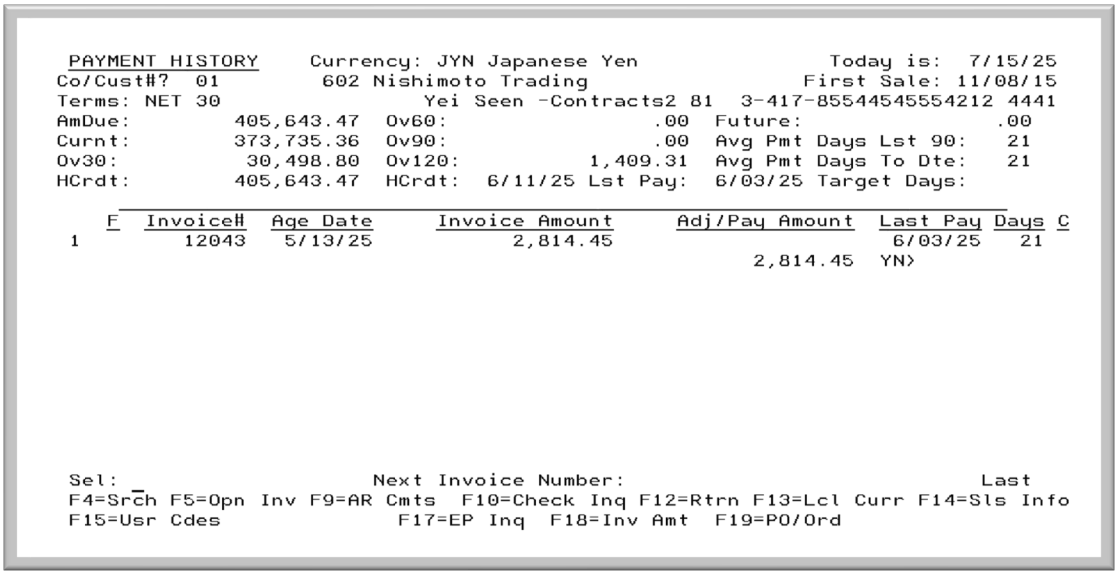
G/L Posting Date Selection Screen - A/R Cash & Adjustment Post Fields and Function Keys

Field/Function Key	Description
G/L Posting Date	This is the date used as the posting date in the general ledger, when the payment transactions in this group are updated through this option. G/L is updated if it is installed. Otherwise, the Temporary General Ledger file (**TEMGN**) is updated. The accounts that are updated in the general ledger are defined through the G/L Interface. Key the date under which the inventory transactions will be posted to General Ledger. This date will be used instead of the current system date. **Default Value:** The current system date. **Valid Values:** Any valid date. Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) (N 6,0) Required
Enter	Press **`Enter`** to confirm the selection of the G/L Posting Date. The job is submitted immediately to the Transaction Processor and the Open Invoices Screen displays.

Payment History Screen



Payment History Screen Expanded Fields with International Currency



This screen appears after you press **F6=PAY HST** from the Customer Information Screen, Open Invoices Screen or A/R Comments Screen. This screen contains summary and detail information about payments that have been made by the selected customer.

When International Currency is installed, amounts on this screen will display in the customer's currency or the company's local currency. Some currency values that appear on this original format

screen may be too large for display; such amounts will be truncated and will appear in reverse image. When using the Expanded Fields screen formats, all the values will completely display.

Payment History Screen Fields and Function Keys

Field/Function Key	Description
Currency	This field displays only if International Currency is installed. This field will display the **Currency Code** and description of the company's local currency and the customer's trading currency. This will change with the **F13=LCL CURR / F13=TRD CURR** function key.
Co/Cust#	If you wish to work with a different customer than that displayed, key the number of the new customer in this field. The following information appears beneath this field: • customer's name • customer's address • Accounts Payable contact person and telephone number • payment terms **Valid Values:** Any valid company and customer number. Company numbers are defined through Company Name Maintenance (MENU XAFILE); customers are defined through Customer/Ship to Master Maintenance (MENU ARFILE). (N 2,0/N 10,0) Required
First Sale	The date of the first sale made to this customer. Display
Last Payment	The date of the last payment received from this customer. Display
High Credit	The date on which this customer had the highest amount of open receivables. Display
High Credit	The amount of the highest open receivables with this customer. **Note:** If you key **Y** in the Include **Future Invoices** in **Credit Limit Check** field on the Maintain O/E Options -Miscellaneous Settings Screen 4 in Order Entry Options Maintenance (MENU XAFILE), future invoices will be included in the high credit balance. The high credit amount gets recalculated based on the amount due for the customer during Day-end processing, cash posting, and A/R Month-end. Display

Field/Function Key	Description
Target Days	The number of target payment days that you have assigned to this customer through Customer/Ship to Master Maintenance (MENU ARFILE). Display
Avg Pmt Dys Lst 90	The average number of days that it took this customer to pay an open invoice, for the last 90 days only. Display
Avg Pmt Dys to Dte	The average number of days that it took this customer to pay an open invoice, since the first sale to this customer. Display
Amt Due	The total amount that the customer owes for all aging periods, including the current period (excluding the **Future** amount). Display
Current	The current receivable amount due from this customer. Current accounts receivable are those that are due before payment is considered overdue (based on the number of days in the current period specified for the aging code used by the customer). Display
Aging Information	The following aging information for the customer is displayed: • **Over 1**: The receivable amount that has been due from this customer in the first aging period, where 1 represents the number of days in the first aging period specified for the aging code used by this customer. • **Over 2**: The receivable amount that has been due from this customer in the second aging period, where 2 represents the number of days in the second aging period specified for the aging code used by this customer. • **Over 3**: The receivable amount that has been due from this customer in the third aging period, where 3 represents the number of days in the third aging period specified for the aging code used by this customer. • **Over 4**: The receivable amount that has been due from this customer in the fourth aging period, where 4 represents the number of days in the third aging period specified for the aging code used by this customer. Display
Future	The amount that will be due from this customer, based on the future date on the Second Order Header Screen entered for the customer through Enter, Change & Ship Orders (MENU OEFILE). Display

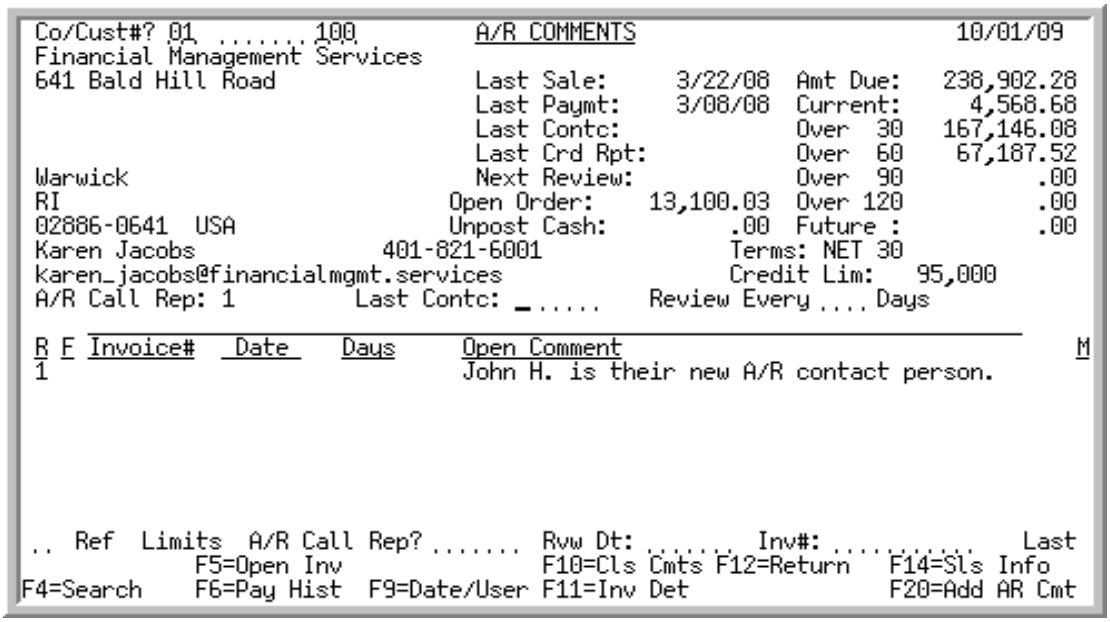
Field/Function Key	Description
Ref	The reference number of each payment displayed for this customer. Key this number in the **Ref for Detail** field on the bottom of this screen to display detail information on the Invoice Detail Screen. Display
Invoice #	The number of the invoice for which payment has been received or the split invoice number assigned to the original invoice number; see **F16=ORIG INV / F16=SPLIT INV and F19=PO/ORD / F19=INVC**. The letter F will display to the left of the invoice number for finance charges that have been received. Display
Age Date	This is the aging date for the invoice. Display
Invoice Amt	The amount of the invoice, when it was originally issued. Display
Adj. Amt	An adjustment made to the original invoice amount, if any. Display
Payment Amt	The dollar amount of the payment that was received for the invoice. Display
Last Pay	The date of the last payment transaction made for the invoice. Display
Days	The number of days that the invoice remained open before it was paid, based on the aging date. This field will display in reverse image if this value is negative, indicating that the customer paid the invoice before it was due. Display

Field/Function Key	Description
C	This column indicates what type of comments exist for the invoice: • **C** displays if only A/R invoice comments exist for the invoice • **P** displays if only invoice payment comments exist for the invoice • **B** displays if both A/R invoice comments and invoice payment comments exist for the invoice • **A** displays if invoice AR comments (both open or paid invoices) exist for the invoice • **Z** displays if invoice AR comments and invoice and/or payment comments exist for the invoice To review the comments, select the indicated invoice using the reference number and the **Ref for Detail** field. Display
Customer PO Number	The purchase order number associated with the customer. Display
Order/Gn	The order the customer PO number is from, and the order generation number. Display
Ref for Detail	Key the reference number of the payment on this screen for which you wish to display detail billing and payment information. After you press **ENTER**, this information will display on the Invoice Detail Screen. (A 1) Optional
Next Invoice Number	Use this field to display a specific customer invoice. Key the customer invoice number to display. (N 8,0) Optional
F4=Srch	Press **F4=SRCH** to display the Customer Search Screen to search for a different customer to use in this inquiry.
F5=Opn Inv	Press **F5=OPN INV** to display the Open Invoices Screen, which displays each open invoice for this customer.
F9=AR Cmts	Press **F9=AR CMTS** to display the A/R Comments Screen, which may be used to review comments for this customer.
F10=Check Inq	Press **F10=CHECK INQ** to display the Customer Check Number Inquiry Selection Screen.
F12=Rtrn	Press **F12=Rtrn** to return to the Customer Inquiry Selection Screen.

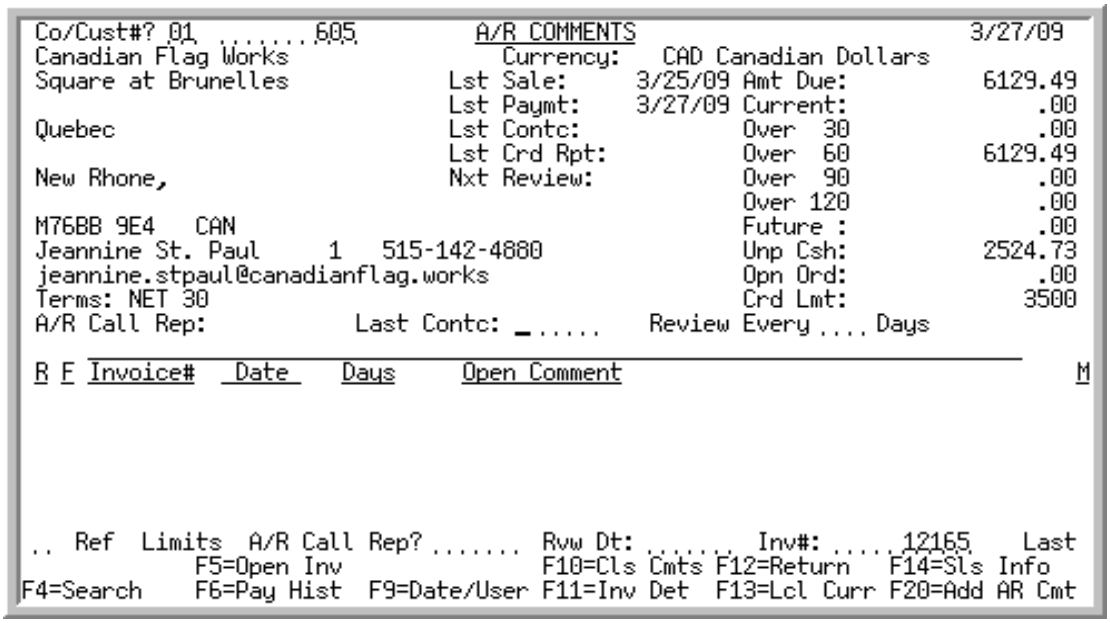
Field/Function Key	Description
F13=Trd Curr/ F13=Lcl Curr	**F13=TRD CURR / F13=LCL CURR** will only display when International Currency is installed. Press **F13=TRD CURR / F13=LCL CURR** to toggle between a display of values on this screen in the customer's trading currency or in the company's local currency.
F14=Sls Info	Press **F14=SLS INFO** to view the customer's total sales for the current month, current year, and previous year. The Sales Information Screen will appear.
F15=Usr Cdes	Press **F15=USR CDES** to display the user codes and user fields that have been defined for this customer. The User Codes Screen appears.
F16=Orig Inv / F16=Split Inv	Press **F16=ORIG INV / F16=SPLIT INV** to toggle between the original invoice number for a split terms invoice and the split invoice numbers assigned to the original. **Note: F16=ORIG INV / F16=SPLIT INV** displays only if you are viewing information on this screen in the local currency. Also, this function key does not appear on this screen when the customer purchase order number and order number/generation number display on this screen via the F19 toggle key. That is, when **F19=PO/ORD** displays, **F16=ORIG INV / F16=SPLIT INV** appears. When **F19=INVC** displays, **F16=ORIG INV / F16=SPLIT INV** does not appear.
F17=EP Inq	Press **F17=EP INQ** to access the EP Transaction Inquiry (MENU EPMAIN). Through this inquiry, you can inquire upon electronic payment transactions. Refer to the Infor Distribution A+ Electronic Payments User Guide for details. **Note: F17=EP INQ** displays only if Electronic Payments is activated through Activate Credit Card Company Options (MENU EPFILE).
F18=Inv Amt	To limit the open invoices displayed on this screen, press **F18=INV AMT** to display the Invoice Amount Screen. **Note:** If the invoices displayed on this screen are limited based on values entered on the Invoice Amount Screen, **F18=INV AMT** will be highlighted.

Field/Function Key	Description
F19=PO/Ord/ F19=Invc	Press **F19=PO/ORD / F19=INVC** to toggle between the customer purchase order number and the order it is from (including the order generation number) and the invoice number. When **F19=PO/ORD** is pressed, the customer purchase order number and order number/generation number from the Order History Header File (**HSHED**) will display on the screen for each invoice instead of the invoice number, invoice date, and the date of the last transaction. When **F19=INVC** is pressed, the invoice number from the A/R History Invoice Header File (**ARHHD**) will display on the screen instead of the customer purchase order number and order number/generation number.
Enter	Press **ENTER** after keying a valid company/customer number in the **Co/Cust#** field on this screen. This screen will display with the accounts receivable information for the new customer. If you key a reference number in the **Ref for Detail** field, the Invoice Detail Screen will display.

A/R Comments Screen



A/R Comments Screen Expanded Fields with International Currency



This screen appears after you press **F9=AR CMTS** from the Customer Information Screen, the Open Invoices Screen, the Payment History Screen, or the Collections Customer A/ R Comments Screen.

Use this screen to review comments for a customer. These comments may be used for the purposes of this inquiry and on the Aged Trial Balance Report, Customer Profile Report, or the A/R Review Date Report. You may also review these comments through the Customer Collections Inquiry (MENU ARMAIN).

When International Currency is installed, amounts in this inquiry will display in the customer's trading currency or the company's local currency. Some currency values that appear on this screen may be too large for display on original format screens and such amounts will be truncated and will appear in reverse image. Press **F14=SALES INFO** to view complete trading currency amounts on original format screens. The amount values may be toggled with the **F13=LCL CURR / F13=TRD CURR** function key to display values in the customer's trading currency or the company's local currency.

A/R Comments Screen Fields and Function Keys

Field/Function Key	Description
Co/Cust#	If you wish to work with a different customer than that displayed, key the number of the new customer in this field. The following information appears beneath this field: • customer's name • customer's address • Accounts Payable contact person and telephone number • email address **Valid Values:** Any valid company [defined through Company Name Maintenance (MENU XAFILE)] and valid customer [defined through Customer/Ship to Master Maintenance (MENU ARFILE)]. (N 2,0/N 10,0) Required
Currency	This field displays only if International Currency is installed. The **Currency Code** and description of the currency being displayed based on the **F13=LCL CURR / F13=TRD CURR**. Display
Last Sale	The date of the previous sale made to this customer. Display
Last Paymt	The date of the last payment received from this customer. Display
Last Contc	The date that this customer was last contacted. This date is keyed in the **Last Contc** field on this screen. Display

Field/Function Key	Description
Last Crd Rpt	This field displays the date of this customer's last credit report. This field is used to track the date of credit checks for selected customers and must be maintained through Customer/Ship to Master Maintenance (MENU ARFILE) each time an independent credit check is issued for that customer. Display
Amt Due	The total amount that the customer owes for all aging periods, including the current period. When International Currency is installed, the **Amt Due** field will toggle with the **F13=LCL CURR / F13=TRD CURR** and display the customer's trading currency or the company's local currency. Display
Current	The current receivable amount due from this customer. Current accounts receivables are those that are due before payment is considered overdue (based on the number of overdue days specified for the aging code used by the customer). When International Currency is installed, the **Current** field will toggle with the **F13=LCL CURR / F13=TRD CURR** and display the customer's trading currency or the company's local currency. Display

Field/Function Key	Description
Aging Information	The following aging information for the customer is displayed: • **Over 1**: The receivable amount that has been due from this customer in the first aging period, where 1 represents the number of days in the first aging period specified for the aging code used by this customer. • **Over 2**: The receivable amount that has been due from this customer in the second aging period, where 2 represents the number of days in the second aging period specified for the aging code used by this customer. • **Over 3**: The receivable amount that has been due from this customer in the third aging period, where 3 represents the number of days in the third aging period specified for the aging code used by this customer. • **Over 4**: The receivable amount that has been due from this customer in the fourth aging period, where 4 represents the number of days in the third aging period specified for the aging code used by this customer. When International Currency is installed, the **Over 1, Over 2, Over 3, Over 4**, fields will toggle with the **F13=LCL CURR / F13=TRD CURR** and display the customer's trading currency or the company's local currency. Display
Future	The amount that will be due from this customer, based on the future date on the Second Order Header Screen entered for the customer through Enter, Change & Ship Orders (MENU OEMAIN). When International Currency is installed, the **Future** field will toggle with the **F13=LCL CURR / F13=TRD CURR** and display the customer's trading currency or the company's local currency. Display
Credit Lim	The credit limit for this customer. If the customer has unlimited credit, **9999,999** displays in this field. When International Currency is installed, the **Credit Lim** field will toggle with the **F13=LCL CURR / F13=TRD CURR** and display the customer's trading currency or the company's local currency. Display

Field/Function Key	Description
Open Order	The monetary amount of the orders (excluding master orders, future orders, and quotes) entered for this customer for which an Invoice has not yet been printed and updated through Day-End Processing (MENU XAMAST). **Note:** To maintain this field, the **Payment Type** must be **Y** for the **Update A/R** field. When using an A/R Customer, the value of the open orders will display on the account designated as the A/R Customer and not on the customer for which the order was entered. When International Currency is installed, press the **F13=LCL CURR / F13=TRD CURR** to toggle between a display of this value in the customer's currency or in the company's local currency. Display
Unpost Cash	The dollar amount of payments that have been received from this customer [as entered through Cash & Adjustment Entry/Edit (MENU ARMAIN)] but have not yet been posted through Cash & Adjustment Post (MENU ARMAIN). When International Currency is installed, press the **F13=LCL CURR / F13=TRD CURR** to toggle between a display of this value in the customer's currency or in the company's local currency. Display
Terms	This field displays the payment terms for this customer. Display
A/R Call Rep	This field displays the ID of the A/R Call Representative assigned to this customer through Customer/Ship to Master Maintenance (MENU ARFILE). Display
Last Contc	Use this field to key the date that you last contacted this customer. The value that you key in this field will display on the Open Invoices Screen. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional

Field/Function Key	Description
Review Every _____ Days	This field displays the number of days, from this customer's last review date, that the selected customer is assigned to be contacted by their A/R call rep. You may optionally override this field and key a new date. The number you key in this field will be added to the last contact date of this customer in order to calculate a new contact date. Key the number of days you wish to review this customer from their last contact date. **Note:** If this field is left blank, the default value entered in the **Review Customer's every _____ days** field in Accounts Receivable Options (MENU XAFILE) will be used as the default for this customer. **Default Value:** 0 **Valid Values:** Must be greater than or equal to 0. (N 3,0) Optional
R	The reference number of the comments entered and reviewed on this screen. Display
F	An **F** indicates if the open amount is a finance charge; otherwise, this field is blank). This column displays when the function key shows as **F9=DATE/USER**. Display
Invoice #	The invoice number for the customer. This column displays when the function key shows as **F9=DATE/USER**. Display
InvDate	The date the invoice was processed. This column displays when the function key shows as **F9=DATE/USER**. Display
Days	The number of days the invoice has been open. This column displays when the function key shows as **F9=DATE/USER**. Display

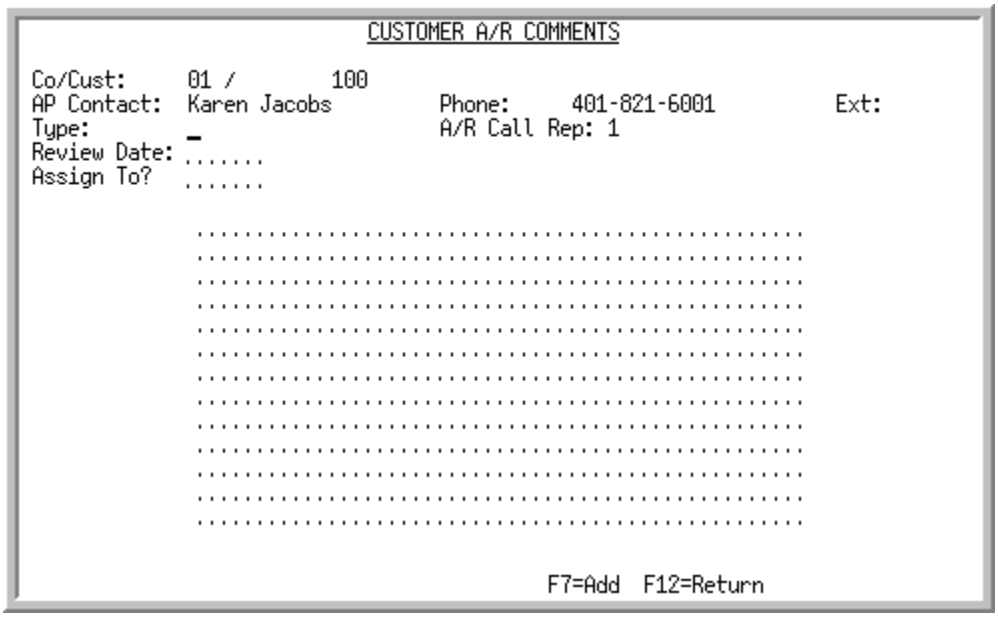
Field/Function Key	Description
Entry Date Entry Time / Entry User	The entry date is the date the comment was entered. The entry time is the time the comment was entered. The entry user is the user ID of the person that created the comment. The time can be shown in the user time, actual time, or system time, depending on the **F7=SYS TIME / F7=ACT TIME / F7=USR TIME** toggle key; the user profile of the user who entered the customer comment **Note:** These fields toggle with the **F2=CLS DATE / F2=RVW DATE /F2=ENT DATE** key to also show: -the date and time the comment was closed and the user who closed the comment -the next review date assigned to the comment and the ID of the A/R call representative who has been assigned to the customer Display
Open Comment	The open customer comments; press **F10=CLS CMTS / F10=OPN CMTS** to toggle between open and closed customer comments This column displays when the function key shows as **F9=DATE/USER**. Display
M	A **Y** displays in this column if more comment text exists for multiple line comments Display
Ref Limits	Use this field to maintain generic comments or invoice specific comments (if an invoice number is associated with the comment) or access invoice detail information if the comment is associated with an invoice. To maintain a comment, key the reference number in the **R** field of the comment you want to maintain, and press **ENTER**. The Customer A/R Comments Screen appears. To access invoice detail information if the comment is associated with an invoice, key the reference number in the **R** field of the comment associated with an invoice for which you want to review detailed invoice information and press **F11=INV DET**. The Invoice Detail Screen appears. (N1,0) Optional
A/R Call Rep	Use this field to limit comments shown on this screen to those assigned to the A/R call representative you enter in this field. Key the A/R call representative ID and press **ENTER**. (A 6) Optional

Field/Function Key	Description
Review Date	Use this field to limit comments shown on this screen to the review date you enter in this field. Comments will be shown on the screen that are less than or equal to the review date you key. Key the review date and press **ENTER**. **Valid Values:** Key the date using the **Default Date Format** for this user specified through Register A+ User IDs (MENU XACFIG) or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Inv#	Use this field to limit comments shown on this screen to the invoice number you enter in this field. Comments will be shown on the screen that are for this invoice only. Key the invoice number and press **ENTER**. You can also use this field to create new invoice comments. Key the invoice number for which you want to create new invoice comments, and press **F20=ADD AR CMT**. The Invoice A/R Comments Screen appears. (N 6,0) Optional
F2=Cls Date/Rvw Date/Ent Date	Use the **F2=CLS DATE / F2=RVW DATE / F2=ENT DATE** three way toggle key to display: • the date and time the comment was closed and the user who closed the comment • the next review date assigned to the comment and the user assigned to the comment • the date and time the comment was entered and the user who entered the comment **Note:** **F2=CLS DATE / F2=RVW DATE / F2=ENT DATE** displays only if **F9** is toggled as **F9=INVOICE**.
F4=Search	Press **F4=SEARCH** to display the Customer Search Screen.
F5=Open Inv	Press **F5=OPEN INV** to display the Open Invoices Screen.
F6=Pay Hist	Press **F6=PAY HIST** to display the Payment History Screen.

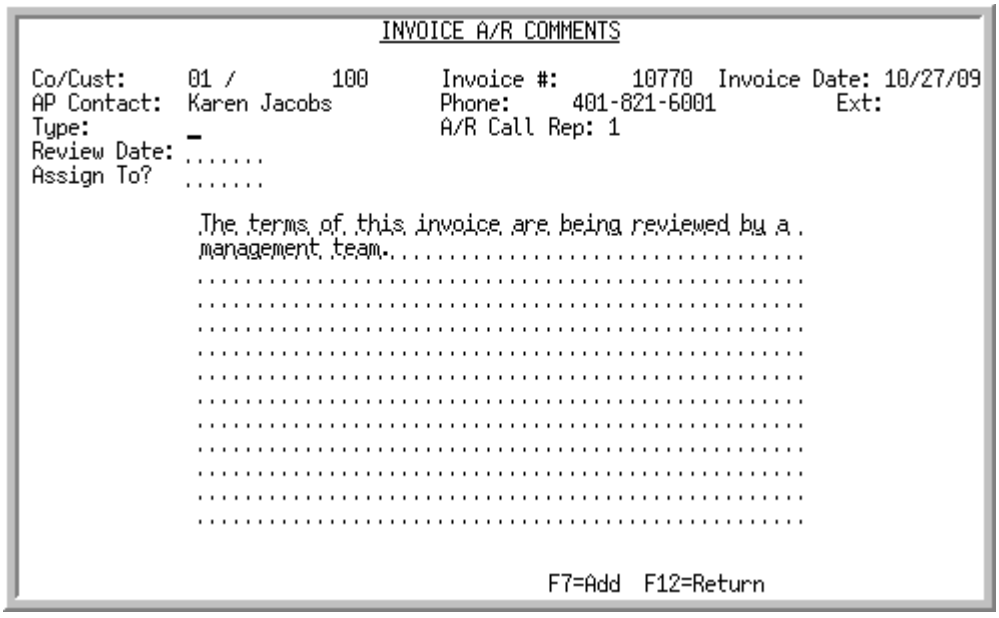
Field/Function Key	Description
F7=Sys Time/Act Time/Usr Time	Use the **F7=SYS TIME / F7=ACT TIME / F7=USR TIME** is three-way toggle key to display the time the comment was entered in the: • **System Time**: time and zone of system when it was triggered • **Actual Time**: time and zone of user who created the comment • **User Time**: time in the user's time zone currently reviewing the data **Note: F7=SYS TIME / F7=ACT TIME / F7=USR TIME** displays and is active only when entry date or close date is shown on the screen.
F9=Invoice/ F9=Date/User	Use the **F9=INVOICE / F9=DATE/USER** is two-way toggle key to display: Press **F9=DATE/USER** to see the date and time the comment was entered and the user who entered the comment Press **F9=INVOICE** to see whether the open amount is a finance charge (F displays on the screen in the F column), the invoice number for the customer, the date the invoice was processed, and the number of days the invoice has been open
F10=Cls Cmts/Opn Cmts	Use the **F10=CLS CMTS / F10=OPN CMTS** is two-way toggle key to display either open A/R comments or closed A/R comments (comments that have a closed date) in the Open Comment/Closed Comment column displayed on this screen.
F11=Inv Det	**F11=INV DET** allows you to review detailed invoice information for a comment associated with an invoice. After keying a reference number in the **R** field of the comment associated with an invoice for which you want to review detailed invoice information, press **F11=INV DET**. The Invoice Detail Screen appears.
F12=Return	Press F12=RETURN to return to the previous screen.
F13=Trd Curr/Lcl Curr	**F13=TRD CURR / F13=LCL CURR** displays only if International Currency is installed and live. Press **F13=TRD CURR / F13=LCL CURR** toggle key to display local currency and trading currency.
F14=Sls Info	Press **F14=SLS INFO** to view the customer's total sales for the current month, current year, and previous year. The Sales Information Screen will appear.

Field/Function Key	Description
F20=Add AR Cmt	Press **F20=ADD AR CMT** to add a comment for your customer. The Customer A/ R Comments Screen appears. **Note:** If you are not authorized to the **Allow Addition of A/R Comments** application action, as determined through Application Action Authority Maintenance (MENU XASCTY), this **F20=ADD AR CMT** function key will be disabled.
Enter	Press **ENTER** to confirm your selections. If you entered a reference number in the **Ref Limits** field and press **ENTER**, the Customer A/R Comments Screen appears.

Customer A/R Comments Screen



Invoice A/R Comments Screen



Use this screen to enter a comment for your customer, maintain generic comments or invoice specific comments, or create new invoice comments. If an invoice is associated with the comment,

you selected or if you keyed an invoice number on the A/R Comments Screen, the title of this screen shows as Invoice AR Comments Screen and the invoice number and invoice date are displayed.

You can use the **Type** field to print the entire comment on the Aged Trial Balance Report, Customer Profile Report, or the A/R Review Date Report. You can also print the entire comment on the Comment Master File List. The most recently added comments will display first on the reports and listing.

If this screen is accessed through Customer Inquiry (MENU ARMAIN or MENU OEMAIN), if authorized, you can add, update, delete, and close multiple comments for your customer.

If this screen is accessed from Customer Collections Inquiry (MENU ARMAIN), if authorized, you can update, delete, and close multiple comments for your customer.

If this screen is accessed from Enter, Change, & Ship Orders (MENU OEMAIN), you can only add comments for your customer, if authorized. Note that if the order is deleted and comments were added, the comments will still exist in the comment file.

The ability to add new A/R comments for a customer is only available if you are authorized to the **Allow Addition of A/R Comments** application action, as determined through Application Action Authority Maintenance (MENU XASCTY).

If an existing comment is selected and you are not authorized to the **Allow Maintenance of A/R Comments** application action, as determined through Application Action Authority Maintenance (MENU XASCTY), all fields on this screen will be protected and the **F5=UPDATE** and **F10 CLOSE CMT** function keys will be disabled. Also, if you are not authorized to the **Allow Delete of A/R Comments** application action, the **F24=DELETE** function key will be disabled.

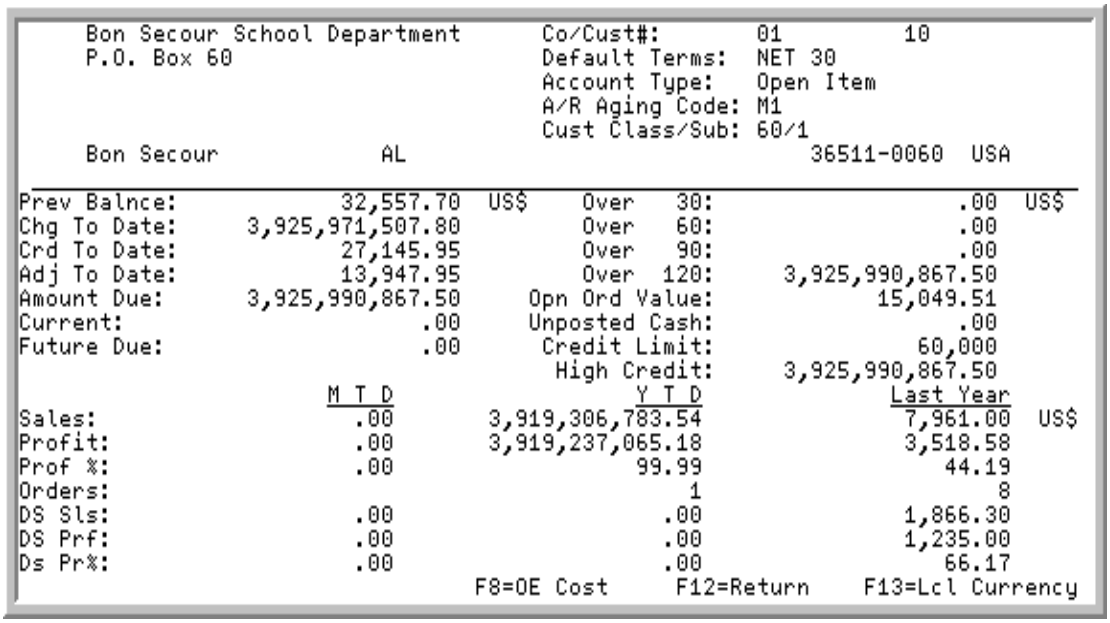
Customer A/R Comments Screen and Invoice A/R Comments Screen Fields and Function Keys

Field/Function Key	Description
Type	Key **T** to print the comment on the Aged Trial Balance Report only. Key **P** to print the comment on the Customer Profile Report only. Key **M** to print the comment on both the Aged Trial Balance Report and the A/R Review Date Report. Leave this field blank if you do not want the comment to print on any of these reports. It will display during this inquiry only. (A 1) Optional
Review Date	Key a review date to assign to this comment. The review date may be used when printing the A/R Review Date Report, so you can select comments that should be examined for a given day or only those comments for which a review date has been assigned may be printed on the A/R Review Date Report. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional

Field/Function Key	Description
Assign To	Key the **A/R Call Rep** you want to assign to this comment if you are maintaining existing comments or adding new comments. The A/R call representative you key in this field will be assigned to the comment being processed. **Valid Values:** A valid A/R call rep entered through A/R Call Rep Maintenance. (A 6) Optional
Comment Text	Use this field to enter a comment of multiple lines for your customer. The first line of this comment will display on the A/R Comments Screen in the **Open Comment** field. Key up to 13 lines, each with 50 characters of a comment that you wish to enter for this customer. Depending on the comment type, the comment will print on A/R reports or will be used during this inquiry. (13 lines @ 50 each) Optional
F5=Update	Press **F5=UPDATE** to update the comment with your changes. **F5=UPDATE** displays only if you are maintaining an existing comment. It does not display if you are adding a new comment. **Note:** If an existing comment is selected and you are not authorized to the **Allow Maintenance of A/R Comments** application action, as determined through Application Action Authority Maintenance (MENU XASCTY), the **F5=UPDATE** function key will be disabled.
F7=Add	Press F7=ADD to add the comment that you have entered. F7=ADD displays only when you are creating a new comment.
F10=Close Cmt	Press **F10=CLOSE CMT** to close the comment. Today's date will be the close date. **F10=CLOSE CMT** displays only if you are maintaining an existing comment. It does not display if you are adding a new comment. **Note:** If an existing comment is selected and you are not authorized to the **Allow Maintenance of A/R Comments** application action, as determined through Application Action Authority Maintenance (MENU XASCTY), the F10 CLOSE CMT function key will be disabled.
F12=Return	Press **F12=RETURN** to return to the previous screen. If you made changes to the comment, they will not be saved.

Field/Function Key	Description
F24=Delete	Press **F24=DELETE** to delete the customer comment. **F24=DELETE** displays only if you are maintaining an existing comment. It does not display if you are adding a new comment. **Note:** If an existing comment is selected and you are not authorized to the **Allow Delete of A/R Comments** application action, the **F24=DELETE** function key will be disabled.

Sales Information Screen



```
     Bon Secour School Department      Co/Cust#:       01          10
     P.O. Box 60                       Default Terms:  NET 30
                                       Account Type:   Open Item
                                       A/R Aging Code: M1
                                       Cust Class/Sub: 60/1
     Bon Secour            AL                              36511-0060  USA
_____________________________________________________________________________
Prev Balnce:            32,557.70  US$    Over   30:                  .00  US$
Chg To Date:     3,925,971,507.80          Over   60:                  .00
Crd To Date:            27,145.95          Over   90:                  .00
Adj To Date:            13,947.95          Over  120:    3,925,990,867.50
Amount Due:      3,925,990,867.50      Opn Ord Value:          15,049.51
Current:                    .00      Unposted Cash:                .00
Future Due:                 .00       Credit Limit:             60,000
                                       High Credit:    3,925,990,867.50
                       M T D                   Y T D          Last Year
Sales:                   .00       3,919,306,783.54           7,961.00  US$
Profit:                  .00       3,919,237,065.18           3,518.58
Prof %:                  .00                  99.99              44.19
Orders:                                          1                  8
DS Sls:                  .00                   .00           1,866.30
DS Prf:                  .00                   .00           1,235.00
Ds Pr%:                  .00                   .00              66.17
                                F8=OE Cost     F12=Return    F13=Lcl Currency
```

This screen is displayed after pressing **F14=SALES INFO** on the Customer Information Screen, the Open Invoices Screen, the Payment History Screen, or the Customer A/R Comments Screen.

Use this screen to review the customer's total sales for the current month, current year, and previous year. This information is updated at day-end based on the invoiced orders for the day. The customer information displayed on this screen is described on the Customer Information Screen.

Depending on authority, this screen also shows the Profit, Profit %, Drop Ship Profit, and Drop Ship Profit % based on the Order Entry (OE) and General Ledger (GL) cost values for the customer. If a user does not have authority to either the **Display OE Cost and Profit (OE, SA, AR, some PO)** or **Display GL Cost and Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost values will be shown on this screen.

When International Currency is installed, for original screen format users, use this screen to view complete trading currency values that were truncated and displayed in reverse image on the other screens.

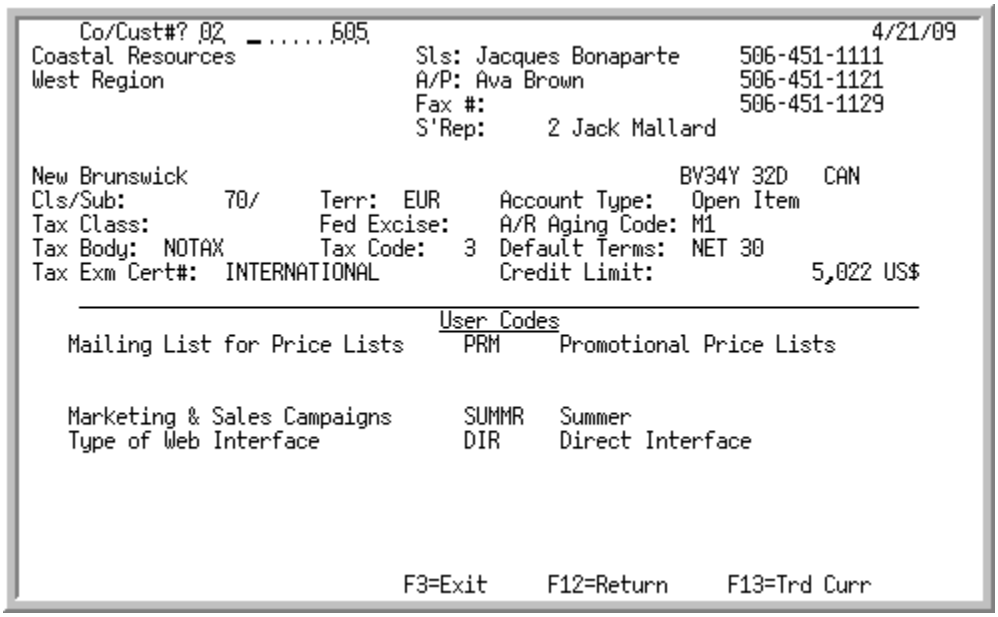
Sales Information Screen Fields and Function Keys

Field/Function Key	Description
Sales	The monetary amount of item sales made to the customer for the **MTD**, **YTD,** and **Last Year** columns. This value includes the amount of drop-ship sales in each period (shown in the **DS Sls** field). When International Currency is installed, press **F13=LCL CURRENCY / F13=TRD CURRENCY** to toggle between a display of these values in the customers trading currency or the company's local currency. The applicable currency symbol will display to the right of the **Last Year Sales Amount** field. Display
Profit	The monetary amount of profit earned from sales to the customer, calculated as the sales minus the costs for each **MTD**, **YTD**, and **Last Year** columns. This value includes the amount of drop-ship profit in each period (shown in the **DS Prf** field). To view the profit based on the Order Entry (OE) and General Ledger (GL) cost values for the customer, press **F8=OE COST / F8=GL COST.** See **F8=OE COST / F8=GL COST** for details. When International Currency is installed, press **F13=LCL CURRENCY / F13=TRD CURRENCY** to toggle between a display of these values in the customers trading currency or the company's local currency. Display
Prof %	The percentage of sales that is profit for sales made to the customer, calculated as the sales amount divided by the cost amount for the **MTD**, **YTD,** and **Last Year** columns. To view the profit percentage based on the Order Entry (OE) and General Ledger (GL) cost values for the customer, press **F8=OE COST / F8=GL COST**. See **F8=OE COST / F8=GL COST** for details. Display
Orders	The quantity of new orders that were processed for the customer in the **MTD, YTD,** and **Last Year** columns. (A new order is one that has a generation code of 00 or 50 only). Display

Field/Function Key	Description
DS Sls	The monetary amount of sales that were drop-shipped to the customer, for the **MTD**, **YTD**, and **Last Year** columns. (Drop-ship sales are those that are shipped directly from the vendor to the customer.) When International Currency is installed, press **F13=LCL CURRENCY / F13=TRD CURRENCY** to toggle between a display of these values in the customers trading currency or the company's local currency. Display
DS Prf	The monetary amount of profit that was earned from drop-ship sales for the **MTD**, **YTD**, and **Last Year** columns. To view the drop-ship profit based on the Order Entry (OE) and General Ledger (GL) cost values for the customer, press **F8=OE COST / F8=GL COST.** See **F8=OE COST / F8=GL COST** for details. When International Currency is installed, press **F13=LCL CURRENCY / F13=TRD CURRENCY** to toggle between a display of these values in the customers trading currency or the company's local currency. Display
DS Pr%	The percentage of sales that is profit for drop-ship sales made to the customer, for the MTD, YTD, and Last Year columns. To view the drop-ship profit percentage based on the Order Entry (OE) and General Ledger (GL) cost values for the customer, press **F8=OE COST / F8=GL COST**. See **F8=OE COST / F8=GL COST** for details. Display

Field/Function Key	Description
F8=OE Cost / F8=GL Cost	Press **F8=OE COST / F8=GL COST** to toggle between the Order Entry (OE) and General Ledger (GL) cost values for the customer in the **Profit, Prof %, DS Prf,** and **DS Pr %** YTD and Last Year fields. The default display of this toggle is based on the **Default Cost to see** field defined for the user through Authority Profile Maintenance (MENU XASCTY). If a user does not have authority to either the **Display OE Cost** and **Profit (OE, SA, AR, some PO)** or **Display GL Cost** and **Profit (OE, SA, AR, some PO)** security options in Application Action Authority Maintenance (MENU XASCTY), then no cost will be shown on this screen. If a user has authority to only one of the security options, the opposite cost will not be available and therefore this toggle function key to switch back and forth between the two costs (OE or GL), will not be displayed.
F12=Return	Press **F12=RETURN** to return to the original screen that you came from.
F13=Lcl Currency/Trd Currency	**F13=LCL CURRENCY / F13=TRD CURRENCY** displays only if International Currency is installed. Press **F13=LCL CURRENCY / F13=TRD CURRENCY** to toggle between a display of values on this screen in the customer's trading currency or in the company's local currency.

User Codes Screen



Use this screen to review the user codes and user fields that have been defined for this customer. You may also select a different company/customer for which user codes/fields will display using the **Co/ Cust#** field on this screen.

Note: The headings and descriptions for the user codes are those defined through Customer Master User Codes Maintenance (MENU ARFILE). The headings and descriptions for the user fields are those defined through Customer Master User Fields Maintenance (MENU ARFILE).

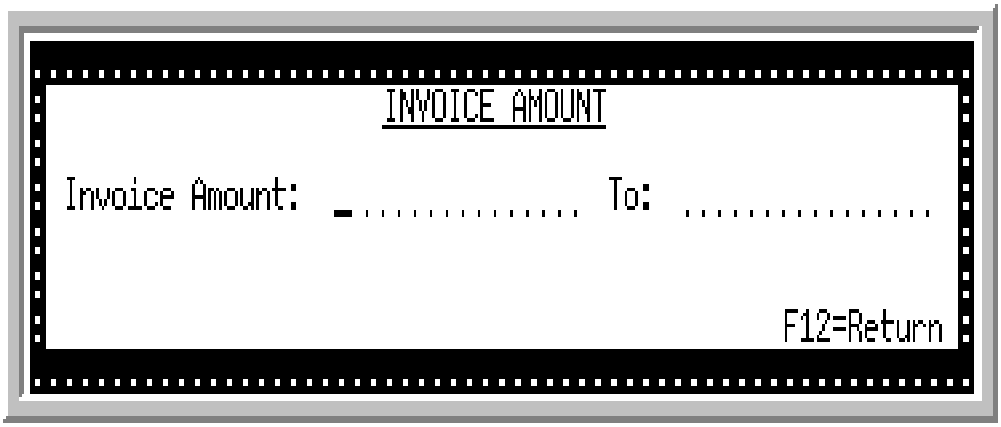
When International Currency is installed, the credit limit will toggle from the customer's trading currency to the company's local currency with the **`F13=LCL CURRENCY / F13=TRD CURRENCY`** function key.

User Codes Screen Fields and Function Keys

Field/Function Key	Description
Co/Cust#	If you wish to work with a different company/customer than that displayed, key the number of the new company/customer in these fields. (N 2,0 / N10,0) Required
F3=Exit	Press **`F3=EXIT`** to exit this option and return back to the main menu.
F12=Return	Press **`F12=RETURN`** to return to the previous screen.

Field/Function Key	Description
F13=Lcl Currency/Trd Currency	**F13=LCL CURRENCY / F13=TRD CURRENCY** will only appear if International Currency is installed. Press **F13=LCL CURRENCY / F13=TRD CURRENCY** to toggle between the trading and the local currency values for the selected customer.

Invoice Amount Screen



This screen displays after pressing **F18=INV AMT** on the Open Invoices Screen or Payment History Screen.

Use this screen to search for a specific invoice value or range of values. Using the From and To fields on this screen, you can enter an invoice amount or range of amounts for which invoices will be limited on the Open Invoices Screen or Payment History Screen. The invoices to display will apply to whichever view (local or trading currency) is displayed on the screens based on the **F13=LCL CURR / F13=TRD CURR** key.

Invoice Amount Screen Fields and Function Keys

Field/Function Key	Description
Invoice Amount	Key the invoice amount or range of amounts for which invoices will be limited on the Open Invoices Screen or Payment History Screen. If both the From and To invoice amounts are left blank (at zero), then all invoice amounts are assumed, and the screens will not be limited by an invoice amount range. If the From invoice amount is not zero and the To invoice amount is zero, then the screen will just be limited by the amount that was entered in the From invoice amount field. The From invoice amount cannot be greater than the To invoice amount. (N 13,2) Optional
F12=Return	Press **F12=RETURN** to return to the previous screen without saving changes to this screen.

Field/Function Key	Description
Enter	Press **ENTER** to confirm your entries and return to the calling screen. The invoices will be limited by the invoice amount or amount range you entered, and the **F18=INV AMOUNT** key will be highlighted to indicate that limits exist.

Chapter 14 Customer Check Number Inquiry

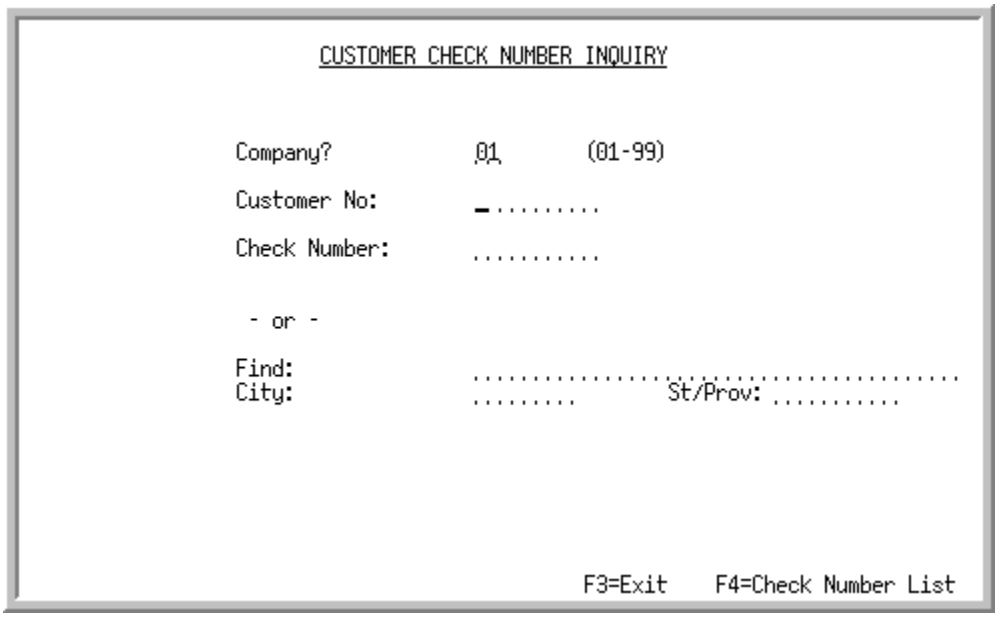
Use the Customer Check Number Inquiry option to display the invoice(s) and/or finance charge(s) that were paid using a check.

Customer Check Number Inquiry

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Customer Check Number Inquiry Selection Screen	Use to specify the check numbers for the inquiry.
Check Number List Screen	Lists the check numbers for a customer.
Consolidated Check Screen	Displays the accounts affected and amounts for a specific check.
Check Number Detail Screen	Displays the invoice and/or finances paid with the check.

Customer Check Number Inquiry Selection Screen



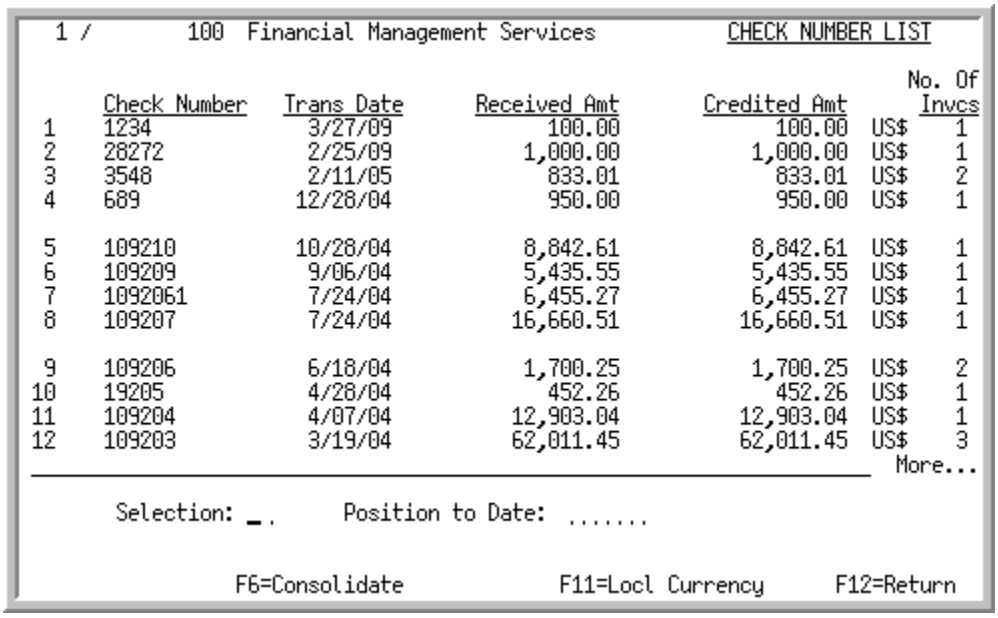
This screen appears after you select option **11** - Customer Check Number Inquiry from the Accounts Receivable Main Menu (MENU ARMAIN), or from a variety of screens in Customer A/R Inquiry (MENU ARMAIN). Use this screen to specify a customer number and check number or a check number only to inquire about received checks.

Customer Check Number Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the number of the company for the customers and checks that you will inquire upon in this inquiry. **Valid Values:** Any valid company that has been defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Required
Customer No	Key the number of the customer whose checks you want to inquire about. If you leave this field blank, you must key a check number in the **Check Number** field. To display a list of check numbers associated with the customer you key in this field, press the **F4=CHECK NUMBER LIST** function key. **Valid Values:** A customer that has been defined through Customer/Ship to Master Maintenance (MENU ARFILE). (N 10,0) Optional

Field/Function Key	Description
Check Number	Key the number of the check that you want to inquire about. If you do not key a customer number in the **Customer No** field but you key a check number in this field, you must press the **F4=CHECK NUMBER LIST** function key to display a list of customers associated with the check number you entered. (A 10) Required
Find	Use this field either alone or with the **City** and **St/Prov** fields to search for the customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space: • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer's zip/postal code (A40) Optional
City	Use this field either alone or with the **Find** and **St/Prov** fields to search for a customer in a particular city. Key up to 8 characters (the first 8) of the customer's city. (A 8) Optional
St/Prov	Use this field with one or both **Find** and **City fields** to search for a customer in a particular state or province. Key up to 10 characters (the first 10) of the state or province code. (A 10) Optional
F3=Exit	Press **F3=EXIT** to cancel this option. MENU ARMAIN will appear.
F4=Check Number List	F4=Check Number List If you keyed a check number in the **Check Number** field and left the **Customer No** field blank, press the **F4=CHECK NUMBER LIST** function key to display a list of customers associated with the check number. If you keyed a customer number in the **Customer No** field and left the **Check Number** field blank, press the **F4=CHECK NUMBER LIST** function key to display a list of check numbers that were applied to the specified customer. Either way, the Check Number List Screen will appear.
Enter	This key serves two functions: Press **ENTER** to confirm your selections. The Check Number Detail Screen will appear. After keying search criteria in the **Find**, **City** and **St/Prov** fields, press **ENTER** to display the Customer Search Screen.

Check Number List Screen



```
 1 /        100  Financial Management Services          CHECK NUMBER LIST

                                                                    No. Of
     Check Number   Trans Date     Received Amt     Credited Amt        Invcs
 1   1234           3/27/09             100.00           100.00  US$     1
 2   28272          2/25/09           1,000.00         1,000.00  US$     1
 3   3548           2/11/05             833.01           833.01  US$     2
 4   689           12/28/04             950.00           950.00  US$     1

 5   109210        10/28/04           8,842.61         8,842.61  US$     1
 6   109209         9/06/04           5,435.55         5,435.55  US$     1
 7   1092061        7/24/04           6,455.27         6,455.27  US$     1
 8   109207         7/24/04          16,660.51        16,660.51  US$     1

 9   109206         6/18/04           1,700.25         1,700.25  US$     2
10   19205          4/28/04             452.26           452.26  US$     1
11   109204         4/07/04          12,903.04        12,903.04  US$     1
12   109203         3/19/04          62,011.45        62,011.45  US$     3
                                                                    More...
_____________________________________________________________________________

      Selection: _.     Position to Date: .......

                F6=Consolidate          F11=Locl Currency      F12=Return
```

This screen appears after you press **F4=CHECK NUMBER LIST** from the Customer Check Number Inquiry Selection Screen. If you keyed a customer number in the **Customer No** field on the Customer Check Number Inquiry Selection Screen, this screen displays all the checks with which a customer has paid bills. Selecting one of the checks displays a list of all the invoices that were paid with that one check. Checks are displayed on this screen in order of age, with the most recent check displayed first.

If you keyed a check number in the **Check Number** field and left the **Customer No** field blank on the Customer Check Number Inquiry Selection Screen, this screen displays a list of customers associated with the check number you entered. Select a customer from the list to display specific customer information about the check.

An **M** displays to the right of any check numbers of checks that were applied to more than one customer. To display information for the other customers to which cash from this check was applied, key that check's reference number in the **Selection** field and press the **F6=CONSOLIDATE** function key.

Note: Checks can be applied to multiple customers only if they **Allow Checks to be Applied Across Multiple Customers** field is set to **Y** through Accounts Receivable Options Maintenance (MENU XAFILE).

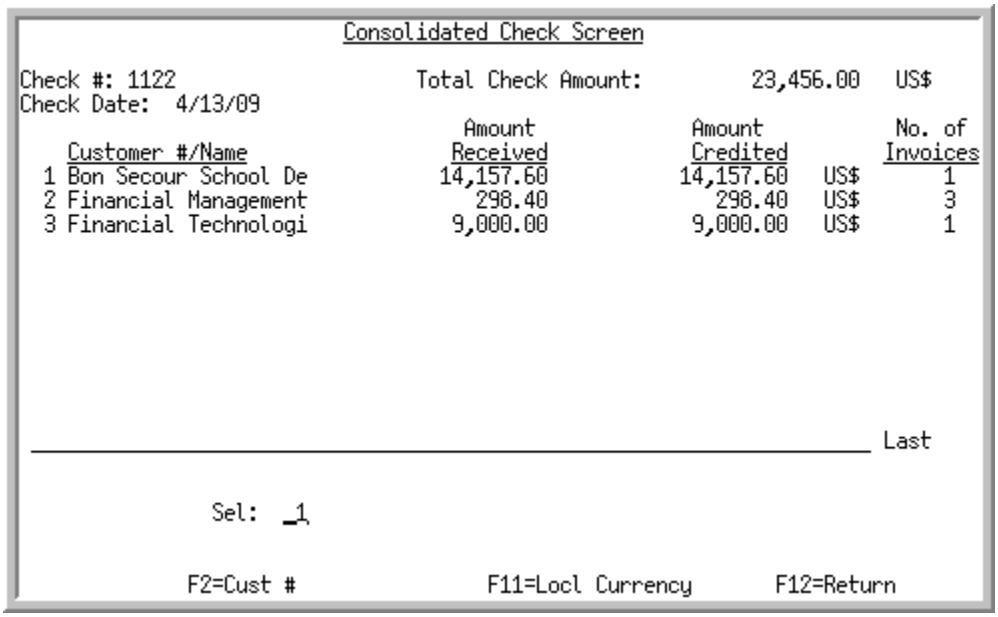
When International Currency is installed, the received amount and credited amount column amounts will toggle between the invoices' trading currency and the company's local currency.

Check Number List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field displays the line number for the customers or checks in the list. Key this number in the **Selection** field to select a customer or check. Display
Selection	If you keyed a customer number in the **Customer No** field on the Customer Check Number Inquiry Selection Screen, key the reference number of a check in the list to review the invoices for which that check paid. If you keyed a check number in the **Check Number** field and left the **Customer No** field blank on the Customer Check Number Inquiry Selection Screen, key the reference number of a customer in the list to display specific customer information about the check. (A 2) Optional
Position to Date	Key a check date to change the default display on this screen from showing the most recent check at the top, to the most recent check with the specified date at the top. This is helpful if there are pages and pages of checks you would normally have to scroll through to get to the desired month or year. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
F2=Customer Name / F2=Cust No/Date	The **F2=CUSTOMER NAME / F2=CUST NO/DATE** function key appears only if you keyed a check number in the **Check Number** field and left the **Customer No** field blank on the Customer Check Number Inquiry Selection Screen. Press the **F2=CUSTOMER NAME / F2=CUST NO/DATE** function key to toggle between displaying the **Customer No** and Trans Date columns or the **Customer Name** column.
F6=Consolidate	The **F6=CONSOLIDATE** function key appears only if you keyed a customer number in the **Customer No** field on the Customer Check Number Inquiry Selection Screen. If an **M** displays to the right of a check number in the list, indicating that the check has been applied to multiple customers, press the **F6=CONSOLIDATE** function key to display information for the other customers to which cash from this check was applied. The Consolidated Check Screen.

Field/Function Key	Description
F11=Locl Curr / F11=Trad Curr	The **F11=LOCL CURR / F11=TRAD CURR** function key displays only if International Currency is installed. Press the **F11=LOCL CURR / F11=TRAD CURR** function key to toggle between a display of values in the **Received Amt** and **Credited Amt** fields in the customer's trading currency or in the company's local currency.
F12=Return	Press **F12=RETURN** to return to the Customer Check Number Inquiry Selection Screen.
Enter	Press **ENTER** after making a selection to display the Check Number Detail Screen for the selected check.

Consolidated Check Screen



This screen appears when you press **F6=CONSOLIDATE** from the Check Number List Screen when a check is selected that has been applied to multiple customer accounts. [This can only occur if the A/R company options are set up to allow checks to be applied across multiple customers. Refer to the Accounts Receivable Options Maintenance (MENU ARFILE) as described in the Infor Distribution A+ Cross Applications User Guide for more details about this feature.]

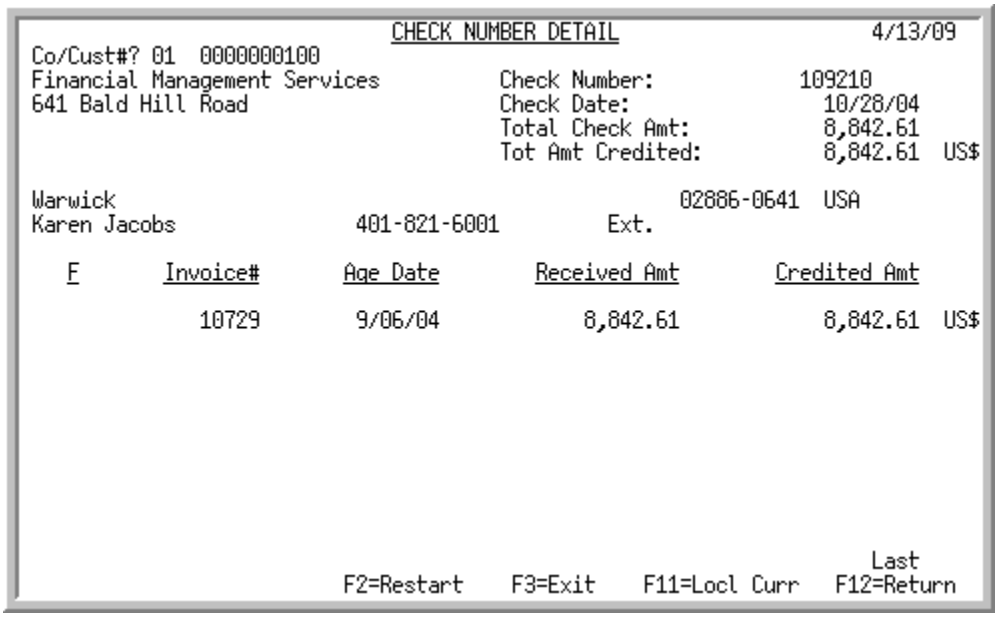
This screen presents data about the accounts and amounts affected by the selected check. A single check transaction can then be selected for review on the Check Number Detail Screen.

Consolidated Check Screen Fields and Function Keys

Field/Function Key	Description
Check #	The check number selected from the Check Number List Screen. Display
Check Date	The date associated with the check displayed. Display
Total Check Amount	The total value of the check incorporating all transactions presented. Display

Field/Function Key	Description
Customer # / Name	The customer number or the customer's name for whom the transaction was created (e.g., the customer to whose account the transaction was applied). This number or name will be presented depending on the **F2=CUST # / F2=CUST NAME** toggle key. Refer to that function key description for details. Display
Amount Received	The cash amount applied/entered for the transaction. When International currency is installed, this field may be toggled with the F11 function key to display the amount received in the company's local currency or in the customer's trading currency. Display
Amount Credited	The cash amount credited for the transaction. When International currency is installed, this field may be toggled with the **F11=LOCL CURR / F11=TRAD CURR** function key to display the amount received in the company's local currency or in the customer's trading currency. Display
No. of Invoices	The total number of invoices paid by this transaction. Display
(Reference)	This is the reference number for each transaction displayed. By keying this number of a transaction in the **Sel** field and pressing **ENTER**, the Check Number Detail Screen will be presented with detailed check information for the selected transaction. Display
Sel	Key the reference number for a transaction in the **Sel** field and press **ENTER** to present the Check Number Detail Screen. (N 2,0) Optional
F2=Cust # / F2=Cust Name	Press the **F2=CUST # / F2=CUST NAME** function key to toggle between displaying the customer's name and customer number in the Customer #/Name column.
F11=Locl Curr / F11=Trad Curr	The **F11=LOCL CURR / F11=TRAD CURR** function key displays only if International Currency is installed. Press the **F11=LOCL CURR / F11=TRAD CURR** function key to toggle between a display of values in the **Total Check Amt**, **Total Amt Credited**, **Received Amt**, and **Credited Amt** fields in the customer's trading currency or in the company's local currency.
F12=Return	Press **F12=RETURN** to return to the Check Number List Screen.
Enter	Press **ENTER** after keying a valid reference number in the **Sel** field to present the Check Number Detail Screen.

Check Number Detail Screen



This screen contains detailed payment information for the selected check. It displays after pressing **ENTER** from the Customer Check Number Inquiry Selection Screen, the Check Number List Screen, or from the Consolidated Check Screen for the selected customer and check.

The detail payment information shown on this screen indicates which invoices and/or finance charges were paid using the specified check.

Check Number Detail Screen Fields and Function Keys

Field/Function Key	Description
Co/Cust#	This field displays the company and customer numbers that were specified on the previous screen. Directly below this field, the name and address, A/R contact person, country code, phone number, and extension of the selected customer are displayed. Display

Field/Function Key	Description
Check Information	The following information for the specified check is displayed: • Check Number • Check Date • Total Check Amt • Total Amt Credited When International Currency is installed: • The **Total Check Amt** and the **Total Amt Credited** will toggle with the **F11=LOCL CURR / F11=TRAD CURR** function key to display the amount in the customer's trading currency or the company's local currency • Currency Symbol for the total amount credited Display
F	F displays in this column if the payment was made for a finance charge. If payment was made for an invoice, this column is blank. Display
Invoice#	The number of the invoice or finance charge for which payment was made using the specified check. **Note:** The number assigned to finance charges is the date on which the finance charge was calculated through Month-End Processing (MENU ARMAST) in century-year-month-day format. Display
Age Date	The aging date of the invoice or finance charge when the payment using the specified check was received. The aging date is the date that payment was due. Display
Received Amt	For the specified check, this column indicates the amount that was received for the corresponding invoice or finance charge. The received amount may be different from the credited amount if the customer used a discount, or an adjustment was made. When International Currency is installed, this field will toggle with the **F11=LOCL CURR / F11=TRAD CURR** function key to display the received amount in the customer's trading currency or the company's local currency. Display

Field/Function Key	Description
Credited Amt	The amount that the customer was credited as having paid upon receipt of the specified check. If the customer used a discount, or if an adjustment was made, this value will be different than the received amount. When International Currency is installed, this field will toggle with the **F11=LOCL CURR / F11=TRAD CURR** function key to display the received amount in the customer's trading currency or the company's local currency. The appropriate **Currency Symbol** will display based on the **F11=LOCL CURR / F11=TRAD CURR** toggle key. Display
F2=Restart	Press **F2=RESTART** to reset the inquiry to the first invoice paid by this check.
F3=Exit	Press **F3=EXIT** to cancel this option. MENU ARMAIN will display.
F2=Restart	Press **F2=RESTART** to reset the inquiry to the first invoice paid by this check
F11=Locl Curr / F11=Trad Curr	The **F11=LOCL CURR / F11=TRAD CURR** function key displays only if International Currency is installed. Press the **F11=LOCL CURR / F11=TRAD CURR** function key to toggle between a display of values in the **Total Check Amt, Total Amt Credited, Received Amt**, and **Credited Amt** fields in the customer's trading currency or in the company's local currency.
F12=Return	Press **F12=RETURN** to present to the Check Number List Screen, where you may select a different check to work with.
Enter	Press **ENTER** to present to the Customer Check Number Inquiry Selection Screen.

Chapter 15 Invoice Number Inquiry

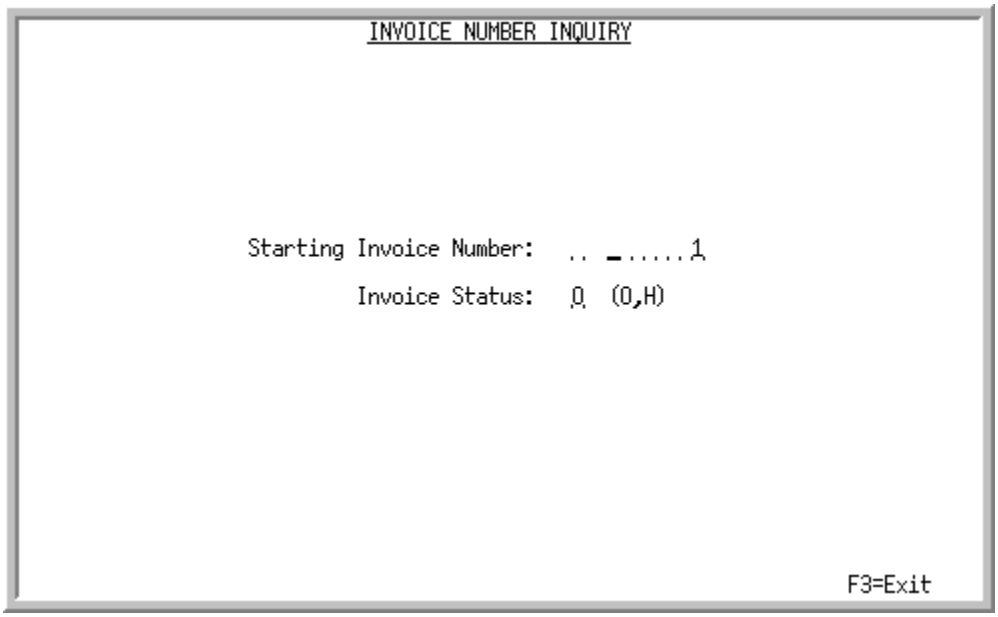
Use this option to inquire into invoices. Accounts receivables will display in the inquiry starting at the specified invoice number. You can also select the type of invoices (finance charge invoices or regular invoices) and invoice status (open or history) to display.

Invoice Number Inquiry

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Invoice Number Inquiry Selection Screen	Use to limit the invoices for the inquiry.
Invoice Number Inquiry Screen	Lists the invoices meeting the specified selection criteria.

Invoice Number Inquiry Selection Screen



This screen appears after selecting option **12** - Invoice Number Inquiry from the Accounts Receivable Main Menu (MENU ARMAIN).

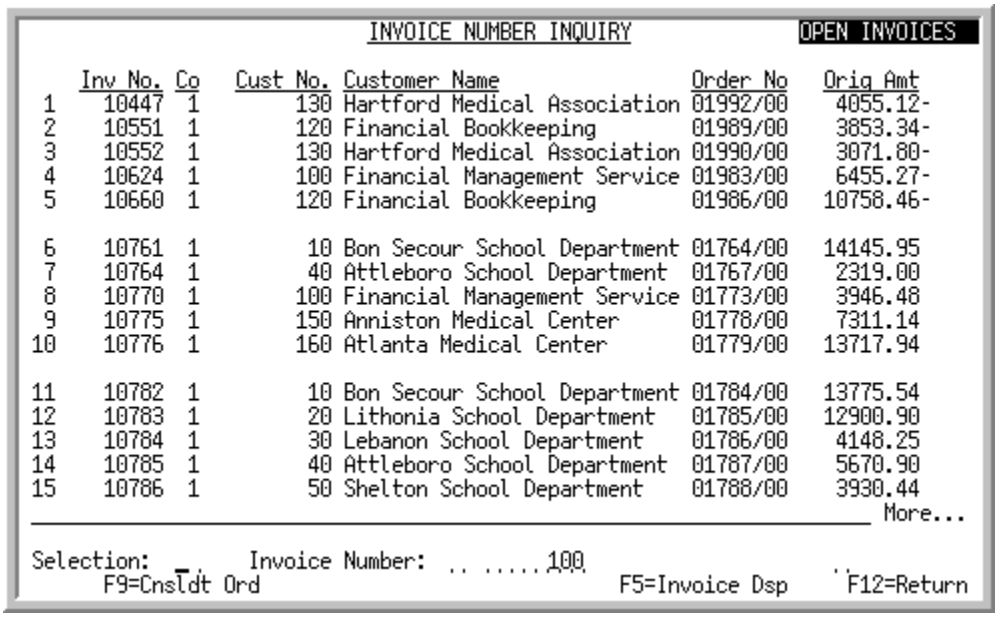
Use this screen to select the invoices for inquiry. Invoices will display in the inquiry starting from the invoice number entered. You must also identify the type of invoices to display (regular or finance charge) and the status of the invoices (either open or history).

Invoice Number Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Starting Invoice Number	Use these fields to limit the inquiry for which invoices will display. • (**Invoice Type**) Key **F** to display finance charge invoices only. Leave this field blank to display regular invoices. • **Starting Invoice Number** Key the required invoice number from which you wish the inquiry to start. Invoices will display starting at this invoice number. If the invoice number entered does not exist, the next sequential invoice number will display in the inquiry. (A 1 / N 8,0) Required

Field/Function Key	Description
Invoice Status	Use this field to specify the status of the invoices you want to display. Key **O** to display Open Invoices. Key **H** to display invoices that are in A/R Paid Invoice History. **Default Value:** O (A 1) Required
F3=Exit	Press **F3=EXIT** to cancel this option and return to the menu.
Enter	Press **ENTER** to confirm your selections. The Invoice Number Inquiry Screen will appear.

Invoice Number Inquiry Screen



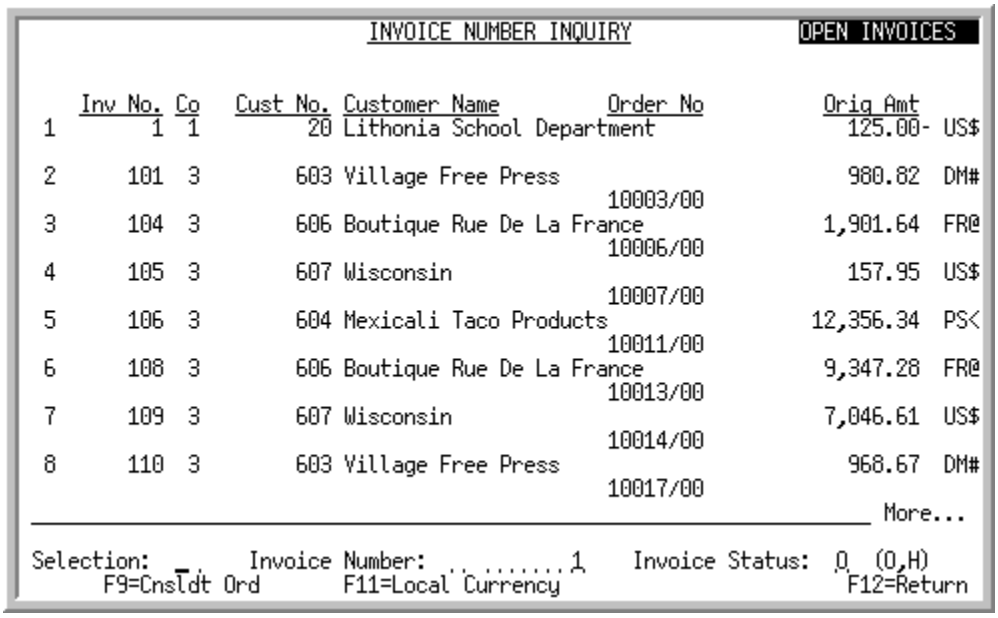
```
                          INVOICE NUMBER INQUIRY                  OPEN INVOICES

   Inv No. Co   Cust No. Customer Name                Order No    Orig Amt
 1   10447  1        130 Hartford Medical Association 01992/00    4055.12-
 2   10551  1        120 Financial Bookkeeping        01989/00    3853.34-
 3   10552  1        130 Hartford Medical Association 01990/00    3071.80-
 4   10624  1        100 Financial Management Service 01983/00    6455.27-
 5   10660  1        120 Financial Bookkeeping        01986/00   10758.46-

 6   10761  1         10 Bon Secour School Department 01764/00   14145.95
 7   10764  1         40 Attleboro School Department  01767/00    2319.00
 8   10770  1        100 Financial Management Service 01773/00    3946.48
 9   10775  1        150 Anniston Medical Center      01778/00    7311.14
10   10776  1        160 Atlanta Medical Center       01779/00   13717.94

11   10782  1         10 Bon Secour School Department 01784/00   13775.54
12   10783  1         20 Lithonia School Department   01785/00   12900.90
13   10784  1         30 Lebanon School Department    01786/00    4148.25
14   10785  1         40 Attleboro School Department  01787/00    5670.90
15   10786  1         50 Shelton School Department    01788/00    3930.44
                                                                  More...
Selection: _    Invoice Number: .. .....100
     F9=Cnsldt Ord                          F5=Invoice Dsp     F12=Return
```

Invoice Number Inquiry Screen Expanded Fields with International Currency Installed



```
                          INVOICE NUMBER INQUIRY                  OPEN INVOICES

   Inv No. Co   Cust No. Customer Name          Order No          Orig Amt
 1       1  1         20 Lithonia School Department                125.00- US$

 2     101  3        603 Village Free Press                         980.82  DM#
                                                 10003/00
 3     104  3        606 Boutique Rue De La France                1,901.64  FR@
                                                 10006/00
 4     105  3        607 Wisconsin                                  157.95  US$
                                                 10007/00
 5     106  3        604 Mexicali Taco Products                  12,356.34  PS<
                                                 10011/00
 6     108  3        606 Boutique Rue De La France                9,347.28  FR@
                                                 10013/00
 7     109  3        607 Wisconsin                                7,046.61  US$
                                                 10014/00
 8     110  3        603 Village Free Press                         968.67  DM#
                                                 10017/00
                                                                  More...
Selection: _    Invoice Number: ........1    Invoice Status: O  (O,H)
     F9=Cnsldt Ord      F11=Local Currency                      F12=Return
```

This screen appears after you press **ENTER** on the Invoice Number Inquiry Selection Screen or press **F5=INV NO INQ** on the Payment Information Screen within Cash and Adjustments Entry/ Edit (MENU ARMAIN) and displays accounts receivables beginning with the specified invoice number.

Invoice Number Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	The line number associated with the invoice. This number is keyed in the **Selection** field to select the desired invoice. Display
Inv No	The invoice number of the order. If there is a consolidated invoice in the list, the invoice number will be highlighted. Refer to the F9 function key description for more information. Display
Co	The number of the company associated with the invoice/order. Display
Cust No	The number of the customer for whom the invoice/order was entered. Display
Customer Name	The name of the customer for whom the invoice/order was entered. Display
Orig Amt	The original dollar amount of the order. This will be blank for invoices keyed through invoice entry. With International Currency installed, this field can be toggled with the F11 function key to display the original amount(s) of the order(s) in the orders currency or in the company's local currency. The applicable currency symbol will display to the right of this field. Display
Order No	The order number and generation (the number of times the order has been backordered). This will be blank for invoices keyed through invoice entry. With International Currency installed, the order number and generation will only show on the expanded view screen when toggling between local and trading currencies. Display

Field/Function Key	Description
Selection	This field allows you to select an invoice that you want. If this screen is accessed from the Payment Information Screen within Cash and Adjustments Entry/Edit, select to bring the invoice into cash entry. If this screen is accessed from the Invoice Number Inquiry Selection Screen, key the **Reference Number** associated with the invoice you want to display in detail and press **ENTER**. The Invoice Display Screen will appear. For details about the Invoice Display Screen, refer to it as described for Customer Order/Shipment Inquiry (MENU OEMAIN) in the Infor Distribution A+ Order Entry User Guide. (N 2,0) Required
Invoice Number	Use this field to re-select the type of invoices you wish to display (**F** or blank), and/or position the inquiry at a given invoice. Key the invoice number to display at the beginning of the display. **Default Value:** The invoice number and type selected on the previous screen (A 1 / N 8,0) Optional
Invoice Status	This field does not display when this screen is displayed from the Payment Information Screen within Cash and Adjustments Entry/Edit (MENU ARMAIN). Use this field to specify the status of the invoices you want to display. Key **O** to display open invoices. Key **H** to display paid invoices that are in history. **Default Value:** The value specified on the Invoice Number Inquiry Selection Screen. (A 1) Required
F9=Cnsldt Ord	After keying a line number in the **Selection** field, press the **F9=CNSLDT ORD** function key to review the orders with a consolidated bill code included in the consolidated invoice. The Open/Shipped Orders Screen appears. Refer to the Infor Distribution A+ Order Entry User Guide for details.
F11=Local Currency/ F11=Trad Currency	The **F11=LOCAL CURRENCY / F11=TRAD CURRENCY** function key displays only if International Currency is installed. Press the **F11=LOCAL CURRENCY / F11=TRAD CURRENCY** function key to toggle between a display of the original amount(s) of the order(s) in the orders trading currency or in the company's local currency. The applicable currency symbol will display to the right of the **Orig Amt** field.

Field/Function Key	Description
F12=Return	Press **F12=RETURN** to return to the Invoice Number Inquiry Selection Screen.
Enter	Press **ENTER** after keying a reference number in the **Selection** field to display the corresponding invoice in detail. The Invoice Display Screen will appear. Press **ENTER** after selecting an invoice number in the **Invoice Number** field to re-position the invoices in the display. The top portion of this screen will be updated with your selection. For details about the Invoice Display Screen (and other screens accessed from that screen), refer to it as described for Customer Order/Shipment Inquiry (MENU OEMAIN) in the Infor Distribution A+ Order Entry User Guide.

Chapter 16 Bank Account Inquiry

The Bank Account Inquiry option is described in Using the Bank Account Inquiry (MENU APMAIN) in the Infor Distribution A+ Accounts Payable User Guide. Please refer to that guide for details.

Chapter 17 Customer Collections Inquiry

Use the Customer Collections Inquiry option to inquire on customer collection and review date information for customers with outstanding accounts receivable balances. You will be able to inquire into customer collection information for a single A/R call representative.

For any customer with outstanding accounts receivable balances, you may access the following information through this option:

- customer billing information
- next collection review date
- last contact date, last sale, last payment
- amount(s) due
- open/closed collection comments
- credit limit
- payment and split terms information
- update last contact date
- update a customer as contacted
- customer inquiry information
- customer service comments

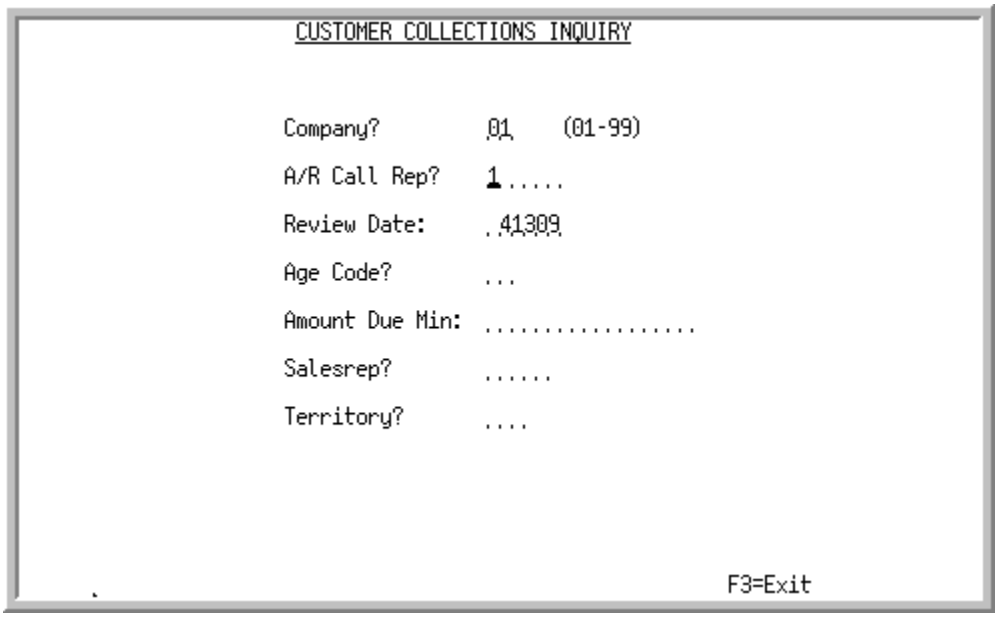
Customer Collections Inquiry

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Customer Collections Inquiry Selection Screen	Use to limit the inquiry by call rep and collection criteria.
Customer Collection Inquiry Screen	Displays collection information for the call rep's customers.

Title	Purpose
Collections Customer A/R Comments Screen	Displays review dates and all open and closed collection comments for the call rep's customers.
Customer Collections Inquiry Detail Screen	Displays payment information for a selected customer.

Customer Collections Inquiry Selection Screen



This screen appears after you select option **14** - Customer Collections Inquiry from the Accounts Receivable Main Menu (MENU ARMAIN). The fields on this screen allow you to tailor the customer collections inquiry to the collection and A/R call rep information you wish to display.

Use the selection criteria available on this screen to select the collection information you want to display on the Customer Collection Inquiry Screen. An informational message will display if no records are found that match your selection criteria.

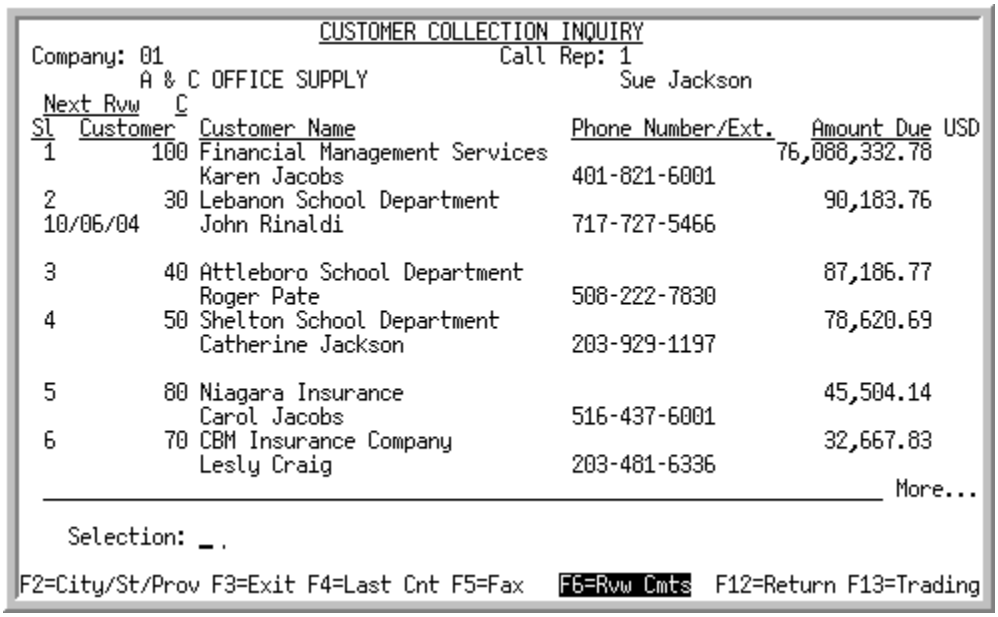
Customer Collection Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the number of the company for the customers you wish to inquire upon in this inquiry. **Valid Values:** Any valid company that has been defined through Company Name Maintenance (MENU XAFILE). **Default Value:** The default company you entered in System Options Maintenance (MENU XAFILE). (N 2,0) Required

Field/Function Key	Description
A/R Call Rep	Accept the default A/R call rep or key the ID of the A/R call representative for whom you wish A/R collection information to be displayed through this inquiry. **Valid Values:** A valid A/R call rep entered through A/R Call Reps Maintenance (MENU ARFIL2). **Default Value:** The A/R call representative assigned to the user ID currently running this option. The user ID is assigned to an A/R call rep through A/R Call Reps Maintenance (MENU ARFIL2). (A 6) Required
Review Date	Use this field to limit this inquiry to customers with a next review date less than or equal to the date you key in this field. Accept the default of today's date or key the review date you wish to limit this collection inquiry to. **Default Value:** Today's date. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE (N 6,0) Required
Age Code	Use this field to limit this inquiry to customers assigned with the age code you enter in this field. Key the age code you wish to limit this collection inquiry to. If this field is left blank, customers will not be eliminated based on age code. **Valid Values:** A valid aging code defined through A/R Aging Codes Maintenance (MENU ARFILE). (A 2) Optional
Amount Due Min	Use this field to limit this inquiry to the minimum amount due you key in this field. Key the minimum amount due you wish to limit this inquiry to. **Note:** If the total amount due in the aging buckets for the customer is less than the amount keyed in this field, then the customer number will not show up in the inquiry. (N 15,2) Optional

Field/Function Key	Description
Salesrep	Use this field to limit this inquiry to customers assigned to the sales representative you enter in this field. Key the appropriate sales representative ID. Only customers for this sales rep will display in the inquiry. **Valid Values:** A valid sales rep assigned through Sales Representative Maintenance (MENU SAFILE). (N 5,0) Optional
Territory	Use this field to limit this inquiry to customers assigned with the territory you enter in this field. Key the appropriate sales territory. Only customers in this territory will display in the inquiry. **Valid Values:** A valid sales territory defined through Territories Maintenance (MENU SAFILE). (A 3) Optional
F3=Exit	Press the **F3=EXIT** function key to cancel this option without making any selections. MENU ARMAIN will display.
Enter	Press the **ENTER** key to confirm your selections. The Customer Collection Inquiry Screen will appear.

Customer Collection Inquiry Screen



This screen appears after you press **ENTER** from the Customer Collections Inquiry Selection Screen. Use this screen to review collection information for the customers of the selected A/R call rep. A customer will not be displayed in this inquiry if the amount due is zero or the amount due minus the current amount is zero.

The collection information on this screen displays in weighted amount due sequence according to the customer's amount due and the length of time their payment has been due. For example, if customer 1 owes $100 in the 2nd pay period and customer 2 owes $50 in the 5th pay period, the weighted amount due is calculated by multiplying the amount due by the pay period (customer 1: $100 x 2 = 200 weighted amount due; customer 2: $50 x 5 = 250 weighted amount due). In this example, customer 2 has the higher weighted amount due and would be displayed ahead of customer 1 in this inquiry.

You may also use several toggle keys to display additional collection information in this inquiry (refer to the function keys for information about each toggle key).

Customer Collection Inquiry Screen Fields and Function Keys

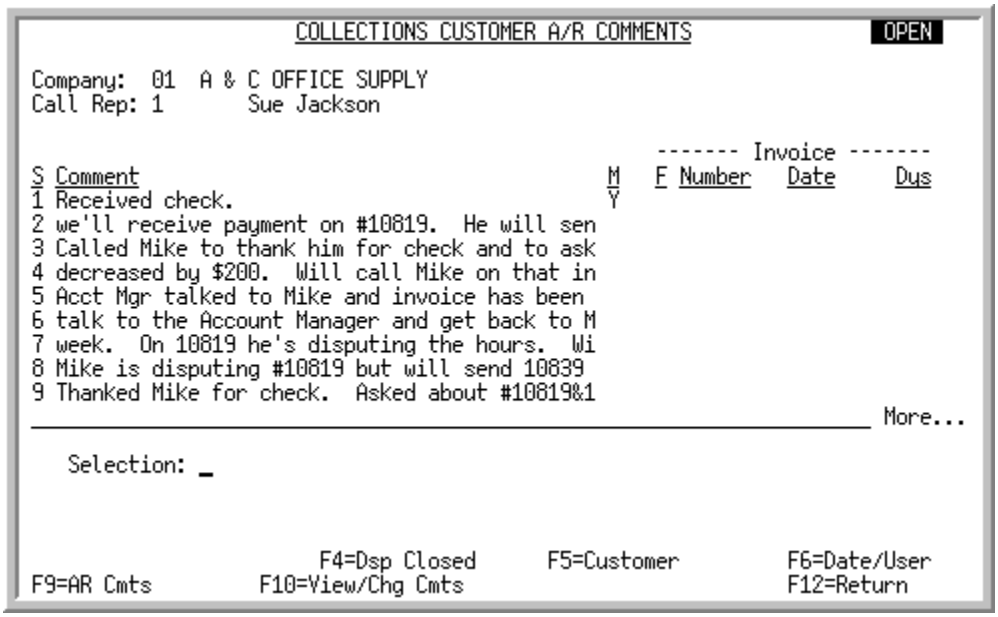
Field/Function Key	Description
(Company Name)	This field displays the name of the company you entered on the Customer Collections Inquiry Selection Screen. Display

Field/Function Key	Description
(A/R Call Representative)	This field displays the name of the A/R call representative assigned to review this customer through Customer/Ship to Master Maintenance (MENU ARFILE). Display
SI	This field represents the reference number for the customer displayed. By keying the number of a customer in the **Selection** field and pressing **ENTER**, the Customer Collections Inquiry Detail Screen will be presented with detailed collection information for the customer you selected. Display
Customer #	This field displays the customer ID number assigned to identify this customer. Display
C	This column displays **Y** if open A/R comments exist for the customer; otherwise, this column is blank. Display
Customer Name or City/Stat/Prov	This 2-line column displays the following information depending on your use of the **F2=CUST/CONTACT / F2=CITY/ST/PROV** toggle key. **F2=CUST/CONTACT** will display the Customer's name and Accounts Payable contact person. **F2=CITY/ST/PROV** will display the Customer's city and state/province. Display
Next Rvw / Last Cnt	This column displays the following information depending on your use of the **F4=LAST CNT / F4=NEXT RVW** toggle key. **F4=NEXT RVW** will display the next review date for the customer. **F4=LAST CNT** will display the last contact date for the customer. Display
Phone Number/Ext. / Fax Number/Ext.	This column displays the following information depending on your use of the **F5=FAX / F5=PHONE** toggle key. **F5=PHONE** will display the customer's telephone number and extension. **F5=FAX** will display the customer' fax number and extension. Display

Field/Function Key	Description
Amount Due	This field displays the total amount due for this customer. This field will display in reverse image when the value of the amount due is a credit or negative amount. When International Currency is installed, this field can be toggled with the **F13=LOCAL / F13=TRADING** function key to display the original amount(s) of the order(s) in the customer's trading currency or the company's local currency. Display
Cur/(Currency Code)	This field displays only if International Currency is installed. This column can be toggled with the **F13=LOCAL / F13=TRADING** function key. The applicable currency code will display beneath this field's heading when showing the customer's trading currency. When viewing the company's local currency, the column heading becomes the currency code and the column data is blank. Display
Selection	Use this field to select the customer you wish to display detail collection information for. Key the selection number of the customer you wish to select, and press **ENTER**. The Customer Collections Inquiry Detail Screen will appear. Optional (N 2,0)
F2=Cust/Contact / F2=City/St/Prov	Press the **F2=CUST/CONTACT / F2=CITY/ST/PROV** function key to toggle between displaying the customer's name and Accounts Payable contact person or the city and state/province in which the customer is located.
F3=Exit	Press **F3=EXIT** to cancel this option. MENU ARMAIN will display.
F4= Last Cnt/ F4=Next Rvw	Press the **F4= LAST CNT / F4=NEXT RVW** function key to toggle between displaying the date on which the customer was last contacted or the next date on which the customer's account will be reviewed.
F5=Fax/F5=Phone	Press the **F5=FAX / F5=PHONE** function key to toggle between displaying the customer's telephone number and extension or the customer's fax number and extension.

Field/Function Key	Description
F6=Rvw Cmts	The **F6=RVW CMTS** function key displays in reverse image if there are AR comments for this rep's customers without a close date. Without entering a selection on this screen, press the **F6=RVW CMTS** function key to review comments entered through the Customer A/R Inquiry (MENU ARMAIN) for the customers of the selected A/R call representative. The Collections Customer A/R Comments Screen appears and comments for all the A/R call rep's customers are displayed. After entering a customer in the **Selection** field, press the **F6=RVW CMTS** function key to inquire on comments specific to this customer. A/R Comments Screen, within the Customer Inquiry, appears.
F12=Return	Press the **F12=RETURN** function key to return to the Customer Collections Inquiry Selection Screen.
F13=Local / F13=Trading	This field displays only if International Currency is installed. Press the **F13=LOCAL / F13=TRADING** function key to toggle between a display of the original amount(s) of the order(s) in the customer's trading currency or the company's local currency. The applicable currency code will display beneath the Cur column when showing the customer's trading currency. When viewing the company's local currency, the column heading becomes the currency code.
Enter	After keying a value in the **Selection** field, press **ENTER** to confirm your entry. The Customer Collections Inquiry Detail Screen will appear.

Collections Customer A/R Comments Screen



This screen appears after you press **F6=RVW CMT** on the Customer Collection Inquiry Screen. Use this screen to display review dates and all open and closed collection comments entered through the Customer A/R Inquiry (MENU ARMAIN) for the customers assigned to the selected A/R call representative.

Collections Customer A/R Comments Screen Fields and Function Keys

Field/Function Key	Description
S	This is the **Reference Number** for the customer comment displayed. Key this number in the **Selection** field and press **F9=AR CMTS**, **F10=VIEW/CHG CMTS** or **ENTER** to display further details. Display

Field/Function Key	Description
Customer Information	The following information can be displayed using the **F5=CUSTOMER / F5=AP CONTACT / F5=AP PHONE / F5=COMMENT** toggle key: The initial display is also the **F5=COMMENT** toggle and will display: • **Comment**: the comment associated with the customer Press **F5=CUSTOMER** to display: • **Customer**: the customer number of the selected customer • **Customer** Name: the customer name of the selected customer Press **F5=AP CONTACT** to display: • **AP Contact**: the name of the accounts payable contact in this customer's Accounts Payable department Press **F5=AP PHONE** to display: • **AP Phone** and **Ext**: the customer's telephone number followed by the extension number Display
M	If more than one line of comment text exists for this customer, **Y** displays in this field. Display

Field/Function Key	Description

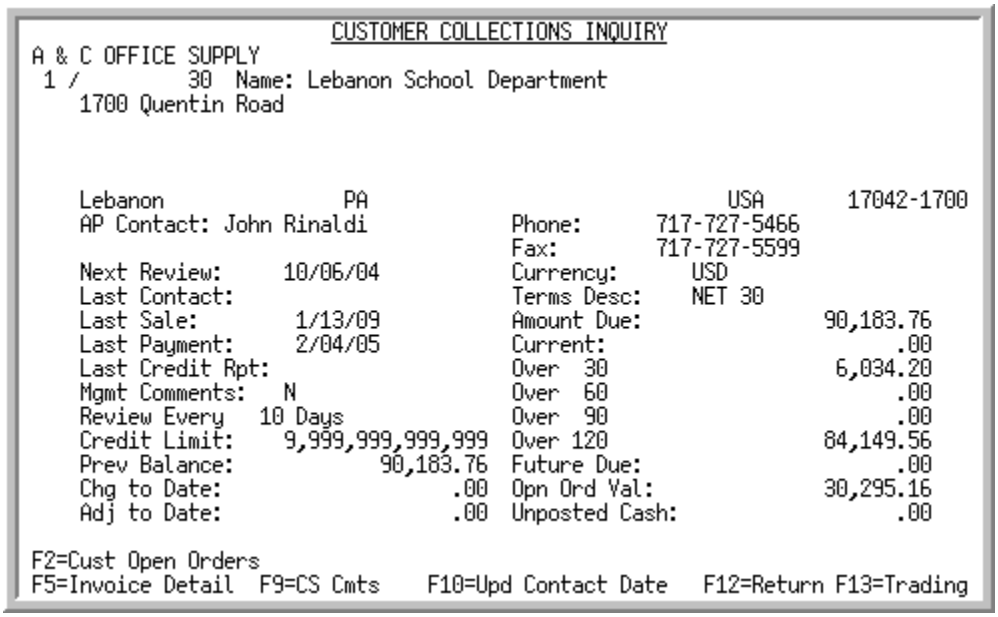
Comment Information	The following information can be displayed using the **F6=INVOICE / F6=DATE/ USER** and **F2=REVIEW DATE / F2=ENTRY DATE/USER / F2=CLOSE DATE/USER** toggle keys.
	• **F6=INVOICE** displays the Invoice Information
	  • **F**: whether or not the open amount is a finance charge (**F** displays if it is a finance charge, otherwise this field is blank)
	  • **Number**: the invoice number for the customer
	  • **Date**: the date the invoice was processed
	  • **Dys**: the number of days the invoice has been open
	• **F6=DATE/USER** displays the date information
	  • **Review Date**: the next review date assigned to the comment
	  • **Entry Date / Entry Time / Entry User**: the date the comment was entered; the time the comment was entered; the time can be shown in the user time, actual time, or system time, depending on the **F11=SYSTEM / F11=ACTUAL / F11=USER** toggle key (which displays only when **F2=CLOSEDATE/USER**); the user profile of the user who entered the customer comment
	  • **Closed Date / Closed Time / Closed User**: the date and time the comment was closed and the user who closed the comment
	Display

Selection	Use this field to select the customer you wish to display detail collection information for, review comments about a customer, or maintain customer or invoice A/R comments. Key the **Reference Number** of the customer you wish to select and press **ENTER** to display detail collection information. The Customer Collections Inquiry Detail Screen will appear. Key the **Reference Number** of the customer you wish to select and press **F9=AR CMTS** to review comments for the customer. The A/R Comments Screen will appear. Key the **Reference Number** of the customer you wish to select and press **F10=VIEW/CHG CMTS** to maintain customer or invoice A/R comments. The Customer A/R Comments Screen will appear. (N 2,0) Optional

Field/Function Key	Description
F2=Review Date/ F2=Entry Date/User / F2=Close Date/User	Press this **F2=REVIEW DATE / F2=ENTRY DATE/USER / F2=CLOSE DATE/USER** three-way toggle key to display: • the next review date assigned to the comment • the date and time the comment was entered and the user who entered the comment • the date and time the comment was closed and the user who closed the comment **Note:** This function key displays only if **F6=INVOICE / F6=DATE/USER** is toggled as **F6=INVOICE**.
F4=Dsp Closed/ F4=Dsp Open	Press the **F4=DSP CLOSED / F4=DSP OPEN** toggle key to display either closed comments (comments with a close date) or open comments.
F5=Customer/ F5=AP Contact/ F5=AP Phone/ F5=Comment	Press this **F5=CUSTOMER / F5=AP CONTACT / F5=AP PHONE / F5=COMMENT** four- way toggle key to display: • the customer number and name of the selected customer • the name of the accounts payable contact in this customer's Accounts Payable department • the customer's telephone number followed by the extension number • the comment associated with the customer
F6=Invoice / F6=Date/ User	Press this **F6=INVOICE / F6=DATE/USER** toggle key to display invoice information and date and user information. The fields that display based on this toggle are explained in the **Comment Information** field.
F9=AR Cmts	Key the **Reference Number** of the customer you wish to select and press **F9=AR CMTS** to review comments for the customer. The A/R Comments Screen will appear.
F10=View/Chg Cmts	Key the **Reference Number** of the customer you wish to select and press **F10=VIEW/CHG CMTS** to maintain customer or invoice A/R comments. The Customer A/R Comments Screen will appear.

Field/Function Key	Description
F11=System/ F11=Actual/ F11=User	Press this **F11=SYSTEM / F11=ACTUAL / F11=USER** three-way toggle key to display the time the comment was entered in the: • system time: time and zone of system when it was triggered • actual time: time and zone of user who created the comment • user time: time in the user's time zone currently reviewing the data **Note:** This function key displays only if **F2=REVIEW DATE / F2=ENTRY DATE/USER / F2=CLOSE DATE/USER** is toggled as **F2=CLOSE DATE/ USER** or **F2=REVIEW DATE**. The **F2=REVIEW DATE / F2=ENTRY DATE/USER / F2=CLOSE DATE/USER** toggle key displays only if **F6=INVOICE / F6=DATE/USER** is toggled as **F6=INVOICE**.
F12=Return	Press the **F12=RETURN** function key to return to the previous screen.
Enter	After entering a value in the **Selection** field, press **ENTER** to confirm your entry. The Customer Collections Inquiry Detail Screen will appear.

Customer Collections Inquiry Detail Screen



This screen appears after you press **ENTER** on the Collections Customer A/R Comments Screen or after selecting a customer and pressing **ENTER** on the Customer Collection Inquiry Screen. Use this screen to review summary and detail information about payments that have been made by the selected customer. Additionally, you may update the last contact date for the selected customer and also inquire on the current accounts receivable status for any of your customers. You may also maintain or display customer service comments from this screen.

When International Currency is installed, the amount fields on this screen will toggle with the **F13=TRADING / F13=LOCAL** function key.

All the fields on this screen are display only and cannot be changed.

Customer Collections Inquiry Detail Screen Fields and Function Keys

Field/Function Key	Description
(Company Name)	This field displays the name of the company assigned to the selected customer.
(Company Number/ Customer Number)	This field displays the company number and customer number assigned to this customer.
Name	This field displays the customer's name and address.
AP Contact	This field displays the name of the accounts payable contact in this customer's Accounts Payable department.
Phone	This field displays the telephone number of this customer.

Field/Function Key	Description
Fax	This field displays the fax number of this customer.
Next Review	This field displays the next review date assigned to this customer.
Last Contact	This field displays the last date that an A/R call rep contacted this customer regarding a collection.
Last Sale	This field displays the date of the last sale made to this customer.
Last Payment	This field displays the date of the last payment received from this customer.
Last Credit Rpt	This field displays the date of the last credit report generated for this customer.
Mgmt Comments	This field displays Y if customer service management comments exist for this customer; otherwise, this field is N.
Review Every Days	This field displays how often this customer is assigned to be reviewed by an A/R call representative.
Credit Limit	This field displays the credit limit for this customer. If the customer has unlimited credit, 9999,999 displays in this field.
Prev Balance	This field displays the total account balance at the beginning of the month (including any future invoices).
Chg to Date	This field displays the total dollar amount of invoices created through Enter, Change & Ship Orders (MENU OEMAIN) or Invoice Entry/Edit (MENU ARMAIN) that were posted this month for this customer.
Adj to Date	This is the total dollar amount of adjustments that have been made for this customer for the current month.
Terms Desc	This field displays the payment terms assigned to this customer. Terms are defined through A/R Terms Codes Maintenance (MENU ARFILE).
Amount Due	This field displays the total amount this customer owes for all aging periods, including the current period.
Current	This field displays the current receivable amount due from this customer. Current accounts receivables are those that are due before payment is considered overdue (based on the number of days in the current period specified for the aging code used by the customer). When International Currency is installed, use the **F13=LOCAL / F13=TRADING** function key to toggle between the customer's trading currency and the company's local currency.

Field/Function Key	Description
Over 30	This field displays the receivable amount that has been due from this customer in the first aging period. When International Currency is installed, use the **F13=LOCAL / F13=TRADING** function key to toggle between the customer's trading currency and the company's local currency.
Over 60	This field displays the receivable amount that has been due from this customer in the second aging period. When International Currency is installed, use the **F13=LOCAL / F13=TRADING** function key to toggle between the customer's trading currency and the company's local currency.
Over 90	This field displays the receivable amount that has been due from this customer in the third aging period. When International Currency is installed, use the **F13=LOCAL / F13=TRADING** function key to toggle between the customer's trading currency and the company's local currency.
Over 120	This field displays the receivable amount that has been due from this customer in the fourth aging period. When International Currency is installed, use the **F13=LOCAL / F13=TRADING** function key to toggle between the customer's trading currency and the company's local currency.
Future Due	This field displays the amount that will be due from this customer (including those invoices which have not yet begun to age), based on the future date on the Second Order Header Screen entered for the customer through Enter, Change & Ship Orders (MENU OEMAIN). When International Currency is installed, use the **F13=LOCAL / F13=TRADING** function key to toggle between the customer's trading currency and the company's local currency.
Opn Ord Val	This field represents the dollar amount of the orders entered for this customer for which an Invoice has not yet been printed and updated through Day-End Processing (MENU XAMAST). When International Currency is installed, use the **F13=LOCAL / F13=TRADING** function key to toggle between the customer's trading currency and the company's local currency.
Unposted Cash	This field represents the dollar amount of payments that have been received from this customer as entered through Cash & Adjustment Entry/Edit (MENU ARMAIN) but have not yet been posted through Cash & Adjustment Post (MENU ARMAIN). When International Currency is installed, use the **F13=LOCAL / F13=TRADING** function key to toggle between the customer's trading currency and the company's local currency.

Field/Function Key	Description
F2=Cust Open Orders	Press the **F2=CUST OPEN ORDERS** function key to display a list of open orders for the customer. The Customer Order/Shipment Inquiry Screen will appear. For a description of this screen, refer to the Infor Distribution A+ Order Entry User Guide.
F5=Invoice Detail	Press the **F5=INVOICE DETAIL** function key to inquire on the current accounts receivable status for any of your customers. The Open Invoices Screen will appear.
F9=CS Cmts	Press the **F9=CS CMTS** function key to maintain or display customer service comments. The Customer Service Comments Maintenance Screen will display. Refer to this screen as described in the Infor Distribution A+ Order Entry User Guide.
F10=Upd Contact Date	Press the **F10=UPD CONTACT DATE** function key to update the last contact date with today's date. A message box will display to confirm your selection.
F12=Rtrn	Press the **F12=RTRN** function key to return to the previous screen.
F13=Local/ F13=Trading	The **F13=LOCAL / F13=TRADING** function key displays only if International Currency is installed. Press the **F13=LOCAL / F13=TRADING** function key to toggle all the monetary amount fields between the invoices' trading currency and the company's local currency.

Chapter 18 Aged Trial Balance Report

Use the Aged Trial Balance option to print the Aged Trial Balance Report. This report prints an analysis of selected customers' receivables based on their aging criteria. This analysis gives management a useful picture of the status of collections and probabilities of credit losses. If an analysis of this type is generated at the end of each month, management will be informed continuously on the trend of collections and can take appropriate action to ease or to tighten credit policy.

This report may be printed in summary format or detail format. A summary format prints the dollar amount that a customer owes; a detail format prints the individual invoices with the dollar amount owed by a customer.

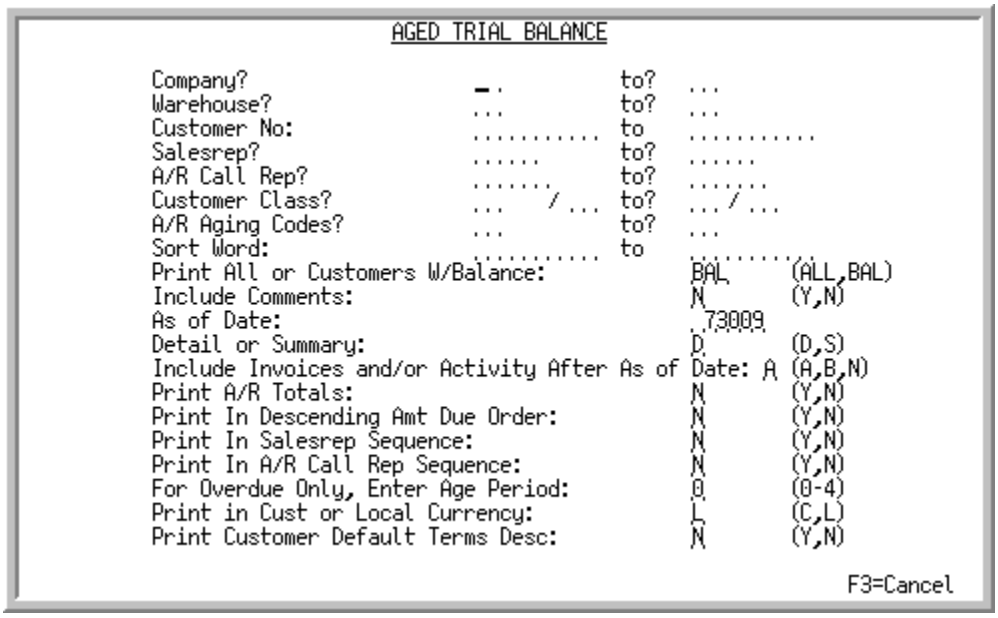
Note: The Aged Trial Balance Report can be exported to Microsoft Excel using a Tab Separated Value (**.tsv**) format. Make that appropriate selection on the PC File Export Selection Screen that displays from the Report Options Screen when **Export Report** is set to **Y**. Refer to the Infor Distribution A+ Cross Applications User Guide for more information about exporting reports. Only those fields so noted in the report descriptions will be included in the export.

Aged Trial Balance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Aged Trial Balance Screen	Use to specify the criteria for the report.
Aged Trial Balance Report	Provides an analysis of selected customers' receivables based on their aging criteria.

Aged Trial Balance Screen



This screen appears after selecting option **1** - Aged Trial Balance from the Accounts Receivable Reporting Menu (MENU ARREPT). It is used to select the criteria of the customers to print on the Aged Trial Balance Report, the information to include, and the print sequence desired.

Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

The report's as of date determines which open receivables are included for the report. For example, assume today is September 1and the following transactions have occurred:

Customer	Invoice Date	Amount	Paid
100	May 10	$1.00	
100	June 10	$30.00	July 13
100	August 3	$15.52	

If you ran your report as of

- June 14, a total of $1.00 would appear for customer 100.
- August 15, a total of $16.52 would appear for customer 100.

Notice that the $30.00 paid invoice will not show on this report.

Include Invoices and/or Activity After As of Date

When **Include Invoices and/or Activity** after **As of Date** is **A** for Activity, the only invoices that will be included on the Aged Trial Balance are invoices that are open for a customer up to the as of date entered on the prompt screen. However, activity against those invoices that is dated after the as of date entered will still display on the Aged Trial Balance. The customer totals on the report will show the total invoice balances of all the open invoices displaying on the report. The totals include payments, adjustments, credit memos, etc. against these open invoices even though the activity may be after the **As of Date**.

Invoice	Type	Date	Amount	As of Date: April 15 and ACTIVITY
2334	INV	March 25	200.00	
	PMT	April 14	50.00-	
	PMT	April 16	50.00-	
2402	INV	April 21	100.00	This invoice will not display.
	PMT	April 22	50.00-	This payment will not display.
Balance		100.00		

When **Include Invoices and/or Activity after As of Date** is **B** for Both, the Aged Trial Balance will display both open invoices and activity dated up to and after the As of Date. The invoices after the **As of Date** will show in the Future column on the Aged Trial Balance. The customer totals on the report will show the total invoice balances of all the open invoices before and after the **As of Date**. The totals will include all activity against these open invoices which may be before and after the **As of Date**.

Invoice	Type	Date	Amount	As of Date: April 15 and BOTH
2334	INV	March 25	200.00	
	PMT	April 14	50.00-	
	PMT	April 16	50.00-	
2402	INV	April 21	100.00	
	PMT	April 22	50.00-	
Balance		150.00		

When **Include Invoices and/or Activity after As of Date** is **N** for None, the Aged Trial Balance will display only open and paid invoices (with a calculated open balance) and activity dated up to the **As of Date** The **As of Date** entered on the Aged Trial Balance Screen will then be a true “As of Date” since no invoices and no payments, adjustments, etc. that are after the **As of Date** will display on

the Aged Trial Balance Report. Open invoices and activity which are dated after the **As of Date** will not be included in the customer totals.

Invoice	Type	Date	Amount	As of Date: April 15 and NONE
2334	INV	March 25	200.00	
	PMT	April 14	50.00-	
	PMT	April 16	50.00-	This payment will not display.
2402	INV	April 21	100.00	This invoice will not display.
	PMT	April 22	50.00-	This payment will not display.
Balance		100.00		

Overdue Invoices

For overdue invoices, the **Age Period** controls which customers will be included in the report based on in which aging period their balance exists. Refer to the following example.

Example:

Assume the following:

- Customer 100 has invoices in age periods 1 and 4.
- Customer 200 has an invoice in age period 1.
- Customer 300 has an invoice in age period 3.

If a 0 is keyed:

- Customer 100 will be selected for inclusion and will show invoices in periods 1 and 4.
- Customer 200 will be selected for inclusion and will show an invoice in period 1.
- Customer 300 will be selected for inclusion and will show an invoice in period 3.

If a 1 is keyed:

- Customer 100 will be selected for inclusion and will show invoices in periods 1 and 4.
- Customer 200 will be selected for inclusion and will show an invoice in period 1.
- Customer 300 will be selected for inclusion and will show an invoice in period 3.

If a 2 is keyed:

- Customer 100 will be selected for inclusion and will show invoices in periods 1 and 4.
- Customer 200 will not be selected for inclusion in the report.
- Customer 300 will be selected for inclusion and will show an invoice in period 3.

Example:

If a 3 is keyed:

- Customer 100 will be selected for inclusion and will show invoices in periods 1 and 4.
- Customer 200 will not be selected for inclusion in the report.
- Customer 300 will be selected for inclusion and will show an invoice in period 3.

If a 4 is keyed:

- Customer 100 will be selected for inclusion and will show invoices in periods 1 and 4.
- Customer 200 will not be selected for inclusion in the report.
- Customer 300 will not be selected for inclusion in the report.

Aged Trial Balance Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Key the range of company numbers to limit the report to customers assigned to companies in the range. (2 @ N 2,0) Optional
Warehouse	This field appears only if you are using multiple warehouses. Key a range of warehouse numbers to limit the report to customers assigned to warehouses in the range. (2 @ A 2) Optional
Customer No	Key the range of customers to limit the report to those selected customers. (2 @ N 10,0) Optional
Salesrep	Key the range of sales representative numbers of the primary sales representatives for the customers to print. A primary sales representative is assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFILE). Sales representatives are defined through Sales Representative Maintenance (MENU SAFILE). (2 @ N 5,0) Optional
A/R Call Rep	Key a range of accounts receivable call representative IDs to limit the report to customers assigned to reps in the range. A call rep is defined through A/R Call Reps Maintenance (MENU ARFIL2) and assigned to a customer through Customer/Ship to Maintenance (MENU ARFILE). (2 @ A 6) Optional

Field/Function Key	Description
Customer Class	Key the range of customer classes/sub-classes containing the customers to print. If the sub-class is left blank, all sub-classes within the customer class indicated will print. Customer classes are defined through Customer Classes Maintenance (MENU ARFILE) and assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 2 / A 2) Optional
A/R Aging Codes	Customers assigned this aging code or range of aging codes will print. Aging codes are defined through A/R Aging Codes Maintenance (MENU ARFILE) and assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 2) Optional
Sort Word	Key the range of customer sort words for the customers to print. Customer sort words are assigned to individual customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 10) Optional
Print All or Customers W/ Balance	Determines if all customers will print, or only those customers with outstanding balances. Key **ALL** to select all customers, regardless of if they have outstanding balances or not. **ALL** must be entered if **For Overdue Only, Enter Age Period** is **0**. Key **BAL** to print only those customers with outstanding balances. **BAL** may be entered for any overdue age period: **0-4**. **Default Value:** BAL (A 3) Required

Field/Function Key	Description
Include Comments	This field allows you to specify if you want comments that you defined through Customer A/R Inquiry (MENU ARMAIN) printed on the report. In order for a comment to print on the report, even if you specify here to include comments, the comment type on the A/R Comments Screen must be **T** or **M**. **T** directs the comment to print on the Aged Trial Balance Report only; M directs the comment to print on the Aged Trial Balance Report and the Customer Profile Report. If, on the A/R Comments Screen, you key **P** for the Type [which directs the comment to print on the Customer Profile Report], or leave it blank (the comment will not be included on either of the reports), comments associated with the selected customers will not print. Key **Y** to print comments on the report. Key **N** to prohibit the printing of comments. **Default Value:** N (A 1) Required
As of Date	The value in this field determines which open invoices will be included up to the date entered here. It will not contain values for invoices that have been paid. This field gives you the ability to see what is still open for a customer as of a certain date. This date is also used as the aging date to determine which aging periods the open invoice amounts will be placed in for this report. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). **Default Value:** Current system date (N 6,0) Required
Detail or Summary	This field gives you the option of printing this report in detail format or summary format. Key **D** to print this report in detail format. Every invoice for the selected customers will print. Key **S** to print this report in summary format. Only totals for the selected customers will print. **Default Value:** D (A 1) Required

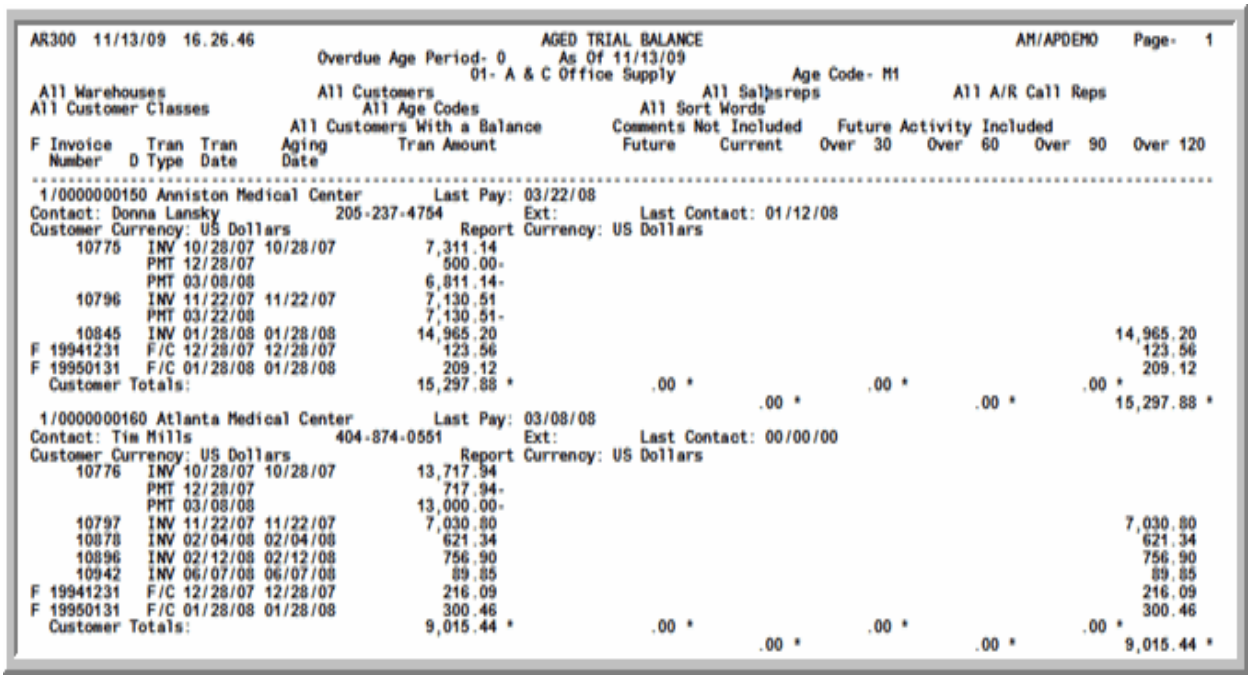
Field/Function Key	Description
Include Invoices and/or Activity After As of Date	This field gives you the option of including invoices and/or activity entered after the **As of Date** in the Aged Trial Balance Report. Key **A** to include activity generated up to and after the **As of Date** on the report. Invoices will not be included. Key **B** to include invoices and activity generated up to and after the **As of Date**. Key N to limit the report to only those invoices and activity created before the **As of Date**. **Default Value:** A (A 1) Required
Print A/R Totals	**Note:** This field and the next field, **Print In Descending Amt Due Order**, cannot both be Y**.** This field allows you to print company A/R totals to date. Key **Y** to print company A/R totals, regardless of the date entered in the **As of Date** field on this screen. Every invoice, including future orders, will be included in this total. This total can be used to balance receivables to your general ledger. Key **N** to prohibit the printing of A/R totals. **Default Value:** N (A 1) Required

Field/Function Key	Description
Print In Descending Amt Due Order	**Note:** This field cannot be **Y** if **Print A/R Totals** is Y**.** The Aged Trial Balance Report normally prints in sort word sequence. This field gives you the option of printing in descending amount due order instead of sort word sequence. Note that the amounts due are based on a weight calculation. Key **Y** to print in descending amount due order. This field must be Y if you wish to print in A/R call representative sequence. Key **N** if you do not wish to print in descending amount due order. **Note:** When Descending Amt Due Order is selected for the Aged Trial Balance Report sometimes the sequence does not appear to be in that order. There is a weighted calculation performed that places “weight” or emphasis in amounts in the older aging periods. The system makes the following calculations to arrive at the weighted amount due for each customer (this is the only place where this calculation is made and there is no option available to prevent this): • The amount in aging period four is multiplied by 5. • The amount in aging period three is multiplied by 4. • The amount in aging period two is multiplied by 3. • The amount in aging period one is multiplied by 2. • Current amounts are multiplied by 1. The weighted amounts are accumulated into one field in a work file and is then used in the sorting process for Descending Amount Due Order. **Default Value:** N (A 1) Required
Print In Sales Representative Sequence	This field provides you with the option of printing in sales representative sequence. The primary sales representative entered in Customer/Ship to Master Maintenance (MENU ARFILE) is used for sorting. Within each sales representative, customers will be printed in sort word sequence. Key **Y** to print this report in sales representative sequence. Key **N** to prohibit the printing of this report in sales representative sequence. **Default Value:** N (A 1) Required

Field/Function Key	Description
Print In A/R Call Rep Sequence	**Note:** This field is only available if you select **Y** in the **Print In Descending Amt Due Order** field. Additionally, this field cannot be **Y** if the **Print in Sales Representative Sequence** field is also set to **Y.** This field provides you with the option of printing the Aged Trial Balance Report in A/R call representative sequence. Key **Y** to print this report in A/R call representative sequence. Key **N** to prohibit the printing of this report in A/R call representative sequence. **Default Value:** N (A 1) Required
For Overdue Only, Enter Age Period	Those customers who have balances due in or after the age period selected here are printed. Note that this field is used for selecting the customers to be included in the report but that if invoices for those customers exist in any other aging period, they will be included and printed on the report if the customer is included in the report. **Note:** This field must be **0** if **Print All or Customers W/Balance** is **ALL**; if **BAL** was entered, any aging period (0 - 4) may be selected. Key **0** to select customers who have any balance at all including in the “current” period. Key **1** to select customers who have balances in age period 1 or greater (i.e., 1, 2, 3, or 4). Key **2** to select customers who have balances in age period 2 or greater (i.e., 2, 3, or 4). Key **3** to select customers who have balances in age period 3 or greater (i.e., 3 or 4). Key **4** to select customers who have balances in age period 4. **Default Value:** 0 (N 1,0) Required
Print in Cust or Local Currency	This field displays only if International Currency is installed. Use this field to specify whether amounts will print in the company’s local currency or in the customer’s currency. Key **L** to print the report showing amount fields in the company’s local currency. Key **C** to print the report showing amount fields in the customer’s currency. **Default Value:** L (A 1) Required

Field/Function Key	Description
Print Customer Default Terms Desc	This field provides you with the option of printing the customer's default terms description on the Aged Trial Balance Report. Key **Y** to print the customer default terms description on the Aged Trial Balance. Key **N** if you do not want to print the customer default terms description on the Aged Trial Balance Report. **Default Value:** N (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU ARREPT will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will display. Refer to Infor Distribution A+ Cross Applications User Guide for details about this screen. **Note:** This job is submitted to the job queue, which enables you to continue working on your workstation.

Aged Trial Balance Report



```
AR300  11/13/09  16.26.46                    AGED TRIAL BALANCE                          AM/APDEMO    Page-   1
                          Overdue Age Period- 0      As Of 11/13/09
                                                01- A & C Office Supply          Age Code- M1
 All Warehouses                 All Customers                    All Salesreps              All A/R Call Reps
All Customer Classes                 All Age Codes                    All Sort Words
                           All Customers With a Balance       Comments Not Included    Future Activity Included
F Invoice    Tran  Tran     Aging       Tran Amount             Future     Current    Over  30    Over  60    Over  90   Over 120
  Number     D Type  Date    Date
-------------------------------------------------------------------------------------------------------------------------------
 1/0000000150 Anniston Medical Center        Last Pay: 03/22/08
Contact: Donna Lansky          205-237-4754      Ext:          Last Contact: 01/12/08
Customer Currency: US Dollars                 Report Currency: US Dollars
      10775   INV 10/28/07 10/28/07          7,311.14
              PMT 12/28/07                     500.00-
              PMT 03/08/08                   6,811.14-
      10796   INV 11/22/07 11/22/07          7,130.51
              PMT 03/22/08                   7,130.51-
      10845   INV 01/28/08 01/28/08         14,965.20                                                          14,965.20
F 19941231    F/C 12/28/07 12/28/07            123.56                                                             123.56
F 19950131    F/C 01/28/08 01/28/08            209.12                                                             209.12
  Customer Totals:                         15,297.88 *              .00 *                .00 *                .00 *
                                                                                 .00 *              .00 *      15,297.88 *
 1/0000000160 Atlanta Medical Center         Last Pay: 03/08/08
Contact: Tim Mills             404-874-0551      Ext:          Last Contact: 00/00/00
Customer Currency: US Dollars                 Report Currency: US Dollars
      10776   INV 10/28/07 10/28/07          13,717.94
              PMT 12/28/07                     717.94-
              PMT 03/08/08                   13,000.00-
      10797   INV 11/22/07 11/22/07          7,030.80                                                           7,030.80
      10878   INV 02/04/08 02/04/08            621.34                                                             621.34
      10896   INV 02/12/08 02/12/08            756.90                                                             756.90
      10942   INV 06/07/08 06/07/08             89.85                                                              89.85
F 19941231    F/C 12/28/07 12/28/07            216.09                                                             216.09
F 19950131    F/C 01/28/08 01/28/08            300.46                                                             300.46
  Customer Totals:                          9,015.44 *              .00 *                .00 *                .00 *
                                                                                 .00 *              .00 *       9,015.44 *
```

This report prints following your selections on the Aged Trial Balance Screen and the Report Options Screen (refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen).

An analysis of the selected customers' receivables based on their aging criteria is printed.

The report presented on this page is printed in detail format, showing individual invoices and the dollar amount owed by a customer. If you select to print this report in summary format, only the dollar amount (totals) that a customer owes is printed; the detail information depicted on this report will not be included.

Depending on your selections to the sequence fields on the Aged Trial Balance Screen, this report may be sequenced by:

- Sales representative and printed in descending amount due order (program name - AR305S).
- A/R call representative and printed in descending amount due order (program name - AR305S).
- Sales representative only (program name - AR300S).
- Descending amount due order only (program name - AR305).
- Neither sales representative, A/R call representative, or descending amount due order (program name - AR300); in which case, the report is sequenced by sort word.

Note: All dates will display in the Default Date Format for this user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).

Aged Trial Balance Report

Field/Function Key	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The As of Date prints in the headings and the **As of Date** field will be exported to Excel .tsv reports. When the report is sequenced by Sales Rep, the number and name of the Sales Rep prints in the headings and the **Sales Rep Number** and **Sales Rep Name** fields will be exported to Excel .tsv reports. When the report is sequenced by A/R call representative, the name and ID of the A/R call representative prints in the headings and the **A/R Call Representative ID** and **A/R Call Representative Name** fields will be exported to Excel .tsv reports.
Company, Customer Number, Customer Name	The number of the company, the customer number and customer name for whom this analysis is occurring. When International Currency is installed, the **Customer Currency Description** and the **Report Currency Description** will print based on selection for **Print in Cust or Local Currency** on the Aged Trial Balance Screen. These fields will be exported to Excel .tsv reports: **Company**, **Customer Number**, **Customer Name**, **Customer Currency Description**, **Report Currency Description**.
Date of Last Payment	The date the last payment from this customer was received. The **Date of Last Payment** field will be exported to Excel .tsv reports.
Default Terms	The customer's default terms description will print based on the selection for **Print Customer Default Terms Desc** on the Aged Trial Balance Screen. When it prints, the **Default Terms Description** field will be exported to Excel .tsv reports.
Contact	The A/P contact person, number, and extension associated with this customer as defined through Customer/Ship to Master Maintenance (MENU ARFILE). These fields will be exported to Excel .tsv reports: **AP Contact, AP Phone Country Code, AP Phone Number, AP Phone Extension.**
Last Contact Date	The date that this customer was last contacted as specified through Customer A/R Inquiry (MENU ARMAIN). The **Last Contact Date** field will be exported to Excel .tsv reports.

Field/Function Key	Description
Customer Comments	Comments will print based on the selection for Include Comments on the Aged Trial Balance Screen. If you selected to include comments, comments that have been entered through Customer A/R Inquiry (MENU ARMAIN) for this customer will print; the date the comment was entered precedes the comment. If no comments were defined, or if you specified not to print comments, this field is blank. Only open comments with a comment type of **T** for print comment on Aged Trail Balance or **M** for print comment on Aged Trial Balance and Customer Profile Report will print. Customer level comments will be included and invoice level comments will print after the last detail line of an invoice if printing in detail mode only. If printing in summary mode, invoice level comments will not print. Additionally, if you no longer wish to print specific customer comments on this report, you may close them without deleting them from Distribution A+ through Customer Collections Inquiry (MENU ARMAIN). The customer comments will be designated as closed, retained in Distribution A+, and will no longer print out on the Aged Trail Balance Report and Customer Profile Report.
F	This column specifies whether the corresponding open amount is for an invoice or a finance charge. A finance charge will be assessed for a customer if in A/R Aging Codes Maintenance (MENU ARFILE) you specified to assess finance charges for that customer, and you did not override that value in Customer/Ship to Master Maintenance (MENU ARFILE). If the amount open is a finance charge, **F** displays in this column. If it is for an invoice, this column is blank. The **Invoice Type** field will be exported to Excel .tsv reports.
Invoice Number	The number of the open invoice for the selected customer. **Note:** Finance charges are assigned invoice numbers equal to the date that the finance charges are calculated through Month- End Processing (MENU ARMAST). For example, finance charges calculated during Month-End Processing, executed on January 30, 2004, are assigned the invoice number 20040130. The letter F will display in the F column. The **Invoice Number** field will be exported to Excel .tsv reports.

Field/Function Key	Description
D	If an invoice is in dispute, this column will display the one-character dispute code that has been assigned to the invoice through Mark Disputed Invoices (MENU ARMAIN). If an invoice is not in dispute (has not been assigned a dispute code), this field is blank. The **Invoice Dispute Code** field will be exported to Excel .tsv reports.
Tran Type	The type of transaction occurring, as specified through Cash & Adjustment Entry/Edit (MENU ARMAIN): • PMT: Payment • INV: Invoice • F/C: Finance Charge The **Transaction Type** field will be exported to Excel .tsv reports.
Tran Date	The date the customer's invoice or payment transaction was updated to A/R. The **Transaction Date** field will be exported to Excel .tsv reports.
Aging Date	This is the aging date for the invoice. The aging date is based on one of the following, depending on your selection through Accounts Receivable Options Maintenance (MENU XAFILE): • **Invoice Date**: The invoice is aged based on the date the invoice was processed (this date may be overridden during order entry). • **Due Date**: The invoice is aged based on the cash discount date established in the Terms Code. • For example, if an invoice is processed on September 15 and the terms are 2% 10 days net 30, the Aging program will use the aging date of September 25. • **Net Date**: The invoice is aged based on the Terms Code net date. • For example, if the invoice is processed on September 15 and the Terms Code are 2% 10 days net 30, the Aging program will use the aging date of October 15. The **Aging Date** field will be exported to Excel .tsv reports.
Tran Amount	The dollar amount for the type of transaction (payment, invoice, finance charge) occurring. A negative sign (-) succeeds this amount if the amount is a credit. The **Transaction Amount** field will be exported to Excel .tsv reports.

Field/Function Key	Description
Future	The amount that will be due from this customer, based on the As of Date of this report. This field will be exported to Excel .tsv reports.
Current	The current receivables amount due from this customer. Current receivable is those that are due before payment is considered overdue (based on the number of overdue days specified for the aging code used by the customer). The **Current Due Amount** field will be exported to Excel .tsv reports.
Aging Periods	The receivable amount that has been due from this customer in each of the four aging periods (this amount is now considered overdue). Each period represents the number of days specified for the aging code used by this customer. For example, if this customer's aging periods have been defined as 30, 45, 60, and 90 days, and an invoice in the amount of 100.00 is over 60 days late, 100.00 will print in the Over 60 column on the report. These fields will be exported to Excel .tsv reports: **Age Period 1, Age Period 2, Age Period 3, Age Period 4**.

Field/Function Key	Description
Totals	Totals to print on the report may be one or all the following depending on your selections on the Aged Trial Balance Screen: • Customer Totals: The total amount of customer payments that are due. • Age Code Total: The total dollar amount of this age code. • Sales Representative Totals: The sales representative totals for this customer. • Company Totals: The total dollar amount of the invoices entered for this company. • Company A/R Totals: The total of every invoice entered through Distribution A+. If you responded with an **N** to the **Include Invoices and/or Activity after As of Date** field on the Aged Trial Balance Screen, this total will include only those invoices created before the **As of Date**. If you responded with a **B**, invoices created after the **As of Date** will print in the future column of the report and will be included in the Company A/R Totals but will not be included in the Company Totals. **Note:** The Customer Totals and Company A/R Totals will be the same if you responded with a **B** to the fields **Include Invoices after As of Date** and **Print A/R Totals** on the Aged Trial Balance Screen and you have no invoices created after the **As of Date**. If you selected to print this report in detail format, individual invoices and the dollar amount owed by a customer will print. If you selected to print this report in summary format, only the dollar amount (or totals above) is printed for a customer.

Chapter 19 Demand A/R Statements

Demand A/R Statements are printed for customers on a monthly basis through Month-End Processing (MENU ARMAST) informing customers of their open invoice status and payment activity. The Demand A/R Statements option allows you to run statements on demand whenever the need arises.

When printing A/R Demand Statements, use special forms type SMxx, where xx is the company number.

Customers for whom Demand A/R Statements are printed through this option are selected by the aging code defined through A/R Aging Codes Maintenance (MENU ARFILE) and assigned to the customer through Customer/Ship to Master Maintenance (MENU ARFILE). Additionally, when setting up the aging code through A/R Aging Codes Maintenance (MENU ARFILE), **Print Credit Stmts** must be **Y**, and the customer must owe more than the value entered in the **Stmt Minimum Bal** field in order for a statement to be printed on demand for a customer.

Important

If a headquarters number has been assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFILE) and you select to print a Demand A/R Statement for that customer, the statement will print with the name and address of the headquarters customer.

Note:

- If FAX is installed and being used for Demand A/R Statements, determined for each customer through Customer/Ship to Master Maintenance (MENU ARFILE), you may fax Demand A/R Statements in addition to, or instead of having them printed. Refer to the Infor Distribution A+ FAX User Guide for details about faxing Demand A/R Statements.
- If Mail Server is installed and the **Email A/R Statements** field is set to **Y** through Customer/Ship to Master Maintenance (MENU ARFILE), you can e-mail Demand A/R Statements in addition to printing or faxing them.

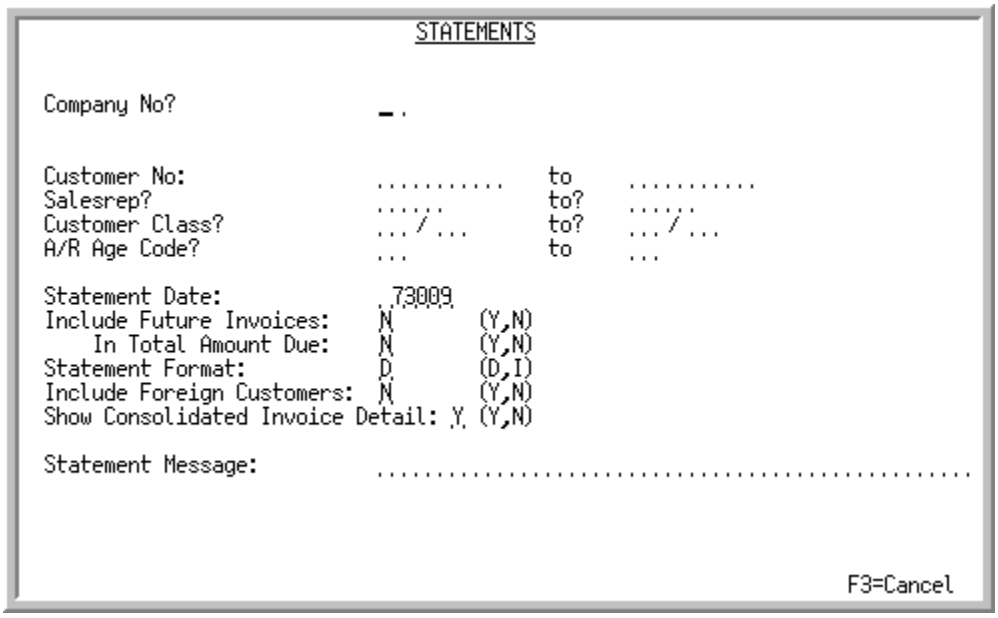
Note: If MaxRecall is installed and activated and if the **Export AR Statements** is **Y** in MaxRecall Options Maintenance (MENU XAMFILE), the statement will be automatically exported to the IFS directory (also set up in MaxRecall Options Maintenance) where it can be viewed for further processing.

Demand A/R Statements

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Statements Screen	Use to specify the criteria for the statement.
Print/Fax/Email Demand A/R Statements Screen	Use to select to print, fax, and/or email the statement.
Demand A/R Statements	Prints customer statements in zip code sequence.
Demand A/R Statements International Format	Prints customer statements on a larger form to enable larger field sizes.

Statements Screen



This screen appears after you select option **2** - Demand A/R Statements from the Accounts Receivable Reporting Menu (MENU ARREPT). It is used to select the criteria of the customers for whom Demand A/R Statements will be printed.

When International Currency is installed:

If you select a domestic format for printing statements, invoice data on the statement is separated by customer, and that customer's default currency becomes the currency of the statement, Identification of the statements currency is provided on the statement as a separate line below the customer's invoice detail. Also, when using a domestic format. since invoice values are expressed in the currency of the statement, note the following:

- all values for invoices generated in the local currency will be converted to that trading currency
- all values for invoices originated in what is now the currency of the statement will print as created
- all values for invoices generated in any other trading currency will not be converted, but instead will print on the statement as all zeroes (the invoice data that is printed for those invoices created in a different trading currency may be used to access the customer's A/R history for desired detail)

If you select an international format for printing statements, invoice data on the statement is separated by customer, and individual invoice date is presented in the currency of the invoice. Therefore, currency symbols are provided next to each invoice.

Additionally, since the desired method for printing statements would be to print domestic statements for local currency customers and international statements for foreign currency customers, warning

messages will be provided if you attempt to select a domestic format and include foreign customers or an international format and exclude foreign customers.

Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

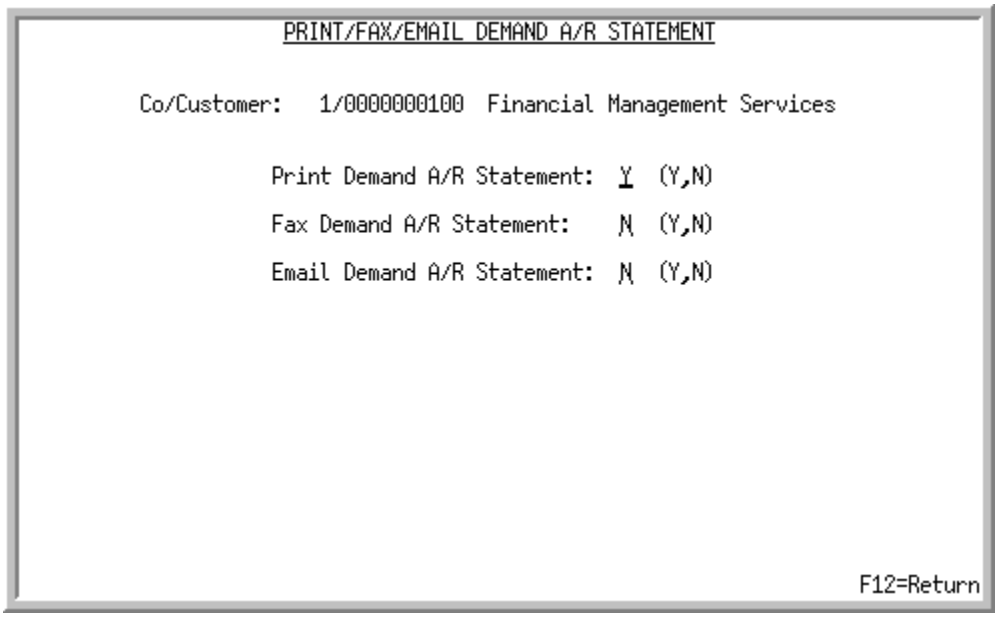
Statements Screen fields and Function Keys

Field/Function Key	Description
Company No	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). The company number associated with the customers for whom Demand A/R Statements will be printed. Key the appropriate company number. **Valid Values:** Any company defined through Company Name Maintenance (MENU XAFILE) (N 2,0) Required
Customer No	Key the range of customers for whom statements will be printed. (2 @ 10,0) Optional
Sales Representative	Key the range of sales representative numbers of the primary sales representatives for the customers to print. A primary sales representative is assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFILE). Sales representatives are defined through Sales Representative Maintenance (MENU SAFILE). (2 @ 5,0) Optional
Customer Class	Key the range of customer classes/sub-classes containing the customers to print. If the sub-class is left blank, all sub-classes within the customer class indicated will print. Customer classes are defined through Customer Classes Maintenance (MENU ARFILE) and assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 2 / A 2) Optional
A/R Age Code	Customers assigned this aging code or range of aging codes will print. Aging codes are defined through A/R Aging Codes Maintenance (MENU ARFILE) and assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 2) Optional

Field/Function Key	Description
Statement Date	This is the date to be printed on the statements and is used for aging open receivables. Key the statement date. **Default Value:** Current system date **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Include Future Invoices	This field provides you with the option of including invoices on the statements, based on the invoice date. Key **Y** to include invoices with invoice dates after (greater than) the statement date. Key **N** to exclude invoices with invoice dates after (greater than) the statement date. **Default Value:** N (A 1) Required
(Include Future Invoices) In Total Amount Due	This field provides you with an additional option to include the value of the future invoices in the **Total Amount Due** that prints on the Statements. Key **Y** to include the value of the future invoices in the T**otal Amount Due**. This value cannot be **Y** if they Include Future Invoices is N. Key **N** to exclude the value of the future invoices in the **Total Amount Due**. **Default Value:** N (A 1) Required
Statement Format	This field displays only if International Currency is installed. Use this field to indicate which A/R statement format to select, domestic or international. Key **D** to use the domestic statement format. Since this format is designed for preprinted forms, statements are printed without column headers. Key **I** to use the international statement format that has larger amount fields. **Default Value:** D **Valid Values:** D, I (A 1) Required

Field/Function Key	Description
Include Foreign Customers	This field displays only if International Currency is installed. Use this field to specify whether you want to include foreign customers on your statements. Key **Y** to include foreign customers on your statements, particularly if you selected an international format statement. Key **N** to exclude the foreign currency customers from this statement print job. **Default Value:** N (A 1) Required
Show Consolidated Invoice Detail	Key **Y** to print the individual detail invoices that comprise the consolidated invoices based on invoice Consolidated Bill Codes. Key **N** to not print the individual invoice detail and only show the consolidated invoiced on the statements. **Default Value:** N (A 1) Required
Statement Message	This field is provided if you want to enter a message that will print on all statements. Key the message to print. (A 120) Optional
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU ARREPT will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for information about this screen.

Print/Fax/Email Demand A/R Statements Screen



This screen displays only if you have Fax and/or Mail Server installed.

This screen appears after you select a company and a single customer on the Statements Screen. Use this screen to select whether to print, fax, or email the Demand AR Statement to the selected Customer.

The default fax country code and fax number that will be used when faxing the Demand AR Statement will be the AP Fax Country Code and AP Fax Number assigned through Customer/Ship to Master Maintenance (MENU ARFILE). If an AP Fax Number does not exist for this customer, the Default Fax Number will be used.

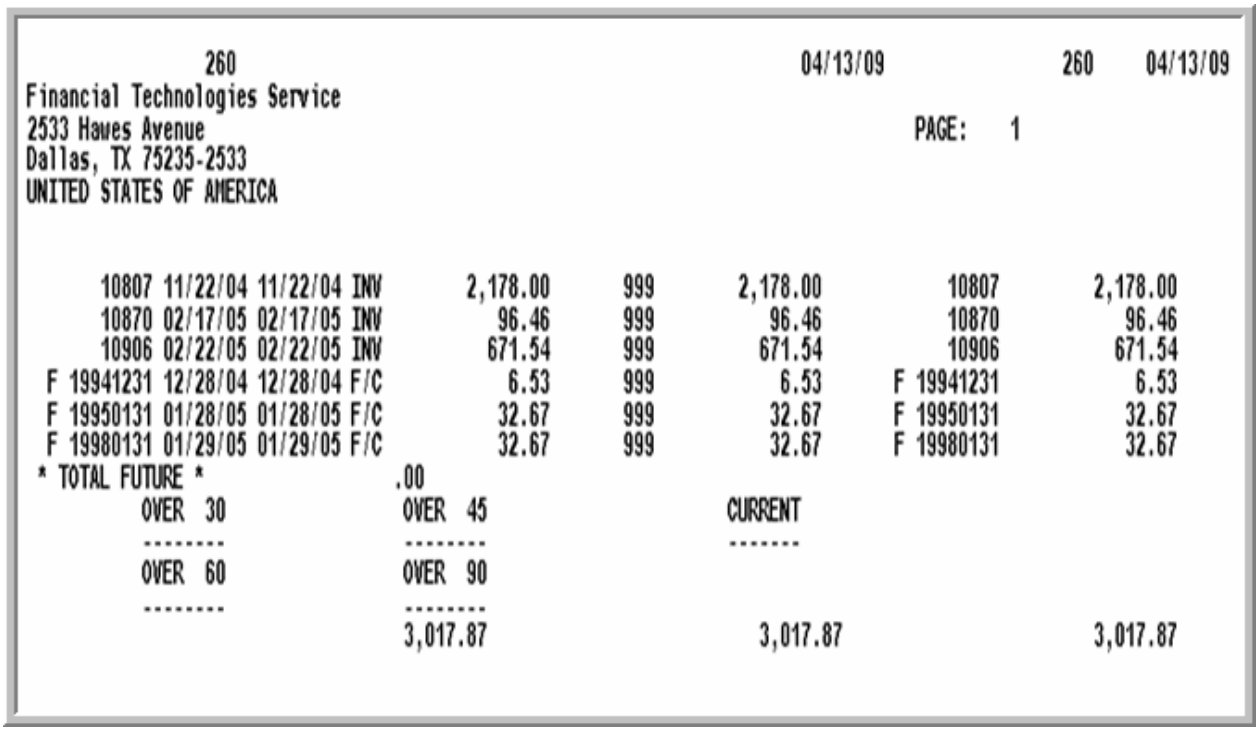
The default email address that will be used when e-mailing the Demand AR Statement will be the AP Email Address assigned through Customer/Ship to Master Maintenance (MENU ARFILE). If an AP Email Address does not exist for this customer, the Default Email Address will be used.

Print/Fax/Email Demand A/R Statements Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	The company and customer selected on the Statements Screen. Display

Field/Function Key	Description
Print Demand A/R Statement	This field allows you to select to print the statement. Key **Y** to print the statement. Key **N** to not print the statement. **Default Value:** The value of the **Print A/R Statements** field in the Customer Master File (**CUSMS**) (A 1) Required
Fax Demand A/R Statement	This field displays only if Fax is installed. This field allows you to select to fax the statement. Key **Y** to fax the statement. Key **N** to not fax the statement. **Default Value:** The value of the **Fax A/R Statements** field in the Customer Master File (**CUSMS**) (A 1) Required
Email Demand A/R Statement	This field displays only if Mail Server is installed. This field allows you to select to email the statement. Key Y to email the statement. Key N to not email the statement. **Default Value:** The value of the **Email A/R Statements** field in the Customer Master File (**CUSMS**) (A 1) Required
F12=Return	Press **F12=RETURN** to return to the Statements Screen.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for information about this screen.

Demand A/R Statements



```
            260                                          04/13/09              260     04/13/09
Financial Technologies Service
2533 Hawes Avenue                                                    PAGE:    1
Dallas, TX 75235-2533
UNITED STATES OF AMERICA


     10807 11/22/04 11/22/04 INV       2,178.00      999      2,178.00       10807       2,178.00
     10870 02/17/05 02/17/05 INV          96.46      999         96.46       10870          96.46
     10906 02/22/05 02/22/05 INV         671.54      999        671.54       10906         671.54
 F 19941231 12/28/04 12/28/04 F/C          6.53      999          6.53   F 19941231          6.53
 F 19950131 01/28/05 01/28/05 F/C         32.67      999         32.67   F 19950131         32.67
 F 19980131 01/29/05 01/29/05 F/C         32.67      999         32.67   F 19980131         32.67
* TOTAL FUTURE *                .00
        OVER  30                OVER  45                CURRENT
        --------                --------                -------
        OVER  60                OVER  90
        --------                --------
                                3,017.87                3,017.87                   3,017.87
```

Statements print after you press **ENTER** on the Report Options Screen.

Statements are printed in zip code sequence for those customers that meet the selected criteria. The following transactions appear on a separate line for each invoice:

- Invoices, including credit memos and finance charges
- Payments submitted by the customer [that have not been purged through Paid Invoice Purge (MENU ARMAST)]
- Adjustments

Note: A/R Demand Statements will print using Form Type 1 or Form Type 2, depending on your selection in System Options Maintenance (MENU XAFILE).

If FAX is installed and being used for A/R Demand Statements, determined for each customer through Customer/Ship to Master Maintenance (MENU ARFILE), you may fax A/R Demand Statements in addition to, or instead of having them printed. If an A/R Demand Statement is faxed, a message will be printed on top of the document indicating that facsimile was the method used to send the document. For details about using FAX for A/R Demand Statements, refer to the Infor Distribution A+ FAX User Guide.

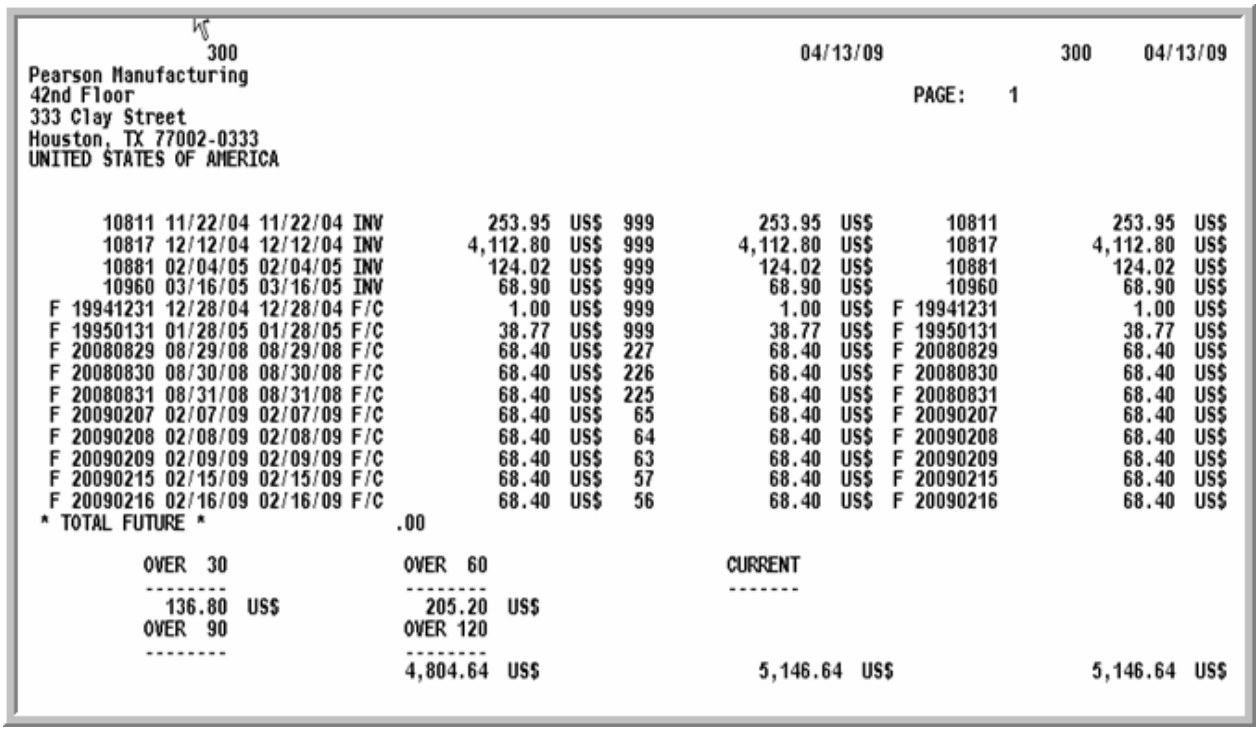
If Mail Server is installed and the **Email A/R Statements** field is set to **Y** through Customer/Ship to Master Maintenance (MENU ARFILE), you can e-mail Demand A/R Statements in addition to printing or faxing them.

Demand A/R Statements

Field/Function Key	Description
(Customer Information)	The following customer information is printed on the statement: • Customer name • Customer number • Customer address When a customer vendor number exists in the Customer Master File (**CUSMS**), this number will also appear in the header of the statement.
(Statement Date)	The date that the statement was printed through this option or Month- End Processing (MENU ARMAST).
(Invoice Number)	The number of the invoice issued.
(Transaction Date)	The transaction date may be one of the following: The date the Invoice was printed (and passed to A/R). The date that payment for the invoice was entered and posted through Cash & Adjustment Entry/Edit (MENU ARMAIN) and Cash & Adjustment Post (MENU ARMAIN).
(Aging Date)	The aging date of the invoice. The aging date may be either the **Invoice Date, Due Date**, or **Net Date**, depending on your selection for a company through Accounts Receivable Options Maintenance (MENU XAFILE).
(Transaction Type)	This three-character code indicates the type of transaction: • **INV**: Invoice • **PMT**: Payment • **ADJ**: Adjustment • **F/C:** Finance charge • **C/M**: Credit Memo
(Invoice Amount)	The amount of the corresponding invoice or payment.
(Age Days)	**Note:** This value appears on the last transaction line for each invoice. The total number of days that the invoice has been open. This is calculated as the number of days between the aging date and the current date.

Field/Function Key	Description
(Actual Open Amount)	**Note:** This value appears on the last transaction line for each invoice. The balance due for the invoice. This is calculated as the original invoice amount less any payments made (as shown in the **Transaction Amount** fields for the invoice).
(Invoice Number)	The invoice number appears in this column on the last transaction line for each invoice.
(Customer Open Amount)	The total amount owed by the customer after transactions on this invoice have been applied.
Total GST	**Note:** This field prints at the bottom left of the statement invoice columns, above the aging information. This field prints only if **Use GST/PST Taxing** is set to **Y** through System Options Maintenance (MENU XAFILE). This field represents the total Canadian goods and services tax for this statement.
(Aging Information)	These fields show the total amount due for each aging period defined for the customer.

Demand A/R Statements International Format



```
                300                                                  04/13/09                  300     04/13/09
Pearson Manufacturing
42nd Floor                                                                      PAGE:    1
333 Clay Street
Houston, TX 77002-0333
UNITED STATES OF AMERICA


      10811 11/22/04 11/22/04 INV          253.95  US$  999          253.95  US$       10811          253.95  US$
      10817 12/12/04 12/12/04 INV        4,112.80  US$  999        4,112.80  US$       10817        4,112.80  US$
      10881 02/04/05 02/04/05 INV          124.02  US$  999          124.02  US$       10881          124.02  US$
      10960 03/16/05 03/16/05 INV           68.90  US$  999           68.90  US$       10960           68.90  US$
  F 19941231 12/28/04 12/28/04 F/C           1.00  US$  999            1.00  US$  F 19941231            1.00  US$
  F 19950131 01/28/05 01/28/05 F/C          38.77  US$  999           38.77  US$  F 19950131           38.77  US$
  F 20080829 08/29/08 08/29/08 F/C          68.40  US$  227           68.40  US$  F 20080829           68.40  US$
  F 20080830 08/30/08 08/30/08 F/C          68.40  US$  226           68.40  US$  F 20080830           68.40  US$
  F 20080831 08/31/08 08/31/08 F/C          68.40  US$  225           68.40  US$  F 20080831           68.40  US$
  F 20090207 02/07/09 02/07/09 F/C          68.40  US$   65           68.40  US$  F 20090207           68.40  US$
  F 20090208 02/08/09 02/08/09 F/C          68.40  US$   64           68.40  US$  F 20090208           68.40  US$
  F 20090209 02/09/09 02/09/09 F/C          68.40  US$   63           68.40  US$  F 20090209           68.40  US$
  F 20090215 02/15/09 02/15/09 F/C          68.40  US$   57           68.40  US$  F 20090215           68.40  US$
  F 20090216 02/16/09 02/16/09 F/C          68.40  US$   56           68.40  US$  F 20090216           68.40  US$
* TOTAL FUTURE *                 .00

         OVER  30              OVER  60                    CURRENT
         --------              --------                    -------
           136.80  US$           205.20  US$
         OVER  90              OVER 120
         --------              --------
                               4,804.64  US$                5,146.64  US$                5,146.64  US$
```

This is the International format statements that print when **I** for International is selected for the **Statement Format** field on the Statements Screen and after you press **ENTER** on the Report Options Screen.

Detailed invoice information, associated with your customers and foreign customers, prints on this statement in customer/invoice sequence. Any payments submitted by your customers that have not been purged are also included.

Additionally, aging information prints at the end of the data for each customer. Due to space limitations, such information is not seen in this figure. Values indicating the current status of the customer's account balance are presented, separated up by aging periods defined for that customer, as well as the total customer amount in the customer's currency.

Note: Detailed A/R Demand Statements will print using Form Type 1 or Form Type 2, depending on your selection in System Options Maintenance (MENU XAFILE).

If FAX is installed and being used for A/R Demand Statements, as determined for each customer through Customer/Ship to Master Maintenance (MENU ARFILE), you may fax A/R Demand Statements in addition to, or instead of having them printed. If a Demand Statement is faxed, a message will be printed on top of the document indicating that facsimile was the method used to send the document. For details about using FAX for A/R Demand Statements, refer to the Infor Distribution A+ FAX User Guide.

If Mail Server is installed and the **Email A/R Statements** field is set to **Y** through Customer/Ship to Master Maintenance (MENU ARFILE), you can e-mail Demand A/R Statements in addition to printing or faxing them.

Demand A/R Statements

Field/Function Key	Description
(Customer Information)	The following customer information is printed on the statement: • Customer name • Customer number • Customer address When a customer vendor number exists in the Customer Master File (**CUSMS**), this number will also appear in the header of the statement.
(Statement Date)	The date that the statement was printed through this option or Month- End Processing (MENU ARMAST).
(Invoice Number)	The number of the invoice issued.
(Transaction Date)	The transaction date may be one of the following: The date the Invoice was printed (and passed to A/R). The date that payment for the invoice was entered and posted through Cash & Adjustment Entry/Edit (MENU ARMAIN) and Cash & Adjustment Post (MENU ARMAIN).
(Aging Date)	The aging date of the invoice. The aging date may be either the I**nvoice Date, Due Date**, or **Net Date**, depending on your selection for a company through Accounts Receivable Options Maintenance (MENU XAFILE).
(Transaction Type)	This three-character code indicates the type of transaction: • **INV**: Invoice • **PMT**: Payment • **ADJ**: Adjustment • **F/C:** Finance charge • **C/M**: Credit Memo
(Invoice Amount)	The amount of the corresponding invoice or payment, in the invoice's currency with its currency symbol printed to the right.
(Age Days)	**Note:** This value appears on the last transaction line for each invoice. The total number of days that the invoice has been open. This is calculated as the number of days between the aging date and the current date.

Field/Function Key	Description
(Actual Open Amount)	**Note:** This value appears on the last transaction line for each invoice. The balance due for the invoice. This is calculated as the original invoice amount less any payments made (as shown in the **Transaction Amount** fields for the invoice).
(Invoice Number)	The invoice number appears in this column on the last transaction line for each invoice.
(Customer Open Amount)	The total amount owed by the customer after transactions on this invoice have been applied. The currency symbol will print to the right of the amount.
Total GST	**Note:** This field prints at the bottom left of the statement invoice columns, above the aging information. This field prints only if **Use GST/PST Taxing** is set to **Y** through System Options Maintenance (MENU XAFILE). This field represents the total Canadian goods and services tax for this statement.
(Aging Information)	These fields show the total amount due for each aging period defined for the customer. The total amount is expressed in the customer's currency with its currency symbol printed to the right. If **Print Benchmark Totals** is **Y** in Currency/Exchange Codes Maintenance (MENU ICFILE) and **Form Type** is **2** in System Options Maintenance (MENU XAFILE), the totals are also expressed in the benchmark currency that is used for the customer's currency. The benchmark currency total and its corresponding currency symbol appear beneath the total value expressed in the customer's currency.

Chapter 20 Overdue Notices

Overdue Notices may be sent to customers who have payments that are overdue. The text for overdue notices is defined through Overdue Notice Maintenance (MENU ARFILE).

Use this option to print Overdue Notices.

Note: If FAX is installed and being used for Overdue Notices, determined for each customer through Customer/Ship to Master Maintenance (MENU ARFILE), you may fax Overdue Notices in addition to or instead of having them printed. Refer to the Infor Distribution A+ FAX User Guide for details about faxing Overdue Notices.

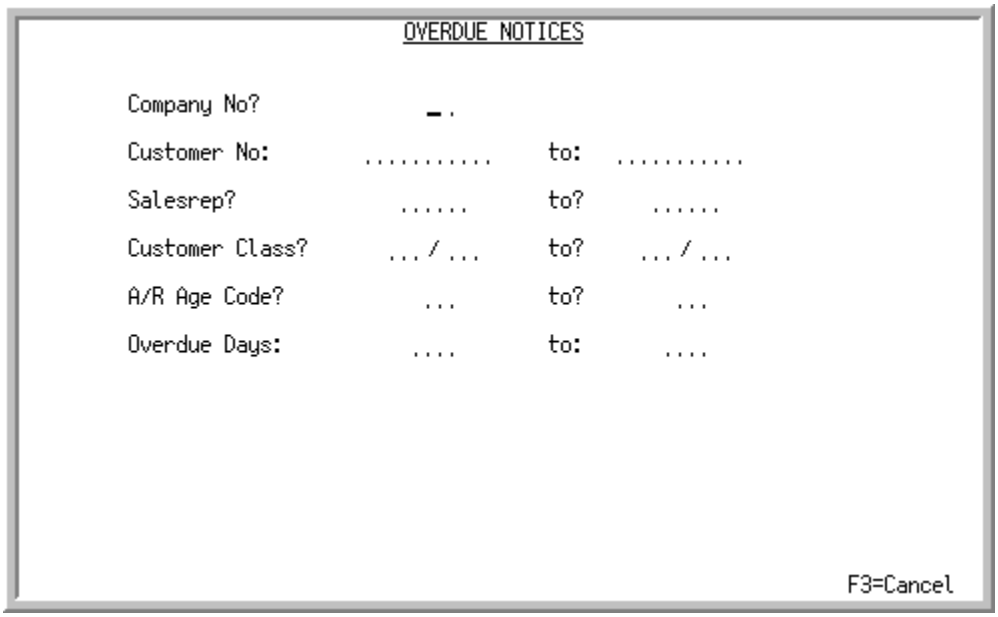
If Mail Server is installed and **Email Overdue Notices** is set to **Y** through Customer/Ship to Master Maintenance (MENU ARFILE), you can e-mail Overdue Notices in addition to printing or faxing them.

Overdue Notices

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Overdue Notices Screen	Use to specify the criteria for the report.
Overdue Notices	Prints a form letter notice for each customer that meets the selection criteria.

Overdue Notices Screen



This screen appears after you select option **3** - Overdue Notices from the Accounts Receivable Reporting Menu (MENU ARREPT).

Use this screen to specify the criteria that will determine for whom Overdue Notices will be printed.

Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges, except for the **Overdue Days** field; refer to that description instead.

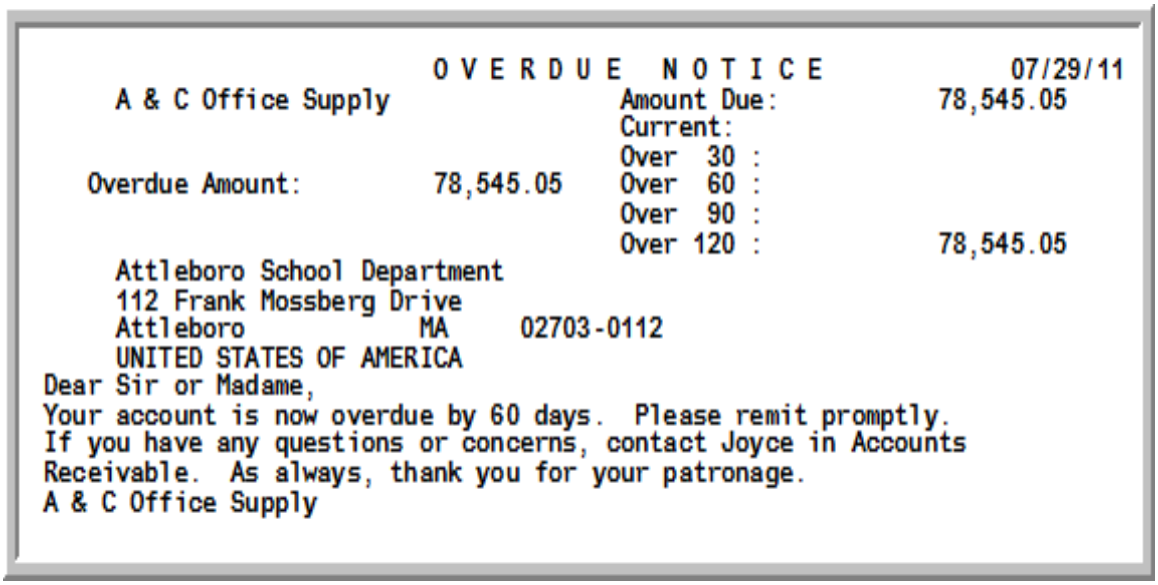
Overdue Notices Screen Fields and Function Keys

Field/Function Key	Description
Company Number	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Key the company number for which to print Overdue Notices. **Valid Values:** Any company number defined through Company Name Maintenance (MENU XAFILE). (A 2) Optional
Customer No	Key the range of customers for whom to print Overdue Notices. (2 @ N 2,0) Optional

Field/Function Key	Description
Sales Representative	Key the range of sales representative numbers of the primary sales representatives for the customers to print. A primary sales representative is assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFILE). Sales representatives are defined through Sales Representatives Maintenance (MENU SAFILE). (2 @ N 5,0) Optional
Customer Class	Key the range of customer classes/sub-classes containing the customers to print. If the sub-class is left blank, all sub-classes within the customer class indicated will print. Customer classes are defined through Customer Classes Maintenance (MENU ARFILE) and assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 2/A 2) Optional
A/R Age Code	Customers assigned this aging code or range of aging codes will print (if the overdue amount is greater than or equal to the minimum overdue amount, and the number of overdue days is greater than or equal to the overdue days assigned to the aging code). Aging codes are defined through A/R Aging Codes Maintenance (MENU ARFILE) and assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 2/A 2) Optional
Overdue Days	Key the range of overdue days (or number of days an invoice is considered late) for the customers to print, based on the aging code assigned to the customer. **Important** The FROM and TO rules for entering ranges does not apply to overdue days. If a FROM value is keyed and the TO field is left blank, only invoices exactly that old will be picked/included. Letters will be printed for invoices exactly that old. If both FROM and TO values are keyed, invoices with age days in that range will be picked/included to have letters printed, but the letter selected for print will be the one which is closest to the oldest date of all the invoices that were picked/ included. (2 @ N 3,0) Optional
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU ARREPT will display.

Field/Function Key	Description
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Overdue Notices



```
                        O V E R D U E   N O T I C E            07/29/11
     A & C Office Supply                Amount Due:          78,545.05
                                        Current:
                                        Over  30 :
   Overdue Amount:         78,545.05    Over  60 :
                                        Over  90 :
                                        Over 120 :           78,545.05
     Attleboro School Department
     112 Frank Mossberg Drive
     Attleboro            MA     02703-0112
     UNITED STATES OF AMERICA
Dear Sir or Madame,
Your account is now overdue by 60 days.  Please remit promptly.
If you have any questions or concerns, contact Joyce in Accounts
Receivable.  As always, thank you for your patronage.
A & C Office Supply
```

Overdue Notices print following your selections on the Report Options Screen which displays after pressing **ENTER** on the Overdue Notices Screen. Overdue Notices should print on special forms type DELQ, the default on the Report Options Screen. In addition, notices will print using Form Type 1 or Form Type 2, depending on your selection in System Options Maintenance (MENU XAFILE).

For each customer that meets the criteria selected, a letter is printed which indicates the overdue amount, amount due, and the amount due in each of the 4 aging periods. The letter text to print for a customer is determined by the overdue days defined through Overdue Notice Maintenance (MENU ARFILE). Refer to CHAPTER 34: Overdue Notices Maintenance/Listing for an example. If no customers meet the criteria entered for the generation of Overdue Notices, you will not receive a report (whereas, in other options a report will still print stating that no records were found).

If FAX is installed and being used for Overdue Notices, determined for each customer through Customer/Ship to Master Maintenance (MENU ARFILE), you may fax Overdue Notices in addition to, or instead of having them printed. If an Overdue Notice is faxed, a message will be printed on top of the document indicating that facsimile was the method used to send the document.

The default fax country code and fax number that will be used when faxing delinquent letters will be the AP Fax Country Code and AP Fax Number assigned through Customer/Ship to Master Maintenance (MENU ARFILE). If an AP Fax Number does not exist for this customer, the Default Fax Number will be used. For additional details about faxing notices, refer to the Infor Distribution A+ FAX User Guide.

If Mail Server is installed and **Email Overdue Notices** is set to **Y** through Customer/Ship to Master Maintenance (MENU ARFILE), you can e-mail Overdue Notices in addition to printing or faxing them.

The default email address that will be used when e-mailing delinquent letters will be the AP Email Address assigned through Customer/Ship to Master Maintenance (MENU ARFILE). If an AP Email Address does not exist for this customer, the Default Email Address will be used.

Note: The dates will print in the **Date Format** for the customer's country as specified through Country Names Maintenance (MENU ARFIL2/MENU POFIL2), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Chapter 21 Cash Forecasting Report

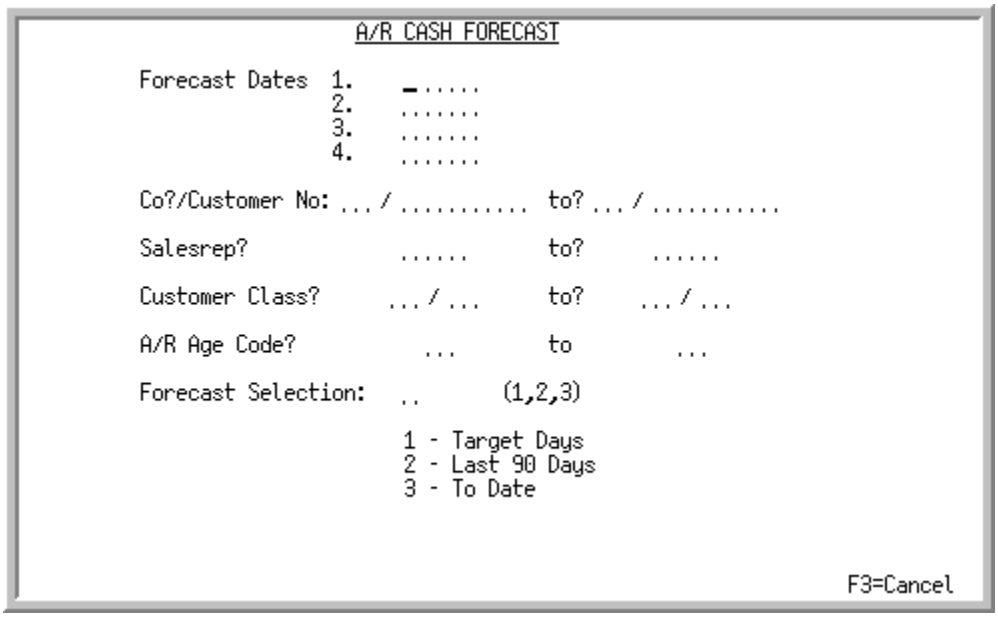
This option is used to print the A/R Cash Forecast Report. This report projects incoming cash based on outstanding invoices, the type of forecast selected, and the customers' payment history. Depending on the forecast selection, you will be able to view the difference of cash to be received from a customer based on target days, last 90 days, or days to date.

Cash Forecasting

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
A/R Cash Forecast Screen	Use to specify the criteria for the report.
A/R Cash Forecast Report	Prints a projection of incoming cash based on outstanding invoices and customer payment history.

A/R Cash Forecast Screen



This screen appears after you select option **4** - Cash Forecasting from the Accounts Receivable Reporting Menu (MENU ARREPT). It is used to select the criteria of the customers to print, forecast dates, and the period in which you want to forecast.

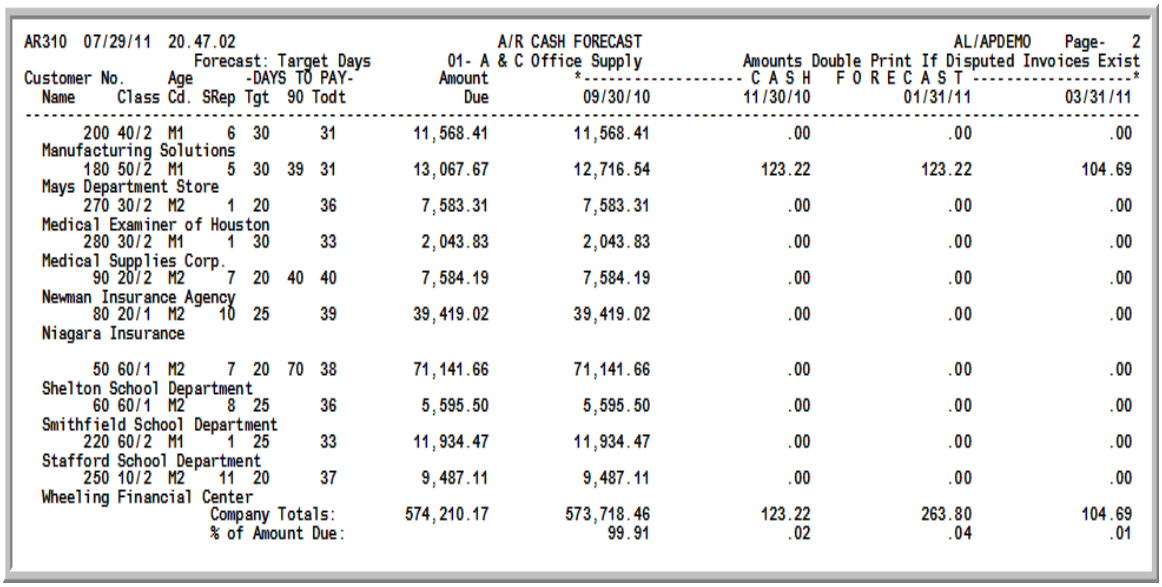
Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

A/R Cash Forecast Screen Fields and Function Keys

Field/Function Key	Description
Forecast Dates	Key the four dates, in ascending order, to be used in this cash forecasting analysis. They indicate the time periods on which to project incoming cash. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). Required (N 6,0)
Co/Customer No	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the range of company numbers and customer numbers to print. (2 @ N 2.0/N10,0) Optional

Field/Function Key	Description
Sales Representative	Key the range of sales representative numbers of the primary sales representatives for the customers to print. A primary sales representative is assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFILE). Sales representatives are defined through Sales Representatives Maintenance (MENU SAFILE). (2 @ N 5,0) Optional
Customer Class	Key the range of customer classes/sub-classes containing the customers to print. If the sub-class is left blank, all sub-classes within the customer class indicated will print. Customer classes are defined through Customer Classes Maintenance (MENU ARFILE) and assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ N 5,0) Optional
A/R Age Code	Customers assigned this aging code or range of aging codes will print. Aging codes are defined through A/R Aging Codes Maintenance (MENU ARFILE) and assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 2) Optional
Forecast Selection	The dollar amount of incoming cash to be received is placed in one of the four forecast dates depending on how the forecast is derived. Key **1** to forecast on target days, which is the projection of incoming cash based on the Pymt Target Days value defined through Customer/Ship to Master Maintenance (MENU ARFILE). Key **2** to forecast on average days to pay over the last 90 days, which is the projection of incoming cash based on the average number of days it has taken a customer to pay over the last 90 days. Key **3** to forecast on average days to pay to date, which is the projection of incoming cash based on the average number of days it has taken a customer to pay since Distribution A+ processed invoices for the customer. Required (A 1)
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU ARREPT will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

A/R Cash Forecast Report



AR310 07/29/11 20.47.02 A/R CASH FORECAST AL/APDEMO Page- 2

Customer No. / Name	Age Cd.	SRep	Forecast: Target Days -DAYS TO PAY- Tgt	90	Todt	01- A & C Office Supply Amount Due	09/30/10	Amounts Double Print If Disputed Invoices Exist *- C A S H F O R E C A S T -* 11/30/10	01/31/11	03/31/11
200	40/2	M1	6 30		31	11,568.41	11,568.41	.00	.00	.00
Manufacturing Solutions										
180	50/2	M1	5 30	39	31	13,067.67	12,716.54	123.22	123.22	104.69
Mays Department Store										
270	30/2	M2	1 20		36	7,583.31	7,583.31	.00	.00	.00
Medical Examiner of Houston										
280	30/2	M1	1 30		33	2,043.83	2,043.83	.00	.00	.00
Medical Supplies Corp.										
90	20/2	M2	7 20	40	40	7,584.19	7,584.19	.00	.00	.00
Newman Insurance Agency										
80	20/1	M2	10 25		39	39,419.02	39,419.02	.00	.00	.00
Niagara Insurance										
50	60/1	M2	7 20	70	38	71,141.66	71,141.66	.00	.00	.00
Shelton School Department										
60	60/1	M2	8 25		36	5,595.50	5,595.50	.00	.00	.00
Smithfield School Department										
220	60/2	M1	1 25		33	11,934.47	11,934.47	.00	.00	.00
Stafford School Department										
250	10/2	M2	11 20		37	9,487.11	9,487.11	.00	.00	.00
Wheeling Financial Center										
			Company Totals:			574,210.17	573,718.46	123.22	263.80	104.69
			% of Amount Due:				99.91	.02	.04	.01

This report prints following your selections on the Report Options Screen The Report Options Screen displays after pressing **ENTER** on the A/R Cash Forecast Screen.

This report shows a projection of incoming cash based on outstanding invoices, and the customers' payment history. Amounts double print if an invoice is in dispute.

A/R Cash Forecast Report

Report/Listing Fields	Description
Forecast	The cash forecast is based on one of the following: • Target Days • Last 90 Days • Days to Date
Customer Number	The number of the customer for whom this cash analysis is based.
Name	The name of the customer for whom this cash analysis is based.
Class	The customer class/sub-class of the customer.
Age Cd.	The aging code assigned to the customer through A/R Aging Codes Maintenance (MENU ARFILE).
SRep	The primary sales representative number assigned to the customer through Customer/Ship to Master Maintenance (MENU ARFILE).

Report/Listing Fields	Description
DAYS TO PAY	The three methods used to forecast incoming cash. • Tgt: The number of target payment days assigned through Customer/ Ship to Master Maintenance (MENU ARFILE). • 90: The average number of days it took for this customer to pay an open invoice, for the last 90 days only. • Todt: The average number of days it took this customer to pay an open invoice, since the first sale to this customer.
Amount Due	The total dollar amount that the customer owes.
CASH FORECAST	The predicted dollar amount to be received from the customer prints in each of the forecast date columns, based on the Forecast Selection selected for the report.
Company Totals	The total dollar amounts due to this company.
% of Amount Due	The percentage of the total dollar amount due to this company.

Chapter 22 Finance Charge Analysis Report

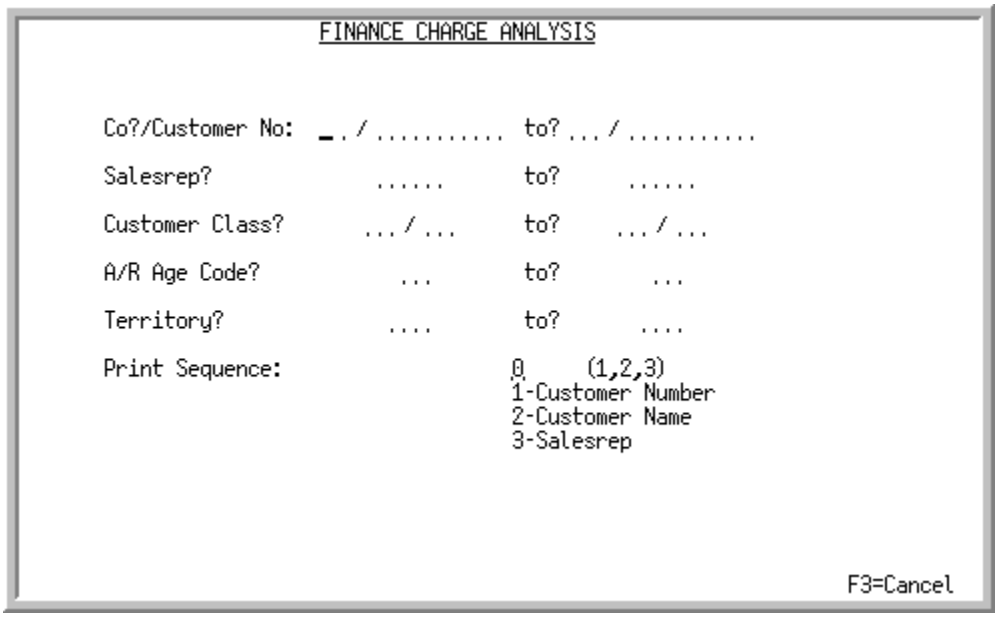
Periodically, you may to review finance charges assessed for a customer, the amount of finance charge paid by a customer, the amount written off and the amount that remains open. This information is useful in determining whether the assessment of finance charges should be continued. Use the Finance Charge Analysis option on the Accounts Receivable Reporting Menu (MENU ARREPT) to print the Finance Charge Analysis Report.

Finance Charge Analysis

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Finance Charge Analysis Screen	Use to specify the criteria and print sequence for the report.
Finance Charge Analysis Report	Prints a review of finance charge activity for each customer that meets the selection criteria.

Finance Charge Analysis Screen



This screen appears after you select option **5** - Finance Charge Analysis from the Accounts Receivable Reporting Menu (MENU ARREPT). Use this screen to specify the criteria of the customers to print, and sequence in which the report will print.

To determine the customers to print on the report, enter criteria in the following fields.

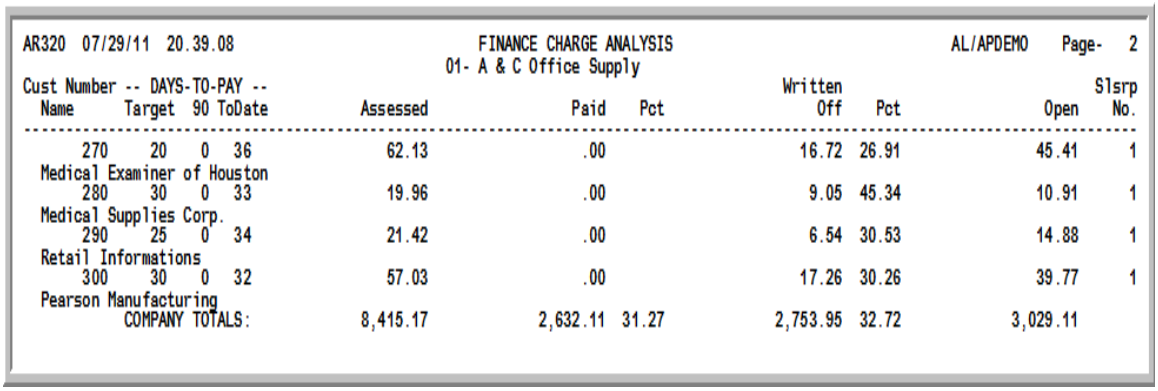
Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Finance Charge Analysis Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer No	The **Company Number** field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Key the range of company numbers and customer numbers to print. (2 @ (N 2,0 / N10,0) Optional
Sales Representative	Key the range of sales representative numbers of the primary sales representatives for the customers to print. A primary sales representative is assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). Sales representatives are defined through Sales Representatives Maintenance (MENU SAFILE). (2 @ (N 5,0) Optional

Field/Function Key	Description
Customer Class	Key the range of customer classes/sub-classes containing the customers to print. If the sub-class is left blank, all sub-classes within the customer class indicated will print. Customer classes are defined through Customer Classes Maintenance (MENU ARFILE) and assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ (A 2/A 2) Optional
A/R Age Code	Customers assigned this aging code or range of aging codes will print. Aging codes are defined through A/R Aging Codes Maintenance (MEUN ARFILE) and assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ (A 2) Optional
Territory	Key the range of territories assigned to the customers to print. Sales territories are defined through Territories Maintenance (MENU SAFILE) and assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ (A 3) Optional
Print Sequence	This field determines the sequence of the report. Key **1** to print the report by customer number. Key **2** to print the report by customer name. Key **3** to print the report by sales representative. (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU ARREPT will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Finance Charge Analysis Report



AR320 07/29/11 20.39.08 FINANCE CHARGE ANALYSIS AL/APDEMO Page- 2
01- A & C Office Supply

Cust Number / Name	DAYS-TO-PAY Target	90	ToDate	Assessed	Paid	Pct	Written Off	Pct	Open	Slsrp No.
270	20	0	36	62.13	.00		16.72	26.91	45.41	1
Medical Examiner of Houston										
280	30	0	33	19.96	.00		9.05	45.34	10.91	1
Medical Supplies Corp.										
290	25	0	34	21.42	.00		6.54	30.53	14.88	1
Retail Informations										
300	30	0	32	57.03	.00		17.26	30.26	39.77	1
Pearson Manufacturing										
COMPANY TOTALS:				8,415.17	2,632.11	31.27	2,753.95	32.72	3,029.11	

This report prints following your selections on the Finance Charge Analysis Screen and the Report Options Screen.

A finance charge analysis is printed for each customer selected. This is useful for determining if finance charges are being paid by a customer.

Finance Charge Analysis Report

Field/Function Key	Description
Customer Number	The number of the customer for whom this finance analysis is based.
Name	The name of the customer for whom this finance analysis is based.
Days-To-Pay	The three methods used to forecast incoming cash: • Tgt: The number of target payment days assigned through Customer/ Ship to Master Maintenance (MENU ARFILE). • 90: The average number of days it took for this customer to pay an open invoice, for the last 90 days only. • Todate: The average number of days it took this customer to pay an open invoice, since the first sale to this customer.
Assessed	The total dollar amount of finance charge that has been assessed for the customer.
Paid	The total dollar amount of finance charge that has been paid to date by the customer.
Pct	The percentage of the dollar amount of finance charge that has been paid by the customer.
Written Off	The total dollar amount of finance charge that has been written off for this customer.

Field/Function Key	Description
Pct	The percentage of the dollar amount written off.
Open	The amount of finance charge that the customer currently owes.
Slsrp No.	The primary sales representative assigned to this customer through Customer/Ship to Master Maintenance (MENU ARFILE).
Company Totals	The total dollar amount of finance charge assessed for the company, the amount paid, and the percentage of the amount paid.

Chapter 23 Customer Profile Report

Use the Customer Profile option to print the Customer Profile Report. This report gives a profile of each selected customer's account to date (current payments, charges, credit limit, last sales, etc.).

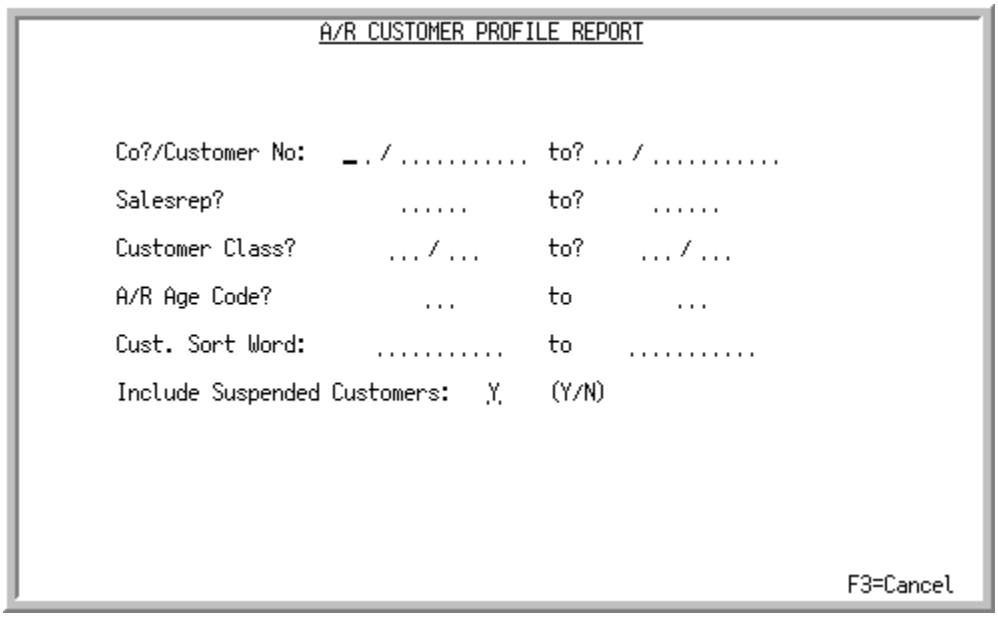
Note: The Customer Profile Report can be exported to Microsoft Excel using a Tab Separated Value (.tsv) format. Make that appropriate selection on the PC File Export Selection Screen that displays from the Report Options Screen when **Export Report** is set to **Y**. Refer to the Infor Distribution A+ Cross Applications User Guide for more information about exporting reports. Only those fields so noted in the report descriptions will be included in the export.

Customer Profile

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
A/R Customer Profile Report Screen	Use to specify the criteria for the report.
Customer Profile Report	Prints a summary outline of customer accounts in order by customer number.

A/R Customer Profile Report Screen



This screen appears after selecting option **6** - Customer Profile from the Accounts Receivable Reporting Menu (MENU ARREPT). It is used to select the criteria of the customers to print.

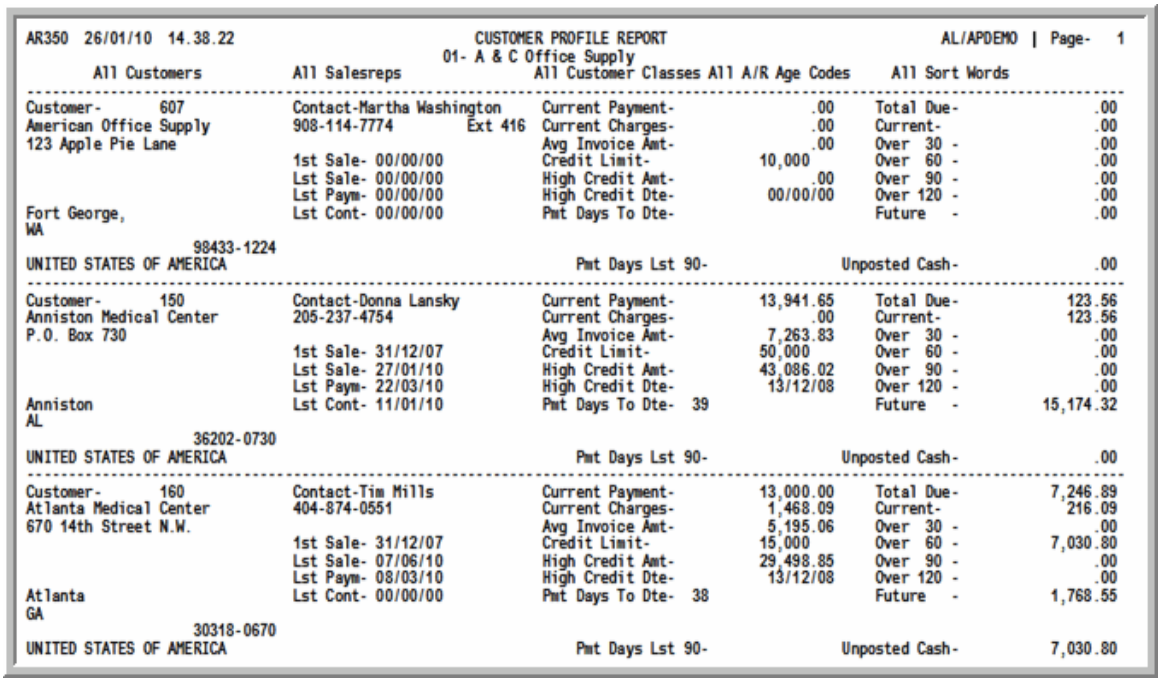
To determine the customers to print on the report, enter criteria in the fields provided. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

A/R Customer Profile Report Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	The **Company Number** field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Key the range of company numbers and customer numbers to print. (2 @ N 2,0 / N10,0) Optional
Sales Representative	Key the range of sales representative numbers of the primary sales representatives for the customers to print. A primary sales representative is assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ N 5,0) Optional

Field/Function Key	Description
Customer Class	Key the range of customer classes/sub-classes containing the customers to print. If the sub-class is left blank, all sub-classes within the customer class indicated will print. Customer classes are assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 2 / A 2) Optional
A/R Age Code	Key the range of A/R age codes assigned to the customers that you wish to print. Aging codes are assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 2) Optional
Cust. Sort Word	Key the range of customer sort words for the customers to print. Customer sort words are assigned to individual customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 10) Optional
Include Suspended Customers	You have the option to include or exclude in-active (suspended) customer related information on this report. Key **Y** to include suspended customers. Key **N** to exclude suspended customers. **Default Value:** The default value defined through Suspended Defaults Maintenance (MENU XAFIL2) for the Suspended **Customers Customer Profile** field, if one was defined; otherwise, this field defaults to Y. (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU ARREPT will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Customer Profile Report



```
AR350  26/01/10  14.38.22                    CUSTOMER PROFILE REPORT                          AL/APDEMO | Page-   1
                                                01- A & C Office Supply
       All Customers          All Salesreps              All Customer Classes All A/R Age Codes     All Sort Words
-------------------------------------------------------------------------------------------------------------------
Customer-       607           Contact-Martha Washington    Current Payment-              .00    Total Due-            .00
American Office Supply        908-114-7774        Ext 416  Current Charges-              .00    Current-              .00
123 Apple Pie Lane                                         Avg Invoice Amt-              .00    Over  30 -            .00
                              1st Sale- 00/00/00           Credit Limit-              10,000    Over  60 -            .00
                              Lst Sale- 00/00/00           High Credit Amt-              .00    Over  90 -            .00
                              Lst Paym- 00/00/00           High Credit Dte-         00/00/00    Over 120 -            .00
Fort George,                  Lst Cont- 00/00/00           Pmt Days To Dte-                     Future   -            .00
WA
                98433-1224
UNITED STATES OF AMERICA                                      Pmt Days Lst 90-                 Unposted Cash-        .00
-------------------------------------------------------------------------------------------------------------------
Customer-       150           Contact-Donna Lansky         Current Payment-          13,941.65    Total Due-         123.56
Anniston Medical Center       205-237-4754                 Current Charges-              .00    Current-           123.56
P.O. Box 730                                               Avg Invoice Amt-          7,263.83    Over  30 -            .00
                              1st Sale- 31/12/07           Credit Limit-             50,000    Over  60 -            .00
                              Lst Sale- 27/01/10           High Credit Amt-          43,086.02   Over  90 -            .00
                              Lst Paym- 22/03/10           High Credit Dte-          13/12/08    Over 120 -            .00
Anniston                      Lst Cont- 11/01/10           Pmt Days To Dte-  39                Future   -     15,174.32
AL
                36202-0730
UNITED STATES OF AMERICA                                      Pmt Days Lst 90-                 Unposted Cash-        .00
-------------------------------------------------------------------------------------------------------------------
Customer-       160           Contact-Tim Mills            Current Payment-          13,000.00    Total Due-       7,246.89
Atlanta Medical Center        404-874-0551                 Current Charges-          1,468.09     Current-           216.09
670 14th Street N.W.                                       Avg Invoice Amt-          5,195.06     Over  30 -            .00
                              1st Sale- 31/12/07           Credit Limit-             15,000    Over  60 -       7,030.80
                              Lst Sale- 07/06/10           High Credit Amt-          29,498.85   Over  90 -            .00
                              Lst Paym- 08/03/10           High Credit Dte-          13/12/08    Over 120 -            .00
Atlanta                       Lst Cont- 00/00/00           Pmt Days To Dte-  38                Future   -      1,768.55
GA
                30318-0670
UNITED STATES OF AMERICA                                      Pmt Days Lst 90-                 Unposted Cash-    7,030.80
```

This report prints following your selections on the A/R Customer Profile Report Screen and the Report Options Screen (refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen). An outline of each selected customer's account is printed. This report is sequenced by company, customer sort word and customer number.

Note: All dates will display in the Default Date Format for this user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE)

Customer Profile Report

Field/Function Key	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The company number and name print in the headings and the **Company Number** field will be exported to Excel .tsv reports.

Field/Function Key	Description
Customer	The customer number, name and address for whom this profile is based. These fields will be exported to Excel .tsv reports: **Customer Number, Customer Name, Customer Address Line 1, Customer Address Line 2, Customer Address Line 3, Customer Address Line 4, Customer City, Customer State/Province, Customer Zip/Postal Code, Customer Country**.
Contact Person	The Accounts Payable contact person for this customer, as selected through Customer/Ship to Master Maintenance (MENU ARFILE). These fields will be exported to Excel .tsv reports: **AP Contact, AP Phone Number, AP Phone Extension**.
1st Sale	The date of the first sale made to this customer. The **Date of First Sale** field will be exported to Excel .tsv reports.
Lst Sale	The date of the previous sale made to this customer. The **Last Sale Date** field will be exported to Excel .tsv reports.
Lst Paym	The date of the last payment received from this customer. The **Date of Last Payment** field will be exported to Excel .tsv reports.
Lst Cont	The date that this customer was last contacted; this date is keyed in the **Last Contc** field on the A/R Comments Screen. The **Last Contact Date** field will be exported to Excel .tsv reports.
Current Payment	The total payments to date received from this customer. The **Current Payment** field will be exported to Excel .tsv reports.
Current Charges	The total monetary amount charged. The **Current Charges** field will be exported to Excel .tsv reports.
Avg Invoice Amt	The average invoice amount of all invoices entered for this customer. The **Average Invoice Amount** field will be exported to Excel .tsv reports.
Credit Limit	The credit limit assigned to the customer. 9999,999 displays if the customer has unlimited credit. The **Credit Limit** field will be exported to Excel .tsv reports.
High Credit Amt	The amount of the highest open receivables with this customer. The **High Credit Amount** field will be exported to Excel .tsv reports.
High Credit Dte	The date on which this customer had the highest amount of open receivables. The **High Credit Date** field will be exported to Excel .tsv reports.

Field/Function Key	Description
Pmt Days To Dte	The average number of days that it took this customer to pay an open invoice, since the first sale to this customer. The **Payment Days To Date** field will be exported to Excel .tsv reports.
Pmt Days Lst 90:	The average number of days that it took this customer to pay an open invoice, for the last 90 days only. The **Payment Days Last 90** field will be exported to Excel .tsv reports.
Total Due	The total amount that the customer owes for all aging periods. The **Total Due** field will be exported to Excel .tsv reports.
Current	The current receivable amount due from this customer. Current accounts receivables are those that are due before payment is considered overdue (based on the number of overdue days specified for the aging code used by the customer). The **Current** field will be exported to Excel .tsv reports.
Over 1	The receivable amount that has been due from this customer in the first aging period, where 1 represents the number of days in the first aging period specified for the aging code used by the customer. The **Over 1** field will be exported to Excel .tsv reports.
Over 2	The receivable amount that has been due from this customer in the second aging period, where 2 represents the number of days in the second aging period specified for the aging code used by the customer. The **Over 2** field will be exported to Excel .tsv reports.
Over 3	The receivable amount that has been due from this customer in the third aging period, where 3 represents the number of days in the third aging period specified for the aging code used by the customer. The **Over 3** field will be exported to Excel .tsv reports.
Over 4	The receivable amount that has been due from this customer in the fourth aging period, where 4 represents the number of days in the fourth aging period specified for the aging code used by the customer. The **Over 4** field will be exported to Excel .tsv reports.
Future	The amount that will be due from this customer, based on the future date on the Second Order Header Screen entered for the customer through Enter, Change & Ship Orders (MENU OEMAIN). The **Future** field will be exported to Excel .tsv reports.

Field/Function Key	Description
Unposted Cash	The dollar amount of payments that have been received from this customer, as entered through Cash & Adjustment Entry/Edit (MENU ARMAIN) but not yet posted through Cash & Adjustment Post (MENU ARMAIN). The **Unposted Cash** field will be exported to Excel .tsv reports.
Comment	Only open comments with a comment type of **P** for print comment on Customer Profile Report or **M** for print comment on Aged Trial Balance and Customer Profile Report will print. Customer level and invoice level comments will print, and when printing invoice level comments, the invoice type, invoice number, and aging date will also be included on the report. The comments entered for a customer through Customer A/R Inquiry (MENU ARMAIN) on the A/R Comments Screen.

Chapter 24 Review Date Report

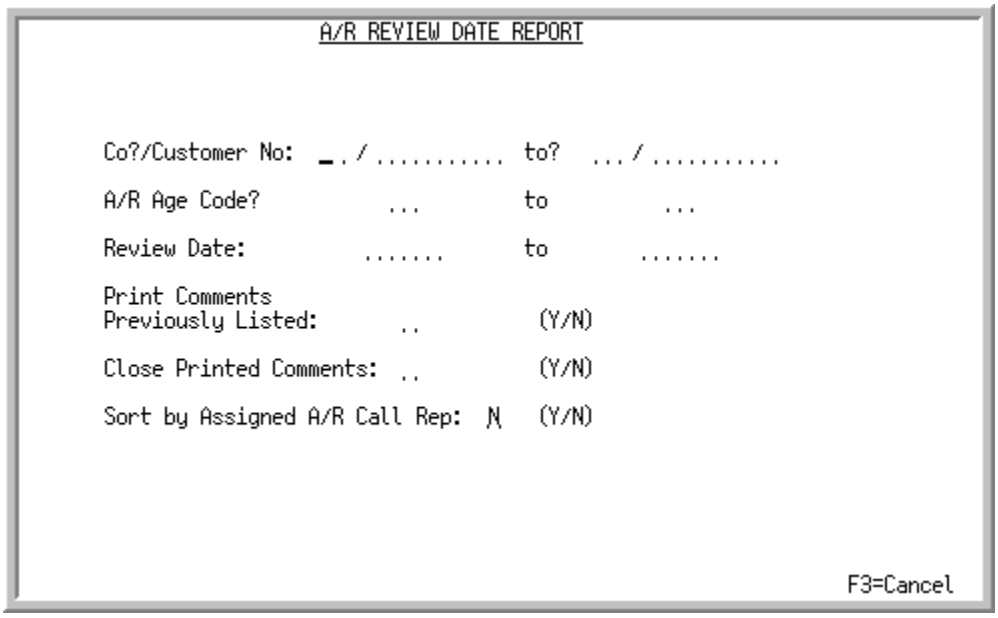
Use the Review Date Report option to print the A/R Review Date Report. This report prints comments that have been entered for customers through Cash & Adjustment Entry/Edit (MENU ARMAIN) on the A/R Comments Screen. Comments may be printed by a selected review date range so you can examine comments for a given day.

Review Date Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
A/R Review Date Report Screen	Use to specify the criteria for the report.
A/R Review Date Report	Prints comments for customers that match the selection criteria.

A/R Review Date Report Screen



This screen appears after selecting option **7** - Review Date Report from the Accounts Receivable Reporting Menu (MENU ARREPT). Use this screen to select comments to print. Only those comments assigned a review date on the A/R Comments Screen may be printed through this option.

To determine the customers for whom comments will print, enter criteria in the following fields. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

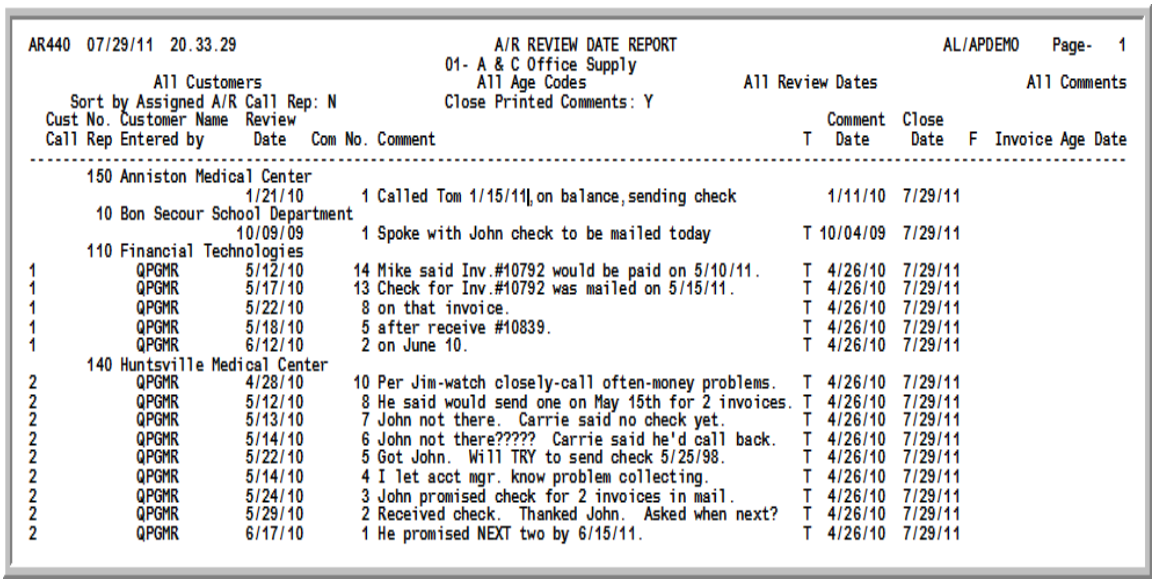
A/R Review Date Report Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer No	The **Company Number** field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). :Key the range of company and customer numbers to print. (2 @ N 2,0/N10,0) Optional
A/R Age Code	Customers assigned this age code or range of aging codes will print. Aging codes are defined through A/R Aging Codes Maintenance (MENU AFILE) and assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). Key the range of aging codes. (2 @ A 2) Optional

Field/Function Key	Description
Review Date	Key the range of review dates to print. Review dates are assigned to comments on the A/R Comments Screen so that you may use this date to select the comment that you want to examine for a given day. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Print Comments Previously Listed	This field determines if comments will print that were previously listed on a review date report. Key **Y** to print comments that were previously listed on a review date report and new comments which have not yet been printed. Key **N** to print only those comments that have not yet been printed. **Default Value:** blank (A 1) Required
Close Printed Comments	This field determines if the comments that print on this report will be closed or left open. Key **Y** if you wish to close all customer comments that print on this report. The comments will be closed with today's date assigned as each comment's closed date. Key **N** if you do not want to close the customer comments that print on this report. The close date for the printed comments will not be changed. **Default Value:** blank (A 1) Required
Sort by Assigned A/R Call Rep	This field provides you with the option of printing this report in A/R call representative sequence. Key **Y** to print this report in A/R call representative sequence. A page break will occur for every new assigned A/R call rep that is selected. Key **N** to prohibit the printing of this report in A/R call representative sequence. The report will print as it normally would. **Default Value:** N (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU ARREPT will display.

Field/Function Key	Description
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

A/R Review Date Report



```
AR440  07/29/11  20.33.29                    A/R REVIEW DATE REPORT                          AL/APDEMO    Page-   1
                                          01- A & C Office Supply
            All Customers                    All Age Codes              All Review Dates                 All Comments
    Sort by Assigned A/R Call Rep: N         Close Printed Comments: Y
  Cust No. Customer Name  Review                                                    Comment  Close
  Call Rep Entered by      Date   Com No. Comment                                T   Date     Date   F  Invoice Age Date
-------------------------------------------------------------------------------------------------------------------------
       150 Anniston Medical Center
                          1/21/10      1 Called Tom 1/15/11, on balance, sending check          1/11/10  7/29/11
        10 Bon Secour School Department
                         10/09/09      1 Spoke with John check to be mailed today           T 10/04/09  7/29/11
       110 Financial Technologies
1            QPGMR        5/12/10     14 Mike said Inv.#10792 would be paid on 5/10/11.     T  4/26/10  7/29/11
1            QPGMR        5/17/10     13 Check for Inv.#10792 was mailed on 5/15/11.        T  4/26/10  7/29/11
1            QPGMR        5/22/10      8 on that invoice.                                   T  4/26/10  7/29/11
1            QPGMR        5/18/10      5 after receive #10839.                              T  4/26/10  7/29/11
1            QPGMR        6/12/10      2 on June 10.                                        T  4/26/10  7/29/11
       140 Huntsville Medical Center
2            QPGMR        4/28/10     10 Per Jim-watch closely-call often-money problems.   T  4/26/10  7/29/11
2            QPGMR        5/12/10      8 He said would send one on May 15th for 2 invoices. T  4/26/10  7/29/11
2            QPGMR        5/13/10      7 John not there.  Carrie said no check yet.         T  4/26/10  7/29/11
2            QPGMR        5/14/10      6 John not there?????  Carrie said he'd call back.   T  4/26/10  7/29/11
2            QPGMR        5/22/10      5 Got John.  Will TRY to send check 5/25/98.         T  4/26/10  7/29/11
2            QPGMR        5/14/10      4 I let acct mgr. know problem collecting.           T  4/26/10  7/29/11
2            QPGMR        5/24/10      3 John promised check for 2 invoices in mail.        T  4/26/10  7/29/11
2            QPGMR        5/29/10      2 Received check.  Thanked John.  Asked when next?   T  4/26/10  7/29/11
2            QPGMR        6/17/10      1 He promised NEXT two by 6/15/11.                   T  4/26/10  7/29/11
```

This report prints following your selections on the Report Options Screen. Comments entered for customers are printed by the given review date. A comment associated with a customer will print (if a review date has been assigned), regardless of the type of comment specified in the **Type** field on the A/ R Comments Screen. Customer level and invoice level comments will print, and when printing invoice level comments, the invoice type, invoice number, and aging date will also be included on the report.

A/R Review Date Report

Field/Function Key	Description
Customer Number	The number of the customer for whom the comment is printed.
Name	The name of the customer for whom the comment is printed.
Assigned to/Entered By	This field represents either the A/R call representative assigned to this customer or the user profile of the user who entered this comment through Customer Collection Inquiry (MENU ARMAIN).
Review Date	The review date assigned to the comment on the A/R Comments Screen.
Comment	The comment entered for the customer on the A/R Comments Screen.

Field/Function Key	Description
Type	The type of comment displayed: • **T**: The comment will print on the Aged Trial Balance Report only. • **P**: The comment will print on the Customer Profile Report only. • **M**: The comment will print on both the Aged Trial Balance Report and Customer Profile Report. • **Blank**: The comment will display during the Customer A/R Inquiry (MENU ARMAIN) only.
Comment Date	The date that the comment was keyed.
Close Date	This field represents the closed date for this customer comment, if one exists.

Chapter 25 Mailing Labels

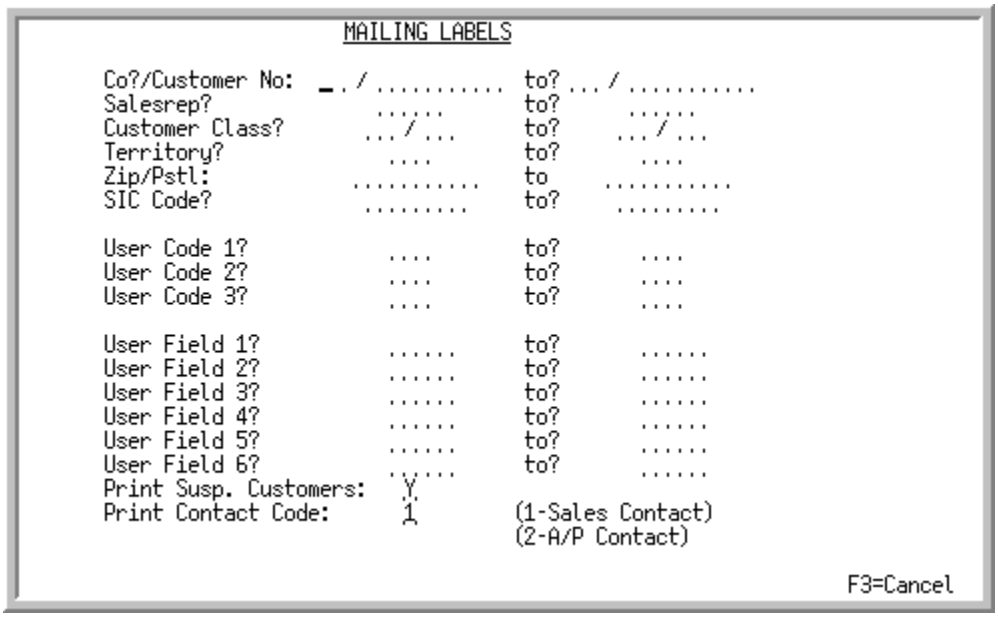
Use the Mailing Labels option to print Mailing Labels for customers. Mailing Labels may be printed for customers based on customer user fields and user codes defined through Customer Master User Codes Maintenance (MENU ARFILE).

Mailing Labels

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Mailing Labels Screen	Use to specify the criteria for the report.
Mailing Labels	Prints labels for customer and sorts the list by zip code and then alphabetically by customer company name.

Mailing Labels Screen



This screen appears after selecting option **8** -Mailing Labels from the Accounts Receivable Reporting Menu (MENU ARREPT). It is used to select the customers for whom mailing labels will print.

To determine the customers for whom Mailing Labels will print, enter criteria in the following fields. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

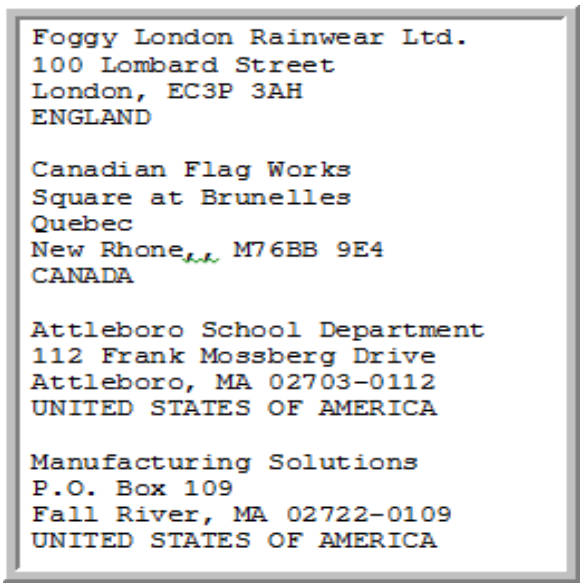
Mailing Labels Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer No	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Key the range of company numbers and customer numbers to print. (2 @ N 2,0/N10,0) Optional
Sales Representative	Key the range of sales representative numbers of the primary sales representatives for the customers to print. A primary sales representative is assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFILE). Sales representatives are defined through Sales Representatives Maintenance (MENU SAFILE). (2 @ N 5,0) Optional

Field/Function Key	Description
Customer Class	Key the range of customer classes and sub-classes containing the customers to print. If the sub-class is left blank, all sub-classes within the customer class indicated will print. Customer classes are defined through Customer Classes Maintenance (MENU ARFILE) and assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 2/A 2) Optional
Territory	Key the range of territories assigned to the customers to print. Sales territories are defined through Territories Maintenance (MENU SAFILE) and assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 3) Optional
Zip/Pstl	Key the customers to print residing in this zip code / postal zone code range. (2 @ A 10) Optional
SIC Code	The customers to print have been affiliated with this SIC code when it was assigned to them through Customer/Ship to Master Maintenance (MENU ARFILE). Key the range of SIC codes. (2 @ N 5,0) Optional
User Code 1, 2, & 3	The actual user codes that you establish will be presented for entry of user code values to limit customers to those assigned the entered values. The user codes and the user code values are established through Customer Master User Codes Maintenance (MENU ARFILE). Key the range of user codes. (2 @ A 3) Optional
User Field 1, 2, 3, 4, 5, & 6	The actual master user fields that you establish will be presented for entry of master user field values to limit customers to those assigned the entered values. The master user fields and the master user field values (or codes) are established through Customer Master User Fields (MENU ARFILE). Key the range of user fields. (2 @ A 5) Optional

Field/Function Key	Description
Print Susp. Customers	You have the option to include or exclude in-active customer related information on this report. Key **Y** to print suspended customers. Key **N** to exclude suspended customers. **Default Value:** The default value defined through Suspended Defaults Maintenance (MENU XAFIL2) for the Suspended Customers **Mailing Labels** field, if one was defined; otherwise, this field defaults to **Y**. (A 1) Required
Print Contact Code	This field determines if the sales contact person or accounts payable contact person [defined for the customer through Customer/Ship to Master Maintenance (MENU ARFILE)] will print on the Mailing Label. Key **1** to print the name of the sales contact person. Key **2** to print the name of the accounts payable contact person. **Default Value:** 1 **Valid Values:** 1 or 2 (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU ARREPT will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Mailing Labels



Mailing Labels print for customers following your selections on the Report Options Screen. Mailing Labels print on standard 1-Up address labels only, using special forms type MLAB on the Report Options Screen. If you are using a line printer, use 4 x 1 15/16 inch labels. If you are using a laser printer, use 1 1/3 x 4 inch labels. These dimensions are recommended as the maximum label size required to accommodate all mailing information. If you are printing less information, you can use a smaller label size.

Mailing Labels are sorted by zip code and then alphabetically by company name within the zip code.

Chapter 26 Customer Name & Address List

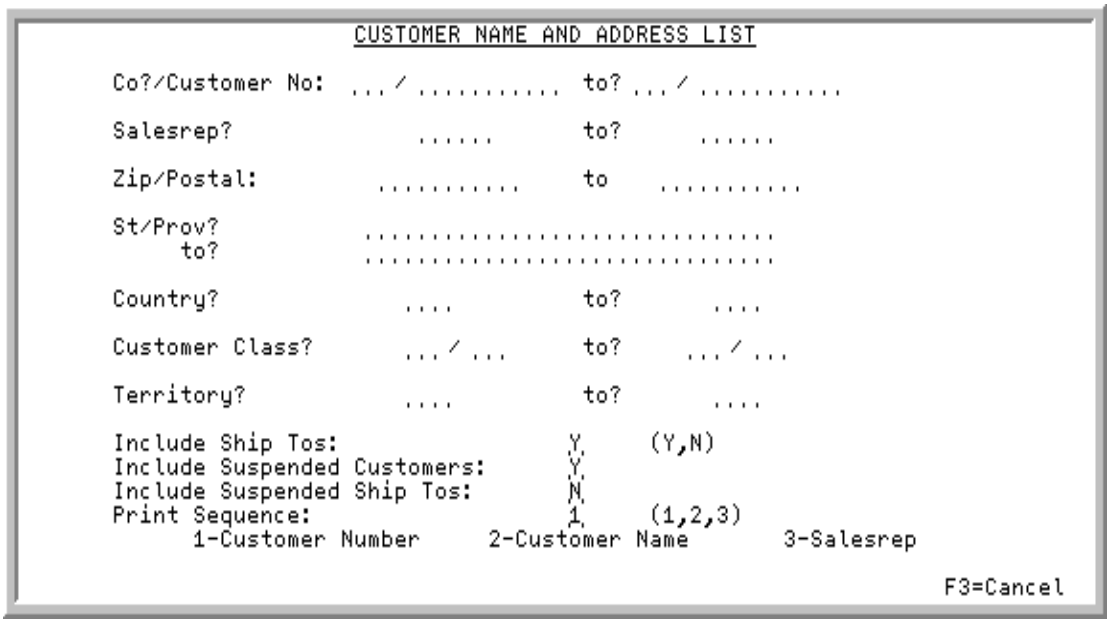
Use the Customer Name & Address List option to print the “Customer Name and Address List”. This listing prints names and addresses of selected or all customers defined. Ship-to addresses assigned to customers may also be included.

Customer Name & Address List

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Customer Name and Address List Screen	Use to specify the criteria for the report.
Customer Name and Address List	Prints a list of names and addresses for customers that meet the selection criteria.

Customer Name and Address List Screen



This screen appears after selecting option **9** - Customer Name & Address List from the Accounts Receivable Reporting Menu (MENU ARREPT). It is used to select the customers' names and addresses to print, and to determine the report sequence.

Use the following fields to specify the customers to include on the listing. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

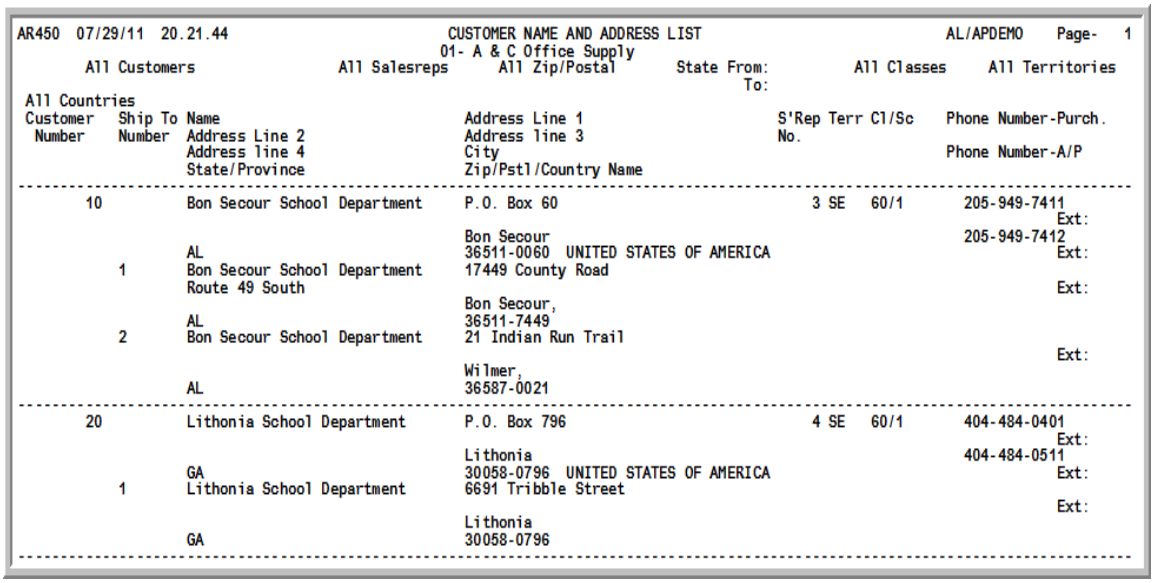
Customer Name and Address Listing Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer No	The **Company Number** field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Key the range of company numbers and customer numbers to print. (2 @ N 2,0/N 10,0) Optional
Salesrep	Key the range of sales representative numbers of the primary sales representatives for the customers to print. A primary sales representative is assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFILE). Sales representatives are defined through Sales Representatives Maintenance (MENU SAFILE). (2 @ N 5,0) Optional

Field/Function Key	Description
Zip/Postal	Key the range of zip or postal codes to include. (2 @ A 10) Optional
St/Prov	Key the range of state or province codes to include. (2 @ A 20) Optional
Country	Key the range of country codes to be included. (2 @ A 3) Optional
Customer Class	Key the range of customer classes and sub-classes assigned to the customers to print. If the sub-class is left blank, all sub-classes within the customer class indicated will print. Customer classes are defined through Customer Classes Maintenance (MENU ARFILE) and assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 2/A 2) Optional
Territory	Key the territories that are associated with the range of customers to print. Territories are defined through Territories Maintenance (MENU SAFILE) and assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). (2 @ A 3) Optional
Include Ship Tos	This field determines if ship-to addresses [assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE)] will print. Key **Y** to print ship-to addresses assigned to the customers. All ship-to addresses defined for a customer will print. Key **N** if you do not want ship-to addresses printed. **Default Value:** Y (A 1) Required
Include Suspended Customers	You have the option to include or exclude inactive customer related information on this report. Key **Y** to print suspended customers. Key **N** if you do not want suspended customers printed. Only customers that are not suspended will print. **Default Value:** The default value defined through Suspended Defaults Maintenance (MENU XAFIL2) for the Suspended Customers **Customer Name & Address List** field, if one was defined; otherwise, this field defaults to Y. (A 1) Required

Field/Function Key	Description
Include Suspended Ship Tos	You have the option to include or exclude suspended ship-to addresses for the customer, if they **Include Ship Tos** field is **Y**. Key **Y** to print suspended ship-to addresses. Key **N** if you do not want suspended ship-to addresses printed. Only ship-to addresses that are not suspended will print. **Default Value:** The default value defined through Suspended Defaults Maintenance (MENU XAFIL2) for the Suspended Ship-Tos **Customer Name & Address List (Ship Tos)** field, if one was defined; otherwise, this field defaults to Y. (A 1) Required
Print Sequence	This field determines the sequence in which the report will print. Key **1** to print the report by customer number. Key **2** to print the report by customer name. Key **3** to print the report by sales representative. **Default Value:** 1 (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU ARREPT will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Customer Name and Address List



```
AR450  07/29/11  20.21.44                    CUSTOMER NAME AND ADDRESS LIST                          AL/APDEMO    Page-   1
                                             01- A & C Office Supply
       All Customers              All Salesreps      All Zip/Postal      State From:          All Classes     All Territories
                                                                             To:
 All Countries
 Customer   Ship To Name                          Address Line 1                    S'Rep Terr Cl/Sc    Phone Number-Purch.
  Number    Number  Address Line 2                Address line 3                    No.
                    Address line 4                City                                          Phone Number-A/P
                    State/Province                Zip/Pstl/Country Name
-------------------------------------------------------------------------------------------------------------------------
       10           Bon Secour School Department  P.O. Box 60                     3 SE   60/1       205-949-7411
                                                                                                          Ext:
                                                  Bon Secour                                          205-949-7412
                    AL                            36511-0060  UNITED STATES OF AMERICA                      Ext:
           1        Bon Secour School Department  17449 County Road
                    Route 49 South                                                                        Ext:
                                                  Bon Secour,
                    AL                            36511-7449
           2        Bon Secour School Department  21 Indian Run Trail
                                                                                                          Ext:
                                                  Wilmer,
                    AL                            36587-0021
-------------------------------------------------------------------------------------------------------------------------
       20           Lithonia School Department    P.O. Box 796                    4 SE   60/1       404-484-0401
                                                                                                          Ext:
                                                  Lithonia                                            404-484-0511
                    GA                            30058-0796  UNITED STATES OF AMERICA                      Ext:
           1        Lithonia School Department    6691 Tribble Street
                                                                                                          Ext:
                                                  Lithonia
                    GA                            30058-0796
-------------------------------------------------------------------------------------------------------------------------
```

This report prints following your selections on the Report Options Screen.

Customers names and addresses are printed for those customers selected on the Customer Name and Address List Screen. Ship-to addresses are included if you responded with a **Y** to **Include Ship Tos** on the Customer Name and Address List Screen.

This report may be sequenced by customer number, customer name or sales representative, depending on your selection on the Customer Name and Address List Screen.

Customer Name and Address Listing

Report/Listing Fields	Description
Customer Number	The number of the customer.
Ship To Number	The ship-to number (displayed below the customer line) assigned to the customer through Customer/Ship to Master Maintenance (MENU ARFILE). This field is blank if you responded with an **N** to **Include Ship Tos** on the Customer Name and Address List Screen.
Name/Address Line 2/ Address Line 4/State/ Province	This column displays the following information, which is specified for the customer-on-Customer Maintenance Screen 1: • Customer's name • Address lines 2 and 4 • State or province

Report/Listing Fields	Description
Address Line 1/Address Line 3/City/Zip/ Pstl\Country Name	This column displays the following information, which is specified for the customer-on-Customer Maintenance Screen 1: • Address lines 1 and 3 • City • Zip or postal code and country State or province The address of the customer, including the city, state, and zip code. This is the address keyed in the **Address Line 1** field on the Customer Maintenance Screen 1.
S'Rep No	The sales representative number of the primary sales representative assigned to this customer.
Terr	The territory assigned to the customer.
Cl/Sc	The customer class and sub-class (if any) assigned to the customer.
Phone Number - Purch. / A/P	The telephone number and extension of the purchasing and accounts payable contact person, as defined for this customer through Customer/ Ship to Master Maintenance (MENU ARFILE). Below the telephone numbers, is the number of the person to contact at the ship-to address [as defined on the Ship To File Maintenance Screen 1], if you selected to include ship-to addresses.

Chapter 27 Comment File Listing

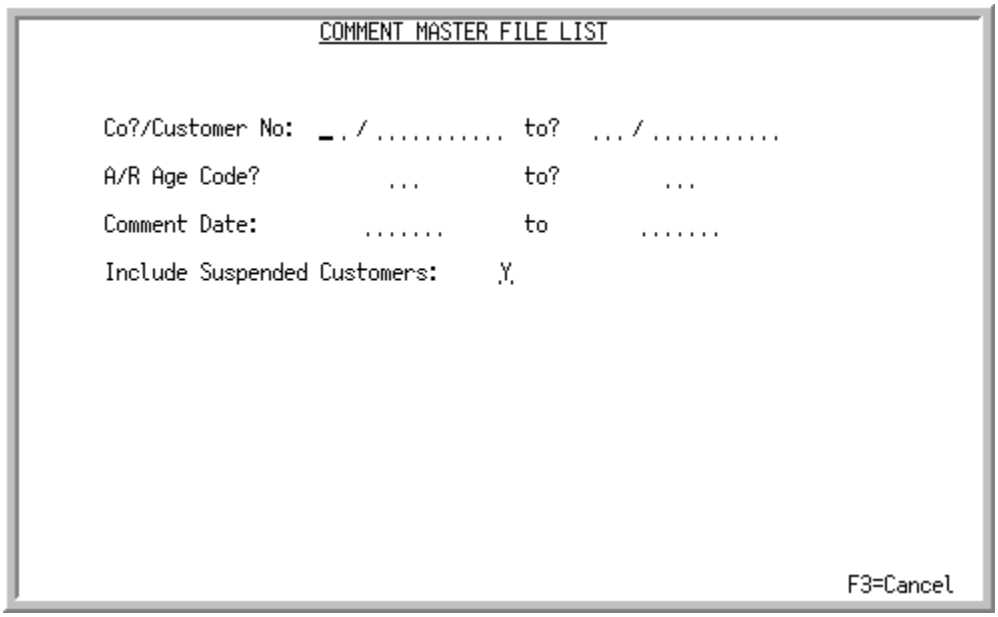
Use the Comment File Listing option to print the Comment Master File List. This report prints comments that have been entered for customers through Cash & Adjustment Entry/Edit (MENU ARMAIN) on the A/R Comments Screen or through Customer Inquiry (MENU ARMAIN). Comments may be printed based on the date the comment was entered.

Comment File Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Comment Master File List Screen	Use to specify the criteria for the report.
Comment Master File List	Prints a list of comments for customers that match the selection criteria.

Comment Master File List Screen



This screen appears after selecting option **10** - Comment File Listing from the Accounts Receivable Reporting Menu (MENU ARREPT). It is used to select the customers for whom comments will print.

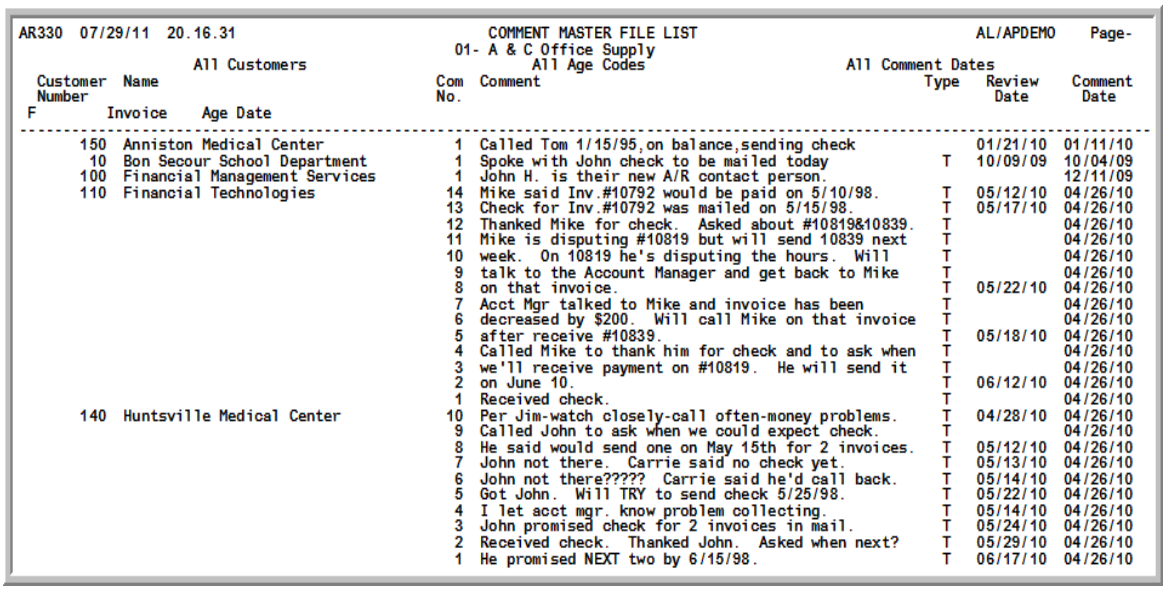
To determine the customers for whom comments will print, enter criteria in the following **FROM** and TO fields. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/ To Ranges.

Comment Master File List Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer No	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the range of company numbers and customer numbers to print. (2 @ N 2,0/N 10,0) Optional
A/R Age Code	Customers assigned this age code or range of aging codes will print. Aging codes are defined through A/R Aging Codes Maintenance (MENU ARFILE) and assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE). Key the range of aging codes. (2 @ A 2) Optional

Field/Function Key	Description
Comment Date	Comments entered on this date or date range will print. Comments are entered on the A/R Comments Screen. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Include Suspended Customers	You have the option to include or exclude in-active customer related information on this report. Key **Y** to include suspended customers. Key **N** to exclude suspended customers. **Default Value:** The default value defined through Suspended Defaults Maintenance (MENU XAFIL2) for the Suspended Customers **Comment File Listing** field, if one was defined; otherwise, this field defaults to Y. (A 1) Optional
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU ARREPT will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Comment Master File List



```
AR330  07/29/11  20.16.31                    COMMENT MASTER FILE LIST                          AL/APDEMO    Page-
                                                 01- A & C Office Supply
                    All Customers                      All Age Codes                All Comment Dates
  Customer  Name                                Com  Comment                          Type   Review     Comment
  Number                                        No.                                           Date       Date
F         Invoice    Age Date
-------------------------------------------------------------------------------------------------------------
       150  Anniston Medical Center              1  Called Tom 1/15/95,on balance,sending check              01/21/10  01/11/10
        10  Bon Secour School Department         1  Spoke with John check to be mailed today             T   10/09/09  10/04/09
       100  Financial Management Services        1  John H. is their new A/R contact person.                       12/11/09
       110  Financial Technologies              14  Mike said Inv.#10792 would be paid on 5/10/98.       T   05/12/10  04/26/10
                                                13  Check for Inv.#10792 was mailed on 5/15/98.          T   05/17/10  04/26/10
                                                12  Thanked Mike for check.  Asked about #10819&10839.   T             04/26/10
                                                11  Mike is disputing #10819 but will send 10839 next    T             04/26/10
                                                10  week.  On 10819 he's disputing the hours.  Will      T             04/26/10
                                                 9  talk to the Account Manager and get back to Mike     T             04/26/10
                                                 8  on that invoice.                                     T   05/22/10  04/26/10
                                                 7  Acct Mgr talked to Mike and invoice has been         T             04/26/10
                                                 6  decreased by $200.  Will call Mike on that invoice   T             04/26/10
                                                 5  after receive #10839.                                T   05/18/10  04/26/10
                                                 4  Called Mike to thank him for check and to ask when   T             04/26/10
                                                 3  we'll receive payment on #10819.  He will send it    T             04/26/10
                                                 2  on June 10.                                          T   06/12/10  04/26/10
                                                 1  Received check.                                      T             04/26/10
       140  Huntsville Medical Center           10  Per Jim-watch closely-call often-money problems.     T   04/28/10  04/26/10
                                                 9  Called John to ask when we could expect check.       T             04/26/10
                                                 8  He said would send one on May 15th for 2 invoices.   T   05/12/10  04/26/10
                                                 7  John not there.  Carrie said no check yet.           T   05/13/10  04/26/10
                                                 6  John not there?????  Carrie said he'd call back.     T   05/14/10  04/26/10
                                                 5  Got John.  Will TRY to send check 5/25/98.           T   05/22/10  04/26/10
                                                 4  I let acct mgr. know problem collecting.             T   05/14/10  04/26/10
                                                 3  John promised check for 2 invoices in mail.          T   05/24/10  04/26/10
                                                 2  Received check.  Thanked John.  Asked when next?     T   05/29/10  04/26/10
                                                 1  He promised NEXT two by 6/15/98.                     T   06/17/10  04/26/10
```

This report prints following your selections on the Report Options Screen. Comments entered for customers on the specified day or date range are printed.

Note: Customer level and invoice level comments will print, and when printing invoice level comments, the invoice type, invoice number, and aging date will also be included on the listing.

Comment Master File List

Report/Listing Fields	Description
Customer Number	The number of the customer for whom the comment is printed.
Name	The name of the customer for whom the comment is printed.
No.	The sequence number in which the comment was entered (i.e., this is the 3rd comment entered for the customer).
Comment	The comment entered for the customer.
Type	The type of comment displayed: **T**: The comment will print on the Aged Trial Balance Report only. **P**: The comment will print on the Customer Profile Report only. M: The comment will print on both the Aged Trial Balance Report and Customer Profile Report. **Blank**: The comment will display during the Customer A/R Inquiry (MENU ARMAIN) only.

Report/Listing Fields	Description
Review Date	The review date assigned to the comment on the A/R Comments Screen, if one was assigned. Comments may be printed by review date through A/R Review Date Report.
Comment Date	The date that the comment was keyed.

Chapter 28 A/R Payment History Report

Use the A/R Payment History option to print the A/R Payment History Report. This report prints payment history for selected customers.

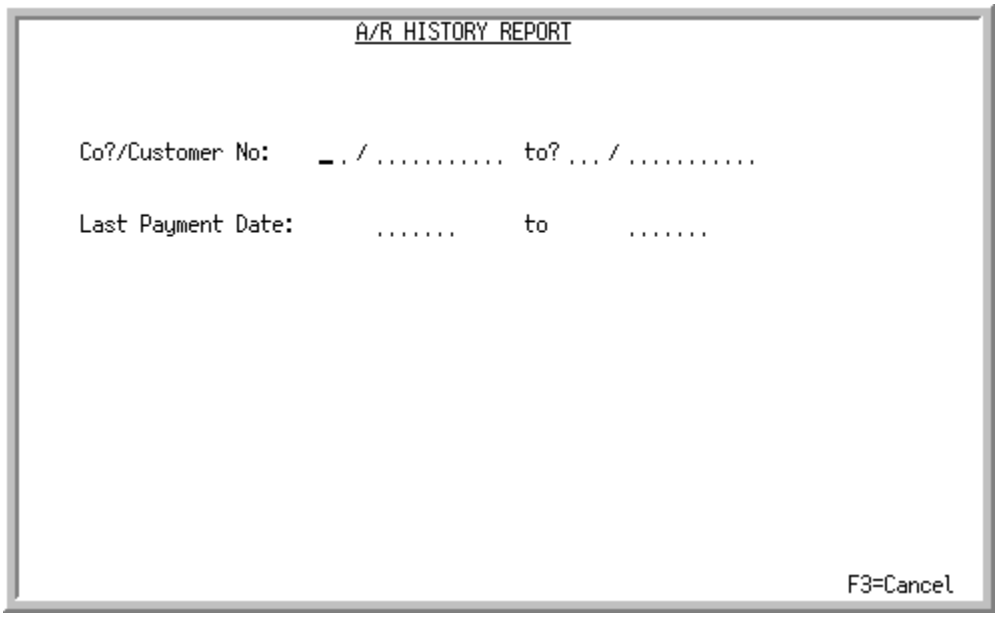
Note: The A/R Payment History Report can be exported to Microsoft Excel using a Tab Separated Value (.tsv) format. Make that appropriate selection on the PC File Export Selection Screen that displays from the Report Options Screen when **Export Report** is set to **Y**. Refer to the Infor Distribution A+ Cross Applications User Guide for more information about exporting reports. Only those fields so noted in the report descriptions will be included in the export.

A/R Payment History

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
A/R History Report Screen	Use to specify the criteria for the report.
A/R Payment History Report	Prints a payment history for customers that match the selection criteria.

A/R History Report Screen



This screen appears after selecting option **11** - A/R Payment History option from the Accounts Receivable Reporting Menu (MENU ARREPT). It is used to select the customers for whom payment history will be printed.

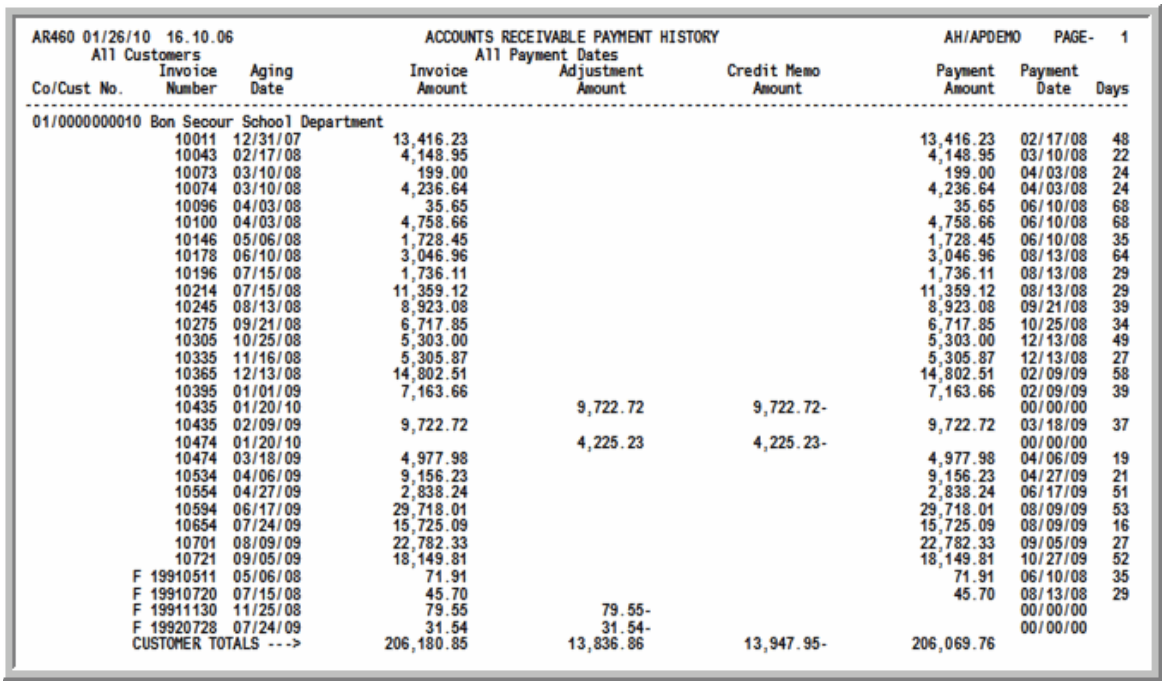
To determine the customers to print, enter criteria in the following fields. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

A/R History Report Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer No	The **Company Number** field appears only if you are using multiple companies. Key the range of company numbers and customer numbers to print. Leave blank to include all companies and customers. (2 @ N 2,0 / N 10,0) Optional
Last Payment Date	Use to select the payment date range for the customers to print. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register iness (A+) User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0), Required

Field/Function Key	Description
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU ARREPT will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

A/R Payment History Report



AR460 01/26/10 16.10.06 ACCOUNTS RECEIVABLE PAYMENT HISTORY AH/APDEMO PAGE- 1
All Customers All Payment Dates

Co/Cust No.	Invoice Number	Aging Date	Invoice Amount	Adjustment Amount	Credit Memo Amount	Payment Amount	Payment Date	Days
01/0000000010 Bon Secour School Department								
	10011	12/31/07	13,416.23			13,416.23	02/17/08	48
	10043	02/17/08	4,148.95			4,148.95	03/10/08	22
	10073	03/10/08	199.00			199.00	04/03/08	24
	10074	03/10/08	4,236.64			4,236.64	04/03/08	24
	10096	04/03/08	35.65			35.65	06/10/08	68
	10100	04/03/08	4,758.66			4,758.66	06/10/08	68
	10146	05/06/08	1,728.45			1,728.45	06/10/08	35
	10178	06/10/08	3,046.96			3,046.96	08/13/08	64
	10196	07/15/08	1,736.11			1,736.11	08/13/08	29
	10214	07/15/08	11,359.12			11,359.12	08/13/08	29
	10245	08/13/08	8,923.08			8,923.08	09/21/08	39
	10275	09/21/08	6,717.85			6,717.85	10/25/08	34
	10305	10/25/08	5,303.00			5,303.00	12/13/08	49
	10335	11/16/08	5,305.87			5,305.87	12/13/08	27
	10365	12/13/08	14,802.51			14,802.51	02/09/09	58
	10395	01/01/09	7,163.66			7,163.66	02/09/09	39
	10435	01/20/10		9,722.72	9,722.72-		00/00/00	
	10435	02/09/09	9,722.72			9,722.72	03/18/09	37
	10474	01/20/10		4,225.23	4,225.23-		00/00/00	
	10474	03/18/09	4,977.98			4,977.98	04/06/09	19
	10534	04/06/09	9,156.23			9,156.23	04/27/09	21
	10554	04/27/09	2,838.24			2,838.24	06/17/09	51
	10594	06/17/09	29,718.01			29,718.01	08/09/09	53
	10654	07/24/09	15,725.09			15,725.09	08/09/09	16
	10701	08/09/09	22,782.33			22,782.33	09/05/09	27
	10721	09/05/09	18,149.81			18,149.81	10/27/09	52
	F 19910511	05/06/08	71.91			71.91	06/10/08	35
	F 19910720	07/15/08	45.70			45.70	08/13/08	29
	F 19911130	11/25/08	79.55	79.55-			00/00/00	
	F 19920728	07/24/09	31.54	31.54-			00/00/00	
	CUSTOMER TOTALS --->		206,180.85	13,836.86	13,947.95-	206,069.76		

This report prints following your selections on the A/R History Report Screen and the Report Options Screen (refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen). Payment history for customers is printed. This report is sequenced by customer number.

Note: All dates will display in the Default Date Format for this user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).

If International Currency is installed, all amounts are in the local currency of the company.

A/R Payment History Report

Report Field	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Co/Cust No.	The company number and customer number for whom payment history is printed. These fields will be exported to Excel .tsv report: **Company Number, Customer Number, Customer Name**.

Report Field	Description
Invoice Number	The number of the invoice for which payment has been entered. **Note:** Finance charges are assigned invoice numbers equal to the date that the finance charges are calculated through Month- End Processing (MENU ARMAST). For example, finance charges calculated during Month-End Processing, executed on January 30, 1992, are assigned the invoice number 19920130. These invoices are assigned an Invoice Type of **F** and will precede the finance charge invoice number. These fields will be exported to Excel .tsv report: **Invoice Type, Invoice Number**.
Aging Date	The date that aging for this invoice starts, based on the terms of the invoice. This date may be one of the following based on your selections for a company through Accounts Receivable Options Maintenance (MENU ARFILE): • The invoice date • The invoice date plus the number of discount days • The invoice date plus the number of net days The **Aging Date** field will be exported to Excel .tsv report.
Invoice Amount	The dollar amount of the invoice that is owed by this customer. The **Invoice Amount** field will be exported to Excel .tsv report.
Adjustment Amount	The dollar amount of the adjustment, if any, that has been made for this customer's payment for this invoice. The **Adjustment Amount** field will be exported to Excel .tsv report.
Credit Memo Amount	The dollar amount credited to the customer's account for this invoice. The **Credit Memo Amount** field will be exported to Excel .tsv report.
Payment Amount	The dollar amount that has been paid for this invoice. The **Payment Amount** field will be exported to Excel .tsv report.
Payment Date	The date the payment for the invoice was made. The **Payment Date** field will be exported to Excel .tsv report.
Days	The number of days that the invoice remained open before it was paid, based on its aging date. The **Number of Days** field will be exported to Excel .tsv report.
TOTALS	Three levels of totals are provided; customer totals, company totals, and grand totals. The total amount of the invoices owed by the customer, the adjustment amounts, the credit memo amounts, and the total dollar amount of payment made for the invoices.

Chapter 29 Customer / Ship to Master Maintenance/Listing

Customer/Ship To Maintenance option is the control center of the Distribution A+ modules. Through this option, customer information and optional ship-to information is added to the Customer Master File and Ship To Master File. Information entered here will dictate how each customer transaction will be processed throughout Distribution A+. Customer/ship-to activity information from the Customer Master File and the Ship To Master File can be viewed through the Customer Audit Activity Inquiry (MENU ARMAST).

Security Information

When accessing this menu option, separate company-level action authorities exist to determine which users have the ability to:

- Add or Change a Customer
- Change Sales and Marketing Information for a Customer
- Change Credit Information for a Customer
- Add or Change Ship-To Addresses for a Customer
- Change Credit Information for a Ship-To Address
- Suspend/Reinstate a Customer
- Suspend/Reinstate a Customer Ship-To Address
- Delete a Customer or Ship-To

The following highlights the authorization for this menu option's fields based on the security action authorities.

Adding or Changing a Customer

- User must have application action authority to:
  - **Maintain Customer Sales and Marketing Information**
  - **Maintain Customer Credit Information**

If you request to add or change (**Function** field is **A** or **C**) a customer (**Customer No** field contains a value and Ship To field is blank), the system will verify if you are authorized to one of the following actions in Application Action Authority Maintenance (MENU XASCTY): **Maintain Customer Sales** and **Marketing Information** and/or **Maintain Customer Credit Information**.

If you are not authorized to either of the above actions, you will receive an error message. If you are authorized to one of the above actions and you are adding a new customer, you will be authorized to add the new customer information. If you are not authorized to **Maintain Customer Credit Information**, the **Credit Limit** field will be protected (this ensures that a credit limit be established once an order is entered for the added customer).

If you are changing an existing customer and you are authorized to maintain both **Customer Credit** and **Sales and Marketing Information** for a customer, you will be authorized to change all customer information.

If you are changing an existing customer and you are authorized to maintain only **Customer Credit Information**, you will only be allowed to change certain credit information fields. You will be allowed to change **user codes, user fields,** and the **miscellaneous note** field. All other fields will be protected, with the exception of the **Default Email address** and **Trading Partner ID**.

The **Default Email address** and its associated fields will not be protected because if you are authorized to only credit information and you change one of the **Email** fields to **Y**, you will need the ability to enter a valid default email address. Similarly, if **EDI Invoices** is changed to **Y**, the **Trading Partner ID** field and potentially the **Store ID** field are required; these fields will also only be accessible if you are authorized to credit information changes. Additionally, if you are not authorized to **Sales and Marketing Information**, **F6=ADDITIONAL REBATE CLASSES** will not be available on the Customer Maintenance Screen 2.

If you are authorized to maintain only **Sales and Marking Information**, certain credit information fields will be protected and not available for you to maintain.

Adding or Changing a Customer's Ship-To

- User must have application action authority to:
  - **Maintain Customer Ship To Numbers**
  - **Maintain Customer Credit Information**

If you request to add or change (**Function** field is **A** or **C**) a customer's ship-to (**Customer No** and **Ship To** fields contain a value), the system will verify if you have authority to perform this action (that is, you are authorized to **Maintain Customer Ship To Numbers** in Application Action Authority Maintenance (MENU XASCTY)). If it is determined that you are authorized to perform ship-to maintenance, but not authorized to maintain credit information for a customer (that is, you are not authorized to **Maintain Customer Credit Information** in Application Action Authority Maintenance (MENU XASCTY)), you will not be allowed to maintain certain credit fields that display during ship-to maintenance.

Suspending or Reinstating a Customer Number

- User must have application action authority to: **Allow Suspend or Reinstate of Customer**.

If you request to suspend or reinstate a customer number (**Function** field is **S** or **R**), the system will verify if you have authority to perform this action (that is, you are authorized to **Allow Suspend or Reinstate of a Customer** in Application Action Authority Maintenance (MENU XASCTY)).

Suspending or Reinstating a Customer Ship-To

- User must have application action authority to: **Allow Suspend or Reinstate of Customer Ship-To**.

If you request to suspend or reinstate a customer ship-to number (**Function** field is **S** or **R**), the system will verify if you have authority to perform this action (that is, you are authorized to **Allow Suspend** or **Reinstate of a Customer Ship-To** in Application Action Authority Maintenance (MENU XASCTY)).

Deleting a Customer or Ship To Record

- User must have application action authority to: **Allow Deletion of Customer or Ship To**.

If you request to delete a customer or ship-to record (**Function** field is **D**), the system will verify if you have authority to perform this action (that is, you are authorized to **Allow Deletion of Customer or Ship To** in Application Action Authority Maintenance (MENU XASCTY)).

For further details about application actions, refer to Application Action Authority Maintenance (MENU XASCTY), and the Application Action Authorities appendix in the.

Customer/Ship-To Maintenance from Order Entry

Field changes made in Customer/Ship To Maintenance may affect a customer's open orders that are in process. The changes made in this option may also need to be updated to those open orders. There is an Order Entry Option (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** to provide the choice to automatically update the Open Order Header File (**ORHED**) for selected fields. The specific fields are provided in the list below. Additionally, each specific field will be identified at that level.

Customer Master Fields Updated from Enter, Change & Ship Orders (MENU OEMAIN)

Customer Master Fields			
Customer Name	Customer Address	Customer Name	Customer Address

Customer Master Fields			
Customer Zip Code	Customer Address Country Code	PO Contact	PO Phone Country Code, Phone Number and Extension
Carrier Code	FOB Code	Route, Stop	First, Second, and Third Salesrep Number
Territory	Shipping Instructions	Miscellaneous Note	Tax Body
A/R Terms Code	Customer Class and Subclass		

Ship-To Master Fields Updated from Enter, Change & Ship Orders (MENU OEMAIN)

Ship-To Master Fields			
Ship-To Name	Ship-To Address Lines 1, 2, 3 and 4	Ship-To City	Ship-To State/Province
Ship-To Zip Code	Ship-To Address Country Code	Ship-To Contact	Ship-To Contact Phone Country Code, Phone Number and Extension
Carrier Code	FOB Code	Route, Stop	First, Second, and Third Salesrep Number
Territory	Shipping Instructions	Miscellaneous Note	Tax Body

You can also use this option to create Extended Item Comments. EICs are available to identify up to 9,999 lines (62 characters per line) of additional item information, such as warranty, picking/packing instructions, or promotional information. Once defined, EICs cannot only be reviewed during order entry processing, but based on user selections, may be presented on various order entry documents (e.g., Pick Lists, Invoices, etc.). The creation and use of EICs is determined by the options selected through System Options Maintenance (MENU XAFILE).

Note: Separate actions exist for the customer master and ship-to master functionality. For details, refer to Security Information.

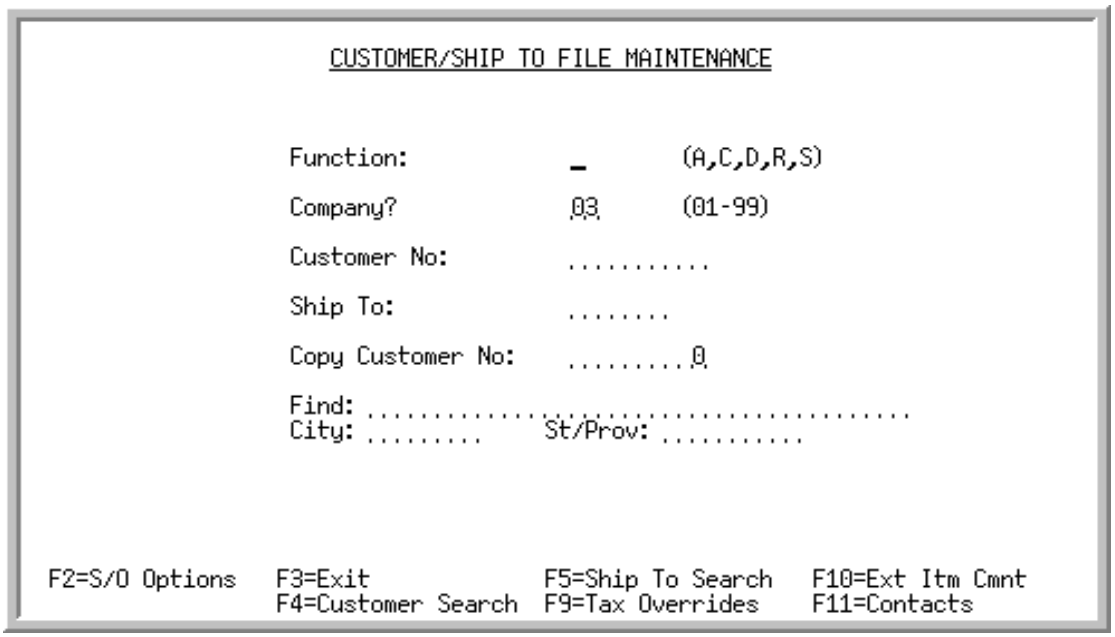
Customer/Ship To Master Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Customer/Ship To File Maintenance Screen	Use to add, change, delete, reactivate, or suspend a customer or ship-to address for a customer.
Customer Special Order Options Screen	Use to define how over and under-shipments of special order receipts are handled.
Customer Search Screen	Use to review customer and/or ship-to's based on search criteria.
Ship-To Search Screen	Use to review ship-to addresses based on search criteria.
Customer Maintenance Screen 1	Use to provide customer settings for address, contacts, and so on.
Customer (Currency) Maintenance Screen	When International Currency is installed, use to define the currency codes and exchange rate default values.
Customer Maintenance Screen 2	Use to provide customer settings for system code assignments, class assignments, and so on.
Additional Customer Rebate Class Maintenance Screen	Use to work with the rebate class assignments for the customer.
Customer Route By Day Screen	Use to specify the route and stop for the customer by the day of the week.
Freight Account Numbers Screen	Use to add, change or delete freight account numbers that are associated with one or more carrier/warehouse combinations that may be used by the indicated customer or customer/ship-to.
Customer Maintenance Screen 3	Use to provide customer settings for user codes and user fields.
Customer Maintenance Screen 4	Use to provide customer settings for print, EDI, bizLinx, and fax.
Additional Email Maintenance Screen	Use to provide customer and customer/ship-to settings for e-mail.
Ship To File Maintenance Screen 1	Use to provide ship-to address settings for address, contacts, taxing and so on.
Ship To File Maintenance Screen 2	Use to provide ship-to address settings for system code assignments.

Title	Purpose
Ship To Route by Day Screen	Use to specify the route and stop for the customer/ship- to by the day of the week.
Additional Info Maintenance Screen	Use to provide ship-to address settings for print, EDI, and fax.
Customer Master Maintenance Audit Trail	Prints an audit of customer changes made through this option.
Ship To Master Maintenance Audit Trail	Prints an audit of ship-to address changes made through this option.

Customer/Ship To File Maintenance Screen



This screen appears after selecting option **1** - Customer/Ship To Master Maintenance from the Accounts Receivable File Maintenance Menu (MENU ARFILE). Use this screen to add, change, delete, reactivate, or suspend a customer or a ship-to address for a customer.

Customer/Ship To File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Function	Key **A** to add a customer or ship-to address. Key **C** to change an existing customer or ship-to address. Key **D** to delete an existing customer or ship-to address. You cannot delete a customer if open orders or sales history exists for the customer or if Customer Consignment is installed and quantities exist for any item in the Customer Consignment Balance File (**CABAL**) for the customer. If you delete a ship-to address with open orders or sales history, you will be warned that open orders and/or sales history exist for the ship-to address. Key **R** to reactivate a customer or ship-to number that has been suspended. Key **S** to suspend a customer or ship-to number. A customer number cannot be suspended if open orders exist for the customer (as the Sold To) or if the customer number is used as a Bill To on open orders. A ship-to number cannot be suspended if open orders exist for the ship-to number (as the Sold To). (A 1) Required
Company	This field is required if there is a **Y** in the **Multi-Company** field in System Options Maintenance (MENU XAFILE); otherwise, this field is display- only. Key the number of the company from which this customer usually purchases products. **Default Value:** The default company defined in System Options Maintenance (MENU XAFILE). **Valid Values:** A company defined through Company Names Maintenance (MENU XAFILE).S (N 2,0) Required

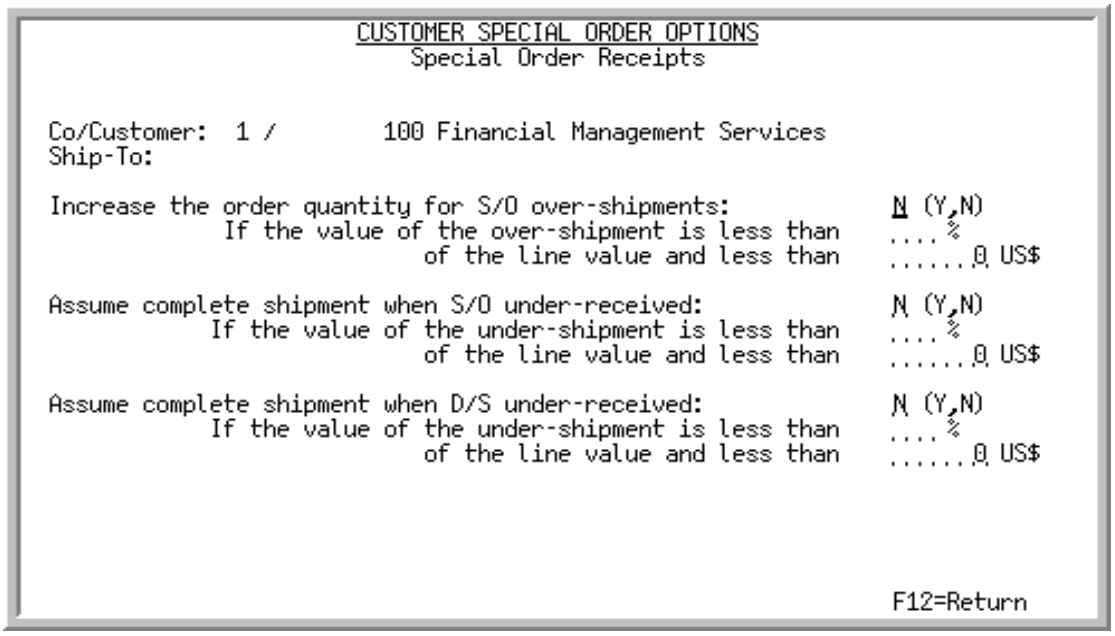
Field/Function Key	Description
Customer No	Key the number of the customer to be added or maintained. Manually assigning customer numbers is beneficial if you print reports for ranges of customer numbers. Leave this field blank if the system is auto assigning customer numbers. The system will automatically assign the next number if the **Auto Assign Cust Nos** field is set to **Y** in Company Name Maintenance (MENU XAFILE). The system determines the next available customer number by incrementing the value in the **Last Customer Number** field in the Accounts Receivable Options (MENU XAFILE) by one. When maintaining a customer, if you are unsure of the customer number, use the **Find**, **City** and **St/Prov** fields with the F4 key to activate the Customer Search feature; the Customer Search Screen appears. For general information on using searches, refer to the Infor Distribution A+ Cross Applications User Guide. Additionally, a new customer order may be set up through Change the “New Customer Order” Customer Number (MENU OEMAST) for a customer number established through this option. You may then use this number during Order Entry when entering an order placed by a customer for the first time. Orders created for the new customer will automatically be placed on hold until a permanent customer definition has been created through this option. If you are adding a customer, this field must be blank if the **Auto Assign Cust Nos** field is set to **Y** through Company Name Maintenance (MENU XAFILE). (N 10,0) Required/Blank
Ship To	Once a customer number has been defined, this field allows you to set up one or multiple ship-to addresses for that customer. During order entry, a ship-to number may be used on an order for selecting a pre-defined shipping address. This number must first be defined here. Key the ship-to number that you want to add, change, delete, reinstate or suspend for the customer indicated in the **Customer No** field. Ship-to information is defined on the Ship To File Maintenance Screen 1. When maintaining a ship-to address, if you are unsure of the ship-to number, key the customer number in the **Customer No** field and press F5 to view a list of ship-to addresses for the customer. (A 7) Optional

Field/Function Key	Description
Copy Customer No	When adding a new customer, key a defined customer number in this field to copy information from the defined customer to the new customer. All information except the contact names, phone and fax numbers, customer sort word, default ship-to, route/stop, and the tax ID certificate number and expiration date will be copied to the new customer. **Default Value:** The default customer number defined in the **Default Copy Cust #** field through Accounts Receivable Options Maintenance (MENU ARFILE), if one has been defined. **Valid Values:** A customer number defined through this option. (N 10,0) Optional
Find	Use this field either alone or with the **City** and **St/Prov** fields to search for the customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space: • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer's zip/postal code (A 40) Optional
City	Use this field either alone or with the **Find** and **St/Prov** fields to search for a customer in a particular city. Key up to 8 characters (the first 8) of the customer's city. (A 8) Optional
St/Prov	Use this field with one or both of the **Find** and **City** fields to search for a customer in a particular state or province. Key up to 10 characters (the first 10) of the state or province code. (A 10) Optional

Field/Function Key	Description
F2=S/O Options	**F2=S/O OPTIONS** appears only if Purchasing is installed. Key the number of the customer for which you want to maintain special order options in the **Customer No** field and press **F2=S/O OPTIONS** to maintain customer/ship-to level special order options. The Customer Special Order Options Screen appears. Special order options can be added for each customer or customer/ship-to for which you want to override the company-level special order options. **Note:** Special order options are not available for deleted customers/ship-tos.
F3=Exit	Press **F3=EXIT** to cancel this option and return to the menu.
F4=Customer Search	After entering search criteria in the **Find**, **City** and **St/Prov** fields, press **F4=CUSTOMER SEARCH** to display the Customer Search Screen, which lists customers that match all the search criteria.
F5=Ship To Search	After entering a customer number (in the **Customer No** field), press **F5=SHIP TO SEARCH** to use the “ship-to” search and display the Ship-To Search Screen. The ship-to search allows you to search for and select a ship-to address to maintain for the customer selected.
F9=Tax Overrides	Press **F9=TAX OVERRIDES** to access Tax Overrides Maintenance (MENU OEFIL2). Refer to that option for details about tax exempt overrides. **Note:** In order for a customer to receive any tax exempt status, a tax exempt certification number must be keyed in the Customer Master File through this option. Do not use **F9=TAX OVERRIDES** if you have Vertex taxing software installed and you selected to use Vertex taxing through System Options Maintenance (MENU XAFILE).
F10=Ext Itm Cmmt	**F10=EXT ITM CMMT** only appears if you selected to use Extended Item Comments (EIC) through System Options Maintenance (MENU XAFILE). Press **F10=EXT ITM CMMT** to display the Extended Item Comment Selection Screen where you can add or maintain EICs. Refer to the Infor Distribution A+ Inventory Accounting User Guide for more information regarding EIC maintenance.

Field/Function Key	Description
F11=Contacts	**F11=CONTACTS** only appears if you have the Mail Server module installed. If you access this screen from within Enter, Change, & Ship Orders (MENU OEMAIN), this function key will not appear. Press **F11=CONTACTS** to add a customer contact. The Customer Contact Maintenance Selection Screen will appear. Refer to the Customer Contacts Maintenance option on the Mail Server File Maintenance Menu (MENU MSFILE) in the Infor Distribution A+ Mail Server User Guide for information about this screen.
Enter	Press **ENTER** to confirm your selections. If adding or maintaining a customer, the Customer Maintenance Screen 1 will appear. If adding or maintaining a ship-to address, the Ship To File Maintenance Screen 1 will appear.

Customer Special Order Options Screen



This screen appears when you press **F2=S/O OPTIONS** on the Customer/Ship To File Maintenance Screen. Use this screen to define how over and under-shipments of special order receipts will be handled for this customer/ship-to.

Note: If they **Allow Over/Under Shipments** field is set to **N** in Order Entry Options Maintenance (MENU XAFILE), the options set on this screen will be ignored.

Customer Special Order Options Screen Fields and Function Keys

Field/Function Key	Description
Increase the order quantity for S/O over- ship	Key **Y** to increase the ship quantity for special order over-shipments for this customer/ship-to. This indicates that this customer/ship-to can accept some over shipment of special orders by the vendor. During receipt processing, the ship quantity will be increased to match the receipt quantity if the value of the quantity over-shipped for the special order is less than the percentage amount in the **If the value of the over-shipment is less than** field and less than the amount you (optionally) key in the **of the line value and less than** field. If you key **Y** in this field, a percentage amount must be entered in the **If the value of the over-shipment is less than** field. It is optional to enter an amount in the **of the line value and less than** field. Key **N** to not increase the ship quantity of special order over-shipments. This indicates that this customer/ship-to cannot accept any over shipment of special orders by the vendor. Over shipments of special orders for this customer/ship-to will be received into your warehouse with no customer/ ship-to affiliation. **Important:** If the **Allow Over/Under Shipments** field is set to **N** in Order Entry Options Maintenance (MENU XAFILE), the value in this field will be ignored. (A 1) Optional
If the value of the over-shipment is less than	This field determines if, during the receipt process, the customer/ship-to's order quantity for a special order that is over-shipped will increase if the value that was over-shipped is less than the percentage amount (that you key in this field) of the outstanding balance line value and less than the amount you (optionally) key in the **of the line value and less than field**. Key the percentage amount. **Important** If the **Allow Over/Under Shipments** field is set to **N** in Order Entry Options Maintenance (MENU XAFILE), the value in this field will be ignored. **Note:** This field is required if you keyed **Y** in the Increase the **order quantity for S/O over-shipments** field on this screen. (N 3,0) Optional/Required

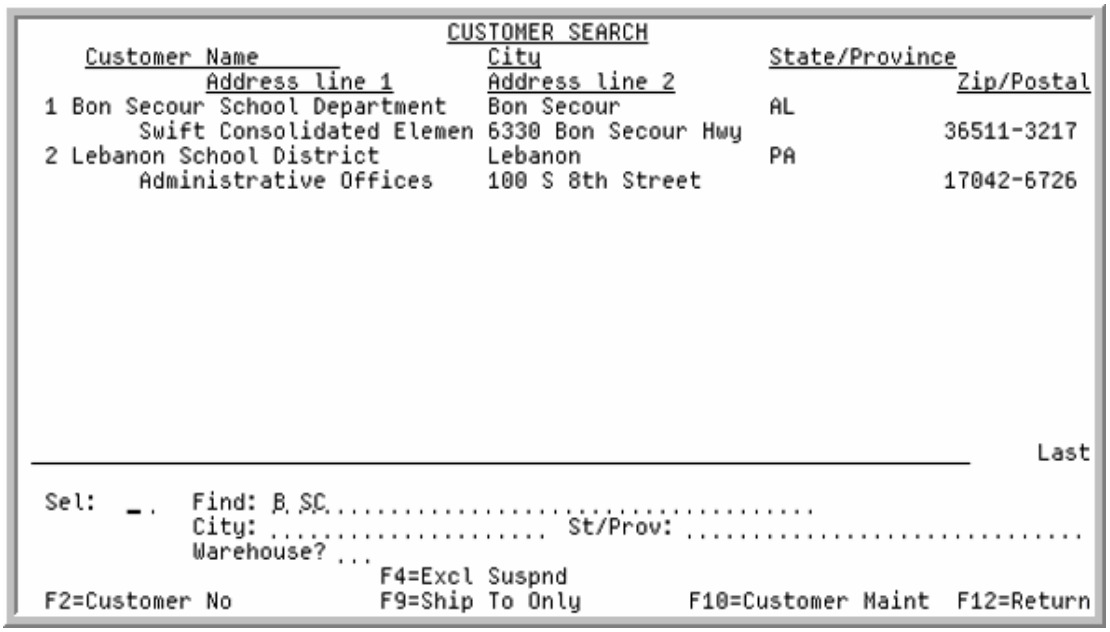
Field/Function Key	Description
of line value and less than	If you keyed **Y** in the **Increase the order quantity for S/O over-shipments** field, it is optional for you to key an amount in this field in the company's currency. During receipt processing, the customer/ship-to's order quantity will be increased if the value of the over-shipment is less than the percentage amount in the **If the value of the over-shipment is less than** field and less than the amount you key in this field. **Important** If the **Allow Over/Under Shipments** field is set to **N** in Order Entry Options Maintenance (MENU XAFILE), the value in this field will be ignored. **Note:** (N 7,0) Optional
Assume complete shipment when S/O under.	Key Y to assume complete shipment of special orders that are under-received for this customer/ship-to. During receipt processing, complete shipment of this customer/ship-to's special orders that are under-received will be assumed if the value of the under-shipment is less than the percentage amount of the entire line value's outstanding amount you key in the I**f the value of the under-shipment is less than** field, and less than the amount you (optionally) key in the **of the line value and less than** field. Therefore, no backorders will be created for the outstanding quantities of this item. If you key Y in this field, a percentage must be entered in the **If the value of the under-shipment is less than** field. It is optional to enter an amount in the **of the line value and less than field**. Key **N** to not assume complete shipment of the special order that is under- received. **Important** If the **Allow Over/Under Shipments** field is set to **N** in Order Entry Options Maintenance (MENU XAFILE), the value in this field will be ignored. If the **Allow Over/Under Shipments** field is set to **N** in Order Entry Options Maintenance (MENU XAFILE), the value in this field will be ignored. (A 1) Required

Field/Function Key	Description
If the value of the under-shipment is less than	This field determines if, during the receipt process for this customer/ship-to, the complete shipment when the special order is under-received will be assumed complete if the value that was under-shipped is less than the percentage amount (that you key in this field) of the outstanding balance line value and less than the amount you (optionally) key in the **of the line value and less than** field. Key the percentage amount. **Important** If the **Allow Over/Under Shipments** field is set to **N** in Order Entry Options Maintenance (MENU XAFILE), the value in this field will be ignored. **Note:** This field is required if you keyed **Y** in the **Assume complete shipment when S/O under-received** field on this screen. (N 3,0) Optional/Required
of the line value and less than	If you keyed **Y** in the **Assume complete shipment when S/O under-received** field, it is optional for you to key an amount in this field in the company's currency. During receipt processing for this customer/ship-to, complete shipment of a special order that is under-received will be assumed if the under-shipment is less than the percentage amount you keyed in the **If the value of the under-shipment** is less than field and less than the amount you key in this field. **Important:** If the **Allow Over/Under Shipments** field is set to **N** in Order Entry Options Maintenance (MENU XAFILE), the value in this field will be ignored. (N 7,0) Optional

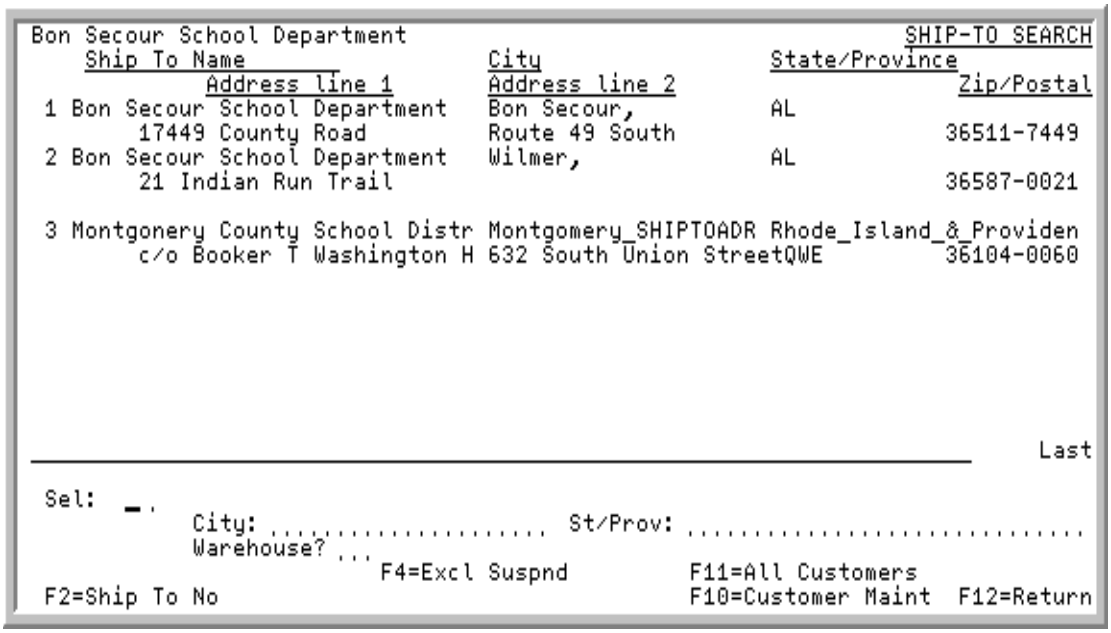
Field/Function Key	Description
Assume complete shipment when D/S under.	Key **Y** to assume complete shipment of drop ship orders that are under- received for this customer/ship-to. During receipt processing, complete shipment of this customer/ship-to's drop ship orders that are under-received will be assumed if the value of the under-shipment is less than the percentage amount of the entire line value's outstanding amount you key in the **If the value of the under-shipment is less than** field, and less than the amount you (optionally) key in the **of the line value and less than** field. Therefore, no backorders will be created for the outstanding quantities of this item. If you key **Y** in this field, a percentage must be entered in the **If the value of the under-shipment is less than** field. It is optional to enter an amount in the **of the line value and less than** field. Key **N** to not assume complete shipment of the drop ship that is under- received. **Important** If the **Allow Over/Under Shipments** field is set to **N** in Order Entry Options Maintenance (MENU XAFILE), the value in this field will be ignored. **Note:** This field displays only if the **Use Drop Ships** field is set to **Y** through System Options Maintenance (MENU XAFILE). (A 1) Required
If the value of the under-shipment is less than	This field determines if, during the receipt process for this customer/ship-to, the complete shipment of a drop-ship order that is under-received will be assumed, if the value that was under-shipped is less than the percentage amount (that you enter in this field) of the outstanding balance line value and less than the amount you (optionally) enter in the **of the line value and less than** field. Key the percentage amount. **Important** If the **Allow Over/Under Shipments** field is set to **N** in Order Entry Options Maintenance (MENU XAFILE), the value in this field will be ignored. **Note:** This field is required if you keyed **Y** in the **Assume complete shipment when D/S under-received** field on this screen. (N 3,0) Optional/Required

Field/Function Key	Description
of the line value and less than	If you keyed **Y** in the **Assume complete shipment when D/S under-received** field, it is optional for you to key an amount in this field in the company's currency. During receipt processing for this customer/ship-to, complete shipment of a drop ship order that is under-received will be assumed in the under-shipment is less than the percentage amount in the **If the value of the under-shipment is less than field and less than** the amount you key in this field. **Important** If the **Allow Over/Under Shipments** field is set to **N** in Order Entry Options Maintenance (MENU XAFILE), the value in this field will be ignored. (N 7,0) Optional
Enter	Press **ENTER** to confirm your entries and continue. The Customer/Ship To File Maintenance Screen appears.
F12=Return	Press **F12=RETURN** to return to the Customer/Ship To File Maintenance Screen without saving your changes.
F24=Delete	**F24=DELETE** appears only if special order options have previously been defined for this customer through this option. Press **F24=DELETE** to delete this customer's special order options. You will be prompted to press this function key a second time to confirm the deletion.

Customer Search Screen



Ship-To Search Screen



The Customer Search Screen appears after keying customer search criteria (or by pressing a function key in some cases) on any screen throughout Distribution A+ where this ability is provided. Customers that match the keyed customer search criteria will appear.

The Ship-To Search Screen appears when you are searching for a ship-to address and you key search criteria (or by pressing a function key in some cases) on any screen throughout Distribution A+ in which the Ship-To Search ability is provided.

Suspended customers and ship-to addresses are either included or excluded as a default based on the Y/N selection to the **Customer Search** prompt in Suspended Defaults Maintenance (MENU XAFIL2). Use the **F4=EXCL SUSPENDED / F4=INCL SUSPENDED** to toggle between the views.

To limit the list of customers/ship-to addresses listed on this screen, you can key search criteria in the **Find, City, St/Prov**, and **Warehouse** fields and press ENTER. Only customers/ship-to addresses that match all of the keyed search criteria will be shown. The search-able data is determined by the values assigned in System Options (MENU XAFILE). The values are changeable but require the Customer Search File to be rebuilt through Rebuild the Customer Search File (MENU XAMAST).

- Customer / Ship-to Search Options
  - Search on Address 1
  - Search on Address 2
  - Search on Address 3
  - Search on Address 4
  - Search on Zip Code
  - Search on Contact Name
  - Include Ship-to Information in Customer Search

If doing a customer search when no ship-to's are included, it searches by:

- Company#
- Search Word
- Customer#

If doing a strict ship-to search, it searches by:

- Company#
- Customer#
- Search Word
- Ship-To#

If doing a customer search when ship-to's are included or the screen toggles to ship-to only, it searches by:

- Company#
- Customer#
- Search Word
- Ship-To#

The ability to view information for warehouses is limited by the system security definitions; you will be shown results only for warehouses that you are authorized to access.

Note: The search can be limited by warehouse only if **Limit Cust Search by WH** is **Y** in Company Name Maintenance (MENU XAFILE).

Customers

If they **Include Ship To Information in Customer Search** field is set to **Y** in System Options Maintenance (MENU XAFILE), both customer and ship-to addresses that match the search criteria may be shown in the search results, based on the limits set in the system options. Use this screen to select the customer/ship-to.

Using the **F2=CUST / F2=CUST SHIP TO NO / F2=CONTACT NAME / F2=CUST/CUST SHIP TO NAME** function key, you can toggle the information that displays on this screen. Depending on your selection, the following groups of information are available on this screen:

- customer and ship-to name, address lines 1 and 2, city, state/province, and zip/postal code.
- customer and ship-to number, address lines 3 and 4, phone and fax numbers, including the country code number and extension.
- customer and ship-to number, AP contact name and e-mail address, and PO contact name and e- mail address. Up to 44 characters of the e-mail address will be shown. If a contact e-mail address is not provided, the customer's default e-mail address will be shown instead.

Ship-To

Use the Ship-To Search Screen to search for and select a ship-to address that has been defined for a customer. Each customer may be assigned multiple ship-to addresses.

Note: Only active ship-to addresses are included in the search results. Ship-to addresses that have been deleted are not shown.

Using the **F2=SHIP TO NO / F2=CONTACT NAME / F2=SHIP TO NAME** function key, you can toggle the information that displays on this screen. Depending on your selection, the following groups of information are available on this screen:

- ship-to name, address lines 1 and 2, city, state/province, and zip/postal code.
- customer and ship-to number, address lines 3 and 4, phone and fax numbers, including the country code number and extension.
- customer and ship-to number, AP contact name and e-mail address, and PO contact name and e- mail address. Up to 44 characters of the e-mail address will be shown. If a contact e-mail address is not provided, the customer's default e-mail address will be shown instead.

Note: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

- *__PAGE DOWN__ or __SHIFT-ROLL FWD__ or __F7=PAGE DOWN__ to display the next screen

- *`PAGE UP` or `SHIFT-ROLL BACK` or `F8=PAGE UP` to display the previous screen.

Customer/Ship-To Search Screen Fields and Function Keys

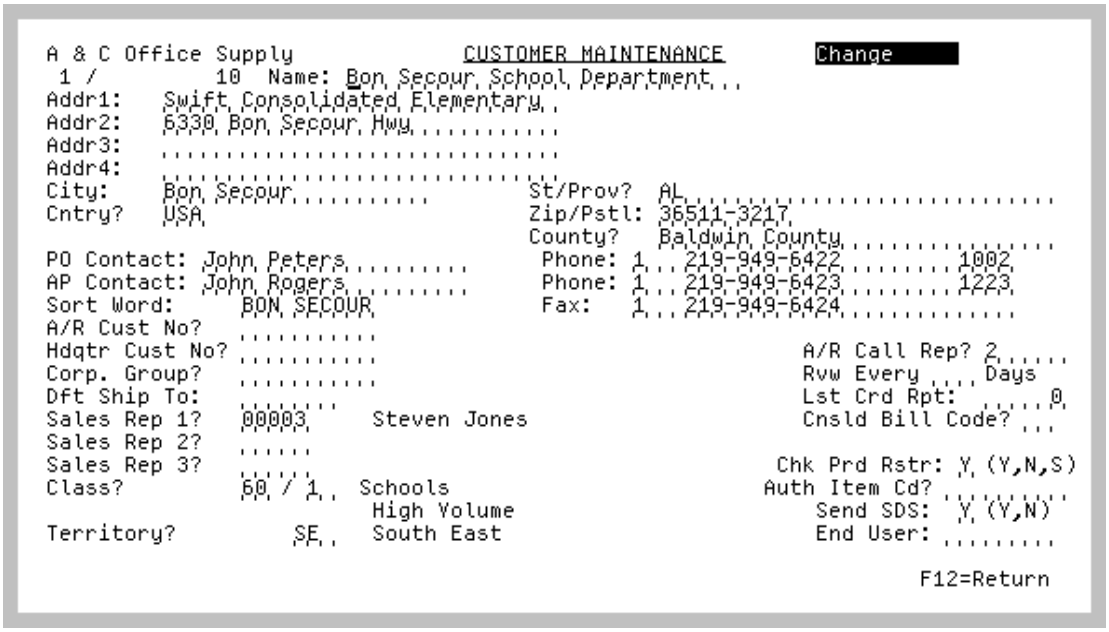
Field/Function Key	Description
(Reference Number)	The reference number displays to the left of the customer/ship-to name. To select one of the customers or ship-to addresses displayed, this number is keyed in the **Sel** field on the lower portion of this screen. The reference number will display in reverse image if either the customer or ship-to number has been suspended. Display
Selection	Use this field to select a customer or ship-to address by keying the (**Reference Number**) which corresponds to the customer or ship-to address that you want to select. Key the appropriate number shown in the (**Reference Number**) column. (N 2,0) Required
Find	This field only displays on the Customer Search View. Key different search word criteria to display the customers meeting the new criteria. You may key words up to 10 characters long and they may appear in any order. Only customer/ship-to addresses that match all the keyed search criteria will be displayed. (A 40) Optional
City	Use this field to limit the list of customers or ship-to addresses to those in a particular city. Key up to 20 characters (the first 20 including spaces) of a partial or complete city name. Only the customer's or ship-to addresses that match all the keyed search criteria will be displayed. (A 20) Optional
St/Prov	Use this field to limit the list to customers or ship-to addresses in a particular state or province. Key a partial or complete state or province name. Only customers or ship-to addresses that match all the keyed search criteria will be displayed. (A 30) Optional

Field/Function Key	Description
Warehouse	Use this field to limit the search by warehouse. Only ship-to addresses for customers who were assigned this warehouse through Customer/Ship-to Master Maintenance (MENU ARFILE) and who match all the other keyed search criteria will be displayed. Key a warehouse number, or leave this field blank to view all customers/ ship-to addresses regardless of the warehouse assigned to them. **Note:** The initial display of this search screen may be limited by the user's or company's default warehouse if in Company Name Maintenance (MENU XAFILE) **Limit Cust Search by WH** is **Y**. (A 2) Optional
F2=Cust/Ship To No / F2=Contact Name / F2=Cust/Ship To Name	This key only displays on the Customer Search View. Press the **F2=CUST/SHIP TO NO / F2=CONTACT NAME / F2=CUST/SHIP TO NAME** toggle key to change the information that appears for each customer. The initial display is the customer name view and in the toggle sequence is shown when you press the **F2=CUST/SHIP TO NAME** function key. This view shows the Customer or Ship-to name, City, State/Province, Address line 1, Address line 2, Zip/Postal code. Press the **F2=CUST/SHIP TO NO** key to display the Customer Number, Ship-To Number, Address Line 3, Address line 4, Country Code Number, Telephone number with extension, Fax Country Code Number, Fax telephone number with extension. Press the **F2=CONTACT NAME** key to display the Customer Number, Ship-To Number, PO Contact Name and Email Address, AP Contact Name and Email Address.
F2=Ship To No / F2=Contact Name / F2=Ship To Name	This key only displays on the Ship-To Search View. Press **F2=SHIP TO NO / F2=CONTACT NAME / F2=SHIP TO NAME** toggle key to change the information that appears for each ship-to address. The initial display is the customer name view and in the toggle sequence is shown when you press the **F2=SHIP TO NAME** function key. This view shows the Ship-To Name, City, State/Province, Address line 1, Address line 2, Zip/ Postal code. Press the **F2=SHIP TO NO** key to display the Customer Number, Ship-To Number, Address Line 3, Address line 4, Country Code Number, Telephone number with extension, Fax Country Code Number, Fax telephone number with extension. Press the **F2=CONTACT NAME** key to display the Customer Number, Ship-To Number, PO Contact Name and Email Address, AP Contact Name and Email Address.

Field/Function Key	Description
F4=Excl Suspnd / Incl Suspnd	Use the **F4=EXCL SUSPND / F4=INCL SUSPND** toggle key to include and exclude suspended customers or ship to addresses from the search results that are listed on this screen. **Note:** The default value of the **F4=EXCL SUSPND / F4=INCL SUSPND** toggle key is defined through Suspended Defaults Maintenance (MENU XAFIL2) for the Suspended Customers **Customer Search** field.
F7=Page Down / F8=Page Up	More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, **F7=PAGE DOWN** and **F8=PAGE UP** are available for use but do not display. Use the **F7=PAGE DOWN** to display the next screen of information on a roll screen. The **PAGE DOWN** or **SHIFT-ROLL FWD** function keys perform the same task. Use the **F8=PAGE UP** to display the previous screen of information on a roll screen. The **PAGE UP** or **SHIFT-ROLL BACK** function keys perform the same task.
F9=Customer Only / Ship To Only/ Customer & Ship To	This key only displays on the Customer Search View. Use the **F9=CUSTOMER ONLY / F9=SHIP TO ONLY / F9=CUSTOMER & SHIP TO** toggle function key to list only customers, only ship to addresses, or both customers and ship to addresses in the search results.
F10=Customer Maint	The **F10=CUSTOMER MAINT** function key appears only if you are authorized to access the Customer/Ship To Maintenance option (MENU ARFILE) in the Application Authority option (MENU XASCTY). Press **F10=CUSTOMER MAINT** to access the Customer/Ship To Maintenance option (MENU ARFILE) to maintain the customer.

Field/Function Key	Description
F11=All Customers/ This Customer	This key only displays on the Customer Search View. The **F11=ALL CUSTOMERS / F11=THIS CUSTOMER** function key appears if you are searching for a customer ship-to address and you accessed this screen from the Order Header Screen in Enter, Change & Ship Orders (MENU OEMAIN) and the I**nclude Ship To Information in Customer Search** field is set to **Y** in System Options Maintenance (MENU XAFILE). Press **F11=ALL CUSTOMERS / F11=THIS CUSTOMER** to toggle between displaying all ship-to addresses for all customers and only ship-to addresses for the customer for whom the order is being entered. If they **Include Ship To Information in Customer Search** field in System Options Maintenance (XAFILE) is set to **N**, then no ship-to addresses will be displayed when you press **F11=ALL CUSTOMERS / F11=THIS CUSTOMER** to display all ship-to addresses.
F12=Return	Press **F12=RETURN** to return to the previous screen without selecting a customer or a ship-to from this screen.
Enter	The **ENTER** key serves two purposes: After keying search criteria in the **Find**, **City**, **St/Prov**, and Warehouse fields, press **ENTER** to limit the list of customers to the keyed criteria. After keying a reference number in the **Selection** field, press **ENTER** to select the customer or the ship-to address.

Customer Maintenance Screen 1



If adding or maintaining a customer, this screen displays after pressing **ENTER** on the Customer/Ship To File Maintenance Screen.

Use this screen to add or change information pertaining to a specific customer.

Note: Some of the values defined on this screen are used as the default values that display during Enter, Change & Ship Orders (MENU OEMAIN) when entering an order for this customer. You may accept or override the defaults at that time.

Customer Maintenance Screen 1 Fields and Function keys

Field/Function Key	Description
Co/Customer No	This field displays the company number from which this customer purchases products. If adding a customer and you manually assign the customer number, or if maintaining a customer, the customer number displays after the company number. If Distribution A+ automatically assigns the number, the customer number will not be assigned until you finish the process of adding this customer. Display

Field/Function Key	Description
Name	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field will automatically update the Open Order Header File (**ORHED**) when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the address fields (**Name, Addr 1-4, City, St/Prov, Zip/Pstl, Cntry**) were not changed (overridden) in the Order Entry order. Key the name of the customer. The name should be the customer's mailing and billing name. (A 30) Required
Addr 1 – 4	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. These fields will automatically update the Open Order Header File (**ORHED**) when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the address fields (**Name, Addr 1-4, City, St/Prov, Zip/Pstl, Cntry**) were not changed (overridden) in the Order Entry order. Key the customer's street address, post office box number, or other address information except for the city, state/province, country, and zip/postal code which are specified in fields below. **Note:** You can use the **Addr 4** field only if **Form Type** is **2** in System Options Maintenance (MENU XAFILE). (4 @ A 30) Optional

Field/Function Key	Description
City	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field will automatically update the Open Order Header File (**ORHED**) when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to Y and the address fields (**Name, Addr 1-4, City, St/Prov, Zip/Pstl, Cntry**) were not changed (overridden) in the Order Entry order. Key the customer's city. (A 20) Optional
St/Prov	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field will automatically update the Open Order Header File (**ORHED**) when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the address fields (**Name, Addr 1-4, City, St/Prov, Zip/Pstl, Cntry**) were not changed (overridden) in the Order Entry order. Key the customer's state or province. **Valid Values:** A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3) if **Validate State/Province** is **Y** in Systems Options Maintenance (MENU XAFILE). (A 30) Optional

Field/Function Key	Description
Cntry	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field will automatically update the Open Order Header File (**ORHED**) when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to Y and the address fields (**Name, Addr 1-4, City, St/Prov, Zip/Pstl, Cntry**) were not changed (overridden) in the Order Entry order. Key the customer's country. **Valid Values:** A country code defined through Country Name Maintenance (MENU ARFIL2). (A 3) Optional
Zip/Pstl	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field will automatically update the Open Order Header File (**ORHED**) when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the address fields (**Name, Addr 1-4, City, St/Prov, Zip/Pstl, Cntry**) were not changed (overridden) in the Order Entry order. Key the customer's zip or postal code. (A 10) Optional
County	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Key the customer's county. **Valid Values:** A county defined for the customer's state/province through State/Province Codes Maintenance (MENU OEFIL3). (A 30) Optional

Field/Function Key	Description
GeoCode	This field displays only if Vertex is installed and you have selected to use Vertex Taxing through System Options Maintenance (MENU XAFILE). This field automatically displays the geographical code (GeoCode) selected by the Vertex Taxing system. Vertex selects the best-suited, or most applicable, taxing GeoCode based on the information entered in the **City**, **St/ Prov**, and **Zip/Postal** fields and the data in Vertex's own files. If Vertex cannot select a single GeoCode with that information [e.g., if the information is inconsistent such as a keyed City of Daytona (Florida) but a keyed Zip code of Dayton (Ohio)], the GeoCode Selection Screen will be presented. Up to six possible matches for the keyed information will be presented from which you can make a selection. **Note:** Initial file updates to update Distribution A+ files with applicable GeoCode data from Vertex files were performed when first installed via MENU ARMAST. Refer to that menu and the Accounts Receivable setup section of the Infor Distribution A+ Cross Applications User Guide and the Vertex Sales Tax manuals for details. **Important** If a GeoCode cannot be selected and the GeoCode appears as a zero, taxing calculations cannot be performed correctly. It is therefore imperative that data in the Distribution A+ files and the Vertex files is accurate. Display
PO Contact	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field will automatically update the Open Order Header File (**ORHED**) when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. Key the name of the customer's Purchasing contact person. (A 20) Optional

Field/Function Key	Description
Phone (PO Contact)	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. These fields will automatically update the Open Order Header File (**ORHED**) when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. Key the PO Contact's telephone number, which includes the following: • 3-character country access code • 20-character area code and telephone number • 4-character extension number For example: 011 (781) 555-1212 1289 Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is **Y** in Systems Options Maintenance (MENU XAFILE). For more information, refer to Phone and Fax Number Delimiters in the Infor Distribution A+ Cross Applications User Guide. **Valid Values:** Numerals and the following symbols: - ( ) . / (N 3,0 / N 20,0 / N 4,0) Optional
AP Contact	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Key the name of the customer's Accounts Payable contact person. **Note:** If FAX is installed, and you are using the Quadrant FastFax third party product, this field may update automatically through Quadrant's FastFax if you run Update A+ From FastFax via Nickname (MENU AXMAIN) and enter **Y** in the **Update Customer Master File** field. Refer to the Infor Distribution A+ FAX User Guide for details. (A 30) Optional

Field/Function Key	Description
Phone (AP Contact)	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Key the AP Contact's telephone number, which includes the following: • 3-character country access code • 20-character area code and telephone number • 4-character extension number For example: 011 (781) 555-1212 1289 Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is **Y** in Systems Options Maintenance (MENU XAFILE). For more information, refer to Phone and Fax Number Delimiters in the Infor Distribution A+ Cross Applications User Guide. **Default Value:** The phone number specified for the selected customer through Customer/Ship To Maintenance (MENU ARFILE). **Valid Values:** Numerals and the following symbols: - ( ) . / (N 3,0 / N 20,0 / N 4,0) Optional
Sort Word	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field allows you to specify the word(s) to arrange how this customer's order will be sorted on reports. All customer reports will print in alphabetical order in accordance with the sort word entered here. Key the desired sort word. For example, if the customer's name is Tool Supplies, key S (or Supplies) if you want this customer to appear with the "S" categories. If you want this customer sorted by its first name, key T (or Tool Suppl). (A 10) Required

Field/Function Key	Description
Fax	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field if FAX is installed and you plan to fax at least one type of document [**Y** must be entered for one or more of the document types listed on Customer Maintenance Screen 4]. Key the customer's fax number, which includes the following: • 3-character country access code • 20-character area code and telephone number • 4-character extension number For example: 011 (781) 555-1212 1289 Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is **Y** in Systems Options Maintenance (MENU XAFILE). **Note:** If FAX is installed, and you are using the Quadrant FastFax third party product, this field may update automatically through Quadrant's FastFax if you run Update A+ From FastFax via Nickname (MENU AXMAIN) and enter **Y** in the **Update Customer Master File** field. Refer to the Infor Distribution A+ FAX User Guide for details. **Valid Values:** Numerals and the following symbols: - ( ) . / (N 3,0 /N 20,0 / N 4,0) Optional

Field/Function Key	Description
A/R Cust No	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. If desired, you may assign an A/R customer number (to be responsible for payment) to the currently displayed customer, if that displayed customer does not have any open receivables. **Note:** If an A/R customer is assigned to the displayed customer, the credit limit checked (for O/E processing for the displayed customer) will be that of the A/R customer, not the displayed customer (since the A/R customer is responsible for the bill). When an invoice is created for a customer in Order Entry, the A/R customer, not the original customer, is responsible for the open invoice. If more than one customer uses the same A/R customer, the A/R customer is responsible for payment of all invoices. Key the number of the customer to which billing will be submitted. Since every invoice is applied to the A/R customer number, the customer currently being maintained will never have outstanding receivables. **Note:** If EDI is installed, the **Trading Partner ID** field on Customer Maintenance Screen 4 will default to the Trading Partner ID of the customer you entered here. **Valid Values:** A customer number previously defined through this option for any company. This customer number cannot have an account receivable (A/ R) customer number already assigned to it. This field must be blank if assigning a headquarters customer number (**Hdqtr Cust No**). You also may key a question mark in this field to access the customer search. The A/R customer number will appear in this field after you select the reference number next to the desired customer. (N 10,0) Optional/Blank

Field/Function Key	Description
Hdqtr Cust No	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. If desired, you may assign a headquarters customer number to this customer. The purpose of this number is for the printing of Demand A/R Statements through Month End Processing, or Demand A/R Statements. A statement of each customer will be printed, but will be addressed to the headquarters customer. **Valid Values**: A customer number previously defined through this option for any company. This field must be blank if an **A/R Cust No** has been assigned. You also may key a question mark in this field to access the customer search. The headquarters customer number will appear in this field after you select the reference number next to the desired customer. (N 10,0) Optional/Blank
A/R Call Rep	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to enter the ID of the call representative you wish to assign to review this customer. When Workflow Management is installed, this field references the ***AR-REP Recipient Code** that is used to generate alerts. The ***AR-REP** recipient code is used as a default in a message for the GN101 - Order Placed on Hold alert and is available for selection as a recipient in other alerts as well. To use the Infor OS Portal workflow notification that an order has been placed on hold, the customer number must have a valid A/R Call Rep. Key the appropriate A/R call rep ID. **Valid Values**: A valid A/R call representative entered in A/R Call Reps Maintenance (MENU ARFIL2). (A 6) Optional

Field/Function Key	Description
Corp Group	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Key the code of the corporate group to which you want to add a customer. Corporate groups are groups of individual customers that have an attribute in common. You can view the following data analyses for corporate groups in MENU SAMAIN: • Customer Comparison • Customer/Item Analysis • Item/Customer Analysis A change in customer affiliation from one corporate group to another means that all sales attributed to the customer before the change will be recorded thereafter as contributing to the sales of the customer's new corporate group. **Valid Values:** A corporate group as defined in Corporate Groups Maintenance (MENU SAFILE or MENU ARFIL2). (A 10) Optional

Field/Function Key	Description
Rvw Every Days	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to enter the number of days you wish to review this customer from their last contact date. This field is used to override the **Rvw Customers every days** default assigned for customers in A/R Company Options Maintenance (MENU XAFILE). The number you key in this field will be added to the last contact date in order to calculate the next review date for this customer. For example, the last contact date for a customer is July 15 and you have assigned this customer to be reviewed every 30 days. If no comments exist for this customer, Distribution A+ will calculate the next review date as August 15. (Net Review Date = Last Contact Date + Review Every Days.) Key the number of days you wish to review this customer from their last contact date. **Note:** If this field is left blank, the days used to calculate the next review date for this customer will be retrieved from the days you entered in the **Review Customers every days** field in A/R Company Options Maintenance (MENU XAFILE). (N 3,0) Optional

Field/Function Key	Description
Dft Ship To	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Once you have set up a customer and assigned a ship-to address to that customer, you may enter the ship-to code here to be used as the default ship- to address that displays during Enter, Change & Ship Orders MENU OEMAIN) when entering an order for this customer. This default may be accepted or overridden. If you leave this field blank, you can still select a ship-to address during order entry that has been assigned to the customer; this field simply omits that step and displays the address for you. **Note:** A valid value for this field is a previously defined ship-to number, however, this field will accept any value. If you enter a ship-to number that has not been added, it is not until you enter an order through Enter, Change & Ship Orders (MENU OEMAIN) that a message will display informing you that the ship-to entered is invalid; therefore, be sure the ship-to entered here is valid. **Valid Values:** Must be a ship-to number previously defined (A 7) Optional
Lst Crd Rpt	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to enter the date of this customer's last credit report, if a credit check has been completed for this customer. This field will be used as the default for this customer's last recorded credit check. Key the appropriate date. **Valid Values:** Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional

Field/Function Key	Description
Sales Reps 1, 2 & 3	In change mode, you will be allowed access to these fields only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field reflects the sales representatives (up to three) for this customer. These fields will automatically update the Open Order Header File (**ORHED**) when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to Y and the field was not changed (overridden) in the Order Entry order. Key the primary sales representative for this customer. Key the secondary sales representative for this customer (optional). Key the third (tertiary) sales representative for this customer (optional). **Valid Values:** Any sales representative defined through Sales Representative File Maintenance (MENU SAFILE) for this company (N 5,0) Required for the first sales representative only

Field/Function Key	Description
Cnsld Bill Code	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field represents the consolidated bill code you wish to assign to this customer. Assigning a consolidated bill code will allow you to group customers into 'like' consolidation groups for consolidated invoices. For example, if a bill code of "BI" is set up in Consolidated Bill Code Maintenance (MENU ARFIL2) for invoices that are to be consolidated bi- weekly, all customers who have their invoices consolidated bi-weekly would then be grouped together and assigned a "BI" bill code. Additionally, a consolidated bill code cannot be assigned to a customer that has been assigned either A/R split terms or an. A/R customer number. If an A/R customer number has been assigned to a customer and the A/R customer has been assigned a bill code, then the terms for the customer must equal the A/R customer number's terms code. Key the appropriate consolidated bill code. **Note:** This field will be protected if the selected customer has consolidated invoices which are on hold or status 4-Ready for Consolidated Invoice. If a customer master bill code is changed here, any open orders for this customer that are status 3 or lower will be assigned the new bill code through the Re- assignment Audit Program. Open orders with no bill code assigned or assigned the multi-warehouse split code are not affected by the audit program. **Valid Values:** A consolidated bill code defined through Consolidated Bill Code Maintenance (MENU ARFIL2) for this company. (A 2) Optional

Field/Function Key	Description
Chk Prd Rstr	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information in the Infor Distribution A+ User Security User Guide. Use this field to indicate if you want this customer to be checked for product restrictions placed on items. Product restriction codes are defined through Product Restriction Codes Maintenance (MENU OEFIL2) and are assigned to an item through Item Master Maintenance (MENU IAFILE). In addition to the variables of the product restriction code, an alternate method is to create a Customer Authorizations File [through Customer Authorizations Maintenance (MENU OEFIL2)] for this customer with this product restriction code, allowing or denying the customer's request depending on the code's parameters. Key **Y** to have Distribution A+ check product restrictions for this customer during order entry (before allowing the customer to purchase a restricted item) to determine if this customer will be allowed to purchase the restricted item. If Y**,** the Customer Authorizations File will be searched to see if a record exists. If one exists, the customer will be either granted or denied authority. If no customer authorization exists, the restriction code variables will then be checked. Key **N** if you do not want this customer to be checked for product restrictions. The Customer Authorization File will not be searched, unless the **Mandatory** field in Product Restriction Codes (MENU OEFIL2) has been defined as **Y**. If this is the case, this customer will still be subject to the authorization check. Key **S** if you want the product restriction check to occur at the ship-to level when a ship-to number is provided for the sales order. If no ship-to number is provided in the sales order, the customer information will be used for the product restriction checking. See the Ship To File Maintenance Screen 1. **Note:** If you define a ship-to record for this customer, the value you enter in this field is used as the default on the Ship To File Maintenance Screen 1. If **S** is keyed in this field, **Y** displays in the Chk Prd Rstr field on the Ship To File Maintenance Screen 1. You may override the default value, if desired, at the ship-to level. **Default Value:** Y **Valid Values:** Y, N, S (A 1) Required

Field/Function Key	Description
Class	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field refers to how you want to classify this customer. These fields will automatically update the Open Order Header File (**ORHED**) when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. Key the class and sub-class (if any) of this customer. For example, you might have customer class 01 defined as High Volume Accounts for those customers who place orders frequently. If this customer fits that description, key 01. If a sub-class is defined, key the sub-class defined for this customer class (i.e., the customer class might be 01 for High Volume Accounts, and the sub- class might be defined as D for Distributors). If the sub-class is left blank, only the customer class is used for this customer. A number of reports can be run by selected customer classes/sub-classes. **Valid Values:** Any customer class defined through Customer Classes Maintenance (MENU ARFILE) for this company (A 2/A 2) Required

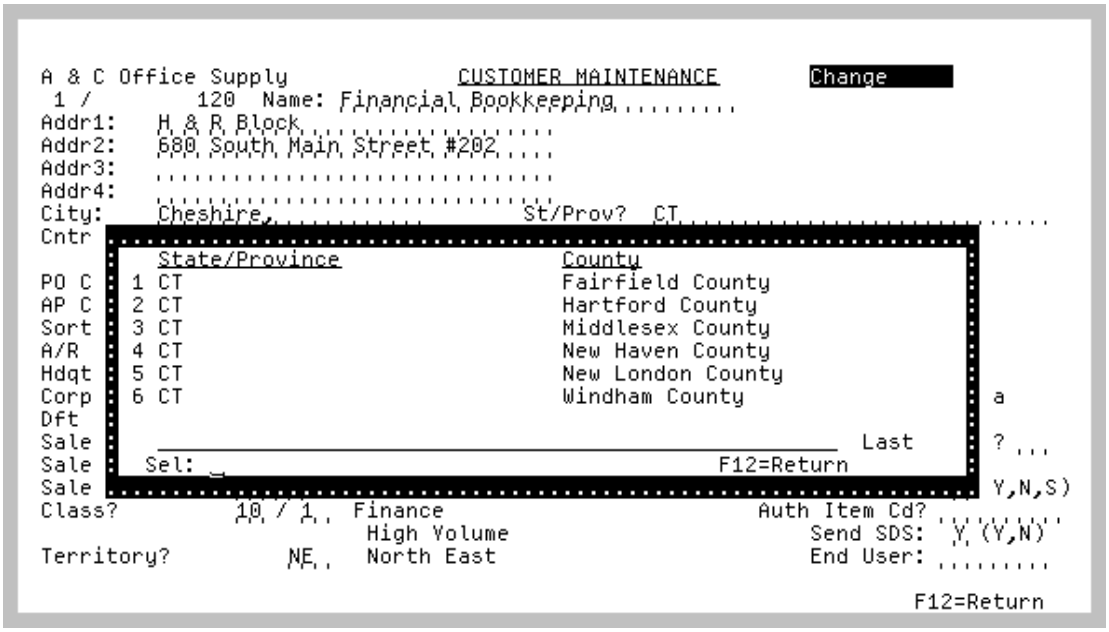
Field/Function Key	Description
Auth Item Cd	This field allows you to assign an Authorized Item Code (AIC) to a customer. An AIC allows you to designate which items or item classes/ subclasses you want your customers (or ship-to's) to be authorized to purchase. To assign an AIC to a ship-to level, refer to the Ship To File Maintenance Screen 2. Key an AIC to assign to this customer. This customer will then be able to only order items or item classes/subclasses that exist on this AIC, as defined through Authorized Item Codes Maintenance (MENU OEFIL3). Key ***CONTR** as the AIC to allow the customer to only order items for which a current contract has been set up. ***CONTR** is valid only if the **Use Customer Contracts** field is set to **Y** in Order Entry Options Maintenance (MENU XAFILE). **Note:** If a customer level AIC is entered only in this field and not at the customer ship-to level, the system will use the customer level value to determine if the customer is allowed to purchase the items and/or item classes/subclasses. If both a customer level AIC and customer ship-to level AIC is entered, the ship-to level AIC (entered on the Ship To File Maintenance Screen 2) will be used to determine if the items and/or item classes/subclasses can be purchased. Additionally, if the product is restricted and product restrictions are being checked for the customer, then regardless if the items and/or item classes/subclasses are defined for the AIC at either level (customer or customer ship-to), the customer or customer ship- to will not be allowed to purchase them. **Valid Values:** An AIC defined through Authorized Item Codes Maintenance (MENU OEFIL3), or ***CONTR**. (A 10) Optional

Field/Function Key	Description
Send SDS	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. If using the Safety Data Sheet (SDS) feature, as determined through Order Entry Options Maintenance (MENU XAFILE), use this field to identify if you want to be notified to send an SDS to this customer the first time an “SDS” item is ordered, or since an SDS revision has occurred. An item is considered to be an “SDS” item if the **SDS Date** field in Item Master Maintenance (MENU IAFILE) contains a value. **Note:** You may also specify to send an SDS at the ship-to location level; see the Ship To File Maintenance Screen 1. Key **Y** if you want to be notified to send an SDS to this customer. A message (****SDS****) will print on documents (i.e. Pick Lists, Invoices, etc.), if indicated through Order Entry Options Maintenance (MENU XAFILE), alerting you to the fact that this customer requires an SDS. Key **N** if it is not required that this customer receive an SDS. A message (****SDS****) will not print on documents (i.e. Pick Lists, Invoices, etc.) for this customer. One reason this field might be **N**, is for Warehouse Transfer Customers, which are really another warehouse. **Note:** If you define a ship-to record for this customer, the value you enter in this field is used as the default on the Ship To File Maintenance Screen 1. You may override the default value, if desired, at the ship-to level. **Default Value:** N (A 1) Required

Field/Function Key	Description
Territory	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field represents the territory for which the sales representative is responsible. The sales territory assigned to this customer is used to record sales dollars for Sales Analysis. This field will automatically update the Open Order Header File (**ORHED**) when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. Key the appropriate territory. **Valid Values:** Any territory defined through Territories File Maintenance (MENU SAFILE) for this company (A 3) Required
End User	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify a number to identify the customer for processing rebates to the vendor. For Kimberly-Clark rebates, this value is assigned by Kimberly-Clark to customers that purchase their items. This field fills the **KC_ENDU** field of the electronic filing formats for extracted rebates using the paper industry formats. (N 8,0) Optional
F5=Vertex Tables	**Note:** This key displays only if using the Vertex Interface and selected to use Vertex taxing through System Options Maintenance (MENU XAFILE). Press **F5=VERTEX TABLES** to access the Vertex Tax Decision Maker Screen, which allows you to maintain important tax table information. To learn more about the maintenance and use of this screen and subsequent ones, refer to the Vertex Sales Tax manual.
F12=Return	Press **F12=RETURN** to return to the Customer/Ship To File Maintenance Screen without saving any additions or changes made to this screen.

Field/Function Key	Description
Enter	Press **ENTER** to confirm your selections. The Customer Maintenance Screen 2 will appear.

County Selection Window



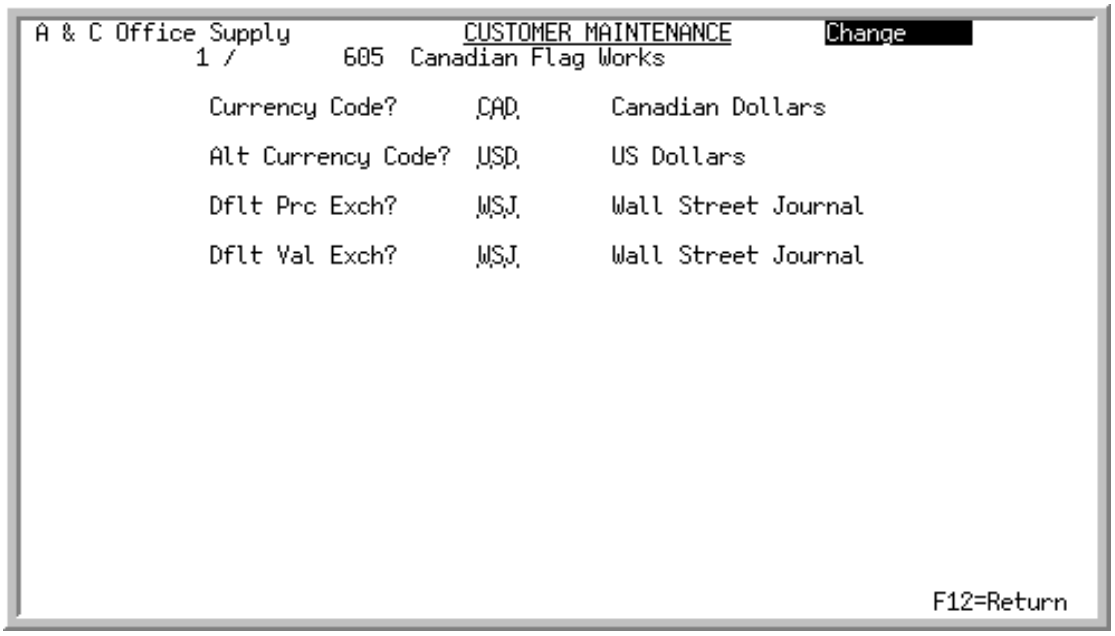
This screen appears after keying a question mark in the **County** field on the Customer Maintenance Screen 1. Use this screen to select the specific county of the state where the customer is located.

County Selection Window Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field represents the selection number for the corresponding county displayed on this screen. A number in this column may be entered in the **Sel** field to select the corresponding county. Display
State/Province	The name of the state/province selected for this customer on the Customer Maintenance Screen 1. Display
County	The county of the state or province that has previously been defined. Counties are created within the specific states in State/Province Codes Maintenance (MENU OEFIL3). Display
Sel	Use this field to select a county and assign it to the customer. Key the selection number from the reference column of the county to be assigned. (A 2,0) Optional

Field/Function Key	Description
F12=Return	Press **F12=RETURN** to return to the Customer Maintenance Screen 1 without selecting a County.
Enter	Press **ENTER** to confirm your selection. The Customer Maintenance Screen 2 will appear.

Customer (Currency) Maintenance Screen



This screen appears after you press **ENTER** on the Customer Maintenance Screen 1 only if International Currency is installed. Use this screen to specify currency information for the customer.

You must enter a currency in the **Currency Code** field, since this currency is retrieved as the customer's currency on many screens. To allow all users to enter orders for this customer in another currency, enter that currency code in the **Alt Currency Code** field.

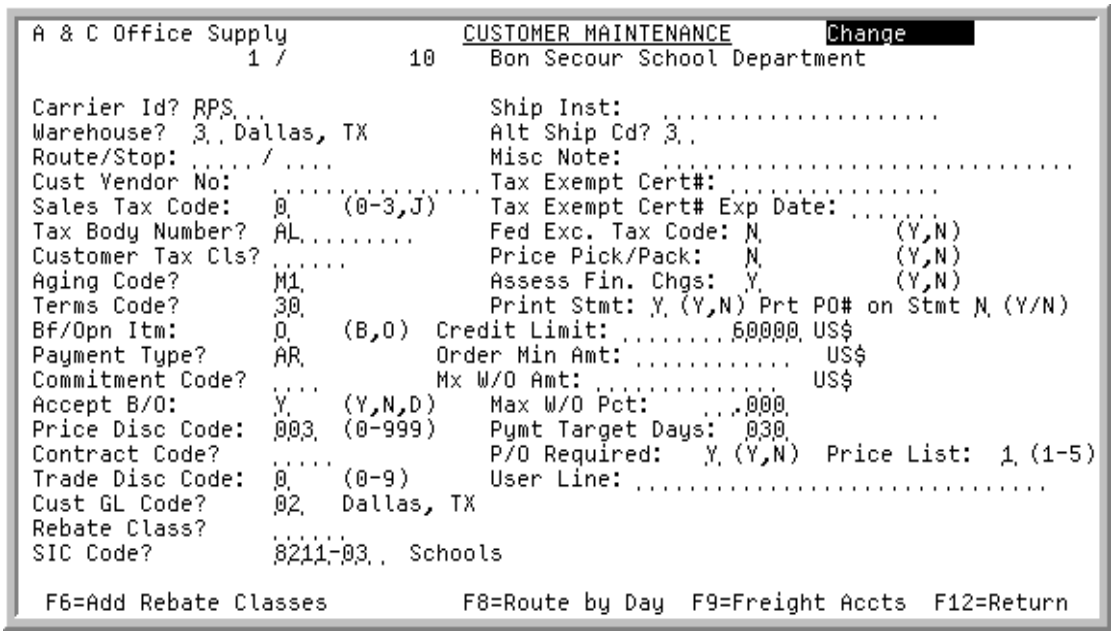
You can allow users to enter orders in any currency or restrict them to the two currencies specified on this screen. For more information, refer to the explanation of International Currency Options (MENU ICFILE).

Customer Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Currency Code	Use this field to specify the currency that typically is used for this customer's orders. Key a currency code. You cannot change the **Currency Code** if any of the following exists for this customer: • open order • order history • A/R open invoice • A/R invoice history **Default Value:** The local currency specified for this company through International Currency Options Maintenance (MENU ICFILE). **Valid Values:** A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE) (A 3) Required
Alt Currency Code	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify a second order currency for this customer. Any user can enter orders in this currency or the currency in the **Currency Code** field. Key a currency code. **Valid Values:** A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE) (A 3) Optional

Field/Function Key	Description
Dflt Prc Exch	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify the source of the exchange rate to be used when converting prices or this customer. A price is converted if a price defined by currency and country is not found for the item. Key an exchange code. **Default Value:** The default exchange code specified for this company through International Currency Options Maintenance (MENU ICFILE). **Valid Values:** An exchange code defined through Currency/Exchange Codes Maintenance (MENU ICFILE) (A 3) Required
Dflt Val Exch	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify the source of the exchange rate to be used when determining the local equivalent of values for this customer's orders. Key an exchange code. **Default Value:** The default exchange code specified for this company through International Currency Options Maintenance (MENU ICFILE) **Valid Values:** An exchange code defined through Currency/Exchange Codes Maintenance (MENU ICFILE) (A 3) Required
F12=Return	Press **F12=RETURN** to return to the Customer/Ship To File Maintenance Screen without saving any additions or changes made to this screen.
Enter	Press **ENTER** to confirm your selections. The Customer Maintenance Screen 2 will appear.

Customer Maintenance Screen 2



This screen appears after you press **ENTER** on the Customer Maintenance Screen 1.

Use this screen to add or change additional information pertaining to the customer. Some of the values defined here become the default values when entering an order for this customer in Enter, Change & Ship Orders (MENU OEMAIN). You may accept or override the defaults at that time.

Customer Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Carrier Id	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to select the type of carrier preferred for this customer. Carrier codes allow you to identify the carrier that will deliver the customer's orders and are defined through Carrier Codes Maintenance (MENU OEFIL2). The value entered in this field will be used as the default for this customer during Order Entry and may be accepted or overridden at that time. **Note:** If a carrier is entered in both the Customer Master File and Customer/Ship To File, the Carrier in the Customer/Ship To File takes precedence when a ship-to is keyed during order entry. This field will automatically update the Open Order Header File (**ORHED**) when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. Key the carrier for which orders for this customer will be shipped. Key ***NONE** (system defined) if a carrier has not been defined. **Valid Values:** Any valid carrier code or ***NONE** (A 5) Required
Ship Inst	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field identifies the form of transportation to be used when sending a shipment. This form of transportation will appear as the default Ship Via in Order Entry. You may accept or override this field when the order is entered. This field will automatically update the Open Order Header File (**ORHED**) when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. (A 20) Optional

Field/Function Key	Description
Warehouse	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. When changing this default warehouse, only new orders (not existing or history orders) or this customer/ship to will use this new warehouse as the default warehouse. Once this default warehouse is changed, any new orders created for the customer/ship-to will use this newly assigned warehouse as the default warehouse on the order header (although as always, it may be changed before items are added to the order); and the warehouse used for an order impacts a number of variables on that order. For example, warehouse level prices (including any International Currency prices), taxing details, the default ordering unit of measure, special order/drop ship flags, backorder allowance flags (based on release), etc. could all be different for each item, depending on the warehouse from which it is being ordered. Therefore, changing a customer/ship-to default warehouse could result in the customer/ ship-to seeing new/different values when placing new orders. When International Currency is installed, it is recommended that the default warehouse you specify for this customer/ship-to be one whose company uses the same currency as the company for which this customer/ship-to was defined. This will prevent currency conflicts which can occur when you enter an order for a company with a currency different from that of the warehouse that stores the items. If changing the customer/ship-to default warehouse, you may also want to evaluate, for that customer/ship-to, if any other fields should be changed as well. For example, you may want to also review/change fields such as the following, which might be impacted by the new warehouse's physical location in relation to the customer/ship-to location: • alternate ship code • route/stop (including route by day) • FOB code assigned • carrier assigned • freight account numbers (added at later releases), which could be defined by wh

Field/Function Key	Description
Warehouse Continued	Other things to consider checking should include anything which may have been previously created for the customer/warehouse relationship, such as: • Customer Inventory Reservations (CIRs) which could be established per warehouse (MENU OEFILE) • Product Restriction Code (MENU OEFIL2) which could be established for just some warehouses (and for which a co/customer authorization record may exist) • Extended Item Comments (EICs) (defined via MENU IAFILE) which could be co/customer/wh specific (based on System Options, MENU XAFILE) • Tax Overrides (MENU OEFIL2) which could be co/customer/wh specific • Rebates (MENU OERFILE) which could be co/customer/wh specific • Automatic Order Charges (MENU OEFIL3) which could be co/customer/ wh specific • Automated Invoicing (MENU OEFIL3) which could be co/wh specific for a group of customer classes/commitment codes/etc. • If using wh level security (MENU XASCTY), there might be security changes needed to ensure data for this new customer/wh can be accessed/ viewed/etc. • If you have the Consignment module, you can also determine if any consignment information should be changed (e.g., Customer Consignment Item Balance entries, MENU CNFILE). • Etc. Key the warehouse from which orders for this customer are usually shipped. **Note:** This field may also be updated via Offline Customer/Ship to Maintenance (MENU ARMAST). **Default Value:** The default warehouse defined for the default company through Authority Profile Maintenance (MENU XASCTY). (A 2) Required

Field/Function Key	Description
Alt Ship Cd	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field may be used to assign an alternate ship code to this customer for which alternate shipping warehouses have been defined. Alternate ship codes and their corresponding alternate shipping warehouses are defined through Alternate Shipping Warehouses Maintenance (MENU OPEFIL2). When entering an order through Enter, Change & Ship Orders (MENU OEMAIN), if you entered an alternate ship code in this field for this customer, or in the customer ship-to and/or warehouse record, a function key will display during order entry which provides you with the alternate shipping warehouses defined for the alternate ship code entered. Key the code which denotes the alternate shipping route for this customer. (A 2) Optional
Route/Stop	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed access to this field, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. These fields will automatically update the Open Order Header File (**ORHED**) when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. Key the route and stop number for this customer. Route numbers can be used to schedule deliveries or planned pick ups. To specify the route and stop for the customer by the day of the week, see **F8=ROUTE BY DAY**. **Note:** If using route/stop numbers in Order Entry, route numbers will print on the Manifest Report, which prints after generating invoices through Print Invoices (MENU OEMAIN). The Manifest Report prints only if route/stop numbers are being used. (A 4/N 3,0) Optional

Field/Function Key	Description
Misc Note	Use this field to enter a note that pertains to the shipment. This note will print on the customer's invoice. This field will automatically update the Open Order Header File (**ORHED**) when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. (A 30) Optional
Cust Vendor No	Use this field to enter a customer vendor number that will be used on the invoice that is sent to a customer. This number represents the Distribution A+ company (that would be present on the customer's system) that is entering the customer order through Enter, Change & Ship Orders (MENU OEMAIN). This number will have no validity check within Distribution A+. (A 15) Optional
Tax Exempt Cert #	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. If you key **1**, **2**, or **3** in the **Sales Tax Code** field, it is recommended that you provide a tax exemption certificate number. Key the tax exemption certificate number. Apart from a requirement for non- taxable orders, keying this number also enables tax override exemptions created through Tax Overrides Maintenance (MENU OEFIL2). **Note:** This field is not used if you have installed Vertex taxing software and activated it through System Options Maintenance (MENU XAFILE). (A 15) Optional

Field/Function Key	Description
Sales Tax Code	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This is the default sales tax exemption code for this customer. It is used for orders created for this customer in Order Entry. This code also applies to Point of Sale orders entered through Point of Sale Entry (MENU PSMAIN). The Tax Code and Re-use Code assigned to individual items through Item Master Maintenance (MENU IAFILE) and Item Balance Maintenance (MENU IAFILE) are used in conjunction with this code to determine which items on the order are taxable. Key **0** if this customer is taxable. All items with a tax code of 0 are taxed. All items with a tax code of 1, 2 or 3 will not be taxed. The re-use code of any item is disregarded. Key a **1**, **2** or **3** if this customer is tax-exempt in one of three categories. You determine what each of these three categories represent. All items on the order are not taxed, even if the item is taxable, and regardless of the item's re-use code. If you key 1, 2 or 3 in this field, it is recommended that you also key a tax exemption certificate number in the **Tax Exempt Cert#** field. Key **J** (for jobber) to tax this customer based on the re-use code of the individual items ordered. All items with a tax code of **0** and a re-use code of **Y** are taxed. All items with a tax code of **0** and a re-use code of **N** are not taxed. All items with a tax code of **1**, **2**, or **3** are not taxed. **Note:** This field is not used if you have installed Vertex taxing software and activated it through System Options Maintenance (MENU XAFILE). Override tax exemptions may be created at a variety of levels through options available on MENU OEFIL2. Which levels are used when Distribution A+ is determining the tax status of orders entered through order entry or off-line order entry depends on the selections made through Order Entry Options Maintenance (MENU XAFILE). **Default Value:** 0 (A 1) Required

Field/Function Key	Description
Tax Exempt Cert # Exp Date	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. If you key **1**, **2** or **3** in the **Sales Tax Code** field, it is recommended that you provide a tax exemption certificate number expiration date. Key the expiration date, if any, for the tax exemption certificate number you key in the **Tax Exempt Cert #** field. **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Tax Body Number	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This is the code that represents the taxing jurisdiction for which an order is placed by this customer. This field will automatically update the Open Order Header File (**ORHED**) when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. For warehouse transfer customer records, select the Tax Body Number created for the warehouse transfer company through Setup Warehouse Transfer Options (MENU POMAST). This tax body prevents sales tax incorrectly being assessed to inter-company warehouse transfer orders. Key the tax jurisdiction code for the customer. **Note:** This field is not used if you have Vertex taxing software installed and you selected to use Vertex taxing through System Options Maintenance (MENU XAFILE). **Valid Values:** Any tax body code defined through Tax Body Maintenance (MENU OEFILE), which applies to all companies (A 10) Required

Field/Function Key	Description
Fed Exc. Tax Code	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field determines if federal excise tax is applicable for an order placed by this customer. Key **Y** if this customer is to be charged federal excise tax. Key **N** if federal excise tax is not to be charged to this customer. **Note:** This field is not used if you have Vertex taxing software installed and you selected to use Vertex taxing through System Options Maintenance (MENU XAFILE). **Default Value:** N (A 1) Required
Customer Tax Cls	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. A customer tax class in this field requires a tax exemption certificate number in the **Tax Exempt Cert #** field. Refer to MENU OEFIL2 in the Infor Distribution A+ Order Entry User Guide for details about tax override exemptions, customer tax classes, and item tax classes. Key the customer's tax class to indicate the customer is part of a defined class to which specific tax overrides apply. **Note:** This field is not used if you have Vertex taxing software installed and you selected to use Vertex taxing through System Options Maintenance (MENU XAFILE). **Valid Values:** Any customer tax class defined through Customer Tax Classes Maintenance (MENU OEFIL2). (A 5) Optional

Field/Function Key	Description
Price Pick/Pack	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field determines if item prices should print for the indicated customer on Pick Lists and Pack Lists. **Note:** The company determination as to whether prices will be included for the indicated company is determined through Order Entry Options Maintenance (MENU XAFILE). Key **Y** to have the prices print on the customer's Pick Lists and Pack Lists. Key **N** if you do not want to have the prices print. (A 1) Required
Aging Code	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Key the code that reflects how you want this customer's invoices aged. **Valid Values:** An aging code defined through A/R Aging Codes Maintenance (MENU ARFILE) for this company (A 2) Required

Field/Function Key	Description
Assess Fin. Chgs	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field correlates with the **Aging Code** field. When adding an aging code through A/R Aging Codes Maintenance (MENU ARFILE), you specify for that aging code if finance charges are to be assessed for overdue payments. You then have the option through this field to override that value for this customer only. When Distribution A+ calculates finance charges during Month End Processing (MENU ARMAST), the value keyed here determines if finance charges are assessed for the customer, regardless of the aging code. Key **Y** to assess finance charges for this customer. Key **N** if you do not want finance charges assessed for this customer. **Default Value:** If you leave this field blank, the default you keyed in the **Assess Finance Chg** field defined for the aging code through A/R Aging Codes Maintenance (MENU ARFILE) will display in this field. (A 1) Required

Field/Function Key	Description
Terms Code	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. The terms code determines when payment is due, and whether a discount applies. Key the default terms code for this customer. This terms code will be used when creating an order for this customer through Enter, Change & Ship Orders (MENU OEMAIN), and may be accepted or overridden at that time. **Note:** If the selected customer for which you are changing the **Terms Code** also has a **Cnsld Bill Code** on the Customer Maintenance Screen 1, the Re-assignment Audit Program will automatically run and update the **Terms Code** and the **Cnsld Bill Code** fields in the Order Header File (**ORHED**) with the changed information. **Note:** This field will be protected if the selected customer has consolidated invoices which are on hold. In such a case, this field can only be updated when those same consolidated invoices on hold are released through Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN). **Valid Values:** Any code defined through A/R Terms Codes Maintenance (MENU ARFILE) for this company. (A 2) Required
Print Statement	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field determines if a Demand A/R Statement will be generated for this customer when you run month-end. Key **Y** if you want a monthly statement generated for this customer. Key **N** if you do not want a monthly statement generated for this customer. If you select **N**, you cannot generate monthly statements or statements on demand (MENU ARREPT) for this customer, nor can you elect to print or fax Demand A/R Statements from Customer Maintenance Screen 4. **Default Value:** Y (A 1) Required

Field/Function Key	Description
Prt PO# on Stmt	Use to print the customer purchase order on the statement as a second detail line for each invoice. This field is considered when the Account Receivable Options (MENU XAFILE) **Print PO Number on Statement** field is set to N which sends the control to the customer master level. If no purchase order number exists (i.e. the field is blank), the line will be skipped. The purchase order number is preceded by the heading text **Cust PO #** . **Note:** For headquarter customers, the control to print or not is based on the value established for the customer number designated as the headquarters account. Values at the subsidiary accounts will be ignored. Key **Y** to print the customer purchase order number on the statements for this customer as a second detail line. Key **N** to not print purchase order numbers on this customer's statements. **Default Value:** N **Valid Values:** Y/N (A 1) Required

Field/Function Key	Description
Bf/Opn Itm	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Aging of open invoices for a customer may be performed in two different ways, based on whether you define this customer as a balance forward customer or open item customer. Key **B** to define this customer as a balance forward customer. For a balance forward customer, individual invoices are combined for each aging period. The amounts of open invoices in each aging period prior to the current period are combined into one balance forward aging summary invoice. **Note: B** is only allowed if in Accounts Receivable Options Maintenance (MENU XAFILE) you keyed a **Y** in the **Any Bal. Fwd Cust.** field. Key **O** to define this customer as an open item customer. For an open item customer, open invoices are retained individually in each aging period. Customer payments may be applied to individual open invoices, regardless of the aging period for the invoice. Individual invoices are not posted to A/R history until they have been paid in full. **Default Value:** O (A 1) Required

Field/Function Key	Description
Credit Limit	You will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify the currency limit of credit for this customer. When an order is being created for a customer through Enter, Change & Ship Orders (MENU OEMAIN), a credit check calculation determines the total credit used by the customer and then compares the total amount calculated to the credit limit entered in this field. A credit check is not performed on orders with a zero order value, on orders whose terms code is set to exclude credit checking, or on orders whose payment type is set to not update AR; also, futures, blankets, quotes, and masters are excluded from credit checking. The values used to calculate the total credit used are based on the value specified in the **Include Future Invoices in Credit Limit Check** field in Order Entry Options Maintenance (MENU XAFILE). Refer to this option in the Infor Distribution A+ Cross Applications User Guide for the specific calculations. Key the currency limit of credit. For unlimited credit, key 99999999999. **Important:** If you leave this field blank, zero is assumed as the credit limit and most orders will be placed on Credit Hold (CR). However, because the credit check is a calculation, any negative AR totals for a customer (e.g., due to returns) could result in new orders not being placed on CR hold if, when totaled into the AR, they do not exceed this zero credit limit. You will receive a warning on the Order Header Screen in Enter, Change & Ship Orders (MENU OEMAIN) if you are entering an order and the customer is over their credit limit or if no credit limit has been set. You can also review a customer's credit limit and other credit information during order entry through a function key on the Order Header Screen. When International Currency is installed, the credit limit value assigned to the customer is maintained in the customer's default currency if it is different than the company's local currency. The local currency equivalent appears beside the trading currency amount, and the currency symbol will display to the right of the values. For unlimited credit limit values of 99999999999, a currency conversion will not be performed. (N 11,0) Optional

Field/Function Key	Description
Payment Type	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This is the accepted method of payment allowed for this customer when placing an order. It is used to determine if a customer is making a cash payment, credit card payment, or if the payment is on account. Key the payment code for this customer that defines the type of payment allowed, if it is different than the default that displays. For warehouse transfer customer records, select the Payment Type created for the warehouse transfer company through Setup Warehouse Transfer Options (MENU POMAST). This payment type prevents A/R records from erroneously being created during Day-End Processing (MENU XAMAST). **Valid Values:** Any payment code defined through Payment Types Maintenance (MENU OEFILE) for this company. **Default Value:** The value defined through Order Entry Options Maintenance (MENU XAFILE). (A 2) Required

Field/Function Key	Description
Order Min Amt	This field appears only if the **Check Order Minimum Hold** field is set to Y in Order Entry Options Maintenance (MENU XAFILE). In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field is used to specify the minimum amount below which this customer's orders will be automatically put on hold based on criteria described in the **Ord Min** field on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN) of the Infor Distribution A+ Order Entry User Guide. Once the value of the order meets or exceeds this amount, the order minimum hold will be automatically released. In addition to specifying an order minimum amount for a customer, you can specify an order minimum amount for a customer ship-to address on the Ship To File Maintenance Screen 1 and for a company through Order Entry Options Maintenance (MENU XAFILE). When determining the minimum order amount to use, the system uses the following hierarchy: • customer ship-to address • customer • company Authorized users can manually release an order minimum hold through Release Held Orders (MENU OEMAIN) even if the order is below the minimum you have defined in this field or set through Order Entry Options Maintenance (MENU XAFILE). Key the minimum amount required, below which this customer's order will be placed on hold. If International Currency is installed and activated, key the amount in the customer's currency. The local currency equivalent will display beside the trading currency amount, and the currency symbol will display to the right of the values. **Valid Values:** This field cannot be negative. (N 11,0) Optional

Field/Function Key	Description
Commitment Code	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field is used to assign a customer commitment code to this customer. Customer commitment codes group your customers according to how you want inventory to be committed for orders. Once customer commitment codes are defined, you have several ways to use them. One option is to combine one or more of them with an item commitment code in the Inventory Commitment Matrix (MENU OEMAST) so that you can manually commit or uncommit inventory for a particular combination of customers and items through Inventory Commit/Uncommit (MENU OEMAST). Another option is to use the customer commitment code while automatically committing inventory through Automatic Backorder Release (MENU OEMAST). Here the customer commitment code is used to select backorders for release. Finally, you can use customer commitment codes to identify which pick lists to print (through Pick Lists [MENU OEMAIN]) or invoices to print (through Invoices [MENU OEMAIN]). Key the customer commitment code to be used for this customer. **Valid Values:** Any customer commitment code defined through Customer Commitment Code Maintenance (MENU ARFIL2) for this company. (N 3,0) Optional

Field/Function Key	Description
Max W/O Amt	This field appears only if EDI is installed. In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Key the maximum amount of an invoice that can be automatically written off as an adjustment after payments have been received through EDI and applied to this customer's account. The balance is written off only if it is less than or equal to all of the following values: • Maximum write-off amount for this customer (specified in this field) • Maximum write-off percent for this customer (specified in the **Max W/O Pct** field) • Maximum write-off percent for all customers [specified in EDI Options (MENU EIMAIN)] • Maximum write-off amount for all customers (specified in EDI Options) (N 13,0) Optional
Accept B/O	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field indicates whether or not this customer allows you to backorder items. Key **Y** if this customer accepts backorders. Key **N** if this customer does not allow backorders. If the customer does not accept partial shipment, an "**H**" will default on the Second Header Screen during O/E for this customer. The entire order will be put on hold until it can be shipped complete. Key **D** to delete any items that cannot be shipped from the order. Any items on the order that cannot be shipped are deleted; only items that can be shipped remain on the order. Unshippable quantities will be deleted after the order is invoiced. **Default Value:** Y (A 1) Required

Field/Function Key	Description
Max W/O Pct	This field appears only if EDI is installed. In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Key the maximum percent of an invoice amount that can be automatically written off as an adjustment after payments have been received through EDI and applied to this customer's account. The balance is written off only if it is less than or equal to all of the following values: • Maximum write-off percent for this customer (specified in this field) • Maximum write-off amount for this customer (specified in the Max W/O Amt field) • Maximum write-off percent for all customers [specified in EDI Options (MENU EIMAIN)] • Maximum write-off amount for all customers (specified in EDI Options) (N 5,3) Optional
Price Disc Code	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This is the price discount code [defined for a price class through Price Matrix Maintenance (MENU OEPRCE)] for the pricing matrix that you want associated with this customer. The code that you assign to this customer is used to classify the customer for Distribution A+ pricing functions using the price matrix. There are 999 possible customer price discount codes for discount, markup, and gross margin percentages that may be assigned to a customer. Key the price discount code for this customer. **Valid Values:** 0 through 999 (N 3,0) Optional

Field/Function Key	Description
Pymt Target Days	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Payment is preferred from this customer within the number of days specified here. It is not used for aging or determining overdue invoices, but is used for forecasting cash receipts on the A/R Cash Forecast Report. The A/R Cash Forecast Report may be based on the days keyed here and therefore will print the expected amount of incoming cash to be received based on the customer's payment target days. Key the payment target days to be used for this customer. (N 3,0) Optional
Contract Code	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This is the customer contract code for the contract pricing that you want associated with this customer. The contract code that you assign to this customer is used to classify the customer for contract pricing functions. Key the customer contract code for this customer. **Valid Values:** A valid code defined through Customer Contract Code Maintenance (MENU OEPRCE). (A 4) Optional

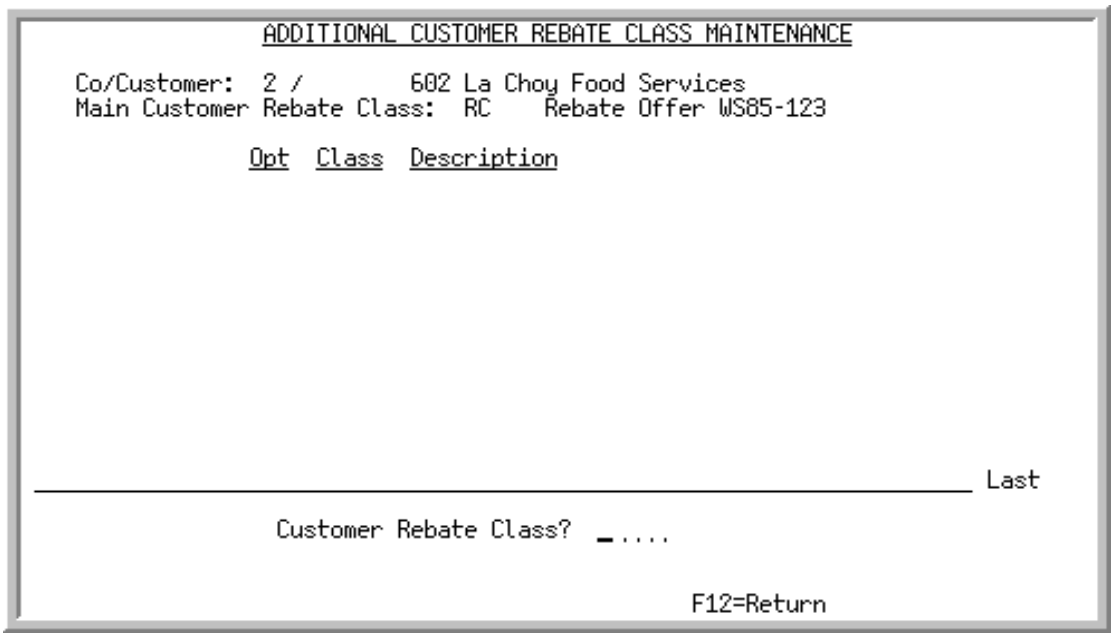
Field/Function Key	Description
P/O Required	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field determines whether a purchase order number must be specified when entering orders for this customer through Enter, Change & Ship Orders (MENU OEMAIN). Key **Y** to require the entry of a purchase order number. Key **N** if purchase order numbers are not required. **Valid Values:** Y if EDI will be used. **Default Value:** N (A 1) Required
Price List	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field indicates which of an item's five list prices [as defined through Item Master Maintenance (MENU IAFILE) or Item Balance Maintenance (MENU IAFILE)] will be used for this customer as a base price in Order Entry. When International Currency is installed, if the **Use Multiple Country/ Country Pricing** field is set to **Y** for this customer's company in International Currency Options Maintenance (MENU ICFILE), the item's list prices, surcharges, and container charges can be maintained for specific countries and currencies. Key the default price list number to be assigned to this customer. You may accept or override this price list when creating an order for this customer through Enter, Change & Ship Orders (MENU OEMAIN). **Default Value:** 1 (N 1,0) Required

Field/Function Key	Description
Trade Disc Code	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. If using trade discounting, you may assign a trade discount code [defined through Trade Discount Maintenance (MENU OEPRCE)] to this customer. The way this field works depends on how you have the trade discount fields defined in Order Entry Options Maintenance (MEUN XAFILE). If **Use Trade Discounts** is **Y** and **Calculate Trade Disc Pct** is **N**, the values keyed in this field designate the following: • Key **0** to not use trade discounting for this customer. • Key **1-9** to have this customer receive the corresponding trade discount percent when keying an order for this customer through Enter, Change & Ship Orders (MENU OEMAIN). You may accept or override the default percentage. If **Use Trade Discounts** is **Y** and **Calculate Trade Disc Pct** is **Y**, the values keyed in this field designate the following: • Key **0** to have the system calculate the trade discount percent for this customer based on the dollar amount of the invoice. • Key **1-9** to have this customer receive the corresponding trade discount percent when keying an order for this customer. **Default Value:** 0 (zero is assumed if trade discounting is not being used) (N 1,0) Optional
User Line	This space is provided for additional customer information. (A 30) Optional
Customer GL Code	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This is the customer GL code for this customer, which is used for posting to specific groups of general ledger account numbers. **Valid Values:** A customer GL code defined through GL Customer Code Maintenance (MENU ARFILE). (A 2) Optional

Field/Function Key	Description
Rebate Class	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to include the current customer into a customer rebate class. Customer rebate classes are used to group together a number of customers who are to receive all or a portion of the rebates that you, as the distributor, receive from your vendor. These rebates are established for selected items or a group of items included in an item rebate class. Key the customer rebate class to which this customer is to be assigned. **Valid Values:** A customer rebate class defined through Customer Rebate Classes Maintenance (MENU OEREBT). (A 5) Optional
SIC Code	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to identify the Standardized Industry Code (SIC) code to be associated with this customer. SIC codes are used to group together types of industry for a variety of tracking/reporting agencies. **Valid Values:** An SIC code defined through SIC Codes (MENU ARFILE). (A 8) Optional
F6=Add Rebate Classes	**F6=ADD REBATE CLASSES** displays on this screen after you have added a customer (it is not available during add mode). Also, in change mode, this function key displays on this screen only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Press **F6=ADD REBATE CLASSES** to work with the rebate class assignments for the customer. You must have a rebate class specified in **Rebate Class** field before you can use this function key. The Additional Customer Rebate Class Maintenance Screen will appear.

Field/Function Key	Description
F8=Route by Day	Press **F8=ROUTE BY DAY** to specify the route and stop for the customer by the day of the week. The Customer Route By Day Screen will appear.
F9=Freight Accts	Press **F9=FREIGHT ACCTS** to add, change or delete freight account numbers that are associated with one or more carrier/warehouse combinations that may be used by the indicated customer. The Freight Account Numbers Screen will appear.
F12=Return	Press **F12=RETURN** to return to the Customer/Ship To File Maintenance Screen without saving any additions or changes made to this screen.
Enter	Press **ENTER** to confirm your selections. The Customer Maintenance Screen 2 will appear.

Additional Customer Rebate Class Maintenance Screen



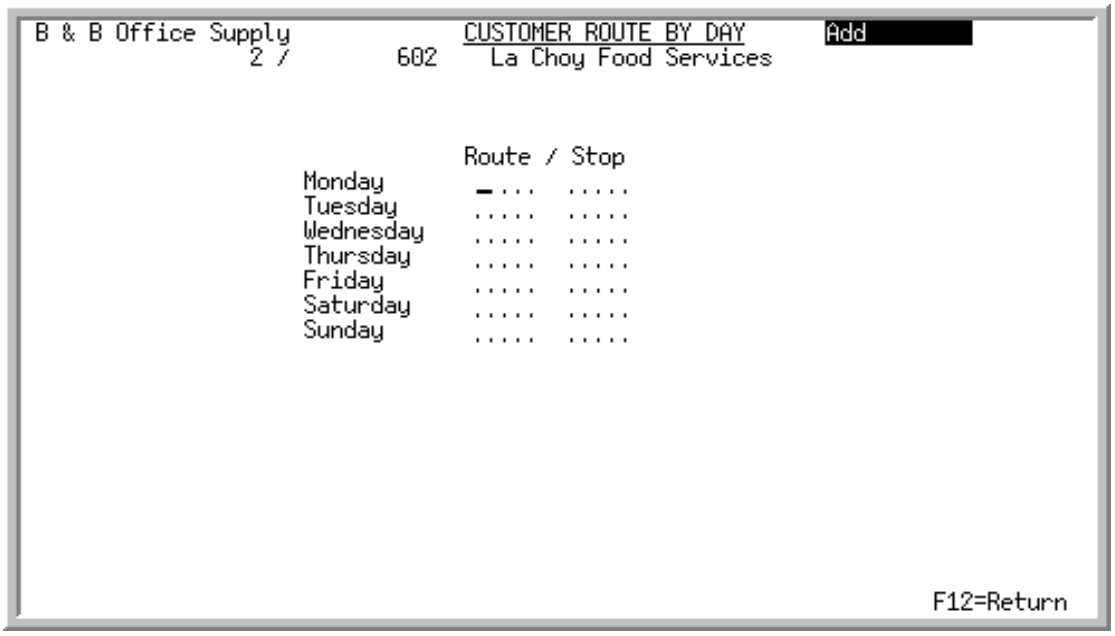
This screen appears after you press **F6=ADD REBATE CLASSES** on the Customer Maintenance Screen 2. The top portion of this screen displays the company and customer number and the name of the customer whose rebate class assignments you are maintaining. The primary rebate class assigned to the customer in the **Rebate Class** field on the Customer Maintenance Screen 2 is also shown. For additional rebate classes assigned to the customer, the rebate class and rebate class description are shown in the list. Use this screen to assign multiple rebate classes to the customer or remove current assignments.

Additional Customer Rebate Class Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Opt	Use this field to mark the rebate class assignments that you want to remove from this customer. Key **D** to mark one or more class assignments and press **ENTER** to delete them from the list. **Valid Values:** D (A 1) Optional
Customer Rebate Class	Use this field to assign a rebate class to the customer. Key the rebate class you want to assign and press **ENTER** to add it to the list of assigned classes. (A 5) Optional

Field/Function Key	Description
F12=Return	When you have completed your rebate class assignment maintenance, press **F12=RETURN** to return to the Customer Maintenance Screen 2.
F24=Delete All	**F24=DELETE ALL** appears only when at least one rebate class is shown in the list of assigned classes. Press this key to remove all of the additional rebate classes assigned to the customer. You must press **F24=DELETE ALL** a second time to confirm the deletion.
Enter	Press **ENTER** to confirm your entries. If you keyed • a rebate class in the **Customer Rebate Class** field, when you press **ENTER**, the class will be added to the list of assigned classes. • **D** in the **Opt** column for one or more assignments, when you press **ENTER** the marked assignments will be removed from the list.

Customer Route By Day Screen



This screen appears after you press **F8=ROUTE BY DAY** on the Customer Maintenance Screen 2.

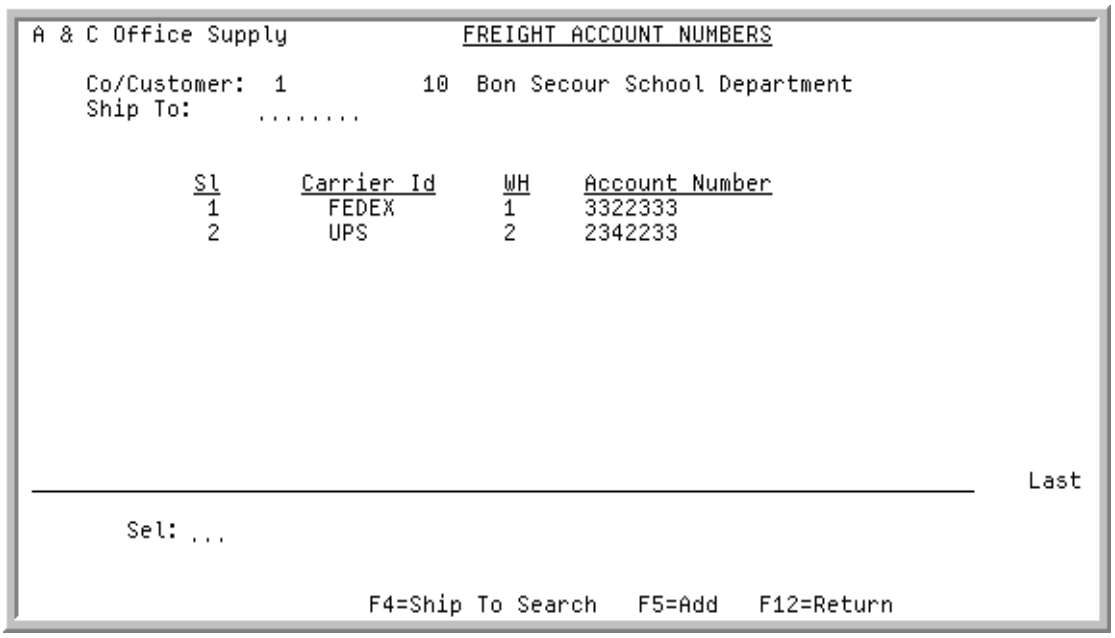
Use this screen to specify the route and stop for the customer by the day of the week. To specify routes by the day of the week at the customer/ship-to level, refer to the Ship To Route by Day Screen.

The values entered on this screen will be the default values for new orders and can be overridden, as needed. When Automatic Backorder Release (ABR) is run, the route/stop will be re-evaluated to determine if a different route/stop should be assigned to the sales order from these default values. Changes will not be made if the route/stop has been overridden.

Customer Route by Day Screen Fields and Function Keys

Field/Function Key	Description
Route/Stop (Monday - Sunday)	Route numbers can be used to schedule deliveries or planned pick ups. Use these fields to specify the route and stop for the customer by the day of the week. You do not need to enter routes for all days of the week. If routes are entered by day at the customer level, then the route will be defaulted in the Route field on the Second Order Header Screen during Order Entry. **Note:** If using route/stop numbers in Order Entry, route numbers will print on the Manifest Report, which prints after generating invoices through Print Invoices (MENU OEMAIN). The Manifest Report prints only if route/stop numbers are being used. (A4 / A3) Optional
F12=Return	Press **F12=RETURN** to return to the Customer Maintenance Screen 2 without saving your changes.
Enter	Press **ENTER** to confirm your entries and return to the Customer Maintenance Screen 2.

Freight Account Numbers Screen



This screen appears after you press **F9=FREIGHT ACCTS** on the Customer Maintenance Screen 2 or Ship To File Maintenance Screen 2.

Use this screen to add, change or delete freight account numbers that are associated with one or more carrier/warehouse combinations that may be used by the indicated customer or customer/ship-to representing their account number for billing purposes when they are paying the freight charges for their sales orders.

Note: There are no standard shipping integrations since there are multiple custom shipping integrations possible. Refer to Infor Consulting Services for assistance with an integration to your shipping systems.

Note: This is a roll screen. **More**... appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

- *PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
- *PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

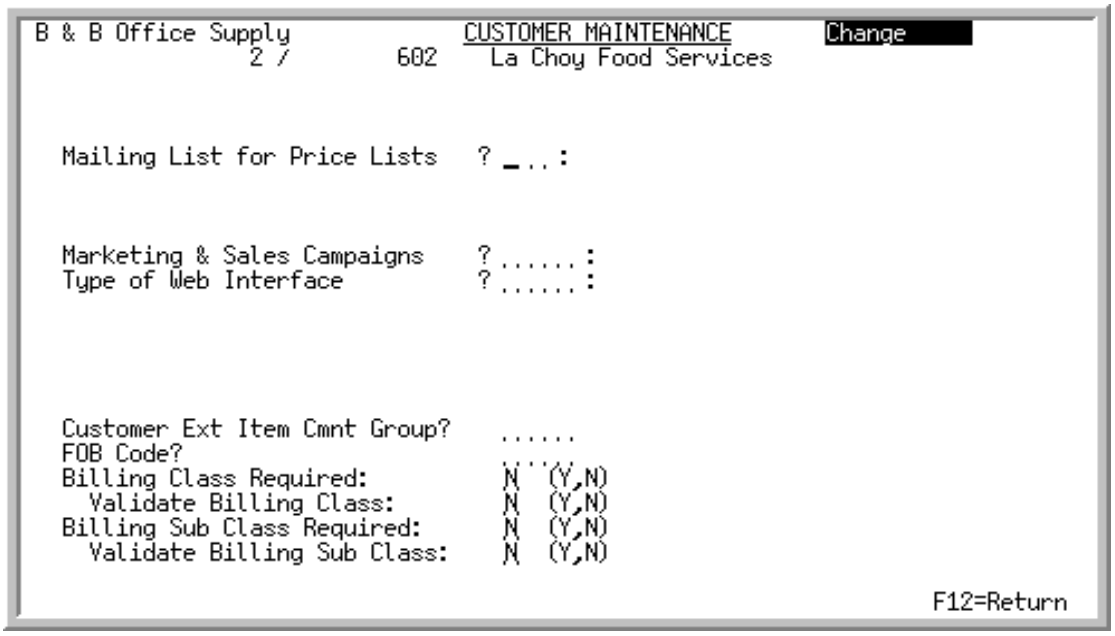
Freight Account Numbers Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	This field displays the company and customer number to which this freight account number is or will be assigned. Display
Ship To	If you accessed this screen from the Customer Maintenance Screen 2, this field is input capable and may be used to select a ship-to address that has been defined for the indicated customer (thereby defining a freight account record for a customer/ship-to, even though this screen was accessed from the Customer Maintenance Screen 2). Each customer may be assigned multiple ship-to addresses. If you accessed this screen from the Ship To File Maintenance Screen 2, this field is display only and shows the specific ship-to number for which you are restricted to freight account maintenance. (N 7,0) Optional/Display
SI	This field displays the selection number associated with the freight account number, if any. Use this number to select an existing freight account number you want to change or delete. Key this number in the **Sel** field and press **ENTER**. Display
Carrier ID	This field displays the type of carrier preferred by the customer or customer/ ship-to. Display
WH	This field displays the warehouse for which this freight account number is assigned. Display
Account Number	This field displays the freight account number associated with the carrier/ warehouse. Display
Sel	Use this field to select an existing freight account number you want to change or delete. Key the appropriate number shown in the **SI** column and press **ENTER**. (N 2,0) Required

Field/Function Key	Description
Carrier Id	This field appears when you select an existing line to maintain or when you press **F5=ADD**. This field is display only when maintaining an existing line, and input capable when adding a new line. Key the type of carrier preferred by the customer or customer/ship-to that will deliver the order. **Valid Values:** A valid carrier ID defined through Carrier Codes Maintenance (MENU ARFILE). (A 5) Required
WH	This field appears when you select an existing line to maintain or when you press **F5=ADD**. This field is display only when maintaining an existing line, and input capable when adding a new line. Key the warehouse from which this order will be shipped. (A 2) Optional
Account Number	This field appears when you select an existing line to maintain or when you press **F5=ADD**. This field is display only when maintaining an existing line, and input capable when adding a new line. Use this field to enter the freight account number for the carrier/warehouse. A freight account number is a unique reference number (shipper number) that is assigned by the carrier to a shipper for billing purposes. (A 25) Required
F4=Ship To Search	**F4=SHIP TO SEARCH** only displays if you accessed this screen from the Customer Maintenance Screen 2. Press **F4=SHIP TO SEARCH** to display the Ship-To Search Screen to search for a ship-to for the customer.
F5=Add	Press **F5=ADD** to add a freight account number to be associated with the carrier/warehouse that may be used by the indicated customer or customer/ ship-to. The **Carrier Id, WH**, and **Account Number** fields will appear on the lower portion of this screen.
F7=Page Down / F8=Page Up	More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, **F7=PAGE DOWN** and **F8=PAGE UP** are available for use but do not display. Use the **F7=PAGE DOWN** to display the next screen of information on a roll screen. The **PAGE DOWN** or **SHIFT-ROLL FWD** function keys perform the same task. Use the **F8=PAGE UP** to display the previous screen of information on a roll screen. The **PAGE UP** or **SHIFT-ROLL BACK** function keys perform the same task.

Field/Function Key	Description
F12=Return	Press **F12=RETURN** to return to the previous view of this screen or the Customer Maintenance Screen 2 or Ship To File Maintenance Screen 2 without saving your changes.
F24=Delete	**F24=DELETE** appears when you select an existing line to maintain. Press **F24=DELETE** to delete the displayed freight account number record. You will be prompted to confirm deletion.
Enter	Press **ENTER** to confirm your entries and return to the Customer Maintenance Screen 2 or Ship To File Maintenance Screen 2.

Customer Maintenance Screen 3



This screen appears after you press **ENTER** on the Customer Maintenance Screen 2.

Use this screen to add or change additional customer information. This information will help with the classification of a customer, and help categorize the line items that they order.

Note: The user field information you enter here pertains to the customer. However, you may also define user fields for items or vendors.

Customer Maintenance Screen 3 Fields and Function Keys

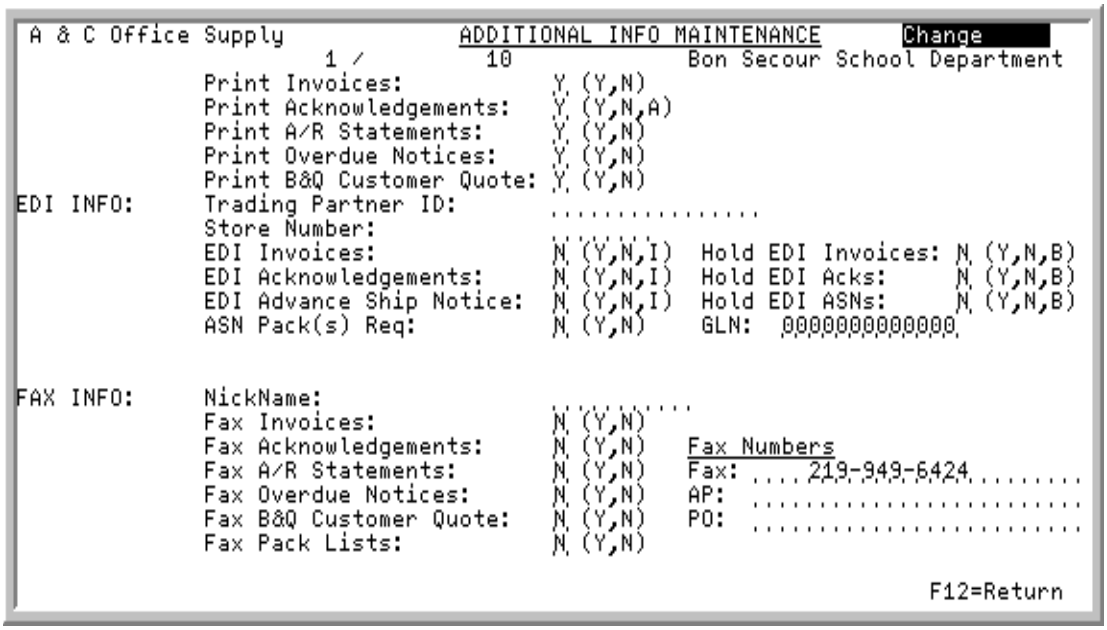
Field/Function Key	Description
(User Codes)	Through Customer Master User Codes Maintenance (MENU ARFILE), you can create and define up to three (1 - 3) user codes (in the **Code No** field) to further define a customer. Only those already defined will be presented on this screen. The description you enter for each of those codes will be presented. For each of the user codes (1 - 3) defined, as many user code values (in the **User Code** field) as desired can be created. It is one of these user code values which is to be keyed for each of the displayed user codes. Key a defined user code value for a displayed user code. This value must have been associated with the specific user code (1, 2, or 3) displayed on this screen to further categorize or define this customer. After you key the user code value and press **ENTER**, the description of that user code value will display. **Valid Values:** A user code value defined for the displayed user codes through Customer Master User Codes Maintenance (MENU ARFILE) (A 3) Optional
(User Fields)	Through Customer Master User Fields (MENU ARFILE), you can create and define up to six (1 - 6) user fields (in the **User Field No** field) to further define a customer. Only those already defined will be presented on this screen. The description you enter for each of those user fields will be presented. For each of the user fields (1 - 6) defined, as many user field values (in the **User Field** field) as desired can be created. It is one of these user field values which is to be keyed for each of the displayed user fields. Key a defined user field value for a displayed user field. This user field value must have been associated with the specific user field (1, 2, 3, 4, 5, or 6) displayed on this screen to further categorize or define this customer. After you key the user field value and press **ENTER**, the description of the user field value will display. **Valid Values:** A user field value defined for the displayed user fields through Customer Master User Fields Maintenance (MENU ARFILE) (A 3) Optional

Field/Function Key	Description
Customer Ext Item Cmnt Group	This field displays only if you set the **Use Extend Item Cmnt** and **Use Cust EIC Grps** fields to **Y** in System Options Maintenance (MENU XAFILE). In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to identify a valid customer EIC group to associate with the selected customer. The customer EIC group allows classification with a group-specified item comment created through Extended Item Comment Maintenance. Refer to the Infor Distribution A+ Inventory Accounting User Guide for more information regarding EIC maintenance. Key a customer EIC group. **Valid Values:** A customer Extended Item Comments (EIC) group defined through Customer EIC Groups Maintenance (MENU OEFIL2). (A 5) Optional
FOB Code	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. The FOB code contains shipping information, including who is responsible (you or the customer) for shipping charges and freight damages. Use this field to assign a default FOB code to this customer. When you enter an order for this customer through Enter, Change & Ship Orders (MENU OEMAIN), this FOB code will appear on the Order Header Screen. These fields will automatically update the Open Order Header File (**ORHED**) when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. Key the FOB code. **Valid Values:** An FOB code defined through FOB Codes Maintenance (MENU OEFIL3 or MENU POFIL2). (A 5) Optional

Field/Function Key	Description
Billing Class Required	A Billing Class is a value that you can assign to an individual customer to help classify the line items that they order (for example, office supplies). By classifying line items that a customer orders, you will be able to keep better track of billing and generate more specific reports for management. Billing Classes are defined through Billing Class/Sub Class Maintenance (MENU ARFIL2) and will be used for validation or selection within Order Entry. The value you key in this field will determine if the entry of a Billing Class will be required during line item entry. Key **Y** if you want the entry of a Billing Class to be required for this customer during line-item entry. Key **N** if you do not want to require the entry of a Billing Class for this customer during line-item entry. **Default Value: N**, when adding a new customer (A 1) Required
Validate Billing Class	If you keyed **Y** in the **Billing Class Required** field, use this field to determine if the Billing Class entered for the customer during line item entry will be validated. Key **Y** to have the system verify that the Billing Class entered for this customer is valid (as defined through Billing Class/Sub Class Maintenance (MENU ARFIL2)). Key **N** if you do not want to have the Billing Class for this customer validated during line item entry. You must key **N** if the **Billing Class Required** field is N. **Default Value: N**, when adding a new customer (A 1) Required

Field/Function Key	Description
Billing Sub Class Required	A Billing Sub Class is a value that you can further assign to an individual customer to help classify the line items that they order (for example, if the Billing Class is office supplies, the Sub Class might be paper). By classifying line items that a customer orders, you will be able to keep better track of billing and generate more specific reports for management. Billing Sub Classes are defined through Billing Class/Sub Class Maintenance (MENU ARFIL2) and will be used for validation or selection within Order Entry. The value you key in this field will determine if the entry of a Billing Sub Class will be required during line item entry. Key **Y** if you want the entry of a Billing Sub Class to be required for this customer during line item entry. You can only key **Y** if the **Billing Class Required** field is Y. Key **N** if you do not want to require the entry of a Billing Sub Class for this customer during line item entry. You must key **N** if the **Billing Class Required** field is **N**. **Default Value:** N, when adding a new customer (A 1) Required
Validate Billing Sub Class	If you keyed **Y** in the **Billing Sub Class Required** field, use this field to determine if the Billing Sub Class entered for the customer during line item entry will be validated. Key **Y** to have the system verify that the Billing Sub Class entered for this customer is valid (as defined through Billing Class/Sub Class Maintenance (MENU ARFIL2)). Key **N** if you do not want to have the Billing Sub Class for this customer validated during line item entry. You must key **N** if the **Billing Sub Class Required** field is **N**. **Default Value: N**, when adding a new customer (A 1) Required
F12=Return	Press **F12=RETURN** to return to the Customer Maintenance Screen 2 without saving any additions or changes made on this screen.
Enter	Press **ENTER** to confirm your selections. One of the following screens will appear based on the following conditions and hierarchy: • Customer Maintenance Screen 4, if either EDI or FAX are installed and set up. • Additional Email Maintenance Screen, if EDI or Fax are not installed and Mail Server is installed. • Customer/Ship To File Maintenance Screen, if Mail Server is not installed.

Customer Maintenance Screen 4



This screen appears after you press **ENTER** on the Customer Maintenance Screen 3, if you are using EDI, or FAX.

The fields that appear on this screen, depend on the modules you have installed and set up. The FAX Info fields appear on this screen only after the FAX module system options have been set up through Fax System Options Maintenance (MENU AXMAIN). The **EDI Info** fields appear on this screen only after the EDI system options have been set up through EDI Options (MENU EIMAIN).

Use this screen to specify the settings for the transmission of documents to customers. If suspending or reactivating a customer number, fields on this screen will be protected.

If FAX is installed, the appropriate fax country code and fax number will default onto the FAX Cover Sheet Information Screen (explained in the Fax Related Screens Appendix of the Infor Distribution A+ FAX User Guide) prior to the respective document being faxed. The default to be used is dependent on the type of document being faxed. The table below reflects the default fax country code and fax number to be used based on the document.

Document to Fax	Fax Number Default
Invoices	AP Contact
Acknowledgements	PO Contact
A/R Statements	AP Contact
Overdue Notices	AP Contact
B&Q Customer Quote	PO Contact

Document to Fax	Fax Number Default
Pack List	PO Contact

Note: If a fax number was not entered for the particular AP or PO contact, the fax number will default to the customer/ship-to level fax country code and fax number on the FAX Cover Sheet Information Screen. If the default fax number is also blank, then the fax country code and fax number will display as blanks on the FAX Cover Sheet Information Screen. You have the option to override the fax country code and fax number accordingly on the FAX Cover Sheet Information Screen.

Customer Maintenance Screen 4 Fields and Function Keys

Field/Function Key	Description
Print Invoices	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Since you may print and/or send Invoices via EDI, FAX, or e-mail, you must identify the default method(s) to use for this particular customer. Key **Y** to indicate, for this customer's default, that Invoices will be printed. This field must be **Y** if both the **EDI Invoices**, **Fax Invoices**, or **Email Invoices** fields are **N**. Note, if only EDI or FAX is installed and if the applicable invoice field is **N**, then this **Print Invoices** field must still be **Y**. Note too that keying a **Y** here does not preclude the use of EDI, FAX, or e- mail for Invoices; the **EDI Invoices**, **Fax Invoices**, and/or **Email Invoices** fields may also be **Y**. Key **N** to indicate, for this customer's default, that Invoices will not be printed. If an **N** is keyed here, the **EDI Invoices**, **Fax Invoices**, or **Email Invoices** field must be Y. **Note:** The values keyed here may be overridden on the End Order Screen through Enter, Change & Ship Orders (MENU OEMAIN). Refer to the Infor Distribution A+ Order Entry User Guide for details. **Default Value:** Y (A 1) Required

Print Acknowledgements	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information, and the Infor Distribution A+ User Security User Guide. Since Acknowledgements may be printed and/or sent via EDI, FAX, or e- mail, use this field to identify the default method(s) to be used for this particular customer, if Acknowledgements are desired. Key **Y** to indicate, for this customer's default, that Acknowledgements can be printed during Order Entry using the **F7=PRT ACK** function key (or **F5=PRT PK/ AK** if Pick Lists and Acknowledgements are printed in one action) on the End Order Screen (if the company allows for printing of Acknowledgements). Note that keying a **Y** here does not preclude the use of EDI, FAX, or e-mail for Acknowledgements; the **EDI Acknowledgements**, **Fax Acknowledgements**, and/or **Email Acknowledgements** fields may also be Y. Key **N** to indicate, for this customer's default, that Acknowledgements will not be printed during Order Entry. Key **A** to indicate, for this customer's default, that Acknowledgements will automatically be printed during Order Entry upon the original creation of the order when **ENTER** is pressed (the use of **F7=PRT ACK** or **F5=PRT PK/AK** will not be needed, thereby minimizing keystrokes). This automatic print will occur only once, when the order's Acknowledgement print date is not yet recorded (or blank). If the Acknowledgement was previously printed and you want to reprint it, you will need to use the **F7=PRT ACK** or **F5=PRT PK/AK** function key. Also, the automatic print will occur only if the **Prt** field on the End Order Screen for Acknowledgements (**Ack**) was not changed to **N** during the Order Entry session. Other checks will further occur to ensure that the Acknowledgement can automatically print. For example, a print will not occur if the user is not authorized for Acknowledgement print, or the order is held at the current time and the **Acknowledgement Print of Held Orders** is set to **N** in Order Entry Options Maintenance (MENU XAFILE). If this field is **A** and the Acknowledgement printed upon entering through the order, and you do not want to reprint the Acknowledgement when the Pick List is printed (if the option to print the Pick List and Acknowledgement in one action is set to **Y**), you could simply change the **Pk/Ak** field on the End Order Screen to **N**. **Note:** If the **Print Acknowledgement** tailoring option in Order Entry Options Maintenance (MENU XAFILE) is set to **N**, this field will be ignored even if it is **Y** or **A**, since the company does not allow the printing of Acknowledgements.

Field/Function Key	Description
	Default Value: Y (A 1) Required
Print A/R Statements	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Since A/R Demand Statements may be printed and/or sent via FAX or e- mail, it is required to identify the default method(s) to be used for this particular customer if you have entered **Y** in the **Print Statement** field on Customer Maintenance Screen 2. Key **Y** to indicate, for this customer's default, that A/R Demand Statements will be printed. This field must be **Y** if the **Fax A/R Statements** field and **Email A/R Statements** field is **N**. Note that keying a **Y** here does not preclude the use of FAX or e-mail for A/R Demand Statements; the **Fax A/R Statements** field and/or Email A/R Statements field may also be **Y.** Key **N** to indicate, for this customer's default, that A/R Demand Statements will not be printed. If an **N** is keyed here, the **Fax A/R Statements** or **Email A/R Statements** field must be Y. **Note:** If you choose not to process A/R Statements for the customer and have entered an **N** in the **Print Statement** field on Customer Maintenance Screen 2, you must enter an **N** in this field. **Default Value:** Y (A 1) Optional

Field/Function Key	Description
Print Overdue Notices	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Since Overdue Notices may be printed and/or sent via FAX or e-mail, it is required to identify the default method(s) to be used for this particular customer if you have entered Y in the Print Statement field on Customer Maintenance Screen 2. Key Y to indicate, for this customer's default, that Overdue Notices will be printed. This field must be **Y** if the **Fax Overdue Notices** field and **Email Overdue Notices** field is **N**. Note that keying a **Y** here does not preclude the use of FAX or e-mail for Overdue Notices; the **Fax Overdue Notices** field and/or **Email Overdue Notices** field may also be Y. Key **N** to indicate, for this customer's default, that Overdue Notices will be printed. If an **N** is keyed here, the **Fax Overdue Notices** field or **Email Overdue Notices** field must be **Y**. **Default Value:** Y (A 1) Optional
Print B&Q Customer Quote	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Since you may print and/or send B&Q Customer Quotes via EDI, FAX, or e- mail, you must identify the default method(s) to use for this particular customer. Key **Y** to indicate, for this customer's default, that B&Q Customer Quotes will be printed. This field must **be** Y if the **Fax B&Q Customer Quote** field and **Email B&Q Customer Quote** field is **N**. Note that keying a Y here does not preclude the use of FAX or e-mail for B&Q Customer Quotes; the **Fax B&Q Customer Quote** field and/or **Email B&Q Customer Quote** field may also be **Y**. Key **N** to indicate, for this customer's default, that B&Q Customer Quotes will be printed. If an **N** is keyed here, the **Fax B&Q Customer Quote** field or **Email B&Q Customer Quote** field must be **Y**. **Default Value:** Y (A 1) Required

Field/Function Key	Description
Trading Partner Id	This field is required if the EDI Invoices, Incoming Remittance Advice/ Payments, Acknowledgements, or Advance Ship Notice fields are set to either **Y** or I. A unique trading partner identification code should be assigned to each customer [and vendor, through Vendor Master Maintenance (MENU POFILE)] with whom EDI documents such as Invoices will be exchanged. To assist in ensuring the codes are unique, it may be helpful to utilize the customer (or vendor) number as the Trading Partner ID or as part of the Trading Partner ID. By using the Trading Partner ID, inquiries can be made to determine which documents were sent to whom and the current status of each (e.g., whether or not the document has been received by that vendor/customer). Key the desired trading partner identification code. Note that the value keyed in this field are not validated, so be sure text entered is keyed correctly. (A 15) Required/Optional

Field/Function Key	Description
Store Number	Use this field to identify the EDI Store Number for a customer who is not an EDI headquarters customer. **Important:** An EDI “headquarters” customer must be created with a Trading Partner ID only. All other customers with the same Trading Partner ID may then be assigned store numbers. Store numbers cannot be assigned unless a headquarters customer without a store number has been created first. This Store Number will be included when sending Purchase Orders (850 documents) to and from this customer. The number will actually be included in the N104 segment of the 850 document. Also, this Store Number must be unique for each customer so that it alone will indicate to which specific store the PO is to be associated. Therefore, you must use the method described in the following example to obtain such a unique number. For example, assume the **Trading Partner ID** field is **TP1234567890123**. Assume the actual store identification number is **ST01**. The combination of the Trading Partner ID and the actual store number will make up the 25 positions of the N104 segment needed to send and receive POs via EDI. To ensure a unique Store Number is assigned, rather than simply keying **ST01** in this field, a determination has been made that the store number keyed in this field will actually be the last 7 non-blank positions of the N104 segment in this field IF you had added the actual store number. In this example, the **Trading Partner ID** of **TP1234567890123** is stored in the first 15 positions of the N104 segment leaving 7 positions. If you were to add the actual store number (**ST01**) to this segment, the result would be **TP1234567890123ST01** ___ . To obtain the unique Store Number, take the last seven non-blank positions of this value. In other words, in this example, the last seven positions of the N104 segment IF you had added the store number, are **123ST01**. Therefore, **123ST01** is to be keyed in this field. Additionally, this field includes the following rules for the DUNS #: • If a customer sends **09** or **9** in segment N103, the customer is sending their DUNS # and four-digit store number. The four-digit store number should only be keyed in this field if the customer will be sending 09 or 9. • If Distribution A+ detects **09** or **9** in segment N103, only the last four non- blank positions of segment N104 will be looked at and compared to the value entered in this field. (A 7) Optional

Field/Function Key	Description
EDI Invoices	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Since you may print and/or send Invoices via EDI, FAX, or e-mail, you must identify the default method(s) to use for this particular customer. **Note:** The values keyed here may be overridden on the End Order Screen through Enter, Change & Ship Orders (MENU OEMAIN). Refer to the Infor Distribution A+ Order Entry User Guide for details. In addition, if you will be using EDI, the **P/O Required** field in Customer Maintenance Screen 2 must be set to Y because the Order Entry module will require it. Key **Y** to use EDI for this customer's Invoices, as a default. A Trading Partner ID must be identified if this field is **Y**. Key **N** if EDI will not be used for this customer's Invoices, as a default. If you key an **N** in this field, the **Print Invoices, Fax Invoices**, or **Email Invoices** field must be **Y**. Key **I** to indicate, for this customer's default, that EDI will be used for this customer's Invoices only if this customer's order was received via EDI. Otherwise, EDI will not be used for this customer's Invoices. A Trading Partner ID must be identified if this field is **I**. **Important:** Refer to the **Print Invoices** field description for details about Invoice printing options and requirements for printing Invoices as related to EDI. **Default Value:** N (A 1) Required

Field/Function Key	Description
EDI Acknowledgements	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Since you may print and/or send Acknowledgements via EDI, FAX, or e- mail, it is required to identify the default method(s) to use for this particular customer. **Note:** The values keyed here may be overridden on the End Order Screen through Enter, Change & Ship Orders (MENU OEMAIN). Refer to the Infor Distribution A+ Order Entry User Guide for details. In addition, if you will be using EDI, the **P/O Required** field on the Customer Maintenance Screen 2 must be set to Y because the Order Entry field will require it. Key **Y** to use EDI for this customer's Acknowledgements, as a default. A Trading Partner ID must be identified if this field is **Y**. Key **N** if EDI will not be used for this customer's Acknowledgements, as a default. Key **I** to indicate, for this customer's default, that EDI will be used for this customer's Acknowledgements only if this customer's order was received via EDI. Otherwise, EDI will not be used for this customer's Acknowledgements. A Trading Partner ID must be identified if this field is I. **Note:** Refer to the **Print Acknowledgements** field description for details about Acknowledgement printing options and requirements for printing Acknowledgements as related to EDI. **Default Value:** N (A 1) Required

Field/Function Key	Description
EDI Advance Ship Notice	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Since you may only transmit an ASN via EDI, use this field to identify the default method to use for this particular customer. Key **Y** to use EDI as the default transmission method for this customer's ASNs. A Trading Partner ID must be identified if this field is **Y**. Key **N** if EDI will not be used as the default transmission method for this customer's ASNs. Key **I** to indicate EDI will be used as this customer's default transmission method for ASNs only if this customer's order was received via EDI. Otherwise, EDI will not be used for this customer's ASNs. A Trading Partner ID must be identified if this field is I. **Note:** The value keyed here will default in the **EDI ASN** field on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN), and may be overridden at that time. If you key Y in this field and accept this default on the End Order Screen, and Warehouse Management Options are set to track boxes, or if a customer is set to **Y** for **ASN Pack(s) Req** regardless if boxes are being tracked, then all shipped quantity items on the order will have to be boxed to ship the order. **Default Value:** N (A 1) Required

Field/Function Key	Description
Hold EDI Invoices	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. If using EDI for Invoices, as determined with a **Y** in the **EDI Invoices** field, use this field to determine whether or not to submit an EDI Invoice "print" immediately or hold until manually released through EDI. Key **Y** to hold EDI Invoice prints for the customer until manually released. The held Invoices cannot be included in an EDI send job until the hold status is released. Refer to the for details about releasing EDI jobs. Key **N** if you do not want to hold EDI Invoice prints for the customer. Key **B** if you want to hold EDI Invoice prints if they reflect a backordered item. All EDI Invoices containing a backordered item will automatically be held. **Note:** The values keyed here may be overridden on the End Order Screen through Enter, Change & Ship Orders (MENU OEMAIN). Refer to the Infor Distribution A+ Order Entry User Guide for details. **Default Value:** N (A 1) Required

Field/Function Key	Description
Hold EDI Acks	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. If using EDI for Acknowledgements, as determined with a Y in the **EDI Acknowledgements** field, use this field to determine whether or not to submit an EDI Acknowledgements "print" immediately or hold until manually released through EDI. Key **Y** to hold EDI Acknowledgement prints for the customer until manually released. The held Acknowledgements cannot be included in an EDI send job until the hold status is released. Refer to the Infor Distribution A+ EDI User Guide for details about releasing EDI jobs. Key **N** if you do not want to hold EDI Acknowledgement prints for the customer. Key **B** if you want to hold EDI Acknowledgement prints for this customer if they reflect a backordered item. All EDI Acknowledgements containing a backordered item will automatically be held. **Note:** The values keyed here may be overridden on the End Order Screen through Enter, Change & Ship Orders (MENU OEMAIN). Refer to the Infor Distribution A+ Order Entry User Guide for details. **Default Value:** N (A 1) Required

Field/Function Key	Description
Hold EDI ASNs	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. If using EDI for ASNs, as determined with a **Y** in the **EDI Advance Ship Notice** field, use this field to determine whether or not to make an EDI ASN eligible for transmission or hold until manually released through EDI. Key **Y** to hold eligible EDI ASN transmissions for this customer until manually released. The held ASNs cannot be included in an EDI send job until the hold status is released. Refer to the Infor Distribution A+ EDI User Guide for details about releasing EDI jobs. Key **N** if you do not want to hold eligible EDI ASN transmissions for the customer. Key **B** if you want to hold eligible EDI ASN transmissions for this customer if they reflect a backordered item. All EDI ASNs containing a backordered item will automatically be held. **Note:** The value keyed here may be overridden on the End Order Screen through Enter, Change & Ship Orders (MENU OEMAIN). Refer to the Infor Distribution A+ Order Entry User Guide for details. **Default Value:** N (A 1) Required

Field/Function Key	Description
ASN Pack(s) Req	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to determine whether or not ASNs should be sent during Ship Confirmation in Order Entry if all items have not been boxed. Note that the **EDI Advance Ship Notice** field must be **Y**, since this field applies to EDI ASNs. Key **Y** to prohibit ASNs to be sent during Ship Confirmation in Order Entry if all items are not boxed. Refer to Enter, Change & Ship Orders (MENU OEMAIN) in the Infor Distribution A+ Order Entry User Guide for additional information. **Note:** Keying **Y** in this field causes the ASN Item/Box Discrepancy window to display when you try to complete an order on the End Order Screen in Order Entry if boxing is not complete for the order. This points out any item/box discrepancies, and informs you to press **ENTER** and then **F13** to access Box Maintenance to complete boxing. Additionally, if you have Warehouse Management installed on your system, this function does not apply and F13 will not be available to access Box Maintenance. Key **N** to allow ASNs to be sent during Ship Confirmation even though all items on the order may not be boxed. **Default Value:** N (A 1) Required

Field/Function Key	Description
GLN	The Global Location Number (GLN) is part of the GS1 systems of standards, and it is a simple tool used to uniquely identify a location where required. The location identified with a GLN could be • a physical location, such as a warehouse, or • a legal entity, such as a company, customer, buyer, seller, loading dock, a particular department, or a function that takes place within a legal entity. It can also be used to identify something as specific as a particular shelf in a store. Being able to identify locations with a unique number is key to many business processes. The GLN is used in electronic messaging between customers and suppliers, where location advice is important. GLN is also used as a reference key for retrieving information from databases, adding visibility to your value chain. The GLN can be encoded in a barcode to physically mark things like warehouse bin or dock door. For example, GLNs can identify physical locations, such as place of departure, place of delivery, and point of storage, adding security and sustainability to your value chain. The GLN data structure is a 13-digit number comprised of the GS1 Company Prefix, Location Reference, and Check Digit. The GS1 Company Prefix is the globally unique number assigned to a company by GS1 Member Organizations. The Location Reference is the number assigned by the organization to which the GS1 Company Prefix has been assigned to uniquely identify a location or the organization itself (for example, the GLN assigned to the corporate entity). The Check Digit is the 10 number calculated across the preceding digits to ensure data integrity. Key the GLN for your customer, if required by your business. **Note:** The GLN assigned to this customer will be stored in the database files, but will not be transmitted via Electronic Data Interchange (EDI). (N 13,0) Optional

Field/Function Key	Description
ERP ID Customer Entity	This field appears only if the eBill interface is activated for the company through eBill Options Maintenance (MENU EBILL). In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify the ERP ID to link to the customer entity in eBill. Each customer will have a single, unique distributor entity identity. **Important:** The customer entity in bizLinx must be set to use the ERP ID in eBill and the ERP ID entered in eBill must be entered exactly as it appears in this option. Your entry is case-sensitive. (A 15) Optional
eBill Invoices	This field appears only if the eBill interface is activated for the company through eBill Options Maintenance (MENU EBILL). In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Consolidated invoices are not sent to eBill, therefore customers that are using consolidated invoices should have this field be set to **N**. Use this field to specify whether you want to use eBill to deliver invoices to this customer. Key Y to use eBill for this customer's invoices. If you key Y in this field, the **eBill Statements** field must be set to **Y**. Key N if you do not want to use eBill for this customer's invoices. **Default Value:** N (A 1) Required

Field/Function Key	Description
eBill Statements	This field appears only if the eBill interface is activated for the company through eBill Options Maintenance (MENU EBILL). In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify whether you want to use eBill to deliver statements this customer. Key **Y** to use eBill for this customer's statements. Key **N** if you do not want to use eBill for this customer's statements. **Default Value:** N (A 1) Required
Nickname	This field is only used if you are using the Quadrant FastFax third party software product. In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. A unique name code should be assigned to each customer (or vendor) with whom FAX documents such as Invoices will be exchanged. To assist in ensuring the codes are unique, it may be helpful to utilize the customer (or vendor) number as the Nickname or as part of the Nickname. By using the Nickname, inquiries can be made to determine which documents were sent to whom and the current status (e.g., has the document been received by that vendor/customer). Also, by associating customers in the Customer Master File with the affiliated FastFax customers by nickname, global updates of pertinent data can occur. Refer to MENU AXMAIN as described in the Infor Distribution A+ FAX User Guide for details. Key the desired Nickname. Be sure to key text correctly because the values keyed in this field are not validated. (A 11) Optional

Field/Function Key	Description
Fax Invoices	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Identify the default method(s) to use for this particular customer since you may print and/or send Invoices via EDI, FAX, or e-mail. **Note:** The values keyed here may be overridden through Enter, Change & Ship Orders (MENU OEMAIN). Refer to the Infor Distribution A+ Order Entry User Guide for details. Key **Y** to use FAX for this customer's Invoices, as a default. Key **N** if FAX will not be used for this customer's Invoices, as a default. If you key an **N** in this field, the **Print Invoices** field, **EDI Invoices** field, or **Email Invoices** field must be Y. **Important:** Refer to the **Print Invoices** field description for details about Invoice printing options and requirements for printing Invoices as related to FAX. **Default Value:** N (A 1) Required

Field/Function Key	Description
Fax Acknowledgements	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Identify the default method(s) to use for this particular customer since you may print and/or send Acknowledgements via EDI, FAX, or e-mail. **Note:** The values keyed here may be overridden through Enter, Change & Ship Orders (MENU OEMAIN). Refer to the Infor Distribution A+ Order Entry User Guide for details. Key **Y** to use FAX for this customer's Acknowledgements, as a default. Key **N** if FAX will not be used for this customer's Acknowledgements, as a default. **Important:** Refer to the **Print Acknowledgements** field description for details about Acknowledgement printing options and requirements for printing Acknowledgements as related to FAX. **Default Value:** N (A 1) Required

Field/Function Key	Description
Fax A/R Statements	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Identify the default method(s) to use for this particular customer since you may print and/or send A/R Demand Statements via fax transmission or e- mail. Refer to the Infor Distribution A+ FAX User Guide for more information regarding the criteria you can specify prior to faxing this statement. Key **Y** to use FAX for this customer's A/R Demand Statements, as a default. Key **N** if FAX will not be used for this customer's A/R Demand Statements, as a default. **Note:** If you key an **N** in this field, the **Print A/R Statements** field or **Email A/R Statements** field must be **Y**. Also, if you keyed **N** in the **Print Statement** field on Customer Maintenance Screen 2, you must key **N** in this field as well. **Default Value:** N (A 1) Required
FAX Overdue Notices	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Identify the default method(s) to use for this particular customer since you may print and/or send Overdue Notices via FAX, or e-mail. Key **Y** to use FAX for this customer's Overdue Notices, as a default. Key **N** if FAX will not be used for this customer's Overdue Notices, as a default. If you key an **N** in this field, the **Print Overdue Notices** field or **Email Overdue Notices** field must be **Y**. **Default Value:** N (A 1) Required

Field/Function Key	Description
FAX B&Q Customer Quote	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Identify the default method(s) to use for this particular customer since you may print and/or send Customer Quotes via FAX or e-mail. You may override these defaults, if desired. Key **Y** to use FAX for this customer's Customer Quotes. Key **N** if FAX will not be used for this customer's Customer Quotes. If you key an **N** in this field, the **Print B&Q Customer Quotes** field or **Email B&Q Customer Quotes** field must be **Y**. **Default Value:** N (A 1) Required
Fax Pack Lists	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. In delete mode, this field is protected. Identify if the Pack List will be faxed based on the customer/ship-to level during ship confirm. The **Print Pack List after Ship Cnfrm** field in Order Entry Options Maintenance (MENU XAFILE) must be Y in order to fax at the customer/ship-to level. **Note:** The determination of faxing Pack Lists can be made at the warehouse level (through Fax System Options Maintenance - MENU AXMAIN), customer level (this menu option), and ship-to level (this menu option). The value keyed here displays as the default value on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN) and can be changed for a particular order on that screen. Refer to the Infor Distribution A+ Order Entry User Guide for additional information. Key **Y** to have the Pack List faxed based on the customer or customer/ship-to during ship confirmation through Enter, Change & Ship Orders (MENU OEMAIN). Ship confirmations completed in other programs or modules will not consider this field. Key **N** if the Pack List will not be faxed based on the customer/ship-to level during ship confirm. **Default Value:** N (A 1) Required

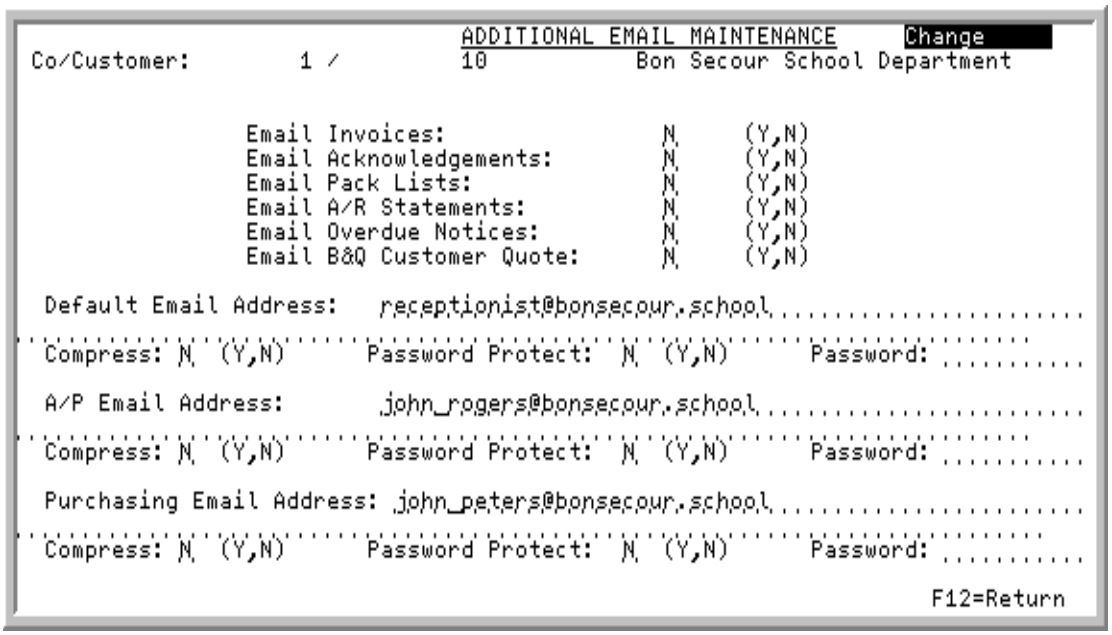
Field/Function Key	Description
Fax Numbers: Fax	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Key the default fax number to be associated with this customer, which includes the following: • 3-character country access code • 20-character area code and telephone number For example: 011 (781) 555-1212 Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is Y in Systems Options Maintenance (MENU XAFILE). **Default Value:** The country access code and fax number, if any, from the Customer Maintenance Screen 1. **Valid Values:** Numerals and the following symbols: - ( ) . / (N 3,0 /N 20,0 / N 4,0) Optional

Field/Function Key	Description
Fax Numbers: AP	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. If you enter an AP fax number in this field, this number (including the country code, if any) will be used as the default fax number on the FAX Cover Sheet Information Screen for Invoices, A/R Statements, and/or Overdue Notices (the FAX Cover Sheet Information Screen is explained in the Fax Related Screens Appendix of the Infor Distribution A+ FAX User Guide). If you do not enter an AP fax number at the customer level (or ship-to level), the customer (or ship-to) default fax country code and fax number will be used on the FAX Cover Sheet Information Screen as the default. You can change the fax number that is used as the default, if desired. Key the Accounts Payable (AP) fax number to be associated with this customer, which includes the following: • 3-character country access code • 20-character area code and telephone number For example: 011 (781) 555-1212 Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is **Y** in Systems Options Maintenance (MENU XAFILE). **Valid Values:** Numerals and the following symbols: - ( ) . / (N 3,0 /N 20,0) Optional

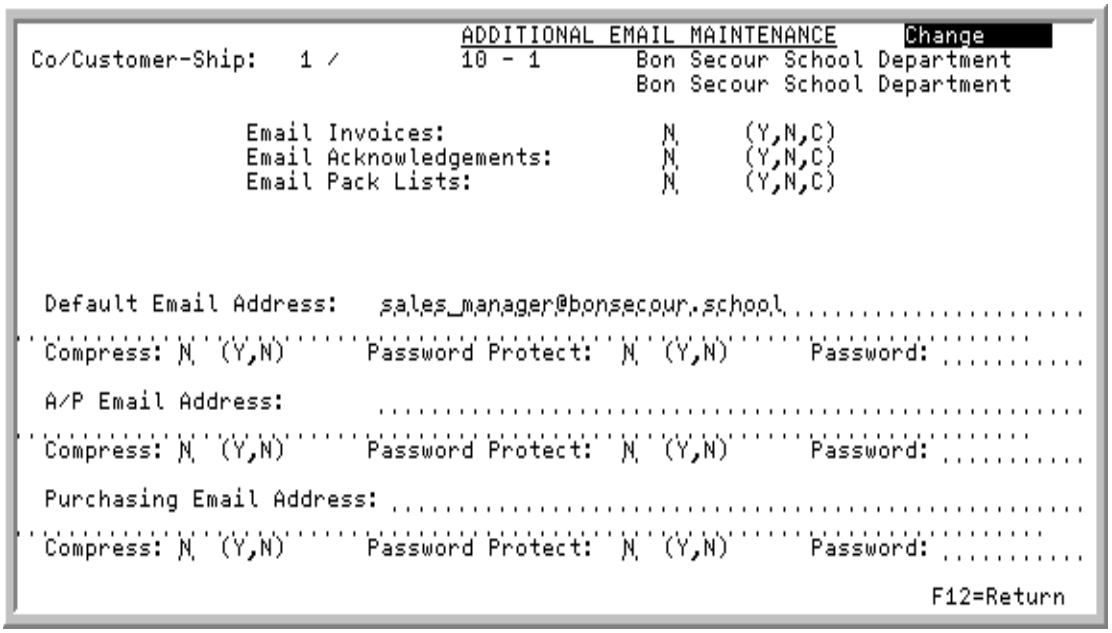
Field/Function Key	Description
Fax Numbers: PO	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. If you enter a PO fax number in this field, this number (including the country code, if any) will be used as the default fax number on the FAX Cover Sheet Information Screen for Acknowledgements, Pack Lists, and/or Bid & Quote (B&Q) Customer Quotes (the FAX Cover Sheet Information Screen is explained in the Fax Related Screens Appendix of the Infor Distribution A+ FAX User Guide). If you do not enter a PO fax number at the customer level (or ship-to level), the customer (or ship-to) default fax country code and fax number will be used on the FAX Cover Sheet Information Screen as the default. You can change the fax number that is used as the default, if desired. Key the Purchasing (PO) fax number to be associated with this customer, which includes the following: • 3-character country access code • 20-character area code and telephone number For example: 011 (781) 555-1212 Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is **Y** in Systems Options Maintenance (MENU XAFILE). **Valid Values:** Numerals and the following symbols: - ( ) . / (N 3,0 /N 20,0) Optional
F12=Return	Press **F12=RETURN** to return to the previous screen.
Enter	Press **ENTER** to confirm your selections. One of the following screens will appear based on the following conditions and hierarchy: • Additional Email Maintenance Screen, if Mail Server is installed. • Customer/Ship To File Maintenance Screen, if Mail Server is not installed.

Additional Email Maintenance Screen

Customer Email Maintenance Screen



Ship-to Email Maintenance Screen



This screen appears only if Mail Server is installed and the Mail Server system options are set up through Mail Server Options (MENU MSFLE). This screen does not display when suspending or reactivating a customer or ship-to address for a customer. The appearance of this screen differs depending on if you are maintaining a customer or ship-to record. You will notice that when maintaining a customer, you have more email document options, and when maintaining a ship-to, you have the choice of **C** to use the customer's default value for the ship-to default value. Differences are noted at the field level.

This screen appears after pressing **ENTER** on one of the following screens, based on the following conditions and hierarchy:

- Customer Maintenance Screen 4, if either EDI or Fax is installed.
- Customer Maintenance Screen 2, if either EDI or Fax are not installed.
- Additional Info Maintenance Screen, if either EDI or Fax is installed and you are maintaining a ship-to address.

Use this screen to add or change additional customer or customer/ship-to information concerning e-mail transmission for the following documents:

- Invoices
- Acknowledgements
- Pack Lists
- Demand A/R Statements (customer level only)
- Overdue Notices (customer level only)
- B&Q Customer Quote (customer level only)

Customer Maintenance Screen 5 Fields and Function Keys

Field/Function Key	Description
Email Invoices	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify whether Invoices will automatically be e-mailed to this customer or customer/ship-to. **Note:** The values keyed here may be overridden on the End Order Screen through Enter, Change & Ship Orders (MENU OEMAIN). Refer to the Infor Distribution A+ Order Entry User Guide for additional information. Key **Y** to e-mail Invoices to this customer or customer/ship-to. Key **N** if you do not want to e-mail Invoices to this customer or customer/ ship-to. Key **C** to use the customer's default value at the ship-to level for the Email Invoices option. **C** is allowed only if you are maintaining a ship-to address. The **Email Invoices** and **Email Address** fields defined for the customer will be used. Any email addresses keyed at the Ship-to Address level will be ignored. **Default Value:** N **Valid Values:** Y, N, or C if you are maintaining a ship-to address. (A 1) Required

Field/Function Key	Description
Email Acknowledgements	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify whether Acknowledgements will automatically be e- mailed to this customer or customer/ship-to. **Note:** The values keyed here may be overridden on the End Order Screen through Enter, Change & Ship Orders (MENU OEMAIN). Refer to the Infor Distribution A+ Order Entry User Guide for additional information. Key Y to e-mail Acknowledgements to this customer or customer/ship-to. Key **N** if you do not want to e-mail Acknowledgements to this customer or customer/ship-to. Key **C** to use the customer's default value at the ship-to level for the Email Acknowledgements option. **C** is allowed only if you are maintaining a ship- to address. The **Email Acknowledgements** and **Email Address** fields defined for the customer will be used. Any email addresses keyed at the Ship-to Address level will be ignored. **Default Value:** N **Valid Values:** Y, N, or C if you are maintaining a ship-to address. (A 1) Required

Field/Function Key	Description
Email Pack Lists	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify whether Pack Lists will automatically be e-mailed to this customer or customer/ship-to. Key **Y** to e-mail Pack Lists to this customer or customer/ship-to during ship confirmation through Enter, Change & Ship Orders (MENU OEMAIN). Ship confirmations completed in other programs or modules will not consider this field. The **Print Pack List after Ship Cnfrm** field in Order Entry Options Maintenance (MENU XAFILE) must be **Y** in order to email at the customer/ ship-to level. Key **N** if you do not want to e-mail Pack Lists to this customer or customer/ ship-to. Key **C** to use the customer's default value at the ship-to level during shipping confirmation for the Email Pack Lists option. **C** is allowed only if you are maintaining a ship-to address. The **Email Pack Lists** and **Email Address** fields defined for the customer will be used. Any email addresses keyed at the Ship-to Address level will be ignored. **Note:** The determination to additionally email Pack Lists can be made at the warehouse level (through Warehouse Numbers Maintenance - MENU IAFILE). When the **Email Pack List** option is set to **Y** at the warehouse level, an additional copy of the pack will be emailed to the email address associated with the warehouse. **Default Value:** N **Valid Values:** Y, N, or C if you are maintaining a ship-to address. (A 1) Required

Field/Function Key	Description
Email A/R Statements	This field appears only if you are maintaining a customer. In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify whether Demand A/R Statements will automatically be e-mailed to this customer. Key **Y** to e-mail A/R Statements to this customer. Key **N** if you do not want to e-mail A/R Statements to this customer. **Default Value:** N **Valid Values:** Y or N (A 1) Required
Email Overdue Notices	This field appears only if you are maintaining a customer. In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify whether Overdue Notices will automatically be e- mailed to this customer. Key **Y** to e-mail Overdue Notices to this customer. Key **N** if you do not want to e-mail Overdue Notices to this customer. **Default Value:** N **Valid Values:** Y or N (A 1) Required

Field/Function Key	Description
Email B&Q Customer Quote	This field appears only if you are maintaining a customer. In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify whether B&Q Customer Quotes will automatically be e-mailed to this customer. Key **Y** to e-mail B&Q Customer Quotes to this customer. Key **N** if you do not want to e-mail B&Q Customer Quotes to this customer. **Default Value:** N **Valid Values:** Y or N (A 1) Required
Default Email Address	Use this field to provide a default e-mail address for this customer/ship-to. If you do not specify an A/P Email Address and/or a Purchasing Email Address, all documents will be e-mailed to this address. **Note:** The address keyed here may be overridden on the Email Options Screen. Refer to the Infor Distribution A+ Mail Server User Guide for information about the Email Options Screen. Key an e-mail address or a distribution group code. Separate multiple e-mail addresses with a semi-colon. **Important:** If you are maintaining a ship-to address and you keyed **C** in the **Email Invoices**, **Email Acknowledgements**, and/or **Email Pack Lists** fields to use the ship-to's customer e-mailing options, leave this field blank. The default e-mail address for this ship-to's customer will be used. If you did not key **C** in any of these fields, this field is required. **Valid Values:** Any operational e-mail address or any distribution group code defined through Distribution Groups Maintenance (MENU MSFILE) and assigned e-mail addresses through Distribution Group Assignments Maintenance (MENU MSFILE). (A 128) Required/Blank

Field/Function Key	Description
Compress	There is one **Compress** field for the Default Email Address, one for the A/P Email Address, and one for the Purchasing Email Address. Use this field to specify whether documents sent as attachments will be compressed when e- mailed to the address. In change mode, you will be allowed access to the A/P Email Address **Compress** field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. In change mode, you will be allowed access to the Purchasing Email Address **Compress** field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. **Note:** The value keyed here may be overridden on the Email Options Screen. Refer to the Infor Distribution A+ Mail Server User Guide for information about the Email Options Screen. Key **Y** to compress attachments sent to the address. You must key **Y** in this field if you want to key **Y** in the **Password Protect** field to password protect attachments. **Note:** If you key **Y** to compress attachments, the recipient must have standard data compression software or be using an e-mail client that supports compression in order to open the attachment. Key **N** to leave attachments sent to the address uncompressed. (A 1) Required

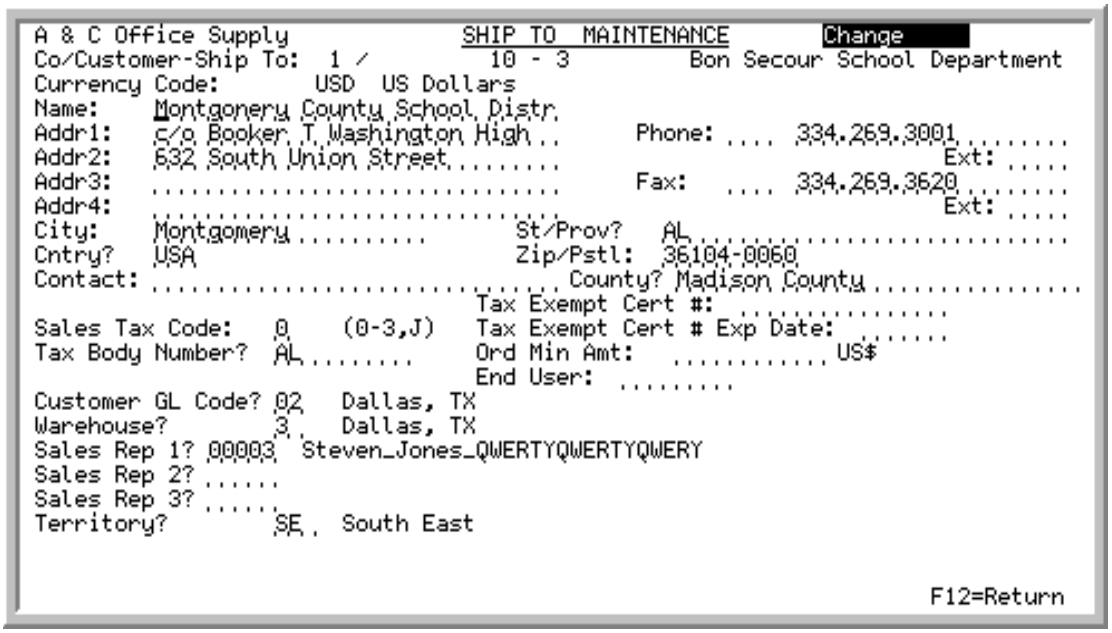
Field/Function Key	Description
Password Protect	There is one **Password Protect** field for the Default Email Address, one for the A/P Email Address, and one for the Purchasing Email Address. Use this field to specify whether documents sent as attachments will be password protected when e-mailed to the address. If you select to password protect documents, the recipient will not be able to open the attached document without the password. In change mode, you will be allowed access to the A/P Email Address **Password Protect** field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. In change mode, you will be allowed access to the Purchasing Email Address **Password Protect** field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. **Note:** The value keyed here may be overridden on the Email Options Screen. Refer to the Infor Distribution A+ Mail Server User Guide for information about the Email Options Screen. Key **Y** to password protect attachments sent to this address. **Note:** If you key **Y** to password protect attachments, then you must key **Y** in the **Compress** field. Key **N** to send attachments to this contact without password protection. (A 1) Required

Field/Function Key	Description
Password	There is one **Password** field for the Default Email Address, one for the A/P Email Address, and one for the Purchasing Email Address. This field is required if you keyed **Y** in the **Password Protect** field. If you keyed **N** in the **Password Protect** field, then you must leave this field blank. The recipient must know the password and key it in order to open the attachment. In change mode, you will be allowed access to the A/P Email Address **Password** field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. In change mode, you will be allowed access to the Purchasing Email Address **Password** field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. **Note:** The value keyed here may be overridden on the Email Options Screen. Refer to the Infor Distribution A+ Mail Server User Guide for information about the Email Options Screen. Key a password. (A 10) Required/Blank

Field/Function Key	Description
A/P Email Address	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify an Accounts Payable e-mail address for this customer/ship-to. The following documents will be e-mailed to this address, as a default: • Invoices • Demand A/R Statements (customer only) • Overdue Notices (customer only) If you leave this field blank, Invoices, Demand A/R Statements, and Overdue Notices will be e-mailed to the Default Email Address. **Note:** The address keyed here may be overridden on the Email Options Screen. Refer to the Infor Distribution A+ Mail Server User Guide for information about the Email Options Screen. Key an e-mail address or a distribution group. Separate multiple e-mail addresses with a semi-colon. **Important:** If you are maintaining a ship-to address and keyed **C** in the **Email Invoices** field to use the ship-to's customer e-mailing option, leave this field blank; otherwise, this field is required. **Valid Values:** Any operational e-mail address or any distribution group code defined through Distribution Groups Maintenance (MENU MSFILE) and assigned e-mail addresses through Distribution Group Assignments Maintenance (MENU MSFILE). (A 128) Optional

Field/Function Key	Description
Purchasing Email Address	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify a Purchasing e-mail address for this customer/ship- to. The following documents will be e-mailed to this address, as a default: • Acknowledgements • B&Q Customer Quotes (customer only) • Pack Lists If you leave this field blank, Acknowledgements, B&Q Customer Quotes, and Pack Lists will be e-mailed to the Default Email Address. **Note:** The address keyed here may be overridden on the Email Options Screen. Refer to the Infor Distribution A+ Mail Server User Guide for information about the Email Options Screen. Key an e-mail address or a distribution group code. Separate multiple e-mail addresses with a semi-colon. **Important:** If you are maintaining a ship-to address and keyed **C** in the **Email Acknowledgements** or **Email Pack Lists** field to use the ship-to's customer e-mail options, leave this field blank; otherwise, this field is required. **Valid Values:** Any operational e-mail address or any distribution group code defined through Distribution Groups Maintenance (MENU MSFILE) and assigned e-mail addresses through Distribution Group Assignments Maintenance (MENU MSFILE). (A 128) Optional
F12=Return	Press **F12=RETURN** to return to the previous screen without saving your entries.
Enter	Press **ENTER** to save your entries. The Customer/Ship To File Maintenance Screen will appear.

Ship To File Maintenance Screen 1



This screen appears when you key both a customer number and a ship-to number on the Customer/ Ship To File Maintenance Screen and press **ENTER**. This screen also appears when you select a ship-to address on the Ship-To Search Screen.

Use this screen to add, change, or delete information related to ship-to addresses. Specifically, having added a customer, you can define a single ship-to address or multiple ship-to addresses for that customer. For each ship-to address, you can assign up to 3 sales representatives and a tax exemption certificate number and its expiration date.

After defining ship-to addresses, you can specify the most commonly-used address as the customer's Default Ship-To code on Customer Maintenance Screen 1. When entering an order for the customer, the ship-to address information for that Default Ship-To code will automatically appear on the order. You can change the order's ship-to address at that time if necessary.

If suspending or reactivating a customer ship-to number, fields on this screen will be protected.

Important

If, through Sales Analysis Options Maintenance (MENU XAFILE), you elected to track sales analysis data at the ship-to level, you should assign each new ship-to address a unique ship-to number. You should not reuse ship-to numbers by assigning them to new addresses. This would result in inaccurate sales records, because Distribution A+ tracks sales by ship-to number, if used, and will combine sales for both old and new ship-to addresses associated with the same ship-to number. Note that Sales Analysis will nevertheless separate data associated with orders that do not specify any ship-to number or address, doing so according to sold-to address only. It will also separate and combine in a single file orders that specify an alternate ship-to address without a ship-to number.

Refer to SAMAIN - Options 2, 4 and 5 for the various sales analyses.

Important

Security information is described at the screen and field level for the Customer Maintenance Screen 1, and at the field level for the Customer Maintenance Screen 2.

During Customer Master Maintenance, access to particular fields is granted only if you are authorized to maintain credit and/or sales and marketing information fields, as determined through Application Action Authority Maintenance (MENU XASCTY).

Similarly, during Ship To Master Maintenance, access to credit information fields is granted only if you are authorized to maintain credit information. However, you will always be granted access to any sales and marketing information fields if you are authorized to maintain ship-to numbers, as determined through Application Action Authority Maintenance (MENU XASCTY).

Ship To File Maintenance Screen 1 Field and Function Keys

Field/Function Key	Description
Co/Customer-Ship To	This field displays the company and customer number to which this ship-to address is assigned. Display
Currency Code	This field displays only if International Currency is installed. The default currency code and description for the customer is displayed and assigned to each ship-to that is defined. Display

Field/Function Key	Description
Name	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field will automatically update the Open Order Header File (**ORHED**) for orders placed for this ship-to number when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. Key the name of the customer. The name should be the customer's mailing and billing name. **Default Value:** the name from the Customer Master File (**CUSMS**) (A 30) Required
Addr 1 – 4	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. These fields will automatically update the Open Order Header File (**ORHED**) for orders placed for this ship-to number when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. Key the customer's street address, post office box number, or other address information except for the city, state/province, country, and zip/postal code which are specified in fields below. **Note:** You can use the **Addr 4** field only if **Form Type** is **2** in System Options Maintenance (MENU XAFILE). **Default Value:** the address 1 - 4 fields from the Customer Master File (**CUSMS**) (4 @ A 30) Optional

Field/Function Key	Description
City	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field will automatically update the Open Order Header File (**ORHED**) for orders placed for this ship-to number when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. Key the customer's city. **Default Value:** the city field from the Customer Master File (**CUSMS**) (A 20) Optional
St/Prov	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field will automatically update the Open Order Header File (**ORHED**) for orders placed for this ship-to number when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to Y and the field was not changed (overridden) in the Order Entry order. Key the customer's state or province. **Default Value:** the **State/Province** field from the Customer Master File (**CUSMS**) **Valid Values:** A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3) if Validate State/Province is Y in Systems Options Maintenance (MENU XAFILE). (A 30) Optional

Field/Function Key	Description
Cntry	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field will automatically update the Open Order Header File (**ORHED**) for orders placed for this ship-to number when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. Key the customer's country. **Default Value:** The country field from the Customer Master File (**CUSMS**) **Valid Values:** A country code defined through Country Name Maintenance (MENU ARFIL2). (A 3) Optional
Zip/Pstl	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field will automatically update the Open Order Header File (ORHED) for orders placed for this ship-to number when the Order **Entry** Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. Key the customer's zip or postal code. **Default Value:** The Zip/Postal field from the Customer Master File (**CUSMS**) (A 10) Optional

Field/Function Key	Description
Contact	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field will automatically update the Open Order Header File (**ORHED**) for orders placed for this ship-to number when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. Key the name of the customer's Purchasing contact person. **Default Value:** the PO Contact field from the Customer Master File (**CUSMS**) (A 30) Optional
County	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Key the customer's ship-to county. **Valid Values:** A county defined for the customer's ship-to state/province through State/Province Codes Maintenance (MENU OEFIL3). (A 30) Optional

Field/Function Key	Description
Phone (PO Contact)	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. These fields will automatically update the Open Order Header File (**ORHED**) for orders placed for this ship-to number when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. Key the PO Contact's telephone number, which includes the following: • 3-character country access code • 20-character area code and telephone number • 4-character extension number For example: 011 (781) 555-1212 1289 Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is **Y** in Systems Options Maintenance (MENU XAFILE). For more information, refer to Phone and Fax Number Delimiters in the Infor Distribution A+ Cross Applications User Guide. **Default Value:** the PO contact phone field from the Customer Master File (**CUSMS**) **Valid Values:** Numerals and the following symbols: - ( ) . / (N 3,0 / N 20,0 / N 4,0) Optional

Field/Function Key	Description
Fax	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is Y in Systems Options Maintenance (MENU XAFILE). Use this field if FAX is installed and you plan to fax at least one type of document [**Y** must be entered for one or more of the document types listed on Customer Maintenance Screen 4]. Key the customer's fax number, which includes the following: • 3-character country access code • 20-character area code and telephone number • 4-character extension number For example: 011 (781) 555-1212 1289 **Note:** If FAX is installed, and you are using the Quadrant FastFax third party product, this field may update automatically through Quadrant's FastFax if you run Update A+ From FastFax via Nickname (MENU AXMAIN) and enter **Y** in the **Update Customer Master File** field. Refer to the Infor Distribution A+ FAX User Guide for details. **Valid Values:** Numerals and the following symbols: - ( ) . / (N 3,0 /N 20,0 / N 4,0) Optional

Field/Function Key	Description
Tax Exempt Cert #	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. If you key **1**, **2**, or **3** in the **Sales Tax Code** field, it is recommended that you provide a tax exemption certificate number. Key the tax exemption certificate number. Apart from a requirement for non- taxable orders, keying this number also enables tax override exemptions created through Tax Overrides Maintenance (MENU OEFIL2). **Note:** This field is not used if you have installed Vertex taxing software and activated it through System Options Maintenance (MENU XAFILE). **Default Value:** the Tax Exempt Cert # field from the Customer Master File (**CUSMS**) (A 15) Optional

Field/Function Key	Description
Sales Tax Code	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This is the default sales tax exemption code for this customer. It is used for orders created for this customer in Order Entry. This code also applies to Point of Sale orders entered through Point of Sale Entry (MENU PSMAIN). The Tax Code and Re-use Code assigned to individual items through Item Master Maintenance (MENU IAFILE) and Item Balance Maintenance (MENU IAFILE) are used in conjunction with this code to determine which items on the order are taxable. Key **0** if this customer is taxable. All items with a tax code of 0 are taxed. All items with a tax code of 1, 2 or 3 will not be taxed. The re-use code of any item is disregarded. Key a **1**, **2** or **3** if this customer is tax-exempt in one of three categories. You determine what each of these three categories represent. All items on the order are not taxed, even if the item is taxable, and regardless of the item's re-use code. If you key **1**, **2** or **3** in this field, it is recommended that you also key a tax exemption certificate number in the **Tax Exempt Cert#** field. Key **J** (for jobber) to tax this customer based on the re-use code of the individual items ordered. All items with a tax code of **0** and a re-use code of **Y** are taxed. All items with a tax code of **0** and a re-use code of N are not taxed. All items with a tax code of **1**, **2**, or **3** are not taxed. **Note:** This field is not used if you have installed Vertex taxing software and activated it through System Options Maintenance (MENU XAFILE). Override tax exemptions may be created at a variety of levels through options available on MENU OEFIL2. Which levels are used when Distribution A+ is determining the tax status of orders entered through order entry or off-line order entry depends on the selections made through Order Entry Options Maintenance (MENU XAFILE). **Default Value:** 0 (A 1) Required

Field/Function Key	Description
tax Exempt Cert # Exp Date	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. If you key **1**, **2** or **3** in the **Sales Tax Code** field, it is recommended that you provide a tax exemption certificate number expiration date. Key the expiration date, if any, for the tax exemption certificate number you key in the **Tax Exempt Cert #** field. **Default Value:** the Tax Exempt Cert # Date field from the Customer Master File (**CUSMS**) **Valid Values:** Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Tax Body Number	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This is the code that represents the taxing jurisdiction for which an order is placed by this customer. This field will automatically update the Open Order Header File (**ORHED**) for orders placed for this ship-to number when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. Key the tax jurisdiction code for the customer. **Note:** This field is not used if you have Vertex taxing software installed and you selected to use Vertex taxing through System Options Maintenance (MENU XAFILE). **Default Value:** the Tax Body Number field from the Customer Master File (**CUSMS**) **Valid Values:** Any tax body code defined through Tax Body Maintenance (MENU OEFILE), which applies to all companies (A 10) Required

Field/Function Key	Description
Order Min Amt	This field appears only if the **Check Order Minimum Hold** field is set to Y in Order Entry Options Maintenance (MENU XAFILE). In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field is used to specify the minimum amount below which orders for this customer/ship-to address will be automatically put on hold based on criteria described in the **Ord Min** field on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN) of the Infor Distribution A+ Order Entry User Guide. Once the value of the order meets or exceeds this amount, the order minimum hold will be automatically released. In addition to specifying an order minimum amount for a customer ship-to address, you can specify an order minimum amount for a customer on the Customer Maintenance Screen 2 and for a company through Order Entry Options Maintenance (MENU XAFILE). When determining the minimum order amount to use, the system uses the following hierarchy: • customer ship-to address • customer • company Authorized users can manually release an order minimum hold through Release Held Orders (MENU OEMAIN) even if the order is below the minimum you have defined in this field or set through Order Entry Options Maintenance (MENU XAFILE). Key the minimum amount required, below which orders for the customer ship-to address will be placed on hold. If International Currency is installed and activated, key the amount in converted currency. The local currency equivalent will display beside the trading currency amount, and the currency symbol will display to the right of the values. **Valid Values:** A value greater than zero. (N 11,0) Optional

Field/Function Key	Description
Vertex ShipTo	This field displays only if using the Vertex Interface and selected to use Vertex taxing through System Options Maintenance (MENU XAFILE). Use this field only if the ship-to number is greater than five positions. If the ship-to number is greater than five positions, this field acts as a link between the ship-to numbers in Distribution A+ and the tax data entered in Vertex. Any exceptions set up in Vertex should reference this **Vertex Ship To** field instead of the regular ship-to number. **Note:** The Vertex customer/ship-to number is 15 alphanumeric characters in length. The customer/ship-to number displays the 10 character customer number then displays the ship-to number in the last five positions (e.g. 0000000100SHIP1). Key in an additional ship-to number if necessary. (A 5) Optional
End User	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify a number to identify the customer for processing rebates to the vendor. For Kimberly-Clark rebates, this value is assigned by Kimberly-Clark to customers that purchase their items. This field fills the **KC_ENDU** field of the electronic filing formats for extracted rebates using the paper industry formats. (N 8,0) Optional
Customer GL Code	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This is the customer GL code for this customer, which is used for posting to specific groups of general ledger account numbers. **Valid Values:** A customer GL code defined through GL Customer Code Maintenance (MENU ARFILE). (A 2) Optional

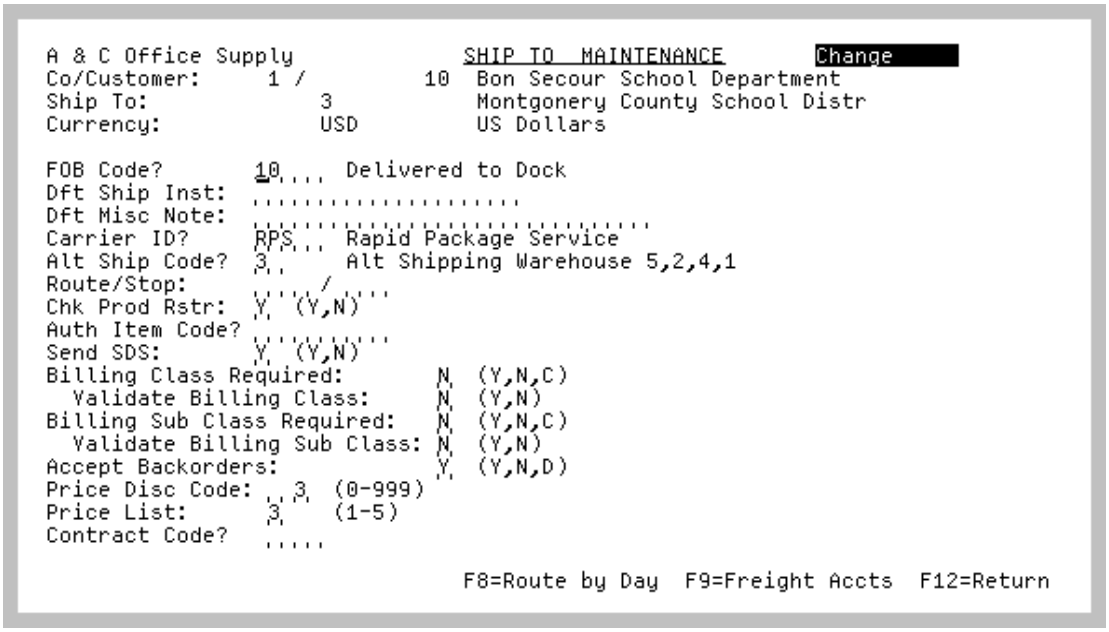
Field/Function Key	Description
Warehouse	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. When changing this default warehouse, only new orders (not existing or history orders) or this customer/ship to will use this new warehouse as the default warehouse. Once this default warehouse is changed, any new orders created for the customer/ship-to will use this newly assigned warehouse as the default warehouse on the order header (although as always, it may be changed before items are added to the order); and the warehouse used for an order impacts a number of variables on that order. For example, warehouse level prices (including any International Currency prices), taxing details, the default ordering unit of measure, special order/drop ship flags, backorder allowance flags (based on release), etc. could all be different for each item, depending on the warehouse from which it is being ordered. Therefore, changing a customer/ship-to default warehouse could result in the customer/ ship-to seeing new/different values when placing new orders. When International Currency is installed, it is recommended that the default warehouse you specify for this customer/ship-to be one whose company uses the same currency as the company for which this customer/ship-to was defined. This will prevent currency conflicts which can occur when you enter an order for a company with a currency different from that of the warehouse that stores the items. If changing the customer/ship-to default warehouse, you may also want to evaluate, for that customer/ship-to, if any other fields should be changed as well. For example, you may want to also review/change fields such as the following, which might be impacted by the new warehouse's physical location in relation to the customer/ship-to location: • alternate ship code • route/stop (including route by day) • FOB code assigned • carrier assigned • freight account numbers (added at later releases), which could be defined by wh

Field/Function Key	Description
Warehouse Continued	Other things to consider checking should include anything which may have been previously created for the customer/warehouse relationship, such as: • Customer Inventory Reservations (CIRs) which could be established per warehouse (MENU OEFILE) • Product Restriction Code (MENU OEFIL2) which could be established for just some warehouses (and for which a co/customer authorization record may exist) • Extended Item Comments (EICs) (defined via MENU IAFILE) which could be co/customer/wh specific (based on System Options, MENU XAFILE) • Tax Overrides (MENU OEFIL2) which could be co/customer/wh specific • Rebates (MENU OERFILE) which could be co/customer/wh specific • Automatic Order Charges (MENU OEFIL3) which could be co/customer/ wh specific • Automated Invoicing (MENU OEFIL3) which could be co/wh specific for a group of customer classes/commitment codes/etc. • If using wh level security (MENU XASCTY), there might be security changes needed to ensure data for this new customer/wh can be accessed/ viewed/etc. • If you have the Consignment module, you can also determine if any consignment information should be changed (e.g., Customer Consignment Item Balance entries, MENU CNFILE). • Etc. Key the warehouse from which orders for this customer are usually shipped. **Note:** This field may also be updated via Offline Customer/Ship to Maintenance (MENU ARMAST). **Default Value:** The default warehouse defined for the default company through Authority Profile Maintenance (MENU XASCTY). (A 2) Required

Field/Function Key	Description
Sales Reps 1, 2 & 3	In change mode, you will be allowed access to these fields only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field reflects the sales representatives (up to three) for this customer. These fields will automatically update the Open Order Header File (**ORHED**) for orders placed for this ship-to number when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. Key the primary sales representative for this customer. Key the secondary sales representative for this customer (optional). Key the third (tertiary) sales representative for this customer (optional). **Default Value:** the Sales Representatives 1, 2, and 3 fields from the Customer Master File (**CUSMS**) **Valid Values:** Any sales representative defined through Sales Representative File Maintenance (MENU SAFILE) for this company (N 5,0) Required for the first sales representative only
Territory	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field represents the territory for which the sales representative is responsible. The sales territory assigned to this customer is used to record sales dollars for Sales Analysis. This field will automatically update the Open Order Header File (**ORHED**) for orders placed for this ship-to number when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. Key the appropriate territory. **Default Value:** the territory field from the Customer Master File (**CUSMS**) **Valid Values:** Any territory defined through Territories File Maintenance (MENU SAFILE) for this company (A 3) Required

Field/Function Key	Description
F5=Vertex Tables	**Note:** **F5=VERTEX TABLES** displays only if using the Vertex Interface and selected to use Vertex taxing through System Options Maintenance (MENU XAFILE). Press **F5=VERTEX TABLES** to access the Vertex Tax Decision Maker Screen where you can enter tax table information. Refer to the Vertex Sales Tax manual for more specific information regarding the maintenance and use of these tax tables.
F12=Return	Press **F12=RETURN** to return to the Customer/Ship To File Maintenance Screen without saving any additions or changes made to this screen.
F24=Delete	**F24=DELETE** displays in Delete Mode only. Press **F24=DELETE** to delete the displayed ship-to address. The Customer/Ship To File Maintenance Screen will display and the ship-to address will be deleted.
Enter	Press **ENTER** to confirm your selections. The Ship To File Maintenance Screen 2 will appear.

Ship To File Maintenance Screen 2



This screen appears after you press **ENTER** on the Ship To File Maintenance Screen 1.

Use this screen to add, change or delete additional ship-to information for a specific customer. A few options you can assign is an **FOB Code** to the ship-to address that is different from the FOB code you entered for this customer on the Customer Maintenance Screen 3, a **Billing Class/Sub Class** to the customer/ship-to record to help categorize the line items that they order, and an **Accept Backorders** flag to the customer/ship-to record in addition to the customer level to provide more flexibility. Other options you can assign on this screen are further explained for each field.

If suspending or reactivating a customer ship-to number, fields on this screen will be protected.

Important

During Customer Master Maintenance, access to particular fields is granted only if you are authorized to maintain credit and/or sales and marketing information fields, as determined through Application Action Authority (MENU XASCTY).

Similarly, during Ship To Master Maintenance, access to credit information fields is granted only if you are authorized to maintain credit information. However, you will always be granted access to any sales and marketing information fields if you are authorized to maintain ship-to numbers, as determined through Application Action Authority (MENU XASCTY).

Ship To File Maintenance Screen 2 Function Keys

Function Key	Description
FOB Code	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. The FOB code contains shipping information, including who is responsible (you or the customer) for shipping charges and freight damages. Use this field to assign a default FOB code to this customer. When you enter an order for this customer through Enter, Change & Ship Orders (MENU OEMAIN), this FOB code will appear on the Order Header Screen. This field will automatically update the Open Order Header File (**ORHED**) for orders placed for this ship-to number when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. Key the FOB code. **Default Value:** the FOB code field from the Customer Master File (**CUSMS**). **Valid Values:** An FOB code defined through FOB Codes Maintenance (MENU OEFIL3 or MENU POFIL2). (A 5) Optional
Dft Ship Inst	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field identifies the form of transportation usually used when sending a shipment. This field will automatically update the Open Order Header File (**ORHED**) for orders placed for this ship-to number when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. **Default Value:** the default shipping instructions from the Customer Master File (**CUSMS**) (A 20) Optional

Function Key	Description
Dft Misc Note	Use this field to enter a note that will print on the invoice. This field will automatically update the Open Order Header File (**ORHED**) for orders placed for this ship-to number when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. **Default Value:** the default miscellaneous notes field from the Customer Master File (**CUSMS**) (A 30) Optional
Carrier ID	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Key the code used to represent the type of carrier preferred by the customer. This field will automatically update the Open Order Header File (**ORHED**) for orders placed for this ship-to number when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. **Default Value:** the default carrier ID field from the Customer Master File (**CUSMS**) (A 5) Optional
Alt Ship Code	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Key the code used to denote the alternate shipping route for this customer. (A 2) Optional

Function Key	Description
Route/Stop	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field will automatically update the Open Order Header File (**ORHED**) for orders placed for this ship-to number when the Order Entry Options (MENU XAFILE) **Update Open Orders from Customer/Ship To Maintenance** field is set to **Y** and the field was not changed (overridden) in the Order Entry order. Key the route and stop number for this customer. Route numbers can be used to schedule deliveries or planned pick-ups. To specify the route and stop for the customer/ship-to by the day of the week, see **F8=ROUTE BY DAY**. **Note:** If using route/stop numbers in Order Entry, route numbers will print on the Manifest Report, which prints after generating invoices through Print Invoices (MENU OEMAIN). The Manifest Report prints only if route/stop numbers are being used. **Default Value:** the route/stop fields from the Customer Master File (**CUSMS**) (A 4/N 3,0) Optional

Function Key	Description
Chk Prod Rstr	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field determines if this customers authority to purchase restricted items should be checked before being able to purchase them for shipment to this ship-to address. Check product restrictions can be specified at the ship-to location level instead of the customer level. The value defaulted in this field is that entered on the Customer Maintenance Screen 1. If **S** was entered, **Y** displays in this field. If you instead want to specify whether or not product restrictions will be checked at this ship-to level, accept or change the value displayed. Distribution A+ verifies the value in this field to determine if this customer should be checked for product restrictions placed on items. Key **N** at the customer level and at this ship-to level if this customer does not require a product restriction check. Product restrictions will not be checked unless the restriction code (**Mandatory** field) in Product Restriction Codes Maintenance (MENU OEFIL2) overrides this choice. (A 1) Required

Function Key	Description
Auth Item Cd	Use this field to assign an Authorized Item Code (AIC) to a customer ship-to level. An AIC allows you to designate which items or item classes/subclasses you want your customers (or ship-to's) to be authorized to purchase. To assign an AIC to a customer, refer to the Customer Maintenance Screen 1. Key an AIC to assign to this customer ship-to level. This customer ship-to level will then be able to only order items or item classes/subclasses that exist on this AIC, as defined through Authorized Item Codes Maintenance (MENU OEFIL3). Key ***CONTR** as the AIC to allow the customer ship-to to only order items for which a current contract has been set up. ***CONTR** is valid only if the Use Customer Contracts field is set to **Y** in Order Entry Options Maintenance (MENU XAFILE). **Note:** If a customer level AIC is entered only on the Customer Maintenance Screen 1, the system will use that value to determine if the customer is allowed to purchase the items and/or item classes/subclasses. If both a customer level AIC and customer ship-to level AIC is entered, the ship-to level AIC (entered in this field) will be used to determine if the items and/ or item classes/subclasses can be purchased. Additionally, if the product is restricted and product restrictions are being checked for the ship-to, then regardless if the items and/or item classes/ subclasses are defined for the AIC at either level (customer or customer ship-to), the customer or customer ship-to will not be allowed to purchase them. **Default Value:** blank for an existing record; the value specified on the customer master record, if any, for a new record. **Valid Values:** an AIC defined through Authorized Item Codes Maintenance (MENU OEFIL3) or ***CONTR**. (A 10) Optional

Function Key	Description
Send SDS	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. An SDS (Safety Data Sheet) may be sent at the ship-to location level instead of the customer level. The value defaulted in this field is that entered on the Customer Maintenance Screen 1. If you instead want to specify whether or not an SDS should be sent at this level, accept or change the value displayed in this field. Distribution A+ verifies the value in this field to determine if **SDS** will print for an “SDS” item for this customer. If this field is **Y**, SDS sheets will be sent to this customer ship-to the first time they purchase an item that requires SDS sheets. Key **N** at the customer level and at this ship-to level if this customer does not require SDS sheets to be sent. (A 1) Required
Billing Class Required	A Billing Class is a value that you can assign to an individual customer/ship- to help classify the line items that they order (for example, *office supplies*). By classifying line items that a customer orders, you will be able to keep better track of billing and generate more specific reports for management. Billing Classes are defined through Billing Class/Sub Class Maintenance (MENU ARFIL2) and will be used for validation or selection within Order Entry. The value you key in this field will determine if the entry of a Billing Class will be required during line-item entry. Key **Y** if you want the entry of a Billing Class to be required for this customer/ship-to during line-item entry. Key **N** if you do not want to require the entry of a Billing Class for this customer/ship-to during line-item entry. Key **C** if you want the system to use the value defined at the customer level (on the Customer Maintenance Screen 3). **Default Value:** N, when adding a new customer (A 1) Required

Function Key	Description
Validate Billing Class	If you keyed **Y** in the **Billing Class Required** field, use this field to determine if the Billing Class entered for the customer/ship-to during line item entry will be validated. Key **Y** to have the system verify that the Billing Class entered for this customer/ship-to is valid (as defined through Billing Class/Sub Class Maintenance (MENU ARFIL2)). Key **N** if you do not want to have the Billing Class for this customer/ship-to validated during line item entry. You must key **N** if the **Billing Class Required** field is **N** or **C**. **Default Value:** N, when adding a new customer (A 1) Required
Billing Sub Class Required	A Billing Sub Class is a value that you can further assign to an individual customer/ship-to record to help classify the line items that they order (for example, if the Billing Class is office supplies, the Sub Class might be paper). By classifying line items that a customer orders, you will be able to keep better track of billing and generate more specific reports for management. Billing Sub Classes are defined through Billing Class/Sub Class Maintenance (MENU ARFIL2) and will be used for validation or selection within Order Entry. The value you key in this field will determine if the entry of a Billing Sub Class will be required during line item entry. Key **Y** if you want the entry of a Billing Sub Class to be required for this customer during line item entry. You can only key **Y** if the **Billing Class Required** field is **Y**. Key **N** if you do not want to require the entry of a Billing Sub Class for this customer during line item entry. You must key **N** if the **Billing Class Required** field is **N**. Key **C** if you want the system to use the value defined at the customer level (on the Customer Maintenance Screen 3). You must key **C** if the **Billing Class Required** field is **C**. **Default Value:** N, when adding a new customer (A 1) Required

Function Key	Description
Validate Billing Sub Class	If you keyed **Y** in the **Billing Sub Class Required** field, use this field to determine if the Billing Sub Class entered for the customer/ship-to during line item entry will be validated. Key **Y** to have the system verify that the Billing Sub Class entered for this customer/ship-to is valid (as defined through Billing Class/Sub Class Maintenance (MENU ARFIL2)). Key **N** if you do not want to have the Billing Sub Class for this customer/ ship-to validated during line item entry. You must key **N** if the **Billing Sub Class Required** field is **N** or **C.** **Default Value:** N, when adding a new customer (A 1) Required
Accept Backorders	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field indicates whether or not this customer/ship will allow items to be backordered. Key **Y** if this customer/ship-to accepts backorders. If the customer/ship-to accepts backorders, blank (no value) will default in the **Compl Ship** field on the Second Header Screen during Order Entry for this customer/ship-to, and partial shipments will be allowed and remaining items will be put on backorder. Key **N** if this customer/ship-to does not allow backorders. If the customer/ ship-to does not accept partial shipment, **H** will default in the **Compl Ship** on the Second Header Screen during Order Entry for this customer/ship-to, and the entire order will be put on hold until it can be shipped complete. Key **D** to delete any items that cannot be shipped from the order. If the customer/ship-to wants items deleted from the order that cannot be shipped, **D** will default in the **Compl Ship** on the Second Header Screen during Order Entry for this customer/ship-to, and any items on the order that cannot be shipped will be deleted. Only those items that can be shipped will remain on the order. Unshippable quantities will be deleted after the order is invoiced. **Default Value:** The Accept Backorders field value from the Customer Master File (**CUSMS**). (A 1) Required

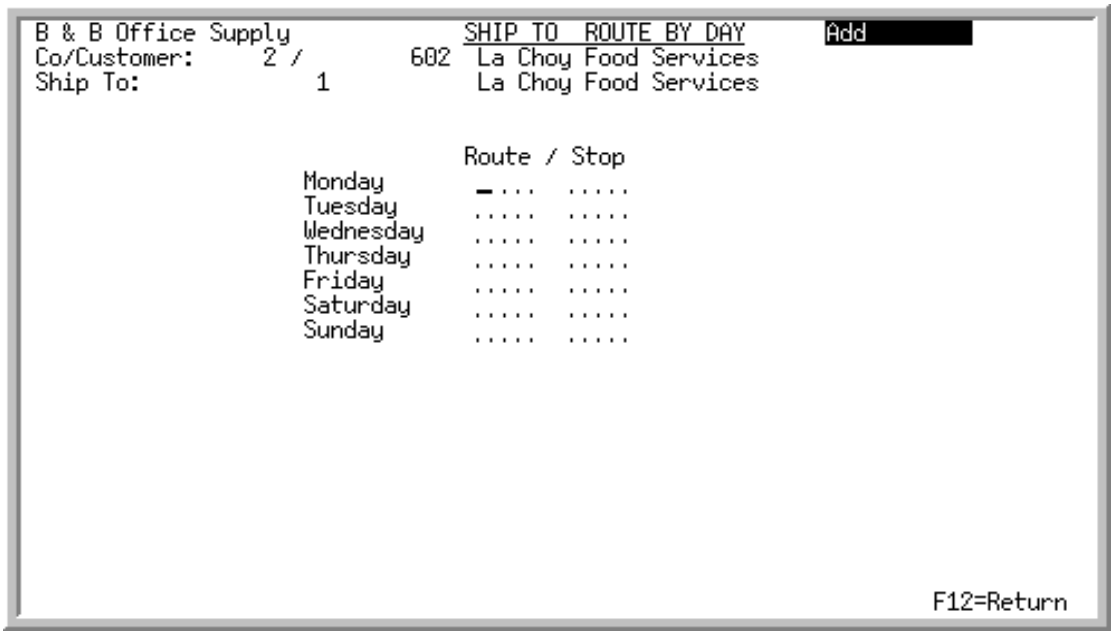
Function Key	Description
Price Disc Code	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This is the price discount code [defined for a price class through Price Matrix Maintenance (MENU OEPRCE)] for the pricing matrix that you want associated with this customer/ship-to. The code that you assign to this customer/ship-to is used to classify the customer/ship-to for Distribution A+ pricing functions using the price matrix. There are 999 possible customer price discount codes for discount, markup, and gross margin percentages that may be assigned to a customer/ship-to. Key the price discount code for this customer/ship-to. **Note:** The value in this field will not be assigned when setting up a new ship-to number for a customer. It also will not be included in the copy ship to process during Order Entry. If the value of this field is not assigned, the corresponding customer level pricing fields values would be used during item price calculations in Order Entry. If the value in this field is assigned (non-zero) for the ship-to, this value will override the corresponding customer level pricing fields values. **Valid Values:** 0 through 999 (N 3,0) Optional

Function Key	Description
Price List	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field indicates which of an item's five list prices [as defined through Item Master Maintenance (MENU IAFILE) or Item Balance Maintenance (MENU IAFILE)] will be used for this customer/ship-to as a base price in Order Entry. When International Currency is installed, if the **Use Multiple Country/ Country Pricing** field is set to **Y** for this customer's/ship-to's company in International Currency Options Maintenance (MENU ICFILE), the item's list prices, surcharges, and container charges can be maintained for specific countries and currencies. Key the default price list number to be assigned to this customer/ship-to. You may accept or override this price list when creating an order for this customer/ship-to through Enter, Change & Ship Orders (MENU OEMAIN). **Note:** • The value in this field will not be assigned when setting up a new ship-to number for a customer. It also will not be included in the copy ship to process during Order Entry. • If the value of this field is not assigned, the corresponding customer level pricing fields values would be used during item price calculations in Order Entry. • If the value in this field is assigned (not blank) for the ship-to, this value will override the corresponding customer level pricing fields values. **Default Value:** Blank (N 1,0) Optional

Function Key	Description
Contract Code	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This is the customer contract code for the contract pricing that you want associated with this customer/ship-to. The contract code that you assign to this customer/ship-to is used to classify the customer/ship-to for contract pricing functions. Key the customer contract code for this customer/ship-to. **Note:** • The value in this field will not be assigned when setting up a new ship-to number for a customer. It also will not be included in the copy ship to process during Order Entry. • If the value of this field is not assigned, the corresponding customer level pricing fields values would be used during item price calculations in Order Entry. • If the value in this field is assigned (not blank) for the ship-to, this value will override the corresponding customer level pricing fields values. **Default Value:** Blank **Valid Values:** A valid code defined through Customer Contract Code Maintenance (MENU OEPRCE). (A 4) Optional
F8=Route by Day	If suspending or reactivating a customer ship-to number, the **F8=ROUTE BY DAY** function key will not be displayed. Press **F8=ROUTE BY DAY** to specify the route and stop for the customer/ship-to by the day of the week. The Customer Maintenance Screen 3 will display.
F9=Freight Accts	Press **F9=FREIGHT ACCTS** to add, change or delete freight account numbers that are associated with one or more carrier/warehouse combinations that may be used by the indicated customer/ship-to. The Freight Account Numbers Screen will appear.
F12=Return	Press **F12=RETURN** to return to the Ship To File Maintenance Screen 1 without saving any additions or changes made to this screen.

Function Key	Description
Enter	Press **ENTER** to confirm your entries. The Customer/Ship To File Maintenance Screen will display if EDI or FAX are not installed. If the EDI or FAX modules are installed, the Additional Info Maintenance Screen appears.

Ship To Route by Day Screen



This screen appears after you press **F8=ROUTE BY DAY** on the Ship To File Maintenance Screen 2.

Use this screen to specify the route and stop for the customer/ship-to by the day of the week. To specify routes by the day of the week at the customer level, refer to the Customer Route By Day Screen.

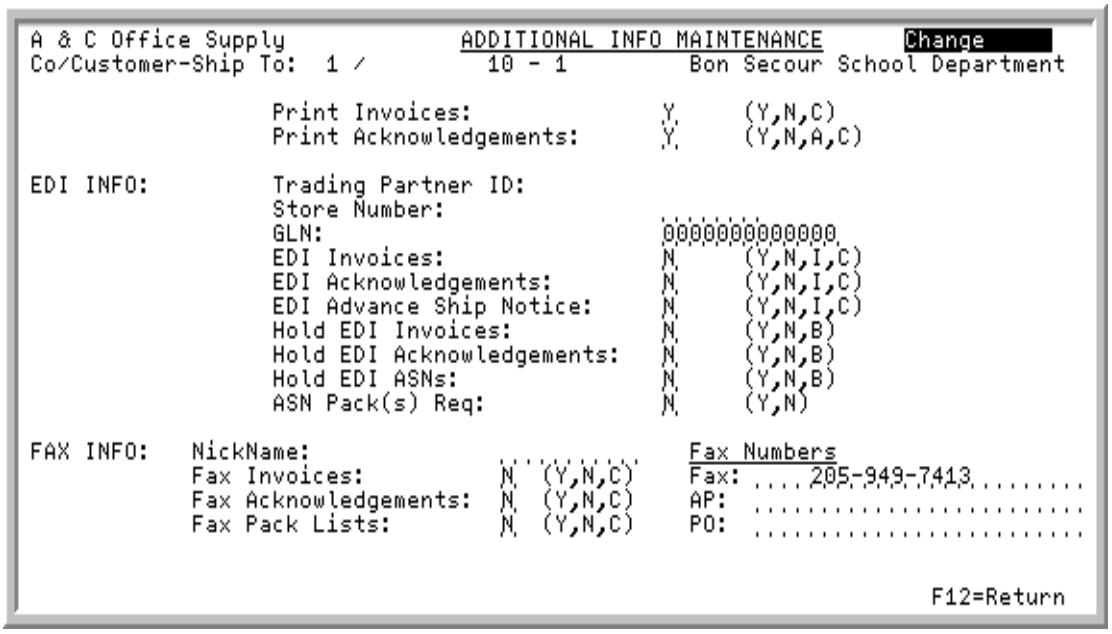
The values entered on this screen will be the default values for new orders and can be overridden, as needed. When Automatic Backorder Release (ABR) is run, the route/stop will be re-evaluated to determine if a different route/stop should be assigned to the sales order from these default values.

Changes will not be made if the route/stop has been overridden.

Ship To Route by Day Screen Fields and Function Keys

Field/Function Key	Description
Route/Stop (Monday - Sunday)	Route numbers can be used to schedule deliveries or planned pick ups. Use these fields to specify the route and stop for the customer/ship-to by the day of the week. You do not need to enter routes for all days of the week. If routes are entered by day at the ship-to level, then the route will be defaulted in the **Route** field on the Second Order Header Screen during Order Entry. **Note:** If using route/stop numbers in Order Entry, route numbers will print on the Manifest Report, which prints after generating invoices through Print Invoices (MENU OEMAIN). The Manifest Report prints only if route/stop numbers are being used. (A4 / A3) Optional
F12=Return	Press **F12=RETURN** to return to the Ship To File Maintenance Screen 2 without saving your changes.
Enter	Press **ENTER** to confirm your entries and return to the Ship To File Maintenance Screen 2.

Additional Info Maintenance Screen



This screen appears after you press **ENTER** on the Ship To File Maintenance Screen 2. Use this screen to provide print, FAX, and EDI settings for Invoices, Acknowledgements, and

Advance Ship Notices sent to this customer's ship-to address. You can print the documents, send them via EDI, or fax them. You can select more than one default method of delivery for each document; however, you must select at least one method. For example, **Print Invoices, EDI Invoices**, and **FAX invoices** cannot all be set to **N**; at least one of the three must be set to **Y** or **C** in order to use the customer setting.

The fields that appear on this screen, depend on the modules you have installed. The **FAX Info** fields appear on this screen only after the FAX module system options have been set up through Fax System Options Maintenance (MENU AXMAIN). The **EDI Info** fields appear on this screen only after the EDI system options have been set up through EDI Options (MENU EIMAIN).

If suspending or reactivating a customer ship-to number, fields on this screen will be protected.

If FAX is installed, the appropriate fax country code and fax number will default onto the FAX Cover Sheet Information Screen (explained in the Fax Related Screens Appendix of the Infor Distribution A+ FAX User Guide) prior to the respective document being faxed. The default to be used is dependent on the type of document being faxed. The table below reflects the default fax country code and fax number to be used based on the document.

Document to Fax	Fax Number Default
Invoices	AP Contact
Acknowledgements	PO Contact

Document to Fax	Fax Number Default
A/R Statements	AP Contact
Overdue Notices	AP Contact
B&Q Customer Quote	PO Contact
Pack List	PO Contact

Note: If a fax number was not entered for the particular AP or PO contact, the fax number will default to the customer/ship-to level fax country code and fax number on the FAX Cover Sheet Information Screen. If the default fax number is also blank, then the fax country code and fax number will display as blanks on the FAX Cover Sheet Information Screen. You have the option to override the fax country code and fax number accordingly on the FAX Cover Sheet Information Screen.

Important: During Ship To Master Maintenance, access to credit information fields is granted only if you are authorized to maintain credit information. However, you will always be granted access to any sales and marketing information fields if you are authorized to maintain ship-to numbers, as determined through Application Action Authority Maintenance (MENU XASCTY).

Additional Info Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Print Invoices	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify whether you want to print invoices for this ship-to address or use the settings for the customer. The value keyed here displays as the default value on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN) and can be changed for a particular order on that screen. Key **Y** to print invoices for this ship-to address. Invoices for this ship-to address will print using this ship-to's bill-to address. Key **N** if you do not want to print invoices for this ship-to address. If you key **N,** you must select another default method for delivering invoices. Key **C** to use the setting for the ship-to's customer. **Default Value:** C (A 1) Required

Field/Function Key	Description
Print Acknowledgements	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify whether you want to print Acknowledgements for this ship-to address or use the settings for the customer. The value keyed here displays as the default value on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN) and can be changed for a particular order on that screen. Key **Y** to print Acknowledgements for this ship-to address. Acknowledgements for this ship-to address will print using this ship-to's bill-to address when **F7=PRT ACK** (or **F5=PRT PK/AK** if Pick Lists and Acknowledgements are printed in one action) is pressed on the End Order Screen. Key **N** if you do not want to print Acknowledgements for this ship-to address. If you key **N**, you must select another default method for delivering Acknowledgements. Key **A** to automatically have Acknowledgements print for this ship-to address during Order Entry. If all edits are passed, the Acknowledgement will print when **ENTER** is pressed on the End Order Screen to create the order. Note that if this field is **A** and the Acknowledgement printed upon entering through the order, and you do not want to reprint the Acknowledgement when the Pick List is printed (if the option to print the Pick List and Acknowledgement in one action is set to **Y**), you could simply change the **Pk/Ak** field on the End Order Screen to **N**. Key **C** to use the setting for the ship-to's customer. **Default Value:** C (A 1) Required
Trading Partner ID	If you keyed a customer number in the **A/R Customer No** field on Customer Maintenance Screen 1 and are maintaining the Ship To Master File, this is a protected field for display only and will default to the Trading Partner ID assigned to that A/R customer. **Important:** An EDI "headquarters" customer must be created with a Trading Partner ID only. All other customers with the same Trading Partner ID may then be assigned store numbers. Store numbers cannot be assigned unless a headquarters customer without a store number has been created first. Display

Field/Function Key	Description
Store Number	Use this field to identify the EDI Store Number for a customer who is not an EDI headquarters customer. Using a store number creates the link for the incoming/outgoing EDI transactions to use the ST data qualifier. This Store Number will be included when sending Purchase Orders (850 documents) to and from this customer. The number will actually be included in the N104 segment of the 850 document. Also, this Store Number must be unique for each customer so that it alone will indicate to which specific store the PO is to be associated with. Therefore, you must use the method described in the following example to obtain such a unique number. For example, assume the **Trading Partner ID** field is **TP1234567890123**. Assume the actual store identification number is **ST01**. The combination of the Trading Partner ID and the actual store number will make up the 25 positions of the N104 segment needed to send and receive POs via EDI. To ensure a unique Store Number is assigned, rather than simply keying ST01 in this field, a determination has been made that the store number keyed in this field will actually be the last 7 non-blank positions of the N104 segment in this field IF you had added the actual store number. In this example, the **Trading Partner ID** of **TP1234567890123** is stored in the first 15 positions of the N104 segment leaving 7 positions. If you were to add the actual store number (**ST01**) to this segment, the result would be **TP1234567890123ST01** . To obtain the unique Store Number, take the last seven non-blank positions of this value. In other words, in this example, the last seven positions of the N104 segment IF you had added the store number, are **123ST01**. Therefore, **123ST01** is to be keyed in this field. Additionally, this field includes the following rules for the DUNS #: • If a customer sends **09** or **9** in segment N103, this indicates that the customer will send their DUNS # and four-digit store number. The four- digit store number should only be keyed in this field if the customer will be sending **09** or **9**. • If Distribution A+ detects **09** or **9** in segment N103, only the last four non- blank positions of segment N104 will be looked at and compared to the value entered in this field. (A 7) Optional

Field/Function Key	Description
GLN	The Global Location Number (GLN) is part of the GS1 systems of standards, and it is a simple tool used to uniquely identify a location where required. The location identified with a GLN could be • a physical location, such as a warehouse, or • a legal entity, such as a company, customer, buyer, seller, loading dock, a particular department, or a function that takes place within a legal entity. It can also be used to identify something as specific as a particular shelf in a store. Being able to identify locations with a unique number is key to many business processes. The GLN is used in electronic messaging between customers and suppliers, where location advice is important. GLN is also used as a reference key for retrieving information from databases, adding visibility to your value chain. The GLN can be encoded in a barcode to physically mark things like warehouse bin or dock door. For example, GLNs can identify physical locations, such as place of departure, place of delivery, and point of storage, adding security and sustainability to your value chain. The GLN data structure is a 13-digit number comprised of the GS1 Company Prefix, Location Reference, and Check Digit. The GS1 Company Prefix is the globally unique number assigned to a company by GS1 Member Organizations. The Location Reference is the number assigned by the organization to which the GS1 Company Prefix has been assigned to uniquely identify a location or the organization itself (for example, the GLN assigned to the corporate entity). The Check Digit is the 10 number calculated across the preceding digits to ensure data integrity. Key the GLN for your customer/ship-to, if required by your business. **Note:** The GLN assigned to this customer will be stored in the database files but will not be transmitted via Electronic Data Interchange (EDI). (N 13,0) Optional

Field/Function Key	Description
EDI Invoices	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify whether you want to send invoices via EDI for this ship-to address or use the settings for the customer. The value keyed here displays as the default value on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN) and can be changed for a particular order on that screen. Key **Y** to send invoices via EDI for this ship-to address. **Note:** If you will be using EDI, the **P/O Required** field on Customer Maintenance Screen 2 must be set to Y because the Order Entry module will require it. Key **N** if you do not want to send invoices via EDI for this ship-to address. If you key **N**, you must select another default method for delivering invoices. Key **I** if you want to send invoices via EDI only if the order was received via EDI. If you key **I**, you must provide a trading partner ID. Key **C** to use the setting for the ship-to's customer. **Default Value:** C (A 1) Required

Field/Function Key	Description
EDI Acknowledgements	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify whether you want to send acknowledgements via EDI for this ship-to address or use the settings for the customer. The value keyed here displays as the default value on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN) and can be changed for a particular order on that screen. Key **Y** to send acknowledgements via EDI for this ship-to address. If you key **Y**, you must provide a trading partner ID. **Note:** If you will be using EDI, the **P/O Required** field on Customer Maintenance Screen 2 must be set to Y because the Order Entry module will require it. Key **N** if you do not want to send acknowledgements via EDI for this ship-to address. If you key **N**, you must select another default method for delivering acknowledgements. Key **I** if you want to send acknowledgements via EDI only if the order was received via EDI. If you key **I**, you must provide a trading partner ID. Key **C** to use the setting for the ship-to's customer. **Default Value:** C (A 1) Required

Field/Function Key	Description
EDI Advance Ship Notice	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify whether you want to send advanced ship notices (ASNs) via EDI for this ship-to address or use the settings for the customer. Key **Y** to send ASNs via EDI for this ship-to address. If you key **Y**, you must provide a trading partner ID. **Note:** If you will be using EDI, the **P/O Required** field on Customer Maintenance Screen 2 must be set to Y because the Order Entry module will require it. Key **N** if you do not want to send ASNs via EDI for this ship-to address. If you key **N,** you must select another default method for delivering ASNs. Key **I** if you want to send ASNs via EDI only if the order was received via EDI. If you key **I**, you must provide a trading partner ID. Key C to use the setting for the ship-to's customer. **Note:** The value keyed here will default in the **EDI ASN** field on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN), and may be overridden at that time. If you key Y in this field and accept this default on the End Order Screen, and Warehouse Management Options are set to track boxes, or if a customer ship-to address is set to **Y** for **ASN Pack(s) Req** regardless if boxes are being tracked, then all shipped quantity items on the order will have to be boxed to ship the order. **Default Value:** C (A 1) Required

Field/Function Key	Description
Hold EDI Invoices	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. If using EDI for Invoices, as determined with a **Y** in the **EDI Invoices** field, use this field to determine whether or not to submit an EDI Invoice "print" immediately or hold until manually released through EDI. Key **Y** to hold EDI Invoice prints for the customer until manually released. The held Invoices cannot be included in an EDI send job until the hold status is released. Refer to the Infor Distribution A+ EDI User Guide for details about releasing EDI jobs. Key **N** if you do not want to hold EDI Invoice prints for the customer. Key **B** if you want to hold EDI Invoice prints if they reflect a backordered item. All EDI Invoices containing a backordered item will automatically be held. **Note:** The values keyed here may be overridden on the End Order Screen through Enter, Change & Ship Orders (MENU OEMAIN). Refer to the Infor Distribution A+ Order Entry User Guide for details. **Default Value:** N (A 1) Required

Field/Function Key	Description
Hold EDI Acks	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. If using EDI for Acknowledgements, as determined with a **Y** in the **EDI Acknowledgements** field, use this field to determine whether or not to submit an EDI Acknowledgements "print" immediately or hold until manually released through EDI. Key **Y** to hold EDI Acknowledgement prints for the customer until manually released. The held Acknowledgements cannot be included in an EDI send job until the hold status is released. Refer to the Infor Distribution A+ EDI User Guide for details about releasing EDI jobs. Key **N** if you do not want to hold EDI Acknowledgement prints for the customer. Key **B** if you want to hold EDI Acknowledgement prints for this customer if they reflect a backordered item. All EDI Acknowledgements containing a backordered item will automatically be held. **Note:** The values keyed here may be overridden on the End Order Screen through Enter, Change & Ship Orders (MENU OEMAIN). Refer to the Infor Distribution A+ Order Entry User Guide for details. **Default Value:** N (A 1) Required

Field/Function Key	Description
Hold EDI ASNs	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. If using EDI for ASNs, as determined with a **Y** in the **EDI Advance Ship Notice** field, use this field to determine whether or not to make an EDI ASN eligible for transmission or hold until manually released through EDI. Key **Y** to hold eligible EDI ASN transmissions for this customer until manually released. The held ASNs cannot be included in an EDI send job until the hold status is released. Refer to the Infor Distribution A+ EDI User Guide for details about releasing EDI jobs. Key **N** if you do not want to hold eligible EDI ASN transmissions for the customer. Key **B** if you want to hold eligible EDI ASN transmissions for this customer if they reflect a backordered item. All EDI ASNs containing a backordered item will automatically be held. **Note:** The value keyed here may be overridden on the End Order Screen through Enter, Change & Ship Orders (MENU OEMAIN). Refer to the Infor Distribution A+ Order Entry User Guide for details. **Default Value:** N (A 1) Required

Field/Function Key	Description
ASN Pack(s) Req	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to determine whether or not ASNs should be sent during Ship Confirmation in Order Entry if all items have not been boxed. Note that the **EDI Advance Ship Notice** field must be **Y**, since this field applies to EDI ASNs. Key **Y** to prohibit ASNs to be sent during Ship Confirmation in Order Entry if all items are not boxed. Refer to Enter, Change & Ship Orders (MENU OEMAIN) in the Infor Distribution A+ Order Entry User Guide for additional information. **Note:** Keying **Y** in this field causes the ASN Item/Box Discrepancy window to display when you try to complete an order on the End Order Screen in Order Entry if boxing is not complete for the order. This points out any item/box discrepancies, and informs you to press **ENTER** and then **F13** to access Box Maintenance to complete boxing. Additionally, if you have Warehouse Management installed on your system, this function does not apply and **F13** will not be available to access Box Maintenance. Key **N** to allow ASNs to be sent during Ship Confirmation even though all items on the order may not be boxed. **Default Value:** N (A 1) Required

Field/Function Key	Description
NickName	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. This field is used if you are using the Quadrant FastFax third party software product. If you selected to fax documents to this ship-to address, leave this field blank; otherwise, this field is optional. A unique name code should be assigned to each customer/ship-to (or vendor) with whom FAX documents such as Invoices will be exchanged. To assist in ensuring the code are unique, it may be helpful to utilize the customer/ship-to (or vendor) number as the Nickname or as part of the Nickname. By using the Nickname, inquiries can be made to determine which documents were sent to whom and the current status (e.g., has the document been received that vendor/customer/ship-to). Also, by associating customers in the Customer Master File with the affiliated FastFax customers by nickname, global updates of pertinent data can occur. Refer to MENU AXMAIN as described in the Infor Distribution A+ FAX User Guide for details. Key the desired Nickname. Be sure to key text correctly because the values keyed in this field are not validated. **Important:** If you are maintaining a ship-to address and you keyed **C** in either (or both of) the **Fax Invoices** or **Fax Acknowledgements** field, leave this field blank. The fax number for this ship-to's customer will be used. (A 10) Optional

Field/Function Key	Description
Fax Invoices	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify whether you want to send invoices via FAX for this ship-to address or use the settings for the customer. The value keyed here displays as the default value on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN) and can be changed for a particular order on that screen. Key **Y** to send invoices via FAX for this ship-to address. Invoices will be faxed using the fax number and contact defined at the ship-to level. If no fax number is defined at the ship-to level, the fax nickname defined at the ship-to level will be used. Key **N** if you do not want to send invoices via FAX. If you key **N,** you must select another default method for delivering invoices. Key **C** to use the setting for the ship-to's customer. The fax number and contact defined for the customer will be used. Any fax numbers or contacts keyed at the Ship-to Address level will be ignored. **Default Value:** C (A 1) Required

Field/Function Key	Description
Fax Acknowledgements	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Use this field to specify whether you want to send acknowledgements via FAX for this ship-to address or use the settings for the customer. The value keyed here displays as the default value on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN) and can be changed for a particular order on that screen. Key **Y** to send acknowledgements via FAX for this ship-to address. Acknowledgements will be faxed using the fax number defined at the ship-to level. If no fax number is defined at the ship-to level, the fax nickname defined at the ship-to level will be used. Key **N** if you do not want to send acknowledgements via FAX. If you key an **N** in this field, you must select another default method for delivering acknowledgements. Key **C** to use the setting for the ship-to's customer. The fax number and contact defined for the customer will be used. Any fax numbers or contacts keyed at the Ship-to Address level will be ignored. **Default Value:** C (A 1) Required

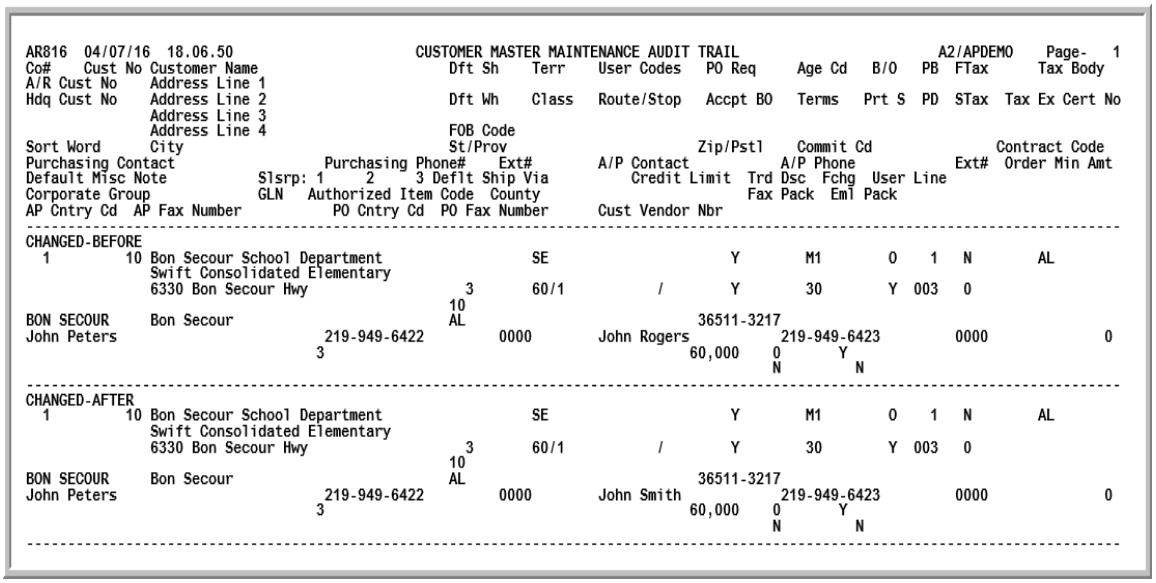
Field/Function Key	Description
Fax Pack Lists	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. In delete mode, this field is protected. Identify if you want to send Pack Lists via FAX for this ship-to address or use the settings for the customer. **Note:** The determination to additionally fax Pack Lists can be made at the warehouse level (through Fax System Options Maintenance - MENU AXMAIN). When the **Fax Pack List** option is set to **Y** at the warehouse level, an additional copy of the pack will be faxed to the fax phone number associated with the warehouse. Key **Y** to send Pack Lists via FAX for this ship-to address during ship confirmation through Enter, Change & Ship Orders (MENU OEMAIN). Ship confirmations completed in other programs or modules will not consider this field. Pack Lists will be faxed using the fax number defined at the ship-to level. The **Print Pack List after Ship Cnfrm** field in Order Entry Options Maintenance (MENU XAFILE) must be **Y** in order to fax at the customer/ ship-to level. Key **N** if you do not want to send pack lists via FAX. If you key N in this field, you must select another default method for delivering pack lists. Key **C** to use the customer's default value at the ship-to's level for the Fax Pack List option. The **Fax Pack List** and **Fax Phone Number** fields defined for the customer will be used. Any fax numbers or contacts keyed at the Ship-to Address level will be ignored. **Default Value:** C (A 1) Required

Field/Function Key	Description
Fax Numbers: Fax	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. Key the default fax number to be associated with this ship-to address, which includes the following: • 3-character country access code • 20-character area code and telephone number For example: 011 (781) 555-1212 Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is **Y** in Systems Options Maintenance (MENU XAFILE). **Default Value:** The country access code and fax number, if any, from the Ship To File Maintenance Screen 1. **Valid Values:** Numerals and the following symbols: - ( ) . / (N 3,0 /N 20,0 / N 4,0) Optional

Field/Function Key	Description
Fax Numbers: AP	In change mode, you will be allowed access to this field only if you are authorized to maintain credit information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. If you enter an AP fax number in this field, this number (including the country code, if any) will be used as the default fax number on the FAX Cover Sheet Information Screen for Invoices, A/R Statements, and/or Overdue Notices (the FAX Cover Sheet Information Screen is explained in the Fax Related Screens Appendix of the Infor Distribution A+ FAX User Guide). If you do not enter an AP fax number at the customer level (or ship-to level), the customer (or ship-to) default fax country code and fax number will be used on the FAX Cover Sheet Information Screen as the default. You can change the fax number that is used as the default, if desired. Key the Accounts Payable (AP) fax number to be associated with this ship-to address, which includes the following: • 3-character country access code • 20-character area code and telephone number For example: 011 (781) 555-1212 Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is **Y** in Systems Options Maintenance (MENU XAFILE). **Valid Values:** Numerals and the following symbols: - ( ) . / (N 3,0 /N 20,0) Optional

Field/Function Key	Description
Fax Numbers: PO	In change mode, you will be allowed access to this field only if you are authorized to maintain sales and marketing information for a customer, as determined through Application Action Authority (MENU XASCTY). If you are not allowed, this field will be display only. For further details, see Security Information and the Infor Distribution A+ User Security User Guide. If you enter a PO fax number in this field, this number (including the country code, if any) will be used as the default fax number on the FAX Cover Sheet Information Screen for Acknowledgements, Pack Lists, and/or Bid & Quote (B&Q) Customer Quotes (the FAX Cover Sheet Information Screen is explained in the Fax Related Screens Appendix of the Infor Distribution A+ FAX User Guide). If you do not enter a PO fax number at the customer level (or ship-to level), the customer (or ship-to) default fax country code and fax number will be used on the FAX Cover Sheet Information Screen as the default. You can change the fax number that is used as the default, if desired. Key the Purchasing (PO) fax number to be associated with this ship-to address, which includes the following: • 3-character country access code • 20-character area code and telephone number For example: 011 (781) 555-1212 Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is **Y** in Systems Options Maintenance (MENU XAFILE). **Valid Values:** Numerals and the following symbols: - ( ) . / (N 3,0 /N 20,0) Optional
F12=Return	Press **F12=RETURN** to return to the previous screen without saving your changes. The Ship To File Maintenance Screen 2 appears.
Enter	Press **Enter** to confirm your entries and continue. If Mail Server is installed, the Additional Email Maintenance Screen appears; otherwise, the Customer/Ship To File Maintenance Screen appears.

Customer Master Maintenance Audit Trail



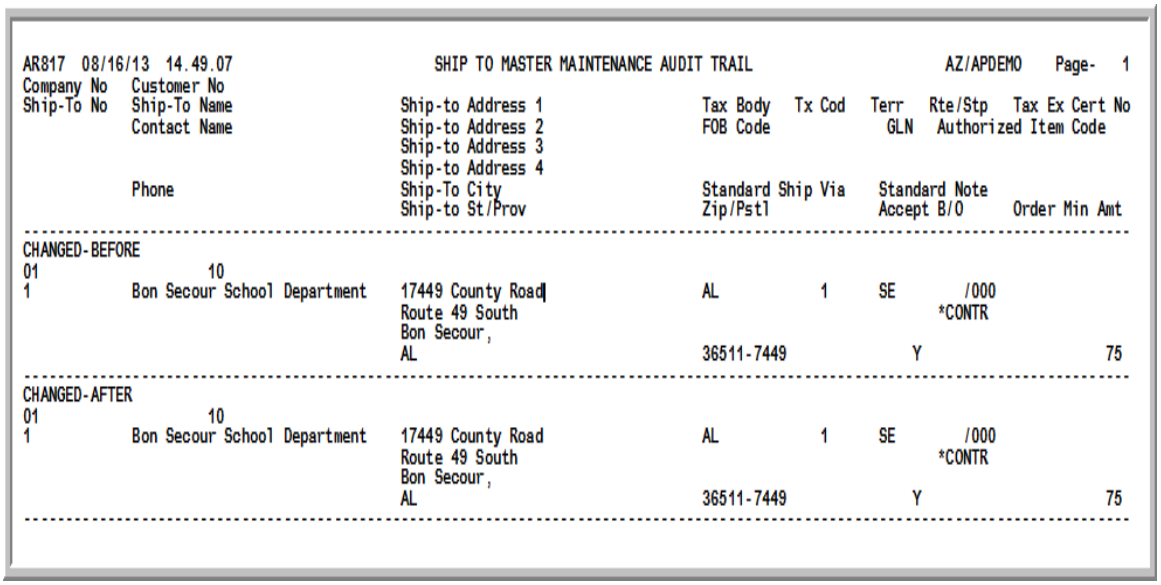
```
AR816  04/07/16  18.06.50                    CUSTOMER MASTER MAINTENANCE AUDIT TRAIL                          A2/APDEMO    Page-   1
Co#    Cust No Customer Name                     Dft Sh    Terr    User Codes   PO Req     Age Cd   B/O   PB  FTax      Tax Body
A/R Cust No    Address Line 1
Hdq Cust No    Address Line 2                    Dft Wh    Class   Route/Stop   Accpt BO   Terms    Prt S  PD  STax  Tax Ex Cert No
               Address Line 3
               Address Line 4                    FOB Code
Sort Word      City                              St/Prov                  Zip/Pstl    Commit Cd              Contract Code
Purchasing Contact                Purchasing Phone#    Ext#       A/P Contact          A/P Phone            Ext#  Order Min Amt
Default Misc Note          Slsrp: 1     2     3 Deflt Ship Via        Credit Limit  Trd Dsc  Fchg  User Line
Corporate Group            GLN   Authorized Item Code  County                      Fax Pack  Eml Pack
AP Cntry Cd  AP Fax Number          PO Cntry Cd  PO Fax Number      Cust Vendor Nbr
-------------------------------------------------------------------------------------------------------------------------------
CHANGED-BEFORE
  1         10 Bon Secour School Department              SE                    Y       M1        0    1   N        AL
               Swift Consolidated Elementary
               6330 Bon Secour Hwy                 3       60/1          /       Y       30        Y  003   0
                                                  10
BON SECOUR     Bon Secour                          AL                          36511-3217
John Peters                        219-949-6422         0000        John Rogers          219-949-6423         0000              0
                                  3                                          60,000    0       Y
                                                                                       N         N
-------------------------------------------------------------------------------------------------------------------------------
CHANGED-AFTER
  1         10 Bon Secour School Department              SE                    Y       M1        0    1   N        AL
               Swift Consolidated Elementary
               6330 Bon Secour Hwy                 3       60/1          /       Y       30        Y  003   0
                                                  10
BON SECOUR     Bon Secour                          AL                          36511-3217
John Peters                        219-949-6422         0000        John Smith           219-949-6423         0000              0
                                  3                                          60,000    0       Y
                                                                                       N         N
-------------------------------------------------------------------------------------------------------------------------------
```

After adding or modifying a customer through this option, this audit trail automatically prints. This report shows you the customer(s) added or the “before” and “after” data if changes were performed.

Use this report to verify the customer information defined.

Note: This audit trail will print only if **Print F/M Audits** has been defined as **Y** through System Options Maintenance (MENU XAFILE) and the audit trail is submitted after performing customer/ship to maintenance via either Customer/Ship to Master Maintenance (MENU ARFILE) or Offline Customer/Ship to Master Maintenance (MENU ARMAST).

Ship To Master Maintenance Audit Trail



```
AR817  08/16/13  14.49.07                SHIP TO MASTER MAINTENANCE AUDIT TRAIL                    AZ/APDEMO    Page-   1
Company No   Customer No
Ship-To No   Ship-To Name              Ship-to Address 1              Tax Body   Tx Cod   Terr   Rte/Stp   Tax Ex Cert No
             Contact Name              Ship-to Address 2              FOB Code              GLN   Authorized Item Code
                                       Ship-to Address 3
                                       Ship-to Address 4
             Phone                     Ship-To City                   Standard Ship Via     Standard Note
                                       Ship-to St/Prov                Zip/Pstl              Accept B/O      Order Min Amt
-------------------------------------------------------------------------------------------------------------------------
CHANGED-BEFORE
01                10
1            Bon Secour School Department   17449 County Road          AL           1      SE        /000
                                            Route 49 South                                        *CONTR
                                            Bon Secour,
                                            AL                         36511-7449             Y                      75
-------------------------------------------------------------------------------------------------------------------------
CHANGED-AFTER
01                10
1            Bon Secour School Department   17449 County Road          AL           1      SE        /000
                                            Route 49 South                                        *CONTR
                                            Bon Secour,
                                            AL                         36511-7449             Y                      75
-------------------------------------------------------------------------------------------------------------------------
```

After a ship-to address has been assigned to or modified for a customer through this option, this audit trail prints showing you the ship-to address or addresses defined, modified, suspended, or reinstated for the customer.

Use this report to verify the ship-to addresses defined.

Note: This audit trail will print only if **Print F/M Audits** has been defined as **Y** through System Options Maintenance (MENU XAFILE) and the audit trail is submitted after performing the maintenance.

Customer/Ship To Maintenance Listing

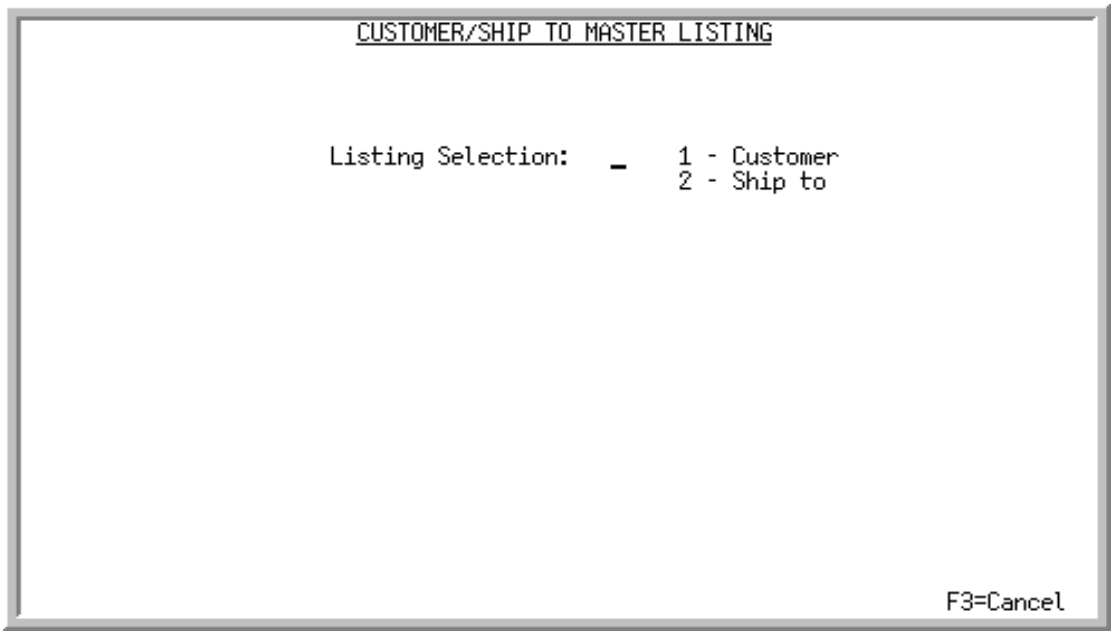
The Customer/Ship To Listing option is used to print the Customer Listing, and Shipping Address Listing. If Purchasing is installed, you can also print the Customer Special Order Options Listing through this option. The Customer Listing shows the customer information defined through Customer/Ship To Master Maintenance (MENU ARFILE); the Shipping Address Listing shows the ship-to information assigned to customers through Customer/ Ship To Master Maintenance (MENU ARFILE).

EICs are not included on this listing. EICs are created for order entry processing and can be reviewed through Order Entry and are included on various order entry documents, depending on user selections. EICs can also be reviewed through the Item Inquiry (MENU IAMAIN).

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Customer/Ship To Master Listing Screen	Use to specify the type of listing to print, customer or ship-to address.
Customer Master Listing Screen	Use to specify limiting criteria for the customer listing.
Ship To Master Listing Screen	Use to specify limiting criteria for the ship-to address listing.
Customer Listing	Prints a list of customers that match the selection criteria.
Shipping Address Listing	Prints a list of ship-to addresses that match the selection criteria.
Customer Special Order Options Listing	Prints a list of the customers special order options settings.

Customer/Ship To Master Listing Screen

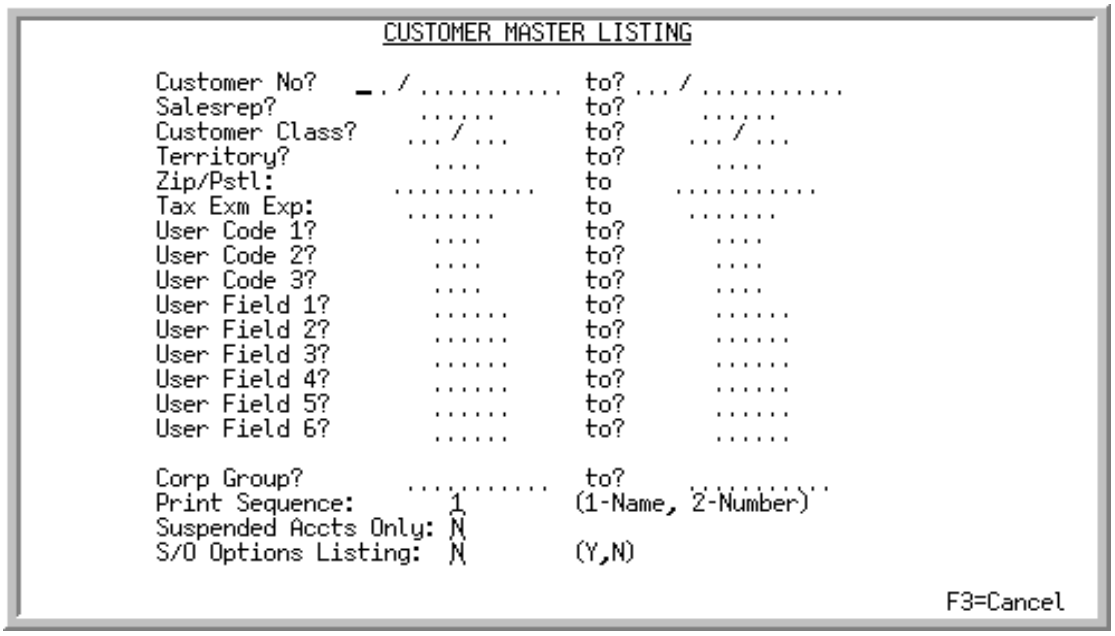


This screen appears after selecting option **11** - Customer/Ship To Maintenance Listing from the Accounts Receivable File Maintenance Menu (MENU ARFILE). Use this screen to select the type of listing you want to print. You can select to print the Customer Listing, Shipping Address Listing, and if Purchasing is installed, the Customer Special Order Options Listing.

Customer/Ship To Master Listing Screen Fields and Function Keys

Field/Function Key	Description
Listing Selection	Key **1** to print the Customer Listing. Key **2** to print the Shipping Address Listing. From either selection, if Purchasing is installed, you will also have the option to print the Customer Special Order Options Listing. (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option and return to MENU ARFILE.
Enter	Press **ENTER** to confirm your selections. If you selected to print the Customer Listing, the Customer Master Listing Screen will appear. If you selected to print the Shipping Address Listing, the Ship To Master Listing Screen will appear.

Customer Master Listing Screen



This screen appears when you key a **1** in the **Listing Selection** field on the Customer/Ship To Master Listing Screen. Use this screen to select the criteria for which the Customer Listing will print.

Use the **FROM** and **TO** fields to limit the report to criteria specified in the FROM/TO ranges. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

If Purchasing is installed, you can also use this screen to select whether or not you want the Customer Special Order Options Listing to print.

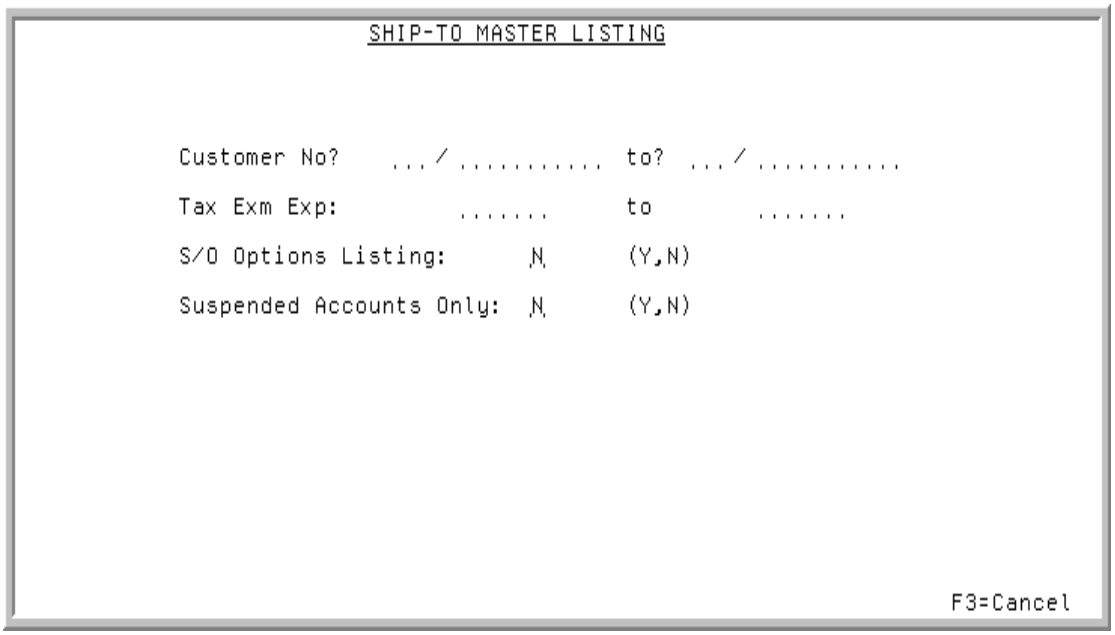
Customer Master Listing Screen Fields and Function Keys

Field/Function Key	Description
Customer No	Key the range of company numbers and customer numbers to print. (2@ N 2,0 / N10,0)
Customer Class	Key the range of customer classes and sub-classes containing the customers to print. If the sub-class is left blank, all sub-classes within the customer class indicated will print. Customer classes are defined through Customer Classes Maintenance (MENU ARFILE) and assigned to customers through Customer/Ship To Master Maintenance (MENU ARFILE). (2@ A 2 / A 2)

Field/Function Key	Description
Territory	Key the range of territories assigned to the customers to print. Sales territories are defined through Territories Maintenance (MENU SAFILE) and assigned to customers through Customer/Ship To Master Maintenance (MENU ARFILE). (2 @ A 3)
Zip/Pstl	Key the range of zip or postal codes to include on the listing. (2 @ A 10)
Tax Exm Exp	Key the date range for which you want to print the listing. The report will include all customers whose tax exemptions expire on dates falling within the range. (2 @ N 6,0)
User Codes 1, 2, & 3	Use these fields to limit the listing to customers associated with user codes defined through Customer Master User Codes Maintenance (MENU ARFILE). (3 @ A 3) Optional
Master User Fields 1, 2, 3, 4, 5, & 6	Use these fields to limit the listing to customers associated with user fields defined through Customer Master User Fields Maintenance (MENU ARFILE). (6 @ A 5) Optional
Corp Group	Use this field to limit the listing to customers associated with a particular corporate group or range of corporate groups. Leave this field blank to include customers associated with all corporate groups on the listing. (A 5) Optional
Print Sequence	This field determines the sequence in which the listing will print. Key **1** to print by customer name. Key **2** to print by customer number. **Default Value:** 1 (A 1) Required:

Field/Function Key	Description
Suspended Accts Only	This field gives you the option of printing only those customer numbers that have been suspended. Key **Y** to print only those customer numbers that have been suspended. Key **N** to print only those customer numbers that have not been suspended. **Default Value:** The default value defined through Suspended Defaults Maintenance (MENU XAFIL2) for the Suspended **Customers Customer Master Listing** field, if one was defined; otherwise, this field defaults to N. **Valid Values:** Y or N (A 1) Required
S/O Options Listing	This field displays only if Purchasing is installed. Use this field to specify whether or not you want the Customer Special Order Options Listing to print along with the Customer Listing. The Customer Special Order Options Listing prints the special order options defined for customers through Customer/Ship To Master Maintenance (MENU ARFILE). Key **Y** if you want the Customer Special Order Options Listing to print. If you key **Y**, the listing will print based on the company/customer range only; it will not take into consideration any additional selection criteria. Key **N** if you do not want the Customer Special Order Options Listing to print. **Default Value:** N (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU ARFILE will display.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to Infor Distribution A+ Cross Applications User Guide for details about this screen.

Ship To Master Listing Screen



This screen appears when you key a **2** in the **Listing Selection** field on the Customer/Ship To Master Listing Screen.

Use this screen to select the criteria for which the Shipping Address Listing will print. Use the FROM and TO fields to limit the listing to criteria specified in the FROM/TO ranges. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

You also specify if you want to print only ship-to accounts that are not suspended, or only those ship- to accounts that are suspended.

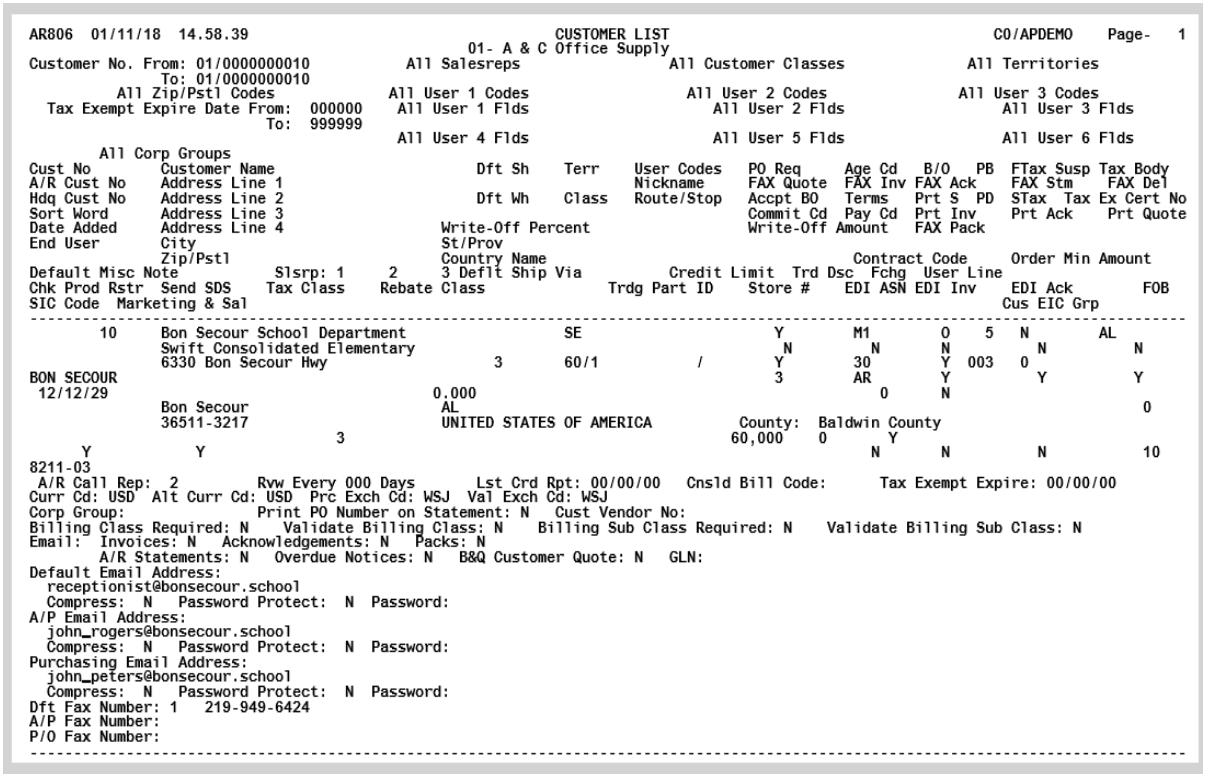
If Purchasing is installed, you can select whether or not you want the Customer Special Order Options Listing to print.

Ship To Master Listing Screen Fields and Function Keys

Field/Function Key	Description
Customer No	The ship-to addresses that will print have been assigned to this range of companies and customers. Key the range of company numbers and customer numbers for which ship-to addresses will print. If the customer number field is left blank, ship-to addresses for all customers defined within the range of companies specified entered will be printed. Leave both fields blank to print data for all ship-to addresses that have been defined. (2 @ N 2,0 / N 10,0) Optional
Tax Exm Exp	Key a date range for which you want to print a list of ship-to addresses whose tax exemptions expire on dates falling within the range. (2 @ N 6,0) Optional
S/O Options Listing	This field displays only if Purchasing is installed. Use this field to specify whether or not you want the Customer Special Order Options Listing to print along with the Shipping Address Listing. The Customer Special Order Options Listing prints the special order options defined for ship-to addresses through Customer/Ship To Master Maintenance (MENU ARFILE). Key **Y** if you want the Customer Special Order Options Listing to print. Key **N** if you do not want the Customer Special Order Options Listing to print. **Default Value:** N (A 1) Required
Suspended Accounts Only	Use this field to specify if you want to print only ship-to accounts that are not suspended, or only those ship-to accounts that are suspended. Key **Y** if you want the Shipping Address Listing to print suspended ship-to accounts only. Key **N** if you want the Shipping Address Listing to print only ship- to accounts that are not suspended. **Default Value:** The default value defined through Suspended Defaults Maintenance (MENU XAFIL2) for the Suspended Ship-Tos **Ship To Master Listing** field, if one was defined; otherwise, this field defaults to **N**. (A 1) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option. MENU ARFILE will display.

Field/Function Key	Description
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will appear. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Customer Listing



```
AR806  01/11/18  14.58.39                              CUSTOMER LIST                                        C0/APDEMO    Page-   1
                                                   01- A & C Office Supply
Customer No. From: 01/0000000010          All Salesreps                 All Customer Classes            All Territories
            To: 01/0000000010
         All Zip/Pstl Codes            All User 1 Codes                 All User 2 Codes              All User 3 Codes
  Tax Exempt Expire Date From:  000000    All User 1 Flds                  All User 2 Flds                 All User 3 Flds
                           To:  999999
                                         All User 4 Flds                  All User 5 Flds                 All User 6 Flds
       All Corp Groups
Cust No       Customer Name                     Dft Sh    Terr    User Codes   PO Req     Age Cd   B/O   PB  FTax Susp Tax Body
A/R Cust No   Address Line 1                                       Nickname     FAX Quote  FAX Inv FAX Ack    FAX Stm    FAX Del
Hdq Cust No   Address Line 2                     Dft Wh    Class   Route/Stop   Accpt BO   Terms   Prt S  PD  STax  Tax Ex Cert No
Sort Word     Address Line 3                                                   Commit Cd  Pay Cd  Prt Inv    Prt Ack    Prt Quote
Date Added    Address Line 4              Write-Off Percent                    Write-Off Amount   FAX Pack
End User      City                        St/Prov
              Zip/Pstl                    Country Name                                      Contract Code     Order Min Amount
Default Misc Note          Slsrp: 1     2     3 Deflt Ship Via          Credit Limit  Trd Dsc  Fchg  User Line
Chk Prod Rstr  Send SDS    Tax Class    Rebate Class              Trdg Part ID    Store #    EDI ASN EDI Inv    EDI Ack        FOB
SIC Code  Marketing & Sal                                                                                      Cus EIC Grp
-------------------------------------------------------------------------------------------------------------------------------
        10     Bon Secour School Department                  SE                      Y        M1        O    5   N        AL
               Swift Consolidated Elementary                                          N         N        N         N          N
               6330 Bon Secour Hwy                  3       60/1           /        Y        30        Y  003   0
BON SECOUR                                                                           3        AR        Y          Y          Y
 12/12/29                                  0.000                                                0      N                      0
               Bon Secour                   AL
               36511-3217                   UNITED STATES OF AMERICA          County:  Baldwin County
                                3                                                60,000    0         Y
     Y           Y                                                                          N       N          N          10
8211-03
 A/R Call Rep:  2         Rvw Every 000 Days       Lst Crd Rpt: 00/00/00   Cnsld Bill Code:      Tax Exempt Expire: 00/00/00
Curr Cd: USD  Alt Curr Cd: USD  Prc Exch Cd: WSJ  Val Exch Cd: WSJ
Corp Group:               Print PO Number on Statement: N   Cust Vendor No:
Billing Class Required: N    Validate Billing Class: N    Billing Sub Class Required: N    Validate Billing Sub Class: N
Email:  Invoices: N   Acknowledgements: N   Packs: N
       A/R Statements: N   Overdue Notices: N   B&Q Customer Quote: N   GLN:
Default Email Address:
  receptionist@bonsecour.school
  Compress:  N   Password Protect:  N  Password:
A/P Email Address:
  john_rogers@bonsecour.school
  Compress:  N   Password Protect:  N  Password:
Purchasing Email Address:
  john_peters@bonsecour.school
  Compress:  N   Password Protect:  N  Password:
Dft Fax Number: 1   219-949-6424
A/P Fax Number:
P/O Fax Number:
-------------------------------------------------------------------------------------------------------------------------------
```

This listing prints after entering responses on the Report Options Screen, which displays after pressing **ENTER** on the Customer Master Listing Screen.

All customers that match the criteria entered on the Customer Master Listing Screen are printed, unless you specified to print only those customer numbers that have been suspended. This listing is sequenced by customer name or customer number (depending on your sequence selection).

Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.

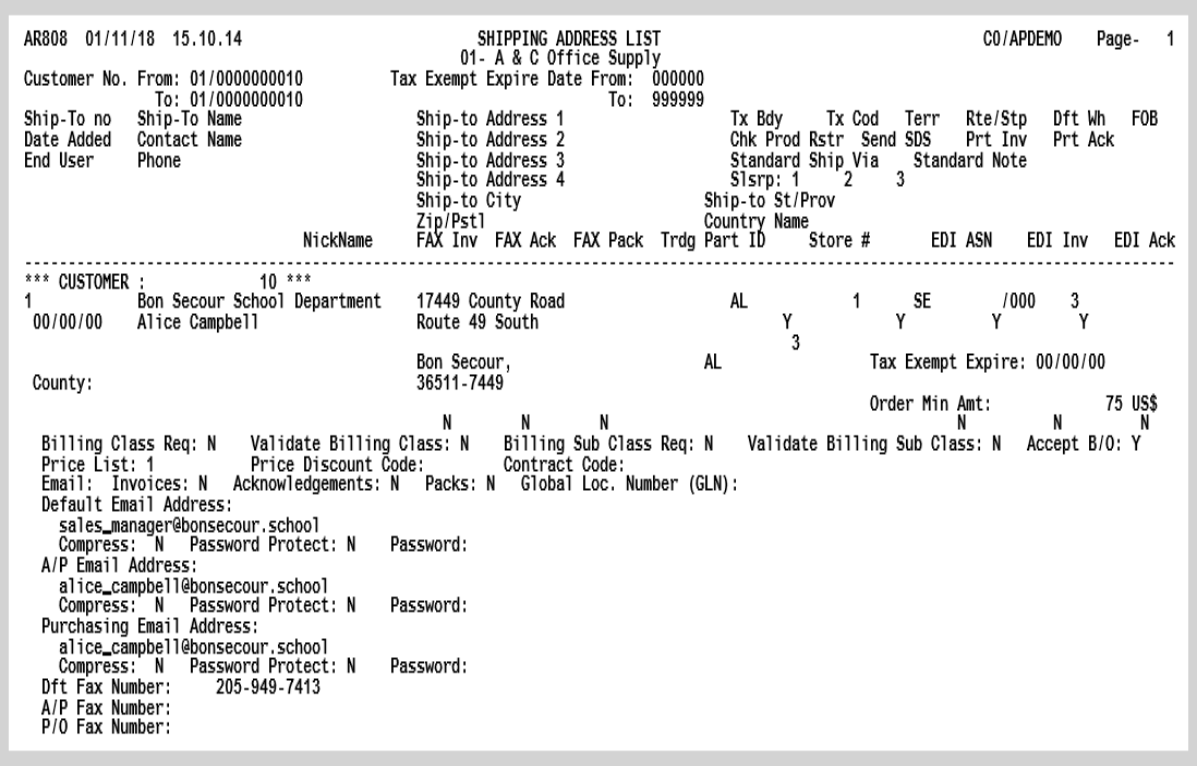
Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The company number and name are also printed.

When International Currency is installed, the **Credit Limit** field is expressed in the company's local currency.

Refer to all the screens necessary to define a customer for an explanation of the fields on this listing.

Note: The Customer Name and Address List is not as detailed as this listing and therefore may be preferred as a reference list.

Shipping Address Listing



```
AR808  01/11/18  15.10.14                    SHIPPING ADDRESS LIST                                  CO/APDEMO    Page-   1
                                             01- A & C Office Supply
Customer No. From: 01/0000000010         Tax Exempt Expire Date From:  000000
               To: 01/0000000010                                To:  999999
Ship-To no   Ship-To Name                  Ship-to Address 1                Tx Bdy     Tx Cod   Terr   Rte/Stp   Dft Wh   FOB
Date Added   Contact Name                 Ship-to Address 2                Chk Prod Rstr  Send SDS    Prt Inv   Prt Ack
End User     Phone                        Ship-to Address 3                Standard Ship Via    Standard Note
                                          Ship-to Address 4                Slsrp: 1     2     3
                                          Ship-to City                  Ship-to St/Prov
                                          Zip/Pstl                      Country Name
                              NickName    FAX Inv  FAX Ack  FAX Pack  Trdg Part ID     Store #       EDI ASN    EDI Inv   EDI Ack
-------------------------------------------------------------------------------------------------------------------------------
*** CUSTOMER :            10 ***
1            Bon Secour School Department    17449 County Road                AL           1     SE        /000    3
 00/00/00    Alice Campbell                  Route 49 South                        Y           Y         Y        Y
                                                                                    3
                                             Bon Secour,                   AL               Tax Exempt Expire: 00/00/00
 County:                                     36511-7449
                                                                                           Order Min Amt:            75 US$
                                               N       N       N                                        N         N        N
  Billing Class Req: N    Validate Billing Class: N    Billing Sub Class Req: N    Validate Billing Sub Class: N   Accept B/O: Y
  Price List: 1           Price Discount Code:         Contract Code:
  Email:  Invoices: N   Acknowledgements: N   Packs: N   Global Loc. Number (GLN):
  Default Email Address:
    sales_manager@bonsecour.school
    Compress:  N   Password Protect: N    Password:
  A/P Email Address:
    alice_campbell@bonsecour.school
    Compress:  N   Password Protect: N    Password:
  Purchasing Email Address:
    alice_campbell@bonsecour.school
    Compress:  N   Password Protect: N    Password:
  Dft Fax Number:     205-949-7413
  A/P Fax Number:
  P/O Fax Number:
```

This listing prints after entering responses on the Report Options Screen, which appears after pressing **ENTER** on the Ship To Master Listing Screen.

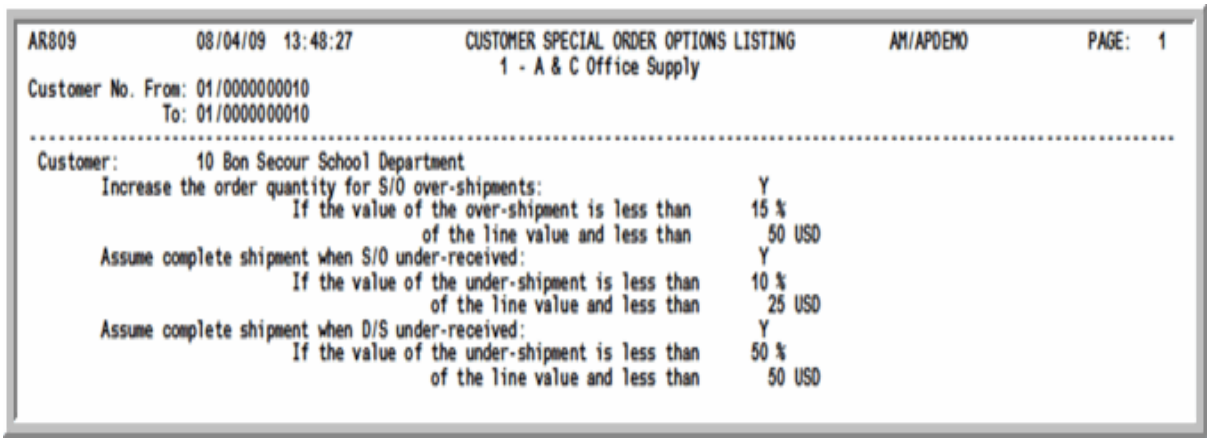
Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.

If this listing was printed for suspended accounts only, as determined on the Ship To Master Listing Screen, **Suspended Accounts Only** will print in the header.

Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The company number and name are also printed.

Ship-to addresses and all field setup selection information will print out on this report for the selected customers. Refer to all the screens necessary to define a Ship-to Address for an explanation of the fields on this listing.

Customer Special Order Options Listing



```
AR809          08/04/09  13:48:27        CUSTOMER SPECIAL ORDER OPTIONS LISTING        AM/APDEMO          PAGE:  1
                                                  1 - A & C Office Supply
Customer No. From: 01/0000000010
              To: 01/0000000010
------------------------------------------------------------------------------------------------------------------------
 Customer:       10 Bon Secour School Department
       Increase the order quantity for S/O over-shipments:                    Y
                          If the value of the over-shipment is less than     15 %
                                          of the line value and less than     50 USD
       Assume complete shipment when S/O under-received:                      Y
                          If the value of the under-shipment is less than    10 %
                                          of the line value and less than     25 USD
       Assume complete shipment when D/S under-received:                      Y
                          If the value of the under-shipment is less than    50 %
                                          of the line value and less than     50 USD
```

If you selected to print this listing through this option, this listing prints after you press **ENTER** on the Report Options Screen, which appears after you press **ENTER** on either the Customer Master Listing Screen or the Ship To Master Listing Screen.

Refer to the Customer Special Order Options Screen for an explanation of the fields on this listing.

Chapter 30 A/R Aging Codes Maintenance/ Listing

An aging code is a two character code that indicates the method of aging used for a customer. For each aging code, you determine the following:

- The number of days in each of the four aging periods (which are used to track overdue payments) for open receivables.
- Whether or not finance charges will be assessed; and if finance charges will be applied to invoices that are in dispute.
- The number of days old to qualify an invoice as overdue.
- The minimum finance charge to assess on invoices that are overdue.
- When adding a customer, you must specify which aging code to use for the customer you are defining.

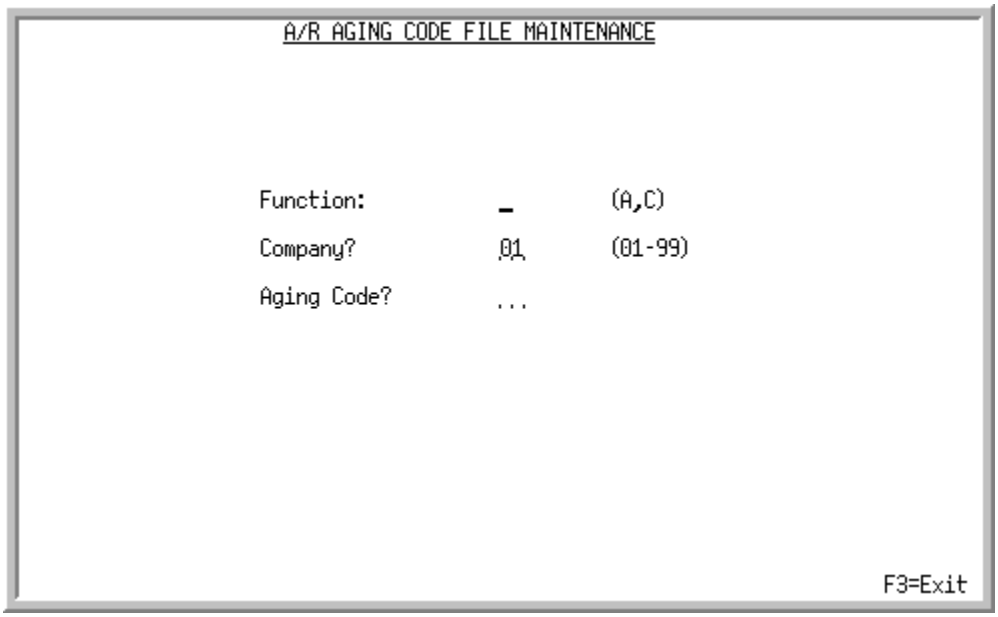
At least one aging code must be created for each company. You can maintain aging codes through the A/R Aging Codes Maintenance option on the Accounts Receivable File Maintenance Menu (MENU ARFILE). You can print a list of defined aging codes using the A/R Aging Codes Listing option (MENU ARFILE).

A/R Aging Codes Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
A/R Aging Code File Maintenance Selection Screen	Used to add or change an aging code.
A/R Aging Code File Maintenance Screen	Used to enter the description of the aging code.

A/R Aging Code File Maintenance Selection Screen



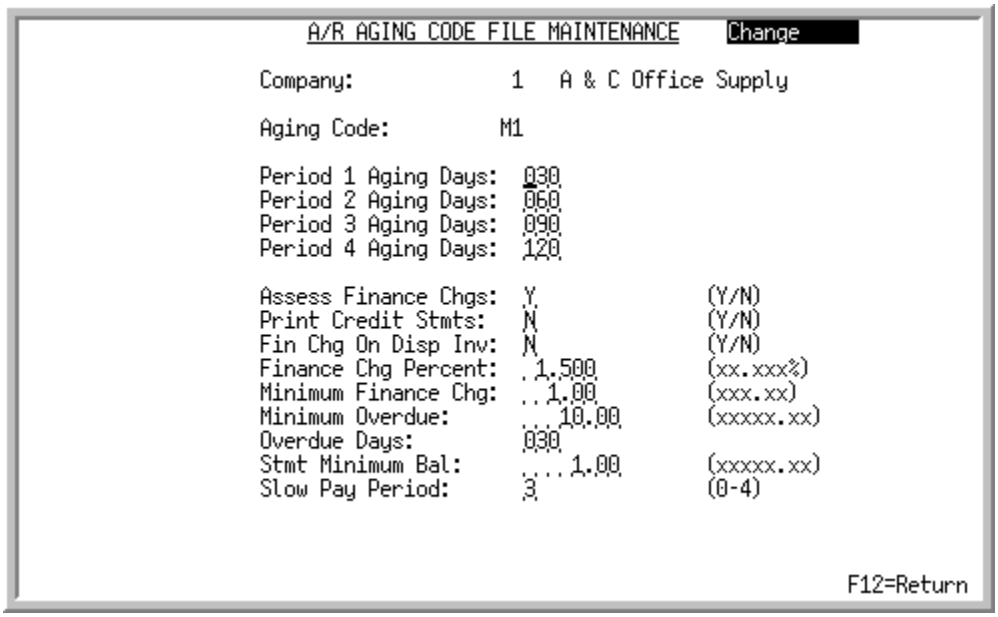
This screen appears after you select option **2** - A/R Aging Codes Maintenance from the Accounts Receivable File Maintenance Menu (MENU ARFILE). Use this screen to select the A/R aging code to be added or changed for a specific company.

A/R Aging Code File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key **A** to add an aging code for a specific company. Key **C** to change the description of an existing aging code. (A 1) Required
Company	This field is display only if the **Multi Company** field is set to **N** through System Options Maintenance (MENU XAFILE). Key the company number for which you are defining an aging code. **Default Value:** The default company defined in System Options Maintenance (MENU XAFILE). **Valid Values:** A company defined through Company Names Maintenance (MENU XAFILE). (N 2,0) Required

Field/Function Key	Description
Aging Code	Key the aging code to be added or changed. Aging periods, finance charges, etc., are set up for this aging code on the A/R Aging Code File Maintenance Screen. For example, assume you add aging code 01 and determine the four periods for aging as 30, 60, 90, 120. If you want the customer you are adding to have this number of days in each aging period, key 01 in the **Aging Code** field on the Customer Maintenance Screen 2. (A 2) Required
F3=Exit	Press **F3=EXIT** to cancel this option and return to the menu.
Enter	Press **ENTER** to confirm your selections. The A/R Aging Code File Maintenance Screen will appear.

A/R Aging Code File Maintenance Screen



This screen appears after you press **ENTER** on the A/R Aging Code File Maintenance Selection Screen. Use this screen to enter or update information for the aging code you are adding or changing.

A/R Aging Code File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Period 1 - 4 Aging days	This field is used to specify the number of days in each aging period. Key the number of aging days for each of the 4 periods. (N 3,0) Required

Field/Function Key	Description
Assess Finance Chgs	This field determines if finance charges will be calculated for an outstanding invoice if the invoice is older than the overdue days you specify in the **Overdue Days** field, and the total overdue amount is greater than the minimum overdue due as specified in the **Minimum Overdue** field. When adding a customer through Customer/Ship to Master Maintenance (MENU ARFILE), this value will be used as the default in the **Assess Fin. Chgs** field. You may accept or override the value at that time. Key **Y** to assess a finance charge for invoices that are overdue. Key **N** if you do not want to impose a finance charge for overdue invoices. **Note:** This field is only used during customer maintenance to set the default. In order to stop assessing finance charges for all customers, you must change the **Finance Chg Percent** field to zero. (A 1) Required
Print Credit Stmts	This field determines if statements with a credit balance will print for customers with this aging code when you select to print Demand A/R Statements through Demand A/R Statements or Month End Processing. When adding a customer through Customer/Ship to Master Maintenance (MENU ARFILE), this value will be used as the default in the **Print Statement** field. You may accept or override the value at that time. Key **Y** to print statements with a credit balance for customers assigned this aging code. This is not dependent on the amount entered in the **Stmt Minimum Bal** field. Key **N** if you do not want statements with a credit balance printed for those customers assigned this aging code. (A 1) Required
Fin Chg On Disp Inv	This field determines if finance charges will be calculated for invoices that are in dispute. Key **Y** to assess a finance charge for invoices that are in dispute. Key **N** if you do not want to impose a finance charge for disputed invoices. (A 1) Required

Field/Function Key	Description
Finance Chg Percent	This is the finance charge percent to assess monthly on the total amount of overdue invoices, based on the **Overdue Days**. Invoices less than a full month overdue will be prorated. Refer to “Finance Charge Calculation” for details. Key the percent to be applied to customers’ invoices that are overdue. This field is required if the **Assess Finance Chgs** is set to Y; optional if you are not imposing a finance charge. If you selected not to assess finance charges, you can still choose to enter a finance charge percent in this field. If you change the default in the **Assess Fin. Chgs** field in Customer/Ship to Master Maintenance (MENU ARFILE), for a specific customer, the finance charge percent specified here would be used to calculate the correct charge. (N 5,3) Required/Optional
Minimum Finance Chg	This is the minimum dollar amount of finance charge that will be applied to customers who have invoices that are overdue when finance charges are calculated when you close the month and print statements. For more information about month end, refer to CHAPTER 68: Month End Processing. If the total amount of finance charge is less than the minimum amount entered here, the minimum finance charge will be assessed. Key the minimum finance charge to assess for customers using this aging code. For example, assume the Finance Chg Percent is 1.5%, and $2.00 is entered as the Minimum Finance Chg. If a customer owes $100.000 and the payment is 1 month overdue, even though the finance charge (1.5%) totals $1.50, the finance charge would be $2.00 since it has been designated as the minimum finance charge to assess. (N 5,2) Optional
Minimum Overdue	When finance charges are calculated, finance charges will not be assessed if the overdue amount is less than the amount you key here. Additionally, when you print overdue notices, letters will print only for those customers whose overdue amount is greater than or equal to this amount. Key the minimum overdue amount. For example, if the minimum overdue amount is $150.00, the customer in the example explained for the **Minimum Finance Chg** field would not be assessed a finance charge. (N 7,2) Optional

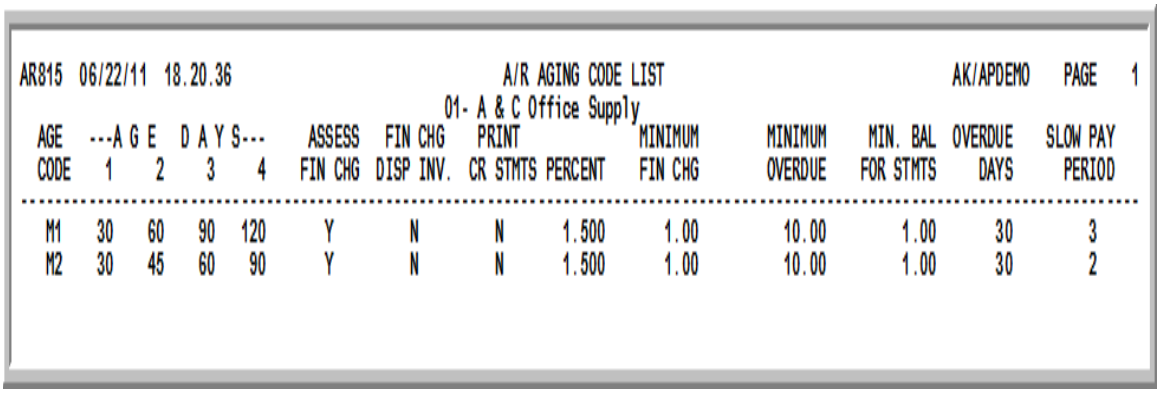
Field/Function Key	Description
Overdue Days	This is the number of days before payment is considered late based on the invoice date, due date, or net date, as defined through Accounts Receivable Options Maintenance (MENU ARFILE). A customer has an overdue balance if their invoices are open for longer than the number of days specified here. The age of the invoice must be greater than the overdue days in order for the invoice to be assessed a finance charge. When you print overdue notices, an overdue notice will print for a customer depending on the number of days overdue (current date minus aging date) identified in this field. Note that the entry of a range of overdue days for the generation of the letters works as follows: If a FROM value is keyed and the TO field is left blank, only invoices exactly that old will be picked/included. Letters will be printed for invoices exactly that old. If both FROM and TO values are keyed, invoices with age days in that range will be picked/included to have letters printed, but the letter selected for print will be the one which is closest to the oldest date of all the invoices that were picked/included. Refer to CHAPTER 20: Overdue Notices for details. If finance charges are assessed, the finance charge percent keyed in the **Finance Chg Percent** field is used to calculate the finance charge amount for customers using this aging code. Finance charges are calculated when month-end is run. When finance charges are assumed at month-end, all overdue invoices will be added together to arrive at the overdue balance (including disputed invoices, if requested). From this overdue balance, any unapplied cash will be subtracted and negative balance invoices will be added. The finance charge is then calculated by multiplying the overdue balance by the finance charge percent. Key the desired number of days (this field is required even if finance charges are not assessed.) (N 3,0) Required

Field/Function Key	Description
Stmt Minimum Bal	This field determines if a statement will print for a customer with outstanding invoices when generating Demand A/R Statements or running month-end. If a customer with this aging code owes less than the minimum balance you enter here, a statement will not print. If zero is entered or the field is left blank, all customers with positive balances will print. Zero balance statements will print only if the customer has had activity during the period (for example, if last month's outstanding balance was $500.00, and a payment was received for $500.00, the statement will print with a zero balance due). Key the desired minimum balance. (N 7,2) Optional
Slow Pay Period	This field represents the aging period (Period 1 Aging Days through Period 4 Aging Days) in which an order will be held with the slow pay hold (hold code SP) in Order Entry. If there is an outstanding amount in the age period indicated here, the order will automatically be placed on hold. Key **0** if the slow pay hold will not be placed on orders for customers with this aging code. Key **1** to put an order on hold for any customer that is assigned this aging code, if the customer has an outstanding amount in Periods 1 through 4. Key **2** to put an order on hold for any customer that is assigned this aging code, if the customer has an outstanding amount in Periods 2 through 4. Key **3** to put an order on hold for any customer that is assigned this aging code, if the customer has an outstanding amount in Periods 3 through 4. Key **4** to put an order on hold for any customer that is assigned this aging code, if the customer has an outstanding amount in Period 4. (N 1,0) Required
F12=Return	Press **F12=RETURN** to return to the A/R Aging Code File Maintenance Selection Screen without saving any additions or changes made to this screen.
Enter	Press **ENTER** to confirm your selections. The A/R Aging Code File Maintenance Selection Screen will appear.

A/R Aging Codes Listing

Once you have set up your aging codes, you can print a listing of those codes through the A/R Aging Codes Listing option on the Accounts Receivable File Maintenance Menu (MENU ARFILE). The Report Options Screen appears when you select this option.

A/R Aging Code Listing



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AGE CODE	---A G E D A Y S--- 1	2	3	4	ASSESS FIN CHG	FIN CHG DISP INV.	PRINT CR STMTS	PERCENT	MINIMUM FIN CHG	MINIMUM OVERDUE	MIN. BAL FOR STMTS	OVERDUE DAYS	SLOW PAY PERIOD
M1	30	60	90	120	Y	N	N	1.500	1.00	10.00	1.00	30	3
M2	30	45	60	90	Y	N	N	1.500	1.00	10.00	1.00	30	2

This listing prints after entering responses on the Report Options Screen. The Report Options Screen displays after you selecting the A/R Aging Codes option from the Accounts Receivable File Maintenance Menu (MENU ARFILE).

The aging codes you defined through A/R Aging Codes Maintenance (MENU ARFILE) are printed in company number sequence. For an explanation of the fields on this listing, refer to the A/R Aging Code File Maintenance Screen.

Chapter 31 A/R Terms Codes Maintenance/ Listing

A terms code is a two character code used to specify the default payment terms, including split terms, for a customer. Payment terms are also used to determine invoice due dates, cash discount amounts, and billing specifications (bill using net days or prox terms). When adding a customer through Customer/Ship to Master Maintenance (MENU ARFILE), a terms code must be assigned to that customer. These payment terms are used on orders that are created for a customer through Enter, Change & Ship Orders (MENU OEMAIN). At least one A/R terms code must be created for each company.

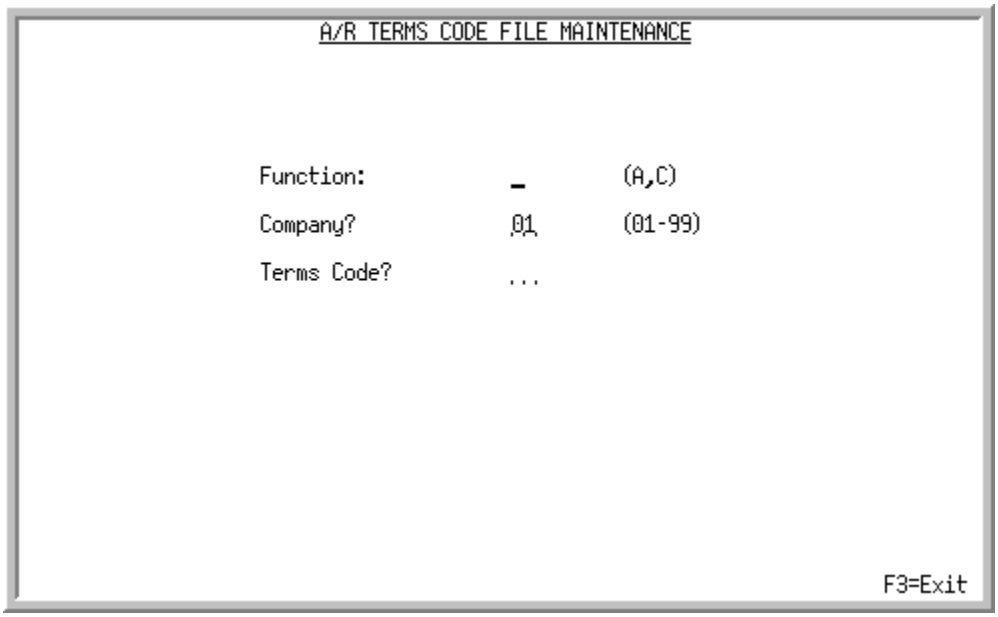
Use A/R Terms Codes Maintenance option on the Accounts Receivable File Maintenance Menu (MENU ARFILE) to define terms codes. You can print a list of defined terms codes through the A/R Terms Codes Listing option (MENU ARFILE).

A/R Terms Codes Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
A/R Terms Code File Maintenance Selection Screen	Used to add or change a terms code.
A/R Terms Code File Maintenance Screen	Used to enter the description of the terms code.

A/R Terms Code File Maintenance Selection Screen



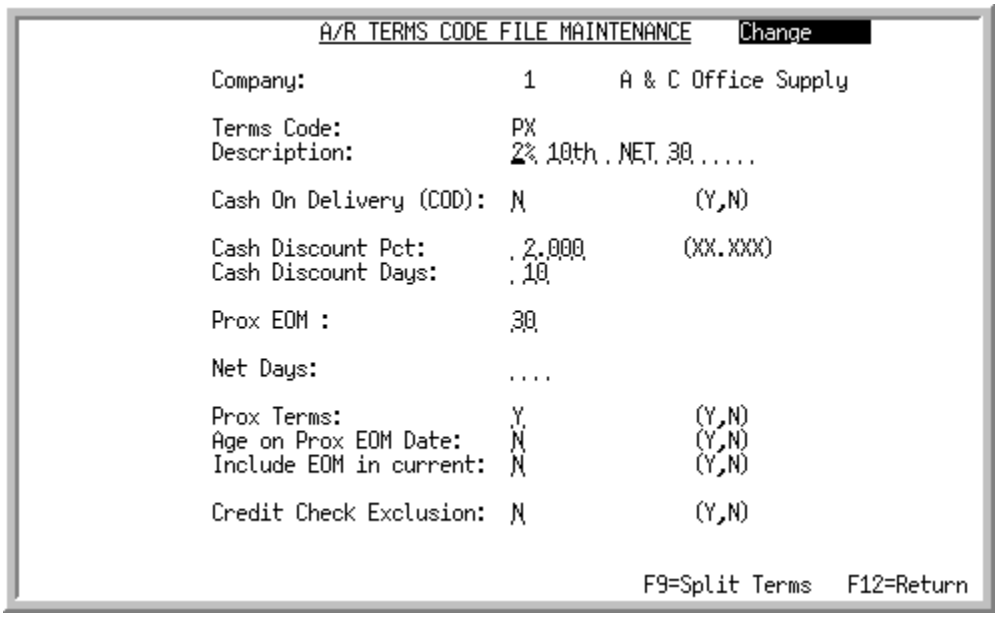
This screen appears after selecting option **3** - A/R Terms Codes Maintenance from the Accounts Receivable File Maintenance Menu (MENU ARFILE). Use this screen to specify the terms code to be added or changed for a specific company.

A/R Terms Code File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key **A** to add a terms code for a specific company. Key **C** to change information defined for an existing terms code. **Note:** If the terms code you are adding or changing has split terms, you will be prevented from adding to or changing the split terms if an Invoice has already been printed. (A 1) Required
Company	This field is display only if the **Multi Company** field is set to **N** through System Options Maintenance (MENU XAFILE). Key the company number for which you are defining a terms code. **Default Value:** The default company defined in System Options Maintenance (MENU XAFILE). **Valid Values:** A company defined through Company Names Maintenance (MENU XAFILE). (N 2,0) Required

Field/Function Key	Description
Terms Code	Key the terms code to be added or changed. For example, you could key 10 to define the terms code 2% 10 Net 30. (A 2) Required
F3=Exit	Press **F3=EXIT** to cancel this option and return to the menu.
Enter	Press **ENTER** to confirm your entries. The A/R Terms Code File Maintenance Screen will appear.

A/R Terms Code File Maintenance Screen



This screen appears after you press **ENTER** on the A/R Terms Code File Maintenance Selection Screen. Use this screen to enter or update information for the terms code you are adding or changing. You also may use this screen to enter split terms for a company via the F9 function key.

A/R Terms Code File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	This is the description of the terms code you are adding/changing. This description will print on the invoice. Key the description of this terms code. For example, if you are adding the terms code 10, the description might be 2% 10 Net 30. (A 20) Required

Field/Function Key	Description
Cash On Delivery (COD)	Use this field to specify if the terms code will be a Cash On Delivery (COD) type. Key **Y** if the terms code will be a COD type. If this field is **Y**: • No other fields on this screen can be selected or changed to **Y**, with the exception of the **Credit Check Exclusion** field. • The **Net Days** field on this screen must be zero. • A warning will appear during Order Entry (on the Order Header Screen and End Order Screen) if the AR Terms Code is a COD type. • The **F9 = SPLIT TERMS** function key will not be accessible. If Split Terms are added before selecting **Y** in this field, a warning message will display indicating that COD terms is **Y** and Split Terms do not apply; therefore, they will be deleted. Key **N** if the terms code will not be a COD type. **Default Value:** N (A 1) Required
Cash Discount Pct	Use this field to specify the discount percentage allowance of the total invoice amount, excluding sales tax, to be applied when the invoice is paid within the number of days specified in the **Cash Discount Days** field. For example, if the terms are 2% 10 Net 30, the cash discount percent would be 2%, entered as **2.000**. (N 5,3) Optional
Cash Discount Days	Use this field to specify the number of days that a cash discount percent is in effect. For example, if the terms are 2% 10 Net 30, the cash discount days value is **10**. If **Prox Terms** is **Y**, this field is the number of prox discount days. (N 3,0) Optional

Field/Function Key	Description
Prox EOM	Billing may be based on either the net days (refer to the **Net Days** field) or prox terms. If you are using prox terms, billing is based on the day of the month you enter here. The invoice will be considered overdue if payment is not received on or before this day of the month. Discounts can be set up for both types of billing. Key the day of the month on which an invoice becomes due. If the date entered is greater than the last day of the month, it will default to the last day of the month. For example, if you key 31 in this field, for February, billing will occur on the 28th. This field is required if the **Prox Terms** field is set to **Y**; otherwise, leave this field blank. This field must be blank if the **Cash On Delivery (COD)** field is set to **Y**. **Valid Values:** 01 - 31 (N 2,0) Required/Blank
Net Days	You may base your billing on prox terms (refer to the **Prox Terms** field) or net days. If you are using net days, billing is based on the net days you enter here. Net days is the number of days from the invoice date in which the total amount of the invoice is due. Key the net days. For example, if the terms are 2% 10 Net 30, the net days value would be **30**. Leave this field blank if the **Prox Terms** field is set to **Y**. otherwise, this field is required (N 3,0) Required/Blank
Prox Terms	Prox terms indicate the day of the next month for which the invoice is due, as specified in the **Prox EOM** field. Key **Y** if you are using prox terms. The column on the A/R Split Term Code Maintenance Screen will display as Months instead of Days. This field must be **Y** if you entered a value in the **Prox EOM** field. Key **N** if you do not want to use prox terms and are instead using net days. The column on the A/R Split Term Code Maintenance Screen will display as Days instead of Months. **Default Value:** N (A 1)Required

Field/Function Key	Description
Age on Prox EOM Date	This field determines if the Prox EOM date will be used as the aging date, based upon the invoice date. This will override aging by invoice date, due date, or net date as selected in Accounts Receivable Options (MENU XAFILE). Key **Y** if you want to age based on the Prox EOM date. If this field is Y and the **Include EOM in Current** field is **N**, the method used to determine the age date is: • If the invoice date is less than the Prox EOM date, use the Prox EOM date and the invoice date month as the age date month. • If the invoice date is greater than or equal to the Prox EOM date, use the Prox EOM date and increase the invoice date month by one to determine the age date month. For example, assume that this field is set **Y**, the **Include EOM in current** field is set to **N**, the **Prox EOM** field is set to 25. If the invoice date is • May 24, then the age date would be May 25. • May 25, then the age date would be June 25. • May 26, then the age date would be June 25. If this field is **Y** and the **Include EOM in current** field is **Y**, the method used to determine the age date is: • If the invoice date is less than or equal to the Prox EOM date, use the Prox EOM date and the invoice date month as the age date month. • If the invoice date is greater than the Prox EOM date, use the Prox EOM date and increase the invoice date month by one to determine the age date month. For example, assume that this field is set Y, the **Include EOM in current** field is set to **Y**, the **Prox EOM** field is set to 25. If the invoice date is • May 24, then the age date would be May 25. • May 25, then the age date would be May 25. • May 26, then the age date would be June 26. Key **N** if you do not want to age based on the Prox EOM date. You must set this field to **N** if the **Prox Terms** field is set to **N**. **Default Value:** N (A 1) Required

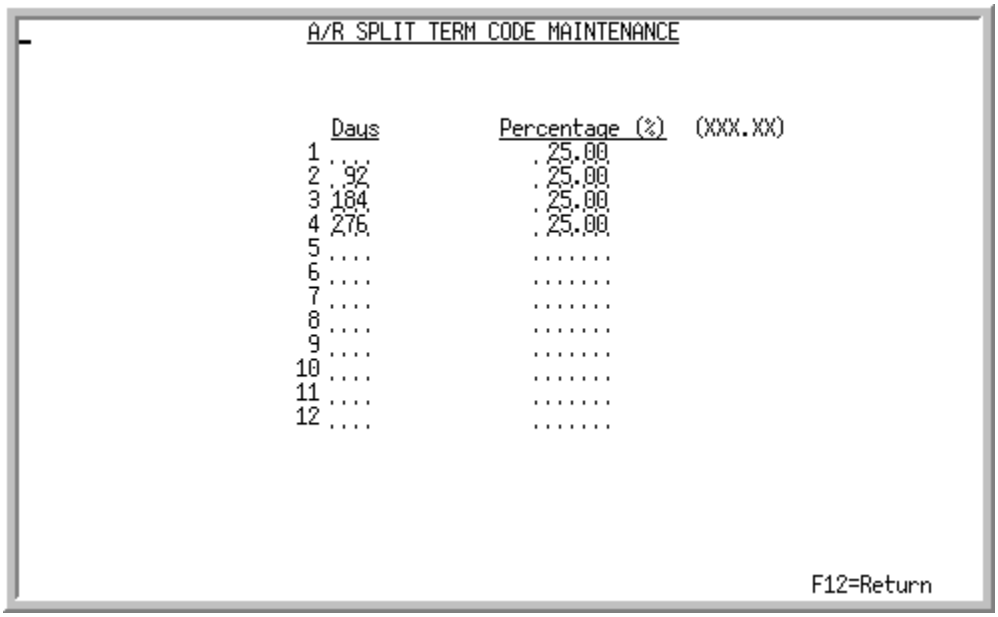
Field/Function Key	Description

Include EOM in Current	This field determines if invoices dated on the Prox EOM date are to be considered part of the current period or the next period.
	Key **Y** if invoices dated on the Prox EOM date are to be considered part of the current period.
	Key **N** if invoices dated on the Prox EOM date are to be considered part of the next period. You must set this field to **N** if the **Prox Terms** field is set to **N**.
	The method used to determine the net date is:
	• If this field is set to **Y,** and the invoice date is equal to the Prox EOM date, use the Prox EOM date and increase the invoice date month by one to determine the due date month and the net date month. For example, if this field is set to **Y**, the **Prox EOM** field is set to 25, and the invoice date is
	  • May 24, then the net date would be June 25.
	  • May 25, then the net date would be June 25.
	  • May 26, then the net date would be July 25.
	• If this field is **N**, and the invoice date is equal to the Prox EOM date, use the Prox EOM date and increase the invoice date month by two to determine the due date month and the net date month. For example, if this field is set to **N**, the **Prox EOM** field is set to 25, and the invoice date is
	  • May 24, then the net date would be June 25.
	  • May 25, then the net date would be July 25.
	  • May 26, then the net date would be July 25.
	Default Value: N
	(A 1) Required

Credit Check Exclusion	Determines if the terms code being processed will be associated with a credit check. That is, if you use this terms code for an order, will that order require a credit check. Key **Y** if you do not want any orders using this terms code to be credit checked. Key **N** if you want to ensure all orders using this terms code are credit checked. **Default Value:** N (A 1) Required
F9=Split Terms	Press the **F9=SPLIT TERMS** function is key to enter split terms for this company. The A/R Split Term Code Maintenance Screen appears.

Field/Function Key	Description
F12=Return	Press the **F12=RETURN** function key to return to the A/R Terms Code File Maintenance Selection Screen without saving any additions or changes made to this screen.
Enter	Press **ENTER** to confirm your selections. The A/R Terms Code File Maintenance Selection Screen will appear.

A/R Split Term Code Maintenance Screen



This screen appears after you press **F9=SPLIT TERMS** on the A/R Terms Code File Maintenance Screen. A/R Split terms allow a total invoice amount to be split into multiple invoices with different age dates. These invoices then do not become due until their age date. Use this screen to enter split terms (time periods and percentages) for a company.

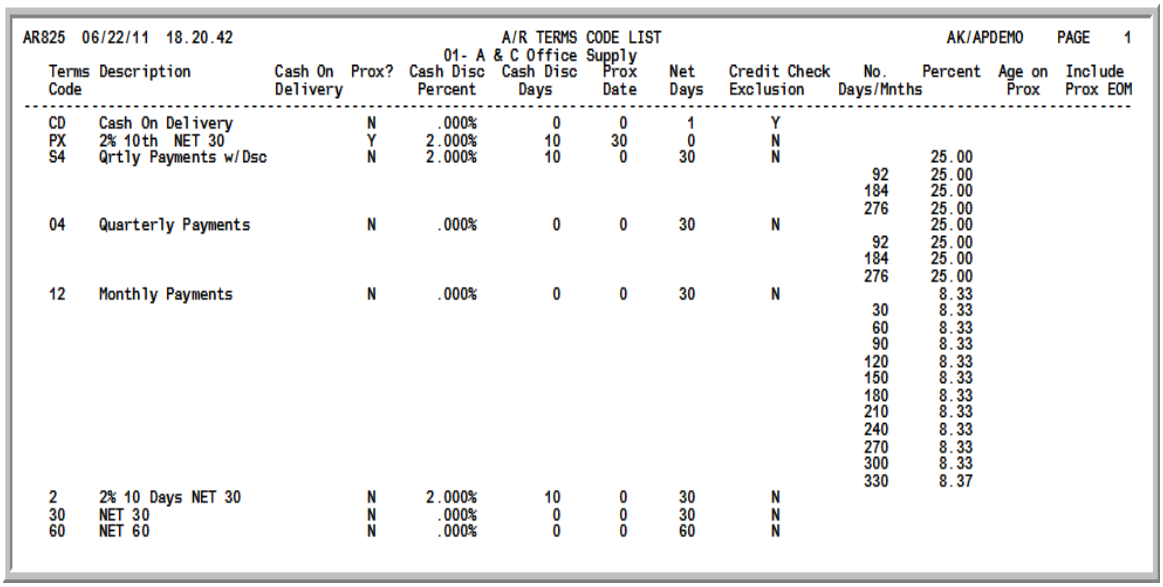
A/R Split Term Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Days/Months	**Note:** If you are using prox terms, this column displays as **Months**. If you are not using prox terms, this column displays as **Days**. This list of fields shows the number of days or months, if using prox terms, of your split terms for up to twelve time periods. For every time period that you key, you must enter a corresponding percentage. Key the number of days or months for each time period of your split terms. The aging dates for split terms invoices depend upon the Age On Code you specify in Accounts Receivable Options Maintenance (MENU XAFILE). If your split terms invoice is set to age on net date, the aging date for each split is added to the net days you define on the A/R Terms Code File Maintenance Screen. Thus, if the first split is 15 days and the customer's net days are 30, the 15 days would be added to the net days so that the first split would be due in 45 days; this calculation holds true for each split. If the Age On Code is set to age by due date or invoice date, the net date on the AR Terms Code File Maintenance Screen is ignored, and aging happens according to the due date or invoice date. (N 3,0) Required
Percentage (%)	This list of fields shows the percentages of the total invoice amount that are due in each time period of your split terms. You can key up to 12 percentages and they must add up to 100%. Key the percentage of the total invoice amount that is due for each time period. (N 5,2) Required
F12=Return	Press **F12=RETURN** to return to the A/R Terms Code File Maintenance Screen without saving any additions or changes made to this screen.
Enter	Press **ENTER** to confirm your split terms for this company. The A/R Terms Code File Maintenance Selection Screen will appear.

A/R Terms Codes Listing

Once you have set up your terms codes, you can print a listing of those codes through the A/R Terms Codes Listing option on the Accounts Receivable File Maintenance Menu (MENU ARFILE). The Report Options Screen appears when you select this option.

A/R Terms Code Listing



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Terms Code	Description	Cash On Delivery	Prox?	Cash Disc Percent	Cash Disc Days	Prox Date	Net Days	Credit Check Exclusion	No. Days/Mnths	Percent	Age on Prox	Include Prox EOM
CD	Cash On Delivery		N	.000%	0	0	1	Y				
PX	2% 10th NET 30		Y	2.000%	10	30	0	N				
S4	Qrtly Payments w/Dsc		N	2.000%	10	0	30	N		25.00		
									92	25.00		
									184	25.00		
									276	25.00		
04	Quarterly Payments		N	.000%	0	0	30	N		25.00		
									92	25.00		
									184	25.00		
									276	25.00		
12	Monthly Payments		N	.000%	0	0	30	N		8.33		
									30	8.33		
									60	8.33		
									90	8.33		
									120	8.33		
									150	8.33		
									180	8.33		
									210	8.33		
									240	8.33		
									270	8.33		
									300	8.33		
									330	8.37		
2	2% 10 Days NET 30		N	2.000%	10	0	30	N				
30	NET 30		N	.000%	0	0	30	N				
60	NET 60		N	.000%	0	0	60	N				

This listing prints after you press **ENTER** on the Report Options Screen (refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen).

The terms codes you defined through A/R Terms Codes Maintenance (MENU ARFILE)) are printed. For an explanation of the fields on this listing, refer to the fields on the A/R Terms Code File Maintenance Screen.

Chapter 32 Customer Master User Codes Maintenance/Listing

You can define up to three master user codes and user codes to be used in Accounts Receivable to help categorize your customers. You may then assign these user codes to customers through Customer/Ship to Master Maintenance (MENU ARFILE). Once customer master user codes have been defined through this option and associated with a customer through Customer/Ship to Master Maintenance (MENU ARFILE), they then may be viewed in the Customer A/R Inquiry via the **F15=USR CDES** function key. Additionally, Mailing Labels (MENU ARREPT) can be run by selected user code ranges.

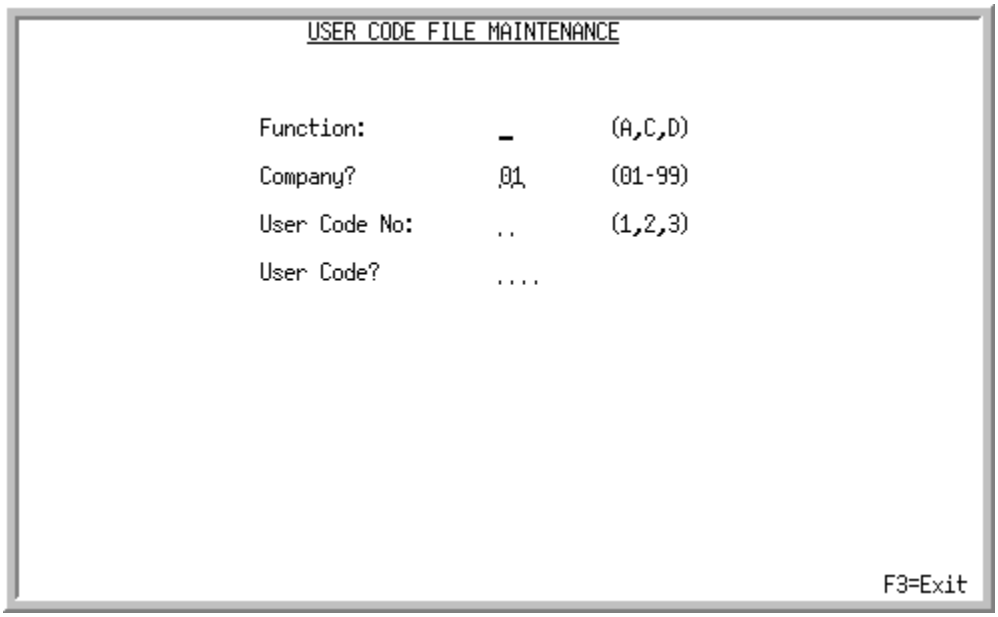
User codes are defined through the Customer Master User Codes Maintenance option on the Accounts Receivable File Maintenance Menu (MENU ARFILE). You can print a list of defined user codes using the Customer Master User Codes Listing option.

Customer Master User Codes Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
User Code File Maintenance Selection Screen	Used to add or change a customer master user code.
User Code File Maintenance Screen	Used to enter the description of the customer master user code.

User Code File Maintenance Selection Screen



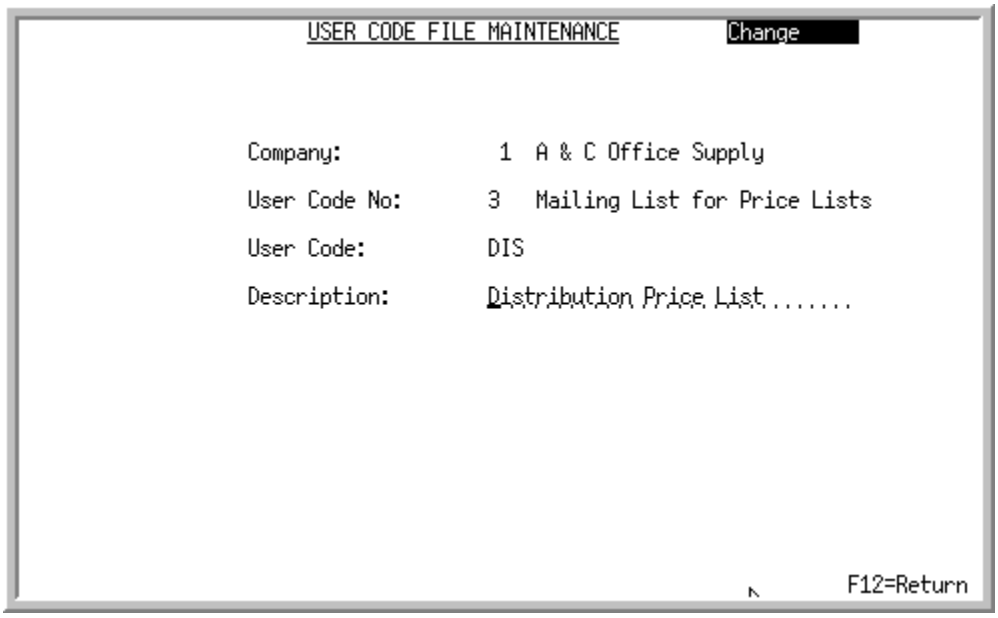
This screen appears after you select option **4** - Customer Master User Codes Maintenance from the Accounts Receivable File Maintenance Menu (MENU ARFILE). Use this screen to select the User Code No (referred to as a master user code) to add, change or delete. You may then optionally set up a user code or multiple user codes for that master user code.

User Code File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key **A** to add a master user code (1, 2, or 3), or to add a user code to an existing master user code for a specific company. A user code serves as a “valid value” for a master user code. Key **C** to change the description of an existing master user code/user code for a specific company. Key **D** to delete an existing user code for a specific company. **Note:** A master user code (1, 2, or 3) cannot be deleted. You can only delete a user code defined for the master user code. (A 1) Required

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the number of the company to which the master user code/user code will be applied. **Valid Values:** Any company defined through Company Name Maintenance (MENU XAFILE) **Default Value:** default company (A 2) Required
User Code No	Up to 3 user code numbers (master user codes) may be defined. Before defining an actual user code, you must first define the user code number and its description. Key the user code number (1, 2, or 3) that you are defining. Once a user code number has been defined, you will not be allowed to delete that number; you can only delete a user code that has been set up for that number. (A 1) Required
User Code	This field allows you to set up user codes for a specific master user code (1, 2, or 3). You may define as many user codes as desired for each master user code to help categorize a customer. When entering a customer through Customer/Ship to Master Maintenance (MENUARFILE), you may key a user code defined here that further describes the customer you are adding. **Valid Values:** This field must be blank if you have not defined a master user code for which you wish to assign a user code; if a master user code has been defined, this field is optional. (A 3) Optional/Blank
F3=Exit	Press the **F3=EXIT** function key to cancel this option and return to the menu.
Enter	Press **ENTER** to confirm your selections. The User Code File Maintenance Screen will appear.

User Code File Maintenance Screen



This screen appears after you press **ENTER** on the User Code File Maintenance Selection Screen. Use this screen to add, change, or delete the description of the master user code or user code selected on the User Code File Maintenance Selection Screen.

User Code File Maintenance Screen Fields and Function Keys

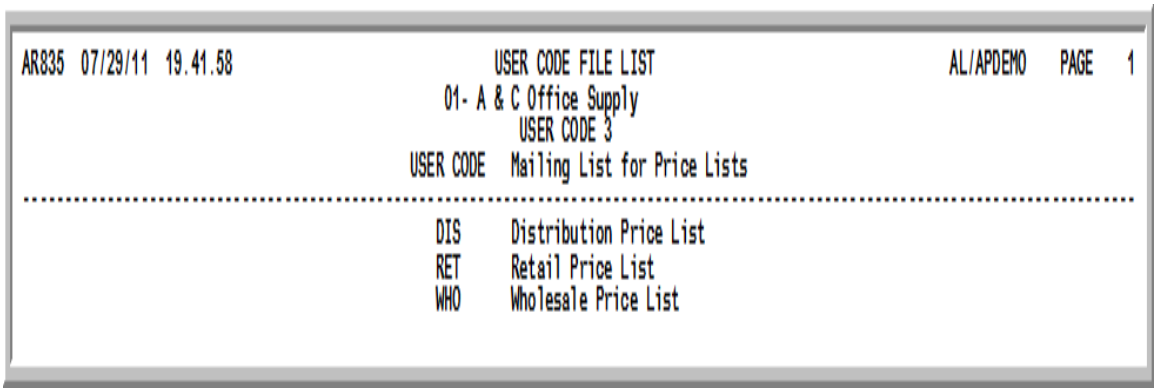
Field/Function Key	Description
User Code Information	The following information will display: • Company: The number of the company for which the master user code/ user code is being added or maintained. • User Code No: The master user code (1, 2, or 3) you are adding/ maintaining. Once you have keyed a description for this user code number, it will display to the right of this field. • User Code: The user code set up for this master user code if you are changing a user code. Display

Field/Function Key	Description
Description	If you are adding a master user code (1, 2, or 3), this is the description of the User Code No. If you are adding a user code for a master user code, this is the description of the User Code. Key the description of the master user code or user code. For example, if you are defining a master user code (1, 2, or 3), you might enter “Industry Type” for the description. If you are setting up the user code MFG for the master user code, you might enter “Manufacturing” as the description. **Note:** When adding a customer through Customer/Ship to Master Maintenance (MENU ARFILE), the description set up here will display on the Customer Maintenance Screen 2 for all customers defined for the same company. If you define all 3 master user codes, all 3 descriptions will display. You may then key an actual user code that further defines the customer, if desired. (A 30) Required
F12=Return	Press the **F12=RETURN** function key to return to the User Code File Maintenance Selection Screen without saving any additions or changes made to this screen.
F24=Delete	The **F24=DELETE** function key appears only if you selected to delete a user code on the User Code File Maintenance Selection Screen. Press **F24=DELETE** to delete the user code displayed (you cannot delete a master user code). The User Code File Maintenance Selection Screen will appear and the user code will be deleted.
Enter	Press **ENTER** to update the description. The User Code File Maintenance Selection Screen will appear.

Customer Master User Codes Listing

Once you have set up your customer master user codes, you can print a listing of those codes through the Customer Master User Codes Listing option on the Accounts Receivable File Maintenance Menu (MENU ARFILE). The Report Options Screen appears when you select this option.

User Code File Listing



```
AR835  07/29/11  19.41.58                  USER CODE FILE LIST                    AL/APDEMO   PAGE    1
                                        01- A & C Office Supply
                                                 USER CODE 3
                                    USER CODE   Mailing List for Price Lists
.....................................................................................................

                                        DIS      Distribution Price List
                                        RET      Retail Price List
                                        WHO      Wholesale Price List
```

This listing prints after entering responses on the Report Options Screen (refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen). The Report Options Screen displays after selecting option **14** - Customer Master User Codes Maintenance from MENU ARFILE.

For each master user code defined, the user codes and descriptions set up for the master user code are printed. This listing is sequenced by company number and master user code. For a description of the data printed on this report, refer to the screen described for User Code File Maintenance Screen (MENU ARFILE)

Chapter 33 Customer Classes Maintenance/ Listing

This option allows you to set up classes and sub-classes for your customers. At least one customer class must be created for each company; the use of sub-classes is optional. You may then categorize a customer based on one of these classes when defining a customer through Customer/Ship to Master Maintenance (MENU ARFILE). Reports may also be run based on customer classes/sub-classes.

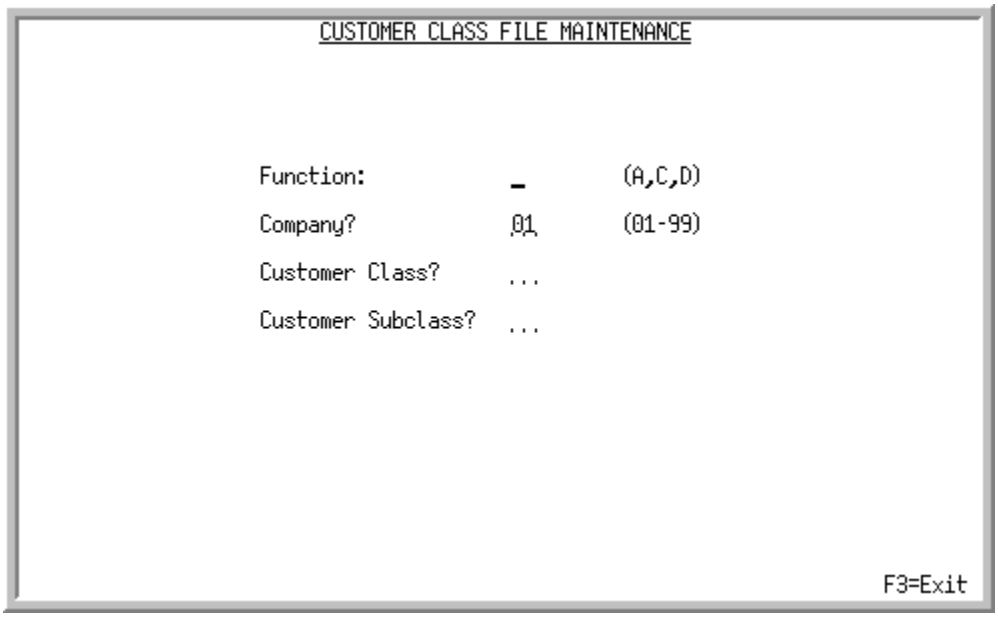
Customer Classes are defined through Customer Classes Maintenance option on the Accounts Receivable File Maintenance Menu (MENU ARFILE). You can print a list of defined classes using the Customer Classes Listing option on the same menu.

Customer Classes Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Customer Class File Maintenance Selection Screen	Used to add or change customer classes.
Customer Class File Maintenance Screen	Used to enter the description of the customer class.

Customer Class File Maintenance Selection Screen



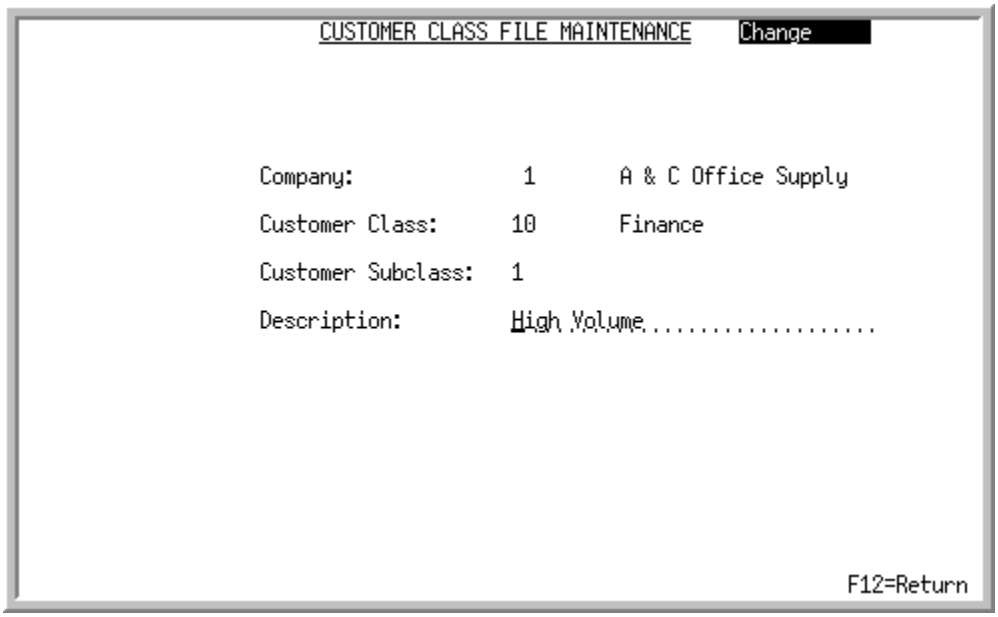
This screen appear after you select option **5** - Customer Classes Maintenance from the Accounts Receivable File Maintenance Menu (MENU ARFILE). Use this screen to select the customer class to add, change, or delete. You may then optionally add and maintain a sub-class for the customer class defined.

Customer Class File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key **A** to add a customer class or sub-class for a specific company. Key **C** to change the description of an existing customer class or sub-class. Key **D** to delete an existing customer class or sub-class. **Note:** You cannot delete a customer class if sub-classes exist for that class. You must first delete any existing sub-classes. (A 1) Required

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Key the number of the company to which this customer class/sub-class will be applied. **Valid Values:** Any company defined through Company Name Maintenance (MENU XAFILE) **Default Value:** default company (A 2) Required
Customer Class	Customer classes may be used to further categorize customers. When entering a customer through Customer/Ship to Master Maintenance (MENU ARFILE), you must key a customer class (that has been set up here) to define the customer; sub-classes are optional. Key the customer class to add/maintain. (A 2) Required
Customer Subclass	Leave this field blank until you have established a customer class. Once a customer class has been defined, you may set up a sub-class or multiple sub- classes for the customer class to further help categorize a customer. (A 2) Optional/Blank
F3=Exit	Press the **F3=EXIT** function key to cancel this option and return to the menu.
Enter	Press **ENTER** to confirm your selections. The Customer Class File Maintenance Screen will appear.

Customer Class File Maintenance Screen



This screen appears after you press **ENTER** on the Customer Class File Maintenance Selection Screen. Use this screen to add, change, or delete the description of the customer class/sub-class you selected on the Customer Class File Maintenance Selection Screen.

Customer Class File Maintenance Screen Fields and Function Keys

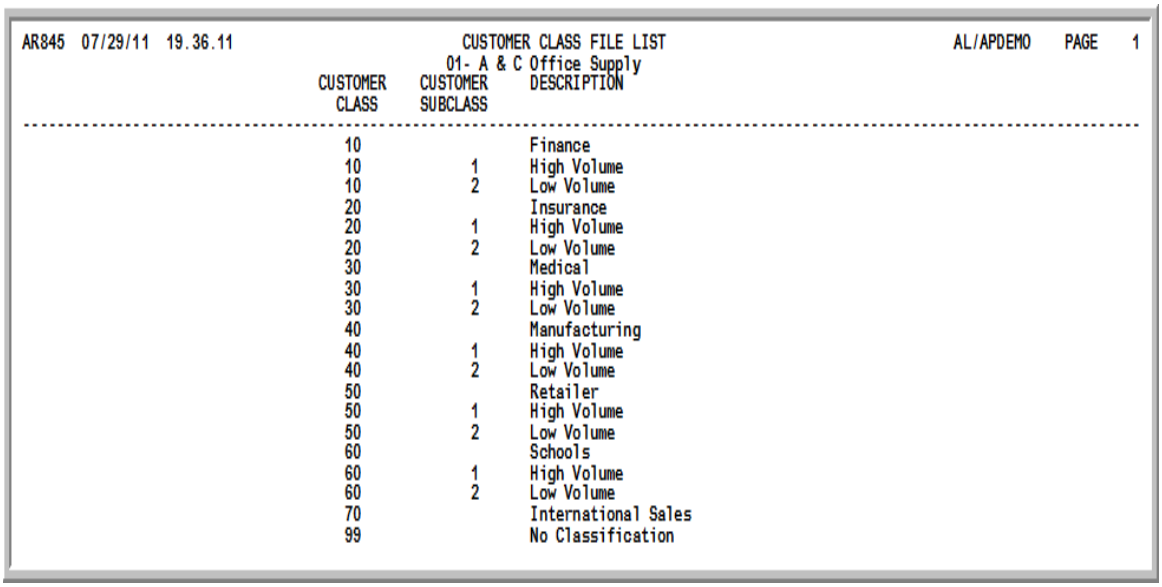
Field/Function Key	Description
Customer Class Information	The following information will display: • Company: The company number and name for which the customer class/ sub-class is being added or maintained. • Customer Class: The customer class you are adding/maintaining. • Customer Subclass: The sub-class set up for this customer class. **Note:** This field is blank if you are adding a customer class, which must be created before a sub-class can be defined. Display
Description	If you are adding a customer class, this is the description of the Customer Class. If you are setting up a sub-class for an existing customer class, this is the description of the Sub-Class. Key the description of the customer class or sub-class. (A 30) Required

Field/Function Key	Description
F12=Return	Press the **F12=RETURN** function key to return to the Customer Class File Maintenance Selection Screen without saving any additions or changes made to this screen.
F24=Delete	The **F24=DELETE** function key displays in Delete Mode only. Press **F24=DELETE** to delete the customer class displayed (if a sub-class is displayed, the sub-class will be deleted, not the customer class). A customer class cannot be deleted until all sub-classes defined for that customer class have been deleted. The Customer Class File Maintenance Selection Screen will appear and the customer class/sub-class will be deleted.
Enter	Press **ENTER** to update the description. The Customer Class File Maintenance Selection Screen will appear.

Customer Classes Listing

Once you have set up your customer classes and sub-classes, you can print a listing of those classes through the Customer Classes Listing option on the Accounts Receivable File Maintenance Menu (MENU ARFILE). The Report Options Screen appears when you select this option.

Customer Class File Listing



```
AR845  07/29/11  19.36.11                    CUSTOMER CLASS FILE LIST                    AL/APDEMO    PAGE    1
                                                01- A & C Office Supply
                                CUSTOMER    CUSTOMER     DESCRIPTION
                                  CLASS     SUBCLASS
-------------------------------------------------------------------------------------------------------------------
                                    10                   Finance
                                    10           1       High Volume
                                    10           2       Low Volume
                                    20                   Insurance
                                    20           1       High Volume
                                    20           2       Low Volume
                                    30                   Medical
                                    30           1       High Volume
                                    30           2       Low Volume
                                    40                   Manufacturing
                                    40           1       High Volume
                                    40           2       Low Volume
                                    50                   Retailer
                                    50           1       High Volume
                                    50           2       Low Volume
                                    60                   Schools
                                    60           1       High Volume
                                    60           2       Low Volume
                                    70                   International Sales
                                    99                   No Classification
```

This listing prints after you press **ENTER** on the Report Options Screen (refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen). The Report Options Screen appears after you select option 15 - Customer Classes Listing from MENU ARFILE.

The customer classes and sub-classes that you defined are printed. If the CUSTOMER SUBCLASS column is blank, the description displayed is that of the customer class. If the CUSTOMER SUBCLASS column contains a sub-class, the description that displays is that of the sub-class. This listing is sequenced by company number and customer class.

For an explanation of the fields on this listing, refer to the Customer Class File Maintenance Screen.

Chapter 34 Overdue Notices Maintenance/ Listing

Overdue Notices may be sent to customers who have payments overdue. Use the Overdue Notices Maintenance option to set up the text you desire for the production of these letters. Once the letter text has been defined, Overdue Notices may be printed on demand through Overdue Notices (MENU ARREPT). Refer to Overdue Notices (MENU ARREPT) for a description of Overdue Notices.

Note:

If FAX is installed and being used for Overdue Notices, determined for each customer through Customer/Ship to Master Maintenance (MENU ARFILE), you may fax Overdue Notices in addition to, or instead of having them printed. Refer to the Infor Distribution A+ FAX User Guide for details about faxing Overdue Notices.

If Mail Server is installed and the **Email Overdue Notices** field is set to Y through Customer/Ship to Master Maintenance (MENU ARFILE), you can e-mail Overdue Notices in addition to printing or faxing them.

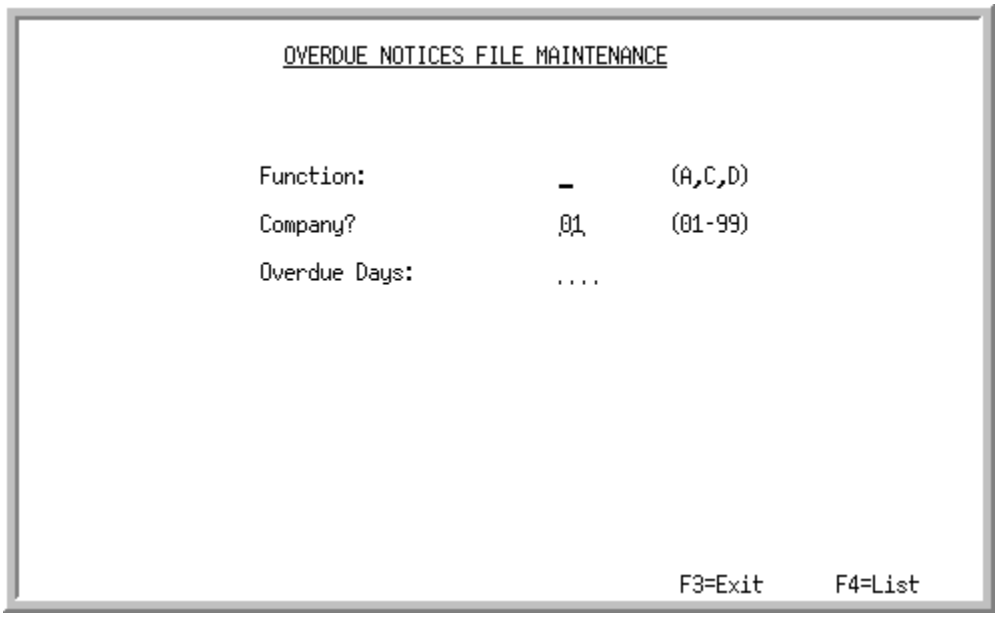
You can print a list of overdue notices using the Overdue Notices File Listing. This listing shows the text defined through Overdue Notice Maintenance (MENU ARFILE). You may review this text prior to generating Overdue Notices from the Accounts Receivable Report Menu (MENU ARREPT).

Overdue Notices Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Overdue Notices File Maintenance Selection Screen	Used to add or change an overdue notice.
Overdue Notices List Screen	Lists defined notices. Used to select a notice to maintain.
Overdue Notices File Maintenance Screen	Used to enter the text for the notice.

Overdue Notices File Maintenance Selection Screen



This screen appears after you select option **6** - Overdue Notices Maintenance from the Accounts Receivable File Maintenance Menu (MENU ARFILE). Use this screen to select the overdue days to be added, changed, or deleted. You also may access a list of existing overdue notices by pressing **F4=LIST**.

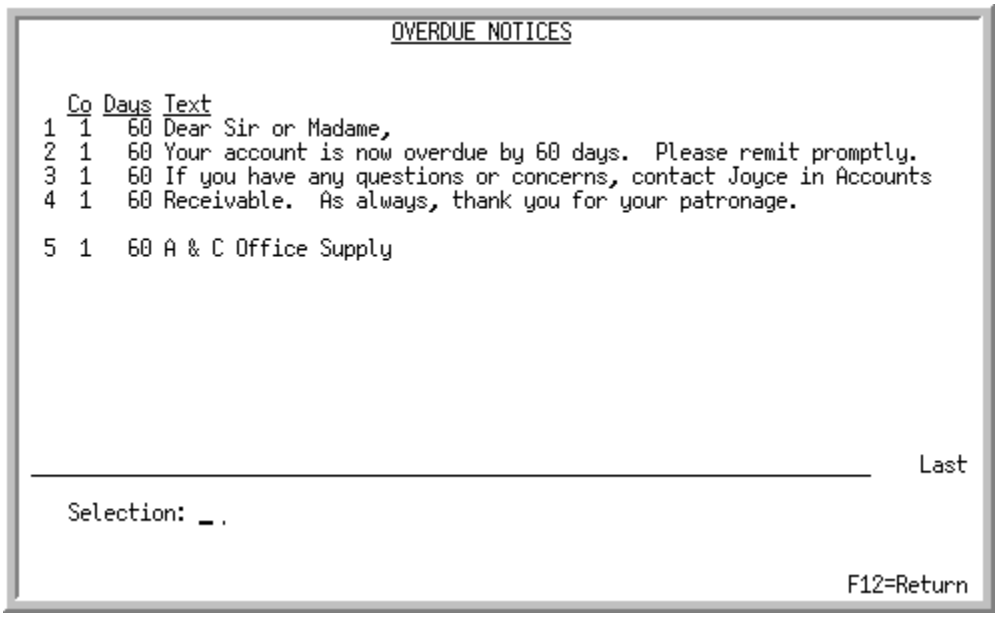
Overdue Notices File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key **A** to add overdue days for the letter you are creating for a specific company. Key **C** to change existing overdue days for a specific company. Key **D** to delete existing overdue days for a specific company. **Note:** Letters being added for companies other than the default company, are copied from the default company's letter for the same number of days (if applicable). For example, if you are adding a letter for 30 days for company 2, and a letter already exists for company 1 for the same number of days (i.e., 30 days), a copy of company 1's 30-day letter will be presented for you on the Overdue Notices File Maintenance Screen. This allows you create a new letter by making minor modifications as opposed to re-keying an entire letter. (A 1) Required

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the number of the company to which overdue days will be applied. **Valid Values:** Any company defined through Company Name Maintenance (MENU XAFILE) **Default Value:** default company (N 2,0) Required
Overdue Days	This is the number of days an invoice is considered outstanding. You may set up as many overdue days as desired. For each overdue days set up, associated letter text is entered on the Overdue Notices File Maintenance Screen. When generating letters through CHAPTER 20: Overdue Notices, you can specify overdue days (overdue days is based on the aging code assigned to the customer) to determine the customers who will receive Overdue Notices and which letter they are to receive. Key the number of days that you want to consider payment for a customer overdue. A letter will be created and then can be printed [through CHAPTER 20: Overdue Notices] for a customer if the customer has an overdue payment that at least meets this number of days based on the aging criteria for that customer. For example, assume you set up overdue days 30, 60, and 90 and define the letter text [on the Overdue Notices File Maintenance Screen] to be associated with each of these days. Then you want to produce overdue letters for only those customers who are at least 30 days overdue with their payment. When you generate the letters through CHAPTER 20: Overdue Notices, 30 should be keyed in the **Overdue Days** field. The program will look for any customer whose payment is exactly 30 days overdue, or more than 30 days overdue but not more than the next overdue days defined (in this case, 60). If a customer is found, the letter associated with overdue days 30 is used (therefore, any customer who is 30 to 59 days overdue with their payment will be sent a letter with the text defined for overdue days 30). If you key a range of overdue days in the **Overdue Days** field, the range will work as follows: • If a **FROM** value is keyed and the **TO** field is left blank, only invoices exactly that old will be picked/included. Letters will be printed for invoices exactly that old.

Field/Function Key	Description
	• If both **FROM** and **TO** values are keyed, invoices with age days in that range will be picked/included to have letters printed, but the letter selected for print will be the one which is closest to the oldest date of all the invoices that were picked/included. If in Overdue Notices Screen you do not specify an overdue days range, a letter will be generated for all customers who are overdue with their payments (based on the overdue days defined). The letter that is associated with the customer is determined in the same way as explained in the first portion of this example. If a customer is 89 days late and you have the same overdue days defined (30, 60, 90), the letter defined for overdue days 60 will be used. If a customer is 29 days late, the customer will be bypassed, and a letter will not be generated since the customer's payment is not considered overdue based on the overdue days defined. **Note:** When running Overdue Notices, if no customers meet the overdue payment criteria (even if the processing is successful), you will NOT receive a report. **Valid Values:** Cannot be zero (N 3,0) Required
F3=Exit	Press the **F3=EXIT** function key to cancel this option and return to the menu.
F4=List	Press the **F4=LIST** function key to access a list of existing overdue letters. The Overdue Notices List Screen will appear.
Enter	Press **ENTER** to confirm your selections. The Overdue Notices File Maintenance Screen will appear.

Overdue Notices List Screen



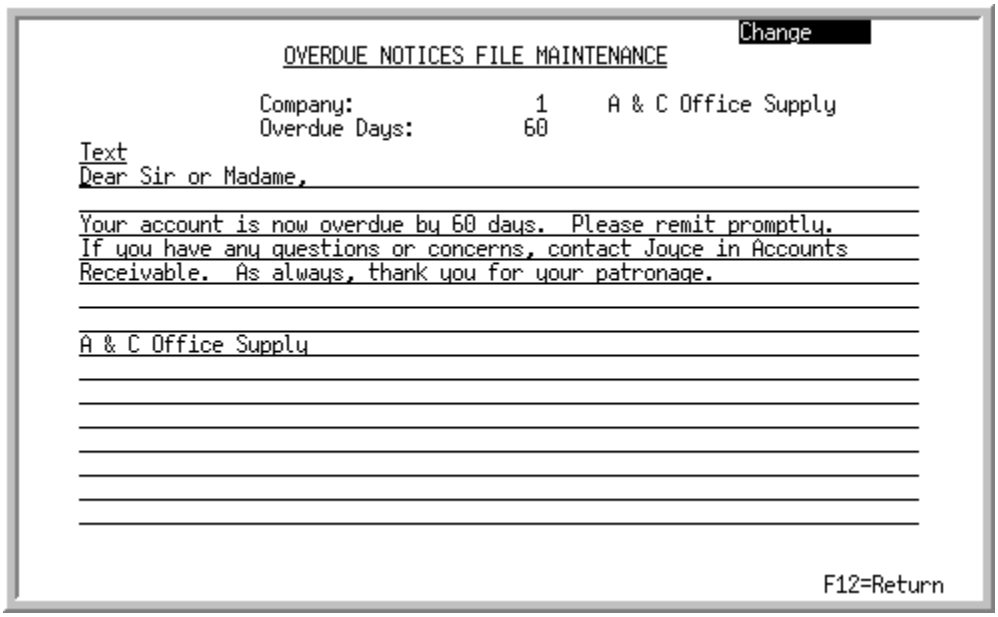
This screen appears after you press **F4=LIST** on the Overdue Notices File Maintenance Selection Screen. Use this screen to select a pre-existing overdue letter to be changed or deleted.

Overdue Notices List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field displays the reference numbers associated with an overdue letter. This is the number you will key in the **Selection** field to choose a letter to delete or change. Display
Co	This field displays the number of the company associated with the overdue letter. Display
Del Days	This field displays the number of overdue days associated with the letter. For example, if a customer is overdue by one month, he/she would receive a more forceful demand for payment than a customer who is overdue by one week. Display
Text	This field displays the text of the overdue letter. Display

Field/Function Key	Description
Selection	Use this field to select an overdue letter to change or delete. Key the reference number to the right of the desired text. (N 2,0) Required
F12=Return	Press the **F12=RETURN** function key to return to the Overdue Notices File Maintenance Selection Screen.
Enter	Press the **ENTER** function key after keying a reference number in the Selection field. If you keyed a value in the **Function** field on the Overdue Notices File Maintenance Selection Screen, the Overdue Notices File Maintenance Screen will display. If you did not key a value in the **Function** field on the Overdue Notices File Maintenance Selection Screen, you will be returned to that screen.

Overdue Notices File Maintenance Screen



This screen appears after you press **ENTER** on the Overdue Notices File Maintenance Selection Screen. Use this screen to add, change, or delete text pertaining to the Overdue Notices to be printed. Note that the customers for whom the letters will print are selected using the value entered in the Overdue Days field on the Overdue Notices File Maintenance Selection Screen. For example, if you keyed 30 days as the overdue criteria in that field, letters will be generated for all customers whose accounts are overdue by 30 days or more.

Overdue Notices File Maintenance Screen Fields and Function Keys

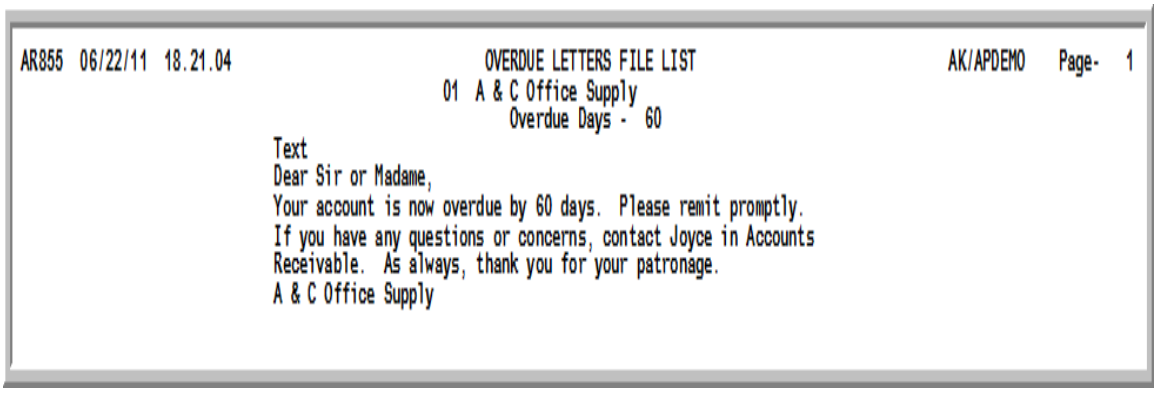
Field/Function Key	Description
Text	This field is used to add or change the body of the letters that can be printed through Overdue Notices when customer payments are overdue. Key the text for the letter; the first line is required, all other lines are optional. (15 @ A 70) Required
F24=Delete	The **F24=DELETE** function key appears in Delete Mode only. Press the **F24=DELETE** function key to delete the overdue days displayed. The Overdue Notices File Maintenance Selection Screen will appear and the overdue days defined will be deleted.
F12=Return	Press the **F12=RETURN** function key to return to the Overdue Notices File Maintenance Selection Screen without saving any additions or changes made to this screen.

Field/Function Key	Description
Enter	Press the **ENTER** key to update letter text and display the Overdue Notices File Maintenance Selection Screen.

Overdue Notices Listing

Once you have set up your overdue notice, you can print a listing of those notices through the Overdue Notices Listing option on the Accounts Receivable File Maintenance Menu (MENU ARFILE). The Report Options Screen appears when you select this option.

Overdue Notices File Listing



```
AR855  06/22/11  18.21.04                    OVERDUE LETTERS FILE LIST                    AK/APDEMO    Page-   1
                                                01  A & C Office Supply
                                                    Overdue Days -  60
                          Text
                          Dear Sir or Madame,
                          Your account is now overdue by 60 days.  Please remit promptly.
                          If you have any questions or concerns, contact Joyce in Accounts
                          Receivable.  As always, thank you for your patronage.
                          A & C Office Supply
```

This listing prints after you press **ENTER** on the Report Options Screen (refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen). The Report Options Screen appears after you select option **16 -** Overdue Notices Listing from MENU ARFILE.

This listing is sequenced by company number and overdue days.

Note: When running Overdue Notices, if no customers meet the overdue payment criteria (even if the processing is successful), you will NOT receive a report.

For a description of the data printed on this report, refer to the screen described for Overdue Notices File Maintenance Screen (MENU ARFILE)

Chapter 35 Invoice Dispute Code Maintenance/ Listing

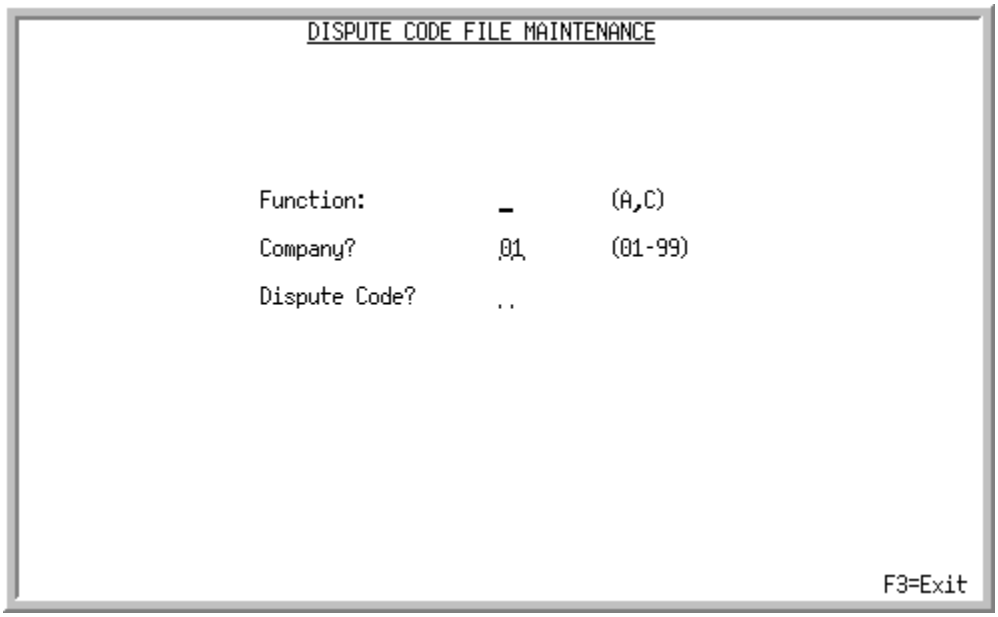
Dispute codes can be used to flag invoices that are in dispute through Mark Disputed Invoices (MENU ARMAIN). You cannot auto apply cash to invoices that are marked as being in dispute. Use the Invoice Dispute Code Maintenance option on the Accounts Receivable File Maintenance Menu (MENU ARFILE) to define invoice dispute codes and descriptions for each company. You can print a list of defined dispute codes using the Dispute Code Listing option.

Invoice Dispute Codes Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Dispute Code File Maintenance Selection Screen	Used to add or change an invoice dispute code.
Dispute Code File Maintenance Screen	Used to enter the description of the dispute code.

Dispute Code File Maintenance Selection Screen



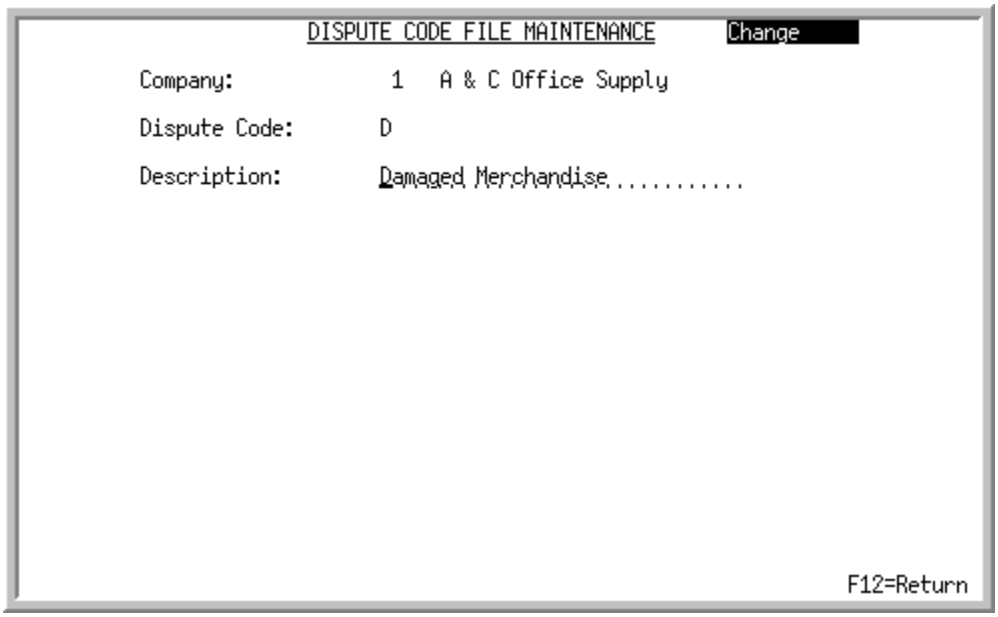
This screen appears after you select option **7** - Invoice Dispute Codes Maintenance from the Accounts Receivable File Maintenance Menu (MENU ARFILE). Use this screen to select the dispute code to add or change.

Dispute Code File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key **A** to add a dispute code for a specific company. Key **C** to change the description of an existing dispute code. (A 1) Required
Company	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Key the number of the company to which this dispute code will be applied. **Valid Values:** Any company defined through Company Name Maintenance (MENU ARFILE) **Default Value:** default company (A 2) Required

Field/Function Key	Description
Dispute Code	Use this field to define dispute codes. Through Mark Disputed Invoices (MENU ARMAIN), you can assign a dispute code to the invoice in dispute indicating the reason for the dispute. You can also assign or remove dispute codes via Cash & Adjustment Entry/ Edit (MENU ARMAIN) or Customer A/R Inquiry (MENU ARMAIN). Key the dispute code to add or change. For example, you might define dispute code **D** to represent Damaged Merchandise. (A 1) Required
F3=Exit	Press the **F3=EXIT** function key to cancel this option and return to the menu.
Enter	Press **ENTER** to confirm your selections. The Dispute Code File Maintenance Screen will appear.

Dispute Code File Maintenance Screen



This screen appears after you press **ENTER** on the Dispute Code File Maintenance Selection Screen. Use this screen to add or change the description associated with the selected dispute code.

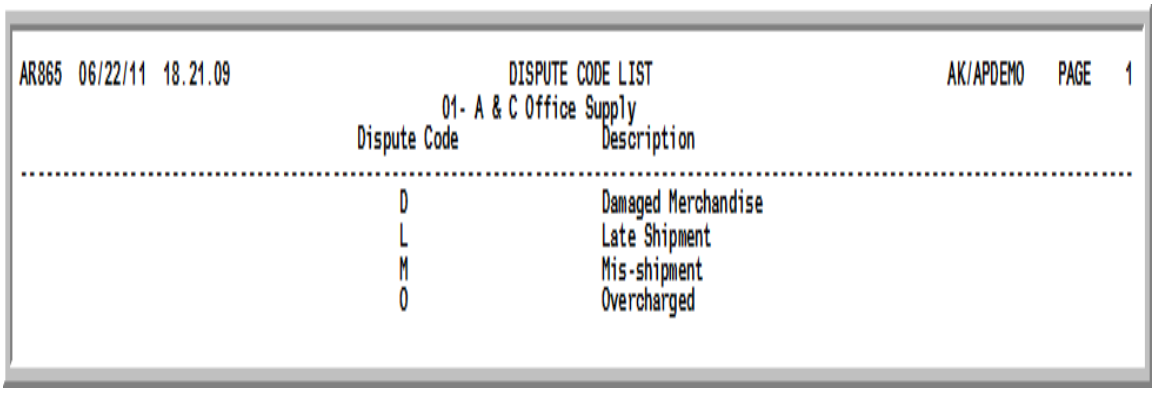
Dispute Code File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Key the description of the dispute code. When marking an invoice in dispute through Mark Disputed Invoices (MENU ARMAIN), this description will display when you enter the code associated with it. (A 30) Required
F12=Return	Press the **F12=RETURN** function key to return to the Dispute Code File Maintenance Selection Screen without saving any additions or changes made to this screen.
Enter	Press **ENTER** to confirm your selections. The Dispute Code File Maintenance Selection Screen will appear.

Dispute Code Listing

Once you have set up your invoice dispute codes, you can print a listing of those codes through the Invoice Dispute Codes Listing option on the Accounts Receivable File Maintenance Menu (MENU ARFILE). The Report Options Screen appears when you select this option.

Dispute Code Listing



```
AR865  06/22/11  18.21.09                    DISPUTE CODE LIST                    AK/APDEMO   PAGE   1
                                          01- A & C Office Supply
                                Dispute Code            Description
-------------------------------------------------------------------------------------------------------
                                        D               Damaged Merchandise
                                        L               Late Shipment
                                        M               Mis-shipment
                                        O               Overcharged
```

This listing prints after you press **ENTER** on the Report Options Screen (refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen). The Report Options Screen displays after you select option **17** - Dispute Code Listing from MENU ARFILE.

The dispute codes that you defined for each company are printed. This listing is sequenced by company. For a description of the data printed on this report, refer to the screen described for Dispute Code File Maintenance Screen (MENU ARFILE).

Chapter 36 G/L Customer Code Maintenance/ Listing

Customer G/L codes are defined through the GL Customer Code Maintenance option on the GL Accounts Transfer Menu (MENU GLXFER). Use this option to define the customer G/L codes used when selecting accounts for posting during Day-End Processing (MENU XAMAST). The customer G/ L code is a two-character code assigned to customers and customer ship-to locations to classify similar customers.

Note: You must enter valid customer G/L codes if you have answered **Y** to **Use Customer G/L Code** for any type of account when setting up transfer options through GL Transfer Definition (MENU GLXFER). Otherwise, it is not necessary to run this option. Customer G/L codes will not be used.

GL Customer Code Maintenance

For an explanation of the GL Customer Code Maintenance and Listing options, refer to the General Ledger Interface User Guide.

Chapter 37 Tax Body Maintenance/Listing

The Tax Body Maintenance and Tax Body Listing options are described in the Infor Distribution A+ Order Entry User Guide. Please refer to that guide for details.

Chapter 38 Payment Types Maintenance/ Listing

The Payment Types Maintenance and Payment Types Listing options are described the Infor Distribution A+ Order Entry User Guide. Please refer to that guide for details.

Chapter 39 Sales Reps Maintenance/Listing

The Salesreps Maintenance and Salesreps Listing options are described in the Infor Distribution A+ Sales Analysis User Guide. Please refer to that guide for details.

Chapter 40 Territories Maintenance/Listing

The Territories Maintenance and Territories Listing options are described in the Infor Distribution A+ Sales Analysis User Guide. Please refer to that guide for details.

Chapter 41 Carrier Codes Maintenance/Listing

The Carrier Codes Maintenance and Carrier Codes Listing options are described in the Infor Distribution A+ Order Entry User Guide. Please refer to that guide for details.

Chapter 42 Customer Master User Fields Maintenance/Listing

You can define up to six customer master user fields and customer master user field values that can be used to further categorize a customer. You can then assign these values to a customer you are adding/ maintaining through Customer/Ship to Master Maintenance (MENU ARFILE).

Once customer master user fields have been defined through this option and associated with a customer through Customer/Ship to Master Maintenance (MENU ARFILE), they then may be viewed in the Customer A/R Inquiry via the **F15=USR CDES** function key.

Additionally, Mailing Labels (MENU ARREPT) can be run by selected customer master user field ranges.

Note: These customer master user fields are different from and in addition to the customer master user codes defined through Customer Master User Codes Maintenance (MENU ARFILE).

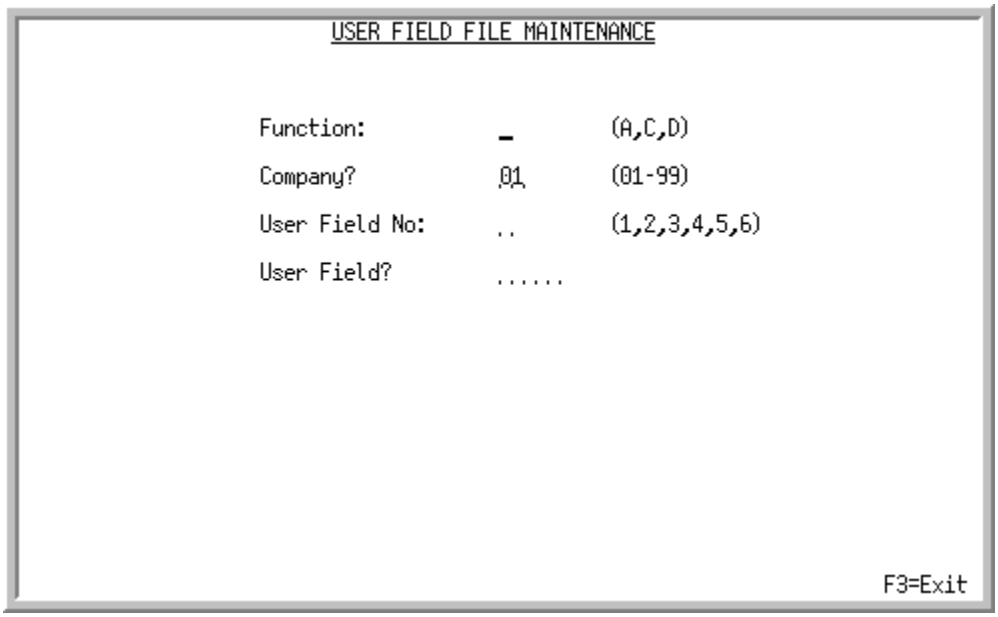
User fields are defined through the Customer Master User Fields Maintenance option on the Accounts Receivable File Maintenance Menu (MENU ARFILE). You can print a list of defined fields and their values through the Customer Master User Fields Listing option.

Customer Master User Fields Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Customer Master User Field Maintenance Selection Screen	Used to specify the field you want to maintain.
Customer Master User Field Maintenance Screen	Used to provide a value for the field.

Customer Master User Field Maintenance Selection Screen



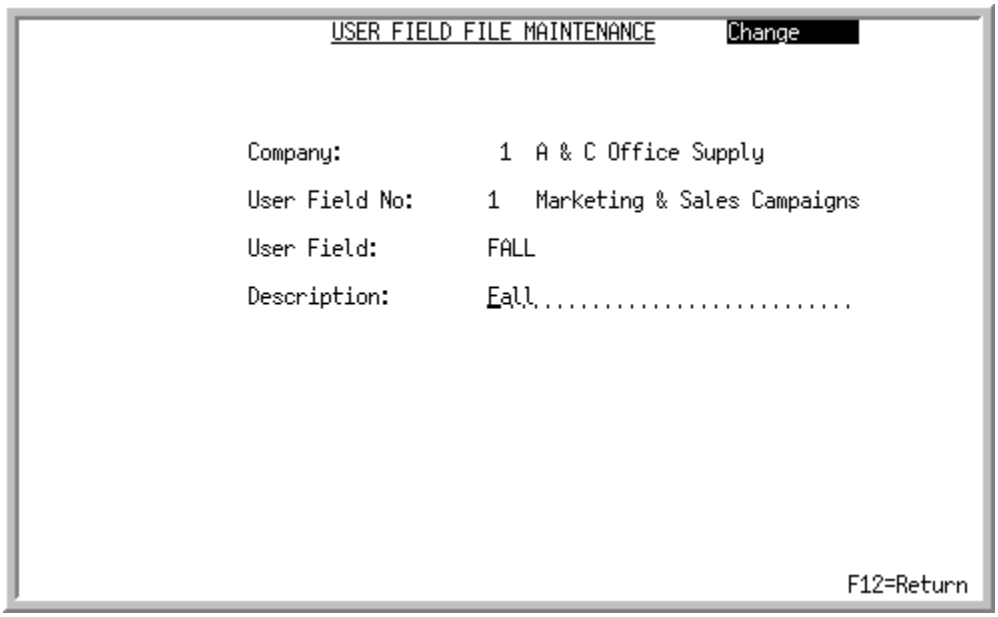
This screen appears after selecting option **34** - Customer Master User Fields Maintenance from the Accounts Receivable File Maintenance Menu (MENU ARFILE). Use this screen to select the **User Field No** (referred to as a customer master user field) to add or change. You may then optionally set up, change, or delete a customer master user field value or multiple customer master user field values for that customer master user field.

Customer Master User Field Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key **A** to add a customer master user field (1, 2, 3, 4, 5, or 6), or to add a customer master user field value to an existing customer master user field for a specific company. A customer master user field value serves as a “valid value” for a customer master user field. Key **C** to change the description of an existing customer master user field/ customer master user field value for a specific company. Key **D** to delete an existing customer master user field value for a customer master user field for a specific company. **Note:** A customer master user field (1 -6) cannot be deleted. You can only delete a customer master user field value defined for the customer master user field. (A 1) Required

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Key the number of the company to which the customer master **User Field No** and **User Field** value will be applied. **Default Value:** default company **Valid Values:** A company defined through Company Name Maintenance (MENU XAFILE) (A 2) Required
User Field No	Up to 6 user field numbers (customer master user fields) may be defined. Before defining a customer master user field value, you must first define the customer master user field number for which the value will be a valid value. Use this field without a **User Field** value keyed to maintain a customer master **User Field No** (1, 2, 3, 4, 5, or 6). Use this field with a **User Field** value keyed to maintain that customer master user field value for the selected customer master user field. Key the customer master **User Field No** (1 - 6) that you are defining or maintaining. Once a customer master user field number has been defined, you will not be allowed to delete that number; you can only delete a customer master user field value that has been set up for that number. (A 1) Required
User Field	This field allows you to set up customer master user field values for a specific customer master **User Field No** (1 - 6). You may define as many values as desired for each customer master user field to help categorize a customer. When entering a customer through Customer/Ship to Master Maintenance (MENU ARFILE), you may key a customer master user field value defined here that further describes the customer you are adding. Refer to the Customer Maintenance Screen 2 in that option for further details. **Valid Values:** This field must be blank if you have not yet defined the customer master user field for which you wish to assign a customer master user field value. If a customer master user field has been defined, this field is optional. (A 5) Optional/Blank
F3=Exit	Press **F3=EXIT** to cancel this option and return to the menu.
Enter	Press **ENTER** to confirm your selections. The Customer Master User Field Maintenance Screen will appear.

Customer Master User Field Maintenance Screen



This screen appears after you press **ENTER** on the Customer Master User Field Maintenance Selection Screen. Use this screen to add, change, or delete the description of the customer master user field or customer master user field value. This screen displays the

- number of the company for which the customer master user field/field value is being added or maintained.
- customer master user field (1 - 6) you are adding/maintaining. If the field has already been defined, the description will display as well. If you are maintaining the customer master user field (as opposed to a customer master user field value), this description will also display for edit on the Description line.
- customer master user field value being maintained for the selected customer master user field. If you are maintaining the customer master user field (as opposed to a customer master user field value), this field will be blank.

Customer Master User Field Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	If you are adding/maintaining a customer master user field (1 - 6), this is the description of the **User Field No**. If you are adding/maintaining a customer master user field value for a customer master user field, this is the description of the User Field. Key the description of the customer master user field or customer master user field value. For example, if you are defining customer master user field 1, you might enter Efficiency Ratings for the description. Then, you may set up the customer master user field value BEST as a valid value for customer master user field 1 and key a description such as Best Efficiency Rating. **Note:** When adding a customer through Customer/Ship to Master Maintenance (MENU ARFILE), the description keyed here will display on the Customer Maintenance Screen 2 for all customers defined for the same company. If you define all 6 customer master user fields, all 6 descriptions will display. You may then key customer master user field values that further define the customer, if desired. (A 30) Required
F12=Return	Press the **F12=RETURN** function key to return to the Customer Master User Field Maintenance Selection Screen.
F24=Delete	The **F24=DELETE** function key displays in Delete Mode only. Press **F24=DELETE** to delete the customer master user field value displayed (you cannot delete a customer master user field). The Customer Master User Field Maintenance Selection Screen will display, and the customer master user field value will be deleted.
Enter	Press **ENTER** to update the description. The Customer Master User Field Maintenance Selection Screen will appear.

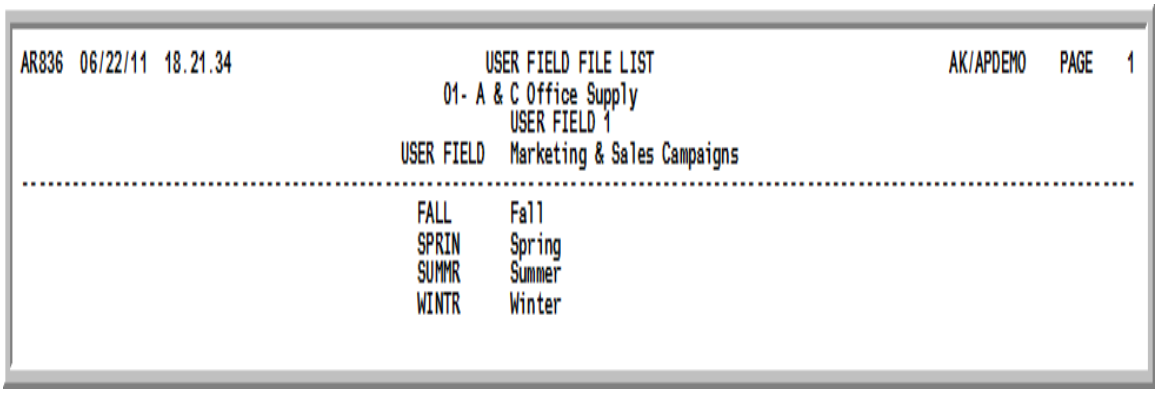
Customer Master User Fields Listing

Use this option to print a list of the codes defined in the Customer Master User Fields Maintenance option (MENU ARFIL2).

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Customer Master User Field Listing	Lists all defined user fields and their valid values.

Customer Master User Field Listing



```
AR836  06/22/11  18.21.34                  USER FIELD FILE LIST                    AK/APDEMO   PAGE    1
                                        01- A & C Office Supply
                                                  USER FIELD 1
                                    USER FIELD    Marketing & Sales Campaigns
------------------------------------------------------------------------------------------------------

                                     FALL         Fall
                                     SPRIN        Spring
                                     SUMMR        Summer
                                     WINTR        Winter
```

This listing prints after entering responses on the Report Options Screen (refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen). The Report Options Screen appears after you select option **44** - Customer Master User Fields Listing from the Accounts Receivable File Maintenance Menu (MENU ARFILE).

For each customer master user field defined (up to 6 may be defined for each company), the customer master user field values and descriptions are printed. This listing is sequenced by company number and customer master user field.

For a description of the data printed on this report, refer to the screen described for Customer Master User Fields Maintenance (MENU ARFILE).

Chapter 43 SIC Code Maintenance/Listing

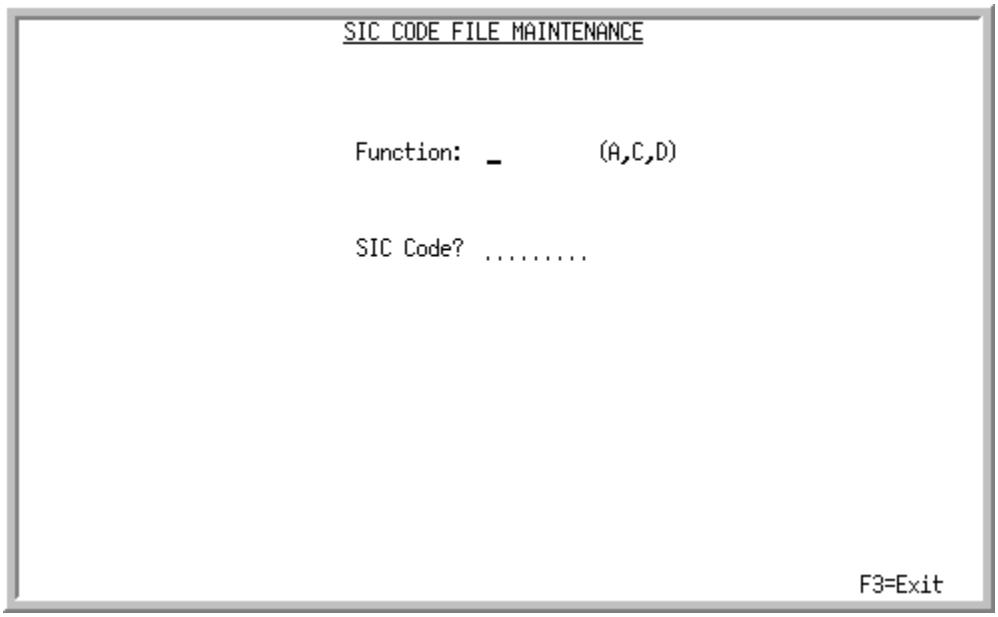
Standardized Industry Codes (normally referred to as SIC codes) is an eight-character alpha-numeric code that, once assigned to one or more customers, can be used to tie those customers together for inquiries/queries/reports run. SIC codes can be used to categorize your customer base by assigning a unique code to customers similar in their product line or industry. SIC codes are created through the SIC Codes Maintenance option on the Accounts Receivable File Maintenance Menu (MENU ARFILE) and then assigned to one or more customers through Customer/Ship to Master Maintenance (MENU ARFILE). You can print a list of defined SIC codes using the SIC Codes Listing option.

SIC Code Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
SIC Code File Maintenance Selection Screen	Used to specify the code you want to maintain.
SIC Code File Maintenance Screen	Used to provide a description for the code.

SIC Code File Maintenance Selection Screen

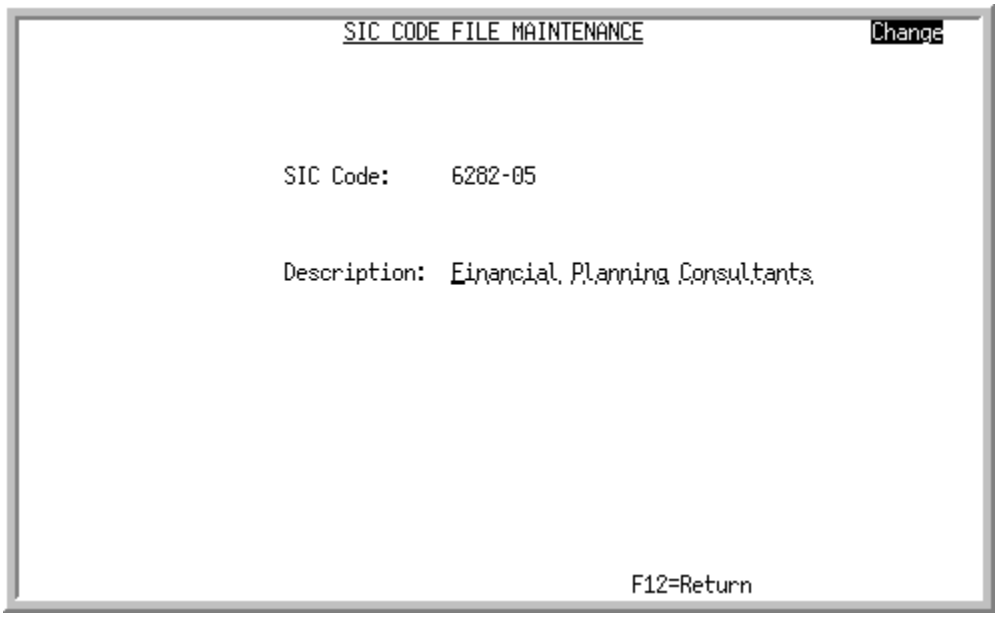


This screen appears after you select option **35** - SIC Code Maintenance from the Accounts Receivable File Maintenance Menu (MENU ARFILE). Use this screen to select the SIC code to add, change, or delete.

SIC Code File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key **A** to add a SIC code. Key **C** to change the description of an existing SIC code. Key **D** to delete an existing SIC code. (A 1) Required
SIC Code	Use this field to define SIC codes. Through Customer/Ship to Master Maintenance (MENU ARFILE), you can assign a SIC to a customer. Key the SIC to add, change, or delete. (A 8) Required
F3=Exit	Press **F3=EXIT** to cancel this option and return to the menu.
Enter	Press **ENTER** to confirm your selections. The SIC Code File Maintenance Screen will appear.

SIC Code File Maintenance Screen



This screen appears after you press **ENTER** on the SIC Code File Maintenance Selection Screen. Use this screen to add or change the description associated with the selected SIC code, or to delete the selected SIC code.

SIC Code File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Key the description of the SIC code to be included in the inquiries/queries/ reports. (A 30) Required
F12=Return	Press the **F12=RETURN** function key to return to the SIC Code File Maintenance Selection Screen without saving any additions or changes made to this screen.
F24=Delete	The **F24=DELETE** function key appears only if the delete function was selected on the SIC Code File Maintenance Selection Screen. Press **F24=DELETE** to delete the displayed SIC code. You will be required to press this key twice to confirm the deletion. **Note:** You will not be prevented from deleting a SIC code even if it is currently assigned to a customer. However, the next time the Customer Master file is accessed for maintenance, a message will be presented indicating the SIC code is no longer valid and must be changed or deleted from this customer's file.

Field/Function Key	Description
Enter	Press **ENTER** to update the description. The SIC Code File Maintenance Selection Screen will appear.

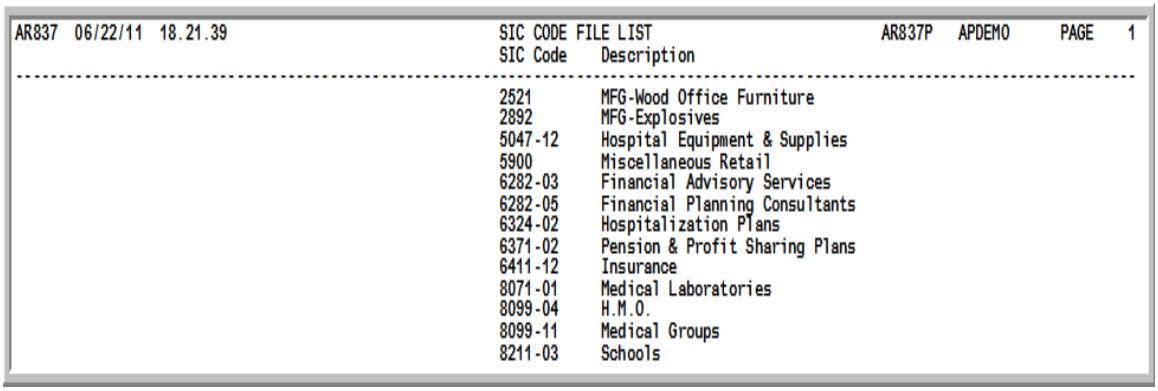
SIC Code Listing

Use this option to print a list of the codes defined in the SIC Codes Maintenance option (MENU ARFIL2).

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
SIC Code Listing	Lists all defined codes.

SIC Code Listing



```
AR837  06/22/11  18.21.39                SIC CODE FILE LIST                    AR837P   APDEMO     PAGE    1
                                         SIC Code    Description
-------------------------------------------------------------------------------------------------------------

                                         2521        MFG-Wood Office Furniture
                                         2892        MFG-Explosives
                                         5047-12     Hospital Equipment & Supplies
                                         5900        Miscellaneous Retail
                                         6282-03     Financial Advisory Services
                                         6282-05     Financial Planning Consultants
                                         6324-02     Hospitalization Plans
                                         6371-02     Pension & Profit Sharing Plans
                                         6411-12     Insurance
                                         8071-01     Medical Laboratories
                                         8099-04     H.M.O.
                                         8099-11     Medical Groups
                                         8211-03     Schools
```

This listing prints after entering responses on the Report Options Screen (refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen). The Report Options Screen appears after you select option **45** -SIC Code Listing from the Accounts Receivable File Maintenance Menu (MENU ARFILE).

The SIC codes that you defined are printed. This listing is sequenced alpha-numerically.

For a description of the data printed on this report, refer to the screen described for SIC Code File Maintenance Screen (MENU ARFILE).

Chapter 44 Warehouse Numbers Maintenance/Listing

The Warehouse Numbers Maintenance and Warehouse Numbers Listing options are described in the Infor Distribution A+ Inventory Accounting User Guide. Please refer to that guide for details.

Chapter 45 Payment Comment Codes Maintenance/Listing

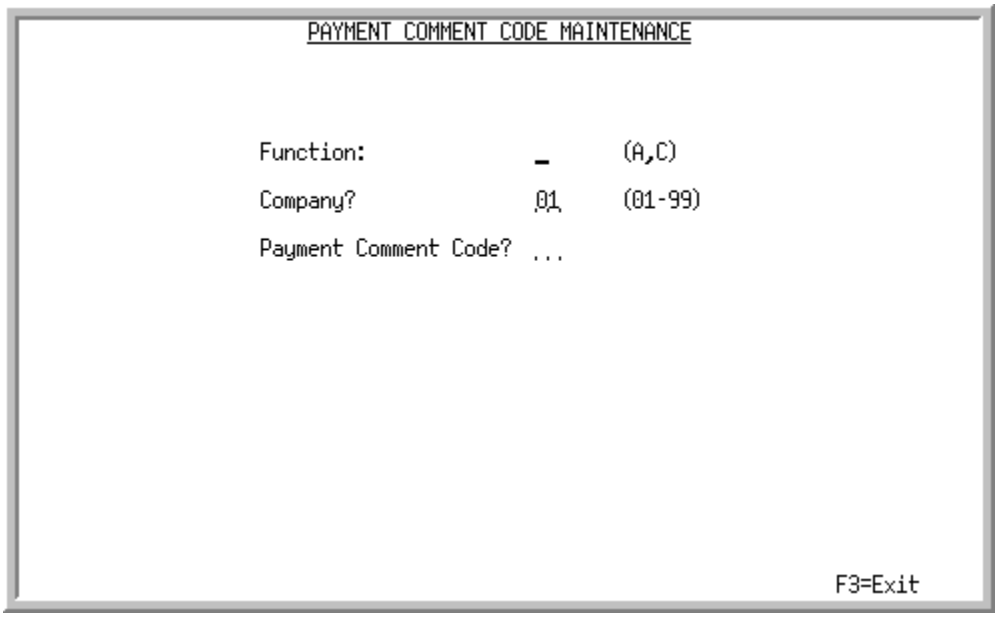
Payment comment codes are used in A/R for your customers. During payment transaction processing via Cash & Adjustment Entry/Edit (MENU ARMAIN), payment codes can be used to incorporate user-defined comments for display, or for printing the customers' statements. You can define payment comment codes using the Payment Comment Codes Maintenance option on the Accounts Receivable File Maintenance Menu 2 (MENU ARFIL2). You can print a list of defined payment comment codes using the Payment Comment Codes Listing option.

Payment Comment Codes Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Payment Comment Code Maintenance Selection Screen	Used to specify the code you want to maintain.
Payment Comment Code Maintenance Screen	Used to provide a description for the code.

Payment Comment Code Maintenance Selection Screen



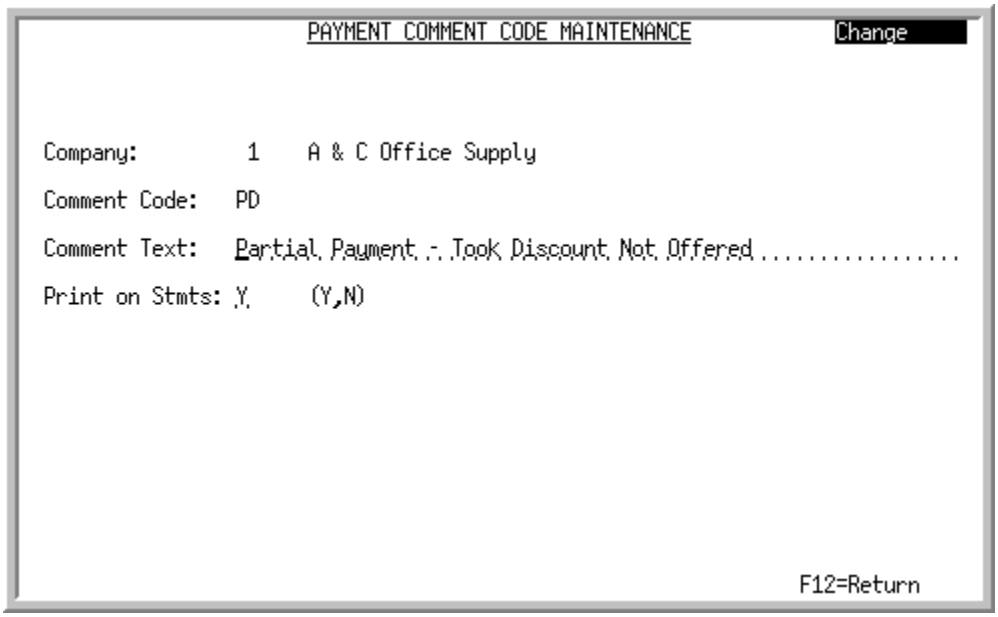
This screen appears after you select option **2** - Payment Comment Codes Maintenance from the Accounts Receivable File Maintenance Menu 2 (MENU ARFIL2). Use this screen to select the payment comment code to be added or changed for a specific company.

Payment Comment Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key **A** to add a payment comment code for a specific company. Key **C** to change information defined for an existing payment comment code. (A 1) Required
Company	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Key the number of the company to which the payment comment code will be applied. **Default Value:** The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

Field/Function Key	Description
Payment Comment Code	This is a two-character code used to specify the default payment comment code for a company. Payment comments are used for display and optionally on customer statements concerning payment information maintained through Cash & Adjustment Entry/Edit (MENU ARMAIN). Payment comment codes are utilized to quickly and efficiently incorporate comments frequently used without having to key them in individually. Key the payment comment code to be added or changed. (A 2) Required
F3=Exit	Press **F3=EXIT** to cancel this option and return to the menu.
Enter	Press **ENTER** to confirm your selections. The Payment Comment Code Maintenance Screen will appear.

Payment Comment Code Maintenance Screen



This screen appears after you press **ENTER** on the Payment Comment Code Maintenance Selection Screen. Use this screen to enter or update information for the payment comment code you are adding or changing.

Payment Comment Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Comment Text	Key the comment text that will be affiliated with the selected payment comment code. (A 60) Required
Print on Stmts	Payment comments can optionally be printed on a customer's accounts receivable statements. The determination of this is made on the Apply Cash Transaction Review Screen or the Enter Cash Screen, as explained in Cash & Adjustment Entry/Edit (MENU ARMAIN). The default for that determination (either Yes or No) is made on this screen. Key **Y** to print payment comments on the customer's statements. Key **N** to exclude payment comments from printing on customer's statements. (A 1) Required
F12=Return	Press the **F12=RETURN** function key to return to the Payment Comment Code Maintenance Selection Screen without saving any additions or changes made to this screen.

Field/Function Key	Description
Enter	Press **ENTER** to confirm your selections. The Payment Comment Code Maintenance Selection Screen will appear.

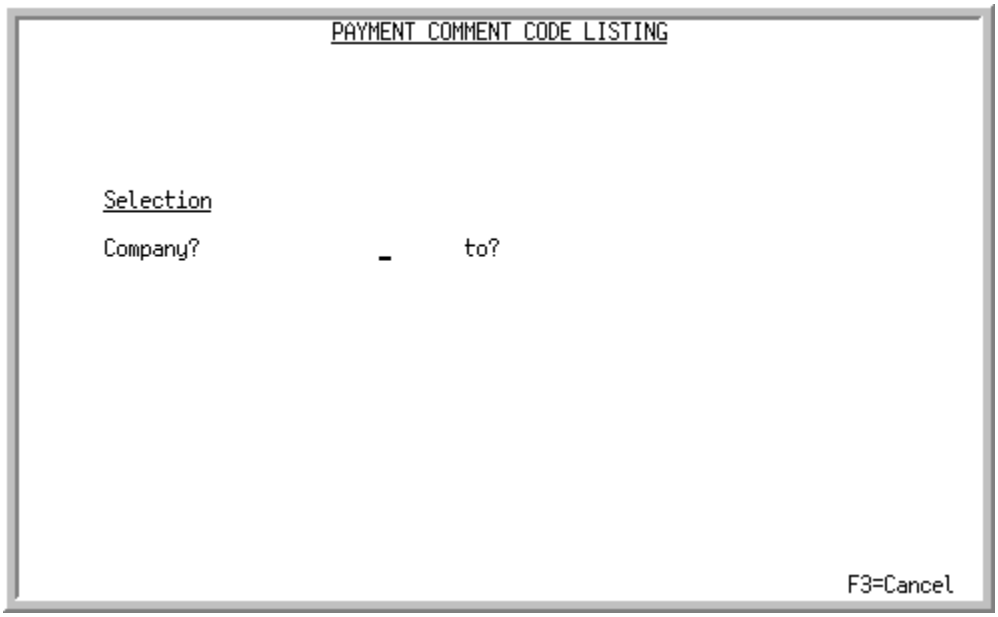
Payment Comment Codes Listing

Use this option to print a list of the codes defined in the Payment Comment Codes Maintenance option (MENU ARFIL2).

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Payment Comment Code Listing Selection Screen	Used to limit the listing by company.
Payment Comment Code Listing	Prints a list of all defined codes that match the limiting criteria.

Payment Comment Code Listing Selection Screen

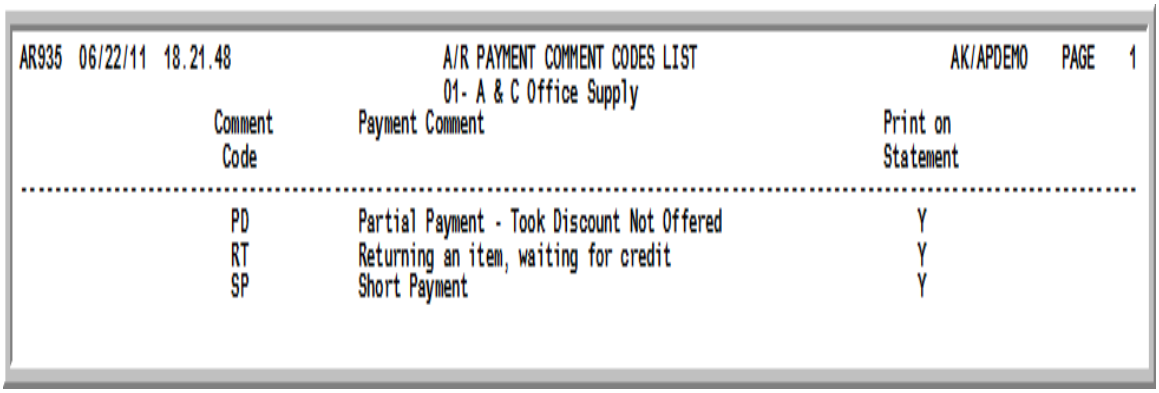


This screen appears after you select option **12** - Payment Comment Codes Listing from the Accounts Receivable File Maintenance Menu 2 (MENU ARFIL2). Use this screen to select for which company or companies you will print the payment comment codes.

Payment Comment Code Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Key the company or range of companies for which payment comment codes will print. Leave blank to print the defined payment comment codes for all established companies. Refer to the rules of entering ranges as explained in the Infor Distribution A+ Cross Applications User Guide. **Valid Values:** A company defined through Company Name Maintenance (MENU XAFILE) (2 @ N 2,0) Optional
F3=Cancel	Press **F3=CANCEL** to cancel this option and return to the menu.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Payment Comment Code Listing



```
AR935  06/22/11  18.21.48                A/R PAYMENT COMMENT CODES LIST                AK/APDEMO   PAGE   1
                                          01- A & C Office Supply

                  Comment      Payment Comment                                    Print on
                   Code                                                          Statement
-------------------------------------------------------------------------------------------

                    PD         Partial Payment - Took Discount Not Offered          Y
                    RT         Returning an item, waiting for credit                Y
                    SP         Short Payment                                        Y
```

This listing prints after entering responses on the Report Options Screen. The Report Options Screen appears after you press **ENTER** on the Payment Comment Code Listing Selection Screen. Payment comment codes you defined through Payment Comment Code Maintenance (MENU ARFIL2) are printed.

For an explanation of the fields on this listing, refer to the Payment Comment Code Maintenance Screen.

Chapter 46 Adjustment Numbers Maintenance/ Listing

During payment transaction processing via Cash & Adjustment Entry/Edit (MENU ARMAIN), adjustment numbers can be utilized to incorporate frequently used adjustments and the associated general ledger accounts (if a General Ledger interface exists).

If you are using EDI, you can associate the Accounts Receivable adjustment number with the EDI incoming payment process. EDI Adjustment Numbers Maintenance (MENU EIFIL1) allows you to define an EDI adjustment number and link it to its A/R counterpart.

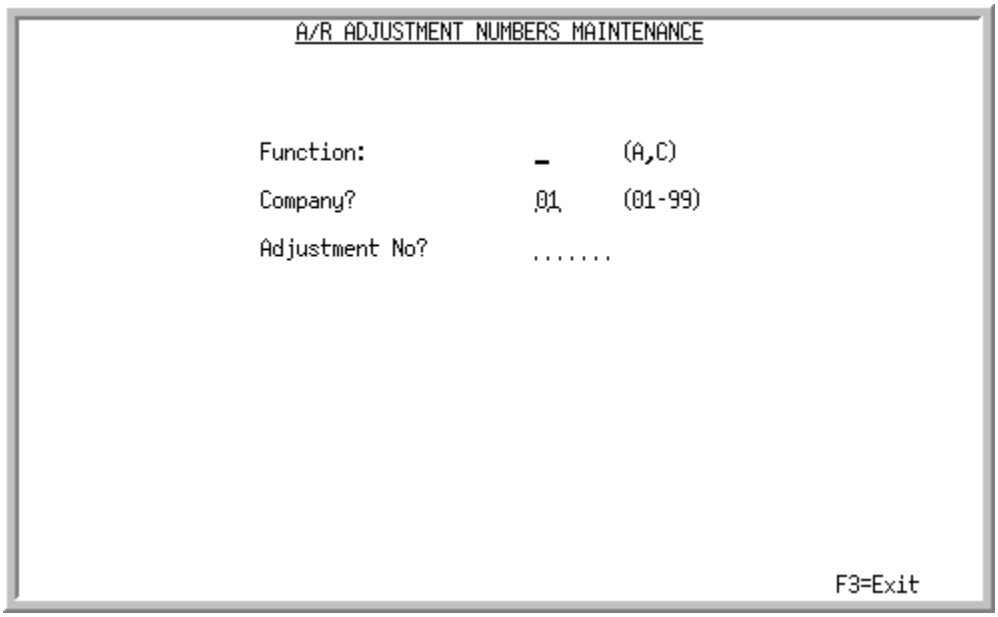
Use the Adjustment Numbers Maintenance option on the Accounts Receivable File Maintenance Menu 2 (MENU ARFIL2) to define adjustments to be used in A/R for your customers. You can print a list of your defined adjustment numbers using the Adjustment Numbers Listing option.

Adjustment Numbers Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Adjustment Number Maintenance Selection Screen	Used to specify the adjustment number you want to maintain.
Adjustment Number Maintenance Screen	Used to provide a description for the adjustment number.

Adjustment Number Maintenance Selection Screen



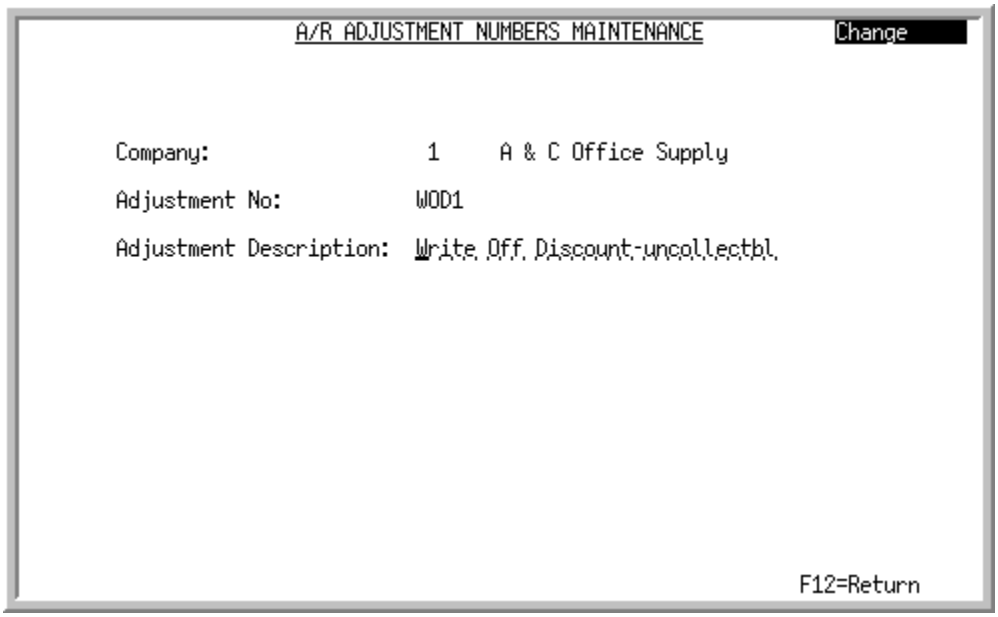
This screen appears after you select option **3** - Adjustment Numbers Maintenance from the Accounts Receivable File Maintenance Menu 2 (MENU ARFIL2). Use this screen to select the adjustment number to be added or changed for a specific company.

Adjustment Number Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key **A** to add an adjustment number for a specific company. Key **C** to change information defined for an existing adjustment number. (A 1) Required
Company	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Key the number of the company to which the adjustment number will be applied. **Default Value:** The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required

Field/Function Key	Description
Adjustment Number	This is a one-to-six-character code used to represent a particular type of Accounts Receivable adjustment. Once defined, the adjustment number can be associated with specific general ledger account numbers. This will assist you when keying payment transactions during Cash & Adjustment Entry/ Edit (MENU ARMAIN). (A 6) Required
F3=Exit	Press **F3=EXIT** to cancel this option and return to the menu.
Enter	Press **ENTER** to confirm your selections. The Adjustment Number Maintenance Screen will appear.

Adjustment Number Maintenance Screen



This screen appears after you press **ENTER** on the Adjustment Number Maintenance Selection Screen. Use this screen to enter or update the description of the adjustment you are adding or changing.

Adjustment Number Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Adjustment Description	This is the description to be associated with the adjustment number in the **Adjustment No** field. Key the description of the adjustment number. (A 30) Required
F12=Return	Press the **F12=RETURN** function key to return to the Adjustment Number Maintenance Selection Screen without saving any additions or changes made to this screen.
Enter	Press **ENTER** to confirm your selections. The Adjustment Number Maintenance Selection Screen will appear.

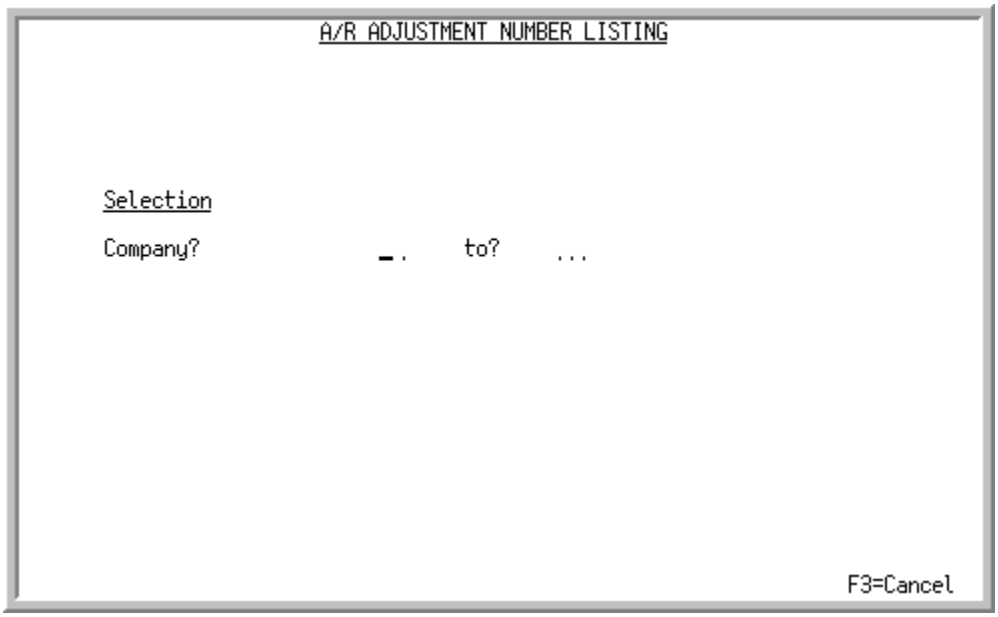
Adjustment Numbers Listing

Use this option to print a list of the codes defined in the Adjustment Numbers Maintenance option (MENU ARFIL2).

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Adjustment Number Listing Selection Screen	Used to limit the listing by company.
Adjustment Numbers Listing	Prints a list of all defined adjustment numbers that match the limiting criteria.

Adjustment Number Listing Selection Screen



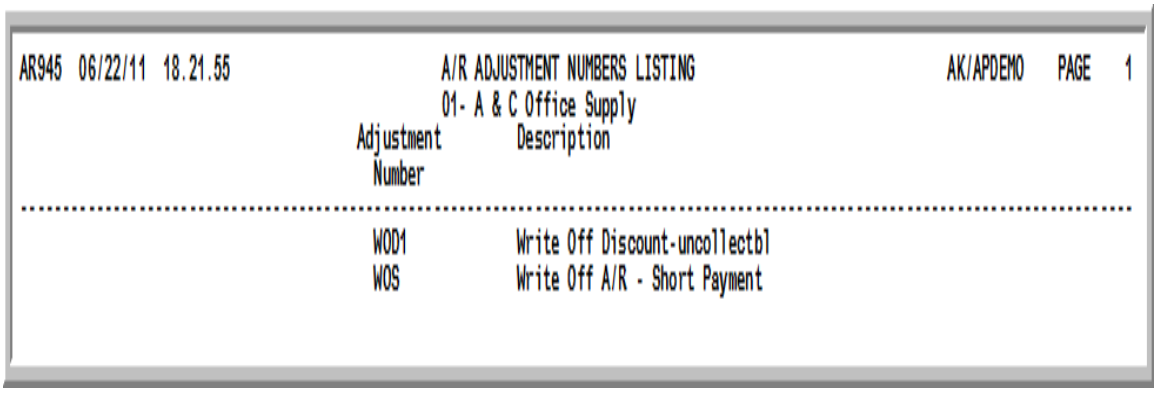
This screen appears after you select option **13** - Adjustment Numbers Listing from the Accounts Receivable File Maintenance Menu 2 (MENU ARFIL2) if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Refer to the Infor Distribution A+ Cross Applications User Guide for details about setting the system options.

Use this screen to select the company or companies for which adjustment numbers will print.

Adjustment Number Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the company or range of companies for which adjustment numbers will print. Leave blank to print the defined adjustment numbers for all established companies. Refer to the rules of entering ranges as explained in the Infor Distribution A+ Cross Applications User Guide. **Valid Values:** A company defined through Company Name Maintenance (MENU XAFILE) (2 @ N 2,0) Optional
F3=Cancel	Press **F3=CANCEL** to cancel this option and return to the menu.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will display. Refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen.

Adjustment Numbers Listing



```
AR945  06/22/11  18.21.55              A/R ADJUSTMENT NUMBERS LISTING                AK/APDEMO   PAGE   1
                                       01- A & C Office Supply
                              Adjustment       Description
                                Number
------------------------------------------------------------------------------------------------------------

                                WOD1           Write Off Discount-uncollectbl
                                WOS            Write Off A/R - Short Payment
```

This listing prints after entering responses on the Report Options Screen. The Report Options Screen appears after you press **Enter** on the Adjustment Number Listing Selection Screen. Adjustment numbers you defined through Adjustment Number Maintenance (MENU ARFIL2) are printed.

For an explanation of the fields on this listing, refer to the Adjustment Number Maintenance Screen.

Chapter 47 Customer/Item Default Units of Measure Maintenance/Listing

A default customer/item unit of measure is useful if a customer consistently purchases an item in a particular unit of measure that is actually stocked in a different unit of measure.

Example:
If customer 100 consistently purchases item “A” by the BOX and item “A” is only stocked as an EA (each), you can set up an “additional” unit of measure [through Item Master Maintenance (MENU IAFILE)] for item “A”. You can then set up a customer/item default unit of measure through this option so that when customer 100 orders item “A,” the selling unit of measure will default to BOX during Order Entry.

First, you must have created valid units of measure through Unit of Measure Maintenance (MENU IAFIL2). Then, you can set up set up customer/item default units of measure using the Customer/Item Dft U/M Maintenance option on the Accounts Receivable File Maintenance Menu 2 (MENU ARFIL2). You can print a list of defined customer/item units of measure using the Customer/Item Dft U/M Listing option.

When a unit of measure (U/M) field is been left blank during order entry, a series of steps will be executed to determine the correct default unit of measure (these steps are explained in the Infor Distribution A+ Inventory Accounting User Guide). One of the steps executed consists of checking this file to see if a customer/ item default unit of measure has been defined. This file will only be checked, however, if the **Use Customer Default U/M** field is set to **Y** in Order Entry Options Maintenance (MENU XAFILE).

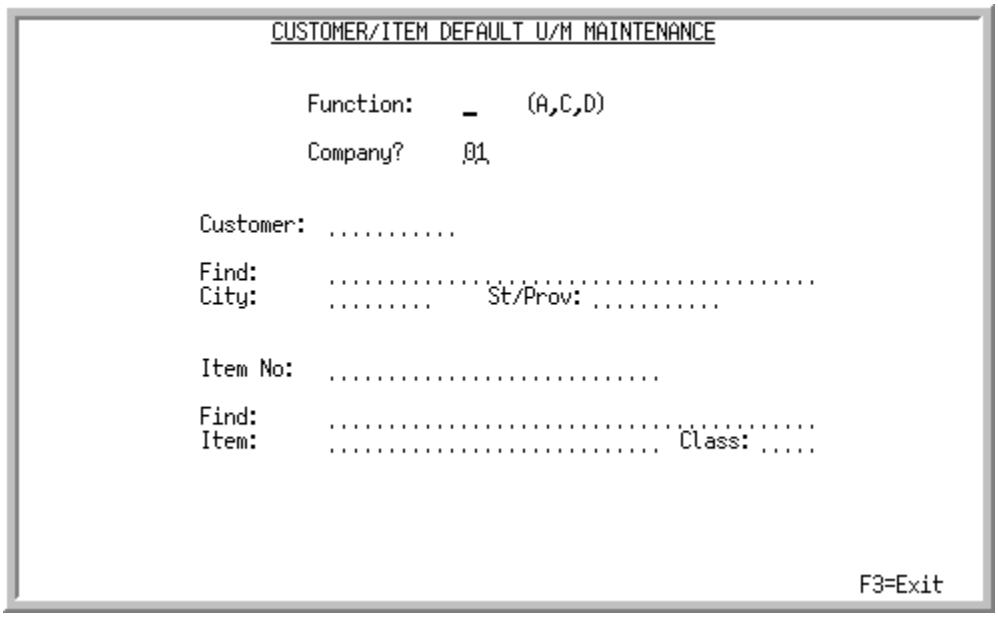
Customer/Item Dflt U/M Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Customer/Item Default U/M Maintenance Selection Screen	Used to specify the customer and item for which a unit of measure will be assigned.

Title	Purpose
Customer/Item Default U/M Maintenance Screen	Used to provide the unit of measure for the customer/ item.

Customer/Item Default U/M Maintenance Selection Screen



This screen appears after you select option **4** - Customer/Item Dflt U/M Maintenance from the Accounts Receivable File Maintenance Menu 2 (MENU ARFIL2). Use this screen to select the customer and item (specific to a company) for which a default unit of measure will be defined on the Customer/Item Default U/M Maintenance Screen. You may add, change or delete a customer/ item default unit of measure record.

This screen also provides access to the Customer Search and Item Search functions should you not recall the customer and/or item that you want to select.

Customer/Item Default U/M Maintenance Selection Screen Fields and Function Keys

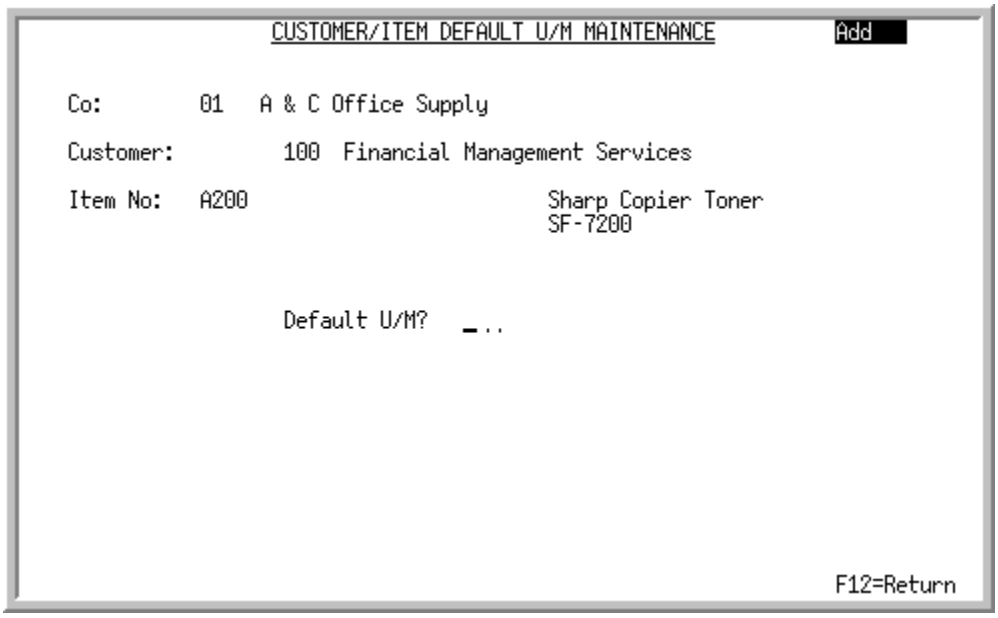
Field/Function Key	Description
Function	Key **A** to add a customer/item default unit of measure for the indicated customer and item. Key **C** to change a customer/item default unit of measure for the indicated customer and item. Key **D** to delete a customer/item default unit of measure record for the indicated customer and item. (A 1) Required

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). This is the number of the company for which you are adding, changing or deleting a customer/item default unit of measure for the indicated customer and item. Key the appropriate company. **Default Value:** The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Customer	This is the number of the customer for which you are adding, changing or deleting a customer/item default unit of measure. Key the desired customer number, or, if you do not recall the customer's number, leave this field blank and refer to the **Find/City/State** fields. **Valid Values:** A customer created through Customer/Ship to Master Maintenance (MENU ARFILE). (A 10) Required
Find	Either alone or with the **City** and **St/Prov** fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space: • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer's zip/postal code For information about entering search criteria, refer to the Searches topic in the Introduction section of the Infor Distribution A+ Cross Applications User Guide. (A 40) Optional

Field/Function Key	Description
City	Either alone or with the **Find** and **St/Prov** fields, allows you to search for a customer in a particular city. Key up to 8 characters (the first 8) of the customer's city. For information about entering search criteria, refer to the Searches topic in the Introduction section of the Infor Distribution A+ Cross Applications User Guide. (A 8) Optional
St/Prov	Either alone or with the **Find** and **City** fields, allows you to search for a customer in a particular state or province. Key up to 10 characters (the first 10) of the state or province code. For information about entering search criteria, refer to the Searches topic in the Introduction section of the Infor Distribution A+ Cross Applications User Guide. (A 10) Optional
Item No	This is the number of the item for which you are adding, changing or deleting a customer/item default unit of measure. Key the desired item number, or, if you do not recall the item's number, leave this field blank and refer to the **Find/Item/Class** fields. **Valid Values:** An item number defined through Item Master Maintenance (MENU IAFILE). (A 27) Required
Find	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with **M**/. The system will search based on the Vendor/Item File (**VNITM**) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with **C**/. The system will search based on the Item/Customer Cross Reference File (**IAXRF**) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with **U**/. The system will search based on the Universal Product Code File (**ITUPC**) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with **G**/. The system will search based on the Global Trade Item Number File (**ITGTIN**) for valid GTIN cross references. (A 40) Optional

Field/Function Key	Description
Item No	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Infor Distribution A+ Cross Applications User Guide. (A 27) Optional
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item** No fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Infor Distribution A+ Cross Applications User Guide. (A 2/A 2) Optional
F3=Exit	Press **F3=EXIT** to cancel this option and return to the menu.
Enter	Press **ENTER** to confirm your selections. The Customer/Item Default U/M Maintenance Screen will appear.

Customer/Item Default U/M Maintenance Screen



This screen appears after you press **ENTER** on the Customer/Item Default U/M Maintenance Selection Screen. Use this screen to select the default unit of measure to be associated with this customer and item. The indicated company, customer and item number are displayed on the top portion of this screen.

Customer/Item Default U/M Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Default U/M	Use this field to specify the default unit of measure for this customer and item. When an order is entered for this customer and this item and the U/M field is blank, the program will check this field [if **Use Customer Default U/ M** field is set to **Y** in Order Entry Options Maintenance (MENU XAFILE)] in the Customer/Item Default U/M File (**CDFUM**) to see if a value exists when determining the correct default unit of measure to be used. **Valid Values:** A unit of measure defined as one of the item's stocking units of measure or as one of the item's additional units of measure through Item Master Maintenance (MENU IAFILE). (A 3) Required
F12=Return	Press **F12=RETURN** to return to the Customer/Item Default U/M Maintenance Selection Screen without saving any additions or changes made to this screen.

Field/Function Key	Description
Enter	Press **ENTER** to confirm your selections. The Customer/Item Default U/M Maintenance Selection Screen will appear.

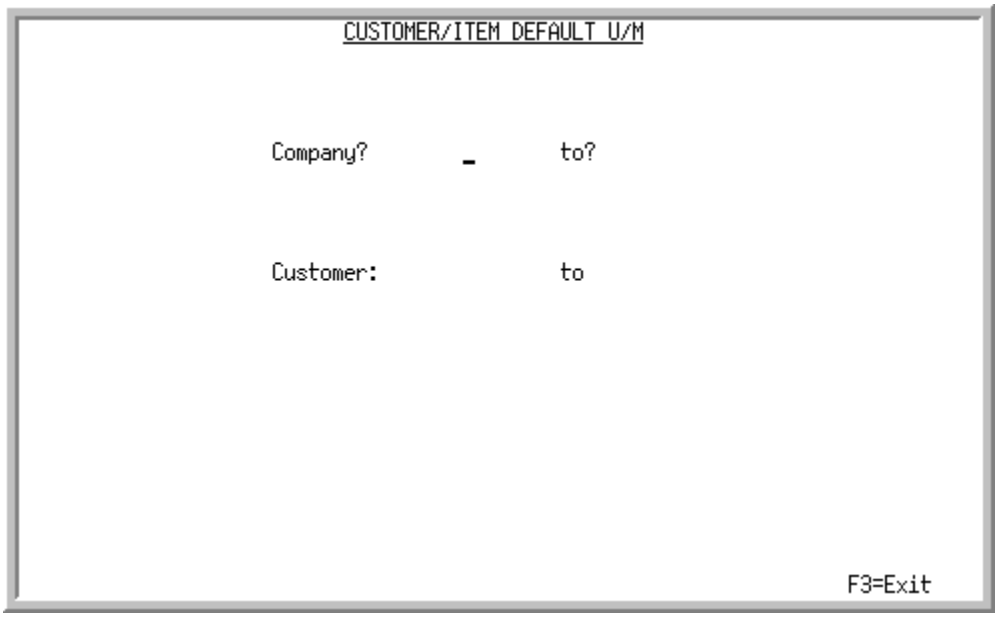
Customer/Item Dflt U/M Listing

Use this option to print a list of the codes defined in the Customer/Item Dft U/M Maintenance option (MENU ARFIL2).

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Customer/Item Default U/M Listing Screen	Used to limit the listing by company and customer.
Customer/Item Default U/M Listing	Prints a list of all defined customer/item unit of measure that match the limiting criteria.

Customer/Item Default U/M Listing Screen



This screen appears after you select option **14** - Customer/Item Dflt U/M Listing from the Accounts Receivable File Maintenance Menu 2 (MENU ARFIL2). Use this screen to select the company and customer (or range of) for which customer/item default units of measure will print.

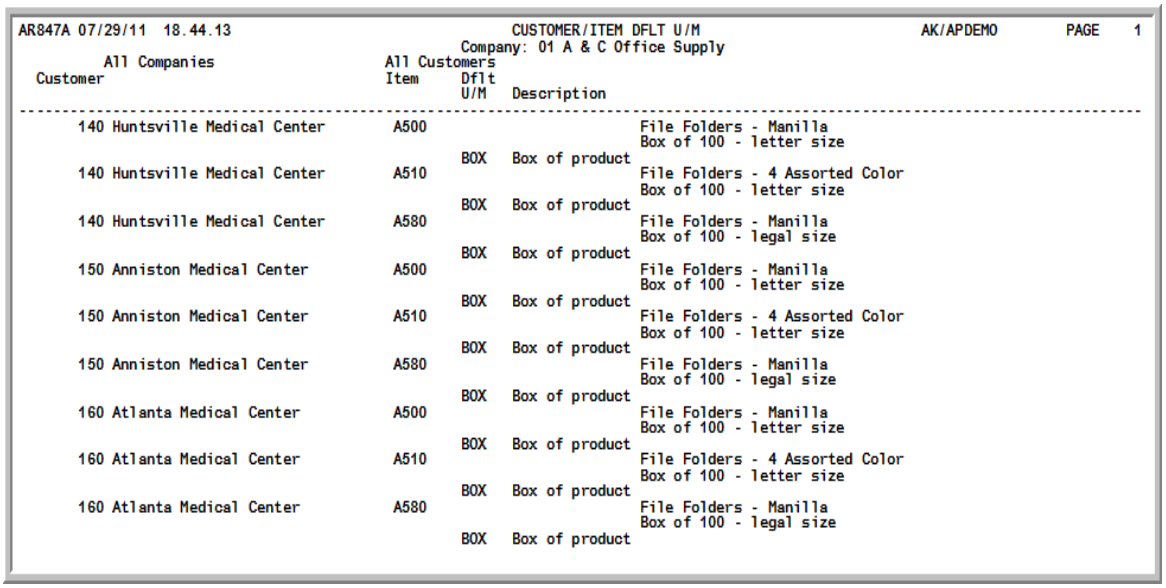
Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Customer/Item Default U/M Listing Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to **Y** through System Options Maintenance (MENU XAFILE). Key the company or range of companies for which customer/item default units of measure will print. Leave blank to print customer/item default units of measure for all established companies. (2 @ N 2,0) Optional
Customer	Key the customer or range of customers for which customer/item default units of measure will print. Leave blank to print all customer/item default units of measure that have been defined. (2 @ A 10) Optional
F3=Exit	Press **F3=EXIT** to cancel this option and return to the menu.

Field/Function Key	Description
Enter	Press **ENTER** to confirm your selections. The Report Options Screen (refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen) will appear.

Customer/Item Default U/M Listing



```
AR847A 07/29/11  18.44.13                    CUSTOMER/ITEM DFLT U/M                          AK/APDEMO        PAGE    1
                                                  Company: 01 A & C Office Supply
         All Companies                  All Customers
  Customer                              Item     Dflt
                                                 U/M   Description
-------------------------------------------------------------------------------------------------------------------------
      140 Huntsville Medical Center      A500                          File Folders - Manilla
                                                                       Box of 100 - letter size
                                                 BOX   Box of product
      140 Huntsville Medical Center      A510                          File Folders - 4 Assorted Color
                                                                       Box of 100 - letter size
                                                 BOX   Box of product
      140 Huntsville Medical Center      A580                          File Folders - Manilla
                                                                       Box of 100 - legal size
                                                 BOX   Box of product
      150 Anniston Medical Center        A500                          File Folders - Manilla
                                                                       Box of 100 - letter size
                                                 BOX   Box of product
      150 Anniston Medical Center        A510                          File Folders - 4 Assorted Color
                                                                       Box of 100 - letter size
                                                 BOX   Box of product
      150 Anniston Medical Center        A580                          File Folders - Manilla
                                                                       Box of 100 - legal size
                                                 BOX   Box of product
      160 Atlanta Medical Center         A500                          File Folders - Manilla
                                                                       Box of 100 - letter size
                                                 BOX   Box of product
      160 Atlanta Medical Center         A510                          File Folders - 4 Assorted Color
                                                                       Box of 100 - letter size
                                                 BOX   Box of product
      160 Atlanta Medical Center         A580                          File Folders - Manilla
                                                                       Box of 100 - legal size
                                                 BOX   Box of product
```

This listing prints after entering responses on the Report Options Screen (refer to the Infor Distribution A+ Cross Applications User Guide for details about this screen). The Report Options Screen appears after you press **ENTER** on the Customer/Item Default U/M Listing Screen.

Customer/item default units of measure are printed for the range of companies and customers you selected on the Customer/Item Default U/M Listing Screen.

For an explanation of the fields on this listing, refer to Customer/Item Dflt U/M Maintenance (MENU ARFIL2).

Chapter 48 Bank Names Maintenance/Listing

The Bank Names Maintenance and Bank Names Listing options are described in the Infor Distribution A+ Accounts Payable User Guide. Please refer to that guide for details.

Chapter 49 Bank Accounts Maintenance/ Listing

Refer to Maintaining Bank Accounts in the Infor Distribution A+ Accounts Payable User Guide for a description of the Bank Account Maintenance and Bank Account Listing options.

Chapter 50 Country Names Maintenance/ Listing

Country names comprise a country ID (such as “FRN” for France) and a description for that ID (such as “France” for the ID FRN). Once created, the country names can be assigned to customers, vendors, and warehouses to be included in the address information that would normally be included on any documents/forms/labels (such as, invoices, purchase orders, shipping labels, etc.) for those customers, vendors, and warehouses.

In addition to country names being used for printing information on documents/forms/ labels, country names are also used for European Community trade reports and for country of origin restrictions. For example, country names maintained through this option as belonging to the European Community (EC) will determine that data required for EC trade reports is captured and stored in the system for customers/vendors/warehouses to which the country names are assigned. Additionally, if country of origin restrictions are to be used [as determined through System Options Maintenance (MENU XAFILE)], those restrictions would be established for the applicable countries through this option.

This would result in various buying/selling functions throughout the application editing for those restrictions to ensure items are not processed between countries for which restrictions exist.

Use the Country Names Maintenance option to create country names for customers, vendors, and warehouses. Country names can be assigned to customers through Customer/Ship-to Master Maintenance (MENU ARFILE), vendors through Vendor Master Maintenance (MENU POFILE/ MENU APFILE), and warehouses through Warehouse Numbers Maintenance (MENU IAFILE). Also use this menu option to establish any country of origin restrictions required for your processing.

You can print a list of defined country names using the Country Names Listing option. This listing shows the country IDs, country names, and other information defined through Country Names Maintenance.

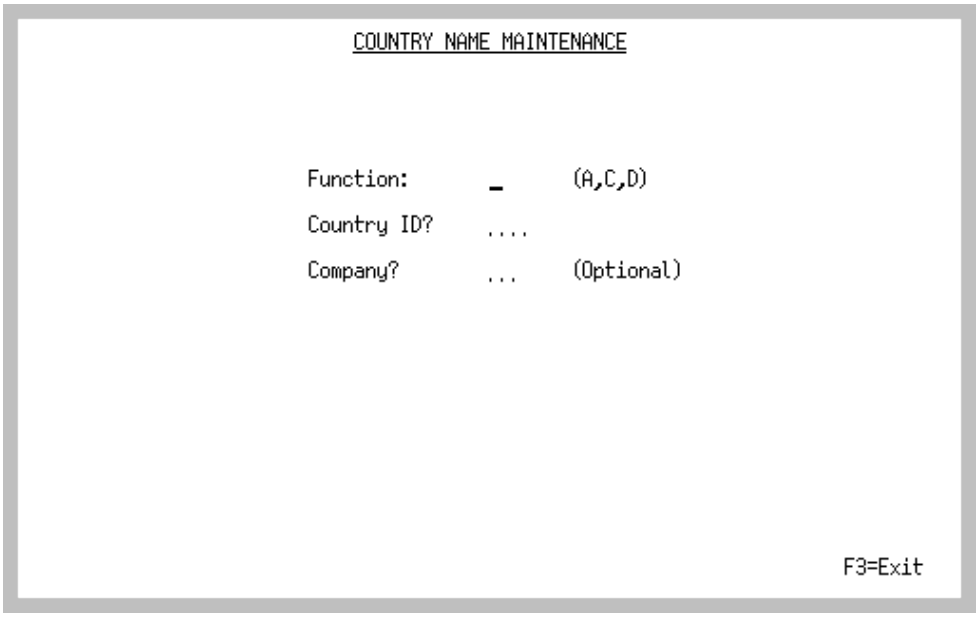
Note: Country names can be created through this menu option or Country Names Maintenance (MENU POFILE). The creation of country names through both menu options will update the same file.

Country Names Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Country Name Maintenance Selection Screen	Used to specify the country name you want to maintain.
Country Name Maintenance Screen	Used to provide a description for the country name.
Country of Origin Restrictions Screen	Used to define or review country of origin restrictions for the indicated country.
Country of Origin (Selected Items) Restrictions Screen	Used to review and/or select for edit the countries for which selected item/item class restrictions exist or to select a country for which you want to maintain specific item/item class restrictions for that country.
Country of Origin Restriction Selections Screen	Used to add or remove item/item class restrictions for the indicated country of origin.

Country Name Maintenance Selection Screen



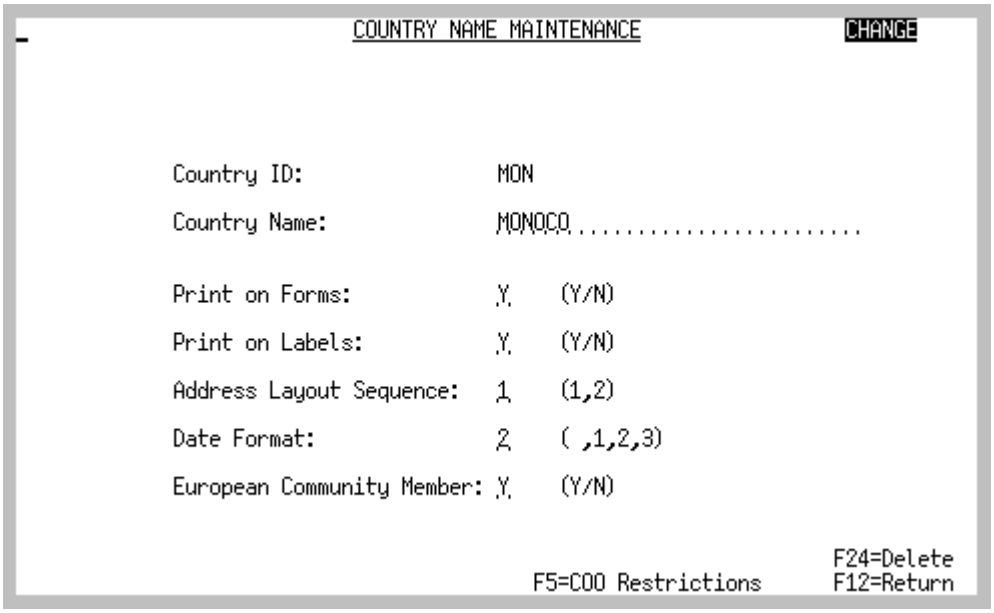
This screen appears after you select option **7** - Country Names Maintenance from the Accounts Receivable File Maintenance Menu 2 (MENU ARFIL2) or the Purchasing File Maintenance Menu (POFILE). Use this screen to add, change or delete a country name.

Country Names Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to select the function you are performing. Note that deleting a country name record is only allowed if the code is not currently assigned to a customer, ship-to, or vendor, and is not specified in any existing item balance record, OE pricing contract record, or OE quantity discount record. Refer to the **ENTER** function key description for more. Key **A** to add a country name. Key **C** to change a country name. Key **D** to delete a country name. (A 1) Required

Field/Function Key	Description
Country ID	Use this field to enter the ID for the country you are adding, changing or deleting. This ID is the code you will key when assigning a country name to a customer through Customer/Ship-to Master Maintenance (MENU ARFILE), or when assigning a country name to a vendor through Vendor Master Maintenance (MENU POFILE/MENU APFILE), or when providing address information in other places such as in Warehouse Numbers Maintenance (Menu IAFILE) or providing any country of origin information such as in Item Balance Maintenance (Menu IAFILE). Key an ID of one to three characters. (A 3) Required
Company	This field must be left blank to add a country name record. Once a record has been added, you may then use this field to add a country name/company- specific record, if desired. Note that country name/company-specific records may not be deleted manually and therefore this field is ignored if the Function selected is to ‘d’elete; however, when a company name record is deleted, all related company level records will automatically also be deleted Key the appropriate company number. **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional/Blank
F3=Exit	Press **F3=EXIT** to cancel this option and return to the menu.
Enter	Press **ENTER** to confirm your selections. The Country Name Maintenance Screen will appear. unless the function selected was to ‘D’elete and the country code was found in any of the following files: CUSMS, ADDR, VENDR, APVEN, ITBAL, CONTR, QTYDS. If found in any of these files, the screen will redisplay with a list of the files and a Y/N flag next each to indicate in which file(s) the code was found. The code must first be removed from those files flagged with a ‘Y’ before the code may be deleted through this maintenance option.

Country Name Maintenance Screen



This screen appears after you press **ENTER** on the Country Name Maintenance Selection Screen. Use this screen to add or change the description for the selected country ID. You also designate whether the country name will print on forms and/or labels, and whether this country is a European Community member.

If you are adding or changing a company-specific record [that is, you keyed a company number on the Country Name Maintenance Selection Screen], use this screen to designate whether the country name for the selected company will print on forms and/or labels.

If you are changing a system-specific record [that is, you did not key a company number on the Country Name Maintenance Selection Screen], you can also use this screen to enter or access country of origin restrictions.

If you are deleting a system-specific record, the fields on this screen will be input inhibited and an F24=Delete function key is presented. When F24=Delete is used, the company name record and any associated company-level country name records or Country of Origin Restriction records will also be deleted.

Country Names Maintenance Screen Fields and Function Keys

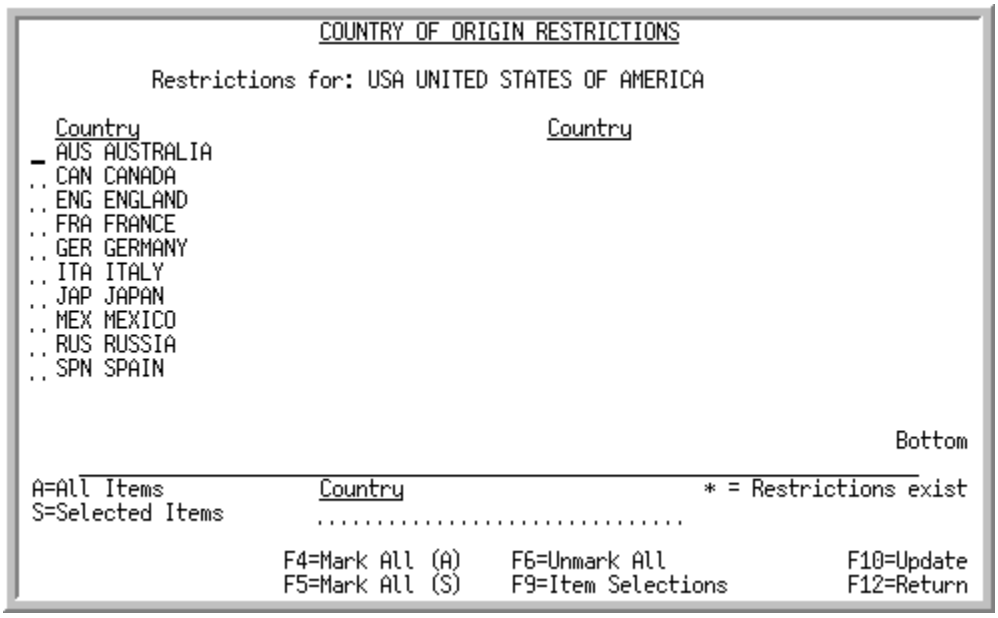
Field/Function Key	Description
Country Name	This field is required when you are adding or changing a country name at the system level. When you are adding or changing a company-specific country name, this field is display only. (A 30) Required/Display

Field/Function Key	Description
Print on Forms	Use this field to specify whether or not the country name will print on forms for customers or vendors who are assigned this country ID. Key **Y** if you want the country name to print on the customers' or vendors' forms. The country name will print on all invoices, reports, etc. that contain address information for customers who are assigned this country ID. The country name also will print on all POs, invoices, reports, etc. that contain address information for vendors who are assigned this country ID. Key **N** if you do not want the country name to print on forms for customers or vendors who are assigned this country ID. (A 1) Required
Print on Labels	Use this field to specify whether or not the country name will print on labels that contain address information for customers or vendors who are assigned this country ID. Key **Y** if you want the country name to print on the customers' or vendors' labels. The country name will print on labels that contain address information for customers or vendors who are assigned this country ID. Key **N** if you do not want the country name to print on labels for customers or vendors who are assigned this country ID. (A 1) Required
Address Layout Sequence	This field does not display if you are adding or changing a country name for a specific company [that is, you made an entry in the **Company** field on the Country Name Maintenance Selection Screen]. Use this field to specify the sequence of the **City**, **State**/**Province**, and **Zip/ Postal Code** fields for customer and vendor addresses in the selected country. The sequence specified here will be used on printed documents for all customers and vendors that have this country entered in the **Cntry** field in Customer/Ship-to Master Maintenance (MENU ARFILE) or Vendors Maintenance (MENU POFILE/MENU APFILE). Key **1** to print the fields in the following sequence: • City • State/Province • Zip/Postal Code Key **2** to print the fields in this sequence: • Zip/Postal Code • City • State/Province (N 1,0) Required

Field/Function Key	Description
Date Format	This field does not display if you are adding or changing a country name for a specific company [that is, you made an entry in the **Company** field on the Country Name Maintenance Selection Screen]. Use this field to designate the date format for this country. Key **1** to use yy/mm/dd as this country's date format. Key **2** to use mm/dd/yy as this country's date format. Key **3** to use dd/mm/yy as this country's date format. Leave this field blank to use the system **Default Date Format** as this country's date format. The system **Default Date Format** is defined through System Options Maintenance (MENU XAFILE). Refer to the Infor Distribution A+ Cross Applications User Guide for further information about dates. (N 1,0) Optional
European Community Member	This field does not display if you are adding or changing a country name for a specific company [that is, you made an entry in the **Company** field on the Country Name Maintenance Selection Screen]. Use this field to indicate whether this country is a member of the European Community (EC). Companies in EC member countries are required to submit trade reports, such as the Intrastat Report (MENU IAREPT), to their respective governments. Certain data for these reports is captured and stored in the system only for goods shipped to or from an EC member country in any of the following ways: • sales orders and returns for customers in a different EC member country • purchase orders and returns for vendors in a different EC member country • warehouse transfers created through Order Entry and Purchasing that move goods between warehouses in 2 different EC member countries **Note:** If you change this field from **N** to **Y**, the system will begin capturing trade report data as of the date you made the change. Data will not be available for transactions processed before the date on which you made the change. Key **Y** if this country is an EC member. Key **N** if this country is not an EC member. (A 1) Required

Field/Function Key	Description
F5=COO Restrictions	The **F5=COO RESTRICTIONS** function key displays only if you are changing a system-specific record [that is, you did not key a company number on the Country Name Maintenance Selection Screen], and Warehouse Management is installed and live. Press the **F5=COO RESTRICTIONS** function key to define or review country of origin restrictions for the country you are maintaining. The Country of Origin Restrictions Screen will appear.
F12=Return	Press the **F12=RETURN** function key to cancel this operation and return to the Country Name Maintenance Selection Screen.
F24=Delete	This key displays only if the 'D'elete function was selected on the Country Name Maintenance Selection Screen. Press this **F24=DELETE** function key to delete the country name record. Any associated company- specific country name records and any related Country of Origin Restrictions records will also be automatically deleted. Country Name Maintenance Selection Screen will be presented when done.
Enter	Press **ENTER** to confirm your entries. The Country Name Maintenance Selection Screen will appear.

Country of Origin Restrictions Screen



This screen appears after you press **F5=COO RESTRICTIONS** on the Country Name Maintenance Screen. This screen displays a list of all defined countries, excluding the country you are maintaining.

Use this screen to define or review country of origin restrictions between the selected country shown in the **Restrictions for** field and one or more other selected countries shown on this screen. By establishing these restrictions, you can prevent all or selected tracked items (or item classes/sub-classes) with a certain country of origin from being received into warehouses with or shipped to addresses with the **Restrictions for** country in its address.

For example, if you are working with USA as your **Restrictions for** country and you want to restrict all or some items for Australia, you would key **A** (for all items) or **S** (for selected items) before the country Australia. If you keyed **S**, then you would additionally identify specific items or item classes/sub- classes to which the restriction would apply. Once the restriction is established, and the system option is activated to use the **Buying** restriction, your USA warehouses can no longer order or receive the designated items from Australia. Additionally, when the system option is activated to use the **Ordering** restriction, any of the designated items you already have in your USA warehouse with a country of origin as Australia cannot be shipped to addresses in the USA. Note that restrictions are not interchangeable. Meaning, if you did not want any USA country of origin items to be received into or shipped to Australia addresses, you would then need to set up those restrictions for Australia, the same way you did for the USA.

You can define Selected item/item class restrictions for a country and then change the restrictions to All items at a later point in time without removing the specific item/item class restrictions you had previously entered (the item/item class specific restrictions will simply be superseded once you select All item/item class restrictions for a country). If you then change the restrictions back to Selected for that same country, the previously entered item/item class specific restrictions that you

first defined will once again be in effect. This functionality will simplify your maintenance efforts when a country's quotas are reached and all products are now restricted.

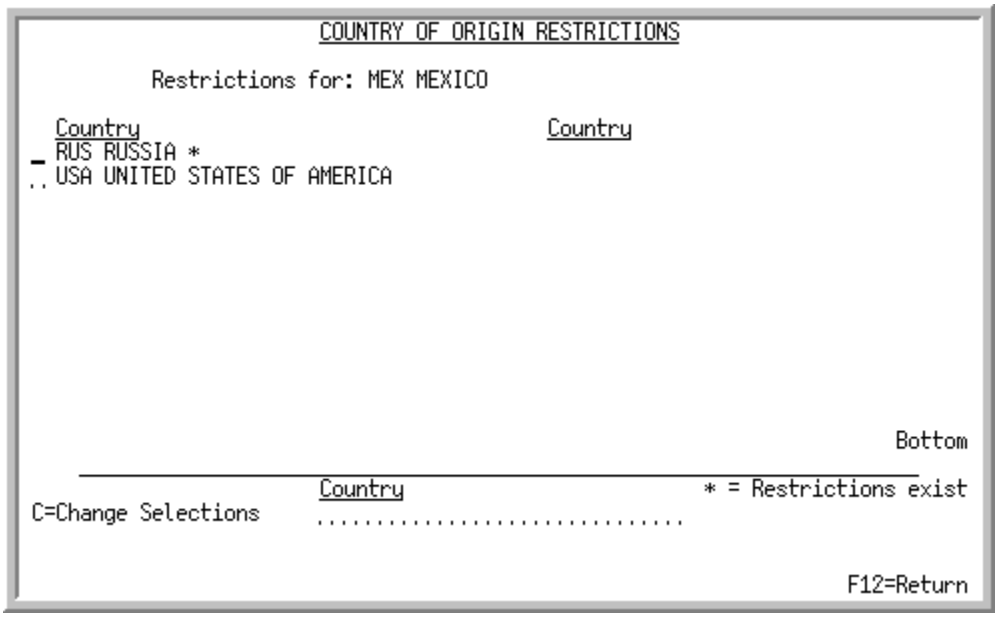
Note: For items that are to be drop shipped directly from your vendor to your customer, the system must still consider your warehouse as the processing warehouse, and therefore restrictions are checked for the receiving/shipping warehouse as well as for the customer's address itself. In other words, for drop shipped orders, not only are restrictions checked when trying to place the special order item on a requisition/purchase order against the customer's country (selling restrictions are checked to see if this country can purchase this item) but restrictions are also checked for the selling warehouse's country (buying restrictions are checked to see if this warehouse can accept the item).

Country of Origin Restrictions Screen Fields and Function Keys

Field/Function Key	Description
(Country Restriction)	Use the column to the left of the list of countries to indicate the type of restriction each country will have, if any, with the selected country presented in the **Restrictions for** country. Key **A** next to a country if all items/item classes from this country will be restricted from being received into warehouses with or shipped to addresses with the **Restrictions for** country in its address. Key **S** next to a country if only certain items/item classes from this country will be restricted from being received into warehouses with or shipped to addresses with the **Restrictions for** country in its address. See **F9=ITEM SELECTIONS** for further details about identifying exactly which items/item classes will be restricted. **Note:** If item/item class restrictions have already been established for a particular country, an asterisk (*) displays to the right of that country. (A 1) Optional
Country	Use this field to limit the countries displayed on this screen to the countries that match the criteria you key in this field. Key a portion of the country's name that you want to display. (A 30) Optional
F4=Mark All (A)	Use the **F4=MARK ALL (A)** function key as a keying aid to mark all countries on this screen with an A. See the (*Country Restriction*) field for details about what A represents. **Note:** Additional countries, if any, you can scroll to when you page down will also be included when you press **F4=MARK ALL (A)**.
F5=Mark All (S)	Use the **F5=MARK ALL (S)** function key as a keying aid to mark all countries on this screen with an S. See the (*Country Restriction*) field for details about what S represents. **Note:** Additional countries, if any, you can scroll to when you page down will also be included when you press **F5=MARK ALL (S)**.

Field/Function Key	Description
F6=Unmark All	Press the **F6=UNMARK ALL** function key to clear any **A** and/or **S** selections on this screen. All or selected item/item class restrictions (**A** and/or **S**) will be removed for each country. **Note:** Additional countries, if any, you can scroll to when you page down will also be cleared when you press **F6=UNMARK ALL**.
F9=Item Selections	Press the **F9=ITEM SELECTIONS** function key to access the Country of Origin (Selected Items) Restrictions Screen where you can review only those countries that have been marked as having selected item/item class restrictions. You will also be able to select a country for which you want to maintain specific item/item class restrictions for that country.
F10=Update	Press the **F10=UPDATE** function key to save your changes and update the appropriate files with the changes you made during this maintenance session. When you press **F10=UPDATE**, the system will display the country of origin restrictions you have entered and prompt you to press **ENTER** to confirm your changes or press **F12=RETURN** to make more changes.
F12=Return	Press the **F12=RETURN** function key to return to the previous screen without saving your changes on this screen.

Country of Origin (Selected Items) Restrictions Screen



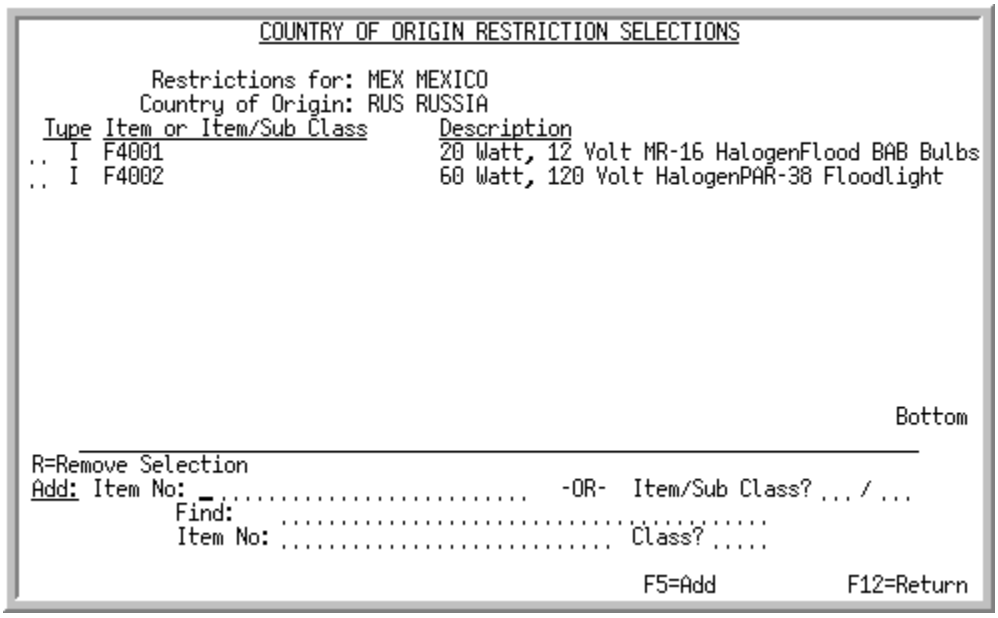
This screen appears after you press **F9=ITEM SELECTIONS** on the Country of Origin Restrictions Screen. This screen displays only those countries that have been flagged as having selected item/item class restrictions.

Use this screen to review and/or select for edit the countries for which selected item/item class restrictions exist or to select a country for which you want to maintain specific item/item class restrictions for that country.

Field/Function Key	Description
(Country Restriction)	Use the column to the left of the list of countries to maintain item/item class restrictions for the corresponding country of origin. Key **C** before the country of origin you want to maintain and press **ENTER**. The Country of Origin Restriction Selections Screen will appear. **Note:** If item/item class restrictions have already been established for a particular country, an asterisk **(*)** displays to the right of that country. (A 1) Optional
Country	Use this field to limit the countries displayed on this screen to the countries that match the criteria you key in this field. Key a portion of the country's name that you want to display. (A 30) Optional
F12=Return	Press the **F12=RETURN** function key to return to the previous screen.

Field/Function Key	Description
Enter	After keying **C** before a country for which you want to maintain item/item class restrictions, press **ENTER** to confirm your entry. The Country of Origin Restriction Selections Screen appears.

Country of Origin Restriction Selections Screen



This screen appears after you select one or more countries and press **ENTER** on the Country of Origin (Selected Items) Restrictions Screen. This screen displays the items/item classes currently selected as having restrictions. The listed items/item classes from the country identified in the **Country of Origi**n field will be restricted from being received into warehouses with or shipped to addresses with the **Restrictions for** country in its address. Restrictions can apply to:

- an item class or item class/sub class (the **Type** field indicates **C**)
- a specific item (the **Type** field indicates **I**)

Use this screen to add or remove the above types of item/item class restrictions for the country indicated in the **Country of Origin** field.

Country of Origin Restriction Selections Screen Fields and Function Keys

Field/Function Key	Description
(Remove Item/Item Class Restriction)	Use the column to the left of the **Type** field (on the top portion of this screen) to remove the item type restriction. Key **R** before the item type restriction you want to remove and press **ENTER**. The item/item class restriction will be removed from the screen. (A 1) Optional

Field/Function Key	Description
Item No (Add)	Use this field to add a new item for which a restriction exists. Key the item number and press **F5=ADD**. The item will display on the top portion of this screen and the **Type** field will indicate I for item/item class restriction type. **Valid Values:** A valid item number defined through Item Master Maintenance (MENU IAFILE) (A 30) Optional
Item/Sub Class	Use this field to add a new item class or item class/sub class for which a restriction exists. If you want to add a new item class restriction, key the item class and press **F5=ADD**. The item class will display on the top portion of this screen and the **Type** field will indicate **C** for item class restriction type. If you want to add a new item class/sub class restriction, key the item class/ sub class and press **F5=ADD**. The item class/sub class will display on the top portion of this screen and the **Type** field will indicate **C** for item class/sub class restriction type. **Valid Values:** A valid item class or item class/sub class defined through Item Master Maintenance (MENU IAFILE) (A 2/A 2) Optional
Find (Item)	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with **M**/. The system will search based on the Vendor/Item File (**VNITM**) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with **C**/. The system will search based on the Item/Customer Cross Reference File (**IAXRF**) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with **U**/. The system will search based on the Universal Product Code File (**ITUPC**) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with **G**/. The system will search based on the Global Trade Item Number File (**ITGTIN**) for valid GTIN cross references. (A 40) Optional

Field/Function Key	Description
Item No (Item)	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Infor Distribution A+ Cross Applications User Guide. (A 27) Optional
Class (Item)	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Infor Distribution A+ Cross Applications User Guide. (A 2/A 2) Optional
F5=Add	After keying an item number or item class or item class/sub class for which you want to add a restriction, press the **F5=ADD** function key to add the restriction. The item/item class restriction will be displayed on the top portion of the screen.
F12=Return	Press **F12=RETURN** to return to the previous screen.
Enter	After keying **R** before an item/item class restriction you want to remove, press **ENTER** to remove the restriction. The item/item class restriction will be removed from the top portion of the screen. After keying item search criteria to search for an item, press **ENTER** to display the Item Description Search Screen. Refer to this screen as described in the Infor Distribution A+ Inventory Accounting User Guide.

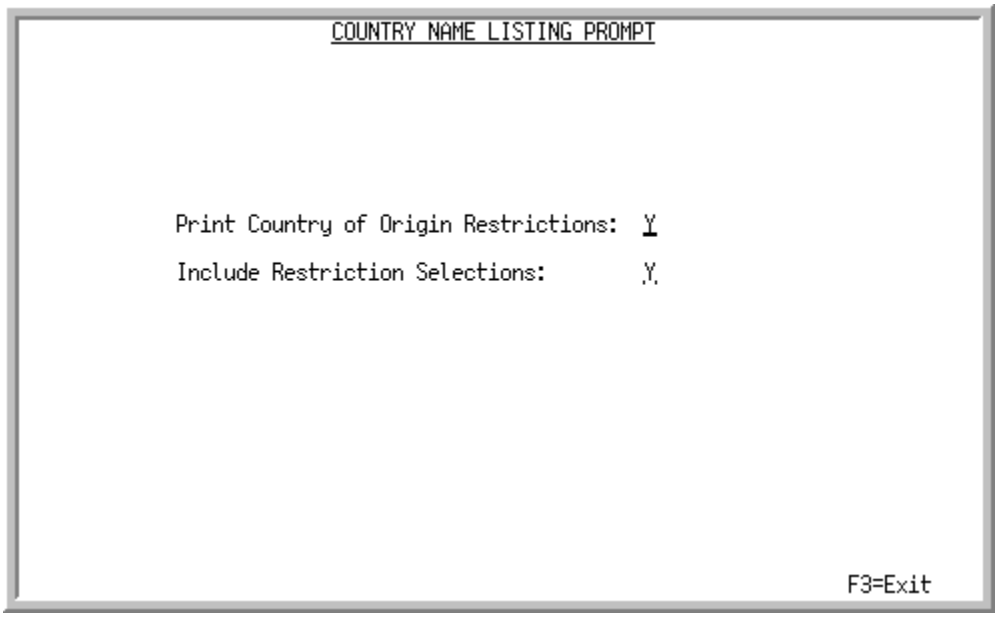
Country Names Listing

Use this option to print a list of the codes defined in the Country Names Maintenance option (MENU ARFIL2).

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Country Name Listing Prompt Screen	Used to determine if country of origin restrictions and restriction selections will be included on the Country Names Listing.
Country Names Listing	Lists all defined country names.

Country Name Listing Prompt Screen



This screen appears after you select option **17** - Country Names Listing from MENU ARFIL2 or MENU POFILE, if records exist in the Country of Origin Restriction File (**COORS**).

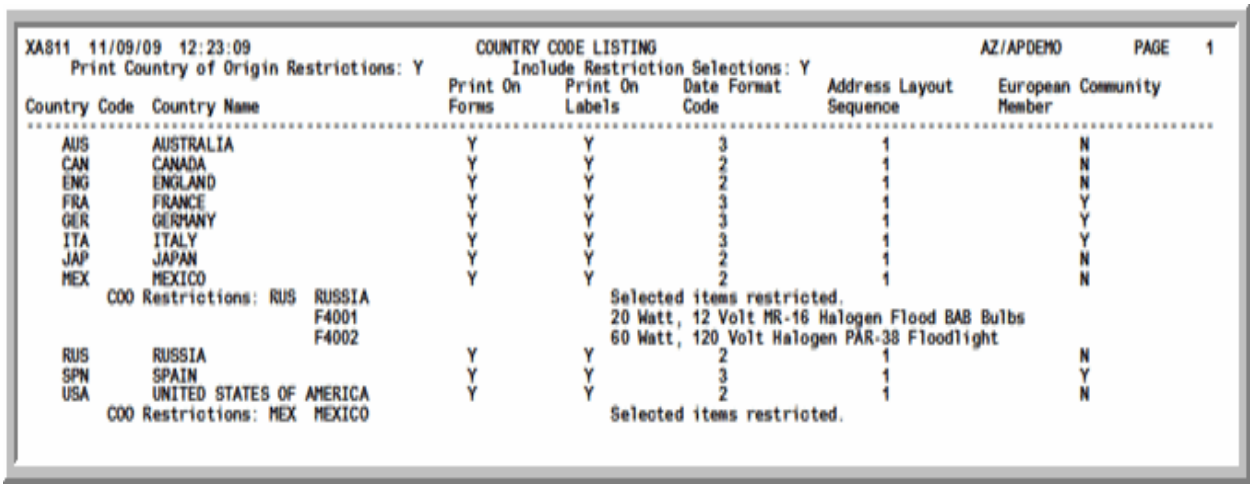
Use this screen to determine if country of origin restrictions and restriction selections will be included on the Country Names Listing.

Country Name Listing Prompt Screen Fields and Function Keys

Field/Function Key	Description
Print Country of Origin Restrictions	Key **Y** to include each restricted country in the Country of Origin Restriction File (**COORS**) on the Country Names Listing. Key **N** to exclude restricted countries on the Country Names Listing. If you select **N**, the **Include Restriction Selections** field must also be **N**. **Default Value:** N (A 1) Required

Field/Function Key	Description
Include Restriction Selections	Key **Y** to include each restricted item or item class (along with its description) in the Country of Origin Selection File (**COOSL**) on the Country Names Listing. **Note:** The restricted item or item class will only be included if the restricted country's selection type is S. Key **N** to exclude restricted items or item classes on the Country Names Listing. This field must be **N** if the **Print Country of Origin Restrictions** field is N. **Default Value:** N (A 1) Required
F3=Exit	Press **F3=EXIT** to return to the main menu.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will display.

Country Names Listing



```
XA811  11/09/09  12:23:09                    COUNTRY CODE LISTING                              AZ/APDEMO        PAGE    1
     Print Country of Origin Restrictions: Y          Include Restriction Selections: Y
                                                 Print On     Print On     Date Format     Address Layout     European Community
Country Code  Country Name                       Forms        Labels       Code            Sequence           Member
-------------------------------------------------------------------------------------------------------------------------
    AUS       AUSTRALIA                          Y            Y            3               1                  N
    CAN       CANADA                             Y            Y            2               1                  N
    ENG       ENGLAND                            Y            Y            2               1                  N
    FRA       FRANCE                             Y            Y            3               1                  Y
    GER       GERMANY                            Y            Y            3               1                  Y
    ITA       ITALY                              Y            Y            3               1                  Y
    JAP       JAPAN                              Y            Y            2               1                  N
    MEX       MEXICO                             Y            Y            2               1                  N
        COO Restrictions: RUS  RUSSIA                                 Selected items restricted.
                               F4001                                  20 Watt, 12 Volt MR-16 Halogen Flood BAB Bulbs
                               F4002                                  60 Watt, 120 Volt Halogen PAR-38 Floodlight
    RUS       RUSSIA                             Y            Y            2               1                  N
    SPN       SPAIN                              Y            Y            3               1                  Y
    USA       UNITED STATES OF AMERICA           Y            Y            2               1                  N
        COO Restrictions: MEX  MEXICO                                 Selected items restricted.
```

This report prints a listing of all country names created through Country Names Maintenance (MENU ARFIL2/MENU POFILE). Country of origin restrictions and restriction selections will be included on this report, depending on your selections on the Country Name Listing Prompt Screen.

Refer to the Country Name Maintenance Screen for an explanation of fields on this listing.

Chapter 51 A/R Call Reps Maintenance/Listing

Accounts Receivable call reps are the staff in your organization that facilitate collection procedures using Distribution A+. You can assign a call representative and collection review schedule to each customer. The A/R call rep ID is the code you will key when assigning an A/R call rep to a customer through Customer/Ship-to Master Maintenance (MENU ARFILE). A/R call representatives will be able to use the A/R Collection Inquiry (MENU ARMAIN) to make collection calls to their assigned customers.

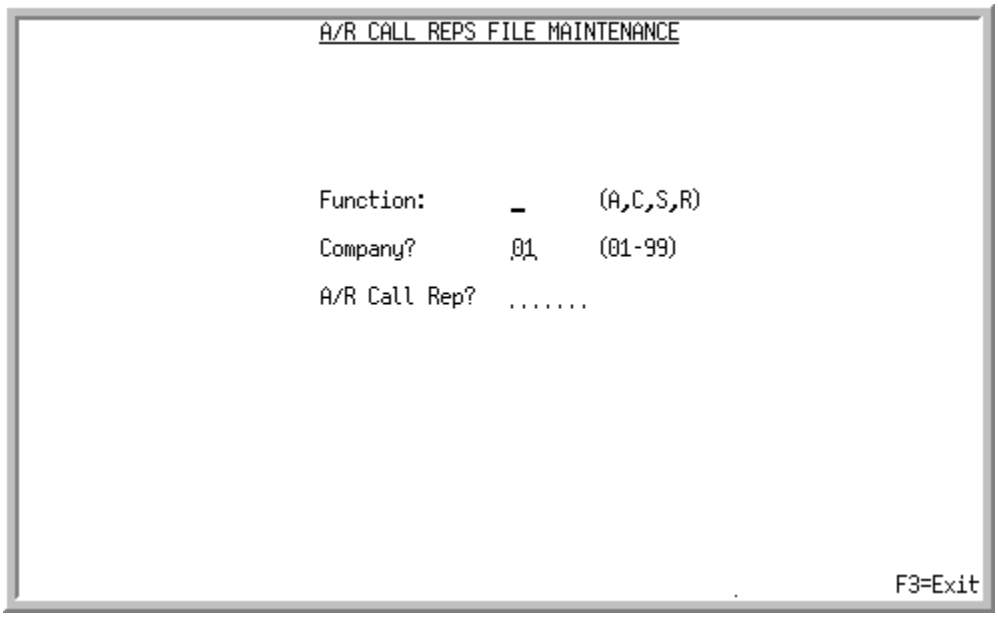
You can maintain call reps through A/R Call Reps Maintenance option on the Accounts Receivable File Maintenance Menu 2 (MENU ARFIL2). You can print a listing of the reps you define using the A/R Call Reps Listing option.

A/R Call Reps Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
A/R Call Reps File Maintenance Selection Screen	Used to specify the code you want to maintain.
A/R Call Reps File Maintenance Screen	Used to provide a description for the code.

A/R Call Reps File Maintenance Selection Screen



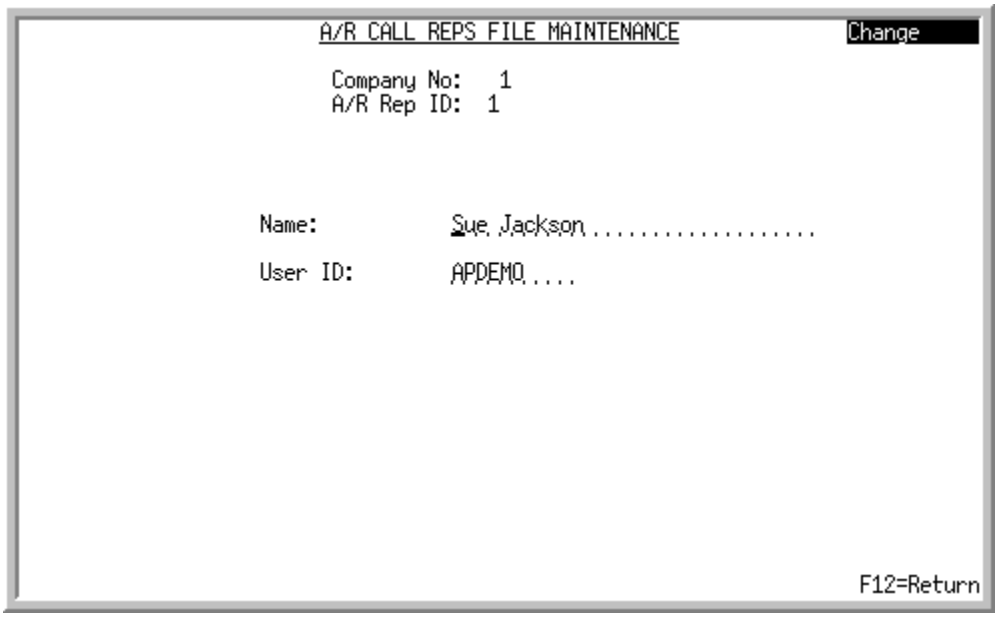
This screen appears after you select option **8** - A/R Call Reps Maintenance from the Accounts Receivable File Maintenance Menu 2 (MENU ARFIL2). Use this screen to add, change, suspend, or re-activate a valid A/R call rep.

A/R Call Reps File Maintenance Selection Screen Fields and Function keys

Field/Function Key	Description
Function	Use this field to select the function you want to perform. Key **A** to add a call rep. Key **C** to change a call rep. Key **S** to suspend a call rep. Key **R** to re-activate a call rep that has been previously suspended. (A 1) Required

Field/Function Key	Description
Company	Use this field to add an A/R call rep/company-specific record. Key the appropriate company number for the selected A/R call rep. **Default Value:** The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
A/R Call Rep	Use this field to enter the ID of the A/R call representative you want to maintain. This ID is the code you will key when assigning an A/R call rep to a customer through Customer/Ship-to Master Maintenance (MENU ARFILE). (A 6) Required
F3=Exit	Press **F3=EXIT** to cancel this option and return to the menu.
Enter	Press **ENTER** to confirm your selections. The A/R Call Reps File Maintenance Screen will appear.

A/R Call Reps File Maintenance Screen



This screen appears after you press **ENTER** on the A/R Call Reps File Maintenance Selection Screen. Use this screen to add or change the name and user ID of the call rep you are adding or maintaining.

A/R Reps File Maintenance Screen Fields and Function Keys

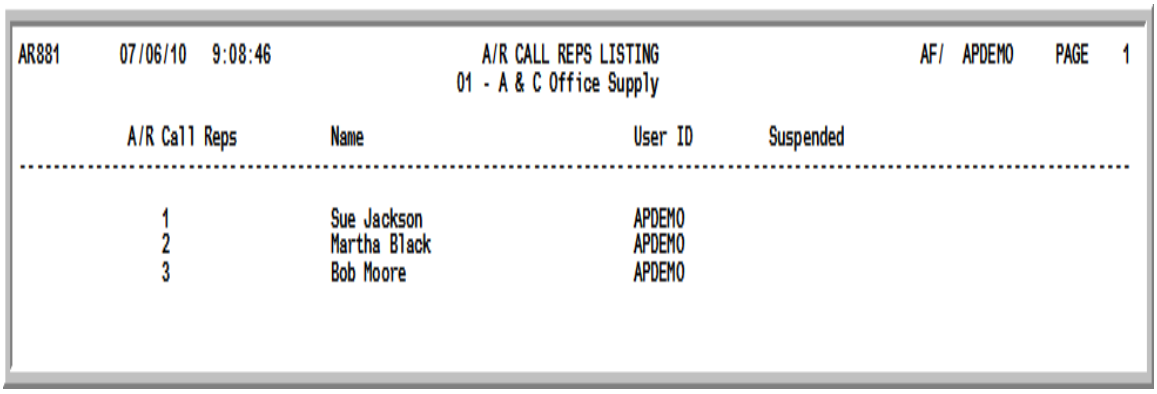
Field/Function Key	Description
Name	Use this field to enter/change the name of the A/R call rep. Key the appropriate name. Required (A 30)
User ID	Use this field to specify the user ID of the A/R call rep you are maintaining. Key the user ID of the A/R call rep you are adding or maintaining. **Valid Values:** A valid user ID entered through Authority Profile Maintenance (MENU XASCTY). (A 10) Display/Required
F12=Return	Press **F12=RETURN** to cancel this operation and return to the A/R Call Reps File Maintenance Selection Screen.
Enter	Press **ENTER** to accept your selections. A confirmation window will display to confirm the function you have selected (add, change, suspend, or reinstate). Key **Y** or **N** and press **ENTER**. You will then be returned to the A/R Call Reps File Maintenance Selection Screen.

A/R Call Reps Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
A/R Call Reps Listing	Prints a list of defined call reps.

A/R Call Reps Listing



```
AR881      07/06/10   9:08:46                A/R CALL REPS LISTING                    AF/  APDEMO     PAGE    1
                                              01 - A & C Office Supply

          A/R Call Reps          Name                          User ID        Suspended
-------------------------------------------------------------------------------------------------------------

                1                Sue Jackson                   APDEMO
                2                Martha Black                  APDEMO
                3                Bob Moore                     APDEMO
```

This report prints through the A/R Call Reps Listing option on the Accounts Receivable File Maintenance Menu 2 (MENU ARFIL2) after you make your selections on the Report Options Screen. A listing of all A/R call representatives created through A/R Call Reps Maintenance (MENU ARFIL2) will print in sequence by company and A/R call rep.

Refer to A/R Call Reps Maintenance (MENU ARFIL2) for an explanation of fields on this listing.

Chapter 52 Consolidated Bill Code Maintenance/Listing

Bill codes are used in Accounts Receivable for customers using consolidated invoices. Bill codes may be used to group customers into ‘like’ consolidation groups on Print Invoices (MENU OEMAIN). You may select invoice print groups by the individual bill codes you define through this option.

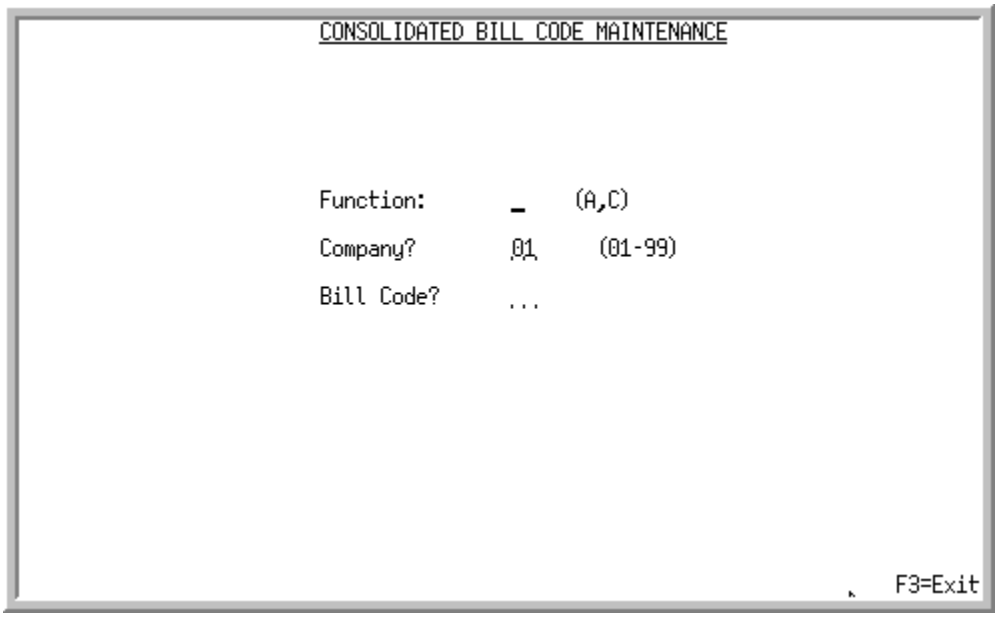
Bill codes are defined through the Consolidated Bill Code Maintenance option on the Accounts Receivable File Maintenance 2 Menu (MENU ARFIL2). You can print a list of defined codes using the Consolidated Bill Code Listing option.

Consolidated Bill Code Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Consolidated Bill Code Maintenance Selection Screen	Used to specify the code you want to maintain.
Consolidated Bill Code Maintenance Screen	Used to provide a description for the code.

Consolidated Bill Code Maintenance Selection Screen



This screen appears after you select option **9** - Consolidated Bill Code Maintenance from the Accounts Receivable File Maintenance 2 Menu (MENU ARFIL2). Use this screen to select the consolidated bill code to be added or changed for a specific company.

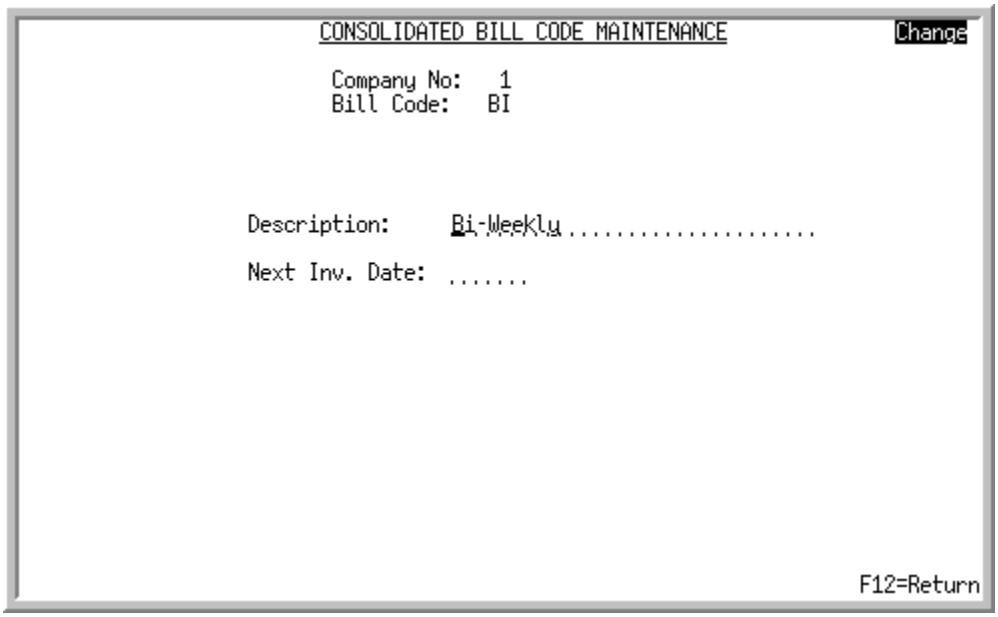
Note: A consolidated bill code cannot be assigned to a customer that is set up to use A/ R Split Terms, as determined through Customer/Ship To Master Maintenance (MENU ARFILE).

Consolidated Bill Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key **A** to add a consolidated bill code for a specific company. Key **C** to change information defined for an existing consolidated bill code. (A 1) Required

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to **Y** in System Options Maintenance (MENU XAFILE). Key the number of the company for which you are defining a consolidated bill code. **Default Value:** The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Bill Code	Key the consolidated bill code you want to maintain. **Valid Values:** Any two-character combination other than the two-characters specified in Order Entry Options Maintenance (MENU XAFILE) as the company's split code for consolidating multi-warehouse split orders. (A 2) Required
F3=Exit	Press **F3=EXIT** to cancel this option and return to the menu.
Enter	Press **ENTER** to confirm your selections. The Consolidated Bill Code Maintenance Screen will appear.

Consolidated Bill Code Maintenance Screen



This screen appears after you press **ENTER** on the Consolidated Bill Code Maintenance Selection Screen. Use this screen to enter or update information for the consolidated bill code you are adding or changing.

Consolidated Bill Code Maintenance Screen Fields and Function Key

Field/Function Key	Description
Description	Key the appropriate description that will be affiliated with the selected consolidated bill code. (A 30) Required

Field/Function Key	Description
Next Inv. Date	Use this field to enter the next invoice date for the invoice print process for the consolidated bill code you are adding or changing. This date is the invoice date for the individual invoice being consolidated by this bill code as well as the date for the consolidated print process cycle. Once this date is assigned, you will be prompted for the next invoice date each time consolidated invoices are printed for the selected bill code. You are not required to enter a next invoice date in this field when first adding a consolidated bill code. However, you will be required to key a date in this field before your first group of orders assigned the selected bill code can be changed from a status “3 - Ready Invoice” to a status “4 - Ready for Consolidated Invoice”. Additionally, if a next invoice date is not assigned to a bill code, any orders processed that are assigned to this bill code will go on consolidated invoice hold until a **Next Invoice Date** is assigned to it. Invoices cannot be generated without an invoice date. You will not be able to change this date if orders assigned the selected bill code have had their order status changed to “4 - Ready for Consolidated Invoice” or if there is order history that is waiting for the consolidated invoice to print. Key the next invoice date you wish to assign as the next invoice date print date to the selected consolidated bill code. For example, for monthly consolidated invoices, you might choose on **Next Invoice Date** of January 26. This value remains consistent until the actual printing of the consolidated invoice. At that time, you would change the **Next Invoice Date** to February 25. **Valid Values:** A date keyed in the **Default Date Forma**t for this user, specified through Register Application Plus User IDs (MENU XACFIG), or if that field is blank, key the date using the system’s **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional/Required

Field/Function Key	Description
Consolidate Split Orders	If this bill code is currently assigned to open split orders that are ready to consolidate, this field will be display-only. You will not be able to change the value in this field until those orders have been processed. Use this field to specify whether split orders assigned this bill code will be delayed from consolidation and invoicing until all orders are ready to consolidate. For split orders, the setting in this field overrides the next invoice date for the bill code. Key **Y** to consolidate multi-warehouse or multi-generation orders with the same parent order number. Key **N** if you do not want to consolidate multi-warehouse or multi-generation orders with the same parent order number. For example, assume you have the following three orders for a multi-warehouse parent order: Ord/GenWHStatusBill Code 10000/0013 (Rdy Inv)XX 10001/0022 (PS Prt)XX 10002/0031 (Rdy PS)XX If the bill code assigned to the parent order is defined to consolidate split orders, when you press F6=CONSL on the End Order Screen to print the invoice, orders 10000 and 10001 will be held until order 10002 is ready to consolidate. No invoice number will be assigned to any of the orders until all orders are ready to invoice. The customer will received one invoice for the parent order and accounts receivable aging will not begin until all orders have been shipped and invoiced. Orders must have the same customer number, parent order number, bill code, and payment type for this type of consolidation. If the bill code is not defined to consolidate split orders, orders 10000 and 10001 would be consolidated, invoiced, and moved to history. Order 10002 would be invoiced separately when its status allows. The customer will receive two invoices for the parent order, one for split orders 10000 and 10001 and another for 10002. Aging for the invoice for orders 10000 and 10001 will begin before the invoice for 10002 is created. **Valid Values:** Y, N (A 1) Required
F12=Return	Press **F12=RETURN** to return to the Consolidated Bill Code Maintenance Selection Screen without saving your entries.
Enter	Press **ENTER** to confirm your entries.

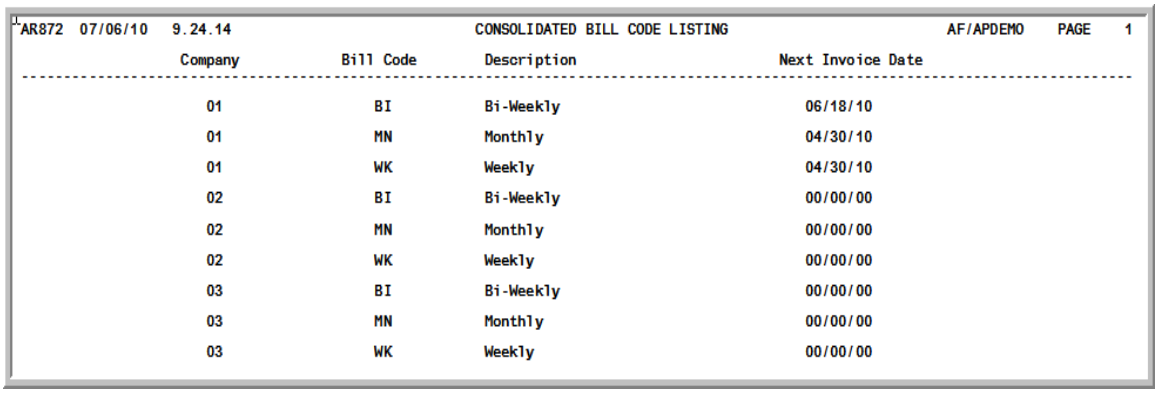
Consolidated Bill Code Listing

Use this option to print a list of the codes defined in the Consolidated Bill Code Maintenance option (MENU ARFIL2).

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Consolidated Bill Code Listing	Lists all defined codes.

Consolidated Bill Code Listing



AR872 07/06/10 9.24.14 CONSOLIDATED BILL CODE LISTING AF/APDEMO PAGE 1

Company	Bill Code	Description	Next Invoice Date
01	BI	Bi-Weekly	06/18/10
01	MN	Monthly	04/30/10
01	WK	Weekly	04/30/10
02	BI	Bi-Weekly	00/00/00
02	MN	Monthly	00/00/00
02	WK	Weekly	00/00/00
03	BI	Bi-Weekly	00/00/00
03	MN	Monthly	00/00/00
03	WK	Weekly	00/00/00

This listing prints after entering your responses on the Report Options Screen. Consolidated Bill Codes you defined through Consolidated Bill Code Maintenance (MENU ARFIL2) are printed on this listing.

For an explanation of the fields on this listing, refer to Consolidated Bill Code Maintenance (MENU ARFIL2).

Chapter 53 Customer Commitment Code Maintenance/Listing

Customer commitment codes group your customers according to how you want inventory to be committed for orders. A customer commitment code is assigned to a customer through Customer/Ship Master Maintenance (MENU ARFILE).

Note: If you are committing or uncommitting inventory in a multi-company environment, you may want to build a company identifier into your customer commitment codes to avoid any confusion with having the same code being used for multiple companies.

Once customer commitment codes are assigned to customers, you have several ways to use them. One option is to combine one or more of them with an item commitment code in the Inventory Commitment Matrix (MENU OEMAST) so that you can manually commit inventory through Inventory Commit/Uncommit (MENU OEMAST). Another option is to use the customer commitment code while automatically committing inventory through Automatic Backorder Release (MENU OEMAST). Here the customer commitment code is used to select backorders for release. Finally, you can use customer commitment codes to identify which pick lists to print (through Pick Lists [MENU OEMAIN]) or invoices to print (through Invoices [MENU OEMAIN]).

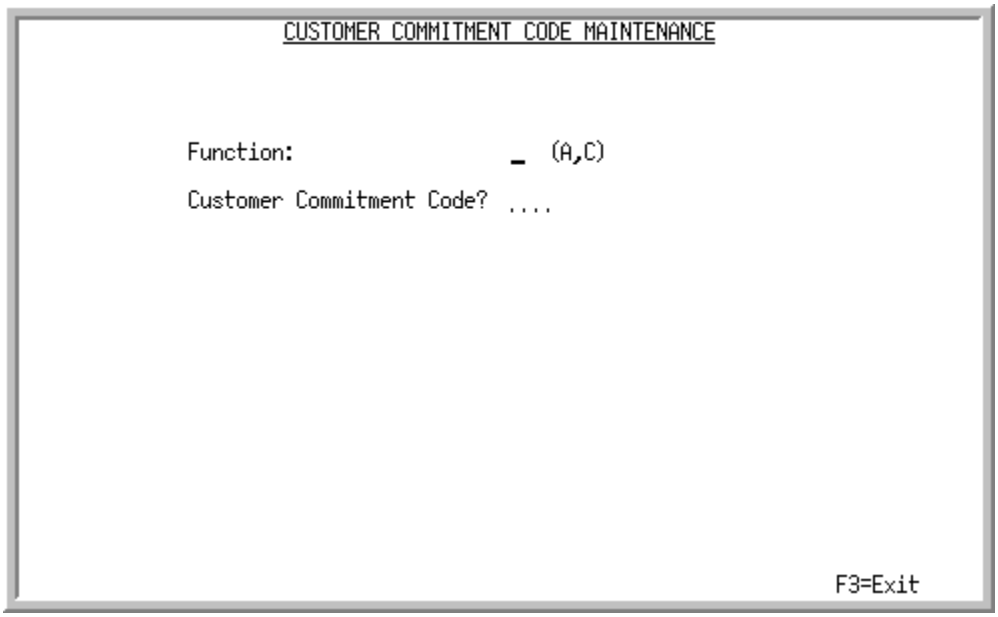
You can create customer commitment codes using the Customer Commitment Code Maintenance option (MENU ARFIL2). You can print a listing of your codes through the Customer Commitment Code Listing option (MENU ARFIL2).

Customer Commitment Code Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Customer Commitment Code Maintenance Selection Screen	Used to specify the code you want to maintain.
Customer Commitment Code Maintenance Screen	Used to provide a description for the code.

Customer Commitment Code Maintenance Selection Screen

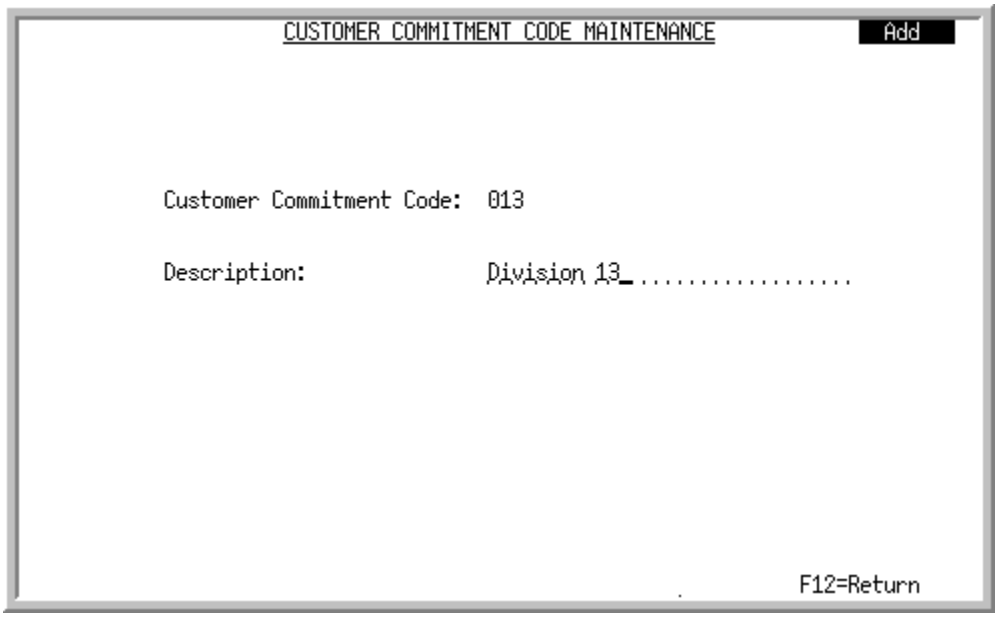


This screen appears after you select option **10** - Customer Commitment Code Maintenance from the Accounts Receivable File Maintenance 2 Menu (MENU ARFIL2). Use this screen to select the customer commitment code to be added or changed for a specific company.

Customer Commitment Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key **A** to add a customer commitment code. Key **C** to change information defined for an existing customer commitment code. (A 1) Required
Customer Commitment Code	This code can be up to three digits long and is used to group customers for either inventory commitment purposes (manual or automatic) or selecting pick lists and invoices. Key the customer commitment code to be added or changed. **Valid Values:** 001 - 999 (N 3,0) Required
F3=Exit	Press **F3=EXIT** to cancel this option and return to them menu.
Enter	Press **ENTER** to confirm your selections. The Customer Commitment Code Maintenance Screen will appear.

Customer Commitment Code Maintenance Screen



This screen appears after you press **ENTER** on the Customer Commitment Code Maintenance Selection Screen). Use this screen to enter or change the description for the customer commitment code you are adding or changing.

Customer Commitment Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	This is the description to be associated with the customer commitment code you are adding or changing. (A 30) Required
F12=Return	Press **F12=RETURN** to return to the Customer Commitment Code Maintenance Selection Screen without saving any additions or changes made on this screen.
Enter	Press **ENTER** to confirm the description you keyed. The Customer Commitment Code Maintenance Selection Screen will appear.

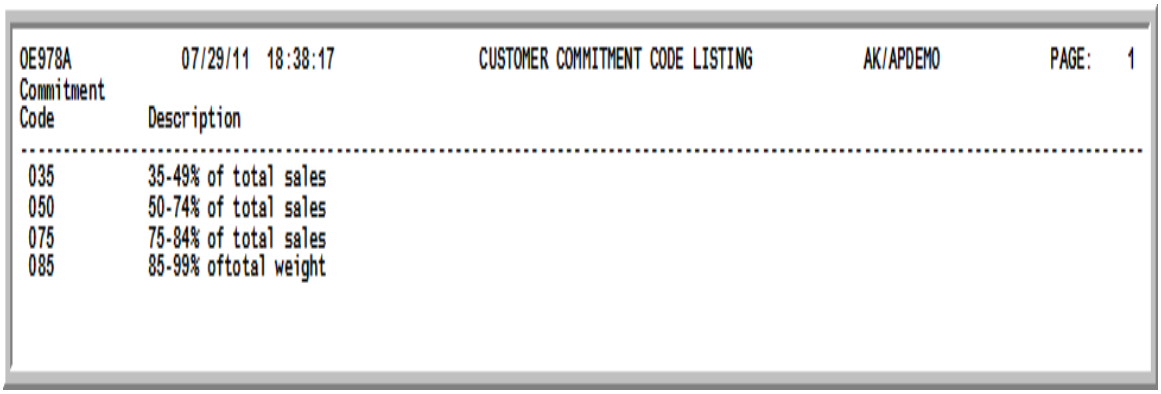
Customer Commitment Code Listing

Use this option to print a list of the codes defined in the Customer Commitment Code Maintenance option (MENU ARFIL2).

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Customer Commitment Code Listing	Lists all defined codes.

Customer Commitment Code Listing



```
OE978A          07/29/11  18:38:17          CUSTOMER COMMITMENT CODE LISTING          AK/APDEMO          PAGE:    1
Commitment
Code          Description
-------------------------------------------------------------------------------------------------------------------
 035          35-49% of total sales
 050          50-74% of total sales
 075          75-84% of total sales
 085          85-99% oftotal weight
```

This listing prints after you press **ENTER** on the Report Options Screen. Customer Commitment Codes you defined through Customer Commitment Code Maintenance (MENU ARFIL2) are printed on this listing.

For an explanation of the fields on this listing, refer to Customer Commitment Code Maintenance (MENU ARFIL2).

Chapter 54 Corporate Groups Maintenance/ Listing

The Corporate Group Maintenance and Corporate Group Listing options are described in the Infor Distribution A+ Sales Analysis User Guide. Please refer to that guide for details.

Chapter 55 Billing Class/Sub Class Maintenance/Listing

A Billing Class/Sub Class is a value that you can assign in Order Entry to each line item that a customer orders to help classify order entry data. By classifying line items that a customer orders, you will be able to keep better track of billing and generate more specific reports for management. The determination as to whether or not a Billing Class/Sub Class will be required and validated during Order Entry is made at the customer/customer ship to level. Refer to the Customer Maintenance Screen 3 in Customer/Ship to Master Maintenance (MENU ARFILE) for further details.

Use this option to add or delete Billing Classes/Sub Classes for your customers/ship tos.

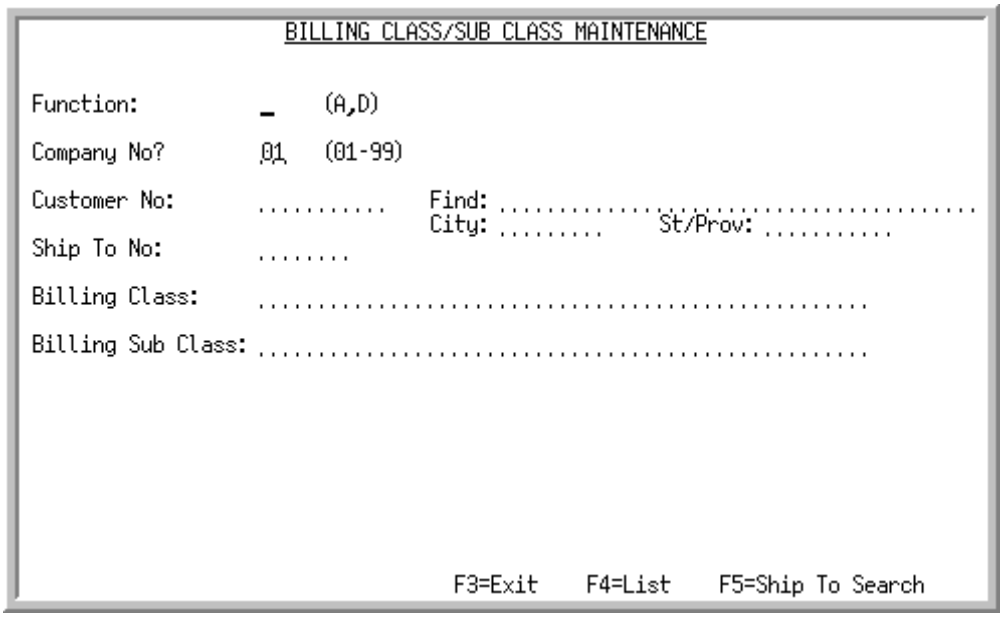
You can print a list of defined Billing Classes/Sub Classes through the Billing Class/Sub Class Listing option (MENU ARFIL2).

Billing Class/Sub Class Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Billing Class/Sub Class Maintenance Screen	Use to add or delete a Billing Class/Sub Class for a particular customer/ship to.
Billing Class/Sub Class List Screen	Use to review all Billing Classes/Sub Classes defined for the customer/ship to.
Billing Class/Sub Class Maintenance Confirmation Screen	Use to confirm adding the Billing Class/Sub Class for the customer/ship to, or to delete the selected Billing Class/Sub Class.

Billing Class/Sub Class Maintenance Screen



This screen appears after you select option **22** - Billing Class/Sub Class Maintenance from the Accounts Receivable File Maintenance Menu 2 (MENU ARFIL2). Use this screen to add or delete a Billing Class/Sub Class for a particular customer/ship to. You have the option to create a:

- Billing Class record for a particular customer (key a Customer No and Billing Class)
- Billing Class/Sub Class record for a particular customer (key a Customer No, Billing Class, and Billing Sub Class)
- Billing Class record for a particular customer/ship to (key a Customer No, Ship To No, and Billing Class)
- Billing Class/Sub Class record for a particular customer/ship to (key a Customer No, Ship To No, Billing Class, and Billing Sub Class)

Billing Class/Sub Class Maintenance Screen Fields and Function Keys

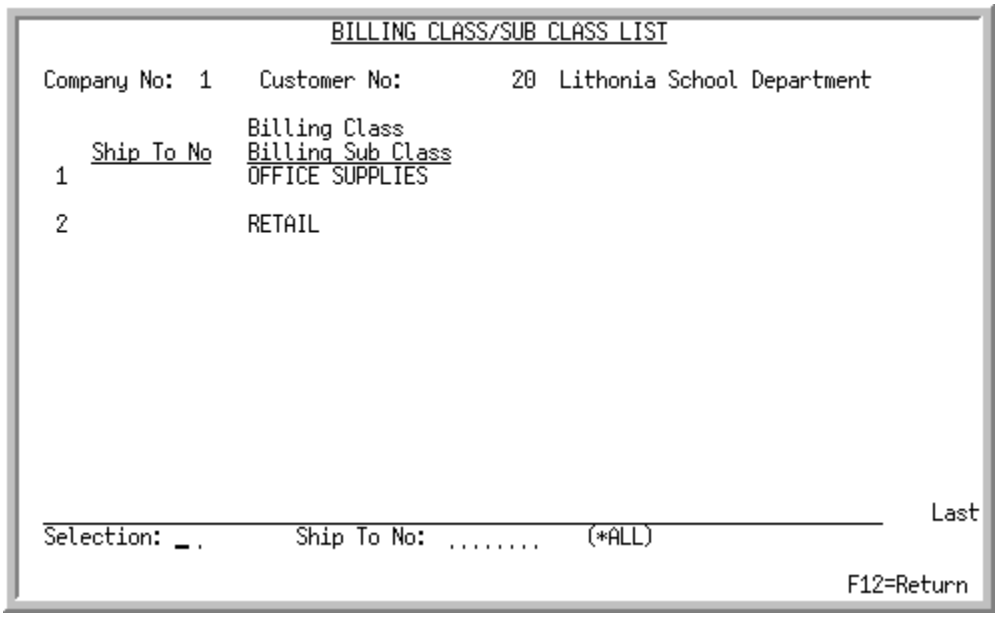
Field/Function Key	Description
Function	Use this field to select the function you are performing. Key **A** to add a Billing Class/Sub Class. Key **D** to delete a Billing Class/Sub Class. (A 1) Required

Field/Function Key	Description
Company No	This field is required if there is a **Y** in the **Multi-Company** field in System Options Maintenance (MENU XAFILE); otherwise, this field is display-only. Key the number of the company from which this customer usually purchases products. **Default Value:** The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required/Display
Customer No	Key the number of the customer from whom you are adding or deleting a Billing Class/Sub Class. If you are unsure of the customer number, use the **Find**, **City**, and **St/Prov** fields with the **ENTER** key to activate the Customer Search feature. **Valid Values:** Any valid customer created through Customer/Ship to Master Maintenance (MENU ARFILE). (N 10,0) Optional
Find	Either alone or with the **City** and **St/Prov** fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space: • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer's zip/postal code For information about entering search criteria, refer to the Searches topic in the Introduction section of the Infor Distribution A+ Cross Applications User Guide. (A 40) Optional
City	Either alone or with the **Find** and **St/Prov** fields, allows you to search for a customer in a particular city. Key up to 8 characters (the first 8) of the customer's city. For information about entering search criteria, refer to the Searches topic in the Introduction section of the Infor Distribution A+ Cross Applications User Guide. (A 8) Optional

Field/Function Key	Description
St/Prov	Use this field with one or both of **Find** and **City** fields to search for a customer in a particular state or province. Key up to 10 characters (the first 10) of the state or province code. (A 10) Optional
Ship To No	Use this field if you want to add or delete a Billing Class/Sub Class record for a particular customer (entered in the **Customer No** field) with a particular ship to address. Key the ship to number to be associated with the customer for which you are adding or deleting a Billing Class/Sub Class record. If you are unsure of the ship to number, key the customer number in the **Customer No** field and press **F5=SHIP TO SEARCH** to view a list of ship to addresses for the customer. **Valid Values:** Any valid customer ship-to number that has been created through Customer/Ship to Master Maintenance (MENU ARFILE). (A 7) Optional
Billing Class	This field represents the Billing Class you want to add or delete for this particular customer. Once the Billing Class is defined for the customer, you can assign it to the customer through Order Entry to help classify the line items that they order. Key the Billing Class to add or delete for this customer. Examples of Billing Classes include: Department Code, Use of Goods (office supplies, promotions), General Ledger Account Number, etc. (A 50) Required
Billing Sub Class	This field allows you to set up sub classes for a specific Billing Class. You may define as many sub classes as desired to help further classify an item that a customer orders. Use this field in addition to the **Bill Class** field to create a Bill Class/Sub Class record. Once the Billing Class/Sub Class is defined for the customer, you can assign a Billing Class and Sub Class to the customer through Order Entry to further help classify the line items that they order. Key the Billing Sub Class to add or delete for this customer. For example, if you entered Office Supplies for the Billing Class, you might enter Paper for the Sub Class. (A 50) Optional
F3=Exit	Press **F3=EXIT** to cancel this option and return to the menu.
F4=List	After entering a customer number (in the **Customer No** field) and optional ship to number (in the **Ship To No** field), press **F4=LIST** to list all Billing Classes/Sub Classes defined for the customer/ship to. The Billing Class/Sub Class List Screen appears.

Field/Function Key	Description
F5=Ship To Search	After entering a customer number (in the **Customer No** field), press **F5=SHIP TO SEARCH** to access the Ship-To search. The ship-to search allows you to search for and select a ship to address for the customer selected. Refer to the Ship-To Search Screen as described in the Infor Distribution A+ Accounts Receivable User Guide.
Enter	Press **ENTER** to confirm your selections. If you keyed search criteria in the **Find**, **City**, or **St/Prov** fields, the Customer Search Screen appears. Otherwise, the Billing Class/Sub Class Maintenance Confirmation Screen appears.

Billing Class/Sub Class List Screen



This screen appears after pressing **F4=LIST** on the Billing Class/Sub Class Maintenance Screen. Use this screen to review all Billing Classes/Sub Classes defined for the customer/ship to.

If you entered only a customer number and pressed **F4=LIST** on the Billing Class/Sub Class Maintenance Screen. this screen initially shows all the Billing Classes/Sub Classes defined for the customer (the **Ship To No** column on this screen will be blank). You can use the **Ship To No** on the bottom of this screen to limit the defined classes to a specific ship to or ***ALL** for all ship tos.

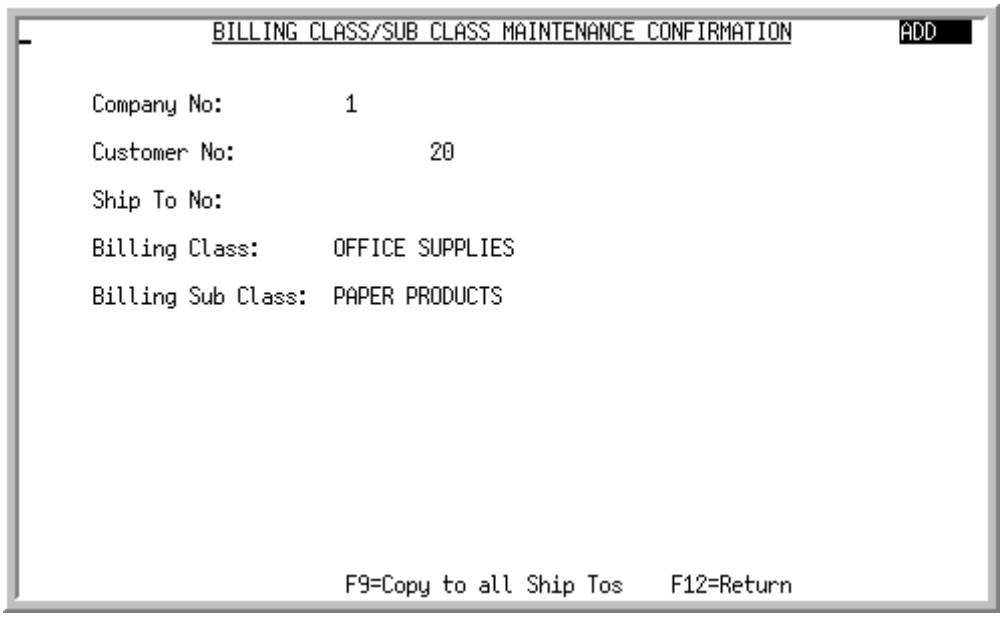
If you entered both a customer and ship to number and pressed **F4=LIST** on the Billing Class/Sub Class Maintenance Screen, this screen initially shows all the Billing Classes/Sub Classes defined for the customer/ship to (the **Ship To No** column on this screen will contain ship to numbers).

Billing Class/Sub Class List Screen Fields and Function Keys

Field/Function Key	Description
Selection	Key the reference number (before the **Ship To No** column on the top of the screen) of the Billing Class/Billing Sub Class you want to select and press **ENTER**. The Billing Class/Sub Class Maintenance Screen appears with the Billing Class/Billing Sub Class you selected. (A 2) Optional

Field/Function Key	Description
Ship To No	Use this field to limit the Billing Classes/Sub Classes displayed on this screen to a specific customer/ship to record, or ***ALL** for all customer/ship tos. Key the ship to number for which you want to display Billing Classes/Sub Classes that have been defined for the indicated customer and ship to. For example, if you want to show only those classes for customer 10 with a ship to number of MA, key MA in this field. Key ***ALL** to display Billing Classes/Sub Classes that have been defined for the indicated customer and all ship tos. For example, if you want to show those classes for customer 10 with all ship tos (MA, RI, TX, CA, etc.), key ***ALL** in this field. (A 7) Optional
F12=Return	Press **F12=RETURN** to return to the previous screen without making a selection.
Enter	Press **ENTER** to confirm your entry. If you entered a value in the **Ship To No** field, the screen will be refreshed with the appropriate Bill Class/Sub Class records. If you keyed a value in the **Selection** field, the Billing Class/Sub Class Maintenance Screen appears with the Billing Class/Billing Sub Class you selected.

Billing Class/Sub Class Maintenance Confirmation Screen



This screen appears after pressing **ENTER** on the Billing Class/Sub Class Maintenance Screen. Use this screen to confirm adding the Billing Class/Sub Class for the customer/ship to, or to delete the selected Billing Class/Sub Class. You can also use this screen to copy the information to all ship tos (see F9).

Billing Class/Sub Class Maintenance Confirmation Screen Fields and Function Keys

Field/Function Key	Description
F9=Copy to all Ship Tos	When adding a new Billing Class/Sub Class for the indicated customer, press **F9=COPY TO ALL SHIP TO** to copy the information to all ship tos previously defined for the customer. Customer/Ship to records will be created for the Billing Class/Sub Class you are adding.
F12=Return	Press **F12=RETURN** to return to the Billing Class/Sub Class Maintenance Screen without confirming your function.
F24=Delete	**F24=DELETE** displays in delete mode only (that is, **D** was keyed in the **Function** field on the Billing Class/Sub Class Maintenance Screen). Press **F24=DELETE** to delete the indicated Billing Class/Sub Class record. **Note:** If you selected to delete a Billing Class/Sub Class record that exists in history or that is an open order, you will receive a warning message.

Field/Function Key	Description
Enter	Press **ENTER** to confirm your function. The Billing Class/Sub Class Maintenance Screen appears.

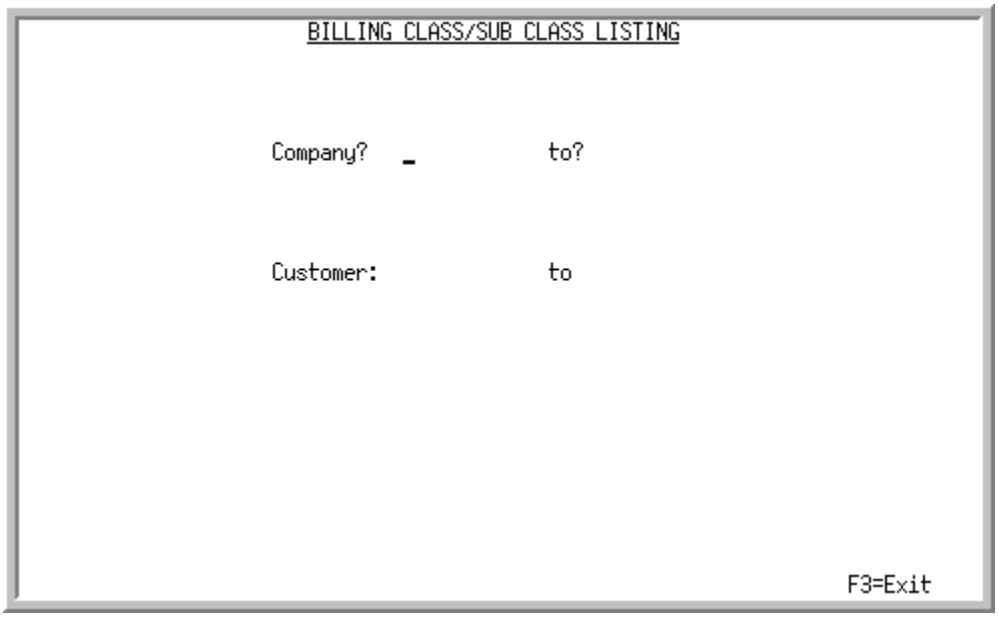
Billing Class/Sub Class Listing

Use this option to print a list of the Billing Classes/Sub Classes defined through the Billing Class/Sub Class menu option (MENU ARFIL2).

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Billing Class/Sub Class Listing Screen	Use to determine the companies and customers for which Billing Classes/Sub Classes will print.
Billing Class/Sub Class Listing	Use to review Billing Class/Sub Class information for the indicated companies and customers.

Billing Class/Sub Class Listing Screen



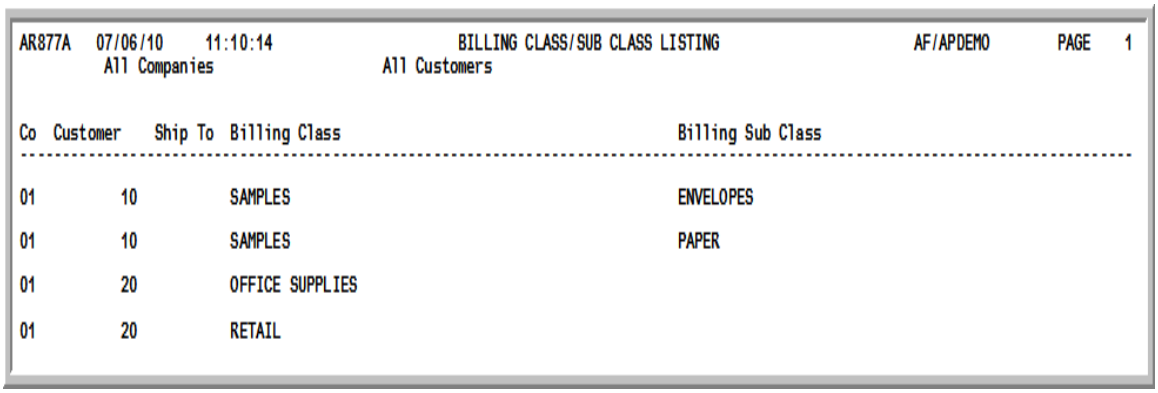
This screen appears after you select option **32** - Billing Class/Sub Class Listing (MENU ARFIL2). Use this screen to determine the companies and customers for which Billing Classes/Sub Classes will print. Refer to the Infor Distribution A+ Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Billing Class/Sub Class Listing Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the company number or range of company numbers for which Billing Class/Sub Class information will print. Only the Billing Classes/Sub Classes created for this company or range of companies through Billing Class/Sub Class Maintenance (MENU ARFIL2) will print on the listing. **Default Value:** The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional

Field/Function Key	Description
Customer No	Key the customer number or range of customer numbers for which Billing Class/Sub Class information will print. Only the Billing Classes/Sub Classes created for this customer or range of customers through Billing Class/Sub Class Maintenance (MENU ARFIL2) will print on the listing. (A 10) Optional
F3=Exit	Press **F3=EXIT** to cancel this option and return to the menu.
Enter	Press **ENTER** to confirm your selections. The Report Options Screen will display (refer to the Appendix in the Infor Distribution A+ Cross Applications User Guide for details about this screen).

Billing Class/Sub Class Listing



AR877A 07/06/10 11:10:14 BILLING CLASS/SUB CLASS LISTING AF/APDEMO PAGE 1
All Companies All Customers

Co	Customer	Ship To	Billing Class	Billing Sub Class
01	10		SAMPLES	ENVELOPES
01	10		SAMPLES	PAPER
01	20		OFFICE SUPPLIES	
01	20		RETAIL	

Billing Class/Sub Class information prints on this listing for the indicated companies and customers you selected on the Billing Class/Sub Class Listing Screen.

Billing Classes/Sub Classes are defined through Billing Class/Sub Class Maintenance (MENU ARFIL2).

Chapter 56 Reset A/R Quick Pay Groups

The Accounts Receivable Quick Pay files must be reset if a user exits Quick Pay functionality incorrectly or if the user's terminal shuts down improperly. If credit card payments are created for an A/R Quick Pay group and the group ends abnormally, Accounts Receivable recognizes the group as "in-use."

Restarting each group individually will reset them, causing the A/R Marked Invoices file (**ARMRK**) and A/R Open Invoice Header file (**ARDHD**) to be updated and reset the "in-use" status. Any stranded credit card payment records in the Credit Card Open Invoice file (**ARHCC**) are deleted and a void transaction is sent to ROI Corporation's Java Card to cancel the credit card transactions.

To reset multiple groups simultaneously, use the Reset AR Quick Pay Groups option on the Accounts Receivable Master Menu (MENU ARMAST). Use this option to update all AR Quick Pay groups that are stuck in the "in-use" status.

Note: Before using the Reset AR Quick Pay Groups option, be sure that no users are processing AR Quick Pay groups.

There are no screens to display. When you select option **2** - Re-Set AR Quick Pay Groups, your session will be inhibited momentarily while the reset completes.

Chapter 57 Reset Unprocessed Cash

The Reset Unprocessed Cash option is used to reset the unprocessed cash field in the Customer Master File (**CUSMS**) after the Cash & Adjustment Entry/Edit is canceled because of power failure or system interruption. Accounts Receivable will browse the cash entry files, calculate the total unprocessed cash for each customer, and then place the value back in the Customer Master File (**CUSMS**).

It is sometimes necessary to run this option after a power failure. Check the unposted cash of a customer using the Customer A/R Inquiry (MENU ARMAIN) if you believe this value is not correct.

There are no screens to display. When you select option **3** - Re-Set Unprocessed Cash, your session will be inhibited momentarily while the reset completes.

Chapter 58 Resequence A/R Comments File

Note: You must stop Application Plus before running this option. Refer to Stop Application Plus (MENU XAMAST) for details.

As you add and/or delete customer comments through Customer A/R Inquiry (MENU ARMAIN), they are added to the Customer Comments File (**ARCOM**) which limits the comments that may exist to 999. To avoid having this file reach its maximum and preventing you from adding additional comments, use the Resequence A/R Comments File option to periodically resequence the customer comments in the Customer Comments File (**ARCOM**) file.

Once you run this option, sequence numbers associated with these comments are resequenced (starting with number one and continuing in ascending order), as opposed to being added to the previous sequence number. If you continue to add and/or delete comments, without resequencing, you may reach the maximum number of comments and will not be allowed to add any new comments. To help you better understand how resequencing occurs, see the example that follows.

For example, you have 50 comments for Customer 100. You delete 50 comments and replace them with 50 more. Within the Customer Comments File (**ARCOM**) these comments are automatically sequenced 51 - 100. To avoid reaching the maximum, you should resequence these comments so they begin at 1 and end at 50.

Run this option about once a month if you add and/or delete a large number of customer comments through Customer A/R Inquiry (MENU ARMAIN). However, if you do not add and/or delete many comments, you only need to run this option once a year.

Note: How often you run this option is dependent upon how many A/R comments you add and/or delete on a regular basis.

Chapter 59 Vertex Geo Code Global Customer Update

Note: Use this option only if you installed the Vertex taxing software and you selected to use Vertex taxing in System Options Maintenance (MENU XAFILE).

This option is used to update the GeoCode for all existing Customer Master records, Ship-To Address records, Open Orders, and History Orders using the F5-Global Update key; OR to update the GeoCode on one History Order at a time using the F6-History Update key

When performing the Global Update (F5), if a GeoCode cannot be generated for a Customer Master record or a Ship-To Address record, it will appear on a Vertex Error Report. You will need to correct the address information (i.e. city, state, zip code) using the Customer/Ship-To Master Maintenance option so that a matching GeoCode can be generated.

When performing the History Update (F6), you will be prompted for either a history sequence number or specific order information.

Note that taxes will NOT be recalculated by either of these update functions.

Run this option this option once after installing Vertex software. Any customer or ship-to address added after initially running this option will be assigned the appropriate GeoCode.

Chapter 60 A+ to Vertex File Checker

Note: Use this option only if you installed the Vertex taxing software and you selected to Use Vertex Taxing in System Options Maintenance (MENU XAFILE).

The Distribution A+ to Vertex File Checker option allows you to run a report program that reads through all of the tax table files and checks to make sure that the information entered in Vertex is the same as the information stored in Distribution A+ for the company number, warehouse, product ID, customer number and ship-to number. The Vertex files that are checked include the following:

- MT000P0 - Vertex Master Table File
- PT000P0 - Vertex Product Table File
- CT000P0 - Vertex Customer Table File
- OS000P0 - Vertex Master Table File

Run this option after installing Distribution A+ and Vertex software to check the four Vertex table files against existing Distribution A+ customer/ship-to information.

Distribution A+ to Vertex Error Listing

```
OE936  08/01/13  12.46.19                    A+ TO VERTEX ERROR LISTING                                    $$/APDEMO    PAGE    1
                                        *** MASTER TABLE ERROR LISTING ***
Comp                                Divsn                               State Code
-------------------------------------------------------------------------------------------------------------------------------
00001 A & C OFFICE SUPLLY             1  RHODE ISLAND                  01  ALABAMA
00001 A & C OFFICE SUPLLY             1  RHODE ISLAND                  02  ALASKA
00001 A & C OFFICE SUPLLY             1  RHODE ISLAND                  03  ARIZONA
00001 A & C OFFICE SUPLLY             1  RHODE ISLAND                  04  ARKANSAS
00001 A & C OFFICE SUPLLY             1  RHODE ISLAND                  05  CALIFORNIA
00001 A & C OFFICE SUPLLY             1  RHODE ISLAND                  06  COLORADO
00001 A & C OFFICE SUPLLY             1  RHODE ISLAND                  07  CONNECTICUT
00001 A & C OFFICE SUPLLY             1  RHODE ISLAND                  08  DELAWARE
00001 A & C OFFICE SUPLLY             1  RHODE ISLAND                  09  DISTRICT OF COLUMBIA
00001 A & C OFFICE SUPLLY             1  RHODE ISLAND                  10  FLORIDA
00001 A & C OFFICE SUPLLY             1  RHODE ISLAND                  11  GEORGIA
00001 A & C OFFICE SUPLLY             1  RHODE ISLAND                  12  HAWAII
00001 A & C OFFICE SUPLLY             1  RHODE ISLAND                  13  IDAHO
00001 A & C OFFICE SUPLLY             1  RHODE ISLAND                  14  ILLINOIS
00001 A & C OFFICE SUPLLY             1  RHODE ISLAND                  15  INDIANA
00001 A & C OFFICE SUPLLY             1  RHODE ISLAND                  16  IOWA
```

```
OE936  08/01/13  12.46.19                    A+ TO VERTEX ERROR LISTING                                    $$/APDEMO  | PAGE    3
                                        *** PRODUCT TABLE ERROR LISTING ***
Comp /                              Divsn                               Product ID
State Code
-------------------------------------------------------------------------------------------------------------------------------
01    A & C SUPPLY COMPANY          1     RHODE ISLAND                  PRODUCT ID A160  PRODUCT ID FOR ITEM A160
40  RHODE ISLAND
01    A & C SUPPLY COMPANY          1     RHODE ISLAND                  PRODUCT ID A160  PRODUCT ID FOR ITEM A160
44  TEXAS
01    A & C SUPPLY COMPANY          1     RHODE ISLAND                  PRODUCT ID A160  PRODUCT ID FOR ITEM A160
44  TEXAS
01    A & C SUPPLY COMPANY          1     RHODE ISLAND                  PRODUCT ID A210  PRODUCT ID FOR ITEM A210
44  TEXAS
01    A & C SUPPLY COMPANY          1     RHODE ISLAND                  INVALID PRODUCT  INVALID PRODUCT ID
40  RHODE ISLAND
00000                               00000                               &1               SPECIAL CHARGE 1
01
00000                               00000                               &1               SPECIAL CHARGE 1
02
00000                               00000                               &1               SPECIAL CHARGE 1
03
```

```
OE936  08/01/13  12.46.19                    A+ TO VERTEX ERROR LISTING                                    $$/APDEMO  | PAGE    9
                                        *** CUSTOMER TABLE ERROR LISTING ***
Comp /                              Divsn                               Customer
State Code
-------------------------------------------------------------------------------------------------------------------------------
01    A & C SUPPLY COMPANY          1     RHODE ISLAND                  1010001112       INVALID CUSTOMER ID
40  TEXAS
01    A & C SUPPLY COMPANY          1     RHODE ISLAND                  0000000100TEST   INVALID SHIP-TO ADDRESS
40  TEXAS
01    A & C SUPPLY COMPANY          1     RHODE ISLAND                  0000000666       BRIDGET
07  TEXAS
01    COMPANY RECORD                1     WARHOUSE 1                    0000000100KPB    TEST CUSTOMER
01  TEXAS
01    COMPANY RECORD                1     WARHOUSE 1                    0000000100KPB    TEST CUSTOMER
02  TEXAS
01    COMPANY RECORD                1     WARHOUSE 1                    0000000100KPB    TEST CUSTOMER
03  TEXAS
01    COMPANY RECORD                1     WARHOUSE 1                    0000000100KPB    TEST CUSTOMER
04  TEXAS
01    COMPANY RECORD                1     WARHOUSE 1                    0000000100KPB    TEST CUSTOMER
05  TEXAS
```

```
OE936  08/01/13  12.46.19                    A+ TO VERTEX ERROR LISTING                                    $$/APDEMO    PAGE   14
                                        *** OVERRIDE SUB-TABLE ERROR LISTING ***
Comp  Divsn Customer          Product ID     GeoCode
-------------------------------------------------------------------------------------------------------------------------------
01    1                       PRODUCT ID A1
01    1                       PRODUCT ID A2
01    1                       INVALID PRODU
01    1     1010001112
01    1     0000000666
01    1                       BRIDGE
01    1     0000000100        A
01    1     0000000013        KMMNOTAX
01     1    0000000100KPB
01    1     0000000520
```

One report prints, but it has four different sections:

- Master Table Error Listing
- Product Table Error Listing
- Customer Table Error Listing
- Override Sub-Table Error Listing

Use this report to validate that the data in the Distribution A+ files is correctly linked to the Vertex taxing codes for accurate tax reporting.

Chapter 61 Offline Customer/Ship to Maintenance

To run this menu option, you must be set up as a user who is authorized to perform these functions, as defined through Application Authority Maintenance (MENU XASCTY).

Use this option to update the AR Customer Master File (**CUSMS**) and OE Shipping Address File (**ADDR**) files from .CSV (comma separated value) files created from an imported Excel workbook. Customer Master and OE Shipping Address records can be added, changed, deleted, reinstated, or suspended.

The CSV files must be located at the \IFS\Root (Integrated File System) directory of the System i for the update process. It is recommended that each user that begins this process should have their own copy of the workbook and .CSV files with which to work.

Important: Before this option can be run, the directory structure must have been completed and the master copy of the **CustomerShipToOffline.xlsm** workbook must have been copied from the installation CD's to the \IFS\Root directory structure of \APLUS\IMPORT\CUSTOMER. Refer to the Post Installation Setup chapter of the Infor Distribution A+ Installation and Software Update Guide for more information.

When you initially select this menu option, the Offline Customer/Ship To Maintenance Screen appears. You will select option **1** to **Launch Offline Customer/Ship to Workbook Template**. The program will go to the \IFS\Root directory structure of \APLUS\IMPORT\CUSTOMER and append the current user's System i User ID to create a fourth level directory (for example, User ID APDEMO would have a path of **\APLUS\IMPORT\CUSTOMER\APDEMO**). The \APLUS\IMPORT\CUSTOMER directory contains the Excel workbook that will be used for the Offline Customer/Ship to Maintenance. Excel is opened automatically presenting the **CustomerShipToOffline.xlsm** (see Customer/Ship To Offline Workbook). You must use a copy of the workbook provided.

Then, using Excel, the user enters the required information to the workbook pages for the Offline AR Customer Master Alpha File (**CUSOFA**) and Offline OE Shipping Address Alpha File (**ADROFA**). The third workbook page provides FTP Upload information to the upload program. It is recommended that you save a local copy of this workbook for editing purposes. When your entry work is done, the .CSV files will be created from the **CustomerShipToOffline.xlsm** using either the **CREATE CSV** button or the **FTP UPLOAD** button and ensure they are in the **\APLUS\IMPORT\CUSTOMER\UserID** directory to continue processing.

Note: If the Server IP Address in System Options Maintenance (MENU XAFILE) is not blank, then that IP address will be used instead of the system name to launch the workbook template in HTML. If the **CustomerShipToOffline.xlsm** file does not exist in the /APLUS/IMPORT/CUSTOMER directory on the server, then you will not be able to bring up the workbook. If **CustomerShipToOffline.xlsm** exists in the IFS directory, the template will be brought up in your

default Internet browser. You will then have the option to save or open the template. It is suggested that you save the template to a directory on your local drive. After the template is saved to a local directory, you can add values to a local copy of the workbook. The **CUSOF.CSV** and **ADROF.CSV** files will then either be manually copied from your local directory to a directory on the IFS, or FTP'd to a directory on the IFS.

When you select this option again, you will select **2** on the Offline Customer/Ship To Maintenance Screen to perform the **Offline Customer/Ship to Import**. When you press **ENTER**, the updated .CSV files on the \IFS\Root with a path of **\APLUS\IMPORT\CUSTOMER\UserID** will be processed to create the Offline AR Customer Master Alpha File (**CUSOFA**) and Offline OE Shipping Address Alpha File (**ADROFA**) on the System i. The Offline AR Customer Master Alpha File (**CUSOFA**) and Offline OE Shipping Address Alpha File (**ADROFA**) will be edited to ensure that all the data is correct and accurate, just as if the customers/ship tos were being keyed through Customer/Ship to Master Maintenance (MENU ARFILE). As each customer/ship to passes all the edits, the addition or maintenance will be performed. Additional supporting files that will also be updated as necessary are:

- **ICCSMS** - IC A+ Customer Master Extension File
- **CSADT** - Customer Audit Activity
- **CSEML** - Customer/Ship-to Department Email Addresses
- **CUSMSD** - Deleted Customer Records File
- **ADDRD** - Deleted Addresses File
- **ARWCM** - AR Customer Maintenance Audit Work File

The Customer Offline Errors/Warnings Report and Ship-To Address Offline Errors/ Warnings Report lists the same MIC messages that Customer/Ship to Master Maintenance (MENU ARFILE) uses. Error messages prevent customers/ship tos from being updated; some error messages are flagged as critical based on their severity. Warning messages will update the files. One customer/ship to may have several different messages as the program validates every field for every customer/ship to before the customer/ship to is approved and updated.

Review the reports against the original worksheet that was keyed and correct the fields in error to be processed again. Customers/Ship tos that passed the edits and were updated to the Customer Master (**CUSMS**) and OE Shipping Address (**ADDR**) files should be removed from the worksheet before you process it again. If you are unsure of what a message is telling you, display the message and its second level help text for additional information by keying: **DSPMSGD RANGE(USRnnnn) MSGF(DWERR)** and press **ENTER** where nnnn is the MIC message number printed on the report.

Note: If the **Print F/M Audits** field in System Options Maintenance is set to **Y**, an audit list will print each time you perform customer/ship to maintenance either through Customer/Ship to Master Maintenance (MENU ARFILE) or this menu option.

Offline Customer/Ship to Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Offline Customer/Ship To Maintenance Screen	Use to select the function that you want to perform.
Customer/Ship To Offline Workbook	Use to review the setup and requirements of the Excel worksheets that are used to update Customer/Ship to information.
FTP Upload Pop-Up Window	Use to create the **CUSOF.CSV** and **ADROF.CSV** files and then FTP them to the System i directory specified in the IFS Path.
Offline Customer/Ship To Status Screen	Use to review the status of the Offline Customer/Ship to process.
Customer Offline Errors/Warnings Report	Use to review information about the report and error/ warning messages found in the Offline Customer process.
Ship-To Address Offline Errors/Warnings Report	Use to review information about the report and error/ warning messages found in the Offline Ship-To Address process.

Offline Customer/Ship To Maintenance Screen

This screen appears after you select option **7** - Offline Customer/Ship to Maintenance from the Accounts Receivable Master Menu (MENU ARMAST).

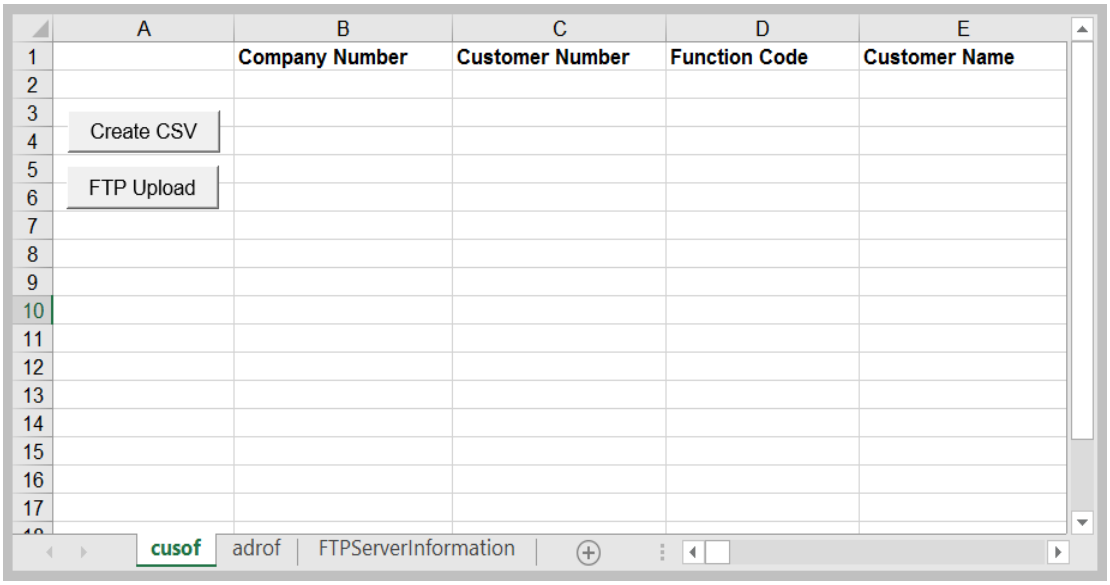
Use this screen to select the function that you want to perform.

Offline Customer/Ship To Maintenance Screen Fields and Function Keys

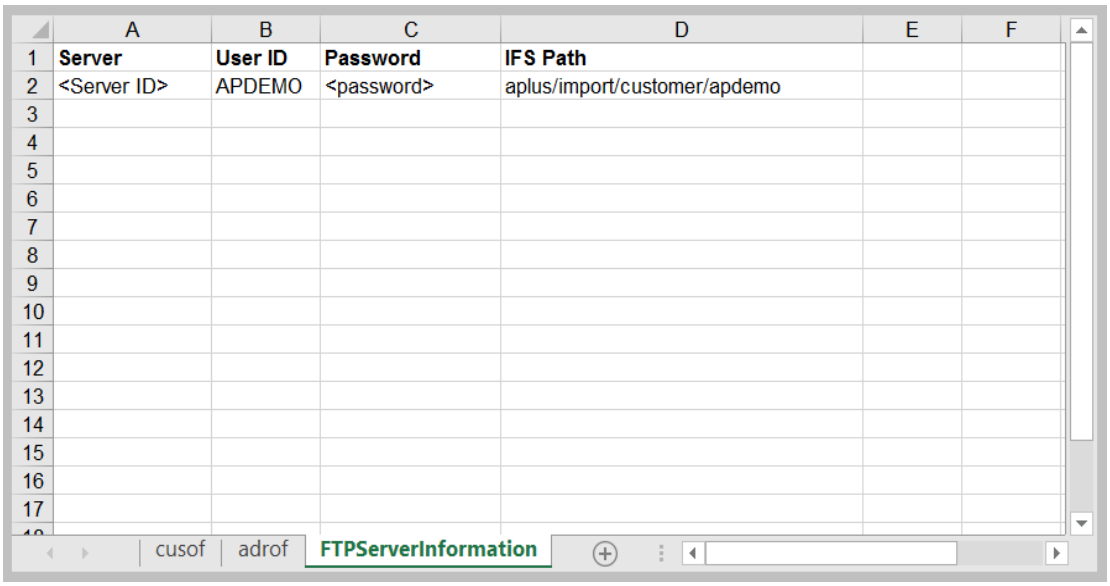
Field/Function Key	Description
Option (1 and 2)	Option **1** launches the Offline Customer/Ship To Workbook Template from the **\APLUS\IMPORT\CUSTOMER** directory in an Internet browser. Option **2** is used to enter the **Import File Path** and **Report Output Queue** and process the .**CVS files** created from the Excel worksheets. Key **1** to create a user specific directory on the **/IFS/Root** of the System i (if it does not exist), and download a copy of the **CustomerShipToOffline.xlsm** workbook while opening Excel. The workbook has 3 worksheets that can be saved locally by each user. (It is recommended that the user save the worksheet locally and modify the local copy.) The first worksheet is used to add new Customer Master records, or change, delete, reinstate or suspend existing Customer Master records. The second worksheet is used to add new OE Shipping Address records, or change, delete, reinstate or suspend existing OE Shipping Address records. The third worksheet has default server and user information for the FTP Upload Pop-Up Window. Key **2** to process the **.CSV** files created from the Excel worksheets. Using the path of **\APLUS\IMPORT\CUSTOMER\UserID**, the **CUSOF.CSV** and/or **ADROF.CSV** files will load the Offline AR Customer Master Alpha File (**CUSOFA**) and Offline OE Shipping Address Alpha File (**ADROFA**) on the System i. The Offline AR Customer Master Alpha File (**CUSOFA**) and Offline OE Shipping Address Alpha File (**ADROFA**) will be edited and used to perform the additions, changes, deletions, reinstatements, and suspensions. The .CSV files are deleted once processed. The Offline Customer/Ship to workbook data is kept for the reprocessing of customers/ ship tos that were in error. Warnings and error messages will print on the Customer Offline Errors/Warnings Report and Ship-To Address Offline Errors/Warnings Report. Additionally, when you key **2**, the **Import File Path and Report Output Queue** fields will then display on this screen. See those fields for details. **Note:** When importing the values from the **.CSV** files into the **CUSOFA** and **ADROFA** files, the fields in the worksheet need to exactly match the fields in the files, and the order of the fields need to match as well. Therefore, if a user wants to add a field to either the **CUSOFA** or **ADROFA** file, then the user also needs to add that field to the **CUSOF** or **ADROF** worksheet pages, in exactly the same position as it is in the file. If the user wants to delete a field from **CUSOFA** or **ADROFA**, then the user also needs to delete that field column from the CUSOF or ADROF worksheet. If any fields in the **CustomerShipToOffline.xlsm** worksheet are not in the same position as the fields in the offline files, then that will cause the field values from the worksheet to be placed in the wrong fields in the files. (N 1,0) Required

Field/Function Key	Description
Import File Path	This field will only display when you key **2** in the **Option** field and press **ENTER**. The **Import File Path** specifies the /IFS/Root directory path where the program will find the **CUSOF.CSV** and/or **ADROF.CSV** files to be used for this specific update. Key the Import File Path. **Default Value: /APLUS/CUSTOMER/IMPORT/<USER ID>** **Valid Values:** Must be a valid directory on the IFS; cannot be blank (A 128) Required
Report Output Queue	This field will only display when you key **2** in the **Option** field and press **ENTER**. This field is used to key the identification code of the printer to which the Customer Offline Errors/Warnings Report and Ship-To Address Offline Errors/Warnings Report will be sent. **Valid Values:** Any valid AS400 system output queue (A 10) Required
F3=Exit	Press **F3=EXIT** to cancel this option and return to the menu.
Enter	The **ENTER** key has two functions on this screen. **1 = Launch Offline Customer/Ship to Workbook Template** Press **ENTER** after keying 1 in the Option field to open Excel for processing while downloading a local copy of the CustomerShipToOffline.xlsm Excel workbook. **2 = Offline Customer/Ship to Import** Press **ENTER** after keying **2** in the **Option** field to begin the Offline Customer/ Ship to Maintenance Import and Update process. The screen will redisplay with the **Import File Path** field for verification and the **Report Output Queue** to select the printer where the Customer Offline Errors/Warnings Report and the Ship-To Address Offline Errors/Warnings Report will be sent. In the **Import File Path** field, accept the default data as shown or change it to be the /IFS/Root directory location of the **CUSOF.CSV** and/or **ADROF.CSV** files to be used. Press **ENTER** (or click **OK**) to begin the edit process. A status of the Offline Customer/Ship to process is indicated on the Offline Customer/Ship To Status Screen.

Customer/Ship To Offline Workbook



Customer/Ship To Offline FTP Server Information Worksheet



The Customer/Ship To Offline Workbook sample is the **CUSOF** tab of the Excel **CustomerShipToOffline.xlsm** that is downloaded from selecting **1** on the Offline Customer/Ship To

Maintenance Screen. The Customer/Ship To Offline FTP Server Information Worksheet sample is the **FTPServerInformation** tab of the same workbook.

The IFS/Root directory will have a folder path of **/APLUS/IMPORT/CUSTOMER** that contains the Excel workbook that will be used for the Offline Customer/Ship To Maintenance. For each user that will have access, a fourth level directory of the <User ID> is created (for example, User ID APDEMO would have a path of **/APLUS/IMPORT/CUSTOMER/APDEMO**).

When you click the **FTP** Upload button, the **CUSOF.CSV** and/or **ADROF.CSV** files will be placed here for the system to use for updating.

When you click the **Create CSV** button, the **CUSOF.CSV** and/or **ADROF.CSV** files will be placed in the same directory as the **CustomerShipToOffline.xlsm** workbook, either on the IFS\Root or the saved local directory. If they are in a local directory, you must manually move them to the **/APLUS/IMPORT/ CUSTOMER/UserID** level directory.

Note: The **CustomerShipToOffline.xlsm** template can be renamed when it is saved locally. This worksheet Macro-Enabled Workbook of type **.xlsm** is supported by Excel versions 2007 and later.

There are three worksheets in the Excel workbook:

- **CUSOF** for the Customer Master File (**CUSMS**) fields

  The **CUSOF** worksheet contains columns that represent the Customer Master fields that will update the Offline AR Customer Master Alpha File (**CUSOFA**).

- **ADROF** for the Shipping Address File (**ADDR**) fields

  The **ADROF** worksheet contains columns that represent the OE Shipping Address fields that will update the Offline OE Shipping Address Alpha File (**ADOFA**).

- **FTPServerInformation** to capture server and user information for the System I

  The **FTPServerInformation** worksheet contains columns where the default values (Server, User ID, Password, and IFS Path) for the FTP Upload Pop-Up Window are specified, so a user does not have to key this information in each time the window is displayed. This information will be used for transferring the **CUSOF.CSV** and/or **ADROF.CSV** files to the user's IFS.

Each row on either the **CUSOF** or **ADROF** worksheet will represent a Customer Master or OE Shipping Address record, and will have a field heading, so that the user will know what field value to place in the column. The **Function Code** column will allow a Customer Master or OE Shipping Address record to be added, changed, deleted, reinstated, or suspended.

Important: The columns of data on each of the worksheets MUST remain in the exact sequence in which they are provided. Failure to do this will result in incorrect data uploads.

Customer/Ship To Offline Workbook Fields and Buttons

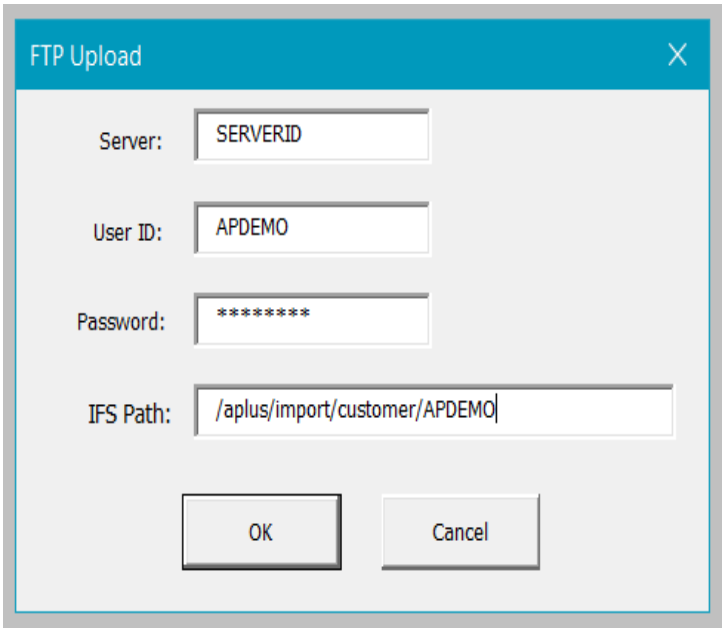
Field/Function Key	Description
Company Number	Key the company number to be added or maintained. Lower case letters will be changed to upper case letters in the update process. **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2.0) Required
Customer Number	Key the customer number to be added or maintained. Lower case letters will be changed to upper case letters in the update process. **Valid Values:** A customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE). (N 10,0) Required
Ship To Number	For Ship To Address Maintenance (**ADROF** tab), use to identify the ship to be used when adding or maintaining a customer. Key the ship to number for the customer to be added or maintained. Lower case letters will be changed to upper case letters in the update process. **Valid Values:** A valid ship to defined for the customer through Customer/Ship to Master Maintenance (MENU ARFILE). (A 7) Required

Field/Function Key	Description
Function Code	Use this field to select the step to perform for the specified customer/ship to records. Each row of the worksheets must contain a valid function code. Key **A** to add the customer keyed in the Customer/Ship To Offline Worksheet to the Customer Master File (**CUSMS**) and/or OE Shipping Address File (**ADDR**). Key **C** to change only the specific fields that contain data in the Customer Master File (**CUSMS**) and/or OE Shipping Address File (**ADDR**). All other fields for the record can be left blank. To zero out a numeric field, enter 0 for the field value. Character fields cannot be blanked out in a record when using the offline workbook; blanking out any character fields must occur through Customer/Ship to Maintenance (MENU ARFILE). Key **D** to delete the Customer Master (**CUSMS**) and/or OE Shipping Address (**ADDR**) records, along with any related records. Key **R** to reinstate the customer in the Customer Master File (**CUSMS**) and/or OE Shipping Address File (**ADDR**). Key **S** to suspend the customer in the Customer Master File (**CUSMS**) and/or OE Shipping Address File (**ADDR**). **Note:** If an offline record has a **Function Code** of **C**, then the user only needs to fill in the field values that the user would like to change in the customer/ship to records. All other fields for the records can be left blank. If the user would like to zero out a numeric field, then the user should enter **0** for the field value. The user will not be able to blank out character fields in a record when using the offline worksheet, so the user will need to manually blank out the character field through Customer/ Ship To Maintenance (MENU ARFILE). Additionally, when the offline process occurs, records are first read in the offline **CUSOFA** file. If a record is being added (**Function Code** = **A**) and there are blank values in the new fields added to the **CUSOFA** record, then these fields will be filled with the default value from Customer/Ship To Maintenance. If a record is being changed (**Function Code** = **C**), then only fields that are not blank in the **CUSOFA** record will be updated. All other fields will be filled with the current values in the Customer Master files. All fields in the **CUSOFA** file will be character fields, so if a field is numeric in the Customer Master file, the offline field will be converted to a numeric field in order to be edited. If a new character field is capitalized in Customer Master Maintenance, then the offline field value will also be capitalized. **Valid Values:** A, C, D, R, or S (A 1) Required

Field/Function Key	Description
Data Fields	Refer to Customer/Ship to Master Maintenance (MENU ARFILE) for the field descriptions and valid values. **Important:** All the numeric fields in the Excel worksheet are text fields so to allow the difference between a zero value (clear out a numeric field) and a blank value (do not change the field). Therefore, all numeric fields that have decimal positions must be keyed with the decimal point to correctly interpret the data. Text fields cannot be cleared through the offline process. Alpha characters that are keyed lower case but are required to be upper case will be converted automatically. If any fields contain an ellipsis character (...) in the Excel work- sheet, it will be removed from the fields in the update program because it is considered an invalid character. All date fields must be in the YYMMDD format.
Create CSV	The **Create CSV** button will be selected when the user is using a local copy of the **CustomerShipToOffline.xlsm** workbook, and wants to create the **CUSOF.CSV** and **ADROF.CSV** files in the same local directory as the workbook. This process will be used if your System i User ID does not have authority to create files or directly access the \IFS\Root. The CSV files will then need to be copied from the local directory where they are created to an IFS directory that the user wants to use for the Offline Customer/Ship To Import. Additionally, the **Create CSV** button will be selected when the user is updating the **CustomerShipToOffline.xlsm** workbook directly in their user directory on the \IFS\Root. Press the **Create CSV** button to take the data from the **CUSOF** and **ADROF** worksheets and create the **CUSOF.CSV** and **ADROF.CSV** files that will be used in the update.

Field/Function Key	Description
FTP Upload	Select the **FTP Upload** button instead of the Create CSV button if your System i User ID has authority to create the **CUSOF.CSV** and **ADROF.CSV i**n an IFS directory. This button should be used instead of the **Create CSV** button if you would rather not move the **CUSOF.CSV** and **ADROF.CSV** files manually from a local directory to an IFS directory. The **FTP Upload** button will display a pop-up window to confirm the default data on the **FTPServerInformation** workbook tab. Accepting that window will then create and transfer the **.CSV** files to the user's \IFS\Root directory path specified for update. Press the **FTP Upload** button to take the data from the **CUSOF** and **ADROF** worksheets and create the **CUSOF.CSV** and **ADROF.CSV** files that will be used in the update and transfer those files to the directory path specified on the FTP Upload Pop-Up Window.

FTP Upload Pop-Up Window

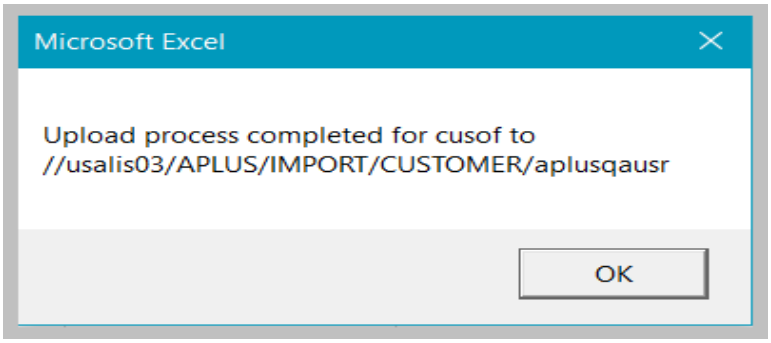
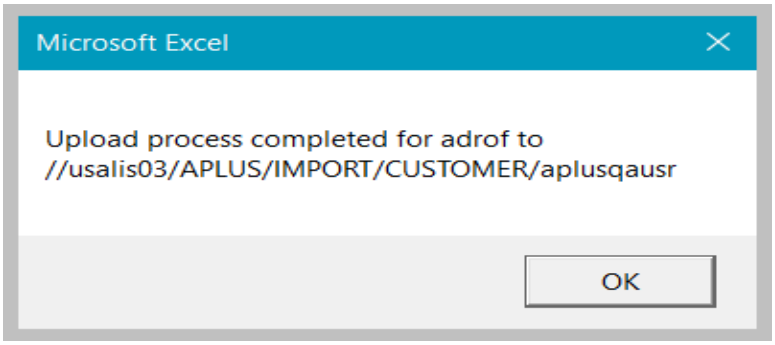


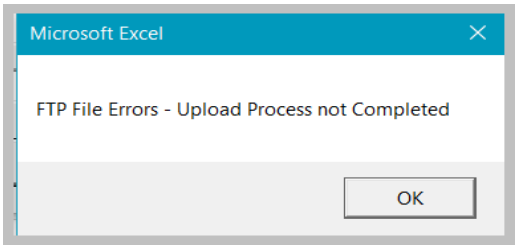
This pop-up window displays when you press the **FTP Upload** button on the Customer/Ship To Offline Workbook.

Use this window to confirm the default data on the **FTPServerInformation** workbook tab, and then create the **CUSOF.CSV** and **ADROF.CSV** files and transfer those files to the System i directory specified in the **IFS Path** (i.e., to the user's \IFS\Root directory path specified for update).

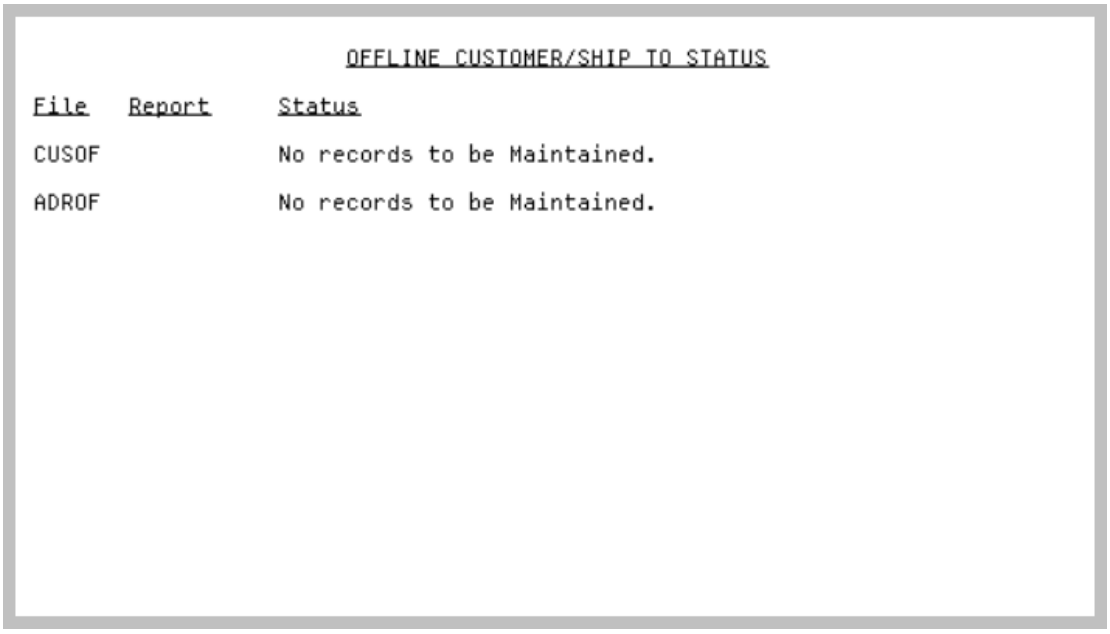
FTP Upload Pop-Up Window

Field/Function Key	Description
FTP Upload Information	This window displays the default information from the **FTPServerInformation** worksheet. Accept or change the default information. • **Server**: Accept the default or key the System i /IFS/Root directory that will be updated with the **.CSV** files to be updated. This is the Server Name or the Server IP address where the **CUSOF.CSV** and **ADROF.CSV** files will be transferred to. • **User ID**: Accept the default or key the System i User ID that created the **CustomerShipToOffline.xlsm**. • **Password**: Accept the default or key the System i password for the specified **User ID** who is transferring the **CUSOF.CSV** and **ADROF.CSV** files. • **IFS Path**: Accept the default or key the folder structure that is used for the **CustomerShipToOffline.xlsm** and **.CSV files**. This is the IFS path where the CUSOF.CSV and ADROF.CSV files will be located on the server. /**APLUS/IMPORT/CUSTOMER** is required. A fourth level for the user should be used when multiple users are creating offline customer/ship to updates. If this path is left blank, the **CUSOF.CSV** and **ADROF.CSV** files will be transferred to the directory **/APLUS/IMPORT/CUSTOMER/<User ID>** on the server.

Field/Function Key	Description
OK	Press **OK** to create the **CUSOF.CSV** and **ADROF.CSV** files and transfer those files to the System i directory specified in the **IFS Path** field. If the **IFS Path** is blank, then the path **/APLUS/IMPORT/CUSTOMER/<USER ID>** will default in and be used when you press **OK** on this window. The message below displays when the **CUSOF.CSV** file has been transferred to the IFS directory. Press **OK** to continue the process.  The below message will then display when the **ADROF** file has been transferred to the IFS directory. Press **OK** to continue the process.  When the window closes, perform the updates by selecting option 2 on the Offline Customer/Ship To Maintenance Screen.

Field/Function Key	Description
Error Message Box	If the message box below displays, check the information on the **FTPServerInformation** tab.  The information must be: • Your server ID • A valid System i User ID • An accurate password for the User ID • A valid IFS path; verify setup including slashes **/APLUS/IMPORT/CUSTOMER/<User ID>** There was some sort of communication error that is preventing you from transferring files to the System i.
Cancel	Press **CANCEL** to abort the update of the **.CSV** files to the directory specified in the **IFS Path** field on the FTP Upload Pop-Up Window.

Offline Customer/Ship To Status Screen



This screen displays when you select option **2** and press **ENTER** on the Offline Customer/Ship To Maintenance Screen.

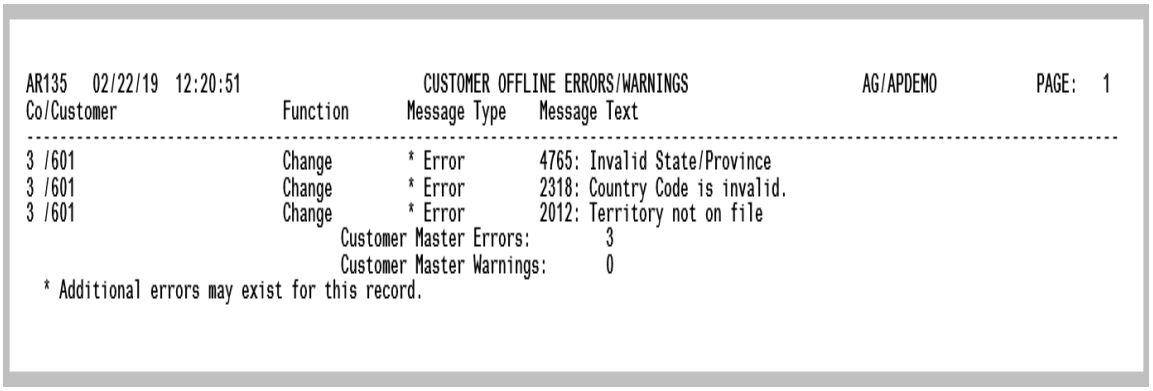
A status of the Offline Customer/Ship to process is indicated. All fields are display only.

Offline Customer/Ship To Status Screen

Field/Function Key	Description
File	The field lists the file that was processed successfully or for which no records existed to be maintained. **CUSOF** = Customer Maintenance **ADROF** = Ship To Maintenance
Report	This field lists the name of the errors/warnings report, if applicable. For the Customer Offline Errors/Warnings Report: • If processed successfully or no records need to be maintained, this field is blank. • If errors/warnings have been detected, **AR135** appears in this field. For the Ship-To Address Offline Errors/Warnings Report: • If processed successfully or no records need to be maintained, this field is blank. • If errors/warnings have been detected, **AR136** appears in this field.

Field/Function Key	Description
Status	This field lists the status of the process. For Customer: • Processed successfully • No records to be maintained • Errors/Warnings have been detected For Ship-to Address: • Processed successfully • No records to be maintained • Errors/Warnings have been detected
Enter	Press **ENTER** to return to the Offline Customer/Ship To Maintenance Screen.

Customer Offline Errors/Warnings Report



```
AR135   02/22/19  12:20:51                CUSTOMER OFFLINE ERRORS/WARNINGS                AG/APDEMO          PAGE:   1
Co/Customer                 Function      Message Type    Message Text
-------------------------------------------------------------------------------------------------------------------------
3 /601                      Change        * Error         4765: Invalid State/Province
3 /601                      Change        * Error         2318: Country Code is invalid.
3 /601                      Change        * Error         2012: Territory not on file
                                  Customer Master Errors:        3
                                  Customer Master Warnings:      0
  * Additional errors may exist for this record.
```

This report prints for any error message or warning message that was found in the Customer Offline process. It prints to the report output queue specified on the Offline Customer/Ship To Maintenance Screen.

Any customer marked as *** Error** indicates that there is critical information missing or incorrect and that the requested add/change/delete/reinstate/suspend did not happen. When a customer has critical errors, the checking for other errors or warnings is skipped.

Any customer marked as **Error** indicates that the requested add/change/delete/reinstate/suspend did not happen due to additional errors found.

Any customer marked as **Warning** should be reviewed for accuracy as the system made an adjustment to the requested data.

If you are unsure of what a message indicates, display the message and its second level help text for additional information by keying: **DSPMSGD RANGE(USRnnnn) MSGF(DWERR)** and press **ENTER** where **nnnn** is the MIC message number printed on the report.

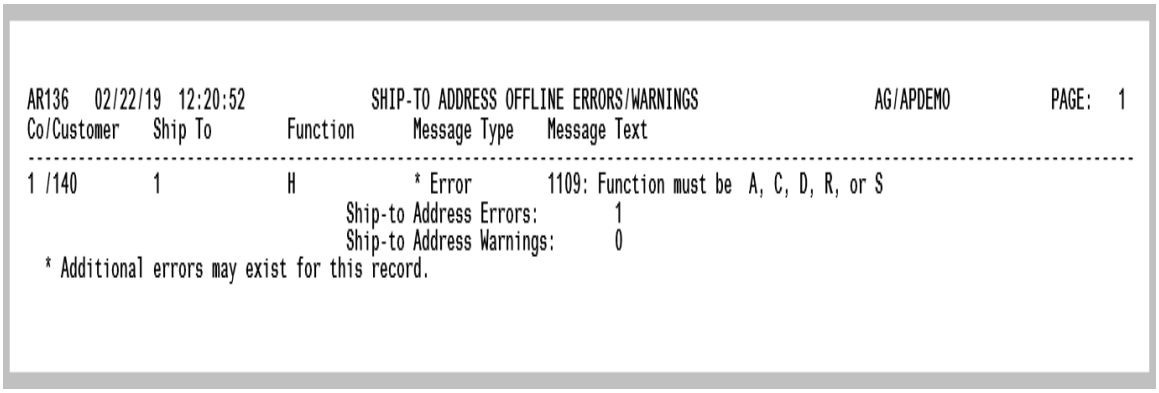
Fields that are found to be the same from the worksheet to the file being updated will be ignored. They are not printed as an error or warning, and they are not updated to the activity files.

Customer Offline Errors/Warnings Report

Field/Function Key	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
Co/Customer	The company and customer number that was submitted from the **CustomerShipToOffline.xlsm** document. Lowercase letters have been converted to uppercase letters to meet the criteria for the customer number field in the Customer Master File (**CUSMS**).
Function	Displays **Add**, **Change**, **Delete**, **Reinstate**, **Suspend**, as submitted from the **CustomerShipToOffline.xlsm** document.

Field/Function Key	Description
Message Type	Displays *** Error, Error** or **Warning**. Warning messages should be reviewed and the data submitted should be reviewed for accuracy as the data may have been changed by the program as it was updated to the files. All error messages have prevented the requested maintenance action from updating and will need to be resubmitted after the error condition is corrected in the **CustomerShipToOffline.xlsm**.
Message Text	The message text is the MIC message that would have been issued if the requested change was being keyed by the user. Use the following command to review the MIC message and the second level help text inserting the MIC message number to the USRnnnn parameter. **DSPMSGD RANGE(USRnnnn) MSGF(DWERR)** Select the option to Display Message Text to view the MIC message and the associated second level help text.

Ship-To Address Offline Errors/Warnings Report



```
AR136   02/22/19  12:20:52            SHIP-TO ADDRESS OFFLINE ERRORS/WARNINGS                AG/APDEMO          PAGE:   1
Co/Customer    Ship To       Function      Message Type    Message Text
-------------------------------------------------------------------------------------------------------------------------
1 /140         1             H             * Error         1109: Function must be  A, C, D, R, or S
                                    Ship-to Address Errors:        1
                                    Ship-to Address Warnings:      0
  * Additional errors may exist for this record.
```

This report prints for any error message or warning message that was found in the Ship-To Address Offline process. It prints to the report output queue specified on the Offline Customer/Ship To Maintenance Screen.

Any Ship To marked as *** Error** indicates that there is critical information missing or incorrect and that the requested add/change/delete/reinstate/suspend did not happen. When a Ship To has critical errors, the checking for other errors or warnings is skipped.

Any Ship To marked as **Error** indicates that the requested add/change/delete/reinstate/suspend did not happen due to additional errors found.

Any Ship To marked as **Warning** should be reviewed for accuracy as the system made an adjustment to the requested data.

If you are unsure of what a message is telling you, display the message and its second level help text for additional information by keying: **DSPMSGD RANGE(USRnnnn) MSGF(DWERR)** and press **ENTER** where **nnnn** is the MIC message number printed on the report.

Fields that are found to be the same from the worksheet to the file being updated will simply be ignored. They are not printed as a error or warning and they are not updated to the activity files.

Ship-To Address Offline Errors/Warnings Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
Co/Customer	The company and customer number that was submitted from the **CustomerShipToOffline.xlsm** document. Lowercase letters have been converted to uppercase letters to meet the criteria for the customer number field in the Customer Master File (**CUSMS**).
Ship To	The ship to number for the customer.

Report/Listing Fields	Description
Function	Displays **Add**, **Change**, **Delete**, **Reinstate**, or **Suspend**, as submitted from the CustomerShipToOffline.xlsm document.
Message Type	Displays *** Error**, **Error** or **Warning**. Warning messages should be reviewed and the data submitted should be reviewed for accuracy as the data may have been changed by the program as it was updated to the files. All error messages have prevented the requested maintenance action from updating and will need to be resubmitted after the error condition is corrected in the **CustomerShipToOffline.xlsm**.
Message Text	The message text is the MIC message that would have been issued if the requested change was being keyed by the user. Use the following command to review the MIC message and the second level help text inserting the MIC message number to the USRnnnn parameter. **DSPMSGD RANGE(USRnnnn) MSGF(DWERR)** Select the option to Display Message Text to view the MIC message and the associated second level help text.

Chapter 62 A/R History Update

The A/R History Update option is used to update the paid invoices. It copies the paid invoices to the Paid History File (**ARHHD**), but does not remove them from open invoices. Use this option if you want to print statements that show payments made since the last time invoices were purged through Paid Invoice Purge (MENU ARMAST).

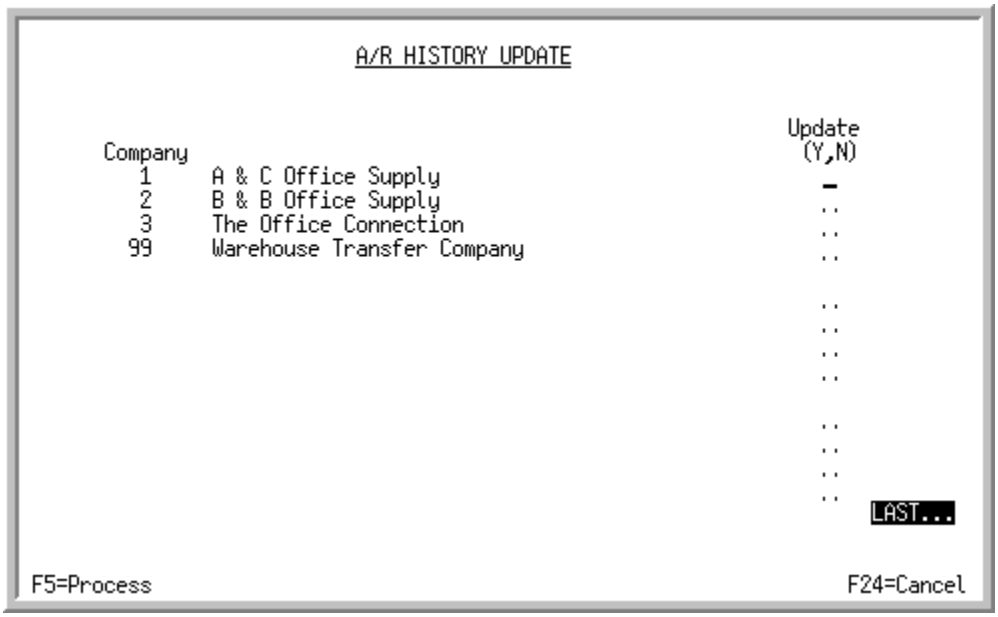
Run this option whenever you want paid invoices to show in the Paid Invoices File (**ARHHD**), while still displaying as open. It is recommended you run this option at least once a week.

A/R History Update

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
A/R History Update Company Selection Screen	Used to select a company for the update.

A/R History Update Company Selection Screen



This screen appears after you select option **10** - A/R History Update from the Accounts Receivable Master Menu (MENU ARMAST). A list of the companies defined for Distribution A+ display on this screen. Use this screen to specify the companies for which you want A/R History to be updated.

A/R History Update Company Selection Screen Field/Function KeyDescription

Field/Function Key	Description
Update	Use this field to specify the displayed companies for which you want A/R History to be updated. Key **Y** if you want the company's A/R History to be updated. Key **N** if you do not want the company's A/R History to be updated. (A 1) Required
F5=Process	Press the **F5=PROCESS** function key to update A/R History for the companies you specified on this screen.
F24=Cancel	Press the **F24=CANCEL** function key to cancel this option and return to the menu.

Chapter 63 Paid Invoice Purge

The Paid Invoices Purge option is used to update the paid invoices. It copies the paid invoices to the Paid History File (**ARHHD**), and removes them from the Open Invoice File (**ARDHD**). Also, A/R History will be updated for all companies.

Note: For credit card payment transactions and automated clearing house (ACH/Check) transactions, if the credit card transaction has not been settled, the paid invoice will not be purged from open receivables to paid receivables.

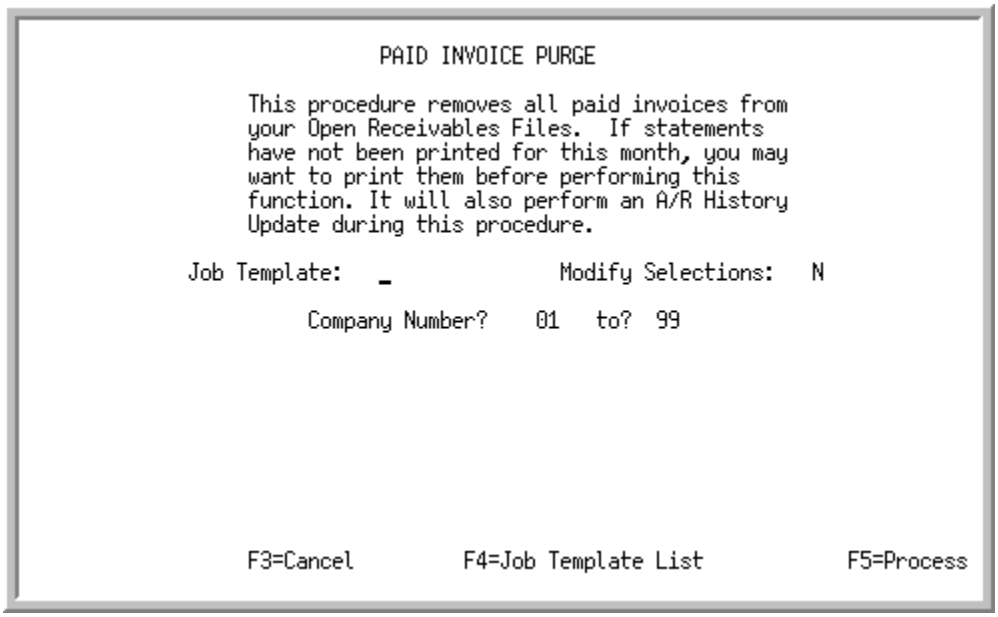
Paid Invoice Purge

Run this option when you want to purge paid invoices from the Open Invoice File (**ARDHD**) and update the Paid Invoice History File (**ARHHD**). This option is useful if you do not need to show detail payments on your statements. If you do not want detail payments on your statements, run this option before Month-End Processing. Otherwise, run this option after Month-End Processing is complete and you want to purge the open payments.

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Paid Invoice Purge Selection Screen	Used to select a company for the purge.
Paid Invoice Purge Report	Prints invoice history information for the invoices that were purged.

Paid Invoice Purge Selection Screen



This screen appears after you select Option **11** - Paid Invoice Purge on Accounts Receivable Master Menu (MENU ARMAST). Use this screen to select the companies that will have invoices purged.

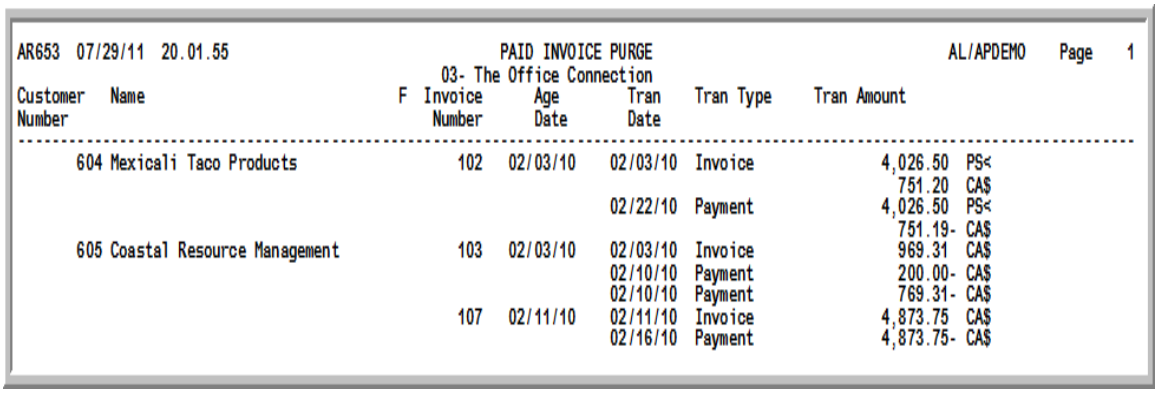
You also have the option to select the job template to be used for the Paid Invoice Purge job.

Paid Invoice Purge Selection Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process. For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters. If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key **N** in the **Modify Selections** field. You will then bypass all the output parameter screens. If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key **Y** in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job. If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission. **Note:** To review a list of existing job templates that have been created for the Paid Invoice Purge job, press **`F4=JOB TEMPLATE LIST`**. **Valid Values:** A job template defined for Paid Invoice Purge jobs (that is, AR651P) through Job Template Maintenance (MENU XAFILE). (A 10) Optional

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the **Job Template** field on this screen or select one with **F4=JOB TEMPLATE LIST**), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key **Y** if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key **Y**, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Infor Distribution A+ Cross Applications User Guide. Key **N** if you want to use the template as-is and you do not want to make any modifications. If you key **N**, a series of selections screens will not be displayed. **Valid Values:** Y or N; cannot be Y if the **Job Template** field is blank. (A1) Optional
Company	Run Paid Invoice Purge for one company, a range of companies, or all companies. Key the desired company number, range of companies, or leave blank for all companies. Refer to the Infor Distribution A+ Cross Applications User Guide for details about using ranges. (N 2,0) Required
F3=Cancel	Press **F3=CANCEL** to cancel this option and return to the menu.
F4=Job Template List	Press **F4=JOB TEMPLATE LIST** to display the Job Template List Screen, where you can review a list of existing job templates that have been created for the Paid Invoice Purge. Refer to Job Template Maintenance (MENU XAFILE) in the Infor Distribution A+ Cross Applications User Guide for further details.
F5=Process	Press **F5=PROCESS** to confirm your selections and submit the job to the Transaction Processor. Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press **ENTER**. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Infor Distribution A+ Cross Applications User Guide.

Paid Invoice Purge Report



```
AR653  07/29/11  20.01.55                    PAID INVOICE PURGE                              AL/APDEMO    Page    1
                                          03- The Office Connection
Customer   Name                          F  Invoice      Age       Tran     Tran Type     Tran Amount
Number                                      Number       Date      Date
-------------------------------------------------------------------------------------------------------------
      604 Mexicali Taco Products             102    02/03/10    02/03/10  Invoice             4,026.50  PS<
                                                                                               751.20  CA$
                                                                 02/22/10  Payment             4,026.50  PS<
                                                                                               751.19- CA$
      605 Coastal Resource Management        103    02/03/10    02/03/10  Invoice               969.31  CA$
                                                                 02/10/10  Payment               200.00- CA$
                                                                 02/10/10  Payment               769.31- CA$
                                             107    02/11/10    02/11/10  Invoice             4,873.75  CA$
                                                                 02/16/10  Payment             4,873.75- CA$
```

This report prints after performing a paid invoice purge through Paid Invoice Purge (MENU ARMAST). This report prints invoice history information for the invoices that were paid and purged from Distribution A+ for this purge.

Note: This report only prints if there are current paid invoices when you select to run this menu option.

Paid Invoice Purge Report

Report/Listing Fields	Description
Customer Number	This field represents the customer number of the customer for this invoice.
Name	This field represents the name of the customer for this invoice.
F	For finance charge invoices, an **F** prints in this column; for regular invoices the column is blank.
Invoice Number	This field represents the invoice number for this invoice.
Age Date:	This field represents the age date for this invoice.
Tran Date	This field represents the transaction date for this invoice.
Tran Type	This field represents the transaction type for this invoice.
Tran Amount	This field represents the transaction amount for this invoice. When International Currency is installed, the vendor's currency amount prints with the currency symbol and the company's local currency amount and currency symbol print on the line below,

Chapter 64 Global Alternate Ship Code Assignment

Alternate ship codes may be defined through Order Entry designating alternate shipping warehouses that may be used when entering an order. This code may then be manually assigned to a customer record, customer ship-to record, and/or warehouse record. Use this option to globally assign alternate ship codes to customers in the Customer/Ship to Master files. You may select a range of customers or all customers to which the selected alternate ship code will be assigned.

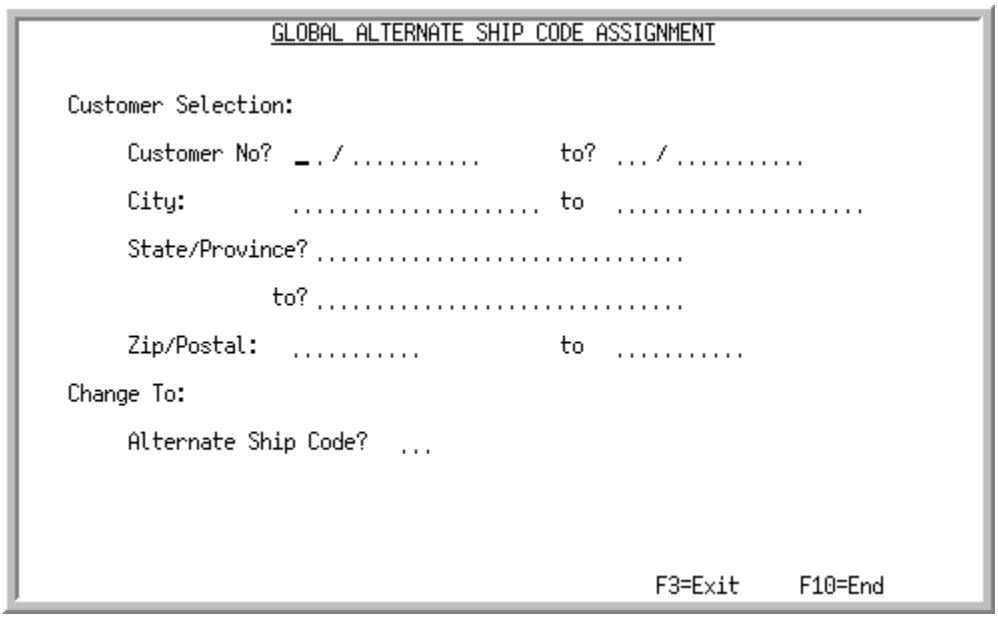
For additional information on alternate ship codes, refer to Alternate Shipping Warehouses Maintenance (MENU OEFIL2) as explained in the Infor Distribution A+ Order Entry User Guide.

Global Alternate Ship Code Assignment

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Global Alternate Ship Code Assignment Screen	Used to specify the range of customers to which the alternate code will be assigned.

Global Alternate Ship Code Assignment Screen



This screen appears after you select option **12** - the Global Alternate Ship Code Assignment from the Accounts Receivable Master Menu (MENU ARMAST). Use this screen to designate the range of customers to which the selected alternate ship code will be assigned.

Global Alternate Ship Code Assignment Screen Fields and Function Keys

Field/Function Key	Description
Customer Selection	Enter criteria in the following fields to designate the customers to which the selected alternate ship code will be assigned in the Customer/Ship to Master Files: • Company No/Customer No (N 2,0/N10,0) • City (A 20) • State/Province (A 30) • Zip/Postal (A 10) Leave all fields blank to select all customers. For example, if you select a range of customers from 01 to 10 in company 01 and also specify other criteria (city, state, etc.), the other criteria must match the customers selected in order for the code to be assigned. In other words, if you select customer 2 (who lives in RI) and enter **MA** in the **State** field, a match will not be found and the code will not be assigned. Optional

Field/Function Key	Description
Alternate Ship Code	Use this field to select the alternate ship code to which the customers designated will be assigned. Key the desired alternate ship code and press **ENTER** to display the code's description. **Valid Values:** Any alternate ship code defined through Alternate Shipping Warehouses Maintenance (MENU OEFIL2) (A 2) Required
F3=Exit	Press the **F3=EXIT** function key to cancel this option and return to the menu.
F10=End	Press the **F10=END** function key to globally update the selected customers with the alternate ship code designated on this screen. You will not be able to use your workstation momentarily while processing is occurring. When processing is complete, the Customer/Ship To Files will be updated with the selected alternate ship code for the selected customers. Additionally, if **Print F/M Audits** is **Y** in System Options Maintenance (MENU XAFILE), the Customer Master Maintenance Audit Trail will print. This report will print the customers to which the code was assigned. To view this report, refer to the Customer Master Audit Trail in Customer/Ship to Master Maintenance (MENU ARFILE).

Chapter 65 Bank Account Balance Maintenance

This option is described in Bank Account Balance Maintenance (MENU APMAST) of the Infor Distribution A+ Accounts Payable User Guide. Please refer to that guide for details.

Chapter 66 Customer Audit Activity Inquiry

Use the Customer Audit Activity Inquiry option to view customer and ship to activity information. Information includes a list of all activities associated with the customer, or customer ship to, such as:

- •function - add, change, delete, reactivate, or suspend
- •date of function
- •time and time zone of the function
- •user ID who performed the function
- •value of the field prior to the function
- •current value of the changed field
- •date the customer was added into Distribution A+ (if applicable)

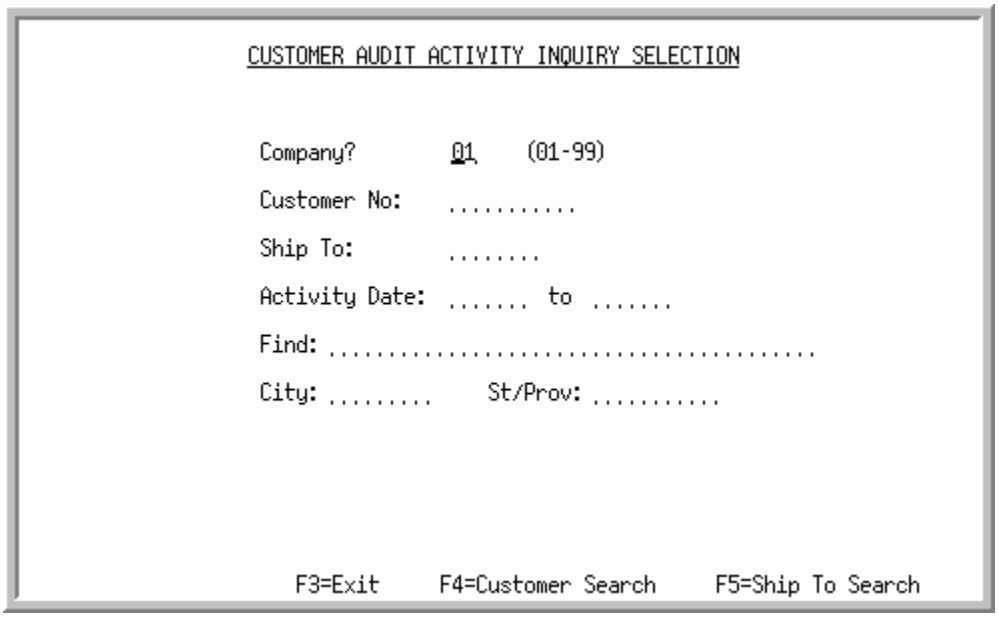
Note: Activity related to customer and ship to information is maintained through Customer/Ship to Master Maintenance (MENU ARFILE). This information is retained for the number of days specified in the **Days to Keep Customer Audit Activity** field on the A/R Options Screen through Accounts Receivable Options Maintenance (MENU XAFILE).

Customer Audit Activity Inquiry

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Customer Audit Activity Inquiry Selection Screen	Used to select the customer whose information you want to view.
Customer Audit Activity Inquiry Screen	Displays customer ship to activity for the selected customer.

Customer Audit Activity Inquiry Selection Screen



This screen appears after you select option **14** - Customer Audit Activity Inquiry option from the Accounts Receivable Master Menu (MENU ARMAST). Use this screen to select the customer or customer/ship to number for which activity information will display in this inquiry.

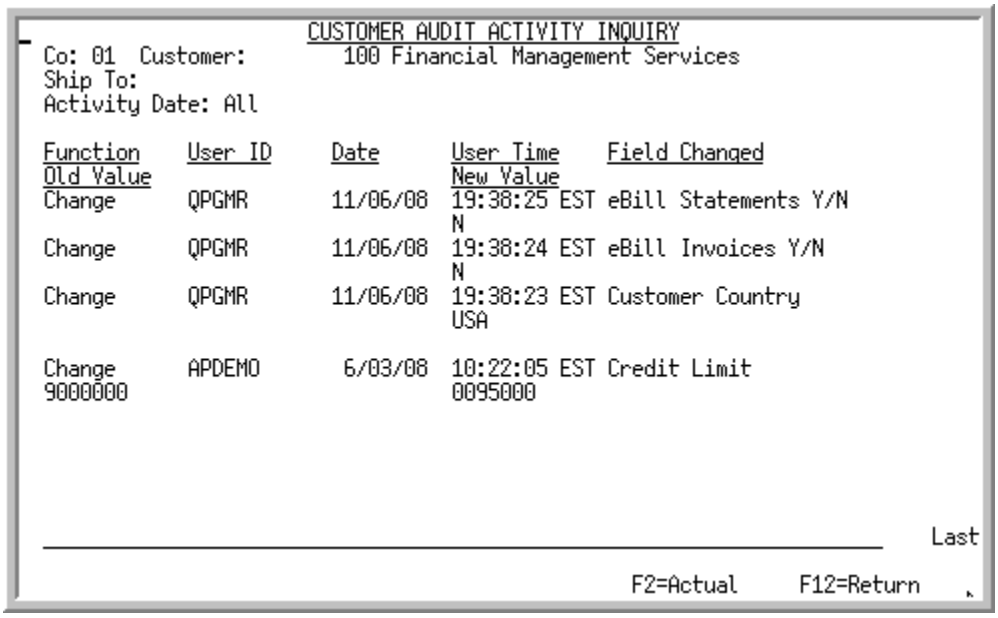
Customer Audit Activity Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field is display only if the **Multi Company** field is set to **N** through System Options Maintenance (MENU XAFILE). Key the number of the company for the customer whose activity you want to review. **Default Value:** The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) **Valid Values:** A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required/Display
Customer No	Key the number of the customer whose activity you want to review. **Valid Values:** A customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE). (N 10,0) Required

Field/Function Key	Description
Ship To	Use this field to review ship to activity information for the customer specified in the **Customer No** field. Key the ship to number for the customer. If you are unsure of the ship to address, key the customer number in the **Customer No** field and press **F5=SHIP TO SEARCH** to display a list of ship to addresses for the customer. (A 7) Optional
Activity Date	Key the activity date range for which you want to display customer/ship to activity information. For information on entering ranges, refer to the Infor Distribution A+ Cross Applications User Guide. **Valid Values:** The date keyed in the **Default Date Format** field specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, in the system's **Default Date Format** field specified through System Options Maintenance (MENU XAFILE). (2 @ N6,0) Optional
Find	Either alone or with the **City** and **St/Prov** fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space: • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer's zip/postal code For information about entering search criteria, refer to the Searches topic in the Introduction section of the Infor Distribution A+ Cross Applications User Guide. (A 40) Optional
City	Either alone or with the Find and St/Prov fields, allows you to search for a customer in a particular city. Key up to 8 characters (the first 8) of the customer's city. For information about entering search criteria, refer to the Searches topic in the Introduction section of the Infor Distribution A+ Cross Applications User Guide. (A 8) Optional

Field/Function Key	Description
St/Prov	Either alone or with the **Find** and **City** fields, allows you to search for a customer in a particular state or province. Key up to 10 characters (the first 10) of the state or province code. For information about entering search criteria, refer to the Searches topic in the Introduction section of the Infor Distribution A+ Cross Applications User Guide. (A 10) Optional
F3=Exit	Press the **F3=EXIT** function key to cancel this option and return to the menu.
F4=Customer Search	After entering search criteria in the **Find**, **City**, and **St/Prov** fields, press the **F4=CUSTOMER SEARCH** function key to display the Customer Search Screen, which lists customers that match all the search criteria.
F5=Ship To Search	After entering a customer number in the **Customer No** field, press the **F5=SHIP TO SEARCH** function key to display the Ship-To Search Screen, which allows you to search for and select a ship to address for the customer.

Customer Audit Activity Inquiry Screen



This screen appears after you press **ENTER** on the Customer Audit Activity Inquiry Selection Screen.

This screen displays customer/ship to activity based on information entered through Customer/Ship to Master Maintenance (MENU ARFILE) and selection criteria entered on the Customer Audit Activity Inquiry Selection Screen. Information is listed beginning with the most current activity first.

The top portion of the screen displays the following:

- Co: the company number of the customer
- Customer: the customer number and name
- Ship To: the ship to number of the customer (if applicable)
- Activity Date: the date range used to limit this query

The middle portion of the screen displays the following:

- function performed
- user ID
- date of the function
- time of the function

If the customer number is a new customer number that has been added through Customer/Ship to Master Maintenance (MENU ARFILE), the customer's name will display in the **New Value** field.

If the ship to number is a new ship to number that has been added through Customer/Ship to Master Maintenance (MENU ARFILE), the customer's ship to number will display in the **New Value** field.

If a customer or ship to number has been changed through Customer/Ship to Master Maintenance (MENU ARFILE), the screen will also display the following:

- name of the field that was changed
- value of the field prior to the change
- value of the field after the change

Customer Audit Activity Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Function	This field displays the description of the customer/ship to activity: • Add • Change • Delete • Reactivate • Suspend Display
User ID	This field displays the name of the user who performed the function. Display
Date	This field displays the date the function was performed. Display
User Time/System Time	This field toggles between displaying the user time and the system time that the function was performed. Display
Field Changed	This field displays the name of the field that was altered when the function was performed. Display
Old Value	This field displays the value of the field prior to the change. Display
New Value	This field displays the value of the field after the change. Display
F2=Actual/F2=User	Press the **F2=ACTUAL** / **F2=USER** function key to toggle between actual time zones and user time zones.
F12=Return	Press the **F12=RETURN** function key to return to the Customer Audit Activity Inquiry Selection Screen.

Chapter 67 Re-Age Open Receivables

Open receivables are re-aged automatically as part of day-end processing. This option will be used to re-age the open receivables immediately, usually after a correction to an invoice aging date through the Customer Inquiry.

The program will run interactively. There are normally no screens presented. If you attempt to process this job when Day-end Processing is running a break message will be sent to the user to indicate that the job cannot be run now.

Chapter 68 Month End Processing

Use the Month End Processing option to post all fully paid invoices to A/R History, calculate and assess finance charges, print the a Finance Charge Listing, print statements, purge all invoices for balance forward customers and create a balance forward aging summary.

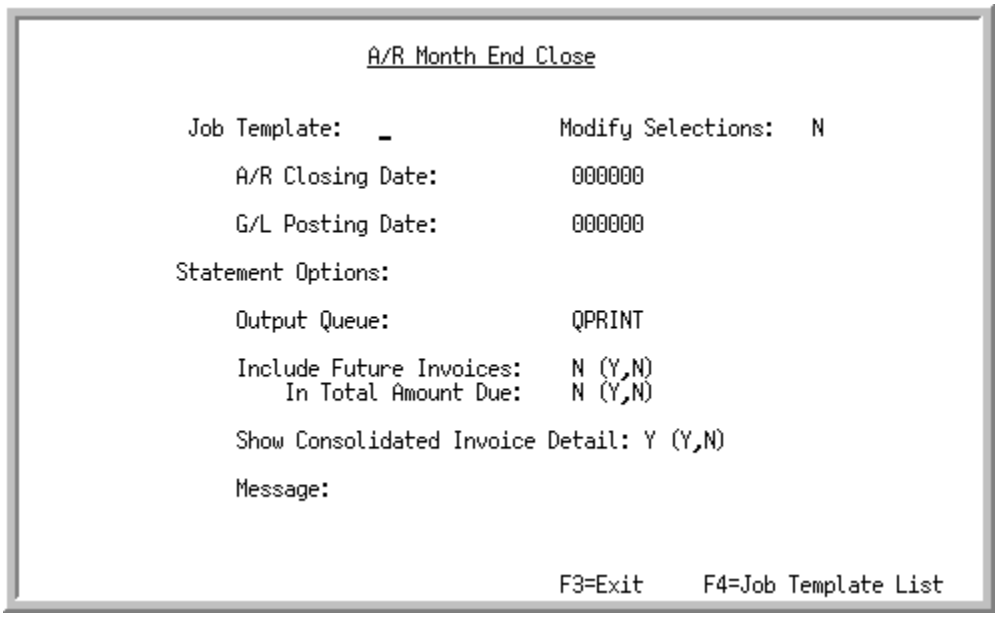
Month End Processing

Run this option when you want to close the month, assess finance charges, and print statements. You may run this option before or after running your Sales Analysis Period End Processing (MENU SAMAST).

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
A/R Month End Close Selection Screen	Used to select the date and output information for the closing statement.
A/R Month End Close Screen	Used to select the companies that will be closed.
Finance Charge Listing	Used to identify which customers had a finance charge added to their account.

A/R Month End Close Selection Screen



This screen appears after you select option **21** - Month End Processing from the Accounts Receivable Master Menu (MENU ARMAST). Use this screen to select the A/R closing date, G/L closing date, and statement message.

You also have the option to select the job template to be used for the A/R Month End Processing job.

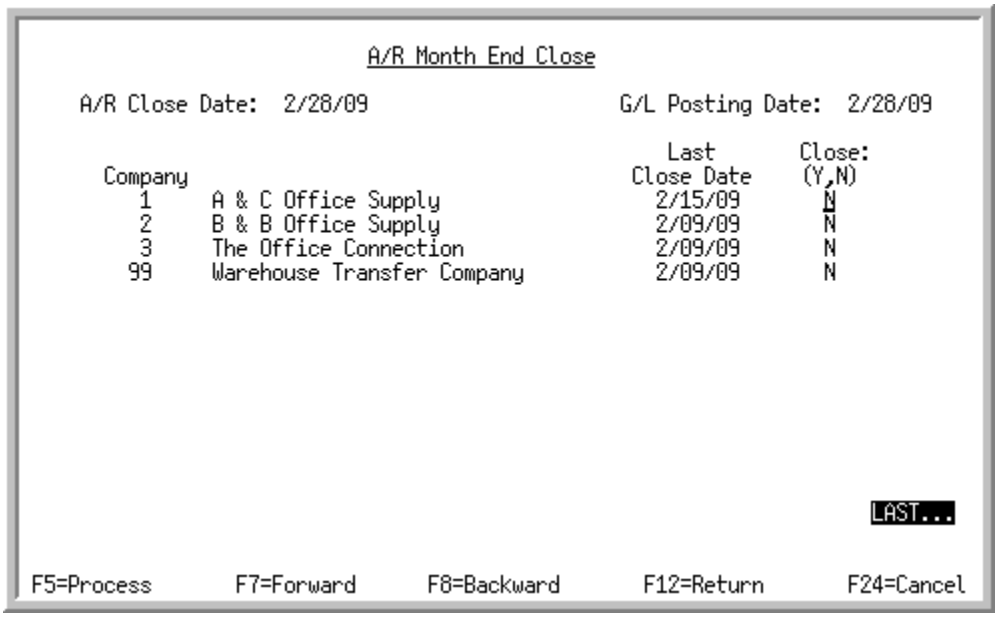
A/R Month End Close Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process. For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters. If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key **N** in the **Modify Selections** field. You will then bypass all the output parameter screens. If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key **Y** in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job. If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission. **Note:** To review a list of existing job templates that have been created for the A/R Month End Processing job, press **`F4=JOB TEMPLATE LIST`**. **Valid Values:** A job template defined for A/R Month End Processing jobs (that is, AR699PP) through Job Template Maintenance (MENU XAFILE). (A 10) Optional

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the **Job Template** field on this screen or select one with **F4=JOB TEMPLATE LIST**), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key **Y** if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key **Y,** a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Infor Distribution A+ Cross Applications User Guide. Key **N** if you want to use the template as-is and you do not want to make any modifications. If you key **N**, a series of selections screens will not be displayed. **Valid Values:** Y or N; cannot be Y if the **Job Template** field is blank. (A1) Optional
A/R Closing Date	This date (which is the month-end closing date that appears on statements) is used to age invoices on the statements and as a base to assess finance charges. Key the last date that you would like to include in this A/R month end close. **Valid Values:** A date entered in the **Default Date Forma**t for this user, specified through Register Application Plus User IDs (MENU XACFIG), or if that field is blank, key the **Default Date Format** specified for the system through System Options Maintenance (MENU XAFILE). (N 6,0) Required
G/L Posting Date	This is the date Distribution A+ will use when posting the A/R month end transactions to G/L. Enter the date to which you would like to post the A/R month end transactions. You may post to any open or temporarily closed period. A warning message is displayed when posting to a temporarily closed period, but you may still post. You cannot post to a permanently closed period; therefore, a date within that period is invalid. **Valid Values:** A date keyed in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). The date must fall within an open or temporarily closed period in G/L when interfaced. (N 6,0) Required

Field/Function Key	Description
Output Queue	Use this field to enter the ID of the System i Output Queue to which the print job for the A/R Statements will be sent. The default is the one assigned to the user's profile on the System i, unless output queue overrides have been set up through Output Queue Overrides Maintenance (MENU XAFILE). Refer to Output Queue Overrides Maintenance (MENU XAFILE) for a detailed explanation of output queue overrides. Key the output queue to which this print job will be sent. If forms@work is installed, you can specify the forms@work output queue in this field to allow forms@work to handle the statement. (A 10) Required
Include Future Invoices	Key **Y** to print future invoices (those with an aging date greater than the statement date) on the A/R statements. Key **N** to not show future invoice detail on the printed A/R statements. (A 1) Required
(Include Future Invoices) In Total Amount Due	Key **Y** to include the value of the future invoices (those with an aging date greater than the statement date) in the customer's Total Amount Due that prints on the A/R statements. Key **N** to not include the value future invoices. The total amount due will be calculated from the Current and 4 Aging Periods. (A 1) Required
Show Consolidated Invoice Detail	Key **Y** to print the individual detail invoices that comprise the consolidated invoices based on Consolidated Bill Codes. Key **N** to not print the individual invoice detail and only show the consolidated invoices on the A/R statements. (A 1) Required
Statement Message	Enter the message that you would like to appear on your statements. (A 50) Optional
F3=Exit	Press **F3=EXIT** to cancel this option and return to the menu.
F4=Job Template List	Press **F4=JOB TEMPLATE LIST** to display the Job Template List Screen, where you can review a list of existing job templates that have been created for A/R Month End Processing. Refer to Job Template Maintenance (MENU XAFILE) in the Infor Distribution A+ Cross Applications User Guide for further details.
Enter	Press **ENTER** confirm your selections. The A/R Month End Close Screen will appear.

A/R Month End Close Screen



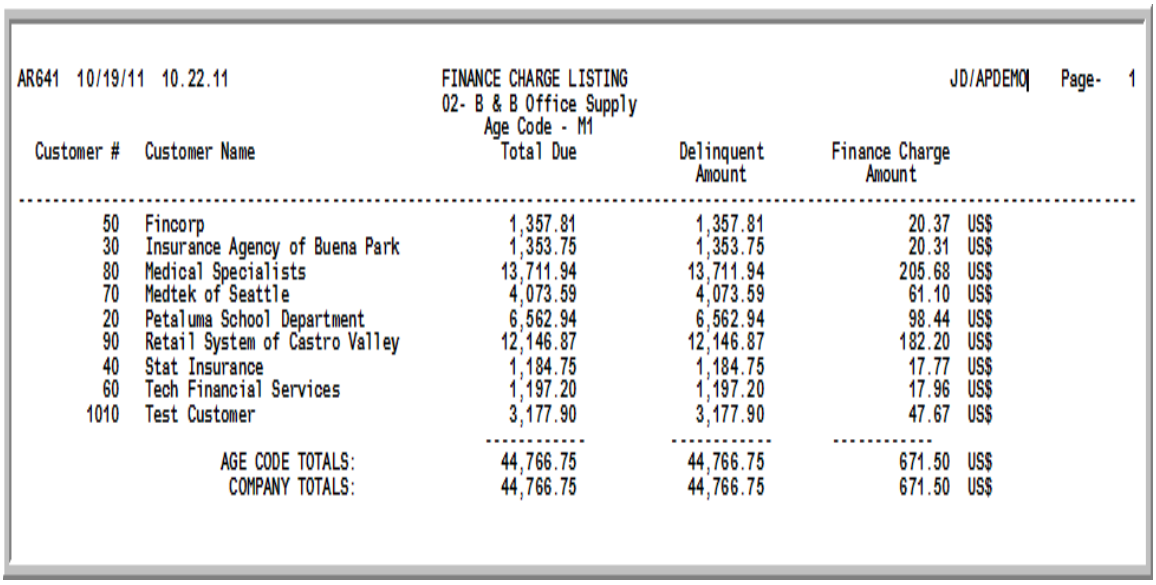
This screen appears after you press **ENTER** on the A/R Month End Close Selection Screen. Use this screen to select the companies you would like to close.

A/R Month End Close Screen Field and Function Keys

Field/Function Key	Description
Close	This field indicates which companies you would like to include in the month end closing. Key **Y** if you would like to close this company. Key **N** if you would like to exclude this company from the month end close. **Note:** This field is not available if the closing date specified on the A/ R Month End Close Selection Screen is less than or equal to the last close date shown for the company. (A 1) Required
F5=Process	Press the **F5=PROCESS** function key to confirm your selections and submit the job to the Transaction Processor. Additionally, depending on your selections in the **Job Templates** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press **ENTER**. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Infor Distribution A+ Cross Applications User Guide.

Field/Function Key	Description
F7=Forward	If **More**... displays in the lower right hand corner of the screen, press the **F7=FORWARD** function key to display the next group of companies. If the word **Last**... appears, then you reached the end of the data, and rolling forward will cause the search to start over.
F8=Backward	Press the **F8=BACKWARD** function key to scroll back to the previous screen of companies. If you reach the beginning of the data, then rolling back will not change the data displayed.
F12=Return	Press the **F12=RETURN** function key to return to the A/R Month End Close Selection Screen.
F24=Cancel	Press the **F24=CANCEL** function key to cancel this option and return to the menu.

Finance Charge Listing



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02- B & B Office Supply
Age Code - M1

Customer #	Customer Name	Total Due	Delinquent Amount	Finance Charge Amount	
50	Fincorp	1,357.81	1,357.81	20.37	US$
30	Insurance Agency of Buena Park	1,353.75	1,353.75	20.31	US$
80	Medical Specialists	13,711.94	13,711.94	205.68	US$
70	Medtek of Seattle	4,073.59	4,073.59	61.10	US$
20	Petaluma School Department	6,562.94	6,562.94	98.44	US$
90	Retail System of Castro Valley	12,146.87	12,146.87	182.20	US$
40	Stat Insurance	1,184.75	1,184.75	17.77	US$
60	Tech Financial Services	1,197.20	1,197.20	17.96	US$
1010	Test Customer	3,177.90	3,177.90	47.67	US$
	AGE CODE TOTALS:	44,766.75	44,766.75	671.50	US$
	COMPANY TOTALS:	44,766.75	44,766.75	671.50	US$

This listing prints after you press the **F5=PROCESS** function key on the A/R Month End Close Screen to create finance charges. This listing prints to identify which customers had a finance charge added to their account. The finance charges are added with an invoice number of Fccyymmdd, where cc=century, yy=year, mm=month, and dd=day. For example, if month end was run with a date of 03/31/10, then the finance charge invoice number would be F20100331.

The **Delinquent Amount** field on this listing is prorated, calculated by taking the difference between the days old of the invoice, and the delinquent days and multiplying that by the entire amount of the invoice. For example, not until the invoice is 30 days late would the entire invoice amount be multiplied by the finance charge percent to calculate finance charges. If after the first day the invoice is late, the finance charge would be calculated by multiplying the entire invoice amount by the finance charge percent (this would then be a modification).

Appendix A A/R Statement Format

The statement shown in this section is an example of the Accounts Receivable Statement Format. The form itself is divided into two portions:

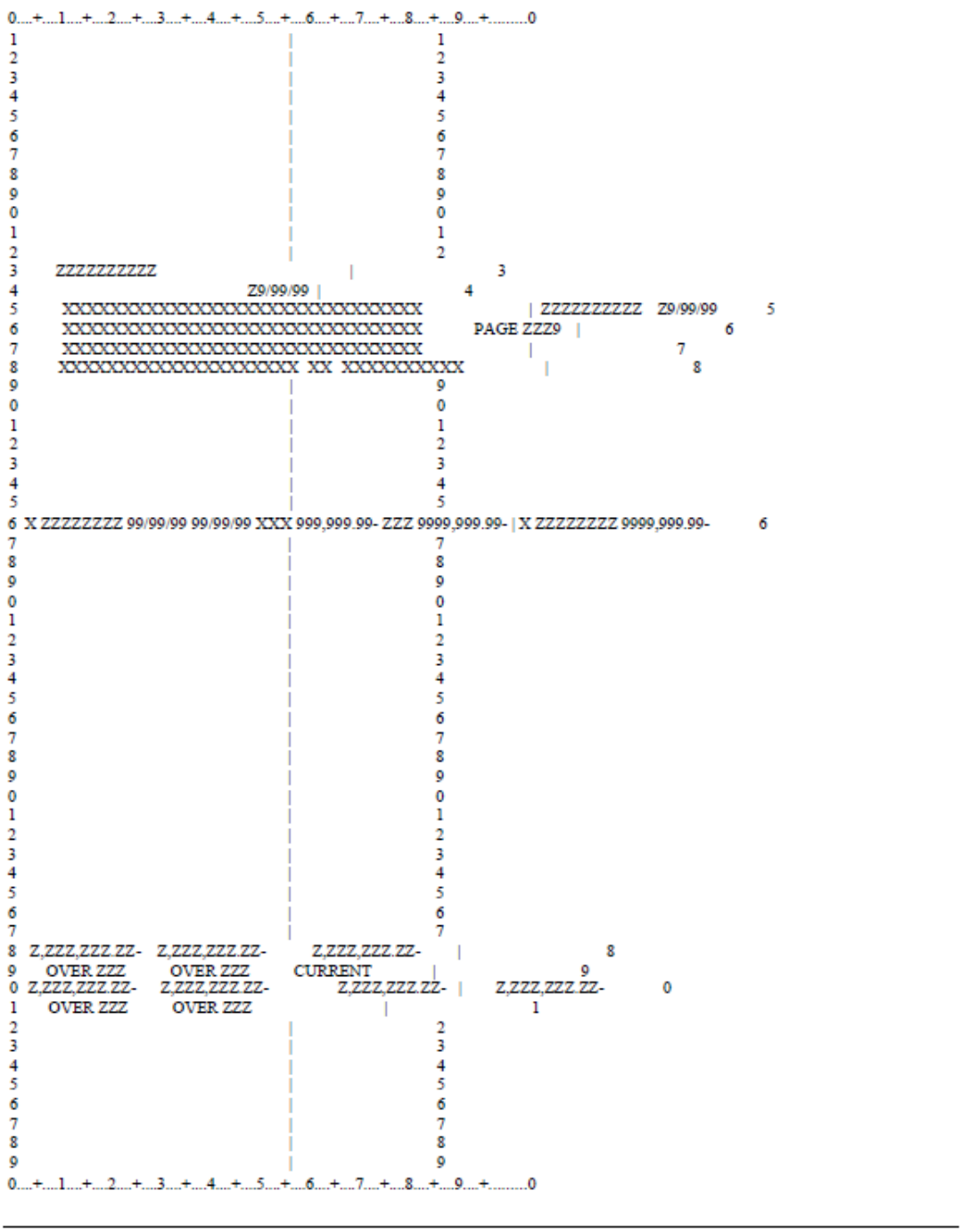
- The customer copy consists of customer identification, detailed invoice data including aging date, and open dollar amounts
- The return payment stub consists of customer identification, invoice number and open dollar amounts

The layout of the form is described as follows:

- 10 characters per inch
- 6 lines per inch
- Tear strip for the form is located at position 65 and is vertical

Note: The A/R Statement can be printed and/or faxed depending on whether if you have the FAX module installed. If you do have FAX and you choose to fax this statement, you can specify criteria on how to fax this statement. Refer to the Infor Distribution A+ FAX User Guide for more information regarding how to fax this statement.

A/R Statement Format



A/R Statement Fields

Report/Listing Fields	Description
Customer Number	The customer number assigned to the customer through Customer/Ship to Master Maintenance (MENU ARFILE). Rather than the original customer who placed the order, this could be an "A/R Customer" who is defined as the responsible party for invoice payments when this customer places an order. An A/R Customer is defined for another customer through the same option by entering the number of the desired A/R customer in the **A/R Cust No** field. This prints on the customer copy of the statement.
Customer Number	The customer number or A/R customer number assigned to the customer through Customer/Ship to Master Maintenance (MENU ARFILE). This prints on the return payment stub.
Customer Name/Address	The customer name and address data defined for a customer through Customer/Ship to Master Maintenance (MENU ARFILE). The address printed is the actual customer's address, not a ship-to address. Ship-to addresses are reserved for item shipment and are not used for billing. If an A/R customer number is not being used, this address may be that of an assigned "Headquarter Customer". A headquarter customer is used only for the printing of these statements so that while each affiliated customer's name will cause a separate statement to print, the addresses will all reflect that of the headquarter customer. A headquarter customer is assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFILE) by entering the desired customer number in the Hdqtr Cust No field. This prints on the customer copy of the statement.
The invoice information prints on the customer copy of the statement in the following order:	
F	If any finance charges are applicable, an F will print prior to the invoice number.
Number	The number assigned to the invoice, credit memo, or finance charge. Invoice and Credit Memo numbers are assigned automatically as orders are shipped. Finance charges are assigned an invoice number equal to the date that finance charges are calculated through Month-End Processing (MENU ARMAST), in century-year-month-day format. For example, finance charges calculated during Month-End on January 30, 1992, are assigned the invoice number 19920130. **Note:** The next number to be assigned is displayed and maintainable through Order Entry Options Maintenance (MENU XAFILE).

Report/Listing Fields	Description
Transaction Date	The date the actual transaction occurred. **Note:** The date will be printed using the Date Format specified for the customer's country through Country Name Maintenance (MENU ARFIL2), or if that field is blank, the date will be printed using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).
Aging Date	The date on which the process of aging began. **Note:** The date will be printed using the Date Format specified for the customer's country through Country Name Maintenance (MENU ARFIL2), or if that field is blank, the date will be printed using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).
Transaction Type	The type of transaction, described as either an invoice (INV), a credit memo (C/M), a finance charge (F/C), a payment (PAY), or an adjustment (ADJ).
Original Amount	The original dollar value of the transaction.
Aging Days	The number of days that the transaction has aged.
Open Amount	The remaining outstanding balance due for the transaction.
The invoice information prints on the return payment stub in the following order:	
F	If any finance charges are applicable, an F will print prior to the invoice number.
Number	The number assigned to the invoice, credit memo, or finance charge. Invoice and Credit Memo numbers are assigned automatically as orders are shipped. Finance charges are assigned an invoice number equal to the date that finance charges are calculated through Month-End Processing (MENU ARMAST), in century-year-month-day format. For example, finance charges calculated during Month-End on January 30, 1992, are assigned the invoice number 19920130. **Note:** The next number to be assigned is displayed and maintainable through Order Entry Options Maintenance (MENU XAFILE).
Open Amount	The remaining outstanding balance due for the transaction. **Note**: If a headquarter customer is being used, totals reflecting a combination of all applicable customer's totals will be printed.

Report/Listing Fields	Description
Aging	The four aging periods (in addition to the current) that this customer is being aged on (default aging periods are based on the customer's aging code) are printed. The total value being aged in each period is also printed. This prints on the customer copy of the statement.
Total (customer copy)	The total outstanding dollar value. This prints on the customer copy of the statement.
Total (return payment stub)	The total outstanding dollar value. This prints on the return payment stub.

Appendix B Offline Accounts Receivable Standards

Worksheet Overviews

- All columns on the **CustomerShipToOffline.xlsm** workbook will be formatted as text.
- When adding a new customer/ship to address, all required fields must be filled in and any other optional fields that you wish to have the data entered for should be filled in.
- When changing a customer/ship to address, after the key field requirements, complete only the fields that are being changed. You do not have to key data in every field; all other fields not being changed for the record can be left blank.
- When deleting a customer/ship to address, only key values, such as the customer number, must be entered.
- If the field being entered is numeric in the Distribution A+ files, you may just enter the number value that should be updated in the Distribution A+ file.
- To enter a value with a decimal, you need to include the decimal point in the value entered on the workbook. For example, to update the Write-Off Percent field in the Customer Master File with 2.5, enter 2.500 on the workbook, not 250.
- To zero out a numeric field, enter zero (‘0’) for the field value.
- Date fields should be entered in YYMMDD format.
- For any new date fields in the **CUSOFA** and **ADROFA** files, there will be no century field, so you will not be able to enter century values on the **CustomerShipToOffline.xlsm** workbook. The Offline Customer Maintenance and Offline Ship-To Maintenance programs will automatically determine the century based on the date entered, just like Customer/Ship to Master does.
- There is no way to blank out character fields in a record when using the offline worksheets. Regular maintenance needs to be performed to manually blank out character fields.
- Customer/ship to address is created based on the guidelines used in Customer/Ship to Master Maintenance (MENU ARFILE).
- Customer numbers will always be automatically assigned through the Offline A/R Maintenance process.

Offline Cash Entry Standards

The 3 offline files below are used by offline cash entry to edit and create a group of cash receipts. The offline file is loaded to Distribution A+ through Offline Cash Entry (MENU ARMAIN) and creates a cash receipts group. It is also loaded from Incoming 820 Remittance/Payments.

Once the group is created, use Cash & Adjustment Entry/Edit (MENU ARMAIN) and Cash & Adjustment Post (MENU ARMAIN) to edit and post the invoice payment transactions.

A/R Cash Entry Files Record Layouts

A/R Cash Entry Group Header Offline File - ARHOF

This record creates the Cash Receipts Group Header File.

Field Name	Description	Specifications	Format
XHTRSQ*	Transaction Sequence Control	Links the header and detail files together for a specific transaction group	N 5,0
XHTPID*	Trading Partner ID	Used by EDI for the I820 transaction set; leave blank	A 15
XHLINK	User Link	Used by EDI for the I820 transaction set; leave blank	A 30
XHTRCC	Transaction Date Century	Required with transaction date field	N 2,0
XHTRDT	Transaction Date	If blank, defaults to today's date	N 6,0
XHTRAM	Cash Received Amount	Total cash received amount for group	N 15,2
XHBANO	Customers Bank Number	The Customer's ABA Bank Account Number where the amount for the deposit into our internal bank account will come from.	A 15
XHCHAD	Bank Account	The company's Bank Account (as defined in Distribution A+) that will receive the money (payment from the customer, deposit into this bank account).	A 10
XHCONO	Company Number	The Company Number that will receive the deposit.	N 2,0

XHCURR	Currency Code	Currency code for the group's local currency	A 3
XHEXRT	Exchange Rate	Override exchange rate for trading currency groups	N 13,6
XHGRID	Group ID Number	Cash Receipts Group Number	A 2
XHCMPL	Group Processing Completed Y/N	Used by the Offline Cash Receipts process; leave blank	A 1

A/R Cash Entry Detail Offline File – ARDOF

This record is the customer's invoice payment. The amount credited must equal cash received minus the discount minus the adjustment amounts.

Field Name	Description	Specifications	Format
XDTRSQ*	Transaction Sequence Control	Links the header and detail files together for a specific transaction group	N 5,0
XDLNSQ*	Line Sequence	The line sequence should be unique for each payment transaction for the customer	N 5,0
XDCSNO	Customer Number		N 10,0
XDCHNR	Check Number		A 10
XDINNO	Invoice Number		N 8,0
XDINCC	Transaction Date Century	Required with transaction date	N 2,0
XDINDT	Transaction Date	If blank, defaults to group header date	N 6,0
XDPDAM	Cash Received Amount	Total amount received for invoice	N 15,2
XDCRAM	Credited Amount	Amount to be credited to invoice balance	N 15,2
XDCDAM	Cash Discount Amount	Amount of cash discount taken for invoice	N 15,2
XDAJAM	Adjustment Amount	Amount being adjusted from invoice balance	N 15,2
XDAJNO	Adjustment Number	Adjustment number for GL transaction of adjustment amount	A 6

XDFL79	Character Filler Field	A 79

A/R Cash Entry Payment Comments Offline File - ARPOF

This record is only needed when receiving payment comments for an invoice.

Field Name	Description	Specifications	Format
XPTRSQ*	Transaction Sequence Control	Links the header and detail files together for a specific transaction group	N 5,0
XPLNSQ*	Line Sequence	Links comments to the ARDOF payment transaction for the customer	N 5,0
XPSQ02*	Sequence Number	Sequences the comment lines within the invoice's Line Sequence for multiple lines of comment text	N 2,0
XPCTXT	Comment Text		A 60
XPPRST	Print on Statements	Y/N	A 1

Offline Customer/Ship-to Maintenance Standards

Customer Master Maintenance Offline File - CUSOFA

This record creates the Customer Master File (**CUSMS**) records.

Field Name	Description	Specifications	Format
YCCONO	Company Number	**CUSMS** - CMCONO Required	A 2

Field Name	Description	Specifications	Format
YCCSNO	Customer Number	**CUSMS** - CMCSNO Optional on Add If customer number is left blank on an add, a customer number will be auto-assigned. Required on Change, Delete, Suspend, Reinstate	A 10
YCFNCD	Function Code	**CUSMS** Required A-Add, C-Change, D-Delete, R-Reinstate, S-Suspend	A 1
YCCSNM	Customer Name	**CUSMS** - CMCSNM Required If customer name is left blank on an add, the value will be populated with the name from Copy Customer Number (defined in AR Company Options), if one is defined. If not, then name from “New Customer Order” Customer Number will be used, if defined. If not, then a Customer Name must be supplied.	A 30
YCCAD1	Customer Address Line 1	**CUSMS** - CMCAD1 Optional	A 30
YCCAD2	Customer Address Line 2	**CUSMS** - CMCAD2 Optional	A 30
YCCAD3	Customer Address Line 3	**CUSMS** - CMCAD3 Optional	A 30
YCCAD4	Customer Address Line 4	**CUSMS** - CMCAD4 Optional	A 30
YCCITY	City	**CUSMS** - CMCITY Optional	A 20
YCSTAT	State/Province	**CUSMS** - CMSTAT Optional	A 30
YCZIP4	Zip/Postal	**CUSMS** - CMZIP4 Optional	A 10

Field Name	Description	Specifications	Format
YCCOUN	County	**CUSMS** - CMCOUN Optional	A 30
YCCTID	Customer Country	**CUSMS** - CMCTID Optional	A 3
YCTRNO	Territory Number	**CUSMS** - CMTRNO Required If the company is the warehouse transfer company, then defaults to **Misc Code Value** as defined in Setup Warehouse Transfer Options (MENU POMAST - Option 7).	A 3
YCCSCL	Customer Class	**CUSMS** - CMCSCL Required If the company is the warehouse transfer company, then defaults to **Misc Code Value** as defined in Setup Warehouse Transfer Options (MENU POMAST - Option 7).	A 2
YCCSSC	Customer Subclass	**CUSMS** - CMCSSC Optional	A 2
YCCSRT	Customer Sort Word	**CUSMS** - CMCSRT Required	A 10
YCDFSH	Default Ship-To Number	**CUSMS** - CMDFSH Optional	A 7
YCDFWH	Default Warehouse	**CUSMS** - CMDFWH Required If left blank on an add, it defaults to the user's Default Warehouse.	A 2
YCDSHV	Default Ship Via	**CUSMS** - CMDSHV Optional	A 20
YCDMSN	Default Misc. Note	**CUSMS** - CMDMSN Optional	A 30
YCPORQ	Purchase Order Required	**CUSMS** - CMPORQ Required If left blank on an add, it defaults to **Y**.	A 1

Field Name	Description	Specifications	Format
YCARCS	Accounts Receivable Customer Number	**CUSMS** - CMARCS Optional	A 10
YCHQCS	Accounts Receivable HQ Customer Number	**CUSMS** - CMHQCS Optional	A 10
YCRP#1	Sales Representative Number	**CUSMS** - CMRP#1 Required (for first sales rep only) If the company is the warehouse transfer company, then it defaults to **1**.	A 5
YCRP#2	SecondSales RepNumber	**CUSMS** - CMRP#2 Optional	A 5
YCRP#3	Third Sales Rep Number	**CUSMS** - CMRP#3 Optional	A 5
YCFETC	Federal Excise Tax Code	**CUSMS** - CMFETC Required If left blank on an add, it defaults to **N**.	A 1
YCTXCD	Sales Tax Code	**CUSMS** - CMTXCD Required 0, 1, 2, 3, J If left blank on an add, it defaults to **0**. If the company is the warehouse transfer company, then it defaults to **3**.	A 1
YCTXBD	Tax Body	**CUSMS** - CMTXBD Required If the company is the warehouse transfer company, then defaults to **Misc Code Value** as defined in Setup Warehouse Transfer Options (MENU POMAST - Option 7).	A 10
YCEXNO	Tax Exempt Certificate Number	**CUSMS** - CMEXNO Optional	A 15
YCECED	Tax Exempt Cert# Expiration Date	**CUSMS** - CMECED Optional	A 6

Field Name	Description	Specifications	Format
YCAGCD	Accounts Receivable Aging Code	**CUSMS** - CMAGCD Required If the company is the warehouse transfer company, then defaults to **Misc Code Value** as defined in Setup Warehouse Transfer Options (MENU POMAST - Option 7).	A 2
YCTMCD	A/R Terms Code	**CUSMS** - CMTMCD Required If the company is the warehouse transfer company, then defaults to **Misc Code Value** as defined in Setup Warehouse Transfer Options (MENU POMAST - Option 7).	A 2
YCPRST	Print Statement?	**CUSMS** - CMPRST Required If left blank on an add, it defaults to **Y**. If the company is the warehouse transfer company, then it defaults to **N**.	A 1
YCFNCH	Assess Late Charges?	**CUSMS** - CMFNCH Optional	A 1
YCBFOI	Balance Forward /Open Item	**CUSMS** - CMBFOI Required B/O If left blank on an add, it defaults to **O**.	A 1
YCPRDS	Price Discount Code	**CUSMS** - CMPRDS Optional 0-999	A 3
YCPRBK	Price Bucket Code	**CUSMS** - CMPRBK Required 1-5 If left blank on an add, it defaults to **1**	A 1
YCCRLM	Credit Limit	**CUSMS** - CMCRLM Optional	A 13
YCTGPD	Payment Target Days	**CUSMS** - CMTGPD Optional	A 3

Field Name	Description	Specifications	Format
YCUSR1	User Code 1	**CUSMS** - CMUSR1 Optional	A 3
YCUSR2	User Code 2	**CUSMS** - CMUSR2 Optional	A 3
YCUSR3	User Code 3	**CUSMS** - CMUSR3 Optional	A 3
YCACBO	Accepts Backorders	**CUSMS** - CMACBO Required Y/N/D If left blank on an add, it defaults to **Y**.	A 1
YCTDCD	Trade Discount Code	**CUSMS** - CMTDCD Optional 0-9 If left blank on an add, it defaults to O	A 1
YCROUT	Route	**CUSMS** - CMROUT Optional	A 4
YCSTOP	Stop	**CUSMS** - CMSTOP Optional	A 3
YCCSVN	Customer Vendor Number	**CUSMS** - CMCSVN Optional	A 15
YCUS30	30 Character User Area	**CUSMS** - CMUS30 Optional	A30
YCPACD	Payment Code	**CUSMS** - CMPACD Required If left blank on an add, it defaults to **Default Payment Type Code** defined in OE Company Options (MENU XAFILE), if one is defined.	A2
YCCSGL	Customer GL Code	**CUSMS** - CMCSGL Optional	A2
YCRS03	Reserved Area	**CUSMS** - CMRS03 Optional	A3
YCCACD	Carrier Code	**CUSMS** - CMCACD Required valid code or *NONE	A 5

Field Name	Description	Specifications	Format
YCWHSQ	Alternate Ship Code	**CUSMS** - CMWHSQ Optional	A 2
YCCKRS	Check Product Restrictions	**CUSMS** - CMCKRS Required Y/N/S If left blank on an add, it defaults to **Y**.	A 1
YCAICD	Authorized Item Code	**CUSMS** - CMAICD Optional valid AIC or *CONTR	A 10
YCMSDS	Send SDS Sheets	**CUSMS** - CMMSDS Required Y/N If left blank on an add, it defaults to **N**.	A 1
YCPPPL	Price Pick/Pack List	**CUSMS** - CMPPPL Required Y/N If left blank on an add, it defaults to the **Price Pick Lists** value as defined in OE Company Options (MENU XAFILE).	A 1
YCCTXC	Customer Tax Class	**CUSMS** - CMCTXC Optional	A 5
YCRBCL	Rebate Class	**CUSMS** - CMRBCL Optional	A 5
YCPRTI	Print Invoices	CUSMS - CMPRTI Required Y/N If left blank on an add, it defaults to **Y**.	A 1
YCPRTA	Print Acknowledgements	**CUSMS** - CMPRTA Required Y/N/A If left blank on an add, it defaults to value in **Print Acknowledgements** as defined in OE Company Options (MENU XAFILE).	A 1

Field Name	Description	Specifications	Format
YCPRTR	Print A/R Statements	**CUSMS** - CMPRTR Required Y/N If left blank on an add, it defaults to **Y**. If the company is the warehouse transfer company, then it defaults to **N**.	A 1
YCPRTD	Print Overdue Notices	**CUSMS** - CMPRTD Required Y/N If left blank on an add, it defaults to **Y**.	A 1
YCPRTQ	Print Customer Quote	**CUSMS** - CMPRTQ Required Y/N If left blank on an add, it defaults to **Y**.	A 1
YCTPID	Trading Partner ID	**CUSMS** - CMTPID Optional	A 15
YCSTOR	EDI Store Number	**CUSMS** - CMSTOR Optional	A 7
YCGLN	Global Location Number (GLN)	**CUSMS** - CMGLN Optional	A 13
YCEIIN	EDI Invoices	**CUSMS** - CMEIIN Required Y/N/I If left blank on an add, it defaults to **N**.	A 1
YCEIAK	EDI Acknowledgements	**CUSMS** - CMEIAK Required Y/N/I If left blank on an add, it defaults to **N**.	A 1
YCEIAS	EDI Advance Ship Notice	**CUSMS** - CMEIAS Required Y/N/I If left blank on an add, it defaults to **N**.	A 1
YCEIIH	Hold EDI Invoices	**CUSMS** - CMEIIH Required Y/N/B If left blank on an add, it defaults to **N**.	A 1

Field Name	Description	Specifications	Format
YCEIAH	Hold EDI Acknowledgements	**CUSMS** - CMEIAH Required Y/N/B If left blank on an add, it defaults to **N**.	A 1
YCEASH	Hold EDI ASNs	**CUSMS** - CMEASH Required Y/N/B If left blank on an add, it defaults to **N**.	A 1
YCASPK	ASN Pack Info Required	**CUSMS** - CMASPK Required Y/N If left blank on an add, it defaults to **N**.	A 1
YCFXIN	Fax Invoices	**CUSMS** - CMFXIN Required Y/N If left blank on an add, it defaults to **N**.	A 1
YCFXAK	Fax Acknowledgements	**CUSMS** - CMFXAK Required Y/N If left blank on an add, it defaults to **N**.	A 1
YCFXSM	Fax A/R Statements	**CUSMS** - CMFXSM Required Y/N If left blank on an add, it defaults to **N.**	A 1
YCFXDL	Fax Overdue Notices	**CUSMS** - CMFXDL Required Y/N If left blank on an add, it defaults to **N**.	A 1
YCFXQR	Fax Customer Quote	**CUSMS** - CMFXQR Required Y/N If left blank on an add, it defaults to **N**.	A 1
YCFXPK	Fax Pack Lists	**CUSMS** - CMFXPK Required Y/N If left blank on an add, it defaults to **N**.	A 1
YCNKNM	Nick Name	**CUSMS** - CMNKNM Optional	A 10
YCAPCD	AP Fax Country Code	**CUSMS** - CMAPCD Optional	A 3

Field Name	Description	Specifications	Format
YCAPFX	AP Fax Phone Number	**CUSMS** - CMAPFX Optional	A 20
YCPOCD	PO Fax Country Code	**CUSMS** - CMPOCD Optional	A 3
YCPOFX	PO Fax Phone Number	**CUSMS** - CMPOFX Optional	A 20
YCEMIN	Email Invoices	**CUSMS** - CMEMIN Required Y/N If left blank on an add, it defaults to **N**.	A 1
YCEMAK	Email Acknowledgements	**CUSMS** - CMEMAK Required Y/N If left blank on an add, it defaults to N.	A 1
YCEMPK	Email Pack Lists	**CUSMS** - CMEMPK Required Y/N If left blank on an add, it defaults to **N**.	A 1
YCEMSM	Email A/R Statements	**CUSMS** - CMEMSM Required Y/N If left blank on an add, it defaults to **N**	A 1
YCEMDL	Email Overdue Notices	**CUSMS** - CMEMDL Required Y/N If left blank on an add, it defaults to **N**.	A 1
YCEMQR	Email Customer Quote	**CUSMS** - CMEMQR Required Y/N If left blank on an add, it defaults to **N**.	A 1
YCERPI	ERP System ID	**CUSMS** - CMERPI Optional	A 15
YCEBIN	eBill Invoices	**CUSMS** - CMEBIN Required Y/N If left blank on an add, it defaults to **N**.	A 1
YCEBSM	eBill Statements	**CUSMS** - CMEBSM Required Y/N If left blank on an add, it defaults to **N**	A 1

Field Name	Description	Specifications	Format
YCUS5A	User Field 1	**CUSMS** - CMUS5A Optional	A 5
YCUS5B	User Field 2	**CUSMS** - CMUS5B Optional	A 5
YCUS5C	User Field 3	**CUSMS** - CMUS5C Optional	A 5
YCUS5D	User Field 4	**CUSMS** - CMUS5D Optional	A 5
YCUS5E	User Field 5	**CUSMS** - CMUS5E Optional	A 5
YCUS5F	User Field 6	**CUSMS** - CMUS5F Optional	A 5
YCSICC	SIC Code	**CUSMS** - CMSICC Optional	A 8
YCGEOC	Geographical Code	**CUSMS** - CMGEOC Optional	A 9
YCCGID	Customer EIC Group	**CUSMS** - CMCGID Optional	A 5
YCOMAL	Order Minimum Amount	**CUSMS** - CMOMAL Optional	A 11
YCARRP	A/R Call Rep ID	**CUSMS** - CMARRP Optional	A 6
YCRVDY	Review Days	**CUSMS** - CMRVDY Optional	A 3
YCCRRP	Date Last Credit Report	**CUSMS** - CMCRRP Optional	A 6
YCCSCT	Customer Contract Code	**CUSMS** - CMCSCT Optional	A 4
YCCBCD	Consolidated Bill Code	**CUSMS** - CMCBCD Optional	A 2
YCCSCM	Customer Commitment Code	**CUSMS** - CMCSCM Optional	A 3

Field Name	Description	Specifications	Format
YCPCNT	PO Contact Name	**CUSMS** - CMPCNT Optional	A 20
YCPCCD	PO Contact Phone Country Code	**CUSMS** - CMPCCD Optional	A 3
YCPUPN	PO Phone Number	**CUSMS** - CMPUPN Optional	A 20
YCPOEX	PO Phone Extension	**CUSMS** - CMPOEX Optional	A 4
YCCONT	AP Contact Name	**CUSMS** - CMCONT Optional	A 20
YCACCD	AP Contact Phone Country Code	**CUSMS** - CMACCD Optional	A 3
YCAPPN	AP Phone Number	**CUSMS** - CMAPPN Optional	A 20
YCAPEX	AP Phone Extension	**CUSMS** - CMAPEX Optional	A 4
YCFXCD	Fax Phone Country Code	**CUSMS** - CMFXCD Optional	A 3
YCFXPN	Fax Phone Number	**CUSMS** - CMFXPN Optional	A 20
YCFXEX	Fax Phone Extension	**CUSMS** - CMFXEX Optional	A 4
YCFOBC	FOB Code	**CUSMS** - CMFOBC Optional	A 5
YCCRID	Corporate Group ID	**CUSMS** - CMCRID Optional If the company is the warehouse transfer company, then it defaults to **Misc Code Value** as defined in Setup Warehouse Transfer Options (MENU POMAST - Option 7).	A 10
YCWOPC	Max Write-Off Percent	**CUSMS** - CMWOPC Optional; EDI only	A 6

Field Name	Description	Specifications	Format
YCWOAL	Max Write-Off Amount	**CUSMS** - CMWOAL Optional; EDI only	A 13
YCENDU	End User Number	**CUSMS** - CMENDU Optional	A 8
YCBLCR	Billing Class Required	**CUSMS** - CMBLCR Required Y/N If left blank on an add, it defaults to N.	A 1
YCVBLC	Validate Billing Class	**CUSMS** - CMVBLC Required Y/N If left blank on an add, it defaults to N.	A 1
YCBLSR	Billing Sub Class Required	**CUSMS** - CMBLSR Required Y/N If left blank on an add, it defaults to N.	A 1
YCVBSC	Validate Billing Sub Class	**CUSMS** - CMVBSC Required Y/N If left blank on an add, it defaults to N.	A 1
YCPOST	Print PO# on Statements	**CUSMS** - CMPOST Required Y/N If left blank on an add, it defaults to **N**. If the company is the warehouse transfer company, then it defaults to **N.**	A1
YCCURR	Currency Code	**ICCSMS** - CMCURR Required; if International Currency installed	A 3
YCCUR2	Alternate Currency Code	**ICCSMS** - CMCUR2 Optional; if International Currency installed If left blank on an add, it defaults to the Default Local Currency.	A 3

Field Name	Description	Specifications	Format
YCPREX	Dflt Pricing Exch Code	**ICCSMS** - CMPREX Required; if International Currency installed If left blank on an add, it defaults to the Default Exchange Code.	A 3
YCVLEX	Dflt Valuation Exch Code	**ICCSMS** - CMVLEX Required; if International Currency installed If left blank on an add, it defaults to the Default Exchange Code.	A 3
YCDFEM	Default Email Address	**CSEML** - CEEMAD Optional	A 128
YCDFCP	Default Email Attachment Compress	**CSEML** - CEPWYN Required; if email address is not blank Y/N If left blank on an add, it defaults to N	A 1
YCDFPW	Default Email Password	**CSEML** - CEPWRD Optional	A 10
YCAPEM	A/P Email Address	**CSEML** - CEEMAD Optional	A 128
YCAPCP	A/P Attachment Email Compress	**CSEML** - CECPRS Required; if A/P email address is not blank Y/N If left blank on an add, it defaults to N	A 1
YCAPPP	A/P Password Protect	**CSEML** - CEPWYN Required; if A/P email address is not blank Y/N If left blank on an add, it defaults to N	A 1
YCAPPW	A/P Password	**CSEML** - CEPWRD Optional	A 10
YCPOEM	PO Email Address	**CSEML** - CEEMAD Optional	A 128
YCPOCP	PO Email Attachment Compress	**CSEML** - CECPRS Required; if PO email address is not blank Y/N If left blank on an add, it defaults to **N**	A 1

Field Name	Description	Specifications	Format
YCPOPP	PO Password Protect	**CSEML** - CEPWYN Required; if PO email address is not blank Y/N If left blank on an add, it defaults to **N**	A 1
YCPOPW	PO Password	**CSEML** - CEPWRD Optional	A 10

Ship-To Master Maintenance Offline File - ADROFA

This record creates the Ship-To Master Address File (**ADDR**) records.

Field Name	Description	Specifications	Format
YACONO	Company Number	**ADDR** - SACONO Required	A 2
YACSNO	Customer Number	**ADDR** - SACSNO Required	A 10
YASHP#	Ship-To Number	**ADDR** - SASHP# Optional on Add If ship-to number is left blank on an add, a customer ship-to number will be auto- assigned. Required on Change, Delete, Suspend, Reinstate	A 7
YAFNCD	Function Code	**ADDR** Required A-Add, C-Change, D-Delete, R-Reinstate, S-Suspend	A 1
YASHNM	Ship-To Name	**ADDR** - SASHNM Required If ship-to name is left blank on an add, the value will be populated with the name from the related Customer Number.	A 30

Field Name	Description	Specifications	Format
YASAD1	Ship-To Address 1	**ADDR** - SASAD1 Optional If ship-to address 1 is left blank on an add, the value will be populated with the address line 1 from the related Customer Number.	A 30
YASAD2	Ship-To Address 2	**ADDR** - SASAD2 Optional If ship-to address 2 is left blank on an add, the value will be populated with the address line 2 from the related Customer Number.	A 30
YASAD3	Ship To Address 3	**ADDR** - SASAD3 Optional If ship-to address 3 is left blank on an add, the value will be populated with the address line 3 from the related Customer Number.	A 30
YASAD4	Ship-To Address 4	**ADDR** - SASAD4 Optional If ship-to address 4 is left blank on an add, the value will be populated with the address line 4 from the related Customer Number.	A 30
YASCTY	Ship-To City	**ADDR** - SASCTY Optional If ship-to city is left blank on an add, the value will be populated with the city from the related Customer Number.	A 20
YASHST	Ship-To State/Province	**ADDR** - SASHST Optional If ship-to state/province is left blank on an add, the value will be populated with the state from the related Customer Number.	A 30

Field Name	Description	Specifications	Format
YASZIP	Ship-To Zip Code/Postal	**ADDR** - SASZIP Optional If ship-to zip code/postal is left blank on an add, the value will be populated with the zip code from the related Customer Number.	A 10
YAGEOC	Geographical Code	**ADDR** - SAGEOC Optional If geographical code is left blank on an add, the value will be populated with the value from the related Customer Number.	A 9
YACOUN	Ship-To County	**ADDR** - SACOUN Optional If ship-to county is left blank on an add, the value will be populated with the value from the related Customer Number.	A 30
YACTID	Ship-To Country	**ADDR** - SACTID Optional If ship-to country is left blank on an add, the value will be populated with the value from the related Customer Number.	A 3
YACTCD	Ship-To Phone Country Code	**ADDR** - SACTCD Optional	A 3
YASPHN	Ship-To Phone Number	**ADDR** - SASPHN Optional	A 20
YASHEX	Ship-To Phone Extension	**ADDR** - SASHEX Optional	A 4
YASTXB	Ship-To Tax Body	**ADDR** - SASTXB Required If ship-to tax body is left blank on an add, the value will be populated with the tax body from the related Customer Number.	A 10

Field Name	Description	Specifications	Format
YATXCD	Sales Tax Code	**ADDR** - SATXCD Required 0, 1, 2, 3 or J If sales tax code is left blank on an add, the value will be populated with the tax code from the related Customer Number.	A 1
YASCNT	Contact	**ADDR** - SASCNT Optional	A 30
YAVTSH	Vertex Ship To #	**ADDR** - SAVTSH Optional	A 5
YASHTR	Territory	**ADDR** - SASHTR Required If territory is left blank on an add, the value will be populated with the territory from the related Customer Number.	A 3
YAFOBC	FOB Code	**ADDR** - SAFOBC Optional	A 5
YASSVI	Default Ship Instruction	**ADDR** - SASSVI Optional If default ship instruction is left blank on an add, the value will be populated with the default ship via from the related Customer Number.	A 20
YADMSN	Default Misc. Note	**ADDR** - SADMSN Optional If default misc. note is left blank on an add, the value will be populated with the default misc. note from the related Customer Number.	A 30
YAROUT	Route	**ADDR** - SAROUT Optional If route is left blank on an add, the value will be populated with the route from the related Customer Number.	A 4

Field Name	Description	Specifications	Format
YASTOP	Stop	**ADDR** - SASTOP Optional If stop is left blank on an add, the value will be populated with the stop from the related Customer Number.	A 3
YADFWH	Default Warehouse	**ADDR** - SADFWH Required If default warehouse is left blank on an add, the value will be populated with the default warehouse from the related Customer Number.	A 2
YACSGL	Customer GL Code	**ADDR** - SACSGL Optional If customer GL code is left blank on an add, the value will be populated with the customer GL code from the related Customer Number.	A 2
YAFL08	8 Character Filler Field	**ADDR** - SAFL08 Optional	A 8
YAUS15	15 Character User Area	**ADDR** - SAUS15 Optional	A 15
YACACD	Carrier Code	**ADDR** - SACACD Required valid code or *NONE If carrier code is left blank on an add, the value will be populated with the carrier code from the related Customer Number.	A 5
YAWHSQ	Alternate Ship Code	**ADDR** - SAWHSQ Optional If alternate ship code is left blank on an add, the value will be populated with the warehouse sequence code from the related Customer Number.	A 2

Field Name	Description	Specifications	Format
YACKRS	Check Product Restrictions	**ADDR** - SACKRS Required Y/N/S If check product restrictions is left blank on an add, the value will be populated with the warehouse sequence code from the related Customer Number.	A 1
YAMSDS	Send SDS Sheets	**ADDR** - SAMSDS Required Y/N If send SDS sheets is left blank on an add, the value will be populated with the value from the related Customer Number.	A 1
YAEXNO	Tax Exempt Certificate Number	**ADDR** - SAEXNO Optional If tax exempt certificate number is left blank on an add, the value will be populated with the value from the related Customer Number.	A 15
YAEXDT	Tax Exempt Certificate Number Expiration Date	**ADDR** - SAEXDT Optional YYMMDD format If tax exempt certificate number expiration date is left blank on an add, the value will be populated with the value from the related Customer Number.	A 6
YARP#1	Sales Representative Number	**ADDR** - SARP#1 Required, for first sales rep only If sales rep number is left blank on an add, the value will be populated with the value from the related Customer Number.	A 5

Field Name	Description	Specifications	Format
YARP#2	Second Sales Rep Number	**ADDR** - SARP#2 Optional If sales rep number 2 is left blank on an add, the value will be populated with the value from the related Customer Number.	A 5
YARP#3	Third Sales Rep Number	**ADDR** - SARP#3 Optional If sales rep number 3 is left blank on an add, the value will be populated with the value from the related Customer Number.	A 5
YAUS30	30 Character User Area	**ADDR** - SAUS30 Optional	A 30
YAOMAL	Order Minimum Amount	**ADDR** - SAOMAL ICADDR-SAOMAT Optional If order minimum amount is left blank on an add, the value will be populated with the value from the related Customer Number.	A 11
YAENDU	End User Number	**ADDR** - SAENDU Optional	A 8
YABLCR	Billing Class Required	**ADDR** - SABLCR Required Y/N/C If billing class required is left blank on an add, the value will be populated with the value from the related Customer Number.	A 1
YAVBLC	Validate Billing Class	**ADDR** - SAVBLC Required Y/N If validate billing class is left blank on an add, the value will be populated with the value from the related Customer Number.	A 1

Field Name	Description	Specifications	Format
YABLSR	Billing Sub Class Required	**ADDR** - SABLSR Required Y/N/C If billing sub-class required is left blank on an add, the value will be populated with the value from the related Customer Number.	A 1
YAVBSC	Validate Billing Sub Class	**ADDR** - SAVBSC Required Y/N If validate billing sub-class is left blank on an add, the value will be populated with the value from the related Customer Number.	A 1
YAACBO	Accept Back Orders	**ADDR** - SAACBO Required Y/N/D If validate billing sub-class is left blank on an add, the value will be populated with the value from the related Customer Number.	A 1
YAAICD	Authorized Item Code	**ADDR** - SAAICD Optional valid AIC or *CONTR If authorized item code is left blank on an add, the value will be populated with the value from the related Customer Number.	A 10
YAPRDS	Price Discount Code	**ADDR** - SAPRDS Optional 0-999	A 3
YAPRBK	Price List	**ADDR** - SAPRBK Optional 1-5	A 1
YACSCT	Customer Contract Code	**ADDR** - SACSCT Optional	A 4

Field Name	Description	Specifications	Format
YAPRTI	Print Invoices	**ADDR** - SAPRTI Required Y/N/C If left blank (for Add), it defaults to **C**.	A 1
YAPRTA	Print Acknowledgements	**ADDR** - SAPRTA Required Y/N/A/C If left blank (for Add), it defaults to **C.**	A 1
YATPID	Trading Partner ID	**ADDR** - SATPID Optional If trading partner ID is left blank on an add, the value will be populated with the value from the related Customer Number.	A 15
YASTOR	Store Number	**ADDR** - SASTOR Optional If store number is left blank on an add, the value will be populated with the value from the related Customer Number.	A 7
YAGLN	Global Location Number (GLN)	**ADDR** - SAGLN Optional	A 13
YAEIIN	EDI Invoices	**ADDR** - SAEIIN Required Y/N/I/C If left blank (for Add), it defaults to **C**.	A 1
YAEIAK	EDI Acknowledgements	**ADDR** - SAEIAK Required Y/N/I/C If left blank (for Add), it defaults to **C**.	A 1
YAEIAS	EDI Advance Ship Notice	**ADDR** - SAEIAS Required Y/N/I/C If left blank (for Add), it defaults to x.	A 1

Field Name	Description	Specifications	Format
YAEIIH	Hold EDI Invoices	**ADDR** - SAEIIH Required Y/N/B If hold EDI invoices is left blank on an add, the value will be populated with the value from the related Customer Number.	A 1
YAEIAH	Hold EDI Acknowldgmnts	**ADDR** - SAEIAH Required Y/N/B If hold EDI acknowldgmnts is left blank on an add, the value will be populated with the value from the related Customer Number.	A 1
YAEASH	Hold EDI ASN	**ADDR** - SAEASH Required Y/N/B If hold EDI ASN is left blank on an add, the value will be populated with the value from the related Customer Number.	A 1
YAASPK	ASN Pack Info Required	**ADDR** - SAASPK Required Y/N If ASN Pack Info Required is left blank on an add, the value will be populated with the value from the related Customer Number.	A 1
YAFXIN	Fax Invoices	**ADDR** - SAFXIN Required Y/N/C If left blank (for Add), it defaults to **C**.	A 1
YAFXAK	Fax Acknowledgements	**ADDR** - SAFXAK Required Y/N/C If left blank (for Add), it defaults to **C**.	A 1

Field Name	Description	Specifications	Format
YAFXPK	Fax Pack Lists	**ADDR** - SAFXPK Required Y/N/C If left blank (for Add), it defaults to **C**.	A 1
YANKNM	NickName	**ADDR** - SANKNM Optional If nickname is left blank on an add, the value will be populated with the value from the related Customer Number.	A 10
YAFXCD	Fax Phone Country Code	**ADDR** - SAFXCD Optional	A 3
YAFAXN	Fax Phone Number	**ADDR** - SAFAXN Optional	A 20
YAFXEX	Fax Phone Extension	**ADDR** - SAFXEX Optional	A 4
YAAPCD	AP Fax Country Code	**ADDR** - SAAPCD Optional	A 3
YAAPFX	AP Fax Phone Number	**ADDR** - SAAPFX Optional	A 20
YAPOCD	PO Fax Country Code	**ADDR** - SAPOCD Optional	A 3
YAPOFX	PO Fax Phone Number	**ADDR** - SAPOFX Optional	A 20
YAEMIN	Email Invoices	**ADDR** - SAEMIN Required Y/N/C If left blank (for Add), it defaults to **C**.	A 1
YAEMAK	Email Acknowledgements	**ADDR** - SAEMAK Required Y/N/C If left blank (for Add), it defaults to **C**.	A 1
YADFPW	Password	**CSEML**- CEPWRD Optional	A 10

Field Name	Description	Specifications	Format
YAAPEM	A/P Email Address	**CSEML** - CEEMAD Optional	A 128
YAAPCP	A/P Compress	**CSEML** - CECPRS Required, if email address is not blank Y/N If left blank (for Add), it defaults to N.	A 1
YAAPPP	A/P Password Flag	**CSEML** - CEPWYN Required, if email address is not blank Y/N If left blank (for Add), it defaults to N	A 1
YAAPPW	A/P Password	**CSEML** - CEPWRD Optional	A 10
YAPOEM	PO Email Address	**CSEML** - CEEMAD Optional	A 128
YAPOCP	PO Compress	**CSEML** - CECPRS Required, if email address is not blank Y/N If left blank (for Add), it defaults to N.	A 1
YAPOPP	PO Password Flag	**CSEML** - CEPWYN Required, if email address is not blank Y/N If left blank (for Add), it defaults to N.	A 1
YAPOPW	PO Password	**CSEML** - CEPWRD Optional	A 10

Glossary

Adjustments	Used to adjust a customer's account to write-off unpaid finance charges or discounts taken after a cash discount date.
Age on Code	Used to determine the aging date.
Adjustments	Used to adjust a customer's account to write-off unpaid finance charges or discounts taken after a cash discount date.
Age on Code	Used to determine the aging date.
Aged Trial Balance	A report used to show an analysis of a customer's receivable. This analysis gives management a useful picture of the status of collections and probabilities of credit losses. If an analysis of this type is generated at the end of each month, management will be informed continuously on the trend of collections and can take appropriate action to ease or to tighten credit policy.
Aging Code	Indicates the method of aging used for a customer. The code determines such things as the number of days in each aging period, whether finance changes should be calculated, the number of days before payment for an open invoice is considered overdue.
Aging Date	The first date used for aging an open invoice. An invoice is overdue based on a defined number of days from the aging date, determined by a customer's aging code.
Aging Period	The number of days in a period that is used to track the age of invoices. The aging periods should relate to the columns in your Aged Trial Balance.
A/R Customer Comments	Comments entered manually or via user-defined payment commend codes. Once entered, these comments can be displayed for review and optionally printed on A/R Statements.

A/R Customer Number	A number used to identity the customer to whom invoices for another customer are sent. It is the A/R customer's credit that is checked and not the customer placing the order.
A/R Group	A group of customer payments.
A/R History	Where open invoices are stored once they are paid by a customer. A/R history provides the payment record for each invoice paid by a customer. It provides a record of the payment for a specific invoice, and is helpful in A/R reports and inquiries to determine the credit performance of a customer.
A/R Invoice Comments	Comments entered for a specific invoice from the open and paid invoice screens. Once entered, these comments can be displayed for review and optionally printed on A/R Statements.
Apply Cash	Method for applying customer payments. You select an open invoice or finance charge for a customer and A/R creates the related payment transaction.
Auto-Apply Cash	Method for applying customer payments. A/R creates payment transactions for several open invoices or finance charges based on the amount paid by the customer.
Auto-Assign Customer Numbers	Method for having Distribution A+ automatically assign customer numbers.
Balance Forward Customer	Method for aging open invoices. Individual invoices are combined for each aging period.
Cash Discount	The calculated amount that the customer can deduct from their invoice amount if payment is received within a certain number of days from the invoice date. Cash discounts can be used with net days or prox terms payment codes. Cash discounts are not calculated on sales tax.
Credit Hold	The hold code assigned when a customer's credit limit is less than the total value of the order and receivable and so the order is not processed (it is passed on hold). The order stays on hold until the hold is manually removed.
Credit Limit	The credit check performed when an order is being created. The customer's credit limit and the value of that customer's open orders (including the current order) and open receivable are compared. If the credit limit is less than the total value of the orders and receivable, the order being processed will be placed on credit hold.
Credit Memo (charge back)	A document issued to a customer when they return an item.

Customer Class Code	A category used to classify your customers. For each customer class, you may optionally create customer sub-classes for more detailed classifications of your customer. Customer sub-classes are represented by a 2 character code that immediately follows the customer class.
Customer User Fields	Three fields that you can use to categorize your customers (if you need something different than the customer class and sub-class).
Customer Vendor Number	This number represents the Distribution A+ company that is entering the customer order through Enter, Change & Ship Orders (MENU OEMAIN). This number would be present on the customer's system only (not within Distribution A+) and therefore will have no validity check within Distribution A+.
Demand A/R Statements	Form letters used to inform your customers of their open invoice status and payment activity. Key print at month end, depending on the options specified for the customer's aging code.
Disputed Invoices	Invoices for which the customer questions the amount that they are billed, and will usually not pay until the dispute is resolved.
Due Date	The cash discount date defined in the payment terms for an invoice. It is one of the 3 possible dates used to age an invoice (the other 2 are invoice date and net date.)
Entering Cash	The process of entering payments that you receive from your customers, or from other sources such as vendor rebates or insurance payments.
Extended Item Comments (EICs)	Up to 9,999 lines (62 characters per line) of additional information about an item, such as warranty information, picking/packing instructions or promotional information.
Finance Charge	A "Finance Charge" is an additional sum of money that a customer pays on overdue invoices. It is calculated as a percent of the invoice at month-end and is added to the open invoice.
FOB Code	Used to track FOB information for shipments on orders that you process and ship as well as on orders that you purchase and receive. FOB information includes freight liability and cost liability assigned to either the shipper or the recipient.
Force Discounts	A way to take selected invoices in an A/R group and indicate that regardless of whether or payment is made after the discount date, any discounts previously defined and not yet taken, will be applied. This allows your customer to take advantage of a cash discount even if the discount period has passed.

Freight Account Number	A unique reference number (shipper number) that is assigned by the carrier to a shipper for billing purposes. The length of the freight account number may vary depending on the carrier. For example, a United Parcel Service (UPS) account number is a unique 6-digit reference number, while Federal Express (Fed-Ex) uses a 9-digit account number. This account number may be used by the distributor to directly bill the customer's account at the selected carrier for the freight charges for their sales orders.
Headquarters Customer Number	The customer to whom the Demand A/R Statement for another customer is sent. Typically, a remote location would have their Demand A/R Statements sent to their company headquarters.
Credit Limit	The credit check performed when an order is being created. The customer's credit limit and the value of that customer's open orders (including the current order) and open receivable are compared. If the credit limit is less than the total value of the orders and receivable, the order being processed will be placed on credit hold.
Credit Memo (charge back)	A document issued to a customer when they return an item.
Customer Class Code	A category used to classify your customers. For each customer class, you may optionally create customer sub-classes for more detailed classifications of your customer. Customer sub-classes are represented by a 2 character code that immediately follows the customer class.
Customer User Fields	Three fields that you can use to categorize your customers (if you need something different than the customer class and sub-class).
Customer Vendor Number	This number represents the Distribution A+ company that is entering the customer order through Enter, Change & Ship Orders (MENU OEMAIN). This number would be present on the customer's system only (not within Distribution A+) and therefore will have no validity check within Distribution A+.
Demand A/R Statements	Form letters used to inform your customers of their open invoice status and payment activity. Key print at month end, depending on the options specified for the customer's aging code.
Disputed Invoices	Invoices for which the customer questions the amount that they are billed, and will usually not pay until the dispute is resolved.
Due Date	The cash discount date defined in the payment terms for an invoice. It is one of the 3 possible dates used to age an invoice (the other 2 are invoice date and net date.)
Entering Cash	The process of entering payments that you receive from your customers, or from other sources such as vendor rebates or insurance payments.

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Headquarters Customer Number	The customer to whom the Demand A/R Statement for another customer is sent. Typically, a remote location would have their Demand A/R Statements sent to their company headquarters.
Invoice Date	The date an invoice was printed in Order Entry. It is one of the 3 possible dates used to aged invoices (the other 2 are due date and net date.)
Miscellaneous Payment Processing	A way of processing a payment that is received but is not applicable to a particular customer.
NSF Check	A check from a customer that is returned from their bank to you for non- sufficient funds.
Net Date	The payment terms date for the invoice. It is one of the 3 possible dates used to age an invoice (the other 2 are invoice date and due date.)
Net Days	An identified number of days from the invoice date that payment is due.
Open Invoice	An invoice that has been sent to a customer and has not been paid in full.

Open Item Customer	A method for aging open invoices. Invoices are retained individually in each aging period.
Overdue Balance	The total of all overdue invoices. When an invoice is open for more than the number of overdue days from the aging date, the customer has a overdue balance.
Overdue Days	The number of days from the aging date that a customer's payment for an invoice is overdue.
Overdue Notices	Form letters that you print to communicate with your customers whose payments are overdue to expedite your collections.
Pay Codes	Codes available to indicate how cash is to be applied to any or all of the invoices for a customer. Entering a pay code will automatically create the desired transaction.
Payment on Account	A method a customer uses to pay an invoice. This payment type passes an open invoice to A/R.
Payment Target Days	The number of days you prefer to receive payment from a customer.
Payment (or A/R) Terms	The net date of a customer's payment. If appropriate, a discount is offered if their payment is received within a specified number of days.
Payment Terms Code	A 1 or 2 character code used to specify the default payment terms for a customer.
Payment Type	The method that a customer is using to make a payment, such as cash, credit card, or payment on account.
Prox Terms	An identified day of the month (usually the month following the order date) that payment is due.
SIC Code	The standardized industry code that you optionally assign to a customer. SIC codes are used to group together types of industries for a variety of tracking/ reporting agencies.
Slow Pay Hold	The hold code assigned when the customer has overdue payments in a specified aging period and so the order is not processed.
Sort Word	A word used when printing reports. The report is printed in alphabetical order based on the customer sort word.