



Infor Infinium FMS Accounts Receivable Guide to Managing Your Receivables

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Publication Information

Release: Infor Infinium FMS Accounts Receivable 14.0.0.2

Publication date: January 23, 2014

Document code: 20090303144751-02

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About This Guide

This section focuses on the following information:

- Purpose of this guide
- Conventions used in this guide

Intended Audience

This guide is for the Infinium Accounts Receivable (Infinium AR) users who are responsible for creating and maintaining the Infinium AR controls.

Purpose of This Guide

You should use this guide as a reference at your site and also to complement the instructor's presentation during a portion of the Infinium AR Application course.

This guide will not teach you about standard accounting and general ledger practices. This guide will show you, however, how to use the Infinium AR system to complete specific accounting tasks.

Organization of This Guide

This guide is task oriented. We have grouped related tasks into parts. Each part contains overview information and step-by-step instructions to lead you through the tasks.

Conventions Used in This Guide

This section describes the following conventions we use in this guide:

- Function keys
- Character-based and graphical-based screens
- Prompt and selection screens

- Promptable fields
- Infinium applications and abbreviations

Fonts and Wording

Convention	Description	Example
<i>Italic typeface</i>	Menu options and field names The guide uses the same abbreviations as the screen.	<i>Print Appl Hist by Cash Rcpt</i> The system enters a default value in the <i>Company code</i> field.
Bold typeface	Used for notes, cautions and warnings	Caution: You must ensure that all Infinium AR users are signed off before reorganizing and purging. If there are jobs in the queue, those files will not be reorganized.
Bold monospaced typeface	Characters that you type and messages that are displayed	Type A to indicate that the position is alphanumeric and type N to indicate that the position is numeric. The following message is displayed: Company not found
F2 through F24	Keyboard function keys used to perform a variety of commands.	Press F2 to display a list of available function keys.
F13 through F24	Function keys higher than F12 require you to hold down the Shift key and press the key that has the number you require minus 12.	Press F19 to work with project and activity comments.
Select	Choose a record or field value after prompting.	Select Submit Autocash to Batch and press Enter . To select a draft session and change its information, type 2 next to the appropriate draft session and press Enter .

Convention	Description	Example
Press Enter	Provide information on a screen and when you have finished, press Enter to save your entries and continue.	Press Enter to save your changes and continue.
Exit	Exit a screen or function, usually to return to a prior selection list or menu. May require exiting multiple screens in sequence.	Press F3 to return to the main menu.
Cancel	Cancel the work at the current screen (page) or dialog box, usually to return to the prior screen (page).	Press F12 to cancel your entries.
Help	<p>To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help).</p> <p>To move through the other applicable levels of help, press Enter at each help screen. To return directly to the screen from which you accessed help, exit the help screen by clicking Exit or by pressing F3.</p>	Press Help for more information about the current field.
[Quick Access Code]	<p>Quick access codes provide direct access to functions. Most quick access codes in Infinium AR consist of the first letter of each word of the menu option name.</p> <p>Quick access codes are listed on the Menu Tree and in the path for each task next to the executable function.</p>	Maintain Company Controls [MCC]
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications and use standard name abbreviations.	Infinium Accounts Receivable Guide to Controls is referred to as Infinium AR Guide to Controls.

Function Keys

Infinium AM function keys and universal Infinium AR function keys for the iSeries are described in the table below. All Infinium AR function keys are identified at the bottom of each screen.

Function Key	Name	Description
F1	Help	Displays help text
F2	Function keys	Displays window of valid function keys
F3	Exit	Returns you to the main menu
F4	Prompt	Displays a list of values from which you can select a valid entry
F10	Quick Access	Enables you to access another function from any screen Type the quick access code in <i>Level</i> . You can change the application designator, such as PA, GL, IC and so forth, by selecting another application.
F12	Cancel	Returns you to the previous screen
F22	Delete	Deletes selected item(s)
F24	More keys	Displays additional function keys at the bottom of the screen

Character-based vs. Graphical-based Screens

The sample screens in this guide may be either character-based or graphical-based. Samples of both are included below.

```

2/11/1998 14:53:26          Work With Budgets          GLGBHM  GLDBHM
                                                    Page 6 of 6
Company . . . . . : 001 Century Manufacturing Company
Budget/Year/Type/Currency . . . . . : BUDGET1 1997 M USD
Account . . . . . : 001-001-000-4100-001
Account description . . . . . : Sales: Product Line 1
Annual amount . . . . . : _____ 3,500.00-

Round factor . . . . . _ 10 to the power specified

Period Amounts  Override description . . _____
01 _____ 3,500.00- _____ .00 _____ .00 _____ .00
05 _____ .00 _____ .00 _____ .00 _____ .00
09 _____ .00 _____ .00 _____ .00 _____ .00

Use field- key for credit amounts.
F2=Function keys F3=Exit F10=Quick access F12=Cancel

```

Figure 1: Sample character-based screen for Infinium FM suite

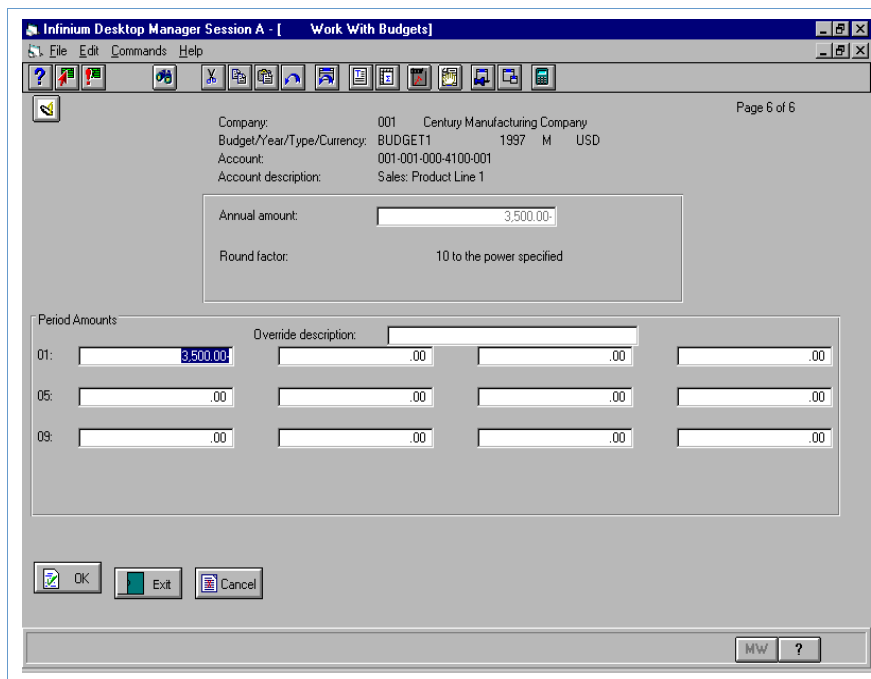


Figure 2: Sample graphical-based screen for Infinium FM suite

Prompt and Selection Screens

A prompt screen, similar to Figure 3, is the screen in which you type information to access a record or a subset of records in a file.

A selection screen, similar to Figure 4, is the screen from which you select a record or records to perform an action.

When we first explain a task in this guide, we fully document how you access a prompt and selection screen. If a related task uses that prompt or selection screen, we include the prompt and selection steps in that task. However, we do not include the screen(s) again.

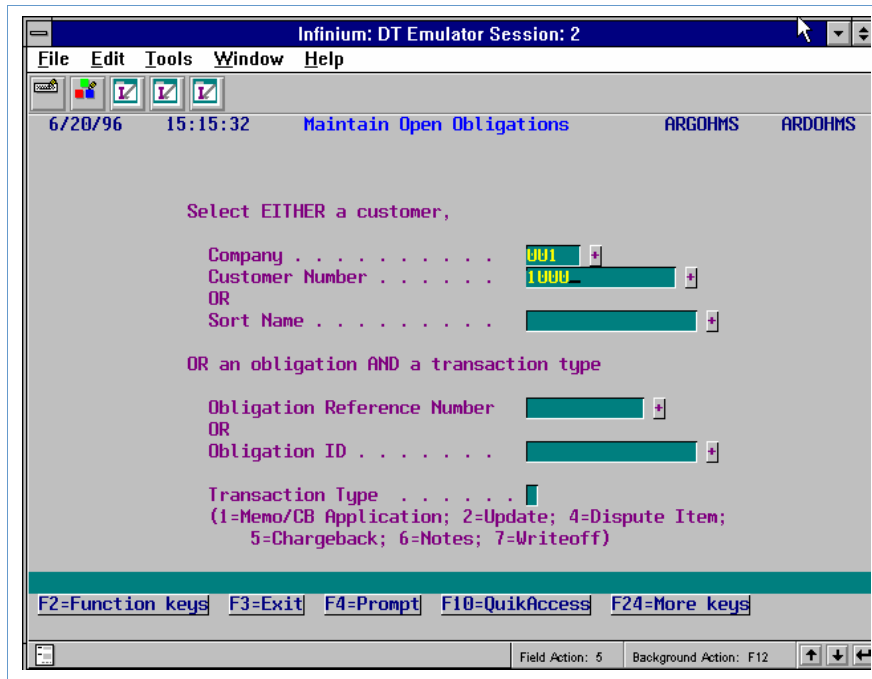


Figure 3: Maintain Open Obligations prompt screen

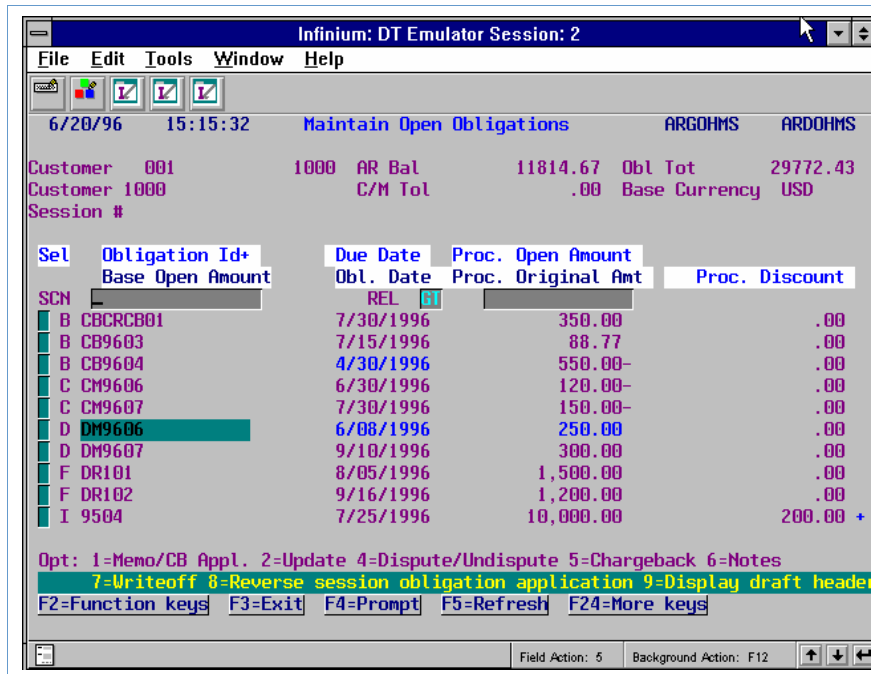


Figure 4: Maintain Open Obligations selection screen

Promptable Fields

A plus sign displayed next to a field indicates that you can choose your entry from a list of possible values. Place the cursor in the field and press **[F4]** to display a list of values.

To select an entry perform one of the following:

- Position the cursor at the desired value, type **1** and press **[Enter]**.
- Type the value in the appropriate field.

Infinium Applications and Abbreviations

The following table lists Infinium names and the corresponding product abbreviations that are associated with this product.

Application	Abbreviation
Infinium Application Manager	Infinium AM
Infinium Query	Infinium QY
Infinium Financial Management Suite	Infinium FM
Infinium General Ledger	Infinium GL
Infinium Payables Ledger	Infinium PL
Infinium Accounts Receivable	Infinium AR
Infinium Fixed Assets	Infinium FA
Infinium Currency Management	Infinium CM
Infinium Global Taxation	Infinium GT
Infinium Project Accounting	Infinium PA
Infinium Financial Products	Infinium FP
Infinium Materials Management Suite	Infinium MM
Infinium Order Processing	Infinium OP

Related Documentation

For further information about the Infinium AR system, refer to the following documents:

- *Infinium Accounts Receivable Guide to Controls*
- *Infinium Accounts Receivable Guide to Processing, Volumes 1 and 2*
- *Infinium Accounts Receivable Technical Guide*
- Infinium Accounts Receivable System Quick Reference Cards
- Infinium Accounts Receivable Menu Tree
- Online help

Part 1

Infinium Accounts Receivable: An Overview

1

This part of the guide provides Infinium AR system overview information below.

Topic	Page
Product Information	1-2
Application Overview	1-3
Terminology and Concepts	1-9

Product Information

Infinium AR is a full-function accounts receivable application. It has extensive interactive data entry, maintenance, and inquiry functions, with all reports submitted to batch.

Infinium QY is a Query Language/Program Generator that supplements the Infinium AR fixed format standard reports.

Application Overview

Infinium AR provides you with several control functions that enable you to tailor the system to meet your processing needs.

Controls

You define system-wide, company-specific, and customer-specific controls as follows:

- Entity controls contain system-wide information such as the date format and internal counters.
- Within company controls, you determine how data passes from Infinium AR to the general ledger.
- Once you have defined companies, you can define customer accounts.
- Next, you can create national accounts to link customers together.
- Other controls you create are company groups, accounting periods, accounting groups, intercompany exchange accounts, treasury IDs, and lockbox controls.
- You create policies through the *Policy File Maintenance* option and can assign them to any of the system hierarchy levels. However, there are three policies that you must create. You must create an aging policy and a DSO policy at the entity level and a statement policy at the customer level. All other policies are optional.

Figure 1-1 illustrates Infinium AR controls.

Infinium AR Control Functions Overview

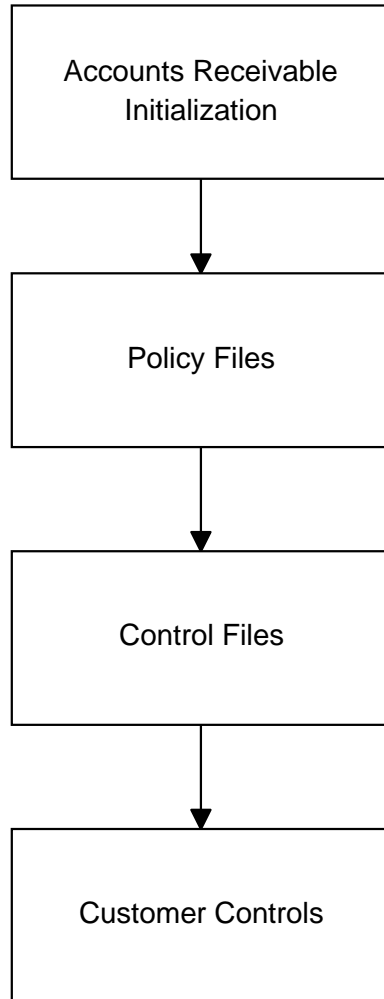


Figure 1-1: Infinium Accounts Receivable Controls Overview

Processing

Through Infinium AR you can enter obligations and cash receipts and then apply the receipts to the obligations. This results in three major data flows: Obligation Processing, Cash Receipts Processing, and Application Processing. Figure 1-2 illustrates the three major areas of processing and how data flows into and out of each area.

Infinium AR System Overview

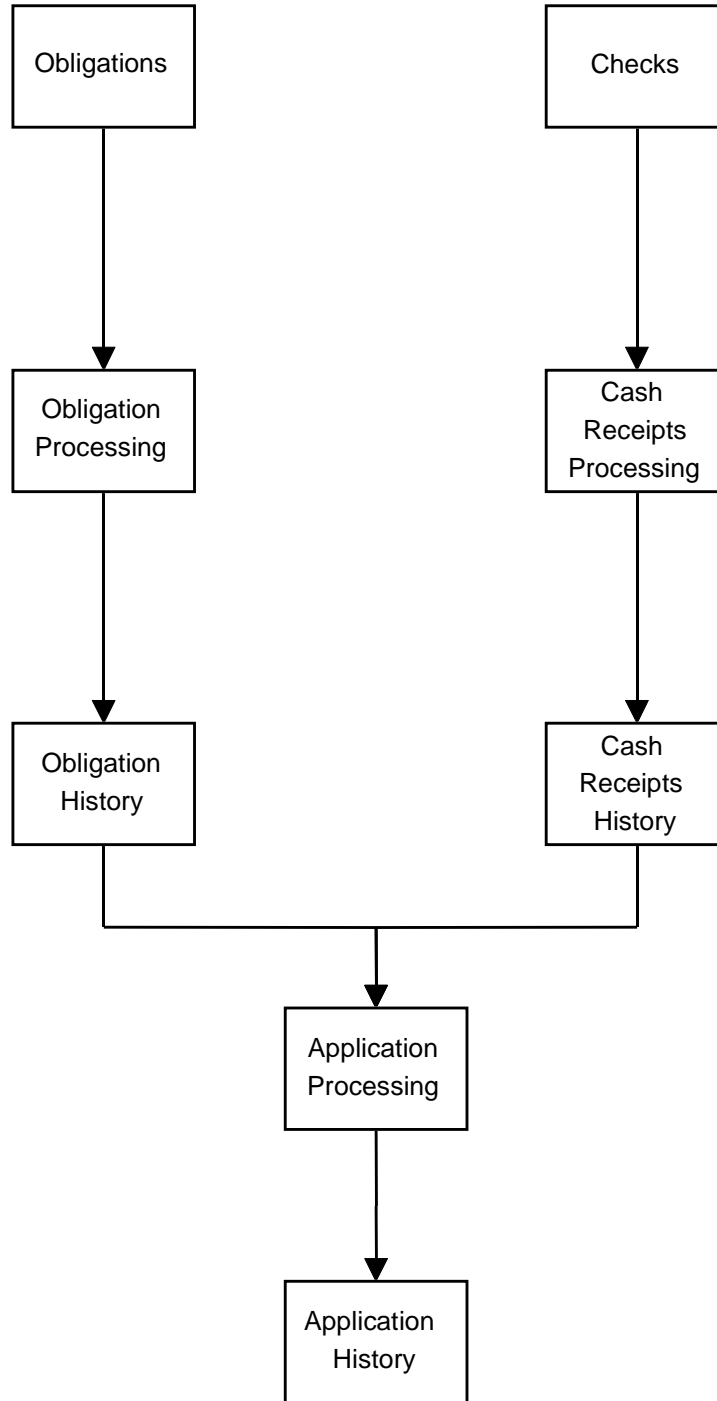


Figure 1-2: Infinium Accounts Receivable Processing Flow

Obligations Processing

You can pass summary obligations to Infinium AR or you can include line item detail. You can use either of the following two methods to enter obligations into the system:

- Pass obligations from an external system, such as a billing or order entry system
- Enter obligations manually through the *Obligation Processing* options

Cash Receipts Processing

You can enter cash receipts into the system using any one or a combination of the following three methods:

- An external interface, such as a cash management system
- A BAI or non-BAI lockbox tape
- Manual entry of cash receipts

Application Processing

An application is a process that partially or fully closes an obligation or a cash receipt. An application can reduce or increase an obligation through the application of cash, through the application of debit or credit memos, through writeoffs, or through chargebacks. You perform applications either interactively or in batch mode using autocash.

Note: Although the system considers cash receipt reclassification an application, it does not relieve an obligation.

Output

The system produces customer statements, dunning letters, chargeback notices, credit worklists, aging reports, closing reports, dunning reports, interest charge reports and other miscellaneous reports.

Customer Statements

In *Statement/Dunning Processing*, you use the *Print Statements* option to generate customer statements. The statement policy determines, in part, the information that the system prints on customer statements.

Chargeback Notices

You can print notices when the system posts chargebacks. The chargeback policy determines whether or not the system generates a notice when you post the chargeback.

Credit Worklists

Each credit manager, credit analyst, and collector has the ability to generate (with specific selection criteria) and display a worklist of customers. You can view customer data using selection criteria.

Dunning Letters

When you execute the *Dun Customers* option, you can print dunning letters according to the controls that you set up through the dunning policy options, the message text file, the customer master, and the customer credit controls.

Dunning Reports

In the *Dun Customers* option, you can generate a dunning report in detail or in summary. You decide whether to include all customers whose obligations have been dunned or only those customers where an obligation's dunning level has increased.

Aging Reports

On a regular basis (Infinium Software recommends on a nightly basis) you need to update your aging file by running the *Print & Update Aged Trial Bal* replace. This function produces an Aged Trial Balance report and updates customer aging balances. You can also re-age your customers on-line or in an ad hoc Aged Trial Balance report.

Close to General Ledger

When you run either the *Trial Close Period End* or the *Close Period End* option, the system generates the following reports that support general ledger journal entries:

- Obligation Distributions Register
- Cash Receipt Distributions Register
- Application Distributions Register
- Intercompany Distributions Register

Infinium QY

Infinium QY is Infinium's report writer that allows you to create custom reports.

Additional Reports

There are additional reports available in Infinium AR. You can learn about these additional reports in the following guides:

- *Infinium Accounts Receivable Guide to Controls*
- *Infinium Accounts Receivable Guide to Processing*

Terminology and Concepts

This section contains Infinium and Infinium AR terminology you should understand before you proceed to the detailed parts of this guide.

Accounting Group

A group of GL distribution codes. If attached to the hierarchy, the GL distribution codes representing the accounts receivable trade, sales, freight, and tax accounts as well as miscellaneous accounts default into your obligations to simplify manual obligation entry.

Accounting Period

The length of time for which the system makes an analysis of business operations. Infinium AR provides up to thirteen divisions of time (for example, 12 or 13 months) for determining and reporting accounts receivable activities.

Accounting Year

The inclusive period (calendar or fiscal year) used by an organization to budget, account for, and report its operations. An accounting year does not always begin in the same month as the calendar year.

Aged Trial Balance

A report of all accounts by age. Infinium AR classifies the age of each transaction making up an account balance according to the date on which it occurred (the due date or the as of date). You can also run an aged trial balance for chargebacks only.

Aging

An analysis of accounts, based on either invoice or due date, by age group (current, past due, 1-30 days, 31-60 days, and so forth).

Aging Date

The date against which the system compares items included in the Aged Trial Balance Report to determine their age.

Algorithm

A formula that autocash processing uses to determine how the system attempts to automatically apply cash receipts to obligations.

Alternate View

The ability to view additional information via a function key. This is sometimes referred to as a toggle.

Application

A method for reducing or increasing a transaction through cash application, through application of debit or credit memos, through writeoffs, or through chargebacks (either interactively or through autocash). Cash receipt reclassification is also considered an application; however, it does not relieve an obligation.

AR Balance

The difference between open obligations and unapplied cash received; the difference between debits and credits.

AR Company

A grouping of customers. You submit reports and the system sorts reports by AR companies. Do not confuse an AR company with a legal entity.

Balance

The remainder of the amount due (balance due). In an account, it is the difference between debits and credits.

Base Currency

See Currencies.

Batch Status

The following are possible entries in the batch status field:

- NIP - NOT IN PROOF (batch is in balance but has not been proofed)
- ACT - ACTIVE (batch is being used by another user)
- ERROR - IN ERROR (batch is not in balance; manual count and/or totals do not match system generated totals)
- IP - IN PROOF (batch is in balance, has been proofed, and is ready for posting)

- IPOVR - IN PROOF/OVERRIDDEN TO IP (batch status changed from NIP to IP through the *Update Cash Receipts Batch Status* or the *Update Obligation Batch Status* options in *AR Supervisor Functions*)

Cash Application

The process by which the system, manually or through autocash, applies payments to specific invoices, debit memos, and so forth.

Cash Reclassification

The procedure used to move cash from Infinium AR to another account determined by the cash reclassification policy.

Cash Receipt Reversal

The process of reversing a cash receipt and possibly a cash application because of non-sufficient funds or error.

Cash Tolerance

The acceptable amount of variance allowed between the items paid and the amount of cash received and applied to those items. Cash tolerance can apply an amount variance or percentage (%) variance, whichever is less.

Charge Back, verb; Chargeback, noun

The procedure used to create an obligation to compensate for a short payment (v). A type of obligation that the system generates to handle a short payment or an over payment (n).

Code Type and Code Value

A code type is a three-character designator the system provides. For each code type, you define a list of values; we call these code values. For example, code type **STP** defines states or provinces. You define code values for this code type, such as MA, PA, and CA, to indicate the various states or provinces.

See Appendix B for all code types Infinium AR provides.

Credit Limit

The customer credit limit is the maximum monetary value of goods or services that the customer can obtain with delayed payment.

The national account credit limit is the total credit limit of all customers in the national account.

Credit Worklist

A credit management tool that lists customers to review based on specific conditions.

Currencies

Base Currency - The currency in which the business primarily generates and expends cash; the primary functional currency in which a business operates. Generally, but not necessarily, this is the currency of the country in which the company is located. In non-foreign currency processing, base and processing currency are the same. In foreign currency processing, the base currency is different from the processing currency.

Foreign Currency - A currency other than the base currency of the company. In foreign currency processing, the system converts or translates all non-base (foreign) currency amounts into base currency amounts for subsequent use within the system. This translation is accomplished in one of three ways:

- You can use Infinium Currency Management (Infinium CM), or a compatible interface program of your choice, to retrieve an exchange rate and to convert foreign currency amounts to base currency amounts.
- You can enter the exchange rate used in the conversion of foreign currency amounts to base currency amounts.
- Another system (a billing system) can send base currency amounts for obligations and receipts to Infinium AR.

Processing Currency - The actual currency in which a transaction is denominated. In non-foreign currency processing, the base and processing currencies are the same. In foreign currency processing, the processing currency and base currency differ. In cross currency processing, the cash receipt processing currency differs from the obligation processing currency.

Source Currency – A currency that must be converted to another (target) currency.

Target Currency – The currency to which a source currency must be converted.

Cross Currency Processing

Processing for which the receipt currency differs from the obligation currency. In cross currency application processing, Infinium CM, or a compatible interface program of your choice, converts the receipt currency amount to the obligation currency during application processing.

Customer

An individual or organization that purchases goods or services from your organization.

DSO

Days sales outstanding (average number of days for which an accounts receivable item is outstanding). The system provides two calculation methods: Back Up Method (Exhaustion Method) and Credit Research Foundation Method (CRF).

Debit Memo

A type of obligation issued to show an increase in the amount a customer owes.

Disputed Item

You can exempt an obligation identified as disputed from aging, dunning processing, and interest charge processing. You can change an obligation's disputed status to undisputed.

Draft

A negotiable document between a vendor and a customer to secure payment for goods. Drafts, also called Bills of Exchange, are drawn on the customer's bank and generally accompany the goods sent to the customer. The customer signs and accepts the draft (sometimes with amendments) and promises to pay the draft obligation. The customer returns the accepted draft to the vendor for recording and submission to the bank for collection.

Dunning

The capability to monitor customer accounts and/or to generate letters and/or statement messages in the customer's language with wording that appropriately reflects the demand for payment.

Dunning Level

The system determines the dunning level by the number of days an obligation is overdue. You define dunning levels in the Dunning Policy; levels range from 1 to 9. (Refer to the definition of Interval Days.)

Entity

The highest level within the hierarchy at which you can set controls. Information and controls at the entity level apply to the entire system. For example, an entity value is the date format that your system uses. Because this control is at the entity level, all accounts receivable companies use the same date format.

There can be only one entity per Infinium AR database. You may, however, have more than one database; for example, a second database for training purposes.

GL Distribution Code

A five-character alphanumeric code that represents a general ledger account. You must define a GL distribution code for each general ledger account used in Infinium AR. Each GL distribution code must be unique to the system. GL distribution codes eliminate typing general ledger account numbers, which can be up to thirty-six characters in length, each time you distribute an amount.

Grace Days

The number of days given past the discount date or the due date to allow for mail time (usually three to four days longer for international). Two types of grace days are available are, net due grace days and discount grace days. You establish grace day codes in the *Maintain Codes* option in the *Control File Maintenance* menu (code type **GRD**).

Hierarchy

Levels in Infinium AR used to organize policy data, with each level subordinate to the next level forming a hierarchy. The lowest level in the hierarchy is the customer level, followed by the national account level, the AR company level, and finally, the entity level.

The system searches for policy information from the lowest level (customer) to the highest level (entity). If the system does not find policy information at the customer level, the system next searches the national account level, then the AR company, and finally, the entity level.

You should assign policy codes at the higher levels (entity and company) to serve as defaults. Next, assign policy codes at lower levels (national account and customer), to serve as exceptions to the defaults at the higher levels. This Infinium AR feature enables you to make processing and/or reporting more specialized.

Interest Accounting Methods

The Accrue Revenue method of accounting is the method in which the system records revenue regardless of the timing of the related receipts.

The Recognize Revenue method of accounting is the method in which the system records revenue only when it receives the revenue.

Interest Charge

An obligation created to record interest charges due. The interest charge calculation is based on the unpaid or open overdue balance (optionally less any unapplied cash and unreferenced credit memos) for the interest charge period.

Interest Period

The number of days used to determine the daily interest rate percent.

Interest Rate Percent

The annual percentage that is divided by the number of days in the interest period to determine the daily interest rate percent.

Interval Days

The number of days between dunning levels. For example: an obligation would reach the first dunning level when the obligation is ten interval days past the due date; it would reach the second dunning level when twenty days past the due date, and so forth.

Lockbox

A lockbox in Infinium AR represents an AR company's bank account. It does not have to be an actual lockbox. In addition, the lockbox control contains your default AR company and treasury ID for unidentified checks, as well as your general ledger cash account.

Regardless of how you receive cash, you must enter it through a lockbox in Infinium AR.

National Account

A grouping of customers for cash application or credit inquiry purposes. These customers can belong to the same AR company or to different AR companies. For example, you can have five different customer numbers set up for IBM. You can use a national account to pull these five together for cash application, credit inquiry, and reporting purposes.

Net Due Grace Days

Grace days used within cash application, dunning processing and interest charge processing to determine whether or not the obligation in question is an overdue obligation. See Grace Days.

Obligations

The system considers the following as obligations: invoices, credit memos, debit memos, chargebacks, drafts, or interest charges.

Obligation Types

The following is a list of the various obligation types and the codes used to identify each of them:

Invoice	I	INV	001
Credit Memo	C	C/M	002
Debit Memo	D	D/M	003
Chargeback	B	C/B	004
Interest Charge	N	INT	005
Draft	F	DFT	007

On Account Cash

The unapplied cash receipts that you can access for application without going through the batch header (on account cash is no longer associated with a batch).

Open Item

Once identified or the system keeps all obligations on customer accounts until fully applied. Monthly statements show all open unpaid items as of the statement date.

Payment Terms

The controls that govern the discount percentages, days in the discount payment period, and the number of days allowed for normal prompt payment. Terms available in Infinium AR include custom, prepayment, proximo, and standard terms (for example, 2/10/30 represents a 2% reduction from the amount that can be taken if the obligation is paid within 10 days from the invoice date; if paid within 30 days, there is no reduction).

Policy

A control that enables you to define how the system handles certain processing or reporting details (for example, payment terms). You can define policies for all levels within the hierarchy.

For a particular policy (for example, DSO), you might need only one policy code. For other policies (for example, payment terms), your business might require you to create multiple policy codes. You can attach these policies to multiple levels in the hierarchy, thus handling various processing options.

SIC Code

The Standard Industry Classification codes that vary according to the type of business.

Standard Forms Text

You can customize and/or translate text for statement and dunning letters and chargeback notices using the *Maintain Standard Forms Text* option in the *Statement/Dunning Processing* menu.

Statement Messages

Two types of statement messages are available: standard messages and up to nine dunning messages. You associate statement messages with specific message IDs. They print on the top and/or bottom of statements of customers with the message ID on their credit controls or associated policy.

Treasury ID

A code that identifies the general ledger distribution account to which the system credits unidentified cash. The system debits this account when cash is identified.

Unapplied versus Applied Cash

Unapplied cash is cash received that has not yet reduced a specific obligation or been reclassified.

Applied cash is cash you have received and used to reduce a specific obligation, or cash you reclassified.

Unidentified versus Identified Cash

Cash is unidentified when the only information you have about a check is the check number and check amount.

Cash is identified when the customer number, obligation ID, national account number, or MICR number is entered, thus identifying the check to a customer.

Notes

Part 2

Introduction to Credit Management Policies

2

This part of the guide discusses two of the policies that you use for credit management, the DSO (days sales outstanding) policy and the credit policy. For information on other reporting policies, refer to the parts in this guide that include that topic. For example, for more information on Statement policies, refer to the “Processing Statements” part.

This part consists of the following topics:

Topic	Page
Overview of Credit Management Policies	2-2
Working with DSO Policies	2-3
Interpreting the Data from the DSO	2-7
Working with Credit Policies	2-10
Assigning a Policy to the Infinium AR Hierarchy	2-15

Overview of Credit Management Policies

As discussed in the *Infinium Accounts Receivable Guide to Controls* and the *Infinium Accounts Receivable Guide to Processing*, a policy is a control that enables you to define how Infinium AR handles processing or reporting details. There are two types of policies:

- Reporting
- Processing

The system uses reporting policies in credit management. This guide includes information about the following reporting policies:

- Aging
- Credit
- Days Sales Outstanding (DSO)
- Dunning
- Interest Charge
- Statement
- Trade Tape

The system uses processing policies when it processes obligations and cash receipts and when it makes applications. For more information on processing policies, refer to the *Infinium Accounts Receivable Guide to Processing*.

Objectives

In this part of the guide you become familiar with two credit management policies, DSO and credit. After you complete this part of the guide, you should be able to do the following:

- Create a DSO and a credit policy
- Assign the DSO and credit policies to the Infinium AR hierarchy
- Print a Customer Statistics Report

Working with DSO Policies

Understanding DSO

DSO (days sales outstanding) is the average number of days for which an accounts receivable balance is outstanding. DSO calculations produce valuable customer statistics and provide information on the average length of time a customer's open items are outstanding.

DSO calculations enable you to do the following:

- Measure the trend of customer payments over time
- Measure the relative performance of one or more credit managers over time

Understanding DSO Calculation Methods

Infinium AR offers you a choice of two methods to use to calculate DSO:

- Credit Research Foundation Calculation Method (CRF)
- Back Up Calculation Method (Exhaustion)

CRF Method

The standard CRF formula divides the average accounts receivable ending balance for a three-month period by the average daily sales during that period. Please note that if the customer has been active for less than the three periods, this formula uses only the number of periods for which the customer has been active.

Infinium AR does not vary from the CRF definition, but it does offer you more flexibility. The following example, which uses three periods, illustrates this. The number of periods you use may vary in the DSO policy.

- 1 Find the average of the ending AR balance for the last three periods, assuming the current period is December.

AR Ending Balance for December	\$ 6,423.00
AR Ending Balance for November	6,423.00
AR Ending Balance for October	<u>4,815.00</u>
Total	\$ 17,661.00
Divide by number of periods	<u>÷ 3 periods</u>
Average AR Ending Balance	<u>\$ 5,887.00</u>

2 Find the average daily obligation total for the last three periods:

Obligations for December	\$ 6,423.00
Obligations for November	2,718.00
Obligations for October	<u>4,815.00</u>
Total	\$ 13,956.00
Divide by actual days in period	<u>÷ 92 days</u>
Average Daily Obligations	<u>\$ 151.70</u>

Divide the Average Ending AR Balance by the Average Daily Obligations:

Average Ending AR Balance	\$ 5,887.00
Divide by Avg. Daily Obligations	<u>151.70</u>
Customer DSO	<u>38.8 days</u>

A DSO of 999.9 indicates that the system could not calculate the DSO; for example, if the average daily obligations for the specified periods equal zero.

Exhaustion Method

The Exhaustion method deducts the current period's sales from the total accounts receivable balance. The system then deducts the previous period's sales and continues to deduct the prior period's sales until the accounts receivable balance is zero. The system adds each period's number of days together to produce a DSO number, prorating the period that is only partly outstanding.

The following example, with the December AR Ending Balance equal to \$6,423.00, illustrates this.

	Obligations	Remaining AR	# of Days	DSO Days
December	\$ 0.00	\$ 6,423.00	31	31.0
November	\$ 2,718.00	\$ 3,705.00	30	30.0
October	\$ 4,815.00	\$ 0.00	31	23.9 *
Customer DSO Days				84.9

* October's entire obligations were greater than the remaining AR Ending Balance. Therefore, the system calculates October's DSO days as a proration.

The system divides the October obligations necessary to zero out the remaining AR Ending Balance by the total obligations for October.

$$\frac{3,705.00}{4,815.00} \times 31 = 23.85$$

The choices are almost identical to those used with the CRF method, with one exception. The exhaustion method ignores the number of periods.

Defining a DSO Policy

To define a DSO policy, perform the following steps:

- 1 From the Infinium AR main menu select *Policy File Maintenance*.
- 2 Select *Maintain DSO Policies* [MDSP]. The system displays a screen similar to Figure 2-1.

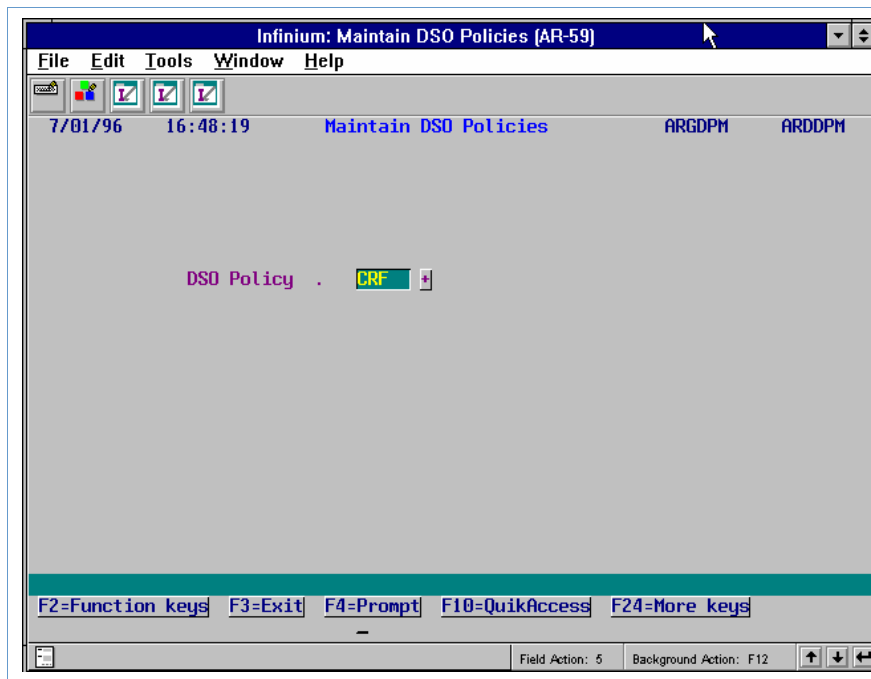


Figure 2-1: Maintain DSO Policies prompt screen

You use this screen to create a new DSO policy or to select an existing DSO policy for update.

- 3 Type a unique DSO policy name when creating a new policy, or press **F4** to select from a valid list of DSO policies that you can update.
- 4 Press **Enter**. The system displays a screen similar to Figure 2-2.

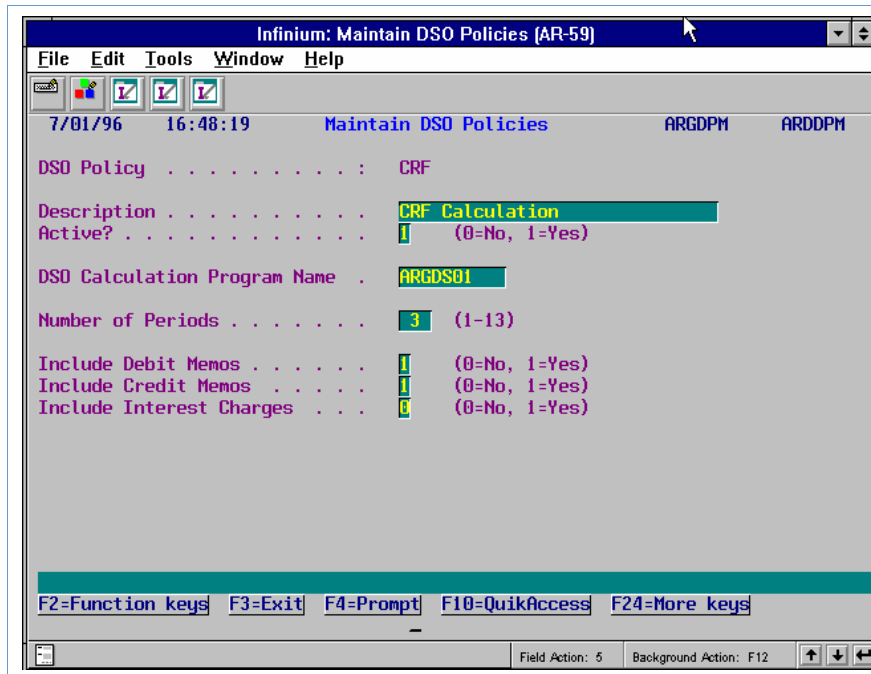


Figure 2-2: Maintain DSO Policies screen

You use this screen to enter information for a new DSO policy or to update information for an existing DSO policy.

- 5 Complete the fields on this screen using the following information.

DSO Calculation Program Name

Type the name of the CRF or Exhaustion program that this policy uses to calculate DSO. The name of the CRF program is ARGDS01. The name of the Exhaustion program is ARGDS02. You also have the option of using your own custom program.

Number of Periods

The system uses this value only when you are using the CRF method. Type the number of periods that the system uses to calculate DSO. You can perform calculations for any number of periods (although the default is 3, the CRF standard). Infinium Software recommends that you use at least three periods to obtain a meaningful DSO calculation. The more periods the system uses, the more accurate the DSO calculation.

Include Debit Memos, Include Credit Memos, Include Interest Charges

To include debit memos or credit memos or interest charges in the DSO calculation, type 1 in the corresponding field.

- 6 Press . The system creates or updates the DSO policy.

Interpreting the Data from the DSO

Overview

Infinium AR provides the following methods for extracting DSO information:

- Customer Statistics Report
- *Credit Inquiry* option

Both methods provide calculation by customer. For more information on displaying DSO information using the *Credit Inquiry* option, refer to the topic, “Displaying DSO Statistical Information” located in the “Using Credit Inquiry” part of this guide.

Printing the Customer Statistics Report

To print DSO calculations by customer, perform the following steps:

- 1 From the Infinium AR main menu select *Credit Management*.
- 2 Select *Print Cust Statistics Report* [PCS]. The system displays a screen similar to Figure 2-3.

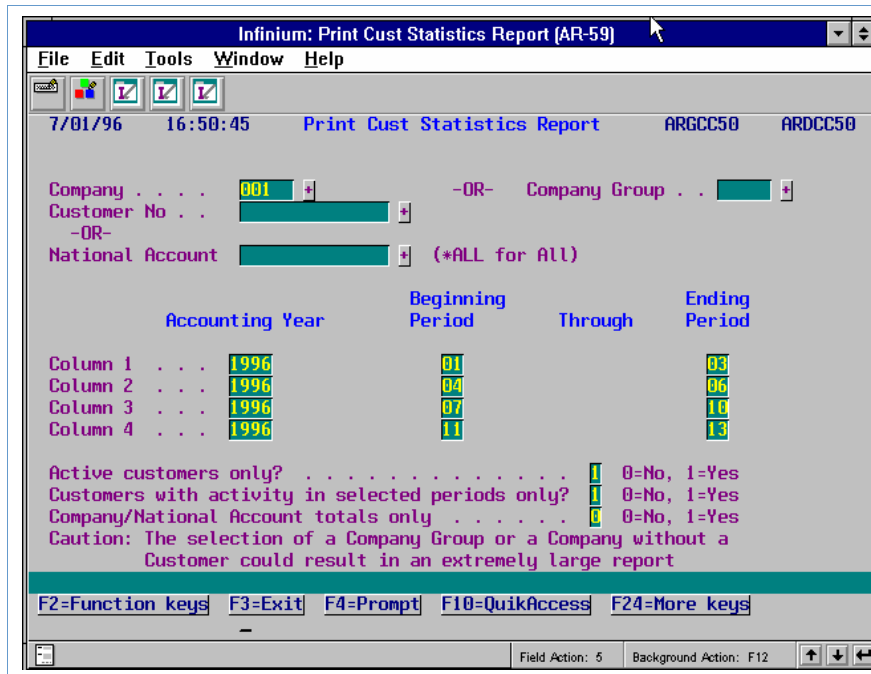


Figure 2-3: Print Customer Statistics Report screen

You use this screen to enter the parameters for the Customer Statistics Report.

- 3 Complete the fields on this screen using the following information.

Company, Customer No, Company Group

You can print customer statistics for a specific customer by typing a value in the *Company* and *Customer No* fields.

If you type a value in the *Company* field and leave the *Customer No* field blank, the system prints statistics for all customers in that company.

If you type a value in the *Company Group* field, the system prints statistics for all customers in that company group.

If you leave the *Company*, *Customer No* and *Company Group* fields blank, the system prints statistics for all customers.

Accounting Year, Beginning Period, Ending Period

You must specify at least one accounting year and its beginning and ending periods.

To display accounting periods, press **F19**. When you submit this report for two or more periods, the system provides information for comparison purposes. You can print statistical comparisons for up to four accounting period ranges to a maximum of four years.

For example, if you request periods 1 through 6 and your DSO CRF policy calculates using 3 periods, the system calculates a DSO reflecting a 3-month DSO ending with period 6.

Active customers only?

If you choose to run this report for one or all companies or a company group, you must type a value in this field. Since running the report by company, companies, or company group can produce a very lengthy report, you can reduce its size by electing to run the report for only active customers.

Print customers with activity in selected periods only?

If you choose to run this report for one or all companies or a company group, you must type a value in this field. Since running the report by company, companies, or a company group can produce a very lengthy report, you can reduce its size by electing to run the report for customers with activity only in the periods you specify on this screen.

Print company/national account totals only?

To print the statistics for only the company or national account and not for individual customers associated with the company or national account, type **1** in this field. To include the individual customers in the report, type **0** in this field. This is a required field if you are running the report for a company, company group, or national account.

- 4 Press . The system generates the Customer Statistics Report.

The “Reports” appendix in this guide contains a sample copy of the Customer Statistics Report.

Working with Credit Policies

Understanding Credit Policies

Credit policies enable you to provide the parameters to run interactive credit checks on Infinium AR customers through either Infinium OP or an interface to another billing system.

Credit policies determine the available credit for a customer. They do not determine the credit limit of a customer or national account.

You define the customer's credit limit in the *Maintain Customer Credit Controls* option. For more information on displaying a customer's credit limit, refer to "Reviewing the Customer's Credit Limit" in the "Using Credit Inquiry" part in this guide.

The system determines the available credit for a national account from the credit policy attached to the national account. If there is no credit policy at the national account level, the system does not search the hierarchy to find one. Instead, it uses all the associated national account customers' balance to calculate this amount. The credit limit of a national account is the total credit limit of all customers associated with the national account.

The system displays the *Nat'l Account Credit Limit* field in the *Maintain National Accounts* option. For more information on displaying the credit limit of a national account, refer to the "Defining and Maintaining Customer Accounts" part in the *Infinium Accounts Receivable Guide to Controls*.

Defining a Credit Policy

To create and maintain credit policies, perform the following steps:

- 1 From the Infinium AR main menu select *Policy File Maintenance*.
- 2 Select *Maintain Credit Policies* [MCRP]. The system displays a screen similar to Figure 2-4.

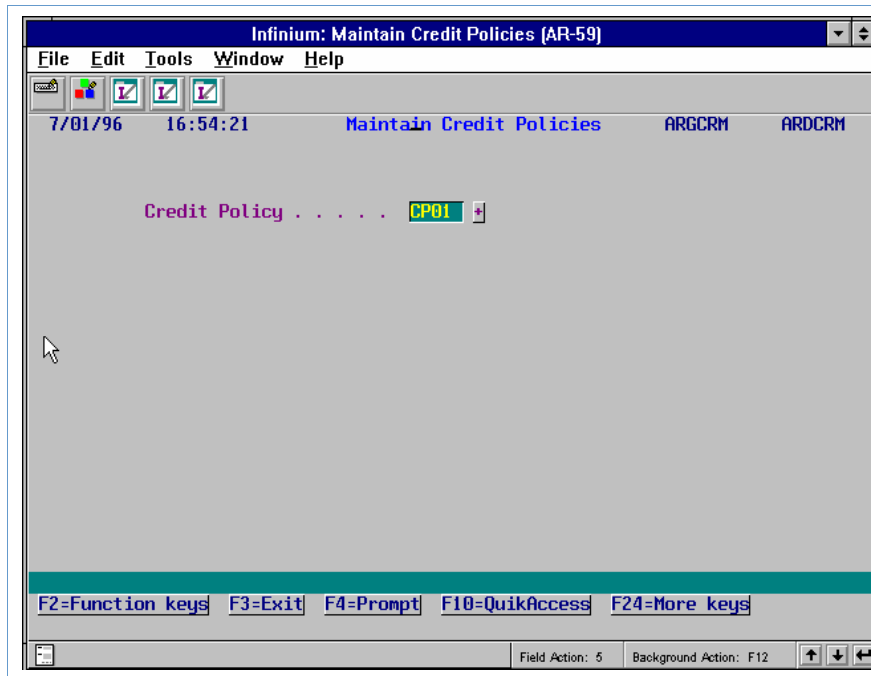


Figure 2-4: Maintain Credit Policies prompt screen

You use this screen to create a new credit policy or to select an existing credit policy for update.

- 3 Type a credit policy or press **F4** to select from a valid list of credit policies.
- 4 Press **Enter**. The system displays a screen similar to Figure 2-5.

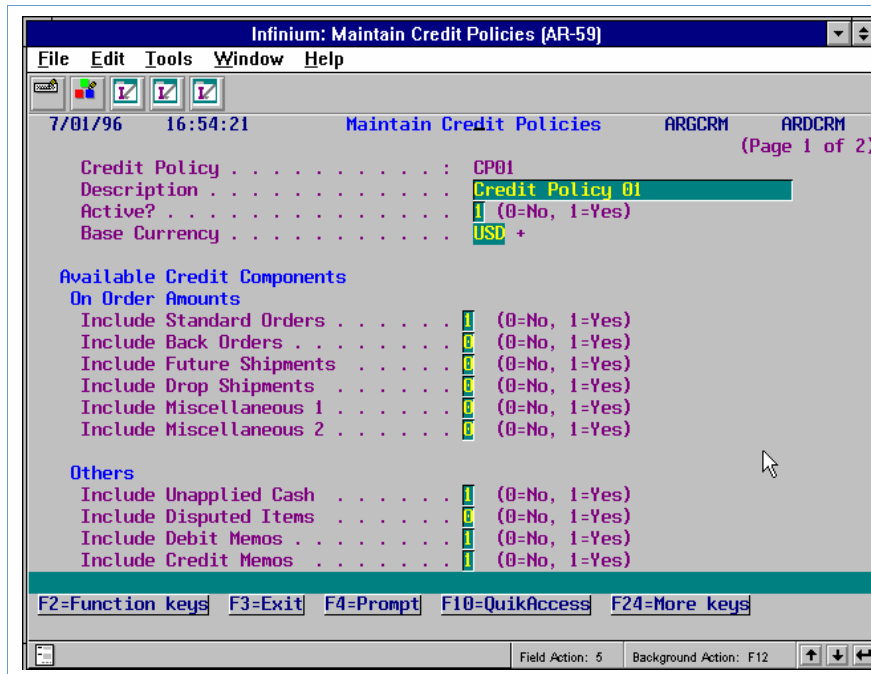


Figure 2-5: Maintain Credit Policies screen 1

Credit Components

You use this screen to specify the available credit components for a new credit policy or to update that information for an existing credit policy. The system subsequently displays the *On Order Amounts* fields in the *Maintain Customer Credit Controls* option.

- 5 Complete the fields on this screen using the following information.

Base Currency

If the system is using only one currency, it defaults that currency value into this field. If the system uses multiple currencies, you must type a value in this field.

Note: If you change the base currency of an existing policy, you must press **F21** to override the message the system displays.

Available Credit Components

To include a specific on order amount or other amount in the available credit calculation for a customer, type **1** in the corresponding field.

- 6 Press **Enter**. The system displays a screen similar to Figure 2-6.

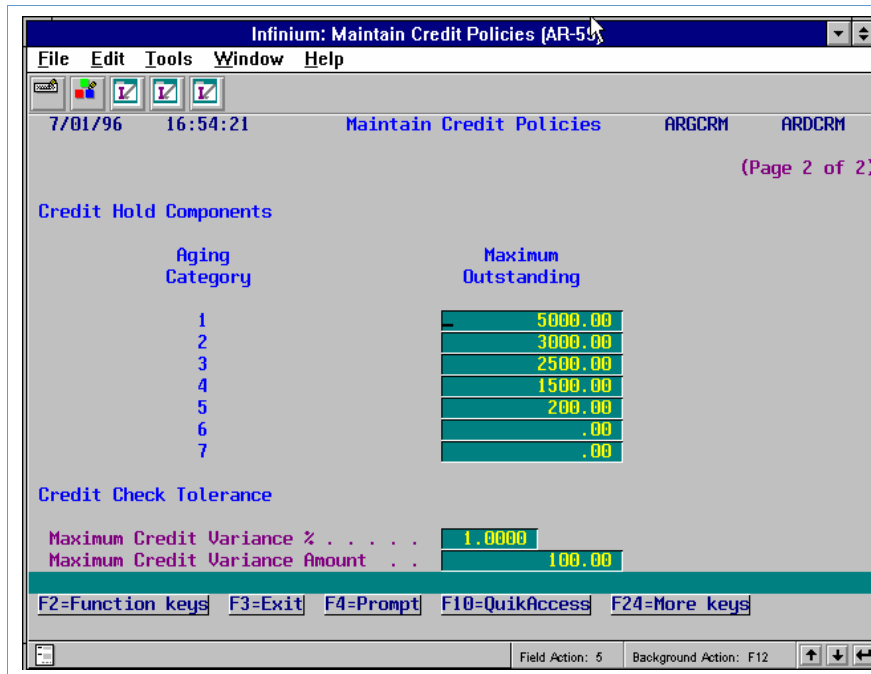


Figure 2-6: Maintain Credit Policies screen 2

Credit Hold

Infinium OP uses the information on this screen to determine if it should place a customer on credit hold. When a customer exceeds this credit limit, Infinium OP places the customer's order on credit hold.

- 7 Use the following information to complete the fields on this screen.

Maximum Outstanding

Type the greatest amount that the customer can have outstanding in each aging category. If the customer's outstanding balance for this aging category is equal to or greater than the amount in this field, the customer will be placed on credit hold.

Maximum Credit Variance %

Type a value in this optional field to allow further credit after a customer has exceeded his/her credit limit.

Maximum Credit Variance Amount

If you type a value in the *Maximum Credit Variance %* field, you must type a value in this field. Type the maximum amount by which a customer can exceed his/her credit limit before the system places an order on credit hold.

Note: When there are values in the *Maximum Credit Variance %* and *Maximum Credit Variance Amount* fields, the system compares the value in the *Maximum Credit Variance %* field to the value in the *Maximum Credit Variance Amount* field and uses the lesser of the two values as the maximum amount to determine whether to hold an order.

- 8 Press . The system creates or updates the credit policy.

Assigning a Policy to the Infinium AR Hierarchy

Overview

As discussed in the *Infinium Accounts Receivable Guide to Controls*, you can define policies for all levels of the hierarchy. The system overrides policies attached to higher levels of the hierarchy if the policy is defined at a lower level of the hierarchy.

You can assign a credit policy to any of the four levels within the hierarchy: entity, company, national account, or customer. For a policy to take effect for a particular customer, define the policy at the customer controls level.

You must enter a DSO policy at the entity controls level. You can override the entity level policy by attaching a DSO policy at the company, national account, or customer levels.

Assigning a DSO Policy at the Entity Level

To assign a DSO policy at the entity level, perform the following steps:

- 1 From the Infinium AR main menu select *Control File Maintenance*.
- 2 Select *Maintain Entity Controls* [MEC]. The system displays a screen similar to Figure 2-7.

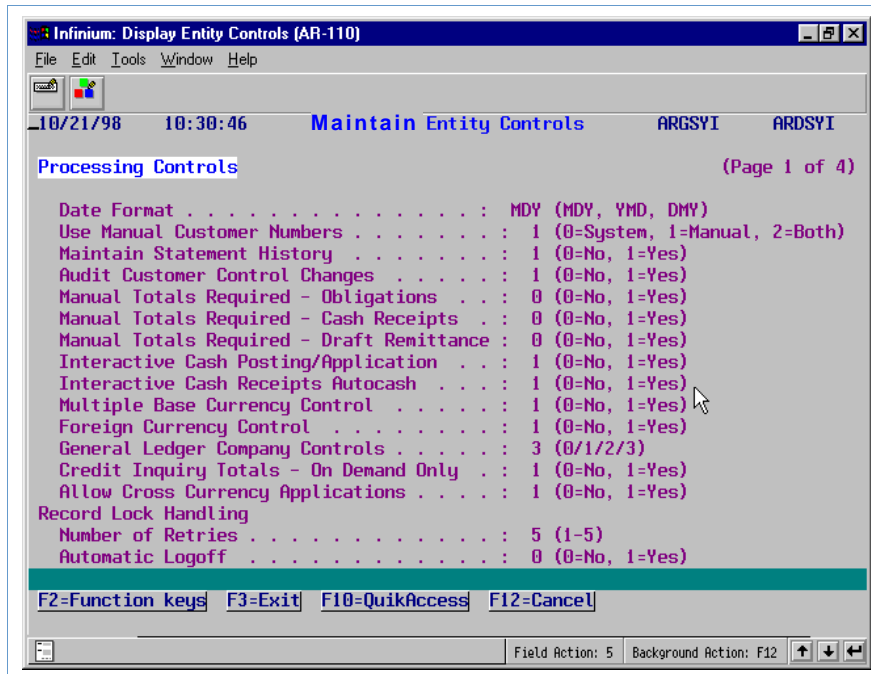


Figure 2-7: Maintain Entity Controls screen 1

- Press **[Enter]** three times. The system displays a screen similar to Figure 2-8.

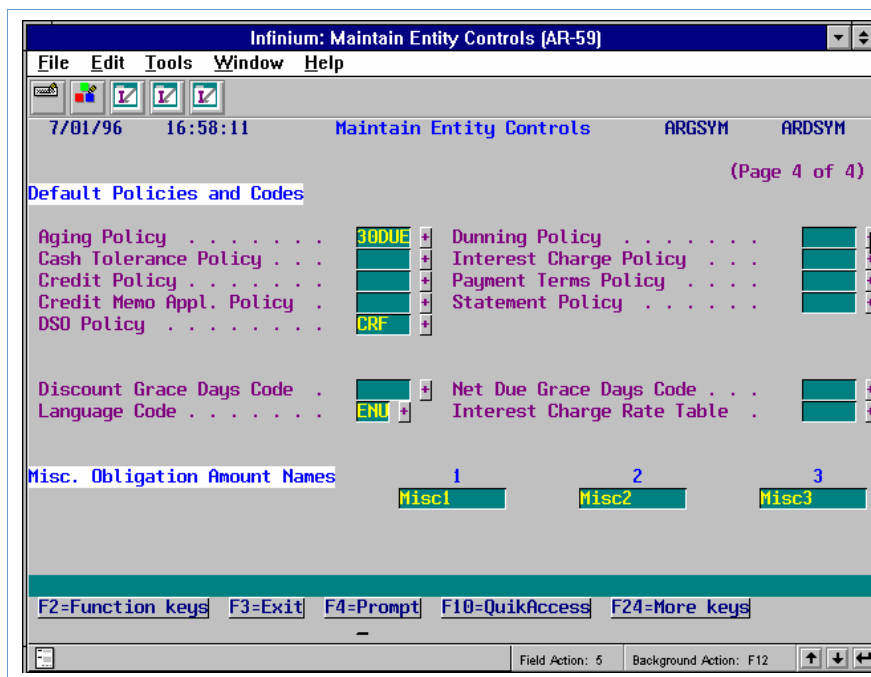


Figure 2-8: Maintain Entity Controls screen 4

This is the only entity controls screen that pertains to DSO policies. You use this screen to attach a DSO policy at the entity controls level.

- 4 Type a DSO policy in the *DSO Policy* field or press **F4** to select from a valid list of DSO policies.
- 5 Press **Enter**. The system updates the entity controls.

Assigning a Credit Policy to a Customer

To assign the credit policy to the customer's credit controls, perform the following steps:

- 1 From the Infinium AR main menu select *Customer/Nat'l Account Management*.
- 2 Select *Maintain Cust Credit Controls* [MCCC]. The system displays a screen similar to Figure 2-9.

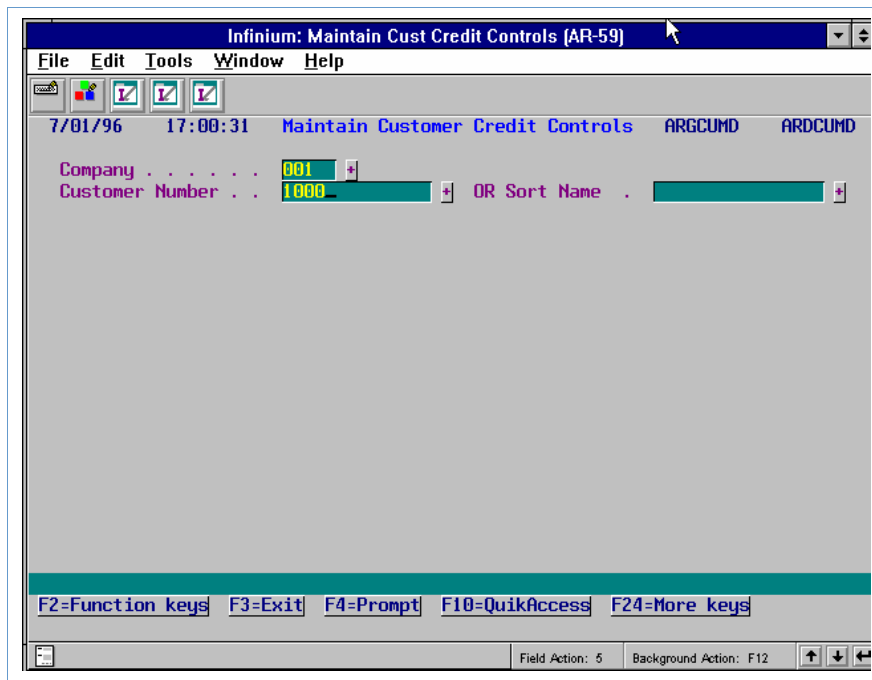


Figure 2-9: Maintain Customer Credit Controls screen 1

- 3 Type a valid value in either the *Company* and *Customer Number* fields or in the *Sort Name* field. You can prompt on these fields to display and select from a list of valid values.
- 4 Press **Enter**. The system displays a screen similar to Figure 2-10.

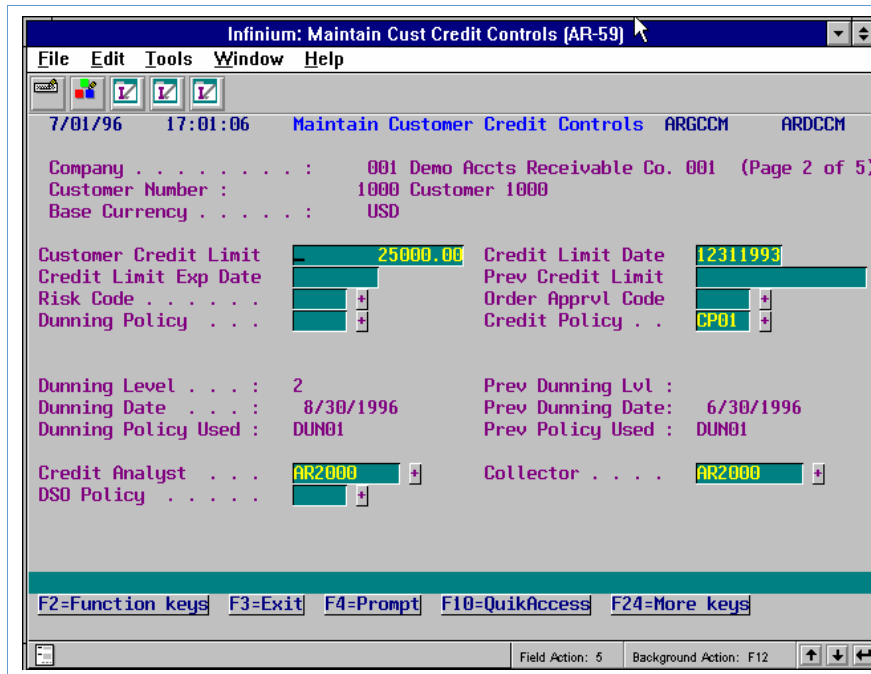


Figure 2-10: Maintain Customer Credit Controls screen 2

This is the only customer credit controls screen that pertains to credit policies. Use this screen to attach a credit policy to a customer.

- 5 Type a credit policy in the *Credit Policy* field or press **[F4]** to select from a valid list of credit policies. Press **[F17]** with the cursor on the *Credit Policy* field to display the policies, if any, in effect in the hierarchy.
- 6 Press **[Enter]** three times. The system updates the customer credit controls.

Note: To assign credit or DSO policies to the company level, select the *Maintain Company Controls* option from the *Control File Maintenance* menu. After you specify the company, press **[Enter]** twice to access the *Credit Policy* and *DSO Policy* fields. To assign a credit or DSO policy at the national account level, select the *Maintain Nat'l Acct Controls* option from the *Cust/Nat'l Acct Maintenance* menu. After you specify the national account, press **[Enter]** twice to access the *Credit Policy* and *DSO Policy* fields.

Part 3

Maintaining and Printing Aging Information

3

This part of the guide discusses the aging policy and one of the credit management tools Infinium AR provides - the Aged Trial Balance report.

This part consists of the following topics:

Topic	Page
Overview of Maintaining and Printing Aging Information	3-2
Working with Aging Policies	3-3
Printing and Updating the Aged Trial Balance	3-8
Printing the Aged Trial Balance	3-13
Printing the Chargeback Aged Trial Balance	3-16
Displaying the Aged Trial Balance Status	3-18
Frequently Asked Questions	3-20
Tips and Techniques	3-21

Overview of Maintaining and Printing Aging Information

The three Infinium AR trial balance functions are:

- *Print & Update Aged Trial Bal*
- *Print Aged Trial Balance*
- *Print Chgback Aged Trial Balance*

The *Print & Update Aged Trial Balance* option re-ages open obligations, cash receipts and applications that close cash receipts and obligations throughout your entire Infinium AR system. Running this option updates your Aged Trial Balance file.

The *Print Aged Trial Balance* option calculates Aged Trial Balance information and prints an Aged Trial Balance report without updating your Aged Trial Balance file.

The *Print Chgback Aged Trial Balance* option calculates Aged Trial Balance information for chargeback obligations and prints a Chargeback Aged Trial Balance report without updating your Aged Trial Balance file.

Objectives

In this part of the guide you should become familiar with the aging policy and Infinium AR's three trial balance functions. After you complete this part of the guide, you should be able to print an Aged Trial Balance report.

Working with Aging Policies

Overview

Through the use of aging policies, the system compares open amounts for a customer against time to determine whether open amounts are current or overdue. The system uses the ranges of time you establish in the aging policy to determine if an amount is overdue.

Defining an Aging Policy

To define an aging policy, perform the following steps:

- 1 From the Infinium AR main menu select *Policy File Maintenance*.
- 2 Select *Maintain Aging Policies* [MAGP]. The system displays a screen similar to Figure 3-1.

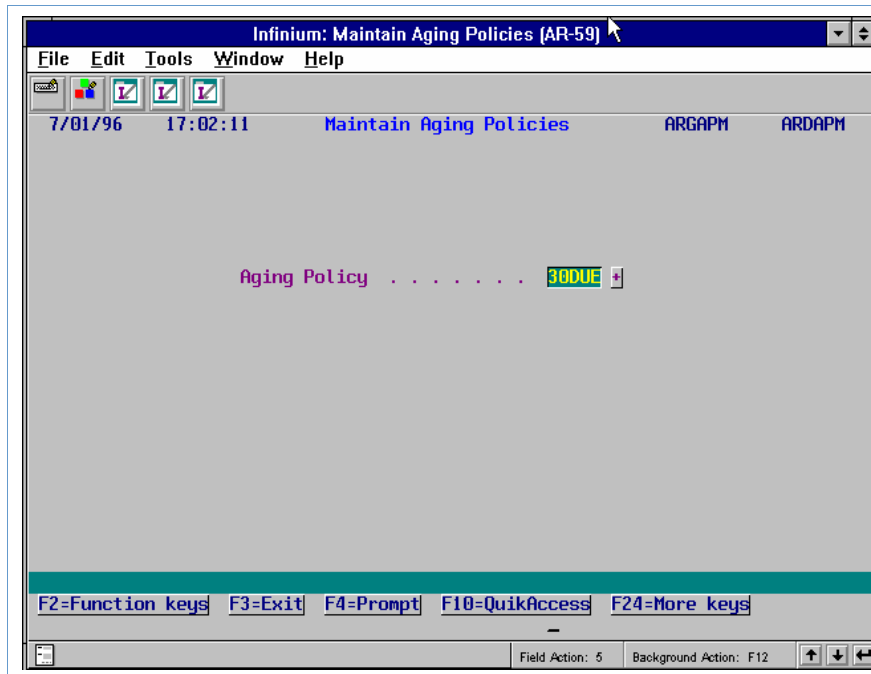


Figure 3-1: Maintain Aging Policies prompt screen

You use this screen to type a unique aging policy when you are creating a new policy. When you are updating an existing aging policy, type the aging policy or press **F4** to display and select from a list of valid aging policies.

- 3 Type a unique code in the *Aging Policy* field. Press **F4** to view existing aging policies.
- 4 Press **Enter**. The system displays a screen similar to Figure 3-2.

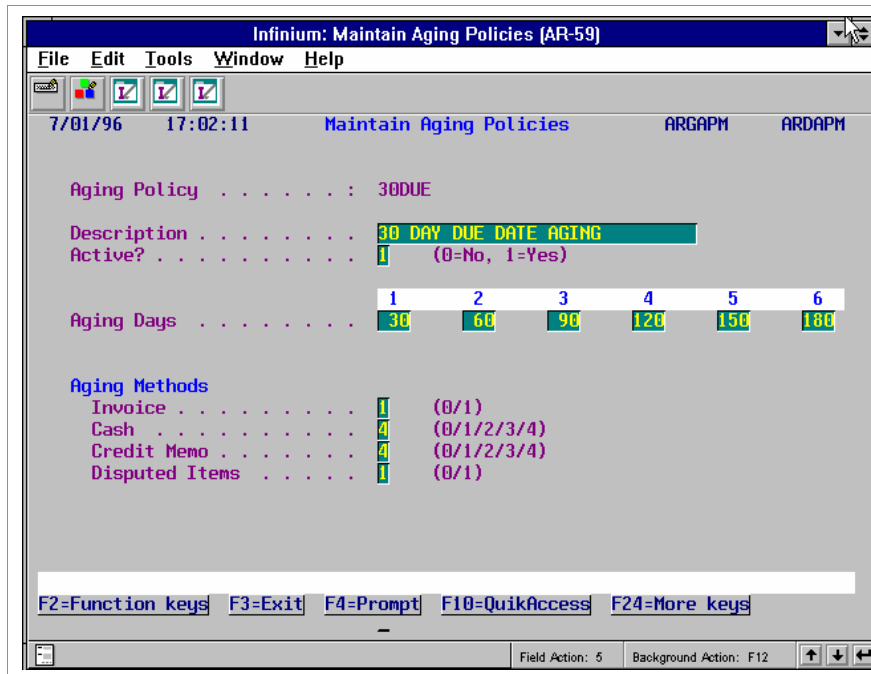


Figure 3-2: Maintain Aging Policies screen

You use this screen to enter information for a new aging policy or to update an existing aging policy's information.

- 5 Complete the fields on this screen using the following information:

Aging Days

You must enter a value in at least one *Aging Days* category. If you enter only one value, that value does not have to appear in the first aging days category. The system assigns a current value in addition to the one or more values you establish on this screen.

Note: We also refer to an aging days category as a bucket.

Invoice

Type the value that represents the invoice aging method the system uses to age invoices, referenced debit memos and referenced credit memos. This method also determines the aging method for debit memos that are unreferenced. It does not, however, apply to credit memos that are unreferenced.

- 0 With the Invoice Date Aging Method, the system compares the value in the obligations' *As of Date* field to the value you type in the *Aging Date* field on this screen to determine the aging category of the item. The system uses the value in the *As Of Date* field to determine all aging categories.

- 1 With the Due Date Aging Method, the system compares the value in the *Net due date* field of obligations to the value you type in the *Aging Date* field on this screen to determine the aging category of the item. The system uses the value in the *Net Due Date* field of obligations to determine all aging categories except for the future column. In due date aging, the system uses the value in the *As of Date* field of obligations to determine the future column.

The system considers items to be current items if the value in the *Net due date* field is later than or equal to the value you type in the *Aging Date* field on this screen. The system considers items to be future items if they have an *As of Date* that is later than or equal to the value you type in the *Aging Date* field on this screen.

Cash

Type the value that represents the cash aging method the system uses to age unapplied cash. Cash is considered unapplied when the system has received it but has not applied it to obligations or reclassified it.

- 0 The system excludes unapplied cash from aging reports. When you select this cash aging method, the system also excludes unapplied cash from statement processing.
- 1 The system applies cash to the oldest positive aging categories first.
- 2 The system accumulates unapplied cash and reflects it, not in any aging category, but as a separate adjustment to the accounts receivable balance for the applicable company, customer, and so forth. When you select this cash aging method, the system also excludes unapplied cash from statement processing.
- 3 The system ages unapplied cash in the first aging category.
- 4 The system ages unapplied cash according to the transaction date.

Credit Memo

Type the value that represents the aging method the system uses to age unreferenced credit memos. Unreferenced credit memos are credit memos that do not reference an obligation.

- 0 The system excludes credit memos from aging reports. When you select this cash aging method, the system also excludes credit memos from statements.

- 1 The system applies credit memos to the oldest positive aging categories first.
- 2 The system accumulates unreferenced credit memos and reflects them, not in any aging category, but as a separate adjustment to the accounts receivable balance for the applicable company, customer, and so forth. When you select this credit memo aging method, the system also excludes unreferenced credit memos from statement processing.
- 3 The system ages credit memos in the first aging category.
- 4 The system ages credit memos according to the transaction date or due date.

Disputed Items

To include disputed items in the aging routine and in reporting, type **1** in this field.
To exclude disputed items from the aging routine and reporting, type **0** in this field.

- 6 Press . The system creates or updates the aging policy.

Assigning the Aging Policy to the Infinium AR Hierarchy

As discussed in the *Infinium Accounts Receivable Guide to Controls*, you can define policies for all levels of the hierarchy. The system overrides a policy attached to higher levels of the hierarchy when it is defined at a lower level of the hierarchy.

You can assign an aging policy to any of the four levels within the hierarchy: entity, company, national account, or customer. For a policy to take effect for a particular customer, define the policy at the customer controls level.

You must enter an aging policy at the entity controls level. You can override the entity level policy by attaching an aging policy at the company, national account, or customer levels.

Refer to the “Assigning a Policy to the Infinium AR Hierarchy” topic in the “Introduction to Credit Management Policies” part of this guide for more information.

Printing and Updating the Aged Trial Balance

Overview

The *Print & Update Aged Trial Bal* option produces a system-wide trial balance. You can run the *Print Aged Trial Balance* option for each accounts receivable company, individual customer, customer category, national accounts, or by credit analyst.

When you run the *Print & Update Aged Trial Bal* option, the system updates your Aged Trial Balance information. The system updates the information that you access when you use the *Credit Inquiry* option and when you run a Infinium QY report.

Infinium Software strongly recommends that you run this option daily, preferably at night.

No users can be signed onto the Infinium AR system when you run this function.

Printing and Updating the Aged Trial Balance

To print and update the Aged Trial Balance, perform the following steps:

- 1 From the Infinium AR main menu select *Credit Management*.
- 2 Select *Print & Update Aged Trial Bal* [PUATB]. The system displays a screen similar to Figure 3-3.

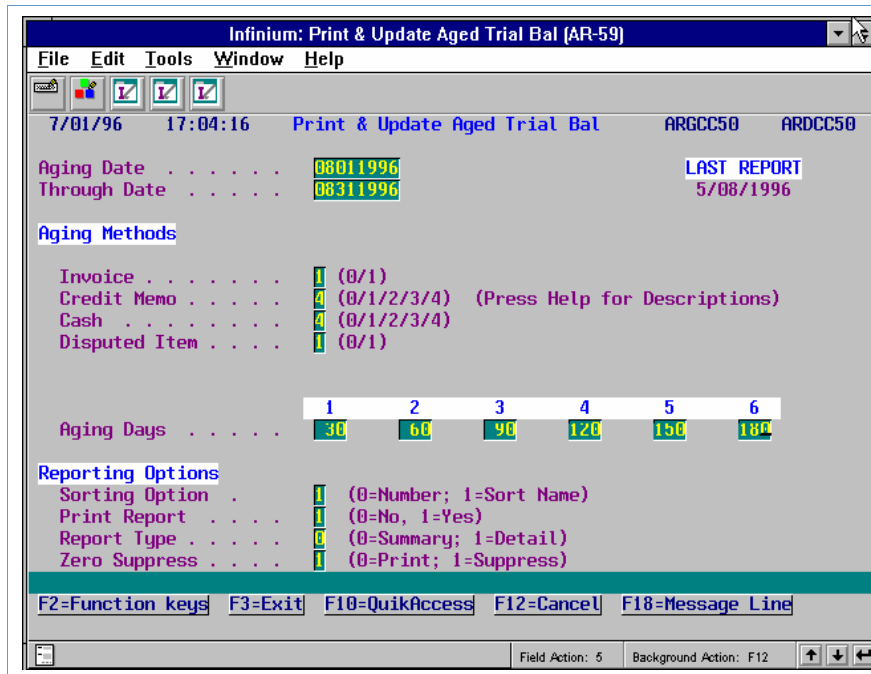


Figure 3-3: Print & Update Aged Trial Balance screen

You use this screen to enter the parameters for the Aged Trial Balance update and report.

- 3 Complete the fields on this screen using the following information:

Aging Date

The system compares the date you type in this field to the dates of the transactions to determine the age of the transaction.

Through Date

The system uses the date you type in this field to determine the obligations, cash receipts and applications to include when you run this function.

The system prints a future column on your report only if the value in the *Aging Date* field is before the value in the *Through Date* field.

Invoice

Type the value that represents the invoice aging method the system uses to age invoices, referenced credit memos, referenced debit memos, and unreferenced debit memos. It does not, however, apply to unreferenced credit memos.

- 0 With the Invoice Date Aging Method, the system compares the value in the obligations' *As of Date* field to the value you type in the *Aging Date* field on this screen to determine the aging category of the item. The system uses the value in the *As Of Date* field to determine all aging categories.

- 1 With the Due Date Aging Method, the system compares the value in the *Net due date* field of obligations to the value you type in the *Aging Date* field on this screen to determine the aging category of the item. The system uses the value in the *Net Due Date* field of obligations to determine all aging categories except for the future column. In due date aging, the system uses the value in the *As of Date* field of obligations to determine the future column.

The system considers items to be current items if the value in the *Net due date* field is later than or equal to the value you type in the *Aging Date* field on this screen. The system considers items to be future items if they have an *As of Date* that is later than or equal to the value you type in the *Aging Date* field on this screen.

The table below illustrates how the system uses the *As of Date* and *Net Due Date* values of referenced items in due date and invoice date aging.

Due Date Aging

Future	Aging Date < Obligation As Of Date
Current	Obligation Date < Aging Date < Due Date

Invoice Date Aging

Future	Aging Date < Obligation As Of Date
Current	Obligation As Of Date determines all aging categories

Credit Memo

Type the value that represents the aging method the system uses to age unreferenced credit memos. Unreferenced credit memos are credit memos that do not reference an obligation.

- 0 The system excludes credit memos from aging reports.
- 1 The system applies credit memos to the oldest positive aging categories first.
- 2 The system accumulates unreferenced credit memos and reflects them, not in any aging category, but as a separate adjustment to the accounts receivable balance for the applicable company, customer, and so forth.
- 3 The system ages credit memos in the first aging category.
- 4 The system ages credit memos according to the transaction date or due date.

Cash

Type the value that represents the cash aging method the system uses to age unapplied cash. Unapplied cash is cash that has been received but has not been applied to obligations or reclassified.

- 0** The system excludes unapplied cash from aging reports.
- 1** The system applies cash to the oldest positive aging categories first.
- 2** The system accumulates unapplied cash and reflects it, not in any aging category, but as a separate adjustment to the accounts receivable balance for the applicable company, customer, and so forth.
- 3** The system ages unapplied cash in the first aging category.
- 4** The system ages unapplied cash according to the transaction date.

Disputed Items

To include disputed items in the aging routine and in reporting, type **1** in this field.
To exclude disputed items from the aging routine and reporting, type **0** in this field.

Aging Days

The aging category you type in each of these fields determines the names of the column headings on the report.

Sorting Option

To sort your report within each company by customer number, type **0** in this field.
To sort your report within each company by customer sort name, type **1** in this field.
Within a customer's account, the system sorts the Aged Trial Balance in the following order:

- 1** Invoices by obligation reference number

- 2** Debit memos by obligation reference number

- 3** Chargebacks by obligation reference number

- 4** Interest charges by obligation reference number

- 5** Credit memos by obligation reference number (if selected in print parameters)

- 6** Cash receipts by cash receipts reference number (if selected in print parameters)

Print Report

To update your Aged Trial Balance information and not print a report, type **0** in this field. To update your Aged Trial Balance file and print a report, type **1** in this field.

Report Type

If you type **1** in the *Print Report* field, you have the option to print the report in a summary or a detailed format. If you type **1 (Detail)**, the system prints one line for each transaction.

Note: The system displays the date this report was last run in the *LAST REPORT* field in the upper right corner of the screen.

- 4 Press . The system updates your Aged Trial Balance file and prints an Aged Trial Balance report.

The system prints the ID of the user who submitted the report. The ID prints in the top right portion of the report.

Printing the Aged Trial Balance

Overview

You use the *Print Aged Trial Balance* option to calculate Aged Trial Balance information and print an Aged Trial Balance report without updating your Aged Trial Balance file.

Printing the Aged Trial Balance

To print an Aged Trial Balance, perform the following steps:

- 1 From the Infinium AR main menu select *Credit Management*.
- 2 Select *Print Aged Trial Balance* [PATB]. The system displays a screen similar to Figure 3-4.

```
3/08/2004 14:33:25      Print Aged Trial Balance      ARGCC50  ARDCC50

SELECTION OPTIONS (Select Any Combination OR Leave Blank for All Customers)

Company Number . 001 + -OR- Co. Group . . _____ +
Customer Number . _____ +
National Account _____ + (*ALL for All)
Credit Analyst . _____ + (*ALL for All)
Customer Category _____ + (*ALL for All)
Salesperson _____ + (*ALL for All)

Processing Options 1 (1=Base Currency; 2=Processing Currency)

Sorting Option . 0 (0=Number; 1=Sort Name)

AGING CONTROLS

Aging Policy . . _____ + (Leave Blank for Aging Options screen)
Aging Date . . . 11301992 Report Type . . . 1 (0=Summary; 1=Detail)
Through Date . . 12311999 Zero Suppress . . 1 (0=No; 1=Yes)

-----
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys
```

Figure 3-4: Print Aged Trial Balance screen 1

You use this screen to enter the parameters for the Aged Trial Balance report.

3 Complete the fields on this screen using the following information:

You can print an Aged Trial Balance for a subset of customers by typing a value in any combination of the following fields:

- *Company Number*
- *Co. Group*
- *Customer Number*
- *National Account*
- *Credit Analyst*
- *Customer Category*
- *Salesperson*

The system includes only customers who meet all selection criteria in your report.

Company Number, Customer Number

You can leave the *Company Number* field blank and only type a value in the *Customer Number* field. If you use the same customer number for different accounts receivable companies, typing a value in only the *Customer Number* field enables you to print an Aged Trial Balance for one customer across companies.

National Account, Credit Analyst, Customer Category, Salesperson

To print an Aged Trial Balance for all national accounts, all credit analysts, all customer categories or all salespersons, type ***ALL** in one of these fields. If you type ***ALL** in any one of these fields, you cannot type a value in the other selection criteria fields at the top of the screen.

Aging Policy

If you type an aging policy in this field, the report ages all items based on the aging category or categories for that policy. If you leave this field blank, the system displays a screen similar to Figure 3-5 on which you can enter your aging criteria.

Aging Date, Through Date

You must type values in these fields.

4 Press . If you typed a value in the *Aging Policy* field, the system prints an Aged Trial Balance report without updating your Aged Trial Balance file. If you left the *Aging Policy* field blank, the system displays a screen similar to Figure 3-5.


```

3/08/2004 14:42:40      Print Aged Trial Balance      ARGCC50  ARDCC50
Aging Date . . . . . 11301992
Through Date . . . . 12311999

Aging Methods

Invoice . . . . . - (0/1)
Credit Memo . . . . - (0/1/2/3/4) (Press Help for Descriptions)
Cash . . . . . - (0/1/2/3/4)
Disputed Item . . . - (0/1)

Aging Days . . . . 1 2 3 4 5 6
                   0 0 0 0 0 0

Reporting Options

Report Type . . . . 1 (0=Summary; 1=Detail)
Zero Suppress . . . 1 (0=Print; 1=Suppress)

-----
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F18=Message Line

```

Figure 3-5: Print Aged Trial Balance screen 2

The system displays this screen after you press on the previous screen if you left the *Aging Policy* field blank.

- 5 Complete the fields on this screen. These are the same fields that the system displays in the *Print & Update Aged Trial Bal* option. For more information on these fields, refer to the “Printing and Updating the Aged Trial Balance” topic in this part of the guide.
- 6 Press . The system prints an Aged Trial Balance report without updating your Aged Trial Balance file.

The system prints the ID of the user who submitted the report. The ID prints in the top right portion of the report.

Printing the Chargeback Aged Trial Balance

Overview

You use the *Print Chgback Aged Trial Balance* option to calculate aged trial balance information and print an Aged Trial Balance report for chargeback obligations. This function does not update customer records or your Aged Trial Balance file.

Printing the Chargeback Aged Trial Balance

To print a chargeback Aged Trial Balance, perform the following steps:

- 1 From the Infinium AR main menu select *Credit Management*.
- 2 Select *Print Chgback Aged Trial Balance* [PCATB]. The system displays a screen similar to Figure 3-6.

Infinium: Print Chgback Aged Trial Balance (AR-59)

File Edit Tools Window Help

7/01/96 17:09:22 Print Chgback Aged Trial Balance ARGCC50 ARDCC50

SELECTION OPTIONS (Select Any Combination OR Leave Blank for ALL Customers)

Company Number . [] * -OR- Co. Group . . [] *

Customer Number . [] *

National Account [] * (*ALL for ALL)

Credit Analyst . [] * (*ALL for ALL)

Customer Category [] * (*ALL for ALL)

Processing Options [1] (1=Base Currency; 2=Processing Currency)

Sorting Option . [0] (0=Number; 1=Sort Name)

AGING CONTROLS

Aging Policy . . [] * (Leave Blank for Aging Options screen)

Aging Date . . . 08311996 Report Type . . . [0] (0=Summary; 1=Detail)

Through Date . . 08311996 Zero Suppress . . [0] (0=No; 1=Yes)

F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys

Field Action: 5 Background Action: F12

Figure 3-6: Print Chargeback Aged Trial Balance screen 1

You use this screen to enter the parameters for the Chargeback Aged Trial Balance report.

- 3 Complete the fields on this screen. These are the same fields that the system displays in the *Print Aged Trial Balance* option. For more information on these fields, refer to the “Printing the Aged Trial Balance” topic in this part of the guide.
- 4 Press **Enter**. If you typed a value in the *Aging Policy* field, the system prints a Chargeback Aged Trial Balance report. If you left the *Aging Policy* field blank, the system displays a screen similar to Figure 3-7.

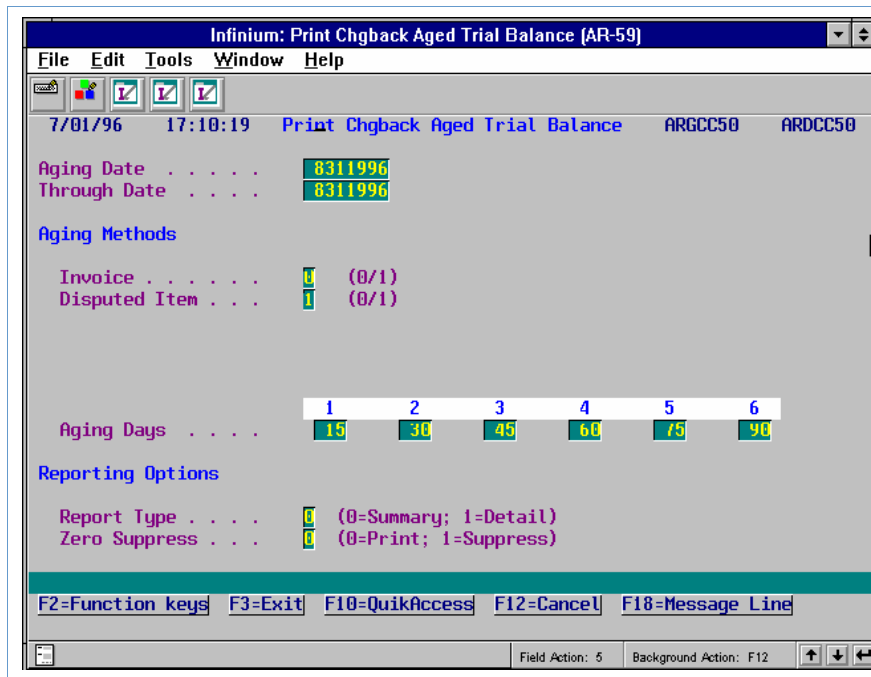


Figure 3-7: Print Chargeback Aged Trial Balance screen 2

The system displays this screen after you press **Enter** on the previous screen if you left the *Aging Policy* field blank.

- 5 Complete the fields on this screen. These are the same fields that the system displays in the *Print & Update Aged Trial Bal* option. For more information on these fields, refer to the “Printing and Updating the Aged Trial Balance” topic in this part of the guide.
- 6 Press **Enter**. The system prints a Chargeback Aged Trial Balance report without updating your Aged Trial Balance file.

The system prints the ID of the user who submitted the report. The ID prints in the top right portion of the report.

Displaying the Aged Trial Balance Status

Overview

The *Display Aged Trial Bal Status* option displays when the *Print & Update Aged Trial Balance* option was last run and the selection criteria that were used.

Displaying the Aged Trial Balance Status

To display Aged Trial Balance status information, perform the following steps:

- 1 From the Infinium AR main menu select *Credit Management*.
- 2 Select *Display Aged Trial Bal Status* [DATBS]. The system displays a screen similar to Figure 3-8.

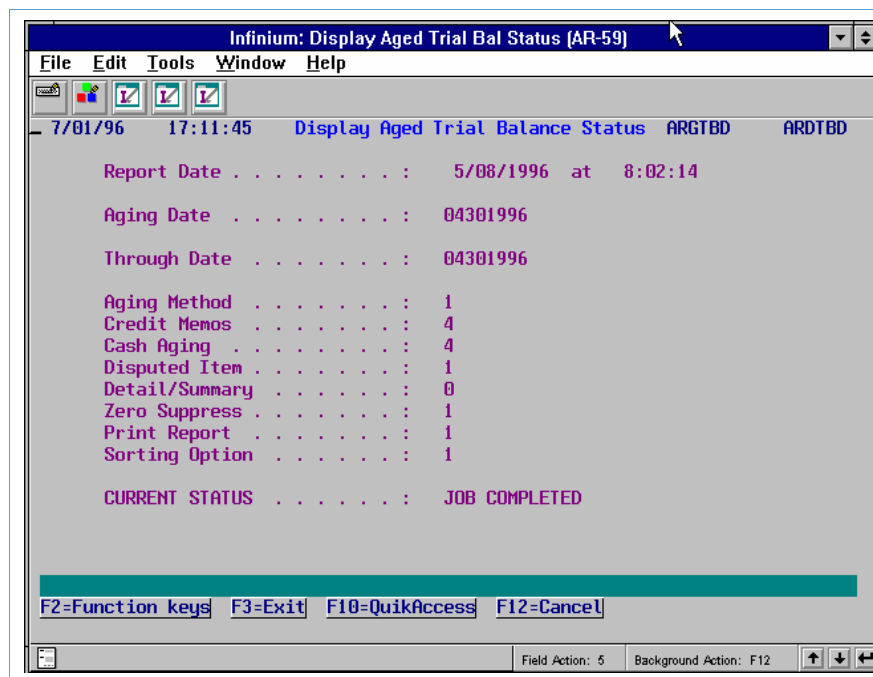


Figure 3-8: Display Aged Trial Balance Status screen

The system displays the status of the job in the *CURRENT STATUS* field.

If the status is **ACTIVE**, the *Print & Update Aged Trial Bal* option is executing. If, however, the function ended abnormally for some reason (for example, a power outage), the system displays the status as **ACTIVE**. Use the *Maintain Aged Trial Balance Status* option in *AR Supervisor Functions* to reset the status. Refer to “Performing Supervisor Functions” topic in this part of the guide for more information about this supervisor function.

- 3 Press after viewing the information. The system returns you to the Infinium AR main menu.

Frequently Asked Questions

How does the system determine which items to include on the Aged Trial Balance Report?

There seems to be some confusion between what users expect to see on reports and what actually prints. The answer to this question explains how the Infinium AR system uses dates and accounting periods to extract data from files and then prints them on reports. When you run the Aged Trial Balance, the system uses the through date as a cut off to determine what items to include on this report.

Obligations

The system compares the through date to the as of date for the obligation. The as of date is usually the same as the invoice date unless you specified an as of date. If the as of date on the obligation is not greater than the through date, the system includes the obligation on the Aged Trial Balance in the proper aging category (according to the aging criteria of the report).

Cash Receipts or Unapplied Cash

The system compares the through date with the deposit date. Like obligations, if the deposit date is not beyond the through date, the system includes cash on the Aged Trial Balance (unless the cash aging method is defined to exclude unapplied cash).

Applications

The system determines what applications to include on the Aged Trial Balance by comparing the aging date with the application date.

The system does not consider applications made after the through date for the Aged Trial Balance. An application reduces the open amount of one or more obligations and a check.

Tips and Techniques

Submitting the *Print & Update Aged Trial Balance* Option

When you attempt to submit the *Print & Update Aged Trial Balance* report when a user is in the *Credit Inquiry* option, you receive the following message:

AGED TRIAL BALANCE FILE ARPTB IS CURRENTLY IN USE.

In order to submit the report you must ask all Infinium AR users to exit *Credit Inquiry* until you submit the report. A programmer can easily determine which workstations are locking the Aged Trial Balance file by working object locks for that file (ARPTB).

Additionally, if you plan to execute the report immediately, users must remain out of *Credit Inquiry* until the system begins to execute the report. This is because the first action of the report is to completely clear the Aged Trial Balance file in order to replace it with fresh data from the report. Once this clearing occurs, the report can continue execution without interference from *Credit Inquiry*.

Generally, you can assume that the system has cleared the file when the report begins producing output in a spooled file in an output queue. The report does not have to actually begin printing since that does not happen until the system calculates the entire report.

Note: If you put the report on hold and do not actually execute (run) it until that night, users must remain out of *Credit Inquiry* only until the system submits the report and places it on hold in the job queue.

Notes

This part of the guide discusses one of the credit management tools that the Infinium AR system provides - the *Credit Inquiry* option.

This part consists of the following topics:

Topic	Page
Overview of Using Credit Inquiry	4-2
Accessing Credit Information	4-3
Displaying Obligations	4-10
Displaying Cash Receipts	4-23
Displaying Reconciliation Information	4-29
Displaying Statistical Information	4-33
Displaying Customer Controls	4-38
Using an Exit Program in Credit Inquiry	4-41
Tips and Techniques	4-42

Overview of Using Credit Inquiry

The *Credit Inquiry* option is the most direct route to view credit information for a customer or a national account. From within this option, you can do the following:

- Re-age open items for display without updating your Aged Trial Balance file
- Display a customer's open and closed obligations
- Display reconciliation information for obligations
- Display cash receipts
- Display reconciliation information for cash receipts
- Display customer controls
- Use an exit program
- Create notes and view, update or delete existing notes
- Generate dunning letters for individual customers
- Display statistical information

Objectives

After you complete this part of the guide, you should be familiar with how to use the *Credit Inquiry* option. You should also be able to view credit information using the many function keys and selection options.

Accessing Credit Information

Overview

You use the *Credit Inquiry* option to display credit information for a national account or customer. To display credit information for a national account or customer, perform the following steps.

Accessing Credit Information

- 1 From the Infinium AR main menu select *Credit Management*.
- 2 Select *Credit Inquiry* [CI]. The system displays a screen similar to Figure 4-1.

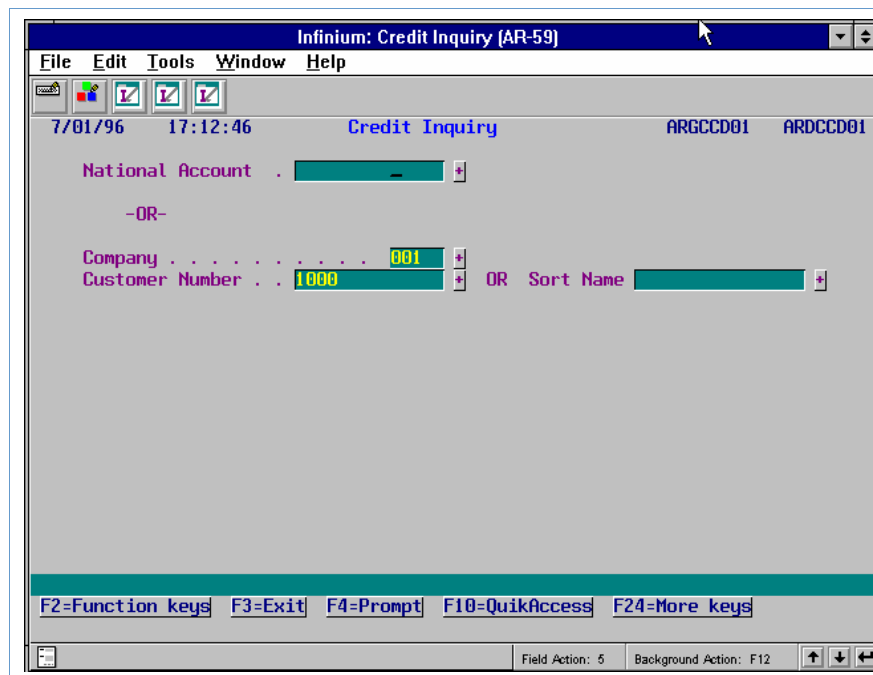


Figure 4-1: Credit Inquiry prompt screen

- 3 Specify whether the system displays credit information for a national account or a customer.

If you type a value in the *National Account* field, the system displays a screen similar to Figure 4-2.

If you type a valid value in either the *Company* and *Customer Number* fields or in the *Sort Name* field, the system displays a screen similar to Figure 4-3.

4 Press [Enter].

Note: The system validates your access to that company and customer against the credit inquiry company group in your AR user profile. You can view only those companies that belong to the credit inquiry company group specified on your AR user profile.

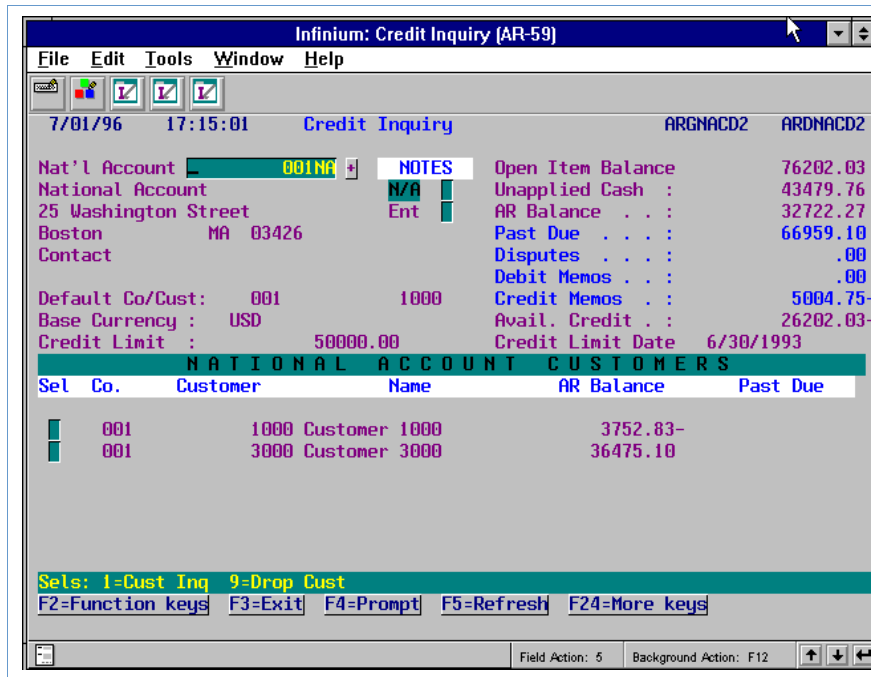


Figure 4-2: Credit Inquiry National Account screen

5 Type **1** in the *Sel* field to select a customer.

6 Press [Enter]. The system displays a screen similar to Figure 4-3.

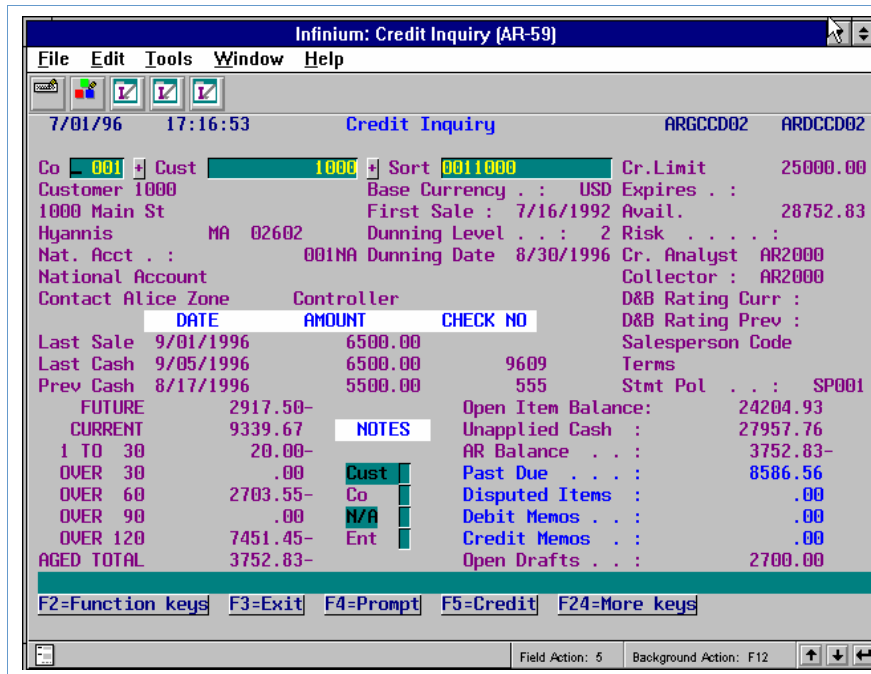


Figure 4-3: Credit Inquiry screen

7 Interpret the information on this screen using the following information.

Customer Master

The system displays the following customer master information in the top left portion of the screen:

- Company and customer identifiers
- Customer's name and address
- National account identifier and name
- Contact person

In addition to the fields mentioned, the system also obtains the customer's salesperson identifier from the customer master controls.

Customer Credit

The system displays the following customer credit information in the top right and middle left portions of the screen:

- Credit limit amount and its expiration date
- Credit amount available (a negative amount in this field indicates that the customer is over the credit limit)
- Customer's risk code
- Credit analyst and collector assigned to customer

- D&B rating (previous and current)
- Last sale date and amount
- Last and previous cash receipt date, amount, and check number

In addition to the fields mentioned above, the system also obtains the date of the first sale, the dunning level and dunning date from the customer credit controls.

Aged Trial Balance

The system displays aging information in the lower left portion of the screen. This system displays information from the Aged Trial Balance file.

Re-aging Open Transactions

You can press **[F8]** to re-age this information on-line. The system does not update your Aged Trial Balance file when you press **[F8]**. To update your Aged Trial Balance file, you must run the *Print & Update Aged Trial Balance* option.

Current Activity Balances

The system displays the following balances and activity of the customer in the lower right portion of the screen.

- Open item balance
- Unapplied cash total amount
- Accounts receivable balance
- Past due amount
- Disputed items amount
- Debit memo total amount
- Credit memo total amount
- Open drafts total amount

The values the system displays in the *Past Due*, *Disputed Items*, *Debit Memo* and *Credit Memo* fields are calculated values or they are the values on the customer's credit record.

- If the system displays these fields in normal intensity, the system has calculated values for these fields.
- If the system displays these fields in high intensity, the system has used the values on the customer's credit record calculated by the system during the last running of the *Recalc Cust/Treas Balances* option.

Recalculating Customer Activity Balances

Since the activity balances the system takes from the customer's credit record may not reflect the actual current (real-time) balances, you can press **F15** to recalculate these balances. The system then displays (in normal intensity) the current values for these fields.

Recalculating National Account Activity Balances

The previous customer recalculation information is also true for national accounts. If you press **F15** for current values and then press **F5** to refresh the data in the subfile, you must press **F15** again and recalculate the totals. However, if you select a national account customer with **9** to drop it from the subfile listing, you must press **F15** again to recalculate the totals for the remaining national account customers in the subfile.

Navigating within Credit Inquiry Using Selection Options and Function Keys

The following options are available throughout the *Credit Inquiry* option.

To view ...	Use this option ...
Check Information	Within the Unapplied Cash Receipts screen (the split screen), select an unapplied cash receipt with 5 . Within the Cash Receipts screen (includes all cash receipts, even those that are unapplied), select a cash receipt with 5 .
Draft Header Information	Within the Open Obligations or Closed Obligations screens, select a draft obligation with 9 . The system displays draft type obligations only if you type the draft transaction type in the <i>Trn</i> scan field.
Notes	Within the first Credit Inquiry screen, select Cust , Co , N/A or Ent with any character. On all other screens, select an item with 2 .
Obligation Header and Detail Information	Within the Open Obligations or Closed Obligations screens, select an open or closed obligation with 1 .
Obligation IDs (selected when cash receipt entered)	Within the Unapplied Cash Receipts screen, select an unapplied cash receipt with 1 . Within the Cash Receipts screen, select a cash receipt with 1 .
Reconciliation Information	Within Open Obligations, Closed Obligations, Unapplied Cash Receipts, and Cash Receipts screens, select the item with 3 . From the Cash Receipts display, press F6 .

The following chart provides a visual guide for using the function keys available in the *Credit Inquiry* option.

CREDIT INQUIRY FUNCTION KEYS

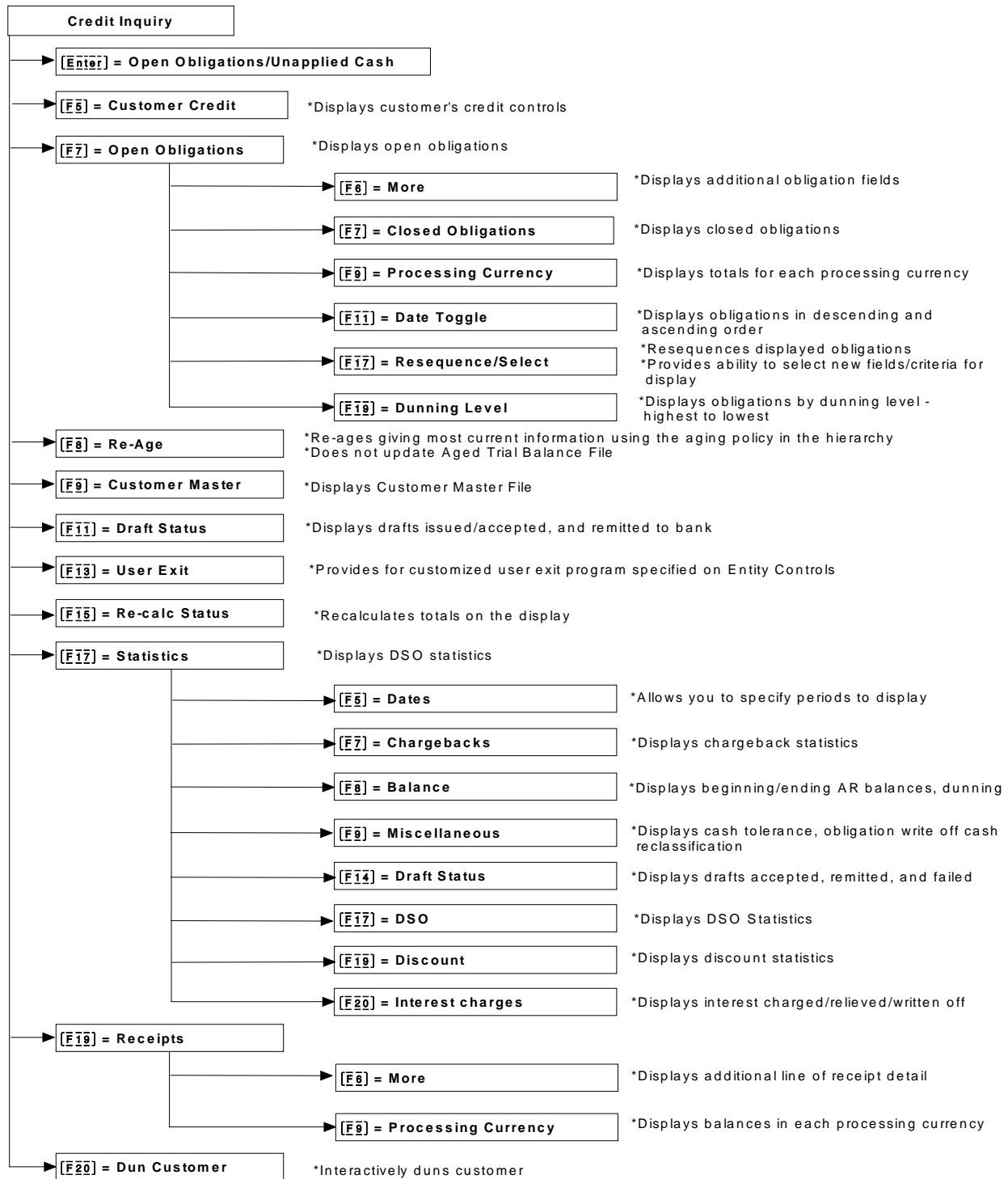


Figure 4-4: Credit Inquiry Function Keys Displaying Obligations

Displaying Obligations

Overview

From within the *Credit Inquiry* option, you can display open or closed obligations.

Displaying Open Obligations

To display a customer's open obligations, perform the following steps:

- 1 Complete the steps in the “Accessing Credit Information” topic in this part of the guide. The system displays the Credit Inquiry screen similar to Figure 4-3. From this screen, you can display open obligations and unapplied cash receipts in a split screen format, or you can display only open obligations. In this example, we display only open obligations.
- 2 Press **F7**. The system displays a screen similar to Figure 4-5.

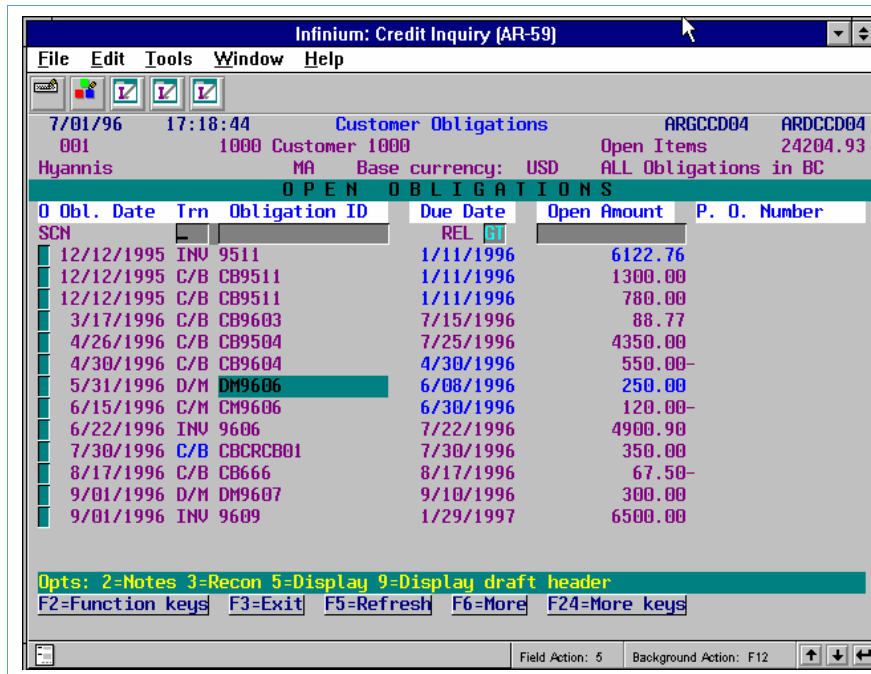


Figure 4-5: Open Obligations screen

The system displays the *Obligation ID* in reverse image if there are notes attached to the obligation.

The system highlights items on the screen as follows:

- The system highlights the transaction type information in the *Trn* field if the obligation is a disputed item.
- The system highlights the value in the *Open Amount* field if the original obligation amount is different from the open amount (a partial application made to the obligation).
- The system highlights the date if the obligation is past due.

Function Key and Selection Options

Use the options and function keys provided to do the following:

To view ...	Use this function key or option ...	For more information ...
Amounts in processing currency	Press F9 .	Go to page 4-17 and 4-45.
Closed obligations	Press F7 . (Toggles display between open and closed obligations.)	Go to page 4-13.

To view ...	Use this function key or option ...	For more information ...
Draft header	Select open draft obligation with 9 .	Refer to Part 20 in the <i>Guide to Processing</i> .
Notes	Select open obligation with 2 .	Refer to Part 6 in this guide.
Obligation Header and Detail screens	Select open obligation with 5 .	Refer to Part 2 in the <i>Guide to Processing</i> .
Open obligations in descending order by obligation date	Press F11 . (Toggles display between obligation dates, from oldest to newest or newest to oldest.)	Go to page 4-21.
Open obligations in dunning level order, highest to lowest	Press F19 . (Toggles display between dunning level and obligation date order.)	Go to page 4-20.
Open obligations resequenced in one of 13 ways	Press F17 .	Go to page 4-15.
Open amounts and original amounts	Press F6 .	Go to Figure 4-6.
Reconciliation information	Select open obligation with 3 .	Go to page 4-32.

Displaying More Obligation Information

When you press **F6** to view more information (including open obligation amounts and original obligation amounts), the system displays a screen similar to the Figure 4-6.

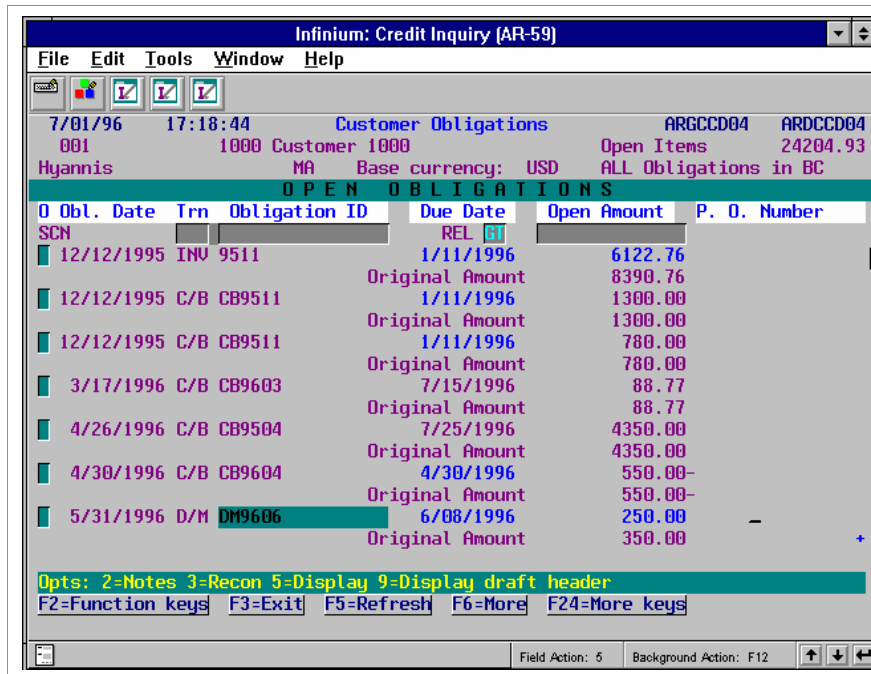


Figure 4-6: Open Obligations screen (displaying more information)

Displaying Closed Obligations

To display a customer's closed obligations, perform the following steps:

- 1 Complete the steps in the "Accessing Credit Information" topic in this part of the guide. The system displays the Credit Inquiry screen similar to Figure 4-3.
- 2 Press **[F7]**. The system displays an Open Obligations screen similar to Figure 4-5.
- 3 Press **[F7]**. The system displays a screen similar to Figure 4-7.

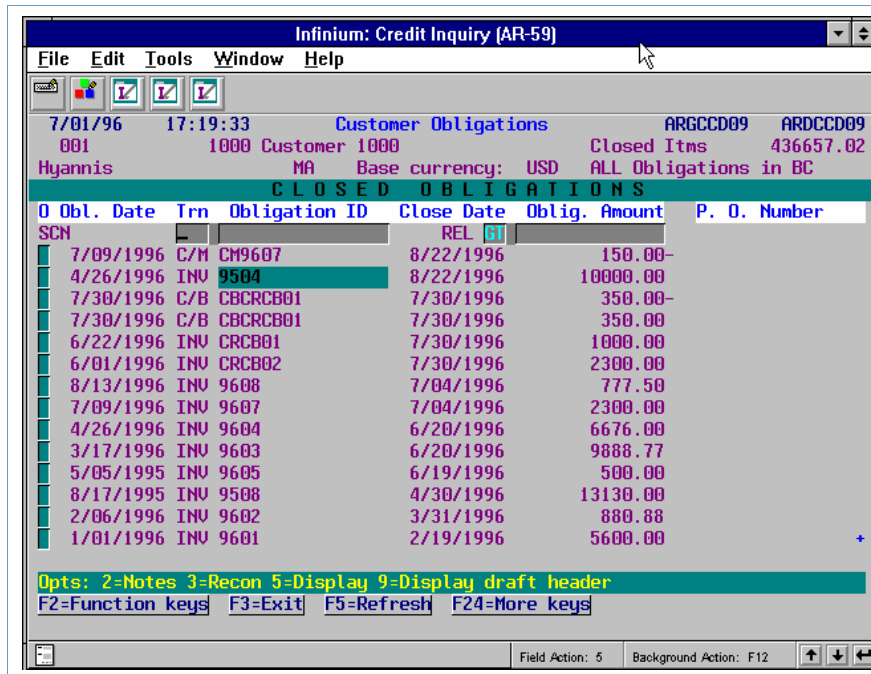


Figure 4-7: Closed Obligations screen

The system displays the *Obligation ID* in reverse image if there are notes attached to the obligation. The system highlights the transaction type information in the *Trn* field if the obligation is a disputed item.

Function Key and Selection Options

Use the options and function keys provided to do the following:

To view ...	Use this function key or option ...	For more information ...
Amounts in processing currency	Press F9 .	Go to page 4-17 and 4-45.
Closed obligations in ascending order by close dates	Press F11 .	Go to page 4-21.
Closed obligations in dunning level order, highest to lowest	Press F19 . (Toggles between dunning level and obligation date order.)	Go to page 4-20.
Closed obligations resequenced in one of 13 ways	Press F17 .	Go to page 4-15.
Draft header	Select closed draft obligation with 9 .	Refer to Part 20 in the <i>Guide to Processing</i> .

To view ...	Use this function key or option ...	For more information ...
Notes	Select closed obligation with 2 .	Refer to Part 6 in this guide.
Obligation Header and Detail screens	Select closed obligation with 5 .	Refer to Part 2 in the <i>Guide to Processing</i> .
Open obligations	Press F7 . (Toggles between open and closed obligations.)	Go to page 4-9.
Reconciliation information	Select closed obligation with 3 .	Go to page 4-32.

Resequencing Displays of Open and Closed Obligations

You can resequence the display of open and closed obligations as follows:

- Resequence the display of obligations in one of 13 ways
- Display obligations in dunning level order or in obligation date order
- Display obligations in descending or ascending order by obligation date

Resequencing Obligations

Initially the system displays obligations in obligation date order. In this example, we resequence open obligations by amount. You can resequence the display of open and closed obligations by one of the following:

- Obligation number
- Amount (for foreign currency items; this option is valid only for the *Show* field)
- Obligation date
- Due date
- Purchase order number
- Ship to customer number
- Obligation reference number
- User-defined field

To resequence open obligations by amount, perform the following steps:

- 1 Complete the steps in the “Accessing Credit Information” topic in this part of the guide. The system displays the Credit Inquiry screen similar to Figure 4-3.
- 2 Press **F7**. The system displays a screen similar to Figure 4-8.

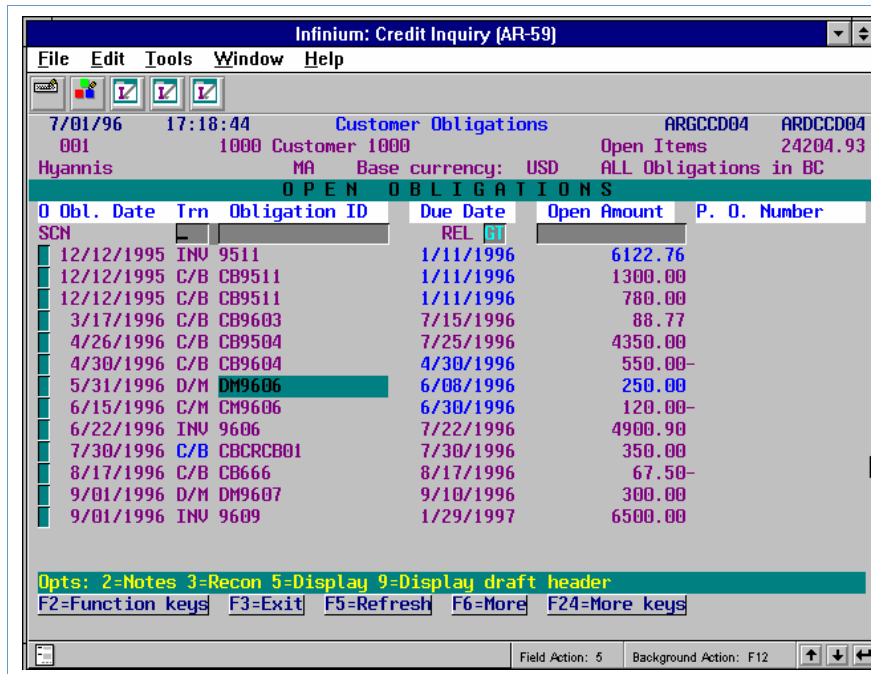


Figure 4-8: Open Obligations screen (default sequence order)

- Complete Steps 4 and 5 to resequence the display of your obligations by amount if the value in the *Foreign Currency Processing* field on the entity controls is **1**. You must follow these steps even if all of your obligations are in the same currency.

Go to Step 6 if the value in the *Foreign Currency Processing* field on the entity controls is **0** or if you are resequencing your obligations by a criterion other than amount.

Selecting Processing Currency for Display

- Press **[F9]**. The system displays a window similar to Figure 4-9.

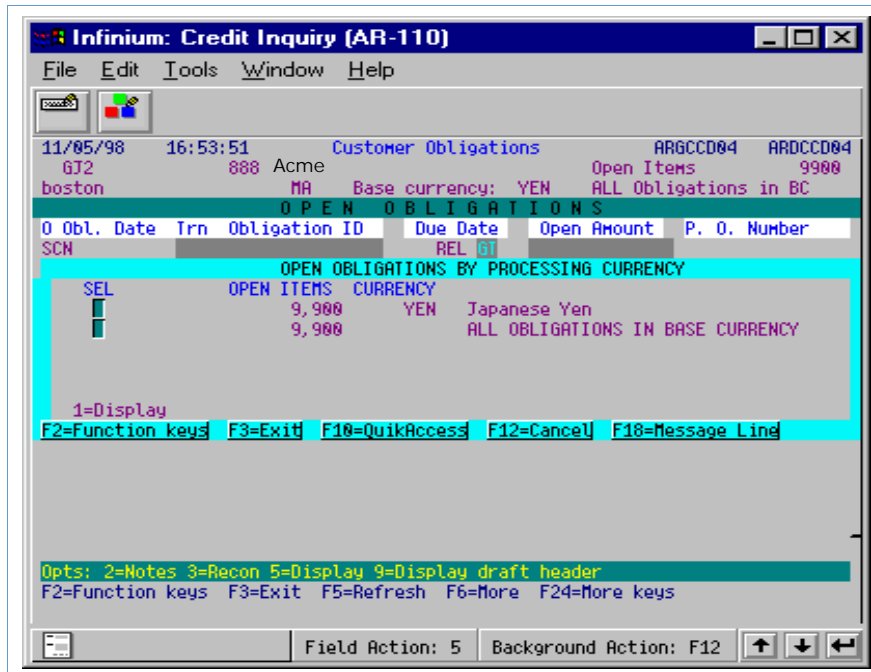


Figure 4-9: Processing Currency window

- 5 Type **1** in the *SEL* field next to the currency in which to resequence your obligations.
- 6 Press **[F17]**. The system displays a window similar to Figure 4-10.

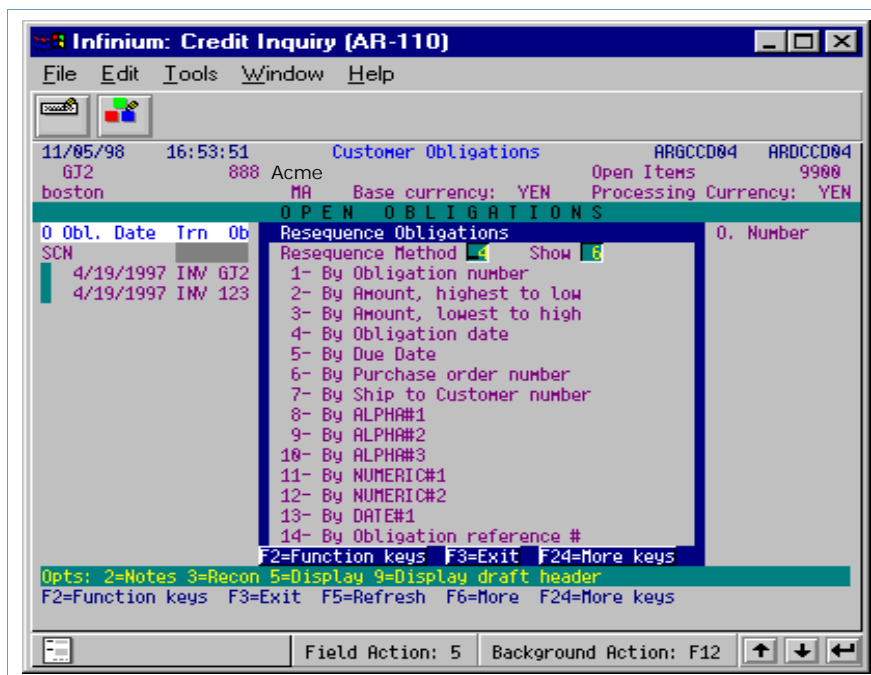


Figure 4-10: Resequence Obligations window 1

- 7 Complete the fields in this window using the following information.

Resequence Method

Type the method the system uses to resequence your obligations in this field. This example displays obligations resequenced by amount in the order of highest amount to lowest amount.

Show

Type the number in this field that corresponds to the information that the system displays in the last column on the screen. This example displays purchase order number.

- 8 Press **[Enter]**. The system displays a window similar to Figure 4-11.

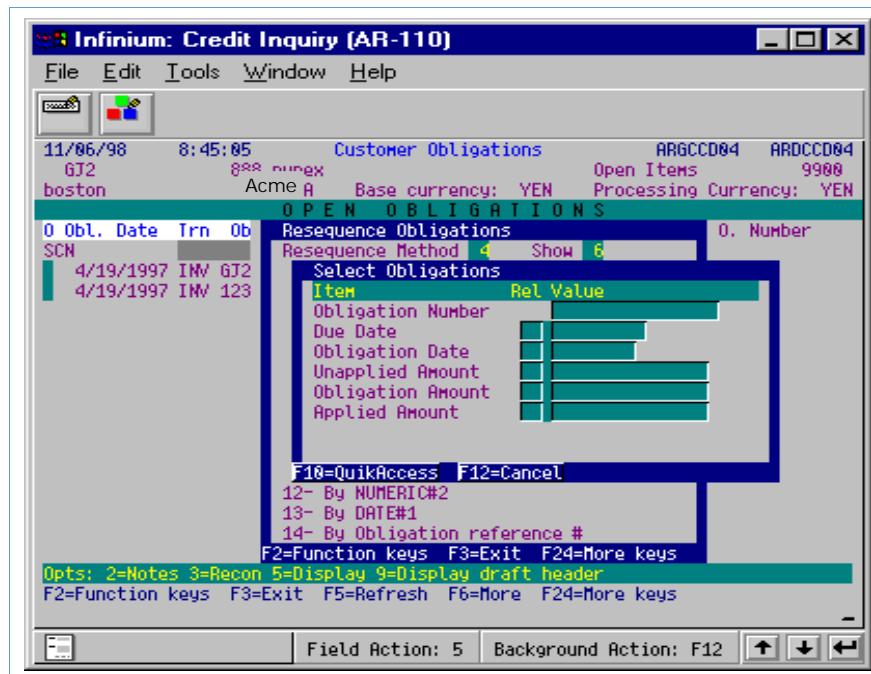


Figure 4-11: Resequence Obligations window 2

- 9 Type additional selection criteria if necessary.
- 10 Press **[Enter]**. The system redisplay the Open Obligations screen with the obligations sorted as requested similar to the screen in Figure 4-12.

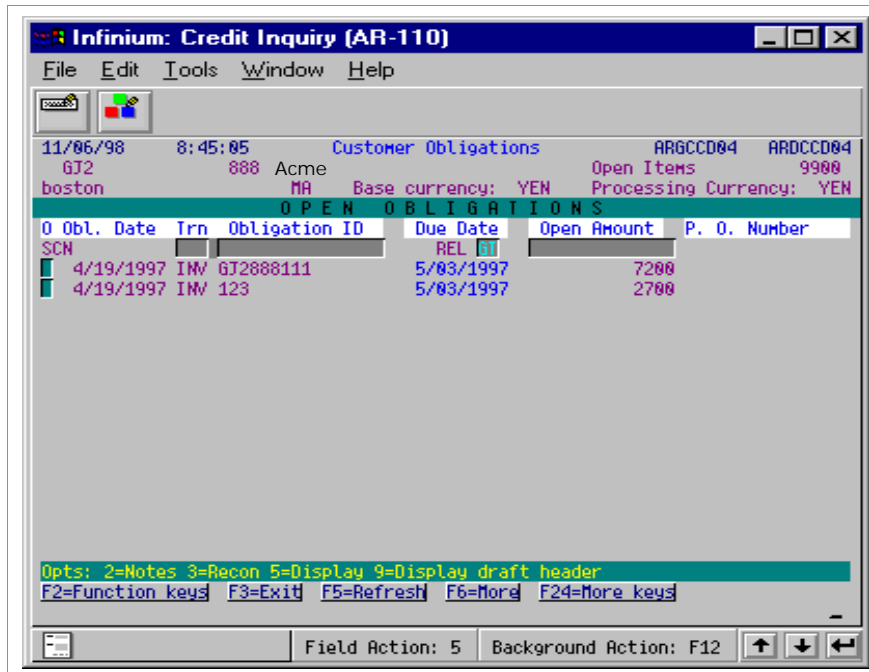


Figure 4-12: Open Obligations screen (sequence by amount)

Initially the system displays obligations in obligation date order.

Resequencing Obligations in Dunning Level Order

You can resequence the display of open and closed obligations to display in dunning level order, highest dunning level to lowest dunning level. In this example, we resequence open obligations by dunning levels.

To resequence open obligations by dunning level, perform the following steps:

- 1 Complete the steps in the “Accessing Credit Information” topic in this part of the guide. The system displays a Credit Inquiry screen similar to Figure 4-3.
- 2 Press **[F7]**. The system displays a screen similar to Figure 4-13.

Infinium: Credit Inquiry (AR-59)

File Edit Tools Window Help

7/02/96 12:04:10 Customer Obligations ARGCCD04 ARDCCD04
 001 1000 Customer 1000 Open Items 24204.93
 Hyannis MA Base currency: USD ALL Obligations in BC

OPEN OBLIGATIONS

O	Obl. Date	Trn	Obligation ID	Due Date	Open Amount	P. O. Number
SCN				REL		
	12/12/1995	INV	9511	1/11/1996	6122.76	
	12/12/1995	C/B	CB9511	1/11/1996	1300.00	
	12/12/1995	C/B	CB9511	1/11/1996	780.00	
	3/17/1996	C/B	CB9603	7/15/1996	88.77	
	4/26/1996	C/B	CB9504	7/25/1996	4350.00	
	4/30/1996	C/B	CB9604	4/30/1996	550.00-	
	5/31/1996	D/M	DM9606	6/08/1996	250.00	
	6/15/1996	C/M	CM9606	6/30/1996	120.00-	
	6/22/1996	INV	9606	7/20/1996	4900.90	
	7/30/1996	C/B	CBCRCB01	7/30/1996	350.00	
	8/17/1996	C/B	CB666	8/17/1996	67.50-	
	9/01/1996	D/M	DM9607	9/10/1996	300.00	
	9/01/1996	INV	9609	1/29/1997	6500.00	

Opts: 2=Notes 3=Recon 5=Display 9=Display draft header
 F2=Function keys F3=Exit F5=Refresh F6=More F24=More keys

Field Action: 5 Background Action: F12

Figure 4-13: Open Obligations screen (in obligation date order)

- Press [F19]. The system redisplay the open obligations screen with obligations in dunning level order similar to Figure 4-14.

Infinium: Credit Inquiry (AR-59)

File Edit Tools Window Help

7/02/96 12:02:05 Customer Obligations ARGCCD04 ARDCCD04
 001 1000 Customer 1000 Open Items 24204.93
 Hyannis MA Base currency: USD ALL Obligations in BC

OPEN OBLIGATIONS

O	Obl. Date	Trn	Obligation ID	Due Date	Open Amount	Dun Date	Lvl
SCN				REL			
	Dunning Level 9						
	12/12/1995	INV	9511	1/11/1996	6122.76	8/30/1996	9
	Dunning Level 9				Total	6122.76	
	Dunning Level 8						
	4/30/1996	C/B	CB9604	4/30/1996	550.00-	8/30/1996	8
	Dunning Level 8				Total	550.00-	
	Dunning Level 5						
	5/31/1996	D/M	DM9606	6/08/1996	250.00	8/30/1996	5
	Dunning Level 5				Total	250.00	
	Dunning Level 3						
	3/17/1996	C/B	CB9603	7/15/1996	88.77	8/30/1996	3 +

Opts: 2=Notes 3=Recon 5=Display 9=Display draft header
 F2=Function keys F3=Exit F5=Refresh F6=More F24=More keys

Field Action: 5 Background Action: F12

Figure 4-14: Open Obligations screen (in dunning level order)

Initially, the system displays open obligations in ascending order by obligation date with the oldest obligations first. Initially it displays closed obligations in descending close date order with the most recently closed items first.

Resequencing Obligations in Descending Obligation Date Order

You can resequence the display of open obligations to display in descending order with the most recent obligations first. You can resequence the display of closed obligations to display in ascending order with the oldest closed obligation first. In this example, we resequence open obligations to display in descending order.

To resequence open obligations to display in descending obligation date order, perform the following steps:

- 1 Complete the steps in the “Accessing Credit Information” topic in this part of the guide. The system displays a Credit Inquiry screen similar to Figure 4-3.
- 2 Press **[F7]**. The system displays a screen similar to Figure 4-15.

The screenshot shows the 'Infinium: Credit Inquiry (AR-59)' window. The title bar includes 'File Edit Tools Window Help'. The main area displays customer information: 7/02/96 12:04:10 Customer Obligations ARGCCD04 ARDCCD04, 001 1000 Customer 1000 Open Items 24204.93, Hyannis MA Base currency: USD ALL Obligations in BC. Below this is a table titled 'OPEN OBLIGATIONS' with columns: Obl. Date, Trn, Obligation ID, Due Date, Open Amount, and P. O. Number. The table lists 13 obligations, with the first row highlighted in green. At the bottom, there are options: 'Opts: 2=Notes 3=Recon 5=Display 9=Display draft header' and function key shortcuts: 'F2=Function keys F3=Exit F5=Refresh F6=More F24=More keys'. The status bar at the bottom shows 'A' and 'Field Action: 5 Background Action: F12'.

Obl. Date	Trn	Obligation ID	Due Date	Open Amount	P. O. Number
12/12/1995	INV	9511	1/11/1996	6122.76	
12/12/1995	C/B	CB9511	1/11/1996	1300.00	
12/12/1995	C/B	CB9511	1/11/1996	780.00	
3/17/1996	C/B	CB9603	7/15/1996	88.77	
4/26/1996	C/B	CB9504	7/25/1996	4350.00	
4/30/1996	C/B	CB9604	4/30/1996	550.00-	
5/31/1996	D/M	DM9606	6/08/1996	250.00	
6/15/1996	C/M	CM9606	6/30/1996	120.00-	
6/22/1996	INV	9606	7/20/1996	4900.90	
7/30/1996	C/B	CBCRCB01	7/30/1996	350.00	
8/17/1996	C/B	CB666	8/17/1996	67.50-	
9/01/1996	D/M	DM9607	9/10/1996	300.00	
9/01/1996	INV	9609	1/29/1997	6500.00	

Figure 4-15: Open Obligations screen (in ascending obligation date order)

- 3 Press **[F11]**. The system displays a screen similar to Figure 4-16.

Infinium: Credit Inquiry (AR-59)

File Edit Tools Window Help

7/02/96 12:04:10 Customer Obligations ARGCCD04 ARDCCD04
 001 1000 Customer 1000 Open Items 24204.93
 Hyannis MA Base currency: USD ALL Obligations in BC

OPEN OBLIGATIONS

O	Obl. Date	Trn	Obligation ID	Due Date	Open Amount	P. O. Number
SCN				REL		
	9/01/1996	D/M	DM9607	9/10/1996	300.00	
	9/01/1996	INV	9609	1/29/1997	6500.00	
	8/17/1996	C/B	CB666	8/17/1996	67.50-	
	7/30/1996	C/B	CBCRCB01	7/30/1996	350.00	
	6/22/1996	INV	9606	7/22/1996	4900.90	
	6/15/1996	C/M	CM9606	6/30/1996	120.00-	
	5/31/1996	D/M	DM9606	6/08/1996	250.00	
	4/30/1996	C/B	CB9604	4/30/1996	550.00-	
	4/26/1996	C/B	CB9504	7/25/1996	4350.00	
	3/17/1996	C/B	CB9603	7/15/1996	88.77	
	12/12/1995	INV	9511	1/11/1996	6122.76	
	12/12/1995	C/B	CB9511	1/11/1996	1300.00	
	12/12/1995	C/B	CB9511	1/11/1996	780.00	

Opts: 2=Notes 3=Recon 5=Display 9=Display draft header
 F2=Function keys F3=Exit F5=Refresh F6=More F24=More keys

Field Action: 5 Background Action: F12

Figure 4-16: Open Obligations screen (in descending obligation date order)

Displaying Cash Receipts

Overview

From within the *Credit Inquiry* option, you can display a customer's applied or unapplied cash receipts.

Displaying Unapplied Cash Receipts

To display a customer's unapplied cash receipts, perform the following steps:

- 1 Complete the steps in the "Accessing Credit Information" topic in this part of the guide. The system displays a Credit Inquiry screen similar to Figure 4-3.
- 2 Press . The system displays a screen similar to Figure 4-17.

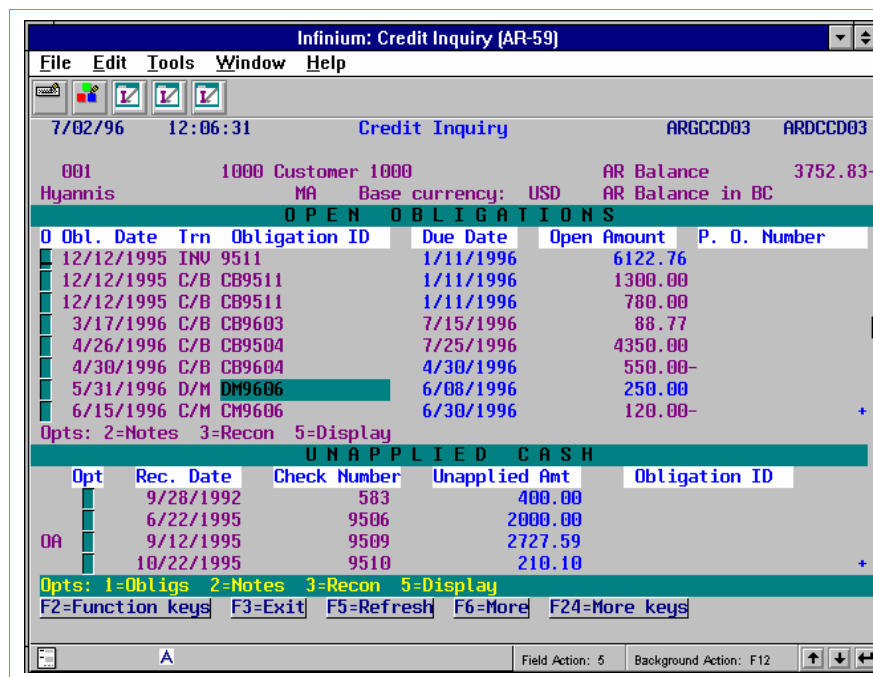


Figure 4-17: Credit Inquiry split screen (Open Obligations and Unapplied Cash)

The system displays the *Check Number* in reverse image if there are notes attached to the check.

The system highlights the value in the *Check Amount* field if the check amount differs from the unapplied amount (check is partially applied).

The system displays **OA** to the left of a check indicating that the check has been placed on account; that is, you can access it without going through the batch header.

Function Key and Selection Options

In order to use the following options and function keys, you must position the cursor within the Unapplied Cash Receipts portion of the Credit Inquiry screen.

To view ...	Use this function key or option ...	For more information ...
Amounts in processing currency	Press F9 .	Go to page 4-16 and 4-42.
Applied cash receipts	Press F16 .	Go to Figure 4-17.
Check amount, batch number, and lockbox number of cash receipts	Press F6 .	Go to Figure 4-18.
Check information	Select unapplied cash receipt with 5 .	Refer to Part 5 in the <i>Guide to Processing</i> .
Closed obligations	Press F7 .	Go to page 4-13.
Obligation IDs (selected when cash receipt was entered)	Select unapplied cash receipt with 1 .	Go to page 4-28.
Open obligations	Press F7 .	Go to page 4-10.
Notes	Select unapplied cash receipt with 2 .	Refer to Part 6 in this guide.
Reconciliation information	Select unapplied cash receipt with 3 .	Go to page 4-29.

Displaying More Cash Receipt Information

When you press **F6** to view more information (check amount, batch number and lockbox number), the system displays a screen similar to the Figure 4-18.

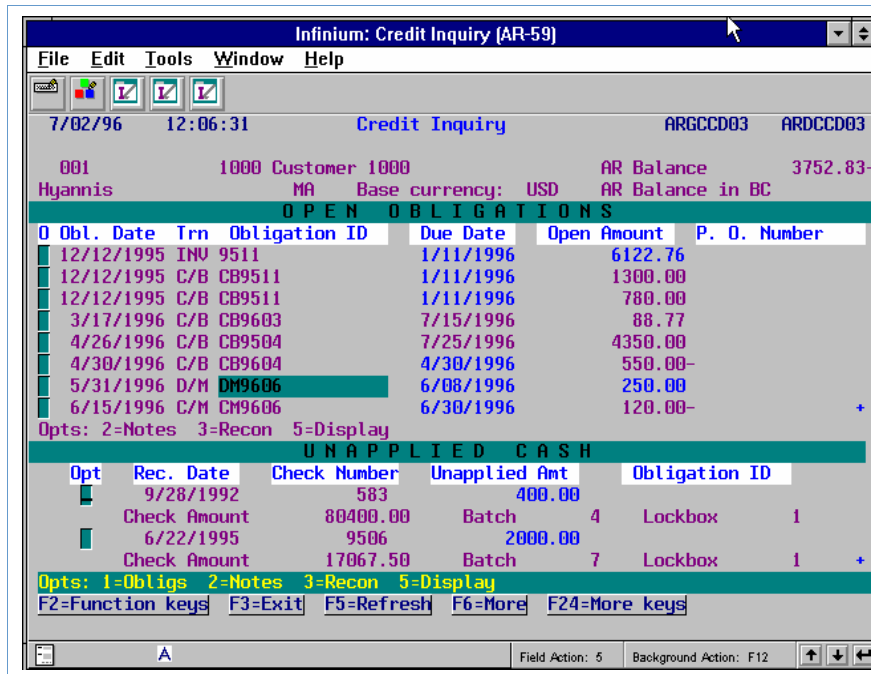


Figure 4-18: Unapplied Cash Receipts screen (with more information)

Displaying All Cash Receipts

To display all cash receipts for a customer, perform the following steps:

- 1 Complete the steps in the “Accessing Credit Information” topic in this part of the guide. The system displays a Credit Inquiry screen similar to Figure 4-3.
- 2 Press **[F19]**. The system displays a screen similar to Figure 4-19.

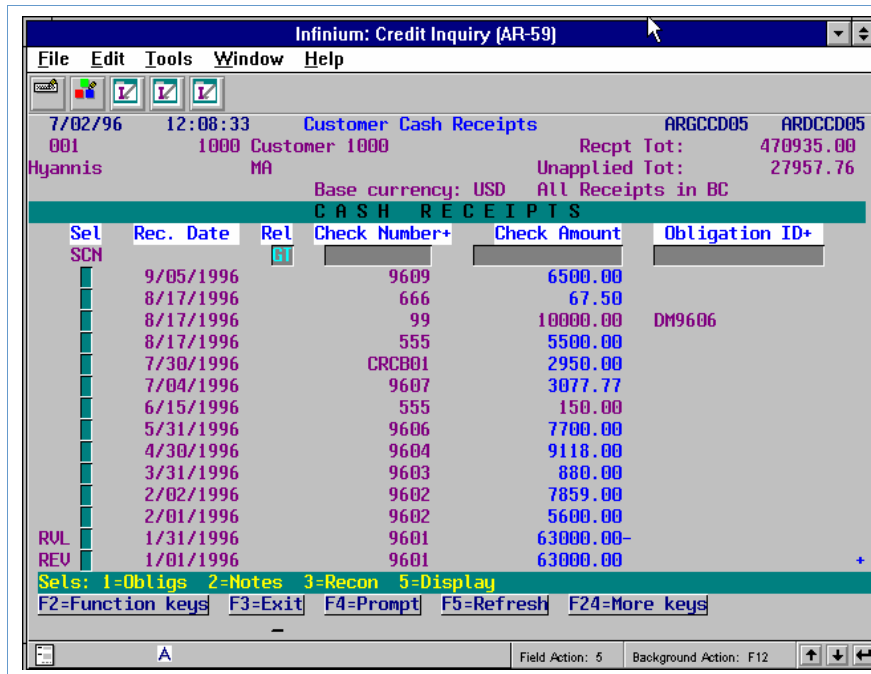


Figure 4-19: Cash Receipts screen

The system displays the *Check Number* in reverse image if there are notes attached to the check.

The system highlights the value in the *Check Amount* field if the check amount differs from the unapplied amount (check is partially applied).

The system displays the following check information to the left of a check:

- **OA** indicates that the check has been placed on account; that is, you can access it without going through the batch header.
- **RVL** indicates that the check represents a reversal transaction.
- **REV** indicates that the check has been reversed.

Function Key and Selection Options

Use the options and function keys provided to do the following:

To view ...	Use this function key or option ...	For more information ...
Amounts in processing currency	Press [F9] .	Go to page 4-16 and 4-42.
Batch number, unapplied amount and lockbox number of cash receipts	Press [F6] .	Go to Figure 4-20.

To view ...	Use this function key or option ...	For more information ...
Check information	Select cash receipt with 5 .	Refer to Part 5 in <i>Guide to Processing</i> .
Obligation IDs (selected when cash receipt was entered)	Select cash receipt with 1 .	Go to page 4-28.
Notes	Select applied cash receipt with 2 .	Refer to Part 6 in this guide.
Reconciliation information	Select applied cash receipt with 3 .	Go to page 4-29.

Displaying More Cash Receipt Information

When you press **F6** to view more information (batch number, unapplied amount and lockbox number), the system displays a screen similar to the Figure 4-20.

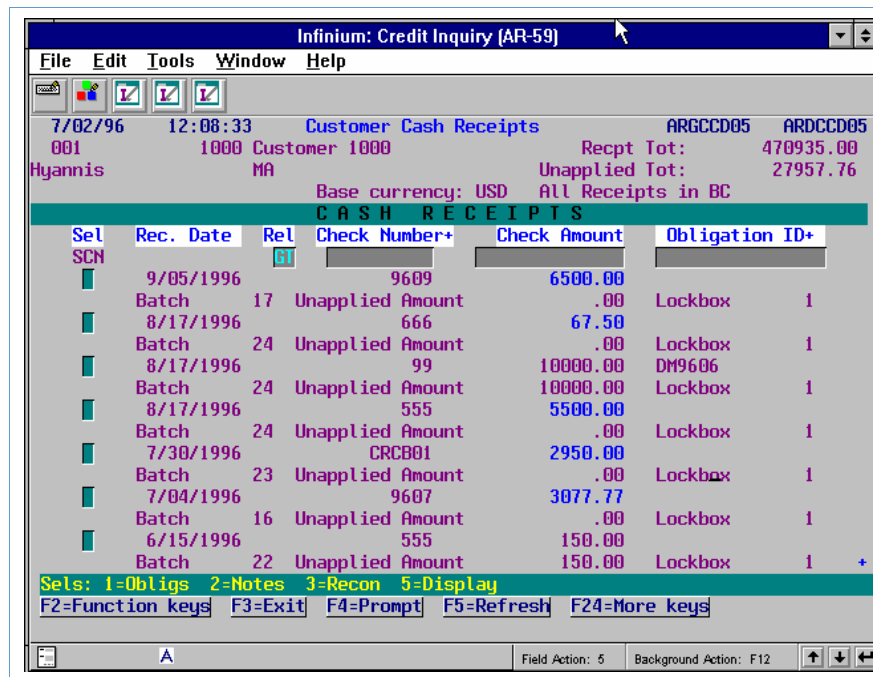


Figure 4-20: Cash Receipts screen (with more information)

The system displays the first obligation that was selected when the cash receipt was entered. If more than one obligation was selected when the cash receipt was entered, the system displays + after the obligation ID.

Displaying Obligation IDs

To display the Obligation IDs that were selected when the cash receipt was entered, perform the following steps:

- 1 Complete the steps in the “Accessing Credit Information” topic in this part of the guide. The system displays a Credit Inquiry screen similar to Figure 4-3.
- 2 Press **[F19]**. The system displays a Cash Receipts screen similar to Figure 4-19.
- 3 Type **1** in the *Sel* field next to the appropriate cash receipt.
- 4 Press **[Enter]**. The system displays a window similar to Figure 4-21.

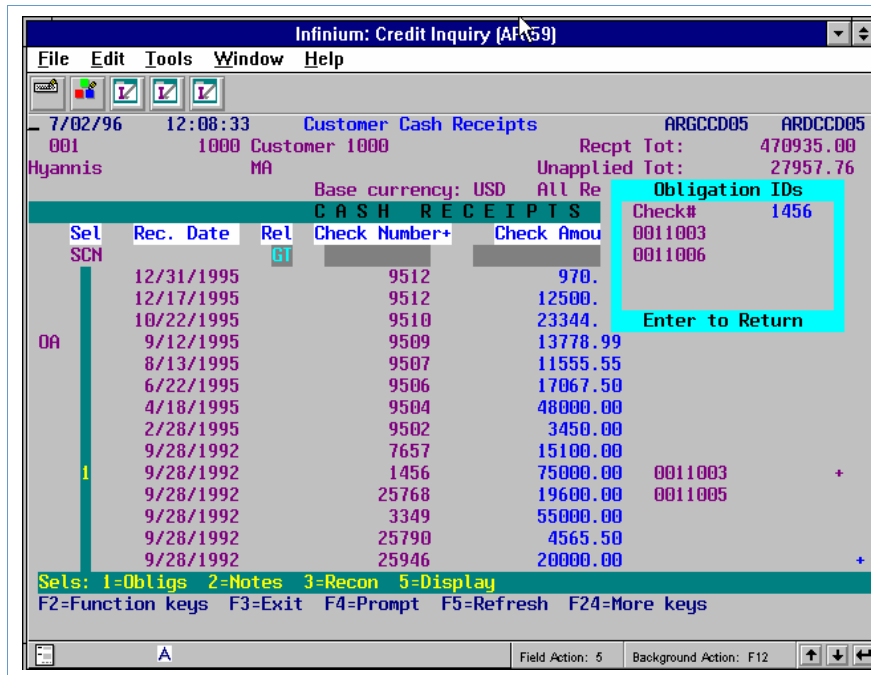


Figure 4-21: Obligation IDs window

The system displays the Obligation IDs that were selected for the cash receipt when it was entered. These obligations may not be the actual obligations to which the cash receipt was applied.

Displaying Reconciliation Information

Overview

The Infinium AR system allows you to display application information for obligations and payments.

Displaying Application Information

To display application information for an obligation, perform the following steps:

- 1 Complete the steps in the “Accessing Credit Information” topic in this part of the guide. The system displays a Credit Inquiry screen similar to Figure 4-3.
- 2 Access open or closed obligations as follows:
 - Press **F7** once to access open obligations.
 - Press **F7** twice to access closed obligations.

In this example we select closed obligations. The system displays a Closed Obligations screen similar to Figure 4-7.

- 3 Type **3** in the *O* (option) field next to the obligation to select.
- 4 Press **Enter**. The system displays a window similar to Figure 4-22.

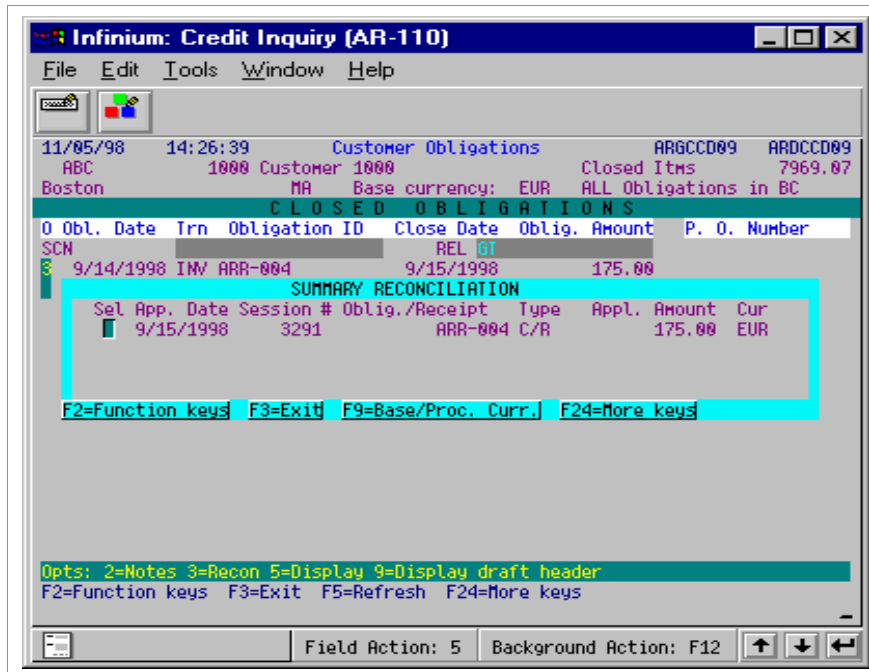


Figure 4-22: Summary Reconciliation window

- 5 Press **[Enter]**. The system displays a window similar to Figure 4-23.

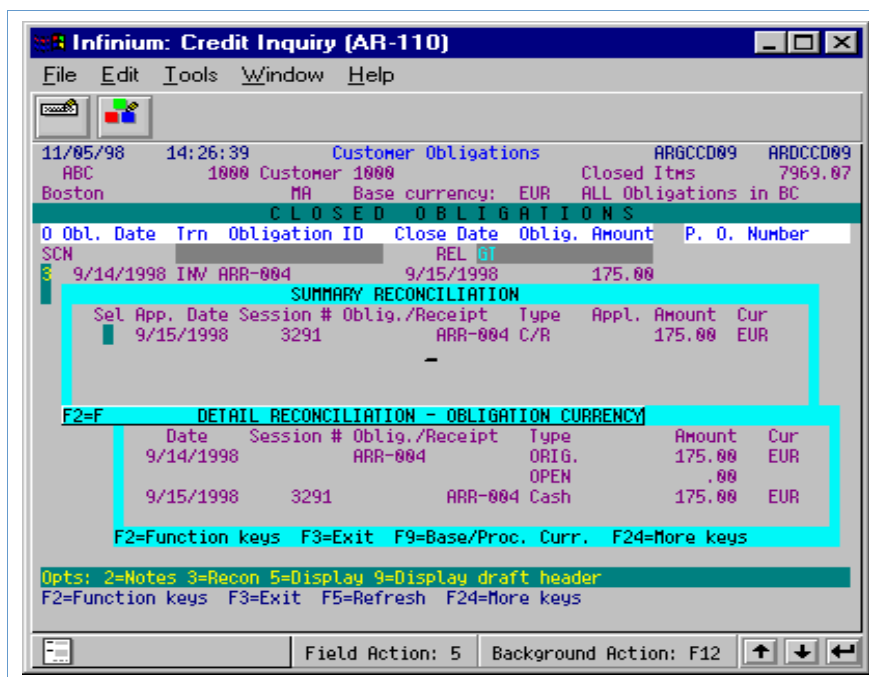


Figure 4-23: Summary and Detail Reconciliation windows

The system displays detailed reconciliation information for the application. Refer to the “Viewing Cash Receipt and Obligation Reconciliation Information” topic in “Tips and Techniques” at the end of this part of the guide.

Displaying Payment Information

To display application detail for a receipt, perform the following steps:

- 1 Complete the steps in the “Accessing Credit Information” topic in this part of the guide. The system displays a Credit Inquiry screen similar to Figure 4-3.
- 2 Press **[F19]**. The system displays a Cash Receipts screen similar to Figure 4-19.
- 3 Type **3** in the *Sel* field next to the cash receipt to select.
- 4 Press **[Enter]**. The system displays a window similar to Figure 4-24.

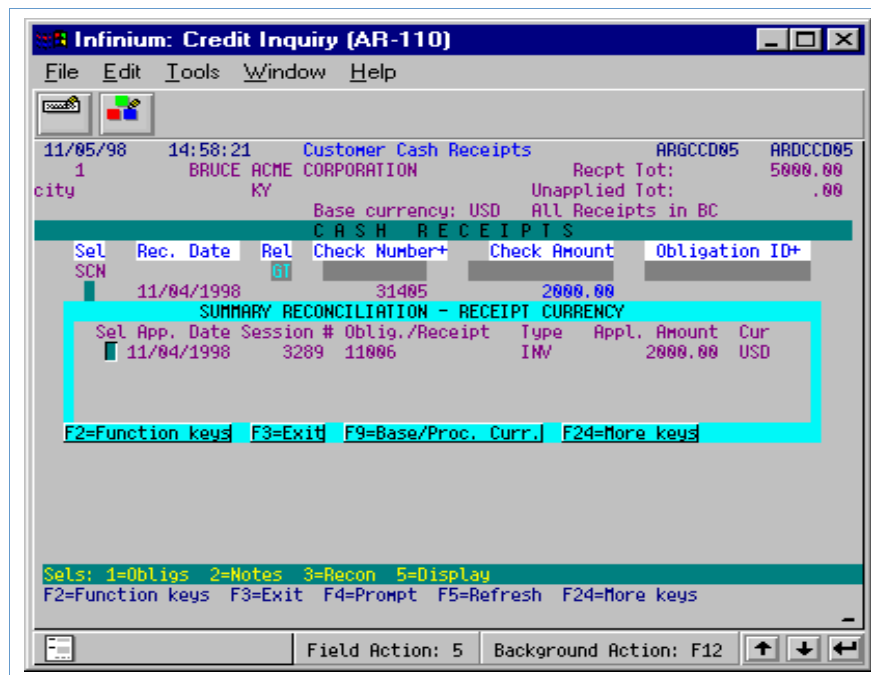


Figure 4-24: Summary Reconciliation window

- 5 Press **[Enter]**. The system displays a window similar to Figure 4-25.

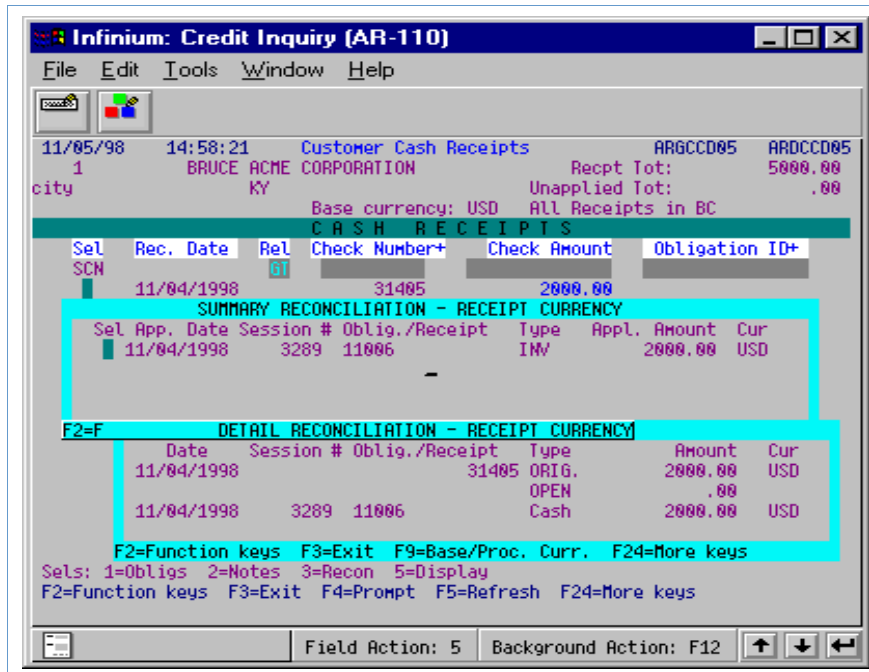


Figure 4-25: Summary and Detail Reconciliation windows

The system displays detailed information for the item applied to the cash receipt selected. Refer to the “Viewing Cash Receipt and Obligation Reconciliation Information” topic in “Tips and Techniques” at the end of this part of the guide.

Displaying Statistical Information

Overview

You can use the *Credit Inquiry* option to display the following statistical information:

DSO Statistics

DSO statistics include the following:

- Pays
- Days
- Slow
- Obligations
- Cash receipts
- High credit amounts

Chargeback Statistics

Chargeback statistics include the following:

- Chargebacks issued
- Chargebacks collected
- Chargebacks written off

Balance Statistics

Balance statistics include the following:

- Beginning balance
- Ending balance
- High dunning date
- High dunning level

Miscellaneous Statistics

Miscellaneous statistics include the following:

- Cash tolerance allowed
- Obligations written off
- Cash reclassified

Discount Statistics

Discount statistics include the following:

- Discounts taken
- Discounts not taken

Interest Charge Statistics

Interest charge statistics include the following:

- Interest charge amounts
- Interest charges relieved
- Interest charges written off

Draft Statistics

Draft statistics include the following:

- Accepted drafts
- Remitted drafts
- Failed drafts

Displaying DSO Statistical Information

Once you access any statistical information window, you can display other statistical information by using function keys. In this example we display DSO statistical information.

To display DSO statistics by customer, perform the following steps:

- 1 Complete the steps in the “Accessing Credit Information” topic in this part of the guide. The system displays a Credit Inquiry screen similar to Figure 4-3.
- 2 Press **F17**. The system displays a window similar to Figure 4-26.

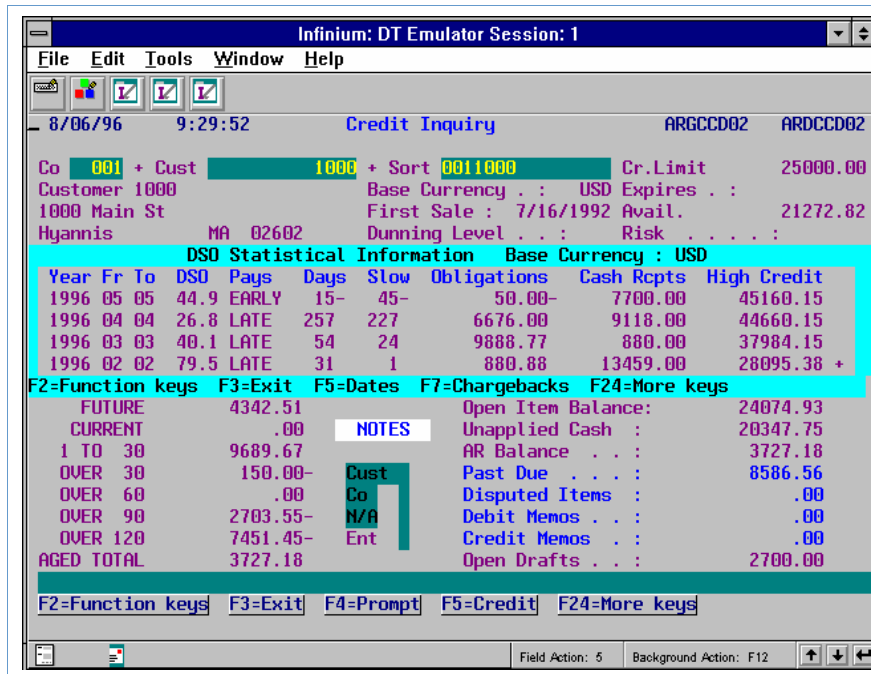


Figure 4-26: DSO Statistical Information window

The system displays DSO statistics for twelve periods in this window, the current period and the previous eleven periods.

Interpreting DSO Statistics

3 Interpret the information on this screen using the following information.

The system calculates DSO on demand. To calculate the DSO for all years that have history, you must consistently establish your accounting periods with no specific company identified or with each company specified.

Pays

The system derives the *Pays* information from the number of days slow as follows:

- If the number of days slow is negative, the customer pays “early.”
- If the number of days slow is 0, the customer pays “prompt.”
- If the number of days slow is positive, the customer pays “late.”

Days

The system displays the number of days the customer took to pay an obligation as compared with the obligation’s as of date in this field. The *Days* calculation is a weighted average based on the cash applied to an obligation and the number of days between the obligation’s as of date and the cash receipts deposit date.

Slow

The system displays the number of days the customer took to pay an obligation as compared to the obligation's due date in this field. The *Slow* calculation is a weighted average based on the cash applied to an obligation and the number of days between the obligation's due date and the cash receipts deposit date.

Obligations

The system displays the total of all obligations posted to the customer's account for the related periods in this field. This number includes all invoices, debit memos, credit memos, interest charges and chargebacks.

Cash Rcpts

The system displays the total of all cash receipts identified and posted to the customer's account for the related periods in this field.

High Credit

The system displays the largest accounts receivable balance that the customer has had for the related periods in this field.

Displaying a Different Range of Dates

- 4 Press **[F5]** to display statistical information for different periods and/or years for this or any other statistical display. The system displays a window similar to Figure 4-27.

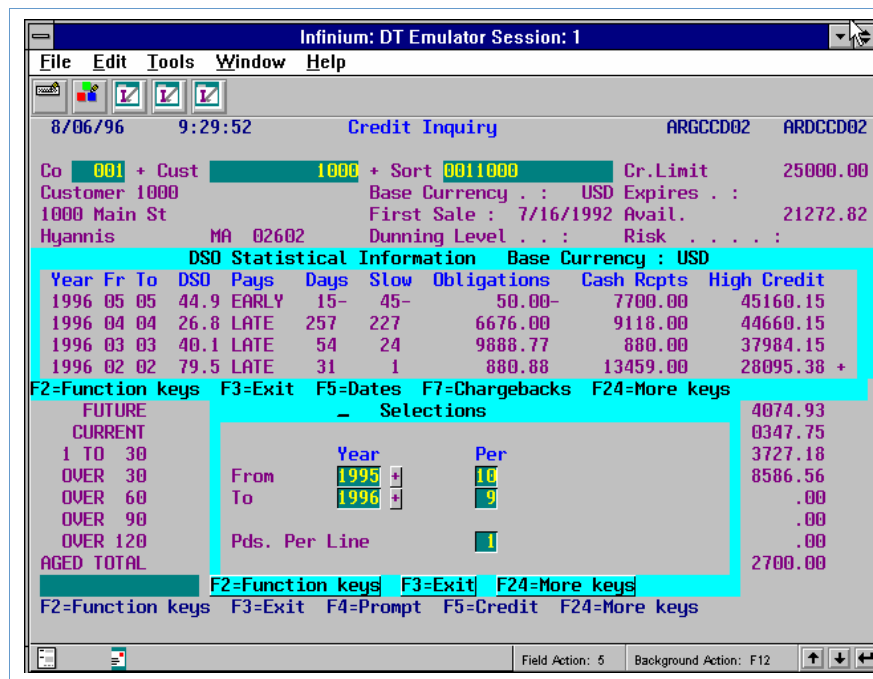


Figure 4-27: Date Selections window

Use this window to change the parameters the system uses to display statistics. You can change the from and to year values, the number of periods value, and/or the value for the number of periods per line of statistical data.

- 5 Type date selection criteria for which you want statistical information displayed. This example displays selections for periods 1 through 12 for the years 1995 and 1996 to display with one period on each line of the window.
- 6 Press **[Enter]**. The system redisplay the statistical information window for the periods and years that you selected.

Displaying Other Statistical Information

To display other statistical information, you can press any of the following function keys that are available in every statistical window.

To view...	Use this function key...
Balance statistics, including beginning and ending balances, high dunning date and high dunning level	[F8]
Chargeback statistics, including chargebacks issued, collected or written off	[F7]
DSO statistics, including pays, days, slow, obligations, cash receipts and high credit amounts	[F17]
Discount statistics, including discounts taken and discounts not taken	[F19]
Different range of dates	[F5]
Draft statistics, including accepted, remitted and failed drafts	[F14]
Interest charge statistics, including amounts, interest charges relieved, written off	[F20]
Miscellaneous statistics, including cash tolerance, obligations written off and cash reclassification	[F9]

Displaying Customer Controls

Overview

You can use the *Credit Inquiry* option to display customer credit controls and customer master controls. You can view the controls, but you cannot make any changes to the controls.

To make changes to customer credit information, use the *Maintain Customer Credit Controls* option. To make changes to customer master controls, use the *Maintain Customer Master Controls* option.

Displaying Customer Credit Controls

To display customer credit controls, perform the following steps:

- 1 Complete the steps in the “Accessing Credit Information” topic in this part of the guide. The system displays a Credit Inquiry screen similar to Figure 4-3.
- 2 Press **F5**. The system displays a screen similar to Figure 4-28.

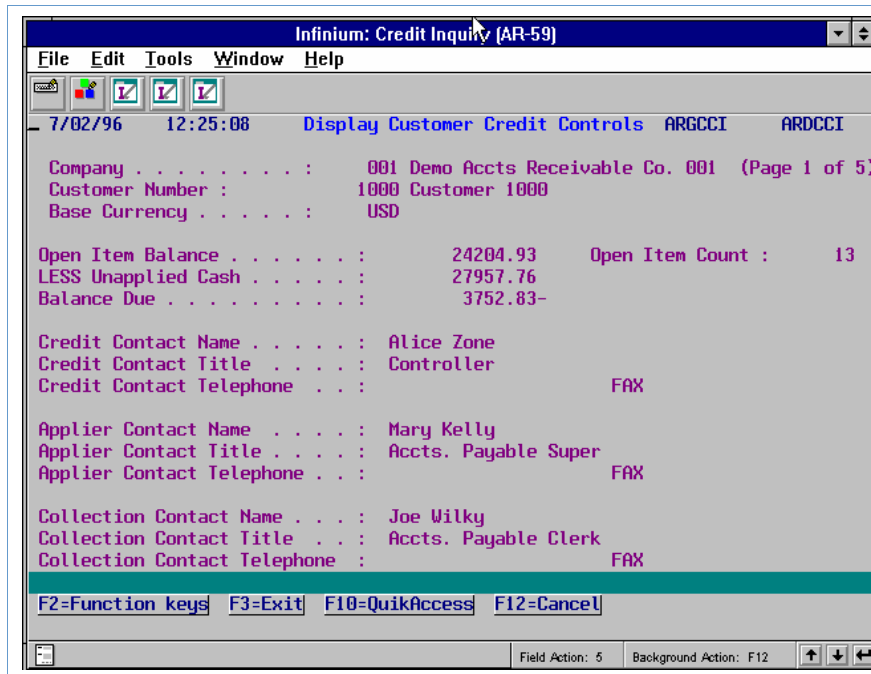


Figure 4-28: Display Customer Credit Controls screen 1

- 3 Press **[Enter]** to view the next customer credit control screen, repeating this through the remaining customer credit control screens.

Displaying Customer Master Controls

To display customer master controls, perform the following steps:

- 1 Complete the steps in the “Accessing Credit Information” topic in this part of the guide. The system displays a Credit Inquiry screen similar to Figure 4-3.
- 2 Press **[F9]**. The system displays a screen similar to Figure 4-29.

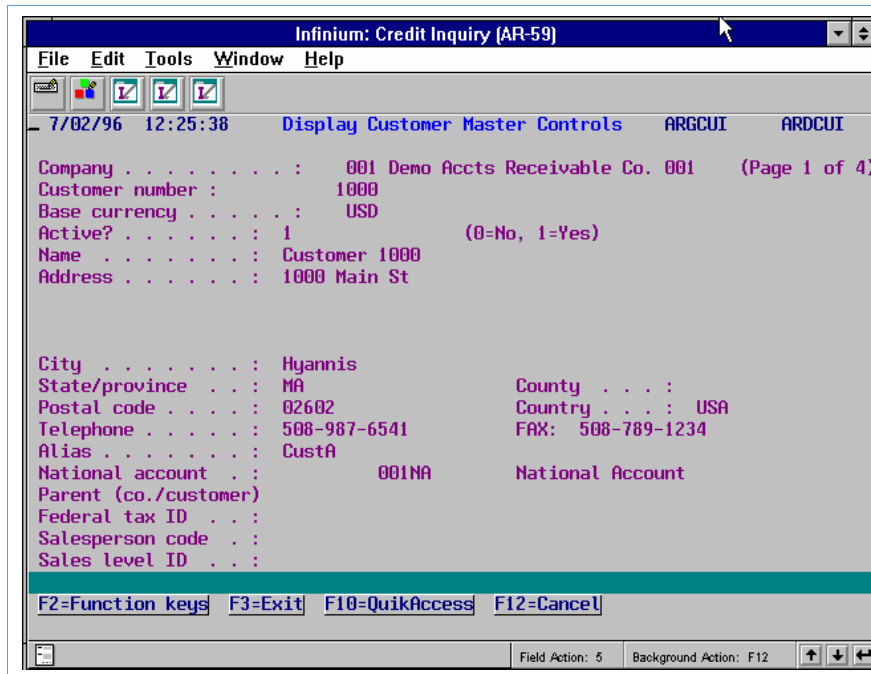


Figure 4-29: Display Customer Master Controls screen 1

- 3 Press **Enter** to view the next customer master controls screen, repeating this through the remaining customer master control screens.

Using an Exit Program in Credit Inquiry

Overview

You can call a customized user exit program from the Credit Inquiry screen. This program is the program specified on the third screen of the *Maintain Entity Controls* option. You may, for example, have your own customer notes package, billing system, and so forth.

Using a Credit Inquiry Exit Program

To call a customized user exit program in the *Credit Inquiry* option, perform the following steps:

- 1 Complete the steps in the “Accessing Credit Information” topic in this part of the guide. The system displays a Credit Inquiry screen similar to Figure 4-3.
- 2 Press **F13**.
- 3 Press **Enter** to execute the user exit program you specified in the *Maintain Entity Controls* option.

Tips and Techniques

Viewing Obligations and Cash Receipts in *Credit Inquiry* in Their Base Currency and Processing Currency

When you elect to view open obligations or closed obligations, the system displays them in base currency. The system displays the base currency on the top right corner of the screen. You can press **[F9]** to display a window with the total dollar amount of obligations for each currency set up within the Infinium AR system. The window also displays the total dollar amount of all obligations in their base currency.

When you select those obligations for reconciliation or display, the system displays those obligations in their processing currency. You can select a listing of the obligations for each of the processing currencies displayed. From the screen that lists all obligations in base currency, select the obligation with **3** for reconciliation or with **5** for display. The system initially displays the obligation in the processing currency of the transaction. Use **[F9]** to toggle the display of obligation amounts between base and processing currency.

Note: You also have this same capability to view cash receipts in both processing and base currencies. Use **[F9]** as described above for obligations.

The Infinium AR system reports statistical information in the *Credit Inquiry* option in base currency.

Reconciling Aging Data to AR Balance and Past Due Amounts in *Credit Inquiry*

The following information may be helpful if you want aging data to reconcile to the *AR Balance* and *Past Due* amounts.

The system derives the aging data from either the Aged Trial Balance file generated by the *Print and Update Aged Trial Balance* option or from the re-age facility **[F5]** from the *Credit Inquiry* screen.

When the system first displays the screen for a customer, it displays the aging data from the Aged Trial Balance file generated by the *Print and Update Aged Trial Balance* option. It derives the aging results from the aging methods you selected for

the *Print and Update Aged Trial Balance* option. When the system re-ages, it derives the aging data from the aging policy in effect for the selected customer.

To reconcile the *AR Balance* and *Past Due* amounts to the aging data, you must use the following aging methods:

- *Invoice Aging Method* must be **1** (Due Date Aging).
- *Cash Aging Method* must be **3** (Include Unapplied Cash in the First Aging Category).
- *Credit Memo Aging Method* must be **4** (Age each credit memo according to its due date).
- *Disputed Items* must be **1** (Yes) to be included.

Viewing Payment and Obligation Notes in *Credit Inquiry*

When accessing a note for a payment or an obligation, many users attempt to access these notes from the window that displays customer, national account, company, or entity level notes.

The system presents the option for payment and obligation notes while viewing these note selections. If you press either **F17** to view payment notes or **F18** to view obligation notes, the system displays the Payment or Obligation window but it displays the message, **Not Available**.

The system cannot retrieve a payment or obligation note until you have identified the obligation or payment you want to view. Therefore, to view payment or obligation notes you must press **F7** to obtain obligations or **F19** to obtain payments. Select the payment or obligation with **2** to view notes.

Conversely, you can access customer, national account, company or entity level notes from the payment and obligation notes screen.

Viewing Cash Receipt and Obligation Reconciliation Information

You can view all of the reconciliation information of a selected cash receipt or obligation as well as all of the reconciliation information of any application associated with that receipt or obligation. However, you must understand which detail reconciliation information you are viewing.

You can view summary and detail information for open and closed obligations, cash receipts, and their related applications. You use function keys to display open obligations (obligations not fully closed), closed obligations and cash receipts. Once you are at the display that lists either receipts or obligations, select a receipt or obligation with **3** to display applications associated with the selected item.

There are two reconciliation windows. The first is the Summary Reconciliation window. Press **[Enter]** from this window to display the Detail Reconciliation window. This window contains all the detail application information on the item you selected. Please note that you have not selected any line item in the summary window; you have simply pressed **[Enter]**.

If you select an item in the summary window and then press **[Enter]**, the system displays the detail reconciliation information of that line item. This displays only the detail of the item selected on the summary window. Please note that it is not the detail of the obligation or cash receipt you originally selected.

The summary window displays information from records in the Application History File - Applications (ARPAI) and the detail window displays information from records in the Application History File - Distributions (ARPAJ) for the selected transaction.

The discussion and screen prints that follow provide information about the following:

- Cash Receipt Summary and Detail Reconciliation
- Obligation Summary and Detail Reconciliation

Cash Receipt Reconciliation

Press **[F19]** on the first Credit Inquiry screen to access cash receipts. You can view both open and closed receipts on one screen. The system highlights cash receipts not fully applied.

Select a cash receipt with **3** and press **[Enter]** to display the summary window. This window shows the application dates, session #s, the obligation #s that had applications with this receipt, application type, application amount, and currency.

Press **[Enter]** to display the detail window. This window shows the amount open and information about the original receipt. It also contains the detail of all related applications including the date, session #, and application type. There is a separate line item for each transaction.

Amounts display as positive numbers for a normal application of receipts to positive obligations. If you have reversed any applications that involve the receipt, these reversal amounts display as negative numbers.

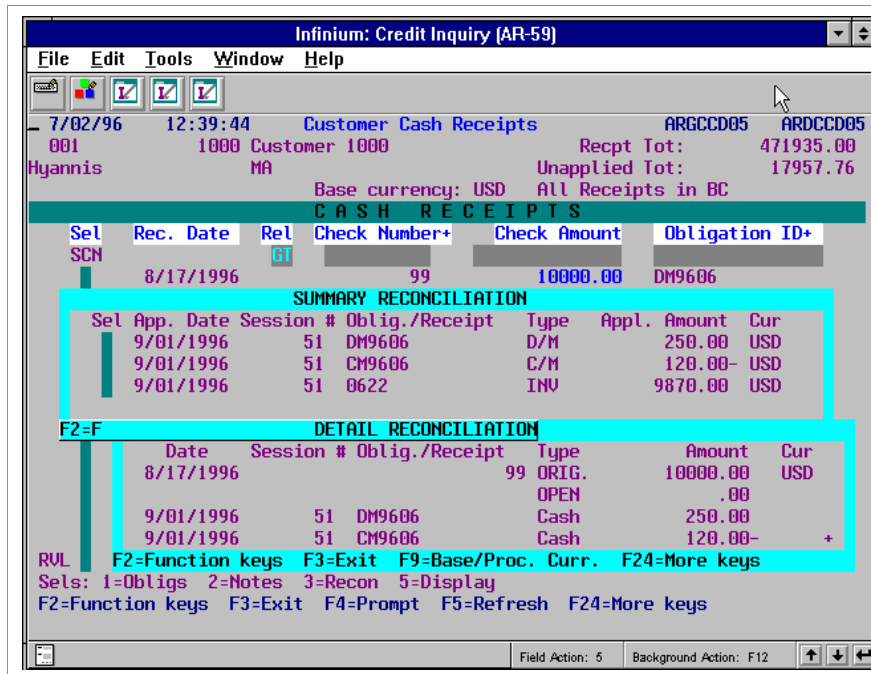


Figure 4-30: Summary & Detail Reconciliation windows (for cash receipt applications)

The information in the summary window in Figure 4-30 shows that on 9/01/1996, in session 51, applications made with this receipt to debit memo #DM9606 for \$250, to credit memo #CM9606 for \$120, and to invoice #0622 for \$9,870.

The detail window in Figure 4-30 shows that the original receipt, dated 8/17/1996, in the amount of \$10,000 has an open amount of \$00. The debit memo, credit memo, and invoice applications reduced the original amount. (You have to scroll to see the invoice in this instance.)

When you reclassify a receipt, the system displays the reclassified amount as shown in Figure 4-31. The information in the summary window includes the date, session, receipt #, type, amount and currency. The detail window displays information about the original application of the reclassified receipt. This includes the open amount, reclassification policy, reason code, and GL distribution code.

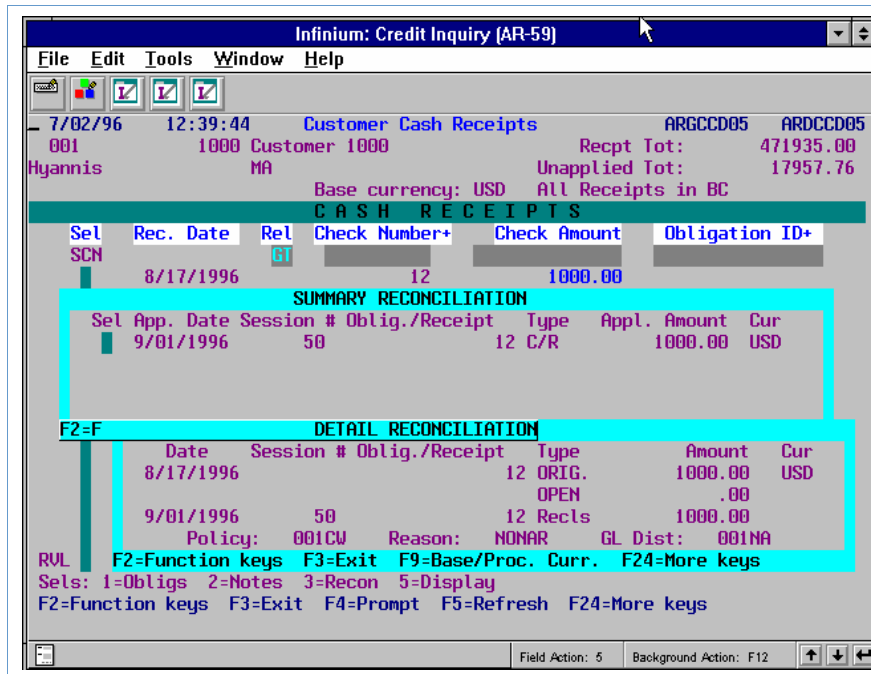


Figure 4-31: Summary & Detail Reconciliation windows (with a reclassified receipt)

The summary and detail windows in Figure 4-31 show that receipt #12, dated 8/17/1996 in the amount of \$1000 reclassified on 9/01/1996 in application session 50 using policy 001CW for reason code NONAR with the GL distribution code reflecting the reclassification to 001NA.

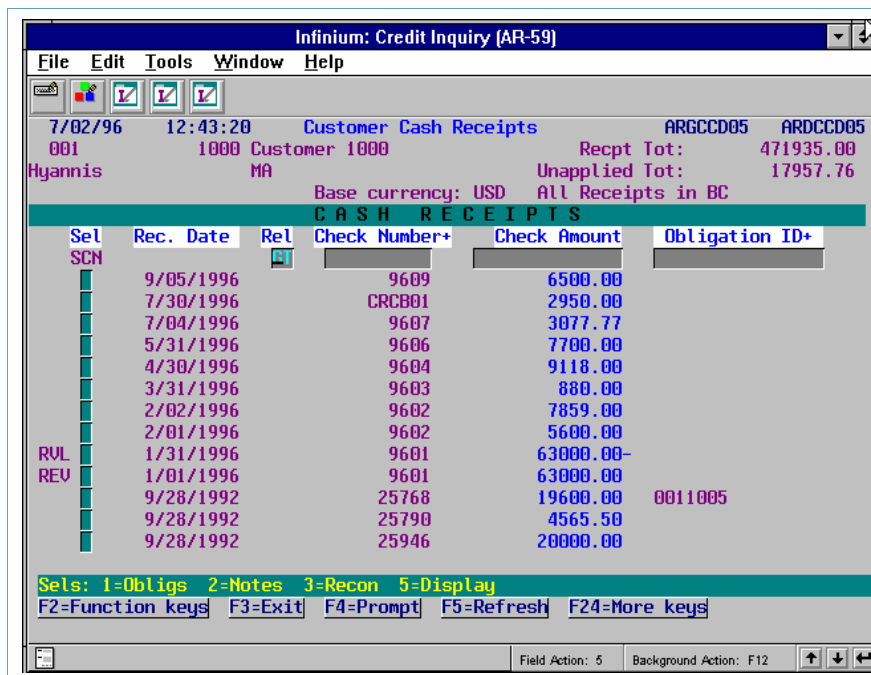


Figure 4-32: Customer Cash Receipts screen

In Figure 4-32, **REV** appears in the left column next to a receipt indicating the receipt was reversed. The reversal of that receipt displays as a negative amount with **RVL** next to it in the left column.

The message **No Information Available** displays in the summary window when no applications have been made with this receipt.

Obligation Reconciliation

Press **F7** on the first Credit Inquiry screen to access open obligations in the *Credit Inquiry* option. Press **F7** again from the listing of open obligations to display the closed obligations for the selected customer. If the system highlights the amount of an open obligation, the open amount is different from the original amount of the obligation. (There were some applications made against the obligation.) If the system highlights the transaction type in either the display of open or closed obligations, it is a disputed obligation.

Select an obligation with **3** for reconciliation and press **Enter** to display the summary window. The message **No Information Available** displays in this window when no applications have been made against the obligation.

When applications have been made to an obligation, the summary window displays a line item for each application that shows the application date, session #, obligation/receipt #, application type, amount and currency. When the summary window displays, press **Enter** to view the reconciliation detail for the selected item.

As with receipts, if you type any character next to a line item in the summary window and press **Enter**, reconciliation detail for the item selected on the summary window displays. The system does not display the detail of the item selected initially.

The detail window displays the application date, session #, obligation/receipt #, application type, application amount for each item, and the open amount.

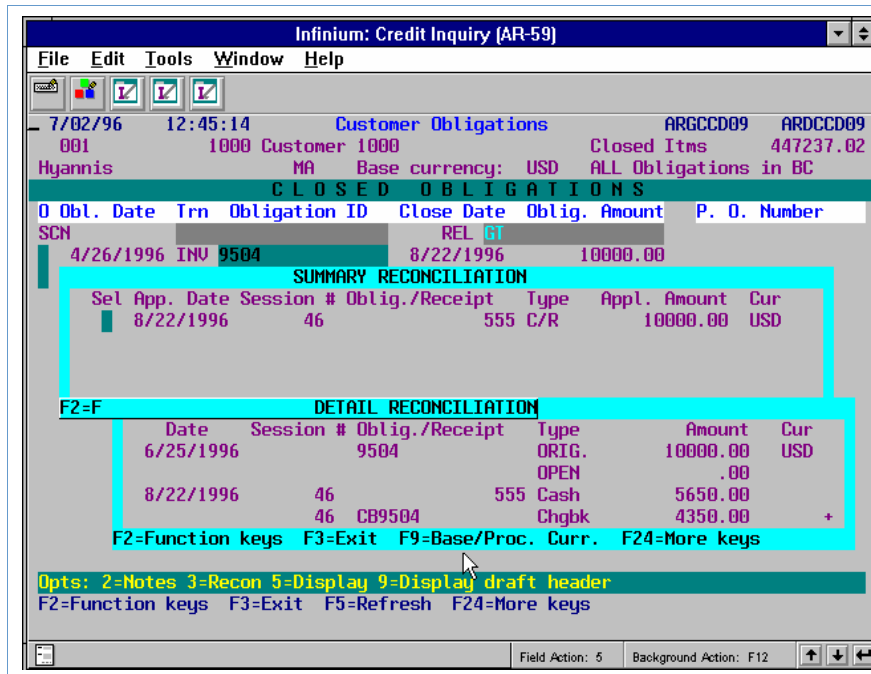


Figure 4-33: Summary & Detail Reconciliation windows (for a closed obligation)

In Figure 4-33, obligation #9504, in the amount of \$10,000, dated 4/26/1996, was fully relieved on 8/22/1996 in session 46 by receipt #555. To see the detail of the receipt itself, select the receipt in the summary window with any character and press **Enter**.

If the application is a chargeback or writeoff, the system displays the policy used, reason code and GL distribution code. Applications, including chargebacks and writeoffs, display as positive amounts in both reconciliation windows.

Figures 4-34 and 4-35 show obligation #0622, dated 6/22/1996, as fully relieved by cash in the amount of \$9,870, Figures 4-34 and 4-35 show obligation #0622, dated 6/22/1996, as fully relieved by cash in the amount of \$9,870, a writeoff in the amount of \$400, and tolerance of \$80 in session 51 on 9/1/1996. The system also displays the writeoff policy, the reason code and the GL distribution code.

The detail window in Figure 4-34 displays a plus sign in the lower right corner, indicating that more information is available.

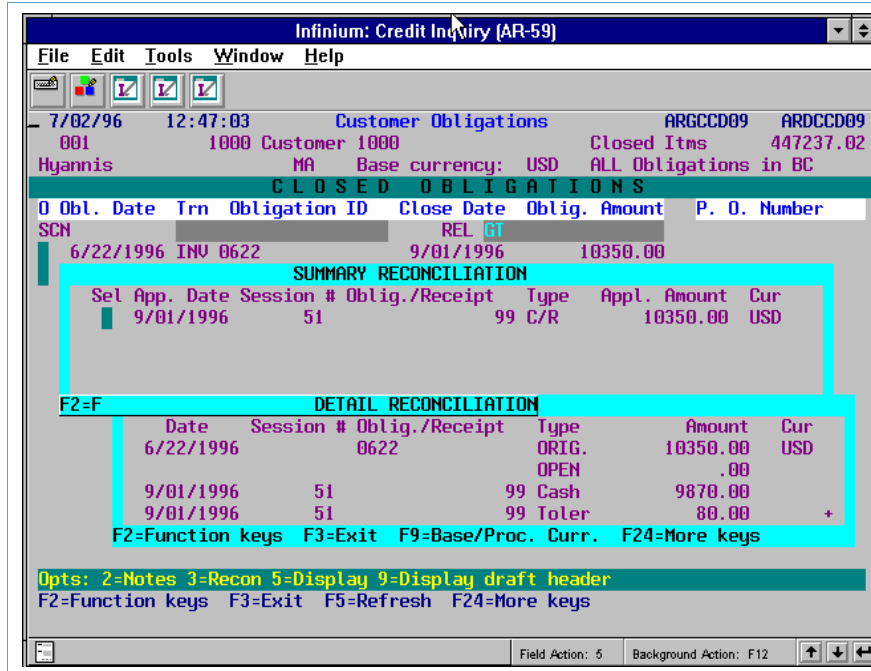


Figure 4-34: Summary & Detail Reconciliation windows (for fully relieved obligation)

Figure 4-35 shows the detail window after you scroll to view that information.

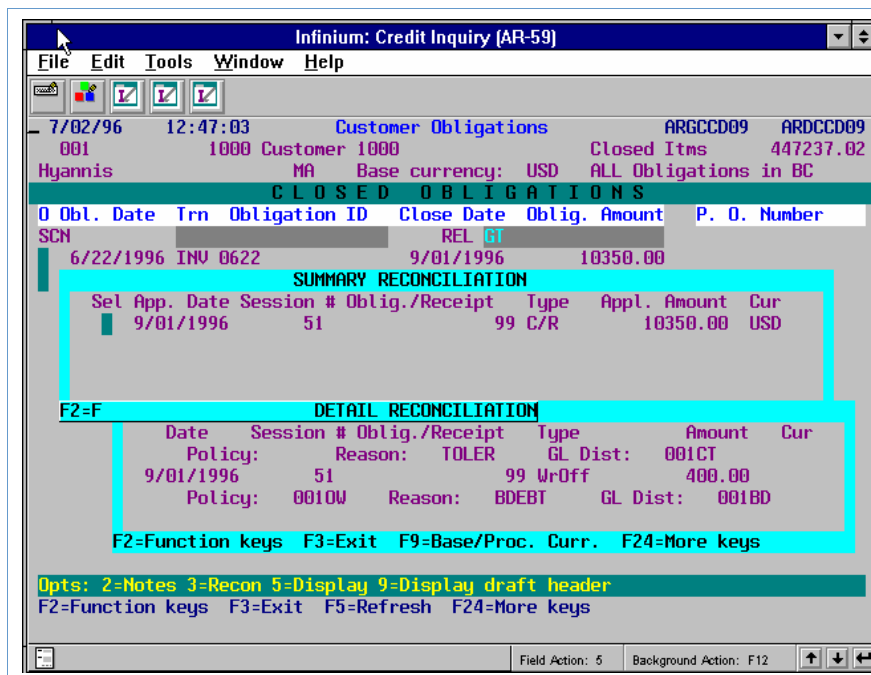


Figure 4-35: Summary & Detail Reconciliation windows (with more detail information)

Notes

This part of the guide describes how to create and use credit worklists, the primary credit management tools.

The part consists of the following topics:

Topic	Page
Overview of Credit Worklists	5-2
Creating a Credit Worklist	5-4
Updating a Credit Worklist	5-14
Deleting a Credit Worklist	5-15

Overview of Credit Worklists

Credit worklists are the primary credit management tools. Through credit worklists, you designate a list of customers to review. To create a credit worklist, you select worklist fields for which you can specify conditions. The system uses your selections and conditions and does the following:

- Performs a query to extract the customers that satisfy your conditions
- Generates an on-line listing of the customers that you can also print

You can review each customer and generate a list of customers to contact. You can also use the *Credit Inquiry* option to review each customer before contacting customers on the list. Once you review the customer accounts, you can view, edit or add notes to customers or obligations in the credit worklist. You can also delete the customer from the worklist.

For more information on working with customer and obligation notes, refer to the “Using Notes” part in this guide.

Objectives

In this part of the guide you should become familiar with creating and using credit worklists. You should also be able to do the following:

- Create credit worklists
- Print credit worklists
- Review credit worklists

Creating, Updating and Executing Credit Worklists

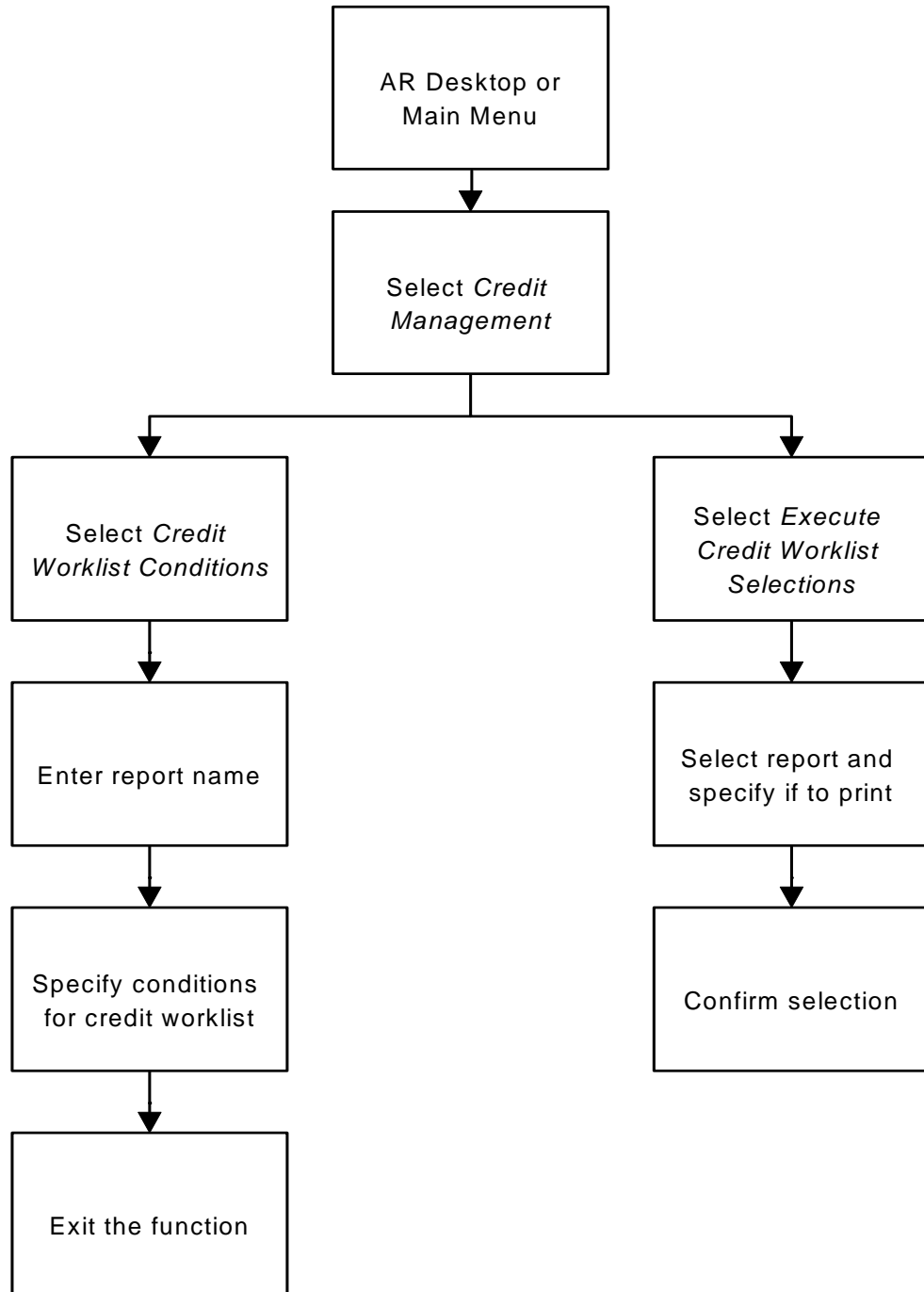


Figure 5-1: Creating, Updating, and Executing Credit Worklists

Creating a Credit Worklist

Overview

To obtain a credit worklist, you must follow a three-step process.

1 Select Credit Worklist Conditions

Establish the selection conditions that the system uses to generate the credit worklist. The Infinium AR system provides you with the ability to access credit management fields.

2 Execute the Credit Worklist

Run the *Execute Credit Worklists* option to select those customers that meet the selection conditions you specified in the first step.

3 Review Customers on the Credit Worklist

To view the customers on your worklist, you must use the *Display Credit Worklists* option. You can view the customers on-line and also print a copy of the worklist.

Selecting Credit Worklist Conditions

To select credit worklist conditions, perform the following steps:

1 From the Infinium AR main menu select *Credit Management*.

2 Select *Select Cred Wrklist Conditions* [SCWC]. The system displays a screen similar to Figure 5-2.

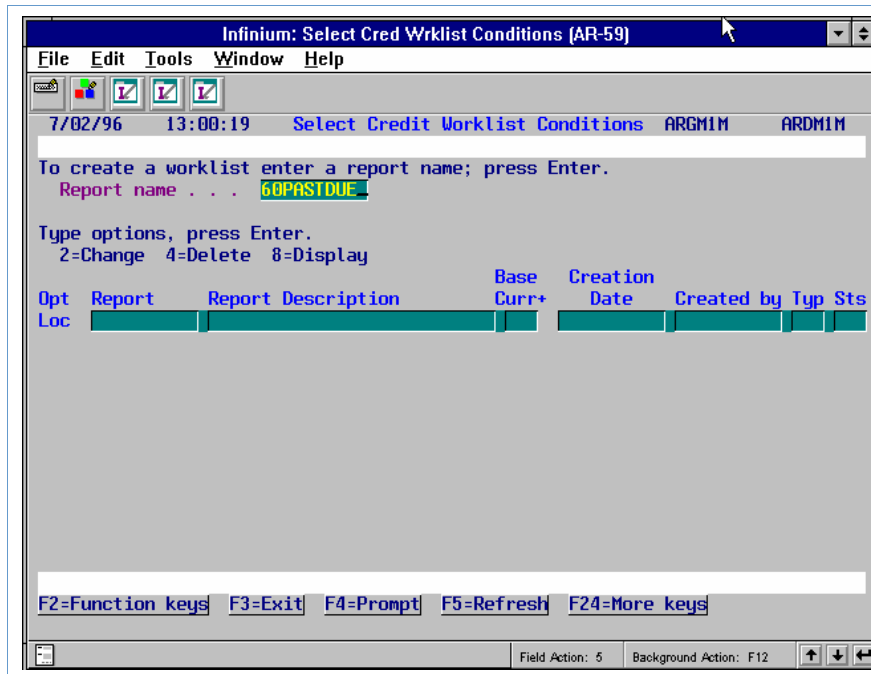


Figure 5-2: Select Credit Worklist Conditions screen 1

From this screen, you can do the following:

- Type the name of a new credit worklist to create it
- Select an existing worklist for update, display or deletion

In this example, you create a new credit worklist. For more information on updating an existing worklist, refer to the “Updating a Credit Worklist” task in this part of the guide.

- 3 Type the name of the new credit worklist in the Report name field.
- 4 Press . The system displays a screen similar to Figure 5-3.

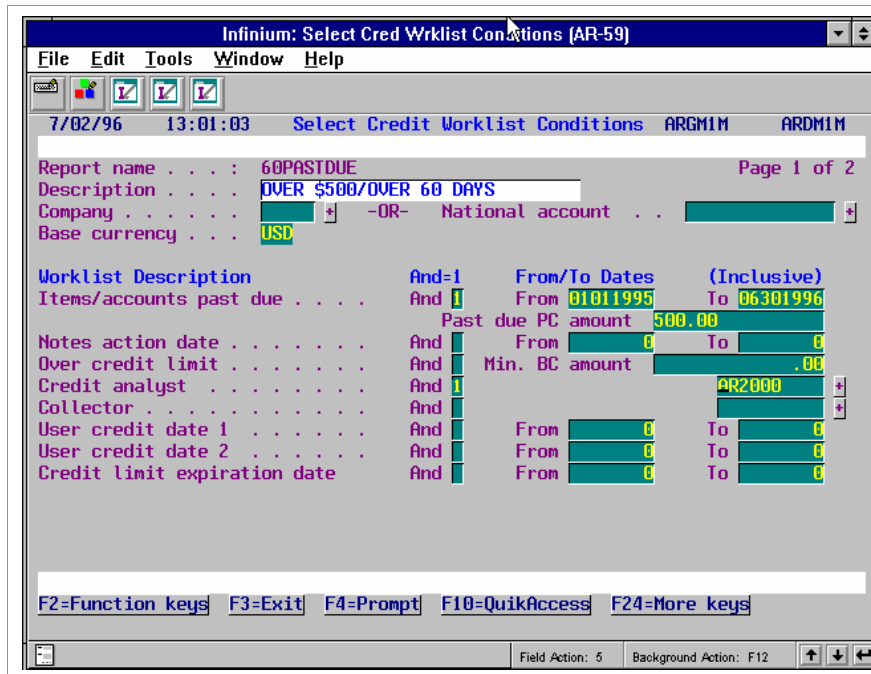


Figure 5-3: Select Credit Worklist Conditions screen 2

This is the first of two screens that you use to define selection conditions for the system to use to generate a credit worklist. Use this first screen to begin that process.

- 5 Complete the fields on this screen using the following information.

Description

You must type a description of the credit worklist that makes it readily identifiable in other credit worklist functions. You can use up to thirty characters for this description.

Company or National account

You can type a value in either promptable field. If there is a value in either of these fields, the program bases all credit worklist selections on that company or national account.

Base currency

If the value in the *Multiple Base Currency* field on the entity control is 0, the system defaults the base currency on the entity level into this field. If the value in the *Multiple Base Currency* field is 1, you can type a value in this field. The value in the *Base currency* field must be the same as the company or national account's base currency.

If you do not type a base currency code in this field, the system may provide totals containing mixed currencies.

And

Type **1** next to any of the worklist fields to indicate that the system should “and” those fields together with other conditions. You cannot “and” only one field. Leave a field blank or type **0** if an “and” condition does not apply to that worklist field.

If you specify more than one criteria with an *And* condition (you type **1** next to more than one *And* field), a customer must meet all of these criteria with the *And* condition for the system to list the customer on the credit worklist.

You can “and” worklist conditions and produce a list of customers who meet all conditions selected. You can, for example, specify that the worklist contain only those customers who are \$500 or more over their credit limit, as of a specific date, and who are the responsibility of a specific credit analyst and a specific collector. The system displays this customer on the credit worklist only if the customer meets all of these criteria.

From/To Dates

Type the dates the system uses to perform the query for the selected worklist conditions. The system provides eleven to and from worklist date fields.

Items/accounts past due

If you select this field, you can determine the number of customer accounts past due as well as the total amount past due.

Past due PC amount

If you specify a processing currency amount in this field, the system limits the query to past due amounts equal to or over that amount.

Notes action date

If you use this field, you can create and manage a “tickler file” and view customers’ notes by next action date ranges.

Over credit limit

In this example, the system lists a customer on the credit worklist only if their *Credit analyst* is **Infinium AR** and if they have items that are past due as of from January 1, 1995 up to and including June 30, 1996.

If you use this field, you must type a minimum amount in the next field.

Min. BC amount

When you select the *Over Credit Limit* field, you must type the minimum amount over the credit limit that a customer must be for the system to include that customer in the credit worklist.

Credit analyst

When you run the credit worklist for a specific credit analyst, you must type that analyst’s profile in the blank field provided.

Collector

When you run the credit worklist for a specific collector, you must type that collector's profile in the blank field provided.

- 6 Press **[Enter]**. The system displays a screen similar to Figure 5-4.

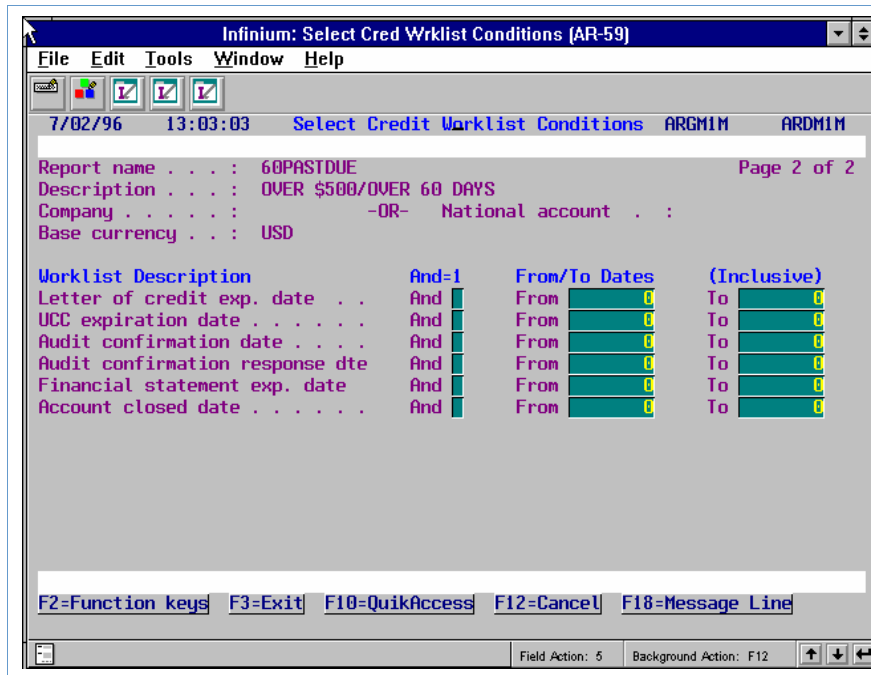


Figure 5-4: Select Credit Worklist Conditions screen 3

Use this second selection screen to add conditions for the system to use when it generates the credit worklist.

- 7 Complete the appropriate fields on this screen.
- 8 Press **[Enter]**. The system returns you to the initial prompt screen and creates a query with your selections and conditions.
- 9 Press **[F3]** to exit the function.
- 10 Continue to the “Executing the Credit Worklist” task.

Executing the Credit Worklist

To generate a listing of customers that meet the selection conditions that you designated in the *Select Credit Worklist Conditions* option, perform the following steps:

- 1 From the Infinium AR main menu select *Credit Management*.

- 2 Select *Execute Credit Worklists* [ECWS]. The system displays a screen similar to Figure 5-5.

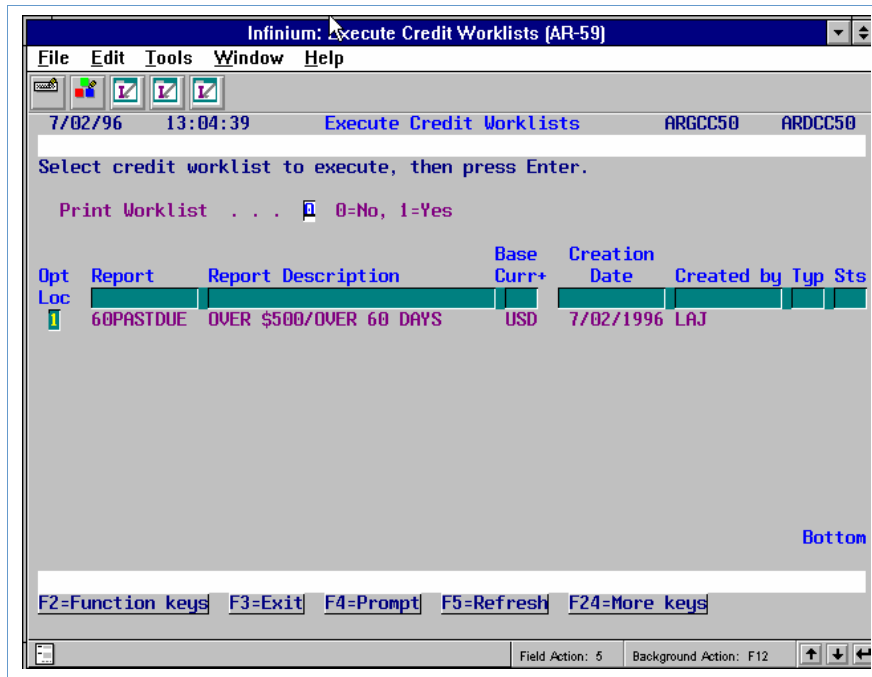


Figure 5-5: Execute Credit Worklists screen

The locate fields facilitate finding and selecting the desired credit worklist. You can prompt on the *Loc Base Curr* field. If you enter a value in the *Loc Report* field, the system positions you to the report after you press **Enter**. The system uses the other locate fields as “equal to” situations. Use **F5** to refresh the screen with the most current credit worklists as well as when you want to view a complete listing after using the locate fields.

- 3 Complete the fields on this screen using the following information.

Print Worklist

Specify whether or not the system prints the worklist when the system executes the worklist. Type **1** to print a copy of the worklist. Type **0** for the system to not print a copy of the worklist, but only execute the credit worklist for display on-line.

Opt

Type any character in this field next to the credit worklist to generate.

- 4 Press **Enter**. The system displays a confirmation screen.

To have the system perform a query and extract all customers that meet the selections and conditions specified, press **Enter**.

Press **F12** if you do not want to execute the credit worklist. You can then change your selections or exit the function.

Note: Infinium Software recommends that you submit credit worklist selections to run overnight in batch mode. The credit worklist will be available the next day for you to display using the *Display Credit Worklists* option. You can also print a copy of the worklist.

Reviewing Customers on a Credit Worklist

To review the customers on a credit worklist, perform the following steps:

- 1 From the Infinium AR main menu select *Credit Management*.
- 2 Select *Display Credit Worklists* [DCW]. The system displays a screen similar to Figure 5-6.

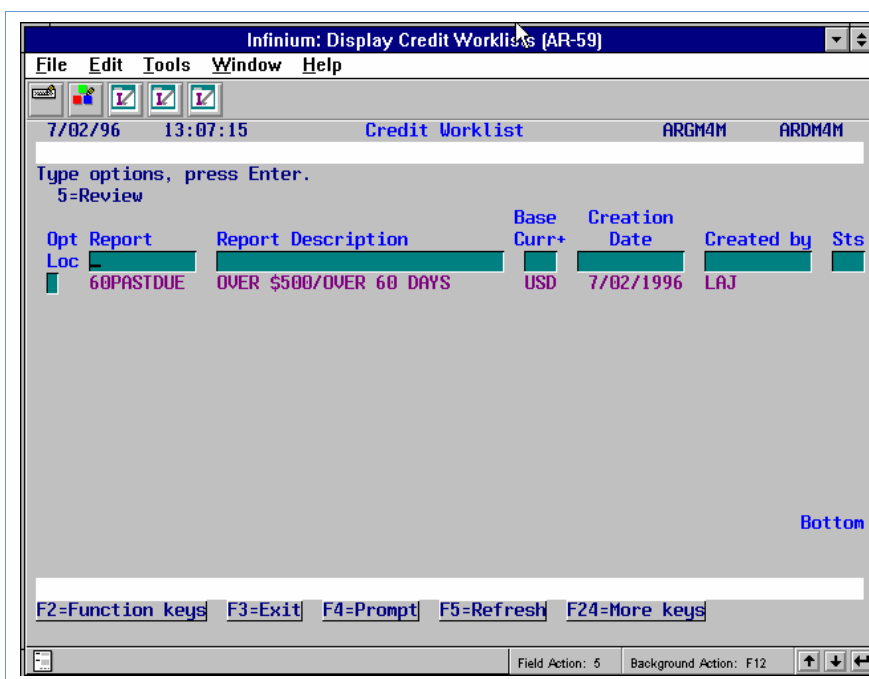


Figure 5-6: Credit Worklist screen 1

This screen displays the most recent submission of each credit worklist. Use this screen to select a credit worklist to display. You can use the locate fields or scroll through the listing to find the credit worklist.

- 3 Complete the fields on this screen using the following information.

Opt

Type **5** in this field next to the credit worklist to display for review.

If there is no field on which to select the credit worklist, or if the value in the *Sts* field is **ACT** (active), the worklist is either in use or the credit worklist processing control

flag could be in error as a result of a system failure when the credit worklist batch function was running.

If the credit worklist is active, but not in use, refer to the “Performing Supervisor Functions” part in this guide for more information on resetting the processing control flag.

- 4 Press **Enter**. The system displays a screen similar to Figure 5-7.

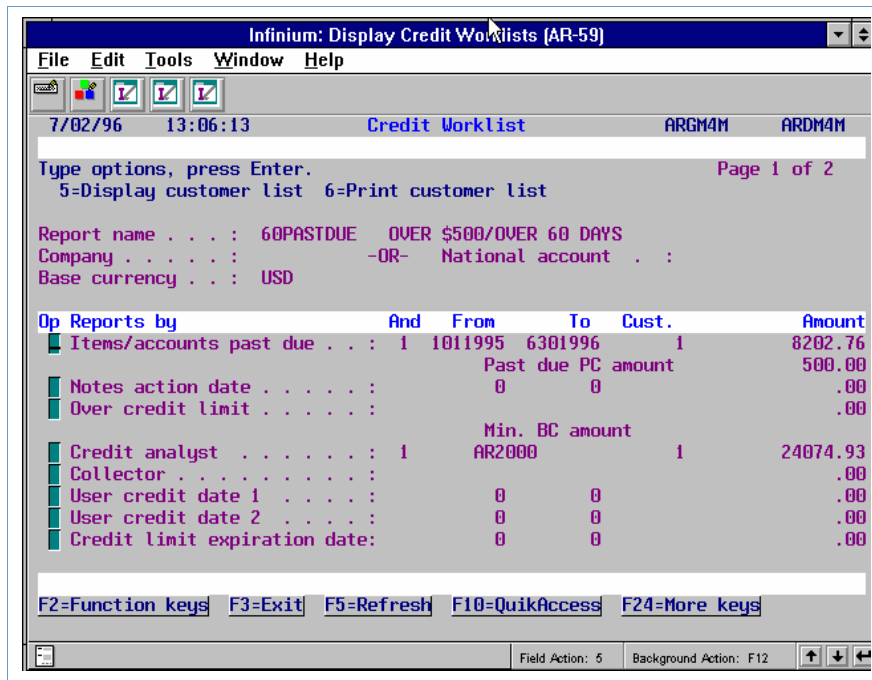


Figure 5-7: Credit Worklist screen 2

Use this screen to select a category of customer data to display or print. In this example, you select a customer listing to display.

- 5 Complete the fields on this screen using the following information.

Cust, Amount

The system displays the number of customers and the amount of obligations that meet the conditions in these fields.

- 6 Type **5** next to a category to display the customers that meet the selection criteria. Type **6** next to a category to print the customers that meet the selection criteria.
- 7 Press **Enter**. The system displays a screen similar to Figure 5-8.

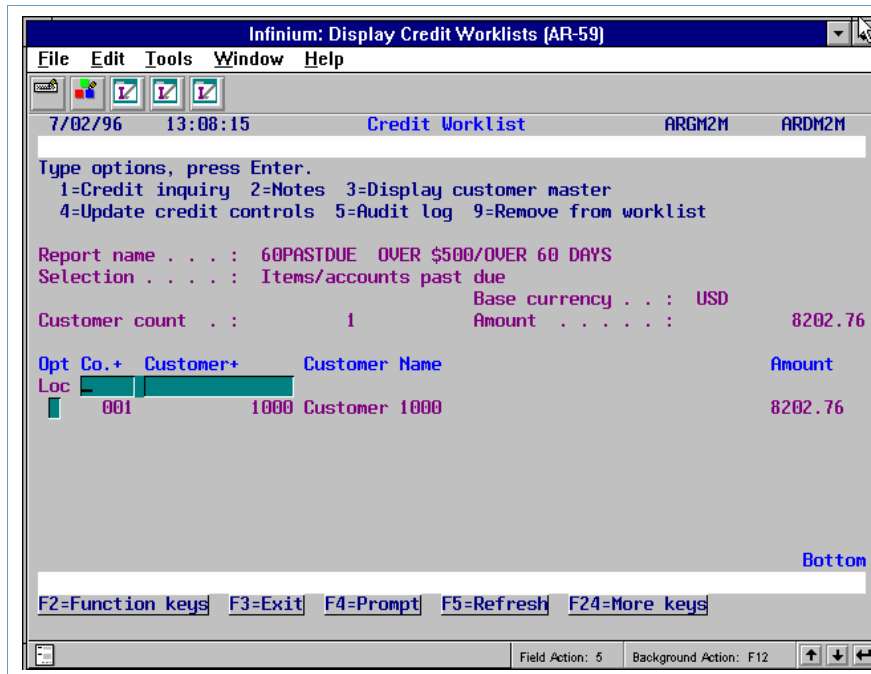


Figure 5-8: Credit Worklist screen 3

Use this screen to select a customer or customers to review.

- 8 Complete the fields on this screen using the following information.

Selection, Customer count, Amount

The system displays the category selected for customer review, the number of customers, and the total amount meeting these conditions in these fields. The system also displays amounts for each customer.

Loc

You have two options if you want to view and/or select additional customers other than the seven customers the system lists on the first screen. You can use the *Locate* fields to type a company and customer to view or you can scroll through the customer list. There are additional customers available for selection if the system displays **More...** in the lower right corner of the screen.

Opt

Use this field to make a selection as described in the following table:

Option	Description
1 (Credit Inquiry)	Access the customer through the <i>Credit Inquiry</i> option to display notes, customer credit and customer master controls, obligations, statistical data, and payments. You can re-age aging data, call a customer credit inquiry user exit program, and access dunning information.
2 (Notes)	Create, view, update or delete notes attached to the customer, company or entity.
3 (Display customer master controls)	View the four pages of the customer's master controls.
4 (Update customer credit controls)	Update the customer's credit controls.
5 (Audit log)	View the Customer Master Audit Inquiry. You can compare data in the audit log.
9 (Remove from worklist)	Remove a customer permanently from the worklist.

Function Keys

Note the use of the following function keys:

F5	Press F5 on the second screen to refresh the screen the system displays after you type information in the <i>Locate</i> fields. The system redisplay the screen with a full listing of customers. When you delete a customer by typing 9, press F5 and the system redisplay the screen with the <i>Customer count</i> and <i>Amount</i> fields updated and reflecting the deleted counts and amounts.
F9	Press F9 to toggle from a display of specific criteria the customer meets to a display of all the criteria for the customer.

Updating a Credit Worklist

To update a credit worklist, perform the following steps:

- 1 From the Infinium AR main menu select *Credit Management*.
- 2 Select *Select Cred Wrklist Conditions* [SCWC]. The system displays a screen similar to Figure 5-2.
- 3 Select the credit worklist to update by typing **2** in the *Opt* field next to the credit worklist.
- 4 Press **Enter**. The system displays the screen shown in Figure 5-3.
- 5 You can update any of the fields that the system displays on this screen. For more information on these fields, refer to the “Selecting Credit Worklist Conditions” task in this part of the guide.
- 6 Press **Enter**. The system displays a screen similar to Figure 5-4.
- 7 Complete the appropriate fields on this second selection screen.
- 8 Press **Enter**. The system returns you to the initial prompt screen and creates the query with your selections and conditions.
- 9 Press **F3** to exit the function.
- 10 Continue to the “Executing the Credit Worklist” task in this part of the guide.

Deleting a Credit Worklist

To delete a credit worklist, perform the following steps:

- 1 From the Infinium AR main menu select *Credit Management*.
- 2 Select *Select Cred Wrklist Conditions* [SCWC]. The system displays a screen similar to Figure 5-2.
- 3 Select the credit worklist to delete by typing **4** in the *Opt* field next to the credit worklist.
- 4 Press . The system deletes the credit worklist and returns you to the initial prompt screen.
- 5 Press to exit the function.

Notes

This part of the guide discusses accessing and working with notes in the Infinium AR system.

The part consists of the following topics:

Topic	Page
Overview of Using Notes	6-2
Accessing Notes in Obligation Processing	6-4
Accessing Notes in Cash Receipts Processing	6-9
Accessing Notes in Application Processing	6-16
Accessing Notes in Draft Processing	6-21
Accessing Notes in Credit Management	6-25
Creating Notes	6-31
Displaying and Updating Notes	6-34
Deleting Notes	6-35
Printing Notes	6-36
Frequently Asked Questions	6-39
Tips and Techniques	6-40

Overview of Using Notes

Notes are useful tools for the cash receiver, cash applier, credit analyst, and credit manager. You can attach notes to obligations and/or cash receipts. If you access the notes program via a cash receipt or an obligation, you can attach a note to the company, customer, or national account with which that item is associated.

Before you can create, display, update, or delete notes, you must first access notes. You can access notes in several Infinium AR menu options. Once you have accessed notes, you can create, display, update, and delete notes for the following:

- Any level of the hierarchy (entity, company, national account, customer)
- Posted or unposted obligations
- Posted and unposted checks
- Posted and unposted drafts

If you access the notes program via a cash receipt or obligation, you can attach a note to the company, customer, or national account with which the item is associated.

You can print a listing of notes' text in a variety of ways that are useful to your organization. The Infinium AR system provides you with flexibility in printing notes. You can do the following:

- Specify the type of note to print (entity, national account, company, customer, obligation, and draft receipt)
- Print notes attached to all customers in a specific company, to a specific customer, to a national account, to all national accounts, or all customers.
- Print the text, title and next action date of notes or you can simply print the title and next action date of notes
- Print only notes created in a specific date and/or action range
- Print only notes created by a specific user profile.

Objectives

After completing this part of the guide, you should be familiar with the following:

- Accessing notes
- Creating notes

- Displaying and updating notes
- Deleting notes
- Printing notes

Accessing Notes in Obligation Processing

Overview

This topic describes how to access notes in the following *Obligation Processing* menu options:

- *Maintain Obligation Batches*
- *Display Obligation Batches*
- *Maintain Open Obligations*
- *Display Obligations*

This section contains information only on creating or updating notes. For more information on obligation processing, refer to the “Processing Obligations” part in the *Infinium Accounts Receivable Guide to Processing*.

You can also access notes for posted obligations using the *Credit Inquiry* option. For more information on accessing notes using the *Credit Inquiry* option, refer to the “Accessing Notes in Credit Management” topic in this part of the guide.

Accessing Notes for Unposted Obligations

To access notes for unposted obligations in *Obligation Processing*, you can use either the *Maintain Obligation Batches* option or the *Display Obligation Batches* option. This example shows the *Display Obligation Batches* option.

To access notes for unposted obligations, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing*.
- 2 Select *Display Obligation Batches* [DOB]. The system displays a screen similar to Figure 6-1.

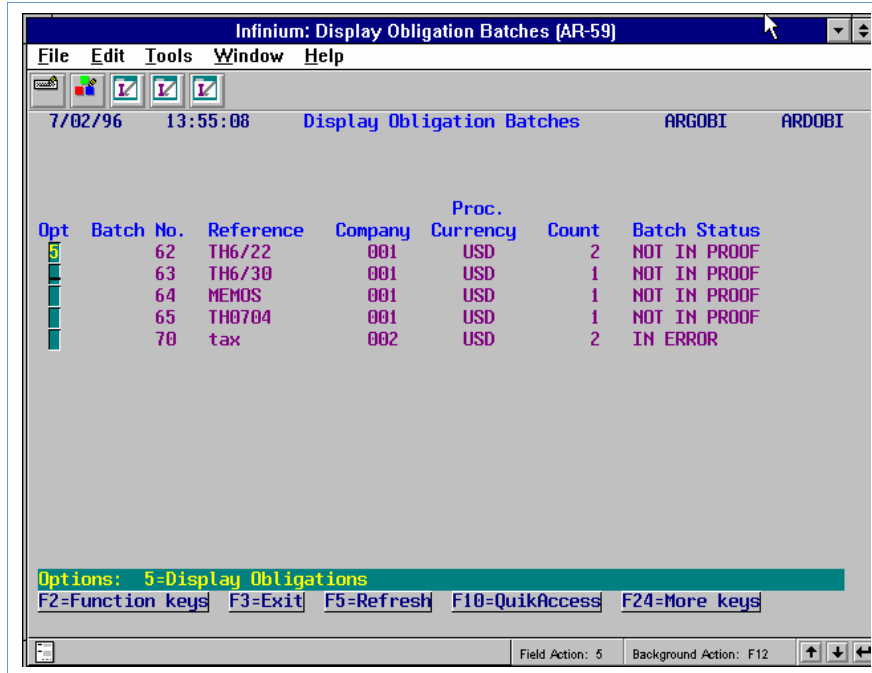


Figure 6-1: Display Obligation Batches screen

- 3 Type **5** in the *Opt* field to display an obligation batch.
- 4 Press **Enter**. The system displays a screen similar to Figure 6-2.

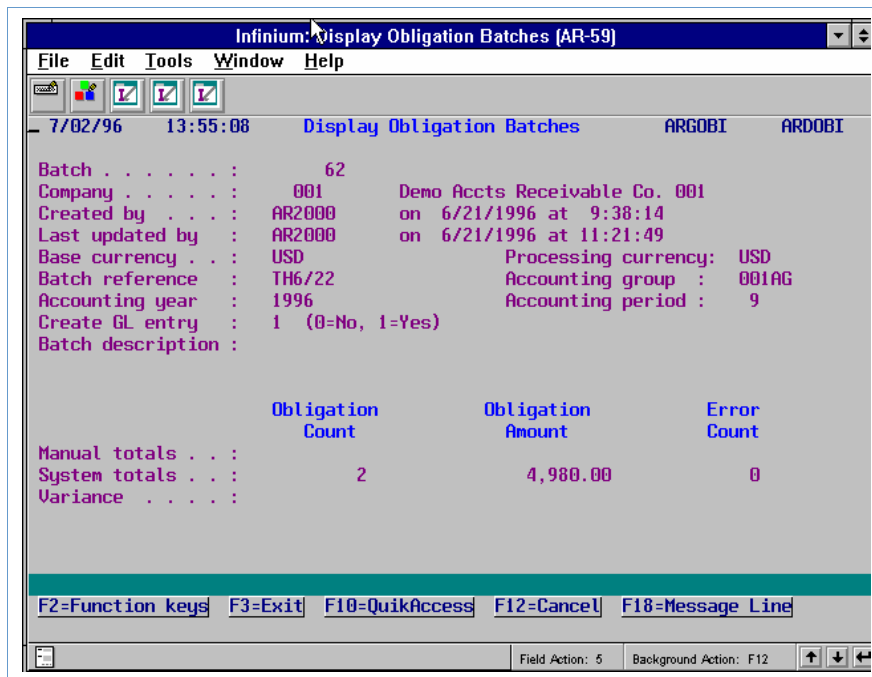


Figure 6-2: Display Obligation Batches batch header screen

The system displays batch header information on this screen.

- 5 Press **[Enter]**. The system displays a screen similar to Figure 6-3.

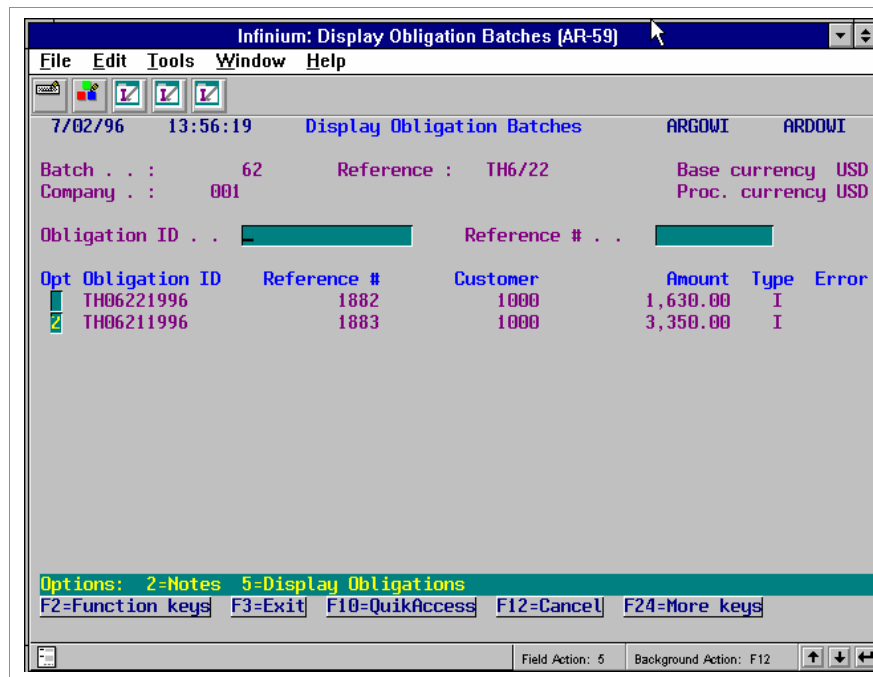


Figure 6-3: Display Obligation Batches obligation selection screen

- 6 Complete the fields on this screen using the following information.

Obligation ID, Reference #

Use these fields to locate a specific obligation by typing an obligation ID or reference number.

Opt

Type **2** to access notes for an obligation. The system displays an obligation ID in reverse image if a note is attached to the open obligation.

- 7 Press **[Enter]**.
- 8 Continue to the “Creating Notes,” “Displaying and Updating Notes” or “Deleting Notes” topics in this part of the guide to create, display, update, or delete notes.

Accessing Notes for Posted Obligations

To access notes for posted obligations in *Obligation Processing*, you can use either the *Maintain Open Obligations* option or the *Display Obligations* option. This example uses the *Maintain Open Obligations* option.

You can also access notes attached to posted obligations using the *Interactive Cash Application*, *Interactive Cash Reversals* and *Credit Inquiry* options.

To access notes for posted obligations, perform the following steps:

- 1 From the Infinium AR main menu select either *Obligation Processing* or *Application Processing*.
- 2 Select *Maintain Open Obligations* [MOO]. The system displays a screen similar to Figure 6-4.

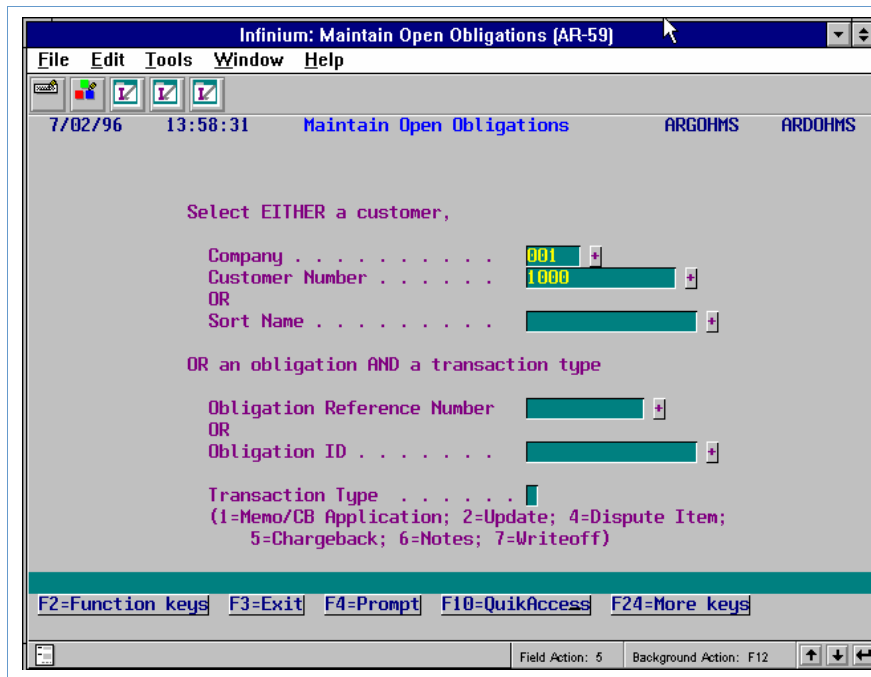


Figure 6-4: Maintain Open Obligations prompt screen

You can use this screen to display open obligations for a company or customer, or to display information for a specific obligation. This example displays information for a company and a customer.

- 3 Complete the fields on this screen using the following information.

Company, Customer Number, Sort Name

To access all open obligations for a customer, type a valid value in either the *Company* and *Customer Number* or *Sort Name* fields.

Obligation Reference Number, Obligation ID, Transaction Type

To access notes for a specific obligation, type a valid value in either the *Obligation Reference Number* or *Obligation ID* field and then type **6** in the *Transaction Type* field.

- 4 Press **[Enter]**. If you type a company and customer or sort name, the system displays a screen similar to Figure 6-5.

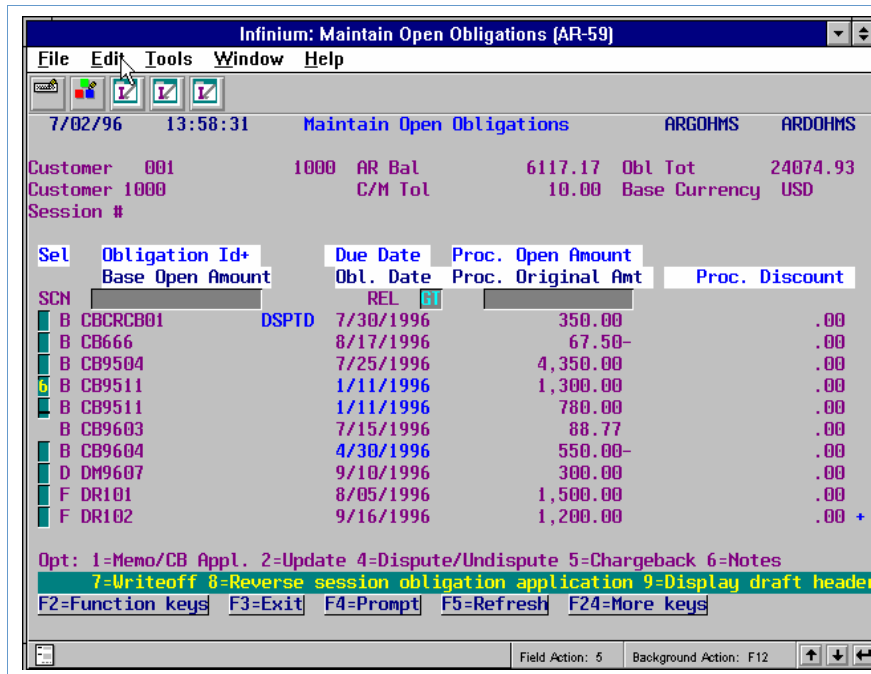


Figure 6-5: Maintain Open Obligations selection screen

- 5 Type **6** in the *Sel* field next to the appropriate obligation to access notes. When a note is attached to the obligation, the system displays that obligation ID in reverse image.

Note: Use the *SCN Obligation ID* and *SCN Open Amount* fields with the *REL* (logical relation) field to facilitate the selection process.

- 6 Press .
- 7 Continue to the “Creating Notes,” “Displaying and Updating Notes” or “Deleting Notes” topics in this part of the guide to create, display, update, or delete notes.

Accessing Notes in Cash Receipts Processing

Overview

This topic describes how to access notes in the following *Cash Receipts Processing* menu options:

- *Maintain Cash Receipts Batches*
- *Maintain Cash Reversal Batches*
- *Display Cash Receipts Batches*
- *Display Cash Receipts*

You can also access notes for cash receipts using the *Credit Inquiry* option. For more information on accessing notes using the *Credit Inquiry* option, refer to the “Accessing Notes in Credit Management” topic in this part of the guide.

This section contains information that applies only to creating or updating notes. Refer to the “Processing Cash Receipts” or “Reversing Cash Receipts” parts in the *Infinium Accounts Receivable Guide to Processing* for more information on cash receipts processing.

Accessing Notes for Unposted Cash Receipts

To access notes for unposted cash receipts, you can use either the *Maintain Cash Receipts Batches* option or the *Display Cash Receipts Batches* option. This example shows the *Maintain Cash Receipts Batches* option.

To access notes for unposted cash receipts in *Cash Receipts Processing*, perform the following steps:

- 1 From the Infinium AR main menu select *Cash Receipts Processing*.
- 2 Select *Maintain Cash Receipts Batches* [MCR]. The system displays a screen similar to Figure 6-6.

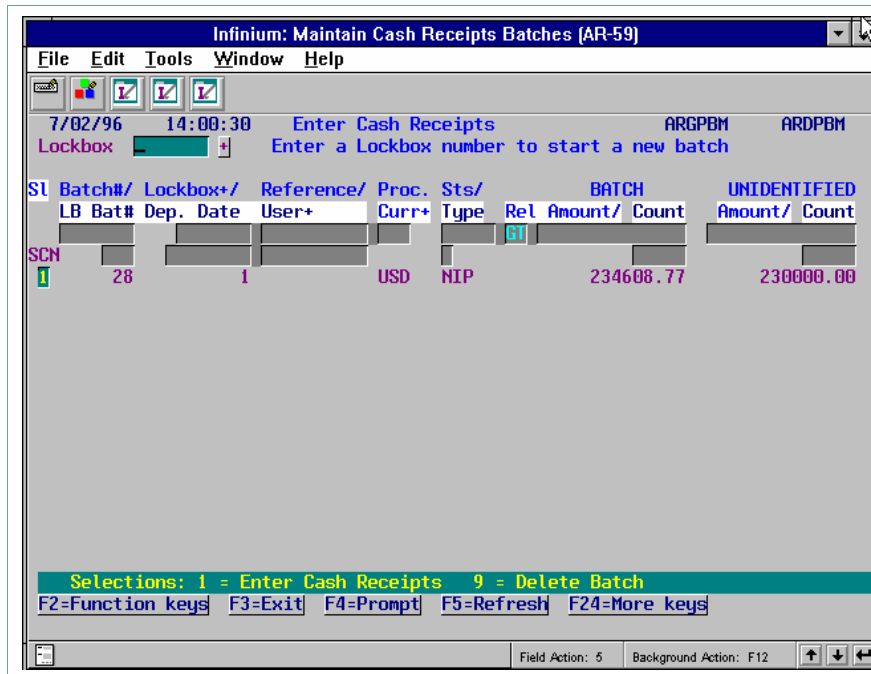


Figure 6-6: Enter Cash Receipts batch selection screen

3 Complete the fields on this screen using the following information.

Type either a lockbox number in the *Lockbox* field to create a new batch or select an existing batch by typing 1 in the field next to an existing batch.

4 Press . If you selected an existing batch, the system displays a screen similar to Figure 6-7.

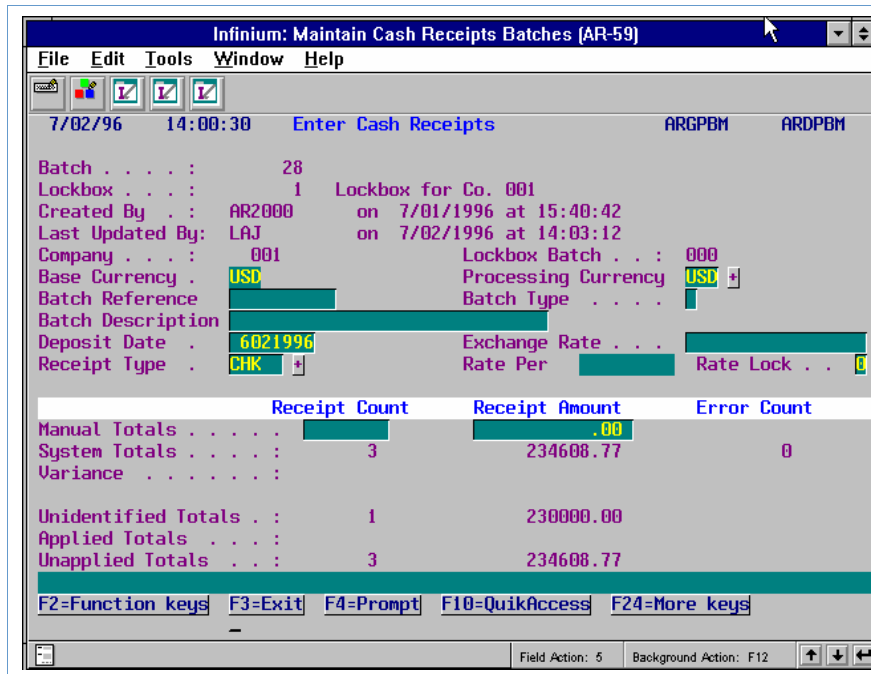


Figure 6-7: Enter Cash Receipts batch header screen

The system displays batch header information on this screen.

- 5 Press **[Enter]**. The system displays a screen similar to Figure 6-8.

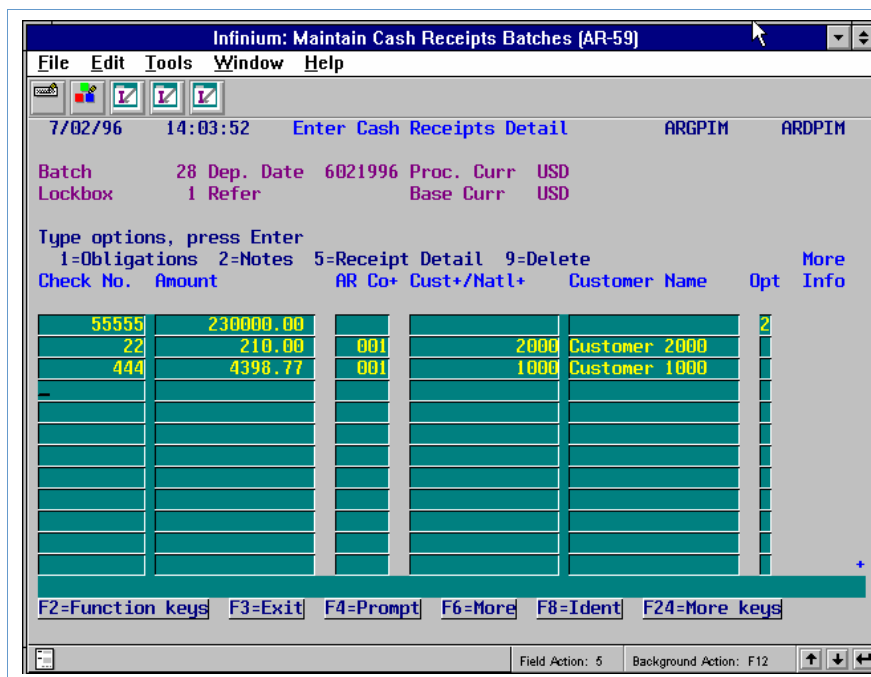


Figure 6-8: Enter Cash Receipts Detail screen

- 6 Type **2** in the *Opt* field next to a check to access notes. The system displays a cash receipt in reverse image when a note is attached to the cash receipt.
- 7 Press **Enter**.
- 8 Continue to the “Creating Notes,” “Displaying and Updating Notes” or “Deleting Notes” topics in this part of the guide to create, display, update, or delete notes.

Accessing Notes for Reversed Cash Receipts

To access notes for reversed cash receipts in *Cash Receipts Processing*, perform the following steps:

- 1 From the Infinium AR main menu select *Cash Receipts Processing*.
- 2 Select *Maintain Cash Reversal Batches* [ECV]. The system displays a screen similar to Figure 6-6.
- 3 Complete the fields on this screen using the following information.

Type either a lockbox number in the *Lockbox* field to create a new batch or select an existing batch by typing **1** in the field next to an existing batch.

- 4 Press **Enter**. If you selected an existing batch, the system displays a screen similar to Figure 6-7.
- 5 Press **Enter**. The system displays a screen similar to Figure 6-9.

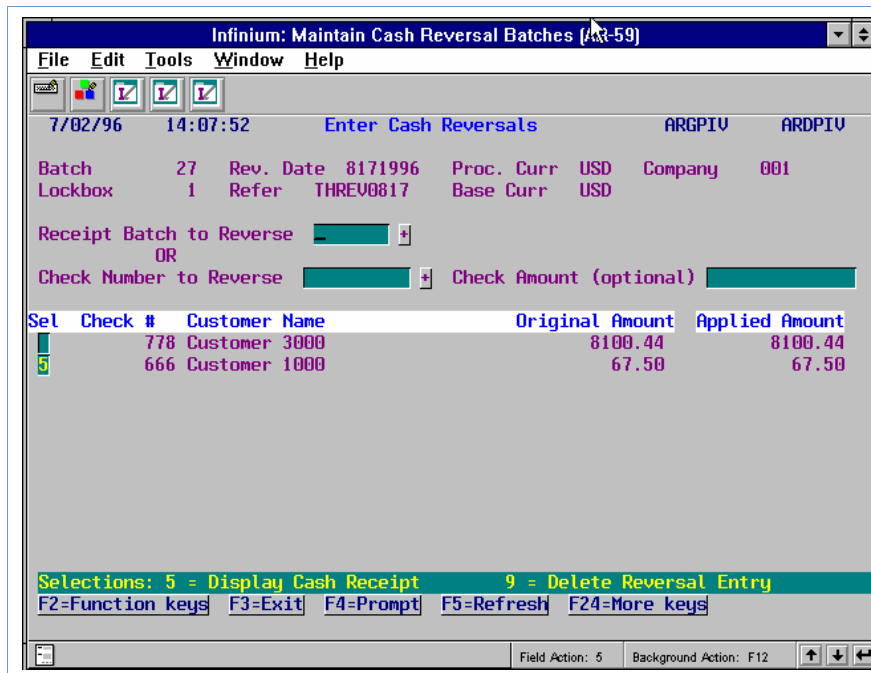


Figure 6-9: Enter Cash Reversals selection screen

- 6 Type **5** in the *Sel* field to display the cash receipt. The system displays a cash receipt in reverse image when a note is attached to the cash receipt.
- 7 Press **[Enter]**. The system displays the screen similar to Figure 6-10.

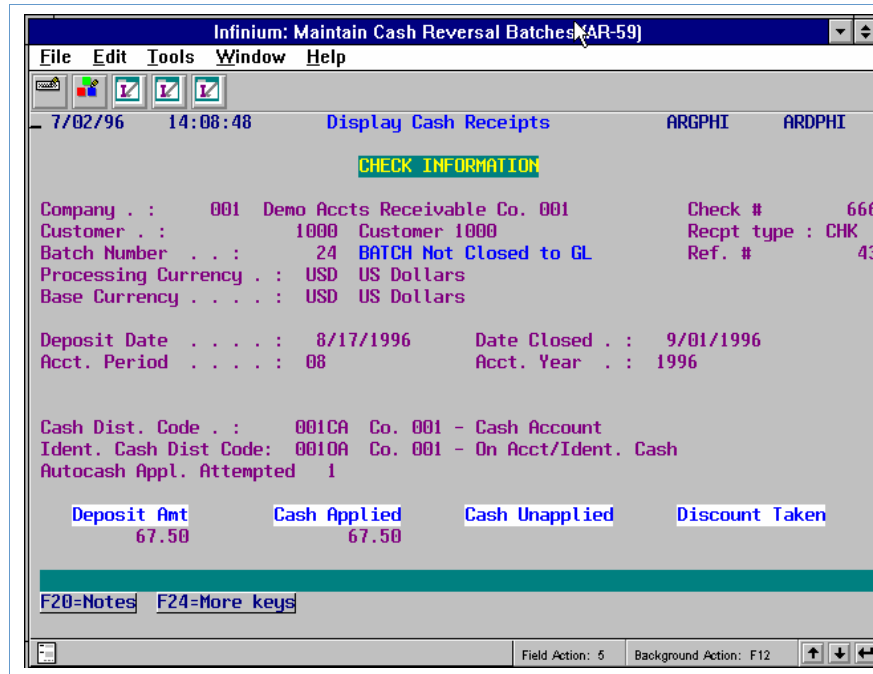


Figure 6-10: Display Cash Receipts check information screen

- 8 Press **[F20]** to access notes.
- 9 Continue to the “Creating Notes,” “Displaying and Updating Notes” or “Deleting Notes” topics in this part of the guide to create, display, update, or delete notes.

Accessing Notes for Posted Cash Receipts

You can access notes attached to posted cash receipts using the *Display Cash Receipts*, *Interactive Cash Application*, *Interactive Application Reversals*, and *Credit Inquiry* options. This example uses the *Display Cash Receipts* option.

To access notes for posted cash receipts in *Display Cash Receipts*, perform the following steps:

- 1 From the Infinium AR main menu select *Cash Receipts Processing*.
- 2 Select *Display Cash Receipts* [DCR]. The system displays a screen similar to Figure 6-11.

```

1/23/2014 15:47:23      Display Cash Receipts      ARGPHD      ARDPHD

Enter selections for displaying cash receipts OR leave blank for ALL

Company . . . . .      001 +
Customer Number .      1000 + OR Sort Name . . . . . +
-OR-

National Account      _____ +
-OR-

Unidentified . .      _ (Blank=All)
-OR-                  (1=Unidentified only)
Check Number . .      _____ +
-OR-
Check Amount . .      _____
-OR-
Batch Number . .      _____ +
-OR-
Check reference      _____

-----
F2=Function keys  F3=Exit  F4=Prompt  F5=Refresh  F24=More Keys

```

Figure 6-11: Display Cash Receipts prompt screen

You can use this screen to display a single check or all cash receipts based on any of the following selection criteria:

- Company and customer
- National account
- A specific check
- All unidentified checks
- All checks equal to an amount
- All checks within a batch

This example displays information for a company and customer.

- 3 Type a company and customer.
- 4 Press [Enter]. The system displays a screen similar to Figure 6-12.

1/23/2014 15:47:23		Display Cash Receipts		ARGPHD	ARDPHD	
Company : 001		Business Company Incorporated				
Customer 1000		Customer 1000				
Opt	Check #	Batch #	Customer Name/Company/Number	Rel	Check Amount	Proc
SCN						
-	DFT-0724DR	574	Customer 1000		350.00	USD
-	1208	517	Customer 1000		100.00	USD
-	1209	519	Customer 1000		1209.00	USD
-	1210	521	Customer 1000		100.00	USD
-	1211	523	Customer 1000		1211.00	USD
-	123456	494	Customer 1000		111.00	USD
-	QA1	491	Customer 1000		1.00	USD
- OA	[REDACTED]	1	490 Customer 1000		21.00	CAD
-	[REDACTED]	2	489 Customer 1000		22.00	CAD
-	1207	479	Customer 1000		1207.00	USD
-	1210	520	Customer 1000		1210.00	USD
-	1208	525	Customer 1000		1208.00	U +

Option 3 = Reconciliation 5 = Display Cash Receipt
F2=Function keys F3=Exit F5=Refresh F6=More F24=More Keys

Figure 6-12: Display Cash Receipts selection screen

- 5 Type 5 in the *Opt* field to select a check to display. You can use the *SCN* fields to facilitate your search. The system displays a cash receipt in reverse image when a note is attached to the cash receipt.
- 6 Press [Enter]. The system displays a screen similar to Figure 6-10.
- 7 Press [F20] to access notes.
- 8 Continue to the “Creating Notes,” “Displaying and Updating Notes” or “Deleting Notes” topics in this part of the guide to create, display, update, or delete notes.

Accessing Notes in Application Processing

Overview

This topic describes how to access notes attached to posted obligations and posted cash receipts. You can use the following menu options in *Application Processing*:

- *Interactive Cash Application*
- *Interactive Application Reversals*

You can also access notes in the *Maintain Open Obligations* option in *Application Processing*. For more information on accessing notes in the *Maintain Open Obligations* option, refer to the “Accessing Notes in Obligation Processing” topic in this part of the guide.

This section contains information that applies only to creating or updating notes. For more information on application processing, refer to the “Performing Applications” part in the *Infinium Accounts Receivable Guide to Processing*.

Accessing Notes for Posted Obligations

To access notes for posted obligations in *Interactive Cash Application*, perform the following steps:

- 1 From the Infinium AR main menu select *Application Processing*.
- 2 Select *Interactive Cash Application* [ICA]. The system displays a screen similar to Figure 6-13.

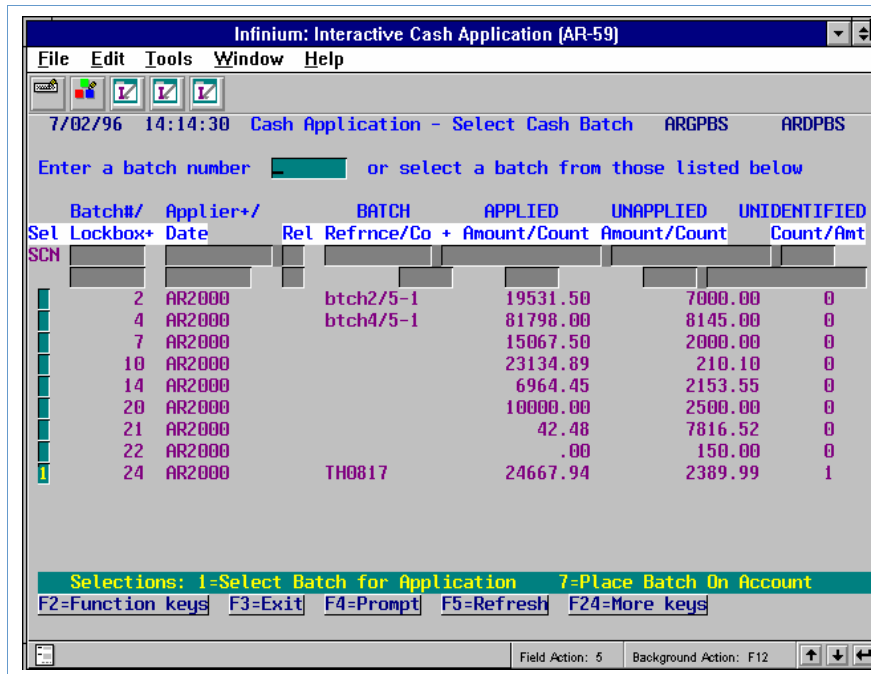


Figure 6-13: Cash Application - Select Cash Batch screen

Use this screen to select a cash receipts batch. From this screen you can do the following:

- Select a cash receipts batch by typing **1** in the *Sel* field, or
- Press **F8** to access on account checks.

In this example, you select a cash receipts batch.

- 3 Type **1** to select a cash receipts batch.
- 4 Press **Enter**. The system displays a screen similar to Figure 6-7.
- 5 Press **Enter**. The system displays a screen similar to Figure 6-14.

Note: If the value in the *Application date override* field on your user profile is **1**, the system displays the *Override Application Date* window. If that is the case, press **Enter**.

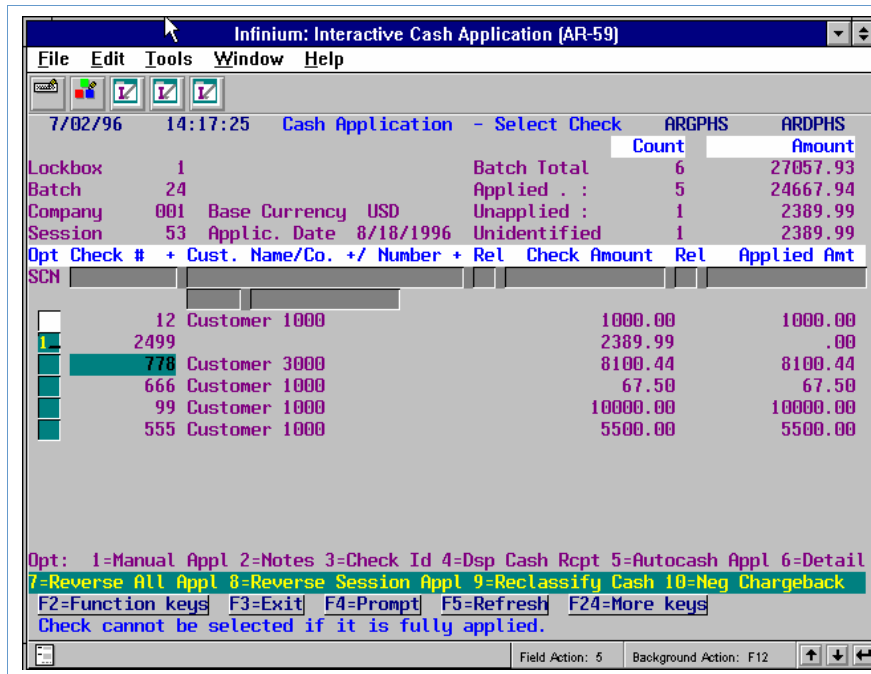


Figure 6-14: Cash Application - Select Check screen

From this screen you can access a posted cash receipt and attach a note to it or view an existing note. You do this by selecting the cash receipt with **2**. You can also attach a note or view an existing note attached to a posted obligation, which is what you do in this example.

- 6 Type **1** to first select a check.

The system provides eight scan fields to facilitate the location and selection process.

- 7 Press **[Enter]**. The system displays a screen similar to Figure 6-15.

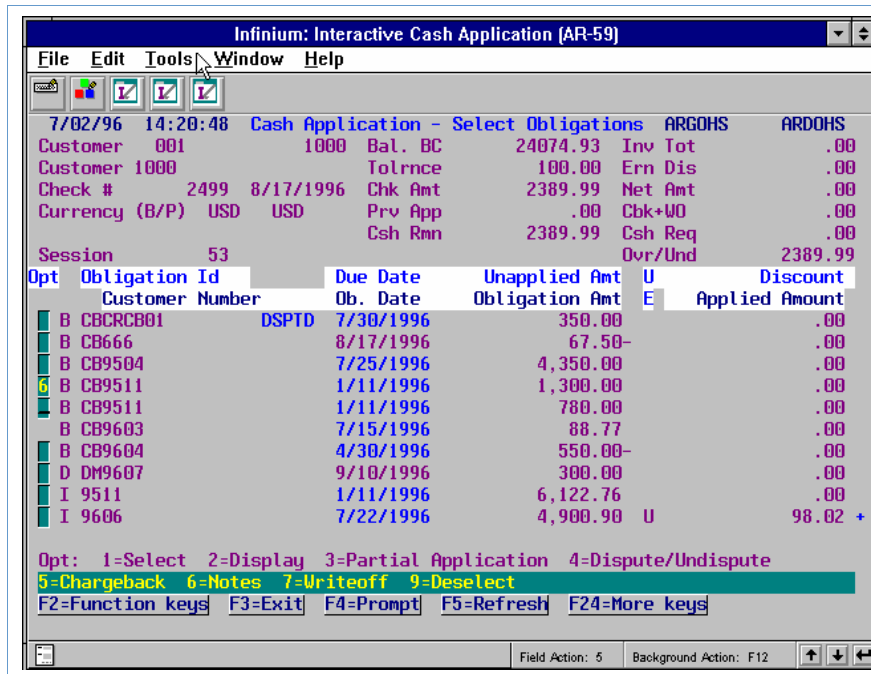


Figure 6-15: Cash Application - Select Obligations screen

- 8 Type **6** to access notes for an obligation.
- 9 Press .
- 10 Continue to the “Creating Notes,” “Displaying and Updating Notes” or “Deleting Notes” topics in this part of the guide to create, display, update, or delete notes.

Accessing Notes When Applying On-Account Receipts

To access notes when applying on-account cash receipts, complete the *Check Number* field and type **2** (*Notes*) in the *Transaction Type* field. For more information, refer to the “Performing Applications” part in the *Infinium Accounts Receivable Guide to Processing*.

Accessing Notes for Posted Cash Receipts

To access notes for posted cash receipts in *Interactive Application Reversals*, perform the following steps:

- 1 From the Infinium AR main menu select *Application Processing*.
- 2 Select *Interactive Application Reversals [IAR]*. The system displays a screen similar to Figure 6-16.

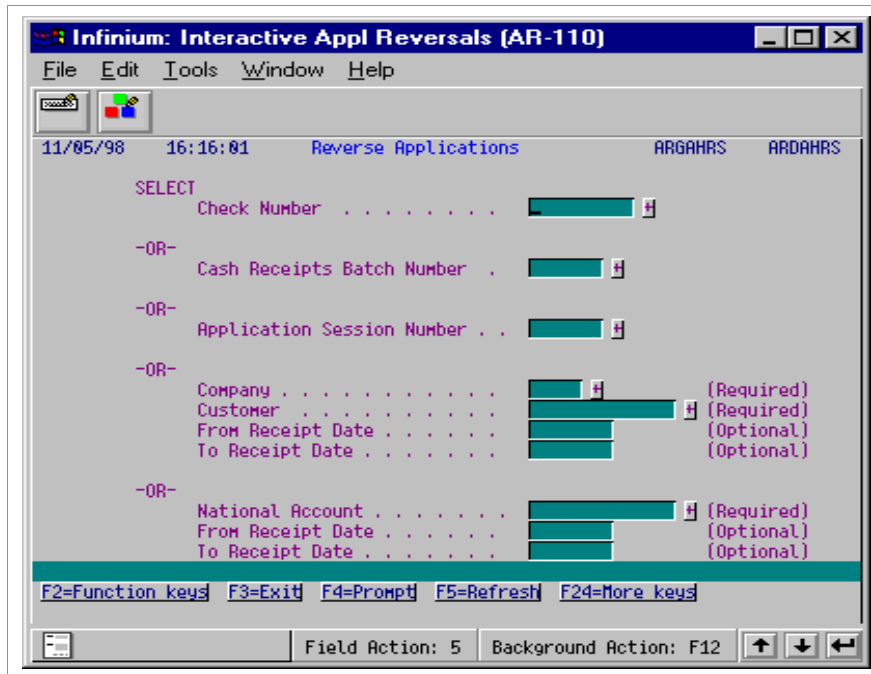


Figure 6-16: Reverse Applications prompt screen

Use this screen to select the applications to reverse. You can reverse an application by doing the following:

- *Check Number*
- *Cash Receipts Batch Number*
- *Application Session Number*
- *Company/Customer* (required) and *From/To Receipt Date* (optional)
- *National Account* (required) and *From/To Receipt Date* (optional)

In this example you select a cash receipts batch.

- 3 Type a cash receipts batch number or prompt on this field to select a cash receipts batch.
- 4 Press . The system displays a screen similar to Figure 6-12.
- 5 Type **5** in the *Sel* field to display a cash receipt.
- 6 Press . The system displays a screen similar to Figure 6-10.
- 7 Press to access notes.
- 8 Continue to the “Creating Notes,” “Displaying and Updating Notes” or “Deleting Notes” topics in this part of the guide to create, display, update, or delete notes.

Accessing Notes in Draft Processing

Overview

This topic describes how to access notes for posted and unposted drafts using the following *Draft Processing* menu options:

- *Work with Draft Sessions*
- *Work with Posted Drafts*

This section contains information that applies only to creating or updating notes. For more information on draft processing, refer to the *Infinium Accounts Receivable Guide to Processing*.

Accessing Notes for Unposted Drafts

To access notes for unposted drafts, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Sessions* [WWDS]. The system displays a screen similar to Figure 6-17.

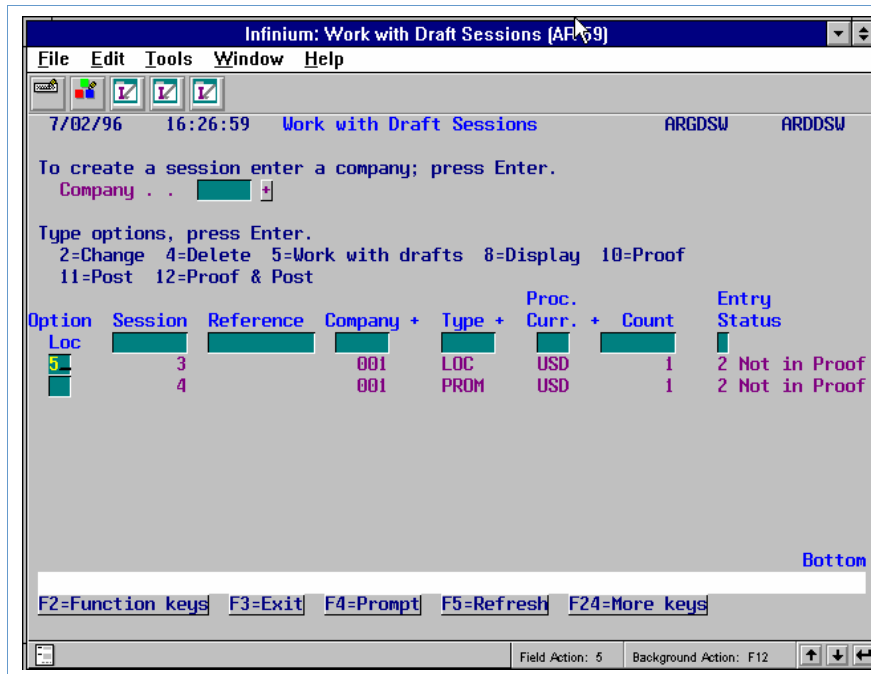


Figure 6-17: Work with Draft Sessions prompt screen

Note: In this example you select an existing draft session. For information on creating a new draft batch, refer to the “Processing Drafts” part of the *Infinium Accounts Receivable Guide to Processing*.

- 3 Select an existing draft session by typing **5** in the *Option* field. (You type a company in the *Company* field to create a new draft session.)
- 4 Press **[Enter]**. The system displays a screen similar to Figure 6-18.

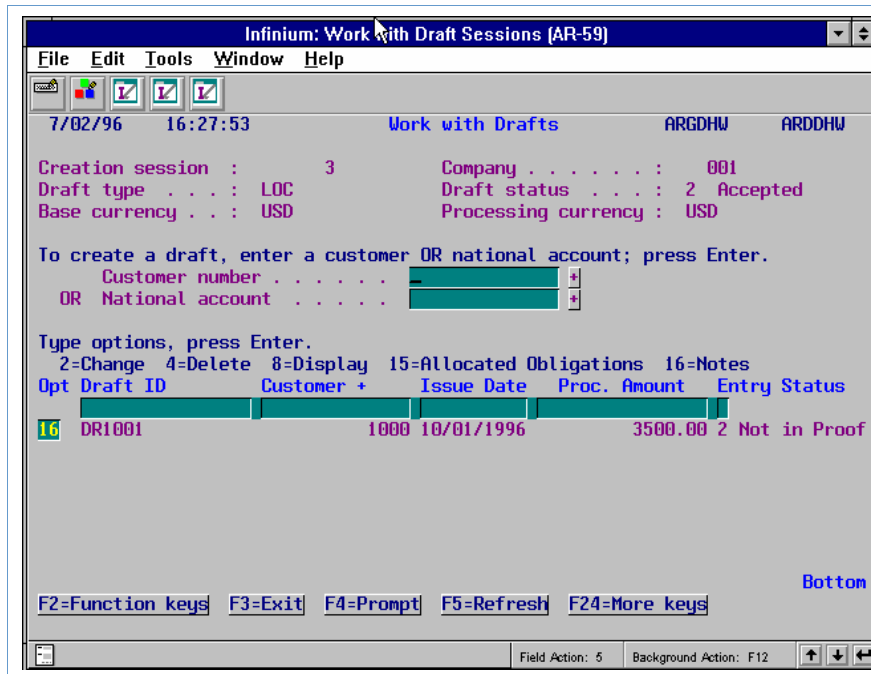


Figure 6-18: Work with Drafts selection screen

- 5 Type **16** to access notes.
- 6 Press .
- 7 Continue to the “Creating Notes,” “Displaying and Updating Notes” or “Deleting Notes” topics in this part of the guide to create, display, update, or delete notes.

Accessing Notes for Posted Drafts

To access notes for posted drafts, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Posted Drafts* [WWPD]. The system displays a screen similar to Figure 6-19.

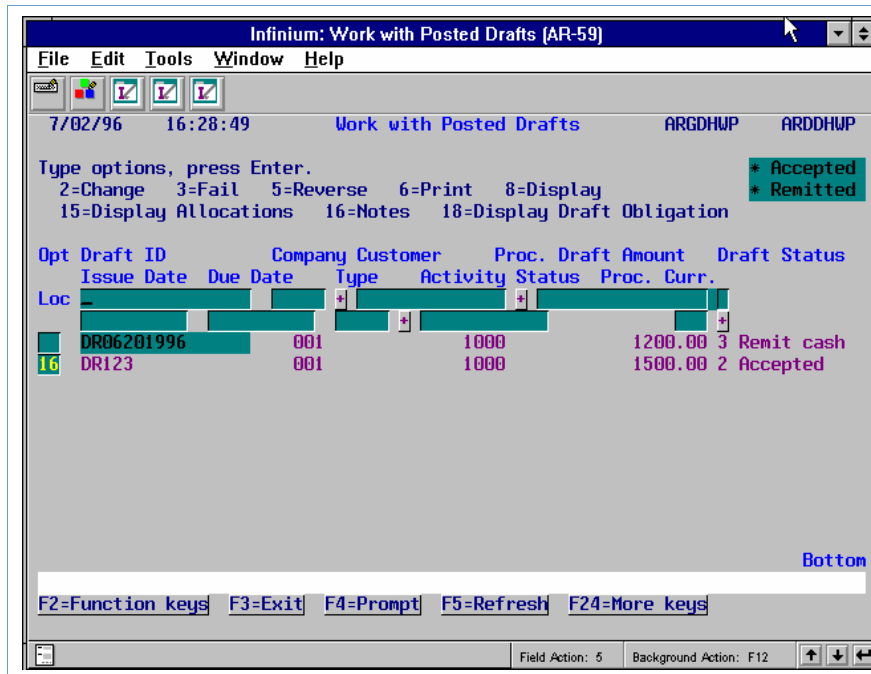


Figure 6-19: Work with Posted Drafts screen

- 3 Type **16** to access notes.
- 4 Press .
- 5 Continue to the “Creating Notes,” “Displaying and Updating Notes” or “Deleting Notes” topics in this part of the guide to create, display, update or delete notes.

Accessing Notes in Credit Management

Overview

This topic describes how to access notes in the following *Credit Management* menu options:

- *Display Credit Worklists*
- *Credit Inquiry*

This section contains information that applies only to creating or updating notes. For more information on these options, refer to the “Using Credit Inquiry” or the “Using Credit Worklists” part in this guide.

Accessing Notes in the *Display Credit Worklists* option

To access notes in the *Display Credit Worklists* option, perform the following steps:

- 1 From the Infinium AR main menu select *Credit Management*.
- 2 Select *Display Credit Worklists* [DCW]. The system displays a screen similar to Figure 6-20.

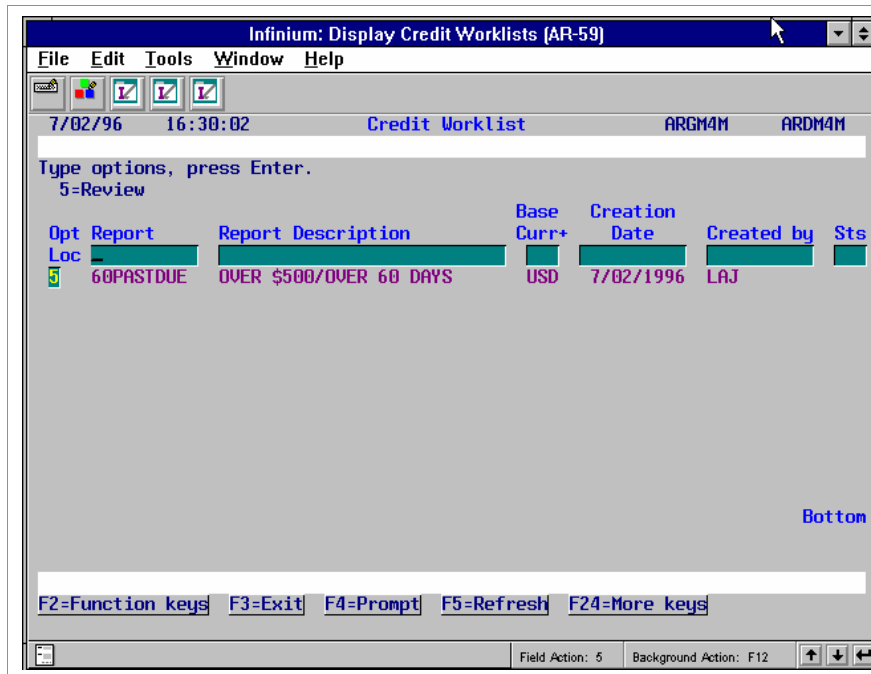


Figure 6-20: Credit Worklist selection screen

- 3 Type **5** to review a credit worklist.
- 4 Press **Enter**. The system displays a screen similar to Figure 6-21.

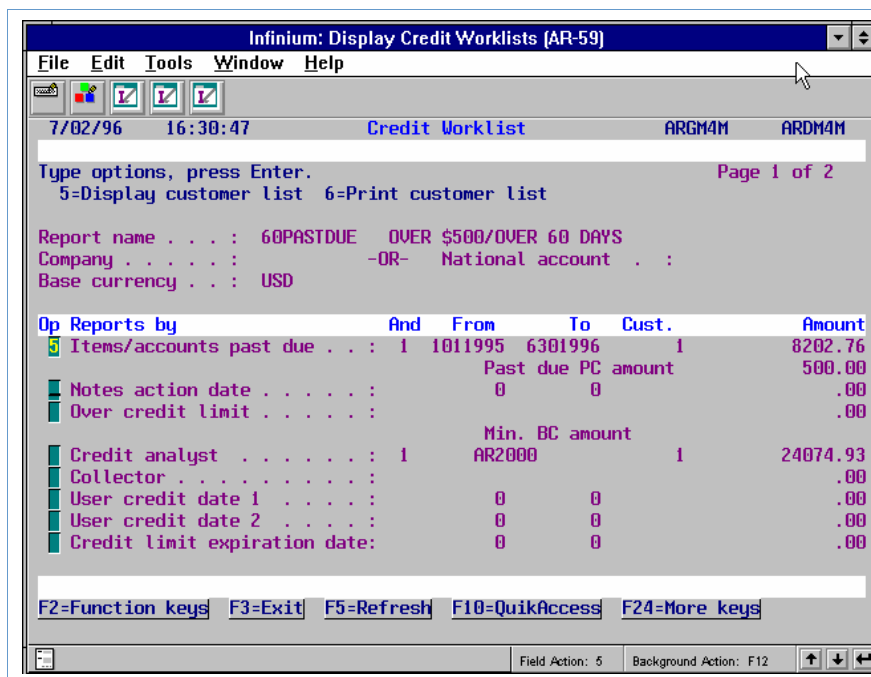


Figure 6-21: Credit Worklist customer listing screen

- 5 Type **5** to display a customer list for a category that contains data.

- 6 Press . The system displays a screen similar to Figure 6-22.

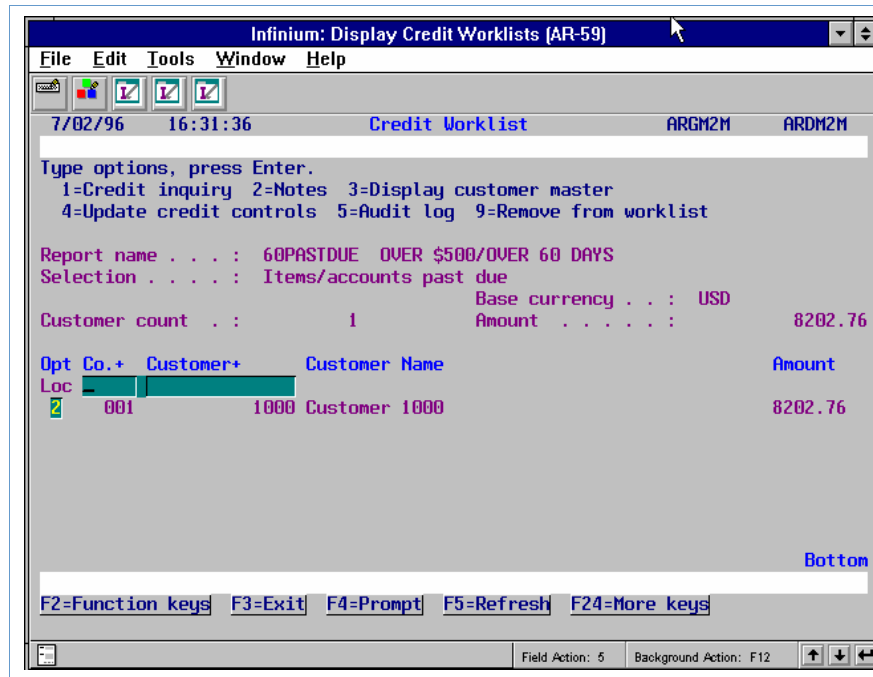


Figure 6-22: Credit Worklist customer selection screen

- 7 Type **2** in the *Opt* field to access notes for a customer.
- 8 Press .
- 9 Continue to the “Creating Notes,” “Displaying and Updating Notes” or “Deleting Notes” topics in this part of the guide to create, display, update, or delete notes.

Accessing Notes in the *Credit Inquiry* option

- 1 From the Infinium AR main menu select *Credit Management*.
- 2 Select *Credit Inquiry* [CI]. The system displays a screen similar to Figure 6-23.

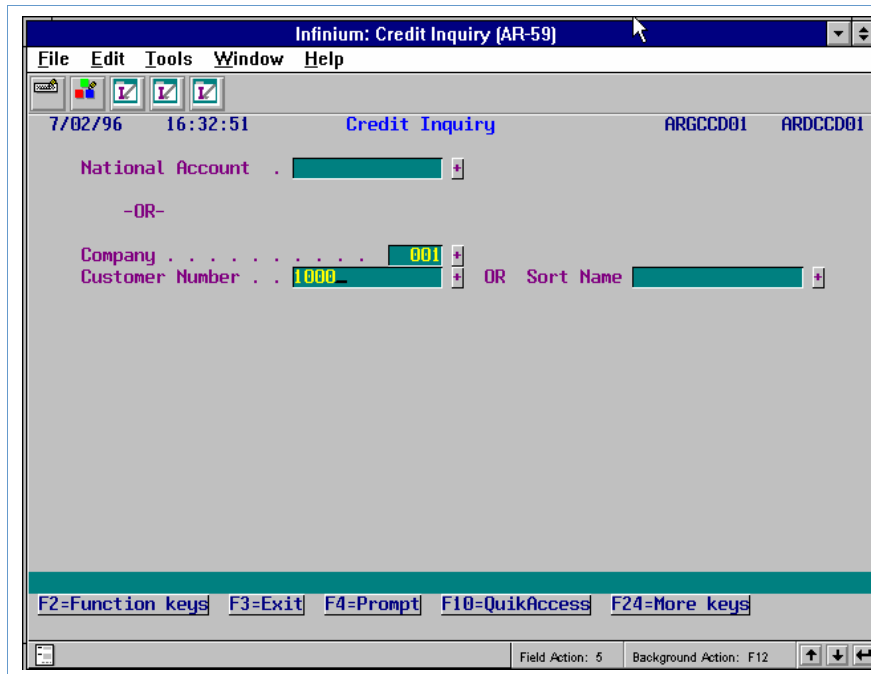


Figure 6-23: Credit Inquiry prompt screen

You can use this screen to display credit information for a national account or a customer. This example displays information for a customer.

- 3 Type a company and customer code.
- 4 Press . The system displays a screen similar to Figure 6-24.

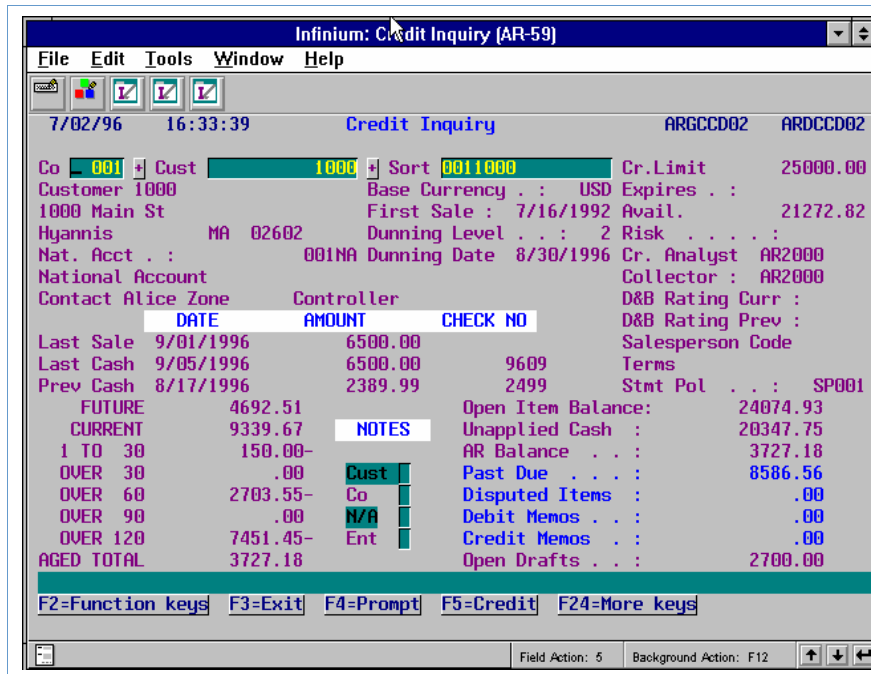


Figure 6-24: Credit Inquiry screen

Notes Section

This screen displays customer credit information. This discussion includes a description of only the fields that apply to using notes. For more information on the fields on this screen, refer to the “Using Credit Inquiry” part in this guide.

On this screen, the system displays a section indicating if notes are attached at any of the four levels of the hierarchy:

- *Cust* represents the customer level
- *Co* represents the company level
- *N/A* represents the national account level
- *Ent* represents the entity level

The system displays one or more of the above fields in reverse image when you attach notes to that level.

Accessing Notes for the Hierarchy

To access notes that are attached to a level of the hierarchy, perform the following steps:

- 1 Type any character in the selection field next to the level of hierarchy to access.
- 2 Press .

- 3 Continue to the “Creating Notes,” “Displaying and Updating Notes” or “Deleting Notes” topics in this part of the guide to create, display, update, or delete notes.

Accessing Notes for Obligations

To access notes for obligations, perform the following steps:

- 1 Press **F7** twice to access closed obligations or press **F7** once or press **Enter** to access open obligations.
- 2 Type **2** to access notes.
- 3 Press **Enter**.
- 4 Continue to the “Creating Notes,” “Displaying and Updating Notes” or “Deleting Notes” topics in this part of the guide to create, display, update, or delete notes.

Accessing Notes for Cash Receipts

To access notes for cash receipts, perform the following steps:

- 1 Press **F19** to access all cash receipts or press **Enter** to access only unapplied cash receipts.
- 2 Type **2** to access notes.
- 3 Press **Enter**.
- 4 Continue to the “Creating Notes,” “Displaying and Updating Notes” or “Deleting Notes” topics in this part of the guide to create, display, update, or delete notes.

Creating Notes

Once you have accessed notes, you can create notes. To create notes, perform the following steps:

- 1 Complete the steps to access notes as outlined in the “Accessing Notes” topic in this part of the guide.
- 2 Press **[F23]**. The system displays a screen similar to Figure 6-25.

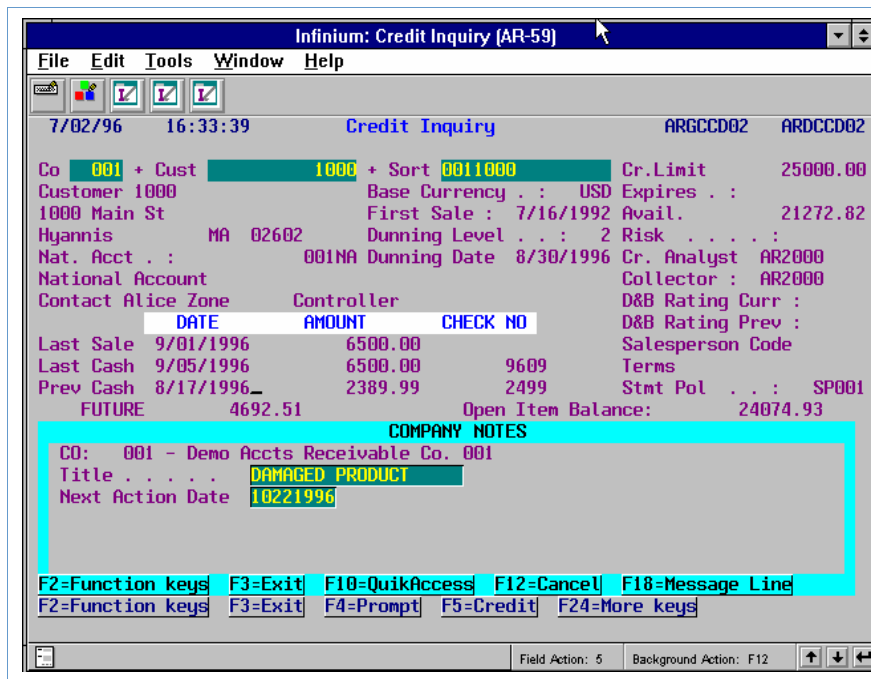


Figure 6-25: Notes window 1

- 3 Select the type of note to create by using the following function keys:
 - [F16]** Access national account notes from another type of notes screen
 - [F17]** Access receipt notes from another type of notes screen
 - [F18]** Access obligation notes from another type of notes screen
 - [F19]** Access company notes from another type of notes screen
 - [F20]** Access draft notes
 - [F21]** Access customer notes from another type of notes screen

- F22 Access entity notes from another type of notes screen
- F23 Create a new note

Note: If you attempt to access a receipt or obligation note by pressing F17 or F18 from a customer, national account, company, or entity level note window, the system displays the Receipt or Obligation window with the message: **Not Available**. The system also displays this message when you select a national account note and a customer is not associated with a national account.

- 4 Complete the two required fields on this screen using the following information.

Title

Type up to twenty characters to identify the note. If text is associated with a note, the system highlights the title. It is helpful to make the title of the note as meaningful as possible. For example, the title “Call 8-15-94” may eliminate the need for adding additional text.

Next Action Date

Type the date on which the credit analyst should take action in the *Next Action Date* field. You can use this field to generate credit worklists.

- 5 Press Enter. The system displays a screen similar to Figure 6-26.

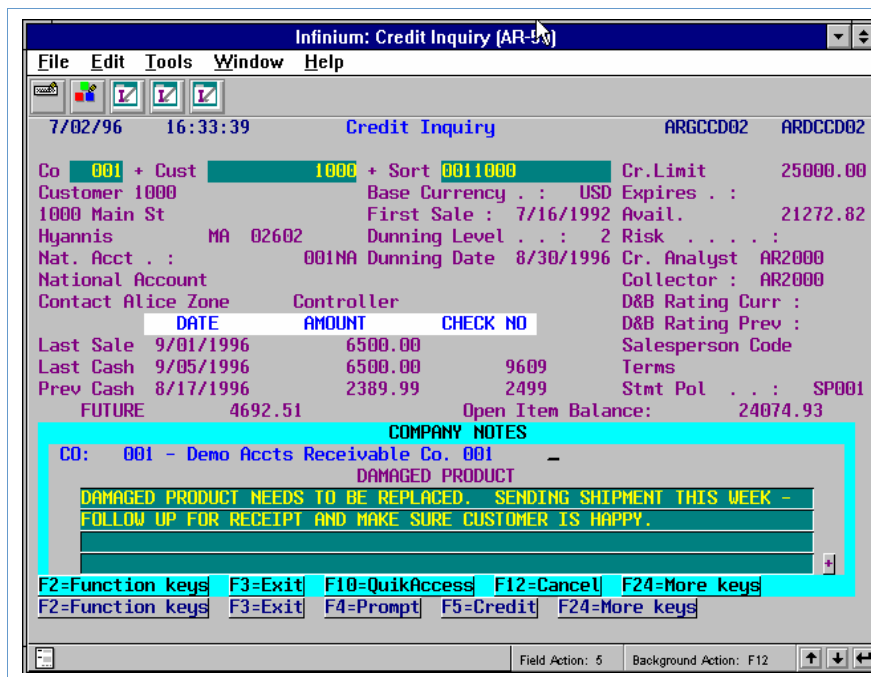


Figure 6-26: Notes window 2

- 6 Type the text of the note. You can type up to one hundred lines of text for a note. To access additional lines to type text, press PgDn.

- 7 Press **Enter**. The system creates or updates the note, updates the selection screen and returns you to Figure 6-25.

You can create a note with or without text.

- 8 Press **F12**. The system returns you to the original screen from which you selected notes.

Displaying and Updating Notes

Once you have accessed notes, you can display or update notes. To display or update notes, perform the following steps:

- 1 Complete the steps to access notes as outlined in the “Accessing Notes” topic in this part.
- 2 Type **1** to view or update a note.
- 3 Press **Enter**. The system displays a window similar to Figure 6-25.
- 4 View or update the *Note Title* and *Next Action Date* fields. You cannot leave these fields blank.

Note: When text is attached, the system highlights the note title.

- 5 Press **Enter**. The system displays a screen similar to Figure 6-26.
- 6 View, add, change or delete text using the following information:

Inserting Text

To insert lines of text, perform the following steps:

- 1 Position your cursor on the line above which you want to insert a line of text.
- 2 Press **F23**. The system inserts a blank above the line on which you positioned your cursor.
- 3 Press **Enter**. The system updates the text and returns you to Figure 6-25.
- 4 Press **F12** to return to the original screen from which you selected notes.

Deleting Text

To delete a line of text, do the following:

- 1 Position your cursor on the line to delete.
- 2 Press **F22**.
- 3 Press **Enter**. The system deletes the text and returns you to Figure 6-25.
- 4 Press **F12** to return to the original screen from which you selected notes.

Deleting Notes

To delete notes, perform the following steps:

- 1 Complete the steps to access notes as outlined in the “Accessing Notes” topic in this part of the guide.
- 2 Type **1** to view or update a note.
- 3 Press **Enter**. The system displays a window similar to Figure 6-25.
- 4 Type **9** to delete a note.
- 5 Press **Enter**. The system deletes the note and updates the selection screen to reflect the deletion of the note.

Printing Notes

Overview

The Infinium AR system provides you with the ability to print notes attached to all customers in a specific company, all customers in all companies, a specific customer, a national account, all national accounts, or all customers. You can print the text, title, and next action date of notes, or you can simply print the title and next action date of notes. You can limit this listing to a specific range of creation and action dates or to a specific user profile who created notes.

Printing Notes

To print notes, perform the following steps:

- 1 From the Infinium AR main menu select *Credit Management*.
- 2 Select *Print Notes* [PN]. The system displays a screen similar to Figure 6-27.

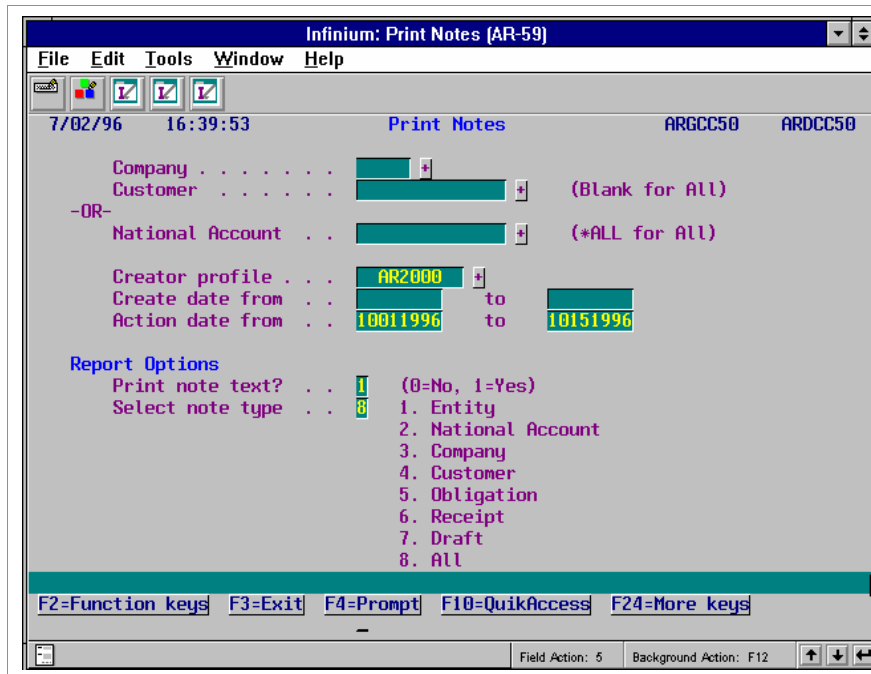


Figure 6-27: Print Notes screen

Use this screen to select the notes that the system prints. The notes report includes the following:

- Note type
- Note title
- Create date
- Action date
- Creator profile

3 Complete the fields on this screen using the following information:

Company, Customer

To print notes for all customers in a specific company, type a valid company in the *Company* field. To print notes for a specific customer, type the customer's company in the *Company* field and the customer name in the *Customer* field.

National Account

To print notes for a specific national account, type a national account in this field. To print notes for all national accounts, type ***ALL** in this field.

Creator profile

To print notes created by a particular user profile, type the name of the profile in this field.

Create date from/to, Action date from/to

Type a date range for which all notes were created as well as a range of action dates. If you leave these fields blank, the report includes all notes regardless of dates.

If you leave either “from” date field blank and type a date in the “to” date field, the report lists all notes up to and including the “to” date. If you leave the “to” date field blank and type a value in the “from” date field, the report lists all notes beginning on the “from” date to the current system date.

Print note text?

This is a required field. To print a listing of only note titles and next action dates, type **0**. To print a listing of the text of a note as well as the title and next action date, type **1**.

Select note type

Use this field to select the types of notes that the system prints on the report.

- 4 Press . The system prints a listing of notes and returns you to the Infinium AR main menu.

Frequently Asked Questions

In what order does the notes report list notes?

The notes report lists notes in order of company, customer, and action date.

If you leave the *Company*, *Customer*, and *National Account* fields blank when you submit the notes report, the report lists notes in company and customer order and includes all companies and customers.

If you select entity notes by typing **1** in the *Select note type* field, the report lists entity notes in a section prior to the start of the company. The report lists company notes in a section prior to the start of customers and national account notes within the company and customer with which they are associated. The report lists receipts identified to a national account with the default customer.

Tips and Techniques

Recognizing Notes

When you associate a note with either a cash receipt or an obligation, the cash receipt or obligation ID display in reverse image on the various screens. Similarly, in *Credit Inquiry*, the *Cust*, *Co*, *N/A*, and *Ent* fields (found on page 1) display as highlighted when you attach a note to them.

Using Notes with Cash Reclassification

Notes can be helpful when reclassifying non-AR cash. If you reclassify cash for a variety of reasons, you may want to set up a single Cash Reclassification policy and associated GL Distribution Code. Use this policy when reclassifying cash. Then attach a note, which contains more detailed reclassification information, to the receipt.

This information, contained in the title and/or text, may specify a specific GL account, the amount reclassified, or provide more detailed information for the reclassification. You can then list receipt notes using the *Print Notes* option to help reconcile your general ledger account.

Purging Notes

A *Purge Notes* option, which allows you to selectively purge notes, is available in the *Reorganize and Purge Functions* menu. The system bases the selection process for purging notes on the value in the *Action Date* field. If you have a large number of notes with expired action dates, you may want to run this option. If you use notes frequently, you may want to consider purging notes on a regular basis, such as monthly or quarterly.

For more information on related supervisory functions, refer to the “Performing Supervisor Functions” part in this guide.

This part of the guide discusses processing statements (which includes establishing the required controls to process statements), printing statements, and interpreting statements.

The part consists of the following topics:

Topic	Page
Overview of Processing Statements	7-2
Establishing Required Statement Controls	7-3
Printing Statements	7-20
Interpreting Statements	7-23
Frequently Asked Questions	7-24
Tips and Techniques	7-25

Overview of Processing Statements

The Infinium AR system provides the capability to produce statements for customers and national accounts. To print statements, you must set up your system to process statements.

Statement controls determine:

- In which language the system prints statements
- What information the system includes in statements
- When the system prints statements
- Where the system prints statements
- How the system sorts statements

Objectives

In this part of the guide you should become familiar with the controls that you must establish to process statements, how to print statements and how to interpret the information that the system prints on statements.

Establishing Required Statement Controls

Overview

Before you can process statements, you must establish statement controls. Controls that you must establish to process statements include the following:

- Standard statement forms
- Statement message text
- Statement policies
- Customer statement controls
- Entity statement controls

Creating Standard Forms Text

The Infinium AR system provides you with the ability to print statements in different languages. You can change the language of specific fields on statements if either following situation exists:

- Your naming convention is different from the default text values that the system provides
- A customer's language is different from the default language that the system provides

You use the *Maintain Standard Forms Text* option to change or translate the fields pertinent to statements. The following is a list of statement fields whose text you can change or translate:

<i>Date Format</i>	<i>Please Direct Inquiries to</i>
<i>Page</i>	<i>This account has no activity</i>
<i>Account Number</i>	<i>Shipped to</i>
<i>Obligation ID</i>	<i>TOTAL</i>
<i>Date</i>	<i>Disputed Item</i>
<i>Due Date</i>	<i>Paid/Adjusted</i>
<i>Amount</i>	<i>Telephone</i>
<i>Purchase Order</i>	<i>Obligation Amount</i>

<i>Please Remit Payment to</i>	<i>Balance Due</i>
<i>Total Balance Due</i>	<i>Address 1</i>
<i>Payable in</i>	<i>Address 2</i>
<i>STATEMENT</i>	<i>Address 3</i>
<i>Statement Date</i>	<i>Address 4</i>
<i>Statement Balance</i>	<i>Address 5</i>
<i>Unapplied Cash</i>	<i>FUTURE</i>
<i>Unapplied</i>	<i>CURRENT</i>

Maintaining Language Text

To maintain language text, perform the following steps:

- 1 Select *Statement/Dunning Processing*.
- 2 Select *Maintain Standard Forms Text [MSFT]*. The system displays a screen similar to Figure 7-1.

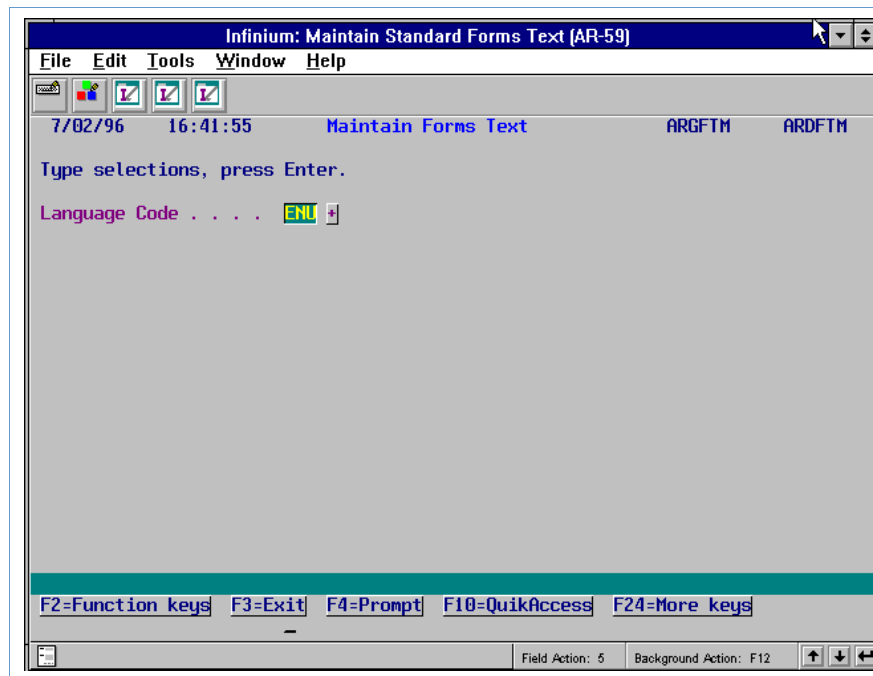


Figure 7-1: Maintain Forms Text prompt screen

- 3 Type the language identifier whose text you are creating or updating.

The language code is the key to this file. During statement processing, the Infinium AR system searches the hierarchy for the appropriate language code and uses the standard forms text defined for that language.

- 4 Press [Enter]. The system displays a screen similar to Figure 7-2.

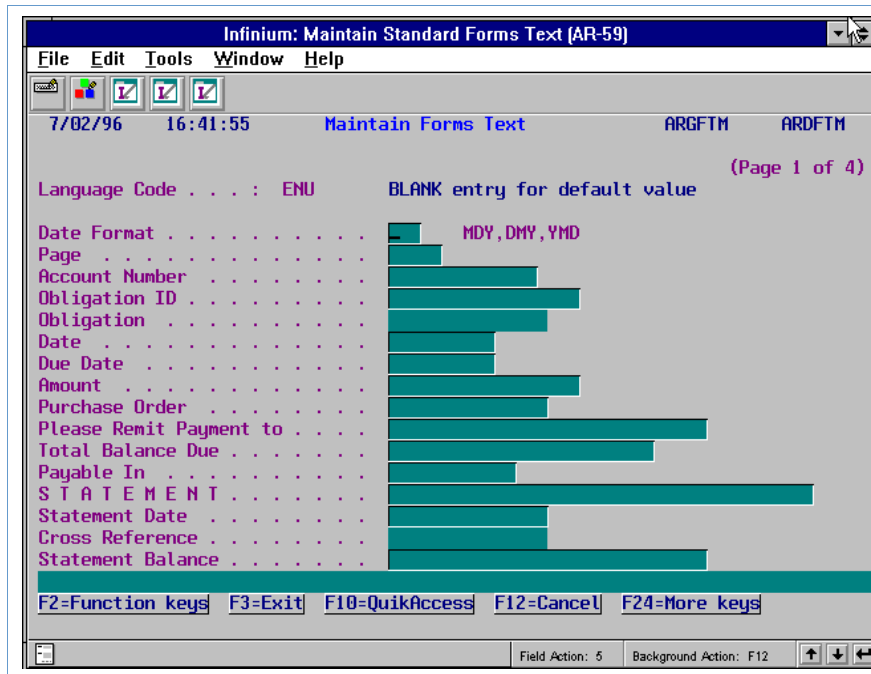


Figure 7-2: Maintain Forms Text screen 1

This is the first of four screens. You use this screen to type the text for any field that the system prints on statements, dunning letters and chargeback notices.

If you do not type information in any of the fields on these four screens, the system prints the text from the English-United States language code (ENU).

- 5 Change the text of the fields on this screen as appropriate for your site.
- 6 Press [Enter].
- 7 Repeat Steps 5 and 6 through the remaining screens of the function. The system updates or creates the forms text and returns you to the Infinium AR main menu.

Creating Statement Messages

You can create messages to print on the top and/or the bottom of statements and dunning letters.

To define a message, perform the following steps:

- 1 Select *Statement/Dunning Processing*.
- 2 Select *Maintain Message Text [MMT]*. The system displays a screen similar to Figure 7-3.

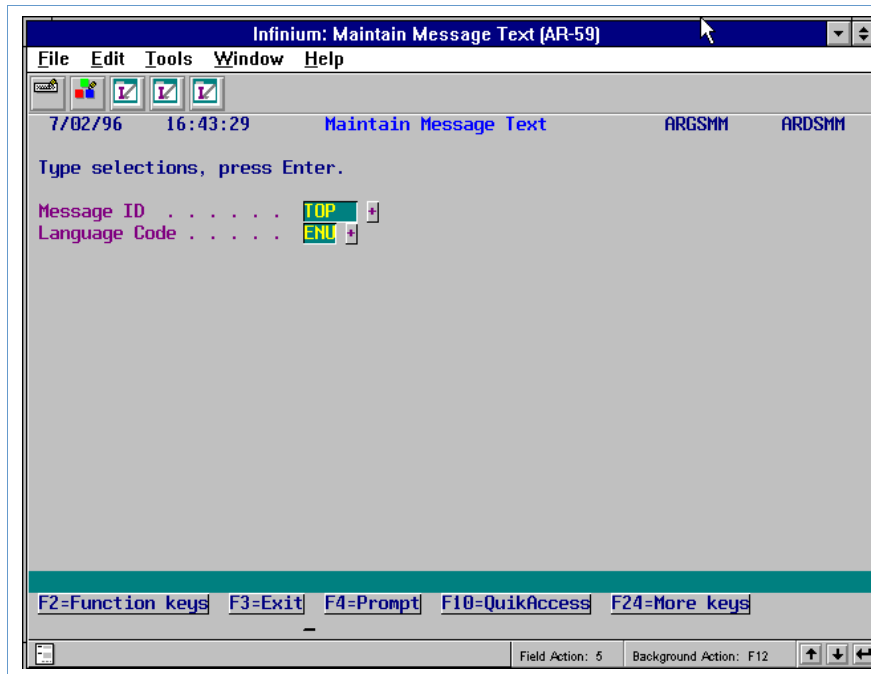


Figure 7-3: Maintain Message Text prompt screen

Use this screen to associate messages with a specific message ID and language code. You can create a statement message as well as a dunning message override.

- 3 To create a new standard statement message, type a unique identifier in the *Message ID* field and specify the language code of this message. To create or update the dunning message override, leave the *Message ID* field blank and specify the language code of the message.
- 4 Press [Enter]. The system displays a screen similar to Figure 7-4.

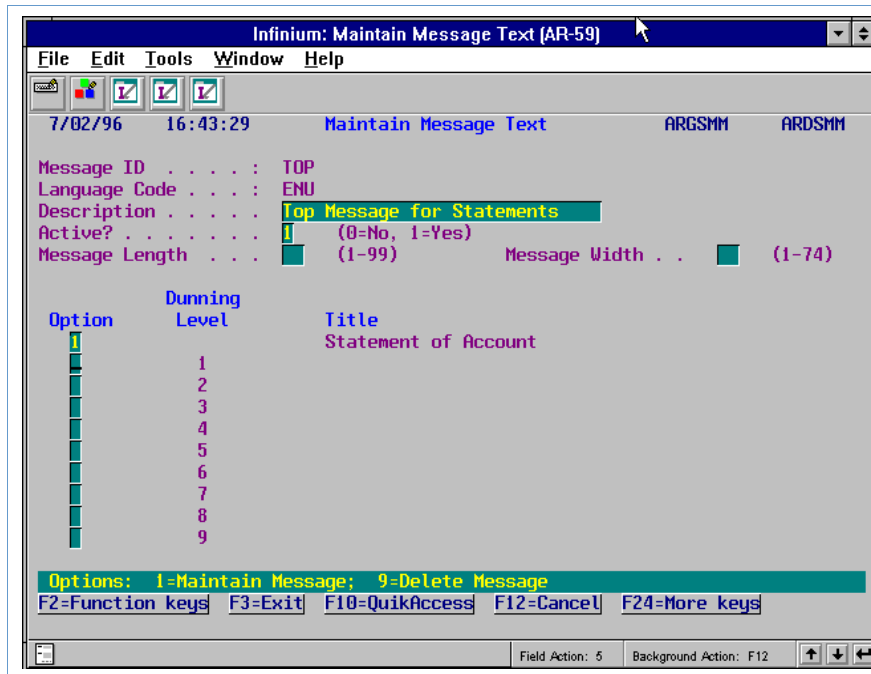


Figure 7-4: Maintain Message Text screen 1

5 Complete the fields on this screen using the following information.

Description

You must type a description of this message. You can type up to thirty characters for this description.

Message Length

You can specify up to 99 lines for the length of a message.

The standard Infinium Software statement uses a top message of four lines and a bottom message of two lines. Any additional lines specified for these messages do not print.

Message Width

You can specify up to 74 characters for the width of a message.

The standard Infinium Software statement uses a top message width of forty characters. Any additional characters do not print. There is no limit for the bottom message width.

Option, Dunning Level

Type 1 in this field. You must type at least one statement message to create a standard message.

When you create standard messages, you do not have to type the dunning message text for the nine dunning levels. You must type only one standard message.

You can create messages for each dunning level. The system prints the appropriate dunning message on the statement.

- 6 Press [Enter]. The system displays a screen similar to Figure 7-5.

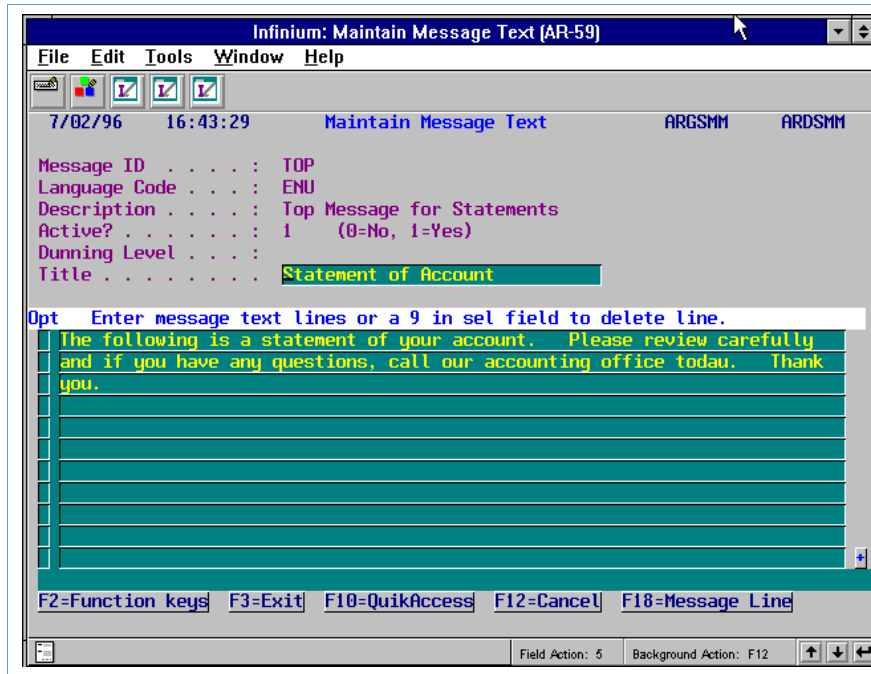


Figure 7-5: Maintain Message Text message screen 2

- 7 Type the statement message text on this screen.
- 8 Press [Enter]. The system updates or creates the message text and returns you to the Infinium AR main menu.

Creating a Statement Policy

You must create at least one statement policy. Although you can assign statement policies at the entity, company, customer, and national account levels, you must have a statement policy at the customer level.

If there is no statement policy at the customer level, the system uses the statement policy from the entity or company level.

You can create various statement policies to define different instructions for printing statements. This is useful for running statements by companies, by groups of customers, or by national accounts.

To create a statement policy, perform the following steps:

- 1 Select *Policy File Maintenance*.

- 2 Select *Maintain Statement Policies* [MSP]. The system displays a screen similar to Figure 7-6.

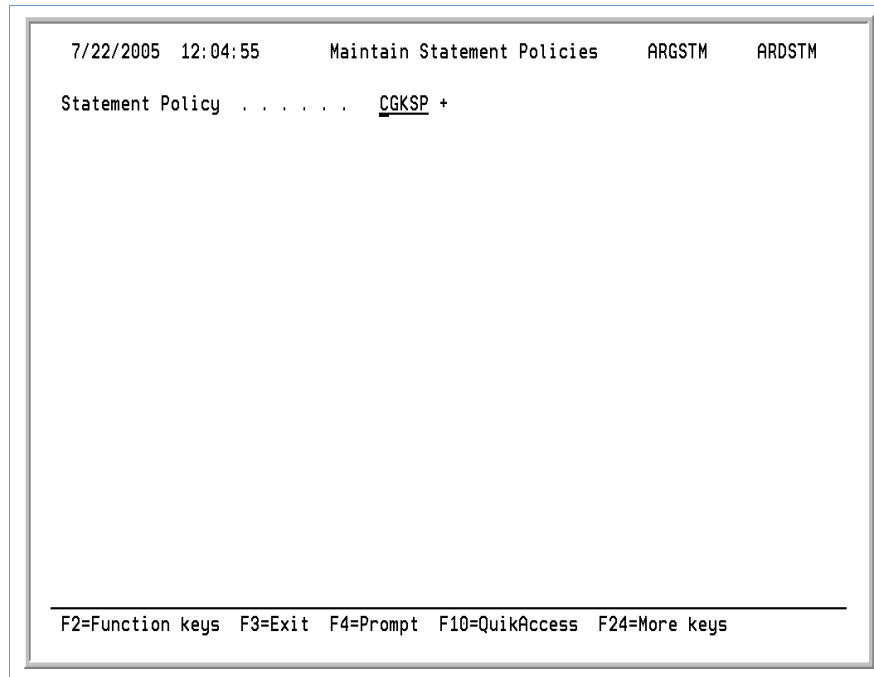


Figure 7-6: Maintain Statement Policies prompt screen

- 3 Type a unique identifier to create a new policy. To update an existing policy, you can either type its identifier in this field or prompt on this field and select that policy.
- 4 Press [Enter]. The system displays a screen similar to Figure 7-7.

```

7/22/2005 12:04:55      Maintain Statement Policies      ARGSTM      ARDSTM

Statement Policy . . . . . : CGKSP
Description . . . . . : CGK USD statement policy
Active? . . . . . : 1 (0=No, 1=Yes)
Date Statements Last Run . . . : 4182003
Print Zero Balance Statements? 1 (0=No, 1=Yes)
Print Credit Balance Statements? 1 (0=No, 1=Yes)
Print Closed Items? . . . . . : 0 (0=No, 1=Yes)
Minimum Balance Due . . . . . :
Base Currency . . . . . : USD +

Form Type . . . . . :
Output Queue . . . . . :
Output Library . . . . . :
Sorting Sequence . . . . . : 1 (1-6)

Print Messages? . . . . . : 1 (0=No, 1=Yes)
Message ID (Top/Bottom) . . . . : + +
Dunning Message Control (T/B) . : - - (1-9 or blank)
Dunning Message Override (T/B) : 0 0 (0=No, 1=Yes)

F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys

```

Figure 7-7: Maintain Statement Policies screen

5 Complete the fields on this screen using the following information.

Description

You must type a description of this statement policy. You can use up to thirty characters for this description.

Date Statements Last Run

The system displays the date on which the system last ran the statement cycle.

Print Zero Balance Statement?, Print Credit Balance Statements?

You must specify whether you want the system to print zero balance and credit balance statements.

Print Closed Items?

You must specify whether to print closed items on statements. If you specify yes, the system includes all activity for a given period on the statements. This activity includes open item and closed item activity such as applied cash, closed invoices, applied credit/debit memos, and so forth.

Minimum Balance Due

Use this field to type the minimum accounts receivable balance due for which the system will produce a statement. You cannot type a negative value in this field. The system compares this value to the total balance due per statement (not to be confused with the statement balance, which may be different).

Base Currency

If you are not using multiple base currencies, the system displays the base currency defined on the entity controls. If you are using multiple base currencies, you must type a valid value in this field.

Form Type

If the value you type in this field is different from the standard statement form used (*STD), the system will prompt the operator to change the printer forms to the type you specify here.

Output Queue

Use this field to enter the name of the output queue in which the system should place the printing of statements. The system checks for the existence of the object within the specified library. This output queue overrides the output queue that the system would normally find from the Printer Level Controls.

This feature enables the system to produce statements by a Print Statements job run, to be directed to a variety of different output queues, each determined by a Statement Policy cycle.

You can use this feature where you have remote locations that require that statements for customers print at that remote site. In this case you should define a statement policy for that remote location and associate that statement policy with all customers at that location.

Output Library

Type the name of the output library in which the system can find the OUTQ specified in the previous field. You cannot type a value in this field if you do not type a value in the *Output Queue* field.

The system accepts blank entries and an entry of *LIBL.

Sorting Sequence

You must specify the method for sorting statements. The following sorting sequences are available:

- 1 Sort by statement destination
- 2 Sort in alpha order
- 3 Sort by customer number
- 4 Sort by postal code
- 5 Sort by credit analyst
- 6 Sort by descending current open item balance

Print Messages?

You must indicate whether the system will print a message on the statements.

Message ID (Top/Bottom)

Type the name of a *Message ID* the system will print at the top and bottom of the statements.

Dunning Message Control (T/B)

Type the range of dunning levels in which a customer will receive a dunning message rather than a standard or promotional message. Valid values are 1 through 9 or blank.

Dunning Message Override (T/B)

The system uses this field for dunning. If you type **1** in this field, the system can override the top dunning message. The system uses the blank dunning message (standard message) if there is no dunning message defined for the appropriate dunning level in the message ID you typed in the *Message ID* fields. If you type **0** in this field, the system cannot override the top dunning message.

- 6 Press [Enter]. The system creates or updates the dunning policy and returns you to the prompt screen. Continue to create dunning policies or press [F3] to return to the Infinium AR main menu.

Establishing Customer Statement Controls

At the customer level you must assign a statement policy as well as the order in which the system prints statements. You can also change statement message IDs.

Customer Master Controls

To update your customer master controls for statement processing, perform the following steps:

- 1 Select *Customer/Nat'l Acct Maintenance*.
- 2 Select *Maintain Cust Master Controls* [MCMC]. The system displays a screen similar to Figure 7-8.

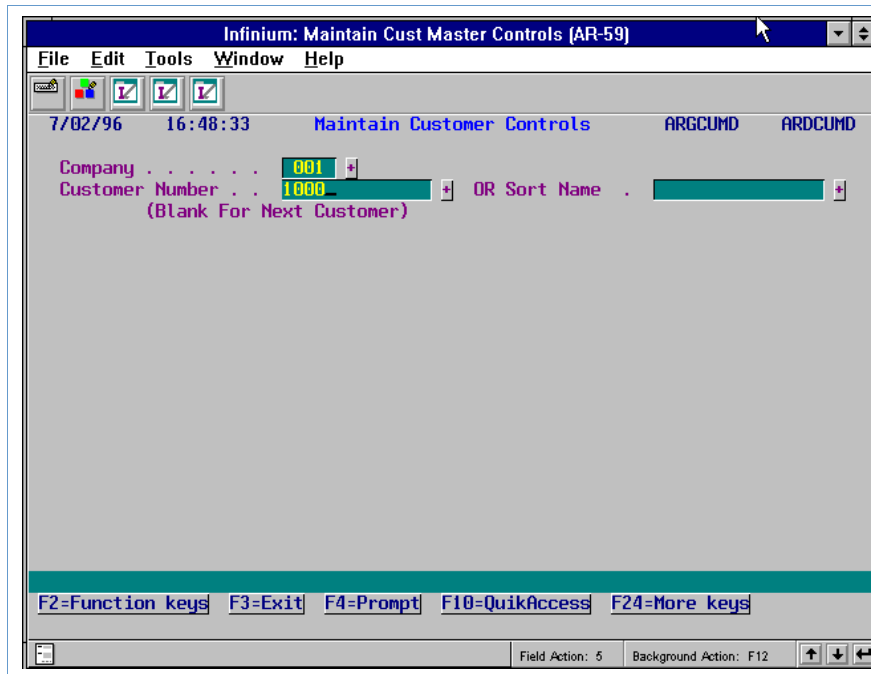


Figure 7-8: Maintain Customer Master Controls prompt screen

- 3 Type a company and customer number.
- 4 Press [Enter] twice. The system displays a screen similar to Figure 7-9.

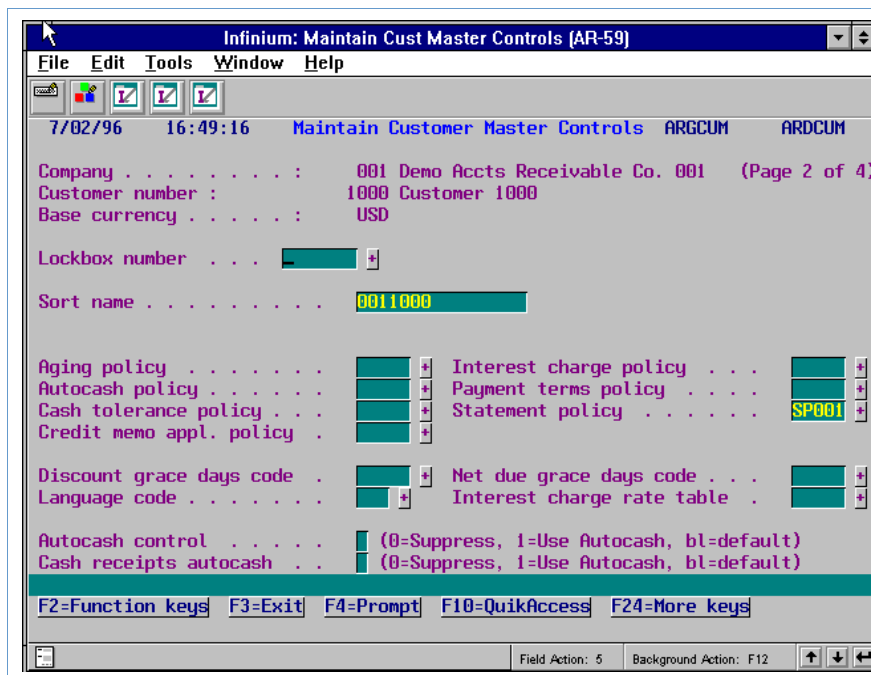


Figure 7-9: Maintain Customer Master Controls screen 2

This is the second screen of the *Maintain Customer Master Controls* option. Use this screen to define a statement policy for a customer.

- 5 Complete the required policy field on this screen. If you defined a statement policy at a higher level in the hierarchy, that policy defaults into this *Statement policy* field. You can change that value.
- 6 Press [Enter]. The system displays a screen similar to Figure 7-10.

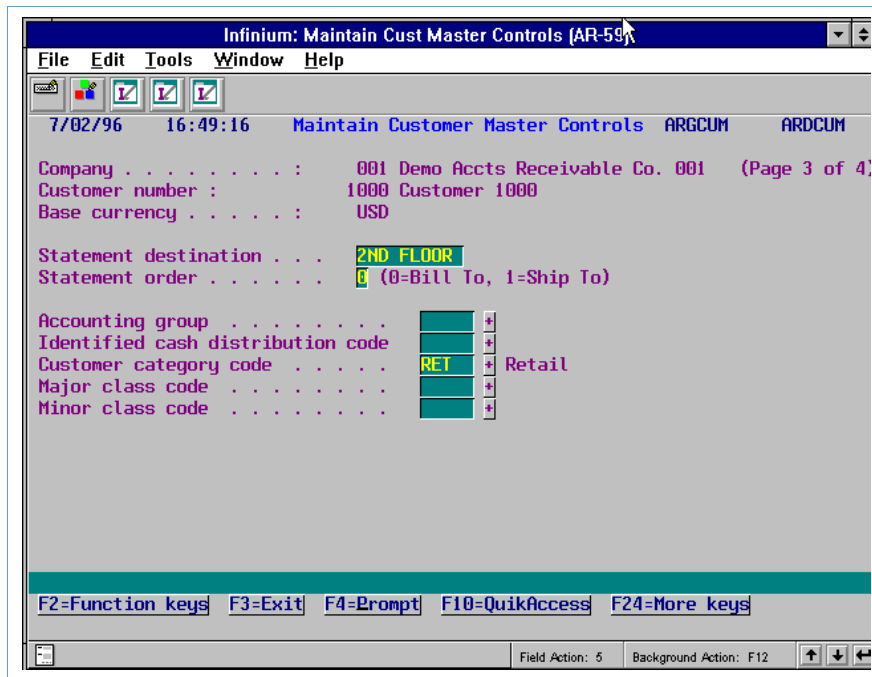


Figure 7-10: Maintain Customer Master Controls screen 3

This is the third screen of the *Maintain Customer Master Controls* option. Use this screen to define the statement destination and sorting order for a customer’s statements.

- 7 Complete the fields on this screen using the following information.

Statement destination

To sort statements by destination, use this field to specify a statement destination. When you specify a statement destination, the system prints statements for this policy in statement destination order. For standard Infinium Software statements, the statement destination also prints at the top of the statement.

Leave this field blank if you do not require destination sequencing for statements.

Statement order

The system uses the value you type in this required field for statement processing. If you type **1** in this field, the system lists customer invoices on the statement in “Ship to Customer” order. If you type **0** in this field, the system lists customer invoices on

the statement in “Bill to Customer” order. In either case, the bill to customer receives the statement.

- 8 Press [Enter]. The system displays a screen similar to Figure 7-11.

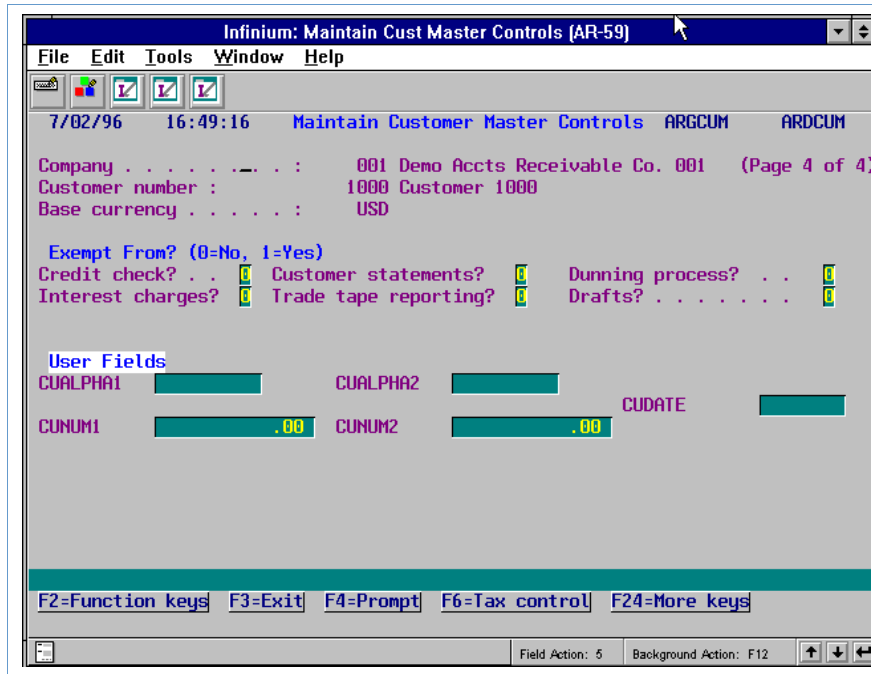


Figure 7-11: Maintain Customer Master Controls screen 4

This is the fourth screen of the *Maintain Customer Master Controls* option. Use this screen to specify whether or not the customer is exempt from statement processing.

- 9 Complete the *Exempt from Customer statements?* field on this screen using the following information.

Exempt from Customer statements?

Type **0** in this field to include a customer in statement processing. In *Obligation Processing*, you can exempt individual obligations from statement processing.

If you type **1** in this field to exempt a customer from statement processing, the system still assigns a default value of **0** (No) at the obligation level.

- 10 Press [Enter]. The system updates the customer master controls and returns you to the Infinium AR main menu.

Customer Credit Controls

To assign or change message IDs for a customer, perform the following steps:

- 1 Select *Customer/Nat'l Acct Maintenance*.

- 2 Select *Maintain Customer Credit Controls* [MCCC].The system displays a screen similar to Figure 7-12.

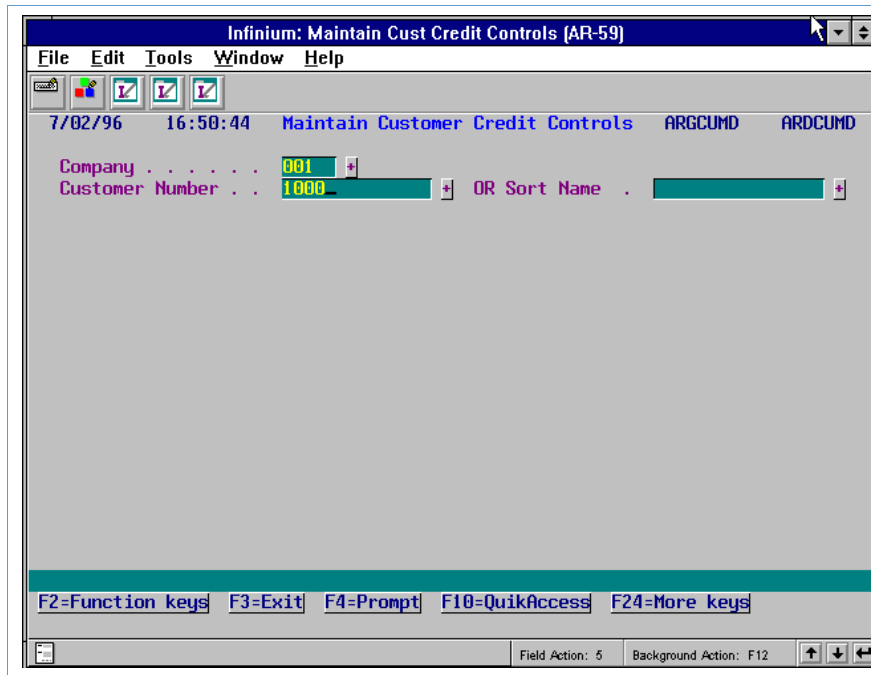


Figure 7-12: Maintain Customer Credit Controls prompt screen

- 3 Type a company and customer.
- 4 Press [Enter] three times. The system displays a screen similar to Figure 7-13.

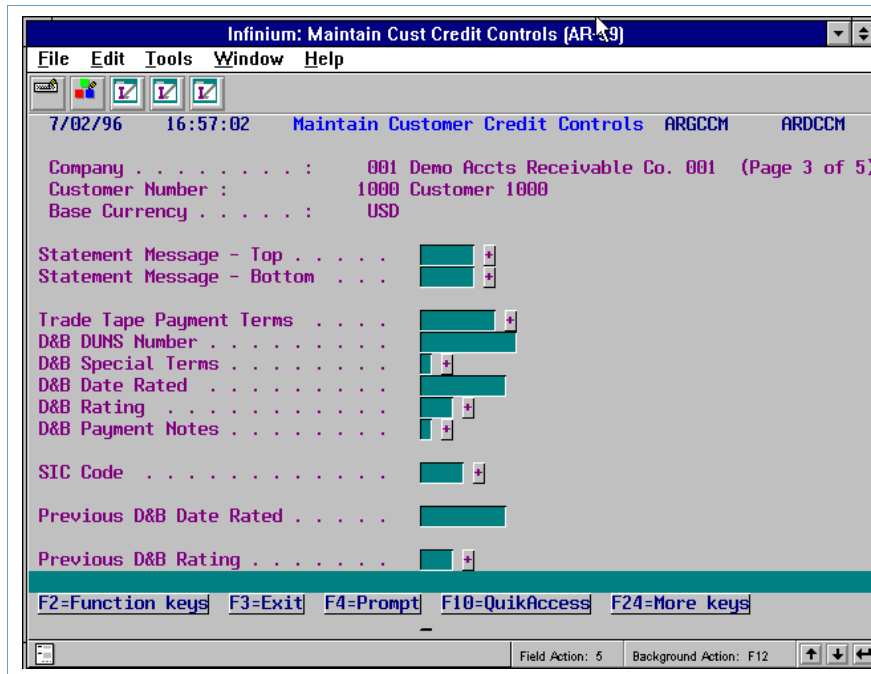


Figure 7-13: Maintain Customer Credit Controls screen 3

This is the third screen of the *Maintain Customer Credit Controls* option. Use this screen to specify top and bottom statement messages for a customer.

- 5 Complete the fields on this screen using the following information.

Statement Message - Top, Statement Message - Bottom

Use these fields to enter statement message IDs whose text you want to print on the top and bottom of this customer's statement. These messages may be dunning or promotional in nature. You can prompt on these fields to display and select from a list of valid statement message IDs.

- 6 Press [Enter] through the remaining screens in this function. The system updates the customer credit controls and returns you to the Infinium AR main menu.

Establishing Entity Statement Controls

Within entity level controls, you must determine whether the system maintains statement history. You can also assign a statement policy that defaults into the lower levels of the hierarchy.

To establish statement controls at the entity level, perform the following steps:

- 1 Select *Control File Maintenance*.
- 2 Select *Maintain Entity Controls* [MEC]. The system displays a screen similar to Figure 7-14.

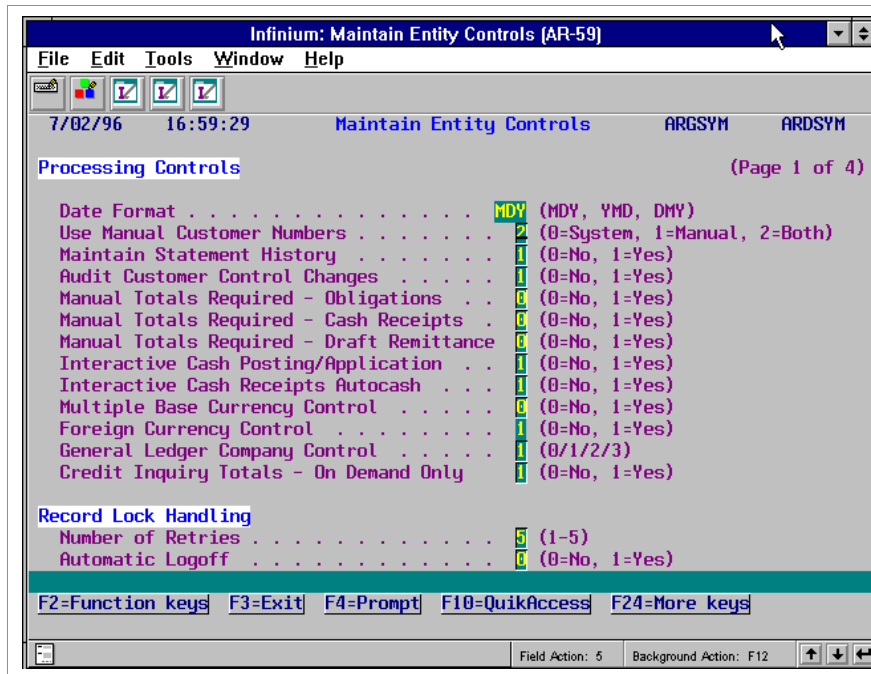


Figure 7-14: Maintain Entity Controls screen 1

This is the first screen of the function. Use this screen to determine whether or not the system maintains statement history.

- 3 Complete the fields on this screen using the following information.

Maintain Statement History

To maintain statement history, type **1**. If you type **1**, the system maintains the four most recent statement balances.

To maintain statement history or to use autocash algorithms 05 or 06, you must type **1** in this field. Algorithms 05 and 06 use statement history to apply checks to all the obligations that are on a statement.

- 4 Press [Enter] three times. The system displays a screen similar to Figure 7-15.

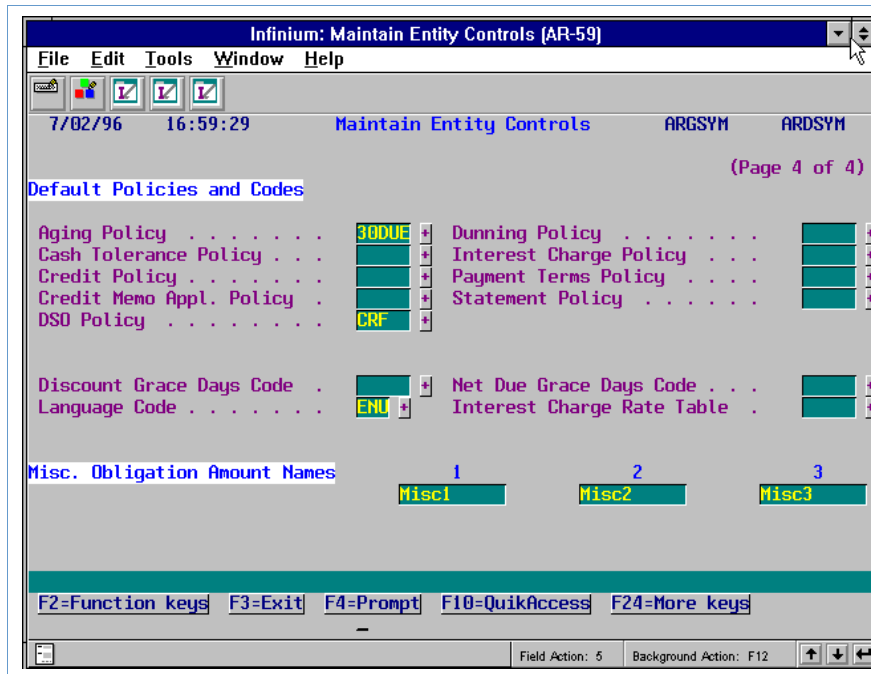


Figure 7-15: Maintain Entity Controls screen 4

This is the fourth screen of the function. Use this screen to specify an entity level default statement policy.

- 5 Use the following information to complete the fields on this screen.

Statement Policy

You have the option of specifying an entity level default statement policy only if the value in the *Multiple Base Currency Control* field on the first Maintain Entity Controls screen is **0**. If this is the case, the base currency of the statement policy must be the same as the entity's base currency.

You cannot type a value in this field if the value in the *Multiple Base Currency Control* field on the first Maintain Entity Controls screen is **1**.

- 6 Press [Enter]. The system updates the entity controls and returns you to the Infinium AR main menu.

Printing Statements

Overview

Depending upon the criteria you select when printing statements, you can print a complete set of statements or one statement for a single customer.

Printing Statement

- 1 Select *Statement/Dunning Processing*.
- 2 Select *Print Statements [PS]*. The system displays a screen similar to Figure 7-16.

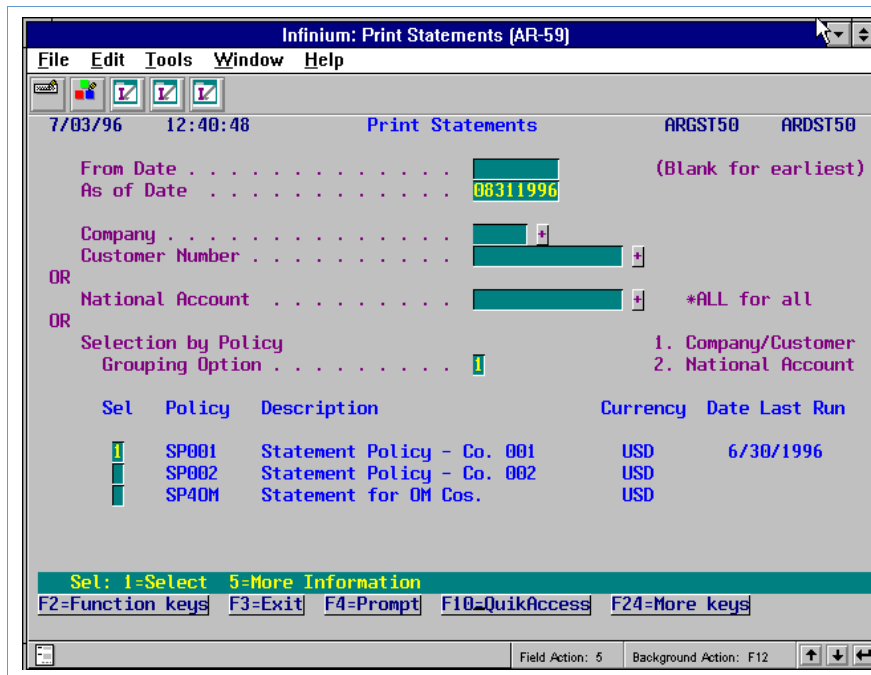


Figure 7-16: Print Statements screen

Use this screen to determine the statements the system prints. You can print statements using a date range and one of the following:

- Customer

- National account
- Statement policy

3 Complete the fields on this screen using the following information.

From Date

Type the beginning date that the system uses to print statements. Leave this field blank to include all items through the *As of Date* of the obligation.

As of Date

This is a required field. The system uses this date for the aging and statement date and includes all items from, and including, the *From Date* (or information from the earliest open obligation, cash and application, if the *From Date* field is blank) and all items up to and including the *As of Date*.

When running statements, the system uses the aging policy from the hierarchy to calculate the aging that prints on the statement.

Company, Customer Number

To print a statement for an individual customer, type an identifier in the *Company* and *Customer number* fields and leave the *National Account* and *Grouping Option* fields blank. Leave these fields blank to generate national account statements or statements based on statement policies.

You cannot generate a statement for a company and customer that has an inactive statement policy on its controls.

National Account

Type ***ALL** to generate statements for all national accounts. To print a statement for an individual national account, type the national account identifier. Leave the *Company*, *Customer* and *Grouping Option* fields blank.

When running statements by national account, the system uses the aging policy from the hierarchy. The system first searches for the statement policy in the national account controls and then searches the company and customer hierarchy.

When printing national account statements, the system prints statement messages immediately before the aging categories and not with each customer's totals.

Selection by Policy

You can print statements according to a statement policy or policies. The system prints statements for all customers who have the statement policy defined in their customer master information.

Grouping Option

When running statements by policy, you must indicate the order in which the system prints statements. Type **1** to print statements in company and customer order. Type **2** to print statements in national account order.

If you type **2**, statements for all customers with the policy you select that are not associated with a national account print at the end of the run by company and customer.

- 4 Press [Enter]. If you are printing statements by company and customer or national account, the system prints the statements and returns you to the Infinium AR main menu.

If you are printing statements by one or more policies, the system displays a confirmation screen similar to Figure 7-17.

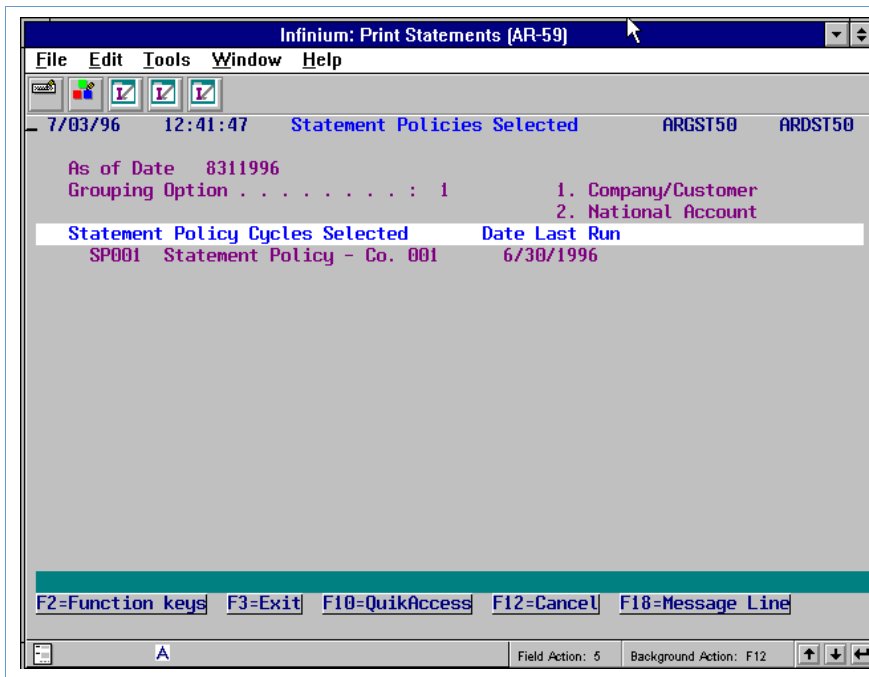


Figure 7-17: Statement Policies Selected confirmation screen

- 5 Press [Enter]. The system prints the statements and returns you to the Infinium AR main menu. You can also press [F12] to cancel the printing of statements and return to the previous screen to change your selection criteria or press [F3] to return to the Infinium AR main menu and not print statements.

Interpreting Statements

Use the following information to interpret the information on statements:

- The system concatenates the company number with the customer number to produce the account number (CO#-CUST#).
- The system determines the remittance address on the statement from the lockbox control assigned in the hierarchy. If there is no lockbox assigned, the system uses the company address as the remittance address.
- The destination code prints above the account number on the right if you sort statements by destination.
- The currency description printed on the statement is the processing currency. If you are using foreign currency processing, the system derives the currency description from the currency management system. If you are not using foreign currency processing, the system derives the currency description from the Infinium AR Codes file.
- Each statement for a customer contains only obligations and cash receipts of the same processing currency. If a customer has obligations and cash receipts in multiple processing currencies, the system produces multiple statements with each statement considered a separate document.
- The system includes or excludes unapplied cash on statements based on aging controls in effect for the customer. Aging totals match the statement balance (depending on the dates for which you run statements).
- The system prints unapplied cash unless the cash aging method in the aging policy used is **0** (exclude unapplied cash) or **2** (accumulate all unapplied cash and reflect it as a separate adjustment to the AR Balance).

Frequently Asked Questions

Is it possible to print standard and dunning messages on statements?

Yes, the statement policy holds the message text that the system prints on individual statements. The system always prints the standard message from the specified text on the statement if the print statement flag is set and the message text is placed within the statement policy.

To print a dunning message in place of the standard message, you must specify (using the *Dunning Message Control*) at what dunning level the customer should receive a dunning message on the statement in place of the standard message. The system prints the dunning message associated with message text residing within the statement policy when the customer is at that dunning level.

The system uses the dunning message override flag in the statement policy when the message text residing in the statement policy does not have a message defined for the designated dunning level. If this flag is on, the system looks to the generic message text to find a dunning message to print.

The generic message text is created with a blank message ID name and should have messages defined at each dunning level.

Tips and Techniques

Purging Statement History and Reorganizing Statement History Files

Use the *Purge Statement History* option in *Reorganize & Purge Functions* if you are maintaining statement history to purge and reorganize the files used for statement history.

For more information on related supervisory functions, refer to the “Performing Supervisory Functions” part in this guide.

Updating Printer Controls for Customized Statements

If you have customized the statement printing module and need to increase the default number of overflow lines printed on a statement, make the change in Infinium AR’s *Printer Controls* option.

Statement Dunning Messages

There is great flexibility in the messages you print on your customer statements. Not only can you print standard or promotional type messages, but you can also print dunning messages. You have several options for what, where, and when you would like messages to print.

There are two steps required to print messages on statements. You must:

- 1 Create a message ID.
- 2 Assign a message ID to a company and customer.

Statement Message ID

When creating a message ID, you must type text for at least one standard or promotional message; for example, “We hope you had a wonderful Fourth!” You also have the ability to enter up to nine dunning stage messages; for example, “Your account is past due. Please remit your payment promptly.”

The *Dunning Message Override ID* assists you in creating standard messages. This *Dunning Message Override* (blank message ID) allows you to create up to nine stages of dunning message text without creating a standard message. Thus, when you vary your monthly standard or promotional messages, you do not have to enter dunning message text for all nine stages. You need to enter only the standard or promotional message text.

Statement Policy

When creating a statement policy, remember that there are three fields that determine which message the system prints, provided the value in the *Print Messages?* field is **1** (Yes). These three fields are the *Message ID*, *Dunning Message Control*, and *Dunning Message Override* fields. Notice that these fields are separated so that you can control the top statement message independently of the bottom statement message.

The value in the *Message ID* field determines what message text the system prints on the statements. However, if you assign a message ID at the customer level, this message text overrides the statement policy message ID.

The value in the *Dunning Message Control* field determines when and which dunning stage message text the system prints (as opposed to the standard or promotional message text). For example, if you decide that you want to print the standard message for all customers regardless of their dunning stage, leave the *Dunning Message Control* field blank.

However, if you want the appropriate dunning stage message text to print, you must specify which stage to begin printing. For example, if the value in the *Dunning Message Control* field is **5**, the system prints the appropriate dunning stage message text for all customers at dunning stage **5** and greater.

The *Dunning Message Override* field determines from which message ID the dunning stage message text comes. If the value in this field is **0** (No), the dunning stage message text comes from the policy or customer's message ID. If the value in this field is **1** (Yes), the text comes from the *Dunning Message Override ID* (the message ID is blank) only if there is no dunning stage message on the policy or customer's message ID.

Statement Processing for National Accounts

You can run statements for a specific national account or for all national accounts (*ALL). In addition, if you run statements by policy, you can group them either by company and customer or by national account. Some information regarding national account processing follows.

The system determines the statement policy * and aging policy as follows:

Retrieve from national account; if not found, go to default customer; if not found, go to default company; if not found, go to entity.

* There is always a statement policy at the customer level (if it has not been assigned at the national account level) since it is a required field on the customer master controls.

The system determines the remit to or lockbox information for statements as follows:

Retrieve from national account lockbox; if not found, go to default customer lockbox; if not found, go to default company lockbox; if not found, go to national account default company address.

The system determines the credit analyst and destination (sort options) for national account statements by using the values associated with the default customer. The system determines all other sort option values by the national account.

When you print national account statements, the closing statements message prints just above the aging buckets at the end of the statement rather than at the bottom of each customer's data. Any messages that print on a national account statement are the messages associated with the default customer. The system also determines dunning message overrides from the default customer.

When you submit statements for a policy, you can group them either by company and customer or by national account. You should also be aware that you can run statements for the same policy but achieve different results if you change the grouping option.

For example, given the following scenario:

National account 001 (policy blank)
Cust 900 (policy XYZ)
Cust 800 (policy ABC)
Cust 700 (policy ABC)
Cust 600/default customer (policy ABC)

No national account association
Cust 500 (policy ABC)
Cust 400 (policy XYZ)
Cust 300 (policy ABC)

When you submit statements for policy ABC, if the value in the *Grouping Option* field is **1** (print statements in company and customer order), the system selects customers 800, 700, 600, 500, 300. If the value in the *Grouping option* field is **2** (print statement in national account order), the system selects customers * {900, 800, 700, 600} 500, 300.

- The system selects national account #001 with this policy even though its policy is blank. Use the default customer (600) to determine the policy.

- You may select customers using a policy other than the policy submitted if they are associated with a national account using the submitted policy (customer 900).

Exemption Fields

The system uses the exemption fields on the customer master record and the Obligation Header to flag customers and/or obligations as exempt from various processes (such as statements and trade tapes).

A customer may have an exemption field set to **1** (Yes, exempt). When you create an obligation for this customer, however, the system does not default this value into the obligation. This was designed intentionally allowing you to easily turn the customer flag on and off. Consider the following example.

You may be running statements for a specific statement policy, but you do not want to include customer #2 in this particular statement run. The value in customer #2's *Exempt from Statements* field is **1**. You can turn this switch off by changing the exempt flag to **0** (No) once the system has completed the statement run.

If the exempt field value defaulted into individual obligations, any items entered during the time when the value in this field was **1** remain exempt after you turn the switch off; they would not be selected for subsequent statement runs. However, even when the customer level exemption flag is **0**, you can exempt individual obligations.

For example, customer #2 may traditionally purchase only sportswear. If you offer a special, one-time-only sale of office machinery to your customers, and Customer #2 purchases a word processor from you, you may want to exclude this invoice from printing on his statement. You can change the value in the *Exempt from Statements* field to **1** at the obligation level. In this case the system still selects the customer when you run statements, but it does not include the specific item you exempt with the statement activity.

This part of the guide discusses dunning customers. This includes establishing the required controls for dunning processing and how you use the system to dun customers. There is also a sample dunning letter and an explanation of where the system obtains the information in the various parts of the dunning letter.

The part consists of the following topics:

Topic	Page
Overview of Dunning Processing	8-2
Establishing Required Dunning Controls	8-4
Dunning Customers	8-14
Using Credit Inquiry for Dunning	8-19
Sample Dunning Letter	8-26
Tips and Techniques	8-29

Overview of Dunning Processing

The Infinium AR system provides you with dunning processing to demand payment on accounts that are in arrears. You can monitor customer accounts as well as generate letters and/or statement messages in the customer's language that appropriately reflect the demand for payment.

Using dunning processing, you can demand payments on accounts belonging to the following:

- A specific customer
- All customers in a company
- All customers in all companies
- All customers in a company group
- All customers in a national account
- All customers in all national accounts

You can also demand payments on accounts belonging to any combination of customers according to your dunning policies.

Dunning processing enables you to print dunning letters, detailed statements of all the dunning activity, and/or dunning messages on regular statements. Through various reports and on-line displays you can monitor the customer's accounts.

Objectives

In this part of the guide you should become familiar with all aspects of dunning processing.

Dunning Processing Overview

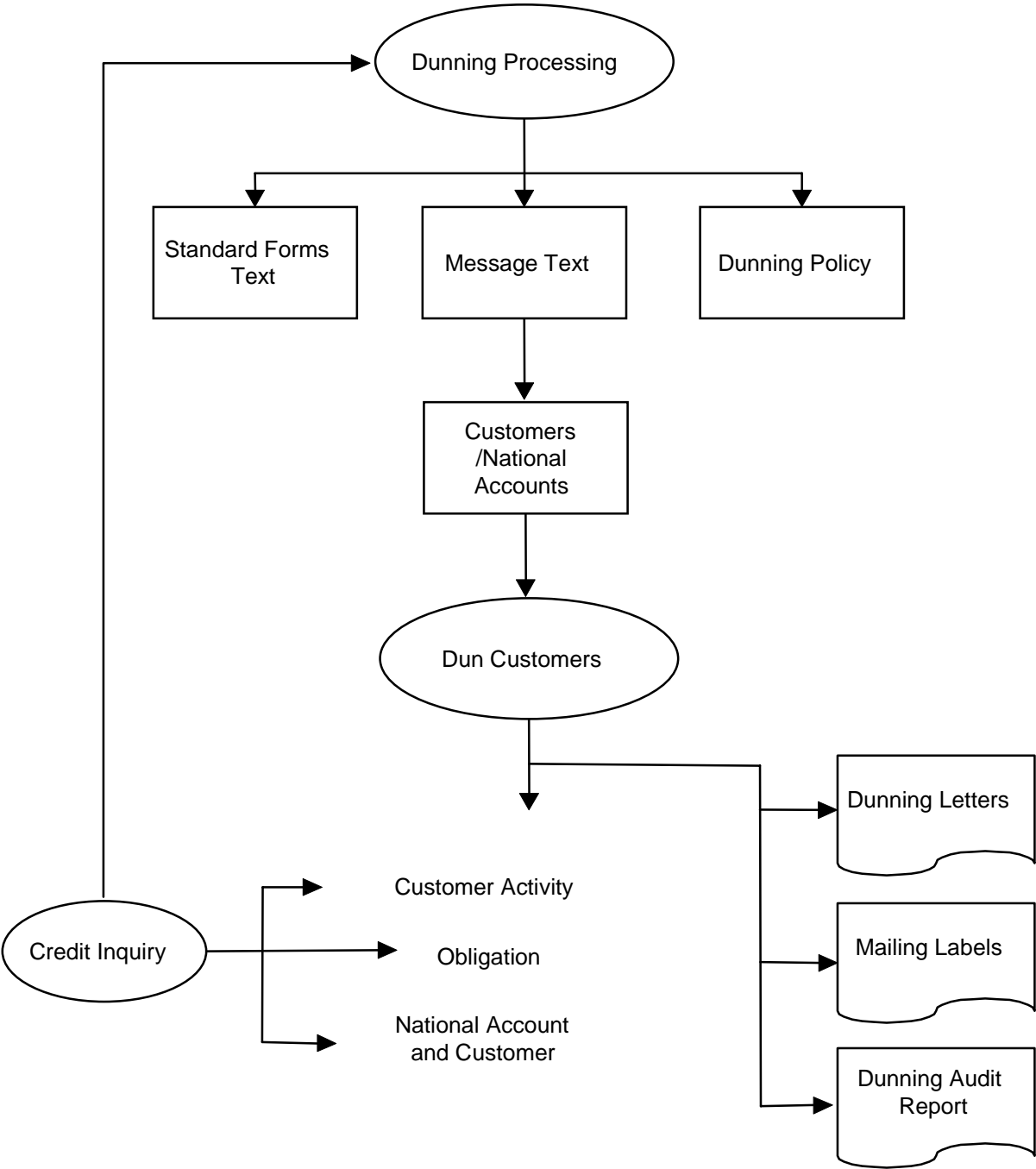


Figure 8-1: Dunning Processing Overview

Establishing Required Dunning Controls

Overview

Before you can dun customers, you must establish dunning controls. Controls that you must establish to dun customers include the following:

- Dunning messages
- Dunning message text
- Dunning policies

The Infinium AR system provides you with the ability to print dunning letters in different languages. You can change the language of specific fields on dunning letters if either of the following situations exists:

- Your naming convention is different from the default text values that the system provides
- A customer's language is different from the default language that the system provides

You use the *Maintain Standard Forms Text* option to change or translate the fields pertinent to dunning letters.

The following is a list of dunning fields whose text you can change or translate:

<i>Date Format</i>	<i>Dear</i>	<i>January</i>
<i>Page</i>	<i>Last Payment Received</i>	<i>February</i>
<i>Account Number</i>	<i>Deposit Date</i>	<i>March</i>
<i>Obligation ID</i>	<i>Check Number</i>	<i>April</i>
<i>Due Date</i>	<i>Yours Truly</i>	<i>May</i>
<i>Amount</i>	<i>Telephone</i>	<i>June</i>
<i>Purchase Order</i>	<i>Fax</i>	<i>July</i>
<i>Please Remit Payment to</i>	<i>Total</i>	<i>August</i>
<i>Paid/Adjusted</i>	<i>Past Due</i>	<i>September</i>
<i>Attention</i>	<i>Due</i>	<i>October</i>
<i>Accounts Payable</i>		<i>November</i>
<i>Supervisor</i>		<i>December</i>

Creating Standard Forms Text

To change or translate the language text for dunning letters, perform the following steps:

- 1 Select *Statement/Dunning Processing*.
- 2 Select *Maintain Standard Forms Text [MSFT]*. The system displays a screen similar to Figure 8-2.

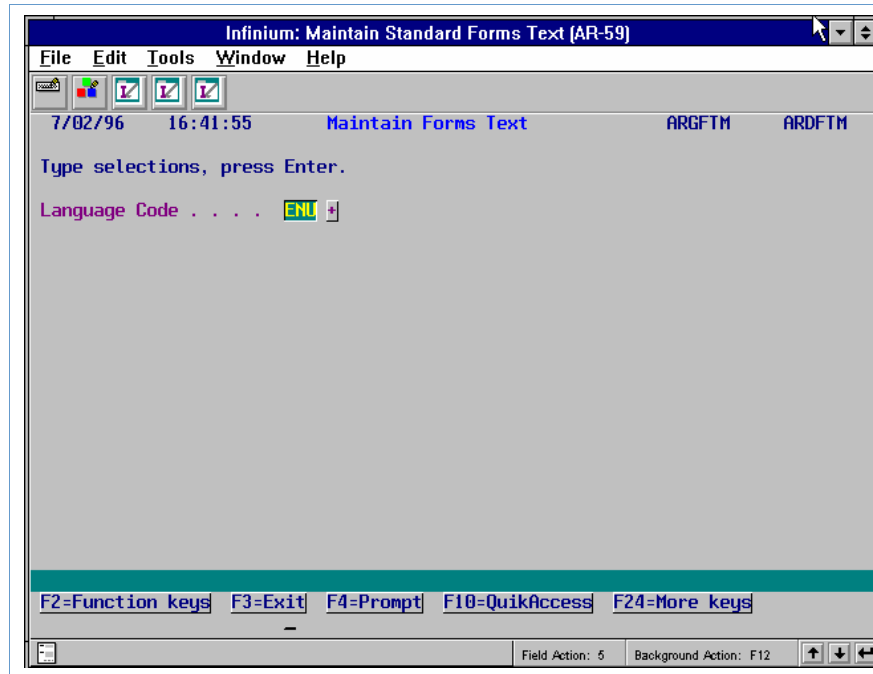


Figure 8-2: Maintain Forms Text prompt screen

- 3 Type the language code whose text you are creating or updating.

The language code is the key to this file. During dunning processing the Infinium AR system searches the hierarchy for the appropriate language code.

- 4 Press . The system displays a screen similar to Figure 8-3.

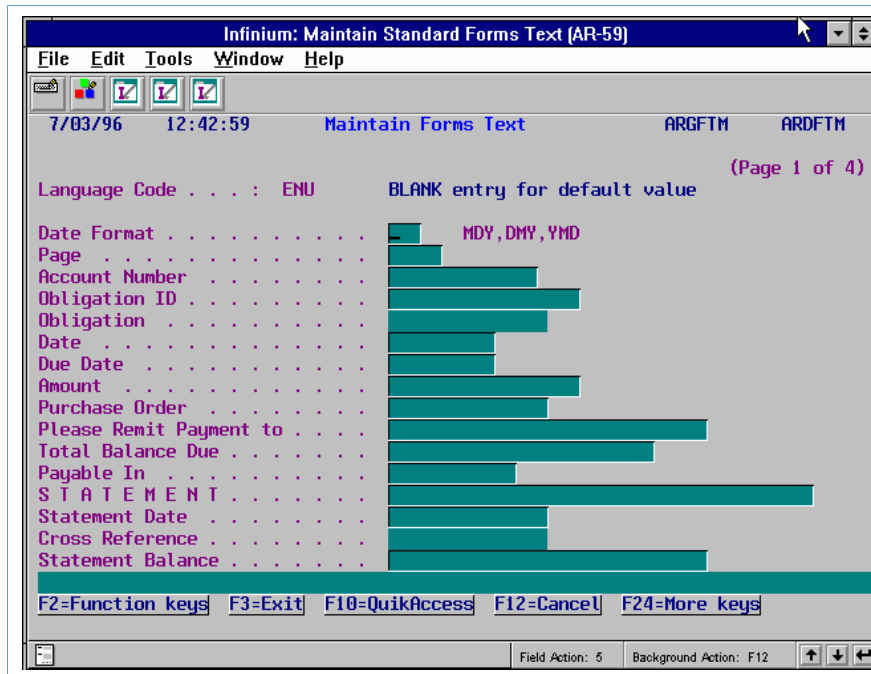


Figure 8-3: Maintain Forms Text screen 1

This is the first of four screens. You use this screen to change the field text. The system uses that field text when it prints dunning letters, statements, and chargeback notices. If you do not type information in any of the fields on these four screens, the system prints the text, as you see it here, from the English-United States language code (ENU).

- 5 Change the text of the fields on this screen as appropriate for your site.
- 6 Press .
- 7 Repeat Steps 6 and 7 through the remaining screens of the function. The system updates or creates the forms text and returns you to the Infinium AR main menu.

Creating Dunning Messages

You can create the necessary Message IDs for the body of the dunning letter as well as the letter's closing text. You should create messages (letter text) for each language you use.

To define a message, perform the following steps:

- 1 Select *Statement/Dunning Processing*.
- 2 Select *Maintain Message Text [MMT]*. The system displays a screen similar to Figure 8-4.

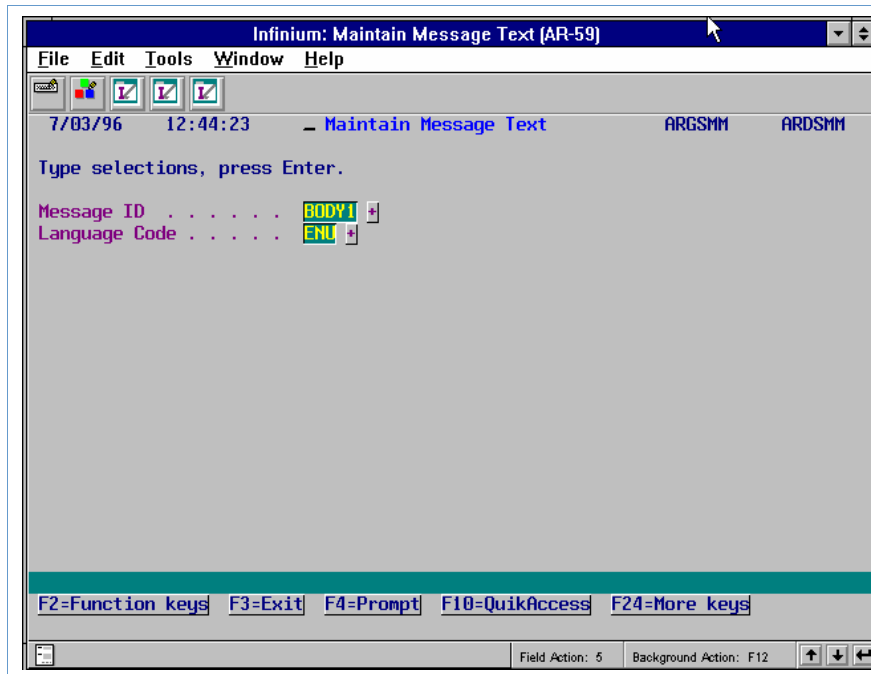


Figure 8-4: Maintain Message Text prompt screen

Use this screen to associate messages with a specific message ID and language code. You can create a statement message as well as a dunning message override.

- 3 Type a unique identifier in the *Message ID* field and specify the language code of this message text to create a new dunning letter message. Leave the *Message ID* field blank and specify the language code of the message to create or update the dunning message override.
- 4 Press . The system displays a screen similar to Figure 8-5.

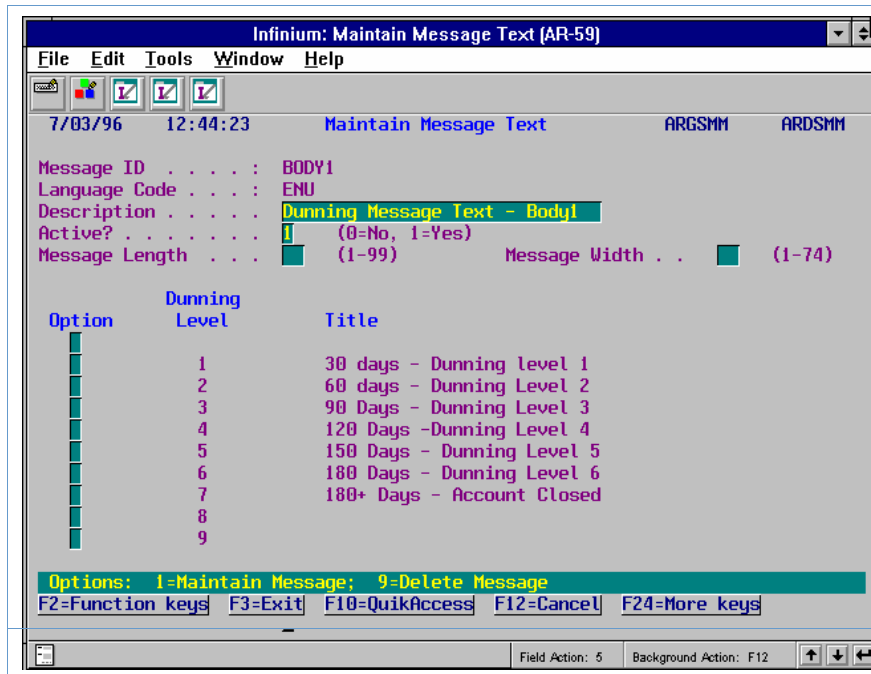


Figure 8-5: Maintain Message Text screen 1

- 5 Complete the fields on this screen using the following information.

Description

You must type a description of this message. You can type up to thirty characters for this description.

Message Length

You can specify up to 99 lines for the length of a message.

Message Width

You can specify up to 74 characters for the width of a message.

Option

Type **1** in this field to add or update messages corresponding to the various dunning levels.

Dunning Level

To create a dunning message, you must define message text for every dunning level defined in your dunning policy. If you do not define message text for a level, a customer in that level receives a dunning letter with no text.

- 6 Press **[Enter]**. The system displays a screen similar to Figure 8-6.

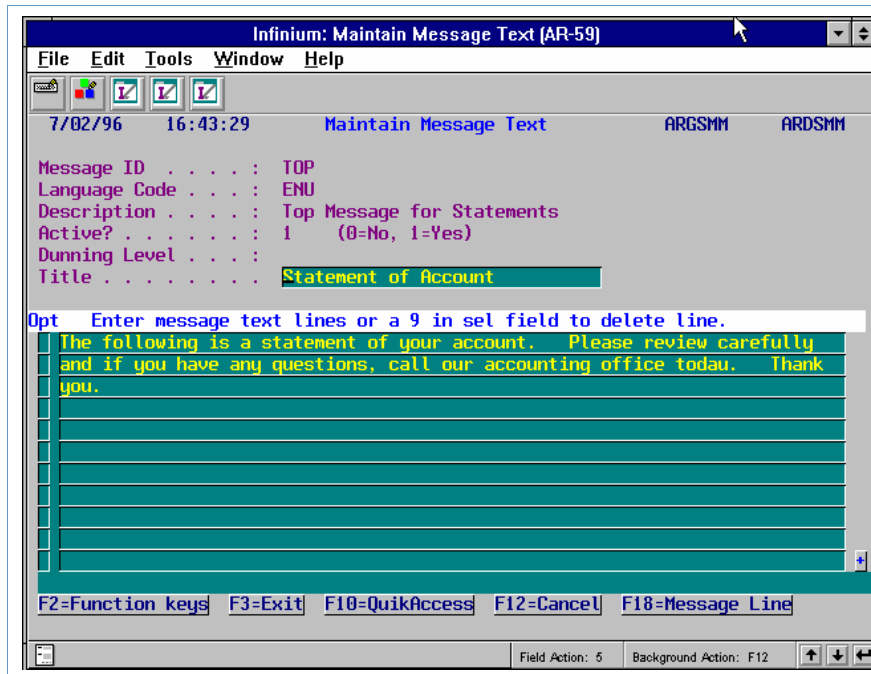


Figure 8-6: Maintain Message Text message screen 2

- 7 Type the dunning letter message text on this screen.

In this example we enter message text for dunning levels 1 to 7.

- 8 Press **[Enter]**. The system updates or creates the message text and returns you to the Infinium AR main menu.

Creating a Dunning Policy

To implement dunning processing, you must create a dunning policy. When you create a dunning policy, you establish the controls for the following:

- Dunning processing
- Content of dunning letters
- Printing of dunning letters

The Infinium AR system provides you with nine dunning levels. The blank dunning level represents a current account and dunning level 9 represents the most severe level of dunning.

To create a dunning policy, perform the following steps:

- 1 Select *Policy File Maintenance*.
- 2 Select *Maintain Dunning Policies* [MDP]. The system displays a screen similar to Figure 8-7.

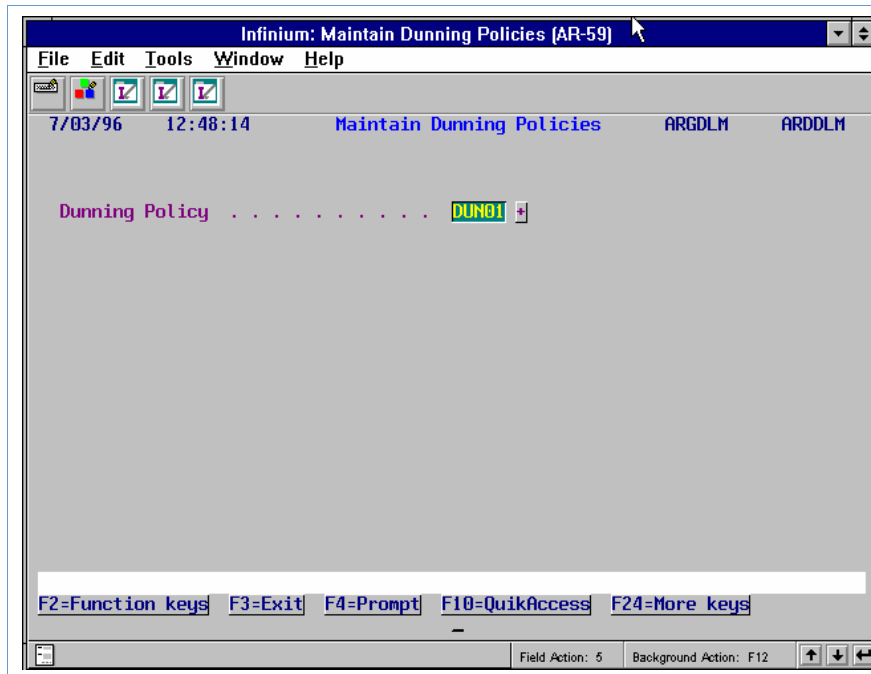


Figure 8-7: Maintain Dunning Policies prompt screen

- 3 Type a unique identifier to create a new policy. To update an existing policy, you can either type its identifier in this field or prompt and select that policy.
- 4 Press . The system displays a screen similar to Figure 8-8.

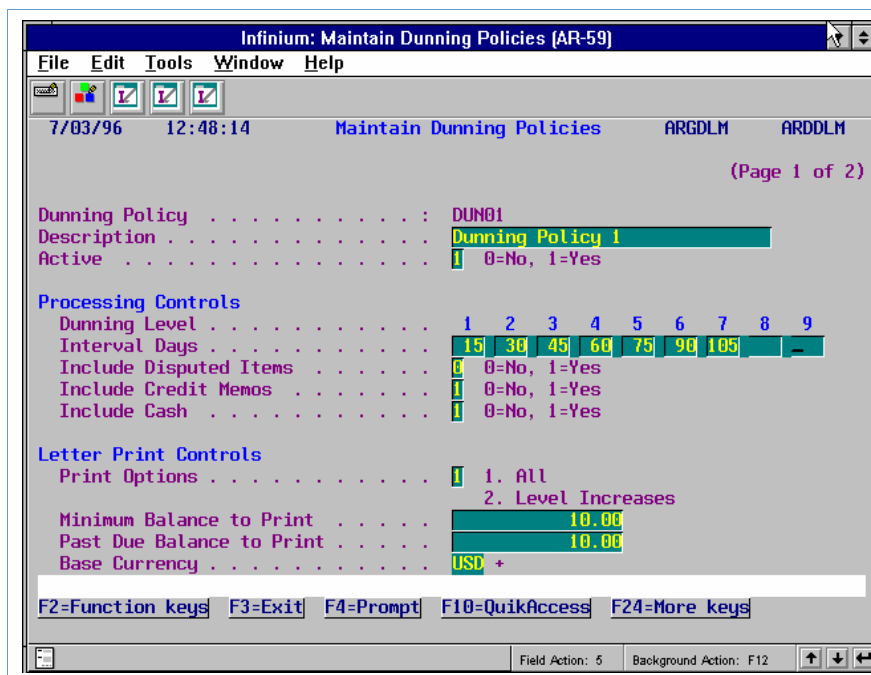


Figure 8-8: Maintain Dunning Policies screen 1

Use this screen to define the processing controls and letter printing controls for this dunning policy.

- 5 Complete the fields on this screen using the following information.

Description

You must type a description of this dunning policy. You can use up to thirty characters for this description.

Interval Days

For each of the nine dunning levels, type the interval of days a customer's account must be past due for the system to include it in that dunning level. You do not need to use all levels of dunning, but you must define at least one dunning level's interval days.

In this example, a customer account that is thirty-one days past due falls into *Dunning Level 3*. A customer account that is one hundred days past due falls into *Dunning Level 7*.

Include Disputed Items, Include Credit Memos, Include Cash

You must specify whether or not the system includes each of these in dunning processing. The system uses the total amount of the items that you include in dunning processing to reduce the highest dunning level of the customer. The amounts continue to reduce the customer's dunning level until absorbed or until the customer's dunning level is blank.

Print Options

Type **1** to print dunning letters for all customers with past due accounts. Type **2** to print dunning letters for only those customers whose dunning level increased since the last time dunning processing was run.

Minimum Balance to Print, Past Due Balance to Print

The system uses these optional fields to determine if it prints a letter based on the amounts (in base currency) in these fields.

Base Currency

If you are not using multiple base currencies, the system defaults the base currency value on the entity controls into this field and you cannot change it.

If you are using multiple base currencies, you must specify the base currency of this policy.

- 6 Press . The system displays a screen similar to Figure 8-9.

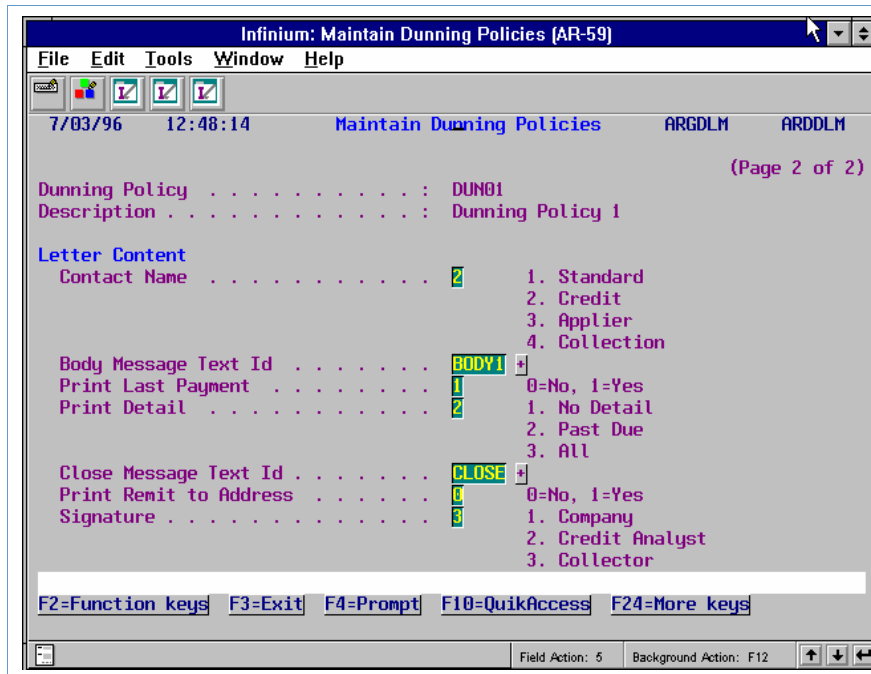


Figure 8-9: Maintain Dunning Policies screen 2

Use this screen to determine what information the system prints on dunning letters.

7 Complete the fields on this screen using the following information.

Contact Name

You must indicate which of the following the system uses as “Attention” on the dunning letter.

- 1** The Accounts Payable Supervisor is the standard contact.
(Standard) You can change this wording using the *Maintain Standard Forms Text* option.
- 2** You specify the credit contact on the customer’s credit controls.
(Credit)
- 3** You specify the cash applier contact on the customer’s credit controls.
(Applier)
- 4** You specify the collector contact on the customer’s credit controls.
(Collection)

Body Message Text ID

Enter a value in this optional field to identify the body text of the dunning letter. You create this text in the *Maintain Message Text* option.

Print Last Payment

Use this required field to specify whether or not the system prints the customer’s last payment on the dunning letter.

Print Detail

You must also decide how much detail to print on the dunning letter. Valid options are:

- 1 Do not print detailed information.
- 2 Print only past due detailed information.
- 3 Print all detailed information.

Close Message Text Id

Type the message ID that identifies the closing message that the system prints on the dunning letter. You create this text in the *Maintain Message Text* option.

Print Remit to Address

You must specify whether or not the system prints a remit to address on the dunning letter.

Signature

The value you type in this required field determines whose name appears as the signature of the dunning letter produced for this policy. Valid values are **1** (Company), **2** (Credit Analyst), and **3** (Collector).

- 8 Press . The system creates or updates the dunning policy and returns you to the Maintain Dunning Policies prompt screen. You can continue to create dunning policies or press to return to the Infinium AR main menu.

You can then assign dunning policies to the entity, companies, national accounts, and customers (credit controls). You can exempt specific customers and obligations from the dunning process. You can exempt interest charges and chargebacks from the dunning process based on the exemption control of these policies.

Dunning Customers

Overview

Through the *Dun Customers* option you can do the following:

- Print reports to enable you to work with delinquent customers
- Print dunning letters and update the customer's dunning levels
- Print dunning letters without updating the customer's dunning levels

Through the *Dun Customers* option you can also choose not to print dunning letters and not to update the customer's dunning levels.

Dunning Customers

To dun customers, perform the following steps:

- 1 Select *Statement/Dunning Processing*.
- 2 Select *Dun Customers* [DUN]. The system displays a screen similar to Figure 8-10.

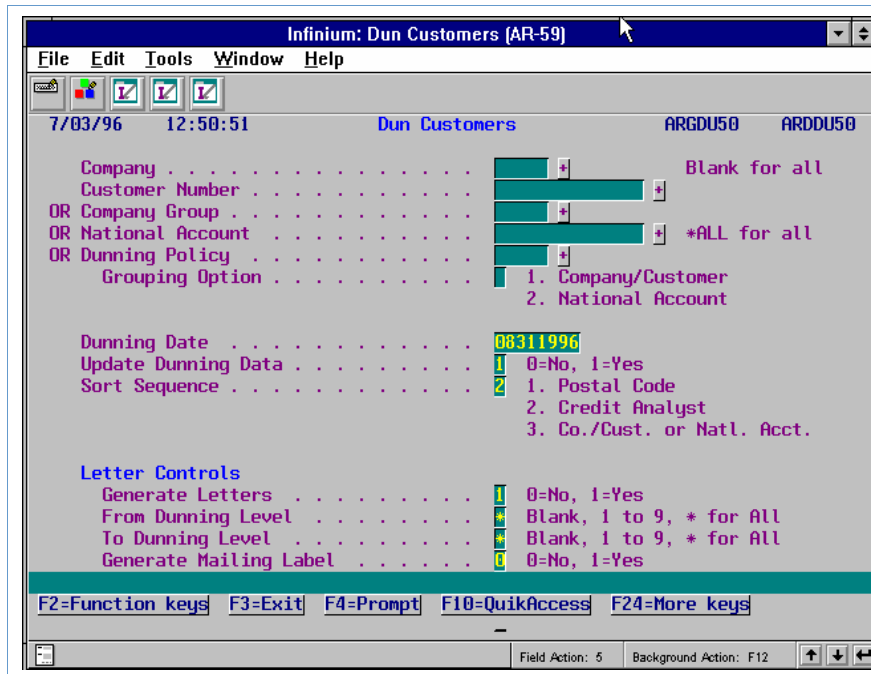


Figure 8-10: Dun Customers screen 1

Use this screen to determine the customers to dun.

- 3 Complete the fields on this screen using the following information.

Company, Customer Number, Company Group, National Account

Specify whether you want to dun all customers in a specific company, a specific customer in a company, all customers in a company group, all customers in a specific national account, or all national account customers.

To dun all national account customers, type ***ALL** in the *National Account* field.

Dunning Policy

To run dunning by a dunning policy, enter that dunning policy code in this field. You must also enter a value in the *Grouping Option* field. Leave the *Company, Customer Number, Company Group* and *National Account* fields blank.

To dun all customers in all companies, leave all the above fields blank.

Grouping Option

If you elect to dun customers by a dunning policy, you must type a value in this field. Type either **1** to print the dunning letters in company and customer order or type **2** to print the dunning letters in national account order.

Dunning Date

Dunning processing includes all open obligations as of the date you type in this required field. If you are printing dunning letters, the system uses this date for the date of the dunning letter.

Update Dunning Data

You must specify whether or not the system updates dunning data after it processes all obligations for dunning.

To generate a dunning report without updating your customer credit information, type **0** in this field. To update your customer controls with new dunning information, type **1**.

When the system performs an update, it moves all current dunning field values to the previous dunning fields and fills the current dunning fields with the new information.

Sort Sequence

You must specify the sort sequence for dunning. When you type **1** in this field to sort by postal code, the system uses the customer or national account's postal code. When you type **2** in this field to sort by credit analyst, the system uses either the credit analyst of the customer or the credit analyst of the national account's default customer. You can also elect to sort by company and customer or by national account by typing **3** in this field.

Generate Letters, Generate Label

You must specify whether or not the system generates dunning letters and mailing labels.

From Dunning Level and To Dunning Level

Values for these fields identify the range of customer dunning levels for which the system generates dunning letters. If you leave both the *To* and *From* fields blank, the system includes only current level customers. If you leave the *From* field blank and type a level in the *To* field, the printing of letters begins with current customers and ends with those customers in the dunning level you specify.

You can specify the dunning level (1 - 9) to begin (or end) the generation of dunning letters. An asterisk (*) indicates that the system generates letters for all customers (not excluded from the dunning process) with open obligations. If you type *, you must type it in both the *To* and *From* fields.

If a customer belongs to a national account and has a dunning level that is higher than that of the national account, the system updates the national account with the customer's dunning level.

- 4 Press . The system displays a screen similar to Figure 8-11.

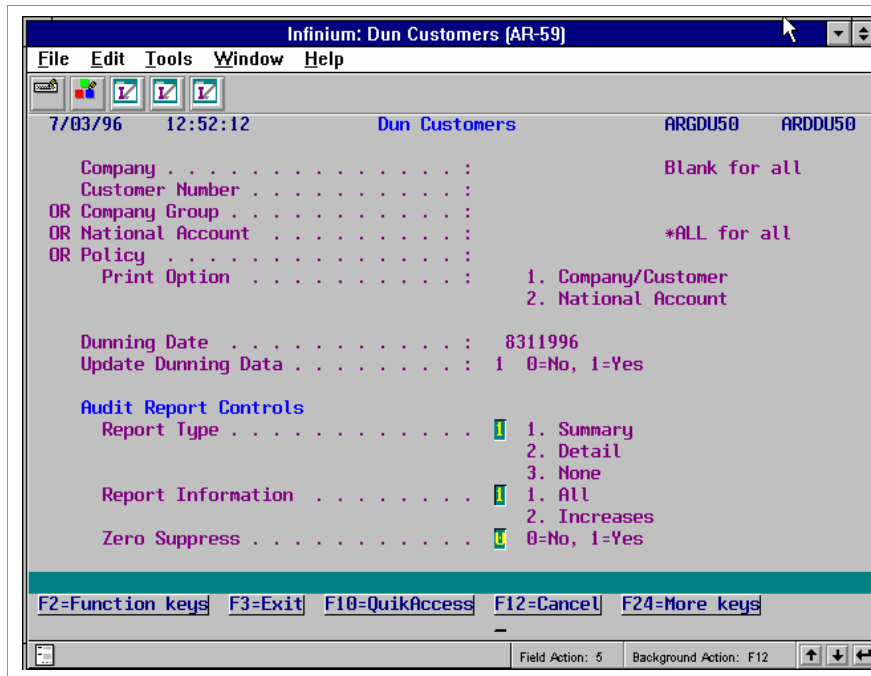


Figure 8-11: Dun Customers screen 2

The system defaults the information on the top portion of the screen from the first screen.

5 Complete the fields on this screen using the following information.

Report Type

You must specify whether or not the system generates a dunning report. To exclude report generation, type **3** in this field. To generate a report in summary format (totals only), type **1** in this field. To obtain a detailed report (obligations and totals), type **2** in this field.

Report Information

If you elect to generate a dunning report, you must type either **1** or **2** in this field.

- 1** The system includes all obligations dunned, with customer subtotals by currency for open amount, obligation count, and/or unapplied cash and/or unreferenced credit memos if included in the policy.
- 2** The system includes only obligations with an increased dunning level if the value in the *Report Type* field is **2** (Detail). Otherwise, this report is like the report when you specify **1** (All). The system includes subtotals for the increased counts and increased amounts.

Zero Suppress

To print only customers that have obligations open as of the dunning date, type **1** in this field; otherwise, type **0** in this field.

- 6 Press to run dunning for the parameters entered. The system returns you to the Infinium AR main menu.

Using Credit Inquiry for Dunning

Overview

Through the *Credit Inquiry* option you can do the following:

- Dun individual customers
- Review the dunning status of individual customers

Using Credit Inquiry to Dun Customers

To use *Credit Inquiry* for dunning purposes, perform the following steps:

- 1 Select *Credit Management*.
- 2 Select *Credit Inquiry [CI]*. The system displays a screen similar to Figure 8-12.

Infinium: Credit Inquiry (AR-59)

File Edit Tools Window Help

7/03/96 12:53:46 Credit Inquiry ARGCCD01 ARDCCD01

National Account . [redacted] +

-OR-

Company 001 +

Customer Number . . 1000 - [redacted] + OR Sort Name [redacted] +

F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys

Field Action: 5 Background Action: F12

Figure 8-12: Credit Inquiry prompt screen

- 3 Specify the customer to dun or the customer whose dunning information you want to review.
- 4 Press **[Enter]**. The system displays a screen similar to Figure 8-13.

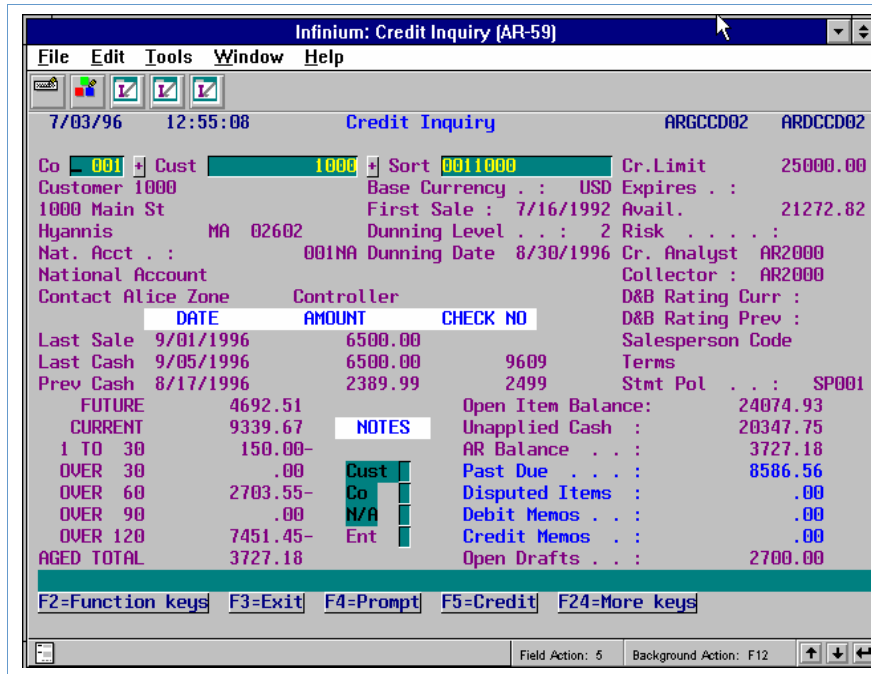


Figure 8-13: Credit Inquiry screen 1

The system displays the customer's dunning level as of that account's last dunning date.

Dunning a Customer

- 5 Press **[F20]** to access the dunning processing options for this customer. The system displays a window similar to Figure 8-14.

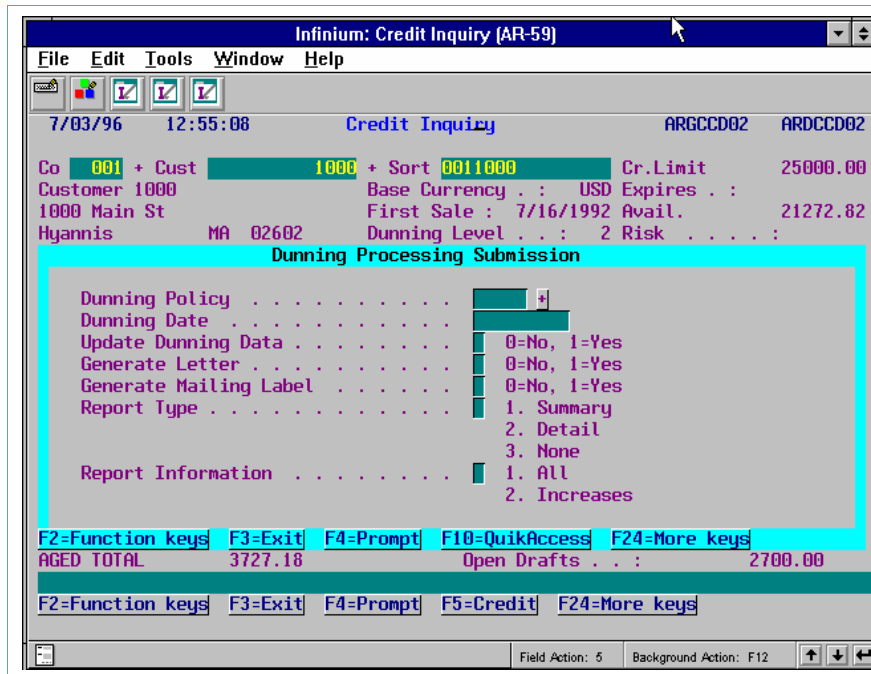


Figure 8-14: Dunning Processing Submission window

- 6 Complete the fields in this window using the following information.

Dunning Policy

If you leave this field blank, the system searches the hierarchy for the policy to use.

Dunning Date

Dunning processing includes all open obligations as of the date you type in this required field. If you are printing a dunning letter, the system uses this date for the date of the dunning letter.

Update Dunning Data

You must specify whether or not the system updates dunning data after it processes all obligations for dunning.

To generate a dunning report without updating your customer credit information, type 0 in this field. To update your customer controls with new dunning information, type 1.

When the system performs an update, it moves all current dunning field values to the previous dunning fields and fills the current dunning fields with the new information.

Generate Letter, Generate Mailing Label

You must specify whether or not the system generates a dunning letter and a mailing label.

Report Type

You must specify whether or not the system generates a dunning report. To exclude report generation, type **3** in this field. To generate a report in summary format (totals only), type **1**. To obtain a detailed report (obligations and totals), type **2**.

Report Information

If you elect to generate a dunning report, you must type either **1** or **2** in this field.

- 1** The system includes all obligations dunned, with customer subtotals by currency for open amount, obligation count, and/or unapplied cash and/or unreferenced credit memos if included in the policy.
 - 2** The system includes only obligations with an increased dunning level if the value in the *Report Type* field is **2** (Detail). Otherwise, this report is like the report when you specify **1** (All). The system includes subtotals for the increased counts and increased amounts.
- 7** Press **[Enter]** to submit the job. The system returns you to the previous screen. You have the following options:
- You can dun additional customers by following Steps 3 through 7.
 - You can review dunning information as described below.
 - You can press **[F3]** to return to the Infinium AR main menu.

Viewing Dunning Information in Credit Inquiry

In addition to viewing the customer's dunning level and dunning date in the *Credit Inquiry* option as displayed in Figure 8-13, you can also view the following:

- High dunning date and high dunning level with balance statistics
- Open obligations in dunning level order

High Dunning Date and High Dunning Level with Balance Statistics

To view a customer's high dunning date and high dunning level with balance statistics, perform the following steps:

- 1** Specify the customer whose dunning information you want to review by typing the customer's company and number on the Credit Inquiry prompt screen (Figure 8-12).
- 2** Press **[Enter]**. The system displays Credit Inquiry screen 1 (Figure 8-13).
- 3** Press **[F17]**. The system displays a window similar to Figure 8-15.

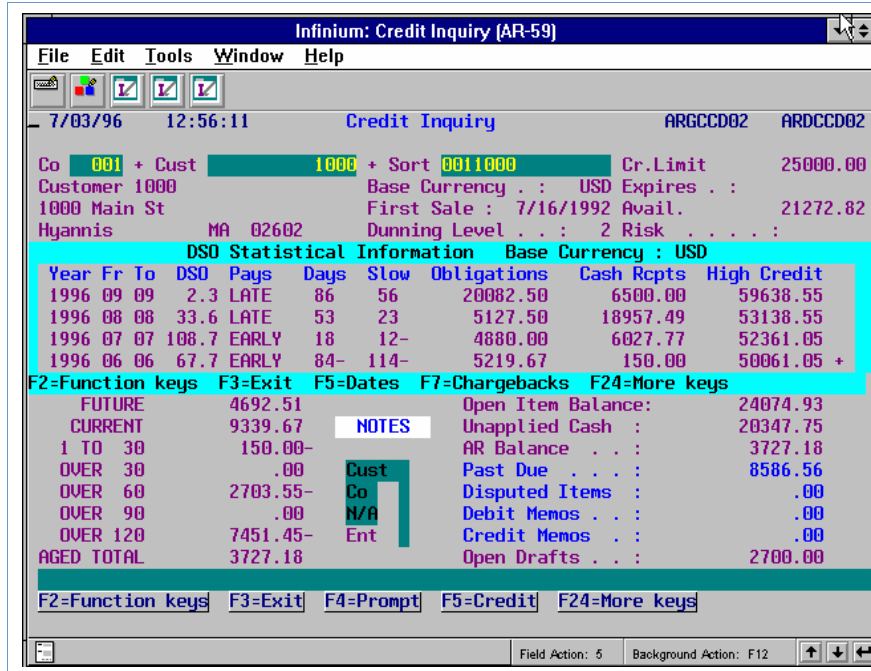


Figure 8-15: DSO Statistical Information window

- 4 Press **[F8]**. The system displays a window similar to Figure 8-16.

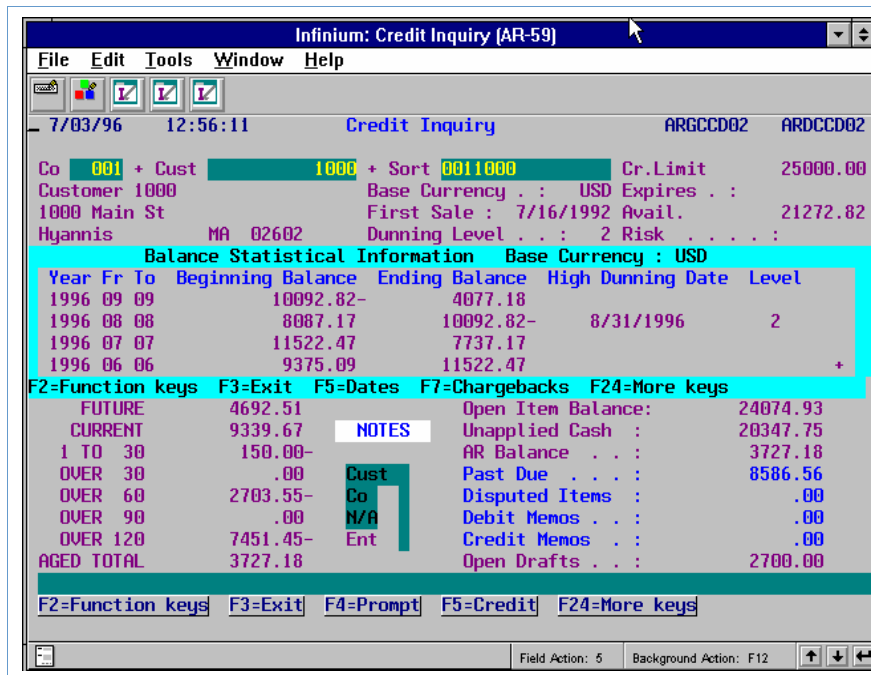


Figure 8-16: Balance Statistical Information window

Open Obligations in Dunning Level Order

To view a customer's open obligations in dunning level order, perform the following steps:

- 5 Specify the customer whose dunning information you want to review by typing the customer's company and number on the Credit Inquiry prompt screen (Figure 8-12).
- 6 Press **[Enter]**. The system displays Credit Inquiry screen 1 (Figure 8-13).
- 7 Press **[F7]**. The system displays a screen similar to Figure 8-17.

Obl. Date	Trn	Obligation ID	Due Date	Open Amount	P. O. Number
12/12/1995	INV	9511	1/11/1996	6122.76	
12/12/1995	C/B	CB9511	1/11/1996	1300.00	
12/12/1995	C/B	CB9511	1/11/1996	780.00	
3/17/1996	C/B	CB9603	7/15/1996	88.77	
4/26/1996	C/B	CB9504	7/25/1996	4350.00	
4/30/1996	C/B	CB9604	4/30/1996	550.00-	
6/22/1996	INV	9606	7/22/1996	4900.90	
7/30/1996	C/B	CBCRCB01	7/30/1996	350.00	
8/17/1996	C/B	CB666	8/17/1996	67.50-	
9/01/1996	D/M	DM9607	9/10/1996	300.00	
9/01/1996	INV	9609	1/29/1997	6500.00	

Figure 8-17: Open Obligations screen

The system duns all referenced obligations separate from the obligations to which they refer.

- 8 Press **[F19]**. The system resequences the open obligations and displays a screen similar to Figure 8-18.

Infinium: Credit Inquiry (AR-59)							
File Edit Tools Window Help							
7/03/96	12:58:41	Customer Obligations		ARGCCD04	ARDCCD04		
001	1000	Customer 1000		Open Items	24074.93		
Hyannis		MA	Base currency: USD	ALL Obligations in BC			
O P E N O B L I G A T I O N S							
0	Obl. Date	Trn	Obligation ID	Due Date	Open Amount	Dun Date	Lvl
SCN				REL			
	Dunning Level 9						
	12/12/1995	INV	9511	1/11/1996	6122.76	8/30/1996	9
	Dunning Level 9 Total 6122.76						
	Dunning Level 8						
	4/30/1996	C/B	CB9604	4/30/1996	550.00-	8/30/1996	8
	Dunning Level 8 Total 550.00-						
	Dunning Level 3						
	3/17/1996	C/B	CB9603	7/15/1996	88.77	8/30/1996	3
	Dunning Level 3 Total 88.77						
	Dunning Level 2						
	6/22/1996	INV	9606	7/22/1996	4900.90	8/30/1996	2 +
Opts: 2=Notes 3=Recon 5=Display 9=Display draft header F2=Function keys F3=Exit F5=Refresh F6=More F24=More keys							
				Field Action: 5	Background Action: F12		

Figure 8-18: Open Obligations screen

For more information on using the *Credit Inquiry* option, refer to the “Using Credit Inquiry” part in this guide.

Sample Dunning Letter

This portion of the guide includes a sample dunning letter with an explanation of where the system obtains the data for the letter.

March 31, 2003

A

VEI
Various Enterprises, Inc
Maxwell Business Center
Suite 2000, Unit A
700 Furlong Road
Kansas City
MO 64113

B

Attention

Ms. Janice Furlong, Purchasing Manager

C

Dear

Ms. Janice Furlong

C

Our records indicate that the following obligations are overdue. Please check these against your records. If there are any problems with this information, please contact me as soon as possible. We value your business and would not like to see this information affect your credit standing with us or any other vendor.

D

Last Payment Received	Deposit Date	Amount
95478	2/15/2003	500.00 USD

E

Check Number/ Obligation ID	Due Date	Purchase Order	Amount
I304011502	2/14/2003	VEI-7500-1254	1500.00 CDN
C304011503CM	2/14/2003		500.00- CDN
Total Canadian Dollars Due			1000.00
I304011501	2/14/2003	VEI-7500-6512	5000.00 USD
I304013102	3/1/2003	VEI-7500-5467	2000.00 USD
A		Paid Adjusted	500.00- USD
I304020103	3/16/2003	VEI-7500-1255	100.00 USD
R 954785	2/15/2003		500.00- USD
Total United States Dollars Due			6600.00

F

Your prompt attention to this matter is greatly appreciated. If I can be of any assistance, please feel free to contact me.

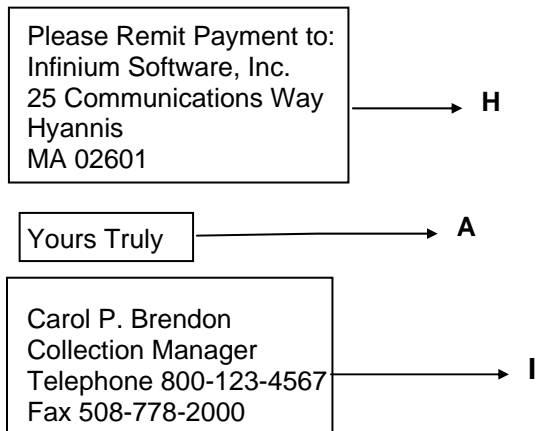
G

A

Account Number

304-300

B



Account Number 304-300

A Standard Forms Text: You define the date format and the wording for month, attention, dear, past payment received, deposit date, amount, check number, obligation ID, due date, purchase order, paid/adjusted, amount, account number, page and yours truly. You specify the actual date on the Dun Customers submission screen and the program generates the page number.

B Name, address and account number (company plus customer number or national account number) come from Customer Master or National Account Controls.

C Contact Name: Specify 1, 2, 3 or 4 on the Dunning Policy.
 1 (Standard) - Standard Forms Text (the default is Accounts Payable Supervisor)
 2 (Credit) - Defined on Customer Credit Controls
 3 (Applier) - Defined on Customer Credit Controls
 4 (Collector) - Defined on Customer Credit Controls

D Body Message Text ID: Specify the Message ID code on the Dunning Policy.

E Print Last Payment: Specify 1 (Yes) or 0 (No) on the Dunning Policy.

F Print Detail: Specify 1 (No Detail), 2 (Past Due) or 3 (All) on the Dunning Policy.

G Close Message Text ID: Specify the Message ID on the Dunning Policy.

H Print Remit to Address: Specify 1 (Yes) or 0 (No) on the Dunning Policy. If yes, the system uses the Lockbox on the Company or Customer Controls; but, if not found, the system uses the Company's default address.

I Signature: On the Dunning Policy specify Company (the default) or the Credit Analyst or the Collector assigned to the customer. You define Credit Analyst and Collector information on the AR User Profile.

Tips and Techniques

Generate Special Customer Letters

You may want to create a special letter not related to a customer's dunning level. In dunning processing, the message on a letter reflects how severely delinquent a customer's account is. The **F20** ad hoc dunning feature in the *Credit Inquiry* option allows you to generate a specific letter to a customer that is independent of his dunning level. To do this, create the following controls:

- In the *Maintain Message Text* option, create a message text ID for the special letter you want to print (for example, L1). Enter text only for dunning level 1.
- In the *Maintain Dunning Policies* option, create a policy for generating special letters (for example, P1). The policy should contain only one dunning level with an *Interval Days* value of 1. The message ID attached to this policy should be the special message you created as described above (L1).
- For this policy, leave the *Minimum Balance to Print* and the *Past Due Balance to Print* fields blank. If you enter a value in either of these fields, the system may not print the desired letter.
- Also, you may want to exclude cash and credit memos from the dunning process since they both reduce the severity of a customer's dunning level. If you include them, the dunning level that the system uses to calculate may not be sufficient to generate the desired letter.

On the first customer *Credit Inquiry* screen, press **F20** to dun the customer whose credit information the system is displaying. This is independent of the *Dun Customers* option. Enter submission values in the pop-up window for the specific customer you are dunning.

The *Dunning Policy* field is optional, but if you enter a value in it, that value overrides the dunning policy attached to the customer. Enter the dunning policy you created as described above (P1). If this customer has at least one invoice greater than one day past due, the system calculates the customer's dunning level as dunning level one. You created a special message associated with dunning level one and linked it to this policy (L1). Therefore, when you submit your request to print a letter, the system prints that special message on the customer's letter.

Keep the following in mind when you use **F20** to generate letters:

- You may want to enter a value of **0** (No) in the *Update Dunning Data* field. Remember that this method calculates a dunning level of one. If you update data, the system attaches this newly calculated value to the customer and all of his obligations.
- You may want to enter a value of **3** (None) in the *Report Type* field.

Dunning Processing for National Accounts

You can run dunning processing for a specific national account or for all national accounts (*ALL). In addition, if you submit dunning by policy, you can group the output by either company/customer or national account. Information on national account processing follows.

The system determines the dunning policy as follows:

Retrieve from national account; if not found, go to
default customer; if not found, go to
default company, if not found, go to entity.

The values used for the sort sequence may come from either the national account or the national account's default customer. The national account determines the zip code. However, the default customer determines the cash applier.

The system uses several fields on the national account controls to display dunning information. These include the dunning level, dunning date, and dunning policy. The system displays current values and previous values. The values for a national account always reflect the highest dunning level of all associated customers. Therefore, a national account dunning level may change without dunning the national account itself.

Consider the following scenario:

Customer #900 belongs to national account #001.
National account #001's dunning level is 5.
Dunning processing is submitted only for customer #900.

The system updates the customer controls regardless of the calculated values. However, if the dunning level calculated for customer #900 is greater than 5, the system also updates values on the national account controls as well.

View Obligations Sorted by Aging Category

Use (Dunning Toggle) within the *Credit Inquiry* option to resequence and redisplay invoices (obligations) according to their dunning level. To do this, you must elect to update dunning data when you dun customers.

Set up your dunning policy so that it mirrors your aging policy. This is not as simple as placing identical values in the *Aging Days* fields and dunning *Interval Days* fields.

Compare the following aging and dunning policies. In the following example, aging is at thirty day intervals. The aging policy uses values of 30, 60, etc. to determine the ending value of a “bucket.” Dunning uses values of 1, 31, 61, and so forth to determine the beginning value of a “bucket.”

Aging Policy

Aging Days	ATB Categories	No. of Days Delinquent
	Current	Not past due
30	1 to 30	1 to 30 days
60	>30	31 to 60 days
90	>60	61 to 90 days
	>90	91+ days

To achieve the same “buckets” in dunning processing, you need the following values as interval days:

Dunning Policy

Interval Days	Dunning Level	No. of Days Delinquent
	blank	Not past due
1	1	1 to 30 days
31	2	31 to 60 days
61	3	61 to 90 days
91	4	91+ days

In setting up your aging and dunning policies, you should consider the following issues:

- You may want to exclude unreferenced memos and cash from both policies because if you include them in dunning, the system sums them separately and uses the total to reduce a dunning level. Because of this processing, the system always leaves the dunning level associated with these items blank. Remember, a dunning value of “blank” is the same as an Aged Trial Balance value of “current.”
- The system ages referenced items with the item to which you referenced them. The system duns them separately from the item to which you referenced them and does not display them with the invoices in the *Credit Inquiry* option.

Net Due Grace Days

You establish values for net due grace days code in the *Maintain Codes* option using the code type **GRD**. You can assign net due grace days codes to any of the control files.

The system searches the hierarchy (that is, the customer, national account, company, and entity) to determine the value to use when processing. Additionally, you can set net due grace days at the obligation level. To determine net due grace days, the system attempts to obtain a value from the obligation prior to searching the control files hierarchy.

Net due grace days extend the due date of an obligation. The system uses the obligation due date plus the net due grace days value to determine the date used to qualify the item for dunning processing.

You establish dunning levels in a dunning policy. The system determines an obligation's dunning level by comparing the number of days it is past due to the values in the dunning levels set in the policy. The system determines when an obligation is past due by adding net due grace days to the obligation's due date. (A customer's dunning level is determined based on the highest of all its obligations' levels.)

For example, you have an open obligation with a dunning date of 12-15-95 and you run dunning processing. The dunning policy that is used sets the first dunning level at ten days. Without net due grace days, the obligation due on 12-1-95 is set to dunning level one as it is more than ten days past due. However, if a net due grace days value of five is associated with the obligation, the obligation has a blank dunning level. A blank dunning level means that the obligation is not yet past due the number of days set at the lowest dunning level. The obligation does not reach dunning level one until 12-16-95 when the obligation due date plus the net due grace days reaches the value in the first dunning level.

This part of the guide discusses the controls needed to calculate and generate interest charges. It also discusses the steps for creating interest charge obligations.

The part consists of the following topics:

Topic	Page
Overview of Interest Charge Processing	9-2
Establishing Required Interest Charge Processing Controls	9-4
Calculating Interest Charges	9-17
Maintaining Interest Charges	9-22
Printing the Interest Charge Register	9-28
Creating Interest Charge Obligations	9-30
Adjusting Interest Charge Obligations	9-32
Frequently Asked Questions	9-34
Tips and Techniques	9-36

Overview of Interest Charge Processing

Interest charge processing enables you to calculate interest charges for the following:

- All customers in a specific company
- A specific customer
- All customers in a national account
- All customers in the system

The system calculates interest charges for an obligation using the daily overdue balance for the interest charge period.

Objectives

After you complete this part of the guide, you should be able to do the following:

- Create an interest charge policy
- Create an interest rate table
- Assign the interest charge policy and interest rate table to the hierarchy
- Exempt customers and obligations from interest charge processing
- Calculate interest charges for your company's obligations
- Make adjustments to interest charges
- Print an interest charge register
- Create interest charge obligations
- Review interest charges

Interest Charge Processing Overview

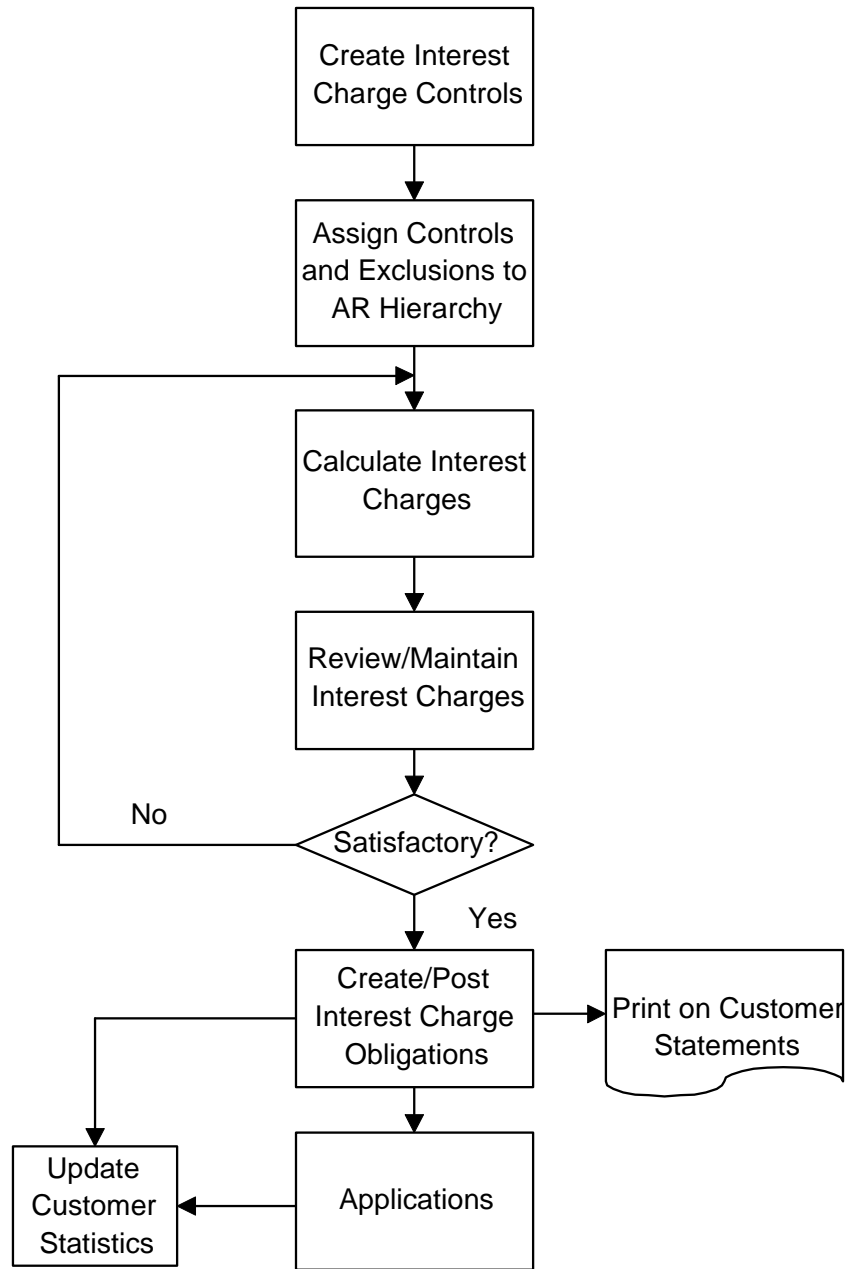


Figure 9-1: Interest Charge Processing Overview

Establishing Required Interest Charge Processing Controls

Overview

Before you can process interest charges, you must establish the following controls:

- Interest charge policies
- Rate tables
- Net due grace days

After you define these controls, you assign them to the hierarchy. You can also exempt individual customers and obligations from interest charge processing.

To implement interest charge processing, you must define an interest charge policy. Interest charge policies determine the following:

- The obligations for which the system calculates interest charges
- The method you use to recognize revenue

When you define an interest charge policy, you determine the accounting method the system uses. The system uses either of the following methods:

- Recognized revenue method recognizes revenue when you bill interest charges
- Accrued revenue method recognizes revenue when you collect the interest charges

The following table illustrates the journal entries the system generates when it creates interest charge obligations and applies cash for each accounting method.

Recognize Revenue	Accrue Revenue
Interest Charge Obligations	
DR: AR Distribution CR: Revenue Distribution	DR: AR Distribution CR: Accrual Distribution

Cash Application

DR: Identified Cash
Distribution
CR: AR Distribution

DR: Accrual Distribution
CR: Revenue Distribution

DR: Identified Cash Distribution
CR: AR Distribution

Use the interest charge policy to determine whether or not the system calculates interest charges on the following:

- Disputed items
- Unapplied cash
- Unreferenced credit memos

To complete interest charge processing, you can also define a payment terms policy. Payment terms policies determine the following:

- The types of payment available
- The controls for each payment terms type

Refer to Part 4 in the *Infinium Accounts Receivable Guide to Controls* for the steps you follow to create a payment terms policy.

Defining Interest Charge Policies

To define an interest charge policy, perform the following steps:

- 1 Select Policy File Maintenance.
- 2 Select *Maintain Interest Charge Pol* [MICP]. The system displays a screen similar to Figure 9-2.

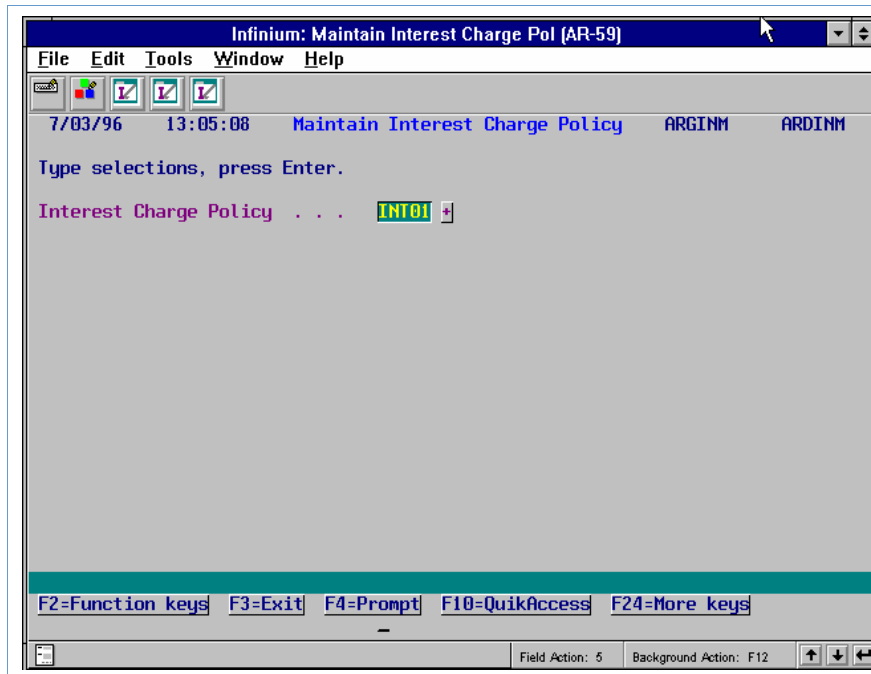


Figure 9-2: Maintain Interest Charge Policy prompt screen

- 3 Type a unique identifier to create a new policy. To update an existing policy, you can either type its identifier in this field or prompt on this field and select that policy.
- 4 Press . The system displays a screen similar to Figure 9-3.

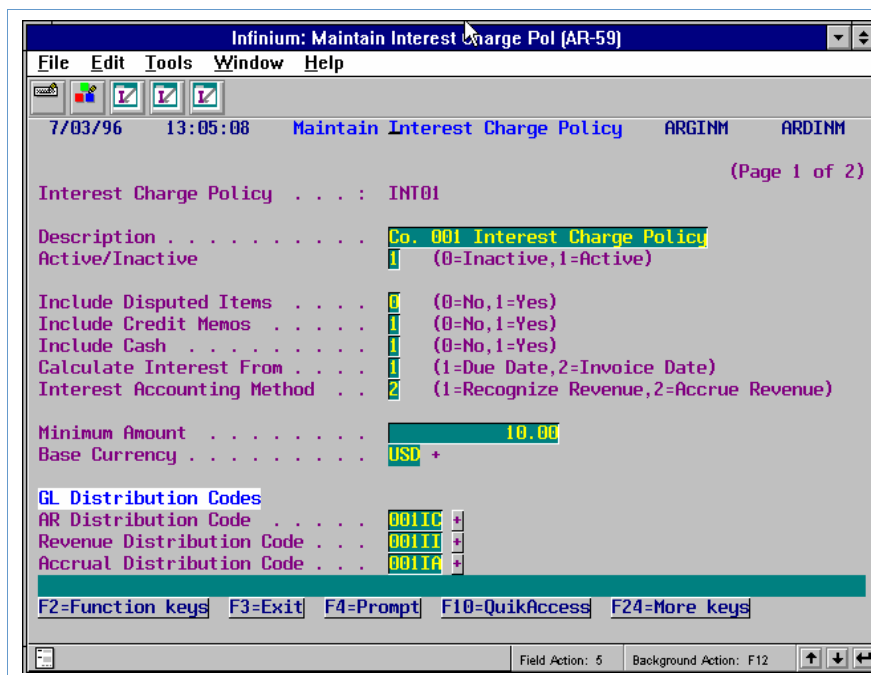


Figure 9-3: Maintain Interest Charge Policy screen 1

The controls you define on this screen pertain to the selection of open obligations and the interest charges the system generates.

5 Complete the fields on this screen using the following information.

Description

You must type a description of this interest charge policy. You can use up to thirty characters for the description.

Include Disputed Items, Include Credit Memos, Include Cash

Type **1** to charge interest on disputed items, unapplied and unreferenced credit memos, and cash.

If you type **0** in the *Include Credit Memos* field, the system still charges interest on referenced credit memos.

Calculate Interest From

You must specify whether the system calculates interest charges from the obligation's due date or from the invoice date.

Note: Chargebacks are exempt from interest charge processing based on the invoice date. The system always calculates interest charges for chargebacks based on the due date.

Interest Accounting Method, GL Distribution Codes

Type **1** to recognize interest charge revenue when you bill the interest charges. Type **2** to recognize interest charge revenue when you collect the interest charges.

The following table contains the required GL distribution codes for each interest accounting method.

Accounting Method	Required GL Distribution Codes
Recognize Revenue	AR Distribution Revenue Distribution
Accrue Revenue	AR Distribution Revenue Distribution Accrual Distribution

Minimum Amount

If the calculated interest charge is less than the amount you type in this optional field, the system does not create an interest charge.

Base Currency

If you are not using multiple base currencies, the system displays the base currency defined on the entity controls. You must type a valid currency value in this field if you are using multiple base currencies.

- 6 Press . The system displays a screen similar to Figure 9-4.

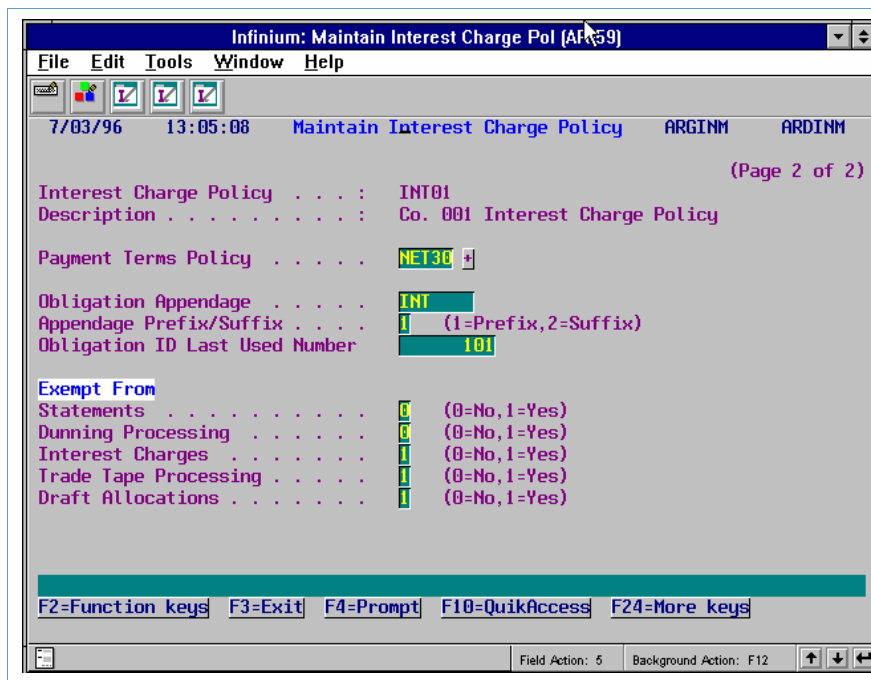


Figure 9-4: Maintain Interest Charge Policy screen 2

The controls you define on this screen pertain to the interest charge obligation the system generates.

- 7 Complete the fields on this screen using the following information.

Payment Terms Policy

Type the name of the payment terms policy the system uses for interest charge obligations in this optional field. If no payment terms policy is defined within the hierarchy, the system uses the obligation date as the due date for the interest charges.

Obligation Appendage, Appendage Prefix/Suffix, Obligation ID Last Used Number

The system creates a unique obligation ID using these three fields. The identification can be either a prefix or a suffix. Each time the system creates an interest charge obligation using this policy, the system increments the value by one in the *Obligation ID Last Used Number* field and adds this appendage to create the new interest charge obligation.

Exempt From Statements, Dunning Processing, Interest Charges, Trade Tape Processing, Draft Allocations

Type **1** to prohibit the inclusion of interest charge obligations in these processes.

Note: The system charges interest on interest if you do not exempt interest charge obligations from interest charges.

- 8 Press **Enter**. The system creates or updates the interest charge policy and returns you to the prompt screen. You can continue to create interest charge policies or you can press **F3** to return to the Infinium AR main menu.

Working with Rate Tables

The Infinium AR system calculates interest charges using rate tables that you establish and maintain. Interest tables contain interest rates. When the system calculates interest rate charges, an API (application program interface) returns the appropriate interest rate from the interest rate table to the calculation program. The system always calculates interest on the unpaid or open balance, but it determines the interest rate to use from the original obligation amount.

Multiple rate tables allow you to vary the rate for countries, states, dates, and amounts. You can assign rate tables to any level in the hierarchy, including obligations.

Creating a Rate Table

To create a rate table, perform the following steps.

- 1 Select Interest Charge Processing.
- 2 Select *Maintain Rate Tables* [MRT]. The system displays a screen similar to Figure 9-5.

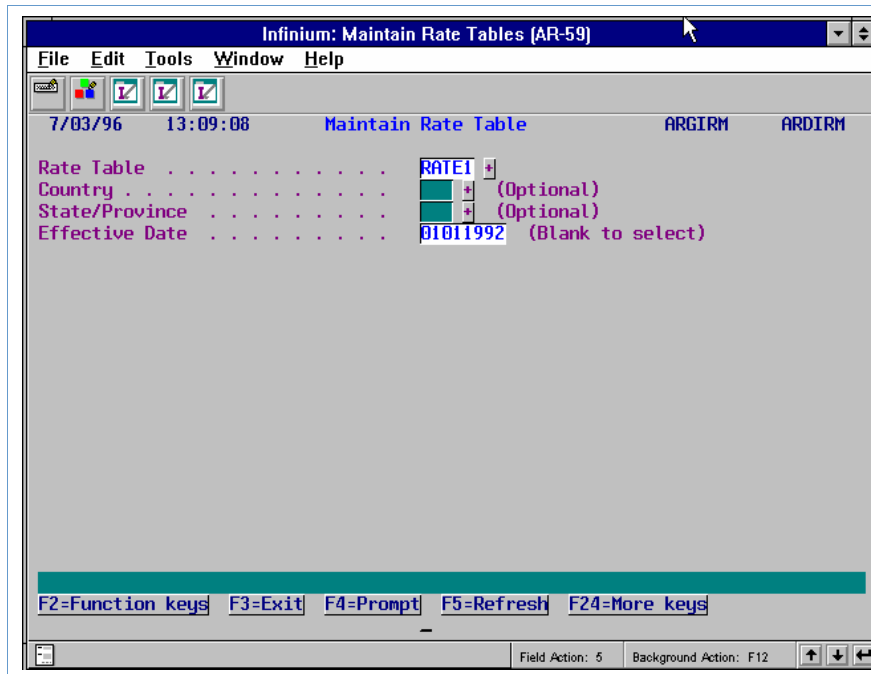


Figure 9-5: Maintain Rate Table prompt screen

- 3 Complete the fields on this screen using the following information.

The *Country* and *State/Province* fields are optional.

Rate Table

Type a unique identifier to create a new rate table. When you update an existing rate table, you can either type its identifier in this field or prompt on this field and select the rate table.

Effective Date

Type a date for this rate table. The system uses this rate table for obligations with an invoice date from this date forward.

- 4 Press . The system displays a screen similar to Figure 9-6.

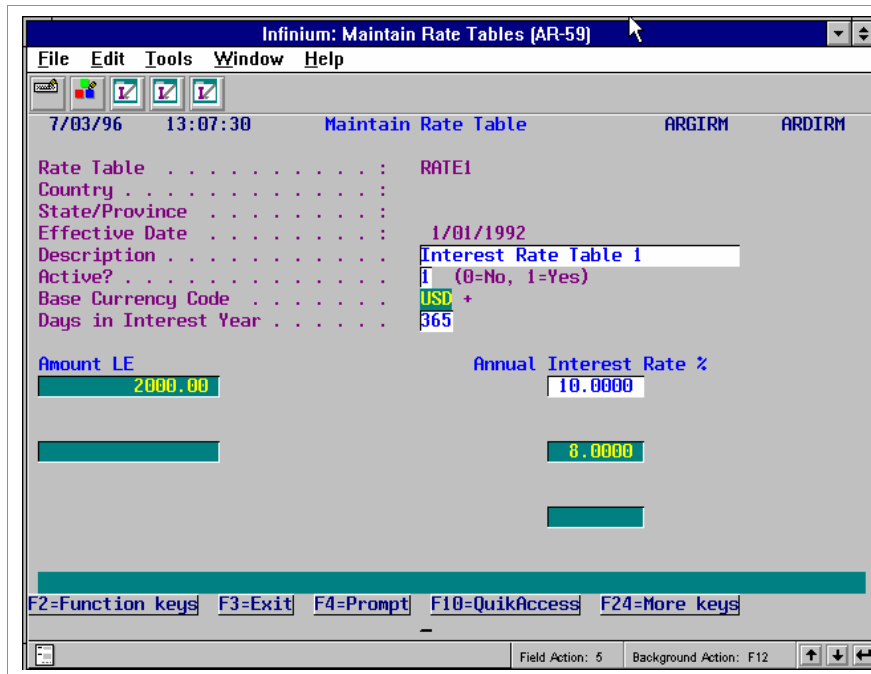


Figure 9-6: Maintain Rate Table screen

- 5 Complete the fields on this screen using the following information to define the rate table.

Description

You must type a description of this rate table. You can use up to thirty characters for this description.

Base Currency Code

You must identify the base currency of the table. The value you type in this field identifies the currency of the optional amounts on this rate table.

Days in Interest Year

Use this field to specify the number of days the system uses to determine the daily interest rate percent. The interest rates you enter into this table are annual interest rate percents. The system divides these annual interest rate percents by the days in the interest year. The default value for this field is 365.

Annual Interest Rate %

There are three interest rate percent fields. You must enter a value in the first *Annual Interest Rate %* field. The system uses these fields when calculating interest charges.

Amount LE

There are two optional amount fields. The system uses these to determine which interest rate to use when calculating interest charges. When there is an amount in this field or fields, the system uses the annual interest rate percentages as follows:

- If the obligation amount (the original, not the open obligation amount) is less than or equal to the first amount, the system uses the first interest rate.
 - If the obligation amount is larger than the first amount, the system uses the second interest rate.
 - If the obligation amount is less than or equal to the second amount, the system uses the second interest rate. If the obligation amount is larger than the second amount, the system uses the third interest rate.
- 6 Press **[Enter]**. The system creates the rate table and returns you to the prompt screen. You can add tables by repeating these steps or press **[F3]** to return to the Infinium AR main menu.

Note: Interest rates should not exceed any limits imposed by statutes or regulations (for example, USA State Usury Laws).

Maintaining a Rate Table

To update an interest rate table, perform the following steps:

- 1 Access the rate table to update. You access a rate table by entering values in the fields on the Maintain Rate Table prompt screen shown in Figure 9-5.

Please note the following information:

- If you enter a value in only the *Rate Table* field and press **[Enter]**, the screen expands and allows you to select with **5** the table to maintain. If you enter a value in only this field and press **[F6]**, the subsequent listing contains rate tables with this name from which you can select.
 - If you enter a value in the *Effective Date* field and in the *Rate Table* field and press **[Enter]**, the system displays that rate table. If you enter a value in the *Rate Table* field and leave this field blank, the screen expands after you press **[Enter]** allowing you to select with **5** the table to maintain.
 - If you leave all the prompt fields blank and press **[F6]**, the system displays a listing of all existing interest rate table combinations, listed in alphanumeric order.
 - If you enter any combination of information on the initial prompt screen before pressing **[F6]** (*Rate Table*, *Country* and/or *State/Province*), the system displays a more specific list of existing rate table combinations.
 - We provide *Rate Table*, *Country* and *State/Province* locate fields to expedite the display and selection of the desired rate table.
- 2 Select the table combination to update with **1**.
 - 3 Press **[Enter]**.
 - 4 Update the rate table information.

- 5 After you change the rate table information, press **Enter** to update the file. You can continue to update additional tables by repeating these steps or press **F3** to return to the Infinium AR main menu.

Deleting a Rate Table

To delete an interest rate table, perform the following steps:

- 1 Access the table to delete.
- 2 Proceed to the second maintenance screen.
- 3 Press **F22**. The system returns you to the first maintenance screen. The message ***DELETED** appears in the subfile listing.
- 4 Press **F3** to return to the Infinium AR main menu.

Maintaining Net Due Grace Days

The Infinium AR system provides you with the ability to use net due grace days as a part of interest charge processing. To use net due grace days, you must define a grace days value for code type **GRD**. You attach this code type to the obligation due date. The system calculates interest beginning the day after the newly calculated obligation due date.

Refer to Part 3 in the *Infinium Accounts Receivable Guide to Controls* for the steps to follow for defining values for code types.

Assigning Values to the Hierarchy

After you define interest charge policies, net due grace day codes and interest charge rate tables, you specify how the system creates interest charge obligations. You can attach the interest charge policy, the net due days grace code and/or an interest charge rate table to any level in the hierarchy. In this example we attach these to a customer.

To attach the interest charge policy, the net due days grace code and/or an interest charge rate table to a customer, perform the following steps:

- 1 Select *Customer/Nat'l Acct Management*.
- 2 Select *Maintain Cust Master Controls [MCMC]*. The system displays a screen similar to Figure 9-7.

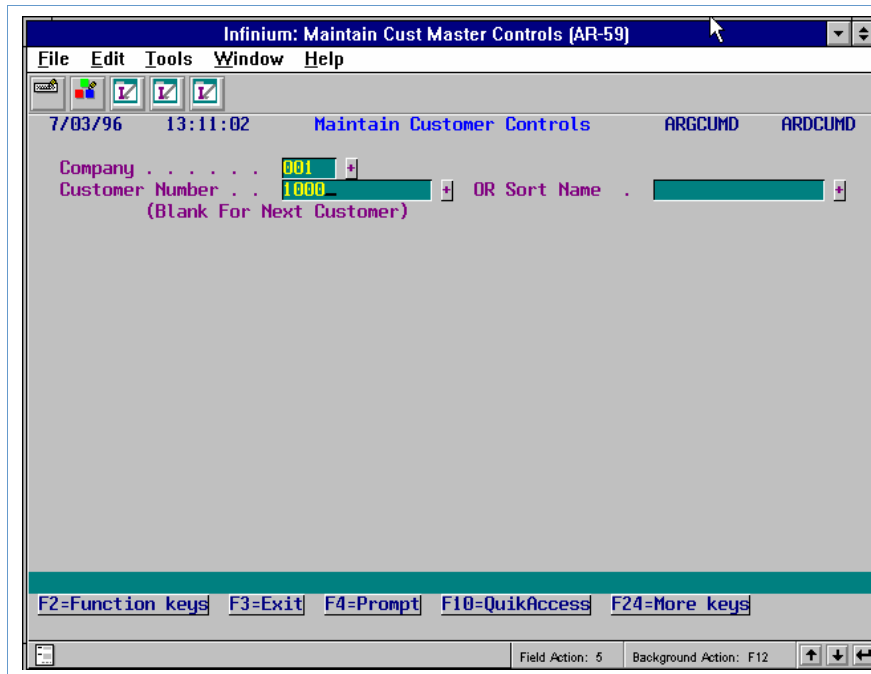


Figure 9-7: Maintain Customer Master Controls prompt screen

- 3 Type the company and customer number.
- 4 Press twice. The system displays a screen similar to Figure 9-8.

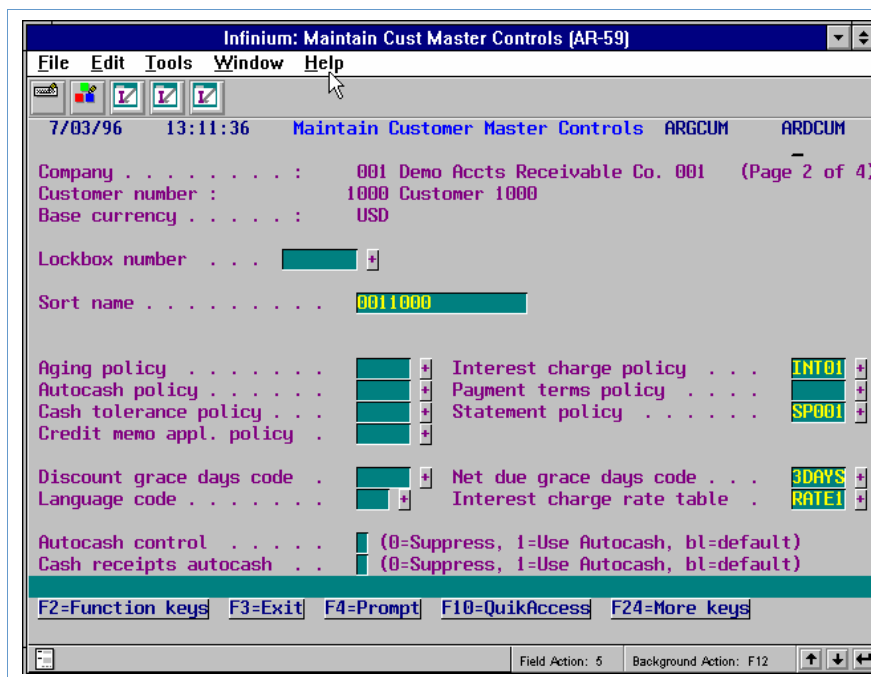


Figure 9-8: Maintain Customer Master Controls screen 2

- 5 Attach the following to the customer's controls:

- Interest charge policy
- Net due grace days code
- Interest charge rate table

Note: When you attach any of these fields to a customer, they apply to only that customer.

- 6 Press twice. The system displays a screen similar to Figure 9-9.

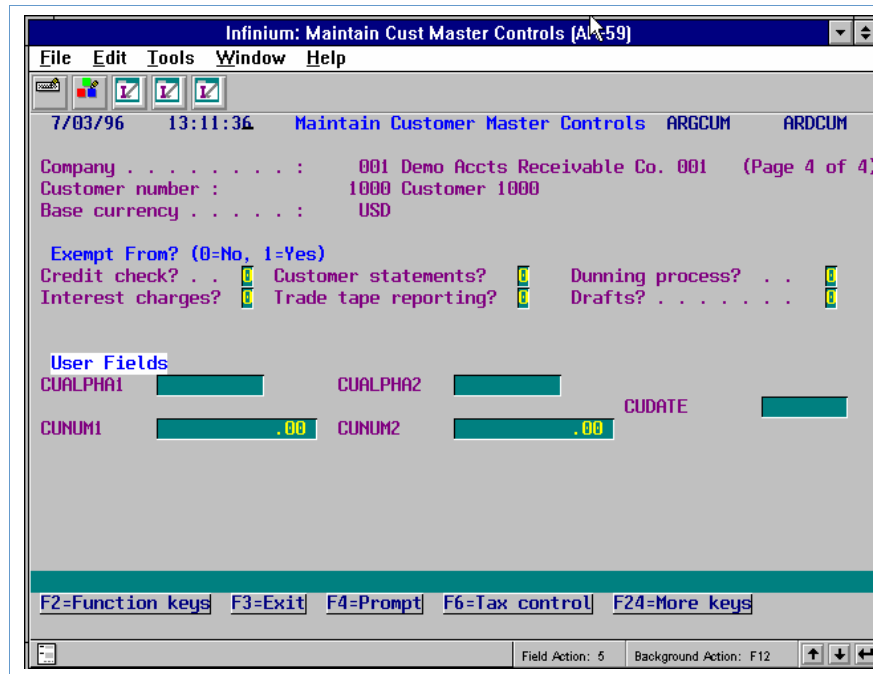


Figure 9-9: Maintain Customer Master Controls screen 4

- 7 Exempt the customer from interest charge calculation by typing **1** in the *Exempt from Interest charges?* field.
- 8 Press to update the customer's record.

Exempting an Obligation from Interest Charges

You can use either the *Maintain Obligation Batches* option or the *Maintain Open Obligations* option to exempt an individual obligation from interest charges. In this example we use the *Maintain Open Obligations* option.

If you use the *Maintain Obligation Batches* option, use the same screen, the second Obligation Maintenance screen, to exempt the obligation from interest charge processing.

To exempt an obligation from interest charge processing, perform the following steps:

- 1 Select *Obligation Processing*.
- 2 Select *Maintain Open Obligations* [MOO].
- 3 Specify the obligation to exempt. Type a value in the *Obligation ID* field and type 2 in the *Transaction Type* field.
- 4 Press twice. The system displays a screen similar to Figure 9-10.

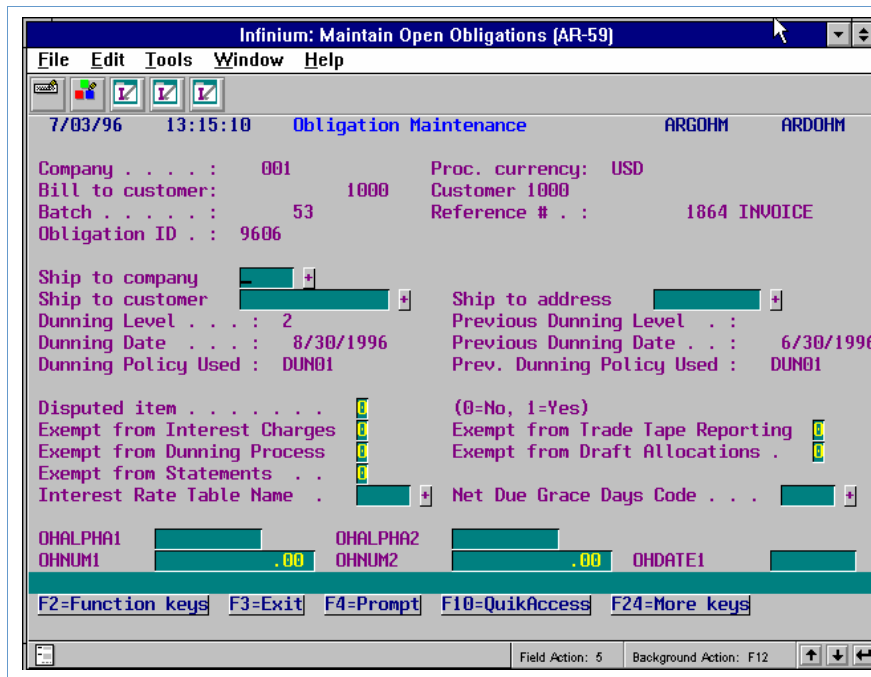


Figure 9-10: Obligation Maintenance screen 2

- 5 Exempt the obligation from interest charge processing by typing 1 in the *Exempt from Interest Charges* field.

To use a different interest rate table or net due grace days code value for this obligation, type the different value in the *Interest Rate Table Name* and/or *Net Due Grace Days Code* fields.

- 6 Press . The system updates the record and returns you to the prompt screen. Continue to exempt obligations or press to exit and return to the Infinium AR main menu.

Calculating Interest Charges

Overview

The Infinium AR system calculates interest charges on the daily overdue balance of an obligation for the period of time that you are running for interest charge processing. The system writes or recalculates an interest charge record each time you run the *Calculate Interest Charges* option. This ensures that it uses the latest information; for example, changes in due dates, interest rates, and so forth.

The interest charge calculation includes one record per invoice, credit memo, debit memo, chargeback, and receipt. The system uses these records to create the obligation to bill the interest charges.

You do not gain efficiency by running this function more than once per period.

Calculating Interest Charges

To calculate interest charges, perform the following steps:

- 1 Select *Interest Charge Processing*.
- 2 Select *Calculate Interest Charges* [CIC]. The system displays a screen similar to Figure 9-11.

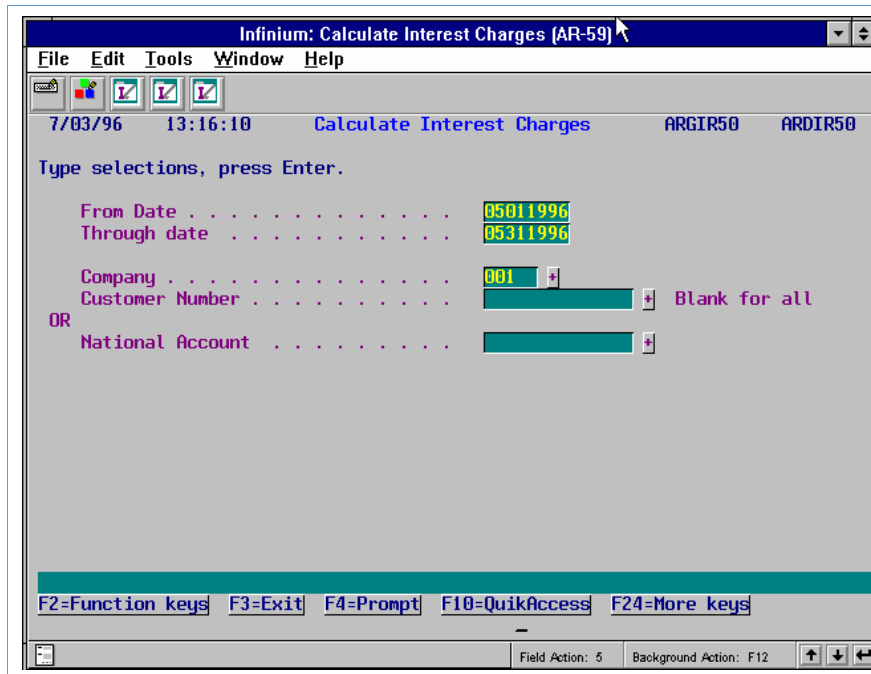


Figure 9-11: Calculate Interest Charges screen

Use this screen to determine the time period and customers or national account for which to calculate interest charges.

3 Complete the fields on this screen using the following information.

From Date, Through Date

You must type a beginning and ending date in order for the system to determine overdue items and to calculate the interest due on those overdue items. The system identifies and selects all invoices, credit memos, debit memos, and chargebacks overdue and open between these dates for interest charge calculation. The system selects receipts for interest charge calculation whose deposit date is within these dates.

The system uses the value in the *Through date* field as the interest charge obligation date.

Company, Customer Number, National Account

You can calculate interest charges for a time period for one of the following:

- All customers in an accounts receivable company
- An individual customer
- A national account
- All customers

Press to calculate interest charges. The system returns you to the Infinium AR main menu. The system calculates interest charges and prints an interest charge audit report.

Reviewing the Interest Charge Audit Report

When you execute the *Calculate Interest Charges* option, the system generates an interest charge audit report. This report is a detailed listing of the obligations and/or cash receipts included in the interest charge calculation. You should review this report prior to creating interest charge obligations. This report includes the following information:

- Due date or the deposit date
- Overdue period
- Number of days overdue
- Average daily balance
- Interest rate table
- Annual interest rate
- Interest charge amount
- Processing currency

Understanding Interest Charge Calculation

The following information should help you understand how the system calculates interest charges.

Interest Charge Period

Generally this is a financial period, but it can be more frequent. In most cases, the system calculates and creates interest charges to be billed at the end of the month before it produces statements and after it processes all obligations and receipts for the month.

Interest Charge Policy

This determines whether the system includes unapplied cash, unreferenced credit memos, and disputed items in the calculation. It also determines how the new interest charge obligation will look. You can assign it to companies, customers, and/or national accounts.

Overdue Date

The system calculates the overdue date of an obligation, debit memo, credit memo, and chargeback using the following formula:

$$\text{Overdue Date} = \text{Net Due Date} + \text{Net Due Grace Days} + 1$$

The system calculates the interest charges of overdue chargebacks from the date the chargeback is applied/created against the original obligation; cash uses the deposit date.

Daily Overdue Amount

The system calculates the daily overdue amount using the following formula:

$$\text{Daily Overdue Amt.} = \frac{\text{Orig'l. Amt.} - \text{Applications up to Calculation Day}}{\# \text{ Days Overdue in from/through Range}}$$

Average Daily Open Balance

The system calculates the average daily open balance using the following formula:

$$\text{Av. Daily Overdue Bal.} = \frac{\text{Summary of Daily Overdue Open Amts.}}{\# \text{ Days Overdue in from/through Range}}$$

Credits and cash

Credits and cash generate negative interest charges if included in the calculation.

Application date determination

In calculating the daily overdue balance for an obligation the system uses the following to determine the dates used for various applications. When you apply checks, the system uses the deposit date. The system uses the application date of credit and debit memos, chargebacks and writeoffs to determine the daily balance for an obligation.

Chargebacks

The system treats single chargebacks like obligations except that it references the original obligation to determine when it last calculated interest charges; interest charges on the chargeback only proceed from that date.

Application reversals

The system reflects application reversals in the daily overdue balance.

Memos

Referenced credit memos always have negative interest charges calculated from the due date (or the submission from date, if it is later) with the application date used to determine when the open balance is reduced. Unreferenced memos never appear as individual items if the interest charge policy excludes credit memos. If the policy includes them, the system treats them like referenced credit memos.

Interest Charge Due

The system calculates interest charges due using the following formula:

$$\text{Int. Chg.} = \text{Av. Daily Overdue Bal.} \times \text{Daily Int. Rate} \times \text{\# Days Overdue in from/through Range}$$

Daily Interest Rate

The daily interest rate exists on the Interest Rate Table. The system calculates it using the following formula:

$$\text{Daily Interest Rate} = \frac{\text{Annual Interest Rate \%} / 100}{\text{Number of Days in Interest Year}}$$

The system compares the obligation date (the transaction date, not the as of date) to the interest rate table's effective date to determine the interest rate to use (the one in effect on the obligation creation date).

Maintaining Interest Charges

Overview

When you run the *Calculate Interest Charges* option, the system creates a workfile. The Infinium AR system provides the *Display Interest Charges* option that allows you to only view interest charge records. The system also provides the *Maintain Interest Charges* option that allows you to display the interest charge records and adjust them before the system actually creates the interest charge obligations.

You can create interest charges for each company, customer, currency combination. The system allows one adjustment record per company, customer, currency combination. Each adjustment creates an interest charge record.

Maintaining Interest Charges

To maintain interest charges, perform the following steps:

- 1 Select *Interest Charge Processing*.
- 2 Select *Maintain Interest Charges* [MIC]. The system displays a screen similar to Figure 9-12.

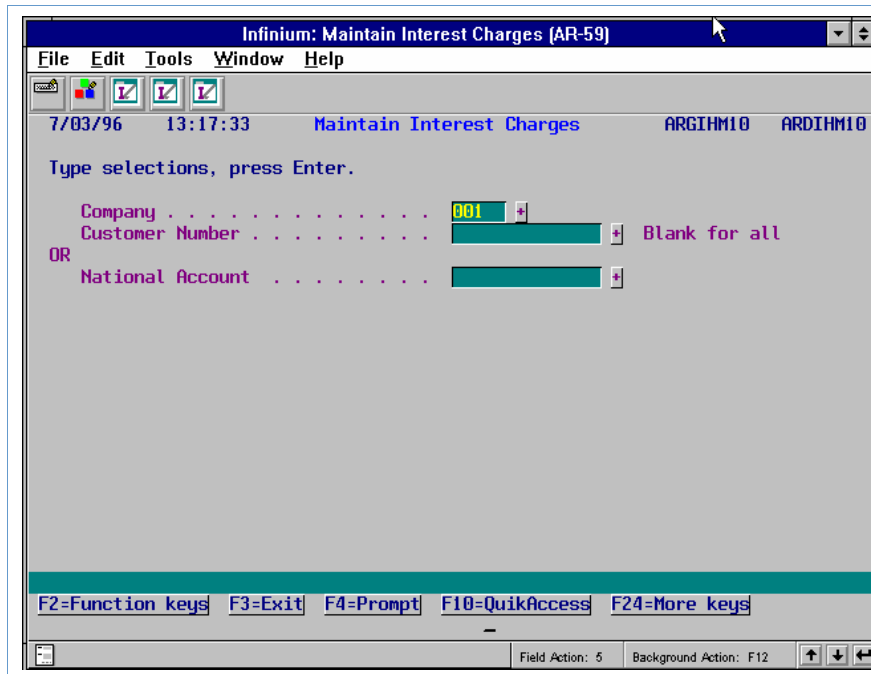


Figure 9-12: Maintain Interest Charges prompt screen

- 3 Specify whether you want to display and/or adjust the interest charges for all customers in an accounts receivable company, an individual customer, or a national account.
- 4 Press . The system displays a screen similar to Figure 9-13.

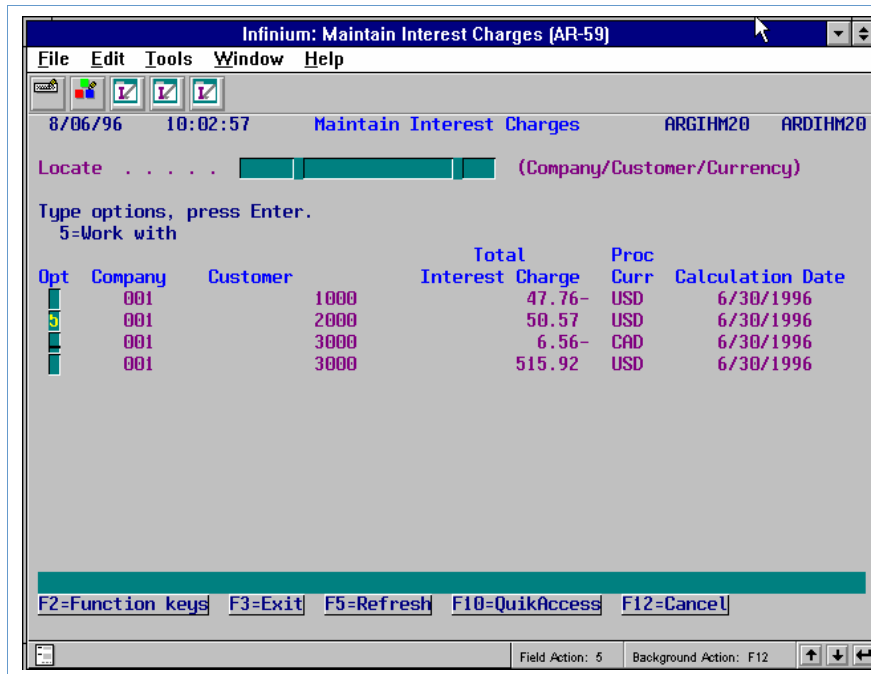


Figure 9-13: Maintain Interest Charges screen 1

This screen displays a list of customers, their total interest charges per processing currency and their calculation dates.

- 5 Select with **5** the customer/processing currency whose interest charges you want to display and/or adjust.

Note: Use the *Company*, *Customer* and *Currency* locate fields to facilitate this selection.

- 6 Press **Enter**. The system displays a screen similar to Figure 9-14.

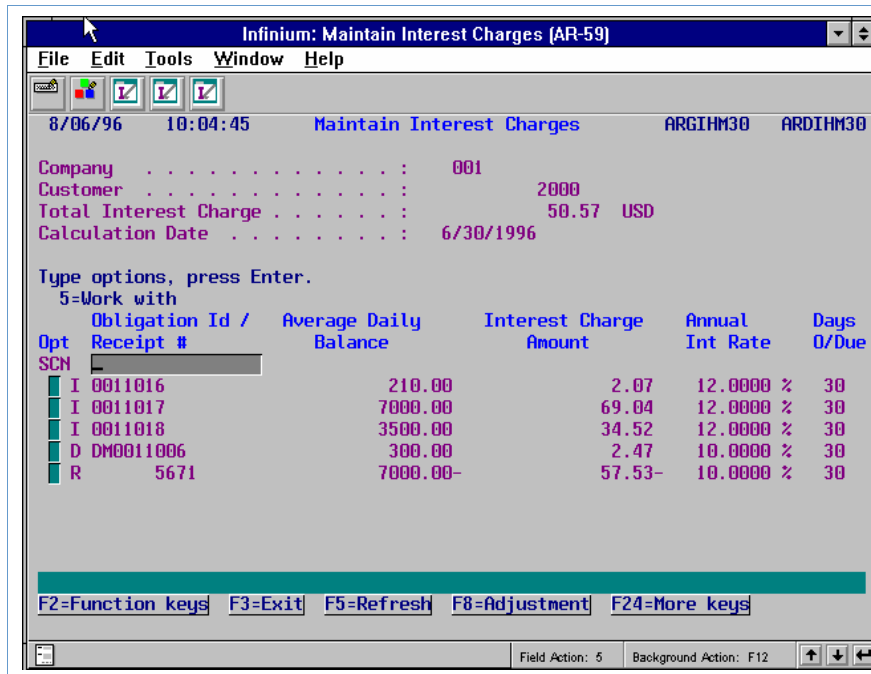


Figure 9-14: Maintain Interest Charges screen 2

This screen displays the total interest charge in processing currency and the date on which the interest charge was calculated. The system identifies the interest records displayed in the subfile as follows:

- | | |
|----------------|---------------------|
| A (Adjustment) | C (Credit Memo) |
| B (Chargeback) | N (Interest Charge) |
| D (Debit Memo) | R (Receipt) |
| I (Invoice) | |

N type records are interest charges calculated on interest charge obligations. You must exempt interest charge processing if you do not want interest charges calculated on interest charges. However, this only affects new interest charges. To exempt an existing interest charge, change its exemption status using the *Maintain Open Obligations* option.

- 7 Type **5** in the *Opt* field to display an individual interest charge or press **F8** to make an adjustment to the *Total Interest Charge* field.

Note: Use the *Obligation ID/Receipt #* scan field to request a more specific display. After you type either of these and press **Enter**, the subfile listing contains only those items that match or contain the scanned for value.

- 8 Press **Enter**. The system displays a window similar to Figure 9-15 if you elected to adjust the total interest charge. The system displays a screen similar to Figure 9-16 if you elected to display an interest charge.

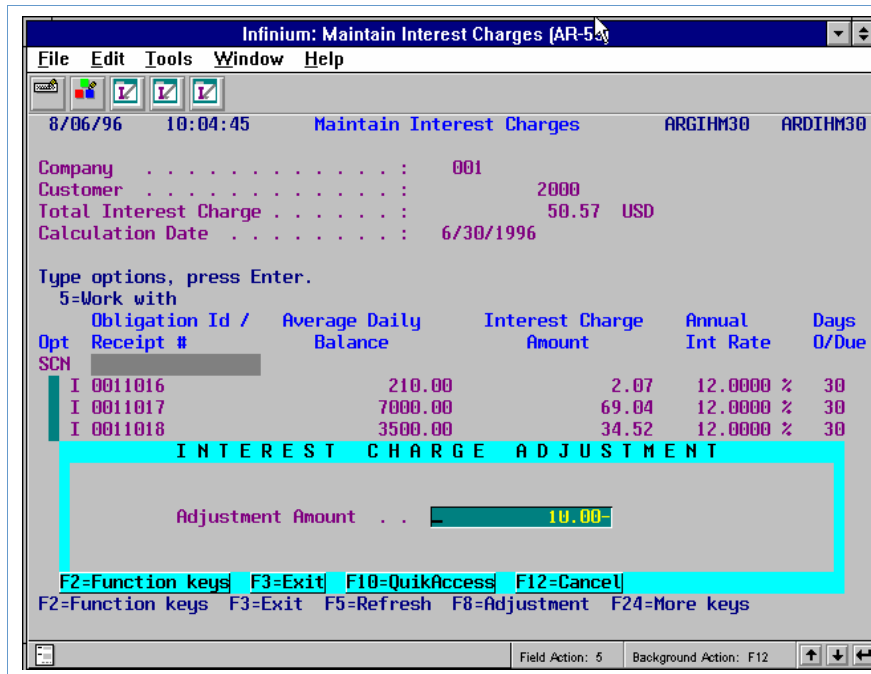


Figure 9-15: Interest Charge Adjustment window

- 9 Type the amount of the adjustment. You can enter positive and negative adjustment amounts.
- 10 Press **[Enter]**. The system adjusts the amount in the *Total Interest Charge* field. The system also displays the adjustment (preceded with **A** as the identifier) in the subfile on the Maintain Interest Charges screen 2.

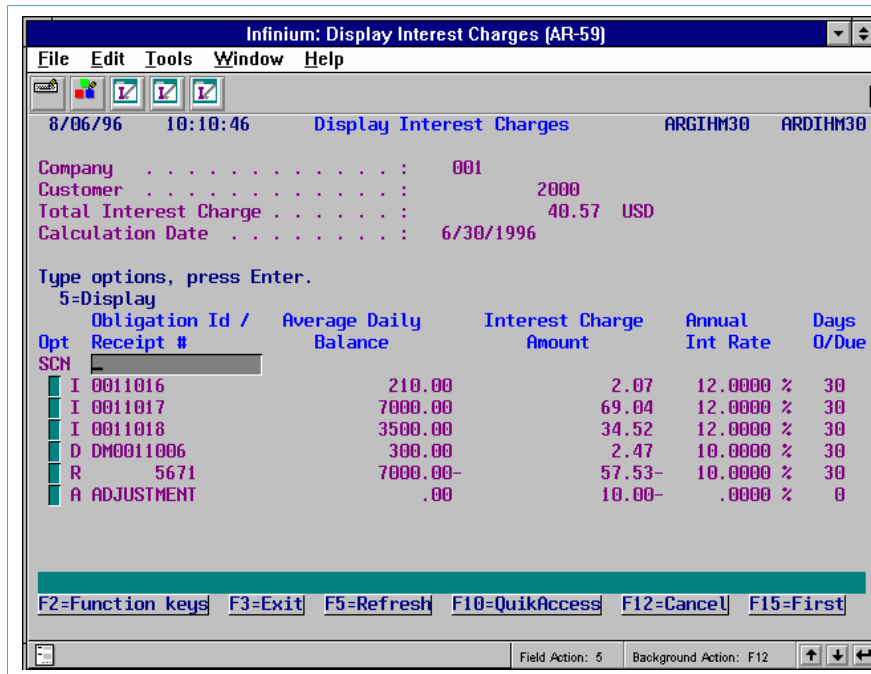


Figure 9-16: Display Interest Charges screen

This screen displays complete information from the interest charge record.

- 11 Press **[Enter]** after you have viewed the interest charge.
- 12 You can continue to adjust or view interest charges, or press **[F3]** to return to the Infinium AR main menu.

Printing the Interest Charge Register

Overview

The Infinium AR system produces the Calculate Interest Charges Audit Report when you run the *Calculate Interest Charges* option. You can also list the same information using the *Print Interest Charge Register* option. The latter can differ from the listing the system generates when you run the calculation function if you have made interest charge adjustments using the *Maintain Interest Charges* option. After you make adjustments to the interest charge calculations, you should print an Interest Charge Register to review the adjustments.

Printing the Interest Charge Register

To print the interest charge register, perform the following steps:

- 1 Select *Interest Charge Processing*.
- 2 Select *Print Interest Charge Register* [PICR]. The system displays a screen similar to Figure 9-17.

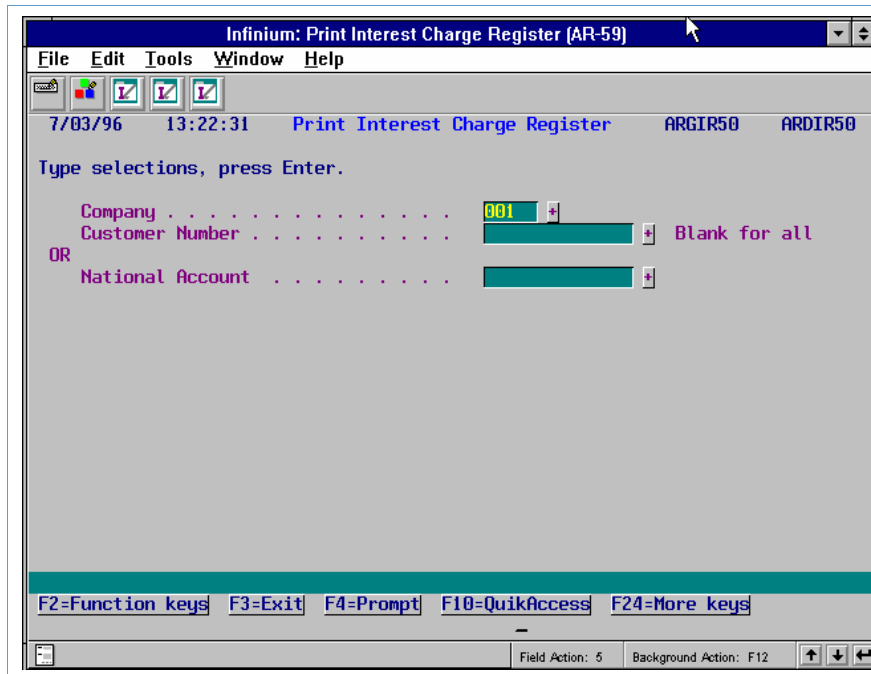


Figure 9-17: Print Interest Charges Register screen

- 3 Specify whether the system includes interest charge information for all customers in a company, a specific customer or a national account.
- 4 Press . The system generates the audit trail of the interest charge calculations and returns you to the Infinium AR main menu.
- 5 Review this report before you create the interest charge obligations.

Creating Interest Charge Obligations

Overview

After reviewing the interest charges on the Interest Charge Register, you are ready to create the actual obligations. You use the *Create Interest Charge Obligations* option to create interest charge obligations. The Infinium AR system creates one interest charge obligation per company, customer, currency, and interest charge period. The total interest charge is the sum of the interest charges on each overdue obligation.

Creating Interest Charge Obligations

To create the obligation that bills the customer for the interest charge or charges calculated, perform the following steps:

- 1 Select *Interest Charge Processing*.
- 2 Select *Create Interest Charge Obligations* [CICO]. The system displays a screen similar to Figure 9-18.

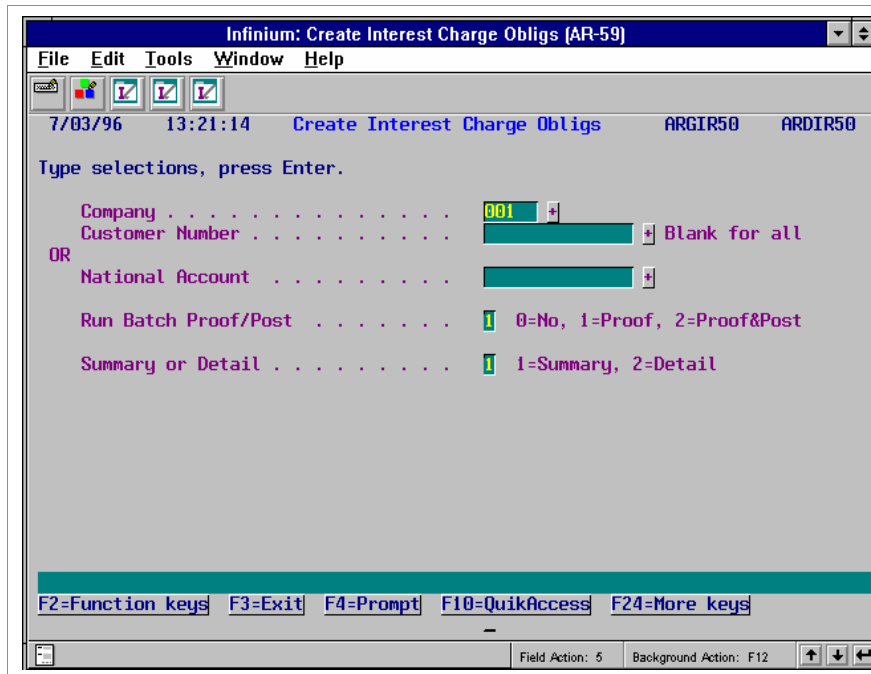


Figure 9-18: Create Interest Charges Obligs prompt screen

- 3 Complete the fields on this screen using the following information.

Company, Customer Number, National Account

You must specify whether the system creates interest charge obligations for all customers in a company, a specific customer in a company, all customers in all companies, or a national account.

Run Batch Proof/Post

You must specify whether the system proofs, proofs and posts, or does neither to the interest charge obligation batch it creates when you run this function.

Summary or Detail

You must specify whether the reports print in summary or detailed format if you elected to proof or to proof and post in the previous field.

- 4 Press to create interest charge obligations.

Adjusting Interest Charge Obligations

Updating Interest Charge Obligations

You can update posted interest charge obligations using the *Maintain Open Obligations* option. You use the *Maintain Obligation Batches* option to update unposted interest charge obligations. Throughout the Infinium AR system, you can recognize interest charge obligations by their Obligation Type, **005**, **INT** or **N**.

Please note the following limitations to updating an interest charge obligation batch:

- You cannot add new interest charges to the interest charge batch.
- You cannot change the value in the *Create GL Entry* field.
- You cannot change the values for the following on an interest charge obligation:
 - Amount of the interest charge
 - Tax detail and tax lock
 - Freight amount and freight distribution code
 - Tax amount and tax distribution code
 - The three miscellaneous amounts and their distribution codes
- You cannot delete the interest charge obligation and the associated distribution.
- You can make only non-accounting changes to posted interest charge obligations.

For detailed information on updating obligation batches, refer to Part 2 “Processing Obligations” in the *Infinium Accounts Receivable Guide to Processing*.

Viewing Related Obligations in Interest Charge Obligations

Unposted Interest Charge Obligations

To view related obligations in the *Maintain Obligations Batches* option, press **F7** on the Obligation Entry Header screen. The system displays a window similar to Figure 9-19.

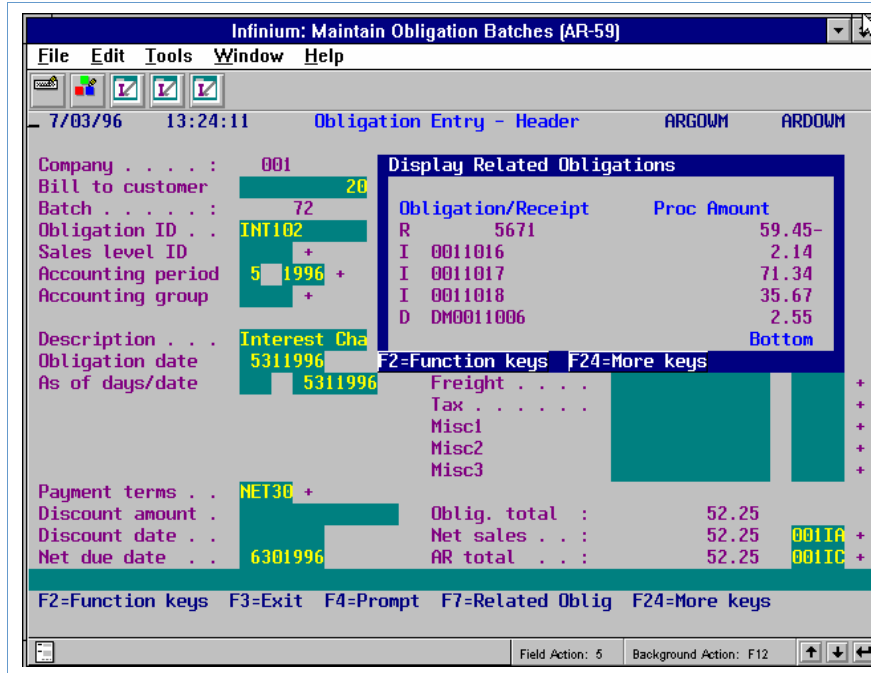


Figure 9-19: Related Obligations window

Posted Interest Charge Obligations

To view related obligations in the *Maintain Open Obligations* option, select an obligation with **2** and press **[F7]** from the Obligation Maintenance screen.

Frequently Asked Questions

Why can interest charge processing produce unexpected results?

Interest Charge Policy

Does the interest charge policy you are using include unreferenced credit memos and unapplied cash? If yes, the system calculates negative amounts on these items. This reduces the overall total of the obligation the system creates.

Rate Table

What is the effective date in the rate table? The system does not pick up any obligations in its calculation with an obligation date prior to the effective date of the rate table.

Net Due Grace Days

Are grace days in effect within the hierarchy (entity, company, customer or obligation level)? The system adds these days to the net due date to determine if the obligation is overdue.

From Date/Through Date Used in Calculation

The system calculates charges on the daily overdue balance of each obligation for this period of time/number of days. If you are calculating interest from 6/1 to 6/30 and the date of the receipt is 6/22 for an invoice that was due on 6/5, the system calculates interest charges for 17 days (the number of days it was late).

Maintain Interest Charges

Use this menu option to make any adjustment to the amount of the interest charge obligation prior to creating it.

Calculate Interest Charges

Re-run this function for the same time period as often as needed until you are satisfied with the results.

Create Interest Charges

Do not run this function until you are satisfied with the accuracy of the calculation output since this actually creates the new interest charge obligation.

Uncollectible Interest Charges

If you subsequently determine that an interest charge invoice is uncollectible, we suggest that you do the following. Create an obligation writeoff policy that utilizes the same GL distribution code as the GL distribution code the system credits at the time of interest charge obligation creation. (This is on the interest charge policy.)

Tips and Techniques

Interest Charge Processing for National Accounts

Interest charge processing allows you to process either a company/customer or a specific national account. The national account hierarchy accommodates national account processing. National account processing searches the hierarchy at the national account level first and then at the entity level in most functions. The national account hierarchy search used in interest charge processing follows.

The system determines the interest charge policy as follows:

Retrieve from national account; if not found, go to
default customer; if not found, go to
default company; if not found, go to entity.

The system determines the rate table and grace days as follows:

Retrieve from obligation; if not found, go to
national account; if not found, go to
default customer; if not found, go to
default company; if not found, go to entity.

Net Due Grace Days

You establish values for net due grace days in the *Maintain Codes* option using the code type **GRD**. You can assign a net due grace days code to any of the control files.

The system searches the hierarchy (that is, the customer, national account, company, and entity) to determine the value to use when processing. Additionally, you can set net due grace days at the obligation level. To determine net due grace days, the system attempts to obtain a value from the obligation prior to searching the control files hierarchy.

In interest charge processing, a net due grace days value extends the due date of an obligation. The system uses the obligation due date plus the net due grace days value to determine the date used to qualify the item for interest charge calculation.

Interest charge calculations are based on the number of days within the interest charge period that an obligation is past due. By adding net due grace days to an

obligation's due date, the system extends the period before which interest charge calculations begin.

For example, an open obligation has a due date of 12-01-95 and you calculate interest charges through 12-15-95. Without associated grace days, the system calculates interest charges for this obligation for 14 days, from 12-02-95 through 12-15-95. An associated net due grace days value of five extends the obligation's due date. The system calculates interest charges for a period of nine days, from 12-07-95 through 12-15-95. Because of the shortened period of interest calculation, the amount calculated for this obligation will be lower.

Notes

This part of the guide describes how to process customer trade tape information.

The part consists of the following topics:

Topic	Page
Overview of Trade Tape Processing	10-2
Establishing Trade Tape Controls	10-3
Creating Tapes for D&B or Experian	10-12

Overview of Trade Tape Processing

Trade tapes report customer credit information to credit agencies. Trade tape information includes:

- Open obligation information
- Payment history

To process trade tapes, you must set up your system to process trade tapes. Trade tape controls determine:

- To whom you are sending trade tape information
- Information D&B and/or Experian requires regarding your company as well as your customers
- Companies and customers for whom you are creating trade tape information and those who are exempt from trade tape processing

Objectives

After you complete this part of the guide, you should be familiar with the following:

- Creating trade tape policies, assigning them to companies, exempting customers from trade tape processing, and maintaining customer payment terms
- Processing trade tapes for Dun and Bradstreet (D&B) and Experian, Inc.

Establishing Trade Tape Controls

Before you can process trade tapes, you must do the following:

- Create Trade Tape Policies
- Assign a Trade Tape Policy to a Company
- Exempt Customers from Trade Tape Processing
- Maintain Customer Payment Terms

Creating Trade Tape Policies

When you create a trade tape policy, you establish the controls for the generation of payment experience tapes that you send to D&B and/or Experian, Inc.

To create a trade tape policy, perform the following steps:

- 1 Select *Policy File Maintenance*.
- 2 Select *Maintain Trade Tape Policies* [MTTP]. The system displays a screen similar to Figure 10-1.

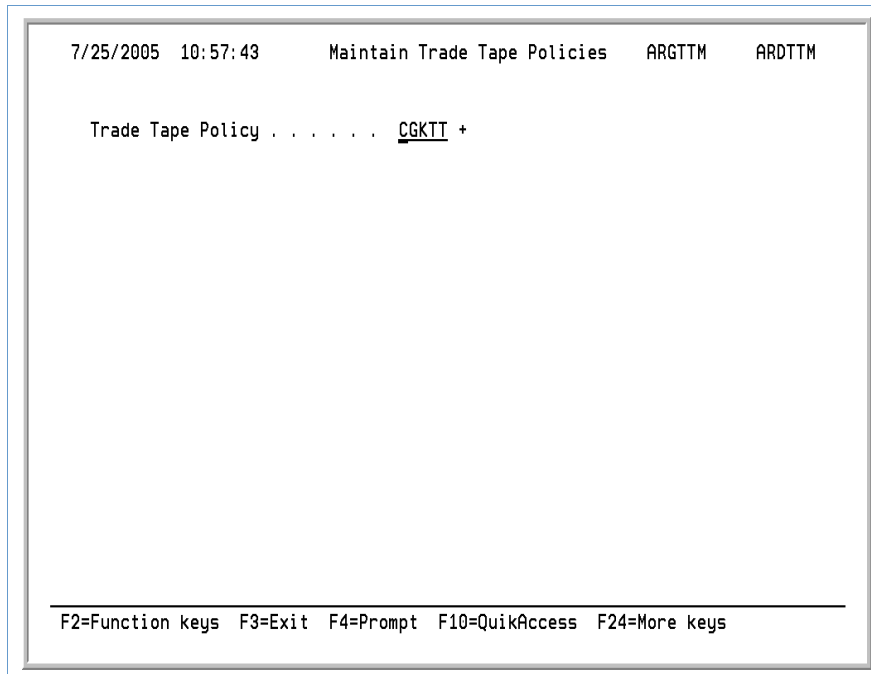


Figure 10-1: Maintain Trade Tape Policies prompt screen

- 3 Type a unique trade tape policy identifier to create a new trade tape policy. To update a trade tape policy, you can prompt on this field or type an existing trade tape policy identifier.
- 4 Press . The system displays a screen similar to Figure 10-2.


```

7/25/2005 10:57:43      Maintain Trade Tape Policies  ARGTTM  ARDTTM

Trade Tape Policy . . . : CGKTT

Description . . . . . CGK TRADE TAPE POLICY
Active? . . . . . 1 (0=No, 1=Yes)
Base Currency . . . . . USD +
Destination . . . . . 2 (0=EXPERIAN Only, 1=D & B Only, 2=Both)
Default Payment Terms . . . . . +

-----
Dun and Bradstreet                EXPERIAN
D&B Frequency . . . . . 0 (0/1)    EXPERIAN Frequency . . . : 0 (0/1)
DUNS Number . . . . . 12345        EXPERIAN Contributor No. : 12345
D&B TR Number . . . . . 6789       SIC Code . . . . . : 1234 +
                                     EXPERIAN Bus. Category . : 1234 +
                                     EXPERIAN Reportg. Method : 0 (0-5)
D&B Effective Date : 6/03/2002     EXPERIAN Effective Date : 5/25/2004
Date D&B Extracted : 6/06/2002    Date EXPERIAN Extracted : 5/27/2004
Time D&B Extracted : 15:01:26      Time EXPERIAN Extracted : 15:05:20
Date D&B Tape Cut . . . . .        Date EXPERIAN Tape Cut . . . . .
Time D&B Tape Cut . . . . .        Time EXPERIAN Tape Cut . . . . .

-----
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys

```

Figure 10-2: Maintain Trade Tape Policies screen

In addition to defining or updating your trade tape policy, you can also use this screen to view information about the last time the system processed trade tapes.

Define your trade tape policy using the following information.

Base Currency

If you are not using multiple base currencies, the system defaults the base currency value on the entity controls into this field and you cannot change it.

If you are using multiple base currencies, you must specify the base currency of this policy.

D&B Frequency, EXPERIAN Frequency

To send the trade tape monthly, type 0. To send the trade tape quarterly, type 1.

DUNS Number, EXPERIAN Contributor Number

Type the number assigned to you by D&B or Experian.

D&B TR Number

If you are sending trade tape to D&B, you must use this field to type the tape submitter number assigned to your company by D&B.

SIC Code

If you are sending trade tape to Experian, you must use this field to type the Standard Industrial Classification code that identifies your company's primary business activity.

EXPERIAN Business Category

If you are sending trade tape to Experian, you must use this field to identify your company's business using a valid Experian Business Category code.

EXPERIAN Reporting Method

Type the reporting method you are using to report trade tape data to Experian. The following are valid values:

- | | |
|---|---|
| 0 | Report actual amounts. |
| 1 | Report amounts over \$100,000 as \$100,000. |
| 2 | Report amounts over \$200,000 as \$200,000. |
| 3 | Report amounts over \$300,000 as \$300,000. |
| 4 | Report amounts over \$400,000 as \$400,000. |
| 5 | Report amounts over \$500,000 as \$500,000. |

- 5 Press . The system creates or updates the trade tape policy.

Assigning a Trade Tape Policy to a Company

If you are using trade tape processing, attach a trade tape policy to the company level in the Infinium AR hierarchy. You subsequently have the option of exempting individual customers from trade tape processing.

Note: The Infinium AR system does not search the hierarchy for trade tape policies.

To attach a trade tape policy to a company, perform the following steps:

- 1 Select *Control File Maintenance*.
- 2 Select *Maintain Company Controls* [MCC]. The system displays a screen similar to Figure 10-3.

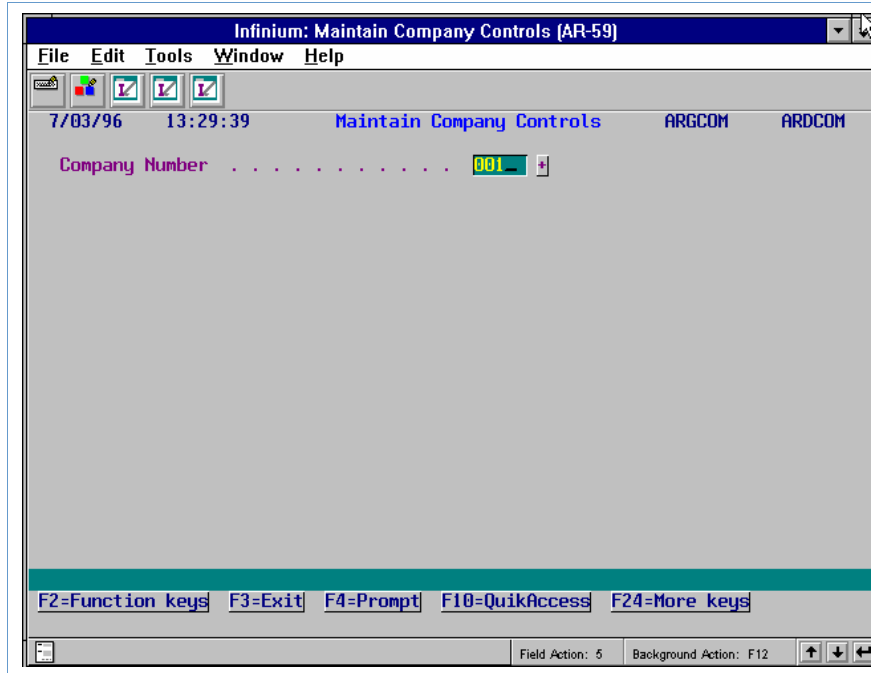


Figure 10-3: Maintain Company Controls prompt screen

- 3 Type a value in the *Company Number* field and press **Enter** twice. The system displays a screen similar to Figure 10-4.

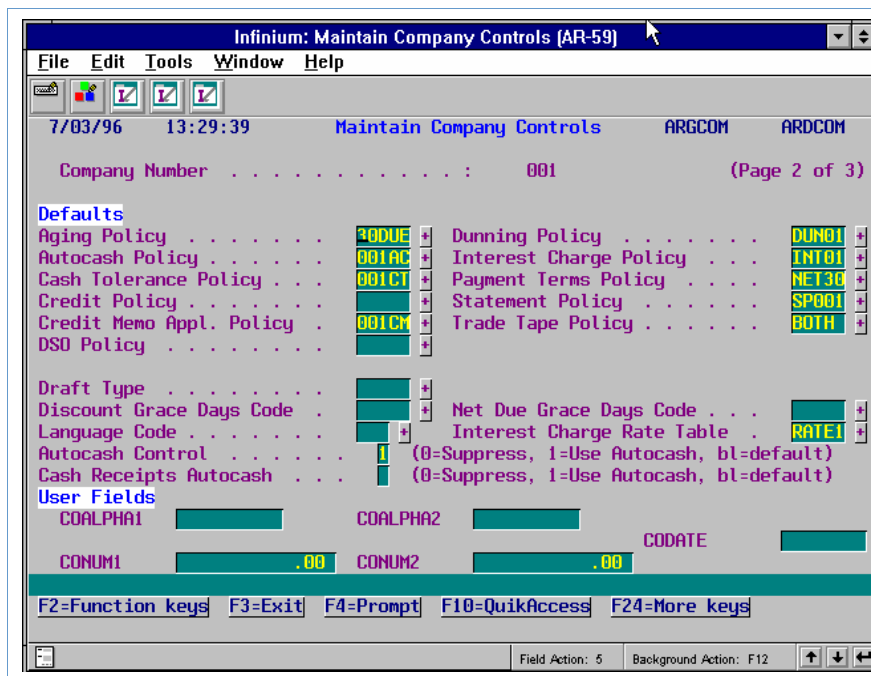


Figure 10-4: Maintain Company Controls screen 2

This second screen of the *Maintain Company Controls* option is the only screen in this function that pertains to trade tape processing.

- 4 Type a valid identifier in the *Trade Tape Policy* field to attach a trade tape policy to a company.
- 5 Press twice. The system updates the company controls and returns you to the main menu.

Exempting a Customer from Trade Tape Processing

You must use the *Maintain Customer Master Controls* option to indicate whether or not to include a customer's payment experience in trade tape reporting.

To exempt a customer from trade tape processing, perform the following steps:

- 1 Select *Customer/Nat'l Acct Management*.
- 2 Select *Maintain Cust Master Controls* [MCMC]. The system displays a screen similar to Figure 10-5.

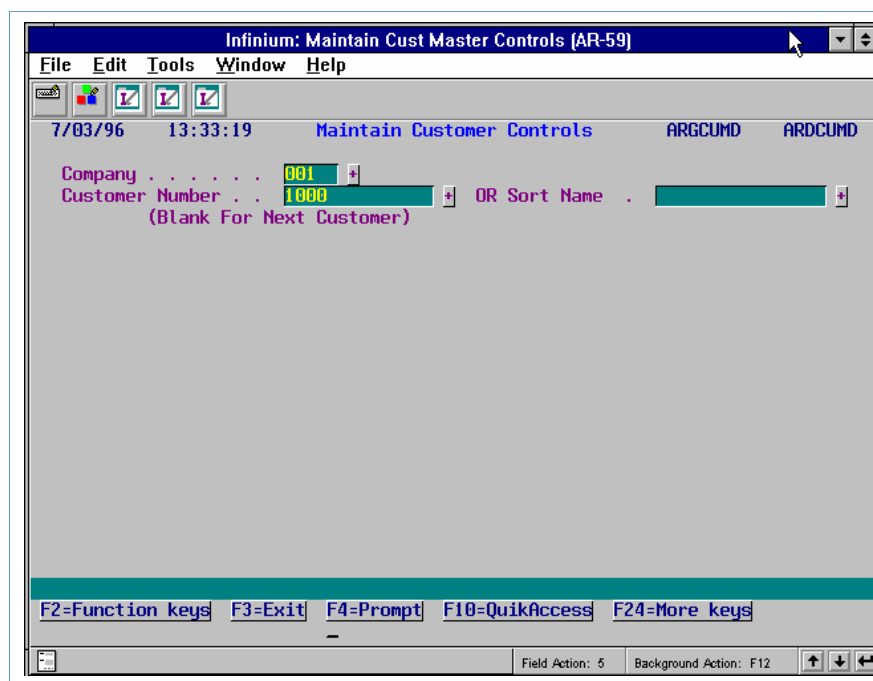


Figure 10-5: Maintain Customer Master Controls prompt screen

- 3 Type a value in the *Company* and *Customer Number* fields and press four times. The system displays a screen similar to Figure 10-6.

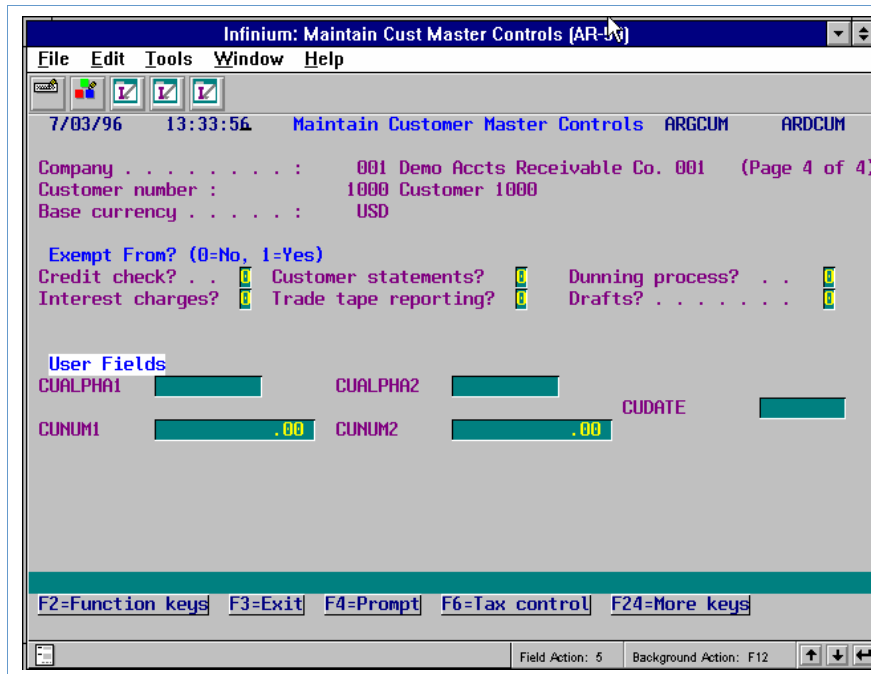


Figure 10-6: Maintain Customer Master Controls screen 4

This fourth screen of the *Maintain Customer Master Controls* option is the only screen in this function that pertains to trade tape processing. You use this screen to exempt a customer from trade tape reporting.

- 4 Type **1** in the *Trade tape reporting?* field to exempt a customer from trade tape reporting. Type **0** to include a customer in trade tape reporting.

If you type **1** to exempt, you cannot include a customer in trade tape reporting for an individual obligation. However, if you type **0** to include, you can exempt a customer from trade tape reporting for an individual obligation.

- 5 Press to update the Customer Master file and return to the main menu.

Maintaining Customer Payment Terms

Based on D&B and/or Experian requirements, you must provide information about the customer to report on the trade tape.

To provide the customer information necessary for trade tape processing, perform the following steps:

- 1 Select *Customer/Nat'l Acct Management*.
- 2 Select *Maintain Cust Credit Controls* [MCCC]. The system displays a screen similar to Figure 10-7.

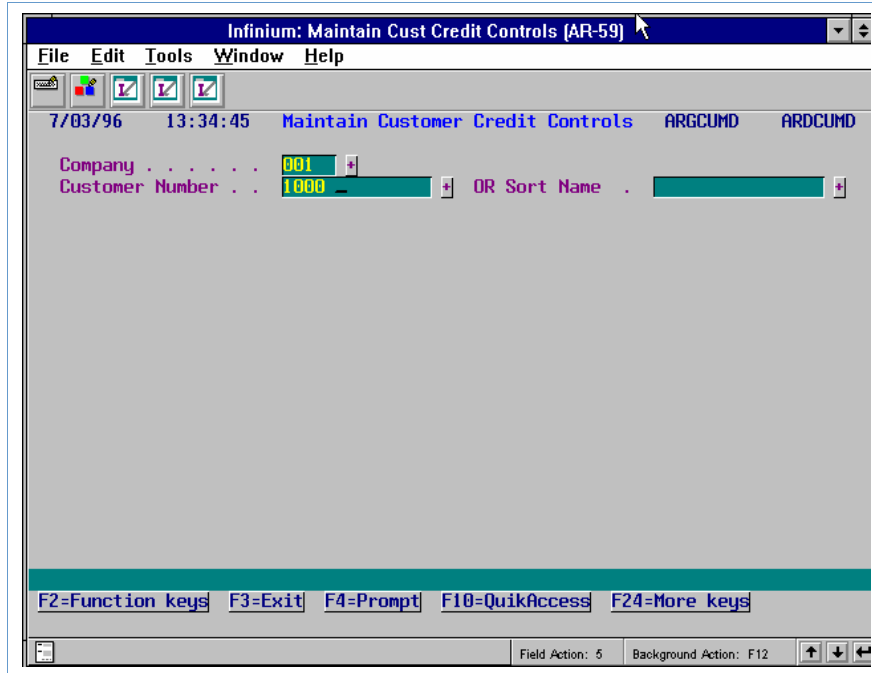


Figure 10-7: Maintain Customer Credit Controls prompt screen

- 3 Type a value in the *Company* and *Customer Number* fields and press **Enter** three times. The system displays a screen similar to Figure 10-8.

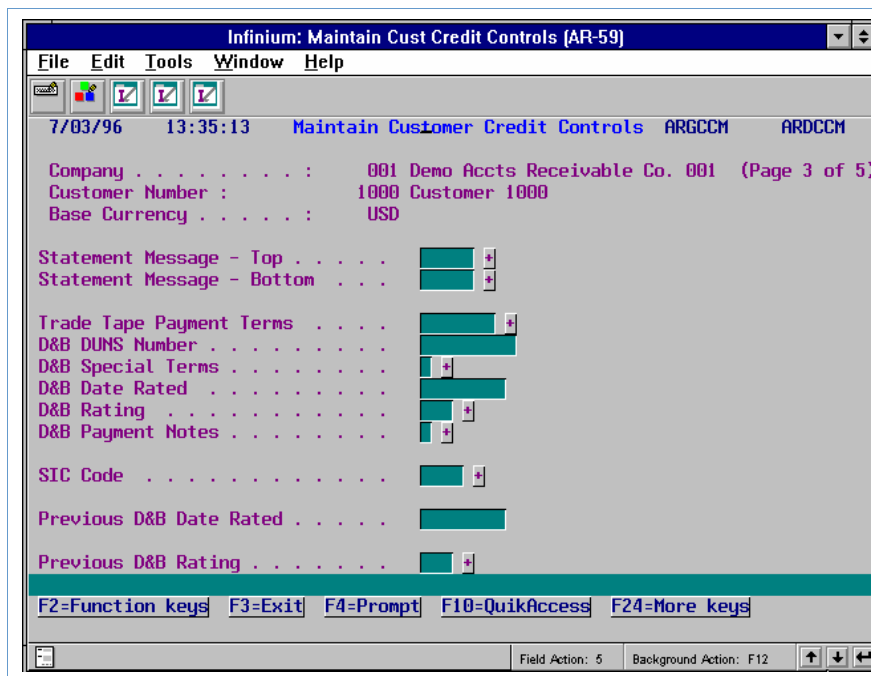


Figure 10-8: Maintain Customer Credit Controls screen 3

This third screen of the *Maintain Customer Credit Controls* option is the only screen in this function that pertains to trade tape processing. You use this screen to provide customer trade tape information.

- 4 Complete the fields on this screen using the following information.

Trade Tape Payment Terms

Use this field to type the trade tape payment terms for this customer. You can prompt on this field to display a list of trade tape payment term codes established in the *Maintain Codes* option using code type **TTT**.

D&B DUNS Number

Use this field to type an optional number (up to nine numbers long) to identify the customer. This is for your informational purposes only.

D&B Special Terms

Use this field to type the special terms code for this customer. You can prompt on this field to display a list of D&B special terms codes established in the *Maintain Codes* option using code type **DBT**.

D&B Date Rated

This is the most recent date on which D&B rated the customer.

D&B Rating

This is the most recent D&B rating of this customer. This rating, which D&B does yearly when it reviews the account, is a combination of net worth and payment habits. You can prompt on this field to display a list of D&B rating codes established in the *Maintain Codes* option using code type **D&B**.

D&B Payment Notes

Use this field to type a D&B payment notes code for this customer. Prompt on this field to display a list of D&B rating codes created in the *Maintain Codes* option using code type **DBN**. Examples of what these codes can reflect include the following: Account in Dispute, Suit Filed, First Sale, Repossession, and so forth.

SIC Code

This is the Standard Industrial Classification code that identifies the customer's primary business activity. You can prompt on this field to display a list of SIC codes established in the *Maintain Codes* option using code type **SIC**.

Previous D&B Date Rated, Previous D&B Rating

When you update the customer's credit controls with a new rating, move the last D&B rating date and rating to these fields.

- 5 Press three times to update the Customer Credit file and return to the main menu.

Creating Tapes for D&B or Experian

Overview

There are four steps to process tapes for D&B and/or Experian. The functions for each step are in the menu level 1 *Trade Tape Processing* option.

1 Extract the Trade Tape Data

You must run the *Extract D&B Trade Tape Data* option or the *Extract Experian Trade Tape Data* option to retrieve all current information for open obligations and payment history. Running either of these functions updates your trade tape information.

2 Print and Review the Trade Tape Data

You must run a listing of your D&B or Experian trade tape data. You can do this as part of Step 1 when you run either the *Extract D&B Trade Tape Data* option or the *Extract Experian Trade Tape Data* option. You can also print a listing of your trade tape data through the *List D&B Trade Tape Data* option or the *List Experian Trade Tape Data* option.

Caution: Because of the sensitive nature of trade tape data and in light of the potential for errors in the data, we strongly recommend that you review the trade tape data prior to creating a trade tape. If you find errors in your trade tape information, you can change the data before you create the trade tape.

3 Change the Trade Tape Data

If necessary, you can make changes to the trade tape data. Use either the *Maintain D&B Trade Tape Data* option or the *Maintain Experian Trade Tape Data* option to make changes to the trade tape data. If you have already performed Step 4 (Create the Trade Tape) and need to make changes to the trade tape data, you must use the *Maintain Trade Tape Status* option in the menu level one option *AR Supervisor Functions*.

4 Create the Trade Tape

Once you are satisfied with the data on the trade tape, you can create the trade tape by running either the *Create D&B Trade Tape* option or the *Create Experian Trade Tape* option.

Extracting Trade Tape Data

In the following example of the four steps, we are processing trade tapes for D&B. To extract information for Experian, use the *Extract Experian Trade Tape Data* option rather than the *Extract D&B Trade Tape Data*, and so forth. These functions provide you with the ability to retrieve current information for open obligations and payment history for your trade tape.

To extract trade tape data, perform the following steps:

- 1 Select *Trade Tape Processing*.
- 2 Select *Extract D&B Trade Tape Data* [EDB]. The system displays a screen similar to Figure 10-9.



Figure 10-9: Extract D&B Trade Tape Data screen

Use this screen to determine the trade tape policy and data the system uses to extract D&B trade tape data.

- 3 Complete the fields on this screen using the following information.

Effective date

Type the cut-off date of accounts receivable transactions to include in this extraction. The system uses this date to measure all outstanding amounts such as current due, past due or overdue. This date does not have to be the same date as the tape creation date.

Print Listing

To print a listing of this extract, type **1** in this field. If you type **0**, you can print a listing of this extract using the *List D&B Trade Tape Data* option.

Sel

Type **1** next to the trade tape policy to extract.

If the value in the *Status* field next to a trade tape policy is **EXTRACT PENDING**, the job is submitted, but is still in the job queue. If the status is **EXTRACTED**, the system has created the trade tape file. If the status is **TAPE PENDING**, the system has not created the tape, but the creation tape has been run.

Once you choose a trade tape policy for extraction, you cannot extract again before you create the tape.

Note: You can print and maintain this data after you have created a trade tape since this file exists until you perform a subsequent extraction for the trade tape policy. Use the *Maintain Trade Tape Status* option in *AR Supervisor Functions* to change the status of the extract to **2** if you need to maintain or re-run the extraction. For more information on this related supervisory function, refer to the “Performing Supervisor Functions” part in this guide.

- 4 Press **[Enter]**. The system displays a confirmation screen. Press **[Enter]** to continue with the extraction. If you do not want to continue with the extraction, press **[F12]** to cancel and return to the previous screen and change the extraction criteria, or press **[F3]** to exit the function and return to the main menu.

Printing and Reviewing the Trade Tape Data

If you did not print a listing of the trade tape data when you ran the *Extract D&B Trade Tape Data* option, you can print a listing using the *List D&B Trade Tape Data* option.

To print the trade tape data after you have run the extraction, perform the following steps:

- 1 Select *Trade Tape Processing*.
- 2 Select *List D&B Trade Tape Data* [LDBTT]. To print an Experian trade tape listing, use the *List Experian Trade Tape Data* option. The system displays a screen similar to Figure 10-10.

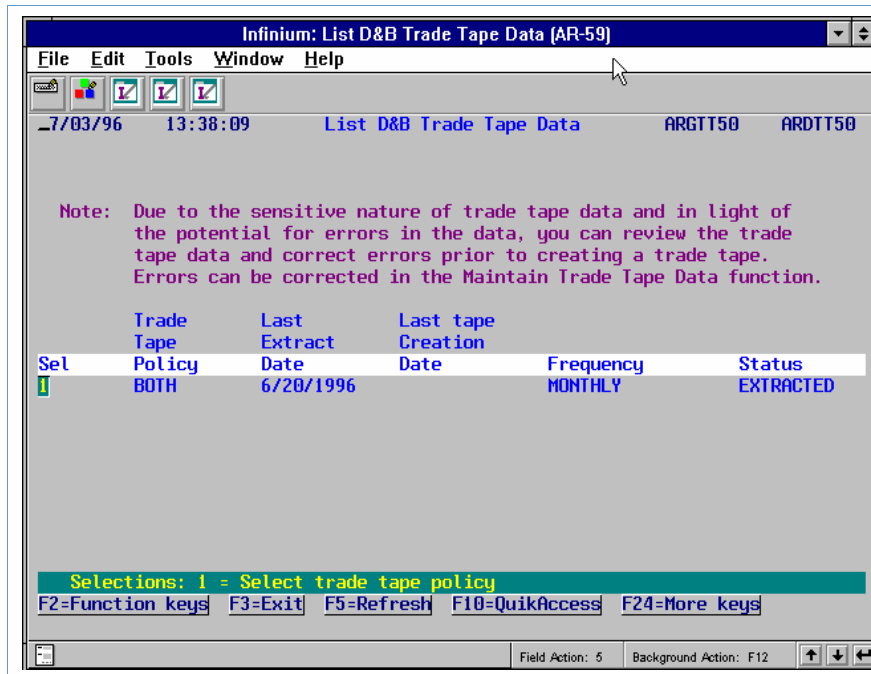


Figure 10-10: List D&B Trade Tape Data screen

- 3 Type **1** in the *Sel* field to print a trade tape listing.
- 4 Press **Enter**. The system displays a confirmation screen. Press **Enter** to continue with the printing of the listing. If you do not want to continue, press **F12** to cancel and return to the previous screen and change the trade tape selection, or press **F3** to exit the function and return to the main menu.

Changing the Trade Tape Data

You can make changes to the trade tape data prior to creating the tape.

To change the trade tape data after you have run the extraction, perform the following steps:

- 1 Select *Trade Tape Processing*.
- 2 Select *Maintain D&B Trade Tape Data* [MDB]. To maintain Experian trade tape data, use the *Maintain Experian Trade Tape Data* option. The system displays a screen similar to Figure 10-11.

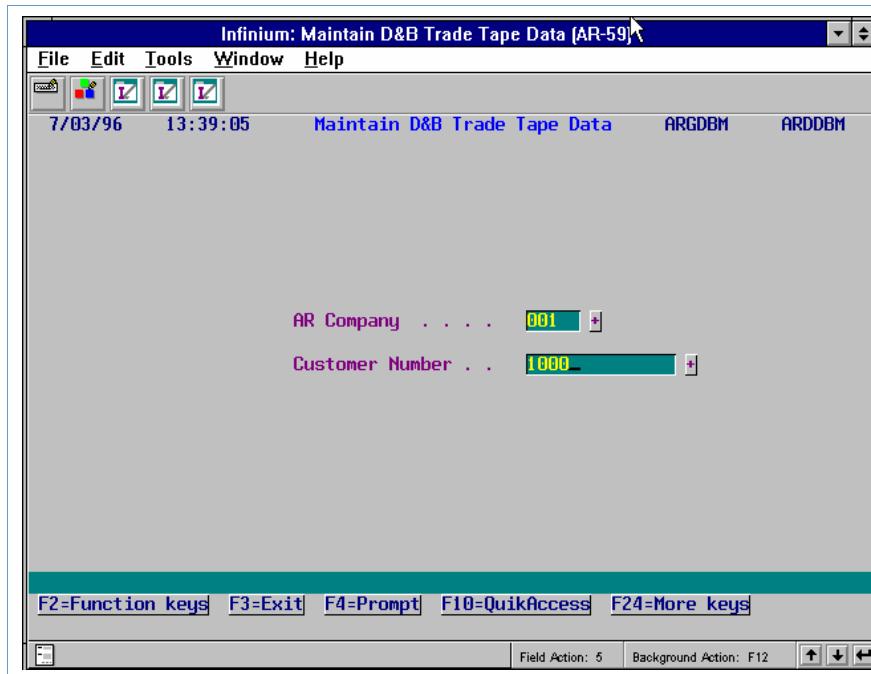


Figure 10-11: Maintain D&B Trade Tape Data prompt screen

- 3 Type a value in the *AR Company* and *Customer Number* fields to select a customer to maintain.
- 4 Press . The system displays a screen similar to Figure 10-12.



Figure 10-12: Maintain D&B Trade Tape Data screen

- 5 Complete the fields on this screen using the following information.

High Credit

The system displays the highest amount owed (maximum account balance due) within a twelve month period. You can change the value in this field.

Days Slow

The system displays the number of days slow. This calculation is a weighted average based on the cash applied to an obligation and the number of days between that obligation's due date and the cash receipt date. You can change the value in this field.

Dollar Weighted Days

The system displays the average number of dollar weighted days of payments by this customer. You can change the value in this field.

Current Due

The system displays the amount relative to the account's due date plus a grace period when applicable. It includes open obligations with final due dates that have not yet occurred. It may also reflect credit memo, debit memo and unapplied cash amounts. You can change the value in this field. If you change the current due value, the *Current Balance* field reflects this change after you press **F5** to refresh the screen and recalculate the total.

1 - 30 Beyond Terms, 31 - 60 Beyond Terms, 61 - 90 Beyond Terms, Over 90 Beyond Terms

The system displays each amount of the account balance that exceeds the final due dates for these fields. You can change the values in these fields. If you change any of these values, the *Current Balance* field reflects the change or changes after you press **F5** to refresh the screen and recalculate the total.

Current Balance

The system displays the current balance amount, which is the total outstanding amount on the account. It is equal to the sum of the current amount due and amounts in the beyond terms fields.

- 6 Press **Enter**. The system returns you to the Maintain D&B Trade Tape Data prompt screen. Press **F3** to exit the function and return to the main menu.

The system ages all unapplied cash and unreferenced credit memos in the oldest positive aging category.

To balance with the Aged Trial Balance, verify the following settings:

- Effective date on the extract procedure must be the same as the aging date on the Aged Trial Balance
- Aging categories must be defined as 30-60-90

- Credit memo method must be 1
- Cash method must be 1

Creating the Trade Tape

Once you are satisfied with the information on your trade tape, you can create the trade tape.

To create the trade tape, perform the following steps:

- 1 Select *Trade Tape Processing*.
- 2 Select *Create D&B Trade Tape* [CDBTT]. The system displays a screen similar to Figure 10-13.

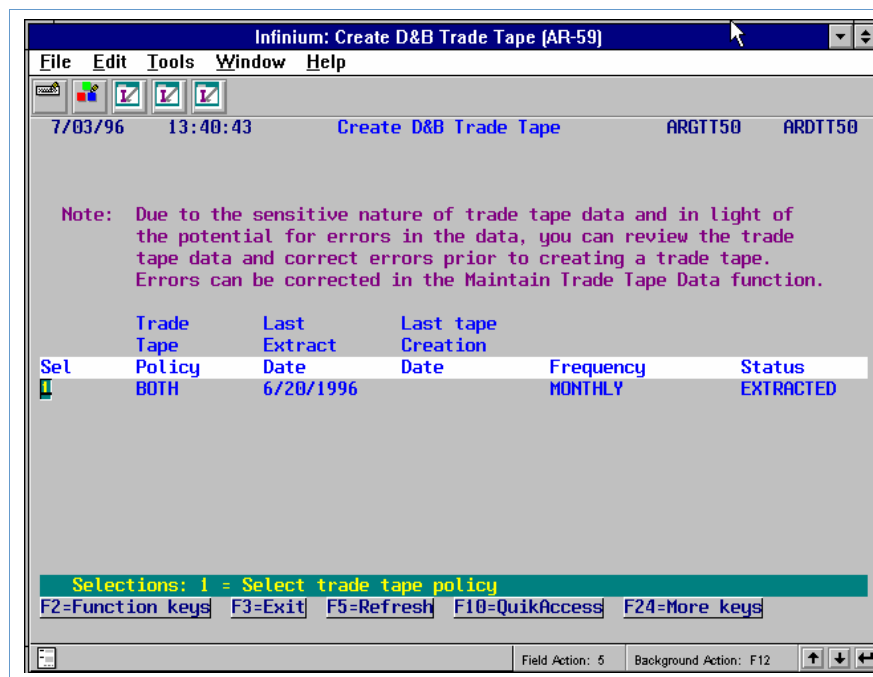


Figure 10-13: Create D&B Trade Tape screen

- 3 Select the trade tape to create.
- 4 Press **Enter**. The system displays a confirmation screen. Press **Enter** to continue with the creation of the trade tape. After you press **Enter**, the system prompts operations to load the tape and specify the tape device.

Press **F12** to cancel and return to the previous screen and change the trade tape creation criteria, or press **F3** to exit the function and return to the main menu.

This part of the guide discusses the functions typically used by the Infinium AR supervisor or security officer.

The part consists of the following topics:

Topic	Page
Overview of Supervisor Functions	11-2
Clearing the Lockbox File	11-4
Reorganizing Files	11-6
Purging History Files	11-9
Recalculating Balances and Credit Limits	11-20
Resetting Status Flags	11-24
Recovering from Abnormal Job Endings	11-35
Tips and Techniques	11-45

Overview of Supervisor Functions

The Infinium AR system provides functions that a supervisor and/or security officer generally performs. Misuse of these functions can damage the integrity of your organization's data; therefore, you should assign these menu options with caution.

The categories of these functions are as follows:

- Clearing files
- Reorganizing files
- Purging history files
- Recalculating balances and credit limits
- Resetting status flags
- Recovering from abnormal job ending

Objectives

In this part of the guide you become familiar with the Infinium AR functions that allow you to do the following:

- Clear the BAI lockbox file
- Reorganize the following Infinium AR files and workfiles:
 - Obligations
 - Cash receipts
 - Credit worklists
- Purge batch prompt data and notes as well as the following history:
 - Audit number history
 - Customer audit log history
 - Statement history
 - General ledger transaction history
 - Infinium AR transaction history

- Recalculate the customer/treasury and customer activity balances as well as national account credit limits
- Reset the following status flags:
 - Obligation, cash receipt, and application batch status
 - Credit worklist, on account check, open obligation, aged trial balance, and trade tape status
 - Draft header, session remittance cycle, remit session, and payment session status
- Recover from failed obligation, cash receipt, and application postings, as well as failed draft obligation postings and draft payment processing

Clearing the Lockbox File

Overview

When you run the *Load BAI Lockbox Tape* option, the system transfers your cash receipts from your BAI tape to the Infinium AR system. You will find information on receiving lockbox batches using the *Load BAI Lockbox Tape* option in Part 5 of the *Infinium Accounts Receivable Guide to Processing*.

The lockbox input file can contain only one lockbox at a time. If you complete the processing of your cash receipts, the system automatically clears the lockbox file, allowing you to run the *Load BAI Lockbox Tape* option again. In some cases, however, records may exist in the lockbox input file. You must clear these records so that you can run the *Load BAI Lockbox Tape* option.

The Infinium AR system provides you with the *Clear BAI Lockbox Input* option to clear the lockbox input file.

Clearing the Lockbox File

To clear the lockbox input file, perform the following steps:

- 1 Select *AR Supervisor Functions*.
- 2 Select *Clear BAI Lockbox Input* [CBLT]. The system displays a screen similar to Figure 11-1.

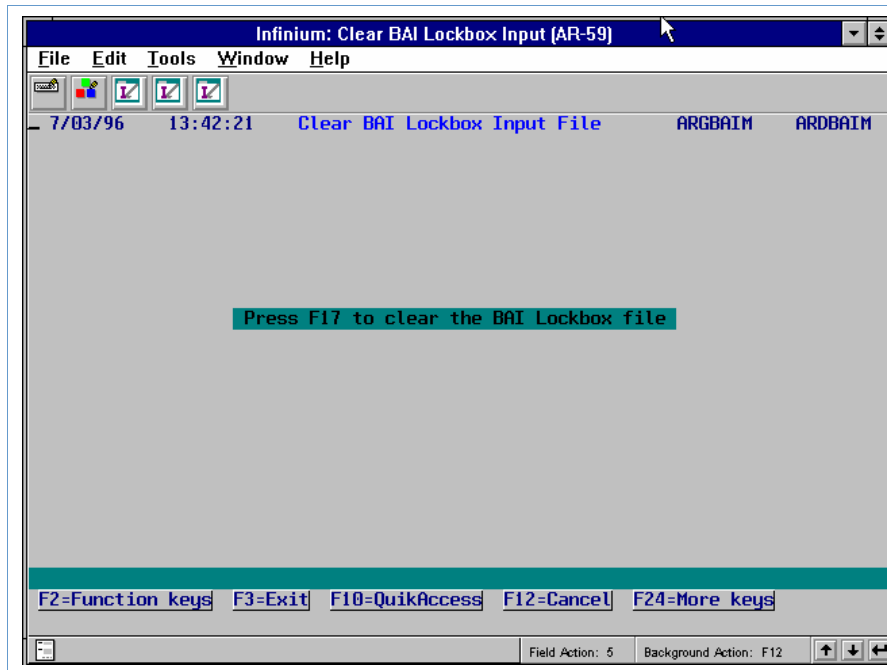


Figure 11-1: Clear BAI Lockbox Input File screen

- 3 Press **F17** to execute the function. The system displays a confirmation message on this screen stating that it has successfully cleared the input file.
- 4 Press **F3** to return to the Infinium AR main menu.

Reorganizing Files

Overview

The Infinium AR system allows you to reorganize physical files as well as the workfiles for obligations, cash receipts, and credit worklists. You need to reorganize files to recover the disk space of all deleted records and improve the overall efficiency of the system.

Reorganizing Physical Files

To reorganize physical files, perform the following steps:

- 1 Select *Reorganize & Purge Functions*.
- 2 Select *Reorganize Infinium AR Files [RAR]*. The system displays a screen similar to Figure 11-2.

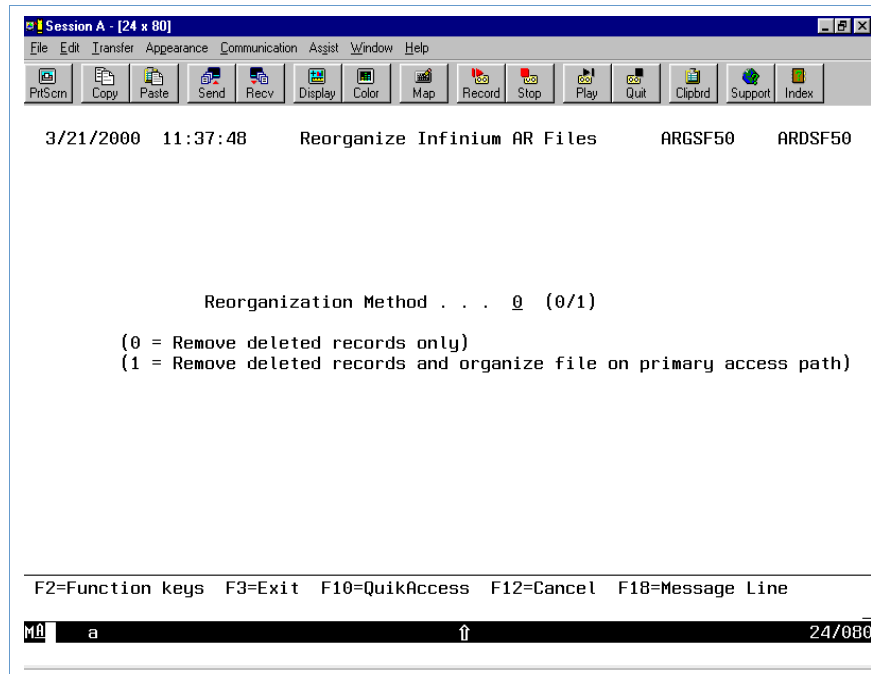


Figure 11-2: Reorganize Infinium AR Files screen

- 3 Specify whether you want to remove only deleted records or remove deleted records and organize the file on a primary access path.
- 4 Press .

Note: Before you execute this job, you must make sure that no Infinium AR users have signed onto the system and that there are no batch jobs in the job queue.

Reorganizing Workfiles

To reorganize workfiles, perform the following steps:

- 1 Select *Reorganize & Purge Functions*.
- 2 Select one of the following functions:
 - *Reorganize Oblig Workfiles* [ROW]
 - *Reorg Cash Receipts Workfiles* [RCRW]
 - *Reorg Credit Wrklist Workfiles* [RCWW]

We use the *Reorganize Oblig Workfiles* option in this example. The other two functions are exactly the same except for the name of the screens.

The system displays a screen similar to Figure 11-3.

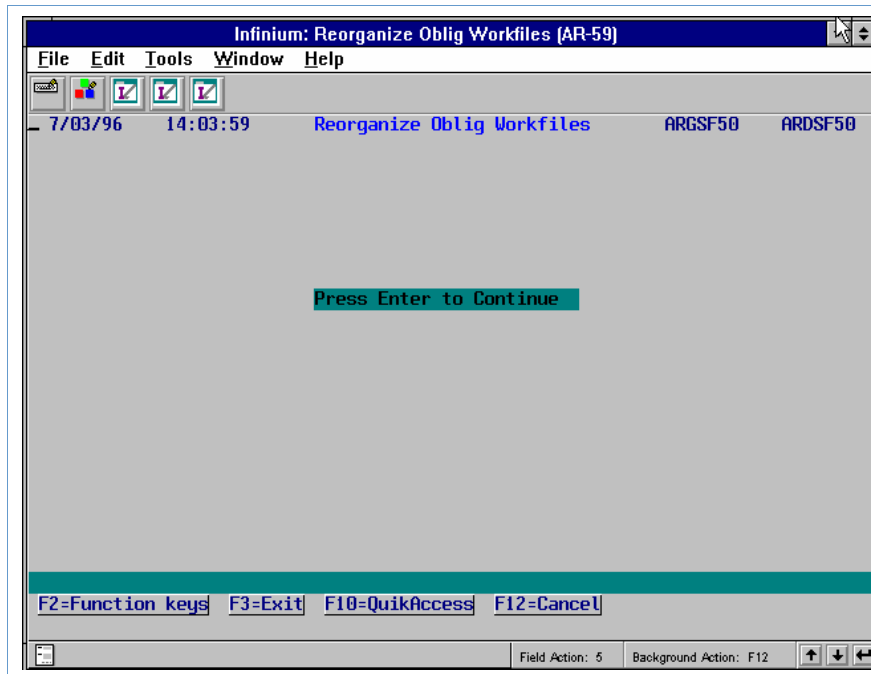


Figure 11-3: Reorganize Oblig Workfiles screen

3 Press **Enter**.

Before you execute these jobs, you must make sure that no Infinium AR users are using obligation functions (or cash receipt or credit worklist functions depending on the reorganization function that you use).

Purging History Files

Overview

The Infinium AR system provides functions that allow you to purge and reorganize the following files:

- Infinium AR transaction history file
- General ledger transaction history file
- Files used to process batch jobs
- File used to produce an internal audit history number
- Notes file
- Customer audit log history file
- Statement history file

Caution: Infinium Software strongly recommends that you purge and reorganize your files on a monthly basis.

Purging Infinium AR Transaction History File

You can purge accounts receivable transaction detail that relates to obligation, cash receipt, and application history. In order to be eligible for the purge, the items must be completely applied and closed to the general ledger.

If an application for an item relates to another open item, the system does not purge the item. For example, the system does not purge chargebacks and cash receipts related to open obligations. However, open chargeback obligations may have the original obligation and/or check purged if the applications that created the chargeback meet all of the other purge specifications. Thus, you will not be able to reverse these chargebacks after the purge.

To purge and reorganize Infinium AR transaction history files, perform the following steps:

- 1 Select *Reorganize & Purge Functions*.

- 2 Select *Purge AR Transaction History* (PGAR). The system displays a screen similar to Figure 11-4.

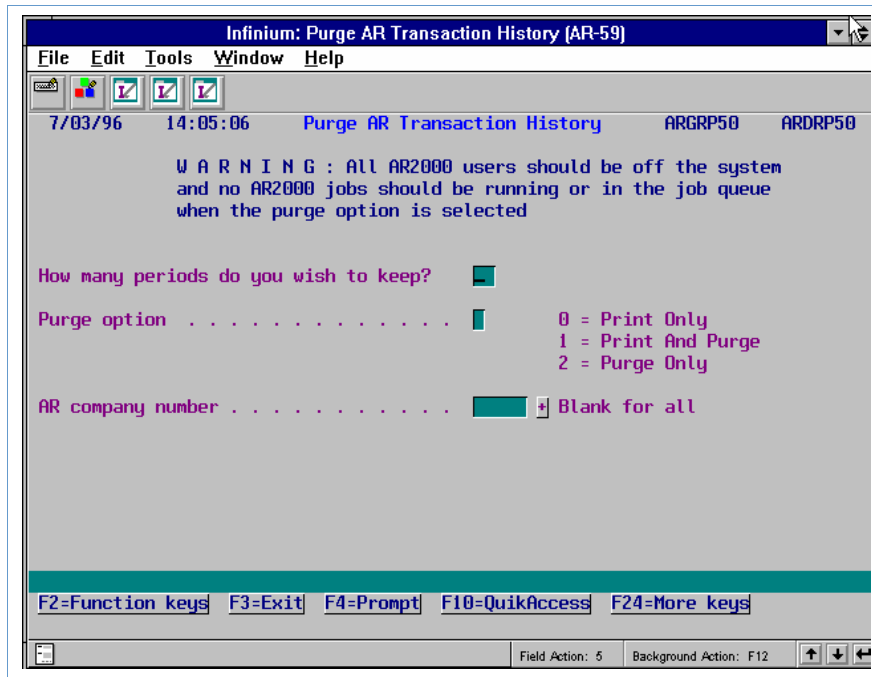


Figure 11-4: Purge AR Transaction History screen

- 3 Complete the fields on this screen using the following information.

How many periods do you wish to keep?

The system submits this purge based on the number of periods of transaction history that you want to maintain on the system.

Purge option

You have the following options:

- 0 Print the file information selected for the purge; do not purge the file information
- 1 Print and purge the file information selected
- 2 Purge the file information selected; do no print a report

AR company number

You can purge the files for a specific accounts receivable company or purge the files for all accounts receivable companies.

- 4 Press **F23** to submit the purge. The system returns you to the Infinium AR main menu.

Purged Files

When you run the *Purge AR Transaction History* option, the system purges the following files:

- Application files:

ARPAB	Application Batch Control File
ARPAH	Application History File-Header
ARPAI	Application History File-Applications
ARPAJ	Application History File-Distributions
ARPAK	Application Base Currency Conversion File
ARPTA	Tax Adjustment History File
ARPAX	Application Cross Currency Conversion File

- Obligation files:

ARPOB	Obligations Batch Control File
ARPOH	Obligations Header File
ARPOC	Obligations Base Currency Conversion File
ARPOD	Obligations Line Item Detail File
ARPOW	Input Obligation Header File
ARPOX	Input Obligation Line Item Detail File
ARPOT	Obligation Tax Detail File

- Cash Receipts files:

ARPPB	Cash Receipts Batch Control File
ARPPH	Cash Receipts History File
ARPPD	Cash Receipts Detail History File
ARPPJ	Cash Receipts Input File
ARPPK	Cash Receipts Input Detail
ARPPG	Cash Receipts Reidentification File

- Draft files:

ARPDS	Draft Session File
ARPRS	Draft Remittance Session File
ARPYS	Draft Payment Session File
ARPDH	Draft Header File
ARPTP	Draft Third Party File
ARPDA	Draft Allocation File
ARPDG	Draft Remittance Distribution File

The system purges the Obligation Tax Detail file and the Interest Charge file when you purge an obligation or the cash receipt it references.

Purge Reports

When you run the *Purge AR Transaction History* option, the system generates the following reports:

- Purge AR Transaction History - listing of companies and dates
- Obligations Accepted for Purge - listing of purged obligations sorted by company/customer
- Cash Receipts Accepted for Purge - listing of purged cash receipts sorted by company/customer
- Cash Applications Accepted for Purge - two listings with the same name with the first sorted by obligation reference number and the second sorted by check reference number

Information of Special Note

The following may be of concern to you:

- The purge does not purge information to tape. The only records of the purged information are the four reports the system generates when you run the purge.
- These reports may be very lengthy. Therefore, you will want to create special Infinium AM printer controls that specify there is no maximum number of records eligible for printing.
- You need to create printer controls in Infinium AM for the following printer files and change the *Maximum Records* field to ***NOMAX**:

ARTAHPL1	Applications Accepted for Purge (The two reports produced have the same file name.)
ARTAHPL2	Obligations Accepted for Purge by Obligation Reference Number
ARTAHPL3	Cash Receipts Accepted for Purge by Check Reference Number
ARTAHPL	Listing of Company/Accounting Year (You will probably not need to change the <i>Maximum Record</i> fields.)

- The system will not purge any applications related to open penny checks unless the system has fully applied and closed penny checks to the general ledger. If the system fully applied a penny check in a period after that specified by the purge, the system will not pick it up and will not pick up any related items.
- You may not obtain expected results when reversing applications by session number. This is due to the fact that the system may have purged some of the applications in a session. Therefore, not every application in that session will be reversed. The system reverses only applications not actually purged.
- Historical reports submitted for periods that have been purged will not be accurate, particularly statements and aged trial balances.

- Partially purged cash receipts batches may exist for cash application. Since these batches have totals greater than the detail information remaining in the batch, place the batches “On Account” to eliminate confusion.
- The system stores a last purged period value. Recalculation functions do not recalculate any period older than that last purged period.

Purging GL Transaction History File

To purge and reorganize the general ledger transaction history file, which contains accounts receivable transactions that have been transferred to the general ledger, perform the following steps:

- 1 Select *Reorganize & Purge Functions*.
- 2 Select *Purge GL Transaction History (PGT)*. The system displays a screen similar to Figure 11-5.

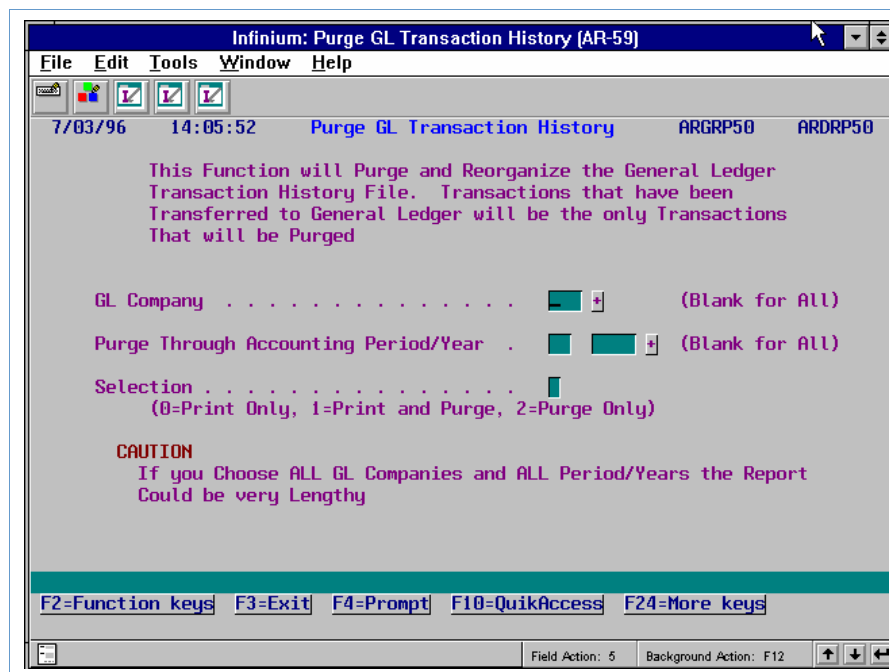


Figure 11-5: Purge GL Transaction History screen

- 3 Complete the fields on this screen using the following information.

If you choose all GL companies, all accounting periods, and all accounting years, the report could be very lengthy.

GL Company

You can purge the files for a specific general ledger company or purge the files for all general ledger companies.

Purge Through Accounting Period/Year

The system submits this purge based on the accounting period and year you specify. If you do not specify an accounting period, the system purges all periods. If you do not specify an accounting year, the system purges all years.

Selection

You have the following options:

- 0 Print the file information selected for the purge; do not purge the file information
 - 1 Print and purge the file information selected
 - 2 Purge the file information selected; do not print a report
- 4 Press **F23** to submit the purge. The system returns you to the Infinium AR main menu.

Note: The information that you purge from the transfer file will no longer be available for the walk back from the Infinium GL system to the Infinium AR system.

Purging Files Used to Process Batch Jobs

To purge and reorganize the files the system uses to process batch jobs and to show the last selected values on the prompt screen, perform the following steps:

- 1 Select *Reorganize & Purge Functions*.
- 2 Select *Purge Batch Prompt Data (PBP)*. The system displays a screen similar to Figure 11-6.

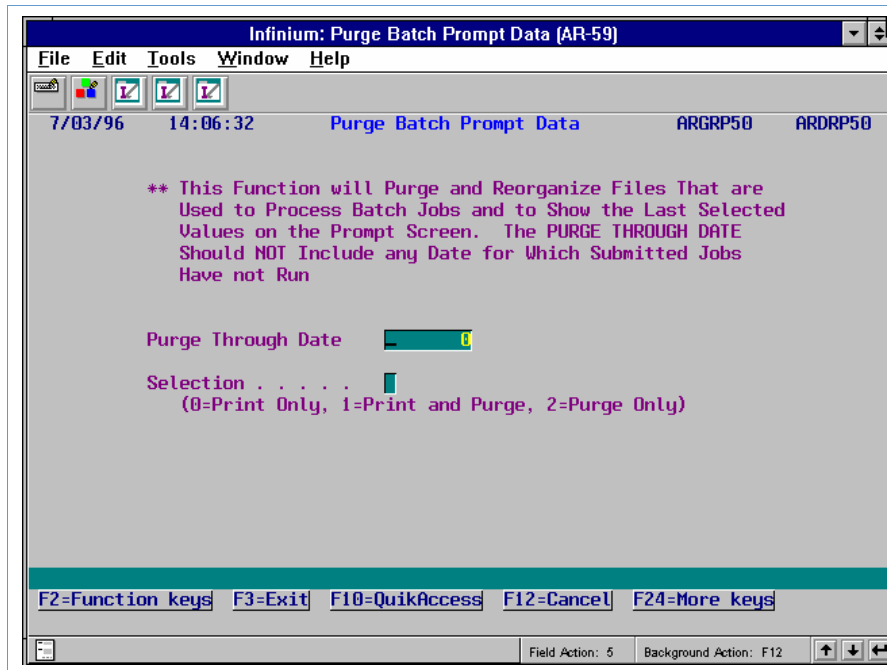


Figure 11-6: Purge Batch Prompt Data screen

- 3 Complete the fields on this screen using the following information.

Purge Through Date

The system submits this purge based on the date you type in this field. Make sure that there are no submitted jobs that have not run for this date.

Selection

You have the following options:

- 0 Print the file information selected for the purge; do not purge the file information
- 1 Print and purge the file information selected
- 2 Purge the file information selected; do not print a report

- 4 Press **F23** to submit the purge. The system returns you to the Infinium AR main menu.

Purged Files

When you run the *Purge Batch Prompt Data* option, the system purges the following files:

- ARPAB Application Session Control File
- ARPOB Obligation Batch Control File
- ARPPB Cash Receipts Batch Control File

Purging File Used to Produce an Internal Audit History Number

To purge and reorganize the file the system uses to produce an internal audit number history, perform the following steps:

- 1 Select *Reorganize & Purge Functions*.
- 2 Select *Purge Audit Number History* (PAN). The system displays a screen similar to Figure 11-7.

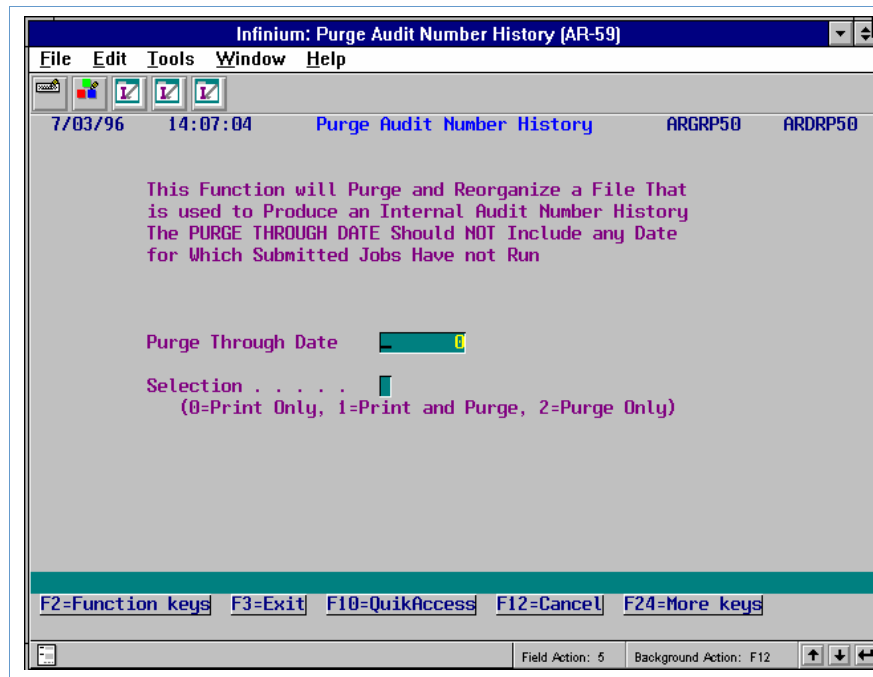


Figure 11-7: Purge Audit Number History screen

- 3 Complete the fields on this screen using the information provided for Figure 11-6.
- 4 Press **F23** to submit the purge. The system returns you to the Infinium AR main menu.

Purging the Notes File

To purge and reorganize the notes file, perform the following steps:

- 1 Select *Reorganize & Purge Functions*.
- 2 Select *Purge Notes* (PCN). The system displays a screen similar to Figure 11-8.

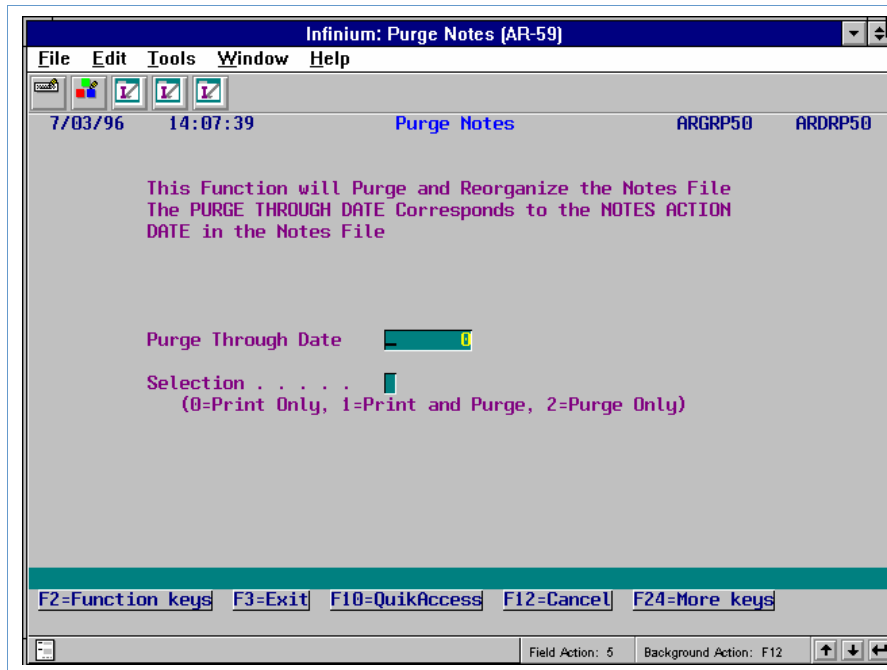


Figure 11-8: Purge Notes screen

- 3 Complete the fields on this screen using the information provided for 11-6, keeping in mind that the value in the *Purge Through Date* field corresponds to the *Notes Action Date* field.
- 4 Press **F23** to submit the purge. The system returns you to the Infinium AR main menu.

Purging the Customer Audit Log History File

To purge and reorganize the customer audit log history file, perform the following steps:

- 1 Select *Reorganize & Purge Functions*.
- 2 Select *Purge Cust Audit Log History (PCAL)*. The system displays a screen similar to Figure 11-9.

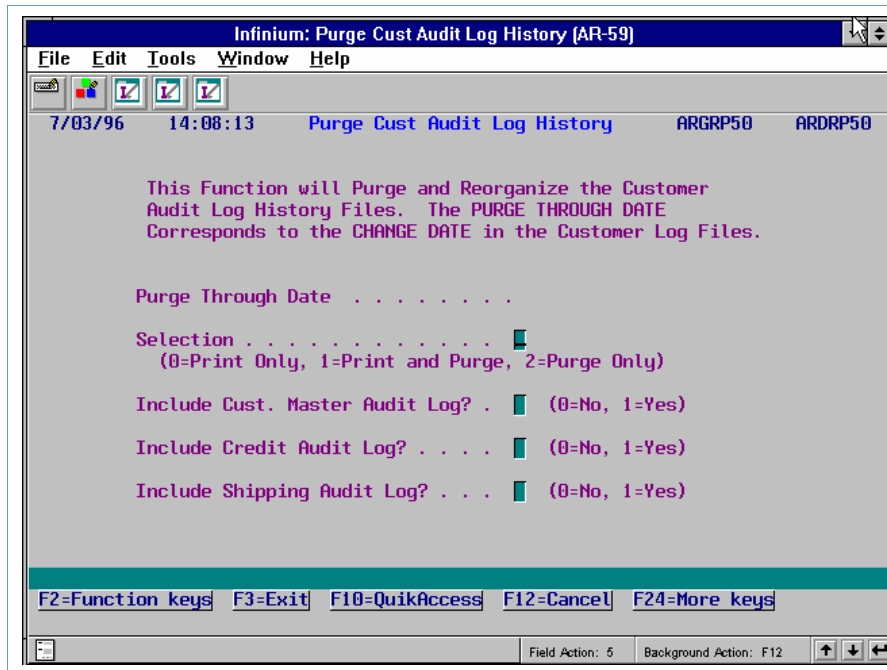


Figure 11-9: Purge Cust Audit Log History screen

- 3 Complete the fields on this screen using the following information.

Purge Through Date

The system submits this purge based on the date you type in this field. Make sure that there are no submitted jobs that have not run for this date.

Selection

You have the following options:

- 0 Print the file information selected for the purge; do not purge the file information
- 1 Print and purge the file information selected
- 2 Purge the file information selected; do not print a report

Include Cust. Master Audit Log?, Include Credit Audit Log?, Include Shipping Audit Log?

Specify whether you want to include or exclude the Customer Master Audit Log, the Customer Credit Audit Log, and/or the Customer Shipping Audit Log in the purge.

- 4 Press **F23** to submit the purge. The system returns you to the Infinium AR main menu.

Purging the Statement History File

To purge and reorganize the statement history file, perform the following steps:

- 1 Select *Reorganize & Purge Functions*.
- 2 Select *Purge Statement History (PSH)*. The system displays a screen similar to Figure 11-10.

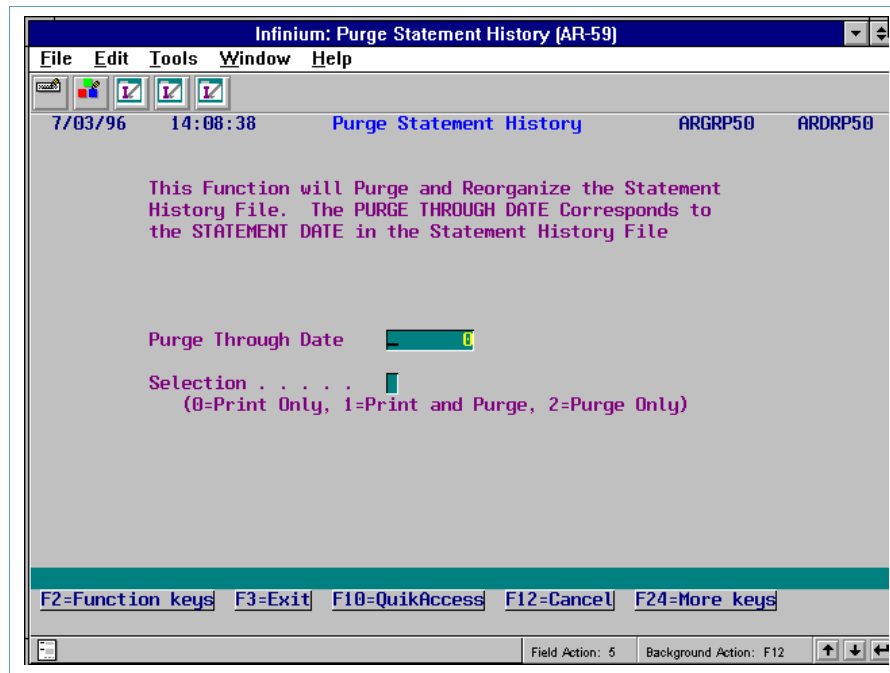


Figure 11-10: Purge Statement History screen

- 3 Complete the fields on this screen using the information provided for Figure 11-6, keeping in mind that the value in the *Purge Through Date* field corresponds to the *Statement Date* field.
- 4 Press **F23** to submit the purge. The system returns you to the Infinium AR main menu.

Recalculating Balances and Credit Limits

Overview

To recalculate customer balances from history, use the following two functions:

- *Recalc Cust/Treas Balances*
- *Recalc Cust/Activity Balances*

The *Recalc Cust/Treas Balances* option uses obligation and cash receipt information to recalculate the following:

- Unapplied cash balance
- Open item balance
- Open item count
- Treasury balance
- Past due total
- Disputed item total
- Debit memo total
- Credit memo total

The *Recalc Cust Activity Balances* option uses obligation, cash receipt, and application information to recalculate customer activity balances.

Use these functions at the time of conversion if, because of an error, reconversion is necessary. In the case of re-conversion, running these functions sets these balances to zero so that you can perform your conversion again to obtain correct customer balances.

You can, however, perform these functions at other times when you doubt the integrity of customer balances. If you are sure errors exist in only customer balances, you only need to run the *Recalc Cust/Treas Balances* option. If errors exist in customer activity balances, you must also run the *Recalc Cust Activity Balances* option to correct customer activity balances.

If you use the option to display real-time totals on demand only in the *Credit Inquiry* option, Infinium Software recommends that you run the *Recalc Cust/Treas Balances* option every day as part of your regular routine to obtain the most current balances.

You should run this function after hours to avoid record locks. For ease of use in your daily routine, you may also want to move or copy the *Recalc Cust/Treas Balances* option from *AR Supervisor Functions* to *Credit Management*.

We use the *Recalc Cust/Treas Balances* option in this example. The submission screen of the *Recalc Cust Activity Balances* option is almost the same as the *Recalc Cust/Treas Balances* option. It does not, however, have the following two fields: *Calculate credit balances* and *Calculate treasury balances*.

Recalculating Balances and Credit Limits

To recalculate customer/treasury balances, perform the following steps:

- 1 Select *AR Supervisor Functions*.
- 2 Select *Recalc Cust/Treas Balances* [RCB]. The system displays a screen similar to Figure 11-11.

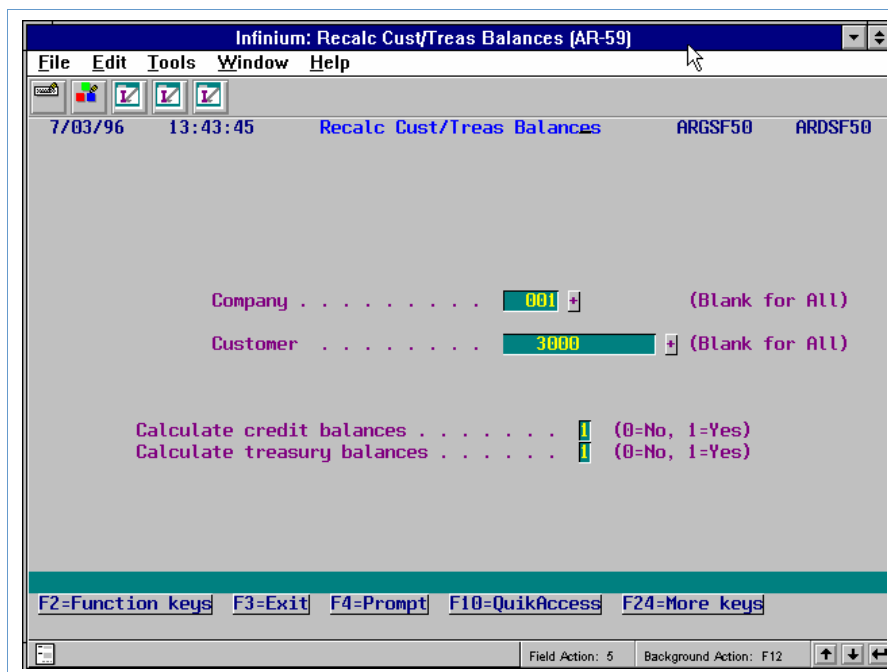


Figure 11-11: Recalc Cust/Treas Balances screen

- 3 Complete the fields on this screen using the following information.

Company, Customer

Specify whether the system recalculates balances for a specific customer, all customers in a specific accounts receivable company, or all customers.

Calculate credit balances

Specify whether or not you want the system to update the Customer Credit file. The system uses this file to obtain and display the past due, disputed items, debit memo and credit memo totals on the Credit Inquiry screen when you are not using real-time totals for these fields.

Calculate treasury balances

Specify whether or not you want the system to update the Treasury Control file. The system uses this file to obtain and display the unidentified cash balance total on the Maintain Treasury Controls screen.

- 4 Press . The system recalculates customer balances for only those periods that are greater than the latest purge period and year and returns you to the Infinium AR main menu.

Recalculating National Account Credit Limits

Use this function to recalculate national account credit limits after converting your customers to the Infinium AR system. You can also run this function at any other time if you doubt the integrity of your national account credit limits.

The system calculates a national account's credit limit using the sum of all the credit limits assigned to customers belonging to that national account. The national account credit limit date is the greatest customer credit limit date.

To recalculate the credit limit of a national account, perform the following steps:

- 1 Select *AR Supervisor Functions*.
- 2 Select *Recalc Natl Acct Credit Limits [RCLNA]*. The system displays a screen similar to Figure 11-12.

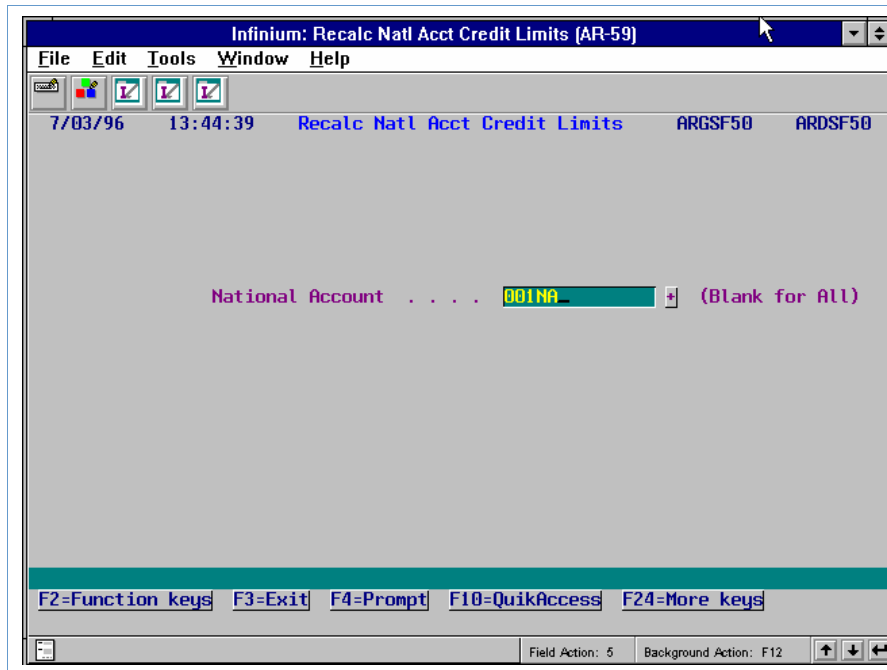


Figure 11-12: Recalc Natl Acct Credit Limits screen

- 3 Type a national account or leave the *National Account* field blank to calculate all national account credit limits.
- 4 Press to execute the function. The system returns you to the Infinium AR main menu.

Resetting Status Flags

Overview

The Infinium AR system allows you to reset the activity status of the following:

- Obligation, cash receipt, and application batches
- Credit worklists, on account checks, open obligations, aged trial balances and trade tapes
- Draft headers, session remittance cycles, remit sessions, and payment sessions

The batch status of an obligation or cash receipt batch can be one of the following:

NOT IN PROOF	The batch balances, but the proof has not been run.
IN ERROR	The batch is not in balance.
IN PROOF	The proof has been run and no errors were detected.

The status of an obligation or cash receipt batch is either active or inactive. However, if the system fails while a user is posting a batch, it does not automatically reset the batch status.

You can use either the *Maintain Obligation Batch Status* or the *Maintain Cash Receipt Batch Status* option to change the status of an input obligation or cash receipt batch.

Caution: The only time you should change the status of a batch is after a system failure during cash receipts or obligation processing.

Resetting the Status of an Obligation or Cash Receipt Batch

To reset the status of an input obligation or cash receipt batch, perform the following steps:

- 1 Select *AR Supervisor Functions*.
- 2 Select one of the following functions:
 - *Maintain Oblig Batch Status* [MOBS]

- *Maintain Cash Rcpt Batch Sts* [MCBS]

Note: We use the *Maintain Oblig Batch Status* option in this example. The other function is exactly the same except for the name of the screen.

The system displays a screen similar to 11-13.

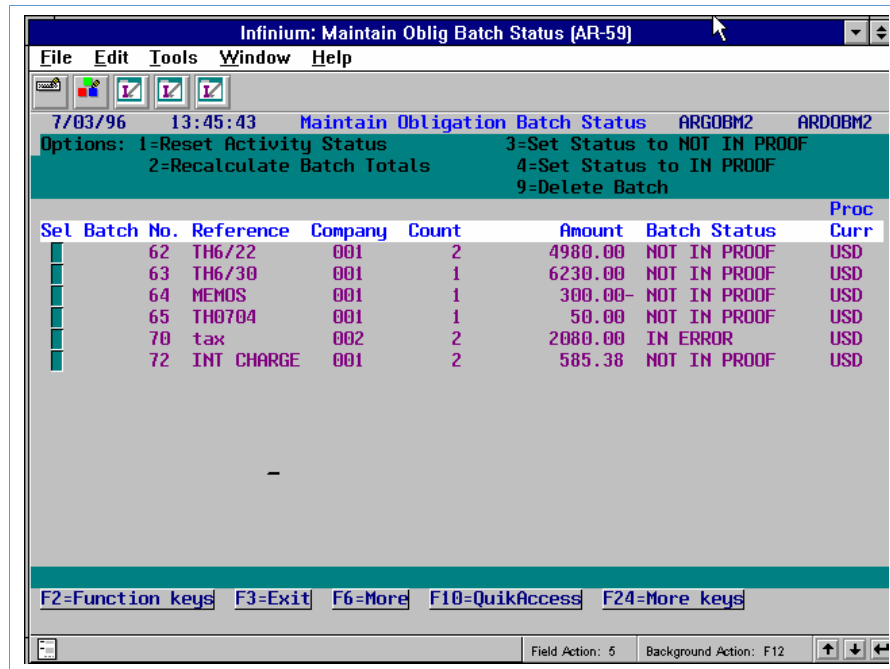


Figure 11-13: Maintain Obligation Batch Status screen

You use this screen to perform the following options:

- Type **1** in the *Sel* field next to the batch to reset that batch's activity status to inactive. If the system goes down while a user is processing a batch, it locks the batch and marks it **ACTIVE**. If the batch is locked, you must reset the batch activity status to inactive prior to executing any other option the system displays on this screen.
- Type **2** to recalculate batch totals for obligation count, total obligations and error count.
- Type **3** to reset the batch status from **IN PROOF** to **NOT IN PROOF** so that you can proof the batch. You cannot change a batch status of **IN ERROR** to **NOT IN PROOF**.
- Type **4** to reset the batch status from **IN ERROR** or **NOT IN PROOF** to **IN PROOF** indicating that the batch is ready for posting. If you set a batch status to **IN PROOF**, the system assigns the batch a status of **IN PROOF - OVERRIDE**.

Caution: Use this option with caution because undesirable results can occur if you post a batch with actual errors.

- Type **5** to delete a batch.
- 3** Type **1** in the *Sel* field next to the batch to reset that batch's activity status to inactive.
 - 4** Press **[Enter]**. The system returns you the Infinium AR main menu.

Resetting the Status of an Application Batch

The batch status of an application batch can be one of the following:

NOT IN PROOF The batch balances, but the proof has not been run.

IN ERROR The batch is not in balance.

IN PROOF The proof has been run and no errors were detected.

The status of an application batch is either active or inactive. However, if the system fails while a user is posting a batch, it does not automatically reset the batch status.

Caution: The only time you should change the status of a batch is after a system failure during application processing.

To reset the status of an application batch, perform the following steps:

- 1** Select *AR Supervisor Functions*.
- 2** Select *Maintain Cash Appl Batch Sts* [MCAB]. The system displays a screen similar to Figure 11-14.

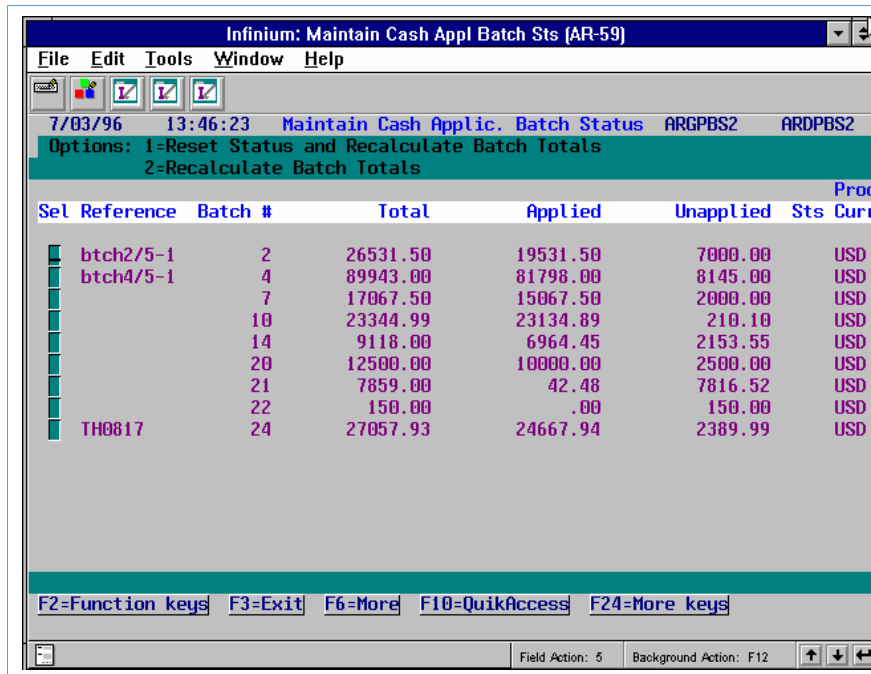


Figure 11-14: Maintain Cash Appl Batch Status screen

You use this screen to perform the following options:

- Type **1** in the *Sel* field next to the batch to reset that batch's activity status to inactive. If the system goes down while a user is processing a batch, it locks the batch and marks it **ACTIVE**. If the batch is locked, you must reset the batch activity status to inactive prior to executing any other option the system displays on this screen.
 - Type **2** to recalculate batch totals for obligation count, total obligations, and error count.
- 3 Type **1** in the *Sel* field next to the batch to reset that batch's activity status to inactive.
 - 4 Press . The system returns you to the Infinium AR main menu.

Resetting the Activity Status of Credit Worklists

The status of a credit worklist report is either active or inactive. However, if the system fails while a user is working with a credit worklist report, it does not automatically reset the report's status.

To remove the activity lock from a credit worklist whose process ended abnormally, perform the following steps:

- 1 Select *AR Supervisor Functions*.

- 2 Select *Maintain Credit Wklist Status* [MCWS]. The system displays a screen similar to Figure 11-15.

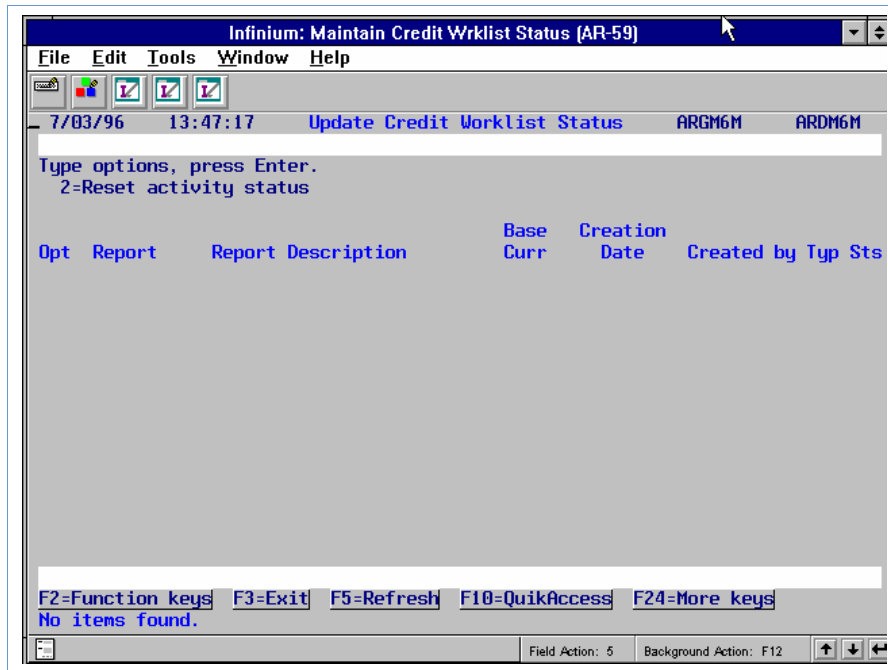


Figure 11-15: Update Credit Worklist Status screen

- 3 Type **2** in the *Opt* field next to the credit worklist report to reset that report's activity status to inactive. If a credit worklist report is marked as active, the system locks the report and you cannot access it. The system locks a report if the system goes down while a user is working with a credit worklist report.
- 4 Press **Enter**. The system returns you to the Infinium AR main menu.

Resetting the Activity Status of On Account Checks

The status of an on account check is either active or inactive. However, if the system fails while a user is processing on account checks, it does not automatically reset the status of on accounts checks.

To remove the activity lock from a check whose process ended abnormally, perform the following steps:

- 1 Select *AR Supervisor Functions*.
- 2 Select *Maintain On Acct Check Status* [MOCS]. The system displays a screen similar to Figure 11-16.

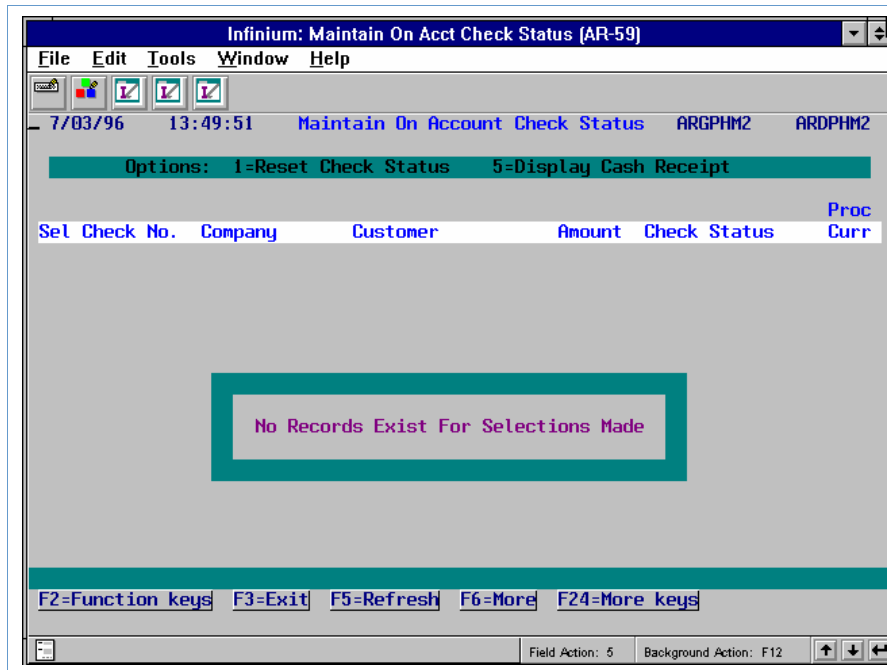


Figure 11-16: Maintain On Account Check Status screen

You use this screen to perform the following options:

- Type **1** in the *Sel* field next to the batch to reset the on account check's activity status to inactive. If an on account check is marked as active, the system locks the check and you cannot access it. The system locks an on account check if the system goes down while a user is processing an on account check.
 - You also can select an on account check with **5** to display that cash receipt.
- 3** Type **1** in the *Sel* field next to the check to reset the on account check's activity status to inactive.
 - 4** Press . The system returns you to the Infinium AR main menu.

Resetting the Activity Status of Open Obligations

The status of an open obligation is either active or inactive. However, if the system fails while a user is processing open obligations, it does not automatically reset the status of those obligations.

To remove the activity lock from an open obligation whose process ended abnormally, perform the following steps:

- 1** Select *AR Supervisor Functions*.

- 2 Select *Maintain Open Oblig Status* [MOOS]. The system displays a screen similar to Figure 11-17.

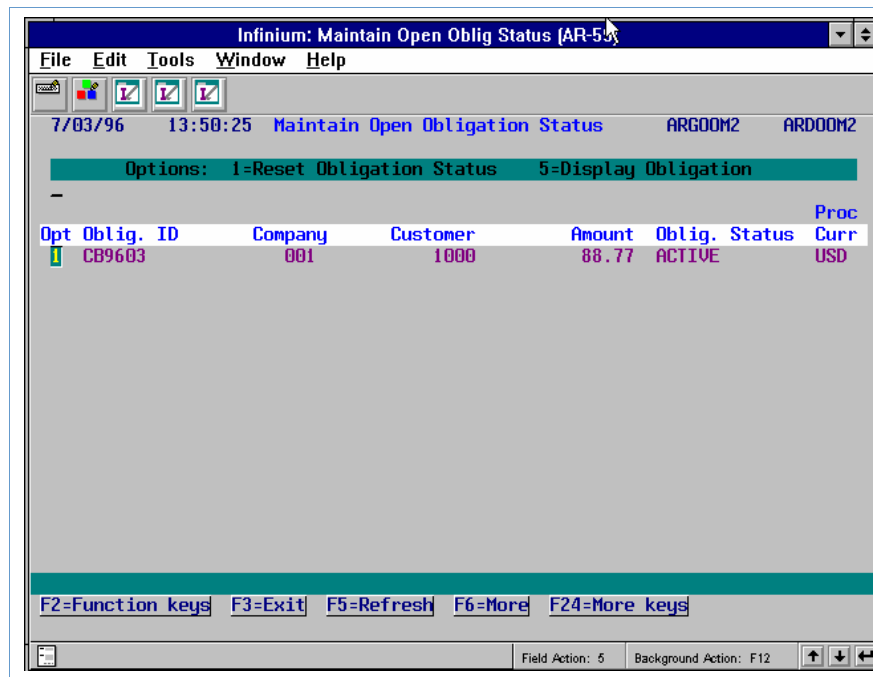


Figure 11-17: Maintain Open Obligation Status screen

You use this screen to perform the following options:

- Type **1** in the *Opt* field next to the obligation to reset the open obligation's activity status to inactive. If an open obligation is marked as active, the system locks the obligation and you cannot access it. The system locks an open obligation if the system goes down while a user is processing an open obligation.
 - You can select an open obligation with **5** to display that obligation.
- 3 Type **1** in the *Opt* field next to the obligation to reset the open obligation's activity status to inactive.
 - 4 Press **[Enter]**. The system returns you to the Infinium AR main menu.

Resetting the Activity Status of an Aged Trial Balance

You can change the Aged Trial Balance status from **IN JOB QUEUE** or **ACTIVE** to **JOB COMPLETED** if the *Print & Update Aged Trial Balance* option is interrupted due to a system failure or when the job is canceled from the job queue while it is still active.

To change the status of an Aged Trial Balance, perform the following steps:

- 1 Select *AR Supervisor Functions*.
- 2 Select *Maintain Aged Trial Balance Status* [MATB]. The system displays a screen similar to Figure 11-18.

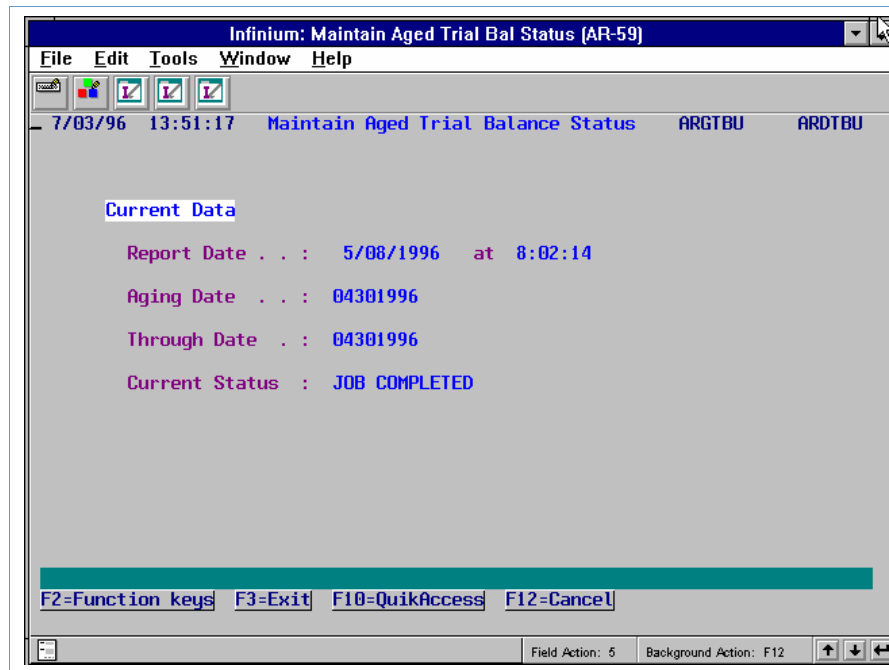


Figure 11-18: Maintain Aged Trial Balance Status screen

- 3 Press to execute the function. The system returns you to the Infinium AR main menu.

Resetting the Status of a Trade Tape

You can change the status of a trade tape as follows:

from **Available for Extract**
Extract Pending
Available for Tape
Tape Pending

to **Available for Extract**
Available for Tape

To change the status of a trade tape, perform the following steps:

- 1 Select *AR Supervisor Functions*.
- 2 Select *Maintain Trade Tape Status* [MTTS]. The system displays a screen similar to Figure 11-19.



Figure 11-19: Maintain Trade Tape Status prompt screen

- 3 Specify the trade tape policy and the credit company.
- 4 Press to continue. The system displays a screen similar to Figure 11-20.

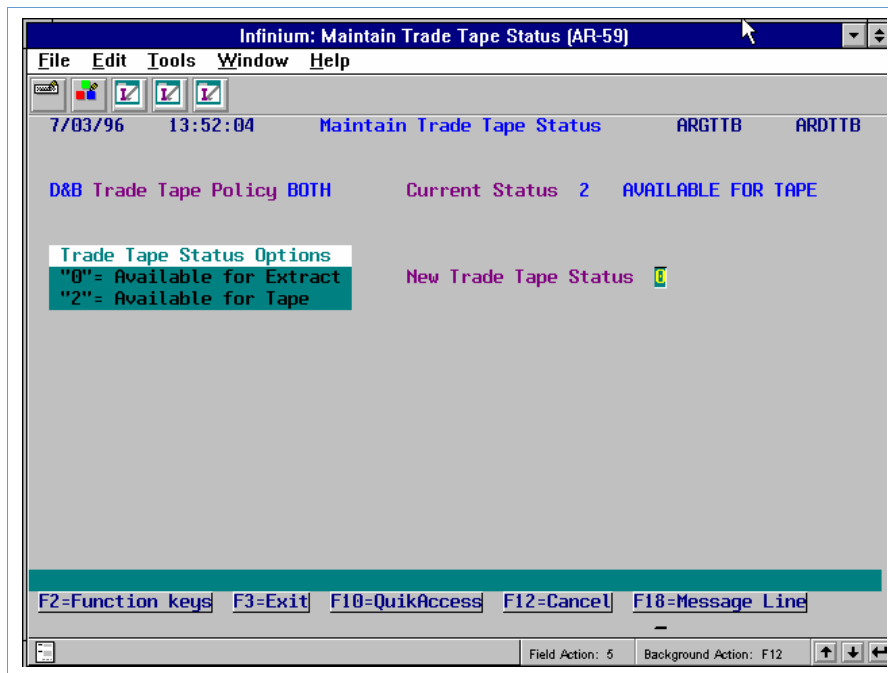


Figure 11-20: Maintain Trade Tape Status screen

- 5 Change the value in the *Current Status* field to **0** (Available for Extract) or **2** (Available for Tape).

If you need to change the trade tape information, change the status to **2**. You can then change the extracted data using the appropriate maintenance function.

- 6 Press **[Enter]**. The system returns you to the prompt screen. Press **[F3]** to return to the Infinium AR main menu.

Resetting the Activity Status for the Draft Functions

The Infinium AR system provides functions that allow you to change the activity status of draft functions in the event of an abnormal job ending.

To change the status of these draft functions from **Active** or **Job Queue** to **Available**, perform the following steps:

- 1 Select *AR Supervisor Functions*.
- 2 Select one of the following functions:
 - *Maintain Draft Header Status* (MDHS)
 - *Maintain Draft Session Status* (MDSS)
 - *Maintain Remittance Cycle Status* (MRCS)
 - *Maintain Remit Session Status* (MRSS)
 - *Maintain Payment Session Status* (MPSS)

Note: The *Maintain Draft Header Status* option is used in this example. The other functions are exactly the same except for the name of the screens.

The system displays a screen similar to Figure 11-21.

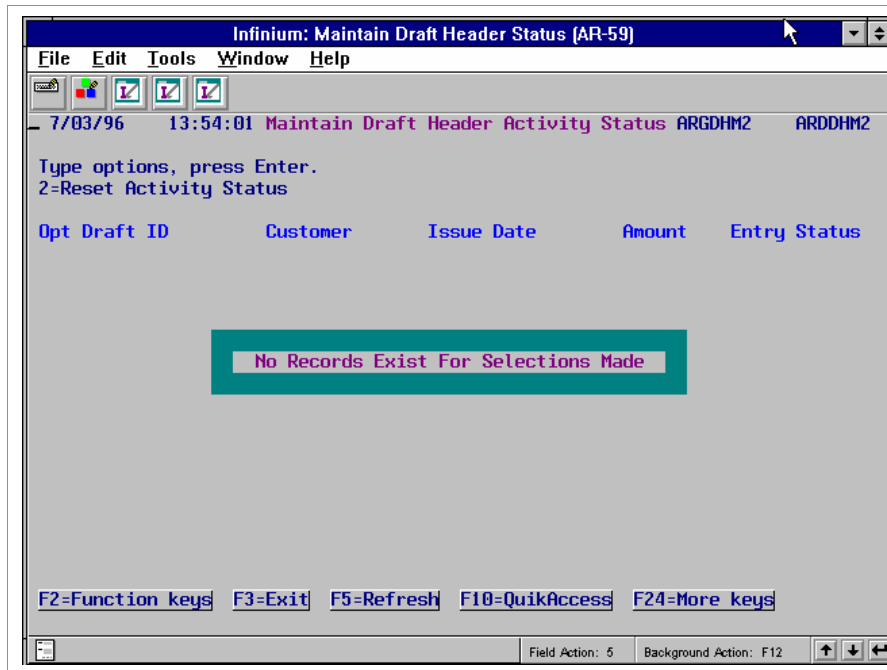


Figure 11-21: Maintain Draft Header Activity Status screen

- 3 Type 2 in the *Opt* field next to the draft (or session or cycle depending on the draft function you use) to reset the activity status to available. If the activity status is marked as active or in the job queue, the system locks the draft header and you cannot access it.
- 4 Press . The system returns you the Infinium AR main menu.

Recovering from Abnormal Job Endings

Overview

The Infinium AR system provides you with the ability to recover from abnormal job endings. This topic provides information on how to recover failed obligation, cash receipt, application and draft postings. It also provides information on how to recover when the system fails during draft payment processing.

Recovering from Failed Obligation Postings

To recover from a failed obligation posting, perform the following steps:

- 1 Select *AR Supervisor Functions*.
- 2 Select *Oblig Batch Recovery Process* [OBRP]. The system displays a screen similar to Figure 11-22.

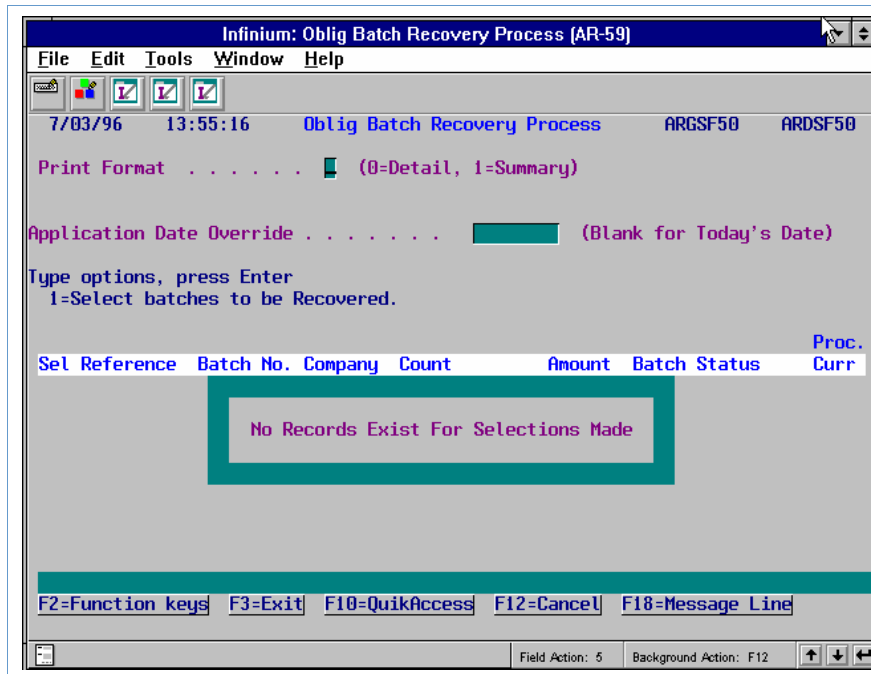


Figure 11-22: Oblig Batch Recovery Process screen

- 3 Select the batches to be recovered and complete the other fields on this screen using the following information.

Print Format

Specify whether the proof and post reports print in detail or summary format.

Application Date Override

If you have referenced memos and would like to change the date for these applications, type a date in the field. If you leave this field blank, the system uses the system date default.

- 4 Press . The system displays a confirmation screen.
- 5 Press to submit the job. When you submit this function, the system completes the posting that ended abnormally.

Recovering from Failed Cash Receipt Postings

To recover from a failed cash receipt posting, perform the following steps:

- 1 Select *AR Supervisor Functions*.
- 2 Select *Cash Rcpt Batch Recovery Process* [CRBRP]. The system displays a screen similar to Figure 11-23.

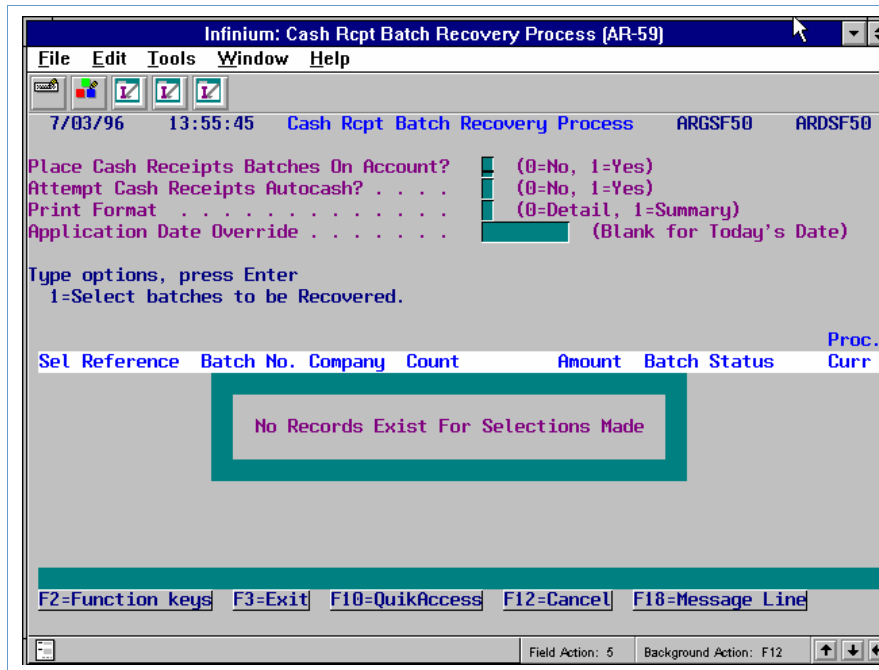


Figure 11-23: Cash Rcpt Batch Recovery Process screen

- 3 Select the batches to be recovered and complete the other fields on this screen using the following information.

Place Cash Receipts Batches On Account?

Specify whether or not the system should place the selected batches on account.

Attempt Cash Receipts Autocash?

Specify whether or not the system should attempt cash receipts autocash.

Print Format

Specify whether the proof and post reports print in detail or summary format.

Application Date Override

If you have referenced memos and would like to change the date for these applications, type a date in the field. If you leave this field blank, the system uses the system date default.

- 4 Press . The system displays a confirmation screen.
- 5 Press to submit the job. When you submit this function, the system completes the posting that ended abnormally.

Recovering from Failed Application Postings

To recover from failed applications, use the *Application Recovery Report* option. Unlike the *Obligation Batch Recovery Process* or the *Cash Rcpt Batch Recovery Process*, submitting this function does not complete the application process. By running the *Application Recovery Report* option you can select a session and print the detail associated with that application session. This report enables you to determine the records and dollar amounts that you need to create.

If an application fails, run the *Application Recovery Report* option and then work with your IS department and the Infinium Customer Support Center to correct the problem.

To recover from a failed application posting, perform the following steps:

- 1 Select *AR Supervisor Functions*.
- 2 Select *Application Recovery Report [ARR]*. The system displays a screen similar to Figure 11-24.

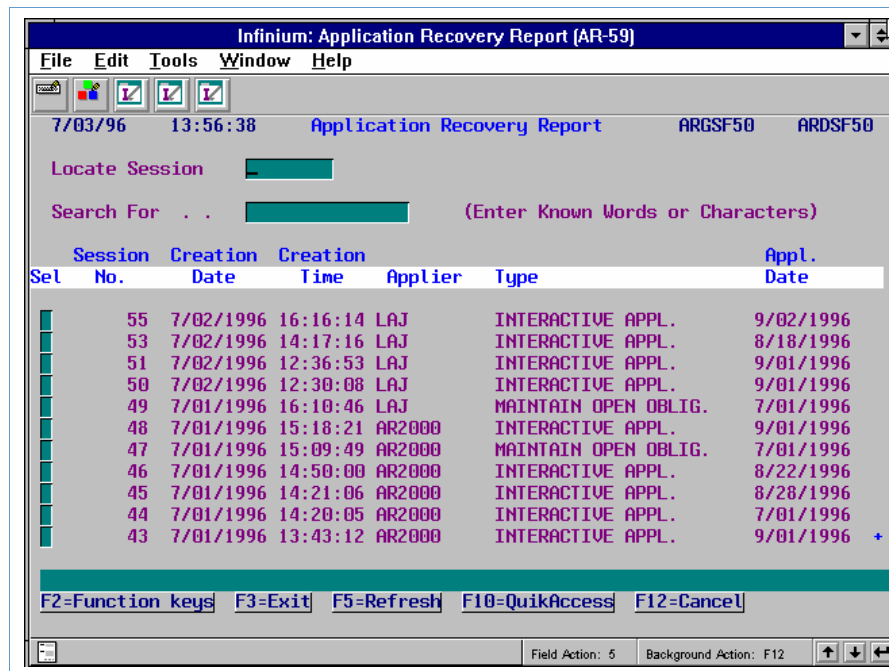


Figure 11-24: Application Recovery Report screen

- 3 Locate the failed application session using the following information.

Search For

If you do not know the session number but have other information regarding the session, type that information in this field. For example, if you are the cash applier, you can type your AR user profile in this field and the system will then display your cash application sessions.

Locate Session

If you know the session number, but the system does not display the session on the above screen, you can type the session number in this field.

- 4 Select the failed application session.
- 5 Press **Enter**. The system submits the job and returns you to the Infinium AR main menu.

Recovering from Failed Draft Postings

Use the *Draft Post Recovery Report* option to recover from the abnormal ending of a draft type obligation batch posting. If the batch session status indicates that the batch is active, you must run this function and use the report to determine which, if any, records are missing. If the records are correct, use the *Maintain Draft Session Status* option to re-set the batch status to **AVAILABLE**.

Note: If there is a problem with the records, your IS department will need to assist you in creating the missing records or deleting those records that should not be included in the batch posting.

To recover from a failed draft obligation posting, perform the following steps:

- 1 Select *AR Supervisor Functions*.
- 2 Select *Draft Post Recovery Report* [DPRR]. The system displays a screen similar to Figure 11-25.

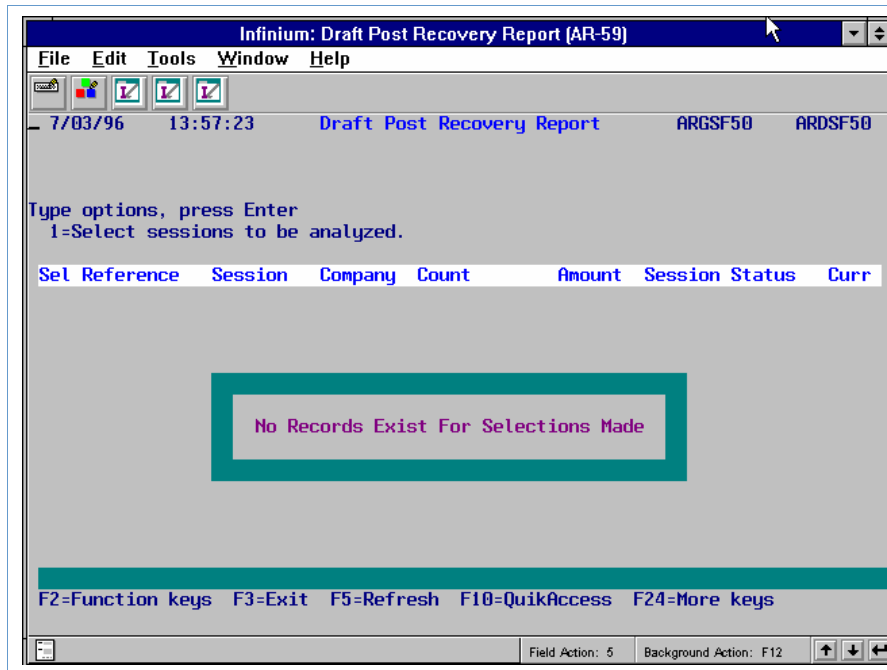


Figure 11-25: Draft Post Recovery Report screen

- 3 Type **1** in the *Sel* field to select the draft session whose batch posting ended abnormally and for which you want to print the recovery analysis report.
- 4 Press . The system submits the job and returns you to the Infinium AR main menu.

Draft Post Recovery Report Information

For each obligation allocated to the draft, the system looks for application records.

The program determines whether or not an 007 draft obligation was created. It checks the various obligation and application records and produces a listing of records that may be missing for input records.

The system checks and prints a complete application session analysis for each application session the draft post creates.

Recovering from Failed Draft Payment Processing

You can use the *Draft Payment Recovery Report* and the *Maintain Draft Payment Batches* options when the draft payment process ends abnormally.

Note: You can also use the *Maintain Draft Payment Batches* option when the Cash Receipts Proof Report for a draft type cash receipt batch has errors and you need to correct them.

To recover from failed draft payment processing, perform the following steps:

- 1 Select *AR Supervisor Functions*.
- 2 Select *Draft Payment Recovery Report [DPRRP]*. The system displays a screen similar to Figure 11-26.

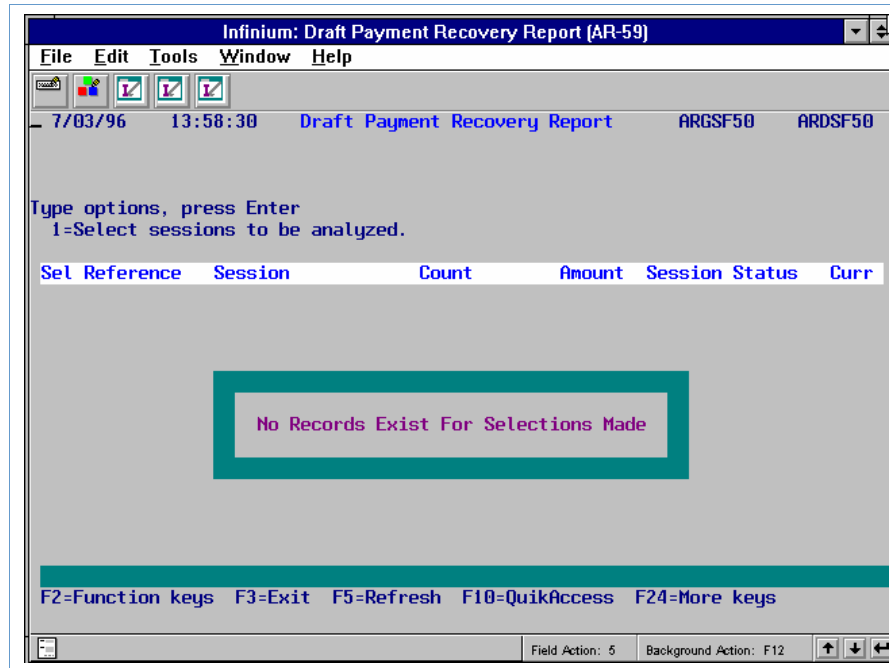


Figure 11-26: Draft Payment Recovery Report screen

- 3 Type **1** in the *Sel* field to select the payment session whose batch posting ended abnormally and for which you want to print the recovery report for analysis purposes.
- 4 Press **Enter**. The system displays a confirmation screen.
- 5 Press **Enter** to confirm your choice for recovery. (If you do not want to print the report, you can press **F12** to cancel and return to the previous screen and make another selection, or press **F3** to return to the Infinium AR main menu.)
- 6 Review the report and check for errors in the following records:
 - Cash Receipts - ARPPB, ARPPI, ARPPJ, ARPPH and ARPPO
 - Applications - ARPAB, ARPAH, ARPAI, ARPAJ and ARPAK
- 7 Select *Maintain Draft Payment Batches [MDPB]*. The system displays a screen similar to Figure 11-27.

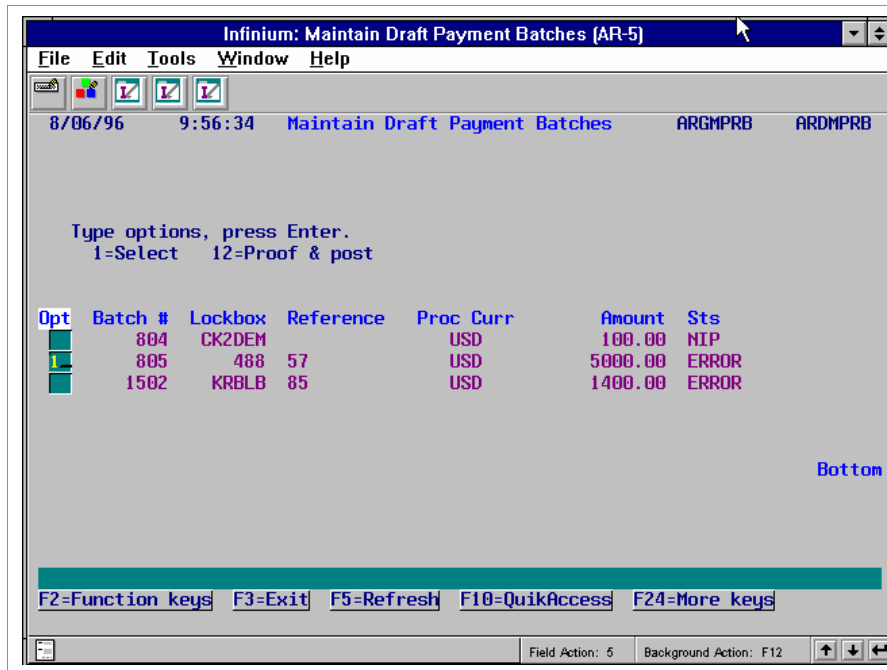


Figure 11-27: Maintain Draft Payment Batches prompt screen

- 8 If the report contains no errors, select the payment session with **12** to proof and post the batch and press .

Note: The system also runs Autocash.

- 9 If a batch contains errors, **ERROR** appears in the *Sts* field next to it. Select the payment batch with **1** and press . The system displays a screen similar to Figure 11-28.

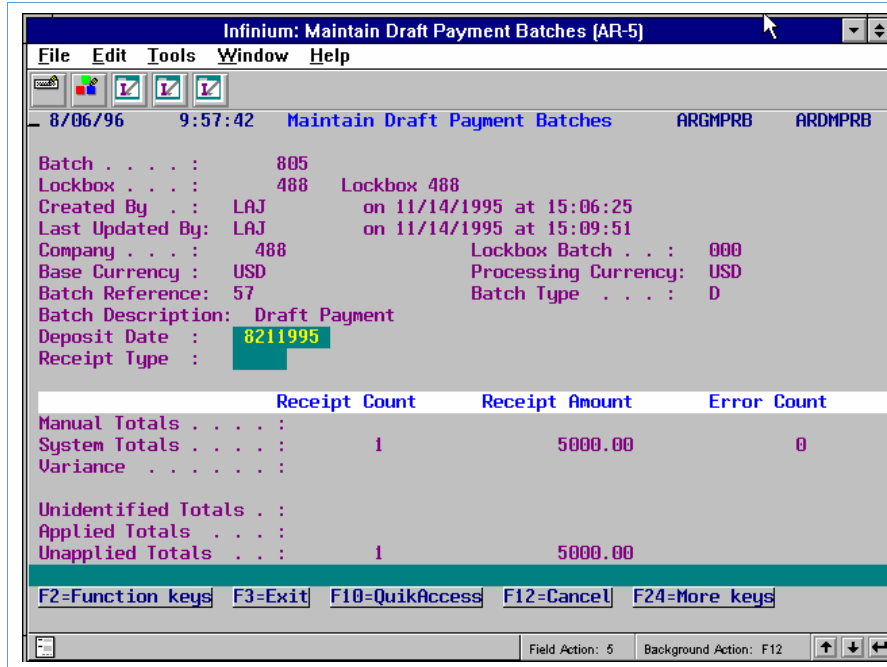


Figure 11-28: Maintain Draft Payment Batches screen 1

- 10 If the *Processing Currency*, *Deposit Date* and *Receipt Date* fields are in error, the system allows you to correct those field.
- 11 Press . The system displays a screen similar to Figure 11-29.

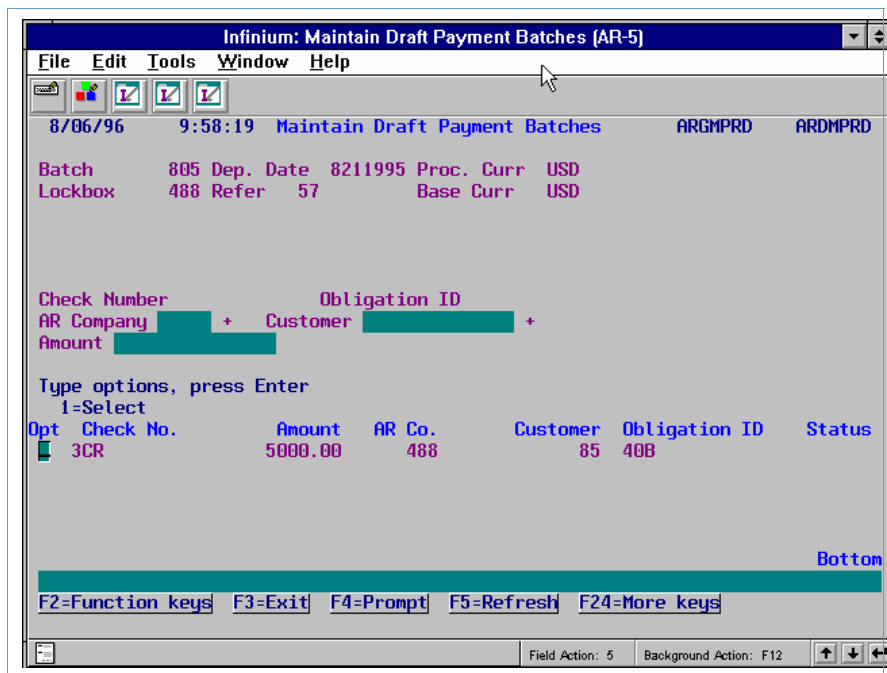


Figure 11-29: Maintain Draft Payment Batches screen 2

- 12 Type **1** in the *Opt* field next to the check number whose information you need to correct. You can change the values in the *AR Company*, *Customer* and *Amount* fields if they are in error. If the check is in error, the value in the *Status* field next to the check equals **ERROR**. If there is no value in the *Status* field, there are no errors associated with the check.
- 13 Press **Enter** to update the record.
- 14 Continue to correct checks that contain errors. When you have corrected all errors and pressed **Enter** to update the record, press **F12** to return to the previous screen. Press **F12** to return to the first screen.
- 15 Proof and post the corrected batch by selecting the batch with **12** and pressing **Enter**. When you select a batch for proof and post, the system also runs autocash for the batch of checks.
- 16 The system displays a confirmation screen. Press **Enter** to confirm your choice and perform the proof and post. You also have the option of pressing **F12** to return to the previous screen to make another selection, or you can press **F3** to return to the main menu and not proof and post.

Tips and Techniques

Purging Infinium AR Transaction History by Company

You can purge transaction history for a specific company. You can enter a specific company to purge accounts receivable transaction history for that company. If you leave the *AR company number* field blank, the system purges accounts receivable transaction history for all companies on your system.

Purge Transaction History Status File (ARPPS)

The purge program uses the Purge Transaction History Status file (ARPPS) to store information regarding purge submissions. It also uses this file to determine, in the case of intercompany transactions, if historical data is eligible for purging.

There is one record per accounts receivable company. If there is no record for a company, the system creates it during the purge process. If a record already exists, the system updates it.

Several fields in this file contain information about the last purge. They are *Submitted by User ID* (PSUSER), *Last Purge Attempt Date* (PSDATE), *Last Run Accounting Year* (PSAYRX) and *Last Run Accounting Period* (PSAPDX). The information in these fields relates to the last time a purge was submitted. All submission options (*Print Only*, *Purge Only*, *Print & Purge*) update these fields.

Two fields in this file contain *Latest Run* information. These fields include the *Latest Accounting Year* (PSAYR) and the *Latest Accounting Period* (PSAPD) for which the purge has been run. The system fills these fields when you use the *Purge Only* or *Print & Purge* options. Please note that the *Print Only* option does not update these fields.

The system also uses this file in the recalculation of statistics. All recalculation functions in the *AR Supervisor Functions* menu look at the *Latest Accounting Year* and the *Latest Accounting Period* to determine the period and year last purged for a given company. Because any data belonging to this or a prior period may be incomplete (items may have been purged), the recalculation functions will not recalculate information for these periods.

Purging Intercompany Data

If you submit a specific company for purge, the system may also purge some data that belongs to another company. When you submit a single company for purge and an intercompany item is selected, the purge process looks at the ARPPS record of the second company to determine if that item meets purge criteria.

For example: Assume that a purge is submitted for company 770 and an obligation that belongs to company 770 was paid with a check belonging to company 850. The purge process looks at the accounting period of the check and compares it to the ARPPS record for company 850. If the accounting period of the check is less than or equal to the *Latest Accounting Period* contained in the file, the system will purge company 850's check.

Purge Criteria

If there are items that are not purged that you feel should have been selected in the purge process, you should review these items to determine if they meet all the purge criteria. A transaction must meet the following criteria in order to be purged:

- An item must be fully closed.
- An item must be closed to the general ledger.
- An item must be dated (receipt date, obligation date, application date) in a period equal to or prior to the *Purge Through Period*. The purge is based on the number of accounting periods you choose to keep.

If you want to keep 15 periods of data, any items selected for purge must be at a minimum 16 periods prior to the company's current accounting period. If your submission produced printed output, the system will list both the current accounting periods and the *Purge Through* periods.

- All related items (via application history) must also be eligible for purge. For example, if a single check closed 450 invoices, all 450 invoices must meet the purge criteria before the check can be purged.

The following reports, found in the *Period End Processing* menu, may assist you in evaluating items not purged and tracing the history of items:

- Application Reconciliation Report
- Obligation Reconciliation Report
- Cash Receipts Reconciliation Report

The Application Recovery Report, which is found in the *AR Supervisor Functions* menu, analyzes application sessions and indicates if there are missing records.

Resetting an Activity Status Flag

If an obligation batch or cash receipts batch is active, you cannot use that batch in another process such as *Interactive Cash Application*. When the value in the field that determines the batch status in the Obligation Batch Control file (ARPOB) or Cash Receipts Batch Control file (ARPPB) is **A**, the batch is active. The following *AR Supervisor Functions* allow you to reset the batch status and to recover from an unfinished posting of obligations or cash receipts.

Use the *Maintain Oblig Batch Status* option to:

- reset the obligation batch activity status
- recalculate the obligation batch totals
- set the obligation batch status to **In Proof or Not in Proof**
- delete the obligation batch

Use the *Maintain Cash Rcpt Batch Sts* option to:

- reset the cash receipt batch activity status
- recalculate the cash receipt batch totals
- set the cash receipt batch status to **In Proof or Not in Proof**
- delete the cash receipt batch

Use the *Maintain On Account Check Status* option to:

- reset the status of an on-account check
- display an on-account check

Unidentified checks are not identified to a particular company or customer. When you reset the status of an on-account check, the system removes the active flag (removes **A** from the *Activity Status* field (PHACT) on the Cash Receipts History file (ARPPH) record that is on account).

Use the *Maintain Cash Appl Batch Status* option to:

- reset the activity status of the batch
- recalculate cash application batch totals

When you reset the activity status, the system removes the activity lock from a cash application batch whose previous process ended abnormally. When you recalculate the cash application batch totals, the system reconstructs batch totals if necessary after abnormal termination of a cash application function.

Use the *Maintain Open Oblig Status* option to:

- reset the activity status of the obligation
- display an open obligation

When you elect to reset the status of an obligation, the system removes the active flag in the *Activity Status* field (OHACT) on the obligation. It may be necessary for you to reset the activity flag if an operation involving that obligation was interrupted during processing before the system could remove the active flag from the record.

Indications that this may be required include a select line missing from the obligation in either the *Interactive Cash Applications* or *Maintain Open Obligations* options.

Use the *Maintain Aged Trial Bal Status* option to reset the active flag in the aged trial balance data area ARATB. The system sets position 43 in the data area with **A** when you submit the *Print & Update Aged Trial Bal* option. If the job fails to complete, the system does not clear the **A** as it does when the job completes normally. This function resets that flag and you can run the *Print & Update Aged Trial Bal* option again.

Note: To prevent record and file conflicts, Infinium Software recommends that you run the *Print & Update Aged Trial Bal* option when there are no users on the system. Many users schedule this job at night using the AR night submission program (ARGNSBM2) to call the *Print & Update Aged Trial Bal* option.

Use the *Maintain Trade Tape Status* option to reset the status of the trade tape to make it available for extract (**0**) or available for tape (**2**). This may be necessary if you wish to extract the data again from the system before writing it to the tape.

In addition to these batch status functions, you can use separate recovery programs to recover from an interrupted posting of obligations or cash receipts. If the prompt screen in the *Maintain Obligation Batches* or *Maintain Cash Receipts Batches* options does not display a *Sel* field in front of the batch, an interrupted posting may have occurred. If the batch is not visible on the recovery process screen, we recommend that you attempt to reset the activity status using the functions described above.

Note: Before you use the delete batch function, you should use the batch recovery function first. If the batch was interrupted during the posting, deleting the batch may result in having header records left in the system without a control record, and this may require a manual recovery.

The part consists of the following topics:

Topic	Page
Customer Statistics Report	A-2
Obligation History Report	A-4
Cash Receipts by Lockbox Report	A-6
Obligation Reconciliation Report	A-8
Cash Receipt Reconciliation Report	A-11
Application Reconciliation Report	A-14
Open Obligations Report	A-18
Aged Trial Balance	A-21
Chargeback Aged Trial Balance	A-23
Submission Screen for Trial Close Period End	A-25
Obligation Distributions Register	A-26
Cash Receipt Distributions Register	A-29
Application Distributions Register	A-32
Intercompany Distributions Register	A-35
Foreign Item Restatement Report	A-36
Restatement Register	A-42

```

*****
*
* 8/05/96 16:00:11 Print Cust Statistics Report ARGCC50 ARDCC50
*
*
* Company . . . . 001 + -OR- Company Group . . +
* Customer No . . 1000 +
* -OR-
* National Account + (*ALL for All)
*
* Accounting Year Beginning Through Ending
* Period Period
*
* Column 1 . . . 1996 7 10
* Column 2 . . . 1996 4 6
* Column 3 . . . 1996 1 3
* Column 4 . . . 1995 10 12
*
* Active customers only? . . . . . 0=No, 1=Yes
* Print customers with activity in selected periods only? 0 0=No, 1=Yes
* Print company/national account totals only? . . . . . 0 0=No, 1=Yes
* Caution: The selection of a company group or a company without a
* customer could result in an extremely large report
*
* F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys
*
*****
FUNCTION: ARCCB810 USER : LAJ
DATE : 8/05/96 TIME : 16:00:11
OUTQ : QGPL/FMOUTQ COPIES :
LPI : CPI :
FORMSIZE: SCHEDULE:
HOLD? : SAVE? :

```


ARGCYL	ARTCYL	A R 2 0 0 0 C U S T O M E R S T A T I S T I C S				PAGE 1
8/05/96	16:00:15					
Company	001	Demo Accts Receivable Co. 001		BASE CURRENCY USD US Dollars		
Customer No	1000	Customer 1000				
Accounting Year(s)		1996	1996	1996	1995	
Accounting Period(s)		7 - 10	4 - 6	1 - 3	10 - 12	
Beginning Balance		11,522.47	9,017.09	6,987.32	33,642.76	
Ending Balance		4,077.18	11,522.47	9,017.09	6,987.32	
Invoices Issued		23,227.50	12,076.90	16,369.65	10,159.75	
Invoices Collected		34,873.77	16,979.22	6,480.00	24,124.89	
Invoices Written Off (incl tol)		621.73		.88		
Credit Memos Issued		150.00-	120.00-			
Credit Memos Collected		270.00-				
Credit Memos Written Off (incl tol)						
Debit Memos Issued		300.00	350.00			
Debit Memos Collected		250.00	100.00			
Debit Memos Written Off (incl tol)						
Chargebacks Issued		6,712.50	461.23-		19.80	
Chargebacks Collected						
Chargebacks Written Off (incl tol)		19.80				
Interest Charges Issued						
Interest Charges Collected						
Interest Charges Written Off (incl tol)						
Drafts Accepted		1,200.00	1,500.00			
Drafts Remitted		1,200.00				
Drafts Paid/Relieved						
Drafts Failed						
Cash Received		31,485.26	16,968.00	14,339.00	36,815.19	
Cash Applied		29,095.27	24,706.93	6,480.00	24,105.09	
Discounts Taken		46.00	133.52			
Discounts Not Taken		220.00		112.00	462.70	
Cash Tolerance Allowed		33.73		.88		
Obligations Written Off		607.80				
Checks Reclassified		1,000.00-	10,000.00-			
Average Days to Pay		65	108	34	45	
Payment Habit		LATE	LATE	LATE	LATE	
Average Days Slow		35	78	4	15	
High Credit Amount		59,638.55	50,061.05	37,984.15	140,052.83	
High Credit Date		6/19/1996	6/19/1996	6/19/1996	6/19/1996	
DSO policy used: CRF			67.7	40.1	113.3	
High Dunning Level		2				
High Dunning Date		8/31/1996				

***** E N D O F R E P O R T *****

```

*****
*
* 8/05/96 16:08:33 Print Obligation History Rept ARGPE50 ARDPE50
*
*
*
* Company . . . . . 001 + (Blank for All)
* Customer Number . . . . 1000 + (Blank for All)
* -OR-
* Company Group . . . . . + (Blank for All)
*
*
* Active Customers Only? . . . . . 1 (0=No, 1=Yes)
* Print Customers With No Open Obligations? . 0 (0=No, 1=Yes)
* Include Closed Items? . . . . . 1 (0=No, 1=Yes)
*
*
* Include Base Currency Information? . . . . 0 (0=No, 1=Yes)
* From Obligation As of Date . . . . . 7011996
* To Obligation As of Date . . . . . 9301996
*
*
*
* F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys
*
*****
FUNCTION: ARPEB520 USER : LAJ
DATE : 8/05/96 TIME : 16:08:33
OUTQ : QGPL/FMOUTQ COPIES :
LPI : CPI :
FORMSIZE: SCHEDULE:
HOLD? : SAVE? :

```

ARGOHL2 ARTOHL2 AR2000 OBLIGATION HISTORY PAGE 1
7/18/96 15:20:32

COMPANY NUMBER 001 COMPANY NAME Demo Accts Receivable Co. 001 BASE CURRENCY USD US Dollars
OBLIGATION OBLIGATION REFERENCE TO OBLIGATION OBLIGATION OPEN TRAN NET DUE CLOSED PROCESSING
IDENTIFICATION REFERENCE OBLIGATION ID AS OF DATE AMOUNT AMOUNT TYPE DATE DATE CURRENCY

CUSTOMER NUMBER 1000 CUSTOMER NAME Customer 1000

USD OBLIGATIONS

OBLIGATION IDENTIFICATION	OBLIGATION REFERENCE	REFERENCE TO OBLIGATION ID	OBLIGATION AS OF DATE	OBLIGATION AMOUNT	OPEN AMOUNT	TRAN TYPE	NET DUE DATE	CLOSED DATE	PROCESSING CURRENCY
CM9607	1869		7/09/1996	150.00-	.00	C/M	7/30/1996	8/22/1996	USD
9607	1865		7/09/1996	2300.00	.00	INV	8/08/1996	7/04/1996	USD
CBCRCB01	1877		7/30/1996	350.00-	.00	C/B	7/30/1996	7/30/1996	USD
CBCRCB01	1878		7/30/1996	350.00	.00	C/B	7/30/1996	7/30/1996	USD
CBCRCB01	1879		7/30/1996	350.00	350.00	DI C/B	7/30/1996		USD
DR101	1868		7/30/1996	1500.00	1500.00	DFT	8/05/1996		USD
9608	1866		8/13/1996	777.50	.00	INV	9/12/1996	7/04/1996	USD
CB666	1890		8/17/1996	67.50-	67.50-	C/B	8/17/1996		USD
DR102	1880		8/17/1996	1200.00	1200.00	DFT	9/16/1996		USD
DM9607	1872		9/01/1996	300.00	300.00	D/M	9/10/1996		USD
* TOTAL USD OBLIGATIONS = 10				6210.00	3282.50				USD
** TOTAL CUSTOMER OBLIGATIONS = 10									

ALL CURRENCIES
Customer 1000

ARGOHL2 ARTOHL2 AR2000 OBLIGATION HISTORY PAGE 2
7/18/96 15:20:32

OBLIGATION AMOUNT	OPEN AMOUNT	PROCESSING CURRENCY	
***** TOTAL USD OBLIGATIONS = 10	6210.00	3282.50	USD
***** TOTAL REPORT OBLIGATIONS = 10			

ALL CURRENCIES
***** END OF REPORT *****

```

*****
*
* 8/05/96 16:11:55 Print Cash Receipts By Lockbox ARGPE50 ARDPE50 *
*
*
* Lockbox Number . . . 1 + (Blank for All) *
* Active Lockboxes Only? 0 (0=No, 1=Yes) *
*
* Batch Number . . . . 0 + (Blank for All) *
*
* Cash Status . . . . . 3 (0=Unapplied, 1=Applied *
* 2=On Account, 3=All Cash) *
*
* Deposit Date From . . 7011996 to 9301996 *
*
*
* Reporting Options *
* Include Obligation IDs? . . . . . 0 (0=No, 1=Yes) *
* Include Receipt Detail? . . . . . 0 (0=No, 1=Yes) *
* Include Base Currency Information? 0 (0=No, 1=Yes) *
* Sort Deposit Date . . . . . 0 (0=Ascending, 1=Descending) *
*
* F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys *
*
*
*****
FUNCTION: ARPEB530 USER : LAJ
DATE : 8/05/96 TIME : 16:11:55
OUTQ : QGPL/FMOUTQ COPIES :
LPI : CPI :
FORMSIZE: SCHEDULE:
HOLD? : SAVE? :

```

7/18/96 15:20:49

LOCKBOX NUMBER 1 LOCKBOX NAME Lockbox for Co. 001 LOCKBOX BASE CURRENCY USD US Dollars
 DATE RECEIPT CASH RECEIPT DATE APPLIED UNAPPLIED
 RECEIVED BATCH # AR CO ID RECEIPT # TYPE GL DST ID DIST AMOUNT CLOSED AMOUNT AMOUNT

USD RECEIPTS

DATE	BATCH #	AR CO	ID	RECEIPT #	TYPE	GL	DST	ID	DIST	AMOUNT	DATE CLOSED	APPLIED AMOUNT	UNAPPLIED AMOUNT
7/04/96	16	001	1000	9607	CHK	001CA	001OA			3077.77	7/04/96	3077.77	.00
7/09/96	26	001	2000	22	OA	CHK	001CA	001OA		2100.00		.00	2100.00
7/09/96	26	001	TREASURY	11	OA	CHK	001CA	001TR		100.00		.00	100.00
7/30/96	23	001	1000	CRCB01	CHK	001CA	001OA			2950.00	7/30/96	2950.00	.00
8/01/96	25	001	3000	77	OA	CHK	001CA	001OA		7777.00		.00	7777.00
8/17/96	24	001	1000	12	CHK	001CA	001OA			1000.00	9/01/96	1000.00	.00
8/17/96	24	001	1000	2499	CHK	001CA	001OA			2389.99		.00	2389.99
8/17/96	24	001	3000	778	CHK	001CA	001OA			8100.44	9/01/96	8100.44	.00
8/17/96	24	001	1000	666	CHK	001CA	001OA			67.50	9/01/96	67.50	.00
8/17/96	24	001	1000	99	CHK	001CA	001OA			10000.00	9/01/96	10000.00	.00
8/17/96	24	001	1000	555	CHK	001CA	001OA			5500.00	8/22/96	5500.00	.00
9/05/96	17	001	1000	9609	CHK	001CA	001OA			6500.00	9/06/96	6500.00	.00

* TOTAL USD RECEIPTS = 12 49562.70 37195.71 12366.99

*** TOTAL USD RECEIPTS = 12 49562.70 37195.71 12366.99 USD

Lockbox for Co. 001

**** TOTAL LOCKBOX RECEIPTS = 12

ALL CURRENCIES

Lockbox for Co. 001

7/18/96 15:20:49

DATE RECEIPT CASH RECEIPT DATE APPLIED UNAPPLIED
 RECEIVED BATCH # AR CO ID RECEIPT # TYPE GL DST ID DIST AMOUNT CLOSED AMOUNT AMOUNT

***** TOTAL USD RECEIPTS = 12 49562.70 37195.71 12366.99

***** TOTAL REPORT RECEIPTS = 12

ALL CURRENCIES

***** E N D O F R E P O R T *****

```

*****
*
* 8/05/96 16:14:20 Print Obligation Recon Report ARGPE50 ARDPE50 *
*
*
*
* Company . . . . . 001 + (Blank for All) *
* -OR- *
* Company Group . . . . . + *
*
* From Accounting Period/Year . . 7 1996 + *
* To Accounting Period/Year . . . 9 1996 + (Blank for All) *
* -OR- *
* From Obligation As of Date . . . 0 *
* To Obligation As of Date . . . . 0 (Blank for All) *
*
* Print Format . . . . . 0 (0=Detail, 1=Summary) *
*
* AR Distribution Code . . . . . + (Blank for All) *
*
* GL Close Status . . . . . (0=Not Closed, 1=Closed, *
* 2=No GL Close, Blank for All) *
*
*
* F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys *
*
*
*****
FUNCTION: ARPEB540 USER : LAJ
DATE : 8/05/96 TIME : 16:14:20
OUTQ : QGPL/FMOUTQ COPIES :
LPI : CPI :
FORMSIZE: SCHEDULE:
HOLD? : SAVE? :

```

ARGORC ARTORC A R 2 0 0 0 O B L I G A T I O N R E C O N C I L I A T I O N R E P O R T PAGE 1
7/18/96 15:21:54
AR COMPANY 001 Demo Accts Receivable Co. 001 BASE CURRENCY USD US Dollars
GL COMPANY 001 S2K
PERIOD 7 1996

DEBIT AR DIST	CREDIT GL DIST	OBLIGATION TYPE	OBLIGATION ID	GL CLOSE STATUS	AS OF DATE	PROCESSING CURRENCY AMOUNT	PROCESSING CURRENCY	ERRORS (SEE KEY)
001AR	001SA	001	9607	0	7/09/1996	2,300.00	USD	
001AR	001SA	002	CM9607	0	7/09/1996	150.00-	USD	
001AR	001SA	003	DM9607	0	9/01/1996	300.00	USD	###
001AR	001UD	004	CBCRCB01	0	7/30/1996	350.00-	USD	
001AR	001UD	004	CBCRCB01	0	7/30/1996	350.00	USD	
001AR	001UD	004	CBCRCB01	0	7/30/1996	350.00	USD	
001AR	001UD	004	CB9511	0	12/12/1995	1,300.00	USD	###
001AR	001UD	004	CB9511	0	12/12/1995	780.00	USD	###
*** TOTAL GL CLOSE STATUS 0 FOR 001AR IN USD						4,880.00		
*** TOTAL FOR 001AR IN USD						4,880.00		
**** TOTAL FOR AR COMPANY 001 IN USD PERIOD 7 1996						4,880.00		
***** COMPANY TOTALS PERIOD 7 1996						=	4,880.00	

ARGORC ARTORC A R 2 0 0 0 O B L I G A T I O N R E C O N C I L I A T I O N R E P O R T PAGE 2
7/18/96 15:21:54
AR COMPANY 001 Demo Accts Receivable Co. 001 BASE CURRENCY USD US Dollars
GL COMPANY 001 S2K
PERIOD 8 1996

DEBIT AR DIST	CREDIT GL DIST	OBLIGATION TYPE	OBLIGATION ID	GL CLOSE STATUS	AS OF DATE	PROCESSING CURRENCY AMOUNT	PROCESSING CURRENCY	ERRORS (SEE KEY)
001AR	001AR	007	DR102	0	8/17/1996	1,200.00	USD	
001AR	001SA	001	9608	0	8/13/1996	777.50	USD	
001AR	001UD	004	CB9504	0	6/25/1996	4,350.00	USD	
*** TOTAL GL CLOSE STATUS 0 FOR 001AR IN USD						6,327.50		
*** TOTAL FOR 001AR IN USD						6,327.50		
**** TOTAL FOR AR COMPANY 001 IN USD PERIOD 8 1996						6,327.50		
***** COMPANY TOTALS PERIOD 8 1996						=	6,327.50	

ARGORC ARTORC A R 2 0 0 0 O B L I G A T I O N R E C O N C I L I A T I O N R E P O R T							PAGE	3	
7/18/96 15:21:54									
AR COMPANY 001 Demo Accts Receivable Co. 001								BASE CURRENCY USD US Dollars	
GL COMPANY 001 S2K									
PERIOD 9 1996									
DEBIT	CREDIT	OBLIGATION	OBLIGATION ID	GL CLOSE	AS OF DATE	PROCESSING	PROCESSING	ERRORS	
AR DIST	GL DIST	TYPE		STATUS		CURRENCY AMOUNT	CURRENCY	(SEE KEY)	
001AR	001SA	001	CAD101	0	7/01/1996	1,200.00	CAD		
						1,090.91 BC			
001AR	001SA	001	CAD102	0	4/01/1996	3,000.00	CAD		
						2,307.69 BC			
001AR	001SA	001	CAD103	0	2/01/1996	660.00	CAD		
						507.69 BC			
*** TOTAL GL CLOSE STATUS 0 FOR 001AR IN CAD						4,860.00			
*** TOTAL FOR 001AR IN CAD						3,906.29 BC			
						4,860.00			
						3,906.29 BC			
001AR	001SA	001	CRCB01	0	6/22/1996	1,000.00	USD		
001AR	001SA	001	CRCB02	0	6/01/1996	2,300.00	USD		
001AR	001SA	001	0622	0	6/22/1996	10,350.00	USD		
001AR	001SA	001	9609	0	12/30/1996	6,500.00	USD	###	
001AR	001UD	004	CB0011008	0	8/17/1996	2,999.56	USD		
001AR	001UD	004	CB666	0	8/17/1996	67.50-	USD		
*** TOTAL GL CLOSE STATUS 0 FOR 001AR IN USD						23,082.06			
*** TOTAL FOR 001AR IN USD						23,082.06			
**** TOTAL FOR AR COMPANY 001 IN CAD PERIOD 9 1996						4,860.00			
						3,906.29 BC			
**** TOTAL FOR AR COMPANY 001 IN USD PERIOD 9 1996						23,082.06			
***** COMPANY TOTALS PERIOD 9 1996						=	26,988.35		

ARGORC ARTORC A R 2 0 0 0 O B L I G A T I O N R E C O N C I L I A T I O N R E P O R T							PAGE	4
7/18/96 15:21:54								
							PROCESSING	
							CURRENCY AMOUNT	
***** TOTAL USD						=	34,289.56	
### WARNING - AS OF DATE OUTSIDE PERIOD DATE RANGE								


```

*****
*
* 8/05/96 16:15:51 Print Cash Rcpt Recon Report ARGPE50 ARDPE50 *
*
*
*
* Company . . . . . 001 + (Blank for All) *
* -OR- *
* Company Group . . . . . + *
*
* From Accounting Period/Year . . 7 1996 + *
* To Accounting Period/Year . . . 9 1996 + (Blank for All) *
* -OR- *
* From Deposit Date . . . . . 0 *
* To Deposit Date . . . . . 0 (Blank for All) *
*
* Print Format . . . . . 0 (0=Detail, 1=Summary) *
*
* AR Distribution Code . . . . . + (Blank for All) *
*
* GL Close Status . . . . . (0=Not Closed, 1=Closed, *
* 2=No GL Close, Blank for All) *
*
*
* F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys *
*
*
*****
FUNCTION: ARPEB550 USER : LAJ
DATE : 8/05/96 TIME : 16:15:51
OUTQ : QGPL/FMOUTQ COPIES :
LPI : CPI :
FORMSIZE: SCHEDULE:
HOLD? : SAVE? :

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ARGCRR ARTCRR A R 2 0 0 0 C A S H R E C E I P T R E C O N C I L I A T I O N R E P O R T										PAGE 1	
7/18/96 15:29:24											
AR COMPANY 001 Demo Accts Receivable Co. 001										BASE CURRENCY USD US Dollars	
GL COMPANY 001 S2K											
PERIOD 7 1996											
ID	DIST	CASH ACCT	RECEIPT NUMBER	GL CLOSE STATUS	BATCH NUMBER	LOCKBOX NUMBER	DEPOSIT DATE	PROCESSING CURRENCY	PROCESSING AMOUNT	PROCESSING CURRENCY	ERRORS (SEE KEY)
001OA		001CA	9607	0	16	1	7/04/1996		3,077.77	USD	
001OA		001CA	CRCB01	0	23	1	7/30/1996		2,950.00	USD	
001OA		001CA	22	0	26	1	7/09/1996		2,100.00	USD	
*** TOTAL GL CLOSE STATUS 0 FOR 001OA IN USD									8,127.77		
*** TOTAL FOR 001OA IN USD									8,127.77		
001TR		001CA	11	0	26	1	7/09/1996		100.00	USD	
*** TOTAL GL CLOSE STATUS 0 FOR 001TR IN USD									100.00		
*** TOTAL FOR 001TR IN USD									100.00		
**** TOTAL FOR AR COMPANY 001 IN USD PERIOD 7 1996									8,227.77		
***** COMPANY TOTALS PERIOD 7 1996									=	8,227.77	

ARGCRR ARTCRR A R 2 0 0 0 C A S H R E C E I P T R E C O N C I L I A T I O N R E P O R T										PAGE 2	
7/18/96 15:29:24											
AR COMPANY 001 Demo Accts Receivable Co. 001										BASE CURRENCY USD US Dollars	
GL COMPANY 001 S2K											
PERIOD 8 1996											
ID	DIST	CASH ACCT	RECEIPT NUMBER	GL CLOSE STATUS	BATCH NUMBER	LOCKBOX NUMBER	DEPOSIT DATE	PROCESSING CURRENCY	PROCESSING AMOUNT	PROCESSING CURRENCY	ERRORS (SEE KEY)
001OA		001CA	12	0	24	1	8/17/1996		1,000.00	USD	
001OA		001CA	99	0	24	1	8/17/1996		10,000.00	USD	
001OA		001CA	555	0	24	1	8/17/1996		5,500.00	USD	
001OA		001CA	666	0	24	1	8/17/1996		67.50	USD	
001OA		001CA	778	0	24	1	8/17/1996		8,100.44	USD	
001OA		001CA	2499	0	24	1	8/17/1996		2,389.99	USD	
001OA		001CA	77	0	25	1	8/01/1996		7,777.00	USD	
*** TOTAL GL CLOSE STATUS 0 FOR 001OA IN USD									34,834.93		
*** TOTAL FOR 001OA IN USD									34,834.93		
**** TOTAL FOR AR COMPANY 001 IN USD PERIOD 8 1996									34,834.93		
***** COMPANY TOTALS PERIOD 8 1996									=	34,834.93	

```

ARGCRR      ARTCRR      A R 2 0 0 0   C A S H   R E C E I P T   R E C O N C I L I A T I O N   R E P O R T      PAGE    3
7/18/96    15:29:24
AR COMPANY  001 Demo Accts Receivable Co. 001      BASE CURRENCY  USD US Dollars
GL COMPANY  001 S2K
PERIOD      9 1996
CREDIT      DEBIT      RECEIPT      GL CLOSE      BATCH      LOCKBOX      DEPOSIT      PROCESSING      PROCESSING      ERRORS
ID DIST     CASH ACCT   NUMBER       STATUS        NUMBER      NUMBER      DATE         CURRENCY AMOUNT  CURRENCY        (SEE KEY)
-----
0010A      001CA      9609         0             17         1           9/05/1996      6,500.00        USD
*** TOTAL GL CLOSE STATUS 0 FOR 0010A IN USD      6,500.00
*** TOTAL FOR 0010A IN USD                        6,500.00
**** TOTAL FOR AR COMPANY 001 IN USD PERIOD 9 1996 6,500.00
***** COMPANY TOTALS PERIOD 9 1996              =          6,500.00

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ARGCRR      ARTCRR      A R 2 0 0 0   C A S H   R E C E I P T   R E C O N C I L I A T I O N   R E P O R T      PAGE    4
7/18/96    15:29:24
                                           PROCESSING
                                           CURRENCY AMOUNT
-----
***** TOTAL USD                                =          49,562.70
***** E N D   O F   R E P O R T *****

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*****
*
* 8/05/96 16:17:15 Print Application Recon Report ARGPE50 ARDPE50 *
*
*
*
* Company . . . . . 001 + (Blank for All) *
* -OR- *
* Company Group . . . . . + *
*
* From Accounting Period/Year . . 7 1996 + *
* To Accounting Period/Year . . . 9 1996 + (Blank for All) *
* -OR- *
* From Application Date . . . . . 0 *
* To Application Date . . . . . 0 (Blank for All) *
*
* Print Format . . . . . 0 (0=Detail, 1=Summary) *
*
* AR Distribution Code . . . . . + (Blank for All) *
*
* GL Close Status . . . . . (0=Not Closed, 1=Closed, *
* 2=No GL Close, Blank for All) *
*
*
* F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys *
*
*
*****
FUNCTION: ARPEB560 USER : LAJ
DATE : 8/05/96 TIME : 16:17:15
OUTQ : QGPL/FMOUTQ COPIES :
LPI : CPI :
FORMSIZE: SCHEDULE:
HOLD? : SAVE? :

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7/18/96 15:29:35

AR COMPANY 001 Demo Accts Receivable Co. 001 BASE CURRENCY USD US Dollars

GL COMPANY 001 S2K

PERIOD 7 1996

CREDIT	DEBIT	CHECK	OBLIGATION ID	APPL TYPE	APPLICATION DATE	GL CLOSE STATUS	PROCESSING CURRENCY AMOUNT	SESSION NUMBER	BATCH NUMBER	PROCESSING CURRENCY	ERRORS (SEE KEY)
001AR	001AR		CBCRCB01	MA	7/30/1996	0	350.00-	37		USD	
001AR	001AR		CBCRCB01	MA	7/30/1996	0	350.00	37		USD	
** TOTAL FOR 001AR IN USD							.00				
001AR	001BD		CB9512	OW	7/20/1996	0	19.80	40		USD	
001AR	001BD	9511	9511	OW	7/20/1996	0	188.00	40		USD	
** TOTAL FOR 001BD IN USD							207.80				
001AR	001CT	9607	9607	TL	7/04/1996	0	46.27-	28	16	USD	
** TOTAL FOR 001CT IN USD							46.27-				
001AR	001DT	9607	9607	DT	7/04/1996	0	46.00	28	16	USD	
** TOTAL FOR 001DT IN USD							46.00				
001AR	001OA	9607	9607	CA	7/04/1996	0	2,300.27	28	16	USD	
001AR	001OA	9607	9608	CA	7/04/1996	0	777.50	28	16	USD	
001AR	001OA	CRCB01	CRCB01	CA	7/30/1996	0	1,000.00	36	23	USD	
001AR	001OA	CRCB01	CRCB02	CA	7/30/1996	0	1,950.00	36	23	USD	
** TOTAL FOR 001OA IN USD							6,027.77				
001AR	001UD	CRCB01	CRCB02	RC	7/30/1996	0	350.00	36	23	USD	
001AR	001UD		9511	CB	7/01/1996	0	1,300.00	47		USD	
001AR	001UD		9511	CB	7/01/1996	0	780.00	49		USD	
** TOTAL FOR 001UD IN USD							2,430.00				
*** TOTAL GL CLOSE STATUS 0 FOR 001AR IN USD							8,665.30-				
**** TOTAL FOR 001AR IN USD							8,665.30-				
001UD	001OA	CRCB01		RC	7/30/1996	0	350.00	36	23	USD	
001UD	001OA	CRCB01		RC	7/30/1996	0	350.00-	36	23	USD	
** TOTAL FOR 001OA IN USD							.00				
*** TOTAL GL CLOSE STATUS 0 FOR 001UD IN USD							.00				
**** TOTAL FOR 001UD IN USD							.00				

7/18/96 15:29:35

AR COMPANY 001 Demo Accts Receivable Co. 001 BASE CURRENCY USD US Dollars

GL COMPANY 001 S2K

PERIOD 7 1996

CREDIT	DEBIT	CHECK	OBLIGATION ID	APPL TYPE	APPLICATION DATE	GL CLOSE STATUS	PROCESSING CURRENCY AMOUNT	SESSION NUMBER	BATCH NUMBER	PROCESSING CURRENCY	ERRORS (SEE KEY)	
***** TOTAL FOR AR COMPANY 001 IN USD PERIOD 7 1996							8,665.30-					
***** COMPANY TOTALS PERIOD 7 1996							=	8,665.30-				

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ARGARC      ARTARC      A R 2 0 0 0  A P P L I C A T I O N  R E C O N C I L I A T I O N  R E P O R T      PAGE      3
7/18/96    15:29:35
AR COMPANY  001 Demo Accts Receivable Co. 001      BASE CURRENCY  USD US Dollars
GL COMPANY  001  S2K
PERIOD      8 1996
CREDIT      DEBIT      CHECK
AR DIST     GL DIST     NUMBER      OBLIGATION ID  APPL  APPLICATION GL CLOSE  PROCESSING  SESSION  BATCH  PROCESSING  ERRORS
              TYPE      DATE      STATUS      CURRENCY AMOUNT  NUMBER  NUMBER  CURRENCY  (SEE KEY)
-----
001AR      001OA      555 9504      CA      8/22/1996      0      5,650.00      46      24      USD
001AR      001OA      555 CM9607      CA      8/22/1996      0      150.00-      46      24      USD
** TOTAL FOR 001OA IN USD      5,500.00
001AR      001UD      555 9504      CB      8/22/1996      0      4,350.00      46      24      USD
** TOTAL FOR 001UD IN USD      4,350.00
*** TOTAL GL CLOSE STATUS 0 FOR 001AR IN USD      9,850.00-
**** TOTAL FOR 001AR IN USD      9,850.00-
***** TOTAL FOR AR COMPANY  001 IN USD PERIOD  8 1996      9,850.00-
-----
***** COMPANY TOTALS PERIOD  8 1996      =      9,850.00-
    
```

7/18/96 15:29:35

AR COMPANY 001 Demo Accts Receivable Co. 001

BASE CURRENCY USD US Dollars

GL COMPANY 001 S2K

PERIOD 9 1996

CREDIT	DEBIT	CHECK		APPL	APPLICATION	GL CLOSE	PROCESSING	SESSION	BATCH	PROCESSING	ERRORS
AR DIST	GL DIST	NUMBER	OBLIGATION ID	TYPE	DATE	STATUS	CURRENCY AMOUNT	NUMBER	NUMBER	CURRENCY	(SEE KEY)

001AR	001BD		99 0622	OW	9/01/1996	0	400.00	51	24	USD	
** TOTAL FOR 001BD IN USD							400.00				
001AR	001CT		99 0622	TL	9/01/1996	0	80.00	51	24	USD	
** TOTAL FOR 001CT IN USD							80.00				
001AR	001OA	9609 9604		CA	9/06/1996	0	6,500.00	29	17	USD	
001AR	001OA	778 0011008		CA	9/01/1996	0	8,100.44	48	24	USD	
001AR	001OA	99 CM9606		CA	9/01/1996	0	120.00-	51	24	USD	
001AR	001OA	99 DM9606		CA	9/01/1996	0	250.00	51	24	USD	
001AR	001OA	99 0622		CA	9/01/1996	0	9,870.00	51	24	USD	
** TOTAL FOR 001OA IN USD							24,600.44				
001AR	001UD	778 0011008		RC	9/01/1996	0	2,999.56	48	24	USD	
** TOTAL FOR 001UD IN USD							2,999.56				
*** TOTAL GL CLOSE STATUS 0 FOR 001AR IN USD							28,080.00-				
**** TOTAL FOR 001AR IN USD							28,080.00-				
001NA	001OA	12		CR	9/01/1996	0	1,000.00	50	24	USD	
** TOTAL FOR 001OA IN USD							1,000.00				
*** TOTAL GL CLOSE STATUS 0 FOR 001NA IN USD							1,000.00-				
**** TOTAL FOR 001NA IN USD							1,000.00-				
001UD	001OA	666		RC	9/01/1996	0	67.50	48	24	USD	
** TOTAL FOR 001OA IN USD							67.50				
*** TOTAL GL CLOSE STATUS 0 FOR 001UD IN USD							67.50-				
**** TOTAL FOR 001UD IN USD							67.50-				
***** TOTAL FOR AR COMPANY 001 IN USD PERIOD 9 1996							28,080.00-				
***** COMPANY TOTALS PERIOD 9 1996							=	28,080.00-			

7/18/96 15:29:35

PROCESSING
CURRENCY AMOUNT

***** TOTAL USD = 46,595.30-

***** END OF REPORT *****

```

*****
*
* 8/05/96 16:19:22 List Open Obligations ARGOP50 ARDOP50 *
*
* Print Customers with No Open Obligations? 0 (0=No, 1=Yes) *
* Active Only? . . . . . 1 (0=No, 1=Yes) *
* Summary or Detail? . . . . . 0 (0=Summary, 1=Detail) *
* Include Base Currency Information? . . . 0 (0=No, 1=Yes) *
*
* Company . . . . . + (Blank for All) *
* -OR- *
* Company Group . . . . . + (Blank for All) *
* -OR- *
* Customer Selection + (Company/Customer or Blank for All) *
* 001 1000 001 3000 *
* *
* *
* -OR- *
* Obligation ID + (Blank for All) *
* *
* *
* *
* F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys *
* *
*
*****
FUNCTION: AROPB230 USER : LAJ
DATE : 8/05/96 TIME : 16:19:22
OUTQ : QGPL/FMOUTQ COPIES :
LPI : CPI :
FORMSIZE: SCHEDULE:
HOLD? : SAVE? :

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ARGOOL ARTOOL
7/18/96 15:12:30

AR 2 0 0 0 O P E N O B L I G A T I O N S L I S T

PAGE 1

COMPANY NUMBER 001		COMPANY NAME Demo Accts Receivable Co. 001			BASE CURRENCY	USD	US Dollars	
OBLIGATION IDENTIFICATION	OBLIGATION REFERENCE	OBLIGATION DATE	OBLIGATION AMOUNT	DISCOUNT DATE	DISCOUNT AMOUNT	DUE DATE	OPEN AMOUNT	PROCESSING CURRENCY
CUSTOMER NUMBER 1000		CUSTOMER NAME Customer 1000						
USD OBLIGATIONS								
CB9511	1888	12/12/1995	1300.00		.00	1/11/1996	1300.00	USD
CB9511	1891	12/12/1995	780.00		.00	1/11/1996	780.00	USD
9511	1856	12/12/1995	8390.76		.00	1/11/1996	6122.76	USD
CB9603	1873	6/15/1996	88.77		.00	7/15/1996	88.77	USD
CB9504	1887	6/25/1996	4350.00		.00	7/25/1996	4350.00	USD
CB9604	1874	4/30/1996	550.00-		.00	4/30/1996	550.00-	USD
9606	1864	6/22/1996	4900.90	7/02/1996	98.02	7/22/1996	4900.90	USD
CBCRCB01	1879	7/30/1996	350.00		.00	7/30/1996	350.00 DI	USD
CB666	1890	8/17/1996	67.50-		.00	8/17/1996	67.50-	USD
DM9607	1872	9/01/1996	300.00		.00	9/10/1996	300.00	USD
9609	1867	12/30/1996	6500.00	1/09/1997	130.00	1/29/1997	6500.00	USD
* TOTAL USD OBLIGATIONS = 11			26342.93		228.02		24074.93	USD
** TOTAL CUSTOMER OBLIGATIONS = 11								
ALL CURRENCIES								
Customer 1000								

ARGOOL ARTOOL AR2000 OPEN OBLIGATIONS LIST PAGE 2
 7/18/96 15:12:30

COMPANY NUMBER 001 COMPANY NAME Demo Accts Receivable Co. 001 BASE CURRENCY USD US Dollars

OBLIGATION IDENTIFICATION	OBLIGATION REFERENCE	OBLIGATION DATE	OBLIGATION AMOUNT	DISCOUNT DATE	DISCOUNT AMOUNT	DUE DATE	OPEN AMOUNT	PROCESSING CURRENCY	
CUSTOMER NUMBER		3000	CUSTOMER NAME		Customer 3000				
CAD OBLIGATIONS									
CAD103	1901	2/01/1996	660.00		.00	3/02/1996	660.00	CAD	
CAD102	1900	4/01/1996	3000.00	4/11/1996	60.00	5/01/1996	3000.00	CAD	
CAD101	1899	7/01/1996	1200.00		.00	7/31/1996	1200.00	CAD	
* TOTAL CAD OBLIGATIONS		=	3		4860.00	60.00	4860.00	CAD	
USD OBLIGATIONS									
0011009	17	8/03/1992	50100.00		.00	9/02/1992	49622.00	USD	
0011020	24	9/03/1992	500.00		.00	10/03/1992	500.00	USD	
CB0011015	1881	9/08/1992	330.30		.00	10/08/1992	330.30	USD	
0011015	23	9/08/1992	1985.44		.00	10/08/1992	780.00	USD	
0011011	19	9/14/1992	550.00	12/31/1999	50.00	12/31/1999	550.00	USD	
0011012	20	9/16/1992	45.00		.00	10/16/1992	45.00	USD	
0011013	21	9/19/1992	1175.00	12/31/1999	75.00	12/31/1999	1175.00	USD	
CM0011014	30	9/28/1992	90.00-		.00	10/28/1992	4.75-	USD	
CM0013111	28	9/28/1992	5000.00-		.00	10/28/1992	5000.00-	USD	
00130448	34	10/01/1992	555.55		.00	10/31/1992	555.55	USD	
00130449	35	10/01/1992	444.44		.00	10/31/1992	444.44	USD	
CB0011008	1889	8/17/1996	2999.56		.00	8/17/1996	2999.56	USD	
* TOTAL USD OBLIGATIONS		=	12		53595.29	125.00	51997.10	USD	
** TOTAL CUSTOMER OBLIGATIONS		=	15						

ALL CURRENCIES
Customer 3000

ARGOOL ARTOOL AR2000 OPEN OBLIGATIONS LIST PAGE 3
 7/18/96 15:12:30

OBLIGATION AMOUNT	DISCOUNT AMOUNT	OPEN AMOUNT	PROCESSING CURRENCY		
***** TOTAL CAD OBLIGATIONS	= 3	4860.00	60.00	4860.00	CAD
***** TOTAL USD OBLIGATIONS	= 23	79938.22	353.02	76072.03	USD
***** TOTAL REPORT OBLIGATIONS	= 26				

ALL CURRENCIES

***** END OF REPORT *****

ARGAGE ARTTBM
7/18/96 15:09:23

A R 2 0 0 0 A G E D T R I A L B A L A N C E

PROCESSING OPTION PROCESSING CURRENCY ** ON DEMAND **

AGING DATE 8/31/1996 INVOICE AGING METHOD 1
THROUGH DATE 12/31/1999 CREDIT MEMO AGING METHOD 4
CASH AGING METHOD 4
DISPUTED ITEM AGING METHOD 1

SUBMITTED BY LAJ

COMPANY 001 Demo Accts Receivable Co. 001 BASE CURRENCY USD United States Dollar
CUSTOMER FUTURE CURRENT 1 TO 30 OVER 30
OVER 60 OVER 90 OVER 120 BALANCE

CUST #	1000	0011000					
** TOTAL USD DETAIL			6800.00	.00	2457.49-		9689.67
			150.00-	.00	10155.00-		3727.18
			182.44 %	.00 %	65.93-%		259.97 %
			4.02-%	.00 %	272.46-%		100.00 %
CUST #	2000	0012000					
** TOTAL USD DETAIL			.00	.00	.00		2100.00-
			.00	.00	4010.00		1910.00
			.00 %	.00 %	.00 %		109.95-%
			.00 %	.00 %	209.95 %		100.00 %
CUST #	3000	0013000					
** TOTAL CAD DETAIL			.00	.00	.00		1200.00
			.00	.00	665.00-		535.00
			.00 %	.00 %	.00 %		224.30 %
			.00 %	.00 %	124.30-%		100.00 %
CUST #	3000	0013000					
** TOTAL USD DETAIL			1725.00	.00	4777.44-		.00
			.00	.00	39527.54		36475.10
			4.73 %	.00 %	13.10-%		.00 %
			.00 %	.00 %	108.37 %		100.00 %
CO#	001		.00	.00	.00		100.00-
			.00	.00	.00		100.00-
USD UNIDENTIFIED CASH			.00 %	.00 %	.00 %		100.00 %
			.00 %	.00 %	.00 %		100.00 %
CO#	001		.00	.00	.00		1200.00
			.00	.00	665.00-		535.00
*** TOTAL CAD DETAIL			.00 %	.00 %	.00 %		224.30 %
			.00 %	.00 %	124.30-%		100.00 %
CO#	001		8525.00	.00	7234.93-		7489.67
			150.00-	.00	33382.54		42012.28
*** TOTAL USD DETAIL			20.29 %	.00 %	17.22-%		17.83 %
			.36-%	.00 %	79.46 %		100.00 %

ARGAGE ARTTBM A R 2 0 0 0 A G E D T R I A L B A L A N C E PAGE 2
 7/18/96 15:09:25
 PROCESSING OPTION PROCESSING CURRENCY ** ON DEMAND **
 AGING DATE 8/31/1996 INVOICE AGING METHOD 1
 THROUGH DATE 12/31/1999 CREDIT MEMO AGING METHOD 4
 CASH AGING METHOD 4
 DISPUTED ITEM AGING METHOD 1 SUBMITTED BY LAJ
 COMPANY 001 Demo Accts Receivable Co. 001 BASE CURRENCY USD United States Dollar
 CUSTOMER FUTURE CURRENT 1 TO 30 OVER 30
 OVER 60 OVER 90 OVER 120 BALANCE

COMPANY 001 TOTALS
 **** TOTAL CUSTOMERS PROCESSED = 3
 **** TOTAL CUSTOMERS PRINTED = 3

ARGAGE ARTTBM A R 2 0 0 0 A G E D T R I A L B A L A N C E PAGE 3
 7/18/96 15:09:23
 ** ON DEMAND **
 AGING DATE 8/31/1996 INVOICE AGING METHOD 1
 THROUGH DATE 12/31/1999 CREDIT MEMO AGING METHOD 4
 CASH AGING METHOD 4
 DISPUTED ITEM AGING METHOD 1 SUBMITTED BY LAJ
 FUTURE CURRENT 1 TO 30 OVER 30
 OVER 60 OVER 90 OVER 120 BALANCE

GRAND TOTALS CAD	.00	.00	.00	1200.00
	.00	.00	665.00-	535.00
	.00 %	.00 %	.00 %	224.30 %
	.00 %	.00 %	124.30-%	100.00 %
GRAND TOTALS USD	8525.00	.00	7234.93-	7489.67
	150.00-	.00	33382.54	42012.28
	20.29 %	.00 %	17.22-%	17.83 %
	.36-%	.00 %	79.46 %	100.00 %

***** TOTAL COMPANIES PROCESSED = 1
 ***** TOTAL COMPANIES PRINTED = 1
 ***** E N D O F R E P O R T *****

PROCESSING OPTION PROCESSING CURRENCY ** ON DEMAND **

AGING DATE 8/30/1996 INVOICE AGING METHOD 1
 THROUGH DATE 12/31/1999 DISPUTED ITEM AGING METHOD 1

SUBMITTED BY LAJ

COMPANY 001 Demo Accts Receivable Co. 001 BASE CURRENCY USD United States Dollar
 FUTURE CURRENT 1 TO 30 OVER 30
 OVER 60 OVER 90 OVER 120 BALANCE

CUST #	1000	0011000					
OBL #/CK #		DATE					
USD DETAIL							
B CB9603		7/15/96	.00	.00	.00		88.77
			.00	.00	.00		88.77
B CB9604		4/30/96	.00	.00	.00		.00
			.00	.00	550.00-		550.00-
B CBCRCB01		7/30/96	.00	.00	.00		350.00
			.00	.00	.00		350.00
B CB9504		7/25/96	.00	.00	.00		4350.00
			.00	.00	.00		4350.00
B CB9511		1/11/96	.00	.00	.00		.00
			.00	.00	1300.00		1300.00
B CB666		8/17/96	.00	.00	67.50-		.00
			.00	.00	.00		67.50-
B CB9511		1/11/96	.00	.00	.00		.00
			.00	.00	780.00		780.00
** TOTAL USD DETAIL			.00	.00	67.50-		4788.77
			.00	.00	1530.00		6251.27
0011000			.00 %	.00 %	1.08-%		76.60 %
			.00 %	.00 %	24.48 %		100.00 %
CO# 001			.00	.00	67.50-		4788.77
			.00	.00	1530.00		6251.27
*** TOTAL USD DETAIL			.00 %	.00 %	1.08-%		76.60 %
			.00 %	.00 %	24.48 %		100.00 %
COMPANY 001 TOTALS							
**** TOTAL CUSTOMERS PROCESSED =							1
**** TOTAL CUSTOMERS PRINTED =							1

ARGAGE ARTTBM A R 2 0 0 0 C H A R G E B A C K A G E D T R I A L B A L A N C E
 7/18/96 15:05:59

PAGE 2

** ON DEMAND **

AGING DATE 8/30/1996 INVOICE AGING METHOD 1
 THROUGH DATE 12/31/1999 DISPUTED ITEM AGING METHOD 1

SUBMITTED BY LAJ
 OVER 30
 BALANCE

	FUTURE OVER 60	CURRENT OVER 90	1 TO 30 OVER 120	OVER 30 BALANCE
GRAND TOTALS USD	.00	.00	67.50-	4788.77
	.00	.00	1530.00	6251.27
	.00 %	.00 %	1.08-%	76.60 %
	.00 %	.00 %	24.48 %	100.00 %

***** TOTAL COMPANIES PROCESSED = 1

***** TOTAL COMPANIES PRINTED = 1

***** E N D O F R E P O R T *****

```
*
* 7/18/96 14:34:22 Trial Close Period End ARGPE50 ARDPE50 *
*
*
* Company . . . . . KRB + (Blank for All) *
* -OR- *
* Company Group . . . . . + (Blank for All) *
*
* Close Through Current Period Only 0 (0=No, 1=Yes) *
* GL Period Selection . . . . . 1 (0=Close All to Transaction Period) *
* (1=Close All to Current Period) *
* (2=Close Future to Future Period) *
* Validate GL Dist. Codes . . . . . 1 (0=No, 1=Yes) *
*
* Print Format *
* Obligations Register . . . . . 0 (0=Print Detailed Register) *
* Cash Receipts Register . . . . . 0 (1=Print Summary Register) *
* Applications Register . . . . . 0 (2=Exclude from Trial Close) *
* Interco. Distributions Register 0 *
*
* Options for Summary Registers 1 (0=Print Sub-totals only) *
* (1=Print All Totals) *
*
* F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys *
*
*
```

```
FUNCTION: ARPEB210 USER : LAJ
DATE : 7/18/96 TIME : 14:34:22
OUTQ : 132 COPIES : 1
LPI : 6 CPI : 10
FORMSIZE: 66 132 SCHEDULE: *FILEEND
HOLD? : *YES SAVE? : *NO
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ARGPECL1 ARTPECL1 A R 2 0 0 0 O B L I G A T I O N D I S T R I B U T I O N S R E G I S T E R PAGE 1
 7/18/96 14:34:29
 AR COMPANY KRB Kathryn's Company Name-----x BASE CURRENCY USD US Dollars
 GL COMPANY KRB A/P Company ***TRIAL CLOSE***
 PERIOD 2 1996 BEING CLOSED TO CURRENT PERIOD 8 1996

AR DIST	GL DIST	OBLIGATION ID	OBLIG REF	AS OF DATE	AMOUNT	DIST COUNT	DEBIT AMOUNT	CREDIT AMOUNT	PROC CUR

KRBAR									
	KRBP1	TEST OBL1	283915	2/15/1996	1,300.00				USD
*	SUBTOTAL FOR KRBP1 IN USD Product Line Sales 001					1		1,300.00	USD
**	NET FOR KRBP1 IN USD Product Line Sales 001					1		1,300.00	USD
*	SUBTOTAL KRBAR IN USD A/R Trade Account					1	1,300.00		USD
**	NET FOR KRBAR IN USD A/R Trade Account					1	1,300.00		USD
***	TOTAL FOR AR COMPANY KRB IN USD PERIOD 2 1996					2	1,300.00	1,300.00	USD

ARGPECL1 ARTPECL1 A R 2 0 0 0 O B L I G A T I O N D I S T R I B U T I O N S R E G I S T E R PAGE 2
 7/18/96 14:34:29
 AR COMPANY KRB Kathryn's Company Name-----x BASE CURRENCY USD US Dollars
 GL COMPANY KRB A/P Company ***TRIAL CLOSE***
 PERIOD 3 1996 BEING CLOSED TO CURRENT PERIOD 8 1996

AR DIST	GL DIST	OBLIGATION ID	OBLIG REF	AS OF DATE	AMOUNT	DIST COUNT	DEBIT AMOUNT	CREDIT AMOUNT	PROC CUR

KRBIC									
	KRBRV	4INT	283905	3/31/1996	110.84				USD
		6INT	283918	3/31/1996	4.18				USD
		8INT	283927	3/31/1996	.38				USD
*	SUBTOTAL FOR KRBRV IN USD Interest charge revenue					3		115.40	USD
**	NET FOR KRBRV IN USD Interest charge revenue					3		115.40	USD
*	SUBTOTAL KRBIC IN USD Interest Charge Revenue					3	115.40		USD
**	NET FOR KRBIC IN USD Interest Charge Revenue					3	115.40		USD
***	TOTAL FOR AR COMPANY KRB IN USD PERIOD 3 1996					6	115.40	115.40	USD

****	COMPANY TOTALS PERIOD 3 1996				=	6	115.40	115.40 BC	


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ARGPECL1  ARTPECL1      A R 2 0 0 0  O B L I G A T I O N  D I S T R I B U T I O N S  R E G I S T E R                PAGE    3
 7/18/96   14:34:29
AR COMPANY  KRB Kathryn's Company Name-----x                BASE CURRENCY  USD US Dollars
GL COMPANY  KRB A/P Company                                     ***TRIAL CLOSE***
PERIOD      4 1996 BEING CLOSED TO CURRENT PERIOD  8 1996

AR DIST  GL DIST  OBLIGATION ID  OBLIG REF  AS OF DATE                AMOUNT  DIST  DEBIT  CREDIT  PROC
                                COUNT                AMOUNT  AMOUNT  AMOUNT  CUR
-----
KRBIC
      KRBRV
          7INT                283923  4/30/1996                33.06                1                33.06  USD
* SUBTOTAL FOR KRBRV IN USD Interest charge revenue                1                33.06  USD
** NET FOR KRBRV IN USD Interest charge revenue                1                33.06  USD
* SUBTOTAL KRBIC IN USD Interest Charge Revenue                1                33.06  USD
** NET FOR KRBIC IN USD Interest Charge Revenue                1                33.06  USD
KRBMN
      KRBCO
          CB440                283913  2/01/1996                30.00-                2                30.00  USD
          CBTESTC/B 1        283926  2/01/1996                30.00                2                30.00  USD
* SUBTOTAL FOR KRBCO IN USD Charge back offset                2                30.00  USD
** NET FOR KRBCO IN USD Charge back offset                2                30.00  USD
* SUBTOTAL KRBMN IN USD Miscellaneous Writeoff Account                2                30.00  USD
** NET FOR KRBMN IN USD Miscellaneous Writeoff Account                2                30.00  USD
*** TOTAL FOR AR COMPANY      KRB IN USD PERIOD  4 1996                6                93.06                93.06  USD
**** COMPANY TOTALS  PERIOD  4 1996                =                6                93.06                93.06 BC

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Note: Pages 4 and 5 of this report are not included.

ARGPECL1 ARTPECL1 A R 2 0 0 0 O B L I G A T I O N D I S T R I B U T I O N S R E G I S T E R PAGE 5
 7/18/96 14:34:29
 AR COMPANY KRB Kathryn's Company Name-----x BASE CURRENCY USD US Dollars
 GL COMPANY KRB A/P Company ***TRIAL CLOSE***
 PERIOD 6 1996 BEING CLOSED TO CURRENT PERIOD 8 1996

AR DIST	GL DIST	OBLIGATION ID	OBLIG REF	AS OF DATE	AMOUNT	DIST COUNT	DEBIT AMOUNT	CREDIT AMOUNT	PROC CUR
---------	---------	---------------	-----------	------------	--------	------------	--------------	---------------	----------

ARGPECL1 ARTPECL1 A R 2 0 0 0 O B L I G A T I O N D I S T R I B U T I O N S R E G I S T E R PAGE 6
 7/18/96 14:34:29
 AR COMPANY KRB Kathryn's Company Name-----x BASE CURRENCY USD US Dollars
 GL COMPANY KRB A/P Company ***TRIAL CLOSE***
 PERIOD 7 1996 BEING CLOSED TO CURRENT PERIOD 8 1996

AR DIST	GL DIST	OBLIGATION ID	OBLIG REF	AS OF DATE	AMOUNT	DIST COUNT	DEBIT AMOUNT	CREDIT AMOUNT	PROC CUR
---------	---------	---------------	-----------	------------	--------	------------	--------------	---------------	----------

KRBMN

	KRBCO	CB440	283938	7/20/1996	30.00-				FRF
					15.00-BC				
*	SUBTOTAL FOR KRBCO IN FRF Charge back offset					1	30.00		FRF
**	NET FOR KRBCO IN FRF Charge back offset					1	15.00 BC		FRF
*	SUBTOTAL KRBMN IN FRF Miscellaneous Writeoff Account					1	30.00	30.00	FRF
**	NET FOR KRBMN IN FRF Miscellaneous Writeoff Account					1	15.00 BC	15.00 BC	FRF
***	TOTAL FOR AR COMPANY KRB IN FRF PERIOD 7 1996					2	30.00	30.00	FRF
							15.00	15.00 BC	

**** COMPANY TOTALS PERIOD 7 1996 = 2 15.00 15.00 BC
 ARGPECL1 ARTPECL1 A R 2 0 0 0 O B L I G A T I O N D I S T R I B U T I O N S R E G I S T E R PAGE 7
 7/18/96 14:34:29

					AMOUNT	DIST COUNT	DEBIT AMOUNT	CREDIT AMOUNT	PROC CUR
*****	TOTAL FRF				=	2	30.00	30.00	FRF
*****	TOTAL USD				=	28	7,849.31	7,849.31	USD
*****	REPORT TOTAL ALL CURRENCIES				=	30			

***** END OF REPORT *****

ARGPECL2 ARTPECL2 A R 2 0 0 0 C A S H R E C E I P T D I S T R I B U T I O N S R E G I S T E R PAGE 1
7/18/96 14:34:35
AR COMPANY KRB Kathryn's Company Name-----x BASE CURRENCY USD US Dollars
GL COMPANY KRB A/P Company ***TRIAL CLOSE***
PERIOD 2 1996 BEING CLOSED TO CURRENT PERIOD 8 1996
CASH

DIST	ID DIST	CHECK #	COMPANY	CUSTOMER DATE RECVD	AMOUNT	DIST COUNT	DEBIT AMOUNT	CREDIT AMOUNT	PROC CUR
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
KRBCA	KRBID	440	KRB	INTEREST 2/01/1996	50.00				USD
* SUBTOTAL FOR KRBID IN USD Identified Cash						1		50.00	USD
** NET FOR KRBID IN USD Identified Cash						1		50.00	USD
* SUBTOTAL FOR KRBCA IN USD Cash Account						1	50.00		USD
** NET FOR KRBCA IN USD Cash Account						1	50.00		USD
*** TOTAL FOR AR COMPANY KRB IN USD PERIOD 2 1996						2	50.00	50.00	USD
**** COMPANY TOTALS PERIOD 2 1996					=	2	50.00	50.00	BC

ARGPECL2 ARTPECL2 A R 2 0 0 0 C A S H R E C E I P T D I S T R I B U T I O N S R E G I S T E R PAGE 2
7/18/96 14:34:35
AR COMPANY KRB Kathryn's Company Name-----x BASE CURRENCY USD US Dollars
GL COMPANY KRB A/P Company ***TRIAL CLOSE***
PERIOD 4 1996 BEING CLOSED TO CURRENT PERIOD 8 1996
CASH

DIST	ID DIST	CHECK #	COMPANY	CUSTOMER DATE RECVD	AMOUNT	DIST COUNT	DEBIT AMOUNT	CREDIT AMOUNT	PROC CUR
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
KRBCA	KRBID	CHECK 320	KRB	INTEREST 4/23/1996	30.00				USD
* SUBTOTAL FOR KRBID IN USD Identified Cash						1		30.00	USD
** NET FOR KRBID IN USD Identified Cash						1		30.00	USD
* SUBTOTAL FOR KRBCA IN USD Cash Account						1	30.00		USD
** NET FOR KRBCA IN USD Cash Account						1	30.00		USD
*** TOTAL FOR AR COMPANY KRB IN USD PERIOD 4 1996						2	30.00	30.00	USD
**** COMPANY TOTALS PERIOD 4 1996					=	2	30.00	30.00	BC

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ARGPECL2  ARTPECL2      A R 2 0 0 0  C A S H  R E C E I P T  D I S T R I B U T I O N S  R E G I S T E R      PAGE    3
7/18/96   14:34:35
AR COMPANY  KRB Kathryn's Company Name-----x      BASE CURRENCY  USD US Dollars
GL COMPANY  KRB  A/P Company
PERIOD      5 1996 BEING CLOSED TO CURRENT PERIOD  8 1996      ***TRIAL CLOSE***
CASH
DIST        ID DIST      CHECK #      COMPANY      CUSTOMER DATE RECVD      AMOUNT      DIST      DEBIT      CREDIT PROC
              ID DIST      CHECK #      COMPANY      CUSTOMER DATE RECVD      AMOUNT      COUNT      AMOUNT      AMOUNT CUR
-----
KRBCA      KRBID
              880      KRB      INTEREST  5/10/1996      50.00
              550      KRB      INTEREST  5/10/1996      50.00
* SUBTOTAL FOR KRBID IN USD Identified Cash      2      100.00  USD
** NET FOR KRBID IN USD Identified Cash      2      100.00  USD
* SUBTOTAL FOR KRBCA IN USD Cash Account      2      100.00  USD
** NET FOR KRBCA IN USD Cash Account      2      100.00  USD
*** TOTAL FOR AR COMPANY      KRB IN USD PERIOD  5 1996      4      100.00  USD
-----
**** COMPANY TOTALS      PERIOD  5 1996      =      4      100.00      100.00  BC
    
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ARGPECL2  ARTPECL2      A R 2 0 0 0  C A S H  R E C E I P T  D I S T R I B U T I O N S  R E G I S T E R      PAGE    4
7/18/96   14:34:35
AR COMPANY  KRB Kathryn's Company Name-----x      BASE CURRENCY  USD US Dollars
GL COMPANY  KRB  A/P Company
PERIOD      7 1996 BEING CLOSED TO CURRENT PERIOD  8 1996      ***TRIAL CLOSE***
CASH
DIST        ID DIST      CHECK #      COMPANY      CUSTOMER DATE RECVD      AMOUNT      DIST      DEBIT      CREDIT PROC
              ID DIST      CHECK #      COMPANY      CUSTOMER DATE RECVD      AMOUNT      COUNT      AMOUNT      AMOUNT CUR
-----
KRBCA      KRBID
              440      KRB      INTEREST  7/15/1996      50.00
              25.00      BC
* SUBTOTAL FOR KRBID IN FRF Identified Cash      1      50.00  FRF
              25.00  BC
** NET FOR KRBID IN FRF Identified Cash      1      50.00  FRF
              25.00  BC
* SUBTOTAL FOR KRBCA IN FRF Cash Account      1      50.00  FRF
              25.00  BC
** NET FOR KRBCA IN FRF Cash Account      1      50.00  FRF
              25.00  BC
*** TOTAL FOR AR COMPANY      KRB IN FRF PERIOD  7 1996      2      50.00  FRF
              25.00  BC
-----
**** COMPANY TOTALS      PERIOD  7 1996      =      2      25.00      25.00  BC
    
```

ARGPECL2	ARTPECL2	A R 2 0 0 0	C A S H	R E C E I P T	D I S T R I B U T I O N S	R E G I S T E R	PAGE	5
7/18/96	14:34:35							
					DIST	DEBIT	CREDIT	PROC
					COUNT	AMOUNT	AMOUNT	CUR

*****	TOTAL	FRF		=	2	50.00	50.00	FRF
*****	TOTAL	USD		=	8	180.00	180.00	USD

*****	REPORT	TOTAL	ALL	CURRENCIES	=	10		
***** E N D O F R E P O R T *****								

ARGPECL3 ARTPECL3 A R 2 0 0 0 A P P L I C A T I O N D I S T R I B U T I O N S R E G I S T E R											PAGE	1			
7/18/96		14:34:41									BASE CURRENCY		USD US Dollars	***TRIAL CLOSE***	
COMPANY KRB Kathryn's Company Name-----x															
GL COMPANY KRB A/P Company															
PERIOD 4 1996 BEING CLOSED TO CURRENT PERIOD 8 1996															
AR	GL	APPL	REF	OBLIGATION ID	RECEIPT NUMBER	APPLY DATE	TYPE REASON	AMOUNT	DIST COUNT	DEBIT AMOUNT	CREDIT AMOUNT	PROC CUR			

KRBCO															
				55846	440	4/23/1996	RC EDISC	30.00-				USD			
* SUBTOTAL FOR KRBCO IN USD Charge back offset								1			30.00	USD			
** NET FOR KRBCO IN USD Charge back offset								1			30.00	USD			
KRBD															
				55846	440	4/23/1996	CA	30.00				USD			
* SUBTOTAL FOR KRBD IN USD Identified Cash								1		30.00		USD			
** NET FOR KRBD IN USD Identified Cash								1		30.00		USD			
* SUBTOTAL FOR *NONE IN USD *** NON-OBLIG. APPLICATIONS **								2		30.00	30.00	USD			
** NET FOR *NONE IN USD *** NON-OBLIG. APPLICATIONS **								2				USD			
KRBAR KRBCO															
				55847 TESTC/B 1		4/23/1996	CB EDISC	30.00				USD			
* SUBTOTAL FOR KRBCO IN USD Charge back offset								1		30.00		USD			
** NET FOR KRBCO IN USD Charge back offset								1		30.00		USD			
* SUBTOTAL FOR KRBAR IN USD A/R Trade Account								1			30.00	USD			
** NET FOR KRBAR IN USD A/R Trade Account								1			30.00	USD			
*** TOTAL FOR AR COMPANY KRB IN USD PERIOD 4 1996									6	90.00	90.00	USD			

**** COMPANY TOTALS PERIOD 4 1996								=	6	90.00	90.00	BC			

7/18/96 14:34:41

COMPANY KRB Kathryn's Company Name-----x

BASE CURRENCY USD US Dollars

GL COMPANY KRB A/P Company

TRIAL CLOSE

PERIOD 5 1996 BEING CLOSED TO CURRENT PERIOD 8 1996

AR	GL	APPL	REF	OBLIGATION ID	RECEIPT NUMBER	APPLY DATE	TYPE REASON	AMOUNT	DIST COUNT	DEBIT AMOUNT	CREDIT AMOUNT	PROC CUR
----	----	------	-----	---------------	----------------	------------	-------------	--------	------------	--------------	---------------	----------

KRBCO

				55851	CHECK	320	5/15/1996	RC EDISC		10.00-		USD
				55853		880	5/10/1996	RC EDISC		30.00-		USD
				55854		550	5/15/1996	RC EDISC		30.00-		USD

* SUBTOTAL FOR KRBCO IN USD Charge back offset 3 70.00 USD

** NET FOR KRBCO IN USD Charge back offset 3 70.00 USD

KRBID

				55851	CHECK	320	5/15/1996	CA		10.00		USD
				55853		880	5/10/1996	CA		30.00		USD
				55854		550	5/15/1996	CA		30.00		USD

* SUBTOTAL FOR KRBID IN USD Identified Cash 3 70.00 USD

** NET FOR KRBID IN USD Identified Cash 3 70.00 USD

* SUBTOTAL FOR *NONE IN USD *** NON-OBLIG. APPLICATIONS ** 6 70.00 USD

** NET FOR *NONE IN USD *** NON-OBLIG. APPLICATIONS ** 6 70.00 USD

KRBMN KRBCO

				55850	CB440		5/15/1996	CB EDISC		10.00-		USD
--	--	--	--	-------	-------	--	-----------	----------	--	--------	--	-----

* SUBTOTAL FOR KRBCO IN USD Charge back offset 1 10.00 USD

** NET FOR KRBCO IN USD Charge back offset 1 10.00 USD

* SUBTOTAL FOR KRBMN IN USD Miscellaneous Writeoff Account 1 10.00 USD

** NET FOR KRBMN IN USD Miscellaneous Writeoff Account 1 10.00 USD

*** TOTAL FOR AR COMPANY KRB IN USD PERIOD 5 1996 14 150.00 150.00 USD

**** COMPANY TOTALS PERIOD 5 1996 = 14 150.00 150.00 BC

ARGPECL3 ARTPECL3 AR2000 APPLICATION DISTRIBUTIONS REGISTER										PAGE	3				
7/18/96 14:34:41															
COMPANY KRB Kathryn's Company Name-----x										BASE CURRENCY USD US Dollars					
GL COMPANY KRB A/P Company										***TRIAL CLOSE***					
PERIOD 7 1996 BEING CLOSED TO CURRENT PERIOD 8 1996															
AR	GL	APPL	REF	OBLIGATION ID	RECEIPT NUMBER	APPLY DATE	TYPE	REASON	DIST AMOUNT	COUNT	DEBIT AMOUNT	CREDIT AMOUNT	PROC CUR		

KRBCO															
				55852	440	7/17/1996	RC	EDISC	30.00-				FRF		
									15.00-BC						
* SUBTOTAL FOR KRBCO IN FRF Charge back offset										1		30.00	FRF		
** NET FOR KRBCO IN FRF Charge back offset										1		15.00	BC		
												30.00	FRF		
												15.00	BC		
KRBCO															
				55852	440	7/17/1996	CA		30.00				FRF		
									15.00	BC					
* SUBTOTAL FOR KRBID IN FRF Identified Cash										1	30.00		FRF		
** NET FOR KRBID IN FRF Identified Cash										1	15.00	BC			
											30.00		FRF		
											15.00	BC			
* SUBTOTAL FOR *NONE IN FRF *** NON-OBLIG. APPLICATIONS **										2	30.00		30.00	FRF	
** NET FOR *NONE IN FRF *** NON-OBLIG. APPLICATIONS **										2	15.00		15.00	BC	
*** TOTAL FOR AR COMPANY KRB IN FRF PERIOD 7 1996										4	60.00		60.00	FRF	
											30.00		30.00	BC	
**** COMPANY TOTALS PERIOD 7 1996										=	4	30.00		30.00	BC

ARGPECL3 ARTPECL3 AR2000 APPLICATION DISTRIBUTIONS REGISTER										PAGE	4			
7/18/96 14:34:41														
										DIST	DEBIT	CREDIT	PROC	
										COUNT	AMOUNT	AMOUNT	CUR	
***** TOTAL FRF										=	4	60.00	60.00	FRF
***** TOTAL USD										=	20	240.00	240.00	USD
***** REPORT TOTAL ALL CURRENCIES										=	24			
***** END OF REPORT *****														

7/18/96 14:19:30

AR COMPANY 488 Artists' Cooperative BASE CURRENCY USD US Dollars

GL COMPANY 488 ARTISTS COOPERATIVE

TRIAL CLOSE

PERIOD 1 1996 BEING CLOSED TO CURRENT PERIOD 4 1996

ORIGINAL INTERCO

GL DIST	GL DIST REFERENCE #	REF	TYPE	OBLIGATION ID	CHECK NO	AMOUNT	DIST COUNT	DEBIT AMOUNT	CREDIT AMOUNT	PROC CUR
---------	---------------------	-----	------	---------------	----------	--------	------------	--------------	---------------	----------

444ID	267161	CASH REC.			1550CAD	1500.00- 1110.00-	BC			CAD
-------	--------	-----------	--	--	---------	----------------------	----	--	--	-----

* SUBTOTAL FOR 444ID IN CAD							1		1,500.00	CAD
-----------------------------	--	--	--	--	--	--	---	--	----------	-----

* SUB 444ID 488SU Suspense Account - Co. 488							GL CO 488 PERIOD	04 1996	CR	1	1,110.00 BC
--	--	--	--	--	--	--	------------------	---------	----	---	-------------

** NET FOR 488SU Suspense Account - Co. 488							GL CO 488 PERIOD	04 1996	CR	1	1,500.00 CAD
---	--	--	--	--	--	--	------------------	---------	----	---	--------------

* SUB 444ID 444SU Suspense - Co. 444							GL CO 444 PERIOD	11 1995		1	1,500.00 CAD
--------------------------------------	--	--	--	--	--	--	------------------	---------	--	---	--------------

** NET FOR 444SU Suspense - Co. 444							GL CO 444 PERIOD	11 1995		1	1,500.00 CAD
-------------------------------------	--	--	--	--	--	--	------------------	---------	--	---	--------------

*** TOTAL FOR AR COMPANY 488 IN CAD PERIOD 1 1996										2	1,500.00 CAD
---	--	--	--	--	--	--	--	--	--	---	--------------

										1,110.00 BC
--	--	--	--	--	--	--	--	--	--	-------------

**** COMPANY TOTALS PERIOD							=	2	1,110.00	1,110.00 BC
----------------------------	--	--	--	--	--	--	---	---	----------	-------------

7/18/96 14:19:30

	DIST COUNT	DEBIT AMOUNT	CREDIT AMOUNT	PROC CUR
--	------------	--------------	---------------	----------

***** TOTAL CAD	=	2	1,500.00	1,500.00 CAD
-----------------	---	---	----------	--------------

***** REPORT TOTAL ALL CURRENCIES	=	2		
-----------------------------------	---	---	--	--

***** END OF REPORT *****

```

*****
*
* 8/05/96 16:38:13 Foreign Item Restatement ARGPE50 ARDPE50 *
*
* Company . . . . . 488 + (Blank for All) *
* Customer Number . . . . . + (Blank for All) *
* -OR- *
* Company Group . . . . . + (Blank for All) *
*
* Detail or Summary . . . . . 0 (0=Detail, 1=Summary) *
*
* Restatement As Of Date . . . . . 6301996 *
*
* Restatement Rate Type . . . . . + (Blank for Entity Deflt) *
*
* Print Restatement Register . . . 0 (0=Print Detail Register) *
* (1=Print Summary Register) *
* (2=Exclude) *
* Create Restatement Journal Entries 0 (0=No, 1=Yes) *
*
* Validate Restatement History . . 1 (0=No, 1=Yes) *
*
* Print Non-Foreign Items . . . . . 0 (0=No, 1=Yes) *
*
* F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys *
*
*
*****
FUNCTION: ARPEB230 USER : LAJ
DATE : 8/05/96 TIME : 16:38:13
OUTQ : 132 COPIES : 1
LPI : 6 CPI : 10
FORMSIZE: 66 132 SCHEDULE: *FILEEND
HOLD? : *YES SAVE? : *NO

```

7/18/96 14:39:20
 COMPANY NUMBER 488

COMPANY NAME Artists' Cooperative

BASE CURRENCY USD US Dollars

RESTATEMENT AS OF DATE 6/30/1996 RESTATEMENT RATE TYPE ARMONTHLY
 ORIGINAL RATE ORIGINAL RATE PER AMOUNT OPEN-BC RESTATEMENT RATE RESTATEMENT RESTATED RESTATED
 AMOUNT OPEN-BC AMOUNT GAIN/LOSS

 CUST # 10 Nello's Garden
 OBL #/CK # DATE
 ITL ITEMS

I I240466ITL	8/25/1995	.000630000	1.000	34.65	.000690000	1.000	37.95	3.30-
C C240467ITL	8/02/1995	.000630000	1.000	7.56-	.000690000	1.000	8.28-	.72
** TOTAL ITL ITEMS IN BASE CURRENCY			= 2	27.09			29.67	2.58-

CUST # 10 Nello's Garden

 ** TOTAL FOREIGN ITEMS RESTATED = 2 27.09 29.67 2.58-

*** TOTAL ITEMS IN BASE CURRENCY = 3 372.91- 29.67 2.58-

 CUST # 99 Orlando's Shop
 OBL #/CK # DATE
 CAD ITEMS

B 47-PR	3/30/1995	.810000000	1.000	81.00	.850000000	1.000	85.00	4.00-
B UC4A-INV1-	7/26/1995	.790000000	1.000	118.50	.850000000	1.000	127.50	9.00-
** TOTAL CAD ITEMS IN BASE CURRENCY			= 2	199.50			212.50	13.00-

VEB ITEMS

I I86384-VEB	2/01/1995	.019607843	1.000	98.04	49.900000000	1.000	100.20	2.16-
R 1491	2/15/1995	.019607843	1.000	137.25-	49.900000000	1.000	140.28-	3.03
** TOTAL VEB ITEMS IN BASE CURRENCY			= 2	39.21-			40.08-	.87

CUST # 99 Orlando's Shop

 ** TOTAL FOREIGN ITEMS RESTATED = 4 160.29 172.42 12.13-

*** TOTAL ITEMS IN BASE CURRENCY = 4 160.29 172.42 12.13-

ARGRTE		ARTRTE		A R 2 0 0 0 F O R E I G N I T E M R E S T A T E M E N T				PAGE 2	
7/18/96		14:39:23							
COMPANY NUMBER 488		COMPANY NAME Artists' Cooperative		BASE CURRENCY USD		US Dollars			
ORIGINAL RATE		ORIGINAL RATE PER		RESTATEMENT AS OF DATE		6/30/1996		RESTATEMENT RATE TYPE	
ORIGINAL RATE		RATE PER		AMOUNT OPEN-BC		RESTATEMENT RATE		RESTATEMENT RESTATED AMOUNT OPEN-BC	
ORIGINAL RATE		RATE PER		AMOUNT OPEN-BC		RESTATEMENT RATE		RESTATEMENT RESTATED AMOUNT OPEN-BC	

CUST #	111		Pierre's Imports/Exports						
OBL #/CK #	DATE								
CAD ITEMS									

I I86256CAD	2/01/1995	.925000000	1.000	4162.50	.850000000	1.000	3825.00	337.50	
I I87844CAD	3/03/1995	.800000000	1.000	80.00	.850000000	1.000	85.00	5.00-	
I I87846CAD	3/23/1995	.800000000	1.000	240.00	.850000000	1.000	255.00	15.00-	
I I87847CAD	3/23/1995	.800000000	1.000	800.00	.850000000	1.000	850.00	50.00-	
I I87852CAD	2/15/1995	.750000000	1.000	150.00	.850000000	1.000	170.00	20.00-	
I I87853CAD	2/16/1995	.750000000	1.000	225.00	.850000000	1.000	255.00	30.00-	
I I219156-CA	8/01/1995	.780000000	1.000	78.00	.850000000	1.000	85.00	7.00-	
I 240344CAD	12/12/1995	.750000000	1.000	75.00	.850000000	1.000	85.00	10.00-	
I 240345CAD	12/13/1995	.800000000	1.000	800.00	.850000000	1.000	850.00	50.00-	
I I240453CAD	7/25/1995	.760000000	1.000	114.00	.850000000	1.000	127.50	13.50-	
I I240454CAD	8/08/1995	.795000000	1.000	198.75	.850000000	1.000	212.50	13.75-	
B 1004-OP-CA	6/06/1995	.766700000	1.000	230.01-	.850000000	1.000	255.00-	24.99	
B I86253CADC	7/10/1995	.780000000	1.000	780.00	.850000000	1.000	850.00	70.00-	
B 4622-OP	7/11/1995	.780000000	1.000	117.00-	.850000000	1.000	127.50-	10.50	
B I87845CADC	7/11/1995	.780000000	1.000	156.00	.850000000	1.000	170.00	14.00-	
B I87851CADC	7/11/1995	.780000000	1.000	78.00	.850000000	1.000	85.00	7.00-	
B 4623-OP	7/12/1995	.780000000	1.000	195.00-	.850000000	1.000	212.50-	17.50	
B 1009-OP	6/10/1995	.766700000	1.000	76.67-	.850000000	1.000	85.00-	8.33	
B 4901-OP	7/14/1995	.780000000	1.000	78.00-	.850000000	1.000	85.00-	7.00	
B 1011-OP	7/07/1995	.780000000	1.000	97.50-	.850000000	1.000	106.25-	8.75	
B 6-RTRNCB	7/10/1995	.780000000	1.000	117.00-	.850000000	1.000	127.50-	10.50	
B 1062CAD-OP	7/14/1995	.925000000	1.000	69.38-	.850000000	1.000	63.75-	5.63-	
B 1014-OP	2/01/1995	.925000000	1.000	23.12-	.850000000	1.000	21.25-	1.87-	
C C240391CAD	12/01/1994	.810000000	1.000	283.50-	.850000000	1.000	297.50-	14.00	
C C240292CAD	12/12/1994	.810000000	1.000	20.25-	.850000000	1.000	21.25-	1.00	
C CM240451CA	12/22/1994	.810000000	1.000	202.50-	.850000000	1.000	212.50-	10.00	
C CM220452CA	7/07/1995	.780000000	1.000	58.50-	.850000000	1.000	63.75-	5.25	
R 3942	5/15/1995	1.200000000	1.000	240.00-	.850000000	1.000	170.00-	70.00-	
R 3943	5/15/1995	1.200000000	1.000	1502.00-	.850000000	1.000	1063.91-	438.09-	
R 4621	6/10/1995	.766700000	1.000	76.67-	.850000000	1.000	85.00-	8.33	
R 4623	6/10/1995	.766700000	1.000	153.34-	.850000000	1.000	170.00-	16.66	
R 4903	7/07/1995	.780000000	1.000	780.00-	.850000000	1.000	850.00-	70.00	
R 494-001	7/10/1995	.780000000	1.000	117.00-	.850000000	1.000	127.50-	10.50	
R 8121CAD	1/15/1995	.810000000	1.000	405.00-	.850000000	1.000	425.00-	20.00	
R 8131CAD	1/30/1995	.810000000	1.000	810.00-	.850000000	1.000	850.00-	40.00	
** TOTAL CAD ITEMS IN BASE CURRENCY		=	35	2284.81			2484.84	200.03-	
VEB ITEMS									
I I86257VEB	12/01/1994	.020202020	1.000	207.07	49.900000000	1.000	205.41	1.66	
I I86258VEB	2/01/1995	.019607843	1.000	823.53	49.900000000	1.000	841.68	18.15-	
I I240346	10/10/1995	.020000000	1.000	2.00	49.900000000	1.000	2.00	.00	
R 1072VEB	1/05/1995	.019607843	1.000	23.53-	49.900000000	1.000	24.04-	.51	

COMPANY NUMBER 488 COMPANY NAME Artists' Cooperative BASE CURRENCY USD US Dollars
 RESTATEMENT AS OF DATE 6/30/1996 RESTATEMENT RATE TYPE ARMONTHLY
 ORIGINAL RATE ORIGINAL RATE PER AMOUNT OPEN-BC RESTATEMENT RATE RATE PER AMOUNT OPEN-BC RESTATED RESTATED
 AMOUNT GAIN/LOSS

 CUST # 111 Pierre's Imports/Exports
 OBL #/CK # DATE
 VEB ITEMS

 ** TOTAL VEB ITEMS IN BASE CURRENCY = 4 1009.07 1025.05 15.98-
 CUST # 111 Pierre's Imports/Exports

 ** TOTAL FOREIGN ITEMS RESTATED = 39 3293.88 3509.89 216.01-
 *** TOTAL ITEMS IN BASE CURRENCY = 39 3293.88 3509.89 216.01-

 CUST # ADD1 DBS Computers
 OBL #/CK # DATE
 CAD ITEMS

 R 1 2/01/1996 .800000000 1.000 76.34- .850000000 1.000 85.00- 8.66
 ** TOTAL CAD ITEMS IN BASE CURRENCY = 1 76.34- 85.00- 8.66
 CUST # ADD1 DBS Computers

 ** TOTAL FOREIGN ITEMS RESTATED = 1 76.34- 85.00- 8.66
 *** TOTAL ITEMS IN BASE CURRENCY = 1 76.34- 85.00- 8.66

 CUST # DFT1 Draft Customer 1
 OBL #/CK # DATE
 CAD ITEMS

 I I283903CAD 6/01/1996 .950000000 1.000 1425.00 .850000000 1.000 1275.00 150.00
 I I283090 4/01/1996 .750000000 1.000 2250.00 .850000000 1.000 2550.00 300.00-
 I I283910CAD 4/02/1996 .770000000 1.000 1540.00 .850000000 1.000 1700.00 160.00-
 I I283922 4/04/1996 .750000000 1.000 750.00 .850000000 1.000 850.00 100.00-
 R 1548CAD 4/15/1996 .730000000 1.000 730.00- .850000000 1.000 850.00- 120.00

Note: Pages 4 and 5 of this report are not included.

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ARGRTE      ARTRTE                A R 2 0 0 0   F O R E I G N   I T E M   R E S T A T E M E N T                PAGE    6
 7/18/96    14:39:27
COMPANY NUMBER 488    COMPANY NAME Artists' Cooperative                BASE CURRENCY USD    US Dollars
                                RESTATEMENT AS OF DATE 6/30/1996    RESTATEMENT RATE TYPE ARMONTHLY
                                ORIGINAL          ORIGINAL
                                ORIGINAL RATE    RATE PER    AMOUNT OPEN-BC    RESTATEMENT RATE    RATE PER    AMOUNT OPEN-BC    AMOUNT GAIN/LOSS
-----
CO# 488
CAD UNIDENTIFIED CASH
CHECK #    DATE
-----
** TOTAL CAD UNIDENT CASH IN BASE CURRENCY =      3          7132.82-                6970.00-                162.82-
CO# 488
ITL UNIDENTIFIED CASH
CHECK #    DATE
-----
R ITLCHECK 2/01/1996      .000630000    1.000          .01-          .000690000    1.000          .01-          .00
** TOTAL ITL UNIDENT CASH IN BASE CURRENCY =      1          .01-                .01-                .00
CO# 488 UNIDENTIFIED CASH
-----
** TOTAL FOREIGN ITEMS RESTATED                =      4          7132.83-                6970.01-                162.82-
*** TOTAL ITEMS IN BASE CURRENCY                =      9          34932.83-                6970.01-                162.82-

```

ARGRTE ARTRTE AR 2 0 0 0 FOREIGN ITEM RESTATEMENT PAGE 7
7/18/96 14:39:28
COMPANY NUMBER 488 COMPANY NAME Artists' Cooperative BASE CURRENCY USD US Dollars
RESTATEMENT AS OF DATE 6/30/1996 RESTATEMENT RATE TYPE ARMONTHLY
ORIGINAL RATE ORIGINAL RATE PER ORIGINAL AMOUNT OPEN-BC RESTATEMENT RATE RATE PER AMOUNT OPEN-BC RESTATEMENT RESTATED RESTATED AMOUNT GAIN/LOSS

- FOREIGN ITEMS RESTATED -
CO# 488
** TOTAL CAD ITEMS IN BASE CURRENCY = 47 689.85- 317.34 1007.19-
CO# 488
** TOTAL ITL ITEMS IN BASE CURRENCY = 11 9799.03 10717.93 918.90-
CO# 488
** TOTAL VEB ITEMS IN BASE CURRENCY = 6 969.86 984.97 15.11-

*** TOTAL FOREIGN ITEMS RESTATED = 64 10079.04 12020.24 1941.20-

CO# 488
**** TOTAL ITEMS IN BASE CURRENCY = 143 12345739320.20- 12020.24 1941.20-
COMPANY 488 TOTALS
**** TOTAL CUSTOMERS PROCESSED = 37
**** TOTAL CUSTOMERS PRINTED = 8ARGRTE

ARGRTE ARTRTE AR 2 0 0 0 FOREIGN ITEM RESTATEMENT PAGE 8
7/18/96 14:39:28
RESTATEMENT AS OF DATE 6/30/1996 RESTATEMENT RATE TYPE ARMONTHLY
ORIGINAL RATE ORIGINAL RATE PER ORIGINAL AMOUNT OPEN-BC RESTATEMENT RATE RATE PER AMOUNT OPEN-BC RESTATEMENT RESTATED RESTATED AMOUNT GAIN/LOSS

***** TOTAL COMPANIES PROCESSED = 1
***** TOTAL COMPANIES PRINTED = 1
***** END OF REPORT *****

ARGRTL ARRTL AR 2 0 0 0 RESTATEMENT REGISTER PAGE 1
7/18/96 14:39:28
COMPANY 488 Artists' Cooperative BASE CURRENCY USD US Dollars
GL COMPANY 488 ARTISTS COOPERATIVE ***TRIAL RESTATEMENT***
PERIOD 6 1996 RESTATEMENT AS OF DATE 6/30/1996 RESTATEMENT RATE TYPE ARMONTHLY
AR GL OBL/CHK CHECK RESTATED DIST DEBIT CREDIT PROC
DIST DIST REFERENCE# OBLIGATION ID NUMBER DATE AMOUNT GAIN/LOSS COUNT AMOUNT AMOUNT CUR

488AR CADUG
I86253CADCB .00 CAD
70.00-BC
I87844CAD .00 CAD
5.00-BC

I87846CAD	.00			CAD
	15.00-BC			
I87847CAD	.00			CAD
	50.00-BC			
I87845CADCB	.00			CAD
	14.00-BC			
I87852CAD	.00			CAD
	20.00-BC			
I87853CAD	.00			CAD
	30.00-BC			
1062CAD-OP	.00			CAD
	5.63-BC			
1014-OP	.00			CAD
	1.87-BC			
I219156-CAD	.00			CAD
	7.00-BC			
240344CAD	.00			CAD
	10.00-BC			
240345CAD	.00			CAD
	50.00-BC			
I240453CAD	.00			CAD
	13.50-BC			
I240454CAD	.00			CAD
	13.75-BC			
I283090	.00			CAD
	300.00-BC			
I283910CAD	.00			CAD
	160.00-BC			
I283922	.00			CAD
	100.00-BC			
SUBTOTAL FOR CADUG IN CAD			.00	.00 CAD
*** TOTAL FOR CADUG IN CAD CAD Unrealized Gain - Co. 488		17	.00	865.75 BC
			.00	.00 CAD
			.00	865.75 BC
CADUL				
I86256CAD	.00			CAD
	337.50 BC			
4622-OP	.00			CAD
	10.50 BC			

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COMPANY 488 Artists' Cooperative

BASE CURRENCY USD US Dollars

GL COMPANY 488 ARTISTS COOPERATIVE

TRIAL RESTATEMENT

PERIOD 6 1996

RESTATEMENT AS OF DATE 6/30/1996

RESTATEMENT RATE TYPE

AR MONTHLY

AR	GL	OBL/CHK	CHECK	RESTATEMENT	AS OF DATE	6/30/1996	RESTATEMENT	RATE TYPE	AR MONTHLY
DIST	DIST	REFERENCE#	NUMBER	DATE	AMOUNT	GAIN/LOSS	DIST	DEBIT	CREDIT PROC
							COUNT	AMOUNT	AMOUNT CUR

			4623-OP			.00			CAD
			1009-OP			17.50	BC		CAD
			4901-OP			.00			CAD
			1011-OP			8.33	BC		CAD
			C240391CAD			.00			CAD
			C240292CAD			7.00	BC		CAD
			CM240451CAD			.00			CAD
			CM220452CAD			8.75	BC		CAD
			I283903CAD			.00			CAD
						10.00	BC		CAD
						.00			CAD
						1.00	BC		CAD
						.00			CAD
						10.00	BC		CAD
						.00			CAD
						5.25	BC		CAD
						.00			CAD
						150.00	BC		CAD

SUBTOTAL FOR CADUL IN CAD .00 .00 CAD

*** TOTAL FOR CADUL IN CAD CAD Unrealized Loss - Co. 488 11 569.83 BC .00 CAD

*** TOTAL FOR 488AR IN CAD Co. 488 Trade Account 28 569.83 BC .00 CAD

865.75 569.83 BC

488A1

CADUG

			47-PR			.00			CAD
			UC4A-INV1-DG			4.00	BC		CAD
						.00			CAD
						9.00	BC		CAD

SUBTOTAL FOR CADUG IN CAD .00 .00 CAD

*** TOTAL FOR CADUG IN CAD CAD Unrealized Gain - Co. 488 2 .00 13.00 BC .00 CAD

.00 13.00 BC

CADUL

			6-RTRNCB			.00			CAD
						10.50	BC		CAD

SUBTOTAL FOR CADUL IN CAD .00 .00 CAD

*** TOTAL FOR CADUL IN CAD CAD Unrealized Loss - Co. 488 1 10.50 BC .00 CAD

.00 10.50 BC .00

ARGRTL ARTRTL A R 2 0 0 0 R E S T A T E M E N T R E G I S T E R										PAGE	3		
7/18/96 14:39:28		488 Artists' Cooperative		BASE CURRENCY		USD	US Dollars		***TRIAL RESTATEMENT***				
GL COMPANY 488 ARTISTS COOPERATIVE		PERIOD 6 1996		RESTATEMENT AS OF DATE		6/30/1996	RESTATEMENT RATE TYPE		AR MONTHLY				
AR	GL	OBL/CHK	OBLIGATION ID	CHECK NUMBER	DATE	RESTATED AMOUNT	GAIN/LOSS	DIST COUNT	DEBIT AMOUNT	CREDIT AMOUNT	PROC CUR		
*** TOTAL FOR 488A1 IN CAD AR Trade Other - Co. 488										3	.00	.00	CAD
488A2											13.00	10.50	BC
CADUG													
I87851CADCB											.00		CAD
											7.00	-BC	
SUBTOTAL FOR CADUG IN CAD											.00	.00	CAD
											.00	7.00	BC
*** TOTAL FOR CADUG IN CAD CAD Unrealized Gain - Co. 488										1	.00	.00	CAD
											.00	7.00	BC
*** TOTAL FOR 488A2 IN CAD AR Trade - Misc										1	.00	.00	CAD
											7.00	BC	.00
488CB													
CADUL													
1004-OP-CAD											.00		CAD
											24.99	BC	
SUBTOTAL FOR CADUL IN CAD											.00	.00	CAD
											24.99	BC	.00
*** TOTAL FOR CADUL IN CAD CAD Unrealized Loss - Co. 488										1	.00	.00	CAD
											24.99	BC	.00
*** TOTAL FOR 488CB IN CAD Chargeback Offset - Co. 488										1	.00	.00	CAD
											.00	24.99	BC
488ID													
CADUG													
											.00		CAD
											350.00	-BC	
											.00		CAD
											70.00	-BC	
											.00		CAD
											438.09	-BC	
SUBTOTAL FOR CADUG IN CAD											.00	.00	CAD
											.00	858.09	BC
*** TOTAL FOR CADUG IN CAD CAD Unrealized Gain - Co. 488										3	.00	.00	CAD
											.00	858.09	BC
CADUL													
											.00		CAD
											8.33	BC	
											.00		CAD
											16.66	BC	

Note: Pages 4 and 5 of this report are not included.

ARGRTL ARTRTL AR 2 0 0 0 R E S T A T E M E N T R E G I S T E R										PAGE	6		
7/18/96		14:39:28								BASE CURRENCY USD		US Dollars	
COMPANY 488 Artists' Cooperative										***TRIAL RESTATEMENT***			
GL COMPANY 488 ARTISTS COOPERATIVE										RESTATEMENT AS OF DATE 6/30/1996		RESTATEMENT RATE TYPE	
PERIOD 6 1996										RESTATED		DIST	
AR	GL	OBL/CHK	OBLIGATION ID	CHECK	DATE	AMOUNT	GAIN/LOSS	DIST	COUNT	DEBIT	AMOUNT	ARMONTHLY	PROC
DIST	DIST	REFERENCE#		NUMBER								AMOUNT	CUR
			I86258VEB			.00							VEB
			I86384-VEB			18.15-BC							VEB
						.00							VEB
						2.16-BC							VEB
SUBTOTAL FOR VEBUG IN VEB										.00		.00	VEB
*** TOTAL FOR VEBUG IN VEB Bs Unrealized Gain - Co. 488										.00		20.31	BC
VEBUL										.00		.00	VEB
			I86257VEB			.00							VEB
						1.66	BC						VEB
SUBTOTAL FOR VEBUL IN VEB										.00		.00	VEB
*** TOTAL FOR VEBUL IN VEB Bs Unrealized Loss - Co. 488										1.66	BC	.00	VEB
*** TOTAL FOR 488AR IN VEB Co. 488 Trade Account										.00		.00	VEB
488ID										1.66	BC	.00	VEB
VEBUL										20.31		1.66	BC
				1072VEB		.00							VEB
						.51	BC						VEB
				1491		.00							VEB
						3.03	BC						VEB
SUBTOTAL FOR VEBUL IN VEB										.00		.00	VEB
*** TOTAL FOR VEBUL IN VEB Bs Unrealized Loss - Co. 488										3.54	BC	.00	VEB
*** TOTAL FOR 488ID IN VEB Identified Cash - Co. 488										.00		.00	VEB
**** TOTAL FOR AR COMPANY 488 IN CAD PERIOD 6 1996										.00		3.54	BC
**** TOTAL FOR AR COMPANY 488 IN ITL PERIOD 6 1996										.00		.00	VEB
**** TOTAL FOR AR COMPANY 488 IN VEB PERIOD 6 1996										.00		.00	VEB
***** COMPANY TOTALS PERIOD 6 1996										3880.49		3880.49	BC
										0		0	ITL
										1010.34		1010.34	BC
										.00		.00	VEB
										25.51		25.51	BC

										=		124	
										4916.34		4916.34	BC

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ARGRTL      ARTRTL      A R 2 0 0 0   R E S T A T E M E N T   R E G I S T E R                PAGE      7
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                                DIST      DEBIT      CREDIT PROC
                                COUNT      AMOUNT      AMOUNT  CUR
-----
REPORT TOTALS IN PROCESSING CURRENCY
***** TOTAL CAD                =         94          .00          .00  CAD
***** TOTAL ITL                 =          20           0           0   ITL
***** TOTAL VEB                 =          10          .00          .00  VEB
ARGRTL      ARTRTL      A R 2 0 0 0   R E S T A T E M E N T   R E G I S T E R                PAGE      8
7/18/96    14:39:28

                                DIST      DEBIT      CREDIT BASE
                                COUNT      AMOUNT      AMOUNT  CUR
-----
REPORT TOTALS IN BASE CURRENCY
***** TOTAL USD                =          124      4916.34      4916.34  USD
***** REPORT TOTAL ALL CURRENCIES =          124
***** END OF REPORT *****

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Appendix B Code Types

B

This appendix contains all Infinium AR code types and their descriptions.

Code Type	Description	Comment
ACA	Autocash Algorithms	Used to identify Infinium AR formulas and custom formulas for attempting to apply cash.
AJR	Adjustment Reason	Used to identify a reason for the following processing: Cash Receipts Reclassification, Cash Tolerance, Chargebacks, Credit Memos, Applications and Obligations Writeoffs.
AUT	Taxing Authority	The government department responsible for administering a tax.
BID	Bank Identification Code	Used to identify the exit program that validates the format of bank account numbers. The system uses this optional code primarily in draft processing. For more information on draft processing, refer to the <i>Infinium Accounts Receivable Guide to Processing</i> .
CAT*	Customer Category	You can run the Aged Trial Balance by a customer category value.
CGP	Company Group	Used to group together companies. Useful in Infinium AR standard reports.

Code Type	Description	Comment
CNT	County	You can use either a county or a state and province code on company controls and/or customer controls.
COT	Company Category	Used in Infinium QY reporting.
CTY	Country	Used in company and customer controls (optional).
CUR	Currency	Used to identify various currencies used.
D&B	D & B Rating	Used in Customer Credit Controls and in Trade Tape Processing.
DBN	D & B Payment Notes	Used in Customer Credit Controls and in Trade Tape Processing.
DBT	D & B Special Terms	Used in Customer Credit Controls and in Trade Tape Processing.
EXP	Experian Business Category	Used for Experian Trade Tapes.
GRD	Grace Days	You can attach grace days and net due grace days to the Infinium AR hierarchy to extend the obligation discount and/or net due dates.
LNG	Language	Required at the entity level. Determines the language in which the system prints statements, dunning letters and chargeback notices.
MAJ*	Major Class	Used on the Customer Master Controls and used in Infinium QY reporting.
MIN*	Minor Class	Used on the Customer Master Controls and used in Infinium QY reporting.
OAC*	Order Approval	Used on the Customer Credit Controls and used in Infinium QY reporting.
RAT	Tax Rate	The proportion of the value of a transaction that is due to the tax authority.
RCT	Receipt Type	Identifies the type of receipt such as check, letter of credit and so forth. Default value comes from the lockbox controls.

Code Type	Description	Comment
RSK	Risk	Used in Customer Credit Controls and displays on Credit Inquiry screen.
RST	Receipt Status	Used to identify the status of drafts.
SIC	Standard Industry Code	Used with Experian Trade Tapes.
SMN	Salesperson	Used in Infinium QY reporting.
STP	State/Province	Used in the company controls and customer controls. You use either a state and province code or a county code.
TCT	Tax Category	Used to classify taxes associated with the tax calculation.
TTT	Trade Tape Payment Terms	Used at the customer level or trade tape policy for processing.
TTY	Payment Terms	Reserved for payment policy use.
UOM	Unit of Measure	Used with obligation distributions and can be used for Infinium QY reporting.
*You can specify a company identifier.		

Notes

Appendix C

Accounting Journal Entries



This appendix illustrates the Infinium AR accounting journal entries.

Obligation Journals

Debit	AR Trade Account (from Obligation)
Credit	Revenue Account (from Obligation)

Cash Receipt Journals

Debit	Cash Account (from Lockbox Control)
Credit	Identified Cash Account (from Customer/ Company Level if identified cash)

or

Credit	Treasury Account (from Treasury ID on Lockbox Control if unidentified cash*)
--------	---

*Once the cash is identified, the system passes in a Cash Receipts Journal an entry to debit the Treasury Account and credit the Identified Cash Account.

There is a journal entry only if there is a close when cash is unidentified.

Cash Receipts Reversal Journals

Reverses Cash Receipts Journals described above.

Cash Application Journals

Debit	Identified Cash Account (from Cash Receipts)
Credit	AR Trade Account (from the Obligation)

Cash Receipts Reclassification

Debit	Identified Cash Account or Treasury Account (from Cash Receipts)
Credit	GL Distribution Code (from the Cash Receipts Writeoff Policy selected)

Obligation Writeoffs

Debit	GL Distribution Code (from the Obligation Writeoff Policy selected)
Credit	AR Trade Account (from the Obligation)

Chargeback - Single or Unreferenced

Closing of the Original Obligation

Debit	GL Distribution Code* (from the Chargeback Policy selected)
Credit	AR Trade Account (from the Obligation)

This journal entry prints on the Obligation Distribution Register.

Creation of the Chargeback Obligation

Debit	AR Trade Account**
Credit	GL Distribution Code* (from the Chargeback Policy selected)

* The entries to the GL Distribution Code cancel out each other.

** If a chargeback policy contains an AR distribution code, the system always uses it to determine the AR Trade Account used in the journal entries. For single chargebacks, if there is no AR distribution code specified in the policy, the system determines the AR Trade Account from the obligation being charged back. For unreferenced chargebacks, which can involve more than one obligation, the chargeback policy used must contain an AR distribution code. The system uses that AR distribution code to determine the AR Trade Account used in the journal entries.

Negative Chargeback

Closing the Check

Debit	Identified Cash Account
	Credit
	GL Distribution Code* (from Chargeback Policy)

Creation of a Negative Chargeback Obligation

Debit	GL Distribution Code* (from the Chargeback Policy selected)
	Credit
	AR Trade Account**

* The entries to the GL Distribution Code cancel out each other.

** For negative chargebacks, which do not involve obligations, the chargeback policy used must contain an AR distribution code. The system uses that AR distribution code to determine the AR Trade Account used in the journal entries.

Credit Memo Application

The following example illustrates Trade Accounts on the referenced item (obligation, memo, chargeback, and so forth) that are different from the Credit Memo Trade Accounts.

Invoice/Obligation

Debit	AR Trade 1 Account
	Credit
	Sales

Credit Memo

Debit	Sales
-------	-------

Credit AR Trade 2 Account

Application of the Credit Memo to the Invoice

Invoice/Obligation

Debit AR Trade 2 Account

Credit AR Trade 1 Account

Credit Memo

Debit AR Trade 2 Account

Credit AR Trade 2 Account

Interest Charge Processing

Revenue Method

When the interest charge obligation is posted

Debit AR Account

Credit Revenue Account

When cash is applied to the interest charge obligation

Debit Identified Cash Account

Credit AR Account

Accrual Method

When the interest charge obligation is posted

Debit AR Account

Credit Accrual Account

When cash is applied to the interest charge obligation

Debit Accrual Account

Credit Revenue Account

Debit Identified Cash Account

Credit AR Account