



Infor Infinium FMS Accounts Receivable Guide to Processing

Volume 1

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About This Guide

This section of the guide focuses on the following information:

- Intended audience
- Purpose of this guide
- Organization of this guide
- Conventions used in this guide
- Related documentation

Intended audience

This guide is for the Infinium Accounts Receivable (Infinium AR) users who are responsible for the daily accounts receivable processing.

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.

Organization of this guide

This guide is task oriented. Related tasks are grouped into chapters. Each chapter 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:

- Fonts and wording
- Function keys
- 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.	Select <i>Print Appl Hist by Cash Rcpt</i> and press Enter. The system enters a default value in the <i>Company code</i> field.
Bold standard 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 AR in the <i>System</i> field. The system displays the following message: Company is not valid.
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.

Convention	Description	Example
Select	Choose a record or field value after prompting.	Select C (capitalization), E (expense) or B (both) as the <i>Capitalization code</i> value.
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.

Convention	Description	Example
[Quick Access Code]	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. Quick access codes are listed on the Menu Tree and in the path for each task next to the executable function.	Select <i>Maintain Entity Controls</i> [MEC].
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications and use standard name abbreviations.	<i>Infinium Accounts Receivable Guide to Controls</i> is referred to as <i>Infinium AR Guide to Controls</i>

Function keys

Infinium AM function keys and universal Infinium AR function keys for the System i 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.

Function key	Name	Description
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

Prompt and selection screens

A prompt screen, similar to Figure 1, 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 2, 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 and/or selection screen, we include the prompt and selection steps in that task. However, we do not include the screen(s) again.

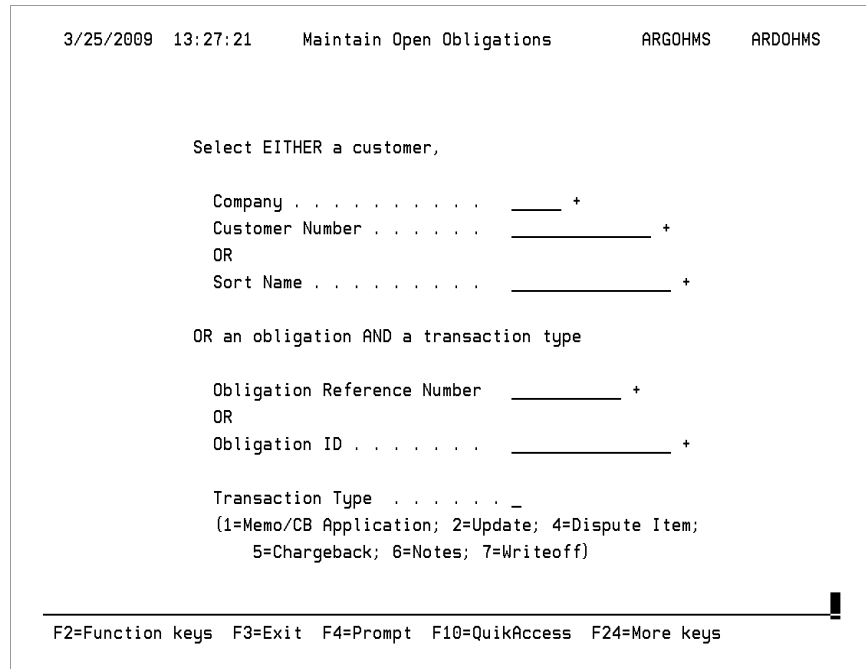


Figure 1: Maintain Open Obligations prompt screen

3/25/2009 13:30:39		Display Obligations		ARGOHD3	ARDOHD3	
Locate Obligation Id _____						
Search For _____ (Enter Known Words or Characters)						
Sel	Obligation Id	Reference #	Co.	Customer #	Obligation Amt.	Proc. Curr.
-	A-1111	2188	001	1000	1000.00	USD
-	A-55044	2182	001	1000	1000.00	USD
-	ABC001	2189	001	CGK2	100.00	USD
-	ABC002	2191	001	CGK3	100.00	USD
-	ABC003	2192	001	CGK3	200.00	USD
-	ABC004	2193	001	1000	100.00	USD
-	ABC005	2190	001	CGK2	200.00	USD
-	ASDF	2178	CK1	1001	1000.00	USD
-	A20808001	2184	001	1000	1000.00	USD
-	A20808002	2185	001	1000	1000.00	USD
-	A20808003	2186	001	1000	1000.00	USD
-	A20808004	2187	001	1000	1000.00	US +
Sel 1 Select 3 More Information						
F2=Function keys F3=Exit F5=Refresh F6=More F24=More Keys						

Figure 2: 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 Application Manager Extended	Infinium AM/X
Infinium Query	Infinium QY
Infinium Query Extended	Infinium QY/X

Application	Abbreviation
Infinium Financial Management Suite	Infinium FM
Infinium Accounts Receivable	Infinium AR
Infinium Currency Management	Infinium CM
Infinium Financial Products	Infinium FP
Infinium Fixed Assets	Infinium FA
Infinium General Ledger	Infinium GL
Infinium Global Taxation	Infinium GT
Infinium Income Reporting	Infinium IR
Infinium Payables Ledger	Infinium PL
Infinium Project Accounting	Infinium PA
Infinium Purchasing/Payables Exchange	Infinium PX
Infinium ReportWriter	Infinium RW
Infinium Human Resources Suite	Infinium HR
Infinium Flexible Benefits	Infinium FB
Infinium Human Resources	Infinium HR
Infinium Human Resources/Payroll	Infinium HR/PY
Infinium Human Resources International	Infinium HR/UK
Infinium Payroll	Infinium PY
Infinium Training Administration	Infinium TR
Infinium Materials Management Suite	Infinium MM
Infinium Cross Applications	Infinium CA
Infinium Electronic Exchange	Infinium EX
Infinium Inventory Control	Infinium IC
Infinium Journal Processor	Infinium JP
Infinium Order Processing	Infinium OP
Infinium Purchase Management	Infinium PM
Infinium Process Manufacturing Suite	Infinium PR
Infinium Advanced Planning	Infinium MP
Infinium Formula Management	Infinium PF
Infinium Laboratory Management	Infinium LA

Application	Abbreviation
Infinium Manufacturing Control	Infinium MC
Infinium Regulatory Management	Infinium RM

Related documentation

For related information, refer to the following publications:

- *Infinium AR Guide to Controls*
 - *Infinium AR Guide to Managing Receivables*
 - *Infinium AR Technical Guide*
 - *Infinium AR Quick Reference Cards*
 - *Infinium AR Menu Tree*
 - Online help
-

Chapter 1 Infinium AR: An Overview

1

This chapter provides Infinium AR system overview information.

The chapter consists of the following topics:

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.

The Infinium QY system 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 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* menu option and you can assign them to any of the system hierarchy levels. However, there are three policies that you must enter. 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

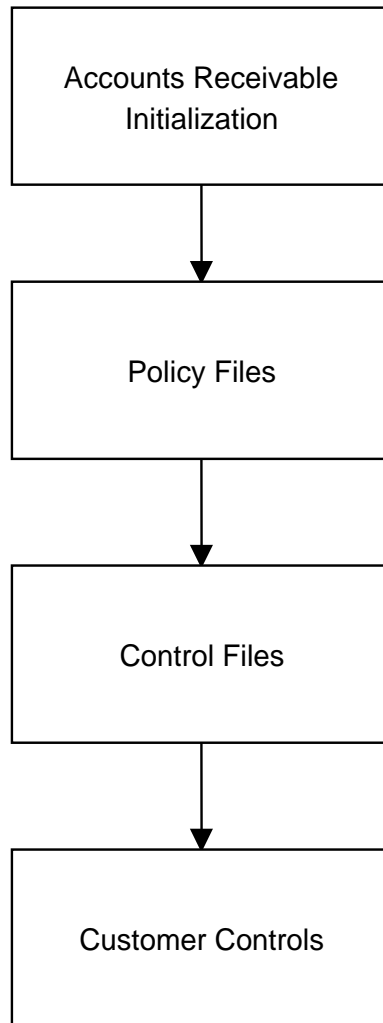


Figure 1-1: Infinium AR Controls Overview

Processing

Through Infinium AR you can enter obligations and cash receipts and then apply the receipts to the obligations. The result is 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

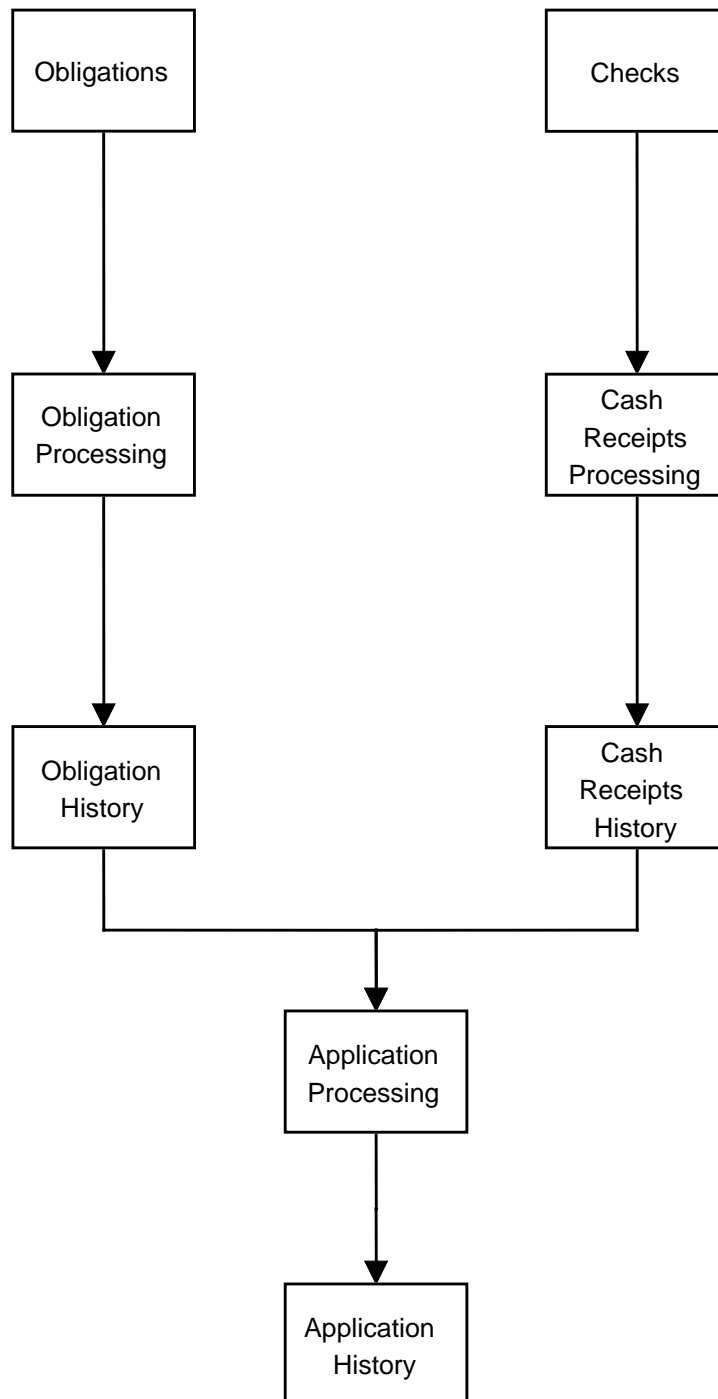


Figure 1-2: Infinium AR Processing Flow

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 Infinium OP or from an external system, such as a billing or order entry system
- Enter obligations manually through the *Obligation Processing* menu option

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 as 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 the *Statement/Dunning Processing* menu, you use the *Print Statements* menu 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* menu 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* menu 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 (we recommend on a nightly basis), you update your aging file by running the *Print & Update Aged Trial Bal* menu option. This 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 the general ledger

When you run the *Trial Close Period End* menu option or the *Close Period End* menu 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 the Infinium report writer that allows you to create custom reports.

Additional reports

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

- *Infinium AR Guide to Controls*
- *Infinium AR Guide to Managing Your Receivables*

Terminology and concepts

This section contains Infinium and Infinium AR terminology that 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 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.

Algorithm

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

Alternate view

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

Application

A method for reducing or increasing an obligation 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 an application; however, it does not relieve an obligation.

Application reversal

You can reverse an individual application or all applications in an application session and return each item to an unapplied status. You can reverse check applications, chargebacks made through checks, chargebacks made without a check, writeoffs, and referenced memo applications.

Application types

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

Application type	Code
Cash	CA
Cash Reclassification	CR
Chargeback	CB
Discount	DT
Draft Acceptance	DA
Draft Payment	DP
Interest Charge Accrual	IA
Memo	MA
Obligation Writeoff	OW
Realized Gain	RG
Realized Loss	RL
Receipt Chargeback	RC
Tax Discount	TD
Tax Writeoff	TW
Tolerance	TL

AR balance

The difference between open obligations and unapplied cash; 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.

Autocash

The process by which the system applies checks to specific invoices based on algorithms.

Batch

- Cash receipts batch

A group of receipts entered manually or received into the Infinium AR system that are unique to a lockbox (bank account) and a deposit date.

- **Cash reversals batch**

A group of receipts whose previous entry and applications are being undone.

- **Lockbox batch**

The receipt information transmitted from a bank lockbox service that is unique to a deposit date and lockbox.

- **Obligation batch**

A group of obligations entered manually or received into Infinium AR that are unique to an AR company.

Batch number

A system-generated number, based on the entity control numbers, used to track receipts and obligations.

Batch type

A user-defined code used to identify a batch of receipts. Note that batch type **V** is the system-designated batch type for Cash Reversal Batches and batch type **D** is the system-designated batch type for Cash Receipts Batches created for drafts.

Bill of exchange

See Draft.

Cash application

The process by which you apply payments, either manually or through Autocash, to specific invoices, debit memos, and so forth.

Security can be used to control each Infinium AR user's access to cash applications. See the "Establishing user profile controls" section in the "Initializing AR" of the *Infinium AR Guide to Controls* for more information.

Cash receipt

See Receipts.

Cash receipts register

A listing of applied, unapplied, on account, or all cash receipts that can be generated for a specific company, customer, company group, national account, or all of these.

Cash reclassification

The procedure used to move cash from one account to another account that you determine in 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). Infinium AR generates this type of obligation to handle a short payment or an overpayment (n).

Chart of accounts validation

An exit program that confirms that a general ledger account you enter into Infinium AR exists in the general ledger chart of accounts.

Close to general ledger

Closing to general ledger consists of two steps. You first close the accounts in Infinium AR and then you transfer the totals to the appropriate general ledger account. The system closes all unclosed accounts receivable transactions for a specific period (obligations, receipts, applications, and intercompany distributions) and makes them available for transfer to the general ledger. You may also choose to restate open foreign items when you use foreign currency processing.

Infinium AR does not update any files in the trial close. It prints a report that allows you to check for and correct errors and imbalances. When you are satisfied with the totals, run the *Close Period End* menu option to actually close the period. To transfer these total entries to the general ledger, run the *Transfer Journal Entries to GL* menu option.

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 the “Code Types” appendix for all code types Infinium AR provides.

Company group

A group of companies that you establish for ease of report submission and for security in the *Credit Inquiry* menu option.

Credit memo

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

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 the Infinium CM system, 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.

Currency code

A three-character value in Infinium AR established in the *Maintain Codes* menu option in the *Control File Maintenance* menu (code type **CUR**) that identifies the various currencies used in the system. Currency codes are also available in currency management systems.

Currency management system

The application that establishes various currencies and exchange rates, and the relationships between them. Infinium AR uses this information to process foreign currency transactions, to convert foreign currency amounts to base currency amounts. Infinium CM is the Infinium currency management system, but you can use a compatible currency management system.

Customer

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

Customer draft

See Draft.

DSO

Days sales outstanding, the average number of days for which accounts receivable items are 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.

Discount

A reduction, usually a percentage, in the amount due offered by a company to its customers for prompt payment.

Discount calculation basis

The basis on which Infinium AR calculates discounts. You can base the discount on the obligation amount only, on the obligation amount less freight and tax, or on the obligation amount less freight, tax and miscellaneous amounts.

Discount grace days

Cash application uses discount grace days to determine whether a discount is earned or unearned. They are similarly used by autocash algorithms 01, 02, and 03. See Grace Days.

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.

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.

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.

Exchange rate

The ratio between a unit of one currency and that of another currency at a specific time.

FASB52

The acceptable principles of the Financial Accounting Standards Board that govern translation of foreign currency financial statements and transactions into base currency.

Foreign item restatement

The ability to compare the base currency value of all open foreign items as of a specific date to the original base currency value of those items. The

resulting calculation is the unrealized gain/loss amount sent to the general ledger.

Gain/loss

Gains or losses result from a change in exchange rates between the base currency value of an obligation at the time of posting and the base currency value of the cash receipt applied. Gain/loss represents an increase or decrease in the actual base currency cash receipts realized upon the settlement of foreign currency transactions.

Gain/loss distribution code

A code that identifies the general ledger distribution code used in Period End Processing for posting unrealized gains/losses. The system also uses it in daily transactions at application time for posting realized gains/losses.

General ledger account validation

See Chart of accounts validation.

General ledger company

The company to which the AR company closes at period end.

General ledger company validation

An exit program used to confirm that a general ledger company entered into Infinium AR does exist in the general ledger system.

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. The two types of grace days available are net due grace days and discount grace days. You establish grace day codes in the *Maintain Codes* menu option in the *Control File Maintenance* menu (code type **GRD**).

Gross sales accounting method

The accounting method in which the gross sales amount is the accounting entry. The gross sales amount is included in the amount sent to the general ledger.

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.

Intercompany transaction

A transaction between two companies in Infinium AR.

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.

MICR number

Magnetic Ink Character Recognition - The customer's bank account number set up in the *Maintain Customer Bank Accounts* menu option in the *Customer/Nat'l Acct Management* menu. You can maintain the MICR number either manually or automatically in a customer's bank account file. The customer's bank number and the customer's bank account number together equal the customer's MICR number.

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.

Non-sufficient funds check

A check that is not covered by an adequate balance in the bank account. The bank on which it was drawn usually returns such a check to the issuer and marks it "NSF."

Notes

Comments or reminders that you can attach to obligations and cash receipts. You can also attach notes to the entity, companies, customers and national accounts.

Obligation

An invoice, credit memo, debit memo, chargeback, draft, or interest charge.

Obligation ID

An identifier of an invoice, credit memo, debit memo, chargeback, draft, or interest charge, for example invoice number.

Obligation reference number

The system generates this unique internal transaction number and assigns it to the obligation.

Obligation types

The following is a list of the various obligation types and the codes the system uses 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		INT	005
Draft	F	DFT	007

On account cash

The unapplied or unidentified 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, the system keeps all obligations and receipts on customer accounts until they are fully applied. Monthly statements show all open items as of the statement date.

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.

Receipts

The various types of income received can be identified by codes (check, cash, credit memo, letter of credit, electronic funds transfer, draft, bill of exchange, and so forth).

Reclassification

See Cash reclassification.

Reconciliation

An analysis of the items causing a difference between two balances; for example, accounts receivable to general ledger.

Re-identified cash

A cash receipt initially identified to one customer and subsequently identified to another customer.

Session number

The Infinium AR system-generated number that tracks applications within the system. It determines the numbers from the entity control numbers.

Sort name (customer)

An easily recognizable abbreviation you can use for a customer's name, such as CUST1 for Customer 1000.

Tax authority

The government department responsible for administering a tax. You can establish tax authority codes in Infinium AR using the *Maintain Codes* menu option in the *Control File Maintenance* menu (code type **AUT**) or in Infinium

GT using the *Work with tax authorities* menu option in the *Control Files* menu.

Tax category

A three-character identifier, which you can associate with the tax calculation, the system uses to classify taxes. The system uses it to analyze the gross amount of the obligation into specific categories that suit statutory and management reporting requirements.

You can establish tax category codes in Infinium AR using the *Maintain Codes* menu option in the *Control File Maintenance* menu (code type **TCT**) or in Infinium GT using the *Work with codes* menu option in the *Control Files* menu.

Tax rate

The proportion of the value of a transaction that is due to the tax authority; a number of rates applied by a tax authority.

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 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.

Walk back

The process of accessing Infinium AR obligation, cash receipt, and application information from the Infinium GL *Interactive Trial Balance* and *Display Processed Journals* menu options, found on the *Analytical Inquiries & Reports* menu.

This chapter describes working with obligations and reconciling your Infinium AR system to your general ledger.

The chapter consists of the following topics:

Topic	Page
Overview	2-2
Receiving obligation batches	2-5
Entering obligations manually and maintaining obligation batches	2-7
Displaying obligation batches	2-31
Proofing and posting obligation batches	2-33
Printing an obligation reconciliation report	2-41
Printing a report of posted obligations	2-45
Printing the obligation history report	2-48

Overview

This chapter contains information about processing obligations. Obligations include invoices, credit memos, debit memos, chargebacks, drafts, and interest charges.

Security can be used to control each Infinium AR user's access to obligations. See the "Establishing user profile controls" section in the "Initializing AR" of the *Infinium AR Guide to Controls* for more information.

Your order entry or billing system can pass invoices, debit memos, or credit memos to your Infinium AR system or you can manually enter this information into your Infinium AR system.

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

- Pass obligations from Infinium OP or from an external billing or order entry system
- Enter obligations manually through the *Obligation Processing* menu option

The diagram shown in Figure 2-1 illustrates the processing flow.

Obligation processing

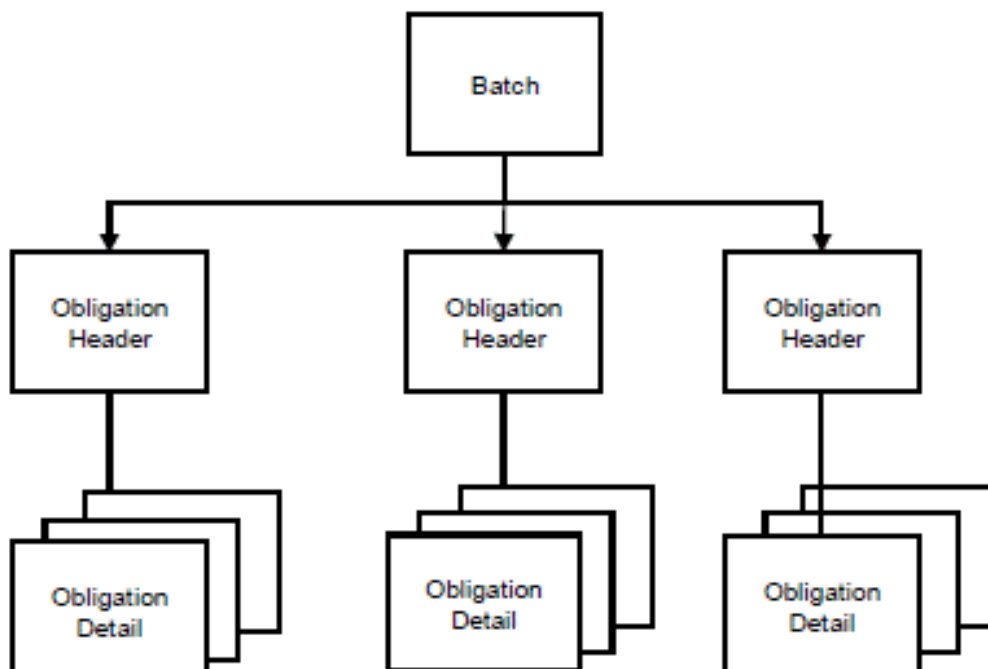
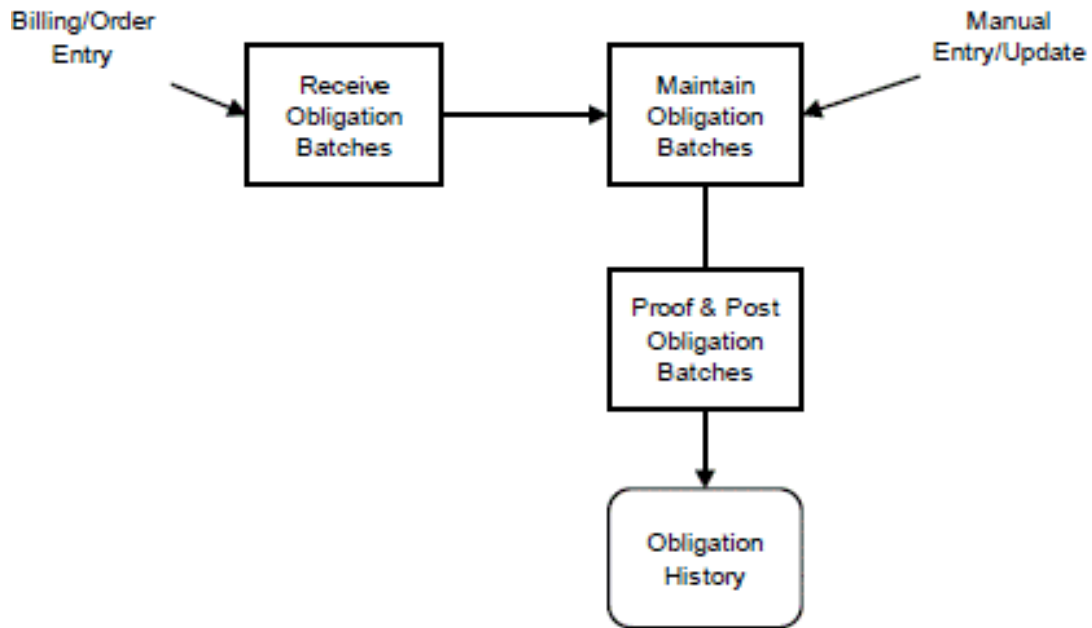


Figure 2-1: Obligation Processing diagram

Objectives

After you complete this chapter, you should be familiar with the following:

- Receiving obligation batches
- Entering obligation manually
- Maintaining obligation batches
- Proofing and posting obligation batches
- Disputing an obligation
- Printing an obligation reconciliation report
- Printing an obligation history report

You should also be able to do the following:

- Bring in batches of invoices, debit memos and credit memos from an external order entry or billing system
- Manually enter and/or maintain invoices, debit memos and credit memos
- Proof obligation batches
- Post obligation batches

This chapter does not include drafts. For more information on drafts and draft processing, refer to the “Processing Drafts” chapter in this guide.

Receiving obligation batches

Overview

The *Receive Obligation Batches* menu option allows you to transfer batches of invoices, debit memos and credit memos from your external order entry or billing system into your Infinium AR system. Your open items will be more accurate if you bring over the data from a foreign system often.

Receiving obligation batches

To receive obligation batches, perform the following steps:

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

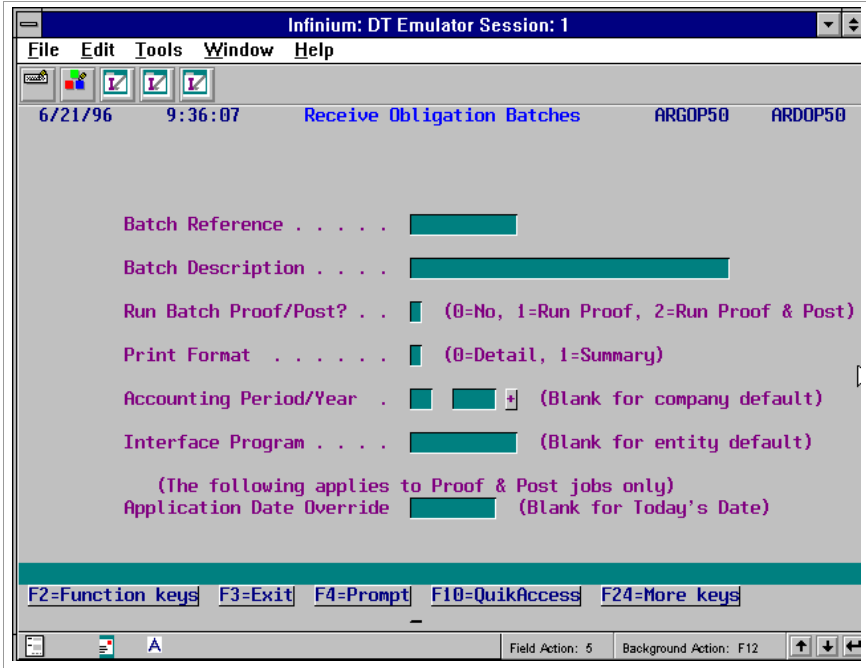


Figure 2-2: Receive Obligation Batches screen

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

Batch Reference, Batch Description

Type a reference and a description to use to identify your batch later.

Run Batch Proof/Post?

Type **0** or **1** in this field to view and maintain your obligation batches before proofing and posting. You cannot maintain obligation batches after they are posted. Type **2** in this field to submit the obligation batches to proof and post.

Print Format

We recommend that you type **1** to print in summary format. If you have errors, you can run this option again in detailed format by typing **0**.

Accounting Period/Year

Type the period and year to which you want to post the obligations to your general ledger. The system defaults the current period and year into these fields from your company controls. You can override the default period by typing a different period and year.

Interface Program

If you specified a value in the *Obligation Interface Program* field on the entity controls, you can leave this field blank. The system uses the program specified on the entity controls.

Application Date Override

This field is critical for referenced memos only. If you elect to proof and post the obligation batch, the system uses the application date to apply your referenced memos to the obligation.

The application date determines the accounting period in which the system makes the journal entry for the application.

- 4 Press Enter and the system transfers the obligation batch to the Infinium AR system.
-

Entering obligations manually and maintaining obligation batches

Overview

The *Maintain Obligation Batches* menu option enables you to enter or maintain invoices, credit memos, and debit memos. For control and tracking purposes, the system assigns unique reference numbers to batches and to the obligations within each batch.

You can exempt obligations from certain processes (dunning, statements, and so forth). If the company controls allow, you can distribute tax detail and obligation detail. In addition, you can flag a batch to create or not to create a general ledger entry.

Duplicate obligation checking

Duplicate obligation ID checking is available during obligation entry and the obligation proof. You can identify duplicate obligations based on criteria defined in an obligation entry policy. You can check for and allow or prevent entry of a duplicate obligation prior to posting the transactions.

When duplication obligation checking is activated, you can view details within the *Maintain Obligation Batches* function of obligations identified as potential duplicates, based on criteria defined in an obligation entry policy. You can check for and allow or prevent entry of a duplicate obligation prior to posting the transactions.

When an obligation entry indicates that potential duplicate obligations exist, you use the Duplicates action (F16) from the Obligation Entry - Header panel to view the listing of potential duplication obligations. From this list, you can display details of the duplicate obligations.

Duplicate obligation checking is also available in the obligation proof.

The rules for identifying and processing duplicate obligations are established in the obligation entry policy. Interactive obligation entry uses hierarchy processing to determine which obligation entry policy to use. The obligation entry policy can be set at any level within the Infinium AR hierarchy:

Based on the criteria defined for the obligation entry policy, logic identifies duplicate obligations and allows or prohibits entry as indicated in the policy:

- If the policy indicates that interactive processing should handle duplicate obligations with a warning, a warning message is displayed. You must press F21 to override the warning to continue with obligation entry.
- If the policy indicates that interactive processing should handle duplicate obligations with a hard edit, an error message is displayed and you cannot continue to create the obligation.
- If the policy indicates that no duplicate obligation checking should take place during obligation entry, no warning or error message is returned.

To use duplication obligation checking, you must set up an obligation entry policy, and you must then activate the *Duplicate Obligation Check* field and identify the policy in the *Obligation Entry Policy* on the entity control. Information on setting up an obligation entry policy is provided below. For information on activating duplication obligation checking on the entity control, see the “Defining and Working with Control Files” chapter in the *Infinium AR Guide to Controls* for more information.

Note: Obligations types of chargeback, interest charge, and draft are not included when checking for duplicates within the *Maintain Obligation Batches* function when you are creating obligations. These obligations types are also not included when checking for duplicates during the entry or proof/post for any other obligation types.

Obligation entry policy

Rules for identifying and processing duplicate obligations are established in the obligation entry policy. The policy can be set at any level within the Infinium AR hierarchy:

- Entity
- Company
- National account
- Customer control

When duplicate obligation processing is indicated at the entity level, an obligation entry policy must also be provided. This is the default for system processing.

The policy may also be assigned at the lower levels of the control files hierarchy – company, national account, and customer – establishing exceptions to the system default.

Using this policy, you can specify criteria for the identification and handling of duplicate obligations.

You may select one or more of the following criteria to identify duplicate obligations:

- Obligation ID
- Obligation amount and obligation date
- Obligation amount and order number

You also specify whether duplicate obligation checking should take into account obligations for all customers or only those found for the obligation's bill-to customer. Additionally, you stipulate whether duplicate obligation checking should evaluate only posted obligations or both posted and unposted obligations.

You then establish rules indicating how the system should handle duplicates. Rules for handling duplicate obligations are established separately for interactive obligation maintenance and obligation proof and post. For each – obligation maintenance and obligation proof – you specify that the system should handle duplicates in one of the following ways:

- Do not check for duplicates
- Provide a warning when a duplicate is identified (allows the action to proceed)
- Provide a hard edit when a duplicate is identified (stops the action from proceeding)

Note: Obligation types of chargeback, interest charge, and draft are not checked for duplicates when they are created. They are also not included when checking for duplicates during the entry or proof/post for any other obligation types.

Creating and maintaining obligation entry policies

Use the *Maintain Oblig Entry Policies* function to create and update controls for an obligation entry policy. You specify the type of duplicate obligation checking that can be done when an obligation is entered or proofed.

You set up and maintain these controls:

- Description of the policy
 - Active/Inactive status
 - Check duplicate obligation ID
-

- Check duplicate amount and date
- Check duplicate amount and order
- Check against all customers
- Check against all obligations or posted only obligations
- Check during obligation entry and issue a warning or hard halt
- Check during obligation proof and issue a warning or hard halt

Interactive processing applies to the *Maintain Obligation Batches* function only.

These obligation types are excluded from duplicate obligation checking in both interactive processing and the obligation proof:

- Chargeback entry (OWTRAN 004)
- Interest charge creation (OWTRAN 005)
- Draft entry (OWTRAN 007)

You can use the *Display Obligation Entry Policies* function to view specific obligation entry policy controls that have been established for use throughout Infinium Accounts Receivable.

You can use the *List Obligation Entry Policies* function to list obligation entry policies. You can specify whether the report includes only active obligation entry policies or both active and inactive policies.

To create or maintain obligation entry policies:

- 1 From the Infinium AR main menu select *Policy File Maintenance*.
- 2 Select *Maintain Oblig Entry Policies* [MOEP]. The Maintain Obligation Entry Policies selection screen is displayed.
- 3 Create a new obligation entry policy code or select an existing obligation entry policy code to maintain.
 - To create an obligation entry policy code, type a unique value in *Obligation entry policy* and press Enter to display the Maintain Obligation Entry Policies screen.
 - To maintain an obligation entry policy, select an existing value in the *Obligation entry policy* field and press Enter to display the Maintain Obligation Entry Policies screen.

When you prompt on the *Obligation entry policy* field, you can type **3** in the *Sel* field next to an obligation entry and press Enter to view additional

information for the obligation entry policy.

```

7/14/2014 14:59:27 Maintain Obligation Entry Policies ARGOEM ARDOEM

Obligation entry policy . . . . . : CAPAU

Description . . . . . proof - all custs, post/unpost
Active? . . . . . 1 (0=No, 1=Yes)

Duplicate Obligation Checking
Check duplicate obligation ID 1 (0=No, 1=Yes)
Check duplicate amount and date 1 (0=No, 1=Yes)
Check duplicate amount and order 1 (0=No, 1=Yes)
Check against all customers . . 1 (0=No, 1=Yes)
Check all or posted only . . . 1 (0=No, 1=Yes)

Duplicate Obligation Handling
Obligation entry . . . . . 0 0=No, 1=Warning, 2=Hard halt
Obligation proof . . . . . 0 0=No, 1=Warning, 2=Hard halt

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

Figure 2-3: Maintain Obligation Entry Policies screen

On the Maintain Obligation Entry Policies screen you can enter or update controls for the selected obligation entry policy. You can also delete an obligation entry policy.

You use the controls on this page to check for duplicate obligation IDs, duplicate amounts and dates, duplicate amounts and orders. In addition, you can specify whether to check for duplicate handling during obligation entry and obligation proof.

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

Description

Type a description of the obligation entry policy.

Active?

Specify yes if the obligation entry policy is active. Otherwise, specify no. An inactive obligation entry policy is useable only for viewing history.

Check duplicate obligation ID

Specify yes to check other existing obligations for duplicate obligation IDs. Otherwise, specify no.

Check duplicate amount and date

Specify yes to check other existing obligations for duplicate obligation amounts and dates. Otherwise, specify no.

Check duplicate amount and order

Specify yes to check other existing obligations for duplicate obligation amounts and orders. Otherwise, specify no.

Check against all customers

Specify yes for duplicate obligation checking to include existing obligations or all customers.

Specify no for duplicate obligation checking to include only existing obligations for the customer on the obligation being entered or proofed.

Check all or posted only

Specify yes for duplicate obligation checking to include existing posted and unposted obligations.

Specify no for the duplicate obligation checking to include only existing posted obligations.

Obligation entry

Specify whether to check for duplicate obligations during invoice entry and whether to issue a warning or a hard halt.

- 0** No duplicate obligation checking occurs during obligation entry.
- 1** If duplicate obligations are found, a warning is issued. This warning does not prevent the entry of an obligation.
- 2** If duplicate obligations are found, an error is issued. This error prevents the entry of an obligation.

Obligation proof

Specify whether to check for duplicate obligations during invoice proof and whether to issue a warning or a hard halt.

- 0** No duplicate obligation checking occurs during obligation proof.
-

- 1** If duplicate obligations are found, a warning is issued. This warning does not prevent the proofing of an obligation.
 - 2** If duplicate obligations are found, an error is issued. This error prevents the proofing of an obligation.
- 5** Press F3 to exit and save your information.

Entering an obligation manually

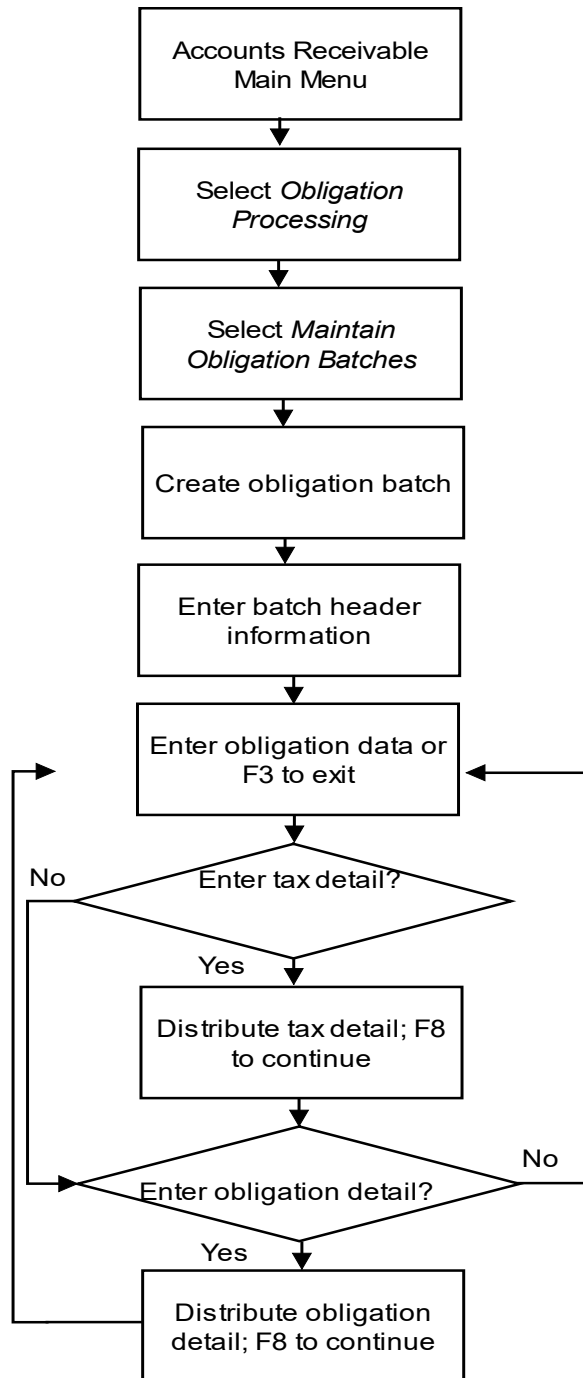


Figure 2-4: Entering Obligations Manually diagram

Entering and maintaining obligation batches

To enter new obligations or maintain existing obligations, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing*.
- 2 Select *Maintain Obligation Batches* [MOB]. The system displays a screen similar to Figure 2-5.

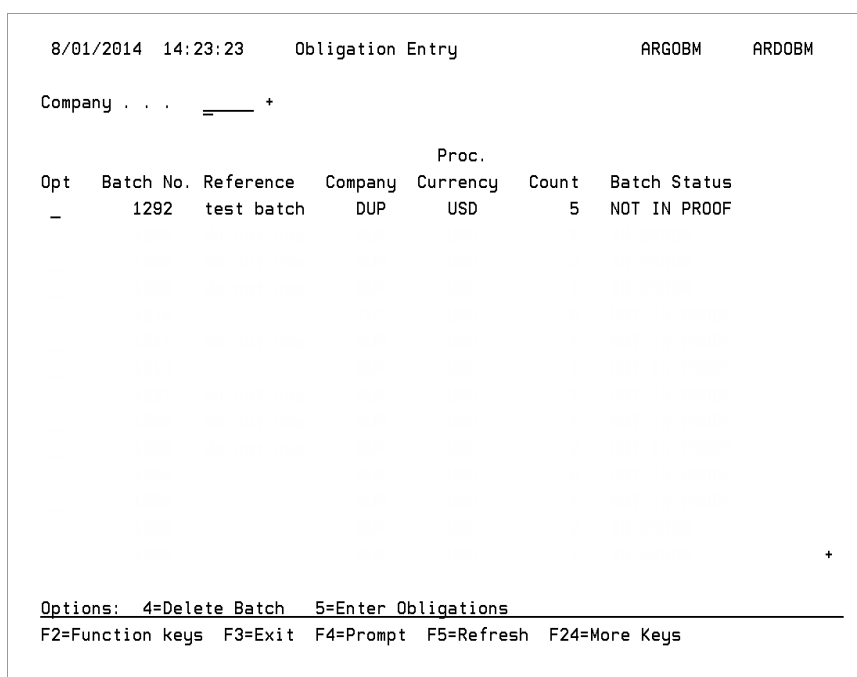


Figure 2-5: Obligation Entry selection screen

Batch selections

You use this screen to create a new batch, update an existing batch or delete a batch. When you select a batch for deletion, the system displays a confirmation screen. You can press Enter to confirm the deletion or you can press F12 to cancel your request to delete.

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

Company

Type a company identifier in this field to create a new batch.

Opt

Type **5** in this field to update an existing batch. Type **4** to delete a batch.

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

8/01/2014 14:23:23		Obligation Entry	ARGOBM	ARDOBM
Batch	1292			
Company	DUP	Dup Oblig		
Created by	AM2000	on 3/17/2014 at 9:39:40		
Last updated by .	JH	on 8/01/2014 at 14:27:33		
Base currency . . .	USD	Processing currency	USD +	
Batch reference . .	<u>test batch</u>	Accounting group .	_____ +	
Accounting year . .	<u>2014</u> +	Accounting period	<u>3</u>	
Create GL entry . .	<u>0</u> (0=No, 1=Yes)			
Batch description	<u>test batch</u>			
		Obligation	Obligation	Error
		Count	Amount	Count
Manual totals . . .				
System totals . . .		5	26,200.00	0
Variance				
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More Keys				

Figure 2-6: Obligation Entry screen 1

Screen information

The system displays this screen after you type a company code to create a new batch or select an existing batch by typing **5** to update. If you are creating a new batch, the system assigns a batch number in the *Batch* field. This is the unique number the system uses to identify this batch.

Values default from your company control for the following fields:

- *Base currency*
- *Accounting group*
- *Accounting year*
- *Accounting period*
- *Create GL entry*
- *Tax detail* (if using tax processing)

If the *Accounting group* field is blank, there is no accounting group defined in your company controls.

Obligation batch entry

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

Processing currency

You must type a processing currency code if foreign currency processing is specified on the entity controls. If foreign currency is not enabled, the system defaults the base currency value in this field from the company controls.

Create GL entry

To change the value in this field from **0** to **1**, the following conditions must exist:

- The value in the *GL entry override* field in the *Maintain AR User Profile Controls* menu option is **1**.
- The value in the *Create GL Entry* field in the *Maintain Company Controls* menu option is **0**.

Note: If this is a chargeback, draft or interest charge batch, you cannot change the *Create GL entry* field to **0**.

- The value in the *GL Company Control* field on the entity controls is not **0**.

Tax detail

The system displays the *Tax detail* field only if the value in the *Use Tax Detail* field on the company controls is **1**. The system defaults that value into the *Tax detail* field, but you can change it for an obligation or for the batch. The system does not display this field if this is a chargeback, draft or interest charge batch.

Batch description

Type a meaningful description for the batch.

Manual totals

If you have a calculator tape with the obligation count and amount for this batch, you can type these manual totals in these fields. Type the number of obligations in this batch and the total currency amount of these obligations. Use of these fields is optional unless your entity controls require entries in these fields.

System totals/Variance

The system tracks the actual obligation count and total currency amount for this batch in the *System totals* fields and compares these amounts to the values in the *Manual totals* fields. The system displays the difference

between the *Manual totals* and the *System totals* in the *Variance* fields. If there is a variance, the system assigns the batch an **IN ERROR** status.

6 Press Enter. The system displays a screen similar to Figure 2-7.

8/01/2014 14:30:56		Obligation Entry		ARGOWM	ARDDWM
Batch . . :	1292	Reference :	test batch	Base currency	USD
Company :	DUP	Customer	_____ +	Proc. currency	USD
Reference #	_____	(Blank for New Entry)		*Invoice Entry*	
Opt	Obligation ID	Reference #	Customer	Amount	Typ Err
Loc	_____	_____	EQ	_____	- -
-	TEST51	13623	5000	5,100.00	I
-	TEST52	13627	5000	5,200.00	I
-	TEST52	13628	5000	5,200.00	I
-	TEST53-POSTED	13629	5000	5,300.00	I
-	TEST54	13630	5000	5,400.00	I
					BOTTOM
Options: 2=Notes 4>Delete Obligation 5=Update Obligation					
F2=Function keys F3=Exit F4=Prompt F5=Refresh F24=More Keys					

Figure 2-7: Obligation Entry screen 2

Screen options

You can use this screen to enter new obligations or update existing obligations. The *Loc* (locate) fields facilitate finding an existing obligation. If you select an existing batch, the system displays obligation information. If this is a new batch, the system does not display any obligations because you have not yet entered any into the batch.

Obligation entry

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

Customer

Type a valid customer number in this required field.

Reference #

Leave this field blank if you are creating a new obligation. The system generates this number for new obligations. The reference number is the unique number the system uses to identify this obligation. You can select an

existing obligation in the display for update by typing the reference number of the obligation in this field.

Opt

For existing obligations, the following options are valid:

- 2** Add or Update Notes.
- 4** Delete an Obligation.
- 5** Update an Obligation.

8 Press Enter. The system displays a screen similar to Figure 2-8.

```

8/01/2014 14:32:40      Obligation Entry - Header      ARGOWM      ARDOWM

Company . . . . . :   DUP                Proc. currency:  USD
Bill to customer   :   5000 +            DUP cust 5000
Batch . . . . .   :   1292              Ref. # . . . . . :   13627 INVOICE
Obligation ID . . :   TEST52
Sales level ID    :   _____ +
Accounting period :   3 2014 +          P.O. number . . :   _____
Accounting group  :   _____ +      Salesperson . . :   _____ +
                                           Cred. approval  :   _____

Description . . . :   _____      Order number JSDORDER52
Obligation date   :   5022014          Amount          Dist+
As of days/date   :   _____      Gross sales . . :   5200.00
                                           Freight . . . . :   _____ +
                                           Tax . . . . .   :   _____ +
                                           Misc1           :   _____ +
                                           Misc2           :   _____ +
                                           Misc3           :   _____ +
Payment terms . . :   NET30 +          Misc3           :   _____ +
Discount amount . :   _____      Oblig. total :   5200.00
Discount date . . :   _____      Net sales . . :   5200.00 +
Net due date . . . :   6012014        AR total . . . :   5200.00 001AR +

F2=Function keys F3=Exit F4=Prompt F7=Related Oblig F24=More Keys
    
```

Figure 2-8: Obligation Entry - Header screen 1

Screen options

Use this first obligation header screen to type the detail for your invoice. Note that the system assigned a reference number to this invoice in the *Ref. #* field.

From this screen, if duplication obligation checking is activated and potential duplicates are found, you can press F16 to identify any duplicate obligations based on criteria defined in the obligation entry policy, so that you can allow or prevent entry of a duplicate obligation prior to posting the transactions.

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

Obligation ID

This is a required field. Type your invoice number.

Accounting period

The system defaults the accounting year and period from the batch information on the Obligation Batch Header screen.

Accounting group

The system displays the accounting group defined at any of the following levels:

- Obligation Batch
- Company
- Customer

You can override the accounting group to use different general ledger accounts (GL distribution codes) for this invoice.

Obligation date

This is a required field. If you do not type a value in either the *As of days* or the *As of date* field, the system uses the value in this field (the date of the invoice, credit memo or debit memo) as a basis to apply payment terms.

Gross sales

Use this field to type the amount of the invoice.

Note: You can create a zero dollar invoice by leaving this field blank. Zero dollar invoices aid sales analysis and track inventory you send to customers at no charge. You can record the quantity of a zero dollar invoice in a user field that you define for this purpose. When you leave this field blank, the system displays a warning message. Press Enter to continue and create the zero dollar invoice.

The system does not create tax detail lines for zero dollar invoices. Once you post a zero dollar invoice, its status is closed and it appears on all reports and displays as a closed item.

As of days/date

Type a value in the *As of days* field if the date of entry of an obligation is different from the actual obligation date. The system uses this value to

determine the actual obligation date upon which discounts, due dates, and aging are based.

The system uses the date you type in the *As of date* field to calculate discounts, due date, and aging. If you enter a value in both the *As of days* and *As of date* fields, the system looks at the *As of days* field to configure the *As of date*

Tax detail

The system sets the value in the *Tax detail* field to 1 if the company is using tax detail. You can, however, change the value to 0 for this obligation.

Tax lock

The system retrieves and updates tax information from a tax system if the value in the *Tax lock* field is 0. A value of 2 in this field indicates that the system retrieves the tax information from another system when you process obligations.

Payment terms, Net due date

You must type a value in one of these fields.

If you specified a payment terms policy within the hierarchy, or if you type a policy in this *Payment terms* field, or if the system retrieves payment terms from your order entry or billing system, the system uses the payment terms to calculate the net due date.

If you do not have payment terms, the *Net Due Date* field is a required field.

Foreign currency processing fields

The system displays the following fields only when you are using foreign currency processing. If you are not using foreign currency processing, go to Step 11.

Note: To toggle the display between the base currency and processing currency amounts, press F9.

Exchange rate

You can type a value in this field only if the value in the *Rate lock* field is 1. If you leave this field blank, the system retrieves the exchange rate and converted amount from Infinium CM or your compatible currency system. The value the system retrieves is based on the obligation date. You can accept that value or change it provided the changed amount is within the tolerance established on the rate controls.

If the value in the *Rate lock* field is **0**, the system retrieves the exchange rate and converted amount from the currency management system.

If the value in the *Rate lock* field is **2**, the system retrieves the exchange rate and converted amount from an external system and you cannot change that value.

If triangulation occurs, Infinium AR displays an asterisk next to the *Exchange rate* field instead of displaying an exchange rate. This asterisk indicates that because triangulation was applied, there are two exchange rates. You can press the Display Rates function key to display a pop-up window that shows the two rates. Triangulation means converting a currency to the euro amount and then converting the resulting euro amount to another currency.

Note: If the *Rate Lock* field is **1** and one or both of the currencies in the transaction involve triangulation, you are required to enter a value in the *Exchange Rate* field. The system does not retrieve a rate.

Rate per

The system uses the rate per value as the unit in which it expresses the exchange rate. If the value in the *Rate lock* field is **0** or **1**, the system retrieves the *Rate per* value from the currency management system. If the value in the *Rate lock* field is **2**, the system retrieves the *Rate per* value from an external system.

Rate lock

The value in this field determines how the system calculates base currency amounts. Base currency amounts equal the processing currency amount multiplied or divided, depending on how the exchange rate control pair was defined) by the result of dividing the exchange rate by the rate per factor.

When the value in the *Rate lock* field is **0**, the system always retrieves the exchange rate from the currency management system. You can only change this value from **0** to **2**.

When the value in the *Rate lock* field is **1**, the system retrieves the exchange rate and converted amount from the currency management system only if

- you leave the exchange rate field blank and
- the currency or currencies involved in the transaction do not require triangulation.

However, once the system retrieves the exchange rate, it does not retrieve it for subsequent executions of the proof process. You cannot change the value in this field from **1** to **2**.

When the value in the *Rate lock* field is **2**, the system retrieves the exchange rate and payment terms from your order entry or billing system. The currency management system does not verify these values.

10 Press F8 to calculate and display the following information:

- Discount amount, discount date and net due date
- Totals if you changed an amount
- GL distribution codes from the accounting group

11 Press Enter. The system automatically calculates the items listed above and then displays an Obligation Entry - Header screen 2 similar to Figure 2-10.

If duplicate obligation checking is not activated, continue with Step 15.

If duplicate obligation checking is activated and if potential duplicates are found when you press Enter, a message is displayed to warn you of the potential duplicates.

Duplicate obligation processing can be configured to :

- Allow you override this message by pressing F21. When you press F21, the second Obligation Entry - Header screen, shown in Figure 2-10 is displayed. You can continue with Step 15.
- Prevent you from continuing until you change the information on the obligation header to prevent the duplicate obligation.

12 If you receive a message that potential duplicates are found, press F16 to display the Potential Duplicate Obligation screen, listing all potential duplicates, based on obligation entry policy criteria, that already exist in the system.

```

8/01/2014 14:34:19 Potential Duplicate Obligation ARGDDU ARDDDU

Company . . . : DUP
Bill to customer 5000 Order number JSDORDER52
Obligation ID TEST52 Obligation date 5/02/2014
Amount . . . : 5200.00

Type options, press Enter
8=Display
Opt Obligation ID Obligation Amount Obligation Date Company Customer
= TEST52 5200.00 5/02/2014 DUP 5000

BOTTOM

F2=Function keys F5=Refresh F6=More F10=QuikAccess F12=Cancel

```

Figure 2-9: Potential Duplication Obligation screen

Use this screen to identify duplicate obligations.

Depending on the settings established on the obligation entry policy, the duplicate obligations may be posted or unposted. These settings may be used on the policy:

- Check duplicate obligation ID
- Check duplicate amount and date
- Check duplicate amount and order
- Check against all customers
- Check against all or posted only obligations
- Check during obligation entry and issue a warning or hard halt
- Check during obligation proof and issue a warning or hard halt

You can press F6 to display more information about the listed obligations. You can also type 8 in the *Opt* field next to an obligation and press Enter to display details for the obligation.

13 After you identify any duplicate obligations, press F12 to return to the first obligation header screen.

14 Depending on how duplicate obligation processing is configured:

- Update the obligation header to address any duplicate obligations and press Enter to save the obligation information and display the second Obligation Entry - Header screen, shown in Figure 2-10.
- Press F 21 to override the potential duplicate obligation warning message, save the obligation information, and display the second Obligation Entry - Header screen, shown in Figure 2-10.

```

8/01/2014 14:37:45      Obligation Entry - Header      ARGOWM      ARDOWM

Company . . . . . :   DUP                Proc. currency USD
Bill to customer:           5000          DUP cust 5000
Batch . . . . . :    1292                Reference # :    13627 INVOICE
Obligation ID . . :   TEST52
AR total . . . . . :           5200.00

Ship to company .   _____ +
Ship to customer   _____ + Ship to address . . _____ +

Disputed item . . . . . @                (0=No, 1=Yes)
Exempt from Interest Charges @           Exempt from Trade Tape Reporting @
Exempt from Dunning Process . @         Exempt from Draft Allocations . . @
Exempt from Statements . . . @

Interest Rate Table Name . . _____ + Net Due Grace Days Code . . _____ +

OHNUM1 _____ .00  OHNUM2 _____ .00  OHDATE1 _____

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

Figure 2-10: Obligation Entry - Header screen 2

Screen options

Use this second obligation header screen to specify shipping information, flag the obligation as disputed/undisputed, specify exemptions for the obligation, specify an interest table and net due grace days code for this obligation, and work with user-defined fields.

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

Ship to fields

Type the shipping information for the company, customer, and address.

Note: You can sort statements by the *Ship to customer* or the *Ship to address*.

Exemptions

Specify whether you want to exempt this obligation from any process. You can exempt a customer from any process, including statements, on the customer master controls. The system, however, displays 0 (No) in these exemption fields. You can change these exemption values since they can be obligation specific.

User fields

The system displays for entry the user fields you defined for the obligation.

- 16 Press F19 to update distributions. If you change an amount or distribution code, the system displays the updated information on the Obligation Detail screen similar to Figure 2-12. If the obligation company is using tax detail, the system first displays the Obligation Entry Tax Detail screen similar to Figure 2-11.

The screenshot shows the 'Obligation Entry - Tax Detail' screen. The window title is 'Infinium: Maintain Obligation Batches (AR-0)'. The menu bar includes File, Edit, Tools, Window, and Help. The screen displays the following information:

8/08/96 16:28:36 Obligation Entry - Tax Detail ARGOYM ARDOYM

Company . . . : 488 Batch . . . : 2802 Proc. currency USD
 Customer : TAX1 Reference # : 333256 INVOICE
 Obligation ID 44444444 Ref to oblig ID
 Tax total : 16.00 Undistributed amount . . . : .00
 Tax lock : 0

Line# [redacted]
 Tax basis amount . . [redacted] Tax date . . [redacted]
 Tax authority code [redacted] * Tax rate code [redacted] * Tax category code [redacted]
 Tax amount-PC00
 Goods processed? . . (0=No, 1=Sent, 2=Returned) Tax discount handling [redacted]
 Tax rate %00% GL distribution code . . . :

Opt	Line#	Basis Amount	Tax Date	Auth	Rate	Cat	Tax Rate%	Err
[redacted]	1	100.00	8/01/1996	LJV	LJ12		12.00%	
[redacted]	2	100.00	8/01/1996	LJV	LJ4		4.00%	

Options: 4=Delete Tax Distribution 5=Update Tax Distribution
 F2=Function keys F3=Exit F4=Prompt F5=Refresh F24=More keys

Field Action: 5 Background Action: F12

Figure 2-11: Obligation Entry - Tax Detail screen

Screen information

The system displays this screen if:

- The value in the *Use Tax Detail* field in the *Maintain Company Controls* menu option is 1
- The value in the *Tax detail* field on the first Obligation Header screen is 1
- A program value is in the *Tax Interface* field on the entity controls

The system displays tax information when there is an amount in the *Tax* field on the Obligation Entry - Header screen, Figure 2-10, and when the codes, established and validated in Infinium GT or your tax system, are assigned in the Infinium AR hierarchy (Customer Shipping Address and/or Customer Master). If the system does not find these, these fields are blank and the system displays an error status. Refer to the “Processing Taxes” chapter in this guide for more information.

When the system displays the tax detail screen for the first time, it automatically distributes the amounts. You must press F19 on the first Obligation Entry-Header screen, Figure 2-8, to update and distribute the tax detail when you access the tax detail screen a subsequent time.

The *Undistributed amount* field at the top of the screen must equal zero to achieve a no-error status. The system highlights undistributed amounts.

Note: You can create as many lines of tax information as needed. The system creates an obligation tax detail record for each line of information you type on this screen.

- 17 To delete a tax distribution, type **4** in the *Opt* field next to the line to be deleted and press Enter. If the value in the *Tax Lock* field is **2**, you cannot delete the tax distribution.

To update a tax distribution, type **5** in the *Opt* field next to the line to be updated and press Enter. To enter an additional tax distribution, type the information in the tax fields provided and press Enter.

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

Line #

To update tax distribution information, type the line of tax information in the *Line #* field and press Enter.

Note: To update a tax distribution, you can also type **5** in the *Opt* field next to the line to be updated and press Enter.

Tax basis amount

This is the *Gross Sales Amount* field found on the Obligation Header, Figure 2-8. You can change the value in this field to correct errors and to enter additional tax distributions.

Tax date

This is the obligation date found on the Obligation Header screen, Figure 2-8. You can change the date to correct errors and to enter additional tax distributions.

Tax authority code

This code specifies the government department responsible for administering the tax. You can also use this field when you need additional distributions.

Tax rate code

This code specifies the percentage of the transaction that is due as a tax to the tax authority. You can use this field when you need additional distributions.

Note: The system uses the value in the *Tax rate code* and *Tax authority code* fields to determine the GL accounts it uses to record any tax liability.

Tax category code

You can associate this code with the tax calculation. The system uses it to analyze the gross amount of the invoices into specific categories that suit statutory and management reporting requirements. You can use this field when you need additional distributions.

Tax amount-PC

This is the value in the *Tax Amount* field on the Obligation Header screen, Figure 2-8.

Tax amount-BC

The system displays this field and amount only for a foreign currency obligation.

Goods processed?

Goods processing is unique to the European Community. An EC member country can send goods for further processing to another EC country. If goods are not processed, type **0** in this field. If goods are processed and are being sent for processing, type **1** in this field. If goods are being returned from processing, type **2** in this field.

Tax discount handling

The tax system determines the value in this field. If the value is **0**, you cannot change it. If the value is **1**, you can change it to **0**.

Tax rate % and GL distribution code

The tax system determines the value in these fields.

- 19** Add tax lines manually by typing the information in the top portion of the screen and pressing Enter.
-

20 Press F8. The system displays a screen similar to Figure 2-12.

```

8/01/2014 14:40:09      Obligation Entry - Detail      ARGOWM      ARDOWM

Company . . . :   DUP                Batch . . . :   1292  Proc. currency  USD
Customer   :   5000      Reference # :   13627      INVOICE
Obligation ID TEST52
AR total   :   5200.00
                                Undistributed amount . . . :   5200.00

Line#      _____
GL dist   _____ +      Amount   _____ .00
AR dist   001AR + Description _____ Part nbr   _____
Unit of measure _____ + Quantity _____ ODALPHA1-! _____
ODALPHA2   _____ ODNUM1   _____ ODNUM2   _____
Opt Line#  GL Dist.      Amount   Description      AR Dist.  Error

Options:  4=Delete Distribution  5=Update Distribution
F2=Function keys  F3=Exit  F4=Prompt  F5=Refresh  F6=More  F24=More Keys
    
```

Figure 2-12: Obligation Entry - Detail screen

Obligation detail

The system displays this screen if the value in the *Detail with Obligations* field in your company controls is 1 or if the value in the *Create GL entry* field for this batch on the Obligation Batch Header screen is 1. Use this screen to type or update detail distributions.

Note: The system creates an obligation detail record for each line of information you type on this screen. Obligation detail records contain the journal entry information for the obligation.

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

Line #

Type the line number to update. Leave this field blank to select a distribution.

Opt

Type **5** to select a distribution to update. The system saves the distributions when you press Enter. Type **4** to delete a distribution.

GL dist

This is a required field when you require that the system generate obligation journal entries. This distribution code identifies the general ledger account that the system credits.

Amount

Type the amount to be distributed.

AR dist

This is a required field. This distribution code identifies the general ledger account that the system debits.

Note: When the system creates a line of tax detail and when there is obligation detail, the system displays a line of tax detail on this screen. You can only update the GL distribution code, tax amount, AR distribution and the description.

- 22 Press F8 to enter more obligations. Press F15 to return to the Obligation Entry screen, Figure 2-7.
-

Displaying obligation batches

Overview

Use the *Display Obligation Batches* menu option to display the current status of all unposted batches and to review obligations in the batch.

Displaying obligation batches

To display obligation batches, 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 2-13.

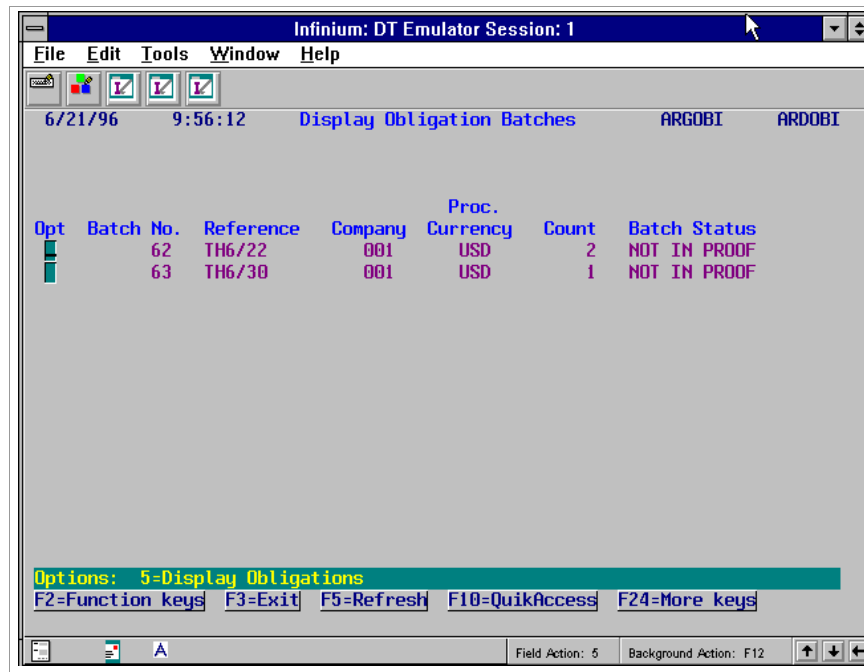


Figure 2-13: Display Obligation Batches screen

Screen information

This screen displays detail of your available batches. This detail includes the batch number, reference, company, processing currency, number of obligations in the batch, and the status of the batch.

Batch Status

For each batch, the system displays one of the following:

ACT	The batch is in use by another user.
NOT IN PROOF	The batch balances, but the proof was not run.
IN ERROR	The batch is not in balance or contains an invalid GL distribution code or code value.
IN PROOF	The proof was run and no errors were detected.
IPOVR	The batch status was changed from NOT IN PROOF to IN PROOF through the <i>Update Obligation Batch Status</i> menu option in <i>AR Supervisor Functions</i> .

- 3 To display the obligations within a batch, type **5** and press Enter. The system displays the obligation entry screens.
-

Proofing and posting obligation batches

Overview

After you enter and/or update your obligation batch, you can proof and post the batch. The proof process ensures that there are no errors on the obligations prior to posting them. The posting process updates the status of these obligations in Infinium AR as posted and creates accounting entries, if applicable.

Infinium AR provides you with this function to proof your obligation batches. If you proof and post your obligation batches separately, you must run the proof before you execute the post process.

Proofing obligation batches

To proof obligation batches, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing*.
 - 2 Select *Proof Obligation Batches* [POB]. The system displays a screen similar to Figure 2-14.
-

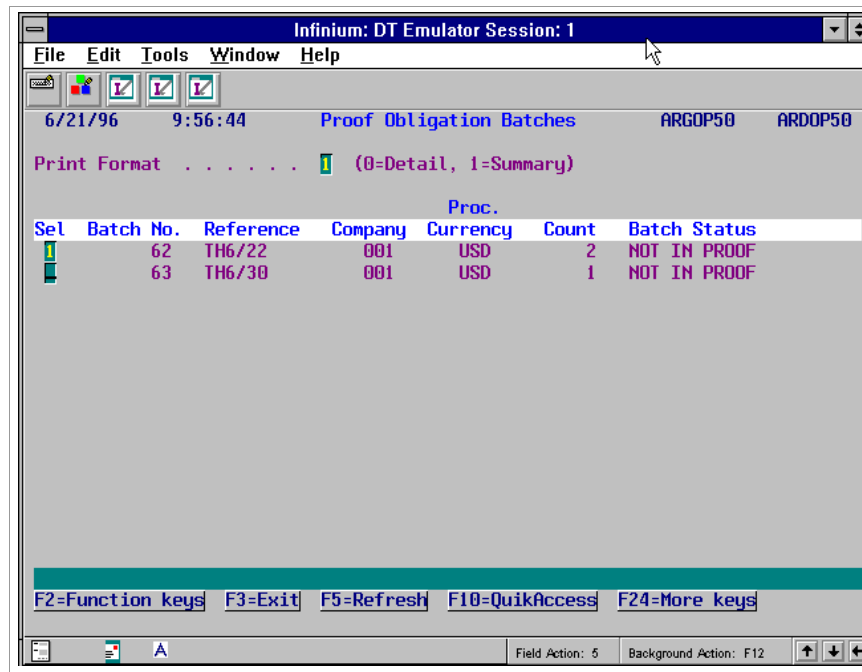


Figure 2-14: Proof Obligation Batches screen

- 3 Complete the field on this screen using the following information to select a batch or batches to proof.

Print Format

Select a printing option. Type **1** to print a proof report in summary form. Type **0** to print a proof report in detailed form.

The summary report prints only the number of errors and one line per obligation. If you run the proof report in summary and require more information about the errors, view the obligation on-line or run the proof report in detail.

The detailed proof report prints warning messages or errors for the obligations and includes one or more obligations per page on the report. The system edits and prints obligation detail when the value in either the *Detail with Obligations* or the *Create Obligations Journal* fields on the company controls is 1.

Note: The report includes a warning message for zero dollar invoices when you run the proof in detail format. The proof prints errors or warning messages if potential duplicate obligations are identified. For details on duplicate obligation processing, see the “Duplicate obligation checking” section in this chapter.

- 4 Press Enter. The system displays a screen similar to Figure 2-15.

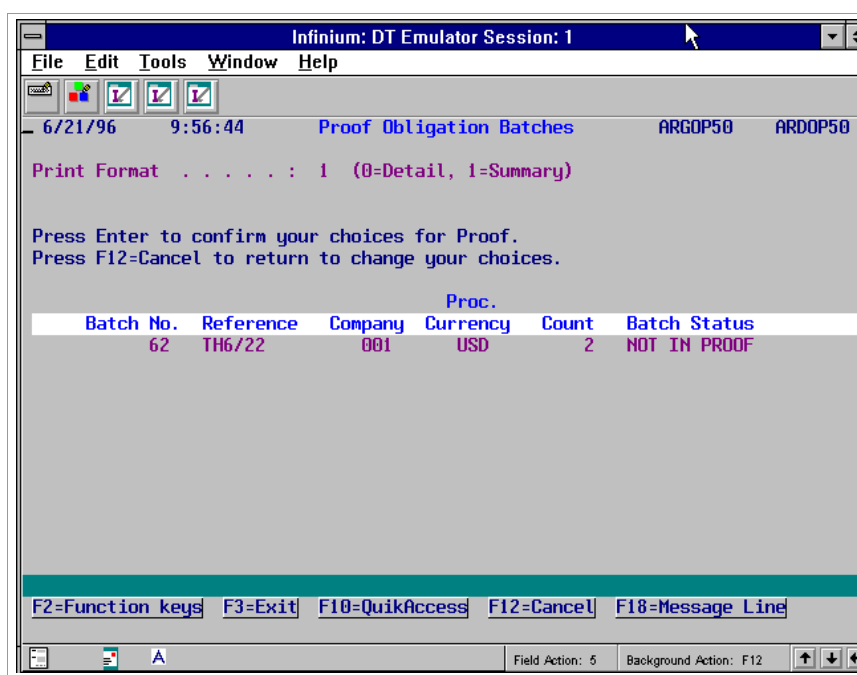


Figure 2-15: Proof Obligation Batches confirmation screen

- 5 If the information is correct, press Enter to submit the batch for processing. Press F12 to cancel and not submit the batch for processing.

Posting obligation batches

To post obligation batches, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing*.
- 2 Select *Post Obligation Batches* [PSTOB]. The system displays a screen similar to Figure 2-16.

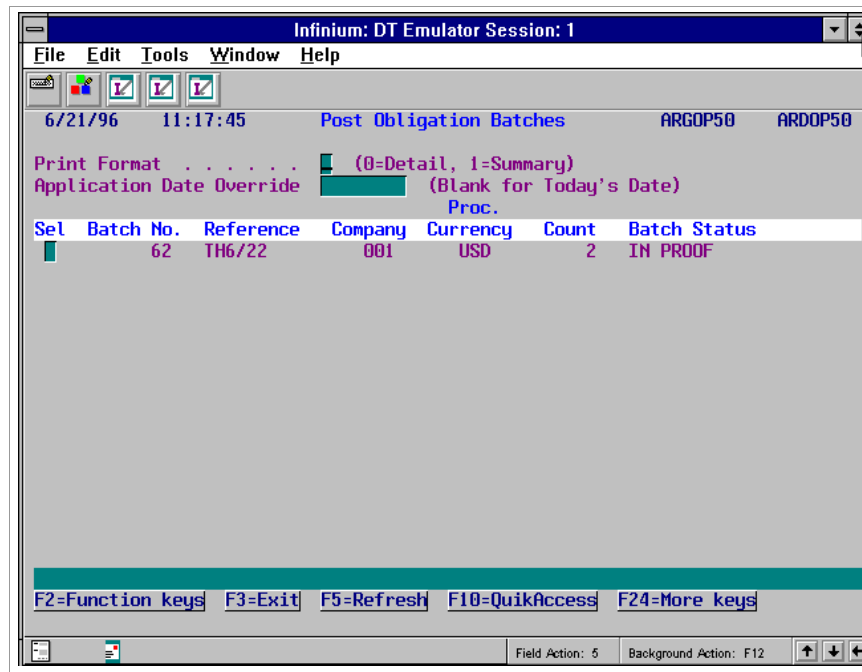


Figure 2-16: Post Obligation Batches screen

Screen information

The system displays only batches that it proofed.

- 3 Complete the fields on this screen using the following information to select a batch or batches to post.

Print Format

This is a required field. Type **0** to print a post report in detailed form. Type **1** to print a post report in summary form.

The detailed report prints the detail for the obligations and includes one or more obligations per page on the report. The summary report prints only one line per obligation.

Application Date Override

If you referenced memos and would like to change the date for these applications, type a date in this field. If you leave this field blank, the system uses the system date as the application date.

- 4 Select a printing option and press Enter. The system displays a screen similar to Figure 2-17.

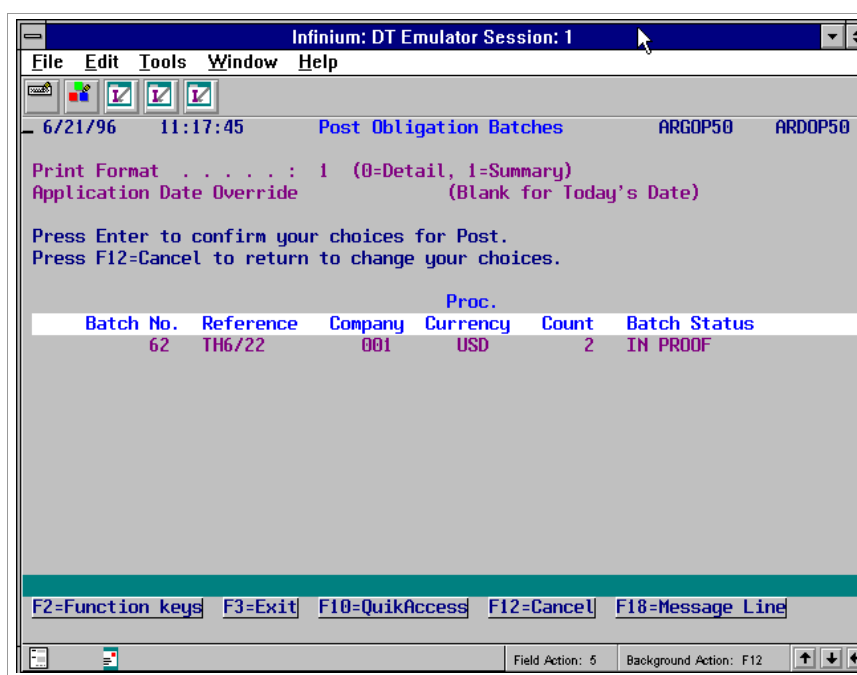


Figure 2-17: Post Obligation Batches confirmation screen

- 5 If the information is correct, press Enter to submit the batch for processing. Press F12 to cancel and not post this batch.

Proofing and posting obligation batches

Use the *Proof & Post Oblig Batches* menu option to proof and post obligation batches in one step. You can select any batch or batches to proof and post. If any batch fails the proof process, the system bypasses the post process for that batch, assigns the batch an in error status, and prints a message on the Obligations Register.

To proof and post obligation batches, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing*.
- 2 Select *Proof & Post Oblig Batches* [PPOB]. The system displays a screen similar to Figure 2-18.

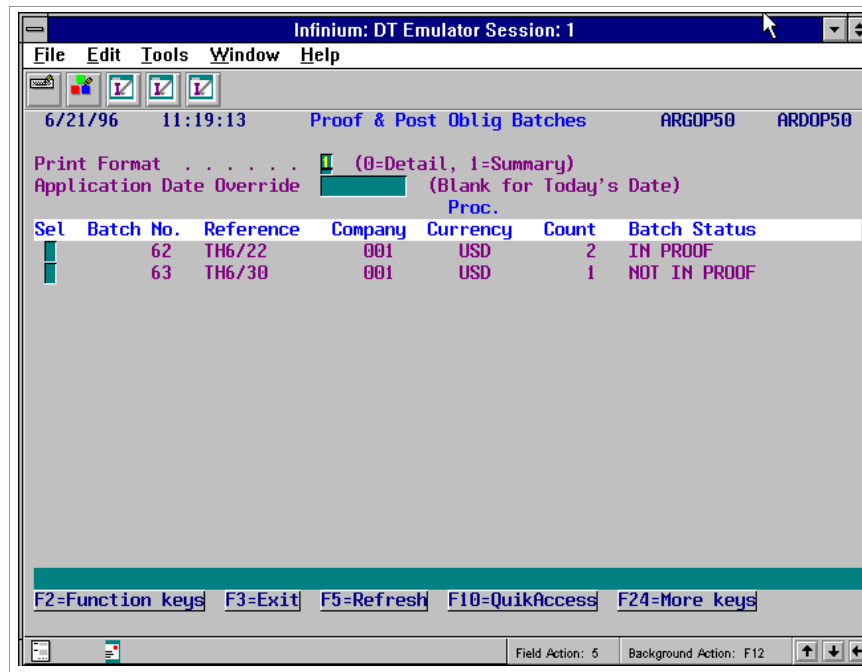


Figure 2-18: Proof & Post Obligation Batches screen

- 3 Complete the fields on this screen using the following information to select a batch or batches to proof and post.

Print Format

This is a required field. If you type **0**, the system prints one or more obligations per page of the report. If you type **1**, the system prints one obligation per line of the report.

Application Date Override

To specify the application date of referenced memos, type a date in this field. If you leave this field blank, the system uses the system date as the application date.

Sel

Type any character to select a batch or batches.

Batch Status

You cannot select a batch or batches with a batch status of **ACTIVE**. Press F5 to refresh the screen with the most current batch status.

- 4 Select a printing option and press Enter. The system displays a screen similar to Figure 2-19.

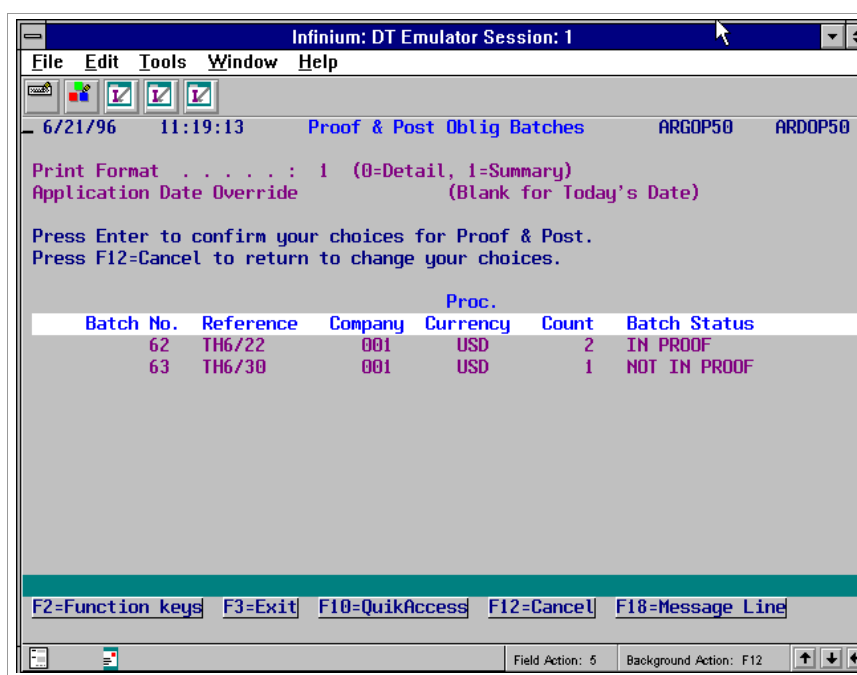


Figure 2-19: Proof & Post Obligation Batches confirmation screen

- 5 If the information is correct, press Enter to submit the batch for processing. Press F12 cancel and not proof and post this batch.

Maintaining distribution codes on posted obligations

The ability to maintain distribution codes on posted obligations depends on their obligation transaction type and their general ledger status. Under no circumstances can you maintain distribution codes associated with chargeback obligations and draft obligations.

You can maintain some distribution codes on other obligation types (invoices, credit memos, debit memos, and interest charges) if you have not closed the obligation to the general ledger. The value in the *OHGLST* field in the Obligation Header file, ARPOH, file is 0. Regardless of the transaction type, you cannot maintain the AR distribution code once you perform an application against an obligation.

From within the *Maintain Open Obligations* menu option, select an obligation with 2 for update. You maintain distribution codes on the header and detail screens of an obligation. This screen displays one line of detailed information for each distribution associated with an obligation.

The value in the *AR Dist.* field typically contains the code that represents the account the system debits, usually the AR trade account. The *GL Dist.* fields contain the codes that represent the accounts that the system credits, such as sales, tax, freight, as well as several miscellaneous accounts.

While you can change distribution codes on the first page of obligation header information, the first screen that displays once you select an obligation for update, these changes do not affect the information in the detail records associated with the obligation. You should also change obligation detail.

Printing an obligation reconciliation report

Overview

This report lists obligations processed by one or all AR distribution codes for the period, company or companies, and closing status you specify. This report is useful when reconciling Infinium AR to the Aged Trial Balance. In addition to obligation totals (in processing currency), the system provides warnings on the report when applicable.

- If an obligation has closed to the general ledger, the system checks the general ledger transaction year and period against the obligation's period and year. If these differ, the system prints a warning on the report.
- If the obligation has closed to the general ledger and the system does not find a general ledger transaction record, the system prints a warning indicating that it was purged from the general ledger.
- If the obligation "as of date" does not fall within the same from/to range on the Accounting Periods file as the obligation's period and year specified on the obligation header, the system prints a warning.

You can also obtain the total obligation amount processed during the period in either of the following ways:

- Run the *Print Obligation History Report* menu option. This report is based on the values in the *From Obligation As of Date* and the *To Obligation As of Date* fields. Do not confuse the obligation date with the batch creation date. This report lists all obligations, including chargebacks with obligation dates that fall within the selected range. Be sure to include closed items in this report.
- If your goal is to reconcile daily, you can choose to keep the Obligation Registers that the system provides when you post daily batches. To keep a running tally of obligations processed, add reports to the previous day's balance. These registers also include all chargebacks processed for the current period; thus, you do not have to be concerned with date discrepancies.

Remember that the obligation date or "as of date" may not always correspond to the accounting period and year that it is going to be posted to the general ledger. If there are any discrepancies between these two items, you must take this into consideration when reconciling.

If you always have the obligation date on incoming obligations correspond to the proper accounting period and year, you do not have to be concerned with invoices, credit memos, or debit memos. However, if you generate chargebacks that use the original obligation dates, you may have differences.

Printing an obligation reconciliation report

To print an obligation reconciliation report, perform the following steps:

- 1 From the Infinium AR main menu select *Period End Processing*.
- 2 Select *Print Obligation Recon Report* [PORR]. The system displays a screen similar to Figure 2-20.

The screenshot shows a terminal window titled "Infinium: DT Emulator Session: 1". The menu bar includes "File", "Edit", "Tools", "Window", and "Help". The main area displays the following fields and options:

- 6/21/96 11:29:39 Print Obligation Recon Report ARGPE50 ARDPE50
- Company [] + (Blank for All)
- OR-
- Company Group 00111 +
- From Accounting Period/Year . . . 09 1996 +
- To Accounting Period/Year . . . 09 1996 + (Blank for All)
- OR-
- From Obligation As of Date . . . []
- To Obligation As of Date . . . [] (Blank for All)
- Print Format 1 (0=Detail, 1=Summary)
- AR Distribution Code [] + (Blank for All)
- GL Close Status 1 (0=Not Closed, 1=Closed, 2=No GL Close, Blank for All)

At the bottom, there is a status bar with the text: "Field Action: 5 Background Action: F12" and navigation arrows.

Figure 2-20: Print Obligation Recon Report screen

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

Company

Type the company's identifier in this field to generate the report for a specific company. Leave this field blank to generate the report for all companies.

Company Group

Type the company group identifier in this field to generate the report for a company group. Leave this field blank to generate the report for all companies.

From and To Accounting Period/Year

Type a value in these fields to specify an accounting period range. Leave these fields blank to generate the report for obligations in all accounting periods or when you specify an obligation as of date range.

Note: If you type a value in a period field, you must also type a value in its year field and vice versa. You can, however, type a value in only the from period and year without typing a value in the to period and year and vice versa.

From and To Obligation As of Date

Type a value in these fields to specify an “as of” obligation date range. Leave these fields blank to generate the report for all obligations or when you specify an accounting period and year date range.

Print Format

Type **0** in this field to specify that the report print obligations in detailed form. Type **1** in this field to print in summary form. The summary report lists only totals. The detailed report lists the following for each obligation:

- AR and GL distribution codes
- Obligation type and ID
- GL close status
- As of date
- Processing currency amount
- Base currency amount
- Processing currency

AR Distribution Code

To generate the report for a specific AR distribution code, type that code in this field. Leave this field blank to generate the report for all AR distribution codes.

GL Close Status

Type **0** in this field to include only obligations not closed to the general ledger. Type **1** in this field to include only obligations closed to the general

ledger. Type **2** in this field to include only obligations that do not close to the general ledger. Leave this field blank to include all of the obligations specified above.

- 4 Complete the applicable fields on this screen and press Enter. The system generates the obligation reconciliation report. The “Reports” appendix in the *Infinium AR Guide to Managing Your Receivables* contains a sample copy of the Obligation Reconciliation report.
-

Printing a report of posted obligations

Overview

This report lists posted obligations processed by one or all AR national accounts or companies for a specific period. This report is useful for reconciling Infinium AR with open obligations. See the “Processing Open Obligations” chapter for more information.

Printing a posted obligations report

To print a report of posted obligations, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing*.
- 2 Select *List Obligations* [LO]. The system displays a screen similar to Figure 2-20.

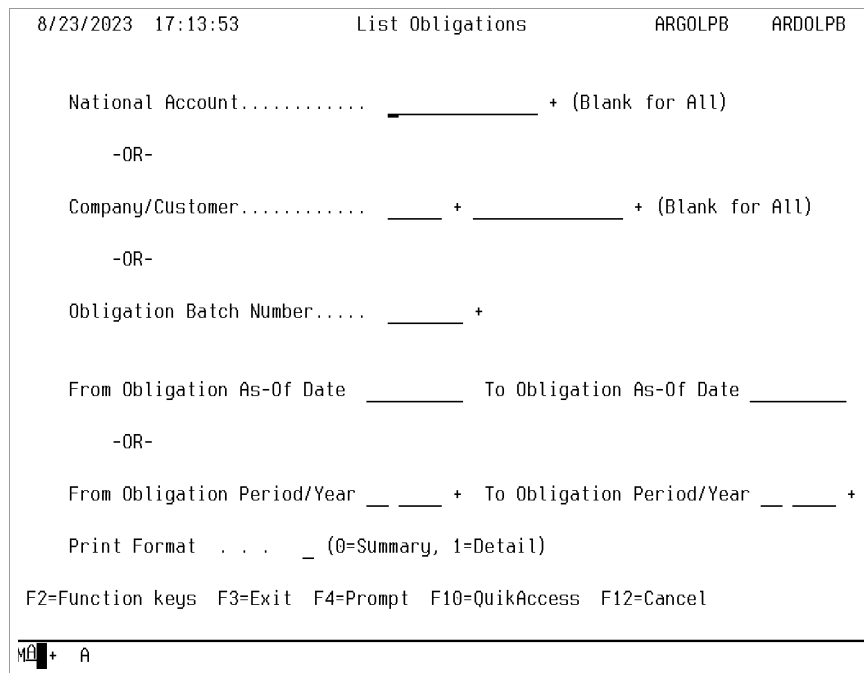


Figure 2-21: List Obligations screen

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

National Account

Specify a valid national account to display posted obligations for the national account.

Leave blank to view posted obligations for all national accounts.

Company/Customer

Specify a valid company and customer number in combination with the company number to display the posted obligations for a customer.

Leave the *Customer* field blank to display posted obligations for all customers in the company.

Obligation Batch Number

Specify a valid batch number to display posted obligations associated with the batch number.

Leave blank to view posted obligations for all batch numbers.

From and To Obligation As-Of Date

Type a value in these fields to specify an “as of” obligation date range. Leave these fields blank to generate the report for all posted obligations or when you specify an accounting period and year date range.

From/To Obligation Period/Year

Type a value in these fields to specify a date range for a valid accounting year. Leave these fields blank to generate the report for all periods/years.

If you enter *From Obligation Period/Year* values, you must also enter *To Obligation Period/Year* values, and vice versa.

Print Format

Type **0** in this field to specify that the report print posted obligations in detailed form. Type **1** in this field to print in summary form.

The summary report provides one line of detail for each obligation.

The detail report provides a second line for each obligation with the order number, description, purchase order number, base currency, and amount.

- 4 Complete the applicable fields on this screen and press Enter. The system generates the obligation report.

Printing the obligation history report

You use *Print Obligation History Rept* to print a selected list of obligations. To print obligation history, perform the following steps:

- 1 From the Infinium AR main menu select *Period End Processing*.
- 2 Select *Print Obligation History Rept* [POBHR]. The system displays a screen similar to Figure 2-22.

Figure 2-22: Print Obligation History Report

- 3 Complete the fields on this screen using the following information to specify the obligations the system prints.

Company, Customer Number, Company Group

To print obligation history for all customers in all companies, leave these fields blank. To print obligation history for all customers in a specific company, type a value in the *Company* field. To print obligation history for a specific customer, type a value in the *Company* and *Customer Number* fields. To print obligation history for all customers in a company group, type a value in the *Company Group* field.

Active Customers Only?

Indicate whether the system prints the data of only active accounts. To print both active and inactive account history, type **0** in this field.

Print Customers With No Open Obligations?

Specify whether the system includes customers with no open obligations.

Include Closed Items?

You can print closed obligations as well as open obligations. For reconciliation purposes, be sure to include closed items.

Include Base Currency Information?

If you type **1** in this field, the system prints base currency information with the processing currency information when an entry's base currency does not match its processing currency. Type **0** to print only processing currency information.

From Obligation As of Date, To Obligation As of Date

If you specify from and to dates in these fields, the system selects all data within this date range. If you leave these fields blank, there are no from and to date restrictions and the system includes all data for all dates.

- 4 Press Enter to submit the batch job to print the report.
-

Notes

Chapter 3 Processing Credit and Debit Memos

3

This chapter provides information on credit and debit memos that you can enter in the Infinium AR system.

The chapter consists of the following topics:

Topic	Page
Overview	3-2
Working with credit memo application policies	3-3
Processing credit memos	3-9
Proofing and posting credit memos	3-16
Processing debit memos	3-18
Proofing and posting debit memos	3-25

Overview

This chapter of the guide discusses credit and debit memos. You also learn about credit memo application policies.

Credit and debit memos are obligations in Infinium AR. You create a credit memo to reflect a reduction in the amount owed by a customer. You can create zero dollar credit memos to track returns. You create a debit memo to reflect an increase in the amount owed by a customer.

You can reference a credit memo and a debit memo to another obligation. The system automatically applies referenced memos to the obligation they reference.

If the memo does not reference an open obligation, it becomes an open obligation. You proof and post credit and debit memos just as you proof and post other open obligations.

Credit memo application policies define the tolerance the system uses to manage differences between credit memo amounts and obligation amounts. You can attach a credit memo application policy to any of the four levels of the hierarchy.

Objectives

After you complete this chapter, you should become familiar with the following:

- Creating and assigning credit memo application policies
- Processing credit and debit memos
- Proofing and posting credit and debit memos

You should be able to do the following:

- Enter credit and debit memos
 - Proof and post credit and debit memos
-

Working with credit memo application policies

Overview

The credit memo application policy is a type of tolerance that enables you to manage small differences between credit memo amounts and obligation amounts. Credit memo application policies define the maximum variance amount the system allows between related credit memos and invoices.

You can attach a credit memo application policy to any of the following four levels of the hierarchy:

- Entity
- Company
- National Account
- Customer

The system uses the credit memo application policy in the following two places:

- Referenced credit memos

When you post a referenced credit memo, the system applies it to an obligation. If there is a difference between the credit memo and the obligation amount, the system checks the difference against the allowable variance in the credit memo application policy and closes both obligations if within the allowable variance.

- *Maintain Open Obligations*

If you apply a credit memo to an obligation in the *Maintain Open Obligations* menu option, the system uses the credit memo application policy to determine what the maximum variable variance is. The system closes both obligations if the difference between the credit memo and the obligation is within that variance.

Creating a credit memo application policy

To create or update a credit memo application policy, perform the following steps:

- 1 From the Infinium AR main menu select *Policy File Maintenance*.
- 2 Select *Maintain Credit Memo Appl Pol* [MCMP]. The system displays a screen similar to Figure 3-1.

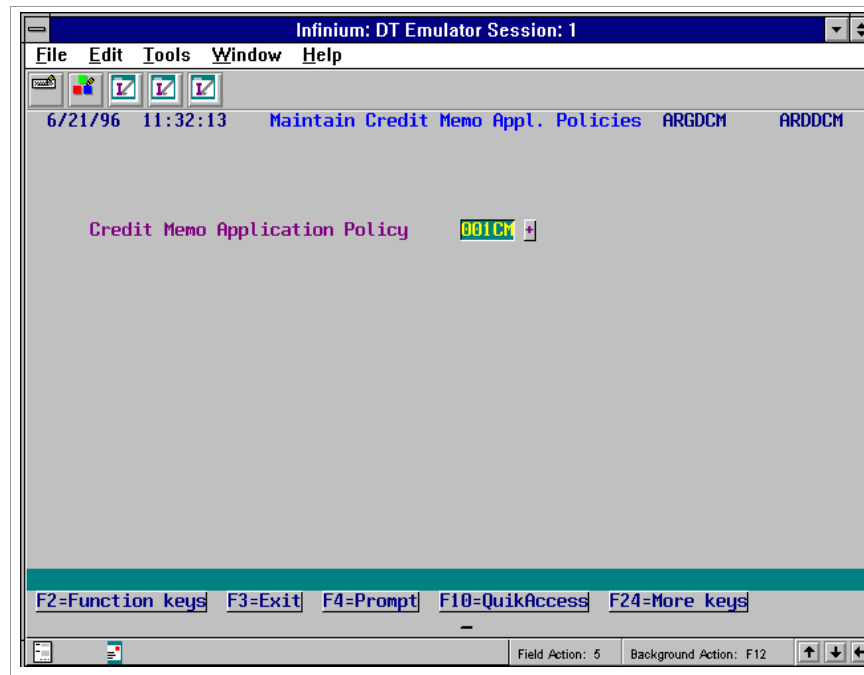


Figure 3-1: Maintain Credit Memo Application Policies prompt screen

- 3 Type a new credit memo application policy identifier to create a new policy, or press F4 to select from a valid list of identifiers if you are updating an existing policy.
- 4 Press Enter. The system displays a screen similar to Figure 3-2.

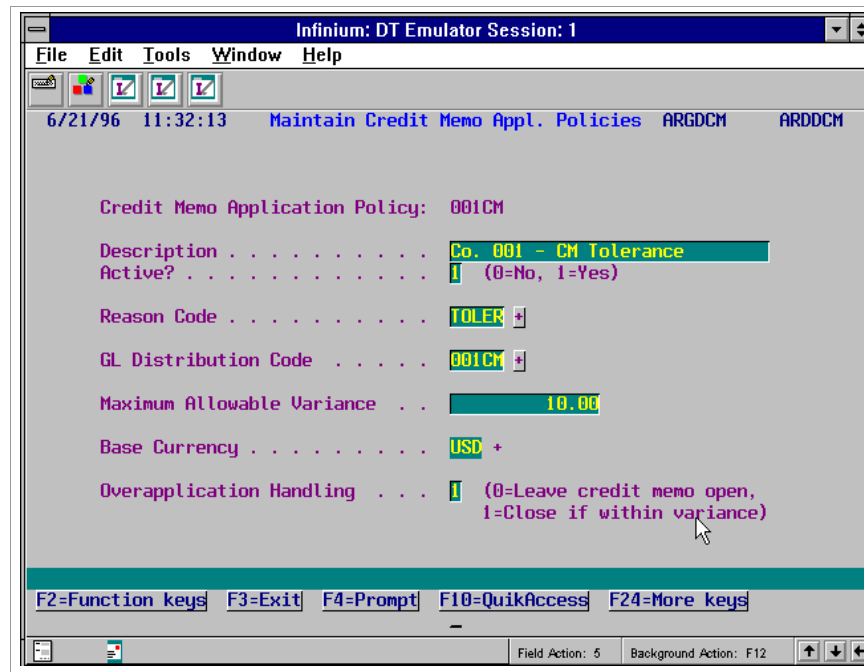


Figure 3-2: Maintain Credit Memo Application Policies screen

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

Reason Code

This is a required field. You create reason code values using the *Maintain Codes* menu option in the *Control File Maintenance* menu. The code type for reason codes is **AJR** (adjustment reason).

GL Distribution Code

Type the GL distribution code indicating the general ledger account to which the system posts the variance between the credit memo and obligation. You are required to type a value in this field if the value in the *Maximum Allowable Variance* field is greater than zero.

Maximum Allowable Variance

Type a maximum allowable variance amount between associated credit memos and invoices.

Note: This amount must be in the base currency.

Overapplication Handling

If you type 1 in this field and the credit memo amount, the absolute value, is greater than the obligation amount and the excess amount is within the value in the *Maximum Allowable Variance* field, the system closes both of these

obligations. If you type **0** in this field, the system leaves the overage of the credit memo open.

- 6 Press Enter. The system creates or updates the credit memo application policy.

Assigning a credit memo application policy

You can assign a credit memo application policy to any of the four levels of the hierarchy. Policies attached to the lower levels of the hierarchy (national account, customer) override policies attached to the higher levels of the hierarchy (entity, accounts receivable company). Refer to the “Introduction to the Infinium AR Hierarchy and Policy Files” chapter in the *Infinium AR Guide to Controls* for more information.

Note: To activate a policy for a particular customer, associate that policy with the customer using the *Maintain Customer Master Controls* menu option. The policy you enter overrides any policy that exists at a higher level of the hierarchy.

To attach a credit memo application policy to a company, perform the following steps:

- 1 From the Infinium AR main menu select *Control File Maintenance*.
 - 2 Select *Maintain Company Controls* [MCC]. The system displays a screen similar to Figure 3-3.
-

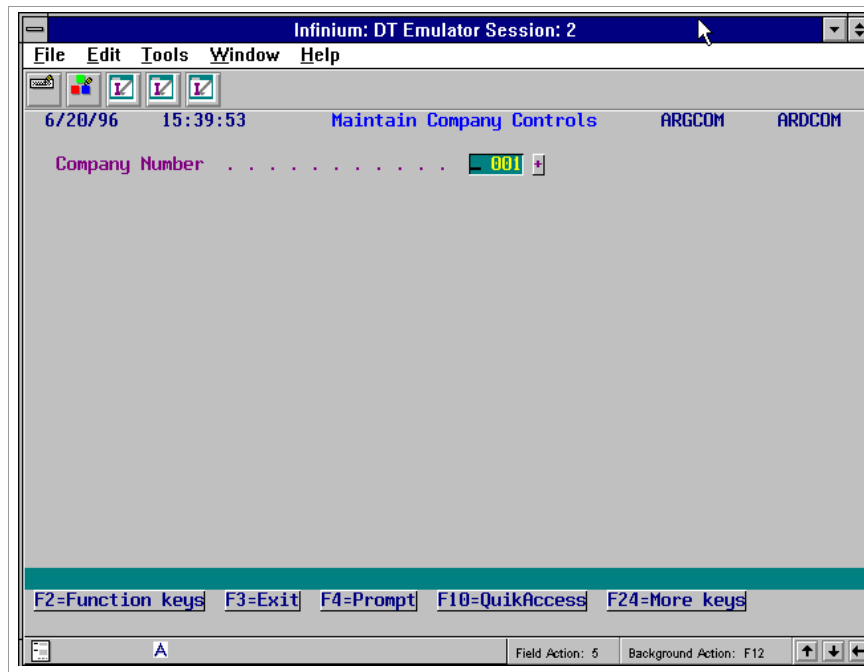


Figure 3-3: Maintain Company Controls prompt screen

- 3 Type a company identifier or press F4 to select from a valid list of companies.
- 4 Press Enter twice. The system displays a screen similar to Figure 3-4.

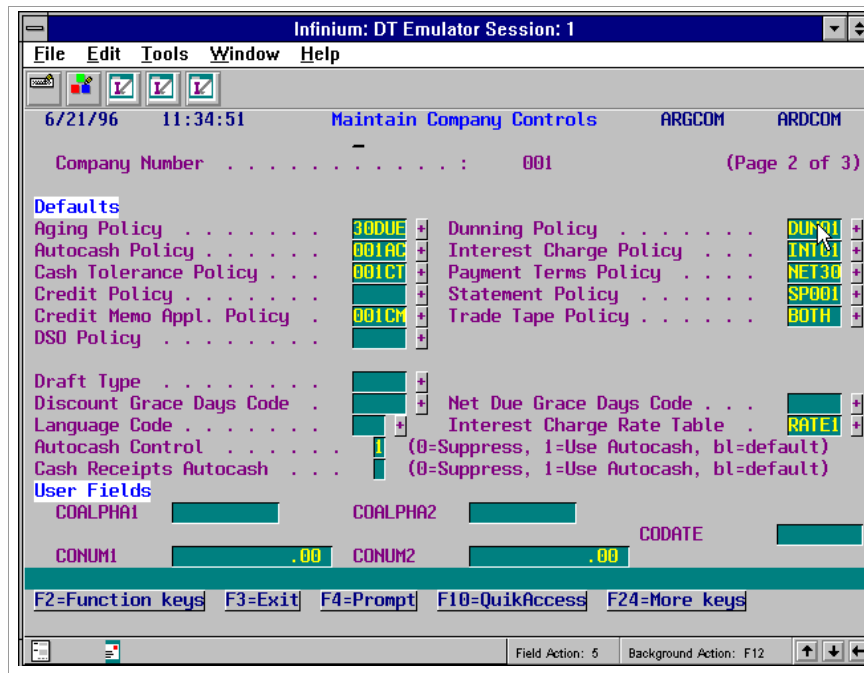


Figure 3-4: Maintain Company Controls screen 2

Screen information

This screen is the only company controls screen that pertains to credit memo application policies.

- 5 Type a credit memo application policy in the *Credit Memo Appl. Policy* field or press F4 to select from a valid list of credit memo application policies.
- 6 Press Enter twice. The system updates the company controls.

Processing credit memos

To process credit memos, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing*.
- 2 Select *Maintain Obligation Batches* [MOB]. The system displays a screen similar to Figure 3-5.

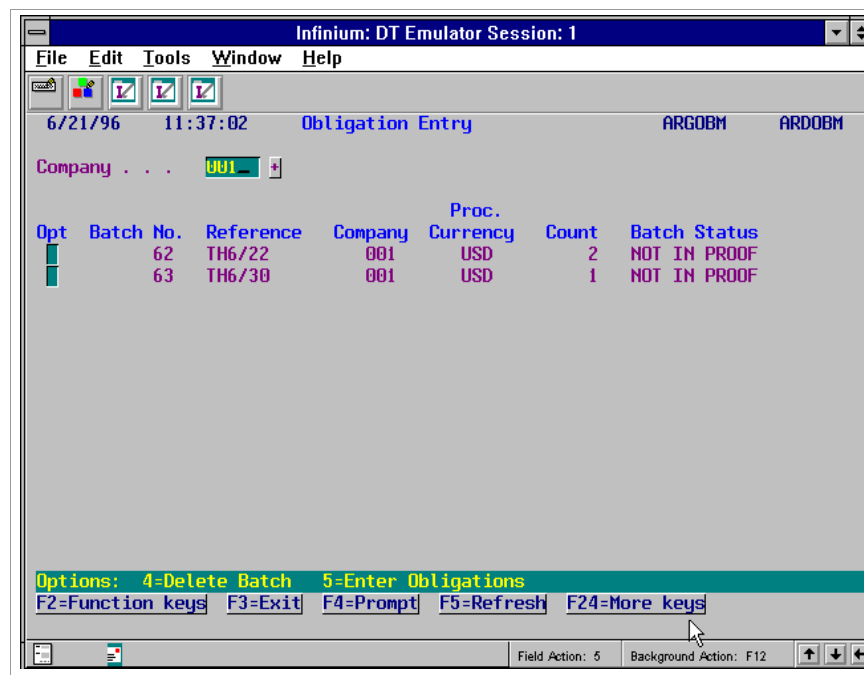


Figure 3-5: Obligation Entry selection screen

- 3 Type a company identifier or press F4 to select from a valid list of company numbers. You can also select an existing batch with 5.
- 4 Press Enter. The system displays a screen similar to Figure 3-6.

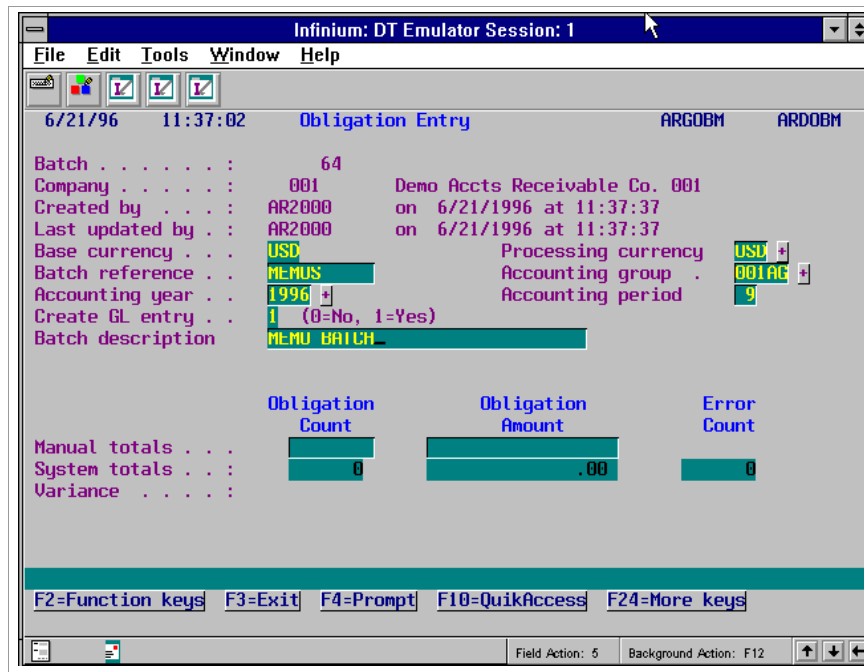


Figure 3-6: Obligation Entry screen 1

- 5 For more information on this screen, refer to the “Processing Obligations” chapter in this guide.
- 6 Press Enter. The system displays a screen similar to Figure 3-7.

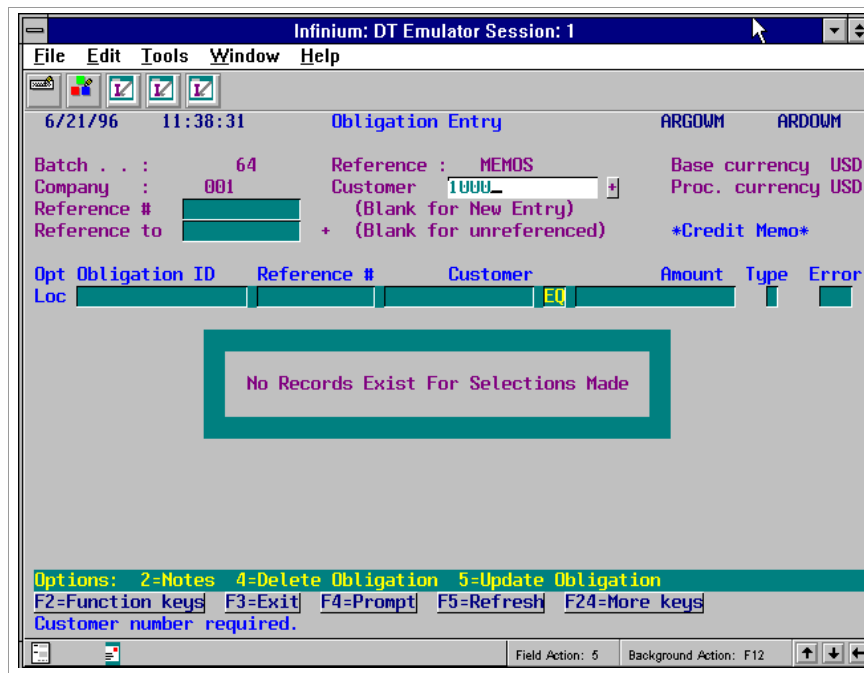


Figure 3-7: Obligation Entry screen 2

Credit memo entry mode

- 7 Press F8. The system displays *Credit Memo* in the upper right corner of the screen indicating that you are in credit memo entry mode. You can also enter debit memos by pressing F17 and invoices by pressing F14.
- 8 Complete the fields on this screen using the following information.

Customer

Type a valid customer number in this required field.

Reference #

Leave this field blank. The system assigns a unique number that it uses to identify this credit memo.

Reference to

To associate this credit memo to an obligation, type the reference number of the obligation in this field. Press F4 on this field to access a complete listing of internal reference numbers for existing obligations.

Referencing a memo to an obligation ties the memo to the original invoice and also brings forward the header and detail information associated with that obligation. You can also reference the memo to the obligation of the first obligation header screen so that the system does not bring forward the header and detail information associated with the obligation.

If you leave the *Reference to* field blank, the credit memo is “unreferenced.” If the credit memo is “referenced,” the system defaults detailed information such as dates reversed, amounts and GL distribution codes from the obligation being referenced into the credit memo.

Note: You can reference a credit memo to an obligation belonging to a different company and customer. However, after you press Enter on the Obligation Header screen, the system displays a warning message that you can override.

- 9 Press Enter. The system displays a screen similar to Figure 3-8.
-

6/21/96 11:40:58 Obligation Entry - Header ARGOWM ARDOWM

Company : 001 Proc. currency: USD
 Bill to customer : 1000 Customer 1000
 Batch : 64 Ref. # : 1885 CREDIT MEMO
 Obligation ID . . : PM0622 Ref. to # :
 Sales level ID . . : P.O. number :
 Accounting period : 9/1996 Salesperson . . :
 Accounting group : 001AG Cred. approval :
 Order number :
 Description . . . : OPEN CREDIT MEMO - DAMAGES Amount Dist+
 Obligation date : 9051996 Gross sales . . : 300.00-
 As of days/date : Freight : 001FR +
 Tax : 001TX +
 Misc1 : 001M1 +
 Misc2 : +
 Misc3 : +
 Oblig. total : 300.00-
 Net sales . . : 300.00- 001SA +
 Net due date . . : 9051996 AR total . . : 300.00- 001AR +

F2=Function keys F3=Exit F4=Prompt F7=Related Oblig F24=More keys

Field Action: 5 Background Action: F12

Figure 3-8: Obligation Entry - Header screen 1

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

Ref to #

Specify an obligation's reference number in this field to reference this credit memo to that obligation without defaulting in the obligation's information.

Gross sales

This is a required field. For a credit memo, you must type a negative value. To type the negative value, type the minus sign after the amount.

Net due date

You must type a net due date for your credit memo.

Refer to the "Processing Obligations" chapter in this guide for information about the other fields on this screen.

- 11 Press Enter. The system displays a screen similar to Figure 3-9.

Infinium: DT Emulator Session: 1

File Edit Tools Window Help

6/21/96 11:41:23 Obligation Entry - Header ARGOWM ARDOWM

Company : 001 Proc. currency USD
 Bill to customer: 1000 Customer 1000
 Batch : 64 Reference # : 1885 CREDIT MEMO
 Obligation ID . : CM0622 Ref to oblig ID
 AR total : 300.00-

Ship to company . [] *
 Ship to customer [] * Ship to address . . [] *

Disputed item [0] (0-No, 1=Yes)
 Exempt from Interest Charges [0] Exempt from Trade Tape Reporting [0]
 Exempt from Dunning Process [0] Exempt from Draft Allocations . . [0]
 Exempt from Statements . . . [0]

Interest Rate Table Name . . [] * Net Due Grace Days Code . . . [] *

OHALPHA1 [] OHALPHA2 []
 OHNUM1 [] .00 OHNUM2 [] .00 OHDATE1 []

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

Field Action: 5 Background Action: F12

Figure 3-9: Obligation Entry - Header screen 2

Credit memo header entry

Use this screen to do the following:

- Type shipping information
- Specify exemptions
- Type user-defined data if applicable

12 Complete the applicable fields on this screen.

Refer to the “Processing Obligations” chapter in this guide for more information on how to complete this screen.

13 Press Enter. The system displays a screen similar to Figure 3-10.

8/08/96 16:30:48 Obligation Entry - Tax Detail ARGOYM ARDOYM

Company . . . : 488 Batch . . . : 2802 Proc. currency USD
 Customer : TAX1 Reference # : 333257 CREDIT MEMO
 Obligation ID CM050564 Ref to oblig ID
 Tax total : 16.00- Undistributed amount . . . : .00
 Tax lock : 0

Line# []
 Tax basis amount . . [] Tax date . . []
 Tax authority code [] Tax rate code [] Tax category code []
 Tax amount-PC [] .00
 Goods processed? . . [] (0=No, 1=Sent, 2=Returned) Tax discount handling []
 Tax rate % : .00% GL distribution code . . . :

Opt	Line#	Basis	Amount	Tax Date	Auth	Rate	Cat	Tax Rate%	Err
[]	1		100.00-	8/01/1996	LJV	LJ12		12.00%	
[]	2		100.00-	8/01/1996	LJV	LJ4		4.00%	

Options: 4=Delete Tax Distribution 5=Update Tax Distribution
 F2=Function keys F3=Exit F4=Prompt F5=Refresh F24=More keys

Field Action: 5 Background Action: F12

Figure 3-10: Obligation Entry - Tax Detail screen

Credit memo tax entry

The system displays this screen if:

- The value in the *Use Tax Detail* field in the *Maintain Company Controls* menu option is 1
- The value in the *Tax detail* field on the first Obligation Header screen is 1

14 Complete the applicable fields on this screen.

Refer to the “Processing Obligations” chapter in this guide for more information on completing this screen.

15 Press F8 to continue. The system displays a screen similar to Figure 3-11.

Infinium: DT Emulator Session: 1

File Edit Tools Window Help

6/21/96 11:42:15 Obligation Entry - Detail ARGOWM ARDOWM

Company . . : 001 Batch . . . : 64 Proc. currency USD
 Customer : 1000 Reference # : 1885 CREDIT MEMO
 Obligation ID CM0622 Ref to oblig ID
 AR total : 300.00- Undistributed amount . . : .00

Line#	GL dist	Amount
	001AR	.00

AR dist 001AR Description Part nbr
 Unit of measure Quantity ODALPHA1
 ODALPHA2 ODNUM1 ODNUM2

Opt	Line#	GL Dist.	Amount	Description	AR Dist.	Error
	1	001SA	300.00-		001AR	

Options: 4=Delete Distribution 5=Update Distribution
 F2=Function keys F3=Exit F4=Prompt F5=Refresh F24=More keys

Field Action: 5 Background Action: F12

Figure 3-11: Obligation Entry - Detail screen

Credit memo detail entry

The system displays this screen if the value in the *Detail with Obligations* field in your company controls is 1 or if the value in the *Create GL Entry* field on the Obligation Batch Header screen is 1 for this batch. Use this screen to type or update detail distributions.

- 16 Complete the applicable fields on this screen.

Refer to the “Processing Obligations” chapter in this guide for more information about these fields.

Note: The system creates an obligation detail record for each line of detail you type on this screen.

- 17 Press F8 to save the credit memo and to continue entering more obligations.

Proofing and posting credit memos

When the system posts batches containing referenced credit memos, it uses the application date override as the application date of the credit memo. The application date override defaults to today's date, but you can override it if your user profile controls allow.

For referenced memos, the application override is the:

- Closed date and application date for any obligation closed by the application of the credit memorandum
- Applied date for a partial application

When you post a referenced credit memo, the system automatically applies the credit memo to the associated obligation as follows:

- If the credit memo is greater than the open obligation, the system closes the obligation and leaves the credit memo open for the difference.
- If the credit memo is less than the open obligation, the system closes the credit memo and leaves the obligation open for the amount of the difference.

When you post a memo, the system creates an application record and updates the customer credit and activity records. When you post a cross company/customer memo, the system updates records for both the customer on the memo as well as the referenced customer.

Note: Refer to the "Processing Applications" chapter in this guide for information on applying unreferenced credit memos.

The system attempts to apply a referenced credit memo to an obligation during the obligation post process. If there is a difference between the two, the system searches the hierarchy for a credit memo application policy. If you have a credit memo application policy attached to the hierarchy and the difference falls within the maximum allowable variance, the system writes off the difference to the GL distribution code (a general ledger account) specified on the policy.

You proof and post credit memos using the same menu options that you use to proof and post obligations. These are:

- *Proof Obligation Batches*
 - *Post Obligation Batches*
-

- *Proof & Post Oblig Batches*

For more information on these options refer to the “Processing Obligations” chapter in this guide.

Processing debit memos

You use a debit memo, for example, if you did not bill the customer for freight charges and you need to adjust the invoice. To create a debit memo, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing*.
- 2 Select *Maintain Obligation Batches* [MOB]. The system displays a screen similar to Figure 3-12.

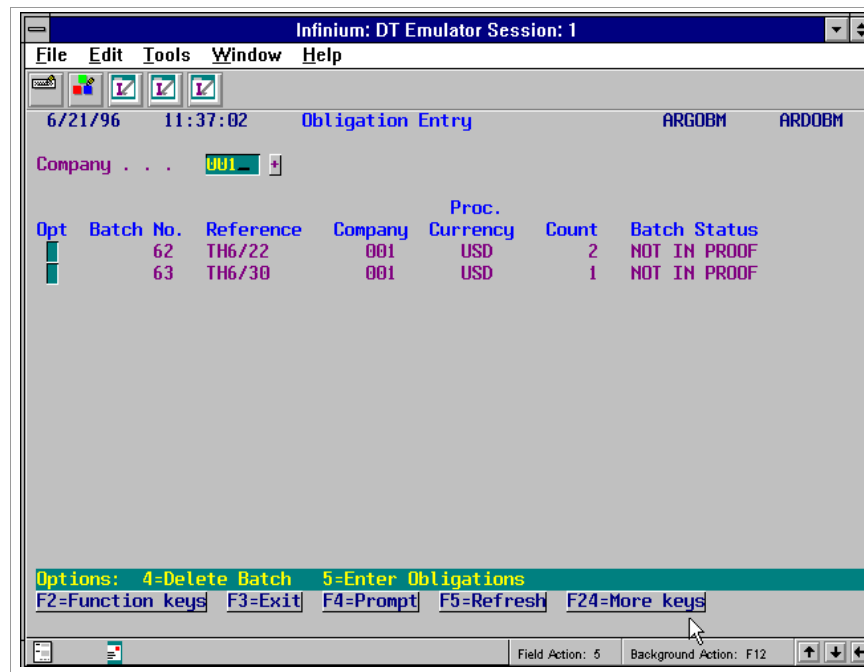


Figure 3-12: Obligation Entry selection screen

- 3 Type a company identifier or press F4 to select from a valid list of company numbers. You can also select an existing batch with 5.
- 4 Press Enter. The system displays a screen similar to Figure 3-13.

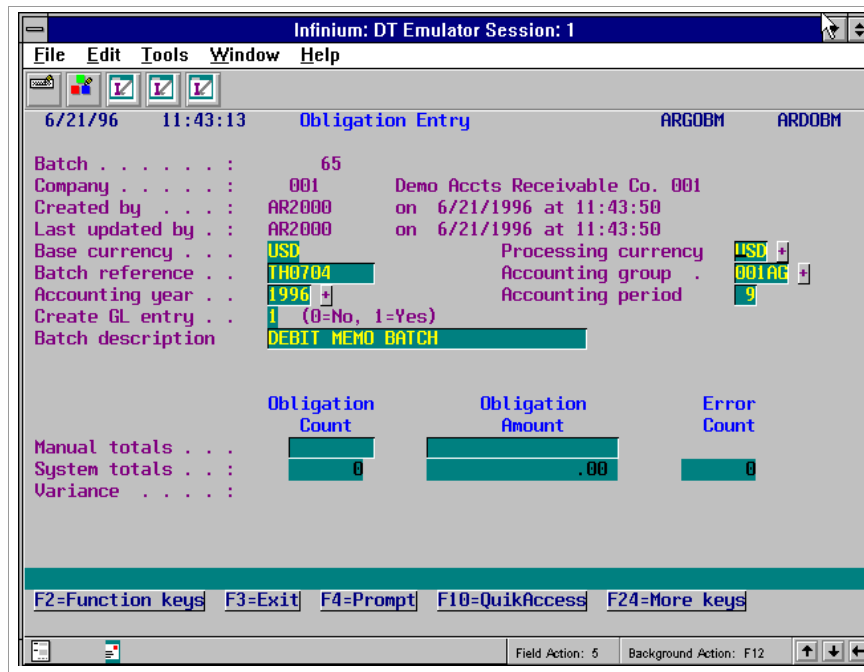


Figure 3-13: Obligation Entry screen 1

- 5 **Note:** For more information on this screen refer to the “Processing Obligations” chapter in this guide.
- 6 Press Enter. The system displays a screen similar to Figure 3-14.

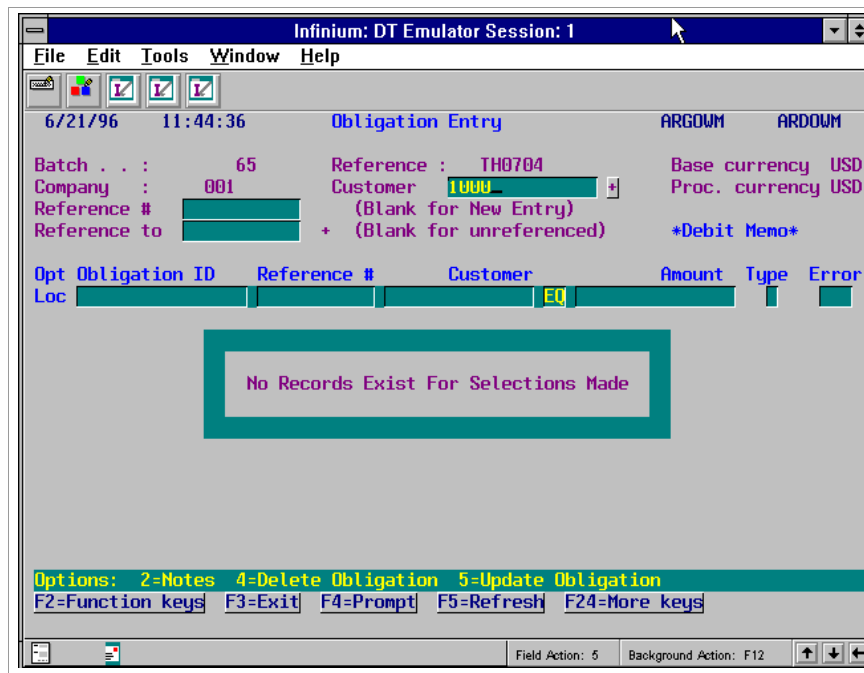


Figure 3-14: Obligation Entry screen

Debit memo entry mode

7 Press F17. The system displays *Debit Memo* in the upper right corner of the screen indicating that you are in debit memo entry mode. You can also enter credit memos by pressing F8 and invoices by pressing F14.

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

Customer

Type a valid customer number in this required field.

Reference #

Leave this field blank. The system assigns a unique number that it uses to identify this debit memo.

Reference to

To associate this debit memo to an obligation, type the reference number of the obligation in this field. Press F4 on this field to access a complete listing of internal reference numbers for existing obligations.

If you leave the *Reference to* field blank, the debit memo is “unreferenced.” If the debit memo is “referenced,” the system defaults detailed information such as dates, amounts and GL distribution codes from the obligation being referenced into the debit memo.

Note: You can reference a debit memo to an obligation belonging to a different company and customer. However, after you press Enter on the Obligation Header screen, the system displays a warning message that you can override.

9 Press Enter. The system displays a screen similar to Figure 3-15.

6/21/96 11:45:37 Obligation Entry - Header ARGOWM ARDOWM

Company : 001 Proc. currency: USD
 Bill to customer : 1000 Customer 1000
 Batch : 65 Ref. # : 1886 DEBIT MEMO
 Obligation ID . . : DM0627 Ref. to # : *
 Sales level ID . . : * P.O. number . . : *
 Accounting period : 9 1996 * Salesperson . . : *
 Accounting group : 001AG * Cred. approval : *
 Order number : *

Description . .	Amount	Dist+
Obligation date : 9011996		
As of days/date : *		
Gross sales . .		
Freight	50.00	001FR *
Tax		001TX *
Misc1		001M1 *
Misc2		*
Misc3		*
Oblig. total :	50.00	
Net sales . . .		001SA *
AR total . . .	50.00	001AR *

Net due date . . : 9301996

F2=Function keys F3=Exit F4=Prompt F7=Related Oblig F24=More keys

Field Action: 5 Background Action: F12

Figure 3-15: Obligation Entry - Header screen 1

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

Ref to #

Specify an obligation's reference number in this field to reference this credit memo to that obligation without defaulting in the obligation's information.

Obligation ID

Type your obligation number in this required field.

Obligation date, Gross sales

Type your obligation date and gross sales amount in these required fields.

Net due date

You must type a net due date for your debit memo.

- 11 Press Enter. The system displays a screen similar to Figure 3-16.

Infinium: DT Emulator Session: 1

File Edit Tools Window Help

6/21/96 11:48:41 Obligation Entry - Header ARGOWM ARDOWM

Company : 001 Proc. currency USD
 Bill to customer: 1000 Customer 1000
 Batch : 65 Reference # : 1886 DEBIT MEMO
 Obligation ID . : DM0627 Ref to oblig ID
 AR total : 50.00

Ship to company . [] *
 Ship to customer [] * Ship to address . . [] *

Disputed item [0] (0-No, 1=Yes)
 Exempt from Interest Charges [0] Exempt from Trade Tape Reporting [0]
 Exempt from Dunning Process [0] Exempt from Draft Allocations . . [0]
 Exempt from Statements . . . [0]

Interest Rate Table Name . . [] * Net Due Grace Days Code . . . [] *

OHALPHA1 [] OHALPHA2 []
 OHNUM1 [] .00 OHNUM2 [] .00 OHDATE1 []

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

Figure 3-16: Obligation Entry - Header screen 2

Debit memo header entry

Use this screen to do the following:

- Type shipping information
- Specify exemptions
- Type user-defined data if applicable

12 Complete the applicable fields on this screen.

Refer to the “Processing Obligations” chapter in this guide for more information on how to complete this screen.

13 Press Enter. The system displays a tax detail screen similar to Figure 3-17.

The screenshot shows a software window titled "Infinium: Maintain Obligation Batches (AR-0)". The main content area displays the following information:

8/08/96 16:32:53 Obligation Entry - Tax Detail ARGOYM ARDOYM

Company . . . : 488 Batch . . . : 2802 Proc. currency USD
 Customer : TAX1 Reference # : 333258 DEBIT MEMO
 Obligation ID DM070962 Ref to oblig ID
 Tax total : 160.00 Undistributed amount . . . : .00
 Tax lock : 0

Line# []
 Tax basis amount . . [] Tax date . . []
 Tax authority code [] + Tax rate code [] + Tax category code []
 Tax amount-PC [] .00
 Goods processed? . . [] (0=No, 1=Sent, 2=Returned) Tax discount handling []
 Tax rate % : .00% GL distribution code . . . :

Opt	Line#	Basis Amount	Tax Date	Auth	Rate	Cat	Tax Rate%	Err
[]	1	1000.00	7/09/1996	LJV	LJ12		12.00%	
[]	2	1000.00	7/09/1996	LJV	LJ4		4.00%	

Options: 4=Delete Tax Distribution 5=Update Tax Distribution
 F2=Function keys F3=Exit F4=Prompt F5=Refresh F24=More keys

Field Action: 5 Background Action: F12

Figure 3-17: Obligation Entry - Tax Detail screen

Debit memo tax entry

The system displays this screen if:

- The value in the *Use Tax Detail* field in the *Maintain Company Controls* menu option is 1
- The value in the *Tax detail* field on the first Obligation Header screen is 1

14 Complete the applicable fields on this screen.

Refer to the "Processing Obligations" chapter in this guide for more information about these fields.

15 Press Enter. The system displays a screen similar to Figure 3-18.

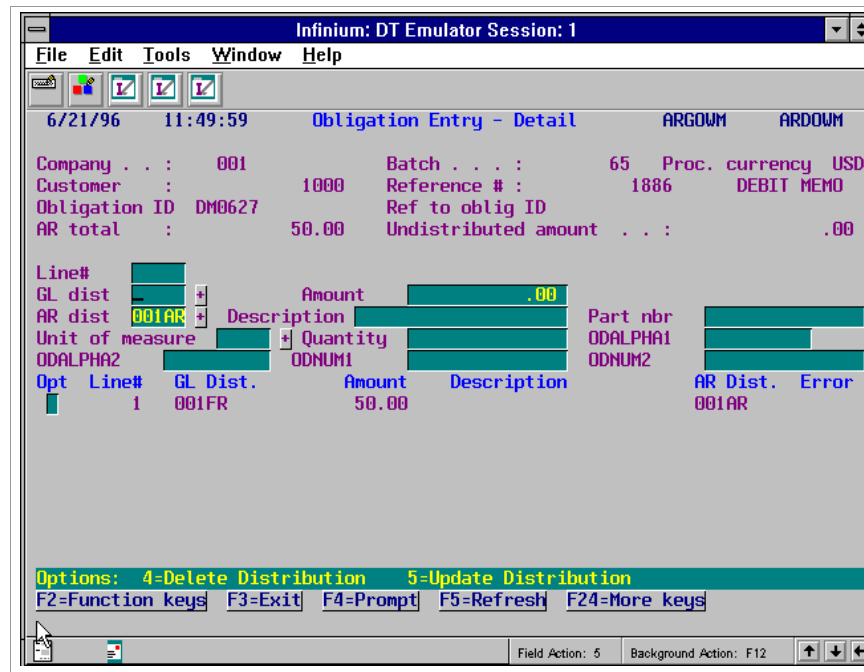


Figure 3-18: Obligation Entry - Detail screen

Debit memo detail entry

The system displays this screen if the value in the *Detail with Obligations* field in your company controls is 1 or if the value in the *Create GL Entry* field on the Obligation Batch Header screen is 1 for this batch. Use this screen to type or update detail distributions.

- 16 Complete the applicable fields on this screen.

Refer to the “Processing Obligations” chapter in this guide for more information about these fields.

Note: The system creates an obligation detail record for each line of detail you type on this screen.

- 17 Press F8 to save the debit memo and to continue entering more obligations.

Proofing and posting debit memos

When you post a referenced debit memo, the system automatically applies the debit memo to the associated obligation.

- If the debit memo references an open obligation, the system closes the debit memo when the system posts the obligation batch containing the debit memo.
- If the debit memo does not reference an open obligation, the debit memo becomes an open obligation.

If you use an application date override for any debit memos, when the system posts batches containing the referenced debit memos, it uses the application date override as the close date of the debit memo.

You proof and post debit memos by using the same menu options that you use to proof and post obligations or credit memos.

- *Proof Obligation Batches*
- *Post Obligation Batches*
- *Proof & Post Oblig Batches*

For more information on these options, refer to the “Processing Obligations” chapter in this guide.

Notes

This chapter describes working with open obligations you posted in the Infinium AR system.

The chapter consists of the following topics:

Topic	Page
Overview	4-2
Updating open obligations	4-3
Attaching a note to an open obligation	4-9
Identifying a disputed item	4-15
Displaying obligations	4-18
Listing open obligations	4-22

Overview

Infinium AR allows you to perform maintenance functions interactively on open obligations. You can change a posted obligation that was not closed (fully applied) only by using the *Maintain Open Obligations* menu option.

Objectives

After you complete this chapter, you should be familiar with the following:

- Updating an open obligation
- Adding notes to a posted obligation
- Identifying a posted obligation as disputed
- Using various sequencing options to display open obligations
- Listing open obligations

You should be able to do the following:

- Attach a note to an open obligation
 - Display an open obligation
 - List open obligations
-

Updating open obligations

Overview

Once you post an obligation, you must use the *Maintain Open Obligations* menu option to make changes to that obligation.

Restrictions to the types of activities you can perform include the following:

- You cannot alter the obligation amount. You must use a referenced memo.
- You cannot adjust distribution detail if you posted the obligation to the general ledger.
- You cannot adjust distribution detail if you made an application to the obligation.

Note: You can apply unreferenced debit and credit memos to open obligations. Refer to the “Performing Applications” chapter in this guide for more information.

Updating Open Obligations

To update an open obligation, perform the following steps:

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

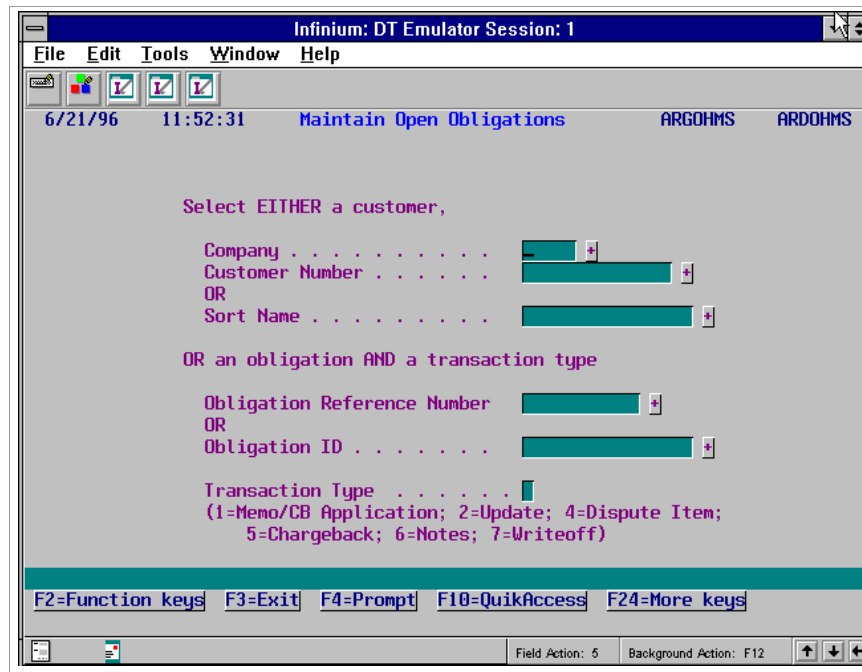


Figure 4-1: Maintain Open Obligations prompt screen

- 3 Complete the fields on this screen using the following information to locate the obligations you want to update.

Company, Customer Number, Sort Name

Type a valid value in the *Company* and *Customer Number* fields or in the *Sort Name* field to access all open obligations for a customer.

Or

Obligation Reference Number, Obligation ID

Type a valid value in either of these fields to access a specific obligation.

And

Transaction Type

Type **2** in the *Transaction Type* field. You must enter **2** in this field when you type a value in either the *Obligation Reference Number* or *Obligation ID* field.

- 4 Press Enter. If you type a value in the *Company* and *Customer Number* fields or in the *Sort Name* field, the system displays a screen similar to Figure 4-2.

If you type a value in either the *Obligation Reference Number* or in the *Obligation ID* field as well as a value of **2** in the *Transaction Type* field, the system displays a screen similar to Figure 4-3.

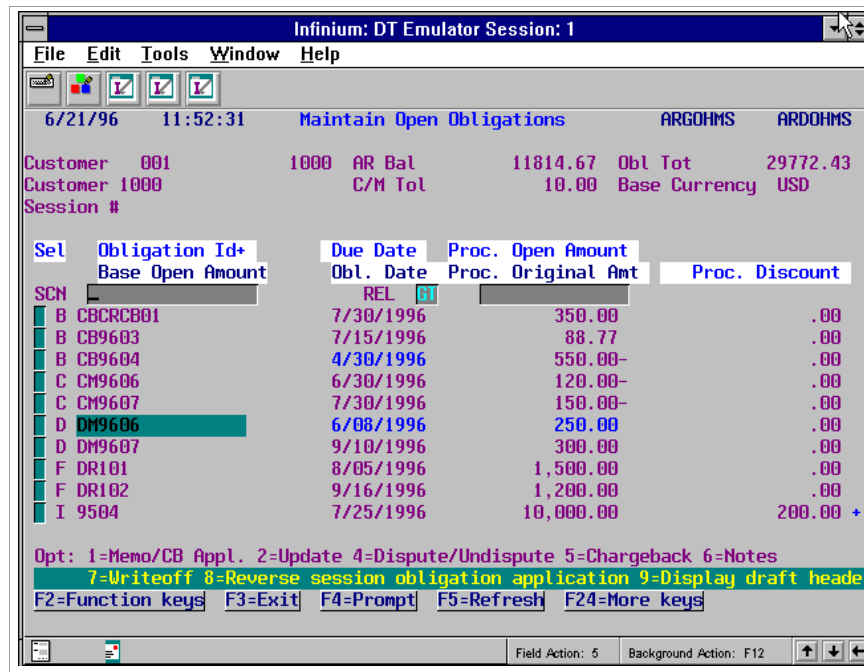


Figure 4-2: Maintain Open Obligations selection screen

- 5 Type 2 in the Sel field to select an obligation to update.
- 6 Press Enter. The system displays a screen similar to Figure 4-3.

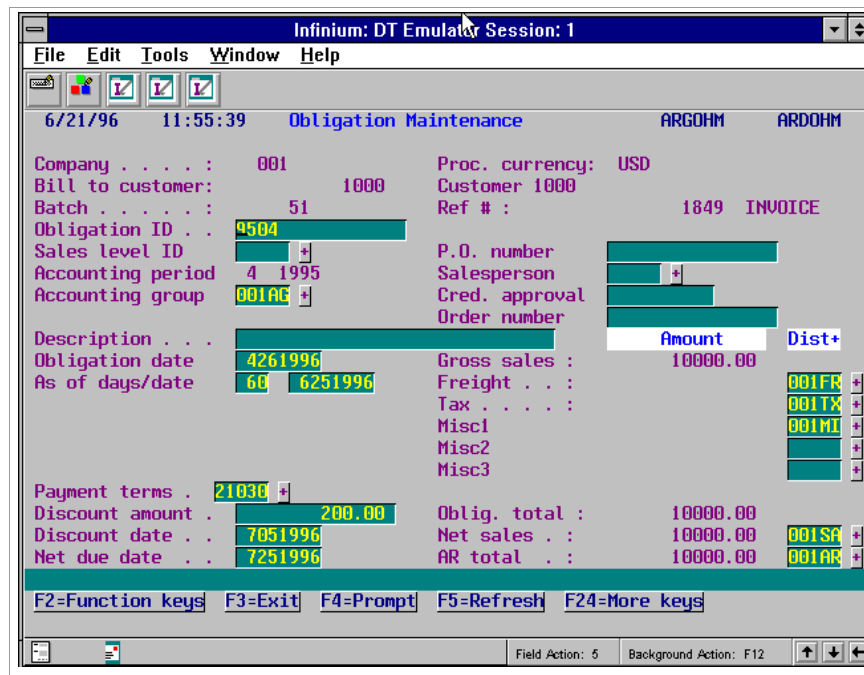


Figure 4-3: Obligation Maintenance screen 1

Obligation maintenance screen 1

Use this screen to update any non-accounting information.

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

Obligation ID

You can update the invoice number for this open obligation.

Obligation Information

You can update the values in the *Sales level ID*, *P.O. Number*, *Salesperson*, *Cred. approval*, and *Order number* fields.

Accounting group

The system displays the accounting group that is defined at any of the following levels:

- Obligation Batch
- Company
- Customer

Obligation date

You can update the obligation date if necessary.

As of days/date

The system uses the date you type in the *As of date* field to calculate discounts, due date, and aging. If you type a value in the *As of days* field, the system calculates the related value in the *As of date* field for you.

Payment terms, Net due date

The system uses the payment terms to calculate the net due date. You can update the value in the *Payment terms* field or, if you do not have a payment term, you can update the value in the *Net due date* field.

Discount amount, Discount date

You can update these fields as necessary.

- 8 Press Enter. The system displays a screen similar to Figure 4-4.
-

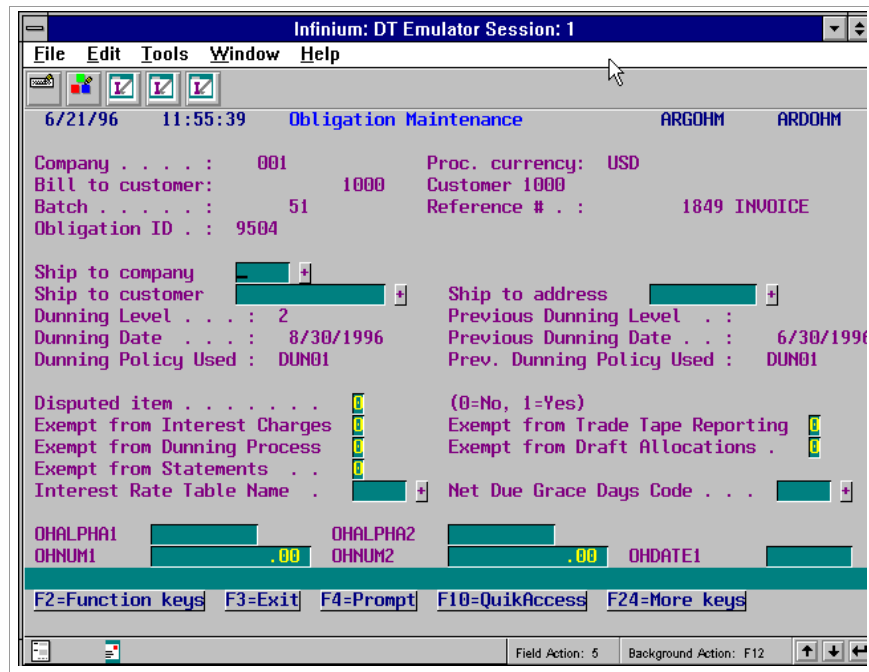


Figure 4-4: Obligation Maintenance screen 2

Obligation maintenance screen 2

You use this screen to update the following information:

- Shipping information
- Disputed item flag
- Exemptions
- Interest rate table
- Net due grace days code
- User-defined fields

9 Update the applicable fields on this screen.

10 Press Enter.

Note: The system may display the Obligation Maintenance - Tax Detail screen based on values set up in company controls or on the first Obligation Maintenance screen. You cannot update any values on this screen. Refer to the "Processing Obligations" chapter in this guide for more information about that screen. Press F8 to continue.

11 The system displays a screen similar to Figure 4-5.

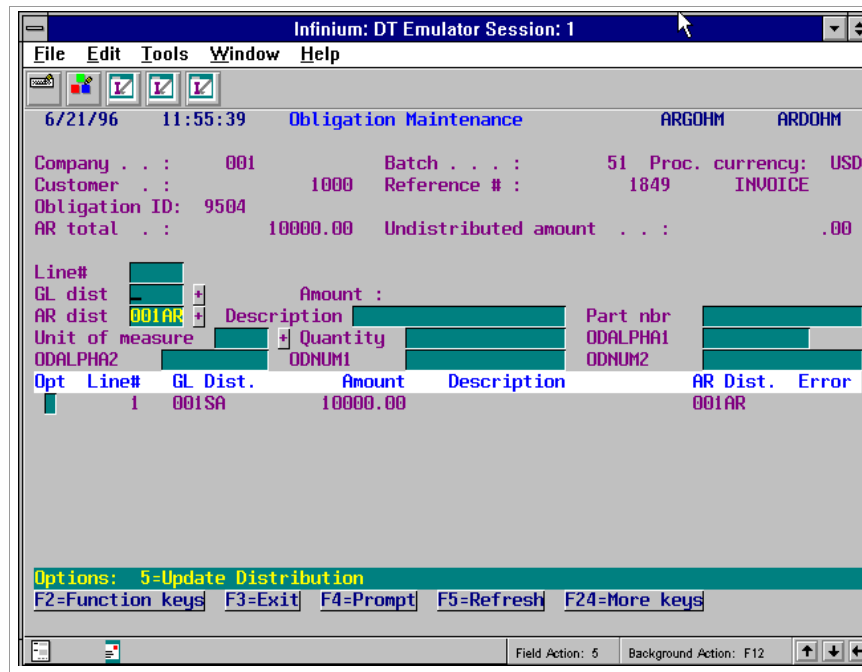


Figure 4-5: Obligation Maintenance screen 3

Obligation detail maintenance

This system displays the list of distributions for the obligation on this screen.

- 12 Update the applicable fields on this screen. Refer to the “Processing Obligations” chapter in this guide for more information.
- 13 Press F8 to continue updating obligations. If you selected an individual obligation on the Maintain Open Obligations prompt screen, the system returns you to a screen similar to Figure 4-3.

If you selected a customer on the Maintain Open Obligations prompt screen, the system returns you to a screen similar to Figure 4-2.

Attaching a note to an open obligation

Overview

Infinium AR provides you with the ability to attach a note to an obligation that you posted. You can use the *Maintain Open Obligations*, *Display Obligations*, *Interactive Cash Applications*, *Interactive Cash Reversals*, or *Credit Inquiry* menu options to attach a note to a posted obligation.

Note: You attach notes to unposted obligations through the *Maintain Obligation Batches* and *Display Obligation Batches* menu options.

This section uses the *Maintain Open Obligations* menu option to attach a note to a posted obligation.

Attaching a note to an open obligation

To attach a note to an open obligation, perform the following steps:

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

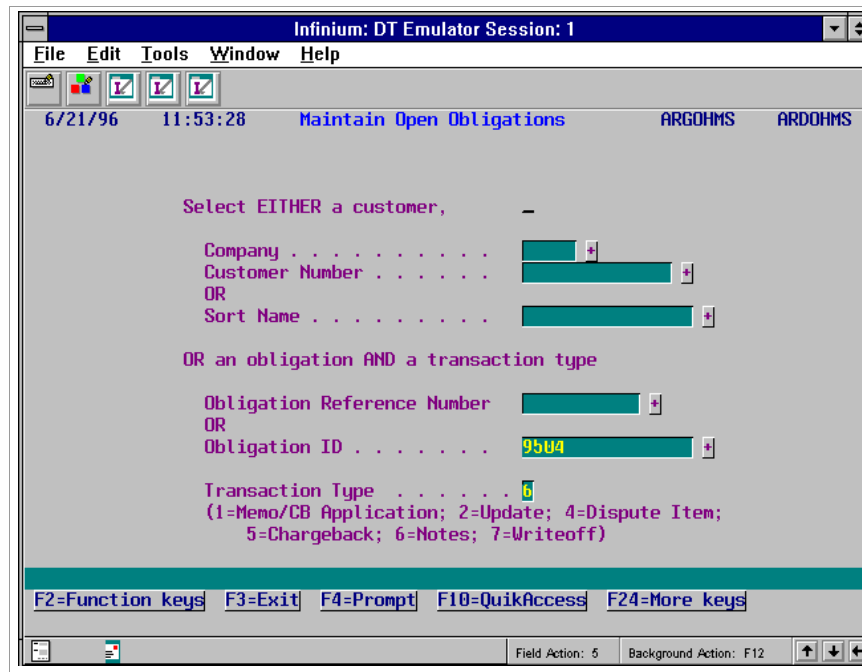


Figure 4-6: Maintain Open Obligations prompt screen

Use this screen to locate the obligation or obligations to which you will attach a note.

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

Company, Customer Number, Sort Name

Type a valid value in the *Company* and *Customer Number* fields or in the *Sort Name* field to access all open obligations for a customer.

Or

Obligation Reference Number, Obligation ID

Type a valid value in either of these fields to attach a note to a specific obligation.

And

Transaction Type

Type **6** in the *Transaction Type* field. When you type a value in either the *Obligation Reference Number* or *Obligation ID* field, you must also type a value in the *Transaction Type* field.

- 4 Press Enter. If you type a value in the *Company* and *Customer Number* fields or in the *Sort Name* field, the system displays a screen similar to Figure 4-7.

If you type a value in the *Obligation Reference Number* field or in the *Obligation ID* field, the system displays a screen similar to Figure 4-8.

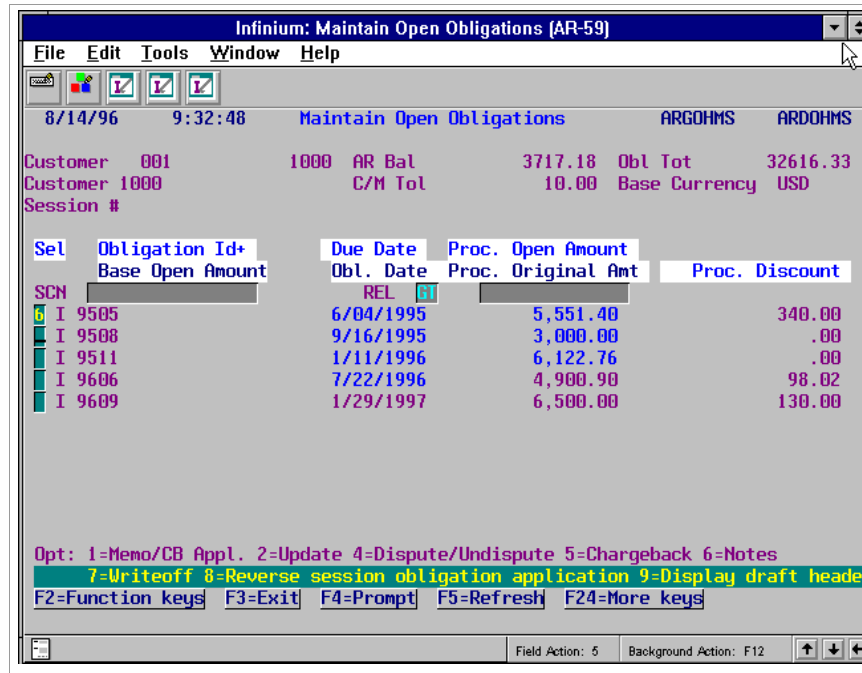


Figure 4-7: Maintain Open Obligations selection screen

You use this screen to select an obligation to which you are adding a note.

- 5 Type **6** in the *Sel* field of the obligation to which you want to add a note.
- 6 Press Enter. The system displays a window similar to Figure 4-8.

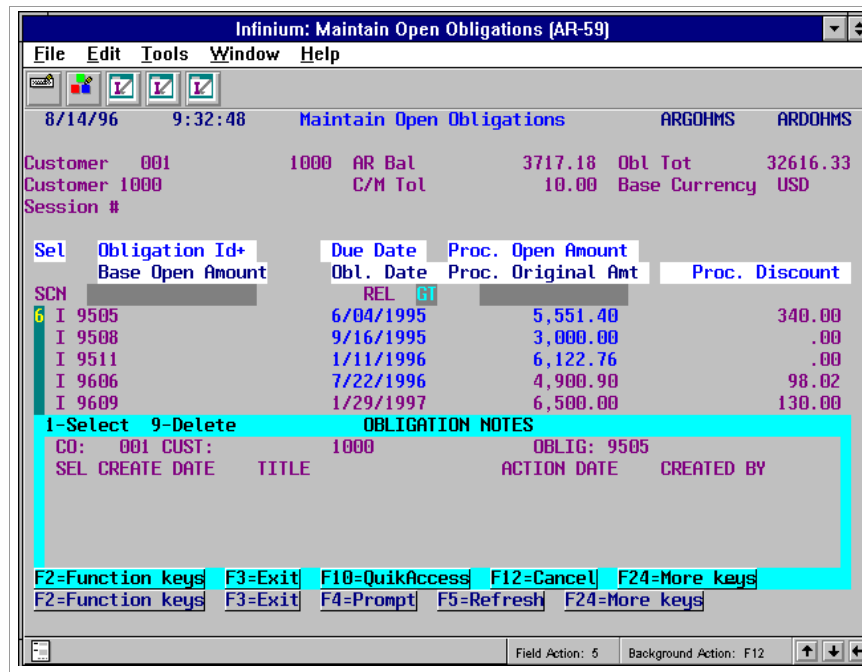


Figure 4-8: Obligation Notes window 1

Attaching a note

- 7 If the cursor is in the lower right portion of the window, there are no notes attached to the obligation. Press F23 to create a new note. The system displays a window similar to Figure 4-9 for you to create a new note.

If a note is already attached to an obligation, you can select the note with 1 and press Enter to update it. The system displays a window similar to Figure 4-10 for you to update.

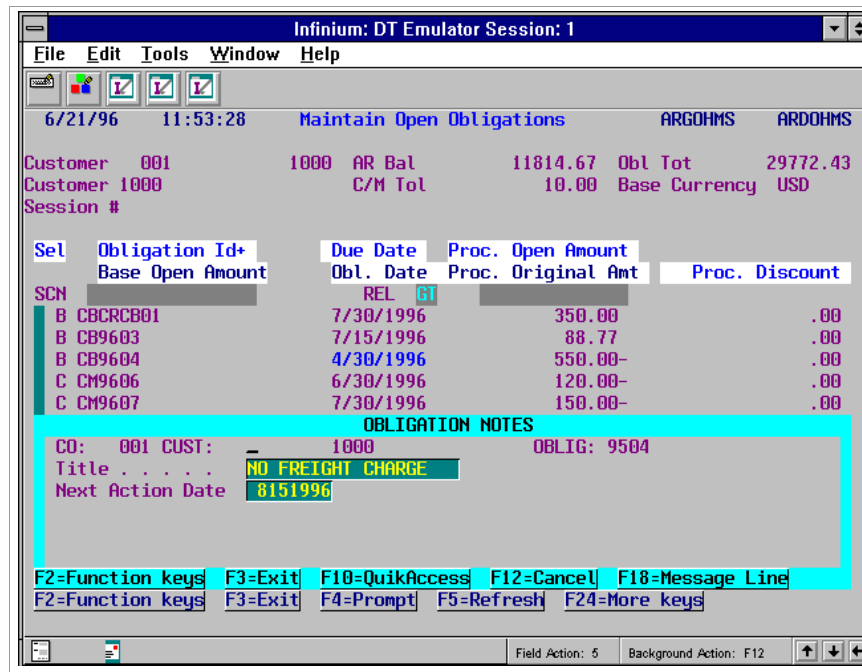


Figure 4-9: Obligation Notes window 2

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

Title

Type a title for a note in this required field. Use the 20 available characters to make this information as meaningful as possible. You can also update this field.

Next Action Date

You are required to type the next action date for a new note. You can also update this field. The *Print Notes* menu option accesses notes by either the creation date and/or the *Next Action Date*.

- 9 Press Enter. The system displays a window similar to Figure 4-10.

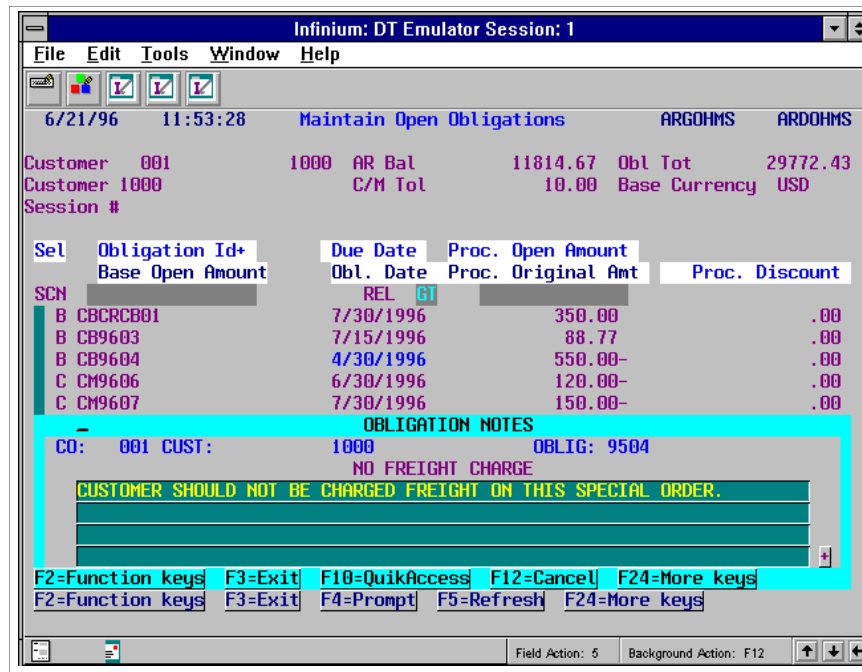


Figure 4-10: Obligation Notes window 3

- 10 Type your note text. You can enter up to 100 lines of text. When you associate text with a note, the system highlights the title of the note.
- 11 Press Enter. The system attaches the note to the obligation.

Note: The system displays the obligation ID in reverse image in many functions when a note is attached to the obligation.
- 12 Press F12 to return to the Maintain Open Obligations prompt screen or press F3 to return to the main menu.

Identifying a disputed item

Overview

Infinium AR provides you with the ability to mark unposted obligations as disputed using the *Maintain Obligation Batches* menu option. You mark open obligations as disputed using the *Maintain Open Obligations* and *Interactive Cash Application* menu options.

You can specify whether or not to include disputed items in aging, dunning, and interest charge processing and also when customer credit is determined. This is done in the aging, credit, dunning, and interest charge policies.

Disputing a posted obligation

To mark a posted obligation as disputed, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing*.
 - 2 Select *Maintain Open Obligations* [MOO]. The system displays a screen similar to Figure 4-11.
-

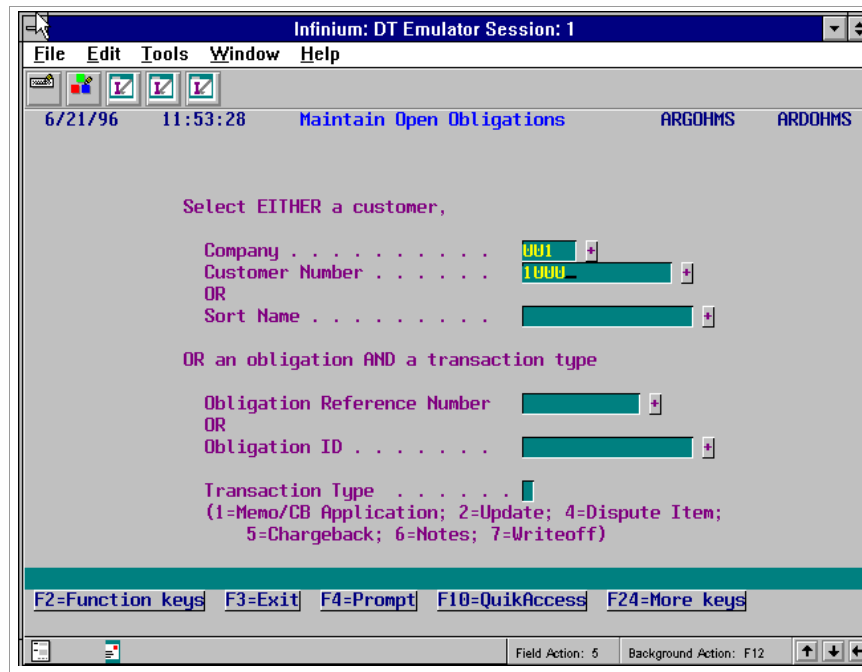


Figure 4-11: Maintain Open Obligations prompt screen

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

Company, Customer Number, Sort Name

Type a valid value in the *Company* and *Customer Number* fields or in the *Sort Name* field and press Enter to access all open obligations for a customer. See Step 4.

Or

Obligation Reference Number, Obligation ID

Type a valid value in either of these fields to mark a specific obligation as disputed.

And

Transaction Type

Type 4 in the *Transaction Type* field. If you type a value in either the *Obligation Reference Number* or *Obligation ID* field, you must type a value in the *Transaction Type* field. The system then marks that obligation as disputed or undisputed.

- 4 After you type a value in the *Company* and *Customer Number* fields or in the *Sort Name* field and press Enter, the system displays a screen similar to Figure 4-12.

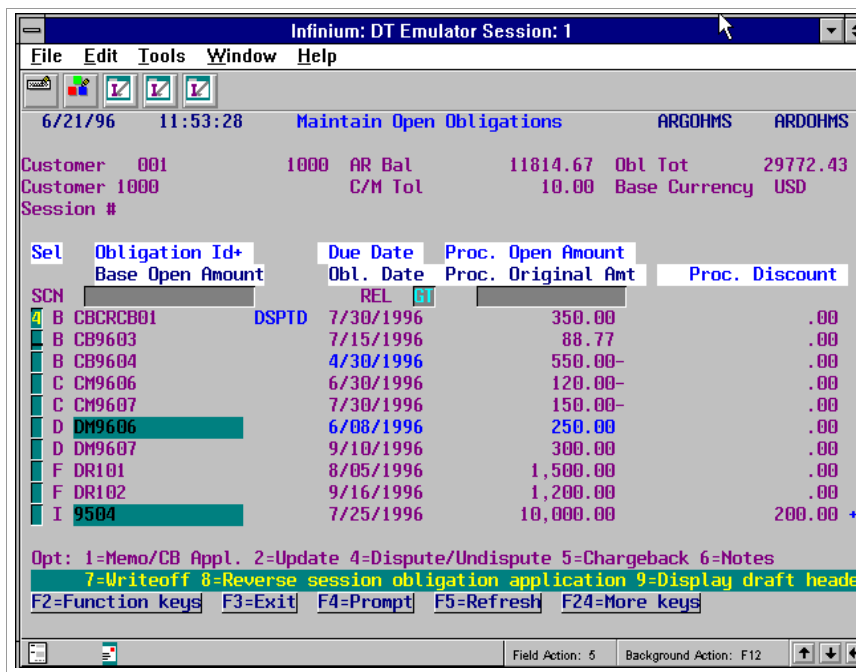


Figure 4-12: Maintain Open Obligations selection screen

- 5 Type 4 in the Sel field to mark an obligation as disputed or to reverse the status of a disputed obligation.

Note: The system displays the notation **DSPTD** next to the obligation ID in many functions throughout the system.

- 6 Press F12 to return to the Maintain Open Obligations prompt screen or press F3 to return to the Infinium AR main menu when you complete marking disputed items.

Displaying obligations

Overview

The *Display Obligations* menu option allows you to view both open and closed obligations for an accounts receivable company. This section describes how to display open obligations that you posted.

Note: To display closed obligations from the Display Obligations prompt screen, type a value in either the *Obligation Reference Number* or *Obligation ID* field. To view closed obligations from the Open Obligations screen, press F7.

Displaying open obligations

To display an open obligation, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing*.
 - 2 Select *Display Obligations* [DO]. The system displays a screen similar to Figure 4-13.
-

```

7/16/2014 12:40:31      Display Obligations      ARGOHI      ARDOHI

Select EITHER a customer,

Company . . . . . = CK1 +
Customer Number . . . . . = 1001 +
OR
Sort Name . . . . . _____ +

OR an obligation AND a transaction type

Obligation Reference Number _____ +
OR
Obligation ID . . . . . _____ +

Transaction Type . . . . . _
(2=Notes; 3=Recon; and 5=Display)

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

Figure 4-13: Display Obligation prompt screen

You use this screen to display open obligations for a customer or to display information for a specific obligation. The following example displays information for 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 the *Company* and *Customer Number* fields or in the *Sort Name* field.

- 4 Press Enter. The system displays a screen similar to Figure 4-14.

7/18/2014 12:43:25		Customer Obligations		ARGCCD04	ARCCD04	
CK1	1001 Carol's CK1 Company			Open Items	12093.70-	
Hyannis		Base currency: USD		ALL Obligations in BC		
O P E N O B L I G A T I O N S						
O	Obl. Date	Trn	Obligation ID	Due Date	Open Amount	P. O. Number
REL GT						
=						
-	3/31/2008	INV	270001-USD	4/30/2008	50.00	
-	8/18/2008	INV	DEGTEST	8/19/2008	2058.00	
-	5/05/2010	INV	583-001-DEM	8/04/2010	1134.00	
-	10/31/2011	INV	707001-RP1	11/30/2011	117.65	
-	10/31/2011	INV	708001-RP2	11/30/2011	235.29	
-	10/31/2011	INV	709001-RP3	11/30/2011	352.94	
-	11/20/2012	C/M	901001-CM	12/20/2012	9000.00-	
-	1/09/2013	INV	917004	2/28/2013	600.00-	
-	6/18/2013	C/M	2929292	7/16/2013	2500.00-	
-	3/18/2014	C/M	1357002-CM	4/18/2014	6.25-	
-	3/31/2014	INT	INT-5	3/31/2014	1177.67	
-	4/09/2014	INV	1476002	6/08/2014	200.00	
-	4/09/2014	INV	1476003	6/08/2014	203.00	
-	4/15/2014	INV	1486001	6/14/2014	100.00	+

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

Figure 4-14: Customer Obligations screen

Screen information

This screen displays all open obligations. The following function keys are of special note:

- F7** Changes the displayed from open obligations to closed obligations.
- F9** Displays obligations by processing currency.
- F11** Resequences the obligations by due date, displaying the most recent due date first.
- F17** Resequences the obligations and allows you to view them in the order of their obligation number, amount, purchase order number, and so forth.
- F19** Resequences the obligations by dunning level, with the highest dunning level first.

Use the fields displayed in the row above the list to locate and display specific obligations. If you know the transaction type or obligation ID for the open obligation, type the transaction type or obligation type in the field provided and specify a valid value in the *O* (option) field. Valid values for the *Trn* and *O* fields are displayed below. Press Enter. The *REL* (relations) field

works in conjunction with the value you type in the *Open Amount* field to limit the obligations the system displays. For example, if you type **GT** in the *REL* scan field and **1000** in the *Open Amount* scan field, the system displays only open obligations with an amount greater than \$1,000.00.

The *Trn* field displays one of the following types of obligation:

Invoice	INV
Credit Memo	C/M
Debit Memo	D/M
Chargeback	C/B
Interest Charge	INT
Draft	DFT

If an obligation is disputed, the system highlights the transaction type displayed in this field.

If a note is attached to an obligation, the system displays the *Obligation ID* in reverse image.

The system displays the open amount of the obligation in this column. If the open amount is different from the original amount, the system highlights the open amount.

- 5 Type **2** to display notes, **3** to display reconciliation information, **5** to view the original obligation, or **9** to view the draft header.
 - 6 Press Enter. The system displays the applicable information.
 - 7 When you complete displaying an obligation's information, press F3 to exit the screen.
-

Listing open obligations

To list selective open obligations, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing*.
- 2 Select *List Open Obligations* [LOO]. The system displays a screen similar to Figure 4-15.

Infinium: DT Emulator Session: 1

File Edit Tools Window Help

6/21/96 12:15:37 List Open Obligations ARGOP50 ARDOP50

Print Customers with No Open Obligations? 1 (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 001 (Blank for All)
 -OR-
 Company Group (Blank for All)
 -OR-
 Customer Selection + (Company/Customer or Blank for All)

-OR-
 Obligation ID + (Blank for All)

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

Field Action: 5 Background Action: F12

Figure 4-15: List Open Obligations screen

Limiting the open items

You can limit the open items listed by selecting any of the following:

- Company
- Company Group
- Company/Customer or Customers
- Obligation ID

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

Summary or Detail?

If you type **0** (Summary) in this field, the system prints one line per open obligation for each customer. If you type **1** (Detail) in this field, the system prints up to two obligations per page. The system prints all fields associated with the obligations on the detail report.

Note: To list all open obligations, leave the *Company*, *Company Group*, *Customer Selection* and *Obligation ID* fields blank.

- 4 Complete the applicable fields on this screen and press Enter. The system generates the open obligations report. The “Reports” appendix in the *Infinium AR Guide to Managing Your Receivables* contains a sample copy of the Open Obligations report.
-

Notes

This chapter describes the tasks that you perform when working with cash receipts in the Infinium AR system.

The chapter consists of the following topics:

Topic	Page
Overview	5-2
Receiving lockbox batches	5-5
Receiving cash receipts batches	5-11
Manually entering checks	5-13
Displaying cash receipts batches	5-30
Proofing and posting cash receipts batches	5-32
Displaying cash receipts	5-40
Listing cash receipts	5-48

Overview

You bring cash receipts into Infinium AR through one of the following menu options:

- *Receive Lockbox Batches*
- *Receive Cash Receipts Batches*
- *Maintain Cash Receipts Batches*

Before you can begin receiving or entering cash receipt batches, you must set up the following controls:

- Infinium AR treasury controls
- Infinium AR lockbox controls

For more information on completing these controls, refer to the “Defining and Working with Control Files” chapter in the *Infinium AR Guide to Controls*.

Security can be used to control each Infinium AR user's access to cash receipts. See the “Establishing user profile controls” section in the “Initializing AR” of the *Infinium AR Guide to Controls* for more information.

Figure 5-1 illustrates the cash receipts process. Figure 5-2 illustrates the detail of the cash receipts batch.

Infinium AR cash receipts processing flow

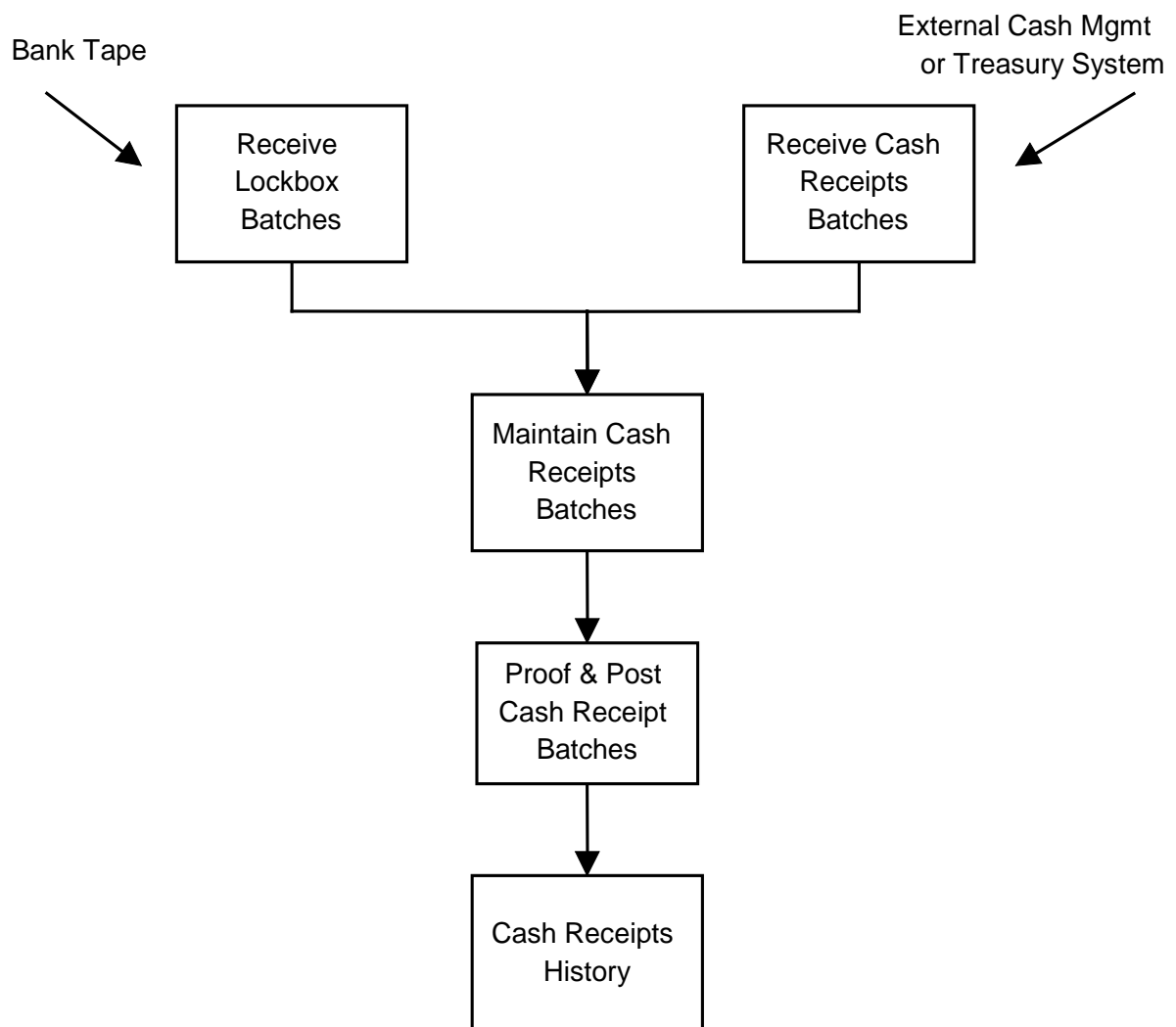


Figure 5-1: Cash Receipts Processing

Infinium AR cash receipts batch detail flow

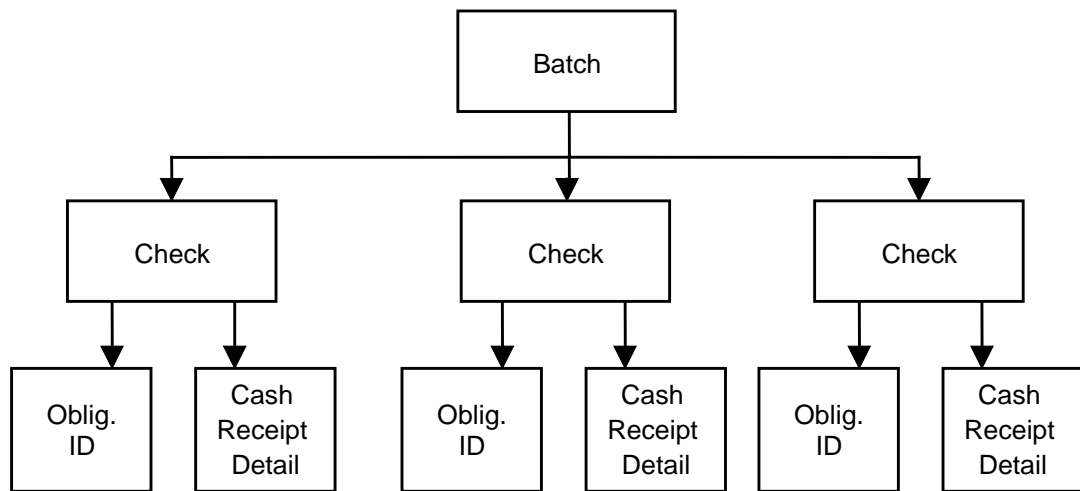


Figure 5-2: Cash Receipts Batch Detail

Objectives

After you complete this chapter, you should be familiar with each of the options listed above.

You should also be able to do the following:

- Create a cash receipts batch
- Enter cash receipts
- Proof and post a cash receipts batch
- List cash receipts

Receiving lockbox batches

Overview

You can enter cash receipts into Infinium AR using a bank tape as shown in Figure 5-1. To receive lockbox batches into Infinium AR from a bank tape, perform the following tasks:

- Clear lockbox input

If the input file contains records, you must run the *Clear BAI Lockbox Input* menu option before loading a lockbox tape. The input file must be empty in order for the lockbox tape to be loaded.

- Load cash receipts from tape

Run the *Load BAI Lockbox Tape* menu option to transfer the cash receipts from the Bank Administration Institute (BAI) lockbox tape to Infinium AR.

- Validate lockbox data

Run the *Validate BAI Lockbox Input* menu option to edit the information on the bank tape. This menu option ensures that the lockbox number on the tape is a valid lockbox and that the entries in the lockbox are valid.

- Transfer lockbox batch and payment information into Infinium AR.

Run the *Receive Lockbox Batches* menu option to transfer check and payment information tape into Infinium AR from the BAI lockbox. You can also proof and post the cash receipt batches and attempt cash receipt autocash through the use of this menu option.

Loading cash receipts from tape

To load the cash receipts from tape, perform the following steps:

- 1 From the Infinium AR main menu select *AR Supervisor Functions*.
 - 2 Select *Load BAI Lockbox Tape* [LBLT]. The system displays a screen similar to Figure 5-3.
-

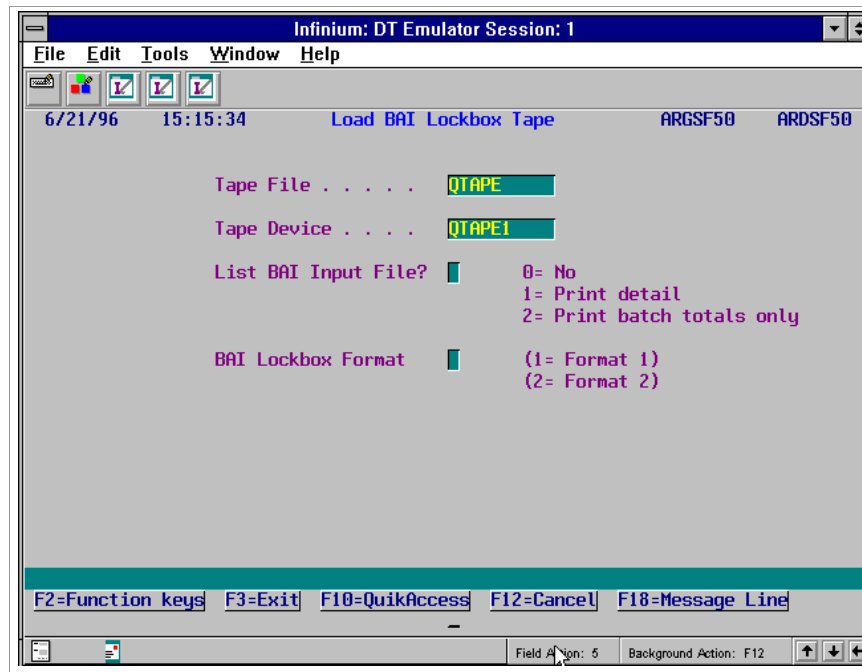


Figure 5-3: Load BAI Lockbox Tape screen

Load BAI lockbox tape

Before you run this option, be certain that the lockbox service tape is loaded onto the system.

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

Tape File

Type the name of the tape file if your system does not use the default of **QTAPE**.

Tape Device

Type the name for the tape device.

List BAI Input File?

To generate a detail cash receipts batch report, type **1**. To generate a cash receipts report with batch totals only, type **2**. The system does not generate a cash receipts report if you type **0**.

BAI Lockbox Format

Format 1 is the old BAI standard. The amount field size is 11 digits with 2 decimal places. *Format 2* conforms to the new BAI standard. The amount field size is 13 digits with 2 decimal places.

- 4 Press Enter. The system loads the cash receipts from the tape.

Validating lockbox data

To validate the lockbox data, perform the following steps:

- 1 From the Infinium AR main menu select *Cash Receipts Processing*.
- 2 Select *Validate BAI Lockbox Input [VBAI]*. The system displays a screen similar to Figure 5-4.

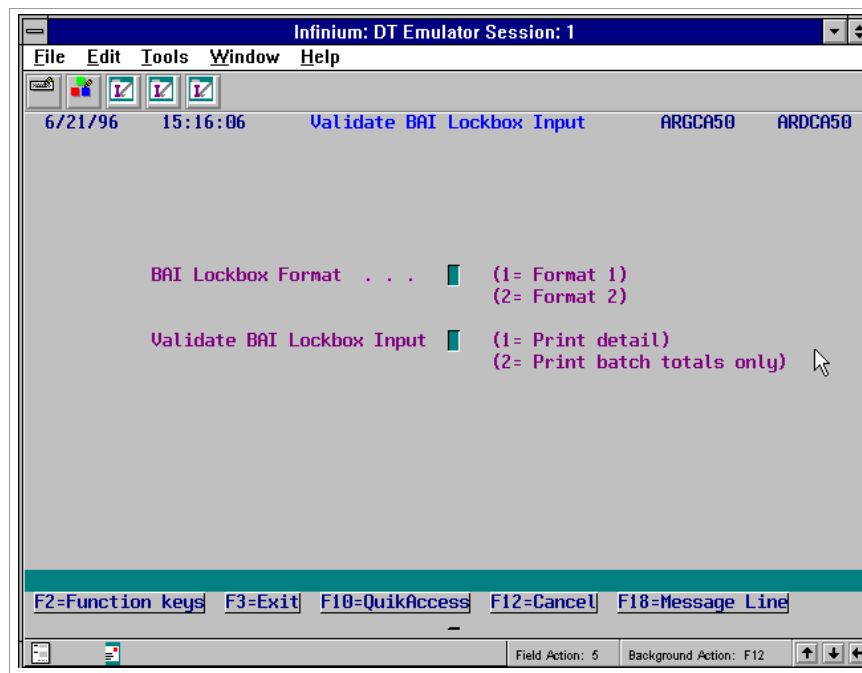


Figure 5-4: Validate BAI Lockbox Input screen

Validate BAI lockbox input

Use this screen to determine the lockbox format and the level of detail for the proof report.

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

BAI Lockbox Format

Type **1** for the old BAI format or type **2** for the new BAI format.

Validate BAI Lockbox Input

To generate a detail report, type **1**. To generate a report with batch totals only, type **2**.

- 4 Press Enter. The system validates the BAI lockbox input.

Transferring lockbox batch and payment information

To receive lockbox batches into the Infinium AR system, perform the following steps:

- 1 From the Infinium AR main menu select *Cash Receipts Processing*.
- 2 Select *Receive Lockbox Batches* [RLB]. The system displays a screen similar to Figure 5-5.

Figure 5-5: Receive Lockbox Batches screen

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

Batch Reference

Type a batch reference to identify this batch.

Batch Description

Type a description of the batch using up to thirty characters.

Run Batch Proof/Post?

Type **2** for the system to proof and post your cash receipts immediately after this option. If you type **1**, you must remember to post your cash receipts. If you type **0**, you must remember to proof and post your cash receipts.

Note: If the system finds errors during the proof process, it prints the errors on the proof report and does not run the post process.

Interface Program

Specify your lockbox interface program or leave this field blank for the system to use the entity default.

BAI Lockbox Format

Type **1** for the old BAI format or type **2** for the new BAI format.

Place Batches On Account?

If you type **1** in this field to place a cash receipts batch on account, the system moves the receipts into a special application work area called the "On Account" work area. The receipts in the "On Account" work area are no longer grouped in a batch. For detailed information about on account cash receipts, refer to chapter the "Processing On Account Receipts" chapter in this guide.

If you type **0** in this field, the receipts remain in the batch when applying.

Attempt Cash Receipts Autocash

The system attempts autocash only if the hierarchical controls permit it. An entry of **1** in this field does not supersede these controls. In order to use cash receipts autocash, the value in the *Obligation IDs with Receipts* field on the company controls must be **1**.

Note: The system uses autocash algorithm 02, obligation IDs and amount match.

Application Date Override

The application date serves as the application date for checks applied by cash receipts autocash. Type a date only if you do not want the system to use the current system date. The application date should be after the cash receipt date.

4 Press Enter. The system does the following:

- It reformats the ARPLI input file from detail/batch order to batch/detail order through a work file. The system clears the workfile at the beginning of the option.
 - It reads the reformatted BAI input and checks the data again for errors. If the batch has no errors, the system creates a batch header record.
 - It creates cash receipts detail records for each check if the value in the *Obligation IDs with Receipts* field in the *Maintain Company Controls* menu option is 1. The system creates a new batch for each change in lockbox number or deposit date.
 - It prints a Lockbox Cash Receipts Report. In addition, you can request that a cash receipts proof or proof and post be submitted automatically. The proof or proof and post run immediately after the receive option.
 - The amount of data on the lockbox tape depends upon your company's agreement with the bank. At a minimum, the check number, amount, and the MICR number appear. The system identifies the customer from the *MICR number*.
-

Receiving cash receipts batches

Use the *Receive Cash Receipts Batches* menu option if you are interfacing Infinium AR with an external cash management or treasury system as shown in Figure 5-1.

- 1 From the Infinium AR main menu select *Cash Receipts Processing*.
- 2 Select *Receive Cash Receipts Batches* [RCR]. The system displays a screen similar to Figure 5-6.

The screenshot shows a terminal-style interface for 'Receive Cash Receipts Batches'. The window title is 'Infinium: DT Emulator Session: 1'. The menu bar includes 'File', 'Edit', 'Tools', 'Window', and 'Help'. The status bar shows the date '6/21/96', time '15:17:09', and the title 'Receive Cash Receipts Batches' with parameters 'ARGCA50' and 'ARDCA50'. The screen contains several input fields and checkboxes for configuring the batch process:

- Batch Reference . . . [input field]
- Batch Description . . [input field]
- Run Batch Proof/Post? (0-No, 1-Run Proof, 2-Run Proof & Post)
- Interface Program . . [input field] (Blank for Entity Default)
- (The following apply to Proof & Post jobs only)
- Place Batches On Account? . . . (0-No, 1=Yes)
- Attempt Cash Receipts Autocash? (0-No, 1=Yes)
- Application Date Override . . . [input field] (Blank for Today's Date)

At the bottom, there is a function key legend: F2=Function keys, F3=Exit, F10=QuikAccess, F12=Cancel!, F18=Message Line. The status bar at the very bottom shows 'Field Action: 5' and 'Background Action: F12' with navigation arrows.

Figure 5-6: Receive Cash Receipts Batches screen

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

Batch Reference

Type a batch reference to identify this batch.

Batch Description

Type a description of the batch using up to thirty characters.

Run Batch Proof/Post?

Type **2** for the system to proof and post your cash receipts immediately after this option. If you type **1**, you must remember to post your cash receipts. If you type **0**, you must remember to proof and post your cash receipts.

Note: If the system finds errors during the proof process, it prints the errors on the proof report and does not run the post process.

Interface Program

Specify your lockbox interface program or leave this field blank for the system to use the entity default.

Place Batches On Account?

If you type **1** in this field to place a cash receipts batch on account, the system moves the receipts into a special application work area called the “On Account” work area. The receipts in the “On Account” work area are no longer grouped in a batch. For detailed information about on account cash receipts, refer to the “Processing On Account Receipts” chapter in this guide.

If you type **0** in this field, the receipts remain in the batch when applying.

Attempt Cash Receipts Autocash?

The system attempts autocash only if the hierarchical controls permit it. An entry of **1** in this field does not supersede the hierarchical controls. In order to use cash receipts autocash, the value in the *Obligation IDs with Receipts* field on the company controls must be **1**.

Note: The system uses autocash algorithm 02, obligation IDs and amount match.

Application Date Override

The application date serves as the application date for checks applied by cash receipts autocash. Type a date only if you do not want the system to use the current system date. The application date should be after the cash receipt date.

- 4 Press Enter. The system receives the cash receipts batch and, if requested, runs the proof and post.
-

Manually entering checks

Overview

To manually enter cash receipts into the system, you use the *Maintain Cash Receipts Batches* menu option. You can manually enter customer checks that were deposited in a company's bank account, versus receiving the check data electronically.

In addition to the lockbox number (bank account), you must enter check numbers and amounts for all cash receipts. You can also enter any additional information provided on the remittance stub, such as company, national account, customer number, customer name, sort name, obligation ID, and MICR#. Enter as much information as possible so that the system can readily identify a check to a customer and associate it with the appropriate obligation ID.

You also use this option to maintain batches of checks, regardless of how you entered them into the system, prior to proofing and posting. You can update most cash receipt fields.

If the batch is in balance and if the entity, customer, and applier controls allow, you can interactively proof and post the batch and go directly into cash application.

Figure 5-7 illustrates the cash receipts batches flow.

Cash receipts batches flow

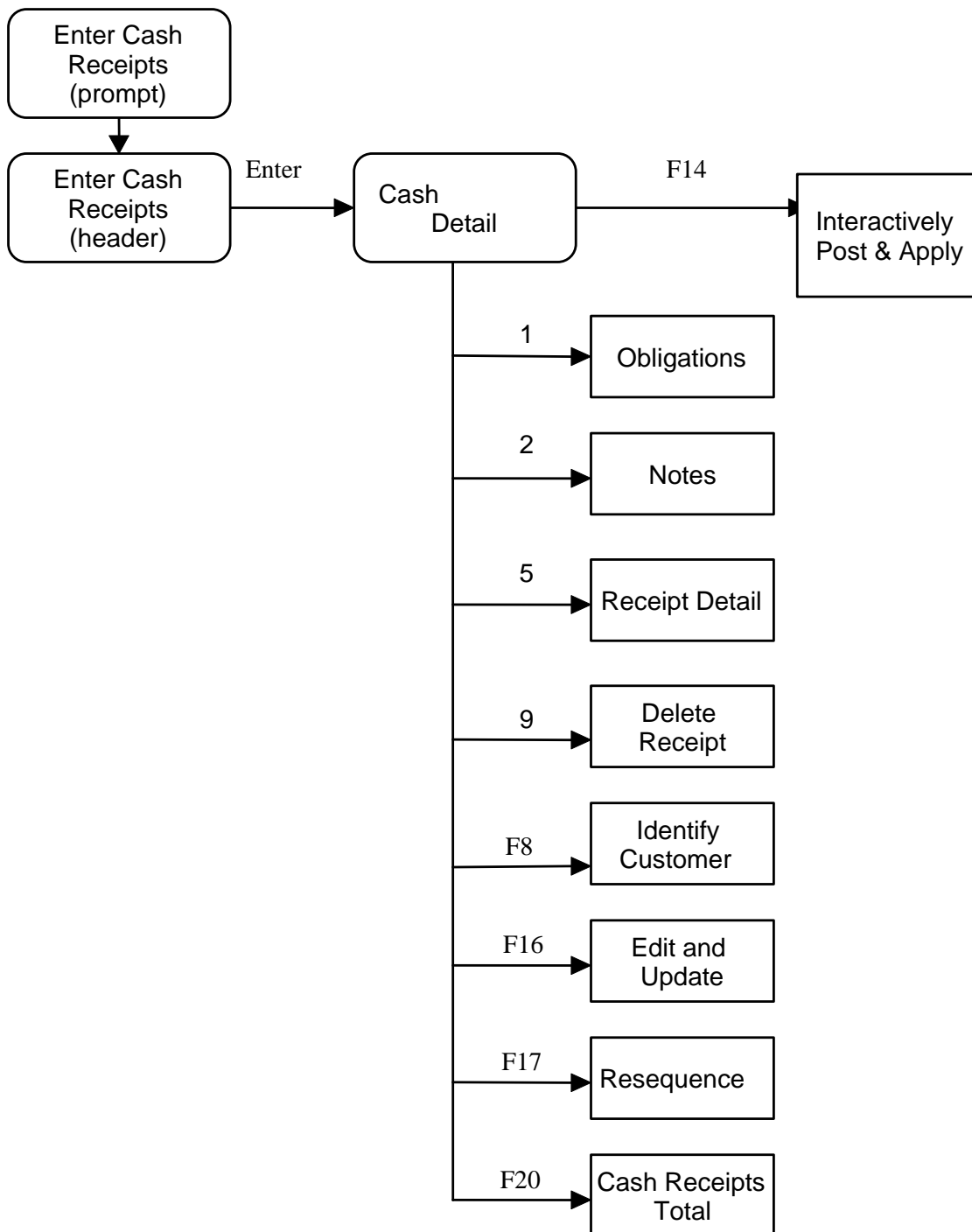


Figure 5-7: Cash Receipts Batches Flow

Entering cash receipts

To enter or maintain cash receipts, 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 5-8.

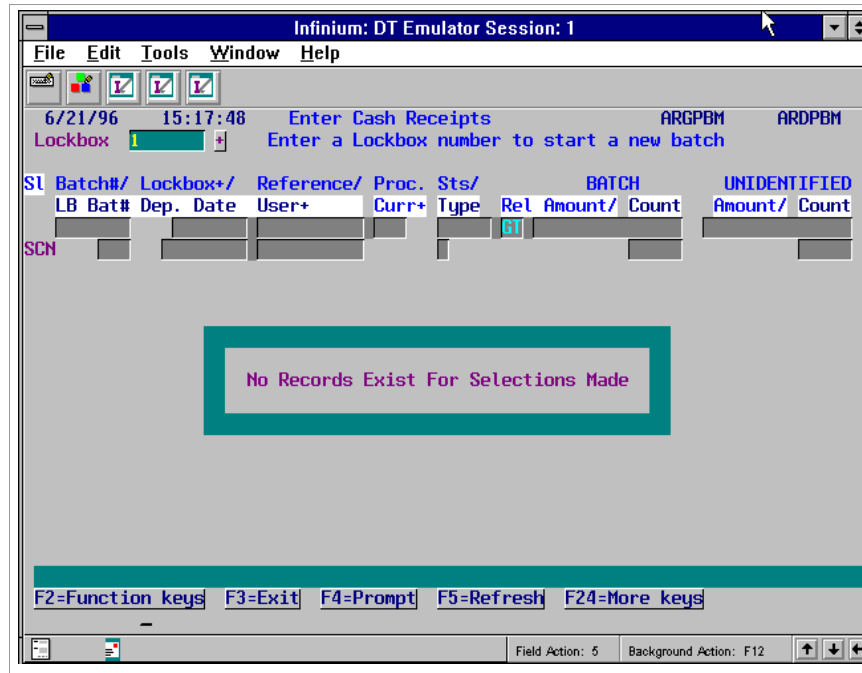


Figure 5-8: Enter Cash Receipts prompt screen

You use this screen to create, maintain and delete a cash receipts batch. When you select a batch for deletion, the system displays a confirmation screen. You can press Enter to confirm the deletion or you can press F12 to cancel your request to delete.

Creating a cash receipt batch

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

Lockbox

This is a required field if you are creating a new cash receipts batch. A cash receipt batch is unique to a lockbox (a bank account). This is an alphanumeric field and complies with the ANSI/X12 Lockbox (823) standard.

Note: Remember that the lockbox contains important accounting information such as your cash account and default treasury ID.

Maintaining a cash receipt batch

SCN

You can limit the display of existing unposted batches by typing parameters in these fields and pressing Enter. When the system displays the subsequent listing, you can type additional scan parameters.

Note: If a batch is currently active, being used by someone else, the system does not display a selection field for that batch.

- Press Enter. The system displays a screen similar to Figure 5-9.

Infinium: DT Emulator Session: 1

File Edit Tools Window Help

6/21/96 15:17:48 Enter Cash Receipts ARGPBM ARDPBM

Batch 24
 Lockbox 1 Lockbox for Co. 001
 Created By . . : AR2000 on 6/21/1996 at 15:18:36
 Last Updated By: AR2000 on 6/21/1996 at 15:20:14
 Company : 001 Lockbox Batch . . . : 000
 Base Currency . : USD Processing Currency : USD
 Batch Reference : TH0817 Batch Type I
 Batch Description : INPUT BATCH 817 - TBH
 Deposit Date . : 8171996 Exchange Rate . . . :
 Receipt Type . : CHK Rate Per Rate Lock . . . :

	Receipt Count	Receipt Amount	Error Count
Manual Totals00	
System Totals	0	.00	1
Variance			
Unidentified Totals . . :			
Applied Totals			
Unapplied Totals . . . :			

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

Field Action: 6 Background Action: F12

Figure 5-9: Enter Cash Receipts header screen

Cash receipts header

This screen contains the information the system uses to create the cash receipts batch header.

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

Batch Reference, Batch Description

The *Batch Reference* and *Description* fields are optional. However, we recommend that you type information in the *Batch Reference* field to easily identify your batch.

Processing Currency

The system defaults the value in this field from the lockbox controls. You can change the value in this field only if the denominated currency of the cash account on the lockbox is the same as the base currency of the lockbox default company.

Batch Type

The system reserves batch type **D** for draft processing. The system uses batch type **V** to identify cash reversal batches. You can type any other entry in this optional field to identify the batch as a cash receipts batch.

Deposit Date

This system uses the information in this field to determine the following:

- Whether discounts are earned or unearned
- When the receipt begins to age on the Aged Trial Balance
- Which accounting period and year to record the cash receipt transaction's journal entry

The system displays a warning message if the deposit date you type is outside the value in the *Deposit Date Day Range* and *Deposit Days Operator* fields in the *Maintain AR User Profile Ctrl's* menu option. You can override the warning message.

Foreign currency processing fields

The system displays the following fields only when you are using foreign currency processing.

Exchange rate

You can type a value in this field only if the value in the *Rate lock* field is 1. If you leave this field blank, the system retrieves the exchange rate and converted amount from Infinium CM or your compatible currency system. The value the system retrieves is based on the deposit date. You can accept that value or change it provided the changed amount is within the tolerance established on the rate controls.

If the value in the *Rate lock* field is **0**, the system retrieves the exchange rate and converted amount from the currency management system.

If the value in the *Rate lock* field is **2**, the system retrieves the exchange rate and converted amount from an external system and you cannot change that value.

If triangulation occurs, Infinium AR displays an asterisk next to the *Exchange rate* field instead of displaying an exchange rate. This asterisk indicates that because triangulation was applied, there are two exchange rates. You can press the Display Rates function key to display a pop-up window that shows the two rates. Triangulation means converting a currency to the euro amount and then converting the resulting euro amount to another currency.

Note: If the *Rate Lock* field is **1** and one or both of the currencies in the transaction involve triangulation, you are required to enter a value in the *Exchange Rate* field. The system does not retrieve a rate.

Rate per

The system uses the rate per value as the unit in which it expresses the exchange rate. If the value in the *Rate lock* field is **0** or **1**, the system retrieves the *Rate per* value from the currency management system. If the value in the *Rate lock* field is **2**, the system retrieves the *Rate per* value from an external system.

Rate lock

The value in this field determines how the system calculates base currency amounts. Base currency amounts equal the processing currency amount multiplied or divided, depending on how the exchange rate control pair was defined, by the result of dividing the exchange rate by the rate per factor.

When the value in the *Rate lock* field is **0**, the system always retrieves the exchange rate from the currency management system. You can only change this value from **0** to **2**.

When the value in the *Rate lock* field is **1**, the system retrieves the exchange rate and converted amount from the currency management system only if

- you leave the exchange rate field blank and
- the currency or currencies involved in the transaction do not require triangulation.

However, once the system retrieves the exchange rate, it does not retrieve it for subsequent executions of the proof process. You cannot change the value in this field from **1** to **2**.

When the value in the *Rate lock* field is **2**, the system retrieves the exchange rate and payment terms from an external system. The currency management system does not verify these values.

Receipt Type

Use this optional field to type the kind of receipt: such as, checks, cash, letters of credit, electronic funds transfer, and so forth. The code type for *Receipt Type* is **RCT**.

If you defined a default receipt type for the lockbox, the system defaults that value, which you can change, into this field.

Manual Totals

Type manual totals for the total cash receipt count and amount. You must type totals in these fields if your entity controls require manual controls for your cash receipts.

- 6 Press Enter. The system displays a screen similar to Figure 5-10.

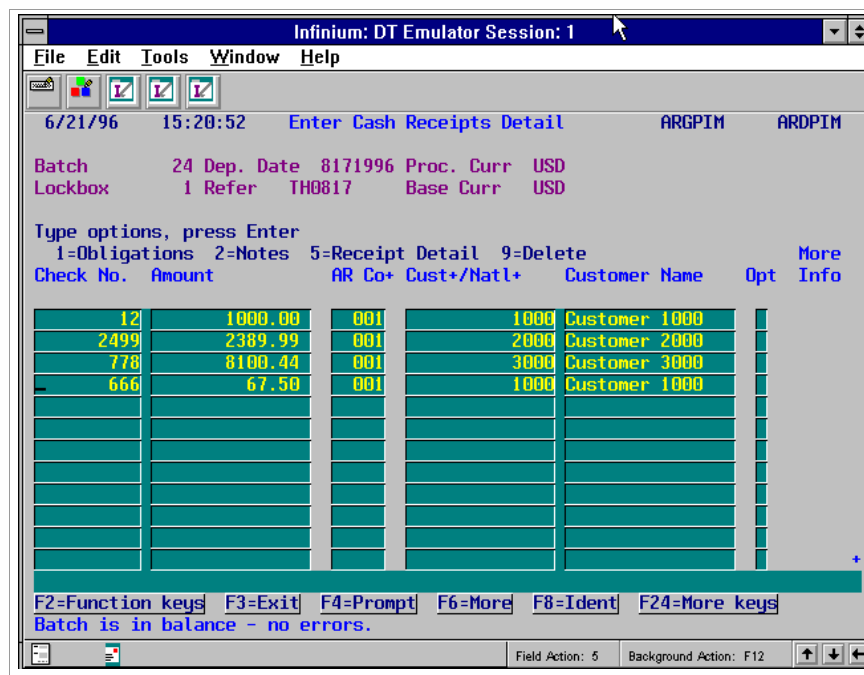


Figure 5-10: Enter Cash Receipts Detail screen

Cash receipts detail

The system displays blank lines for cash receipts entry corresponding to the manual count you typed on the previous screen.

- 7 Complete the fields on this screen and/or select an option and/or use a function key. The following information explains these choices.

Check No., Amount

Type the *Check Number* and the *Amount*. These are the minimal field requirements for entering cash receipts.

Note: The system accepts negative checks. A negative check can occur if a charge was made or if a check was incorrectly deposited and then reversed out by the bank. The system handles negative checks in the same manner in which it handles debit memos. They increase the customer's liability.

AR Co, Customer Number/National Account Number, Customer Name

You can type any of this additional information to identify the check.

Opt

You can type one of the following in the *Opt* column next to a cash receipt line to process it further:

- 1 Select cash receipt to apply it to one or more obligations. Refer to the "Entering obligation IDs" topic in this chapter for more information.
- 2 Select cash receipt to attach notes to it. Refer to the "Attaching notes to cash receipts" topic in this chapter for more information.
- 5 Select cash receipt to enter user field information, receipt type, and/or MICR#. Refer to the "Attaching user fields, receipt type, and/or MICR#s to cash receipts" topic in this chapter for more information.
- 9 Select cash receipt to delete it.

Function keys

Note the use of the following function keys:

- F6** Displays base currency information.
 - F8** Allows you to search your customer database to identify customers. Refer to the "Identifying Customers" chapter in this guide for more information.
-

- F14** Allows you to interactively post and apply your cash receipts. Refer to the “Interactively proofing, posting, and applying cash receipts” topic for more information.
- F16** Allows you to save the data you enter or change and update the file accordingly.
- F17** Allows you to select the sequence the display of the checks on this screen. Refer to the “Resequencing of checks” topic in this chapter for more information.
- F20** Displays a window with a comparison of the manual totals with the system calculated totals.

- 8 Press Enter. The system validates the data and determines if the batch is in balance.

The topics in the remainder of this “Manually entering checks” section describe additional tasks that you perform at this screen.

Entering obligation IDs

To apply the check to one or more obligations, first complete the “Entering cash receipts” procedure earlier in this section until the system displays the Enter Cash Receipts screen similar to Figure 5-10.

To enter obligations for a cash receipt, perform the following steps:

- 1 Type 1 in the *Opt* field and press Enter. The system displays a window similar to Figure 5-11.
-

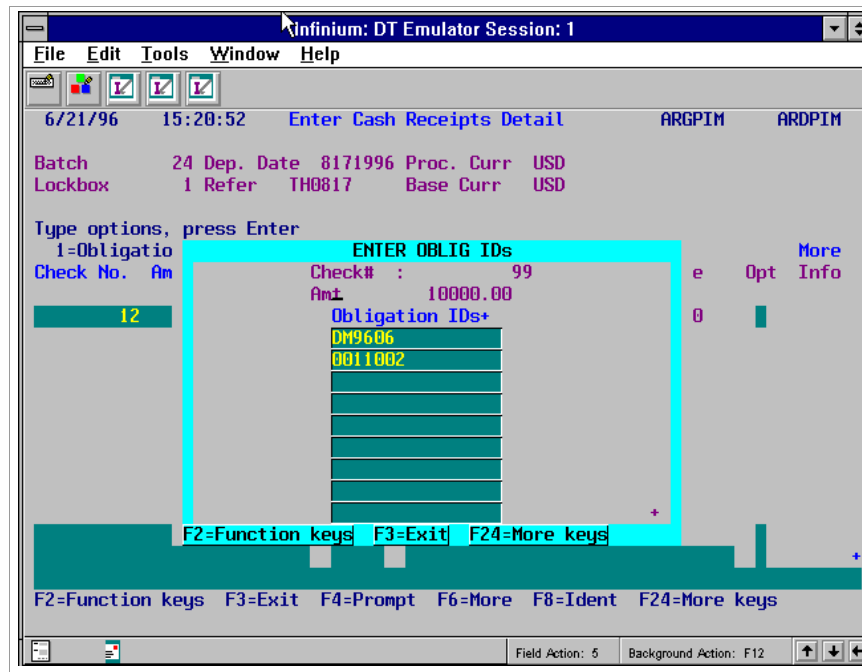


Figure 5-11: Enter Oblig IDs window

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

Obligation IDs

Specify the obligation ID you want to identify to this cash receipt as follows:

- To specify individual obligation IDs, type the obligation ID or press F4 to select an obligation from a listing of valid Obligation IDs.
- Press F23 to multi-select obligation IDs. When you use F4, you can select only one obligation at a time. When you use F23, you can select more than one obligation, even from different customers.
- To enter a range of obligations, type the start obligation in the first *Obligation IDs* field, type two periods (..) in the second *Obligation IDs* field, and type the stop obligation in the third *Obligation IDs* field. These obligations must belong to a customer or national account matching the customer or national account of the check. These obligations must be open.

Note: You can identify a check to up to 9,999 obligations.

- 3 Press Enter. The system returns you to the Cash Receipts Detail screen similar to Figure 5-10 and associates the obligations with the cash receipt. The system displays the letter **O** in the *More Info* field when the receipt has obligations associated with it.

Note: The system selects all obligations you enter in this window for cash application if the value in the *Oblig IDs with Receipts* field is 1 on your company controls. We recommend that you use this feature.

Attaching notes to cash receipts

To attach a note to the cash receipt, first complete the “Entering cash receipts” procedure earlier in this section until the system displays the Enter Cash Receipts Detail screen similar to Figure 5-10.

To attach a note to a cash receipt, perform the following steps:

- 1 Type 2 in the *Opt* field and press Enter.
- 2 Press F23 to create a new note. The system displays a window similar to Figure 5-12.

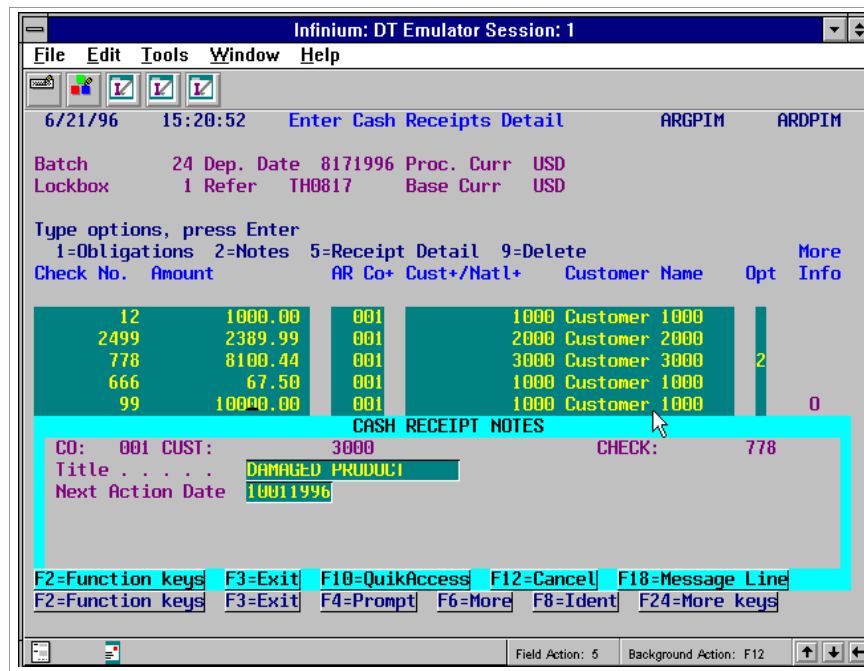


Figure 5-12: Cash Receipt Notes window 1

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

Title

Type a title for the note.

Next Action Date

Type the next action date for this note. *Print Notes* accesses notes by either the creation date and/or the *Next Action Date*.

- 4 Press Enter. The system displays a window similar to Figure 5-13.

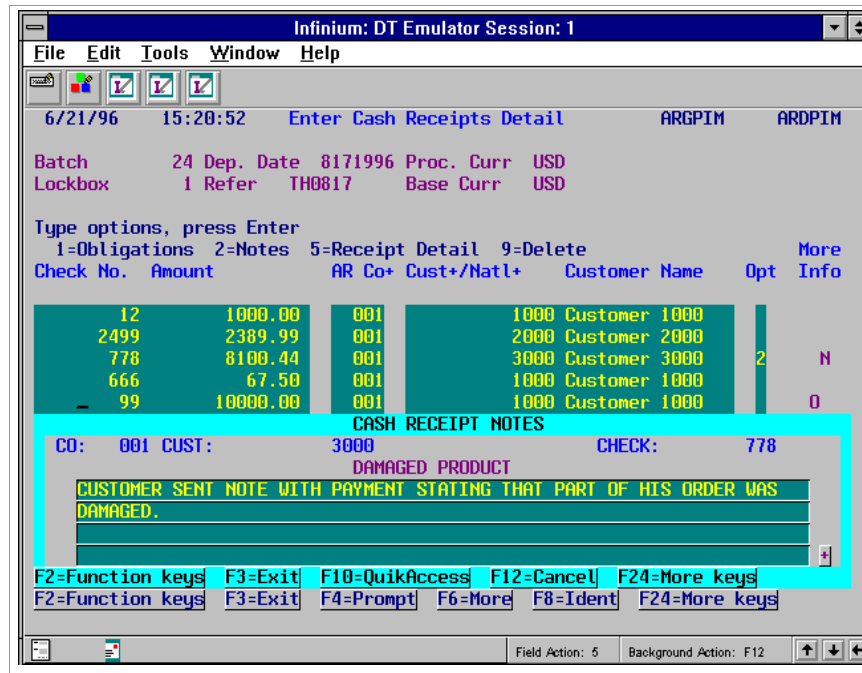


Figure 5-13: Cash Receipt Notes window 2

- 5 Type your note text.
- 6 Press Enter. The system returns you to the Cash Receipts Detail screen similar to Figure 5-10 and attaches the note to the cash receipt. The system displays **N** in the *More Info* field when a cash receipt has a note attached to it.

Attaching user fields, receipt type, and/or MICR#s to cash receipts

To attach user field information, receipt type, and/or a MICR# to your cash receipt, first complete the “Entering cash receipts” procedure earlier in this section until the system displays the Enter Cash Receipts screen similar to Figure 5-10.

To attach user fields, receipt type, and/or MICR# information, perform the following steps:

- 1 Type 5 in the *Opt* field and press Enter. The system displays a window similar to Figure 5-14.

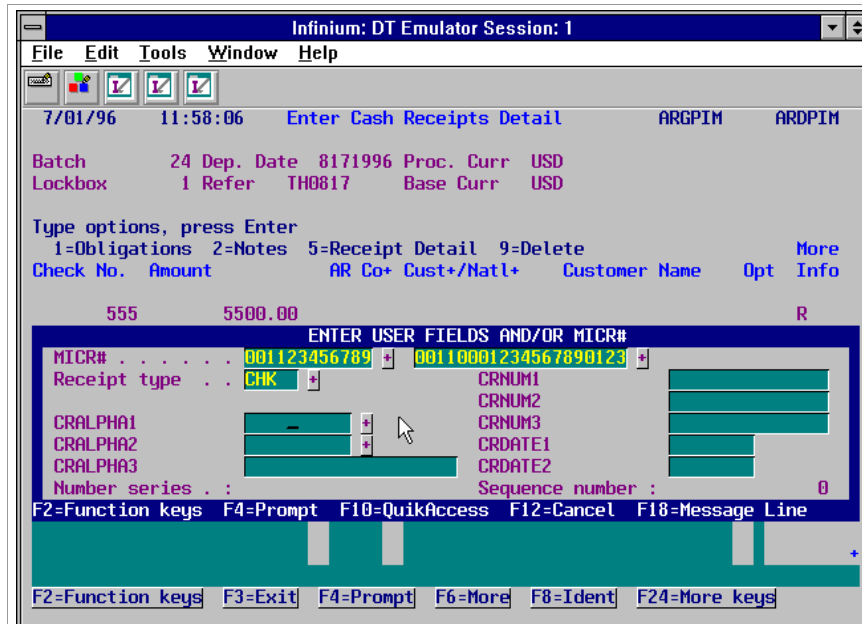


Figure 5-14: Enter User Fields and/or MICR# window

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

MICR#

Type the customer's bank account number. You maintain the MICR# in the *Maintain Customer Bank Accounts* menu option in the *Customer/Nat'l Acct Management* menu.

Receipt type

Type a receipt type for this cash receipt.

User fields

Type data in the cash receipt user fields, if applicable. Three alpha, three numeric and two date user fields are available. You define the user fields in the *Maintain Entity User Fields* menu option in the *Control File Maintenance* menu.

Note: You can maintain only the user fields after you posted the cash receipt. Prior to posting, all detail fields are available for update.

- 3 Press Enter. The system returns you to the Cash Receipts Detail screen similar to Figure 5-10 and attaches the user fields and/or MICR# to the cash receipt. The system displays R in the *More Info* field to indicate that the cash receipt has user field information and/or a MICR# attached to it.

Resequencing cash receipts displays

To resequence your checks, first complete the “Entering cash receipts” procedure earlier in this section until the system displays the Enter Cash Receipts screen similar to Figure 5-10.

To resequence the cash receipt, perform the following steps:

- 1 Press F17. The system displays a window similar to Figure 5-15.

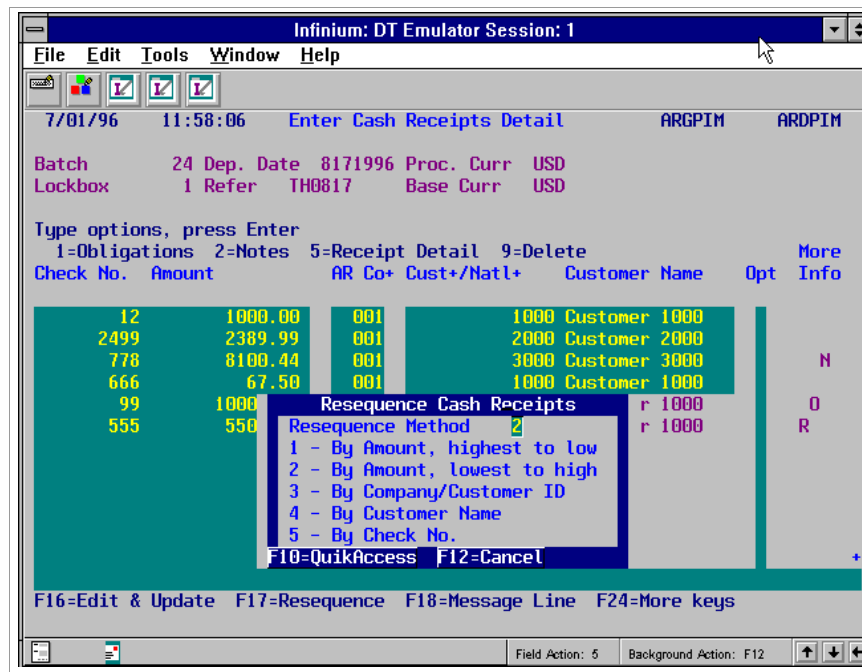


Figure 5-15: Resequence Cash Receipts window

- 2 Type one of the following options to resequence the cash receipts:
 - 1 By amount, highest to lowest
 - 2 By amount, lowest to highest
 - 3 By company/customer ID
 - 4 By customer name
 - 5 By check number

Note: Pressing F17 does not change the print order of your cash receipt proof and post reports.

- 3 Press Enter. The system resequences the cash receipts.

Your next step

When you complete entering your cash receipts, press F16 to edit and update your cash receipts batch or press F14 to interactively proof and post your cash receipts batch. Refer to the “Interactively proofing, posting, and applying cash receipts” topic for more information. The system returns you to the Enter Cash Receipts prompt screen similar to Figure 5-8.

Interactively proofing, posting, and applying cash receipts

If the batch is in balance and if the entity, customer and applier controls allow, you can interactively proof and post the batch and go directly into cash application.

To proof, post and apply cash receipts interactively, first complete the “Entering cash receipts” procedure earlier in this section until the system displays the Enter Cash Receipts screen similar to Figure 5-10.

To proof, post and apply cash receipts interactively, the following must be true:

- Your user profile must designate you as a Cash Applier in *AR User Profile Controls*.
- The value in the *Interactive Cash Posting/Application* field must be 1 in the *Maintain Entity Controls* menu option.

Note: If the value in the *Interactive Cash Posting/Application* field is 0, you must select the *Proof Cash Receipts Batches* and *Post Cash Receipts Batches* menu options from the *Cash Receipts Processing* menu.

To interactively proof, post and apply the cash receipts batch, perform the following steps:

- 1 Press F14. The system displays a window similar to Figure 5-16.
-

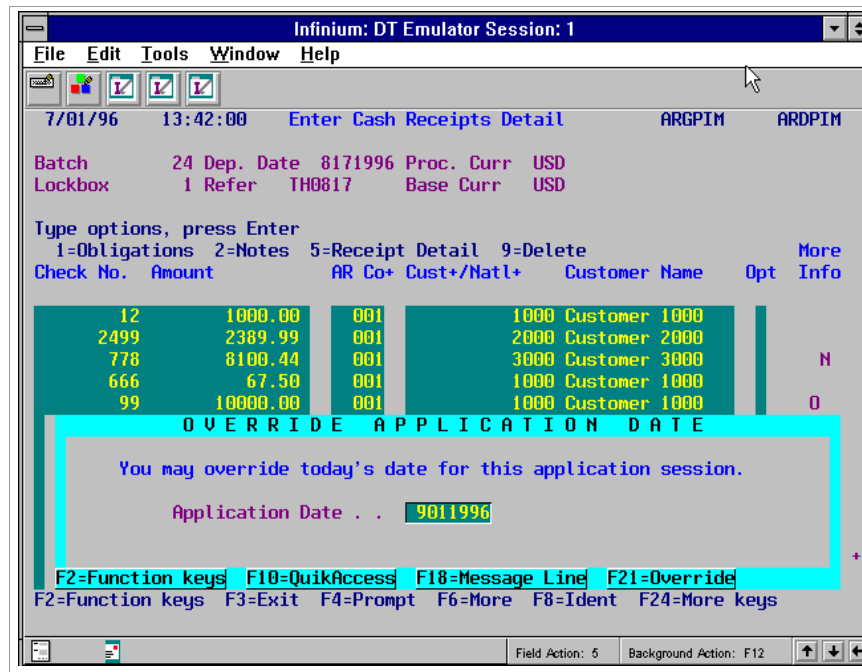


Figure 5-16: Override Application Date window

- 2 Complete the field in this window using the following information.

Application Date

You can override the application date default. The system uses the date in the *Application Date* field to close the cash receipt and to identify in which accounting period to allocate the application. The application date should be after the cash receipt date. If the value in the *Interactive Cash Receipts Autocash* field in the *Maintain Entity Controls* menu option is 1, the system attempts to apply the checks using Autocash Algorithm 02.

- 3 Press Enter. The system displays a screen similar to Figure 5-17.

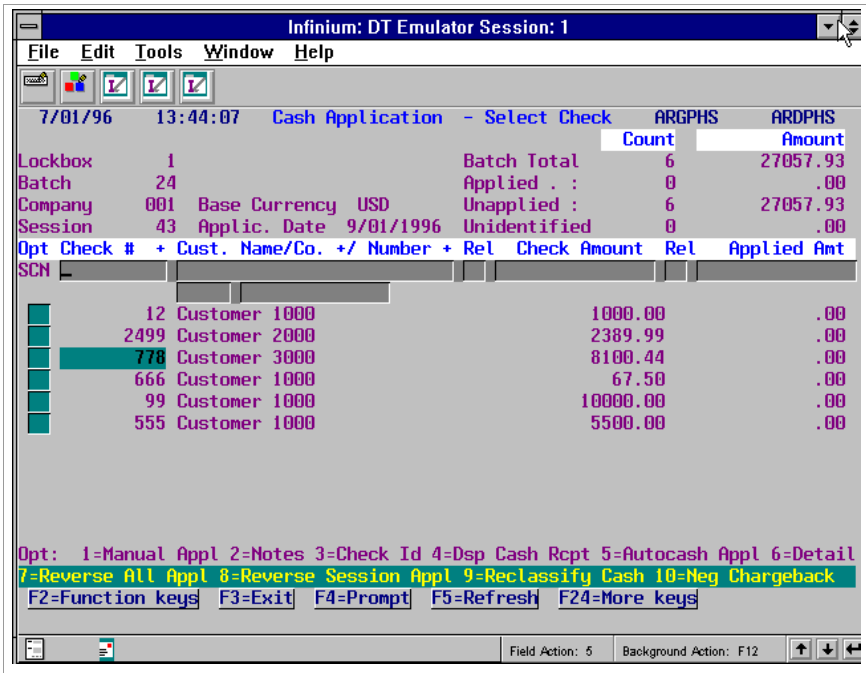


Figure 5-17: Cash Application - Select Check screen

- 4 You can continue to work with the application or press F3 to exit and return to the Infinium AR main menu.

Displaying cash receipts batches

Use the *Display Cash Receipts Batches* menu option to display the current status of all unposted cash receipt batches. You can view cash receipts batch information including detail data, obligation IDs and totals.

To display cash receipt batch information, perform the following steps:

- 1 From the Infinium AR main menu select *Cash Receipts Processing*.
- 2 Select *Display Cash Receipts Batches* [DCRB]. The system displays a screen similar to Figure 5-18.

Sl	Batch#/ LB Bat#	Lockbox+/ Dep. Date	Reference/ User+	Proc. Curr+	Sts/ Type	BATCH Rel Amount/ Count	UNIDENTIFIED Amount/ Count
SCN							
	24	1	TH0817	USD	NIP	27057.93	.00
	25	1	TH0701	USD	NIP	7777.00	.00
	26	1	TH0709	USD	ERROR	2100.00	.00

Figure 5-18: Display Cash Receipts Batches screen

Cash receipts batches display

This system displays your available cash receipts batches including batch number, lockbox, batch reference, processing currency, batch status, batch amount, and unidentified amount. When you press F6 to view more information, the system also displays the lockbox batch number, deposit date, user, batch type, batch count, and unidentified count. You can use these *SCAN* fields to request a specific display of batches.

For each batch, the system displays its status.

NIP	Not In Proof
IP	In Proof
IPOVR	In Proof/Override - batch status set to "In Proof" through supervisor controls
ERROR	In Error - cannot be posted
ACTIVE	Active

The system reserves batch type **V** for cash reversal batches.

- 3 Type **1** in the *Sl* (Select) field next to the batch to display.
 - 4 Press Enter. The system displays batch header information.
 - 5 Press Enter. The system displays cash receipts batch detail.
 - 6 Type **1** in the *Opt* field to view associated obligations. Type **2** to access the notes program. Type **5** to view cash receipt detail (MICR# and user fields). Press **F8** to view batch total information.
 - 7 When you finish viewing the cash receipt batch information, press **F3** twice to return to the Infinium AR main menu.
-

Proofing and posting cash receipts batches

Overview

After you enter and/or update your cash receipts batches and there are no distribution errors, the batches are ready to proof and post. The proof process ensures that there are no errors on the cash receipts prior to posting. The post process updates the cash receipts status in Infinium AR as posted and creates accounting entries. If you proof and post your cash receipts batches separately, you must run the proof before you execute the post process.

Proofing cash receipts batches

To proof cash receipts batches, perform the following steps:

- 1 From the Infinium AR main menu select *Cash Receipts Processing*.
 - 2 Select *Proof Cash Receipts Batches* [PCRB]. The system displays a screen similar to Figure 5-19.
-

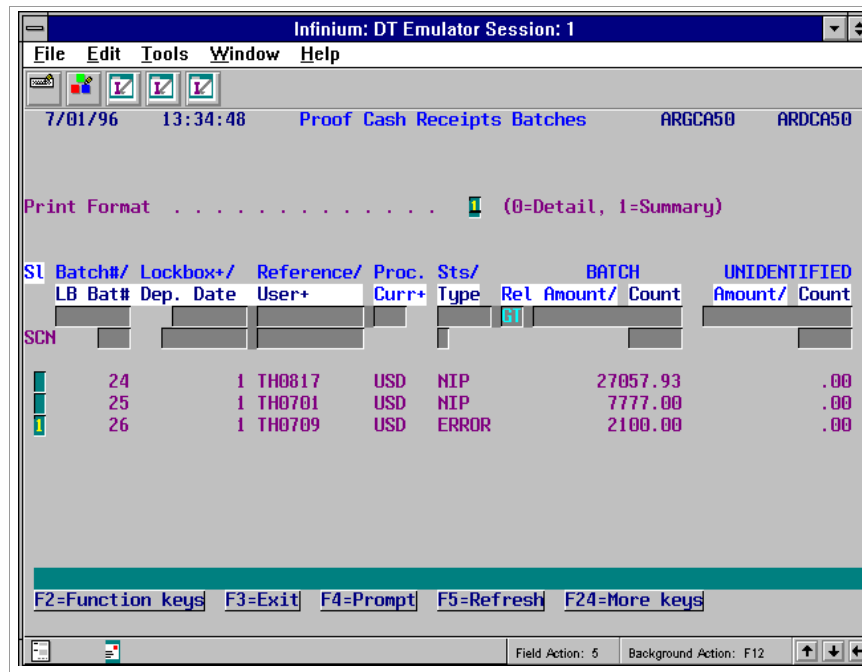


Figure 5-19: Proof Cash Receipts Batches screen 1

- 3 Specify the print format of the proof report. Type **0** to print a proof report in detailed format. Type **1** to print a proof report in summary format.

The detailed proof report prints the errors for the cash receipts. The summary report prints only the number of errors and one line per cash receipt.

If you run the proof report in summary and require more information about the errors, view the cash receipt on line or run the proof report in detail.

- 4 Type any character in the *S/* (select) field to select a batch or batches.
- 5 Press Enter. The system displays a screen similar to Figure 5-20.

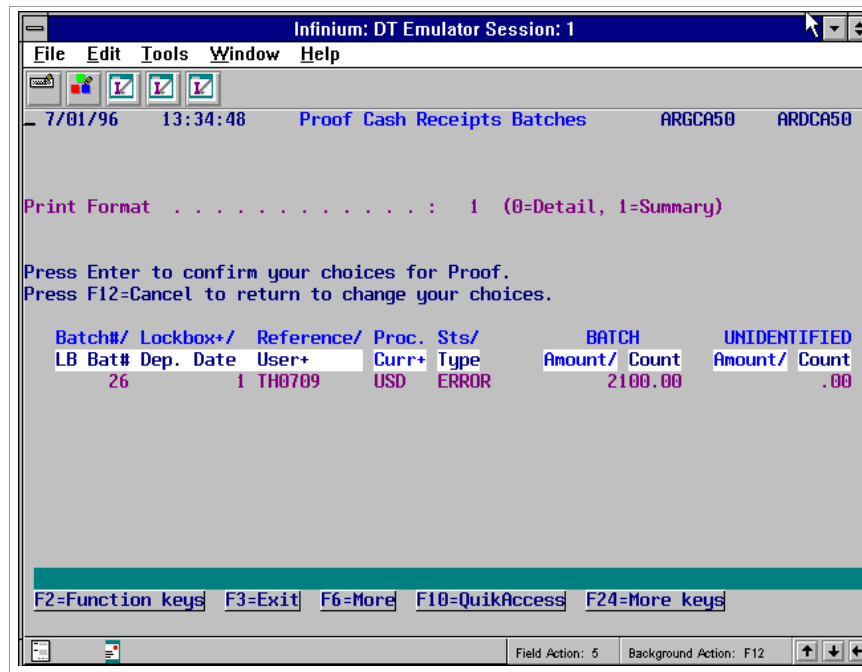


Figure 5-20: Proof Cash Receipts Batches screen 2

- 6 If the information is correct, press Enter to submit the batch for processing. To cancel and not submit the batch, press F12. To return to the Infinium AR main menu, press F3.

Posting cash receipts batches

To post cash receipts batches, perform the following steps:

- 1 From the Infinium AR main menu select *Cash Receipts Processing*.
- 2 Select *Post Cash Receipts Batches [PCR]*. The system displays a screen similar to Figure 5-21.

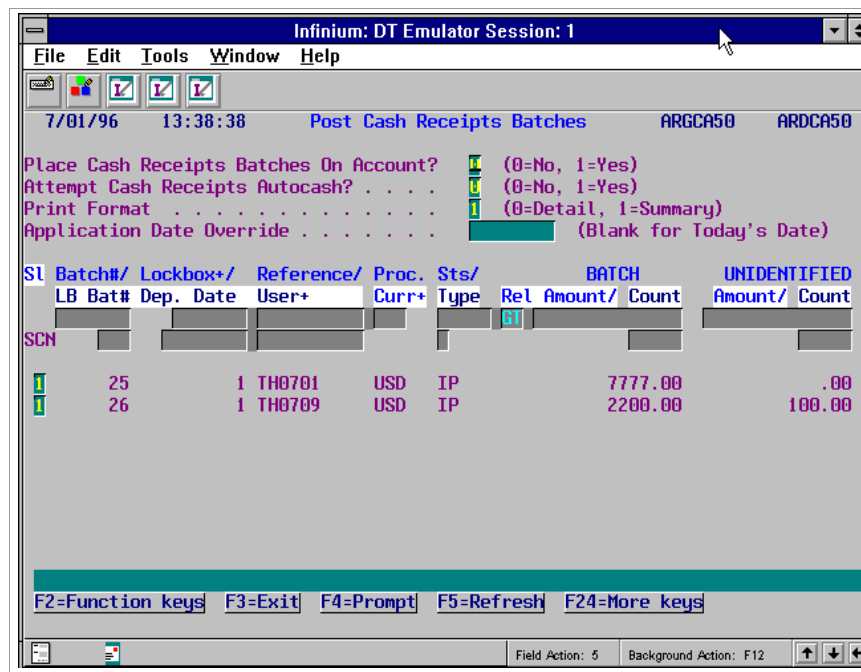


Figure 5-21: Post Cash Receipts Batches screen 1

Screen information

The system displays only batches in “In Proof” status.

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

Place Cash Receipts Batches On Account?

Placing a cash receipts batch on account moves the checks to a special application work area you can access by pressing F8 in the *Interactive Cash Application* menu option.

Attempt Cash Receipts Autocash?

Use this field to determine whether the system attempts cash receipts autocash using Autocash Algorithm 02 for the batch or batches. The valid options are:

- 0** Suppress the autocash processing after the posting process.
- 1** Invoke the cash receipts autocash process if your hierarchy allows it.

Print Format

Type **0** to print a post report in detailed format. Type **1** to print a post report in summary format.

The detailed post report prints the detail for the cash receipts. The summary report prints only one line per cash receipt.

Application Date Override

If you attempt cash receipts autocash, you can override the application date. Because cash receipts autocash applies cash to obligations, you must decide the date that the system uses when it attempts to close the obligations. The application date should be after the cash receipt date. If you leave this field blank, the system uses the system date default.

SI (select)

Type any character to select a batch or batches.

- 4 Press Enter. The system displays a screen similar to Figure 5-22.

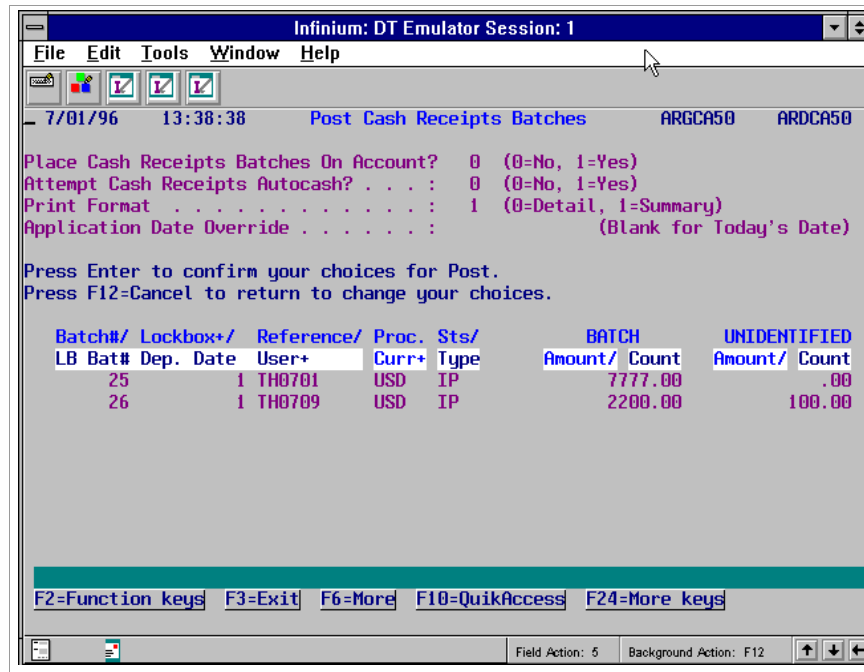


Figure 5-22: Post Cash Receipts Batches confirmation screen

- 5 If the information is correct, press Enter to submit the batch for processing. To cancel and not post this batch, press F12. To return to the Infinium AR main menu, press F3.

Proofing and posting cash receipts batches

You can select any batch or batches to proof and post. If any batch fails the proof process, the system bypasses the post process for that batch, assigns an in error status to the batch, and prints a message on the Cash Receipts Register.

To proof and post cash receipts batches, perform the following steps:

- 1 From the Infinium AR main menu select *Cash Receipts Processing*.
- 2 Select *Proof & Post Cash Receipts Batches* [PPCR]. The system displays a screen similar to Figure 5-23.

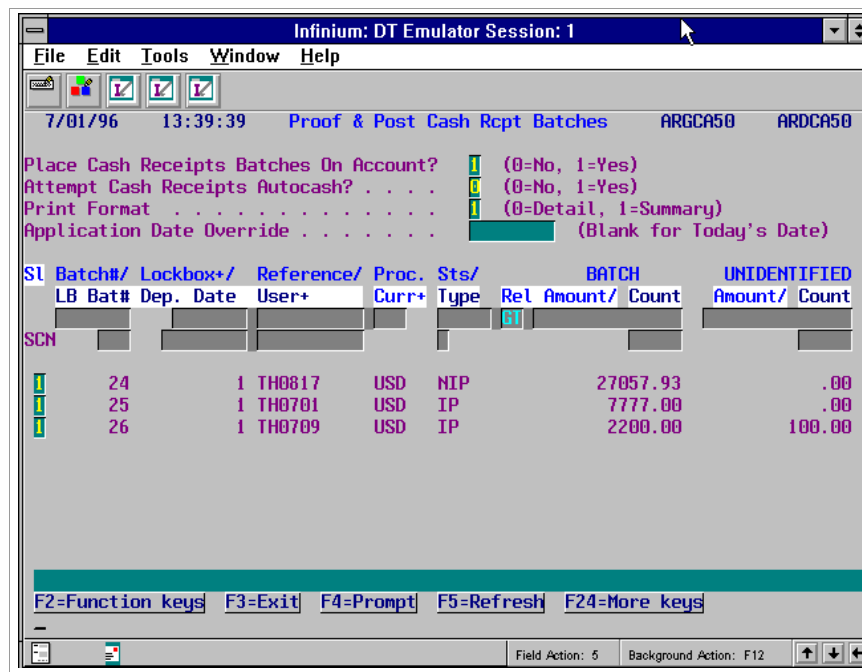


Figure 5-23: Proof & Post Cash Receipts Batches screen

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

Place Cash Receipts Batches On Account?

Placing a cash receipts batch on account moves the checks to a special application work area you can access by pressing F8 in the *Interactive Cash Application* menu option.

Attempt Cash Receipts Autocash?

Use this field to determine whether the system attempts cash receipts autocash using Autocash Algorithm 02 for the batch or batches. The valid options are:

- 0** Suppress autocash processing after the posting process.
- 1** Invoke the cash receipts autocash process if your hierarchy allows it.

Print Format

Type **0** to print a post report in detailed format. Type **1** to print a post report in summary format.

The detailed post report prints the detail for the cash receipts. The summary report prints only one line per cash receipt.

Application Date Override

To change the date for the application of cash receipts, type a date in this field. The application date should be after the cash receipt date. If you leave this field blank, the system uses the system date default.

SI (select)

Type any character to select a batch or batches.

- 4 Press Enter. The system displays a screen similar to Figure 5-24.
-

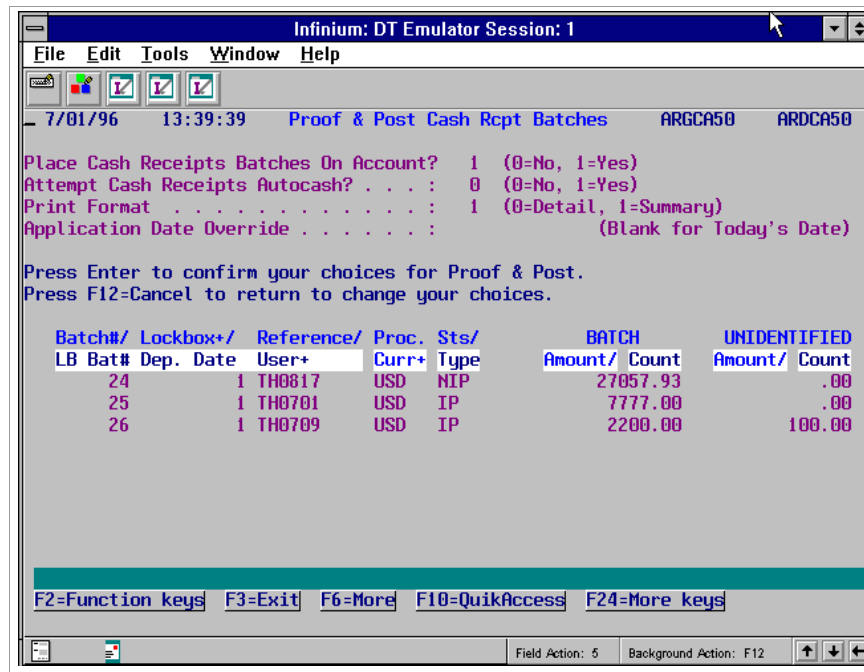


Figure 5-24: Proof & Post Cash Rcpt Batches screen 2

- 5 If the information is correct, press Enter to submit the batch for processing. To cancel and not post this batch, press F12. To return to the Infinium AR main menu, press F3.

If a batch fails the proof, the system bypasses the batch in the posting process. The system prints a message on the Cash Receipts Register indicating that it cannot post the batch because it is not in proof due to an error.

Displaying cash receipts

Overview

Infinium AR provides you with the ability to view your posted cash receipts. You can select a cash receipt for display in the following Infinium AR menu options:

- *Display Cash Receipts* in *Cash Receipts Processing*
- *Maintain Cash Reversal Batches* in *Cash Receipts Processing*
- *Interactive Application Reversals* in *Application Processing*
- *Credit Inquiry* in *Credit Management*, split and payment screens
- *Interactive Cash Application* in *Application Processing*

When you prompt on all *Check Number* fields, including *Check #* scan fields, you access the display cash receipts program.

We use the *Display Cash Receipts* menu option in the example beginning on page 5-41.

Figure 5-25 illustrates the flow of displaying cash receipts.

Displaying cash receipts in Infinium AR

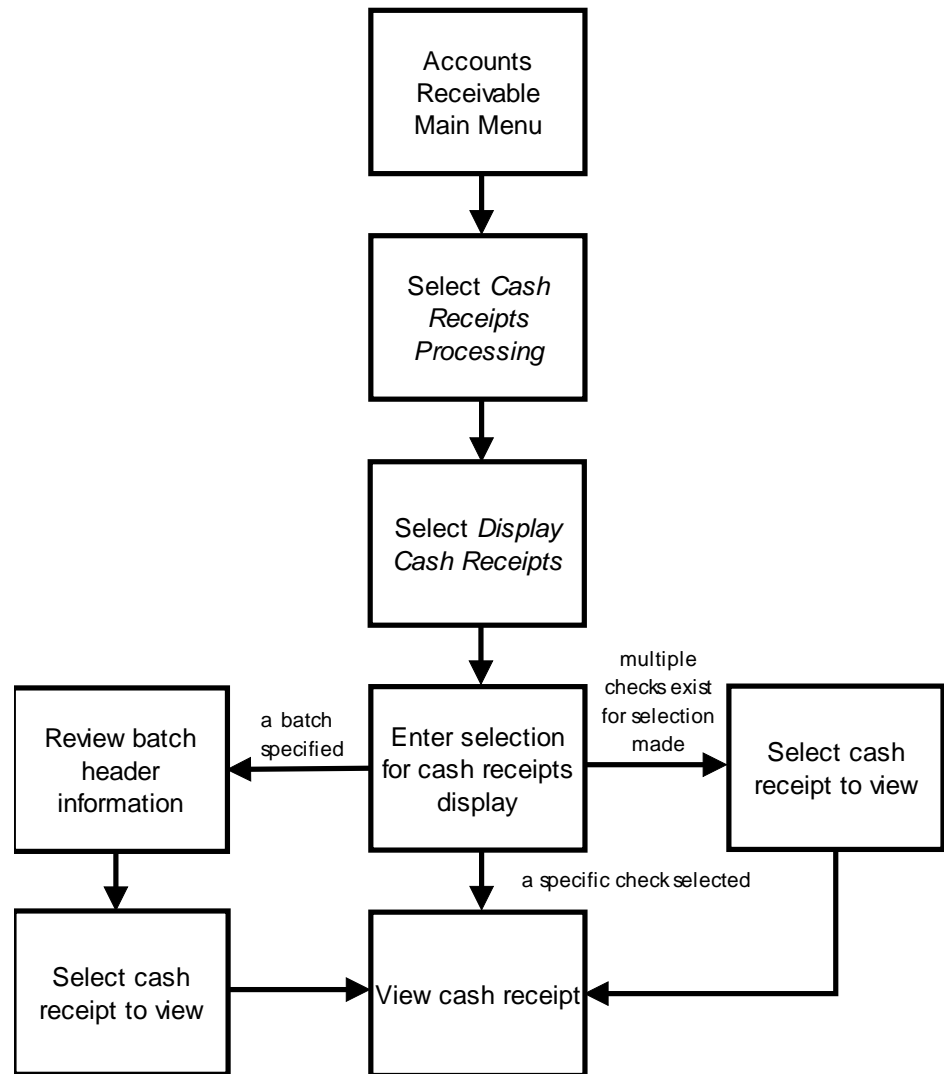


Figure 5-25: Displaying Cash Receipts in Infinium AR diagram

Displaying cash receipts

To 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 5-26.

```
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 5-26: Display Cash Receipts prompt screen

- 3 Specify the cash receipt information to display. You can request the system to display check information for the following:

- All checks belonging to a specific customer
- All checks belonging to a specific national account
- All unidentified checks
- A specific check
- All checks equal to an amount
- All checks within a batch

In this example, we type a company and customer to display all checks identified to that customer.

- 4 Press Enter. The system displays a screen similar to Figure 5-27.

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 Curr
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	█ 1	490	Customer 1000		21.00 CAD
-	█ 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 5-27: Display Cash Receipts selection screen

5 Type 5 to the left of cash receipt to display.

The system highlights checks with applications.

6 Press Enter. The system displays a screen similar to Figure 5-28.

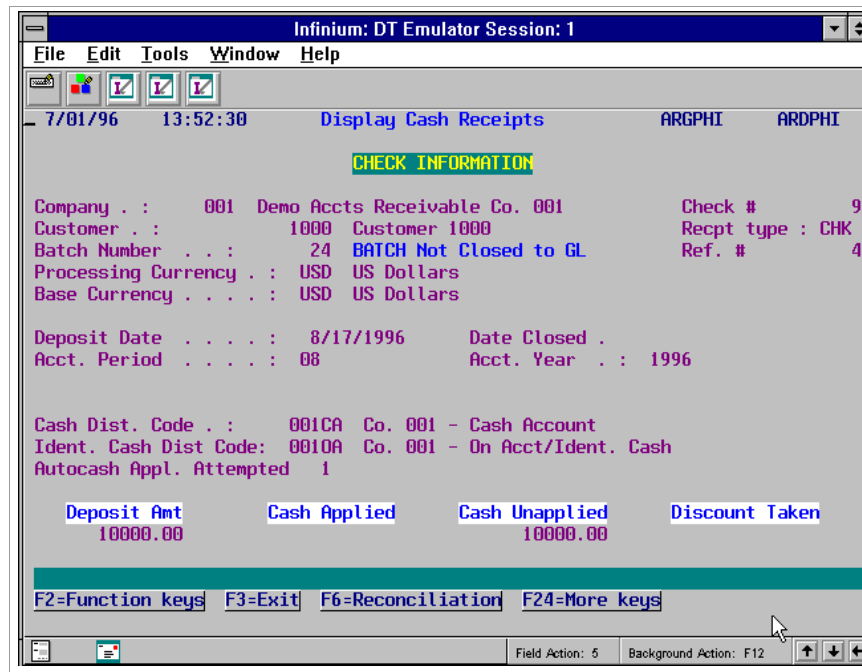


Figure 5-28: Display Cash Receipts screen

Check information

The system displays the detail information for the selected cash receipt. From this screen you can also display more information about the cash receipt as follows:

- F6** Display summary and detail reconciliation information. Refer to the “Displaying reconciliation information” topic in the “Using Credit Inquiry” chapter in the *Infinium AR Guide to Managing Your Receivables* for more information.
- F8** Display the Obligation IDs window similar to Figure 5-29.
- F9** Toggle the display of foreign currency amounts between base and processing currencies.
- F14** Display the Check Detail window similar to Figure 5-30.
- F16** Display the Batch Information window similar to Figure 5-31.
- F20** Access the notes program to create, view, update or delete a note. The system highlights the *Check #* field to indicate that a note is attached to the cash receipt. Refer to the “Using Notes” chapter in the *Infinium AR Guide to Managing Your Receivables* for more information.

- 7 Select one of the function keys described above to display the cash receipt further or press F3 to return to the Display Cash Receipts selection screen.

Displaying obligation IDs

You can identify obligations IDs when you enter cash receipts into the system. To display obligation IDs, perform the following steps:

- 1 Press F8 on the Display Cash Receipts selection screen to display obligation IDs. The system displays a window similar to Figure 5-29.

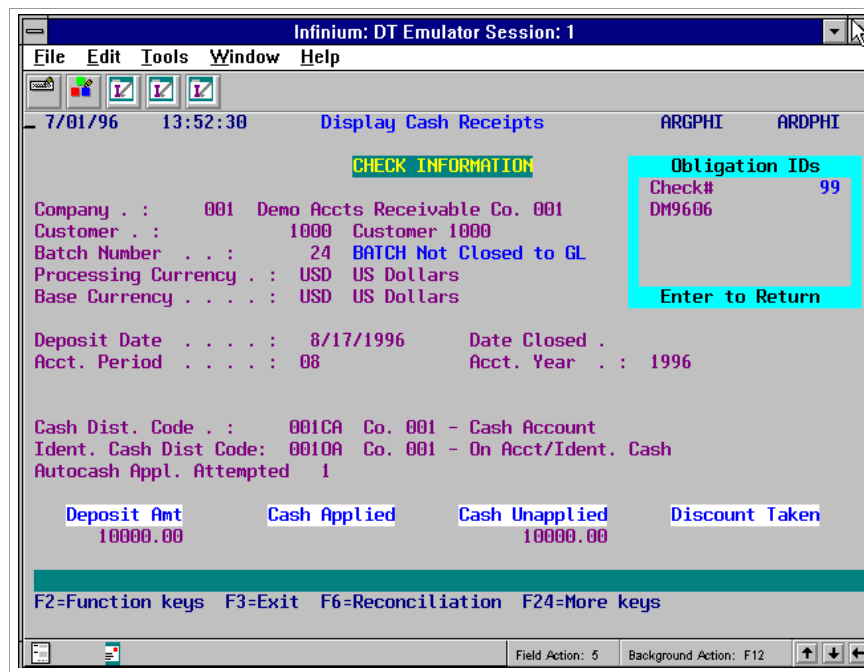


Figure 5-29: Obligation IDs window

- 2 Press Enter to return to the Display Cash Receipts screen.

Displaying check detail information

To display the cash receipts check detail information, perform the following steps:

- 1 Press F14 on the Display Cash Receipts selection screen to display check detail information. The system displays a window similar to Figure 5-30.

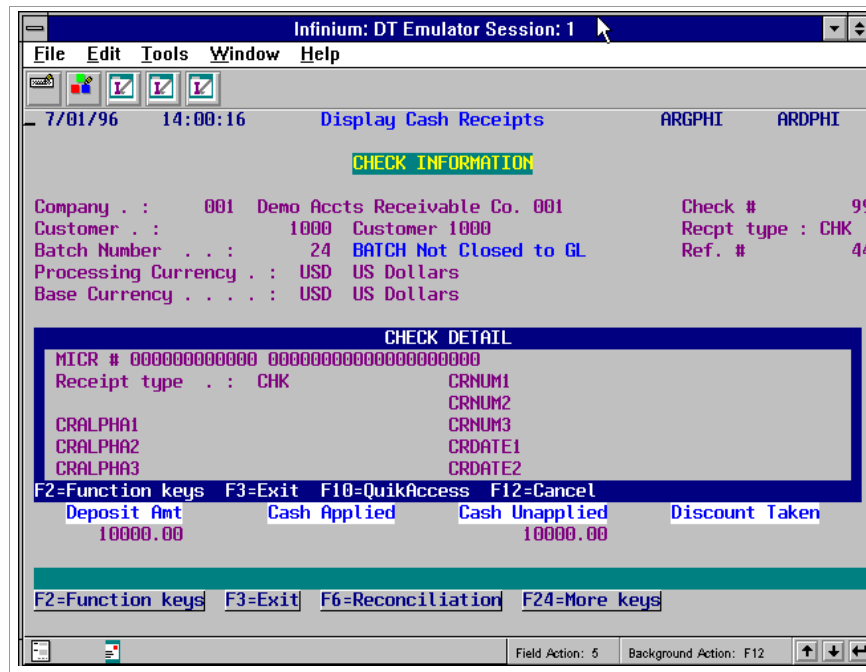


Figure 5-30: Check Detail window

- 2 Press Enter to return to the Display Cash Receipts screen.

Displaying batch information

To display the cash receipts batch header information and the batch status, perform the following steps:

- 1 Press F16 on the Display Cash Receipts selection screen to display additional batch information. The system displays a window similar to Figure 5-31.

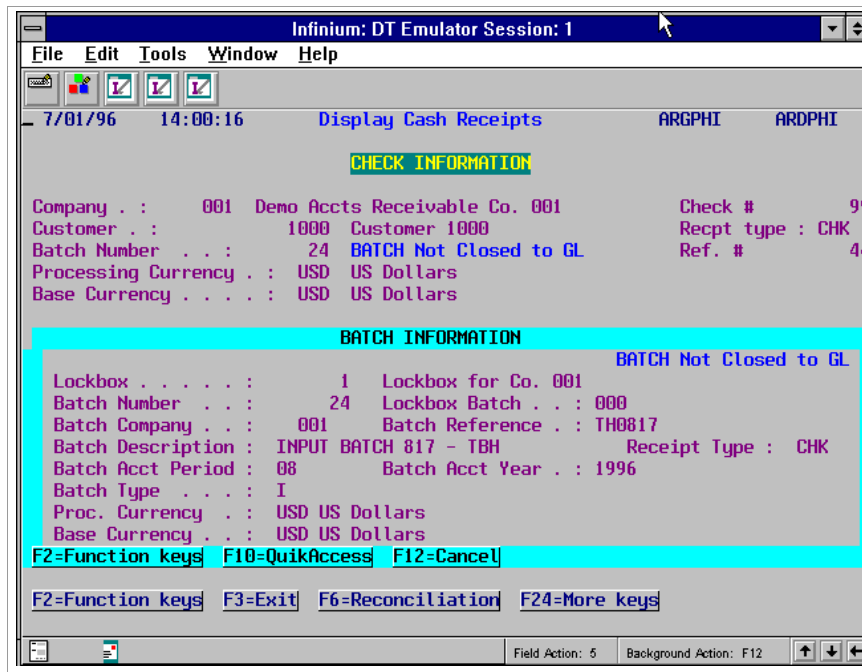


Figure 5-31: Batch Information window

- 2 Press Enter to return to the Display Cash Receipts screen.

Listing cash receipts

Overview

You can print the following cash receipts information:

- Cash Receipts by Customer

Use the *List Cash Receipts by Customer* menu option in the *Cash Receipts Processing* menu to run a report that lists cash receipts identified to a customer. You can format the report to include unapplied cash receipts, applied cash receipts, cash placed on account, or all cash. You can use this report to determine what checks you need to apply.

- Treasury Cash Receipts

Use the *List Treasury Cash Receipts* menu option in the *Cash Receipts Processing* menu to print cash receipts not identified to a customer. You can format the report to include unapplied cash receipts, applied cash receipts, cash placed on account, or all cash. You can use this report to determine what checks you need to apply and/or identify to a customer.

- Cash Receipts by Lockbox

Use the *Print Cash Receipts by Lockbox* menu option in the *Period End Processing* menu to determine the total cash receipts by lockbox. You can format the report to include unapplied cash receipts, applied cash receipts, cash placed on account, or all cash. You can use this report to determine what checks you need to apply.

- Cash Receipt Reconciliation Report

Use the *Print Cash Rcpt Recon Report* menu option in the *Period End Processing* menu to list cash receipts processed by one or all cash distribution codes for an accounting period or deposit date range, company or companies, and closing status that you specify.

Note: The Cash Receipts by Lockbox Report provides the total of cash receipts by lockbox. However, if you desire cash receipts by cash distribution code or by identified cash distribution code, generate the Cash Receipt Reconciliation Report.

The Cash Receipt Reconciliation Report is also useful when you are reconciling Infinium AR to the Aged Trial Balance. In addition to cash

receipt totals in processing currency, the system provides the following warnings on the report when applicable:

- If the cash receipt was closed to the general ledger, the system checks the general ledger transaction year and period against the cash receipt's period and year. If these differ, the system prints a warning on the report.
- If the cash receipt was closed to general ledger and no general ledger transaction record is found, the system prints a warning indicating that it was purged from the general ledger.

Printing cash receipts by customer

To print cash receipts identified to customers, perform the following steps:

- 1 From the Infinium AR main menu select *Cash Receipts Processing*.
- 2 Select *List Cash Receipts by Customer* [LCRC]. The system displays a screen similar to Figure 5-32.

Infinium: DT Emulator Session: 1

File Edit Tools Window Help

7/01/96 14:03:55 List Cash Receipts By Customer ARGCA50 ARDCA50

Company *

Customer Number . . . Blank for all

OR

Company Group *

OR

National Account . . *ALL for all

Active Customers Only? (0=No, 1=Yes)

Cash Status (0=Unapplied, 1=Applied)
2=On Account, 3=All Cash

Deposit Date From . . to

Reporting Options

Include Obligation IDs? (0=No, 1=Yes)

Include Receipt Detail? (0=No, 1=Yes)

Include Base Currency Information? (0=No, 1=Yes)

Sort Deposit Date (0=Ascending, 1=Descending)

Sort Deposit Amount (0=Ascending, 1=Descending)

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

Field Action: 5 Background Action: F12

Figure 5-32: List Cash Receipts By Customer screen

Report selection

If you choose to run this report for a company, company group, individual customers, or for all customers, the system prints the receipts by customer by processing currency. The system prints subtotals for each processing currency for each customer.

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

Company

To list identified cash receipts of all customers in a specific company, type a value in this field. Leave the *Customer Number*, *Company Group*, and *National Account* fields blank.

Customer Number

To list identified cash receipts of a specific customer, type a value in this field and in the *Company* field. Leave the *Company Group* and *National Account* fields blank.

Company Group

To list identified cash receipts of a specific company group, type a value in this field. Leave the *Company*, *Customer Number*, and *National Account* fields blank.

National Account

To list identified cash receipts of a specific national account, type a value in this field and leave the *Company*, *Customer Number*, and *Company Group* fields blank. To list identified cash receipts of all national accounts, type ***ALL** in this field and leave the *Company*, *Customer Number*, and *Company Group* fields blank.

Note: To list identified cash receipts of all customers in all companies, leave the *Company*, *Customer Number*, *Company Group*, and *National Account* fields blank.

Active Customers Only?

Indicate whether only active (1) or both active and inactive (0) customer data prints.

Cash Status

Specify the status of the identified cash to print: 0 (Unapplied), 1 (Applied), 2 (On Account), or 3 (All Identified Cash).

Deposit Date From...to

You can specify a date range or leave these fields blank to include all dates.

Include Obligation IDs?

To include on the report obligation IDs specified when the cash receipt was entered, type **1**; otherwise, type **0**.

Include Receipt Detail?

To include receipt detail (MICR#, receipt type, number, and user fields) on the report, type **1**; otherwise, type **0**.

Include Base Currency Information?

To include base currency information as well as processing currency information on the report, type **1**; otherwise, type **0**.

Sort Deposit Date

Specify whether the sort deposit date should be in ascending order (**0**) or in descending order (**1**).

Sort Deposit Amount

Specify whether the sort deposit amount should be in ascending (**0**) or descending order (**1**).

Note: From and to deposit dates allow you to limit the identified cash received within a specific range of deposit dates. Leave these fields blank to include all identified cash regardless of deposit dates.

- 4 Press Enter. The system generates the cash receipts report. The “Reports” appendix in the *Infinium AR Guide to Managing Your Receivables* contains a sample copy of the Cash Receipts by Customer report.

Listing treasury cash receipts

To print cash receipts not identified to a customer, perform the following steps:

- 1 From the Infinium AR main menu select *Cash Receipts Processing*.
 - 2 Select *List Treasury Cash Receipts* [LTCR]. The system displays a screen similar to Figure 5-33.
-

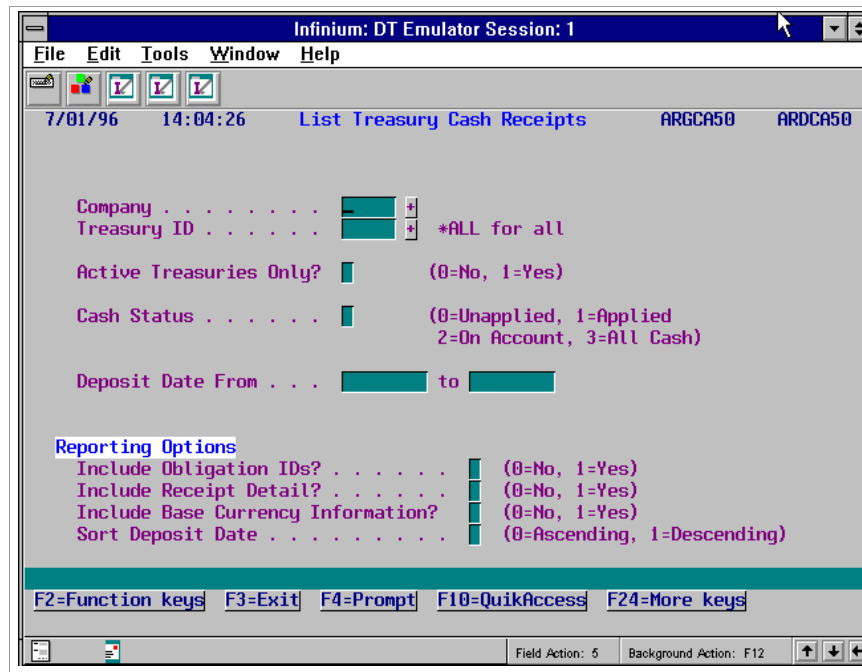


Figure 5-33: List Treasury Cash Receipts

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

Company

To list unidentified cash receipts for a specific company, type a value in this field and leave the *Treasury ID* field blank.

Treasury ID

To list unidentified cash receipts for a specific treasury, type a value in this field and in the *Company* field. To list unidentified cash receipts of all treasuries, type ***ALL** in this field and leave the *Company* field blank.

Active Treasuries Only?

Indicate whether only active (1) or both active and inactive (0) treasury data prints.

Cash Status

Specify the status of the unidentified cash to print: **0** (Unapplied), **1** (Applied), **2** (On Account), or **3** (All Unidentified Cash).

Deposit Date From...to

You can specify a date range or leave these fields blank to include all dates.

Include Obligation IDs?

To include obligation IDs on the report, type **1** in this field; otherwise, type **0**.

Include Receipt Detail?

To include receipt detail (MICR#, Receipt Type and User Fields) on the report, type **1** in this field; otherwise, type **0**.

Include Base Currency Information?

To include base currency information as well as processing currency information on the report, type **1** in this field. Type **0** to include only processing currency information.

Sort Deposit Date

Specify whether the sort deposit date should be in ascending order (**0**) or in descending order (**1**).

Note: You can limit the report to unidentified cash received within a specific range of deposit dates or you can include all unidentified cash regardless of deposit dates.

- 4 Press Enter. The system generates the cash receipts report. The “Reports” appendix in the *Infinium AR Guide to Managing Your Receivables* contains a sample copy of the Treasury Cash Receipts report.

Printing cash receipts by lockbox

To print cash receipts by lockbox, perform the following steps:

- 1 From the Infinium AR main menu select *Period End Processing*.
 - 2 Select *Print Cash Receipts by Lockbox* [PCRHR]. The system displays a screen similar to Figure 5-34.
-

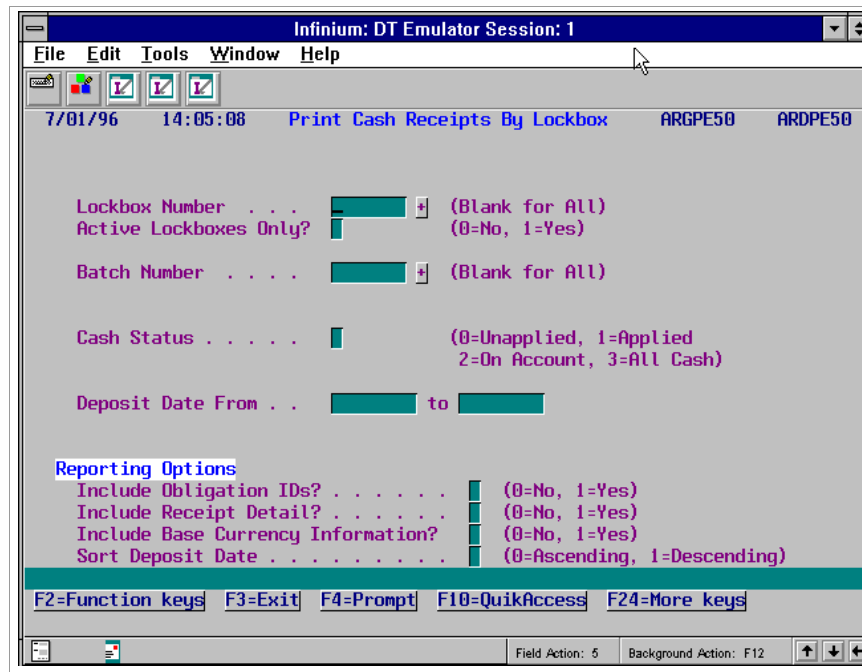


Figure 5-34: Print Cash Receipts By Lockbox screen

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

Lockbox Number

To list cash receipts for a specific lockbox, type a value in this field. Leave this field blank to list cash receipts for all lockboxes.

Active Lockboxes Only?

Indicate whether only active (1) or both active and inactive (0) lockbox data prints.

Batch Number

To list cash receipts in a specific cash receipts batch, type a value in this field. Leave this field blank to list cash receipts in all cash receipt batches.

Cash Status

Specify the status of the lockbox cash receipts to print: **0** (Unapplied), **1** (Applied), **2** (On Account), or **3** (All Cash).

Deposit Date From...to

You can specify a date range or leave these fields blank to include all dates.

Include Obligation IDs?

To include obligation IDs on the report that were specified when the cash receipt was entered, type **1**; otherwise, type **0**.

Include Receipt Detail?

To include receipt detail (MICR#, receipt type, and user fields) on the report, type **1**; otherwise, type **0**.

Include Base Currency Information?

To include base currency information as well as processing currency information on the report, type **1**; otherwise, type **0**.

Sort Deposit Date

Specify whether the sort deposit date should be in ascending order (**0**) or in descending order (**1**).

Note: You can specify that the report is for a specific cash receipts batch or for all cash receipts batches. You can limit the report to a specific range of deposit dates or it can include all cash receipts regardless of deposit dates.

- 4 Press Enter. The system generates the cash receipts report. The “Reports” appendix in the *Infinium AR Guide to Managing Your Receivables* contains a sample copy of the Cash Receipts by Lockbox report.

Printing cash receipts reconciliation report

To print a cash receipts reconciliation report, perform the following steps:

- 1 From the Infinium AR main menu select *Period End Processing*.
 - 2 Select *Print Cash Rcpt Recon Report* [PCRRR]. The system displays a screen similar to Figure 5-35.
-

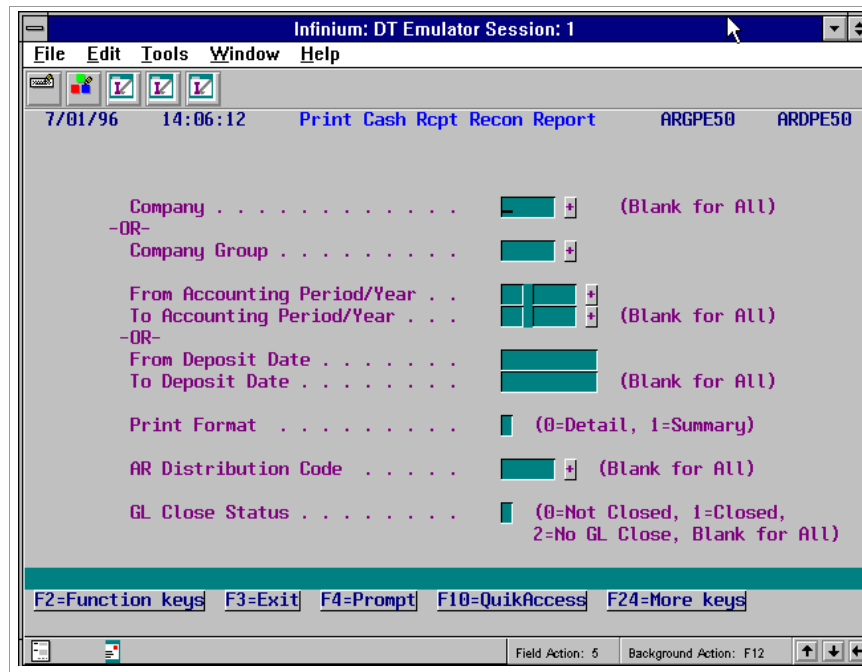


Figure 5-35: Print Cash Rcpt Recon Report screen

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

Company

Generate the report for a specific company by entering the company's code in this field.

Company Group

To generate the report for a company group, type the company group code in this field.

Note: Leave the *Company* and *Company Group* fields blank to generate the report for all companies.

From and To Accounting Period and Year

To specify an accounting period range, type a value in these fields. Leave these fields blank to generate the report for cash receipts in all accounting periods or when specifying a deposit date range.

Note: If you type a value in a period field, you must also type a value in its year field and vice versa. You can, however, type a value in only the from period and year without typing a value in the to period and year and vice versa.

From and To Deposit Date

Type a value in these fields to specify a deposit date range. Leave these fields blank to generate the report for all cash receipts or when specifying an accounting period and year date range.

Print Format

Indicate whether the report will print cash receipts in detail (**0**) or summary (**1**) format. The summary report lists only totals. The detailed report lists the following for each cash receipt:

- AR and GL Distribution Codes
- Check Number
- GL Close Status
- Lockbox Number
- Deposit Date
- Processing Currency Amount
- Base Currency Amount
- Processing Currency

AR Distribution Code

To generate the report for a specific cash distribution code, type that code in this field. Leave this field blank to generate the report for all cash distribution codes.

GL Close Status

Type **0** to include only cash receipts not closed to the general ledger. Type **1** to include only cash receipts closed to the general ledger. Type **2** to include only cash receipts that do not close to the general ledger. Leave this field blank to include all of the cash receipts specified above.

- 4 Press Enter. The system generates the cash receipts report. The “Reports” appendix in the *Infinium AR Guide to Managing Your Receivables* contains a sample copy of the Cash Receipts Reconciliation report.
-

Notes

Chapter 6 Reversing Cash Receipts

6

This chapter describes the tasks you must perform to reverse cash receipts in the Infinium AR system.

The chapter consists of the following topics:

Topic	Page
Overview	6-2
Reversing cash receipts	6-4
Tips and techniques	6-11

Overview

This chapter describes how to reverse a posted check. In addition, it describes how Infinium AR reverses applications associated with the check.

As an example, if a processed check is returned to you because of insufficient funds (an NSF or non-sufficient funds check), you may want to back this check out of the system as well as re-open the obligations against which the check was applied.

The diagram shown in Figure 6-1 illustrates the process of reversing a cash receipt.

Reversing cash receipts

Reversing Cash Receipts

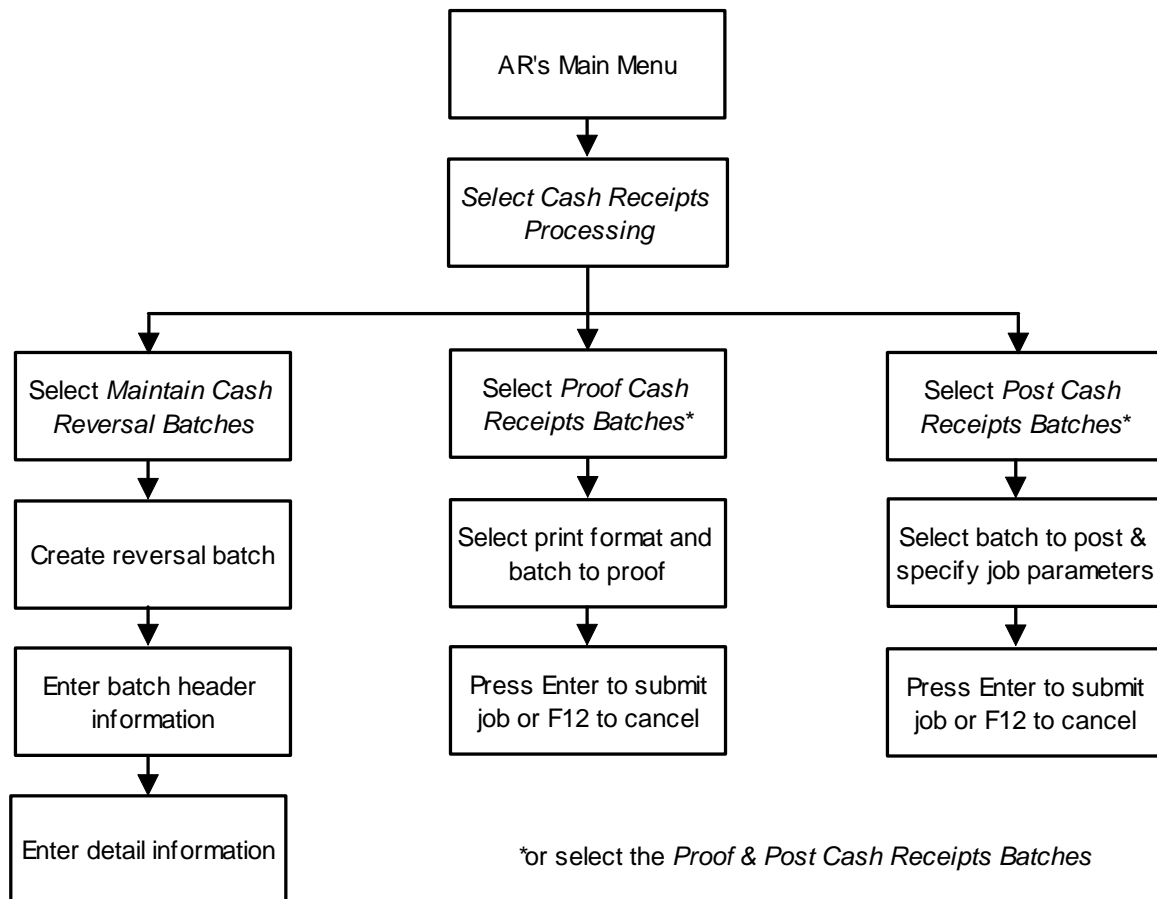


Figure 6-1: Reversing Cash Receipts diagram

Objectives

After completing this chapter, you should be familiar with the process of reversing a check as well as the applications associated with the check.

Reversing cash receipts

Overview

The following are the three steps you must take to reverse a check:

- 1 You must create a cash reversal batch.
- 2 You must enter the check to reverse into that batch.
- 3 You must proof and post that reversal batch.

You must reverse a check through the same lockbox into which the system received it. If you attempt to reverse a check through another lockbox, you receive an error message identifying the appropriate lockbox to use.

You cannot reverse checks and applications previously reversed. If you incorrectly designate a check for reversal and post the transaction, you must re-enter the check to recover it. You cannot “unreverse” it. You can, however, delete a cash receipt reversal transaction on the reversals display prior to posting.

Note: You cannot maintain reversal batches through the *Maintain Cash Receipts Batches* menu option.

Reversing a check

To reverse cash receipts, perform the following steps:

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

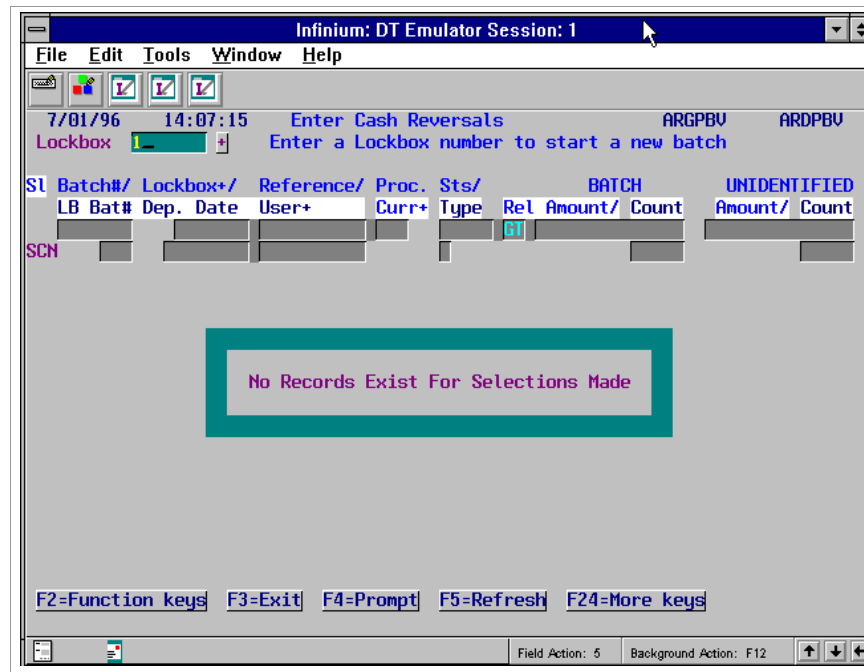


Figure 6-2: Enter Cash Reversals selection screen

- 3 Select a reversal batch or type a lockbox number to create a reversal batch. Complete the fields on this screen using the following information.

SI

Select the batch with **1** to modify a reversal batch that you have not posted. If there is no batch to modify, you must create a new batch.

Select the batch with **9** to delete a cash reversal batch prior to posting. When you select a batch for deletion, the system displays a confirmation screen. You can press Enter to confirm the deletion or you can press F12 to cancel your request to delete.

Lockbox

Type the lockbox number through which the system originally received the check to create a reversal batch. This procedure insures that the system reverses the proper information, such as your cash account. The system displays an error message if you try to reverse a check using a different lockbox than the one through which the system originally received the check.

Note: A lockbox can have a cash account denominated in a currency other than the base currency of the default AR company. The system uses the lockbox currency to determine the default processing currency of the cash reversal batch.

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

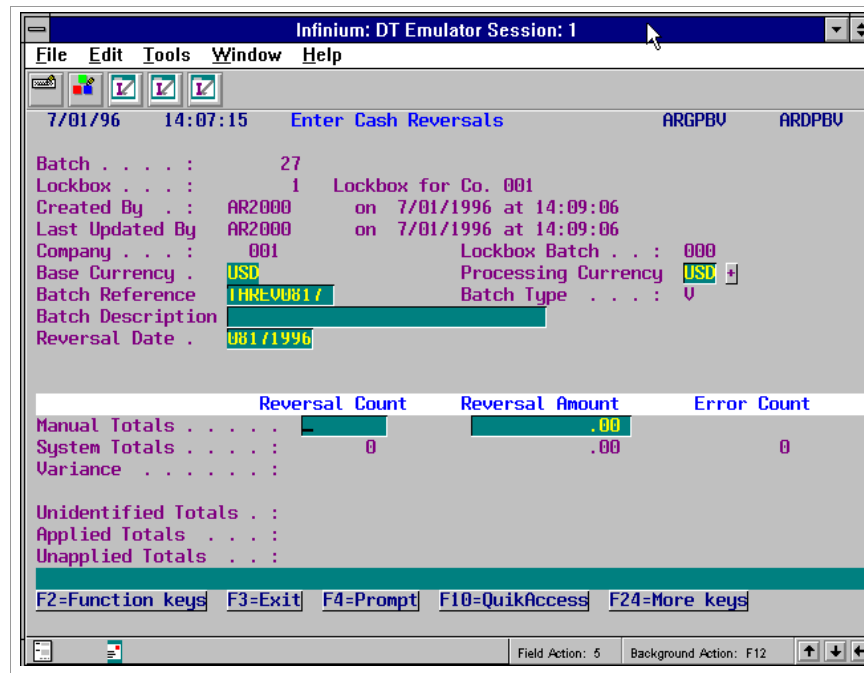


Figure 6-3: Enter Cash Reversals batch header screen

Cash reversals batch header

This screen displays batch header information for the cash reversal batch.

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

Reversal Date

Type a date for checks contained in the batch.

The system uses the reversal date to determine the accounting period and year it uses to reverse the cash receipt. This date is also the date the system uses as the Aged Trial Balance date.

If there are applications linked to the check, the current system date serves as the application reversal date unless you select an override application date at cash receipt posting.

Processing Currency

The system uses the lockbox currency to determine the default processing currency of the cash reversal batch. If you are not using foreign currency processing, the system defaults the value in this field from the company control of the lockbox company. The processing currency of the cash

reversal batch must be the same as the processing currency of the original cash receipts batch.

You cannot change the processing currency of the cash reversal batch if the lockbox currency is not the same as the base currency of the default AR company.

If the lockbox currency and the base currency are the same, you can change the processing currency.

Batch Type

The system displays the *Batch Type* of **V** for cash reversal batches. Once the system assigns a batch the batch type of **V**, you cannot change the batch type.

Reversal Count, Reversal Amount

If you type a manual total in the *Reversal Count* field, you must type the negative of the original check amounts in the *Reversal Amounts* field.

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

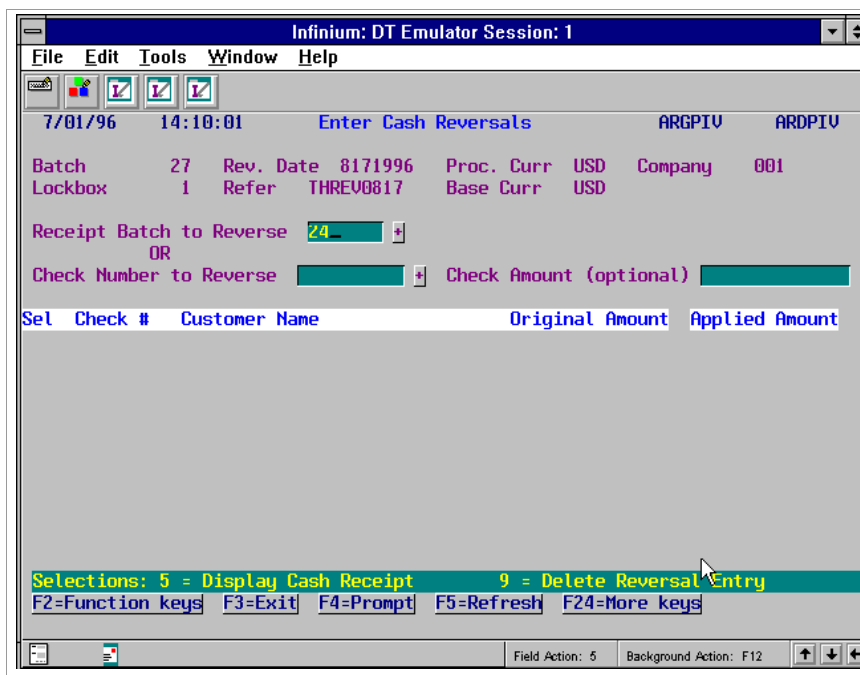


Figure 6-4: Enter Cash Reversals screen

Cash Reversals

You use this screen to specify the checks to reverse. To delete a single reversal transaction, select the check with **9**.

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

Receipt Batch to Reverse

This field is especially useful if you created a cash receipt batch with the wrong deposit date. The batch you type in this field or select after prompting on this field must meet the following criteria:

- It cannot be a reversal batch and it cannot be a draft reversal batch.
- The processing currency and the lockbox of the batch must be the same as the reversal batch.
- It must be a posted batch and it cannot be active (in use by another user).

The system duplicates the checks in the original batch unless it cannot reverse a particular check. It adds all eligible checks within the batch to this reversal batch and then displays them in the subfile. The system does not include the following checks in the reversal batch:

- Checks already reversed
- Checks in the reversal process
- Active checks

Once the system adds the eligible checks and re-displays the subfile, you can add additional checks or delete individual checks. You can add checks individually using the *Check Number to Reverse* field or add an additional batch using the *Receipt Batch to Reverse* field.

Check Number to Reverse, Check Amount

To reverse a check, type the check number to reverse in this field. You can also type a value in the optional *Check Amount* field.

- If the check number is unique and you press Enter, the system puts the check into the batch with its amount reversed. You can see the reversed amount only on the Cash Reversal Batch Header screen. The system displays the amount as a positive amount on this screen.
 - If the check number is not unique and you press Enter, the system prompts you to press F4 to display all checks with the number you typed. You can select the one to reverse.
-

Note: You cannot reverse previously reversed checks and applications. If you incorrectly reverse a check, you must re-enter the check. You cannot modify reversal data.

- 8 Press Enter. The system displays the cash receipts to be reversed in the subfile and re-displays the Enter Cash Reversals screen shown in Figure 6-5.

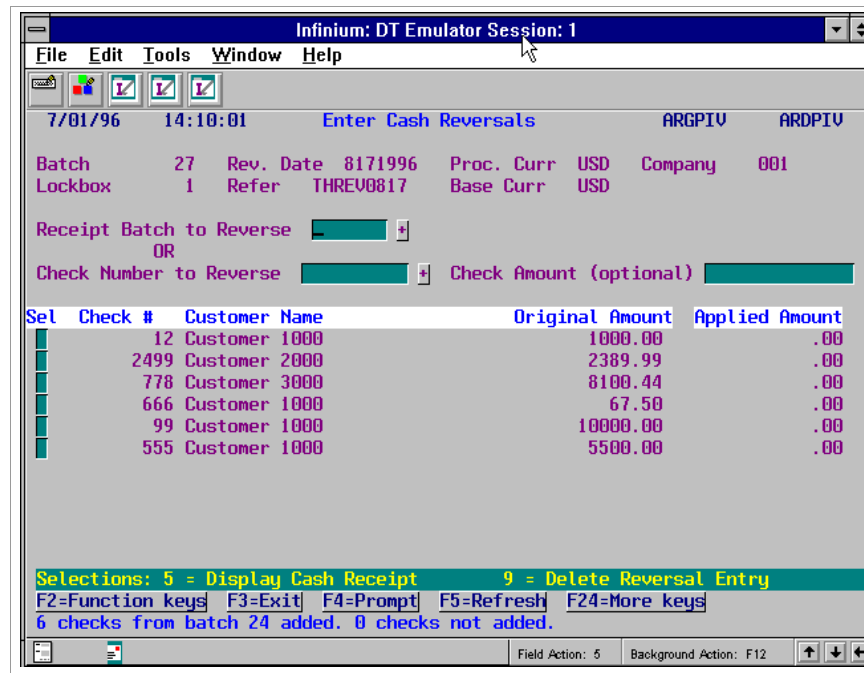


Figure 6-5: Enter Cash Reversals screen

- 9 Press F3 to exit and return to the Infinium AR main menu.

Proofing and posting a cash reversal batch

You proof and post cash reversal batches using the same options that you use to proof and post cash receipts batches. The system does not allow interactive posting of cash receipts reversals. Refer to the “Processing Cash Receipts” chapter in this guide for information on these options.

The system uses the *Application Date Override* you type in either the *Post Cash Receipts Batches* or *Proof & Post Cash Receipts Batches* menu options as the application reversal date for all applied checks. The system reverses the applications using the *Application Date Override* and then reverses the cash receipts using the *Reversal Date* from the Cash Reversal Batch header.

After you proof and post the cash reversal batch, the system considers the obligations against which the system applied the reversed checks as open obligations.

Tips and techniques

Cash receipt reversals vs. cash reclassification

Cash receipt reversals

Cash receipt reversals provide the ability to reverse checks out of Infinium AR. If, for example, you receive a returned check from the bank, you can perform a cash receipt reversal through the *Maintain Cash Reversal Batches* menu option. This not only reverses the journal entry made with the receipt of this check, it also reverses all applications the system made with this check. The system then places those obligations back into open obligations.

Cash reclassification

Cash reclassification provides the ability to reclassify non-AR checks to the appropriate general ledger account. If, for example, you received a refund check from one of the accounts payable vendors, you can reclassify this item to the proper GL distribution code in the *Interactive Cash Application* menu option. You do this by selecting the check with 9 on the Cash Application - Check Select screen.

In addition, cash reclassification provides the ability to reclassify the remaining balances from checks that you have not fully applied. For example, assuming that your organization is not using overpayment tolerance, \$.05 of a check remains after you apply the customer's obligations. You can reclassify this amount to the appropriate GL distribution code if you do not want to leave this amount on the customer's account.

Notes

Chapter 7 Performing Check and Memo Applications

7

This chapter describes how to apply cash receipts, debit memos, and credit memos to open obligations.

The chapter consists of the following topics:

Topic	Page
Overview	7-2
Working with cash tolerance policies	7-5
Applying checks	7-16
Applying memos	7-28
Listing applications	7-39
Frequently asked questions	7-47
Tips and techniques	7-49

Overview

Infinium AR enables you to apply cash to a customer's open obligations through the *Interactive Cash Application* menu option. The following table contains the thirteen types of applications:

Infinium AR application types

Cash	Cash	CA
	Cash Reclassification	CR
Non-cash	Chargeback	CB
	Receipt Chargeback	RC
	Discount	DT
	Memo	MA
	Interest Charge Accrual	IA
	Tolerance	TL
	Obligation Writeoff	OW
	Realized Gain	RG
	Realized Loss	RL
	Tax Discount	TD
	Tax Writeoff	TW

Note: Drafts Acceptance (DA) and Draft Payment (DP) applications result from draft processing, not cash application.

Cash application flow

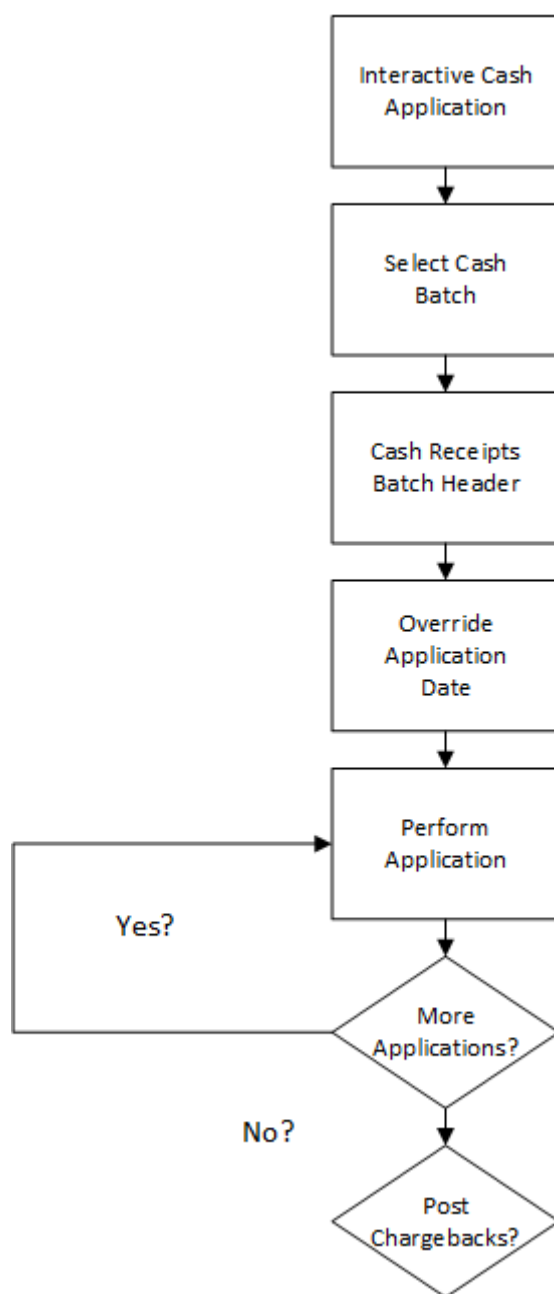


Figure 7-1: Cash Application Flow

Objectives

After you complete this chapter, you should be able to do the following:

- Create and assign cash tolerance policies
 - Apply complete payments
 - Apply partial payments
 - Apply debit and credit memos
 - Print application information
-

Working with cash tolerance policies

Overview

Cash tolerance is the acceptable amount of variance you allow between the items selected and the amount of cash received to be applied to those items. Cash tolerance can apply an amount (\$) or a percentage (%) variance, whichever is less. By establishing a cash tolerance policy in Infinium AR, you create specific cash tolerance controls, varying the percentages and/or the currency amounts.

The system determines cash tolerance by calculating a percentage of a customer's check and comparing the resulting amount to the maximum currency amount of tolerance on the policy. The lesser amount becomes the cash tolerance amount.

For example, a customer sends you a check in the amount of \$5000. The amount of obligations being paid is \$5090. There is no explanation that accounts for the difference of \$90. Rather than leave the variance on the customer's account and pursue collection, the system uses the cash tolerance controls to check the variance to see if the amount falls within the range that you are willing to accept.

If the system applies a 2% or \$20 tolerance, the customer's payment does not fall within the tolerance test amount (2% of the \$5000 is \$100, but \$20 is the maximum variance amount). In contrast, without the combined percentage/dollar test, if a customer sends you a check for \$5000 and the system applies only a 2% test, the customer could deduct up to \$100 and the system would accept this variance.

Even though cash tolerance is in effect and the system displays the amount of tolerance available during interactive cash application, the system does not use tolerance during a partial payment. The system uses tolerance only when the application completely closes the obligation.

Processing rules and examples

The system uses the *Overpay Partial* field along with the *Overpayment Handling* field on the cash tolerance policy to determine how an application is processed.

The examples provided below are based on the following data:

- Cash receipt for \$500
 - Tolerance 10% / \$50 on cash tolerance policy
- Three obligations selected for application, totaling \$480:
 - #100 for \$250
 - #200 for \$150
 - #300 for \$80

Example 1 - Overpayment Handling = 0 (leave check open), Overpay Partial = 0 (no)

Cash relieved cannot exceed the total amount of all selected obligations.

Partial applications cannot exceed the open amount of individual obligations.

If there is any cash in excess of what is being applied, the check will remain open.

No overpayment of partial cash is allowed.

There is no change to the existing application logic.

Example 2 - Overpayment Handling = 0 (leave check open), Overpay Partial = 1 (allowed within tolerance)

Cash relieved cannot exceed the total amount of all selected obligations; there is no overpayment to close the check.

Cash in excess of what is being applied to the check will remain open.

Partial applications can exceed each individual obligation's open amount but cannot exceed the cash tolerance.

Cash relieved cannot exceed the total amount of all selected obligations; there is no overpayment to close the check.

Cash in excess of what is being applied to the check will remain open.

Partial applications can exceed each individual obligation's open amount but cannot exceed the cash tolerance.

Enter a partial application against obligation #200 in the amount of \$300.

An edit prevents this application, stating that the amount exceeds the tolerance.

Enter a partial application against obligation #200 in the amount of \$200.

The entry is allowed and results in the following applications:

Obligation #100 is closed. \$250 cash is applied.

Obligation #200 is left open with a balance of -\$50. \$200 cash is applied.

Obligation #300 is closed. \$50 cash is applied with \$30 tolerance.

The check is closed.

Example 3 - Overpayment Handling = 0 (leave check open), Overpay Partial = 2 (allowed and may exceed tolerance)

Partial applications can exceed each individual obligation's open amount without regard to tolerance.

The total application amount can exceed the tolerance only if a partial application is specified.

If a partial application is specified, cash required exceeds the total amount of all selected obligations, and the amount exceeds the tolerance, then the tolerance restrictions for overpayment do not apply. The overpayment handling flag to leave the check open is disregarded. The check is closed and all cash is applied to the obligations, creating credit balances on the obligations.

If no partial application is specified, cash required exceeds the total amount of all selected obligations, and the amount exceeds tolerance, then editing prevents the application because the cash required exceeds what is available.

If no partial application is specified, then any limitations based on the *Overpayment Handling* field and tolerance set on the policy are enforced.

Enter a partial application against obligation #200 in the amount of \$300.

The entry is allowed and results in the following applications:

Obligation #100 is closed. \$250 cash is applied.

Obligation #200 is left open with a balance of -\$150. \$300 cash is applied.

Obligation #300 is closed. \$-50 cash is applied with \$130 tolerance.

The check is closed.

Example 4 - Overpayment Handling = 1 (close check if within tolerance), Overpay Partial = 0 (no)

Close the check if the cash amount exceeds the total amount required to relieve all selected obligations and that excess is within the tolerance.

Partial application cannot exceed the open amount of the individual obligations.

No overpayment of partial cash is allowed.

There is no change to the existing application logic.

Example 5 - Overpayment Handling = 1 (close check if within tolerance), Overpay Partial = 1 (allowed within tolerance)

Close the check if the cash amount exceeds the total amount required to relieve all selected obligations and that excess is within the tolerance.

This is the overall check tolerance; if more than one partial application is entered, they are totaled to determine the amount to compare against the tolerance limits.

Partial applications can exceed the individual obligation's open amount but cannot exceed the tolerance.

Enter a partial application against obligation #200 in the amount of \$160.

The entry is allowed and results in the following applications:

Obligation #100 is closed. \$250 cash is applied.

Obligation #200 is left open with a balance of -\$10. \$160 cash is applied.

Obligation #300 is closed. \$90 cash is applied with \$-10 tolerance.

The check is closed.

Example 6 - Overpayment Handling = 1 (close check if within tolerance), Overpay Partial = 2 (allowed and may exceed tolerance)

Partial applications can exceed the individual obligation's open amount without regard to tolerance.

The total application amount can exceed the tolerance only if a partial application is specified.

If a partial application is specified, the cash amount exceeds the total amount of all selected obligations, and the amount exceeds the tolerance, then close the check and apply all cash to the obligations, creating credit balances on the obligations.

If no partial application is specified, the cash amount exceeds the total required to relieve all selected obligations, and that excess is within the tolerance, then close the check.

If no partial application is specified, then any limitations based on the *Overpayment Handling* field and tolerance set on the policy are enforced.

If no partial application is specified, the cash amount exceeds the total required to relieve all selected obligations, and that excess exceeds the tolerance, then the check remains open.

Enter a partial application against obligation #200 in the amount of \$210.

The entry is allowed and results in the following applications:

Obligation #100 is closed. \$250 cash is applied.

Obligation #200 is left open with a balance of -\$60. \$210 cash is applied.

Obligation #300 is closed. \$40 cash is applied with \$40 tolerance.

The check is closed.

**Example 7 - Overpayment Handling = 2 (overpay obligation),
Overpay Partial = 0 (no)**

If cash exceeds the total amount of the selected obligations and is within the tolerance, then close the check and apply all cash to the obligations, creating credit balances on the obligations; the system determines how the cash is allocated.

Partial applications cannot exceed the open amount of the individual obligations.

No overpayment of partial cash is allowed.

There is no change to the existing application logic.

**Example 8 - Overpayment Handling = 2 (overpay obligation),
Overpay partial = 1 (allowed within tolerance)**

If cash exceeds the total amount of the selected obligations and is within the tolerance, then close the check and apply all cash to obligations, creating credit balances on the obligations; the system determines the allocation of any excess cash outside of what the user may have specified in the partial application.

Partial applications can exceed the individual obligation's open amount but cannot exceed tolerance.

Enter a partial application against obligation #200 in the amount of \$200.

The entry is allowed and results in the following applications:

Obligation #100 is closed. \$250 cash is applied.

Obligation #200 is left open with a balance of -\$50. \$200 cash is applied.

Obligation #300 is closed. \$50 cash is applied with \$30 tolerance.

The check is closed.

**Example 9 - Overpayment Handling = 2 (overpay obligation),
Overpay Partial = 2 (allowed and may exceed tolerance)**

The total application can exceed the tolerance only if a partial application is specified.

Partial applications can exceed the individual obligation's open amount without regard to tolerance.

If a partial application is specified, cash exceeds the total amount of the selected obligations, and the total amount exceeds the tolerance, then close the check and apply all cash to the obligations, creating credit balances on the obligations.

If no partial application is specified, cash exceeds the total amount of the selected obligations, and the total amount exceeds the tolerance, then the check remains open.

If no partial application is specified, cash exceeds the total amount of the selected obligations, and the total amount is within the tolerance, then close the check and apply all cash to the obligations, creating credit balances on the obligations; the system determines how the cash is allocated.

Enter a partial application against obligation #200 in the amount of \$210.

The entry is allowed and results in the following applications:

Obligation #100 is closed. \$250 cash is applied.

Obligation #200 is left open with a balance of -\$60. \$210 cash is applied.

Obligation #300 is closed. \$40 cash is applied with \$40 tolerance.

The check is closed.

Creating a cash tolerance policy

To create a cash tolerance policy, perform the following steps:

- 1 From the Infinium AR main menu select *Policy File Maintenance*.
- 2 Select *Maintain Cash Tolerance Policies* [MCTP]. The system displays a screen similar to Figure 7-2.

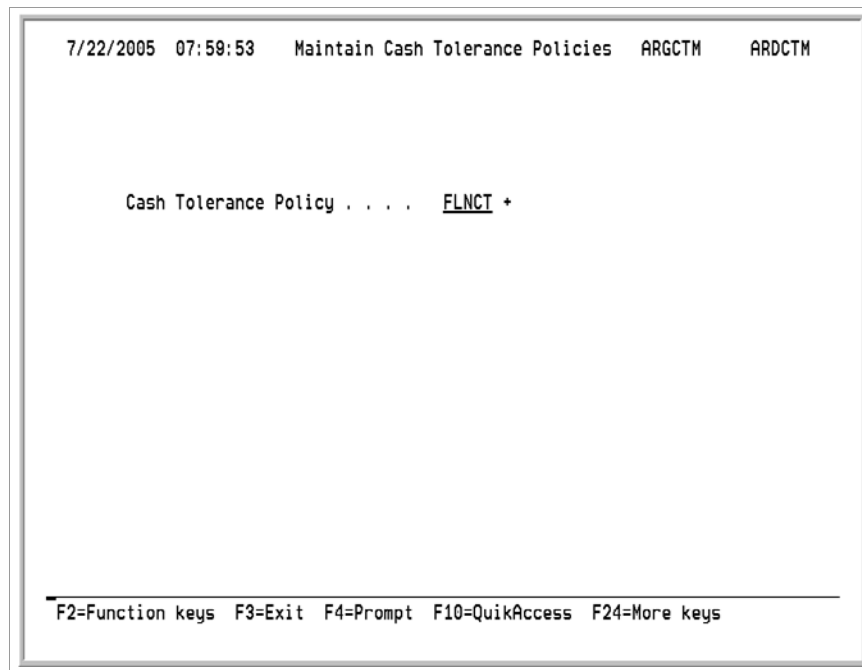


Figure 7-2: Maintain Cash Tolerance Policies prompt screen

- 3 Type a new cash tolerance policy identifier to create a new policy, or press F4 to select from a valid list of cash tolerance policies if you are updating an existing policy.
- 4 Press Enter. The system displays a screen similar to Figure 7-3.

```

6/27/2016 12:52:05 Maintain Cash Tolerance Policies ARGCTM ARDCTM

Cash Tolerance Policy FLNCT

Description . . . . . Cash Tolerance
Active? . . . . . 1 (0=No, 1=Yes)
Base Currency . . . . : USD +

Cash Application Tolerance
Reason Code . . . . . ____ + GL Distribution Code ____ +
Percentage . . . . . _____ Amount . . . . . _____
Overpayment Handling 1 (0=Leave check open, 1=Close if within tolerance
2=Overpay Obligation)
Overpay Partial . . . 0 (0=No, 1=Within tolerance, 2=Exceed tolerance)

Autocash Tolerance
Reason Code . . . . . ____ +
GL Distribution Code ____ +
Percentage . . . . . _____
Amount . . . . . _____
Overpayment Handling 1 (0=Leave check open, 1=Close if within tolerance
2=Overpay Obligation)

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

```

Figure 7-3: Maintain Cash Tolerance Policies screen

Screen information

You must complete the *Cash Application Tolerance* section for the cash tolerance policy to take effect during interactive cash application. You must complete the *Autocash Tolerance* section for the policy to take effect when you use autocash processing.

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

Base Currency

If you are not using multiple base currencies, the system defaults the base currency from the entity controls. If you are using multiple base currencies, you must type the base currency for this policy.

Note: If you use foreign currencies, the currency code must exist in your currency management system.

Reason Code

This is a required field. You create reason code values using the *Maintain Codes* menu option in the *Control Files Maintenance* menu. The code type for reason codes is **AJR** (adjustment reason).

GL Distribution Code

Type the GL distribution code for the general ledger account to which the system posts the variance between the items paid and the cash applied to those items.

Percentage, Amount

You must complete both of these fields. The system calculates the tolerance for both the percentage and the amount, compares the results, and uses the lesser amount of the two calculations as the cash tolerance amount.

Overpayment Handling

Specify how overpayments are handled.

- 0** Leave check open. The system does not close the check when you perform an application or run autocash regardless of whether the overpayment amount is within tolerance.
- 1** Close if within tolerance. If the check amount is greater than the obligation amounts and if the excess amount is within tolerance when you apply a check or run autocash, the system closes the check.
- 2** Overpay Obligation. If the check amount is greater than the obligation amounts and if the excess amount is within tolerance when you apply a check or run autocash, the system closes the check and a negative balance is on the obligation.

Overpay Partial

Specify how partial overpayments are handled for cash applications.

- 0** No. You cannot partially apply an amount greater than the open amount for the selected obligation. This is the default value.
-

- 1** Within tolerance. You can partially apply an amount greater than the obligation open amount within tolerance. If you specify a partial application for multiple obligations, when you press F16 or click Apply from Actions, the aggregate total of application amounts must fall within tolerance.
 - 2** Exceed tolerance. You can partially apply an amount greater than the obligation open amount without regard to tolerance. The aggregate total of applications may also exceed tolerance.
- 6** Press Enter. The system creates or updates the cash tolerance policy.

Attaching a cash tolerance policy to the hierarchy

You can attach the cash tolerance policy to any level of the hierarchy. In this example, we attach the cash tolerance policy to the company level.

To attach a cash tolerance policy to a company in the hierarchy, perform the following steps:

- 1** From the Infinium AR main menu select *Control File Maintenance*.
 - 2** Select *Maintain Company Controls* [MCC]. The system displays the Maintain Company Controls prompt screen.
 - 3** Type the company identifier.
 - 4** Press Enter twice. The system displays a screen similar to Figure 7-4.
-

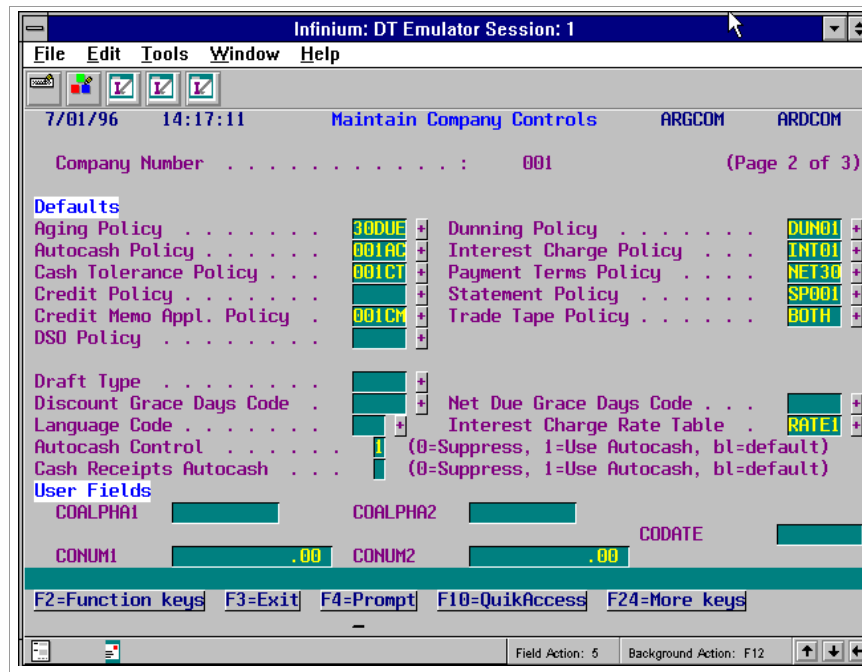


Figure 7-4: Maintain Company Controls screen 2

This is the second screen of the *Maintain Company Controls* menu option. This is the only screen in this option that pertains to cash tolerance policies.

- 5 Type the policy identifier in the *Cash Tolerance Policy* field to attach the policy to the company.
- 6 Press Enter twice to update the file and return to the Maintain Company Controls prompt screen.
- 7 Press Enter to return to the Infinium AR main menu.

Note: You must attach a cash tolerance policy at the national account or entity level if the system is to consider cash tolerance for checks identified to a national account.

Applying checks

Overview

In the most basic accounts receivable situation, each payment is equal to the full amount of the customer's obligation or obligations. Regardless of the type of application you are performing, you always select the check first and then the obligation.

It is common for customers to send payments that are less than the amount of the obligation. In this case, you may want to apply the partial payment to the obligation and leave the remainder of the obligation open.

The system does not use cash tolerance when applying a partial payment. It uses cash tolerance when it closes the obligations and the check in full.

Processing a complete payment

To process a complete payment, 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 7-5.

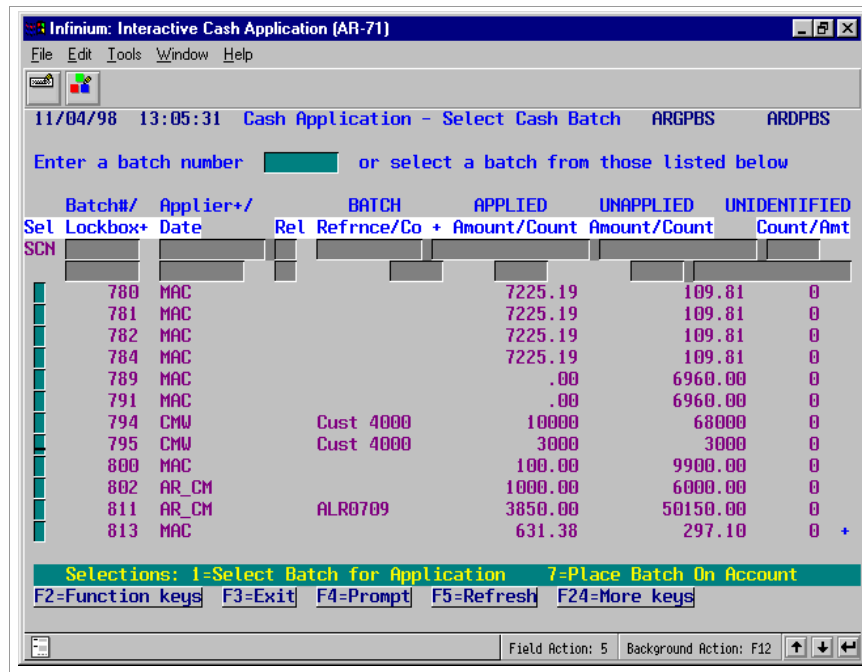


Figure 7-5: Cash Application - Select Cash Batch screen

Selecting a cash batch

Use this screen to select a cash batch for application, to place a cash batch on account, or to access cash on account.

Note: The system obtains the value in the *Applier* field from the *Default Cash Applier* field in the *Maintain Lockbox Controls* menu option.

- 3 Type **1** in the *Sel* field next to the batch that contains the check that you are applying or enter the batch number at the top of the screen.
- 4 Press Enter. The system displays a screen similar to Figure 7-6.

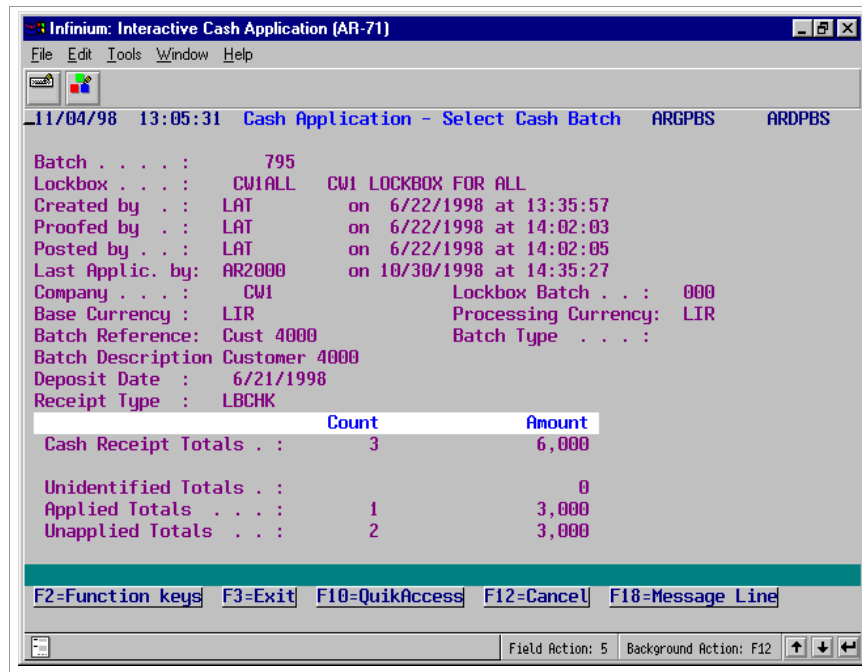


Figure 7-6: Cash Application - Select Cash Batch header screen

- 5 Review the batch control information to ensure that you selected the correct batch.
- 6 Press Enter if this is the correct batch. Otherwise, press F12 to return to the previous screen and make another selection. The system displays a window similar to Figure 7-7.

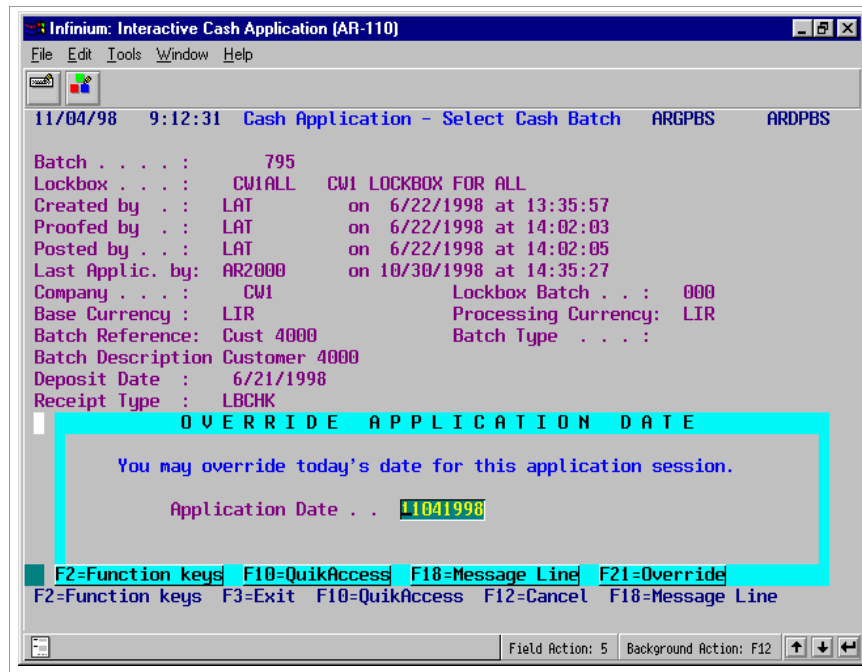


Figure 7-7: Override Application Date window

Changing the application date

The system displays this window if this is the first application in a session.

- 7 Override the application date, if necessary.

Note: The application date determines the accounting period for the application journal entry for all applications within this application session. Override the application date when the application has financial impact, profit and loss, for an accounting period other than the current system date.

- 8 Press Enter. The system displays a screen similar to Figure 7-8.

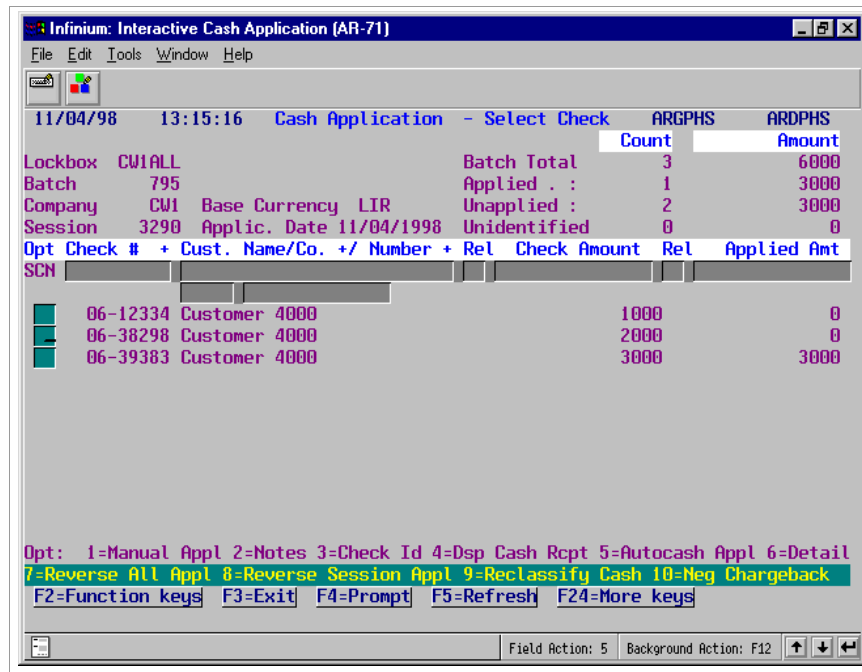


Figure 7-8: Cash Application - Select Check screen

Screen information

The system assigns an application session number each time you begin the *Interactive Cash Application* menu option. The session remains open until you press F3 to exit. The session number is significant because you can reverse one or more applications using the session number.

Press F7 to display only open checks. The initial subfile display contains all checks in the batch, both open and closed.

Selecting a check

- 9 Select the appropriate check with 1.

Identifying checks

You can identify or unidentify checks when you select a check with 1, 5, and 3, identify or unidentify, or when you press F8 to identify all unidentified checks. The system displays the Identify/Unidentify Check window similar to Figure 7-9.

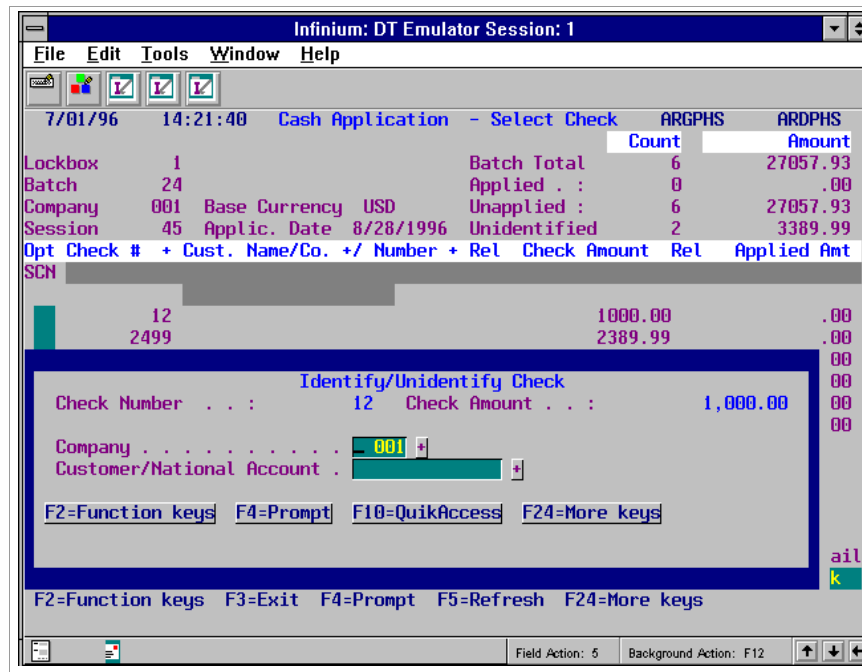


Figure 7-9: Identify/Unidentify Check window

If you select a check with 1, 5 or 3, use the Identify/Unidentify Check window to identify or unidentify a customer or national account to the selected receipt by entering either the company and customer or a national account. Press F21 twice to unidentify the check; first, to unidentify and second, to confirm.

If you press F8 on the Cash Application - Select Check screen, use the Identify/Unidentify Check window to identify a customer or national account to the unidentified receipts in the batch by entering either the company and customer or a national account.

Press F16 to end mass identification. Please note that using the F8 mass identify facility does not allow you to re-identify checks in the batch.

Selecting multiple checks

For the system to automatically select the next check in the batch for application after you apply the check you just selected, press F22. Press F22 to start and end multi-select mode.

Note: Pressing F22 does not work until you select a check for manual application.

10 Press Enter. The system displays a screen similar to Figure 7-10.

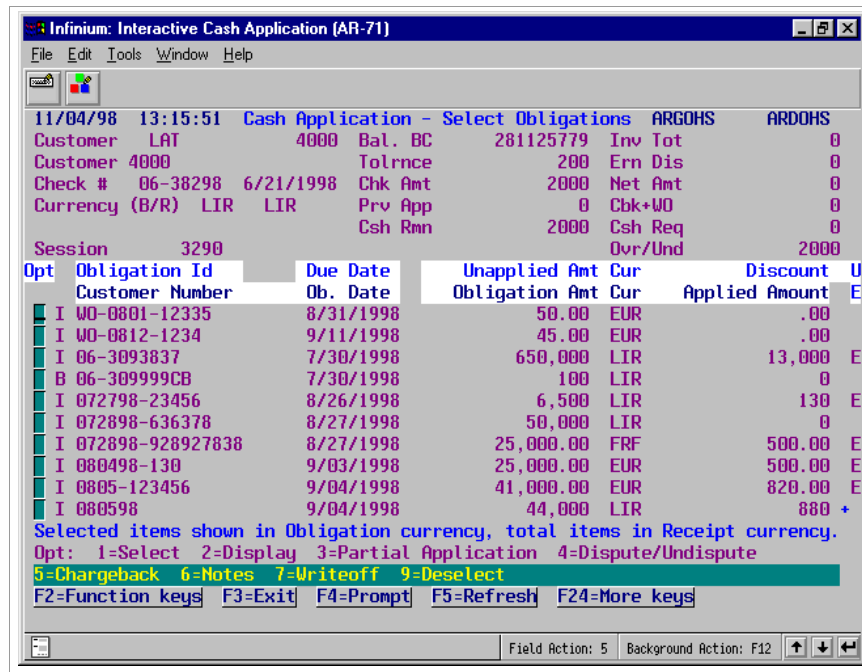


Figure 7-10: Cash Application - Select Obligations screen

Screen information

The letter **U** represents unearned discounts. The letter **E** represents earned discounts. The system compares the discount date plus the discount grace days on the obligation header to the deposit date of the check to determine if there is an earned discount (deposit date is before discount date) or unearned (deposit date is after discount date).

Selecting an obligation

- 11 Select the obligation or obligations to be paid by the cash receipt by typing **1** in the *Se/* field next to the obligations. To deselect an obligation, type **9**.

Notes:

- If your transaction is for cross currency processing, you must have a cross currency distribution code established for the company. The cross currency distribution code is created through the *Maintain Company Controls* screen 3. Refer to the *Infinium AR Guide to Controls* for more details about the cross currency distribution code.
- The *Allow Cross Currency Applications* field and the *Foreign Currency Control* field must be set to **1** at the entity level to activate cross currency.

Locating the obligation

You can press F7 to locate an obligation. The system displays a window similar to Figure 7-11. Type a value in either the *Obligation ID* or *Reference #* field and press Enter. The system then displays obligations from that point in the file. It fills the display subfile one page at a time. When the system displays record 9999, it instructs you to press Enter. The system returns you to the top of the selected obligations subfile where you can press F7 again to access the Locate Obligations window, locate an obligation, and so forth.

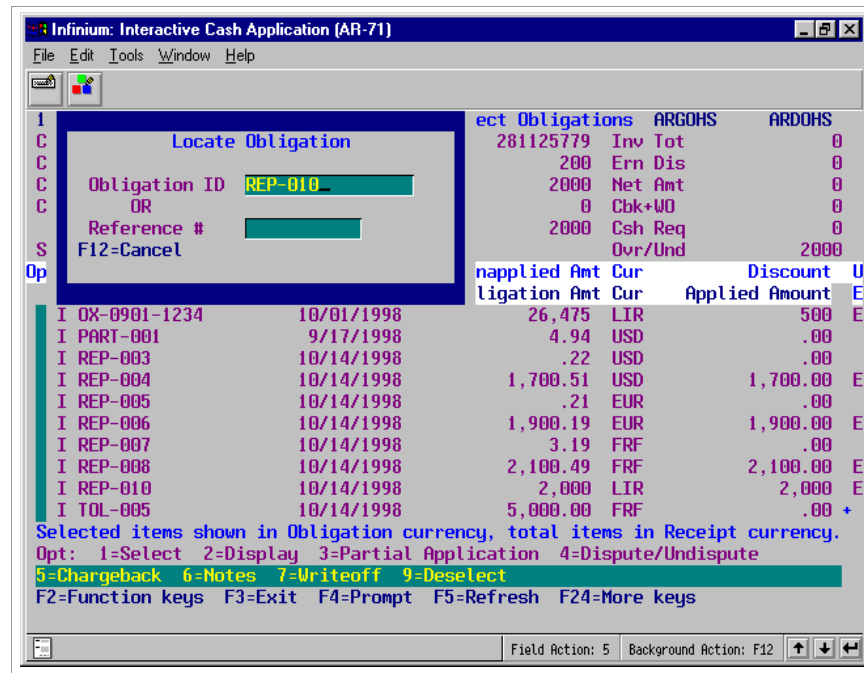


Figure 7-11: Locate Obligation window

- After you select the obligation or obligations, press Enter. The system re-displays the screen as shown in Figure 7-12.

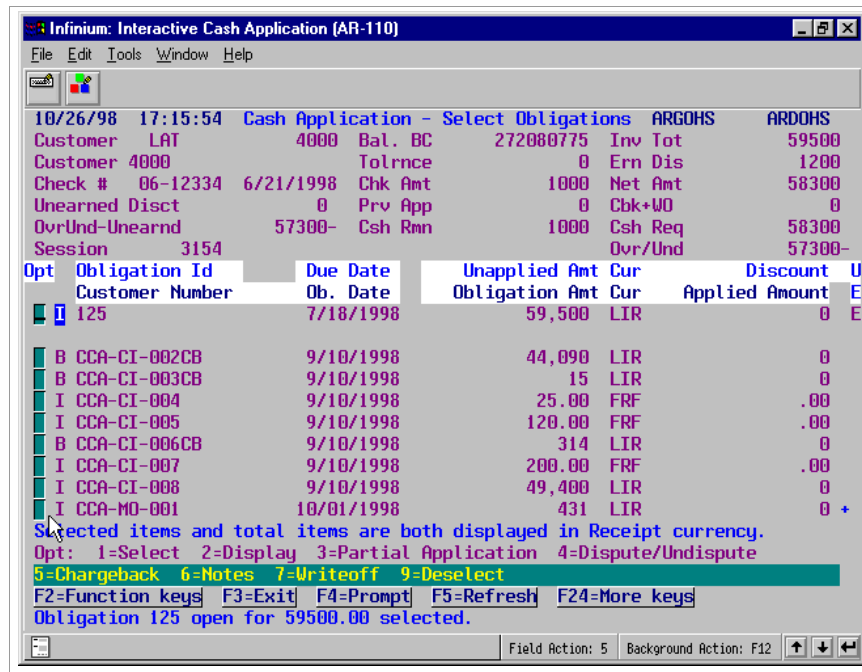


Figure 7-12: Cash Application - Select Obligations screen

Screen information

The selected obligation or obligations are at the top of the list separate from the other obligations.

Applying the cash receipts

- 13 Press F16 to apply the cash to the obligation or obligations.

If you are manually selecting checks to apply, the system returns you to the Check Selection screen after making the current application. You can then select another check to apply or press F3 to exit.

If you are in multi-select mode, the system automatically selects the next open check in the batch and displays that check in the *Check #* field at the top of the screen. Press F12 if you do not want to apply that check but still remain in multi-select mode to continue to the next check. Press F22 to end multi-select mode. Press F3 to exit.

Processing a partial payment

To process a partial payment, perform the following steps:

- 1 Complete Steps 1 through 12 as described in the previous task, "Processing a complete payment." The system displays a screen similar to Figure 7-13.

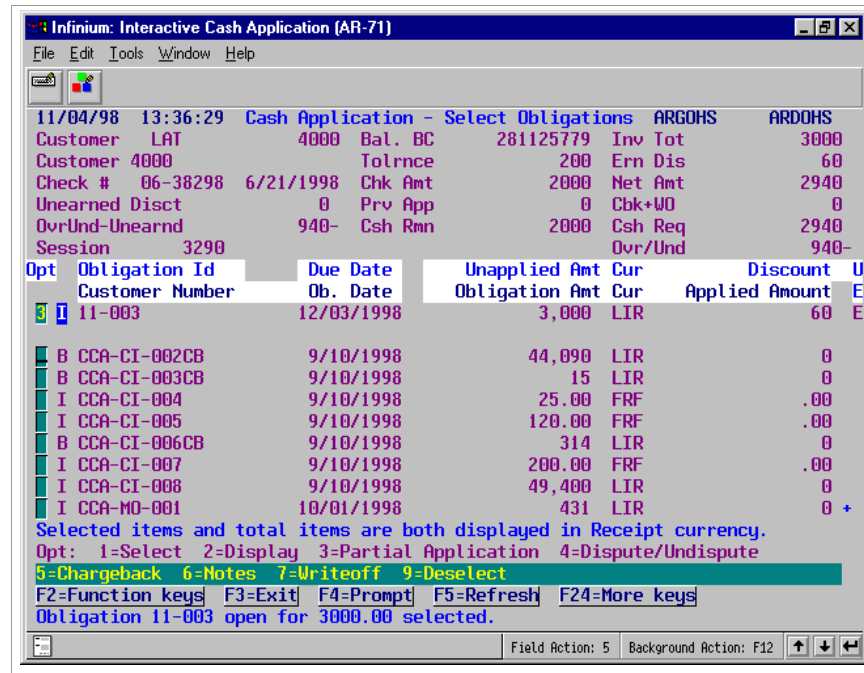


Figure 7-13: Cash Application - Select Obligations screen

Screen information

The system lists the selected obligation or obligations at the top of the list separate from the other obligations.

- 2 Type 3 next to the selected obligation or obligations to apply a partial payment.
- 3 Press Enter. The system displays a window similar to Figure 7-14.

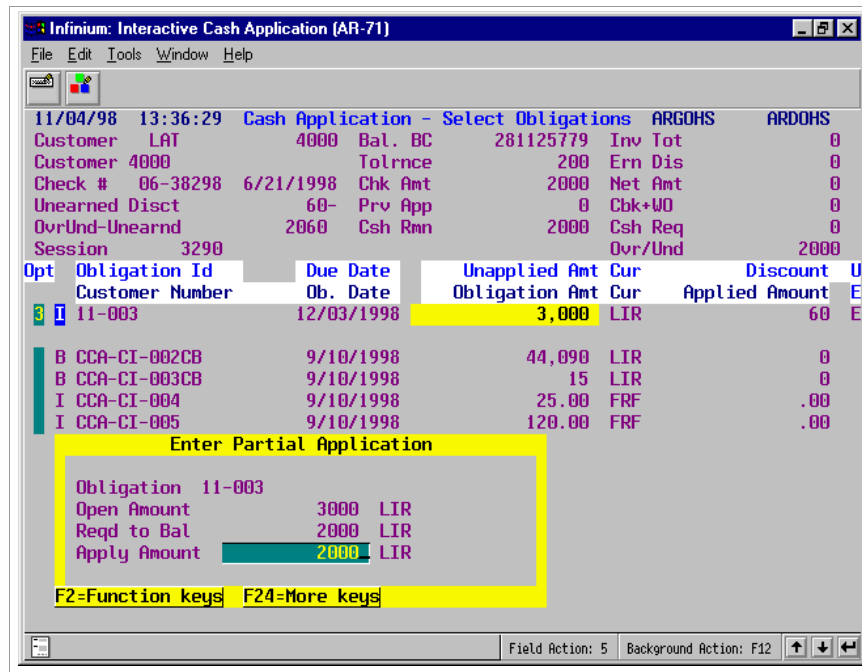


Figure 7-14: Enter Partial Application window

- 4 Either type the partial payment amount in the *Apply Amount* field and press Enter, or press F19 to use the required amount to balance the transaction.

Note: If an obligation has multiple distribution lines with different AR distribution codes, the system prorates the partial payment amount to each AR distribution based on the percentage of the detail amount to the obligation total.

The system displays a screen similar to Figure 7-15.

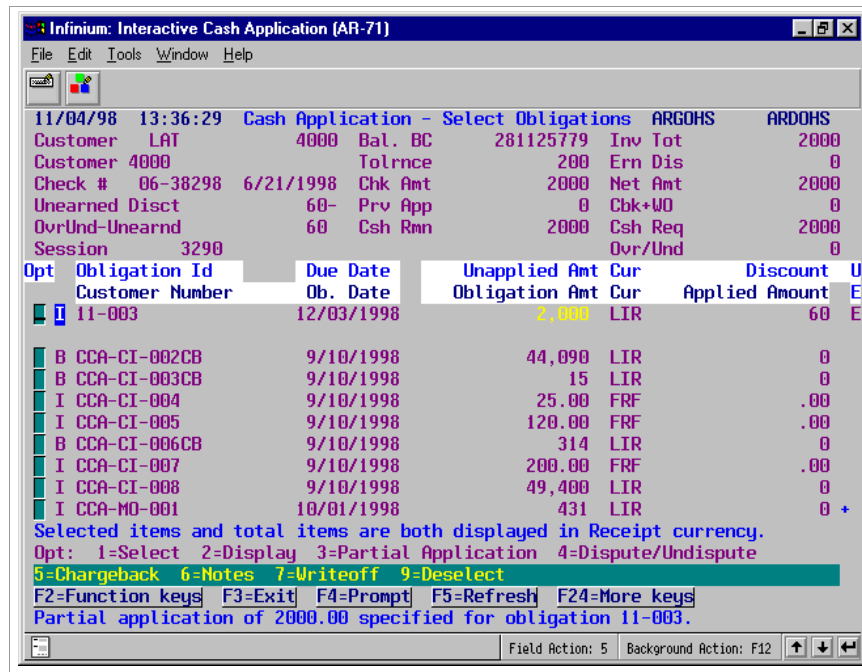


Figure 7-15: Cash Application - Select Obligations screen

- 5 Press F16 to apply the amount of the payment to the outstanding obligation. The system does the following:
 - If you are in manual application mode, the system returns you to the Check Selection screen from which you can continue to make manual applications.
 - If you are in multi-select mode, the system redisplay this screen with the next check number in the batch in the *Check #* field.
- 6 Press F3 to return to the Infinium AR main menu after you complete your applications.

Applying memos

Overview

A debit or credit memo can be either referenced or unreferenced. You can apply a debit or credit memo to any of the following:

- Invoices
- Credit memos
- Debit memos
- Chargebacks

Note: You cannot apply a credit memo or a debit memo against itself.

Applying referenced memos

A referenced debit or credit memo contains the obligation reference number of the obligation to which it relates (the obligation reference number in the *Reference To #* field on the memo). The memo must be in the same currency as the obligation.

You can apply a referenced debit or credit memo by posting a batch of obligations that contains the referenced memo. The system automatically applies the memo to that obligation when it posts the obligation.

Applying unreferenced memos

To apply unreferenced debit or credit memos, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing*.
 - 2 Select *Maintain Open Obligations* [MOO]. The system displays a screen similar to Figure 7-16.
-

```

7/15/2014 15:15:19      Maintain Open Obligations      ARGOHMS      ARDOHMS

Select EITHER a customer,

Company . . . . . _____ +
Customer Number . . . . . _____ +
OR
Sort Name . . . . . _____ +

OR an obligation AND a transaction type

Obligation Reference Number _____ +
OR
Obligation ID . . . . . _____ +

Transaction Type . . . . . _
(1=Memo/CB Application; 2=Update; 4=Dispute Item;
5=Chargeback; 6=Notes; 7=Writeoff)

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

```

Figure 7-16: Maintain Open Obligations prompt screen

- 3 Complete the fields on this screen to locate the memo to apply using the following information:

Company, Customer Number, Sort Name

To access all open obligations for a customer, type a valid value in the *Company* and *Customer Number* fields or in the *Sort Name* field. After you press Enter, the system displays a screen similar to Figure 7-17 that lists the customer's open obligations.

Obligation Reference Number, Obligation ID, Transaction Type

To apply a specific credit memo or debit memo, type a valid value in either the *Obligation Reference Number* field or in the *Obligation ID* field; then type **1** in the *Transaction Type* field. After you press Enter, the system displays a window similar to Figure 7-18.

- 4 Press Enter. Depending on the information that you entered on the prompt screen, the system displays either a list of open obligations similar to Figure 7-17, or the memo application window similar to Figure 7-18.

Sel		Obligation Id+	Due Date	Proc. Open Amount	
		Base Open Amount	Obl. Date	Proc. Original Amt	Proc. Discount
SCN			REL	QT	
_ I	DEGTEST		8/19/2008	980.00	.00
_ F	DFT-69001		2/28/2013	720.00	14.40
_ I	DUP52714		6/26/2014	150.00	3.00
_ I	DUP52714		6/26/2014	135.00	2.70
_ I	DUP52714		6/26/2014	900.00	18.00
_ N	INT-5		3/31/2014	1,177.67	.00
_ C	1357002-CM		4/18/2014	5.00-	.00
_ I	1476002		6/08/2014	200.00	.00
_ I	1476003		6/08/2014	203.00	.00
_ I	1486001		6/14/2014	100.00	.00 +

Opt: 1=Memo/CB Appl. 2=Update 4=Dispute/Undispute 5=Chargeback 6=Notes
7=Writeoff 8=Reverse session obligation application 9=Display draft header
 F2=Function keys F3=Exit F4=Prompt F5=Refresh F8=More F24=More Keys

Figure 7-17: Maintain Open Obligations selection screen

The system displays this list of open obligations if you entered a company and customer number, or sort name, on the prompt screen.

- 5 Type 1 next to the memo you are applying.

Note: The system identifies credit memos by **C** and debit memos by **D** preceding the Obligation ID.

- 6 Press Enter. The system then displays a memo application window similar to Figure 7-18.

```

7/15/2014 13:02:28      Maintain Open Obligations      ARGOHMS  ARDOHMS

Customer  CK1           1001 AR Bal           16338.71- Obl Tot       12093.70-
Carol's CK1 Company      C/M Tol           20.00 Base Currency  USD
Session #

Sel  Obligation Id+      Due Date  Proc. Open Amount
      Base Open Amount    Obl. Date  Proc. Original Amt  Proc. Discount
SCN  _____          REL  GT          _____
- I  DEGTEST              8/19/2008      980.00          .00
- F  DFT-69001            2/28/2013      720.00          14.40
- I  DUP52714             8/26/2014      150.00          3.00
- I  DUP52714             6/26/2014      135.00          2.70
- I  DUP52714             6/26/2014      900.00          18.00

MEMO/NEGATIVE CHARGEBACK APPLICATION
Obligation ID: 1357002-CM      Open Amount:      5.00-

Enter ID or REF# of the Obligation you want this item applied to

Obligation ID      _____ +
OR Reference #     _____ +

F2=Function keys  F3=Exit  F4=Prompt  F9=Mass Memo Appl  F24=More Keys

```

Figure 7-18: Memo/Negative Chargeback Application window

Applying the memo

If you entered an obligation ID or obligation reference number and a transaction type of 1 on the prompt screen, the system immediately displays the memo/negative chargeback application window.

Complete the fields in this window using the following information:

- 7 Type either the obligation ID of the open obligation to which the system will apply the memo.

Or

Type the reference number of the open obligation to which the system will apply the memo.

- 8 Press Enter. After you press Enter, the system immediately applies the memo. There is no deselect option.

Note: The system displays the Override Application Date window similar to Figure 7-7 if this is the first application in a session. You can override the application date if necessary and then press Enter.

Applying mass memos

Within the *Maintain Open Obligations* function, you can also apply a single memo to multiple obligations: invoices, credit memos, debit memos, and chargebacks. Memos can be applied only to obligations having the same base and processing currencies as the memo.

Note: This feature is available only in the *Maintain Open Obligations* function. It is not used by interactive cash applications or autocash processing.

When you access the Memo/Negative Chargeback Application window, shown in Figure 7-18, with option 1 for a memo, you can press F9 to display the Enter Mass Memo Application screen, shown below.

Note that if you are applying a negative chargeback, F9 is not available.

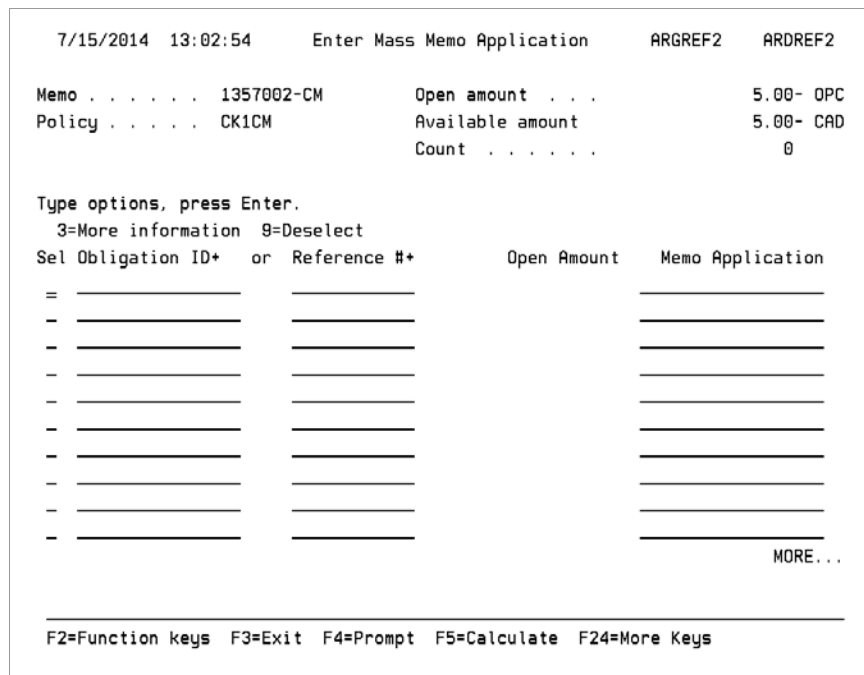


Figure 7-19: Enter Mass Memo Application screen

You use this screen to apply a single memo to multiple obligations. You specify individual obligations and amounts that you want to relieve with the memo.

If you enter a value in the *Obligation ID* or *Reference #* field on the Memo/Negative Chargeback Application window before pressing F9, that obligation is displayed in the first line of the subfile.

You can manually enter obligations in the subfile, or you can prompt on either the *Obligation ID* or *Reference #* field to select obligations.

When you enter an obligation, you can also enter in the *Memo Application* field the amount to be applied. If you prompt and select an obligation, an application amount is entered in the *Memo Application* field, based on the open amount of the selected obligation. You can change this amount.

- The amount to be applied must have the same positive/negative sign as the memo. When you apply a credit memo, the applied amount is entered as a negative amount. When you apply a debit memo, the applied amount is entered as a positive amount.
- The amount to be applied to an individual obligation cannot exceed the obligation's open amount.
- The total amount to be applied cannot exceed the available-to-apply amount plus any tolerance.

You can display more information about an obligation entered in the subfile by typing **3** in the *Sel* field pressing Enter.

You can deselect any obligation entered in the subfile by typing **9** in the *Sel* field pressing Enter. When you deselect an entry, the subfile line is left blank and is available for you to enter new data.

Information displayed across the top of the screen includes:

- Memo ID
- Memo application policy if one is in effect
- Open amount of the selected memo
- Available amount of the selected memo adjusted with calculations
- Count of the selected items

Available actions

On the Enter Mass Memo Application screen, you can perform these actions:

Action	Description
F5=Calculate	Press F5 and Enter to: <ul style="list-style-type: none">■ Pull in an open amount for any obligations where the application amount is not specified.■ Recalculate all amounts and totals on the upper portion of the screen and edit accordingly.■ Enter values in the application amount field that are already provided – via prompt selection or manual entry – these fields are not recalculated.
F9=Reset Open Amount	Press F9 to: <ul style="list-style-type: none">■ Reset all values in the application amount field based on the amount available to the open amount of the selected obligation.■ Recalculate all amounts and totals on the upper portion of the screen and edit accordingly.
F8=Continue	Press F8 to: <ul style="list-style-type: none">■ Recalculate all amounts and totals and edit the screen.■ Navigate back to the originating panel if “in balance” and error free.■ Assign an application session number if not already assigned.■ Require an application date override if not already provided.

Additional edits

Additional edits are in place to ensure that any obligation selected for application is valid. These edits include:

- Obligation base and processing currencies match the memo.
- Obligation is not of a type draft or interest charge.
- Obligation is valid and open.
- Same obligation cannot be entered twice in the subfile.

Tolerance

Tolerance is based on the credit memo application policy:

- Maximum allowable variance
-

- Over application handling
- User-specified amount takes precedence, for example:
 - a Credit memo: \$-95.00, obligation: \$100.00, policy tolerance: \$20.00
 - b Enter the amount to apply: \$100.00, the system closes the obligation: \$95 relieved with memo, \$5 relieved via tolerance
 - c Enter the amount to apply \$95: the obligation remains open with a balance of \$5 disregarding the potential tolerance – the user-entered amount takes precedence
- System allocates over-application of the memo, for example:
 - a Credit memo: \$-105.00, obligation: \$100.00, policy tolerance: \$20.00
 - b Enter the amount to apply: \$-105.00, a system edit is returned: Applied amount cannot exceed the obligation's open amount
 - c Enter an amount to apply: \$100.00, and apply – a system allocation of the application takes the \$5.00 tolerance to close the memo

Supported scenarios

The following scenarios are supported in the mass memo application feature.

Scenario	Details
Memo applied to one or more obligations	Credit memo: \$ -10,000 Obligation: \$10,000
	Credit memo: \$ -10,000 Obligation: \$3,000, \$5,000, \$2,000
User-specified amount to apply	Credit memo: \$ -10,000 Obligation: \$10,000 User-entered amount to apply: \$-5,000
	Credit memo: \$ -10,000 Obligations: \$3,000, \$5,000, \$2,000 User-entered amounts to apply: \$-2,500, \$-4,500, \$-1,700

Scenario	Details
Tolerance based on credit memo tolerance policy - memo amount is greater than what is required	Credit memo: \$ -10,000 Obligations: \$9,995 Amount to apply: \$-9,995 System-closed memo taking \$5 tolerance
	Credit memo: \$ -10,000 Obligations: \$3,000, \$5,000, \$1,955 Amount to apply: \$3,000, \$5,000, \$1,955 System-closed memo taking \$5 tolerance
Tolerance based on credit memo tolerance policy - memo amount is less than what is required	Credit memo: \$ -10,000 Obligations: \$10,005 Amount to apply: \$-10,005 System-closed invoice taking \$5 tolerance
	Credit memo: \$ -10,000 Obligations: \$10,005 Amount to apply: \$-10,00 Invoice remains open for \$5
Debit memo applied to a single obligation	Memo: \$ 1,000 Obligation: \$500 Obligation close, memo open for \$1,500
	Memo: \$ 1,000 Obligation: \$-500 Obligation close, memo open for \$500
Debit memo applied to multiple obligations	Memo: \$ 1,000 Obligation: \$-200, \$100, \$-400 Obligations close, memo open for \$500

Note: Memo applications processed from the mass memo application subfile can produce different results from memo applications entered by using the Memo/Negative Chargeback Application window.

When you apply a debit memo to an obligation with a positive balance by using the Memo/Negative Chargeback Application window, the system allocates the application. The debit memo is fully relieving and the balance on the positive invoice increases.

When you apply a debit memo to an obligation with a positive balance by using the Mass Memo Application function, the positive invoice is closed and the debit memo's balance is increased. This is necessary to ensure balancing when multiple items are selected to be relieved with the debit memo.

The following example illustrates the difference in processing.

Memo application window one-to-one application	Mass memo function one-to-many application
Applying a debit memo to a single invoice	
Debit memo: \$1,000 Invoice: \$200	Debit memo: \$1,000 Invoice: \$200
Memo closed Invoice becomes \$1,200	Memo remains open, balance increases to \$1,200 Invoice closed *
Applying a debit memo to multiple invoices	
Debit memo: \$1,000 Invoice: \$-700	Debit memo: \$1,000 <ul style="list-style-type: none"> • Invoice: \$200 (increase memo, available is now \$1,200) • Invoice: \$-300 (reduce memo, available is now \$900) • Invoice: \$-300 (reduce memo, available is now \$600) • Invoice: \$-300 (reduce memo, remaining open amount \$300)
Total to relieve: \$-700	Total to relieve: \$-700
Debit memo is closed	Debit memo remains open for \$300
Invoice remains open for \$300	Selected invoices are closed*
AR balance: \$300	AR balance: \$300
	<p>*Additionally, where the obligation is closed in this process, it is possible that the amount of the short pay is no longer accounted for via a referenced item. Consider the following example:</p>
	<p>The customer takes an unauthorized deduction on an invoice.</p>
	<ul style="list-style-type: none"> • Invoice: \$10,000

**Memo application window
one-to-one application****Mass memo function
one-to-many application**

- Customer payment of \$9,800
- Chargeback created to account for the \$200 short pay, referencing the original invoice.

The \$200 remains a part of the customer's balance; however, it is no longer accounted for in a single referenced item.

Application reversals

You use the *Interactive Appl Reversals* function to select individual obligations for reversal. If a single memo is applied to more than one obligation and tolerance is used, it is possible to reverse part of the application and leave the tolerance as taken.

Caution: We strongly recommend that you reverse an entire session when tolerance is part of the application.

See the “Reversing Applications” chapter in this guide for more information on application reversals.

Listing applications

Overview

You can print the following listings of applications:

- Daily Application Register
- Applier Summary
- Application History by Obligation
- Application History by Cash Receipt
- Application Reconciliation Report
- Printing the Daily Application Register

This report provides a listing of all cash application activity on a given day. The session date is the date the transaction actually occurred. It can include a detailed listing of batch activity if you request it.

The Daily Application Register, which runs off session date criteria, is also useful when you are reconciling Infinium AR to the Aged Trial Balance.

To print a daily application register, perform the following steps:

- 1 From the Infinium AR main menu select *Applications Processing*.
- 2 Select *Print Daily Appl Register* [PDAR]. The system displays a screen similar the screen shown below.

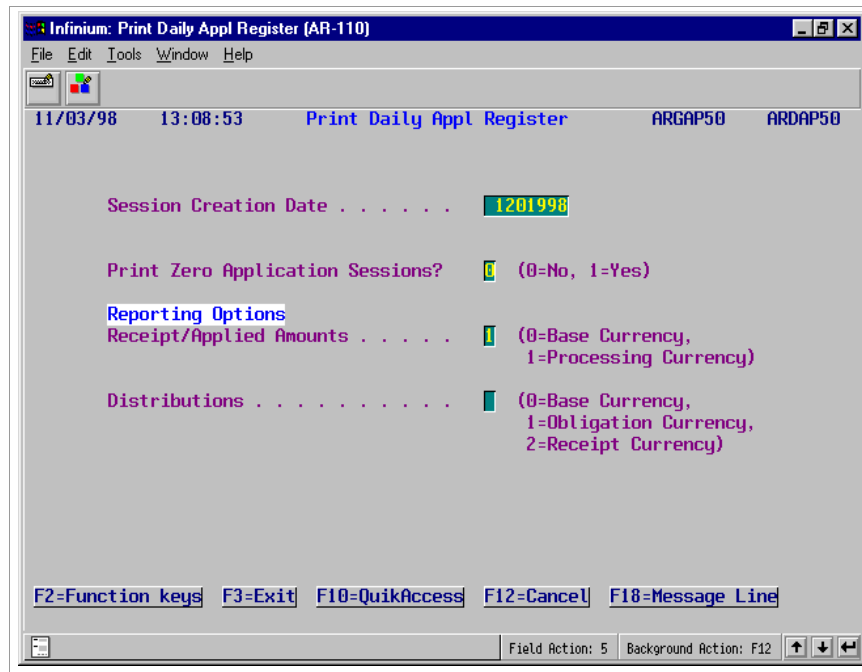


Figure 7-20: Print Daily Appl Register prompt screen

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

Session Creation Date

Type the creation date of the cash application session.

Print Zero Application Sessions?

Specify whether the report should include application sessions with no activity.

Receipt/Applied Amounts

Specify whether the receipt and applied amounts on the report are in base or processing currency.

Distributions

Specify whether the distribution amounts on the report are in base currency, obligation processing currency, or receipt processing currency.

- 4 Press Enter to print the report.

Printing the applier summary

This report provides a summary of the items and amounts applied by a specific cash applier or by all cash appliers during a specific period. The application date is the date that determines what accounting period the transaction should affect.

The Applier Summary, which runs off the application date, is also useful when you are reconciling Infinium AR to the Aged Trial Balance.

To print an applier summary, perform the following steps:

- 1 From the Infinium AR main menu select *Applications Processing*.
- 2 Select *Print Applier Summary* [PAPS]. The system displays a screen similar to Figure 7-21.

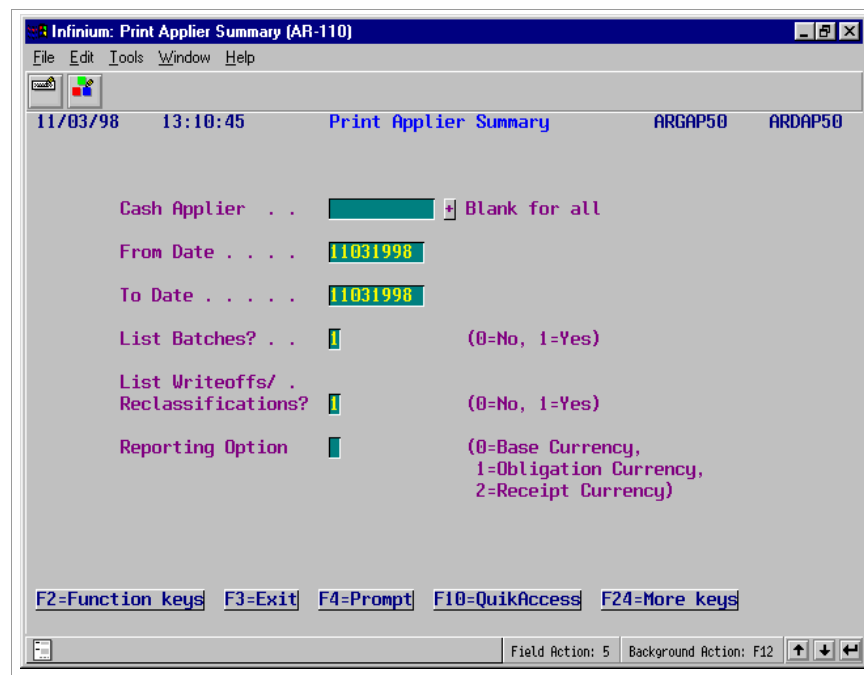


Figure 7-21: Print Applier Summary prompt screen

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

Cash Applier

You can obtain a report that lists the applications made by a specific cash applier or those made by all cash appliers.

From Date, To Date

Type a date range in these fields to limit applications to a specific date range.

List Batches?

Specify whether to include items from the cash applications batch in the report.

List Writeoffs/Reclassifications?

Specify whether to include writeoff/reclassification detail in the report.

Reporting Option

Specify whether amounts on the report are in base currency, obligation processing currency, or receipt processing currency.

- 4 Press Enter to print the report.

Printing application history by obligation or by cash receipt

You can print a report that lists application history by obligations or by cash receipts. The obligation report lists the obligation and the open amount, the original obligation amount less payments, adjustments, writeoffs, and so forth. The cash receipt report lists checks less applications, original amounts, and remaining open amounts.

To print an application history report, perform the following steps:

- 1 From the Infinium AR main menu select *Applications Processing*.
- 2 Select *Print Appl Hist by Obligation* [PAHO]

Or

Select *Print Appl Hist by Cash Rcpt* [PAHCR]

Note: In this example we select the *Print Appl Hist by Obligation* menu option. The submission screens are the same with one exception:

- The Print Appl Hist by Obligation prompt screen allows you to specify an obligation as of date range.
- The Print Appl Hist by Cash Rcpt prompt screen allows you to specify a deposit date range.

The system displays a screen similar to Figure 7-22.

Figure 7-22: Print Appl Hist by Obligation prompt screen

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

Note: You must type values in the *Summary or Detail?* and the *Include Base Currency Information?* fields. However, if you leave all the other fields blank, the resulting report may be very large.

Summary or Detail?

Type **1** in this field to obtain a detailed listing of application history. An entry of **0** in this field produces a report in summary format.

Include Base Currency Information?

Type **1** in this field to include base currency information as well as processing currency information on the report.

Company

Type a value in this field and leave the *Customer Number*, *Company Group*, and *National Account* fields blank to list the application history of all customers in a specific company. Type a value in this field and in the *Customer Number* field and leave the *Company Group* and *National Account* fields blank to list the application history of a specific customer.

Customer Number

Type a value in this field and in the *Company* field and leave the *Company Group* and *National Account* fields blank to list the application history of a specific customer.

Company Group

Type a value in this field and leave the *Company*, *Customer Number*, and *National Account* fields blank to list the application history of a specific company group.

National Account

Type a value in this field and leave the *Company*, *Customer Number*, and *Company Group* fields blank to list the application history of a specific national account. Type ***ALL** in this field and leave the *Company*, *Customer Number*, and *Company Group* fields blank to list the application history of all national accounts.

From Obligation As of Date, To Obligation As of Date

Type a date range in these fields to limit the application history report by obligations to a specific date range.

Note: Leave the *Company*, *Customer Number*, *Company Group*, and *National Account* fields blank to list the cash applications of all customers in all companies.

- 4 Press Enter to submit the report for printing.

Printing the application reconciliation report

This report lists applications for one or all AR distribution codes for an accounting period or application date range, company or companies, and closing status you specify. This report is also useful when you are reconciling Infinium AR to the Aged Trial Balance. In addition to application totals in processing currency, the following warnings print on the report when applicable:

- If an application has closed to the general ledger, the system checks the general ledger transaction period and year against the application's period and year. If these differ, the system prints a warning on the report.
 - If the application has closed to the general ledger and no general ledger transaction record is found, the system prints a warning indicating that it has been purged from the general ledger.
-

To print an application reconciliation report, perform the following steps:

- 1 From the Infinium AR main menu select *Period End Processing*.
- 2 Select *Print Application Recon Report [PARR]*. The system displays a screen similar to Figure 7-23.

Figure 7-23: Print Application Recon Report prompt screen

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

Company, Company Group

Type a value in the *Company* field and leave the *Company Group* field blank to generate the report for a specific company. Type a value in the *Company Group* field and leave the *Company* field blank to generate the report for a specific company group. Leave the *Company* and *Company Group* fields blank to generate the report for all companies.

From Accounting Period/ Year, To Accounting Period/Year

Type a value in these fields to specify an accounting period range. Leave these fields blank to generate the report for applications in all accounting periods or when specifying an application date range.

Note: If you type a value in a period field, you must also type a value in its year field and vice versa. However, you can only type a value in only the from period and year without entering a value in the to period and year and vice versa.

From Application Date, To Application Date

Type a value in these fields to specify an application date range. Leave them blank to generate the report for all applications or when you specify an accounting date range.

Print Format

Type **0** in this field to obtain a detailed listing of applications. An entry of **1** in this field produces a report in summary format. The summary report lists only totals.

AR Distribution Code

You can generate the report for a specific AR distribution code or generate the report for all codes by leaving this field blank.

GL Close Status

Type **0** in this field to include only applications not closed to general ledger. Type **1** to include only applications closed to general ledger. Type **2** to include only applications not closing to general ledger. Leave this field blank to include all of these applications.

- 4 Press Enter to print the report.

Frequently asked questions

- 1 A cash receipts batch has been proofed and posted, but when you select the *Interactive Cash Application* menu option, the batch is not found. Where is the cash receipts batch?

When the system posted the batch, it placed it on account. Select the *Interactive Cash Application* menu option and press F8, apply on-account cash, and apply the cash receipts.

- 2 If an obligation has multiple distribution lines with different AR distribution codes (AR trade accounts), how will a partial payment relieve the different AR trade accounts?

The system will prorate the partial payment to each AR distribution based on the percentage that the detail amount is to the obligation total. For example:

An obligation has a total amount of \$250 with two detail distributions:

- d \$150 to AR Distribution Code 48SAR (60% of the obligation total)
- e \$100 to AR Distribution Code 130AR (40% of the obligation total)

The system applies a payment of \$50 to the obligation. It relieves the AR Distribution Code 48SAR for \$30 (60% of the \$50 application) and relieves the AR Distribution Code 130AR for \$20 (40% of the \$50 application).

- 3 What is the F23 multi-select function key in cash application?

The F23 key allows you to select more than one obligation, even from different customers, while performing applications. The F4 key allows you to select only one obligation at a time.

From the Cash Application - Select Obligations screen press F19 to enter obligations. Once in the Enter Obligation IDs window, press F23 to select multiple obligations.

- 4 I applied my entire receipt; however, the check is not closed. When I display this check, the applied amount is less than, or greater than, the original receipt amount. How did this happen?

In cross currency application processing, there are several situations when currency conversion occurs. When this occurs, processing currency amounts are converted to base currency amounts and base currency amounts are

converted to processing currency amounts. The accuracy of the data set up within Infinium CM is crucial to properly relieving items within Infinium AR.

When exchange rates are entered in Infinium CM, a reciprocal rate is displayed for informational purposes. For example, if I set up an exchange rate for CAD to USD of 1.4%, the reciprocal rate displayed is .7142. If I subsequently manually enter rates for the reverse scenario, USD to CAD, I must use the reciprocal value, .7142, that was displayed when I originally set up the exchange rate for CAD to USD. This ensures accuracy between the two currencies. If I fail to enter the original rate, .7142, the Infinium CM converted amount passed to Infinium AR may not properly relieve items.

We recommend that when you set up your Exchange Rate Controls within Infinium CM, you set the Allow Reciprocal Relationship flag to yes. For example, if this flag was set to yes in the above example, I would not have had to enter the reciprocal value when I manually entered rates for USD to CAD. With the flag set to yes, Infinium CM would have done this for me by performing an inverse operation using the original rate, 1.4%.

Tips and techniques

Earned discounts

The system determines whether a discount is earned or unearned by comparing the discount due date plus the discount grace days to the deposit date of the check. If the deposit date is less than or equal to the discount due date, the discount is considered an earned discount. The system determines the amount of the earned discount to be taken in cash application by comparing the amount of the check to the total obligation amount and net amount as follows:

- 1 If the check amount is equal to the net amount of the obligations selected, the system takes the full earned discount. The net amount of obligations is equal to the total open amount less earned discounts.
- 2 If the check amount is greater than the total open amount of obligations selected, the system takes the full earned discount.
- 3 If the check amount is less than the total open amount but greater than the net amount of obligations selected, the system takes part of the earned discount. The amount of the partial earned discount is the difference between the check amount and the total open amount.
- 4 If the check amount is equal to the total open amount of obligations selected, the system does not take the earned discount.

Note: The above explanations assume that you have not performed any partial payments, chargebacks and/or writeoffs on the obligations within an application. If you adjust an obligation during an application, that obligation's earned discount is not eligible to be taken within that application. A new application must be performed in order for the system to automatically take the earned discount, or you can manually write off the earned discount amount to the appropriate discount account.

The following example illustrates the above explanations and is labeled 1 through 4 accordingly. To simplify the example, we will perform cash applications on the following obligations:

Total Open Amount of Obligations	\$550.00
Earned Discounts	<u>11.00</u>
Net Amount of Obligations	<u>\$539.00</u>

Resulting applications:

	Check amount	Cash applied	Discount taken
1	539.00	539.00	11.00
2	750.00	539.00	11.00
3	545.00	545.00	5.00
4	550.00	550.00	0.00

Override application date

The ability to override an application date is a very useful and powerful tool. It enables you, for example, to perform December month end writeoffs and chargebacks in January and have these items affect the December general ledger.

Caution: Be very cautious with its usage, however, because you could run into reconciliation problems if you are not careful when overriding the application date.

For example:

	System application date	Date override
1 Apply check	11/15/02	11/15/02
2 Reverse applications (because of error)	12/05/02	12/05/02
3 Re-apply check (correctly)	12/05/02	11/15/02

In this scenario we properly overrode the application date (Step 3) to reflect the application correction in November. However, the system did not perform an application date override for the application reversal (Step 2).

This would cause an Aged Trial Balance with an aging date/through date of 11/30/02 to show the check's application twice. This is because the reversal has a December date and the system does not pick it up on the report.

There are several places where the override application date feature appears. These may not seem readily apparent. For instance, in the *Proof & Post Obligations* menu option you can override the application date. The only time the system uses this application date is if you are posting Credit Memos (CM) and Debit Memos (DM) referenced to obligations. As you know, the

system applies these CMs and DMs to the referenced obligation; thus, it utilizes the application date.

Another area where the override may be confusing is in the *Proof & Post Cash Receipts* menu option. The system uses the application date when you invoke cash receipts autocash as well as when you post cash reversal batches that had previous applications. This occurs because you must also reverse those applications.

As a rule of thumb, you may want to override the application date only when the application actually has financial impact (profit and loss) for an accounting period other than the current system date. You must keep in mind that only certain entries made in cash application actually have financial impact. For example, if you want to write off a bad debt that would impact November's numbers, but the current date is December 11, you must override the cash application date.

Selecting range of obligations for cash application

You can select a range of obligations at once by using the F19 facility to select obligations for cash application.

Select the range from the F19 window by entering the following:

- 1 On the first line enter the obligation ID with which you wish to begin the selection.
- 2 On the second line enter the two-period delimiter (“..”).
- 3 On the third line enter the obligation with which you wish to end the selection.

The system returns only available open obligations when you select a range and a company/customer or national account. If the check is not identified, the system selects all open obligations in that range.

After you press Enter, the system automatically displays all obligations within the selected range at the top of the obligation list on the Interactive Cash Application - Select Obligations screen from which you pressed F19. The system has selected them for application. If necessary, you can deselect any or all of these using the normal procedure.

The range you selected will only include any obligations that belong to the same customer or national account as the receipt. This range feature lets you quickly select many obligations.

Preselection of obligations in cash application

You can enable preselection of obligations by typing **1** (Yes) in the *Oblig IDs with Receipts* field on the company control.

The preselection of obligations occurs in the *Interactive Cash Application* menu option with the selection of a check that references obligations. When you select the check that references obligations for cash application, the system automatically preselects the obligations attached to it.

If you decide not to include any of the pre-selected obligations in the application, you can deselect an obligation using the normal procedure.

You maintain the *Oblig IDs with Receipts* field in the *Maintain Company Controls* menu option. This field also has an impact on obligation detail received with cash receipts via a lockbox transmission.

If the control equals **0**, the system drops any obligation IDs transmitted on a lockbox tape for that company and does not store it with the check. Also, the value of **0** in the *Oblig IDs with Receipts* field causes the system to drop any obligation IDs manually entered for a check in the *Maintain Cash Receipts Batches* menu option when you post the batch. Obligation IDs are not available for preselection in the *Interactive Cash Application* menu option or for Autocash.

Unlike the *Detail with Obligations* field, the *Oblig IDs with Receipts* field does not have any impact on the creation of cash receipts journal entries. You can find the control for cash receipts journal entries on the third *Maintain Company Controls* screen.

This chapter describes how to perform chargebacks in the Infinium AR system.

The chapter consists of the following topics:

Topic	Page
Overview of chargeback processing	8-2
Defining chargeback policies	8-6
Creating chargebacks with a partial payment	8-13
Creating chargebacks without a check	8-23
Creating unreferenced receipt chargebacks	8-29
Creating and applying negative chargebacks	8-37
Proofing and posting chargebacks	8-47

Overview of chargeback processing

A chargeback is an obligation the system generates to handle a short payment of open obligations or to convert unapplied cash to a credit item.

Chargebacks create two separate transactions: a new obligation and an application. A chargeback is unique in that the net effect of these two transactions is zero. The chargeback has no net effect on the customer's open item balance since the amount of the chargeback equals the relieved amount applied against the original item.

There are four ways to create chargebacks:

- You can charge back the open amount of a single obligation through a check. You create these obligation chargebacks when you apply cash.
- You can charge back the open amount of a single obligation without a check. You create these obligation chargebacks when you maintain open obligations.
- You can charge back a short payment through a check used to pay multiple obligations. This is an unreferenced receipt chargeback.
- You can convert unapplied cash to a credit item. This is a negative receipt chargeback.

In order for the system to create chargebacks, chargeback policies must be in place. These policies establish the controls for the creation of the chargeback obligation.

You use the *Interactive Cash Application* menu option to charge back an obligation for which you have received but not applied a check. Figure 8-1 illustrates processing a chargeback with a check.

Charging back an obligation through a check

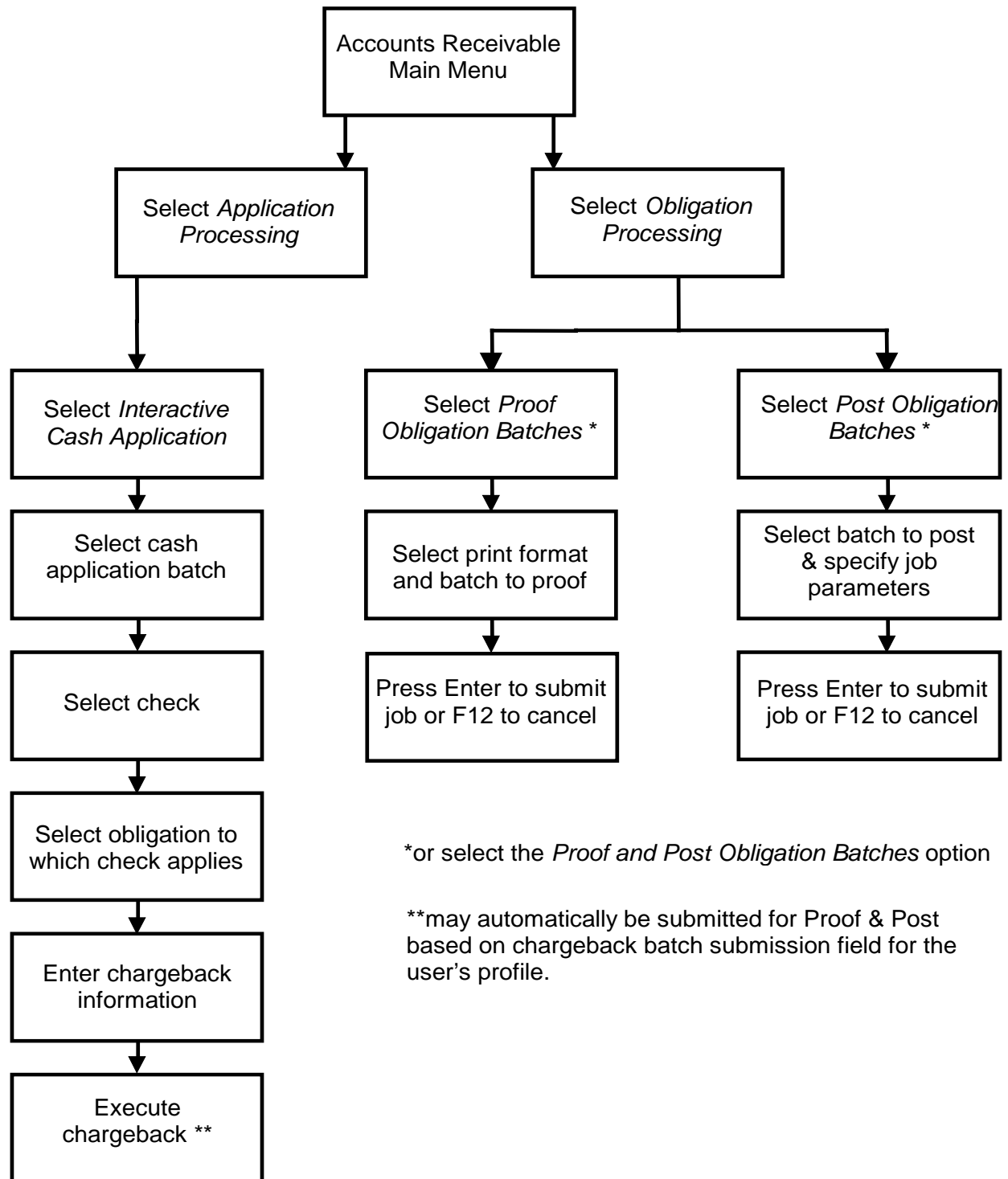
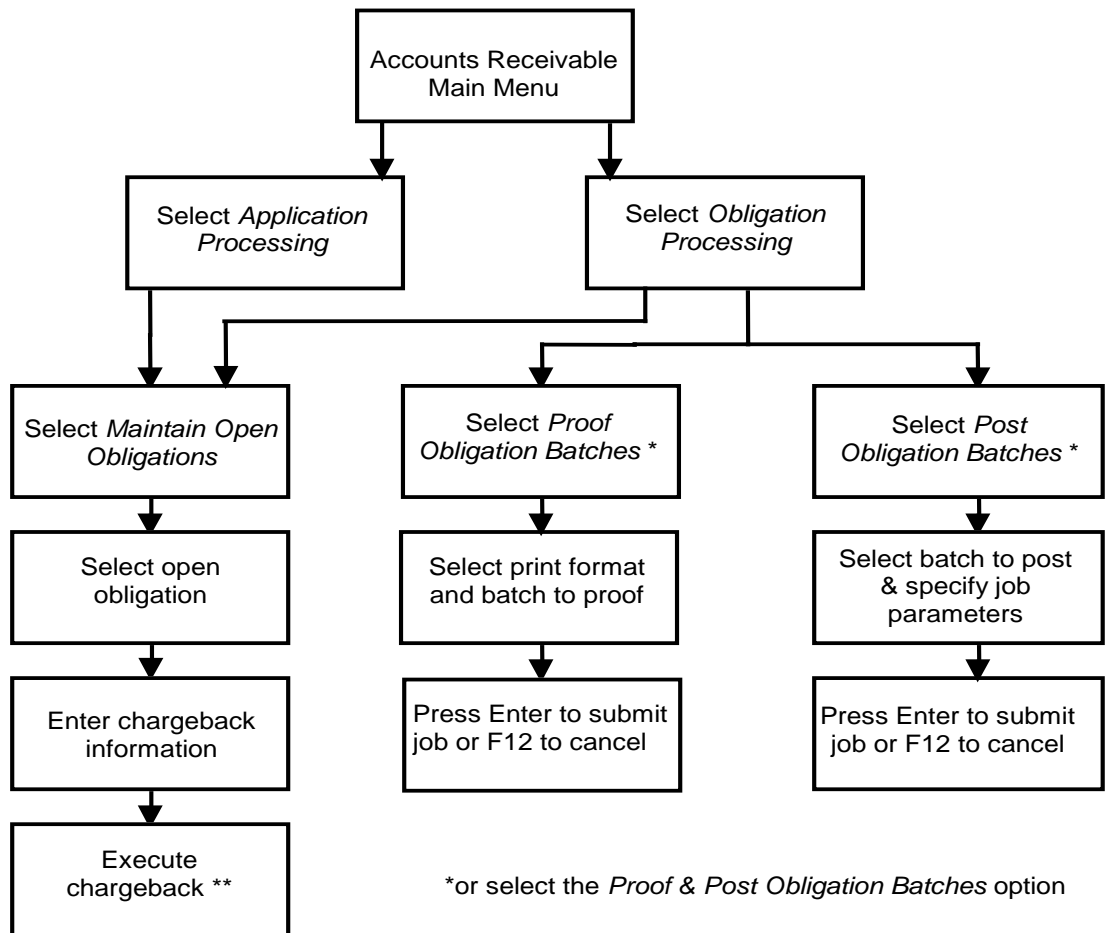


Figure 8-1: Charging back an Obligation through a Check

You use the *Maintain Open Obligations* menu option to charge back an obligation without a check. Figure 8-2 illustrates the processing of a chargeback without a check.

Charging back an obligation without a check



*or select the *Proof & Post Obligation Batches* option

**may automatically be submitted for Proof & Post based on chargeback batch submission field for the user's profile

Figure 8-2: Charging back an Obligation without a Check

Objectives

After you complete this chapter, you should be able to do the following:

- Create a chargeback policy
 - Create a chargeback with a partial payment
 - Create a chargeback without a check
 - Create an unreferenced receipt chargeback
 - Create and apply a negative chargeback
 - Proof and post chargebacks
-

Defining chargeback policies

Overview

Chargeback policies establish the controls for creating new chargeback obligations. These controls provide the flexibility to handle each type of chargeback. You should establish a chargeback policy for each different type of chargeback you create.

Defining a chargeback policy

To define a chargeback policy, perform the following steps:

- 1 From the Infinium AR main menu select *Policy File Maintenance*.
- 2 Select *Maintain Chargeback Policies [MCBP]*. The system displays a screen similar to Figure 8-3.

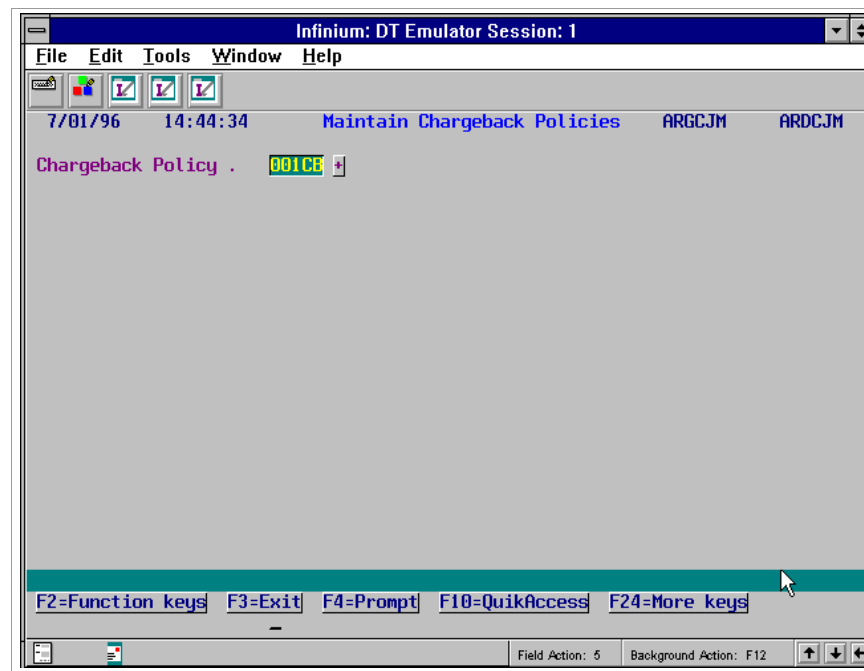


Figure 8-3: Maintain Chargeback Policies prompt screen

- 3 Type a new chargeback policy identifier to create a policy. Press F4 to select from a list of valid chargeback policies if you are updating an existing policy.
- 4 Press Enter. The system displays a screen similar to Figure 8-4.

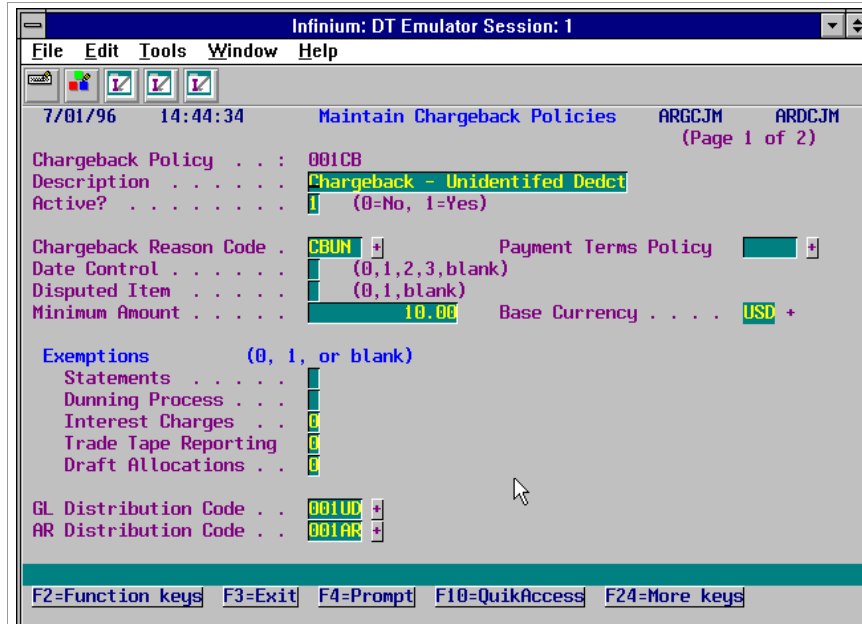


Figure 8-4: Maintain Chargeback Policies screen 1

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

Chargeback Reason Code

The value in this required field identifies the reason for the chargeback. You define reason codes in the *Maintain Codes* menu option using code type **AJR**.

Payment Terms Policy

The system uses the value in this optional field to determine the due date information for the chargeback obligation it creates using this policy.

Date Control

The system uses this field to determine the obligation date, the as of date and the due date of the chargeback obligation. Refer to the following table for more information:

Date control	Date	Obligation chargeback (single, with check, without check)	Receipt chargeback (unreferenced)	Receipt chargeback (negative)
Blank or Zero	obligation date	obligation being charged back	receipt date	receipt date
	as of date	obligation being charged back	receipt date	receipt date
	net due date	obligation being charged back	receipt date	receipt date
1	obligation date	current system date	current system date	current system date
	as of date	current system date	current system date	current system date
	net due date	use payment terms; if blank, use current system date	use payment terms; if blank, use current system date	current system date; always ignores terms
2	obligation date	obligation being charged back	receipt date	receipt date
	as of date	current system date	receipt date	receipt date
	net due date	use payment terms; if blank, use current system date	use payment terms; if blank, use current system date	current system date; always ignores terms
3	obligation date	receipt date *	receipt date	receipt date
	as of date	receipt date *	receipt date	receipt date
3	net due date	use payment terms; if blank, use current system date	use payment terms; if blank, use current system date	current system date; always ignores terms

* If you use option 3 from within the *Maintain Open Obligations* menu option, the system obtains dates as if the value in the *Date Control* field is **Blank** or **Zero**.

Disputed Item

If this field is blank, the system derives the disputed item status for the new obligation from the obligation being charged back. The default value for receipts being charged back is **0**.

Minimum Amount

The system uses this optional field to determine whether or not it can create a chargeback. If you type an amount in this field, any chargeback the system creates using this policy must be equal to or greater than this amount. For negative receipt chargebacks, the system compares this amount to the amount of the check being charged back.

Base Currency

You must enter a valid currency code in this field. If you change the value in this field when you are updating the policy, you must press F21 to override the message. Changing the currency of an existing policy can have undesirable ramifications if history exists.

Exemptions

The system defaults the values in these optional fields into the chargeback obligations it creates when using this policy. If any of these fields are blank, the system derives the exemption status for the new obligation from the obligation being charged back. The default value for receipts being charged back is **0**.

GL Distribution Code

The system uses the code in this required field when it creates chargeback-related journal entries.

AR Distribution Code

This optional field defines the AR distribution code the system uses when it creates a chargeback obligation. If you are creating a chargeback policy for receipt chargebacks, you must type a distribution code in this field.

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

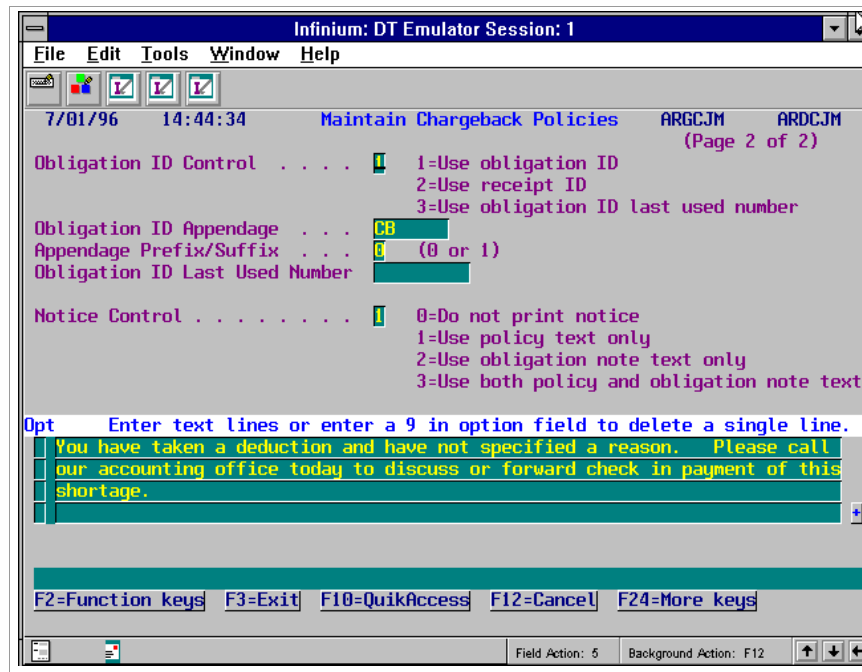


Figure 8-5: Maintain Chargeback Policies screen 2

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

Obligation ID Control

You must define the method the system uses to determine the chargeback obligation ID. The following are valid values:

- 1 The system determines the chargeback obligation's ID from the obligation being charged back.

Note: If the system creates a receipt chargeback, it uses the last used obligation ID number. If one does not exist and the receipt chargeback is an unreferenced chargeback, the system uses the ID of the first selected obligation. If the receipt chargeback is a negative chargeback, the system uses the receipt ID.

- 2 The system determines the chargeback obligation's ID from the receipt ID.

Note: If the system creates an obligation chargeback from within the *Maintain Open Obligations* menu option where it does not use a receipt, the system uses the last used obligation ID number. If one does not exist, the system uses the obligation ID.

- 3** The system determines the chargeback obligation's ID from the last used obligation ID number.

Obligation ID Appendage

Use this field to type the appendage the system attaches to the chargeback obligation ID. You can override this chargeback ID at chargeback creation time. If you do not type an appendage, the obligation ID of the chargeback obligation may be identical to the ID of the obligation or receipt being charged back.

Note: You must type a value, one or two characters, in this field if there is a value in the *Appendage Prefix/Suffix* field defined below.

Appendage Prefix/Suffix

If you type a value in the *Obligation ID Appendage* field, you must specify whether the obligation appendage is a prefix or a suffix. If you want the obligation ID appendage to be a prefix of the obligation ID of the chargeback, type **0**. If you want the obligation ID appendage to be a suffix of the chargeback, type **1**.

Obligation ID Last Used Number

You must type a value in this field if the value in the *Obligation ID Control* field is **3**. After you type an initial value in this field, the system increments it by one to determine the ID for each obligation created using this policy. The system uses this field in conjunction with the *Obligation ID Appendage* field.

Notice Control

You use this field to define the text the system prints on a chargeback notice. The following are valid values for this field:

- 0** Do not print a chargeback notice.
 - 1** Print the text defined in the chargeback policy on the chargeback notice.
 - 2** Print the note text associated with the chargeback on the chargeback notice. If there is more than one note, the system only prints the text from the first note associated with the chargeback.
 - 3** Print both the text defined on the chargeback policy and the note text associated with the chargeback on the chargeback notice.
-

(Lines to enter text)

The system prints the text you type here on the chargeback notice if the value in the *Notice Control* field is either **1** or **3**.

Note: To delete a line of text, type **9** in the *Opt* field to the left of that line of text.

8 Press Enter. The system creates or updates the chargeback policy.

Creating chargebacks with a partial payment

Overview

In some situations the customer sends a check that is less than the amount of the obligation. In this case, you may want to partially relieve the open obligation with the check and create a new obligation (a chargeback) for the unpaid balance. The *Interactive Cash Application* menu option allows you to charge back an obligation for which you have received a check that you have not yet applied.

Creating a chargeback with a partial payment and payment amount

To create a chargeback with a partial payment, 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 8-6.
-

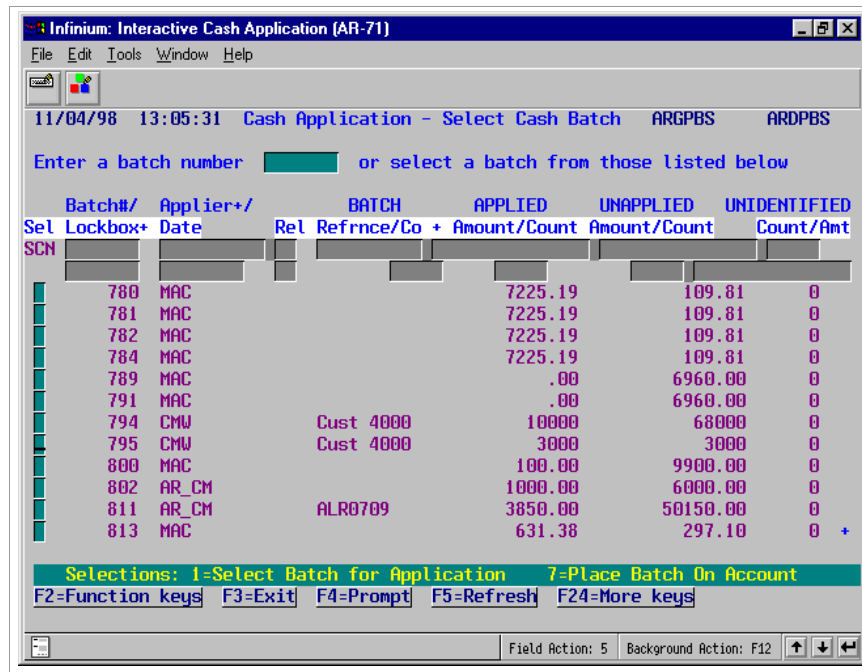


Figure 8-6: Cash Application - Select Cash Batch screen

Selecting the cash batch

- 3 Select with 1 the cash batch that contains the check that you are applying.
- 4 Press Enter. The system displays a screen similar to Figure 8-7.

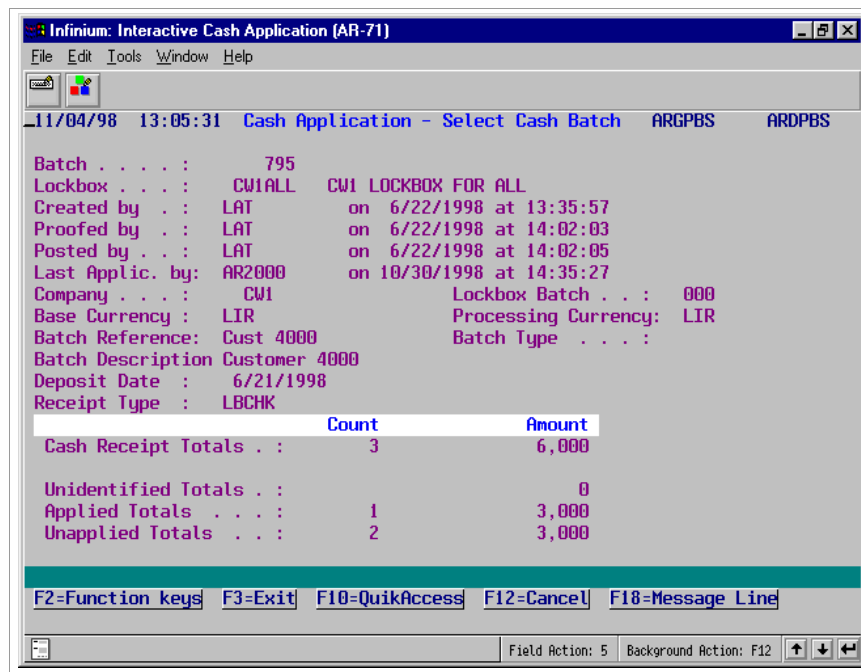


Figure 8-7: Cash Application - Select Cash Batch header screen

- 5 Review the batch control information to ensure that you selected the correct batch.
- 6 Press Enter if this is the correct batch. Otherwise, press F12 to return to the previous screen and make another selection. The system displays a window similar to Figure 8-8.

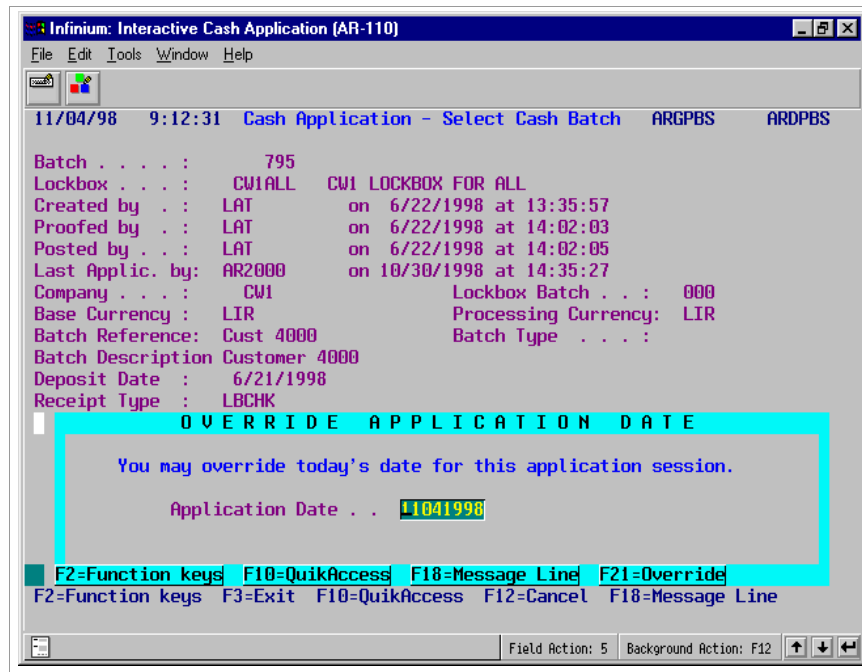


Figure 8-8: Override Application Date window

Changing the application date

The system displays this window if this is the first application in a session.

- 7 Override the application date, if necessary.

Note: The application date determines the accounting period for the application. Override the application date when the application has financial impact (profit and loss) for an accounting period other than the current system date.

- 8 Press Enter if the date you type is outside the date range on the AR user's profile, press F21. The system displays a screen similar to Figure 8-9.

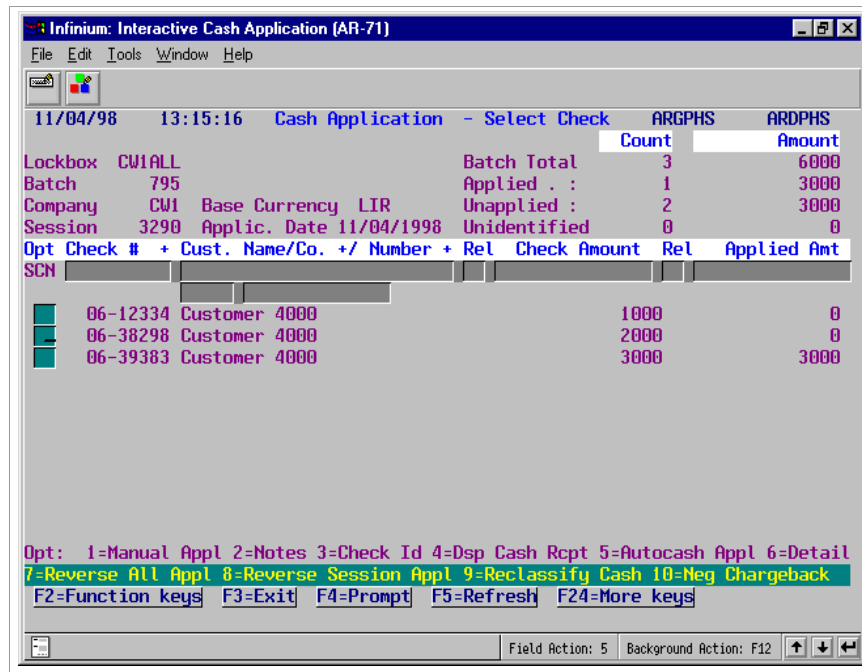


Figure 8-9: Cash Application - Select Check screen

Selecting the check

- 9 Select the appropriate check with 1.

Note: You cannot select fully applied checks.

- 10 Press Enter. The system displays a screen similar to Figure 8-10.

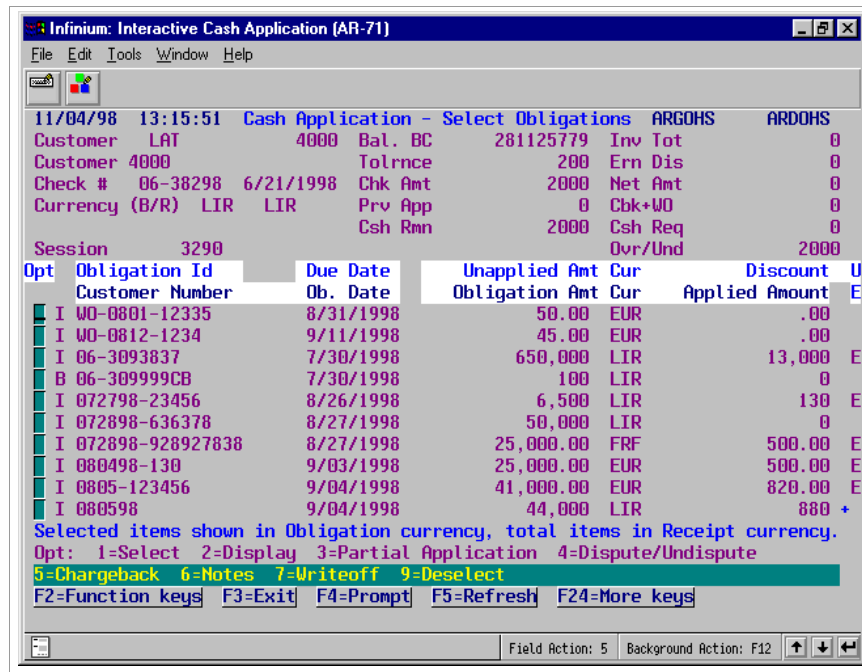


Figure 8-10: Cash Application - Select Obligations screen

Selecting obligations

- 11 As previously stated, select the check with 1.
- 12 Press Enter. The system re-displays the screen with the obligation or obligations at the top of the listing separate from the other obligations. The obligation is then eligible for the creation of a chargeback.
- 13 To create a chargeback for an obligation, type 5 next to that obligation.
- 14 Press Enter. The system displays a window similar to Figure 8-11.

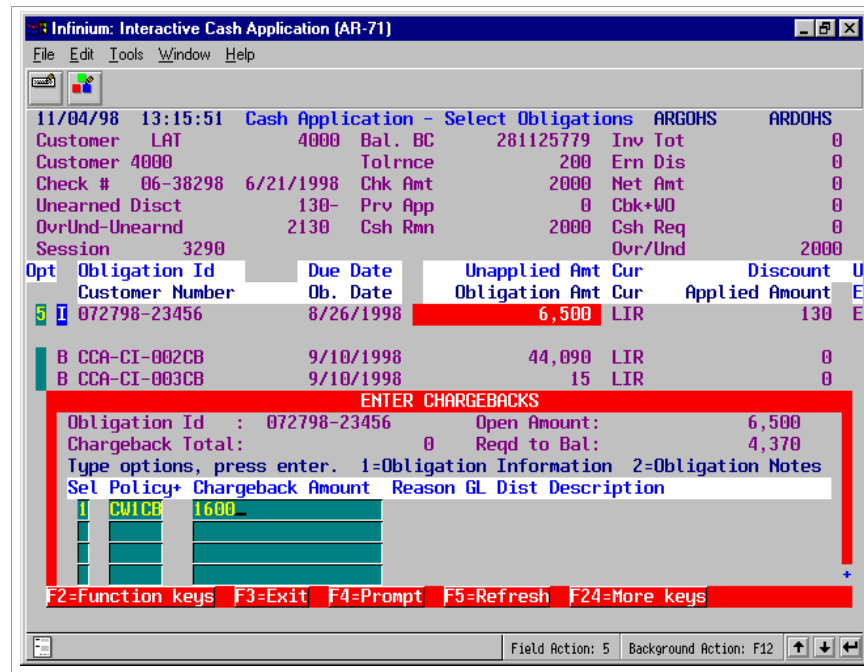


Figure 8-11: Enter Chargebacks window

Screen information

The system displays the obligation ID, the open amount, the chargeback total, and the amount required to balance.

Entering chargeback information

- 15 Complete the fields in this window using the following information:

Sel

If you select a line with 1, you can make changes to the chargeback obligation you are creating. If you select a line with 2, you can attach a note to the chargeback.

Note: In this example, we type 1 in the *Sel* field to update the chargeback obligation information.

Policy

Type the applicable chargeback policy. You can press F4 to select from a listing of valid chargeback policies. You must type a policy in this field because the chargeback policy is not linked to the hierarchy.

The system immediately supplies the associated reason code (*Reason*), GL distribution code (*GL Dist*) and *Description* if you use F4 to select the policy. If you do not prompt on the field, the system displays this information after you press Enter. You cannot override these fields.

Chargeback Amount

Type the amount of the chargeback in this field. If you specified a minimum chargeback amount on the chargeback policy, the system edits that amount against the amount in this field to ensure that the chargeback is not too small.

Note: You can enter more than one chargeback to an obligation with a single selection.

- 16 Press Enter. Since we typed 1 in the *Sel* field to update the chargeback obligation, the system displays a window similar to Figure 8-12.

The screenshot displays the 'ENTER CHANGES TO CHARGEBACK OBLIGATIONS' window. At the top, it shows the date and time (11/04/98 13:15:51) and the application title 'Cash Application - Select Obligations'. Below this, there are several data fields: Customer (LAT 4000), Bal. BC (281125779), Inv Tot (0), Tolrnce (200), Ern Dis (0), Check # (06-38298), Chk Amt (2000), and Net Amt (0). The main section is titled 'ENTER CHANGES TO CHARGEBACK OBLIGATIONS' and contains the following fields:

- Obligation Id: PB-072798-23456
- Obligation Date: 7/27/1998
- Description: [Blank]
- As of Date: [Blank]
- Due Date: 8/26/1998
- Disc. Date: [Blank]
- Disc. Amt: 0
- Disc. Date Exempt: [Blank]
- Disputed Item: [Blank]
- Trade Tape Rptg Ex: [Blank]
- Int Charge Exempt: [Blank]
- Statements Exempt: [Blank]
- Dr Allocations Ex: [Blank]
- Dunning Process Ex: [Blank]
- Interest Rate Table: [Blank]
- Net Due Grace Days Code: [Blank]
- ALPHA#1: [Blank]
- ALPHA#2: [Blank]
- ALPHA#3: [Blank]
- NUMERIC#1: .00
- NUMERIC#2: .00
- DATE#1: [Blank]

At the bottom, there is a summary section:

- Chargeback Total: 0
- Reqd to Bal: 4,370
- Type options, press enter. 1-Obligation Information 2-Obligation Notes
- Sel Policy: CUTCB
- Chargeback Amount: 1600
- Reason GL Dist Description: [Blank]

Function key prompts are visible at the bottom: F2=Function keys, F3=Exit, F4=Prompt, F5=Refresh, F24=More keys.

Figure 8-12: Enter Changes to Chargeback Obligations window

Changing chargeback obligation information

The system displays obligation fields and as many as six user-defined fields if defined in this window. The system defaults information on this screen from the chargeback policy and the obligation for which you are creating a chargeback. You can change the values in all the other fields.

Note: The *Rate Lock* for chargebacks is always 2.

- 17 Change the information in this window as necessary.
- 18 Press Enter. The system returns you to the Enter Chargebacks window.
- 19 Press Enter. The system returns you to the Cash Application - Select Obligations screen similar to Figure 8-13, which now displays the chargeback information for your obligation.

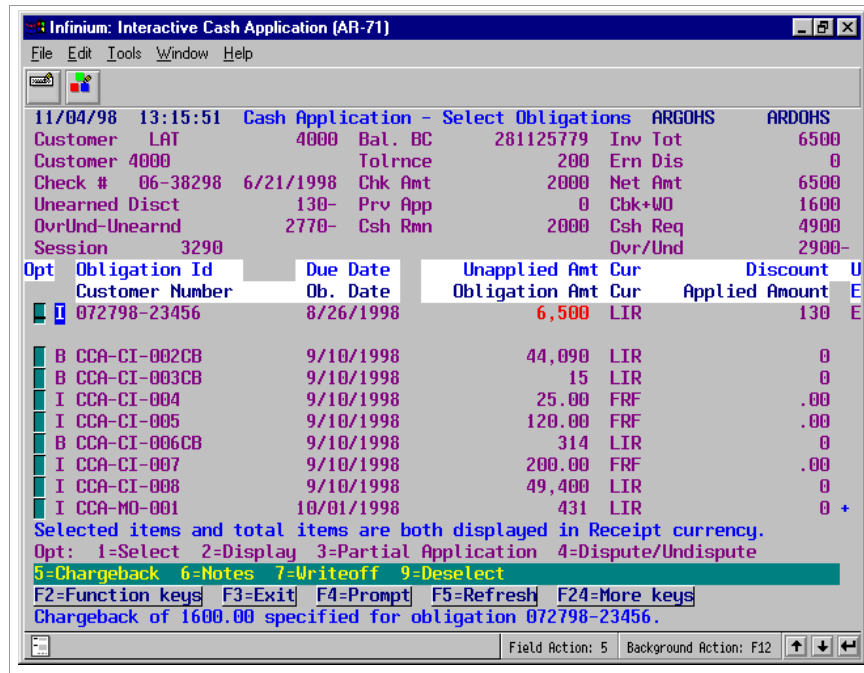


Figure 8-13: Cash Application - Select Obligations screen

Screen information

The system displays the chargeback amount in the *Cbk+WO* field.

Executing the chargeback

- 20 Press F16 to apply the check and create the chargeback.

Depending on the value in the *Chargeback Batch Submission* field in the *Maintain AR User Profile Controls* menu option, the system does one of the following:

- If the value in this field is 0 for your AR user profile, the system does not display the following window. The system returns you to the Cash Application - Select Check screen without submitting the chargeback batch to proof and post or without prompting you to submit the

chargeback batch to proof and post. Press F3 to return to the Infinium AR main menu.

Proof and post the chargeback. You must proof and post the chargeback batch in the same manner as you proof and post your obligation batches.

Refer to the “Proofing and posting chargebacks” topic in this chapter for more information.

- If the value in this field is 1 for your AR user profile, the system does not display the following window. The system automatically submits the chargeback batch for proof and post when you press F3 to exit this function.
- If the value in this field is 2 for your AR user profile, the system displays a window similar to Figure 8-14.

We recommend that you define your AR user profiles with either the prompt or the automatic submission for chargeback batches.

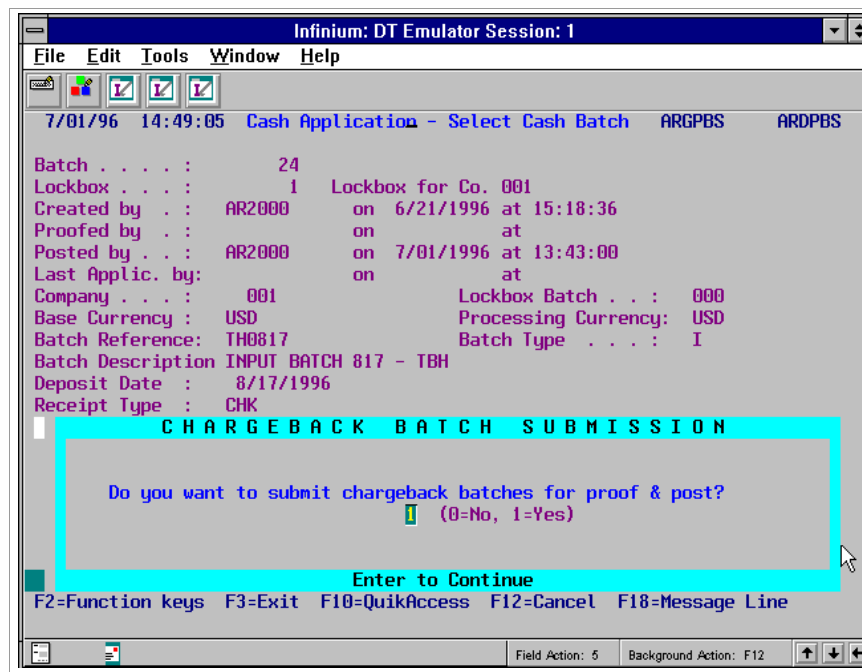


Figure 8-14: Chargeback Batch Submission window

- 21 Specify whether or not you want to submit the chargeback batch for proof and post.
- 22 Press Enter.

Creating chargebacks without a check

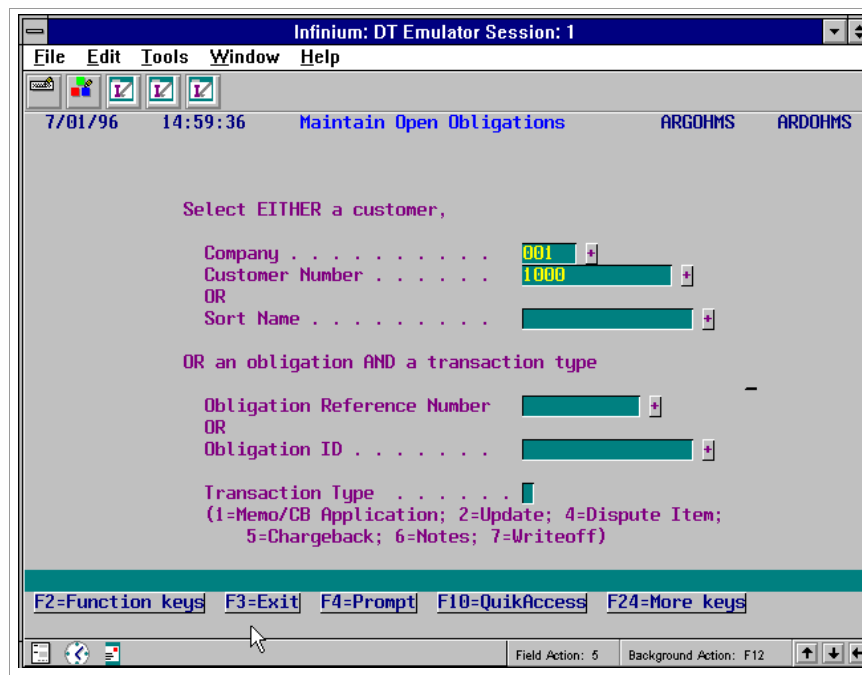
Overview

If you do not have a cash receipt to access obligations, you must use the *Maintain Open Obligations* menu option to create a chargeback.

Creating chargebacks without a check

To create a chargeback without a cash receipt, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing or Application Processing*.
- 2 Select *Maintain Open Obligations* [MOO]. The system displays a screen similar to Figure 8-15.



The screenshot shows a terminal window titled "Infinium: DT Emulator Session: 1". The window has a menu bar with "File", "Edit", "Tools", "Window", and "Help". Below the menu bar, the date and time "7/01/96 14:59:36" are displayed, followed by the title "Maintain Open Obligations" and two user identifiers "ARGOHMS" and "ARDOHMS".

The main content area contains the following text:

Select EITHER a customer,

Company 001 *

Customer Number 1000 *

OR

Sort Name *

OR an obligation AND a transaction type

Obligation Reference Number *

OR

Obligation ID *

Transaction Type

(1=Memo/CB Application; 2=Update; 4=Dispute Item;
5=Chargeback; 6=Notes; 7=Writeoff)

At the bottom of the screen, there is a function key bar with the following keys: F2=Function keys, F3=Exit, F4=Prompt, F10=QuikAccess, and F24=More keys. The status bar at the very bottom shows "Field Action: 5" and "Background Action: F12".

Figure 8-15: Maintain Open Obligations Prompt screen

Selecting open obligations

- Specify the customer to whom the obligation belongs by typing a value in the *Company* and *Customer Number* fields or in the customer's *Sort Name* field. After you press Enter, the system displays a screen similar to Figure 8-16 that lists the customer's open obligations.

Or

Specify the obligation that you are charging back by typing a value in either the *Obligation Reference Number* field (the system-assigned number) or in the *Obligation ID* field. You must also type **5** in the *Transaction Type* field. After you press Enter, the system displays the Enter Chargebacks window similar to Figure 8-17.

Sel	Obligation Id+	Due Date	Proc. Open Amount	Base Open Amount	Obl. Date	Proc. Original Amt	Proc. Discount
SCN		REL BT					
B	CBCRCB01	DSPTD 7/30/1996	350.00				.00
B	CB9504	7/25/1996	4,350.00				.00
B	CB9603	7/15/1996	88.77				.00
B	CB9604	4/30/1996	550.00-				.00
C	CM9606	6/30/1996	120.00-				.00
D	DM9606	6/08/1996	250.00				.00
D	DM9607	9/10/1996	300.00				.00
F	DR101	8/05/1996	1,500.00				.00
F	DR102	9/16/1996	1,200.00				.00
I	9511	1/11/1996	8,202.76				.00 +

Opt: 1=Memo/CB Appl, 2=Update 4=Dispute/Undispute 5=Chargeback 6=Notes
 7=Writeoff 8=Reverse session obligation application 9=Display draft header
 F2=Function keys F3=Exit F4=Prompt F5=Refresh F24=More keys

Figure 8-16: Maintain Open Obligations Selection screen

- Type **5** in the *Sel* field to select an obligation to charge back.
- Press Enter. The system displays the Enter Chargebacks window similar to Figure 8-17.

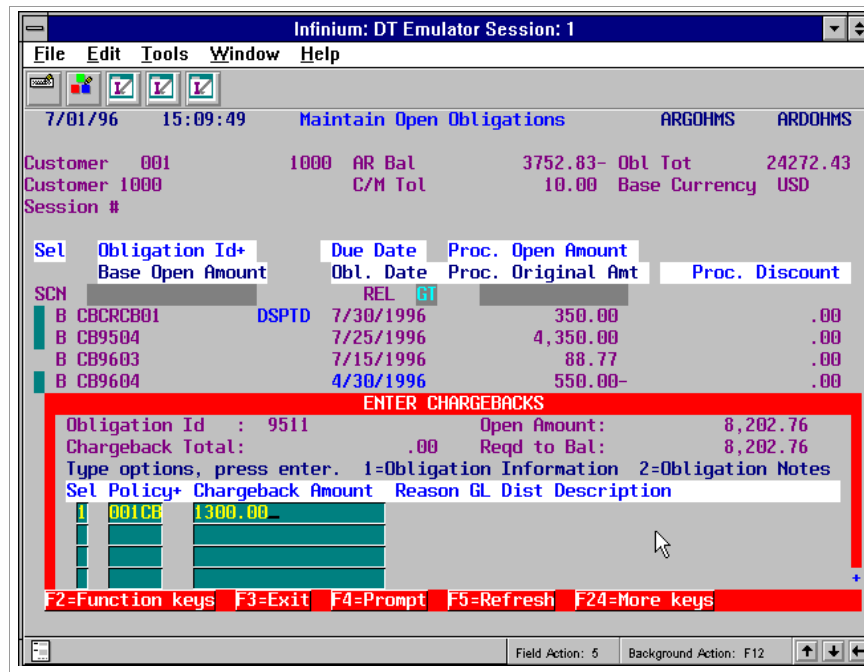


Figure 8-17: Enter Chargebacks window

Screen information

The system displays the obligation ID, the open amount, the chargeback total, and the amount required to balance.

Entering chargeback information

- 6 Complete the fields in this window using the following information:

Sel

If you select a line with 1, you can make changes to the chargeback obligation you are creating. If you select a line with 2, you can attach a note to the chargeback.

Note: In this example, type 1 in the *Sel* field to update the chargeback obligation information.

Policy

Type the applicable chargeback policy. You can press F4 to select from a listing of valid chargeback policies. You must type a policy in this field because the chargeback policy is not linked to the hierarchy.

The system immediately supplies the associated reason code (*Reason*), GL distribution code (*GL Dist*) and *Description* if you use F4 to select the policy. If you do not prompt on the field, the system displays this information after you press Enter. You cannot override these fields.

Chargeback Amount

Type the amount of the chargeback in this field and press FieldExit to right justify the amount. If you specified a minimum chargeback amount on the chargeback policy, the system edits that amount against the amount in this field to ensure that the chargeback is not too small.

Note: You can enter more than one chargeback to an obligation with a single selection.

- 7 Press Enter. Since you typed 1 in the *Sel* field to update the chargeback obligation, the system displays a window similar to Figure 8-18.

The screenshot shows a terminal window titled 'Infinium: DT Emulator Session: 1'. The main window is 'ENTER CHANGES TO CHARGEBACK OBLIGATIONS'. At the top, it displays '7/01/96 15:09:49 Maintain Open Obligations ARGOHMS ARDOHMS'. Below this, it shows 'Customer 001 1000 AR Bal 3752.83- Obl Tot 24272.43' and 'Customer 1000 C/M Tol 10.00 Base Currency USD'. The main data entry area includes:

Obligation Id	CB9511	001CB	Obligation Date	12121995	
Description			As of Date		
Disputed Item	0	Disc Amt	.00	Due Date	1111996
Statements Exempt	0	Trade Tape Rptg Ex	0	Disc. Date	
Dunning Process Ex	0	Dr Allocations Ex	0	Int Charge Exempt	0
Interest Rate Table	*	Net Due Grace Days Code	*		
OHALPHA1		OHALPHA2			
OHNUM1	.00	OHNUM2	.00	OHDATE1	

Below the table, it shows 'F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys'. The 'Chargeback Total' is .00 and 'Reqd to Bal' is 8,202.76. A table at the bottom shows 'Type options, press enter. 1=Obligation Information 2=Obligation Notes' and a list of fields: 'Sel Policy+ Chargeback Amount Reason GL Dist Description'. The current entry is '1 001CB 1300.00'. At the bottom, it shows 'F2=Function keys F3=Exit F4=Prompt F5=Refresh F24=More keys' and 'Field Action: 5 Background Action: F12'.

Figure 8-18: Enter Changes to Chargeback Obligations window

Changing chargeback obligation information

The system provides obligation fields and as many as six user-defined fields if defined on this screen. The system defaults information on this screen from the chargeback policy and the obligation for which you are creating a chargeback.

Note: The *Rate Lock* for chargebacks is always 2.

- 8 Type your changes to the chargeback obligation.
- 9 Press Enter.

Executing the chargeback

- 10 Press F3 after you complete all transactions.

Depending on the value in the *Chargeback Batch Submission* field in the *Maintain AR User Profile Controls* menu option, the system does one of the following:

- If the value in this field is **0** for your AR user profile, the system does not display the following window. The system returns you to the Cash Application - Select Check screen without submitting the chargeback batch to proof and post or without prompting you to submit the chargeback batch to proof and post. Press F3 to return to the Infinium AR main menu.

Note: You must proof and post the chargeback. You must proof and post the chargeback batch in the same manner as you proof and post your obligation batches.

Refer to the “Proofing and posting chargebacks” topic in this chapter for more information.

- If the value in this field is **1** for your AR user profile, the system does not display the following window. The system automatically submits the chargeback batch for proof and post when you press F3 to exit this function.
- If the value in this field is **2** for your AR user profile, the system displays a window similar to Figure 8-19.

Note: We recommend that you define your AR user profiles with either the prompt or the automatic submission for chargeback batches.

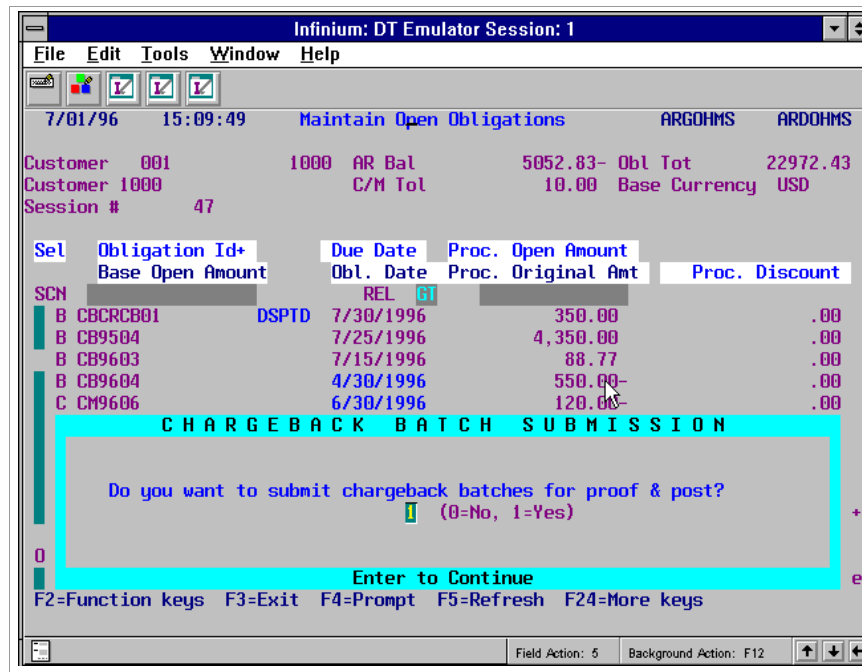


Figure 8-19: Chargeback Batch Submission window

- 11 Specify whether you want to submit the chargeback batch for proof and post.
- 12 Press Enter.

Creating unreferenced receipt chargebacks

Overview

You can charge back multiple obligations through a check. You use the *Interactive Cash Application* menu option to charge back the unpaid portion of multiple obligations for which you have received a check. The resulting chargebacks are unreferenced receipt chargebacks. Unreferenced chargeback processing allows you to create open items to account for short payments and deductions taken by the customer that are unrelated to any one specific obligation.

For example, a customer sends a receipt for \$1,000 with a remittance advising that he is paying three obligations (Invoice #1 for \$3,000, Invoice #2 for \$4,500, and Invoice #3 for \$2,000) totaling \$9,500 and that he is taking deductions (promotional discount of \$1,500, returns of \$2,500, damaged goods of \$4,000, and a discount of \$500) totaling \$8,500.

In the example, the system creates four chargebacks for the deductions taken by the customer. They reference the receipt submitted by the customer rather than any specific obligation. The system closes the invoices noted on the customer's remittance.

Creating unreferenced chargebacks

To create unreferenced receipt chargebacks, 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 8-20.
-

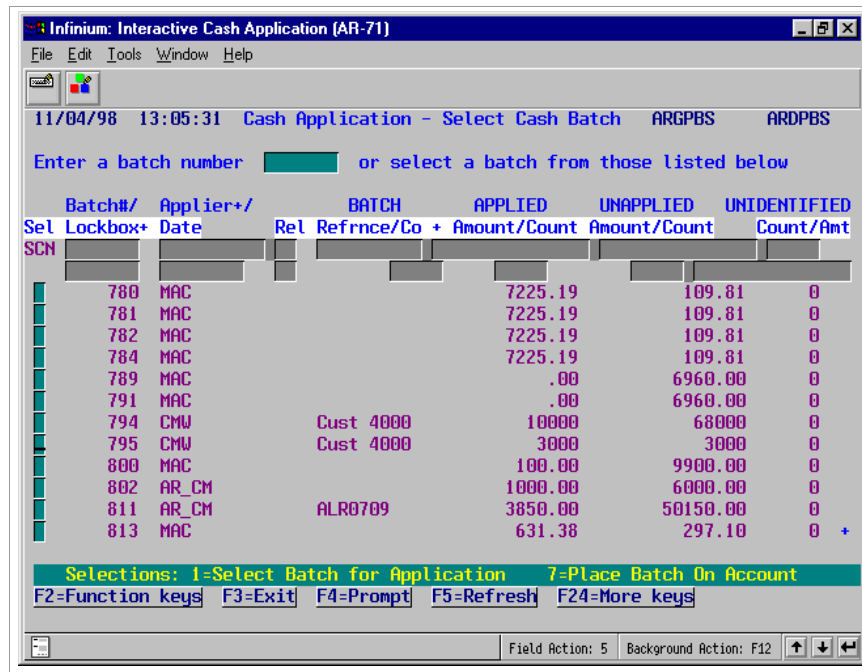


Figure 8-20: Cash Application - Select Cash Batch screen

Selecting the cash batch

- 3 Select the cash batch with 1 that contains the check you are charging back.
- 4 Press Enter. The system displays a screen similar to Figure 8-21.

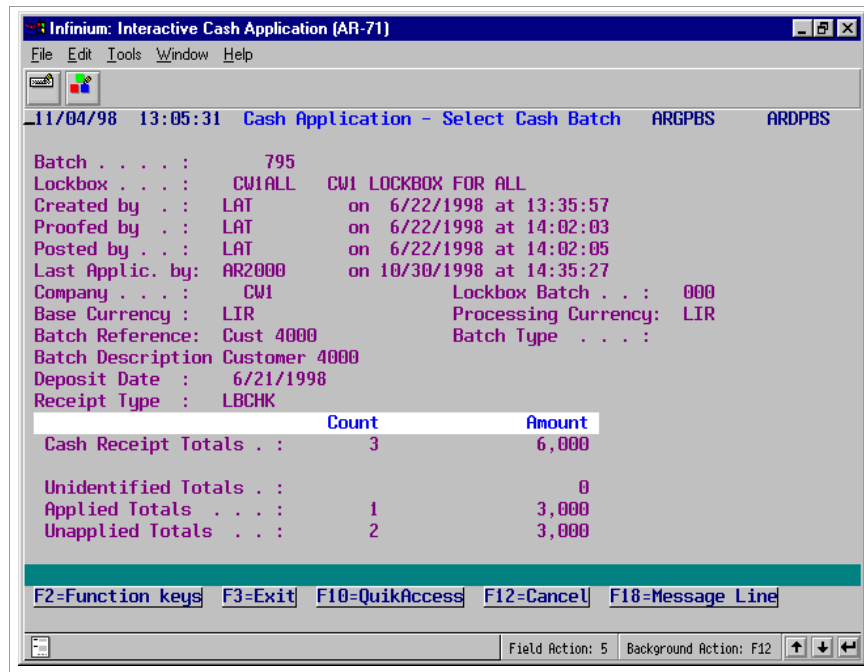


Figure 8-21: Cash Application - Select Cash Batch header screen

- 5 Review the batch control information to ensure that you selected the correct batch.
- 6 Press Enter if it is the correct batch. Otherwise, press F12 to return to the previous screen and make another selection. The system displays a screen similar to Figure 8-22.

Note: The system displays the Override Application Date window similar to Figure 8-8 if this is the first application in a session. You can override the application date if necessary. Press Enter.

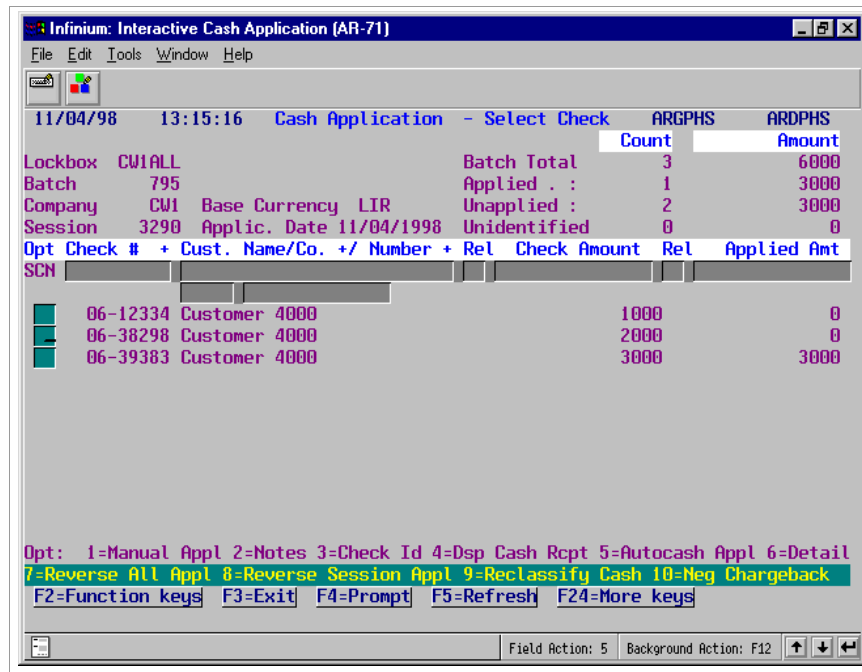


Figure 8-22: Cash Application - Select Check screen

Selecting the check

- 7 Select the appropriate check with 1.

Note: You cannot select fully applied checks.

- 8 Press Enter. The system displays a screen similar to Figure 8-23.

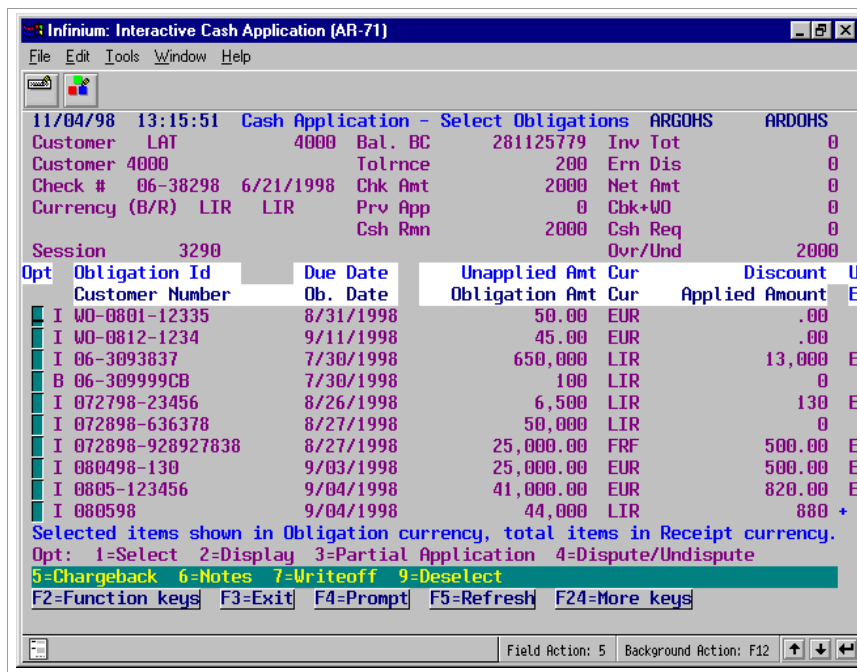


Figure 8-23: Cash Application - Select Obligations screen

Selecting obligations

- 9 Select the appropriate obligation or obligations with 1.
- 10 Press Enter. The system re-displays the screen with the obligation or obligations at the top of the listing separate from the other obligations. The obligation is then eligible for the creation of unreferenced chargebacks.

Note: You can perform applications other than unreferenced chargebacks (partial applications, writeoffs, and so forth) any time prior to executing the application by pressing F16. We recommend that you perform all other types of applications before creating unreferenced chargebacks.
- 11 Press F9. The system displays a window similar to Figure 8-24.

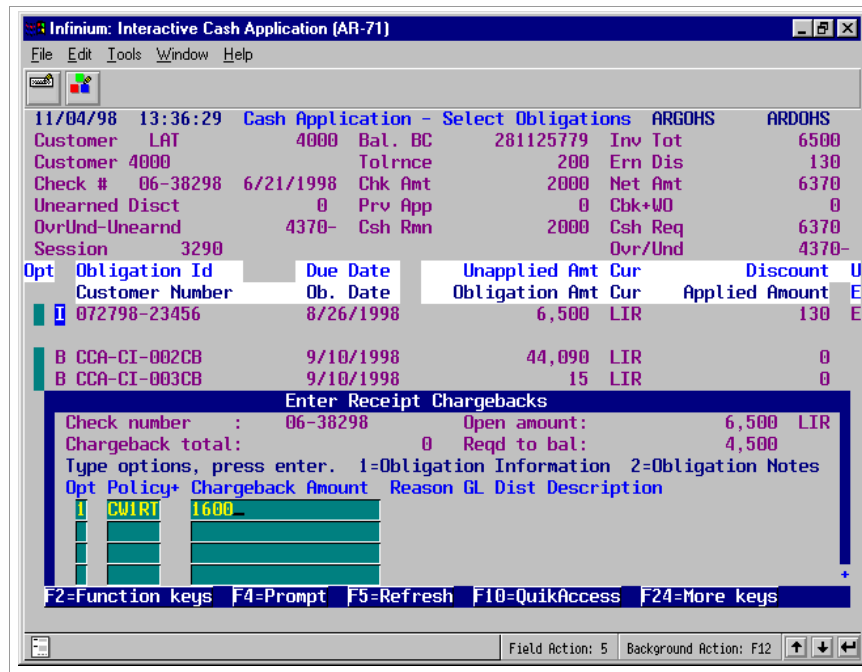


Figure 8-24: Enter Receipt Chargebacks window

Screen information

The system displays the check number, the open amount of the check, the chargeback total, and the amount required to balance.

Entering chargeback information

- Complete the fields in this window using the following information:

Opt

If you select a line with 1, you can make changes to the chargeback obligation you are creating. If you select a line with 2, you can attach a note to the chargeback.

Note: In this example, type 1 in the *Opt* field to update the chargeback obligation information.

Policy

Type the applicable chargeback policy. You can press F4 to select from a listing of valid chargeback policies. You must type a policy in this field because the chargeback policy is not linked to the hierarchy.

The system immediately supplies the associated reason code (*Reason*), GL distribution code (*GL Dist*) and *Description* if you use F4 to select the policy. If you do not prompt on the field, the system displays this information after you press Enter. You cannot override the GL distribution code and its description. You can, however, override the reason code in the Enter Changes to Chargeback Obligation window.

Chargeback Amount

Type the amount of the chargeback in this field. If you specified a minimum chargeback amount on the chargeback policy, the system edits that amount against the amount in this field to ensure that the chargeback is not too small.

Note: You can enter more than one unreferenced chargeback at this time.

- 13 Press Enter. Since you typed 1 in the *Opt* field to update the chargeback obligation, the system displays a window similar to Figure 8-25.

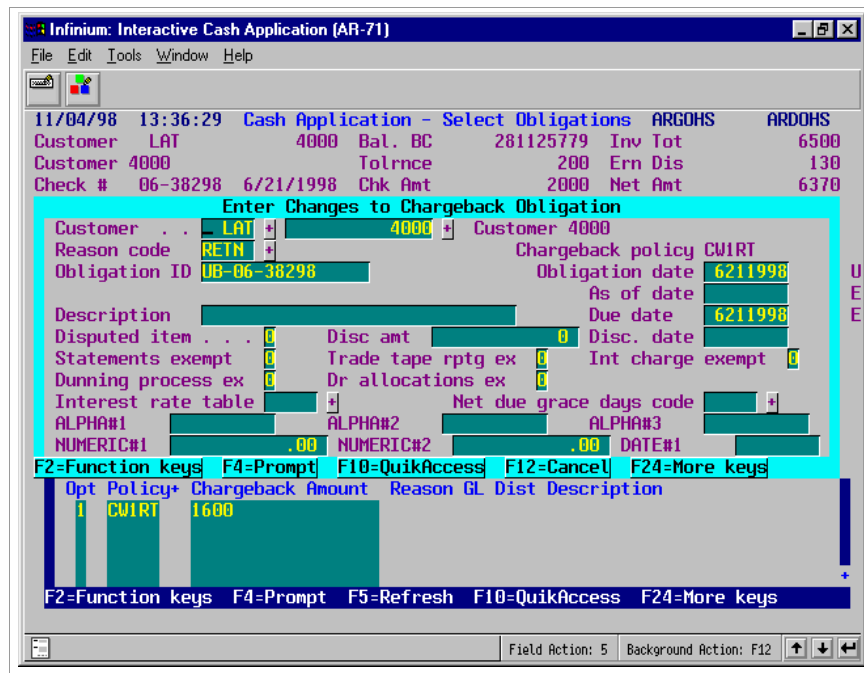


Figure 8-25: Enter Changes to Chargeback Obligation window

Changing chargeback obligation information

The system defaults the company and customer from the selected check. For national account checks, the system displays the default company and customer. You can change the company and customer; however, the base currency of the company and customer must be the same as the base currency of the default check owner. You can also change the reason code.

The system also displays obligation fields and as many as six user-defined fields if defined in this window. The system defaults this information from the chargeback policy and the obligation for which you are creating a chargeback. You can also change the values in these fields.

Note: The *Rate Lock* for chargebacks is always 2. In addition, if you are using a foreign currency, there must be gain/loss distribution codes for the chargeback obligation's company and processing currency.

- 14 Type your changes to the chargeback obligation.
- 15 Press Enter. The system returns you to the Enter Chargebacks window.

Executing the unreferenced receipt chargeback

- 16 Press Enter. The system returns you to the Cash Application - Select Obligations screen. The system displays the chargeback amount in the *Cbk+WO* field.
- 17 Press F16 to execute the chargeback.

Notes: If you deselect any obligations prior to pressing F16, the system requires that you press F9 to re-enter the chargeback window. This process re-edits any transaction amounts and ensures that the application is in balance.

When you create an unreferenced receipt chargeback, the system uses cash tolerance only in the case of a shortage (the check is short the required amount but is within the allowed tolerance). The system does not use cash tolerance if the cash exceeds the required amount.

Proofing and posting the batch

Refer to the "Proofing and posting chargebacks" topic in this chapter for an explanation of the steps you perform to proof and post the obligation batch.

Creating and applying negative chargebacks

Overview

The *Interactive Cash Application* menu option allows you to convert unapplied cash to a credit item, called a negative chargeback, on the customer's account. The system handles a negative chargeback like a credit memo. You can apply a negative chargeback to other types of obligations.

You apply a negative chargeback through the *Maintain Open Obligations* menu option. Create an application by selecting a negative chargeback and then selecting the open obligation to which the system will apply it.

Creating negative chargebacks

To create a negative chargeback, complete 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 8-26.
-

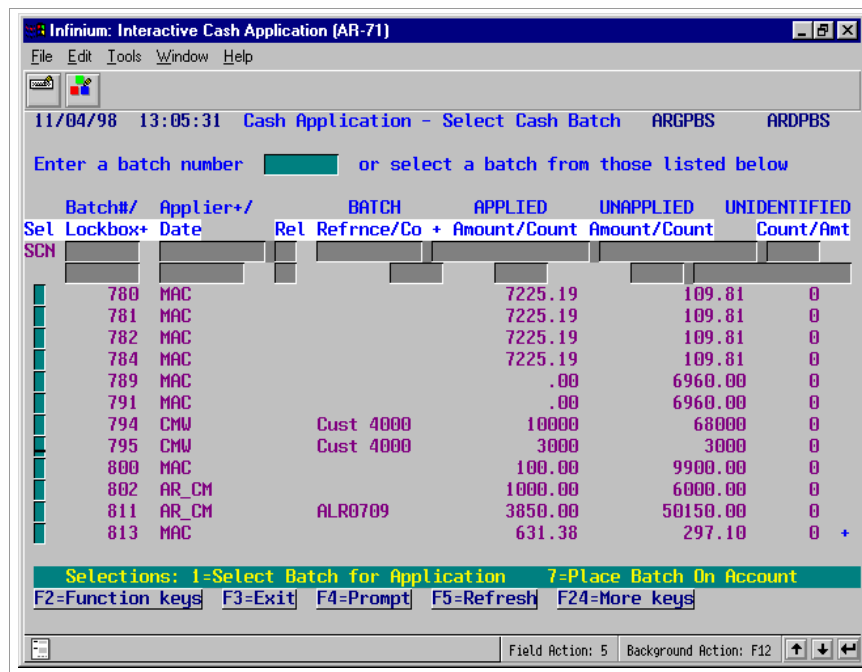


Figure 8-26: Cash Application - Select Cash Batch screen

Selecting the cash batch

- 3 Select with 1 the cash batch that contains the check that you are charging back.
- 4 Press Enter. The system displays a screen similar to Figure 8-27.

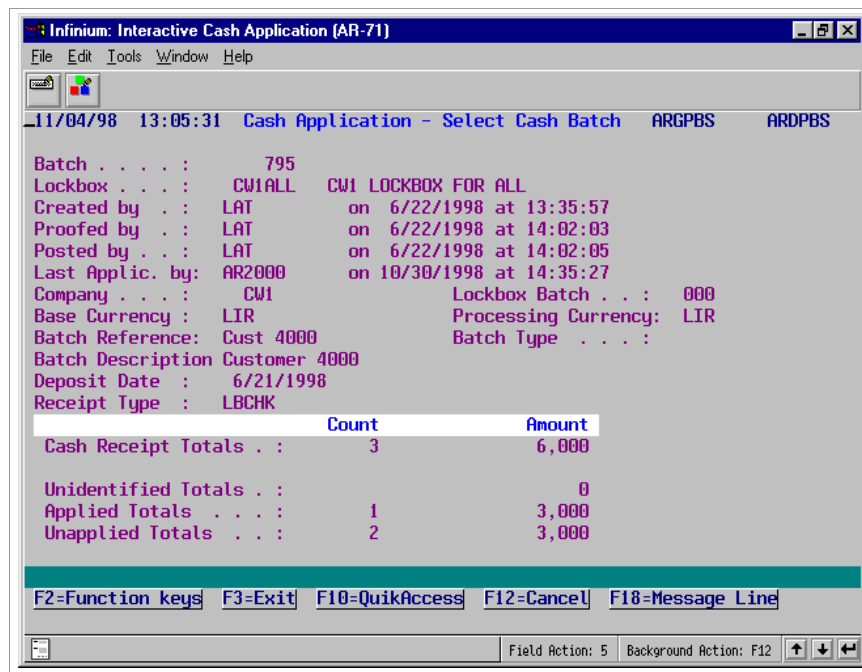


Figure 8-27: Cash Application - Select Cash Batch header screen

- 5 Review the batch control information to ensure that you selected the correct batch.
- 6 Press Enter if this is the correct batch. Otherwise, press F12 to return to the previous screen and make another selection. The system displays a screen similar to Figure 8-28.

Note: The system displays the Override Application Date window similar to Figure 8-8 if this is the first application in a session. You can override the application date if necessary. Press Enter.

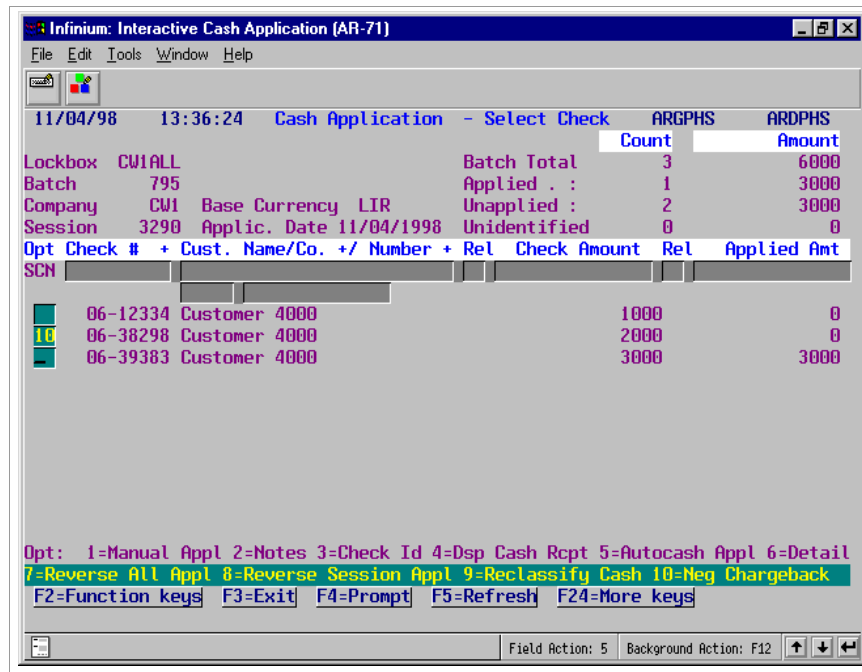


Figure 8-28: Cash Application - Select Check screen

Selecting the check

- 7 Select the appropriate check with **10**.

Note: You cannot select fully applied checks.

- 8 Press Enter. The system displays a window similar to Figure 8-29.

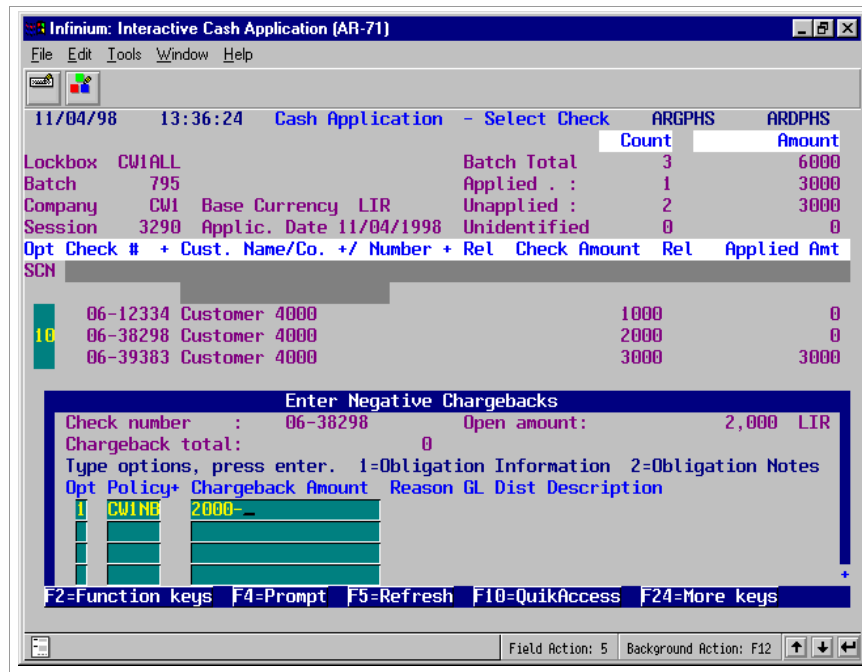


Figure 8-29: Enter Negative Chargebacks window

Screen information

The system displays the check number, the open amount of the check and the chargeback total.

Entering negative chargeback information

- Complete the fields in this window using the following information:

Opt

If you select a line with 1, you can make changes to the chargeback obligation you are creating. If you select a line with 2, you can attach a note to the chargeback.

Note: In this example, type 1 in the *Opt* field to update the chargeback obligation information.

Policy

Type the applicable chargeback policy. You can press F4 to select from a listing of valid chargeback policies. You must type a policy in this field because the chargeback policy is not linked to the hierarchy.

The system immediately supplies the associated reason code (*Reason*), GL distribution code (*GL Dist*) and *Description* if you use F4 to select the policy. If you do not prompt on the field, the system displays this information after you press Enter. You cannot override the GL distribution code and its description. You can, however, override the reason code in the Enter Changes to Chargeback Obligation window.

Chargeback Amount

Type the amount of the negative chargeback in this field. If you specified a minimum chargeback amount on the chargeback policy, the system compares this value to the amount of the check you are charging back.

Typically, you type a negative amount in this field. However, if you are charging back a negative check, you must type a positive amount in this field.

Note: You can enter more than one negative chargeback for a receipt with a single selection.

- 10 Press Enter. Since you typed 1 in *Opt* field to update the chargeback obligation, the system displays a window similar to Figure 8-30.

The screenshot shows the 'Enter Changes to Chargeback Obligation' window. At the top, it displays the date and time (11/04/98 13:36:24) and the application name 'Infinium: Interactive Cash Application (AR-71)'. Below this, there are fields for 'Lockbox' (CWIALL) and 'Batch' (795). A summary table shows 'Batch Total' (3) and 'Applied' (1) with corresponding 'Count' and 'Amount' (6000 and 3000). The main form area contains the following fields:

- Customer: LAT 4000
- Reason code: CURUN
- Obligation ID: NB-06-38298
- Chargeback policy: CW1NB
- Obligation date: 6/21/1998
- As of date: [blank]
- Due date: 11/04/1998
- Disputed item: [blank]
- Statements exempt: [blank]
- Dunning process ex: [blank]
- Interest rate table: [blank]
- Trade tape rptg ex: [blank]
- Dr allocations ex: [blank]
- Net due grace days code: [blank]
- ALPHA#1, ALPHA#2, ALPHA#3: [blank]
- NUMERIC#1, NUMERIC#2, DATE#1: [blank]

At the bottom, there is a table with the following columns: Opt Policy, Chargeback Amount, Reason, GL, Dist, Description. The table contains one row with the following values:

Opt Policy	Chargeback Amount	Reason	GL	Dist	Description
1	CW1NB	2000-			

Function keys are listed at the bottom: F2=Function keys, F4=Prompt, F5=Refresh, F10=QuikAccess, F12=Cancel, F24=More keys.

Figure 8-30: Enter Changes to Chargeback Obligation window

Changing chargeback obligation information

The system displays the company and customer to whom the check is identified. For national account checks, the system displays the default

company and customer. You cannot change these values. You can, however, change the reason code.

The system also displays obligation fields and as many as six user-defined fields if defined in this window. The system defaults this information from the chargeback policy and the obligation for which you are creating a chargeback.

Note: The *Rate Lock* for chargebacks is always 2.

- 11 Type your changes to the negative chargeback obligation.

Executing the negative chargeback

- 12 Press Enter to execute the chargeback. The system returns you to the Enter Chargebacks window. You can create additional negative chargebacks if necessary, or press F3 to exit the function and return to the Infinium AR main menu.

Note: Because negative chargebacks convert existing items on a customer's account, there is no gain/loss on foreign items even if the date on the chargeback differs from the date of the receipt being charged back.

Applying negative chargebacks by referencing them

To apply a negative chargeback, 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 8-31.
-

```

7/15/2014 16:21:15      Maintain Open Obligations      ARGOHMS      ARDOHMS

Select EITHER a customer,

Company . . . . . =_____ +
Customer Number . . . . . _____ +
OR
Sort Name . . . . . _____ +

OR an obligation AND a transaction type

Obligation Reference Number _____ +
OR
Obligation ID . . . . . _____ +

Transaction Type . . . . . _
(1=Memo/CB Application; 2=Update; 4=Dispute Item;
 5=Chargeback; 6=Notes; 7=Writeoff)

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

```

Figure 8-31: Maintain Open Obligations prompt screen

Selecting the negative chargeback

- 3 Specify the customer to whom the obligation belongs by typing a value in the *Company* and *Customer Number* fields or in the customer's *Sort Name* field. After you press Enter, the system displays a screen similar to Figure 8-32 that lists the customer's open obligations.

Or

Specify the obligation that you are charging back by typing a value in either the *Obligation Reference Number* field (the system-assigned number) or in the *Obligation ID* field. You must also type 1 in the *Transaction Type* field. After you press Enter, the system displays a window similar to Figure 8-33.

- 4 Press Enter. Depending on the information that you entered on the prompt screen, the system displays either a list of open obligations similar to Figure 8-32, or the negative chargeback application window similar to Figure 8-33.

```

7/15/2014 16:21:46      Maintain Open Obligations      ARGOHMS  ARDOHMS

Customer  CK1          1001 AR Bal          16338.71- Obl Tot    12093.70-
Carol's CK1 Company      C/M Tol          20.00 Base Currency  USD
Session #

Sel  Obligation Id+    Due Date  Proc. Open Amount
      Base Open Amount    Obl. Date  Proc. Original Amt    Proc. Discount
SCN  _____          REL  GT  _____
- I DEGTEST                8/19/2008          980.00              .00
- F DFT-69001              2/28/2013          720.00              14.40
- I DUP52714               6/26/2014          150.00               3.00
- I DUP52714               6/26/2014          135.00               2.70
- I DUP52714               6/26/2014          900.00              18.00
- N INT-5                  3/31/2014          1,177.67             .00
- C 1357002-CM            4/18/2014           5.00-                .00
- I 1476002               6/08/2014          200.00               .00
- I 1476003               6/08/2014          203.00               .00
- I 1486001               6/14/2014          100.00               .00 +

Opt: 1=Memo/CB Appl. 2=Update 4=Dispute/Undispute 5=Chargeback 6=Notes
      7=Writeoff 8=Reverse session obligation application 9=Display draft header
F2=Function keys F3=Exit F4=Prompt F5=Refresh F6=More F24=More Keys
    
```

Figure 8-32: Maintain Open Obligations Selection screen

The system displays this list of open obligations if you entered a company and customer number or a sort name on the prompt screen.

- 5 Type 1 next to the negative chargeback you are applying.

Note: The system identifies all chargebacks by **B** preceding the Obligation ID. You must select a chargeback with a negative amount.

- 6 Press Enter. The system then displays a negative chargeback application window similar to Figure 8-33.

```

7/15/2014 16:20:20      Maintain Open Obligations      ARGOHMS      ARDOHMS

Customer  CK1          1001 AR Bal          16338.71- Obl Tot      12093.70-
Carol's CK1 Company      C/M Tol          20.00 Base Currency  USD
Session #

Sel  Obligation Id+      Due Date  Proc. Open Amount
      Base Open Amount      Obl. Date  Proc. Original Amt  Proc. Discount
SCN  _____      REL  GT      _____
- I 1486002      DSPTD 6/14/2014      1,000.00      .00
- I 1486004      6/14/2014      500.00      .00
1 C 1486005-CM      5/15/2014      5,000.00-    .00
- I 1614001      6/28/2014      100.00      .00
- I 1659001      6/07/2014      100.00      .00

MEMO/NEGATIVE CHARGEBACK APPLICATION
Obligation ID: 1486005-CM      Open Amount:      5,000.00-

Enter ID or REF# of the Obligation you want this item applied to

Obligation ID      _____ +
OR Reference #      _____ +

F2=Function keys  F3=Exit  F4=Prompt  F9=Mass Memo Appl  F24=More Keys

```

Figure 8-33: Memo/Negative Chargeback Application window

Applying the negative chargeback

If you entered an obligation ID or obligation reference number and a transaction type of 1 on the prompt screen, the system immediately displays the Memo/Negative Chargeback Application window.

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

Type either the obligation ID of the open obligation to which the system will apply the negative chargeback.

Or

Type the reference number of the open obligation to which the system will apply the negative chargeback.

Note: You can apply a negative chargeback to an invoice, debit memo, credit memo or another negative chargeback.

- 8 Press Enter. Once you press Enter, the system immediately applies the negative chargeback. There is no deselect option.

Note: The system displays the Override Application Date window similar to Figure 8-8 if this is the first application in a session. You can override the application date if necessary. Press Enter.

Proofing and posting chargebacks

Overview

You must proof and post all obligation batches as follows:

- If the value in *Chargeback Submission* field in the *Maintain AR User Profile Controls* menu option is **1**, the system automatically submits the batch for proof and post when the application session ends.
- If the value in *Chargeback Submission* field in the *Maintain AR User Profile Controls* menu option is **2**, the system displays a prompt for proof and post submission. Type **1** to specify that you want to submit the chargeback batches for proof and post and press Enter. When you exit either the *Interactive Cash Application* menu option after applying cash or when you exit the *Maintain Open Obligations* menu option after creating a chargeback, the system displays the Chargeback Batch Submission window.
- If the value in *Chargeback Submission* field in the *Maintain AR User Profile Controls* menu option is **0**, you must manually submit the batch for proof and post. You use the *Proof Obligation Batches* and *Post Obligation Batches* menu options, or you can select the *Proof & Post Obligation Batches* menu option to accomplish this task. Refer to the following discussion for more information on proofing and posting obligation batches.

You can identify chargeback transactions on all system reports and displays by the designators **B** or **C/B**.

The system does not interactively create obligations initiated through chargebacks. The system creates an obligation input batch and places the obligation chargebacks in an obligation input batch for subsequent batch processing similar to standard obligation batches.

During posting, the system prints notices for each chargeback whose policy control requires this.

Proofing the obligations batch

To proof an obligation batch, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing*.
- 2 Select *Proof Obligation Batches [POB]*. The system displays a screen similar to Figure 8-34.

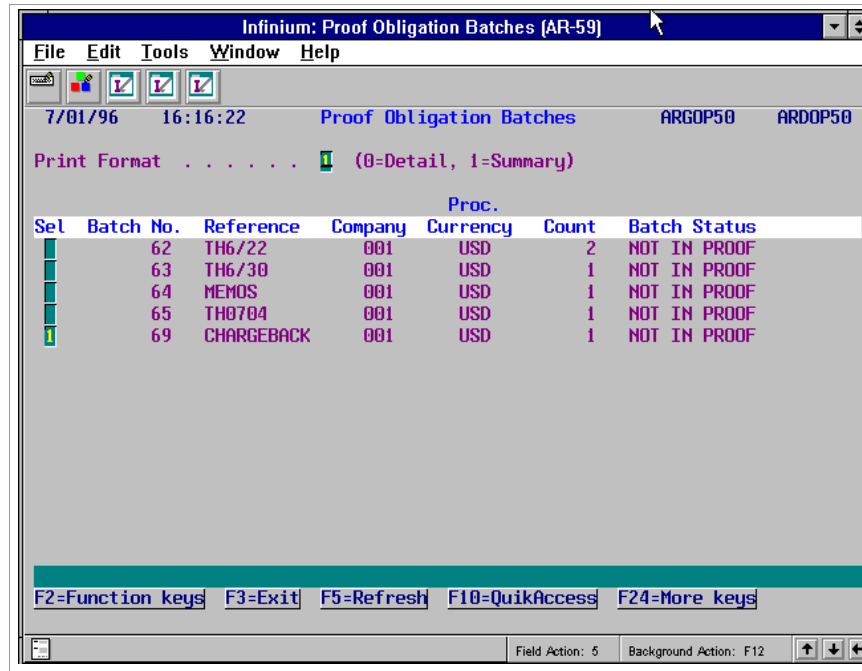


Figure 8-34: Proof Obligation Batches prompt screen

- 3 Select either detail or summary format for the report.
- 4 Select the obligation batch that contains the chargeback and press Enter. The system displays a confirmation screen similar to Figure 8-35.

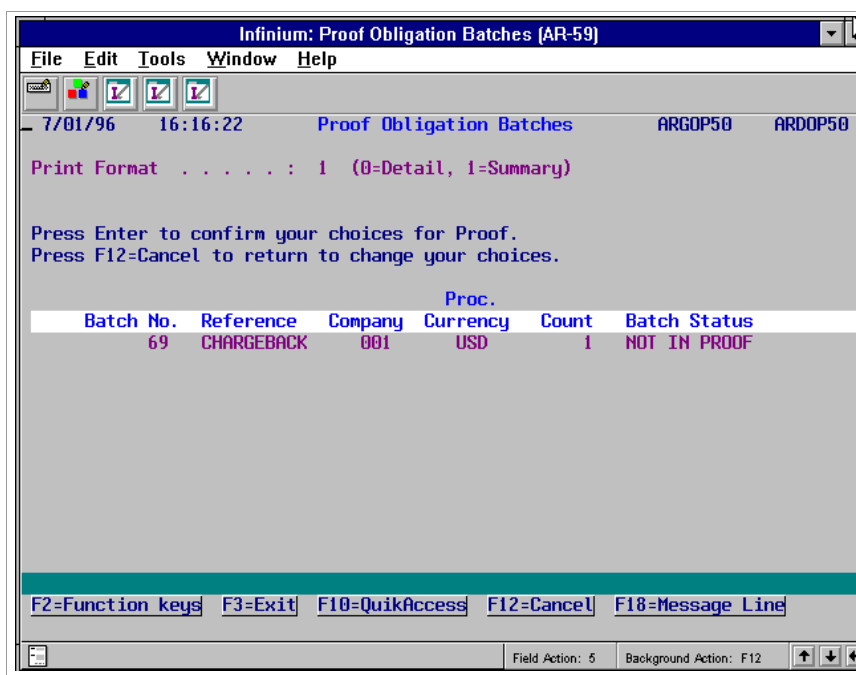


Figure 8-35: Proof Obligation Batches confirmation screen

- 5 Press Enter to confirm your selection and to proof the batch. Press F12 to cancel and return to the prompt screen and select another batch, or press F3 to return to the Infinium AR main menu.

Posting the obligations batch

To post an obligation batch, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing*.
- 2 Select *Post Obligation Batches* [PSTOB]. The system displays a screen similar to Figure 8-36.

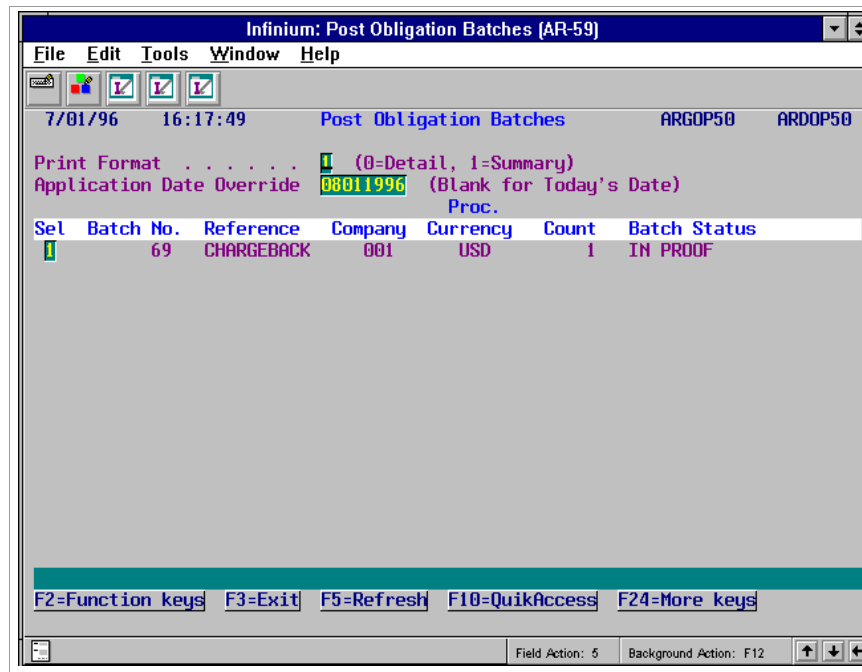


Figure 8-36: Post Obligation Batches prompt screen

- 3 Select either detail or summary format for the report.
- 4 If appropriate, override the current system date by entering an application date.
- 5 Select the obligation batch that contains the chargeback and press Enter. The system displays a confirmation screen similar to Figure 8-37.

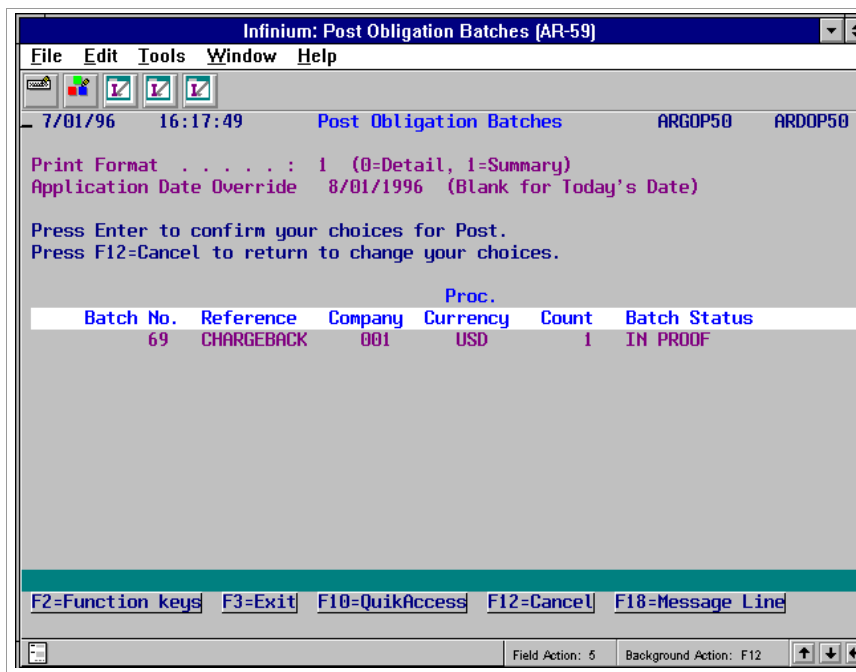


Figure 8-37: Post Obligation Batches confirmation screen

- 6 Press Enter to confirm your selection and to post the batch. Press F12 to cancel and return to the prompt screen and select another batch, or press F3 to return to the Infinium AR main menu.

Notes

This chapter describes how to write off uncollectible open obligations.

The chapter consists of the following topics:

Topic	Page
Overview of writing off open obligations	9-2
Defining writeoff policies	9-3
Processing a partial payment with a writeoff	9-6
Processing a payment with a chargeback and a writeoff	9-15
Writing off an obligation without a check	9-17

Overview of writing off open obligations

Infinium AR provides you with the ability to write off uncollectible obligations. You can write off obligations in the system in the following two ways:

- If a customer makes a partial payment, it may be necessary to write off the balance of the obligation. When you have a cash receipt, you use the *Interactive Cash Application* menu option to perform a writeoff.
- If you do not have a cash receipt, you use the *Maintain Open Obligations* menu option to perform a writeoff.

In order for the system to create obligation writeoffs, obligation writeoff policies must be in place. These policies establish the controls for the creation of obligation writeoffs.

Objectives

After you complete this chapter, you should be able to create obligation writeoff policies, write off open obligations using a cash receipt, and write off an open obligation without a cash receipt.

Defining writeoff policies

The *Maintain Oblig Wrtoff Pol* menu option allows you to create and maintain a policy. An obligation writeoff policy specifies:

- the maximum writeoff amount per obligation
- the reason for the writeoff-related portion of the obligation
- the general ledger account the system uses for writeoff-related journal entries
- how the system handles taxes associated with the obligation you write off

Defining an obligation writeoff policy

To define an obligation writeoff policy, perform the following steps:

- 1 From the Infinium AR main menu select *Policy File Maintenance*.
- 2 Select *Maintain Oblig Wrtoff Pol* [MOWP]. The system displays a screen similar to Figure 9-1.



Figure 9-1: Maintain Obligation Writeoff Policies prompt screen

- 3 Type a new obligation writeoff policy identifier to create a policy. Press F4 to select from a list of valid obligation writeoff policies if you are updating an existing policy.
- 4 Press Enter. The system displays a screen similar to Figure 9-2.

The screenshot shows a terminal window titled "Infinium: Maintain Oblig Wrtoff Pol (AR-59)". The window has a menu bar with "File", "Edit", "Tools", "Window", and "Help". Below the menu bar, there are several icons and a status bar showing the date "8/08/96", time "10:15:05", and the title "Maintain Obligation Writeoff Policies" with user names "ARGWAM" and "ARDWAM". The main area of the screen displays the following fields:

- Obligation writeoff policy . . . : 0010W
- Description 001 - Oblig. Wrtoff/BDEBT
- Active? 1 (0=No, 1=Yes)
- Writeoff reason code BDEBT +
- GL distribution code 001BC +
- Writeoff amount limit 10000.00
- Base currency USD +
- Adjust tax for writeoff? 0 (0=No, 1=Yes)
- Writeoff amount inclusive of tax? 0 (0=No, 1=Yes)

At the bottom of the screen, there is a footer with function key instructions: "F2=Function keys", "F3=Exit", "F4=Prompt", "F10=QuikAccess", and "F24=More keys". The status bar at the very bottom shows "Field Action: 5" and "Background Action: F12" with navigation arrows.

Figure 9-2: Maintain Obligation Writeoff Policies screen

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

Writeoff reason code

The value you type in this field identifies the reason for the writeoff of the obligation. You define reason codes in the *Maintain Codes* menu option using code type **AJR**.

GL distribution code

The system uses the code in this required field when it creates obligation writeoff-related journal entries.

Writeoff amount limit

This field works in conjunction with the *Obligation writeoff limit* field (by currency) on the AR user profile. If the value in the *Obligation writeoff limit* field on the AR user profile is **.00**, the system ignores the amount you type in this field and does not process a writeoff. The system limits a user to the lower amount of the obligation writeoff policy and the AR user profile.

Base currency

If you are not using multiple base currencies, the system defaults the base currency value from the entity controls. If you are using multiple base currencies, you must enter a valid currency code in this field.

Note: If you change the value in this field when you are updating this policy, you must press F21 to override the message. Changing the currency of an existing policy can have undesirable ramifications if history exists. Instead, we recommend that you create a new policy.

Adjust tax for writeoff?

Specify whether you want to adjust tax at the time of the obligation writeoff. If you do not want to adjust any part of the tax during the writeoff, type **0** in this field.

Type **1** in this field to adjust tax for the writeoff when you create an obligation writeoff. The system displays a tax writeoff detail window after you type the writeoff policy and writeoff amount in the Enter Writeoffs window.

Writeoff amount inclusive of tax?

Specify whether the obligation writeoff amount you enter includes tax. If you type **1** in this field and subsequently enter the gross writeoff amount, the system calculates the net writeoff amount.

If you type **0** in this field and the value in the *Adjust tax for writeoff?* field is **1** and you subsequently enter the net writeoff amount, the system calculates the gross writeoff amount.

- 6 Press Enter. The system creates or updates the obligation writeoff policy.
-

Processing a partial payment with a writeoff

Sometimes a customer makes a partial payment and it is necessary to write off the balance of the obligation. To process a partial payment with a writeoff, 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 9-3.

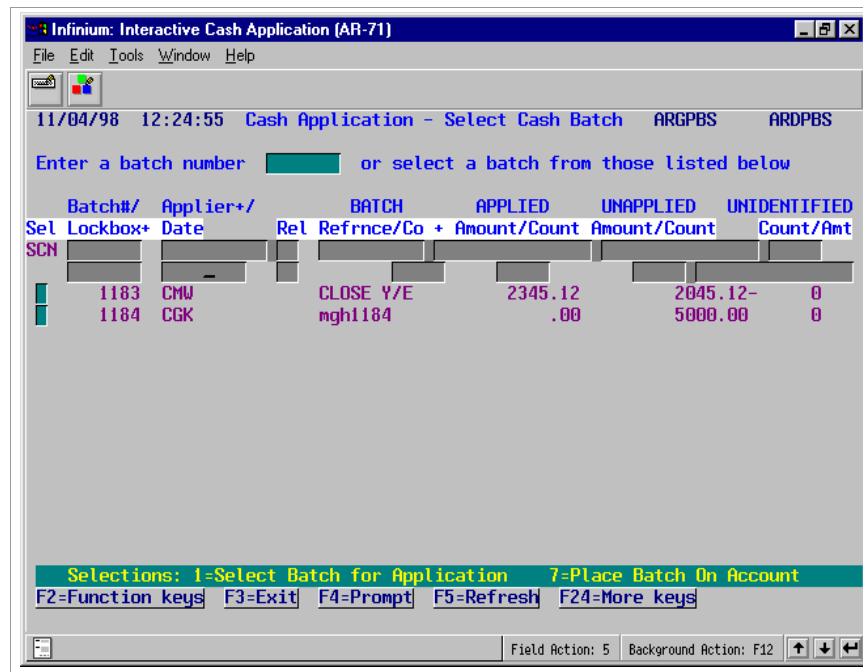


Figure 9-3: Cash Application - Select Cash Batch screen

Selecting a cash batch

You use this screen to select a cash batch for application, to place a cash batch on account, or to access cash on account.

Note: The system obtains the value in the *Applier* field from the *Default Cash Applier* field in the *Maintain Lockbox Controls* menu option.

- 3 Type 1 in the *Sel* field next to the batch that contains the check that you are applying.

- 4 Press Enter. The system displays a screen similar to Figure 9-4.

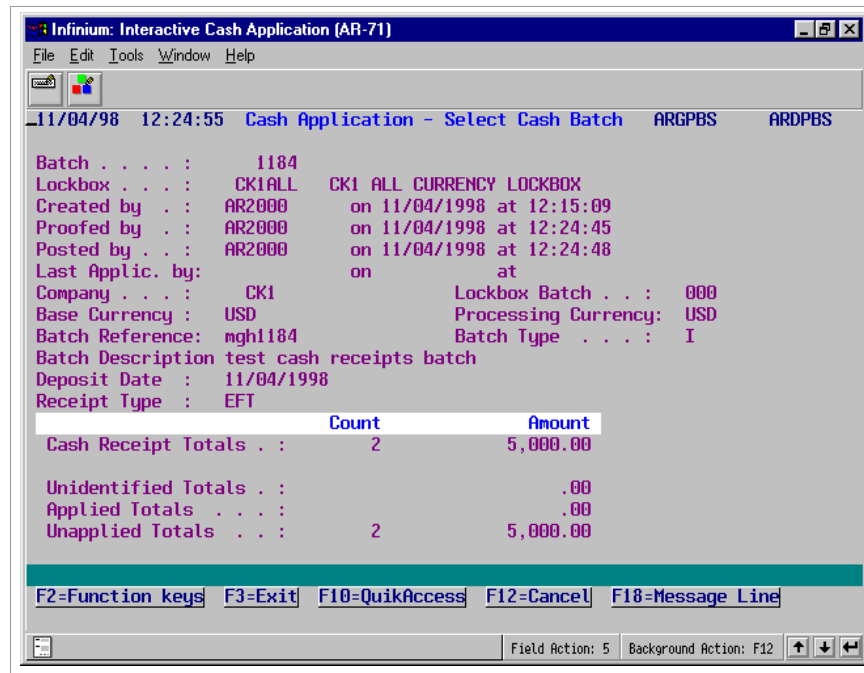


Figure 9-4: Cash Application - Select Cash Batch header screen

- 5 Review the batch control information to ensure that you selected the correct batch.
- 6 Press Enter if this is the correct batch. Otherwise, press F12 to return to the previous screen and make another selection. The system displays a window similar to Figure 9-5.

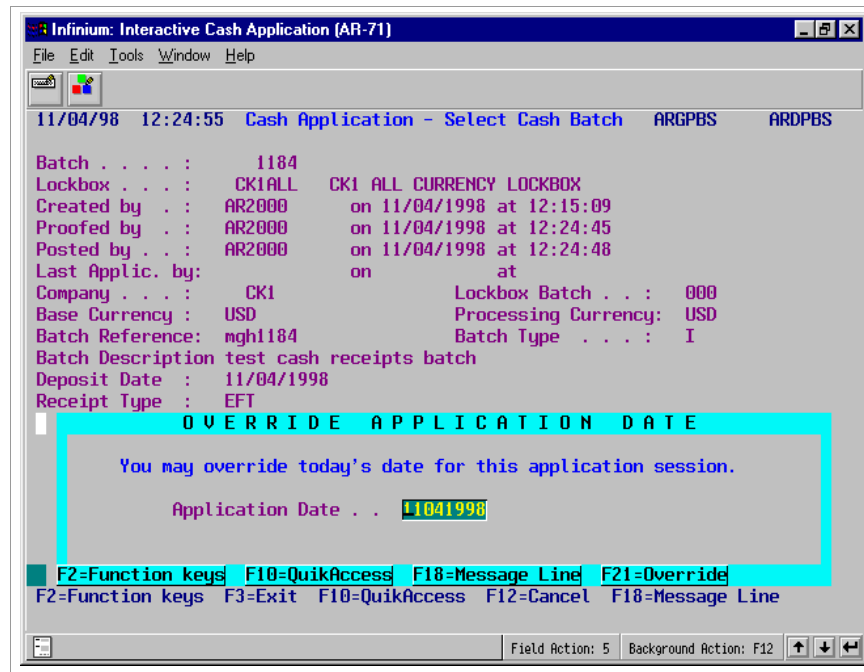


Figure 9-5: Override Application Date window

Changing the application date

The system displays this window if this is the first application in a session.

- 7 Override the application date, if necessary.

Note: The application date determines the accounting period for the application. Override the application date when the application has financial impact (profit and loss) for an accounting period other than the current system date.

- 8 Press Enter. The system displays a screen similar to Figure 9-6.

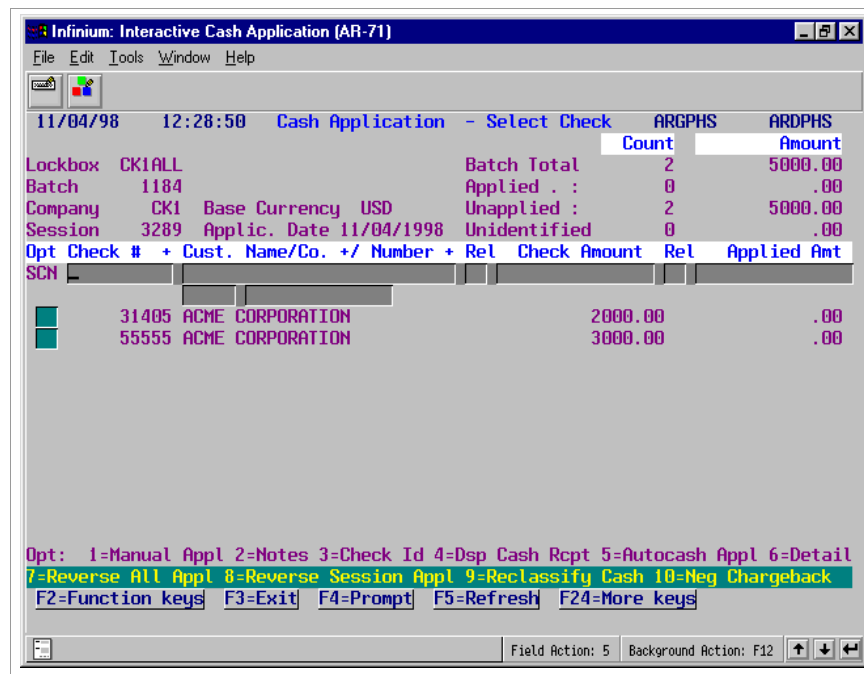


Figure 9-6: Cash Application - Select Check screen

Screen information

The system assigns a session number each time you begin the *Interactive Cash Application* menu option. The session remains open until you press F3 to exit. The session number is significant because you can reverse one or more applications using the session number.

Press F7 to display only open checks. The initial subfile display contains all checks in the batch, both open and closed.

Note: The batch totals in the upper right portion of the screen do not change. The system does not re-display the subfile after each application. It does, however, update the record.

Selecting a check

- 9 Select the appropriate check with 1.
- 10 Press Enter. The system displays a screen similar to Figure 9-7.

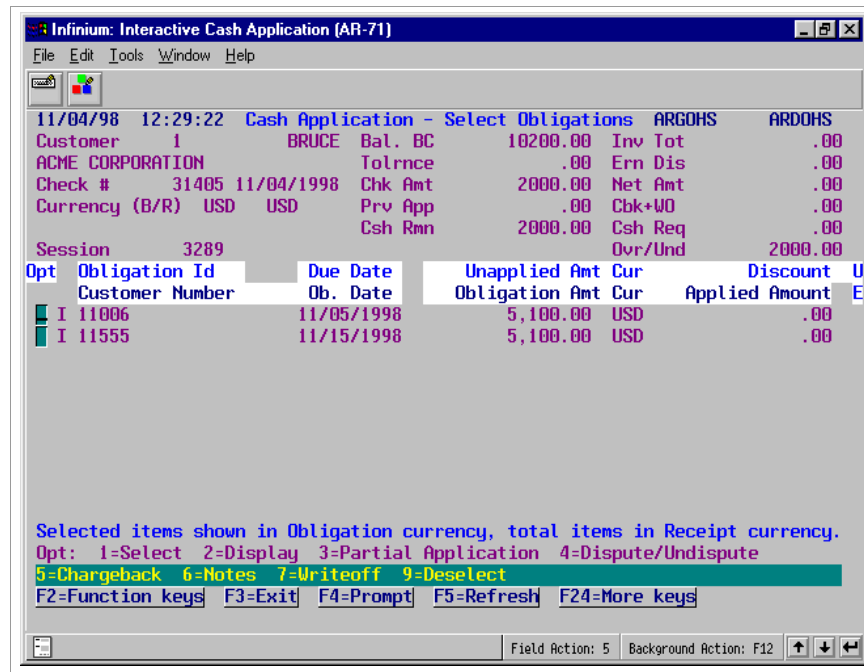


Figure 9-7: Cash Application - Select Obligations screen

Screen information

The letter **U** represents unearned discounts. The letter **E** represents earned discounts. The system compares the discount date on the obligation header to the deposit date of the check to determine if there is an earned discount (deposit date is prior to discount date) or unearned (deposit date is after discount date).

Selecting an obligation

- 11 Select the obligation or obligations the cash receipt will pay by typing **1** in the *Opt* field next to the obligation. To deselect an obligation, type.

Note: The system pre-selects obligations attached at cash receipt entry time.

Locating the obligation

You can press **F7** to locate an obligation. The system displays a window similar to Figure 9-8. Type a value in either the *Obligation ID* or *Reference #* field and press **Enter**. The system then displays obligations from that point in the file. It fills the display subfile one page at a time. When the system displays record 9999, it instructs you to press **Enter**. The system returns you to the top of the selected obligations subfile where you can again press **F7** to access the Locate Obligations window, locate an obligation, and so forth.

Note: You can also press F5 to return to the top of the selected obligations subfile.

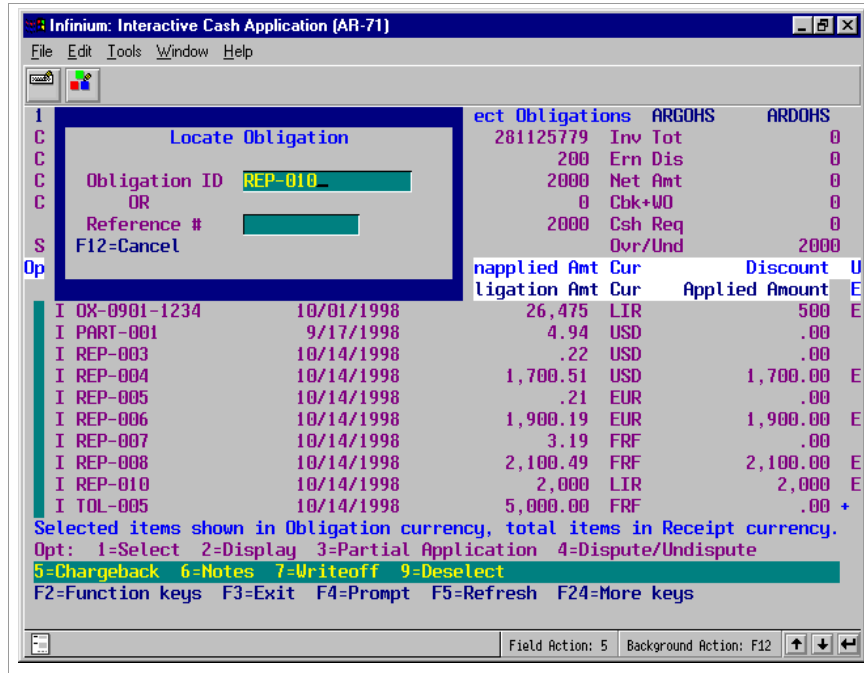


Figure 9-8: Locate Obligation window

- After you select the obligation or obligations, press Enter. The system re-displays the screen as shown in Figure 9-9.

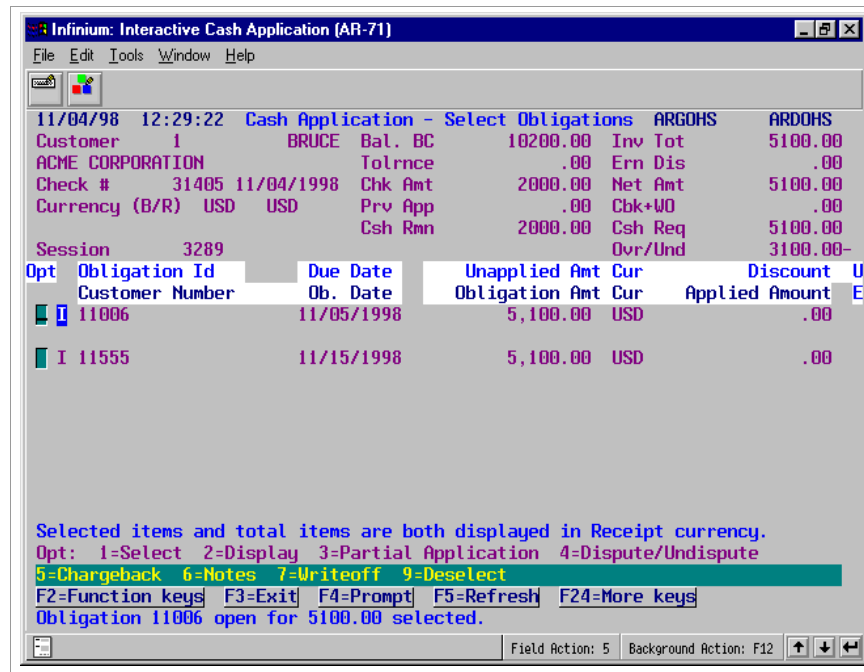


Figure 9-9: Cash Application - Select Obligations screen

Screen information

The selected obligation or obligations are at the top of the list separate from the other obligations.

- 13 Type 7 next to the obligation to write off the unpaid portion or part of the unpaid portion of the obligation.
- 14 Press Enter. The system displays a window similar to Figure 9-10.

11/04/98 12:29:22 Cash Application - Select Obligations ARGQHS ARDOHS

Customer 1 BRUCE Bal. BC 10200.00 Inv Tot .00
 ACME CORPORATION Tolrnce .00 Ern Dis .00
 Check # 31405 11/04/1998 Chk Amt 2000.00 Net Amt .00
 Currency (B/R) USD USD Prv App .00 Cbk+WO .00
 Session 3289 Csh Rmn 2000.00 Csh Req .00
 Ovr/Und 2000.00

Opt	Obligation Id	Due Date	Unapplied Amt	Cur	Discount
	Customer Number	Ob. Date	Obligation Amt	Cur	Applied Amount
7	11006	11/05/1998	5,100.00	USD	.00
I	11555	11/15/1998	5,100.00	USD	.00

ENTER WRITEOFFS

Obligation Id: 11006 Open Amount 5,100.00 OPC
 Writeoff Total .00 Req'd to Bal 3,100.00 USD

Policy+	Writeoff Amount	Reason	GL Dist	Description
CK10M	450.00			

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

Field Action: 5 Background Action: F12

Figure 9-10: Enter Writeoffs window

- 15 Type the applicable writeoff policy and the amount of the writeoff.
- 16 Press Enter. The system displays a screen similar to Figure 9-11.

11/04/98 12:29:22 Cash Application - Select Obligations ARGQHS ARDOHS

Customer 1 BRUCE Bal. BC 10200.00 Inv Tot 5100.00
 ACME CORPORATION Tolrnce .00 Ern Dis .00
 Check # 31405 11/04/1998 Chk Amt 2000.00 Net Amt 5100.00
 Currency (B/R) USD USD Prv App .00 Cbk+WO 450.00
 Session 3289 Csh Rmn 2000.00 Csh Req 4650.00
 Ovr/Und 2650.00-

Opt	Obligation Id	Due Date	Unapplied Amt	Cur	Discount
	Customer Number	Ob. Date	Obligation Amt	Cur	Applied Amount
I	11006	11/05/1998	5,100.00	USD	.00
I	11555	11/15/1998	5,100.00	USD	.00

Selected items and total items are both displayed in Receipt currency.
 Opt: 1=Select 2=Display 3=Partial Application 4=Dispute/Undispute
 5=Chargeback 6=Notes 7=Writeoff 9=Deselect
 F2=Function keys F3=Exit F4=Prompt F5=Refresh F24=More keys
 Writeoff of 450.00 specified for obligation 11006.

Field Action: 5 Background Action: F12

Figure 9-11: Cash Application -Select Obligations screen

Screen information

The system displays the writeoff amount in the *Cbk+WO* field.

- 17 Press F16 to apply the check and create the writeoff.

Processing a payment with a chargeback and a writeoff

In some situations, you may need to process a chargeback as well as a writeoff. You can create the chargeback first and then the writeoff or vice versa.

The following example illustrates how to create a writeoff first and then a chargeback.

- 1 Use Steps 1 through 16 in the previous task to complete your writeoff.

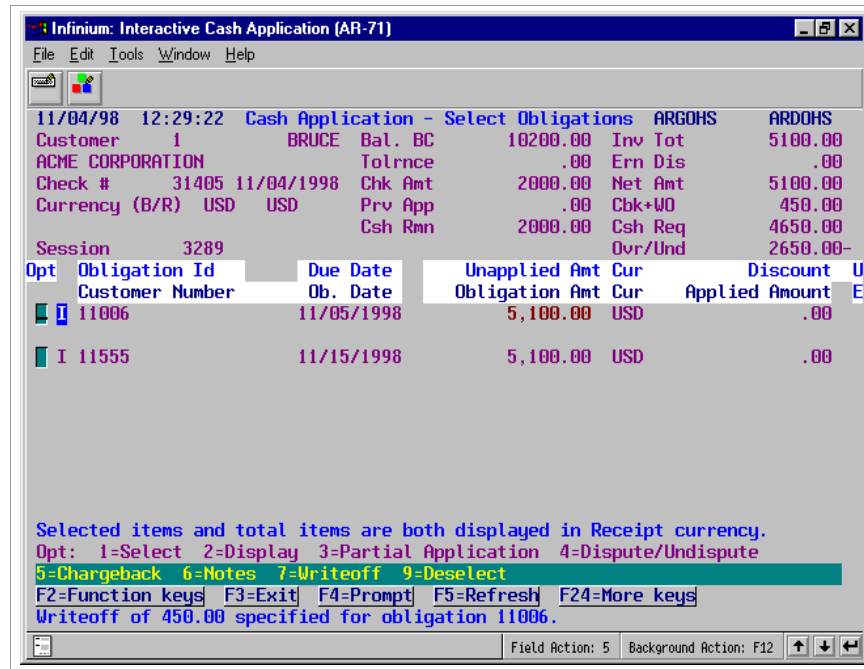


Figure 9-12: Cash Application - Select Obligations screen

Screen information

The system displays the writeoff amount in the *Cbk+WO* field and the amount required to close the obligation in the *Csh Req* field.

A negative number in the *Ovr/Und* field indicates that there is not enough cash to fully apply this obligation. Therefore, you must take another action to close (fully apply) the obligation.

- 2 Type 5 next to the selected obligation to create a chargeback.
- 3 Press Enter. The system displays a window similar to Figure 9-13.

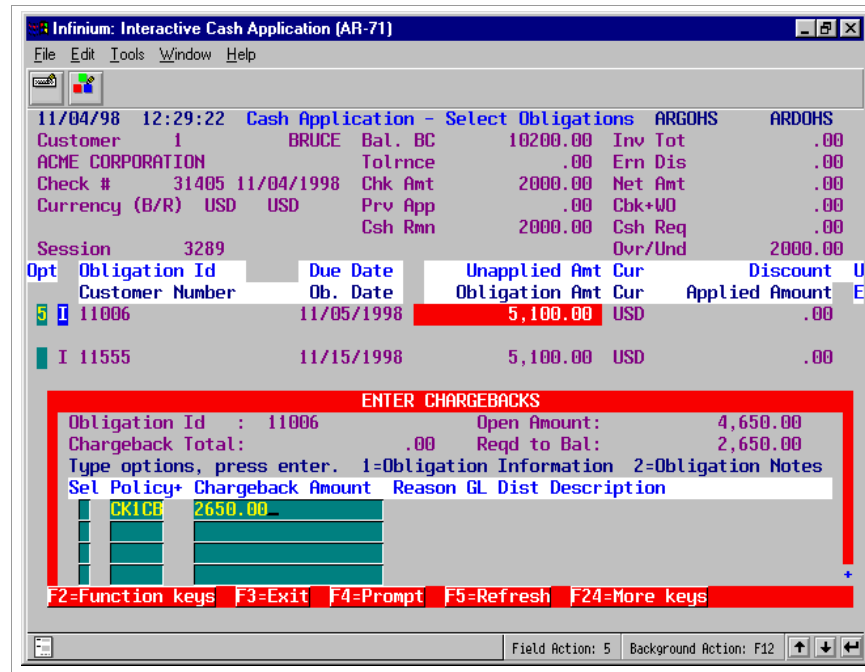


Figure 9-13: Enter Chargebacks window

- 4 Type the applicable chargeback policy and the amount of the chargeback.

Notes: You can attach a note to a chargeback by typing 2 in the *Sel* field. You can attach a note to the chargeback obligation, update an existing note or create a new note. For more information on notes, refer to "Using Notes" chapter in the *Infinium AR Guide to Managing Your Receivables*.

You can view chargeback obligation information by typing 7 in the *Sel* field.

- 5 Press Enter. The system returns you to the Cash Application - Select Obligations screen.
- 6 Press F16 to apply the check and to create the writeoff and the chargeback.

In this example, when you press F16, the system does the following:

- Applies the check for \$2,000.00
- Writes off the amount of \$450.00
- Creates a chargeback for \$2,650.00

The \$6,500.00 obligation is now fully applied and closed using the application override date.

Writing off an obligation without a check

If you do not have a cash receipt, you must use the *Maintain Open Obligations* menu option to process a writeoff. You can select a single obligation and you can also select multiple obligations for a single writeoff transaction. To write off obligations without a check, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing*.
- 2 Select *Maintain Open Obligations* [MOO]. The system displays a screen similar to Figure 9-14.

```

1/27/2009 09:49:40      Maintain Open Obligations      ARGOHMS      ARDOHMS

Select EITHER a customer,

Company . . . . . _____ +
Customer Number . . . . . _____ +
OR
Sort Name . . . . . _____ +

OR an obligation AND a transaction type

Obligation Reference Number _____ +
OR
Obligation ID . . . . . _____ +

Transaction Type . . . . . _
(1=Memo/CB Application; 2=Update; 4=Dispute Item;
5=Chargeback; 6=Notes; 7=Writeoff)

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

```

Figure 9-14: Maintain Open Obligations prompt screen

- 3 Complete the fields on this screen using the following information to locate the obligations you are writing off.

Company, Customer Number, Sort Name

Type a valid value in the *Company* and *Customer Number* fields or in the *Sort Name* field to access all open obligations for a customer.

Or

Obligation Reference Number, Obligation ID

Type a valid value in either of these fields to access a specific obligation.

And

Transaction Type

Type **7** in the *Transaction Type* field when you type a value in either the *Obligation Reference Number* or *Obligation ID* field.

- 4 Press Enter. If you type a value in the *Company* and *Customer Number* fields or in the *Sort Name* field, the system displays a screen similar to Figure 9-15.

If you type a value in either the *Obligation Reference Number* or in the *Obligation ID* field as well as a value in the *Transaction Type* field, the system displays a screen similar to Figure 9-16. If you are performing a mass writeoff, the system displays a screen similar to 9-17.

1/27/2009 09:52:24		Maintain Open Obligations		ARGOHMS	ARDOHMS
Customer	CK1	TAX1	AR Bal	6049.28	Obl Tot 6049.28
	CK1 Tax customer #1		C/M Tol	.00	Base Currency USD
Session #					
<u>Sel</u>	<u>Obligation Id+</u>	<u>Due Date</u>	<u>Proc.</u>	<u>Open Amount</u>	
	<u>Base Open Amount</u>	<u>Obl. Date</u>	<u>Proc.</u>	<u>Original Amt</u>	<u>Proc. Discount</u>
SCN		REL	GT		
-	I DEGTAXTEST	10/24/2009		1,000.00	.00
-	I DEGTAXTEST2	10/24/2008		1,000.00	.00
7	I 228001-CAD	2/09/2008		1,003.00	.00
7	I 228002-CAD	2/08/2008		770.00	15.40
█	I 229001-DEM	2/08/2008		165.00	3.30
-	I 326004-USD	10/16/2008		1,652.60	.00
Opt: 1=Memo/CB Appl. 2=Update 4=Dispute/Undispute 5=Chargeback 6=Notes					
7=Writeoff 8=Reverse session obligation application 9=Display draft header					
F2=Function keys F3=Exit F4=Prompt F5=Refresh F6=More F24=More Keys					

Figure 9-15: Maintain Open Obligations selection screen

The system displays this screen when you select a customer on the prompt screen.

- 5 Type **7** in the *Sel* field to select an obligation to write off. You can write off a single obligation or multiple obligations. To write off multiple obligations:
 - Select multiple obligations with **7**.
 - Press F13 to select the remaining obligations with **7**.

- Press F9 to perform a single writeoff transaction against all of the selected obligations (mass writeoff of those obligations).

If you are performing a mass writeoff of obligations, the system displays a screen similar to Figure 9-17.

Note: All of the selected obligations must be in the same processing currency.

- 6 Press Enter to writeoff a single obligation. The system displays a window similar to Figure 9-16.

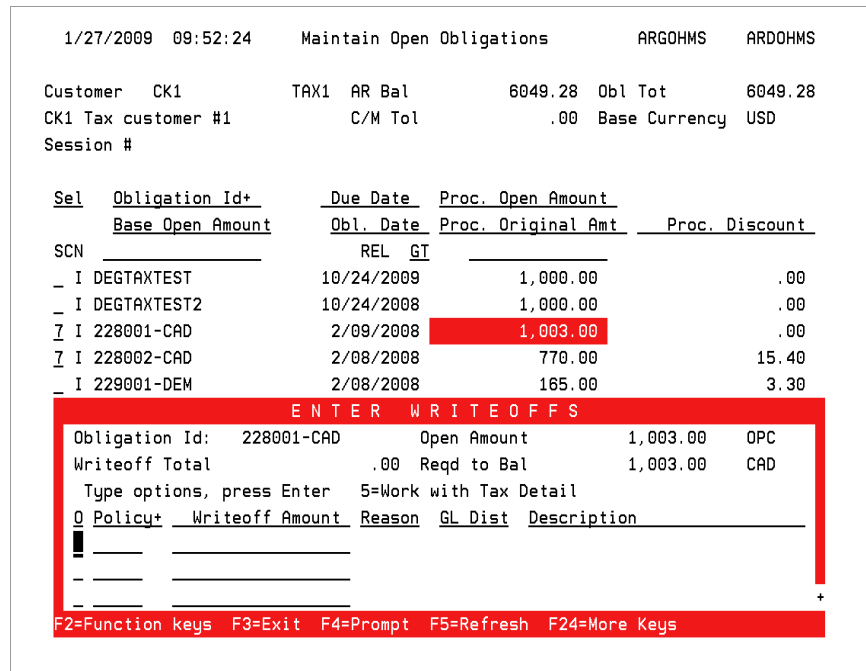


Figure 9-16: Enter Writeoffs window

- 7 Type the applicable writeoff policy and the writeoff amount.
- 8 Press Enter. The system interactively deducts the writeoff amount from the obligation. If you write off the full obligation amount, the system does not include the obligation in the list of open obligations because it is a closed (fully applied) obligation.

Note: If the system displays the Override Application Date window, specify a date if you do not choose to use the current date and press Enter.

```

1/27/2009 09:54:03 Enter Mass Obligation Writeoffs ARGOHMS ARDOHMS

Policy . . . . . █ +      Open amount . . .      1,773.00 OPC
                          Writeoff total . . .      1,773.00 CAD
                          Selected count . . .          2

Type options, press Enter 1=Reselect 5=Work with Tax Detail 9=Deselect
Sel      Obligation      Writeoff Amount      Open Amount
-        228001-CAD      1,003.00           1,003.00
-        228002-CAD      770.00            770.00

                                          BOTTOM

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

```

Figure 9-17: Enter Mass Obligation Writeoffs screen

9 Complete this screen as follows:

- a Select the applicable writeoff policy. If the writeoff policy specifies that you can adjust taxes for writeoffs and if you select an obligation with 5, the system displays the Tax Details window after you press Enter.

If you are performing a mass writeoff and the value in the *Adjust tax for writeoff?* field on the writeoff policy is yes, the corresponding *Writeoff amount inclusive of tax?* field value must also be yes.

- b Specify writeoff amounts. The writeoff amount you specify cannot be 0 and it cannot exceed the open amount of the obligation. The system updates the totals in the upper-right portion of the screen as it processes each subfile record.

Use this screen to perform a mass writeoff of obligations. You can:

- Change the writeoff amount for individual obligations
- Select an obligation with 5 to work with tax detail.
- Select an obligation with 9 to deselect the obligation from the subfile.
- Select an obligation with 1 to reselect a deselected obligation. The system reset the amount fields in the subfile to the open amount and adjusts the totals in the upper-right portion of the screen.

- Press F9 to reset the subfile to the top, clear the *Se/* field, reset the writeoff amount to the open amount, and recalculate the totals. F9 resets all to the original selection.
 - Press F5 to reset the subfile to the beginning and clear the *Se/* field. F5 recalculates totals to reflect any adjustments you make.
 - Press Enter to edit the information and generate errors if needed.
 - Press F8 to complete the writeoff application. The system writes off all of the obligations selected on this screen for the specified amount.
- 10** Press F8 to complete the writeoff application. The system interactively deducts the specified writeoff amount from the specified obligation.

If this is the first application within the session, the system displays the Override Application Date window on which you can specify a date if you do not choose to use the current system date.

Notes

Chapter 10 Handling Non-Accounts Receivable Cash

10

This chapter describes how to process non-accounts receivable cash. You must account for this money in the Infinium AR system because it has been sent either to the accounts receivable department or to the lockbox at the bank.

The chapter consists of the following topics:

Topic	Page
Overview of handling non-accounts receivable cash	10-2
Defining cash reclassification policies	10-3
Processing a non-accounts receivable check	10-7
Tips and techniques	10-12

Overview of handling non-accounts receivable cash

In some situations the accounts receivable department receives cash for which no obligation exists. This cash receipt does not represent a prepayment. You will never generate an obligation for this transaction. You can reclassify non-AR checks to the appropriate general ledger account while not affecting your accounts receivable open items.

For example, an employee returns a travel advance for which there is no obligation. It is merely cash you receive through the system. You must reclassify this cash to an account in the general ledger system such as a miscellaneous revenue or travel advance account.

You can also use this capability to reclassify the remaining balances from checks that have not been fully applied. You can reclassify the open amount to the appropriate account if you do not want to leave this amount on the customer's account.

In order for the system to process non-accounts receivable cash, cash reclassification policies must be in place.

Objectives

After you complete this chapter, you should be able to create cash reclassification policies and process a non-accounts receivable check.

Defining cash reclassification policies

Overview

The *Maintain Cash Rcpt Reclass Pol* menu option allows you to create and maintain a receipt reclassification policy. A cash receipt reclassification policy specifies the:

- Reclassification amount limit
- Reason for the reclassification
- General ledger account the system uses for reclassification journal entries

Defining a cash receipt reclassification policy

To define a cash receipt reclassification policy, perform the following steps:

- 1 From the Infinium AR main menu select *Policy File Maintenance*.
 - 2 Select *Maintain Cash Rcpt Reclass Pol* [MCRRP]. The system displays a screen similar to Figure 10-1.
-

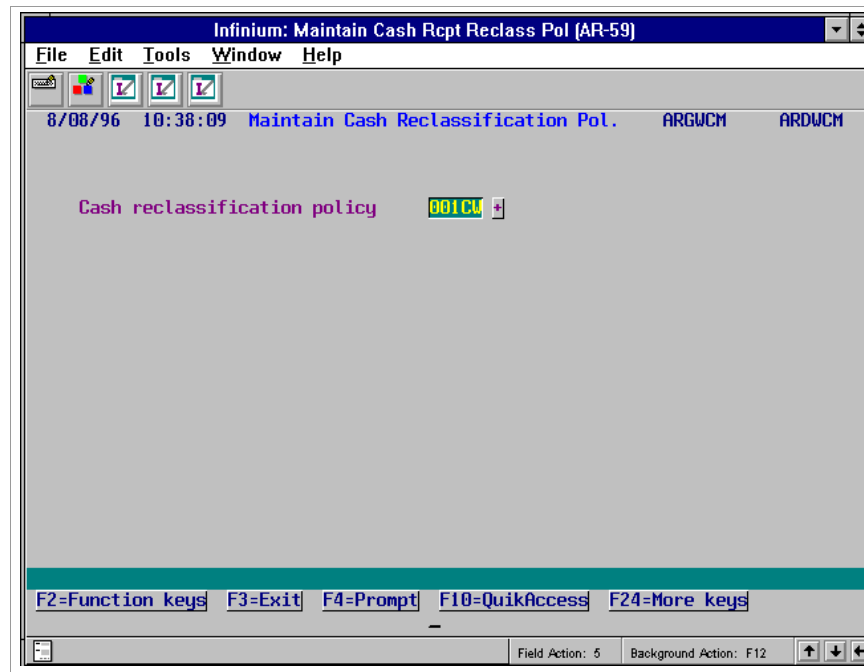


Figure 10-1: Maintain Cash Reclassification Pol. prompt screen

- 3 Type a new cash receipt reclassification policy identifier to create a policy. Press F4 to select from a list of valid cash receipt reclassification policies if you are updating an existing policy.
- 4 Press Enter. The system displays a screen similar to Figure 10-2.

Figure 10-2: Maintain Cash Reclassification Pol. screen

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

Cash reclassification reason code

The value you type in this field identifies the reason for the cash receipt reclassification. You define reason codes in the *Maintain Codes* menu option using code type **AJR**.

GL distribution code

The system uses the code in this required field when it creates cash receipt reclassification-related journal entries.

Cash reclassification amount limit

This field works in conjunction with the *Cash reclassification limit* field on the AR user profile. If the value in the *Cash reclassification limit* field on the AR user profile is **.00**, the system ignores the amount you type in this field and does not reclassify the cash receipt. The system limits a user to the lower amount of the cash receipt reclassification policy and the AR user profile.

Base currency

If you are not using multiple base currencies, the system defaults the base currency value from the entity controls. If you are using multiple base currencies, you must enter a valid currency code in this field.

Note: If you change the value in this field when you are updating this policy, you must press F21 to override the message. Changing the currency of an existing policy can have undesirable ramifications if history exists. We recommend that you create a new policy rather than change the currency.

- 6 Press Enter. The system creates or updates the cash reclassification policy.

Processing a non-accounts receivable check

Infinium AR handles non-accounts receivable cash through a cash reclassification process. To process a non-accounts receivable check, 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 10-3.

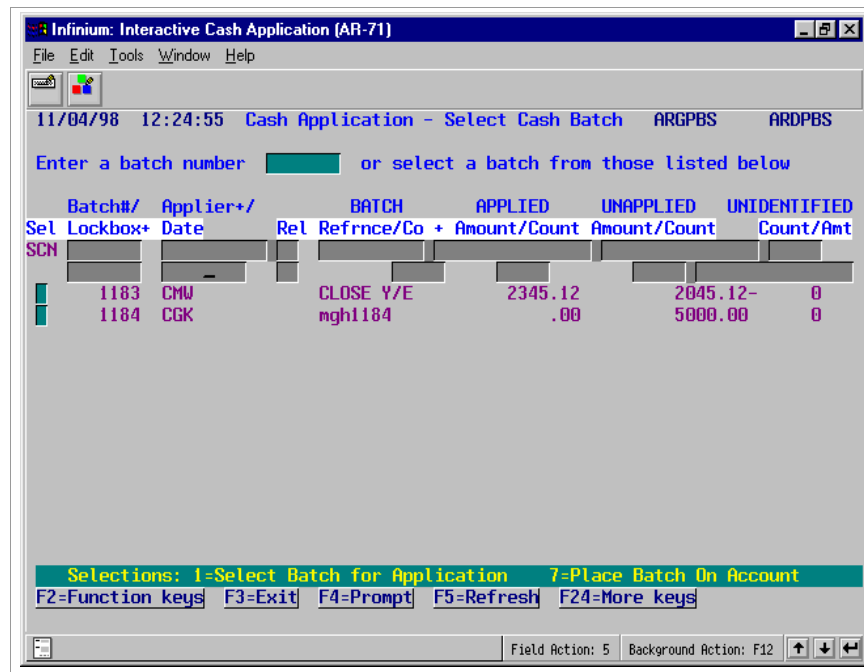


Figure 10-3: Cash Application - Select Cash Batch screen

Selecting the cash batch

Use this screen to select the cash batch that contains the non-accounts receivable cash receipt.

- 3 Type **1** in the *Sel* field next to the batch that contains the non-accounts receivable check.
- 4 Press Enter. The system displays a screen similar to Figure 10-4.

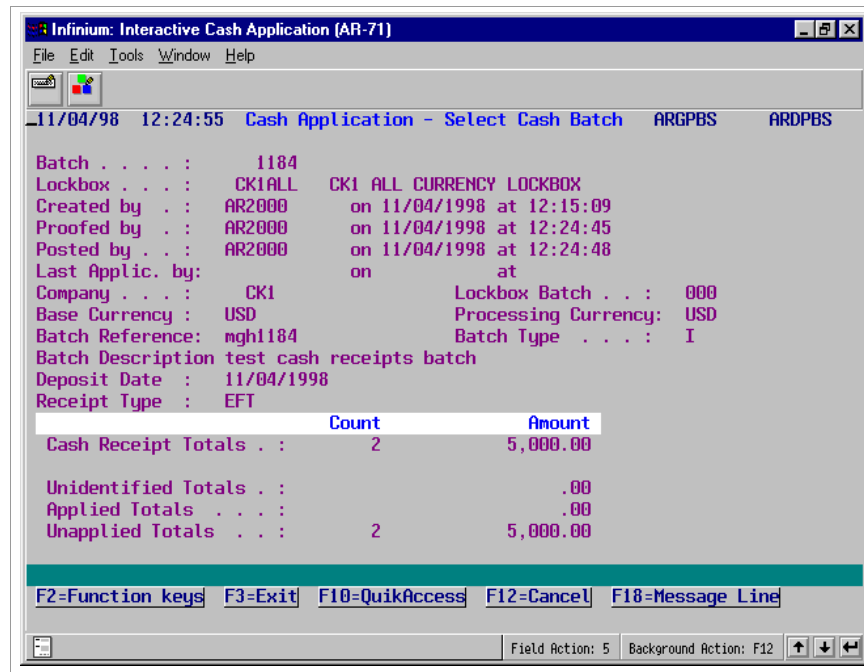


Figure 10-4: Cash Application - Select Cash Batch header screen

- 5 Review the batch control information to ensure that you selected the correct batch.
- 6 Press Enter if this is the correct batch. Otherwise, press F12 to return to the previous screen and make another selection. The system displays a window similar to Figure 10-5.

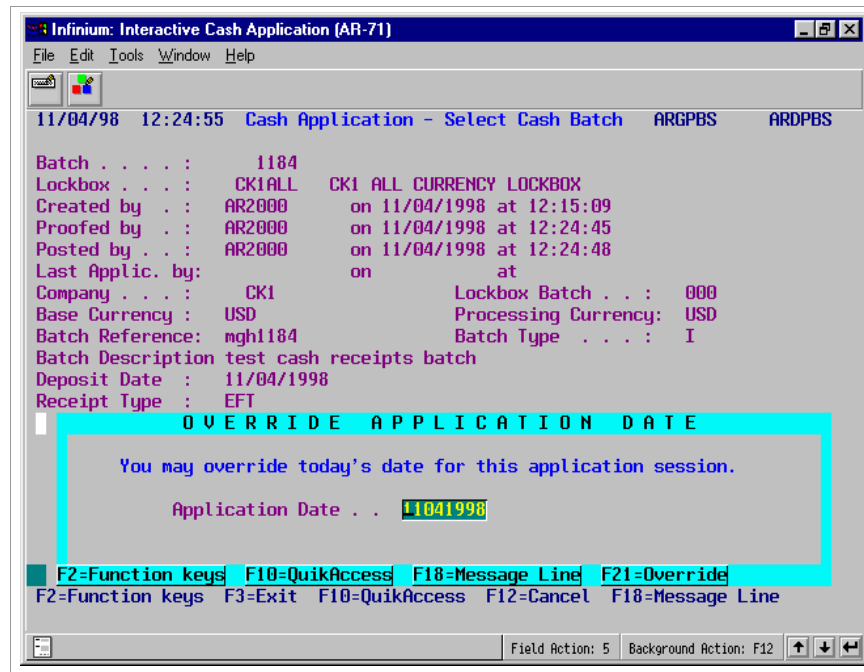


Figure 10-5: Override Application Date window

Changing the application date

The system displays this window if this is the first application in a session.

- 7 Override the application date, if necessary.

Note: The application date determines the accounting period for the application. Override the application date when the application has financial impact, the profit and loss, for an accounting period other than the current system date.

- 8 Press Enter. The system displays a screen similar to Figure 10-6.

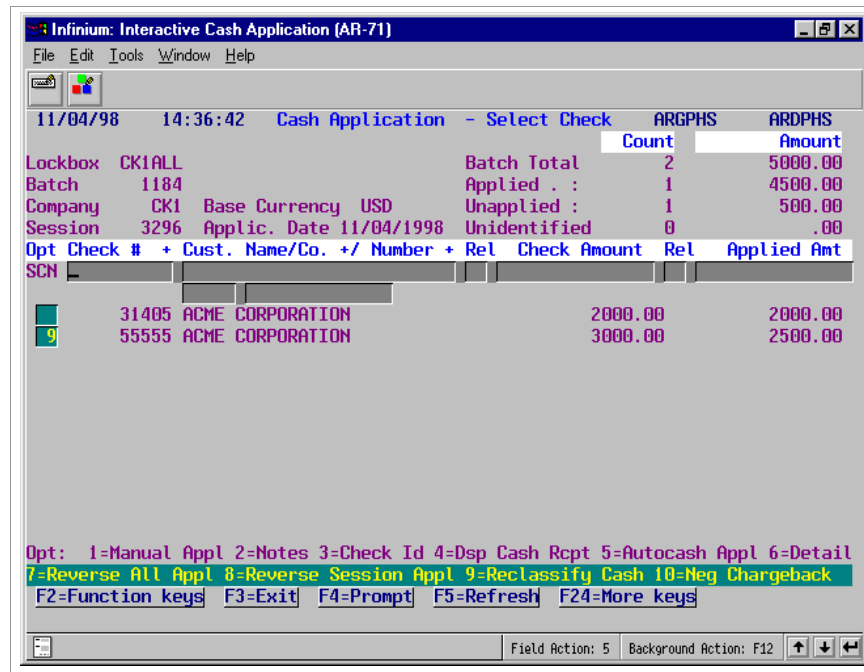


Figure 10-6: Cash Application - Select Check screen

Screen information

The system assigns a session number each time you begin the *Interactive Cash Application* menu option. The session remains open until you press F3 to exit. The session number is significant because you can reverse one or more applications using the session number.

Press F7 to display only open checks. The initial subfile display contains all checks in the batch, both open and closed.

Note: The batch totals in the upper right portion of the screen do not change. The system does not redisplay the subfile after each application. It does, however, update the record.

Selecting a check

- 9 Select the non-accounts receivable check by typing 9 in the *Opt* field to reclassify cash.

Note: To perform a partial reclassification and an application of an unidentified check, you must first type 3 to identify the check. After identifying the check, you can type 9 to reclassify the check.

- 10 Press Enter. The system displays a window similar to Figure 10-7.

11/04/98 14:36:42 Cash Application - Select Check ARGPHS ARDPHS

		Count	Amount
Lockbox	CK1ALL	Batch Total	2 5000.00
Batch	1184	Applied . :	1 4500.00
Company	CK1 Base Currency USD	Unapplied :	1 500.00
Session	3296 Applic. Date 11/04/1998	Unidentified	0 .00

Opt Check # + Cust. Name/Co. +/ Number + Rel Check Amount Rel Applied Amt

SCN

9	31405 ACME CORPORATION	2000.00	2000.00
	55555 ACME CORPORATION	3000.00	2500.00

ENTER CASH RECLASSIFICATIONS

Check Number : 55555 Open Amount 500.00 Proc Cur USD

Cash Reclass Total

Policy+	Cash Reclass Amt.	Reason	GL Dist	Description
CK1CR	500.00			

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

Field Action: 5 Background Action: F12

Figure 10-7: Enter Cash Reclassifications window

- 11 Type the applicable cash receipt reclassification policy and the amount of the check you are reclassifying.

Note: The system displays the amount of the check in the *Open Amount* field.

- 12 Press Enter. The system performs the cash reclassification application.
- 13 Press F3 to return to the Infinium AR main menu.

Tips and techniques

Cash receipt reversals and cash reclassification

Cash receipt reversals

Cash receipt reversals provide the ability to reverse non-sufficient funds (NSF) checks out of Infinium AR. If, for example, you receive a returned check from the bank for the second time, you can perform a reversal through the *Maintain Cash Reversal Batches* menu option. This not only reverses the entry made with the receipt of this check, it also reverses all applications that were made with this check. The system then places those obligations back into open items.

Cash reclassification

Cash reclassification provides the ability to reclassify non-AR checks to the appropriate general ledger account while not affecting your accounts receivable open items. If, for example, you received a refund check from one of the accounts payable vendors, you can reclassify this item to the proper GL distribution code in the *Interactive Cash Application* menu option by selecting the check with 9 on the Cash Application - Check Select screen.

In addition, cash reclassification provides the ability to reclassify the remaining balances from checks that have not been fully applied. For example, assuming that your organization is not using overpayment tolerance, \$.05 of a check remains after you apply the customer's obligations. You can reclassify this amount to the appropriate account if you do not want to leave this amount on the customer's account.

Chapter 11 Processing On-account Receipts

This chapter describes how to designate a cash receipts batch as on-account cash. It also describes how to process these on-account cash receipts.

The chapter consists of the following topics:

Topic	Page
Overview of processing on-account receipts	11-2
Placing cash receipts batches on account	11-4
Processing on-account cash receipts	11-6

Overview of processing on-account receipts

Infinium AR provides you with the ability to place a batch of cash receipts on account. Placing a cash receipts batch on account moves the batch to another application work area until you can complete the application process. By placing the batch on account, you remove this batch from the initial batch selection screen, but you can still access its checks when obligations are available. The system does not associate on-account cash receipts with a batch.

You may want to place a cash receipts batch on account for the following reasons:

- If you have a large number of batches that contain only a few unapplied receipts, placing a batch of cash receipts on account can be very useful to you. By placing these batches on account, you can easily access unapplied receipts for application without having to search through a large number of batches.
- While you are processing checks within a batch, you may discover checks that you cannot apply because, for example, the obligation is not yet in the system. In this situation you can place the batch on account.
- Because only one person at a time can access cash receipts in the same batch, you may want to place the cash receipt batch on account to provide multiple appliers access to a group of checks within a batch.
- The Cash Application - Select Cash Batch screen displays the most current batches.

Note: The system uses **OA** to identify checks placed on account until you apply those checks. Once you apply a check, the system removes the **OA** designator.

You will find the *Place Cash Receipts Batches On Account?* field on any screen where you can post cash receipts batches. You can place a cash receipts batch on account at the time of posting by typing **1** (Yes) in this field. Refer to the "Processing Cash Receipts" chapter for detailed information on posting receipts.

If you did not place your batch on account when you posted cash receipts, you can do so during cash application. The tasks in this chapter explain how to place a cash receipts batch on account and how to process on-account cash receipts. There is no difference in the type of applications that you can make with on-account cash.

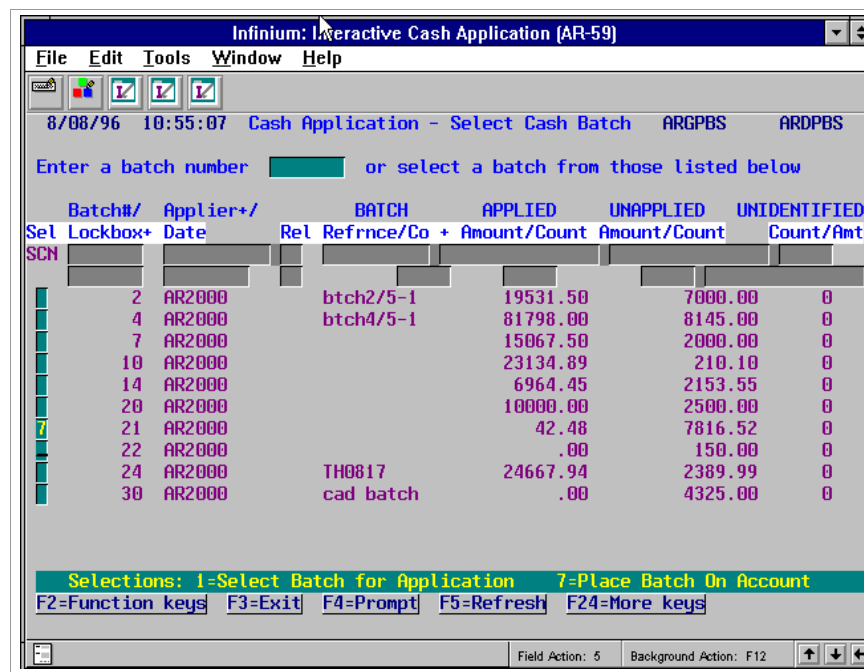
Objectives

After you complete this chapter, you should be able to place cash receipts batches on account and process on-account cash receipts.

Placing cash receipts batches on account

To place a cash receipts batch on account, 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 11-1.



- 3 Type 7 in the *Sel* field next to the batch you are placing on account.
- 4 Press Enter. The batch is now on account and the system no longer displays this batch on the above screen.

Please note the following:

- Once you place a batch on account, you can display on account checks by pressing F8.
- The system places all checks in the batch on account except for fully applied (closed) checks.
- The system includes unapplied checks and unidentified checks in the on-account batch.

- You cannot change the on-account designation of a batch of checks.
- The system removes the on-account status of a check when you fully apply or close that check in full.

Processing on-account cash receipts

To apply on-account cash receipts, 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 11-2.

Batch#/ Sel Lockbox+	Applier+/ Date	Rel Refrnce/Co	BATCH	APPLIED Amount/Count	UNAPPLIED Amount/Count	UNIDENTIFIED Count/Amt
2	AR2000		btch2/5-1	19531.50	7000.00	0
4	AR2000		btch4/5-1	81798.00	8145.00	0
7	AR2000			15067.50	2000.00	0
10	AR2000			23134.89	210.10	0
14	AR2000			6964.45	2153.55	0
20	AR2000			10000.00	2500.00	0
22	AR2000			.00	150.00	0
24	AR2000		TH0817	24667.94	2389.99	0
30	AR2000		cad batch	.00	4325.00	0

Selections: 1=Select Batch for Application 7=Place Batch On Account
 F6=More F8=On Account Cash F10=QuikAccess F12=Cancel F24=More keys

Figure 11-2: Cash Application - Select Cash screen

- 3 Press F8 to process on-account receipts. The system displays a window similar to Figure 11-3.

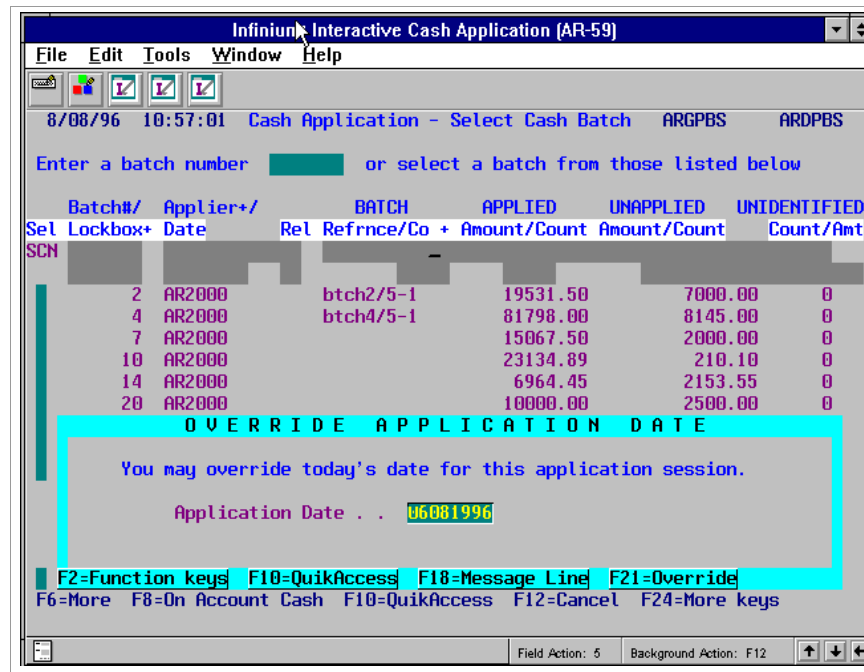


Figure 11-3: Override Application Date window

- 4 Change the application date if necessary.

Note: The application date serves as the closing date for any applications performed in this session.

- 5 Press Enter. The system displays a screen similar to Figure 11-4.

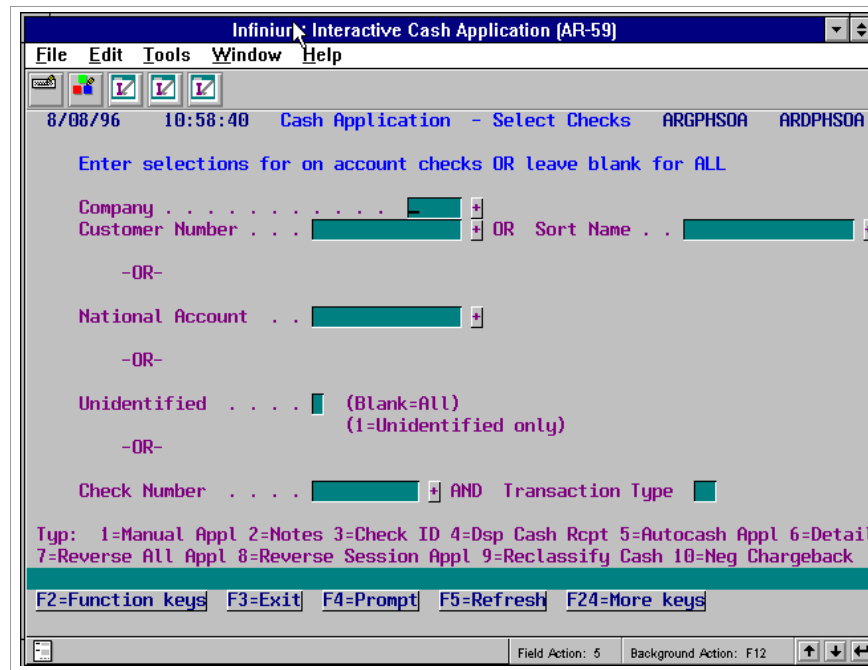


Figure 11-4: Cash Application - Select Checks screen

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

Note: To view all checks placed on account, leave all of the fields on this screen blank. However, if you have more than 9999 open on-account checks in the system and you do not limit the display, unpredictable results may occur.

Company, Customer Number, Sort Name, National Account

You can request that the system display the identified on-account checks belonging to a specific company, customer, or national account as follows:

- To display all of the on-account checks belonging to a specific company, type that company identifier in the *Company* field and leave all other fields on the screen blank.
- To display all of the on-account checks belonging to a specific customer, type that customer's company and customer identifier in the *Company* and *Customer Number* fields. You can also display all of the on-account checks belonging to a specific customer by typing a value in the *Sort Name* field. In either case leave all other fields on the screen blank.
- To display all of the on-account checks belonging to a specific national account, type that national account's identifier in the *National Account* field and leave all other fields on the screen blank.

Unidentified

Type **1** to display only unidentified cash placed on account and leave all other fields on the screen blank.

Check Number

If you know the check number of the on-account check to apply, type that number in this field. You must also type **1** in the *Transaction Type* field. Leave all other fields on the screen blank.

7 Press Enter. The system displays another screen as follows:

- If you specify a company, customer or national account, the system displays a list of on-account checks belonging to that company, customer or national account. After you select an on-account check, the system displays the Cash Application - Select Obligations screen.
- If you type **1** in the *Unidentified* field, the system displays a list of unidentified on-account checks. After you select an identified on-account check, the system displays the Identify/Unidentify window. Once you identify the customer, the system displays the Cash Application - Select Obligations screen.

Note: Use the scan fields provided with these listings to facilitate check location and selection. Scanning through a listing of one customer's receipts is much quicker and easier than searching through multiple batches of checks.

- If you type a valid value in the *Check Number* field and **1** in the *Transaction Type* field, the system displays the Cash Application - Select Obligations screen.

8 Apply the on-account cash receipt.

For more information on applying cash receipts, refer to the "Performing Check and Memo Applications" chapter in this guide.

Notes

This chapter describes how to correct application errors using the *Interactive Application Reversal* menu option and the *Interactive Cash Application* menu option.

The chapter consists of the following topics:

Topic	Page
Overview of reversing applications	12-2
Reversing an application using <i>Interactive Application Reversals</i>	12-4
Identifying system-assigned session numbers	12-10
Reversing cash applications by session number	12-13
Reversing applications in an open cash batch	12-17

Overview of reversing applications

The following table lists all application types. These applications contribute to the reduction of an open obligation amount with the exception of cash reclassification, which reduces the open amount of the check.

Infinium AR application types

Cash	Cash	CA
	Cash Reclassification	CR
Non-cash	Chargeback	CB
	Receipt Chargeback	RC
	Discount	DT
	Memo	MA
	Interest Charge Accrual	IA
	Tolerance	TL
	Obligation Writeoff	OW
	Realized Gain	RG
	Realized Loss	RL
	Tax Discount	TD
Tax Writeoff	TW	

Note: Drafts Acceptance (DA) and Draft Payment (DP) applications result from draft processing, not cash application.

You use the *Interactive Application Reversals* menu option to reverse closed applications, application sessions relating to a check, all applications associated with a check, and application of a specific obligation associated with a check. You can also reverse writeoff applications, memo applications and chargebacks made without a check in the *Maintain Open Obligations* menu option.

You use the *Interactive Cash Application* menu option to reverse applications (cash applications, writeoffs, chargebacks, tolerance, and discounts) made through a check while working in this option if, after pressing F16 but before exiting to the menu, you realize that you made one or more errors in the application of one or more checks. You can also reverse applications if you

exited this option but have not fully applied the cash batch and the batch is still open.

Objectives

After you complete this chapter, you should be able to reverse cash applications.

Reversing an application using *Interactive Application Reversals*

Overview

You use the *Interactive Application Reversals* function to reverse the following applications:

- Applications in cash batches that were closed
- Application sessions relating to a check
- All applications associated with a check
- Application of a specific obligation associated with a check
- Writeoff applications, memo applications, and chargebacks made without a check in the *Maintain Open Obligations* function

The *Interactive Application Reversals* function allows you to select individual obligations for reversal. If a single receipt or memo is applied to more than one obligation and tolerance is used, it is possible to reverse part of the application and leave the tolerance as taken. See the “Performing Check and Memo Applications” chapter in this guide for more information on applying a single receipt or memo to more than one obligation.

Caution: We strongly recommend that you reverse an entire session when tolerance is part of the application.

Note: Certain functions lock checks to prevent the reversal process from accessing and reversing checks in use. The system displays a message if a check is locked when you attempt a reversal. It indicates that the check is in use at the time the reversal is attempted and, therefore, the reversal is not executed.

Reversing an application using *Interactive Application Reversals*

To reverse an application, perform the following steps:

- 1 From the Infinium AR main menu select *Application Processing*.
-

- 2 Select *Interactive Appl Reversals* [IAR]. The system displays a screen similar to Figure 12-1.

Infinium: Interactive Appl Reversals (AR-59)

File Edit Tools Window Help

8/08/96 11:00:40 Reverse Applications ARGHRS ARDAHRS

SELECT

Check Number 9509 *

-OR-

Cash Receipts Batch Number *

-OR-

Application Session Number *

-OR-

Company * (Required)

Customer * (Required)

From Receipt Date (Optional)

To Receipt Date (Optional)

-OR-

National Account * (Required)

From Receipt Date (Optional)

To Receipt Date (Optional)

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

Field Action: 5 Background Action: F12

Figure 12-1: Reverse Applications prompt screen

You use this screen to select the applications to reverse.

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

Check Number

To reverse the application of a specific check, type the check number in this field. If there is more than one check with that number, the system displays a list of checks with this duplicate number for your selection after you press Enter.

Cash Receipts Batch Number

To reverse one or more check applications in a specific batch, type that batch number in this field.

Application Session Number

To reverse one or more check applications in a specific session, type that session number in this field. You subsequently can reverse the application of an individual obligation or reverse the applications in the entire session.

For more information on reversing cash applications by session number, refer to the following topics discussed later in this chapter:

- Identifying system-assigned session numbers
- Reversing cash applications by session number

Company, Customer

If you are unsure of the check number, you can access a list of customer payments by entering a company and a customer number in these fields.

National Account

You can also request a list of checks that were identified to a national account by typing a value in this field.

From Receipt Date, To Receipt Date

Type values in these fields to limit the list of company/customer and national account applications.

- 4 Press Enter. The system displays a screen similar to Figure 12-2.

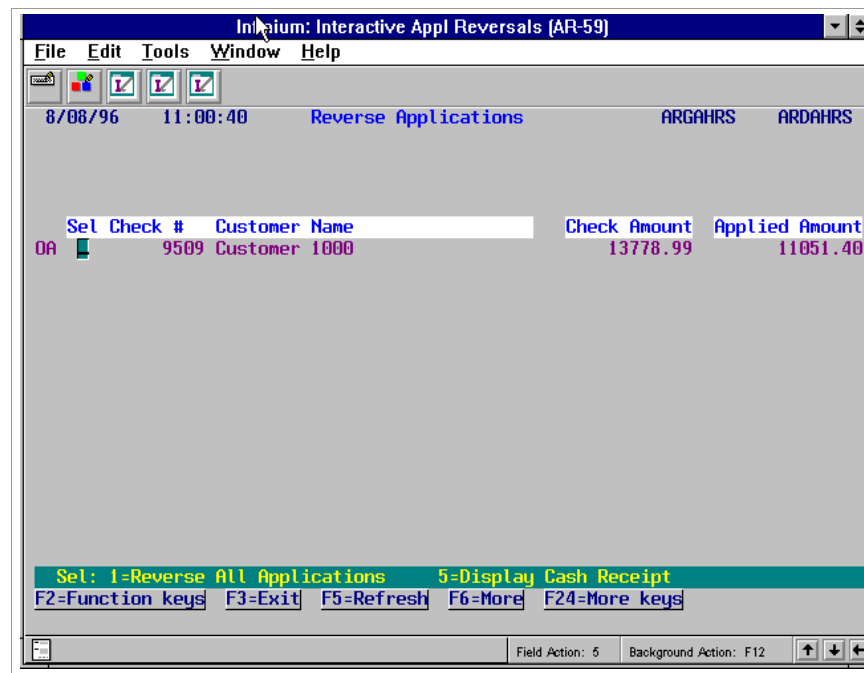


Figure 12-2: Reverse Applications prompt screen

- 5 Complete this screen using the following information.

Sel

Depending on the value you type on the prompt screen, the following selection options are available:

- 1 Reverse all applications. After you press Enter, the system displays a confirmation screen similar to Figure 12-3.

Note: You cannot select a check if there are no applications linked to it or if it has been reversed. You can reverse referenced debit and credit memo applications. The system displays the memo ID rather than the check number.

- 5 Display the cash receipt. After you press Enter, the system displays the Display Cash Receipts screen similar to Figure 12-5.

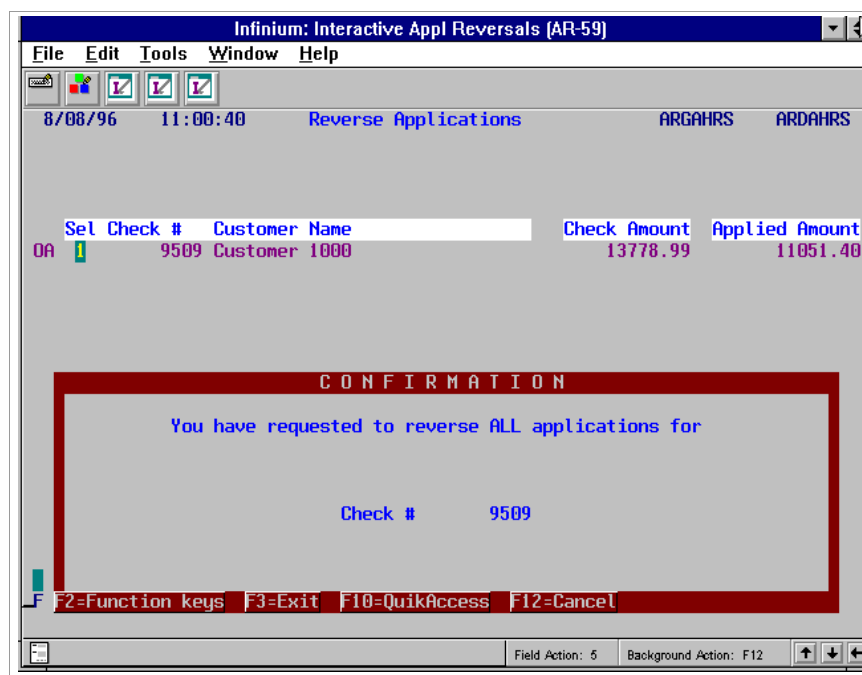


Figure 12-3: Confirmation screen

After you press Enter, the system displays the Override Application Date window similar to Figure 12-4 that allows you to override the application date. You can, therefore, reverse the application for the same period in which it was originally made.

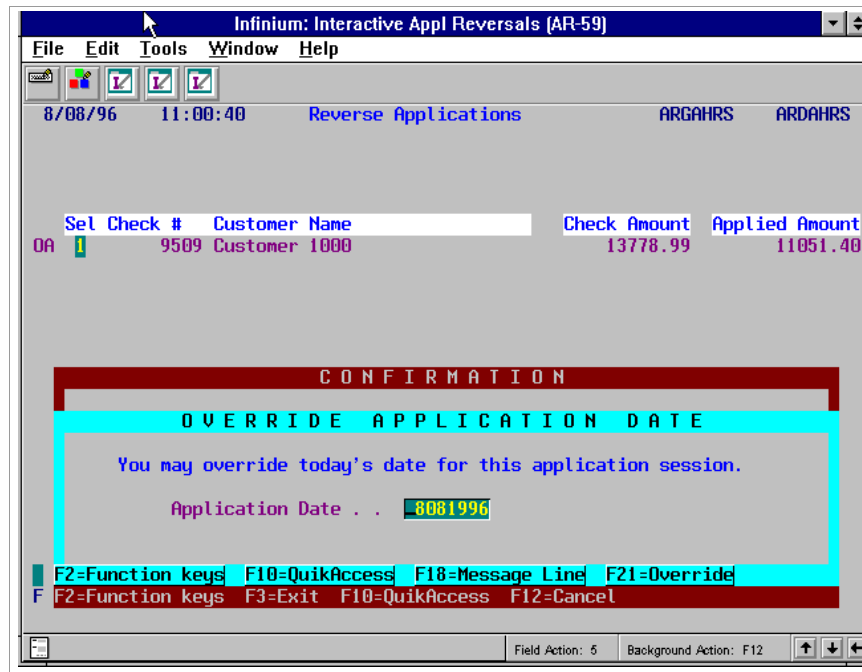


Figure 12-4: Override Application Date window

After you press Enter, the system reverses all applications related to the check you are reversing and returns obligations closed by the application to the customer's account as open items.

Infinium: Interactive Appl Reversals (AR-59)

File Edit Tools Window Help

8/08/96 11:03:31 Display Cash Receipts ARGPHI ARDPHI

CHECK INFORMATION **ON ACCOUNT**

Company . : 001 Demo Accts Receivable Co. 001 Check # 9509
Customer . : 1000 Customer 1000 Recpt type : CHK
Batch Number . . . : 9 BATCH Not Closed to GL Ref. # 25
Processing Currency . : USD US Dollars
Base Currency : USD US Dollars

Deposit Date : 9/12/1995 Date Closed .
Acct. Period : 09 Acct. Year . : 1995

Cash Dist. Code . : 001CA Co. 001 - Cash Account
Ident. Cash Dist Code: 0010A Co. 001 - On Acct/Ident. Cash

Deposit Amt	Cash Applied	Cash Unapplied	Discount Taken
13778.99	11051.40	2727.59	

F2=Function keys F3=Exit F6=Reconciliation F24=More keys

Field Action: 5 Background Action: F12

Figure 12-5: Display Cash Receipts screen

In addition to viewing the cash receipt, you can also view reconciliation information, associated obligations, check detail, and batch information.

Identifying system-assigned session numbers

Overview

Whenever you begin the *Interactive Cash Application* menu option, Infinium AR assigns a session number to the activity. When you exit and then begin the *Interactive Cash Application* menu option again, the system assigns a new session number.

The system also assigns a session number when it:

- Performs an application in the *Maintain Open Obligations* menu option
- Applies a credit or debit memo to an obligation in the *Post Obligations* menu option

You can use the Daily Application Register to identify these session numbers. You can also view the session number after you select a batch.

You can use these session numbers to reverse applications.

Identifying the session number in *Application Processing*

To view the session number in the *Application Processing* menu option, perform the following steps:

- 1 From the Infinium AR main menu select *Application Processing*.
 - 2 Select *Interactive Cash Application [ICA]*.
 - 3 Access the Cash Application - Select Check screen similar to Figure 12-6.
-

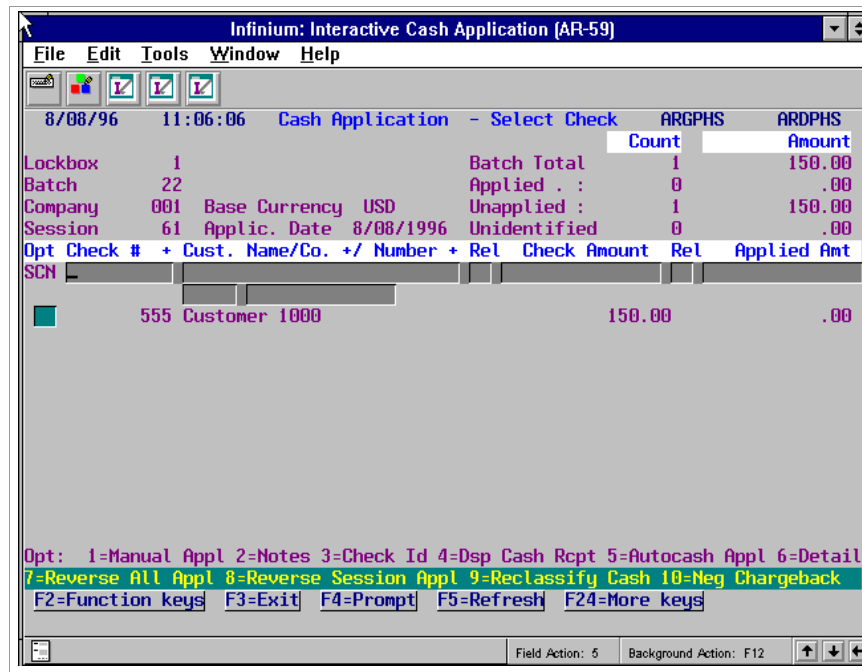


Figure 12-6: Cash Application - Select Check screen

The system displays the session number in the upper left corner of this screen.

The application date that you type in the Application Date Override window is effective for the session's duration.

The session ends when you press F3 to exit the option.

Identifying the session number in *Obligation Processing*

To view the session number in the *Obligation Processing* menu option, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing*.
- 2 *Maintain Open Obligations* [MOO].
- 3 Complete the Maintain Open Obligations prompt screen.
- 4 Press Enter. The system displays a screen similar to Figure 12-7.

8/08/96 11:07:14 Maintain Open Obligations ARGOHMS ARDOHMS

Customer 001 1000 AR Bal 3717.18 Obl Tot 35116.33
 Customer 1000 C/M Tol 10.00 Base Currency USD
 Session # 62

Sel	Obligation Id+	Due Date	Proc. Open Amount	Base Open Amount	Obl. Date	Proc. Original Amt	Proc. Discount
B	CBCRCB01	DSPTD 7/30/1996	350.00				.00
B	CB666	8/17/1996	67.50-				.00
B	CB9504	7/25/1996	4,350.00				.00
B	CB9511	1/11/1996	1,300.00				.00
B	CB9511	1/11/1996	780.00				.00
B	CB9603	7/15/1996	88.77				.00
B	CB9604	4/30/1996	550.00-				.00
D	DM9607	9/10/1996	290.00				.00
F	DR101	8/05/1996	1,500.00				.00
F	DR102	9/16/1996	1,200.00				.00 +

Opt: 1=Memo/CB Appl. 2=Update 4=Dispute/Undispute 5=Chargeback 6=Notes
 7=Writeoff 8=Reverse session obligation application 9=Display draft header
 F2=Function keys F3=Exit F4=Prompt F5=Refresh F24=More keys
 Writeoff of 10.00 specified for obligation DM9607.

Figure 12-7: Maintain Open Obligations screen

Infinium AR assigns a session number if you perform any of the following:

- Chargeback
- Memo application
- Writeoff

The session number displays on the screen after you complete the chargeback, memo or writeoff application. It also prints on the Daily Application Register report.

Reversing cash applications by session number

Overview

Through the *Interactive Application Reversal* menu option you can reverse an entire session or the application of an individual obligation within a session. You cannot, however, reverse the application of any obligations in an application session if that application session includes an obligation with a negative amount or an RC application type, receipt chargeback. Obligations with negative amounts include credit memos and negative chargebacks. Infinium does not allow these reversals because the negative amount is added to the check for the duration of the application process and, if any one piece is reversed, the check's unapplied amount will be in error.

When you execute an interactive application reversal by session number, you reverse only that session number's applications. If you applied cash receipts in different sessions, the system does not reverse applications made in the other sessions.

For example, Check Number 123 was received December 31, 1995 and was partially applied January 2, 1996 and then fully applied January 5, 1996.

Check #	Application date	Session #	Amount	Number of obligation
123	Jan. 2, 1996	1	\$500	5
123	Jan. 5, 1996	2	\$1500	15

An error was made on January 2, 1996. Instead of reversing all applications associated with the check, you can reverse session number 1 individually. In this manner you need to undo only a portion of the original application.

Reversing an entire session or individual obligations in a session

To reverse an entire session or the application of an individual obligation within a session, perform the following steps:

- 1 Complete Steps 1 and 2 on page 12-4 under the "Reversing an application using *Interactive Application Reversals*" topic.

- 2 Type a value in the *Application Session Number* field. You can find this number on the Daily Application Register.
- 3 Press Enter. The system displays a screen similar to Figure 12-8.

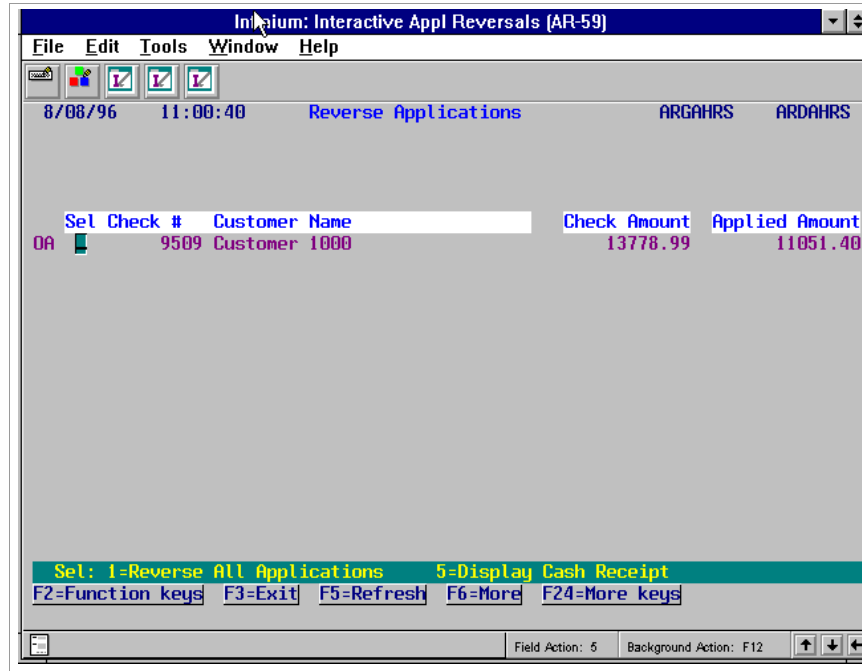


Figure 12-8: Reverse Applications screen

The system displays all applications made within the session. Any applications that were previously reversed or are themselves reversal applications are not available for selection.

- 4 Type an option in the *Se/* field. For applications that are available for selection, you can specify the following options:
 - 1 Reverse the application of the check made within this session. After you press Enter, the system displays a screen similar to Figure 12-9.
 - 2 Reverse the application of an individual obligation. After you press Enter, the system displays a screen similar to Figure 12-11.
 - 5 Display the cash receipt. After you press Enter, the system displays a screen similar to Figure 12-5.

Reversing a check application made in the session

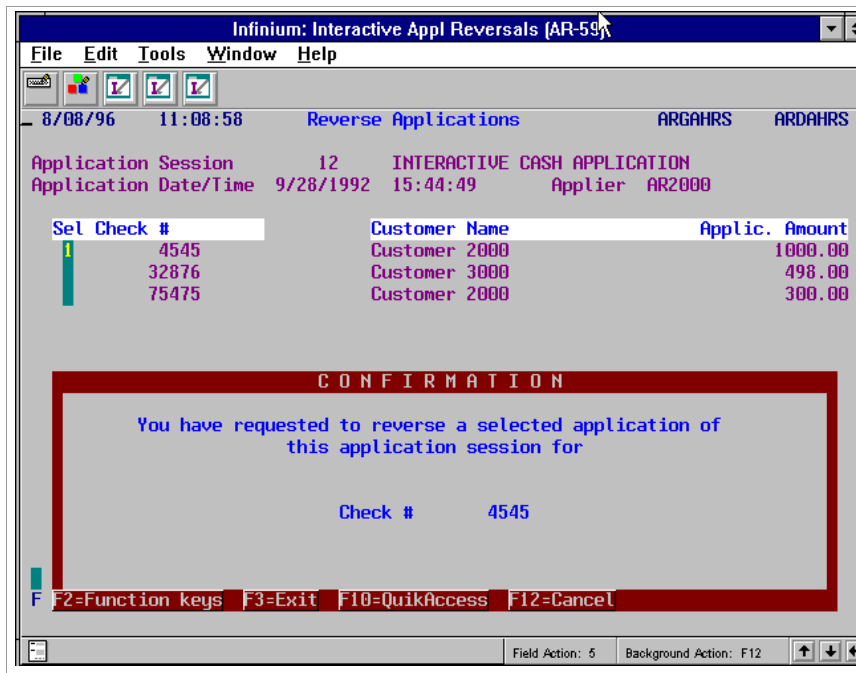


Figure 12-9: Reverse Applications Confirmation window

- 5 Press Enter to continue. The system displays a screen similar to Figure 12-10.

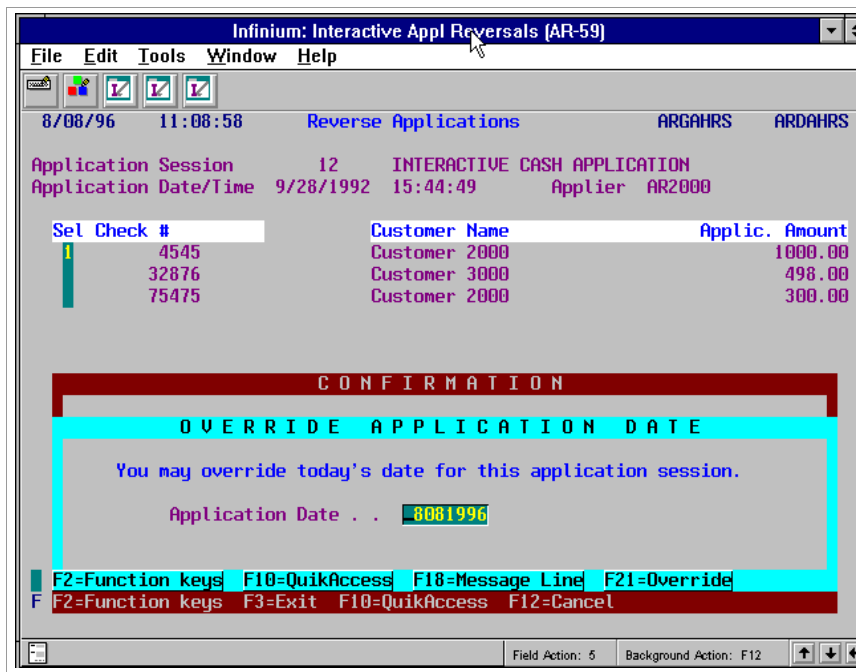


Figure 12-10: Override Application Date window

- 6 To have the system reflect the reversal in the same accounting period as the original application item, type the original application date in the *Application Date* field.
- 7 Press Enter. The system does not reverse all applications of the check; it reverses only those made during this session. The system re-displays the Reverse Applications screen where REVERSED indicates that all applications made during this session for this check are reversed.

Reversing individual obligations

If you specified an application session on the prompt screen, you can reverse an individual obligation as well as reverse all applications.

- 1 To reverse the application of an individual obligation, select the check with 2.
- 2 Press Enter. The system displays a screen similar to Figure 12-11.

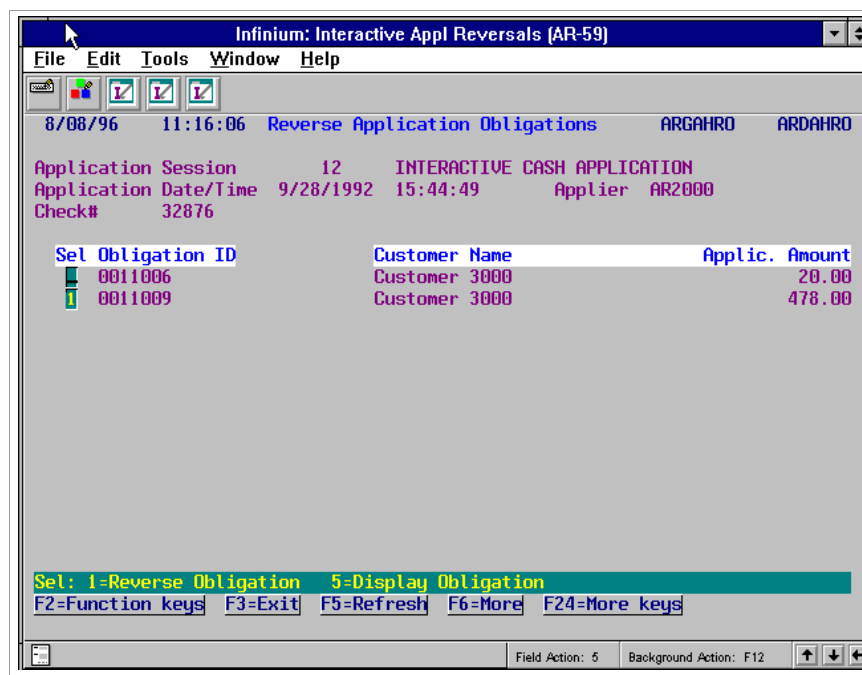


Figure 12-11: Reverse Application Obligations screen

- 3 Select an obligation with 1 to reverse its application.
- 4 Press Enter.
- 5 Confirm this reversal. The system re-displays the Reverse Applications screen where PARTIAL appears next to the check. This indicates that you reversed the application of an individual obligation.

Reversing applications in an open cash batch

Overview

Use the *Interactive Cash Application* menu option to reverse applications (cash applications, writeoffs, chargebacks, tolerance, and discounts) made through a check in the following situations:

- If you are working in *Interactive Cash Application* and you realize, after pressing F16 but before exiting to the menu, that you made one or more errors in the application of one or more checks
- If you exited *Interactive Cash Application* but the cash batch is not fully applied and the batch is still open

Note: You can reverse memos and writeoff applications through the *Interactive Cash Application* menu option only if you made them through a check.

Reversing an application using *Interactive Cash Application*

If you are already working in cash application and you made one or more check applications by pressing F16, go to Step 3.

If you exited cash application, complete 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 12-12.
-

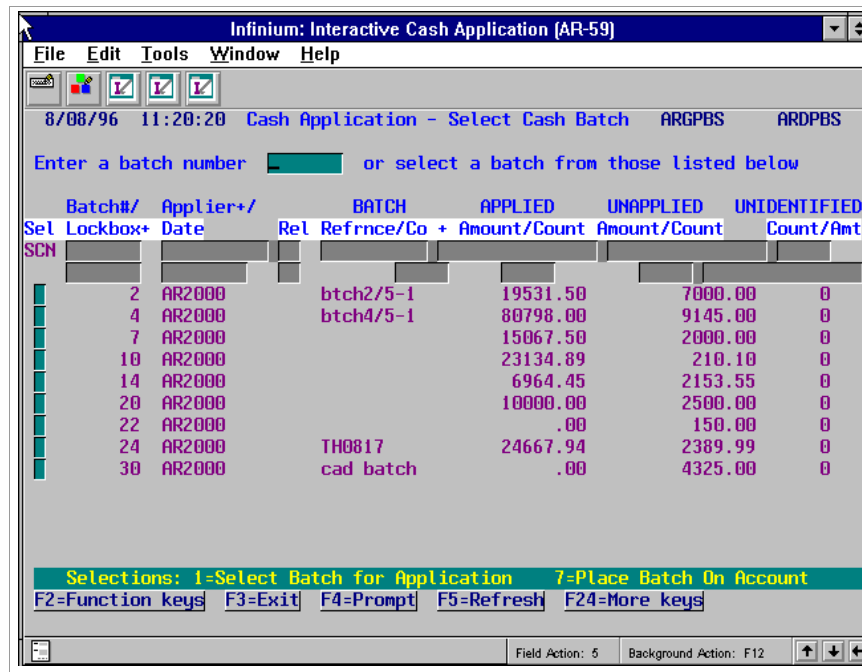


Figure 12-12: Cash Application - Select Cash Batch screen

- 3 Select the appropriate cash application batch with 1 and press Enter. The system displays the Cash Application - Select Cash Batch screen. Review the batch header information to ensure that you selected the appropriate batch. Press Enter.

Or

Press F8 to access on-account cash.

- 4 If appropriate, override the application date presented on the Override Application Date window if displayed.
- 5 Press Enter.
- 6 If you selected a cash application batch, select a check with 7 to reverse all applications of a check or select a check with 8 to reverse all applications made in the current application session.

If you pressed F8 to access on-account cash, enter the check you are reversing in the *Check Number* field and type 7 to reverse all applications of a check or type 8 to reverse all applications made in the current application session in the *Transaction Type* field.

- 7 Press Enter.

- 8 Confirm that you want to perform the reversal or press F12 to return to the previous screen and cancel the reversal.

Notes

Chapter 13 Performing Period End Processing

13

This chapter provides information that helps you perform tasks at a period end.

The chapter consists of the following topics:

Topic	Page
Overview of period end processing	13-2
Validating GL distribution codes	13-4
Executing the trial close	13-6
Performing the period end close	13-10
Printing the general journal	13-12
Transferring journal entries to the general ledger	13-15

Overview of period end processing

Period end processing includes functions that:

- Validate unclosed general ledger distribution codes
- Create a trial close
- Close the period
- Print the general journal
- Transfer journal entries to the general ledger

You should execute these functions in the order presented on the menu. When you execute the *Close Period End* menu option, the system creates the general ledger journal entries.

Caution: Infinium recommends that you transfer information from Infinium AR to Infinium GL after each closing. This ensures that the walkback from Infinium GL to Infinium AR functions properly.

Objectives

After you complete this chapter, you should understand the steps to perform period end processing.

Period end processing overview

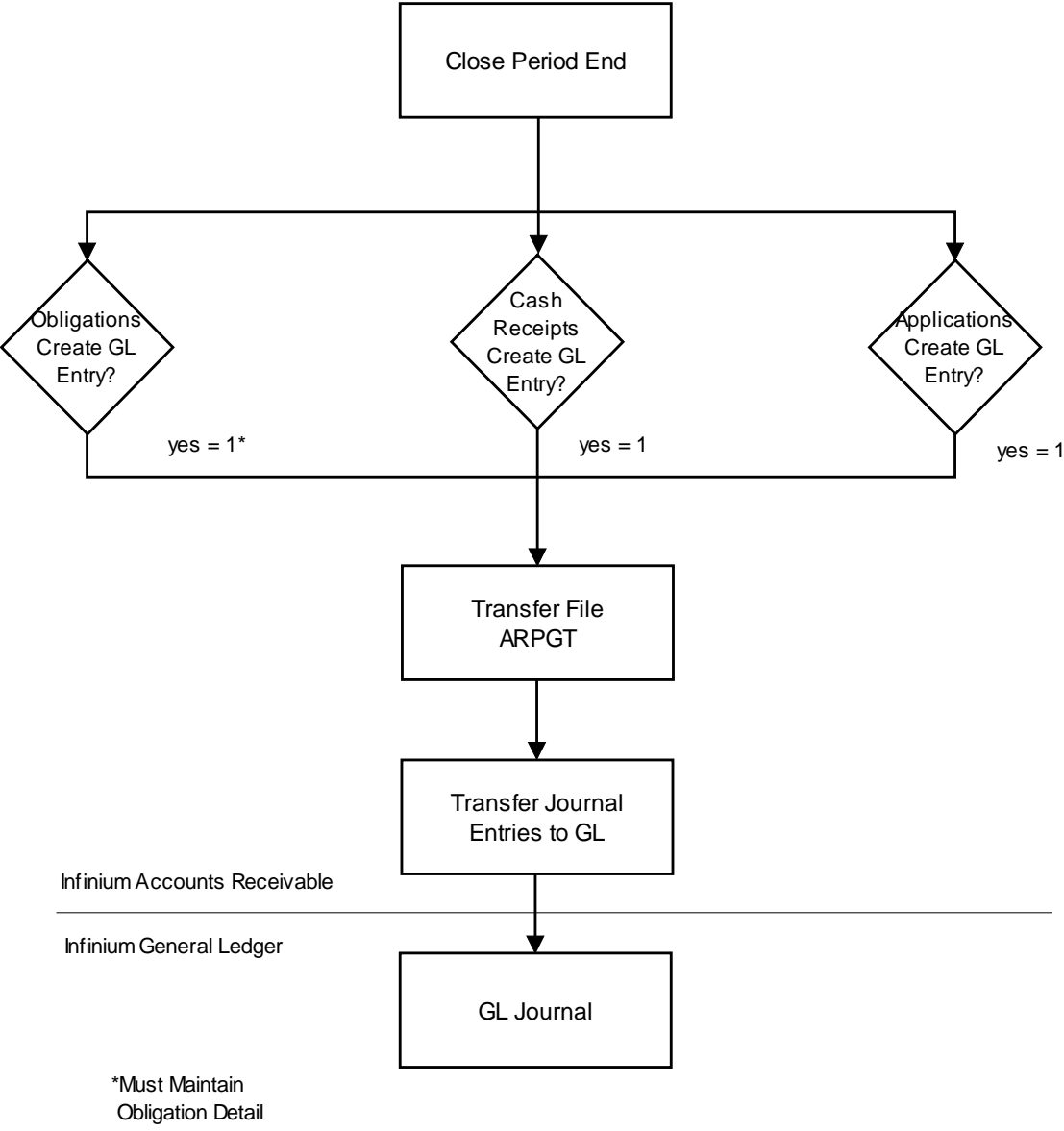


Figure 13-1: Period End Processing Overview

Validating GL distribution codes

Overview

You can validate the unclosed GL distribution codes in the following two ways:

- When you execute the *Trial Close Period End* menu option
- Before you execute the *Trial Close Period End* menu option, by running the *Validate Unclsd GL Dist Codes* menu option

When you execute this function, the system generates a report identifying GL accounts that are no longer valid. It also identifies any necessary intercompany exchanges that you have not established. This report includes the company, transaction type, reference number, accounting period and year, distribution code, the general ledger account number, and error or warning messages. Individual transactions print on the report only if they are in error or if they have a warning attached to them.

Infinium strongly recommends that you execute the *Validate Unclsd GL Dist Codes* menu option to validate your GL distribution codes before you run a trial period end close. This allows you to make the necessary corrections before you continue with the period end functions.

Validating GL distribution codes

To validate GL distribution codes, perform the following steps:

- 1 From the Infinium AR main menu select *Period End Processing*.
 - 2 Select *Validate Unclsd GL Dist Codes* [VUGL]. The system displays a screen similar to Figure 13-2.
-

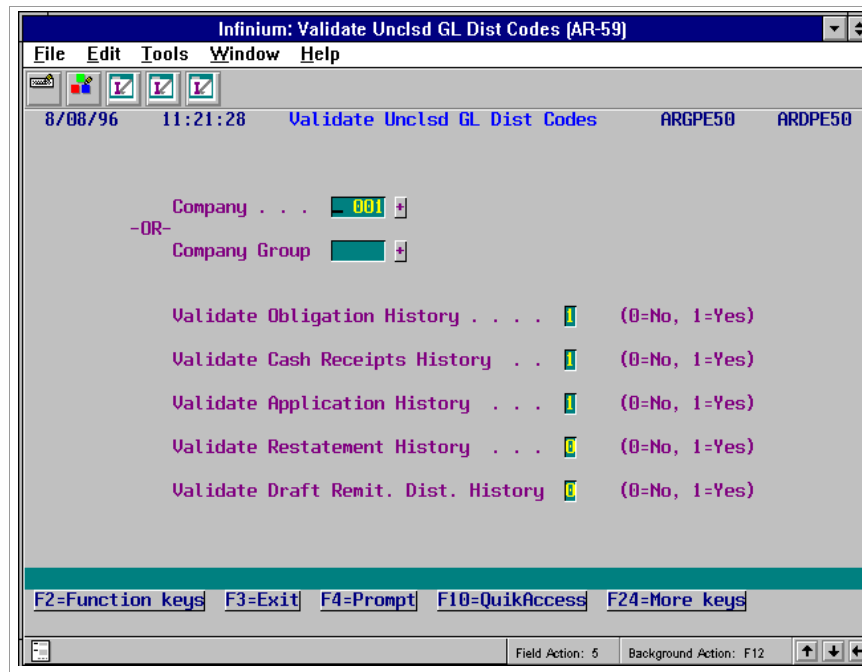


Figure 13-2: Validate Unclsd GL Dist Codes screen

3 Complete this screen using the following information:

Company, Company Group

You can run this report for a specific company by typing a value in the *Company* field, for a company group by typing a value in the *Company Group* field, or for all companies by leaving both of these fields blank.

Validate Obligation History, Cash Receipts History, Application History, Restatement History, Draft Remt. Dist. History

If you type 1 in these fields, the system validates unclosed GL distribution codes in that history.

4 Press Enter to submit the validation to batch and obtain the report.

Executing the trial close

Overview

Infinium AR provides you with the *Trial Close Period End* menu option to run a trial close for a designated time period without updating any files. It provides you with the opportunity to proof the transactions and correct any errors.

Infinium strongly recommends that you run the *Trial Close Period End* menu option prior to running the actual period end close.

Executing the trial close

To execute the trial close, perform the following steps:

- 1 From the Infinium AR main menu select *Period End Processing*.
 - 2 Select *Trial Close Period End* [TCPE]. The system displays a screen similar to Figure 13-3.
-

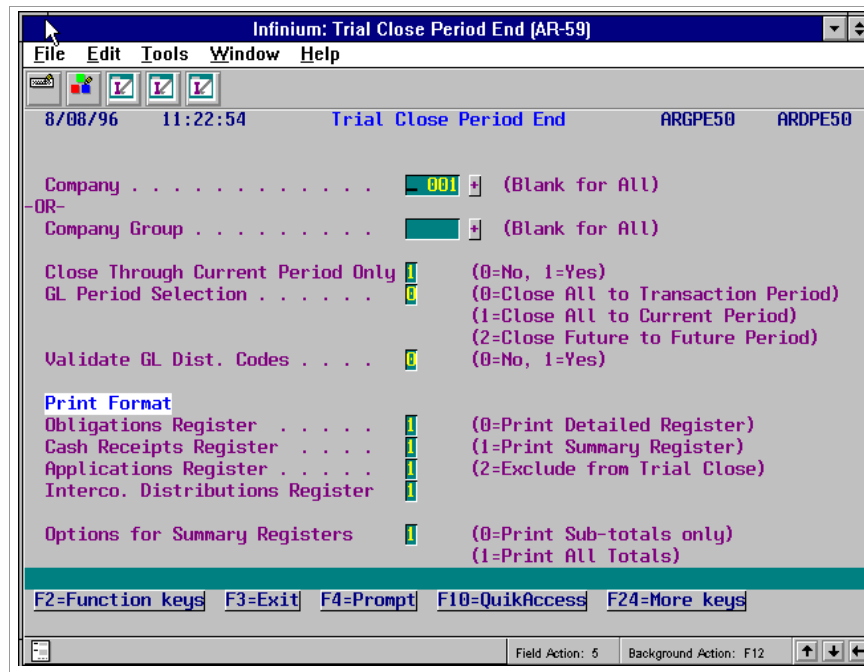


Figure 13-3: Trial Close Period End screen

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

Company, Company Group

You can run the trial close for a specific company by typing a value in the *Company* field, for a company group by typing a value in the *Company Group* field, or for all companies by leaving both of these fields blank.

Close Through Current Period Only

Type 1 for the system to close only unclosed transactions through the current period. If the value in this field is 1, the system excludes future transactions from the close. Type 0 for the system to close all unclosed transactions for the accounts receivable companies specified.

Note: The system uses the value in the *Accounting Period* field from Screen 3 of 3 of the company controls as the current period. Infinium recommends that you verify the current period prior to executing this function.

GL Period Selection

This field does not determine which transactions to close. It identifies the general ledger periods the system uses when some transactions do not belong to the current period. You specify the period or periods that transactions close to in your general ledger system.

The system uses the value in the *Accounting Period* field on Screen 3 of 3 of your company controls as the current period. This field works in conjunction with the *Close Through Current Period Only* field.

The following are valid values for this field:

- 0** Close all transactions to the same general ledger period as the transaction period.
- 1** Close all transactions to the current general ledger period.
- 2** Close all future transactions to the future GL period.

For example:

Close Period End

	Prior Periods	Current Period	Future Periods
AR History	≤ 6	7	≥ 8

GL Period Selection:

0	≤6	7	≥8
1	7	7	7
2	7	7	≥8

Validate GL Dist. Codes

To validate GL distribution codes during the trial period end close, type 1. If you type 1, the system prints a separate report that includes GL accounts that are no longer valid. It also identifies necessary intercompany exchanges that you have not established.

Print Format

You can print the Obligations, Cash Receipts, Applications and Intercompany Distribution Registers in detail or summary format. If you elect to print in summary format, you must complete the *Options for Summary Registers* field that follows.

You can also exclude the printing of these registers from the trial close. However, if you exclude a register, the system does not include the intercompany distributions that it normally generates for that register on the Intercompany Distribution Register.

Options for Summary Registers

If you typed 1, Print Summary Register, in the *Print Format* field or fields, you must specify whether the system prints only sub-totals (the total of debits and credits for an account) or all totals (the net of the debits and credits).

- 4 Press Enter to submit the trial close to batch and obtain the report.
-

Performing the period end close

Overview

After you confirm that the information is accurate through the trial close process, you can perform an actual period end close. When you submit the *Close Period End* menu option, the system generates journal entries that you transfer to your general ledger system when you execute the *Transfer Journal Entries to GL* menu option.

You can run this function as often as necessary. Once the system includes a transaction in a close, it marks the transaction as having been closed so that it does not close it more than once.

If you have accounting years established for each accounts receivable company, the system increments the value in the *Accounting Period* field on Screen 3 of 3 of your company controls by 1 when the value in the *Actual Closings* field equals the value in the *Max Closings/Period* field on Screen 3 of 3 of your accounting period when you execute this function.

Performing the period end close

To perform the Period End Close, perform the following steps:

- 1 From the Infinium AR main menu select *Period End Processing*.
 - 2 Select *Close Period End [CPE]*. The system displays a screen similar to Figure 13-4.
-

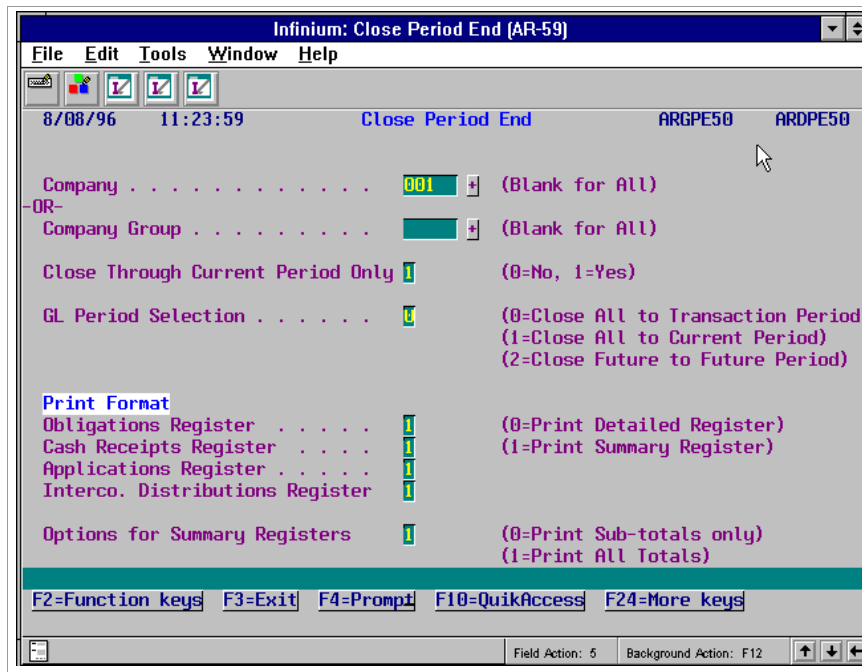


Figure 13-4: Close Period End screen

- 3 Use this screen to determine the unclosed obligations, cash receipts, and application transactions the system includes in the period end close. Complete the fields on this screen using the information for the trial close, except for the *Validate GL Dist. Codes* field.

Note: Regardless of how the system prints period end reports, it always transfers journal entries to the general ledger in summary when you submit the *Transfer Journal Entries to GL* menu option.

When you use the *Transfer Journal Entries to GL* function after you close the period end, if you select to transfer journal entries for more than one Infinium AR company to the general ledger and the general ledger *Reference* and *Source code* values differ among the selected AR companies, only the first matching *Reference* and *Source code* values are used in the journal header for the transferred entries. Transfer the AR companies separately to display the correct *Reference* and *Source code* values on the journal header.

- 4 Press Enter to submit the close to batch and obtain the report.

Printing the general journal

Overview

To print a journal of the transactions the system generates when you ran the *Close Period End* menu option, use the *Print General Journal* menu option. This report presents the general ledger consequences of the close in a credit and debit format that is similar to accounting entry formats. When you submit the *Print General Journal* menu option, the system translates the GL distribution codes to the general ledger account numbers.

Infinium strongly recommends that you print and review your journal transactions prior to transferring them to your general ledger system.

Printing the general journal

To print the General Journal, perform the following steps:

- 1 From the Infinium AR main menu select *Period End Processing*.
 - 2 Select *Print General Journal* [PGJ]. The system displays a screen similar to Figure 13-5.
-

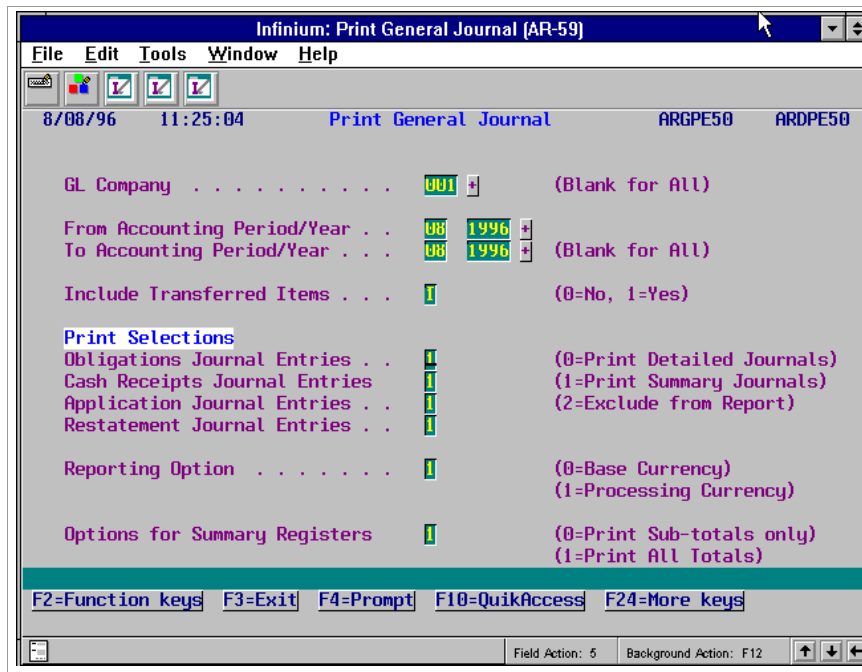


Figure 13-5: Print General Journal screen

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

GL Company

You can print the General Journal for a specific general ledger company or for all general ledger companies.

From Accounting Period/Year, To Accounting Period/Year

You can specify a period/year range or you can leave these fields blank to include transactions for all periods/years in the report.

Include Transferred Items

You must specify whether you want to include transferred items in the report. If yes, type 1 in this field.

Print Selections

You can print the Obligations, Cash Receipts, Applications, and Restatement Journal Entries in detail or summary format. If you elect to print in summary format, you must complete the *Options for Summary Registers* field that follows.

You also can exclude printing of one or more of these journal entries.

Reporting Option

Type **0** to have the report list amounts in base currency or type **1** to have the report list amounts in processing currency.

Options for Summary Registers

If you typed **1**, Print Summary Register, in the *Print Format* field or fields, you must specify whether the system prints only subtotals (the total of debits and credits for an account) or all totals (the net of the debits and credits).

- 4 Press Enter to submit the report request to batch.

Transferring journal entries to the general ledger

Overview

After reviewing the general ledger transactions, you can submit the *Transfer Journal Entries to GL* menu option to transfer the closing journal entries from Infinium AR to your general ledger system.

When you submit this function, the system produces a journal or journals in your general ledger system. Infinium AR flags each journal transaction as transferred to prevent you from transferring the transaction more than once.

Transferring journal entries to the general ledger

To transfer journal entries to the general ledger, perform the following steps:

- 1 From the Infinium AR main menu select *Period End Processing*.
 - 2 Select *Transfer Journal Entries to GL* [TGL]. The system displays a screen similar to Figure 13-6.
-

```

12/15/2008 13:58:27  Transfer Journal Entries To GL  ARGPE50  ARDPE50

Company . . . . . ____ + (Blank for All)
-OR-
Company Group . . . . ____ + (Blank for All)

Interface Program . . _____ (Blank for entity default)

Transcode . . . . . _ (0=No, 1=Yes)

Autopost . . . . . _ (0=No, 1=Yes)

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

```

Figure 13-6: Transfer Journal Entries To GL screen

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

Company
or
Company Group

You can transfer the journal transactions of a single company, of a company group, or of all companies to the general ledger.

You can:

- Select a specific valid company to transfer the journal transactions of that company to the general ledger
- Select a valid company group to transfer the journal transactions of the companies in that company group to the general ledger
- Leave both of the *Company* and *Company Group* fields blank to transfer the journal transactions of all companies.

If you select to transfer journal entries for more than one Infinium AR company to the general ledger and the general ledger *Reference* and *Source code* values differ among the selected AR companies, only the first matching *Reference* and *Source code* values are used in the journal header for the transferred entries. Transfer the AR companies separately to display the correct *Reference* and *Source code* values on the journal header.

Interface Program

If you are using a general ledger journal transfer program other than the exit program on the entity controls in the *GL Journal Transfer* (exit program) field, type that program identifier in this field.

Transcode

Transcoding refers to the process of posting financial information from one or more companies to a single company with a different account structure. The Infinium GL provides this process to satisfy legal, government or regulatory reporting requirements. You can maintain two sets of books for a company, one set of accounts using your company's chart of accounts and another set using a predefined chart of accounts to satisfy other requirements.

Type **1** (Yes) in this field to have the transferred journals transcoded by Infinium GL. If you do not require transcoding for the journals being transferred, type **0** (No) in this field.

Autopost

Type **1** in this field for the system to proof and post your journal. If you type **0** in this field, you must remember to proof and post your accounts receivable journal in your general ledger system.

- 4 Press Enter to transfer journal entries to the general ledger.
-

Notes

Chapter 14 Walking back from Infinium GL to Infinium AR

This chapter illustrates the walkback from the Infinium GL system to the Infinium AR system.

The chapter consists of the following topics:

Topic	Page
Overview of the Infinium GL walkback to Infinium AR	14-2
Using <i>Interactive Trial Balance</i> to perform a walkback	14-5
Using <i>Display processed journals</i> to perform a walkback	14-9

Overview of the Infinium GL walkback to Infinium AR

Infinium provides functions in Infinium GL that allow you to display Infinium AR information that was transferred to Infinium GL. You can display distribution information for the following:

- Cash receipts
- Applications
- Obligations

Two menu options in the *Analytical Inquiries & Reports* menu in Infinium GL allow you to walk back to Infinium AR. They are:

- *Interactive trial balance*
- *Display processed journals*

Note: Because you can purge the transfer file and AR history, it is possible that the information you are looking for is not available. In such instances, the following message is displayed on the screen:

The account information that has been selected for inquiry is no longer available in Accounts Receivable.

Figure 14-1 illustrates the use of these two options. For the *Interactive trial balance* path, this figure assumes that you chose to display account activity for a specified period. Refer to the steps later in this chapter for an alternative procedure when you do not specify a period.

Walking back from GL to AR

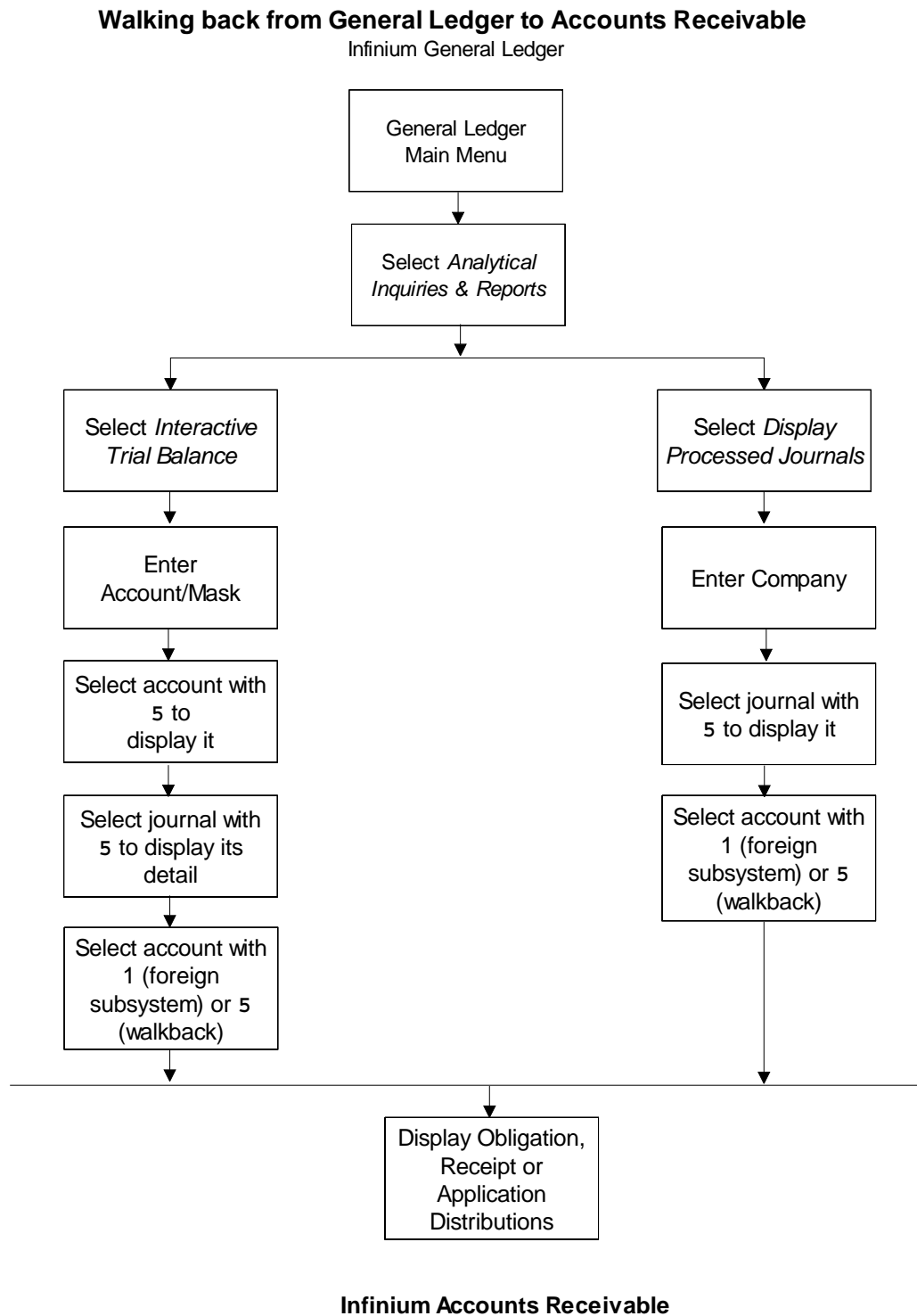


Figure 14-1: Cash Receipts walkback to Infinium AR from Infinium GL

Objectives

After you complete this chapter, you should be able to walk back from Infinium GL and view obligation, cash receipt, and application distribution information in Infinium AR.

Using *Interactive Trial Balance* to perform a walkback

To use the *Interactive trial balance* menu option to access Infinium AR information from Infinium GL, perform the following steps:

- 1 From the Infinium GL main menu select *Analytical Inquiries & Reports*.
- 2 Select *Interactive Trial Balance* [ITB]. The system displays a screen similar to Figure 14-2.

```

3/06/2007 15:29:59      Interactive Trial Balance      GLGITB      GLDITB
Account/mask . . . 001-001-001-4100-***      + Balance type . . . M +
Year/period . . . 2006 + 12      Macro name . . . _____ +
Zero balance? . . . 0 1=Include, 0=Exclude Budget code . . . _____ +
Subtotal mask . . . _____ 1=Yes, 0=No Subtotal option . 0 0=Off,1=Det,2=Sum
Company masked? . _ 1=Yes, 0=No      Active accts? . . 2 0=Inac,1=Ac,2=All
Comparative view 0 0=No, 1=M/M, 2=Q/Q, 3=Y/Y, 4=Cust _____ / _____

-----
F2=Function keys  F3=Exit  F4=Prompt  F17=Subset  F24=More keys
Press Subset to define search details

```

Figure 14-2: Interactive Trial Balance initial selection criteria screen

- 3 Type a valid account or account mask or prompt on the *Account/Mask* field and select an account. You can display a more specific list of accounts if you type additional information, for example balance type, year, period, and so forth.
- 4 Press Enter. The system displays balance information for the account or accounts.
- 5 If you specified a period for a month-to-date view, select an account with 5 and press Enter to display the journals for that account and period. If you left

the period blank for a year-to-date view, select the account with **3** and press Enter to display the journals.

To facilitate the selection process, you can press F5, Fold/unfold, and view more information about the accounts.

- 6 Press Enter. The system displays a screen similar to Figure 14-3.

```

3/06/2007 15:39:36   Interactive Trial Balance   GLGITB   GLDITB
                    Journals
Select journal to display account transactions.
Account . . : 001-001-001-4100-001           Sales: Product Line 1
Period . . . . . : 2006 12 DEC 12/31/2006 Monetary   USD
Start balance . . . : .00 Posted activity .           1,500.00-
End balance . . . . : 1,500.00- Unposted activity           .00
0 Journal Date      Reference Source           Currency      Amount
- 20203 3/03/2007 AR OBLIG AR2000             USD           1,500.00-

                                                    BOTTOM

Press Currency Detail to display more information.
F2=Function keys F3=Exit F5=Fold/unfold F6=More info. F24=More keys

```

Figure 14-3: Interactive Trial Balance Journals screen

- 7 Select a journal with any character and press Enter to display that journal's transactions. The system displays a screen similar to Figure 14-4.

```

3/06/2007 15:51:47      Interactive Trial Balance      GLGTXI      GLDTXI
                        Transaction details

Locate account . . . . . 001-001-001-4100-001      +
Select account to walkback to subledger.

      COM-DIV-DEP-ACCT-SUB      PROJECT      Currency      Base
Account description      Transaction description      UNITS      Amount
- 001-001-000-1010      USD      1500.00
- 001-001-001-4100-001      USD      1500.00-

                                                                 BOTTOM

-----
F2=Function keys  F3=Exit  F4=Prompt  F5=Fold/Unfold  F24=More keys

```

Figure 14-4: Interactive Trial Balance Transaction details screen

From this screen you can only select accounts in the journal you specified on the Interactive Trial Balance Journals screen. The account you originally selected defaults into the *Locate account* field. You can press F5 on this screen to display additional information.

- 8 Select a transaction with any character to walk back to Infinium AR.
- 9 Press Enter. If you are walking back to a cash receipt or AR obligation, the system displays the Infinium AR Display Receipt Distributions screen or the Display Obligations Distributions screen.

You are now in Infinium AR.

On the Display Receipt Distributions screen, you have the following options:

- 5 Display a cash receipt.
- F8 Access the *Credit Inquiry* menu option.
- F9 Toggle the display of amount between base and processing currency.

F11 Change the Display Receipt Distributions screen from company, customer, date received, and base currency amount to accounting year/period, AR company, and description.

Note: When you walk back to obligation distributions, you have the same options on the Display Obligations Distributions screen.

Using *Display processed journals* to perform a walkback

The following example displays an application distribution.

To use the *Display processed journals* menu option to display an application in Infinium AR from Infinium GL, perform the following steps:

- 1 From the Infinium GL main menu select *Analytical Inquiries & Reports*.
- 2 Select *Display processed journals* [DPJ]. The system displays a screen similar to Figure 14-5.

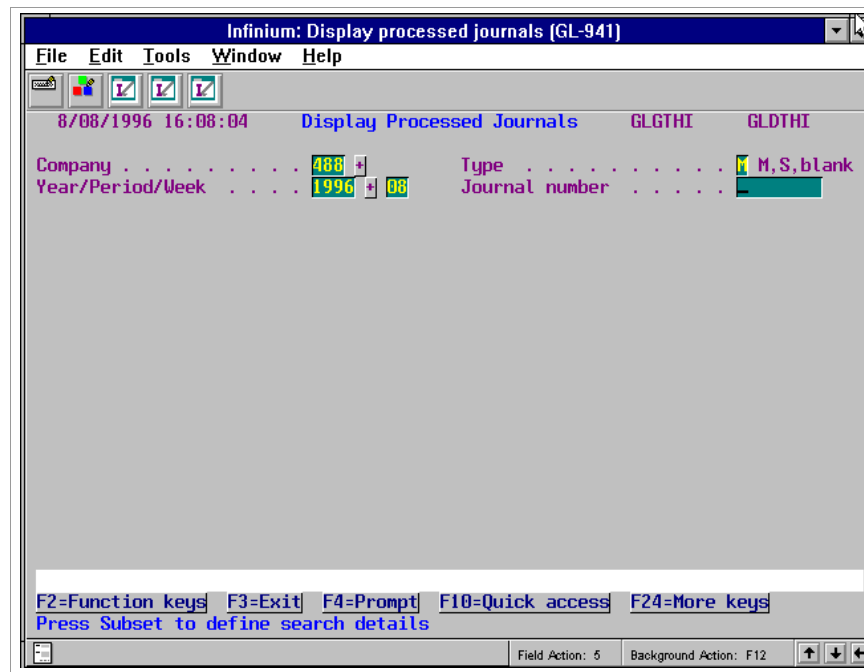


Figure 14-5: Display Processed Journals screen

- 3 Type a value in the *Company* and *Year/Period/Week* fields. The *Journal Number* and *Type* fields are optional. If you type a value in the *Journal Number* field, go to Step 7.
- 4 Press Enter. The system displays a subfile on this screen.
- 5 Select the application journal to view with any character.
- 6 Press Enter. The system displays a screen similar to Figure 14-6.

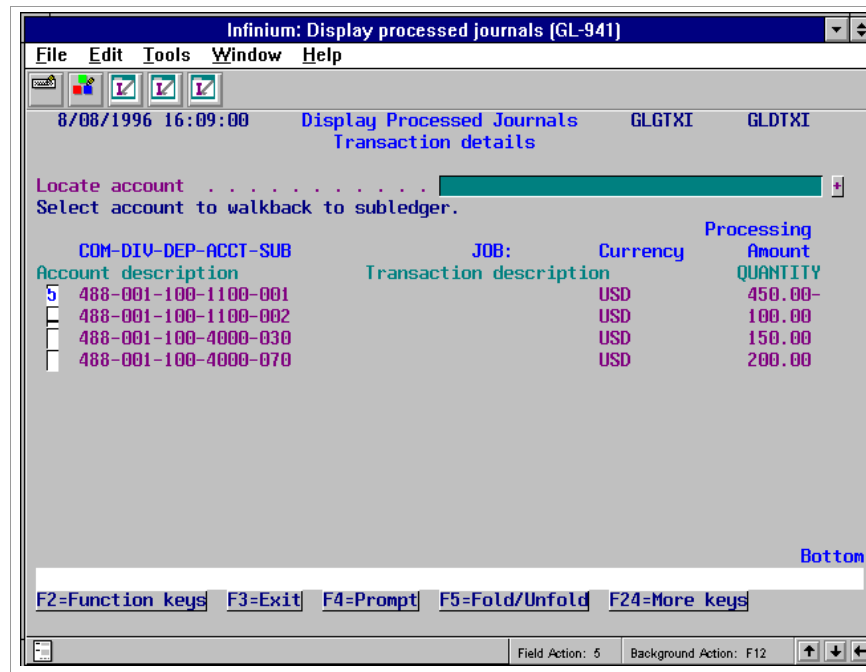


Figure 14-6: Display Processed Journals Transaction details screen

- 7 Select the application account with 5 to walk back to Infinium AR and view the application distribution.

Note: To facilitate the selection process, press F5 (Fold/unfold) and view more information about the journal.

- 8 Press Enter. The system displays a screen similar to Figure 14-7.

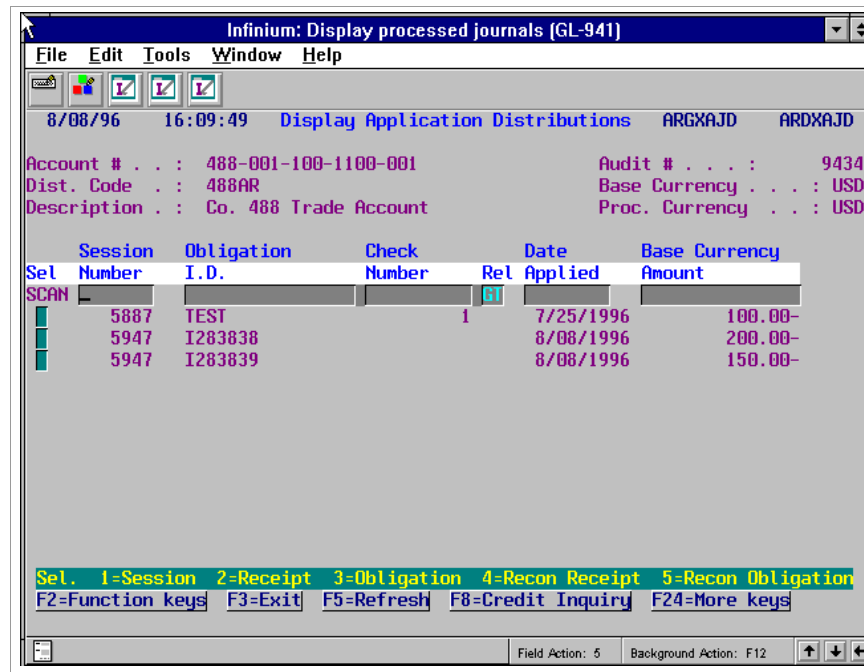


Figure 14-7: Display Application Distributions screen

You have the following options:

- 1 Display session information associated with the check.
- 2 Display cash receipt information.
- 3 Display obligation header and detail information.
- 4 Display cash receipt reconciliation information.
- 5 Display obligation reconciliation information.
- F8 Access the *Credit Inquiry* menu option.
- F9 Toggle the display of amounts between base and processing currency.
- F11 Change the Display Application Distributions screen from date applied and base currency amount to application type, reason code, accounting year/period, and AR company.

Notes

Chapter 15 Performing Applications Using Autocash

15

This chapter describes how to work with cash receipts autocash, cash application autocash, the various available algorithms, and how these algorithms impact autocash.

The chapter consists of the following topics:

Topic	Page
Overview of using autocash	15-2
Using cash receipts autocash	15-4
Using cash application autocash	15-14
Printing the autocash statistics report	15-27

Overview of using autocash

Autocash is the process by which Infinium AR attempts to automatically apply cash receipts to obligations based on algorithms. An algorithm is a set of instructions that the system executes. Autocash applies a discount and may apply cash tolerance, depending on the algorithm.

Infinium AR provides the following six algorithms:

- Algorithm 01- Oldest Open Obligation or Obligations

This algorithm applies the receipt to the oldest open obligations. It allows partial payments and closes the oldest open item first.

If there is cash remaining, the system applies it to the next oldest obligation. If there is still unapplied cash, it makes a partial application to the next oldest obligation. This is the only algorithm that makes partial applications. It considers earned discounts and cash tolerance.

Note: This algorithm does not close negative obligation amounts in invoices, credit memos or chargebacks. To close negative obligation amounts, you must use the *Interactive Cash Application* menu option and manually apply the cash receipt to the open obligation.

- Algorithm 02 - Obligation ID (Invoice Number) and Amount Match

This algorithm requires the cash receipt to contain the IDs of the obligations it is paying. It compares the check amount to the total net due amount of the obligations being paid including the earned discount and makes the application only if the amounts match. It does not take a partial discount. The net due amount of an obligation is the obligation amount less the earned discount.

Note: The value in the *Obligations with IDs* field on the company controls must be 1 (Yes) for algorithm 02 to work.

- Algorithm 03 - Single Obligation Amount Match

This algorithm requires the cash receipt amount to match the amount of a single obligation. If there are duplicate obligation amounts, the system applies the cash to the oldest obligation. It considers earned discounts but not tolerance.

- Algorithm 04 - Open Item Balance Match

This algorithm requires the cash receipt amount to match the open item balance for the customer who owns the cash receipt. It considers cash tolerance but not earned discounts.

- Algorithm 05 - Statement Balance Match

This algorithm requires the cash receipt amount to match a statement balance for the customer who owns the cash receipt. It considers cash tolerance but not earned discounts. The system searches the last four statement balances in the Statement History file for a match.

Note: To use algorithm 05, the value in the *Maintain Statement History* field on the entity controls must be 1.

- Algorithm 06 - Statement Balance Less Unapplied Cash

This algorithm is the same as algorithm 05 except that the system makes a match if the check amount matches the obligation amounts less unapplied cash.

Note: To use algorithm 06, the value in the *Maintain Statement History* field on the entity controls must be 1.

Two types of autocash exist within Infinium AR:

- Cash receipts autocash
- Cash application autocash

The system implements cash receipts autocash at the time you post a cash receipt. It uses one specific algorithm, algorithm 02.

In contrast, cash application autocash uses an autocash policy. An autocash policy is a control file set up by your company that can use any of Infinium's six pre-defined algorithms or any user-programmed algorithms.

Objectives

After you complete this chapter, you should be able to use both types of autocash. You will also be familiar with the various available algorithms and how they impact autocash.

Using cash receipts autocash

Overview

If the autocash controls are active in the hierarchy, the system invokes cash receipts autocash whenever you post cash receipts. The following table shows the three options where you can invoke cash receipts posting.

Cash receipts autocash

Secondary menu option	Batch/interactive	Algorithm
<i>Maintain Cash Receipts Batches</i> - F14	I	02
<i>Post Cash Receipts</i>	B	02
<i>Proof & Post Cash Receipts Batches</i>	B	02

Cash receipts autocash uses algorithm 02. This algorithm requires the cash receipt to contain the IDs of the obligations it is paying. This algorithm compares the check amount to the total net due amount of the obligations being paid including the earned discount and makes the application only if the amounts match.

The system makes the application only if the system will close the obligation or obligations and the receipt when it makes the application. It does not make partial applications, but it does use tolerance and earned discounts when possible. It will not take a partial discount. The net due amount of an obligation is the obligation amount less the earned discount.

To use algorithm 02, your cash receipts remittance advice must list the obligations being paid because this algorithm looks for a match of obligation IDs and check amounts. In addition, the value in the *Obligations with IDs* field on the company controls must be 1 (Yes) for algorithm 02 to work.

Implementing cash receipts autocash, algorithm 02

You can activate cash receipts autocash at the entity, company, national account, and customer levels within the hierarchy. In addition, there are two cash receipts autocash controls outside the hierarchy. They are:

- Cash receipts batches - Once activated, you can suppress autocash at the batch level.
- Entity controls - There is a prompt in the *Maintain Entity Controls* menu option that determines if cash receipts autocash executes when you use F14 to post cash receipts interactively.

Implementing cash receipts autocash at the entity level

To implement cash receipts autocash 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].
- 3 Press Enter twice to access the second Maintain Entity Controls screen. The system displays a screen similar to Figure 15-1.

<u>Autocash Controls</u>		(Page 2 of 5)	
Autocash Policy	001AC +		
Autocash Control	1	(0=Suppress Autocash, 1=Use Autocash)	
Cash Receipts Autocash . . .	0	(0=Suppress Autocash, 1=Use Autocash)	
<u>Other Systems Used</u>		General	Order
(INF = Infinium)	Ledger	Processing	Billing
	S2K	S2K	OTH
<u>Increments</u>		Customer	Obligation
	Number <td>Ref. Number <td>Cash Receipt </td></td>	Ref. Number <td>Cash Receipt </td>	Cash Receipt
	1	1	Ref. Nbr
			Application
			Ref. Number
			1
<u>Sales Level Names</u>		1	2
	DIVISION	REGION	3
			DISTRICT
			4
			OFFICE
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More Keys			

Figure 15-1: Maintain Entity Controls screen 2 of 5

- 4 To activate cash receipts autocash at the entity level, type 1 in the *Cash Receipts Autocash* field. Type 0 in this field to inactivate cash receipts autocash at the entity level. The value you type in this field acts as a default for all levels of the hierarchy. You can override this default at lower levels of the hierarchy.
- 5 Press Enter three times to update the file and return to the main menu.

Note: There are two methods for posting cash receipts, batch and interactive. The *Cash Receipts Autocash* field is for all cash receipt batches that the system proofs and posts when you submit a batch job. You will find a discussion of a second control for batches posted interactively later in this chapter.

Implementing cash receipts autocash at the company level

To implement cash receipts autocash at the company level, perform the following steps:

- 1 From the Infinium AR main menu select *Control File Maintenance*.
 - 2 Select *Maintain Company Controls [MCC]*.
 - 3 Type the company identifier on the Maintain Company Controls prompt screen.
 - 4 Press Enter twice to access the second Maintain Company Controls screen. The system displays a screen similar to Figure 15-2.
-

Infinium: Maintain Company Controls (AR-59)

File Edit Tools Window Help

8/08/96 11:29:57 Maintain Company Controls ARGCOM ARDCOM

Company Number : 001 (Page 2 of 3)

Defaults

Aging Policy	30DUE *	Dunning Policy	DUN01 *
Autocash Policy	001AC *	Interest Charge Policy	INT01 *
Cash Tolerance Policy	001CT *	Payment Terms Policy	NET30 *
Credit Policy		Statement Policy	SP001 *
Credit Memo Appl. Policy	001CM *	Trade Tape Policy	BOTH *
DSO Policy			

Draft Type *

Discount Grace Days Code *

Language Code *

Net Due Grace Days Code *

Autocash Control ! (0=Suppress, 1=Use Autocash, bl=default)

Interest Charge Rate Table RATE1 *

Cash Receipts Autocash ! (0=Suppress, 1=Use Autocash, bl=default)

User Fields

COALPHA1 [] COALPHA2 []

CONUM1 [.00] CONUM2 [.00] CODATE []

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

Field Action: 5 Background Action: F12

Figure 15-2: Maintain Company Controls screen 2

- 5 Complete the *Cash Receipts Autocash* field on this screen. If you activate cash receipts autocash at the entity level, you can leave this field blank and the system uses the entity control default or you can type 0 to inactivate autocash for this company. If you inactivate cash receipts autocash at the entity level and want to activate cash receipt autocash for this company, type 1.

Note: You can override this default at the national account and customer levels of the hierarchy.

- 6 Press Enter twice to update the file and return to the Maintain Company Controls prompt screen. You can continue to update the controls of other companies or you can press F3 to return to the Infinium AR main menu.

Implementing cash receipts autocash at the national account level

To implement cash receipts autocash at the national account level, perform the following steps:

- 1 From the Infinium AR main menu select *Customer/Nat'l Acct Management*.
- 2 Select *Maintain Nat'l Acct Controls [MNAC]*.
- 3 Type the national account identifier on the Maintain National Accounts prompt screen.

- Press Enter twice to access the second Maintain National Accounts screen. The system displays a screen similar to Figure 15-3.

Figure 15-3: Maintain National Accounts screen 2

- Complete the *Cash Receipts Autocash* field on this screen. If you activate cash receipts autocash at the entity level, you can leave this field blank. The system uses the entity control default or you can type 0 to inactivate autocash for this national account. If you inactivate cash receipts autocash at the entity level and want to activate cash receipt autocash for this national account, type 1.

When you receive a national account check, the system looks at the national account control and then at the entity control. It does not look at the company because a national account does not belong to a company.

When you receive a customer check and that customer belongs to a national account, the system looks at the entire hierarchy: customer, national account, company and entity. In this case, you can override this default at the customer level of the hierarchy.

- Press Enter twice to update the file and return to the Maintain National Accounts prompt screen. You can continue to update the controls of other national accounts or you can press F3 to return to the Infinium AR main menu.

Implementing cash receipts autocash at the customer level

To implement cash receipts autocash at the customer level, perform the following steps:

- 1 From the Infinium AR main menu select *Customer/Nat'l Acct Management*.
- 2 Select *Maintain Cust Master Controls* [MCMC].
- 3 Type the company identifier and customer number on the Maintain Customer Master Controls prompt screen.
- 4 Press Enter twice to access the second Maintain Customer Master Controls screen. The system displays a screen similar to Figure 15-4.

Figure 15-4: Maintain Customer Master Controls screen 2

- 5 Complete the *Cash Receipts Autocash* field on this screen. If you activate cash receipts autocash at a higher level of the hierarchy (the entity, company or national account level), you can leave this field blank and the system searches the hierarchy to determine which cash receipts autocash control to use or you can type 0 to inactivate autocash for this customer. If you inactivate cash receipts autocash at one of the higher levels of the hierarchy and want to activate cash receipt autocash for this customer, type 1.
- 6 Press Enter twice to update the file and return to the Maintain Customer Controls prompt screen. You can continue to update the controls of other customers or you can press F3 to return to the Infinium AR main menu.

Using cash receipts autocash

Each time you post cash receipts batches, the system prompts you to specify if it should attempt cash receipts autocash, provided you established the proper hierarchical controls.

Receiving cash receipts from an external system

To receive cash receipts from an external system, such as a cash management system, perform the following steps:

- 1 From the Infinium AR main menu select *Cash Receipts Processing*.
- 2 Select *Receive Cash Receipts Batches* [RCRB]. The system displays a screen similar to Figure 15-5.

Figure 15-5: Receive Cash Receipts Batches screen

- 3 Complete the following fields on this screen if you are receiving cash receipts from an external system, such as a cash management system, if you elect to proof and post the batch, and if you are using cash receipts autocash.

Attempt Cash Receipts Autocash?

Type 1 in this field to specify that the system should attempt cash receipts autocash.

Application Date Override

If your system is set up to attempt cash receipts autocash and your AR user profile allows, you can type an application date override in this field. This date serves as the application date for successful applications. The application date should be after the cash receipt date. Leave this field blank to use the current system date.

- 4 Press Enter to execute this function. The system returns you to the Infinium AR main menu.

Posting the cash receipts batch

To use cash receipts autocash when posting a cash receipts batch, perform the following steps:

- 1 From the Infinium AR main menu select *Cash Receipts Processing*.
- 2 Select *Post Cash Receipts Batches* [PCRB] or *Proof & Post Cash Receipts Batches* [PPCRB]. The system displays a screen similar to Figure 15-6.

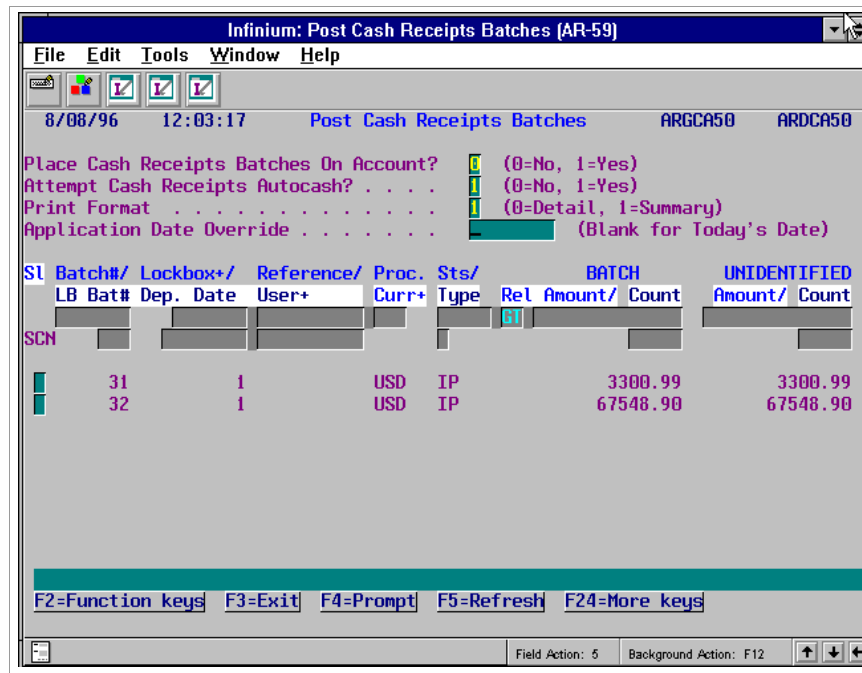


Figure 15-6: Post Cash Receipts Batches screen

You use this screen to activate or inactivate cash receipts autocash when you post a cash receipts batch.

Note: The Proof and Post Cash Rcpt Batches screen contains the same fields.

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

Attempt Cash Receipts Autocash?

You can override the hierarchical controls for cash receipts autocash at the cash receipts batch level by typing **1** or **0** in this field. Type **1** in this field to specify that the system should attempt cash receipts autocash. You can type **1** only if cash receipts autocash is activated at some level in the hierarchy.

Application Date Override

If your system is set up to attempt cash receipts autocash and your AR user profile allows, you can type an application date override in this field. This date serves as the application date for successful applications. The application date should be after the cash receipt date. Leave this field blank to use the current system date.

- 4 Press Enter to execute this function. The system returns you to the Infinium AR main menu.

Implementing cash receipts autocash interactively

If you elect to post cash receipts interactively, you must also decide if the system will attempt cash receipts autocash. The system executes cash receipts autocash when the cash receipt post program completes.

To implement interactive cash receipts autocash, 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 15-7.
-


```

1/28/2009 09:00:30      Maintain Entity Controls      ARGSYM      ARDSYM

Processing Controls (Page 1 of 5)
Date Format . . . . . MDY (MDY, YMD, DMY)
Use Manual Customer Numbers . . . . . 2 (0=System, 1=Manual, 2=Both)
Maintain Statement History . . . . . 1 (0=No, 1=Yes)
Audit Customer Control Changes . . . . . 1 (0=No, 1=Yes)
Manual Totals Required - Obligations . . . . . 0 (0=No, 1=Yes)
Manual Totals Required - Cash Receipts . . . . . 0 (0=No, 1=Yes)
Manual Totals Required - Draft Remittance . . . . . 0 (0=No, 1=Yes)
Interactive Cash Posting/Application . . . . . 1 (0=No, 1=Yes)
Interactive Cash Receipts Autocash . . . . . 1 (0=No, 1=Yes)
Multiple Base Currency Control . . . . . 1 (0=No, 1=Yes)
Foreign Currency Control . . . . . 1 (0=No, 1=Yes)
Allow Cross Currency Applications . . . . . 1 (0=No, 1=Yes)
General Ledger Company Control . . . . . 3 (0/1/2/3)
Credit Inquiry Totals - On Demand Only . . . . . 1 (0=No, 1=Yes)

Record Lock Handling
Number of Retries . . . . . 5 (1-5)
Automatic Logoff . . . . . 0 (0=No, 1=Yes)

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

```

Figure 15-7: Maintain Entity Controls screen 1 of 5

- 3 Activate the interactive posting and application of cash receipts as well as the interactive attempt of cash receipts autocash by completing the following fields on this screen.

Interactive Cash Posting/Application

Type 1 in this field to enable your users to press F14 in the *Maintain Cash Receipts Batches* menu option and interactively post and apply cash receipts. You must also type a value in the following field.

Interactive Cash Receipts Autocash

Type 1 in this field for the system to attempt cash receipts autocash when you press F14 to interactively post and apply cash receipts. Type 1 in this field only if you typed 1 in the *Interactive Cash Posting/Application* field.

- 4 Press Enter four times to update the file and return to the main menu.

Note: When you subsequently press F14 in the *Maintain Cash Receipts Batches* menu option, the system does the following:

- Posts cash receipts interactively
- Performs cash receipts autocash if the proper controls are set
- Proceeds to interactive cash application

Using cash application autocash

Overview

Cash application autocash is independent of the cash receipt post process. You can submit a batch in either batch or interactive mode.

You can choose to submit a batch of selective cash receipts to autocash through the *Submit Autocash to Batch* menu option or you can select a cash application batch with 5 to attempt autocash interactively in the *Interactive Cash Application* menu option.

Note: Algorithm 1 does not close negative obligation amounts in invoices, credit memos or chargebacks. To close negative obligation amounts, you must use the *Interactive Cash Application* menu option and manually apply the cash receipt to the open obligation.

Cash application autocash uses an autocash policy. You can link the autocash policy to any level within the hierarchy as well as control autocash at the batch level.

Cash application autocash

Menu level 2 option	Batch/interactive	Algorithm
<i>Submit Autocash to Batch</i>	B	Autocash Policy Algorithms
<i>Interactive Cash Application</i>	I	Autocash Policy Algorithms

Creating the autocash policy

To create an autocash policy, perform the following steps:

- 1 From the Infinium AR main menu select *Policy File Maintenance*.
- 2 Select *Maintain Autocash Policy [MACP]*. The system displays a screen similar to Figure 15-8.

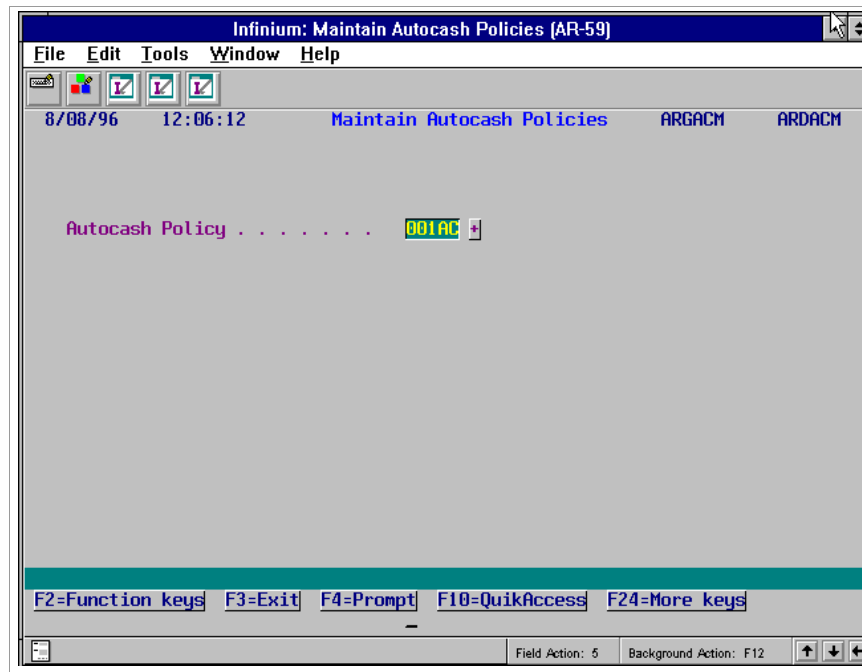


Figure 15-8: Maintain Autocash Policies prompt screen

- 3 Type a new autocash policy identifier if you are creating a new policy. Press F4 to select from a list of valid autocash policies if you are updating an existing autocash policy.
- 4 Press Enter. The system displays a screen similar to Figure 15-9.

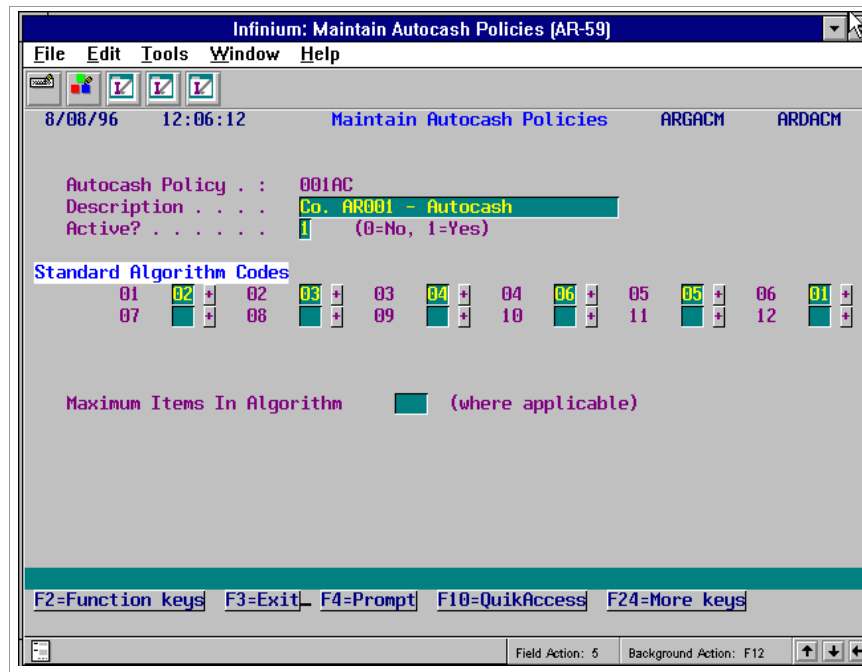


Figure 15-9: Maintain Autocash Policies screen

Use this screen to define the autocash policy and to specify the algorithms the system will use for attempting autocash when using this policy.

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

Standard Algorithm Codes

You must enter at least one algorithm code. When establishing the autocash policy and selecting the algorithms, type the algorithms in the order of anticipated success. Assign an algorithm you think will be most successful to the first code (01), an algorithm that will be the next most successful to the second code (02) and so forth. You can enter up to 12 algorithm codes.

Maximum Items In Algorithm

Autocash algorithm 03, Single Obligation Amount, is the only algorithm to which this field applies. You can specify a fixed number of items for the system to consider for the application of each cash payment when it applies this autocash policy. You can enter up to three numeric characters, but you cannot enter a negative number.

The following table describes six algorithms.

Algorithm	Description	Multiple obligations	Earned discount	Cash tolerance	Partial payments
01	Oldest Open Obligation	Yes	Yes	Yes	Yes
02	Oblig IDs & Amount	Yes	Yes	Yes	No
03	Single Obligation Amount	No	Yes	No	No
04	Open Item Balance	Yes	No	Yes	No
05	Statement Balance	Yes	No	Yes	No
06	Statement Balance Less Unapplied Cash	Yes	No	Yes	No

- Multiple obligations
The algorithm applies cash to more than one obligation
- Earned discount
The algorithm takes discounts into consideration
- Cash tolerance
The algorithm takes cash tolerance into consideration
- Partial payments
The algorithm performs partial payments on obligations

Implementing cash application autocash

You can activate cash application autocash at any level within the hierarchy: entity, company, national account, and customer.

Implementing cash application autocash at the entity level

To implement cash application autocash 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]*.

- Press Enter twice to access the second Maintain Entity Controls screen. The system displays a screen similar to Figure 15-10.

```

1/28/2009 09:00:30      Maintain Entity Controls      ARGSYM      ARDSYM

Autocash Controls                                     (Page 2 of 5)

Autocash Policy . . . . . 001AC +
Autocash Control . . . . . 1      (0=Suppress Autocash, 1=Use Autocash)
Cash Receipts Autocash . . 0      (0=Suppress Autocash, 1=Use Autocash)

Other Systems Used          General      Order
(INF = Infinium) . .      Ledger      Processing      Billing
                          S2K          S2K          OTH

Increments
Customer      Obligation      Cash Receipt      Application
Number      Ref. Number      Ref. Nbr      Ref. Number
  1          1          1          1

Sales Level Names
          1          2          3          4
        DIVISION      REGION      DISTRICT      OFFICE

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

Figure 15-10: Maintain Entity Controls screen 2 of 5

- To activate cash application autocash at the entity level, complete the following fields on this screen.

Autocash Policy

If you type 1 in the *Autocash Control* field, you must identify the autocash policy the system uses as a default for all levels of the hierarchy.

Autocash Control

Type 1 in this field to implement cash application for all levels of the hierarchy. The value you type in this field acts as a default for all levels of the hierarchy. You can override this default at lower levels of the hierarchy.

- Press Enter three times to update the file and return to the main menu.

Implementing cash application autocash at the company level

To implement cash application autocash at the company level, perform the following steps:

- From the Infinium AR main menu select *Control File Maintenance*.

- 2 Select *Maintain Company Controls* [MCC].
- 3 Type the company identifier on the *Maintain Company Controls* prompt screen.
- 4 Press Enter twice to access the second *Maintain Company Controls* screen. The system displays a screen similar to Figure 15-11.

Figure 15-11: Maintain Company Controls screen 2

- 5 To activate or inactivate cash application autocash at the company level, complete the following fields on this screen.

Autocash Policy

To use an autocash policy for this company other than the entity level default autocash policy, type that policy in this field. The system searches from the lower levels to the higher levels of the hierarchy to determine which autocash policy to use during the cash application autocash process.

Autocash Control

If you activate the autocash control at the entity level, you can leave this field blank for the system to use the entity control value or you can type 0 in this field to inactivate cash application autocash for this company. If you inactivate the autocash control at the entity level and want to activate it for this company, type 1 in this field.

- 6 Press Enter twice to update the file and return to the Maintain Company Controls prompt screen. You can continue to update the controls of other companies or you can press F3 to return to the Infinium AR main menu.

Implementing cash application autocash at the national account level

To implement cash application autocash at the national account level, perform the following steps:

- 1 From the Infinium AR main menu select *Customer/Nat'l Acct Management*.
- 2 Select *Maintain Nat'l Acct Controls* [MNAC].
- 3 Type the national account identifier on the Maintain National Accounts prompt screen.
- 4 Press Enter twice to access the second Maintain National Accounts screen. The system displays a screen similar to Figure 15-12.

Figure 15-12: Maintain National Accounts screen 2

- 5 To activate or inactivate cash application autocash for a national account, complete the following fields on this screen.

Autocash Policy

To use an autocash policy for this company other than the entity or company level default autocash policy, type that policy in this field. The system

searches from the lower levels to the higher levels of the hierarchy to determine which autocash policy to use during the cash application autocash process.

Autocash Control

If you inactivate cash application autocash at the entity level and the company level and want to activate it on the national account level, type **1** in this field.

If you have a national account check, the system looks at the national account control first and then the entity control. It does not look at the company control because a national account does not belong to a company.

If you have a customer check and the customer belongs to a national account, the system reads the entire hierarchy, beginning with the customer control through the national account to the company and lastly, the entity control.

Note: You can override this default at the customer level of the hierarchy.

- 6 Press Enter twice to update the file and return to the Maintain National Accounts prompt screen. You can continue to update the controls of other national accounts or you can press F3 to return to the Infinium AR main menu.

Implementing cash application autocash at the customer level

To implement cash application autocash at the customer level, perform the following steps:

- 1 From the Infinium AR main menu select *Customer/Nat'l Acct Management*.
 - 2 Select *Maintain Cust Master Controls [MCMC]*.
 - 3 Type the company identifier and customer number on the Maintain Customer Master Controls prompt screen.
 - 4 Press Enter twice to access the second Maintain Customer Master Controls screen. The system displays a screen similar to Figure 15-13.
-

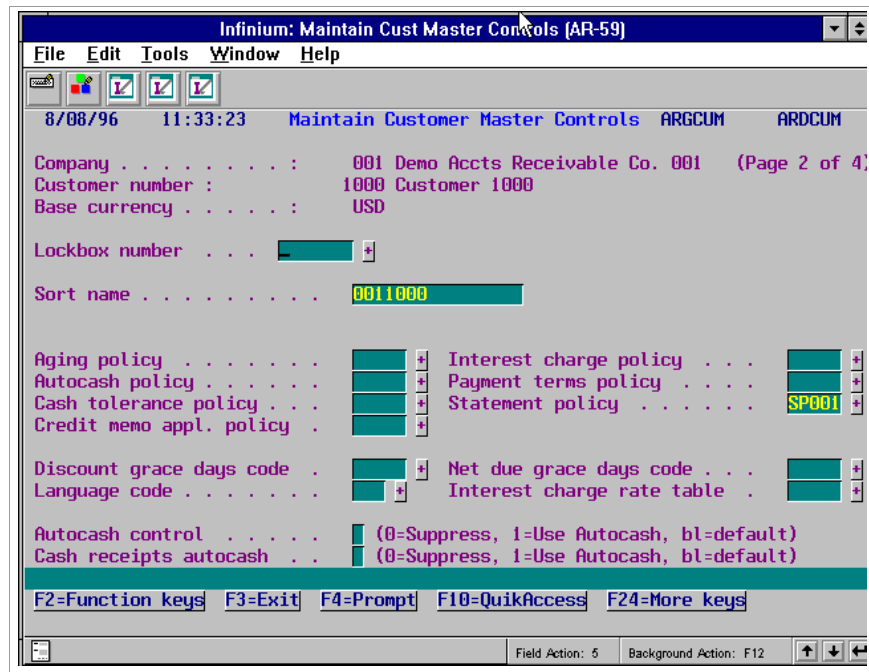


Figure 15-13: Maintain Customer Master Controls screen 2

- To activate or inactivate cash application autocash at the customer level complete the following fields on this screen:

Autocash Policy

To use an autocash policy for this customer other than the default autocash policies attached to higher levels of the hierarchy, type that policy in this field. The system searches from the lower levels to the higher levels of the hierarchy to determine which autocash policy to use during the cash application autocash process.

Autocash Control

If you activate the autocash control at a higher level (entity, company, national account), you can leave this field blank for the system to use the entity control value or you can type 0 in this field to inactivate cash application autocash for this customer. If you inactivate the autocash control at a higher level and want to activate it for this customer, type 1 in this field.

- Press Enter twice to update the file and return to the Maintain Customer Controls prompt screen. You can continue to update the controls of other customers or you can press F3 to return to the Infinium AR main menu.

Using *Submit Autocash to Batch* for cash application autocash

To execute cash application autocash in batch mode, perform the following steps:

- 1 From the Infinium AR main menu select *Application Processing*.
- 2 Select *Submit Autocash to Batch* [SAC]. The system displays a screen similar to Figure 15-14.

Figure 15-14: Submit Autocash To Batch screen

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

Company number, Customer number, Company group, National account, Cash receipts batch

Include checks as follows in the autocash batch:

- Checks belonging to all customers in a specific company - Type a value in the *Company number* field.
- Checks belonging to a specific customer - Type a value in the *Company number* and *Customer number* fields.
- Checks belonging to all customers in a company group - Type a value in the *Company group* field.
- Checks belonging to a national account - Type a value in the *National account* field.

- Checks in a specific cash receipts batch - Type a value in the *Cash receipts batch* field.
- Checks belonging to all customers in all companies - Leave all of these fields blank.

Maximum previous attempts

If the system previously attempted to apply a check as many times as the number you type in this field, it will not attempt to apply the check in this autocash batch.

Algorithm override

You can either type a specific algorithm in this field for the system to use, or you can leave this field blank for the system to use the policies established in the hierarchy.

Applic. date override

You can specify a date other than the current system date as the date of the autocash application.

- 4 Press Enter to submit the job to batch. The system returns you to the Infinium AR main menu.

Using *Interactive Cash Application* for cash application autocash

To execute cash application autocash in interactive mode, perform the following steps:

- 1 From the Infinium AR main menu select *Application Processing*.
 - 2 Select *Interactive Cash Application [ICA]*.
 - 3 Access the Cash Application - Select Check screen similar to Figure 15-15.
-

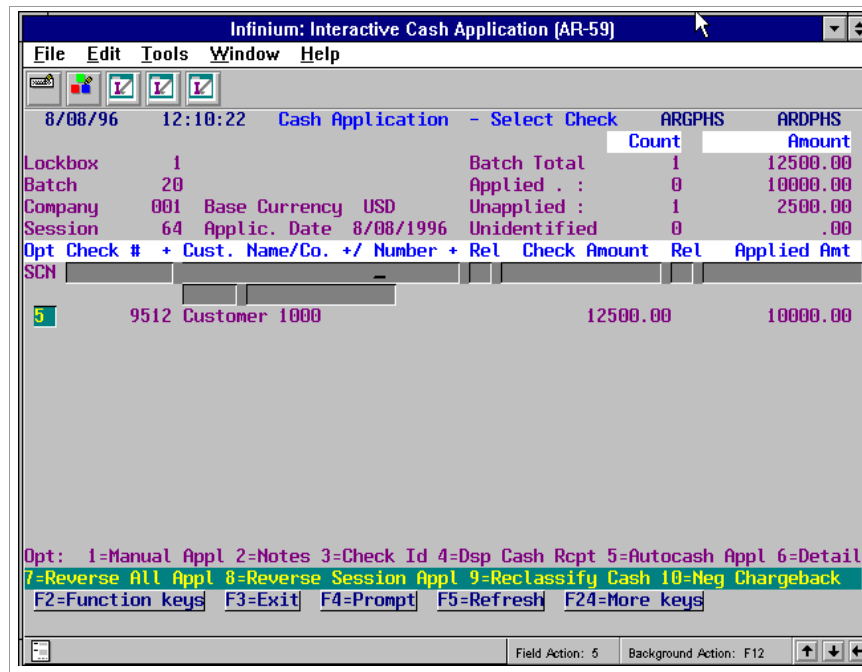


Figure 15-15: Cash Application Select Check screen

- 4 Type 5, Autocash Appl, in the *Opt* field to attempt cash application autocash.
- 5 Press Enter. The system displays a confirmation window similar to Figure 15-16.

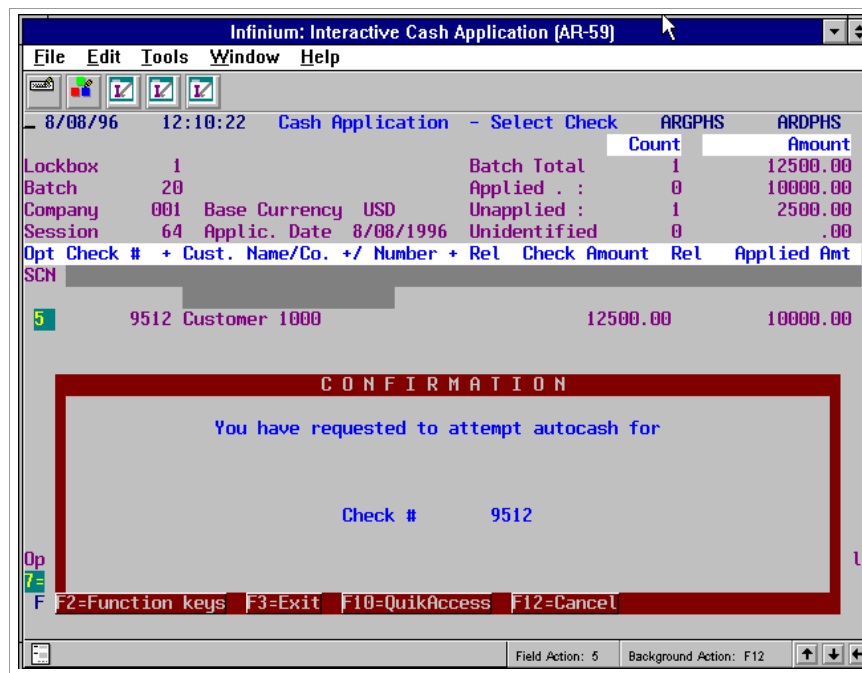


Figure 15-16: Confirmation window

- 6 Press Enter to continue or F12 to cancel and make a different selection. When you press Enter, the system uses your hierarchical controls to determine which autocash policy to use during the cash application autocash process. When executing cash application autocash, the system displays messages similar to the message shown in Figure 15-17.

The screenshot shows a terminal window titled "Infinium: Interactive Cash Application (AR-59)". The window contains a menu bar (File, Edit, Tools, Window, Help) and a status bar at the bottom. The main display area shows a summary of cash application statistics and a list of checks.

8/08/96 12:10:22 Cash Application - Select Check		ARGPHS	ARDPHS
		Count	Amount
Lockbox	1	Batch Total	1 12500.00
Batch	20	Applied . :	1 12500.00
Company	001	Base Currency	USD
Session	64	Applic. Date	8/08/1996
		Unapplied :	0 .00
		Unidentified	0 .00

Opt	Check #	+ Cust. Name/Co.	+ Number	+ Rel	Check Amount	Rel	Applied Amt
SCN							
	9512	Customer 1000			12500.00		12500.00

Opt: 1=Manual Appl 2=Notes 3=Check Id 4=Dsp Cash Rcpt 5=Autocash Appl 6=Detail
7=Reverse All Appl 8=Reverse Session Appl 9=Reclassify Cash 10=Neg Chargeback
F2=Function keys F3=Exit F4=Prompt F5=Refresh F24=More keys
Initiating autocash for check 9512. Roll up for more autocash messages +

Figure 15-17: Autocash executing message

- 7 Press F18 to move the cursor to the message line to roll up for more autocash messages. When there are no more messages, press F18 to return the cursor to the upper portion of the screen.

Printing the autocash statistics report

To print the report that lists the number of attempts and successful applications for each autocash algorithm used, perform the following steps:

- 1 From the Infinium AR main menu select *Application Processing*.
- 2 Select *Print Autocash Statistics [PAS]*. The system displays a screen similar to Figure 15-18.

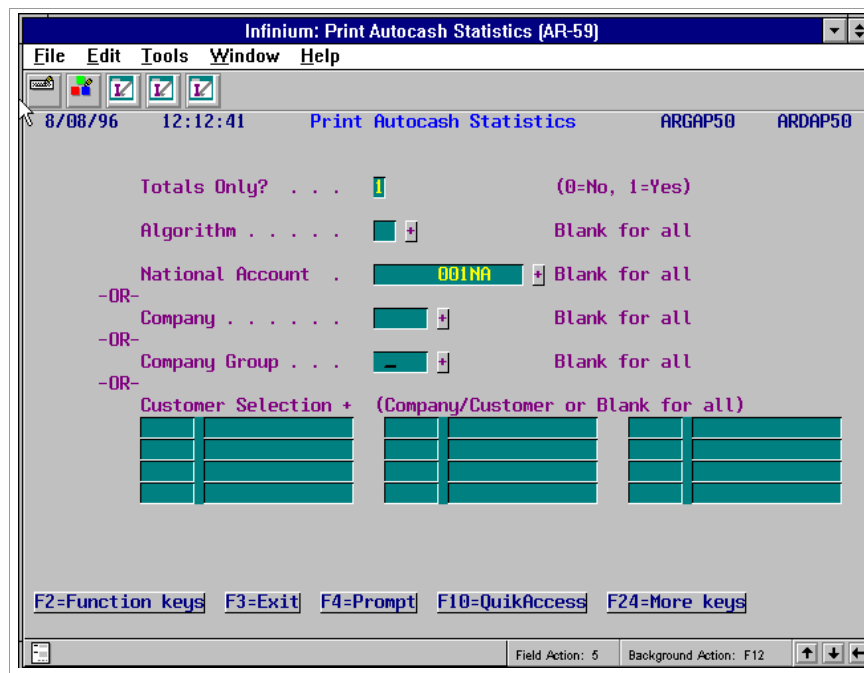


Figure 15-18: Print Autocash Statistics prompt screen

- 3 Type the parameters for the Autocash Statistics report using the following information:

Totals Only?

Type **0** to obtain a line of detail for each algorithm attempt. Type **1** to obtain only totals based on the selections you make on this screen.

Algorithm

You can run the report for a specific algorithm or for all algorithms.

National Account, Company, Company Group, Customer Selection

Specify autocash statistics print parameters as follows:

- for a specific national account - Type a value in the *National Account* field.
 - for a specific company - Type a value in the *Company* field.
 - for customers in a specific company group - Type a value in the *Company Group* field.
 - for up to 12 specific customers - Type company and customer identifiers in the fields provided.
 - for all companies - Leave these fields blank.
- 4 Press Enter to submit the job to batch and obtain the report. The system returns you to the Infinium AR main menu.
-

Chapter 16 Using Foreign Currency Processing

16

This chapter explains the tasks that you must perform to set up your Infinium AR system to process in currencies other than the base currency of your business.

The chapter consists of the following topics:

Topic	Page
Overview of foreign currency Processing	16-2
Setting Infinium AR controls for foreign currency processing	16-3
Using foreign currencies in obligation processing	16-24
Using foreign currencies in cash receipts processing	16-29
Using foreign currencies in cash application	16-33
Running reports with foreign currencies	16-35
Restating open foreign items	16-37

Overview of foreign currency Processing

Foreign currency processing in Infinium AR is the processing of obligation, cash receipt, and application transactions in currencies other than the base currency, the primary medium of exchange in which your business operates. The processing currency is the currency in which you denominate transactions.

You accomplish foreign currency processing in one of the following three ways:

- Use Infinium CM, or a comparable system, to retrieve an exchange rate and convert foreign currency amounts into base currency amounts.
- During daily processing, you can enter the exchange rate to use in the conversion of foreign currency amounts to base currency amounts. If you are using Infinium CM, this value must be within the override limits specified in the Infinium CM controls.
- Another system (the billing system) can send base currency amounts for obligations and receipts to Infinium AR.

Before you set up your controls for foreign currency processing in Infinium AR, you must first establish all of the controls in the currency management system to which you interface. If you are interfacing to Infinium CM, refer to the *Infinium CM Guide to Setup and Processing* for all the steps required to set up the currency management system.

Objective

After you complete this chapter, you should understand how to process transactions in foreign currencies within Infinium AR.

Setting Infinium AR controls for foreign currency processing

Overview

To use foreign currency processing, you must define certain controls. This section explains all the controls you must define to implement foreign currency processing. These controls include the following:

- Entity controls
- Company controls
- GL distribution codes
- Intercompany controls
- Treasury controls
- Gain/loss distribution codes
- Lockbox controls
- Policies

Initializing the entity controls for foreign currency processing

If you are setting up Infinium AR for the first time, you must run the *Initialize Entity Controls* menu option. After you initialize the system, you can access these fields and begin to set up your system to use foreign currency processing by selecting the *Maintain Entity Controls* menu option in the *Control File Maintenance* menu.

To initialize the entity controls for foreign currency processing, perform the following steps:

- 1 From the Infinium AR main menu select *AR Initialization*.
 - 2 Select *Initialize Entity Controls* [IEC]. The system displays a screen similar to Figure 16-1.
-

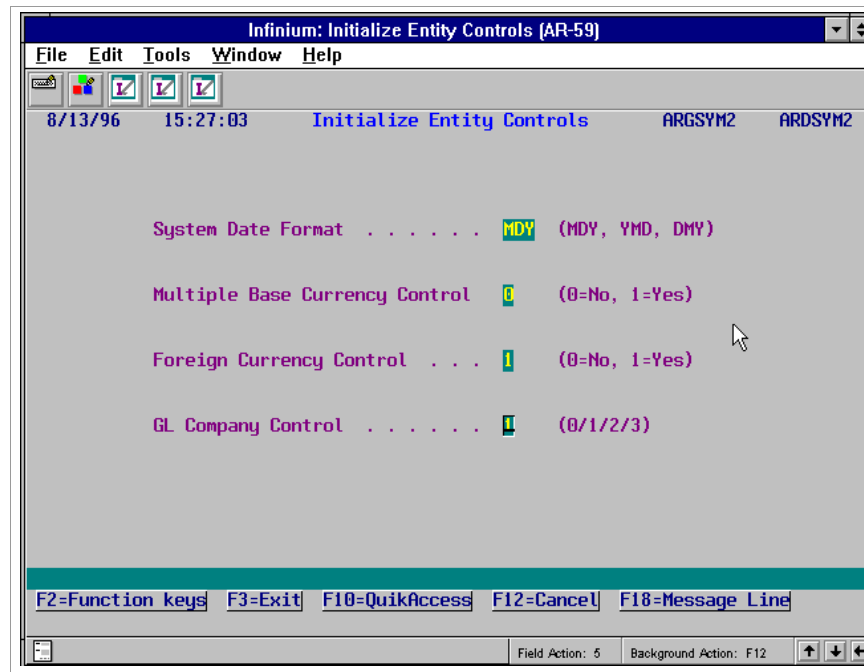


Figure 16-1: Initialize Entity Controls screen

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

System Date Format

Select one date format. Once you establish the date format, you cannot change it.

Note: If your site supports both international and domestic operations on the same machine, you have two alternatives:

- Select one of the date formats for use by all operations
- Install the system under a different name for each different date format

Multiple Base Currency Control

Base currency is the primary currency in which a business operates. Type 1 in the *Multiple Base Currency Control* field to allow accounts receivable companies to have different base currencies.

You can change the value in the *Multiple Base Currency Control* field from 0 to 1 only if the value in the *GL Company Control* field is a value other than 2. Once you set the *Multiple Base Currency Control* to 1, the system prohibits you from changing it.

Foreign Currency Control

Type **1** to process obligations, cash receipts, and applications in currencies other than the base currency.

For example, if you have an accounts receivable company with USD as its base currency, you can generate Canadian dollar obligations and receive payment for them with Canadian dollar cash receipts. The system calculates any foreign currency gains and losses due to changes in the exchange rates between USD and CDN currencies.

Note: You can change the value in the *Foreign Currency Control* field from 0 to 1. However, once the value is 1, the system prohibits you from typing in this field.

GL Company Control

You use this field to indicate how to close accounts receivable companies to the general ledger.

Note: An accounts receivable company must report to a general ledger company with the same base currency.

The following are valid values for this field. Only options **1** and **3** create intercompany transactions.

- 0** Accounts receivable companies do not close to any general ledger company.
- 1** Each accounts receivable company closes to a unique general ledger company.
- 2** All accounts receivable companies close to one general ledger company.
- 3** One or more accounts receivable companies close to one of several general ledger companies.

Caution: Once you define the *GL Company Control* field, you can change only the value of **1** to **3**. The system prohibits you from changing any other value.

- 4 Press Enter. The system initializes the entity controls.
-

Specifying foreign currency entity controls

After you complete the initialization, you must use the *Maintain Entity Controls* menu option to define additional controls at the entity level to implement foreign currency processing.

To specify additional foreign currency controls 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 16-2.

1/28/2009 09:00:30	Maintain Entity Controls	ARGSYM	ARDSYM
<u>Processing Controls</u>			(Page 1 of 5)
Date Format	MDY (MDY, YMD, DMY)		
Use Manual Customer Numbers	2 (0=System, 1=Manual, 2=Both)		
Maintain Statement History	1 (0=No, 1=Yes)		
Audit Customer Control Changes	1 (0=No, 1=Yes)		
Manual Totals Required - Obligations	0 (0=No, 1=Yes)		
Manual Totals Required - Cash Receipts	0 (0=No, 1=Yes)		
Manual Totals Required - Draft Remittance	0 (0=No, 1=Yes)		
Interactive Cash Posting/Application	1 (0=No, 1=Yes)		
Interactive Cash Receipts Autocash	1 (0=No, 1=Yes)		
Multiple Base Currency Control	1 (0=No, 1=Yes)		
Foreign Currency Control	1 (0=No, 1=Yes)		
Allow Cross Currency Applications	1 (0=No, 1=Yes)		
General Ledger Company Control	3 (0/1/2/3)		
Credit Inquiry Totals - On Demand Only	1 (0=No, 1=Yes)		
<u>Record Lock Handling</u>			
Number of Retries	5 (1-5)		
Automatic Logoff	0 (0=No, 1=Yes)		
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More Keys			

Figure 16-2: Maintain Entity Controls screen 1 of 5

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

Multiple Base Currency Control

Base currency is the primary currency in which a business operates. Type 1 (Yes) in this field to allow companies in the system to have different base currencies.

Note: You can change the value in this field from 0 to 1, if the value in the *GL Company Control* field is not 2. However, once the value in this field is 1, this system prohibits you from changing the value in this field.

Foreign Currency Control

To process obligations and cash receipts in currencies other than the base currency, type 1 (Yes) in this field. For example, if you have a US company with USD as its base currency, you can generate Canadian dollar obligations that will be paid with Canadian dollar cash receipts. The system calculates any foreign currency gains and losses due to changes in the exchange rates between USD and CDN currencies.

Note: You can change the value in the *Foreign Currency Control* field from 0 to 1. However, once the value is 1, the system prohibits you from typing in this field.

Allow Cross Currency Applications

Type 1 if you plan to process applications of cash receipts to obligations that have different currencies. For example, if you have an accounts receivable company with USD as its base currency, you can generate Italian lira obligations and receive payment for them in euro. The system calculates any foreign currency gains and losses due to changes in the exchange rates between USD and the euro. The *Foreign Currency Control* field must be set to 1 to allow cross currency application processing.

Notes:

- You can change the value in the *Allow Cross Currency Applications* field from 0 to 1. However, once the value is 1, the system prohibits you from typing in this field. The default value is 0.
 - If you process cross currency applications, you must create a cross currency clearing distribution code. A cross currency distribution code must be attached to any company planning to process cross currency applications. Refer to the *Infinium AR Guide to Controls* for more details about setting up the cross currency distribution code.
- 4 Press Enter twice to access the third screen in this function. The system displays a screen similar to Figure 16-3.
-

```

1/28/2009 09:00:30      Maintain Entity Controls      ARGSYM      ARDSYM

Exit Programs (Page 3 of 5)
Pre GL Close . . . . . _____ Post GL Close . . . . . _____
GL Company Validation . . . . . ARGCNC      GL Account Validation . . . . . ARGCTC
GL Journal Transfer . . . . . ARGPETJ     Potential Dup Customer      _____
Interactive Customer Maint _____ Batch Customer Maint . . . . . ARGCUU03
Obligations Interface . . . . . ARGOBU01   Cust Shpg Address Maint    _____
Cash Receipts Interface . . . . . ARGPBU01  Obligation Edit . . . . . _____
Credit Inquiry . . . . . _____      Lockbox Interface . . . . . ARGPBBAI
Curr Mgmt Interface . . . . . ARGAIP4      Tax Interface . . . . .   ARGAIPTX

General Ledger Controls
General Ledger Company . . . . . ___ +

Foreign Currency Controls
Transaction Rate Type . . . . . ARWEEKLY +
Restatement Rate Type . . . . . ARMONTHLY +

Base Currency Controls
Base Currency . . . . . ___ +

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

```

Figure 16-3: Maintain Entity Controls screen 3 of 5

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

Curr Mgmt Interface

To activate foreign currency processing, you must type a program name in this field. Infinium provides the program ARGAIP4 as the standard interface to Infinium CM. The system performs currency edits and conversions using the ARGAIP4 program.

Transaction Rate Type

The transaction rate type you use in this field must exist in Infinium CM or in a comparable system. Infinium AR uses the value in this field for daily processing. In most cases you should use a rate type with a daily frequency as the value for this field.

Restatement Rate Type

The restatement rate type you use in this field must exist in the Infinium CM or in a comparable system. Infinium AR uses the value in this field in period end processing to calculate unrealized gain or loss for open items when you run the *Foreign Item Restatement* menu option. In most cases, you should use a rate type with a monthly frequency as the value for this field.

Base Currency

If the value in the *Multiple Base Currency Control* field is **1** in the *Initialize Entity Controls* menu option, the system prohibits you from typing in this field. If the value in the *Multiple Base Currency Control* field is **0**, you must enter a valid currency code.

- 6 Press Enter. The system displays a screen similar to Figure 16-4.

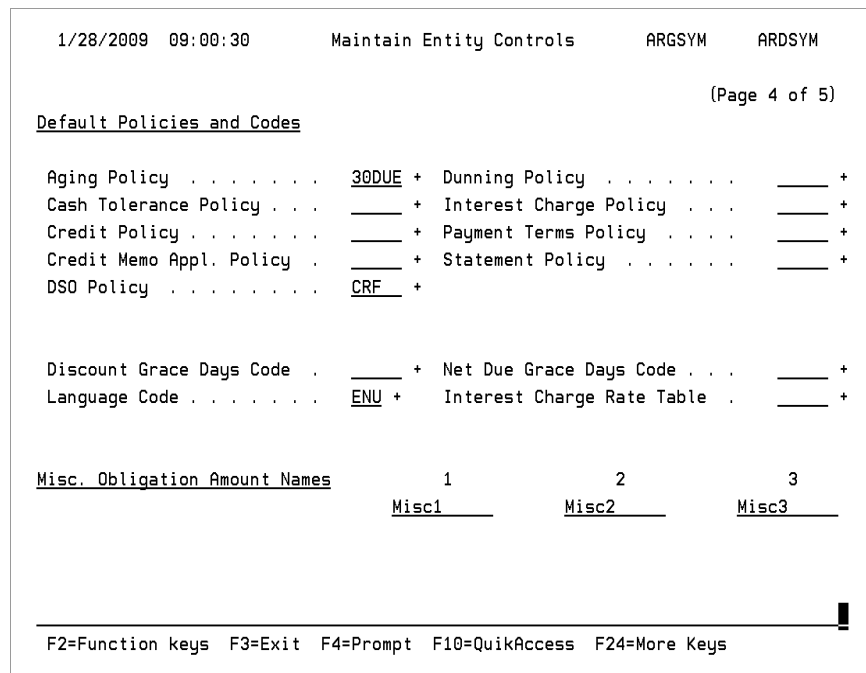


Figure 16-4: Maintain Entity Controls screen 4 of 5

- 7 Complete the policy fields on this screen, but remember that you cannot enter entity level default policies with base currency values if there is more than one base currency in the system.
- 8 Press Enter to update the Entity Controls file. The system returns you to the Infinium AR main menu.

Working with foreign currency company controls

If you set the *Multiple Base Currency Control* field to **1** in the *Initialize Entity Controls* menu option, you must use the *Maintain Company Controls* menu option to define the base currency for each accounts receivable company within your Infinium AR system.

To establish foreign currency company controls, perform the following steps:

- 1 From the Infinium AR main menu select *Control File Maintenance*.
- 2 Select *Maintain Company Controls* [MCC].
- 3 Specify the company whose foreign currency controls you are updating.
- 4 Press Enter. The system displays a screen similar to Figure 16-5.

The screenshot shows a terminal window titled 'Infinium: DT Emulator Session: 2'. The main window has a menu bar with 'File', 'Edit', 'Tools', 'Window', and 'Help'. Below the menu bar, the date and time are '6/20/96 15:39:53'. The title bar of the main window reads 'Maintain Company Controls ARGCOM ARDCOM'. The main content area displays the following information:

(Page 1 of 3)

Company Number 001

Active? 1 (0=No, 1=Yes)

Company Name Demo Accts Receivable Co. 001

Company Alias AR001

Address 1 1 Park Center

Address 2

Address 3

Address 4

City Hyannis

State/Province MA + County +

Postal Code 02601 Country USA +

Lockbox Number 1 +

Contact Name/Telephone

Contact FAX

Base Currency USD + Category +

Detail with Obligations 1 (0=No, 1=Yes)

Oblig IDs with Receipts 1 (0=No, 1=Yes)

Use Tax Detail 0 (0=No, 1=Yes)

Discount Calculation Basis 0 (0, 1 or 2)

At the bottom of the screen, there is a status bar with the following text: 'F2=Function keys F3=Exit F4=Prompt F8=Seq. Numbering F24=More keys'. Below this, there is a small box with the letter 'A' and another box with 'Field Action: 5 Background Action: F12' and navigation arrows.

Figure 16-5: Maintain Company Controls screen 1 of 3

- 5 Complete the *Base Currency* field. If the value in the *Multiple Base Currency Control* field on the entity controls is 1, you must enter a base currency in this field. If your business uses multiple base currencies, you can maintain this field until the system records the first transaction. Subsequently, it is an input inhibited field if there is any obligation or cash receipts history in a company's history file.
- 6 Press Enter. The system displays a screen similar to Figure 16-6.

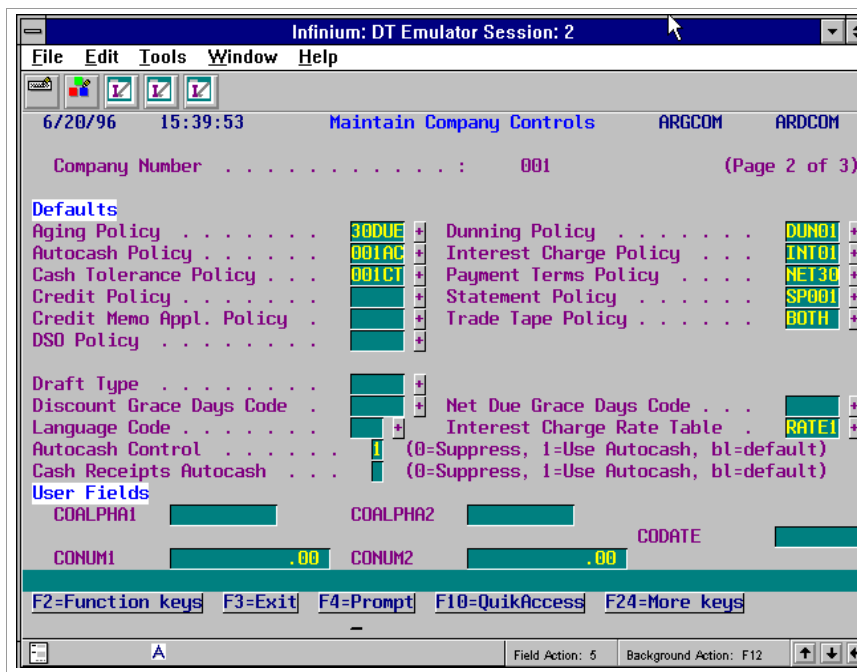


Figure 16-6: Maintain Company Controls screen 2 of 3

- 7 Ensure that the base currency of the company level default policies with amounts match the company’s base currency.
- 8 Press Enter. The system displays a screen similar to Figure 16-7.

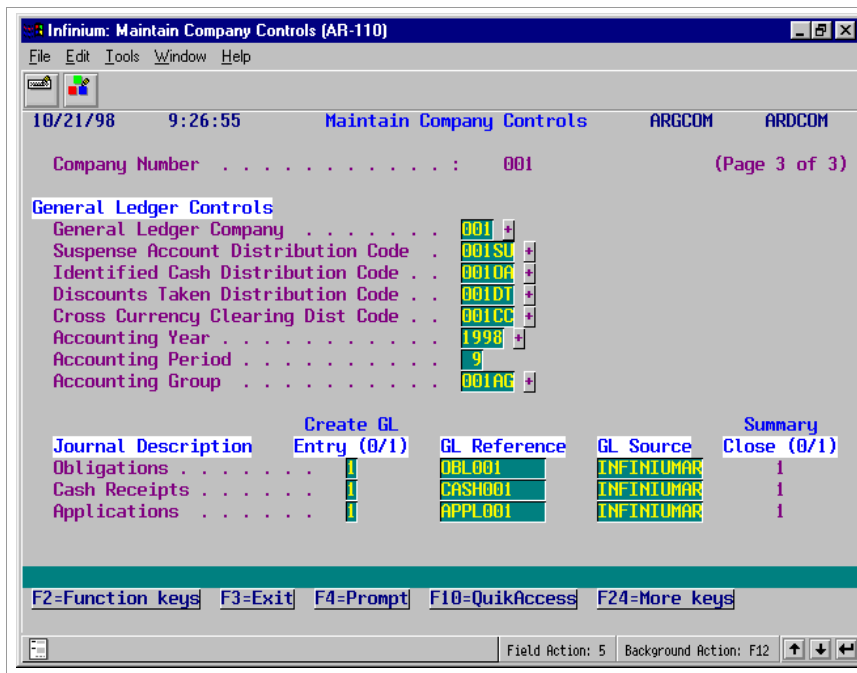


Figure 16-7: Maintain Company Controls screen 3 of 3

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

Suspense Account, Identified Cash, Discounts Taken GL distribution codes, and Cross Currency Clearing Dist Code

Ensure that the base currency values of these fields are the same as the base currency of the accounts receivable company. Refer to the next topic in this section for more information.

Note: If you process cross currency applications, you must create a cross currency clearing distribution code. This code must be attached to any company planning to process cross currency applications. Refer to the *Infinium AR Guide to Controls* for more details about setting up the cross currency distribution code.

Accounting Group

Ensure that the base currency value of all GL distribution codes specified in the accounting group have the same base currency. The base currency of the accounting group must match the company's base currency.

- 10 Press Enter. The system updates the company file and returns you to the prompt screen. You can type the identifier of another company whose foreign currency controls you want to update or you can press F3 to exit and return to the Infinium AR main menu.

Working with GL distribution codes

You must set up a GL distribution code for each general ledger account that Infinium AR will use.

To work with GL distribution codes used in foreign currency processing, perform the following steps:

- 1 From the Infinium AR main menu select *Control File Maintenance*.
 - 2 Select *Maintain GL Distribution Codes [MGLD]*.
 - 3 Type a value in the *GL Distribution Code* field on the prompt screen.
 - 4 Press Enter. The system displays a screen similar to Figure 16-8.
-

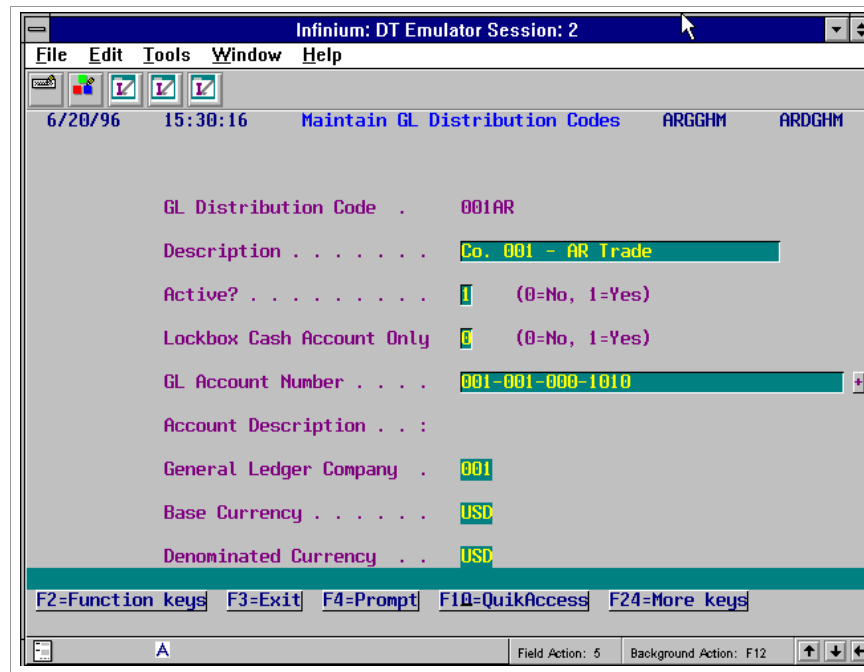


Figure 16-8: Maintain GL Distribution Codes screen

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

Lockbox Cash Account Only

Type 1 in this field to indicate that the distribution code is valid for use only as a lockbox cash account. You can then use a GL account that is denominated in a currency other than the GL base currency. During cash receipts processing, a cash receipts batch must have a processing currency that is the same as the denominated currency if the lockbox's cash account is denominated in a non-base currency. If you do not change the default value of 0 (No) in this field, the GL account's base currency must be the same as the denominated currency.

Base Currency

If the value in the *Multiple Base Currency Control* field on the entity controls is 0, the system defaults the value in this field from the value in the *Base Currency* field on your entity controls. If the value in the *Multiple Base Currency Control* field on the entity controls is 1, the system defaults the value in this field from the general ledger account.

Note: If you change a general ledger account number to an account that belongs to a company with a different base currency, the general ledger account number change is invalid.

The reports that the system generates when you run the *Close to General Ledger* menu option are always in the accounts receivable company's base currency.

All general ledger accounts must use the base currency of the accounts receivable company.

Denominated Currency

The system defaults the value in this field from the general ledger account. The value in this field can differ from the value in the *Base Currency* field only when the value in the *Lockbox Cash Account Only* field is 1.

- 6 Press Enter. The system updates the GL Distribution Codes file and returns you to the prompt screen. You can continue to update GL distribution codes or you can press F3 to exit and return to the Infinium AR main menu.

Working with intercompany exchange accounts

To work with intercompany exchange accounts used in foreign currency processing, perform the following steps:

- 1 From the Infinium AR main menu select *Control File Maintenance*.
 - 2 Select *Maintain Interco Exchg Accts [MIEA]*.
 - 3 Complete the *Due From AR Company* and *Due To AR Company* fields on the prompt screen.
 - 4 Press Enter. The system displays a screen similar to Figure 16-9.
-

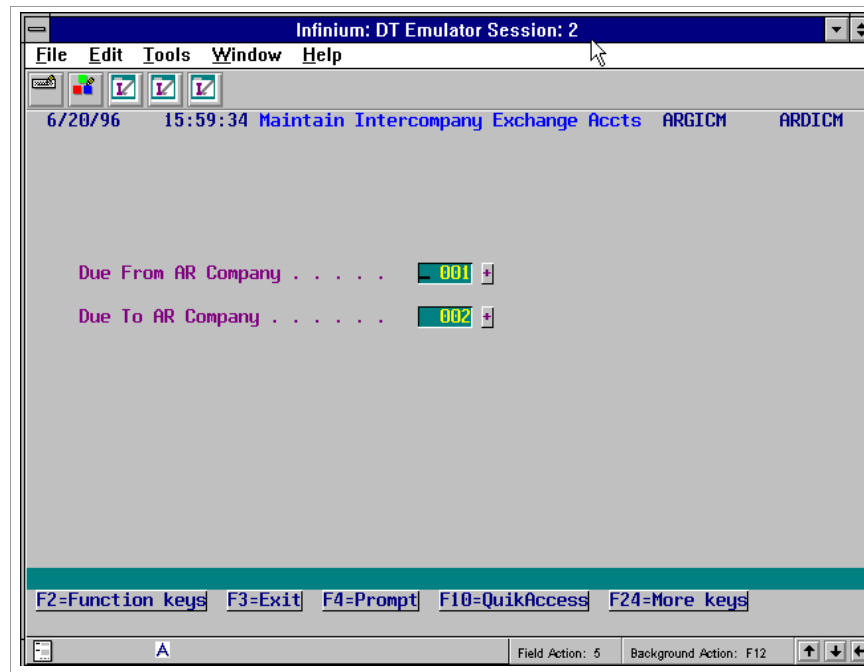


Figure 16-9: Maintain Intercompany Exchange Accts screen

- 5 Ensure that the base currency of both companies is the same and that the base currency of the GL distribution codes is the same base currency as the company's base currency.
- 6 Press Enter. The system returns you to the prompt screen. Continue to review intercompany exchange accounts or press F3 to exit and return to the Infinium AR main menu.

Working with treasury controls

To work with treasury controls used in foreign currency processing, perform the following steps:

- 1 From the Infinium AR main menu select *Control File Maintenance*.
- 2 Select *Maintain Treasury Controls* [MTC].
- 3 Complete the *AR Company* and *Treasury ID* fields on the prompt screen.
- 4 Press Enter. The system displays a screen similar to Figure 16-10.



Figure 16-10: Maintain Treasury Controls screen

- 5 Ensure that the *Unidentified Cash Distribution Code* has the same base currency as the base currency of the AR company that owns the treasury.
- 6 Press Enter. The system returns you to the prompt screen. You can continue to review treasury controls or you can press F3 to exit and return to the Infinium AR main menu.

Working with gain/loss distribution codes

Overview of gain/loss distribution codes

Gains or losses occur because of exchange rate changes between the time of obligation processing and the time of cash receipts processing. When an application involves a cash receipt, memo application, or chargeback with an exchange rate that differs from the original obligation's exchange rate, a realized gain or loss can occur.

The system uses gain/loss distribution codes during statement processing and in the *Credit Inquiry* menu option to determine the currencies that exist for a company/customer.

The system needs realized and unrealized gain/loss distribution codes only when you use foreign currency processing. You must define the combination

of accounts receivable companies and processing currency codes to record the gains and losses. You must also specify the unrealized gain/loss and the realized gain/loss distribution codes.

Note: Create gain/loss distribution codes only for currencies you are certain you will be using. The system uses this information for other processes and if there are unused codes, processing will be less efficient.

Gain/Loss distribution codes have two purposes:

- To post the realized gains and/or losses for daily transactions at application time
- To post unrealized gains and/or losses during restatement processing

Working with gain/loss distribution codes

To work with gain/loss distribution codes, perform the following steps:

- 1 From the Infinium AR main menu select *Control File Maintenance*.
- 2 Select *Maintain Gain/Loss Dist Codes* [MGLC]. The system displays a screen similar to Figure 16-11.

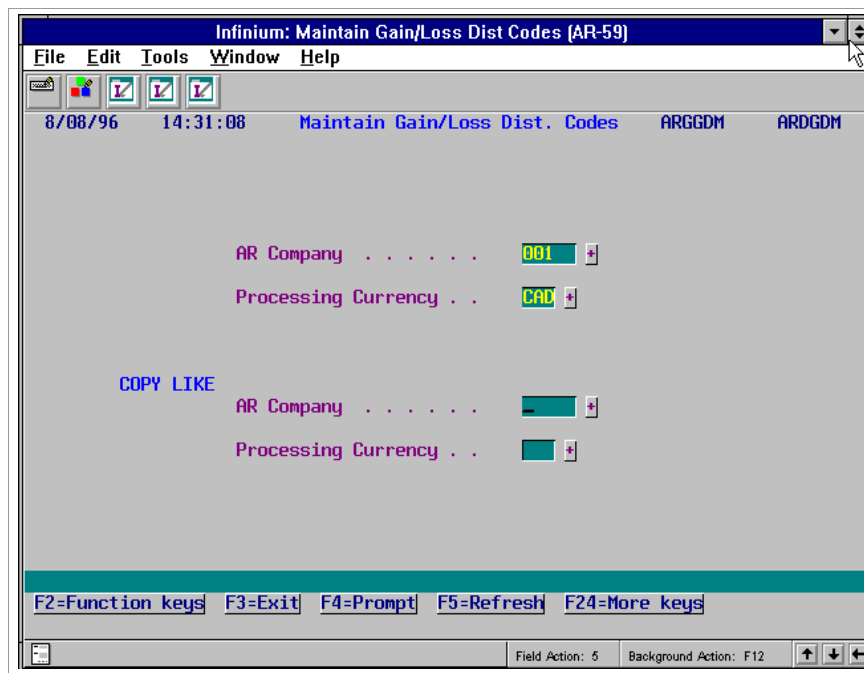


Figure 16-11: Maintain Gain/Loss Dist. Codes prompt screen

Note: If the value in the *Foreign Currency Control* field on the entity control is 0 (No), the system displays the following message when you select the

Maintain, Display or List Gain/Loss Distribution Codes menu options: Foreign Currency Is Not In Use.

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

AR Company

Type the AR company that, with the processing currency, forms the unique combination associated with the gain/loss distribution codes.

Processing Currency

Type the processing currency in this field. The value in this field and the AR company form the unique combination associated with the gain/loss distribution codes. If the currency is no longer active or does not exist, the system does not allow you to continue to the next screen.

Note: You cannot create gain/loss distribution codes for the base currency of a company.

COPY LIKE AR Company, Processing Currency

You can copy existing gain/loss distribution codes to new gain/loss distribution codes by typing the AR company and processing currency to be copied in these fields.

Note: You can prompt for existing combinations by pressing F17. Select the desired combination with 1 from the list of established AR company/currency code combinations.

- 4 Press Enter. The system displays a screen similar to Figure 16-12.
-

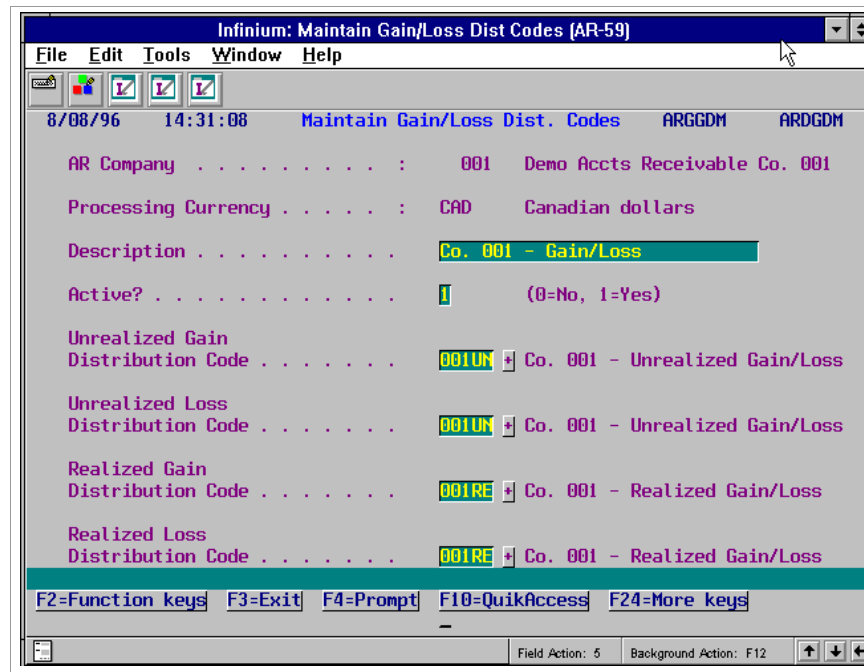


Figure 16-12: Maintain Gain/Loss Dist. Codes screen

- Complete the fields on this screen using the following information, but remember that the base currency of the realized gain/loss distribution codes must be the same as the base currency of the accounts receivable company.

Unrealized Gain Distribution Code

Type the GL distribution code that represents the general ledger account the system uses during restatement processing for posting unrealized gains.

Unrealized Loss Distribution Code

Type the GL distribution code that represents the general ledger account the system uses during restatement processing for posting unrealized losses.

Realized Gain Distribution Code

Type the GL distribution code that represents the general ledger account the system posts realized gains to at application time for daily transactions.

Realized Loss Distribution Code

Type the GL distribution code that represents the general ledger account the system posts realized losses to at application time for daily transactions.

- Press Enter. The system returns you to the prompt screen. You can continue to work with gain/loss distribution codes or you can press F3 to exit and return to the Infinium AR main menu.

Note: To delete gain/loss distribution codes, press F22. You should not delete gain/loss distribution codes if history exists for that company/currency. In order for this option to determine whether or not history exists, the system must create an open query. Therefore, you will receive a message stating that resequencing is taking place.

Working with lockbox controls

To work with lockbox controls for foreign currency processing, perform the following steps:

- 1 From the Infinium AR main menu select *Control File Maintenance*.
- 2 Select *Maintain Lockbox Controls [MLC]*.
- 3 Complete the *Lockbox Number* field on the prompt screen.
- 4 Press Enter. The system displays a screen similar to Figure 16-13.

Figure 16-13: Maintain Lockbox Controls screen 1 of 2

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

Cash GL Distribution Code

The distribution code you type in this field must have the same base currency as the default accounts receivable company. The denominated currency can be different.

Lockbox Currency

The system uses the code you type in this field to determine the processing currency of the batches in the *Receive BAI Lockbox Batches* menu option.

If the value in the *Foreign Currency Control* field is **0** in the *Initialize Entity Controls* menu option, the currency of the lockbox must be the same as the base currency of the accounts receivable company specified on the lockbox. If that value is **1**, the lockbox currency does not need to be equal to the accounts receivable company's base currency.

- 6 Press Enter to continue to the next screen.
- 7 Press Enter. The system updates the Lockbox file and returns you to the prompt screen. You can update another lockbox or you can press F3 to return to the Infinium AR main menu.

Using base currency on policy controls

To ensure that policies are set up for foreign currency processing, complete the following steps:

- 1 From the Infinium AR main menu select *Policy File Maintenance*.
 - 2 Select the appropriate policy maintenance option as explained for the following policies that require a base currency:
 - Cash Reclassification
 - Cash Tolerance
 - Chargeback
 - Credit Memo Application
 - Credit
 - Draft
 - Dunning
 - Interest Charge
 - Obligation Writeoff
-

- Statement
- Trade Tape

When there is only one base currency, these policies are optional at the entity level. If you do enter a policy, the base currency of the policy must match the entity level base currency.

3 Ensure that the base currency of the GL distribution code is the same as the base currency of the following policies:

- Cash Reclassification
- Cash Tolerance
- Chargeback
- Credit Memo Application
- Interest Charge
- Obligation Writeoff

4 Ensure that amount field values in the following policies are in the base currency:

- Cash Reclassification
- Cash Tolerance
- Chargeback
- Credit Memo Application
- Credit
- Dunning
- Interest Charge
- Obligation Writeoff
- Statement

Date sensitivity of chargebacks

You should be aware of date sensitivity with chargebacks. The obligation date indicates the date of origination and determines the exchange rate. The system uses the as of date in aging. To ensure that you do not have a gain or loss on foreign currency exchanges for chargeback items, use a value of **0** (or blank) or **2** in the *Date Control* field. However, a value of **0** (or blank) may not appropriately age the chargeback.

If you type **0** or leave the *Date Control* field blank, the system uses the obligation date, as of date and net due date from the obligation being charged back to create the chargeback.

If you type **1**, the system uses the current system date for the obligation date, as of date and net due date to create the chargeback. The system uses the Payment Terms policy to calculate the discount, discount due date and net due date for the chargeback.

If you type **2**, the system defaults the obligation date from the obligation being charged back. The system uses the current system date for the as of date and the net due date. The system uses the Payment Terms policy to calculate the discount, discount due date and net due date for the chargeback.

If you type **3**, the system determines the obligation date, as of date and net due date from the receipt date. This is used for negative chargebacks. The system uses the Payment Terms policy to calculate the discount, discount due date and net due date for the chargeback.

Using foreign currencies in obligation processing

Overview

The system uses foreign currency processing for obligations when the processing currency of obligations in a batch differs from the base currency of the company that owns the batch.

Foreign currency processing during obligation batch input converts all processing currency amounts to base currency amounts for subsequent use in Infinium AR. This conversion can be accomplished in one of three ways:

- Customers sending obligations to Infinium AR from another system can send base currency amounts.
- Infinium CM retrieves an exchange rate and converts foreign currency amounts to base currency amounts.
- An exchange rate can be entered to be used in the conversion of foreign currency amounts to base currency amounts. This value must be within the override limits specified in the Infinium CM controls.

Note: The system creates interest charge obligations for each processing currency. It calculates the base currency when you proof the interest charge obligation batch. The system determines the exchange rate from the *Through date* used to calculate interest charges.

Receiving obligation batches

The system edits obligations brought into Infinium AR from another system through the *Receive Obligation Batches* menu option to include the following:

- Base currency
 - Processing currency
 - Processing currency exchange rate
 - Processing currency rate per factor
 - Processing currency rate lock
-

When you enter obligation batches through this function, the system generates a report that includes the base currency and the processing currency if they differ.

Maintaining obligation batches with foreign currency

To maintain foreign currency obligation batches, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing*.
- 2 Select *Maintain Obligation Batches [MOB]*.
- 3 Select the batch to update.
- 4 Press Enter. The system displays a screen similar to Figure 16-14.

Infinium: Maintain Obligation Batches (AR-59)

File Edit Tools Window Help

8/08/96 14:41:57 Obligation Entry ARGOBM ARDOB M

Batch : 74
 Company : 001 Demo Accts Receivable Co. 001
 Created by : LAJ on 8/08/1996 at 14:42:06
 Last updated by . . : LAJ on 8/08/1996 at 14:42:06
 Base currency . . . : USD Processing currency CAD
 Batch reference . . : Accounting group 001AC
 Accounting year . . : 1996 Accounting period 9
 Create GL entry . . : 1 (0=No, 1=Yes)
 Batch description

	Obligation Count	Obligation Amount	Error Count
Manual totals . . .	0	.00	0
System totals . . .	0	.00	0
Variance			

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

Field Action: 5 Background Action: F12

Figure 16-14: Obligation Entry screen 1

Note: When you enter a new batch, you must indicate the processing currency. The system displays obligation amounts in the processing currency.

- 5 Press Enter to continue to the second Obligation Entry screen.
- 6 Select an obligation with 5, Update.

7 Press Enter. The system displays a screen similar to Figure 16-15.

Figure 16-15: Obligation Entry - Header screen 1

When the processing currency of the batch is not the same as the base currency, the system displays the *Exchange rate*, *Rate per*, and *Rate lock* fields.

8 Complete fields pertaining to foreign currency processing using the following information.

Exchange rate

The exchange rate is determined by one of three methods:

- Infinium CM or a compatible system
- Infinium OP or an external order entry/billing interface system
- User input

If triangulation occurs, Infinium AR displays an asterisk next to the *Exchange rate* field instead of displaying an exchange rate. This asterisk indicates that because triangulation was applied, there are two exchange rates. You can press the Display Rates function key to display a pop-up window that shows the two rates. Triangulation means converting a currency to the euro amount and then converting the resulting euro amount to another currency.

To specify an exchange rate during obligation entry, you must set the *Rate Lock* field to 1; otherwise, the system overrides the rate when it executes the proof.

If the *Rate Lock* field value is 1 but you do not enter an exchange rate, the currency management system retrieves the exchange rate and the converted amount based on the date of the obligation. You can change this value if the override value is within the tolerance established on the rate controls.

Note: If the *Rate Lock* field value is 1 and one or both of the currencies in the transaction involve triangulation, you are required to enter a value in the *Exchange Rate* field. The system does not retrieve a rate.

If you enter a rate, the value must be within the override limits specified in the Infinium CM controls.

If you enter an obligation with the *Rate Lock* set to 0, the system uses the exchange rate and converted amount retrieved from the currency management system during the last proof when it posts this obligation.

If you determine the base currency amounts from an order entry/ billing interface, the system sets *Rate Lock* to 2 and you cannot change the exchange rate.

Rate per

The *Rate per* is determined by one of two methods:

- Infinium CM or a compatible system
- Infinium OP or an external order entry/billing interface system

The system uses the rate per value as the unit in which it expresses the exchange rate. If the value in the *Rate lock* field is 0 or 1, the system retrieves the *Rate per* value from the currency management system. If the value in the *Rate lock* field is 2, the system retrieves the *Rate per* value from your order entry or billing system.

Rate lock

To specify an exchange rate when entering obligations, type 1 in the *Rate lock* field. If you enter an obligation with the *Rate lock* set to 0, the system uses the exchange rate and converted amount retrieved during the last proof when it posts the obligation. If you determine the base currency amounts from an order entry/billing interface, the system sets the *Rate lock* to 2 and prohibits you from typing in the *Rate lock* field.

Base currency amounts equal the processing currency amount multiplied or divided, depending on how the exchange rate control pair is defined, by the result of dividing the exchange rate by the rate per factor.

The following table illustrates how the *Exchange rate*, *Rate per* and *Rate lock* fields work in conjunction and in determining the base currency amount.

Field	Rate lock = 0	Rate lock = 1	Rate lock = 2
<i>Exchange rate</i>	From Infinium CM	If user types, Infinium CM validates. If user leaves blank and triangulation is not involved, Infinium CM supplies. User must enter a valid rate if triangulation is involved.	Order Entry/Billing
<i>Rate per</i>	From Infinium CM	From Infinium CM	Order Entry/Billing
<i>Base currency amount</i>	Calculated by Infinium CM	Calculated by Infinium CM	Order Entry/Billing

Important foreign currency obligation information

Obligations within a batch cannot be in more than one processing currency.

When you enter credit and debit memos, the currency of the original obligation that the memo references must have the same processing and base currency as the credit or debit memo.

Infinium CM calculates the base amount using the controls that are established within the system.

If you change a processing currency in an existing batch, the system advises you on a confirmation screen that you are changing a processing currency and the amounts or exchange rates may be incorrect.

Using foreign currencies in cash receipts processing

Overview

The purpose of foreign currency processing for input cash receipts batches is to convert all foreign currency amounts into base currency amounts for subsequent use within Infinium AR.

There are three ways to convert foreign currency amounts into base currency amounts:

- Use Infinium CM or a compatible interface to retrieve an exchange rate and convert foreign currency amounts to base currency amounts.
- Enter an exchange rate to use in the conversion of foreign currency amounts to base currency amounts. This value must be within the override limits specified in the Infinium CM controls.
- Enter the base currency amounts. Customers sending cash receipts to Infinium AR from another system can send base currency amounts. Using this option eliminates penny variances that can occur as a result of different conversion rounding methods.

Regardless of the method you use to bring cash into the system, you can enter lockbox batches or cash receipts batches into the system in only one processing currency.

Receiving lockbox batches

When you execute the *Receive Lockbox Batches* menu option, the resulting reports include base currency and processing currency amounts if they differ.

Receiving cash receipts batches

When you execute the *Receive Cash Receipts Batches* menu option, the resulting reports include base currency and processing currency amounts if they differ.

Maintaining cash receipts batches

When you use the *Maintain Cash Receipts Batches* menu option, you must enter a value in the *Processing Currency* field on the first header screen if you are using foreign currency processing. Type the deposit date of the check in the *Deposit Date* field. The system uses this date to retrieve the exchange rate.

If you change a processing currency of an existing batch, the system notifies you on a confirmation window that you are changing a processing currency and the amounts or exchange rates may be incorrect.

When the processing currency of the batch is not the same as the base currency, the system displays the *Exchange rate*, *Rate per*, and *Rate lock* fields.

Exchange rate

The exchange rate is determined by one of three methods:

- Infinium CM or a compatible system
- An external system
- User input

If triangulation occurs, Infinium AR displays an asterisk next to the *Exchange rate* field instead of displaying an exchange rate. This asterisk indicates that because triangulation was applied, there are two exchange rates. You can press the Display Rates function key to display a pop-up window that shows the two rates. Triangulation means converting a currency to the euro amount and then converting the resulting euro amount to another currency.

To specify an exchange rate during cash receipt entry, you must set the *Rate Lock* field to 1; otherwise, the system overrides the rate when it executes the proof.

If the *Rate Lock* is 1 but you do not enter an exchange rate, the currency management system retrieves the exchange rate and the converted amount based on the date of the receipt. You can change this value if the override value is within the tolerance established on the rate controls.

Note: If the *Rate Lock* field is 1 and one or both of the currencies in the transaction involve triangulation, you are required to enter a value in the *Exchange Rate* field. The system does not retrieve a rate.

If you enter a rate, the value must be within the override limits specified in the Infinium CM controls.

If you enter a cash receipt with the *Rate Lock* set to **0**, the system uses the exchange rate and converted amount retrieved from the currency management system during the last proof when it posts this cash receipt.

If you determine the base currency amounts from an external interface, the system sets *Rate Lock* to **2** and you cannot change the exchange rate.

Rate per

The *Rate per* is determined by one of two methods:

- Infinium CM or a compatible system
- An external system

The system uses the rate per value as the unit in which it expresses the exchange rate. If the value in the *Rate lock* field is **0** or **1**, the system retrieves the *Rate per* value from the currency management system. If the value in the *Rate lock* field is **2**, the system retrieves the *Rate per* value from your order entry or billing system.

Rate lock

To specify an exchange rate when entering cash receipts, type **1** in the *Rate lock* field. If you enter a cash receipt with the *Rate lock* set to **0**, the system uses the exchange rate and converted amount retrieved during the last proof when it posts the cash receipt. If you determine the base currency amounts from an external system, the system sets the *Rate lock* to **2** and prohibits you from typing in the *Rate lock* field.

Base currency amounts equal the processing currency amount multiplied or divided, depending on how the exchange rate control pair is defined, by the result of dividing the exchange rate by the rate per factor.

The following table illustrates how the *Exchange rate*, *Rate per*, and *Rate lock* fields work in conjunction and in determining the base currency amount.

Field	Rate lock = 0	Rate lock = 1	Rate lock = 2
<i>Exchange rate</i>	From Infinium CM	If user types, Infinium CM validates. If user leaves blank and triangulation is not involved, Infinium CM supplies. User must enter a valid rate if triangulation is involved.	External system
<i>Rate per</i>	From Infinium CM	From Infinium CM	External system

Field	Rate lock = 0	Rate lock = 1	Rate lock = 2
<i>Base currency amount</i>	Calculated by Infinium CM	Calculated by Infinium CM	External system

Using foreign currencies in cash application

Overview

The system uses foreign currency processing when making cash applications for obligations and cash receipts that have different processing currencies than the base currency. The system also uses foreign currency processing when making cash applications for obligations and cash receipts that have different currencies. This is called cross currency processing.

When performing cash applications with foreign items, the system displays obligations and cash receipts in the processing currency. Infinium AR converts all transactions to the base currency at the time of obligation or cash receipt processing.

Base currency amounts

If the system relieves the entire open processing amount, the entire open base amount is relieved. Otherwise, the system relieves the base amount using a proration of the relieved processing amount to the open processing amount.

Cash tolerance

The system states cash tolerance limits in base currency units in the Cash Tolerance Policy file. It converts these limits to processing currency units. The following table shows how the limits are calculated by Infinium CM and Infinium AR.

If	Then
Rate lock = 0	Infinium CM calculates limits using the Infinium CM rate.
Rate lock = 1	Infinium CM calculates limits using a rate from Infinium AR.
Rate lock = 2	Infinium AR calculates using Infinium AR rates.

Gain/loss processing

A gain or loss occurs when the base currency amount of cash, memos, or chargebacks applied does not equal the base currency amount of obligations relieved.

No gain/loss occurs if the exchange rates of the cash receipt and any memos and/or chargebacks match the exchange rate of the original obligation or if they have the same date. However, it is possible that a minor gain/loss due to rounding may occur even though the rates are identical.

A positive difference is called a realized loss; a negative difference is called a realized gain. Only cash, memos and chargebacks contribute to the gain/loss calculation; discounts, writeoffs and tolerance are not factors.

The system records gains/losses in the application distribution file as the following application types:

Realized Gain	RG
Realized Loss	RL

These application type entries always have a base currency amount but never have a processing currency amount.

Running reports with foreign currencies

Aged trial balance report

The system updates the aged trial balance in the base currency. When you run the *Print and Update Aged Trial Balance* menu option, the system prints amounts in base currency. If there are multiple base currencies on a report, the system maintains grand totals in the different base currencies.

When you use the *Print Aged Trial Balance* menu option to only print the aged trial balance report, you can designate either the base currency or the processing currency. If you run the report in base currency, the heading on the report indicates the base currency was part of the selection criteria. If you run the report in the processing currency, the report separates each processing currency within a customer. The heading on the report indicates that processing currency was part of the selection criteria.

Statements

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, then the system produces multiple statements with each statement considered a separate document. For example, page numbering starts over for each new processing currency.

Dunning reports and letters

The system generates dunning processing reports and letters using the processing currency.

Other listings

The following menu options provide a submission option that allows you to include currency information:

- *List Open Obligations*
- *List Cash Receipts by Customer*
- *List Treasury Cash Receipts*
- *Print Obligation History Rept*
- *Print Cash Receipts by Lockbox*
- *Print Appl Hist by Obligation*
- *Print Appl Hist by Cash Rcpt*

Restating open foreign items

Overview

When you execute the *Foreign Item Restatement* menu options, the system compares the base currency value of all open foreign items, as of a specific date, to the original base currency value of these items to calculate the unrealized gain/loss amount. Open foreign items include invoices, chargebacks, debit and credit memos, interest charges, and unapplied cash.

You can send the unrealized gain/loss amount to the general ledger or you can use it for exposure determination. If you send the unrealized amount to the general ledger, the system automatically reverses the amount the next time it creates a restatement journal entry.

You can generate reports listing restatement amounts in either detail or summary format for one customer, all customers in one company, all companies and customers, or for a company group.

The system provides two reports: the Open Foreign Items Restatement Report (the primary report) and the Restatement Register (the general journal register).

Note: If any errors occur in the restatement calculation, the system does not create journal entries. The system generates the report and notifies you on the report that it created no journals due to restatement errors.

Restating open foreign items

To restate open foreign items, perform the following steps:

- 1 From the Infinium AR main menu select *Period End Processing*.
 - 2 Select *Foreign Item Restatement* [FIR]. The system displays a screen similar to Figure 16-16.
-

Infinium: Foreign Item Restatement (AR-59)

File Edit Tools Window Help

8/08/96 14:47:18 Foreign Item Restatement ARGPE50 ARDPE50

Company 001 * (Blank for All)

Customer Number 3000 * (Blank for All)

-OR-

Company Group * (Blank for All)

Detail or Summary 0 (0=Detail, 1=Summary)

Restatement As Of Date 9301996

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 1 (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

Field Action: 5 Background Action: F12

Figure 16-16: Foreign Item Restatement prompt screen

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

Company, Customer Number, Company Group

You can request the system to restate and list all open foreign items as follows:

- For all customers in one company, type the company code in the *Company* field and leave the *Customer Number* and *Company Group* fields blank.
- For a specific customer, type the company code in the *Company* field and the customer number in the *Customer Number* field and leave the *Company Group* field blank.
- For all customers in a company group, type the company group code in the *Company Group* field and leave the *Company* and *Customer Number* fields blank.

Note: To restate and list all open foreign items in all companies, leave the *Company*, *Customer Number*, and *Company Group* fields blank.

Detail or Summary

To obtain summary information on the Foreign Items Restatement report, type 1 in this field. To print detail information on the report, enter 0 in this field.

Restatement As Of Date

The system uses the date you type in this field to determine the following:

- The cut-off date for the selection of open items to restate
- The exchange rate from the currency management system
- The accounting year and period for general ledger reporting of any unrealized gain and/or loss

Restatement Rate Type

If you leave this field blank, the system uses the entity level restatement rate type as the default value providing it is valid. If you type a value in this field, the system edits it against the currency management system.

Print Restatement Register

Infinium provides two reports through this option: Foreign Items Restatement report (the primary report) and Restatement Register (the journal entries). To print the Restatement Register in detail, type **0** in this field. To print it in summary, type **1** in this field. To exclude it from printing, type **2** in this field.

To create restatement journal entries, you must print the Restatement Register either in summary or in detail. If any errors occur in the restatement calculation, the system does not create transfer journals. The system generates the report and notifies you on the report that it created no journals because of restatement errors.

The system includes only foreign items that are open as of the date you type in the *Restatement As Of Date* field on the Restatement Register.

Create Restatement Journal Entries

To create restatement journal entries, type **1** (Yes) in this field. You can only create these entries on a company basis; you cannot create them for a specific company/customer. If you elect to create restatement journal entries, the system produces both the Open Foreign Items Restatement Report and the Restatement Register.

If you do not want to create restatement journal entries, type **0** (No) in this field. To run a trial restatement, elect to generate a Restatement Register and choose not to create journal entries.

To run a trial close, type **0** or **1** in the *Print Restatement Register* field and type **0** in the *Create Restatement Journal Entries* field. The system generates a Restatement Register but does not create restatement journal entries.

Note: If any errors occur in the restatement calculation, the system does not create journal entries. The system generates a report with an error message informing you that it did not create journals due to a restatement error.

Validate Restatement History

Specify whether the system should validate unclosed GL distribution codes in restatement history.

Print Non-Foreign Items

Specify whether the system should print non-foreign items on the report.

- 4 Press Enter to submit your request and print the report. The system returns you to the Infinium AR main menu.

Open foreign items restatement report

The system includes only foreign items, items in which the processing currency is not the same as the base currency, that are open as of the date specified in the *Restatement As Of Date* in this report (the primary report).

This report provides a break for company, customer and currency. All amounts on the report are in base currency. If errors exist relating to currencies or accounting periods and year, the report lists them and the system does not create transfer journals.

The types of transactions that can be included in the report are:

B - Chargeback	I - Invoice
C - Credit Memo	N - Interest Charge Invoices
D - Debit Memo	R - Receipts

The report provides currency, customer, company, and grand totals.

Restatement register

You cannot create journal entries unless you run the Restatement Register, but you can run the Restatement Register even when you are not creating journal entries.

If exchange rate errors occur in the Foreign Item Restatement, the system runs the Restatement Register but does not create journal entries. To run a

trial restatement, elect to generate a Restatement Register and choose not to create journal entries.

If an invalid accounting year/period occurs in the Foreign Item Restatement, the system does not run the Restatement Register and does not create journals.

All amounts on the report are in base currency. The report provides distribution, period, and grand totals.

Notes

This chapter describes how to identify customers to checks and search for customers to review their information.

The chapter consists of the following topics:

Topic	Page
Overview	17-2
Identifying customers in cash receipts and application processing	17-3
Using customer query	17-11
Using customer quick search	17-14

Overview

To identify a customer who submitted a check while you are processing and applying cash receipts, use the following methods:

- In the *Maintain Cash Receipts Batches* menu option in the *Cash Receipts Processing* menu, you can use F8 to display a listing from which you can select the appropriate customer.
- In the *Interactive Cash Application* menu options in the *Application Processing* menu, you can use F8 to display a window that allows you to prompt and select the appropriate customer. You can also select a check with 3 for check identification.

To search for customers and review customer information that includes customer master controls, shipping addresses, and credit controls, use the following two functions:

- The *Customer Query* menu option in the *Customer/Nat'l Acct Management* menu uses open query processing. There are more selection criteria fields, as compared to the *Customer Quick Search* menu option, on which the system can base its search in this function.
- The *Customer Quick Search* menu option in the *Customer/Nat'l Acct Management* menu is faster than the *Customer Query* menu option. This function is particularly fast for high volume customers because it uses logical file processing.

You can also access the *Credit Inquiry* menu option through these functions.

Objectives

In this chapter you should become familiar with the process of identifying customers to checks. You should also become familiar with the two functions that allow you to search for a customer and review customer information.

Identifying customers in cash receipts and application processing

Overview

Infinium AR allows you to identify customers to checks while processing cash receipts and during cash application.

- In the *Maintain Cash Receipts Batches* menu option in the *Cash Receipts Processing* menu, you use F8, Identify, if you need assistance in identifying the company/customer that submitted a check. After you press F8, the system displays a listing from which you can select the appropriate customer.
- In the *Interactive Cash Application* menu option in the *Application Processing* menu, the system displays a listing from which you can select the appropriate company/customer that submitted a check if you:
 - Press F8 and then prompt to select from the listing to identify a company/customer to an unidentified check
 - Select the check with **3** for check identification and then press Enter
 - Select an unidentified check with **1** for manual application, because you cannot apply a check until you identify it

Note: F8 cannot re-identify a check that already belongs to a customer or national account; nor can it re-identify a partially or fully applied check. Selection of a check with **3** can re-identify a check that belongs to a customer or national account that has the same base currency as the check.

In order to help you determine the customer in the most efficient manner, use command keys to order the listing by customer number, sort name, alias, national account name, national account number, obligation ID, or obligation reference number. Thus, when you use search and locate facilities, you can search on known information (company name, customer name, customer number, sort name, or national account name) or pieces of information (a known portion of the company name, customer name, or national account name).

You can also search on a MICR number. You can base a locate on company, customer number, sort name, alias, national account name, national account number, obligation ID or obligation reference number, depending on the command key pressed as mentioned above.

When you use F8 in the *Maintain Cash Receipts Batches* and *Interactive Cash Application* menu options and select a customer, the system assigns the selected customer to the next unidentified check on the screen. When you select a check with 3 in the *Interactive Cash Application* menu option, the system assigns that customer to the selected check.

Identifying customers in cash receipts processing

To identify customers 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].
- 3 Access the Enter Cash Receipts Detail screen similar to Figure 17-1.

Or

- 1 From the Infinium AR main menu select *Application Processing*.
 - 2 Select *Interactive Cash Application* [ICA].
 - 3 Access the Cash Application - Select Check screen similar to Figure 17-2.
-

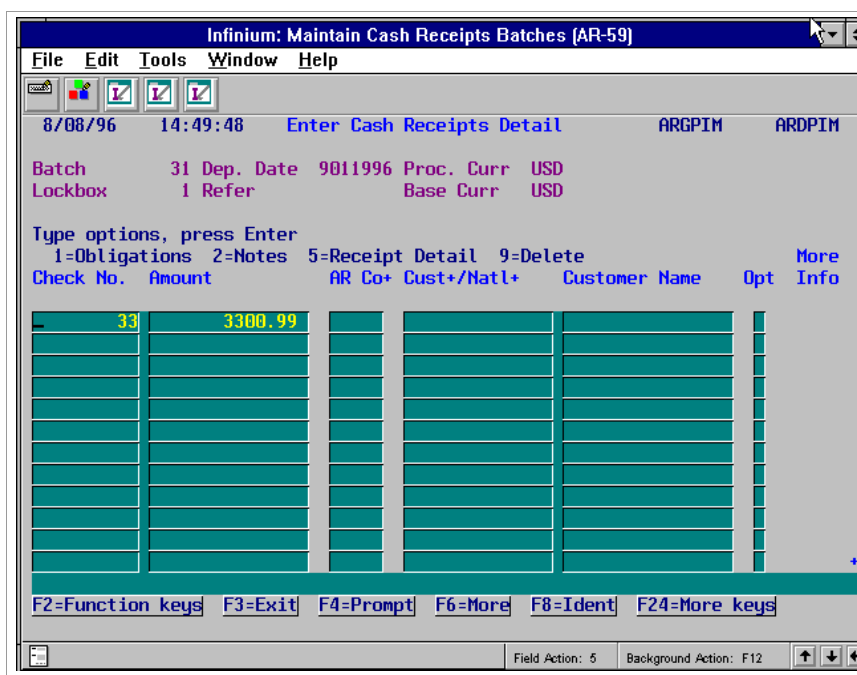


Figure 17-1: Enter Cash Receipts Detail screen

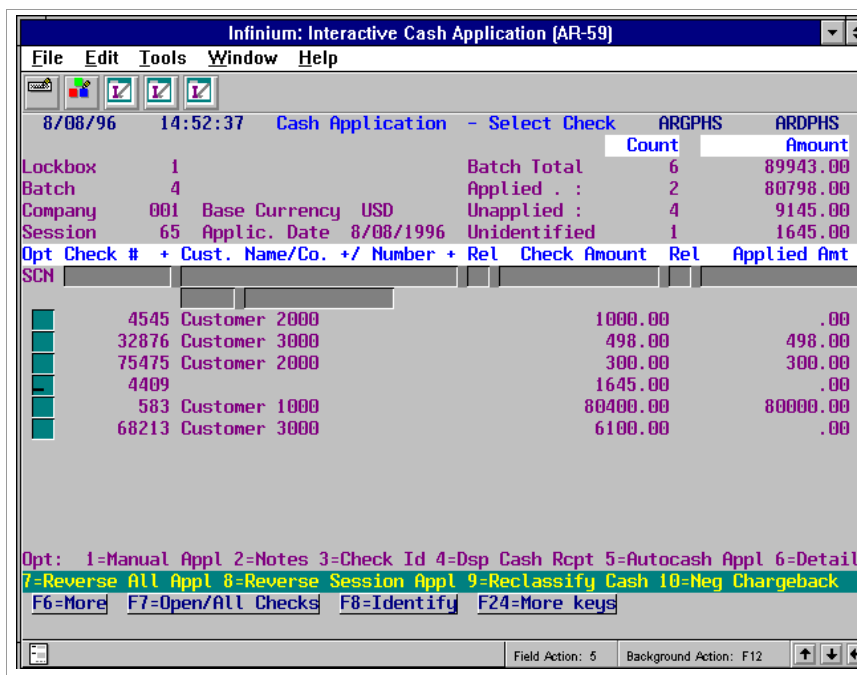


Figure 17-2: Cash Application - Select Check screen

Note: In addition to pressing F8 in this function, you can also select a check with 3 for check identification in this function. The system displays the Identify/Unidentify Check window where you can specify a company and customer or national account.

- 4 Press F8 on these screens. The system displays a window similar to Figure 17-3.

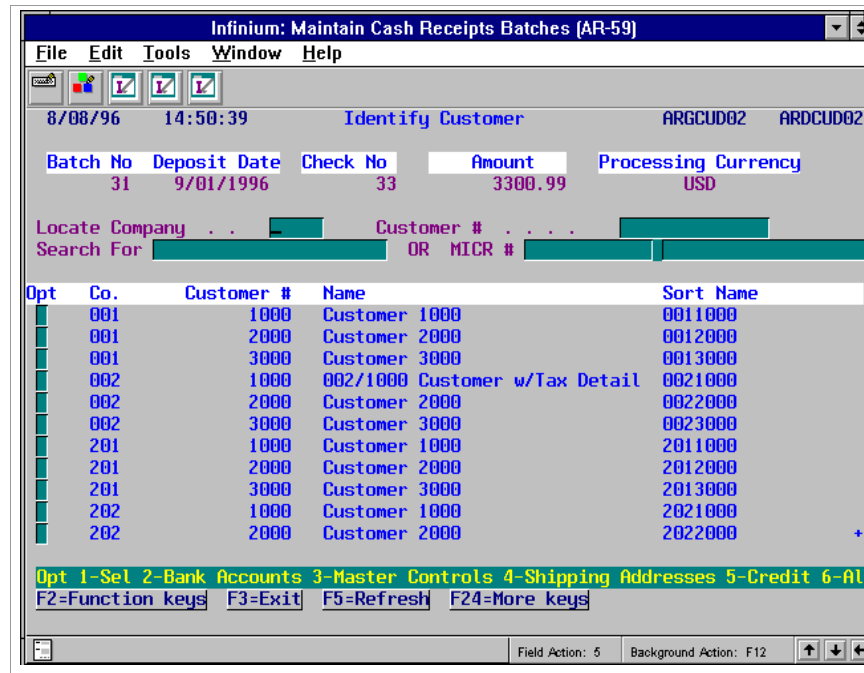


Figure 17-3: Identify Customer window

Screen information

The system displays the batch number and deposit date at the top of this screen. The system also displays (one at a time) each unidentified check, its amount and processing currency.

- 5 Identify the owner of the check. Once you identify a check, the system displays the next unidentified check.

Note: To display the next unidentified check without identifying the current one, press F12. Use F16, Exit Mass Identification, to return to the check display without going to the next unidentified check.

Using the search for and locate facilities

To help in the identification process, use the *Search For*, *Search for MICR#*, *Locate Company*, *Locate Customer*, and other locate fields, depending on the function keys you use. The system displays a listing of customers at the bottom of the screen. You can access the entire customer file which is very helpful in locating a customer.

Search For

A search allows you to limit the listing on the display to only information that fits the criteria you specify. The system returns a listing consisting of all of the names that contain the value you enter in this field. Type any or all characters for which the system is to search and press Enter.

The subsequent list contains only customers/national accounts with those characters. For example, if you type **Customer** in the *Search For* field and press Enter, the subsequent list contains only those customers/national accounts with Customer in each name. Searches do not distinguish between upper and lower case.

Note: National accounts appear after the company/customer accounts in the listing.

Search for MICR #

The MICR# consists of a 12-character bank number and a 20-character bank account number. These numbers are unique to a customer. Customers can have more than one bank account. If more than one customer is paying invoices with the same number, you can use the MICR# of the check to identify the correct customer. After you enter a MICR# and press Enter, the system displays the company and customer that match that MICR#.

Locate

You can locate on the following fields depending on the function key you press: *Company, Customer Number, Sort Name, Alias, National Account Name, National Account Number, Obligation ID, and Obligation Reference Number*. Refer to the following explanation of function keys.

Note: Because searches limit listings to only the information that fits the specified criteria, they take more time than locates which only bring you to the start of a particular list.

Using function keys

The following function key options are available on the Identify Customer screen.

Function key	Description
F5	This function key returns you from a selective listing to a complete listing.

Function key	Description
F8	<p>Use this function key to access the Customer Query program that allows you to search for a customer and review customer information. Type data in only one field or enter any combination of parameters for which the system is to search. After you enter known data about the customer and press Enter, the system provides a listing of customers matching that data.</p> <p>If you still cannot identify the customer based on the data entered, return to the initial Customer Query prompt screen (F12). Press F5 to refresh the screen since the system still displays your first data entries. Enter different data for the Customer Query. If you select a customer from that list and press Enter, the system displays that customer.</p> <p>Note: Refer to “Using customer query” in this chapter for more information.</p>
F11	<p>This function key changes the listing as follows:</p> <ul style="list-style-type: none">■ from company/customer number order to sort name order and vice versa■ from national account name to national account number and vice versa if you use F14 to display national accounts■ from obligation ID to obligation reference number and vice versa if you use F17 to display obligations <p>Once you have the desired order, use the Locate facility. For example, if you know the sort name of the customer, request that the listing display sort names first; once these are displayed, do a locate on that sort name. This method is more efficient than searching from the company/customer listing screen since the subsequent list contains not only sort names but also company/customers and national accounts that contain the same value.</p>
F14	<p>This function key displays a listing of national accounts from which to select. F11 allows you to change the order of the listing and select by name or change the order of the listing and select by account number. To view more information about a particular national account, select that national account with 3 and press Enter.</p> <p>Select a national account with 1 and press Enter to have the system return the national account number and name.</p>

Function key	Description
F17	<p>Use this function key to display obligations. Use the <i>Search For</i> field to enter any known portion of an obligation ID or the amount of the check if the check is paying only one obligation. The system displays a listing of obligation IDs containing that amount after you press Enter.</p> <p>For example, if you type 700 in the <i>Search For</i> field, the system could display obligation IDs with any or more of the following obligation amounts: 700, 7700, 70000, 7000, 1700, 17.00, 27.00, and so forth.</p> <p>If you enter a value in the <i>Locate Obligation ID</i> field and press Enter, the subsequent listing begins with that obligation ID or the one closest to it. Press F11 to re-order the list and display it in reference number ascending order. Likewise, if you prefer to have the listing in ascending order of obligation IDs, press F11 again.</p> <p>View additional information about each obligation by selecting that obligation with 3 and pressing Enter. The system then provides obligation header information and detail information for the obligation selected with 3.</p>
F19	<p>This function key changes the listing from sort name order to alias order and from alias order to sort name order. For example, if you know the alias of the customer, you can request that the listing present alias names first. Once in this order, you can use the search for and locate (company and/or customer # or sort name) facilities.</p> <p>Note: Locates used here are more efficient than searches.</p>

Using selection options

Once you obtain a pertinent customer listing, several selection options are available to you. Use any or all of the selection options available on this screen to view specific data.

Selection option	Description
1	Select a customer with 1 and press Enter to return the following information about that customer: AR company, customer number, and customer name.

Selection option	Description
3	<p>Select a customer with 3 and press Enter to view that customer's master information. You can view four screens of control file information and also tax information to assist in the customer identification process.</p> <p>For example, you may want to do this if you have several customers with the same name and you have a Federal Tax ID number on the check. If you select the customers with 3 and view their control file information, the system displays the Federal Tax ID and can then identify the correct customer to the check.</p>
4	<p>Select a customer with 4 and press Enter to view that customer's shipping address information. This information can help in determining the correct customer to be identified to the check in question. You can select an address from the listing of address information and display more information about the selected address.</p>
5	<p>Select a customer with 5 and press Enter to view that customer's credit information. You can view five screens of credit information. The following credit information may help you in the identification process: the number of open items, the open item balance and the balance due, the last invoice date and amount, and the previous check number.</p>
6	<p>Select a customer with 6 and press Enter to view customer master and shipping address information. Press F12 after viewing the shipping address information and credit information.</p>

Continuing to identify customers

Continue to identify customers or national accounts to checks. Each time you select a customer or a national account, the system assigns that customer to the next unidentified check it finds in the batch in the *Maintain Cash Receipts Batches* menu option or in the *Interactive Cash Application* menu option or it assigns it to the check you selected with **3** in the *Interactive Cash Application* menu option.

Remember, however, that the system accepts a check in the *Maintain Cash Receipts Batches* menu option even if it is not identified. It is, however, necessary to identify a check when you are applying it in the *Interactive Cash Application* menu option.

Using customer query

Overview

This function enables you to search for customers and review customer information. This information includes:

- Customer Controls
- Shipping Addresses
- Credit Controls
- All Customer Controls
- Credit Inquiry

The *Customer Query* menu option uses open query processing. It is not as fast as the *Customer Quick Search* menu option. However, there are more selection criteria fields for searching.

Performing a customer query

To perform a customer query, complete the following steps:

- 1 From the Infinium AR main menu select *Customer/Nat'l Acct Management*.
 - 2 Select *Customer Query* [CQ]. The system displays a screen similar to Figure 17-4.
-

Infinium: Customer Query (AR-59)

File Edit Tools Window Help

8/08/96 14:55:06 Customer Query ARDCUS1 ARDCUS1

Enter Any Combination Of The Following To Begin Customer Query

Company [] * Customer Number . [] *

Name []

Alias []

Sort Name [] * National Account [] *

City []

State/Province [] * County [] *

Postal Code . . [] Telephone []

Salesperson Code [] * Lockbox Number . [] *

Sales Level ID [] *

Obligation ID . [] *

Credit Analyst AR2000 * Collector [] *

Credit Contact []

Applier Contact []

Coll. Contact . []

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

Field Action: 5 Background Action: F12

Figure 17-4: Customer Query prompt screen

- 3 Specify the parameters for the customer query. All the fields on this screen are optional. You can type data in none, some, or all of the fields. If you specify more information for a customer or customers, the search will be quicker.
- 4 Press Enter. The system displays a screen similar to Figure 17-5. The system bases the list of customers on the information that you typed on the Customer Query prompt screen.

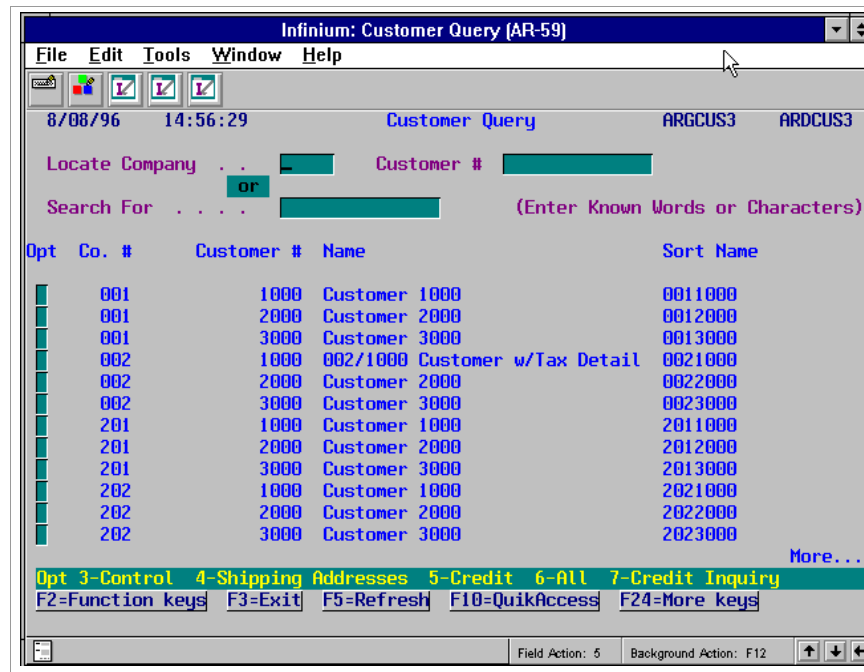


Figure 17-5: Customer Query selection screen

Screen options

When the system displays the list of customers, it also displays *Locate* fields for *Company* and *Customer #*. The system also displays a *Search For* field to help you locate the desired customer. You can press F20 to change the subfile view to include the customer's city and state rather than its sort name.

- 5 Once you locate the desired customer, you can select the customer and view specific information. The following selection options are available:
 - 3 Display Customer Controls
 - 4 Display Shipping Addresses
 - 5 Display Credit Controls
 - 6 Display All Customer Controls
 - 7 Access Credit Inquiry
- 6 After you complete your customer search and review the necessary information, press F3 to exit. The system returns you to the Infinium AR main menu.

Using customer quick search

Overview

This function enables you to search for customers and review customer information. It is particularly fast for high volume customers because it uses logical file processing.

The customer information that you can review includes:

- Customer Controls
- Shipping Addresses
- Credit Controls
- All Customer Controls
- Credit Inquiry

The six different ways that you can search for customers are:

- Company and customer
- City, state/province, sort name
- Obligation ID
- National account
- Sort name
- Alias

Performing a customer quick search

To perform a customer quick search, complete the following steps:

- 1 From the Infinium AR main menu select *Customer/Nat'l Acct Management*.
 - 2 Select *Customer Quick Search [CQS]*. The system displays a screen similar to 17-6.
-

Figure 17-6: Customer Quick Search prompt screen

- 3 Complete the fields on this screen to specify the parameters for the customer search using the following information.

Company, Customer Number

When you use these fields, you must type a value in the *Company* field. The *Customer* field is optional. The system displays a list beginning with that company or customer.

City, State/Province, Sort Name

When you use these fields, you must type a value in the *City* field. You do not have to type values in the *State/Province* and *Sort Name* fields. The system displays a list beginning with either the city or the city/state/sort name closest to the value in these fields.

Obligation ID

When you type a value in this field, the system displays a list of customers that have an obligation ID matching that obligation ID.

National Account

When you type a value in this field, the system displays a list that starts with customers attached to that national account.

Sort Name

When you type a value in this field, the system displays a list that starts with that sort name or the closest match.

Alias

When you type a value in this field, the system displays a list that starts with that alias or the closest match.

- 4 Press Enter. The system displays a screen similar to Figure 17-7. The system bases the list of customers on the information that you typed on the Customer Quick Search prompt screen.

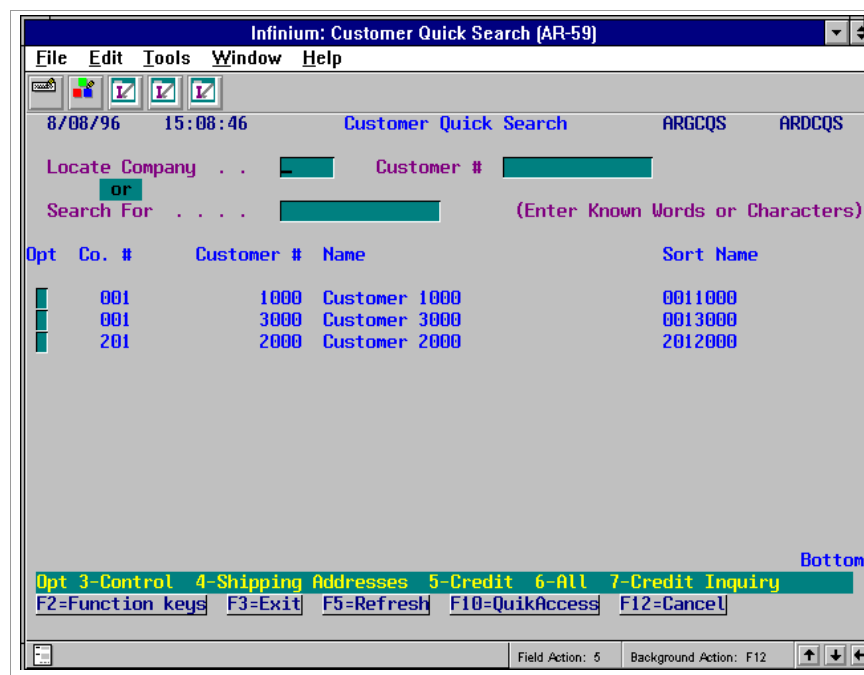


Figure 17-7: Customer Quick Search selection screen

Screen options

When the system displays the list of customers, it also displays *Locate* fields. These *Locate* fields generally are the same as the key fields with two exceptions. When you use the *City/State/Sort Name* key fields, there is no *Locate* field for *Sort Name*. When you use *Obligation ID* as the key field, the *Locate* fields are *Company* and *Customer*.

The system uses the value in the *Search For* field to compare the company, customer, customer name, sort name, city state, national account, and alias to the string that you typed for the scan.

5 Once you locate the desired customer, you can select the customer and view specific information. The following selection options are available:

- 3 Display Customer Controls
- 4 Display Shipping Addresses
- 5 Display Credit Controls
- 6 Display All Customer Controls
- 7 Access Credit Inquiry

After you complete your customer search and review the necessary information, press F3 to exit. The system returns you to the Infinium AR main menu.

Notes

This chapter describes how to reconcile the Infinium AR system.

The chapter consists of the following topics:

Topic	Page
Overview	18-2
Reconciling Infinium AR to the general ledger	18-3
Reconciling Infinium AR and general ledger differences	18-6
Reconciling a period's accounts receivable activity	18-9
Reconciling differences in account receivable activity	18-13
Non-cash applications and chargeback Infinium Query report	18-17

Overview

You can accomplish reconciliation through more than one method. The method you use depends on your reconciliation goal: reconciling Infinium AR to the general ledger or reconciling one period's activity within Infinium AR. You can reconcile on a daily, weekly, or monthly basis. In addition, there are several variables that influence reconciliation.

- Reconciling accounts receivable to the general ledger

You must first determine the accounts receivable base currency balance in Infinium GL and the base currency balance in Infinium AR. If these two balances are not equal, you then reconcile any differences in AR trade accounts and cash.

- Reconciling a period's activity

To reconcile activity for a day, week, or month, you must first determine the beginning and ending balance in Infinium AR. You determine the ending balance by finding the total obligations, receipts, non-cash applications, and re-identified cash and applying these totals to the formula we provide.

You use system-generated reports to determine the obligations, receipts, and re-identified cash totals. You use both a system-generated report and an Infinium QY report to determine non-cash applications totals. You can reconcile period activity differences in the aged trial balance and in restated gains and losses.

Objectives

After you complete this chapter, you should be able to reconcile Infinium AR to the general ledger or to reconcile a period's activity within Infinium AR.

Reconciling Infinium AR to the general ledger

Overview

Use the following formula to reconcile the Infinium AR balance to the general ledger's accounts receivable balance. Keep in mind that all amounts must be in base currency.

	AR trade account or accounts in the general ledger
Less:	Identified cash in the general ledger
Less:	<u>Treasury (unidentified cash) in the general ledger</u>
Equals:	General ledger's accounts receivable balance in base currency
	which should equal
	Infinium AR's balance in base currency

Determining the general ledger's accounts receivable balance in base currency

To determine the general ledger's accounts receivable balance in base currency, perform the following steps:

- 1 Sign on to the Infinium GL system.
- 2 Select *Analytical Inquiries & Reports*.
- 3 Select *Print general ledger MTD* [PGLMTD].
- 4 Use the report to determine the AR trade account or accounts, identified cash, and treasury/unidentified cash account balances.

Note: All amounts must be in base currency.

- 5 Use the information from Step 4 to determine the general ledger's accounts receivable balance in base currency using the formula on page 18-3.
-

Determining the accounts receivable balance in base currency

To determine the accounts receivable balance in base currency, perform the following steps:

- 1 Use the following formula to determine the accounts receivable balance in Infinium AR:

Aged trial balance in base currency

Add: Reversal of prior period restated loss

Current period restated gain

Less: Reversal of prior period restated gain

Current period restated loss

Equals: Restated accounts receivable balance in base currency

- 2 Sign on to the Infinium AR system.
- 3 Select *Credit Management*.
- 4 Select *Print & Update Aged Trial Bal* [PUATB].
- 5 Run an Aged Trial Balance in base currency for the period end you are reconciling. We recommend that you use an aging option for unapplied cash and unreferenced credit memos that includes them on the report.

Note: You can only run the *Print & Update Aged Trial Bal* menu option in base currency. You can generate the *Print Aged Trial Balance* menu option in either base or processing currency.

- 6 Include the gain/loss on open foreign items in your reconciliation if you process in foreign currencies and create restatement journals in the general ledger. Determine the restated gain/loss for the current period and the reversals for the prior period. Select the *Foreign Item Restatement* menu option in *Period End Processing*.

Note: Refer to the “Restating open foreign items” task in this chapter.

- 7 Use the information from Steps 5 and 6 to determine the restated accounts receivable balance in base currency using the formula on page 18-3.
-

If the restated accounts receivable balance in base currency equals your general ledger accounts receivable balance in base currency, you have completed your reconciliation.

If the above are not equal, you need to further analyze the details of the accounts receivable activity for the period to determine where the reconciling differences exist. See the “Reconciling differences” task in this section of the guide.

Reconciling Infinium AR and general ledger differences

Overview

This information should help you to reconcile any AR trade account or cash differences between accounts receivable and general ledger.

Dates are important to the reconciliation process. Dates are associated with obligation, cash receipts, and application processing. Keep the following in mind when reconciling differences between accounts receivable and general ledger:

- The accounting year and period on the obligation control the year and period for the close to the general ledger.
- The deposit dates used in cash receipts processing and the application date used in application processing control the year and period for the close to the general ledger.

Reconciling AR trade account differences

What period or periods did you use for all obligations posted during the current period?

- If you do not close future period transactions, exclude all obligations with a future period from your reconciliation reports.
- If you do close future period transactions, identify the specific obligations already “journalized” to the general ledger from those future period obligations that have not closed to the general ledger.
- If you close prior period obligations to the current period, include those specific prior period obligations as activity for the current period.

Note: Keep in mind that the obligation date may not always correspond to the accounting period and year to which it is going to be posted in the general ledger. You must take into consideration any inconsistencies between the two items when performing the reconciliation. The Obligation Reconciliation Report points out these inconsistencies.

What application dates were used for all current period applications processed? Were any applications performed using an application date prior to the current accounting period start date or after the current accounting period end date?

- If any application dates were prior to the current accounting period start date, include the applications as activity for reconciliation purposes.
- If any application dates were after the current accounting period end date and the applications were closed to the current period, include the applications as activity for the current period.

What dates/periods were used on obligations and applications performed after closing to the general ledger? Do these dates/periods fall into the current period being reconciled? Do they fall into a prior period? Do they fall into a future period?

- If any obligations were posted or applications were performed after the close to the general ledger that used a prior period or a current period, identify them separately and then eliminate them from the current period activity.

Reconciling cash differences

What deposit dates and reversal dates were used for all cash receipts posted during the current period?

- If any deposit/reversal dates were prior to the current accounting period start date, include this cash as activity for reconciliation purposes.
- If any deposit/reversal dates were after the current accounting period end date and the cash was closed to the current period, include this cash as activity for the current period.

What dates were used for cash receipts posted after the close to the general ledger? Do these dates fall into the current period being reconciled, a prior period, or a future period?

If any cash receipts/reversals that used a prior period or current period were posted after the close to the general ledger, exclude them from the current period activity.

What application dates were used for all current period cash applications and processed cash receipt reclassifications? Were any of these applications performed using an application date prior to the current accounting period start date or after the current accounting period end date?

- If any application dates were prior to the current accounting period start date, include the applications as activity for reconciliation purposes.
- If any application dates were after the current accounting period end date and the applications were closed to the current period, include the applications as activity for the current period.

What dates were used on cash applications and cash receipt reclassification applications performed after the close to the general ledger? Do these dates fall into the current period being reconciled, a prior period, or a future period?

If any of these applications that used a prior period or current period were performed after the close to the general ledger, separately identify and exclude them from the current period activity.

Reconciling a period's accounts receivable activity

Overview

Use the following formula to reconcile a period's activity in Infinium AR. Keep in mind that all amounts must be in base currency.

	Beginning accounts receivable balance
Add:	Obligations
Less:	Receipts
Less:	Non-cash applications
Less:	<u>Re-identified cash (plus or minus)</u>
Equals:	Ending Infinium AR balance in base currency

Determining accounts receivable beginning and ending balances

To determine accounts receivable beginning and ending balances, perform the following steps:

- 1 Sign on to the Infinium AR system.
 - 2 Select *Credit Management*.
 - 3 Select *Print & Update Aged Trial Bal* [PUATB].
 - 4 Run this report at the end of each period.
 - 5 Use the information from Step 4 to supply the beginning and ending AR balances for the formula on page 18-9. The beginning AR balance is the previous period's ending balance; therefore, you should save each month's Aged Trial Balance Report at the end of each period.
-

Determining total of obligations

Determine the base currency total of obligations processed during the period by doing one of the following:

- Select the *Close Period End* menu option in *Period End Processing*. Use the information on the system-generated Obligation Distributions Register.

Note: Refer to the “Performing the period end close” task in the “Performing Period End Processing” chapter of this guide.

- Select the *Print Obligation History Rept* menu option in *Period End Processing*. Be sure to include base currency information and closed items. This report provides the total of obligations by company.

Note: Refer to the “Printing the obligation history” task in the “Performing Period End Processing” chapter of this guide.

- Select the *Print Obligation Recon Report* menu option in *Period End Processing*. This report sub-totals by AR Distribution code. It also issues a warning message when the GL close period differs from the AR period and/or when the obligation as of date is outside the period date range.

Note: Refer to the “Printing Obligation Reconciliation Report” task in the “Processing Obligations” chapter of this guide.

Determining total receipts

Determine the base currency total of receipts processed during the period by doing one of the following:

- Select the *Close Period End* menu option in *Period End Processing*. Use the information on the system-generated Cash Receipts Distributions Register.

Note: Refer to the “Performing the period end close” task in the “Performing Period End Processing” chapter of this guide.

- Select the *Print Cash Receipts by Lockbox* menu option in *Period End Processing*. Be sure to include base currency information and closed items. This report provides the total of cash receipts by company.

Note: Refer to the “Printing cash receipts by lockbox” task in the “Processing Cash Receipts” chapter of this guide.

- Select the *Print Cash Rcpt Recon* menu option in *Period End Processing*. This report sub-totals by AR distribution code. It also issues a warning message when the general ledger period close differs from the accounts receivable period and/or when the cash receipt date is outside the period date range.

Note: Refer to the "Printing cash receipt reconciliation report" task in the "Processing Cash Receipts" chapter of this guide.

Determining non-cash applications

Determine the non-cash applications by doing one of the following:

- Select the *Close Period End* menu option in *Period End Processing*. Use the information on the system-generated Application Distributions Register. Cash applications are designated as type "CA." Subtract the "CA" application type total from the report total to determine the non-cash application total.
- Create an Infinium QY report for non-cash applications. We are assuming you have a basic understanding of Infinium QY. If necessary, refer to the *Infinium Guide to Query*.

See pages 18-18 through 18-20 for sample Infinium QY non-cash applications report details. At a minimum, the database library used in the sample details will be different from the database library in your environment. In addition, your selection criteria will be different.

See pages 18-21 and 18-24 for sample output of the non-cash applications report.

Determining re-identified cash

Re-identified cash may or may not be a reconciliation issue. The system generates a journal entry only if the original transaction was closed to the general ledger before it was re-identified and if the customers involved have unique identified cash accounts. Infinium AR tracks re-identified cash that has general ledger impact.

For example, assume that in period eight a cash receipt is identified to customer XYZ. XYZ's identified cash distribution code is 304AR. If this item is re-identified to another customer whose identified cash distribution code is different (001AR), the system generates a general ledger transaction only if the transaction to 304AR was closed. Otherwise, the system simply changes

the identified cash distribution code to the correct account. This change reduces the number of general ledger entries.

Currently, the only way to determine the re-identified transactions that have general ledger impact is to generate the Trial Close Report. If you perform re-identification on a daily basis, this report may not be sufficient. If this is a foreseen problem, you may need to develop a procedure for manually tracking these transactions.

Reconciling differences in account receivable activity

Overview

This information should help you to reconcile differences in the Aged Trial Balance and also differences in restated gains and losses.

Dates are important to the reconciliation process. Dates are associated with obligation, cash receipts and application processing. Keep the following in mind when reconciling differences in accounts receivable activity:

- The Aged Trial Balance uses the obligation “as of” date.
- The Aged Trial Balance uses the deposit dates used in cash receipts processing and the application date used in application processing.

Reconciling aged trial balance differences

Do your Aged Trial Balance reports exclude unreferenced credit memos?

If yes, exclude all credit memos from obligation amounts.

Do your Aged Trial Balance reports exclude unapplied cash receipts?

If yes, exclude all unapplied cash receipts from the reconciliation formula.

Do your Aged Trial Balance reports exclude disputed items?

If yes, exclude all disputed items from the reconciliation formula.

Does the Aged Trial Balance “Through Date” capture all accounts receivable activity?

If no, you can include obligations and cash receipts that are not included in the Aged Trial Balance on the reconciliation reports. To determine if there may be items that were closed to the general ledger but were not captured on the Aged Trial Balance Report, run an Aged Trial Balance Report with a “Through Date” that is in the future.

What are the obligation “As of” dates for chargeback obligations created during the current period?

- Ensure that all chargeback obligations included on your activity reconciliation reports are also included on the Aged Trial Balance Report. The Chargeback Aged Trial Balance may be helpful to you when you are reconciling.
- If you are running an Aged Trial Balance for an historical period, be sure chargebacks are not dated with the original obligation date. If you date chargebacks with the original obligation date, you must retain the Aged Trial Balances of the previous period end. The AR Balance will be overstated because chargebacks were included with the original invoices.
- Create an Infinium QY report for chargebacks. The sample chargeback Infinium QY report shows chargebacks that have an obligation “as of” date that is different from the accounting year/period.
- See pages 18-22 through 18-24 for sample Infinium QY chargeback report details.
- See page 18-25 sample output of the chargeback report.
- The same is true for historical statement processing. If this is the case, you may want to change the date control on chargeback policies to 2 (the chargeback date defaults from the obligation being charged back while the “as of” date defaults to the current system date). This allows chargebacks to have the proper date for foreign currency processing while not affecting the previous month’s Aged Trial Balance.

What application date or dates did you use for chargebacks, discounts, tolerance, obligation writeoffs, and cash receipt reclassifications that were processed during the current period?

- Ensure that your application reconciliation reports include all applications reflected on the Aged Trial Balance Report.

Note: Any activity that occurred after the period end date impacts the Aged Trial Balance results as long as the specified “Through Date” captures such activity. Ensure that the reconciliation reports correctly include or exclude such activity.

- You should also note that two dates are associated with an application transaction. The first date is the session date (the date the transaction actually occurred). The second date is the application date (the date that determines what accounting period this transaction should affect).
 - Keep in mind that it is possible to override the default application date, which is the session date, during application processing. This capability may create reconciliation problems if you are not careful with application date override. Consequently, you may want to print either the Daily
-

Application Register, which runs off the session date selection criteria, or the Applier Summary, which runs off the application date.

- The Application Reconciliation Report, which includes base currency, provides subtotals by AR distribution code and issues a warning when the general ledger close period differs from the year/period indicated by the application date.

Note: Refer to the "Printing Application Reconciliation Report" task in the "Performing Check and Memo Applications" chapter of this guide.

Considering additional factors

Were any journal entries that affect accounts receivable related accounts posted directly in the general ledger?

Is there a balance in the suspense account or accounts on the general ledger? If so, did any of the accounts receivable processing stream journal entries contribute to the suspense account or accounts balance?

Do all of the accounts receivable general ledger account distribution controls use a different GL distribution code (identified cash, suspense, discount, tolerance, treasury, AR trade, cash, and so forth)?

Are there any intercompany transactions that require balancing the clearing accounts?

Does the unidentified cash amount in treasury controls match the treasury account balance in the general ledger? If not, exclude any unidentified cash posted since the last close to the general ledger and any unidentified cash that was identified since the last close to the general ledger.

The balance of the general ledger account used as the chargeback clearing account should always be zero.

Were all of your reconciliation reports run immediately after closing to the general ledger? If not, separately identify any subsequent activity and exclude that activity from the reconciliation reports.

Try reconciling all like accounts together first (all cash accounts, all AR trade accounts, and so forth). If there are differences, start to reconcile lower levels such as all cash accounts for one company and continue to isolate where the differences exist. Finally, consider reconciling each GL distribution code (general ledger account) that you use in Infinium AR.

Note: If the total application amount for the current period is lower than the anticipated amount, check the “On Account” display area in the *Interactive Cash Application* menu option for unapplied cash. You also can print only “On Account” cash. Use option 2 when running the following cash report menu options: *List Cash Receipts by Customer*, *List Treasury Cash Receipts*, and *Print Cash Receipts by Lockbox*.

Reconciling restated gain/loss differences

Determine all information relating to gains and losses by generating the Foreign Item Restatement Report. It contains the current period’s gain or loss. The Restatement Register contains the reversals for previous foreign item restatements.

Non-cash applications and chargeback Infinium Query report

Refer to the following pages for sample report details and sample output of a non-cash applications report and a chargeback report.

Infinium Query Cash Application Reconciliation Non-cash Applications Report Details

QYIRPTDTL QYTRPTDT Query 2000 Report Details Page 1
 96/08/14 11:13:52 QY2000

Report Name	Owner ID	Report Title	Summary Only	Store Output	Last Modified Date	Last Modified Time
NOCASH	QY2000	CASH APPLICATION RECON - NONCASH APPLICATIONS	N	N	08/14/96	11:12:30

Selected Libraries

Library	Description
ARDBFADVT	AR2000 Database Development Library Release 6.0

Selected Files

Sel	File	Description	Library
01	ARPAH	Application History File - Header	ARDBFADVT
P	ARPAJ	Application History File - Distributions	ARDBFADVT
03	ARPOH	Obligations Header File	ARDBFADVT
02	ARPPH	Cash Receipts History File	ARDBFADVT

Selected Fields

Sel	Field	Header	-----Input-----				-----Output-----			Library	File
			Position	Length	Digits	Decimals	Start	Length	Decimals		
01	AJGLDC	GL Dist	33	5			1	5		ARDBFADVT	ARPAJ
02	OHCO	AR Co	1	5			8	5		ARDBFADVT	ARPOH
03	AJAPPT	Appl Type	56	2			15	4		ARDBFADVT	ARPAJ
04	AJAJRC	Reason Code	28	5			21	5		ARDBFADVT	ARPAJ
05	AJAMT	AJ Amt	38	9	17	2	28	19	2	ARDBFADVT	ARPAJ
06	AHAPPH	Appl Date	26	4	6		49	10		ARDBFADVT	ARPAH
08	AJBATN	Sess #	19	4	7		61	6		ARDBFADVT	ARPAJ
09	PHBATN	Batch Number	7	4	7		69	8		ARDBFADVT	ARPPH
10	PHCKNO	Chk #	121	10			79	10		ARDBFADVT	ARPPH
11	PHOADC	IDCash Dist	234	5			91	6		ARDBFADVT	ARPPH
12	OHARDC	AR Dist	293	5			99	5		ARDBFADVT	ARPOH
13	OHCUNO	Cust No	6	14			106	14		ARDBFADVT	ARPOH
14	OHOBNO	Obl ID	44	16			122	16		ARDBFADVT	ARPOH
19	AJAREF	AJAREF	1	6	11		140	12		ARDBFADVT	ARPAJ

QYIRPTDTL QYTRPTDT
 96/08/14 11:13:52
 Selected Fields

Query 2000 Report Details

Page 2
 QY2000

Sel	Field	Header	-----Input-----				-----Output-----			Library	File
			Position	Length	Digits	Decimals	Start	Length	Decimals		
20	AJOREF	AJOREF	7	6	11	154	12		ARDBFADVT	ARPAJ	
21	AJPREF	PHPREF	13	6	11	168	12		ARDBFADVT	ARPAJ	
30	AHAREF	AHAREF	1	6	11	182	12		ARDBFADVT	ARPAH	
31	PHPREF	PHPREF	1	6	11	196	12		ARDBFADVT	ARPPH	
32	OHOREF	OHOREF	20	6	11	210	12		ARDBFADVT	ARPOH	

Result Columns

Sel	Result Header	Column Factor 1	-----Numeric-----			-----String-----		
			Operand	Column Factor 2	Value	Start Position	Length	Append Column

***** No Selections *****

Format Options

Sel	Field	Justification	-----Numeric Flags-----							
			Leading Symbol	Separation Character	Decimal Char	Date Conversion	Total	Average	Maximum	Minimum
01	AJGLDC	LEFT								
02	OHCO	LEFT								
03	AJAPPT	LEFT								
04	AJAJRC	LEFT								
05	AJAMT	RIGHT	.			N	N	N	N	N
06	AHAPPH	RIGHT	.			Y	N	N	N	N
08	AJBATN	RIGHT	.			N	N	N	N	N
09	PHBATN	RIGHT	.			N	N	N	N	N
10	PHCKNO	LEFT								
11	PHOADC	LEFT								
12	OHARDC	LEFT								
13	OHCUNO	LEFT								
14	OHOBNO	LEFT								
19	AJAREF	RIGHT	.			N	N	N	N	N
20	AJOREF	RIGHT	.			N	N	N	N	N
21	AJPREF	RIGHT	.			N	N	N	N	N
30	AHAREF	RIGHT	.			N	N	N	N	N
31	PHPREF	RIGHT	.			N	N	N	N	N
32	OHOREF	RIGHT	.			N	N	N	N	N

Join Definitions

Sel	Field	Header	From	Sel	Field	Header	To	Join type
-----	-------	--------	------	-----	-------	--------	----	-----------

QYIRPTDTL QYTRPTDT
 96/08/14 11:13:52

Query 2000 Report Details

Join Definitions

-----From-----			-----To-----			
Sel	Field	Header	Sel	Field	Header	Join type
19	AJAREF	AJAREF	30	AHAREF	AHAREF	MATCHED
20	AJOREF	AJOREF	32	OHOREF	OHOREF	MATCHED
21	AJPREF	PHPREF	31	PHPREF	PHPREF	MATCHED

Selection Criteria

Logical	Sel	Field	Test	Criteria	Column
	06	AHAPPH	GE	01/01/1996	
AND	06	AHAPPH	LE	09/01/1996	
	03	AJAPPT	NE	CA	
	02	OHCO	EQ	*488	

Sorting & Grouping

Sort Order	Ascend	Sel	Field	Break Lines	Break Text	Print Count	First Match
03	A	03	AJAPPT	0			N
01	A	01	AJGLDC	2	Application Type	N	N
02	A	02	OHCO	0			N

***** End of Report *****

Infinium Query Cash Application Reconciliation Non-cash Applications Report

QYIREPORT	QYTOUTP	NOCASH	CASH APPLICATION RECON - NONCASH APPLICATIONS										Page 1
8/14/96	11:33:57												QY2000
GL	AR	Appl	Reaso	AJ	Appl	Sess	Chk	IDCash	AR	Cust	Obl		
Dist	Co	Type	Code	Amt	Date	#	Batch Nu	#	Dist	Dist	No	ID	
488DG	488	RC	DAMGD	650.00	06/12/1996	5659	1498	1498-3	488ID	488AR	86	I240460	
Application Type 488DG													
488ED	488	DT		10.00	03/30/1996	5762	1517	15171	488ID	488AR	TAX1	283788TX	
Application Type 488ED													
488PR	488	RC	PROMO	100.00	06/12/1996	5659	1498	1498-3	488ID	488AR	86	I240460	
			PROMO	700.00	06/12/1996	5659	1498	1498-3	488ID	488AR	86	IFEB1	
Application Type 488PR													
488TD	488	TD		1.20	03/30/1996	5762	1517	15171	488ID	488AR	TAX1	283788TX	
				0.40	03/30/1996	5762	1517	15171	488ID	488AR	TAX1	283788TX	
Application Type 488TD													

Total records selected in report. . . :					6	*****			End of Report			*****	

Infinium Query Chargeback Report Details

QYIRPTDTL	QYTRPTDT	Query 2000 Report Details						Page	1
96/08/06	10:23:36						LAJ		
Report Name	Owner ID	Report Title	Summary Only	Store Output	Last Modified Date	Last Modified Time			
=====	=====	=====	=====	=====	=====	=====			
CBREPT	LAJ	Chargeback Reports	N	N	08/06/96	10:20:01			
Selected Libraries									
Library	Description								
=====	=====								
ARDBFADVT	AR2000 Database Development Library Release 6.0								
Selected Files									
Sel	File	Description				Library			
=====	=====	=====				=====			
01	ARPCU	Customer Master File				ARDBFADVT			
P	ARPOH	AR2000 Database Development Library Release 6.0				ARDBFADVT			
Selected Fields									
Sel	Field	Header	-----Input-----		-----Output-----			Library	File
=====	=====	=====	Position	Length	Digits	Decimals	Start	Length	Decimals
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
01	OHCO	AR Co	1	5			1	5	
02	OHCUNO	Cust No	6	14			8	5	
03	CUNAME	Cust Name	69	30			15	15	
04	OHOBNO	Obl ID	44	16			32	16	
05	OHOAOH	Obl As of date	79	4	6		50	10	
06	OHAYR	Acct Year	493	3	4		62	5	
07	OHAPD	Acct Pd	497	2	2		69	4	
08	OHTOTA	Tot Obl Amt	184	7	13	2	75	9	2
09	OHRELA	Amount Relieved	397	7	13	2	86	9	2
10	OHOPNA	Amount Open	390	7	13	2	97	11	2
11	OHTRAN	Tran Type	138	3				4	
12	CUCO	AR Company	1	5				5	
13	CUCUNO	Customer Number	6	14				14	
Result Columns									
Result	Column		-----Numeric-----			-----String-----			
			Column			Start		Append	

```

Sel Header          Factor 1  Operand  Factor 2  Value      Position  Length  Column
===  =====  =====  =====  =====  =====  =====  =====

QYIRPTDTL      QYTRPTDT      Query 2000 Report Details      Page      2

96/08/06      10:23:36      LAJ
Result Columns

          Result          Column          Column          Start          Append
Sel Header          Factor 1  Operand  Factor 2  Value      Position  Length  Column
===  =====  =====  =====  =====  =====  =====  =====
***** No Selections *****
Format Options

          -----Numeric Flags-----
Sel  Field      Justification  Leading  Separation  Decimal  Date
Symbol  Character  Char      Conversion  Total  Average  Maximum  Minimum
===  =====  =====  =====  =====  =====  =====  =====
01  OHCO          LEFT
02  OHCUNO        LEFT
03  CUNAME        LEFT
04  OHOBNO        LEFT
05  OHOAOH          RIGHT      .          Y          N          N          N          N
06  OHAYR          RIGHT      .          N          N          N          N          N
07  OHAPD          RIGHT      .          N          N          N          N          N
08  OHTOTA          RIGHT      .          N          N          N          N          N
09  OHRELA          RIGHT      .          N          N          N          N          N
10  OHOPNA          RIGHT      .          N          N          N          N          N
11  OHTRAN        LEFT
12  CUCO          LEFT
13  CUCUNO        LEFT
Join Definitions
          -----From-----          -----To-----
Sel  Field      Header          Sel  Field      Header          Join type
===  =====  =====  =====  =====  =====  =====
01  OHCO          AR          12  CUCO          AR Company      MATCHED
    Co
02  OHCUNO        Cust          13  CUCUNO        Customer Number  MATCHED
    No
Selection Criteria
Logical Sel Field      Test  Criteria          Column
=====  ==  =====  ==  =====  =====
          05  OHOAOH          GE  06/30/1996
          11  OHTRAN          EQ  004
Sorting & Grouping
Sort  Ascend          Break  Break          Print  First
Order Descend  Sel  Field      Lines  Text          Count  Match
=====  =====  ==  =====  =====  =====  =====  =====
03          A          03  CUNAME          1          N
01          A          01  OHCO          1          N

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QYIRPTDTL      QYTRPTDT                      Query 2000 Report Details                      Page          3
96/08/06      10:23:36
Sorting & Grouping
Sort   Ascend
Order  Descend  Sel  Field          Break  Break          Print  First
-----  -----  ---  -----          Lines  Text          Count  Match
-----  -----  ---  -----          -----  -----          -----  -----
02          A      02  OHCUNO          1
04          A      05  OHOAOH          1
*****                               End of Report                               *****

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Infinium Query Chargeback Report

QYIREPORT	QYTOUTP	CBREPT	Chargeback Reports								Page
8/06/96	10:28:26										1
AR	Cust	Cust	Obl	Obl	Acct	Acct	Tot Obl	Amount	Amount		
Co	No	Name	ID	As of date	Year	Pd	Amt	Relieved	Open		
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	
CK1	1001	CUSTOMER	1001	NB-1577001	07/01/1996	1996	7	50000.00-	0.00	50000.00-	
				NB-1577002	07/01/1996	1996	7	*****	0.00	1500000.00	
		CUSTOMER 1001									

	1001										

CK1											
KRB	INTER	Interest charge		CB440	07/20/1996	1996	7	30.00-	30.00-	0.00	
		Interest charge									

	INTER										

KRB											
429	836	NAME836		MACTESTGLDIST	07/12/1996	1996	7	25.00	0.00	25.00	
		NAME836									

	836										

429											

Total records selected in report. . . : 4											
			*****	End of Report				*****			

Notes