



Infor Infinium FMS Accounts Receivable Guide to Processing

Volume 2

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Table of Contents

Volume 1

About This Guide	1
Chapter 1 Infinium AR: An Overview	1-1
Product Information	1-2
Application overview	1-3
Terminology and concepts.....	1-9
Chapter 2 Processing Obligations	2-1
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
Chapter 3 Processing Credit and Debit Memos	3-1
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
Chapter 4 Processing Open Obligations	4-1
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
Chapter 5 Processing Cash Receipts	5-1
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
Chapter 6 Reversing Cash Receipts	6-1
Overview	6-2
Reversing cash receipts	6-4
Tips and techniques.....	6-11
Chapter 7 Performing Check and Memo Applications	7-1
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

Chapter 8 Processing Chargebacks	8-1
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
Chapter 9 Writing off Open Obligations	9-1
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.....	9-14
Writing off an obligation without a check.....	9-16
Chapter 10 Handling Non-Accounts Receivable Cash	10-1
Overview of handling non-accounts receivable cash	10-2
Defining cash reclassification policies	10-3
Processing a non-accounts receivable check	10-6
Tips and techniques.....	10-10
Chapter 11 Processing On-account Receipts	11-1
Overview of processing on-account receipts.....	11-2
Placing cash receipts batches on account	11-4
Processing on-account cash receipts.....	11-6
Chapter 12 Reversing Applications	12-1
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

Chapter 13 Performing Period End Processing	13-1
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
Chapter 14 Walking back from Infinium GL to Infinium AR.....	14-1
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
Chapter 15 Performing Applications Using Autocash.....	15-1
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
Chapter 16 Using Foreign Currency Processing	16-1
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
Chapter 17 Identifying Customers	17-1
Overview	17-2
Identifying customers in cash receipts and application processing	17-3
Using customer query.....	17-11
Using customer quick search	17-14

Chapter 18 Reconciling Infinium AR	18-1
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

Volume 2

Chapter 19 Processing Taxes	19-1
Overview of tax processing	19-2
Implementing tax processing	19-7
Entering tax details	19-13
Adjusting taxes for writeoffs.....	19-18
Correcting a tax application failure	19-22
Chapter 20 Processing Drafts	20-1
Overview of draft processing	20-3
Using the checklist when implementing draft processing.....	20-6
Setting up Infinium AR policies and controls to process drafts	20-8
Entering accepted drafts into the system	20-22
Allocating obligations to pay by a draft.....	20-29
Adding drafts to a session	20-31
Working with unposted drafts	20-32
Proofing and posting a draft session	20-37
Working with posted drafts	20-39
Displaying obligations allocated to a draft.....	20-42
Displaying draft obligations.....	20-45
Attaching a note to a draft.....	20-46
Reversing a posted draft.....	20-48
Creating a draft remittance session manually	20-50

Creating a draft remittance session automatically	20-53
Submitting selected drafts for remittance	20-57
Working with remittance cycles	20-59
Working with remittance sessions	20-62
Creating a draft payment session.....	20-67
Working with draft payment sessions.....	20-70
Submitting draft payment session and closing obligations	20-74
Failing remitted drafts	20-77
Generating reports and listings.....	20-79
Chapter 21 Using Sequential Numbering.....	21-1
Overview of sequential numbering	21-2
Creating and working with calendars	21-5
Defining and working with a number series.....	21-9
Defining and working with each document type	21-13
Creating and working with number series assignments.....	21-17
Working with document types using Infinium AR.....	21-21
Creating and working with number series assignments in Infinium AR.....	21-23
Correcting an incorrect sequential number passed from a non-Infinium system.....	21-26
Appendix A Code Types.....	A-1
Appendix B Accounting Journal Entries.....	B-1

This chapter describes how to process taxes in the Infinium AR system.

The chapter consists of the following topics:

Topic	Page
Overview of tax processing	19-2
Implementing tax processing	19-7
Entering tax details	19-13
Adjusting taxes for writeoffs	19-18
Correcting a tax application failure	19-22

Overview of tax processing

To process taxes in Infinium AR, you must first establish controls in your tax interface system and in your Infinium AR system.

Once you establish all of the necessary controls, you can enter tax information through obligation processing.

Tax discounts

The system adjusts taxes for discounts. If the customer takes an offered discount, most tax authorities allow the company to reduce its tax liability by the amount of the tax that applies to the discount amount. You use the *Apply discount to tax?* field to specify whether the tax authority allows the tax amount to be adjusted when a discount is taken. This field is located on the tax authority controls in Infinium GT.

Note: This is only relevant if the basis for discounts includes taxes as specified on company controls on the *Discount calculation basis* field.

The system calculates adjustment amounts for each original tax detail record that adjusts tax for discounts. To do this, the system calculates the tax amount and tax basis amount of the adjustment using the following formulas:

$$\text{Tax amt.} = \frac{\text{original tax amt.}}{\text{obligation total}} \times \text{available discount amt.}$$

$$\text{Tax basis amt.} = \frac{\text{original tax basis amt.}}{\text{obligation total}} \times \text{available discount amt.}$$

The system uses the tax discount adjustment distribution code, which is retrieved from Infinium GT for the tax authority/rate code/company, at application time. The system applies cash in the *Interactive Cash Application* menu option and takes a discount if the value in the *Over/Under* field is within tolerance and if F16 is allowed, or if the autocash algorithms allow obligations to be closed by the payment and discount.

The system writes a tax adjustment history record using the tax amount and the tax basis amount. The system updates the original Obligation Tax Detail file, ARPOT, records by incrementing the tax amount previously adjusted and the tax basis amount previously adjusted by the amounts in the corresponding tax adjustment history record.

For each obligation/check combination, the system makes accounting entries as follows:

- DR On Account Cash account (from check) in the amount of the cash received
- DR Discounts Taken account (from company) in the amount of the discount allowed less the tax adjustment amounts
- DR Tax Discount Adjustment account (from tax system) in the amount of the tax adjustment
- CR AR Trade account (from obligation) in the amount of the total obligation amount

Tax adjustments for writeoff and discount reversals

If the system reverses a writeoff or discount with an application reversal, the system writes a new tax adjustment history record that reverses the previous ones. The system creates a tax history record that reverses the tax amount and the tax basis amounts previously adjusted on the Obligation Tax Detail file, ARPOT.

The system creates the normal application reversal record and reverses the previous distributions. The system updates the Customer Activity, ARPCY, and Customer Credit, ARPCC, files. The system also updates the Infinium GT system using the new reversal tax adjustment history record.

For example, an invoice is posted in Infinium AR as follows:

\$ 500.00	Sales
60.00	Tax at 12% (tax basis is \$500)
<u>20.00</u>	Tax at 4% (tax basis is \$500)
<u>\$ 580.00</u>	Gross Invoice (Obligation Total)

11.60	Allowable Discount (Available Discount Amount)
	2% of Gross Invoice

The system then writes two history detail records to your tax system:

\$ 20.00	(tax basis is \$500)
60.00	(tax basis is \$500)

The system applies a check in the amount of \$568.40 to the invoice with the customer taking the full discount:

Tax Amounts:

Tax at 12% equals $(60.00 / 580.00) \times 11.60 = \1.20

Tax at 4% equals $(20.00 / 580.00) \times 11.60 = \$.40$

Tax Basis Amount:

$(500.00 / 580.00) \times 11.60 = 10.00$

The system writes two history records to Infinium GT with amounts that adjust for the discount taken:

\$ - .40 (tax basis is \$ -10.00)
 - 1.20 (tax basis is \$ -10.00)

When the system reverses the above transaction, it writes two records to Infinium GT with entries that reverse the discount adjustment:

\$ + .40 (tax basis is \$ +10.00)
 + 1.20 (tax basis is \$ +10.00)

Tax on tax

The system creates tax authority entries on the Obligation Tax Detail screen for the tax authority (AAA in the example below). The system then calculates the tax for its linked tax authorities. You create tax authority links in Infinium GT.

Tax on tax calculation

The following table identifies three tax authorities and their tax rates, the tax authority links, the order in which the tax authority links are established, and the order in which tax on tax is calculated.

Linkage order	Tax authority	Tax rate	Linked tax authority	Calculation order
1	AAA	7 %	BBB	3
2	BBB	3 %	CCC	2
3	CCC	5 %		1

The tax basis is 100% of the invoice.

	Tax amount	Cumulative amount
Original invoice		\$ 100.00
Calculate CCC's tax = \$100.00 X 5%	\$ 5.00	105.00
Calculate BBB's tax = \$105.00* X 3%	3.15	108.00
Calculate AAA's tax = \$108.15** X 7%	7.57	115.72

*\$105.00 equals original invoice plus CCC's calculated tax amount.

**\$108.15 equals BBB's cumulative amount.

Adjusting or deleting tax on tax

You can access only the accumulating tax authority (AAA) to adjust or delete tax detail for linked tax authorities. The system then changes the tax detail of the linked tax authorities (BBB and CCC).

Note: If the tax basis amount is less than 100% of the invoice, you must manually create all of the reconciling items in your tax system.

For an explanation of the steps required to manually create this tax information, refer to the "Adjusting tax information" topic in the *Infinium GT Guide to Setup and Processing*.

Controls that impact tax processing

Before you can process taxes in Infinium AR, you must set up the tax interface system.

If you are interfacing to Infinium GT, refer to the *Infinium GT Guide to Setup and Processing* for all the required steps to set up the tax system. Infinium GT provides you with the ability to store, track and report tax detail. This system is the central repository for tax rates and tax transaction history. You can use it for sales and use taxes, Canadian Goods and Services Tax (GST) and PST and Value Added Tax (VAT).

After you set up your tax processing system, you must set up the tax controls in Infinium AR. Refer to the "Implementing tax processing" task for information about the Infinium AR tax controls you must set up.

Objectives

After you complete this chapter, you should understand how the system processes the following:

- Tax discounts
- Tax adjustments for writeoff and discount reversals
- Tax on tax

You should also be familiar with how to do the following:

- Set the controls in Infinium AR to process taxes
 - Enter tax information into the system
 - Adjust taxes for writeoffs and discount reversals
 - Correct a tax application failure
-

Implementing tax processing

Specifying the tax interface program

You must specify a tax interface program in order for tax processing to function in Infinium AR. The tax interface program passes information back and forth between your tax system and Infinium AR to perform the tax calculations.

To specify the tax interface program, perform the following steps:

- 1 From the Infinium AR main menu select *Control File Maintenance*.
- 2 Select *Maintain Entity Controls* [MEC]. The system displays the first Maintain Entity Controls screen.
- 3 Press Enter twice until the system displays the third Maintain Entity Controls screen.
- 4 Type the tax system's interface program name in the *Tax Interface Program* field. Infinium provides program ARGAIPTX, the standard interface to the Infinium GT.
- 5 Press Enter twice to update entity controls with the tax interface program information.

Specifying company-specific tax controls

To specify company-specific tax controls, 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 name of the company that you are updating.
 - 4 Press Enter. The system displays the Maintain Company Controls screen 1.
-

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

Use Tax Detail?

If you use tax detail entries, type **1** in this field. The system provides a tax detail screen during obligation processing. An entry of **1** is valid only if the *Tax Interface Program* field on entity controls is not blank. If you do not require tax detail entries, type **0** in this field.

You do not have to set the *Detail with Obligations* field to **1** to use tax detail. That is a separate issue.

Discount Calculation Basis

The following are valid values for this field.

- 0** The system bases the discount calculation only on the obligation amount.
- 1** The system bases the discount calculation on the obligation amount less freight and tax.
- 2** The system bases the discount calculation on the obligation amount less freight, tax and miscellaneous amounts.

If the value in this field is **1** or **2**, the value in the *Tax discount handling* field on the obligation must be **0** (No).

- 6 Press Enter on this and on the remaining screens to update the company with tax processing information.

Creating general ledger accounts for tax processing

If you do not use Infinium GL, skip Steps 1 through 3, sign on to your general ledger system, and continue with Step 4.

To create general ledger accounts for tax processing, perform the following steps:

- 1 Sign on to the Infinium GL system.
 - 2 From the Infinium GL main menu select *GL2000 Initial Setup*.
 - 3 Select *Create chart of accounts* [CCOA]. The system displays the Create Chart of Accounts screen.
-

- 4 Ensure that the following general ledger accounts for tax transactions exist for all companies that process taxes: Output Tax, Tax Discount Adjustments, Tax Writeoff, and Sales/Use Tax Liability.

Creating GL distribution codes for tax processing

To create GL distribution codes for tax processing, perform the following steps:

- 1 From the Infinium AR main menu select *Control File Maintenance*.
- 2 Select *Maintain GL Distribution Codes* [MGLD]. The system displays the first Maintain GL Distribution Codes screen.
- 3 Type a unique distribution code for each output tax, tax discount adjustment, tax writeoff, and sales/use tax liability account set up in the general ledger.
- 4 Press Enter. The system displays the second Maintain GL Distribution Codes screen.
- 5 Type a description and the active status of each GL distribution code.
- 6 Type the account number in the *GL Account Number* field.

Note: The system then provides appropriate values for the *Account Description*, *General Ledger Company*, and *Base Currency* fields.

- 7 Press Enter to create the GL distribution code.

Defining obligation writeoff policy tax fields

To define obligation writeoff policy tax fields, 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 the Maintain Obligation Writeoff Policies screen 1.
 - 3 Type the obligation policy that you are updating.
 - 4 Press Enter. The system displays the Maintain Obligation Writeoff Policies screen 2.
-

- 5 Use the information below to complete the two fields that are required for tax processing. The system displays these fields only if there is a value in the *Tax Interface* field on entity controls.

Adjust tax for writeoff?

If you type 1 in this field and subsequently enter a writeoff amount and policy, the system provides you with a tax writeoff detail window. The system posts a portion of the writeoff amount to the tax writeoff adjustment account.

If you type 0 in this field, the system does not adjust any part of the tax during a writeoff.

Writeoff amount inclusive of tax?

If you type 1 in this field and subsequently enter the gross writeoff amount, the system calculates the net writeoff amount. The value in this field cannot be 1 if the value in the *Adjust tax for writeoff?* field is 0.

If you type 0 in this field and if the value in the *Adjust tax for writeoff?* field is 1, the system calculates the gross amount when you subsequently enter the net writeoff amount.

For example, if the writeoff amount equals \$36.00 and the tax rate equals 20%:

	Writeoff amount inclusive of tax	Writeoff amount exclusive of tax
Gross writeoff amount	\$ 36.00	\$ 43.20
Net writeoff amount	\$ 30.00	\$ 36.00

- 6 Press Enter. The system updates the policy.

Specifying customer-specific tax controls

You can specify tax control information for the customer in general by using the *Maintain Cust. Master Controls* menu option.

You can also specify tax control information for each shipping address for the customer by using the *Maintain Customer Shipping Addresses* menu option. Press F6 from the last screen within this option and complete the fields as described below.

To specify customer-specific tax controls, perform the following steps:

- 1 From the Infinium AR main menu select *Customer/Nat'l Acct Management*.
- 2 Select *Maintain Cust. Master Controls* [MCMC]. The system displays the Maintain Customer Master Controls prompt screen.
- 3 Type the company and customer whose tax controls you are updating.
- 4 Press Enter. The system displays the first Maintain Customer Master Controls screen.
- 5 Press Enter three times until you are on the fourth Maintain Customer Master Controls screen.
- 6 Press F6 to access the fields required for tax processing. The system displays the Maintain Customer Tax Controls screen.
- 7 Complete the fields on this screen using the following information based on your Infinium GT tax controls.

Tax authority code

Specify the government department responsible for administering the tax. If you type a code value in this field, you must also type a value in the *Tax Rate Code*, *Tax exempt?*, and *Goods processed?* fields.

The system edits this field against Infinium GT or the tax system you use. The system edits this value against the code file in Infinium AR if the *Tax Interface* field on the entity is blank or if there is a tax interface value but the company is not doing tax processing.

Tax rate code

Indicate the percentage of the transaction that is due as a tax to the tax authority. This code also identifies the general ledger accounts used for recording any tax liability. If you type a code value in this field, you must also type a value in the *Tax authority code*, *Tax exempt?*, and *Goods processed?* fields. The system edits this field in the same manner as the previous field.

Note: When you select tax detail for update, the system protects the previous two fields and you cannot change the existing value.

Tax category code

This is an optional field that you can use to associate tax calculations with a specific category. You can then analyze the gross amount of the invoice into specific categories that suit your statutory and management reporting requirements. The system edits this field in the same manner as the two previous fields.

Country code

The value in this field is the country of the customer's tax registration number. If you type a value in this field, you must type the customer's tax ID number. When this field is blank, the system does not write any information to the tax extension file for European Community data.

The system edits this field against Infinium GT or the tax system you use. If the *Tax Interface* field on the entity is blank or if the value in the company *Tax Detail* field is 0 (No), the system edits this field against the code file in Infinium AR.

Tax ID #

If you type a value in the *Country Code* field, you must type the customer's tax ID number in this field.

Tax exempt?

Specify whether the customer is exempt from tax processing. If you indicate that the customer is exempt from taxes, you must type the customer's tax exemption number in the *Exemption #* field.

Exemption #

If you indicate that the customer is exempt from taxes, you must type the customer's tax exemption number in this field.

Goods processed?

Specify whether European Community, EC, states send goods to another member state for further processing. Type 0 in this field if goods are not processed. Non-EC users should type 0 in this field. Type 1 if goods are being sent for processing or type 2 if goods are being returned from processing.

- 8 Press Enter. The system creates the customer's tax information.
 - 9 Repeat Steps 7 and 8 to create more taxing authorities for this customer. Otherwise, press Enter. The system returns you to the fourth Maintain Customer Master Controls screen where you can press Enter to complete updating the customer master.
-

Entering tax details

Overview

This task explains the tax-related fields available on the various obligation entry screens used to enter tax information into Infinium AR for tax processing.

Note: Tax processing does not support chargebacks and interest charges.

Entering tax data within an obligation batch

To enter tax data within an obligation batch, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing*.
- 2 Select *Maintain Obligation Batches* [MOB]. The system displays the Obligation Entry screen 1.
- 3 Type a company to create a new batch, or select an existing batch with **5** to update it.
- 4 Press Enter. The system displays the Obligation Entry screen 2, which contains batch header information.
- 5 Specify whether the system will use tax detail for the batch of obligations by typing **1** in the *Tax detail* field.

The system displays the *Tax detail* field only if the value in the company's *Use Tax Detail* field is **1** (Yes). That value defaults into the *Tax detail* field, but you can change it to **0** (No) for the batch or you can subsequently change it on the first Obligation Entry - Header screen of a specific obligation.

Note: The system does not display this field if the obligation batch is a batch of chargebacks or interest charge obligations.

- 6 Press Enter. The system displays the Obligation Entry screen 3, which displays all obligations in the batch.
-

- 7 Select an obligation by typing **5** in its *Opt* field.
- 8 Press Enter. The system displays the Obligation Entry - Header screen 1.

Obligation header tax information

The tax system retrieves and updates tax information if the value in the *Tax lock* field is **0**. A value of **2** in this field indicates that Infinium AR retrieves tax information into obligation processing from another system. You cannot change the value in this field.

- 9 The system displays the *Tax detail* field only if the value in the batch's *Tax Detail?* field is **1** (Yes). That value defaults into this field, but you can change it to **0** (No) for specific obligations.

Note: The system does not display this field if the obligation batch is a batch of chargebacks or interest charge obligations.

- 10 Press Enter. The system displays the Obligation Entry - Header screen 2.
- 11 Press Enter. The system displays the Obligation Entry - Tax Detail screen.

Tax detail screen information

The system displays this screen only if the value in the *Use Tax Detail?* field on the company's controls is **1** (Yes), and if you have a tax interface program on entity controls, and if the value in the *Tax detail* field on the obligation header is **1** (Yes). Refer to the "Implementing tax processing" task for an explanation of these fields.

The system displays tax information on this screen when you type an amount in the *Tax* field on the first Obligation Entry - Header screen and if the system assigns the codes (established and validated in Infinium GT or your tax system) in the hierarchy of Infinium AR (customer shipping address and/or customer master). If the system finds none of the above, the fields are blank and the system displays an error status.

Note: The first time you access the tax detail screen the system automatically distributes the amounts. Press F19 on the second Obligation Entry - Header screen to update and distribute the tax detail when you access the tax detail screen a subsequent time.

- 12 To update tax distribution information, type the line number of the tax information in the *Line #* field or type **5** in the *Opt* field next to the line you are updating.
-

Note: To delete a tax distribution, type 4 in the *Opt* field next to the line you are deleting and press Enter. If the value in the *Tax lock* field is 2, you cannot delete the tax distribution.

- 13 Press Enter. The system copies the tax information for that line into the fields in the middle portion of the screen.
- 14 Complete these fields using the following information.

Tax basis amount

This is the value in the *Gross Sales Amount* field on the first Obligation Entry - Header screen. You can change it to correct errors and to enter additional tax distributions.

Tax date

This is the obligation date found on the first Obligation Entry - Header screen. You can change it 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 use this field when additional distributions are needed. If you type a code value in this field, you must also type a value in the *Tax rate code* field.

Tax rate code

This code indicates the percentage of the transaction that is due as tax to the tax authority. This code also identifies the general ledger accounts used for recording any tax liability.

You can also use this field when additional distributions are needed. If you type a code value in this field, you must also type a value in the *Tax authority code* field.

Tax category code

Use this optional field to associate tax calculations with a specific category. The system can then analyze the gross amount of the invoice into specific categories that suit your statutory and management reporting requirements. You can also use this field when you need additional distributions.

Tax amount - PC

This is the amount, or part of the amount if there is more than one line of detail, in the *Tax amount* field on the Obligation Header screen.

Tax amount - BC

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

Goods processed?

Specify whether the European Community states send goods to another member state for further processing. Type **0** in this field if goods are not processed. Non-EC users should type **0** in this field. Type **1** in this field if goods are being sent for processing or type **2** in this field if goods are being returned from processing.

Tax discount handling

Your tax system determines the value in this field. If the value is **0** (No), you cannot change it. The value in this field can only be **1** (Yes) if the obligation company includes tax in the discount calculation. If the value is **1**, you can change it to **0**.

If this field is protected and an error occurs, the system opens it so that you can type the correct value. However, if the value in the *Tax lock* field is **2**, the system does not open the field.

Note: An error occurs if the value in the *Tax lock* field is **2** and the *Tax discount handling* field is blank.

Tax rate % and GL distribution code

The tax system determines the values in these fields.

- 15 Press Enter to update the tax line.
- 16 Press F8 to continue to the Obligation Entry -Detail screen.

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

If, for a particular tax authority, the total of the *Tax basis amount* field on each tax detail line is not equal to the obligation amount exclusive of tax, the system displays the following error message in a warning message window when you exit the tax detail screen (**xxx** equals the tax authority):

The basis amount for Tax authority **xxx** is not equal to amount taxed.

The system also displays the basis amount, tax amount and variance. The system displays this window for each tax authority in error.

If a customer is exempt from tax processing and you have added tax detail, the system provides the following error message:

Tax line invalid; corresponding customer tax control record exempt from tax.

Note: The system does not perform this edit when it automatically creates tax lines for a new batch or when you press F19 from the obligation header to update or redistribute.

- 17 Press F8 to return to the second Obligation Entry screen. From that screen you can select another obligation to update or press F3 to return to the main menu.
-

Adjusting taxes for writeoffs

Overview

The system applies taxes charged to a customer to a tax liability account that is periodically settled with the tax authority. The settlement may be a cash payment or it may be a netting against the taxes paid by the company on its purchases. The system adjusts taxes for writeoffs.

If you cannot collect part or all of an invoice on which tax was charged and if you write it off, the tax authority may allow the company to reduce the corresponding amount of tax liability or to receive a refund. The allowance rules vary by tax authority and are contingent upon the reason for the writeoff (bad debt, damaged goods, price reductions, disputed price, and so forth) and the length of time that has elapsed since the transaction took place.

You specify whether the tax amount is adjusted when an obligation is written off on the *Adjust tax for writeoff?* field on the obligation writeoff policy. If you can adjust the tax amount, the system posts the appropriate portion of the writeoff amount to the tax writeoff adjustment account.

Entering the writeoff

To enter the writeoff, perform the following steps:

- 1 From the Infinium AR main menu select *Application Processing*.
 - 2 Select either *Maintain Open Obligations* [MOO], which is also in the *Obligation Processing* menu, or *Interactive Cash Application* [ICA]. The system displays the *Maintain Open Obligations screen 1* or the *Cash Application - Select Cash Batch screen 1*.
 - 3 If you selected *Maintain Open Obligations*, do the following:
 - Type a company and customer and press Enter. The system displays the *Maintain Open Obligations screen 2*.
 - Select the obligation with **7** and press Enter. The system displays the *Enter Writeoffs window*.
-

Or, you can do the following:

- Type either an obligation reference number or an obligation ID.
- Type 7 in the *Transaction Type* field and press Enter. The system displays the Enter Writeoffs window.

If you selected the *Interactive Cash Application* menu option, do the following:

- Select the cash batch with 1 and press Enter. The system displays the Cash Application - Select Cash Batch screen 2.
- Select the check with 1, Manual Application, and press Enter. The system displays the Cash Application - Select Check screen.
- Select the obligation with 1, press Enter, type 7 in the *Opt* field to select it for writeoff, and press Enter. The system displays the Enter Writeoffs window.

- 4 Type 5, Work with Tax Detail, in the *O* (option) field to update an existing tax line.

If you do not select the new writeoff line with 5 to work with tax detail, the system uses the default values.

Note: The system displays the *O* (option) field only if you specified a tax interface exit program on entity controls, if the value in the obligation's *Tax Detail* field is 1 (Yes), and if the value in the *Adjust Tax for Writeoff* field on the obligation writeoff policy is 1 (Yes).

To enter a new tax line, type the obligation writeoff policy and the amount of the writeoff.

- 5 Press Enter. The system validates your entries and provides the writeoff reason code, GL distribution code, and the obligation writeoff policy's description for new tax lines.
- 6 Press F8 to continue to the Tax Writeoff Detail window.

Tax writeoff detail window information

The system displays the Tax Writeoff Detail window if all of the following are true:

- Obligation writeoff policy specifies that you can adjust taxes for writeoffs
- Selected invoice has tax detail
- A record exists for the obligation being written off

You cannot write off more than the original tax amount or tax basis amount, less any previously written off tax or tax basis amount, for each tax detail line item.

You cannot write off more than the original tax amount, less any previously written off tax amounts, for the entire tax detail window.

The gross writeoff amount cannot exceed the open amount of the obligation.

- 7 Select the tax distribution line with **5** to update it.
- 8 You change the value in the *Tax basis amount* and *Tax category code* fields only.
- 9 Press Enter. The system recalculates the tax amount in the Tax Detail window using the stored tax rate.
- 10 Press F8 to return to the Enter Writeoffs window. The writeoff amount in this window reflects the adjustment.
- 11 Press F8 to continue and update the writeoff entries or press F12 to cancel the application.

If you are using the *Interactive Cash Application* menu option, press F16 to perform the application.

If there is no tax detail, press Enter to perform the writeoff.

The system recalculates writeoff amounts each time you update a tax detail line.

Infinium AR provides rounding in the tax detail window. The system may adjust the final tax detail line. If the calculated basis is within \$.01 (over or under) of the unrelieved basis, the system rounds the amount relieved so that it is equal to the unrelieved basis amount. When the basis amount relieved is made to equal 0 (zero), the corresponding tax amount is also made to equal 0 (zero).

The system determines the tax relieved by the writeoff as follows:

$$\frac{\text{Basis Relieved}}{\text{Original Obligation Basis}} \times \text{Original Tax Amount}$$

When applying a writeoff to an obligation, the system updates the tax detail records with relieved amounts and writes adjustment transactions to the taxation system.

If there are no errors, the system writes a tax adjustment history record to Infinium GT for each item in the tax detail subfile or each line of tax detail in the writeoff window. The system updates the original tax detail records by incrementing the tax amount previously adjusted and the tax basis amount previously adjusted by the amounts in the corresponding tax adjustment history record.

The system creates the following distribution records:

- DR Writeoff account (from writeoff policy) for the net writeoff amount
- DR GL distribution code (from the tax system) for the tax amount
- CR AR Trade account (from obligation) for gross writeoff amount

The system updates the Customer Activity and Customer Credit files. The Infinium GT History program updates the Infinium GT History files.

Correcting a tax application failure

Overview

If there is an error during the posting to taxation history, the application does not fail but the Infinium GT History program fails.

When you perform applications interactively (using the *Interactive Autocash Application*, *Maintain Open Obligations*, or *Interactive Cash Application* menu options) and when you reverse cash applications or apply on account cash, the system displays a warning window advising you of the failure.

This window displays each time you make an application in that same job (same sign-on session) even if the application being made is not in error. This remains true until you fix every error or until you sign off and sign onto the system again.

The message in the warning window states:

The Tax Adjustment Post to tax system history did not complete successfully. Tax Adjustment records will have to be entered manually. Press Help for more information.

The system advises you of the posting failure on the output of batch reports generated when you run the following: Autocash Application, Cash Receipts Autocash Application, Post Obligations Batches, and Apply Cash Reversal Batches. If the system encounters an error in a batch job, it does not accumulate and display the error records in the warning window; it prints them on the report.

The message on the report states:

The Tax Adjustment Post to tax system history did not complete successfully. Tax Adjustment records will have to be entered manually. Refer to User's Guide for more information.

Note: The system also provides the job number, obligation ID, tax date, tax amount in processing currency, and the error number in the warning window and on the report.

The reasons for failure are as follows:

41	invoice date invalid
42	tax point invalid
43	period controls not found for invoice date/tax point
44	exchange rate not found
45	exchange rate outside of requested date
46	rate type not found on tax authority
47	currency management program not found
48	exchange rate retrieved but not from requested period
49	currency management program not defined
50	country code field sent to the tax program is invalid
51	country code field sent to the tax program is inactive

Creating tax history for failed tax adjustment application

To create tax history for failed tax adjustment application, perform the following steps:

- 1 Sign on to the Infinium GT system.
- 2 From the Infinium GT main menu, select *Control Files*.
- 3 Select *Work with history* [WWH]. The system displays the Work with History screen.
- 4 Enter the history that was not sent to Infinium GT from Infinium AR. Refer to the *Infinium GT Guide to Setup and Processing* for steps to enter/adjust tax information.

Note: The Tax Adjustment History file, ARPTA, contains the information needed to create history. You should be concerned with the records that have the *Posting Error - Job Number* field, TAJOB#, set to the job number displayed on the screen or specified on the report.

- 5 When you complete creating the history, return to Infinium AR. Clear the *Posting Error - Job Number* field, TAJOB#, and the *GT History Reason Code* field, TARSN, on all of the Tax Adjustment History file, ARPTA, records affected.

Note: Seek the assistance of a systems person on your staff to accomplish this.

Notes

This chapter describes how to set up and use Infinium AR to process drafts.

The chapter consists of the following topics:

Topic	Page
Overview of draft processing	20-3
Using the checklist when implementing draft processing	20-6
Setting up Infinium AR policies and controls to process drafts	20-8
Entering accepted drafts into the system	20-22
Allocating obligations to pay by a draft	20-29
Adding drafts to a session	20-31
Working with unposted drafts	20-32
Proofing and posting a draft session	20-37
Working with posted drafts	20-39
Displaying obligations allocated to a draft	20-42
Displaying draft obligations	20-45
Attaching a note to a draft	20-46
Reversing a posted draft	20-48
Creating a draft remittance session manually	20-50
Creating a draft remittance session automatically	20-53
Submitting selected drafts for remittance	20-57
Working with remittance cycles	20-59
Working with remittance sessions	20-62

Creating a draft payment session	20-67
Working with draft payment sessions	20-70
Submitting draft payment session and closing obligations	20-74
Failing remitted drafts	20-77
Generating reports and listings	20-79

Overview of draft processing

If you are using drafts at your site, you must first establish draft controls in Infinium AR. Once these controls are in place, you can process drafts as described below.

Drafts

A draft is a negotiable document between a vendor and a customer to secure payment for goods. You draw drafts, also called Bills of Exchange, on the customer's bank. They generally accompany the goods sent to the customer. The customer signs and accepts the draft, sometimes with amendments, and promises to pay the draft obligation. The customer returns the accepted draft to the vendor for recording and submission to the bank for collection. At this point draft processing begins in Infinium AR.

Draft processing

Once you enter an accepted draft into Infinium AR, the system recognizes it as a new type of receivable. You must subsequently proof and post the draft. The system applies the posted drafts to allocated obligations and creates draft type obligations (type 007).

The vendor sends the customer's bank a report of drafts that are due for payment/collection. You then remit drafts for cashing on the due date or in advance if the funds are paid before the due date for discounting. The customer's bank transfers the funds to the vendor's bank.

The vendor's bank receives the funds and the vendor applies the funds to the draft obligations. The system closes the draft obligations and updates the customer's statistics accordingly.

Draft accounting entries

The general ledger accounting entries for draft processing are as follows:

Normal entry of obligations

DR AR Trade
 CR Sales/Revenue

Draft acceptance

Application of original obligation (application type DA)

DR Draft Offset
 CR AR Trade

Creation of draft obligation (007)

DR Drafts Receivable
 CR Draft Offset

Draft remittance

Optional entry

DR Drafts Remitted for Cash
 CR Drafts Receivable

Draft payment

Posting of draft payment

DR Cash
 CR Identified Cash

Application of draft payment to draft obligation

Application type DP

DR Identified Cash
 CR Drafts Remitted for Cash
 or
 CR Drafts Receivable

Draft processing controls

Before you can process drafts, you must set up certain controls and fields on the system. Refer to the “Using the checklist when implementing draft processing” task for detailed information.

Objectives

After you complete this chapter, you should understand draft processing in Infinium AR, including the draft accounting entries that the system makes.

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

- Set up Infinium AR controls for draft processing
 - Enter accepted drafts into Infinium AR
 - Work with draft sessions, including proofing and posting
 - Display draft obligations
 - Attach a note to a draft
 - Reverse a draft
 - Create a draft remittance session
 - Work with remittance cycles and sessions
 - Create and work with draft payment sessions
 - Fail remitted drafts
 - Generate draft reports
-

Using the checklist when implementing draft processing

Implementing draft processing

To implement draft processing, perform the tasks below.

- Determine if the following general ledger accounts exist:
 - Drafts Receivable
 - Drafts Offset, an internal clearing account)
 - Drafts Remitted for Cash
 - Drafts Receivable

If they do not exist, create them.

Refer to the “Verifying that draft processing General Ledger accounts exist” topic in the “Setting up Infinium AR policies and controls to process drafts” task for more information.

- Create GL distribution codes for the above general ledger accounts.

Refer to the “Creating GL distribution codes for draft processing” topic in the “Setting up Infinium AR policies and controls to process drafts” task for more information.

- Create draft policies.

Refer to the “Creating and working with draft policies” topic in the “Setting up Infinium AR policies and controls to process drafts” task for more information.

- Create draft types.

Refer to the “Creating and working with draft types” topic in the “Setting up Infinium AR policies and controls to process drafts” task for more information.

You can optionally specify a default draft type at the company level.

- Specify on the entity controls whether or not you require manual totals for draft remittance.
-

Refer to the “Specifying draft entity controls” topic in the “Setting up Infinium AR policies and controls to process drafts” task for more information.

- Specify the starting numbers for the following draft fields if you do not want them to begin with 1:

- *Draft Creation Session Number*
- *Draft Reference Number*
- *Draft Bank Remittance Session Number*
- *Draft Payment Session Number*

Refer to the “Working with entity control numbers” topic in the “Setting up Infinium AR policies and controls to process drafts” task for more information.

- Specify a company level default draft type (optional).

Refer to the “Specifying company level default draft type” topic in the “Setting up Infinium AR policies and controls to process drafts” task for more information.

- Define bank ID codes and optionally provide for their validation.

Refer to the “Providing validation of a bank account” topic in the “Setting up Infinium AR policies and controls to process drafts” task for more information.

Assign bank ID codes to the banks you use in draft processing.
Refer to the “Creating Bank Accounts” topic in the “Setting up Infinium AR Policies and Controls to Process Drafts” task for more information.

- Exempt chargebacks from draft allocations if necessary.

Refer to the “Exempting chargebacks from draft allocations” topic in the “Setting up Infinium AR policies and controls to process drafts” task for more information.

- Define customer draft controls (optional).

Refer to the “Defining customer draft controls (optional)” topic in the “Setting up Infinium AR policies and controls to process drafts” task for more information.

- Exempt customers from draft processing if necessary.

Refer to the “Exempting a customer from draft processing” topic in the “Setting up Infinium AR policies and controls to process drafts” task for more information.

Setting up Infinium AR policies and controls to process drafts

Overview

Use this task to set up the required controls for draft processing implementation. The controls in this task are in an order that simplifies the task at hand. You are not, however, required to complete the controls in this order.

Note: If you do not use drafts, you do not need to update any fields or change any controls. You can exempt all customers from draft processing using the *Mass Change Customer Controls* menu option, but even this is not necessary.

Verifying that draft processing general ledger accounts exist

To ensure that the appropriate general ledger accounts exist, perform the following steps if you use Infinium GL:

- 1 From the Infinium AR main menu select *Control File Maintenance*.
 - 1 Select *Maintain GL Distribution Codes* [MGLD]. The system displays the first screen.
 - 2 Type the name of any GL distribution code.
 - 3 Press Enter. The system displays the second screen.
 - 4 Press F4 on the *GL Account Number* field. The system displays the Infinium GL account locate screen.
 - 5 Search for the following accounts:
 - Drafts Receivable
 - Drafts Offset
 - Drafts Remitted for Cash
-

Note: You can use only one account for these, although Infinium does not recommend it.

If you do not use Infinium GL, determine if these draft accounts exist by looking directly at your general ledger system. If the accounts do not exist, follow the procedure established at your site for creating new accounts.

Note: You can refer to the Infinium GL documentation and to the help text for more information.

Creating GL distribution codes for draft processing

To create GL distribution codes, perform the following steps:

- 1 From the Infinium AR main menu select *Control File Maintenance*.
- 2 Select *Maintain GL Distribution Codes* [MGLD]. The system displays the first screen.
- 3 Type a unique distribution code for each draft account set up in the general ledger (Drafts Receivable, Drafts Offset, and Drafts Remitted for Cash).

If you are using the same general ledger account for all three, create only one GL distribution code.

- 4 Press Enter. The system displays the second screen.
- 5 Type the account number in the *GL Account Number* field.

The system provides appropriate values for the *Account Description*, *General Ledger Company*, *Base Currency*, and *Denominated Currency* fields.

- 6 Press Enter to create the distribution code.

Creating and working with draft policies

To create and work with draft polices, perform the following steps:

- 1 From the Infinium AR main menu select *Policy File Maintenance*.
 - 2 Select *Maintain Draft Policies* [MDP]. The system displays the prompt screen.
-

- 3 Create a new policy by typing a unique value in the *Draft Policy* field. Update an existing policy by typing the policy name or pressing F4 to display and select from a list of valid policies.

Note: If the value you type does not fill the field, press Field Exit to continue to the first maintenance screen. The system displays the first maintenance screen automatically when the value you enter fills the field.

Screen information

You must specify the following information on the first maintenance screen:

- Description of the draft policy
- Active status of the draft policy
- Draft policy's base currency
- Obligation ID control

You can specify a minimum amount for which the system will create a draft and also a payment terms policy for the drafts using this policy.

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

Obligation ID control

You must specify what determines the obligation ID of the obligation created when the system accepts a draft. You can specify the draft ID (1) or the obligation ID last used number (2).

Note: If you specify 2 in this field, you must also type a value in the *Obligation ID last used number* field.

Obligation appendage and Appendage prefix/suffix

You can define an appendage, for example, *OB*. The system uses this with the draft obligation ID specified in the previous field. If you type a value in the *Obligation appendage* field, you must use the *Appendage prefix/suffix* field to specify where the system inserts that appendage.

Obligation ID last used number

If you specified that the system identifies the draft being created by the last used obligation ID number, you must type a beginning value in this field.

The system subsequently increments this number by 1 each time it creates a draft obligation for this policy. In addition, if you specified that the system adds an appendage, the system combines it with that appendage.

- 5 Press Enter. The system displays the second maintenance screen.
- 6 Complete the fields on this screen using the following information. You must specify the GL distribution codes required for draft processing.

Receipt number control

You must specify what number determines the number of the receipt created when a draft obligation using this draft policy is paid. You can specify that the system uses the draft ID (1) or the last used receipt number (2).

If you specify 2 in this field, you must also specify a value in the *Receipt number last used number* field.

Receipt appendage, Appendage prefix/suffix

You can define an appendage, for example, *DR*. The system uses it with the draft receipt number specified in the previous field. If you type a value in the *Receipt appendage* field, you must use the *Appendage prefix/suffix* field to specify where the system inserts that appendage.

Receipt number last used number

If you specified that the system identifies draft receipts by the last used receipt number, you must type a beginning value in this field.

The system subsequently increments this number by 1 each time a draft created by this policy is paid. In addition, if you specified that the system adds an appendage, the system combines it with that appendage.

- 7 Press Enter. The system creates or updates the draft policy.
- 8 Continue to create or update draft policies or press F3 to return to the main menu.

Note: You can update all fields. If, however, you change the value in the *Base Currency* field, you must press F21 to override the subsequent message. If you change the currency of an existing policy, there may be undesirable ramifications if history exists.

You cannot delete draft policies. If you are no longer going to use a draft policy, change the active status to 0.

Creating and working with draft types

Overview

Draft types work in conjunction with draft policies to control the life cycle of a draft. They are of special importance in remittance cycle processing because a remittance cycle defines the parameters for the creation of a remittance session based on draft type, company and currency.

Creating and working with draft types

To create and work with draft types, perform the following steps:

- 1 From the Infinium AR main menu select *Control File Maintenance*.
- 2 Select *Maintain Draft Type Controls* [MDTC]. The system displays the prompt screen.
- 3 Create a new draft type as follows:
 - a Type a unique value in the *Draft Type* field. If the value you type does not fill the field, press Field Exit.
 - b Type the company code in the *Company* field. The status of draft types is "accepted."

Note: You can also copy the controls of an existing draft type to create a new draft type.

Update an existing draft type as follows:

- a Type the name of the draft type in the *Draft Type* field. If the value you type does not fill the field, press Field Exit.
 - b Type the company code in the *Company* field.
- 4 Press Enter. The system displays the Maintain Draft Type Controls screen.

Screen information

You must type up to thirty characters that describe the draft type and to specify the active status of the draft type. Complete the optional fields as needed.

You can update all fields on this screen for an existing draft type.

Press F22 to delete the draft type.

Note: If history exists for the draft type, make the draft type inactive rather than delete it.

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

Draft policy

You can specify the default draft policy the system uses with drafts of this type.

Create GL entry?

Specify whether the system makes an accounting entry when drafts are remitted using a remittance session. You can override this value at the session level.

Default remit to bank lockbox

You can type a default lockbox that the system uses when you create remittance sessions.

- 6 Press Enter. The system creates or updates the draft type.
- 7 Continue to create or update system default draft types or press F3 to return to the main menu.

Specifying draft entity controls

To specify draft entity controls, perform the following steps:

- 1 From the Infinium AR main menu select *Control File Maintenance*.
 - 2 Select *Maintain Entity Controls [MEC]*. The system displays the first screen.
 - 3 Specify 1 (Yes) in the optional *Manual Totals Required - Draft Remittance* field to specify that users must enter manual draft counts and amount totals
-

in the *Work with Draft Remit Session* menu option in the *Draft Processing* menu. If you type **0** (No) in this field, users can optionally enter these totals.

- 4 Press Enter through the remaining entity screens. The system updates entity controls.

Working with entity control numbers

To work with entity control numbers, perform the following steps:

- 1 From the Infinium AR main menu select *Control File Maintenance*.
- 2 Select *Maintain Entity Control Nbrs* [MECN]. The system displays the Maintain Entity Control Numbers screen.
- 3 Adjust the following draft processing numbers according to the needs at your site or in the event of a system failure:
 - *Draft Creation Session Number*
 - *Draft Reference Number*
 - *Draft Bank Remittance Session Number*
 - *Draft Payment Session Number*

Initially, the system sets these numbers to **0**. The system then increments them by 1 each time you create the following: a draft session, a draft, a draft bank remittance session, and a draft payment session.

- 4 Press Enter. The system updates the entity control numbers.

Specifying company level default draft type

To specify a company level default draft type, 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 prompt screen.
 - 3 Type the company to update.
 - 4 Press Enter twice. The system displays the Maintain Company Controls screen 2.
-

- 5 Type the draft type in the optional *Draft Type* field that the system uses as a default when creating draft sessions for a specific company.
- 6 Press Enter twice. The system saves your changes to the company.

Providing validation of a bank account

To provide validation of a bank account, perform the following steps:

- 1 From the Infinium AR main menu select *Control File Maintenance*.
- 2 Select *Maintain Codes [MC]*. The system displays the first screen.
- 3 Complete the fields on this screen using the following information.

Company

Leave the *Company* field blank.

Code Type

Type **BID** (Bank Identification Code) in the *Code Type* field.

Code

Type the bank ID code name in the *Code* field.

- 4 Press Enter. The system displays the second screen.
- 5 Complete the fields on this screen using the following information.

Description

You must type up to thirty characters to identify the customer's bank name.

Active?

The default value of the *Active?* field is 1 (Yes), which you can change to 0 (No) if necessary.

Exit Program

Type the name of the program that the system calls when you define a bank account in Infinium AR. This program validates the format of the bank account number. This program must exist on your system. Infinium provides program ARGBAVLD to validate and format French bank accounts.

- 6 Press Enter to create the bank ID.
- 7 Continue to enter bank identification code values and their validation exit programs or press F3 to return to the main menu.

Creating bank accounts

To create a bank account, perform the following steps:

- 1 From the Infinium AR main menu select *Customer/Nat'l Acct Management*.
- 2 Select *Maintain Cust Bank Accounts* [MCBA]. The system displays the first screen.
- 3 Specify one of the following to create a bank account:
 - Bank number and bank account number

To create a French bank account to be edited by program ARGBAVLD, you must type the 10 characters in the *Bank Number* field and type two blank spaces to fill the field or press Tab. You must type the 13 characters in the *Bank Account Number* field and type seven blank spaces to fill the field or press Tab. Do not press Field Exit because the validation program expects the significant characters to be left justified.

When you press Enter, the system displays a window for you to type the optional bank ID code.

If you type a bank ID code and if that code has a validation program assigned to it, the system validates the bank number and account number before it displays the maintenance screen.

This window displays whenever you define a new bank account. This is the only time the system validates the format of the bank number and account number.

- Company and customer number
- National account

If you type a company and customer or a national account and press Enter, the system displays a screen from which you can select an existing bank account with **2**, change, or create a new one.

To create a new bank account, type the bank and bank account number and press F6.

Note: You can also update an existing bank account by pressing F17. Select the appropriate bank account with 1 and press Enter.

- 4 Press Enter. The system displays the Maintain Customer Bank Accounts screen.

Screen information

All fields on this screen are optional except for the *Active?* field.

If you are updating a bank account, you can update all fields except for the *Bank/Bank account number* field.

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

Bank identification code

Type the bank's ID code. This field identifies the type of bank account number, which the system validates if a validation program is on the bank ID code value. Refer to the "Providing validation of a bank account" topic for more information.

S.W.I.F.T. identifier

Type the Society for Worldwide Interbank Financial Telecommunications ID in this field. This field identifies the ID of the bank used in international money transfers.

LCR identifier

Type the letters of credit ID in this field. This field identifies the ID of the bank account/customer used for LCR drafts in France.

- 6 Press Enter to create the bank account.
- 7 Continue to define bank accounts or press F3 to return to the main menu.

Exempting chargebacks from draft allocations

To exempt chargebacks from draft allocations, perform the following steps:

- 1 From the Infinium AR main menu select *Policy File Maintenance*.
 - 2 Select *Maintain Chargeback Policies* [MCBP]. The system displays the first screen.
-

- 3 Type the chargeback policy you are updating.
- 4 Press Enter. The system displays the second screen.
- 5 Use the exemption field, *Draft Allocations*, to specify whether or not the system should exempt a chargeback generated using the chargeback policy from draft allocations.

Type **1** (Yes) if chargebacks generated using this chargeback policy are exempt from draft allocations; otherwise, type **0** (No) in this field.

If you leave this field blank, the system derives the exemption value from the obligation being charged back.

- 6 Press Enter. The system updates the policy.
- 7 Continue to update the *Draft Allocations* field on chargeback policies or press F3 to return to the main menu.

Defining customer draft controls (optional)

To define customer draft controls, perform the following steps:

- 1 From the Infinium AR main menu select *Customer/Nat'l Acct Management*.
- 2 Select *Maintain Cust Master Controls* [MCMC]. The system displays the prompt screen.
- 3 Type the company and customer number.
- 4 Press Enter four times until the system displays the Maintain Customer Master Controls screen 4.
- 5 Type **0** (No) in the *Exempt From Drafts?* field to include the customer in draft processing.
- 6 Press F7 to define the customer's optional draft controls. The system displays the Maintain Customer Draft Controls screen.

Screen information

You use this screen to define the controls that identify the different draft types that the system can create for a customer and the default controls for each draft type that the system can use when creating drafts for this customer. From this screen you can also update and delete draft controls.

To update a draft control, select it with **2** from the subfile and press Enter. You can update all fields except the *Draft type* field. Press Enter to have the system save your changes.

To delete a draft control, select it with **4** from the subfile and press Enter. The system deletes the draft control.

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

Draft type

Draft types established at the customer level provide default information during draft processing. The draft type you type in this field must be valid. If the draft type contains a draft policy, the base currency of that policy and the base currency of the customer's company must be the same.

Note: You create draft types using the *Maintain Draft Type Controls* menu option as described in the "Creating and working with draft types" topic.

Draft policy

If you type a draft policy in this field, it overrides the draft policy specified on the draft type controls. The draft policy must be valid and its base currency and the base currency of the customer's company must be the same.

Address ID

Use this optional field to enter the customer's address to send drafts or from which to receive drafts. If the customer's address does not exist, press F14 to access the *Maintain Customer Shipping Address* menu option and create a new address.

Bank, Bank account

You must type the customer's bank and bank account from which funds are drawn for the draft. If the customer's bank and bank account do not exist, press F10 to access the *Maintain Customer Bank Accounts* menu option and create a new bank and bank account.

- 8 Press Enter to create the customer draft controls. The system displays the information that you entered in the subfile.
 - 9 Press F3 or F12 to return to the fourth screen of the customer's master controls.
 - 10 Press Enter to return to the prompt screen.
 - 11 Update the customer draft controls of another customer or press F3 to return to the main menu.
-

Exempting a customer from draft processing

You can exempt customers from draft processing using either the *Maintain Cust Master Controls* or *Mass Change Customer Controls* menu option.

Exempting customers using *Maintain Cust Master Controls*

To exempt a customer or customers from draft processing, perform the following steps:

- 1 From the Infinium AR main menu select *Customer/Nat'l Acct Management*.
- 2 Select *Maintain Cust Master Controls* [MCMC]. The system displays the prompt screen.
- 3 Specify the customer who is exempt from draft processing.
- 4 Press Enter four times until the system displays the Maintain Customer Master Controls screen 4.
- 5 Exempt the customer from draft processing by typing 1 (Yes) in the *Exempt from Drafts?* field.

Note: If the customer is exempt from draft processing, the customer's obligations still have a default value of 0 (No) and the customer is not exempt from draft allocations. You subsequently can exempt any obligation from draft processing regardless of the customer's default exemption status.

- 6 Press Enter. The system updates the customer master.
- 7 Continue to exempt other customers from draft processing or return to the main menu by pressing F3.

Exempting customers using *Mass Change Customer Controls*

To exempt a customer or customers from draft processing, perform the following steps:

- 1 From the Infinium AR main menu select *Customer/Nat'l Acct Management*.
 - 2 Select *Mass Change Customer Controls* [MCCU]. The system displays the first screen.
 - 3 Exempt a specific customer, all customers in a company, or all customers in all companies from draft processing. To specify which customers the system includes in the mass change, you can either:
-

- Type **S** in the *Selection* field adjacent to the appropriate field (*Company*, *Customer Number*) and then specify a selection criteria value in the *Criteria* field to associate with it. The system includes all values equal to the value associated with **S** in the selection of customers for the mass change.
 - Type **O** in the *Selection* field to select for omission all values associated with a field (*Company*, *Customer Number*) other than the value subsequently specified in the *Criteria* field. The system omits all values equal to the value associated with **O** from the selection of customers for the mass change.
- 4 Exempt a customer from draft processing by typing **S** in the *Change to* field and typing 1 (Yes) in the *Criteria* field next to the *Exempt from Draft Processing?* field.
 - 5 Press Enter through the remaining screens and then press Enter to submit the mass change for execution. The system updates the individual customer master records of each customer included in the mass change.

Note: The system provides a report that lists all the changes made to the customers you specify.

Entering accepted drafts into the system

Overview

The billing system issues drafts to customers. When the customer agrees to the terms of the draft and signs the draft request, the system then considers the draft to be an accepted draft. You must manually enter accepted drafts into Infinium AR and then proof and post the drafts.

Entering accepted drafts into a draft session

To enter accepted drafts into a draft session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Sessions* [WWDS]. The system displays the prompt screen.
- 3 Type the company to which the draft will be paid.
- 4 Press Enter. The system displays the Maintain Draft Session screen.

System provided field values

The *Draft status* value is “accepted.”

The system generates the value in the *Creation session* field.

The system provides the value in the *Base currency* field based on the company’s controls. You can change the value in this field if it is in error.

The system subsequently displays the values in the *Created by*, *(Created) on*, and *(Created) at* fields. It also subsequently maintains and displays the values in the *Last update by*, *(Last updated) on*, and *(Last updated) at* fields.

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

Draft Type

The system displays a value in this field if there is a company level default draft type. You can change the value in this field only when you are creating the session. Once the session exists, you cannot change the value in this field. This is a required field and, therefore, you must type a value if it is blank.

Processing currency

If you are not using foreign currency processing, the processing currency is the same as the base currency.

If you are using foreign currency processing, you must type the actual currency of the drafts in this session. Once you enter drafts into this session, you cannot change the value in this field. You must delete all drafts in the session before you can change the processing currency.

Session reference, Session description

Use these optional fields to facilitate subsequent identification and selection of the draft session. You can type up to ten characters in the *Session reference* field and up to thirty characters in the *Session description* field.

Accounting period, Accounting year

The system displays the current period and year in these fields based on the company's controls. You can change these if necessary. The system subsequently defaults these values to the drafts within the session where you can also change them if necessary.

Default date

You must type a value in this field. The system uses this date as the default accepted and issued date for each draft in the session. The system uses this date as the default for drafts within the session where you can change it if necessary.

Manual Draft Count, Manual Draft Amount

Optionally, you can type the total expected number and the total expected amount of the drafts that you will enter in this session.

Note: If a variance exists between the external count and amount control totals and the system count and amount control totals, the system displays an error count in the *Error Count* field. In addition, it displays the count and amount variances in the *Draft Count Variance* and *Draft Amount Variance* fields.

6 Press Enter. The system displays the Work with Drafts screen.

Note: You can view/adjust session totals by pressing F21.

7 Type the customer or national account whose drafts you are entering.

8 Press Enter.

When you enter drafts for a customer, the system ensures that this customer is not exempt from draft processing and it ensures that the draft type is valid for the customer.

When you enter drafts for a national account, the system ensures that the default customer of the national account is not exempt from draft processing. This customer owns the draft. The system also ensures that the draft type is valid for the default company. If you are entering drafts for a national account, the national account default customer's company must be the same as the company that owns the draft session.

The system displays the Draft Entry - Header Maintenance screen.

Screen information

You can press F9 to toggle amounts from processing currency to base currency. Press Enter to return to the processing currency display.

The system generates the value in the *Draft reference #* field and you cannot change it.

The value displayed in the *Customer* field is the bill to customer or, in the case of a national account, it is the default customer.

If you are using foreign currency processing, the system imputes and assigns the exchange rate and rate per values.

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

Draft ID, Draft description

You must type a draft ID, and optionally you can type a description. The information in these fields will subsequently facilitate identification and selection of drafts.

Draft policy

The system determines if a draft policy exists for the customer, or the default customer of a national account, on that customer's draft controls. If there is a draft policy associated with a customer-specific draft type, the system

displays it. If there is no policy associated with the customer, the system uses the policy associated with that company's draft type. If neither the company nor the customer draft type has an associated draft policy, this field is blank.

You can change the value in this field, but subsequently you must manually change the values in the *GL Distribution Code* fields. The system does not automatically update these for you.

If this field is blank, you must enter a valid policy.

Issue date, Accepted date

The system obtains the values in these fields from the *Default date* field on the Maintain Draft Session screen. You can change all of these values. The accepted date is required and it cannot be earlier than the issue date.

Payment terms, Due date

If you do not type a value in the *Due date* field, the system uses the payment terms policy on the draft policy, if one was specified, as the default value for this field. If a payment policy does not exist on the draft policy, you must type a payment terms policy in this field. Then, if you type a value in the *Payment terms policy* field, the system determines the due date based on this policy.

Accounting period, Accounting year

The system obtains the values in these fields from the *Accounting period* and *Accounting year* fields on the Maintain Draft Session screen. You can change these values if necessary.

Customer address ID

The system obtains the value in this field from the customer's draft controls if there is one at that level. This is the address ID of the bill to customer and you can change it if necessary. If this field is blank, optionally you can type a customer address ID in this field.

Bank number, Bank account number

The system obtains the value in these fields from the customer's draft controls. If draft controls do not exist for the customer, the system obtains the first active bank account owned by this customer. You can change them if necessary. If the customer has no draft controls and no active bank accounts, the field is blank.

Note: You can use a valid, active bank account belonging to another customer. However, if you do, the system displays a warning message to that effect. This does not prevent the draft from passing the proof, but the system prints a warning message on the proof report.

Assigned rate/rate per

The system displays these fields only if you are using foreign currency processing. If you have not allocated obligations to this draft, these fields are blank. If you have allocated obligations to this draft, the system assigns an exchange rate based on the total allocations in base currency versus the total allocations in processing currency and it assigns a rate per to 1.

GL Distribution Codes (Drafts receivable, Drafts offset, and Remitted for cash)

The system obtains the values in these fields from the draft policy. You can change them if necessary. If you change the value in the *Draft policy* field, however, the system does not update these fields. You must manually make any necessary changes to these required fields.

Draft amount

Type the amount of the draft. When you subsequently allocate obligations, the sum of the allocated obligations must equal the draft amount. The amount you type in this field is in processing currency. You can subsequently view amounts in base currency by pressing F9.

- 10 Enter user-defined draft information by pressing F7. You define user fields in the *Maintain Entity User Fields* menu option. The system provides you with four alphanumeric, two numeric and two date fields for user-specific information. They are required and edited only if defined as such on the entity controls. If the user fields are required, the system displays the user field window when you press Enter on the Draft Entry - Header Maintenance screen.

Note: The system does not use this information in draft processing. User fields are for informational purposes only.

- 11 Enter third party information by pressing F8. If your customer is paying an obligation with a draft that is payable to him or her from a third party, you can identify the name, address, bank number, bank account, and bank type of this third party.

Note: The system does not use this information in draft processing. Third party information is for informational purposes only.

- 12 Press F15, Save & Allocate, to allocate the obligations that the draft will close. If you pressed Enter before pressing F15, the system displays a windowed screen that states:

WARNING - Allocated amount does not equal draft amount. Press Enter to save draft "In Error" or press F15 to save and allocate.

After you press F15, the system displays the Draft Allocations - Select Obligation screen.

Screen information

Determine which obligation or obligations you are allocating to the draft. The subfile on the bottom of the screen displays the obligations available. This subfile does not display allocated invoices. The subfile on the top of the screen displays the obligations allocated to this draft.

Note: When specifying allocated obligations to be closed by a national account draft, you can allocate obligations belonging to any customer not exempt from the draft assigned to the national account.

Use the *Locate* fields to facilitate the selection process. You can locate an obligation based on one, some or all of the locate fields.

If you press F6, the subfile display of obligations expands and you can also view additional obligation information.

- 13 Fully allocate an obligation to the draft by selecting it with **1**, Allocate, and pressing Enter. The system moves the allocated obligation to the top subfile and provides a message stating that it has allocated the obligation to the draft.

You can also partially allocate an obligation by selecting it with **3**, Partial Allocation, and pressing Enter. The system displays the Enter Partial Draft Allocation window that provides the obligation ID and the available amount of the obligation. Type the amount of the obligation you are allocating to the draft and press Enter. The system displays the partially allocated obligation amount in the top subfile.

- 14 Allocate additional obligations that the draft will close until the obligation amount equals the draft amount. Use the *Required to balance* field to determine this.

Note: If you incorrectly allocate an obligation, select it with **9**, Deallocate, and press Enter. The system “deallocates” the obligation and provides a message stating that the obligation is deallocated from the draft.

- 15 Press F8 to return to the Work with Drafts screen.

or

Press F12 to return to the Draft Header screen. Then press Enter to create the draft and return to the Work with Drafts screen. From there you can

create additional drafts or press F12 to return to the Work with Draft Sessions screen.

Allocating obligations to pay by a draft

Overview

This section explains how to specify obligations that you want closed by a draft. The system performs an application to relieve these allocated obligations at the time you post the accepted draft. This, in turn, creates a new obligation (draft type 007). The system subsequently closes these 007 obligations when it receives draft payment.

Allocating obligations to be paid by a draft

To allocate obligations to be paid by a draft, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Sessions* [WWDS]. The system displays the first screen.
- 3 Allocate obligations to be paid by the draft by selecting the draft session with **5**, *Work with Drafts*.
- 4 Press Enter. The system displays the *Work with Drafts* screen.
- 5 Select a draft with **15** to allocate the obligations that the draft will pay.
- 6 Press Enter. The system displays the *Draft Allocations - Select Obligations* screen.
- 7 Fully allocate an obligation to the draft by selecting it with **1**, *Allocate*, and pressing Enter. The system moves the allocated obligation to the top subfile and provides a message stating that it has allocated the obligation to the draft.

Partially allocate an obligation by selecting it with **3**, *Partial Allocation*, and pressing Enter. The system displays the *Enter Partial Draft Allocation* window that provides the obligation ID and the available amount of the obligation. Type the amount of the obligation you are allocating to the draft and press

Enter. The system displays the partially allocated obligation amount in the top subfile.

- 8 Continue to allocate obligations that the draft will close until the obligation amount equals the draft amount. Use the *Required to balance* field to determine this.

Note: If you incorrectly allocate an obligation, select it with **9**, Deallocate, and press Enter. The system “deallocates” the obligation and provides a message stating that the obligation is deallocated from the draft.

- 9 Press F8 to return to the Work with Drafts subfile, or press F3 to return to the main menu.

Note: Once you enter a session of drafts into the system, you can add additional drafts to the session. Refer to the “Adding drafts to a session” task for more information.

Adding drafts to a session

Adding drafts to a session

To add drafts to a session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Sessions* [WWDS]. The system displays the first screen.
- 3 Select the draft session with **5**, *Work with Drafts*.
- 4 Press Enter. The system displays the *Work with Drafts* screen.
- 5 Type the customer or national account whose draft you are entering.
- 6 Press Enter. The system then displays the *Draft Entry - Header Maintenance* screen.

Note: The system ensures that this customer is not exempt from draft processing and ensures that the draft type is valid for the customer. In the case of national accounts, the system ensures that the national account's default customer is not exempt from draft processing. It also ensures that the draft type is valid for the national account's default customer.

- 7 Complete this screen.

Refer to the "Entering accepted drafts into a draft session" topic in the "Entering accepted drafts into the system" task for information on how to complete this screen.

Working with unposted drafts

Overview

Unposted drafts are drafts in a session that you have not posted. Once you enter a session of drafts into the system, you can display, update, and delete draft sessions and individual drafts.

Displaying a draft session and its unposted drafts

Display draft session

To display a draft session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Sessions* [WWDS]. The system displays the Work with Draft Sessions screen.
- 3 Type **8**, Display, in the *Option* field next to a draft session to display it.
- 4 Press Enter. The system displays the Display Draft Creation Session screen.
- 5 View the session information and then press Enter. The system returns you to the Work with Draft Sessions screen.

Display draft information

To display draft information, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
 - 2 Select *Work with Draft Sessions* [WWDS]. The system displays the Work with Draft Sessions screen.
 - 3 Type **5**, Work with, in the *Option* field next to a draft session to display its drafts.
-

- 4 Press Enter. The system displays the Work with Drafts screen.
- 5 Select the draft or drafts with 8.
- 6 Press Enter. The system displays the Display Draft Header screen.
- 7 View the draft information. Press F7 to view user field information. Press F8 to view third party information.
- 8 Press Enter to return to the Work with Drafts screen.

Updating a draft session

To update a draft session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Sessions* [WWDS]. The system displays the Work with Draft Sessions screen.
- 3 Select a draft session to work with by typing 2, Change, in the *Option* field.

Note: Use the *Locate* fields to facilitate your search and selection of the draft session you are going to update.

- 4 Press Enter. The system displays the Maintain Draft Session screen.
- 5 You can update all the fields on this screen except for the display at the top of the screen.

Note: If you press F3 to exit after making your changes, the system displays the Exit Options window. You can either continue to exit or resume working on the Maintain Draft Session screen. If you press F12 after making your changes, the system displays a Cancel Request Confirmation window that warns:

Changes will be disregarded. Press the Cancel function key again to confirm the request.

- 6 Press Enter after you make all the necessary changes to return to the Work with Draft Sessions screen.
-

Updating a draft in a session

To update a draft in a session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Sessions* [WWDS]. The system displays the Work with Draft Sessions screen.
- 3 Type **5**, Work with drafts, in the *Option* field next to a draft session that contains the draft you are updating.

Note: Use the *Locate* fields to facilitate your search and selection of the draft session you are updating.

- 4 Press Enter. The system displays the Work with Drafts screen.
- 5 Select a draft with **2**, Change, to update it.

Note: Use the *Locate* fields to facilitate your search and selection of the draft you are going to update.

- 6 Press Enter. The system displays the Draft Entry - Header Maintenance screen.
- 7 Update the draft information as needed. You can press F7 to update user-defined draft data. You can press F8 to update third party information.
- 8 Press Enter. The system updates the draft and returns you to the Work with Drafts screen.
- 9 Continue to update drafts in the session or press F3 to return to the main menu, or press F12 to return to the Work with Draft Sessions screen.

Deleting a draft session

To delete a draft session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
 - 2 Select *Work with Draft Sessions* [WWDS]. The system displays the Work with Draft Sessions screen.
 - 3 Type **4**, Delete, in the *Option* field next to a draft session to delete it.
-

- 4 Press Enter. The system displays a confirmation screen.
- 5 Press Enter to confirm the deletion or press F12 to cancel the deletion and return to the previous screen.

When you delete a session, the system does the following:

- Deletes the draft session header and all drafts in the session
- Deletes third party information
- Deletes all notes attached to drafts and all draft allocated obligation records for each draft
- Updates the draft allocated amount on the obligation header of all obligations allocated to all the drafts in the session

Deleting a draft in a session

To delete a draft in a session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Sessions* [WWDS]. The system displays the Work with Draft Sessions screen.
- 3 Type 5, Work with drafts, in the *Option* field next to a draft session that contains the draft you are deleting.

Note: Use the *Locate* fields to facilitate your search and selection of the draft session you are going to update.

- 4 Press Enter. The system displays the Work with Drafts screen.
- 5 Type 4 in the *Option* field next to the draft or drafts you are deleting.
- 6 Press Enter. The system displays a confirmation screen.
- 7 Press Enter to confirm the deletion or press F12 to cancel the deletion and return to the previous screen.

When you delete a draft, the system does the following:

- Deletes the draft header, all notes attached to the draft, and all draft allocated obligation records
 - Deletes third party information
-

- Adjusts the allocated and available amounts on the obligation header of any obligations allocated for payment by the draft
-

Proofing and posting a draft session

Overview

When you proof a session of accepted drafts, the system edits each draft in the session as well as the draft session itself. You cannot post draft sessions that are in error.

When you post a session of accepted drafts, the system creates an application session, makes the appropriate applications, closes the fully allocated obligation or obligations, and then creates a draft obligation (type 007).

Proofing, posting, or proofing and posting a draft session

To proof, post, or proof and post a draft session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Sessions* [WWDS]. The system displays the Work with Draft Sessions screen.
- 3 Proof and post a draft session.
 - Proof a draft session by selecting it with **10**, Proof.
 - Post a draft session by selecting it with **11**, Post. The draft session or sessions must be in proof to be eligible for posting.
 - Proof and post a draft session by selecting it with **12**, Proof & Post.

Note: When you elect to post or to proof and post, you can override the application date. If you leave the *Application date* field blank, the system uses the current date as the application date.

The system uses the application date to determine the accounting year and period of the application made during draft acceptance. The system uses this date as the close date for the fully allocated obligation.

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

- 5 Press Enter to confirm that you want to proof, post, or proof and post the selected draft session or sessions. Press F12 if you do not want to proof, post, or proof and post the selected session or sessions.

When you proof a session of drafts, the system does the following:

- Validates the session by editing the company, draft type, period and year, and so forth
- Edits each draft in the session and determines which drafts are in proof and which are in error
- Provides the proof report that identifies any existing errors in each draft
- Compares generated totals to manual totals and updates the status of the session to either in proof or in error

When you post a session of drafts, the system does the following:

- Creates an application session, makes the appropriate applications, and closes the fully allocated obligation or obligations
- Creates draft obligation (type 007)

Note: The system uses the values from the draft and draft policy to create the obligation. The system copies the draft reference number to the obligation.

- Proofs and posts draft obligations and updates the draft to a posted status
- Updates the customer accepted draft statistics field
- Writes a record of the draft to the posting audit report

When you proof and post a session of drafts, the system does the following:

- Performs the same tasks as when you run the proof only
- Continues to the post if the draft session is in proof
- If the draft session fails the proof, the post program prints the following error message:

Draft session not in proof, cannot be posted.

- Performs the same tasks as when you run the post only
-

Working with posted drafts

Overview

Once you post a session of drafts, you can display and update those drafts. You can update only the user field and third party information. You cannot update any other posted draft information.

Updating a posted draft

To update a posted draft, perform the following steps:

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

Search information

Press F11 to toggle the display to show accepted and remitted drafts or to show paid, failed and reversed drafts.

Use the following *Locate* fields to facilitate your selection: *Draft ID, Company, Customer, Proc. Draft Amount, Draft Status, Issue Date, Due Date, Type, Activity Status, and Proc. Curr.*

- 3 Select a draft with **2, Change**, to update it.
- 4 Press Enter. The system displays draft header information on the Maintain Posted Drafts screen.

Currency information

You can press F9 to toggle the display from processing currency to base currency. Press Enter to return to a display of processing currency amounts.

- 5 Press F7 to update user field information. You can update all user field information.
-

Press F8 to update third party information. You can update all third party information.

- 6 Press Enter to update the draft. The system returns you to the Maintain Posted Drafts screen.
- 7 Press either Enter or F12 to go to the Work with Posted Drafts screen and select another draft for update.

or

Press F3 to return to the main menu.

Displaying a posted draft

To display a posted draft, perform the following steps:

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

Search information

Press F11 to toggle the display to show accepted and remitted drafts or to show paid, failed, and reversed drafts.

Use the following *Locate* fields to facilitate your selection: *Draft ID*, *Company*, *Customer*, *Proc. Draft Amount*, *Draft Status*, *Issue Date*, *Due Date*, *Type*, *Activity Status*, and *Proc. Curr.*

- 3 Select a draft with **8**, Display, to display it.
- 4 Press Enter. The system displays draft header information on the Display Posted Drafts screen.
- 5 Press F7 to display user field information. Press F8 to display third party information.
- 6 Press Enter. The system returns you to the Display Posted Drafts screen.
- 7 Press either Enter or F12 to go to the Work with Posted Drafts screen and select another draft for display.

or

Press F3 to return to the main menu.

Printing a posted draft

To print a posted draft, perform the following steps:

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

Search information

Press F11 to toggle the display to show accepted and remitted drafts or to show paid, failed and reversed drafts.

Use the following *Locate* fields to facilitate your selection: *Draft ID, Company, Customer, Proc. Draft Amount, Draft Status, Issue Date, Due Date, Type, Activity Status, and Proc. Curr.*

- 3 Select a draft with **6**, **Print**, to print it.
- 4 Press **Enter**. The system prints a report.

The report contains the draft header and the obligations allocated for payment by the draft.

Displaying obligations allocated to a draft

Overview

You can view the obligations allocated to an unposted or applied draft. When displaying the allocated obligations of a posted draft, you can view the allocated obligations but not the draft header.

Displaying obligations allocated to an unposted draft

To view allocations of an unposted draft, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Sessions* [WWDS]. The system displays the Work with Draft Sessions screen.
- 3 Select the draft session with **5**, Work with drafts.
- 4 Press Enter. The system displays the Work with Drafts screen.
- 5 Select the draft with **15**, Allocated Obligations.
- 6 Press Enter. The system displays the Draft Allocations - Select Obligations screen. The system displays the obligations allocated to the draft in the top listing.
- 7 Type **8**, Display, in the *Option* field next to the allocated obligation that you are displaying.
- 8 Press Enter. The system displays the Obligation Header screen 1.
- 9 Press Enter. The system displays the Obligation Header screen 2.
- 10 Press Enter. If the obligation has associated tax detail, the system displays the Obligation Tax Detail screen.

If the value in the *Detail with Obligations* field on the company's controls is **1** (Yes), the system displays the Obligation Detail screen.

- 11 Press Enter again after the system displays the last screen. The system returns you to the Draft Allocations - Select Obligations screen.

From this screen you can do the following:

- Select another allocated obligation for display.
- Press F12 to select another draft and subsequently display its allocated obligations.
- Press F3 to return to the main menu.

Displaying obligations allocated to a posted draft

To view the allocations of a posted draft, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Posted Drafts* [WWPD]. The system displays the Work with Posted Drafts screen.
- 3 Select the draft with **15**, Display allocations.

Use the *Locate* fields to facilitate your selection. In addition, press F11 to toggle the display to show accepted and remitted drafts or to show paid, failed, and reversed drafts.

- 4 Press Enter. The system displays the Display Allocations screen.
- 5 Type **8**, Display Obligations, in the *Opt* field next to the allocated obligations to display it.
- 6 Press Enter. The system displays the Obligation Header screen 1.
- 7 Press Enter. The system displays the Obligation Header screen 2.
- 8 Press Enter. If the obligation has associated tax detail, the system displays the Obligation Tax Detail screen.

If the value in the *Detail with Obligations* field on the company's controls is **1** (Yes), the system displays the Obligation Detail screen.

- 9 Press Enter again after the system displays the last screen. The system returns you to the Display Allocations screen.

From this screen you can do the following:

- Select another allocated obligation for display.
 - Press F12 to select another draft and subsequently display its allocated obligations.
 - Press F3 to return to the main menu.
-

Displaying draft obligations

Overview

You can view the draft obligations for posted drafts, fully paid drafts, and reversed drafts. The system creates draft obligations (obligation type 007) when you post accepted drafts.

Displaying draft obligations

To display draft obligations, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Posted Drafts* [WWPD]. The system displays the Work with Posted Drafts screen.
- 3 Type **18**, Display Draft Obligation, in the *Opt* field next to the draft whose obligation you are displaying.

Use the *Locate* fields to facilitate your selection. You can press F11 to toggle the display to show accepted and remitted drafts or paid, failed, and reversed drafts.

- 4 Press Enter. The system displays the Obligation Header screen 1.
- 5 Press Enter. The system displays the Obligation Header screen 2.
- 6 Press Enter. The system displays the Obligation Detail screen.
- 7 Press Enter after the system displays the last screen. The system returns you to the Work with Posted Drafts screen.

From this screen you can do the following:

- Select another draft obligation for display.
 - Press F3 to return to the main menu.
-

Attaching a note to a draft

Overview

Notes are useful tools for the Cash Receiver, Cash Applier, Credit Analyst, and Credit Manager. You can attach notes to both unposted and posted drafts.

The information below describes how to attach a note to a draft.

Creating a draft note

To create a draft note, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Sessions* [WWDS] to attach a note to an unposted draft. The system displays the Work with Drafts screen.

or

Select *Work with Posted Drafts* [WWPD] to attach a note to a posted draft. The system displays the Work with Posted Drafts screen.

- 3 Select a draft with **16**, Notes.
 - 4 Press Enter to display the first Draft Notes window.
 - 5 Press F23 to create a note. The system displays the second Draft Notes window. This window displays the company, customer and draft ID.
 - 6 Identify the note and type the action date.
 - 7 Press Enter. The system displays the third Draft Notes window.
 - 8 Type up to one hundred lines of text for the note.
-

- 9 Press Enter. The system displays the first Draft Notes window. The information in this window includes the creation date, note title, action date and your profile.
- 10 Press F12 to return to the Work with Drafts screen or to the Work with Posted Drafts screen. Press F3 to return to the main menu.

Note: When there is a note attached to a draft, the system displays the draft ID on the Work with Drafts screen or on the Work with Posted Drafts screen in reverse image.

Updating or deleting draft notes

To update or delete a draft note, perform the following steps:

- 1 Complete steps one through four in the “Creating a draft note” section.
 - 2 Update a note by selecting it with **1** and pressing Enter.
 - 3 Delete a note by selecting it with **9** and pressing Enter.
 - 4 Where appropriate, you can press any of the function keys below to access other notes as follows:
 - F16 to access national account notes
 - F17 to access receipts notes
 - F18 to access obligations notes
 - F19 to access company notes
 - F21 to access customer notes
 - F22 to access entity notes
-

Reversing a posted draft

Overview

You can reverse a posted draft if the wrong obligations were allocated to a draft and the draft was subsequently posted (accepted). You can reverse only those drafts with an accepted status. You cannot reverse remitted, paid, or failed drafts.

Reversing a draft

To reverse a draft, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Posted Drafts* [WWPD]. The system displays the Work with Posted Drafts screen.
- 3 Type **5**, Reverse, in the *Option* field next to a draft to reverse it.

Use the *Locate* fields to facilitate your selection. If the screen contains paid, failed and reversed drafts, you can press F11 to toggle the display to show accepted drafts. You can reverse only those drafts with the status of accepted.

- 4 Press Enter. The system displays a confirmation screen.
- 5 You can type an application date and override the current date or you can leave the *Application Date Override* field blank to use the current date.
- 6 Press Enter to confirm that you want to reverse the selected drafts or press F12 to cancel the reversal.

When you reverse a posted draft, the system does the following:

- Creates an application reversal record
 - Creates a negative draft type obligation that is applied against the original 007 draft obligation
 - Updates the customer's statistics
-

- Re-opens the obligation or obligations allocated to the draft
- Updates the draft header with the reverse date
- Deletes the link between the draft and the allocated obligations (the draft allocation records)

The system does not do the following:

- Delete the draft header
- Delete any notes

Note: You cannot re-use reversed drafts. For example, if you reverse a draft because of incorrect allocated obligations, you cannot select that draft following the reversal to allocate new (correct) obligations. You must create a new draft.

Creating a draft remittance session manually

Overview

A remittance session consists of the drafts sent to your bank that, in turn, collect payment from the customer's bank. To manually create a draft remittance session, you must select drafts for remittance instead of having the system automatically select drafts using criteria defined in a remittance cycle.

Manually creating a remittance draft session

To manually create a remittance draft session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Remit Sessions* [WWDRS]. The system displays the Work with Remittance Sessions screen.
- 3 Type a valid company code in the *AR company* field.
- 4 Press Enter. The system displays the Maintain Remittance Session screen.

System updated fields

The system generates the session number. The value in the *Base Currency* field is the company's base currency.

The system subsequently displays the values in the *Created by*, (Created) *on*, and (Created) *at* fields. The system also subsequently maintains and displays the values in the *Last updated by*, (Last updated) *on*, and (Last updated) *at* fields.

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

Draft type

The system displays a value in this field if there is a company level default draft type. If this field is blank, you must type a valid draft type in this field

when you are creating a remittance session. You cannot change this value once the system creates the remittance session.

Processing Currency

If you are not using foreign currency processing, the system uses the company's base currency as the value in this field.

If you are using foreign currency processing, you must type the actual currency of the drafts in this remittance session. Once you select drafts for this session, you cannot change the value in this field. You must deselect all drafts for the session before you can change the processing currency.

Session reference, Session description

You can type values in these optional fields to facilitate subsequent identification and selection of the remittance session.

Remitted date

The system uses the current date as the default for this required field. You can change this date, which the system subsequently uses to determine the accounting year and period the system updates on the customer's activity file.

Remit to lockbox

If the company's default draft type contains a lockbox, that lockbox is the initial value in this field. You can change the default bank account (lockbox) to which these drafts will be remitted. You can also change this value when you actually submit this session for remittance.

Create GL entry

If the company has a default draft type, the system uses that draft type's *Create GL entry* value as the initial value in this field. You can change that value, which specifies whether or not the system creates accounting entries when these drafts are remitted. Refer to the "Overview of draft processing" topic for more information.

Accounting period, Accounting year

The system defaults the current year and period on the company's controls into this field. If you specify the creation of a general ledger entry, these values determine the year/period of the general ledger entry. You can change these values if necessary.

Create payment session

You must specify whether the system automatically creates a payment session for all the drafts in this remittance session.

Manual Draft Count, Draft Amount

If the value in the *Manual Totals Required - Draft Remittance* field on entity controls is 1 (Yes), you must type the total expected number and the total expected amount of the drafts that you will enter in this session. If that value is 0 (No), this is an optional field.

Note: If a variance exists between the manual count and amount control totals and the system count and amount control totals, the system displays an error count in the *Error Count* field. In addition, the system displays the count and amount variances in the *Draft Count Variance* and *Draft Amount Variance* fields.

- 6 Press Enter. The system displays the Work with Selected Drafts screen.
- 7 Type 1 in the *Option* field next to the draft or drafts in the bottom subfile, Available for Remittance, to include in this session.

The subfile displays only those drafts that are the same type and processing currency as the type and processing currency specified for the session. The system does not display accepted drafts already included in another remittance.

- 8 Press Enter. The system displays the drafts you selected in the top subfile on this screen.
- 9 Press F8 to return to the Work with Remittance Sessions subfile or press F3 to return to the main menu.

Note: Once you create a draft remittance session, you can select that session for remittance. Refer to the “Submitting selected drafts for remittance” task for more information.

Creating a draft remittance session automatically

Overview

You can enter draft selection criteria that the system uses to select accepted drafts for remittance when you run the cycle. The system creates a batch job that reads the drafts file and selects accepted drafts for remittance based on the remittance cycle selection criteria. Using a draft remittance cycle eliminates the need to type in the selection criteria each time you create a draft remittance session.

The system “ands” the selection criteria together and selects drafts that meet all of the selection criteria. In addition, the drafts must be posted, have an accepted status, and not be selected for another remittance session. The system creates a separate remittance session for each combination of company, draft type and currency.

Creating the remittance cycle

To create the remittance cycle, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Remittance Cycles* [WWRC]. The system displays the Work with Remittance Cycles screen.
- 3 Press F6. The system displays the Maintain Remittance Cycle screen.
- 4 Complete the fields on this screen using the following information.

Remittance cycle name

You must use a unique name to identify the remittance cycle. Once the system creates the remittance cycle, you cannot change this name.

Description

You can type up to 30 characters that describes this remittance cycle.

Draft type

You must type the draft type for this cycle. The system creates a separate remittance session for each combination of draft type, company and processing currency.

Active?

You must specify whether or not this remittance cycle is active.

Select through due date

Use this field to type a date that the system uses when it selects drafts. The system selects drafts with a due date less than or equal to this date. If you leave this field blank, the system uses the current system date to select drafts.

The system compares this date to the due date of posted accepted drafts. If that due date is less than or equal to this date and if the draft is of the same type, currency and company, the system selects the draft for inclusion in the remittance session during the cycle run.

Drafts for company

If you type a company code in this field, the system limits the selection of drafts to drafts belonging to that company. The draft type specified must exist for this company. If you leave this field blank, the cycle run attempts to create a remittance session for every company set up for the draft type specified above.

Processing Currency

Use this optional field to enter the actual currency, the processing currency, of the drafts in the remittance cycle. If foreign currency is enabled, you can maintain this field. If foreign currency is not enabled, you can maintain this field only if the value in the *Multiple Base Currency Control* field on the entity level is 1 (Yes) or if the field is in error.

Note: Once the system selects drafts for this session, you cannot change the value in this field. You must deselect all drafts for the session before you can change the processing currency.

Session reference, Session description

You can type a session reference code and description for draft remittance sessions and payment sessions that the system creates when you run this cycle. You can use these fields to facilitate subsequent identification and selection of a remittance session and payment session.

Create GL entry

Specify whether the system creates accounting entries when these drafts are remitted. Refer to the “Overview of draft processing” topic for more information.

Create payment session

You must specify whether the system automatically creates a payment session of drafts when you submit the session for remittance.

- 5 Press Enter. The system creates the remittance cycle and returns you to the Work with Remittance Cycles screen.

Running the draft remittance cycle

To run the remittance cycle, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Remittance Cycles* [WWRC]. The system displays the Work with Remittance Cycles screen.
- 3 Select the cycle with **9**.

Note: The status of the session must be “Available” to be eligible for selection. You cannot select a session where the status indicates that it is active or is in the job queue.

- 4 Press Enter. The system displays a confirmation window.
- 5 Override the value in the *Select through due date* field if necessary.
- 6 Press Enter to run the cycle or press F12 to cancel the draft cycle run and to return to the previous screen.

When you run a remittance cycle, the system does the following:

- Reads the drafts file, selects drafts that meet the cycle’s selection criteria, and creates a draft remittance session
 - Creates a separate session for each combination of company, processing currency and draft type
 - Provides an audit report that summarizes the result of the cycle run. This report includes the select through due date, the cycle run date and name,
-

the draft type, the company, the number of the draft remittance session, and the number of drafts in the session

Note: Once you create a draft remittance session, you can select that session for remittance. Refer to the “Submitting selected drafts for remittance” task discussed later in this chapter, for more information.

Submitting selected drafts for remittance

Overview

Once you create a draft remittance session, either manually or by running a remittance cycle, you can select that session for remittance. When you remit a draft, the system creates a draft remittance report for the bank.

Selecting and remitting drafts for payment

To select and remit drafts for payment, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Remit Sessions* [WWDRS]. The system displays the Work with Remittance Sessions screen.
- 3 Type **9** in the *Option* field next to a session to remit it. The status of the session must be “Available” to be eligible for selection. You cannot select a session where the status denotes that it is active, in error or in the job queue.

Note: Use the *Locate* fields (*Session*, *Reference*, *Company*, *Type*, *Processing Currency*, *Draft Count*, and *Entry Status*) to facilitate your search and selection of the remittance session.

- 4 Press Enter. The system displays a confirmation window that displays the session number, company, draft type, processing currency, draft amount and count, and the remitted date.
- 5 Change the value in the *Remit to lockbox* field if necessary. You cannot leave this field blank. If you typed a value in the *Remit to lockbox* field on the Maintain Remittance Session screen, the system displays it on this screen. This is the bank to which the drafts will be remitted.
- 6 Press Enter to confirm that you want to submit the session of drafts for remittance.

or

Press F12 to cancel the submission and return to the previous screen where you can select another session for remittance, select a remittance session with another “work with” option, or press F3 to return to the main menu.

When you remit a draft session, the system does the following:

- Updates the draft header as follows:
 - Updates the status to “Remit Cash”
 - Adds the lockbox to which the draft was remitted
 - Adds the remittance date
 - Creates the optional general ledger entry for the draft remittance, debit Drafts Remitted for Cash and credit Drafts Receivable, if the value in the *Create GL entry* field on the Maintain Remittance Cycle screen or the Maintain Remittance Session screen is 1 (Yes)
 - Updates the customer’s credit by reducing the drafts accepted amount and increasing the drafts remitted amount for the remitted draft amount
 - Updates the customer’s statistics by increasing the drafts remitted amount for the appropriate accounting year and period by the remitted draft amount
 - Creates a payment session if the value in the *Create payment session* field on the Maintain Remittance Session screen is 1 (Yes)
 - Updates the status of the session to “Posted”
 - Prints the “final” version of the Drafts Remittance Session Report

Note: You can print a “trial” version of this report. Refer to the “Printing the remittance session (trial)” section for more information.
 - Prints the Drafts Remitted for Cashing report
-

Working with remittance cycles

Overview

Once you create a draft remittance cycle, you can work with the remittance cycle as follows:

- Display the remittance cycle
- Print the remittance cycle criteria
- Change the selection criteria of the remittance cycle
- Run the remittance cycle

Refer to the “Running the draft remittance cycle” topic in the “Creating a draft remittance session automatically” task.

- Delete the remittance cycle

Displaying remittance cycle criteria

To display remittance cycle criteria, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Remittance Cycles* [WWRC]. The system displays the Work with Remittance Cycles screen.
- 3 Type **8** in the *Option* field next to the remittance cycle to display it.

Use the *Locate* fields (*Cycle*, *Type*, *Company*, *Last Run Date*, *Last Through Date*, and *Cycle Status*) to facilitate your search and selection of the remittance cycle.

The status of the cycle must be “Available” to be eligible for selection. You cannot select a cycle where the status denotes that it is active or is in the job queue.

- 4 Press Enter. The system displays the Display Remittance Cycle screen.
-

- 5 Press Enter after you view the remittance cycle criteria. The system returns you to the Work with Remittance Cycles screen.
- 6 Display another remittance cycle, select a remittance cycle with another “work with” option, or press F3 to return to the main menu.

Printing remittance cycle criteria

To print remittance cycle criteria, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Remittance Cycles* [WWRC]. The system displays the Work with Remittance Cycles screen.
- 3 Type 6 in the *Option* field next to a remittance cycle to print it.

Use the *Locate* fields (*Cycle*, *Type*, *Company*, *Last Run Date*, *Last Through Date*, and *Cycle Status*) to facilitate your search and selection of the remittance cycle.

The status of the cycle must be “Available” to be eligible for selection. You cannot select a cycle where the status denotes that it is active or is in the job queue.

- 4 Press Enter. The system prints the cycle information.
- 5 Print another remittance cycle, select a remittance cycle with another “work with” option, or press F3 to return to the main menu.

Changing remittance cycle criteria

To change remittance cycle criteria, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
 - 2 Select *Work with Remittance Cycles* [WWRC]. The system displays the Work with Remittance Cycles screen.
 - 3 Type 2 in the *Option* field next to a remittance cycle whose selection criteria you are updating.
-

Use the *Locate* fields (*Cycle*, *Type*, *Company*, *Last Run Date*, *Last Through Date*, and *Cycle Status*) to facilitate your search and selection of the remittance cycle.

The status of the cycle must be “Available” to be eligible for selection. You cannot select a cycle where the status denotes that it is active or is in the job queue.

4 Press Enter. The system displays the Maintain Remittance Cycle screen.

5 Change all of the fields on this screen if necessary except the *Remittance cycle name* field.

Note: For more information about the fields on this screen, refer to the “Creating a draft remittance session automatically” task.

6 Press Enter. The system updates the cycle and returns you to the Work with Remittance Cycles screen.

7 Update another remittance cycle, select a remittance cycle with another “work with” option, or press F3 to return to the main menu.

Deleting the remittance cycle

To delete the remittance cycle, perform the following steps:

1 From the Infinium AR main menu select *Draft Processing*.

2 Select *Work with Remittance Cycles* [WWRC]. The system displays the Work with Remittance Cycles screen.

3 Type 4 in the *Option* field next to a remittance cycle to delete it.

Use the *Locate* fields (*Cycle*, *Type*, *Company*, *Last Run Date*, *Last Through Date*, and *Cycle Status*) to facilitate your search and selection of the remittance cycle.

The status of the cycle must be “Available” to be eligible for selection. You cannot select a cycle where the status denotes that it is active or is in the job queue.

4 Press Enter. The system displays a confirmation window.

5 Press Enter to delete the cycle or press F12 to cancel the deletion and return to the previous screen.

Working with remittance sessions

Overview

Once you manually create a draft remittance session or generate one by running a draft remittance cycle, you can use the remittance session to:

- Display the remittance session
- Print a copy of the remittance session
- Change the remittance session
- Select drafts for the remittance session
- Remit drafts to the bank

Refer to the “Submitting selected drafts for remittance” task for more information.

- Delete the remittance session

Displaying the remittance session

To display the remittance session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Remittance Sessions* [WWDRS]. The system displays the Work with Remittance Sessions screen.
- 3 Type **8** in the *Option* field next to a remittance session to display it.

Use the *Locate* fields (*Session*, *Reference*, *Company*, *Type*, *Processing Currency*, *Draft Count*, and *Entry Status*) to facilitate your search and selection of the remittance session.

The status of the session must be “Available” or “In Error” to be eligible for selection. You cannot select a session where the status denotes that it is active or is in the job queue.

- 4 Press Enter. The system displays the Display Remittance Session screen.
-

- 5 Press Enter after you view the remittance session. The system returns you to the Work with Remittance Sessions screen.
- 6 Display another remittance session, select a remittance session with another “work with” option, or press F3 to return to the main menu.

Changing the remittance session

To change the remittance session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Remittance Sessions* [WWDRS]. The system displays the Work with Remittance Sessions screen.
- 3 Type 2 in the *Option* field next to a remittance session to update it.

Use the *Locate* fields (*Session*, *Reference*, *Company*, *Type*, *Processing Currency*, *Draft Count*, and *Entry Status*) to facilitate your search and selection of the remittance session.

The status of the session must be “Available” or “In Error” to be eligible for selection. You cannot select a session where the status denotes that it is active or is in the job queue.

- 4 Press Enter. The system displays the Maintain Remittance Session screen.
- 5 Change the fields on this screen if necessary except the *Session*, *Company*, *Base currency*, *Processing currency*, and *Draft type* fields.
- 6 Press Enter. The system updates the session information and returns you to the Work with Remittance Sessions screen.
- 7 Update another remittance session, select a remittance session with another “work with” option, or press F3 to return to the main menu.

Selecting drafts for the remittance session

To select drafts for the remittance session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
-

- 2 Select *Work with Draft Remittance Sessions* [WWDRS]. The system displays the Work with Remittance Sessions screen.
- 3 Type **5** in the *Option* field next to a remittance session to which you are adding drafts.

Use the *Locate* fields (*Session*, *Reference*, *Company*, *Type*, *Processing Currency*, *Draft Count*, and *Entry Status*) to facilitate your search and selection of the remittance session.

The status of the session must be “Available” or “In Error” to be eligible for selection. You cannot select a session where the status denotes that it is active or is in the job queue.

- 4 Press Enter. The system displays the Work with Selected Drafts screen.
- 5 Do any of the following:
 - Select a draft to include in the session by typing **1** in the *Option* field next to the draft in the subfile at the bottom of the screen; press Enter.
 - Deselect a draft from the session by typing **9** in the *Option* field next to the draft in the subfile at the top of the screen; press Enter.
 - Display the draft header screen by typing **8** in the *Option* field next to the draft in either subfile on the screen and pressing Enter.
 - Display obligations allocated for payment by the draft by typing **15** in the *Option* field next to the draft in either subfile on the screen and pressing Enter.
- 6 Press F12 to continue and select another draft to add to the remittance session or select a remittance session with another “work with” option.

Or

Press F8 to return to the Work with Remittance Sessions subfile.

Or

Press F3 to return to the main menu.

Printing the remittance session (trial)

To print the remittance session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
-

- 2 Select *Work with Draft Remittance Sessions* [WWDRS]. The system displays the Work with Remittance Sessions screen.
- 3 Type **6** in the *Option* field next to the remittance session that you are going to print.

Use the *Locate* fields (*Session*, *Reference*, *Company*, *Type*, *Processing Currency*, *Draft Count*, and *Entry Status*) to facilitate your search and selection of the remittance session.

The status of the session must be “Available” or “In Error” to be eligible for selection. You cannot select a session where the status denotes that it is active or is in the job queue.

- 4 Press Enter. The system prints the session.

The draft remittance session report, which is a trial remittance, contains the details of all the drafts included in the remittance session. The system sorts the report by due date and draft amount in processing currency. This trial report includes the bank account (remit to lockbox) if it is on the remittance session.

- 5 Print another remittance session, select a remittance session with another “work with” option, or press F3 to return to the main menu.

Deleting the remittance session

To delete the remittance session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Remittance Sessions* [WWDRS]. The system displays the Work with Remittance Sessions screen.
- 3 Type **4** in the *Option* field next to a remittance session to delete it.

Use the *Locate* fields (*Session*, *Reference*, *Company*, *Type*, *Processing Currency*, *Draft Count*, and *Entry Status*) to facilitate your search and selection of the remittance session.

The status of the session must be “Available” or “In Error” to be eligible for selection. You cannot select a session where the status denotes that it is active or is in the job queue.

- 4 Press Enter. The system displays a confirmation window.
-

- 5 Press Enter to delete the session or press F12 to cancel the deletion and return to the previous screen.
-

Creating a draft payment session

Overview

After the customer's bank pays the draft, you can record these receipts in Infinium AR. Once you create the draft payment session, the system creates and applies a receipt to the draft type obligation and the draft will be paid.

The system automatically creates a draft payment session if the *Create payment session* field on the Maintain Remittance Session screen has a value of 1.

The following topic explains how to manually create a draft payment session.

Creating the payment session

To manually create the payment session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Payment Sessions* [WWDPS]. The system displays the Work with Payment Sessions screen.
- 3 Type a valid lockbox.
- 4 Press Enter. The system displays the Maintain Draft Payment Session screen.

Display only fields

This screen displays the system-generated session number, which uniquely identifies the draft payment session, the lockbox you entered on the Work with Payment Sessions screen, and the base currency.

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

Processing currency

The system defaults the processing currency from the lockbox. You cannot change the value in this field if the lockbox currency is other than the base currency of the default AR company on the lockbox.

Session reference, Session description

These are optional fields to facilitate future identification of the payment session.

Separate batch for each company, Separate batch for each draft type

The system defaults **1** (Yes) into these fields. You can change this value to **0** (No) in either one or both of these fields if you do not want the system to create a separate batch of receipts for each company or a separate batch of receipts for each draft type. This determines the number of cash receipt batches the system creates.

Application date control

The default value for this field is **2** (Use payment date). You can change this to either **1** (Use today's date) or to **3** (Use override application date). This application date determines the accounting year and period of the application made when the system applies the draft payment to the draft type obligation. The system also uses it as the close date for the draft type obligation.

Payment date

The system uses the current date as the default value. You can change this date if necessary.

Application override date

You can type a value in this field only if the value in the *Application date control* field is **3**.

Draft Count Manual totals, Draft Amount Manual totals

These fields are optional.

Note: The system subsequently displays the values in the *Created by*, (Created) *on*, and (Created) *at* fields. The system subsequently maintains and displays the values in the *Last update by*, (Last updated) *on*, and (Last updated) *at* fields.

- 6 Press Enter. The system displays the Selected Drafts for Payment Session screen.
-

- 7 Select the drafts you want included in the payment session by typing **1** in the *Option* field next to the draft in the bottom subfile.

Use the locate fields to facilitate your search for and selection of the appropriate drafts.

- 8 Press Enter. The system displays the following message on the bottom of the screen:

Draft x selected for payment session x.

- 9 Deselect a draft from the top subfile by typing **9** in the *Option* field next to the draft to deselect.

- 10 Press Enter. The system displays the following message on the bottom of the screen:

Draft x deselected from payment session x.

- 11 Press F8. The system returns you to the Work with Draft Sessions subfile.

Note: Once you create a draft payment session, use this payment session to:

- Display the payment session
- Print a copy of the payment session
- Change the payment session
- Select drafts for the payment session
- Delete the payment session

Refer to the “Working with draft payment sessions” task for more information.

Working with draft payment sessions

Displaying the payment session

To display the payment session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Payment Sessions* [WWDPS]. The system displays the Work with Payment Sessions screen.
- 3 Type **8** in the *Option* field next to a payment session to display it.

Use the *Locate* fields (*Session*, *Reference*, *Lockbox*, *Processing Currency*, *Draft Amount*, and *Entry Status*) to facilitate your search and selection of the payment session with which you are going to work.

The status of the session must be “Available” to be eligible for selection. You cannot select a session where the status denotes that it is active or is in the job queue.

- 4 Press Enter. The system displays the Display Draft Payment Session screen.
- 5 Press Enter after you view the payment session. The system returns you to the Work with Payment Sessions screen.
- 6 Display another payment session, select a payment session with another “work with” option, or press F3 to return to the main menu.

Changing the payment session

To change the payment session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
 - 2 Select *Work with Draft Payment Sessions* [WWDPS]. The system displays the Work with Payment Sessions screen.
 - 3 Type **2** in the *Option* field next to a payment session to update it.
-

Use the *Locate* fields (*Session*, *Reference*, *Lockbox*, *Processing Currency*, *Draft Amount*, and *Entry Status*) to facilitate your search and selection of the payment session with which you are going to work.

The status of the session must be “Available” to be eligible for selection. You cannot select a session where the status denotes that it is active or is in the job queue.

- 4 Press Enter. The system displays the Maintain Draft Payment Session screen.
- 5 Change all of the fields on this screen except the *Session*, *Lockbox*, and *Base currency* fields.

You can change the value in the *Processing currency* field only if the system has not selected drafts for the session.

Note: For more information about the fields on this screen, refer to the “Creating the payment session” section.

- 6 Press Enter. The system updates the payment session and displays the Selected Drafts for Payment Session screen.
- 7 Select a draft for payment or display a draft.

or

Press F8 to return to the Work with Payment Sessions subfile.

- 8 Update another payment session, select a payment session with another “work with” option, or press F3 to return to the main menu.

Selecting drafts for the payment session

To select drafts for the payment session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Payment Sessions* [WWDPS]. The system displays the Work with Payment Sessions screen.
- 3 Type 5 in the *Option* field next to a payment session to add drafts to it.

Use the *Locate* fields (*Session*, *Reference*, *Lockbox*, *Processing Currency*, *Draft Amount*, and *Entry Status*) to facilitate your search and selection of the payment session with which you are going to work.

The status of the session must be “Available” to be eligible for selection. You cannot select a session where the status denotes that it is active or is in the job queue.

- 4 Press Enter. The system displays the Selected Drafts for Payment Session screen.
- 5 Do any of the following:
 - Select a draft to include it in the session by typing **1** in the *Option* field next to the draft in the subfile at the bottom of the screen; press Enter.
 - Deselect a draft from the session by typing **9** in the *Option* field next to the draft in the subfile at the top of the screen; press Enter.
 - Display the draft header screen by typing **8** in the *Option* field next to the draft in either subfile on the screen and pressing Enter.
- 6 Press F8 or F12. The system returns you to the Work with Payment Sessions screen.
- 7 Select a payment session with another “work with” option or press F3 to return to the main menu.

Printing the payment session

To print the payment session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Payment Sessions* [WWDPS]. The system displays the Work with Payment Sessions screen.
- 3 Type **6** in the *Option* field next to a payment session to print it.

Use the *Locate* fields (*Session*, *Reference*, *Lockbox*, *Processing Currency*, *Draft Amount*, and *Entry Status*) to facilitate your search and selection of the payment session with which you are going to work.

The status of the session must be “Available” to be eligible for selection. You cannot select a session where the status denotes that it is active or is in the job queue.

- 4 Press Enter. The system prints the payment session.

The draft payment session report contains the details of all the drafts included in the payment session. The system sorts the report by due date

and draft amount in processing currency. This report also includes the bank account (remit to lockbox).

- 5 Print another payment session, select a payment session with another “work with” option, or press F3 to return to the main menu.

Deleting the payment session

To delete the payment session, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Payment Sessions* [WWDPS]. The system displays the Work with Payment Sessions screen.
- 3 Type 4 in the *Option* field next to a payment session to delete it.

Use the *Locate* fields (*Session*, *Reference*, *Lockbox*, *Processing Currency*, *Draft Amount*, and *Entry Status*) to facilitate your search and selection of the payment session with which you are going to work.

The status of the session must be “Available” to be eligible for selection. You cannot select a session where the status denotes that it is active or is in the job queue.

- 4 Press Enter. The system displays a confirmation window.
- 5 Press Enter to delete the session.

Or

Press F12 to cancel the deletion and return to the previous screen.

Submitting draft payment session and closing obligations

Overview

The system pays drafts by applying the receipt to the draft type obligation.

Note: Infinium AR does not allow partial draft payments.

Creating the payment

To create the draft payment, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Draft Payment Sessions [WWDPS]*. The system displays the Work with Payment Sessions screen.
- 3 Type **9** in the *Option* field next to a session for which you are creating a payment.

The status of the session must be “Available” to be eligible for selection. You cannot select a session where the status indicates that it is active, is in error, or is in the job queue.

Use the *Locate* fields (*Session*, *Reference*, *Lockbox*, *Processing Currency*, *Draft Amount*, and *Entry Status*) to facilitate your search and selection of the payment session.

- 4 Press Enter. The system displays a confirmation window for each payment session you select.

System updated fields

The system displays the session number, reference, lockbox, processing currency, draft amount, draft count, and the application date.

If the payment session is a foreign currency session, the screen also displays exchange rate and rate per values that the system retrieves from Infinium CM, or from your comparable currency system.

5 Change the currency field values if necessary before creating the payment.

Press Enter to confirm that you want to create the payment. If you selected an additional payment session or sessions with 9, Create Payment, the system displays a confirmation screen for each.

Or

Press F12 to cancel the creation and return to the previous screen where you can create another session, select a payment session with another “work with” option, or press F3 to return to the main menu.

When you create a payment, the system does the following:

- Reads each draft for this payment session that still has an open amount and creates a cash receipt for each
- Creates the cash receipt batch or batches according to the values you typed in the *Separate batch for each company* and *Separate batch for each draft type* fields on the Maintain Draft Payment Session screen

Note: The cash receipt detail file contains the obligation IDs of the 007 draft type obligations included in the cash receipt or receipts.

- Proofs and posts the cash receipt batch or batches
- Runs autocash using algorithm 2, exact match, and performs standard application processing against 007 draft type obligations
- Updates the session totals and changes the status to completed
- Updates the draft header status to “Paid”
- Updates the draft paid date with the cash receipt date
- Creates the appropriate accounting entries

Refer to the “Overview of draft processing” topic for more information on accounting entries.

Correcting an “incomplete” payment session

During autocash application, if the system does not update all of the draft headers in the batch as paid, the status of the payment session is “Incomplete.” To correct a payment session with an “Incomplete” status, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
 - 2 Select *Work with Draft Payment Sessions* [WWDPS]. The system displays the Work with Payment Sessions screen.
 - 3 Select the “incomplete” payment session with **6**, Print.
 - 4 Press Enter. The system prints the payment session.
 - 5 Press F3 to return to the main menu.
 - 6 Find the draft reference numbers of the draft headers associated with this payment session using this listing. For each of these draft reference numbers, look at the draft header file to determine the cash receipts reference number. For each of these cash receipts reference numbers, find and note the cash receipts batch numbers.
 - 7 From the Infinium AR main menu select *Application Processing*.
 - 8 Select *Submit Autocash to Batch* [SAC]. The system displays the Submit Autocash to Batch screen.
 - 9 Type the cash receipts batch number in the *Cash Receipts Batch* field and type **02** in the *Algorithm Override* field.
 - 10 Press Enter. The system prints a report stating that autocash applied the draft type cash receipts. The payment session status will be 4, Complete, and will no longer be available in the *Work with Draft Payment Sessions* menu option.
-

Failing remitted drafts

Overview

If a draft is not paid on its due date, you will probably want to fail that draft.

Failing a posted draft

To fail a posted draft, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
- 2 Select *Work with Posted Drafts* [WWPD]. The system displays the Work with Posted Drafts screen.
- 3 Select the draft you are failing with **3**, Fail. You can fail only drafts with a remitted status.

Use the *Locate* fields to facilitate your selection. In addition, you can press F11 to toggle the display to show accepted and remitted drafts if the display shows paid, failed, and reversed drafts.

- 4 Press Enter. The system displays a confirmation screen.
- 5 Type a date in the *Application Date Override* field or leave the field blank and have the system use the current date.
- 6 Press Enter to confirm that you want to fail the selected drafts. The system returns you to the Work with Posted Drafts screen.

Or

Press F12 to return to the Work with Posted Drafts screen where you can make different selections or press F3 to return to the main menu.

When you fail a draft, the system does the following:

- Ensures that the draft has a remitted status
-

- Creates application reversal records and a negative draft type obligation that the system applies against the original draft obligation (type 007)
 - Updates the customer statistics when it posts the negative draft type obligation
 - Re-opens the obligations allocated to this draft
 - Updates the draft header with the fail status
-

Generating reports and listings

Overview

The system provides the following draft reports:

- Accepted Drafts Report
- Open Drafts Report
- Draft Proof Report and Draft Post Register
- Draft (007) Obligation Proof Report and Draft (007) Obligation Post Register
- Remittance Cycle Processing - Audit Report
- Drafts Remittance Session Report (both Trial and Final Remittance)
- Drafts Remitted for Cashing (Bank Report)
- Cash Receipts Proof Report, Cash Receipts Post Register, and Cash Receipts Autocash Register

Refer to the “Submitting draft payment session and closing obligations” topic for more information on the cash receipts reports.

Note: The system also provides you with the option of printing posted drafts, remittance cycle criteria, remittance sessions and payment session. Refer to the previous discussion of the steps you take to generate these listings.

Printing the Accepted Drafts Report

This report, which lists accepted drafts not remitted, serves as a forecasting tool and can also be used by auditors. The report sorts drafts by type, due date, processing currency, and draft ID. This report provides subtotals of drafts by due date and totals for each draft type as well as report totals for each date.

To print the Accepted Drafts report, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
-

- 2 Select List Accepted Drafts [LAD]. The system displays the List Accepted Drafts screen.
- 3 Run the report up to and including a date you specify. You also can run the report up to the current date by leaving the *Issued through date* field blank.
- 4 Specify a draft type or leave the *Draft type* field blank to include all draft types on the listing.
- 5 Submit this report to list the accepted drafts of the following:
 - A specific customer by typing a value in the *Company* and *Customer Number* fields
 - All customers in a specific company by typing a value in the *Company* field
 - A specific company group by typing a value in the *Company Group* field
 - All customers in all companies by leaving the *Company*, *Customer Number*, and *Customer Group* fields blank
- 6 Indicate whether you want a detail or summary report. When you elect to print the report in detail format, the report lists each draft with its detail by due date. The summary report simply lists one amount per due date, which is the sub-total information on the detail report.
- 7 Specify whether base currency information prints on the listing.
- 8 Press Enter. The system submits the report for printing.

Printing the Open Drafts Report

This report, which lists open accepted and/or remitted drafts, serves as a forecasting tool and can also be used by auditors.

Note: The report sorts open drafts by company, customer, processing currency, draft status (accepted and/or remitted) issued date, accepted date, due date and draft ID. The report provides subtotals of drafts by status, date and totals for each draft type as well as report totals.

To print the Open Drafts report, perform the following steps:

- 1 From the Infinium AR main menu select *Draft Processing*.
 - 2 Select *List Open Drafts* [LOD]. The system displays the List Open Drafts screen.
-

- 3 Submit this report to list the open drafts of the following:
 - A specific customer by typing a value in the *Company* and *Customer Number* fields
 - All customers in a specific company by typing a value in the *Company* field
 - A specific company group by typing a value in the *Company Group* field
 - All customers in all companies by leaving the *Company*, *Customer Number*, and *Customer Group* fields blank
- 4 Specify whether you want to include only accepted drafts, only remitted drafts or both accepted and remitted open drafts.
- 5 Indicate whether you want to include the open drafts of only active customers or the open drafts of both active and inactive customers.
- 6 Specify whether to include base currency information in the report. Base currency information prints only when it is different from the processing currency.
- 7 Press Enter. The system submits the report for printing.

Printing the Draft Proof Report

The *Work with Draft Sessions* menu provides you with the ability to either proof (select with **10**) or proof and post (select with **12**) a draft session or sessions. The system generates the Draft Proof report, which specifies that the draft is in proof or identifies any errors in the draft. In addition, the report provides session and report totals.

Printing the Draft Post Register

The *Work with Draft Sessions* menu option provides you with the ability to either post (select with **11**) or proof and post (select with **12**) a draft session or sessions. The system generates the draft register.

Running the Remittance Cycle: Remittance Cycle Processing - Audit Report

When you run a draft remittance cycle (select a cycle with **9**, Run Cycle, in the *Work with Draft Remittance Cycle* menu option, the system provides a summary of the results of the cycle processing submission. The report includes the following:

- Name of the cycle
- Draft type and description
- Select through date
- Run date
- Company
- Number of the remittance session created
- Number of drafts selected for the session

If the system does not select any drafts for the session based on the remittance cycle criteria, the report states that it did not select any drafts and did not create a remittance session.

Submitting the remittance Session: Drafts Remitted for Cashing and Drafts Remittance Session Reports

When you remit a draft remittance session (select a session with **9**, Remit) on the Work with Remittance Sessions screen in the *Work with Draft Remit Sessions* menu option, the system provides the Drafts Remitted for Cashing Report and the Drafts Remittance Session Report - Final Remittance. The system produces a Drafts Remittance Session - Trial Report when you select a remittance session with **6**, Print, on the Work with Remittance Sessions screen.

Chapter 21 Using Sequential Numbering

21

This chapter describes how to set up the Sequential Numbering module in the Infinium FP system to number specific documents sequentially in the Infinium AR system.

This chapter also includes the sequential numbering tasks you can perform in Infinium AR.

The chapter consists of the following topics:

Topic	Page
Overview of sequential numbering	21-2
Creating and working with calendars	21-5
Defining and working with a number series	21-9
Defining and working with each document type	21-13
Creating and working with number series assignments	21-17
Working with document types using Infinium AR	21-21
Creating and working with number series assignments in Infinium AR	21-23
Correcting an incorrect sequential number passed from a non-Infinium system	21-26

Overview of sequential numbering

A sequence number, which is unique within a number series, consists of a 15-digit number. To facilitate auditing, you assign these numbers to a transaction, otherwise known as a document type (invoice, chargeback, receipt, and so forth). Gaps within a number series do not occur except those natural gaps that result when there is a change in the accounting year and/or period.

Within Infinium AR you can work with documents and document assignments. You can also correct sequence numbers passed to Infinium AR from a non-Infinium system that fail the proof.

How the system assigns sequential numbers

During the posting of a transaction, the system calls the Next Sequence Number program and requests a number series and a sequence number for the transaction.

If you do not use sequential numbering by document type, the system does not issue a sequential number and it makes no further requests for the document type. If the system does not find a document type or if the input parameters are invalid, the system does not fill the number series and sequence number fields.

If a foreign system provided an invalid number series or a valid number series but an invalid sequence number, the system provides an error message on the batch proof report and on the interactive entry screen. When the batch fails the proof because of an error in the sequence number, you can correct the sequence number. Refer to the “Correcting sequential number error passed from non-Infinium system” task.

If you use sequential numbering for the document type, the system searches the hierarchy in the Document Assignments file, FPPDA, to determine the number series to use. The hierarchical search for the assignment of a number series follows:

- Assignment by document, subtype and company
 - Assignment by document type and company
 - Assignment by document type and subtype
 - Assignment by document type
-

The system determines if years and periods are included in the sequence number and how they are determined. When calendars are required, the system accesses the appropriate calendar for the year and period. The system accesses the Sequence Number file, FPPSN, issues the next number in the series, and updates the file.

The system then enters the number and series ID into the transaction record just prior to writing the transaction to the database to ensure that numbers are not requested and then not used.

Controls in Infinium FP

Before you can use sequential numbering, you must set up controls in Infinium FP. Refer to the following tasks for more information on these controls:

- “Creating and working with calendars”
- “Defining and working with number series”
- “Defining and working with each document type”
- “Creating and working with number series assignments”

Controls in Infinium AR

After you set up controls in Infinium FP, you must set up the sequential numbering controls in Infinium AR. Refer to the following tasks for more information on these controls:

- “Working with document types using Infinium AR”
- “Creating and working with number series assignments in Infinium AR”

Once you have set up all the controls, the system automatically processes the sequential numbers.

Objectives

After you complete this chapter, you should understand the purpose of sequential numbering as well as how the system assigns sequential numbers.

You should also be familiar with how to do the following:

- Create, update, and delete financial calendars
- Define, update, and delete a number series
- Define, update, and delete document types using the Infinium FP and Infinium AR systems
- Create, update, and delete number series assignments using the Infinium FP and Infinium AR systems
- Correct sequential number errors that are passed from non-Infinium systems

Creating and working with calendars

Overview

Financial calendars, which you create in Infinium FP, identify accounting years and periods. Financial calendars support daily accounting with up to 999 accounting periods per year, regular and adjustment. Use of financial calendars is optional. You can associate them with a number series. They are used to look up the calendar period or the adjustment period.

Creating a new calendar

To create a new calendar, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with calendars* [WWCAL]. The system displays the Work with Calendars selection screen.
- 3 Press F6 to create a new calendar. The system displays the next Work with Calendars screen.

You can also create a new calendar by selecting an existing calendar with **3** to copy it and pressing Enter. You must type the new calendar's name in the *Calendar* field and the year in the *Year* field. Press Enter to access the remaining fields to change as explained in the next step.

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

Calendar

Type the name of the calendar you are creating. You can use up to ten characters or numbers.

Year

Identify the year for which you are creating the calendar. The year must be between 1901 and 2069.

Description

You must type a description.

Starting date, Ending date

Specify the starting and ending dates for the calendar.

Number of periods

Indicate the total number of periods, regular plus adjusting. If the number of periods includes 12 regular periods, the system provides the names of the 12 calendar periods, months, and their ending dates on the next screen.

Number of adjustment periods

If you use adjustment periods, specify the number of adjustment periods in the calendar. The system defaults in the ending date of the calendar year, which is the ending date of the last regular period. The system also defaults in the ending date of the last or only adjustment period.

- 5 Press Enter. The system displays the last Work with Calendars screen.

Calendar period information

Infinium provides one entry for each period within the calendar year, based on the calendar definition you entered on the previous screen. The system lists regular periods first followed by any adjustment periods.

Regular and adjustment periods are independent of each other. The system does not treat them as sequential in system processing or in editing.

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

Name

You can change the name of each period in the accounting year. If the number of regular periods equals 12, the system defaults in the names of the 12 months into the period name fields. You can change these. If the number of regular periods is a number other than 12, the system defaults in the period number as the name of the regular and the adjustment periods.

End date

You can type or change each period's ending date. If the number of regular periods equals 12, the system defaults in the ending dates of the 12 months into the end date fields. You can change these. If the number of regular periods is a number other than 12, the system defaults in only the last end

date of the last regular period, which you can change. You must type the end date of each period.

The system defaults in the ending date of the calendar year, which is the ending date of the last regular period. The system also defaults in the ending date of the last or only adjustment period.

Maximum closings

Specify the maximum number of closings for each period. This is an optional field.

- 7 Press Enter. The system creates the calendar and returns you to the Work with Calendars selection screen.

Updating a calendar

To update a calendar, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with calendars* [WWCAL]. The system displays the Work with Calendars selection screen.

Screen options

You can deactivate a calendar by selecting it with **9** and pressing Enter. The system changes the value in the *Active* column from **Y** to **N**.

You can use F17, subset, to access the screen that allows you to restrict the listing to a specific calendar and/or year and/or active status. You can also use the locate fields to position the listing to a specific calendar and/or year.

- 3 Select an existing calendar with **2** to change it.
 - 4 Press Enter. The system displays the next Work with Calendars screen.
 - 5 You can change all of the calendar controls except the calendar name and year.
 - 6 Press Enter. The system updates the calendar and returns you to the Work with Calendars selection screen.
-

Deleting a calendar

To delete a calendar, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with calendars* [WWCAL]. The system displays the Work with Calendars selection screen.

Locating a calendar

You can use F17, subset, to access the screen that allows you to restrict the listing to a specific calendar and/or year and/or active status.

You can also use the locate fields to position the listing to a specific calendar and/or year.

- 3 Select a calendar with 4 to delete it.
 - 4 Press Enter. The system displays a confirmation screen.
 - 5 Press Enter to continue and delete the calendar, or press F12 to cancel the deletion and return to the previous screen. You can also press F3 to cancel the deletion and return to the main menu.
-

Defining and working with a number series

Overview

A number series is a set of sequence numbers with which you can associate document types. Document types, applications, and companies can share a number series in any user-prescribed manner. You must define at least one number series for sequential numbering.

Creating a number series

To create a number series, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with number series* [WWNS]. The system displays the Work with Number Series selection screen.
- 3 Press F6 to create a new number series. The system displays the next Work with Number Series screen.

You can also create a new number series by selecting an existing number series with **3** to copy it and pressing Enter. You must type a unique name for the new number series in the *Number series* field. Press Enter to access the remaining fields.

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

Number series

Type the name of the number series you are creating. You can use up to ten characters or numbers.

Description

You must type a description.

Include year in sequence number

If you specify that the accounting year is included in the sequence number, you must also type a value in the *Source for year/period* field to define how the system determines the year. When you include the year in the sequence number, the system uses the first four digits of the number and begins a new sequence of numbers for each new year.

When you do not include the year in the sequence number, the system does not reset the number sequence based on year. When you do not include the year in the sequence number, the first four digits of the number are zeroes and the sequential portion of the number is the last eleven digits.

Include period in sequence number

You can include the accounting period in the sequence number if you include the accounting year. If you include the accounting period, the value in the *Source for year/period* field defines how the system determines the year and period.

When you include the accounting period in the sequence number, it is the fifth, sixth and seventh digits of the number and the system begins a new sequence of numbers for each new period. When you do not include the accounting period in the sequence number, the system does not reset the number sequence based on period.

When you do not include the accounting period in the number but use the accounting year, three zeroes are included after the year. The sequential portion of the number is the last eight digits.

Source for year/period

You must type one of the following values in this field only if the accounting year is included in the sequence number:

- 1** The system uses the year and period equal to the transaction year and period.
- 2** The system uses the batch creation date and a calendar. *
- 3** The system uses the batch posting date and a calendar. *

* The system uses the accounting calendar specified in the *Calendar* field to establish the year and period.

Calendar

You must type a value in this field only if you type **2** or **3** in the *Source for year/period* field. The calendar identifies the accounting year and period.

Starting sequence number

You can change the default value of 1. The system uses the value in this field when it first uses a number series and whenever it encounters a new accounting year or period if you include year and period in the sequence number.

- 5 Press Enter. The system displays the last Work with Number Series screen.
- 6 Specify whether the following Infinium products can use the number series:
 - Infinium AR
 - Infinium GL
 - Infinium PL
- 7 Press Enter. The system creates the number series and returns you to the Work with Number Series selection screen.

Updating a number series

To update a number series, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with number series* [WWNS]. The system displays the Work with Number Series selection screen.
- 3 Select an existing number series with 2 to change it.

You can deactivate a number series by selecting it with 9 and pressing Enter. The system changes the value in the *Active* column from Y to N.

- 4 Press Enter. The system displays the next Work with Number Series screen.
 - 5 You can change all of the number series controls except the name of the number series.
 - 6 Press Enter. The system displays the last Work with Number Series screen.
 - 7 You can change any of the values on this screen.
 - 8 Press Enter. The system updates the number series.
-

Deleting a number series

To delete a number series, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with number series* [WWNS]. The system displays the Work with Number Series selection screen.
- 3 Select the number series with **4** to delete it.

You cannot delete a number series that is used within a document assignment.

- 4 Press Enter. The system displays a confirmation screen.
 - 5 Press Enter to continue and delete the number series or press F12 to cancel the deletion and return to the previous screen. You can also press F3 to cancel the deletion and return to the main menu.
-

Defining and working with each document type

Overview

Document types are classifications of documents associated with internal transaction types. Infinium has defined the documents within Infinium AR that can be numbered sequentially. This is also true of Infinium GL documents and Infinium PL documents.

For example, Infinium AR identifies invoices by the transaction type of 001 and chargebacks by the transaction type of 004. The document types for these transactions are 001 and 004 respectively. Since the application defines document types, you can distinguish a document type of 001 in Infinium AR from a document type of 001 in Infinium GL.

You can define document subtypes to further classify Infinium transactions. Use subtypes, for example, to accommodate different types of receipts (checks and credit cards). Not all Infinium documents support subtypes. The document controls delivered by Infinium indicate which documents support subtypes. In Infinium AR the cash receipts document, REC, is the only document that supports subtypes.

Infinium AR provides access to the *Work with documents* menu option through *Work with Sequential Numbers in Control File Maintenance*. This option allows you to modify the user controls associated with Infinium AR documents. For more information refer to the “Working with document types using Infinium AR” task.

Creating a document type

To create a document type, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
 - 2 Select *Work with documents* [WWDOC]. The system displays the Work with Documents selection screen.
 - 3 Press F6 to create a new document type. The system displays the next Work with Documents screen.
-

Infinium predefines the documents that are delivered to you. You cannot create Infinium documents or change their definition. Select Infinium documents for update to modify their user controls. When shipped to you, the user controls for all Infinium documents specify that sequential numbering is not used.

You can also create a document type by selecting an existing document type with **3** to copy it and pressing Enter. You must complete the *Application origin*, *Application designator*, and *Document type* fields. Press Enter to access the remaining fields as explained in the next step. You can change only the Document User Controls portion of the screen.

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

Application origin

Specify the origin of the document. Type **1** if the document originates in Infinium AR. Type **2** if the document originates in a non-Infinium system (billing system).

Application designator

This field identifies the Infinium application to which the document type belongs. Application designators are:

AR	Infinium Accounts Receivable
GL	Infinium General Ledger
PL	Infinium Payables Ledger

Use up to three characters as designators for non-Infinium systems.

Document type

This field identifies the type of transaction document for which you are defining controls. Infinium AR identifies invoices as **001**, credit memos as **002**, debit memos as **003**, chargebacks as **004**, interest charges as **005**, cash receipts as **REC** and cash receipt reversals as **REV**.

Document description

Type a description of the document type. You cannot maintain this field for Infinium documents.

Use document subtype

Specify whether document subtypes are used for this document type. You cannot maintain this field for Infinium documents.

Document file name

This field identifies the database file that contains the sequence number issued for this document. The system provides it for reference purposes and you can use it for sequence number audit reporting. You cannot maintain this field for Infinium documents.

Use sequential numbering

Specify whether this document uses sequential numbering. If you type Y (Yes) in this field, you must identify the default number series (next field) to be used for the document.

Default number series

Type the name of the number series the system will use as its default.

If you are not assigning a number series by company, you have completed the setup of sequential numbering for this document after you type a value in this field.

When the document type requires a sequential number, the system uses any series defined by company for this document type. When you use subtypes, the system assigns the number series by subtype for a company. If there is no company assignment, the system uses any series assigned by subtype. If there is no company or subtype, the system uses the default number series identified here.

The system uses the *Work with document assignments* menu option to make company and subtype assignments.

Allow assignment by company

Specify whether the system assigns a number series at the company level for this document. You must type a value in this field only if sequential numbering is used for this document.

If the value in this field is Y (Yes), you can assign a series by company using the *Work with document assignments* menu option. You can also do this using the Infinium AR *Maintain Company Controls* menu option.

You can access the *Work with document assignments* menu option by selecting a document type with 5 and pressing Enter.

Allow assignment by division

This field does not apply to Infinium AR.

- 5 Press Enter. The system creates the document type.
-

Updating a document type

To update a document type, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with documents* [WWDOC]. The system displays the Work with Documents selection screen.
- 3 Select a document type with **2** to update it.
- 4 Press Enter. The system displays the next Work with Documents screen.

You can change all of the controls for non-Infinium document types. You can change only the Document User Controls for Infinium document types.

- 5 Press Enter to update the document type.

Deleting a document type

To delete a document type, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
 - 2 Select *Work with documents* [WWDOC]. The system displays the Work with Documents selection screen.
 - 3 Select a document type with **4** to delete it.
 - 4 You can delete only non-Infinium document types.
 - 5 Press Enter. The system displays a confirmation screen.
 - 6 Press Enter to continue and delete the document type, or press F12 to cancel the deletion and return to the previous screen. You can also press F3 to cancel the deletion and return to the main menu.
-

Creating and working with number series assignments

Overview

You must link each document type using a sequential number to a number series. You can also assign a number series to each document type based on the document subtype and company.

When an Infinium AR transaction requires a sequence number, the system bases the number series assignment on a hierarchy. It attempts a company assignment first, followed by a subtype assignment and then a document assignment. The system searches for the applicable series in the following sequence:

- 1 document type, subtype, company
- 2 document type, company
- 3 document type, subtype
- 4 document type

Infinium also provides access to the *Work with document assignments* menu option through F8 on page 1 of 3 in the *Maintain Company Controls* menu option. You can access this function key only if at least one Infinium AR document uses sequential numbering and allows company assignment.

Creating a document assignment

To create a document assignment, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
 - 2 Select *Work with document assignments* [WWDA]. The system displays the Work with Document Assignments selection screen.
 - 3 Press F6 to create a new document assignment. The system displays the next Work with Document Assignments screen.
-

You can also create a new document assignment by selecting an existing document assignment with **3** to copy it and then pressing Enter. The system displays the copy from fields in the top half of the screen.

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

Application origin

Specify the origin of the document for which this assignment is being made.

If the document originates in Infinium AR, type **1** in this field. Type **2** if the document originates in a non-Infinium system (billing system).

Application designator

Type the application (system) identifier of the document. The designators for Infinium applications are:

AR	Infinium Accounts Receivable
GL	Infinium General Ledger
PL	Infinium Payables Ledger

Use up to three characters as designators for non-Infinium systems.

Document type

Specify the document type. Document types are classifications of documents associated with internal transaction types. You define them in the *Work with documents* menu option.

The combination of application origin, application designator and document type must match an existing document. The combination of application origin, application designator, document type, subtype, and company must be unique and not match any existing document assignment entry.

Document subtype

Type a user-defined value if you are assigning a number series by the subtype of a document. In order to prompt on this field, you must enter the application of origin and the application designator.

Company

Type the company for the document assignment being created to assign a number series by company for a document. If you allow company assignment for a document type but you make no company assignment, the system uses

a document subtype assignment if one is available; otherwise, it uses the default assignment for the document type.

Division

This field does not apply to Infinium AR.

Number series

You must type a valid number series in this field that the system will use to assign sequence numbers for the origin, application, document, subtype and company combination you enter.

- 5 Press Enter to create the document assignment.

Updating document assignments

To update a document assignment, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with document assignments* [WWDA]. The system displays the Work with Document Assignments selection screen.
- 3 Select a document assignment with **2** to update it.
- 4 Press Enter. The system displays the next Work with Document Assignments screen.
- 5 You can change only the value in the *Number series* field.
- 6 Press Enter. The system updates the document assignment.

Deleting document assignments

To delete a document assignment, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
 - 2 Select *Work with document assignments* [WWDA]. The system displays the Work with Document Assignments selection screen.
 - 3 Select a document assignment with **4** to delete it.
-

- 4 Press Enter. The system displays a confirmation screen.
- 5 Press Enter to delete the record.

You can only delete document assignments for your company. You cannot delete default assignments. Use the Financial Products *Work with documents* menu option to change the user controls for a document to specify that you do not want to use sequential numbering.

Working with document types using Infinium AR

Overview

From within Infinium AR, you can access the *Work with documents* menu option, which is in Infinium FP. You can modify the user controls associated with Infinium AR documents. You can also print and display all the controls for these documents within the sequential numbering module.

Working with documents using Infinium AR

To work with documents, perform the following steps:

- 1 From the Infinium AR main menu select *Control File Maintenance*.
- 2 Select *Work with Sequential Numbers* [WWSN]. The system displays the Work with Documents selection screen.

The system displays only those documents where the application designator is **AR**. You can use the following selection options:

- 2 Update a document's user controls.
 - 6 Print the document's controls.
 - 8 Display the document's controls.
 - 5 Access the *Work with assignments* menu option in Infinium FP and work with assignments for the document.
- 3 Select a document with 2.
 - 4 Press Enter. The system displays the next Work with Documents screen.
 - 5 You can maintain the following *Document User Control* fields:
 - *Use sequential numbering*
 - *Default number series*
 - *Allow assignment by company*
-

For more information about these fields, refer to the “Defining and working with each document type” task.

- 6 Press Enter to update the document with your changes.

Creating and working with number series assignments in Infinium AR

Overview

You can access the *Work with document assignments* menu option in Infinium FP from Infinium AR. To use this access, at least one Infinium AR document must use sequential numbering, and it must allow company assignment.

Creating a document assignment in Infinium AR

To create a document assignment, 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 whose document number assignment you are updating.
- 4 Press Enter. The system displays the first *Maintain Company Controls* screen.
- 5 Press F8 to access the *Work with document assignments* menu option in Infinium FP. The system displays the *Work with Document Assignments* selection screen.
- 6 Press F6 to create a new document assignment for your company. The system displays the next *Work with Document Assignments* screen.

You can also create a new document assignment by selecting an existing document assignment belonging to your company with 3 to copy it. Press Enter. The system displays the copy from fields in the top half of the screen. You can change the values in the *Document type* and *Document subtype* fields in the bottom half of the screen. To change the *Number series*, select that assignment with 2.

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

Application origin

The system displays the origin of the document (1 = Infinium).

Application designator

The system displays the application identifier of the document (AR = Infinium Accounts Receivable).

Document type

Type the document type for which you are creating an assignment for your company. Document types are classifications of documents associated with internal transaction types. You define them in the *Work with documents* menu option.

Document subtype

Type a user-defined value if you are assigning a number series by subtype of a document.

Company

The system displays your company.

Division

This field does not apply to Infinium AR.

Number series

You must type a valid number series in this field that the system will use for assignment of sequence numbers for the origin, application, document, subtype, and company combination you enter.

- 8 Press Enter to create the document assignment.

Working with a document assignment using Infinium AR

To work with a document assignment, perform the following steps:

- 1 Complete steps one through five in the “Creating a document assignment using Infinium AR” task.

The system displays default document assignments and assignments for your company. You cannot see document assignments for other companies or other applications.

2 Select a document assignment with any of the following options:

2 Update the value in the *Number series* field.

You can change only document assignments for your company; you cannot change default document assignments.

6 Print the controls of document assignment.

8 Display the controls of a document assignment.

4 Delete a document assignment.

The system displays a confirmation screen. Press Enter to continue and delete the assignment or press F12 to cancel the request to delete.

You can delete only document assignments for your company; you cannot delete default document assignments.

Use the Infinium FP *Work with documents* menu option to change the user controls for a document to specify that sequential numbering should not be used.

3 Press Enter. The system displays the appropriate screen.

4 Complete your task and press Enter.

Correcting an incorrect sequential number passed from a non-Infinium system

Overview

A non-Infinium system, for example billing system, can send sequential numbers to Infinium AR in a batch of obligations or cash receipts. If the batch fails the proof because of an error in the sequence number, you can correct the sequence number.

Correcting the error in an input obligation batch

To correct the error in an Infinium AR input obligation batch, perform the following steps:

- 1 From the Infinium AR main menu select *Obligation Processing*.
- 2 Select *Maintain Obligation Batches* [MOB]. The system displays the first Obligation Entry screen.
- 3 Select an input batch with **5** to update it.
- 4 Press Enter. The system displays the second Obligation Entry screen, which contains batch header information.
- 5 Press Enter. The system displays the third Obligation Entry screen, which displays the obligations within the batch.
- 6 Select an obligation with **5** to update it.
- 7 Press Enter. The system displays the Obligation Entry - Header screen.
- 8 Press F14. The system displays the Document Sequence Number window.

The system displays this window only if the sequential number was issued by a foreign system and was passed to Infinium AR for inclusion on an invoice, credit memo, and so forth.

- 9 Correct the *Number series* and *Sequence number* fields if they are in error. You can change the value in these fields only if the number series entered is invalid, if a number series is entered without a sequence number, or if a sequence number is entered without a number series.

If both fields are empty, Infinium AR fills the fields, according to the Infinium FP controls, when you post the obligation or cash receipt.

If you type a number series and sequence number manually, the system does not check to determine whether or not these are duplicates. Therefore, you must determine the appropriate entries before making the corrections.

- 10 Press Enter to save your changes.

Correcting the error in an input cash receipts batch

To correct the error in an Infinium AR input cash receipts batch, perform the following steps:

- 1 From the Infinium AR main menu select *Cash Receipt Processing*.
- 2 Select *Maintain Cash Receipt Batches* [MCRB]. The system displays the first Enter Cash Receipts screen.
- 3 Select an input batch with 1 to update it.
- 4 Press Enter. The system displays the second Enter Cash Receipts screen, which displays batch header information.
- 5 Press Enter. The system displays the Enter Cash Receipts Detail screen, which displays the cash receipts included in the batch.
- 6 Select a receipt with 5 to work with its detail and correct the error.
- 7 Press Enter. The system displays the Enter User Fields and/or MICR# window.
- 8 Correct the *Number series* and *Sequence number* fields if they are in error. You can change the value in these fields only if the number series entered is invalid, if a number series is entered without a sequence number, or if a sequence number is entered without a number series.

If both fields are empty, Infinium AR fills the fields, based on Infinium FP controls, when the obligation or cash receipt is posted.

If you type a number series and sequence number manually, the system does not check to determine whether or not these are duplicates. Therefore, you must determine the appropriate entries before making the corrections.

Note: The system displays the *Number series* and *Sequence number* fields only if a foreign system issued the sequential number and was passed to Infinium AR for inclusion on a receipt.

- 9 Press Enter to save your changes.
-

Appendix A Code Types



This appendix contains all Infinium AR code types and their descriptions.

Code type	Description	Comment
ACA	Autocash Algorithms	Used to identify Infinium AR formulas and custom formulas for attempting to apply cash
AJR	Adjustment Reason	Used to identify a reason for the following processing: cash receipts reclassification, cash tolerance, chargebacks, credit memos, applications, and obligations writeoffs
AUT	Taxing Authority	The government department responsible for administering a tax
BID	Bank Identification Code	Used to identify the exit program that validates the format of bank account numbers. The system uses this optional code primarily in draft processing
CAT*	Customer Category	You can run the Aged Trial Balance by a customer category value.
CGP	Company Group	Used to group together companies; useful in Infinium AR standard reports
CNT	County	You can use either a county or a state and province code on company controls and/or customer controls.
COT	Company Category	Used in Infinium QY reporting
CTY	Country	Used in company and customer controls (optional)
CUR	Currency	Used to identify various currencies used
D&B	D & B Rating	Used in customer credit controls and in trade tape processing
DBN	D & B Payment Notes	Used in customer credit controls and in trade tape processing

Code type	Description	Comment
DBT	D & B Special Terms	Used in customer credit controls and in trade tape processing
EXP	Experian Business Category	Used for Experian Trade Tapes
GRD	Grace Days	You can attach grace days and net due grace days to the Infinium AR hierarchy to extend the obligation discount and/or net due dates.
LNG	Language	Required at the entity level; determines the language in which the system prints statements, dunning letters and chargeback notices
MAJ*	Major Class	Used on the customer master controls and used in Infinium QY reporting
MIN*	Minor Class	Used on the customer master controls and used in Infinium QY reporting
OAC*	Order Approval	Used on the customer credit controls and used in Infinium QY reporting
RAT	Tax Rate	The proportion of the value of a transaction that is due to the tax authority
RCT	Receipt Type	Identifies the type of receipt such as check, letter of credit and so forth; default value comes from the lockbox controls.
RSK	Risk	Used in customer credit controls and displays on the Credit Inquiry screen
RST	Receipt Status	Used to identify the status of drafts
SIC	Standard Industry Code	Used with Experian Trade Tapes
SMN	Salesperson	Used in Infinium QY reporting
STP	State/Province	Used in the company controls and customer controls; use either a state and province code or a county code
TCT	Tax Category	Used to classify taxes associated with the tax calculation
TTT	Trade Tape Payment Terms	Used at the customer level or trade tape policy for processing
TTY	Payment Terms	Reserved for payment policy use
UOM	Unit of Measure	Used with obligation distributions and can be used for Infinium QY reporting

*You can specify a company identifier.

Appendix B Accounting Journal Entries

B

This appendix illustrates the Infinium AR accounting journal entries.

Obligation journals

Debit	AR Trade Account (from Obligation)
Credit	Revenue Account (from Obligation)

Cash receipt journals

Debit	Cash Account (from Lockbox Control)
Credit	Identified Cash Account (from Customer/Company Level if identified cash)
	or
Credit	Treasury Account (from Treasury ID on Lockbox Control if unidentified cash*)
	*After the cash is identified, the system passes in a Cash Receipts Journal an entry to debit the Treasury Account and credit the Identified Cash Account.
	There is a journal entry only if there is a close when cash is unidentified.

Cash receipts reversal journals

Reverses Cash Receipts Journals described above.

Cash application journals

Debit	Identified Cash Account (from Cash Receipts)
Credit	AR Trade Account (from the Obligation)

Cash receipts reclassification

Debit	Identified Cash Account or Treasury Account (from Cash Receipts)
Credit	GL Distribution Code (from the Cash Receipts Reclassification Policy selected)

Obligation writeoffs

Debit	GL Distribution Code (from the Obligation Writeoff Policy selected)
Credit	AR Trade Account (from the Obligation)

Chargeback - single or unreferenced

Closing of the original obligation

Debit	GL Distribution Code* (from the Chargeback Policy selected)
Credit	AR Trade Account (from the Obligation)

Note: This journal entry prints on the Obligation Distribution Register.

Creation of the chargeback obligation

Debit	AR Trade Account**
Credit	GL Distribution Code* (from the Chargeback Policy selected)

* The entries to the GL Distribution Code cancel out each other.

** If a chargeback policy contains an AR distribution code, the system always uses it to determine the AR Trade Account used in the journal entries. For single chargebacks, if there is no AR distribution code specified in the policy, the system determines the AR Trade Account from the obligation being charged back. For unreferenced chargebacks, which can involve more than one obligation, the chargeback policy used must contain an AR distribution code. The system uses that AR distribution code to determine the AR Trade Account used in the journal entries.

Negative chargeback

Closing the check

Debit	Identified Cash Account
Credit	GL Distribution Code* (from Chargeback Policy)

Creation of a negative chargeback obligation

Debit	GL Distribution Code* (from the Chargeback Policy selected)
Credit	AR Trade Account**

* The entries to the GL Distribution Code cancel out each other.

** For negative chargebacks, which do not involve obligations, the chargeback policy used must contain an AR distribution code. The system uses that AR distribution code to determine the AR Trade Account used in the journal entries.

Credit memo application

The following example illustrates Trade Accounts on the referenced item (obligation, memo, chargeback, and so forth) that are different from the Credit Memo Trade Accounts.

Invoice/obligation

Debit	AR Trade 1 Account
Credit	Sales

Credit memo

Debit	Sales
Credit	AR Trade 2 Account Application of the Credit Memo to the Invoice

Invoice/obligation

Debit	AR Trade 2 Account
Credit	AR Trade 1 Account

Credit memo

Debit	AR Trade 2 Account
Credit	AR Trade 2 Account

Interest charge processing

Revenue method

When the interest charge obligation is posted:

Debit	AR Account
Credit	Revenue Account

When cash is applied to the interest charge obligation:

Debit	Identified Cash Account
Credit	AR Account

Accrual method

When the interest charge obligation is posted:

Debit	AR Account
Credit	Accrual Account

When cash is applied to the interest charge obligation:

Debit	Accrual Account
Credit	Revenue Account

Debit	Identified Cash Account
Credit	AR Account

Notes