Infor Infinium FMS Accounts Receivable Guide to Controls

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Intended audience

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

Purpose of this guide

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

Organization of this guide

This guide is task oriented. Related tasks are grouped into chapters. Each chapter contains overview information and step-by-step instructions to lead you through the tasks.

Conventions used in this guide

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

- Fonts and wording
- Function keys

- Prompt and selection screens
- Promptable fields
- Infinium applications and abbreviations

Fonts and wording

Convention	Description	Example
Italic typeface	Menu options and field names The guide uses the same abbreviations as the screen.	Select *Print Appl Hist by Cash Rcpt* and press Enter. The system enters a default value in the *Company code* field.
Bold standard typeface	Used for notes, cautions and warnings	**Caution**: You must ensure that all Infinium AR users are signed off before reorganizing and purging. If there are jobs in the queue, those files will not be reorganized.
Bold monospaced typeface	Characters that you type and messages that are displayed	Type **AR** in the *System* field. The system displays the following message: **Company is not valid.**
F2 through F24	Keyboard function keys used to perform a variety of commands.	Press F2 to display a list of available function keys.
F13 through F24	Function keys higher than F12 require you to hold down the Shift key and press the key that has the number you require minus 12.	Press F19 to work with project and activity comments.
Select	Choose a record or field value after prompting.	Select **C** (capitalization), **E** (expense) or **B** (both) as the *Capitalization code* value.

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

Convention	Description	Example
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications and use standard name abbreviations.	*Infinium Accounts Receivable Guide to Controls* is referred to as *Infinium AR Guide to Controls*

Function keys

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

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

Prompt and selection screens

A prompt screen, similar to Figure 1, is the screen in which you type information to access a record or a subset of records in a file.

A selection screen, similar to Figure 2, is the screen from which you select a record or records to perform an action.

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

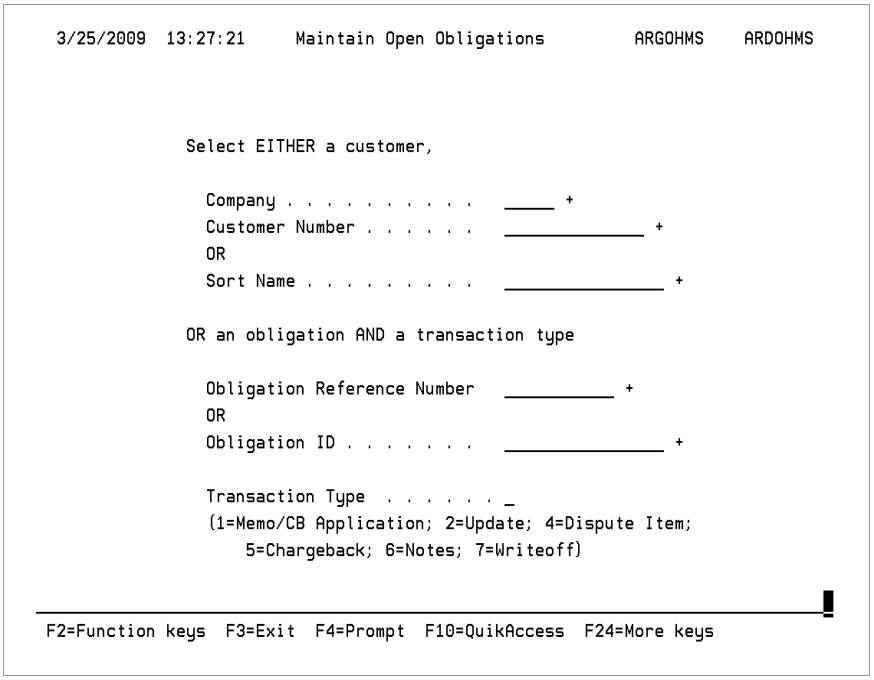

Figure 1: Maintain Open Obligations prompt screen

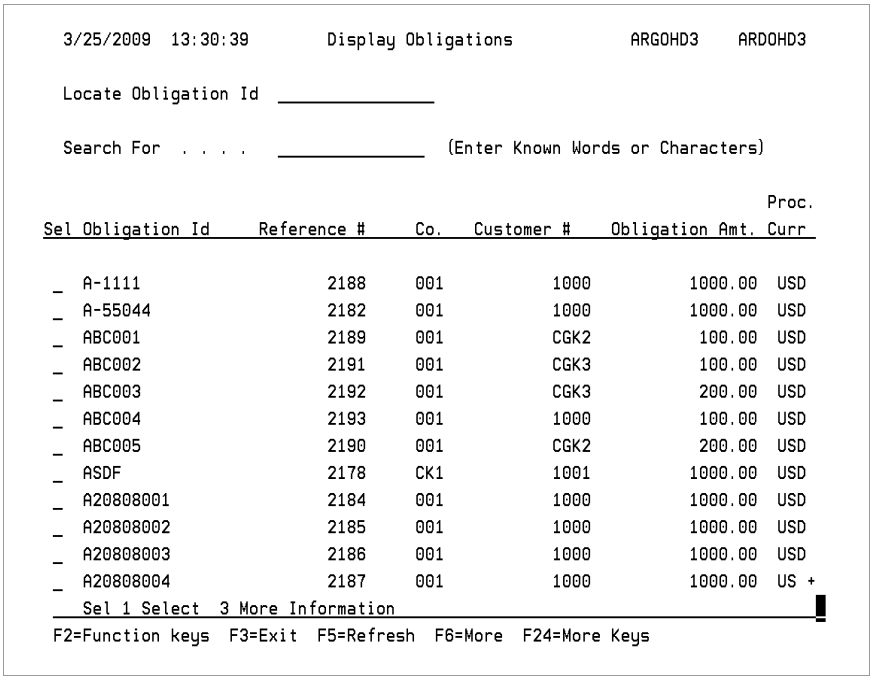

Figure 2: Maintain Open Obligations selection screen

Promptable fields

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

To select an entry perform one of the following:

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

Infinium applications and abbreviations

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

Application	Abbreviation
Infinium Application Manager Infinium Application Manager Extended	Infinium AM Infinium AM/X
Infinium Query Infinium Query Extended	Infinium QY Infinium QY/X

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

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

Related documentation

For related information, refer to the following publications:

- *Infinium AR Guide to Processing*, Volumes 1 and 2
- *Infinium AR Guide to Managing Receivables*
- *Infinium AR Technical Guide*
- *Infinium AR Quick Reference Cards*
- *Infinium AR Menu Tree*

Chapter 1 Infinium AR: An Overview

1

This chapter contains Infinium AR overview information.

The chapter consists of the following topics:

Product information

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

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

Application overview

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

Controls

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

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

Figure 1-1 illustrates Infinium AR controls.

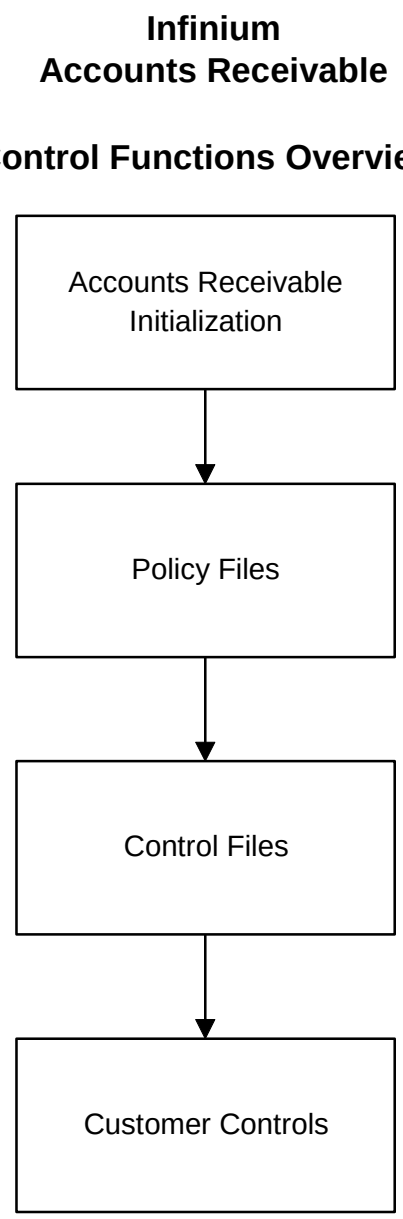

Figure 1-1: Infinium AR Controls Overview

Processing

Through Infinium AR you can enter obligations and cash receipts and then apply the receipts to the obligations. The result of this is three major data flows: obligation processing, cash receipts processing, and application processing. Figure 1-2 illustrates the three major areas of processing and how data flows into and out of each area.

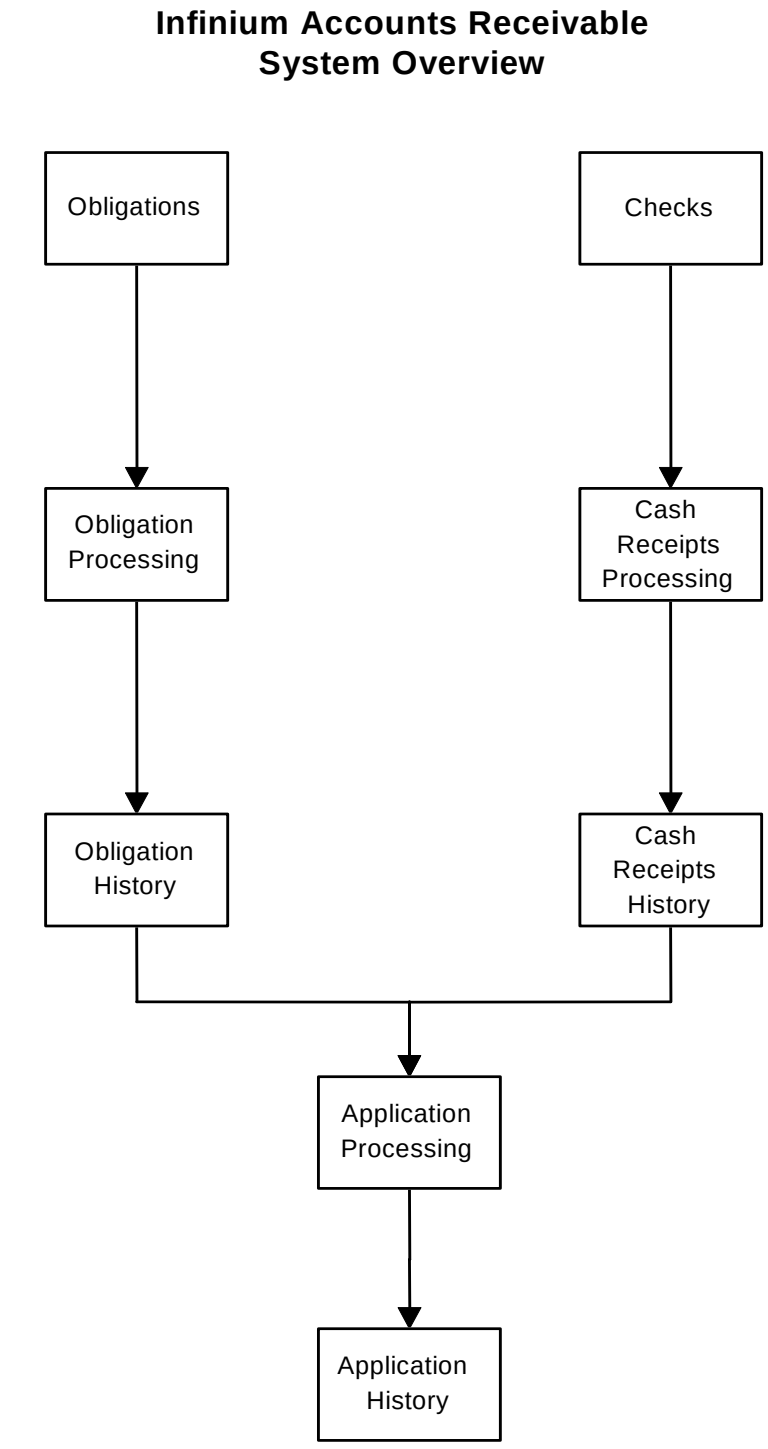

Figure 1-2: Infinium AR Processing Flow

Obligations processing

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

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

Cash receipts processing

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

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

Application processing

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

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

Output

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

Customer statements

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

Chargeback notices

You can print notices when the system posts chargebacks. The chargeback policy determines whether the system generates a notice when you post the chargeback.

Credit worklists

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

Dunning letters

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

Dunning reports

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

Aging reports

On a regular basis, we recommend on a nightly basis, you update your aging file by running *Print & Update Aged Trial Bal*. This function produces an Aged Trial Balance report and updates customer aging balances. You can also re-age your customers on-line or in an ad hoc Aged Trial Balance report.

Close to the general ledger

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

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

Infinium QY

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

Additional reports

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

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

Terminology and concepts

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

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

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

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

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

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

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

Base currency
See Currencies.

Batch processing
In batch processing, you submit a group of processing actions and the system performs the processing with little or no interaction between you and the system. The system submits a batch job to a job queue where it waits its turn to execute in line with jobs submitted by other users. The benefit of a batch job is that the user who submits the job is free to begin working with another function. See Interactive processing.

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

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

See the “Code Types” appendix in this guide for all code types Infinium AR provides.

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

County
The six-character code, defined in *Maintain Codes* in the *Control File Maintenance* menu (code type **CNT**) used to identify territorial divisions in Europe that exercise administrative, judicial, and political functions. The system uses these codes for international correspondence. Do not confuse these with the term county as known and used in the USA.

Currencies

- Base currency

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

- Foreign currency

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

  You can use Infinium CM, or a compatible interface program of your choice, to retrieve an exchange rate and to convert foreign currency amounts to base currency amounts.

  You can enter the exchange rate used in the conversion of foreign currency amounts to base currency amounts.

Another system, a billing system, can send base currency amounts for obligations and receipts to Infinium AR.

- Processing currency

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

- Source currency

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

- Target currency

  The currency to which a source currency must be converted.

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

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

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

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

DSO
Days sales outstanding, the average number of days for which accounts receivable items are outstanding. The system provides two calculation methods: Back Up Method (Exhaustion Method) and Credit Research Foundation Method (CRF).

Draft
A negotiable document between a vendor and a customer to secure payment for goods. Drafts, also called Bills of Exchange, are drawn on the customer's bank and generally accompany the goods sent to the customer. For more information on drafts and draft processing, refer to the *Infinium AR Guide to Processing.*

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

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

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

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

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

GL account validation
See Chart of accounts validation.

GL company validation
An exit program used to confirm that a GL company you enter in Infinium AR does exist in the general ledger system.

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

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

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

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

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

Initialization
The step in which you specify the following controls for the entity: the system date format, the multiple base currency control, the foreign currency processing control, and the GL company close control.

Interactive processing
This processing requires you to interact with the system by entering data for the system to process and respond to immediately. The system executes an interactive job immediately from your terminal. The user who submits the job, however, cannot use his or her terminal until the job completes. See Batch processing.

Intercompany transaction
A transaction between two companies in Infinium AR.

Language code
A code that identifies the language in which the system writes dunning letters, statements or chargeback notices sent to the customer. You establish language codes in *Maintain Codes* in the *Control File Maintenance* menu (code type **LNG**). You can assign these throughout the hierarchy, and you must assign them to the message and forms text files.

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

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

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

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

Obligations
Invoices, credit memos, debit memos, chargebacks, drafts, or interest charges.

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

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

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

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

Tax authority
The government department responsible for administering a tax. You can establish tax authority codes in Infinium AR using *Maintain Codes* in the

Control File Maintenance menu (code type **AUT**) or in the Infinium GT system using *Work with tax authorities* in the *Control Files* menu.

Tax category
A three-character identifier used to classify taxes that can be associated with the tax calculation. The system uses it to analyze the gross amount of the obligation into specific categories that suit statutory and management reporting requirements.

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

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

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

Triangulation
Triangulation is the required method of converting amounts from one national local currency (NLC) to another NLC, such as Italian lira to German deutschemarks, or between an NLC and a non-NLC, such as French francs to US dollars. Direct conversion from one NLC to another NLC and between an NLC and a non-NLC is forbidden within the European Economic and Monetary Union (EMU),

You must convert the first NLC amount to the euro using the mandated conversion rate. Any rounding must be to at least three decimal positions for this conversion.

You must then convert the euro amount to the second NLC using the mandated conversion rate.

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

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

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

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

Notes

Chapter 2 Setting Up Your System

2

This chapter provides an initialization checklist that lists the steps that you take to set up your Infinium AR system. This checklist summarizes the function of each step and indicates whether the step is required. When you complete a step, you can place a check mark in the “Completed?” column next to that step. You can find a detailed explanation of these functions in the following chapters of this guide:

- “Initializing Infinium AR”
- “Introduction to the Hierarchy and Policy Files”
- “Defining and Working with Control Files”
- “Defining and Working with Customer Accounts”

You can also refer to the *Infinium AR Technical Guide* for detailed information on the initialization process.

Initialization checklist

Place a checkmark next to each step when you complete the step.

Step		Required?	Completed?
1.	*Clear All Application Files* in the *AR Initialization* menu This menu option deletes data in the test database shipped with the system. **Warning:** Run this menu option only once.	Yes	
2.	*Initialize Entity Controls* in the *AR Initialization* menu Use this menu option to specify the system's date format, the general ledger closing controls, whether multiple base currencies will exist on the system, and whether the system will be processing in foreign currencies. If you are not using Infinium CM, use the *Maintain Codes* menu option to create currency codes for type CUR.	Yes	
3.	*Maintain Codes* in the *Control File Maintenance* menu Use this menu option to specify lists that the system will use to edit information entered. The "Code Types" appendix contains details about each code type.	Yes	

Step	Required?	Completed?
4. *Maintain AR User Profile Controls* in the *AR Supervisor Functions* menu Use this menu option to specify each user of the system. You can set up the user's security controls for: ▪ Obligations ▪ Cash Receipts ▪ Cash Applications ▪ Cash Inquiry ▪ Company Group Security ▪ Sensitive Data Access, to define masking rules for the user's access to bank account information You also use this menu option to set up security controls for the *Credit Inquiry* menu option. **Note:** Currency codes must exist before you can define writeoff and reclassification policies for AR user profiles.	Yes	
5. *Maintain GL Distribution Codes* in the *Control File Maintenance* menu Use this menu option to create an Infinium AR code for every general ledger account that the system will use.	Yes	
6. *Maintain Aging Policies* in the *Policy File Maintenance* menu Use this reporting policy to define aging buckets and aging methods.	Yes	
7. *Maintain Autocash Policies* in the *Policy File Maintenance* menu Use this processing policy to specify the order in which the system calls autocash algorithms when attempting to apply a check to obligations in the system.	No, unless you plan to use the autocash functions within the system.	
8. *Maintain Cash Receipt Reclassification Policies* in the *Policy File Maintenance* menu Use this processing policy to specify the maximum amount that the system can reclassify in the general ledger. You will need to set up a reclassification reason code as well as a GL distribution code for this purpose.	No, unless you plan to process non-AR cash through the system.	

Step	Required?	Completed?
9. *Maintain Cash Tolerance Policies* in the *Policy File Maintenance* menu The system uses these processing policies in cash application to enable the cash applier or the autocash menu option to perform small balance writeoffs automatically.	No, unless you plan to use the automatic small balance writeoff function.	
10. *Maintain Chargeback Policies* in the *Policy File Maintenance* menu Use this processing policy to close out an obligation or to convert cash to a credit item, and to create a new obligation that can be tracked separately from the original obligation.	No, unless you plan to create chargebacks in the system.	
11. *Maintain Credit Memo Application Policies* in the *Policy File Maintenance* menu The system uses these processing policies when applying credit memos, allowing the applier to write off small balance amounts.	No, unless you want the system to perform small balance writeoffs at credit memo application.	
12. *Maintain Credit Policies* in the *Policy File Maintenance* menu Use this reporting policy to set up credit limits amounts. You can then attach this policy to all customers with this credit limit.	No, unless this information does not come from another system.	
13. *Maintain Draft Policies* in the *Policy File Maintenance* menu Use these processing policies to define the controls for the creation of drafts and their related obligations. The system also uses draft policies to process drafts.	No, unless you are going to use draft payments.	
14. *Maintain DSO Policies* in the *Policy File Maintenance* menu Use this reporting policy to define the method the system uses to calculate days sales outstanding (DSO).	Yes	
15. *Maintain Dunning Policies* in the *Policy File Maintenance* menu Use these reporting policies to define dunning processing controls and dunning letter print and content controls.	No, unless you plan to dun customers.	

Step	Required?	Completed?
16. *Maintain Interest Charge Policies* in the *Policy File Maintenance* menu The system uses these reporting policies to determine which items it includes when calculating interest charges and to determine the controls it uses to calculate the interest charges.	No, unless you plan to use interest charges.	
17. *Maintain Obligation Writeoff Policies* in the *Policy File Maintenance* menu Use this processing policy to control obligation writeoffs in the system. You will need to establish one policy for each type of obligation writeoff that you want to track separately in the system.	No, unless you are going to perform obligation writeoffs in the system.	
18. *Maintain Payment Terms Policies* in the *Policy File Maintenance* menu Use this processing policy to establish payment terms.	No, unless you plan to use payment terms.	
19. *Maintain Statement Policies* in the *Policy File Maintenance* menu Use this reporting policy to define statement formatting criteria. Even if you are not going to print statements, you must set up at least one statement policy.	Yes	
20. *Maintain Trade Tape Policies* in the *Policy File Maintenance* menu Use this reporting policy to establish controls for trade tape processing.	No, unless you are going to generate trade tapes from the system.	
21. *Maintain Entity Controls* in the *Control Files* menu Use this menu option to create controls that define entity level system defaults, autocash controls, and interface controls to and from the Infinium AR system.	Yes	
22. *Maintain Entity User Fields* in the *Control Files* menu Use this menu option to set up fields that your company needs to track that are not currently established on the system.	No	
23. *Maintain Entity Control Numbers* in the *Control Files* menu This menu option keeps track of internal numbers that are key to system processing. These numbers are maintained by the system and generally never need to be adjusted manually.	No, unless these numbers need to be adjusted or re-entered in the event of a system failure.	

Step	Required?	Completed?
24. *Maintain Accounting Periods* in the *Control Files* menu Use this menu option to establish each year that the system will track. You also use this menu option after you create companies to specify closing counts for each company. You only perform the second task to automatically roll the period following a period end close.	Yes	
25. *Maintain Company Controls* in the *Control Files* menu Use this menu option to create control data for each company to be established in the system. This menu option maintains closing controls to the general ledger.	Yes	
26. *Maintain Company Groups* in the *Control Files* menu Use this menu option to group one or more companies together for processing and reporting purposes.	No	
27. *Maintain Accounting Groups* in the *Control Files* menu Use this menu option to establish a standard set of GL distribution codes for use in obligation processing.	No; however, this menu option makes obligation entry easier if invoice information is not transferred automatically from an order processing system.	
28. *Maintain Intercompany Exchange Accounts* in the *Control Files* menu Use this menu option to maintain the “due to” and “due from” accounts.	No, unless you plan to use intercompany transactions in the system.	
29. *Maintain Treasury Controls* in the *Control Files* menu This menu option allows the system to track cash that has been entered into the system but has not yet been identified to a customer.	Yes	
30. *Maintain Gain/Loss Distribution Codes* in the *Control Files* menu Use this menu option to establish the GL distribution codes for posting realized and unrealized gains/losses for specific processing currencies.	No, unless you plan to use foreign currency processing.	

Step	Required?	Completed?
31. *Maintain Sales Level Controls* in the *Control Files* menu This menu option allows you to model your internal sales reporting structure and use Infinium QY to generate sales reports.	No, unless you require multi-level sales analysis.	
32. *Maintain Draft Type Controls* in the *Control Files* menu Use this menu option to create draft types that work in conjunction with draft policies to control the life cycle of a draft.	No, unless you plan to use draft processing.	
33. *Maintain Lockbox Controls* in the *Control Files* menu Use this menu option to establish the bank accounts that receive cash.	Yes	
34. *Work with Sequential Numbers* in the *Control Files* menu Use this menu option to modify sequential numbering controls. The sequential numbering module must be installed for you to access this menu option.	No, unless you plan to have the system sequentially number documents.	
35. *Maintain Customer Master Controls* in the *Customer/ National Account Management* menu Use this menu option to enter base information about each customer.	Yes, unless you use the customer conversion program to bring this information into the system.	
36. *Maintain Customer Shipping Addresses* in the *Customer/ National Account Management* menu Use this menu option to track multiple “ship to” addresses for each customer.	No	
37. *Maintain Customer Credit Controls* in the *Customer/ National Account Management* menu Use this menu option to enter credit control information about each customer. The system generates some of the information tracked in this menu option.	Yes	
38. *Maintain Customer Bank Account Controls* in the *Customer/ National Account Management* menu Use this menu option to maintain MICR number information for each customer. This information speeds up the check identification process.	No	

Step	Required?	Completed?
39. *Maintain National Accounts* in the *Customer/ National Account Management* menu Use this menu option to group multiple customers together for reporting and inquiry purposes.	No	

Chapter 3 Initializing AR

3

This chapter describes how to clear information from the Infinium AR data files and set the system starting values.

The chapter consists of the following topics:

Overview

You must complete certain activities before you can begin processing in the Infinium AR system. Through initialization you set the system to its starting values and make critical decisions, some of which you cannot change.

You must complete the initialization in a specific order. This chapter of the guide addresses the first few steps of initialization. The other chapters of the guide address the remaining controls that you must establish.

Use the checklist in the “Setting up Your System” chapter while performing these tasks. You can also use the *Infinium AR Technical Guide* for a summarized list of all steps necessary to initialize the system.

The diagram in Figure 3-1 illustrates where initialization fits into the steps necessary to set up your system.

Infinium Accounts Receivable
Control Functions Overview

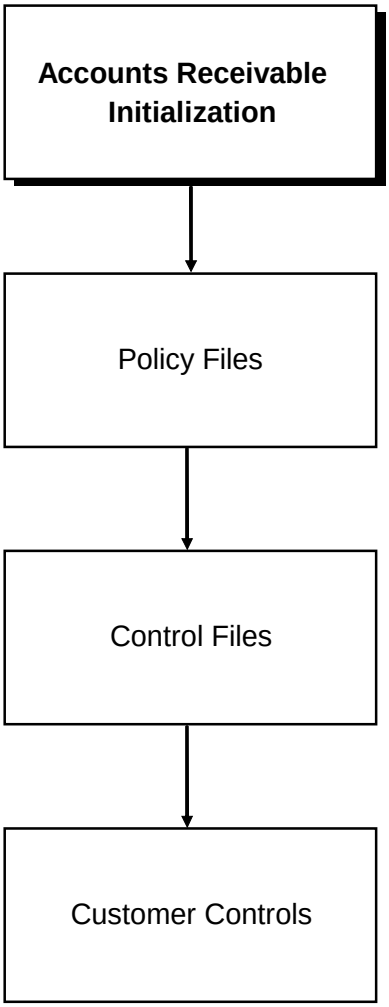

Figure 3-1: Infinium Accounts Receivable Control Functions Overview

Objectives

After you complete this chapter of the guide, you should be familiar with the order in which you can set up the system as well as how to:

- Clear application files
- Initialize entity controls

- Establish Infinium AR user profile controls

You should also be able to create the following:

- Code values
- General ledger distribution codes

Clearing all application files

Overview

Application files contain the data that you enter into the system. You should clear application files only once, during initialization. Through this function you clear all database files, with the following exceptions:

- Code types - The system does clear entity user field code types beginning with #.
- Autocash algorithms
- Payment terms values

You should remove the *Clear All Application Files* menu option from all but one user's menu.

Clearing application files

Caution: You must stop any triggers that are currently active on your application files before you use this function.

To clear all application files, perform the following steps:

1. From the Infinium AR main menu select *AR Initialization*.
2. Select *Clear All Application Files* [CAAF]. The system displays a screen similar to Figure 3-2.

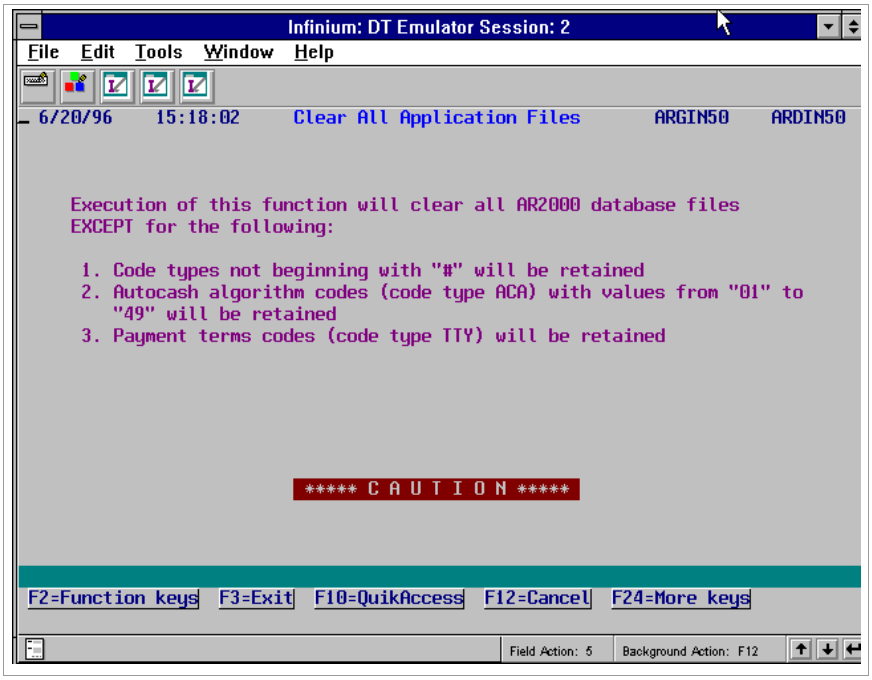

Figure 3-2: Clear All Application Files screen

3 Press Enter. The system deletes the data from all application files.

Your next step

After you clear old data, you must initialize the entity controls to define some initial set-up values.

Initializing entity controls

Overview

The term entity controls refers to system-wide information and controls that are applicable to the entire Infinium AR system. For example, one entity control contains the date format that your system uses. Because this control is at the entity level, all accounts receivable companies use the same date format.

You should initialize entity controls only once.

Initializing the entity controls

To initialize entity controls, perform the following steps:

1. From the Infinium AR main menu select *AR Initialization*.
2. Select *Initialize Entity Controls* [IEC]. The system displays a screen similar to Figure 3-3.

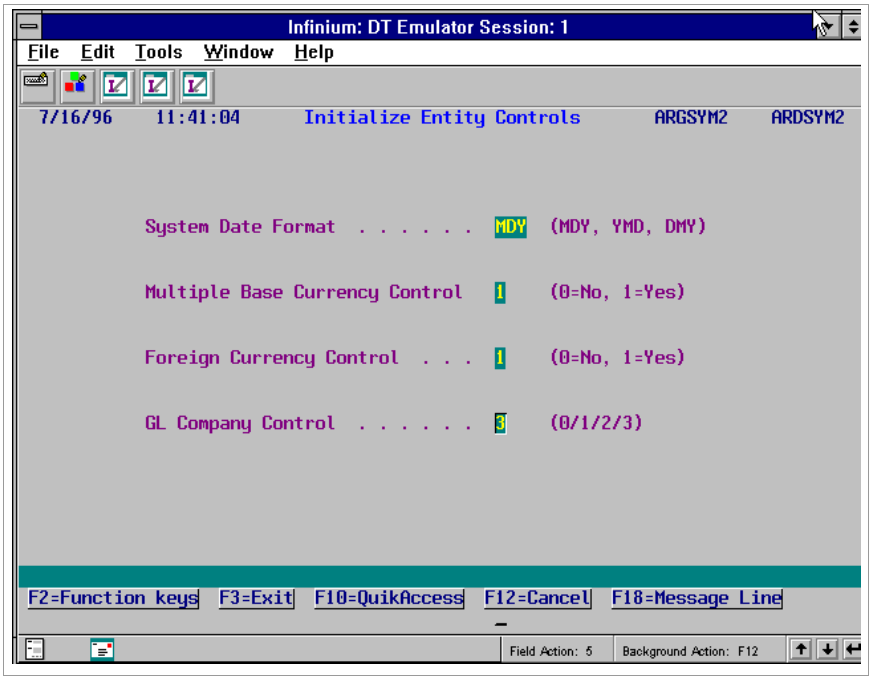

Figure 3-3: Initialize Entity Controls screen

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

System Date Format

Select one date format. Once you establish the date format, you cannot change it.

If your site supports both international and domestic operations on the same machine, you have two alternatives:

- Select one of the date formats for use by all operations
- Install the system under a different name for each different date format

Multiple Base Currency Control

Base currency is the primary currency in which a business operates. If you type **0** in the *Multiple Base Currency Control* field, all companies in the system have the same base currency. If you type **1** in the *Multiple Base Currency Control* field, companies can have different base currencies.

You can change the value in the *Multiple Base Currency Control* field from **0** to **1** only if the value in the *GL Company Control* field is a value other than **2**. Once you set the *Multiple Base Currency Control* field to **1**, the system prohibits you from changing it.

Foreign Currency Control

Type **1** if you plan to process obligations, cash receipts, and applications in currencies other than the base currency.

You must type **1** to allow cross currency processing. Cross currency processing allows you to process an application for a cash receipt with a different currency than the receipt's obligation currency. Refer to the description of the *Allow Cross Currency Applications* field in the "Defining and Working with Control Files" chapter of this guide for additional information.

For example, if you have an accounts receivable company with USD as its base currency, you can generate Italian lira obligations and receive payment for them in euro. The system calculates any foreign currency gains and losses due to changes in the exchange rates between USD and the euro.

You can change the value in the *Foreign Currency Control* field from **0** to **1** if the value in the *GL Company Control* field on this screen is not **2**. However, once the value is **1**, the system prohibits you from typing in this field.

GL Company Control

You use this field to indicate how to close accounts receivable companies to the general ledger. Only options **1** and **3** create intercompany transactions.

0	Accounts receivable companies do not close to any general ledger company.
1	Each accounts receivable company closes to a unique general ledger company.
2	All accounts receivable companies close to one general ledger company.
3	One or more accounts receivable companies close to one of several general ledger companies.

Caution: Once you define the *GL Company Control* field, you can change only the value of **1** to **3**. The system prohibits you from changing any other value.

4 Press Enter. The system initializes the entity controls.

Your next step

After you initialize entity controls, you must establish user profile controls to authorize users to the Infinium AR system.

Establishing user profile controls

Overview

Users must have authorization to the System i before they can sign on to the Infinium AR system. A member of the data processing department handles this authorization.

You use the *Maintain AR User Profile Ctrls* menu option to authorize users to the system as well as to define their levels of authority. For example, in this function you assign Infinium AR specific authorities, such as, who is a cash applier or who can perform writeoffs.

Caution: If you do not set up a record for a user, the user does not have authority to any companies.

Establishing Infinium AR user profile controls

To establish Infinium AR user profile controls, perform the following steps:

1. From the Infinium AR main menu select *AR Supervisor Functions*.
2. Select *Maintain AR User Profile Ctrls* [MARU]. The system displays a screen similar to Figure 3-4.

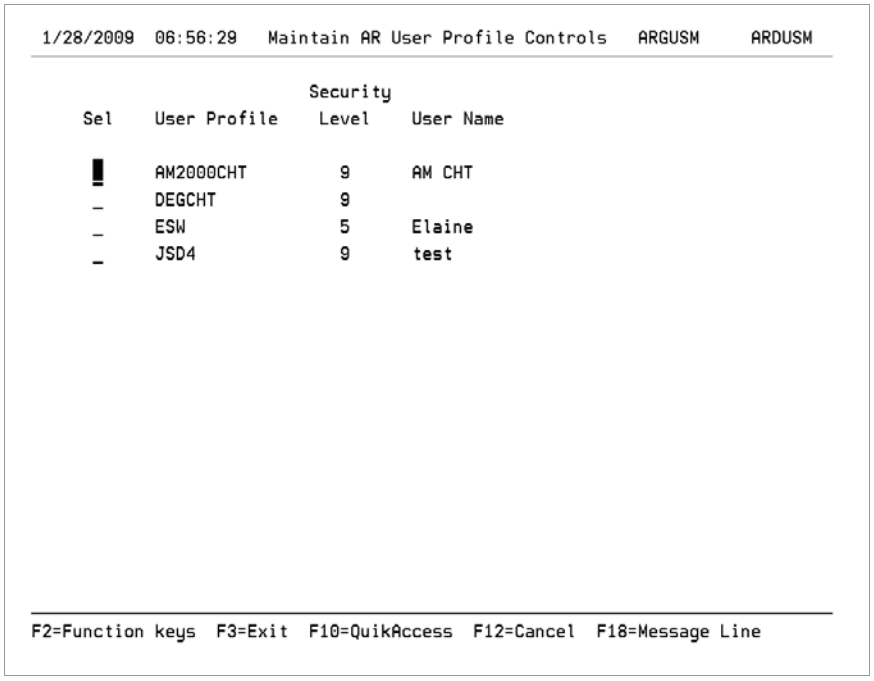

Figure 3-4: Maintain AR User Profile Controls prompt screen

3 Select a user profile.

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

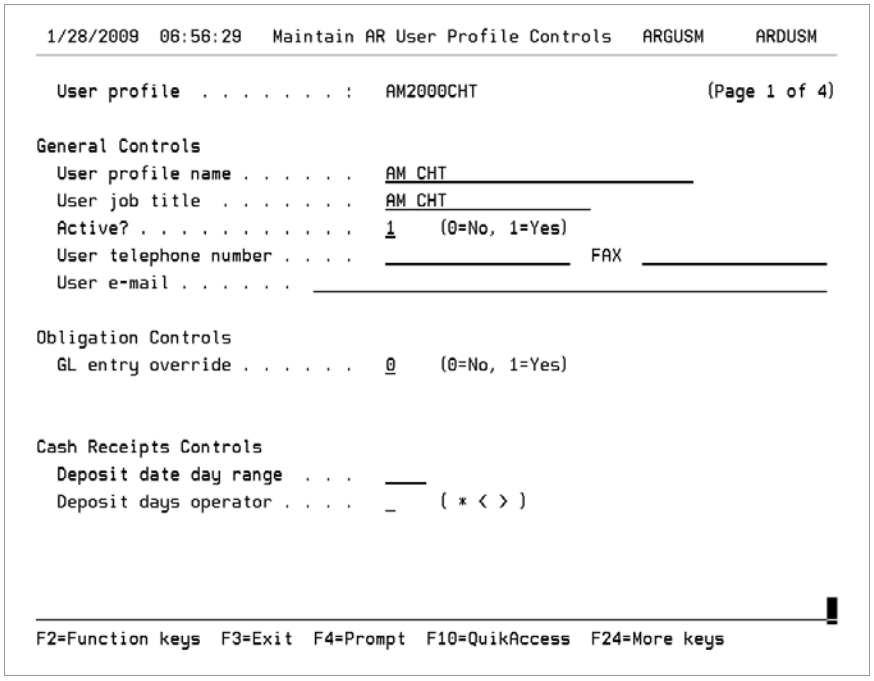

Figure 3-5: Maintain AR User Profile Controls screen 1

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

General Controls

You can define the user profile name, job title, telephone number, and e-mail information. The *Active* field should be set to **1** to enable a user to enter and process data.

GL entry override

Type **1** in this field for this user profile to be able to override the value in the *Create GL entry* field during obligation processing.

If a company's control to close obligations to general ledger is **0** and the value in the *General Ledger Company Control* field is **1** (each accounts receivable company closes to a unique general ledger company), the user can override these values and change the value from **0** to **1** to create general ledger entries on the obligation batch header.

Deposit date day range

If you set a deposit date day range, the system compares the deposit date of a check when entered to the current system date and displays a warning message if the deposit date is not within the deposit date day range. The user can override this warning message. This field works in conjunction with the *Deposit days operator* field.

Deposit days operator

Values for the *Deposit days operator* field are as follows:

*****	Number of days on either side of the deposit date
<	Less than day range
>	Greater than day range

For example, if the value in the *Deposit date day range* field is **30**, the value in the *Deposit days operator* field is *****, and the current system date is January 1, the system displays a warning if the user enters a check using a deposit date earlier than December 2 or later than January 31.

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

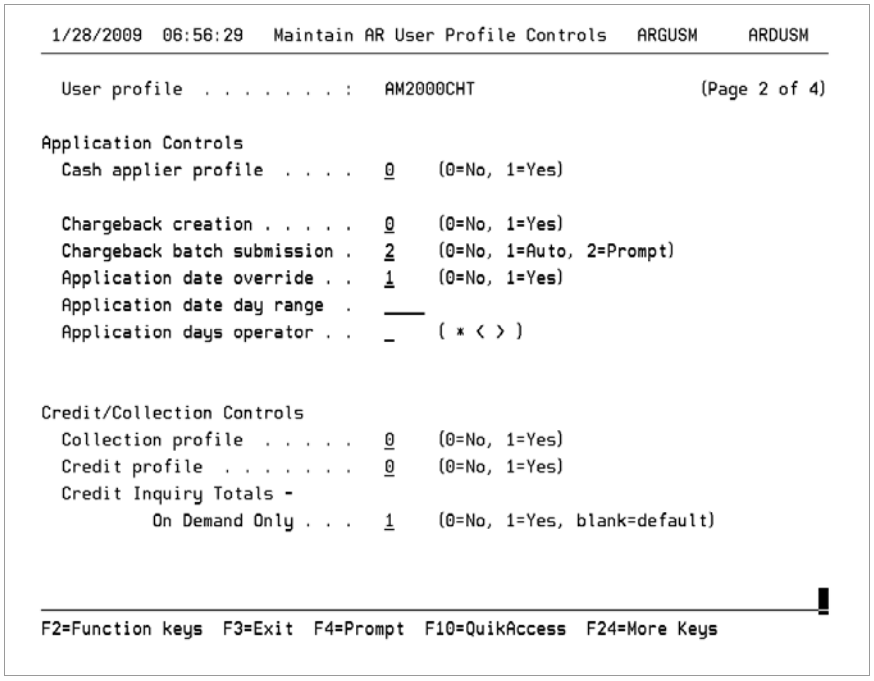

Figure 3-6: Maintain AR User Profile Controls screen 2

Use this screen to define the user profile's specific application and credit or collection controls.

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

Cash applier profile

Indicate whether this user can apply cash.

Chargeback creation

Indicate whether this user can create chargebacks.

Chargeback batch submission

To determine how this user submits chargeback batches to proof and post, type one of the following values:

0 The user must manually submit chargeback batches for proof and post.

1 The system automatically submits chargeback batches for proof and post when the user exits an application session during which a chargeback is created.

2 The system prompts the user with the option to submit a chargeback batch for proof and post when the user exits an application session during which a chargeback is created.

Application date override

Use this field to determine whether a user can override the system date as the application date when performing applications.

Application date day range

If you allow the user to override the application date, you can also set an application date day range. The system compares the application date that the user types to the current system date and displays a warning message if the application date is not within the application date day range. The user can override this warning message. This field works in conjunction with the *Application days operator* field.

Application days operator

Values for the *Application days operator* field are as follows:

***** Number of days on either side of the deposit date

< Less than day range

> Greater than day range

For example, if the value in the *Application date day range* field is **30**, the value in the *Application days operator* field is *****, and the current system date is January 1, the system displays a warning if the user types an application date earlier than December 2 or later than January 31.

Collection profile

Indicate whether this user has collection responsibilities.

Credit profile

Indicate whether this user has credit responsibilities.

Credit Inquiry Totals - On Demand Only

If you leave this field blank, the system uses the value at the entity level to determine the calculation of these totals.

If you type **0** in this field, the system automatically calculates and displays the totals for past due items, disputed items, debit memos, and credit memos when you enter the *Credit Inquiry* menu option. The system performs a real-time calculation of these totals.

If you type **1** in this field, the system calculates and displays the totals for past due items, disputed items, debit memos, and credit memos when you enter the *Credit Inquiry* menu option based on values in the Customer Credit file. If you then want to obtain real-time calculations of these amounts, you must press F15 on the Credit Inquiry screen.

8 Press Enter. The system displays a screen similar to Figure 3-7.

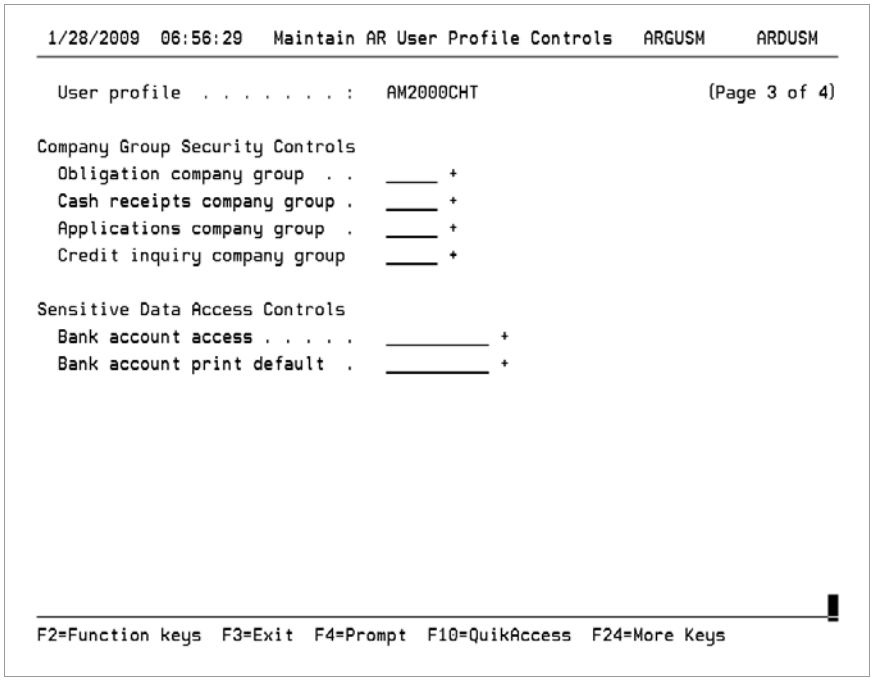

Figure 3-7: Maintain AR User Profile Controls screen 3

Use this screen to define the user profile's company group security controls and specify exceptions to bank account access for individual users.

Caution: If you do not set up a profile record for a user, you cannot give the user the authority to access any companies.

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

Obligation company group

Specify the company group to secure the user to that group only for obligation processing. If you leave this field blank, there is no security.

Cash receipts company group

Specify the company group to secure the user to that group only for cash receipts processing. If you leave this field blank, there is no security.

Note: Cash receipts company group security does not include the *Validate BAI Lockbox Input*, *Receive Lockbox Batches*, and *Receive Cash Receipts Batches* menu options.

Applications company group

Specify the company group to secure the user to that group only for application processing. If you leave this field blank, there is no security.

Note: Application company group security does not include the *Print Daily Appl Register* and *Print Applier Summary* menu options.

Credit inquiry company group

Specify the company group to secure the user to that group only for the *Credit Inquiry* menu option. If you leave this field blank, there is no security.

Bank account access

Leave this field blank to use the *Bank account access* value on the entity controls, or select a value, a code stored in Infinium AM, which determines exceptions to bank account access for individual users.

Valid values for these fields are:

LASTFOUR	Show last four characters
FIRSTFOUR	Show first four characters
SHOWALL	Show all characters
MASKALL	Mask all characters
FANDLFOUR	Show first four and last four characters

Bank account print default

Leave this field blank to use the *Bank account print default* value on the entity controls, or select a value, a code stored in Infinium AM, which determines exceptions to the printing of bank accounts for individual users.

Valid values for these fields are:

LASTFOUR	Show last four characters

FIRSTFOUR	Show first four characters
SHOWALL	Show all characters
MASKALL	Mask all characters
FANDLFOUR	Show first four and last four characters

Note: These masking rules are valid within the Infinium AR product only. Masking rules and data access do not apply to database utilities or third party integrations.

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

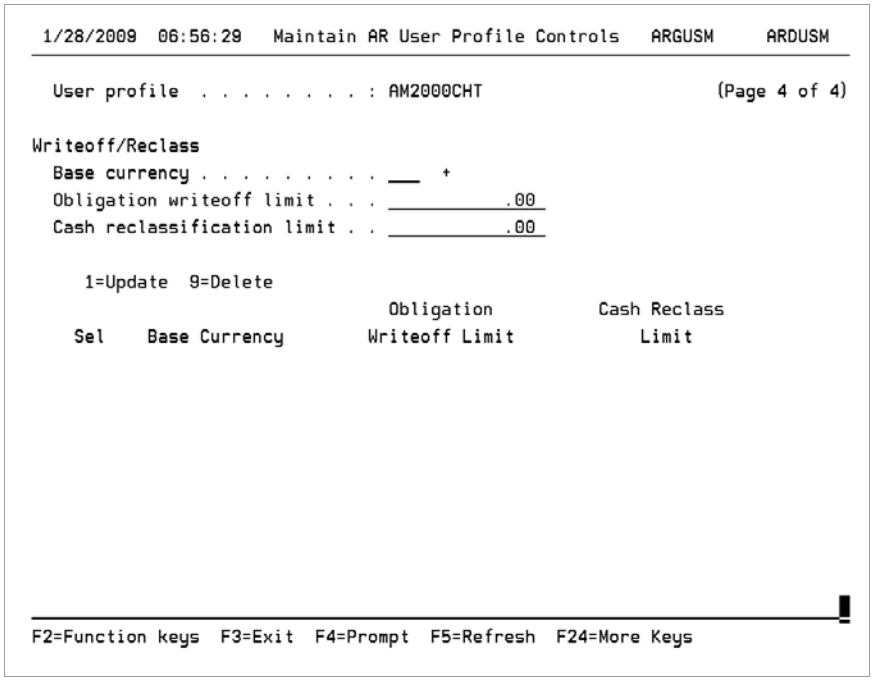

Figure 3-8: Maintain AR User Profile Controls screen 4

Use this screen to specify whether the user has authority to write off obligations or to reclassify non-accounts receivable cash.

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

Base currency

To create or update the writeoff limits for a specific base currency for this user profile, type a valid currency code in this field. If all companies in the system use the same base currency (the value in the *Multiple Base Currency Control* field is **0**), the value that you type in this field must be the same as the value in the *Base Currency* field on the entity controls.

Obligation writeoff limit

If the user has the authority to write off obligations, type the base currency and the maximum dollar amount that the user can write off for a single obligation. Type **.00** to prohibit a user from writing off obligations.

Cash reclassification limit

If the user has the authority to reclassify non-accounts receivable cash receipts, type the base currency and the maximum dollar amount that the user can reclassify for a single check. Type **00** to prohibit a user from reclassifying cash receipts.

12 Press Enter. The system creates the user profile.

13 Press F3 to return to the main menu.

Your next step

The next step in initializing the system is building code values.

Building code values

Overview

You must build code tables to begin Infinium AR processing. A code table consists of code types and code values.

Infinium AR provides the code types, but you must establish the code values to define your unique processing needs. For example, code type STP defines states or provinces. You define code values for this code type, such as MA, PA, and CA, to indicate the various states or provinces.

See the “Code Types” appendix in this guide for a complete listing of all the code types that Infinium AR provides.

The following three code types are necessary for initial processing:

- AJR Adjustment reason
- CUR Currency type
- LNG Language

Note: If you are using Infinium CM, you do not need to build code values for code type CUR. Currency values default from Infinium CM.

Building code values

To build code values, perform the following steps:

1. From the Infinium AR main menu select *Control File Maintenance*.
2. Select *Maintain Codes* [MC]. The system displays a screen similar to Figure 3-9.

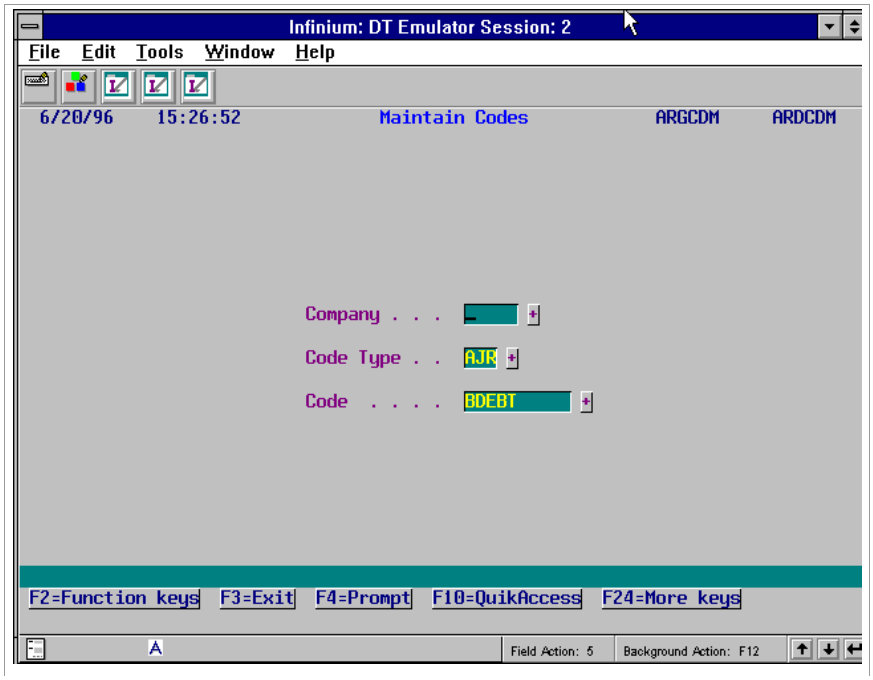

Figure 3-9: Maintain Codes screen 1

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

Company

Leave this field blank to make the code value available for all companies.

Code Type

Type one of the following to create a code value for the appropriate code type:

AJR	Adjustment reason
CUR	Currency type
LNG	Language

Although not required, you may want to build code values for STP, the state or province code type. International customers may want to build code values for CNT, the code type for county. Throughout the system, you must type either a value for the state and province or a value for the county.

Code

Type a name for the code value.

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

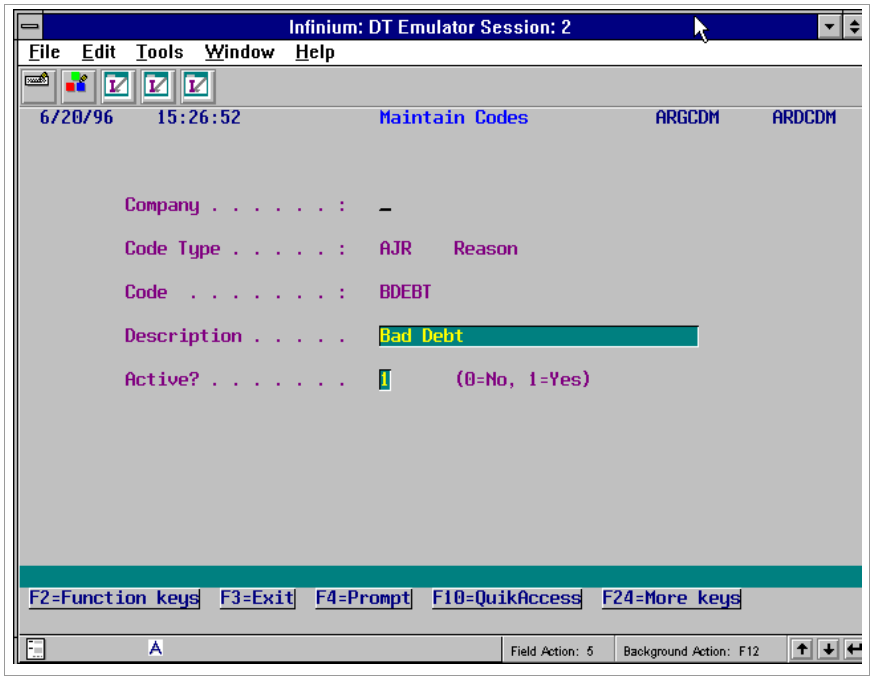

Figure 3-10: Maintain Codes screen 2

5 Complete the *Description and Active?* fields on this screen.

6 Press Enter. The system creates the code value.

Your next step

The next step in the initialization process is to create general ledger distribution codes.

Creating general ledger distribution codes

Overview

A general ledger distribution code is a five-character code that you establish to represent a full general ledger account. Accounts in Infinium GL can be up to 36 characters. You must set up a five-character GL distribution code for each general ledger account to be used in Infinium AR.

Creating general ledger distribution codes

To create general ledger 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 a screen similar to Figure 3-11.

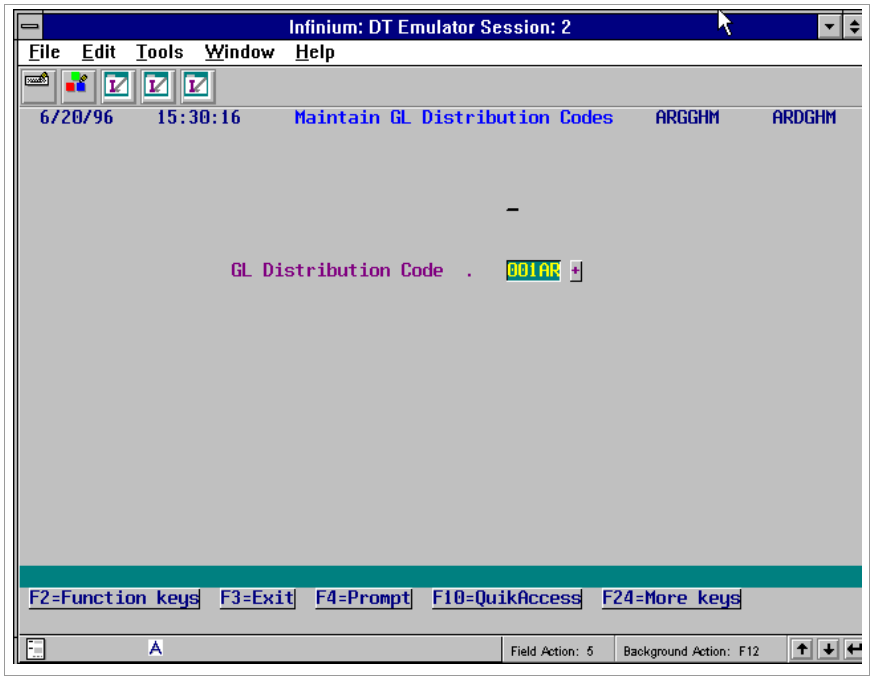

Figure 3-11: Maintain GL Distribution Codes screen 1

3 Type a name for the GL distribution code.

4 Press Enter. The system displays a screen similar to Figure 3-12.

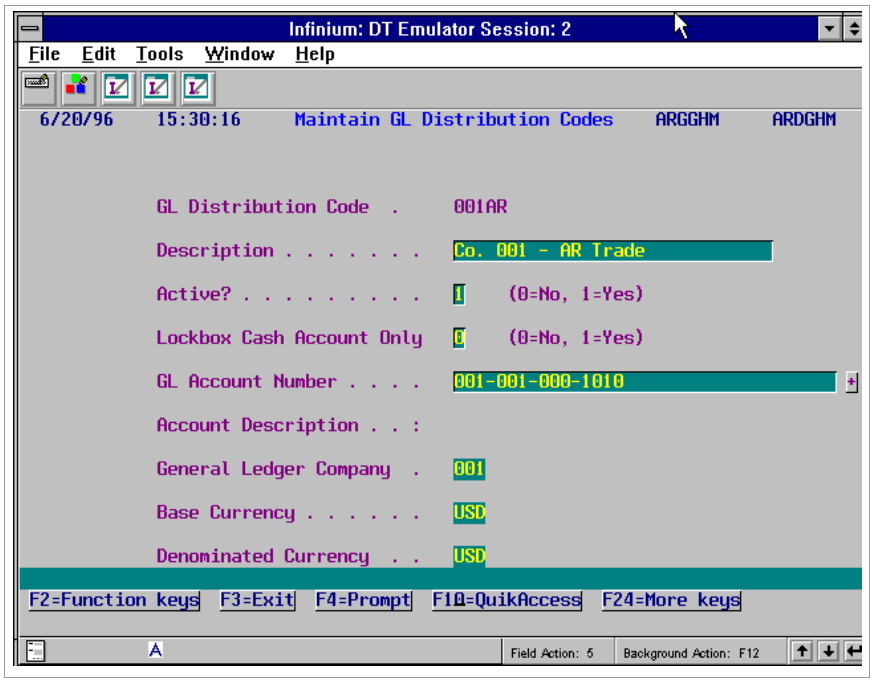

Figure 3-12: Maintain GL Distribution Codes screen 2

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

Lockbox Cash Account Only

The default value for this field is **0**, which indicates that the GL distribution code's base currency must be the same as the denominated currency.

Type **1** if the distribution code will only be used as the Cash GL Distribution Code on the lockbox controls. When you type **1**, you can use a GL account denominated in a currency other than the GL base currency. This distribution code is then valid for use only as a lockbox cash account.

GL Account Number

Type the general ledger account number for which this GL distribution code will be an acronym. Press F4 to display and select from a list of valid general ledger account numbers.

Account Description

The system defaults the value in this field from the general ledger account number that you type on this screen.

General Ledger Company

The system defaults the value in this field from the general ledger account number you enter on this screen. You can change the value in this field only if the value in the *GL Company Control* field on the entity controls is **0** (accounts receivable companies do not close to any general ledger company).

Base Currency

The system defaults the value in this field from the general ledger account number that you type on this screen. You can change the value in this field only if the value in the *GL Company Control* field on the entity controls is **0** (accounts receivable companies do not close to any general ledger company). The value in this field can differ from the value in the *Denominated Currency* field only when the value in the *Lockbox Cash Account Only* field is **1**.

Denominated Currency

The system defaults the value in this field from the general ledger account number that you type on this screen. The value in this field can differ from the value in the *Base Currency* field only when the value in the *Lockbox Cash Account Only* field is **1**.

6 Press Enter. The system creates the GL distribution code.

Your next step

You can now create other Infinium AR controls discussed in this guide.

Frequently asked questions

What do the error messages on the GL Distributions Validation report mean?

The account linked to the distribution code is no longer valid in the general ledger system.

Why is code type TTY inactive, prohibiting users from adding any values?

Infinium has hard coded the code type TTY, payment terms, in the system. The four payment terms that Infinium provides for use in conjunction with payment terms policies are as follows:

- Custom
- Prepayment
- Proximo
- Standard

Chapter 4 Introduction to the Hierarchy and Policy Files

4

This chapter provides an overview of the Infinium AR hierarchy and policy files, including an explanation of the payment terms policy. This chapter also provides detailed explanations of the other policy files with the appropriate processing and reporting topics.

The chapter consists of the following topics:

Overview

Infinium AR hierarchy

The Infinium AR system organizes policy data by levels, with each level subordinate to the next level forming a hierarchy. The lowest level in the hierarchy is the customer level, followed by the national account level, the accounts receivable company level, and finally, the entity level.

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

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

Figure 4-1 illustrates the Infinium AR hierarchy. Bold lines are used to emphasize national account customers.

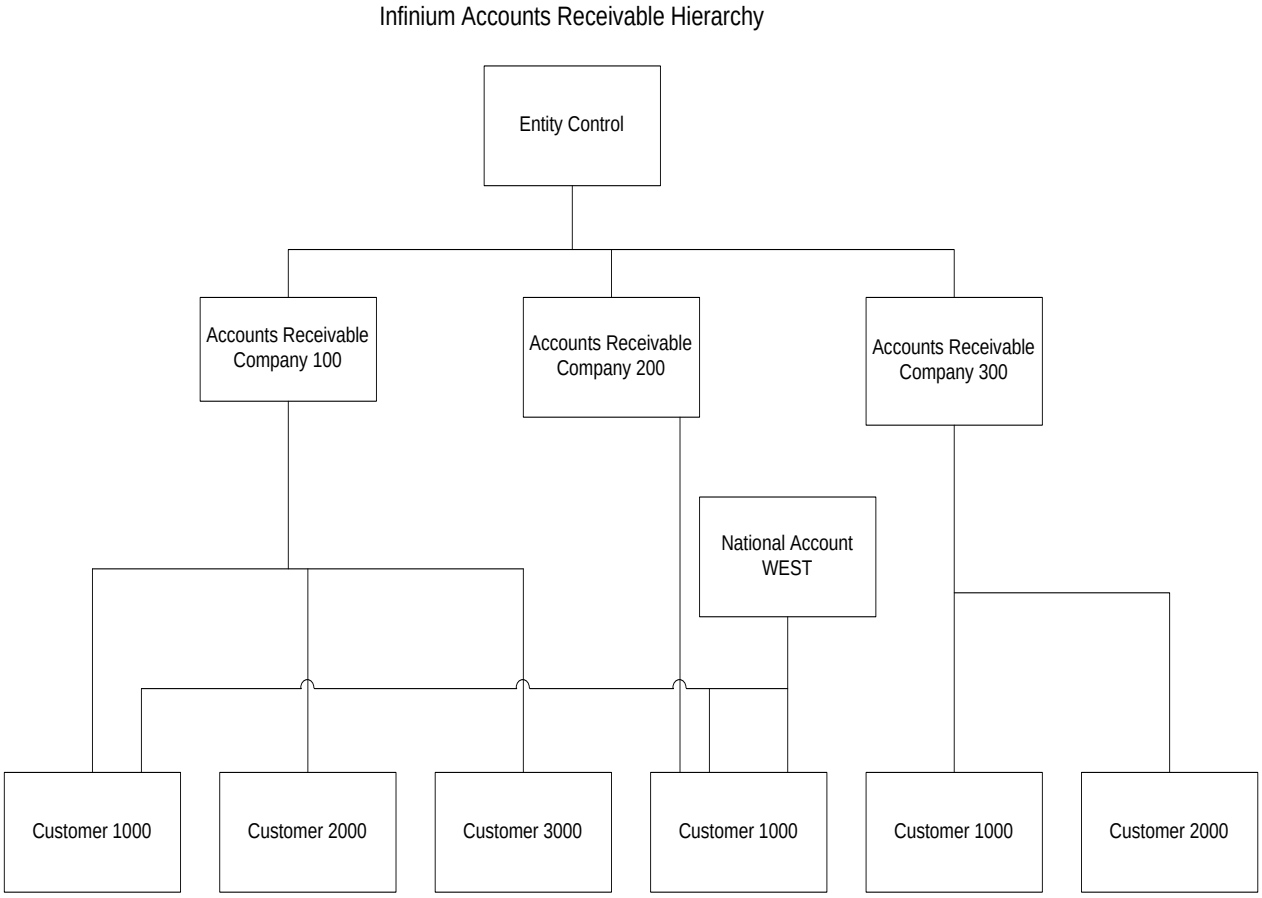

Figure 4-1: Infinium Accounts Receivable Hierarchy Example

Policies

A policy is a system control that enables you to define how the system handles processing or reporting details. You can define policies for all levels of the hierarchy. The levels in the hierarchy, in order of the highest level to the lowest level, are as follows:

- Entity
- Company
- National account
- Customer

The system overrides policies attached to higher levels of the hierarchy if you attach a policy at a lower level of the hierarchy. For example, if you want a policy to take effect for a particular customer, you define the policy at the customer level. The system overrides any other policy defined in the hierarchy because the customer level is the lowest level in the hierarchy.

The diagram in Figure 4-2 illustrates where policy files fit into the steps necessary to set up your system.

Infinium Accounts Receivable
Control Functions Overview

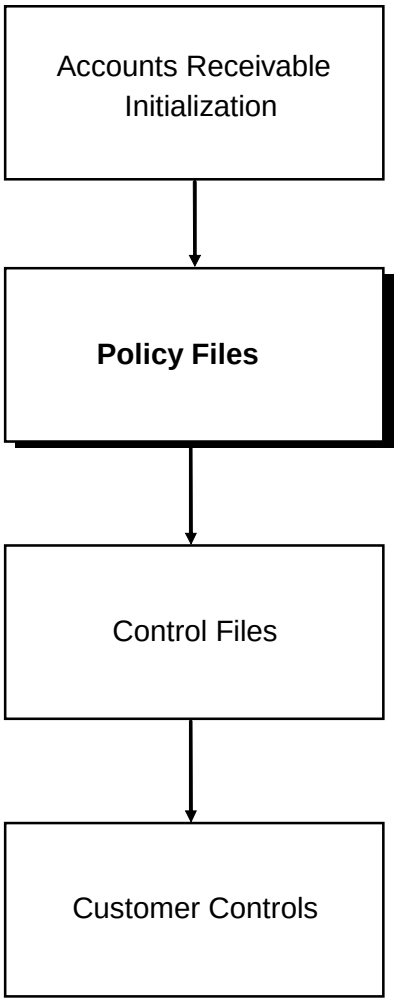

Figure 4-2: Infinium Accounts Receivable Control Functions Overview

Infinium AR uses the policies in the following list for processing and reporting purposes. The list contains a brief explanation of the policy as well as the Infinium AR guide in which you can find a detailed explanation of the policy.

You can display a policy by selecting the appropriate menu option from within the *Policy File Inquiries* menu. You can print a policy by selecting the appropriate menu option from the *Policy File Reports* menu.

Processing policies

Refer to the *Infinium AR Guide to Processing* for more information on the processing policies below.

Autocash
This policy allows you to specify up to 12 algorithms in the order that the system executes them. The system uses autocash policies in cash application.

Cash receipts reclassification
This policy allows you to specify limits for reclassifying non-accounts receivable cash and identify the general ledger account that the system charges. You use this policy in cash application.

Cash tolerance
The system uses this policy to handle variances between cash and obligation amounts by comparing a percentage of the check amount to a fixed amount. You use this policy when you perform:

- Cash receipts autocash
- Cash application
- Chargeback

The system uses this policy when creating a new obligation for the unpaid balance of the original obligation, provided it exceeds the minimum amount of the policy. It also uses this policy to convert unapplied cash to a credit item. You use this policy when you:

- Maintain open obligations
- Perform cash application

Credit memo application
The system uses this policy to handle variances between credit memos and their corresponding obligations. You use this policy when you:

- Post referenced credit memos

- Maintain open obligations

Obligation writeoff
This policy specifies writeoff amounts limits and identifies the general ledger account the system charges. You use this policy when you:

- Maintain open obligations
- Perform cash application

Payment terms
The system uses this policy to determine the obligation due date and discount date. You use this policy when you maintain obligation batches.

This policy is described in detail in this chapter to provide you with a detailed example of a policy.

Obligation entry

An obligation entry policy determines the type of duplicate obligation checking that is to be done.

This policy is described in detail in the “Processing Obligations” chapter in the *Infinium AR Guide to Processing*.

Reporting policies

Refer to the *Infinium AR Guide to Managing Your Receivables* for more information on the following reporting policies.

Aging
This policy allows up to six holding places or categories to specify numbers of days for aging. You use this policy in:

- Statements
- Aged trial balance
- Credit inquiry

Credit
The Infinium OP system (or another order management system) uses this policy for credit checking purposes.

DSO
The system uses this policy to calculate the average number of days for which an accounts receivable balance is outstanding. You use this policy in:

- Credit inquiry
- Customer statistics report

Dunning
This policy enables you to set processing controls for each of the nine levels of dunning. You use this policy in:

- Dunning processing
- Credit inquiry

Interest charge
This policy enables you to set policies for interest charges. You use this policy when you:

- Calculate interest charges
- Create interest charge obligations

Statement
This policy determines whether the system should produce statements for customers with an open balance below a specified amount or a credit balance, how it sorts statements, and which printer it uses. You use this policy in statement processing.

Trade tape
This policy allows reporting to Experian or Dun & Bradstreet. You can link this policy only to the company level of the hierarchy. You use this policy in trade tape processing.

Required policies

Infinium AR requires the following policies:

- Aging

  Required at the entity level

- DSO

  Required at the entity level

- Statement

  Required at the customer level

Policies not attached to the hierarchy

You do not attach the following policies to the hierarchy:

- Cash receipts reclassification
- Chargeback
- Obligation write-off

Objectives

After you complete this chapter, you should understand the following:

- Infinium AR hierarchy
- Policy files
- Payment terms policy

Creating payment terms policies

Overview

Payment terms policies determine the following:

- Types of payments available
- Controls for each payment terms type
- Creating a payment terms policy

To create a payment terms policy, perform the following steps:

1 From the Infinium AR main menu select *Policy File Maintenance*.

2 Select *Maintain Payment Terms Pol* [MPTP]. The system displays a screen similar to Figure 4-3.

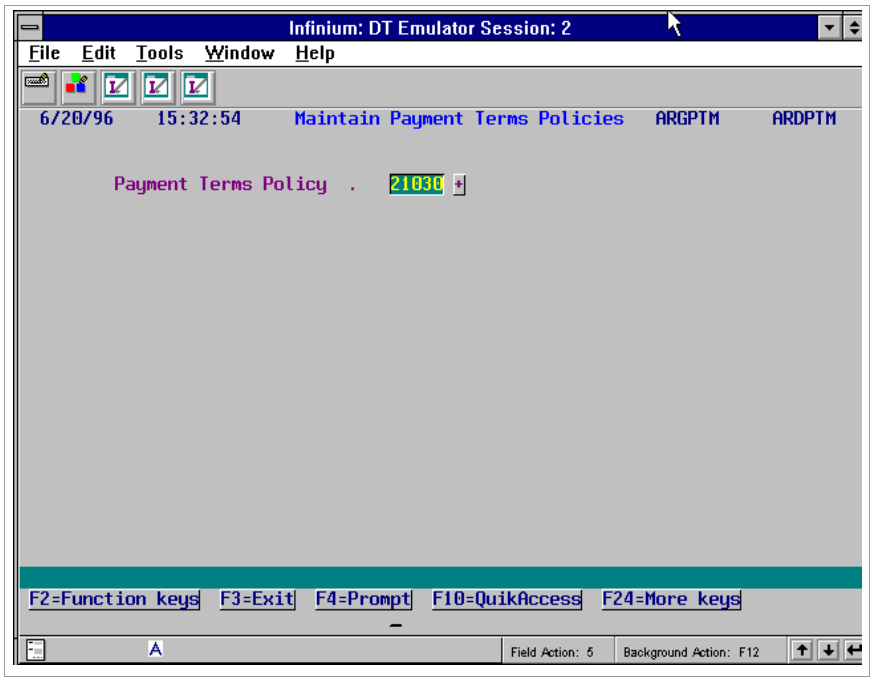

Figure 4-3: Maintain Payment Terms Policies screen 1

3 Type the name for the payment policy.

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

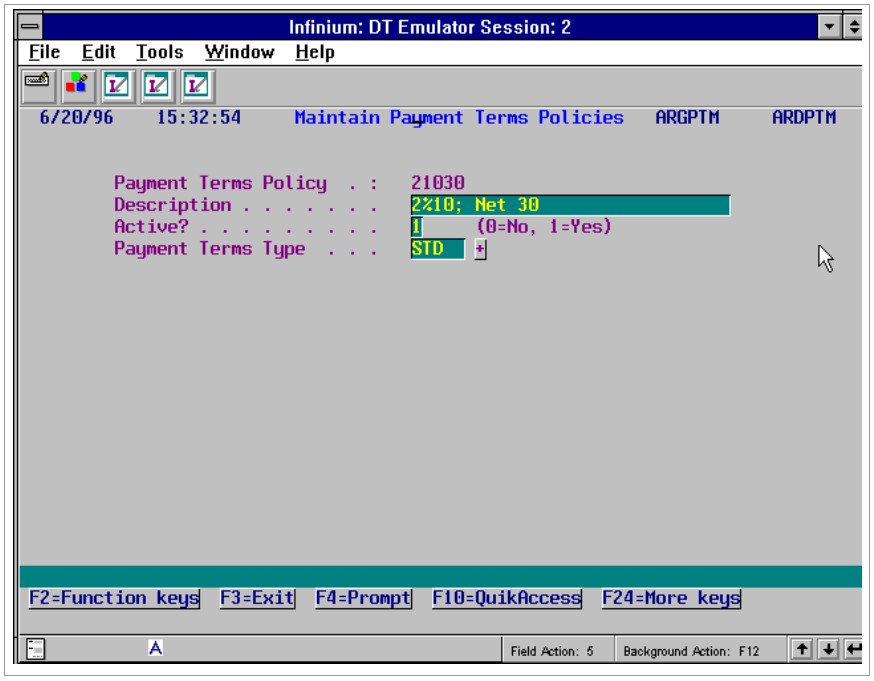

Figure 4-4: Maintain Payment Terms Policies screen 2

5 Type a description and payment terms type.

The following are valid types of payment terms:

CUST	Custom - Uses a custom program to resolve your payment terms
PPAY	Prepayment - Uses one discount amount
PROX	Proximo - Uses discount amounts and cutoff days in the current month and subsequent month
STD	Standard - Uses a discount amount and number of days in the discount period

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

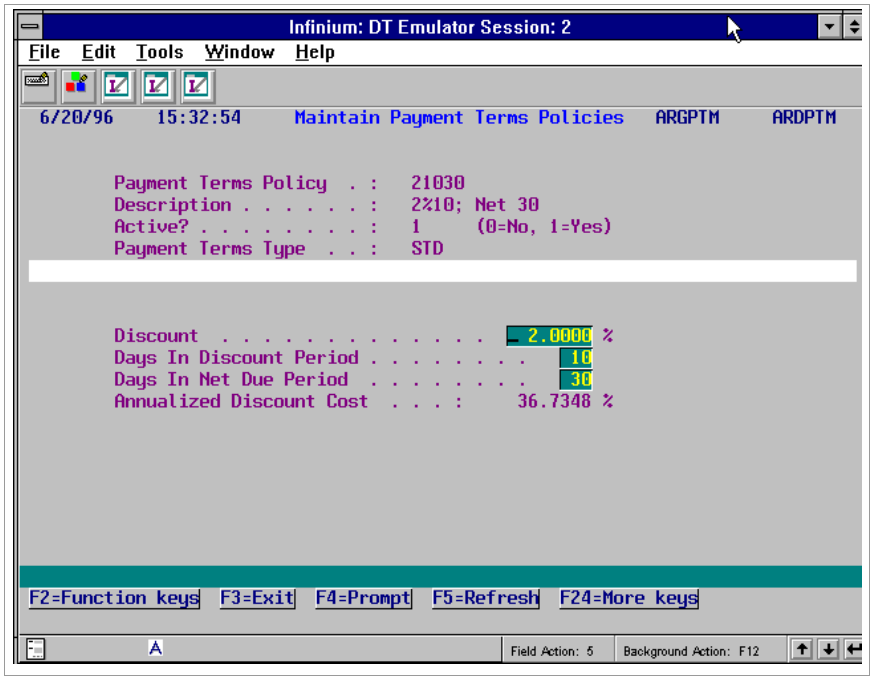

Figure 4-5: Maintain Payment Terms Policies screen 3

The system displays different fields on this screen depending on the type of payment terms that you specified on the previous screen. The fields on this screen pertain to standard payment terms.

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

Discount

Type the discount percentage. For example, to type 2%, type 2.0.

Days In Discount Period

Type the number of days before the obligation as of date that the customer has to receive the discount.

Days In Net Due Period

Type the number of days in which the net amount of the obligation is due.

8 Press Enter. The system creates the payment terms policy.

Your next step

After you create a payment terms policy, you can attach it to one of the four levels of the hierarchy by typing the policy name in the *Payment terms policy* field. The hierarchy levels are as follows:

- Entity

  Use *Maintain Entity Controls* in the *Control File Maintenance* menu.

- Company

  Use *Maintain Company Controls* in the *Control File Maintenance* menu.

- National account

  Use *Maintain Nat'l Acct Controls* in the *Customer/Nat'l Acct Management* menu.

- Customer

  Use *Maintain Cust Master Controls* in the *Customer/Nat'l Acct Management menu*.

Note: You must create the appropriate controls before you can attach a policy to a level of the hierarchy.

Chapter 5 Defining and Working with Control Files

5

This chapter describes how to define Infinium AR control files. You define and maintain control files using the same menu options. You must create control files before you can begin any processing. This chapter includes information about the control files listed below. You can find information about other control files in the “Defining and Working with Customer Accounts” chapter in this guide.

The chapter consists of the following topics:

Overview

Through control files, you create and maintain values that affect your entire Infinium AR system. Depending upon the level at which you establish a control, the control could affect all activity in the system, such as a value in entity controls, or it could affect only certain companies or customers, if set up at the company or customer level,.

The diagram shown in Figure 5-1 illustrates where control files fit into the steps necessary to set up your system.

Infinium Accounts Receivable
Control Functions Overview

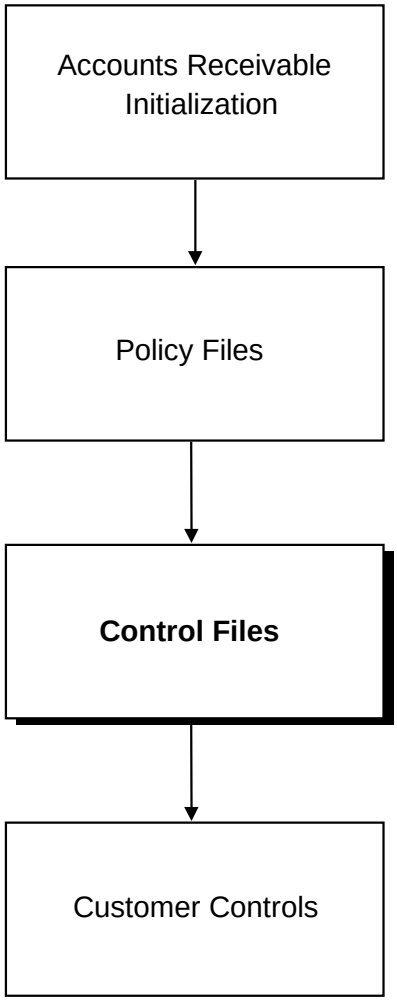

Figure 5-1: Infinium Accounts Receivable Control Functions Overview

Objectives

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

- Entity
- Entity user-defined fields
- Intercompany exchange accounts

You should also be able to create the following controls:

- Company
- Company groups
- Accounting periods
- Accounting groups
- Treasury
- Lockbox
- Defining entity controls

Overview

The term entity controls refers to the system-wide information and controls that apply to the entire Infinium AR system. For example, one entity control is the date format that your system uses. Because this control is at the entity level, all accounts receivable companies use the same date format.

Entity controls are the highest level in the Infinium AR hierarchy. You must complete four screens of information to define the entity controls.

Once you establish the entity controls, you cannot change many fields.

Defining entity controls

To define 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 a screen similar to Figure 5-2.

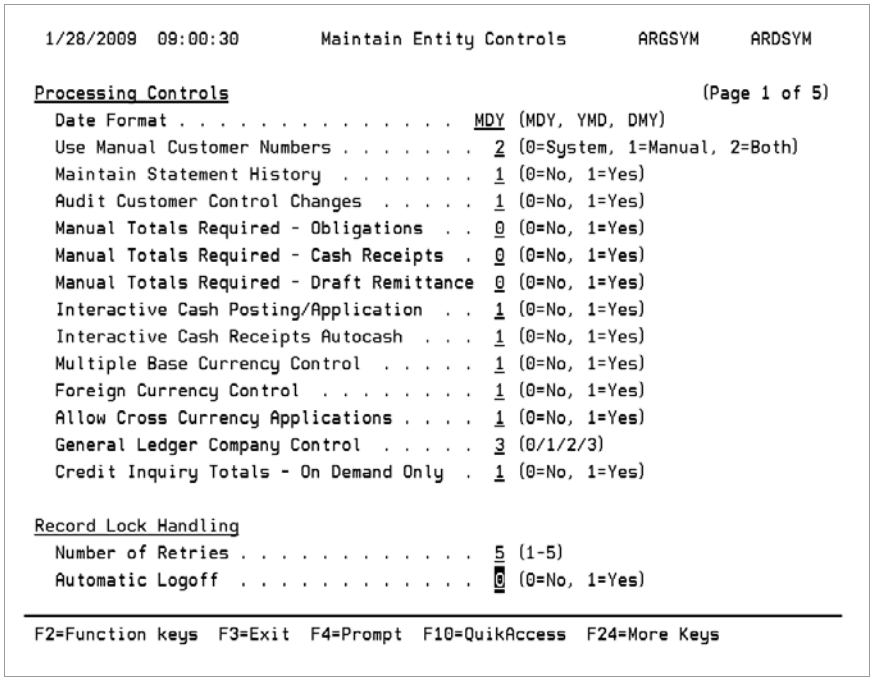

Figure 5-2: Maintain Entity Controls screen 1

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

Date Format

Once you create the date format, it cannot be changed. The date format is defined at the entity level for all applications. The date format should be same for all applications.

Use Manual Customer Numbers

When creating new customers, you must decide if the system assigns the new customer number as a numeric only value, allows users to assign the number manually, or a combination of both methods.

If your current customer numbers contain alphabetic characters, you may want to use manual customer numbers. Using manual customer numbers allows you to maintain your existing numbering system.

To enter manual customer numbers and also use system-generated numbers, type **2** (Both) in the *Use Manual Customer Numbers* field.

Maintain Statement History

If you maintain statement history, the system retains the last four statement balances.

If you plan to use autocash algorithm 05 or 06 in application processing, which use statement history for unpaid cash balances, you must type **1** in this field.

Audit Customer Control Changes

Specify whether the system audits customer master controls.

Note: When the system audits the customer controls file, it does not include all fields on the customer controls files in the audit trail.

Manual Totals Required - Obligations, Cash Receipts, Draft Remittance

If the value in these fields is **1**, the user must type manual count and amount totals on the batch header screen for obligations and cash receipts, and on the session header screen for draft remittances.

Interactive Cash Posting/Application

If the value in this field is **1**, a user can interactively post a cash receipts batch by pressing F14 on the Enter Cash Receipts Detail screen. The system brings the user directly into the *Interactive Cash Application* menu option if the batch is in balance. The user's profile must allow application of cash receipts.

Interactive Cash Receipts Autocash

If the value in this field is **1**, a user can invoke cash receipts autocash during the interactive posting of a cash receipts batch by pressing F14 in the *Maintain Cash Receipts Batches* menu option. Cash receipts autocash uses only algorithm 2, obligation ID and amount must match exactly. The user's profile must allow application of cash receipts.

Multiple Base Currency Control

A value of **0** indicates that all accounts receivable companies have the same base currency. A value of **1** indicates that the system will have accounts

receivable companies with different base currencies. You cannot change this value from **1** to **0**. However, you can change it from **0** to **1** if the value in the *General Ledger Company Control* field on this screen is not **2**.

Foreign Currency Control

If the value in this field is **0**, the system will not perform foreign currency processing. If the value in this field is **1**, the system will process obligations, cash receipts, and applications in a currency or currencies other than the base currency. You cannot change this value from **1** to **0**. However, you can change it from **0** to **1** if the value in the *General Ledger Company Control* field on this screen is not **2**.

If the value in this field is **1**, you can type **1** in the *Allow Cross Currency Applications* field below. In cross currency application processing, the cash receipt processing currency can differ from the obligation processing currency. Refer to the description of the *Allow Cross Currency Applications* field in this section of the guide for additional information.

Allow Cross Currency Applications

This field specifies whether the system allows cross currency applications. In cross currency application processing, the cash receipt processing currency differs from the obligation processing currency.

If you type **0** in this field, the system will not process cross currency applications. If you type **1** in this field, the system will process cross currency applications. You cannot change this value from **1** to **0**. However, you can change it from **0** to **1**. The default value is **0**.

The *Foreign Currency Control* field must be set to **1** in order to allow cross currency applications.

Note: If you process cross currency applications, you must create a cross currency clearing distribution code. A cross currency clearing distribution code must be attached to any company planning to process cross currency applications. Refer to the *Infinium AR Guide to Processing* for more details about using cross currency processing.

General Ledger Company Control

The value in this field indicates how accounts receivable companies close to the general ledger. Only options **1** and **3** create intercompany transactions.

0 Accounts receivable companies do not close to any general ledger company.

1 Each accounts receivable company closes to a unique general ledger company.

2 All accounts receivable companies close to one general ledger company.

3 One or more accounts receivable companies close to one of several general ledger companies.

Once you have defined the *GL Company Control* field, you can change only the value of **1** to **3**. The system prohibits you from changing any other value.

Credit Inquiry Totals - On Demand Only

If you type **0** in this field, the system automatically calculates and displays the totals for past due items, disputed items, debit memos, and credit memos when you access the *Credit Inquiry* menu option. The system performs a real-time calculation of these totals.

If you type **1** in this field, the system displays these totals based on values in the Customer Credit file. When you press F15 on the Credit Inquiry screen, the system calculates and displays a real-time calculation of these totals.

Number of Retries, Automatic Logoff

These fields handle processing when two or more jobs attempt to access the same record. The system checks for record locks between jobs that are batch and interactive.

Use the *Number of Retries* field to type the number of times that a batch job will request a record being locked by an interactive job. When an interactive job holds a record, the batch job tries to access the record the number of times specified in this field. Each time it tries to access the record, the system sends the user a message.

IBM's maximum record wait time, which is assigned to the record being held, determines the delay time between retries.

The system uses this field in conjunction with the *Automatic Logoff* field. If the value in the *Automatic Logoff* field is **1** and the system reaches the number of retries, the system automatically logs off the user locking the record and the batch job continues processing.

If the value in the *Automatic Logoff* field is **0** and the system reaches the number of retries, the system sends a message to the system operator. The system operator has two options as follows:

R Have the batch job retry accessing the record

B Cancel the interactive job so that the batch job can complete processing

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

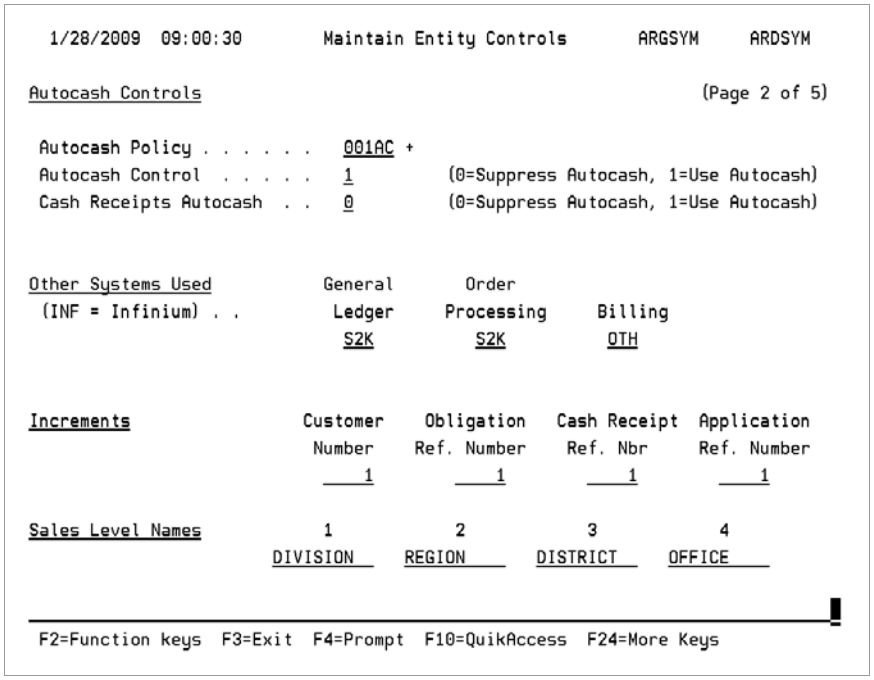

Figure 5-3: Maintain Entity Controls screen 2

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

Autocash Policy, Autocash Control

To use cash applications autocash, specify an autocash policy and type **1** in the *Autocash Control* field. You can activate or deactivate cash applications autocash at any level in the hierarchy.

Cash Receipts Autocash

To use cash receipts autocash, type **1** in the *Cash Receipts Autocash* field. You can activate or deactivate cash receipts autocash at any level in the hierarchy.

Other Systems Used

These fields are informational only and have no bearing on any interface programs.

Increments

Determine how the system increments the following numbers: *Customer Number*, *Obligation Ref. Number*, *Cash Receipt Ref. Nbr*, and *Application Ref. Number*. The system generates these numbers automatically.

You should not change these numbers after you start processing in Infinium AR.

Sales Level Names

You can name up to four categories (levels) and subsequently attach an obligation to any of these categories. The system uses these levels for Infinium QY reporting.

Note: You can subsequently use the *Maintain Sales Level Controls* menu option to equate a sales identification code with this four level sales analysis structure.

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

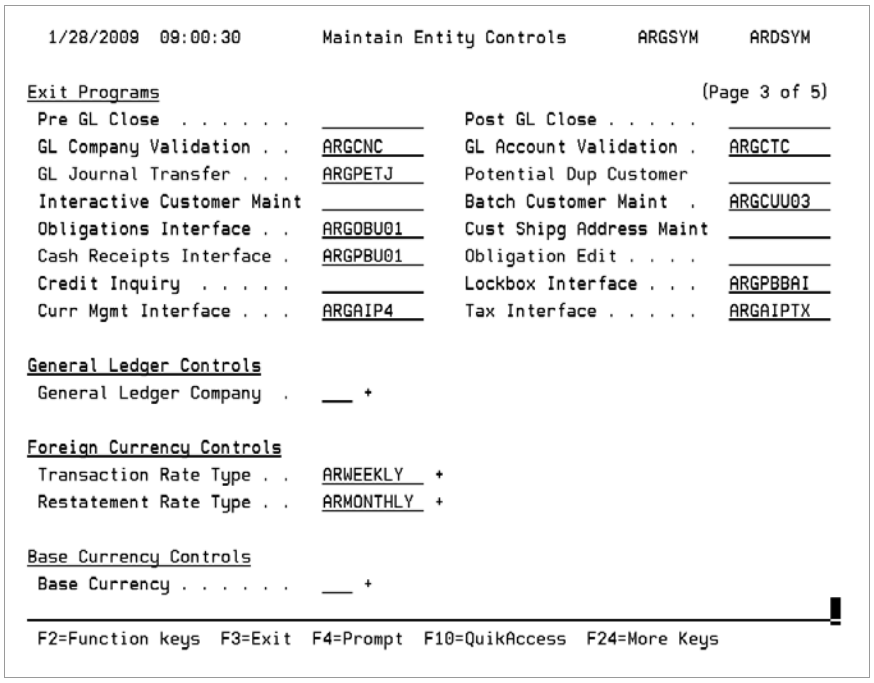

Figure 5-4: Maintain Entity Controls screen 3

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

Exit Programs

If you are interfacing to Infinium GL, you must have program names in the *GL Company Validation*, *GL Account Validation*, and *GL Journal Transfer* fields. We provide the following exit programs and shell programs:

Shell program	Description
ARGPEU01	Pre GL Close
ARGPEU02	Post GL Close
ARGCNC	GL Company Validation
ARGCTC	GL Account Validation
ARGPETJ	GL Journal Transfer
ARGCUU01	Interactive Customer Maintenance
ARGCUU03	Batch Customer Maintenance
ARGOBU01	Obligations Interface
***Note**	Customer Shipping Address Maintenance
ARGPBU01 and RGCRRFT	Cash Receipts Interface
ARGCUU02	Credit Inquiry
ARGPBBAI	Lockbox Interface
ARGAIP4	Currency Management Interface
ARGAIPTX	Tax Interface

***Note:** If you use Infinium OP, OPG260 is the default Customer Shipping Address program. If you do not use Infinium OP, ARGADM is the default program and ARGADU01 is the customization program.

General Ledger Company

You can type a general ledger company value in this field only if the value in the *General Ledger Company Control* field on the first Maintain Entity Controls screen is **2**, all accounts receivable companies close to one general ledger company.

Foreign Currency Controls

If you intend to process in foreign currencies, the value in the *Foreign Currency Control* field on the first Maintain Entity Controls screen is **1**, you must complete the *Transaction Rate Type* and the *Restatement Rate Type* fields. Both rate types, which are user defined, must be valid in Infinium CM or in your corresponding currency system. These rate types associate currency exchange rates to specific time periods.

The system uses the *Restatement Rate Type* value to calculate unrealized gains or losses from open items during period end processing.

Most often, you will want to use a *Transaction Rate Type* with a daily frequency and a *Restatement Rate Type* with a monthly frequency.

Base Currency

If the value in the *Multiple Base Currency Control* field on the first Maintain Entity Controls screen is **0**, you must type a value in this field. If you are using multiple base currencies, the system does not allow you to type in this field.

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

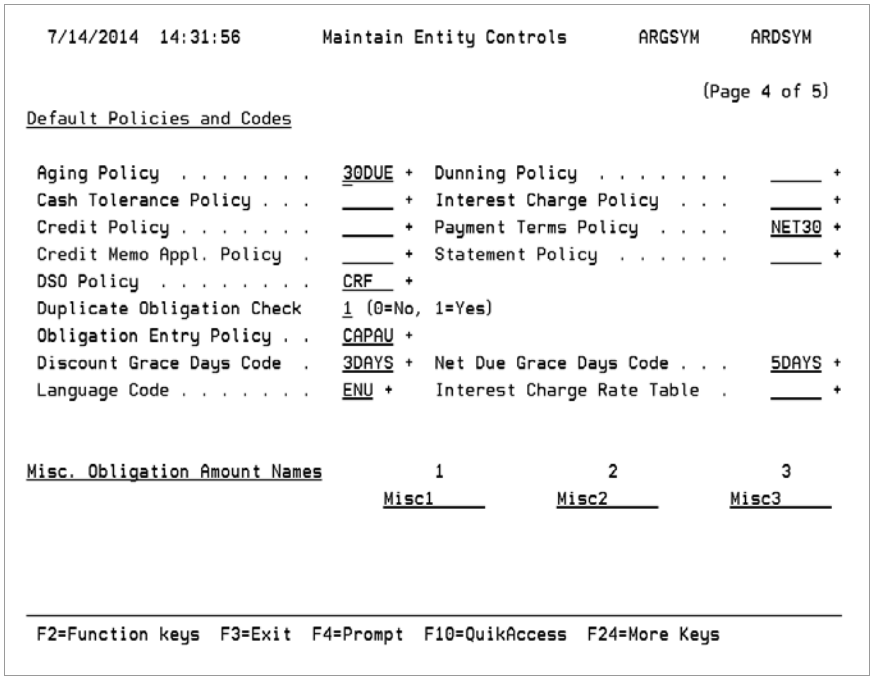

Figure 5-5: Maintain Entity Controls screen 4

The system requires an aging and a DSO policy at the entity level. If you specify a statement policy, it defaults into the customer record. If you do not specify a statement policy on this screen or at the company or national account levels, you must specify a statement policy at the customer level.

If the value in the *Multiple Base Currency Control* field on the first Maintain Entity Controls screen is **1**, the system does not allow you to type values in all fields relating to policies requiring setup with a base currency. If necessary, you need to set up these policies at a lower level in the hierarchy.

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

Duplicate Obligation Check

Specify whether duplicate obligation checking is to be done during obligation entry and/or obligation proof.

Specify yes to use the value entered in the *Obligation Entry Policy* field to determine the type of checking that is done.

Specify no if no duplicate obligation checking is to be done.

Obligation Entry Policy

Specify an entity-level default for obligation entry. An obligation entry policy determines the type of duplicate obligation checking that is to be done. You can override this default value at the company, national account, or customer control level.

You use this field only if you specify a value in the *Duplicate Obligation Check* field. Obligation entry policies are defined in the *Maintain Oblig Entry Policies* function in *Policy File Maintenance*.

Discount Grace Days Code

Discount grace days, which the system uses in cash application, determine whether a discount is earned or unearned. You can specify an entity level default by typing a valid grace days code in this field.

Net Due Grace Days

Net due grace days, which the system uses in application processing, interest charge processing, and dunning processing, highlight overdue obligations.

For more information on how the system uses discount grace days and net due grace days, refer to the “Grace days” topic in the “Tips and techniques” section in this chapter.

Language Code

The language code determines the language in which the system prints statements, dunning letters and chargeback notices. The system uses the language code that you type in this field as the language code for all levels of the hierarchy unless you attach a different language code to a lower level of the hierarchy.

Interest Charge Rate Table

You can type an interest charge rate table in this field if you are not using multiple base currencies. If you type an interest charge rate table in this field,

the base currency of the rate table must be the same as the entity level's base currency.

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

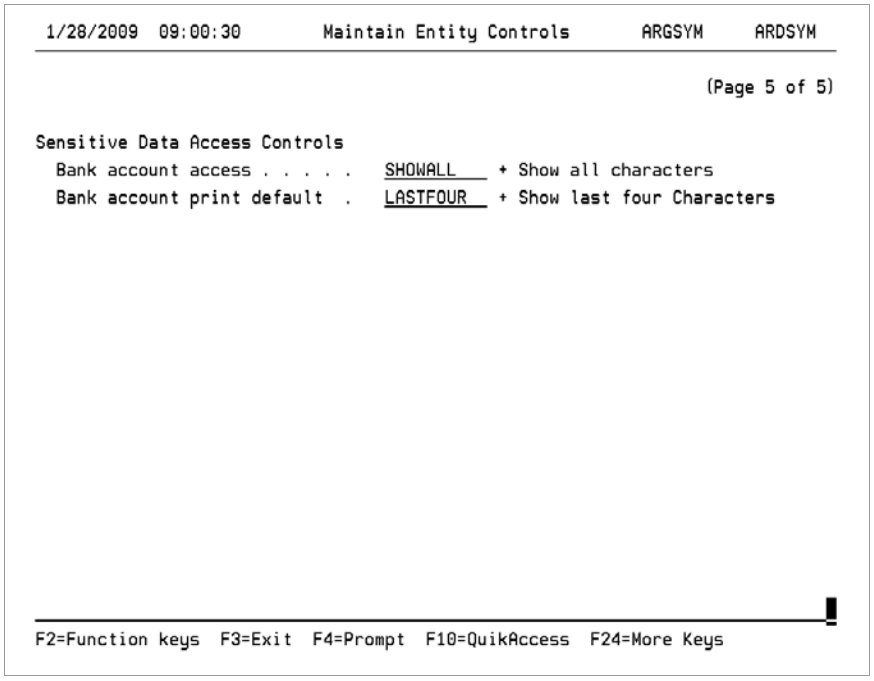

Figure 5-6: Maintain Entity Controls screen 5

Use this screen to define sensitive data access controls that apply to the entire Infinium AR system.

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

Bank account access

Select a value, a code stored in Infinium AM, which determines bank account access.

Valid values for this field are:

LASTFOUR	Show last four characters
FIRSTFOUR	Show first four characters
SHOWALL	Show all characters
MASKALL	Mask all characters
FANDLFOUR	Show first four and last four characters

Bank account print default

Select a value, a code stored in Infinium AM, which determines how bank accounts are printed.

Valid values for this field are:

LASTFOUR	Show last four characters
FIRSTFOUR	Show first four characters
SHOWALL	Show all characters
MASKALL	Mask all characters
FANDLFOUR	Show first four and last four characters

Note: These masking rules are valid within the Infinium AR product only. Masking rules and data access do not apply to database utilities or third party integrations.

12 Press Enter. The system updates the entity controls.

Creating entity user fields

Overview

You can create user-defined fields to track data that is not provided by Infinium AR but that is created by the user. You can attach these fields to various levels within the hierarchy. Use the *Maintain Entity User Fields* menu option to create the user-defined fields. To enter a list of valid values for these user-defined fields, use the *Maintain Codes* menu option.

Creating entity user fields

To create entity user fields, perform the following steps:

1. From the Infinium AR main menu select *Control File Maintenance*.
2. Select *Maintain Entity User Fields* [MEUF]. The system displays a screen similar to Figure 5-7.

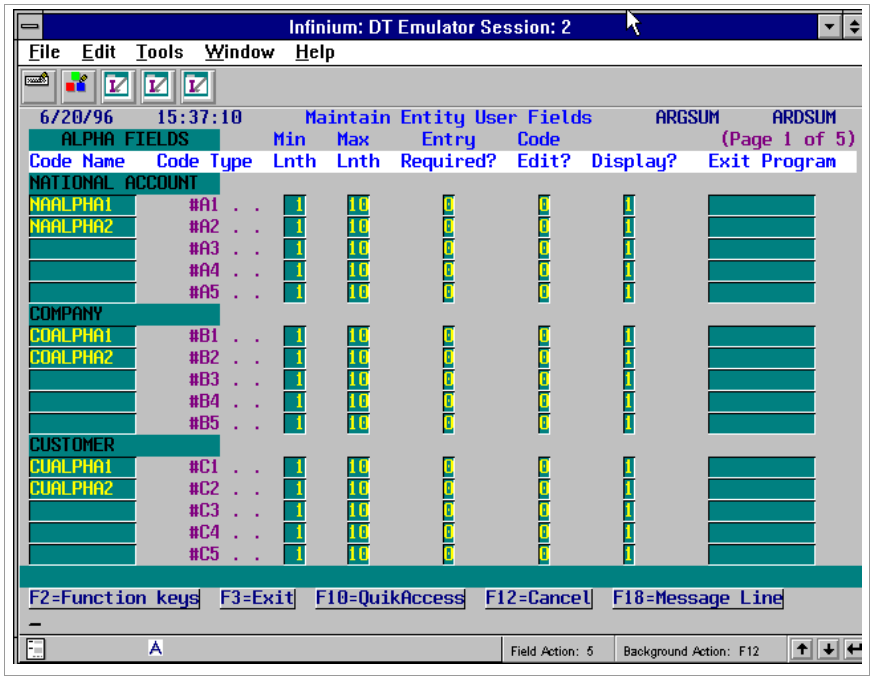

Figure 5-7: Maintain Entity User Fields screen 1

Defining alphanumeric user-defined fields

Use this screen to create alphanumeric user fields for the following levels of the hierarchy:

- National account
- Company
- Customer levels

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

Code Name

Type the name of the field as it should display on the screen.

Min Lnth, Max Lnth

Type the minimum and maximum length allowed for the field.

Entry Required?

Specify whether users must type a value in the field.

Code Edit?

Type **1** for the system to verify that the values a user types are valid code values defined in the *Maintain Codes* menu option.

Display?

The system does not edit non-display fields. Therefore, for the system to edit a user-defined field, that field must be a display field.

Exit Program

If applicable, type the name of the field-specific exit program the system calls when it uses the user-defined field. We provide the following two shell programs for customization:

- ARGNAU01 - National Accounts Sample User Exit Program
- ARGCOU01 - Company Sample User Exit Program

4 Press Enter. The system displays a screen similar to Figure 5-8.

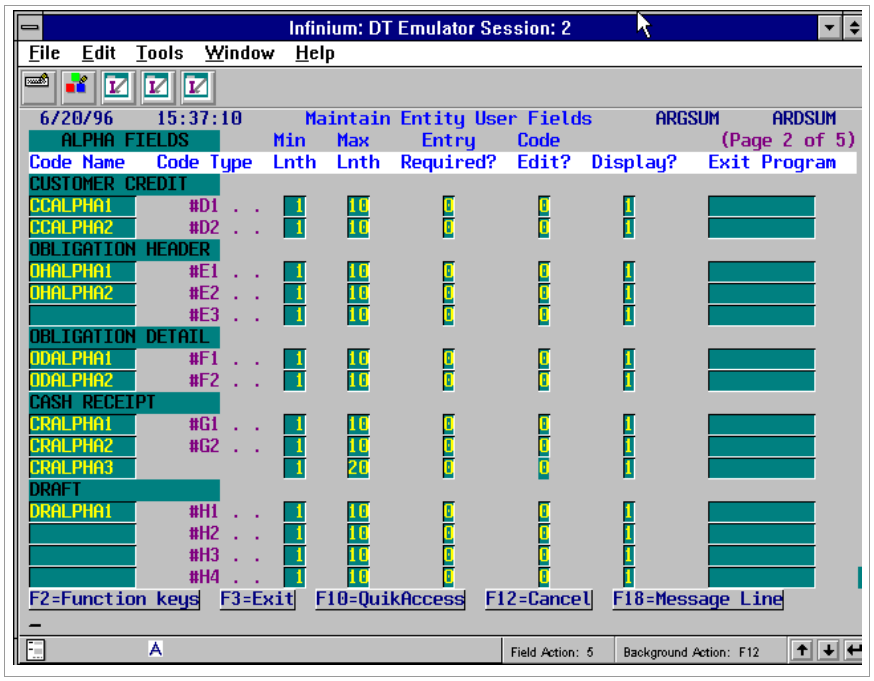

Figure 5-8: Maintain Entity User Fields screen 2

Defining additional alphanumeric user-defined fields

Use this screen to define alphanumeric user fields for the following:

- Customer credit information

- Obligation header - You can use these fields as sort criteria for resequencing data.
- Obligation detail
- Cash receipt
- Draft

5 Complete the fields on this screen using the field information provided for Figure 5-7

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

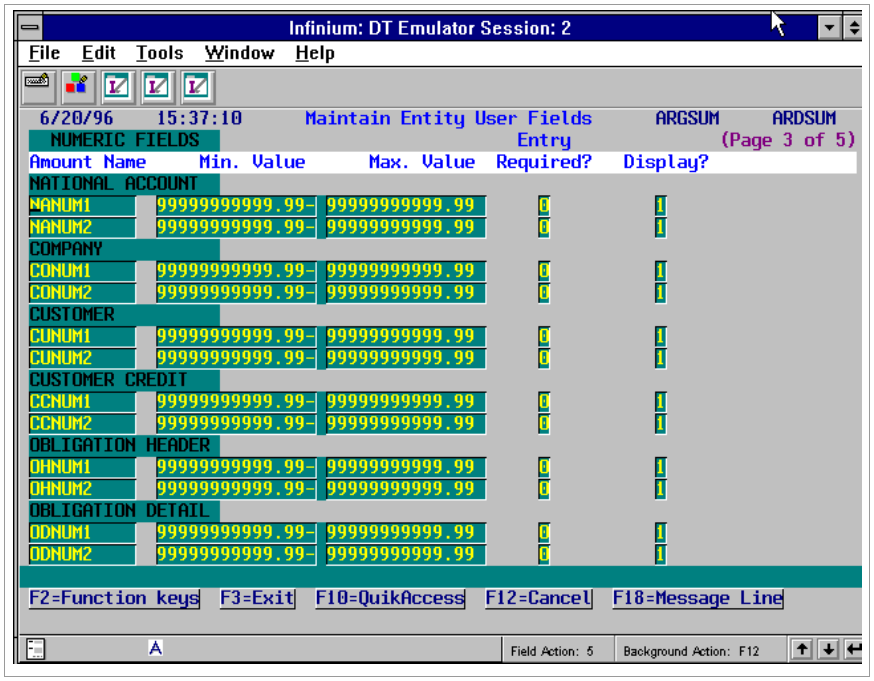

Figure 5-9: Maintain Entity User Fields screen 3

Defining numeric user-defined fields

7 Use this screen to define numeric user fields for the following:

- National account
- Company
- Customer
- Customer credit information
- Obligation header - You can use these fields to resequence obligations.
- Obligation detail

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

Amount Name

Type the name of the field as it should display on the screen.

Min. Value, Max. Value

Type the minimum and maximum length allowed for the field.

Entry Required?

Specify whether users must type a value in the field.

Display?

The system does not edit non-display fields. Therefore, for the system to edit a user-defined field, that field must be a display field.

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

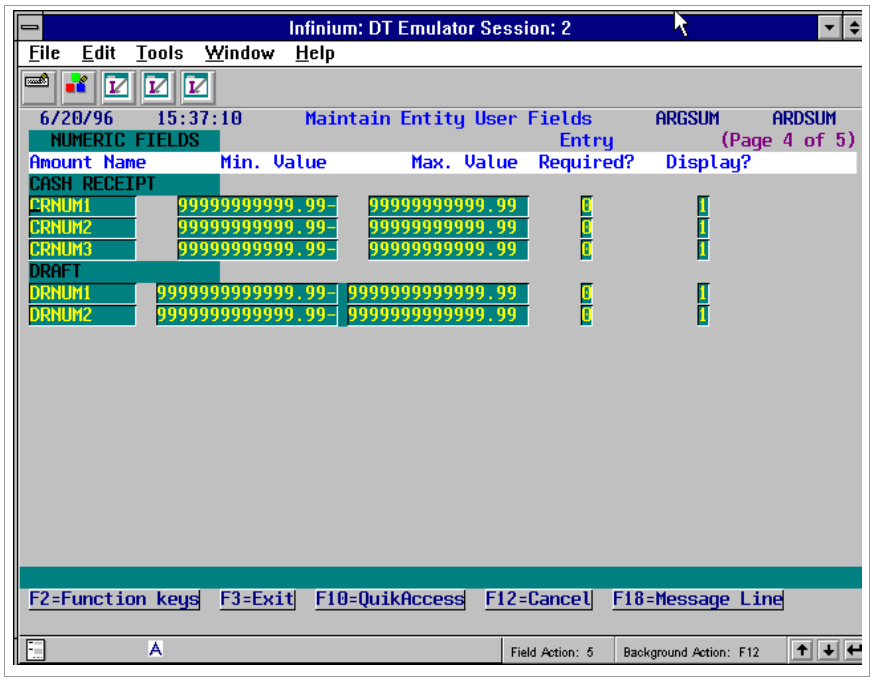

Figure 5-10: Maintain Entity User Fields screen 4

Defining additional numeric user-defined fields

Use this screen to define cash receipt and draft numeric user fields.

10 Complete the fields on this screen using the field information provided for Figure 5-9.

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

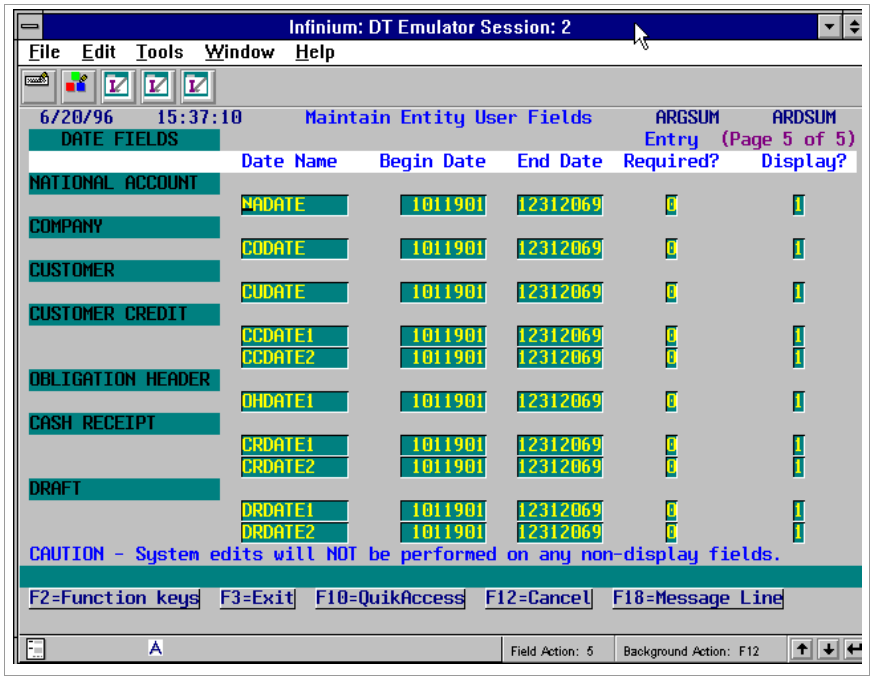

Figure 5-11: Maintain Entity User Fields screen 5

Defining user-defined date fields

Use this screen to define date fields for the following:

- National account
- Company
- Customer
- Customer credit information - You can use these two date fields as selection criteria when creating a credit worklist.
- Obligation header - You can use this date to resequence obligations.
- Cash receipt
- Draft

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

Date Name

Type the name of the field as it should display on the screen.

Begin Date, End Date

Type the earliest and latest dates allowed for the field.

Entry Required?

Specify whether users must type a value in the field.

Display?

The system does not edit non-display fields. Therefore, for the system to edit a user-defined field, that field must be a display field.

13 Press Enter. The system creates the user-defined fields.

Creating company controls

Overview

Infinium AR provides you with a function to establish and maintain controls for each accounts receivable company. You determine how the system passes data to your general ledger system through the *Maintain Company Controls* menu option.

Some controls that you can attach to a company are as follows:

- Policies

  Refer to the “Defining and Maintaining Policies” chapter in this guide for information on creating policies.

- State/province and county code

  Refer to the “Building code values” topic in the “Initializing Infinium AR” chapter in this guide for information on how to create state/province and county codes.

- Company-level user fields

  Refer to the “Creating entity user fields” topic in this chapter of the guide for information on how to create user fields at the company level.

- GL distribution codes

  Refer to the “Creating general ledger distribution codes” topic in the “Initializing Infinium AR” chapter in this guide for information on how to create GL distribution codes.

You must create each accounts receivable company separately. Once you have created each company, you can add and change fields.

Creating company controls

To create a company, perform the following steps:

1 From the Infinium AR main menu select *Control File Maintenance*.

2 Select *Maintain Company Controls* [MCC]. The system displays a screen similar to Figure 5-12.

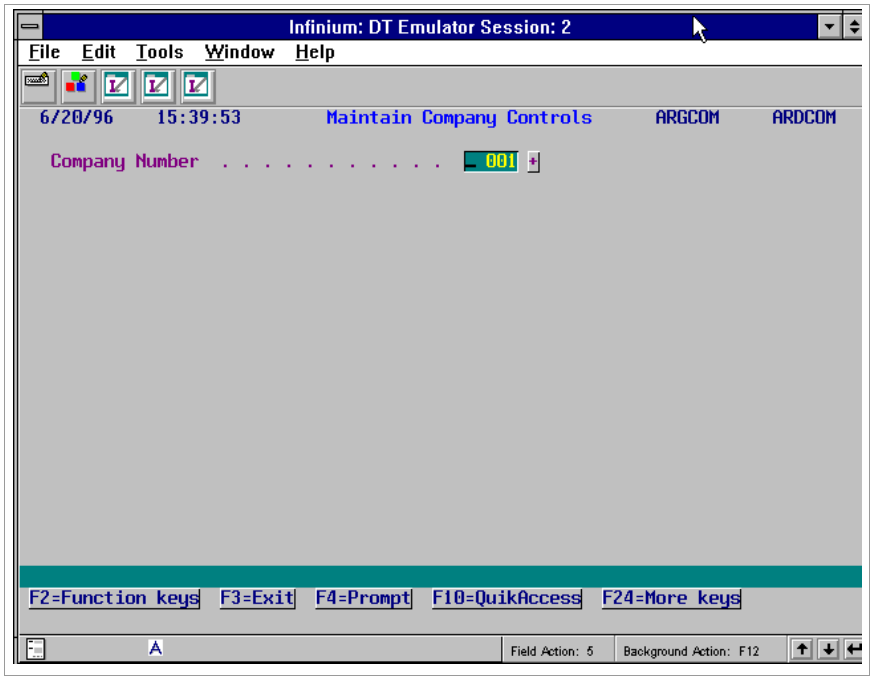

Figure 5-12: Maintain Company Controls prompt screen

3 Type a unique company identifier. You can type up to five characters in this field.

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

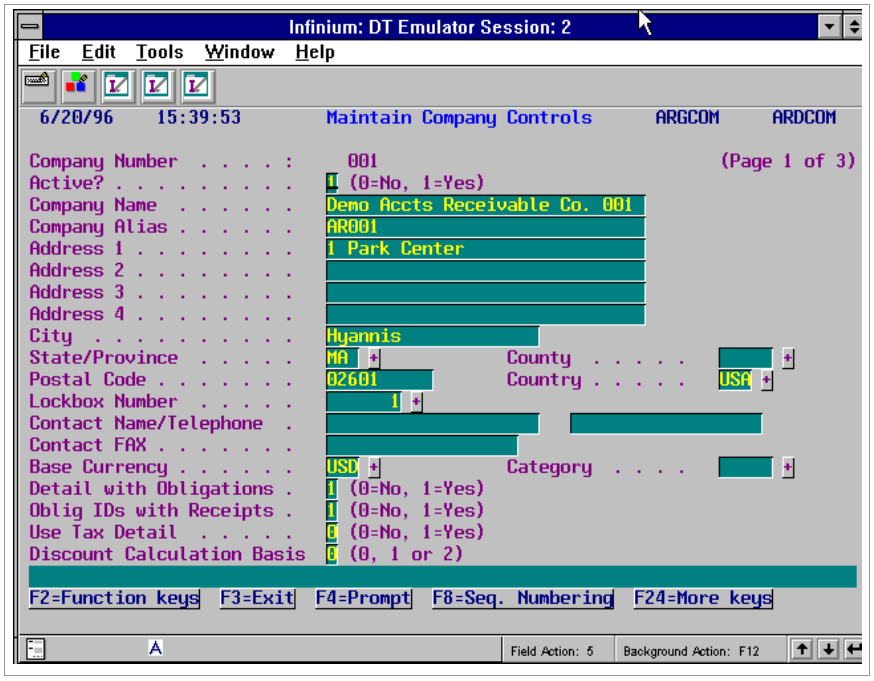

Figure 5-13: Maintain Company Controls screen 1

You must type the company's name, the first address line of the company, and the city of the company. The *Company Alias*, *Postal Code*, *Country*, *Contact Name*, *Contact Telephone*, and *Contact FAX* fields are optional.

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

State/Province, County

You do not have to type values in the *State/Province* and the *County* fields. However, if you type a value in the *State/Province* field, you cannot type a value in the *County* field, and vice versa.

Lockbox Number

To print the bank address on the lockbox controls as the "remit to" address on statements, chargeback notices and dunning letters, type the lockbox number in this field.

Base Currency

If the value in the *Multiple Base Currency Control* field in the *Maintain Entity Controls* menu option is **1**, you can type the base currency in which this company operates. If the value in the *Multiple Base Currency Control* field is **0**, you cannot type a value in this field. The system defaults the entity control value into the *Base Currency* field.

Once you start processing, the system does not allow you to change this field.

Detail with Obligations

You must type **1** in this field if you plan to pass obligation journal entries from Infinium AR to the general ledger. If you type **0**, your billing order entry system must pass obligation journal entries directly to your general ledger.

Oblig IDs with Receipts

To retain the detail information identifying checks with obligation IDs after you post a check, type **1** in this field. You must type **1** to use autocash algorithm 02 (the obligation and amount must be an exact match) in application processing.

Use Tax Detail

To use tax detail entries in obligation processing, type **1** in this field. If you use tax detail entries, the system displays a tax detail screen during obligation processing. You can type **1** only if the *Tax Interface Program* field in your entity controls is not blank.

Discount Calculation Basis

The value in this field determines how the system calculates discounts. Valid values are:

0 The system calculates the discount amount based on the total obligation amount, which includes sales, tax, freight, and miscellaneous obligation amounts.

1 The system calculates the discount amount based on the obligation amount less freight and tax.

2 The system calculates the discount amount based on the obligation amount less freight, tax and miscellaneous obligation amounts.

6 Press Enter. The system displays a screen similar to Figure 5-14.

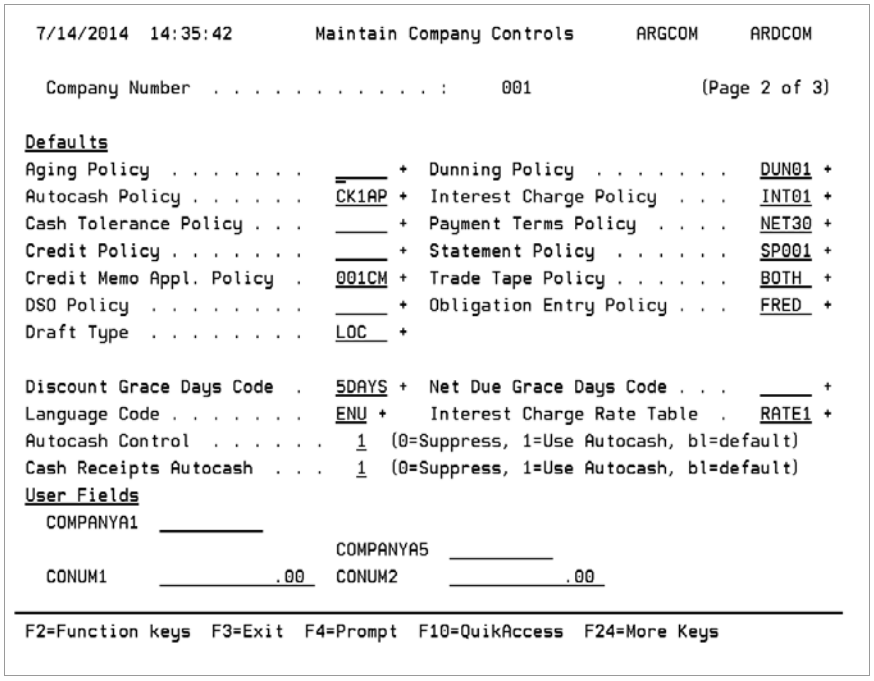

Figure 5-14: Maintain Company Controls screen 2

Use this screen to establish and maintain policies for this accounts receivable company. The policies assigned to the company-level override policies assigned to the entity level. If you do not assign a policy on the company controls, the system uses the policy that you assign on the entity controls.

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

Trade Tape Policy

You attach trade tape policies only to the company level of the hierarchy.

Obligation Entry Policy

Specify a company-level default for obligation entry. An obligation entry policy determines the type of duplicate obligation checking that is to be done. You can override this default value at the national account or customer control level.

When you press F4 to display a list of valid values, you can enter **3** in the *Sel* column next to an obligation entry policy to view additional information about the policy.

You can use this field only if a value is specified in the *Duplicate Obligation Check* field in the entity control. Obligation entry policies are defined in the *Maintain Oblig Entry Policies* function in *Policy File Maintenance*.

Draft Type

The system uses the draft type that you type in this field as a default when creating drafts for this company. For more information on drafts and draft processing, refer to the *Infinium AR Guide to Processing*.

Discount Grace Days Code

Discount grace days, which the system uses in cash application, determine whether a discount is earned or unearned. You can specify a company level default by typing a valid grace days code in this field.

Net Due Grace Days

Net due grace days, which the system uses in application processing, interest charge processing, and dunning processing, highlight overdue obligations.

For more information on how the system uses discount grace days and net due grace days, refer to the “Grace days” topic in the “Tips and techniques” section in this chapter.

Language Code

You can type a valid language code for the company. The language code determines the default language in which the system prints statements, dunning letters, and chargeback notices.

To view where a language code is defined in the hierarchy, position your cursor in this field and press F17. The system displays the hierarchy window that lists language codes defined on the current level and on higher levels in the hierarchy.

Interest Charge Rate Table

You can optionally specify a company level default interest charge rate table in this field if you are not using multiple base currencies. If you type an interest charge rate table in this field, the base currency of the rate table must be the same as the entity level’s base currency.

Autocash Control, Cash Receipts Autocash

Leave these fields blank to use the entity level default that specifies whether you use cash applications autocash and cash receipts autocash. To use cash applications autocash and cash receipts autocash for this company type **1** in these fields. You can deactivate cash applications autocash and cash receipts autocash for this company by typing **0** (Suppress) in these fields.

8 Press Enter. The system displays a screen similar to Figure 5-15.

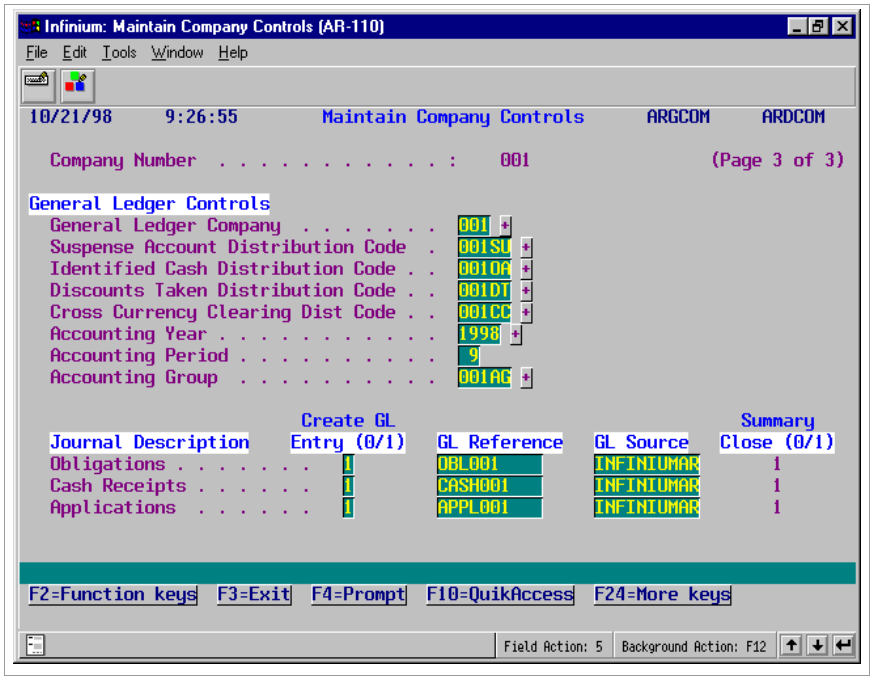

Figure 5-15: Maintain Company Controls screen 3

Use this screen to specify the general ledger controls for this accounts receivable company. You also use this screen to specify whether the system creates obligation, cash receipt, and application general ledger entries (in summary or in detail) for this company.

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

General Ledger Company

You must specify a general ledger company if the value in the *General Ledger Company Control* field on your entity controls is **1** or **3**. If the value in that field is **0** or **2**, leave this field blank. The system uses this field to determine the general ledger company to which this accounts receivable company closes.

Suspense Account Distribution Code

Type the name of a GL distribution code that the system posts to if the system detects an invalid general ledger account during period end processing. The suspense account must belong to the company that you are defining.

Identified Cash Distribution Code

Type the name of the GL distribution code that the system credits when cash receipts are identified to a customer belonging to this accounts receivable company.

Discounts Taken Distribution Code

Type the name of the GL distribution code that the system debits when the system recognizes a discount taken through cash applications.

Cross Currency Clearing Distribution Code

Type the name of the GL distribution code that the system charges when applying a cash receipt to an obligation with a different processing currency.

Note: The *Allow Cross Currency Applications* field and the *Foreign Currency Control* field must be set to **1** at the entity level to activate cross currency. If these fields are not activated at the entity level, leave the *Cross Currency Clearing Distribution Code* field blank.

Accounting Year, Accounting Period

The system uses these fields as defaults when you manually enter obligations or receive obligation batches from an outside order entry system. These fields also determine what periods to close through period end processing.

Accounting Group

If you specify an accounting group, its base currency must be the same as the company's base currency.

General Ledger Entry Settings

Complete the following fields to define how the system generates obligation, cash receipt, and application general ledger entries for this company.

Create GL Entry

Specify yes to create general ledger entries for obligations, cash receipts, and/or applications journals.

Specify no if you do not want general ledger entries created for each of the data types.

This control affects future batches only; previously posted data is not closed to GL based on a change to this control. Also, if you are maintaining an existing company, you may not be able to change this control:

- For obligations, the control cannot be changed if there are any unposted obligation batches for this company.
- For cash receipts, the control cannot be changed if there are any unposted cash receipt batches for any existing companies.

- For applications, the control cannot be changed if an application session is in use.

You must set this control to no when the *General Ledger Company Control* is set to no at the entity level. AR companies do not close to any GL company.

GL Reference

Assign a GL reference number. The system uses this value to describe the journal entries produced for this company.

GL Source

Type the GL source, such as Infinium AR. The system uses this value to determine where the journal originated.

Summary Close

Close to general ledger in summary is the only option supported.

10 Press Enter. The system creates the company.

Establishing company groups

Overview

Company groups are established lists of companies. A company group can contain one or many companies. There is no limit to the number of company groups in which you can include a company.

You can use a company group to do the following:

- Secure users to those companies within a specific company group in the *Credit Inquiry* menu option
- Consolidate report submission to receive a separate report for each company in a company group

Before you can create a company group, you must have created companies. Refer to the “Creating company controls” topic in this chapter for information on how to create companies.

Creating a company group is a two-step process.

1. Create the name of the company group through the *Maintain Codes* menu option or through the *Maintain Company Groups* menu option.
2. Attach companies to that company group through the *Maintain Company Groups* menu option. However, if you use the *Maintain Company Groups* menu option, you can name the group and attach the companies in one step.

Establishing company groups

To create a company group, perform the following steps:

1. From the Infinium AR main menu select *Control File Maintenanc*e.
2. Select *Maintain Company Groups* [MCG]. The system displays a screen similar to Figure 5-16.

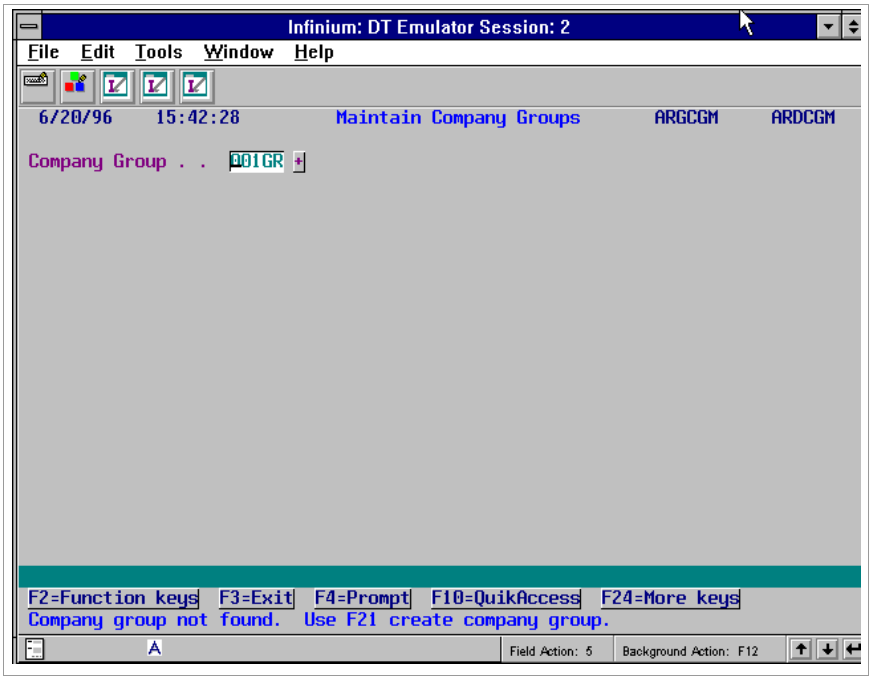

Figure 5-16: Maintain Company Groups screen 1

3 Type the name of the company group in the *Company Group* field.

4 Press F21 to create a company group. The system displays a screen similar to Figure 5-17.

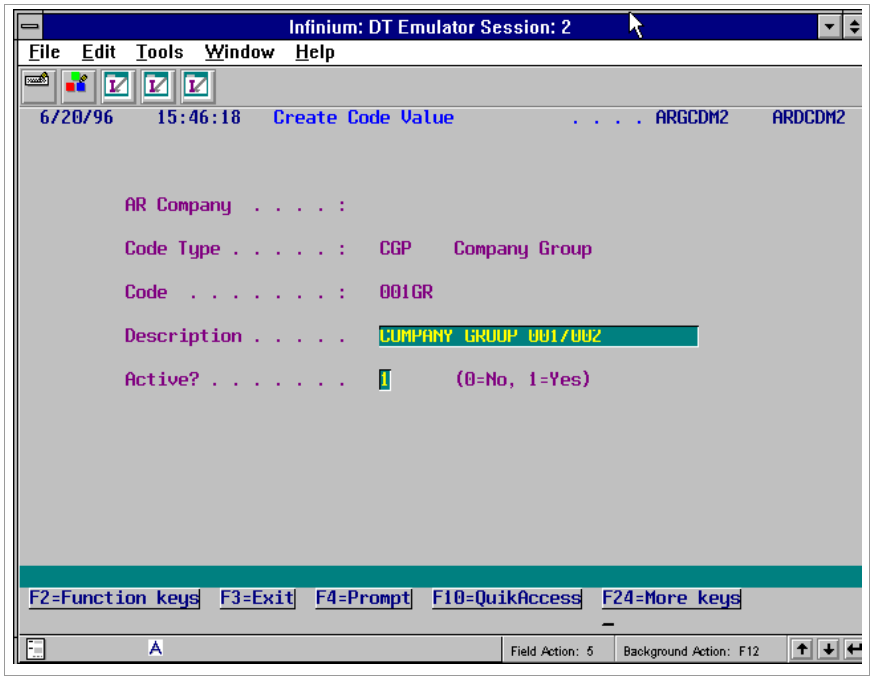

Figure 5-17: Create Code Value screen

5 Type a description for the company group.

6 Press Enter. The system displays a screen similar to Figure 5-16.

7 Press Enter. The system displays a screen similar to Figure 5-5-18.

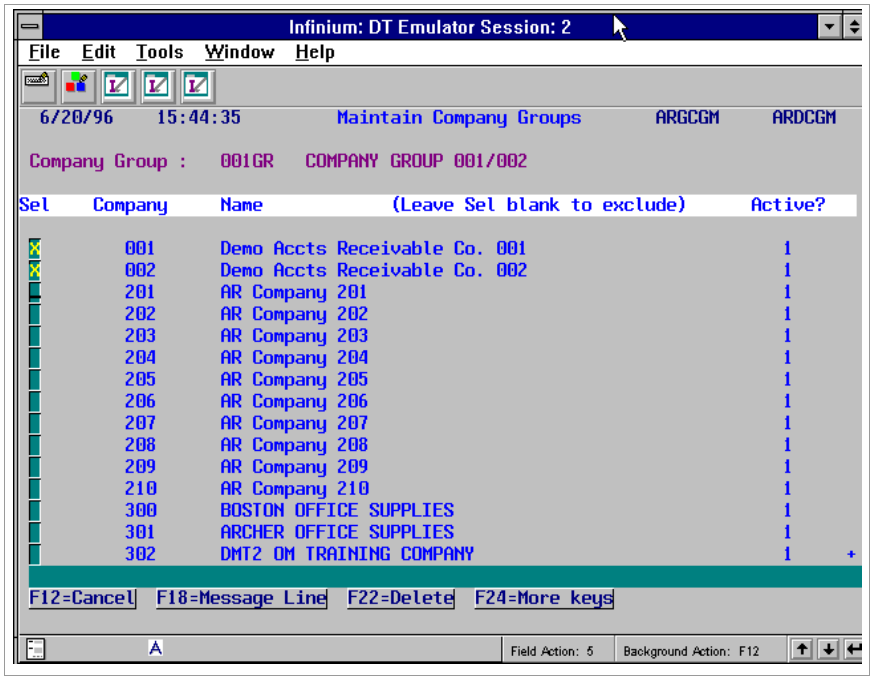

Figure 5-18: Maintain Company Groups screen 2

8 Type **x** in the *Sel* field to include a company in your company group. To remove a company from this group, blank out the value in the *Sel* field for that company.

9 Press Enter. The system creates the company group.

Maintaining accounting periods

Overview

Infinium AR provides you with a function to define fiscal periods for accounts receivable companies. You establish names and ending dates as well as the maximum number of closings to the general ledger for each period within the year.

Maintaining accounting periods

To maintain accounting periods, perform the following steps:

1. From the Infinium AR main menu select *Control File Maintenance*.
2. Select *Maintain Accounting Periods* [MAP]. The system displays a screen similar to Figure 5-19.

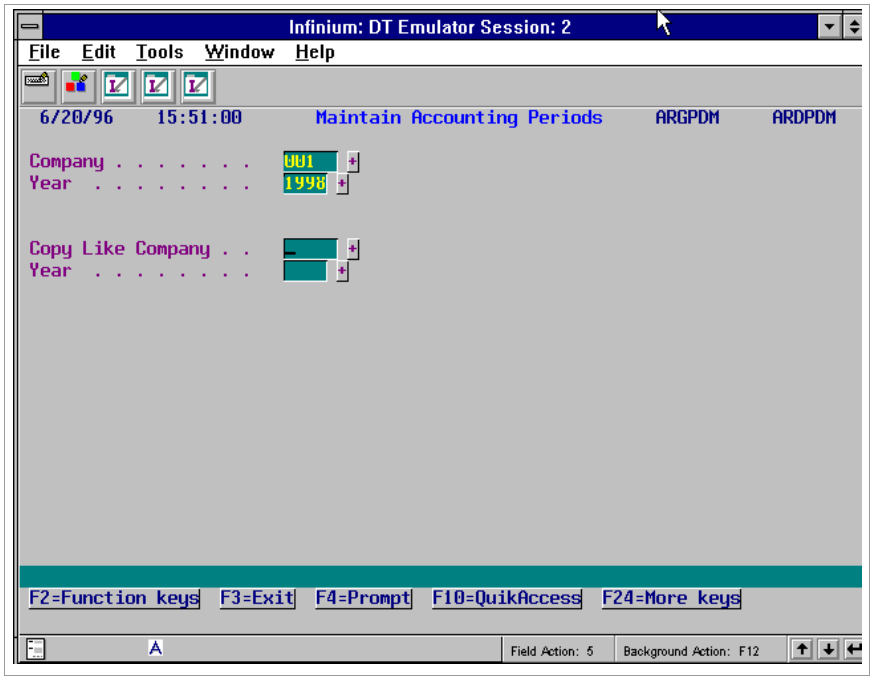

Figure 5-19: Maintain Accounting Periods screen 1

Use this screen to create a new accounting year. You can copy an existing accounting year or create one from scratch.

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

Company

If you leave this field blank, the accounting periods you define are valid for all accounts receivable companies.

Year

Type the year for which you are creating accounting periods.

Copy Like Company

Once you establish accounting periods for an accounts receivable company and year, you can use this field to copy those accounting periods to other accounts receivable companies.

4 Press Enter. The system displays a screen similar to Figure 5-20.

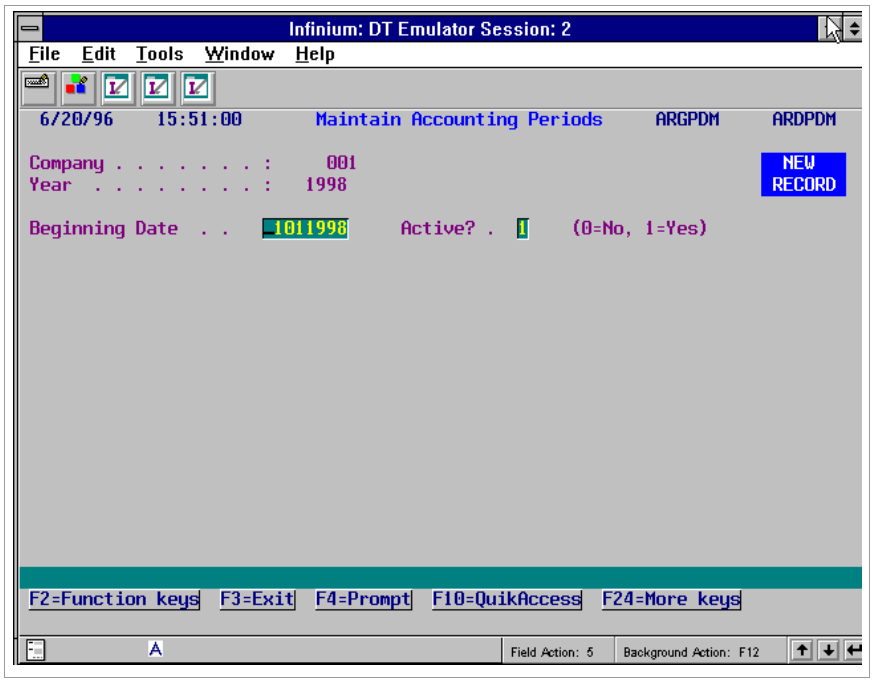

Figure 5-20: Maintain Accounting Periods screen 2

5 Type the beginning date. The beginning date must be the day after the preceding year end date.

6 Press Enter. The system displays a screen similar to Figure 5-21.

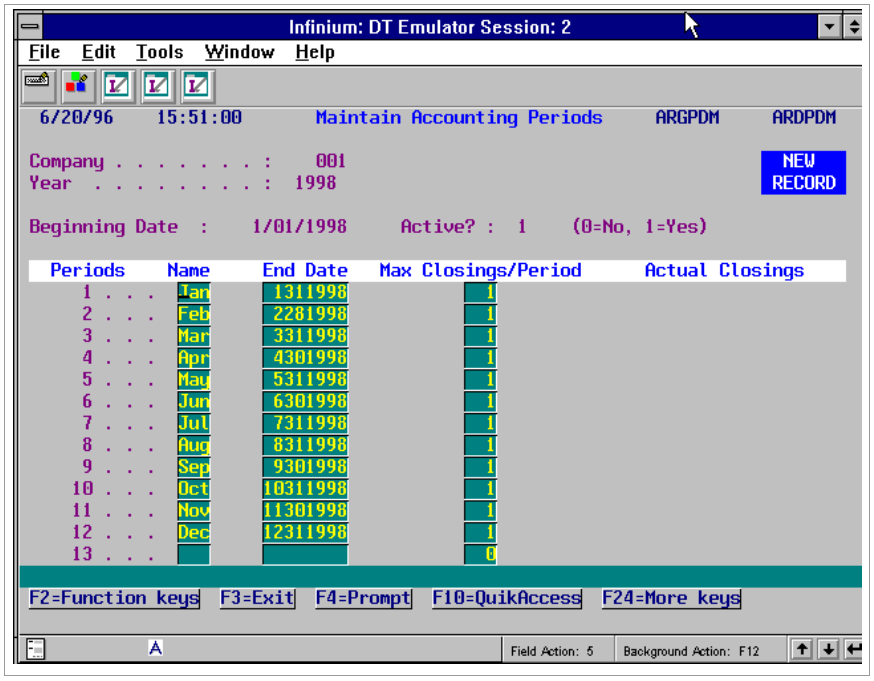

Figure 5-21: Maintain Accounting Periods screen 3

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

Name, End Date

You can change the period name in the *Name* field and/or the period ending date in the *End Date* field.

Max Closings/Period

Type a value from **1** to **999** to define the maximum number of closings allowed from Infinium AR to the general ledger for each period.

Actual Closings

The system displays the actual number of closings performed for this period.

If you define a company-specific accounting year, the system rolls forward the value in the *Accounting Period* field in the company controls to the next period when the value in the *Actual Closings* field is equal to the value in the *Max Closings/Period* field for that period.

If you define accounting periods without a company, the system does not automatically roll forward the *Accounting Period* field in company controls when the number of closes to the general ledger is equal to the value in the *Max Closings/Period* field for that period.

8 Press Enter. The system creates the accounting periods.

Creating accounting groups

Overview

An accounting group is a combination of GL distribution codes. The accounts that you define in the accounting group include the Accounts Receivable, Sales, Freight, and Tax accounts. In addition, the accounting group may include up to three miscellaneous accounts to use in obligation processing if these accounts are defined in your entity controls.

You can attach an accounting group to the company and/or customer levels. When you attach an accounting group to the hierarchy, the accounts defined in that accounting group default into the obligation entry screen, eliminating the need to enter those accounts manually.

Before you can create an accounting group, you must have created your GL distribution codes. Refer to the “Creating general ledger distribution codes” topic in the “Initializing Infinium AR” chapter for information on how to create GL distribution codes.

Creating accounting groups

To create accounting groups, perform the following steps:

1. From the Infinium AR main menu select *Control File Maintenance*.
2. Select *Maintain Accounting Groups* [MAG]. The system displays a screen similar to Figure 5-22.

Figure 5-22: Maintain Accounting Groups screen 1

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

AR Company

Leave the *AR Company* field blank to define an accounting group that all accounts receivable companies can use.

Accounting Group

Type the name of the accounting group that you are creating.

4 Press Enter. The system displays a screen similar to Figure 5-23.

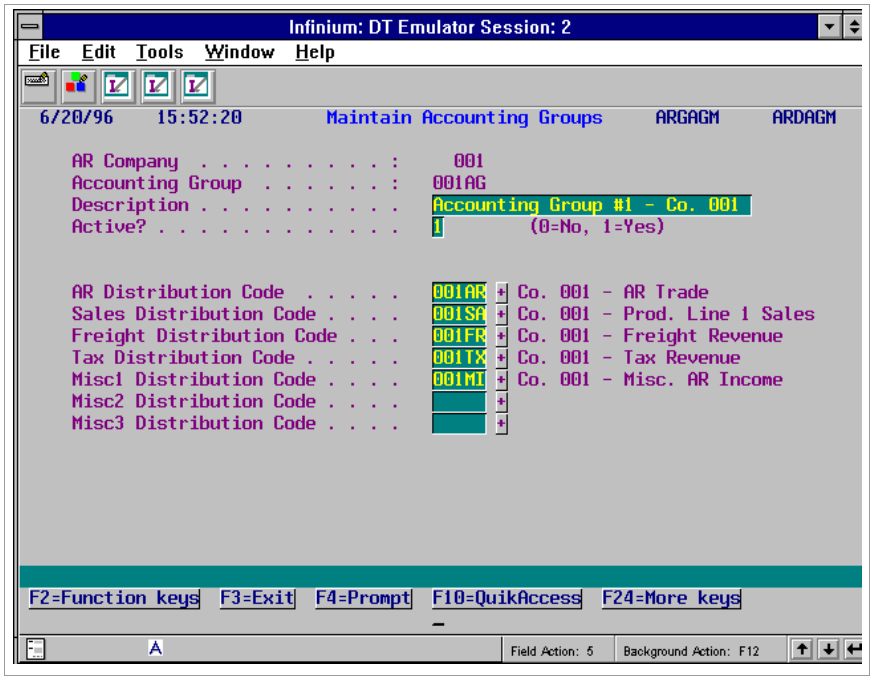

Figure 5-23: Maintain Accounting Groups screen 2

Depending on how you set up your Misc. Obligation Amount Names in your entity controls, the system may or may not display the optional miscellaneous fields; in this example, Misc1 Distribution Code, Misc2 Distribution Code, and Misc3 Distribution Code.

5 Type a description for the accounting group in the *Description* field.

You must type at least one distribution code to define an accounting group.

6 Press Enter. The system creates the accounting group.

Your next step

After you create an accounting group, you can attach it to an accounts receivable company through the *Maintain Company Controls* menu option.

Maintaining treasury controls

Overview

Each lockbox control has a treasury ID that the system uses for unidentified checks. Treasury controls allow for a general ledger distribution of unidentified cash receipts. Unidentified cash is cash that has been received but has not been identified to a customer or national account.

Before you can create a treasury control, you must have created an unidentified cash GL distribution code. Refer to the “Creating general ledger distribution codes” topic in the “Initializing Infinium AR” chapter for information on how to create GL distribution codes.

Maintaining treasury controls

To maintain a treasury control, perform the following steps:

1. From the Infinium AR main menu select *Control File Maintenance*.
2. Select *Maintain Treasury Controls* [MTC]. The system displays a screen similar to Figure 5-24.

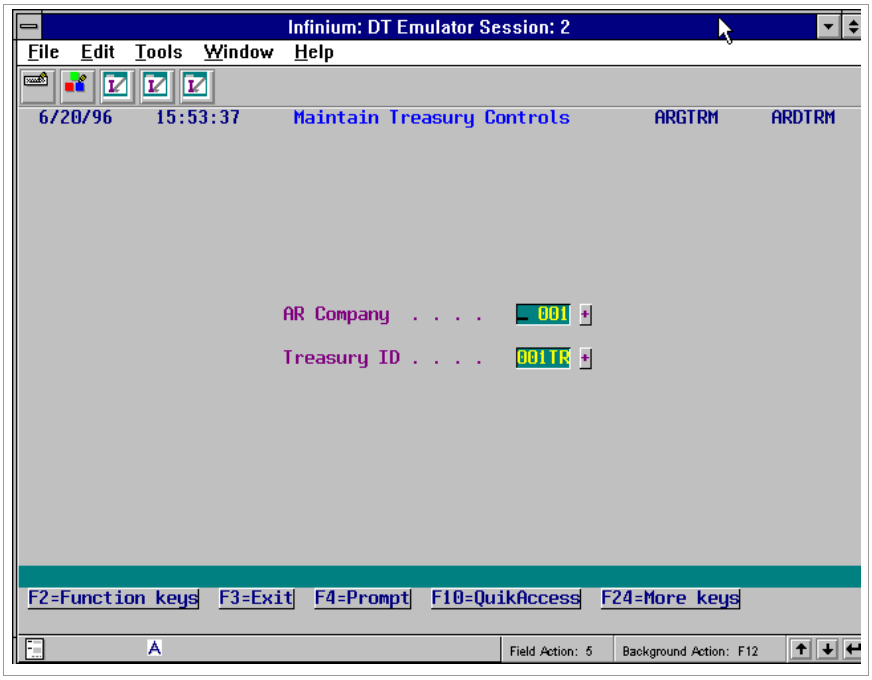

Figure 5-24: Maintain Treasury Controls screen 1

3 Type the company and treasury ID. You must associate a treasury ID with an accounts receivable company.

4 Press Enter. The system displays a screen similar to Figure 5-25.

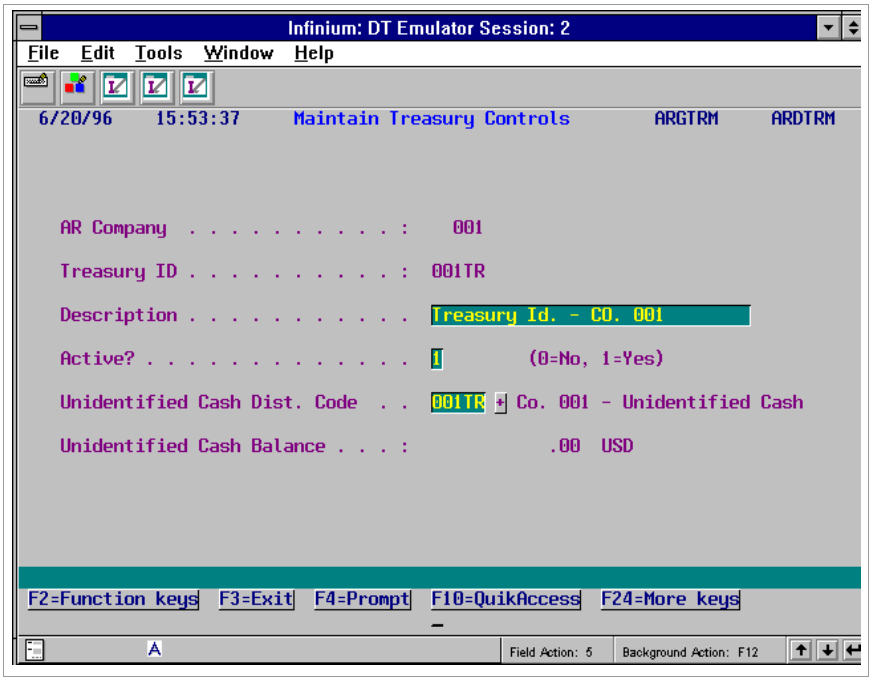

Figure 5-25: Maintain Treasury Controls screen 2

5 You must type values in the *Description* and *Unidentified Cash Dist. Code* fields. You create GL distribution codes in the *Maintain GL Distribution Codes* menu option.

Note: All balances in the system are by customer except for the Unidentified Cash Balance. The system displays the unidentified cash balance on the Aged Trial Balance sorted by the accounts receivable company.

6 Press Enter. The system creates the treasury control.

Your next step

You attach treasury IDs to lockboxes through the *Maintain Lockbox Controls* menu option. Refer to the “Defining lockbox controls” topic in this chapter for more information.

Defining lockbox controls

Overview

Infinium AR refers to bank accounts as lockboxes. The *Maintain Lockbox Controls* menu option allows you to link your bank accounts to a lockbox control.

Before you define a lockbox control, you must set up the following controls to attach to the lockbox:

- Treasury ID

  Refer to the “Maintaining treasury controls” topic in this chapter for information on how to create a treasury ID.

- Cash GL distribution code

  Refer to the “Creating general ledger distribution codes” topic in the “Initializing Infinium AR” chapter for information on how to create GL distribution codes.

- State/province or county code

  Refer to the “Building code values” topic in the “Initializing Infinium AR” chapter for information on how to create state/province and county codes.

Defining lockbox controls

To define lockbox controls, perform the following steps:

1. From the Infinium AR main menu select *Control File Maintenance*.

2. Select *Maintain Lockbox Controls* [MLC]. The system displays a screen similar to Figure 5-26.

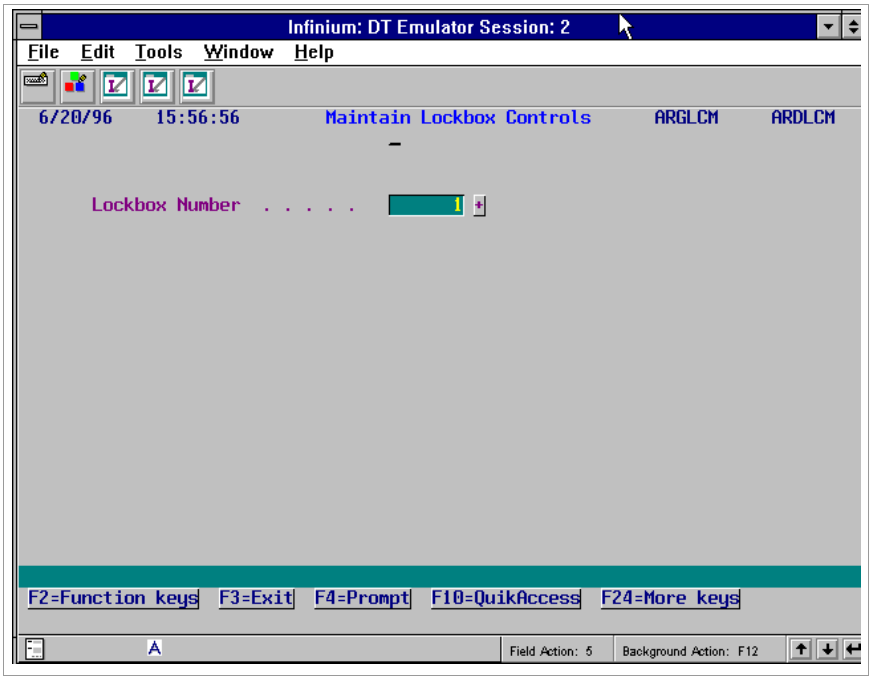

Figure 5-26: Maintain Lockbox Controls prompt screen

3 Type a lockbox number.

For those customers receiving a magnetic tape from the bank, the lockbox number that you establish on this screen must be the same number as on the tape.

4 Press Enter. The system displays a screen similar to Figure 5-27.

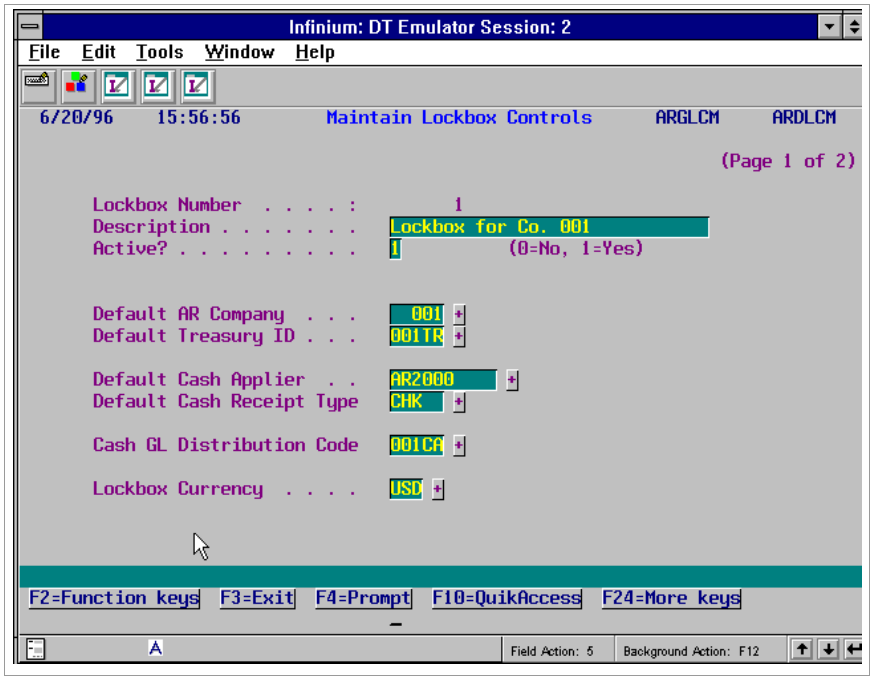

Figure 5-27: Maintain Lockbox Controls screen 1

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

Default AR Company

Type the accounts receivable company to which this lockbox belongs.

Default Treasury ID

Type the treasury ID for this lockbox. The company to which this treasury ID belongs must be the same as the company in the *Default AR Company* field.

Default Cash Applier

You can type a valid user profile of the person who is the cash applier. You create user profiles in the *Maintain AR User Profile Ctrls* menu option.

Default Cash Receipt Type

You define cash receipt types in the *Maintain Codes* menu option using code type RCT.

Cash GL Distribution Code

If the GL distribution code that you type in this required field is a lockbox cash account, you cannot type a value in the *Lockbox Currency* field.

Lockbox Currency

If the GL distribution code is not a lockbox cash account, you must type a value in this field. The lockbox currency that you type in this field must be the same as the base currency of the company in the *Default AR Company* field.

6 Press Enter. The system displays a screen similar to Figure 5-28.

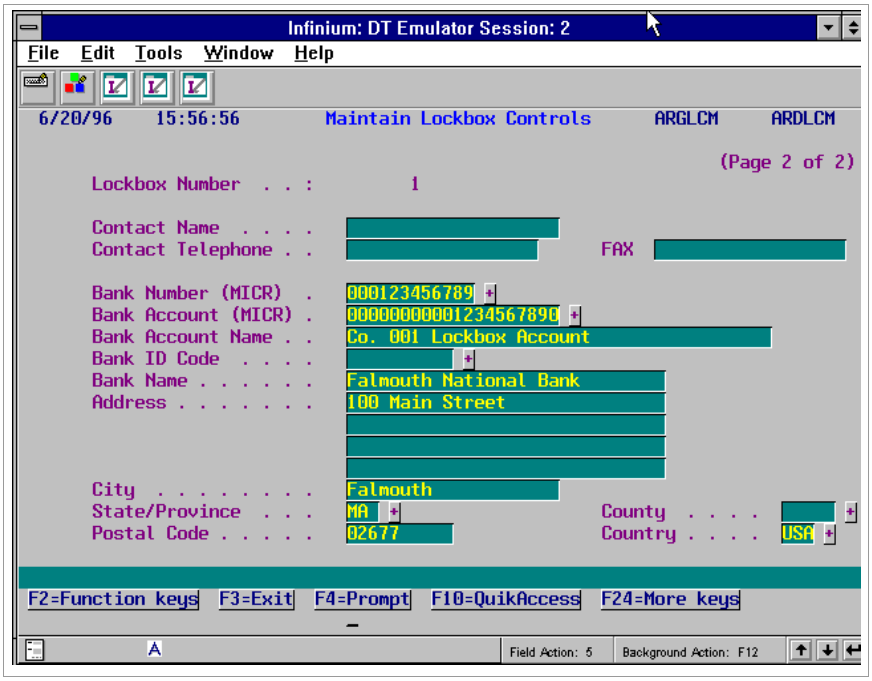

Figure 5-28: Maintain Lockbox Controls screen 2

7 Complete the fields on this screen as required by your organization. You must type values in the following fields:

- *Bank Number (MICR)*
- *Bank Account (MICR)*
- *Bank Name*
- *Address (line 1)*
- *City*

If you are receiving magnetic tapes from a bank, the system verifies the bank number with this file.

The system prints the Bank Name, Address, City, State/Province or County, Postal Code, and Country on statements, chargeback notices and dunning letters if it finds the lockbox number in the accounts receivable hierarchy.

8 Press Enter. The system creates the lockbox control.

Establishing intercompany exchange accounts

Overview

Intercompany exchange accounts allow you to define the due to and due from accounts for accounts receivable companies. The system automatically uses these accounts to keep companies in balance.

Infinium AR uses these distributions during its close to the general ledger if both of the following conditions exist:

The system determines an intercompany transaction took place.

The value in the entity level *General Ledger Company Control* field is **1**, each accounts receivable company closes to a unique general ledger company, or **3**, one or more accounts receivable companies close to several general ledger companies.

Before you can create an intercompany exchange account, you must have created the applicable due from and due to GL distribution codes. Refer to the “Creating general ledger distribution codes” topic in the “Initializing Infinium AR” chapter.

When establishing intercompany exchange accounts, you must create two sets of controls for each set of accounts receivable companies. For example, you can create:

- Due from Company 001 (Intercompany Payable #001)
  Due to Company 222 (Intercompany Receivable #222)
- Due from Company 222 (Intercompany Payable #222)
  Due to Company 001 (Intercompany Receivable #001)

Establishing intercompany exchange accounts

To establish intercompany exchange accounts, perform the following steps:

1 From the Infinium AR main menu select *Control File Maintenance*.

2 Select *Maintain Interco Exchg Accts* [MIEA]. The system displays a screen similar to Figure 5-29.

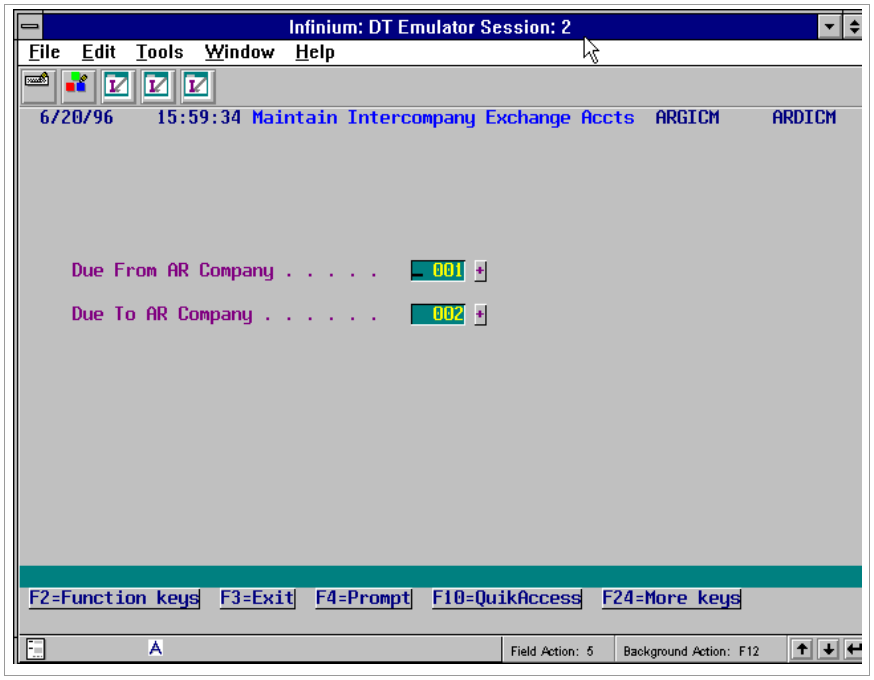

Figure 5-29: Maintain Intercompany Exchange Accts screen 1

3 Type the due from and due to companies.

The base currency of each company must be the same.

4 Press Enter. The system displays a screen similar to Figure 5-30.

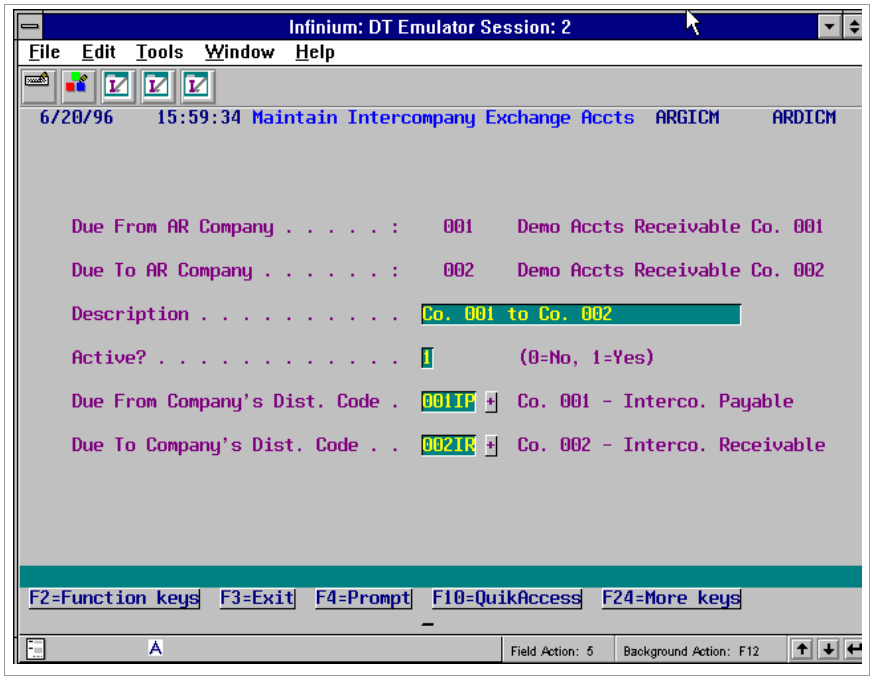

Figure 5-30: Maintain Intercompany Exchange Accts screen 2

5 Type a description for this intercompany exchange account in the *Description* field.

6 Type the due from and due to GL distribution codes.

7 Press Enter. The system creates the intercompany exchange account.

For more information on how the system uses intercompany exchange accounts to create intercompany transactions, refer to the “Intercompany entries” topic in the “Tips and techniques” section of this chapter.

Tips and techniques

Grace days

Infinium AR recognizes two types of grace days, net due grace days and discount grace days. You establish values for both grace days codes in the *Maintain Codes* menu option using code type GRD. You can assign either code to any of the control files.

The system searches the hierarchy, that is the customer, national account, company, and entity, to determine the value to use when processing. Additionally, you can set net due grace days at the obligation level. To determine net due grace days, the system attempts to obtain a value from the obligation prior to searching the control files hierarchy.

Discount grace days

The system uses discount grace days in application processing to determine if a discount is earned or unearned. The system compares the receipt date of a check to the discount date of an obligation. If you use discount grace days, the system adds that value to the discount date, extending the time when a discount remains earned.

For example, an obligation has a discount date of 12-11-98. A check received after this date results in an unearned discount. If, however, the obligation has a discount grace days code with a value of five, the system extends the discount date to 12-16-98. The discount remains earned for any check received through 12-16-98. Payments dated after 12-16-98 result in an unearned discount.

Net due grace days

The system uses net due grace days in application processing, in interest charge processing, and in dunning processing.

In application processing, net due grace days determine the past due status of an obligation. The system compares the obligation's due date to the payment date to make this determination.

When you select a receipt in cash application, the system displays an obligation subfile. If the payment's receipt date is after the obligation's due

date, the system highlights the value in the due date column of this listing, indicating that the item is past due. However, if the obligation has a net due grace days code, the system extends the obligation past its due date.

For example, an obligation has a due date of 12-11-98. If the date of the check used for payment is after 12-11-98, the obligation subfile indicates that this item is past due by highlighting the value in the due date field. However, if the obligation has a net due grace days code with a value of five, the system changes the past due status. You can receive payment for an additional five days, through 12-16-98, before the system considers the obligation past due.

Net due grace days play a similar roll in both interest charge processing and dunning processing. In both processes a net due grace days value extends the due date of an obligation. The system uses the obligation due date plus the net due grace days value to determine the date used to qualify the item for interest charge calculation or dunning processing.

You establish dunning levels in a dunning policy. The system determines an obligation's dunning level by comparing the number of days it is past due to the values in the dunning levels set in the policy. The system determines when an obligation is past due by adding net due grace days to the obligation's due date. A system determines a customer's dunning level based on the highest of all its obligations' levels.

Assume that you have an open obligation with a dunning date of 12-15-98 and you run dunning processing. The dunning policy the system uses sets the first dunning level at ten days. Without net due grace days, the system sets the dunning level of an obligation due on 12-01-98 to dunning level one as it is more than ten days past due.

However, if the obligation has a net due grace days value of five, the obligation has a blank dunning level. A blank dunning level means that the obligation is not yet past due the number of days set at the lowest dunning level. The obligation does not reach dunning level one until 12-16-98 when the obligation due date plus the net due grace days reaches the value in the first dunning level.

The system bases interest charge calculations on the number of days within the interest charge period that an obligation is past due. By adding net due grace days to an obligation's due date, the system extends the period before which interest charge calculations begin.

For example, an open obligation has a due date of 12-01-98 and you run dunning processing with a dunning date of 12-15-98. An obligation has a due date of 12-01-98. Without associated grace days, the system calculates interest charge for this obligation for 14 days, from 12-02-98 through 12-15-98. An associated net due grace days value of five extends the obligation's

due date. The system calculates interest charges for a period of nine days, from 12-07-98 though 12-15-98. Because of the shortened period of interest calculation, the amount calculated for this obligation will be lower.

Intercompany entries

The system uses intercompany exchange accounts to automatically create intercompany due to and intercompany due from journal entries when it encounters cross-company transactions. The system creates intercompany transactions when you do an Infinium AR close to the general ledger. The system generates these intercompany transactions by obligations, receipts and applications.

Accounting year/period

Receipts and applications

The deposit date of the receipt or the application date, called transaction dates, determines the year and period for the close.

The system selects receipts for the close based on the company that owns the lockbox. This is true regardless of the company associated with the lockbox's cash account. If you entered multiple obligations with the check, the system uses the owner of the first associated obligation to determine the Identified Cash account.

Obligations

The system stores the year and period for the close on the obligation header.

When the system generates intercompany transactions between two companies with different fiscal years, it bases the accounting year and period for the transaction on the accounting period for each respective company.

Example 1: In this example, company 488's fiscal year 1993 begins 1/1/93. Its company controls determine the current period is 1993/10.

Company 489's fiscal year 1994 begins 7/1/93. Its company controls determine the current period is 1994/4.

The system posts a cash receipt dated 7/15/93 to a lockbox owned by company 489 and identified to a company 488 customer.

When company 489 closes to the general ledger, the system creates the following general ledger journal entries:

Company 489 - Period 01/1994
DR 489 Cash
CR 489 Intercompany Payable

Company 488 - Period 07/1993
DR 488 Intercompany Receivable
CR 488 Identified Cash

Example 2: In this example, we use the same companies as in the previous example.

Obligation 123 for $150 has an AR Trade distribution code that belongs to company 489.

The general ledger journal entry for the obligation is:

DR 489 AR Trade
CR 489 Sales

Check #456 for $150 has an identified cash account belonging to company 488.

The general ledger journal entry for the check is:

DR 488 Cash
CR 488 Identified Cash

The system applied check # 456 to obligation #123 with an application date of 8/1/93.

At period end close, the system creates the following general ledger entries for the intercompany transaction (application):

Company 489 - Period 02/1994
DR 489 Intercompany Receivable
CR 489 AR Trade

Company 488 - Period 08/1993
DR 488 Identified Cash
CR 488 Intercompany Payable

Intercompany Distributions Register

The Intercompany Distributions Register lists two columns of distribution codes. The first distribution code, the original GL distribution, initiates the intercompany transaction.

The second distribution code, Intercompany GL Distribution, is the offset account for each company. If a company posts a debit in the original transaction, the offset entry to the intercompany account will be a credit.

Note: Establish intercompany relationships in the *Maintain Interco Exchg Accts* menu option in *Control File Maintenance*. The system posts to the suspense account if there is no intercompany relationship between two companies.

Chapter 6 Defining and Working with Customer Accounts

6

This chapter describes how to create and maintain customer and national accounts.

The chapter consists of the following topics:

Overview of customer accounts

Every customer is associated with an accounts receivable company. Therefore, customer accounts are a combination of the accounts receivable company and customer number. If you have a customer that is associated with two different accounts receivable companies, you must create two separate customer accounts.

The system maintains information for each customer in six categories:

- Customer master
- Customer shipping address
- Customer credit control
- Customer bank account
- Customer drafts
- Customer tax information

In addition, you can create a national account to combine information and processing for related customers.

The diagram shown in Figure 6-1 illustrates where customer controls fit into the steps necessary to set up your system.

Infinium Accounts Receivable Control Functions Overview

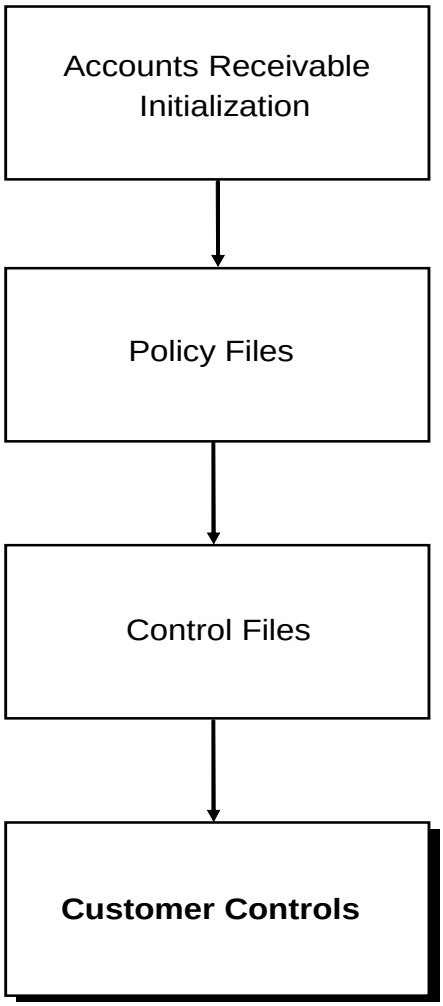

Figure 6-1: Infinium Accounts Receivable control functions overview

Before you can create a customer account, you must have created the company to which the customer belongs. Refer to the “Creating company controls” topic in the “Defining and Maintaining Controls” chapter of this guide.

Objectives

After you complete this chapter of the guide, you should be able to do the following:

- Create customers
- Create credit controls for customers
- Create customer bank accounts
- Create a national account
- Assign a national account to customers
- Print a summary listing of your customers

You should also be familiar with some of the activities and shortcuts available to maintain accurate customer account records.

Maintaining all customer controls

Overview

Through the *Maintain All Customer Controls* menu option, you can access the following information for a customer account without having to select individual options:

- Customer shipping addresses
- Customer credit controls
- Customer bank accounts
- Customer drafts

If a customer is associated with two accounts receivable companies, you must create two separate customer accounts.

Maintaining all customer controls

To maintain all customer controls, perform the following steps:

1. From the Infinium AR main menu select *Customer/Nat'l Acct Management*.
2. Select *Maintain All Customer Controls* [MACC]. The system displays a screen similar to Figure 6-2.

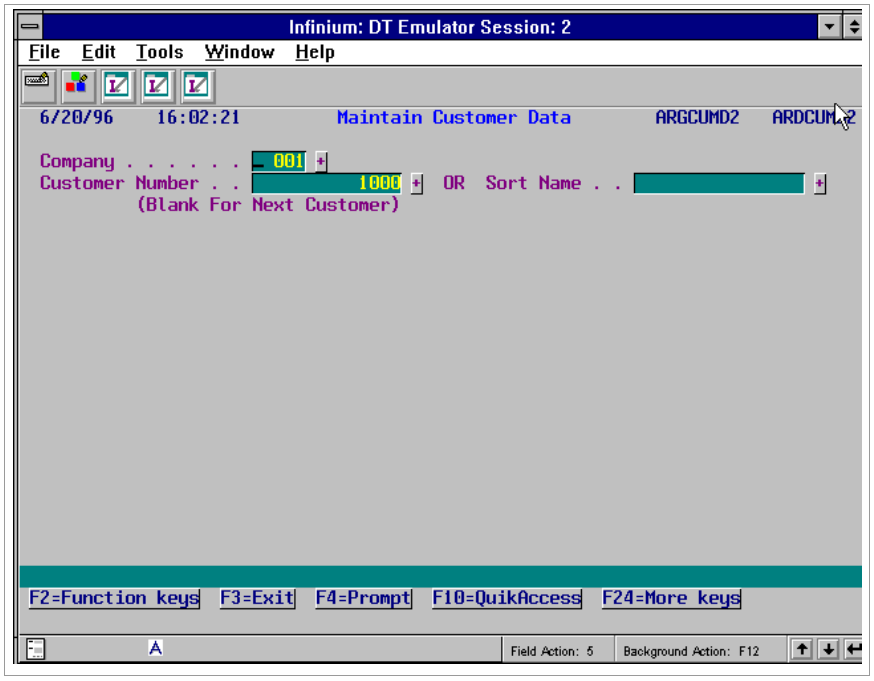

Figure 6-2: Maintain Customer Data prompt screen

3 To create a new customer, do one of the following:

- Type the company and new customer number if the entity controls specify that you can manually enter customer numbers.
- If the system generates a new customer number, simply press Enter.

To update an existing customer, type the company and an existing customer number.

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

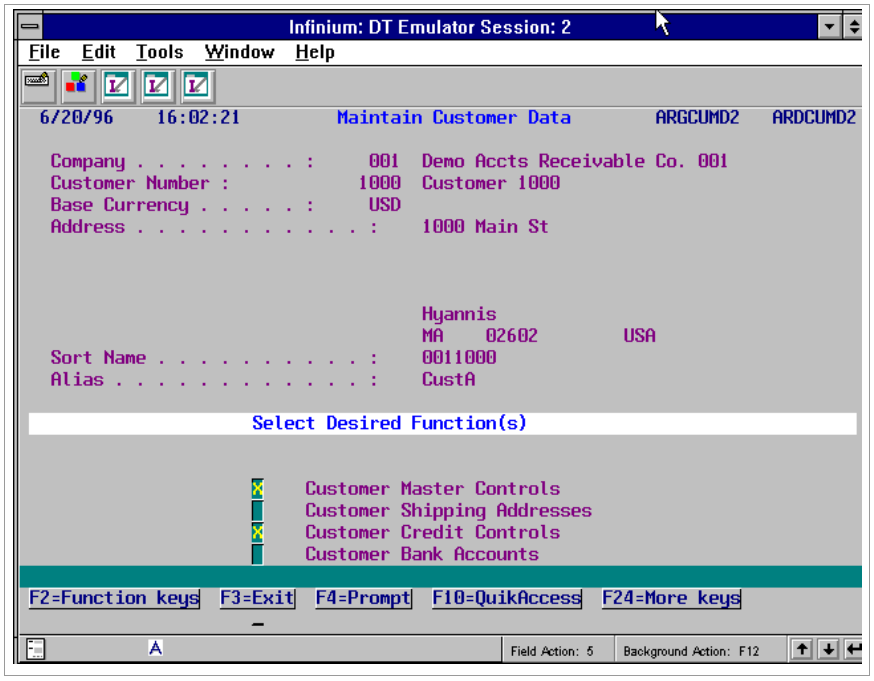

Figure 6-3: Maintain Customer Data selection screen

5 Type any character next to that area of the customer account that you are creating or updating.

6 Press Enter. The system displays the applicable area of the customer account. Refer to the following topics for information on how to create or update that area of the customer account:

- “Creating customer master controls”
- “Defining customer shipping addresses”
- “Establishing customer credit controls”
- “Maintaining customer bank accounts”

Creating customer master controls

Overview

Customer master controls contain general information about the customer such as:

- Name and address
- Tax ID
- Policy information
- Grace days information
- Accounting group and identified cash distribution code

Creating customer master controls

If you are accessing customer master controls from the *Maintain All Customer Controls* menu option, skip steps one through four below.

To create customer master 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 a screen similar to Figure 6-4.

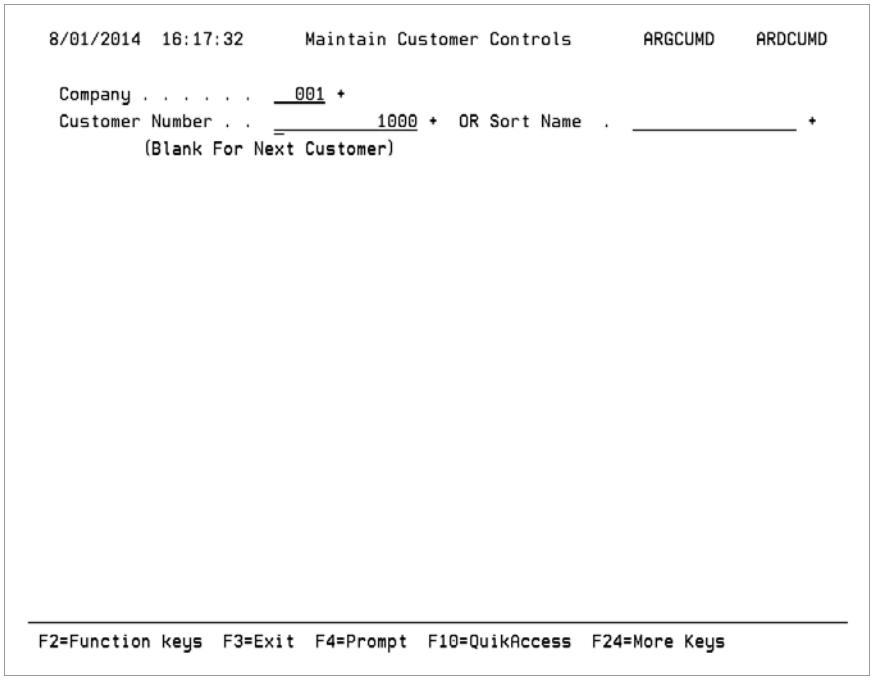

Figure 6-4: Maintain Customer Master Controls prompt screen

3 Type the company and customer number.

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

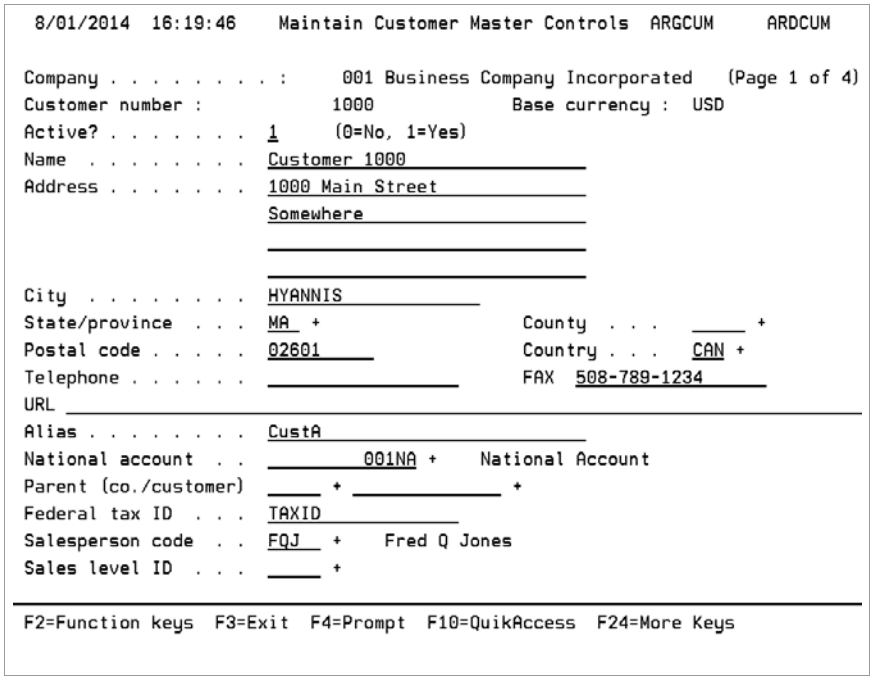

Figure 6-5: Maintain Customer Master Controls screen 1

You can delete a customer by pressing F22 only if it has no history.

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

Name, Address, City

Type the name, first address line, and city for this customer.

National account

Type a national account identifier in this field to attach this customer to a national account. However, you must create the national account before you can link it to the customer. Refer to the “Establishing national accounts” topic in this chapter for more information on national accounts.

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

```
 8/01/2014  16:19:46    Maintain Customer Master Controls  ARGCUM     ARDCUM

Company . . . . . :     001 Business Company Incorporated   (Page 2 of 4)
Customer number :      1000 Customer 1000
Base currency . . . . . :     USD

Lockbox number  . . .  _______ +

Sort name . . . . . .   0011000_________


Aging policy  . . . . . .   DEGAG +  Interest charge policy  . . .   _____ +
Autocash policy . . . . .   _____ +  Payment terms policy  . . . .   NET60 +
Cash tolerance policy . . .  _____ +  Statement policy  . . . . . .  CCDST +
Credit memo appl. policy  .  001JD +  Obligation Entry Policy . . .  FRED  +

Discount grace days code  .  _____ +  Net due grace days code . . .  _____ +
Language code . . . . . .   ___ +    Interest charge rate table  .   _____ +

Autocash control  . . . . .   _ (0=Suppress, 1=Use Autocash, bl=default)
Cash receipts autocash  . .   _ (0=Suppress, 1=Use Autocash, bl=default)

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

Figure 6-6: Maintain Customer Master Controls screen 2

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

Lockbox number

To attach a lockbox, a bank account, to this customer, type that lockbox number in this field. The lockbox determines the remittance address on the customer’s statements, chargeback notices and dunning letters.

Sort name

If you leave the *Sort name* field blank, the system uses the first 16 characters of the customer name as a sort name. However, you have the option of typing a unique sort name in this field. The system bases all alphabetic sorting on the sort name.

Note: When you prompt on a customer field in other functions, you can press F20 on the first screen and change the subfile view from sort name to city and state. Refer to the “Tips and techniques” section in this chapter for information about the *Sort Name* field.

Policy Fields

To attach a policy to this customer, type the name of the policy in any of the policy fields.

Statement policy

If you defined a statement policy at the entity level, the company level or the national account level for this customer, the system defaults that policy into this field.

Obligation Entry Policy

Specify a customer-level default for obligation entry. An obligation entry policy determines the type of duplicate obligation checking that is to be done.

When you press F4 to display a list of valid values, you can enter **3** in the *Sel* column next to an obligation entry policy to view additional information about the policy.

You can use this field only if a value is specified in the *Duplicate Obligation Check* field in the entity control. Obligation entry policies are defined in the *Maintain Oblig Entry Policies* function in *Policy File Maintenance*.

Discount grace days code

Discount grace days, which the system uses in cash application, determine whether a discount is earned or unearned. You can specify a customer level default by typing a valid grace days code in this field.

Net due grace days code

Net due grace days, which the system uses in application processing, interest charge processing, and dunning processing, highlight overdue obligations.

Refer to the “Tips and techniques” section of the “Defining and Working with Control Files” chapter of this guide for more information on how the system uses discount grace days and net due grace days.

Language code

You can type a valid language code for the customer. The language code determines the default language in which the system prints statements, dunning letters and chargeback notices.

To view where a language code is defined in the hierarchy, position your cursor in this field and press F17. The system displays the hierarchy window that lists language codes defined on the current level and on higher levels in the hierarchy.

Interest charge rate table

You can type a customer level default interest charge rate table in this field. If you do, the base currency of the rate table must be the same as the customer’s base currency.

Autocash control, Cash receipts autocash

Leave these fields blank to use the national account, company or entity level default that specifies whether you use cash applications autocash and cash receipts autocash. Type **1** in these fields to use cash applications autocash and cash receipts autocash for this customer. You can deactivate cash applications autocash and cash receipts autocash for this customer by typing **0** in these fields.

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

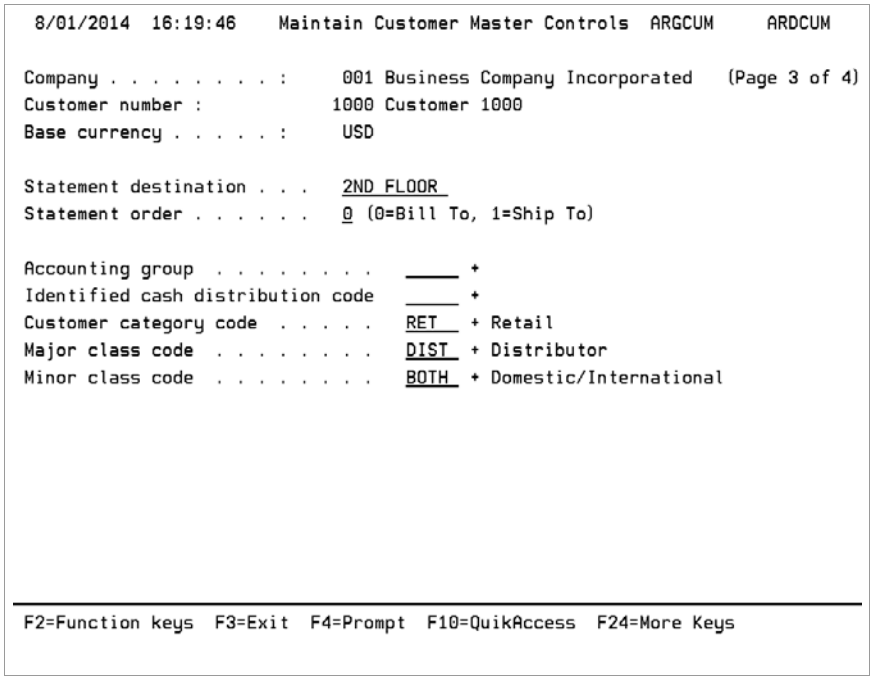

Figure 6-7: Maintain Customer Master Controls screen 3

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

Statement destination

To have the statement routed to a department or staff member within your organization before the statement is sent to the customer, type that department or staff member's name.

Statement order

You must specify whether the customer's invoices listed on the statement are in ship to or bill to customer order. In both cases, the customer who receives the statement is the bill to customer.

Accounting group, Identified cash distribution code

You can type an accounting group or identified cash distribution code to default into obligations, overriding the accounting group or the identified cash distribution code on the accounts receivable company level.

Customer category code

You can type a valid customer category in the *Customer category code* field to produce detailed aging for customers belonging to similar categories. These customer categories are user-defined code values for code type **CAT**.

10 Press Enter. The system displays a screen similar to Figure 6-8.

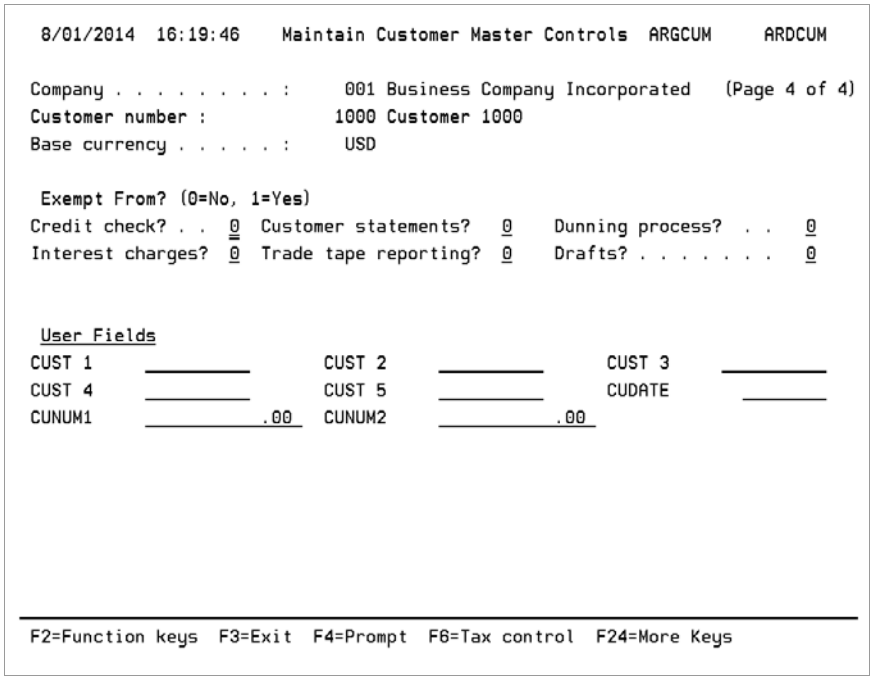

Figure 6-8: Maintain Customer Master Controls screen 4

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

Exempt From?

Type **1** in any of the *Exempt From?* fields to exempt the customer from a function. If a customer is exempt, all the customer's obligations are exempt. If you do not exempt the customer from a function, you can still exempt a specific customer obligation from a function when you create that obligation.

User Fields

The system displays the user fields defined for the customer master. The system may or may not require that you type a value in these fields based on the settings on the entity controls.

Note: If you specify a user exit program at the customer level, the system calls the program after you type the information on this screen.

12 If you use tax processing or draft processing, you have finished entering customer master information. Press Enter. The system creates the customer master.

If you need to enter tax information for this customer, press F6. Proceed to Step 13. The system displays a screen similar to Figure 6-9.

If you need to enter draft information for this customer, press F7. For detailed information on working with drafts, refer to the “Processing Drafts” chapter in the *Infinium AR Guide to Processing*.

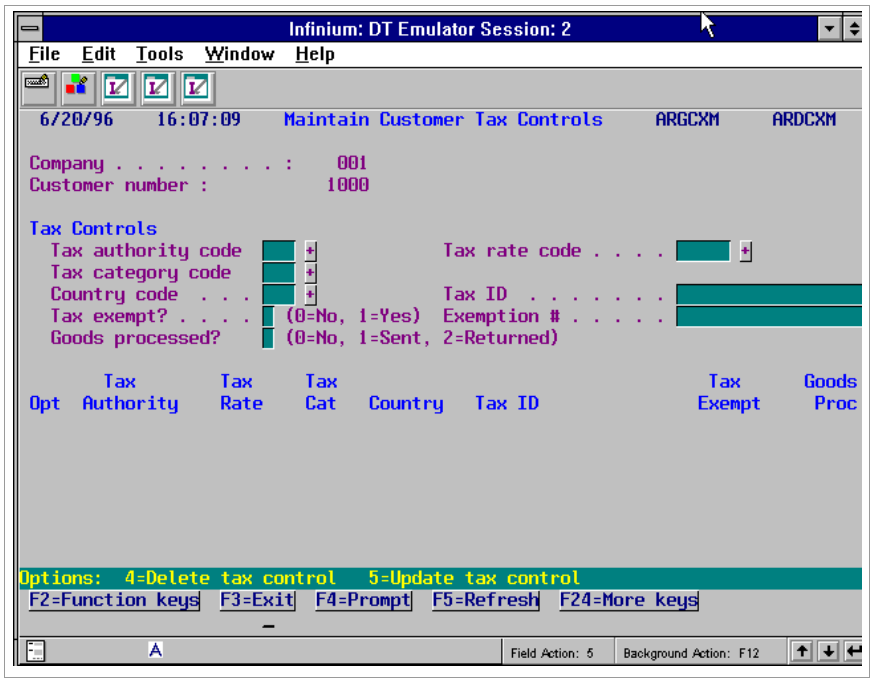

Figure 6-9: Maintain Customer Tax Controls screen

A customer can have as many taxing authorities as necessary. Use this screen to type tax information for this customer.

Note: If you are using Infinium GT or a comparable tax system and you prompt on the *Tax authority code*, *Tax rate code*, *Tax category code*, and *Country code* fields, the system displays values for your selection established in that system. Otherwise, these code values must exist in Infinium AR for validation purposes.

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

Tax authority code

This code represents the government department responsible for administering the tax. The Infinium AR code type for this field is **AUT**.

Tax rate code

If you type a value in the *Tax authority code* field, this is a required field. This value specifies the percentage of the transaction that is due as tax to the tax authority. The tax rate code also identifies the general ledger accounts the system uses to record any tax liability. The Infinium AR code type for this field is **RAT**.

Tax category code

The system uses this code value to analyze the gross amount of the invoices into specific categories that suit statutory requirements. The Infinium AR code type for this field is **TCT**.

Country code

Type the code of the country to which the customer owes tax. The Infinium AR code type for this field is **CTY**.

Tax ID

If there is a value in the *Country code* field, you must type the customer's tax identification number in this field.

Tax exempt?

Specify whether the customer is exempt from tax processing.

Exemption #

If the value in the *Tax exempt?* field is **1**, you must type the tax exempt number in this field.

Goods processed?

The term "goods processing" is unique to the European Community. It refers to goods sent to another EC country for additional processing and returned when that processing is completed. Valid values for this field are:

0 Goods are not processed.

1 Goods are being sent to another country for processing.

2 Goods are being returned from another country after processing.

14 Press Enter. The system creates the tax authority information for this customer and displays it in the bottom portion of the screen.

15 To create additional tax authorities for this customer, repeat steps 13 and 14. Otherwise, press Enter. The system returns you to the fourth Maintain Customer Master Controls screen where you can press Enter to complete the creation of the customer master. The system returns you to the Maintain Customer Controls prompt screen.

16 Press F3 to exit and return to the main menu.

Defining customer shipping addresses

Overview

In addition to the “bill to” address defined in the customer master, you can attach shipping addresses to individual obligations. You can sort obligations within statements by this shipping address.

You must create the customer master before you can create a shipping address. Refer to the “Creating customer master controls” topic in this chapter for information on how to create the customer master.

Defining customer shipping addresses

If you are accessing customer shipping addresses from the *Maintain All Customer Controls* menu option, skip steps one through four below.

To define a customer shipping address, perform the following steps:

1. From the Infinium AR main menu select *Customer/Nat’l Acct Management*.
2. Select *Maintain Customer Ship’g Addresses* [MCSA]. The system displays a screen similar to Figure 6-10.

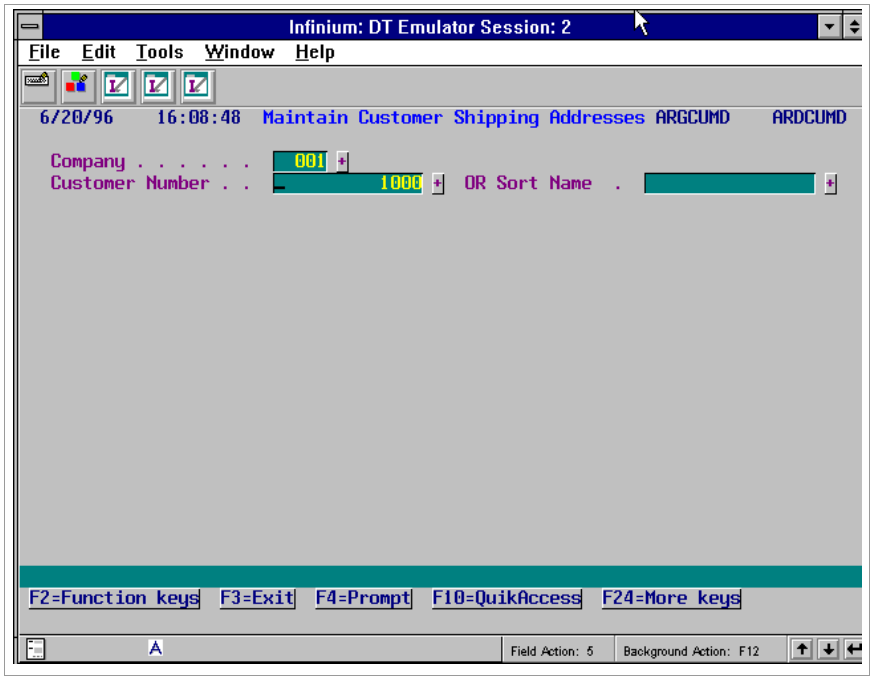

Figure 6-10: Maintain Customer Shipping Addresses prompt screen

3 Type the company and customer number or the customer's sort name.

4 Press Enter. The system displays a screen similar to Figure 6-11.

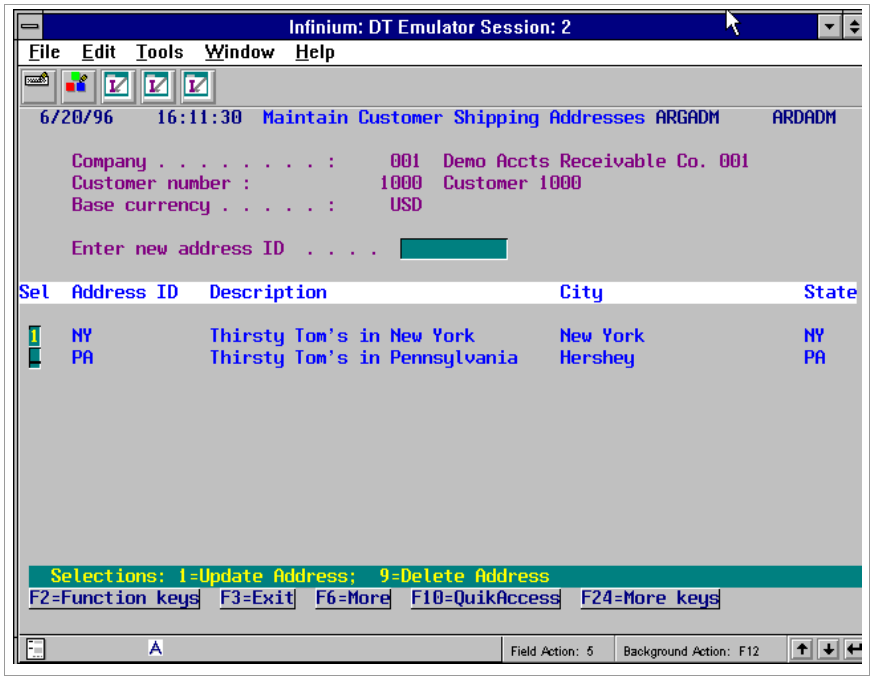

Figure 6-11: Maintain Customer Shipping Addresses selection screen

From this screen, you can perform the following tasks:

- Create a new shipping address
- Update an existing shipping address by selecting it with **1** from the bottom portion of the screen and pressing Enter.
- Delete an existing shipping address by selecting it with **9** from the bottom portion of the screen and pressing Enter.

5 To create a new shipping address, type a unique address identifier in the *Enter new address ID* field.

6 Press Enter. The system displays a screen similar to Figure 6-12.

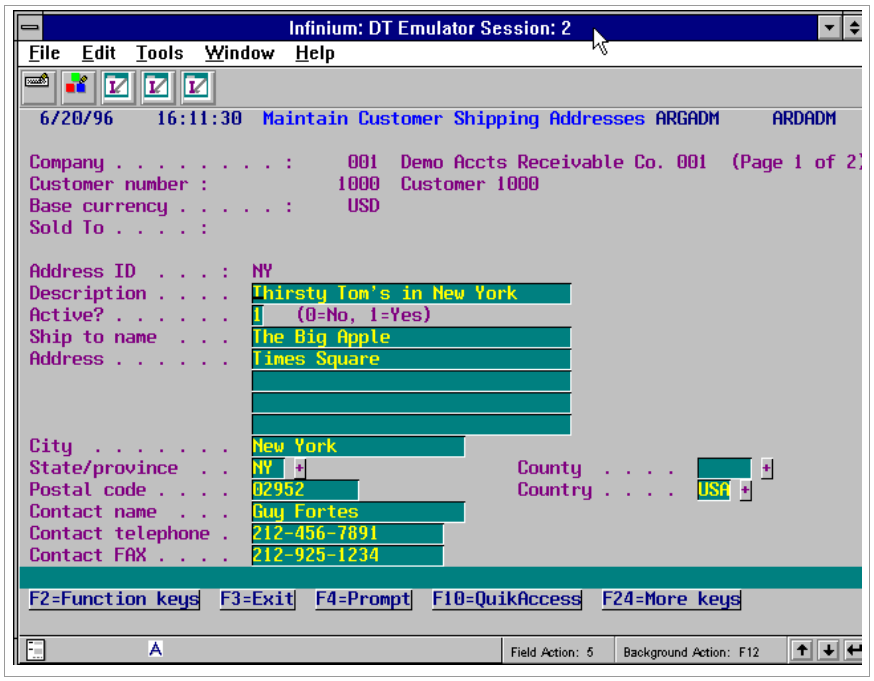

Figure 6-12: Maintain Customer Shipping Addresses screen 1

7 Type the shipping address and contact information as applicable to this customer.

You must complete the *Description, Ship to name, Address* (line 1), and *City* fields.

8 Press Enter. The system displays a screen similar to Figure 6-13.

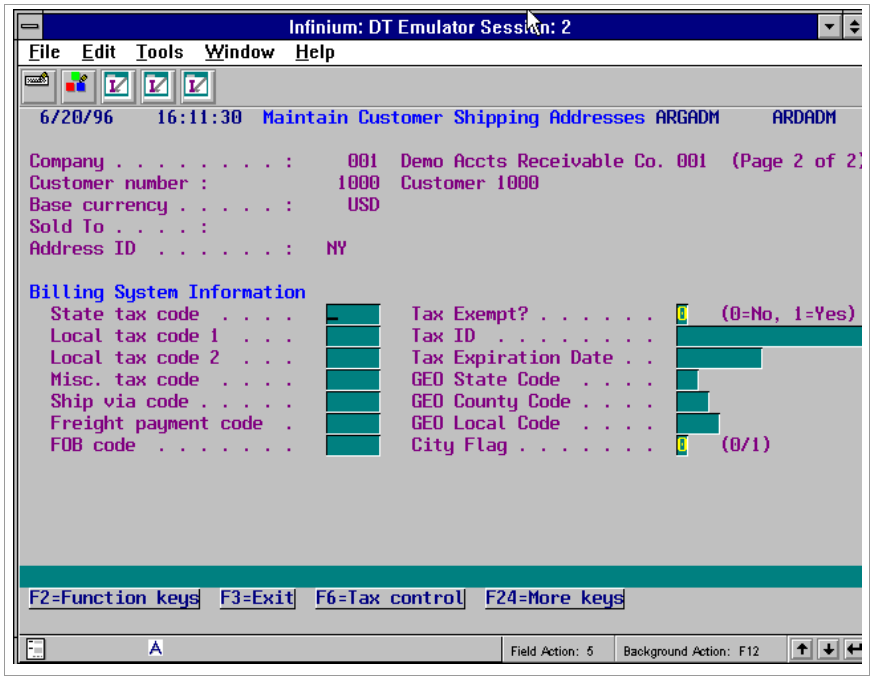

Figure 6-13: Maintain Customer Shipping Addresses screen 2

9 You can type information in these fields. Most likely, however, an external billing system completes the *Billing System Information* fields through an interface program.

10 Create tax information by pressing F6 on this screen. Refer to the previous topic in this guide for more information on tax fields.

11 Press Enter. The system does the following:

- Creates the shipping address
- Returns you to the Maintain Customer Shipping Addresses selection screen
- Displays the shipping address on the bottom portion of the Maintain Customer Shipping Addresses selection screen

12 Continue entering or updating customer shipping address information or press F3 to return to the menu.

Establishing customer credit controls

Overview

Customer credit controls contain all the credit information for a customer such as credit limits, dunning information, and statement information.

You must create the customer master before you can create customer credit controls. Refer to the “Creating customer master controls” topic in this chapter for information on how to create the customer master.

Establishing customer credit controls

If you are accessing customer credit controls from the *Maintain All Customer Controls* menu option, skip steps one through four below.

To establish customer credit controls, perform the following steps:

1. From the Infinium AR main menu select *Customer/Nat’l Acct Management*.
2. Select *Maintain Cust Credit Controls* [MCCC]. The system displays a screen similar to Figure 6-14.

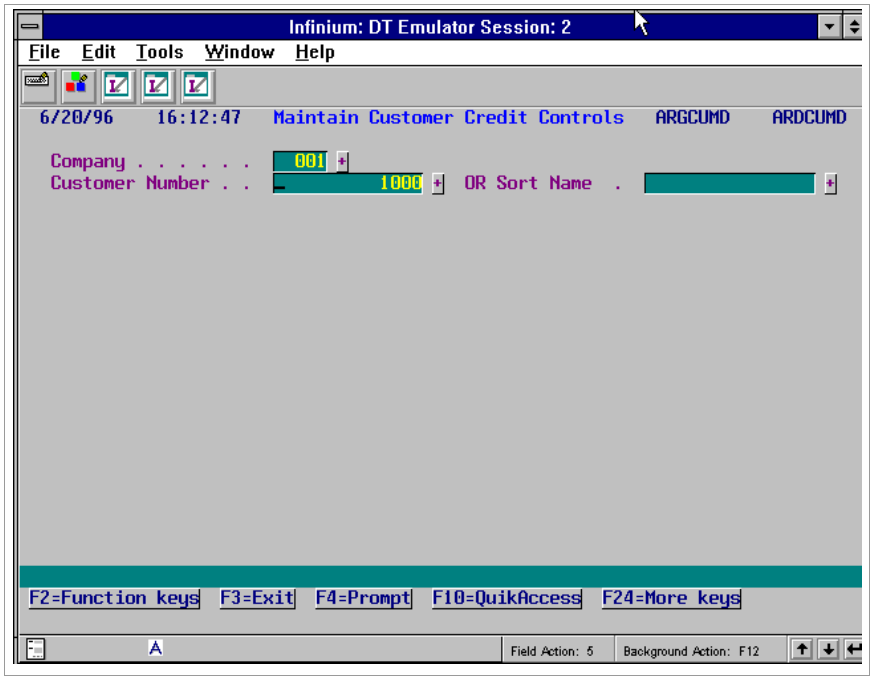

Figure 6-14: Maintain Customer Credit Controls prompt screen

3 Type the company and customer number or the customer's sort name.

4 Press Enter. The system displays a screen similar to Figure 6-15.

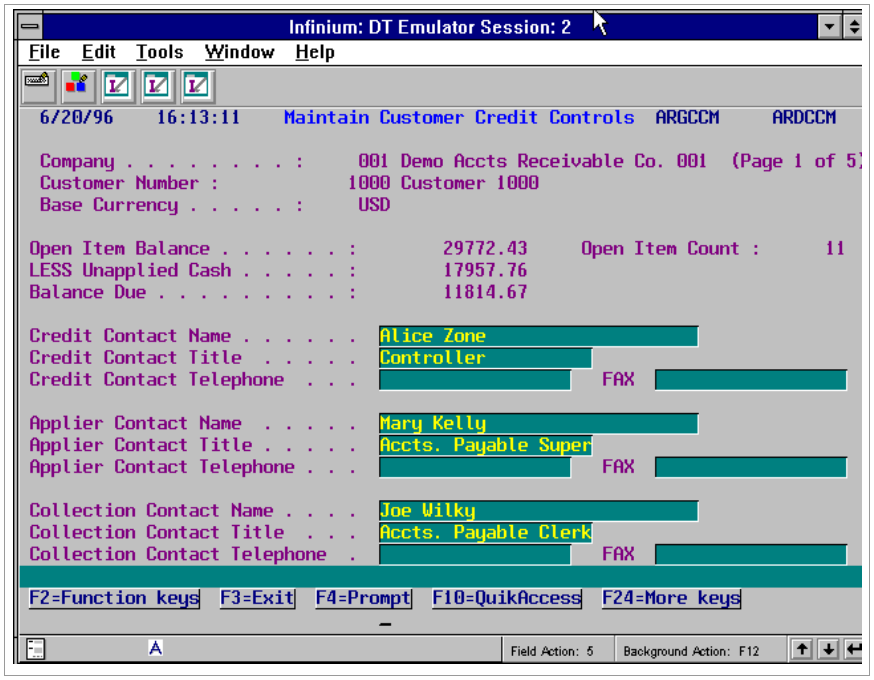

Figure 6-15: Maintain Customer Credit Controls screen 1

The system subsequently generates and displays the information in the *Open Item Balance*, *Open Item Count*, *LESS Unapplied Cash*, and *Balance Due* fields.

5 Type the contact name or names applicable to this customer. If you use only one contact name, type that contact name in the *Credit Contact Name* field. The system displays the contact name, title, and telephone number on the Credit Inquiry Summary screen.

6 Press Enter. The system displays a screen similar to Figure 6-16.

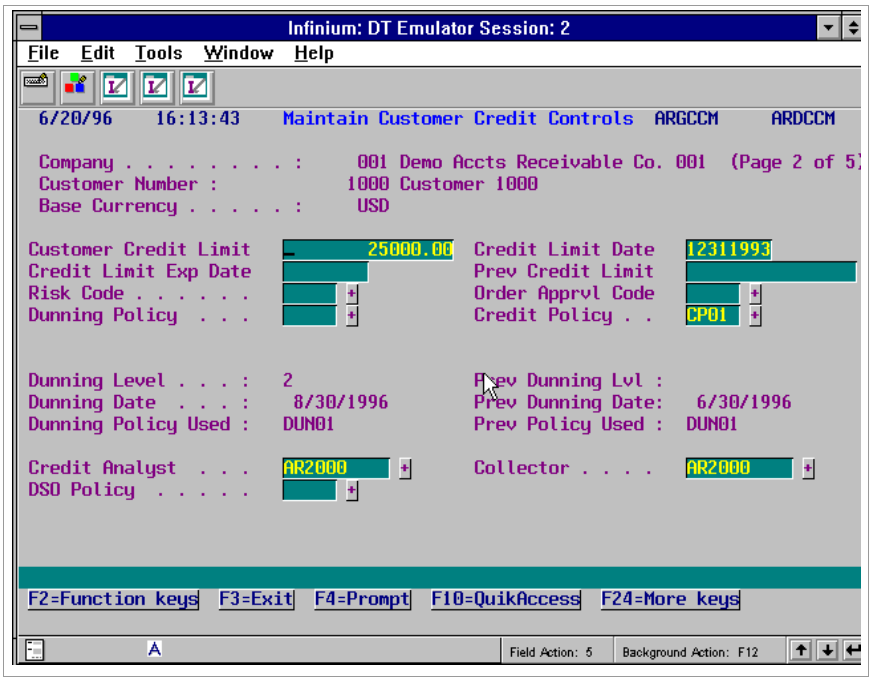

Figure 6-16: Maintain Customer Credit Controls screen 2

For information about the system-generated dunning information on this screen, refer to the *Infinium AR Guide to Managing Your Receivables.*

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

Customer Credit Limit, Credit Limit Date

If you specify the customer's credit limit on this screen, you must also specify the credit limit date.

Credit Limit Exp Date

If you type a value in this field and if that date is prior to the current system date, it appears on the credit manager's action list.

Prev Credit Limit

You have the option of typing the customer's previous credit limit.

Risk Code, Order Apprvl Code

You can specify customer-specific codes for this customer. You define risk codes and approval codes in the *Maintain Codes* menu option, code types **RSK** and **OAC** respectively.

Dunning Policy, Credit Policy, DSO Policy

Use these fields to specify customer level default dunning, credit and DSO policies.

Credit Analyst

To assign a credit analyst to this customer, you must type a valid Infinium AR user profile in this field. The system prints the credit analyst on statements as the contact person for the customer. You can also run Aged Trial Balances by credit analyst. The profile that you type must have a value of **1** in the *Credit Profile* field in the *Maintain AR User Profile Controls* menu option.

Collector

To assign a collector to this customer, you must type a valid Infinium AR user profile in this field. The profile that you type must have a value of **1** in the *Collection Profile* field in the *Maintain AR User Profile Controls* menu option.

8 Press Enter. The system displays a screen similar to Figure 6-17.

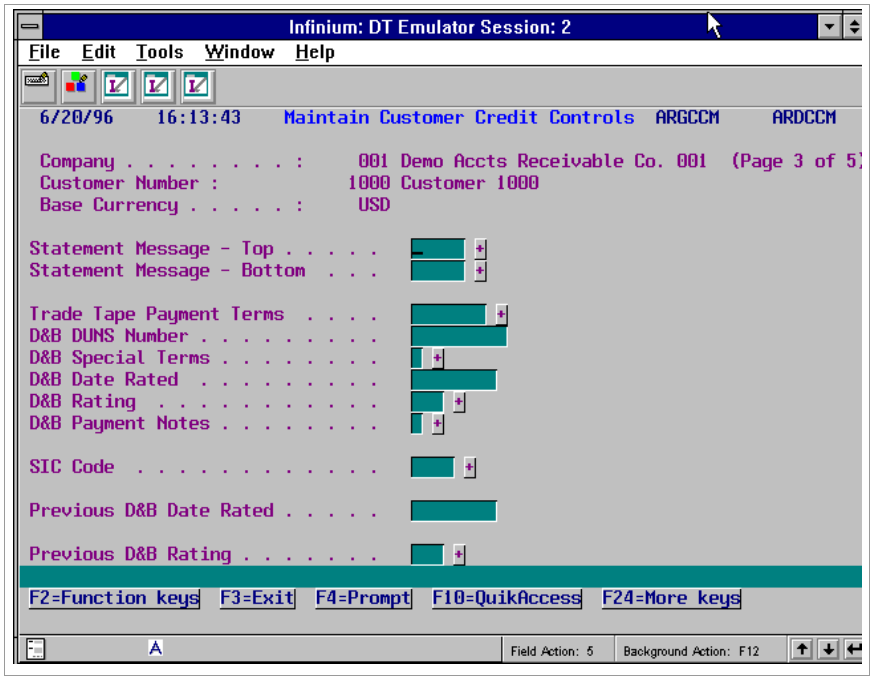

Figure 6-17: Maintain Customer Credit Controls screen 3

All fields on this screen are optional.

9 Complete the fields on this screen that apply to your customer.

Note: You can personalize statements for a customer by attaching a message to the top and/or bottom of the statement.

10 Press Enter. The system displays a screen similar to Figure 6-18.

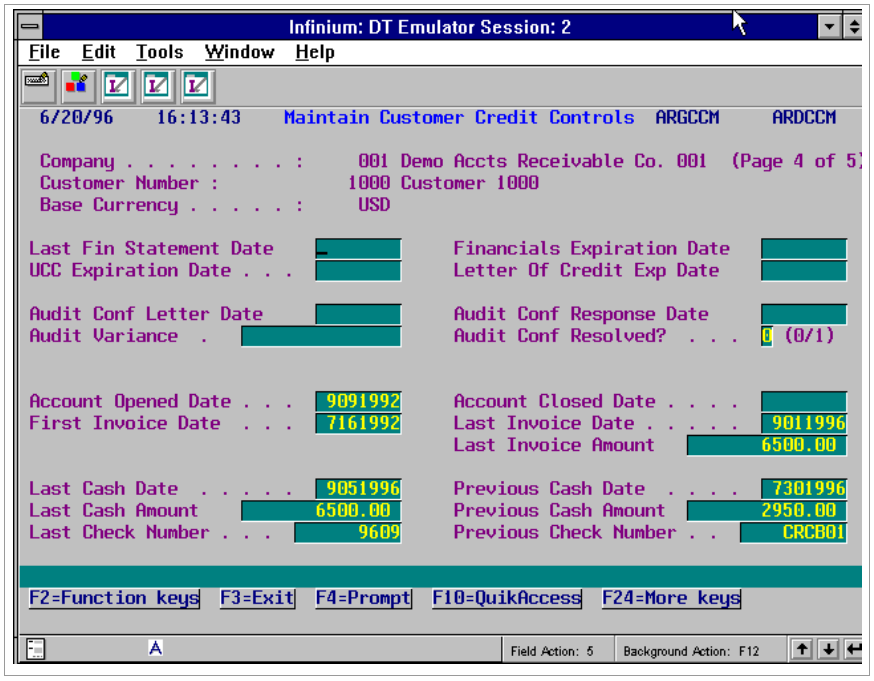

Figure 6-18: Maintain Customer Credit Controls screen 4

The system displays historical customer information on this screen. It uses the fields on the bottom portion of the screen to track information.

11 You can type information in the date fields on the top portion of the screen and then use these fields as selection criteria when creating credit worklists.

12 Press Enter. The system displays a screen similar to Figure 6-19.

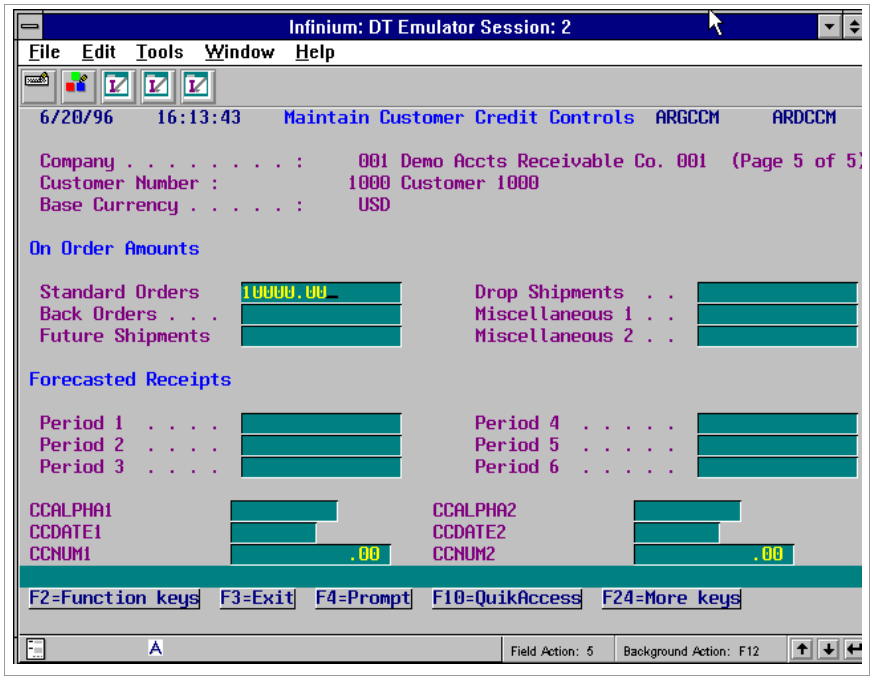

Figure 6-19: Maintain Customer Credit Controls screen 5

Infinium AR does not maintain information in the *On Order Amounts* or *Forecasted Receipts* fields. You can access these fields through your own interface programs.

13 The system displays the user-defined fields for the customer credit level below the *Forecasted Receipts* fields. A user-defined field may require an entry based on the settings in entity controls.

14 Press Enter. The system creates the customer credit controls and returns you to the Maintain Customer Credit Controls prompt screen.

15 Press F3 to exit and return to the menu.

Maintaining customer bank accounts

Overview

Infinium AR provides you with a function to attach bank account information to an accounts receivable customer or to a national account. The *Maintain Cust Bank Accounts* menu option allows you to maintain information needed to process and cross-reference bank check magnetic ink character recognition (MICR) to the customer or national account.

A customer can have more than one bank account, but each bank account number must be unique. You must create the customer master before you can create a customer bank account. Refer to the “Creating customer master controls” topic in this chapter for information on how to create the customer master.

Maintaining customer bank accounts

If you are accessing customer bank accounts from the *Maintain All Customer Controls* menu option, do the following:

1. Skip steps one through four below.
2. Type the bank and bank account.
3. Continue with Step 5 below.

To maintain a customer bank account, perform the following steps:

4. From the Infinium AR main menu select *Customer/Nat’l Acct Management*.
5. Select *Maintain Cust Bank Accounts* [MCBA]. The system displays a screen similar to Figure 6-20.

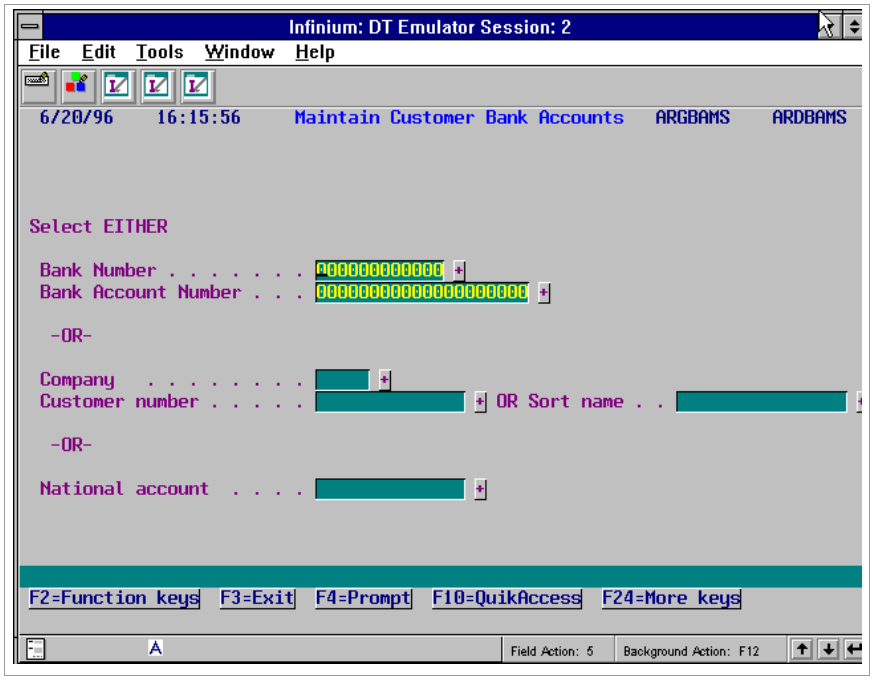

Figure 6-20: Maintain Customer Bank Accounts prompt screen

6 Type one of the following:

- Bank number and bank account number

  The bank number and the bank account number together are the MICR number. This is the number printed on the bottom of checks. You can use the MICR number to identify customer checks.

  If you enter a check with a MICR number and identify it to a customer, the system automatically creates a customer bank account either when the system posts the check or when the system applies the check to the customer.

- Company and customer number or sort name
- National account

7 Press Enter.

If you typed a company and customer or a national account, the system displays a screen similar to Figure 6-21.

If you typed a bank number and bank account number, the system displays a screen similar to Figure 6-22.

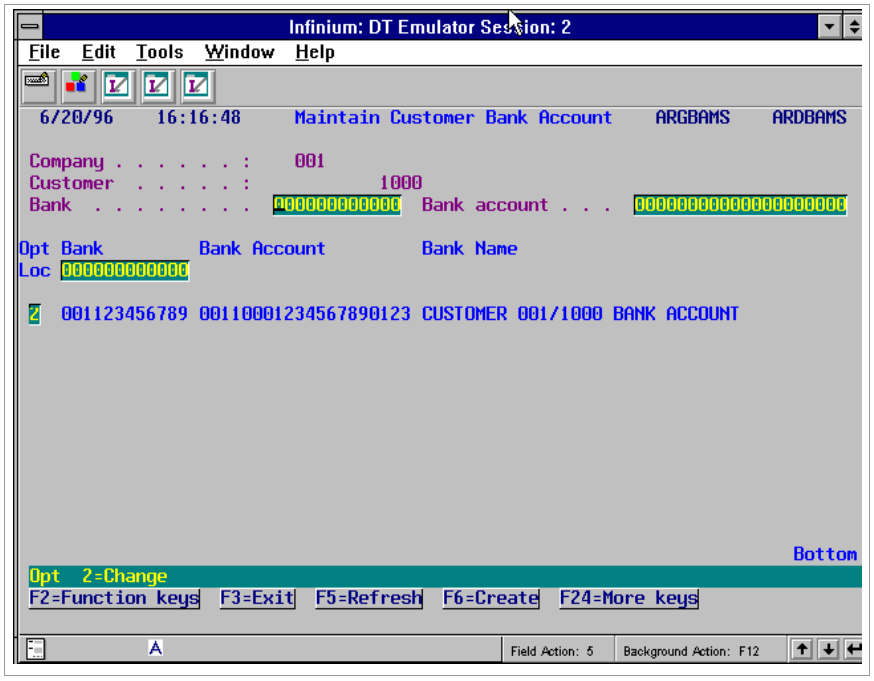

Figure 6-21: Maintain Customer Bank Account screen

You use this screen to enter a new bank account. You also use this screen to update information for an existing bank account by selecting it with **2**.

8 To enter a new bank account, type the bank number and bank account number.

9 Press F6 to create the bank account. You can optionally type the bank identification code here. If you do not type it here, the system allows you to specify the bank identification code on the following information screen.

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

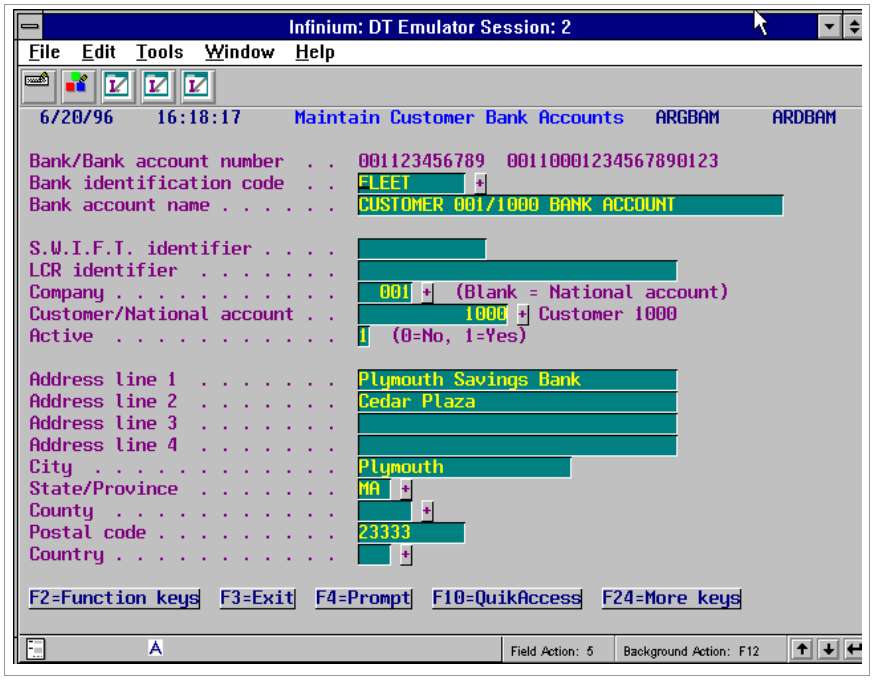

Figure 6-22: Maintain Customer Bank Accounts information screen

11 Type additional information for this customer bank account. The system requires the customer or national account identifier.

12 Press Enter. The system creates the customer bank account and returns you to Maintain Customer Bank Account screen. You can continue to enter or update bank accounts or press F3 to exit and return to the menu.

Establishing national accounts

Overview

National accounts group similar customers. These groupings of customers can cross accounts receivable company lines. Refer to Figure 4-1 in the "Introduction to the Hierarchy and Policy Files" chapter of this guide (national account "West" crosses company lines as depicted with the thicker lines).

You can use national accounts for reporting and inquiry purposes as well as for identifying checks. The system does not store statistical or historical information by national account.

You must create at least one customer account before you can create a national account.

Establishing national accounts

To establish a national account, perform the following steps:

1. From the Infinium AR main menu select *Customer/Nat'l Acct Management*.
2. Select *Maintain Nat'l Acct Controls* [MNAC]. The system displays a screen similar to Figure 6-23.

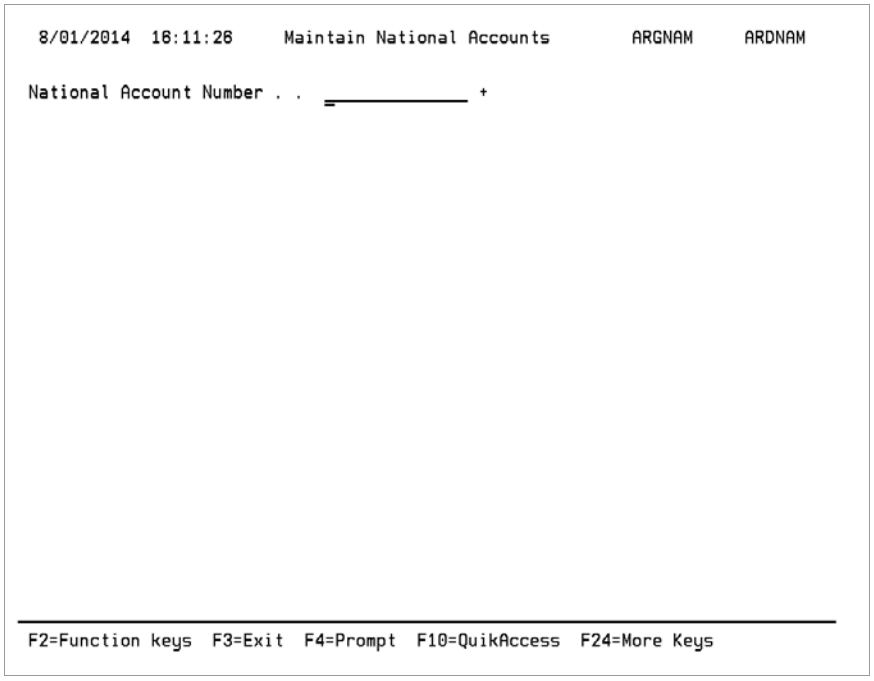

Figure 6-23: Maintain National Accounts prompt screen

3 Type a national account number.

4 Press Enter. The system displays a screen similar to Figure 6-23.

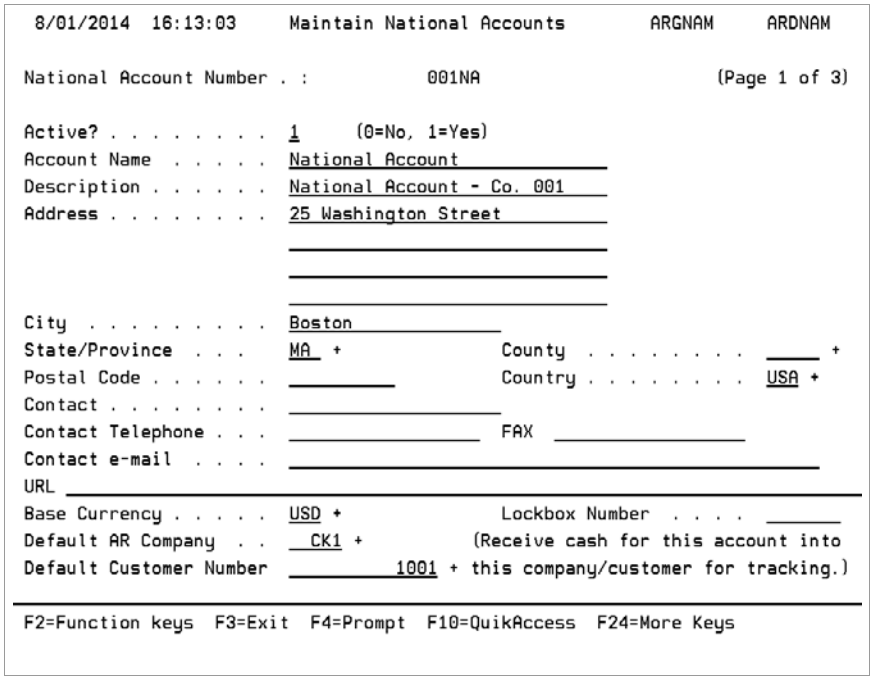

Figure 6-24: Maintain National Accounts screen 1

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

Account Name, Description, Address, City

Type the name, description, address (line 1), and city of the national account.

Base Currency

Type the currency for the national account. Once you associate customers with this national account, you cannot change the value in this field.

Default AR Company, Default Customer Number

Type the default company and customer for this national account. The system identifies cash received but not yet applied to the company and customer that you type in these fields.

Lockbox Number

You can specify a lockbox to which this national account customer will send payments.

6 Press Enter. The system displays a screen similar to Figure 6-25.

```
 8/01/2014  16:13:03     Maintain National Accounts        ARGNAM     ARDNAM

National Account Number:           001NA                          (Page 2 of 3)
Base Currency . . . . :   USD

Aging Policy . . . . . .   _____ +  DSO Policy . . . . . .  _____ +
Autocash Policy . . . . .  _____ +  Interest Charge Policy . . .  _____ +
Cash Tolerance Policy . . .  _____ +  Payment Terms Policy . . . .  _____ +
Credit Policy . . . . . .  _____ +  Statement Policy . . . . . .  SORT4 +
Credit Memo Appl Policy . .  _____ +  Obligation Entry Policy . . .  FRED  +


Autocash Control . . .  _  (0=Suppress Autocash, 1=Use Autocash, bl=default)
Cash Receipts Autocash  _  (0=Suppress Autocash, 1=Use Autocash, bl=default)

Discount Grace Days Code .  _____ +  Net Due Grace Days Code . . .  _____ +
Language Code . . . . . .  ___ +    Interest Charge Rate Table .  _____ +




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

Figure 6-25: Maintain National Accounts screen 2

All policies are optional at the national account level. Policies at this level override policies specified at the entity and company levels.

You can type a cash tolerance policy to allow cash tolerance for checks identified to this national account.

7 Complete the fields on the screen as applicable to this national account.

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

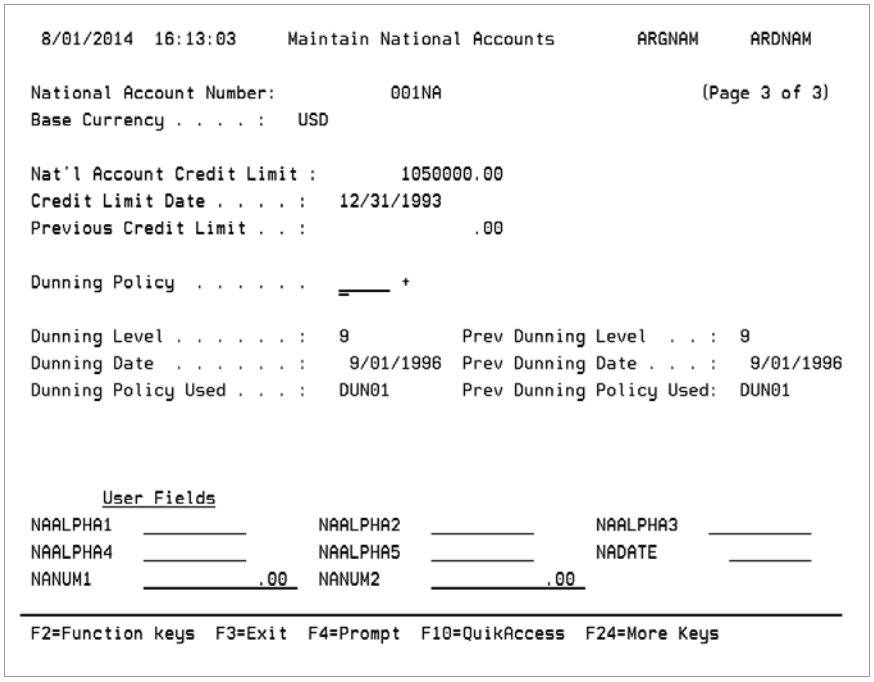

Figure 6-26: Maintain National Accounts screen 3

The *Nat'l Account Credit Limit* field displays the total credit limit, in the base currency, of all customers in the national account. If you add or remove a customer from a national account, the system adjusts the national account credit limit and credit limit date.

The system displays the total previous credit limit of all customers in the national account in the *Previous Credit Limit* field.

For information about the dunning information on this screen, which the system generates, refer to *Infinium AR Guide to Managing Your Receivables.*

9 The system displays the user fields that you defined for national accounts at the bottom of the screen. You can type a value in any of the user fields. A user field may or may not require an entry based on the settings in entity controls.

10 Press Enter. The system creates the national account.

Your next step

After you create a national account, you attach the national account to the customer master controls of the customers that you want included in the national account. Use the *Maintain Customer Master Controls* menu option and type the national account number in the *National account* field on the Maintain Customer Master Controls screen 1.

Changing multiple customer controls

Overview

Infinium AR allows you to make changes to many customers simultaneously. You can select customer fields to make changes to customer master and customer credit information. When you run the *Mass Change Customer Controls* menu option, the system prints a report listing all the changes that you have made.

Changing multiple customer controls

To change the controls of multiple customers, 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 a screen similar to Figure 6-27.

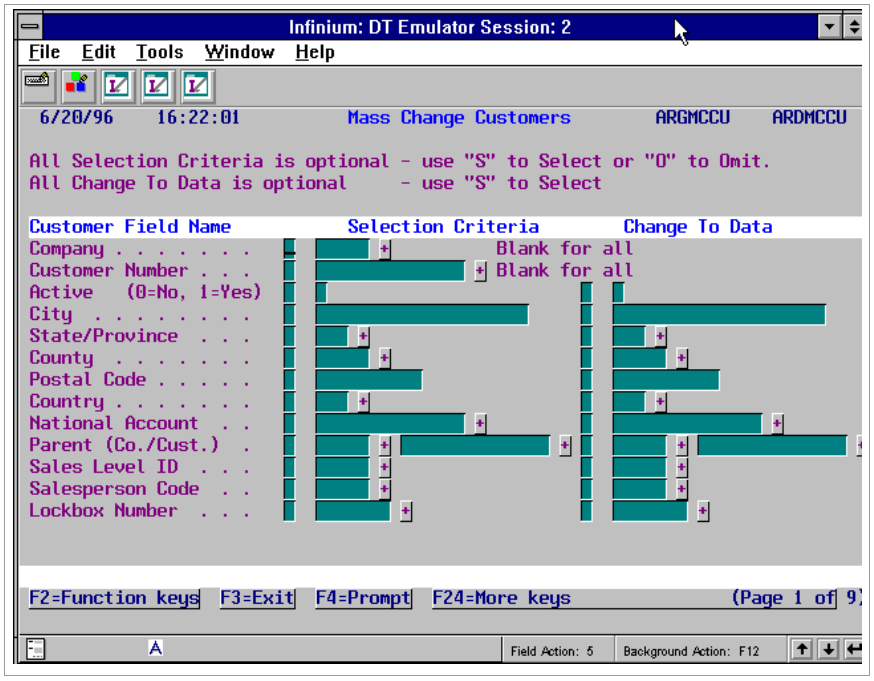

Figure 6-27: Mass Change Customers screen 1

3 Selection criteria for the last Mass Change Customers job that you ran remain on the screen when you select this function again. Remove selection criteria from the previous mass change operation by pressing F5 on this screen. This clears all previous change data on all nine screens in this function.

4 Specify which customers to change by typing **S** in the first *Selection Criteria* field next to the fields that you want to use to select customers. In the second *Selection Criteria* field, type the selection criteria value.

To omit a field value, type **O** in the first *Selection Criteria* field and the value to be omitted in the second *Selection Criteria* field.

Leave selection fields blank that you are not using for selection and omission purposes. These fields will remain unchanged.

Change a field by typing **S** in the first *Change To Data* field next to the field. In the second *Change To Data* field, type the value to which you want to change this field. The system changes all customers in the system if you leave the *Company* and *Customer Number* fields blank unless you omit customers by typing **O** in the *Selection Criteria* field.

The system changes only customers that meet all criteria. This function is case sensitive.

5 Press Enter. The system displays the second Mass Change Customers screen.

6 Continue to type selection and change criteria on the remaining screens.

7 You must press Enter through all nine screens before the system submits the Mass Change Customers job.

Copying multiple customer controls

Overview

If you have several accounts receivable companies with the same customers, you can add more customers to a company by copying customer controls from one company to another. The *Mass Add Customer Controls* menu option allows you to do the following:

- You can print a trial report to determine the customers the system will add based on your submission criteria.
- You can copy one or all customers controls from one company to another and also print the report.

When you copy customer controls from one company to another, the system creates the following records:

- Customer Master Record

  The system creates this record with the same values as the source customer. The system copies all controls except for the accounting group, distribution codes, lockbox, national account. It copies the autocash policy only if the value in the source customer's *Autocash control* field is **1** (Use Autocash). The system copies the required statement policy, but it does not copy any other policies.

- Customer Credit Record

  The system creates this record for each customer it copies with only the *Account Open* date field completed.

Copying multiple customer controls

To copy multiple customer controls, perform the following steps:

1. From the Infinium AR main menu select *Customer/Nat'l Acct Management*.
2. Select *Mass Add Customer Controls* [MADD]. The system displays a screen similar to Figure 6-28.

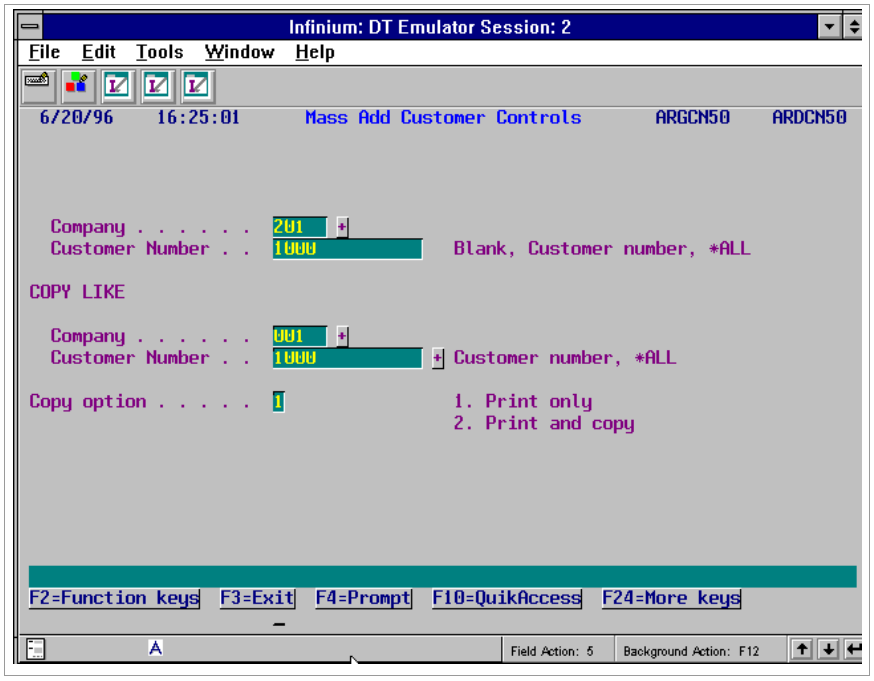

Figure 6-28: Mass Add Customer Controls screen

3 To specify customer copy criteria, complete the fields on this screen using the following information:

Company

Specify the company to which the system will copy customer data. The target company must be an active, valid company in the system. The target company must have the same base currency as the source company.

Customer Number

Three options area available for the target *Customer Number* field.

- Specify a customer number, which cannot already exist in the target company, to which the system will copy customer data. You can do this only if the value in the *Use Manual Customer Numbers* on the entity controls is either **1** (manually enter customer numbers) or **2** (both manually enter and automatically generate customer numbers). If the value in the *Use Manual Customer Numbers* field is **0**, you cannot type a value in the target *Customer Number* field.
- Type ***ALL** in this field to indicate that the system should copy all customers, and their numbers, in the source company to the target company. The source and target companies cannot be the same. If you type ***ALL** in the target *Customer Number* field, you must also type ***ALL** in the source *Customer Number* field.

- Leave this field blank to copy the source *Customer Number* to the target *Customer Number*.

COPY LIKE Company

Specify the company from which the system will copy customer data. The source company must be an active, valid company in the system. The source company must have the same base currency as the target company.

COPY LIKE Customer Number

Two options are available for the source *Customer Number* field.

- Specify a customer number, which must be active and valid, from which the system will copy the customer data.
- Type ***ALL** in this field to indicate that the system should copy all customers, and their numbers, in the source company to the target company. If you type ***ALL** in the source *Customer Number* field, you must also type ***ALL** in the target *Customer Number* field.

Copy option

Type **1** to print a report that lists new customers that the system will add based on the submission criteria. This option does not actually create the new customer records.

Type **2** to create the new customer records and print an audit report listing what the system copied and what, if anything, the system did not copy.

Note: If the customer credit record of the source customer does not exist, the system does not create the target customer and the message on the report for that customer indicates that the Customer Credit Record is missing. If the system finds a customer credit record for the target customer but does not find a customer master record, it does not create the new customer and the message on the report for that customer indicates that the Customer Credit Record exists.

4 Press Enter. The system executes the mass addition of customers based on the specifications that you type on this screen.

Printing a customer audit log

Overview

You can use the *List All Customer Audit Logs* menu option to print an audit log of changes to the customer master controls file, customer shipping address file, and/or customer credit file. You can generate this report by customer or by user profile. You can also define the report with a range of dates.

Note: The value in the *Audit Customer Control Changes* field in entity controls must be **1** to obtain a Customer Audit Log.

Printing a customer audit log

To print a Customer Audit Log, perform the following steps:

1. From the Infinium AR main menu select *Customer/Nat'l Acct Management*.
2. Select *List All Customer Audit Logs* [LCAL]. The system displays a screen similar to Figure 6-29.

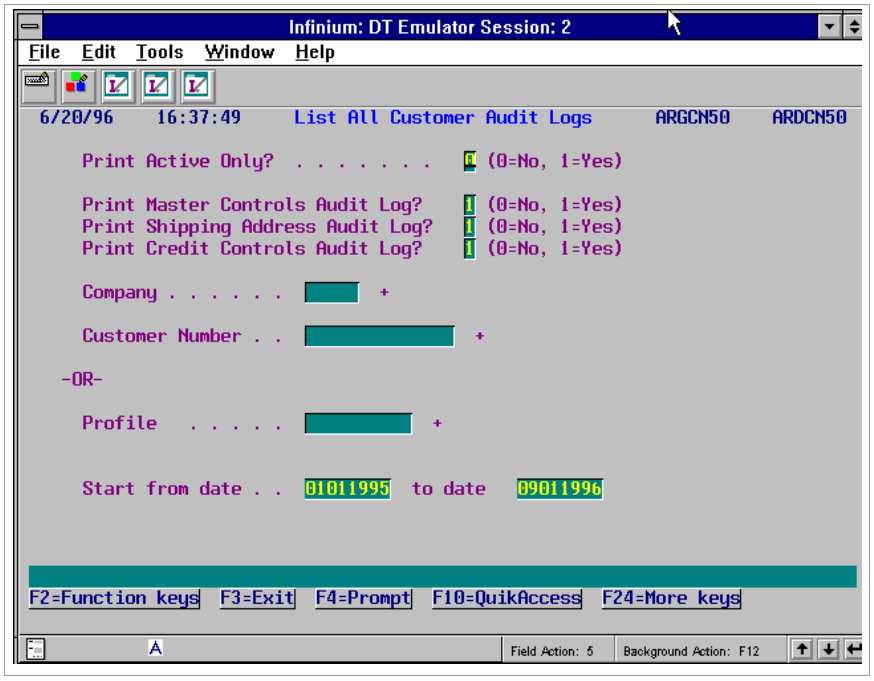

Figure 6-29: List All Customer Audit Logs screen

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

Print Active Only?

Specify whether to exclude data for inactive customers.

Print Master Controls Audit Log?, Print Shipping Addresses Audit Log?, Print Credit Controls Audit Log?

Specify whether to print these reports.

Company

Type the company identifier to print an audit log for a specific customer or to print an audit log for all customers.

Customer

Type the customer number to print an audit log for a specific customer. Leave this field blank to print an audit log for all customers.

Profile

Type the user's profile to print an audit log of changes made by that user. Leave this field blank to print the audit log for all users.

Start from date, to date

Type the date range between which the system will report customer changes.

4 Press Enter. The system submits the job to print the report.

Validating customer controls

Overview

You can use this function to validate all controls of existing customers. Use this function for validating converted data. You can also use it at any time after you begin processing in Infinium AR.

Validating customer controls

To validate customer controls, perform the following steps:

1. From the Infinium AR main menu select *Customer/Nat'l Acct Management*.
2. Select *Validate Customer Controls* [VCC]. The system displays a screen similar to Figure 6-30.

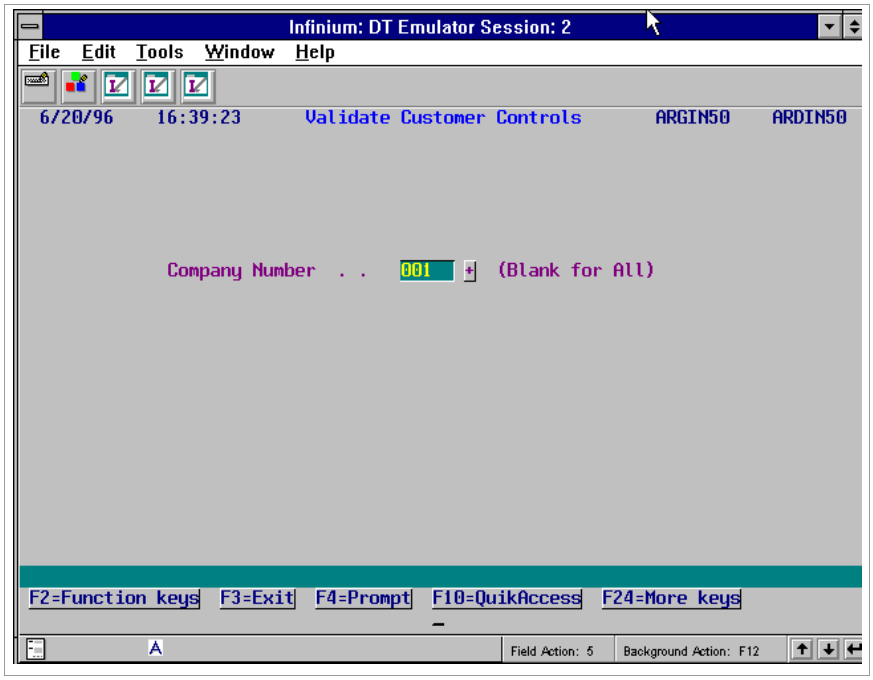

Figure 6-30: Validate Customer Controls screen

3 Type a company in the *Company Number* field to validate the customers for that company. Otherwise, leave this field blank to validate the customers for all companies.

4 Press Enter. The system validates the following four files:

- Customer master
- Customer credit
- Customer shipping addresses
- Customer bank accounts

The system then produces a report listing the number of records processed, number of records in error, and the errors located. If the system locates errors, the report provides information to help you identify and correct them.

Note: You should rerun this function until the system does not find any errors.

Printing a summary list of customers

Overview

The List Customers (Summary) report provides you with a summary for each company that you select. The report includes the following information:

- Customer number
- Customer name
- Address
- Sort name
- Telephone number
- Status (active or inactive)
- National account
- Contact names
- Contact telephone number

Printing a summary list of customers

To print a summary list of customers, perform the following steps:

1. From the Infinium AR main menu select *Customer/Nat'l Acct Management*.
2. Select *List Customers (Summary)* [LCS]. The system displays a screen similar to Figure 6-31.

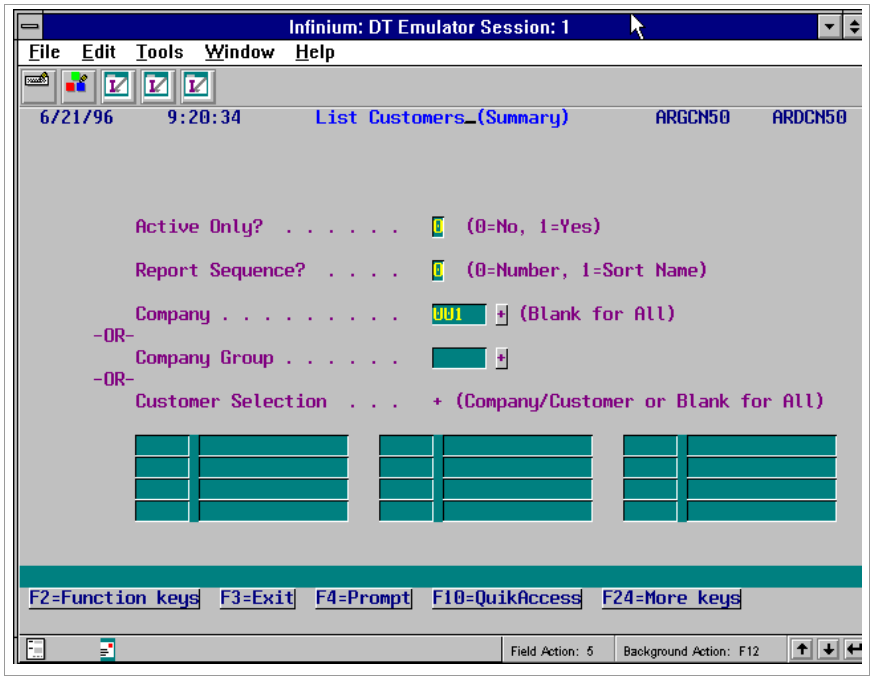

Figure 6-31: List Customers (Summary) screen

3 Complete the fields on this screen to request this listing of the customer information for the following:

- A specific accounts receivable company
- Customers of all accounts receivable companies
- A specific company group's customers
- Up to 12 specific customers

4 Press Enter. The system submits a job to print the report.

Tips and techniques

Sort name usage

The system provides you with the ability to type a customer sort name when working in the customer maintenance options and when beginning a credit inquiry.

If you type a sort name alone or in conjunction with a company name and only one such sort name or company/sort name combination exists, the system brings you directly into the option. If you type a sort name and duplicate sort names exist, the system displays a subfile of only those customers with the specified sort name.

In some cases the same sort name may exist in more than one company. If you type the company name on the selection screen along with the sort name, the subfile displaying the duplicate sort names displays only the sort names of customers belonging to the company specified. At this subfile display you can select a specific customer. After you make this selection, the system takes you directly into the option.

Establishing a standard naming convention for your sort names is helpful when using the *Credit Inquiry* menu option. If you are working with a customer who is unsure of his account number, a standard naming convention for sort names should assist you. You will be able to quickly convert the customer name to a sort name and gain access to the *Credit Inquiry* menu option, and so forth.

If you are unsure of the sort name or are unfamiliar with your naming convention, press F4 on the *Sort Name* field. This system presents a display of all sort names. Infinium AR provides both search and locate features here to facilitate location and selection of the appropriate sort name.

Appendix A Code Types

A

This appendix contains all Infinium AR code types and their descriptions.

Code type	Description	Comment
ACA	Autocash Algorithms	Used to identify Infinium AR formulas and custom formulas for attempting to apply cash
AJR	Adjustment Reason	Used to identify a reason for the following processing: Cash Receipts Reclassification, Cash Tolerance, Chargebacks, Credit Memos, Applications, and Obligations Writeoffs
AUT	Taxing Authority	The government department responsible for administering a tax
BID	Bank Identification Code	Used to identify the exit program that validates the format of bank account numbers The system uses this optional code primarily in draft processing. For more information on draft processing, refer to the *Infinium AR Guide to 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.

Code type	Description	Comment
COT	Company Category	Used in Infinium QY reporting
CTY	Country	Used in company and customer controls (optional)
CUR	Currency	Used to identify various currencies used
D&B	D & B Rating	Used in Customer Credit Controls and in Trade Tape Processing
DBN	D & B Payment Notes	Used in Customer Credit Controls and in Trade Tape Processing
DBT	D & B Special Terms	Used in Customer Credit Controls and in Trade Tape Processing
EXP	EXP 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 The default value comes from the lockbox controls.
RSK	Risk	Used in Customer Credit Controls and displays on Credit Inquiry screen
RST	Receipt Status	Used to identify the status of drafts

Code type	Description	Comment
SIC	Standard Industry Code	Used with Experian Trade Tapes
SMN	Salesperson	Used in Infinium QY reporting
STP	State/Province	Used in the company controls and customer controls You use either a state and province code or a county code.
TCT	Tax Category	Used to classify taxes associated with the tax calculation
TTT	Trade Tape Payment Terms	Used at the customer level or trade tape policy for processing
TTY	Payment Terms	Reserved for payment policy use
UOM	Unit of Measure	Used with obligation distributions and can be used for Infinium QY reporting

*You can specify a company identifier.

Notes

Appendix 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 the Customer/ Company Level if identified cash)	
	or	
Credit	Treasury Account (from the Treasury ID on Lockbox Control if unidentified cash*)	
	*Once the cash is identified, the system passes a cash receipts journal 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 the cash receipts journals described above.

Cash application journals

Debit	Identified Cash Account (from Cash Receipts)	
	Credit	AR Trade Account (from the Obligation)

Cash receipts reclassification

Debit	Identified Cash Account or Treasury Account (from Cash Receipts)	
	Credit	GL Distribution Code (from the Cash Receipts Writeoff Policy selected)

Obligation writeoffs

Debit	GL Distribution Code (from the Obligation Writeoff Policy selected)	
	Credit	AR Trade Account (from the Obligation)

Chargeback - single or unreferenced

Closing of the original obligation

Debit	GL Distribution Code* (from the Chargeback Policy selected)	
	Credit	AR Trade Account (from the Obligation)

This journal entry prints on the Obligation Distribution Register.

Creation of the chargeback obligation

Debit AR Trade Account**

Credit GL Distribution Code* (from the Chargeback Policy selected)

* The entries to the GL Distribution Code cancel out each other.

** If a chargeback policy contains an AR distribution code, the system always uses it to determine the AR Trade Account used in the journal entries. For single chargebacks, if there is no AR distribution code specified in the policy, the system determines the AR Trade Account from the obligation being charged back. For unreferenced chargebacks, which can involve more than one obligation, the chargeback policy used must contain an AR distribution code. The system uses that AR distribution code to determine the AR Trade Account used in the journal entries.

Negative chargeback

Closing the check

Debit Identified Cash Account

Credit GL Distribution Code* (from Chargeback Policy)

Creation of a negative chargeback obligation

Debit GL Distribution Code* (from the Chargeback Policy selected)

Credit AR Trade Account**

* The entries to the GL Distribution Code cancel out each other.

** For negative chargebacks, which do not involve obligations, the chargeback policy used must contain an AR distribution code. The system uses that AR distribution code to determine the AR Trade Account used in the journal entries.

Credit memo application

The example below shows 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 (from Interest Charge Policy)

Credit Accrual Account

When cash is applied to the interest charge obligation

Debit Accrual Account

Credit Trade Account (from Interest Charge Policy)

Debit Trade Account (from Interest Charge Policy)

Credit Accrual Account

Debit Identified Cash Account

Credit AR Account (from Interest Charge Policy)

Notes