



# Infor Infinium FMS Cashbook Guide to Setup and Processing

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## About This Guide

This section includes the following information:

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

### Intended audience

This guide is written for users of Infinium Cash Book (CB) including:

- Those who perform bank account maintenance
- Those who perform account reconciliation
- System administrators who provide technical support to Infinium CB users

### Purpose of this guide

The purpose of this guide is to provide you with an in-depth explanation of how to set up and maintain bank accounts within Infinium CB, and how to perform bank reconciliation. Use this guide as a reference at your site.

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This guide will not teach you about standard accounting and management concepts. However, it will show you how to use Infinium CB to accomplish account creation and reconciliation activities.

## Organization of this guide

This guide is task oriented. We have grouped related tasks 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
- Promptable fields
- Prompt and selection screens
- Infinium applications and abbreviations

### Fonts and wording

Convention	Description	Example
<i>Italic typeface</i>	Menu options and field names  The guide uses the same abbreviations as the screen.	<i>Bank Reconciliations</i>  Use the <i>Recover</i> field to specify whether the tax value is recoverable VAT tax.

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Convention	Description	Example
<b>Bold</b>	Used for notes, cautions and warnings  Messages that are displayed  Characters that you type or values you specify	<b>Caution:</b> To ensure data integrity, you should not override reference numbers once you start processing.  The following message is displayed: <b>Company not found</b>  Log on as <b>CB2000</b> .  <b>Specify Recurring Payments.</b>
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 a reason code.
Press Enter	Provide information on a screen and when you have finished, press Enter to 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.	Press F12 to cancel your entries.

---

Convention	Description	Example
Help	<p>To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help).</p> <p>To move through the other applicable levels of help, press Enter at each help screen. To return directly to the screen from which you accessed help, exit the help screen by clicking Exit or by pressing F3.</p>	Press Help for more information about the current field.
[Quick Access Code]	<p>Quick access codes provide direct access to functions. Most quick access codes in Infinium CB consist of the first letter of each word of the menu option name.</p> <p>Quick access codes are listed on the menu tree and in the path for each task next to the executable function.</p>	<i>Work with user security [WWUS]</i>
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications and use standard name abbreviations.	<i>Infinium Cash Book Guide to Setup and Processing is referred to as <i>Infinium CB Guide to Setup and Processing</i>.</i>

## Function keys

The table below describes the Infinium AM function keys and universal Infinium CB function keys for the System i. All Infinium CB 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

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

### 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 or selection screen, we include the prompt and selection steps in that task. However, we do not include the screen(s) again.

```

11/04/03  09:32:00      Create Bank Account      CBGCBA  CBDCBA

Type information and press enter:

Cash book account number . . . . . _____

Cash book account name . . . . . _____

Integrate With :
PL bank account . . . . . _____ +
AR lockbox . . . . . _____ +
GL account number . . . . . _____ +

Clear PL history . . . . . 0 (1=Yes 0=No) Reason code . ____ +
Clear AR history . . . . . 0 (1=Yes 0=No) Reason code . ____ +

Foreign Applications :
Payment . . . . . _____
Receipt . . . . . _____

Exit
Programs

_____
F2=Function keys F3=Exit F4=Prompt F10=Quick Access F12=Cancel
    
```

Figure 1: Prompt screen

```

11/14/03  15:35:05      Maintain Bank Accounts      CBGMBA  CBDMBA

Type information and press enter:

Cash book account number . . . . . CB1 USD ACCOUNT

Cash book
Integrate
PL bank a
AR lockbo
GL account
Foreign A
Payment
Receipt

Account Prompt
1=Select
Loc
Opt Bank Code Account Description
- 5250 BANK 5250 ACCT 5250 Account

Bottom
F2=Function keys F3=Exit F5=Refresh F12=Cancel
F2=Function keys F3=Exit F4=Prompt F10=Quick Access F12=Cancel
    
```

Figure 2: Selection screen

### Infinium applications and abbreviations

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

---

<b>Application</b>	<b>Abbreviation</b>
Infinium Application Manager	Infinium AM
Infinium Application Manager Extended	Infinium AM/X
<b>Infinium Financial Management Suite</b>	<b>Infinium FM</b>
Infinium Accounts Receivable	Infinium AR
Infinium Currency Management	Infinium CM
Infinium General Ledger	Infinium GL
Infinium Global Taxation	Infinium GT
Infinium Payables Ledger	Infinium PL

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## Related documentation

For additional information about Infinium CB, refer to the following:

- *Infinium CB Release 14.0 Notes*
- Online help

## Notes

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# Chapter 1 Infinium Cash Book: An Overview

# 1

Infinium CB provides a central point from which to process all bank related transactions. All of these transactions form part of the bank reconciliation process, which is an accounting function that determines the true cash position of your organization. Infinium CB helps you to find out the true cash position of your organization by determining the difference between the general ledger bank control account and the true cash position at the bank.

The most common reason for differences between the general ledger bank control account and the true cash position at the bank is timing. The *Bank Reconciliation* function allows you to adjust for timing differences.

For example, a check sent to a supplier is reflected immediately in the general ledger account balance. However, if the supplier has not received the check or has not deposited it in the bank, your cash position does not reflect that transaction.

You can:

- View all uncleared payments and receipts in one place
- Select multiple payments or receipts for a faster clearing process faster
- Reconcile the following items not closed to Infinium GL:
  - Payments, which are credits to the bank account
  - Receipts or deposits, which are debits to the bank account
- Make general ledger journal entries, which are called additional transactions, from Infinium CB that balance through bank accounts
- Create memorandum items or balancing entries

Memorandum items include information required for balancing the reconciliation that does not create a general ledger journal; for example,

---

an electronic transfer for which a general ledger journal was created but about which the customer has not notified the bank.

- Create recurring payments

Recurring payments are automatic deductions from the bank account based on information and frequency that you define (weekly, monthly, and so forth).

- Create manual on account payments

These are payments from Infinium CB to an existing vendor. When you approve the manual payment, Infinium CB creates a credit invoice in Infinium PL that the system subsequently uses to offset the invoice submitted by the vendor (zero dollar payment in Infinium PL).

- Create payments for single use vendors not in Infinium PL

A full audit history is available for you for reference for manual payments and additional transactions.

- Adjust cleared payment amounts and cleared receipt amounts
- Verify differences between payment/receipt amounts and cleared amounts automatically and verify the accounting differences
- Account for taxes and fees related to payment and receipt processing

You can add the Infinium PL Payments menu options, the Infinium AR Cash Receipt Processing menu options, and the Infinium AR Application Processing menu options to your Infinium CB main menu. This allows you to access and process Infinium PL payments and Infinium AR receipts without exiting from Infinium CB.

---



This chapter describes how to define your entity control reference numbers, which serve as internal counters that Infinium CB uses to track transactions, currency conversion information, the version number of interface systems, and bank account access and print controls. You can specify exceptions to bank account access for individual users.

This chapter also describes how to define entity level and bank account user security. Bank account user security allows you to define security at the lowest level of Infinium CB activity.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Determining last-used reference numbers, interfacing system versions, and sensitive data access controls	2-2
Defining entity level user security	2-6
Defining bank account user security	2-12

## Determining last-used reference numbers, interfacing system versions, and sensitive data access controls

Initially, the default value for the following reference numbers is **0** (zero):

- Reconciliation
- Memorandum items
- Additional payments
- Additional receipts
- Additional other adjustments
- Payment clearing adjustments
- Cash receipt clearing adjustments
- Tax details

The system automatically maintains these reference numbers, but you can define the starting reference number used to track processing if you require a starting reference number other than **1** (one).

**Caution:** To ensure data integrity, you should not override reference numbers once you have started processing.

You also use this screen to specify the following:

- Interface system version number for AR, PL, and GL
- Sensitive data access controls

Complete the steps below to determine the last used reference numbers, version of interfacing systems, and the sensitive data access controls.

- 1 From the Infinium CB main menu, select *Entity Controls Maintenance* [EC]. The system displays a screen similar to Figure 2-1.
-

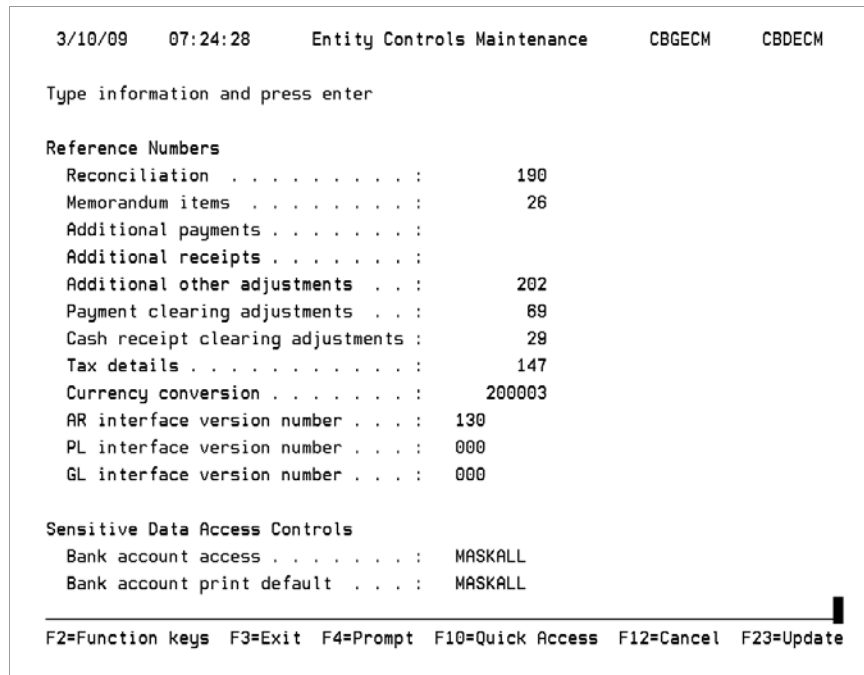


Figure 2-1: Entity Controls Maintenance screen

- 2 View the last used reference number or press F23 to update the starting reference number.
- 3 Specify the starting number required by your organization for each reference number that you do not want to begin with 1.

For example, if you type an initial value of **50** in the *Reconciliation* field and then create a new reconciliation, the system automatically increments the *Reconciliation* reference number field to **51**.

- 4 Use the information below to update the starting reference numbers, version number of interfacing systems, and to specify the entity level sensitive data access controls.

*Reconciliation*

The system adds 1 (one) to last used reconciliation number each time you create the bank reconciliation.

*Memorandum items*

The system adds 1 (one) to the last used memorandum items number each time you create a memorandum item.

*Additional payments*

The system adds 1 (one) to the last used additional payments number each time you create an additional payment.

*Additional receipts*

The system adds 1 (one) to the last used additional receipts number each time you create an additional receipt.

*Additional other adjustments*

The system adds 1 (one) to the last used additional other adjustments number each time you create an additional other adjustment.

*Payment clearing adjustments*

The system adds 1 (one) to the last used payment clearing adjustments number each time you create a payment clearing adjustment.

*Cash receipt clearing adjustments*

The system adds 1 (one) to the last used cash receipt clearing adjustments number each time you create a cash receipt clearing adjustment.

*Tax details*

The system only adds 1 (one) to the last used tax details number when you create:

- Other adjustments with tax details
- PL payment adjustments with tax details
- AR receipt adjustments with tax details

*Currency conversion*

The system adds 1 (one) to the last number with each currency conversion.

*AR interface version number*

Specify the Infinium AR version you want to use with this release of Infinium CB.

*PL interface version number*

Specify the Infinium PL version you want to use with this release of Infinium CB.

---

*GL interface version number*

Specify the Infinium GL version you want to use with this release of Infinium CB.

*Bank account access*

and

*Bank account print default*

Select an access level to which masking may be applicable. When you prompt on these fields, you select a code value that is stored in Infinium AM. After you select the appropriate code value, the system displays that code on this screen.

Valid values for this field are:

<b>LASTFOUR</b>	Show last four characters only.
<b>FIRSTFOUR</b>	Show first four characters only.
<b>SHOWALL</b>	Show all characters.
<b>MASKALL</b>	Mask all characters.
<b>FANDLFOUR</b>	Show first four characters and last four characters and make everything in between asterisks.

**Notes:**

- Blank is not a valid value.
  - These masking rules are valid within the Infinium CB product only. Masking rules and data access do not apply to database utilities or third party integrations.
- 5 Press F3, specify **Exit, Save Changes** on the Exit Options window, and press Enter. The system updates the information on this screen with the information you specified.

## Defining entity level user security

User security allows a wide variety of end-user profiles to work within Infinium CB.

You use the *Work With User Security* menu option to specify whether a user can:

- Create new bank accounts
- Maintain existing bank accounts
- Maintain bank account security
- Specify exceptions to bank account access for individual users

**Note:** A user must be granted authority to the Infinium CB version through Infinium AM before you can create or update an Infinium CB security record for the user. You can only create or update security user profiles for users with an authority level as defined in Infinium AM that is lower than your own authority level. You must log on as **AM2000** or **CB2000** to create user profiles.

## Creating security controls for a user

Complete the steps below to define a user's entity level security controls.

- 1 From the Infinium CB main menu, select *Work With User Security* [WWUS]. The system displays a screen similar to Figure 2-2.
-

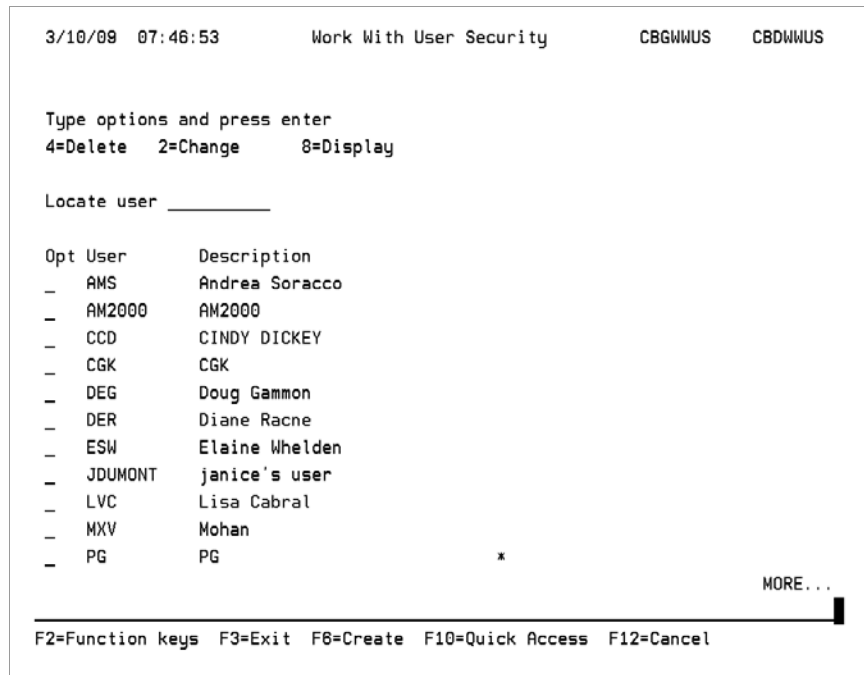


Figure 2-2: Work With User Security prompt screen

2 Press F6. The system displays a screen similar to Figure 2-3.

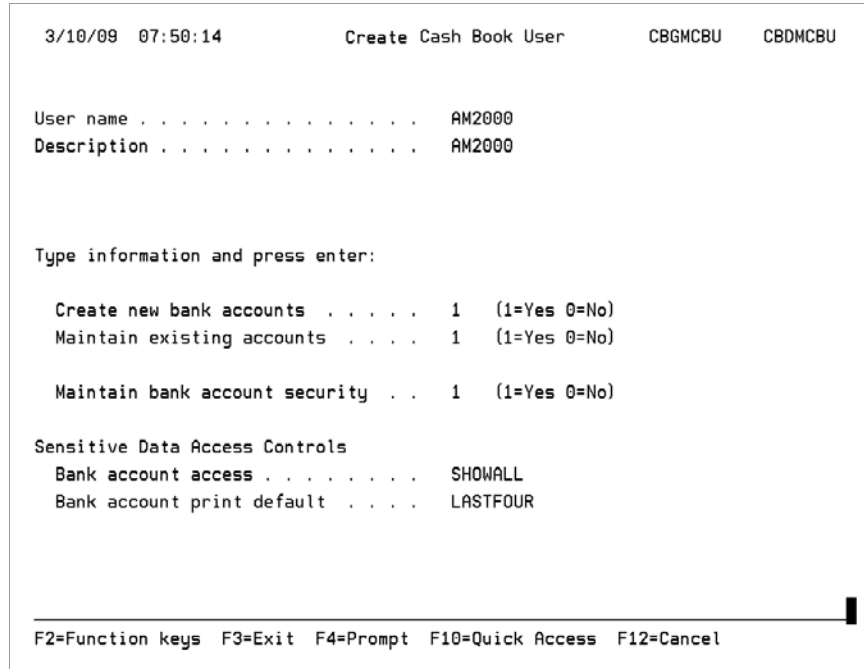


Figure 2-3: Create Cash Book User screen

3 Use the information below to complete the fields on this screen.

*User name*

Specify the user ID for the user security control record you are creating. That user ID must be a valid user defined in Infinium AM.

You must establish a security control record in Infinium CB for any user that will have access to Infinium CB.

*Description*

Type a description of the user. For example, type the user's name.

*Create new bank accounts*

Specify whether the user can create new bank accounts.

*Maintain existing accounts*

Specify whether the user can maintain existing bank accounts.

*Maintain bank account security*

Specify whether the user can maintain bank account security.

*Bank account access*

and

*Bank account print default*

Select an access level to which masking may be applicable. These fields allow you to specify exceptions to bank account access for individual users.

When you prompt on this field, you select a code value that is stored in Infinium AM. After you select the appropriate code value, the system displays that code on this screen.

Valid values for this field are:

<b>LASTFOUR</b>	Show last four characters only.
<b>FIRSTFOUR</b>	Show first four characters only.
<b>SHOWALL</b>	Show all characters.
<b>MASKALL</b>	Mask all characters.
<b>FANDLFOUR</b>	Show first four characters and last four characters and make everything in between asterisks.

---



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

- 4 Press F3, specify **Exit, Save Changes** on the Exit Options window, and press Enter. The system creates the user's security controls with the information you specified and returns you to the Work With User Security prompt screen.

## Updating user security controls

Complete the steps below to change a user's entity level security controls.

- 1 From the Infinium CB main menu, select *Work With User Security* [WWUS]. The system displays a screen similar to Figure 2-2.
- 2 Specify **Change** in the *Opt* field next to the user and press Enter. The system displays a screen similar to Figure 2-4.

You can type a full or partial user identifier in the *Locate user* field. After you press Enter, the system repositions the list to start with that user.

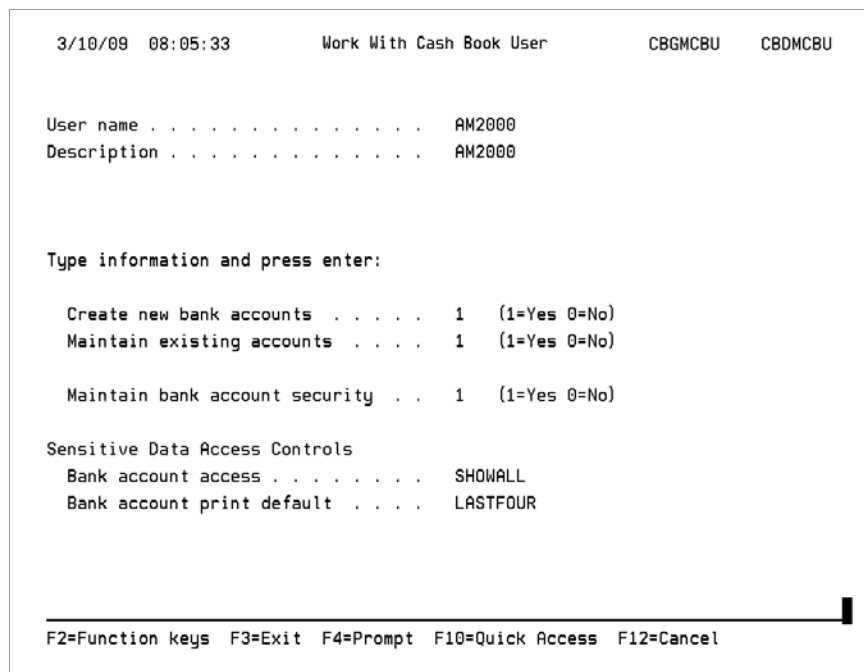


Figure 2-4: Work With Cash Book User screen

- 3 Use the information in the previous section to update the field values on this screen. You can update the following fields:

- *Create new bank accounts*
  - *Maintain existing accounts*
  - *Maintain bank account security*
  - *Bank account access*
  - *Bank account print default*
- 4 Press F3, specify **Exit, Save Changes** on the Exit Options window, and press Enter. The system updates the user's security controls with the information you specified and returns you to the Work With User Security prompt screen.

## Displaying user security controls

Complete the steps below to view a user's entity level security controls.

- 1 From the Infinium CB main menu, select *Work With User Security [WWUS]*. The system displays a screen similar to Figure 2-2.
- 2 Specify **Display** in the *Opt* field next to a user and press Enter. The system displays a screen similar to Figure 2-5.

```

3/10/09 08:05:33          Display Cash Book User          CBGMCBU   CBDMCBU

User name . . . . . AM2000
Description . . . . . AM2000

Type information and press enter:

Create new bank accounts . . . . . 1 (1=Yes 0=No)
Maintain existing accounts . . . . . 1 (1=Yes 0=No)

Maintain bank account security . . . 1 (1=Yes 0=No)

Sensitive Data Access Controls
Bank account access . . . . . SHOWALL
Bank account print default . . . . . LASTFOUR

-----
F2=Function keys F3=Exit F4=Prompt F10=Quick Access F12=Cancel

```

Figure 2-5: Display Cash Book User screen

- 3 Press F3 after viewing the user's security controls. The system returns you to the Work With User Security prompt screen.

## Deleting user security controls

Complete the steps below to delete a user's entity level security controls.

- 1 From the Infinium CB main menu, select *Work With User Security* [WWUS]. The system displays a screen similar to Figure 2-2.
- 2 Specify **Delete** in the *Opt* field next to a user and press Enter. The system displays a window similar to Figure 2-6.

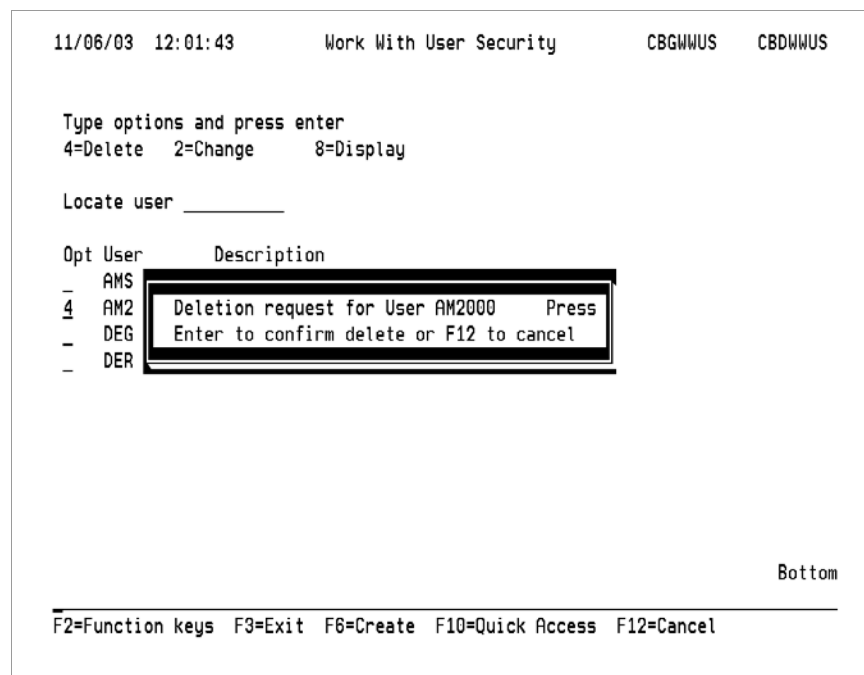


Figure 2-6: Work With User Security deletion request confirmation window

- 3 Press Enter to confirm the deletion or press F12 to cancel. The system returns you to the Work With User Security prompt screen.

# Defining bank account user security

## Overview

### Infinium AM

A user must be granted authority to the Infinium CB version through Infinium AM before you can create or update an Infinium CB bank account security record for that user. You can only create or update security user profiles for a user with an authority level as defined in Infinium AM that is lower than your own authority level. To add yourself, you may need to log on as **CB2000** or **AM2000**.

Once a user has access to Infinium CB, you can create a user profile and establish the following controls for that user:

- Create new bank accounts
- Maintain existing bank accounts
- Maintain bank account security
- Bank account access
- Bank account print default

When the user has authority to maintain bank accounts, the user has access to account security in *Bank Reconciliation*.

### Infinium CB

In addition to identifying the actions individual users can perform within Infinium CB, bank account security controls the specific actions a user can perform for a specific account. For each account, you identify the allowable actions for a specific user.

You use the *Bank Reconciliation* menu option to access bank account security where you specify whether a user can:

- Create recurring payments
  - Create manual payments
  - Approve manual items
-

- Void manual items
- Create bank reconciliation
- Maintain bank reconciliations
- Complete bank reconciliations

Users must be associated with an account in order to create manual and recurring payments for that account. If there are no users listed for an account, no one can perform recurring payments. A user must have a bank account security record in order to approve manual items and to void manual items. Without a bank account security record, a user cannot create, maintain or complete reconciliations for an account.

## Creating bank account security controls for a user

Complete the steps below to create a user's bank account security controls.

**Note:** The value in the *Maintain bank account security* field must be yes on your Infinium CB user security profile controls in order for you to create bank account security controls.

- 1 From the Infinium CB main menu, select *Bank Reconciliation* [BR]. The system displays a screen similar to Figure 2-7.

```

11/11/2003 16:09:39      Work With Bank Accounts      CBGWWB      CBDWWB

Type options and press enter
1=Work with reconciliations 2=Change 4=Delete 10=Recurring payments
11=Manual payments 12=Account security
  Option  Account Number  Account Name
  ---    -
  ---    AMS1 CB ACCOUNT #    PL Bank Account AMS
  ---    AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
  ---    CB1 USD ACCOUNT      CB1 USD ACCOUNT
  ---    DAVID-7              david's account
  ---    DEG4                 deg
  ---    DER5                 Der5
  ---    EUR DRF ACCOUNT     EUR DRF Account
  ---    GBP DRF ACCOUNT     GBP DRF ACCOUNT
  ---    NEW CASH BOOK ACCT  New cash book acct.
  ---    NEW SYSTEM ACCOUNT  New System Test Account
  ---    SJ09180837         SJ09180837
  ---    USD DRF ACCOUNT     USD DRF ACCOUNT
                                          More...

-----
F2=Function keys F3=Exit F6=Create F10=Quick Access F12=Cancel

```

Figure 2-7: Work With Bank Accounts prompt screen

- Specify **Account security** in the *Option* field next to an account number and press Enter to work with bank account user security. The system displays a screen similar to Figure 2-8.

```

6/22/16 18:21:21          Work With Account Security          CBGWWAS  CBDWWAS

Account . . . . . ACCOUNT
Account name . . . . . ACCOUNTs

Type options and press enter
  4=Delete  2=Change  8=Display

Locate user _____

          Create      Create      Approve  Void      Create      Maintain  Complete
          Recurring   Manual      Manual   Manual   Bank        Bank        Bank
Opt User  Payments  Payments  Items   Items   Recs.      Recs.      Recs.
- AM2000   1          1          1        1        1          1          1
- CCD      1          1          1        1        1          1          1
- CGK      1          1          1        1        1          1          1
- DEG      1          1          1        1        1          1          1
- DHO      1          1          1        1        1          1          1
- ESW      1          1          1        1        1          1          1
- JDU      1          1          1        1        1          1          1
- JHO      1          1          1        1        1          1          1
                                                MORE...

-----
F2=Function keys  F3=Exit  F6=Create  F10=Quick Access  F12=Cancel
  
```

Figure 2-8: Work With Account Security prompt screen

In the *Locate user* field, you can type a full or partial user name and press Enter to reposition the list to the user that is closest to your entry.

- Press F6. The system displays a screen similar to Figure 2-9.

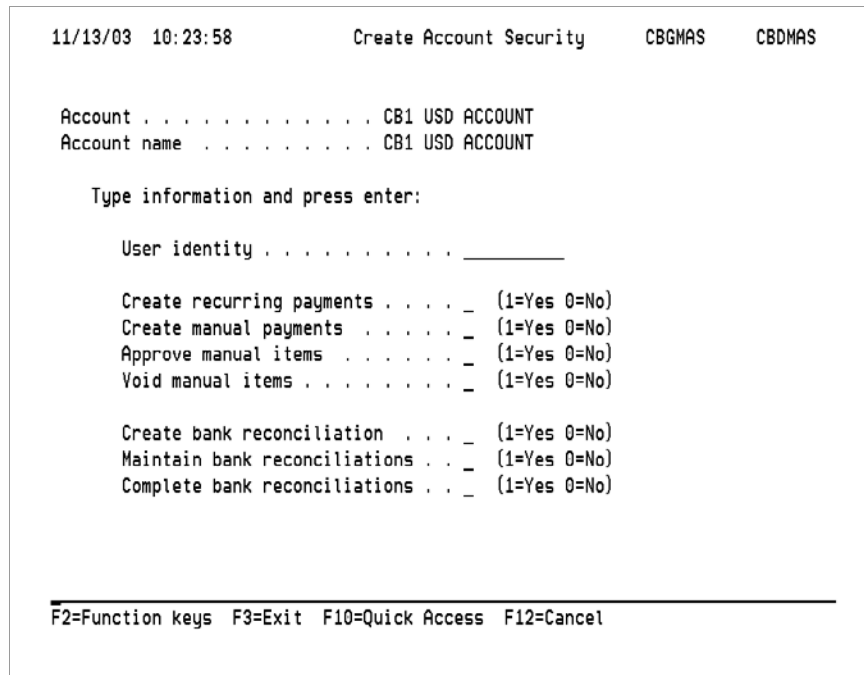


Figure 2-9: Create Account Security screen

4 Use the information below to complete the fields on this screen.

*User identity*

Specify the user identity for the user account security control record you are creating. That user ID must have authority to the Infinium CB version.

You must establish a security control record in Infinium CB for every user that will have access to the cash book application.

*Create recurring payments*

Specify whether the user can use the selected bank account to create recurring payments.

*Create manual payments*

Specify whether the user can use the selected bank account to create manual payments.

*Approve manual items*

Specify whether the user can use the selected bank account to approve manual items.

*Void manual items*

Specify whether the user can void manual items from the selected bank account.

*Create bank reconciliation*

Specify whether the user can create bank reconciliations for the selected bank account.

*Maintain bank reconciliation*

Specify whether the user can maintain bank reconciliations for the selected bank account.

*Complete bank reconciliation*

Specify whether the user can complete bank reconciliations for the selected bank account.

- 5 Press F3, specify **Exit, Save Changes** on the Exit Options window, and press Enter. The system creates the user's bank account security controls with the information you specified and returns you to the Work With Account Security prompt screen.

## Updating user bank account security controls

Complete the steps below to update a user's bank account security controls.

**Note:** The value in the *Maintain bank account security* field must be yes on your Infinium CB user security profile controls to update bank account security controls.

- 1 From the Infinium CB main menu, select *Bank Reconciliation* [BR]. The system displays a screen similar to Figure 2-7.
  - 2 Specify **Account security** in the *Option* field next to an account number and press Enter to work with bank account user security. The system displays a screen similar to Figure 2-8.
  - 3 Specify **Change** in the *Option* field next to a user and press Enter. The system displays a screen similar to Figure 2-10.
-



```

11/13/03 10:27:35      Work With Account Security      CBGMAS      CBDMAS

Account . . . . . CB1 USD ACCOUNT
Account name . . . . . CB1 USD ACCOUNT

Type information and press enter:

User identity . . . . . AMS

Create recurring payments . . . . . 1 (1=Yes 0=No)
Create manual payments . . . . . 1 (1=Yes 0=No)
Approve manual items . . . . . 1 (1=Yes 0=No)
Void manual items . . . . . 1 (1=Yes 0=No)

Create bank reconciliation . . . . . 1 (1=Yes 0=No)
Maintain bank reconciliations . . . . . 1 (1=Yes 0=No)
Complete bank reconciliations . . . . . 1 (1=Yes 0=No)

-----
F2=Function keys F3=Exit F10=Quick Access F12=Cancel

```

Figure 2-10: Work With Account Security screen

- 4 Use the information in the previous section to update the field values on this screen. You can update the following fields:
  - *Create recurring payments*
  - *Create manual payments*
  - *Approve manual items*
  - *Void manual items*
  - *Create bank reconciliation*
  - *Maintain bank reconciliation*
  - *Complete bank reconciliation*
- 5 Press F3, specify **Exit, Save Changes** on the Exit Options window, and press Enter. The system updates the user's bank account security controls with the information you specified and returns you to the Work With Account Security prompt screen.

## Displaying user bank account security controls

Complete the steps below to view a user's bank account security controls.

- 1 From the Infinium CB main menu, select *Bank Reconciliation* [BR]. The system displays a screen similar to Figure 2-7.
- 2 Specify **Account security** in the *Option* field next to an account number and press Enter to work with bank account user security. The system displays a screen similar to Figure 2-8.
- 3 Specify **Display** in the *Option* field next to a user and press Enter. The system displays a screen similar to Figure 2-11.

```

11/04/03 09:21:23          Display Account Security      CBGMAS      CBDMAS

Account . . . . . AMS1 CB ACCOUNT #
Account name . . . . . PL Bank Account AMS

Type information and press enter:

User identity . . . . . AMS

Create recurring payments . . . . 1 (1=Yes 0=No)
Create manual payments . . . . . 1 (1=Yes 0=No)
Pay manual items . . . . . 1 (1=Yes 0=No)
Void manual items . . . . . 1 (1=Yes 0=No)

Create bank reconciliation . . . . 1 (1=Yes 0=No)
Maintain bank reconciliations . . 1 (1=Yes 0=No)
Complete bank reconciliations . . 1 (1=Yes 0=No)

-----
F2=Function keys F3=Exit F10=Quick Access F12=Cancel

```

Figure 2-11: Display Account Security screen

- 4 Press F3 after viewing the user's bank account security controls. The system returns you to the Work With Account Security prompt screen.

## Deleting user bank account security controls

Complete the steps below to delete a user's bank account security controls.

**Note:** The value in the *Maintain bank account security* field must be yes on your Infinium CB user security profile controls to delete bank account security controls.

- 1 From the Infinium CB main menu, select *Bank Reconciliation [BR]*. The system displays a screen similar to Figure 2-7.
- 2 Specify **Account security** in the *Option* field next to an account number and press Enter to work with bank account user security. The system displays a screen similar to Figure 2-8.
- 3 Specify **Delete** in the *Option* field next to a user and press Enter. The system displays a window similar to Figure 2-12.

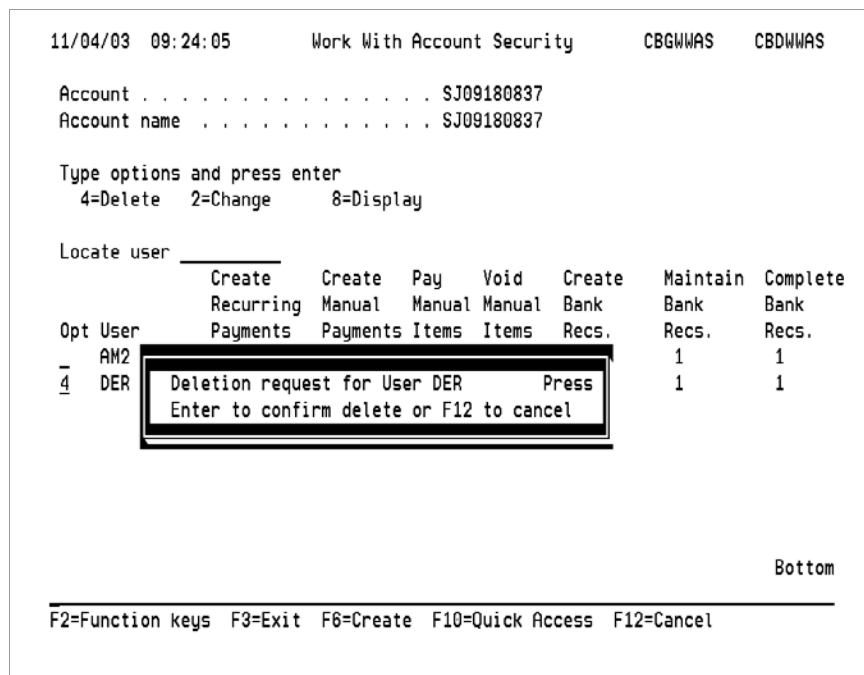


Figure 2-12: Work With Account Security deletion request confirmation window

- 4 Press Enter to confirm the deletion or press F12 to cancel. The system returns you to the Work With Account Security prompt screen.

## Notes

---

# Chapter 3 Maintaining Bank Accounts

# 3

This chapter describes how to create, maintain, and delete bank accounts for use in the bank reconciliation process.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Creating a bank account	3-2
Changing bank account details	3-6
Deleting a bank account	3-8

---

## Creating a bank account

Infinium CB bank accounts are the accounts from which you make payments to vendors and suppliers and into which you record deposits from the vendors.

You can define Infinium CB accounts in different currencies, but all of the transactions in a single account must be in the same currency. Account numbers must be unique.

Complete the steps below to create a new bank account.

**Note:** The value in the *Create new bank account* field must be yes on your Infinium CB user security profile controls to create a bank account.

- 1 From the Infinium CB main menu, select *Bank Reconciliation* [BR]. The system displays a screen similar to Figure 3-1.

```

11/04/2003 09:05:26      Work With Bank Accounts      CBGWVB      CBDWVB

Type options and press enter
1=Work with reconciliations  2=Change  4=Delete  10=Recurring payments
11=Manual payments  12=Account security
Option  Account Number      Account Name
--      -
--      ACH ACCOUNT 1           ACH ACCOUNT 1 - AMS BANK - USD
--      AMS1 CB ACCOUNT #    PL Bank Account AMS
--      AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
--      CB1 USD ACCOUNT      CB1 USD ACCOUNT
--      DAVID-7              david's account
--      DEG4                 deg
--      DER5                 Der5
--      EUR DRF ACCOUNT      EUR DRF Account
--      GBP DRF ACCOUNT      GBP DRF ACCOUNT
--      NEW CASH BOOK ACCT   New cash book acct.
--      SJ09180837          SJ09180837
--      USD DRF ACCOUNT      USD DRF ACCOUNT
--      111222              Diane's 2nd Cash book acct.
--
More...

F2=Function keys  F3=Exit  F6=Create  F10=Quick Access  F12=Cancel

```

Figure 3-1: Work With Bank Accounts prompt screen

The system displays a list of existing bank accounts.

From this screen, you can:

- Create a new bank account

- Select an existing bank account to work with reconciliations
- Select an existing bank account to change account details
- Delete an existing bank account
- Select an existing bank account to create a recurring payment
- Select an existing bank account to create a manual payment
- Select an existing bank account to define bank account security controls for a user

2 Press F6. The system displays a screen similar to Figure 3-2.

```

11/04/03  09:32:00      Create Bank Account      CBGCBA  CBDABA
Type information and press enter:
Cash book account number . . . . . _____
Cash book account name . . . . . _____

Integrate With :
PL bank account . . . . . _____ +
AR lockbox . . . . . _____ +
GL account number . . . . . _____ +

Clear PL history . . . . . 0 (1=Yes 0=No) Reason code . ____ +
Clear AR history . . . . . 0 (1=Yes 0=No) Reason code . ____ +
Exit
Foreign Applications :
Payment . . . . . _____ Programs
Receipt . . . . . _____ Programs

_____
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick Access  F12=Cancel
    
```

Figure 3-2: Create Bank Account screen

3 Use the information below to update the fields on this screen.

*Cash book account number*

Specify the account number for the bank account you want to create. Ensure that the number is not the same as that of an existing account.

*Cash book account name*

Specify the name of the bank account to create.

## Integrating Infinium CB with other applications

You can choose to integrate Infinium CB with other Infinium applications. The Infinium AR, Infinium PL, Infinium GL, Infinium GT, and Infinium CM database and program libraries that are listed in the Infinium CB library list control how Infinium CB integrates with the other Infinium applications to perform reconciliation and bank account functions.

You also have the option of integrating Infinium CB with non-Infinium applications.

- 4 Use the information below to complete the fields for your chosen applications.

### *PL bank account*

Select the account name of an existing Infinium PL bank account with which to integrate this account. If you leave this field blank, you cannot clear valid Infinium PL payment numbers on the Work With Bank Clearings screen.

### *AR lockbox*

Select the number of an existing Infinium AR lockbox that corresponds to the Infinium PL bank account with which to integrate this account.

If you leave this field blank, you cannot clear Infinium AR receipts on the Work With Receipt Clearing screen.

### *GL account number*

Select the account number of an existing Infinium GL bank account with which to integrate this account. This is the account to be balanced through reconciliation.

### *Clear PL history and Reason code*

Specify whether to mark Infinium PL payments as cleared. If you specify that payments in Infinium PL will be marked as cleared, you must also select an Infinium PL reason code for the clearing. If payment history will not be marked as cleared, leave the *Reason code* field blank.

If you specify yes, the system marks all Infinium PL items as cleared in the Payment History File, PLPPH, that existed before the creation of the bank account in Infinium CB. The system changes the value in the *Cleared status* field, PHCSTS, to fully cleared. Subsequently, when a user creates a reconciliation for the account, the subfile that lists the payments to clear only contains current payments.

---



### *Clear AR history and Reason code*

Specify whether to consider receipts in Infinium AR as cleared. If you specify that receipts in Infinium AR will be considered cleared in Infinium CB, you must also select an Infinium AR reason code for the clearing. If Infinium receipts will not be considered as cleared in Infinium CB, leave the *Reason code* field blank.

If you specify yes, the system considers all old deposits as cleared. Because no Infinium AR file represents cleared receipts, Infinium CB updates two files:

- Cleared AR Transactions, CBPCA
- Cash Receipts History Extensions, CBPEX

### *Payment Descriptions and Exit Programs*

Specify the name of the application and the name of the exit program to integrate this account with custom or non-Infinium payment applications.

### *Receipt Descriptions and Exit Programs*

Specify the name of the application and the name of the exit program to integrate this account with custom or non-Infinium receipt applications.

- 5 Press F3, specify **Exit, Save Changes** on the Exit Options window, and press Enter. The system creates a bank account entry using the information you specified and returns you to the Work With Bank Accounts prompt screen.
-

## Changing bank account details

Complete the steps below to change bank account details.

**Note:** The value in the *Maintain existing accounts* field must be yes on your Infinium CB user security profile controls to update a bank account.

- 1 From the Infinium CB main menu, select *Bank Reconciliation [BR]*. The system displays the *Work With Bank Accounts* prompt screen similar to Figure 3-1.
- 2 Specify **Change** in the *Option* field next to the bank account you want to change and press Enter. The system displays a screen similar to Figure 3-3.

```

11/04/03   09:35:36   Maintain Bank Accounts   CBGMBA   CBDMBA

Type information and press enter:

Cash book account number . . . . . ACH ACCOUNT 1

Cash book account name . . . . . ACH ACCOUNT 1 - AMS BANK - USD

Integrate With :

PL bank account . . . . . ACH ACCT +
AR lockbox . . . . . _____ +
GL account number . . . . . AMS-00-00-1000 _____ +

Foreign Applications :                               Exit
                                                         Programs
Payment . . . . . _____ _____
Receipt . . . . . _____ _____

_____
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick Access  F12=Cancel

```

Figure 3-3: Maintain Bank Accounts screen

- 3 Use the information in the previous section to update the field values on this screen. You can update the following fields:
  - *Cash book account name*
  - *PL bank account*
  - *AR lockbox*
  - *GL account number*

- *Payment Descriptions and Exit Programs*
- *Receipt Descriptions and Exit Programs*

**Caution:** If you change the value in the *PL bank account*, *AR lockbox*, and *GL account number* fields while an active reconciliation exists, unexpected results will occur.

- 4 Press F3, specify **Exit**, **Save Changes** on the Exit Options window, and press Enter. The system updates the bank account using the information you specified and returns you to the Work With Bank Accounts prompt screen.
-

## Deleting a bank account

Complete the steps below to delete a bank account.

**Note:** The value in the *Maintain existing accounts* field must be yes on your Infinium CB user security profile controls to delete a bank account.

- 1 From the Infinium CB main menu, select *Bank Reconciliation [BR]*. The system displays the *Work With Bank Accounts* prompt screen similar to Figure 3-1.
- 2 Specify **Delete** in the *Option* field next to the bank account you want to delete and press Enter. The system displays a window similar to Figure 3-4.

```

11/04/2003 09:39:50      Work With Bank Accounts      CBGWVB      CBDWVB

Type options and press enter
1=Work with reconciliations  2=Change  4=Delete  10=Recurring payments
11=Manual payments  12=Account security
Option  Account Number      Account Name
--      --
--      ACH ACCOUNT 1            ACH ACCOUNT 1 - AMS BANK - USD
--      AMS1 CB ACCOUNT #      PL Bank Account AMS
--      AMS2 CB ACCOUNT AMS     AMS2 PL BANK ACCOUNT AMS
--      CB1 USD ACCOUNT         CB1 USD ACCOUNT
--      DAVID-7                david's account
--      DEG4                    deg
--      DER5                    Der5
--      EUR DRF ACCOUNT         EUR DRF Account
--      GBP DRF ACCOUNT         GBP DRF ACCOUNT
--      NEW CASH BOOK ACCT      New cash book acct.
--      4 SJ09180837           SJ09180837
--
Deletion request for Acc# SJ09180837 acct.
Press Enter to confirm delete or F12 to cancel      More...

F2=Function keys  F3=Exit  F6=Create  F10=Quick Access  F12=Cancel

```

Figure 3-4: Work With Bank Accounts confirm deletion window

- 3 Press Enter to confirm the deletion or press F12 to cancel. The system returns you to the *Work With Bank Accounts* prompt screen.

---

# Chapter 4 Working with Recurring Payments

# 4

This chapter describes how to create payments that occur every period. A recurring payment is appropriate for items automatically debited from a bank account on a given date each period for a fixed monetary value. Examples include equipment lease costs or insurance payments where the bank has authority to withdraw the money from the account.

You create the standing order for payment once and then the system automatically makes the specified number of payments based on the payment frequency that you define.

You can create, adjust, delete, and display recurring payments from the Work With Bank Accounts screen. Your bank account security controls determine whether you can create recurring payments. You must have a bank account security record in order to adjust recurring payments.

You can also adjust and display recurring payments from the Work With Additional Transactions screen and clear them from the Work With Uncleared Payments screen.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Creating recurring payments	4-2
Adjusting recurring payments	4-9
Displaying recurring payments	4-14
Deleting recurring payments	4-15

---

## Creating recurring payments

Complete the steps below to create a recurring payment.

- 1 From the Infinium CB main menu, select *Bank Reconciliation*. The system displays a screen similar to Figure 4-1 that lists existing bank accounts.

```
11/11/2003 16:09:39      Work With Bank Accounts      CBGWBB      CBDWBB

Type options and press enter
1=Work with reconciliations 2=Change 4=Delete 10=Recurring payments
11=Manual payments 12=Account security
Option  Account Number      Account Name
--      -
--      ACH ACCOUNT 1             ACH ACCOUNT 1 - AMS BANK - USD
--      AMS1 CB ACCOUNT #      PL Bank Account AMS
--      AMS2 CB ACCOUNT AMS    AMS2 PL BANK ACCOUNT AMS
--      CB1 USD ACCOUNT        CB1 USD ACCOUNT
--      DAVID-7                david's account
--      DEG4                   deg
--      DER5                   Der5
--      EUR DRF ACCOUNT        EUR DRF Account
--      GBP DRF ACCOUNT        GBP DRF ACCOUNT
--      NEW CASH BOOK ACCT     New cash book acct.
--      NEW SYSTEM ACCOUNT     New System Test Account
--      SJ09180837            SJ09180837
--      USD DRF ACCOUNT        USD DRF ACCOUNT

More...

-----
F2=Function keys  F3=Exit  F6=Create  F10=Quick Access  F12=Cancel
```

Figure 4-1: Work With Bank Accounts prompt screen

- 2 Specify **Recurring payments** in the *Option* field next to an existing bank account and press Enter to create a recurring payment. The system displays a screen similar to Figure 4-2.

```

6/22/2016 18:04:48      Work With Recurring Payments      CBGWWRP      CBDWWRP

Bank account number . . . . . ACCOUNT
Bank account name . . . . . ACCOUNTS

Type information and press enter:
  4=Delete 5=Work with 8=Display

      Opt Reference      Amount      Start      Next      Remaining
      Scan              Date        Date        Due        Payments
-----
-   AAA                2.00      3/10/2015  3/10/2015  2
-   ABC                5.00      3/08/2015  3/08/2015  5
-   DEG                1.00      12/01/2007                0
-   DEG123            100.00    1/15/2009  1/15/2009  1
-   DEG1234          100.00    1/28/2009  1/28/2009  1
-   JSD               15.00     2/01/2009                0
-   JSD-GT            5.00      2/01/2009  2/01/2009  5
-   JSD-GT2           9.00      2/01/2009  2/01/2009  1
-   JSD-TAX          15.00     3/01/2009  3/01/2009  1
-   JSD-TEST1       100.00    1/01/2007  1/03/2007  12
                                          MORE...

F2=Function keys  F3=Exit  F5=Refresh  F6=Create Payment  F24=More Keys
    
```

Figure 4-2: Work With Recurring Payments prompt screen

The system displays a list of recurring payments.

- 3 Press F6 to create a new recurring payment. The system displays a screen similar to Figure 4-3.

```

11/06/03 14:56:31      Create Recurring Payment      CBGRPHM      CBDRPHM

Bank account number . . . . . 111222
Bank account name . . . . . Diane's 2nd Cash book acct.

Type information and press enter:

Reference . . . . . _____

Bank reference . . . . . _____
Frequency . . . . . _ +
Number of payments . . . . . _
Payment next due . . . . . _____
Amount payable (individual) . . . . . _____
Tax details . . . . . _ 0=No, 1=Yes
Vendor number/remittance address. . . . . _____ +
User reference . . . . . _____

Total payable . . . . .
Final payment due . . . . .

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick Access  F24=More keys
    
```

Figure 4-3: Create Recurring Payment definition screen

Use this screen to specify the basic information needed to identify the recurring payment.

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

*Reference*

Specify a unique reference that easily identifies the recurring payment you are creating. You can use up to nine alphanumeric characters, for example, **Car Loan1**.

*Bank reference*

Specify the reference the bank uses on the bank statement for this recurring payment.

*Frequency*

Select the frequency code for the recurring payment you are creating. This field works in conjunction with the *Number of payments* field.

Frequency codes include:

01	Daily
02	Weekly
03	Bi-weekly
04	Semi-monthly
05	Monthly
06	Quarterly
07	Semi-annual
08	Annual
09	Fixed

*Number of payments*

Specify the total number of payments to create. This field works in conjunction with the *Frequency* field.

*Payment next due*

Specify the date of the first payment in the series of payments.

---



The system automatically selects payments into bank reconciliation if they are before to or the same as the reconciliation date. The system does not select future payments.

The system uses the reconciliation date to know how many of the recurring payments have cleared.

#### *Amount payable (individual)*

Specify the total amount due for one payment.

The recurring amount for each period is gross of all taxes and represents one payment amount.

#### *Tax details*

Specify whether the amount payable includes VAT. After you complete this screen and press Enter, the system displays the Create Tax Detail screen. The system interfaces all tax entries to Infinium GT when the reconciliation is complete.

After you complete this screen and press Enter and if the amount payable does not include VAT, the system displays the Create Expense Analysis screen.

#### *Vendor number/remittance address*

Select an Infinium PL vendor.

Leave this field blank if this payment is not for a vendor in your Infinium PL system.

#### *User reference*

Type a reference for this recurring payment.

- 5 Press Enter. The system calculates the total payable amount for the term and the last payment due date based on the information you specify on this screen.

If you required tax details on the Create Recurring Payment screen, the system displays a screen similar to Figure 4-4. If you did not require tax details, the system displays a screen similar to Figure 4-5.

---

```

11/12/2003 09:11:09      Create Tax Detail      CBGRPTDM  CBDRPTDM

Bank account number . . . . . 11112222
Bank account name . . . . . PL and AR not cleared
Reference . . . . . GAS
Value . . . . . 65.00

Type information and press enter:

Tax Rate      Exclusive      Tax      Gross      Recover
Auth Code     Value      Value    Value     1=Y,0=N
----- +----- +----- +----- +-----
+ _____ + _____ + _____ + _____ +
Reference: _____
+ _____ + _____ + _____ + _____ +
Reference: _____
+ _____ + _____ + _____ + _____ +
Reference: _____
+ _____ + _____ + _____ + _____ +
Reference: _____

More...

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick Access  F12=Cancel
    
```

Figure 4-4: Create Tax Detail screen

6 Use the information below to complete the fields on this screen.

*Tax Auth*

Select the tax authority for this recurring payment. You establish tax authorities in Infinium GT.

*Rate Code*

Select the tax rate code for this recurring payment. You establish tax rate codes in Infinium GT.

*Exclusive Value*

Specify the amount of the tax payment not related to tax. You can specify multiple amounts.

The total of all exclusive amounts and tax amounts specified on this screen must equal the total payment value.

*Tax Value*

Specify the amount of the payment that relates specifically to taxes. You can specify multiple amounts.

The total of all exclusive amounts and tax amounts specified on this screen must equal the total payment value.

*Recover*

Specify whether the tax value specified is recoverable VAT tax.

*Reference*

Provide a description of each transaction.

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

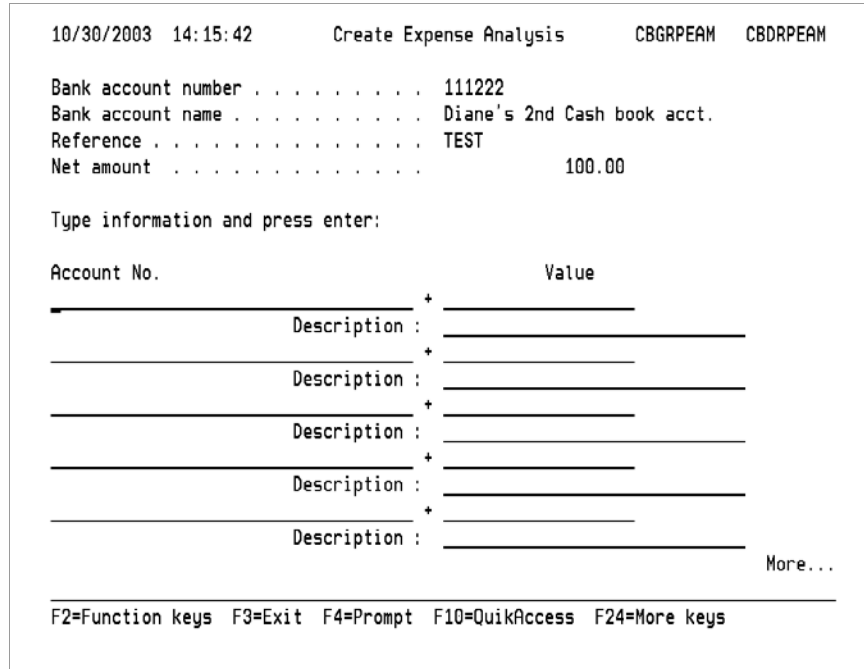


Figure 4-5: Create Expense Analysis screen

8 Use the information below to complete the fields on this screen.

*Account No.*

Select a general ledger expense account to use for the payment. The offset account is the bank account. The system credits the bank account and debits the expense account.

*Value*

Specify an expensed amount. You can specify multiple amounts.

The total of the expensed amounts specified on this screen must equal the net amount.

*Description*

Provide a description of each expense account.

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

```

11/06/2003 16:00:33          Create Schedule          CBGRPSCM  CBDRPSCM

Bank account number . . . . . 111222
Bank account name . . . . . Diane's 2nd Cash book acct.
Reference . . . . . ADVERTISE
Amount payable (individual) . . . . . 50.00

Type information and press enter:

      Amount payable    Due Date          Amount payable    Due Date
      50.00             12/01/2003      50.00             9/01/2004
      50.00             1/01/2004      50.00             10/01/2004
      50.00             2/01/2004      50.00             11/01/2004
      50.00             3/01/2004
      50.00             4/01/2004
      50.00             5/01/2004
      50.00             6/01/2004
      50.00             7/01/2004
      50.00             8/01/2004

                                                                    Bottom

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick Access  F12=Cancel

```

Figure 4-6: Create Schedule screen

The system displays a schedule of the recurring payments, amounts, and due dates based on the information you specified when you set up the recurring payment. The system uses the day of the month that is specified in the payment next due date on the Create Recurring Payment definition screen as the first due date. You can adjust the due dates for payments before you exit and save.

- 10 Press Enter to accept the payment schedule. The system returns you to the Work With Recurring Payments prompt screen. Based on the statement date, the system includes the appropriate recurring payments in your reconciliation.

For example, if you have weekly recurring payments but reconcile your bank account monthly, the system includes the four weekly recurring payment amounts in your monthly reconciliation.

## Adjusting recurring payments

Complete the steps below to adjust a recurring payment.

- 1 From the Infinium CB main menu, select *Bank Reconciliation*. The system displays a screen similar to Figure 4-1.
- 2 Specify **Recurring payments** in the *Option* field next to an existing bank account and press Enter to work with a recurring payment. The system displays a screen similar to Figure 4-2.

Use the *Scan* fields to limit the display to records that match specific values. After you enter the values and press Enter, only records that match the values entered in the *Scan* fields are listed.

You can type information in one or more of the *Scan* fields, which work independently of each other. For example, if you enter a reference of **ABC** and an amount of **\$100.00**, records that match the reference of ABC but do not have an amount of \$100.00 and records that match the amount of \$100.00 but do not have a reference of ABC are listed.

- 3 Specify **Work with** in the *Opt* field next to an existing recurring payment and press Enter to adjust it.

The system displays a screen similar to Figure 4-7.

---

```
11/03/03  11:08:20      Change Recurring Payment      CBGRPHM  CBDRPHM

Bank account number . . . . . SJ09180837
Bank account name . . . . . SJ09180837

Type information and press enter:

Reference . . . . . AMSRP 1

Bank reference . . . . . RENT PAYMENT
Frequency . . . . . 01
Number of payments . . . . . 12
Payment next due . . . . . 1/30/2004
Amount payable (individual) . . . . . 100.00
Tax details . . . . . 1 0=No, 1=Yes
Vendor number/remittance address.
User reference . . . . . AMS RECURRING PYMT1

Total payable . . . . . 1200.00
Final payment due . . . . . 2/10/2004

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

Figure 4-7: Change Recurring Payment screen

- 4 Use the information in the previous section to adjust the field values on this screen. You can change the values in the following fields:
  - *Bank reference*
  - *Tax details*
  - *User reference*
- 5 Press Enter. If you specified yes in the *Tax details* fields, the system displays a screen similar to Figure 4-8. If you specified no in the *Tax details* screen, the system displays a screen similar to Figure 4-9.

```

11/12/2003 09:15:48          Change Tax Detail          CBGRPTDM  CBRPTDM

Bank account number . . . . . SJ09180837
Bank account name . . . . . SJ09180837
Reference . . . . . AMSRP 1
Value . . . . . 100.00

Type information and press enter:

Tax Rate      Exclusive      Tax      Gross   Recover
Auth Code     Value      Value    Value   1=Y,0=N
AMS + FIVE + 90.00      10.00    100.00  1
Reference: TAX FOR REC PAYMENT 1
+ _____ + _____ + _____
Reference: _____
+ _____ + _____ + _____
Reference: _____
+ _____ + _____ + _____
Reference: _____

More...

F2=Function keys F3=Exit F4=Prompt F10=Quick Access F12=Cancel
    
```

Figure 4-8: Change Tax Detail screen

6 Use the information in the previous section to update the field values on this screen. You can change the values in the following fields:

- *Tax Auth*
- *Rate Code*
- *Exclusive Value*
- *Tax Value*
- *Recover*
- *Reference*

7 Press Enter. The system displays a screen similar to Figure 4-9.

```

11/03/2003  11:09:46      Change Expense Analysis      CBGRPEAM  CDBRPEAM

Bank account number . . . . . SJ09180837
Bank account name . . . . . SJ09180837
Reference . . . . . AMSRP 1
Net amount . . . . . 90.00

Type information and press enter:

Account No.                                Value
AMS-00-00-1128                            + 90.00
Description : AMS RECURRING PAYMENT 1
+
Description :
+
Description :
+
Description :
+
Description :
+
Description :
More...

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick Access  F24=More keys
    
```

Figure 4-9: Change Expense Analysis screen

- 8 Use the information in the previous section to update the field values on this screen. You can change the values in the following fields:
  - *Account No.*
  - *Value*
  - *Description*
- 9 Press Enter. The system displays a screen similar to Figure 4-10.



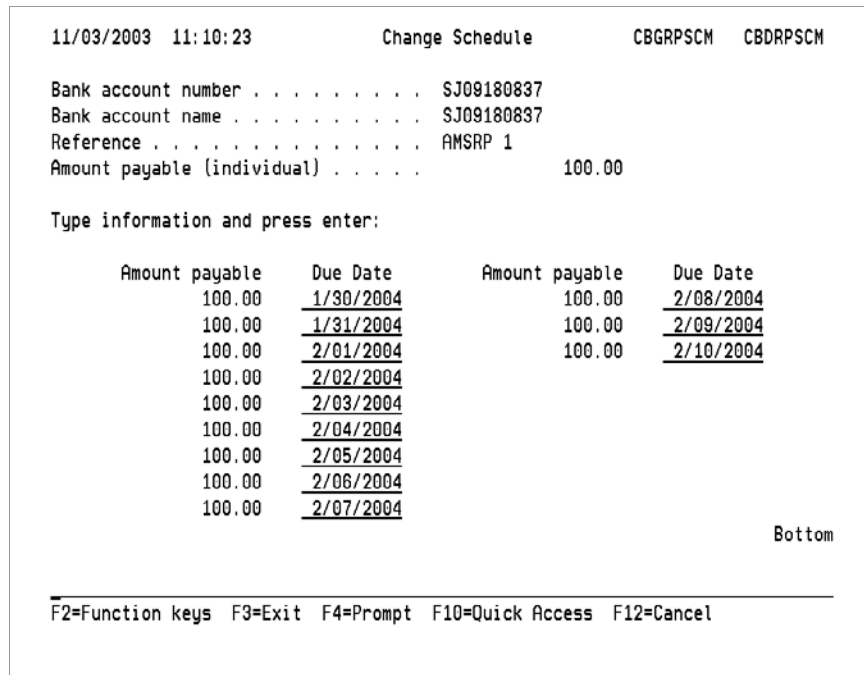


Figure 4-10: Change Schedule screen

- 10 Change the due dates on this screen as required. You can change the due dates of payments with dates greater than the active reconciliation date.
- 11 Press Enter. The system returns you to the Work With Recurring Payments prompt screen. Based on the statement date, the system includes the appropriate recurring payments in your reconciliation.

For example, if you have weekly recurring payments but reconcile your bank account monthly, the system includes the four weekly recurring payment amounts in your monthly reconciliation.

**Note:** You can also adjust recurring payments from the Work With Additional Transactions screen. Refer to the “Working with additional transactions” topic in the “Working with Reconciliations” chapter for more information.

## Displaying recurring payments

Complete the steps below to view information for a recurring payment.

- 1 From the Infinium CB main menu, select *Bank Reconciliation*. The system displays a screen similar to Figure 4-1.
- 2 Specify **Recurring payments** in the *Option* field next to an existing bank account and press Enter to work with a recurring payment.

Use the *Scan* fields to limit the display to records that match specific values. After you enter the values and press Enter, only records that match the values entered in the *Scan* fields are listed.

You can type information in one or more of the *Scan* fields, which work independently of each other. For example, if you enter a reference of **ABC** and an amount of **\$100.00**, records that match the reference of ABC but do not have an amount of \$100.00 and records that match the amount of \$100.00 but do not have a reference of ABC are listed.

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

- 3 Specify **Display** in the *Opt* field next to an existing recurring payment and press Enter to view recurring payment information. The system displays screens similar to Figure 4-7 through Figure 4-10.

You cannot adjust recurring payments when you elect to view information.

- 4 Press Enter after viewing the information. The system returns you to the Work With Recurring Payments prompt screen.

**Note:** You can also display recurring payments from the Work With Additional Transactions screen. Refer to the “Working with additional transactions” topic in the “Working with Reconciliations” chapter for more information.

---

## Deleting recurring payments

Complete the steps below to delete a recurring payment.

- 1 From the Infinium CB main menu, select *Bank Reconciliation*. The system displays a screen similar to Figure 4-1.
- 2 Specify **Recurring payments** in the *Option* field next to an existing bank account and press Enter to work with a recurring payment. The system displays a screen similar to Figure 4-2.

Use the *Scan* fields to limit the display to records that match specific values. After you enter the values and press Enter, only records that match the values entered in the *Scan* fields are listed.

You can type information in one or more of the *Scan* fields, which work independently of each other. For example, if you enter a reference of **ABC** and an amount of **\$100.00**, records that match the reference of ABC but do not have an amount of \$100.00 and records that match the amount of \$100.00 but do not have a reference of ABC are listed.

- 3 Specify **Delete** in the *Opt* field next to an existing recurring payment and press Enter to delete that recurring payment.

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

---

```
11/03/03  11:50:26      Delete Recurring Payment      CBGRPHM  CBDRPHM

Bank account number . . . . . SJ09180837
Bank account name . . . . . SJ09180837

Type information and press enter:

Reference . . . . . AMSRP 1

Bank reference . . . . . RENT PAYMENT
Frequency . . . . . 01
Number of payments . . . . . 12
Payment next due . . . . . 1/30/2004
Amount payable (individual) . . . . . 100.00
Tax details . . . . . 0=No, 1=Yes
Vendor number/remittance address.
User reference . . . . . AMS RECURRING PYMT1

Total payable . . . . . 1200.00
Final payment due . . . . . 2/11/2004

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

Figure 4-11: Delete Recurring Payment screen

- 4 Press F23 to delete the recurring payment or press F12 to cancel your request.

---

# Chapter 5 Working with Manual Payments

# 5

This chapter describes how to create, approve, and void manual payments. This chapter also describes how to adjust approved and unapproved manual payments. Manual payments allow you to:

- Record a manual payment in Infinium CB rather than set up a new vendor in Infinium PL
- Record a check amount, check number, description, tax information, and so forth for a payment for an existing vendor
- Record and account for hand written payments and bank transfers without creating an actual check
- Generate on account payments if you send a payment before receiving an invoice, which automatically creates a credit note for the vendor and avoids duplicate payments on receipt of the actual invoice in Infinium PL

The chapter consists of the following topics:

Topic	Page
Creating manual payments	5-2
Approving manual payments	5-8
Voiding manual payments	5-11
Adjusting approved manual payments	5-14
Displaying approved manual payments	5-17
Deleting approved manual payments	5-19
Adjusting unapproved manual payments	5-21
Displaying unapproved manual payments	5-23
Deleting unapproved manual payments	5-25

---

## Creating manual payments

Your bank account security controls determine whether you can create manual payments.

Complete the steps below to create a manual payment.

- 1 From the Infinium CB main menu, select *Bank Reconciliation*. The system displays a screen similar to Figure 5-1.

```

11/11/2003 16:09:39      Work With Bank Accounts      CBGWMB      CBDWMB

Type options and press enter
1=Work with reconciliations 2=Change 4=Delete 10=Recurring payments
11=Manual payments 12=Account security
Option  Account Number      Account Name
--      -
--      ACH ACCOUNT 1             ACH ACCOUNT 1 - AMS BANK - USD
--      AMS1 CB ACCOUNT #     PL Bank Account AMS
--      AMS2 CB ACCOUNT AMS   AMS2 PL BANK ACCOUNT AMS
--      CB1 USD ACCOUNT       CB1 USD ACCOUNT
--      DAVID-7               david's account
--      DEG4                  deg
--      DER5                  Der5
--      EUR DRF ACCOUNT       EUR DRF Account
--      GBP DRF ACCOUNT       GBP DRF ACCOUNT
--      NEW CASH BOOK ACCT    New cash book acct.
--      NEW SYSTEM ACCOUNT    New System Test Account
--      SJ09180837           SJ09180837
--      USD DRF ACCOUNT       USD DRF ACCOUNT
                                           More...

-----
F2=Function keys  F3=Exit  F6=Create  F10=Quick Access  F12=Cancel

```

Figure 5-1: Work With Bank Accounts prompt screen

The system displays a list of existing bank accounts.

- 2 Specify **Manual payments** in the *Option* field next to an existing bank account and press Enter to work with manual payments. The system displays a screen similar to Figure 5-2.

```

11/11/03 11:07:57 Work With Cash Book Manual Payments CBGWWP CBDWWP

Type options and press enter

- Create manual payments
- Approve manual payments
- Void manual payments
- Work with approved manual payments
- Work with unapproved manual payments

-----
F2=Function keys F3=Exit F10=Quick Access F12=Cancel
    
```

Figure 5-2: Work With Cash Book Manual Payments prompt screen

- 3 Type any character next to *Create manual payments* and press Enter. The system displays a screen similar to Figure 5-3.

```

11/05/03 08:24:49 Create Manual Payment CBGMPP CBDMPM

Account . . . . . DEG4
Account name . . . . . deg

Type information and press enter:
Payment reference . . . . . DONATION
Total amount payable . . . . . 100.00
Payment description . . . . . Donation
Payment date . . . . . 11/01/2003
Tax details . . . . . 0 0=No, 1=Yes
On account payment . . . . . 0 0=No, 1=Yes
Payee name . . . . . Local Charities of Cape Cod
Address (optional) . . . . .
____
____
____
____

Vendor number/remittance address. ____ + ____ + (on account only)
PL company and division . . . . . ____ + ____ + (on account only)
User field . . . . . ____

-----
F2=Function keys F3=Exit F4=Prompt F10=Quick Access F12=Cancel
    
```

Figure 5-3: Create Manual Payment screen

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

*Payment reference*

Type a payment reference number for this manual payment. For example, type a check number.

*Total amount payable*

Type the total amount payable of this manual payment.

*Payment description*

Type a description of this manual payment.

*Payment date*

Type the date of the manual payment transaction.

*Tax details*

Specify whether the amount payable includes VAT. The system displays the Create Tax Detail screen after you complete this screen and press Enter. The system interfaces all tax entries to Infinium GT when the reconciliation is completed.

If the amount payable does not include VAT, the system displays the Create Expense Analysis screen after you complete this screen and press Enter.

*On account payment*

Specify whether to generate an on account payment if this manual payment will be sent before you receive the invoice. The system automatically creates a credit note for the vendor in Infinium PL. This avoids the creation of a duplicate payment when you actually receive the invoice.

If you elect to generate on account payments, you must also specify values in the *Vendor number/remittance address* and the *PL company and division* fields in addition to the required *Payee name* and *Address* fields.

*Payee name*

Type the name of the recipient of this manual payment.

*Address*

Type the address of the recipient of this manual payment.

*Vendor number/remittance address*

Select an Infinium PL vendor if this is an on account payment.

---



*PL company and division*

Select the Infinium PL company and division for an on account payment.

- 5 Press Enter. If the amount payable includes VAT, the system displays a screen similar to Figure 5-4. If the amount payable does not include VAT, the system displays a screen similar to Figure 5-5.

```

11/12/2003 08:58:22      Create Tax Detail      CBGMPTD  CBDMPTD

Bank account number . . . . . DEG4
Bank account name . . . . . deg
Reference . . . . . SUPPLIES
Value . . . . . 50.00

Type information and press enter:

Tax Rate      Exclusive      Tax      Gross      Recover
Auth Code     Value          Value    Value     1=Y,0=N
----- + -----
Reference: -----
----- + -----
Reference: -----
----- + -----
Reference: -----
----- + -----
Reference: -----
More...

F2=Function keys  F3=Exit  F10=Quick Access  F12=Cancel  F24=More keys
    
```

Figure 5-4: Create Tax Detail screen

- 6 Use the information below to complete the fields on this screen.

*Tax Auth*

Select the tax authority for this manual payment. You establish tax authorities in Infinium GT.

*Rate Code*

Select the tax rate code for this manual payment. You establish tax rate codes in Infinium GT.

*Exclusive Value*

Specify the amount of the tax payment not related to tax. You can enter multiple amounts.

The total of all exclusive amounts and tax amounts specified on this screen must equal the total payment value.

*Tax Value*

Specify the amount of the payment that relates specifically to taxes. You can enter multiple amounts.

The total of all exclusive amounts and tax amounts specified on this screen must equal the total payment value.

*Recover*

Specify whether the tax value specified is recoverable VAT tax.

*Reference*

Provide a description of each transaction.

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

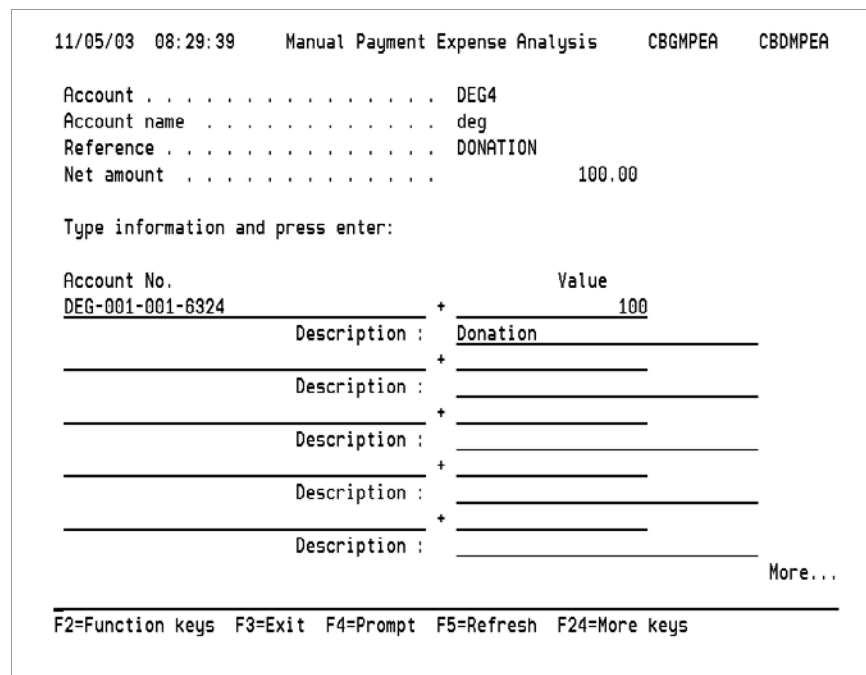


Figure 5-5: Manual Payment Expense Analysis screen

8 Use the information below to complete the fields on this screen.

*Account No.*

Select a general ledger expense account to use for the manual payment. The offset account is the bank account. The system credits the bank account and debits the expense account.

*Value*

Specify an expensed amount.

*Description*

Provide a description of this manual payment.

**9** Press Enter.

The system sends the manual payment information for payments that are not on account payments to Infinium GL. The system sends manual on account payment information to Infinium PL where you subsequently close it to Infinium GL.

---

## Approving manual payments

All manual payments must be approved. You must have a bank account security record to approve manual payments.

When you approve an on account manual payment, the system submits a job to Infinium PL. The system creates a credit note in PL for the vendor. The system creates the credit invoice in an invoice session with **CB\_Approve** as the *Reference* and **CB/to/PL** as the *Source*. You must post the sessions in Infinium PL.

The system displays on account and non-on account approved manual payments in the bank reconciliation under *Uncleared payments* and *Additional transactions*. Manual payments increase both balances.

Complete the steps below to approve a manual payment.

- 1 From the Infinium CB main menu, select *Bank Reconciliation*. The system displays a screen similar to Figure 5-1.
  - 2 Specify **Manual payments** in the *Option* field next to an existing bank account and press Enter to work with manual payments. The system displays a screen similar to Figure 5-2.
  - 3 Type any character next to *Approve manual payments* and press Enter. The system displays a screen similar to Figure 5-6.
-

```

11/05/03 10:09:02      Approve Manual Payments      CBGAMP      CBDAMP

Type options and press enter
1=Approve/unapprove

Loc  _____

Opt Payee                                Amount Reference Pay Date
- Local Charities of Cape Cod           100.00 DONATION 11/01/2003

Bottom

F2=Function keys F3=Exit F10=Quick Access F12=Cancel

```

Figure 5-6: Approve Manual Payments prompt screen

You can type information in one of the *Loc* (locate) fields. When you press Enter, the system repositions the list to start with the appropriate locate field and re-sorts the list based on the locate field used.

Locate is performed using only one *Loc* field at a time. For example, if you enter a value in the *Payee* locate field, the *Payee* value is used. If you leave the *Payee* locate field blank and enter a value in the *Amount* locate field, the *Amount* value is used. If you leave the *Payee* and *Amount* locate fields blank and enter a value in the *Reference* locate field, the *Reference* value is used.

- 4 Specify **Approve/unapprove** in the *Opt* field next to the *Payee* to approve the manual payment.
- 5 Press Enter. The system highlights the manual payment as in a screen similar to Figure 5-7.

```

11/05/03 10:09:41      Approve Manual Payments      CBGAMP      CBDAMP

Type options and press enter
1=Approve/unapprove

Loc _____

Opt Payee                Amount Reference Pay Date
- Local Charities of Cape Cod  100.00 DONATION 11/01/2003

Bottom

F2=Function keys F3=Exit F10=Quick Access F12=Cancel

```

Figure 5-7: Approve Manual Payments screen

- 6 Press Enter to accept the approved manual payment or specify **Approve/unapprove** in the *Opt* field next to the approved manual payment to change its status to unapproved.
- 7 Press F3, specify **Exit, Save Changes** on the Exit Options window, and press Enter.

When you save the approval, the system returns you to the Work With Cash Book Manual Payments prompt screen and creates a credit invoice in Infinium PL. The system subsequently uses the credit invoice to offset the invoice submitted by the vendor, a zero dollar payment in Infinium PL.

**Note:** The system updates Infinium GL when you complete the reconciliation of manual payments. The system updates Infinium GL with on account payments when you close Infinium PL to Infinium GL.

## Voiding manual payments

Use the void option to cancel approved, uncleared manual payments, and reverse all previous entries. You must have a bank account security record to void manual payments.

When you void an approved, uncleared payment, the system:

- Reduces the uncleared payments balance and the additional transactions balance if the manual payment is within the statement date
- Sends a reversing entry to Infinium PL to offset the credit invoice created when you approved the manual payment

**Notes:**

- To void or delete unapproved manual payments, select *Work with unapproved manual payments*.
- To void or delete cleared manual payments, select *Work with approved manual payments*.

Complete the steps below to void a manual payment.

- 1 From the Infinium CB main menu, select *Bank Reconciliation*. The system displays a screen similar to Figure 5-1.
  - 2 Specify **Manual payments** in the *Option* field next to an existing bank account and press Enter to work with manual payments. The system displays a screen similar to Figure 5-2.
  - 3 Type any character next to *Void manual payments* and press Enter. The system displays a screen similar to Figure 5-8.
-

```
11/11/03 11:16:46      Void Manual Payments      CBGVMP      CBDVMP

Type options and press enter
1=Void payment

Loc _____

Opt Reference      Amount Payee
-  DONATION      100.00 Local Charities of Cape Cod

Bottom

F2=Function keys F3=Exit F10=Quick Access F12=Cancel
```

Figure 5-8: Void Manual Payments prompt screen

You can type information in one of the *Loc* (locate) fields. When you press Enter, the system repositions the list to start with the appropriate locate field and re-sorts the list based on the locate field used.

Locate is performed using only one *Loc* field at a time. For example, if you enter a value in the *Payee* locate field, the *Payee* value is used. If you leave the *Payee* locate field blank and enter a value in the *Amount* locate field, the *Amount* value is used. If you leave the *Payee* and *Amount* locate fields blank and enter a value in the *Reference* locate field, the *Reference* value is used.

- 4 Specify **Void payment** in the *Opt* field next to the *Reference* to void the manual payment.
- 5 Press Enter. The system highlights the manual payment as in a screen similar to Figure 5-9.



```
11/11/03 11:17:52      Void Manual Payments      CBGVMP      CBDVMP

Type options and press enter
1=Void payment

Loc _____

Opt Reference      Amount Payee
- DONATION      100.00 Local Charities of Cape Cod

Bottom

F2=Function keys F3=Exit F10=Quick Access F12=Cancel
```

Figure 5-9: Void Manual Payments screen

- 6 Press F3, specify **Exit, Save Changes** on the Exit Options window, and press Enter.

The system voids the manual payment.

## Adjusting approved manual payments

Select *Work with approved manual payments* to adjust or delete cleared manual payments.

When you change the amount of an on account, approved manual payment, regardless of whether it is cleared or uncleared, the system does not send an adjusting entry to Infinium PL.

You must have a bank account security record to adjust approved manual payments.

Complete the steps below to adjust an approved manual payment.

- 1 From the Infinium CB main menu, select *Bank Reconciliation*. The system displays a screen similar to Figure 5-1.
  - 2 Specify **Manual payments** in the *Option* field next to an existing bank account and press Enter to work with manual payments. The system displays a screen similar to Figure 5-2.
  - 3 Type any character next to *Work with approved manual payments* and press Enter. The system displays a screen similar to Figure 5-10.
-

```
11/05/03 14:41:56 Work With Approved Manual Payments CBGWWMP CBDWWMP

Account . . . . . 777555777
Account name . . . . . Diane

Type options and press enter
4=Delete 5=Work with 8=Display

Locate      Opt Reference      Amount      Payment
            Opt Reference      Amount      Date
            -  MANUAL 2      100.00     10/01/2003

Bottom

F2=Function keys F3=Exit F6=Create F10=Quick Access F12=Cancel
```

Figure 5-10: Work With Approved Manual Payments prompt screen

You can type information in one of the *Locate* fields. When you press Enter, the system repositions the list to start with the appropriate locate field and re-sorts the list based on the locate field used.

Locate is performed using only one *Locate* field at a time. For example, if you enter a value in the *Reference* locate field, the *Reference* value is used. If you leave the *Reference* locate field blank and enter a value in the *Amount* locate field, the *Amount* value is used. If you leave the *Reference* and *Amount* locate fields blank and enter a value in the *Payment Date* locate field, the *Payment Date* value is used.

- 4 Specify **Work with** in the *Opt* field next to an approved payment to work with that payment. The system displays a screen similar to Figure 5-11.

```

11/05/03  14:49:32      Work With Manual Payment      CBGMPPM      CBDMPM

Account . . . . . 777555777
Account name . . . . . Diane

Type information and press enter:
Payment reference . . . . . MANUAL 2
Total amount payable . . . . . 100.00
Payment description . . . . . Manual Payment 2
Payment date . . . . . 10/01/2003
Tax details . . . . . 0 0=No, 1=Yes
On account payment . . . . . 1 0=No, 1=Yes
Payee name . . . . . KATE'S ICE
Address (optional) . . . . . 3030 MAIN STREET
                               _____
                               _____
                               _____
                               BREWSTER 02643
Vendor number/remittance address. KATE'S + MAIN + (on account only)
PL company and division . . . . . DER + DIV1 + (on account only)
User field . . . . . _____

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick Access  F12=Cancel

```

Figure 5-11: Work With Manual Payment screen

- 5 Use the information in the previous section to update the field values on this screen. For example, you can update the *Payment date* field to be less than or equal to your current reconciliation date to make the manual payment available for clearing.

Refer to the “Creating manual payments” topic in this chapter for more information.

- 6 Press Enter. If the amount payable includes VAT, the system displays a screen similar to Figure 5-4. If the amount payable does not include VAT, the system displays a screen similar to Figure 5-5.

For information about the fields on these screens, refer to the “Creating manual payments” topic in this chapter.

# Displaying approved manual payments

Complete the steps below to view approved manual payments.

- 1 From the Infinium CB main menu, select *Bank Reconciliation*. The system displays a screen similar to Figure 5-1.
- 2 Specify **Manual payments** in the *Option* field next to an existing bank account and press Enter to work with manual payments. The system displays a screen similar to Figure 5-2.
- 3 Type any character next to *Work with approved manual payments* and press Enter. The system displays a screen similar to Figure 5-10.
- 4 Specify **Display** in the *Opt* field next to an approved payment and press Enter to view that payment. The system displays a screen similar to Figure 5-12.

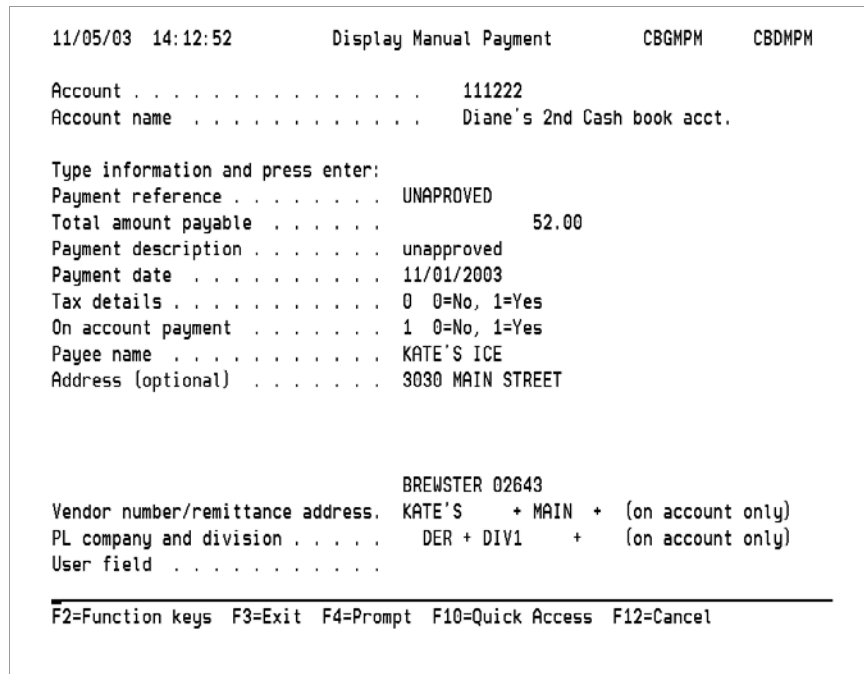


Figure 5-12: Display Manual Payment screen

- 5 Press Enter. The system displays a screen similar to Figure 5-5. If the amount payable includes VAT, the system first displays a screen similar to Figure 5-4.

- 6 Press Enter. The system returns you to the Work With Approved Manual Payments prompt screen.

## Deleting approved manual payments

When you delete a cleared manual payment, the system reduces the additional transactions balance by the amount of the manual payment. The system does not send an adjusting entry to Infinium PL. You must delete the credit invoice that the system sent to Infinium PL when the manual payment was approved.

You must have a bank account security record to delete approved manual payments.

Complete the steps below to delete approved manual payments.

- 1 From the Infinium CB main menu, select *Bank Reconciliation*. The system displays a screen similar to Figure 5-1.
  - 2 Specify **Manual payments** in the *Option* field next to an existing bank account and press Enter to work with manual payments. The system displays a screen similar to Figure 5-2.
  - 3 Type any character next to *Work with approved manual payments* and press Enter. The system displays a screen similar to Figure 5-10.
  - 4 Specify **Delete** in the *Opt* field next to an approved payment and press Enter to delete that payment. The system displays a window similar to Figure 5-13.
-

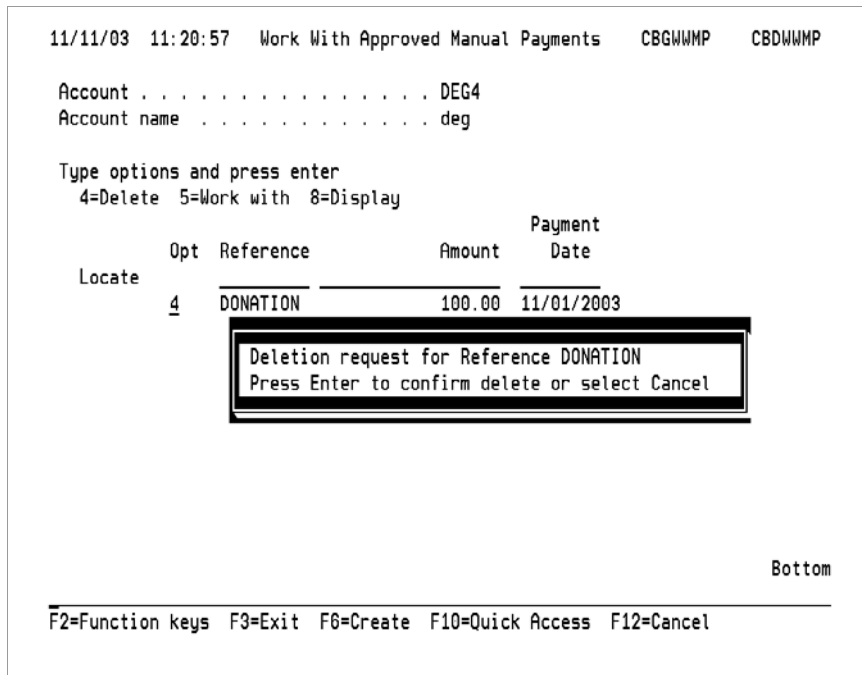


Figure 5-13: Delete Approved Manual Payment confirmation window

- 5 Press Enter to delete the approved manual payment or press F12 to cancel your request.



## Adjusting unapproved manual payments

You must have a bank account security record to adjust unapproved manual payments.

Complete the steps below to adjust unapproved manual payments.

- 1 From the Infinium CB main menu, select *Bank Reconciliation*. The system displays a screen similar to Figure 5-1.
- 2 Specify **Manual payments** in the *Option* field next to an existing bank account and press Enter to work with manual payments. The system displays a screen similar to Figure 5-2.
- 3 Type any character next to *Work with unapproved manual payments* and press Enter. The system displays a screen similar to Figure 5-14.

```

11/05/03 11:46:57 Work With Unapproved Manual Payments CBGWMP CBDWMP

Account . . . . . AMS2 CB ACCOUNT AMS
Account name . . . . . AMS2 PL BANK ACCOUNT AMS

Type options and press enter
4=Delete 5=Work with 8=Display

Locate
  Opt Reference          Amount      Payment
  -   -   -             -          -
  -   AMS 11             14.00     12/01/2003
  -   AMS 12             22.00     10/01/2003
  -   AMS 9              12.00     10/01/2002

Bottom

F2=Function keys F3=Exit F6=Create F10=Quick Access F12=Cancel

```

Figure 5-14: Work With Unapproved Manual Payments prompt screen

From this screen, you can:

- Select an unapproved manual payment to work with that payment
- Select an unapproved manual payment to display that payment
- Delete an unapproved manual payment

- Create a manual payment

You can type information in one of the *Locate* fields. When you press Enter, the system repositions the list to start with the appropriate locate field and re-sorts the list based on the locate field used.

Locate is performed using only one *Locate* field at a time. For example, if you enter a value in the *Reference* locate field, the *Reference* value is used. If you leave the *Reference* locate field blank and enter a value in the *Amount* locate field, the *Amount* value is used. If you leave the *Reference* and *Amount* locate fields blank and enter a value in the *Payment Date* locate field, the *Payment Date* value is used.

4 Specify **Work with** in the *Opt* field next to an unapproved payment to work with that payment. The system displays a screen similar to Figure 5-15.

```

11/05/03 13:35:58      Work With Manual Payment      CBGMPM      CBDMPM

Account . . . . .      111222
Account name . . . . .      Diane's 2nd Cash book acct.

Type information and press enter:
Payment reference . . . . .      UNAPPROVED
Total amount payable . . . . .      52.00
Payment description . . . . .      unapproved
Payment date . . . . .      11/01/2003
Tax details . . . . .      0 0=No, 1=Yes
On account payment . . . . .      1 0=No, 1=Yes
Payee name . . . . .      KATE'S ICE
Address (optional) . . . . .      3030 MAIN STREET
                                   _____
                                   _____
                                   _____
                                   BREWSTER 02643
Vendor number/remittance address.      KATE'S + MAIN + (on account only)
PL company and division . . . . .      DER + DIV1 + (on account only)
User field . . . . .      _____

F2=Function keys F3=Exit F4=Prompt F10=Quick Access F12=Cancel

```

Figure 5-15: Work With Manual Payment screen

5 Use the information in the “Creating manual payments” topic in this chapter for more information when updating the field values on this screen.

6 Press Enter.

If the amount payable includes VAT, the system displays a screen similar to Figure 5-4. If the amount payable does not include VAT, the system displays a screen similar to Figure 5-5.

For more information about the fields on these screens, refer to the “Creating manual payments” topic in this chapter.

# Displaying unapproved manual payments

Complete the steps below to view unapproved manual payments.

- 1 From the Infinium CB main menu, select *Bank Reconciliation*. The system displays a screen similar to Figure 5-1.
- 2 Specify **Manual payments** in the *Option* field next to an existing bank account and press Enter to work with manual payments. The system displays a screen similar to Figure 5-2.
- 3 Type any character next to *Work with unapproved manual payments* and press Enter. The system displays a screen similar to Figure 5-14.
- 4 Specify **Display** in the *Opt* field next to an unapproved payment and press Enter to view that payment. The system displays a screen similar to Figure 5-16.

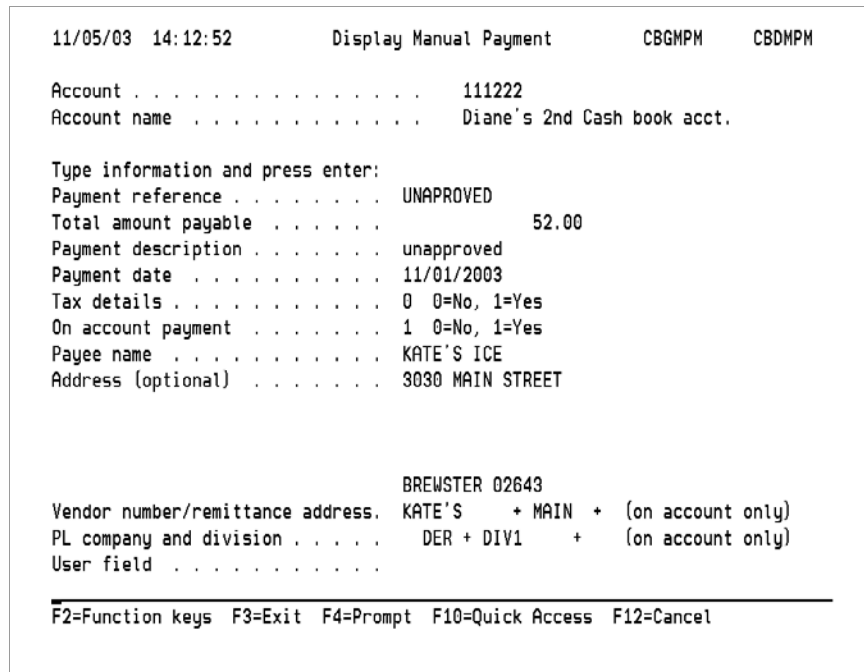


Figure 5-16: Display Manual Payment screen

- 5 Press Enter. The system displays a screen similar to Figure 5-5. If the amount payable includes VAT, the system first displays a screen similar to Figure 5-4.

- 6 Press Enter. The system returns you to the Work With Unapproved Manual Payments prompt screen.

# Deleting unapproved manual payments

Complete the steps below to delete unapproved manual payments.

- 1 From the Infinium CB main menu, select *Bank Reconciliation*. The system displays a screen similar to Figure 5-1.
- 2 Specify **Manual payments** in the *Option* field next to an existing bank account and press Enter to work with manual payments. The system displays a screen similar to Figure 5-2.
- 3 Type any character next to *Work with unapproved manual payments* and press Enter. The system displays a screen similar to Figure 5-14.
- 4 Specify **Delete** in the *Opt* field next to an unapproved payment and press Enter to delete that payment. The system displays a window similar to Figure 5-17.

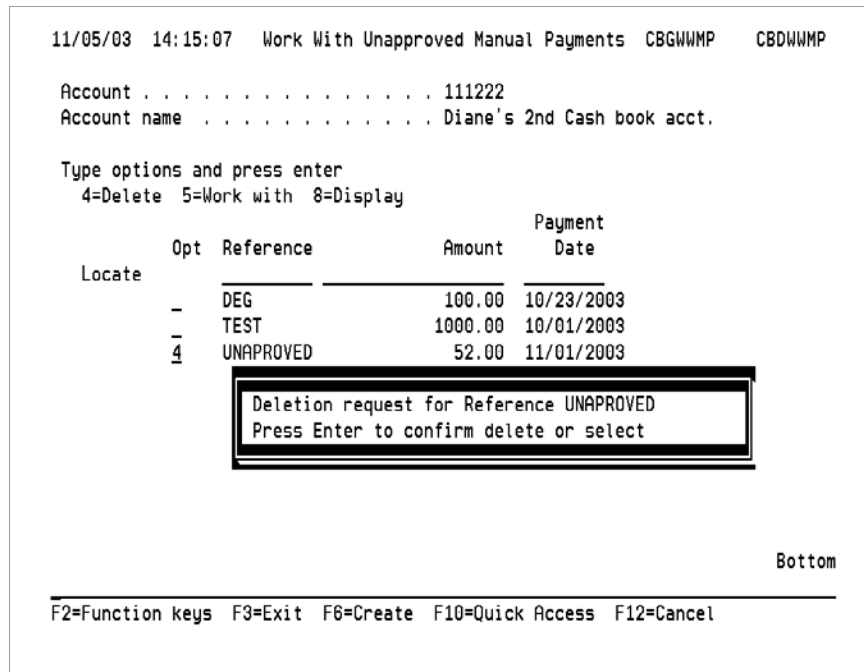


Figure 5-17: Delete Unapproved Manual Payment confirmation window

- 5 Press Enter to delete the unapproved manual payment or press F12 to cancel your request.

## Notes

---

# Chapter 6 Working with Reconciliations

# 6

This chapter describes how to use the bank reconciliations options to identify and balance the differences between your cashbook balance and your general ledger balance.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
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Viewing existing bank reconciliations	6-4
Creating reconciliations	6-7
Reconciling uncleared payments	6-10
Reconciling uncleared receipts	6-17
Reconciling memorandum items	6-22
Reconciling additional transactions	6-24
Reconciling unclosed Infinium PL items	6-27
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Performing adjustments	6-31
Entering tax details	6-33
Updating bank reconciliations	6-35
Completing bank reconciliations	6-37
Viewing and printing reconciliation reports	6-40
Deleting bank reconciliations	6-45

---

## Overview

The Infinium CB bank reconciliation process allows you to:

- View all uncleared payments and receipts in one place
- Manually enter or multi-select payments or receipts to clear
- Reconcile payments, receipts, and deposits not closed to Infinium GL
- Create general ledger journal entries (additional transactions) to balance bank accounts
- Enter memorandum items or balancing entries that do not create a general ledger journal entry
- Create recurring payments
- Create manual and on account payments
- Create payments for single use vendors who are not in Infinium PL
- Perform adjustments and enter tax details
- Verify differences between payment/receipt amounts and cleared amounts and verify the accounting differences

## Application integration

Infinium recommends that you install the following applications to perform reconciliations correctly:

- Infinium AR
- Infinium GL
- Infinium PL

## Reconciliation process

Each cashbook bank account is associated with a general ledger account. When you receive a statement from the bank, the balance reflects only cleared payments and deposits. When the system makes a payment from an account, vendors receive payments by check, cash, or electronically. The system transfers journals from Infinium PL to Infinium GL to record the payments.

---



The system automatically brings the following payments into the next bank reconciliation for you to clear against the bank statement:

- All uncleared Infinium PL payments that are due
- All recurring payments that are due
- All approved manual payments, both on account and non-on account, that are due
- All uncleared Infinium AR receipts

You reconcile one account at a time. Each reconciliation that you create must be for a specific statement date and general ledger period. You can have several reconciliations for one general ledger period that may close to Infinium GL once, but perhaps you reconcile the bank account weekly. However, you can have only one, active reconciliation per account and period at any given time. The system highlights outstanding reconciliations.

---

## Viewing existing bank reconciliations

Complete the steps below to display reconciliations for a bank account.

- 1 From the Infinium CB main menu, select *Bank Reconciliation*. The system displays a screen similar to Figure 6-1.

```

11/11/2003 16:09:39      Work With Bank Accounts      CBGWBB      CBDWBB

Type options and press enter
1=Work with reconciliations 2=Change 4=Delete 10=Recurring payments
11=Manual payments 12=Account security
  Option  Account Number      Account Name
  ---    ---
  ---    ACH ACCOUNT 1             ACH ACCOUNT 1 - AMS BANK - USD
  ---    AMS1 CB ACCOUNT #       PL Bank Account AMS
  ---    AMS2 CB ACCOUNT AMS     AMS2 PL BANK ACCOUNT AMS
  ---    CB1 USD ACCOUNT         CB1 USD ACCOUNT
  ---    DAVID-7                 david's account
  ---    DEG4                     deg
  ---    DER5                     Der5
  ---    EUR DRF ACCOUNT         EUR DRF Account
  ---    GBP DRF ACCOUNT         GBP DRF ACCOUNT
  ---    NEW CASH BOOK ACCT     New cash book acct.
  ---    NEW SYSTEM ACCOUNT     New System Test Account
  ---    SJ09180837            SJ09180837
  ---    USD DRF ACCOUNT         USD DRF ACCOUNT
                                          More...

F2=Function keys F3=Exit F6=Create F10=Quick Access F12=Cancel

```

Figure 6-1: Work With Bank Accounts prompt screen

The system displays a list of existing bank accounts.

- 2 Specify **Work with reconciliations** in the *Option* field next to the bank account whose reconciliations you want to view and press Enter.

If there are no reconciliations for that bank account, the system displays a screen similar to Figure 6-2; otherwise, the system displays a screen similar to Figure 6-3.

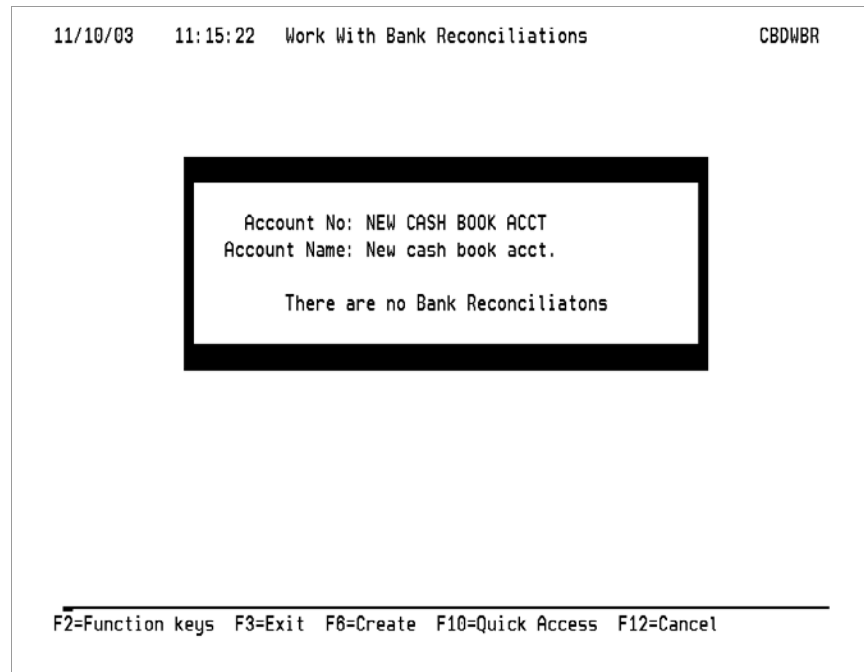


Figure 6-2: Work With Bank Reconciliations no reconciliations screen

From this screen, you can press F6 to create a bank reconciliation. After you press F6, the system displays a screen similar to Figure 6-4.

If bank reconciliations exist for the selected bank account, the system displays a screen similar to Figure 6-3.

```
11/07/03  15:11:08  Work With Bank Reconciliations  CBGWBR  CBDWBR

Type options and press enter
1=Bank reconciliation  4=Delete  6=Print reconciliation  9=Complete/Interface
Statement
Opt Date      Perd Year Account Number      Account Name
- 11/17/2003  11 2003 111222      Diane's 2nd Cash book acct.
- 11/16/2003  11 2003 111222      Diane's 2nd Cash book acct.
- 11/15/2003  11 2003 111222      Diane's 2nd Cash book acct.
- 11/13/2003  11 2003 111222      Diane's 2nd Cash book acct.
- 11/12/2003  11 2003 111222      Diane's 2nd Cash book acct.
- 11/11/2003  11 2003 111222      Diane's 2nd Cash book acct.
- 11/10/2003  11 2003 111222      Diane's 2nd Cash book acct.
- 11/05/2003  11 2003 111222      Diane's 2nd Cash book acct.
- 10/31/2003  10 2003 111222      Diane's 2nd Cash book acct.
- 10/23/2003  10 2003 111222      Diane's 2nd Cash book acct.
- 10/07/2003  09 2003 111222      Diane's 2nd Cash book acct.

Bottom

F2=Function keys  F3=Exit  F6=Create  F10=Quick Access  F12=Cancel
```

Figure 6-3: Work With Bank Reconciliations prompt screen

The system displays a list of all existing reconciliations for the selected bank account. The system highlights outstanding reconciliations.

- 3 Press F3 to return to the Work With Bank Accounts prompt screen.

# Creating reconciliations

Complete the steps below to create a new bank reconciliation.

- 1 From the Infinium CB main menu, select *Bank Reconciliation*. The system displays a screen similar to Figure 6-1.
- 2 Press F6 on the Work With Bank Reconciliations screen similar to Figure 6-2 or Figure 6-3. The system displays a screen similar to Figure 6-4.

11/07/03	15:13:50	Bank Reconciliation	CBGBKR	CBDBKR
Bank reconciliation for account . . .		111222	Period . . . <u>11</u> <u>2003</u>	
Type information and options and press enter.				
Statement number and date . . . . .		<u>1120310</u>	<u>11172003</u>	
Balance from bank statement . . . . .			_____	Previous Balance .00
Option 2=Work 6=Print				
-	Uncleared payments . . . . .	3075011373791.01		
-	Uncleared receipts . . . . .	18819053.97		
-	Memorandum items . . . . .	_____		
Cash book balance . . . . .			3074992554737.04-	
Account balance - GL . . . . .			28828.00-	
Option 2=Work 6=Print				
-	Additional transactions . . . . .	498.00		
-	Unclosed items - PL . . . . .	1555778034681.18		
-	Unclosed items - AR . . . . .	17024006.00		
Balance from GL . . . . .			1555761038005.18-	Difference 1519231515731.86-
F2=Function keys F3=Exit F5=Refresh F10=Quick Access F12=Cancel				

Figure 6-4: Bank Reconciliation screen

The system displays and maintains the balances listed below.

- *Previous Balance*  
This is the current reconciled position based on the previous bank reconciliation.
- *Cash book balance*  
This is the reconciled Infinium CB balance.
- *Balance from GL*  
This is the reconciled Infinium GL balance.

*Difference*

This is the difference between the Infinium CB balance and balance in Infinium GL. This will be zero when you reconcile the account.

- 3 Use the information below to complete the fields on this screen. You must type information in all of the fields.

*Period*

Type the accounting period and the year for the accounting period you are reconciling.

*Statement number and date*

Type the reference number and date of the most recent statement received from the bank for this account.

*Balance from bank statement*

Type the closing balance on the most recent bank statement.

- 4 Specify **Work** in the appropriate *Option* field to update the balances below.

*Uncleared payments*

The *Uncleared payments* balance identifies payments to the bank account that are still outstanding.

Refer to the “Reconciling uncleared payments” topic in this chapter for more information. You must save a new reconciliation before you can work on it. Press F5 to refresh a new reconciliation before you begin working on it.

*Uncleared receipts*

The *Uncleared receipts* balance identifies cash deposits to the bank account that have not cleared.

Refer to the “Reconciling uncleared receipts” topic in this chapter for more information.

*Memorandum items*

The *Memorandum items* balance identifies any transactions posted in Infinium GL but not processed by the bank.

Refer to the “Reconciling memorandum items” topic in this chapter for more information.

---

### *Additional transactions*

The *Additional transactions* balance identifies general ledger transactions processed by the bank but not posted to Infinium GL.

Refer to the “Reconciling additional transactions” topic in this chapter for more information.

### *Unclosed items - PL*

The *Unclosed items - PL* balance identifies cash payments and receipts not closed from Infinium PL to Infinium GL.

Refer to the “Reconciling unclosed Infinium PL items” topic in this chapter for more information.

### *Unclosed items - AR*

The *Unclosed items - AR* balance identifies cash deposits and receipts not closed from Infinium AR to Infinium GL. It also includes cash receipt batches not posted.

Refer to the “Reconciling unclosed Infinium AR items” topic in this chapter for more information.

- 5 Press F3 and specify **Exit, Save Changes** in the Exit Options window. The system saves your changes and returns you to the Work With Bank Reconciliations screen.

**Note:** Before you can work on the new bank reconciliation, you must:

- Save the new reconciliation
  - Press F5 to refresh the new reconciliation
-

## Reconciling uncleared payments

The uncleared payments balance identifies payments made from the bank account not marked as cleared in Infinium CB.

Complete the steps below to reconcile uncleared payments.

- 1 From the Bank Reconciliation screen similar to Figure 6-4, specify **Work with** in the *Option* field next to *Uncleared payments* and press Enter.

If there are multiple payments from which to select, the system displays a screen similar to Figure 6-5. If there is only one payment, the system displays a screen similar to Figure 6-6.

```

11/10/2003 14:41:49      Work With Uncleared Payments      CBGWWUP      CBDWWUP

Bank account number . . . . . AMS2 CB ACCOUNT AMS
Bank account name . . . . . AMS2 PL BANK ACCOUNT AMS

Type information and press enter:
  2=Work with

      Total
- PL PAYMENTS                341961.03
- CB RECURRING PAYMENTS      120.00
- CB MANUAL PAYMENTS          33.00

Bottom

-----
F2=Function keys F3=Exit F5=Refresh F10=Quick Access F12=Cancel

```

Figure 6-5: Work with Uncleared Payments selection screen

- 2 Specify **Work with** in the field next to *PL PAYMENTS* and press Enter to work with uncleared payments. The system displays a screen similar to Figure 6-6.



```

11/10/03  14:42:56  Work With Bank Clearings  CBGWBC  CBDWBC

Bank account name . . . . . AMS2 PL BANK ACCOUNT AMS
Bank account number . . . . . AMS2 CB ACCOUNT AMS

Type information and options and press Enter.
Defaults : Cleared date . . : 11102003  Reason code . . : _____ +
Entry Payment                Cleared Reason
No.   No.      Cleared Amount   Date   Code +  Adj  Src  Apl
001  CB TEST 1    100.00    10062003  CBCLR   0   X   0
002  _____    .00      _____    _____    -
003  _____    .00      _____    _____    -
004  _____    .00      _____    _____    -
005  _____    .00      _____    _____    -
006  _____    .00      _____    _____    -
007  _____    .00      _____    _____    -
008  _____    .00      _____    _____    -
009  _____    .00      _____    _____    -
010  _____    .00      _____    _____    -

Totals: Payments -      1          Cleared Amount -          More...
                                         100.00

F2=Function keys  F3=Exit  F4=Prompt  F7=MultiSelect  F24=More keys

```

Figure 6-6: Work with Bank Clearings screen

The system displays the bank account name and number at the top of the screen. In the lower portion of the screen, the system displays details of all uncleared payments selected for clearing for that account up to the statement date.

From this screen, you can:

- Manually enter details of uncleared payments using the fields on this screen
- Select multiple payments for clearing
- Apply the payment clearings
- Return to the top of the subfile
- Position the cursor on the first subsequent page with a blank line

### Manually entering uncleared payment details

**Note:** To use the quicker and preferred multi-select method rather than manually enter details of payments to clear, proceed to step 5.

- 3 Use the information below to complete the fields on this screen and manually enter details of the payments to clear.

You can also use these fields to adjust manually any selected payments. If you adjust a payment and it does not match the original value, the system

displays the Adjust Payment Clearing screen. Refer to the “Performing adjustments” topic in this chapter for more information.

*Default Cleared date*

Type the transaction's cleared date. This must be a date prior to or equal to the statement date and equal to or greater than the PL payment date.

The default cleared date is the current system date. You can override this default date.

*Default Reason code*

Select a default reason code for the transactions. For example, select **CLEAR**.

**Note:** Reason codes are set up in Infinium PL under code type RSN.

*Payment No.*

Type the payment number for the transaction.

*Cleared Amount*

Type the amount to clear.

*Cleared Date*

The system completes this field with the default cleared date when you press Enter. You can change this date.

*Reason Code*

The system completes this field with the default reason code when you press Enter. You can change this reason code.

- 4 Proceed to step 6 after you enter the required details.

### Using the multi-select option to select uncleared payments

- 5 Press F7 to use the multi-select option. The system displays a screen similar to Figure 6-7.
-

```

11/13/03  08:15:51  Work With Payment Clearings  CBGWPC  CBDWPC

                P A Y M E N T S
Cleared date . . . . . 11132003  Reason code . . . . . _____ +
Stop payment date . . . 11132003

Type options and press enter
1=Clear payment  5=Display payment  7=Display paid item  8=Display vendor
11=Stop payment 13=Remove stop payment 16=Work with detail

Option Payment #  Method  S  Pay Date  Vendor      Payment Amount  Cur
Account          Acctg date  Factor      Gross paid amt

Loc  _____
—   —           51   0 10/10/2003                6336.56 USD
—   890         01   0 7/31/2002  KATE'S          300.00 USD
—   891         01   0 7/31/2002  KATE'S          300.00 USD
—   895         01   0 7/31/2002  KATE'S          300.00 USD
—   904         01   0 9/02/2002  KATE'S        2017.03 USD
—   906         01   0 9/02/2002  BECKY'S         170.50 USD
—   908         01   0 9/06/2002  KATE'S          500.00 USD
—   909         01   0 9/06/2002  KATE'S          500.00 USD
                                     More...

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

```

Figure 6-7: Work With Payment Clearings screen

The system displays details of all uncleared payments for that account up to the statement date. The system highlights payments selected for clearing.

From this screen, you can:

- Clear a payment

The system clears the payment when you apply clearing to all selected payments from the Work With Bank Clearings screen.

- Display payment details

The system displays the Analytical Inquiry screen in Infinium PL with details of the payment. Press F3 to return to this screen.

- Display paid invoices

The system displays the Analytical Inquiry screen in Infinium PL where you can view paid items and select the details that you want to view. Press F3 to return to this screen.

- Display vendor controls

The system displays the Work with Vendors screen in Infinium PL where you can select the vendor controls that you want to view. Press F3 to return to this screen.

- Stop a payment

After you press Enter, the system displays **1** in the *S* field indicating that the payment was stopped.

After you press F3 and specify **Exit, Save Changes**, the system stops the payment in Infinium PL and the system does not display the payment in Infinium CB as a payment you can clear. In this case, you can only remove the stop payment in Infinium PL.

- Remove a previously instructed payment stop

The system removes the **1** in the *S* field to indicate removal of the stop payment.

You can only use the remove stop payment option to remove a stop payment before you press F3 and specify **Exit, Save Changes**. If you press F3, specify **Exit, Save Changes**, and want to remove the stop payment, you can remove the stop payment in Infinium PL only.

- View the details behind payments transferred to a bank electronically

For example, a \$200,000 payment could pay 20 items while on the bank statement it appears as one item. By specifying **Work with detail** next to that item, you can look at the 20 individual items and clear them on that level.

- Refresh the screen and view the most current and complete list of payments

- View additional payment information including the account, accounting date, factor, and gross paid amount

- Select all other payments

- Narrow the list of payments displayed for selection

You can type information in the *Locate* field. After you press Enter, the system repositions the list to start with that information.

**6** Specify **Clear payment** next to each payment to select for clearing. You can press F13 to repeat your selection for all other payments.

**Note:** If you specify **Clear payment** next to a highlighted selected payment, you deselect that payment.

**7** Press Enter.

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

---

```

6/22/16  19:05:31  Work With Payment Clearings  CBGWPC  CBDWPC

                P A Y M E N T S
Cleared date . . . . . 1152003      Reason code . . . . . CLEAR +
Stop payment date . . . 6222016

Type options and press enter
1=Clear payment  5=Display payment  7=Display paid item  8=Display vendor
11=Stop payment 13=Remove stop payment 16=Work with detail

Option Payment #  Method  V S  Pay Date  Vendor      Payment Amount  Cur
                Account  Acctg date  Factor      Gross paid amt

Loc  _____
___  1      51   0  1/15/2003                123.00  USD
___ CP  4      51   0  1/15/2003                666.00  USD
___  4      02   0  12/29/2008                99.50  USD
___  5      02   0  12/29/2008                99.50  USD
___  7      51   0  1/28/2003                122.00  USD
___  7      02   0  12/29/2008                99.50  USD
___  8      51   0  1/28/2003                131.00  USD
___  8      02   0  12/30/2008                99.50  USD
                                          MORE...

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

```

Figure 6-8: Work With Payment Clearings selected items screen

When you clear a payment, **CP** is displayed in the payment record line to denote that the payment is cleared. The record is also highlighted in the list. If you remove the cleared payment, **CP** is removed from the record line, and the record is no longer highlighted in the list.

- 8 Make changes to the cleared amounts before you save your changes.
- 9 Press F3, specify **Exit, Save Changes** in the Exit Options window, and press Enter. The system saves the changes you made and returns you to the Work With Bank Clearings screen and includes the selected payments in the list.
- 10 Make changes to the cleared amounts if necessary. If an amount differs from the expected cleared amount, the system displays a screen similar to Figure 6-18. Refer to the “Performing adjustments” topic in this chapter for more information.

## Applying clearing

- 11 Press F16 after you select all of the uncleared payments to apply the clearing. The system displays a window similar to Figure 6-9.

```

11/19/2003 09:15:59      Clear Manual Payments      CBGMPC      CBDMPC

Bank account number . . . . . AMS2 CB ACCOUNT AMS
Bank account name . . . . . AMS2 PL BANK ACCOUNT AMS

Type options and press enter
1=Clear payment
Defaults : Cleared date . . : 11/01/2003      Reason code . . : CLEAR +
                                     Payment      Cleared      Reason
Opt Reference      Date      Amount      Date      Code +
- 09/01      9/01/2003      5.00      _____
- AMS 8      10/01/2003      15.00      _____
- AMS 10     10/01/2003      13.00      _____
- AMS 11
- 1 CHECK 52
- 1 MANUALAM
- 1 MANUAL 2

```

Enter Y to confirm Apply Clearings \_

F12=Cancel

Bottom

---

F2=Function keys F3=Exit F4=Prompt F10=Quick Access F24=More keys

Figure 6-9: Clear Manual Payments confirmation window

- 12 Specify **Y** and press Enter to confirm that you want to apply the clearings. Press F12 to cancel your request.

The system returns you to the Work With Uncleared Payments screen similar to Figure 6-5 and adjusts the uncleared payment balance for the cleared transactions selected.

- 13 Press F3, specify **Exit, Save Changes** in the Exit Options window, and press Enter. The system saves the changes you made and returns you to the Bank Reconciliation screen similar to Figure 6-4.
- 14 Press F5. The system refreshes the screen and displays updated values in the *Cash book balance* and the *Difference* field.

## Reconciling uncleared receipts

The *Uncleared Receipts* balance identifies cash deposits to the bank account not marked as cleared in Infinium CB.

Complete the steps below to reconcile uncleared receipts.

- 1 From the Bank Reconciliation screen similar to Figure 6-4, specify **Work** in the *Option* field next to *Uncleared Receipts* and press Enter. The system displays a screen similar to Figure 6-10.

```

11/19/03  09:19:27  Work With Receipt Clearings  CBGWBA  CBDWBA

Bank account name . . . . . AMS2 PL BANK ACCOUNT AMS
Bank account number . . . . . AMS2 CB ACCOUNT AMS

Type information and options and press Enter.
Defaults : Cleared date . . : 11192003  Reason code . . : ____ +
Entry  Check      Cleared Amount      Cleared  Reason
No.    No.          Date      Code +  Adj  Src  Apl
001    500          500.00    11012003  CB    0   X   0
002    600          600.00    11012003  CB    0   X   0
003                      .00
004                      .00
005                      .00
006                      .00
007                      .00
008                      .00
009                      .00
010                      .00

Totals: Receipts -      2          Cleared Amount -      1100.00
More...

F2=Function keys  F3=Exit  F4=Prompt  F7=Multiselect  F24=More keys

```

Figure 6-10: Work with Receipt Clearings screen

The system displays the bank account name and number at the top of the screen. In the lower portion of the screen, the system displays details of all uncleared receipts selected for clearing for that account up to the bank statement date.

From this screen, you can:

- Manually enter details of uncleared receipts using the fields on this screen
- Select multiple receipts for clearing
- Apply receipt clearings

- Return to the top of the subfile
- Position the cursor on the first subsequent page with a blank line

## Manually entering uncleared receipt details

**Note:** To use the quicker and preferred multi-select method rather than manually enter details of receipts to clear, proceed to step 4.

- 2 Use the information below to complete the fields on this screen and manually enter details of receipts to clear.

You can also use these fields to adjust selected receipts manually. If you adjust a receipt and it does not match the original value, the system displays the Adjust Receipt Clearing screen. Refer to the “Performing adjustments” topic in this chapter for more information.

### *Default Cleared Date*

Specify a default cleared date to be used to clear payments. This date must be prior to or equal to the statement date and greater than or equal to the receipt date.

The default cleared date is the current system date. You can override this default date.

### *Default Reason Code*

Select the reason code to apply to all of the clearings that you perform. For example, select **RECON**.

You can use this value for all clearings instead of specifying a reason code for each clearing. This value is useful when you are multi-selecting receipts to clear.

If you want to specify different reason codes for each clearing, remove this value.

**Note:** Reason codes are set up in Infinium AR under code type AJR.

### *Check No.*

Type the reference number for the transaction.

### *Cleared Amount*

Type the amount to clear.

---



*Cleared Date*

The system completes this field with the default cleared date when you press Enter. You can change this date.

*Reason Code*

The system completes this field with the default reason code when you press Enter. You can change this code.

- 3 Proceed to step 7 after you enter all details.

## Using the multi-select option to select uncleared receipts

- 4 Press F7 to use the multi-select option. The system displays a screen similar to Figure 6-11.

```

11/12/03  12:11:09  Work With Receipt Clearings  CBGWRC  CBDWRC

Type options and press enter
1=Select  5=Display receipt  8=Display customer  16=Work With Details

      Batch
Opt Check No.  No.  Lockbox  Co.      Cust/Natl  Check Amount  Curr
Loc
—  115      0000428  DERLCK   DER  AR  CUSTOMER      1500.00  USD

                                                                 Bottom

-----
F2=Function keys  F3=Exit  F5=Refresh  F10=Quick Access  F12=Cancel

```

Figure 6-11: Work With Receipt Clearings screen

The system displays details of all uncleared receipts for that account up to the bank statement date. The system highlights receipts selected for clearing.

From this screen, you can:

- Clear a receipt

The system clears the receipt when you apply clearing to all selected receipts from the Work With Receipt Clearings screen.

- Display receipts details
 

The system displays the Display Cash Receipts screen in Infinium AR with details of the receipt. Press F3 to return to this screen.
  - Display customer master controls
 

The system displays the Display Customer Master Controls screen in Infinium AR with details of the payment. Press F3 to return to this screen.
  - Work with details, such as payments within the cash batch
- 5 Specify **Select** next to each receipt you want to select for clearing. If you specify **Select** next to a selected receipt, you deselect it.

The system highlights selected receipts on the screen similar to Figure 6-12.

```

11/12/03  12:28:21  Work With Receipt Clearings  CBGWRC  CBDWRC

Type options and press enter
1=Select  5=Display receipt  8=Display customer  16=Work With Details

      Batch
Opt Check No.  No.  Lockbox  Co.  Cust/Natl  Check Amount  Curr
Loc
—  115  0000428  DERLCK  DER  AR CUSTOMER  1500.00  USD

                                                                 Bottom

-----
F2=Function keys  F3=Exit  F5=Refresh  F10=Quick Access  F12=Cancel

```

Figure 6-12: Work With Receipt Clearings selected receipt screen

- 6 Press F3, specify **Exit, Save Changes** in the Exit Options window, and press Enter. The system saves the changes you made and returns you to the Work With Receipt Clearings screen.

### Applying clearing

- 7 Press F16 to apply the clearing after you select all of the uncleared receipts that you want to clear. The system displays a confirmation window similar to Figure 6-13.

```

11/19/03  09:26:39  Work With Receipt Clearings  CBGWBA  CBDWBA

Bank account name . . . . . AMS2 PL BANK ACCOUNT AMS
Bank account number . . . . . AMS2 CB ACCOUNT AMS

Type information and options and press Enter.
Defaults : Cleared date . . : 11012003  Reason code . . : RECON +
Entry  Check                Cleared  Reason
No.    No.      Cleared Amount  Date   Code +  Adj  Src  Apl
001    500      500.00      11012003  CB      0    X    0
002    600      600.00      11012003  CB      0    X    0
003                      .00
004                      .00
005
006
007
008
009
010

Totals: Receipts -      2      Cleared Amount -      1100.00

F2=Function keys  F3=Exit  F4=Prompt  F7=Multiselect  F24=More keys

```

Enter Y to confirm Apply Clearings \_

F12=Cancel

Figure 6-13: Work With Receipt Clearings confirm apply clearings screen

- 8 Specify **Y** and press Enter to apply the clearings or press **F12** (Cancel) to cancel your request.

When you apply the clearings, the system adjusts the uncleared receipt balance for the cleared transactions selected.

- 9 Press **F3**, specify **Exit, Save Changes** in the Exit Options window, and press Enter.

The system saves the changes you made and returns you to the Bank Reconciliation screen. The system also updates the *Cash book balance* and the *Difference* fields.

## Reconciling memorandum items

The *Memorandum items* balance identifies transactions posted in Infinium GL but not processed by the bank.

Memorandum items are information required for balancing the reconciliation. They do not create a journal. Memorandum items are valid only for the reconciliation entered. The system does not carry them forward to the next reconciliation.

The system does not send memorandum items to Infinium PL, Infinium AR, Infinium GL, or Infinium GT nor do they appear in the *Additional transactions* field at the bottom of the Bank Reconciliation screen.

If you delete a positive memorandum item, the system decreases the memorandum items on the Bank Reconciliation screen. If you delete a negative memorandum item, the system increases the amount on the Bank Reconciliation screen.

Complete the steps below to reconcile memorandum items.

- 1 From the Bank Reconciliation screen similar to Figure 6-4, specify **Work** in the *Option* field next to *Memorandum items* and press Enter. The system displays a screen similar to Figure 6-14.
-



## Reconciling additional transactions

The *Additional Transactions* balance identifies general ledger transactions processed by the bank but not posted in Infinium GL.

Complete the steps below to reconcile additional transactions.

- 1 From the Bank Reconciliation screen similar to Figure 6-4, specify **Work** in the *Option* field next to *Additional transactions* and press Enter. The system displays a screen similar to Figure 6-15.

```

11/16/07   13:23:07   Work With Additional Transactions   CBGWAT   CBDWAT

Bank account number . . . . . AMS1 CB ACCOUNT #
Bank account name . . . . . PL Bank Account AMS
Type information and press enter:
8=Display
      Total
      PAYMENT ADJUSTMENTS           .00
      RECEIPT ADJUSTMENTS           .00
      - CB RECURRING PAYMENTS       40000.00-
      - CB MANUAL PAYMENTS           100064.00-
      - OTHER ADJUSTMENTS            100.00
      Total                          139964.00-

Other adjustments:
4=Delete
Account No.          Value      Tax
Detail
--- AMS-00-00-1000   + 100.00    0
Description : AMS PLW/CB
---                +
Description :
---                +
Description :
-----+-----+
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick Access  F12=Cancel

```

Figure 6-15: Work With Additional Transactions screen

This screen consists of the following five sections:

- Payment adjustments

The system displays any differences between cleared and paid amounts in the *Uncleared payments* field on the Bank Reconciliation screen. If you reduce an amount, the system displays the amount by which you reduced the clearing (the adjusted amount) as a negative number.

- Receipt adjustments

The system displays any differences between cleared and received amounts in the *Uncleared receipts* field on the Bank Reconciliation screen. The system displays an adjustment as a positive number.

- CB recurring payments

The system displays all recurring payments through the statement date. Positive recurring payments appear as credits.

- CB manual payments

The system displays all approved manual payments valid through the statement date. These appear as credits.

- Other adjustments

You can enter items on the bank statement ordinarily entered by a general ledger journal. Positive adjustments appear as debits and negative adjustments appear as credits. Adjustments may include a one-time payment to a supplier not in Infinium PL or a direct debit or bank charge not entered in Infinium PL or Infinium AR.

You can select the items listed above with **Display** to view the adjustments or payments generated from reconciling receipts and payments. You can also select **Other Adjustment** items with **Delete** to delete records from the additional transaction file and from the tax detail file.

2 Use the information below to complete the fields on this screen in the *Other adjustments* section.

*Account No.*

Select the general ledger account number for the adjustment.

*Value*

Type the value of the adjustment.

*Tax Detail*

Specify **Yes** to analyze and account for VAT.

If you specify **Yes**, the system displays the Tax Detail screen after you press Enter on this screen. Refer to the “Entering tax details” topic in this chapter for more information.

Specify **No** if you do not account for VAT.

---

- 3 Press F3, specify **Exit, Save Changes** in the Exit Options window, and press Enter. The system saves your changes and returns you to the Bank Reconciliation screen.
  - 4 Press F5 to refresh the screen. The system updates the *Cash book balance* and the *Difference* fields.
-



## Reconciling unclosed Infinium PL items

The *Unclosed Items - PL* balance identifies cash payments and receipts that closed from Infinium PL to Infinium GL.

Complete the steps below to reconcile unclosed Infinium PL items.

- 1 From the Bank Reconciliation screen similar to Figure 6-4, specify **Work** in the *Option* field next to *Unclosed Items - PL* and press Enter. The system displays a screen similar to Figure 6-16.

```

11/12/03  15:40:26  Work With Unclosed Items - PL  CBGWUP  CBDWUP

                                P A Y M E N T S

Type options and press enter
5=Display payment  7=Display paid item  8=Display vendor

Option Payment #  Method V S  Pay Date  Vendor  Payment Amount  Cur
                Account  Acctg date  Factor  Gross paid amt

Loc  _____
--   995      01 0 0 11/02/2003  KATE'S      8341.00  USD
--   1011     01 0 0 12/07/2003  KATE'S     110720.03  USD
--   11111     05 0 0 10/26/2001                .00
--   11112     05 0 0 10/26/2001                .00
--   11113     05 0 0 10/26/2001                .00
--   11114     05 0 0 10/26/2001                .00
--   11115     05 0 0 10/26/2001                .00
--   11116     05 0 0 10/26/2001                .00
--   11117     05 0 0 10/26/2001                .00
--   11118     05 0 0 10/26/2001                .00
                                           More...

-----
F2=Function keys  F3=Exit  F10=Quick Access  F11=Alternate View  F12=Cancel

```

Figure 6-16: Work With Unclosed Items - PL prompt screen

From this screen, you can:

- Display payment details of that payment

The system displays the Analytical Inquiry screen in Infinium PL with details of the payment. Press F3 to return to this screen.

- Display paid invoices

The system displays the Analytical Inquiry screen in Infinium PL with details of the payment. Press F3 to return to this screen.

- Display vendor controls

The system displays the Analytical Inquiry screen in Infinium PL with details of the vendor. Press F3 to return to this screen.

- View the account, accounting date, factor, and gross paid amount

You can type information in the *Locate* field. After you press Enter, the system repositions the list to start with that information.

- 2 Press F3 to return to the Bank Reconciliation screen.

---

## Reconciling unclosed Infinium AR items

The *Unclosed Items - AR* balance identifies cash payments and receipts not closed from Infinium AR to Infinium GL. It also includes cash receipt batches that were not posted.

Complete the steps below to reconcile unclosed Infinium AR items.

- 1 From the Bank Reconciliation screen similar to Figure 6-4, specify **Work** in the *Option* field next to *Unclosed Items - AR* and press Enter. The system displays a screen similar to Figure 6-17.

Option	Batch No	Reference Number	Check Number	Amount	Curr
—	428	1094	115	1500.00	USD
—	429	1095	116	100.00	USD

Figure 6-17: Work With Unclosed Items - AR screen

From this screen, you can:

- Display receipt details of that receipt  
The system displays the Display Cash Receipts screen in Infinium AR with details of the receipt. Press F3 to return to this screen.
- Display customer controls  
The system displays the Display Customer Master Controls screen in Infinium AR with details of the payment. Press F3 to return to this screen.

**2** Press F3 to return to the Bank Reconciliation screen.

# Performing adjustments

If you adjust a payment or a receipt before clearing so that it does not match the original value to clear, the system displays a screen similar to Figure 6-18. You can select a general ledger account and perform the appropriate adjustment.

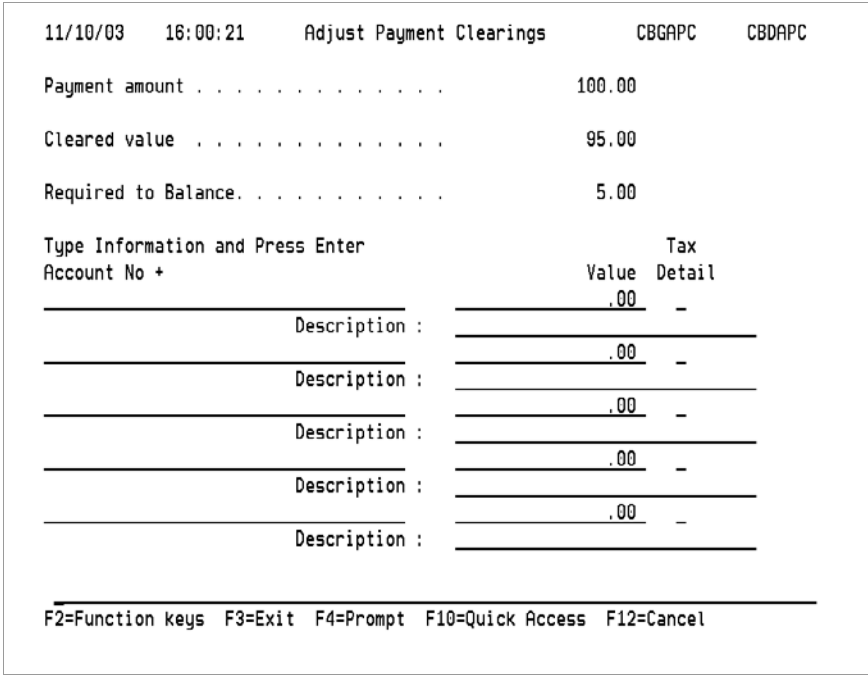


Figure 6-18: Adjust Payment Clearings screen

The system displays the following values:

- The *Payment amount* field or the *Payment receipt* field shows the original amount.
- The *Cleared value* field shows the value you entered to clear.
- The *Required to Balance* field shows the difference between the two.

1 Use the information below to complete the fields required to make the adjustment.

*Account No.*

Select a general ledger expense account to use for the payment adjustment. The offset account is the bank account. The system credits the bank account and debits the expense account.

*Value*

Type the value of the adjustment. You can specify multiple expensed amounts. The total of the expensed amounts specified on this screen must equal the net amount.

*Tax Detail*

Specify **Yes** if the amount payable includes VAT and you want to analyze and account for VAT. After you complete this screen and press Enter, the system displays a Tax Details Maintenance screen similar to Figure 6-19. The system interfaces all tax entries to Infinium GT when you complete the reconciliation.

If the amount payable does not include VAT, specify **No** in this field. After you complete this screen and press Enter, the system displays the Work With Payment Clearings screen similar to Figure 6-7.

*Description*

Provide a description for the adjustment. The system uses this description as the journal description for the expense account.

- 2 Press F3, specify **Exit, Save Changes** in the Exit Options window, and press Enter. The system performs the adjustment and returns you to the screen from which you entered the adjustment process.

The system creates a general ledger journal for the difference between the payment or receipt and the bank statement amount. The offsetting entry is always the bank account specified in the account creation screen. The system displays the difference amount as an additional transaction.

---

# Entering tax details

At some points within Infinium CB, you have the option of entering tax details. If you choose to do so, the system displays a screen similar to Figure 6-19.

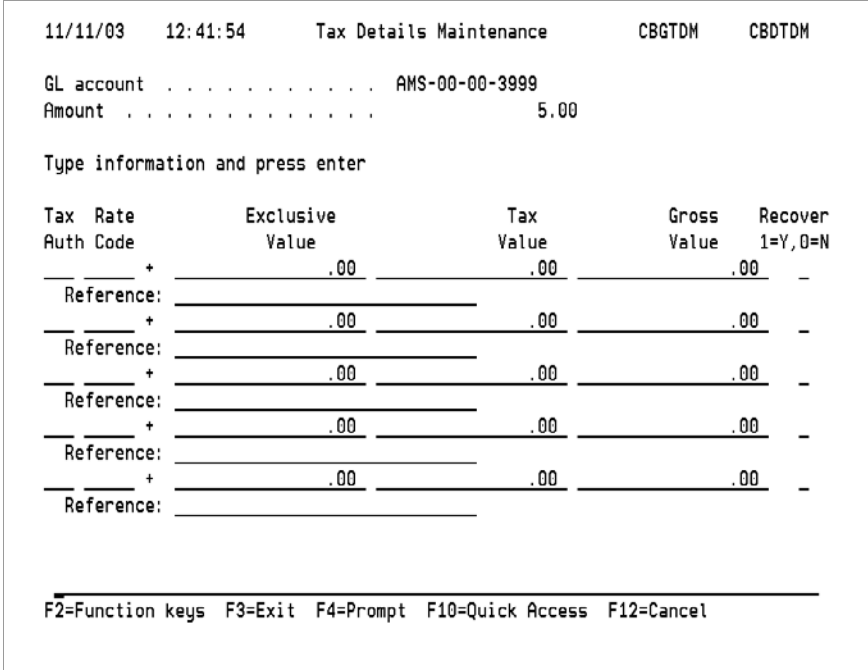


Figure 6-19: Tax Details Maintenance screen

- 1 Use the information below to complete the fields on this screen.

*Tax Auth*

Select the tax authority appropriate for this transaction.

*Rate Code*

Select the rate code value that represents the tax rate percentage.

*Exclusive Value*

Type the adjustment amount excluding tax.

*Tax Value*

Type the tax value.

*Gross Value*

The system populates this field.

*Recover*

Type a value to indicate whether the tax value is recoverable. Specify **Yes** to account for VAT. Specify **No** if you do not account for VAT.

*Reference*

Provide a description for the tax amount. The system uses this description as the general ledger journal transaction description for the tax amount.

- 2 Press Enter. When reconciliation is complete, the system creates transactions in a file that interfaces with Infinium GL and Infinium GT. The system returns you to the Work with Clearings screen from which you started.

The system displays the value of this adjustment in the *Additional Transactions* balance on the Bank Reconciliation screen.

---



## Updating bank reconciliations

You can update reconciliations that are not completed.

Complete the steps below to update a bank reconciliation.

- 1 From the Infinium CB main menu, select *Bank Reconciliation*. The system displays a screen similar to Figure 6-1.
- 2 From the Work With Bank Accounts screen, specify **Work with reconciliations** in the *Option* field next to the bank account whose reconciliation you want to update and press Enter. The system displays a screen similar to Figure 6-3.
- 3 From the Work With Bank Reconciliation screen, specify **Bank reconciliation** in the *Opt* field next to the bank reconciliation you want to update. The system displays a screen similar to Figure 6-20.

11/07/03 15:13:50 Bank Reconciliation		CBGBKR	CBDBKR
Bank reconciliation for account . . . : 111222		Period . . . 11 2003	
Type information and options and press enter.			
Statement number and date . . . . . : 1120310 11172003		Previous Balance	
Balance from bank statement . . . . . : _____ .00		.00	
Option 2=Work 6=Print			
- Uncleared payments . . . . . : 3075011373791.01			
- Uncleared receipts . . . . . : 18819053.97			
- Memorandum items . . . . . : _____ .00			
Cash book balance . . . . . : 3074992554737.04-			
Account balance - GL . . . . . : 28828.00-			
Option 2=Work 6=Print			
- Additional transactions . . . . . : 498.00			
- Unclosed items - PL . . . . . : 1555778034681.18			
- Unclosed items - AR . . . . . : 17024006.00			
Balance from GL . . . . . : 1555761039005.18-		Difference	
		1519231515731.86-	
F2=Function keys F3=Exit F5=Refresh F10=Quick Access F12=Cancel			

Figure 6-20: Bank Reconciliation screen

From this screen, you can:

- Update a balance

If you select a completed reconciliation, the option to work with transactions is not available and you cannot update the information on the screen.

- Print a report of the detailed entries for a balance
- 4 Use the information in the previous sections to update the reconciliation.
  - 5 Press F3, specify **Exit, Save Changes** in the Exit Options window. The system saves your changes and returns you to the Work With Bank Reconciliations screen.
-

---

## Completing bank reconciliations

When you complete a bank reconciliation, the system generates the reports listed below. The filename for each report is in parentheses after the report name.

- **Bank Reconciliation Report (CBTBRR)**  
Displays the Bank Reconciliation screen, CBDBKR, as it looked when you selected the reconciliation with **Complete/Interface**
- **Uncleared Payments Report (CBTUPR)**  
Displays a list of uncleared payments from Infinium PL for the account
- **Uncleared Receipts Report (CBTURR)**  
Displays a list of uncleared receipts from Infinium AR
- **Memorandum Items Report (CBTMIR)**  
Displays the description and amount of each item entered for the reconciliation
- **Additional Transaction Report (CBTATR)**  
Displays the source description of the transaction, the general ledger account number, the amount, and the currency
- **Unclosed Payments Report (CBTUCP)**  
Displays the unclosed payments (vendor, amount, payment number, bank, payment method, accounting date, and factor for the reconciliation paid items whose payment journals have not been transferred from Infinium PL to Infinium GL)
- **Unclosed Receipts Report (CBTUCR)**  
Displays the check number, batch number, lockbox, company, customer, national account, amount, and currency of the unclosed receipts for the bank account

Complete the steps below to complete a bank account reconciliation.

- 1 From the Work With Bank Accounts screen similar to Figure 6-1, specify **Work with reconciliations** in the *Option* field next to the bank account and press Enter. The system displays the Work With Bank Reconciliations screen similar to Figure 6-3.
-

- 2 Specify **Complete/Interface** in the *Opt* field next to an existing reconciliation to complete this reconciliation and update Infinium GL and Infinium GT for any adjustments.
- 3 Press F3, specify **Exit, Save Changes** in the Exit Options window.

If tax details exist for the reconciliation, the system updates Infinium GT and displays the screen shown in Figure 6-21.

```

1/25/11  12:40:17  Complete/Interface Reconciliation  CBGCIS  CBDCIS

Type information and press enter

Complete and Close to GL . . . . =      (1=Yes, 0=No)

                                     Post      Reconciliation      Current GL
                                     To        Period          Period
GL period . . . . .  1              01              01
GL year . . . . . 2008             2008            2008

Currency exchange rate date . . . 1252011

F2=Function keys  F3=Exit  F10=Quick Access  F12=Cancel

```

Figure 6-21: Complete/Interface Reconciliation screen

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

#### *Complete and Close to GL*

Specify yes to complete the reconciliation, create the required GL journals, and submit the GL journals for posting.

Specify no to take no action at this time. The reconciliation is not completed, and no GL journals are created and posted.

#### *GL Period*

Specify the general ledger period in which to post the journals.

#### *GL Year*

Specify the general ledger year in which to post the journals.

### *Currency Exchange Rate Date*

Specify the currency exchange rate date to use for the journals.

- 5 Press F3, specify **Exit, Save Changes** in the Exit Options window, and press Enter.

If you specify yes in the *Complete and Close to GL* field, the system:

- Saves your changes
  - Generates the reconciliation reports
  - Updates Infinium GL with any additional transactions and creates journal entries
  - Updates Infinium GT if tax details exist for the reconciliation
  - Changes the status of the reconciliation to inactive making it possible to view and print the reconciliation but not update it
-

## Viewing and printing reconciliation reports

Complete the steps below to view and print bank reconciliation reports. You can select a bank reconciliation on the Work With Bank Reconciliations screen to view and print all reports. You can select specific reports on the Bank Reconciliation screen to view or print them.

Infinium CB provides reports listed below. The filename for each report is in parentheses after the report name.

- **Bank Reconciliation Report (CBTBRR)**  
Displays the Bank Reconciliation screen, CBDBKR, as it looked when you selected the reconciliation with **Complete/Interface**
- **Uncleared Payments Report (CBTUPR)**  
Displays a list of uncleared payments from Infinium PL for the account
- **Uncleared Receipts Report (CBTURR)**  
Displays a list of uncleared receipts from Infinium AR
- **Memorandum Items Report (CBTMIR)**  
Displays the description and amount of each item entered for the reconciliation
- **Additional Transaction Report (CBTATR)**  
Displays the source description of the transaction, the general ledger account number, the amount, and the currency
- **Unclosed Payments Report (CBTUCP)**  
Displays the unclosed payments (vendor, amount, payment number, bank, payment method, accounting date, and factor for the reconciliation paid items whose payment journals have not been transferred from Infinium PL to Infinium GL)
- **Unclosed Receipts Report (CBTUCR)**  
Displays the check number, batch number, lockbox, company, customer, national account, amount, and currency of the unclosed receipts for the bank account

- 1 From the Infinium CB main menu, select *Bank Reconciliation*. The system displays a screen similar to Figure 6-22.
-

```

11/11/2003 16:09:39      Work With Bank Accounts      CBGWVB      CBDWVB

Type options and press enter
1=Work with reconciliations 2=Change 4=Delete 10=Recurring payments
11=Manual payments 12=Account security
Option  Account Number      Account Name
---     ---
---     ACH ACCOUNT 1             ACH ACCOUNT 1 - AMS BANK - USD
---     AMS1 CB ACCOUNT #        PL Bank Account AMS
---     AMS2 CB ACCOUNT AMS      AMS2 PL BANK ACCOUNT AMS
---     CB1 USD ACCOUNT          CB1 USD ACCOUNT
---     DAVID-7                  david's account
---     DEG4                     deg
---     DER5                     Der5
---     EUR DRF ACCOUNT         EUR DRF Account
---     GBP DRF ACCOUNT         GBP DRF ACCOUNT
---     NEW CASH BOOK ACCT      New cash book acct.
---     NEW SYSTEM ACCOUNT      New System Test Account
---     SJ09180837              SJ09180837
---     USD DRF ACCOUNT        USD DRF ACCOUNT
                                           More...

-----
F2=Function keys  F3=Exit  F6=Create  F10=Quick Access  F12=Cancel

```

Figure 6-22: Work With Bank Accounts prompt screen

The system displays a list of existing bank accounts.

- 2 Specify **Work with reconciliations** in the *Option* field next to the bank account whose reconciliation reports you want to view or print and press Enter. The system displays a screen similar to Figure 6-23.

```

11/19/03  09:43:41  Work With Bank Reconciliations  CBGWBR  CBDWBR

Type options and press enter
1=Bank reconciliation  4=Delete  6=Print reconciliation  9=Complete/Interface
Statement
Opt  Date      Perd Year  Account Number      Account Name
-   11/12/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   11/11/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   11/10/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   11/09/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   11/08/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   11/07/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   11/06/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   11/05/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   11/05/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   11/04/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   10/01/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS

Bottom

-----
F2=Function keys  F3=Exit  F6=Create  F10=Quick Access  F12=Cancel

```

Figure 6-23: Work With Bank Reconciliations account prompt screen

## Viewing and printing all reports

- 1 Specify **Print reconciliation** in the *Opt* field next to the reconciliation whose reports you want to view or print and press Enter.
- 2 Press F3 and return to the main menu.
- 3 Press F14 to work with jobs.
- 4 Page down or press F18 to go to the bottom of the Work With Submitted Jobs screen.
- 5 Specify **Work with spooled file** next to *BANKRECRPT* and press Enter.
- 6 Specify **Display** next to *CBTBRR* to view the report.
- 7 Specify **Change** next to *CBTBRR* and press Enter.
- 8 Specify your printer in the *Printer* field and press Enter to print the report.



## Viewing or printing specific reports

- 1 Specify **Bank reconciliation** in the *Opt* field next to a reconciliation on the screen similar to Figure 6-23.

The system displays a screen similar to Figure 6-24.

11/07/03 15:13:50 Bank Reconciliation		CBGBKR	CBDBKR
Bank reconciliation for account . . . : 111222		Period . . . <u>11</u> <u>2003</u>	
Type information and options and press enter.			
Statement number and date . . . . . : <u>1120310</u> <u>11172003</u>		Previous Balance	
Balance from bank statement . . . . .	_____	.00	.00
Option 2=Work 6=Print			
- Uncleared payments . . . . .	3075011373791.01		
- Uncleared receipts . . . . .	18819053.97		
- Memorandum items . . . . .	_____	.00	
Cash book balance . . . . .	3074992554737.04-		
Account balance - GL . . . . .	28828.00-		
Option 2=Work 6=Print			
- Additional transactions . . . . .	498.00		
- Unclosed items - PL . . . . .	1555778034681.18		
- Unclosed items - AR . . . . .	17024006.00		
Balance from GL . . . . .	1555761039005.18-		Difference
			1519231515731.86-
F2=Function keys F3=Exit F5=Refresh F10=Quick Access F12=Cancel			

Figure 6-24: Bank Reconciliation screen

- 2 Specify **Print** in the *Option* field next to the items below that you want to view or print and press Enter.
  - *Uncleared payments*
  - *Uncleared receipts*
  - *Memorandum items*
  - *Additional transactions*
  - *Unclosed items - PL*
  - *Unclosed items - AR*
- 3 Press F3 and return to the main menu.
- 4 Press F14 to work with jobs.
- 5 Page down or press F18 to go to the bottom of the Work With Submitted Jobs screen.

- 6 Specify **Work with spooled file** next to the job you want to view or print and press Enter.

The job names are:

- UNCLR\_PAY (Uncleared payments)
- UNCLR\_REC (Uncleared receipts)
- MEM\_ITEMS (Memorandum items)
- ADDIT\_TRN (Additional transactions)
- UNCLO\_PAY (Unclosed items - PL)
- UNCLO\_REC (Unclosed items - AR)

- 7 Specify **Display** next to the file and press Enter to view the report.

The filenames are:

- CBTUPR (Uncleared payments)
- CBTURR (Uncleared receipts)
- CBTMIR (Memorandum items)
- CBTATR (Additional transactions)
- CBTUCP (Unclosed items - PL)
- CBTUCR (Unclosed items - AR)

- 8 Specify **Change** next to the file you want to print and press Enter.

- 9 Specify your printer in the *Printer* field and press Enter to print the report.
-

## Deleting bank reconciliations

Complete the steps below to delete a bank reconciliation.

- 1 From the Infinium CB main menu, select *Bank Reconciliation*. The system displays a screen similar to Figure 6-25.

```

11/11/2003 16:09:39      Work With Bank Accounts      CBGWBB      CBDWBB

Type options and press enter
1=Work with reconciliations 2=Change 4=Delete 10=Recurring payments
11=Manual payments 12=Account security
  Option  Account Number      Account Name
  ---    ---
  ---    ACH ACCOUNT 1             ACH ACCOUNT 1 - AMS BANK - USD
  ---    AMS1 CB ACCOUNT #      PL Bank Account AMS
  ---    AMS2 CB ACCOUNT AMS     AMS2 PL BANK ACCOUNT AMS
  ---    CB1 USD ACCOUNT         CB1 USD ACCOUNT
  ---    DAVID-7                 david's account
  ---    DEG4                     deg
  ---    DER5                     Der5
  ---    EUR DRF ACCOUNT         EUR DRF Account
  ---    GBP DRF ACCOUNT         GBP DRF ACCOUNT
  ---    NEW CASH BOOK ACCT     New cash book acct.
  ---    NEW SYSTEM ACCOUNT     New System Test Account
  ---    SJ09180837            SJ09180837
  ---    USD DRF ACCOUNT         USD DRF ACCOUNT
                                          More...

F2=Function keys F3=Exit F6=Create F10=Quick Access F12=Cancel

```

Figure 6-25: Work With Bank Accounts prompt screen

The system displays a list of existing bank accounts.

- 2 Specify **Work with reconciliations** in the *Option* field next to the bank account whose reconciliation you want to delete and press Enter. The system displays a screen similar to Figure 6-26.

```

11/19/03   09:43:41   Work With Bank Reconciliations   CBGWBR   CBDWBR

Type options and press enter
1=Bank reconciliation  4=Delete  6=Print reconciliation  9=Complete/Interface
Statement
Opt  Date      Perd Year  Account Number      Account Name
-   11/12/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   11/11/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   11/10/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   11/09/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   11/08/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   11/07/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   11/06/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   11/05/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   11/05/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   11/04/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
-   10/01/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS

Bottom

-----
F2=Function keys  F3=Exit  F6=Create  F10=Quick Access  F12=Cancel

```

Figure 6-26: Work With Bank Reconciliations account prompt screen

The system displays a list of all existing reconciliations for the selected bank account. The system highlights outstanding reconciliations.

- 3 Specify **Delete** in the *Opt* field next to the reconciliation you want to delete. The system displays a screen similar to Figure 6-27.

```

11/19/03  09:43:41  Work With Bank Reconciliations  CBGWBR  CBDWBR

Type options and press enter
1=Bank reconciliation  4=Delete  6=Print reconciliation  9=Complete/Interface
Statement
Opt Date      Perd Year  Account Number      Account Name
 4 11/12/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
- 11/11/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
- 11/10/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS
- 11/09/20    COUNT AMS
- 11/08/20    COUNT AMS
- 11/07/20    COUNT AMS
- 11/06/20    COUNT AMS
- 11/05/20    COUNT AMS
- 11/05/20    COUNT AMS
- 11/04/20    COUNT AMS
- 10/01/2003  10  2003  AMS2 CB ACCOUNT AMS  AMS2 PL BANK ACCOUNT AMS

Enter Y to confirm delete request:  _
F12=Cancel

Bottom

F2=Function keys  F3=Exit  F6=Create  F10=Quick Access  F12=Cancel

```

Figure 6-27: Work With Bank Reconciliations delete confirmation screen

- 4 Specify Y and press Enter to delete the reconciliation or press F12 (Cancel) to cancel your request.

When you delete a reconciliation, the system displays a screen similar to Figure 6-28.

```
11/19/03 09:57:53 Work With Bank Reconciliations CBGWBR CBDWBR

Type options and press enter
1=Bank reconciliation 4=Delete 6=Print reconciliation 9=Complete/Interface
Statement
Opt Date      Perd Year Account Number      Account Name
- * Inactive 00 0000 * Inactive *
- 11/11/2003 10 2003 AMS2 CB ACCOUNT AMS AMS2 PL BANK ACCOUNT AMS
- 11/10/2003 10 2003 AMS2 CB ACCOUNT AMS AMS2 PL BANK ACCOUNT AMS
- 11/09/2003 10 2003 AMS2 CB ACCOUNT AMS AMS2 PL BANK ACCOUNT AMS
- 11/08/2003 10 2003 AMS2 CB ACCOUNT AMS AMS2 PL BANK ACCOUNT AMS
- 11/07/2003 10 2003 AMS2 CB ACCOUNT AMS AMS2 PL BANK ACCOUNT AMS
- 11/06/2003 10 2003 AMS2 CB ACCOUNT AMS AMS2 PL BANK ACCOUNT AMS
- 11/05/2003 10 2003 AMS2 CB ACCOUNT AMS AMS2 PL BANK ACCOUNT AMS
- 11/05/2003 10 2003 AMS2 CB ACCOUNT AMS AMS2 PL BANK ACCOUNT AMS
- 11/04/2003 10 2003 AMS2 CB ACCOUNT AMS AMS2 PL BANK ACCOUNT AMS
- 10/01/2003 10 2003 AMS2 CB ACCOUNT AMS AMS2 PL BANK ACCOUNT AMS

Bottom

-----
F2=Function keys F3=Exit F6=Create F10=Quick Access F12=Cancel
```

Figure 6-28: Work With Bank Reconciliations inactive reconciliation screen

---

# Appendix A Accounting Entries

# A

## Infinium GL entries

Infinium CB sends journals to Infinium GL when you complete a bank reconciliation. These journals reflect the following cash book transactions:

- Adjustments made in Infinium CB to Infinium PL cleared amounts
- Adjustments made to Infinium AR cleared amounts
- Other adjustments made for additional transactions
- Approved manual payment amounts
- Recurring payment amounts

The system creates general ledger journal entries using the following general ledger account numbers:

- Entered in Infinium CB on the Expense Analysis screens
- Associated with tax rates in Infinium GT
- Associated with cash book bank accounts

The descriptions that you enter on the Expense Analysis screens and the references that you enter on the Tax Detail screen become the transaction descriptions on the general ledger journal detail lines.

---

## Payment adjustments made in Infinium CB

### Clearing payment for less than payment amount, no tax

If you reduce an Infinium PL payment when you perform a clearing, the system creates the general ledger entries below when you complete the reconciliation.

Debit	Credit
Account associated with the cash book bank account for the amount of the adjustment	Account entered on the Adjust Payment Clearings screen for the amount of the adjustment

### Clearing payment for less than payment amount, tax included

If you reduce an Infinium PL payment when you perform a clearing, the system creates the general ledger entries below when you complete the reconciliation.

For example, you reduce a payment by \$7 and \$1 of that amount is tax related.

Debit	Credit
Account associated with the cash book bank account for \$7	Account for taxes associated with the Infinium GT tax rate for \$1
	Account entered on the Adjust Payment Clearings screen for \$6

**Note:** If you have multiple adjustments, the system uses the description of the last adjustment on the bank account balancing entry.



## Receipt adjustments made in Infinium CB

### Clearing receipt for less than receipt amount, no tax

If you reduce an Infinium AR receipt when you perform a clearing, the system creates the GL entries below when you complete the reconciliation.

Debit	Credit
Account entered on the Adjust Receipt Clearing screen	Account associated with the cash book bank account

### Clearing receipt for less than receipt amount, tax included

If you reduce a receipt when performing a clearing and a portion of the adjustment is related to tax, the system creates the journal entries below.

Debit	Credit
Account for taxes associated with the Infinium GT tax rate	Account associated with the cash book bank account for the full amount of the adjustment
Account entered on the Adjust Receipt Clearing screen	

## Additional adjustments (other adjustments) made in Infinium CB

### Creation of positive other adjustments, tax included

If you create an adjustment and a portion of the adjustment is related to tax, the system creates the general ledger entries below when you complete the reconciliation.

For example, you create an adjustment for \$500 and \$100 of the adjustment is related to tax.

Debit	Credit
Account associated with the cash book bank account for the full amount of the adjustment for \$500	Account for tax associated with the Infinium GT tax rate for \$100
	Account entered on the Work With Additional Transactions screen for \$400

### Creation of negative other adjustments, tax included

If you create a negative adjustment and a portion of the adjustment is related to tax, the system creates journal entries.

For example, you create an adjustment for \$-90 and \$-5 of the adjustment is related to tax.

Debit	Credit
Account for taxes associated with the Infinium GT tax rate for \$5	Account associated with cash book bank account for \$90
Account entered on the Work With Additional Transaction screen for \$85	

## Manual payments created in Infinium CB

### Positive manual payments, tax included

If you have multiple manual payments of different amounts and each has the same amount of tax, the system creates the journal entries below.

For example, you have a \$100 payment and a \$75 payment and each payment has a tax of \$5.

Debit	Credit
Account for taxes associated with the Infinium GT tax rate for \$5	Account associated with cash book bank account for \$175
Account for taxes associated with the Infinium GT tax rate for \$5	
Account entered on the Expense Analysis screen account for \$95	
Account entered on the Expense Analysis screen account for \$70	

## Recurring payments created in Infinium CB

### Positive recurring payments, tax included

If you create a recurring payment and a portion of that payment is related to tax, the system creates the journal entries below.

For example, you create a \$5000 recurring payment and \$1000 of the payment is related to tax.

Debit	Credit
Account for taxes associated with the Infinium GT tax rate for \$1000	Account associated with cash book bank account for \$5000
Account entered on the Expense Analysis screen account for \$4000	

## Notes