



# Infor Infinium FMS Payables Ledger Guide to Processing

Volume 1

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## About This Guide

This section focuses on the following information:

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

### Intended audience

This guide is for Infinium Payables Ledger (PL) users who are responsible for daily processing tasks using the Infinium PL controls.

### Purpose of this guide

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

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## Organization of this guide

This guide is task oriented. We group 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
- Prompt and selection screens
- Promptable fields
- Infinium applications and abbreviations

### Fonts and wording

Convention	Description	Example
<i>Italic typeface</i>	Menu options and field names  The guide uses the same abbreviations as the screen.	<i>Work with terms</i>  Complete the Prox Terms section to create proximo payment terms.
<b>Bold standard typeface</b>	Used for notes, cautions and warnings	<b>Caution:</b> You must ensure that all Infinium PL users are signed off before reorganizing and purging. If there are jobs in the queue, those files will not be reorganized.
<b>Bold monospaced typeface</b>	Characters that you type and messages that are displayed	Type <b>A</b> to indicate that the position is alphanumeric and type <b>N</b> to indicate that the position is numeric.  The following message is displayed:  <b>Company not found</b>

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Convention	Description	Example
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 F21 to perform an override.
Select	Choose a menu option or choose a record or field value after prompting.	Select <i>Work with invoices</i> and press Enter.  Select <b>C</b> (capitalization), <b>E</b> (expense) or <b>B</b> (both) as the <i>Capitalization code</i> value.
Press Enter	Provide information on a screen and when you have finished, press Enter to save your entries and continue.	Press Enter to save your changes and continue.
Exit	Exit a screen or function, usually to return to a prior selection list or menu. May require exiting multiple screens in sequence.	Press F3 to return to the main menu.
Cancel	Cancel the work at the current screen or dialog box, usually to return to the prior screen.	Press F12 to cancel your entries.

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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 GL 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>	Select <i>Work with Vendors</i> [WWV].
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications and use standard name and abbreviations.	<i>Infinium Payables Ledger Guide to Processing</i> is referred to as <i>Infinium PL Guide to Processing</i> .

## Function keys

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

Function key	Name	Description
F1	Help	Displays help text

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

## 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.

```

2/24/2003 09:24:32      Invoice Header      PLGIEI  PLDIEI
-----
Session . . . . . : 10678
Reference invoice . . . ____ - ____ +
Invoice type . . . . . 1 +
Vendor . . . . . ____ + -or Short name . . . . ____ +
Company . . . . . ____ +      Division . . . . . ____ +
-----

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
Press Enter to continue.
    
```

Figure 1: Prompt screen

```

10/12/2006 15:58:30      Vendor Display      PLGVEDM1  PLDVEDM1
-----
Type information and press Enter.
1=Select
All Vendors
-----
Opt Vendor      Vendor name      Short name Doing Business As Act
Loc
-----
  A THE A COMPANY      ACOMPANYTH THE B COMPANY      0
  A THE_A COMPANY      DEG TEST  THE_B COMPANY      0
  B The B Company      BCOMPANYTH      1
  C The C Company      CCOMPANYTH      1
  D The D Company      DCOMPANYTH      1
  E The E company      ECPMPANYTH      1
  F The F Company      FCOMPANYTH      1
  G The G Company      GCOMPANYTH      1
  H The H Company      HCOMPANYTH      1
  I The I Company      ICOMPANYTH      1
  J The J Company      JCOMPANYTH      1
  K The K Company      KCOMPANYTH      1
                                     More...
-----

F2=Function keys  F3=Exit  F5=Refresh  F24=More keys
    
```

Figure 2: Selection screen

## Promptable fields

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

To select an entry perform one of the following:

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

## Infinium applications and abbreviations

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

<b>Application</b>	<b>Abbreviation</b>
Infinium Application Manager	Infinium AM
Infinium Application Manager Extended	Infinium AM/X
Infinium Query	Infinium QY
Infinium Query Extended	Infinium QY/X
<b>Infinium Financial Management Suite</b>	<b>Infinium FM</b>
Infinium Accounts Receivable	Infinium AR
Infinium Currency Management	Infinium CM
Infinium Financial Products	Infinium FP
Infinium Fixed Assets	Infinium FA
Infinium General Ledger	Infinium GL
Infinium Global Taxation	Infinium GT
Infinium Income Reporting	Infinium IR
Infinium Payables Ledger	Infinium PL
Infinium Project Accounting	Infinium PA
Infinium Purchasing/Payables Exchange	Infinium PX
Infinium ReportWriter	Infinium RW
<b>Infinium Human Resources Suite</b>	<b>Infinium HR</b>
Infinium Flexible Benefits	Infinium FB
Infinium Human Resources	Infinium HR
Infinium Human Resources/Payroll	Infinium HR/PY

<b>Application</b>	<b>Abbreviation</b>
Infinium Human Resources International	Infinium HR/UK
Infinium Payroll	Infinium PY
Infinium Training Administration	Infinium TR
<b>Infinium Materials Management Suite</b>	<b>Infinium MM</b>
Infinium Cross Applications	Infinium CA
Infinium Electronic Exchange	Infinium EX
Infinium Inventory Control	Infinium IC
Infinium Journal Processor	Infinium JP
Infinium Order Processing	Infinium OP
Infinium Purchase Management	Infinium PM
<b>Infinium Process Manufacturing Suite</b>	<b>Infinium PR</b>
Infinium Advanced Planning	Infinium MP
Infinium Formula Management	Infinium PF
Infinium Laboratory Management	Infinium LA
Infinium Manufacturing Control	Infinium MC
Infinium Regulatory Management	Infinium RM

## Related documentation

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

- *Infinium PL Guide to Controls*
- *Infinium PL and Infinium PM Guide to Integration*
- *Infinium PL Technical Guide*
- *Infinium PL Quick Reference Card*
- Online help

Installation instructions and release notes are available on Infor365.

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# Chapter 1 Infinium PL: An Overview

# 1

This chapter contains Infinium PL system control functions overview information.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Product information	1-2
Application overview	1-3
Terminology and concepts	1-8

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## Product information

The Infinium PL system is a full-function payables ledger application that includes recording invoices, generating payments, reconciling bank account clearings, performing vendor analysis, closing information to the general ledger, and maintaining vendors and other controls.

---

# Application overview

The Infinium PL application provides the flexibility you need to execute your payables process within the right environment for you. For example, you can choose from several different invoice posting options: interactive, partial interactive, or batch.

You can also choose from different invoice processing options: standard, high volume, purchase order invoice entry, or bills. High volume invoice entry increases the speed of invoice processing by using defaults that you define. Additionally, you can reduce the number of fields that you need to enter on an invoice and eliminate repetitive invoice entry with the recurring invoice processing option.

You can define controls for your payment processing. The Infinium PL application provides a variety of payment methods that meet national and international requirements. These payment methods include Girobank Transfers, Letters of Credit, Bills of Exchange, Electronic Funds Transfer, Bankers Automated Clearing Society, cash, and checks.

Infinium PL integration with other Infinium application products provides information that you can use to analyze various business scenarios and projects.

## Controls

You must define system-wide, company-specific, and vendor-specific controls:

- Entity controls contain system-wide information such as the date format and internal counters.
  - Company controls consist of company-specific information, such as, address, calendar, currency, intercompany data, and divisions. Within company controls, you can define division controls. You must create a company before you can create a division for that company.
  - Within division controls, you determine how data passes from the Infinium PL system to a general ledger system.
  - Other controls you create are company groups, banks, bank account groups, distribution codes, vendors, and user security.
-

## Infinium PL application interfaces

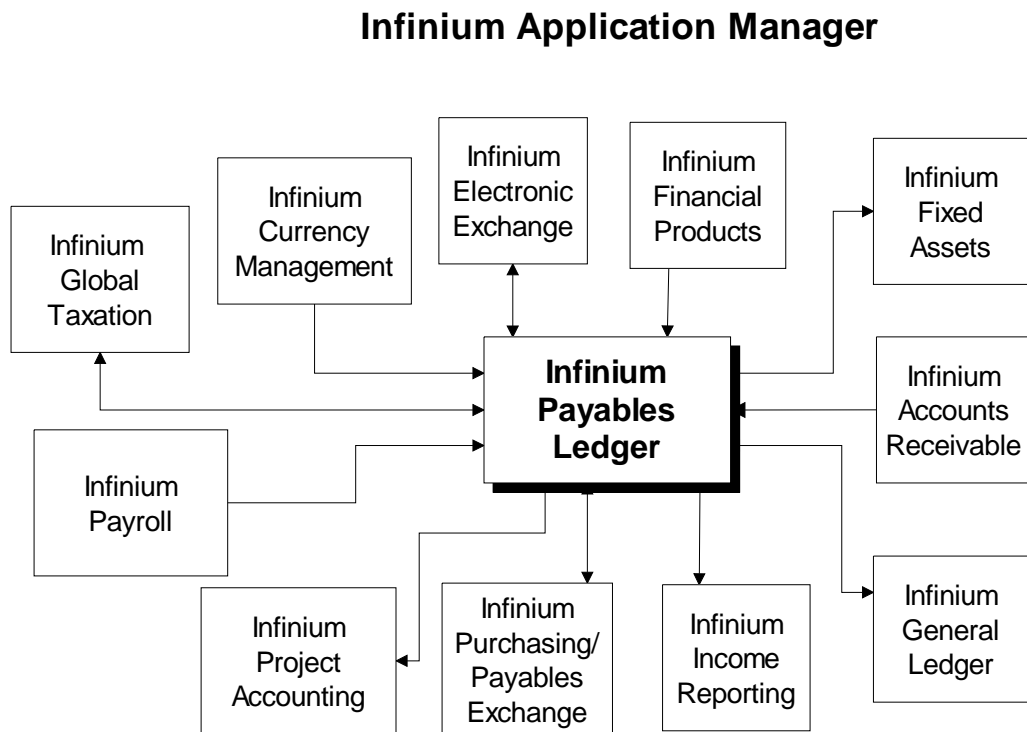


Figure 1-1: Infinium PL application interfaces

### Infinium EX

- Receives invoices electronically
- Processes payments electronically
- Transfers EDI format to and from the Infinium PL system
- Requires translation software (third party vendor software)

### Infinium FP

Generates sequential numbers for Infinium PL document types

### Infinium FA

- Accepts invoice information from the Infinium PL system
- Provides walkback to the Infinium PL system to view detail on invoices

## Infinium AR

Validates the Infinium AR customer number associated with the Infinium PL vendor

## Infinium GL

- Accepts journal entries
- Provides walkback to the Infinium PL system to view detail on invoices, payments, and vendors
- Validates accounts, companies, intercompany tables

## Infinium IR

Processes 1099 and T4A information for governmental reporting

## Infinium PX

- Retrieves and transfers purchase order information to and from the Infinium PL system
- Provides five ways to match invoices to purchase orders.

## Infinium GT

- Transfers tax information to and from the Infinium PL system
- Calculates tax amounts
- Validates tax authorities, tax rate codes, tax categories

## Infinium CM

- Determines the appropriate exchange rate for currency conversions and returns the rate and target currency amount to Infinium PL
- Retrieves script instructions for printing payments

## Infinium PA

- Validates project IDs, actual vs. budget amounts
- Receives invoice transactions from PL

## Infinium PY

Provides garnishment information to Infinium PL that is used for the creation of garnishment invoices

---

## Infinium PL overview

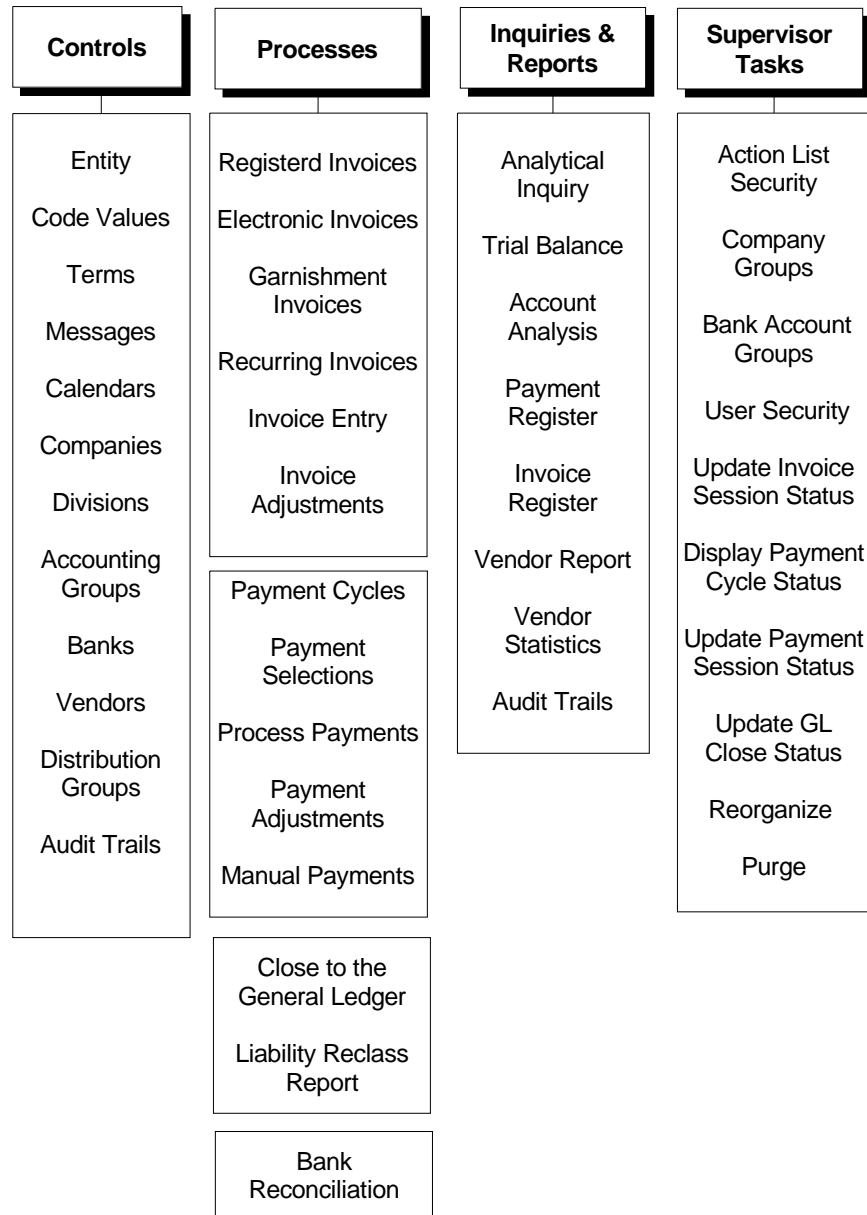


Figure 1-2: Infinium PL overview

Infinium PL consists of four major areas as illustrated in the diagram shown in Figure 1-2. Infinium PL provides several functions that allow you to tailor your system to meet your processing needs. Through control file functions, you define system-wide and company specific values that help you manage your payables.

# Infinium PL control file overview

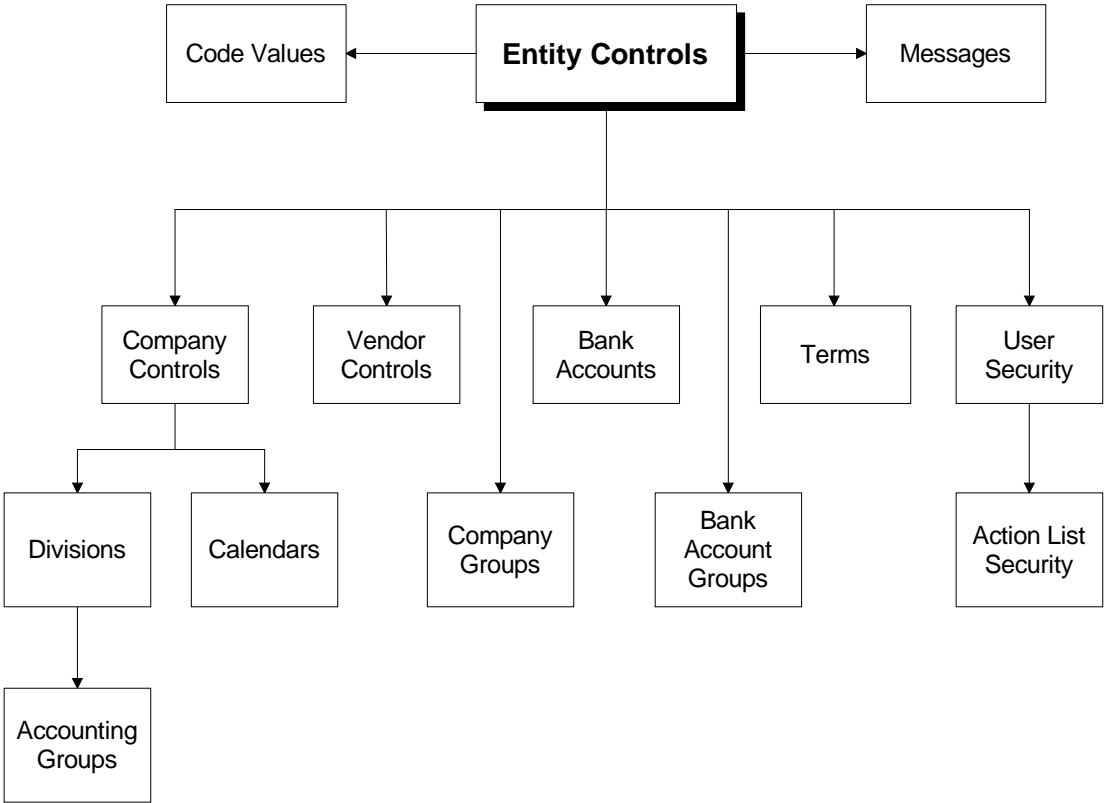


Figure 1-3: Infinium PL control file overview

## Terminology and concepts

This section contains Infinium and Infinium PL terminology you should understand before you continue to the details later in this guide. These concepts apply throughout the system.

### Standard actions and function keys

You can perform a variety of actions on data within each function; for example, change, delete, and display. You can use function keys to perform actions on the data and to navigate through the menu options. The system identifies the available function keys at the bottom of each applicable screen.

Infinium PL uses standard actions and function keys. For example, *Display* (8) always displays information and F6 always allows you to create a new record.

Refer to the *Infinium PL Quick Reference Card* for listings of the standard Infinium PL actions and function keys. The Infinium PL screens identify any additional non-standard actions and function keys that apply only to those screens.

You can restrict users from using certain actions and function keys within specific menu options. Refer to the “Using Supervisor Tasks” chapter of this guide for more information on action list security.

### Entity

Entity refers to information and controls that apply to the entire Infinium PL system. You define entity controls once regardless of the number of companies you identified within your system.

For example, one entity control that you define is the date format that your system uses. Because the date format is at the entity level, the entire system uses this date format.

### Code types and code values

A code type is a three-character designator defined by the system. For each code type, you assign code values. For example, code type **STP** defines states and provinces. You define code values for this code type, such as MA, TX, and ONT.

---



## Vendor model

A vendor model is a template or shell of a type of vendor. It includes information that is common to a group of vendors. You use vendor models to create new vendors by copying the vendor model information.

## Single use vendors

A single use vendor is a vendor from which you purchase goods or services only once.

## Session

A session is a group of invoices or payments that you type into the system. The system assigns a unique number to each session.

## Invoice entry method

The system provides the following invoice entry methods:

- Standard - You create one invoice at a time for a vendor. For each invoice, the system displays the appropriate screens that you can use to specify the vendor, general invoice information, and the invoice distributions. You also use this entry method to create recurring invoices and to post registered invoices.
- High Volume - You type multiple invoices on one screen with a minimal amount of data. Each invoice is one line of information on the screen.
- Purchase order - You create one invoice at a time for purchase orders selected for a vendor. Purchase orders can be invoiced in full or by line item detail. For each invoice, the system displays the appropriate screens that you can use to accept or update the general invoice information and the invoice distributions.
- Bills - You create invoices that are processed electronically. The three types of bills are: Bills of Exchange, Letters of Credit, and Electronic Letters of Credit.

## Registered invoices

The system uses registered invoices for approval tracking and tax accrual purposes. Registered invoices allow you to track invoices prior to posting the actual invoices to Infinium PL. In a company's division controls, you can indicate whether you want the system to generate an accrual entry for a registered invoice.

---

## Payment method

A payment method is the means by which you choose to pay invoices. Some examples of payment methods are checks, cash, giros, and letters of credit.

## Girobank transfer

A Girobank transfer is a payment made directly to a vendor's account by way of a common bank network called a Girobank.

## Bills

A bill is a draft that guarantees funds for future payments.

## A.C.H. payment processing

Automated Clearing House (A.C.H.) payment processing provides the ability to pay vendors using the National Automated Clearing House Association's (N.A.C.H.A.) standard format for electronic payments.

## B.A.C.S.

The Bankers Automated Clearing Society (B.A.C.S.) is a fund transfer system that you can use to send funds electronically. B.A.C.S. is commonly used in the United Kingdom.

## Masks

Masking is a technique that you can use to select multiple account numbers for entry, display, or reports. The system selects all accounts that match the mask you typed. You type specific values to limit the selection and use the asterisk (\*) as a wild card.

For example, Company 001 has the following account structure:

Company-Division-Department-Account-Sub Account

Expense accounts begin with 5 in the account component. To select all expense accounts for Company 001, you therefore type the following account mask:

001-\*\*\*-\*\*\*-5\*\*\*-\*\*\*

A shorter way to type the above mask is to use a keying shortcut, such as:

---

001.\*.\*5\*\*\*

## Dates

The system uses the following dates during invoice and payment processing:

- Invoice date - The date on the invoice that you received from the vendor
  - Accounting date - The date that determines the accounting period and year for each accounting transaction
  - Payment date - The date on the checks or the date when the system transfers funds electronically to the specified bank for payment to the vendor
-

# Notes

---

# Chapter 2 Defining Vendor-related Controls

# 2

This chapter contains information about defining vendors and other controls that you use with vendors.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Defining vendor-related controls overview	2-2
Creating distribution groups	2-5
Using vendor-related code values	2-15
Creating new vendor controls	2-20
Maintaining existing vendor controls	2-52
Displaying the vendor audit trail	2-64
Creating vendor models	2-67
Creating and working with vendor groups	2-73
Hierarchy of invoice defaults	2-78
Creating Infinium PL employee vendors from Infinium HCM employees	2-83

---

## Defining vendor-related controls overview

Through the Infinium PL *Work with Vendors* function you define controls for vendors. Some controls you establish at the vendor level are:

- Addresses
- Payment methods
- Invoice controls
- Payment controls

Vendor controls contain information that the Infinium PL and Infinium PM systems share for invoice processing and purchase order creation. The diagram in Figure 2-1 illustrates all of the segments of a vendor in the Infinium PL system.

---

## Vendor overview

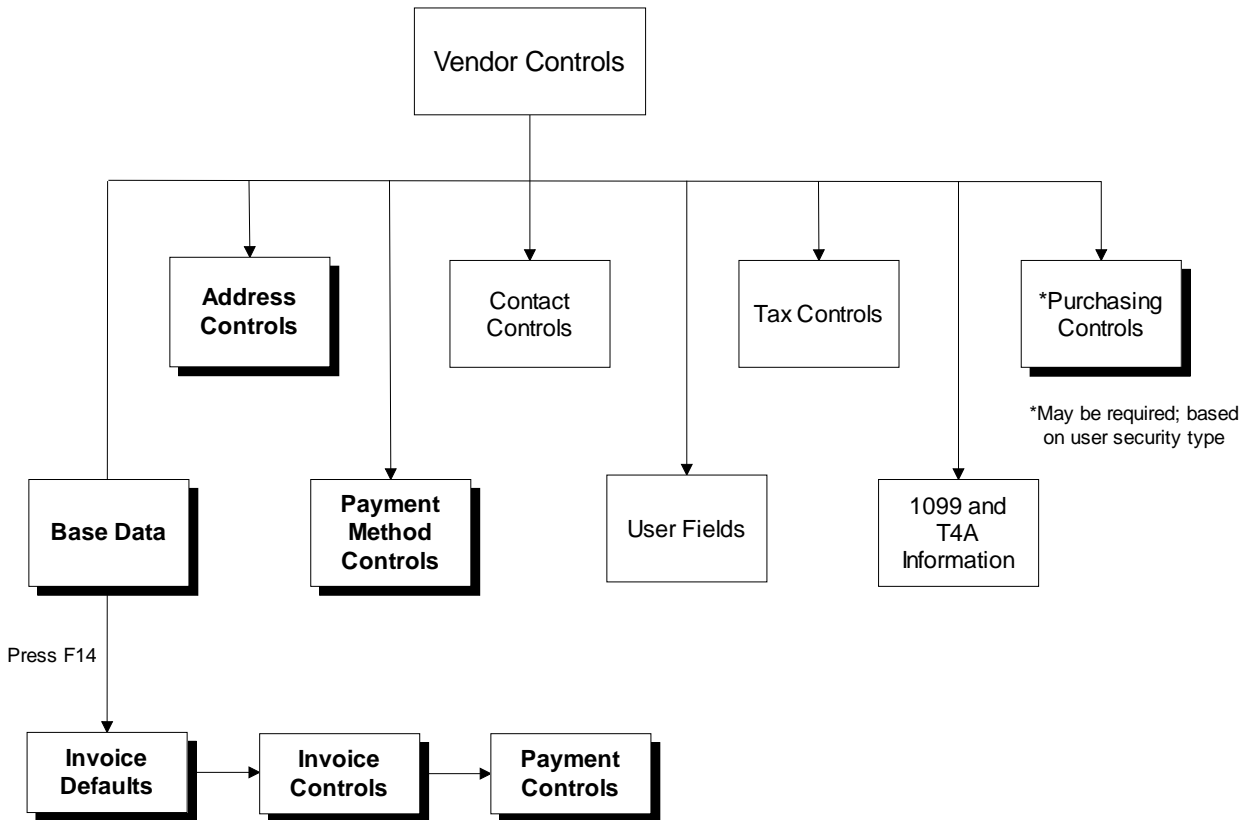


Figure 2-1: Vendor Overview diagram

## Controls that affect vendor creation

Before you can begin creating vendors, you must set up the following:

- Infinium PL entity, company, and user security controls
- Distribution groups (for high volume invoice entry)
- Code values

For more information on completing these controls, refer to the *Infinium PL Guide to Controls* and to the following topics in this chapter:

- “Creating distribution groups”
- “Using vendor-related code values”

## Objectives

After you complete this chapter, you should be able to create:

- Distribution groups
  - Vendor-related code values
  - Vendors
  - Vendor models
-



# Creating distribution groups

## Overview

Distribution groups let you automatically distribute the invoice amount of an invoice or line item amount of a purchase order across multiple general ledger expense accounts. For each account you add to the distribution group, you can tell the system what portion of the invoice or purchase order amount you want booked to that account. This is called the prorate factor.

You create distribution groups for accounts that you use often on invoices or purchase orders: for example, spreading an expense total over multiple departments.

If you assign a distribution group to a vendor, the system defaults the distribution group into all invoices you create for the vendor. You can also type distribution groups on the invoice or purchase order.

To create a distribution group, perform the following steps:

- 1 From the main menu select *Invoices*.
  - 2 Select *Work with distribution groups* [WWDG]. The system displays a screen similar to Figure 2-2.
-

```
9/15/2008 09:47:21 Work with Distribution Groups PLGMDW PLDMDW
-----
Type options and press Enter.
2=Change 4=Delete 6=Print 8=Display 9=Activate/deactivate
13=Change description

Option  Dist group  Description                Distribution
                                defined?  Active?
-----  -
--      JSD         JANICE                     1         1
--      RENT        Rent Expense: Sq. feet/dept. 1         1
--      STANDARD   Expense Spread by Department 1         1

----- Bottom
F2=Function keys F3=Exit F5=Refresh F6=Create F24=More keys
```

Figure 2-2: Work with Distribution Groups selection screen

## Distribution groups

The system displays all existing distribution groups on this screen.

You can do the following at this screen:

- Press F6 to create a distribution group.
  - Select a distribution group. Select an action to work with that distribution group. For example, select a distribution group by typing 2 (Change) and pressing Enter.
- 3 Press F6. The system displays a screen similar to Figure 2-3.

```

9/15/2008 09:57:57      Work With Division Controls      PLGDVM      PLDDVM
-----
Company . . . . . : CK1      Carol Company 001
Division . . . . . : DIV001    Carol Company 001
Type information and press Enter.
Invoice Entry Defaults:
Invoice approval required? . . . . . 0          1=Yes, 0=No
Approval amount . . . . . _____
Routing code . . . . . _____ +
Approval code . . . . . _____ +
Reason code . . . . . _____ +
Default terms code . . . . . _____ +
Print invoice covers? . . . . . 0          1=Yes, 0=No
Distribution group substitution . . . . . _____ +
Default bills control code . . . . . _____ +
Exchange rate types:
Invoice to base currency . . . . . ARDAILY +
Invoice to payment currency . . . . . ARDAILY +
Bank account to base currency . . . . . ARDAILY +
Revaluation . . . . . ARDAILY +
-----
F3=Exit F4=Prompt F10=Quick access F12=Cancel F18=Message line
    
```

Figure 2-3: Distribution Group Definition creation screen

- 4 To create a distribution group, type the new distribution code in the *Distribution group* field and a description in the *Distribution group description* field.
- 5 Press Enter. The system displays a screen similar to Figure 2-4.

```

9/15/2008 09:51:04 Distribution group definition PLGMDM PLDMDM
-----
Distribution group : RENT Prorate base : 4,000.00

Type information press Enter.
4=Delete 5=Account description

Option Expense Account Number + Prorate factor
-- 001-001-001-6470 1,075.00
-- 001-001-002-6470 1,650.00
-- 001-001-003-6470 1,275.00
-- .00
-- .00
-- .00
-- .00
-- .00
-- .00
-- .00
-- .00
-- .00
-- .00
-----
F2=Function keys F3=Exit F4=Prompt F7=Lock/unlock F24=More keys

```

Figure 2-4: Distribution Group Definition screen

- 6 Use the following information to complete the fields on this screen:

*Expense Account Number, Prorate factor*

To add an account, type the account in the *Expense Account Number* field and a proration amount in the *Prorate factor* field. The system adds all of the prorate factor amounts and updates the *Prorate base* field.

If you prompt the *Expense Account Number* field to select an account, you can select multiple accounts and the system returns all accounts you select to this screen.

The sum of the prorate factors does not have to equal 100 and prorate factors should not be confused with percentages. However, you can press F8 to display the prorate amounts as percentages.

- 7 You must press Enter twice to update the distribution group. The first time you press Enter the system validates the accounts and updates the prorate base field. The second time you press Enter the system saves your changes.

## Using account masking

If you want the distribution group to be valid for multiple companies, divisions, or departments, you can press F13 to mask components of all

accounts. When you first press F13, the system masks out the first component of the accounts. Similar to the screen shown in Figure 2-5, when you press F13 each subsequent time, the system masks out the next component of the accounts.

```

9/15/2008 09:52:21  Distribution group definition  PLGMDM  PLDMDM
-----
Distribution group : RENT          Prorate base : _____ 4,000.00

Type information press Enter.
4=Delete 5=Account description

Option Expense Account Number      +      Prorate factor
-----
=      ***-001-001-6470              _____ 1,075.00
-      ***-001-002-6470              _____ 1,650.00
-      ***-001-003-6470              _____ 1,275.00
-      _____                    _____ .00
-      _____                    _____ .00
-      _____                    _____ .00
-      _____                    _____ .00
-      _____                    _____ .00
-      _____                    _____ .00
-      _____                    _____ .00
-      _____                    _____ .00
-      _____                    _____ .00
-      _____                    _____ .00
-----
F2=Function keys F3=Exit F4=Prompt F7=Lock/unlock F24=More keys
    
```

Figure 2-5: Distribution Group Definition screen with account numbers masked

If you mask any components of the accounts on this screen, you must type a distribution group substitution in the *Work with companies* option for all divisions that will use this distribution group. A distribution group substitution indicates what values to use for the portion of the account that you mask. Refer to the “Using distribution group substitution” topic later in this chapter.

**Caution:** If you mask accounts here, the system does not verify that the accounts you type are valid.

## Using lock/unlock options

You can press F7 to lock or unlock fields on the screen. When you lock a field, you cannot type information in that field and the cursor does not go to that field when you press Tab or Field Exit. When you unlock a field, the system allows you to type information again in that field.

To use the lock/unlock options, perform the following steps:

- 1 Press F7. The system displays the Lock/Unlock options window similar to Figure 2-6.

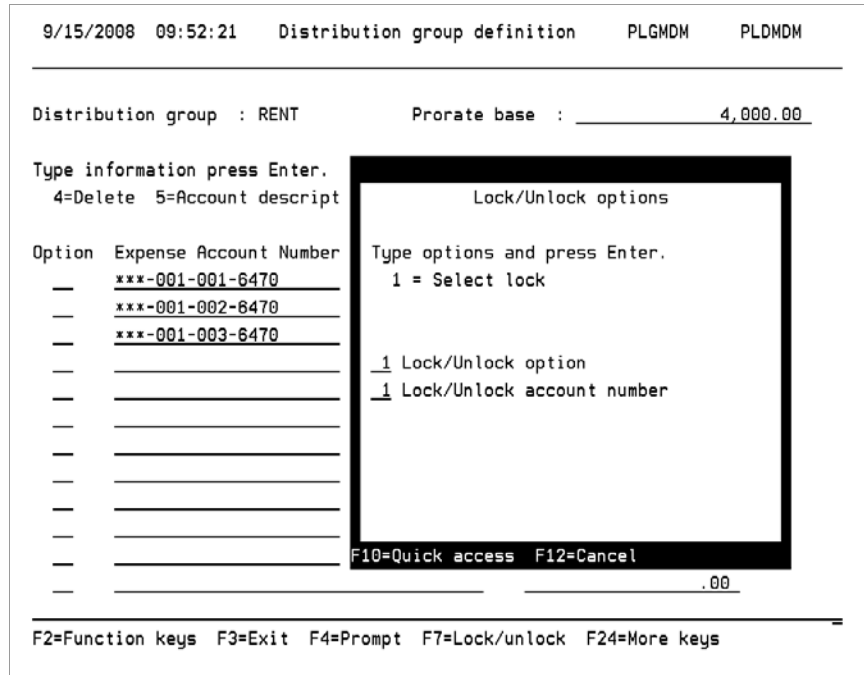


Figure 2-6: Lock/Unlock Options window

- 2 Type 1 next to the description of the field or fields you want to lock. For example, if you want to lock both the *Option* and *Expense Account Number* fields so you are typing only prorate factors, type 1 next to both fields in this window.

To unlock a field so you can type information in it, blank out the 1 next to that field.

When you press F7, the system defaults 1 in both lock/unlock fields if you do not change the value. This locks the *Option* and *Expense Account Number* fields when you press Enter and leaves only the *Prorate factor* field for input.

- 3 Press Enter. The system saves your changes and returns to the Distribution group definition screen.

## Defining distribution group substitution

When you create distribution groups that include accounts with masked components, you must type a distribution group substitution for the divisions that use the distribution group.

To define distribution group substitution, perform the following steps:

- 1 From the main menu select *Controls*.
- 2 Select *Work with companies* [WWC]. The system displays a screen similar to Figure 2-7.

Option	Company	Company name		Active?	Divisions?
—	C12	Carols 12-Period Company		1	1
—	C2D	C2D Marina Bay Company	USD	1	1
—	C3D	CCD Sailing Company	FRF	1	1
—	C4D	CCD Sailing Company	CAD	1	1
—	DCD	Diane's -CAD		1	1
—	DEG	DEG		1	1
—	DER	Diane's Company		1	1
—	DFE	Diane's French Company		1	1
—	DG2	Mystical Productions 2		1	1
—	DMP	Macau Test Co CCD		1	1
—	DPH	Dan Horgan		1	1
—	DRC	Diane's Cash Company		1	1
—	DRF	Diane Foreign Currency Co.		1	1

More...

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

Figure 2-7: Work With Company Controls selection screen

- 3 Select a company. Type 15 (Division) in the *Opt* field next to the company and press Enter to access its division controls. If you know the company, type 15 in the *Opt* field in the row above the list and enter a value in the *Company* field. Press Enter. The system displays a screen similar to Figure 2-8.

```

11/20/2013 15:24:50      Work With Division Controls      PLGDVW      PLDDVW
-----
Company . . . . . : C12      Carols 12-Period Company
Type options and press Enter.
 2=Change 4=Delete 6=Print 8=Display 9=Activate/deactivate 15=Currency
16=Registration codes 17=Sequential numbering 18=Accounting groups
19=Period controls 20=Bill controls
Option  Division  Description                      Active?
-----
 2      DIV1      Carols 12-Period Co  DIV 1          1
-----
                                                    BOTTOM
-----
F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys

```

Figure 2-8: Work With Division Controls selection screen

- 4 Select a division. Type **2** (Change) in the *Opt* field next to the division and press Enter. If you know the division, type **2** in the *Opt* field in the row above the list and enter a value in the *Division* field. Press Enter.
- 5 Press Enter twice to display a screen similar to Figure 2-9.



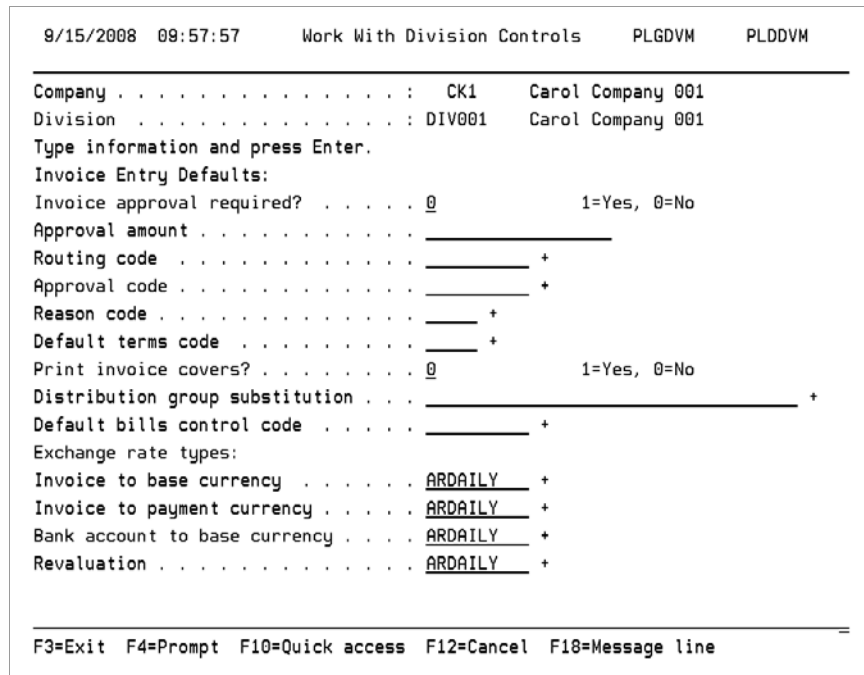


Figure 2-9: Work With Division Controls screen 3

### Distribution group substitution

- 6 Use the following information to complete the *Distribution group substitution* field on this screen:

#### *Distribution group substitution*

An account number consists of components that typically correspond to Infinium PL controls such as a company or division. An example of an account structure and its components is shown below.

\*\*\* - \*\*\* - \*\*\* - \*\*\*\* - \*\*\*

Company - Division - Department - Account - Subaccount

Through the account masking feature, the Infinium PL system allows you to enter only the values that apply to specific components and to substitute an asterisk for all other portions of the account number. Therefore, an account number may be spread across several payables ledger control records, as follows:

- Company Division Control: 001-001-\*\*\*-\*\*\*\*-\*\*\*
- Company Department Control: 001-\*\*\*-001-\*\*\*\*-\*\*\*
- Company Account Control: 001-\*\*\*-\*\*\*-6400-\*\*\*

To resolve account numbers entered with masking characters, the system uses the distribution group substitution values.

On the distribution account substitution field, type the portion of the account for the components you masked in the distribution group. For example, if you masked the first component of the accounts in the distribution group, you would type the first component of the account (for example, 001) in this field. You must do this for all company divisions that use the distribution group.

If you want this company division to use multiple distribution groups that have different components masked, type as many account components as necessary. The system replaces only those components that are masked in each distribution group.

- 7 Press Enter. The system creates or updates the distribution group substitution.

## Using vendor-related code values

Listed below are the code types in the system that relate to vendors. Some relate only to vendors and some relate to other areas of the system as well as vendors.

Code type	Required	Examples	Where used	Why used	Defaults to
<b>ATP</b> Address Type	Yes	<b>MAIN, REMIT, BUY</b>	Vendors, Invoices, Payments	To indicate which address to print on payment and purchase orders	Invoices Purchase Orders
<b>CAT</b> Category	No	<b>MFG, UTL</b>	Vendors	To group vendors for your own purposes (Subset lists, Infinium QY reports)	None
<b>CTP</b> Vendor Contact Type	No	<b>CRMGR, SALES</b>	Vendors	To indicate the title of a contact at a vendor	None
<b>JOB</b> Job	*	<b>REMOD, PROJ</b>	Vendors, Invoices	To associate an invoice with a project	Invoices
<b>SIC</b> Standard Industry Code	No	<b>3570</b>	Vendors	To indicate vendor's standard industry and subtype with industry	None
<b>T4A</b> T4A Tax	No	<b>PENSN</b>	Vendors, Invoices	To represent a form type and box for Canadian tax reporting	Invoices Payments
<b>T99</b> 1099 Tax	No	<b>MISC1</b>	Vendors, Invoices	To represent a form type and box for United States tax reporting	Invoices Payments
<b>UV1 - UV4</b>	No		Vendors	To track additional information on vendors	None

\* If you close transactions, which contain job codes, to Infinium GL in detail you must also set up the job code value in the Infinium GL system.

Other vendor-related code types are:

- **APR** (approval)
- **CNT** (county)
- **CTY** (country)
- **CUR** (currency)
- **RSN** (reason)
- **RTC** (routing)
- **STP** (state or province)
- **SUB** (subtype for use with sequential numbering)

## Creating vendor-related code values

To create a vendor-related code value, perform the following steps:

- 1 From the main menu select *Controls*.
- 2 Select *Work with codes* [WWCV]. The system displays a screen similar to Figure 2-10.

Option	Code type	Code type description	Active
—	ACT	Bank account type	1
—	APR	Approval code	1
—	ATP	Vendor address type	1
—	AYR	Accounting year	1
—	BID	Bank identification type	1
—	BPC	BACS Protocol Identity	1
—	BPT	BACS Payment Type	1
—	CAT	Vendor category code	1
—	CMM	Bank communication code	1
—	CNT	County code	1
—	CTC	Bank contact type code	1
—	CTP	Vendor contact type code	1
—	CTY	Country code	1

More...

F2=Function keys F3=Exit F5=Refresh F10=Quick access F24=More keys

Figure 2-10: Work With Code Types selection screen

- 3 To create code values, select the appropriate code type. Type **5** (Work with) and press Enter. If you know the code type, type **5** in the *Opt* field in the row above the list and enter a value in the *Code Type* field. Press Enter. The system displays a screen similar to Figure 2-11.

```

11/20/2013 15:21:03          Work With Code Values          PLGCVW  PLDCVW
-----
Code type . . . . . : ATP Vendor address type
Type options and press Enter.
  2=Change  4=Delete  8=Display  9=Activate/deactivate

Option  Company  Code value          Description          Active?
-----  -
  ---    ---      ---
  ---    ---      BOTH              Buy From and Remit to Address  1
  ---    ---      BUY               Buy From Address          1
  ---    ---      BUYFR            Buy From Address          1
  ---    ---      BUY01           Buy From Address 01       1
  ---    ---      BUY02           BUYER NUMBER TWO         1
  ---    ---      MAIN            Main Address              1
  ---    ---      REMCA           California Remittance Address  1
  ---    ---      REMIT           Remit To Address          1
  ---    ---      REMNY           New York Remit to Address  1
  ---    ---      REM01           Remit to Address 01       1
  ---    ---      1              1                          1
  ---    ---      10             10                         1
  ---    ---      100            100                        1
-----
More...

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

```

Figure 2-11: Work With Code Values selection screen

- 4 Press F6 to create a code value for the code type you selected. The system displays a screen similar to Figure 2-12.

```
9/15/2008 10:03:45      Work With Code Values      PLGCVM      PLDCVM
-----
Code type . . . . . : ATP      Vendor address type
Type information and press Enter.

Code value . . . . . REMIT

-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 2-12: Work With Code Values screen 1

## Code values

- 5 Type a code value. In this example, we are creating the code value **REMIT** for an address code type. You can use this code value to distinguish between the main address of the vendor and the address where you send the payment. Later you can specify that the default remit to address is **REMIT**.
- 6 Press Enter. The system displays a screen similar to Figure 2-13.

```

9/15/2008 10:05:03      Work With Code Values      PLGCVM      PLDCVM
-----
Code type . . . . . : ATP      Vendor address type
Type information and press Enter.
Code value. . . . . : REMIT
Restrict to company . . . . . ____ +
Description . . . . . Remit To Address
-----
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys

```

Figure 2-13: Work With Code Values screen 2

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

*Restrict to company*

All companies can use this code value unless you restrict its use to a company. You can restrict most code values to a specific company.

You cannot restrict an address type to a company.

*Description*

You must type a description for the code value.

- 8 Press Enter. The system creates the code value.

## Creating new vendor controls

### Two methods of creating new vendor controls

The Infinium PL application provides two methods of creating control records for a new vendor:

- Type all of the information for the new vendor
- Use a vendor model template to provide default information, edit as necessary, and type the remaining information

Vendor models are templates with default values that are common to vendors of the same type or classification. Creating vendor controls using a vendor model reduces the amount of time you spend repeatedly typing the same information for multiple vendors.

---



## Vendor control segments

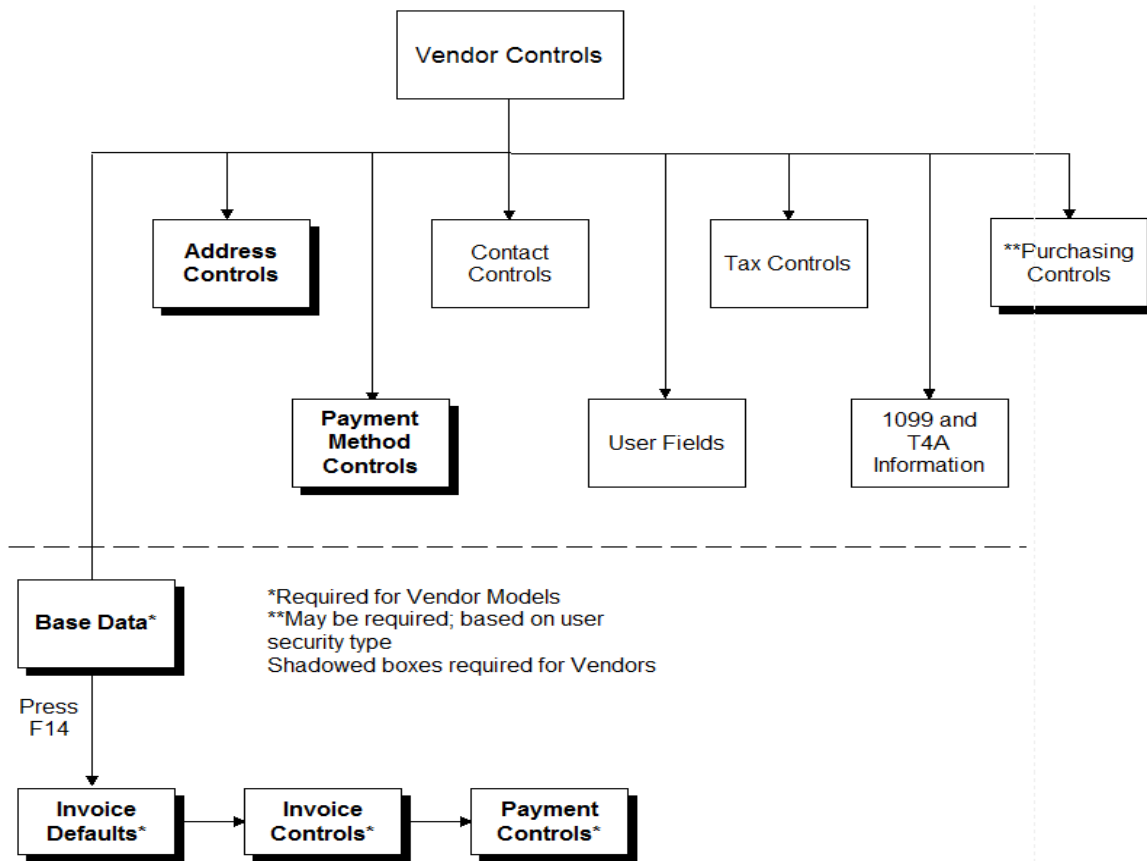


Figure 2-14: Overview of Vendor Controls

## Required vendor control segments

When you create vendor control records, you must specify at least the following information:

- Base data
- Address controls (at least one default remit to address)
- Payment method controls (at least one payment method)
- Purchasing controls (if you interface with a purchasing system)
- Vendor user fields (if the Infinium PL entity controls specify one or more required vendor user fields)

When you create the vendor controls, the system automatically displays the necessary screens to complete the required segments. This procedure is described in this topic.

The system may also present other screens to complete based on your user security's vendor creation specifications.

When you finish the presented segments, the system automatically displays the vendor controls segment selection screen. Authorized users can select the appropriate vendor segment or segments to add or modify additional vendor information. That procedure is described later in this chapter in the "Maintaining existing vendor controls" topic.

## Accessing the vendor control creation screens

To begin defining the controls for a new vendor, perform the following steps:

- 1 From the main menu select *Controls*.
- 2 Select *Work with vendors* [WWV]. The system displays the Work with Vendors vendor selection list screen, which is similar to Figure 2-15.

Opt	Short Name	Vendor Name	Vendor Doing Business As	Act
—	INFM	Infinium	SP22	1
—	IRT1	IR Test Vendor	IRTEST	1
—	IRT2	IR Test Vendor 2	IRTEST2	1
—	IRT3	IR TEST THREE	IRTESTTHRE	1
—	IRVENDOR	IR Vendor	IR VENDOR	1
—	IRVEND01	IR Vendor 01	IRVEND01 MR. INCOME REPORTIN	1
—	J/A2	John and Andrew's Co #2	JANDA2	1
—	JANDA1	John and Andrew's Company	JANDA1	1
—	JEANS	jean's meats and desserts	JS1 simply meats and ca	1
—	JERRY	Jerry's Ice Cream	JERRY	1
—	JOEJOE	joejoe	JOEJOE	1
—	JOWEE	Jowee Pte Ltd	JOWEE software	1

More...

Figure 2-15: Work with Vendors vendor selection screen

This screen lists all the vendors for whom controls are already defined.

### Locating vendors

If you have a large number of vendors, you can locate a vendor or group of vendors by typing information in one of the locate fields (next to *Loc*) or by pressing F17.

The locate feature finds the first occurrence of the value you type in a locate field, and sorts vendors based on the locate value. For example, if you type **10** in the *Vendor* locate field and press Enter, the system displays Vendor 10 first and displays higher-numbered vendors in ascending order. Therefore, you do not see vendors 1 through 9.

You can also press F17 to list a subset of vendors. The system displays a screen similar to Figure 2-16.

Use the Locate feature rather than F17 subsetting in cases where the search value contains a special character such as a quotation mark or apostrophe.

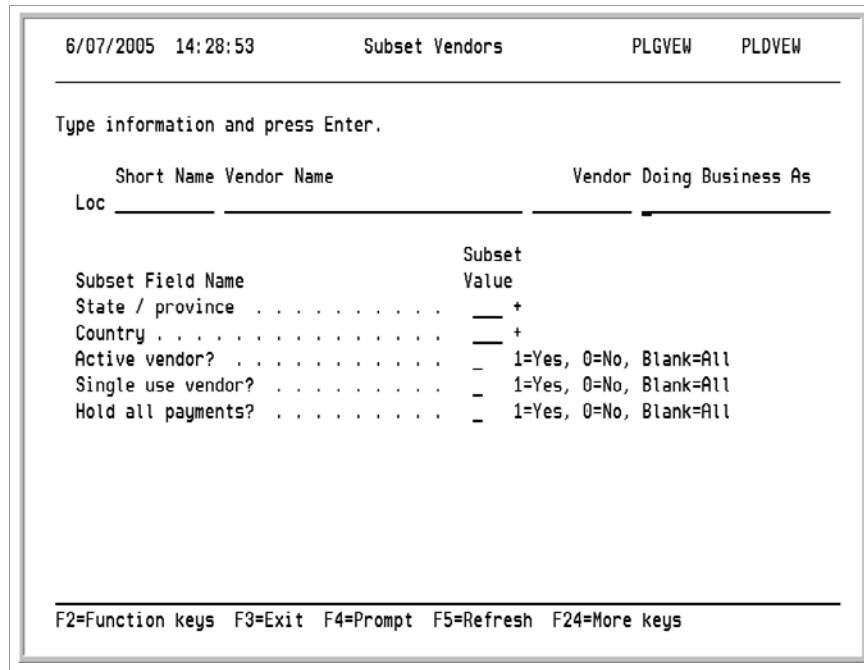


Figure 2-16: Subset Vendors screen

### Subset vendors

This screen allows you to view vendors that exactly match the values you type. For example, if you type **FL** for a state, the system displays only those vendors in the state of Florida. If you type multiple subset values, vendors must meet all of the criteria to be displayed.

You can use the locate and subset features together. Press Enter to return to the Work with Vendors screen.

Cancel to return the Work with Vendors screen to its original view without subsets.

- 3 At the Work with Vendors screen you can do one of the following:
  - Press F6 to create a vendor.
  - Select an existing vendor. Select an action to work with that vendor. For example, type 2 (Change) and press Enter.

The system displays the screen shown in Figure 2-17 when you press F6.

Figure 2-17: Work with Vendors prompt screen

- 4 To create a new vendor, type a vendor code in the *Vendor* field.

If the system is set up to automatically generate vendor numbers, you can leave this field blank and have the system assign the vendor number.

You indicate whether the system automatically generates vendor numbers in entity controls. Refer to the *Infinium PL Guide to Controls* for more information on how to maintain entity controls.

#### *Vendor model code*

To create this vendor using a vendor model, type the vendor model in the *Vendor model code* field. The system uses default values set up in the vendor model for the Base Data segment of the vendor you are creating.

Vendor models are discussed later in this chapter.

- 5 Press Enter and continue to the next topic. The system displays a screen similar to Figure 2-18 illustrated in the next topic.

## Defining the vendor base data controls

Infinium PL provides four screens that group the control data as follows for defining and maintaining the vendor base data controls:

- General data such as name, short (abbreviated) name, SIC code, and restriction of use to a particular company or company group
- Invoice defaults: Values to be supplied in this vendor's invoices
- Invoice controls: Requirements such as maximum amounts
- Payment controls: Requirements such as holds on payments

If you create a vendor without using a vendor model, the system automatically displays all base data screens as you press Enter.

If you use a vendor model to create this vendor, the system defaults in most of the fields on this screen.

```

6/07/2005 14:34:59      Base Data Controls      PLGVEM1  PLDVEM1
-----
Vendor. . . . . :      DEF      Page 1 of 4
Vendor name . . . . . _____
Short name . . . . . _____
Doing business as . . . . . _____
Single use vendor? . . . . . 0      1=Yes, 0=No
Litigation pending? . . . . . 0      1=Yes, 0=No
Restrict to company / division . . . . . ____ + _____ +
- or restrict to company group . . . . . _____ +
Master vendor . . . . . _____ +
Alternate vendor . . . . . _____ +
Factor . . . . . _____ +
Invoice approval required? . . . . . _      1=Yes, 0=No
Approval amount . . . . . _____

Dun & Bradstreet . . . . . _____
SIC code . . . . . _____ +
Category code . . . . . ____ +
A/R company/customer . . . . . ____ + _____ +
Employer/employee number . . . . . ____

F2=Function keys  F3=Exit  F4=Prompt  F14=Defaults  F24=More keys
    
```

Figure 2-18: Base Data Controls screen 1

The system displays the *Invoice approval required?* and *Approval amount* fields only if the value in the *Perform invoice approvals* field on the entity controls is yes.

6 Use the following information to complete the fields on this screen:

*Vendor name*

Type a vendor name. The system prints this vendor name on all payment forms the system produces during payment processing. This is a required field.

*Short name*

A short name is an abbreviation of the vendor's name. You can search for vendors by short name and enter invoices using the vendor short name instead of using the vendor number. You can also sort payments in a payment cycle and information on reports by short name. If you do not enter any data, the system automatically fills this field with the first 10 characters of the vendor name. This is a required field.

*Doing business as*

Type the official registered name of the vendor. This is important for tax reporting purposes.

*Single use vendor?*

If you specify yes in this field, the system does not allow you to create more than one invoice for this vendor. However, you can change the status of a single use vendor to specify no if you need to use the vendor again. You cannot change the status of a non-single use vendor to a single use vendor. This is a required field.

*Litigation pending?*

You can specify yes in this field to indicate that litigation is pending for this vendor. If you specify yes in this field, a warning message displays on the invoice proof report. However, if you do not want to pay this vendor until the litigation is resolved, you can specify yes in the *Hold all payments?* field on the Base Data Controls screen 4.

*Restrict to company/division or restrict to company group*

All companies can use this vendor unless you restrict its use to a specific company/division or company group.

*Master vendor*

Use the master vendor field to group vendors for reporting purposes. You can group vendors together for various reasons, such as 1099 consolidation. Enter a valid master vendor ID. The system groups this vendor under the master vendor.

---

### *Alternate vendor*

Type the name of an alternate vendor that you can use to purchase the same goods or services. You can also use this field to store an alternative name by which the vendor is identified. This field is for information only.

### *Factor*

Type a valid vendor to serve as the factor for the vendor you are creating.

A factor is another vendor to which invoices for this vendor are paid. If your vendor has an external agency to collect its receivables, you may identify the agency vendor as the factor to be paid.

If you receive invoices from several divisions or subsidiaries, but make payments to a parent company, you may identify that parent company in the *Factor* field.

If you plan to pay a vendor other than an employee, you must identify a valid party or vendor to serve as the factor for invoices created from Infinium PY.

### *Invoice approval required?*

Specify whether invoice approval is required for this vendor.

If invoice approval is not required for this vendor, the system determines if invoice approval is required on the user controls. If invoice approval is required for this vendor but the invoice amount is less than the approval amount specified in the *Approval amount* field below, the system determines if approval is required based on the user controls.

### *Approval amount*

Specify an amount at which invoice approval is required for this vendor.

If you leave this field blank and invoice approval is required for this vendor, all invoices require approval.

If invoice approval is required for this vendor and the invoice amount is equal to or greater than the approval amount specified in this field, the invoice requires approval. An invoice with a negative amount requires approval if invoice approval is required for the vendor and if the invoice amount is equal to or less than the value specified in this field.

### *Dun & Bradstreet*

Type the vendor's unique Dun & Bradstreet tracking number. Use the tracking number for credit reference.

---

### *SIC code*

Type a Standard Industry Code (SIC) identifying the vendor's industry. The federal government defines these codes.

You create SIC codes through the *Work with codes* option under *Controls*.

### *Category code*

To group vendors by category, type a category code for code type CAT in this field, such as **UTL** for utilities. You create category codes in the *Work with codes* feature under *Controls*.

### *A/R company/customer*

Specify a valid accounts receivable company and/or accounts receivable customer. Use these fields to link vendors to accounts receivable customers that represent the same business. If you are using the Infinium AR system, the company /customer numbers must exist in the Infinium AR system.

### *Employer/employee number*

Type an employer/employee number to specify that this vendor is an employee of your company. These fields are informational only.

- 7 If you are making changes to an existing vendor, press F14 to go to Page 2 of the Base Data Controls screen shown in Figure 2-21.

If you are creating a new vendor, press Enter to go to page 2 of the Base Data Controls screen shown in Figure 2-21 to enter invoice defaults.

## Adding notes

When you press F17 on the Base Data Controls screen, the system displays the Note Pad window, which is similar to Figure 2-19.

Use the Note Pad to attach a note to a vendor record. Notes are helpful for describing special information about the vendor. You can later display the notes for the vendor through the *Analytical inquiry* function.

---



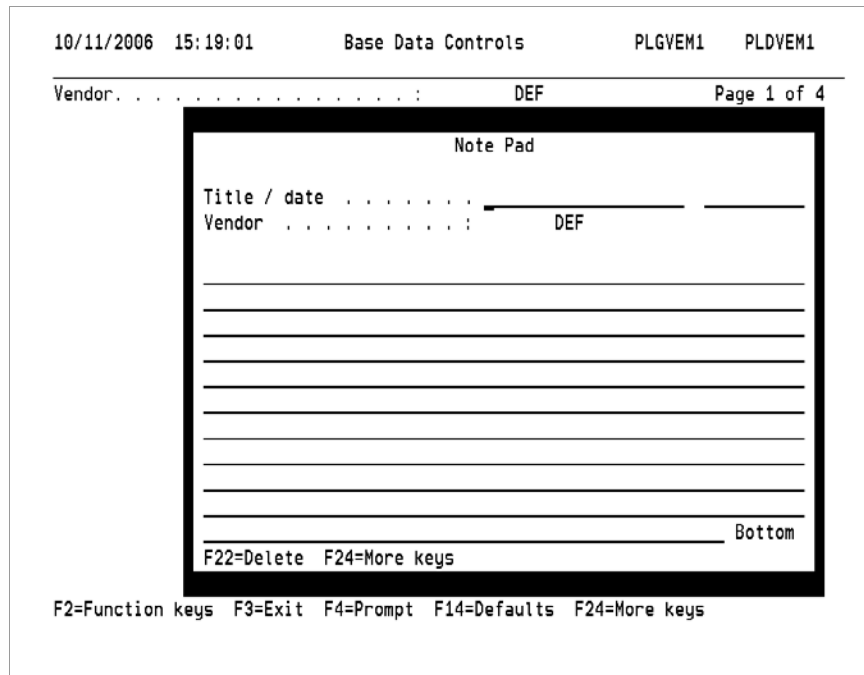


Figure 2-19: Work with Vendors Base Data Controls Note Pad window

- 8 Use the following information to complete the fields on this screen:

*Title/date*

The title and date are informational fields. If you do not type a date, the system supplies the current date in the *date* field.

*Text*

You can type as much information as necessary. The system saves only the lines that contain text.

- 9 Press Enter. The system attaches the note to the vendor record and returns you to the Vendor Base Data Controls screen.

Base data controls: duplicate vendor checking

If you have set up the vendor controls segment within the *Work with entity* option to search for potential duplicate vendors, the system performs this search when you press Enter at the end of the first Base Data Controls screen. The search is based on the criteria specified in the entity control, which may include:

- Vendor name, vendor short name, or both
- A full name match or partial name match (using the match threshold percentage)

Depending on how the entity control is set up, the system performs a search for duplicate vendors whenever you type a new vendor name or when you change the name of an existing vendor.

The system checks the number of characters that are the same and are located in the same positions. If the percentage of matching characters is greater than or equal to the match threshold percentage you set in entity controls, then a potential duplicate vendor exists.

In addition, you may specify a record limit for the search. Since limiting the number of records to process can save time, you may set up the entity control on your system to impose a limit on the number of records involved in the search.

If prompted as illustrated in the following figure, you can select a vendor and type 8 (Display) and press Enter to view that vendor's controls, press Enter to override and use the vendor, or cancel to end the duplicate vendor search.

```
6/07/2005 14:38:36 Potential Duplicate Vendor PLGVEDUP PLDVEDUP

Vendor . . . . . : AMS
Vendor name . . . . . : AMS
Vendor short name . . . . . : AMS

8=Display

Opt Vendor Vendor Short
- AMS AMS Name Name
AMS AMS AMS

F3=Exit F10=Quick access F12=Cancel
```

Figure 2-20: Potential Duplicate Vendor screen

If the system finds records that meet the potential duplicate search criteria, it lists them on the screen shown in Figure 2-20 for your review and verification. At this point you may cancel the vendor entry or override the duplication warning if authorized to do so in your vendor security controls.

Base data controls: invoice defaults

You can type invoice defaults on Page 2 of the Base Data Controls screen similar to Figure 2-21 that display as default information on invoice processing screens when you identify this vendor on the invoice.

You can also specify:

- Payment priority for selecting invoices by assigning a critical level to this vendor
- Holding payments for new invoices entered for vendor
- Whether you want invoices for this vendor paid on individual payments or grouped by payment

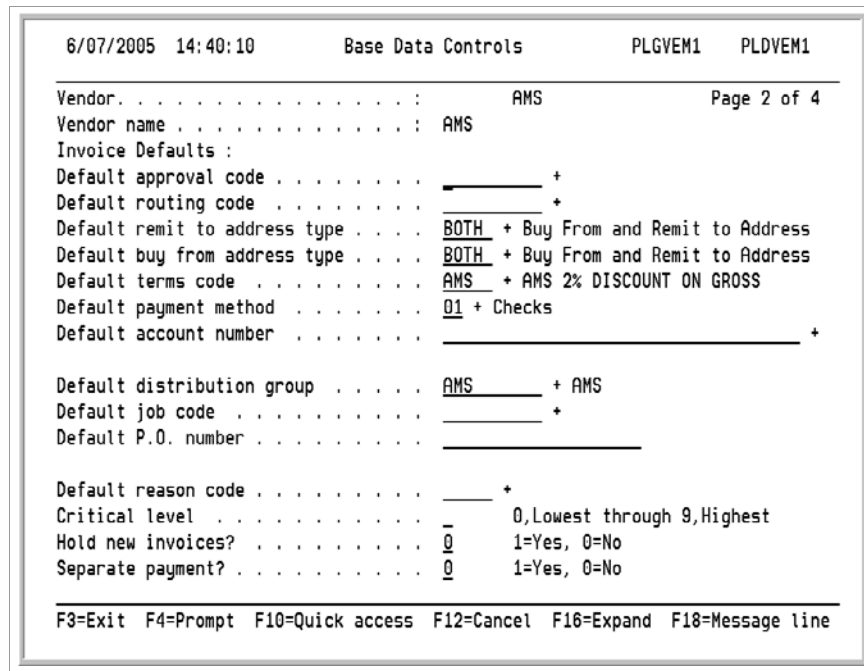


Figure 2-21: Base Data Controls screen 2

When you create a vendor without using a vendor model, the system automatically displays this screen. If you create a vendor using a vendor model or if you select an existing vendor to update, the system displays this screen when you press F14 at the Base Data Controls screen 1.

If you use a vendor model to create a vendor, all of the fields on this screen default in from the vendor model.

The values you type on this screen become the default values in each invoice you create for this vendor. If you do not type an approval code, routing code, terms code, or reason code for this vendor, the system takes the default value from the division when you create an invoice.

**10** Use the following information to complete the fields on this screen:

### *Address Types*

When you create a new vendor:

- If you leave the *Default remit to address type* field blank, the system automatically fills it in when you create a default remit to address for this vendor.
- If you leave the *Default buy from address type* field blank, the system automatically fills it in when you create a default buy from address for this vendor.

Each vendor can have multiple addresses. However, only one address can be the default remit to address. Each address on the vendor is associated with a unique address type. The system uses the address type to determine which address you want to print on the payment.

The default remit to address type defaults into each invoice you create for this vendor. If you want the payment for an invoice to be sent to a different remit to address, you can change the remit to address type on the invoice.

One address must be the default buy from address if you interface to a purchasing system and use this vendor to create purchase order invoices. This address can be the same address as the remit to address or a different address.

The default buy from address type defaults into each purchase order you create for this vendor. Buy from address types indicate the purchase location of goods and services of the vendor.

### *Default terms code*

You can type a default terms code. This terms code becomes the default in this vendor's invoices other than recurring invoices. Terms codes do not apply to recurring invoices.

If you use high volume invoice entry for this vendor, this vendor or the division for which you are creating the invoice must have a default terms code. You select the *Work with terms* option from the *Controls* menu to create terms codes.

### *Default payment method*

When creating a vendor, the system does not display the *Default payment method* field. When you select a default payment method for this vendor, the system automatically fills in this field.

---

### *Default account number or distribution group*

You can type either a default account or a distribution group to use for automatic expensing of the invoice amount for all invoices you create for the vendor. You can modify the entries at invoice entry time.

For purchase order/receipt invoice entry, the system uses the accounts associated with the purchase order or receipt, not the vendor default.

### *Default job code*

You can type a default job code for project tracking. The system uses the code as the default for each expense line at the Invoice Distribution screen. You can change the default during invoice entry.

The system does not use this default value for purchase order invoices. The default job code value for purchase order detail lines comes instead from the Infinium PM purchase order detail project ID value. Also, the system does not use this default value if Infinium PL has an active interface with Infinium PA. You enter valid Infinium PA job codes during invoice processing.

Job codes are set up through the *Work With Codes* function and are used for one task tracking. For example, if you have a large project that involves many vendors, you may want to set up a job code with which you can associate the vendor. You can then use the job code during queries to track invoice activity for all vendors associated with the job code.

If Infinium Project Accounting is not installed, this value is used as the default value in the detail line on a standard invoice. This value is not used as the default value in the detail line of a P.O. type invoice. The PL vendor's default job code does not overwrite the data from the purchasing system (P.O./Receipt type invoices).

If you are using this field for tracking purposes, you are required to set up this code value in Infinium GL. You set up the code value in GL, with *Work With Code Values*.

### *Default P.O. number*

You can type a default purchase order number.

The purchase order number in this field serves as the default purchase order number on all invoices for this vendor. The purchase order number is the default for the invoice header and at the Invoice Distribution screen for each of the invoice's expense lines.

For purchase order/receipt invoices, the system uses the purchase order number of the purchase order or receipt being invoiced, not the vendor default.

---

*Default reason code*

You can type a reason code for query reporting purposes. You create reason codes for code type RSN in the *Work with codes* option under *Controls*.

*Critical level*

Use critical level to assign payment priority of invoices for the vendor. Priorities range from **0** to **9**, **0** being the lowest priority and **9** being the highest priority. You can use this criterion to select invoices for payment.

*Hold new invoices?*

If you specify yes in this field, the system defaults a hold status to all new invoices you create for the vendor. You cannot pay an invoice that is on hold until you change the hold status of the invoice. This is a required field.

*Separate payment?*

If you specify yes in this field, the system issues a separate payment for each invoice you create for this vendor. This value defaults to each invoice where you can override it. Specify no to group invoices so that they are paid through a single payment.

- 11 Press Enter. The system displays a screen similar to Figure 2-22.

**Base data controls: invoice controls**

Use the Invoice Controls screen similar to Figure 2-22 to set up invoice options for this vendor. For example, you can have the system check invoices for:

- Duplicate invoice number
  - Minimum/maximum invoice amounts
  - Specific invoice currency
-

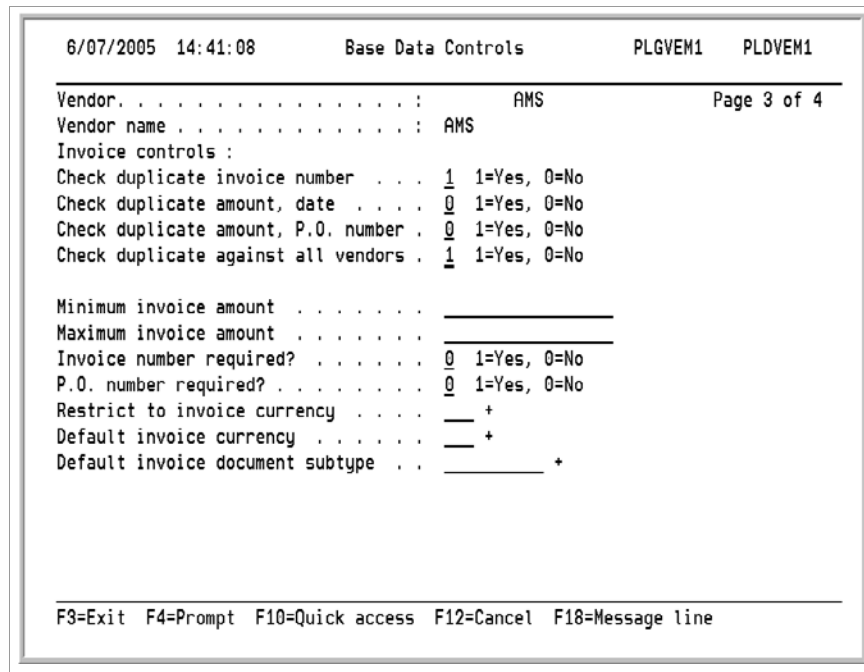


Figure 2-22: Base Data Controls screen 3

If you use a vendor model to create a vendor, all of the fields on this screen default in from the vendor model.

12 Use the following information to complete the fields on this screen:

*Duplicate Invoice Checking*

When checking to see if an invoice is a duplicate, the system uses these fields independently from each other with the exception of the *Check duplicate against all vendors* field:

- Check duplicate invoice number
- Check duplicate invoice amount, date
- Check duplicate amount, P.O. number
- Check duplicate against all vendors

If you specify yes in this field and you also specify yes in one or more of the other duplicate invoice checking fields, the system checks the vendor's invoice for a duplicate against all invoices created for all vendors.

When you create an invoice, the system displays any potential duplicate invoices for that vendor based on the settings you establish here. The default values are from the entity level. If you are authorized to override duplicate

invoices (through the option *Work with user security*), you can continue to create the invoice.

#### *Minimum invoice amount, Maximum invoice amount*

If you type a minimum and/or maximum invoice amount, the system displays a warning message when you create an invoice for this vendor with an invoice amount outside of the limits.

#### *Invoice number required?, P.O. number required?*

If you specify yes in these fields, the system requires invoice numbers and/or purchase order numbers on invoices generated by this vendor.

#### *Currency*

If multiple currency processing is not enabled in entity controls, the system does not display any currency fields.

The currency values you type in the currency fields must be valid currency code values in Infinium. If you do not use Infinium CM, the currency values must be valid in the Infinium PL system.

If you type a default invoice currency, the system supplies that currency as the default in all invoices you create for the vendor. If you do not type a default invoice currency, the system uses the base currency of the invoice company as the default in the invoices.

If you type a restrict-to invoice currency, the system requires that you enter invoices for this vendor in that currency.

#### *Default invoice document subtype*

The system displays this field only if you are using the Infinium FP application. The Infinium FP application interfaces with the Infinium PL application to provide automatic sequential numbering for the standard document types in the Infinium PL system. Refer to the “Using Sequential Numbering” chapter for more information.

You have the option of specifying an invoice document subtype in this field for reporting invoice details associated with the vendor. For example, you can create a document subtype for use with all import vendors. If you then type the document subtype in this field, the system draws from a unique pool of sequential numbers set up specifically for import vendors.

To create document subtypes, you must use the *Work with codes* option under *Controls*. You must set up the unique numbering sequences used for the document subtypes in the Infinium FP system.

---



Type a valid document subtype in this field to associate this vendor with an invoice document subtype.

13 Press Enter. The system displays a screen similar to Figure 2-23.

Base data controls: payment controls

At the Payment Controls screen similar to Figure 2-23 you can set up options for payments to this vendor. For example, you can have the system:

- Hold all payments for this vendor
- Name a preferred disbursement bank or bank account
- Set the default payment currency

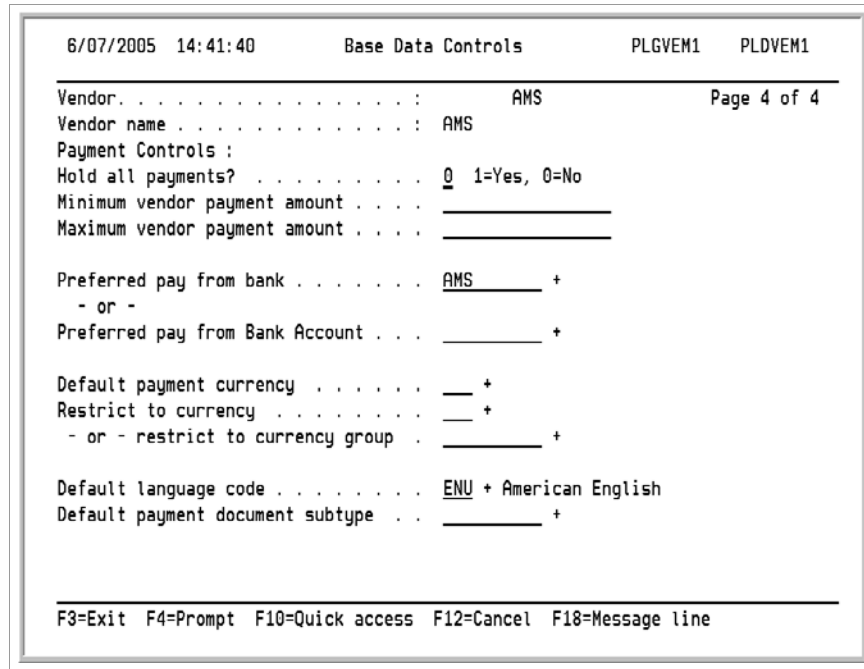


Figure 2-23: Base Data Controls screen 4

14 Use the following information to complete the fields on this screen:

If you use a vendor model to create a vendor, many of the fields on this screen default in from the vendor model.

*Hold all payments?*

If you specify yes in this field, the system does not select this vendor's invoices into a payment session.

*Preferred pay from bank, Preferred pay from Bank Account*

To have the system pay this vendor only from a specific bank or bank account, type a preferred bank or bank account in the appropriate field.

In payment cycles you can indicate whether the system uses the preferred bank or bank account as part of the selection criteria when selecting invoices into a payment session.

*Default payment currency*

You can type \* in the *Default payment currency* field to allow this vendor to be paid in any currency. The \* defaults to the invoices you create for the vendor.

If you type a default payment currency, the system defaults the specified currency into the payment currency field for all invoices that you create for the vendor. If you do not type a default payment currency, the base currency of the invoice company is the invoices' default payment currency.

You can change the payment currency on the invoices.

You can also restrict this vendor to be paid only with a certain currency.

*- or - restrict to currency group*

You can restrict this vendor to be paid only in currencies that are part of a specified currency group. You set up currency groups in Infinium CM.

*Default language code*

The system uses the default language code to determine in which language to print messages that are attached to invoices or payments for this vendor. If you do not type a default language code on the vendor's remit to address, the system uses the language code you type here.

In order for the system to print a message, you must type a default language code in this field or on the remit to address for the vendor.

*Default payment document subtype*

The system displays this field only if you are using the Infinium FP application to assign sequential numbering. Refer to the "Using Sequential Numbering" chapter of this guide for more information.

- 15 Press Enter. The system creates or updates the vendor base data controls and continues to the vendor address controls screen similar to Figure 2-24.
-

## Creating the vendor address controls

The system displays the screen shown in Figure 2-24 when you create a vendor. You can create multiple addresses for a vendor. Each address can be specified to be used as a remit to address, as a buy from address, or as both a remit to and a buy from address.

Your user security profile determines which address types you can create. Refer to the *Infinium PL Guide to Controls* for more information on how to set up user security.

If you type a default remit to address type on the Base Data Controls screen 2 as shown in Figure 2-21, that address type defaults to this screen. Otherwise, you must type an address type. You create address types in the *Work with codes* option with the code type **ATP**.

```

9/15/2008 10:09:50      Vendor Address Controls      PLGVEM4      PLDVEM4
-----
Vendor . . . . . :      AMS
Vendor name . . . . . :      AMS

Address type . . . . . :      REMIT      Remit To Address
Address type usage . . . . . :      1 0=Both, 1=Buy from, 2=Remit to
Default remit to address ? . . . . . :      0 1=Yes, 0=No
Default buy from address ? . . . . . :      0 1=Yes, 0=No      Print ?
Address line 1 . . . . . :      54 Sleigh Road      1 0/1
Address line 2 . . . . . :      _____      0 0/1
Address line 3 . . . . . :      _____      0 0/1
Address line 4 . . . . . :      _____      0 0/1
City . . . . . :      Chelmsford      1 0/1
County . . . . . :      _____ +      1 0/1/2
State / province . . . . . :      MA + Massachusetts      1 0/1/2
Postal code . . . . . :      01824      1 0/1
Country . . . . . :      _____ +      1 0/1/2
In care of . . . . . :      _____      1 0/1
E-mail . . . . . :      _____
URL _____

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

Figure 2-24: Vendor Address Controls screen 1

### Address controls: basic information

- 16 Use the following information to complete the fields on this screen:

#### *Address type usage*

A remit to address type informs the system that this address can be used to print on payments only. A buy from address type informs the system that this

address can be used for purchase orders only. An address type of both allows this address to be used for payments and purchase orders.

#### *Default remit to address?*

When you specify yes in the *Default remit to address* field, the system supplies this address as the default displayed at the Invoice Header screen and specified in the payment information portion of all invoices that you create for this vendor.

#### *Default buy from address?*

When you specify yes in the *Default buy from address* field, the system defaults this address into all purchase orders you create for this vendor if you are interfacing with the Infinium PM system.

#### *Print?*

The *Print?* column to the right of each field of address information determines what part of the address the system prints on the payment forms. Press Help for specific information on what the system prints.

- Press Enter. The system displays a screen similar to Figure 2-25 and/or Figure 2-26 based on the address type usage.

```

9/15/2008 10:39:15      Vendor Address Controls      PLGVEM4      PLDVEM4
-----
Vendor . . . . . :      AMS
Vendor name . . . . . :      AMS
Address type . . . . . :      BOTH      Buy From and Remit to Address

Override invoice currency . . . . . ___ +
Restrict to invoice currency . . . . . ___ +

Payment overrides:
Payment method . . . . . ___ +
Payment currency . . . . . ___ +
Restrict to currency . . . . . ___ +
- or - restrict to currency group . _____ +

Special handling . . . . . 0      1=Yes, 0=No
Default language code . . . . . ENU + American English

Payment mailing days . . . . . 5
Payment delay days . . . . . ___
Comment . . . . . _____

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

```

Figure 2-25: Vendor Address Controls screen 2

## Address controls: currency and payment information

The system displays this screen during creation of a vendor if this is a remit to or both (remit to/buy from) address. You can specify unique information to use for this vendor for this address only.

- 18 Use the following information to complete the fields on this screen:

### *Override invoice currency*

If the invoice currency for this address is different from the vendor base data default currency, you can override the currency for this location. When you enter an invoice for this address, this currency will become the default transaction currency. You can override this currency on the invoice.

This field is mutually exclusive with the *Restrict to invoice currency* field.

### *Restrict to invoice currency*

Type a valid currency in this field to restrict this address's invoice currency. The currency defaults into the invoice. You cannot override this currency on an invoice.

This field is mutually exclusive with the *Override invoice currency* field.

### *Payment method*

The system displays the *Payment method* field only if you are changing information for an existing vendor, not when you are first creating the vendor controls.

You can specify a payment method for this address that differs from the payment method typed in the base data controls. The system always uses the payment method typed in this field for this location.

### *Payment currency*

If you are using multiple currencies and the payment currency for this location differs from the currency typed in the base data controls for this vendor, type a valid currency code in this field to serve as the default payment currency for this location.

When you enter an invoice for this address, the currency becomes the default remittance currency. You can override this currency on the invoice.

### *Restrict to currency*

If you are using multiple currencies and the payment currency for this location differs from the currency typed in the base data controls for this

---

vendor, you can type a valid currency code in this field to restrict payments for this location to the specified currency.

You cannot override the restrict-to currency on the payment.

### *Special handling*

If you specify yes in the *Special handling* field, payment sorting places payments for this vendor address at the top of the payment batch. For specific information on payment sorting, refer to the “Processing Payments” chapter of this guide.

### *Payment mailing days*

### *Payment delay days*

When determining whether to include an invoice in a payment session, the system subtracts payment mailing days from the net due date of invoices and adds payment delay days to the net due date of invoices.

19 Press Enter. The system either:

- Updates the vendor address if this is a remit to only address type, or
- Continues to the screen similar to Figure 2-26 if this is both a remit to and a buy from address type

```

9/15/2008 10:37:48      Vendor Address Controls      PLGVEM4  PLDVEM4
-----
Vendor. . . . . : AMS
Vendor name . . . . . : AMS

Address type . . . . . : REM01  Remit to Address 01

Override PO transaction currency . . ___ +
Restrict to PO transaction currency . ___ +

Purchasing Overrides:

Free on board . . . . . _____ +
Ship via . . . . . _____ +

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

```

Figure 2-26: Vendor Address Controls screen 3

## Address controls: purchasing data

The system displays this screen during creation of a vendor's controls if this is only a buy from address or this is both a remit to and a buy from address. You can enter purchase order defaults for this vendor at this specific address.

- 20 Use the following information to complete the fields on this screen:

### *Override PO transaction currency*

If this vendor address has a purchasing currency that differs from the vendor's default purchasing currency (specified in the vendor's purchasing controls), you can specify an alternative default purchasing currency for this address in this field.

The currency you specify here is the default currency in the purchase order when the Infinium PM user creates the purchase order. The Infinium PM user can override this currency on the purchase order.

This field is mutually exclusive with the *Restrict to purchasing currency* field. Use the *Restrict to purchasing currency* field instead of this field if the specified currency is to be required for this location.

### *Restrict to PO transaction currency*

If this vendor address requires a particular currency, specify that currency in this field.

This currency is the default PO currency when any PO is created for this address. You cannot override this currency on the purchase order.

This field is mutually exclusive with the *Override purchasing currency* field. If you want the user to be able to override the default purchasing currency on the PO, use the *Override purchasing currency* field instead of this field.

### *Free on board, Ship via*

Valid codes for *Free on board* and *Ship via* are set by means of the Infinium CA *Work with code tables* function. Refer to the *Infinium CA Guide to System Controls and Materials Maintenance* for more information.

The information that you type in these Infinium PL fields becomes the default information in the applicable fields on all purchase orders you create for this vendor in the Infinium PM system.

- 21 Press Enter to continue to the required payment method controls segment, described in the next topic.
-

## Creating the payment method controls

When you press Enter at the last Address Controls segment screen as described at the end of the preceding topic, the system continues directly to the first Payment Method Controls segment screen, which is similar to Figure 2-27.

The system displays all allowable payment methods as specified in entity controls. Refer to the *Infinium PL Guide to Controls* for more information on setting up entity controls.

```

2/28/2003 15:20:18 Vendor Payment Controls          PLGVEM3  PLDVEM3
-----
Vendor . . . . . : MS1
Vendor name . . . . . : ACME
Default payment method . . . . . : Checks
Type options and press Enter.
  1=Select as default  2=Change  8=Display  9=Activate/deactivate

Option  Payment Methods          Active
-      -
-      Checks                    1
-      Girobank Transfer         0
-      Cash                      1
-      Bills of exchange         0
-      Letters of Credit         1
-      Letters of Credit - Electronic 0
-      ACH                      0
-      Bankers Automated Clearing Society 1
-      Electronic Payment Order   0
-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line

```

Figure 2-27: Vendor Payment Controls selection screen

You must select one payment method as the default payment method. If your company uses the *Checks* payment method only, perform the following steps:

- 22 Select *Checks*. Type 2 (Change) in the *Option* field and press Enter. The system displays a screen similar to Figure 2-28.
- 23 Press Enter and return to the first Vendor Payment Controls screen. The system changes the *Active* column to 1 for *Checks*.
- 24 Select *Checks*. Type 1 (Select) in the *Option* field and press Enter to select *Checks* as the default payment method. The screen displays **Checks** as the *Default payment method* in the top section of the screen.



## Vendor payment controls

If you pay invoices using more than one payment method, perform the following steps:

- 25 When you select a payment method for the first time and specify change or activate/deactivate, the system displays the screen shown in Figure 2-28. You can type information on this screen and automatically activate the payment method for the vendor.

Once you have changed or activated/deactivated a payment method, you can select it again with:

Action	Field value	Description
Change	2	To change only the information This does not change the active status.
Activate/deactivate	9	To change only the active status

You must select one payment method to be the default payment method for this vendor. The system highlights the default payment method.

The system allows you to activate the *Electronic payment orders* option only if you have set up the vendor in the Infinium EX system.

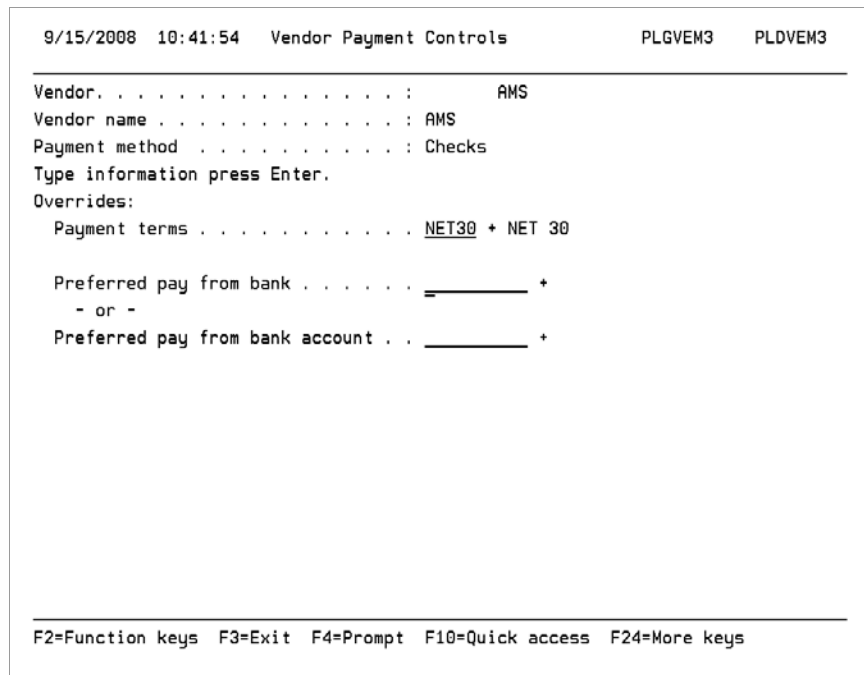


Figure 2-28: Vendor Payment Controls screen 2

The system displays this screen anytime you change a payment method or when you activate a payment method for the first time.

- 26 You can override the payment terms, the preferred bank information, or both, for this payment method. These values override information specified on the vendor base data controls.
- 27 Use the information below to complete the fields on this screen.

#### *Payment terms*

Type or select payment terms code to override the vendor's default payment terms for this payment method. The terms code for this payment method is the default terms code for any invoices that you create for this vendor that are paid with this payment method.

#### *Preferred pay from bank, Preferred pay from bank account*

To have the system pay this vendor only from a specific bank or a specific account at a specific bank, specify values for this payment method in one or both of these fields.

During later payment processing, you can choose whether to use these values as selection criteria for including invoices in a payment session.

#### **Bills of exchange, letters of credit, and letters of credit - electronic**

For the Bills of Exchange, Letters of Credit and Letters of Credit - Electronic payment methods, the system displays an additional field. Use the information below to complete this field.

#### *Payment threshold amount*

The amount you specify in this field represents the minimum payment amount the system transacts for these payment methods. The system does not make a payment for an amount lower than the threshold amount until the vendor accumulates enough to equal or exceed the threshold amount.

#### **A.C.H. payments**

For the A.C.H. payment method, you press Enter to display a second screen with additional fields. Use the information below to complete these fields.

#### *Receiving D.F.I. name*

Specify the name of the receiving Depository Financial Institute (DFI)

---

This field is required for ACH-format International ACH Transactions (IAT).

*Receiving D.F.I. ID qualifier*

Specify the value that identifies the numbering scheme to use in the *Receiving D.F.I. identification* field. The *Receiving D.F.I. ID qualifier* field is required for ACH-format International ACH Transactions (IAT).

- 01** National Clearing System
- 02** BIC Code (Bank Identifier Code)
- 03** IBAN (International Bank Account Number)

*Receiving D.F.I. identification*

Specify the standard routing number as assigned by Accuity; include the check digit.

This number identifies the Depository Financial Institution (DFI) at which the receiver maintains the account or a routing number assigned to a federal government agency by the Federal Reserve.

For IAT entries, this field contains the bank identification number of the DFI at which the receiver maintains the account in the foreign country.

This field is required for ACH-format International ACH Transactions (IAT).

*Receiving D.F.I. branch country code*

Specify the two-digit ISO-approved value that identifies the country in which the branch of the bank that receives the entry is located.

This field is required for ACH-format International ACH Transactions (IAT).

You use the **CTY** code type within the *Work with codes* function under *Controls* to set up country codes. For IAT processing, you must set up two-digit ISO-approved country codes.

*Receiving D.F.I. number*

Specify the routing number (D.F.I. or Depository Financial Institution Number) at which the vendor maintains its account and where the A.C.H. payment will be received.

If you specify a value in this field, you must specify a *D.F.I. account number*. If you specify a value in this field, you cannot specify a value in the *Foreign receiving D.F.I. number* field.

---

The system does not extract employees and US vendors with missing receiving D.F.I. numbers when you run the *Extract ACH data* menu option using the PPD or CTX format.

*D.F.I. account number*

If you specify a value in the *Receiving D.F.I. number* field, you must also specify the bank account into which the A.C.H. payment will be made.

*Foreign receiving D.F.I. number*

Specify the routing number (D.F.I. or Depository Financial Institution Number) at which the vendor maintains its foreign account and where the A.C.H. payment will be received.

If you specify a value in this field, you must specify a *Foreign D.F.I. account number*. If you specify a value in this field, you cannot specify a value in the *Receiving D.F.I. number* field.

Canadian vendors with missing foreign receiving D.F.I. numbers do not appear on the IAT formatted tapes.

*Foreign D.F.I. account number*

If you specify a value in the *Foreign receiving D.F.I. number* field, you must also specify the bank account into which the A.C.H. payment will be made.

*Account type*

If you specify a D.F.I. account number in either the *D.F.I. account number* or the *Foreign D.F.I. account number* field, you must also specify whether the account is a savings or checking account.

28 Press Enter. The system either:

- Activates the payment method for the vendor, or
  - Continues to a screen similar to Figure 2-29 if this payment method is for Bankers Automated Clearing Society, Bills of Exchange, Electronic Payment Order or Girobank Transfers.
-

```

9/15/2008 10:49:02 Vendor Payment Controls PLGVEM3 PLDVE3
-----
Vendor . . . . . : 6
Vendor name . . . . . : Acme Corporation
Payment method . . . . . : Bills of exchange
Type information press Enter.
Bank account number . . . . . : 11235531
IBAN . . . . . : _____
Use IBAN as a default? . . . . . : 0 1=Yes, 0=No
Bank short name . . . . . : BANK1 +
-or Bank identification type . . . . . : ABA +
    Bank identification number . . . . . : 001123456
Bank name . . . . . : National Bank
S.W.I.F.T. identifier . . . . . : 001123456789
Address . . . . . : State Street

City . . . . . : Boston
County . . . . . : State or Province . . . . . : MA
Postal code . . . . . : 02134 Country . . . . . :

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

Figure 2-29: Vendor Payment Controls screen 3

### Additional vendor payment controls

29 Use the following information to complete the fields on this screen:

*Bank account number*

Type a bank account number. This is the account to which you must direct payments for this vendor and payment method. This is a required field.

If you are entering a bank account number for the Bankers Automated Clearing Society (B.A.C.S.) payment method, you must type an eight-digit account number. The other payment methods allow up to twenty-digit account numbers.

*Bank short name*

Type a bank short name. This abbreviation identifies the bank that has the account you specified in the *Bank account number* field.

If you do not recall the bank short name, type the appropriate information in the *Bank identification type* and *Bank identification number* fields. The system automatically supplies the short name based on the values you type.

If you have not yet created the bank details for this vendor, type a bank short name in this field, press Enter and set up the bank details. For instructions, refer to the *Infinium PL Guide to Controls*.

### *Bank identification type*

Use this field to identify the type of bank you are using, such as U.S. or European banking systems.

The system automatically displays the bank identification type if you type the bank short name.

### *Bank identification number*

Type a bank identification number. You must use the bank identification number to identify a specific bank and location.

## **International bank account information**

The system displays the following fields when you define Bills of Exchange, Electronic Payment Order and Girobank Transfer payment controls.

### *IBAN*

Specify the international bank account number (IBAN) for the vendor. You must enter a value in this field if you specify yes in the *Use IBAN as a default?* field. Leave this field blank if you specify no in the *Use IBAN as a default?* field.

**Caution:** If you change company bank IBAN and/or vendor IBAN information when the company bank or vendor's invoices are in an unprocessed payment session, unexpected results may occur.

You should, therefore, delete unprocessed payment sessions before making IBAN bank changes.

### *Use IBAN as a default?*

Specify whether the IBAN for the vendor bank account should be used during payment processing.

If you specify yes, the system uses the IBAN when processing payments for the vendor, and you must specify a value in the *IBAN* field. You can subsequently change the default value from within the *Work with Payment Selections* menu option.

If you specify no, the system uses the bank account number during payment processing.

**Caution:** If you change company bank IBAN and/or vendor IBAN information when the company bank or vendor's invoices are in an unprocessed payment session, unexpected results may occur.

---

You should, therefore, delete unprocessed payment sessions before making IBAN bank changes.

### Funds transfer information

The system displays the following fields when you define Bankers Automated Clearing Society (B.A.C.S.) and Electronic Payment Order payment controls:

#### *Actual funds transfer method*

Type a fund transfer method code to identify the method the bank uses to transfer the funds through the banking system. For example, **ACH** identifies the Automated Clearing House transfer method.

#### *Funds transfer payment format*

Type the funds transfer payment format code for the actual funds transfer method. For example, **CTX** identifies the Corporate Trade Exchange format used by the ACH actual funds transfer method.

- 30 Press Enter. The system activates the payment method for the vendor.
- 31 Select one of the defined payment methods. Type 1 (Select) and press Enter to assign it as the default payment method for this vendor. The default should be the method you intend to use most often. You can override the default during invoice entry.

If you are changing payment method defaults, a window appears displaying the current default payment method. Confirm a change to the default payment method by specifying yes in the *Change default?* field. The system highlights the new default payment method.

- 32 Press Enter to save your changes.

If the entity controls specify that the Infinium PM application is installed on your system, the system displays the Purchasing Controls screen shown in Figure 2-36 later in this chapter of the guide.

Refer to the next topic, "Maintaining existing vendor controls," for details about processing the purchasing controls.

# Maintaining existing vendor controls

## Overview

After processing the segments that are required for creating a new vendor's controls, you can edit those controls and you can work with the other segments for this vendor by selecting the appropriate entries at the Infinium PL Work with Vendors Segment Selection screen.

At the selection screen, the system displays an entry for each of the following segments that your user security allows you to select:

- Base data controls
- Address controls
- Payment method controls
- Contact controls
- Vendor user fields
- Vendor tax controls
- 1099 and T4A tax information
- Purchasing controls

For information on processing fields at the base data controls, address controls, and payment method controls screens, refer to the "Creating new vendor controls" topic earlier in this chapter.

The following procedures explain how to process the fields for the remaining vendor control segments.

## Accessing the vendor controls segment selection screen

The system displays a selection list of vendor control segments when you do either of the following:

- Complete the presented vendor control segments and press Enter at the last presented screen, as described in the preceding topic. Vendor security determines which screens the system presents.
-



- Select *Controls* on the main menu, select *Work with vendors [WWV]*, and then select an existing vendor. Type **2 (Change)** and press Enter.

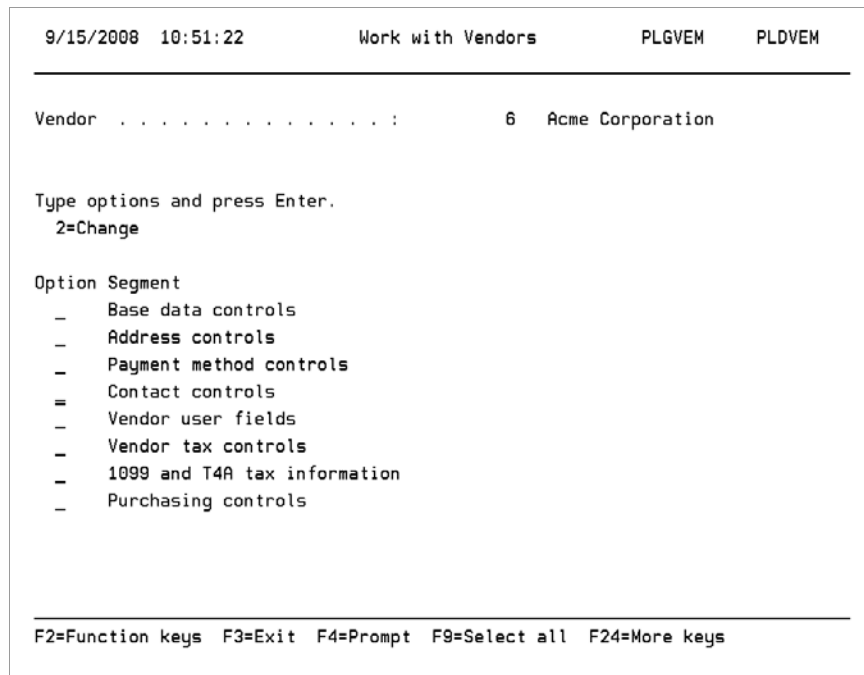


Figure 2-30: Work With Vendors - Vendor Segment selection screen

The system displays entries for only the segments that your user security profile authorizes you to change. Refer to the *Infinium PL Guide to Controls* for information about how to set up user security.

Select each segment with which you want to work. Type **2 (Change)** in the *Option* field and press Enter. If you select multiple segments, the system displays the screens for all the selected segments in a single sequence.

## Processing the vendor’s contact controls

The vendor contact controls allow you to identify details about the people at a vendor location with whom you typically conduct business.

- 1 To create or update a vendor’s contact controls, select *Contact controls* at the vendor controls segment selection screen. Type **2 (Change)** and press Enter.

```
2/28/2003 15:55:13      Vendor Contact Information      PLGVEM5      PLDVEM5
-----
Vendor . . . . . :      MS1
Vendor name . . . . . :      ACME

Type options and press Enter.

2=Change 4=Delete 8=Display

Option Type Contact name      Description
_  MAIN  Mike Stevens

-----
F3=Exit F6=Create F10=Quick access F12=Cancel F18=Message line
```

Figure 2-31: Vendor Contact Information selection screen

The system displays an entry for each of this vendor's contacts that you have already defined.

You can add records for as many contacts as you need for the vendor.

- 2 Press F6 to create a new contact record. You can also select an existing contact and type 2 (Change) and press Enter to change information about that contact. The system displays a screen similar to Figure 2-32.

```

2/28/2003 15:56:19      Vendor Contact Information      PLGVEM5      PLDVEM5
-----
Vendor . . . . . :          MS1
Vendor name . . . . . :      ACME
Contact type . . . . . :      MAIN      Main Contact
Contact active ? . . . . . :      1          1=Yes, 0=No
Contact first name . . . . . :      Mike
Contact last name . . . . . :      Stevens
Description . . . . . :      _____

Address type . . . . . :      _____ +
Primary telephone number/extension. . . . . :      508-790-6813      0
Primary FAX number . . . . . :      _____
Telex number . . . . . :      _____

Alternate telephone number/extension. . . . . :      _____ 0
Alternate FAX number . . . . . :      _____

E-mail . . . . . :      _____

Comment . . . . . :      _____

F3=Exit F4=Prompt F10=Quick access F12=Cancel F18=Message line
    
```

Figure 2-32: Vendor Contact Information screen

- 3 Use the following information to complete the fields on this screen:

*Contact type*

Type a valid contact type value. You create contact type values for code type CTP using the *Work with codes* function.

Type additional information about the contact. The *Contact type*, *Contact last name*, and the *Primary telephone number* are required fields.

- 4 Press Enter. The system creates or updates the contact information.

## Processing the vendor user fields

This procedure applies only if you have created vendor user fields in your Infinium PL entity controls. Vendor user fields are useful for identifying vendor information that is unique to your company or unique to your vendors.

For example, you can use vendor user fields to track different types of vendors.

- 5 To create or update vendor user fields, select *Vendor user fields* at the vendor controls segment selection screen. Type 2 (Change) and press Enter.

```

9/15/2008 10:54:19      User Defined Fields      PLGVEM7      PLDVEM7
-----
Vendor. . . . . :          6
Vendor name . . . . . : Acme Corporation

User field          Value          ---- Length ----
Minimum           Maximum
VENALPHA1 . . . . . _____ 1           20
VENALPHA2 . . . . . _____ 1           20
VENALPHA3 . . . . . _____ 1           20
VENALPHA4 . . . . . _____ 1           20

VENNUM5 . . . . . _____ .00
VENNUM6 . . . . . _____ .00

VENDATE7 . . . . . _____ 0

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

```

Figure 2-33: User Defined Fields screen

6 Type appropriate data in each user-defined field. You can have up to:

- Four alphanumeric fields
- Two numeric fields
- One date field

Depending on the values in your entity controls for these fields, the fields may be required and may be restricted to certain values.

7 Press Enter. The system saves the user field information.

## Processing the vendor's tax controls

8 To create or update a vendor's tax controls, select *Vendor tax controls* at the vendor controls segment selection screen. Type **2** (Change) and press Enter. The Infinium PL system interfaces with Infinium GT to process taxes. The system handles the following types of taxes:

- Sales Tax
- Use Tax
- Goods and Services Tax (GST)
- Value Added Tax (VAT)

- Provincial Services Tax (PST)
- State, City, and Federal Taxes

```

9/15/2008 10:55:06 Vendor Tax Controls PLGVEM8 PLDVEM8
-----
Vendor . . . . . : 6
Vendor name . . . . . : Acme Corporation
Vendor tax controls 1
Exempt from tax ? . . . . . 0 1=Yes, 0=No
Country code / Registration number . ___ + _____
Default tax authority / Rate code . ___ + _____
Default category code . . . . . ___ +
Recoverable? . . . . . 1 1=Yes, 0=No
Self assess? . . . . . 0 1=Yes, 0=No
Tax inclusive ? . . . . . 0 1=Yes, 0=No

Vendor tax controls 2
Exempt from tax ? . . . . . 0 1=Yes, 0=No
Country code / Registration number . ___ + _____
Default tax authority / Rate code . ___ + _____
Default category code . . . . . ___ +
Recoverable? . . . . . 1 1=Yes, 0=No
Self assess? . . . . . 0 1=Yes, 0=No
Tax inclusive ? . . . . . 0 1=Yes, 0=No

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

Figure 2-34: Vendor Tax Controls screen

You can type up to two sets of default tax information per vendor. The system uses all of the values at this screen other than *Exempt from tax?*, *Country code* and *Registration number* as default values in invoices that you create for this vendor.

The system does not directly use these default values for purchase order invoices if you use Infinium PL with Infinium PM. Infinium PM includes the first set of Infinium PL vendor tax defaults in the hierarchy that applies during Infinium PM tax data resolution.

Infinium PM then passes the purchase order tax information to Infinium PL during the invoice entry PO selection process.

These Infinium PL controls are directly used for defaults if you add new tax charges to a purchase order invoice without first adding the taxes to the purchase order.

- 9 Use the following information to complete the fields on this screen:

*Exempt from tax?*

If the vendor's invoices do not require tax payments, specify yes in this field. Otherwise, keep the default value of no.

### *Country code*

Specify a country code that has been set up in Infinium GT, such as USA. This is the default tax country code for this vendor.

### *Registration number*

Type the tax registration code for the vendor and tax. This is the vendor's registration number with the tax authority and must be valid in Infinium GT. A tax authority can have more than one registration number.

If the vendor is exempt from taxes, you can use this field for the exemption number issued to the vendor by the tax authority.

### *Default tax authority*

The tax authority is the organization to which the tax is ultimately being paid, such as the IRS or state.

Type a valid tax authority code. This code is the default in invoices entered for this vendor. For example, you can use **DOR** for your state's Department of Revenue.

Set up tax authority codes in Infinium GT. Refer to the *Infinium GT Quick Reference User's Guide* for more information.

### *Rate code*

Type a rate code in this field. create tax rate codes in the Infinium GT application. Rate codes are associated with the tax authority. The rate code identifies the percentage to use in calculating tax amounts.

### *Default category code*

Type a valid tax category code in this field.

Create tax category codes in Infinium GT. Use these codes to report tax history details for the vendor from within the Infinium GT application.

### *Recoverable?*

If the tax is recoverable, specify yes in this field. Otherwise, keep the default value of **no**.

This field affects the tax calculation for value added taxes (VAT), as explained in the *Infinium GT Quick Reference User's Guide*.

The system applies this flag as follows depending upon whether the invoice is a standard invoice or a purchase order invoice:

---

- For standard invoices, the system uses the *Recoverable?* field value as the default on the invoice's Tax Definition screen if the *Recoverable?* field is not blank. If this field is blank, the system specifies yes as the default on the Tax Definition screen during invoice entry.
- For purchase order invoices, the system uses the purchase tax default value for the *Recoverable?* field. If you create new taxes on the purchase order/receipt invoice, the system uses the value in this field. If this field is blank, the system specifies yes.

#### *Self assess?*

If the tax liability is accrued instead of paid to the vendor, the tax is self assessed. If the tax for this vendor is self assessed, specify yes in this field. Otherwise, keep the default value of **no**.

#### *Tax inclusive?*

If taxes for the vendor are included in the tax basis amount (inclusive), specify yes in this field. Keep the default value of no if tax basis amounts are in addition to the tax basis (exclusive).

This determines the tax calculation method used:

- Exclusive = rate times tax basis amount
- Inclusive = rate times tax basis amount / (1 + rate)

Do not set both the *Self assess?* and the *Tax inclusive?* fields to **yes**. Taxes for invoice amounts are generally not both self assessed and inclusive.

For additional information about global taxation, refer to the "Processing Taxes" chapter of this guide and to the *Infinium GT Quick Reference User's Guide*.

- 10 Press Enter. The system saves the vendor tax controls.

## Processing the vendor's 1099 and T4A tax information controls

The 1099 and T4A Tax Information controls allow you to track the vendor's invoices for tax reporting purposes. For example, maintain this segment of the vendor controls if the vendor is a consultant and is paid for his or her services from the Infinium PL system.

Infinium PL uses the values that you specify in this segment as the defaults for:

- Invoices you generate for this vendor

- Adjustments that you make by use of the Infinium PL payment option  
*Work with 1099/T4A tax adjustments*

The tax codes represent the following:

- Each 1099 code represents a specific box on a specific type of United States Internal Revenue Service 1099 tax reporting form.
- Each T4A code represents a specific box on a specific type of Canadian T4A tax reporting form.

- 11 To create or update a vendor's tax reporting controls, select *1099 and T4A information* at the vendor controls segment selection screen. Type **2** (Change) and press Enter.

```

9/15/2008 10:57:03 Vendor 1099 and T4A Tax Information  PLGVEM10  PLDVEM10
-----
Vendor . . . . . : 6
Vendor name . . . . . : Acme Corporation

1099 tax controls
1099 code . . . . . MISC1 + 1099-MISC Box #1 Type - A
Tax identification number . . . . . 12-12345678

T4A tax controls
T4A code . . . . . ____ +
Tax identification number . . . . . _____

Type of TIN . . . . . 1 1=EIN, 2=SSN
Second TIN notice . . . . . 0 1=Yes, 0=No
Vendor name control . . . . . ACME

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

Figure 2-35: 1099 and T4A Tax Information screen

The *1099 code* and *T4A code* fields are mutually exclusive. You may enter details for one or the other, but not both.

- 12 Use the following information to complete the fields on this screen:

*1099 code*

Type a 1099 code in this field. Use this field for vendors subject to U.S. tax reporting to identify the type of 1099 that applies to the vendor. For example, you can use **A2** to represent Form 1099-A, Box 2. The 1099 code is linked to the 1099 form and box number through the Infinium IR application.



### *Tax identification number*

Type the vendor's tax identification number. This field is associated with the *1099 code* field and is required if that field has a value.

- The tax ID number is a Social Security Number issued by the Internal Revenue Service if the vendor is an individual.
- The tax ID number is usually an Employer Identification Number issued by the Internal Revenue Service if the vendor is a business organization. If the business is a sole proprietorship with no employees the business tax ID number can be a Social Security Number.

### *T4A code*

Type a T4A code in this field. Use this field for vendors subject to Canadian tax reporting to identify the type of T4A that applies to the vendor. For example, you can use **COMM** to represent Self Employed Commissions.

### *Tax identification number*

Type the vendor's tax identification number. This field is associated with the *T4A code* field and is required if that field has a value.

This number is a Social Security Number if the vendor is an individual and is an Employer Identification Number if the vendor is a business organization.

### *Type of TIN*

Identify the type of taxpayer identification number (TIN) that is entered in either of the *Taxpayer identification number* fields above. Specify **EIN** if the vendor is a business organization and uses an employer identification or type specify **SSN** if the vendor is an individual using a Social Security Number.

### *Second TIN notice*

You need the vendor's taxpayer identification number to report tax information. Specify yes in this field to show that you have sent a second TIN request notice to the vendor because the vendor either has not provided you with a tax identification number or has provided the incorrect taxpayer identification number. Otherwise, leave the default value of no.

### *Vendor name control*

The government assigns vendor name controls, which are listed in *IRS Publication 1220*. If you do not enter a vendor name control code in this field, the system automatically inserts the first four letters of the vendor's short name after you press Enter at this screen.

For more information about 1099 and T4A tax reporting, refer to the "Performing Year End Processing Steps" chapter of this guide.

---

- 13 Press Enter. The system saves the 1099 or the T4A tax information.

## Processing the vendor purchasing controls

You can access the vendor purchasing controls segment only if your user security defines your user type as one of the following:

- Purchasing user only
- Payables and purchasing user

If you are an authorized user, you can use the purchasing controls to define default values for goods and services purchase order records. The system provides these defaults in the purchase order records during Infinium PM purchase order entry.

- 14 To create or update a vendor's purchasing controls, select *Purchasing controls* at the vendor controls segment selection screen. Type 2 (Change) and press Enter.

The system displays the Purchasing Controls screen.

9/15/2008 10:58:03		Purchasing Controls		PLGVEM6	PLDVEM6
Vendor . . . . .	:	6			
Vendor name . . . . .	:	Acme Corporation			
Buy from address type code . . . . .	:	MAIN			
Restrict to purchasing company . . . . .	:	_____ +			
or purchasing company group . . . . .	:	ALL _____ +			
Purchasing currency . . . . .	:	USD + United States Dollar			
Free on board . . . . .	:	_____ +			
Ship via . . . . .	:	_____ +			
Freight terms . . . . .	:	FOB +			
Purchasing group . . . . .	:	_____			
Buyer ID . . . . .	:	_____			
Minimum value . . . . .	:	_____		.00	
Maximum value . . . . .	:	_____		.00	
Backorder allowed . . . . .	:	0	1=Yes, 0=No		
Vendor performance flag . . . . .	:	0	1=Yes, 0=No		
Hazardous materials? . . . . .	:	0	1=Yes, 0=No		
F3=Exit F4=Prompt F10=Quick access F12=Cancel F15=First F18=Message line					

Figure 2-36: Purchasing Controls screen

- 15 Use the following information to complete the fields on this screen:

*Restrict to purchasing company, or purchasing company group*

You must specify one of the following in one of these fields:

- A specific company that is to be used for recording purchases from this vendor. The company must have been previously defined in Infinium CA.
- A group of companies that are valid for recording purchases from this vendor. The company group must have been previously defined in Infinium PM.

You can specify all companies if there is a defined value identifying all companies as a company group. Refer to the *Infinium CA Guide to System Controls and Materials Maintenance* and the *Infinium PM Guide to Setup and Processing* for more information defining purchasing companies and company groups.

*PO transaction currency*

You must type a valid currency code value in this field. If you use the Infinium CM system, the currency code value must be valid in the Infinium CM system. Otherwise, the currency code value must be valid in the Infinium PL system.

You can override this value for specific locations by specifying a different currency in the vendor's address controls segment.

*Free on board, Ship via*

Type the freight origin or destination code in the *Free on board* field and a code for the preferred method of shipment of goods in the *Ship via* field.

The values you specify must have been previously defined by means of the Infinium CA *Work with code tables* function.

*Freight terms*

The terms you specify here become the default freight terms for the purchase order when an Infinium PM user specifies this vendor for the PO.

- 16 Press Enter. The system creates or updates the purchasing controls.

## Exiting the Vendor Controls Segment selection screen

- 17 After you complete the last screen for the last segment that you selected, the system returns you to the segment selection screen. Exit at the segment selection screen to exit the *Work with vendors* function.
-

## Displaying the vendor audit trail

### Vendor information audit logging

When you create or maintain vendor information, the system can log audit information such as your additions, deletions, activations, and deactivations. The information that the system logs depends on your audit controls.

You define vendor audit controls as part of your Infinium PL entity controls, as described in the *Infinium PL Guide to Controls*.

### Displaying a vendor information audit trail

To display a vendor audit trail, perform the following steps:

- 1 From the main menu select *Controls*.
  - 2 Select *Work with vendors* [WWV]. The system displays a screen similar to Figure 2-37.
-

```

9/15/2008 11:02:43      Work with Vendors          PLGVEW  PLDVEW
-----
Type information and press Enter.
  2=Change  4=Delete  6=Print  8=Display  9=Activate/deactivate
 15=Audit trail
Opt Short Name Vendor Name          Vendor Doing Business As Act
Loc -----
__ ACME      Acme Corporation                6                      1
__ GENERAL   General Store Corporation        7 Dad's General Store 1
__ JOHNSONJOH John Johnson                    13                     1
__ NATIONAL  National Supply Company         8                      1
__ PETERSONPE Peter Peterson                   12                     1
__ THOMPSONTH Thomas Thompson                  14                     1
__ UNIVERSAL Universal Industries              9                      1
__ UNLIMITED Unlimited Enterprises, Inc.  10                     1
15 VEND1     Vendor Number 1                  1                      1
__ VEND2     Vendor Number 2                  2                      1
__ VEND3     Vendor Number 3                  3                      1
__ VEND4     Vendor Number 4                  4                      1
                                           MORE...

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

Figure 2-37: Work with Vendors screen

3 Select a vendor. Type 15 (Audit trail) and press Enter.

The system displays a screen similar to Figure 2-38.

```

9/15/2008 11:03:32      Vendor Audit Log Display    PLGVLI  PLDVLI
-----
Vendor ID . . . . . :          1      Vendor short name . . : VEND1
Vendor name . . . . . : Vendor Number 1

Action   Information                Date      Time      User
Pay/Addr From value              To value
Changed  Default terms code          4/28/1998 12:34:35 AM2000
                                         NET30
Created  Vendor address created      4/22/1998 17:24:15 AM2000
BUYFR    *CREATED
Created  Vendor PO management created 3/19/1998 17:32:40 AM2000
                                         *CREATED
Created  Vendor pay method created    3/19/1998 17:31:44 AM2000
01       *CREATED
Created  Vendor address created      3/19/1998 17:31:38 AM2000
MAIN    *CREATED
                                           MORE...

-----
F2=Function keys F3=Exit F10=Quick access F24=More keys
    
```

Figure 2-38: Vendor Audit Log Display screen

This screen displays audit log entries in reverse chronological order, most recent first.

The system displays audit information for the vendor based on the controls that are set in your Infinium PL entity controls. Refer to the *Infinium PL Guide to Controls* for information about entity controls.

- Press F21 to print the audit log for this vendor.
  - Press F11 to display an alternative view with one line of information for each entry.
- 4 Exit to return to the Work with Vendors screen.
-

# Creating vendor models

## Overview of vendor models

The system allows you to use a vendor model as a short cut for creating new vendor controls for vendors who share common characteristics. Vendor models are templates that contain information common to vendors of the same type or classification.

You copy the information from the vendor model into a new vendor record by attaching the model to that new record. The information from the model becomes the default information in the new vendor controls.

Using the model therefore helps you avoid repetitive entry of the same data for multiple vendors. You can change defaults in the vendor record later if some of the information for the new vendor controls differs from the information in the model.

You must attach the vendor model with the vendor at the time you create the vendor record. You cannot attach vendor models with existing vendor controls.

## Procedure for creating a vendor model

During creation of a vendor model, you specify information in the vendor controls base data segment. The base data segment includes:

- Invoice Defaults
- Invoice Controls
- Payment Controls

To create a vendor model, perform the following steps:

- 1 From the main menu select *Controls*.
  - 2 Select *Work with vendors* [WWV]. The system displays a screen similar to Figure 2-39.
-

```

9/15/2008 11:04:45      Work with Vendors      PLGVIEW  PLDVIEW
-----
Type information and press Enter.
2=Change  4=Delete  6=Print  8=Display  9=Activate/deactivate
15=Audit trail
Opt Short Name Vendor Name      Vendor Doing Business As  Act
Loc -----
-- ACME      Acme Corporation              6                          1
-- GENERAL   General Store Corporation      7 Dad's General Store 1
-- JOHNSONJOH John Johnson                  13                         1
-- NATIONAL  National Supply Company       8                          1
-- PETERSONPE Peter Peterson                 12                         1
-- THOMPSONTH Thomas Thompson                14                         1
-- UNIVERSAL Universal Industries           9                          1
-- UNLIMITED Unlimited Enterprises, Inc.    10                         1
-- VEND1     Vendor Number 1               1                          1
-- VEND2     Vendor Number 2               2                          1
-- VEND3     Vendor Number 3               3                          1
-- VEND4     Vendor Number 4               4                          1
                                     MORE...
-----
F2=Function keys F3=Exit F5=Refresh F6=Create F24=More keys

```

Figure 2-39: Work with Vendors screen

- To create or update a vendor model, press F13. The system displays a screen similar to Figure 2-40.

```

9/15/2008 11:05:17      Vendor Models      PLGVEMW  PLDVEMW
-----
Type options and press Enter.
2=Change  4=Delete  6=Print  8=Display  9=Activate/deactivate

Opt Model      Vendor model name      Short name      Active
-- RETAIL      Retail Model           RETAIL          1
-----
Bottom
F2=Function keys F3=Exit F5=Refresh F6=Create F24=More keys

```

Figure 2-40: Vendor Models screen 1

The system displays an entry for each existing vendor model.



- 4 You can create another vendor model or change an existing vendor model by typing 2 (Change) and press Enter.
  - If you press F6, the system displays a screen similar to Figure 2-41. Continue to the next step.
  - If you change an existing model, the system omits the screen shown in Figure 2-41 and displays a screen similar to Figure 2-42. Skip the next two steps.

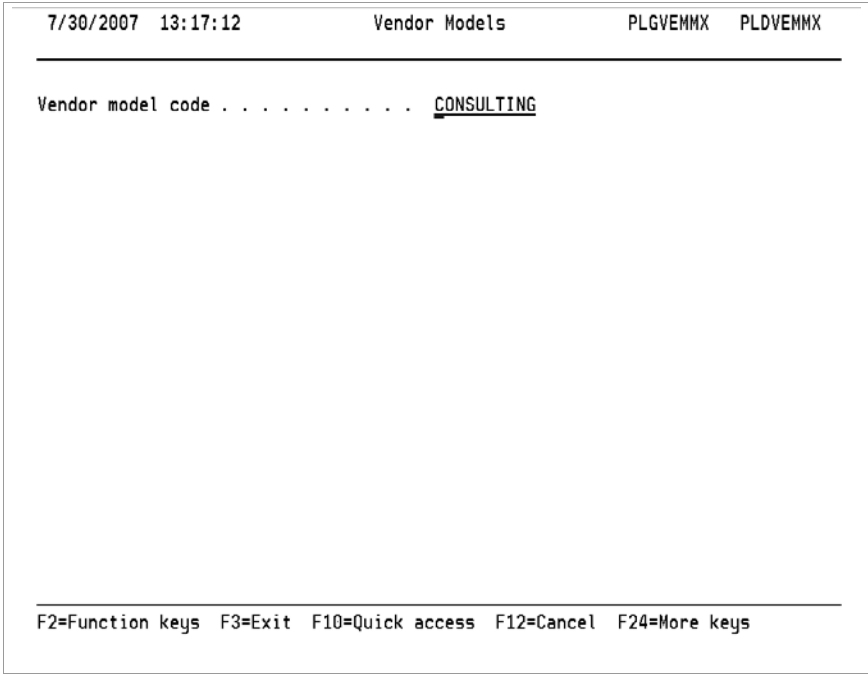


Figure 2-41: Vendor Models screen 2

- 5 Type a vendor model code. The model code should reflect the purpose of the vendor model, identifying a category of vendor that typically has the same controls, such as **Consulting**, **Utilities**, or **Single** for single use vendors.
- 6 Press Enter. The system displays a screen similar to Figure 2-42.

7/30/2007 13:23:38	Vendor Models	PLGVEMMX	PLDVEMMX
Vendor model . . . . .	: CONSULTING		Page 1 of 3
Vendor name . . . . .	<u>C</u> onsulting Services		
Short name . . . . .	<u>C</u> ONSULT		
Single use vendor? . . . . .	<u>0</u>	1=Yes, 0=No	
Litigation pending? . . . . .	<u>0</u>	1=Yes, 0=No	
Restrict to company / division . . .	_____ + _____ +		
- or restrict to company group . . .	_____ +		
SIC code . . . . .	_____ +		
Category code . . . . .	<u>S</u> RV + Services		
F3=Exit F4=Prompt F10=Quick access F12=Cancel F18=Message line			

Figure 2-42: Vendor Models screen 3

## Vendor model base data controls

Use this screen to set up general default information about the vendor.

Refer to the previous topic, “Creating vendor controls,” for more information about this screen.

- 7 Complete the applicable fields on this screen.
- 8 Press Enter. The system displays a screen similar to Figure 2-43.

```
7/30/2007 13:25:38 Vendor Models PLGVEMMX PLDVEMMX
Vendor model . . . . . : CONSULTING Page 2 of 3
Vendor name . . . . . : Consulting Services

Invoice Defaults :
Default approval code . . . . . CFO_____ + Chief Financial Officer
Default routing code . . . . . _____ +
Default remit to address type . . . . . _____ +
Default buy from address type . . . . . _____ +
Default terms code . . . . . _____ +
Default account number . . . . . _____ +

Default distribution group . . . . . _____ +
Default job code . . . . . _____ +
Default P.O. number . . . . . _____

Default reason code . . . . . _____ +
Critical level . . . . . 0,Lowest through 9,Highest
Hold new invoices? . . . . . 0 1=Yes, 0=No
Separate payment? . . . . . 0 1=Yes, 0=No

F3=Exit F4=Prompt F10=Quick access F12=Cancel F16=Expand F18=Message line
```

Figure 2-43: Vendor Models screen 4

### Vendor model invoice defaults

The information that you type on this screen is the default information for vendor controls you create using this model.

Refer to the previous topic, “Creating vendor controls,” for more information about this screen.

- 9 Complete the applicable fields on this screen.
- 10 Press Enter. The system displays a screen similar to Figure 2-44.

7/30/2007 13:26:20	Vendor Models	PLGVEMMX	PLDVEMMX
Vendor model . . . . .	CONSULTING		Page 3 of 3
Vendor name . . . . .	Consulting Services		
Invoice controls :			
Check duplicate invoice number . . .	<u>1</u> 1=Yes, 0=No		
Check duplicate amount, date . . . .	<u>1</u> 1=Yes, 0=No		
Check duplicate amount, P.O. number .	<u>1</u> 1=Yes, 0=No		
Check duplicate against all vendors .	<u>1</u> 1=Yes, 0=No		
Minimum invoice amount . . . . .			
Maximum invoice amount . . . . .			
Invoice number required? . . . . .	<u>0</u> 1=Yes, 0=No		
P.O. number required? . . . . .	<u>0</u> 1=Yes, 0=No		
Restrict to invoice currency . . . .	___ +		
Default invoice currency . . . . .	___ +		
Payment Controls :			
Hold all payments? . . . . .	<u>0</u> 1=Yes, 0=No		
Minimum vendor payment amount . . . .		.00	
Maximum vendor payment amount . . . .		.00	
Default payment currency . . . . .	___ +		
Default language code . . . . .	___ +		
F3=Exit F4=Prompt F10=Quick access F12=Cancel F18=Message line			

Figure 2-44: Vendor Models screen 5

## Vendor model invoice processing and payment controls

This screen contains information that controls invoice and payment processing.

You can type \* in the *Default payment currency* field to allow vendors created using this vendor model to be paid in any currency.

Refer to the previous topic, “Creating vendor controls,” for more information about this screen.

- 11 Complete the applicable fields on this screen.
- 12 Press Enter. The system creates or updates the vendor model.

# Creating and working with vendor groups

## Overview

A vendor group is a list of vendors. A vendor group may contain one or more vendors; however, there is no limit to the number of vendor groups to which a vendor can belong. Vendor models may not be included in vendor groups.

Vendor groups may be used to restrict a user to processing only those vendors within a certain vendor group. Vendor groups that are assigned to users may not be deleted.

Certain inquiries and reports may be limited by vendor group.

Use the *Work with vendor groups*, function to:

- Create a new vendor group
- Work with vendors in a vendor group
  - You can add or remove vendors from the vendor group.
- Display vendors in a vendor group
  - You can display only the list of vendors in the selected vendor group.
- Activate or deactivate a vendor group
  - You cannot deactivate a vendor group that is assigned to a user.
- Change the description of a vendor group
- Print a report that lists the vendors in a vendor group
  - The information in the Print Vendor Groups report includes the vendor group name, description, if it is active, and all of the vendors associated with the vendor group.
- Delete a vendor group
  - You cannot delete a vendor group if it is assigned to another user as specified on that person's user profile.

You can use company groups to:

- Restrict on the Vendor report
-

- Restrict information in *Analytical inquiry*

## Steps to define vendor groups

To define a vendor group, perform the following steps:

- 1 From the Infinium PL main menu select *Supervisor Tasks*.
- 2 Select *Work with vendor groups [WWVG]*. The system displays a screen similar to Figure 2-45.

Option	Group	Description	Active?
—	CATERING 1	Catering services group 1	1
—	CATERING 2	Caterings services group 2.	1
—	CCD	ccd tesing	1
—	ESW	ESW vendor group	1
—	FAC MGT G1	Facility management group 1	1
—	FAC MGT G2	Facility management vendors g2	1
—	FURNISH VG	Furnishing vendors group	1
—	G7	Group of seven	1
—	JSD-EMPTY	Janice's empty vendor group	1
—	JSD-INACTV	Janice's inactive vendor grp	1
—	JSD-MCVC	for testing MCVC	1
—	JSD-V1	Janice's test vendor group 1	1
—	JSD-V3	Janice testing vendor group 3	1
—	JSD-3895-1	One vendor	1

Figure 2-45: Work With Vendor Groups selection screen

This screen identifies the currently defined vendor groups. You can:

- Press F6 to create a vendor group.

When you create a new vendor group, you must specify a name and description of the group. You must also indicate which vendors to include in the group.

- Select a vendor group and an action. The system displays the appropriate screen for the action you select unless you select the print or activate/deactivate options.
  - Press F17 to define a subset of the vendor groups from which to select.

- Specify 5 (Work with vendors in group) in the *Option* field next to a vendor group to add vendors to that group or remove vendors from that vendor group.
  - Specify 9 (Activate/deactivate) in the *Option* field next to a vendor group to activate a vendor group or deactivate a vendor group provided that vendor group is not assigned to a user.
  - Specify 4 (Delete) in the *Option* field next to a vendor group to delete a vendor group if it is not assigned to another user as specified on that user's profile. After you press Enter, the system displays a screen on which you can confirm the vendor group deletion or cancel.
  - Specify 6 (Print) in the *Option* field next to a vendor group to print a report that lists the vendor group name, descriptions, active status, and all of the vendors associated with the vendor group.
  - Specify 8 (Display) in the *Option* field next to a vendor group to view a list of vendors in the selected vendor group.
  - Specify 13 (Change description) in the *Option* field next to a vendor group to change the description of a vendor group.
- 3 Press F6 to create a new vendor group. The system displays a screen similar to Figure 2-46.

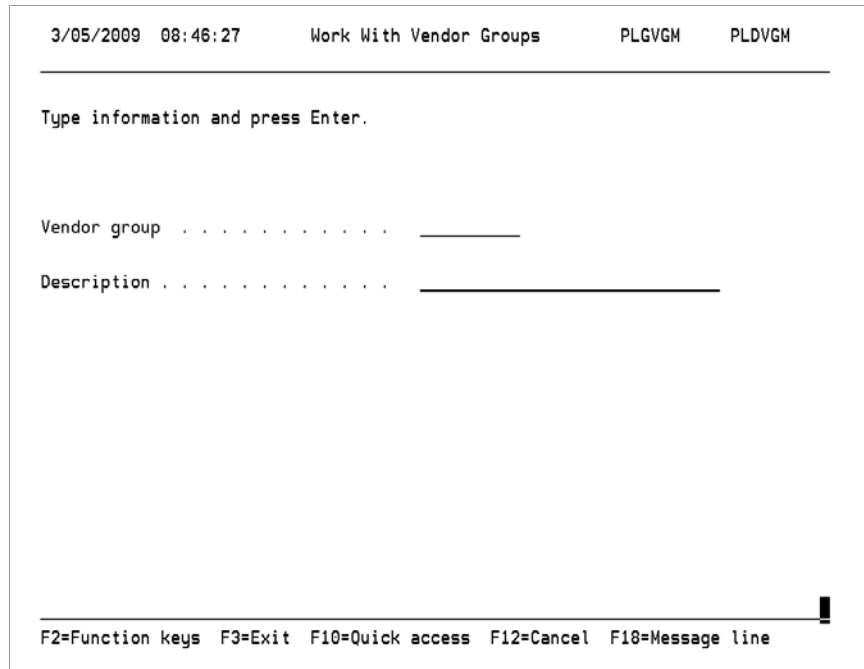


Figure 2-46: Work With Vendor Groups creation screen

Use this screen to create a new vendor group or to change the description for an existing vendor group.

When you create a new group, you must enter both a vendor group and description.

The system also displays this screen when you select an existing vendor group with 13 (Change description) on the Work With Vendor Groups selection screen illustrated in Figure 2-45. When you change the description for an existing group, the *Vendor group* field is a display-only field.

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

*Vendor group*

Provide a name for the vendor group you are creating.

This field uniquely identifies a vendor group. You must enter a name when you create the new vendor group. You cannot change this field when you use option 13 to change the description for an existing vendor group.

*Description*

Provide a meaningful description for the vendor group.

You must enter a description when you creating the new vendor group. You can change the description for an existing vendor group.

- 5 Press Enter to continue and indicate which vendors to include in the group. . The system displays a screen similar to Figure 2-47.

Option	Vendor	Vendor Name	Short Name	Act
Locate				
-	A	THE A COMPANY	ACOMPANYTH	1
-	B	The B Company	BCOMPANYTH	1
-	C	The C Company	CCOMPANYTH	1
-	D	The D Company	DCOMPANYTH	1
-	E	The E company	ECPMPANYTH	1
-	F	The F Company	FCOMPANYTH	1
-	G	The G Company	GCOMPANYTH	1
-	H	The H Company	HCOMPANYTH	1
-	I	The I Company	ICOMPANYTH	1
-	J	The J Company	JCOMPANYTH	1
-	K	The K Company	KCOMPANYTH	1
-	U	ads	ADS	1
-	1	Vendor Number 1	VEND1	1

MORE...

F2=Function keys F3=Exit F5=Refresh F10=Quick access F24=More keys



Figure 2-47: Work With Vendor Groups vendor inclusion/exclusion screen

- 6 Use this screen to select vendors for inclusion in the vendor group by specifying **1** (Include) in the *Option* field next to the vendor. Leave the *Option* field next to the vendor blank to exclude the vendor from the vendor group.

If you have a large number of vendors, you can locate a vendor or a group of vendors by typing information in one of the locate fields.

The locate feature finds the first occurrence of the value you type in a locate field, and sorts vendors based on the locate value. For example, if you type **10** in the *Vendor* locate field and press Enter, the system displays Vendor 10 first and displays higher-numbered vendors in ascending order. Therefore, you do not see vendors 1 through 9.

**Note:** The system also displays this screen when you select an existing vendor group with **5** (Work with vendors in group) on the Work With Vendor Groups selection screen illustrated in Figure 2-45. You can include additional vendors or exclude previously included vendor by having no value in the *Option* field.

The *Act* field indicates the vendor's active status:

**1** indicates that the vendor is active

**0** indicates that the vendor is inactive

You can also press F17 to list a subset of vendors. Use the resulting screen to specify information to subset the list of vendor groups. For example, enter a value to subset the list of vendor groups by vendor group name. Vendor groups are selected, using this value in conjunction with the comparison operator. For each field you want to use to subset the list, specify both a value and a comparison operator.

- 7 Press Enter. The system saves the vendor group and returns to the Work With Vendor Group.
-

## Hierarchy of invoice defaults

The system searches for default values at the user level for restrictions and authorities and then at the vendor and division levels. If the system cannot find a value at the vendor level, the system checks for the corresponding value at the division level.

### Invoice default hierarchy

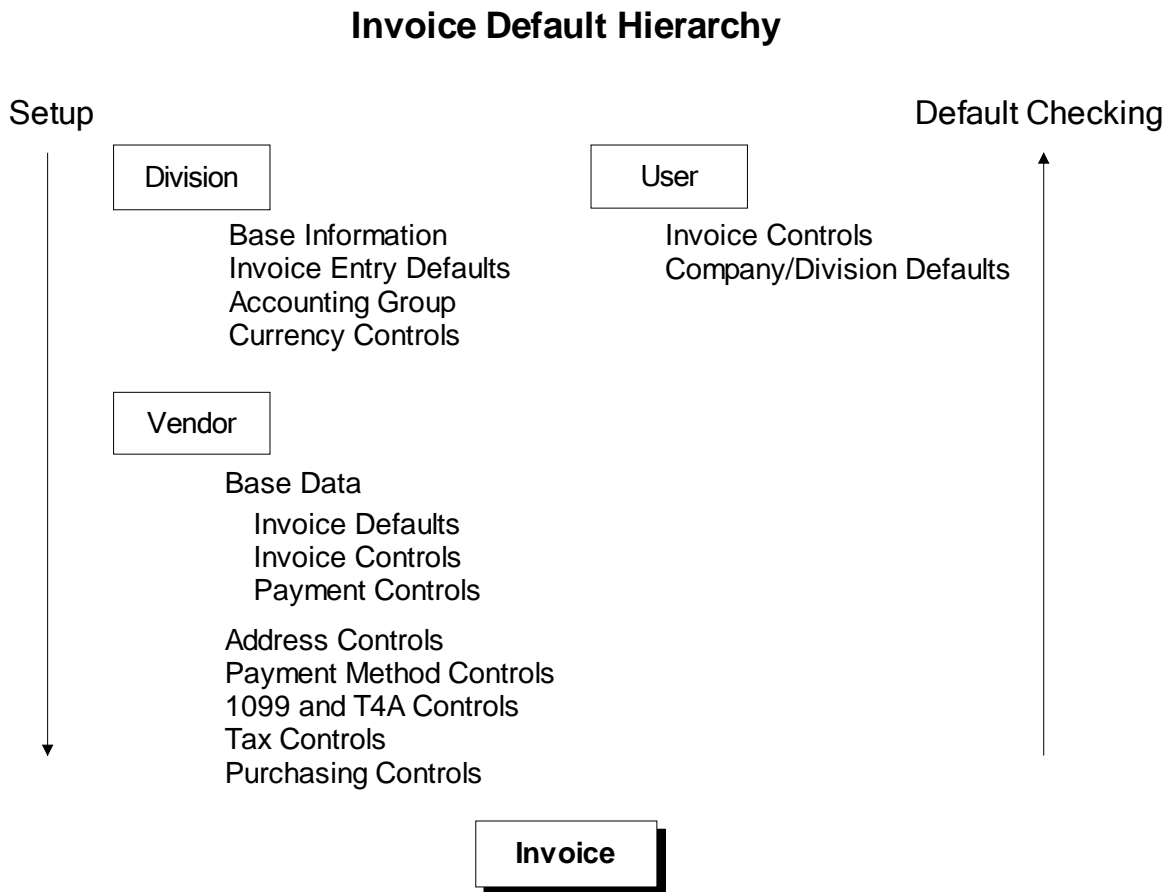


Figure 2-48: Invoice Default Hierarchy diagram

The following table identifies the control fields that the system uses for invoice and payment processing defaults. All default fields are invoice defaults unless otherwise specified.

Control	Default fields
Entity	<p>Base Data Controls (company default)</p> <p><i>Enable multi-currency processing</i></p> <p>Vendor Controls (vendor defaults)</p> <p><i>Check duplicate invoice number</i></p> <p><i>Check duplicate amount, date</i></p> <p><i>Check duplicate amount, P.O. number</i></p> <p><i>Check duplicate against all vendors</i></p> <p>Invoice Controls (user defaults)</p> <p><i>Control totals required?</i></p> <p><i>Invoice posting method</i></p>
Division	<p>Base Information</p> <p><i>Default accounting group</i> (division currency default)</p> <p><i>Default registration code</i></p> <p><i>General ledger reference</i> (accounting group default)</p> <p><i>General ledger source code</i> (accounting group default)</p> <p>Invoice Entry Defaults</p> <p><i>Routing code</i></p> <p><i>Approval code</i></p> <p><i>Reason code</i></p> <p><i>Default terms code</i></p> <p><i>Default bills control code</i></p> <p><i>Invoice to base currency rate type</i></p> <p><i>Invoice to payment currency rate type</i></p> <p>Accounting Group</p> <p><i>General ledger reference</i></p> <p><i>General ledger source code</i></p> <p><i>Accounts payable trade account</i></p> <p><i>Freight account</i></p> <p><i>Other additional charges account</i> (purchase order/receipt invoice default)</p> <p><i>Discount allowed account</i></p> <p><i>Discount taken account</i> (payment processing default)</p> <p><i>Discount lost account</i> (payment processing default)</p> <p><i>Purchase price variance account</i> (purchase order/receipt invoice default)</p> <p><i>Inventory exchange account</i> (purchase order/receipt invoice default)</p> <p><i>Invoiced not received account</i> (purchase order/receipt invoice default)</p> <p><i>Purchase price variance exchange account</i> (purchase order/receipt invoice default)</p> <p><i>Inventory adjustment exchange account</i> (purchase order/receipt invoice default)</p>

Control	Default fields
Division (continued)	<p><i>Expense currency exchange account</i> (purchase order/receipt invoice default)</p> <p>Currency Controls</p> <ul style="list-style-type: none"> <li><i>Override accounting group</i></li> <li><i>Override bills control code</i></li> <li><i>Realized gain/loss accounts</i> (payment processing default)</li> <li><i>Cross currency position account</i> (payment processing default)</li> </ul>
Vendor	<p>Base Data</p> <ul style="list-style-type: none"> <li><i>Factor</i></li> </ul> <p>Invoice Defaults</p> <ul style="list-style-type: none"> <li><i>Default approval code</i></li> <li><i>Default routing code</i></li> <li><i>Default remit to address type</i></li> <li><i>Default remit to address</i></li> <li><i>Default terms code</i></li> <li><i>Default payment method</i></li> <li><i>Default account number</i></li> <li><i>Default distribution group</i></li> <li><i>Default job code</i></li> <li><i>Default P.O. number</i></li> <li><i>Default reason code</i></li> <li><i>Critical level</i></li> <li><i>Hold new invoices?</i></li> <li><i>Separate payment?</i></li> </ul> <p>Invoice Controls</p> <ul style="list-style-type: none"> <li><i>Default invoice currency</i></li> </ul> <p>Payment Controls</p> <ul style="list-style-type: none"> <li><i>Default payment currency</i></li> </ul> <p>Address Controls</p> <ul style="list-style-type: none"> <li><i>Override invoice currency</i></li> <li><i>Payment method</i></li> <li><i>Payment currency</i></li> </ul> <p>Payment Method Controls</p> <ul style="list-style-type: none"> <li><i>Payment terms</i></li> </ul> <p>1099 and T4A Controls</p> <ul style="list-style-type: none"> <li><i>1099 code</i></li> <li><i>T4A code</i></li> </ul>

Control	Default fields
Vendor (continued)	Tax Controls <i>Default tax authority</i> <i>Rate code</i> <i>Default category code</i> <i>Recoverable?</i> <i>Self assess?</i> <i>Tax inclusive?</i>
User	Invoice Controls <i>Preferred invoice entry mode</i>  Company Security <i>Default company</i> <i>Default division</i>

The table below identifies the control fields that the system uses for validation purposes but that are overridden or used in conjunction with other controls.

During invoice processing, the system uses all validation fields except the combined field values. The system uses the combined field values during payment processing.

**Invoice processing validation fields**

Overridden entity defaults	Hierarchy checking	Combined field values
Vendor Controls	Check starts at User then continues to Company/Division	Company Controls and Vendor Address
<i>Check duplicate invoice number</i>	<i>Vendor create in invoice entry?</i>	<i>Payment delay days</i>
<i>Check duplicate amount, date</i>	<i>Intercompany processing</i>	
<i>Check duplicate amount, P.O. number</i>	<i>Print invoice covers?</i>	
<i>Check duplicate against all vendors</i>		
User Controls		
<i>Invoice posting method</i>		
<i>Control totals required?</i>		

**Invoice processing validation fields**

<b>Overridden entity defaults</b>	<b>Hierarchy checking</b>	<b>Combined field values</b>
-----------------------------------	---------------------------	------------------------------

---

Company Controls

*Enable multi-currency  
processing*

---

# Creating Infinium PL employee vendors from Infinium HCM employees

## Overview

Infinium HCM employee expenses that the employee submits for payment through Infor Expense Management are paid by Infinium PL to those Infinium HCM employees who, with prior configuration, are created as Infinium PL vendors. You use Infinium HCM to identify employees to export to Infinium PL as employee vendors.

The HCM Employees to PL Vendors program, PRPEMPVE, imports the Infinium HCM employees identified as Infor Expense Management users into Infinium PL as employee vendors. The Employee Vendor Control file stores the configuration data needed to create employee vendors in Infinium PL, including the PL company and division, default GL account, and vendor model.

The correct configuration is retrieved by selecting the definition that most closely matches the information on the Infinium HCM employee. When no match is found between an employee and the Employee Vendor Control file, the vendor is created but it is created as an inactive vendor. This is stated on spool file output that the HcmEmployeeToPIVendor process generates. The RPG program called is PLGEMPVE.

Infinium PL vendor information is supplemented with the Infinium HCM information needed to create Infor Expense Management users. For example, the Infinium HCM reporting hierarchy is imported into Infinium PL and then used to populate Infor Expense Management's manager approval hierarchy. Direct deposit information may also be copied from Infinium HCM if the value in the *Send to PL?* field on the Direct Deposits screen in *Update Direct Deposit Data* in Infinium PY is yes. Finally, Infinium HCM has user groups that can be mapped into Infor Expense Management user group memberships to control system access and data visibility.

Refer to the "Setting up Infinium HCM Integration Information" chapter of this guide for detailed information about identifying employee vendors.

---

## Importing information from Infinium HCM employees

The system imports Infinium HCM employee and direct deposit information for employees who are designated to become Infor Expense Management users. This information is used to create Infinium PL employee vendors who are associated with invoices imported from Infor Expense Management expense reports and receive reimbursement for their expenses. The batch job does not import the employee's tax identification number.

The import can be set up in Expense Management Fast-Track for Infinium to run automatically or it can be run on demand based on a batch timer defined in Expense Management Fast-Track for Infinium. To run this batch job automatically at certain time intervals, ensure that the job timer batch job that schedules this import of information from Infinium HCM employees to Infinium PL is set up correctly for your site.

**Note:** When this batch job is run, the program generates a register for the user specified in System i setup ("FTUSER" by default) that lists the vendors created or updated in Infinium PL.

Refer to the "Defining Job Timers" chapter of this guide for detailed information about creating and updating batch job settings.

### Information imported from Infinium HCM

- Employer ID and name
  - Employer number
  - Levels 1 through 4
  - HCM division, department, cost center, and area
  - Name (last name, first name, middle initial) and check name
  - Address
  - Country
  - Email
  - Mail stop, which is the *Mail group* field in employee basic data
  - Date of hire
  - Termination date
  - Location
  - Job code and description
  - Job code and title
  - Position code
-



- Job or position title
- Supervisor employer ID and name
- Supervisor vendor number, which is the Infinium HCM supervisor's employee ID
- Direct deposit account, if specified, to export to Infinium PL, which is in NACHA format and includes the transit code, origin code, and a payment type of 100

**Note:** If no direct deposit account is specified in Infinium HCM, the employee is reimbursed for expenses by check.

- User-defined fields (date field 1 and alphanumeric fields 1- 4), which are defined in *Update User Defined Data*

**Note:** The batch job imports only the first user-defined date field, the first four user-defined character fields from Infinium HCM to the vendor user fields in Infinium PL.

- Localized alternative name (last name, first name), which are defined on page 1 of *Update Employee Basic Data*
- User group memberships (up to four), which are assigned on page 3 of *Update Employee Basic Data*

This information populates the following Infinium PL files:

- Vendor Controls, PLPVE
- Vendor Address, PLPVA
- Vendor Contact, PLPCN
- Vendor Payment, PLPPY
- Vendor User-defined Data, PLPVF
- Vendor Audit Log, PLPVL
- HCM-specific Vendor Data, PLPVEHR

#### Information not imported that you must provide

- Infinium PL company and division
- Default Infinium GL account number

**Note:** You can also provide a vendor model, but that information is optional.

To supply this information in an automated way, use the Infinium PL *Configure employee vendors* function in the *Supervisor Tasks* menu to define employee vendor configurations.

---

- Define the Infinium HCM employer, levels, location, position, and job code to which employee selection is restricted.
- Define the Infinium PL company and division and the general ledger account number, or specify a vendor model whose default company, division, and general ledger account number values the system will use.

The HCM data filters through the records in the PLPIV file and assigns a particular PL company, PL Division, and GL account to them.

This automated process does not remove employee vendors that you previously created in Infinium PL. This process does inactivate terminated employees. If you do not provide the information required for the automated process, you must manually configure each employee vendor that will be exported as an Infor Expense Management user.

## Configuring employee vendors

To create and work with employee vendor configurations, complete the tasks below.

- 1 From the Infinium PL main menu, select *Supervisor Tasks*.
- 2 Select *Configure employee vendors* [WWEVC]. The system displays a screen similar to Figure 2-49.

```

6/13/2008 07:31:21 Configure Employee Vendors          PLGEVCM  PLDEVCM
-----
Type options and press Enter.
  2=Change  4=Delete  5=Display

Opt Employer      Levels 1-4
-   AAA
-   AAA           L1  L2  L3  L4
-   ZUS           100 ADMIN

                                                    BOTTOM

-----
F2=Function keys  F3=Exit  F6=Create  F10=Quick access  F24=More keys

```

Figure 2-49: Configure Employee Vendors prompt screen

You use this screen to do the following:

- Create a new employee vendor configuration (press F6)
- Change an existing employee vendor configuration (specify 2 in the *Opt* field)
- Delete an employee vendor configuration (specify 4 in the *Opt* field)
- Display an employee vendor configuration (specify 5 in the *Opt* field)
- View the location, position, and job code for each configuration if you specified that information when you created the employee vendor configuration (press F11)

For this example, we are creating an employee vendor configuration.

3 Press F6. The system displays a screen similar to Figure 2-50.

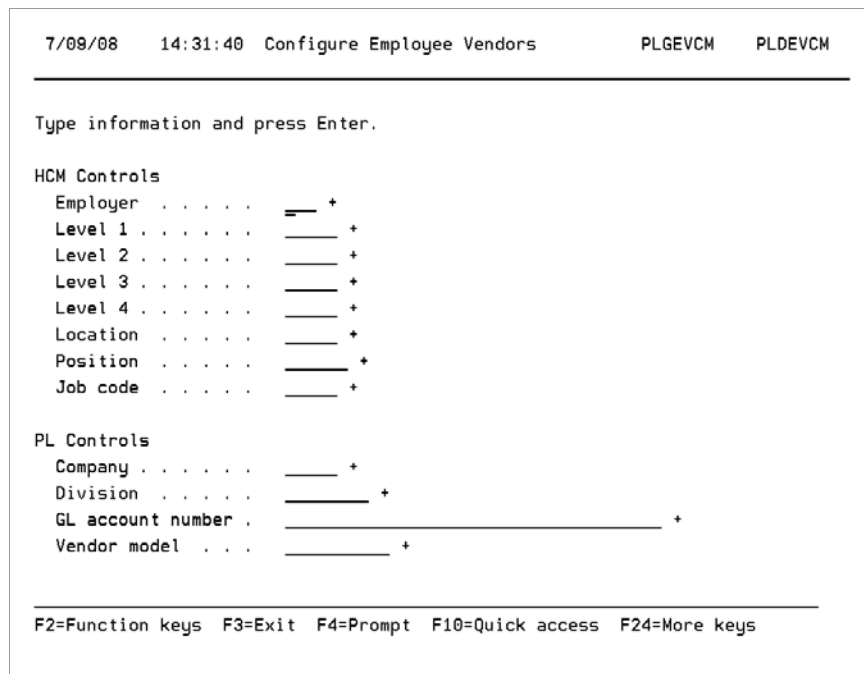


Figure 2-50: Configure Employee Vendors screen

When you use this screen to create a new record, you can prompt on all fields. When you use this screen to update an existing configuration, you can prompt on and update only the PL Controls information.

The levels for an employer are defined in Infinium HCM. Based on the levels defined for the selected employer, prompting allows you to select a value for each level. Some examples of possible levels are Division, Department, Cost Center, Section, Area, and so forth.

**Note:** The system does not validate the Infinium HCM field values on this screen, but it does validate the Infinium PL values.

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

### **HCM Controls**

#### *Employer*

Use this required field to select the employees' employer code. If you are updating a configuration record, you cannot change the value in this field.

#### *Level 1 through 4*

Use these optional fields to specify the levels to which employee selection is restricted. If you are updating a configuration record, you cannot change the value in these fields.

#### *Location*

Use this optional field to specify a location to which employee selection is restricted. If you are updating a configuration record, you cannot change the value in this field.

#### *Position*

Use this optional field to specify a position to which employee selection is restricted. If you are updating a configuration record, you cannot change the value in this field.

#### *Job Code*

Use this optional field to specify a job code to which employee selection is restricted. If you are updating a configuration record, you cannot change the value in this field.

### **PL Controls**

#### *Company*

Use this required field to select an Infinium PL company for the employee vendor. If you are updating a configuration record, you can change the value in this field.

#### *Division*

Use this required field to select an Infinium PL company division for the employee vendor. If you are updating a configuration record, you can change the value in this field.

---

*GL account number*

Use this required field to select a general ledger account number for the employee vendor. If you are updating a configuration record, you can change the value in this field.

*Vendor model*

If you select a vendor model, the program uses the vendor model as the default for creating the employee vendor.

- If the vendor model contains default values for a PL company and division and for the GL account number but you specify that information on this screen, the automated process uses the values you specify on this screen.
- If the vendor model contains a PL company group rather than a PL company and division, you must specify the PL company and division on this screen.

The HCM information is used to find the best matching employee vendor configuration record, which is then assigned a particular PL company, PL division, and GL account code from that configuration record.

- 5 Press Enter to save the employee vendor configuration.
-

## Notes

---

# Chapter 3 Processing Standard Invoices

# 3

This chapter provides an overview of invoice processing, and then an explanation of how to create, proof, and post standard invoices. For more information about processing non-standard invoices, refer to the next chapter of this guide. For more information about processing purchase order invoices, refer to the *Infinium PL and Infinium PM Guide to Integration*.

The chapter consists of the following topics:

Topic	Page
Overview of invoice processing	3-2
Overview of standard invoice entry	3-7
Accessing and working with invoice sessions	3-9
Creating a standard invoice session	3-11
Entering basic invoice data at the invoice header	3-15
Entering additional information for the invoice	3-24
Distributing invoice amounts among expense accounts	3-40
Entering additional invoices into the session	3-51
Accessing and working with the session's invoices	3-52
Approving invoices	3-55
Proofing and posting the session's invoices	3-60

---

## Overview of invoice processing

Infinium PL invoice processing lets you create records for the following kinds of invoices:

- Standard invoices
- Registered invoices

Registering an invoice lets you record a liability for an invoice that is not yet authorized for payment. Once a registered invoice is approved, you bring the registered invoice into a standard invoice session. Refer to the “Processing Non-Standard Invoices and Posted Invoices” chapter of this guide for details.

- Recurring invoices

Creating a recurring invoice saves periodic re-entry of the same data for invoices that you receive on a regular basis. You bring the recurring invoice into a standard invoice session whenever applicable. Refer to the “Processing Non-Standard Invoices and Posted Invoices” chapter of this guide for details.

- Purchase order invoices

Infinium PL lets you match Infinium PL purchase order invoices to Infinium PM purchase orders. Refer to the *Infinium PL and Infinium PM Guide to Integration* for details.

- Referenced invoices

Referenced invoices let you reverse previously posted amounts by posting a new (referenced) invoice to offset the original amount. Refer to the “Processing Non-Standard Invoices and Posted Invoices” chapter of this guide for details.

---



## Invoice processing overview

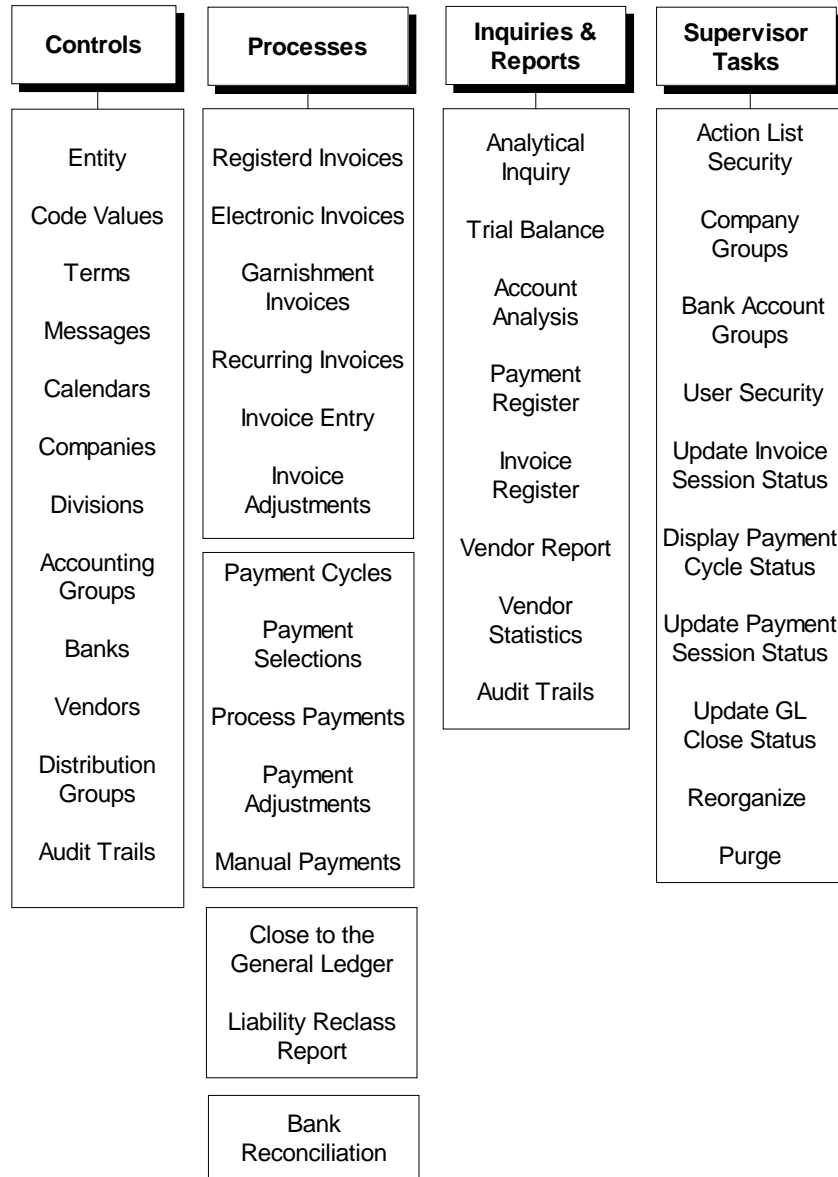


Figure 3-1: Invoice Processing Overview diagram

Figure 3-1 summarizes seven possible tasks included in the flow of invoice processing. Some tasks apply only in certain circumstances. The following pages provide information about aspects of this flow.

## Methods of invoice entry

You group Infinium PL invoices into a session.

You can have multiple invoice sessions in the system since the system assigns a unique session number to each session you create.

You can use any of the four methods below to create an invoice session.

Method	Procedure	Where to find instructions
Standard	Type one invoice at a time, using multiple screens.  If your posting method is not interactive, you can bring recurring and registered invoices into a standard invoice entry session.	This chapter, which also provides a description of the posting methods.
High Volume	Type multiple invoices at one screen with a minimal amount of data	The “Processing Non-Standard Invoices and Posted Invoices” chapter of this guide
Purchase Order	Select Infinium PM purchase orders to create invoice data	<i>The Infinium PL and Infinium PM Guide to Integration</i>
Bills	Create drafts to relieve invoices through Bills of Exchange	The “Processing Non-Standard Invoices and Posted Invoices” chapter of this guide

Your user security specifies the default invoice entry mode associated with your user ID. You can change the default invoice entry mode for each session.

## Invoice posting overview

You proof and post invoices within invoice entry. The three options available for proofing and posting are:

- Batch

In batch posting, you select an entire session of invoices to proof and post. The system proofs and posts the session in batch.

- Partial interactive

Partial interactive posting lets you press F14 at a Work With Invoices screen to proof and post all the current session's invoices interactively before leaving the session.

If you are using partial interactive posting, you can also choose to use the batch method to proof, or proof and post.

- Interactive

The system proofs and posts each invoice when you complete entry of the invoice and distribution of the invoice amount among expense accounts. If an invoice contains errors, you must correct those errors (or cancel that invoice) in order to proceed.

If you use this method, you cannot process bills of exchange or purchase order invoices, and you cannot use high volume invoice entry.

The Infinium PL user security controls set for your user ID determine which posting method you can use. You cannot change your own posting method unless you are allowed to edit your own Infinium PL user security controls.

## Changing existing invoice information

You can change invoice data both before and after posting:

- To adjust unposted invoices, use the *Work with invoice entry* option.
- To adjust registered invoices that are not in an invoice session, use the *Work with registered invoices* option.
- To adjust posted invoices, use the *Work with invoice adjustments* option. Refer to the "Processing Non-Standard Invoices and Posted Invoices" chapter of this guide.
- To reverse posted invoices, use referenced invoices. You use the *Work with invoice entry* function to create referenced invoices.

## Objectives

After completing this chapter, you should be able to:

- Understand at a high level what the seven possible invoice processing tasks are
-

- Understand the concept of a session
- Understand the components of an invoice
- Create invoices using standard invoice entry
- Proof and post invoices

## Overview of standard invoice entry

During standard invoice entry you typically perform the following steps:

- 1 Enter basic invoice information at the upper and lower portions of the Invoice Header screen.
- 2 When applicable, use function keys to access additional screens to add more information and then return to the Invoice Header screen.
- 3 Press Enter at the Invoice Header screen. If you omitted required Invoice Header fields, the system requires you to complete those fields before continuing.

Otherwise, the system displays the Invoice Distributions screen for you to specify the accounts among which the invoice amount is to be distributed.

- 4 After processing the distribution screen, press Enter to complete this invoice. If you omitted required fields, the system displays those fields for completion.

When you complete these steps for the first invoice, the system returns you to the Invoice Header screen for entry of the next invoice. You repeat the cycle for each additional invoice in this session.

The diagram shown in Figure 3-2 illustrates the standard invoice entry flow and summarizes the available function keys.

---

## Invoice entry overview

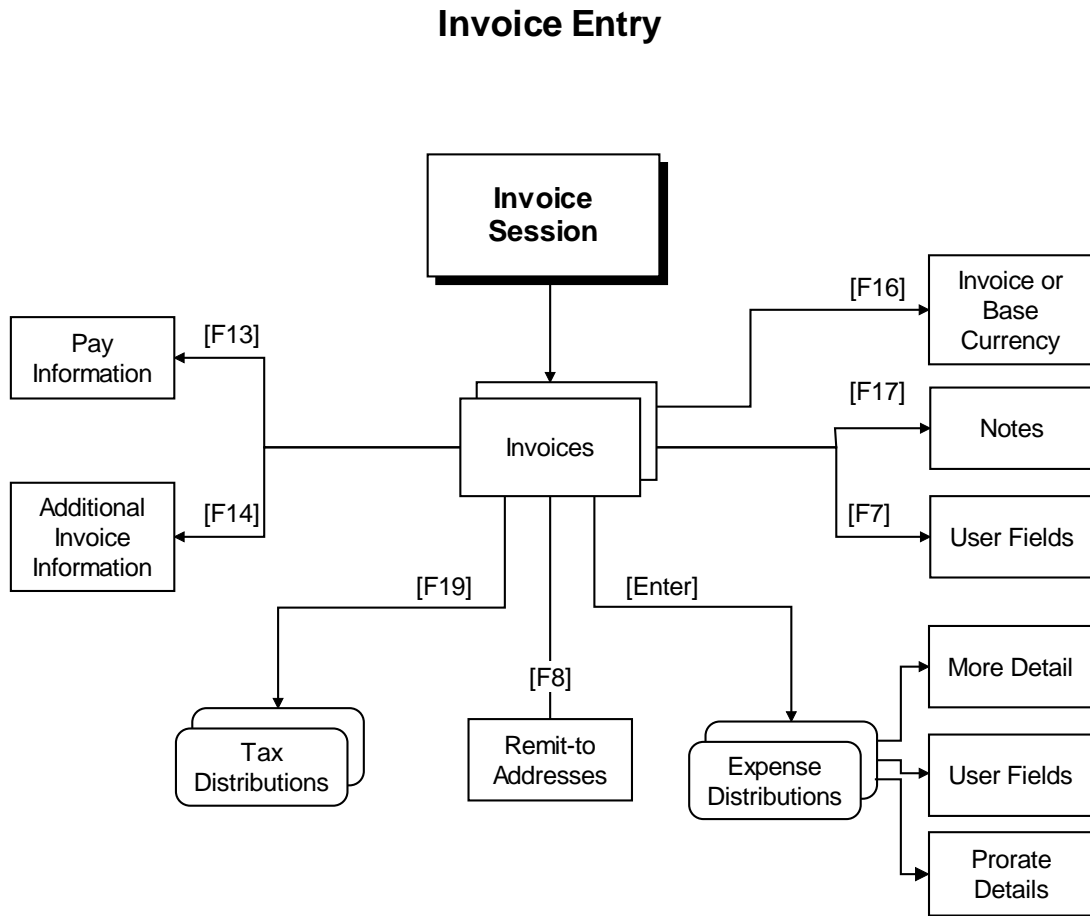


Figure 3-2: Invoice Entry Overview diagram

The topics below provide details about working with invoice sessions and about each step in the standard invoice entry, proofing, and posting procedures.

# Accessing and working with invoice sessions

If your posting method is interactive, you cannot work with invoice sessions because the invoices are posted as you enter them. To change an existing invoice that you created with interactive posting, use the *Work with invoice adjustments* [WWIA] function to make controlled changes to posted invoices.

Note that users who run the invoice APIs must have authority to all files used by the APIs so that correct results are generated.

If your posting method is batch or partial interactive, you can do either of the following to display a list of existing invoice sessions:

- From the *Invoices* menu select *Work with invoice entry* [WWI] or
- Cancel at the Work With Invoices screen.

When you perform either of these actions, the system displays the Work With Invoice Sessions screen, which is similar to Figure 3-3.

Option	Session	User	Reference	Source	Count	Status	Match
—	3495	CCD	STANDARD	PL2000	36	In error	
—	4028	CCD	AD11211400	PL2000	7	In entry	
—	4102	KRB		PL2000	1	In entry	
—	4137	CCD	QAAT11	PL2000	1	In error	
—	4346	CCD		PL2000	1	In entry	
—	4373	CCD		PL2000	1	In entry	
—	4428	CCD		PL2000	1	In entry	
—	4430	CCD		PL2000	1	In entry	
—	4466	CCD	7.3CCD	PL2000	1	In entry	
—	4622	CCD		PL2000	1	In entry	
—	4974	CCD	AT02081214	PL2000	2	In entry	M
							MORE...

Figure 3-3: Work With Invoice Sessions screen

This screen lists sessions that are not yet posted to Infinium PL. Each entry identifies the session by number and displays the following:

- ID of the user who created the session

- A user-defined reference that identifies the session
- The session source code (used by Infinium GL to identify journals after they are transferred from Infinium PL to Infinium GL)
- Number of invoices in the session
- One of the session status values listed below.

<b>In entry</b>	The session is available for updating, proofing, or posting.
<b>In error</b>	The session contains errors that must be fixed before the session can be posted.
<b>Locked</b>	The session is being worked on by another user.
<b>Posting</b>	The session is in the process of being posted.
<b>In Proof</b>	The session is ready for posting (was proofed and no errors were found).

Press F6 to create a new session. The following table summarizes your other choices of action at this screen. Select a session and select an action by typing the appropriate number and press Enter.

If you select...	Or type...	The system does the following...
<i>Select controls</i>	<b>1</b>	Displays the Session Control Totals in edit mode
<i>Display controls</i>	<b>8</b>	Displays the Session Control Totals in display-only mode
<i>Delete</i>	<b>4</b>	Deletes a session
<i>Work with invoices</i>	<b>5</b>	Displays the invoices in an existing session and allows you to work with those invoices.
<i>Print invoices</i>	<b>6</b>	Prints a session's invoices
<i>Proof</i>	<b>10</b>	Proofs a session
<i>Post</i>	<b>11</b>	Proofs and posts a session
<i>Match</i>	<b>19</b>	If interfacing with Infinium PM through Infinium PX, matches a session's invoices with Infinium PM purchase orders



## Creating a standard invoice session

### Creating the session when using interactive posting

If you are using interactive posting, perform the following steps to create a standard invoice session:

- 1 From the Infinium PL main menu select *Invoices*.
- 2 Select *Work with invoice entry* [WWI]. The system automatically creates an invoice session and displays the Invoice Header screen for entry of the first invoice.
- 3 Proceed to the “Entering basic invoice data at the invoice header” topic.

### Creating the session when using batch or partial interactive posting

If you are using batch or partial interactive posting, perform the following steps to create a standard invoice session:

- 1 From the Infinium PL main menu select *Invoices*.
  - 2 Select *Work with invoice entry* [WWI]. The system displays the Work With Invoice Sessions screen, which is similar to Figure 3-4.
-

```

9/15/2008 11:27:44      Work With Invoice Sessions      PLGSSW      PLDSSW
-----
Type information and press Enter.

  1=Select controls      4=Delete      5=Work with invoices      6=Print invoices
  8=Display controls    10=Proof     11=Post      19=Match

Option  Session  User      Reference  Source      Count  Status      Match
Loc
-----
  --      3495  CCD      STANDARD   PL2000      36    In error
  --      4028  CCD      AD11211400 PL2000      7     In entry
  --      4102  KRB      PL2000      1     In entry
  --      4137  CCD      QAAT11     PL2000      1     In error
  --      4346  CCD      PL2000      1     In entry
  --      4373  CCD      PL2000      1     In entry
  --      4428  CCD      PL2000      1     In entry
  --      4430  CCD      PL2000      1     In entry
  --      4466  CCD      7.3CCD    PL2000      1     In entry
  --      4622  CCD      PL2000      1     In entry
  --      4974  CCD      AT02081214 PL2000      2     In entry
                                           M
                                           MORE...

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

```

Figure 3-4: Work With Invoice Sessions screen

At this screen, the system displays a list of the sessions that have been created but have not yet been posted to the Infinium PL system. Each entry identifies the session by session number and additional identifying information.

Refer to the “Accessing and working with other Invoice sessions” topic earlier in this chapter for details about the session data and the available actions other than creating a new session.

- 3 To create the new standard invoice session, press F6. The system displays a Session Control Totals window similar to Figure 3-5.

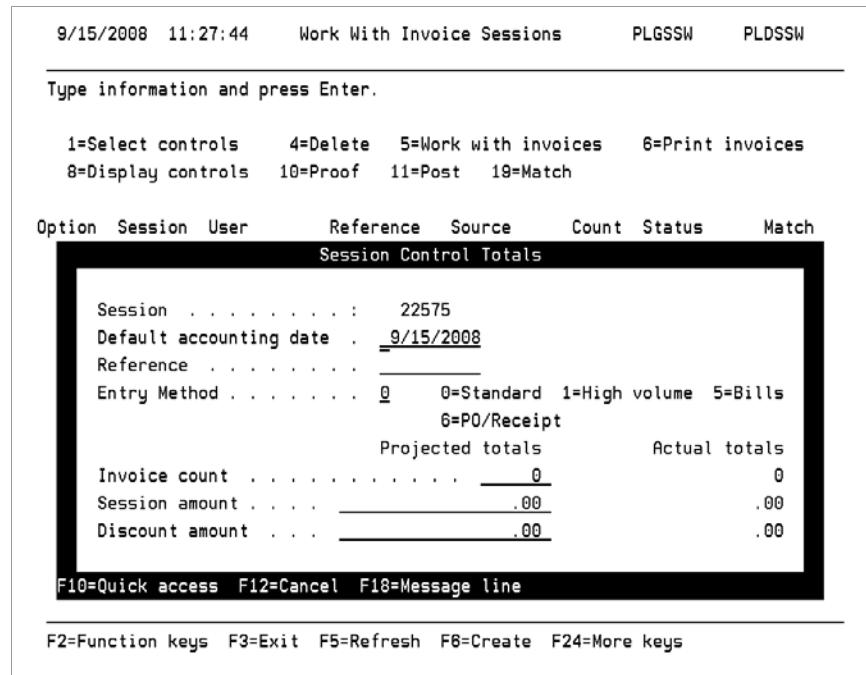


Figure 3-5: Session Control Totals window

4 Use the following information to complete the fields on this screen:

*Default accounting date*

The date you enter here becomes the default accounting date in each of this session's invoices. The default is the current system date. The system uses the accounting date in each invoice to determine the period in which to post that invoice. You can override this default value on the invoice header.

*Reference*

Use this field to assign a unique identifier to this session.

The system displays this reference at the Work with Invoice Session screen as illustrated in Figure 3-4.

*Entry Method*

Your preferred invoice entry method from your user profile is the default in this field. You can change the default. For standard invoice entry, select **Standard**.

*Projected totals*

You can enter projected totals. The system compares these totals to the system-calculated actual totals when the session is complete. If the projected totals do not match the actual totals, the session status becomes **In error**.

The *projected totals* field may be required based on your user security profile.

- 5 Press Enter. The system displays the Invoice Header screen. Continue to the “Entering basic invoice data at the invoice header” topic.

## Entering basic invoice data at the invoice header

To access the invoice header in order to enter the first invoice in a new session, do one of the following:

- If you are using batch or partial interactive posting, complete the previous procedure, creating a new invoice session.

When you press Enter at the Session Control Totals window to complete the creation of the new session, the system displays the initial Invoice Header screen illustrated in Figure 3-6.

- If you are using interactive posting, select *Work with invoice entry* at the *Invoices* menu. The system automatically creates a new invoice session and displays the initial Invoice Header screen illustrated in Figure 3-6.

```

9/15/2008 12:08:02          Invoice Header          PLGIEI  PLDIEI
-----
Session . . . . . : 22576

Reference invoice . . . ____ - ____ +
Invoice type . . . . . 1 +
Vendor . . . . . ____ + -or Short name . . . . . ____ +
Company . . . . . ____ + Division . . . . . ____ +
-----

F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys
Press Enter to continue.
    
```

Figure 3-6: Invoice Header screen - Upper Portion

## Processing the upper portion of the invoice header screen

The upper portion of the Invoice Header screen lets you identify the type of invoice being entered, the vendor who submitted the invoice, and the company and division under which the invoice is to be tracked.

- 1 Use the following information to complete the fields on this screen:

*Reference invoice*

To reference an invoice, type an existing internal invoice ID in the *Reference invoice* field. When the system copies the invoice information from the existing invoice, it reverses the invoice amount and the distribution amounts. Refer to the “Processing Non-Standard Invoices and Posted Invoices” chapter of this guide for more about referencing invoices.

To create new invoice without copying, leave this field blank.

*Invoice type*

The invoice type can be one of the following values:

- 1 Regular invoice
- 2 Internal memo (your company decides to adjust an invoice)
- 3 External memo (you receive a memo from the vendor)

You can type either debit or credit amounts for internal and external memos.

*Vendor, Short name*

Type the vendor code or short name for the vendor from which the invoice originated. If authorized by the appropriate company and user controls to do so, you can create new vendor controls here. Leave these *Vendor* and *Short name* fields blank to access the vendor controls creation process from this screen.

*Company, Division*

Type the company code and division codes under which the invoice is tracked. If you need to create a new vendor to enter the invoice, the company controls for this company must allow vendor creation during invoice entry. Refer to the *Infinium PL Guide to Controls* for more information on company controls.

If a default company and division are specified in your Infinium PL user security controls, the system supplies these default values in these fields.

- 2 Press Enter. The system does one of the following:
    - Displays the lower portion of the Invoice Header screen, which is similar to Figure 3-7 in the next topic.
-

Continue to the “Processing the lower portion of the invoice header screen” topic.

- If you left the *Vendor* and *Short name* fields blank, and if you are authorized to create vendor records during invoice entry, the system displays a prompt to let you create the vendor record.

Refer to the *Infinium PL Guide to Controls* instructions for creating company base controls for more information.

Press F13 to display the Work With Vendors screen. Refer to the previous “Defining Vendor-related Controls” chapter of this guide for more information on how to set up controls for a new vendor. When you have completed vendor record creation, the system returns you to the Invoice Header screen.

## Processing the lower portion of the invoice header screen

Figure 3-7 illustrates the full Invoice Header screen including the lower portion. The system displays this version of the screen when you complete the upper portion and press Enter.

```

9/15/2008 12:10:06      Invoice Header      PLGIEI      PLDIEI
-----
Session . . . . . : 22576      Building A
                               First Floor
                               Chelmsford , MA
Invoice type . . . . : 1 Invoice      02601-0295
Vendor . . . . . :      AMS AMS
Company . . . . . :      AMS      Division . . . . . : 001
-----
Invoice ID . . . _____ Invoice date . . _____
Invoice amount . _____ .00 Net due date . . _____
Discount amount . _____ .00 -or Terms . . . NET30 +
-or Percent . . . . .000 Discount date . . _____
Purchase order . _____
Freight . . . . . _____ .00 Currency . . . . . USD +
Tax authority . . . _ + Tax rate code . . _____ +
Tax basis . . . . . _____ .00 Job code . . . . . _____ +
Tax . . . . . _____ .00
Accounting date . 9/15/2008 Accounting group . AMS_ +
-----
F2=Function keys F3=Exit F4=Prompt F7=User fields F24=More keys
    
```

Figure 3-7: Invoice Header screen - Lower Portion

The following table summarizes the possible defaults at the full Invoice Header screen. Whether or not the system provides the defaults in each case depends upon the values specified in your control records.

The system also provides a default accounting date from the session level as indicated earlier in this topic.

Control record	Invoice header fields
Vendor Controls	Remit to address data <i>Terms</i> <i>Purchase order</i> <i>Currency</i> <i>Tax authority</i> <i>Tax rate code</i> <ul style="list-style-type: none"> <li>■ If the invoice specifies a factor to which payment is to be sent, the system supplies that factor's address in the remit to address fields.</li> <li>■ If you did not specify a default invoice currency for the vendor, the system supplies the base currency from the company controls.</li> </ul>
Division Controls	<i>Terms</i> (if not specified for the vendor) <i>Accounting group</i> <p>Accounting groups identify accounts and other information the system needs for closing to the general ledger.</p>

You must provide at least the following data at the invoice header:

- Invoice date
- Due date or terms
- Currency

Depending on the controls set for the vendor, you may also have to specify an invoice ID, a purchase order, or both.

### 3 Use the following information to complete the fields on this screen:

#### *Invoice ID*

Type the invoice ID. This may be a required field if specified as such in vendor controls.



### *Invoice date*

Type the date specified by the vendor on the vendor's invoice. This is a required field.

Depending upon how you set up security and the date you enter here, the system may display an override message.

### *Invoice amount*

This is the total gross invoice amount submitted by the vendor.

### *Net due date, or Terms*

Type either the date by which the payment is due or a valid payment terms code. If a terms code is specified in the vendor base data or division controls, the system supplies that code as the default in the *Terms* field.

If you type a terms code, the system automatically calculates the net due date once you press Enter to accept the invoice header details. Also, if you are using a terms code that specifies a discount percentage, the system automatically calculates the *Discount amount, or Percent*, and *Discount date* values.

### *Discount amount, or Percent*

Use of these fields depends on whether you specified a terms code.

- If you already identified a terms code, the system automatically calculates and displays the discount when you press Enter.
- If you are not using a terms code and the invoice has a discount, you can use one of these fields to specify either a discount amount or a discount percentage.

If you type a discount amount, the system automatically calculates and displays the percentage. If you type a percentage, the system automatically calculates and displays the amount.

### *Discount date*

If you have specified either a discount amount or a percentage, you must type a discount date. This is the last date on which the discount remains in effect.

If you have specified a terms code that identifies a discount percentage, the system automatically displays the discount date based on the number of days specified in that terms code.

---

### *Purchase order*

Type a purchase order number that is related to this invoice, if any. This is a required field only if the vendor controls specify that a PO is required.

If you change or delete the P.O. number on an existing invoice, a Change PO Number Confirmation window is displayed where you confirm whether the change applies to all associated invoice detail lines. Specify yes to apply the value in the PO number on the invoice header to the PO number on all of the detail lines for this invoice. The change is applied when you press Enter on the confirmation window. All detail lines for the invoice are updated. Specify no if you do not want to apply the value in the PO number on the invoice header to the PO number on any of the detail lines for this invoice.

### *Freight*

Type the freight charge amount, if any. Later distribution of this amount depends on the invoice accounting group's *Freight method* field value in the company/division controls.

- If the accounting group *Freight method* value is **None**, the system includes the freight amount in the invoice total.
- If the accounting group *Freight method* value is **Account**, the system automatically distributes the freight amount to the account in the accounting group *Freight account* field and subtracts the amount from the total remaining to be distributed at the Invoice Distributions screen.
- If the value is **Prorate**, the system automatically prorates the freight amount over all the invoice's expense accounts.

### *Tax*

Type the tax amount for this invoice, or leave the field blank and use the *Tax authority* and *Tax rate code* fields to have the Infinium GT application calculate the tax amount.

If you do not use the Infinium GT application and you type a tax amount in this field, you must distribute the tax amount at the Invoice Distributions screen.

If you want to show zero tax amounts for reporting purposes, you must use a tax authority with a tax rate percentage of zero. The system does not print zero amounts from this field on reports.

### *Currency*

Use of this field varies as follows:

- The system displays this field only if the company controls allow multi-currency processing.
-

- If the company controls allow multi-currency processing and the vendor controls specify a default currency, the system supplies that currency as the default.
- If the company controls allow multi-currency processing and the vendor controls do not specify a default currency, the system supplies the company base currency as the default in this field.

#### *Tax authority*

If a tax amount for this invoice is to be automatically calculated and distributed to a specific tax account, type the appropriate tax authority code in this field. You must create tax authorities and tax distribution accounts in the Infinium GT application.

If you have specified a tax authority in the vendor controls, the system supplies that default value in this field.

#### *Tax rate code*

If you have typed a tax authority, you must also enter a tax rate code that you set up in the Infinium GT application for that tax authority.

If you have specified a tax rate code in the vendor tax controls, the system supplies that tax rate code as the default in this field.

#### *Tax basis*

The tax basis is the invoice's gross taxable amount. Type an amount in this field only if the gross taxable amount differs from the invoice amount.

For example, if the invoice is for goods and services and only the goods are subject to tax, the tax basis and invoice amount differ. Type the amount of the goods in this field.

The value you specify in this field is the default value for the *Tax basis* field at the Tax Definition screen.

#### *Job code*

The system displays the *Job code* field if the following conditions apply:

- You have installed Infinium PA, and have activated Infinium PA in the PL Entity Controls.
- You are creating an invoice.

When you enter a value in this field, you may be prompted for more information such as the Infinium PA activity and cost codes. Once you have entered a job code on this screen, the system supplies this value in the *Job*

---

*code* field on the Invoice Distribution More Detail screen. Refer to the *Infinium PA Guide to Processing* for more information.

#### *Accounting date*

This is the date used for accounting transactions. This is a required field.

The default is the accounting date from the session controls. You can change the default.

#### *Accounting group*

The accounting group identifies accounts, such as AP Trade, and other information the system needs to close to the general ledger. Accounting groups are set up during creation of division controls.

This is a required field. The default is the accounting group specified in the division controls. You can change the default to any other valid, active accounting group for this company/division.

- 4 Use the table below to identify other kinds of information that apply for processing an invoice. Perform the specified action, and continue to the applicable subtopic within the “Entering additional information for the invoice” topic.

Action	Key
Process invoice header user field information (fields you set up in your Infinium PL entity controls)	F7
Select a different remit-to address	F8
Process invoice payment information	F13
Type additional invoice header information	F14
Change display of amounts between the invoice currency and the company base currency	F16
Attach a note to the invoice or work with an existing note	F17
Add tax information	F19
Override the invoice date that is outside of the allowable range	F21

Pressing F20 for discount information is for future use.

- 5 When done performing the applicable tasks as described in the “Entering additional information for the invoice” topic, press Enter at the Invoice Header screen to distribute the invoice amounts. Then continue to the “Distributing invoice amounts among expense accounts” topic later in this chapter.

If invoice header fields are required and you do not complete them during invoice header processing, the system automatically takes you to those fields when you press Enter to exit the Invoice Header screen and to continue to the invoice distribution screen. Complete the required fields and then repeat step 3.

---

## Entering additional information for the invoice

This topic provides more information about the various actions that you can take at the Invoice Header screen by pressing function keys. Refer to the preceding topic for a summary list of the available function key actions.

For some of these actions, the system displays another screen when you press a function key at the Invoice Header screen. When you press Enter to save the information at that other screen, the system saves the information and returns you to the Invoice Header screen.

### Working with invoice header user fields

When you press F7 at the Invoice Header screen, the system displays any invoice header user fields your organization has defined in the Infinium PL entity controls.

These fields are useful for supplementing the fields provided with the Infinium PL product. They can help you identify information that is unique to an invoice or to your company.

Press Enter when done with the invoice header user fields to return to the Invoice Header screen.

If the entity controls define any invoice header user fields as required and you do not process these fields during invoice creation, the system automatically displays these fields when you press Enter at the Invoice Header screen.

### Selecting a remit-to address

When you press F8 at the Invoice Header screen, the system displays the Vendor Address Prompt screen, which is similar to Figure 3-8:

---

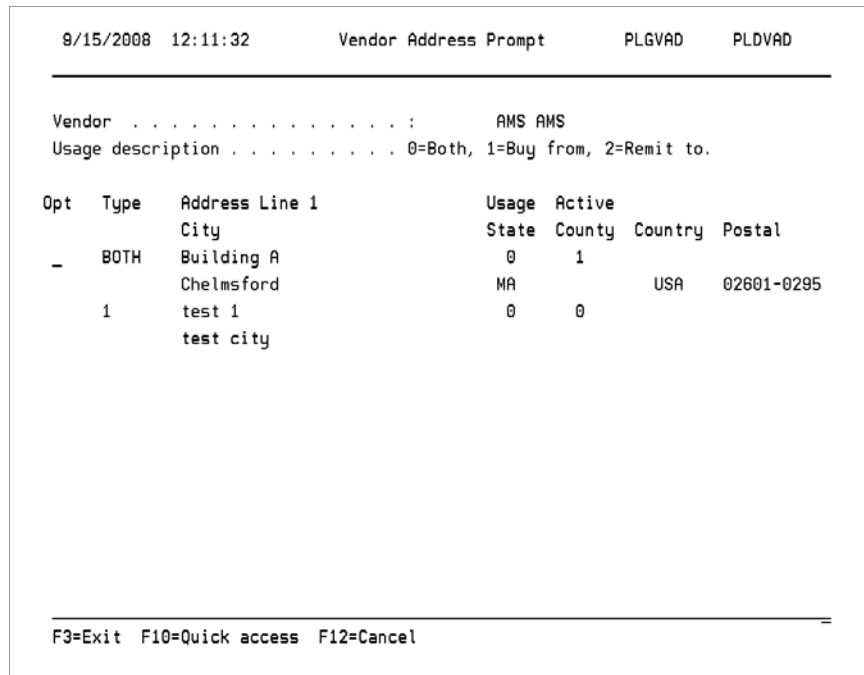


Figure 3-8: Vendor Address Prompt screen

The Vendor Address Prompt screen lists all the remit to addresses for this vendor.

This screen allows you to change the remit-to address for this invoice. When you change the address, the system updates the address at the Invoice Header screen and updates the address code at the Pay Information screen.

The screen displays inactive remit-to addresses for your reference, but you cannot select an inactive remit-to address.

Perform the following steps to change the remit-to address after pressing F8 at the Invoice Header screen:

- 1 Type 1 in the *Opt* field next to the address and press Enter.
- 2 The system returns to the Invoice Header screen and displays the new remit to address.

## Processing invoice payment information

When you press F13 at the Invoice Header screen, the system displays the Pay Information screen, which is similar to Figure 3-9.

```

9/15/2008 12:16:10          Pay Information          PLGIEI  PLDIEI
-----
Type information and press Enter.
Vendor . . . . . :      AMS AMS
Internal invoice ID . . . . . :  AMS - 000000000

Factor . . . . . _____ +
Payment method . . . . . 01 +
Remit to address . . . . . BOTH +
Payment currency . . . . . USD +
Invoice to Payment currency:
Exchange rate type . . . . . _____ +
Exchange rate . . . . . 1.000000000
Rate per . . . . . 1.000
Rate lock . . . . . 0 0,1,2

Separate payment? . . . . . 0 1=Yes, 0=No
Payment message ID . . . . . _____ +
-or Payment message . . . . . _____

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

```

Figure 3-9: Pay Information screen

Depending on the values specified in vendor controls, the system may supply default values from those controls in the following fields:

- *Factor*
- *Payment method*
- *Remit to address*
- *Payment currency*
- *Separate payment?*

The Pay Information screen contains required fields. If a required field has no default from the vendor controls and you do not complete the required field, the system automatically highlights the required fields when you press Enter to exit the Pay Information screen.

- 1 Use the following information to complete the fields on this screen:

*Payment currency*

If the vendor controls do not specify a default payment currency, the default for this field is the base currency from the company controls.

To specify that this invoice can be paid in any currency, type \* in this field.



### *Invoice to Payment currency*

The system displays the *Exchange rate type*, *Exchange rate*, *Rate per*, and *Rate lock* fields on your screen if your system has been set up to allow multi-currency processing.

The system supplies default values in the *Exchange rate type* field from the division and in the *Exchange rate* and *Rate per* fields from the Infinium CM application.

### *Rate lock*

The default in this field is **0** if you have installed the Infinium CM application. The default in this field is **2** if the system retrieves the exchange rate from a non-Infinium application.

If you want to change the default rate in the *Exchange rate* field, you must type **1** in the *Rate lock* field to allow changes.

### *Invoice to Payment amount*

The system displays the *Invoice to Payment amount* field if you are using multi-currency processing. The value shown is the payment amount calculated using the value in the *Exchange rate* field displayed on this screen.

### *Payment message ID*

#### *Payment message*

If you type a payment message ID or payment message, the system prints the message on the payment remittance under the invoice information.

You create message IDs in the *Work with messages* option.

- 2 When done adding payment information, press Enter. The system saves the information and returns you to the Invoice Header screen.

## Typing additional header information

When you press F14 at the Invoice Header screen, the system displays the Additional Header Information screen similar to Figure 3-10.

---

```

7/14/2004 11:43:40   Additional Header Information   PLGIEI   PLDIEI
-----
Vendor . . . . . :      MS1 ACME
Internal invoice ID . . . . . :  AMS - 000003189
Accounting period / year . . . . . :  7 / 2004

Invoice to Base currency:
Exchange rate type . . . . . :      _____ +
Exchange rate . . . . . :      _____ 1.000000000
Rate per . . . . . :      _____ 1.000
Rate lock . . . . . :      0 0,1,2
Hold invoice? . . . . . :      1 1=Yes, 0=No
Print invoice cover? . . . . . :      0 1=Yes, 0=No
Critical level . . . . . :      - 0=Lowest, 9=Highest
Reason code . . . . . :      _____ +
Tax reporting code . . . . . :      _____ +
Tax reporting amount . . . . . :      _____ .00
Routing code . . . . . :      _____ + Approval status
Approval code . . . . . :      _____ + Approver . . . :
Approval date . . . . . :      _____ + Status date . . :
Document subtype . . . . . :      _____ + Reject code . . :

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

```

Figure 3-10: Additional Header Information screen

If the entity controls specify that invoice approval is required, the system displays approval status information. You can change the approval status of the invoice from rejected to re-approval pending by pressing F19.

You can use this screen to specify such information as:

- Invoice to company base currency exchange rate information
- 1099 and T4A tax reporting information
- Other miscellaneous invoice information

Depending on the values specified in vendor controls, the system supplies default values from the vendor controls in the following fields:

- *Hold invoice?*
- *Critical level* (used to prioritize payments by urgency)
- *Reason code* (useful if this is an internal or external memo)
- *Tax reporting code*
- *Routing code*
- *Approval code*

You can later use critical levels, routing codes, and approval codes to select invoices for payment.

Perform the following steps at the Additional Header Information screen.

- 1 Use the following information to complete the fields on this screen:

*Tax reporting code, Tax reporting amount*

The tax reporting code and amount are for 1099 and T4A tax reporting. You must type the tax reporting code on invoices before they are paid in order for the system to track 1099 and T4A expenses throughout the year.

Depending on the values specified in division controls, the system supplies defaults for the following fields from those controls:

- *Exchange rate type*
- *Print invoice cover?*
- *Reason code* (if not specified in the vendor controls)
- *Routing code* (if not specified in the vendor controls)
- *Approval code* (if not specified in the vendor controls)

If the division controls specify not printing invoice covers but the user security specifies printing invoice covers, the system specifies yes as the default in the *Print invoice cover?* field.

If you are using multi-currency processing, the system provides default values from Infinium CM in the following fields:

- *Exchange rate*
- *Rate per*

Refer to the “Using Currency Processing in Infinium PL” chapter of this guide for more information on the currency fields.

- 2 Press Enter. The system saves the additional header information and returns you to the Invoice Header screen.

## Displaying amounts in a different currency

This procedure applies only if you are using multi-currency processing. When you press F16 at the Invoice Header screen, the system redisplay the invoice header information in the company base currency and displays a message specifying that the amounts are in the company base currency.

You can press F16 again to return the display to the invoice currency.

---

## Adding notes

When you press F17 at the Invoice Header screen, the system displays the Note Pad window, which is similar to Figure 3-11.

The Note Pad lets you attach a note to an invoice. Notes are helpful for describing special circumstances about an invoice. You can later display the notes for posted invoices through the *Analytical inquiry* function.

You can also access the Note Pad at the Work With Invoices screen. The system places an asterisk next to any invoice that has an attached note. You must press F11 (alternate view) at the Work with Invoices screen to see the asterisk.

The screenshot shows a terminal-style interface. At the top, it displays '9/15/2008 12:22:33', 'Invoice Header', 'PLGIEI', and 'PLDIEI'. Below this, there are several fields for session and invoice information. A large black-bordered window titled 'Note Pad' is open, containing the following text:
   
Title / date . . . . . REORDER 09/15/2008
   
Invoice . . . . . : AMS - 000005628
   
Reordering supplies damaged in 09/01 shipment. Vendor will
   
credit original invoice.
   
At the bottom of the Note Pad window, it says 'Bottom' and 'F2=Function keys F3=Exit F24=More keys'. Below the Note Pad window, the background screen shows 'F8=Address F10=Quick access F12=Cancel F24=More keys'.

Figure 3-11: Note Pad window

- 1 Use the following information to complete the fields on this screen:

*Title/date*

The title and date are informational fields. If you do not type a date, the system supplies the current date in the *date* field.

*Text*

You can type as much information as necessary. The system saves only the lines that contain text.

- 2 Press Enter. The system attaches the note to the invoice and returns you to the Invoice Header screen.

## Adding tax information

### Prerequisite enabling of Infinium GT

If you have not installed and set up the Infinium GT application, you cannot access the Tax Definition screen.

### Related documentation

This topic provides basic information about processing the Tax Definition screen for standard invoices.

- For more information about Infinium GT, refer to the *Infinium GT Guide to Setup and Processing*.
- For more information about taxes, tax distribution, automatically prorating tax distributions, and examples of standard and prorated distributions, refer to the “Processing Taxes” chapter of this guide.
- For information about handling taxes for Infinium PM purchase orders, and variations in the procedure that apply when you are working with Infinium PM purchase order invoices, refer to the *Infinium PL and Infinium PM Guide to Integration*.

### Accessing the tax definition screen

When you press F19 at the Invoice Header screen, the system displays the Tax Definition screen, which is similar to Figure **Error! Reference source not found.** The following topics provide summary background about processing taxes, and then outline the procedure for tax processing at the Tax Definition screen.

### Standard invoice and PO invoice tax levels

In the case of standard invoices, the entire tax amount resides only at the invoice header level.

This topic describes the handling of taxes for standard invoices. For the different navigational paths and multiple tax storage levels that apply in the case of purchase order taxes, refer to the *Infinium PL and Infinium PM Guide to Integration*.

---

## Handling invoice header tax amounts

Infinium PL allows you to specify a tax amount at the Invoice Header rather than using the automatic Infinium GT calculation of the taxes. The following table summarizes examples of how the system handles various scenarios involving use of this feature.

For each of these scenarios, assume that:

- The invoice header specifies an invoice amount of \$1000.
- The default tax rate is 5%.
- The controls specify that the tax is inclusive. That is, the invoice amount includes the tax amount. Since the invoice is for \$1000 including 5% tax, the goods are \$952.38.
- The allowable tolerance is 25%, meaning that you can specify a tax amount that is 25% higher or lower than the amount automatically calculated by Infinium GT.

Since the calculated tax is  $5\% \times \$952.38 = \$47.62$ , the tolerance allows tax amounts to vary from the calculated amount by \$11.91. This means you can specify a tax amount from \$35.71 to \$59.53 without exceeding the tolerance.

- The controls specify a split tax. That is, a percentage of the tax is recoverable, and a percentage is non-recoverable. This results in two tax detail lines.

Scenario	System action
You type \$55 as the tax at the Invoice Header screen and press Enter.	<p>The system accepts the tax amount since it is within the tolerance amount. The system displays the Invoice Distributions screen as usual.</p> <p>If you display the Tax Definition screen, you see two lines representing the split tax. One line is for \$49.50. The other is for \$5.50.</p> <p>The system has automatically calculated the tax lines from the amount you typed at the header.</p>

Scenario	System action
<p>You do not type a tax amount at the Invoice Header screen and press Enter.</p>	<p>The system displays the Invoice Distributions screen as usual.</p> <p>If you display the Tax Definition screen, you see two lines showing the automatically calculated tax. One line is for \$42.86. The other line is for \$4.76. The total tax is \$47.62.</p> <p>The system used the invoice amount and the tax rate of 5% to determine how much of the invoice amount is not the tax (\$952.38) and how much is the tax amount (5% x \$952.38 = \$47.62, rounded from \$47.619).</p>
<p>You type \$65 as the tax at the Invoice Header screen and press Enter.</p>	<p>The system displays the Tax Definition screen rather than the usual Invoice Distributions screen since your tax amount exceeds the tolerance.</p> <p>You see two lines showing the automatically calculated tax amounts based on the 5% rate (\$42.86 and \$4.76 as in the preceding scenario). The system has rejected your tax amount.</p> <p>The system also displays a summary of the tax situation in the top portion of the screen for your reference so that you can resolve the situation.</p> <p>The <i>Invoiced tax</i> value is set to \$65.00 (the invoice header amount).</p> <p>The Remaining value is set to \$17.35 (\$65.00 minus \$47.62), the difference between the calculated tax amount and the manual tax amount. This is the amount you still need to distribute if your \$65.00 invoice header tax amount is correct.</p> <p>The <i>Tax basis</i> value is the basis used for the most recently calculated tax line.</p>

### Handling taxes for tax exempt vendors

If the vendor controls specify that this vendor is tax exempt, the system displays the following message when you press F19 at the Invoice Header screen:

**Warning: Vendor is tax exempt. Press Shift + F7 again to override.**

You can press F19 again to override this message and continue to the Tax Definition screen. You also receive a warning during the invoice proof.

## Prorating taxes

These notes summarize information about prorating taxes for standard invoices. For more information, refer to the “Processing Taxes” chapter of this guide.

The Infinium PL application provides the option of prorating taxes as a method of distributing tax expenses. Prorating spreads tax amounts across invoice distribution amounts, giving responsibility for taxes to specified departments or cost centers.

- If you have activated prorating of taxes through the Infinium PL entity controls, the system automatically distributes the tax expenses across your invoice distribution accounts. You do not need to perform any manual distribution of taxes at the Tax Distribution screen.

If your entity controls do not specify prorating taxes, the system retrieves the appropriate tax expense account from Infinium GT and expenses the tax amount to that account.

- The system cannot automatically prorate taxes across the expense accounts until you have defined the expense accounts at the Invoice Distributions screen. The system provides two paths for previewing the prorated tax entries.
  - You can press F19 at the Invoice Header screen to display the Tax Definition screen and then select a tax entry to view the entries at a display-only screen.

This path only applies when you have accessed an existing invoice, since in the case of a new invoice you have not yet defined the expense accounts over which to prorate the tax. When you take this path, the system displays existing tax proration records.

- You can press F9 at the Invoice Distributions screen to display the Tax Definition screen and then select a tax entry to view the entries at a display-only screen.

This path applies both during entry of a new invoice and during maintenance of an existing invoice. In this case, the system interactively displays the anticipated results of any distributions you have made or changed during this session. The system does not create the detailed records until you confirm the details by completing the invoice entry or maintenance procedure.

If you post invoices using the prorating method of tax distribution and make changes to invoice distributions through use of the *Work With Invoice Adjustments* function, the system does not re-distribute the tax expense. You must press F19 within *Work With Invoice Adjustments* to access the Tax

---



Definition screen, delete the existing tax distributions, and enter the new tax distributions to be prorated.

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

If the invoice header contains default tax authority and tax rate code values from the vendor controls, the system displays default tax information in the lower portion of this screen as a tax line.

You can add tax lines manually by typing information in the top portion of the screen and pressing Enter. You can change, delete, or view existing tax lines.

The following fields are used for manual tax entry:

#### *Invoiced tax*

The system supplies the amount in this field from the Invoice Header screen *Tax* field. If you did not enter a tax amount at the Invoice Header screen, you can now enter the tax amount in this field.

#### *Remaining*

This field displays the portion of the tax not yet distributed. The system automatically calculates and displays the amount in this field. You cannot change the amount.

#### *Tax basis*

The tax basis is the gross taxable amount shown on the invoice. The amount that you entered in the *Tax basis* field at the Invoice Header screen is the default in this field.

If you did not enter an amount in the *Tax basis* field on the Invoice Header screen, the default at the Tax Definition screen is the invoice amount.

#### *Invoice amount*

The system automatically displays the invoice amount from the invoice header. You cannot edit this amount at the Tax Definition screen.

#### *Company*

The default is the company specified in the invoice header. You can change the default for tax distribution purposes.

Typing a different company code in this field does not change the invoice company for the invoice header.

---

### *Division*

The default is the division specified in the invoice header. You can change the default for tax distribution purposes.

Typing a different division code in this field does not change the invoice division for the invoice header.

### *Tax authority, Rate code*

Tax authorities and rate codes are required for tax distributions. The tax authority and rate code defaults are from the vendor controls or from the invoice header if you have specified these values. If not, type a tax authority code and rate code. You must create tax authority code and rate codes in the Infinium GT application.

### *Tax date*

This is a display-only field.

The system uses the invoice date as the tax date to ensure that the system retrieves the correct tax rate from Infinium GT.

### *Tax rate*

This is a display-only field.

The system calculates and displays the rate, based on the Infinium GT rate code.

### *Calculated tax*

The system displays this field immediately above the *Tax amount* field if the following conditions apply:

- You manually specify a *Tax amount* field value.
- The difference between the amount in the *Tax amount* field and the tax amount automatically calculated by and retrieved from Infinium GT exceeds the tolerance allowed in the Infinium GT controls for this combination of tax authority and rate.

The system also displays a message that the tax amount you specified exceeds the tolerance.

Use the information in the *Calculated tax* field for reference while making any appropriate corrections to the tax information.

### *Category code*

Type a code to be associated with the tax.

---

You must set up category codes in the Infinium GT application. You can use these codes for reporting purposes in Infinium GT, such as when a tax authority requires a detailed analysis of transactions.

In Infinium PL, this field is informational. If the vendor tax controls specify a category code, that code is the default in this field.

#### *Tax amount*

This field allows you to specify a tax amount directly at the Tax Definition screen rather than accepting automatically calculated amounts.

When you type a value in this field, the system calculates and displays one or more tax lines at the bottom of the screen based on the combination of the tax authority and tax rate that you specified in the invoice header

If the system retrieves split tax amounts from Infinium GT based on the authority controls, the system displays only the amount from the last tax detail line in the *Tax amount* field.

For example, you type **500** in the *Tax amount* field. The system generates two lines at the bottom of the screen, one for \$400 and one for \$100, and displays **100** in the *Tax amount* field.

#### *Recoverable?*

Specifying yes indicates that the tax is recoverable or partially recoverable from a tax authority. If no part of the tax is recoverable from a tax authority, specify no.

#### *Inclusive?*

If you specify yes in the *Inclusive?* field, the system assumes that the *Tax basis* field already includes the tax amount. If the tax basis does not include the tax amount, specify no.

The Infinium GT application uses this information during calculation of the tax distribution amount.

#### *Discount*

Specify yes if you will make a tax adjustment for a discount taken at payment time.

Specify no if you will not make an adjustment.

---

*Self assessed tax?*

Specify yes if the vendor did not request payment of tax amounts due and if you will accrue the taxes.

Specify no if the vendor requests payment of the specified tax amount.

- The lower portion of the Tax Definition screen lists the distributions of the tax liability that was defined in this screen's upper portion. You can change these tax distributions by performing any of the following actions. Select a tax distribution by typing the number of the action and pressing Enter.

Action	Field value	Description
<i>Delete</i>	<b>4</b>	To delete a tax distribution.
<i>Default tax account</i>	<b>5</b>	To view and change a tax distribution account.  This option is not available for prorated taxes (tax entries flagged with <b>P</b> ), since the system does not use this account information for prorated taxes. The system prorates the tax amount over the invoice's expense accounts.
<i>Work with prorations</i>	<b>8</b>	To view the detailed results of prorating this tax.  If the displayed screen lists a prorated amount as "multi-account," you can display details about the specific accounts for that amount.  This action does not apply in the case of a new invoice you are initially entering until after you have specified the expense accounts at the Invoice Distributions screen.

- Press Enter to save the data and return to the Invoice Header screen.

The system does not update Infinium GT with tax information until you post the invoice.

## Completing entry of invoice information

Each time you complete a task for entering additional information for this invoice and press Enter to save that information, the system returns you again to the Invoice Header screen.

When you have finished entering the invoice header related information for this invoice, press Enter at the Invoice Header screen to display the Invoice Distributions screen. Continue to the next topic for information about processing the Invoice Distributions screen.

If you have not completed certain required invoice header fields, the system prompts you to type the required data before continuing to the Invoice Distributions screen.

---

# Distributing invoice amounts among expense accounts

## Overview

Use the Invoice Distributions screen to distribute the invoice amount to the appropriate expense account or accounts. You can also access the following from this screen:

- Invoice Distribution More Detail screen

The system displays the Invoice Distribution More Detail screen with additional details when you select an individual expense line and then type **6** (More detail) and press Enter. This screen allows you to perform such actions as changing the transaction description for this line.

- Expense User Fields screen

The system displays this screen if your Infinium PL entity controls include definition of one or more expense detail user fields and

- You select an expense line and then type **7** (User fields) and press Enter.
- You have required user fields and you press Enter at the Invoice Distributions screen without having completed the user fields.

You cannot access user fields for an expense line that represents prorated freight charges.

- Freight proration details, if any

The system displays these details, if any, when you select a distribution entry and then type **8** (Prorate details) and press Enter.

## Procedure

To distribute the invoice amount, perform the following steps:

- 1 Press Enter at the Invoice Header screen. The system displays the Invoice Distributions screen, which is similar to Figure 3-12.
-

```

9/15/2008 12:48:42      Invoice Distributions      PLGIDI      PLDIDI
-----
Invoice ID . . . : FACTORED      Invoice amount :      100.00
Internal ID . . . : TQ1 - 000000186  Total dist amt :      .00
                                           Remaining . . . :      100.00
Distribution group . . _____ +  Dist amount . . . _____ 100.00

Type information press Enter.
  4=Delete  6=More detail  7=User fields  8=Prorate details

Option  Expense Account Number +      Expensed Amount      Percent
-----
-- _____                        _____            .00
-- _____                        _____            .00
-- _____                        _____            .00
-- _____                        _____            .00
-- _____                        _____            .00
-- _____                        _____            .00
-- _____                        _____            .00
-- _____                        _____            .00
                                           BOTTOM

-----
F2=Function keys  F3=Exit  F4=Prompt  F7=Lock/Unlock  F24=More keys
    
```

Figure 3-12: Invoice Distributions screen

### Summary of the three distribution choices

This screen provides three methods of distributing the amount that is specified in the *Remaining* field to one or more accounts:

- Specify a distribution group in the *Distribution group* field and press Enter to distribute the amounts to that group's accounts.

If there is a default distribution group from the vendor controls, you can just press Enter to use that group, or clear the value to take a different action.
- Specify an account in the *Expense Account Number* column and press Enter to distribute the entire amount to that account.

If there is a default expense account from the vendor controls, you can just press Enter to use that account, or clear the value to take a different action.
- Specify multiple Infinium GL accounts by typing account numbers in the *Expense Account Number* column and specifying the amount for each account.

The *Total dist amt* specifies how much is already distributed. The *Dist amount* specifies how much will be distributed when you press Enter if, for example, you have specified a distribution group. Before you can post this

invoice to Infinium PL, the total invoice amount must be distributed so that the amount in the *Remaining* field equals zero.

- 2 Use the following information to complete the fields on this screen:

### Responding to the default values

#### *Distribution group*

This field contains a default value if this vendor's controls specify a distribution group. Accept the default, type a different group, or clear the group value and use a different distribution method.

The system does not display the accounts in the specified distribution group and their amounts until you press Enter.

#### *Expense Account Number*

The first field in this column contains a default expense account number if a default expense account is specified in the controls for this vendor.

You can accept that default, type a different expense account number, press F4 to display and select one or more other expense accounts and allocate amounts each selected account, or clear that value and specify a distribution group instead.

The default amount for the default expense account is the full remaining amount adjusted for any automatic freight distribution and any discount amount to be taken at invoice time.

### Distributing freight charges

Distribution of the freight amount depends on the invoice accounting group's *Freight method* field value in the division controls.

- If the accounting group *Freight method* value is **None**, the system includes the freight amount in the invoice total remaining to be distributed.
  - If the accounting group *Freight method* value is **Account**, the system automatically distributes the freight amount to the account that is specified in the accounting group's *Freight account* field and subtracts the amount from the total remaining to be distributed.
  - If the accounting group *Freight method* value is **Prorate**, the system automatically prorates the freight amount to all the expense accounts, based on each account's amount. The proration occurs at posting time.
-



- When you display the Invoice Distributions screen, the system displays the default freight account number from the accounting group's controls, associating the freight amount with this account.
- At posting time, the system prorates the freight amount over the invoice expense accounts, creating freight accounting transactions (line type 22) for those accounts.
- If there are no expense accounts over which to prorate the freight charge at posting time the system uses the specified freight account. The system creates an accounting transaction for the freight amount for that account.

If there is a default distribution group or default account, you can select the freight charge line and display the Additional Charge Accounts screen with a list of the account numbers and amounts that apply for this proration.

You cannot override the invoice header accounting group's handling of freight charges by specifying a different accounting group on an invoice expense detail line. Infinium PL uses the detail line accounting group only to identify the AP Trade account for offsetting the invoice detail line's expenses.

### Locking data entry columns for efficiency

To reduce tabbing through fields you do not use, Infinium PL allows you to lock the *Option* field, the *Expense Account* field, or both of these fields during manual entry of amounts to be distributed.

- If typing expense account numbers and the corresponding amounts, press F7 and select only the *Option* field for locking. You can then tab directly back and forth between the *Expense Account Number* and *Expensed Amount* fields.
- If you have already selected all the expense accounts, press F7 and select both the *Option* and the *Expense Account Number* fields. You can then tab directly down the *Expensed Amount* column filling in the amounts.

When you have finished typing data, press F7 again to unlock the locked fields.

### Handling intercompany entries

The system response to your typing an account that belongs to a company other than the invoice company depends upon the invoice company controls and your user security controls as follows:

---

- If either the invoice company's controls or your user security does not allow intercompany entries, the system does not allow you to use this account number.
- If the company controls have an intercompany table and both the invoice company's controls and your user security allow intercompany entries and specify displaying a warning, you can press F21 to override the warning and accept the entry.
- If the company controls have an intercompany table and the controls allow intercompany entries and specify no warning, the system accepts the account.

### Evenly distributing the remaining amount

To distribute the entire remaining amount evenly among all the listed expense accounts, press F19. The system places any rounding differences in the last account.

### Displaying the distribution results

#### 3 When done distributing the amounts, press Enter.

- If you specified a distribution group, the system distributes the amount in the *Remaining* field to the accounts identified in that distribution group.
- If you specified one or more accounts, the system validates the accounting information.
- If the accounting group controls specify prorating freight charges, the system prorates the freight charges over the expense accounts you have specified at the Invoice Distributions screen.

The system then re-displays the Invoice Distributions screen showing the account numbers, expensed amounts, and percentages, similarly to Figure 3-13.

---

```

9/15/2008 12:50:57      Invoice Distributions      PLGIDI      PLDIDI
-----
Invoice ID . . . : FACTORED      Invoice amount :      100.00
Internal ID . . . : TQ1 - 000000186  Total dist amt :      100.00
                                           Remaining . . . :      100.00
Distribution group . . _____ +  Dist amount . . . _____ .00

Type information press Enter.
  4=Delete  6=More detail  7=User fields  8=Prorate details

Option  Expense Account Number +      Expensed Amount      Percent
-----
   ___  TQ1-001-001-5300      _____      30.00      30.000
   ___  TQ1-001-001-5301      _____      20.00      20.000
   ___  TQ1-001-001-5302      _____      10.00      10.000
   ___  TQ1-001-001-5303      _____      25.00      25.000
   ___  TQ1-001-001-5304      _____      15.00      15.000
   ___  _____      _____      .00
   ___  _____      _____      .00
   ___  _____      _____      .00
                                           BOTTOM

F2=Function keys  F3=Exit  F4=Prompt  F7=Lock/Unlock  F24=More keys
Account is invalid, Account not found

```

Figure 3-13: Invoice Distributions screen with invoice amount distributed

## Changing distribution information

- 4 To change accounts or amounts, do one of the following:
  - Type over the account or amount values.
  - Select a line and type 4 (Delete) and press Enter and re-enter the data.

## Optionally editing expense line details

To edit details for an individual expense line, select the expense account line. Type 6 (More detail) and press Enter. The system displays the Invoice Distribution More Detail screen, which is similar to Figure 3-14.

```

9/15/2008 12:53:29 Invoice Distribution More Detail PLGDTL PLDDTL
-----
More detail
Account . . . . . : TQ1-001-001-5304
GL account description . . . . . :
Expensed amount . . . . . : 15.00
Accounting entry type . . . . . : 21
Transaction description . . . . . : Inventory Adjustment Exchange
Accounting period/year . . . . . :
P.O. Number . . . . . : _____
Job code . . . . . : _____ +
Item code . . . . . : _____
Unit price . . . . . : .000000
Quantity . . . . . : .000000
Serial number . . . . . : _____
Close to Fixed Assets . . . . . : 0 1=Yes, 0=No
Accounting group . . . . . : _____ +
Closed to GL period/year . . . . . :
Closing number . . . . . :
Transfer number . . . . . :
Posted to suspense . . . . . : 1=Yes, 0=No
-----
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys

```

Figure 3-14: Invoice Distribution More Detail screen

This screen allows you to specify information such as:

- A transaction description, PO number, unit price and quantity, and serial number
- That this is a capital asset to be tracked in Infinium Fixed Assets
- An alternative accounting group to be used for the AP trade account to offset this expense.

#### More detail fields that are display only

The system displays values in the following fields based on the distribution information you have specified. You cannot edit these.

- *Account*
- *GL account description*
- *Expensed amount*
- *Accounting entry type*
- *Accounting period/year*

#### More detail fields that are for later use

The following fields remain blank during invoice entry. The system populates these fields as follows during subsequent processes:

- *Closed to GL period/year, Closing number, Transfer number*

The system supplies the values in these fields after you close this invoice to the general ledger. After closing, you can use the Infinium PL *Analytical Inquiry* function to view these values.

- *Posted to suspense*

If the system finds an account number error for this invoice detail line transaction during posting, the system posts the amount to the suspense account specified in the applicable company controls and displays 1 in this field.

### Processing the more detail editable fields

- 5 Use the following information to complete the editable fields at the Invoice Distribution More Detail screen:

#### *Transaction description*

The system supplies the Infinium GL account description as the default in this field. You can type a different description.

You can specify yes in the *Close to Fixed Assets* field on this screen to indicate that this is a capital asset. If you do so, you can control the value that the system sends from the *Transaction description* field to Infinium FA as follows:

- Leave the default value in the *Transaction description* field to send the Infinium GL account description to Infinium FA.
- Type an alternative value in the *Transaction description* field to send that alternative description to Infinium FA.
- Blank out the value in the *Transaction description* field to send the invoice number to Infinium FA as the Infinium FA transaction description.

The system continues to display the blank value in the Infinium PL Transaction description field at the Invoice Distribution More Detail screen.

#### *Job code*

You can specify a job code for this individual expense line.

If you have an interface to Infinium PA, you may have entered a value in the *Job code* field on the Invoice Header screen. If so, the system supplies the Invoice Header value in this field. When you enter or change a job code at this screen, you may be prompted for more information such as the Infinium PA activity and cost codes. Any detail line containing a job code will close to Infinium PA when the invoice is posted. The project ID, activity level, and cost code that you enter become the default values in the distribution records

created for this invoice. You can modify these defaults in distribution maintenance. Refer to the *Infinium PA Guide to Processing* for more information.

If Infinium Project Accounting (PA) is not installed, you can specify a job code here from the code values in PL. If the vendor has a default job code on the vendor master, that value is entered here as a default value.

If the invoice is a P.O. type invoice, the job code is entered from the purchasing system; the PL vendor's default job code does not overwrite the data from the purchasing system.

#### *P.O. Number, Item code*

You can type a purchase order number and an item code for this individual expense line.

#### *Unit price, Quantity*

You can type a unit price and quantity for the individual expense line. If you leave the *Quantity* field blank and close to Infinium FA, the system supplies Infinium FA with a default quantity of 1.

If this is a purchase order invoice, the system supplies the values in these fields from the purchase order.

Refer to the *Infinium PL and Infinium PM Guide to Integration* for more information about purchase order invoices.

#### *Serial number*

You can type the manufacturer's serial number for this item.

#### *Close to Fixed Assets*

Specify yes if this expense line is for a capital item.

If you specify yes in this field, the system sends the values in the following fields to Infinium FA when you post the invoice:

- *Company*
  - *Invoice number*
  - *Vendor ID*
  - *Expensed Amount*
  - *Transaction description*
  - *P.O. Number*
-

- *Job code*
- *Quantity*
- *Serial number*
- *Internal invoice ID*
- *Invoice detail user fields*

#### *Accounting Group*

The system supplies the accounting group value from the invoice header as the default in this field. You can specify a different accounting group.

You cannot override the invoice header accounting group's handling of freight charges by specifying a different accounting group on an invoice detail line. Infinium PL uses the detail line accounting group only to identify the AP Trade account for offsetting this detail line's expenses.

- 6 When done editing values at the Invoice Distribution More Detail screen, press Enter. The system saves the information and returns you to the Invoice Distributions screen.

### Completing expense user fields

- 7 If your organization has defined user fields on the distribution level, you can process those fields now by selecting each line. Type 7 (User fields) and press Enter. The system displays the Expense User Fields screen for entry of the values.

The Infinium PL entity controls allow your organization to define the following fields and their field labels for use at the Expense User Fields screen:

- Up to four alphanumeric character fields
- Up to two numeric fields such as for amounts
- One date field

If you close to the general ledger in detail, the system passes these values to the general ledger during the close.

You cannot process user fields if the line is a **\*\* Prorated Freight Charges \*\*** line, since the system does not allow user fields for prorated charges.

If this is a purchase order invoice, the system fills the Infinium PL user fields with any values defined in the corresponding Infinium PM purchase order detail user fields. Refer to the *Infinium PL and Infinium PM Guide to Integration* for details.

If you do not process required expense user fields now, the system automatically displays the Expense User Fields screen for each line when you press Enter at the Invoice Distributions screen to save the invoice.

### Previewing prorated tax details

- 8 You can press F9 at the Invoice Distributions screen to view the Tax Definition screen in display-only mode. You can then view proration details in display-only mode for an item on the Tax Definition screen.

The actual proration occurs when you complete invoice entry and save the invoice in the current session.

### Saving the invoice in the current session

- 9 After you have distributed the entire invoice amount, press Enter at the Invoice Distributions screen to save the invoice in the current session.

You have now completed invoice entry and the system does one of the following:

- Interactively proofs and posts this invoice, if your posting type is interactive, and then returns you to the Invoice Header screen so that you can enter the next invoice
  - Returns you to the Invoice Header screen if your posting type is batch or partial interactive, so that you can enter the next invoice or submit the session to be proofed and posted
-



## Entering additional invoices into the session

When you have finished creating and distributing one invoice, the system returns you to the Invoice Header screen where you can begin the process again and create another invoice.

You can do either of the following:

- Add another invoice for the same vendor, company, and division
- Specify a different vendor and, if necessary, change the company and division

Continue this cycle until you have entered all the invoices for this session.

When done entering all the invoices for this session, you can do one of the following depending on your posting method:

Posting method	Available actions
Batch or Partial Interactive	Cancel. The system displays the Work With Invoices screen. Continue to the “Accessing and working with this session’s invoices” topic.
Interactive	The system has already posted the invoices interactively as you created them. Cancel to end invoice processing.  The system returns you to the <i>Invoices</i> menu.

---

## Accessing and working with the session's invoices

### Overview

This topic does not apply if your posting method is interactive, since you cannot access the list of invoices for the current session. The system proofs and posts each invoice as you complete its entry.

If your posting method is batch or partial interactive, you can do either of the following to display and work with a selection list of the invoices in the current session or in any other session.

- When you have finished processing an invoice, the system returns you to the upper portion of the Invoice Header screen for entry of the next invoice. Instead of typing another new invoice, cancel.
- At the Work With Invoice Sessions screen, select an existing session. Type 5 (Work with invoices) and press Enter.

### Using the work with invoices screen

In either case, the system displays the Work With Invoices screen, which is similar to Figure 3-15.

---

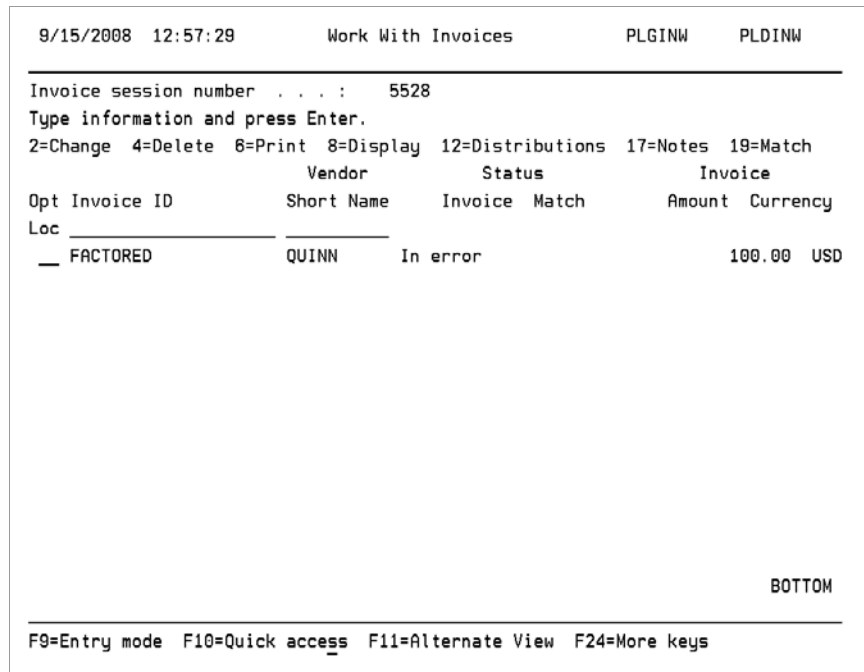


Figure 3-15: Work With Invoices screen

This screen displays a list of all this session's invoices.

To change or delete an invoice, select the invoice. Select one of the following actions by typing the appropriate number and pressing Enter.

- 2** Change - Change the invoice information.
- 4** Delete - Delete the invoice.
- 12** Distributions - Change the distribution information.
- 17** Notes - Access the Note Pad.

The table below summarizes some of the other tasks you can perform at the Work With Invoices screen.

Task	Action
Bring in registered invoices	Press F16.
Access recurring invoices	Press F20.
Change your entry mode between standard and high volume	Press F9.

<b>Task</b>	<b>Action</b>
Partial interactive posting: You can post all of this session's invoices	Press F14 to proof and post the session's invoices and then to return to the Work With Sessions screen.
Batch posting: Exit to the Work With Sessions screen	Cancel to return to the Work With Sessions screen to submit the proof and post from that screen.

---

# Approving invoices

## Overview

Approvals provide a way for you to accept the liability assumed by an invoice and a way to control the payment of invoices. If the value in the *Perform invoice approvals?* field is yes on the approval controls segment on the entity controls, additional controls at the company/division, vendor and user levels determine which invoices require approval.

You use the *Work with unapproved invoices* function to access and approve standard and purchase order receipt invoices that require approval prior to posting.

The approval process applies to:

- Invoices created in the *Work with invoice entry* function
- Invoices brought into Infinium PL using:
  - Invoice Creation Application Program Interface Shell, PLGI-API

The PLGI-API program takes remotely-entered invoice information, creates an invoice session, and loads the invoice input files from a specified SQL table file (PLFIN). You then proof and post the created invoices using the *Work with invoice entry* function.

- Import Invoice Creation Application Program Interface, PLGIH-API.

The PLGIH-API program also takes remotely-entered invoice information, creates an invoice session, loads the invoice input files, and then, depending on the proof and post field value, automatically proofs and posts the invoices. If the API is not defined to automatically proof and post the invoices, you can use the *Work with invoice entry* function to proof and post them. This API differs from the PLGI-API in that it imports unlimited detail lines for each invoice and invoice notes.

Within a given session (defined as company/division/accounting date/source), if the *Proof/Post* field values differ among invoice records, the *Proof/Post* action is determined by the last record.

Note that users who run the invoice APIs must have authority to all files used by the APIs so that correct results are generated.

---

**Note:** Invoices created in the *Work with registered invoices* and *Work with recurring invoices* functions are eligible for approval only after they are brought into a standard invoice session.

## Procedure

To approve or reject an invoice that requires approval, perform the steps below.

- 1 From the Infinium PL main menu select *Invoices*.
- 2 Select *Work with unapproved invoices* [WWUI]. The system displays the Work With Unapproved Invoices screen similar to Figure 3-16.

```

7/23/2004 15:22:58 Work With Unapproved Invoices PLGWUA PLDWUA
-----
Type information and press Enter.
 5=Display invoice 6=Print invoice 8=Approve 9=Reject
Invoice ID Vendor Invoice date Amount Currency
Opt Company Internal ID Session Due date Division Status
Loc
-----
- 1000-0028 SRP1 7/16/2004 5,622.00 USD
  AMS 325 1976 8/15/2004 008 Pending
- 3000-0030 TQ1 7/09/2004 45,005.00 USD
  AMS 327 1976 8/08/2004 002 Pending
- TESTING KAITLIN 6/24/2004 100.00 USD
  DER 232 1840 7/24/2004 DIV1 Pending
- 4000-0031 NEAUTO 5/30/2004 15,000.00 USD
  RAC 65 1976 6/29/2004 004 Pending
- 2000-0029 RILEY 5/15/2004 360.75 USD
  AMS 326 1976 5/30/2004 001 Pending

Bottom
-----
F2=Function keys F3=Exit F5=Refresh F10=Quick access F24=More keys

```

Figure 3-16: Work With Unapproved Invoices screen

The system displays a list of the invoices that were created and require approval. The system displays only invoices with an approval pending or re-approval pending status that you have the authority to approve. You can either approve or reject those invoices.

The default view (expanded) identifies the following for each entry:

Invoice ID	Company and Division
Vendor	Internal ID

Invoice Date	Session
Invoice Amount	Due Date
Invoice Currency	Approval Status

On this screen, you can:

- Display a summary listing that includes only the invoice ID, vendor, invoice date, invoice amount and invoice currency by pressing F11 (Alternate View).
- Locate a specific invoice or series of invoices, invoices for a specific vendor, for a specific date or a specific amount, by typing the invoice ID, vendor, date or amount in the appropriate *Loc* (locate) field.
- Refresh the listing to display the most current and complete list of invoices requiring approval by pressing F5 (Refresh).
- Display an invoice by selecting the invoice with 5 (Display invoice).
- Print an invoice by selecting the invoice with 6 (Print invoice).

### Approve invoices

- 3 To approve one or more invoices, type **8** (Approve) next to each invoice you want to approve and press Enter. After you press Enter the system displays a confirmation screen similar to Figure 3-18.

### Reject invoices

- 4 Reject an invoice, type **9** (Reject) next to each invoice you want to reject and press Enter. The system displays the Reject Code Entry window similar to Figure 3-17.
-

```

7/23/2004 15:23:52 Work With Unapproved Invoices PLGWUA PLDWUA
-----
Enter to confirm action.
Cancel to return to previous screen.

Invoice ID      Vendor      Invoice date      Amount      Action
8  [REJECT CODE ENTRY] 4          5,622.00    USD
8  [REJECT CODE ENTRY] 4 008      Pending
8  [REJECT CODE ENTRY] 4          45,005.00   USD
-  [REJECT CODE ENTRY] 4 002      Pending
8  [REJECT CODE ENTRY] 4          100.00     USD
8  [REJECT CODE ENTRY] 4 DIV1    Pending
8  [REJECT CODE ENTRY] 4          15,000.00  USD
9  RAC          65        1976      6/29/2004 004    Pending
9  2000-0029    RILEY     5/15/2004 360.75   USD
9  AMS          326      1976      5/30/2004 001    Pending

Bottom

-----
F2=Function keys F3=Exit F5=Refresh F10=Quick access F24=More keys

```

Figure 3-17: Reject Code Entry window

- 5 Select a rejection code to explain why you are rejecting the invoice. After you press Enter, the system displays a confirmation screen similar to Figure 3-18.

**Note:** Rejection codes are defined for code type RJT (Rejection) in the *Work with codes* menu option.



```

_ 7/23/2004 15:23:52 Work With Unapproved Invoices PLGWUA PLDWUA
-----
Enter to confirm action.
Cancel to return to previous screen.

Invoice ID      Vendor      Invoice date      Amount      Action
1000-0028      SRP1       7/16/2004        5,622.00   Approve
3000-0030      TQ1       7/09/2004       45,005.00   Approve
4000-0031      NEAUTO    5/30/2004       15,000.00   Approve
2000-0029      RILEY     5/15/2004        360.75     Reject

                                                    Bottom

-----
F2=Function keys F3=Exit F10=Quick access F12=Cancel F18=Message line
    
```

Figure 3-18: Work With Unapproved Invoices confirmation screen

- 6 Press Enter to confirm invoice approvals and/or rejections. Press F12 to cancel and return to the previous screen.

# Proofing and posting the session's invoices

## Overview of the proofing and posting processes

### Proofing process

After you create or select all of the invoices that you are including in the session and there are no distribution errors, the session is ready for the proof and post processes.

The proof process ensures that each invoice has no errors prior to posting. The process checks that:

- All invoice information is valid.
- The expense distributions for each line item are valid.
- The expense distributions add up to the total invoice amount.

Depending on the settings in the vendor controls, the proof process may also check for duplicate invoices. Checking for duplicates during the proof allows you to catch duplicates that may have been introduced through electronic retrieval of invoices from other sources.

The control settings specify checking for one or more of the following:

- Duplicate invoice numbers
- Duplicate combinations of amounts and dates
- Duplicate combinations of amounts and purchase order numbers

If your user profile prohibits you from overriding a duplicate invoice error, the system treats a duplicate as a hard error. Otherwise, the system includes a warning on the proof report.

In PO/receipt invoice entry, the proof process ensures that there are no errors on the invoice prior to posting. The process checks that the expense distributions for each purchase order line item, receipt line item, and ship to line item balance. Also, the expense distributions for the entire invoice must balance the invoice total.

If the account on a distribution being proofed does not exist but an account with the same page number does exist, the account on the distribution is

---

changed to a new account for the page number of the original distribution account. The proof issues a message stating that the account number is invalid and issues a second message stating that the account number is being changed to show the new account number. This applies to proofing standard, PO, and high-volume invoices as well as invoices created through the void/reverse process. Note that after the account number is changed by the proof but before the invoice is posted, the user can go into the invoice and manually change the account to an account that is different from the system-selected account.

## Posting process

The posting process creates accounting entries and sets the Infinium PL invoice status to posted.

## User procedures

The three methods of posting invoices are:

- Batch

You submit the proof and post processes from the Work With Invoice Sessions screen as described later in this topic.

- Partial interactive

You can submit the proof and post at the Work With Invoices screen during invoice entry, as described in the preceding topic.

You can submit the proof and post as batch processes from the Work With Invoice Sessions screen as for batch posting.

You can return to the Work With Invoices screen at a later time to submit the proof and post processes in partial interactive mode, as described later in this topic after the description of batch proof and posting.

- Interactive

The system automatically submits each invoice to the proof and post processes as you complete entry of that invoice. You do not access the Work With Invoice Sessions or Work With Invoices screens.

The controls set for each user in Infinium PL user security determine which posting method that the user can perform. Refer to the *Infinium PL Guide to Controls* for more information about these settings.

---

## Performing batch proofing

This topic explains the procedure for proofing an invoice session when either of the following applies:

- Your posting method is batch.
- Your posting method is partial interactive and you have not already submitted invoices individually to the proof and post process from the Work With Invoices screen during invoice entry.

To proof an invoice session under these circumstances, perform the following steps:

- 1 Do one of the following:
  - If you are still at the Work With Invoice Sessions screen from completion of the procedure described in the preceding topic, go directly to Step 3 of this procedure.
  - If you are at the main menu, select *Invoices*.
- 2 Select *Work with invoice entry [WWI]*. The system displays a Work With Invoice Sessions screen similar to Figure 3-19.

Option	Session	User	Reference	Source	Count	Status	Match
—	3495	CCD	STANDARD	PL2000	36	In error	
—	4028	CCD	AD11211400	PL2000	7	In entry	
—	4102	KRB		PL2000	1	In entry	
—	4137	CCD	QAAT11	PL2000	1	In error	
—	4346	CCD		PL2000	1	In entry	
—	4373	CCD		PL2000	1	In entry	
—	4428	CCD		PL2000	1	In entry	
—	4430	CCD		PL2000	1	In entry	
—	4466	CCD	7.3CCD	PL2000	1	In entry	
—	4622	CCD		PL2000	1	In entry	
—	4974	CCD	AT02081214	PL2000	2	In entry	M MORE...

Figure 3-19: Work With Invoice Sessions screen

- 3 Select the invoice session to be proofed. Type **10** (Proof) in the *Option* field and press Enter.

- 4 The system submits the proof in batch mode.

If errors occur, the system updates the *Status* column with **In error**. You must correct the errors before you can post the invoice session.

When the invoice session status is **In proof**, you can post the invoice session.

## Performing batch posting

This topic explains the procedure for posting an invoice session when either of the following applies:

- Your posting method is batch
- Your posting method is partial interactive and you have not already submitted invoices individually to the proof and post process from the Work With Invoices screen during invoice entry

To process batch posting, perform the following steps:

- 1 Do one of the following:
  - If you are still at the Work With Invoice Sessions screen from completion of the proof procedure described earlier in this topic, go directly to Step 3 of this procedure.
  - If you are at the main menu, select *Invoices*.
- 2 Select *Work with invoice entry* [WWI]. The system displays the screen similar to Figure 3-19.
- 3 Select an invoice session to post in batch. Type **11** (Post) in the *Option* field and press Enter).
- 4 The following table summarizes the system's actions based on the value in the *Status* column.

Status	System action
<b>In entry</b>	Performs the proof and, if there are no errors, performs posting
<b>In Proof</b>	Reruns the proof and, if there are no errors, performs posting
<b>In Error</b>	Reruns the proof and, if there are no errors, performs posting

Status	System action
<b>Posting</b>	Posting is already in progress; you cannot resubmit this session
<b>Locked</b>	The session is currently in use; the system cannot perform posting

If an invoice session is locked due to a power failure or an abnormal termination, you can update the session using the *Supervisor Tasks* menu. Refer to the *Infinium PL Guide to Controls* for more information on how to unlock a session.

If the system successfully completes the posting process, the system also generates posting reports. Once an invoice session is posted, it can no longer be accessed for update through the *Work with invoice entry* function.

## Performing partial interactive posting

To process partial interactive posting if you have not already done so during initial invoice entry, perform the following steps:

- 1 From the Infinium PL main menu select *Invoices*.
  - 2 Select *Work with invoice entry* [WWI]. The system displays the screen similar to Figure 3-19.
  - 3 Select the invoice session with which you want to work. Type **5** (Work with) in the *Option* field and press Enter).
  - 4 The system displays the screen similar to Figure 3-20.
-

```
9/15/2008 14:07:41      Work With Invoices      PGINW      PLDINW
-----
Invoice session number . . . : 4028
Type information and press Enter.
2=Change 4=Delete 6=Print 8=Display 12=Distributions 17=Notes 19=Match
      Vendor      Status      Invoice
Opt Invoice ID      Short Name      Invoice Match      Amount Currency
Loc -----
-- JSD-REG01      HONDA      In entry      67.00 USD
--              T/C BOAT D In error      100.00 USD
-- CCD V000      T/C BOAT D In proof      100.00- USD
-- CCD          T/C BOAT D In error      100.00 USD
-- ASDFDFA      T/C BOAT D In error      100.00 USD
-- TESTING HEADERTHENCG T/C BOAT D In error      100.00 USD
-- 5            T/C BOAT D In entry      5,000.00 USD

                                          BOTTOM
-----
F2=Function keys F3=Exit F5=Refresh F8=Create F24=More keys
```

Figure 3-20: Work With Invoices screen

5 Press F14 to post the invoices in this session interactively.

The system proofs the invoices, and if no errors exist, performs posting. When the system has successfully completed posting, the system generates posting reports.

## Notes



---

# Chapter 4 Processing Non-standard Invoices and Posted Invoices

# 4

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview	4-2
Using high volume invoice entry	4-3
Working with recurring invoices	4-8
Working with registered invoices	4-17
Adjusting invoices	4-26
Invoicing Infinium PY garnishments in Infinium PL	4-36
Using referenced invoices to reverse posted amounts	4-41
Working with invoice session status	4-47
Unlocking posted invoices	4-49

---

## Overview

In the previous chapter, “Processing Standard Invoices,” you learned how to create standard invoices in a standard invoice session.

In this chapter you learn how to use high volume invoice entry and how to work with the following kinds of invoices:

- Recurring invoices, to process invoices that you receive on a regular basis, and to process installment invoices
- Registered invoices, to allow for approval tracking and tax accrual
- Electronically received invoices
- Garnishment invoices
- Referenced invoices, to reverse posted invoice entries

You also learn how to make adjustments to invoices that you have already posted.

## Objectives

After completing this chapter, you should be able to do the following:

- Create invoices using high volume invoice entry
  - Create and use recurring invoices
  - Create registered invoices
  - Receive invoices electronically
  - Extract garnishment information from Infinium PY and create garnishment invoices in Infinium PL
  - Adjust invoices
  - Create referenced invoices
  - Understand how to update an invoice session’s status
-

## Using high volume invoice entry

High volume invoice entry allows you to type multiple invoices at one screen with a minimal amount of data. There is one line of data for each invoice. The system uses the vendor and invoice defaults instead of manually typed values for the remaining information.

You can create invoices for multiple vendors and multiple companies just as you can during standard invoice entry.

Note the following guidelines:

- You cannot use high volume invoice entry if your posting method is interactive.
- You cannot use high volume invoice entry for a vendor unless the vendor or division has a default terms code.
- The efficiency of high volume invoice entry is enhanced if the vendor has a default account number or default distribution group. This enables you to omit typing invoice distribution information.

## Creating a high volume invoice session

To create a high volume invoice session, perform the following steps:

- 1 From the Infinium PL main menu select *Invoices*.
  - 2 Select *Work with invoice entry* [WWI]. The system displays a screen similar to Figure 4-1.
-

```

7/24/2008 12:41:04      Work With Invoice Sessions      PLGSSW      PLDSSW
-----
Type information and press Enter.

  1=Select controls      4=Delete      5=Work with invoices      6=Print invoices
  8=Display controls    10=Proof     11=Post      19=Match
-----
Option  Session  User      Reference  Source      Count  Status      Match
-----
Loc
---
---      3495  CCD      STANDARD  PL2000      36   In error
---      4028  CCD      AD11211400 PL2000      6    Locked
---      4102  KRB      PL2000
---      4137  CCD      QAAT11     PL2000      1    In entry
---      4346  CCD      PL2000      1    In entry      M
---      4373  CCD      PL2000      1    In entry      M
---      4428  CCD      PL2000      1    In entry      M
---      4429  CCD      PL2000      1    In entry      M
---      4430  CCD      PL2000      1    In entry
---      4466  CCD      7.3CCD    PL2000      1    In entry      M
---      4622  CCD      PL2000      1    In entry      M
-----
MORE...

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

```

Figure 4-1: Work With Invoice Sessions screen

- 3 Use one of the following options to use high volume invoice entry from this screen:
- Press F6 to create a new session. The system displays a screen similar to Figure 4-2. Select **High volume** for high volume invoice entry in the *Entry Method* field if it is not the default.
  - Select an existing high volume invoice entry session. Type 5 (Work with) and press Enter. The system displays a screen similar to Figure 4-3.
  - Select an existing standard invoice entry session. Type 1 (Select) and press Enter. Update the entry method on the session controls to high volume invoice entry, select the session again and then select *Work with invoices*. The system displays a screen similar to Figure 4-3.

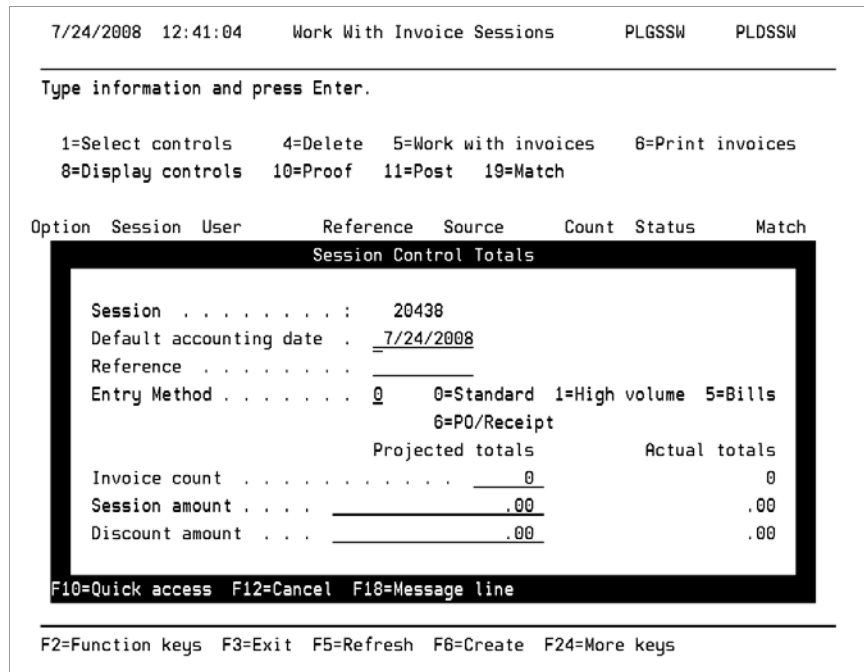


Figure 4-2: Session Control Totals Window

- 4 Make sure that the value in the *Entry Method* field is **High volume**.
- 5 Press Enter. The system displays a screen similar to Figure 4-3.

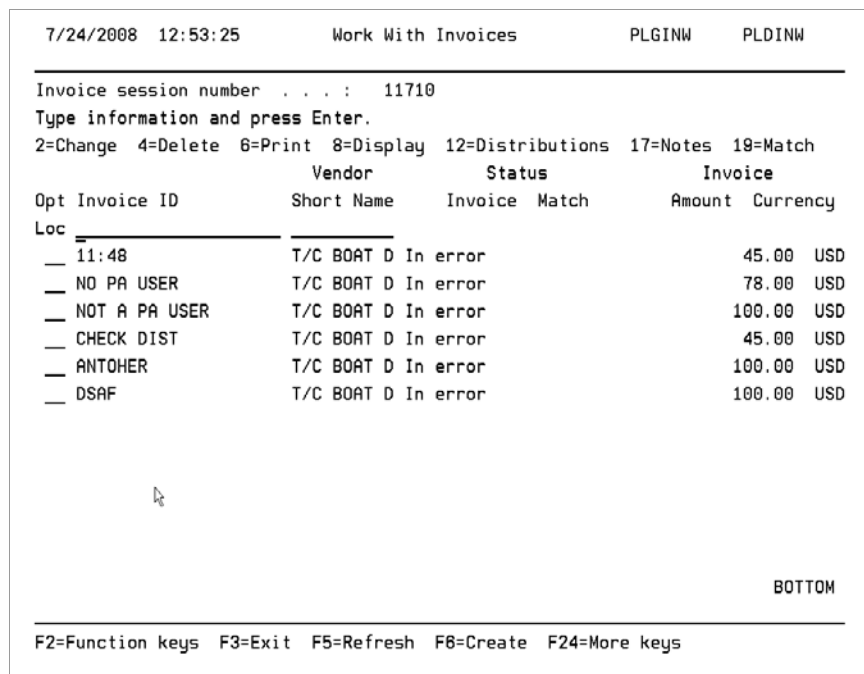


Figure 4-3: High Volume Invoice Entry screen

Each line represents one invoice.

6 Use the following information to complete the fields on this screen:

You must type information in the following fields:

- *Company / Division*
- *Vendor*
- *Invoice date*
- *Invoice amount*

*Invoice ID*

Depending on the controls set in your vendor controls, you may also have to type an invoice ID or purchase order number.

Select the invoice, type **2** (Change) and then press Enter to do the following:

- Type a purchase order number
- Change other invoice header information, additional invoice information, payment information, or user field values.

Press F11 to type or change the tax amount and freight amount.

If you select F11 from the F2 function key window to open the alternate view, also select F11 from the F2 function key window to close that view.

Similarly, if you press F11 directly without using the F2 function key window to open the alternate view, also press F11 directly to close that view.

Mixing the two methods can result in difficulty toggling between the views.

If the vendor does not have a default account number or default distribution group, the system displays a warning message at the bottom of the screen. You must select all invoices for that vendor to distribute the invoice amount before you can post those invoices. Type **12** (Distributions) and press Enter.

### Multiple invoices for same vendor

If you are creating a number of invoices for the same vendor, you can make data entry even more efficient on this screen. Type one invoice for a vendor and then press F13 with the cursor in the *Vendor* field. The system repeats the vendor for all invoice lines on this screen. You can then press F7 and lock the *Option*, *Invoice ID*, and *Vendor* fields and type the invoice date and invoice amount information.

---

- 7 When you press Enter, the system verifies all of the invoice information you have typed. If you create more invoices, the system validates only the new invoices you create.
- 8 Press F8 to save the invoices in this session. The system clears the screen. You can then change the company and division to create invoices for another company or division.

When done creating invoices, cancel after you press F8. The system displays a screen similar to Figure 4-4.

```

7/24/2008 13:01:17          Work With Invoices          PGINW  PLDINW
-----
Invoice session number . . . : 11710
Type information and press Enter.
2=Change 4=Delete 6=Print 8=Display 12=Distributions 17=Notes 19=Match
Vendor          Status          Invoice
Opt Invoice ID   Short Name   Invoice Match   Amount Currency
Loc
---
  TESTING          T/C BOAT D In error          45.00 USD
  123              T/C BOAT D In proof         100.00 USD
  TESTING THIS ONE T/C BOAT D In error          100.00 USD
  ANOTHER          T/C BOAT D In error          100.00 USD
  AFTER ACCOUNT CHANGE T/C BOAT D In error          48.00 USD
  11:47            T/C BOAT D In error          96.00 USD
  11:51            T/C BOAT D In error          78.00 USD
  2:30             T/C BOAT D In error          25.00 USD
  2:57             T/C BOAT D In error          45.00 USD
  2:59             T/C BOAT D In error          45.00 USD
  11:16           T/C BOAT D In proof         100.00 USD
  FDSADFS         T/C BOAT D In error          100.00 USD
                                     MORE...
-----
F2=Function keys F3=Exit F5=Refresh F6=Create F24=More keys

```

Figure 4-4: Work With Invoices screen

This screen displays entries for all of the invoices in the session. Processing at this screen for high volume invoice entry is the same as for standard invoice entry. Refer to the “Processing Standard Invoices” chapter of this guide for more information.

## Working with recurring invoices

### Creating recurring and installment invoices

You can create recurring invoices in the Infinium PL system to process invoices that you receive on a regular basis, such as rent or equipment leasing.

You create the invoice once, specifying vendor, general, and payment schedule information. You can then process the recurring invoice in a standard invoice session.

The system does not automatically copy the recurring invoice into an invoice session when the invoice is due. But you can display all recurring invoices by net due date from within invoice entry.

You can also use the *Work with recurring invoices* function to create installment invoices. This allows you to have one liability relieved by multiple invoices and payments. You can use installment invoices when you know the total liability.

- 1 From the Infinium PL main menu select *Invoices*.
  - 2 Select *Work with recurring invoices* [WWRI]. The system displays a screen similar to Figure 4-5.
-



```

7/24/2008 13:03:12 Work With Recurring Invoices PLGRIW PLDRIM
-----
Type options and press Enter.
2=Change 4=Delete 6=Print 7=Schedule 8=Display

Option Company Division Vendor Reference Frequency
Loc
---
--- AMS 001 AMS ACHRECTEST 05
--- AMS 001 AMS AK11010707 01
--- AMS 001 AMS ALABAMA 05
--- AMS 001 AMS AMS 05
--- AMS 001 AMS AMS - RENT 05
--- AMS 001 AMS AMSTEST 05
--- AMS 001 AMS APPROVALS1 05
--- AMS 001 AMS CK10271036 07
--- AMS 001 1 MFC 2 02
--- AMS 001 AMS RENTAL (M) 05
--- AS5 003 AS5 ML05091509 01
--- AS5 003 AS5 TGL TEST1 01
MORE...
-----
F2=Function keys F3=Exit F5=Refresh F6=Create F24=More keys

```

Figure 4-5: Work With Recurring Invoices selection screen

This screen displays entries for all existing recurring and installment invoices.

- 3 To work with an existing recurring or installment invoice, select the invoice. Type 2 (Change) and press Enter or press F6 to create a new one. The system displays a screen similar to Figure 4-6.

```

7/24/2008 13:05:01      Work With Recurring Invoices      PLGRIM      PLDRIM
-----
Company . . . . . : AMS
Division . . . . . : 001
Vendor . . . . . : AMS

Type information and press Enter.

Recurring reference . . . . . : AMS - RENT
Description . . . . . : AMS - SHOP LOT RENTAL
Starting date . . . . . : 8/01/2003
Ending date . . . . . :
Frequency . . . . . : 05
Number of occurrences . . . . . : 12
Installment invoice? . . . . . : 1 1=Yes, 0=No
Total amount to be paid . . . . . : 12,000.00

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

```

Figure 4-6: Work With Recurring Invoices screen 1

The system displays this screen when you create or update a recurring or installment invoice.

## Recurring invoices

- 4 During creation of a recurring invoice, use the following information to complete the fields on this screen:

Refer to the “Installment invoices” topic later in this procedure for information about completing the fields for an installment invoice.

### *Starting date, Ending date*

The system uses these dates in conjunction with the frequency to build the schedule of due dates. The ending date is not necessarily the last date on the schedule.

### *Frequency*

Type one of the following:

- 01** Daily
- 02** Weekly

<b>03</b>	Bi-weekly
<b>04</b>	Semi-monthly
<b>05</b>	Monthly
<b>06</b>	Quarterly
<b>07</b>	Semi-annual
<b>08</b>	Annual
<b>09</b>	Fixed

*Installment invoice?*

Specify no in this field for recurring invoices.

*Total amount to be paid*

You can optionally type a dollar amount in the *Total amount to be paid* field to use as a control total at the Recurring Invoices Scheduler screen.

## Installment invoices

During creation of an installment invoice, use the following information to complete the fields on this screen:

- Type a starting date.
- Type a frequency.
- Type the number of occurrences.
- Specify yes in the *Installment invoice?* field.
- Type the total amount to be paid.

Based on the number of occurrences and the total amount to be paid, the system automatically calculates the following:

- The invoice amount for each installment invoice
- The ending date

To type your own invoice dates and due dates rather than having the system assign them, use a frequency of **09**.

- 5 When you press Enter, the system displays the standard invoice entry screens. Refer to the “Processing Standard Invoices” chapter of this guide for more information about how to enter standard invoice information.
-

- After you complete the standard invoice header and distribution information, the system displays a schedule of payments for the recurring or installment invoice similar to Figure 4-7.

Option		Invoice date	Due Date	Invoice Amount	
3=Copy	4>Delete				
Loc					
		8/01/2003	8/01/2003	1,000.00	Selected
—		9/01/2003	9/01/2003	1,000.00	
—		10/01/2003	10/01/2003	1,000.00	
—		11/01/2003	11/01/2003	1,000.00	
—		12/01/2003	12/01/2003	1,000.00	
—		1/01/2004	1/01/2004	1,000.00	
—		2/01/2004	2/01/2004	1,000.00	
—		3/01/2004	3/01/2004	1,000.00	
					MORE...

Figure 4-7: Work With Recurring Invoices screen 2

The system displays this screen after the standard Invoice Distribution screen. This screen displays a schedule of payments based on information you typed while setting up the recurring or installment invoice.

The default schedule uses the day of the month that is specified in the starting date. You can override these dates.

- Use the following information to complete the fields on this screen:

You can change the dates and amounts. If you change any dates, press Enter to re-sequence the schedule.

*Invoice Amount*

If you change the invoice amount:

- The system automatically distributes the remaining amount to all distribution lines when you bring this invoice into an invoice session.
- If the invoice includes tax distributions, the system does not automatically adjust the tax distributions to reflect the changed invoice amount. You must correct the tax distribution amount when you bring this invoice into an invoice session.

### *Total amount scheduled*

The system uses this field as a control total field if you typed a dollar amount in the *Total amount to be paid* field at the Create Recurring Invoices screen. If the *Total amount to be paid* does not match the *Total amount scheduled*, the system displays a warning message at the bottom of the screen.

If you cancel at this screen, the system returns you to the Create Recurring Invoices screen. It does not return you to invoice entry.

- 8 You process a recurring or installment invoice by selecting it for inclusion in an invoice entry session.

You cannot bring recurring or installment invoices into an invoice session if your posting level is interactive because you cannot access the Work With Invoices screen in invoice entry.

## Processing recurring invoices

To process recurring invoices, perform the following steps:

- 1 From the Infinium PL main menu select *Invoices*.
  - 2 Select *Work with invoice entry* [WWI]. The system displays a screen similar to Figure 4-8.
-

```

7/25/2008 07:52:45      Work With Invoice Sessions      PLGSSW      PLDSSW
-----
Type information and press Enter.

  1=Select controls      4=Delete      5=Work with invoices      6=Print invoices
  8=Display controls    10=Proof     11=Post      19=Match

Option  Session  User      Reference  Source      Count  Status      Match
-----  -
Loc
--      -
--      18588  CCD      RECURING  PL2000      1      In entry
--      14288  TGL      RECURR    PL2000      2      In proof
--      9703   FLN      REF#00005  PL2000      2      In entry
--      9710   FLN      REF#00006  PL2000      1      In entry
--      9711   FLN      REF#00007  PL2000      2      In entry
--      9714   FLN      REF#00009  PL2000      3      In entry
--      10339  DER      RERUN GAR2 PY2000     11      In entry
--      3495   CCD      STANDARD   PL2000     36      In error
--      7818   CCD      STD INV.   EX          1      In entry
--      7827   CCD      STD INV.   EX          1      In entry
--      7828   CCD      STD INV.   EX          1      In entry
                                          MORE...

-----
F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys

```

Figure 4-8: Work With Invoice Sessions screen

You can include recurring invoices in a new or existing invoice session.

- 3 To use an existing session, select the session. Type 5 (Work with) and press Enter.

The system displays the Work With Invoices screen similar to Figure 4-9.

```

7/25/2008 07:56:18      Work With Invoices      PLGINW      PLDINW
-----
Invoice session number . . . : 18586
Type information and press Enter.
2=Change 4=Delete 8=Print 8=Display 12=Distributions 17=Notes 19=Match
Vendor      Status      Invoice
Opt Invoice ID      Short Name      Invoice Match      Amount Currency
Loc _____
_ CCD              T/C BOAT D In entry              100.00 USD

BOTTOM

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

```

Figure 4-9: Work With Invoices screen

- 4 Press F20 to display a selection list of the available recurring invoices. The system displays a screen similar to Figure 4-10.

```

7/25/2008 08:00:12      Work With Recurring Invoices      PLGRPX      PLDRPX
-----
Type option and press Enter.
1=Select 8=Display

Opt Due date      Company Division      Vendor      Reference      Amount
Loc _____
_ 12/05/2007      CCD 001      T/C DESIGN      CCD              78.00
_ 12/12/2007      CCD 001      T/C DESIGN      CCD              78.00
_ 1/01/2008      AMS 001      HONDA          JSD-RECUR5      1,000.00
_ 1/25/2008      PS1 PS1001      FORD          NOTES TEST      23.55
_ 2/01/2008      AMS 001      HONDA          JSD-RECUR5      1,000.00
_ 2/01/2008      PS1 PS1001      FORD          NOTES TEST      23.55
_ 2/08/2008      PS1 PS1001      FORD          NOTES TEST      23.55
_ 2/15/2008      PS1 PS1001      FORD          NOTES TEST      23.55
_ 2/22/2008      PS1 PS1001      FORD          NOTES TEST      23.55
_ 2/29/2008      PS1 PS1001      FORD          NOTES TEST      23.55
_ 3/01/2008      AMS 001      HONDA          JSD-RECUR5      1,000.00
_ 3/07/2008      PS1 PS1001      FORD          NOTES TEST      23.55
_ 3/14/2008      PS1 PS1001      FORD          NOTES TEST      23.55
                                          MORE...

F2=Function keys F3=Exit F5=Refresh F10=Quick access F24=More keys

```

Figure 4-10: Work With Recurring Invoices selection screen

The system identifies only those recurring or installment invoices that have not yet been selected for inclusion in an invoice session. The system sorts the recurring and installment invoices by due date.

To view invoices for a specific vendor, or for specific invoice or due dates, you can press F17 to display the specified subset of invoices.

- 5 Type 1 in the *Opt* field next to the recurring or installment invoices that you want to include in the session. You can press F13 to repeat your selection for all of the other invoices.
  - 6 Press Enter. The system adds each selected invoice to the session.
-



## Working with registered invoices

Registered invoices are invoices that you create for approval tracking. They allow you to track invoice information before posting the actual invoices to the Infinium PL system.

The system uses registration codes that you assign to track registered invoices. As part of registration code setup, you specify a registration offset and liability account to use if you choose to accrue the liability. The accrual occurs only if the division base controls within the applicable company controls specify accruing liabilities.

Refer to the *Infinium PL Guide to Controls* for more information about maintaining a company's division controls.

### Registered invoice components

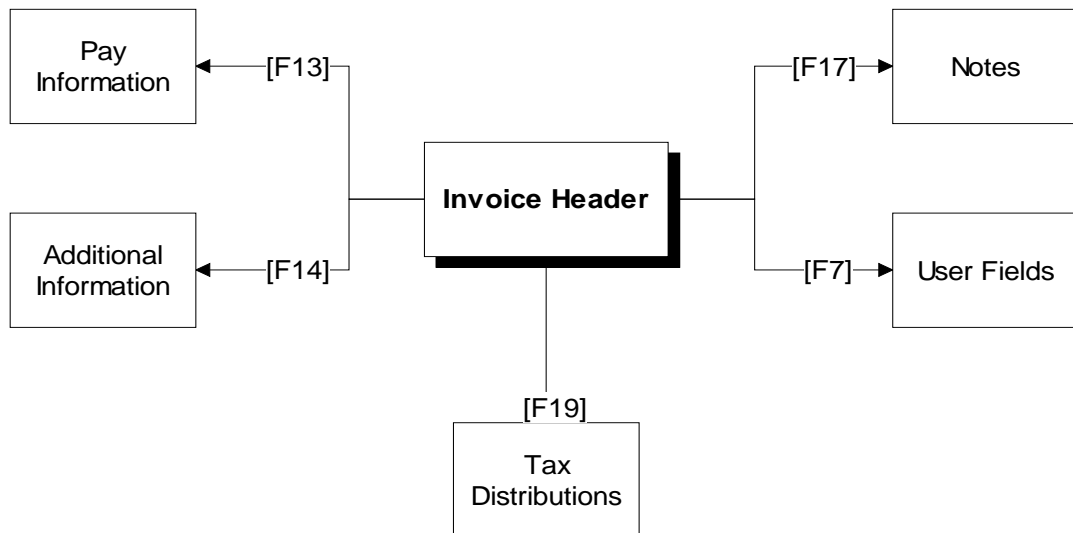


Figure 4-11: Registered Invoice Components diagram

## Creating registered invoices

### Sequence of functions

First, use the *Work with registered invoices* function to register the invoice, specifying a registration code rather than expense accounts. When you type the data and press Enter, the system interactively proofs and posts the registered invoice to the system, and posts registered invoice tax information to Infinium GT.

Later, use the *Work with invoice entry* function to bring the registered invoice into an invoice session and to specify the expense accounts. The registered invoice will then be a regular invoice that is posted to the system with the other invoices in the session.

### Accrual of liability

You can accrue a registered invoice's liability to the general ledger.

The division controls specify whether the division uses registered invoices. If the division uses registered invoices, and you specify creating an accrual journal, you must set up at least one registration code for the division. The registration code indicates the accrual accounts to use. You create registration codes within the company controls. Refer to the *Infinium PL Guide to Controls* for more information about maintaining the division controls and registration codes.

When the registered invoice becomes a regular invoice and is posted, the system reverses the registered invoice accrual entry. Refer to the exception in the next topic, "Taxes."

### Taxes

The only tax information that you can specify for registered invoices is valued added tax (VAT).

If you accrue a registered invoice liability, the accrued taxes are not reversed from Infinium GT when the registered invoice becomes a regular invoice and is posted.

If you reverse a registered invoice, the system also reverses any tax entries made by the Infinium GT system. You can only reverse registered invoices that have not yet been approved (that is, converted to regular invoices).

---

## Working with registered invoices

To create a registered invoice, perform the following steps:

- 1 From the Infinium PL main menu select *Invoices*.
- 2 Select *Work with registered invoices* [WWRGI]. The system displays a screen similar to Figure 4-12.

```

7/24/2008 14:09:47 Work With Registered Invoices PLGIRX PLDIRX
-----
Type information and press Enter.
  2=Change 6=Print 8=Display 17=Notes 29=Reverse
                Vendor
Option Invoice ID      Short Name Reg. code      Invoice
Loc      Amount Currency
-----
  --  MXV123          ACOMPANYTH AAA CODE          5,000.00 USD
  --  JOE1234          ACOMPANYTH AAA CODE         20,000,000.00 USD
  --  REGISTERED #2     AMS          AML/001           500.00 USD
  --  MS02111100 #3     AML          AML/001           700.00 USD
  --  MS02111100 #4     AML          AML/001           800.00 USD
  --  MS02111100 #5     AML          AML/001           900.00 USD
  --  MS02111100 #6     AML          AML/001          1,000.00 USD
  --  REGISTERED INVOICE 5 AMS          AMS CODE           800.00 USD
  --  HELLO             AMS          AMS CODE           400.00 USD
  --  REGISTERED INVOICE AMS          AMS CODE            85.00 USD
  --  MS02111100 #1     AMS          AMS CODE           500.00 USD
  --  MS02111100 #2     AMS          AMS CODE           600.00 USD
  --  REGISTERED TO BE DEL AMS          AMS CODE            88.00 USD
                                     MORE...
-----
F2=Function keys F3=Exit F5=Refresh F6=Create F24=More keys

```

Figure 4-12: Work With Registered Invoices screen 1

This screen displays entries for all of the registered invoices that have not yet been brought into an invoice session. You can create a new registered invoice, update an existing registered invoice, or reverse a registered invoice that was created in error.

You can press F11 to view the registered invoices by internal invoice reference number (Infinium-generated internal tracking number) and vendor ID.

Any changes you make to registered invoices occur interactively.

### Reversing an existing unapproved registered invoice

If the registered invoice is not yet approved, you can reverse it by selecting the invoice. Type **29** (Reverse) and press Enter. When you reverse a registered invoice, the system does the following:

- Reverses the accounting transactions (if you generate accrual journal entries for registered invoices) and any tax entries made by Infinium GT.
- Removes the registered invoice from the system

### Creating a new registered invoice

- 3 Press F6 to create a new registered invoice. The system displays a screen similar to Figure 4-13.

```

7/24/2008 14:09:47 Work With Registered Invoices PLGIRX PLDIRX
-----
Type information and press Enter.
2=Change 6=Print 8=Display 17=Notes 29=Reverse
Vendor
Option Invoice ID Short Name Reg. code Invoice Amount Currency
Loc
-----
--- MXV123 ACOMPANYTH AAA CODE 5,000.00 USD
--- JOE1234 ACOMPANYTH AAA CODE 20,000,000.00 USD
--- REGISTERED #2 AMS AML/001 500.00 USD
--- 0 USD
--- 0 USD
--- 0 USD
--- 0 USD
--- 0 USD
--- 0 USD
--- F2=Function keys F10=Quick access F12=Cancel F18=Message 0 USD
--- HELLO AMS AMS CODE 400.00 USD
--- REGISTERED INVOICE AMS AMS CODE 85.00 USD
--- MS02111100 #1 AMS AMS CODE 500.00 USD
--- MS02111100 #2 AMS AMS CODE 600.00 USD
--- REGISTERED TO BE DEL AMS AMS CODE 88.00 USD
--- MORE...
-----
F2=Function keys F3=Exit F5=Refresh F6=Create F24=More keys

```

Figure 4-13: Accounting Date window

When you create a registered invoice, the system displays a window with the default accounting date. The system uses this date for creating accrual journal entries.

- 4 Type a new accounting date, if applicable, and press Enter. The system displays a screen similar to Figure 4-14.

```
7/24/2008 14:11:17 Work With Registered Invoices PLGIRI PLDIRI
-----

Reference invoice . . . ____ - _____
Invoice type . . . . . 1 +
Vendor . . . . . _____ + -or Short name . . . . . _____ +
Company . . . . . _____ + Division . . . . . _____ +
-----

F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys
Press Enter to continue.
```

Figure 4-14: Work With Registered Invoices screen 2

- 5 Processing at this screen is similar to processing for standard invoices. Refer to the “Processing Standard Invoices” chapter of this guide for more information.

Type a vendor, company, and division and press Enter. The system displays a screen similar to Figure 4-15.

```

7/24/2008 14:13:46 Work With Registered Invoices PLGIRI PLDIRI
-----
11
1
Invoice type . . . . . : 1 Invoice
Vendor . . . . . : SP15 Cold Mountain
Company . . . . . : AMS Division . . . . . : 001
-----
Invoice ID . . . _____ Invoice date . . _____
Invoice amount . . . _____ .00 Net due date . . _____
Discount amount . . . _____ .00 -or Terms . . . NET30 +
-or Percent . . . _____ .000 Discount date . . _____
Purchase order . . . _____ Registration code . . AMS CODE +
Freight . . . . . _____ .00 Currency . . . USD +
Tax authority . . . _____ + Tax rate code . . _____ +
Tax basis . . . . . _____ .00
Tax . . . . . _____ .00
Accounting date . . 7/24/2008 Accounting group . AMS +
-----
F2=Function keys F3=Exit F4=Prompt F7=User fields F24=More keys

```

Figure 4-15: Work With Registered Invoices screen 3

- 6 Processing at this screen is similar to processing for standard invoices. You can access additional invoice information, payment information, tax information, notes, and user fields by pressing the appropriate function keys.

#### *Registration code*

For registered invoices, you must also type a registration code if the system did not supply a default value from the division controls.

Press Enter to verify your input. Press Enter again to save, and interactively proof and post, the registered invoice. The registered invoice is now available to be selected for inclusion in an invoice entry session.

You cannot bring registered invoices into an invoice session if your posting level is interactive because you cannot access the Work with Invoices screen.

## Selecting registered invoices to include in an invoice session

To select a registered invoice for inclusion in an invoice session, perform the following steps:

- 1 From the Infinium PL main menu select *Invoices*.

- 2 Select *Work with invoice entry* [WWI]. The system displays a screen similar to Figure 4-16.

```

7/24/2008 14:15:56      Work With Invoice Sessions      PLGSSW      PLDSSW
-----
Type information and press Enter.

1=Select controls      4=Delete      5=Work with invoices      6=Print invoices
8=Display controls    10=Proof     11=Post      19=Match

Option  Session  User      Reference  Source      Count  Status      Match
-----  -----  -----  -----  -----
Loc
---      3495  CCD      STANDARD   PL2000      36    In error
---      4028  CCD      AD11211400 PL2000      6     Locked
---      4102  KRB      QART11     PL2000      1     Locked
---      4137  CCD      QART11     PL2000      1     In entry
---      4346  CCD      QART11     PL2000      1     In entry      M
---      4373  CCD      QART11     PL2000      1     In entry      M
---      4428  CCD      QART11     PL2000      1     In entry      M
---      4429  CCD      QART11     PL2000      1     In entry      M
---      4430  CCD      QART11     PL2000      1     In entry
---      4466  CCD      7.3CCD    PL2000      1     In entry      M
---      4622  CCD      7.3CCD    PL2000      1     In entry      M
                                          MORE...

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

```

Figure 4-16: Work With Invoice Sessions screen

You can include registered invoices in a new or existing invoice session.

- 3 To use an existing session, select the session. Type **5** (Work with) and press Enter. The system displays a Work with Invoices screen similar to Figure 4-17 for that session.

To create a new session, press **F6** at the Work With Invoices Sessions screen. The system displays a Work With Invoices screen similar to Figure 4-17.

If you have already been creating invoices and have returned to the Invoice Header for entry of the next invoice, you can cancel at the Invoice Header screen to go directly to the Work With Invoices screen.

```

7/24/2008 14:19:40      Work With Invoices      PLGINW  PLDINW
-----
Invoice session number . . . : 20205
Type information and press Enter.
2=Change 4=Delete 6=Print 8=Display 12=Distributions 17=Notes 19=Match
Vendor Status Invoice
Opt Invoice ID Short Name Invoice Match Amount Currency
Loc
-----
-00001 AMS In entry 100.00

BOTTOM

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

```

Figure 4-17: Work With Invoices screen

- 4 Press F16 to access a list of the registered invoices that have not yet been selected for inclusion in an invoice session. The system displays a screen similar to Figure 4-18.

```

7/24/2008 14:20:22      Work With Registered Invoices      PLGIRX  PLDIRX
-----
Type information and press Enter.
1=Select 8=Display
Vendor Invoice
Option Invoice ID Short Name Reg. code Amount Currency
Loc
-----
MXV123 ACOMPANYTH AAA CODE 5,000.00 USD
JOE1234 ACOMPANYTH AAA CODE 20,000,000.00 USD
REGISTERED #2 AMS AML/001 500.00 USD
MS02111100 #3 AML AML/001 700.00 USD
MS02111100 #4 AML AML/001 800.00 USD
MS02111100 #5 AML AML/001 900.00 USD
MS02111100 #6 AML AML/001 1,000.00 USD
REGISTERED INVOICE 5 AML AMS CODE 800.00 USD
HELLO AMS AMS CODE 400.00 USD
REGISTERED INVOICE AMS AMS CODE 85.00 USD
MS02111100 #1 AMS AMS CODE 500.00 USD
MS02111100 #2 AMS AMS CODE 600.00 USD
REGISTERED TO BE DEL AMS AMS CODE 88.00 USD
MORE...

F2=Function keys F3=Exit F5=Refresh F10=Quick access F24=More keys

```

Figure 4-18: Work With Registered Invoices screen



- 5 Type 1 in the *Opt* field next to each registered invoice that you want to include in this session.

When you bring a registered invoice into an invoice session, the system removes that registered invoice from the *Work with registered invoices* function.

- 6 Once a registered invoice is brought into an invoice session, you must select each invoice and distribute the invoice amount to one or more expense accounts. Refer to the “Processing Standard Invoices” chapter of this guide for information about how to distribute the invoice amount to expense accounts.

As indicated earlier in this section, when you post the session:

- The system reverses any accrual entries that were made when the registered invoices were posted.
  - The system does not reverse the tax entries posted to Infinium GT.
-

## Adjusting invoices

### Methods of changing invoice data

The table below summarizes how you can change invoices at different stages of the invoice processing procedures.

Task	Procedure
Adjust a registered invoice that has not yet been included in an invoice session	Use the <i>Work with registered invoices</i> function as described earlier in this chapter of the guide.
Adjust an invoice that has not yet been posted to Infinium PL	Use the <i>Work with invoice entry</i> function as described in the “Processing Standard Invoices” chapter of this guide.
Adjust an invoice that has already been posted to Infinium PL and that is open, partially paid, or fully paid.	Use the <i>Work with invoice adjustments</i> function as described in this topic after this table.  You can make more changes to open invoices than you can make to paid invoices.  The system interactively proofs and posts the changes.
Void an invoice that has been posted to the general ledger and reverse that invoice’s amounts	Refer to the “Using referenced invoices to reverse posted amounts” topic later in this chapter of the guide.

### Working with invoice adjustments

To adjust a posted invoice, perform the following steps:

- 1 From the Infinium PL main menu select *Invoices*.
- 2 Select *Work with invoice adjustments* [WWIA]. The system displays a screen similar to Figure 4-19.

```

7/25/2008 07:09:10 Work With Invoice Adjustments PLGWWI PLDWWI
-----
Type information and press Enter.
  2=Change  6=Print  8=Display  12=Distributions  17=Notes
      Vendor      Payment
Option Invoice ID      Short Name      Status      Invoice
Loc      Amount      Currency
-----
  ___ INV01CR#TEST1      ACOMPANYTH Not Paid      400.00 USD
  ___ 100CHG              ACOMPANYTH Not Paid      100.00 USD
  ___ A                  AAA          Not Paid      10.00 USD
  ___                   AAA          Not Paid      200.00 USD
  ___                   ACOMPANYTH Not Paid      100.00 USD
  ___ TEST INVOICE      MXV          Not Paid      2,000.00 USD
  ___ TESTING CR        T/C BOAT D Not Paid      78.00- USD
  ___ ER00000042        BARBARA B   Paid in Full    20.00 USD
  ___ ER00000043        BARBARA B   Paid in Full    25.00 USD
  ___ ER00000044        BARBARA B   Paid in Full    22.00 USD
  ___ 9389-12          ALLIE       Paid in Full    920.36 USD
  ___ DER 1            ALLIE       Paid in Full    1,034.56 USD
  ___ DER REG TAX      ALLIE       Paid in Full    840.34 USD
                                     MORE...
-----
F2=Function keys F3=Exit F5=Refresh F10=Quick access F24=More keys

```

Figure 4-19: Work With Invoice Adjustments screen

This screen displays entries for all invoices that have been posted to the Infinium PL system. You can press F11 to view the internal invoice ID, division, vendor ID, and invoice date.

The system identifies each invoice's status as one of the following:

- **Not Paid**
- **Partially Paid**
- **Paid in Full**

### Loc

You can locate invoices by using the *Loc* fields at the top of the screen, or by pressing F17 to use the subset feature.

- 3 Select an invoice. Type **2** (Change) and press Enter to adjust the entire invoice. To adjust only the expense distributions, type **12** (Distributions) and press Enter.

You cannot adjust an invoice that has been selected for payment processing.

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

```

7/25/2008 07:13:43 Work With Invoice Adjustments PLGWWI PLDWWI
-----
Type information and press Enter.
  2=Change  6=Print  8=Display  12=Distributions  17=Notes
                Vendor      Payment      Invoice
Option Invoice ID      Short Name      Status      Amount Currency
Loc -----
  2 9344 #2            C66        Paid in Full      1,940.00 USD
  -- 9345 #1            AMS        Paid in Full      23,200.00 USD
  -- 9346 #4            JEANS      Paid in Full      24,200.00 USD
  -- 9
  -- 9
  -- 9
  -- A
  -- C
  -- C66 3            C66        Paid in Full      800.00 USD
  -- C5  4            C5         Paid in Full      700.00 USD
  -- C6  6            C6         Paid in Full      450.00 USD
  -- AMS 7            AMS        Paid in Full      800.00 USD
  -- C7  9            C7         Paid in Full      320.00 USD
                                     MORE...
-----
F2=Function keys F3=Exit F5=Refresh F10=Quick access F24=More keys

```

Figure 4-20: Accounting Date window

The system uses this accounting date to post any new accounting entries you make for the invoice.

- 4 Type a new accounting date, if applicable, and press Enter. The system displays a screen similar to Figure 4-21.

```
7/25/2008 07:15:34      Invoice Header      PLGIEI      PLDIEI
-----
Session . . . . . : 9344      add 1
                               1
Invoice type . . . . . 1 +
Vendor . . . . . : C66      -or Short name . . . : C66
Company . . . . . : AMS      Division . . . . . : 001
-----

F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
Press Enter to continue.
```

Figure 4-21: Invoice Header screen 1

For both open and paid invoices, you can change only the *Reference invoice* and *Invoice type* fields at this screen.

Changes to the reference invoice are only for informational purposes. The system does not copy data from the reference invoice into this invoice.

- 5 Correct the appropriate information and press Enter. The system displays a screen similar to Figure 4-22.

```

7/25/2008 07:16:59      Invoice Header      PLGIEI      PLDIEI
-----
Session . . . . . : 9344      add 1
Internal ID . . . . : AMS - 000000030
                               1
Invoice type . . . . : 1 Invoice
Vendor . . . . . : C66
Company . . . . . : AMS      Division . . . . . : 001
-----
Invoice ID . . . 9344 #2      Invoice date . . : 11/06/2002
Invoice amount : 1,940.00      Net due date . . : 12/06/2002
Discount amount : .00      -or Terms . . . : NET30
-or Percent . . . : .000      Discount date . . :
Purchase order . . . . .      Registration code . .
Freight . . . . . : .00      Currency . . . : USD
Tax authority . . . . .      Tax rate code . .
Tax basis . . . . : 1,940.00
Tax . . . . . : .00
Accounting date : 11/06/2002      Accounting group : AMS
-----
F2=Function keys  F3=Exit  F4=Prompt  F7=User fields  F24=More keys
    
```

Figure 4-22: Invoice Header screen 2

6 Use the following information to edit these Invoice Header fields:

Invoice status	Information you can change
Open	<i>Invoice ID</i> <i>Net due date</i> <i>Purchase order</i> (only for non-purchase order invoices) Remit to address (press F8) User fields (press F7) Notes (press F17)
Paid	<i>Invoice ID</i> <i>Purchase order</i> (only for non-purchase order invoices) User fields (press F7) Notes (press F17)

If you change the invoice ID of a purchase order invoice, the accounting transactions in Infinium PM are not updated with the new invoice ID.

You can also access the following other invoice screens to make changes by pressing the following function keys:

Function key	Description
F13	Pay Information  The system displays a screen similar to Figure 4-23.
F14	Additional Header Information  The system displays a screen similar to Figure 4-24.
F19	Tax Definition  The system displays a screen similar to Figure 4-25.  For purchase order invoices you can view only the tax information.

If you press Enter at the Invoice Header, the system continues to the Invoice Distributions screen as described later in this procedure.

- If you press F13 at the Invoice Header the system displays the Pay Information screen.

```

7/25/2008 07:19:40          Pay Information          PLGIEI  PLDIEI
-----
Type information and press Enter.
Vendor . . . . . :      C66
Internal invoice ID . . . . . :  AMS - 000000030

Factor . . . . . : _____
Payment method . . . . . :  01
Remit to address . . . . . :  BOTH
Payment currency . . . . . :  USD
Invoice to Payment currency:
Exchange rate type . . . . . : _____
Exchange rate . . . . . :  1.00000000
Rate per . . . . . :  1.000
Rate lock . . . . . :  0 0,1,2

Separate payment? . . . . . :  0 1=Yes, 0=No
Payment message ID . . . . . :  _____ +
-or Payment message . . . . . :  _____
                                     _____

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

Figure 4-23: Pay Information screen

The table below summarizes the changes you can make.

Invoice status	Information you can change
Open	<i>Factor</i> <i>Payment method</i> <i>Remit to address</i> <i>Payment currency</i> <i>Exchange rate type</i> <i>Exchange rate (if rate lock is 1)</i> <i>Separate payment?</i> <i>Payment message ID</i> <i>Payment message</i>
Paid	None

Refer to the “Processing Standard Invoices” chapter of this guide for more information about the fields on this screen. When done changing data, press Enter to return to the Invoice Header.

### Adjusting data at the additional header screen

- 8 If you press F14 at the Invoice Header, the system displays an Additional Header Information screen similar to Figure 4-24.

```

7/25/2008 07:20:36 Additional Header Information PLGIEI PLDIEI
-----
Vendor . . . . . : C66
Internal invoice ID . . . . . : AMS - 000000030
Accounting period / year . . . . . : 11 / 2002

Invoice to Base currency:
Exchange rate type . . . . . : _____ +
Exchange rate . . . . . : 1.000000000
Rate per . . . . . : 1.000
Rate lock . . . . . : 0 0,1,2
Hold invoice? . . . . . : 0 1=Yes, 0=No
Print invoice cover? . . . . . : 0 1=Yes, 0=No
Critical level . . . . . : _ 0=Lowest, 9=Highest
Reason code . . . . . : _____ +
Tax reporting code . . . . . : _____ +
Tax reporting amount . . . . . : .00
Routing code . . . . . : _____ Approval status
Approval code . . . . . : _____ Approver . . . :
Approval date . . . . . : _____ Status date . . :
Document subtype . . . . . : _____ Reject code . . :

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

Figure 4-24: Additional Header Information screen

The table below summarizes the changes you can make.



Invoice status	Information you can change
Open	<i>Hold invoice?</i> <i>Critical level</i> <i>Reason code</i> <i>Tax reporting code</i> <i>Tax reporting amount</i> <i>Routing code</i> <i>Approval code</i> <i>Approval date</i> <i>Document subtype</i> (if you are using Infinium FP)
Paid	<i>Reason code</i>  For the tax reporting code or amount, use <i>Work with 1099/T4A adjustments</i> .

Refer to the “Processing Standard Invoices” chapter of this guide for more information about the fields on this screen. When done editing the data, press Enter to return to the Invoice Header screen.

### Adjusting data at the tax definition screen

- If you press F19 at the Invoice Header screen, the system displays a Tax Definition screen similar to Figure 4-25.

```

7/25/2008 07:21:46          Tax definition          PLGTXM  PLDTXM
-----
Invoiced tax . . . . . : _____ .00
Remaining . . . . . : _____ .00
Tax basis . . . . . : _____ 1,940.00
Invoice amount . . . . . : _____ 1,940.00
Company . . . . . AMS +      Division . . . . . 001 +
Tax authority . . . . . +      Rate code . . . . . +
Tax date . . . . . : 11/06/2002  Tax rate . . . . . : .000000

Category code . . . . . +      Tax amount . . . . . _____ .00
Recoverable? . . . . . 1 1=Yes, 0=No  Inclusive? . . . . . 0 1=Yes, 0=No
Discount . . . . . 0 1=Yes, 0=No  Self assessed tax . . . . . 0 1=Yes, 0=No
Type options and press Enter.
  4=Delete  5=Default tax account  8=Work with prorations
              Tax Rate          Self
Option Company Division Authority Code Recoverable Assessed Tax amount

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

Figure 4-25: Tax Definition screen

For non-purchase order invoices you can make the following adjustments at this screen:

- Add new tax lines

If the invoice has already been paid, you can add new lines only for self-assessed tax.

- Change tax distributions by adding new lines to reverse the existing amounts and then create new tax lines with the correct information

You cannot change or delete an existing tax line.

For purchase order invoices you can only view information on this screen.

Refer to the “Processing Standard Invoices” chapter of this guide for information about entering tax information. When done working with the Tax Definition screen, press Enter to return to the Invoice Header.

### Adjusting the invoice distributions

- 10 When you press Enter at the Invoice Header screen, the system displays an Invoice Distributions screen similar to Figure 4-26.

```

7/25/2008 07:22:38      Invoice Distributions      PLGIDI      PLDIDI
-----
Invoice ID . . . : 9344 #2          Invoice amount :          1,940.00
Internal ID . . . : AMS - 000000030  Total dist amt :          1,940.00
                                           Remaining . . . :              .00
Distribution group . . _____ +  Dist amount . . . _____ .00

Type information press Enter.
  4=Delete  6=More detail  7=User fields  8=Prorate details

Option  Expense Account Number +          Expensed Amount  Percent
-----
  —    AMS-00-01-6002                    194.00  10.000
  —    AMS-00-01-6003                    194.00  10.000
  —    AMS-00-01-6004                    194.00  10.000
  —    AMS-00-01-6005                    194.00  10.000
  —    AMS-00-01-6006                    194.00  10.000
  —    AMS-00-01-6007                    194.00  10.000
  —    AMS-00-01-6008                    194.00  10.000
  —    AMS-00-01-6009                    194.00  10.000
                                           MORE...

F2=Function keys  F3=Exit  F4=Prompt  F7=Lock/Unlock  F24=More keys
Press Enter to post invoice.

```

Figure 4-26: Invoice Distributions screen

If the distributed percentage in the *Percent* column is more than 999.999 or less than -999.999, the system displays an asterisk rather than the exact value.

You can do the following at this screen:

- Add new distribution lines as long as the amount in the *Remaining* field is zero before you press Enter to proof and post the adjusted invoice
- Reverse the amounts in the accounts that are already included and then redistribute the invoice amounts to different accounts

You can press F23 to create new distribution lines for all displayed accounts automatically, with the amounts reversed. You can now redistribute the invoice amount to new accounts.

To prevent accounting entries from updating Infinium PM for previously matched purchase order invoices, the accounting entry line type on reversed lines for purchase order invoices is **21** (expense distributions).

Reclassifying accounting entries to control accounts, such as Received not Invoiced (RNI), may create reconciliation differences within Infinium PL and may also affect reconciliation with Infinium PM and Infinium GL.

You cannot do the following at this screen:

- Change any distribution line that has already been posted to Infinium PL
- Delete any distribution line that has already been posted to Infinium PL

- 11 When done working with this invoice and its distributions, press Enter at the Invoice Distributions screen.

The system interactively posts your adjustments.

---

## Invoicing Infinium PY garnishments in Infinium PL

To invoice Infinium PY garnishments in Infinium PL you must:

- Extract garnishment details from Infinium PY

For Infinium PL to access the payroll file for garnishments (PYPPL), the Infinium HR database must be in your library list.

The system extracts all Infinium PY records into Infinium PL regardless of vendor company. However, the Infinium PL *Create garnishment invoices* menu option creates only invoices for Infinium PY records with companies that you right justify. You must verify that the vendor company in the Infinium PY *Update Payables Data* menu option is right justified before selecting the *Extract garnishments from PY* menu option.

- Create garnishment invoices

For Infinium PL to create garnishment invoices, vendor and division default values must exist in Infinium PL. If default values do not exist, the system generates an exception report that lists all of the unprocessed records and the reasons for not processing them.

## Extracting garnishment details from Infinium PY

To extract garnishment details from Infinium PY, complete the following steps:

- 1 From the Infinium PL main menu select *Invoices*.
  - 2 Select *Extract garnishments from PY* [EGP]. The system displays a screen similar to Figure 4-27.
-

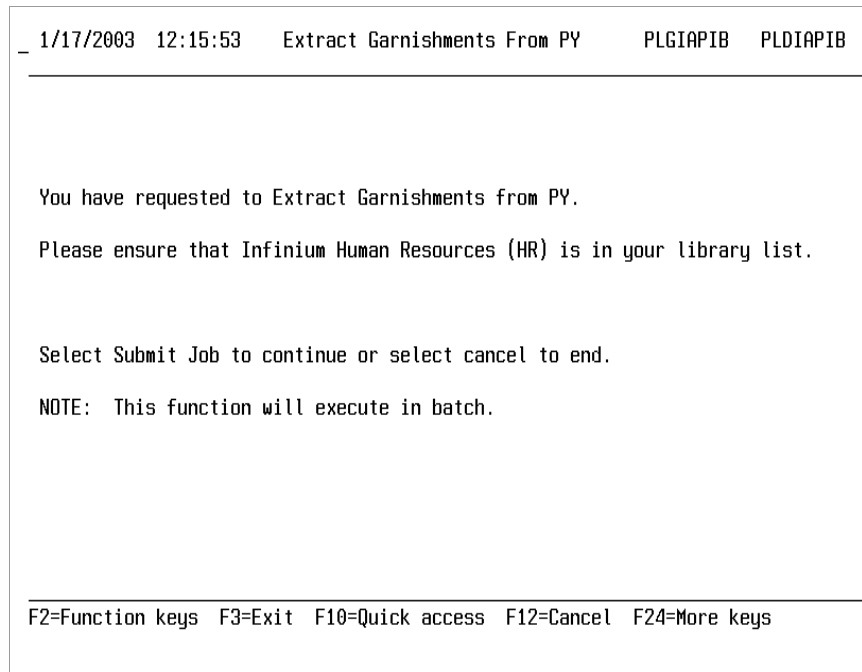


Figure 4-27: Extract Garnishments From PY screen

- 3 Press F23 to submit the extract job to process in batch or press F12 to cancel and return to the main menu.

When you submit the job, the system:

- Creates a report listing all of the extracted garnishment records.  
The information includes the employer, employee number and name, check date/invoice date, deduction code and amount, vendor, vendor company and division, and currency.
- Populates the *Processed* field with 1 in the Payables Ledger Interface file (PYPPL).  
The extract moves all Infinium PY records in the PYPPL file into the Infinium PL Invoice Shell Conversion file (PLFIN). Depending upon your payroll processes, the records in PYPPL may or may not be garnishment type records.

## Creating garnishment invoices

To create garnishment invoices, complete the following steps:

- 1 From the Infinium PL main menu select *Invoices*.

- 2 Select *Create garnishment invoices* [CGI]. The system displays a screen similar to Figure 4-28.

```

1/17/2003 12:16:49 Create Garnishment Invoices PLGPAPIB PLDPAPIB
-----
Type information and press Enter.

Company . . . . . ____ + Blank for all
Division . . . . . _____ + Blank for all
Vendor . . . . . _____ + Blank for all

Accounting date . . . . . 1/17/2003
Session reference . . . . . _____

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

```

Figure 4-28: Create Garnishment Invoices screen

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

#### *Company*

Specify a company to create garnishment invoices only for garnishments associated with this company. If you are secured to an invoice company group, you can specify only a company to which you are authorized.

You can leave this field blank if you do not specify a division.

Leave this field blank to create garnishment invoices regardless of company. If you are secured to an invoice company group and you leave this field blank, the system creates invoices only for those companies to which you are authorized.

#### *Division*

Specify a division to create garnishment invoices only for garnishments associated with the same company and division you specify on this screen. If you are secured to an invoice company group, you can specify only a division to which you are authorized.

Leave this field blank to create garnishment invoices regardless of company and division. If you are secured to an invoice company group and you leave

this field blank, the system creates invoices only for those companies and divisions to which you are authorized.

#### *Vendor*

Specify a vendor to create garnishment invoices only for garnishments associated with this vendor.

Leave this field blank to create garnishment invoices regardless of vendor.

#### *Accounting Date*

Type a different date if you do not want to use the current date.

The system uses this date as the accounting date for your invoice session.

#### *Session Reference*

Type a reference that is unique or specific to the batch of invoices you are creating.

If you do not specify a reference, the system uses **GARNISHMNT** as the session reference.

- 4 Press Enter to create garnishment invoices or press F12 to cancel and return to the main menu.

When you submit the job, the system:

- Creates session numbers based on the last used number on the entity controls
  - Creates separate invoices for each amount with no more than 9,900 invoices in a batch
  - Populates the *Source* field for the invoice batch with **PY2000**
  - Populates the *Reference* field for the invoice batch with **GARNISHMNT** unless you specify another value in the *Session reference* field
  - Generates an exception report listing all records for which an invoice could not be created
  - Populates the *Processed* field with 1 and sets the *Delete record* field to D in PLFIN once an invoice is created for a record
-

## Your next step

Use *Work with invoice entry* in Infinium PL to add additional invoice information, such as an invoice ID, proof and post the garnishment invoice batches. Refer to the “Processing Standard Invoices” chapter of this guide for information about proofing and posting invoices.

---



## Using referenced invoices to reverse posted amounts

To reverse invoice amounts that have been posted to Infinium PL, create a referenced invoice. When you post the referenced invoice to Infinium PL, the system creates reversing Infinium PL entries.

The system does not close the original invoice. Referencing creates a new, separate invoice that offsets the original invoice.

### Creating referenced invoices

To reverse a posted invoice, perform the following steps:

- 1 From the Infinium PL main menu select *Invoices*.
- 2 Select *Work with invoice entry* [WWI]. The system displays a screen similar to Figure 4-29.

If your posting method is interactive, the system goes directly to an Invoice Header screen similar to Figure 4-31. Go directly to Step 6 of this procedure.

---

```

7/25/2008 08:05:53      Work With Invoice Sessions      PLGSSW      PLDSSW
-----
Type information and press Enter.

  1=Select controls      4=Delete      5=Work with invoices      6=Print invoices
  8=Display controls    10=Proof     11=Post      19=Match

Option  Session  User      Reference  Source      Count  Status      Match
-----  -
Loc
  ---    7048  DER
  ---    7079  DER
  ---    7090  DER
  ---    7092  DER
  ---    7094  DER
  ---    7097  DER
  ---    7099  DER
  ---    7108  DER
  ---    7110  DER
  ---    7140  PAQ
  ---    7157  DER
                                     PL2000      PL2000      PL2000      PL2000      PL2000      PL2000      PL2000      PL2000      PL2000      PL2000
                                     1          1          1          1          1          1          1          1          1          2
                                     In error   In error   In error   In error   In error   In error   In error   In error   In error   In error
                                     E          E          E          E          E          E          E          E          E          E
                                     MORE...

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

Figure 4-29: Work With Invoice Sessions screen

- At this screen you can update an invoice session by selecting a session. Type 5 (Work with) and press Enter. You can create a new invoice sessions by pressing F6. If you are creating a new session, the system displays the window similar to Figure 4-30.

```

7/25/2008 08:05:53      Work With Invoice Sessions      PLGSSW      PLDSSW
-----
Type information and press Enter.

  1=Select controls      4=Delete      5=Work with invoices      6=Print invoices
  8=Display controls    10=Proof     11=Post      19=Match

Option  Session  User      Reference  Source      Count  Status      Match
-----  -
                                     Session Control Totals
Session . . . . . :      22529
Default accounting date . 7/25/2008
Reference . . . . .
Entry Method . . . . . 0      0=Standard 1=High volume 5=Bills
                                     6=PO/Receipt
                                     Projected totals      Actual totals
Invoice count . . . . .      0
Session amount . . . . .      .00
Discount amount . . . . .      .00

F10=Quick access  F12=Cancel  F18=Message line

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

Figure 4-30: Session Control Totals window

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

*Default accounting date*

The system date is the default in this field and can be overwritten. Accounting dates determine the period to which invoices are to be posted. The date you specify here becomes the default accounting date for each of this session's invoices.

*Reference*

Use this field to specify a unique session identifier.

*Entry Method*

For invoice reversals, select *Standard*.

For purchase order invoice reversals, select *PO/Receipt*. Refer to the *Infinium PL and Infinium PM Guide to Integration* for more information about purchase order invoices.

*Projected totals*

You can enter projected totals. The system compares these manually specified totals to the system-calculated actual totals when the session is complete. If the projected totals do not match the actual totals, the session status becomes **In error**.

- 5 Press Enter. The system displays a screen similar to Figure 4-31.
-

```
7/25/2008 07:41:45      Invoice Header      PLGIEI      PLDIEI
-----
Session . . . . . :   4028          28 Wind Drift Lane
Reference invoice . . . . . CCD - 584  Rockport, MA
Invoice type . . . . . 1 +          01880
Vendor . . . . . : T/C DESIGN      -or Short name . . . : T/C BOAT D
Company . . . . . : CCD          Division . . . . . : 001
-----
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
Press Enter to continue.
```

Figure 4-31: Invoice Header screen 1

- 6 In the *Reference invoice* field, specify the internal reference number of the invoice that is to be reversed. At the select list screen, you can press F11 to select invoices by invoice ID rather than by internal reference number.

When you specify the reference invoice, the system retrieves information from that posted invoice and copies the information into this new invoice and then reverses the amounts and quantities. This reversal offsets the amounts and quantities in the original invoice.

- 7 Press Enter. The system displays a screen similar to Figure 4-32.

```

7/25/2008 07:42:48      Invoice Header      PLGIEI      PLDIEI
-----
Session . . . . . : 4028      28 Wind Drift Lane
Internal ID . . . . : CCD - 000033098
Reference invoice . . : CCD - 000000584  Rockport, MA
Invoice type . . . . : 1 Invoice      01880
Vendor . . . . . : T/C DESIGN T/C Boat Design  CD
Company . . . . . : CCD      Division . . . . . : 001
-----
Invoice ID . . . CCD V000      Invoice date . . 10/03/2001
Invoice amount . . 100.00-      Net due date . . 11/02/2001
Discount amount . . 2.00-      -or Terms . . . 21030 +
-or Percent . . . 2.000      Discount date . . 10/13/2001
Purchase order . . _____
Freight . . . . . .00      Currency . . . . USD
Tax authority . . +      Tax rate code . . _____ +
Tax basis . . . . 100.00-
Tax . . . . . .00
Accounting date . 5/22/2001      Accounting group . CCDAG +
-----
F2=Function keys  F3=Exit  F4=Prompt  F7=User fields  F24=More keys

```

Figure 4-32: Invoice Header screen 2

- 8 You can change any information for the invoice at this screen. You can also use any of the following function keys to access related screens to change other invoice information:

Function key	Description
F8	Remit to address
F13	Payment information
F14	Additional header information
F17	Notes
F19	Tax information

- 9 To change the expense distributions, press Enter. The system displays a screen similar to Figure 4-33.

```

7/25/2008 07:43:49      Invoice Distributions      PLGIDI      PLDIDI
-----
Invoice ID . . . : CCD V000      Invoice amount :      100.00-
Internal ID . . . : CCD - 000033098  Total dist amt :      100.00-
                                           Remaining . . . :          .00
Distribution group . . _____ +  Dist amount . . . _____ .00

Type information press Enter.
  4=Delete  6=More detail  7=User fields  8=Prorate details

Option  Expense Account Number +      Expensed Amount      Percent
-----
  =  CCD-00-00-6002      _____  100.00-  100.000
  -  _____      _____  .00
  -  _____      _____  .00
  -  _____      _____  .00
  -  _____      _____  .00
  -  _____      _____  .00
  -  _____      _____  .00
  -  _____      _____  .00
  -  _____      _____  .00
                                           BOTTOM

F2=Function keys  F3=Exit  F4=Prompt  F7=Lock/Unlock  F24=More keys

```

Figure 4-33: Invoice Distributions screen

- 10 You can update any of these expense distributions. You can also press various function keys or type 6 (More detail) or type 7 (User fields) to display other invoice information.
- 11 When done with this screen, press Enter. The system saves your changes, and returns you to the Work With Invoice Sessions screen.

## Your next step

To net the original and the reference invoice, you must post the reference invoice. Refer to Chapter 3 of this guide, "Processing Standard Invoices," for information about posting invoices.

## Working with invoice session status

The purpose of updating a session's status is to allow processing to continue if a batch is locked because of abnormal termination due to an event such as a power failure.

The system allows you to update the status of both invoice and payment sessions.

### Updating invoice session status

To update the invoice session status, perform the following steps:

- 1 From the Infinium PL main menu select *Supervisor Tasks*.
- 2 Select *Update invoice session status [UIS]*. The system displays a screen similar to Figure 4-34.

```

7/25/2008 07:25:27 Update Invoice Session Status PLGUIS PLDUIS
-----
Type options and press Enter.

8=Display additional information
21=Recalculate session totals 22=Update session status

```

Option	Session	User	Reference	Source	Count	Status	Match
Loc							
—	20719	DEG		PL2000	18	In error	
—	20710	JDUMONT		PL2000	1	In error	
—	20698	CCD	XMExpRpt	Fast Track	1	In entry	
—	20683	JDUMONT	JSD-2135	PL2000		In entry	
—	20678	JDUMONT	JSD-2135	PL2000	1	In entry	
—	20677	CCD		PL2000		In entry	
—	20658	JDUMONT	JSD-1508	PL2000		In entry	
—	20657	JDUMONT	JSD-REF	PL2000		In entry	
—	20655	JDUMONT	JSD-1508	PL2000		In entry	
—	20654	JDUMONT	JSD-1508	PL2000		In entry	
—	20653	JDUMONT	FM-1508	PL2000		In entry	

```

MORE...
-----
F2=Function keys F3=Exit F5=Refresh F10=Quick access F24=More keys

```

Figure 4-34: Update Invoice Session Status screen

This screen displays entries for all invoice sessions that have not yet been posted.

- 3 You can select one of the following options to view or update the invoice session:

Action	Field value	Description
<i>Display additional information</i>	<b>8</b>	Display additional information about a session.
<i>Recalculate session totals</i>	<b>21</b>	Recalculate the session totals.
<i>Update session status</i>	<b>22</b>	Update the session status to <b>In Entry</b> .

The status of a session on this screen can be one of the following:

<b>In Entry</b>	The session is available to change, proof, or post.
<b>In Proof</b>	The session has been proofed by the system.
<b>In Error</b>	At least one error exists in the session, which prevents the session from being posted.
<b>Posting</b>	The system is currently posting the session.
<b>Locked</b>	Someone is currently working in the session or someone was working in the session when a power failure occurred.

You can reset the status to **In Entry** if the current status is **In Proof** or **Posting**.

If a session stops in the process of posting, you can reset the session by selecting *Update Session Status* (or type **22**). The system removes all invoices that were posted or partially posted and restarts the posting process from the beginning.

- 4 Press Enter. The system updates and displays the invoice session status.
-



## Unlocking posted invoices

Use the *Unlock posted invoices* function to unlock one or more posted invoices that have become locked by another job, as long as that job is no longer active. An invoice is assigned a locked status when a user maintains the invoice by using a function such as *Work with invoice adjustments*. The invoices are displayed in ascending invoice ID/internal ID order.

You can unlock an invoice locked by inactive job, and you can unlock an invoice that is locked and whose lock fields are blank/zero.

You can display information about the job locking the invoice. The job name, job number, and user identifying the job locking the invoice are stored on the invoice header when an invoice is locked.

If the job locking an invoice is not currently active, the invoice can be unlocked. An invoice locked by a job that is still active cannot be unlocked from this function. When the job locking an invoice is active and you try to unlock the invoice, an error message is displayed stating the invoice cannot be unlocked.

To unlock posted invoices:

- 1 From the Infinium PL main menu select *Supervisor Tasks*.
  - 2 Select *Unlock posted invoices* [PLIULI]. The Unlock Posted Invoices selection screen, shown below, is displayed.
-

```

7/16/2014 17:22:50      Unlock Posted Invoices      PLGULI      PLDULI
-----
Type options and press Enter.

      8=Display lock information
      22=Unlock invoice

Option Invoice ID          Internal ID          Invoice Status
Loc -----
-- DER 1                  AD1 - 000000027    Locked
-- D278849DEG070912-1    001 - 000003683    Locked
-- D2788490DEG70212-2    001 - 000003667    Locked
-- FM02597-DEG5          001 - 000002718    Locked
-- IA1                    001 - 000004691    Locked
-- INV3                    001 - 000004693    Locked
-- MULTI RC2             AMS - 000002198    Locked
-- PO/6399/AMS           AMS - 000002841    Locked
-- SD04281035 QASD545    C2D - 000000435    Locked
                                     MORE...

-----
F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys

```

Figure 4-35: Unlock Posted Invoices selection screen

On the Unlock Posted Invoices selection screen you can view all posted invoices with a locked status.

Use the locate fields to filter the list by invoice ID or internal ID. You can display the lock information for an invoice and unlock the invoice. After you unlock an invoice, it remains in the subfile as a posted invoice until you press F5 to refresh the list.

### 3 Use the information below to complete this screen.

#### *Loc Invoice ID*

Type the invoice ID for the invoice that you want to locate.

#### *Loc Internal ID*

Specify a company and internal reference number to filter the list to include invoices only for that company and reference number.

#### *Option*

Select the option to perform on the locked invoice. Valid values are:

**8**            Display lock information

**22**            Unlock invoice

- To view lock information for a specific invoice, type **8** in the *Option* field next to an invoice and press Enter. The Display Invoice lock information window, shown below, is displayed.

```

7/16/2014 17:22:50      Unlock Posted Invoices      PLGULI      PLDULI
-----
Type options and press Enter.

      8=Display lock information
      22=Unlock invoice

Option Invoice ID      Internal ID      Invoice Status
-----
-      Display Invoice lock information
Invoice ID      D278849DEG070912-1
Internal ID      001 - 000003683
Current status . . . . . 9      Locked

Lock user . . . . . DEG
Lock job . . . . . QPADEV000M
Lock job number . . . . . 290399
F2=Function keys F3=Exit F4=Prompt F10=Quick access F12=Cancel

```

Figure 4-36: Display Invoice lock information window screen

- Press F12 to return to the Unlock Posted Invoices selection screen.
- To limit the display to a subset of locked invoices, press F17. The Unlock Posted Invoices subset screen, shown below, is displayed.

```

7/16/2014 17:24:48      Unlock Posted Invoices      PLGULI      PLDULI
-----
Subset selection definition
Type information and press Enter.

      Invoice ID      Internal ID

Loc  = _____ - _____

Subset      Subset
Field Name  Value
Invoice ID . _____
Internal ID . _____ - _____
Lock User . . _____ +

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

```

Figure 4-37: Unlock Posted Invoices subset screen

On the Unlock Posted Invoices subset screen you can specify values used to limit the invoices displayed.

Enter either an invoice ID or an internal ID in the *Loc* field to locate an invoice. The invoice that you specify on this screen is then displayed above the list of invoices on the Unlock Posted Invoices selection screen.

You can enter any combination of subset fields to create a list of locked invoices that match the selection criteria for an invoice ID, an internal ID, and a lock user.

You can specify both locate and subset fields.

#### 7 Use the information below to complete this screen.

##### *Loc Invoice ID*

Type the invoice ID of the invoice that you want to locate.

##### *Loc Internal ID*

Specify a company and internal reference number of the invoice that you want to locate.

*Subset Invoice ID*

Specify the invoice ID. A list of invoices containing this invoice ID is displayed when you press Enter.

*Subset Internal ID*

Specify the company and internal ID. A list of invoices containing this company and internal ID combination is displayed when you press Enter.

*Subset Lock User*

Specify a user. A list of invoices locked by this user is displayed when you press Enter.

- 8 Press Enter to display the subset of locked invoices.
  - 9 Type **22** in the *Option* field next to one or more locked invoices and press Enter to unlock the invoices.
-

## Notes

---

# Chapter 5 Selecting and Processing Payments

# 5

This chapter explains how to select and process payments by using a payment cycle.

The chapter consists of the following topics:

Topic	Page
Overview of selecting and processing payments	5-2
Working with a payment cycle	5-5
Selecting invoices to create a payment session	5-16
Working with a payment session	5-22
Using <i>Process Payments</i> to generate payments	5-36
Displaying a payment cycle's status	5-43
Updating a payment session's status	5-46
Unlocking payment sessions	5-48

---

## Overview of selecting and processing payments

### Three payment processing procedures

Infinium PL allows you to do the following:

- Process payments by using a pre-defined payment cycle
- Create payment adjustments
- Create manual payments

This chapter explains how to process payments by using a pre-defined payment cycle. The next chapter, “Creating Payment Adjustments and Manual Payments,” explains the other procedures.

This chapter also explains how to display and update a payment cycle’s status.

### Overview of using payment cycles and payment sessions

#### Distinguishing between payment cycles and sessions

Payment processing using payment cycles involves two components:

- Payment cycles

Payment cycles contain controls and selection criteria for the invoices that are to be paid, such as bank accounts, payment methods, and due dates.

You create payment cycles once and reuse the same cycle for each subsequent payment run.

- Payment sessions

Payment sessions contain the actual invoices that are to be paid. The system selects invoices for the payment session based on the selection criteria you specified in the payment cycle. The system assigns a unique session number to each payment session.

---



## Working with the payment cycle

Working with the payment cycle involves:

- Creating or changing the payment cycle information
- Selecting invoices for the cycle to create a payment session

## Working with the payment selections

Working with the payment selections can involve:

- Making changes to the selected invoices. You can specify partial payment of an invoice, add other invoices to the session, and remove invoices from the session.
- Deleting the entire session, which does not delete the cycle
- Authorizing payment of the session's invoices

## Processing the payments

After you have prepared the session and authorized payment, you use the *Process payments* function to generate the payments.

The diagram in Figure 5-1 illustrates the payment preparation and processing steps.

---

## Payment processing steps

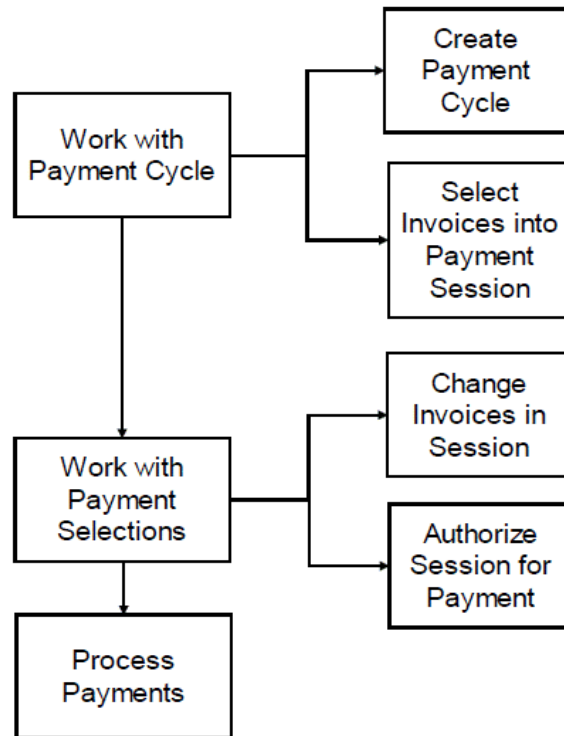


Figure 5-1: Payment Processing Steps diagram

## Objectives

After completing this chapter, you should be able to:

- Understand the concepts of a payment cycle and a payment session
  - Create a payment cycle
  - Select invoices for inclusion in a payment session
  - Modify a payment session
  - Generate payments
-

# Working with a payment cycle

## Overview

After you create your initial payment cycles, you may not have to create any additional cycles. You can update the existing payment cycles whenever necessary.

## Creating or updating a payment cycle

To create or update a payment cycle, perform the following steps:

- 1 From the main menu select *Payments*.
- 2 Select *Work with payment cycles [WWPC]*. The system displays a screen similar to Figure 5-2.

Option	Cycle	Description	Last Pay Run	Next Pay Run
—	DEC28 8	DEC28 8		6/06/2023
—	TGL TEST1	TEST		1/05/2006
—	TGL TST	TGL TST		1/05/2006
—	TGLCHKCYC	TGL CHECK CYCLE		3/10/2004
—	TGLCYC2	TGL CHECK CYCLE TEST 2		1/05/2006
—	TGL56#1	TGL PAYMENT METHOD 56 TEST		1/05/2006
—	A-JSD-ACH	ACH PMT TESTING		4/03/2014
—	A-JSD-BILL	BILL PMT TESTING		1/14/2014
—	A-JSD-CASH	CASH PAYMENT TESTING		2/14/2013
—	A-JSD-CHK	JSD CHECKS		10/14/2016
—	A-JSD-ELET	ELEC LETTER TEST		2/15/2013
—	A-JSD-GIRO	GIROBANK		4/07/2014
—	AAA AA1	568485 AA1		10/31/2016
—	AAA A1	568485 A1		10/24/2016

Type options and press Enter.  
 2=Change 4=Delete 7=Select invoices 8=Display 9=Activate/deactivate

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

More...

Figure 5-2: Work With Payment Cycles screen

This screen displays each active payment cycle that is available for use. The screen does not list any cycle that has a payment session in process.

You can use the *Loc* fields to search for a payment cycle, either by payment cycle code, payment cycle description, or last payment run date. Enter a complete or partial payment cycle code, a complete or partial payment cycle description, or last payment run date and press Enter to display the selection at the top of the list.

You can press F17 to view entries for deactivated payment cycles or a subset of active cycles.

**3** Do one of the following:

- To create a new payment cycle, press F6.
- To update an existing payment cycle, select the cycle. Type **2** (Change) and press Enter. The system displays a screen similar to Figure 5-3. Continue to the next step.
- Select an existing payment cycle. Type **7** (Select invoices) and press Enter to initiate the selection of invoices and create a payment session using this cycle. The system submits a batch job to select the invoices that meet the cycle's selection criteria, creates a payment session, and removes this cycle from availability until you have processed payments for the session or deleted the session.

If you initiate selection of invoices for a new payment session, go directly to the next topic, "Selecting invoices to create a payment session."

---

7/25/2008 09:22:25		Payment Cycle Controls		PLGPCC	PLDPCC
Payment cycle name	XM1-CHK				
Description	CHECKS FOR XM1				
Pay from company	XM1	+			
Pay from division	001	+			
Pay from bank account	XM-CHK	+			
Bank account currency	USD		UNITED STATES DOLLAR		
Payment date	7/21/2008				
- Override accounting date					
Vendor payment sort order	2		1=Pay to ID, 2=Pay to Short Name		
Invoice remittance sort order	2		1=Internal ID, 2=Invoice number		
Maximum cycle amount					
Default payment currency control	1		1=Invoice currency 2=Default payment currency		
Default payment currency		+			

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

Figure 5-3: Payment Cycle Controls screen

## Payment cycle controls

The system displays this screen when you create a new payment cycle or select an existing cycle for updating.

- Use the following information to complete payment control information at this screen:

### *Payment cycle name*

If this is a new payment cycle, type an easily recognizable name for the cycle such as **WEEKLY** for a weekly payment cycle. Avoid using special characters such as apostrophes or quotation marks. Using special characters may cause unexpected results during F17 subsetting.

### *Pay from company, Pay from division*

Specify the codes for the company and the division that are responsible for this cycle's payments.

### *Pay from bank account*

Identify the bank account from which the payments will be issued.

***Bank account currency***

The system supplies this display-only value based on the account you specified in the *Pay from bank account* field.

If the bank account currency differs from the payment company's base currency, the system displays currency exchange information at the bottom of the screen when you press Enter. The system does not display the exchange rate until you generate the payment session for the cycle.

Refer to the "Using Currency Processing in Infinium PL" chapter of this guide for more information about multi-currency processing.

***Payment date******Override accounting date***

The system supplies the system date as the default *Payment date* and *Override accounting date* values when you select invoices for a session. To record payments in a different year and period, change the accounting date.

***Vendor payment sort order***

The default is **Pay to Short Name**. Select **Pay to ID** to sort the vendor payments by vendor ID rather than vendor short name.

***Invoice remittance sort order***

The default is *Invoice number*. Select *Internal ID* to sort the invoice remittances by internal invoice ID rather than invoice number.

***Maximum cycle amount***

This field is for future use.

***Default payment currency control, Default payment currency***

Sometimes the system selects invoices that have \* in their *Payment currency* field. Use these fields to define how the system is to identify the payment currency under these circumstances.

- Select *Invoice Currency* to use each invoice's currency as the default payment currency if the invoice has \* in its payment currency field.
- To use a different currency as the default, select *Default payment currency* and name the currency in the *Default payment currency* field.

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

---

```
7/25/2008 09:23:59      Payment Methods      PLGPCC      PLDPCC
-----
Payment cycle name . . . . . : XM1-CHK      CHECKS FOR XM1
Total payment methods selected : 01

Type options and press Enter.
  1=Select as default
Option Method Description
  1      01      Checks

-----
Bottom
F2=Function keys F3=Exit F10=Quick access F12=Cancel F18=Message line
```

Figure 5-4: Payment Methods screen

## Payment methods

This screen identifies the payment methods that are valid for this cycle's combination of company and division bank account. You must select at least one payment method.

Refer to the "Defining Entity Controls" chapter of the *Infinium PL Guide to Controls* for more information about activating a payment method.

- 6 Select one or more payment methods with 1 (*Select as default*).
- 7 Press Enter. The system displays a screen similar to Figure 5-5.

```

7/25/2008 09:24:50 Payment Cycle Selection Criteria PLGPCS PLDPCS
-----
Payment cycle name . . . . . : XM1-CHK CHECKS FOR XM1
Calculate net due date . . . . . _____ * plus __ days
                                     - or minus __ days
Discount due date . . . . . _____ * from __ days to __ days

Invoices from company . . . . . _____ +
Invoices from division . . . . . _____ +
- or Company group . . . . . _____ +
Invoice session number . . . . . _____
Invoices from period/year . . . . . __ / ____
Invoices with payment currency . . . . . __ +
- or Payment currency group . . . . . _____ +

Critical levels (0-9) . . . . . - - - - -
Invoice types . . . . . _ _ _ _ + Blank for all

Selection control . . . . . 1 (1=None, 2=Match, 3=Match or No preference)
Pay from bank account group . . . . . _____ +

-----
F2=Function keys F3=Exit F4=Prompt F7=User fields F24=More keys

```

Figure 5-5: Payment Cycle Selection Criteria screen

## Payment cycle selection criteria

At this screen, you define the criteria to be used for selecting invoices during creation of payment sessions for this cycle. The system does not select an invoice unless the invoice meets all of the following conditions:

- The invoice meets all of the selection criteria defined in the cycle controls.
- The invoice record is not locked. An invoice record is locked when another user is accessing that record. The record is available for selection again when the other user closes the record.

8 Use the following information to complete the fields on this screen:

*Calculate net due date*  
*plus \_\_ days*  
*minus \_\_ days*

If you specify net due date information, the system selects invoices that have net due dates on or before the specified date.

Type either a specific net due date or an asterisk. If you type an asterisk the system:

- Uses the payment date as the net due date.



This means you do not have to change the net due date each time you run a cycle.

- Allows you to type *plus* days to add a number of days to the payment date to calculate the net due date.
- Allows you to type *minus* days to subtract that number of days from the payment date to calculate the net due date.

For example, suppose the payment date is August 6, 1998. If you type \* in the *Calculate net due date* field and 5 in the *plus days* field, the system uses August 11, 1998 as the net due date during invoice selection.

#### *Discount due date*

The discount due date is the date through which the discount remains in effect.

You can type a specific discount due date or an asterisk. If you type an asterisk, the system uses the payment date for the discount due date.

#### *from days, to days*

Regardless of whether you specified a discount due date or an asterisk in the *Discount due date* field, you can type *from days* and *to days* to specify a range of discount due dates before and after the date specified in the *Discount due date* field. For example, if you type 8/13/08 in the *Discount due date* field, 5 in the *from days* field and 3 in the *to days* field, the system uses 8/8/08 - 8/16/08 for the discount due date range when it selects invoices.

If you specify discount due date information, the system selects invoices that have discount due dates equal to the date (or within the range of dates) that you specify at this screen.

If you use both net due date and discount due date for selection criteria, the system selects invoices based on the discount due date information before using the net due date criterion.

#### *Invoices from period/year*

This field allows you to specify selection of invoices that were posted to a specific year and period.

#### *Invoices with payment currency, - or Payment currency group*

You can specify paying only invoices with a specific invoice currency, or invoices with the same currency as in a company group.

---

### *Critical levels (0-9)*

You can type multiple critical levels to select invoices by the critical level values on the invoice header. An invoice must match at least one of the specified critical levels to be selected for payment.

### *Invoice types*

The invoice must match one of the types you specify. For example, to select only external and internal memos, type **2** and **3**.

### *Bank preferences, Selection control, Pay from bank account group*

If a vendor's controls include a preferred bank account, you can use these fields to indicate how the system is to handle the bank preference. Do one of the following:

- Select **None** in the *Selection control* field if the system is to ignore the vendor controls bank preference during invoice selection.
- Select **Match** in the *Selection control* field if the system is to require a bank account match for invoice selection.
- Select **Match or No preference** in the *Selection control* field if the system is to require a bank account match if the controls specify an account but is not to require a match if the controls do not specify a bank account match.
- Specify a payment bank account group in the *Pay from bank account group* field to allow selection of the vendor's invoices that specify any of the accounts in the group.

9 After processing the preceding fields, press one of the following to perform the specified action:

F7	To define invoice header user field selection criteria
F9	To define approval and routing code selection criteria
F13	To define vendor selection criteria
Enter	To create or update this payment cycle

The following pages provide more information about performing each of these actions.

## Invoice header user field selection criteria

To define invoice header user fields selection criteria, perform the following steps:

---

- 10 Press F7 at the Payment Cycle Selection Criteria screen. The system displays a window similar to Figure 5-6.

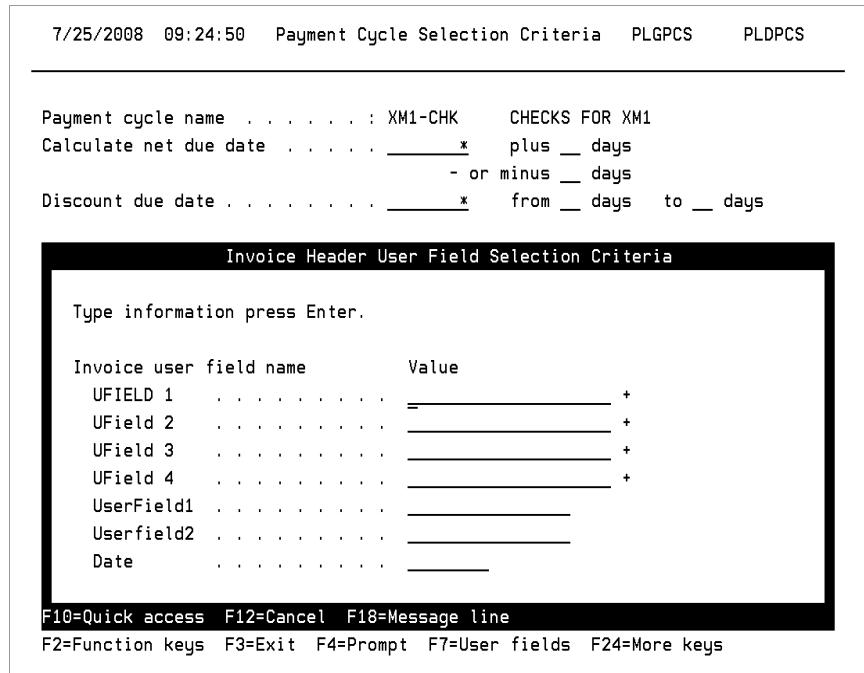


Figure 5-6: Invoice Header User Fields Selection Criteria window

Use this window to define invoice header user field values that the invoice must match, along with all of the other defined selection criteria, to be selected for inclusion in a payment session.

- 11 Type the user field selection criteria.
- 12 Press Enter to return to the Payment Cycle Selection Criteria screen.

### Approval/routing code selection criteria

To define approval or routing code selection criteria, perform the following steps:

- 13 Press F9 at the Payment Cycle Selection Criteria screen. The system displays a window similar to Figure 5-7.

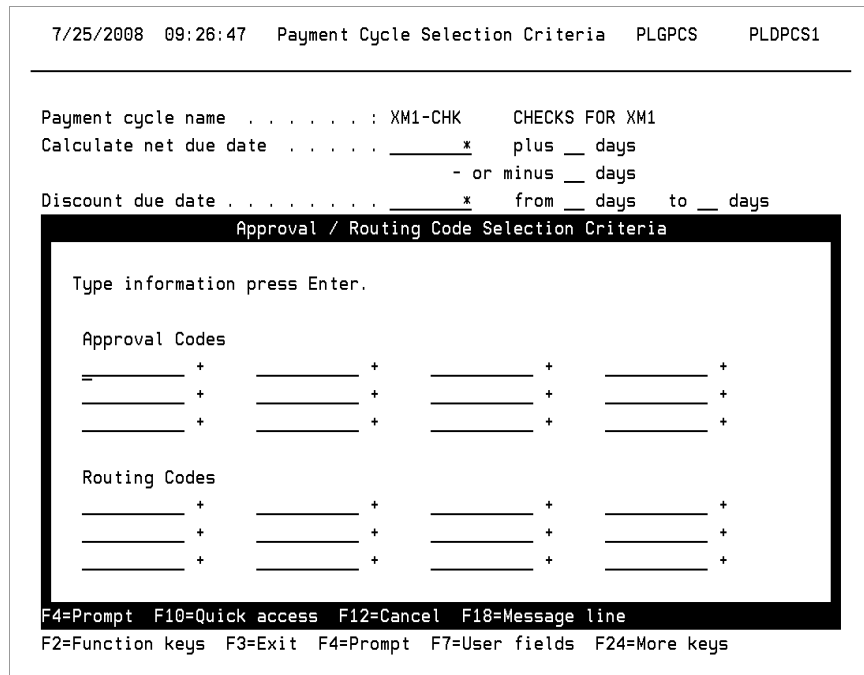


Figure 5-7: Approval/Routing Code Selection Criteria window

Use this screen to define approval or routing codes to be used as invoice selection criteria. The system validates each code.

If you define these codes as selection, the system compares the codes you type here with the invoice header approval and routing codes during the selection process.

- If you specify multiple approval or routing codes, an invoice must match one of those codes to be selected.
- If you specify both approval and routing codes, an invoice must match both one of the approval codes and one of the routing codes to be selected.

14 Type applicable approval and routing code selection criteria.

15 Press Enter to return to the Payment Cycle Selection Criteria screen.

### Vendor selection criteria

To define vendor selection criteria, perform the following steps:

16 Press F13 at the Payment Cycle Selection Criteria screen. The system displays a window similar to Figure 5-8.

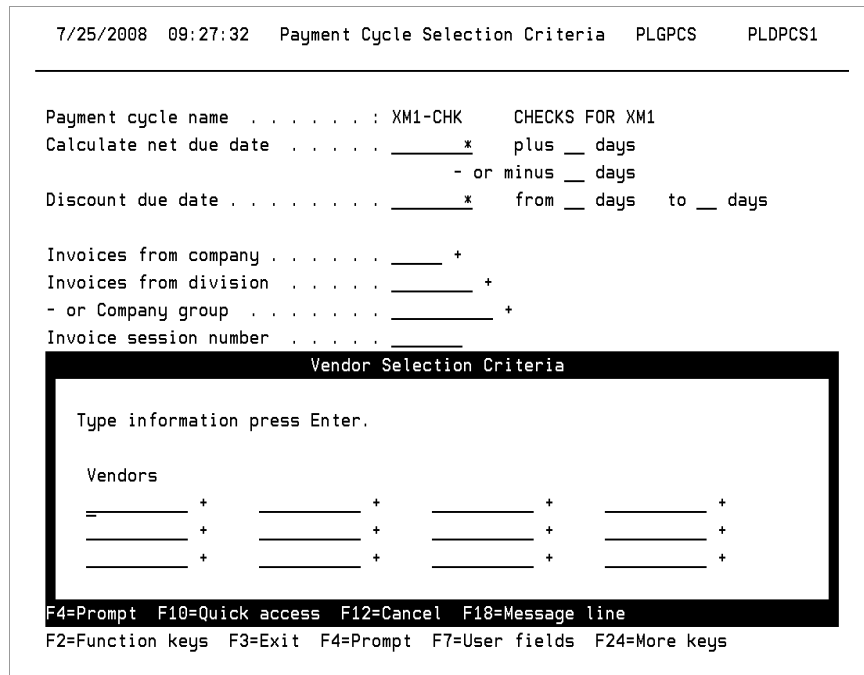


Figure 5-8: Vendor Selection Criteria window

The system validates each vendor ID that you type at this screen. If you use this screen, an invoice must match one of the specified vendors.

- 17 Type the vendor selection criteria.
- 18 Press Enter to return to the Payment Cycle Selection Criteria screen.

### Exiting the payment cycle selection criteria screen

When done defining the payment cycle’s selection criteria, press Enter at the Payment Cycle Selection Criteria screen to create this new payment cycle or to update this existing payment cycle.

## Selecting invoices to create a payment session

### Overview

You must select invoices to create a payment session each time that you process payments.

When you perform the invoice selection procedure for a payment cycle, the system does the following:

- Submits a batch job to select the invoices that meet the cycle's selection criteria
- Creates a new invoice session
- Removes the cycle from availability until you have either processed the payments for the session or deleted the session

### Selecting invoices to create the session

To select invoices to be included in a payment session, perform the following steps:

- 1 From the main menu select *Payments*.
  - 2 Select *Work with payment cycles* [WWPC]. The system displays a screen similar to Figure 5-9.
-

```

8/21/2023 23:37:15      Work With Payment Cycles      PLGCHW1      PLDCHW1
-----
Type options and press Enter.
  2=Change 4=Delete 7=Select invoices 8=Display 9=Activate/deactivate
Option Cycle   Description                               Last Pay Run  Next Pay Run
Loc
-----
  ___ DEC28 8    DEC28 8                               6/06/2023
  ___ TGL TEST1  TEST                               1/05/2006
  ___ TGL TST   TGL TST                               1/05/2006
  ___ TGLCHKCYC TGL CHECK CYCLE                       3/10/2004
  ___ TGLCYC2   TGL CHECK CYCLE TEST 2                 1/05/2006
  ___ TGL56#1   TGL PAYMENT METHOD 56 TEST              1/05/2006
  ___ A-JSD-ACH ACH PMT TESTING                         4/03/2014
  ___ A-JSD-BILL BILL PMT TESTING                        1/14/2014
  ___ A-JSD-CASH CASH PAYMENT TESTING                  2/14/2013
  ___ A-JSD-CHK  JSD CHECKS                             10/14/2016
  ___ A-JSD-ELET ELEC LETTER TEST                       2/15/2013
  ___ A-JSD-GIRO GIROBANK                               4/07/2014
  ___ AAA AA1   568485 AA1                             10/31/2016
  ___ AAA A1    568485 A1                               10/24/2016
-----
More...
F2=Function keys F3=Exit F5=Refresh F6=Create F24=More keys
MB + A
    
```

Figure 5-9: Work With Payment Cycles selection screen

- 3 Select the payment cycle. Type 7 (Select invoices) and press Enter. The system displays a screen similar to Figure 5-10.

```

7/25/2008 09:30:48      Payment Cycle Controls      PLGPCC      PLDPCC
-----
Payment cycle name . . . . . : XM1-CHK
Description . . . . . : CHECKS FOR XM1
Pay from company . . . . . : XM1
Pay from division . . . . . : 001
Pay from bank account . . . . . : XM-CHK
Bank account currency . . . . . : USD UNITED STATES DOLLAR
Payment date . . . . . : 7252008
- Override accounting date . . . . . : 7252008
Vendor payment sort order . . . . . : 2 1=Pay to ID, 2=Pay to Short Name
Invoice remittance sort order . . . . . : 2 1=Internal ID, 2=Invoice number
Maximum cycle amount . . . . . :
Default payment currency control . . . : 1 1=Invoice currency
                                           2=Default payment currency
Default payment currency . . . . . :
-----
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys
    
```

Figure 5-10: Payment Cycle Controls screen

## Payment cycle controls

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

### *Payment date*

The payment date is the date the system prints on the payment instrument.

Changing the payment date could affect your invoice selections if you typed an asterisk for the net due date or discount due date.

### *Override accounting date*

The system posts the accounting entries to the override accounting date. This controls the accounting year and period in which your payment entries are reflected.

### **Conditionally displayed currency fields**

The system displays the following updatable currency-related fields only if the company controls allow multi-currency processing and the payment company base currency differs from the bank account currency.

When you change the exchange rate or exchange rate type, the changes remain valid for that payment cycle. They do not revert to the previous values if you subsequently re-select this cycle.

### *Exchange rate type*

You can change the *Exchange rate type* value if the *Rate lock* field is set to **0**.

### *Exchange rate*

The default exchange rate is from Infinium CM. You can change the default if the *Rate lock* field is set to **1**.

### *Rate per*

The *Rate per* value identifies the number of currency units that are represented by the exchange rate. The default is from Infinium CM. If you do not use Infinium CM, the default is **1**.

Refer to the *Infinium CM Guide to Setup and Processing* for more information about multi-currency processing.

---



*Rate lock*

The default value is 0 if the system retrieves the exchange rate from Infinium CM. If you change the value to 1 you can change the exchange rate that was supplied from Infinium CM.

Refer to the “Using Currency Processing in Infinium PL” chapter of this guide for information about multi-currency processing.

- 5 Press Enter twice to accept the information and confirm your selections. The system displays a window similar to Figure 5-11.

If the bank account currency differs from the base currency of the payment company, the system displays the currency exchange information on the bottom of the screen when you press Enter.

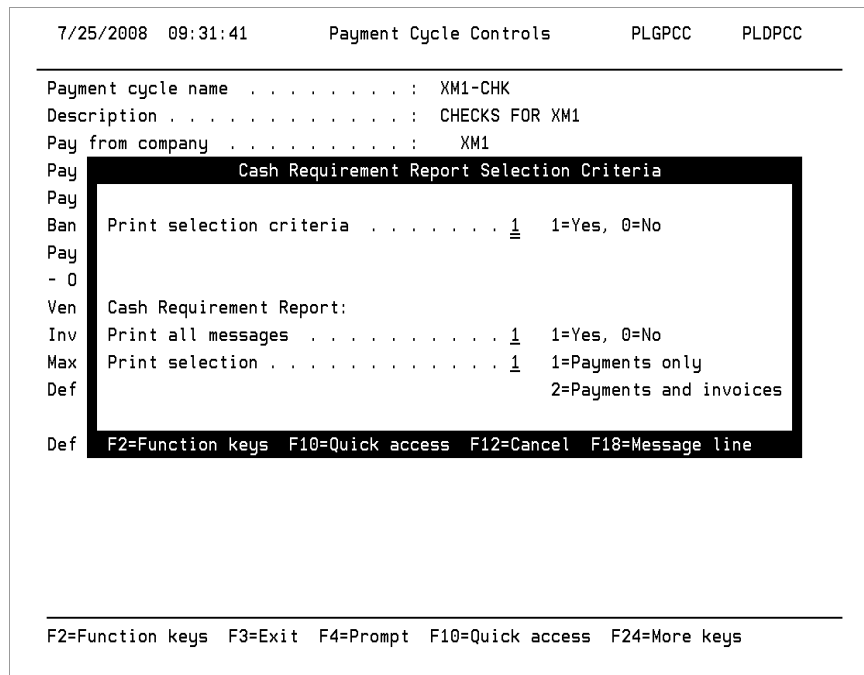


Figure 5-11: Cash Requirements Report Selection Criteria window

- 6 Use the following information to complete the fields on this screen:

Report selections

*Print selection criteria*

Specify yes to include the payment session selection criteria on the report or specify no to exclude the selection criteria from the report.

### *Cash Requirement Report*

Each time you select invoices for inclusion in a payment session, the system produces a Cash Requirement report. The system sorts the report by vendor. The report includes the following totals:

- Number of invoices to be paid per vendor
- Amount to be paid from the bank account
- Number of payments to be made from the bank account

### *Print all messages*

Specify yes in this field to include payment and invoice messages in the Cash Requirement report, or specify no to exclude invoice and payment messages from the Cash Requirement report.

### *Print selection*

The Cash Requirement report includes the payments that will be made for the invoices that were selected for this payment session.

Select **Payments only** to print only the payments. Select **Payments and invoices** to print both the payments and the invoices that are to be relieved by the payments.

- 7 When done with the preceding screens, press Enter. The system does the following:
  - Creates the payment session
  - Submits a batch job to select the invoices that meet all of the selection criteria you have defined for this cycle
  - Removes the cycle from availability pending processing of the invoice payments or deletion of the session
  - Prints the Cash Requirement report

### Selection rules for intercompany conditions

Special invoice selection rules apply during this process if the session's payment company differs from the invoice company. Your Infinium PL entity controls, company controls, and user security controls include intercompany controls.

Invoices that contain intercompany data must meet the following criteria to be selected during this process:

- The intercompany table must exist in your general ledger.
-

- The intercompany table must be attached to the payment company.

## Working with a payment session

### Overview of working with a payment session

Use the *Work with payment selections* function to work with a payment session once the system has selected the invoices for that session. This function allows you to do the following:

- Modify a payment session and its invoice information
- Run the Cash Requirement report
- Display information about the payment session
- Authorize payment of the session's invoices

The diagram below summarizes the navigational paths you can use to access a payment session's vendor, payment, and invoice data.

## Payment session navigation

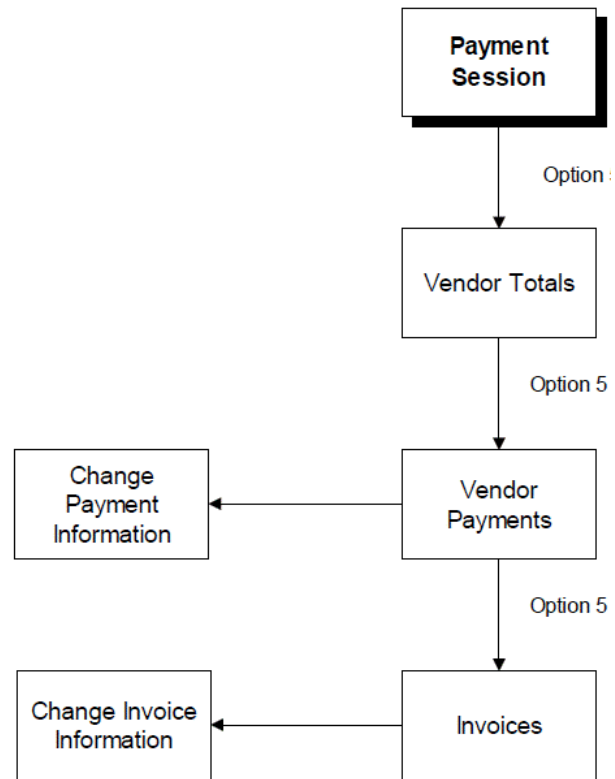


Figure 5-12: Payment Session Navigation diagram

## Working with payment session information

To work with a payment session's selections, perform the following steps:

- 1 From the main menu select *Payments*.
- 2 Select *Work with payment selections* [WWPS]. The system displays a screen similar to Figure 5-13.

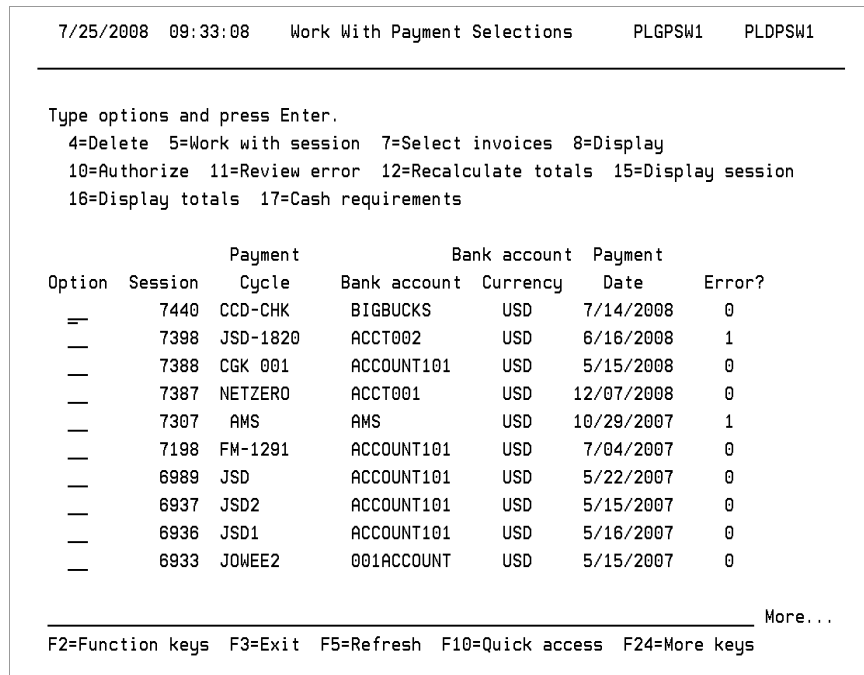


Figure 5-13: Work With Payment Selections screen

This screen identifies the currently available payment sessions.

- 3 You can work with the sessions before authorizing payment. Select one of the following actions by typing the appropriate number and press Enter.

Action	Field value	Description
<i>Delete</i>	<b>4</b>	To delete the payment session  Deletion of the session does not delete the cycle or the invoices. The invoices that had been included in the session become available to be selected for inclusion in a different session.
<i>Work with session</i>	<b>5</b>	To change or remove selected invoices
<i>Select Invoices</i>	<b>7</b>	To add more invoices to the payment session
<i>Review error</i>	<b>11</b>	To review and resolve certain errors

- 4 The system displays the screen associated with the task you selected as described on the following pages.

When done working with the session’s information, continue to the “Authorizing payment of the session’s invoices” subtopic.

We recommend that when you change a session, you also run another Cash Requirement report to check the effect of the changes before you authorize payment.

## Changing or removing the session's invoices

You can make changes such as editing an invoice's payment amount or removing invoices from the session.

To change or remove invoices, perform the following steps:

- 1 Select a payment session at the Work With Payment Selections screen. Type **5** (Work with session) and press Enter.

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

```

7/25/2008 09:34:06          Vendor Totals          PLGVTW1  PLDVTW1
Payment Session . . . . . :    7388  Payment Cycle . . . . . :  CGK 001

Type options and press Enter.
  4=Delete  5=Work with payments  8=Display 10=Approve

Option      Vendor Short name      Payment amount  Negative/Positive
              Payments? Error? Approved?
--- 1      CAROL1 CAROLSHORT      10,010.51      0      0
--- 2      CAROLENG ENGLISH      2,800.00      0      0

Bottom
F2=Function keys  F3=Exit  F5=Refresh  F24=More keys

```

Figure 5-14: Vendor Totals screen

This screen identifies the vendors included in the payment session and the total amount to be paid to each vendor. You can press F11 to view additional vendor payment information (vendor name, number of payments, number of invoices).

The Vendor Totals screen allows you to do the following:

- View and work with a vendor's payment and invoice information by specifying **5** (Work with payments)
  - Add invoices to the session by pressing F7
  - Remove a vendor from the session by specify **4** (Delete)
  - Approve removal of payment errors associated with the payment session as described later in this topic by typing **10** (Approve)
- 2 Use this information to work with this screen.

*Vendor*

This is the name of the vendor to whom the invoices belong.

*Short name*

This is the short name assigned to this vendor. For example, a valid vendor name may be ACE Tools, Inc., but the short name assigned to the vendor could be ACE.

*Payment amount*

This is the amount that the vendor, or factor, will be paid.

*Negative/Positive Payments?*

A value of **1** in this column indicates that there is at least one negative payment amount included in the total payment amount, when the total is positive.

*Error?*

A value of **1** indicates an error condition exists for this vendor's payment. A value of **0** indicates that no error condition exists for the payment.

*Approved?*

A value of **0** indicates if the payment requires approval and has not yet been approved.

- 3 Select the vendor. Type **5** (Work with payments) and press Enter to display the payment information for that vendor.

The system displays a Vendor Payments screen similar to Figure 5-15.

---



```

7/25/2008 09:35:01      Vendor Payments      PLGVPW1  PLDVPW1

Vendor . . . . . : CAROLENG  Short name . . . . . : ENGLISH
Vendor name . . . . . : carols english only vendor

Type options and press Enter.
  2=Change  4=Delete  5=Work with invoices  8=Display  10=Approve
  15=Payee controls

      Factor/ Pay  Address Bank      Payment amount/  Negative Amt?/
Option  Name  Method Type  Currency  Invoice count  Use IBAN
  --
      01  BOTH   USD      2,800.00      0
              7              0

Bottom
F2=Function keys  F3=Exit  F5=Refresh  F24=More keys

```

Figure 5-15: Vendor Payments screen

This screen identifies this vendor's payment or payments. There can be multiple payments, however, if the session includes

- Payments to the same vendor at different addresses
- Multiple payment methods for the same vendor
- Invoices that indicate they are to be paid on separate payments to the same vendor

The Payment amount excludes the amounts from any included invoices that are on hold.

This screen allows you to do the following:

- Access the invoices for a payment by typing **5** (Work with invoices)
- Add more invoices into the session by pressing **F7**
- Change payment information by typing **2** (Change)

This allows you to change the factor and remit to address as well as to combine separate payments for a vendor into one payment.

- Remove a payment from the session by typing **4** (Delete)
- Approve removal of a payment that has certain errors by typing **10** (Approve)

If there are multiple invoices for the payment and only one is in error such as on hold, the system removes only that invoice, not the entire payment.

- Display a payment's vendor controls by typing **15** (Payee controls)
- 4** To access a payment's invoices, select a vendor payment. Type **5** (Work with invoices) and press Enter. The system displays a Selected Invoices screen similar to Figure 5-16.

```

7/25/2008 09:35:50          Selected Invoices          PLGSIW1  PLDSIW1

Vendor . . . . . : CAROLENG Short name . . . : ENGLISH
Factor . . . . . :           Address type . . : BOTH
Pay method . . . . . : 01
Checks
Payment currency . . . . : USD

Type options and press Enter.
  2=Change  3=Hold  4=Delete  6=Release  8=Display 10=Approve 17=Notes

Option Invoice ID      Due      Invoice      Selected
      Date      Currency      Amount Held? Notes
---
  1 20443-001      9/06/2007    USD          100.00  0
  2 20443-002      9/06/2007    USD          200.00  0
  3 20443-003      9/06/2007    USD          300.00  0
  4 20443-004      9/06/2007    USD          400.00  0
  5 20443-005      9/06/2007    USD          500.00  0
  6 20443-006      9/06/2007    USD          600.00  0
  7 20443-007      9/06/2007    USD          700.00  0

                                          BOTTOM

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

```

Figure 5-16: Selected Invoices screen

This screen identifies all of the payment's invoices. You can press F11 to view additional invoice information (internal invoice ID, company, division, invoice date).

This screen allows you to do the following:

- Add posted invoices that were not already included in the session by pressing F7
- Place an invoice on hold

If you place an invoice on hold, the payment is in error until you remove the held invoice.

The system does not include the amounts of on-hold invoices in the *Payment amount* field total on the Vendor Payments screen shown in Figure 5-15.

You can release an invoice (remove the on-hold status)

- Change an invoice's information by typing **2** (Change). You can change the amount information if you want to process a partial payment of the invoice.
- 5 Select an invoice. Type **2** (Change) and press Enter to change the invoice information, including defining partial payment of the invoice.

The system displays a Change Selected Invoice screen similar to Figure 5-17.

7/30/2003 13:33:39		Change Selected Invoice		PLGCIW1	PLDCIW1
Vendor . . . . .	AMS	Short name . . . . .	AMS		
Invoice ID . . . . .	ML-5				
Internal ID . . . . .	C2D 000000574	Invoice currency . . .	CAD		
Factor . . . . .	_____ +	Address type . . . . .	BOTH +		
Pay method . . . . .	01 +	Payment currency . . .	CAD +		
Separate payment . . .	0				
Tax reporting code . .	_____ +	Hold invoice? . . . . .	0		
All amounts in CAD					
	Original amount	Previously paid amount			
Invoice . . . . .	113.00				
Discount . . . . .					
Net . . . . .	113.00				
Tax reporting . . . . .					
	Remaining amount	Adjusted amount			
Invoice . . . . .	113.00	113.00			
Discount . . . . .					
Net . . . . .	113.00	113.00			
Tax reporting . . . . .					
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys					

Figure 5-17: Change Selected Invoice screen 1

This screen allows you to change certain values at the top of the screen and to define partial payment of the invoice. You can change the values in fields at the top of the screen that are not followed by a colon.

### Specifying partial payments

To specify partial payment of the invoice, you can adjust the invoice amount, the discount amount, and the tax reporting amount. The tax reporting amount refers to the 1099 or T4A amount.

The following rules apply:

- The invoice *Adjusted amount*
  - Must have the same sign as the invoice *Remaining amount*
  - Cannot be larger than the invoice *Remaining amount*

- If you are taking part of the discount, the discount *Adjusted amount*
  - Must have the same sign as the discount *Remaining amount*
  - Cannot be larger than the discount *Remaining amount*

If there is a value in the *Factor* field, the following conditions apply:

- Remit to address must be valid for that factor.
- Pay method must be valid for that factor.
- Payment currency must be valid for that factor.

If you are making a partial payment, you must prorate the adjusted amount over the invoice expense accounts at the next screen. The system displays that screen when you press Enter at this screen later in this procedure.

### Validations

The remit to address, payment method, and payment currency must be valid for the recipient of the payment.

- If the *Factor* field is blank, the recipient is the vendor
- If the *Factor* field has a value, that value identifies the recipient

- 6 Change the applicable fields. Then press Enter. The system displays a screen similar to Figure 5-18.

7/30/2003 13:34:36	Change Selected Invoice	PLGCIW1	PLDCIW1
Vendor . . . . . :	AMS	Short name . . . . . :	AMS
Invoice ID . . . . . :	ML-5		
Internal ID . . . . . :	C2D 000000574	Invoice currency . . :	CAD
	Adjusted payment amount	Prorate amount remaining	
Invoice . . . . . :	113.00	.00	
Discount . . . . . :			
Net . . . . . :	113.00		
Expense account number	Remaining expensed amount	Relieved amount	
C2D-00-00-6900	113.00	<u>113.00</u>	
			Bottom
F2=Function keys F3=Exit F4=Prompt F8=Prorate F24=More keys			

Figure 5-18: Change Selected Invoice screen 2

This screen identifies the invoice's expense account or accounts. You must distribute the adjusted payment amount to this account or accounts to enable the system to do the following:

- Track payment amounts by invoice distribution
  - Relieve the proper liability account
- 7 You can manually allocate the amount to the expense accounts, or you can press F8 to distribute the amount in the *Prorate amount remaining* field among all of this invoice's expense accounts.
  - 8 Press Enter to save your changes. Press Enter again to confirm your changes.

## Adding invoices to the payment session

### Navigational choices

To add additional posted invoices to this session, you can begin at any of the screens listed in the table below.

Screen	Access
Work With Payment Selections	Select <i>Payments</i> and then select <i>Work with payment selections</i> .  Select the session. Type 7 (Select invoices) and press Enter to add invoices to that session.
Vendor Totals	At the Work with Payment Selections screen, select the session. Type 5 (Work with session) and press Enter to display the Vendor Totals screen, which lists vendors that are included in the selected session.  At the Vendor Totals screen, press F7 to add invoices to this session.
Vendor Payments	At the Vendor Totals screen, select a listed vendor. Type 5 (Work with payments) and press Enter to display that vendor's payments at the Vendor Payments screen.  At the Vendor Payments screen, press F7 to add invoices to this session.

Screen	Access
Selected Invoices	At the Vendor Payments screen, select a payment. Type 5 (Work with invoices) and press Enter to display the invoices associated with that payment at the Selected Invoices screen.  At the Selected Invoices screen, press F7 to add invoices to this session.

The following procedure uses the path identified in the first row of the preceding table, beginning at the Work With Payment Selections screen. The procedure is similar when you use any of the other paths.

### Procedure

To add invoices to a payment session, perform the following steps:

- 1 At the Work With Payment Selections screen, select a payment session. Type 7 (Select invoices) and press Enter. The system displays a screen similar to Figure 5-19.

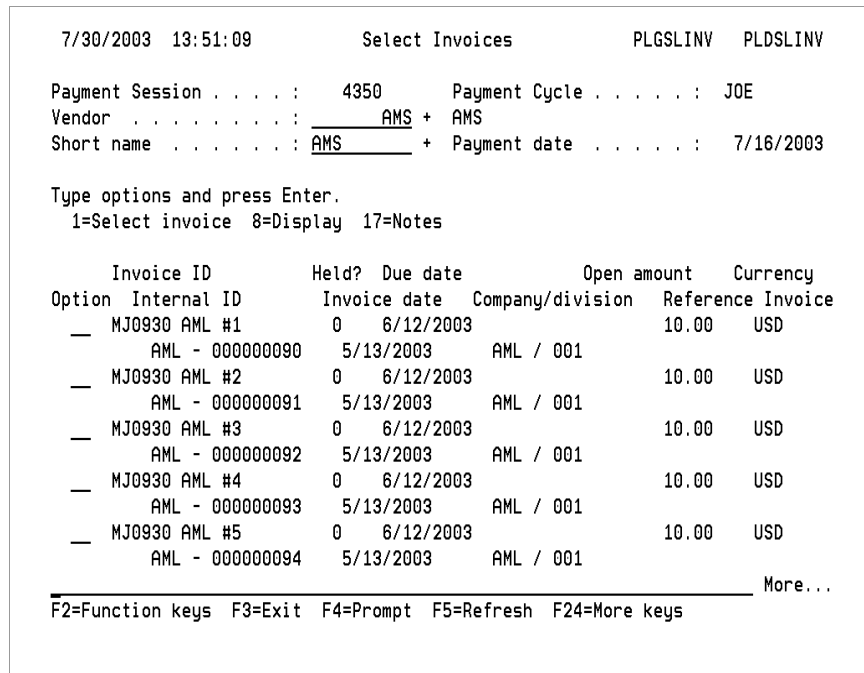


Figure 5-19: Select Invoices screen

- 2 You must specify a vendor at the top of the screen and press Enter. The system identifies all open invoices for this vendor.

- 3 To add an invoice to the session, select the invoice with **1**. You can select multiple invoices.
- 4 Press Enter. The system adds the selected invoice or invoices to the payment session.
- 5 Cancel to return to the screen from which you accessed the Select Invoices screen.

## Reviewing, resolving, and approving errors

### Overview of reviewing payment errors

Infinium PL allows you to review and approve errors at various points during payment session processing. You can review the errors for the entire session only from the Work With Payment Selections screen.

If the Work With Payment Selections screens displays **1** in the *Error?* column for a session, that session includes one or more of the following errors:

- A single negative payment to a vendor
- Multiple payments for a vendor including at least one negative payment
- An invoice that has been placed on hold for payment

You cannot authorize a payment session until you have resolved all of the session's errors or removed the invoices in error from the session.

### Approving errors to remove problem invoices

You can remove an invoice that is in error from the payment session by approving the error. Approving the error notifies the system that the invoice in error should be removed from the payment session.

Approving the error removes the invoices only from the session, not from the Infinium PL database.

Approving errors at the payment session level approves all of the errors for the entire payment session. If you want to be more selective about which invoices' errors you approve, you must select the payment session. Type **5** (Work with session) and press Enter to work with the session's details and approve at one or more of the session's lower levels (vendor, payment, or invoice).

---

If you do not approve the session's errors, you must resolve the errors in one of the following other ways:

- Change the payment's invoice data
- Remove the problem invoices individually from the session

### Procedure for reviewing and approving errors

To review and approve a session's errors, perform the following steps:

- 1 At the Work With Payment Selections screen, which is similar to Figure 5-13, select the payment session. Type **11** (Review error) and press Enter. The system displays a Payment Session Errors window similar to Figure 5-20.

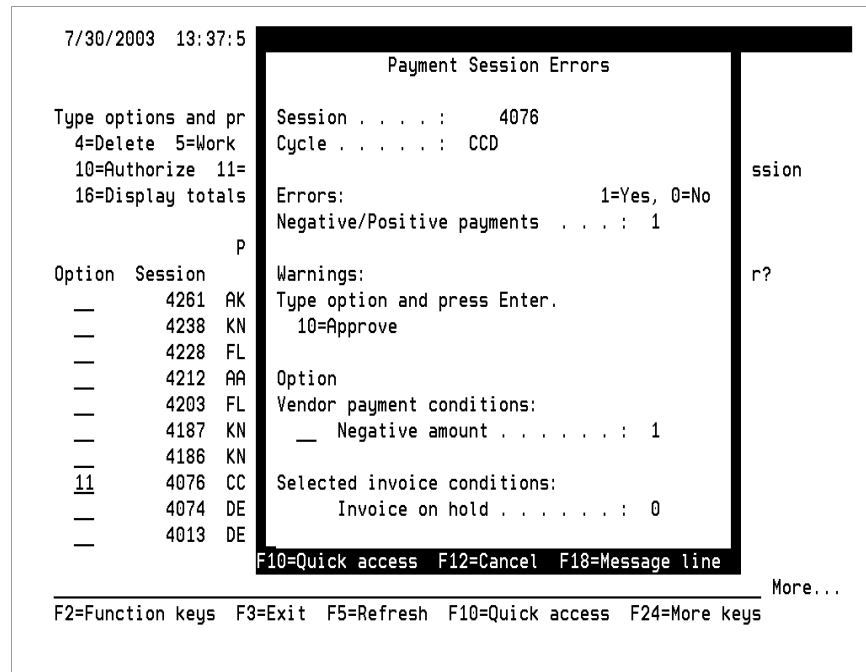


Figure 5-20: Payment Session Errors window

This window allows you to approve the following two error conditions:

- A vendor payment error condition of a single negative payment
- An invoice payment error condition of being on hold

- 2 To approve one of these errors, select the error. Type **10** (Approve) and press Enter. The system automatically removes the problem invoice or invoices from the payment session.

The system displays **1** in the *Negative/Positive payments* field if the session includes at least two payments to the same vendor and at least one of those



payments in negative. You cannot resolve this error in this window. Review the session details to find and resolve the error.

## Authorizing payment of the session's invoices

When you have finished working with the session, select the session at the Work With Payment Selections screen. Type **10** (Authorize) and press Enter to authorize payment of the session.

When you have authorized payment of this session's invoices,

- The session is no longer available for selection when you use the *Work with payment selections* function.
- The session is available for selection when you use the *Process payments* function.

Continue to the next topic, "Using *Process Payments* to generate payments."

---

## Using *Process Payments* to generate payments

### Overview

Once you have authorized a payment session, you can use the *Process payments* function to generate the payments. The system produces both the payments and a Payment Register.

The system sorts payments in the following order:

- 1 Payments being sent to vendor addresses that require special handling

The system identifies these payments by the value in the *Special handling* field in the vendor address.

- 2 Payments requiring a second signature

The system identifies these payments as having a payment amount that is greater than the amount defined in the controls for the bank account as requiring a second signature.

- 3 Numerically and then alphabetically by Vendor ID or short name (specified in the payment cycle data)

### Using the *Process Payments* Function to generate payments

To generate the payments, perform the following steps:

- 1 From the main menu select *Payments*.
  - 2 Select *Process payments* [PP]. The system displays a screen similar to Figure 5-21.
-

```
7/25/2008 09:45:40          Process Payments          PLGCHW3  PLDCHW3
```

---

```
Type options and press Enter.
1=Select for payment  10=Unauthorize  15=Display session  16=Display totals
```

Option	Session	Payment Cycle	Bank Account	Payment Currency	Payment Date
=	5101	TGLCHKCYC	TGLUSD1	USD	3/10/2004
—	6637	TGL TEST1	TGLACC	USD	1/05/2006
—	6875	*MANUAL	ACCOUNT	USD	4/18/2007
—	6877	*MANUAL	ACCOUNT	USD	4/18/2007
—	7007	BILLS	AMS	USD	6/22/2007
—	7399	AMS-CASH	AMS	USD	6/16/2008

---

```
Bottom
F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
```

Figure 5-21: Process Payments selection screen

This screen allows you to display payment information, select a session to generate its payments, or unauthorize a session so that it is no longer available for generating payments.

If you unauthorize a payment session, the system no longer lists that session at this screen but does list the session at the Work With Payment Selections screen.

- 3 To generate the payments for a session, select the session. Type 1 (Select for payment) and press Enter. The system displays a screen similar to Figure 5-22.

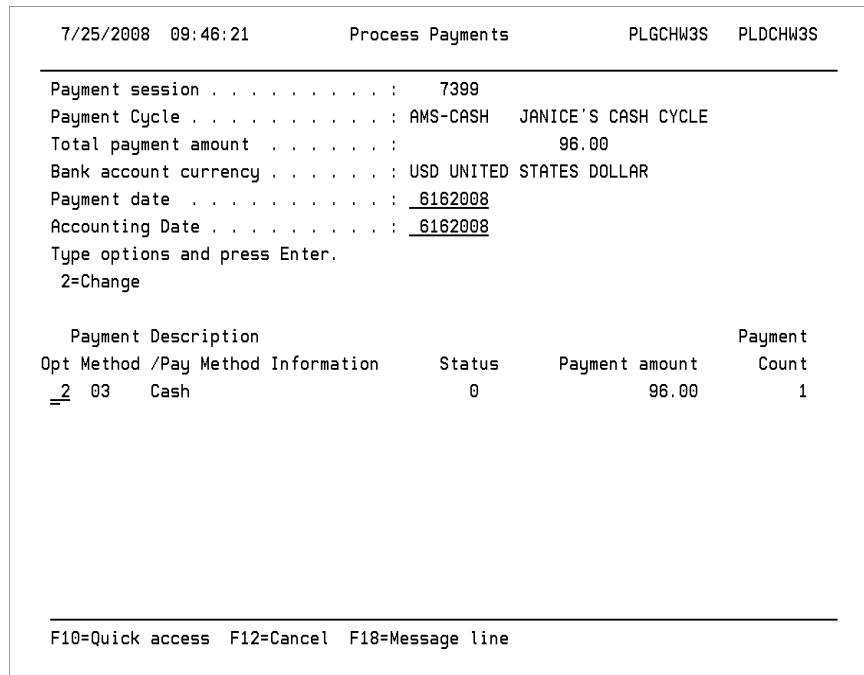


Figure 5-22: Process Payments screen

This screen identifies the payment method, the status of payment number assignment, the payment amount, and the number (count) of payments.

**Status**

The system automatically displays one of the following in the *Status* column:

- 0** If the payment numbers have not yet been assigned
- 1** If the payment numbers have been assigned

**Opt**

To work with the payment numbers, you must select a payment method and type **2** (Change) in the *Opt* field and press Enter.

- 4** Press Enter to select the payment method to work with the payment numbers. The system displays a screen similar to Figure 5-23.

```

7/25/2008 09:46:21      Process Payments      PLGCHW3S  PLDCHW3S
-----
Payment session . . . . . : 7399
Payment Cycle . . . . . : AMS-CASH  JANICE'S CASH CYCLE
Total payment amount . . . . . : 96.00
Bank account currency . . . . . : USD UNITED STATES DOLLAR
Payment date . . . . . : 6162008
Accounting Date
Type options and 2=Change
Payment method . . . . . : 03
Cash
Payment Descri
Opt Method /Pay M 2 03 Cash
Starting payment reference . . . . . : _____ 11
Number of alignment forms . . . . . : 0
Number of forms required . . . . . : 1
-----
F10=Quick access  F12=Cancel  F18=Message line

```

Figure 5-23: Process Payments Change window 1

The information in this window and the fields with which you can work vary depending on the payment method.

The example in this procedure assumes that you have selected the checks payment method.

- 5 Use the following information to complete the fields on this screen:

*Starting payment reference*

For the checks payment method, use this field to verify or change the starting check number. Ensure that the starting check number is the same as the first check number in check stock you are using to print the checks.

*Number of alignment forms*

The *Number of alignment forms* field identifies the total number of checks the system needs to align the checks correctly in your printer.

The following table explains how the system uses the value in the *Number of alignment forms* field. The examples presume that your check stock begins with check #100. The *Alignment treatment* field referenced below is on the Bank Account Payment Methods checks screen 2 in Infinium PL bank controls.

As of Infinium PL Release 11.0 APC-A, the system will no longer assume a blank feeder form except for the case where a user specifies 0 alignment forms.

# of alignment forms specified	Alignment treatment specified	Feeder form or check # used to feed printer	Checks voided in system	Checks printed as voids	First payment printed
0	0	Feeder	None	None	#100
*0	1	n/a	n/a	n/a	n/a
*0	2	n/a	n/a	n/a	n/a
*0	3	n/a	n/a	n/a	n/a
1	0	#100	None	None	#101
1	1	#100	#100	None	#101
*1	2	n/a	n/a	n/a	n/a
1	3	#100	#100	None	#101
*2	0	n/a	N/A	N/A	N/A
2	1	#100	#101	#101	#102
2	2	#100	#101	#101	#102
2	3	#100	#100 and 101	#101	#102
*3	0	n/a	n/a	n/a	n/a
*3	1	n/a	n/a	n/a	n/a
3	2	#100	#101 and 102	#101 and 102	#103
3	3	#100	#100 through 102	#101 and 102	#103
*4	0	n/a	n/a	n/a	n/a
*4	1	n/a	n/a	n/a	n/a
4	2	#100	#101 through 103	#101 through 103	#104
4	3	#100	#100 through 103	#101 through 103	#104

\*= Combination not allowed.

*Number of forms required*

The *Number of forms required* field identifies the total number of actual payments. This number does not include the number of alignment forms.

- 6 When done with these fields, press Enter to view the starting and ending check numbers.

The system displays two additional fields at the bottom of the window as illustrated in Figure 5-24.

7/25/2008 09:46:21		Process Payments		PLGCHW3S	PLDCHW3S
Payment session . . . . .	:	7399			
Payment Cycle . . . . .	:	AMS-CASH	JANICE'S CASH CYCLE		
Total payment amount . . . . .	:	96.00			
Bank account currency . . . . .	:	USD UNITED STATES DOLLAR			
Payment date . . . . .	:	<u>6162008</u>			
Accounting Date					
Type options and		Payment method . . . . .	:	03	
2=Change		Cash			
Payment Descri		Starting payment reference . . . . .		<u>11</u>	
Opt Method /Pay M		Number of alignment forms . . . . .	:	<u>0</u>	
<u>2</u> 03 Cash		Number of forms required . . . . .	:	1	
		Pay references issued .:			
		Starting payment reference . . . . .		11	
		Ending pay reference number . . . . .		11	
F10=Quick access F12=Cancel F18=Message line					

Figure 5-24: Process Payments Change window 2

- 7 View the starting and ending payment reference (check) numbers at the bottom of the window. To adjust these numbers, you can edit the starting check number in the *Starting payment reference* field in the upper portion of the window.
- 8 When done with this window, press Enter. The system classifies these check numbers as used and returns you to the Process Payments screen illustrated in Figure 5-25.

```

7/25/2008 09:49:22          Process Payments          PLGCHW3S  PLDCHW3S
-----
Payment session . . . . . : 7399
Payment Cycle . . . . . : AMS-CASH  JANICE'S CASH CYCLE
Total payment amount . . . . . : 96.00
Bank account currency . . . . . : USD UNITED STATES DOLLAR
Payment date . . . . . : 6162008
Accounting Date . . . . . : 6162008
Type options and press Enter.
2=Change

      Payment Description
Opt Method /Pay Method Information      Status      Payment amount      Payment
= 03  Cash                               1             96.00                1

-----
F10=Quick access  F12=Cancel  F18=Message line
    
```

Figure 5-25: Process Payments screen

Because the check numbers are now assigned, the system automatically updated the *Status* field to 1.

- 9 Press Enter to complete processing of the payments for the payment method you selected. The system submits the job to print the checks.



# Displaying a payment cycle's status

## Overview

You can use the *Display payment cycle status* function to view the status of all payment cycles. This feature is available to authorized users from the Infinium PL *Supervisor Tasks* menu.

The *Display payment cycle status* function is helpful if you do not know a payment cycle's current status and cannot locate the payment cycle through other functions.

## Displaying a payment cycle's status

To display a payment cycle's status, perform the following steps:

- 1 From the main menu select *Supervisor Tasks*.
  - 2 Select *Display payment cycle status* [DPCS]. The system displays a screen similar to Figure 5-26.
-

7/25/2008 09:53:49 Display Payment Cycle Status PLGCHWD PLDCHWD					
Enter a locate field and press Enter.					
Loc	Payment Cycle	Session	Bank Account	Payment Currency	Payment Date Status
	PYMT ADJ	5560	AMS		8 = Active Paying
	PYMT ADJ	5561	AMS		9 = Completed
	PYMT ADJ	5562	AMS		8 = Active Paying
	PYMT ADJ	5563	AMS		9 = Completed
	PYMT ADJ	5564	SYSTEM		8 = Active Paying
	PYMT ADJ	5565	ELETTERS02		9 = Completed
	PYMT ADJ	5566	LETTER01		9 = Completed
	PYMT ADJ	5567	555-123		9 = Completed
	PYMT ADJ	5568	CB ACCOUNT		9 = Completed
	PYMT ADJ	5569	555-123		9 = Completed
	PYMT ADJ	5570	IBAN		8 = Active Paying
	PYMT ADJ	5571	ELETTERS02		9 = Completed
	PYMT ADJ	5572	AMS		8 = Active Paying
					MORE...

F2=Function keys F3=Exit F5=Refresh F10=Quick access F24=More keys

Figure 5-26: Display Payment Cycle Status screen

The system displays an entry for each payment cycle and sorts the entries by payment cycle name.

A payment cycle can have any of the following statuses:

<b>Ready</b>	The payment cycle is available for the invoice selection and session creation process.
<b>Selecting</b>	The system is selecting invoices and producing the Cash Requirements report.
<b>Available/Authorization</b>	The system has selected invoices for inclusion in the cycle's current payment session. The session is available for changes or payment authorization.
<b>Clearing</b>	The system is clearing selected invoices from the session and returning the payment cycle status to <b>Ready</b> .
<b>Approved</b>	The payment cycle's session has been approved for a payment run.
<b>Paying</b>	Payments have been submitted for processing, but the job has not started.

**Active Paying**      The payment run is in progress.

**Completed**        The payment run is complete.

3 When done viewing the status of the payment cycles, exit this function.

# Updating a payment session's status

## Overview

The purpose of updating a session's status is to allow processing to continue if:

- A batch is locked because of a power failure or abnormal termination.
- You must delete a payment session.

## Updating payment session status

To update the status of a payment session, perform the following steps:

- 1 From the main menu select *Supervisor Tasks*.
- 2 Select *Update payment session status* [UPSS]. The system displays a screen similar to Figure 5-27.

```

7/25/2008 09:53:49  Display Payment Cycle Status  PLGCHWD  PLDCHWD
-----
Enter a locate field and press Enter.

      Payment      Bank      Payment  Payment
      Cycle      Session  Account  Currency  Date      Status
Loc  -----
PYMT ADJ  5560  AMS                8 = Active Paying
PYMT ADJ  5561  AMS                9 = Completed
PYMT ADJ  5562  AMS                8 = Active Paying
PYMT ADJ  5563  AMS                9 = Completed
PYMT ADJ  5564  SYSTEM            8 = Active Paying
PYMT ADJ  5565  ELETTERS02        9 = Completed
PYMT ADJ  5566  LETTER01          9 = Completed
PYMT ADJ  5567  555-123           9 = Completed
PYMT ADJ  5568  CB ACCOUNT        9 = Completed
PYMT ADJ  5569  555-123           9 = Completed
PYMT ADJ  5570  IBAN              8 = Active Paying
PYMT ADJ  5571  ELETTERS02        9 = Completed
PYMT ADJ  5572  AMS                8 = Active Paying
                                     MORE...
-----
F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys

```

Figure 5-27: Update Payment Session Status screen

This screen identifies payment session with a status of one of the following:

<b>Paying</b>	Payments have been submitted for processing, but the job has not started.
<b>Active Paying</b>	The payment run is in progress.

3 You can perform either of the following actions at this screen:

- To update the session's status, select the session. Type **22** (Update session status) and press Enter.

The system resets the session's status to **Authorized**.

- To delete the session, select the session. Type **4** (Delete) and press Enter.

**WARNING!** You can delete a session only if the session's status is **Paying**. You cannot delete a session once the status is **Active Paying**.

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

- Removes the session from the system and returns the payment cycle to availability for creating a new session
- Permanently deletes the session number that was associated with the deleted session and does not reuse this number

4 When done with this screen, exit this function.

## Unlocking payment sessions

Use the *Unlock payment session* function to unlock one or more payment sessions that have become locked in the process of selecting invoices.

A payment session becomes locked when a user maintains the session by using a function such as *Work with payment selections*. The *Unlock payment session* function initially displays payment sessions that have a session lock field value that equals 1 and a session status field that equals 3 (Available for authorization). The sessions are displayed in ascending payment cycle/session order.

You can unlock a session locked by an inactive job, and you can unlock a session that is locked and whose lock fields are blank/zero.

You can display information about the job locking the session. These PL functions record the name, number, and user associated with the job locking a payment cycle:

- *Work with payment selections*
- *Work with manual payments*
- *Process payments*
- *Work with payment adjustments*

If the job locking a session is not currently active, the session can be unlocked. When the job locking a session is active and you try to unlock the session, an error message is displayed stating the session cannot be unlocked.

To unlock payment sessions:

- 1 From the Infinium PL main menu select *Supervisor Tasks*.
  - 2 Select *Unlock payment session* [PLIULP]. The Unlock Payment Session selection screen, shown below, is displayed.
-

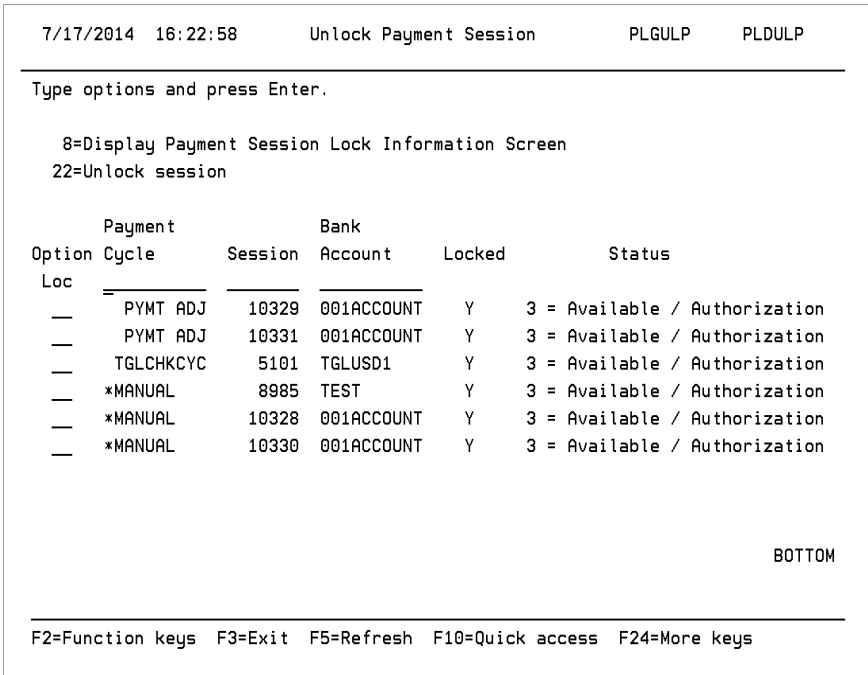


Figure 5-28: Unlock Payment Session selection screen

On the Unlock Payment Session selection screen you can initially view all locked payment sessions.

Use the locate fields to filter the list by payment cycle, payment session, or bank account. The locate functionality is performed one field at a time. You can display the lock information for a payment session and unlock the payment session. After you unlock a payment session, it remains in the subfile as an unlocked session until you press F5 to refresh the list.

3 Use the information below to complete this screen.

*Loc Payment Cycle*

Type the payment cycle for the payment session that you want to locate.

*Loc Session*

Specify the payment session that you want to locate.

*Loc Bank Account*

Specify a bank account for the payment session that you want to locate.

*Option*

Select the option to perform on the locked payment session. Valid values are:

- 8** Display payment session lock information
- 22** Unlock session

**4** To view lock information for a specific payment session, type **8** in the *Option* field next to a session and press Enter. The Display payment session lock information window, shown below, is displayed.

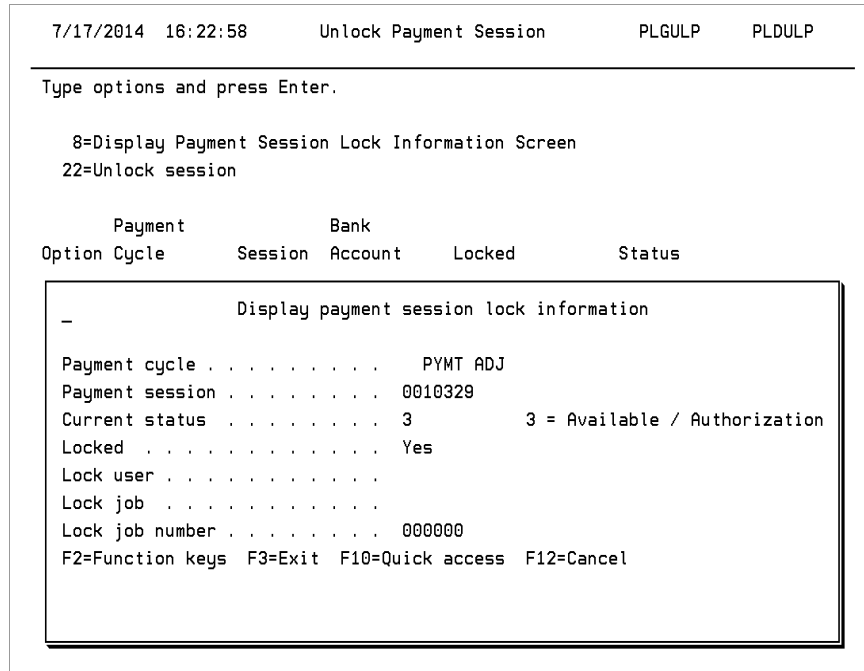


Figure 5-29: Display payment session lock information window

- 5** Press F12 to return to the Unlock Payment Session selection screen.
- 6** To limit the display to a subset of payment sessions, press F17. The Unlock Payment Session subset screen, shown below, is displayed.



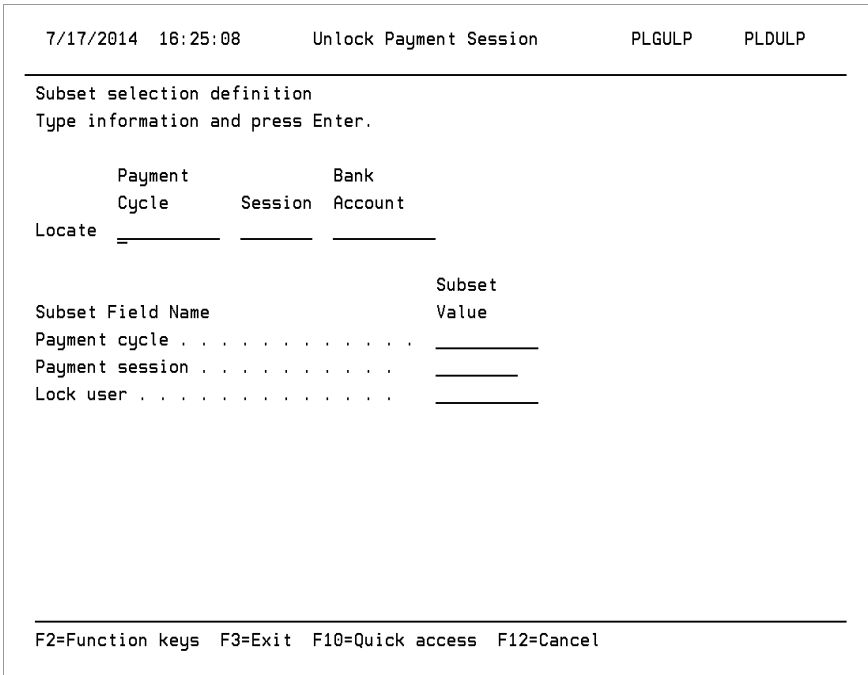


Figure 5-30: Unlock Payment Session subset screen

On the Unlock Payment Session subset screen you can specify values used to limit the payment sessions displayed.

Enter either a payment cycle, a session, or a bank account in the *Locate* field to locate a payment session. The payment session that you specify on this screen is then displayed above the list of sessions on the Unlock Payment Session selection page.

You can enter any combination of subset fields to create a list of locked payment sessions that match the selection criteria for a payment cycle, a payment session, and a lock user.

You can specify both locate and subset fields.

7 Use the information below to complete this screen.

*Locate Payment Cycle*

Type the payment cycle of the payment session that you want to locate.

*Locate Session*

Type the payment session that you want to locate.

*Locate Bank Account*

Type the bank account of the payment session that you want to locate.

***Subset Payment cycle***

Specify the payment cycle. A list of payment sessions containing this payment cycle is displayed when you press Enter.

***Subset Payment session***

Specify the company and internal ID. A list of payment sessions containing this session is displayed when you press Enter.

***Subset Lock user***

Specify a user. A list of payment sessions locked by this user is displayed when you press Enter.

- 8 Press Enter to display the subset of locked payment sessions.
  - 9 Type **22** in the *Option* field next to one or more locked payment sessions and press Enter to unlock the payment sessions.
-

---

# Chapter 6 Creating Payment Adjustments and Manual Payments

# 6

This chapter contains information about creating payment adjustments, voiding payments and reversing invoices, and creating manual payments during payment processing.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview	6-2
Creating payment adjustments	6-3
Voiding payments and reversing invoices	6-9
Working with manual payments	6-19

## Overview

The previous chapter of this guide explained how to use payment cycles to prepare and generate payments.

This chapter explains three other payment processing tasks:

- Creating payment adjustments

The *Work with payment adjustments* function allows you to void payments and to stop payments

- Voiding payments and reversing invoices

The *Void payments & reverse invoices* function allows you in one step to:

- Void one or more payments
- Automatically create reference invoices to offset the original invoices
- Mark all as paid

- Manually generating payments

The *Work with manual payments* function allows you to prepare and generate payments without using the *Process payments* function and allows you to track damaged payment forms for auditing purposes

## Objectives

After completing this chapter, you should be able to:

- Void payments
  - Void payments and reverse invoices
  - Create manual payments
  - Account for damaged payment forms
-

# Creating payment adjustments

## Overview

The *Work with payment adjustments* function allows you to do the following. These are interactive tasks:

- Void or unvoid existing payments
- Indicate that you have asked the bank to stop a payment.

If you need to make an adjustment to an invoice that has been partially or fully paid, use the *Work with invoice adjustments* function.

The following rules and processes apply to voiding, unvoiding, and stopping payments:

- You cannot stop a payment that has already been voided.

If you want to both stop and void a payment, first stop the payment and then void the payment.

If you need to stop a payment that has already been voided, unvoid the payment, stop the payment and then revoid the payment.

- When you void a payment, the system does not perform any currency rate conversions. The system reverses the payment using the currency information from the original payment.

Note that you cannot void escheated checks in the *Work with Payment Adjustments* function.

## Creating payment adjustments

To create a payment adjustment, perform the following steps:

- 1 From the main menu select *Payments*.
  - 2 Select *Work with payment adjustments* [WWPA]. The system displays a screen similar to Figure 6-1.
-

The V column indicates whether a payment is already voided.

The S column indicates whether a payment is stopped.

The R column indicates whether a payment is voided and reversed.

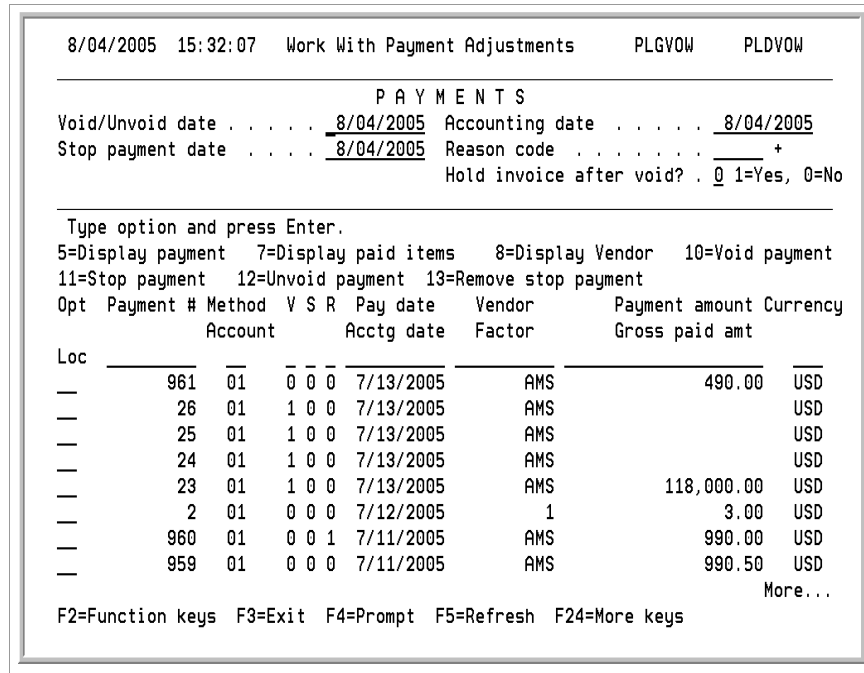


Figure 6-1: Work With Payment Adjustments selection screen

The system sorts the listed payments in descending order by payment date (most recent first), and then by bank account, payment method, and payment number.

### Voiding a payment

- To void a payment, select the payment. Type **10** (Void payments) and press Enter.

You can select multiple payments if the same date, accounting date, reason, and hold status are to apply to all those payments.

You can select all of the listed payments by selecting the first payment with **10** and then pressing the repeat key, F13, to repeat the **10** for every listed payment. You can use F17 to display a subset of the payments before applying this procedure.

Complete the following fields at the top of the screen to provide information about the void:

#### Void/Unvoid date

Type the actual date that the payments are voided or unvoided.

### *Accounting date*

Type the accounting date that the system is to use for determining the period for which to record the appropriate entries.

### *Reason code*

Type or select the code that identifies the reason for this voiding.

You use the *Work with codes* function to create reason code values for code type **RSN**. Refer to the *Infinium PL Guide to Controls*.

The system prints the reason codes for all voids and stop payments on the Payment Register.

### *Hold invoice after void?*

To hold all invoices related to a payment after you void the payment, specify yes in the *Hold invoice after void?* field. Once you place invoices on payment hold, you cannot pay those invoices until you release them individually.

## Unvoiding a voided payment

- 4 If you void a payment by mistake, select the payment. Type **12** (Unvoid payment) and press Enter to remove the void status from that payment.

Once you unvoid a payment, you can void that payment only one more time; this is called a re-void.

## Stopping a payment

- 5 To indicate that you have asked the bank to stop a payment, select the payment. Type **11** (Stop payment) and press Enter and complete the relevant fields at the top of this screen.

The system does not create any accounting entries.

The following field applies only to stopping payments:

### *Stop payment date*

Type the date on which you asked the bank to stop this payment.

You can later void the payment or remove the stop payment status.

- 6 When done performing a task at this screen, press Enter. The system displays a confirmation screen similar to Figure 6-2.
-

```

8/04/2005 15:37:46 Work With Payment Adjustments PLGVOW PLDVOW
-----
Confirmation Screen
You have requested the following payment adjustments.
Press Enter to confirm choices, or press Cancel to ignore.

Void/Unvoid date . . . . : 8/04/2005 Accounting date . . . . : 8/04/2005
Stop payment date . . . . : 8/04/2005 Reason code . . . . . : DAMAG +
Hold invoice after void? . 0

-----
Adjust Payment # Method V S R Pay date Vendor Payment amount Cur
Account Acctg date Factor Gross paid amt
VOID 1234568 01 0 0 0 3/09/2005 CABRAL 3,291.99 USD

More...

-----
F2=Function keys F4=Prompt F10=Quick access F11=More F12=Cancel

```

Figure 6-2: Work With Payment Adjustments confirmation screen

If you have not yet specified a reason code, you must now specify that code.

- 7 Review the information on this screen. When you press Enter, the system:
  - Interactively processes your selections
  - Makes the appropriate accounting entries for voids and unvoids
  - Returns you to the Work With Payment Adjustments selection screen shown in Figure 6-1.
- 8 When the system returns you to the Work With Payment Adjustments selection screen, either repeat the preceding steps for the next voiding or stop payment task, or, if done with this function, exit.

The system displays the Payment Adjustments Exit Options window.



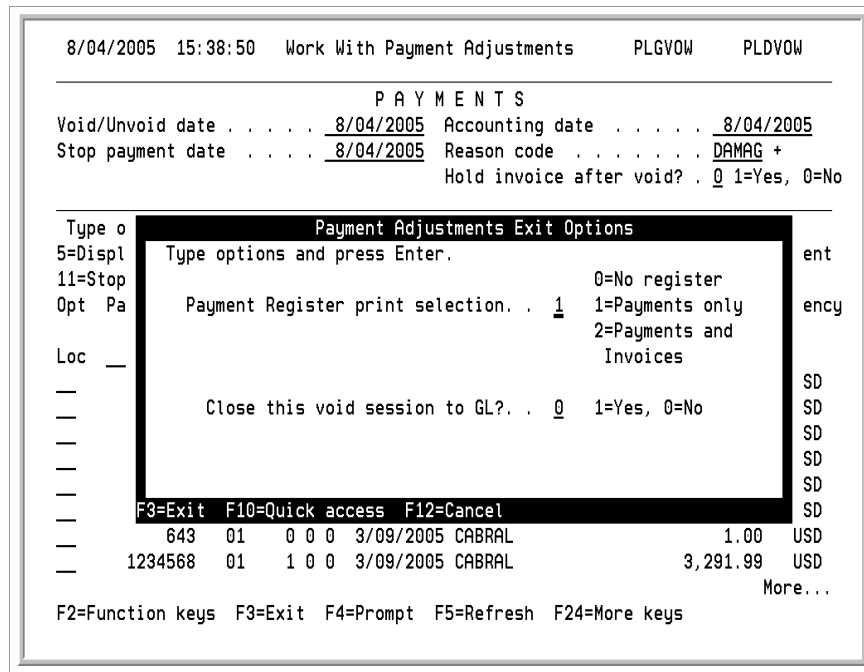


Figure 6-3: Payment Adjustments Exit Options window

This screen allows you to specify details for the Payment Register and whether to close a voiding session to the general ledger.

9 Use the following information to complete this window's fields:

*Payment Register print selection*

Use to define the contents of the register or to specify not printing the register.

You can also use the *Print payment register* function to generate a Payment Register.

*Close this void session to GL?*

The default in this field, and your choice of action, depend on a setting in your entity controls.

- If your entity controls specify automatic closing to the general ledger, the default value in this field is yes, close to the general ledger now.
- If you change the default, choosing to not close at this time, you must later use the *Close and transfer to GL* function to close the entries.
- If your entity controls do not specify automatic closing to the general ledger, the default value in this field is specified as no and you cannot change that default value.

- 10** When done with this window, press Enter. The system saves your changes and, if you so specified, prints a Payment Register.

If you exit rather than press Enter, the system exits the window without submitting your changes.

---

# Voiding payments and reversing invoices

## Overview

The *Void payments & reverse invoices* function allows you in one step to:

- Void one or more payments
- Automatically create reference invoices to offset the original invoices
- Mark all as paid to complete the reversal process
- Undo a voided reversed transaction

The following rules and processes apply to voiding payments:

- The payment has not cleared.
- No other user is currently working with that payment.
- No partial payments were made with the check. If any invoice related to the payment was partially paid by the selected payment, the void process cannot occur.

Note that you cannot void and reverse an escheated check.

## Voiding payments and reversing invoices

To create a payment adjustment, perform the following steps:

- 1 From the main menu select *Payments*.
  - 2 Select *Void payments & reverse invoices* [VPRI]. The system displays a screen similar to Figure 6-4.
-

```

8/03/2005 12:11:07 Void Payments & Reverse Invoices  PLGVPRIB  PLDVPRIB

P A Y M E N T S
Void/Reverse date . . . . . 8/03/2005 Accounting date . . . . . 8/03/2005
Reason code . . . . . _____ + Close void/reverse to GL? 0 1=Yes, 0=No
Payment Register print selection 1 0=No register, 1=Payment, 2=Payment & Invoice

Type option and press Enter.
5=Display payment 7=Display paid items 8=Display vendor 10=Void/Reverse
Opt Payment # Method S Pay date Vendor Payment amount Currency
Account Acctg date Factor Gross paid amt
Loc
-----
  977 01 0 7/18/2005 AMS 971.00 USD
  975 01 0 7/15/2005 AMS 200.00 USD
  972 01 0 7/15/2005 AMS 199.00 USD
  971 01 0 7/14/2005 AMS 200.00 USD
  970 01 0 7/14/2005 AMS 1,050.00 USD
   9 01 0 7/14/2005 AMS 5,000.00 CAD
  28 01 0 7/14/2005 AMS 118,000.00 USD
   3 01 0 7/14/2005 PG VENDOR1 100.00 USD
More...

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

```

Figure 6-4: Void Payments & Reverse Invoices payment selection screen

The system sorts the listed payments in descending order by payment date (most recent first), and then by bank account, payment method, and payment number.

- 3 To simultaneously void one or more payments and automatically create and reverse invoices, complete the fields at the top of the screen to provide information about the void. Type **10** (Void/Reverse) in the *Opt* field next to the appropriate payments.

To help you find the appropriate payment, you can:

- Use F17 to display a subset of the payments before applying this procedure.
- Use the locate fields to specify a payment number, payment method, account, stopped payment code, payment date, accounting date, vendor, factor payment amount, gross paid amount, or currency. After you press Enter, the system repositions the list of payments to start with the payment that meets your locate criteria.

- 4 Use the information below to complete the fields at the top of the screen.

#### *Void/Reverse date*

Type the actual date for the system to void the payment. The void date cannot precede the payment date.

### *Accounting date*

Type the accounting date for the system to use to determine the period for which to record the appropriate entries. The accounting date cannot precede the accounting date of the payment you are voiding.

### *Reason code*

Select the code that identifies the reason for this void.

You use the *Work with codes* function to create reason code values for code type **RSN**. Refer to the *Infinium PL Guide to Controls*.

The system prints the reason codes for all voided payments on the Payment Register.

### *Close void/reverse to GL?*

Specify whether the system will automatically close this session to Infinium General Ledger. If the *Automatic close to GL?* field on the entity controls is no, you cannot change the value in this field.

### *Payment Register print selection*

Specify how the system will print the payment register. Valid values for this field are:

- 0** Do not print the payment register.
- 1** Print the payment register only for payments.
- 2** Print the payment register for payments and invoices.

- 5** After you complete the required fields and select the payments to void/reverse, press Enter. The system displays a confirmation screen similar to Figure 6-5.
-

```

8/03/2005 14:13:33 Void Payments & Reverse Invoices  PLGVPRIB  PLDVPRIB
-----
Confirmation Screen
You have requested the following void payment & reverse invoice.
Press Enter to confirm choices, or press Cancel to ignore.

Void/Reverse date . . . . : 8/03/2005  Accounting date . . . . : 8/03/2005
Reason code . . . . . : _____ +   Close void/reverse to GL?: 0 1=Yes, 0=No
Payment register print selection: 1 0=No register,1=Payment,2=Payment & Invoice
-----
Adjust Payment #  Method  $   Pay date  Vendor      Payment amount  Cur
                   Account  Acctg date  Factor      Gross paid amt
VD/REV           970    01    0   7/14/2005    AMS              1,050.00 USD
-----
Bottom

F2=Function keys  F4=Prompt  F10=Quick access  F11=More  F12=Cancel

```

Figure 6-5: Void Payments & Reverse Invoices confirmation screen

- 6 If you did not specify a reason code on the previous screen, you must specify that code now.
- 7 Review the information on this screen. You can press F12 to cancel and return to the previous screen or press Enter to continue.

When you press Enter, the system returns you to the Infinium PL main menu and:

- Voids the selected payments, one payment at a time
- Creates reference invoices and makes the appropriate accounting entries for the voided payments and the reference invoices
- Creates a session for each voided payment and creates a session for each referenced invoice related to the voided payment
- Proofs and posts the referenced invoice sessions
- Creates a proof and post register for each referenced invoice session

If the proof fails, use the *Work with invoice entry* function to fix the errors or fix them in Infinium GL or the source application and then repost the referenced invoices.

- Creates a payment register for each referenced invoice session
- Provides an audit trail with details about the voided payment and the reversed invoice

Please note the following:

- You can use the *Work with invoice adjustment* function to adjust the original and the referenced invoices.
- The original invoices and the referenced invoices appear as paid in the *Analytical inquiry* function.
- Neither the original nor the referenced invoices are eligible for repayment in the *Work with manual payments* function or in payment cycle processing.
- If the system creates an invoice as a result of a void/reverse, the system does not perform proration when it posts the session to open payables.

## Undoing voided payments and reversing invoices

You can undo a previously executed Void Payment and Reverse Invoice transaction.

After you undo the void/reverse transaction, you can enter the Void/Reverse transaction a second time. You cannot, however, undo the second void/reverse transaction. This follows the same logic provided in the *Work with payment adjustments* function.

Payment adjustments	Void reverse
Void	Void/Reverse
Unvoid	Undo Void/Reverse
Re-void	Void/Reverse a second time

To undo a voided/reversed payment:

- 1 From the Void Payments & Reverse Invoices payment selection screen shown in Figure 6-4, press F14. The Void Payment & Reverse Invoices Voided/Reversed Payment screen, shown below, is displayed.

```

7/18/2014 14:15:07 Void Payments & Reverse Invoices  PLGUVPRI  PLDUVPRI
-----
                               VOIDED/REVERSED PAYMENTS
Undo Void/Reverse date . . 7/18/2014 Accounting date . . . . . 7/18/2014
Reason code . . . . . _____ + Close to GL? . . . . . @ 1=Yes, 0=No
Print payment register . . 1 0=None,1=Payment,2=Payment and Invoice
-----
Type option and press Enter.
5=Display payment 7=Display paid items 8=Display vendor 11=Undo void/reverse
Opt Payment # Account Void/Rev Date Vendor Payment Amount Currency
Acctg date
-----
 4 JACCT2 6/23/2014 HONDA 20.00 USD
1209691 001ACCOUNT 6/03/2014 HONDA 100.00 CAD
1209692 001ACCOUNT 6/03/2014 HONDA 100.00 CAD
1209690 001ACCOUNT 6/02/2014 HONDA 452.00 USD
1209621 001ACCOUNT 4/30/2014 HONDA 100.00 USD
1209613 001ACCOUNT 4/30/2014 HONDA 6.00 USD
040814 ACCOUNT 4/08/2014 KLATU 1,111.00 USD
 1073 AMS 4/07/2014 HONDA 3,000.00 USD
-----
MORE...
-----
F2=Function keys F3=Exit F4=Prompt F5=Refresh F24=More keys

```

Figure 6-6: Void Payments & Reverse Invoices voided/reversed payment selection screen

A subfile of payments that were previously voided and their respective invoices reversed is displayed. Only those payments in the form of checks are displayed.

As you can perform the undo void/reverse action only once for a payment, checks for which a void/reverse has already been undone are not listed.

The system sorts the listed voided/reversed payments in descending order by payment date (most recent first), and then by bank account, payment method, and payment number.

From the list, you can select one or more voided/reversed checks and undo the void/reverse transactions. The check and the original invoice are set back to a paid status. The referenced invoice created with the original void/reverse transaction is offset by a new referenced invoice. Audit trail information is captured to reflect all of the actions performed during the undo of the void/reverse.

- 2 To simultaneously undo the void of one or more payments and automatically create and reverse invoices, complete the fields at the top of the screen. Type 11 (Undo void/reverse) in the *Opt* field next to the appropriate voided/reversed payments.

To help you find the appropriate payment, you can:



- Use F17 to display a subset of the voided/reversed payments before applying this procedure.
- Use the locate fields to specify a voided/reversed payment number, payment method, account, stopped payment code, payment date, accounting date, vendor, factor payment amount, gross paid amount, or currency. After you press Enter, the system repositions the list of voided/reversed payments to start with the payment that meets your locate criteria.

Other available actions from the Void Payment & Reverse Invoices Voided/Reversed Payments screen are:

- Press F11 (Alternate View) to display a second line of data for each payment.
- Press F14 (All payments) to return to the initial Void Payments & Reverse Invoices screen, showing all payments.

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

#### *Undo Void/Reverse date*

Type the actual date to undo the void/reverse transaction for the payment. This date cannot precede the void reverse date.

#### *Accounting date*

Type the accounting date to use to determine the period to record the appropriate entries. This date cannot precede the accounting date of the payment for which you are undoing the void/reverse.

#### *Reason code*

Select the value that identifies the reason for undoing this void/reverse transaction (code type RSN).

Reason codes for void/reverse transactions and undo void/reverse transactions are printed on the Payment Register.

#### *Close to GL?*

Specify whether this session is automatically closed to Infinium General Ledger. If *Automatic close to GL?* on the entity controls is set to no, you cannot change this value.

#### *Print payment register*

Specify whether to print the payment register. If you print the payment register, you can either print it for payments only or for both payments and invoices. Valid values are:

---

- 0** Do not print the payment register.
- 1** Print the payment register only for payments.
- 2** Print the payment register for payments and invoices.

#### *Opt*

Use this field to select a payment from the list. Valid values are:

- 5** Display payment
- 7** Display paid items
- 8** Display vendor
- 11** Undo void/reverse

#### *Payment #*

Type a payment number by which to locate the list of payments. You can type the entire number or a partial number.

#### *Account*

Specify an account by which to locate the list of payments.

#### *Void/Rev Date Acctg date*

Specify a void/reverse date by which to locate the list of payments.

#### *Vendor*

Specify a vendor number by which to locate the list of payments.

#### *Payment Amount*

Specify a payment amount by which to locate the list of payments.

#### *Currency*

Specify a currency by which to locate the list of payments.

- 4** After you complete the required fields and select the payments to undo the void/reverse, press Enter. The Void Payments & Reverse Invoices undo confirmation screen, shown below, is displayed.
-

```

7/18/2014 14:17:14 Void Payments & Reverse Invoices PLGUVPRI PLDUVPRI
-----
Confirmation Screen
You have requested to undo the void/reverse previously performed on the
payments listed below. Enter to confirm choices, or Cancel to ignore.

Undo Void/Reverse date . . 7/18/2014 Accounting date . . . . . : 7/18/2014
Reason code . . . . . =_____ + Close to GL? . . . . . 0 1=Yes, 0=No
Print payment register . : 1 0=None,1=Payment,2=Payment and Invoice
-----
Adjust Payment # Account Void/Rev Date Vendor Payment Amount Cur
Acctg date
UNVOID 1209691 001ACCOUNT 6/03/2014 HONDA 100.00 CAD

BOTTOM
-----
F2=Function keys F4=Prompt F10=Quick access F11=More F24=More keys

```

Figure 6-7: Void Payments &amp; Reverse Invoices undo confirmation screen

- 5 If you did not specify a reason code on the previous screen, you must specify that code now.
- 6 Review the information on this screen. You can press F12 to cancel and return to the previous screen or press Enter to continue.

When you press Enter, the system returns you to the Infinium PL main menu and:

- Undoes the void/reverse of the selected payments, one payment at a time
- Creates reference invoices and makes the appropriate accounting entries for the unvoided payments and the reference invoices
- Creates a session for each unvoided payment and creates a session for each referenced invoice related to the unvoided payment
- Proofs and posts the referenced invoice sessions
- Creates a proof and post register for each referenced invoice session

If the proof fails, use the *Work with invoice entry* function to fix the errors or fix them in Infinium GL or the source application and then repost the referenced invoices.

- Creates a payment register for each referenced invoice session

- Provides an audit trail with details about the unvoided payment and the reversed invoice
-

# Working with manual payments

## Overview of manual payment processing

The *Work with manual payments* function allows you to do the following:

- Create manual payments for new or existing and posted invoices, and existing recurring invoices
- If you have not yet created the invoice record in Infinium PL, you can create and post the invoice within this function. The system interactively posts all invoices that you create within this function regardless of the posting level specified in your user security.
- Track missing or destroyed payment forms for auditing purposes

If your PL administrator sets up the system to authorize the printing of checks, the system can produce payment forms when you create manual payments and you select to print checks. The system also prints a Payment Register.

## Entering and generating manual payments

To enter manual payments, perform the following steps:

- 1 From the main menu select *Payments*.
  - 2 Select *Work with manual payments* [WWMP]. The system displays a screen similar to Figure 6-8.
-

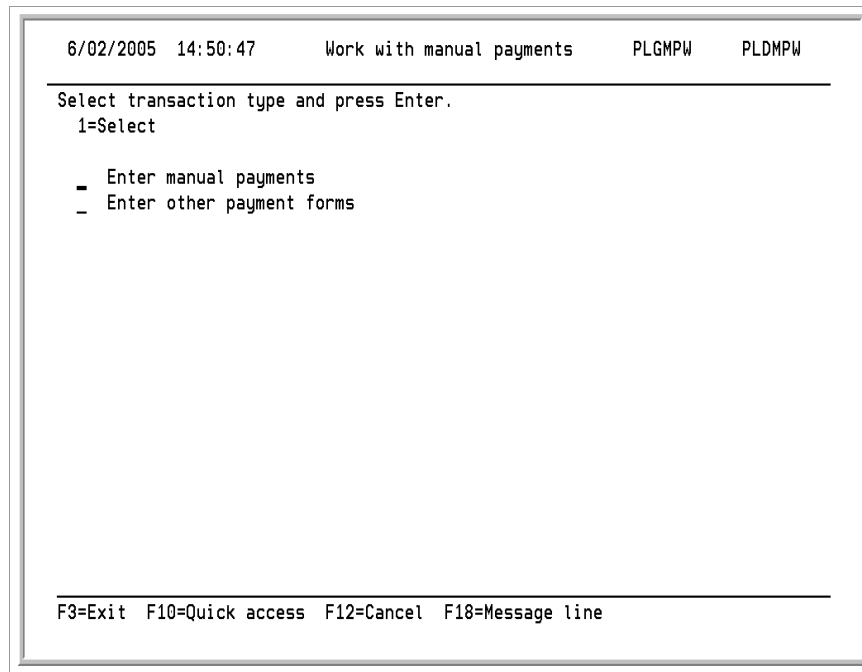


Figure 6-8: Work with manual payments selection screen

**3** Select *Enter manual payments* and press Enter. Valid values for this field are:

- 1** Yes, enter manual payments.
- 0** No, do not enter manual payments.

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

---

```

6/07/2005 08:59:03      Work with manual payments      PLGMPW      PLDMPW
Enter manual payment

Payment company . . . . . AMS +      Payment division . . . 001 +
Bank account . . . . . AMS +      AMS USD ACCOUNT
Payment method . . . . . 01 +      Checks
Print checks? . . . . . 1          1=Yes, 0=No

-----

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

```

Figure 6-9: Work with manual payments screen 1

- 4 Complete all of the fields on this screen. The value in the *Print checks?* field must be no if the value in the *Payment method* field is not **01**.

The system displays the *Print Checks?* field only if you specify yes in the *Allow check printing?* field on the Work With User Security Payment Processing Security screen.

You can use the actions below to create invoices to be included in the manual payment:

- F6=Create invoices – to add new invoices to the manual payment. See the “Processing Standard Invoices” chapter in this guide for more information on creating invoices.
  - F20=Recurring Inv – to add new invoices from existing recurring invoices to the manual payment. See the “Processing Non-standard Invoices and Posted Invoices” chapter in the guide for more information on recurring invoices.
- 5 When you have completed the fields at the top of the Work with Manual Payments screen and have created any new invoices that are to be included in this manual payment, press Enter.

The system displays additional Work with Manual Payments screen fields as illustrated in Figure 6-10.

```

7/13/2005 15:54:25      Work with manual payments      PLGMPW      PLDMPW
Enter manual payment

-----
Payment company . . . . . : AMS          Payment division . . . . : 001
Bank account . . . . . : AMS          AMS USD ACCOUNT
Payment method . . . . . : 01          Checks
Print checks? . . . . . : 1           1=Yes, 0=No
-----

Payment date . . . . . : 7/13/2005   Accounting Date . . . : 7/13/2005
Vendor . . . . . : _____ +      -or Short name . . . : _____ +
Factor . . . . . : _____ +      -or Short name . . . : _____ +
Remit to address . . . . : _____ +
Payment currency . . . . : USD +
Payment amount . . . . . : _____ .00
-----

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

```

Figure 6-10: Work with manual payments screen 2

You can still press F6 to add new invoices at this point.

#### 6 Complete the following required fields:

- *Payment date* (the default is the system date)
- *Accounting Date* (the default is the system date)
- One of:

*Vendor*  
*or Short name*

- *Payment amount*

*Payment reference number*

This field does not display when the value in *Print checks?* is yes. When you print a check, the system populates this field with the next available check number. For manual payments, the system does not automatically assign a payment number. You must type the number.

*Payment currency*

If you are using multi-currency processing, also specify the payment currency. The default is the payment currency that is specified in the bank account's controls.



If this bank account does not have payment currency restrictions, you can change the default to any currency.

- When done completing this screen's fields, press Enter to select existing invoices for this payment. The system displays a screen similar to Figure 6-11.

```

6/07/2005 10:01:26          Select Invoices          PLGSLINV  PLDSLINV

Payment Session . . . . . : 6237      Payment Cycle . . . . . *MANUAL
Vendor . . . . .           : AMS       AMS
Short name . . . . .      : AMS       Payment date . . . . . : 6/07/2005

Type options and press Enter.
  1=Select invoice  8=Display 17=Notes

      Invoice ID      Held? Due date      Open amount      Currency
Option Internal ID  Invoice date  Company/division  Reference Invoice
-   KS0526 #2        0  6/25/2005      4,950.00      USD
      AMS - 000003949  5/26/2005      AMS / 001
-   FDA              0  6/26/2005      100.00      USD
      AMS - 000003968  5/27/2005      AMS / 001
-   AMS WEB TEST #5  0 11/03/2002      500.00      CAD
      AS6 - 000000003 10/04/2002      AS6 / 002
-   MJ05280905 TEST 100 1  8/08/2003      906.57      USD
      CCD - 000033734  7/09/2003      CCD / 001
-   ML10240921-1    0  7/27/2002      113.00      USD
      C2D - 000000568  6/27/2002      C2D / MARINA
                                          More...

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

```

Figure 6-11: Select Invoices screen

This screen identifies all invoices for the selected vendor that meet all of the following criteria:

- An open amount
  - The payment currency you specified on the previous screen or an asterisk for a payment currency (that is, can be paid in any currency)
  - A record that is not currently locked by another user
- Select an invoice that is to be included in this manual payment. Type 1 (Select) in the *Opt* column next to each invoice that is to be included in this manual payment and press Enter to save your selections.
  - Cancel to return to the Work with Manual Payments screen as shown in Figure 6-12.

```

_ 6/07/2005 09:08:58      Work with manual payments      PLGMPW      PLDMPW
Enter manual payment

-----
Payment company . . . . . : AMS          Payment division . . . . : 001
Bank account . . . . . : AMS          AMS USD ACCOUNT
Payment method . . . . . : 01         Checks
Print checks? . . . . . : 1          1=Yes, 0=No
-----
                                     Session . . . . : 6221
Payment date . . . . . : 6/07/2005    Accounting Date . . . . : 6/07/2005
Vendor . . . . . : AMS                AMS
Factor . . . . . :
Remit to address . . . . : BOTH        Hyannis
Payment currency . . . . : USD         UNITED STATES DOLLAR
Payment amount . . . . . : 95.00
Selected amount . . . . . : 100.00
Remaining balance . . . . : 5.00-
-----

F2=Function keys  F3=Exit  F5=Display invoices  F24=More keys

```

Figure 6-12: Work with manual payments screen 3

Now that you have selected the invoices to be included in this payment, the system displays the payment amount, the total amount of selected invoices that are not held, and any difference between these two.

**10** If the payment amount does not equal the selected amount, you can:

- Select more invoices to be included (press F7)
- Create new invoices (press F6 to create new invoices and then press F7 to select those invoices for inclusion in the payment)
- Remove invoices from the payment (press F5)
- Update the payment amount to equal the selected amount (press F21)

When you press F21 to adjust the amount, the system displays a screen similar to Figure 6-13.

```

_ 6/07/2005 09:10:10      Work with manual payments      PLGMPW      PLDMPW
Enter manual payment

Payment company . . . . . : AMS      Payment division . . . . : 001
Bank account . . . . . : AMS      AMS USD ACCOUNT
Payment method . . . . . : 01      Checks
Print checks? . . . . . : 1      1=Yes, 0=No

Session . . . . . : 6221
Payment date . . . . . : 6/07/2005      Accounting Date . . . . : 6/07/2005
Vendor . . . . . : AMS      AMS
Factor . . . . . :
Remit to address . . . . : BOTH      Hyannis
Payment currency . . . . : USD      UNITED STATES DOLLAR
Payment amount . . . . . : 100.00
Selected amount . . . . . : 100.00
Remaining balance . . . . : .00

F21=Adjust payment  F24=More keys

```

Figure 6-13: Work with manual payments screen 3 with adjusted amount

- 11 When the payment amount equals the selected amount, press Enter twice to create the payment interactively and to print a Payment Register or to display a screen similar to Figure 6-14 if you are creating an on-demand check.

```

6/07/2005 09:11:27      Work with manual payments      PLGMPW      PLDMPW
Enter manual payment

Payment company . . . . . : AMS      Payment division . . . . : 001
Bank account . . . . . : AMS      AMS USD ACCOUNT
Payment method . . . . . : 01      Checks
Print checks? . . . . . : 1      1=Yes, 0=No

Payment date . . . . . :
Vendor . . . . . :
Factor . . . . . :
Remit to address . . . . :
Payment currency . . . . :
Payment amount . . . . . :
Selected amount . . . . . :
Remaining balanc . . . . :

Payment method . . . . . : 01
Checks
Starting payment reference . . . . . : 927
Number of alignment forms . . . . . : 0
Number of forms required . . . . . : 1

F21=Adjust payment  F24=More keys

```

Figure 6-14: Work with manual payments screen 3 with payment reference

- 12 Type a payment reference number, check number, for the manual payment. The system ensures that this number is available.
- 13 Press Enter.

## Removing or changing manual payment invoices

To remove or change a manual payment invoice, perform the following steps:

- 1 At the Work with Manual payments screen shown in Figure 6-12, press F5. The system displays a screen similar to Figure 6-15.

```

6/07/2005 09:16:53      Selected Invoices      PLGSIW1  PLDSIW1

Vendor . . . . . :      AMS Short name . . . : AMS
Factor . . . . . :      Address type . . . : BOTH
Pay method . . . . . : 01      Payment amount . . :      800.00
  Checks                               Selected/not held :      1,100.00
Payment currency . . . : USD      Remaining balance :      300.00-
                                       Payment date . . . : 6/07/2005

Type options and press Enter.
  2=Change 3=Hold 4=Delete 6=Release 8=Display 10=Approve 17=Notes

Option Invoice ID      Due Invoice      Selected
----- 1 AMSDSC15      6/23/2005  USD      991.00  0
----- 2 FDA          6/26/2005  USD      100.00  0

Bottom

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

```

Figure 6-15: Selected Invoices screen

The system displays a list of all the invoices you have selected for this payment.

Processing of this screen is similar to processing of the same screen during execution of the *Work with payment selections* function.

- 2 To change an invoice, select an invoice. Type 2 (Change) and press Enter.
- 3 To remove an invoice from the payment, select an invoice. Type 4 (Delete) and press Enter.

Deleting an invoice here removes the invoice only from this payment. It does not delete the invoice from the system.

- 4 Press Enter or cancel to return to the Work with Manual Payments screen.

## Creating a new invoice for a manual payment

To create a new invoice during preparation of a manual payment, perform the following steps:

- 1 At the Work with Manual payments screen shown in Figure 6-12, press F6. The system displays a screen similar to Figure 6-16.

```

6/07/2005 09:18:09      Invoice Header      PLGIEI      PLDIEI
-----
Session . . . . . : 18178

Reference invoice . . . . . - . . . . . +
Invoice type . . . . . 1 +
Vendor . . . . . AMS + -or Short name . . . . . +
Company . . . . . + Division . . . . . +
-----

F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys
Press Enter to continue.

```

Figure 6-16: Invoice Header screen

- 2 To create a new invoice for inclusion in this payment, type the invoice as you would during standard invoice entry. The system provides access to the usual invoice entry screens.
- 3 When you complete the invoice distributions, press Enter. The system interactively proofs and posts the invoice and returns you to the Invoice Header screen.

**Note:** If an invoice is created using the *Work with manual payments* function that requires approval, it does not successfully proof until it is approved. Use the *Work with unapproved invoices* function to approve the invoice and then

proof and post the invoice using the *Work with invoice entry* function. Then select the invoice for payment in either a payment cycle or in a manual payment session.

- 4 Cancel to return to the Work with Manual Payments screen.

To include a newly created invoice or newly created invoices in the payment, you must now press F7 to select the invoice or invoices at the *Work with manual payments* function's Select Invoices screen.

## Entering other payment forms

The *Enter other payment forms* function allows you to track missing or destroyed payment forms.

To enter other payment forms, perform the following steps:

- 1 From the main menu select *Payments*.
- 2 Select *Work with manual payments* [WWMP].
- 3 Select *Enter other payment forms* and press Enter. Valid values for this field are:
  - 1 Yes, enter other payment forms.
  - 0 No, do not other payment forms.

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

---

```
6/07/2005 09:19:13      Work with manual payments      PLGMPW      PLDMPW
-----
Enter other payment forms

Type information and press Enter.

Bank account . . . . . AMS      +  AMS USD ACCOUNT
Payment method . . . . . 01 +    Checks
Record date . . . . . 6/07/2005

-----

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

Figure 6-17: Work with manual payments screen 1

**4** Complete all of the fields on this screen.

*Record date*

The *Record date* is the date the system uses to record the transaction for auditing purposes.

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

```

6/07/2005 09:19:58      Work with manual payments      PLGMPW      PLDMPW
-----
Enter other payment forms

Type information and press Enter.

Bank account . . . . . : AMS              AMS USD ACCOUNT
Payment method . . . . . : 01              Checks
Record date . . . . . : 6/07/2005

-----
Session . . . . : 6224

From payment reference number  _____
To payment reference number .  _____
Void date . . . . .           _____
Reason code . . . . .         _____ +

-----

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

```

Figure 6-18: Work with manual payments screen 2

- 5 Use the following information to complete the fields on this screen:

*From payment reference number, To payment reference number*

The payment reference numbers you type cannot already be used by the system for a payment.

The system marks the specified payment numbers as voided.

*Reason code*

Type or select a reason code for this transaction. The reason code must have been defined for code type **RSN** by use of the *Work with codes* function.

- 6 Press Enter to mark these payment reference numbers as used. Press Enter a second time to confirm the action.



---

# Chapter 7 Closing Infinium PL to the General Ledger

# 7

This chapter contains information about closing accounting transactions to the general ledger and revaluing invoices that use foreign currencies.

If you do not install and use Infinium GL, your Information Services department must write a general ledger interface program to close accounting transactions to your general ledger. They must also type that program's name in the Infinium PL entity controls' *Journal creation* field.

The chapter consists of the following topics:

Topic	Page
Overview of closing Infinium PL to the general ledger	7-2
Closing to the general ledger	7-5
Printing the liability reclassification report	7-10
Revaluing foreign currency invoices	7-14
Updating a general ledger close status	7-19
Walking back from Infinium GL to Infinium PL	7-22

---

## Overview of closing Infinium PL to the general ledger

### Closing options

Infinium PL provides a choice of when to close to the general ledger:

- Each time you post invoices or pay invoices (specify yes in the entity controls' *Automatic close to GL* field)
- When you run the *Close and transfer to GL* function

If Infinium PL automatically closes to the general ledger, the system does the following each time that you post invoices or pay invoices:

- Closes invoices and payments to the general ledger in the accounting year and period on each invoice and payment immediately after the invoice or payment is posted to Infinium PL
- Does not update the closings to date counter for any company's division

When Infinium PL closes to Infinium GL, the system creates batches of journal entries. The system creates invoice and payment batches separately by expense company, year, period combination, currency, and payment session. To make the entries available for reporting in Infinium GL, a general ledger user must post the batches in Infinium GL unless you specified yes in the Infinium PL entity controls' *Automatic accept and post in GL?* field.

### Closing reports

Each time you close to the general ledger, you have the option of receiving the following reports:

- Registered Invoices Distributions Register (if the division controls specify creating accrual entries for registered invoices)
- Invoice Distributions Register
- Payments Distributions Register

You also receive an:

- Input Journal report that shows batch and journal information for the entries in the Infinium GL system
-

- Account Validation report that shows the accounts that are no longer valid in the general ledger. These entries are posted to the Infinium PL suspense account (specified in company controls for each company).

This report shows data in the report header only when there are invalid accounts in the closing that print in the detail section. You must add the amounts from this report to the totals from the distribution registers in order to match the totals from the Input Journal report.

The diagram in Figure 7-1 illustrates the Infinium PL areas from which the system generates accounting entries.

## Close to general ledger

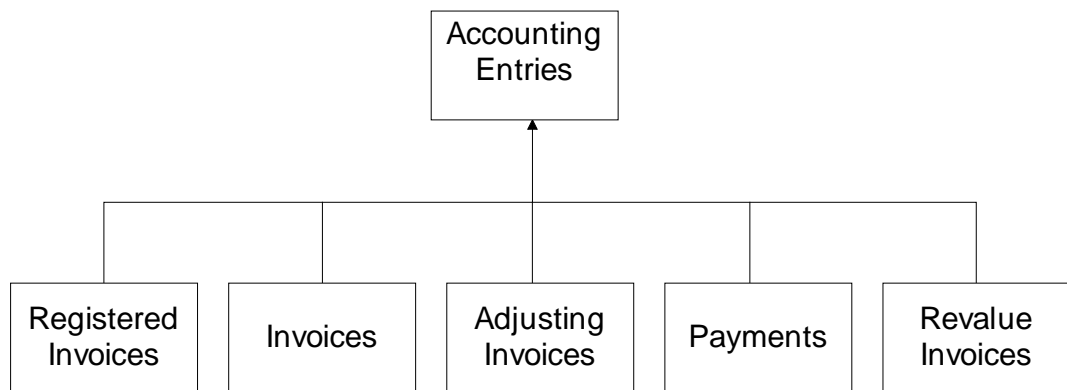


Figure 7-1: Close to General Ledger diagram

## Objectives

After completing this chapter, you should be able to:

- Understand the general ledger closing options available in Infinium PL
- Close accounting entries to the general ledger
- Understand how to revalue invoices of a currency other than the company's base currency
- Submit the Liability Reclassification Report
- View and update the GL close status
- Walk back from the general ledger to Infinium PL

You should also be familiar with how to:

- Recover from a close that ended abnormally
- Reclose to the general ledger if the journal batches in the general ledger have been erroneously deleted

# Closing to the general ledger

## Overview

The *Close and transfer to GL* function allows you to run a trial close or an actual close. The close process marks transactions as closed and then transfers the posted and paid invoices from Infinium PL to the general ledger. The trial close only prints reports, listing the transactions that are eligible for closing.

## Closing to the general ledger

To run a trial close or an actual close, perform the following steps:

- 1 From the main menu select *GL Close*.
  - 2 Select *Close and transfer to GL* [CTGL]. The system displays a screen similar to Figure 7-2.
-

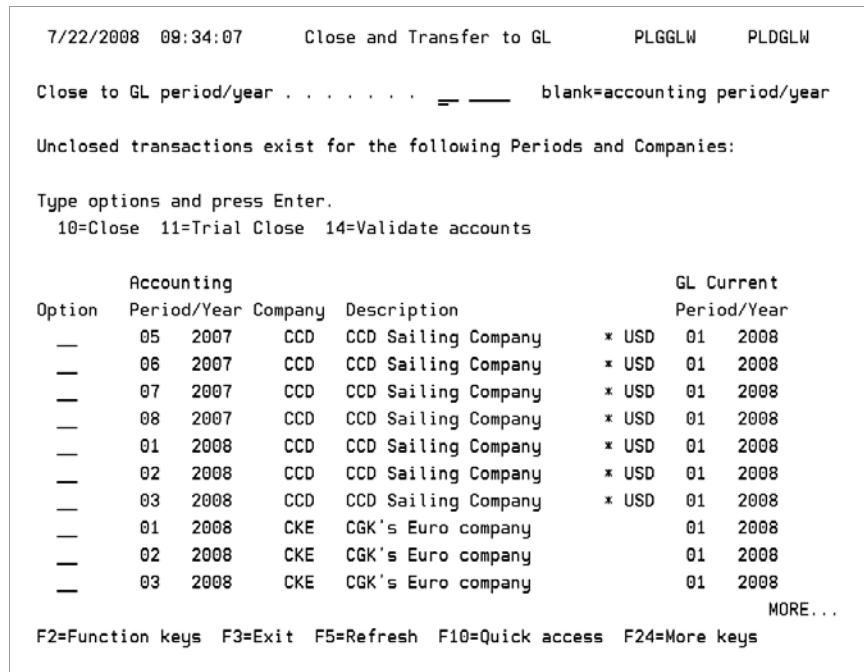


Figure 7-2: Close and Transfer to GL screen

The list on this screen includes both invoice and payment information.

- Use the following information to complete the fields on this screen:

*Close to GL period/year*

Type the accounting period and year for which you want to create journals in the general ledger. If you leave the *Close to GL period/year* fields blank, the system uses the same accounting period and year as on the closed information to determine the general ledger period and year.

- Select an accounting year and period to close. Select one of the actions below and type the appropriate value for the action in the *Option* field and press Enter.

Action	Field value	Description
Close	10	Closes open Infinium PL entries to the general ledger for the company/period/year you selected. The system displays a Distribution Registers window as shown in Figure 7-3.

Action	Field value	Description
<i>Trial close</i>	11	Produces a trial close, which is a report of all Infinium PL transactions that are eligible for closing to the general ledger for the combination of company, period, and year you selected. At the Distribution Registers window shown in Figure 7-3, you must select at least one report.
<i>Validate accounts</i>	14	<p>Allows you to validate account numbers against the Infinium GL system as a separate action prior to running the trial close or the actual close.</p> <p>Running the <i>Validate accounts</i> option generates the Validate Account Numbers Report. You can generate this report at any time without affecting actual closing or trial closing results. The system prints the report only if there are invalid accounts in the closing.</p>

You can select multiple companies and periods for a trial close or an actual close.

The system uses the reporting company group as company security. Consequently, if your user profile has a reporting company group attached to it, you can select only those companies that are included in that company group.

- 5 If you selected a trial close or an actual close, the system displays a screen similar to Figure 7-3.

```

7/22/2008 09:36:31      Close and Transfer to GL      PLGGLW      PLDGLW

Close to GL period/year . . . . .  _  _  blank=accounting period/year

Unclosed transactions exist for the following Periods and Companies:

Type options and press Enter.
 10=Close 11=Trial Close 14=Validate accounts

Option  Account  Distribution Registers  GL Current
      Period/
  _    08 2
  _    01 2
  _    10 2
  _    07 2
  _    10 2
  _    05 2
  _    10 2
  _    04 2
  _    07 2
 11    08 2003  AMS  AMS CORPORATION
                                     MORE...

F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
    
```

Figure 7-3: Distribution Registers window

- 6 Select the level of detail you want to print on each report. A detailed report shows the invoices that correspond with the accounts.

This setting does not affect whether the system closes the accounting transactions in detail or summary. The accounting group controls for each division specify whether the closings themselves are in summary or in detail.

- The system prints the transaction type next to each transaction on the closing reports.  
Refer to this guide’s “Accounting Transactions” appendix for a summary of the transaction type numbers and their meanings.
- If you misplace your closing reports, you can use the *Update GL close status* function to reprint the reports. The *Update GL close status* function is available from the Infinium PL *Supervisor Tasks* menu.

**Caution:** To avoid reconciliation problems, Infinium recommends that you run all reconciliation reports immediately after each close before any invoice or payment activity is posted to the period that you closed or to prior periods.  
Refer to the “Using Analytical Inquiry and Reconciling Infinium PL” chapter of this guide for more information about reconciling accounting transactions.

- 7 Press Enter. The system processes either a trial close or a close to the general ledger and, if applicable, prints Distribution Registers.



## Automatic accept and post in general ledger

The system automatically submits and posts journals in Infinium GL under the following conditions:

- You have installed and are using Infinium GL.
  - The Infinium PL entity controls' *Automatic close to GL?* flag specifies yes.
-

# Printing the liability reclassification report

## Overview

### Purpose and use

The liability reclassification report lists posted liabilities by expense company rather than by invoice company. This information enables you to reclassify liabilities from the invoice company to the expense company by making manual general ledger entries.

- In Infinium PL, the invoice company is responsible for the entire invoice liability even when you distribute the expense across multiple companies.
- Some companies prefer to distribute liabilities to multiple companies in accordance with how the invoice was expensed.

Use the data from this report to create manual journal entries in Infinium GL in order to move the invoice liability to the appropriate distribution companies.

### Report contents

When you submit this report, the system automatically runs the report for all companies, and includes invoice and payment data that has been closed to the general ledger for the specified year and period or periods. The report is broken out by company.

You can choose whether to run the report for:

- A single period, or all periods in the specified year
- Summary information, or detailed information

The report excludes information for registered, recurring, and bills of exchange invoices, and also excludes self-assessed tax data.

### Preparation

Since the report is for reclassifying liabilities within the general ledger, the report includes only information that has been closed to the general ledger. Infinium recommends that before running the report you ensure that there are

---

no outstanding entries to be closed to the general ledger for the specified period or periods.

You can use the *Close and transfer to GL* option to determine whether entries for the period and year are listed. If listed, these entries need to be closed before you run the report.

### Running multiple times for multiple calendars

If different companies use different calendars, you must run this report multiple times. Run the report separately for each applicable combination of accounting period and accounting year.

#### Example

Company 001 has an invoice for \$300. You distribute \$50 of expense to Company 001, \$100 of expense to Company 002, and \$150 of expense to Company 003. The balancing entry is a \$300 liability credit to Company 001 (the invoice company).

When you process the payment, Company 001 pays for the entire \$300 liability, debiting the liability \$300 and crediting cash \$300.

So far, you have the transactions below resulting from the Infinium PL invoice and payment processes.

Invoice			Payment		
DR	001 Expense	50	DR	001 Liability	300
DR	002 Expense	100			
DR	003 Expense	150			
	CR	001 Liability		CR 001 Cash	300-
					300-
	CR	002 Intercompany			100-
	CR	003 Intercompany			150-
DR	001 Intercompany	250			

After the period end close, you run the liability reclassification report for the period. The report provides you with the information below related to the transactions invoice.

Invoice company	Payment company	Distribution company	Amount
001		002	100
001		003	150
	001	002	100
	001	003	150

To complete the reclassification of the liability across the distribution companies, you manually enter the adjusting entries below directly into the general ledger.

Company		001	002	001	003
<b>Manual invoice adjusting entry to reclassify the invoice company liability to the expense company</b>					
DR	Invoice Co Liability Acct	100		150	
	CR Distribution Co Liability Acct		100		150
<b>Manual payment adjusting entry to reclassify relief of the invoice company liability to relieve the expense company</b>					
DR	Distribution Co Liability Acct	100		150	
	CR Invoice Co Liability Acct		100		150

For the preceding entries, the Infinium GL system automatically creates the offsetting entries to the appropriate intercompany accounts.

## Printing the liability reclassification report

To print the liability reclassification report, perform the following steps:

- 1 From the main menu select *GL Close*.
- 2 Select *Print liability reclass report [LRR]*. The system displays a screen similar to Figure 7-4.

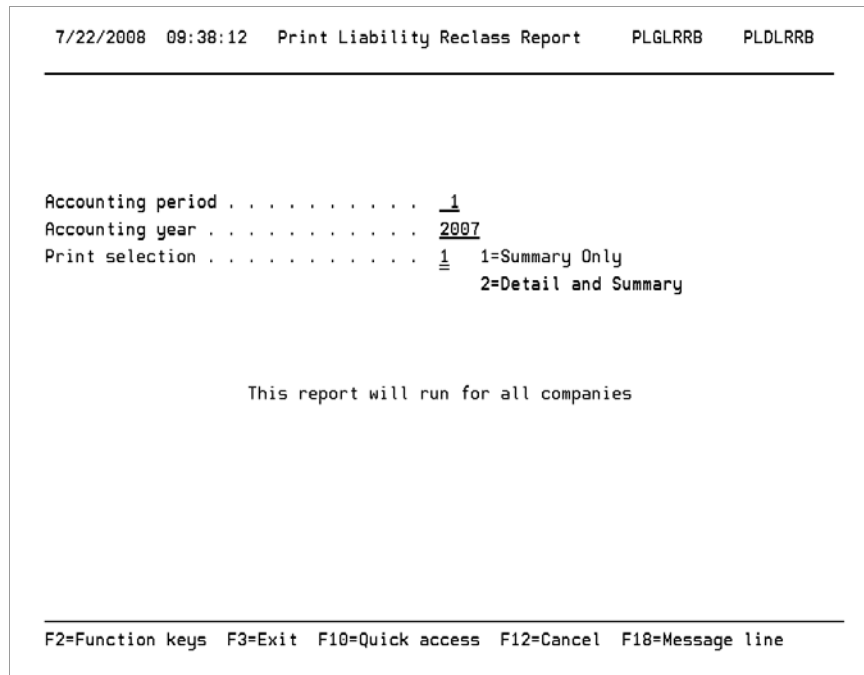


Figure 7-4: Print Liability Reclassification Report screen

- 3 Use the following information to define the items you want included in the report:

*Accounting period, Accounting year*

You must specify the year for which you are running this report. You can limit the report to a specified period, or you can leave the period blank to run the report for the entire specified year.

When you first use this function, these fields have blank values. Thereafter, the system retains the values you specify for the next time you run the report, until you manually change those values.

*Print selection*

This is a required field. Select **Summary Only** to include only summary information in this report. Select **Detail and Summary** to include both detailed information and summary information in this report.

- 4 Press Enter. The system generates a Liability Reclassification Report and updates a file with summary information.
- 5 Use the report to obtain the information you need to create manual journal entries in the general ledger in order to move the invoice liability to the appropriate distribution companies.

## Revaluing foreign currency invoices

### Overview

The *Revalue foreign items* function allows you to revalue unpaid invoice amounts for invoices that use a currency other than a company's base currency. This enables you to recognize the effects of exchange rate fluctuations (invoice currency to company base currency) between the time that you post the invoice and the time that you revalue the invoice.

You can also revalue registered invoices.

You can choose to have the system:

- Revalue invoices

The system creates a journal entry to record any unrealized gain or loss and then closes the information to the general ledger.

The Infinium PL division controls specify the unrealized gain or loss accounts to use for each division's valid currency.

The system automatically closes the journal entry to the general ledger regardless of whether your system is set up to close automatically to the general ledger.

- Print a report of revalued invoices with unrealized gain or loss amounts
- Reverse revaluation entries for previously revalued invoices

The system creates a reversing journal entry and closes it to the general ledger. You would use this feature only when you previously revalued invoices and then decided to reverse the process.

## Revaluing foreign currency invoices

To revalue foreign currency invoices, perform the following steps:

- 1 From the main menu select *GL Close*.
-

- 2 Select *Revalue foreign items* [RFI]. The system displays a screen similar to Figure 7-5.

Option		Company	Division	Currency	Current Year/Period	Previous revaluation dates	
						Invoices	Registrations
-		CCD	001	CAD	2006 8	1/31/2002	1/31/2002
-		CCD	001	FRF	2006 8	1/31/2002	1/31/2002
-		CCD	001	MEX	2006 8	1/31/2002	
-		CKE	DIV1	DKK	2008 1		
-		CK1	DIV1	CAD	2008 6		
-		CK1	DIV1	NIS	2008 6		
-		C2D	B00THBAY	CAD	1999 11		
-		DER	DIV1	CAD	2005 8	3/06/2003	3/06/2003
-		DER	DIV2	CAD	2004 7		
-		DER	DIV3	FRF	2004 7		
-		DER	DIV4	YEN	2000 12		

MORE...

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

Figure 7-5: Revalue Foreign Items selection screen

This screen identifies all of the company, division, and currency combinations that have:

- Previously revalued invoices
- Open invoice amounts or registered invoices with currencies other than the company's base currency

The *Previous revaluation dates* columns identify the last date on which you revalued invoices or registered invoices.

- 3 If you select one or more entries with one of the options below, the system performs the specified action.

Action	Field value	Description
<i>Create revaluation journal</i>	1	<p>The system:</p> <ul style="list-style-type: none"> <li>■ Reverses previously revalued invoices</li> <li>■ Revalues all open invoice amounts for the selected company</li> <li>■ Creates a journal entry for the reversal and revaluation</li> <li>■ Closes the journal entry to the general ledger</li> <li>■ Prints a Revalue Foreign Invoices report and an Invoice Distributions Register</li> </ul>
<i>Print revaluation report</i>	6	The system prints a Revalue Foreign Invoices report with the calculated revaluations. This allows you to see if you want to revalue now or at a later time.
<i>Reverse only</i>	9	<p>The system:</p> <ul style="list-style-type: none"> <li>■ Reverses previously revalued invoices</li> <li>■ Creates a journal entry for the reversal</li> <li>■ Closes the journal entry to the general ledger</li> <li>■ Prints a Revalue Foreign Invoices report and an Invoice Distributions Register</li> </ul>

You can select multiple company division currency combinations. The system uses the invoice company group for company group restrictions.

- 4 After typing your selections, press Enter. The system displays a screen similar to Figure 7-6.



```

7/22/2008 09:39:37      Revalue Foreign Items      PLGRES      PLDRES
-----
Type options and press Enter.
  1=Create revaluation journal  6=Print revaluation report  8=Reverse only

Option Company Division Currency Current Previous revaluation dates
Loc      Year/Period Invoices Registrations
-----
-        CCD
-        CCD
-        CCD
6        CKE
-        CK1 Registered invoices? . 0      1=Yes, 0=No
-        CK1 Revaluation report?. . 2      1=Totals, 2=Invoices
-        C2D                               3=Accounts
-        DER Revaluation as of date _____ blank=Period end date
-        DER Override rate type . . _____ + blank=Division default
-        DER
-        DER F2=Function keys F4=Prompt F10=Quick access F12=Cancel

F2=Function k

```

Figure 7-6: Revaluation Options window

The system displays this window when you select one or more company division currency combinations and press Enter.

The system always includes regular invoices regardless of whether you choose to include registered invoices. If you include registered invoices, the system also prints a Revalue Foreign Registered Invoices report.

5 Use the following information to complete the fields on this screen:

*Revaluation report?*

Select **Totals** to receive a report with totals only. Select **Invoices** to receive a report with totals and all invoices. Select **Accounts** to receive report totals, all invoices, and the accounts affected by each invoice.

*Revaluation as of date*

The system uses this date to:

- Obtain the exchange rate from Infinium CM
- Post the revaluation accounting entries
- Include only those invoices with an accounting date on or before the *Revaluation as of date*

If you leave this field blank, the system uses the company's current period and year ending date for the revaluation.

*Override rate type*

The system uses the revaluation rate type specified in your division controls unless you choose to override the rate type. Rate types are defined in Infinium CM and control the frequency with which the exchange rate is updated.

- 6 Press Enter. The system revalues foreign currency invoices and, if requested, prints a Revaluation Report.
-

# Updating a general ledger close status

## Overview

The *Update GL close status* function allows you to:

- Recover from a close that ended abnormally
- Reclose to the general ledger if the journal batches in the general ledger are erroneously deleted
- Reprint damaged or lost closing registers

**Caution:** When you reclose to the general ledger, ensure that you are not creating duplicate entries in the general ledger. Check the general ledger system for any unposted batches from the Infinium PL system.

## Updating a general ledger close status

To update the general ledger close status, perform the following steps:

- 1 From the main menu select *Supervisor Tasks*.
  - 2 Select *Update GL close status* [UGLCS]. The system displays a screen similar to Figure 7-7.
-

```

7/22/2008 09:42:35      Update GL Close Status      PLGGCW      PLDGCW
-----
Type options and press Enter.
6=Reprint registers  8=Submission parameters  11=Restart  12=Unclose

Option  Closing number  Status      User      Date
Loc
-----
  ---      2195      Trial Close  AM2000    07222008
  ---      2194      Closed      AM2000    07222008
  ---      2193      Closed      CGK       07172008
  ---      2192      Closed      CGK       07172008
  ---      2191      Closed      CGK       07172008
  ---      2190      Closed      PG        06132008
  ---      2189      Trial Close  PG        06132008
  ---      2188      Closed      PG        06132008
  ---      2187      Closed      PG        06132008
  ---      2186      Trial Close  PG        06132008
  ---      2185      Closed      CGK       05142008
  ---      2184      Trial Close  CGK       05142008
                                     MORE...

F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys

```

Figure 7-7: Update GL Close Status selection screen

This screen displays an entry for each closing to the general ledger (including each automatic close). Each time you close to the general ledger, the system assigns a closing number to all of the accounting transactions in that close.

The status of a close can be any of the following:

<b>ACTIVE</b>	The close is in process, transferring journal entries, or the close ended abnormally.
<b>CLOSED</b>	All transactions have been closed and transferred to the general ledger.
<b>UNCLOSED</b>	The closing number has been selected with <b>12</b> (Unclose) and is now available to close again through the <i>Close and transfer to GL</i> function.
<b>RESET</b>	The closing number was <b>ACTIVE</b> because of an abnormal termination, and was then selected with <b>12</b> (Unclose). The closing number is now available to close again through the <i>Close and transfer to GL</i> function.

- 3 To recover from a close that ended abnormally, you must first delete any batches created in the general ledger from this close. Then you can either:
  - Select the closing number. Type **11** (Restart) and press Enter, or

- Select the closing number. Type **12** (Unclose) and press Enter to unclose and then rerun the option *Close and transfer to GL*.

When you select a closing number to restart, the system first performs an unclosure and then displays the submission parameters screen. You then press Enter to resubmit the close using the same submission criteria.

To reclose to the general ledger if the journal batches in the general ledger are erroneously deleted, you can either:

- Select the closing number. Type **11** (Restart) and press Enter, or
- Select the closing number. Type **12** (Unclose) and press Enter to unclose and then rerun the option *Close and transfer to GL*.

If you select a closing number and then type **8** (Submission parameters) and press Enter, you can only view the submission parameters; you cannot change them.

---

# Walking back from Infinium GL to Infinium PL

## Overview

The system provides a walkback to Infinium PL from Infinium GL for all accounting entries that have been closed and transferred to Infinium GL from Infinium PL.

You can display account detail for a journal from the following Infinium GL functions:

- *Interactive Trial Balance*
- *Journal Inquiry*

## Selecting an account for walkback

To perform a walkback to Infinium PL from Infinium GL, perform the steps below. This example describes a walkback from the interactive trial balance.

- 1 From the Infinium GL main menu select *Analytical Inquiries and Reports*.
- 2 Select *Interactive Trial Balance* [ITB]. The system displays a screen similar to Figure 7-8.

```

2/08/2007 12:07:08   Interactive Trial Balance   GLGITB   GLDITB
Account/mask . . . _____ + Balance type . . . +
Year/period . . . ____ + ____   Macro name . . . _____ +
Zero balance? . . . _ 1=Include, 0=Exclude Budget code . . . _____ +
Subtotal mask . . . _____ 1=Yes, 0=No Subtotal option . . . _ 0=Off,1=Det,2=Sum
Company masked? . . . _ 1=Yes, 0=No   Active accts? . . . _ 0=Inac,1=Ac,2=All
Comparative view _ 0=No, 1=M/M, 2=Q/Q, 3=Y/Y, 4=Cust ____ / ____

-----
F2=Function keys F3=Exit F4=Prompt F17=Subset F24=More keys
Press Subset to define search details

```

Figure 7-8: Interactive Trial Balance selection criteria screen

- Specify selection criteria for the accounts to work with and press Enter. The system displays a screen similar to Figure 7-9.

```

2/08/2007 12:16:24   Interactive Trial Balance   GLGITB   GLDITB
Account/mask . . . 001-001-001-5300 + Balance type . . . M +
Year/period . . . 2006 + ____   Macro name . . . _____ +
Zero balance? . . . 0 1=Include, 0=Exclude Budget code . . . _____ +
Subtotal mask . . . _____ 1=Yes, 0=No Subtotal option . . . 0 0=Off,1=Det,2=Sum
Company masked? . . . 0 1=Yes, 0=No   Active accts? . . . 2 0=Inac,1=Ac,2=All
Comparative view 0 0=No, 1=M/M, 2=Q/Q, 3=Y/Y, 4=Cust ____ / ____
Type options, press Enter. 3=Yearly activity 5=Display 8=Company information
                                Base currency   Base currency
0 com-div-dep-acct-sub           Posted Debits   Posted Credits
- 001-001-001-6470                 331.64           .00
- 001-001-002-6470                 509.03           .00
- 001-001-003-6470                 393.33           .00
- 001-001-901-6102                   .00           100.88-
- 001-002-LVC-1000                   .00           1,000.00-

                                BOTTOM

F2=Function keys F3=Exit F4=Prompt F5=Fold/unfold F24=More keys

```

Figure 7-9: Interactive Trial Balance account list

- Select the account. Type 5 (Display) and press Enter.

The system displays a screen similar to Figure 7-10.

```

10/31/2006 10:24:53   Interactive Trial Balance   GLGITB   GLDITB
                        Monthly activity
Select option, press Enter.
Account . : 001-001-001-6470                        Rent Expense

0 Period End          Base currency   Base currency   Base currency
                    Starting Balance   Posted Activity   Ending Balance
- JAN 1/31/2006          .00              .00              .00
- FEB 2/28/2006          .00              .00              .00
- MAR 3/31/2006          .00              .00              .00
- APR 4/30/2006          .00              .00              .00
- MAY 5/31/2006          .00              .00              .00
- JUN 6/30/2006          .00              .00              .00
- JUL 7/31/2006          .00              .00              .00
- AUG 8/31/2006          .00              .00              .00
- SEP 9/30/2006          .00              .00              .00
- OCT 10/31/2006         .00              331.64          331.64
- NOV 11/30/2006         331.64           .00              331.64
- DEC 12/31/2006         331.64           .00              331.64
- ADJ 12/31/2006         331.64           .00              331.64

```

---

F2=Function keys F3=Exit F5=Refresh F6=More info. F24=More keys

Figure 7-10: Interactive Trial Balance - Monthly activity screen

If you specified both a year and a period at the Interactive Trial Balance selection criteria screen, the system does not display this screen. Continue to the next screen, omitting the following step.

- 5 To display journal details, type any character in the *Option* field and press Enter.

The system displays a screen similar to Figure 7-11.



```
10/31/2006 10:36:59 Interactive Trial Balance GLGITB GLDITB
                        Journals
Select journal to display account transactions.
Account . : 001-001-002-6470 Rent Expense
Period . . . . . : 2006 10 OCT 10/31/2006 Monetary USD
Start balance . . . : .00 Posted activity . 509.03
End balance . . . . : 509.03
0 Journal Date Reference Source Currency Amount
- 19700 10/09/2006 PL001/001 PL2000 USD 509.03

Bottom

Press Currency Detail to display more information.
F2=Function keys F3=Exit F5=Fold/unfold F6=More info. F24=More keys
```

Figure 7-11: Interactive Trial Balance - Journals screen

- 6 To display the account transaction details, select a journal that has a source code identifying Infinium PL as the journal's source. Type any character in the *Option* field and press Enter.
- 7 The system displays a screen similar to Figure 7-12.

```

10/31/2006 10:43:45   Interactive Trial Balance   GLGTXI   GLDTXI
                    Transaction details

Locate account . . . . . 001-001-002-6470 +
Select account to walkback to subledger.

      COM-DIV-DEP-ACCT-SUB      PROJECT      Currency      Base
Account description      Transaction description      UNITS      Amount
- 001-001-000-2LVC                USD      1234.00-
- 001-001-001-6470                USD      331.64
- 001-001-002-6470                USD      509.03
- 001-001-003-6470                USD      393.33

                                                                    Bottom

-----
F2=Function keys  F3=Exit  F4=Prompt  F5=Fold/Unfold  F24=More keys

```

Figure 7-12: Interactive Trial Balance - Transaction Details screen

- 8 To walk back to Infinium PL, type any character in the *Option* field and press Enter.

If the account selected for walkback originated in Infinium PL and is the result of an invoice transaction, the system displays an invoice analysis screen. Press F11 for an alternate view of this screen that displays the internal ID, vendor short name, invoice date and invoice amount.

If the account selected for walkback to Infinium PL is a payment account, the system displays a payment analysis screen.

- 9 Exit to return to the Infinium GL main menu.

This chapter contains information about how to generate and print various Infinium PL reports.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview of generating reports	8-2
Running the Trial Balance Report	8-3
Updating the Aged Trial Balance Report	8-8
Printing the Aged Trial Balance Report	8-13
Printing the Account Analysis Report	8-18
Printing the Payment Register Report	8-25
Printing the Void Payment Register Report	8-32
Printing the Invoice Register Report	8-38
Printing the Duplicate Invoice Report	8-42
Printing the Vendor Report	8-45
Recalculating vendor statistics	8-49
Printing the Vendor Statistics Report	8-51
Printing the Vendors with Credit Balance Report	8-56
Printing the Invoice Approval History Report	8-58
Printing the Remittance Advices Report	8-60
Printing the Inactive Vendors Report	8-65

---

## Overview of generating reports

Infinium PL provides various reports that help you to analyze your accounting transactions that list invoice and payment information, and that list vendor control information.

For information about the Liability Reclassification Report, which helps you reclassify the liability for invoices expensed to multiple companies, refer to the “Closing Infinium PL to the General Ledger” chapter earlier in this guide. This report is for use in conjunction with closing to the general ledger.

## Objectives

After completing this chapter, you should be able to run the standard Infinium PL reports.

---

# Running the Trial Balance Report

## Overview

The Trial Balance Report prints vendor balance information. It also allows you to print balance information by accounting group to determine balances in individual Accounts Payable Trade accounts.

**Caution:** In order for you to reconcile properly, you must run a Trial Balance report immediately after you close to the general ledger (before you post any new or changed invoice and payment activity to the period or periods you closed or to prior periods).

## Running the Trial Balance Report

To run a Trial Balance Report, perform the following steps:

- 1 From the main menu select *Inquiries & Reports*.
  - 2 Select *Trial balance reports* [TBR]. The system displays a screen similar to Figure 8-1.
-

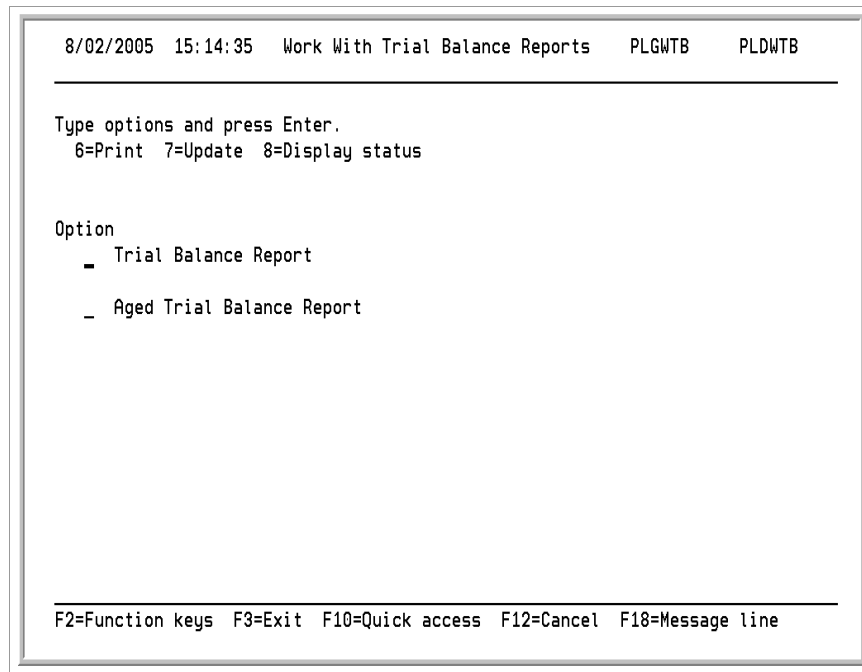


Figure 8-1: Work With Trial Balance Reports selection screen

- 3 To run a trial balance, select *Trial Balance Report* with **6**.  
Action items **7** and **8** are for use with the Aged Trial Balance Report.
- 4 Press Enter. The system displays a screen similar to Figure 8-2.

```

8/02/2005 15:15:31   Print Trial Balance Reports   PLGWTB   PLDWTB
-----
Invoice company / division . . . . . AMS + / _____ + Blank for all
-or Invoice company group . . . . . _____ +
Accounting group . . . . . _____ + Blank for all
Vendor . . . . . _____ AML + Blank for all
Invoices through Accounting Date . . . . . 4/23/2004
Payments through Accounting Date . . . . . 4/23/2004
Print summary or detail . . . . . 1 0=Summary, 1=Detail
Print line 2? . . . . . 1 1=Yes, 0=No

Print registered invoices report? . . . . . 1 1=Yes, 0=No

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

```

Figure 8-2: Print Trial Balance Reports screen 1

The Trial Balance Report provides subtotals by accounting group, division, and company depending on the sort options you select on the next screen.

- 5 Use the following information to complete the fields on this screen:

*Invoice company/division*

Type the company and division codes for which you are running this trial balance. To print a Trial Balance Report for all companies within a company group, leave this field blank and type a value in the *Invoice company group* field.

You must type values in either the *Invoice company/division* field or the *Invoice company group* field.

If you leave the *Division* field blank, and you have been secured by a reporting company group, the system displays the following warning:

**The user submitting this report is secured by a reporting company group. This will directly impact the data contained in the report. Press enter to continue or F12 to cancel.**

For example, if the company contains divisions DIV01, DIV02, DIV03 and DIV04 and you are authorized to work only with DIV01 and DIV02, the Trial Balance Report is not affected if you generate the report for DIV01 or DIV02. If, however, you generate the report for all divisions by leaving the *Division*

field blank, the Trial Balance Report does not generate details for DIV03 and DIV04. This may affect your report totals.

The system displays the warning regardless of whether your reporting group security applies to the company for which you are generating the report. If it does not, the Trial Balance Report is not affected when you leave the *Division* field blank.

*Invoices through Accounting Date, Payments through Accounting Date*

These fields are required. The system includes invoices and payments with an accounting date that is the same as or earlier than the accounting date you specify. Invoices paid after the date in the *Payments through Accounting Date* field are listed as open on the Trial Balance Report. The system date is the default in these fields. You can override these dates.

*Print summary or detail*

To print a summary report, select **Summary**. The summary report contains only vendor information and gross and net payable amounts. The gross payable amount is equivalent to the invoice amount. The net payable amount can differ from the gross payable amount if partial payments were made to the vendor.

To print a detail report, select **Detail**. The detail report contains the summary report information plus accounting dates and invoice dates. The report also contains the due dates, invoice numbers, and invoice currencies if you specify yes in the *Print line 2?* field.

*Print line 2?*

*Print line 2?* pertains only to detailed reports. Line 2 includes the internal invoice ID, vendor name, due date, and invoice currency.

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



```

8/02/2005 15:19:28 Work With Trial Balance Reports PLGWTB PLDWTB
-----
Additional report selections:

Invoice type . . . . . 1 Blank for all
                               1=Invoices
                               2=Internal memos
                               3=External memos
                               4=Bills

Report sort options:

Company . . . . . 1 1=Division,
                               2=Division, Accounting group
Vendor . . . . . 1 1=ID, 2=Short name
Invoice . . . . . 2 1=Internal ID, 2=Invoice number
Registered invoice report . . . . . 2 1=Accounting group,
                                         2=Registration code

-----
F2=Function keys F3=Exit F5=Refresh F10=Quick access F24=More keys

```

Figure 8-3: Work With Trial Balance Reports screen 2

Use this screen to choose the sort options.

In order to include subtotals by accounting group, you must select *Division, Accounting Group* in the *Company* sort option field.

If you are also printing the Registered Invoices Trial Balance Report, the system subtotals by accounting group or registration code (depending on which one you select for sorting).

- 7 Select a sort option by selecting the appropriate value.
- 8 Press Enter. The system generates the Trial Balance Reports.

# Updating the Aged Trial Balance Report

## Overview

Updating the Aged Trial Balance Report allows you to age open items (invoices and any items that reflect the open balances due vendors) as of the aging date. When you update the Aged Trial Balance, the system creates aging file information for each vendor in the system. You can use the *Analytical inquiry* function to display the information on line and print a report.

This procedure uses the same Update and Print Aged Trial Balance screen as the Print Aged Trial Balance procedure uses. This procedure, however, updates the aged history file and prints the Aged Trial Balance reports with more current aging information.

You should periodically update and print the Aged Trial Balance Report on a scheduled basis, such as each day, once a week, or once a month. Use the *Print Aged Trial Balance* function between updates to generate Aged Trial Balance Reports based on the existing information.

**Caution:** For proper reconciliation, you must run the Aged Trial Balance Report immediately after you close to the general ledger, and before you post any new or changed invoice and payment activity to the period or periods that you have closed or to prior periods.

## Updating the Aged Trial Balance Report

To update aged history for all vendors and to print an Aged Trial Balance Report, perform the following steps:

- 1 From the main menu select *Inquiries & Reports*.
  - 2 Select *Trial balance reports* [TBR]. The system displays a screen similar to Figure 8-4.
-

```
7/25/2008 11:00:15 Work With Trial Balance Reports PLGWTB PLDWTB
-----
Type options and press Enter.
6=Print 7=Update 8=Display status

Option
= Trial Balance Report
_ Aged Trial Balance Report

-----
F2=Function keys F3=Exit F10=Quick access F12=Cancel F18=Message line
```

Figure 8-4: Work With Trial Balance Reports selection screen

- 3 Type **7** in the *Option* field to update the Aged Trial Balance Report.

We recommend that you run this function overnight when no one else is using the system.

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

```

7/25/2008 11:01:23 Update and Print Aged Trial Balance PLGWTB   PLDWTB
-----
Last report date . . . . . : 5/31/2007 7:44:44
Last run by . . . . . : CGK
Invoices through Accounting Date . . 5/31/2007
Payments through Accounting Date . . 5/31/2007
Print report? . . . . . 1 1=Yes, 0=No
Print summary or detail . . . . . 1 0=Summary, 1=Detail
Print line 2? . . . . . 1 1=Yes, 0=No

Print registered invoices report? . . 1 1=Yes, 0=No
Aging date . . . . . 5/31/2007
Aging method . . . . . 1 0=Due date, 1=Invoice date
Aging from/to days . . . . . 999- to 0 1
                               1 to 30 2
                               31 to 60 3
                               61 to 90 4
                               91 to 9,999 5
                               0 to 0 6
                               0 to 0 7

-----
F2=Function keys F3=Exit F10=Quick access F12=Cancel F18=Message line

```

Figure 8-5: Update and Print Aged Trial Balance screen

The system determines the aging information for all open items on the system.

- 5 Type the invoice and payment accounting dates that you want to include in the Aged Trial Balance. The default for these fields is the current system date. You can override these values.

Use the following information to complete the fields on this screen:

#### *Aging date*

The *Aging date* field is the comparison date. The system compares this date to the dates of the invoices to determine the age of the transaction.

Depending on whether you use the due date method or the invoice date method, the system compares the dates in the following manner:

- If you use the due date aging method for open items, the system compares the net due date of an open item to the aging date to determine the aging category of the item.
- If you use the invoice date aging method, the system compares the invoice date of the open item to the aging date to determine the aging category of the item.

### *Aging from/to days*

You can use negative ranges in the *Aging from/to days* fields to forecast your cash requirements. Positive ranges in the *Aging from/to days* fields indicate items past due. The system uses these date ranges in conjunction with the aging date in both methods. Refer to the table shown on page 8-16 for more information on how the system determines aging.

- 6 Press Enter. The system displays a screen similar to Figure 8-10 for you to select the sorting for your report. You can accept the defaults or press F5 to refresh the screen and type your own report criteria.
- 7 Press Enter. The system updates the aging history for all vendors and, if you so specified, prints an Aged Trial Balance Report.

## Displaying the status of an aged trial balance

To display the status of the aged trial balance history, perform the following steps:

- 1 From the main menu select *Inquiries & Reports*.
- 2 Select *Trial balance reports* [TBR]. The system displays a screen similar to Figure 8-6.

```
7/25/2008 11:04:56 Work With Trial Balance Reports PLGWTB PLDWTB
-----
Type options and press Enter.
6=Print 7=Update 8=Display status

Option
  = Trial Balance Report
  _ Aged Trial Balance Report

-----
F2=Function keys F3=Exit F10=Quick access F12=Cancel F18=Message line
```

Figure 8-6: Work With Trial Balance Reports Selection screen

- 3 Type **8** to display the status of the Aged Trial Balance Report.
- 4 Press Enter. The system displays a screen similar to Figure 8-7.

```

7/25/2008 11:06:11 Aged Trial Balance Update Status PLGWTB PLDWTB
-----
Report date . . . . . : 5/31/2007 7:44:44
Last run by . . . . . : CGK
Invoices through Accounting Date . : 5/31/2007
Payments through Accounting Date . : 5/31/2007
Print report? . . . . . : 1 1=Yes, 0=No
Print summary or detail . . . . . : 1 0=Summary, 1=Detail
Print line 2? . . . . . : 1 1=Yes, 0=No
Print registered invoices report? . : 1 1=Yes, 0=No
Aging date . . . . . : 5/31/2007
Aging method . . . . . : 1 0=Due date, 1=Invoice date
Aging from/to days . . . . . : 999-
                                1
                                31
                                61
                                91
                                0
                                0
Current status . . . . . : Job Completed
-----
F3=Exit F10=Quick access F12=Cancel F18=Message line

```

Figure 8-7: Aged Trial Balance Update Status screen

The screen displays all of the parameters of your last submitted history update. The system displays the status of the aging at the bottom of the screen. For explanations of this screen’s fields, refer to the “Printing the Aged Trial Balance Report” topic elsewhere in this chapter of the guide.

You can also display aging information by vendor through the *Analytical inquiry* function. Refer to the “Using Analytical Inquiry and Reconciling Infinium PL” chapter of this guide for more information about using analytical inquiry.

- 5 Exit this screen.

# Printing the Aged Trial Balance Report

## Overview

The Aged Trial Balance Report, like the Trial Balance Report, provides vendor balance information. The system prints the Aged Trial Balance Report based on the aging file, which contains aged balance information by accounting group. You can print a copy of the Aged Trial Balance Report without updating the aging information.

## Printing the Aged Trial Balance Report

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

- 1 From the main menu select *Inquiries & Reports*.
  - 2 Select *Trial balance reports* [TBR]. The system displays a screen similar to Figure 8-8.
-

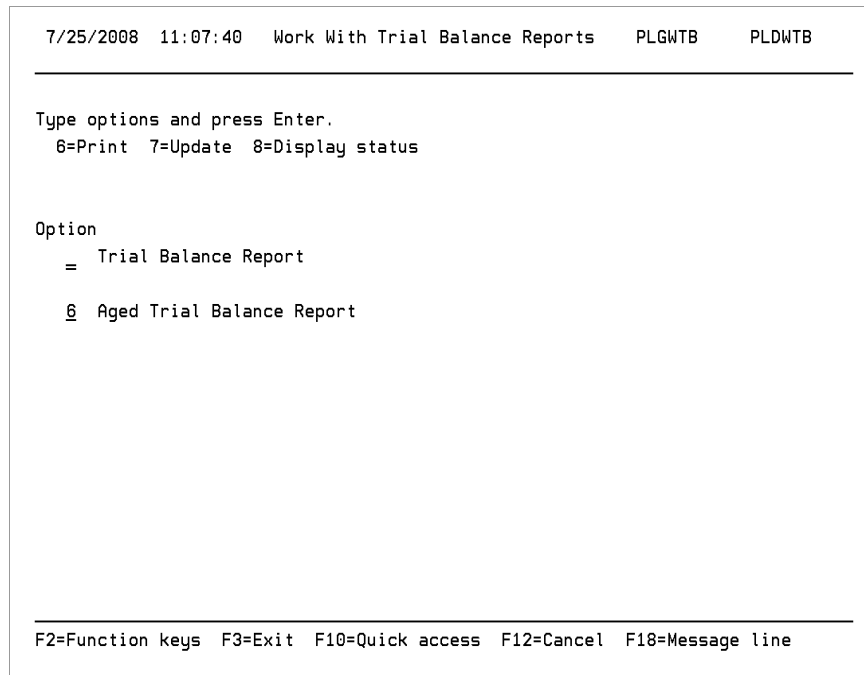


Figure 8-8: Work With Trial Balance Reports selection screen

- 3 Type **6** in the *Option* field to print the current Aged Trial Balance Report.
- 4 Press Enter. The system displays a screen similar to Figure 8-9.

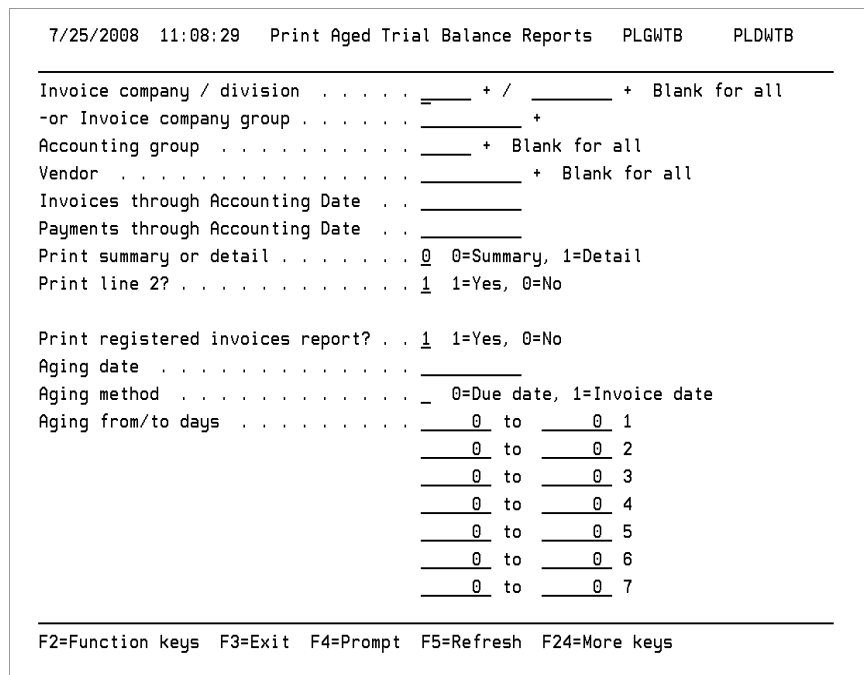


Figure 8-9: Print Aged Trial Balance Reports screen



When printing the Aged Trial Balance Report, you can select the information to include in the report. For example, you can run the report by a specific company, a selected company and division or an invoice company group.

This function does not update the aging files.

- 5 Use the following information to complete the fields on this screen:

*Invoice company*

Enter the company and division codes for which you are running this aged trial balance. If you want to print an Aged Trial Balance Report for all companies within a company group, leave this field blank and type a value in the *Invoice company group* field. If you leave the *Invoice company group* field blank, this is a required field.

If you leave the *Division* field blank, and you have been secured by a reporting company group, the system displays the following warning:

The user submitting this report is secured by a reporting company group. This will directly impact the data contained in the report. Press Enter to continue or F12 to cancel.

For example, if the company contains divisions DIV01, DIV02, DIV03 and DIV04 and you are authorized to work only with DIV01 and DIV02, the Aged Trial Balance Report is not affected if you generate the report for DIV01 or DIV02. If, however, you generate the report for all divisions by leaving the *Division* field blank, the Aged Trial Balance Report does not generate details for DIV03 and DIV04. This may affect your report totals.

*Invoices through Accounting Date, Payments through Accounting Date*

These fields are required. The system includes invoices and payments that have an accounting date that is the same as or earlier than the accounting date you specify.

Invoices paid after the date in the *Payments through Accounting Date* field are listed as open on the Trial Balance Report. The system date is the default in these fields. You can override these dates.

*Print summary or detail*

To print a summary report, select **Summary**. The summary report contains only vendor information and gross and net payable amounts. The gross payable amount is equivalent to the invoice amount. The net payable amount can differ from the gross payable amount if you made partial payments to the vendor.

---

To print a detail report, select **Detail**. The detail report contains the summary report information plus invoice dates. The report also prints the due dates, invoice numbers, and invoice currencies if you set the *Print line 2* field to 1.

#### *Print line 2?*

*Print line 2?* pertains only to detail reports. Line 2 includes the internal invoice ID, due date, and invoice currency.

## Aging details

In the lower portion of the screen, enter aging criteria as follows:

#### *Aging date*

The aging date is a pivotal date used as the basis of a comparison for determining how many days old an invoice is in relation to the invoice date or due date.

#### *Aging method*

If you are aging by due date, select **Due date**. The system compares the date you entered in the *Aging date* field to invoice due dates.

If you are aging by invoice date, select **Invoice date**. The system compares the date you entered in the *Aging date* field to invoice dates.

#### *Aging from/to days*

Enter a range of days for each aging segment that you want to include in the report. For example, you may want to have aging segments of 0 - 30 and 31 - 60. Be sure there is no overlapping of days from one segment to another.

Use negative aging days for forecasting future payments. Use positive aging days for past due items.

## Examples of aging criteria

The table below summarizes sample criteria for the report.

Invoice through accounting date	July 1, 1997
Aging date	June 1, 1997
Aging method	1 (Invoice date)
Aging from/to date	30- - 0 1 - 30 31 - 60

If you enter these criteria, the report includes invoices with invoice dates of June 30 to June 1 in one group (negative aging), invoices with invoice dates of May 31 to May 2 in the second group, and invoices with invoice dates of May 1 to April 2 in the third group.

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

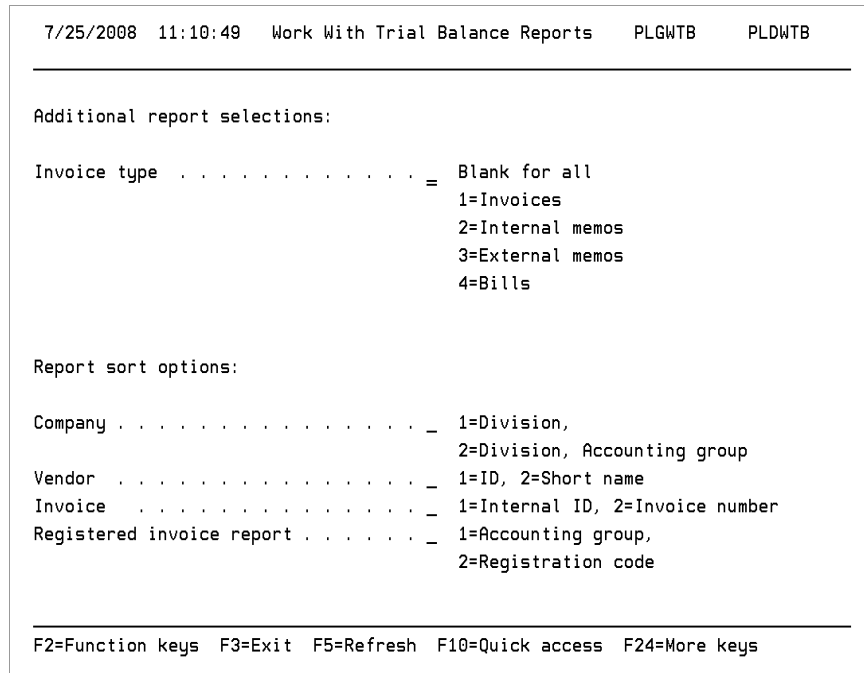


Figure 8-10: Work With Trial Balance Reports screen

### Sorting an Aged Trial Balance Report

The default values are from the previous report submission.

7 Accept the defaults or press F5 to enter your own report criteria.

8 Press Enter. The system generates an Aged Trial Balance Report.

## Printing the Account Analysis Report

### Overview

The Account Analysis Report lists Infinium PL accounting transactions.

You can use this report:

- To analyze specific expenses
- As a hard copy reference showing account activity in the general ledger that resulted from Infinium PL transactions
- For reconciling Infinium PL transactions at the end of each period

### Printing the Account Analysis Report

To print the Account Analysis Report, perform the following steps:

- 1 From the main menu select *Inquiries & Reports*.
  - 2 Select *Print account analysis* [PAA]. The system displays a screen similar to Figure 8-11.
-

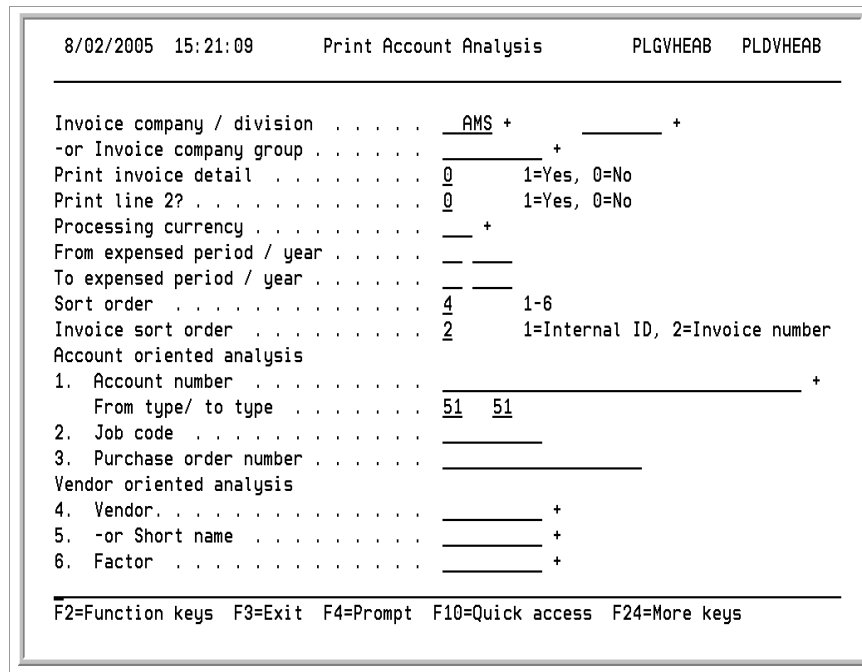


Figure 8-11: Print Account Analysis screen

## Selection criteria

You can run this report for a company, company division combination, company group, or all Infinium PL companies.

- 3 Use the following information to complete the fields on this screen:

### *Invoice company / division*

Enter the company and division codes for which you are running this account analysis. If you want to print an Account Analysis Report for all companies within a company group, leave this field blank and type a value in the *Invoice company group* field. You cannot leave the *Invoice company group* field blank. This is a required field.

If you leave the *Division* field blank, and you have been secured by a reporting company group, the system displays the following warning:

**The user submitting this report is secured by a reporting company group. This will directly impact the data contained in the report. Press Enter to continue or F12 to cancel.**

For example, if the company contains divisions DIV01, DIV02, DIV03 and DIV04 and you are authorized to work only with DIV01 and DIV02, the Account Analysis Report is not affected if you generate the report for DIV01 or DIV02. If, however, you generate the report for all divisions by leaving the

*Division* field blank, the Account Analysis Report does not generate details for DIV03 and DIV04. This may affect your report totals.

The company and division are displayed in the report page heading only if they are specified as report parameters.

#### *Print invoice detail*

To print invoice details on the Account Analysis Report, specify yes in this field. The report details include the internal invoice ID, vendor number, vendor name, invoice number, invoice date, job code, account line type, invoice amount, account number, and processing currency. To print only invoice totals, specify no in this field. This is a required field.

#### *Print line 2?*

*Print line 2?* pertains to detail reports only. Line 2 includes the vendor factor, purchase order number, exp/period and vendor short name.

If you specify no in the *Print invoice detail* field, the *Print line 2?* field must also specify no.

#### *Processing currency*

Type a processing currency in this field if you want to limit the report to a specific currency.

You must select a processing currency that has been approved for the entered company and division. If not, the account analysis produces zero totals. Only items processed using the entered processing currency are reported.

You can leave this field blank to include all currencies.

#### *From expensed period/year*

Type an expense period and year to serve as the beginning period and year for the account analysis. All invoices created in or after this period are included in the account analysis. You may also:

- Leave the *From expensed period* field blank and type a year without a period (to include all open invoices for a specified year, regardless of the period they were created).
  - Leave this field blank (to include all open invoices on the system, regardless of period and year).
-

### *To expensed period/year*

Type an expense period and year to serve as the ending period and year included on the account analysis. All invoices created in or before this period are included in the account analysis.

### *Sort order*

Type one of the following values to specify how you want to sort the account analysis. The sort options are:

- |          |                      |
|----------|----------------------|
| <b>1</b> | Account Number       |
| <b>2</b> | Job Code             |
| <b>3</b> | PO Number            |
| <b>4</b> | Vendor ID            |
| <b>5</b> | Vendor Short Name    |
| <b>6</b> | Pay to Factor Vendor |

For each of these sort options, the screen provides an additional field for focusing the analysis.

For example, if you type **1** in this field to sort by account number and then enter a specific job code in the *Job code* field, the system generates information about accounts that have been used for the specified job.

There are no page breaks in the report when account, vendor, or any other sort element changes.

For all sort orders, a company/division grand total is printed at the end of the report only if both company and division are specified as report parameters.

For all sort orders, a company grand total is printed at the end of the report only if company is specified as a report parameter.

If the report is run in account number sequence, these total lines are printed:

- Division and company totals within each account
- Account totals summarizing all division and company totals under them
- Grand total as appropriate

If the report is run in job code sequence, these total lines are printed:

- Account totals for each account for the job code
-

- Division and company totals for the job code, summarizing all accounts under them
- Job code totals summarizing all division and companies under them
- Grand totals as appropriate

If the report is run in PO sequence, these total lines print:

- Account totals for each account for the PO number
- Division and company totals for the PO number, summarizing all accounts under them
- PO number totals summarizing all division and company totals under them
- Grand totals as appropriate

If the report is run in vendor ID, vendor short name, or pay to vendor factor sequence, these total lines are printed:

- Account total for each account for the vendor
- Division and company totals for the vendor, summarizing all accounts under them
- Vendor ID, short name, or factor totals summarizing all division and company totals under them
- Grand totals as appropriate

This is a required field. The default is 1, account number.

#### *Invoice sort order*

To sort invoices by internal ID, select *Internal ID*. To sort invoices by invoice number, select *Invoice number*. This is a required field.

### **Account oriented analysis**

#### *Account number*

You can type a specific account number to analyze the specified account. You can mask the account if you want to analyze a group of accounts.

Example: ABC-01-\*\*-\*\*\*-6\*\*\*.

You can leave this field blank to include all accounts.

---



### *From type/ to type*

Type a two-digit transaction line type in each of these fields to run the analysis based on a specific transaction line type or range of transaction line types.

The system assigns a transaction line type for every accounting entry in Infinium PL.

Examples:

- At invoice entry:
  - 21 - Regular expense distribution
  - 51 - Infinium PL trade account
- At payment:
  - 71 - Infinium PL trade relief
  - 72 - Cash reduction

Leave these fields blank to include all transaction line types. Refer to the “Accounting Transactions” appendix for a complete list of transaction line types.

### *Job code*

Type a job code to run an analysis for a particular job. Job codes are defined through the *Work with codes* function under the *Controls* menu and are assigned to a distribution account during invoice entry.

### *Purchase order number*

Type a purchase order number to run an analysis on a particular purchase order.

## **Vendor oriented analysis**

### *Vendor*

Type a vendor ID to run the analysis for a specific vendor. Vendor IDs are defined through the *Work with vendors* function under the *Controls* menu.

Leave this field blank to include all vendors in the analysis.

---

*- or - Short name*

Type a vendor short name to run the analysis for a specific vendor. Short names are assigned to vendors in the vendor controls that you create through the *Work with vendors* function under the *Controls* menu.

Leave this field blank to include all vendors in the analysis.

This field is mutually exclusive with the *Vendor* field.

*Factor*

Type a vendor ID in this field if you want to analyze payments made to a vendor's factor. If a vendor uses a factor to collect payments, the factor must be defined as a separate vendor.

Vendor factors are identified in vendor controls.

A factor can be anyone who receives payment for a vendor. For example, the factor may be an external agency the vendor uses to collect payments. If you receive invoices from several divisions or subsidiaries but make payments to a parent company, the parent company is the factor.

Leave this field blank to include all factors in your analysis.

- 4 Press Enter. The system generates an Account Analysis Report.
-

# Printing the Payment Register Report

## Overview

You can print a Payment Register Report for a particular payment company and division, or a company group, or for all companies. You can also print the report for a particular bank account or bank account group.

In addition, you can limit the report by specify a payment status. You can include payments and their status, including voided, voided/reversed, and stopped payments, and you can include invoice information.

Use this report, for example, to help reconcile cash account activity.

The system also prints the Payment Register Report when you process a payment session.

The report layout, header information, and totals vary depending on the selections you make for grouping information and sort order.

## Grouping

When the report is grouped by	The report is sorted by
Bank account	Payments are sorted by: <ul style="list-style-type: none"> <li>■ Bank account</li> <li>■ Payment method</li> <li>■ Company</li> <li>■ Division</li> </ul> <p>The report pages break for bank account, payment method, and company.</p>

---

**When the report is grouped by****The report is sorted by**

---

Company

Payments are sorted by:

- Company
- Division
- Bank account
- Payment method

The report pages break for company, division, and bank account.

---

The page header contains:

- Common information for the bank account and company
- Payments from multiple sessions on the same page

The page header does not contain session information.

## Totaling

Payments are always totaled at the lowest level and are then rolled up.

## Sorting

When you sort by reference or date, additional information is provided in the body of the report. Payments are sorted by payment reference or payment date within the payment groupings.

## Printing the Payment Register Report

To print a Payment Register Report, perform the following steps:

- 1 From the main menu select *Inquiries & Reports*.
  - 2 Select *Print payment register [PPR]*. The system displays a screen similar to Figure 8-12.
-

```

7/16/2014 14:38:30      Print Payment Register      PLGPRGB  PLDPRGB
-----
Payment company / Division . . . . . _____ + _____ +
- or Payment company group . . . . . _____ +
Bank account . . . . . _____ +
- or Bank group . . . . . _____ +
Payment method . . . . . _____ +
Payment session . . . . . _____
Payment cycle code . . . . . _____ +
Payment status . . . . . _ 1=Payments, 2=Voids, 3=Stop Payments
Payment type . . . . . _____
Payment currency . . . . . _____ +
Payee . . . . . _____ +
Print selection . . . . . 1 1=Payments, 2=Payments and Invoices
Print vendor or short name? . . . . . 1 1=Vendor, 2=Short name
Payment Sort method . . . . . 1 1=Session, 2=Reference, 3=Date
Group By . . . . . 1 1=Session, 2=Bank Account, 3=Company
From payment reference . . . . . _____
To payment reference . . . . . _____
From/to payment date . . . . . _____
From/to accounting date . . . . . _____
-----
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys

```

Figure 8-12: Print Payment Register screen

You can identify the payment company/division or the payment company group that is the basis of this report, or you can leave these fields blank to run the report for all companies and divisions.

- 3 Use the following information to complete the fields on this screen:

*Payment company*

Type the company code for the payment company for which you are printing the payment register. Leave this field blank to print the register for all companies.

*Division*

Type the division code for the division for which you want to print the payment register. Leave this field blank to print the register for all divisions within a company.

If you leave the *Payment company*, *Division*, and *Payment company group* fields blank, and you have been secured by reporting company group, the system displays the following warning:

**The user submitting this report is secured by a reporting company group. This will directly impact the data contained in the report. Press Enter to continue or F12 to cancel.**

For example, if the company contains divisions DIV01, DIV02, DIV03 and DIV04 and you are authorized to work only with DIV01 and DIV02, the Payment Register Report is not affected if you generate the report for DIV01 or DIV02. If, however, you generate the report for all divisions by leaving the *Division* field blank, the Payment Register Report does not generate details for DIV03 and DIV04. This may affect your report totals.

#### *Payment company group*

Type the company group code for which you want to print the payment register. The system prints payment details for each company division in the group.

Company groups are defined through the *Work with company groups* function under the *Supervisor Tasks* menu. Refer to the *Infinium PL Guide to Controls* for more information about company groups.

#### *Bank account*

To print the payment register for a particular bank account, type a valid bank account code. Leave this field blank to include all bank accounts or if you plan to enter a bank account group in the *Bank group* field.

#### *Bank group*

To print the payment register for a particular group of banks, type a valid bank account group code. Leave this field blank to include all bank accounts or if you type a specific bank account in the *Bank account* field.

To enter a value in this field, you must have already set up a bank account group through *Work with bank account groups* under the *Supervisor Tasks* menu.

#### *Payment method*

To run the register for a particular payment method, type a valid payment method in this field. Leave this field blank to include all payment methods.

#### *Payment session*

To report details about a particular payment session, type a payment session number. Leave this field blank to include all payment sessions on the payment register.

The system automatically assigns numbers to payment sessions when you bring invoices into payment cycles to create the sessions.

---

### *Payment cycle code*

To report details about a particular payment cycle, type a payment cycle code in this field. Leave this field blank to include all payment cycles on the payment register.

You create payment cycle codes through the *Work with payment cycles* function under the *Payments* menu. In addition to the payment cycle codes you create, the system also creates payment cycle codes for the following activities:

- **PYMT ADJ** - Created for changes to payments through the *Work with payment adjustments* function under the *Payments* menu. Type **PYMT ADJ** to run the report for only adjusted payments.
- **\*MANUAL** - Created for manual payments for prepaids and postpaids through the *Work with manual payments* function under the *Payments* menu. Type **\*MANUAL** to run the report for only manual payments.

### *Payment status*

Use this field to indicate whether to include only payments, only voided and voided/reversed payments, or only stop-payments in the payment register. Leave this field blank to include all.

### *Payment type*

To run the payment register for a specific payment type, type **0**, **1**, or **2**. Leave this field blank to include all payment types.

These numbers identify the payment types as follows:

- |          |   |
|----------|---|
| <b>0</b> | System generated (regular payment processing) |
| <b>1</b> | Manual payments                               |
| <b>2</b> | Bills   |

### *Payment currency*

Type a valid currency code to run the report for a specific currency. Leave this field blank to include all currencies.

You set up currency codes in Infinium CM if you interface with Infinium CM.

Otherwise, you set up currency codes through the *Work with codes* function under the *Controls* menu. Refer to the *Infinium PL Guide to Controls* for more information about currency codes.

---

***Payee***

Enter a vendor ID to report on a specific vendor for which you have generated a payment. Leave this field blank to include all vendors for which payments have been generated.

***Print selection***

Specify whether to print only payments on the payment register or to print payments that have the invoices relieved. Valid values are:

- 1**            Payments
- 2**            Payments and Invoices

***Print vendor or short name?***

You can print the vendor name on the payment register or you can print the vendor short name. This is a required field.

***Payment Sort method***

Specify whether to sort by payment session, payment reference, or payment date. Valid values are:

- 1**            Session
- 2**            Reference
- 3**            Date

***Group By***

Specify whether to group by session, by bank account, or by company. You must group by session when the *Payment Sort method* is by session. You must group by either bank account or by company when the *Payment Sort method* is not by session. Valid values are:

- 1**            Session
- 2**            Bank Account
- 3**            Company

***From/to payment reference***

To specify a range of payment references for which to run the report, type a payment reference range in these fields.

---



*From/to payment date, From/to accounting date*

To restrict the payments reported on the register to only those that fall on or between a specific range of dates, type from and to dates in these fields. Setting a range of dates affects how voids are reported. If a payment was voided outside of the date range indicated, the original check amount is reported.

- 4 Press Enter. The system generates a Payment Register Report.
-

# Printing the Void Payment Register Report

## Overview

Use this function to generate a void payment register report for a specific company/division. The report totals the voided payment amounts as an aid to month-end reconciliation. You can print the report to obtain a listing of voided payments that provides subtotals and grand totals of the payments that were voided.

You can run the report for specific void statuses:

- Voided
- Revoided
- Voided/reversed payments

You may choose to include all voided, revoided and voided/reversed payments on the report or include only voided payments, revoided payments, or voided/reversed payments.

Payments with an unvoided status are not included on the report. They are reported on the standard Print Payment Register.

The combination of the payment sort method and group by fields that you specify determines the report sequence, totals, and page breaks.

You can print a Void Payment Register Report for a particular payment company and division, a company group, or for all companies. You can also print the report for a particular bank account or bank account group.

The report layout, header information, and totals vary depending on the selections you make for grouping information and sort order.

---

## Grouping

When the report is grouped by	The report is sorted by
Bank account	<p>Void payments are sorted by:</p> <ul style="list-style-type: none"> <li>■ Bank account</li> <li>■ Payment method</li> <li>■ Company</li> <li>■ Division</li> </ul> <p>The report pages break for bank account, payment method, and company.</p>
Company	<p>Void payments are sorted by:</p> <ul style="list-style-type: none"> <li>■ Company</li> <li>■ Division</li> <li>■ Bank account</li> <li>■ Payment method</li> </ul> <p>The report pages break for company, division, and bank account.</p>

The page header contains common information for the bank account and company.

## Totaling

Voided payments are always totaled at the lowest level and are then rolled up.

## Sorting

When you sort by reference or date, additional information is provided in the body of the report. Voided payments are sorted by payment reference or payment date within the payment groupings.

# Printing the Void Payment Register Report

To print a Void Payment Register Report, perform the following steps:

---

- 1 From the main menu select *Inquiries & Reports*.
- 2 Select *Print void payment register* [PPVR]. The system displays a screen similar to Figure 8-12.

8/22/2023 14:59:07 Print Void Payment Register		PLGPVPRB	PLDPVPRB
Payment company / Division . . . . .	_____ +	_____ +	
- or Payment company group . . . . .	_____ +		
Bank account . . . . .	_____ +		
- or Bank group . . . . .	_____ +		
Payment method . . . . .	___ +		
Payment currency . . . . .	___ +		
Void status . . . . .	Blank=All, 2=Void, 4=Revoid, 5=Void/Rever		
Payee . . . . .	_____ +		
Print selection . . . . .	<u>1</u>	1=Payments, 2=Payments and Invoices	
Print vendor or short name? . . . . .	<u>1</u>	1=Vendor, 2=Short name	
Payment Sort method . . . . .	<u>1</u>	1=Session, 2=Reference, 3=Date	
Group By . . . . .	<u>1</u>	1=Session, 2=Bank Account, 3=Company	
From payment reference . . . . .	_____		
To payment reference . . . . .	_____		
From/to void date . . . . .	_____	_____	
From/to void accounting date . . . . .	_____	_____	
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys			
MA + A			

Figure 8-13: Print Void Payment Register screen

You can identify the payment company/division or the payment company group that is the basis of this report, or you can leave these fields blank to run the report for all companies and divisions.

- 3 Use the following information to complete the fields on this screen:

#### *Payment company*

Type the company code for the payment company for which you are printing the void payment register. Leave this field blank to print the register for all companies.

#### *Division*

Type the division code for the division for which you want to print the void payment register. Leave this field blank to print the register for all divisions within a company.

If you leave the *Payment company*, *Division*, and *Payment company group* fields blank and you have been secured by reporting company group, the system displays the following warning:

**The user submitting this report is secured by a reporting company group. This will directly impact the data contained in the report. Press Enter to continue or F12 to cancel.**

For example, if the company contains divisions DIV01, DIV02, DIV03 and DIV04 and you are authorized to work only with DIV01 and DIV02, the Void Payment Register Report is not affected if you generate the report for DIV01 or DIV02. If, however, you generate the report for all divisions by leaving the *Division* field blank, the Void Payment Register Report does not generate details for DIV03 and DIV04. This may affect your report totals.

#### *Payment company group*

Type the company group code for which you want to print the void payment register. The system prints payment details for each company division in the group.

Company groups are defined through the *Work with company groups* function under the *Supervisor Tasks* menu. Refer to the *Infinium PL Guide to Controls* for more information about company groups.

#### *Bank account*

To print the void payment register for a particular bank account, type a valid bank account code. Leave this field blank to include all bank accounts or if you plan to enter a bank account group in the *Bank group* field.

#### *Bank group*

To print the void payment register for a particular group of banks, type a valid bank account group code. Leave this field blank to include all bank accounts or if you type a specific bank account in the *Bank account* field.

To enter a value in this field, you must have already set up a bank account group through *Work with bank account groups* under the *Supervisor Tasks* menu.

#### *Payment method*

To run the register for a particular payment method, type a valid payment method in this field. Leave this field blank to include all payment methods.

#### *Payment currency*

Type a valid currency code to run the report for a specific currency. Leave this field blank to include all currencies.

You set up currency codes in Infinium CM if you interface with Infinium CM.

---

Otherwise, you set up currency codes through the *Work with codes* function under the *Controls* menu. Refer to the *Infinium PL Guide to Controls* for more information about currency codes.

#### *Void status*

You can limit the report by specifying a status. If you leave this field blank, the report includes all void statuses in the register.

Valid values are:

<b>Blank</b>	All
<b>2</b>	Void
<b>4</b>	Revoid
<b>5</b>	Void/Reversed

#### *Payee*

Enter a vendor ID to report on a specific vendor for which you have generated a void payment. Leave this field blank to include all vendors for which void payments have been generated.

#### *Print selection*

Specify whether to print only void payments on the void payment register or to print void payments that have the invoices relieved. Valid values are:

<b>1</b>	Payments
<b>2</b>	Payments and Invoices

#### *Print vendor or short name?*

You can print the vendor name on the payment register, or you can print the vendor short name. This is a required field.

#### *Payment Sort method*

Specify whether to sort by payment session, payment reference, or payment date. Valid values are:

<b>1</b>	Session
<b>2</b>	Reference
<b>3</b>	Date

---

### *Group By*

Specify whether to group by session, by bank account, or by company. You must group by session when the *Payment Sort method* is by session. You must group by either bank account or by company when the *Payment Sort method* is not by session. Valid values are:

- 1            Session
- 2            Bank Account
- 3            Company

### *From/to payment reference*

To specify a range of void payment references for which to run the report, type a payment reference range in these fields.

### *From/to void date*

To restrict the void payments reported on the register to only those that fall on or between a specific range of dates, type from and to dates in these fields.

These fields accommodate only numeric date formats (100105 is acceptable; 10/01/05 is not).

### *From/to void accounting date*

To restrict the void payments reported on the register to only those that fall on or between a specific range of void accounting dates, type from and to dates in these fields.

If you are limiting the *Void status* to **2=Voids**, then the *From void accounting date* is used as the *From void date*, and the *To void accounting date* is used as the *To void date*.

These fields accommodate only numeric date formats (100105 is acceptable; 10/01/05 is not).

- 4 Press Enter. The system generates a Void Payment Register Report.
-

# Printing the Invoice Register Report

## Overview

Infinium PL allows you to print a list of invoices in sequential order by invoice company and division or by company group. You can print the report for all invoices on the system or for just those invoices that meet certain criteria that you specify, such as invoices created on a specific date or range of dates, invoices being held, or invoices created within a particular session.

You can use this report as a control or audit tool to verify that all invoices for a day, week, or month were properly entered. You can also use this report for reconciling Infinium PL at the end of each period.

## Printing the Invoice Register Report

To print an Invoice Register Report, perform the following steps:

- 1 From the main menu select *Inquiries & Reports*.
  - 2 Select *Print invoice register* [PIR]. The system displays a screen similar to Figure 8-14.
-



```

8/02/2005 15:22:51      Print Invoice Register      PLGVHIRB  PLDVHIRB
-----
Invoice company / division . . . . . ____ +      ____ +
-or Invoice company group . . . . . ____ +
From/To invoice date . . . . . 1012003 / 6062003
-or from/to invoice accounting date . . . . . 0 / 0
-or from/to invoice session date . . . . . 0 / 0

Invoice type . . . . . _ Blank=All,1=Invoices,2=Internal memos
                               3=External memos, 4=Bills
Registration status . . . . . _ Blank=All, 0=Invoiced only
                               1=Registered, 2=Formerly registered
Include held invoices? . . . . . 1 1=Yes, 0=No
Print line 2? . . . . . 0 1=Yes, 0=No
Invoice session number . . . . . ____
Vendor - or Short name . . . . . ____ +      ____ +
Factor . . . . . ____ +
Routing code . . . . . ____ +
Approval code . . . . . ____ +
Critical level . . . . . _

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

Figure 8-14: Print Invoice Register screen

You can identify the invoice company/division or the invoice company group that is the basis of this report. Set a range of invoice dates, invoice accounting dates, or invoice session dates to limit the invoices to include in the report.

- 3 Use the following information to complete the fields on this screen:

*Invoice company*

Type the company code for the invoice company for which you are printing the Invoice Register Report. Leave this field blank to print the register for all companies.

*Division*

Type the division code for the division for which you want to print the Invoice Register Report. Leave this field blank to print the register for all divisions within a company.

If you leave the *Invoice company*, *Division*, and *Invoice company group* fields blank, and you have been secured by reporting company group, the system displays the following warning:

**The user submitting this report is secured by a reporting company group. This will directly impact the data contained in the report. Press Enter to continue or F12 to cancel.**

For example, if the company contains divisions DIV01, DIV02, DIV03 and DIV04 and you are authorized to work only with DIV01 and DIV02, the Invoice Register Report is not affected if you generate the report for DIV01 or DIV02. If, however, you generate the report for all divisions by leaving the *Division* field blank, the Invoice Register Report does not generate details for DIV03 and DIV04. This may affect your report totals.

*From/to invoice date, From/to invoice accounting date, From/to invoice session date*

To restrict the invoices reported on the register to only those that fall on or between specific dates, type from and/or to dates in these fields. The system prints details for all invoices within this range that meet all other criteria you specify. You must type at least one set of dates.

- The invoice date is the date the invoice was generated.
- The invoice accounting date is entered during invoice entry.
- The invoice session date is entered at creation of the session.

*Invoice type*

Specify the type of invoice to be included in the Invoice Register Report or leave this field blank to include all types. You can press Help for more information about the types of invoices.

*Registration status*

Specify the registration status of invoices to include on the Invoice Register. Otherwise, leave this field blank. You can press Help for more information about the types of registration status.

*Print line 2?*

Specify yes or no to indicate whether you want to print a second line of detail on the Invoice Register. Line 2 includes the internal invoice ID, session/receipt date, approval code, critical code, factor, routing code, and status.

*Factor*

To restrict the register to a particular vendor's factor, type the factor's vendor ID. If a vendor uses a factor to collect payments, the factor must be set up in Infinium PL as a separate vendor.

A factor can be anyone who receives payment for a vendor. For example, the factor may be an external agency the vendor uses to collect payments. If you receive invoices from several divisions or subsidiaries but make payments to a parent company, the parent company is the factor.

---

You can attach factors to vendors through the *Work with vendors* function under the *Controls* menu. To print this information on the Invoice Register, you must specify yes in the *Print line 2?* field. Leave this field blank to include all factors in the register.

*Routing code, Approval code*

Use these fields to restrict the register to invoices with a particular routing or approval code. You create codes through the *Work with codes* function under the *Controls* menu. To print this information on the Invoice Register, you must specify yes in the *Print line 2?* field.

*Critical level*

If you want to limit the invoices selected for this report to a specific critical level, type a critical level number from 0 to 9. The priority value can be from 0 (lowest priority) to 9 (highest priority).

- 4 Press Enter. The system generates an Invoice Register.
-

## Printing the Duplicate Invoice Report

### Overview

Infinium PL provides you with the ability to print a list of duplicate invoices. You can use this report as an audit tool to check for duplicate invoices and not rely only on the potential duplicate warnings and errors on the proof report.

You define which invoices the system evaluates for duplicates. You specify the invoice company, invoice company division, and the vendor. You can specify whether the system evaluates a specific invoice or all invoices for potential duplicates. You can specify whether the system evaluates only unposted invoices, only posted invoices, or both unposted and posted invoices for potential duplicates. You can also specify an invoice date range that the system evaluates for duplicate invoices.

You also define the criteria that the system uses to check invoices as potential duplicates.

You also define the criteria that the system uses to check invoices as potential duplicates. You specify whether the system checks for potential duplicate invoice numbers, potential duplicate invoice amounts that have the same invoice date, potential duplicate invoice amounts under the same purchase order number, and duplicate invoices for a vendor against all invoices created for all vendors.

In addition, you can indicate whether to include the internal invoice ID and the session on a second line of information for each duplicate invoice on the report.

## Printing the Duplicate Invoice Report

To print a Duplicate Invoice Report, complete the steps below.

- 1 From the main menu select *Inquiries & Reports*.
  - 2 Select *Print duplicate invoice report* [PDIR]. The system displays a screen similar to Figure 8-14.
-

```

10/02/2006 11:25:02 Print Duplicate Invoice Report PLGVHDIB PLDVHDIB
-----
Invoice company / division . . . . . CCD + 001 +
Vendor . . . . . T/C DESIGN +
Invoice ID . . . . . _____
Invoice status . . . . . _ Blank=All, 1=Unposted, 2=Posted
From/To invoice date . . . . . 0 / 0

Check for duplicate:
Invoice number . . . . . 0 1=Yes, 0=No
Invoice amount, date . . . . . 0 1=Yes, 0=No
Amount, Purchase order ID . . . . . 1 1=Yes, 0=No
Against all vendors . . . . . 0 1=Yes, 0=No

Print line 2? . . . . . 1 1=Yes, 0=No

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

Figure 8-15: Print Duplicate Invoice Report screen

Use this screen to define which invoices the system evaluates for duplicates, to specify the criteria the system uses to check for duplicates, and to indicate whether to include the internal invoice ID and the session for each duplicate invoice on the report.

**3** Use the following information to complete the fields on this screen:

*Invoice company*

Specify the code for the invoice company that you want the system to evaluate for duplicate invoices for the report.

*division*

Specify the code for the company division that you want the system to evaluate for duplicate invoices for the report.

*Vendor*

Specify the ID of the vendor that you want the system to evaluate for duplicate invoices for the report.

*Invoice ID*

Specify a particular invoice ID for the system to evaluate for duplicates, or leave this field blank for the system to evaluate all invoices for duplicates for the report.

*Invoice status*

Specify the types of invoices that you want the system to evaluate for this report.

- Type 1 for the system to evaluate only unposted invoices.
- Type 2 for the system to evaluate only posted invoices.
- Leave this field blank for the system to evaluate both unposted and posted invoices.

*From/To invoice date*

To restrict the invoices evaluated and included on the report to only those that fall on or between specific dates, type from and to dates in these fields. The invoice date is the date that the invoice was generated.

*Check for duplicate Invoice number*

Specify yes for the system to check for potential duplicate invoice numbers for the vendor you specify; otherwise, specify no.

*Check for duplicate Invoice amount, date*

Specify yes for the system to check for potential duplicate invoice amounts entered on the same invoice date; otherwise, specify no.

*Check for duplicate Amount, Purchase order ID*

Specify yes for the system to check for potential duplicate invoice amounts under the same purchase order number; otherwise, specify no.

*Check for duplicate Against all vendors*

Specify yes for the system to check the specified vendor's invoices for a potential duplicate against all invoices created for all vendors; otherwise, specify no.

*Print line 2?*

Specify whether you want to print a second line of detail on the Duplicate Invoice Report. The second line includes the internal invoice ID and the session.

- 4 Press Enter. The system generates the Duplicate Invoice Report.
-

# Printing the Vendor Report

## Overview

Infinium PL allows you to include information from any of the following vendor controls segments in the Vendor Report:

- Base data controls
- Address controls
- Payment controls
- Contact controls
- User field controls
- Vendor tax controls
- 1099/T4A tax controls
- Purchasing controls

You can customize the report to show vendor details that meet specific criteria, such as vendors within a particular state/province, country, postal code, and so forth. You can run the report for all vendors or for selected vendors.

## Printing the Vendor Report

To print the Vendor Report, perform the following steps:

- 1 From the main menu select *Inquiries & Reports*.
  - 2 Select *Print vendor report [PVR]*. The system displays a screen similar to Figure 8-16.
-

```

3/05/2009  11:35:12      Print Vendor Report      PLGVEB      PLDVEB
-----
                                           Page 1 of 2

Type options and press Enter.

Print summary or detail . . . . . 1          1=Summary, 2=Detail
Sort order . . . . . 1          1=Vendor, 2=Short name

Include in detail report?
Base Data controls . . . . . : 1          1=Yes, 0=No
Address controls . . . . . 0
Payment controls . . . . . 0
Contact controls . . . . . 0
User fields . . . . . 0
Vendor tax controls . . . . . 0
1099/T4 Tax controls . . . . . 0
Purchasing controls . . . . . 0

-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line

```

Figure 8-16: Print Vendor Report screen 1

This screen allows you to select the vendor control segments from which you want to include information in the report.

- 3 Use the following information to complete the fields on this screen:

*Print summary or detail*

To print a summary report, including only the base data, select **Summary**. If you select **Detail** to generate a detailed report, indicate in the lower portion of the screen which control details you want to include.

*Include in detail report?*

Type **1** next to each vendor control segment that has information you want to include in the report. Type **0** next to the control segments that do not have information you want to include.

- 4 Once you have chosen the vendor controls to include on the report, press Enter. The system displays a screen similar to Figure 8-17 so that you can specify certain criteria for including vendor records on the report. For example, use this screen to specify vendors from a particular state or province or to show only active or single use vendors.



```

3/05/2009 11:29:31      Print Vendor Report      PLGVEB      PLDVEB
-----
Type information and press Enter.                               Page 2 of 2
Vendor . . . . . _____ +      Blank for all
-or Vendor group . . . . . _____ +
Short name . . . . . _____ +
Factor . . . . . _____ +
Master vendor . . . . . _____ +
Address type . . . . . _____ +
State or Province . . . . . _____ +
Postal code . . . . . _____
Country . . . . . _____ +
Default invoice currency . . . . . _____ +
Default terms code . . . . . _____ +
Default payment method . . . . . _____ +
Hold payments . . . . . _____ 1=Yes, 0=No, Blank=All
Critical level . . . . . _____ 1..9
Approval code . . . . . _____ +
Routing code . . . . . _____ +
Active vendor? . . . . . _____ 1=Yes, 0=No, Blank=All
Single use vendors? . . . . . _____ 1=Yes, 0=No, Blank=All
-----
F2=Function keys F3=Exit F4=Prompt F7=Override masking F24=More keys
    
```

Figure 8-17: Print Vendor Report screen 2

**5** Use the following information to complete the fields on this screen:

*Vendor*

Select the vendor for which you want to print information.

Leave this field blank to print the report for all vendors or to print the report for a vendor group.

*Vendor group*

Select the vendor group for which you want to print information.

Leave this field blank to print the report for all vendors or to print the report for a specific vendor.

*Factor*

To restrict the Vendor Report to a particular vendor factor, type the factor's vendor ID in this field. A factor can be anyone who receives payment for a vendor. For example, the factor may be an external agency the vendor uses to collect payments, or, if you receive invoices from several divisions or subsidiaries but make payments to a parent company, the parent company is the factor.

If a vendor uses a factor to collect payments, the factor must be set up in Infinium PL as a separate vendor. Also, the factor must be entered in the base data controls records of vendors using the factor.

#### *Master vendor*

The system uses master vendors to group vendors together for reasons such as a 1099 consolidation that rolls up all 1099 details for all sub-vendors to the master vendor. To run the Vendor Report for vendors grouped under a particular master vendor, type a valid master vendor's ID.

#### *Address type*

To restrict the Vendor Report to a particular address type, type a vendor address type.

You define address types through the *Work with codes* function under the *Controls* menu. For example, you can specify **MAIN** to identify the remittance/buy-from address that is the vendor's central or primary location and you can define **REMIT** to identify a location that the vendor uses specifically for payments.

#### *Critical level*

To restrict the Vendor Report to a particular critical level, type a critical level code. You assign critical level on the invoice to specify payment priority of invoices for the vendor.

## Overriding masking

Press F7 to display the Override Masking Defaults window, which you can use to override the masking settings for information printed in the report from these fields:

- *Bank account number*
- *IBAN*
- *DFI Account Number*
- *Financial Institution ID*
- *Vendor Tax ID*

6 Press Enter. The system generates the Vendor Report.

---

# Recalculating vendor statistics

## Overview

Infinium PL stores and accumulates invoice and payment history by vendor. The system updates this history during all invoice, payment, and bank reconciliation posting processes. Infinium PL uses the accumulated information for inquiries and reports.

If you suspect that your vendor statistics history is inaccurate, recalculate the vendor statistics to update the accumulated history.

The system does not include registered invoices or 1099 and T4A information in the accumulated history files.

We recommend that you run this function at night with everyone signed off of Infinium PL.

**Caution:** When you purge Infinium PL history through the *Purge PL transaction history* function under the *Supervisor Tasks* menu, the system removes invoice and payment information as of the accounting date specified for the purge operation.

The purged information is no longer available when you recalculate vendor statistical files. Consequently, you cannot include purged information in the Vendor Statistics Report once you have run the *Recalculate vendor statistical files* function.

## Recalculating vendor statistics

To recalculate vendor statistics, perform the following steps:

- 1 From the main menu select *Supervisor Tasks*.
  - 2 Select *Recalculate statistical files* [RSF]. The system displays a screen similar to Figure 8-18.
-

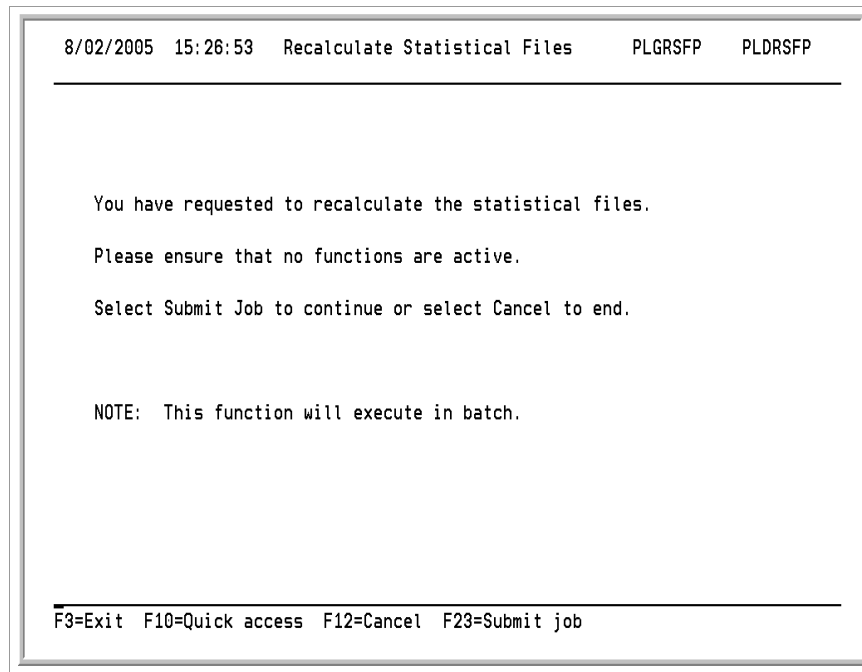


Figure 8-18: Recalculate Statistical Files screen

- 3 Press F23 to recalculate vendor statistics.

# Printing the Vendor Statistics Report

## Overview

Use the *Vendor Statistics report* function to print invoice, payment and float summary totals for all or selected accounting periods and years. You can include details about invoice and payment currency, invoice types, and payment methods for all vendors or for specific vendors.

## Printing the Vendor Statistics Report

To print the Vendor Statistics Report, perform the following steps:

- 1 From the main menu select *Inquiries & Reports*.
- 2 Select *Print vendor statistics report [PVSR]*. The system displays a screen similar to Figure 8-19.

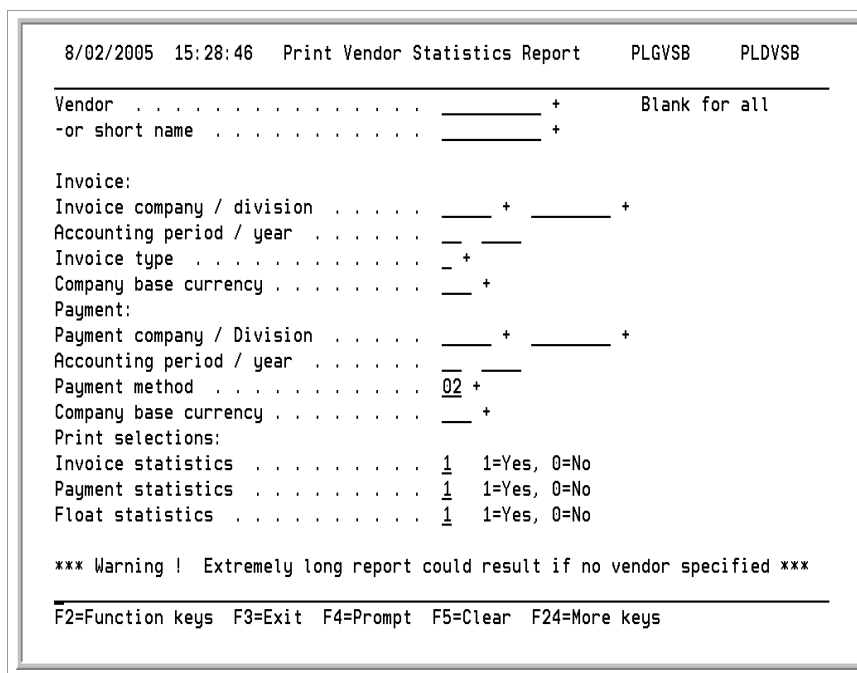


Figure 8-19: Print Vendor Statistics Report screen

This screen allows you to select the contents for this report.

**Caution:** If you do not restrict this report to a specific vendor, the report can become extremely long.

- 3 Use the following information to complete the fields on this screen:

## Invoice statistics

### *Invoice company, Payment company*

Type the company code for the invoice company and payment company for which you are printing the Vendor Statistics Report. Leave these fields blank to print the report for all invoice and payment companies.

If you leave the *Invoice company* and *Payment company* fields blank, and you have been secured by a reporting company group, the system displays the following warning:

**The user submitting this report is secured by a reporting company group. This will directly impact the data contained in the report. Press Enter to continue or F12 to cancel.**

For example, if the invoice or payment company contains divisions DIV01, DIV02, DIV03 and DIV04 and you are authorized to work only with DIV01 and DIV02, the Vendor Statistics Report is not affected if you generate the report for DIV01 or DIV02. If, however, you generate the report for all divisions by leaving the *Division* field blank, the Vendor Statistics Report does not generate details for DIV03 and DIV04. This may affect your report totals.

### *Accounting period, Accounting year*

To print invoice statistics for a particular accounting period, type an accounting period and year in these fields. Leave these fields blank to include all accounting periods.

Keep in mind that if you have purged Infinium PL history and have then recalculated vendor statistics, invoice and payment details from before the accounting date specified in the purge operation are no longer available for this report.

### *Invoice type*

To run the Vendor Statistics Report for a particular invoice type, type an invoice code. The options are:

- 1 Invoice
-

**2** Internal memo

**3** External memo

Leave this field blank to run the report for all invoice types.

## Payment statistics

### *Payment method*

To run the Vendor Statistics Report for a particular payment method, type a payment method code in this field. The codes are:

**01** Checks

**02** Girobank Transfer

**03** Cash

**04** Bills of Exchange

**05** Letters of Credit

**08** Letters of Credit - Electronic

**52** Bankers Automated Clearing Society

**56** Electronic Payment Order

Leave this field blank to run the report for all allowed payment methods.

## Print selections

The following *Print selections* fields allow you to specify which types of statistical vendor information to include on the report:

- Invoice statistics
- Payment statistics
- Float statistics
- All vendor statistics

You must select at least one type of statistics before you can print the Vendor Statistics Report. The following information provides details about each of these fields.

---

### *Invoice statistics*

To print invoice summary statistics on the Vendor Statistics Report, specify yes in this field (default value).

To exclude invoice statistics, specify no. If you choose to exclude invoice statistics from the report, all of the fields under *Invoice* must be blank.

Invoice statistics on the report are broken down by company and include:

- Total number of transactions processed
- Total monetary amount processed
- Total discount suggested

### *Payment statistics*

To print payment summary statistics on the Vendor Statistics Report, specify yes in this field (default value).

To exclude payment statistics, specify no. If you choose to exclude payment statistics from the report, all of the fields under *Payment* must be blank.

Payment statistics on the report are broken down by company and include:

- Total number of transactions processed
- Total discount taken
- Total discount lost

### *Float statistics*

To print float summary statistics on the Vendor Statistics Report, specify yes in this field (default value).

To exclude float statistics, specify no. Float is the amount of time between the payment date and the clearing date.

Float statistics on the report include:

- Average days to clear
  - Total amount on float
  - Average payment amount
  - Average discount taken
  - Average discount lost
  - Average clearing amount
-



- 4 After defining selections for the report contents, press Enter. The system generates the Vendor Statistics Report.

## Printing the Vendors with Credit Balance Report

### Overview

You can print a report that lists all of the vendors with credit balances. The report includes the following information:

- Vendor ID and name
- Whether the vendor's status is active
- Credit balance for each vendor listed by company in company base currency

### Printing the Vendor Credit Balance Report

To print the Vendor with Credit Balance Report, perform the following steps:

- 1 From the main menu select *Inquiries & Reports*.
  - 2 Select *Print vendor with credit balance* [PVCB]. The system displays a screen similar to Figure 8-20.
-

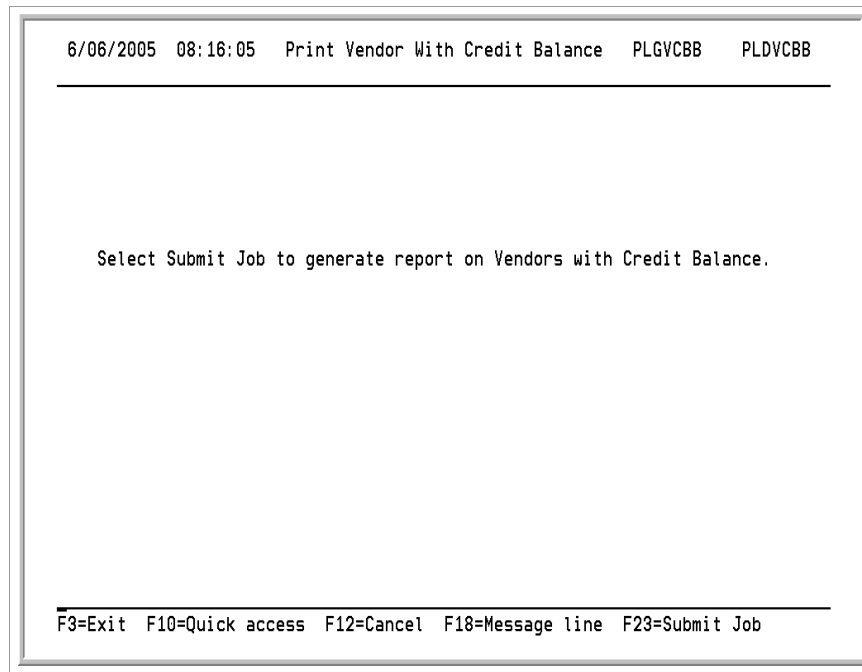


Figure 8-20: Print Vendor With Credit Balance Report screen

- 3 Press F23 to submit the job or press F12 to cancel and return to the main menu.

# Printing the Invoice Approval History Report

## Overview

You can print a report that lists the approval history for invoices. The system uses the audit log, which tracks approvals, rejections and invoices requiring re-approval, to create this report.

Invoices may appear more than once on a report because:

- The report lists every invoice that was approved and/or every invoice that was rejected
- Invoices can be approved and rejected multiple times before posting

Use the *Purge invoice approval history* menu option to purge invoice approval history. You can base the purge on approval status and on either a date range or an approver.

## Printing the Invoice Approval History Report

To print an Invoice Approval History Report, perform the following steps:

- 1 From the main menu select *Inquiries & Reports*.
  - 2 Select *Print Approval History Report [PAHR]*. The system displays a screen similar to Figure 8-18.
-

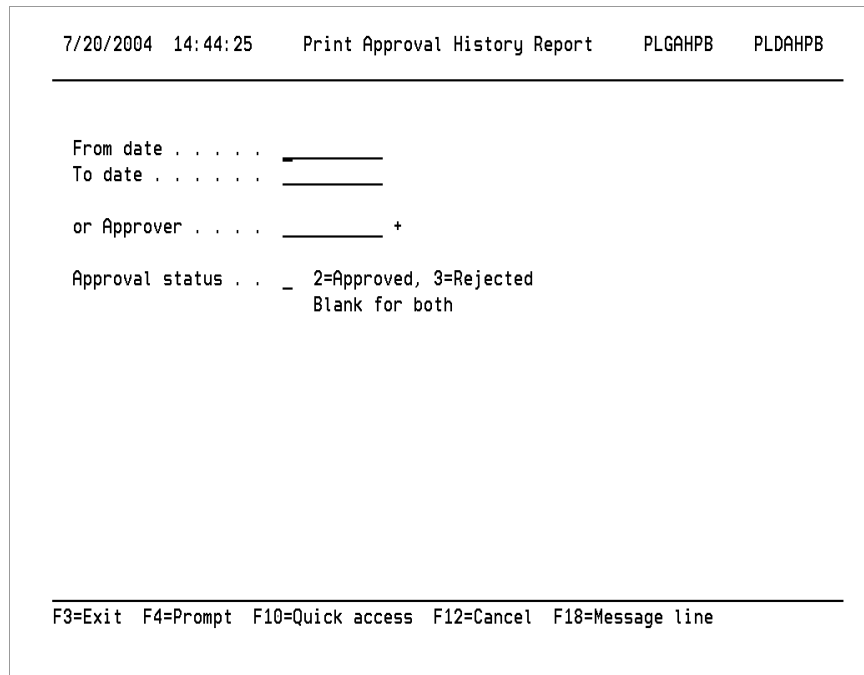


Figure 8-21: Print Approval History Report screen

You can specify either a range of invoice dates or select an approver and specify the approval status to limit the invoices to include in the report.

- 3 Use the following information to complete the fields on this screen:

*From date, To date*

To restrict the invoices included on the report to only those that fall on or between specific dates, specify those dates in these fields. The system prints details for all invoices within this range that meet the other criteria you specify. You must specify either a date range or an approver.

*Approver*

Select an approver code to print the report for a specific approver. You must specify either an approver or a date range.

*Approval status*

Specify the approval status of invoices to include on the Invoice Approval History Report. You can include only approved, only rejected or both approved and rejected invoices.

- 4 After defining selections for the report contents, press Enter. The system generates the Invoice Approval History Report.

# Printing the Remittance Advices Report

## Overview

This report reprints remittance advices for vendor check payments. You can reprint remittance advices for one or multiple payments and use this report to analyze prior invoice payments.

Remittance advices, created by Infinium PL during the payment process, include information such as the company making the payment, invoice IDs being paid, invoice currency, invoice date, invoice amount, discount amount, and amount paid.

You can specify parameters for the report to limit the scope of the report. For example, you may want to select all payments for a vendor made through a particular accounting date or in a particular payment session. The system selects the payments that match the selection criteria and reprints the remittances associated with those payments.

## Printing the Remittance Advices Report

To print a Remittance Advices Report, perform the following steps:

- 1 From the main menu select *Inquiries & Reports*.
  - 2 Select *Print remittance advices* [PRA]. The system displays a screen similar to Figure 8-22.
-

```

7/28/2005 15:23:18      Print Remittance Advices      PLGPRAB  PLDPRAB
-----
Payment company / Division . . . . .  ___ +      ___ +
- or Payment company group . . . . .  _____ +
Bank account . . . . .  _____ +
Payment currency . . . . .  ___ +
Payment session . . . . .  _____
Payment cycle code . . . . .  _____ +
Payment status . . . . .  _ 1=Payments, 2=Voids, 3=Stop Payments
Payee . . . . .  _____ +
Invoice sort order . . . . .  2 1=Internal ID, 2=Invoice number
Include payment message . . . . .  0 1=Yes, 0=No

Range selections
From/to payment reference . . . . .  _____
From/to payment date . . . . .  _____
From/to accounting date . . . . .  _____

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

Figure 8-22: Print Remittance Advices screen

You can specify selection criteria for the Remittance Advices Report. Only the *Invoice sort order* and *Include message ID* are required criteria. If you specify additional selection criteria, you can limit the size of the report.

**3** Use the following information to complete the fields on this screen:

*Payment company*

Select the company code for which to run the Remittance Advices Report. If you select a payment company, you cannot specify a payment company group. Leave this field blank to search for all payments regardless of the payment company or if you specify a payment company group.

*Division*

You can select the division for which to run the Remittance Advices Report. If you select a payment company, you can either specify a division or leave this field blank. Leave this field blank to search for all payments regardless of the payment division or if you specify a payment company group.

*Payment company group*

Select an existing company group name for which to run the Remittance Advices Report. You must leave this field blank if you select a payment company.

A company group is a list of companies. There is no limit to the number of company groups to which a company can belong.

You can be secured to company groups and, therefore, be secured to a subset of all companies. You can generate inquiries and reports by company group. You can restrict vendors to usage by company groups.

*Bank account*

Select a bank account name for which to run the Remittance Advices Report. Leave this field blank for all bank accounts.

*Payment currency*

Select a payment currency code for which to run the Remittance Advices Report. Leave this field blank for payments in all currencies.

*Payment session*

Type a payment session number for which to run the Remittance Advices Report. Leave this field blank for all payment sessions.

*Payment cycle code*

Select a payment cycle for which to run the Remittance Advices Report. Leave this field blank for all payment cycles.

*Payment status*

Specify a payment status for which to run the Remittance Advices Report.

Valid values are:

- 1**            Payments
- 2**            Voids
- 3**            Stop payments

Leave this field blank to run the report for all payment statuses.

*Payee*

Select a payee for which to run the Remittance Advices Report. Leave this field blank for all payees. When you prompt on this field, the system generates the payee list from the vendor file.

---



### *Invoice sort order*

Specify the order in which the system sorts invoice remittances on the Remittance Advices Report.

Valid values are:

- 1** Sort remittances by internal ID.
- 2** Sort remittances by invoice number, which is the default value for this field.

### *Include message ID*

Specify whether to print the current message on the Remittance Advices Report that is associated with the payment message ID on the original payment.

### *From payment reference, To payment reference*

Specify a range of payment reference numbers for which to run the Remittance Advices Report. You can specify a from payment reference number and/or a to reference number.

### *From payment date, To payment date*

Specify a range of payment dates for which to run the Remittance Advices Report. You can specify a from payment date and/or a to payment date.

These fields accommodate only numeric date formats. For example, **010105** is acceptable, but **01/01/05** is not.

### *From accounting date, To accounting date*

Specify a range of accounting dates for which to run the Remittance Advices Report. You must specify both a from and a to accounting date to use the range as selection criteria.

This field accommodates only numeric date formats. For example, **010105** is acceptable, but **01/01/05** is not.

If you limit the payment status to voids/reversals, the system uses the value in the *From accounting date* field as the from void date.

If you limit the payment status to stop payments, the system uses the value in the *From accounting date* field as the from stop payment date.

If you limit the payment status to voids/reversals, the system uses the to accounting date as the to void date.

---

If you limit the payment status to stop payments, the system uses the to accounting date as the to stop payment date.

- 4 After you define the selection criteria for the report contents, press Enter. The system generates the Remittance Advices Report.

# Printing the Inactive Vendors Report

## Overview

Vendor inactivity is determined by verifying that the vendor has no open invoices or paid invoices during a specified date range.

You can specify parameters for the report to limit the scope of the report. The screen displays the options you may use for submitting the Inactive Vendors Report.

## Printing the Inactive Vendors Report

To print an Inactive Vendors Report, perform the following steps:

- 1 From the main menu select *Inquiries & Reports*.
  - 2 Select *Print in-active vendors [PIAV]*. The system displays a screen similar to Figure 8-23.
-

```

8/21/2023 01:37:13      Print In-Active Vendors      PLGPIAVB  PLDPIAVB
-----
Type information and press Enter.

Vendor - or Short name . . : _____ + _____ +   Blank for all
- or -
VENDOR GROUP . . . . . : _____ +
From date . . . . . : 1/01/2020
To date . . . . . : 5/18/2021
Single use vendors? . . . : 1    1=Yes, 0=No

-----
F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
-----
MB + A

```

Figure 8-24: Print Inactive Vendors screen

You can specify selection criteria for the Inactive Vendors Report.

- 3 Use the following information to complete the fields on this screen:

#### *Vendor*

Specify the vendor ID. Leave this field blank to include all vendor IDs.

#### *Short name*

Specify a valid short name for the vendor. Leave this field blank to include all vendors.

#### *Vendor Group*

Use this field to restrict the user to a specific set of vendors. Type the name of the vendor group to which this user has access. Leave the field blank to allow access to all vendors.

Use the *Work with vendor groups* function under *Supervisor Tasks* to create or modify a vendor group.

#### *From date*

Type a date in this field for the start of the vendor activity. If the vendor does not have any open invoices or paid invoices during the specified *From date* and *To date* range, then the vendor is inactive.

*To date*

This is an optional field. If you do not enter a date in this field, the system date is used.

*Single use vendors?*

Type **1** to print the report for single-use vendors only. Type **0** to print the report excluding single-use vendors.

- 4 After you define the selection criteria for the report contents, press Enter. The system generates the Inactive Vendors Report.

## Notes

---

# Chapter 9 Using Analytical Inquiry and Reconciling Infinium PL

# 9

This chapter contains information about how to:

- Display invoice, payment, vendor, purchase order and accounting entry information

The *Analytical inquiry* function lets you use data that you know to find other information by any of five separate paths, such as beginning with a vendor ID and finding related check numbers.

- Reconcile Infinium PL

You can reconcile a period's activity with the accounts payable trade account and reconcile Infinium PL with the general ledger.

The chapter consists of the following topics:

Topic	Page
Overview of using <i>Analytical Inquiry</i>	9-2
Using the vendor path for analytical inquiries	9-5
Using the invoices path for analytical inquiries	9-20
Using the payments path for analytical inquiries	9-34
Using the accounting entries path for analytical inquiries	9-44
Using the purchase orders path for analytical inquiries	9-49
Reconciling Infinium PL	9-63

---

## Overview of using *Analytical Inquiry*

Infinium PL information is categorized and accessible by five paths. You can perform inquiries using any of these paths.

- Vendors

This path allows you to select from a list of invoices or payments that you created for a specific vendor. You can also display control, statistical, aging, audit trail, and float details about a vendor.

- Invoices

This path allows you to select from a list of all open and closed invoices on the system, in order of invoice ID. Alternately, you can display only open invoices or only paid invoices.

- Payments

This path allows you to select from a list of all payments in order of payment reference number. You can also display more specific information about a payment.

- Accounting Entries

This path allows you to display invoice and payment accounting entry information, in order of account number, including totals.

- Purchase Orders

This path allows you to display invoice information using the purchase order number as the primary search and to locate purchase orders associated with an invoice.

Depending on the data that you know and the data that you are trying to find, you select one of these categories and follow the path. For example, if a vendor calls about an invoice, you can start with the vendor path, or, if you know the invoice number, you can start with the invoice path.

Regardless of the path with which you begin, you can continue from that path to related information found elsewhere. For example, you can begin with the accounting entries path and follow the path to payment, vendor, and invoice information.

The diagram shown in Figure 9-1 illustrates the analytical inquiry paths you can take to display invoices.

---



## Analytical Inquiry

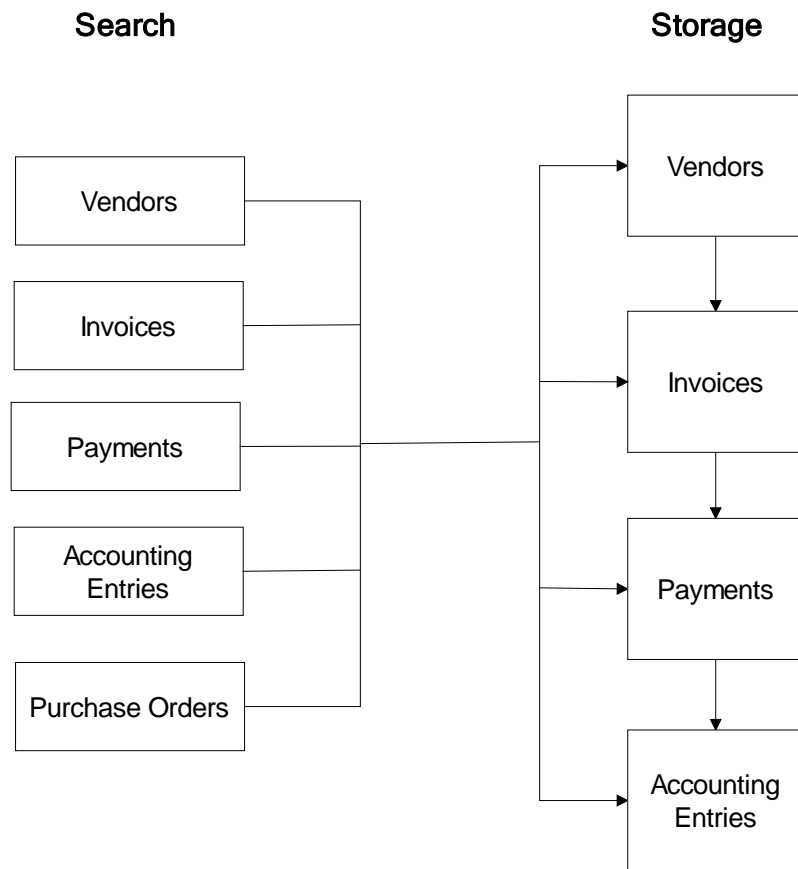


Figure 9-1: Analytical Inquiry paths diagram

The analytical inquiry instructions in this chapter provide examples of the many paths you can take beginning from each of the primary screens. Additional steps and further paths are available.

You can explore additional paths and take any path further than indicated in these procedures by using the additional actions and function key choices that the system identifies on the analytical inquiry screens.

## Objectives

After completing this chapter, you should be able to:

- Display invoice and payment information
- Display purchase orders associated with invoices

- Display vendor and invoice audit trail information
  - Understand the procedures for reconciling Infinium PL
  - Understand the procedures for reconciling Infinium PL with the general ledger
-

# Using the vendor path for analytical inquiries

## Overview of using the vendor path

The vendor path begins with a list of vendors. You can then display any of the following for a listed vendor:

- Invoices
- Payments
- Vendor controls
- Vendor statistics
- Aging analysis
- Float analysis
- Audit trail

The diagram below illustrates the first two levels of choices available to you when you take the vendor path.

---

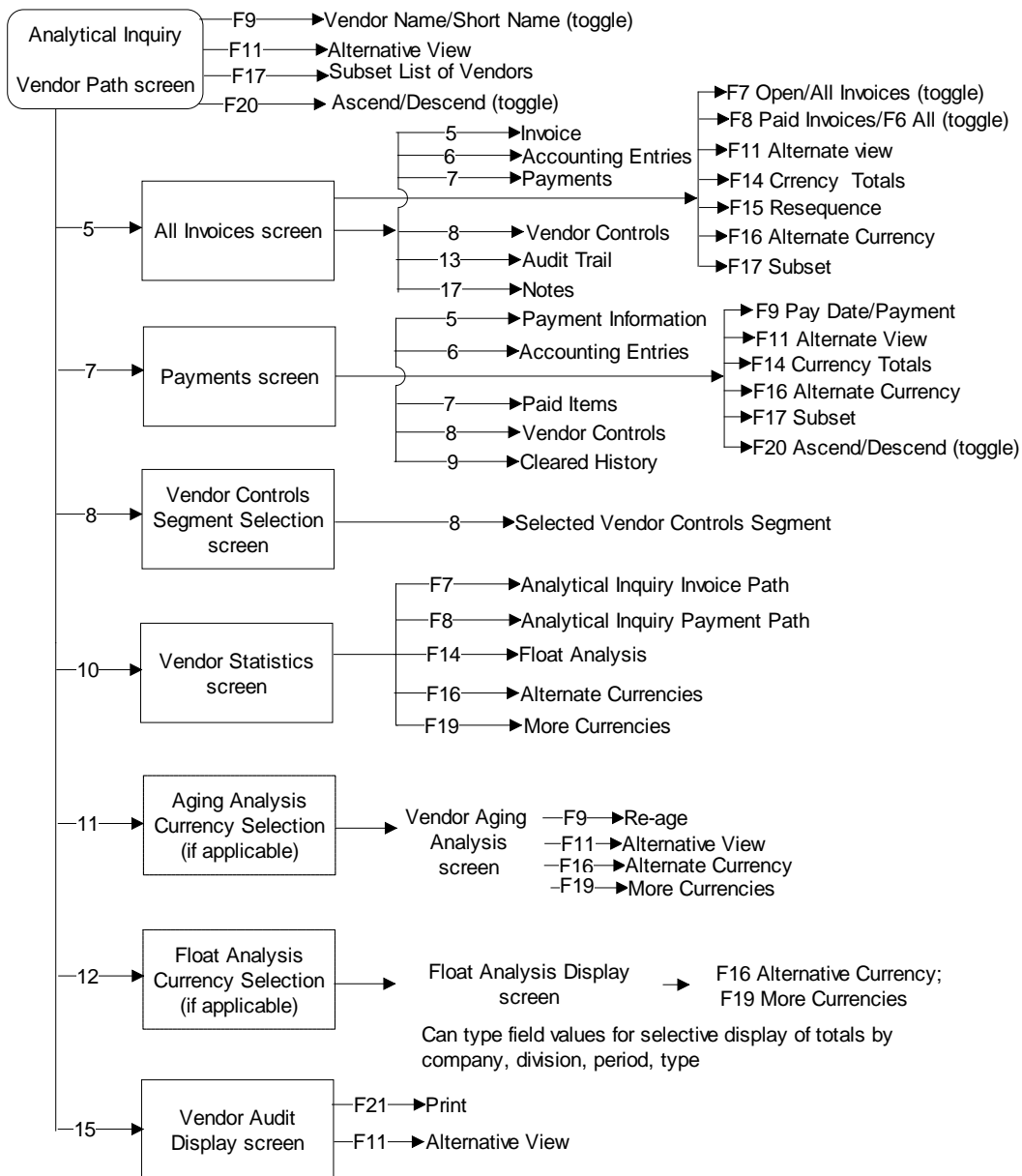


Figure 9-2: Analytical Inquiry Vendor Path Choices

## Using the vendor path

For an analytical inquiry beginning with the vendor path, perform the following steps:

- 1 From the main menu select *Inquiries & Reports*.

- 2 Select *Analytical inquiry* [AI]. The system displays a screen similar to Figure 9-3.

```
2/04/2003 15:34:06      Analytical Inquiry      PLGAI      PLDAI
-----
Type option and press Enter.
1=Select

Option

  1  Vendors
  -  Invoices
  -  Payments
  -  Accounting Entries
  -  Purchase Orders

-----
F3=Exit F10=Quick access F12=Cancel F18=Message line
```

Figure 9-3: Analytical Inquiry selection screen

- 3 Select a path by which you want to find the information. For the vendor path, select **Vendors**.
- 4 Press Enter. The system displays a screen similar to Figure 9-4.

```

11/20/2013 13:56:55 Analytical Inquiry PLGAIW1 PLDAIVW1
-----
VENDORS
Type information and press Enter.
5=Invoices 7=Payments 8=Vendor controls 10=Statistics 11=Aging
12=Float 15=Audit trail 17=Notes
Opt Short Name Vendor Name Vendor Doing Business As Act
-----
CABRAL set up for EPO CABRAL 1
CAROL3 Carol company CAROL3 carol 1
ABBY ABBOT ABBY ABBOTT 1000001030 ABBA 1
ABC ABC Vendor ABC VENDOR XYZ 1
ABC aaa company... AAA p 1
ABCEHW ABC-Eileen's vendor ABC-EHW ABC 1
ACHCBRFOUR ACH CBR VENDOR FOUR ACHCBRFOUR 1
ACHCBRONE ACH CBR VENDOR ONE ACHCBRONE 1
ACHCBRTHRE ACH CBR VENDOR THREE ACHCBRTHRE 1
ACHCBRTWO ACH CBR VENDOR TWO ACHCBRTWO 1
ACHCTXONE ACH CTX VENDOR ONE ACH ONE 1
ACHCTXTHRE ACH CTX Vendor Three ACHCTXTHRE 1
MORE...
-----
F2=Function keys F3=Exit F5=Refresh F9=Vendor name sort F24=More keys

```

Figure 9-4: Analytical Inquiry Vendors screen

5 Select a vendor. Type the appropriate action number and press Enter.

Action	Field value	Description
Invoices	5	Display a list of the selected vendor's standard and registered invoices. From this invoices screen you can display more detailed invoice information and the accounting entries.
Payments	7	Display the selected vendor's payment history. From this payment screen you can display more detailed payment information and related accounting entries.
Vendor Controls	8	Display the Vendor Controls screen, from which you can access base data, address data, payment information, tax data, and other control information for this vendor.

Action	Field value	Description
<i>Statistics</i>	10	<p>Display a vendor statistics screen from which you can access invoice and payment totals for a company/division, discount information, and currency information.</p> <p>Press F7 to access the analytical inquiry invoice path.</p> <p>Press F8 to access the analytical inquiry payment path.</p> <p>Press F9 to access an aging analysis.</p> <p>Press F14 to access a float analysis.</p> <p>Press F16 to access a view of alternate currencies.</p> <p>Press F19 to access views of more currencies.</p>
<i>Aging</i>	11	Display an aging analysis screen for this vendor. You can then press F9 to perform re-aging.
<i>Float</i>	12	Display float analysis information for this vendor.
<i>Audit Trail</i>	15	Display audit trail information for this vendor.
<i>Note Pad</i>	17	Add or display a note about a vendor.

If you know some or all of the vendor name, you can enter a valid value in the *Opt* field in the row above the list and enter a value for the vendor in the *Short Name* field, or a complete or partial value in the *Vendor* or *Vendor Name* field. Press Enter.

## Using the vendor path to display invoices

To display invoice information for the selected vendor, perform the following steps:

- 1 At the Analytical Inquiry Vendors screen shown in Figure 9-4, select a vendor. Type 5 (Invoices) in the *Option* column and press Enter.

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

```

11/20/2013 14:06:20 Analytical Inquiry PLGAIW1 PLDAIW1
-----
ALL INVOICES
Type options and press Enter. Due date - descending
5=Invoice 6=Accounting entries 7=Payments 8=Vendor controls
13=Audit trail 17=Notes
Option Invoice ID Vendor Due date Invoice amount Currency
-----
R TST ██████████ AMS 9/17/2019 200.00 USD
R JSD03012013-002 AMS 3/31/2013 2.10 USD
R JSD03012013-001 AMS 3/31/2013 1.05 USD
R 380255-3B AMS 3/31/2013 2.10 USD
R 380255-3A AMS 3/31/2013 8.55 USD
R 380255-2B AMS 3/31/2013 2.10 USD
R 01092013 AMS 2/08/2013 10.00 USD
R 381727B AMS 1/31/2013 700.00 USD
R 381727A AMS 1/31/2013 700.00 USD
R 1213-FREIGHTONLY AMS 12/31/2012 10.00 USD
MORE...

Amounts are shown in invoice currency.
-----
F2=Function keys F3=Exit F5=Refresh F7=Open invoices F24=More keys
    
```

Figure 9-5: Analytical Inquiry All Invoices screen

This screen lists the selected vendor’s open and paid invoices.

2 Use the following function keys for the specified purposes:

Function key	Purpose
F7	To display only open invoices
F8	To display only paid invoices
F11	To display an alternate view with invoice ID, internal ID, vendor, vendor short name, due date, invoice date, invoice amount and gross relieved amount
F14	To display invoice totals
F15	To resequence the display by invoice date, invoice ID, vendor name, vendor short name, due date, invoice amount, gross relieved amount, or internal ID in either ascending or descending order.
F16	To display alternate currencies
F17	To define a subset of the information displayed

The system displays R to the left of the invoice ID for each registered invoice.



If you know the invoice ID, enter a valid value in the *Opt* field in the row above the list and enter a value in the *Invoice ID* field. Press Enter.

- 3 When done working with the selected vendor, exit the All Invoices screen. The system returns you to the Analytical Inquiry Vendors screen.

## Using the vendor path to display invoice payments

To display payment information for a vendor, perform the following steps:

- 1 At the Vendors screen shown in Figure 9-4, select a vendor. Type **5** (Invoices) and press Enter to display a vendor's invoices.
- 2 Select the invoice for which you want to display payments. Type **7** (Payments) and press Enter. The system displays a screen similar to Figure 9-6.

2/05/2003	08:22:39	Analytical Inquiry	PLGIPH	PLDIPH		
Invoice payment history						
Invoice ID . . .	PAY 4-REMIT		Invoice amount :	800.00		
Internal ID . . .	AMS-000000202		Gross relieved :	800.00		
Vendor . . . . .	AMS		Currency :	USD UNITED STATES DOLLAR		
Type options and press Enter.						
5=Payment information 6=Accounting entries 7=Paid items						
8=Payee controls 9=Cleared history 11=Reconcile 17=Notes						
Option	Pay date	Payment	Account	Payee	Gross relieved	Currency
=	1/07/2003	PAY-REMIT+	AMS	AMS	800.00	USD
						Bottom
Amounts are shown in invoice currency.						
F2=Function keys F3=Exit F5=Refresh F24=More keys						

Figure 9-6: Analytical Inquiry Invoice Payment History screen

- 3 To display more payment information or accounting entries for a payment, select a payment and specify an action.
- 4 To return to the list of invoices, cancel. Cancel again to return to the Vendors screen.

## Using the vendor path to display vendor controls

To display vendor information, perform the following steps:

- 1 At the Analytical Inquiry Vendors screen shown in Figure 9-4, select a vendor. Type **8** (Vendor controls) and press Enter.

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

```

2/04/2003 15:36:57      Analytical Inquiry      PLGVEM      PLDVEM
-----
Vendor . . . . . :      AMS  AMS

Type options and press Enter.
  8=Display

Option Segment
-   Base data controls
-   Address controls
-   Payment method controls
-   Contact controls
-   Vendor user fields
-   Vendor tax controls
-   1099 and T4A tax information
-   Purchasing controls

-----
F2=Function keys  F3=Exit  F4=Prompt  F9=Select all  F24=More keys

```

Figure 9-7: Analytical Inquiry Vendor Controls Selection screen

The system also displays this screen when you make a selection to display vendor information at the Invoice Payment History or the All Invoices screen.

- 2 Select each vendor controls segment you wish to view. Type **8** (Display) and press Enter.
- 3 To return to the Analytical Inquiry Vendors screen, exit the Vendor Controls Selection screen.

## Using the vendor path to display vendor statistics

To display vendor statistics, perform the following steps:

- 1 At the Analytical Inquiry Vendors screen shown in Figure 9-4, select a vendor. Type **10** (Statistics) and press Enter.

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

```

2/04/2003 15:47:14      Analytical Inquiry      PLGVSD      PLDVSD
-----
                          Vendor Statistics
Vendor ID . . . . . :      FORD
Vendor short name . . . . . : FORD
Vendor name . . . . . : FORD MOTOR COMPANY

Enter selections . Blank for all, Mask allowed

          Company  Division  Year/Period  Type  Currency  Total count
Invoices . . .  SD1 +  KAD   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +
Payments . . .   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +   +

          INVOICE RESULTS
Total  Amount          Discount Suggested
13,418,113.75          27,050.77

          PAYMENT RESULTS
Total  Amount          Discount Taken          Discount Lost
          .00          .00          .00

Amounts shown in Invoice currency and Payment currency
F16=Alternate Cur  F18=Message line  F24=More keys

```

Figure 9-8: Analytical Inquiry Vendor Statistics screen

- 2 You can select by company, division, accounting year and period, and invoice type. You must specify a currency for invoice and payment information.
- 3 When you press Enter, the lower portion of this screen displays the total invoice amounts and payment amounts processed for the vendor. The system also displays the total count of invoices and payments in the *Total count* column.
- 4 Exit and return to the Analytical Inquiry Vendors screen.

## Using the vendor path to display an aging analysis

To display a vendor aging analysis, perform the following steps:

- 1 At the Analytical Inquiry Vendors screen shown in Figure 9-4, select a vendor. Type **11** (Aging) and press Enter.

If you are using multiple currencies, the system displays a window similar to Figure 9-9. Otherwise, the system continues directly to the Analytical Inquiry Vendor Aging Analysis screen.

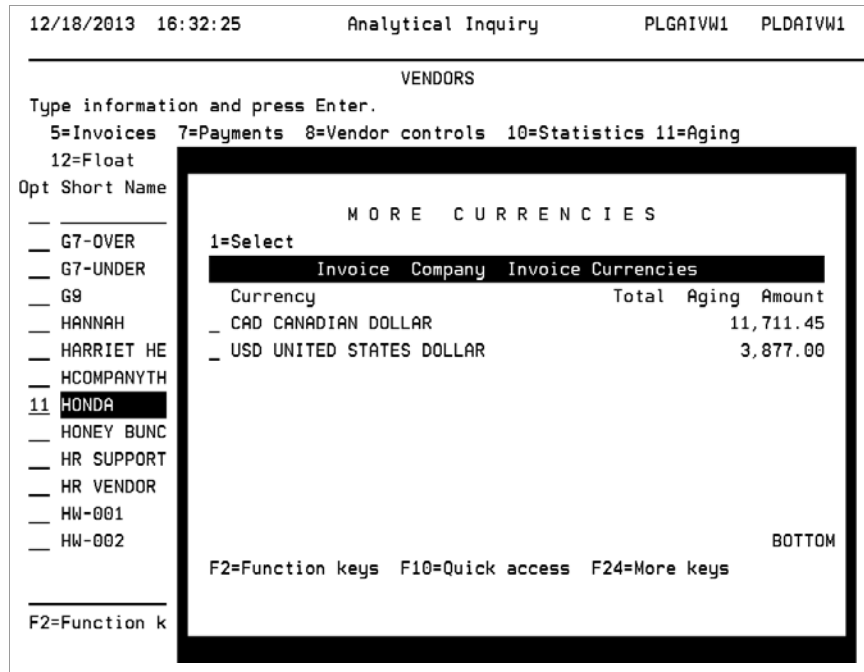


Figure 9-9: More Currencies window

- 2 Type 1 next to a currency and press Enter. The system displays a screen similar to Figure 9-10.

12/18/2013 16:35:15		Analytical Inquiry		PLGVAN	PLDVAN
Vendor Aging Analysis					
Vendor ID / Short name	. . . . .		:	HONDA	HONDA
Vendor name	. . . . .		:	Honda	
Company / Division	. . . . .		:	_____ +	_____ +
Currency	. . . . .		:	USD +	
Invoices through Accounting Date	. . . . .		:	3/31/2013	
Payments through Accounting Date	. . . . .		:	3/31/2031	
Aging date	. . . . .		:	3/31/2013	
Aging method	. . . . .		:	0 0=Due date, 1=Invoice date	
Boundary 1	30-	to	0 . . . :	1,187.50	
Boundary 2	1	to	30 . . . :	.00	
Boundary 3	31	to	60 . . . :	100.00	
Boundary 4	61	to	90 . . . :	2,689.50	
Boundary 5	91	to	120 . . . :	100.00-	
Boundary 6	0	to	0 . . . :	.00	
Boundary 7	0	to	0 . . . :	.00	
Total	. . . . .		:	3,877.00	
<u>Amounts shown in Invoice Currency</u>					
F2=Function keys F3=Exit F4=Prompt F9=Reage F24=More keys					

Figure 9-10: Analytical Inquiry Vendor Aging Analysis screen

This screen displays the aging information from the most recent results of the Aged Trial Balance update. The system does not include registered invoices in these totals.

- 3 To display the current aging information, press F9.
- 4 Exit and return to the Analytical Inquiry Vendors screen.

## Using the vendor path to display a float analysis

To display float analysis, perform the following steps:

- 1 At the Analytical Inquiry Vendors screen shown in Figure 9-4, select a vendor. Type 12 (Float) and press Enter.

If you are using multiple currencies, the system displays a screen similar to Figure 9-11. Otherwise, the system continues directly to the Analytical Inquiry Float Analysis Display screen.

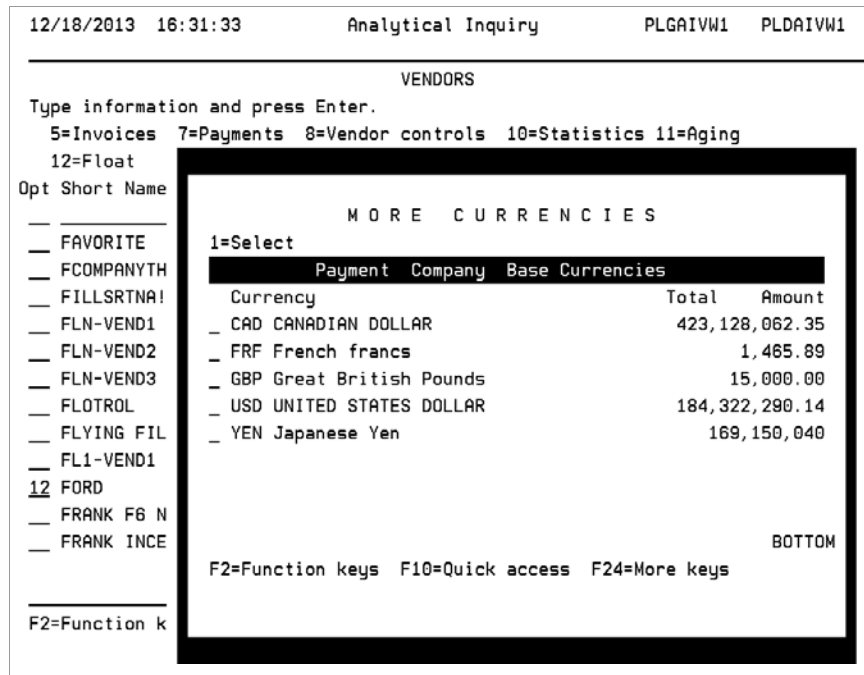


Figure 9-11: More Currencies window

- 2 Type 1 and press Enter next to the currency for which you want to review the float analysis.

The system displays a screen similar to Figure 9-12.

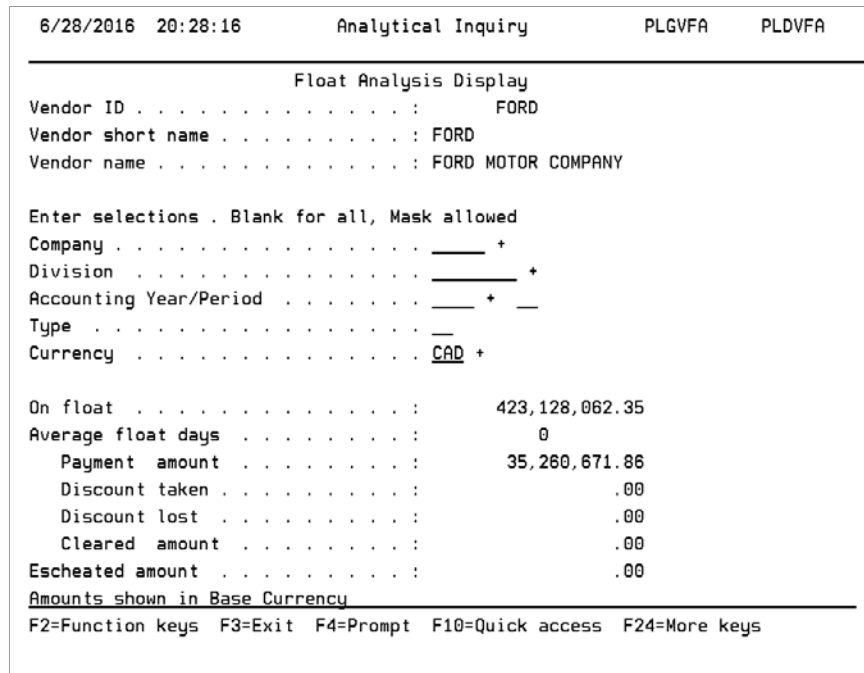


Figure 9-12: Analytical Inquiry Float Analysis Display screen

The float analysis enables you to review the amount of the uncleared payments on float, the average number of days for payments to clear at the bank, and the average amount for payments, discount taken, discount lost, and cleared amount.

You can also view the amount of the escheated checks on float.

You can type values in the *Company*, *Division*, *Accounting Year/Period*, and *Type* fields to create a subset of the *On float* information.

- 3 Exit and return to the Analytical Inquiry Vendors screen.

## Using the vendor path to display audit log information

### Overview

The audit trail feature allows you to track record and field level activity. Your entity controls identify the activities for which the system creates audit log records. These controls can be set to create audit log records for any, some, or all of the following actions:

- Creation, change, or deletion of a vendor record
- Activation, deactivation, and changes to base, address, payment method, and purchase order segment vendor control data
- Change to identification, hold indicators, defaults, and single use fields in the vendor base controls
- Change to address usage, address, in care of, and payment method fields in the vendor address controls
- Change to bank information and payment terms in the vendor payment method controls
- Change to the buyer information in the purchase order controls
- Change to tax information in the 1099/T4A controls

Refer to the *Infinium PL Guide to Controls* for information about these vendor controls and about setting up the entity level audit log controls.

### Procedure

To display the vendor audit log, perform the following steps:

- 4 At the Analytical Inquiry Vendors screen, select a vendor. Type **15** (Audit trail) and press Enter.
-

The system displays a screen similar to Figure 9-13.

2/04/2003 15:50:49		Vendor Audit Log Display		PLGVLI	PLDVLI
Vendor ID . . . . .	AMS	Vendor short name . . .	AMS		
Vendor name . . . . .	AMS				
Action	Information	Date	Time	User	
Pay/Addr	From value	To value			
Changed	Default payment method 01	1/29/2003	13:59:29	AMS	
Created	Vendor pay method created *CREATED	1/29/2003	13:59:11	AMS	
Changed	1099 tax code	1/03/2003	10:35:04	AMS	
Changed	1099 tax code MISC1	1/03/2003	10:34:45	AMS	
Created	1099 tax controls created *CREATED	1/03/2003	10:33:31	AMS	
					More...
F2=Function keys F3=Exit F10=Quick access F24=More keys					

Figure 9-13: Vendor Audit Log Display screen

The audit log records displayed for this vendor summarize the activity by action type, the change made, the date and time the user performed the action and the identity of the user.

- The log identifies both old and new data for changed fields. For example, if a user changes the remit to city, the log lets you see what the old city was and what the new city is.
- There is a separate log entry for each field. For example, when the user changes the remit to address, there is a separate log entry for each address field such as city or ZIP code.

You can press F21 to print the audit log for this vendor.

- 5 Exit and return to the Analytical Inquiry Vendors screen.

## Using the vendor path to add, edit, or display note pad information

You can create a note for a vendor, edit an existing note, and display an existing note on the Analytical Inquiry Vendors selection screen. The system highlights vendors that have notes attached to them.

Follow the steps below to access Note Pad.



- 1 At the Analytical Inquiry Vendors screen, select a vendor. Type **17** (Notes) and press Enter.
- 2 The system displays a screen similar to Figure 9-14.

The screenshot shows a terminal window titled "Analytical Inquiry" with user identifiers "PLGAIW1" and "PLDAIW1". The main heading is "VENDORS". A "Note Pad" window is open, containing the following text:

```
Note Pad
Title / date . . . . . _____
Vendor . . . . . : ACHCBRONE
_____
_____
_____
_____
_____
_____
_____
_____
_____
Bottom
F2=Function keys F3=Exit F24=More keys
```

Below the Note Pad, the terminal shows the following function key definitions:

```
F2=Function keys F3=Exit F5=Refresh F24=More keys
```

Figure 9-14: Analytical Inquiry Vendors selection screen with Note Pad

- 3 Use the following information to complete the fields on this screen:

*Title/date*

The title and date are informational fields. If you do not type a date, the system supplies the current date in the *date* field.

*Text*

You can type as much information as necessary. The system saves only the lines that contain text.

- 4 Press Enter. The system attaches the note to the vendor record and returns you to the Analytical Inquiry Vendors selection screen.

## Using the invoices path for analytical inquiries

### Overview

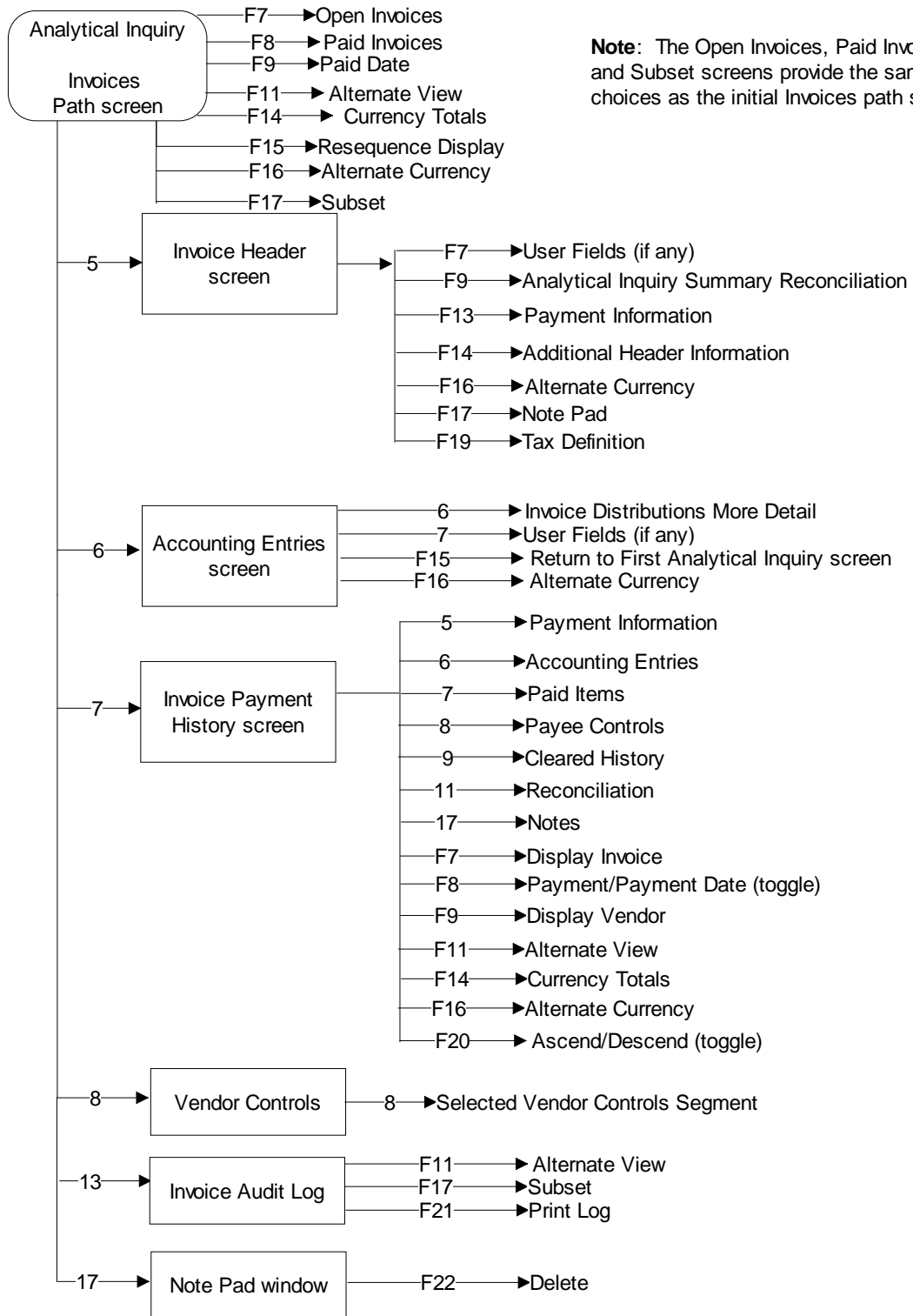
The invoices path allows you to display the following:

- Invoice header information
- Distribution information
- Vendor information
- Accounting entries
- Notes
- Payment information, including payment history.

In addition, you can use this path to access the invoice audit log where you can track user activity for the selected invoice.

The diagram in Figure 9-15 illustrates the first two levels of choices available to you when you use the invoices path.

---



**Note:** The Open Invoices, Paid Invoices, and Subset screens provide the same choices as the initial Invoices path screen.

Figure 9-15: Analytical Inquiry Invoices Path Choices

## Accessing the invoices path

To use the invoices path to display analytical information, perform the following steps:

- 1 From the main menu select *Inquiries & Reports*.
- 2 Select *Analytical Inquiry [AI]*. The system displays a screen similar to Figure 9-16.

```
2/05/2003 09:18:56      Analytical Inquiry      PLGAI      PLDAI
-----
Type option and press Enter.
 1=Select

Option
-   Vendors
1 Invoices
-   Payments
-   Accounting Entries
-   Purchase Orders

-----
F3=Exit F10=Quick access F12=Cancel F18=Message line
```

Figure 9-16: Analytical Inquiry selection screen

- 3 Select *Invoices*.
- 4 Press Enter. The system displays a screen similar to Figure 9-17.

```

11/20/2013 14:06:20 Analytical Inquiry PLGAIW1 PLDAIW1
-----
ALL INVOICES
Type options and press Enter. Due date - descending
5=Invoice 6=Accounting entries 7=Payments 8=Vendor controls
13=Audit trail 17=Notes
Option Invoice ID Vendor Due date Invoice amount Currency
-----
-- TST AMS 9/17/2019 200.00 USD
-- JSD03012013-002 AMS 3/31/2013 2.10 USD
-- JSD03012013-001 AMS 3/31/2013 1.05 USD
-- 380255-3B AMS 3/31/2013 2.10 USD
-- 380255-3A AMS 3/31/2013 8.55 USD
-- 380255-2B AMS 3/31/2013 2.10 USD
-- 01092013 AMS 2/08/2013 10.00 USD
-- 381727B AMS 1/31/2013 700.00 USD
-- 381727A AMS 1/31/2013 700.00 USD
-- 1213-FREIGHTONLY AMS 12/31/2012 10.00 USD
MORE...

Amounts are shown in invoice currency.

-----
F2=Function keys F3=Exit F5=Refresh F7=Open invoices F24=More keys
    
```

Figure 9-17: Analytical Inquiry All Invoices screen

You can locate specific invoices by a combination of invoice ID, vendor ID and due date. You can also use F17 to create a subset of the information. You do not have to type the entire invoice ID to locate the invoice, but you do have to type the entire vendor ID.

The system:

- Highlights invoices that have notes attached to them.
- Identifies registered invoices with R to the left of the invoice ID.

At this screen you can select an invoice and then select one of the following actions by typing the appropriate number and pressing Enter.

Action	Field value	Description
Invoice	5	Display the invoice header screen for both standard and registered invoices. From the invoice header, you can access a view of the invoice distributions, and, through summary reconciliation, expense distributions. You press F9 at the header screen to display the summary reconciliation.

Action	Field value	Description
<i>Accounting entries</i>	6	Display the accounting entries for the invoice, including account numbers, distribution accounting transaction types, amounts, and currency.
<i>Payments</i>	7	Display the payment history of the invoice. From this screen you can display more detailed payment information, the accounting entries, reconciliation information, paid items, vendor information, cleared history and notes.
<i>Vendor controls</i>	8	Display the vendor controls screen from which you can access all vendor control segments that you are authorized to view.
<i>Audit trail</i>	13	Display the Invoice Audit Log Display screen.
<i>Notes</i>	17	Display the Note Pad window for typing comments about the invoice.

If you know the invoice ID, enter a valid value in the *Opt* field in the row above the list and enter a value in the *Invoice ID* field. Press Enter.

The table below summarizes the function key actions available to you at the Analytical Inquiry All Invoices screen.

Function key	Description
F7	Display open invoices.
F8	Display paid invoices.
F9	Display the date of the invoice payment.
F11	Display an alternate view with the internal ID, vendor name, vendor short name, due date, invoice date, invoice currency amount and gross amount relieved.
F14	Display invoice totals by currency.  This feature is available at the All Invoices, Open Invoices, and Paid Invoices screens.
F15	Sort display by invoice date, invoice ID, vendor name, vendor short name, due date, invoice amount, gross relieved amount, or internal ID in either ascending or descending order.

Function key	Description
F16	Toggle between the invoice currency and invoice company base currency.
F17	Display a subset screen for specifying a selection of invoices, such as only invoices that were entered on a specified date.

The following pages provide more details about these actions.

## Using the invoice path to display invoice details

To display invoice header information, perform the following steps:

- 1 At the Analytical Inquiry All Invoices screen shown in Figure 9-17, select an invoice. Type 5 (Invoices) and press Enter.

The system displays a screen similar to Figure 9-18.

```

8/03/2005 10:33:47      Invoice Header      PLGIED      PLDIED
-----
Session . . . . . : 18426      26 Fairfield Road
Internal ID . . . . : TLE - 000000020
                               Hyannis, MA
Invoice type . . . . : 1 Invoice      02601-0295
Vendor . . . . . : TLE      Todd's Vendor
Company . . . . . : TLE      Division . . . . . : 2
-----
Invoice ID . . . : TLE-DSNIN-FRT      Invoice date . . : 7/12/2005
Invoice amount . :      400.00      Net due date . . : 8/11/2005
Discount amount . :      8.00      -or Terms . . . : AMS
-or Percent . . . : 2.000      Discount date . . : 7/22/2005
Purchase order . :
Freight . . . . . :      10.00      Currency . . . . : USD
Tax authority . . :
Tax basis . . . . :      400.00      Tax rate code . . :
Tax . . . . . :      .00
Accounting date : 7/11/2005      Accounting group : DSNIN
-----
F2=Function keys  F3=Exit  F7=User fields  F24=More keys

```

Figure 9-18: Invoice Header screen

Use the function keys below to view the listed details. After viewing each detailed screen, return to the Invoice Header.

F7	User fields
F9	Summary reconciliation data
F13	Pay information
F14	More header detail
F16	Base currency information
F17	Notes
F19	Taxes

- 2 When done viewing details by use of the function keys, press Enter at the Invoice Header to display the invoice's expense distributions. The system displays a screen similar to Figure 9-19.

8/03/2005 10:34:29		Invoice Distributions	PLGIED	PLDIED
Invoice ID . . .	TLE-DSNIN-FRT	Invoice amount	400.00	
Internal ID . . .	TLE - 000000020	Remaining . . .	.00	
Distribution group .		Dist amount . .	.00	
Type options and press Enter.				
6=More detail		7=User fields	8=Prorate details	
Option	Expense Account Number	Expensed Amount	Percent	
—	TLE-001-000-1173	95.50	23.875	
—	TLE-001-000-1174	95.50	23.875	
—	TLE-001-000-1175	95.50	23.875	
—	TLE-001-000-1176	95.50	23.875	
—	TLE-001-000-1030	10.00	2.500	
—	TLE-001-000-1178	8.00	2.000	
F2=Function keys F3=Exit F10=Quick access F12=Cancel F18=Message line				

Figure 9-19: Invoice Distributions screen

- 3 Perform one of the following actions:

- Display the Invoice Distributions More Detail screen similar to Figure 9-20.
- Display an expense user field information screen similar to Figure 9-21.
- Exit and return to the Analytical Inquiry Invoice screen.



The following pages provide more information about the first two of these actions.

### Viewing the Invoice Distributions More Detail screen

To display more details for an invoice expense distribution, perform the following steps:

- 1 At the Invoice Distributions screen similar to the screen shown in Figure 9-19, select a distribution. Type **6** (More detail) and press Enter.

The system displays a screen similar to Figure 9-20.

```

_ 8/03/2005 10:35:42 Invoice Distribution More Detail  PLGDTL  PLDDTL
-----
More detail
Account . . . . . : TLE-001-000-1173
GL account description . . . . . : Expense Account 1
Expensed amount . . . . . : 95.50
Accounting entry type . . . . . : 21
Transaction description . . . . . : Expense Account 1
Accounting period/year . . . . . : 07/2005
P.O. Number . . . . . :
Job code . . . . . :
Item code . . . . . :
Unit price . . . . . : .000000
Quantity . . . . . : .000000
Serial number . . . . . :
Close to Fixed Assets . . . . . : 0 1=Yes, 0=No
Accounting group . . . . . : DSNIN
Closed to GL period/year . . . . . : 07/2005
Closing number . . . . . : 2004
Transfer number . . . . . : 5837
Posted to suspense . . . . . : 1=Yes, 0=No
-----
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys

```

Figure 9-20: Invoice Distribution More Detail screen

This screen displays more information about the selected expense distribution.

- 2 Exit and return to the Analytical Inquiry Invoice Distributions screen.

### Displaying the expense user fields

To display the expense user fields for an invoice distribution, perform the following steps:

- 1 At the Invoice Distributions screen similar to the screen shown in Figure 9-19, type 7 in the *Option* column to select a distribution. Type 7 (User fields) and press Enter.

The system displays a screen similar to Figure 9-21.

8/03/2005 10:36:29		Expense User Fields	PLGUF	PLDUF
Account . . . . .	:	TLE-001-000-1173		
GL account description . . . . .	:	Expense Account 1		
Expensed amount . . . . .	:		95.50	
User fields				
ExpUserReq. . . . .	:			
Expalphau2. . . . .	:			
Expalphau3. . . . .	:			
Expalphau4. . . . .	:			
ExpUserReq. . . . .	:		.00	
Expnumus6 . . . . .	:		.00	
ExpUserDat. . . . .	:			
F2=Function keys F3=Exit F4=Prompt F10=Quick access F12=Cancel				

Figure 9-21: Expense User Fields screen

The system displays user field information for the expense distribution that you selected.

- 2 Exit and return to the Analytical Inquiry Invoice Distributions screen.

## Using the invoice path to display invoice notes

To display the notes attached to an invoice, perform the following steps:

- 1 At the Analytical Inquiry All Invoices screen similar to the screen shown in Figure 9-17, select an invoice. Type 17 (Notes) and press Enter.

The system displays a screen similar to Figure 9-22.

```
12/18/2013 16:41:53 Analytical Inquiry PLGAIW1 PLDAIW1
-----
ALL INVOICES
Type optio
 5=Invoice
13=Audit t
Option Invoi
--- AML/A
--- AML/A
--- AML/A
--- AML/A
--- AMOUT
17 AMS
--- AMS
--- AMS
--- AMS
Amounts are
-----
F15=Resequence F16=Alternate curr. F24=More keys

Note Pad
Title / date . . . . . 12345 12/18/2013
Invoice . . . . . : AMS - 000000418
This is a sample note that is attached to an invoice.
-----
Bottom
F2=Function keys F3=Exit F24=More keys
```

Figure 9-22: Note Pad window

- 2 Exit and return to the Analytical Inquiry Invoice screen.

## Using the invoice path to display invoice payment history

To display invoice payment history, perform the following steps:

- 1 At the Analytical Inquiry All Invoices screen similar to the screen shown in Figure 9-17, select an invoice. Type 7 (Payments) and press Enter.

The system displays a screen similar to Figure 9-23.

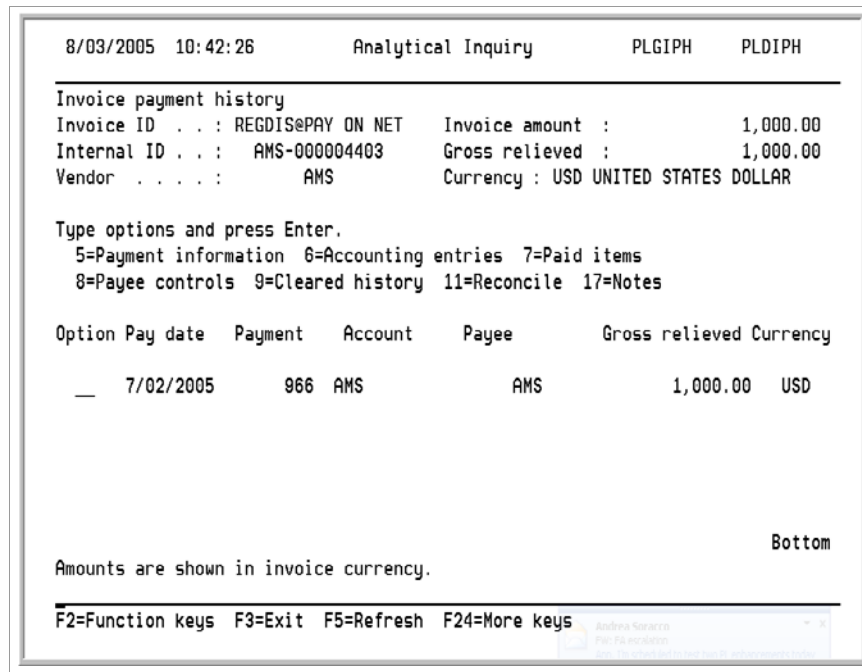


Figure 9-23: Analytical Inquiry Invoice Payment History screen

- To display additional information about a payment, select the payment with one of the actions listed below. When done performing each of these actions, return to the Analytical Inquiry Invoice Payment History screen.

Action	Field value	Description
<i>Payment information</i>	<b>5</b>	Display more payment information.
<i>Accounting entries</i>	<b>6</b>	Display related accounting entries.
<i>Paid items</i>	<b>7</b>	Display the related paid items.
<i>Payee controls</i>	<b>8</b>	Display the vendor controls for the recipient of the payment.
<i>Cleared history</i>	<b>9</b>	Display any cleared history associated with this payment.
<i>Reconcile</i>	<b>11</b>	Display reconciliation information.
<i>Notes</i>	<b>17</b>	Display any notes attached to the payment.

- To return to the Analytical Inquiry All Invoices screen, exit the Analytical Inquiry Payment History screen.

## Using the invoice path to display the invoice audit log

### Overview

Your entity controls define the invoice processing activities for which the system creates audit log entries. If the appropriate entity controls are set, the system automatically generates an audit log entry for each instance of the following activities:

- Invoice entry
- Invoice posting
- Invoice adjusting
- Invoice holding and releasing
- Invoice referencing
- Payment issuing
- Payment clearing and unclearing
- Payment adjusting
- Closing to the general ledger and unclosing
- Revaluing multi-currency amounts

### Procedure

To display the invoice audit log, perform the following steps:

- 1 At the Analytical Inquiry All Invoices screen similar to the screen shown in Figure 9-17, select an invoice. Type **13** (Audit trail) and press Enter.

The system displays a screen similar to Figure 9-24.

---

```
8/03/2005 10:43:18 Invoice Audit Log Display PLGANI PLDANI
-----
Vendor ID . . . . . : AMS AMS
Internal ID . . . . . : AMS - 000004402
Invoice number . . . : REGDISC@PAY ON GROSS

Description

Registered invoice created in session 0018471.
Registered invoice posted in session 0018471.
Originally registered invoice pulled into session 0018472.
Originally registered invoice posted in session 0018472.
Full system pay number          966 made in pay session 0006392.

Bottom

-----
F2=Function keys F3=Exit F10=Quick access F24=More keys
```

Figure 9-24: Invoice Audit Log Display screen

This screen identifies the vendor and the invoice that you selected. For invoice and payment audit log entries, the system identifies the session by number.

- 2 To display an alternate view of the invoice audit information, press F11. The system displays a screen similar to Figure 9-25.

```
_ 8/03/2005 10:44:07 Invoice Audit Log Display PLGANI PLDANI
-----
Vendor ID . . . . . : AMS AMS
Internal ID . . . . . : AMS - 000004402
Invoice number . . . : REGDISC@PAY ON GROSS

Description                                Date      Time      User
-----
Registered invoice created in session 0018471 7/13/2005 14:32:48 AMS
Registered invoice posted in session 0018471. 7/13/2005 14:33:14 AMS
Originally registered invoice pulled into ses 7/13/2005 14:37:55 AMS
Originally registered invoice posted in sessi 7/13/2005 14:37:55 AMS
Full system pay number          966 mad 7/13/2005 14:39:01 AMS

Bottom

-----
F2=Function keys F3=Exit F10=Quick access F24=More keys
```

Figure 9-25: Invoice Audit Log Display screen (alternate view)

When you press F11, the system displays this alternative view.

- 3 You can press F21 to print the audit log at either this screen or the previous screen.
- 4 Exit and return to the Analytical Inquiry All Invoices screen.

## Using the payments path for analytical inquiries

### Overview

The analytical inquiry payments path allows you to display payment information for the selected payment, cleared history, accounting entries, vendor controls for the payment vendor, and paid items.

In addition, you can use this path to access an audit log. You access the audit trail from the paid items view.

The diagram below illustrates the first two levels of choices available to you when you take the payments path.



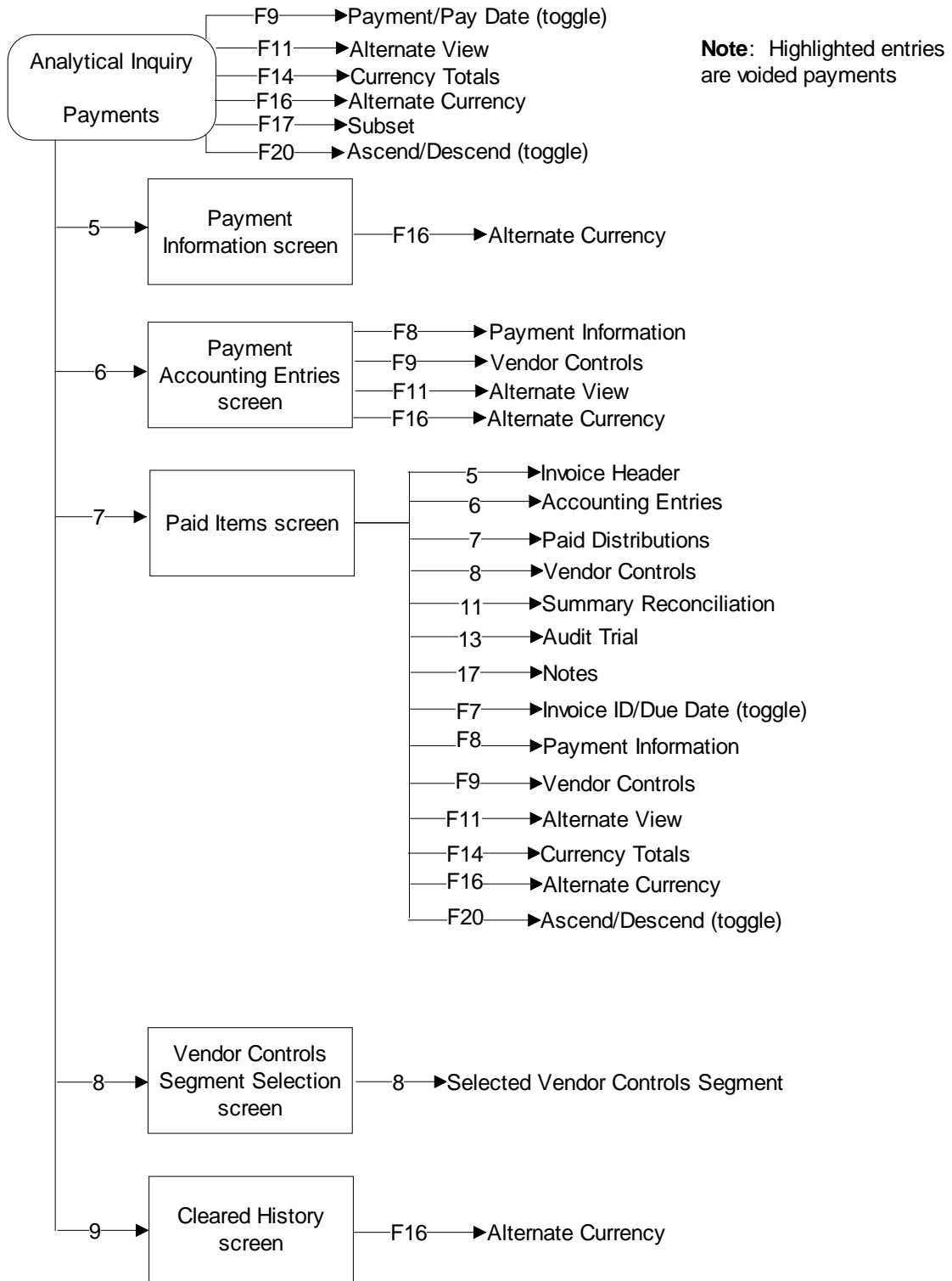


Figure 9-26: Analytical Inquiry Payments Path Choices

## Using the payments path

To use the payments path to display analytical information, perform the following steps:

- 1 From the main menu select *Inquiries & Reports*.
- 2 Select *Analytical Inquiry [AI]*. The system displays a screen similar to Figure 9-27.

```
2/05/2003 11:33:26      Analytical Inquiry      PLGAI      PLDAI
-----
Type option and press Enter.
1=Select

Option
-   Vendors
-   Invoices
1 Payments
-   Accounting Entries
-   Purchase Orders

-----
F3=Exit F10=Quick access F12=Cancel F18=Message line
```

Figure 9-27: Analytical Inquiry selection screen

- 3 Select **Payments**.
- 4 Press Enter. The system displays a screen similar to Figure 9-28.

Option	Pay date	Payment	Account	Vendor	Payment amount	Currency
—	4/26/2003	11	ACH ACCT	AS5	700.99	USD
—	4/26/2003	10	ACH ACCT	AMS	500.99	USD
—	4/26/2003	9	ACH ACCT	AML	600.99	USD
—	3/30/2003	11	DER PL ACC KATE'S		5.88	USD
—	3/30/2003	10	DER PL ACC KATE'S		3.92	USD
—	3/30/2003	8	DER PL ACC KATE'S		.00	USD
—	3/30/2003	8	ACH ACCT 2	AS6	7,800.44	CAD
—	3/30/2003	8	ACH ACCT	AS6	355.22	USD
—	3/30/2003	7	DER PL ACC KATE'S		2,508.28	USD
—	3/30/2003	7	ACH ACCT 2	AS5	456.33	CAD

Amounts are shown in payment currency.

F2=Function keys F3=Exit F5=Refresh F9=Payment Sort F24=More keys

Figure 9-28: Analytical Inquiry – Payments screen

The system sorts the payments by payment reference number, and highlights voided payments. If the system cannot display the whole payment number, the system displays the first nine characters, including blank characters, followed by a + sign.

The table below summarizes actions you can take at this screen by selecting a payment and then typing the appropriate action number and pressing Enter.

Action	Field value	Description
<i>Payment information</i>	<b>5</b>	Display payment information for the selected payment.
<i>Accounting entries</i>	<b>6</b>	Display accounting entries for the selected payment. From this screen you can access invoice and vendor information.

Action	Field value	Description
<i>Paid items</i>	<b>7</b>	Display the Paid Items screen, which identifies invoices that were paid by means of the payment you selected.  From the Paid Items screen, you can access a wide variety of additional details for an invoice as summarized in the diagram at the beginning of this “Using the payments path for analytical inquiries” topic.
<i>Vendor controls</i>	<b>8</b>	Display the vendor controls associated with the vendor named in the payment.
<i>Cleared history</i>	<b>9</b>	Display the history of bank clearings and the escheated amount for escheated checks.

## Using the payment path to display detailed payment information

To display detailed invoice payment information, perform the following steps:

- 1 At the Analytical Inquiry Payment screen similar to the screen shown in Figure 9-28, select a payment. Type **5** (Payment information) and press Enter.

The system displays a screen similar to Figure 9-29.

---

```
8/03/2005 11:02:04      Analytical Inquiry      PLGPI      PLDPI
-----
Payment information
Payment reference number . . . . . :                21
Bank account . . . . . : MS04191151
Payment method . . . . . : 01          Checks
Company/division . . . . . : AMS / 001
Vendor . . . . . : AMS AMS
Factor . . . . . :
Payment date . . . . . : 4/19/2005
Accounting period/year . . . . . : 04 / 2005
Payment session number . . . . . : 5974
Payment cycle name . . . . . : AMS          ANDREA'S CYCLE
Payment type . . . . . : 0
Void Status . . . . . : 2  1=Paid,2=Void,3=Unvd,4=Revvd,5=VdRev
Void date . . . . . : 4/21/2005
Void reason code . . . . . : VOID          Void of Payment
Requested stop payment date . . . . . :
Internal reference number . . . . . : 66760
Payment amount . . . . . :                6,000.00      USD
Amounts are shown in payment currency.
-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F24=More keys
```

Figure 9-29: Analytical Inquiry payment information screen

This screen shows detailed payment information.

- 2 Press Enter to review the summary reconciliation information as shown in the screen similar to Figure 9-30, or exit to return to the Analytical Inquiry Payments screen.

2/05/2003 11:36:03	Analytical Inquiry	PLGPI	PLDPI
<b>Summary reconciliation</b>			
	Payment currency : USD	Bank account : USD	
Gross paid amount . . . . . :	500.99	500.99	
Discount taken . . . . . :	.00	.00	
Tax amount withheld . . . . . :	.00	.00	
Payment amount . . . . . :	500.99	500.99	
Discount lost . . . . . :	.00	.00	
Exchange rate/rate per . . . :		1.000000000 /	1.000
	Base Currency : USD		
Gross paid amount . . . . . :	500.99		
Discount taken . . . . . :	.00		
Tax amount withheld . . . . . :	.00		
Payment amount . . . . . :	500.99		
Discount lost . . . . . :	.00		
Exchange rate/rate per . . . :	1.000000000 /	1.000	
F2=Function keys F3=Exit F10=Quick access F12=Cancel F24=More keys			

Figure 9-30: Analytical Inquiry Summary Reconciliation Information screen

The system displays the payment amounts, including amounts calculated during payment processing such as the discount amount lost and the discount amount taken.

- 3 Exit twice to return to the Analytical Inquiry Payments screen.

## Using the payment path to display payment accounting information

To display payment accounting information, perform the following steps:

- 1 At the Analytical Inquiry Payment screen similar to the screen shown in Figure 9-28, select a payment. Type **6** (Accounting entries) and press Enter.

The system displays a screen similar to Figure 9-31.

2/05/2003 11:36:50		Analytical Inquiry		PLGAIPAE	PLDAIPAE
Payment Accounting Entries					
Payment number :	10	Vendor . . . . :	AMS		
Bank account . :	ACH ACCT	Payment amount :		500.99	
Payment method :	51 ACH	Currency :	USD UNITED STATES DOLLAR		
Type options and press Enter.					
5=Invoice 6=More detail 8=Vendor controls					
Option	Account number	Type	Amount	Currency	
—	AMS-00-00-2000	71	500.99	USD	
—	AML-00-00-1190	93	500.99	USD	
—	AMS-00-00-2190	93	500.99-	USD	
—	AML-00-00-1000	72	500.99-	USD	
					Bottom
Amounts are shown in transaction currency.					
F2=Function keys F3=Exit F8=Display payment F24=More keys					

Figure 9-31: Analytical Inquiry Payment Accounting Entries screen

You can select an entry with an action number or press function keys to display more information relating to these entries.

- 2 To return to the Analytical Inquiry Payments screen, exit.

## Using the payment path to display paid items

To display paid items, perform the following steps:

- 1 At the Analytical Inquiry Payments screen similar to the screen shown in Figure 9-28, select a payment. Type **7** (Paid items) and press Enter.

The system displays a screen similar to Figure 9-32.

2/05/2003 11:37:20		Analytical Inquiry		PLGAIPPI	PLDAIPPI
Paid items					
Payment number :	10	Payee . . . . . :	AMS		
Bank account . :	ACH ACCT	Payment amount :		500.99	
Payment method :	51 ACH	Gross paid . . . :		500.99	
Payment date . :	4/26/2003	Currency :	USD UNITED STATES DOLLAR		
Type options and press Enter.					
5=Invoice 6=Accounting entries 7=Paid distributions 8=Vendor controls					
11=Reconcile 13=Audit trail 17=Notes					
Option	Due date	Invoice ID	Vendor	Gross relieved	Currency
—	3/02/2003	AMS/AMS/001 1/31	AMS	500.99	USD
					Bottom
Amounts are shown in invoice currency.					
F2=Function keys F3=Exit F5=Refresh F7=Inv ID sort F24=More keys					

Figure 9-32: Analytical Inquiry Paid Items screen

This screen summarizes the invoices that were included in the selected payment.

You can select a listed invoice with the applicable number to display related invoice, accounting entry, paid distribution, vendor control, reconciliation, audit trail, or note pad information. You can press function keys to access related payment, vendor control, and currency information.

Refer to the diagram in the overview to this topic for details.

- 2 Exit and return to the Analytical Inquiry Payments screen.

## Using the payment path to display cleared history

To display cleared history, perform the following steps:

- 1 At the Analytical Inquiry Payment screen similar to the screen shown in Figure 9-28, select a payment. Type **9** (Cleared history) and press Enter.

The system displays a screen similar to Figure 9-33.



6/28/2016	20:21:37	Analytical Inquiry	PLGAIPCH	PLDAIPCH	
Cleared and escheat history					
Payment number :	179	Payment amount :			
Payment method :	01 Checks	Cleared amount :			
Bank account . :	HPCACT1	Escheat amount :			
Bank name . . . :	Hari bank1	Currency :	USD UNITED STATES DOLLAR		
Sequence	Date	Stop date	Reference	Code	Clear/Escheat Amount
Amounts are shown in bank account currency.					
F2=Function keys F3=Exit F10=Quick access F12=Cancel F24=More keys					

Figure 9-33: Analytical Inquiry Cleared History screen

This screen summarizes each clearing that has been processed for the selected payment through the *Bank Reconciliation* functions.

The screen includes the escheated amount for escheated checks.

- 2 Exit and return to the Analytical Inquiry Payments screen.

# Using the accounting entries path for analytical inquiries

## Overview

The accounting entries path allows you to display invoice and payment accounting entry information including account totals. This path also allows you to access the Analytical Inquiry invoice and payment paths, as well as the audit log for a selected invoice.

The diagram in Figure 9-34 illustrates the first two levels of choices available to you when you use the accounting entries path.

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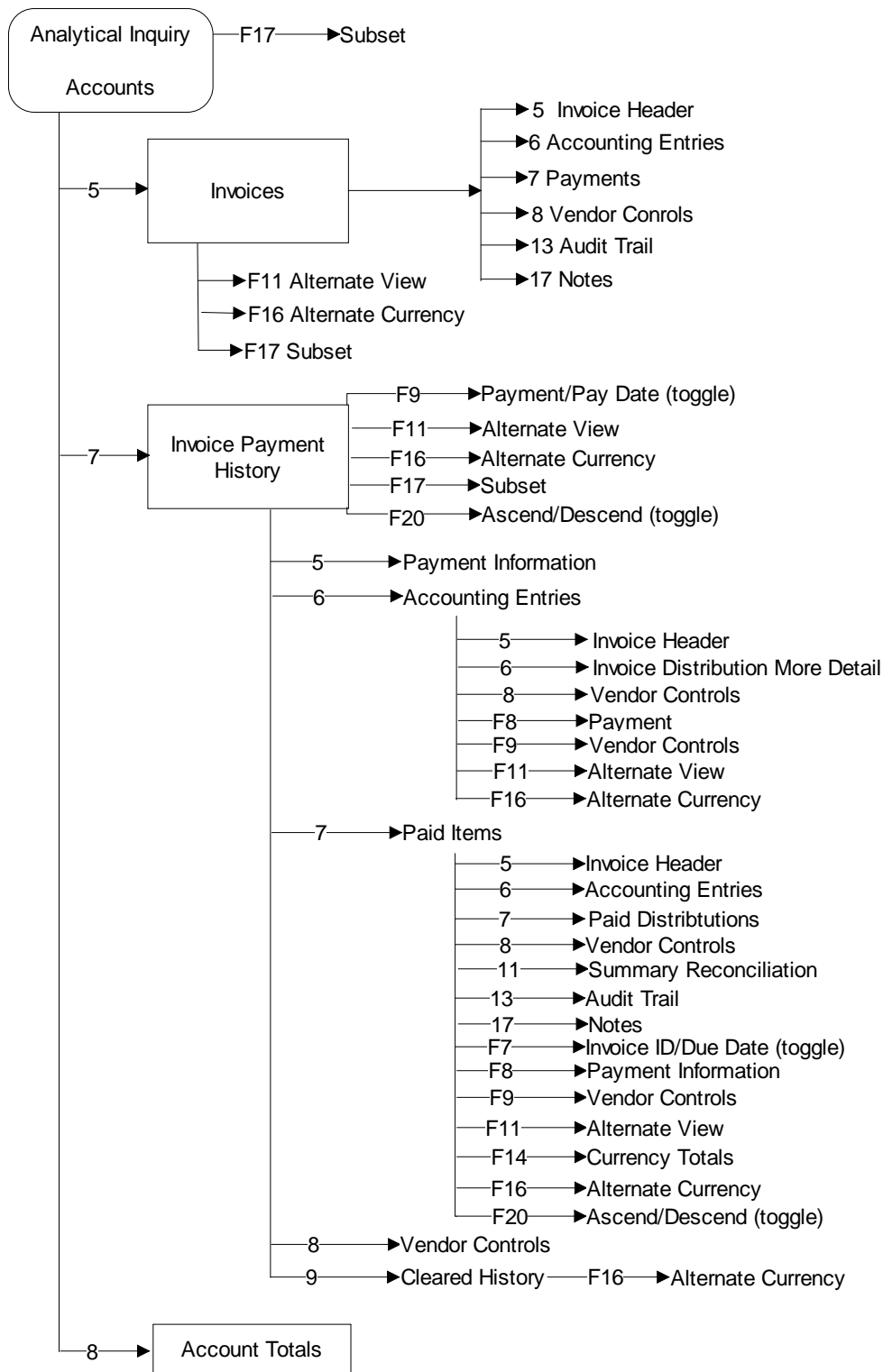


Figure 9-34: Analytical Inquiry Accounting Entries Path Choices

## Accessing the accounting entries path

To display analytical information on-line from the accounting entries path, perform the following steps:

- 1 At the main menu select *Inquiries & Reports*.
- 2 Select *Analytical Inquiry [AI]*. The system displays a screen similar to Figure 9-35.

```
2/05/2003 15:38:52      Analytical Inquiry      PLGAI      PLDAI
-----
Type option and press Enter.
 1>Select

Option
-   Vendors
-   Invoices
-   Payments
1 Accounting Entries
-   Purchase Orders

-----
F3=Exit F10=Quick access F12=Cancel F18=Message line
```

Figure 9-35: Analytical Inquiry selection screen

- 3 Select **Accounting Entries**.
- 4 Press Enter. The system displays a screen similar to Figure 9-36.

Option		Account number	Period/Year	Transaction Currency	Base Currency
Type information and press Enter. 5=Invoices 7=Payments 8=Display totals					
Loc	—	AAA-001-0000-1000-002	12 2002	USD	USD
	—	AAA-001-0000-1101	12 2002	USD	USD
	—	AAA-001-0000-2000	2 2002	USD	USD
	—	AAA-001-0000-2000	7 2002	USD	USD
	—	AAA-001-0000-2000	12 2002	USD	USD
	—	AAA-001-0000-2000	7 2003	USD	USD
	—	AAA-001-0001-4000-001	12 2003	USD	USD
	—	AAA-001-0001-4000-001	2 2004	USD	USD
	—	AAA-001-0001-5000	7 2003	USD	USD
	—	AAA-001-0001-5000	12 2003	USD	USD
	—	AAA-001-0001-5000	2 2004	USD	USD
	—	AAA-001-0002-4000-001	2 2002	USD	USD
					More...

F2=Function keys F3=Exit F5=Refresh F10=Quick access F24=More keys

Figure 9-36: Analytical Inquiry accounts screen

This Analytical inquiry – Accounts screen identifies accounting entries in account number, period, and year sequence.

You can do the following at this screen to find the accounting entry or entries with which you want to work:

- Locate an account by typing the account number in the *Loc* field
- Press F17 to define and display a subset of accounts such as only those accounts that have entries for a specific period or only those accounts that use a specified currency

The table below identifies the actions available to you after you locate the account or accounts that you want to analyze. Select an account and then type the appropriate action number and press Enter.

Action	Field value	Description
<i>Invoices</i>	5	Display a list of the invoices associated with the selected accounting entry, period and year, allowing you to access the Analytical Inquiry invoice path.

<b>Action</b>	<b>Field value</b>	<b>Description</b>
<i>Payments</i>	<b>7</b>	Display a list of the payments associated with the accounting entry, period and year, allowing you to access the Analytical Inquiry payment path.
<i>Display totals</i>	<b>8</b>	Display an account totals window that includes currency information.

---

# Using the purchase orders path for analytical inquiries

## Overview

The purchase orders path allows you to display the following:

- Invoice header information
- Accounting entries and distribution information
- Payment information, including payment history
- Vendor information
- Invoice audit log where you can track user activity for the selected invoice
- Notes

The diagram in Figure 9-37 illustrates the first two levels of choices available to you when you use the purchase order path.

---

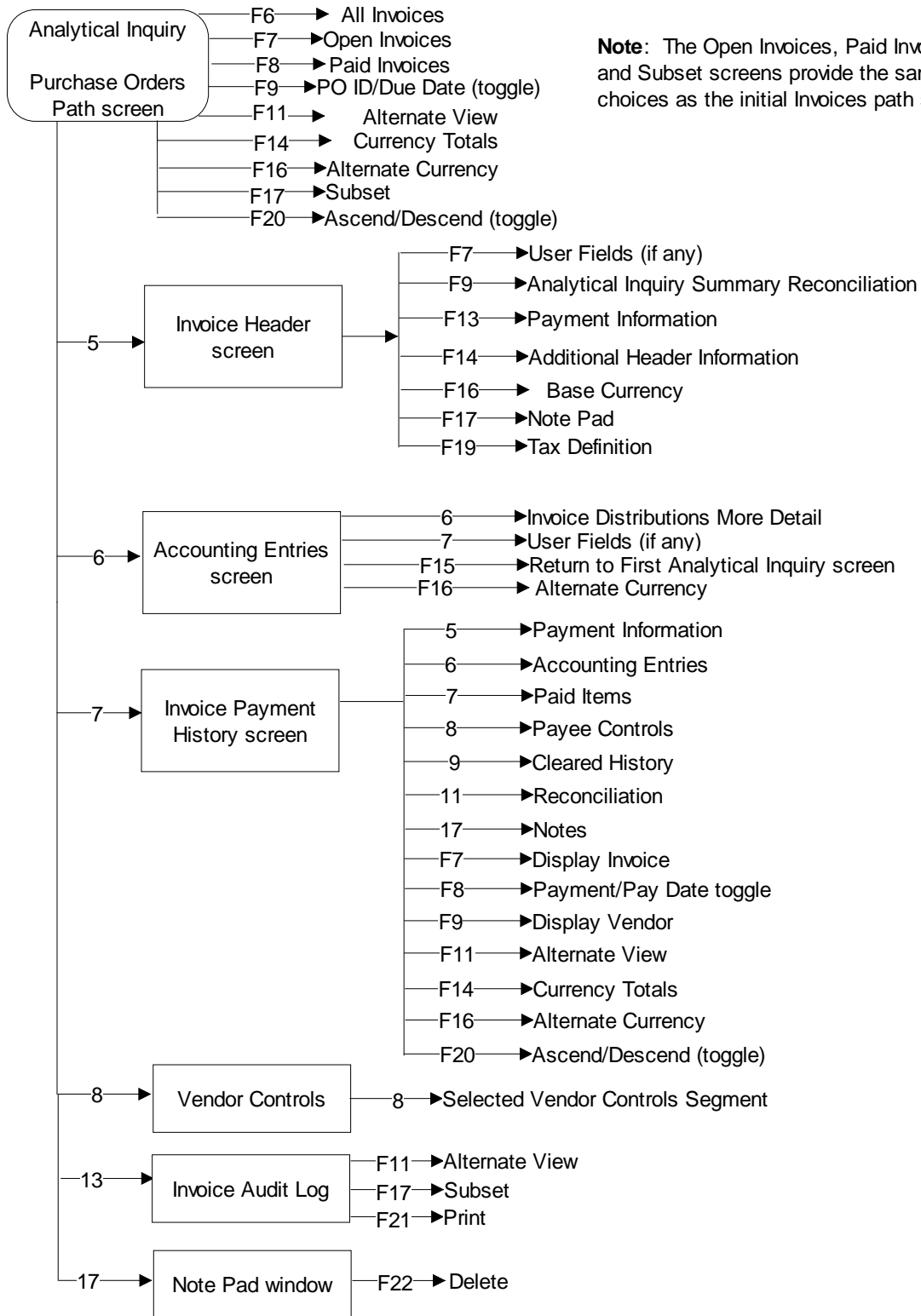


Figure 9-37: Analytical Inquiry Purchase Orders Path Choices



## Accessing the purchase orders path

To use the purchase orders path to display analytical information, complete the steps below.

- 1 From the main menu select *Inquiries & Reports*.
- 2 Select *Analytical Inquiry [AI]*. The system displays a screen similar to Figure 9-38.

```
6/28/2016 20:20:04      Analytical Inquiry      PLGAI      PLDAI
-----
Type option and press Enter.
1=Select

Option
-   Vendors
-   Invoices
-   Payments
-   Accounting Entries
1 Purchase Orders

-----
F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 9-38: Analytical Inquiry selection screen

- 3 Select *Purchase Orders*.
- 4 Press Enter. The system displays a screen similar to Figure 9-39.

Option	Purchase Order ID	Vendor	Due Date	Invoice amount	Currency
—	0000005312-00DER	KATE'S	1/21/2004	1.00	USD
—	0000005312-00DER	KATE'S	12/21/2003	1.00	USD
—	0000005312-00DER	KATE'S	11/21/2003	1.00	USD
—	0000005312-00DER	KATE'S	10/21/2003	1.00	USD
—	0000005312-00DER	KATE'S	9/21/2003	1.00	USD
—	0000005312-00DER	KATE'S	8/21/2003	1.00	USD
—	0000005312-00DER	KATE'S	7/21/2003	1.00	USD
—	0000005312-00DER	KATE'S	6/21/2003	1.00	USD
—	0000005312-00DER	KATE'S	5/21/2003	1.00	USD
—	0000005312-00DER	KATE'S	4/21/2003	1.00	USD

Amounts are shown in invoice currency.

F2=Function keys F3=Exit F5=Refresh F6=All invoices F24=More keys

Figure 9-39: Analytical Inquiry All PO Invoices screen

You can locate specific invoices by a combination of invoice ID, vendor ID and purchase order invoice due date. You can also use F17 to create a subset of the information. You do not have to type the entire invoice ID to locate the invoice, but you do have to type the entire vendor ID.

The system highlights invoices that have notes attached to them.

At this screen you can select an invoice and then select one of the following actions by typing the appropriate number and pressing Enter.

Action	Option value	Description
<i>Invoice</i>	<b>5</b>	Display the invoice header screen for both standard and PO receipt invoices. From the invoice header, you can access a view of the invoice distributions, and, through summary reconciliation, expense distributions. You press F9 at the header screen to display the summary reconciliation.
<i>Accounting entries</i>	<b>6</b>	Display the accounting entries for the invoice, including account numbers, distribution accounting transaction types, amounts, and currency.

Action	Option value	Description
<i>Payments</i>	<b>7</b>	Display the payment history of the invoice. From this screen you can display more detailed payment information, the accounting entries, reconciliation information, paid items, vendor information, cleared history and notes.
<i>Vendor controls</i>	<b>8</b>	Display the vendor controls screen from which you can access all vendor control segments that you are authorized to view.
<i>Audit trail</i>	<b>13</b>	Display the Invoice Audit Log Display screen.
<i>Notes</i>	<b>17</b>	Display the Note Pad window for typing comments about the invoice.

The table below summarizes the function key actions available to you at the Analytical Inquiry All PO Invoices screen. The following pages provide more details about these actions.

Function key	Description
F6	If you press F7 or F8 to view only open or only paid purchase order invoices and then press F6, the full list of all purchase order invoices is redisplayed.
F7	Display open purchase order invoices.
F8	Display paid purchase order invoices.
F9	Display purchase order invoices in order by the purchase order ID or the purchase order due date.
F11	Display an alternate view with the purchase order ID, invoice ID, vendor short name, due date, purchase order invoice date, invoice amount currency and gross amount relieved.
F14	Display purchase order invoice totals by currency. This feature is available at the All PO Invoices, Open PO Invoices and Paid PO Invoices screens.
F16	Toggle between the invoice currency and invoice company base currency.
F17	Display a subset screen for specifying a selection of purchase order invoices, such as only purchase order invoices for a specific company.

Function key	Description
F20	Display purchase order invoices in ascending or descending order.

## Using the purchase orders path to display invoice details

To display invoice header information, complete the steps below.

- 1 At the Analytical Inquiry All PO Invoices screen shown in Figure 9-39, select an invoice. Type **5** (Invoices) and press Enter.

The system displays a screen similar to Figure 9-40.

2/04/2003 12:27:09	Invoice Header	PLGIED	PLDIED
<hr/>			
Session . . . . . :	10396	32 Communications Way	
Internal ID . . . . . :	AMS - 000000296	First Floor	
		Hyannis, MA	
Invoice type . . . . . :	1 Invoice		02601-0295
Vendor . . . . . :	AMS AMS		
Company . . . . . :	AMS	Division . . . . . :	001
<hr/>			
Invoice ID . . . :	AMS124-05 STANDARD	Invoice date . . :	2/14/2003
Invoice amount :	900.00	Net due date . . :	3/16/2003
Discount amount :	.00	-or Terms . . . :	NET30
-or Percent . . . :	.000	Discount date . . :	
Purchase order :	AMS-124-02PD		
Freight . . . . . :	25.00	Currency . . . . :	USD
Tax authority . . :	AMS	Tax rate code . . :	AMS
Tax basis . . . . :	900.00		
Tax . . . . . :	.00		
Accounting date :	2/24/2003	Accounting group :	AMS
<hr/>			
F2=Function keys F3=Exit F7=User fields F24=More keys			

Figure 9-40: Invoice Header screen

Use the function keys below to view the listed details. After viewing each detailed screen, return to the Invoice Header.

F7	User fields
F9	Summary reconciliation data
F13	Pay information

F14	More header detail
F16	Base currency information
F17	Notes
F19	Taxes

- 2 When done viewing details by use of the function keys, press Enter at the Invoice Header to display the invoice's expense distributions. The system displays a screen similar to Figure 9-41.

2/04/2003 12:27:32		Invoice Distributions	PLGIED	PLDIED
Invoice ID . .	AMS124-05 STANDARD	Invoice amount		900.00
Internal ID . .	AMS - 000000296	Remaining . . .		.00
Distribution group .		Dist amount . .		.00
Type options and press Enter.				
	6=More detail	7=User fields	8=Prorate details	
Option	Expense Account Number	Expensed Amount	Percent	
—	AMS-00-01-6002	785.00	87.222	
—	AMS-00-01-6700	25.00	2.778	
F2=Function keys F3=Exit F10=Quick access F12=Cancel F18=Message line				

Figure 9-41: Invoice Distributions screen

- 3 Perform one of the following actions:

- Display the Invoice Distributions More Detail screen similar to Figure 9-42.
- Display an expense user field information screen similar to Figure 9-43.
- Exit and return to the Analytical Inquiry Invoice screen.

The following pages provide more information about the first two of these actions.

## Viewing the Invoice Distributions More Detail Screen

To display more details for an invoice expense distribution, complete the steps below.

- 1 At the Invoice Distributions screen similar to the screen shown in Figure 9-41, select a distribution. Type **6** (More detail) and press Enter.

The system displays a screen similar to Figure 9-42.

2/04/2003 12:28:52 Invoice Distribution More Detail		PLGDTL	PLDDTL
More detail			
Account . . . . .	:	AMS-00-01-6002	
GL account description . . . . .	:	EXPENSE-DISTRIBUTION GROUP	
Expensed amount . . . . .	:	785.00	
Accounting entry type . . . . .	:	21	
Transaction description . . . . .	:	EXPENSE-DISTRIBUTION GROUP	
Accounting period/year . . . . .	:	02/2003	
P.O. Number . . . . .	:	AMS-124-02PO	
Job code . . . . .	:		
Item code . . . . .	:		
Unit price . . . . .	:	.000000	
Quantity . . . . .	:	.000000	
Serial number . . . . .	:		
Close to Fixed Assets . . . . .	:	0 1=Yes, 0=No	
Accounting group . . . . .	:	AMS	
Closed to GL period/year . . . . .	:		
Closing number . . . . .	:		
Transfer number . . . . .	:		
Posted to suspense . . . . .	:	1=Yes, 0=No	
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys			

Figure 9-42: Invoice Distribution More Detail screen

This screen displays more information about the selected expense distribution.

- 2 Exit and return to the Analytical Inquiry Invoice Distributions screen.

## Displaying the expense user fields

To display the expense user fields for an invoice distribution, complete the steps below.

- 1 At the Invoice Distributions screen similar to the screen shown in Figure 9-41, type **7** in the *Option* column to select a distribution. Type **7** (User fields) and press Enter.

The system displays a screen similar to Figure 9-43.

2/04/2003 12:30:05		Expense User Fields	PLGUF	PLDUF
Account . . . . .	:	AMS-00-01-6700		
GL account description . . . . .	:	FREIGHT EXPENSE		
Expensed amount . . . . .	:		25.00	
User fields				
Expalphau1 . . . . .	:			
Expalphau2 . . . . .	:			
Expalphau3 . . . . .	:			
Expalphau4 . . . . .	:			
Expnumus5 . . . . .	:		.00	
Expnumus6 . . . . .	:		.00	
Expdteu7 . . . . .	:			
F2=Function keys F3=Exit F4=Prompt F10=Quick access F12=Cancel				

Figure 9-43: Expense User Fields screen

The system displays user field information for the expense distribution that you selected.

- 2 Exit and return to the Analytical Inquiry Invoice Distributions screen.

## Using the purchase orders path to display invoice notes

To display the notes attached to a purchase order invoice, complete the steps below.

- 1 At the Analytical Inquiry All PO Invoices screen that is similar to the screen shown in Figure 9-39, select an invoice. Type **17** (Notes) and press Enter.

The system displays a window similar to Figure 9-44.

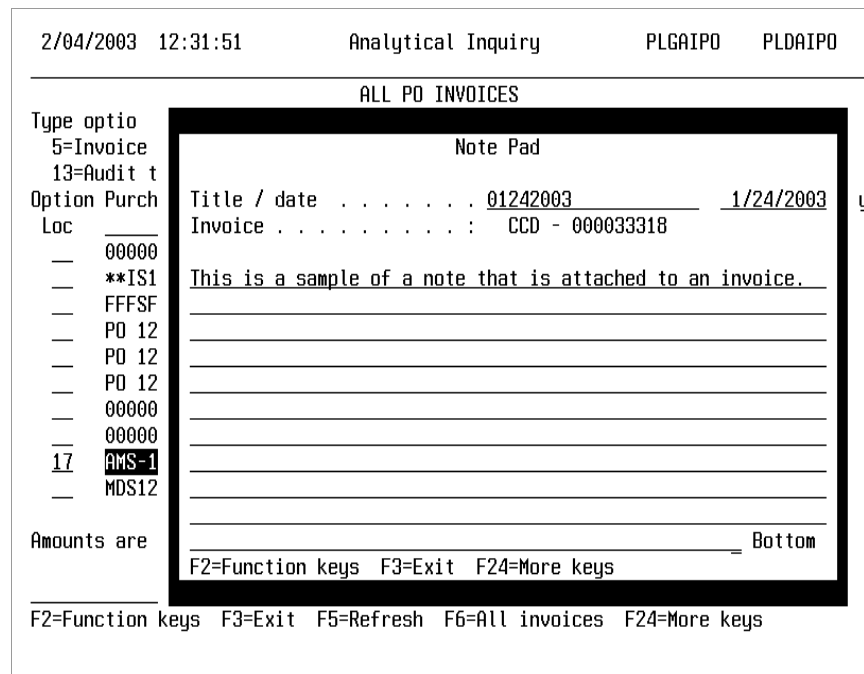


Figure 9-44: Note Pad window

- 2 Exit and return to the Analytical Inquiry PO Invoice screen.

## Using the purchase order path to display invoice payment history

To display purchase order invoice payment history, complete the steps below.

- 1 At the Analytical Inquiry All PO Invoices screen that is similar to the screen shown in Figure 9-39, select an invoice. Type 7 (Payments) and press Enter.

The system displays a screen similar to Figure 9-45.



2/04/2003 13:41:22		Analytical Inquiry		PLGIPH	PLDIPH
Invoice payment history					
Invoice ID . . .	: TEST DR1149	Invoice amount :		100.00	
Internal ID . . .	: DER-000003189	Gross relieved :		100.00	
Vendor . . . . .	: KATE'S	Currency :	USD UNITED STATES DOLLAR		
Type options and press Enter.					
5=Payment information 6=Accounting entries 7=Paid items					
8=Payee controls 9=Cleared history 11=Reconcile 17=Notes					
Option	Pay date	Payment	Account	Payee	Gross relieved Currency
__	1/20/2003	KATE'S	+ DER PL ACC	KATE'S	100.00 USD
					Bottom
Amounts are shown in invoice currency.					
F2=Function keys F3=Exit F5=Refresh F24=More keys					

Figure 9-45: Analytical Inquiry Invoice Payment History screen

- To display additional information about a payment, select the payment with one of the following actions by typing the appropriate number and pressing Enter. When done performing each of these actions, return to the Analytical Inquiry Invoice Payment History screen.

Action	Option value	Description
<i>Payment information</i>	<b>5</b>	Display more payment information.
<i>Accounting entries</i>	<b>6</b>	Display related accounting entries.
<i>Paid items</i>	<b>7</b>	Display the related paid items.
<i>Payee controls</i>	<b>8</b>	Display the vendor controls for the recipient of the payment.
<i>Cleared history</i>	<b>9</b>	Display any cleared history associated with this payment.
<i>Reconcile</i>	<b>11</b>	Display reconciliation information.
<i>Notes</i>	<b>17</b>	Display any notes attached to the payment.

- To return to the Analytical Inquiry All PO Invoices screen, exit the Analytical Inquiry Payment History screen.

## Using the purchase order path to display the invoice audit log

### Overview

Your entity controls define the invoice processing activities for which the system creates audit log entries. If the appropriate entity controls are set, the system automatically generates an audit log entry for each instance of the following activities:

- Invoice entry
- Invoice posting
- Invoice adjusting
- Invoice holding and releasing
- Invoice referencing
- Payment issuing
- Payment clearing and unclearing
- Payment adjusting
- Closing to the general ledger and unclosing
- Revaluing multi-currency amounts

### Procedure

To display the invoice audit log, complete the steps below.

- 1 At the Analytical Inquiry All PO Invoices screen that is similar to the screen shown in Figure 9-39, select an invoice. Type **13** (Audit trail) and press Enter.

The system displays a screen similar to Figure 9-46.

---

```
2/04/2003 13:37:23 Invoice Audit Log Display PLGANI PLDANI
-----
Vendor ID . . . . . : AMS AMS
Internal ID . . . . . : AMS - 000000300
Invoice number . . . : 1 INV MULTIPLE PO'S

Description

Invoice created in session 0010416.
PO Invoice posted in session 0010416.

Bottom

-----
F2=Function keys F3=Exit F10=Quick access F24=More keys
```

Figure 9-46: Invoice Audit Log Display screen

This screen identifies the vendor and the invoice that you selected. For invoice and payment audit log entries, the system identifies the session by number.

- 2 To display an alternate view of the invoice audit information, press F11. The system displays a screen similar to Figure 9-47.

2/04/2003 13:38:13 Invoice Audit Log Display		PLGANI	PLDANI
Vendor ID . . . . .	AMS AMS		
Internal ID . . . . .	AMS - 000000300		
Invoice number . . . .	1 INV MULTIPLE PO'S		
Description	Date	Time	User
Invoice created in session 0010416.	1/27/2003	13:43:34	AMS
PO Invoice posted in session 0010416.	1/27/2003	13:46:08	AMS
			Bottom
F11=Altview F12=Cancel F17=Subset F21=Print log F24=More keys			

Figure 9-47: Invoice Audit Log Display screen (alternate view)

When you press F11, the system displays this alternative view.

- 3 To print the audit log, press F21. You can print the audit log either at this screen or the previous screen.
- 4 Exit and return to the Analytical Inquiry All PO Invoices screen.

## Reconciling Infinium PL

This section explains the following procedures:

- Reconciling a period's Infinium PL activity with the balance in the Infinium PL Accounts Payable Trade account
- Reconciling Infinium PL information with general ledger information

### Reconciling Infinium PL activity for a period

To reconcile the current period's Infinium PL activity with the Accounts Payable Trade accounts for that period, use the following equation:

$$\begin{array}{r}
 \text{Previous period's ending Trial Balance total by accounting group} \\
 \\
 + \text{ New invoices} \\
 - \text{ Invoices paid} \\
 \hline
 \text{Current period's ending Trial Balance by accounting group}
 \end{array}$$

To identify the invoices that were added to the period, you can either:

- Run the Account Analysis for the current period selecting transaction type 51 (invoice trade payables), or
- Run the Invoice Register with the *from/to invoice accounting date* equal to the beginning and ending dates for the current period

To identify the invoices paid during the period, you can either:

- Run the Account Analysis for the current period selecting transaction type 71 (payment trade payables), or
- Run the Payment Register with the *From/to accounting date range* equal to the beginning and ending dates of the current period

To determine the trial balance total, run the Trial Balance report:

- By accounting group (or sort by accounting group)
- Using the period ending date of the current period in the *Invoices through Accounting Date* and *Payments through Accounting Date* fields

To avoid having reconciliation differences, we recommend that you run all reconciliation related reports immediately after each close (before any

invoice or payment activity is posted to the period you are closing or to prior periods).

## Reconciling Infinium PL with the general ledger

The following information explains how to reconcile Infinium PL with the general ledger for the:

- Balances in the Infinium PL Accounts Payable Trade accounts
- Activity posted to the Accounts Payable Trade accounts for a period
- Activity posted to the cash accounts for a period

### Accounts payable trade balances

Compare the accounting group totals from the Trial Balance reports to the corresponding Accounts Payable Trade accounts' month-to-date balances in the general ledger through the period you are reconciling.

### Accounts payable trade activity

To reconcile activity for the current period in Infinium PL to the general ledger, use the equation below.

+        New invoices

---

-        Invoices Paid

---

=        Current period's Accounts Payable Trade activity

To identify the invoices that were added, use the totals from the:

- Account Analysis (type 51), or
- Invoice Register with accounting date range of current period

To identify the invoices that were paid, use the totals from the:

- Account Analysis (type 71), or
- Payment Register with accounting date range of current period

Compare the current period's Infinium PL Accounts Payable Trade accounts' activity to the corresponding general ledger accounts' current period's activity.

---

## Cash account activity

Run the Account Analysis for the current period and select transaction type 72 (cash transactions).

Compare the Infinium PL total cash account activity to the total general ledger cash account activity for the current period.

The totals you use for the general ledger activity must be only from Infinium PL journals. You can obtain the correct totals in Infinium GL by reporting on journal source codes that you use in your Infinium PL accounting groups.

## Reconciling differences

You should reconcile differences if any of the following conditions occur:

- You close activity to a different general ledger period from the Infinium PL accounting period. You can run an Infinium QY report to show these differences.
- You have activity in Infinium PL that has not been closed to the general ledger.
- You can use the option *Close and transfer to GL* to view unclosed periods on line and run a trial close to obtain reports detailing unclosed transactions.
- You make manual journal entries to the Accounts Payable Trade or cash accounts in the general ledger.
- You did not run your reconciliation reports immediately after closing to the general ledger.

You must identify any activity posted after the general ledger close and before you run the reconciliation reports.

- There is a balance in one or more Infinium PL suspense accounts in the general ledger.
  - Your Infinium PL accounting group controls use different accounts, they must be reconciled separately. Accounts Payable Trade accounts can vary between accounting groups, suspense accounts can vary between companies, and cash accounts can vary between banks.
-

## Notes



This chapter contains information on how to perform a bank reconciliation.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview of reconciling payments	10-2
Manually entering payment clearings	10-4
Receiving payment clearing data from a bank tape	10-8
Sending a tape of payments to a bank	10-10
Updating payment clearing entries	10-13
Proofing payment clearing information	10-16
Posting payment clearing entries	10-18
Working with and printing unclaimed and escheated checks	10-20
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---

# Overview of reconciling payments

## Bank reconciliation

The *Bank reconciliation* function allows you to record bank clearings and charges. You can enter processed amounts, record any variances caused by changes in the currency exchange rate, and record variances caused by machine error. You can also record bank charges and interest received and produce reports for manual journals to the general ledger.

This function processes information for all companies and divisions by bank account.

## Clearing payments

Infinium PL provides three ways for you to clear payments:

- Enter cleared payments manually
- Receive a tape of cleared payments from the bank
- Send a tape of payments to the bank for the bank to clear

If you choose to enter cleared payments manually or to receive a tape of cleared payments from the bank, you must post the payment clearings to the system. Infinium recommends that you run a proof before you run the post.

The system verifies bank account security for all *Bank Reconciliation* menu functions. You can use the *Work with user security* function to define which users can access which groups of bank accounts. Refer to the *Infinium PL Guide to Controls* for more information about setting up user security.

## Objectives

After completing this chapter, you should be able to:

- Clear payments manually
  - Update cleared payment information
-

- Post cleared payment information
- Print an Outstanding Payments report
- Adjust payment numbers

## Manually entering payment clearings

### Overview

You can manually enter information about the following:

- Cleared payments
- Bank charges

Note that you cannot select escheated checks.

The *Print selected clearings* menu option lets you generate a report that you can use to identify entries needed in the general ledger.

### Entering cleared payments manually

To clear payments manually, perform the following steps:

- 1 From the main menu select *Bank Reconciliation*.
- 2 Select *Work with bank clearings* [WWBC]. The system displays a screen similar to Figure 10-1.

```
7/25/2008 13:03:14      Work With Bank Clearings      PLGCLM      PLDCLM
-----
Bank account . . . . . _____ +
Payment method . . . . . _ +
Default cleared date . . . . . _____

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

Figure 10-1: Work With Bank Clearings screen 1

- 3 You must specify a bank account.
- 4 Type a date for the system to use as the default clearing date. This date cannot be earlier than the date on which the payments were issued.
- 5 Press Enter. The system displays a screen similar to Figure 10-2.

```

7/25/2008 13:06:47      Work With Bank Clearings      PLGCLM      PLDCLM
-----
Bank short name . . . . . : BANK1      AUTOMATED TEST BANK 1
Bank account . . . . . : USD1      USD BANK ACCOUNT 1
Payment method . . . . . : 01 Checks
Default cleared date . . . . . :

Entry
Number  Payment number      Cleared amount      Cleared      Reason
                Date      Code
1.      _____      _____      _____      _____ +
2.      _____      _____      _____      _____ +
3.      _____      _____      _____      _____ +
4.      _____      _____      _____      _____ +
5.      _____      _____      _____      _____ +
6.      _____      _____      _____      _____ +
7.      _____      _____      _____      _____ +
8.      _____      _____      _____      _____ +
9.      _____      _____      _____      _____ +
10.     _____      _____      _____      _____ +
Totals: Payments      Cleared amount
                0                .00

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

```

Figure 10-2: Work With Bank Clearings screen 2

You can type up to ten entries at a time.

### Entering a payment clearing

- 6 To enter a payment clearing, use the following information to complete the fields on this screen:

*Payment number, Cleared amount*

You must type a payment number and cleared amount. Type the cleared amount in the bank account currency.

If you did not type a default cleared date or the cleared date differs from the default on the previous screen, type a cleared date.

*Reason Code*

You must type a reason code when the cleared amount differs from the payment amount due, for instance, to a bank error or a change to an exchange rate between the time you issued the payment and the time the payment was cashed.

Reason codes are defined for code type **RSN** through the option *Work with codes* function. Refer to the *Infinium PL Guide to Controls* for more information about defining reason codes.

7 When you press Enter, the system:

- If there are no errors, saves the entries to the clearings work file.
- Clears the screen for you to type more entries.
- Updates the total payments and cleared amount at the bottom of the screen.
- Displays one of the following messages if the warnings apply:

Cleared amount is not equal to issued amount.

Warning: Stop payment has been requested. Press Override to accept.

You can press F22 to override the warning and accept the clearing.

### Entering a bank charge or bank deposit

- 8 To enter a bank charge or deposit, use the following information to complete the fields on this screen:

*Payment number*

Type a description of the bank charge.

*Cleared amount*

Type the charge or deposit amount. To specify a deposit, type the amount as a negative amount.

*Reason code*

You must type a reason code to identify the bank charge or deposit.

When you proof or post the payment clearings, the system places the description of the bank charge or deposit reason code in the payee name field. This helps you easily identify bank charges and deposits in the clearing reports.

- 9 When you press Enter, the system displays the following warning message:

Invalid payment number. Press override to accept.

- 10 Press F22 to override the warning and accept the clearing as a bank charge.

To change any of the payment clearings you entered, use the *Update bank clearings* function.

---

## Receiving payment clearing data from a bank tape

### Overview

The *Receive bank clearings tape* function allows you to receive payment clearing information from a tape provided by a bank.

Before you use this function,

- Someone on your Information Systems staff must load the bank tape and copy the information to the Infinium PL bank file (PLPBK).
- You may need to customize this file or use an interface program to translate data from the bank format to the Infinium PL format.

### Receiving a tape of cleared payments from a bank

To receive information about payment clearings that a bank provided on tape, perform the following steps:

- 1 Ensure that a member of your Information Systems staff has mounted the tape on a tape drive and has downloaded the tape's information to the Infinium PL bank file, PLPBK.
  - 2 From the main menu select *Bank Reconciliation*.
  - 3 Select *Receive bank clearing tape* [RBCT]. The system displays a screen similar to Figure 10-3.
-



```
7/25/2008 13:08:01      Receive Bank Clearing Tape      PLGPHRBB  PLDPHRBB
-----
Bank account . . . . . ACCOUNT01 +
Payment method . . . . . 01 +

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

Figure 10-3: Receive Bank Clearing Tape screen

- 4 Specify the bank account and payment method.
- 5 Press Enter. The system submits a batch job to fill the clearings work file with the bank's payment clearing information and produces a proof report for all of the payments, including any applicable error or warning messages.

You must post this information through the *Post bank clearings* function for the system to update the payment records with the clearing information.

To change any of the received payment clearing information, use the *Update bank clearings* function.

# Sending a tape of payments to a bank

## Overview

The *Bank Reconciliation* menu provides functions that allow you to prepare a tape that you can send to a bank for reconciliation.

If you use this method to have the bank reconcile the accounts, the payments always appear as open or not cleared in Infinium PL.

## Two-step procedure

This method of reconciliation requires the following two steps:

### 1 Extract the reconciliation data

During this step, the system extracts the payment data, including stop payment data, to a work file (PLPAR). You may need to use an interface program to translate data from the Infinium PL format to the bank's format.

### 2 Create the reconciliation tape

During this step, the system copies the work file data to the tape for transmission to the bank.

## Extraction of voided payments

The first time the system extracts a voided item, the system automatically marks that item as already extracted. This flag prevents the system from re-extracting that voided item during future extract processes.

This feature was introduced in Infinium PL Release 3.2. The *Extract reconciliation data* process cannot automatically flag items that were voided before you implemented Release 3.2 as already extracted, because the new flag is set only during new extract processes.

To flag your pre-Release 3.2 voided items as already extracted, run the *Extract reconciliation data* process for payment dates previous to the current extract dates. The items are then flagged to prevent re-extraction during future executions of this function.

---

## Extracting payment data

To extract the payment data, perform the following steps:

- 1 From the main menu select *Bank Reconciliation*.
- 2 Select *Extract reconciliation data* [ERD]. The system displays a screen similar to Figure 10-4.

```
7/25/2008 13:08:50 Extract Reconciliation Data PLGPHEXB PLDPHEXB
-----
Bank account . . . . . ACCOUNT01 +
Payment method . . . . . 01 +

From payment date . . . . . 1012001
Through payment date . . . . . 1012004

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

Figure 10-4: Extract Reconciliation Data screen

- 3 Complete all of the fields on this screen.
- 4 Press Enter. The system submits a batch job to fill work file PLPAR with information about the payments.

Each time you use this function, the system clears the work file before filling that file with the new information.

The system marks the payments as extracted so that they are not included in subsequent extracts for the same payment dates.

## Creating reconciliation tape

To create the reconciliation tape for transmission to the bank, perform the following steps:

- 1 Ensure that a member of your Information Systems staff has mounted the tape on a tape drive device and has provided you with the name of that device.
- 2 From the main menu select *Bank Reconciliation*.
- 3 Select *Create reconciliation tape [CRT]*. The system displays a screen similar to Figure 10-5.

```
7/25/2008 13:09:46      Create Reconciliation Tape      PLGCRTAR  PLDCRTAR
-----
Tape file name . . . . . _____
Tape device . . . . . _____

NOTE: This function will execute interactively

-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 10-5: Create Reconciliation Tape screen

- 4 Type the names of the tape file and tape device. The default tape file name is **PLPART**.

This file has a record length of 80 and a block length of 800.

- 5 Press Enter. The system writes the data to the tape.

# Updating payment clearing entries

## Overview

The *Update bank clearings* function allows you to change or delete clearings that were incorrectly entered, before you post the payment clearings to the system. You can:

- Change a cleared amount
- Delete a clearing entry
- Type new payment clearing entries one at a time

Note that you cannot select escheated checks.

## Updating payment clearing entries

To update payment clearing entries, perform the following steps:

- 1 From the main menu select *Bank Reconciliation*.
  - 2 Select *Update bank clearings* [UBC]. The system displays a screen similar to Figure 10-6.
-

7/25/2008	13:10:31	Update Bank Clearings	PLGCWM	PLDCWM
<hr/>				
Bank account . . . . .		_____ +		
Payment method . . . . .		_____ +		
Payment reference number . . . . .		_____		
Reason code . . . . .		_____ +		
Cleared date . . . . .		_____		
<hr/>				
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys				

Figure 10-6: Update Bank Clearings screen 1

- Use the following information to complete the appropriate fields for the payment clearing entry that you want to correct, delete, or add:

*Bank account, Payment method, Reason code*

Specify the bank account, payment method, and reason code, if any, to identify the payment.

If there are invalid bank accounts, payment methods, or reason codes in the clearings work file, you can type an invalid bank account, payment method, or reason code to delete the invalid cleared payment.

Invalid information can occur in the work file due to manual entry error, incorrect information from a bank tape or customized program.

*Payment reference number*

If you specify a bank charge in the *Payment reference number* field, you must also specify a reason code.

*Cleared date*

Type the payment's original clearing date.

- Press Enter. The system displays additional information on the lower half of this screen as illustrated in Figure 10-7.

```
7/25/2008 13:14:09      Update Bank Clearings      PLGCWM      PLDCWM
-----
Bank account . . . . . : USD1
Payment method . . . . . : 01
Payment reference number . . . . . : 123456
Reason code . . . . . : DAMAG Damaged
Cleared date . . . . . : 7252008

New Record
Cleared amount . . . . . = 350

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

Figure 10-7: Update Bank Clearings screen 2

- 5 For unposted clearing entries, you can change the cleared amount or press F23 to delete the clearing entry.
  - If any field other than the amount is incorrect, you must delete the incorrect clearing entry and then use this function to re-type the information as a new entry with the correct values.
  - If you are adding a new payment clearing entry, the system displays **New Record** above the *Cleared amount* field.
- 6 Press Enter. The system updates or adds the clearing entry.

# Proofing payment clearing information

## Overview

You can proof payment clearings after either manually entering the cleared amounts or receiving the information from a bank tape.

You can use either the *Proof bank clearings* function as described in this topic, or go directly to posting the clearings and use the automatic proofing that is part of the posting process. Proofing separately from posting has the advantage of giving you a proofing report that you can review. This can prevent you from posting incorrect data.

The report includes applicable warning messages such as the following:

Cleared amount is not equal to issued amount

Stop payment has been requested for this payment

The system also provides a warning message if there is a payment that has no corresponding check in the system. The system does not treat this condition as an error, because there are cases in which it is valid to have a payment without having a corresponding check in the system.

Warning messages do not prevent you from posting the clearings. If you determine from the warnings, however, that corrections are necessary, you can use the *Update bank clearings* function to change the clearing entries before posting.

## Proofing payment clearing information

To proof payment clearing information, perform the following steps:

- 1 From the main menu select *Bank Reconciliation*.
  - 2 Select *Proof bank clearings* [PBC]. The system displays a screen similar to Figure 10-8.
-



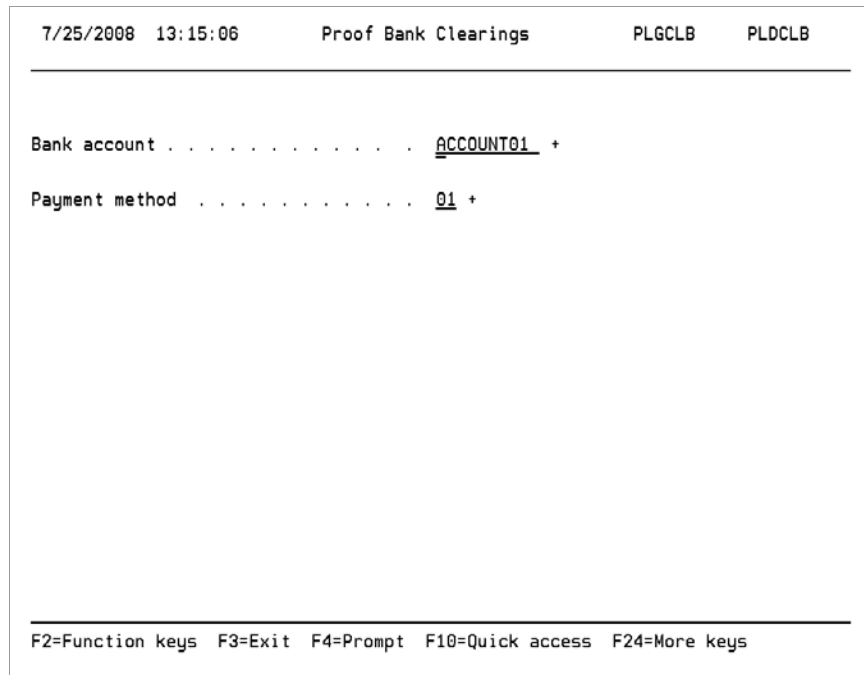


Figure 10-8: Proof Bank Clearings screen

- 3 Specify the bank account and payment method.
- 4 Press Enter. The system submits the proof report. The report includes the bank account, payment method, payment reference, reason code, and date of each clearing.

## Posting payment clearing entries

### Overview

You can post clearings that you manually entered or that you received on tape from a bank.

When you post payment clearings, the system updates the appropriate payments as being cleared, prints a report showing the same information as the proof report, and updates float analysis data. The payment information is available through the Analytical inquiry function.

If the posting process detects an error other than a warning, the system does not post the payment clearing entry but continues posting of the other clearings.

### Posting payment clearing entries

To post payment clearing entries, perform the following steps:

- 1 From the main menu select *Bank Reconciliation*.
  - 2 Select *Post bank clearings* [PSBC]. The system displays a screen similar to Figure 10-9.
-

```
7/25/2008 13:15:46      Post Bank Clearings      PLGCLB      PLDCLB
-----
Bank account . . . . . ACCOUNT01 +
Payment method . . . . . 01 +

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

Figure 10-9: Post Bank Clearing screen

- 3 Specify the bank account and payment method
- 4 Press Enter. The system submits the posting process, which posts the clearings that are not in error and generates a report that flags the clearings in error as **Not posted**. This report also:
  - Includes a warning if the cleared amount does not equal the issued amount
  - Is not generated if the system cannot find clearings for the specified combination of bank account and payment method.

## Working with and printing unclaimed and escheated checks

You use the *Work with unclaimed checks* function to identify unclaimed or outstanding checks, escheat these checks, generate escheatment letters to the payees of the checks, and reverse an escheated check. You can also use the *Print unclaimed checks* function to run a report of unclaimed checks based on the check status.

Data access in the *Work with unclaimed checks* and *Print unclaimed checks* functions is subject to the *Bank account group security* assigned to your user profile.

**Note:** Escheatment functionality is only valid for checks, represented by payment type **01**.

When you select one or more checks to escheat, you must also enter a valid reason code. You then view a confirmation screen to review the checks you select to escheat. You can change the reason code on the confirmation screen.

When the escheatment is processed, the payment status of the check (PHCSTS) is updated with a new status of **3** to indicate that it has been escheated.

To work with unclaimed checks:

- 1 From the main menu select *Bank Reconciliation*.
  - 2 Select *Work with unclaimed checks* [WWUC]. The system displays a screen similar the screen below.
-

```
6/27/2016 18:17:04      Work With Unclaimed Checks      PLGPHUCM  PLDPHUCM

Bank account . . . . . _____ +
Payment company . . . . . _____ +
Division . . . . . _____ +
Pay to vendor . . . . . _____ +
Payment date range
  From payment date _____
  To payment date . . _____
Payment reference . . . _____
Include payments . . . - 0=Unclaimed checks without letter
                        1=Unclaimed checks with letter
                        2=Unclaimed checks - all
                        3=Escheated checks

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

Figure 10-10: Work With Unclaimed Checks selection screen

On the Work with Unclaimed Checks selection screen you define the criteria to use to refine a list of unclaimed checks with which to work.

For example, *Bank account* is required. The checks that are listed are associated with the bank account that you select. You use the other selection criteria to refine the selection.

You must enter a value in the *Bank account* and the *Include payments* fields. Use *Include payments* to specify which types of checks to select. You can select all unclaimed checks, only those unclaimed checks without an escheatment letter generated, only unclaimed checks with an escheatment letter generated, or only escheated checks.

On this screen, you select criteria to:

- Display a list of unclaimed checks without a letter

Complete the selection criteria on this screen, as required. In the *Include payments* field, specify **0** for unclaimed checks without a letter, and press Enter.

- Display a list of unclaimed checks with a letter

Complete the selection criteria on this screen, as required. In the *Include payments* field, specify **1** for unclaimed checks with a letter, and press Enter.

- Display all unclaimed checks

Complete the selection criteria on this screen, as required. In the *Include payments* field, specify **2** for unclaimed checks - all, and press Enter.

- Display a list of escheated checks

Complete the selection criteria on this screen, as required. In the *Include payments* field, specify **3** for Escheated checks, and press Enter.

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

#### *Bank account*

Specify the bank account short name. The payment type is always type 01 (checks).

#### *Payment company*

Specify the payment company identifier.

Leave blank to include all payment companies. If you specify a division, then the payment company is required. If you specify a payment company here, the display includes only unclaimed checks for this payment company.

#### *Division*

Specify the appropriate division identifier.

If you specify a division, you must also enter a value in the payment company. If you leave this field blank, the display includes all divisions.

#### *Pay to vendor*

Specify the appropriate vendor.

#### *From payment date*

To display checks by date or within a payment date range, specify the beginning date for the range. Unclaimed checks with a payment date equal to or after this date are displayed. If the *To payment date* also has a value, these date fields are used as a range. This must be a valid date, or it may be left blank.

#### *To payment date*

To display checks by date or within a payment date range, specify the end date for the range. Unclaimed checks with a payment date equal to or before this date are displayed. If the *From payment date* also has a value, then

---

these date fields are used as a range. This must be a valid date, or it may be left blank.

#### *Payment reference*

Specify a particular payment reference to limit the display to unclaimed checks for a particular payment reference.

#### *Include payments*

Specify what type of checks are displayed.

- 0** Unclaimed checks without letter: The display contains unclaimed checks for which an escheated letter has not been generated.
- 1** Unclaimed checks with letter: The display contains unclaimed checks for which an escheated letter has been generated.
- 2** Unclaimed checks (all): The display contains all unclaimed checks regardless of whether an escheatment letter has been generated.
- 3** Escheated checks: The display contains only checks that have been escheated. If an escheated check must be reversed, you can do so here.

## Escheating an unclaimed check

To escheat an unclaimed check:

- 1** On the Work with Unclaimed Checks selection screen shown in Figure 10-11, complete the information on the screen as required.

You must enter a value in the *Bank account* and the *Include payments* fields.

To escheat an unclaimed check, use *Include payments* to specify which types of checks to select. You can select all unclaimed checks, only those unclaimed checks without an escheatment letter generated, or only unclaimed checks with an escheatment letter generated.

The example below uses option **2**, Unclaimed checks (all).

- 2** Press Enter. The system displays a screen similar the screen below.
-

Opt	Payment Number	Vendor	Pay Date	Payment Amount	Letter Date
—	9	AAAA	7/31/2004	800.00	
—	13	KLATU	4/18/2007	100.00	
—	17	CAROL3	6/11/2009	99.50	1/01/190E
—	18	CAROL3	6/12/2009	99.50	1/01/201E
—	20	CAROL3	6/12/2009	99.50	3/31/201E
—	21	CAROL3	6/12/2009	99.50	5/27/201E
—	30	CAROL3	6/12/2009	99.50	5/02/201E
—	31	CAROL3	6/12/2009	99.50	1/01/201E
					MORE...

Figure 10-12: Work With Unclaimed Checks screen

**Note:** The list of checks displayed is derived based on the *Bank account group* security setting specified on your user profile. This is defined in *Work with user security* in the *Supervisor Tasks* primary menu.

On the Work with Unclaimed Checks screen you select the unclaimed check for which to perform these actions:

- Display a payment
  - Select 5 - Display payment, in the *Opt* field next to an unclaimed check record and press Enter.
- Display paid items associated with the escheated check
  - Select 7 - Display paid items, in the *Opt* field next to an unclaimed check record and press Enter.
- Display the vendor associated with the escheated check
  - Select 8 - Display vendor, in the *Opt* field next to an unclaimed check record and press Enter.
- Display cleared or escheated history for an escheated check
  - Select 9 - Cleared/Escheated History, in the *Opt* field next to an unclaimed check record and press Enter.
- Generate an escheat letter



Select **10** – Generate Escheat Letter, in the *Opt* field next to an unclaimed check record and press Enter.

- Escheat a check

Select **11** - Escheate check, in the *Opt* field next to an unclaimed check record and press Enter.

- Reposition the list to a specify value

Specify a value in one of the locate fields above the appropriate column to reposition the list to start with the selected value for a payment number, vendor, pay date, payment amount, or letter date.

- Display more information about the escheated check, including the payment date

Press F11 or click Alternate View from Actions. Click Alternate View from Actions again to hide the additional information.

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

*Escheat date*

Specify the escheat date to be used as the default for all unclaimed payments to be escheated. You must specify a date here if you select Escheat check next to an unclaimed invoice record.

*Reason code*

Specify a valid reason code.

**4** Select **11** - Escheat check, in the *Opt* field next to an unclaimed check record.

**5** Press Enter. The system displays a screen similar the screen below.

---

```

6/27/2016 19:21:19      Work With Unclaimed Checks      PLGPHUCM  PLDPHUCM
-----
                                Escheat Checks

* Confirmation screen *
You have requested that the payments below be escheated.
Enter to confirm choices, or Cancel to ignore.
Escheat date . . 6/27/2016      Reason code . .  CANCL +

Payment Number      Vendor      Pay Date      Payment Amount  Letter Date

                34      CAROL3      6/12/2009      99.50

                                                                BOTTOM

-----
F2=Function keys  F4=Prompt  F10=Quick access  F24=More keys

```

Figure 10-13: Work With Unclaimed Checks – Escheated Checks confirmation screen

- 6 Press Enter.
- 7 Review and confirm the escheatment of the selected payment. You can update the reason code as required. You must specify a reason code if one is not already selected.
- 8 Press Enter.

## Generating escheatment letters for unclaimed checks

When you select a check for which to generate an escheatment letter, you must provide additional information that is used to format the escheatment letter.

The *Escheat letter date* is required. This date must be greater than the payment date for the check.

The *Letter top message*, *Letter bottom message*, and *Letter signature message* fields are all required. You define these messages in the *Work with messages* menu option. These messages are used to build the formatted letter. The body of the escheatment letter also contains the check number, check amount, and date issued.

Printer files for all generated escheatment letters, PLTELETTER, and a single Escheat Letter Report, PLTPHGEL, are produced. The report lists the details associated with all of the escheatment letters printed with this submission.

**Note:** You must create printer file overrides in Application Manager to define print file controls for your printer and paper stock.

To print an escheatment letter for an unclaimed check:

- 1 From the Work With Unclaimed Checks – Escheated Checks screen shown in Figure 10-14, select **10** – Generate Escheat Letter, in the *Opt* field next to an unclaimed check record.
- 2 Press Enter. The system displays a screen similar the screen below.

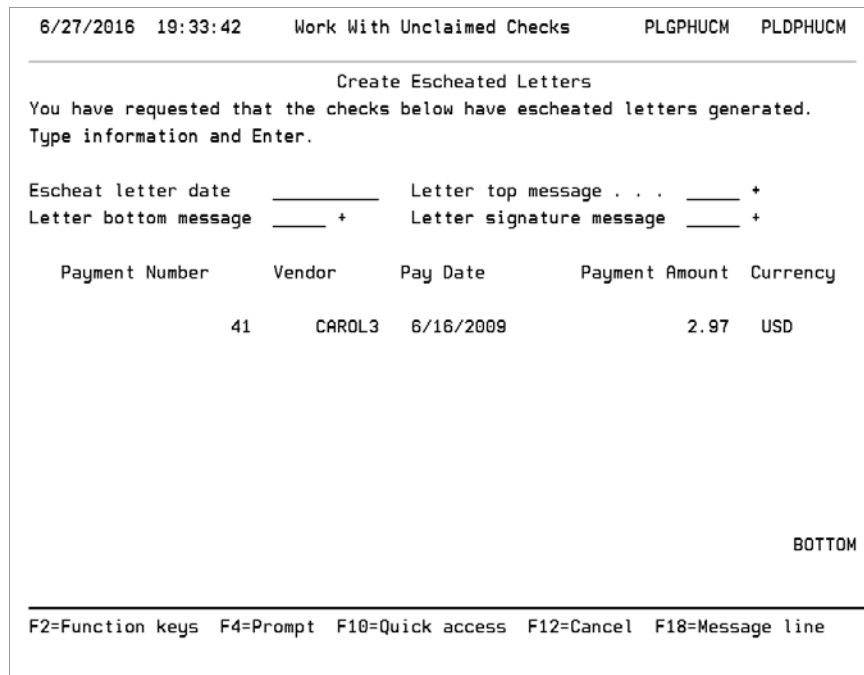


Figure 10-15: Work With Unclaimed Checks – Create Escheated Letters screen

On the Work With Unclaimed Checks Create Escheated Letters screen you generate the escheated letter for the selected payment.

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

*Escheat letter date*

Specify the date to be displayed on the escheatment letter.

*Letter top message*

Type the message text to be displayed at the top of the escheatment letter.

*Letter bottom message*

Type the message text to be displayed at the bottom of the escheatment letter.

*Letter signature message*

Type the message text which to be displayed as the signature at the bottom of the escheatment letter.

- 4 Press Enter.

## Reversing an escheated check

When you reverse the escheatment, the payment status of the check (PHCSTS) is updated with a status of **0** (not cleared), to indicate that the check is no longer escheated

To reverse an escheated check:

- 1 On the Work with Unclaimed Checks selection screen shown in Figure 10-16, specify **3** for escheated checks in the *Include payments* field, and press Enter. The system displays a screen similar the screen below.

Bank account		ACCOUNT	Payment date range		00/00/0000 - 99/99/9999E
Type option and press Enter.					
5=Display payment		7=Display paid items		8=Display vendor	
9=Cleared/Escheated History		11=Reverse escheated check			
Opt	Payment Number	Vendor	Escheat Date	Escheat Amount	Currency
—		VANILLA	KLATU	5/27/2016	1,000.00 USD
—	40	CAROL3	5/03/2016	99.50	USD
—	19	CAROL3	4/18/2016	99.50	USD
—	16	CAROL3	4/14/2016	99.50	USD
—		FRED	KLATU	3/25/2016	1,221.66 USD
—	23	CAROL3	2/19/2016	99.50	USD
—	24	CAROL3	2/19/2016	99.50	USD
—	25	CAROL3	2/19/2016	99.50	USD
MORE...					
F2=Function keys F3=Exit F5=Refresh F10=Quick access F24=More keys					

Figure 10-17: Work With Unclaimed Checks – Escheated Checks screen

On the Work with Unclaimed Checks - Escheat Checks screen you select the escheated check for which to perform these actions:

- Display a payment
 

Select **5** - Display payment, in the *Opt* field next to an escheated check record and press Enter.
- Display paid items
 

Select **7** - Display paid items, in the *Opt* field next to an escheated check record and press Enter.
- Display a vendor
 

Select **8** -Display vendor, in the *Opt* field next to an escheated check record and press Enter.
- Display cleared or escheated history for an escheated check
 

Select **9** - Cleared/Escheated History, in the *Opt* field next to an escheated check record and press Enter.
- Reverse an escheated check
 

Select **11** - Reverse escheated check next to an escheated check record and press Enter.
- Reposition the list to a specify value

Specify a value in one of the locate fields above the appropriate column to reposition the list to start with the selected value for a payment number, vendor, escheat date, escheat amount, or currency and press Enter.

- Display more information about the escheated check, including the payment date

Press F11 or click Alternate View from Actions. Click Alternate View from Actions again to hide the additional information.

2 Select 11 - Escheat check, in the *Opt* field next to an unclaimed check record.

3 Press Enter. The system displays a screen similar the screen below.

Op	Payment Number	Vendor	Escheat Date	Escheat Amount	Currency
	34	CAROL3	6/27/2016	99.50	USD

6/27/2016 19:26:28 Work With Unclaimed Checks PLGPHUEC PLDPHUEC

Escheated checks

\* Confirmation screen \*

You have requested that the escheated checks below be reversed.  
Enter to confirm choices, or Cancel to ignore.

BOTTOM

F2=Function keys F10=Quick access F12=Cancel F18=Message line

Figure 10-18: Work With Unclaimed Checks – Escheated Checks confirmation screen

4 Press Enter.

5 Review and confirm the reversal of the escheatment.

6 Press Enter.

## Printing unclaimed checks

Use the *Print unclaimed checks* function to print a report listing unclaimed checks or print a report listing escheated checks.

Use the submission screen to specify the criteria to use when selecting the checks to be listed on the report. You must enter a value in the *Bank account* and the *Include payments* fields. Use *Include payments* to specify which types of checks to print. You can select all unclaimed checks, only those unclaimed checks without an escheatment letter generated, only unclaimed checks with an escheatment letter generated, or only escheated checks.

The additional selection criteria, including *Payment company*, *Division*, *Pay to vendor*, *Payment date range*, and *Payment reference* are optional. Enter a value in any of these fields to further limit the list of unclaimed checks.

When you run the report for unclaimed checks (with or without escheatment letters), the listing includes the payment date, reference, payee, and amount. A letter date is listed only if a letter has been printed. When you run the report for escheated checks, the listing omits a letter date and instead prints the escheat date and reason code.

To print unclaimed checks:

- 1 From the main menu select *Bank Reconciliation*.
  - 2 Select *Print unclaimed checks* [PUC]. The system displays a screen similar the screen below.
-

```

6/27/2016 18:17:04      Work With Unclaimed Checks      PLGPHUCM  PLDPHUCM

Bank account . . . . . _____ +
Payment company . . . . . _____ +
Division . . . . . _____ +
Pay to vendor . . . . . _____ +
Payment date range
  From payment date _____
  To payment date . . _____
Payment reference . . . _____
Include payments . . . - 0=Unclaimed checks without letter
                        1=Unclaimed checks with letter
                        2=Unclaimed checks - all
                        3=Escheated checks

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

```

Figure 10-19: Work With Unclaimed Checks selection screen

On the Print Unclaimed Checks selection screen you define the criteria to use to refine a list of unclaimed checks or escheated checks that you want to print.

For example, *Bank account* is required. The checks that are listed are associated with the bank account that you select. You use the other selection criteria to refine the selection.

On this screen, you can:

- Print a list of unclaimed checks without a letter
 

Complete the selection criteria on this screen, as required. In the *Include payments* field, specify **0** for unclaimed checks without a letter, and press Enter.
- Print a list of unclaimed checks with a letter
 

Complete the selection criteria on this screen, as required. In the *Include payments* field, specify **1** for unclaimed checks with a letter, and press Enter.
- Print all unclaimed checks
 

Complete the selection criteria on this screen, as required. In the *Include payments* field, specify **2** for unclaimed checks - all, and press Enter.
- Print a list of escheated checks



Complete the selection criteria on this screen, as required. In the *Include payments* field, specify **3** for Escheated checks, and press Enter.

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

*Bank account*

Specify the bank account short name. The payment type is always type 01 (checks).

*Payment company*

Specify the payment company identifier.

Leave blank to include all payment companies. If you specify a division, then the payment company is required. If you specify a payment company here, the report includes only checks for this payment company.

*Division*

Specify the appropriate division identifier.

If you specify a division, you must also enter a value in the payment company. If you leave this field blank, the report includes all divisions.

*Pay to vendor*

Specify the appropriate vendor.

*From payment date*

To report checks by date or within a payment date range, specify the beginning date for the range. Unclaimed checks or escheated checks with a payment date equal to or after this date are displayed. If the *To payment date* also has a value, these date fields are used as a range. This must be a valid date, or it may be left blank.

*To payment date*

To report checks by date or within a payment date range, specify the end date for the range. Unclaimed checks or escheated checks with a payment date equal to or before this date are displayed. If the *From payment date* also has a value, then these date fields will be used as a range. This must be a valid date, or it may be left blank.

*Payment reference*

Specify a particular payment reference to limit the display to unclaimed checks or escheated checks for a particular payment reference.

---

*Include payments*

Specify what type of checks are displayed.

- 0** Unclaimed checks without letter: The report contains unclaimed checks for which an escheated letter has not been generated.
  - 1** Unclaimed checks with letter: The report contains unclaimed checks for which an escheated letter has been generated.
  - 2** Unclaimed checks (all): The report contains all unclaimed checks regardless of whether an escheatment letter has been generated.
  - 3** Escheated checks: The report contains only checks that have been escheated.
- 4** Press Enter.
-

# Printing payment clearing reports

## Overview

The following two reports contain payment clearing information:

- Outstanding Payments report

This report identifies payments that are not fully cleared. Also, you can include cleared payments that fall within a specified date range. The report includes payments where there is a discrepancy between the payment amount and cleared amount whether the difference is greater or less than the payment amount.

- Selected Clearings report

You can run this report by reason code, which allows you to identify items not associated with specific payments, such as bank charges. The report subtotals by reason code so you can use the report to determine bank charges for which you must make a manual entry in the general ledger.

## Printing outstanding payments report

To print an Outstanding Payments report, perform the following steps:

- 1 From the main menu select *Bank Reconciliation*.
  - 2 Select *Print outstanding payments* [POP]. The system displays a screen similar to Figure 10-20.
-

```

7/25/2008 13:22:12      Print Outstanding Payments      PLGPHOPB  PLDPHOPB
-----
Bank account . . . . . ACCOUNT01 +
Payment method . . . . . 01 +

From payment date . . . . . _____
Through payment date . . . . . _____

From payment reference number . . . . . _____ +
To payment reference number . . . . . _____ +

Payment company . . . . . _____ +
Division . . . . . _____ +

List cleared payments? . . . . . 0 1=Yes, 0=No

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

```

Figure 10-20: Print Outstanding Payments screen

- 3 To run this report, you must specify at least a bank account and payment method. You must specify whether to include cleared payments. If you leave the remaining fields blank, the system runs the report for all payment dates, reference numbers, and companies associated with that bank account and payment method.

You can limit the report to include only uncleared payments that meet any combination of the following selection criteria:

- Payment dates within a specified date range
- Reference numbers within a specified range
- Payment by a specific company or division

Note that escheated checks are not included in the report.

- 4 Press Enter. The system prints an Outstanding Payments report.

## Printing selected clearings report

To print a Selected Clearings report, perform the following steps:

- 1 From the main menu select *Bank Reconciliation*.

- 2 Select *Print selected clearings* [PSC]. The system displays a screen similar to Figure 10-21.

```

6/28/2016 16:19:45      Print Selected Clearings      PLGRHB      PLDRHB
-----
Bank account . . . . . _____ +
Payment method . . . . . _ +
Reason code . . . . . _____ + Blank for all
From date . . . . . _____
To date . . . . . _____
Print escheated checks . . . . . _ 0=Exclude escheated
                                     1=Include escheated
                                     2=Escheated only
-----
F3=Exit F4=Prompt F10=Quick access F12=Cancel F18=Message line
    
```

Figure 10-21: Print Selected Clearings screen

- 3 You must specify at least the bank account and payment method. If you leave the remaining fields blank, the system runs the report for all reason codes and dates associated with that bank account.
  - If you do not type a reason code, the system includes all cleared payments for all reason codes, including cleared payments with a blank reason code.
  - The *From date* and *To date* fields refer to the clearing dates.

In addition, use this information for selection criteria:

*Print escheated checks*

Specify whether to include escheated checks in the report.

- 0** Exclude escheated checks from the report.
- 1** Include escheated checks in the report.
- 2** Include only escheated checks in the report.

If you specify a date range, either the escheat date or cleared date on a check is used for comparison against the date range to determine its

eligibility to print. The escheat date is used for escheated checks, and the cleared date is used for cleared checks.

- 4 Press Enter. The system prints a Selected Clearings report.

# Reversing posted clearings

## Overview

The *Bank Reconciliation* menu option, *Reverse posted clearings*, provides an automated way to:

- Update the status of fully-cleared payments
- Unclear previously-cleared payments that you may have mistakenly cleared

If more than one partial clearing cleared a payment, the system reverses all applicable payment clearings.

When you reverse posted clearings, the system updates these files:

- Payment History, PLPPH
- Bank Payment Reconciliation, PLPRH
- Vendor Payment Summary, PLPVP

You can also view audit information about who reversed a payment clearing and when. Press F11, alternate view, on the Invoice Audit Log Display screen to view this payment clearing reversal information.

## Reversing posted clearings

To reverse posted clearing, perform the following steps:

- 1 From the main menu select *Bank Reconciliation*.
  - 2 Select *Reverse posted clearings* [RPC]. The system displays a screen similar to Figure 10-22.
-

```

3/06/2009 07:54:50      Reverse Posted Clearings      PLGRPC      PLDRPC
-----
Use this function to update the status of fully cleared payments.
Type information and press Enter.

Pay to vendor . . . . . _____ +
Payment reference . . . . . _____

-Or-

Bank account . . . . . _____ +
Payment method . . . . . __ +

Cleared date range
  From cleared date . . . . . _____
  To cleared date . . . . . _____

Payment reference range
  From payment reference . . . . . _____
  To payment reference . . . . . _____

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

```

Figure 10-22: Reverse Posted Clearings prompt screen

Use this screen to begin the reversal process. You must specify the pay to vendor and payment reference, or the bank account and payment method. The cleared date range and payment reference range are optional.

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

*Pay to vendor*

Select a vendor to process if you do not select a bank account.

*Payment reference*

Specify a payment reference to process.

*Bank account*

Select a bank account to process if you do not select a vendor.

*Payment method*

Select a payment method to process.

*From cleared date*

*To cleared date*

Use these fields to specify a date range to process.



*From payment reference  
To payment reference*

Use these fields to specify a payment reference range to process.

4 Press Enter. The system displays a screen similar to Figure 10-23.

```

3/06/2009 12:38:46      Reverse Posted Clearings      PLGRPC      PLDRPC
-----
Bank account . . . . . : BIGBUCKS
Payment method . . . . . : 01
Cleared date range . . . . . : 1/01/2008 99/99/9999

Type information and press Enter.
  2=Reverse posted clearing  5=Payment information  9=Cleared history

Opt  Payment reference  Vendor          Pay amount      Cleared amount  Cur
Loc  -----
-    11 T/C DESIGN      1,037.64        1,037.64      USD
-    14 T/C DESIGN      980.00          980.00        USD
-    16 T/C DESIGN      1,000.00        1,000.00        USD

                                          BOTTOM
-----
F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys

```

Figure 10-23: Reverse Posted Clearings selection screen

This screen contains a list of fully-cleared payments that meet the criteria you specify on the prompt screen. If you specified a pay to vendor, the system displays only that vendor's cleared checks. If you specified a payment reference, the system displays only that payment reference.

This list consists of either:

- Cleared payments for a particular bank account, a payment type, or a cleared date range
- Payment reference number or payment reference number range

You can select multiple items:

- With **2** to reverse posted clearings
- With **5** to view *Analytical inquiry* payment information
- With **9** to view *Analytical inquiry* cleared history

Use the locate feature to find the relevant fully-cleared payments to select for reversal.

When you elect to reverse posted clearings, the system displays a screen similar to Figure 10-24.

```
3/06/2009 12:40:03      Reverse Posted Clearings      PLGRPC      PLDRPC
                        Confirmation Screen
-----
You have requested that the following payments have their clearings reversed.
Press Enter to confirm choices, or press Cancel to ignore.
Bank account . . . . . : BIGBUCKS
Payment method . . . . . : 01
Cleared date range . . . . . : 1/01/2008 99/99/9999

      Payment reference  Vendor          Pay amount      Cleared amount  Cur
                    16 T/C DESIGN      1,000.00        1,000.00      USD

                                                                                   BOTTOM
-----
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel  F18=Message line
```

Figure 10-24: Reverse Posted Clearings Confirmation screen

Press Enter to begin the interactive unclosed process or press F12 to cancel. You can also press F3 to exit and return to the main menu.

# Adjusting payment numbers

## Overview

You can use the *Payment renumbering* function to correct payment numbers to match the preprinted check stock that was actually used. This could occur, for example, if a user incorrectly typed a payment starting number for a payment process, or if there was a gap in the sequence of numbered forms at the printer.

This function applies only if you sequentially number your payments.

This function does not affect the system-assigned internal tracking number, which never changes. The function affects only the external payment number.

The system automatically prints an audit report that indicates what you changed. You can also generate this audit report through the *List renumbered payments* function.

Renumbering is necessary for bank reconciliation and Analytical Inquiry if you use checks with sequential numbering.

## Renumbering payments

To renumber payments, perform the following steps:

- 1 From the main menu select *Bank Reconciliation*.
  - 2 Select *Payment renumbering* [PR]. The system displays a screen similar to Figure 10-25.
-

10/03/2006 09:43:02		Payment Renumbering		PLGPH01B	PLDPH01B
Enter a locate field and press Enter.					
Locate					
1>Select					
Payment Cycle	Session	Bank Account	Payment Mtd	Date	Payment amount
- AMS	0006604	AMS	01	12/19/2005	480.00
- AMS	0006605	AMS	01	12/19/2005	154.49
- AMS	0006608	AMS	01	12/19/2005	2,750.00
- AMS	0006609	AMS	01	12/19/2005	200.00
- AMS	0006643	AMS	01	1/26/2006	1,030.00
- AMS	0006737	AMS	01	4/24/2006	1,030.00
- AMSCHKPY	0005224	AMS	01	4/05/2004	1,000.00
- AMSCHKPY	0005225	AMS	01	4/05/2004	1,000.00
- AMSCHKPY	0005227	AMS	01	4/05/2004	1,000.00
More...					
F2=Function keys F3=Exit F10=Quick access F12=Cancel F24=More keys					

Figure 10-25: Payment Renumbering screen 1

- 3 Type 1 to select the payment session that includes the payments you must renumber.

To limit the list of payment sessions that the system displays, you can type a payment cycle name, payment session number, or bank account in one of the *Locate* fields.

To view a subset of this list by payment date, press F17.

- 4 Press Enter. The system displays a screen similar to Figure 10-26.



- 6 When you have typed the ranges, press Enter.
- 7 To confirm the renumbering, press F23.

## Listing the renumbered payments

To print an audit report summarizing the payments that have been renumbered, perform the following steps:

- 1 From the main menu select *Bank Reconciliation*.
- 2 Select *List renumbered payments* [LRP]. The system displays a screen similar to Figure 10-27.

```
10/03/2006 09:48:26      List Renumbered Payments      PLGPH02B  PLDPH02B
-----
Bank account . . . . . ACCOUNT01 +
Payment method . . . . . 01 +

From payment date . . . . . 1012004
Through payment date . . . . . 1012005

-----
F3=Exit F4=Prompt F10=Quick access F12=Cancel F18=Message line
```

Figure 10-27: List Renumbered Payments screen

- 3 Specify at least the bank account and payment method.
- 4 Press Enter. The system prints the renumbered payments report.