Infor Infinium FMS Payables Ledger Guide to Controls

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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

Intended audience

This guide is for Infinium Payables Ledger (PL) users who are responsible for creating and maintaining 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.

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
Italic typeface	Menu options and field names	*Work with terms*
	The guide uses the same abbreviations as the screen.	Complete the Prox Terms section to create proximo payment terms.
Bold standard typeface	Used for notes, cautions and warnings	**Caution:** 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.
Bold monospaced typeface	Characters that you type and messages that are displayed	Type **A** to indicate that the position is alphanumeric and type **N** to indicate that the position is numeric.
		The following message is displayed:
		Company not found
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.

Convention	Description	Example
Select	Choose a menu option or choose a record or field value after prompting.	Select *Work with invoices* and press Enter. Select **C** (capitalization), **E** (expense) or **B** (both) as the *Capitalization code* 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.
Help	To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help). To move through the other applicable levels of help, press Enter at each help screen. To return directly to the screen from which you accessed help, exit the help screen by clicking Exit or by pressing F3.	Press Help for more information about the current field.

Convention	Description	Example
[Quick Access Code]	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. Quick access codes are listed on the Menu Tree and in the path for each task next to the executable function.	Select *Work with Vendors* [WWV].
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications and use standard name and abbreviations.	*Infinium Payables Ledger Guide to Processing* is referred to as *Infinium PL Guide to Processing.*

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
F2	Function keys	Displays window of valid function keys
F3	Exit	Returns you to the main menu
F4	Prompt	Displays a list of values from which you can select a valid entry
F10	Quick Access	Enables you to access another function from any screen Type the quick access code in *Level*. You can change the application designator, such as PA, GL, IC and so forth, by selecting another application.

Function key	Name	Description
F12	Cancel	Returns you to the previous screen
F22	Delete	Deletes selected item(s)
F24	More keys	Displays additional function keys at the bottom of the screen

Prompt and selection screens

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

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

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

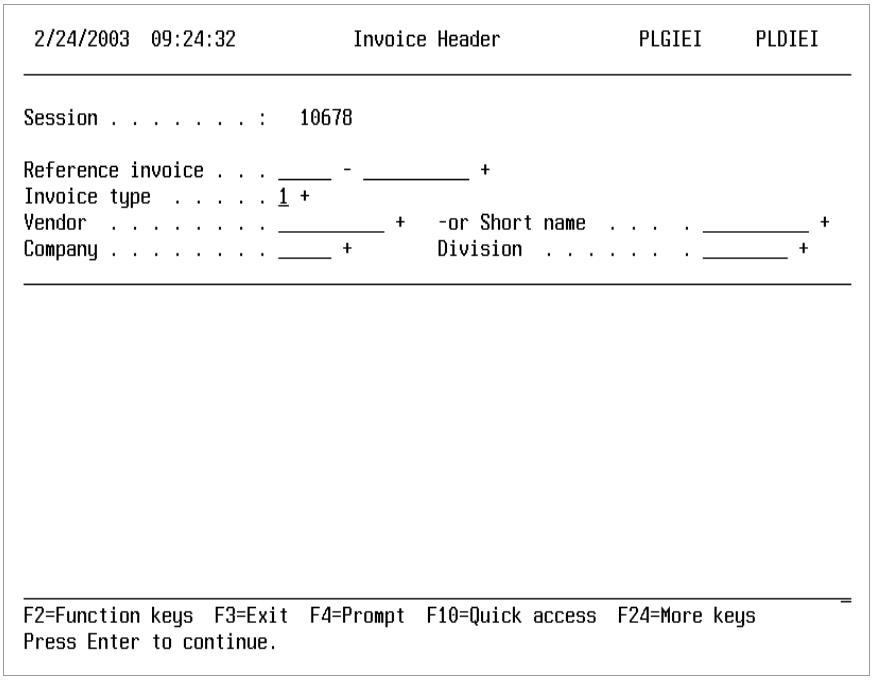


Figure 1: Prompt screen

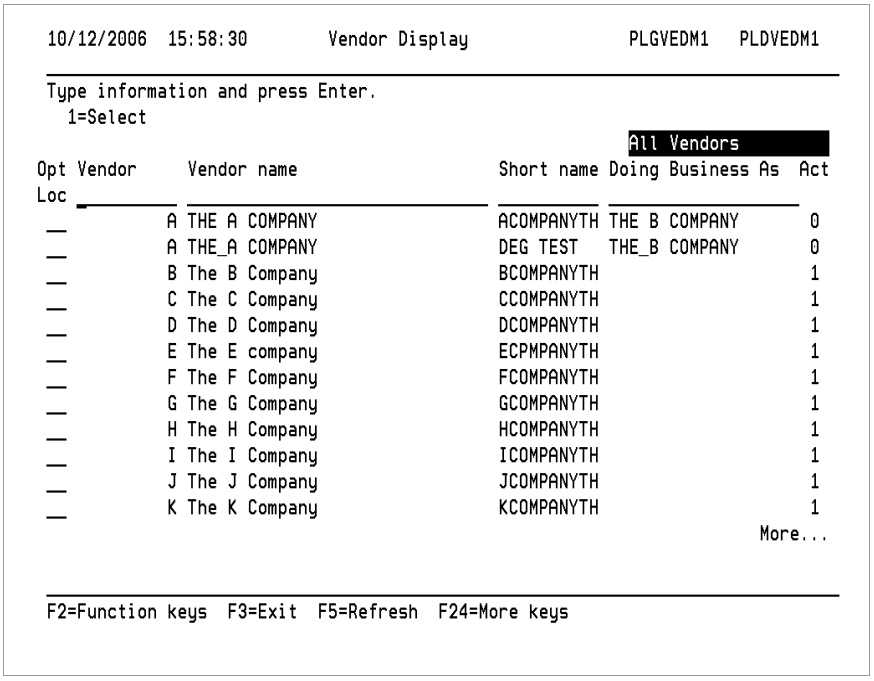


Figure 2: Selection screen

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.

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

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

Application	Abbreviation
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 Processing, Volume 1 and Volume 2*
- *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.

Chapter 1 Infinium PL: An Overview

1

This chapter contains Infinium PL system control functions overview information.

Product information

The Infinium PL system is a full-function payables ledger application that allows you to record invoices, generate payments, reconcile bank account clearings, close to the general ledger, perform vendor analyses, and maintain controls such as vendor controls.

The Infinium QY system is a query language/program generator that supplements the Infinium PL fixed format standard reports.

Application overview

Infinium PL provides the flexibility you need to perform your payables procedures 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. Infinium PL 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, Automated Clearing House, Bankers Automated Clearing Society, cash, and checks.

Infinium PL integration with other Infinium applications provides additional 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 record before you can create a division record for that company.
- Within division controls you determine how the system passes data 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

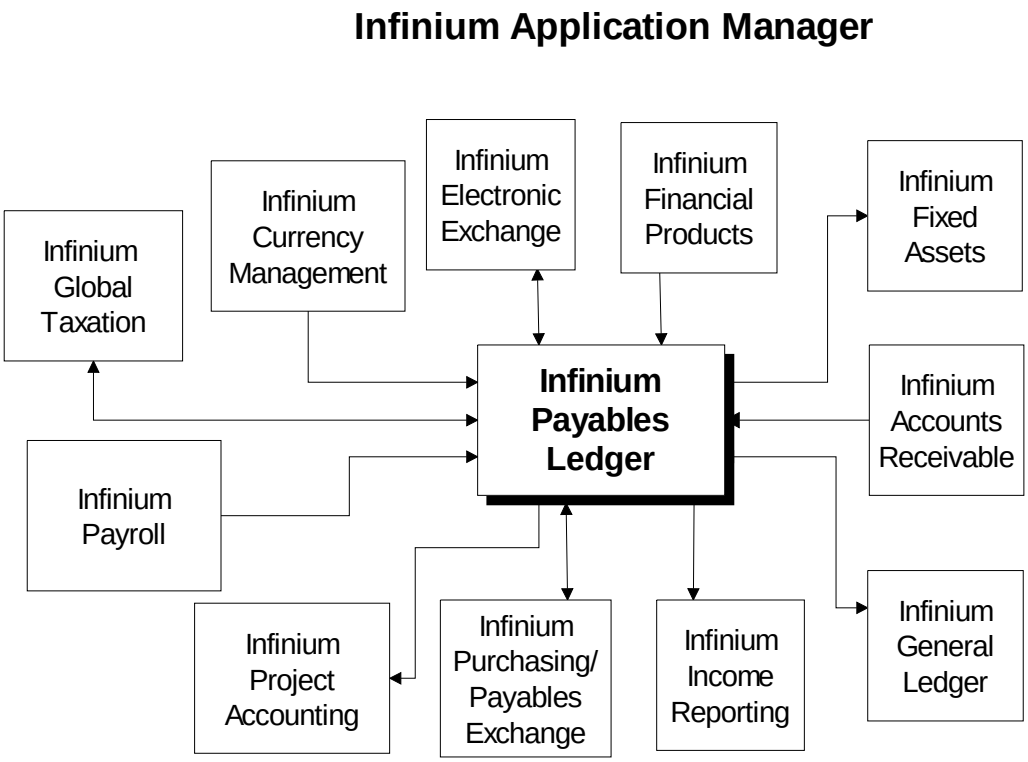


Figure 1-1: Infinium PL application interfaces

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 invoice details

Infinium AR

Validates the Infinium AR customer number associated with an 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 PM and Infinium CA systems
- Processes five way matching functionality

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

- Retrieves exchange rates for currency conversions and script instructions for printing payments
- Validates currency codes and rate types

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

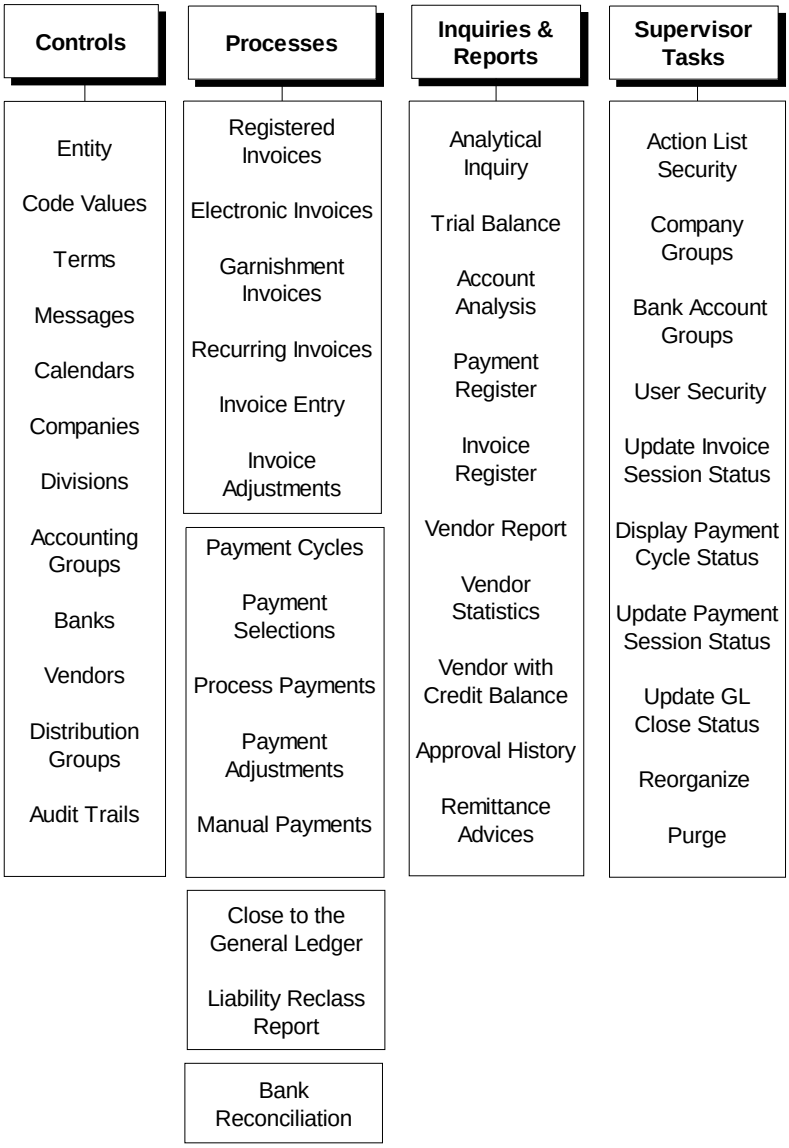


Figure 1-2: Infinium PL overview

The Infinium PL system consists of four major areas as illustrated in the diagram shown in Figure 1-2. Refer to the menu tree on the *Infinium PL Quick Reference Card* for details about how the items in this figure are accessed through the Infinium PL main menu options.

The Infinium PL application 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

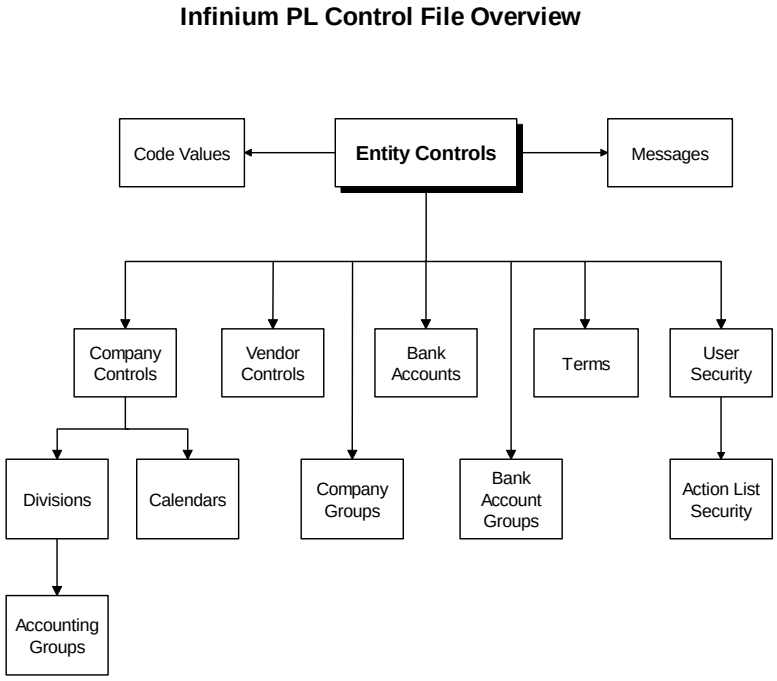


Figure 1-3: Infinium PL control file overview

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, you can change, delete, and display data. The system identifies the available actions near the top of the screen.

You can also use function keys to perform actions on the data and to navigate through the menu options. The system identifies the available function keys on the Commands menu or 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 List and Command menus or screens also identify any additional non-standard actions and function keys that apply only at 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 have 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 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 System Controls

2

In this chapter you learn how to clear your database and set up the global controls that define your Infinium PL system.

Overview of defining system controls

The system controls are the highest level controls that manage the Infinium PL application.

When you set up your system controls, you define global information that affects your entire Infinium PL system.

Objectives

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

- Clearing the database
- Defining entity controls
- Creating code values
- Defining payment terms
- Creating messages
- Creating calendars

Clearing the database

Overview

Before you set up or convert your own information into the system, you must clear the data shipped with Infinium PL. After you establish your data and are running live on the Infinium PL system, you should remove access to this function from each user's menu.

The *Clear data files* function clears data from most of the data files in the system. The system does not clear the following control files that the system requires to process data:

- The Code Types file, PLPCT
- The Pay Method Controls file, PLPPF
- The Audit Actions & Message ID file, PLPAA

In addition, the system updates the following files:

- Action Groups file, PLPAG
- Action List Defined to Action Group file, PLPAL
- Code Values file, PLPCV
- User Security file, PLPUS

The updates to the preceding files are defined by Infinium and should not be changed.

Steps to clear the database

To clear the data files, perform the following steps:

1. From the Infinium PL main menu select *Initialization*.
2. Select *Clear data files* [CDF]. The system displays a screen similar to Figure 2-1.

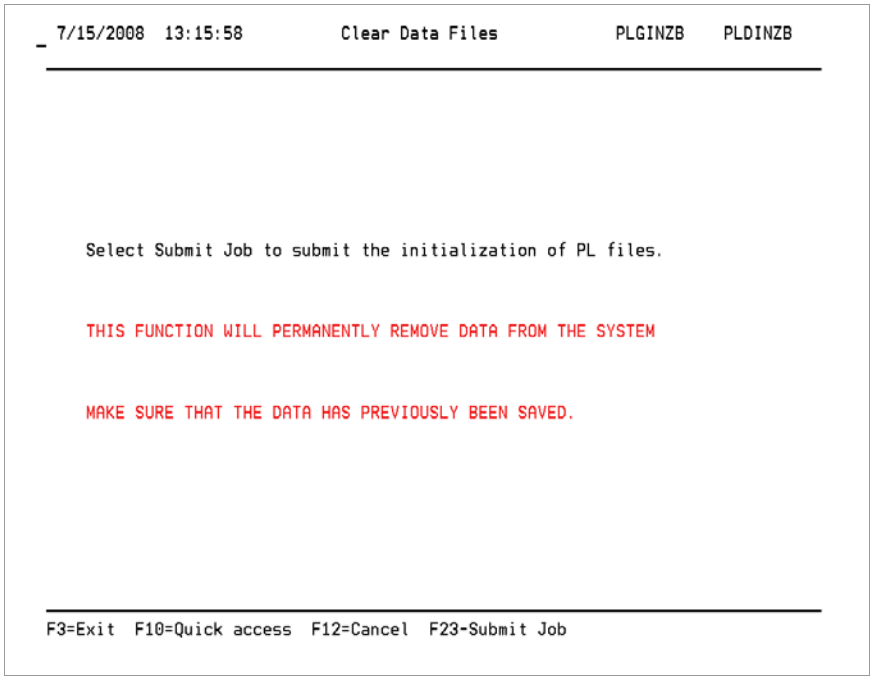


Figure 2-1: Clear Data Files screen

3 Press F23 to submit a batch job to clear the data. The system automatically places the batch job in the job queue with a hold status.

You must release the job from the job queue for the *Clear data files* function to run.

Defining entity base data controls

Overview

The system provides entity control segments that you can display or change when you select the main menu *Controls* option and then select *Work with entity.* The first segment is *Base data controls*. You must define base data controls before you can define any other entity control or system control.

After you define your entity controls, you can restrict users to displaying but not changing the segment on this screen. You can set that restriction in the *Work with user security* and *Work with action list security* options under *Supervisor Tasks*.

This chapter describes all the entity control segments, except the *Sequential numbering controls* segment. In sequential numbering, the system assigns a series of internal numbers to invoices and payments. For more information on sequential numbering, refer to the “Using Sequential Numbering” chapter of the *Infinium PL Guide to Processing*.

This topic describes entity base data controls. In the *Base data controls* segment, you indicate which Infinium systems are installed at your site and you set up miscellaneous controls for the entity.

Steps to define entity base data controls

To define entity base data controls, perform the following steps:

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

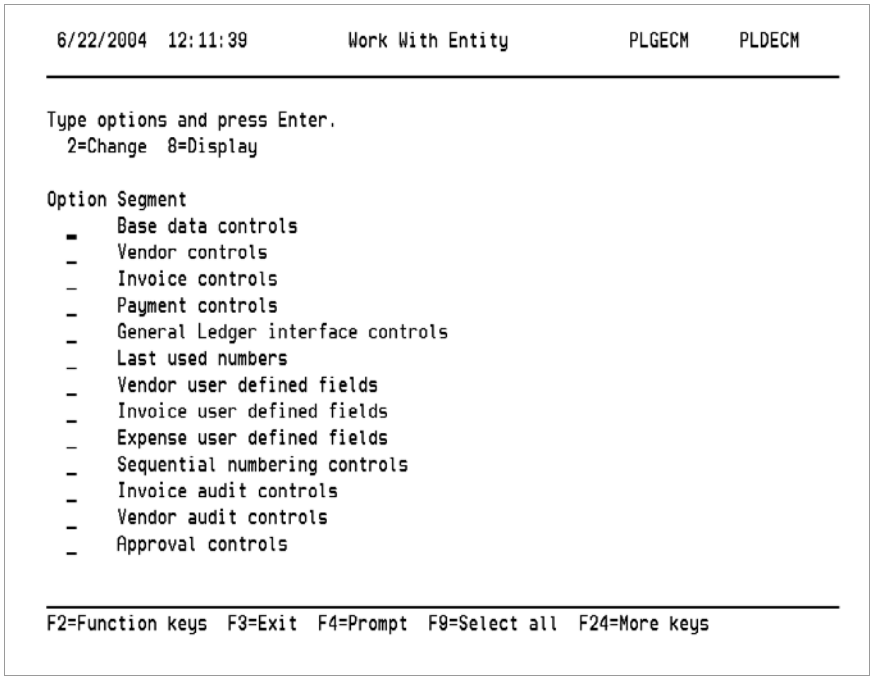


Figure 2-2: Work With Entity selection screen

3 Select *Base data controls*. Select *Change* or type **2** and press Enter. The system displays a screen similar to Figure 2-3.

You can also press F9 to select all of the entity control segments. The system then automatically progresses through each selected segment and displays the appropriate screens for you to use in defining your entity controls.

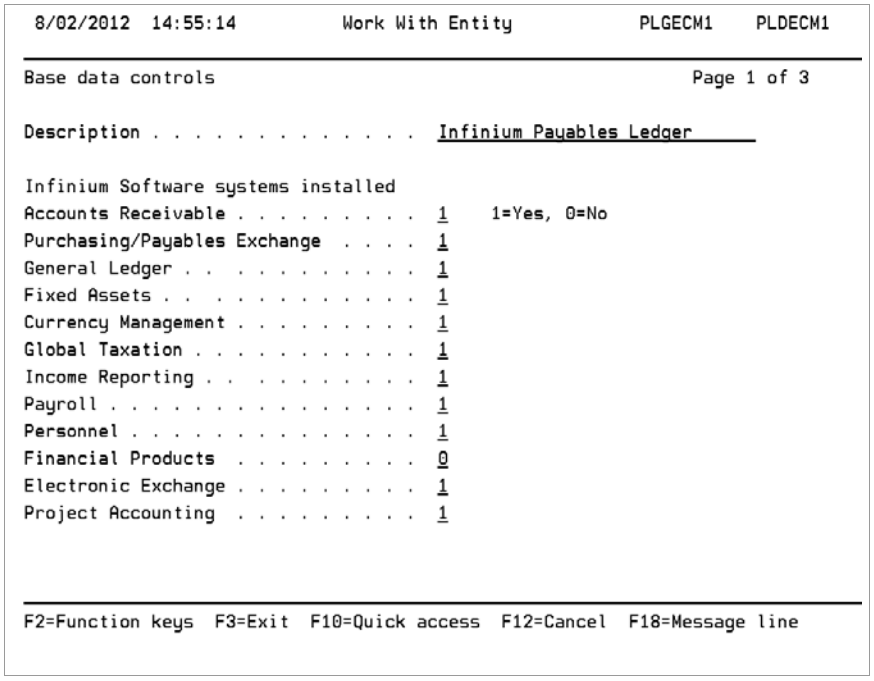


Figure 2-3: Work With Entity base data controls screen 1

4 Indicate the status of each application listed on this screen, as follows:

1 The application is installed and to be used with Infinium PL. Infinium PL automatically performs validation and update procedures on the installed applications.

0 The application is not installed or is installed but not to be used with Infinium PL.

The table below summarizes the Infinium PL interfaces that you can select at this screen.

Application name	Abbreviation
Infinium Accounts Receivable	Infinium AR
Infinium Purchasing/Payables Exchange	Infinium PX
Infinium General Ledger	Infinium GL
Infinium Fixed Assets	Infinium FA
Infinium Currency Management	Infinium CM
Infinium Global Taxation	Infinium GT

Application name	Abbreviation
Infinium Income Reporting	Infinium IR
Infinium Payroll	Infinium PY
Infinium Human Resources (listed as *Personnel* on this screen)	Infinium HR
Infinium Financial Products	Infinium FP
Infinium Electronic Exchange	Infinium EX
Infinium Project Accounting	Infinium PA

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

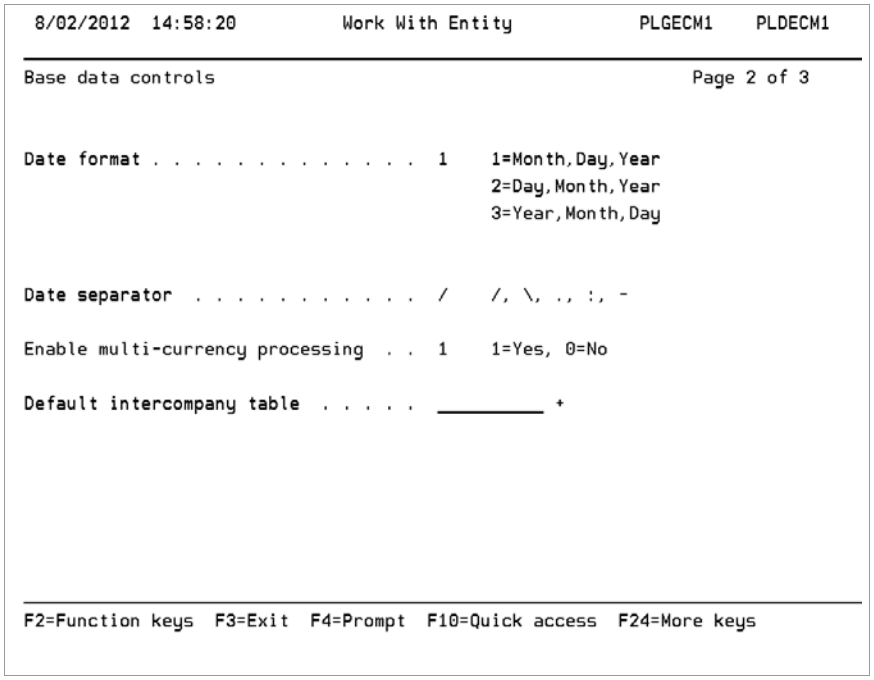


Figure 2-4: Work With Entity base data controls screen 2

Use this screen you set up miscellaneous controls for the entity.

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

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

Date format, Date separator, Enable multi-currency processing

In these fields you specify a date format, date separator and whether you are processing in multiple currencies.

You cannot change the fields *Date format, Date separator* and *Enable multi-currency processing* after you set up entity controls.

Refer to the *Infinium PL Guide to Processing* for more information about multi-currency processing.

Default intercompany table

Specify a valid Infinium GL intercompany table. If Infinium GL is not installed, the intercompany table that you specify in this field must reside in your alternative general ledger system.

7 Press Enter. The system displays a screen similar to Figure 2-5.

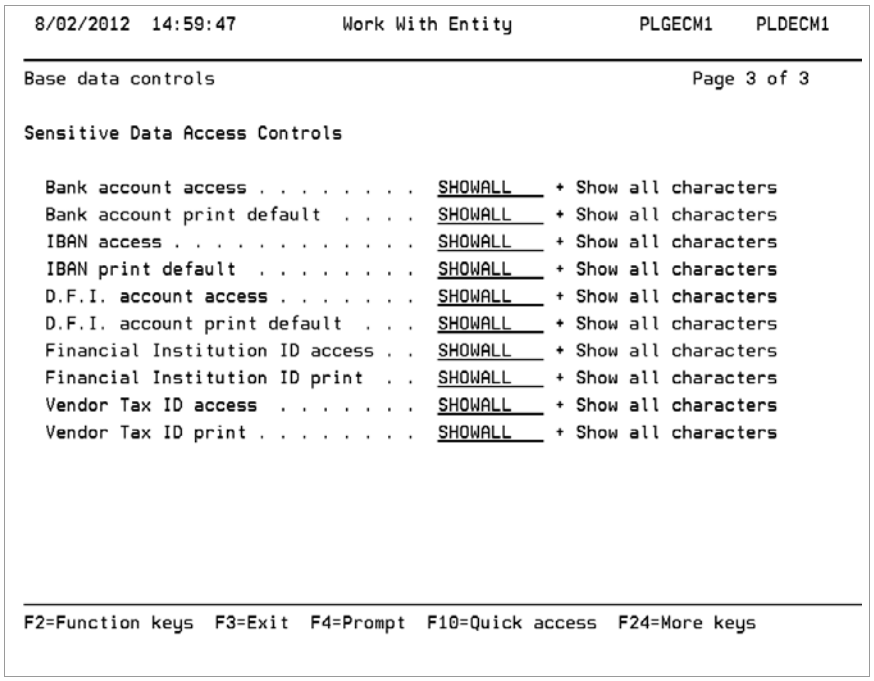


Figure 2-5: Work With Entity base data controls screen 3

Use this screen you set up sensitive data access controls.

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

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

Sensitive Data Access Controls

The Sensitive Data Access Controls section contains required promptable fields that apply to the entire Infinium PL system. Masking rules and data access do not apply to database utilities or to third party integrations.

Specify an access level for each of these fields to which masking may be applicable. When you prompt on the fields listed below, you select a code value stored in Infinium AM. After you select the appropriate code value, the system displays that code on the screen. Blank is not a valid value.

Valid values for these fields are:

LASTFOUR	Show the last four characters only.
FIRSTFOUR	Show the first four characters only.
SHOWALL	Show all characters.
MASKALL	Mask all characters.
FANDLFOUR	Show the first four characters and last four characters and mask the remaining characters with asterisks.

Bank account access

Specify the type of masking that should be applied to the bank account field when users access any function that displays the bank account field.

Bank account print default

Specify the type of masking that should be applied to the bank account field when users access any function that prints the bank account field.

IBAN access

Specify the type of masking that should be applied to the IBAN field when users access any function that displays the IBAN field.

IBAN print default

Specify the type of masking that should be applied to the IBAN field when users access any function that prints the IBAN field.

D.F.I. account access

Specify the type of masking to be applied to the *D.F.I. account* field when users access any function that displays the *D.F.I. account* field.

D.F.I. account print default

Specify the type of masking to be applied to the *D.F.I. account* field when users access any function that prints the *D.F.I. account* field.

Financial Institution ID access

Specify the type of masking to be applied to the *Financial Institution ID Number* field when users access any function that displays the *Financial Institution ID Number* field.

Financial Institution ID print

Specify the type of masking to be applied to the *Financial Institution ID Number* field when users access any function that prints the *Financial Institution ID Number* field.

Vendor Tax ID access

Specify the type of masking to be applied to the *Vendor Tax ID Number* field when users access any function that displays the *Vendor Tax ID Number* field.

Vendor Tax ID print

Specify the type of masking to be applied to the *Vendor Tax ID Number* field when users access any function that prints the *Vendor Tax ID Number* field.

9 Press Enter. The system saves your base data controls and returns to the Work With Entity selection screen shown in Figure 2-2.

Defining entity vendor controls

Overview

The entity *Vendor controls* segment contains controls for:

- Vendor number generation
- Vendor defaults for duplicate invoice checking

Steps to define entity vendor controls

To define entity vendor controls, perform the following steps:

1 Complete steps 1 - 2 in the “Define base data controls” topic earlier in this chapter. You must be on the Work With Entity selection screen in Figure 2-2.

Select *Vendor controls*. Select *Change* or type **2** and press Enter. The system displays a screen similar to Figure 2-6.

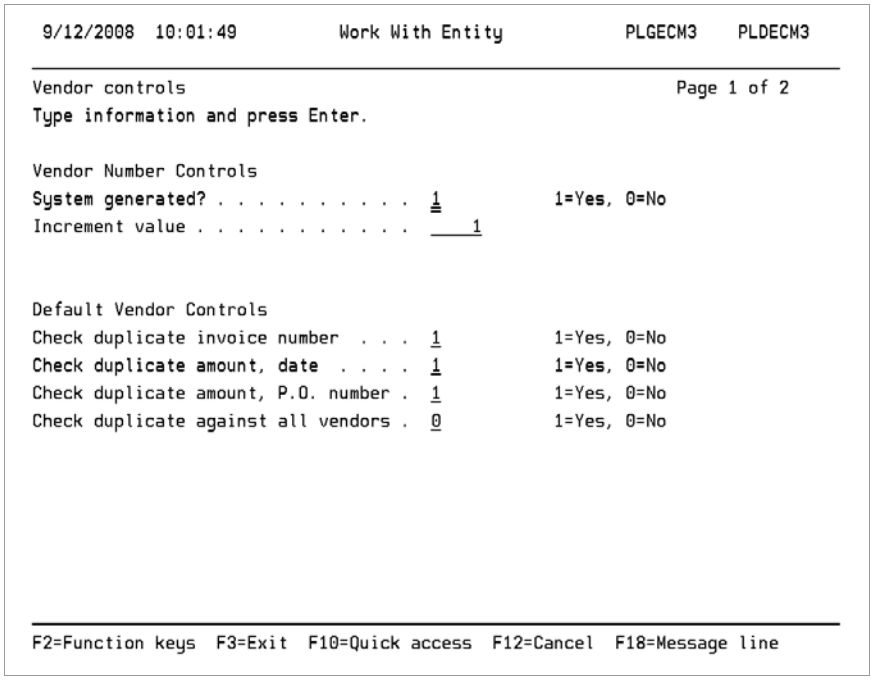


Figure 2-6: Work With Entity vendor controls screen 1

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

Vendor number controls

Specifying yes in the *System generated?* field indicates the following:

- You can have the system automatically assign a number to each new vendor record. If you are creating a vendor in the *Work with vendors* option and if you leave the *Vendor* field blank, the system automatically assigns a number to the new vendor record.
- You must have a value of up to five numeric characters in the *Increment value* field. The number of each new vendor record increases by the value in this field. For example, if your first vendor record is 1 and your increment value is 100, then your second vendor record is 101.

The default value in the *Increment value* field is **1**.

Default vendor controls

These fields include *Check duplicate invoice number, Check duplicate amount, date, Check duplicate amount, P.O. number*, and *Check duplicate against all vendors*.

The values that you specify in these fields become the default settings in each new vendor record you create. You can change the values for each vendor.

When checking for duplicate invoices, the system evaluates each of these fields separately. For example, if you specify in all fields that the system should check for duplicates and only the invoice number is duplicated in another invoice, the system identifies that invoice as a potential duplicate.

When you create an invoice, the system displays any potential duplicate invoices for that vendor based on the settings in vendor controls. If you are authorized through the *Work with user security* function to override duplicate invoices, you can continue to create the invoice. Otherwise, you cannot continue to enter the invoice with the duplicate information.

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

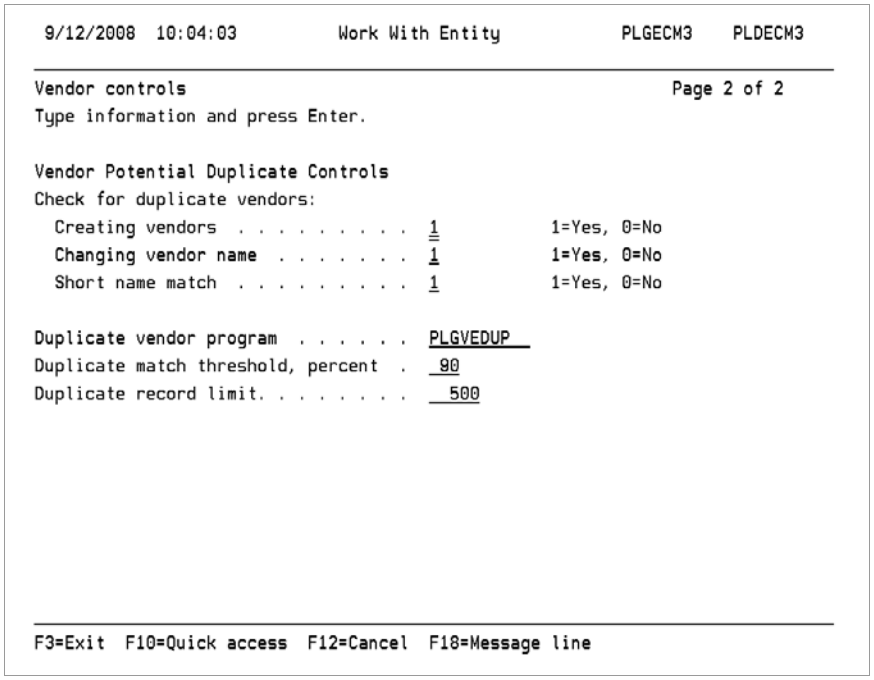


Figure 2-7: Work With Entity vendor controls screen 2

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

Check for duplicate vendors

These fields include *Creating vendors, Changing vendor name and Short name match*.

In these fields you indicate how you want the system to perform interactive duplicate vendor checking. You can have the system check for duplicate vendors when you create a new vendor record, when you change an existing vendor name, or both. You can also indicate whether you want the system to check the vendor's short name as well as the vendor's name.

Duplicate match threshold, percent

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

For fewer potential duplicate matches, you can increase the match threshold percentage. Keep in mind that the more you increase the match threshold percentage, the longer the system takes to perform duplicate checking.

When you create or change a vendor record, the system displays any potential duplicate vendors. If you are authorized through the *Work with user security* function to override duplicate vendor records, you can continue to create the vendor. Otherwise, you will not be able to create the potential duplicate vendor record as entered. You may need to verify and change the data or ask a supervisor for assistance.

Duplicate record limit

If the system searches through the number of vendors that you specified in the *Duplicate record limit* field and does not find a match, the system displays a window in which you indicate whether you want to continue the interactive search.

5 Press Enter. The system saves your entity level vendor controls and returns to the Work With Entity selection screen in Figure 2-2.

Defining entity invoice controls

Overview

The entity *Invoice controls* segment contains controls that the system uses for invoice processing, such as:

- Invoice control totals
- Internal invoice identification numbers
- Posting methods
- Controls for prorating taxes across invoice distribution accounts

Steps to define entity invoice controls

To define entity invoice controls, perform the following steps:

1. Complete steps 1 - 2 in the “Defining base data controls” topic earlier in this chapter. You must be on the Work With Entity selection screen in Figure 2-2.

2. Select *Invoice controls*. Select *Change* or type **2** and press Enter. The system displays a screen similar to Figure 2-8.

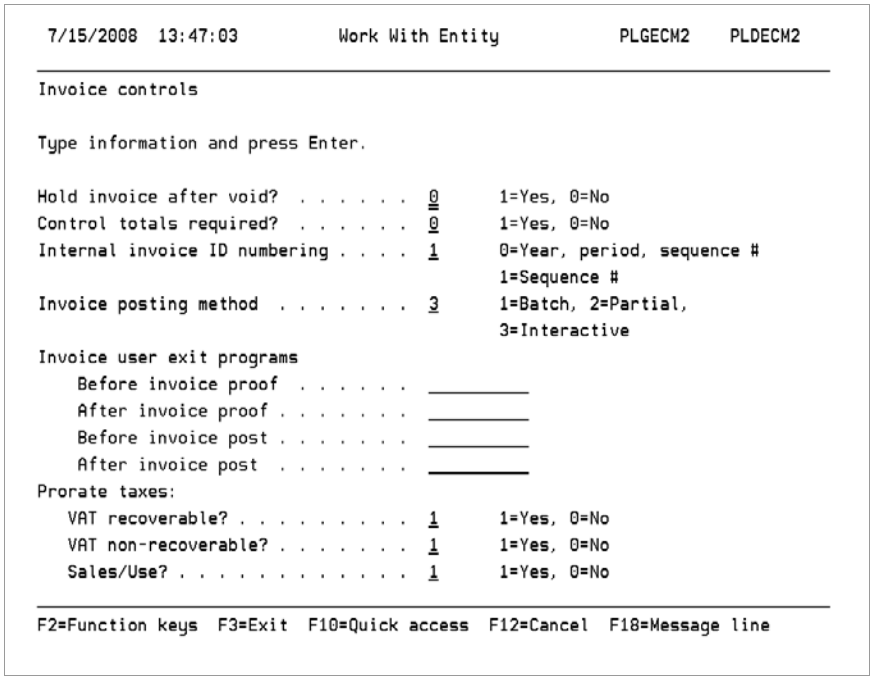


Figure 2-8: Work With Entity invoice controls screen

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

Hold invoice after void?

Specify yes in this field for the system to automatically hold each invoice associated with a voided payment.

Control totals required?

Control totals are the calculated totals for the number of invoices, total of all invoice amounts and total of all discount amounts in an invoice session.

Specify yes in this field to require users to enter control totals for invoice sessions. Invoice session control totals must match the session totals that the system calculates in order to post the session. You can override the value in this field for each user.

Internal invoice ID numbering

The system uses the value in this field each time you create an invoice to format a tracking number for the invoice within the system.

If you select **Year-period-sequence #**, the system can assign up to 99,999 internal invoice identification numbers per company, year and period combination. The year and period of the invoice are included in the internal invoice identification number.

For example, the system could assign an internal invoice identification number of 001-990412345, where 001 is the company, 99 is the last two digits of the year, 04 is the period and 12345 is the next available sequence number for the combination of company, year and period.

If you select **Sequence #**, the system can assign up to 999,999,999 internal invoice identification numbers for each company in sequential order.

For example, the system could assign an internal invoice identification number of 001-000000001, where 001 is the company and 1 is the next available sequence number for the company.

Invoice posting method

Specify one of the invoice posting methods below to be used as the default posting method in Infinium PL user security.

For more information about posting methods, refer to the description of processing standard invoices in the *Infinium PL Guide to Processing*.

1 Batch - The invoice entry user selects an entire session of invoices to proof, or proof and post. The system proofs and posts the session in batch mode.

2 Partial interactive posting - Partial interactive posting lets the invoice entry user proof and post all the current invoice session's invoices interactively before leaving the session. The user also has the option of using batch mode posting.

3 Interactive posting - Interactive posting lets the invoice entry user proof and post each invoice upon completion of entry of that invoice.

The user must use standard invoice entry and cannot change the method of invoice entry. Consequently, the user cannot process bills of exchange or purchase order invoices and cannot use high volume invoice entry.

Prorate taxes

You can use the *Prorate taxes* fields to indicate which tax amounts you want the system to prorate automatically across invoice distribution expense accounts during the invoice posting process.

If you specify yes in this field…	The system prorates…
VAT recoverable?	The recoverable portion of value added taxes

If you specify yes in this field…	The system prorates…
VAT non-recoverable?	The non-recoverable amount of value added taxes
Sales/Use	Sales and use tax amounts

Note the following:

- To prorate taxes, you must use Infinium GT.
- If you do not prorate a tax, the system books the tax to the tax expense account specified in Infinium GT.
- When prorating tax amounts across invoice expense accounts, the system does not distribute any tax amount to freight and discount accounts.
- To review tax accounting entries after posting invoices, you can do the following:
- Use the *Analytical inquiry* function to view the tax accounting entries for an individual invoice.
- Run an Infinium QY report that is defined in an appendix to the *Infinium PL Guide to Processing.*
- Tax prorating applies to both standard invoices and purchase order invoices. For purchase order invoices, the tax prorating depends upon such factors as the PO level on which the tax is found and whether the tax amount is to be included in inventory cost.

  For examples of the accounting entries and more information about tax prorating, refer to the *Infinium PL Guide to Processing* and the *Infinium PL and Infinium PM Guide to Integration*.

4 Press Enter. The system saves your entity level invoice controls and returns to the Work With Entity selection screen in Figure 2-2.

Defining entity payment controls

Overview

The entity *Payment controls* segment contains system-wide controls for payment processing.

These controls include the methods of payment that the system uses for each bank account and vendor that you create.

Although you set the method of payment in this entity *Payment controls* segment, you must activate that payment method when you create a bank account or a vendor record.

Steps to define entity payment controls

To define entity payment controls, perform the following steps:

1. Complete steps 1 - 2 in the “Defining base data controls” topic earlier in this chapter. You must be on the Work With Entity selection screen in Figure 2-2.

2. Select *Payment controls*. Select *Change* or type **2** and press Enter. The system displays a screen similar to Figure 2-9.

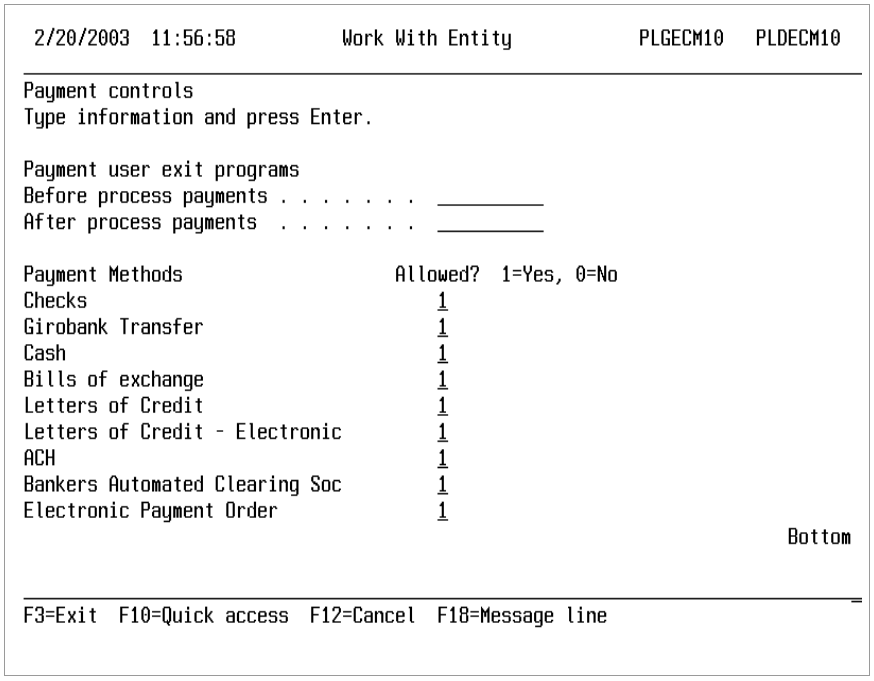


Figure 2-9: Work With Entity payment controls screen

3 You can type the name of a custom program that you want the system to execute before or after payment processing.

4 Indicate the methods of payment for bank accounts and vendors by specifying yes next to the allowed methods. These payment methods become the available settings for each bank account and vendor record that you create.

   For detailed information about the available payment methods, refer to the “Defining Bank Controls” chapter of this guide.

5 Press Enter. The system saves your entity level payment controls and returns to the Work With Entity selection screen in Figure 2-2.

Defining entity general ledger interface controls

Overview

The entity *General Ledger interface controls* segment contains the controls for closing Infinium PL invoices and payments to a general ledger system.

You cannot override any of the general ledger interface controls for individual users. The controls that you set here apply to all users of the system.

Steps to define entity general ledger interface controls

To define entity general ledger interface controls, perform the following steps:

1. Complete steps 1 - 2 in the “Defining base data controls” topic earlier in this chapter. You must be on the Work With Entity selection screen in Figure 2-2.

2. Select *General Ledger interface controls*. Select *Change* or type **2** and press Enter. The system displays a screen similar to Figure 2-10.

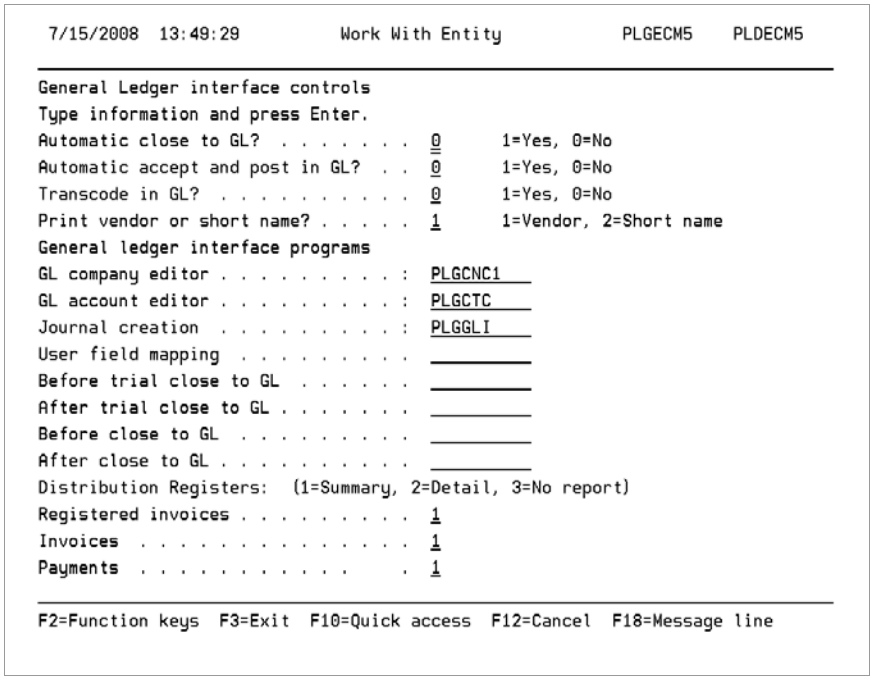


Figure 2-10: Work With Entity General Ledger interface controls screen

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

Automatic close to GL?

1 The system automatically closes invoices and payments for the appropriate accounting year and period to the general ledger. The system performs the closing immediately after posting invoices and processing payments in Infinium PL.

The system does not update the closings to date counter for any company's divisions when automatic closing is used.

0 The system does not automatically close invoices and payments and requires you to use the *Close and transfer to GL* function to close accounting transactions to the general ledger.

For more information about closing Infinium PL information to the general ledger, refer to the *Infinium PL Guide to Processing*.

GL company editor, GL account editor, Journal creation

If you are using the Infinium GL application, the system does not require you to change the program names in these fields.

User field mapping

If you close to the general ledger in detail, the Infinium PL system transfers invoice distribution user field information to the general ledger.

You can write a custom program to change the way Infinium PL transfers the user field information to the general ledger. If you write a custom program, type the program name in this field.

The alphanumeric user fields in Infinium PL can be up to 20 characters long. In Infinium GL, the same user fields are 10 characters long. If you use all 20 characters in Infinium PL, the system truncates the rightmost characters when data passes to Infinium GL.

In the case of purchase order invoices, the Infinium PL system retrieves any values from the corresponding Infinium PM purchase order records and passes these values to Infinium GL.

Distribution Registers

The system prints distribution registers when you close Infinium PL to the general ledger.

The *Distribution Registers* fields on this screen apply only if you choose to close automatically to the general ledger. The detail reports print all invoices or payments associated with each account and their totals. The summary reports print only the accounts and their totals.

4 Press Enter. The system saves your general ledger interface controls and returns to the Work With Entity selection screen in Figure 2-2.

Defining entity last used numbers

Overview

The entity *Last used numbers* segment contains internal counters that Infinium PL uses to track processing in different areas of the system.

To ensure data integrity, you cannot change any values for last used numbers after you set up entity controls.

Steps to define entity last used numbers

To define entity last used numbers, perform the following steps:

1. Complete steps 1 - 2 in the “Defining base data controls” topic earlier in this chapter. You must be on the Work With Entity selection screen in Figure 2-2.

2. Select *Last used numbers*. Select *Change* or type **2** and press Enter. The system displays a screen similar to Figure 2-11.

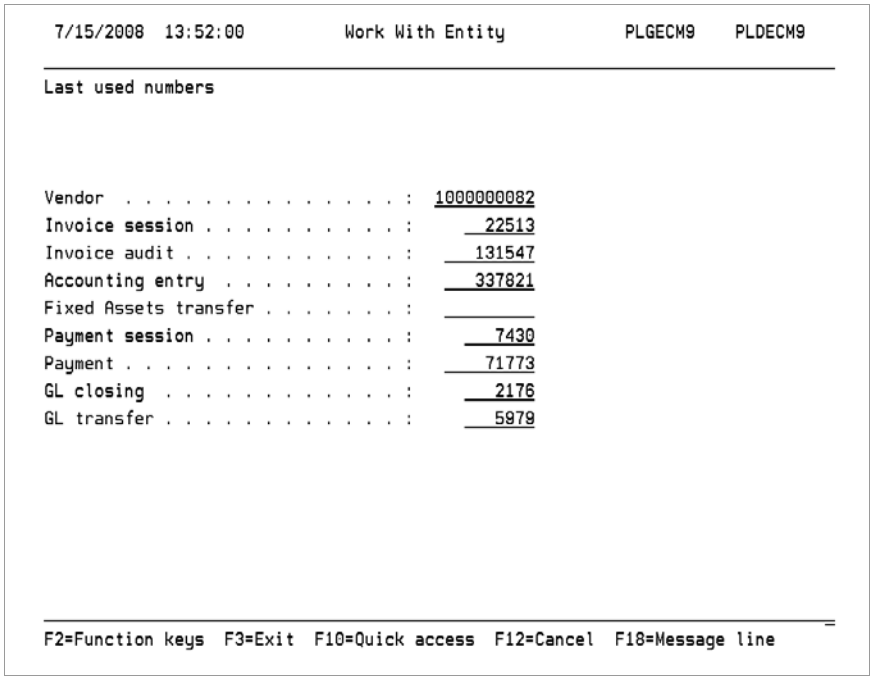


Figure 2-11: Work With Entity last used numbers screen

3 When you initially set up your entity controls, you can type values in all of the last used numbers fields. After you start using the system, the system increments these values as they are assigned to transactions.

4 Press Enter. The system saves your last used numbers controls and returns to the Work With Entity selection screen in Figure 2-2.

Creating entity user-defined fields

Overview

Three entity control segments allow you to create extra fields to track user-defined information that is specific to your company. These segments are:

- Vendor user-defined fields
- Invoice user-defined fields
- Expense user-defined fields

Steps to create entity vendor user-defined fields

To create entity vendor user-defined fields, perform the following steps:

1. Complete steps 1 - 2 in the “Defining base data controls” topic earlier in this chapter. You must be on the Work With Entity selection screen in Figure 2-2.

2. Select *Vendor user defined fields*. Select *Change* or type **2** and press Enter. The system displays a screen similar to Figure 2-12.

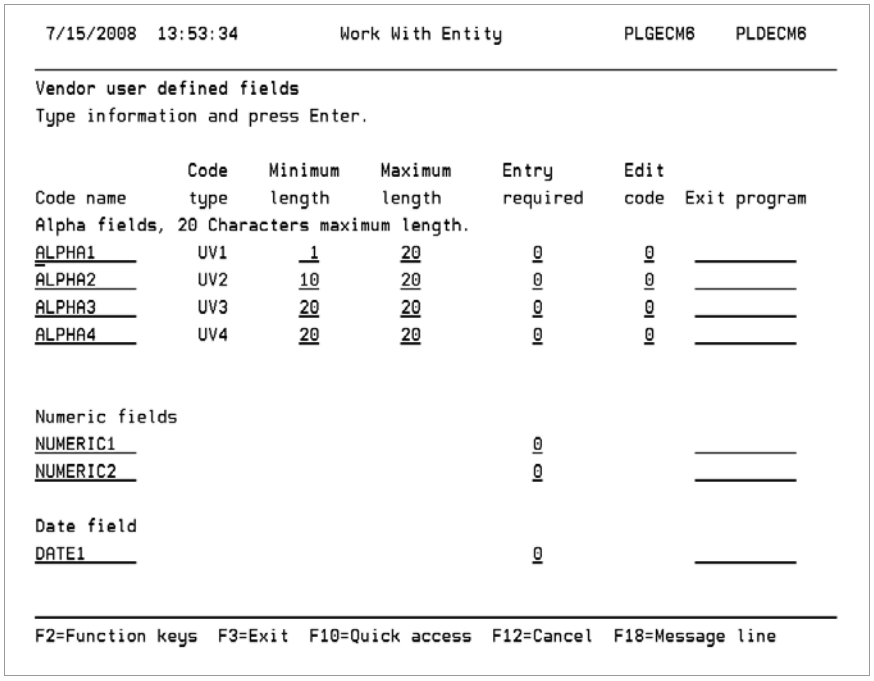


Figure 2-12: Work With Entity vendor user defined fields screen

3 On this screen you define the vendor user-defined field names that you can use when you create a vendor record. Define the field names, lengths, whether the fields are required and whether the system is to validate each entry. You can also specify an exit program that applies to the field.

When creating vendor records, you can type values for each of the field names that you define here.

4 Press Enter. The system saves the controls that you defined for your vendor user-defined fields and returns to the Work With Entity selection screen in Figure 2-2.

Steps to create entity invoice user-defined fields

To create entity invoice user-defined fields, perform the following steps:

1 Complete steps 1 - 2 in the “Defining base data controls” topic earlier in this chapter. You must be on the Work With Entity selection screen in Figure 2-2.

2 Select *Invoice user defined fields*. Select *Change* or type **2** and press Enter. The system displays a screen similar to Figure 2-13.

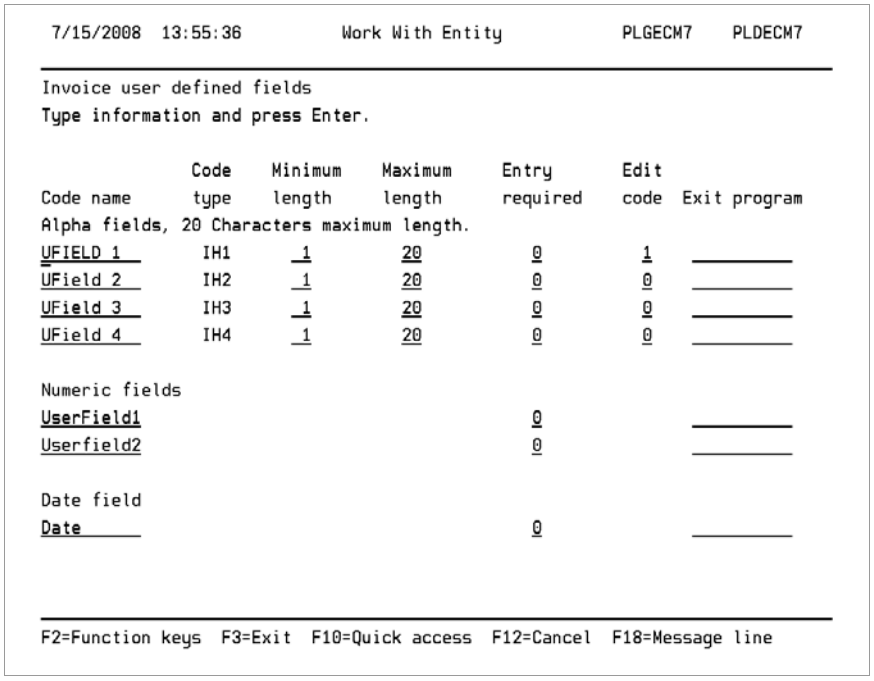


Figure 2-13: Work With Entity invoice user defined fields screen

3 On this screen you define the invoice user-defined field names that you can use when you create an invoice. When you create an invoice, you can type values at the invoice header level for each of the field names that you define here.

You can use the user fields that you create for the invoice header to select invoices for payment.

4 Press Enter. The system saves the controls that you defined for your invoice user-defined fields and returns to the Work With Entity selection screen in Figure 2-2.

Steps to create entity expense user-defined fields

To create entity expense user-defined fields, perform the following steps:

1 Complete steps 1 - 2 in the “Defining base data controls” topic earlier in this chapter. You must be on the Work With Entity selection screen in Figure 2-2.

2 Select *Expense user defined fields*. Select *Change* or type **2** and press Enter. The system displays a screen similar to Figure 2-14.

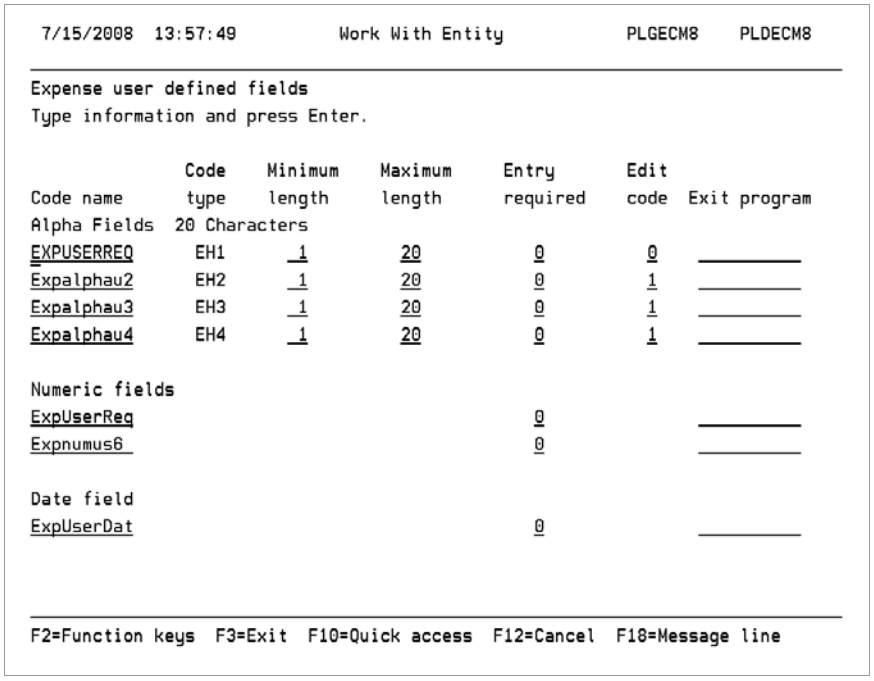


Figure 2-14: Work With Entity expense user defined fields screen

3 On this screen you define the expense user-defined field names that you can use when you create an invoice. When you create an invoice, you can type values at the invoice detail level for each of the field names that you define here.

In the case of purchase order invoices, the Infinium PL system retrieves any values from the corresponding Infinium PM purchase order records. If the purchase order detail user fields contain no values, you can type values for these user fields.

If you close to the general ledger in detail, the system transfers all expense user field values that you create to the general ledger. These user fields correspond to the transaction user fields in Infinium GL.

If you close to the general ledger in summary, the system totals the values only in the numeric user fields and closes them to the general ledger.

In Infinium PL the alphanumeric user fields can be up to 20 characters long. In Infinium GL the same user fields are 10 characters long. If you use all 20 characters in Infinium PL, the system truncates the rightmost characters when data passes to Infinium GL.

4 Press Enter. The system saves the controls that you defined for your expense user-defined fields and returns to the Work With Entity selection screen in Figure 2-2.

Defining entity audit controls

Overview

The system tracks invoice and vendor information by using the audit trail specifications in the following segments:

- Invoice audit controls
- Vendor audit controls

The invoice audit controls segment allows you to select which invoice, payment and closing activities the system records in the audit trail for each invoice. The system records the activity, date, time and user who performed the activity.

The vendor audit controls segment allows you to select which vendor activities the system records for each vendor. For any vendor creations, changes, or deletions, the system records the activity, date, time and user who performed the activity

By keeping only the invoice and vendor audit records that you need, you can keep the size of your audit file to a minimum. You can view and print audit information through the *Analytical inquiry* option.

Steps to define entity invoice audit controls

To define entity invoice audit controls, perform the following steps:

1. Complete steps 1 - 2 in the “Defining base data controls” topic earlier in this chapter. You must be on the Work With Entity selection screen in Figure 2-2.

2. Select *Invoice audit controls*. Select *Change* or type **2** and press Enter. The system displays a screen similar to Figure 2-15.

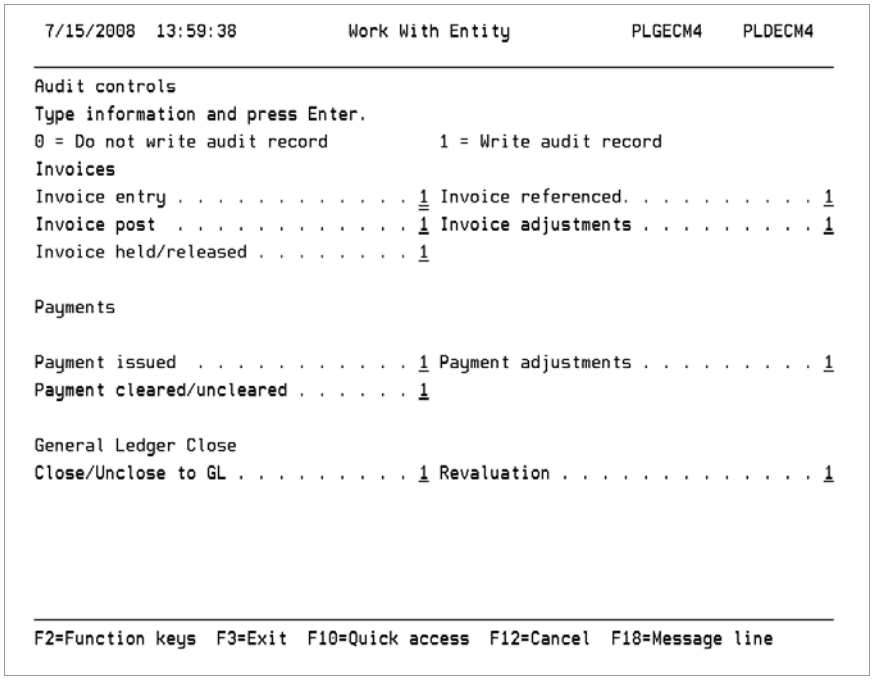


Figure 2-15: Work With Entity audit controls screen

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

Audit controls - Invoices, Payments, General Ledger Close

If you type **0** in the audit controls fields, the system does not provide an invoice audit record. If you type **1** in these fields, the system provides an audit record for the following invoice activities:

- Entering, posting, holding/releasing, referencing and adjusting invoices
- Issuing, clearing/unclearing and adjusting payments
- Closing/unclosing transactions to the general ledger and performing revaluation for multi-currency invoices

The system tracks invoice activity for registered invoices as well as regular invoices.

4 Press Enter. The system saves your invoice audit controls and returns to the Work With Entity selection screen in Figure 2-2.

Steps to define entity vendor audit controls

To define entity vendor audit controls, perform the following steps:

1 Complete steps 1 - 2 in the “Defining base data controls” topic earlier in this chapter. You must be on the Work With Entity selection screen in Figure 2-2.

2 Select *Vendor audit controls*. Select *Change* or type **2** and press Enter. The system displays a screen similar to Figure 2-16.

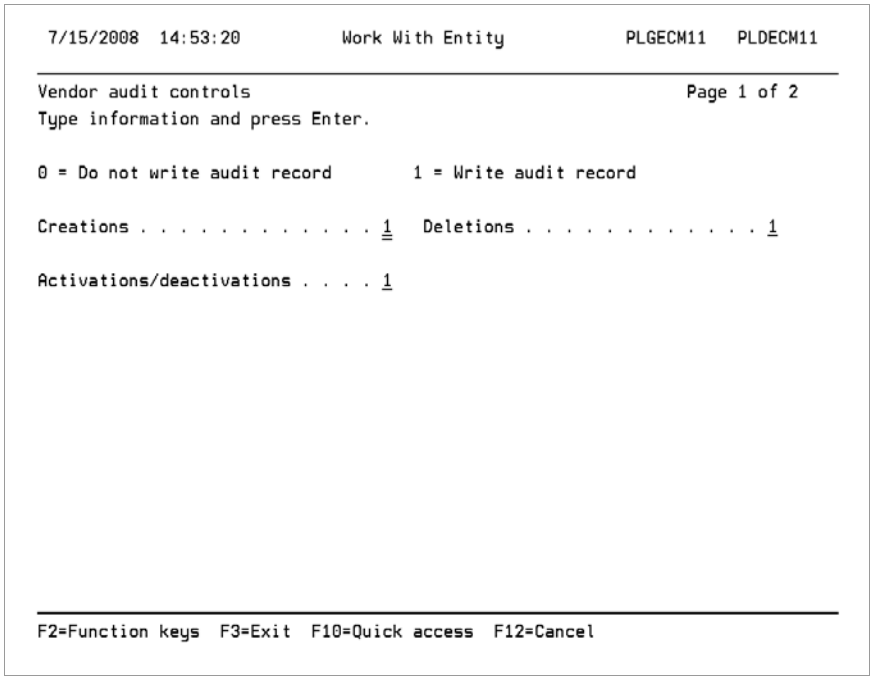


Figure 2-16: Work With Entity vendor audit controls screen 1

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

Vendor audit controls - Creations, Deletions, Activations/deactivations

If you type **0** in the vendor audit controls fields, the system does not provide a vendor audit record. If you type **1** in these fields, the system provides an audit record for the vendor activities of creating, deleting, or activating/deactivating vendor records.

4 Press Enter. The system displays a screen similar to Figure 2-17.

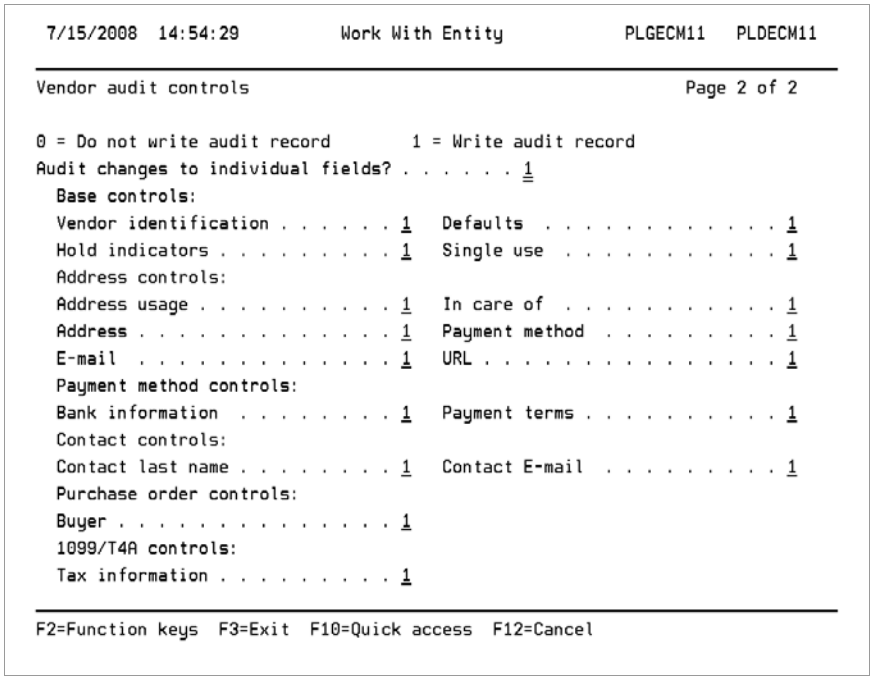


Figure 2-17: Work With Entity vendor audit controls screen 2

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

Audit changes to individual fields?

To audit individual fields for vendors during maintenance, set the *Audit changes to individual fields* to **1**.

Vendor fields are grouped by segment. For example, if you type **1** to write an audit record for *Vendor identification*, the system tracks modifications to the following vendor fields:

- *Vendor name*
- *Short name*
- *Doing business as*
- *Master vendor*
- *Factor*

To view the fields that the system audits within each of the separate control segments, press Help on the applicable control segment on this screen.

6 Press Enter. The system saves your vendor audit controls and returns to the Work With Entity selection screen in Figure 2-2.

Defining entity approval controls

Overview

The entity *Approval controls* segment determines whether invoice approval of purchase order and standard invoices is enabled. If you enable invoice approval of purchase order and standard invoices, invoices must be approved by an authorized approver before posting.

Approvals provide managers with a way to accept the liability assumed by an invoice and a way to control the payment of invoices. You can set up approval rules based on users, vendors and divisions.

Steps to define entity approval controls

To define entity approval controls, perform the following steps:

1. Complete steps 1 - 2 in the “Defining base data controls” topic earlier in this chapter. You must be on the Work With Entity selection screen in Figure 2-2.

2. Select *Approval controls*. Select *Yes* or type **1** and press Enter. The system displays a screen similar to Figure 2-18.

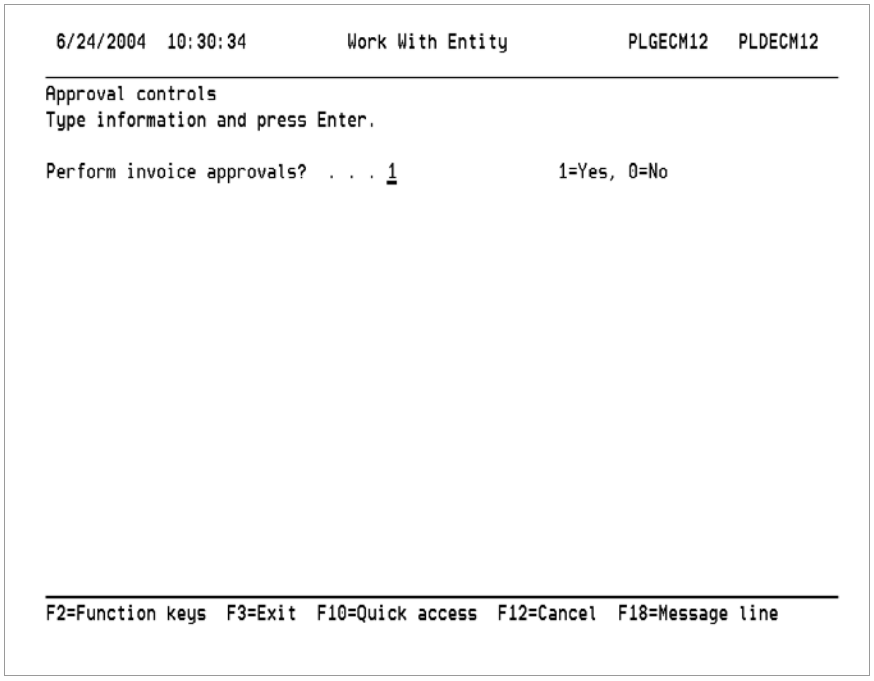


Figure 2-18: Work With Entity approval controls screen

3 Use the following information to complete the field on this screen:

Perform invoice approvals?

1 Specify yes to require invoices to be approved by an authorized approver before posting. If you specify yes in this entity level field, the system looks at the division controls.

0 Specify no if you do not require the invoice approval process.

You can change the value in this field from **1** to **0** only if there are no invoices with an approval status of **1** (Approval pending), **3** (Rejected), or **4** (Re-approval pending).

4 Press Enter. The system saves your approval controls and returns to the Work With Entity selection screen in Figure 2-2.

Creating code values

Overview

Code values are alphanumeric symbols that represent different types of system information. The system uses code values to validate the data that you type in specific fields throughout the system.

When you create a code value, you attach it to a specific code type. Infinium PL has predefined code types that categorize information. For example, for the code type **CTY** (country) you can add code values such as USA (United States) or CAN (Canada).

The table below shows all of the code types in Infinium PL to which you can add code values. Some code types require you to create at least one code value.

Infinium PL code types

Code type	Required	Examples of code values	Where used	Why used	Defaults to
ACT Bank Account Type		CHK, EFT, GIR	Banks	To label the types of accounts in a bank	None
APR Approval		CFO, JRH	Divisions, Vendors, Invoices, Payments	To assign authority to approve invoices for payment	Invoices
APS Approval Status	Yes	**0** - Approval not required **1** - Approval pending **2** - Approved **3** - Rejected **4** - Re-approval pending	Invoices	To indicate the approval status of standard and PO receipt invoices	Value determined by hierarchy
ATP Address Type	Yes	MAIN, REMIT, BUY	Vendors, Invoices, Payments	To indicate the use of an address	Invoices

Infinium PL code types

Code type	Required	Examples of code values	Where used	Why used	Defaults to
AYR Accounting Year	Yes	1997, 1998	Calendars, Divisions	To establish accounting years	None
BID Bank Identification	Yes	ABA, CHP	Banks	To indicate the type of bank	None
CAT Category		MFG, UTL	Vendors	To group vendors for your own purposes	None
CMM Communication		FAX, PHN	Banks	To indicate how you correspond with contacts for each bank account	None
CNT County		BRIST, SUFLK	Companies, Divisions, Vendors	To identify the county for addresses	None
CTC Bank Contact Type		VP, BRMGR	Banks	To indicate the title of the contact person for each bank account	None
CTP Vendor Contact Type		CRMGR, SALES	Vendors	To indicate the title of a contact person at a vendor organization	None
CTY Country		USA, ENG	Companies, Divisions, Vendors	To identify the country for addresses	None
CUR Currency	Yes*	USD, YEN	Companies, Divisions, Vendors, Banks	To identify processing currencies	Invoices Payments
EH1 - EH7 Expense User Fields		(User defined)	Invoices	To track additional information on invoice distributions	None
IH1 - IH7 Invoice Header User Fields		(User defined)	Invoices	To track additional information on invoices	None
JOB Job	**	REMOD, PROJ	Vendors, Invoices	To associate an invoice with a project	Invoices

Infinium PL code types

Code type	Required	Examples of code values	Where used	Why used	Defaults to
RJT Rejection		(User defined)	Invoices	To explain why an invoice was not approved	None
RSN Reason	No, except when performing a void	LATE, MEMO, OVERV, ALIGN1, VOID	Divisions, Banks, Vendors, Invoices	To explain reasons for various actions taken on invoices such as voiding of checks	Invoices (printed on invoice reports)
RTC Routing Code		EAST CORP	Divisions, Vendors, Invoices, Payments	To select open invoices for payment	Invoices
SIC Standard Industry Code		3570-1001	Vendors	To indicate vendor's industry and subtype within industry	None
SRC Source	Yes**	PL	Division's Accounting Groups, Banks	To indicate the source of Infinium PL journals	Journals when close to GL
STP State & Province		CA, ONT	Companies, Divisions, Vendors	To indicate state or province on addresses	None
SUB Subtype		EXPORT, MEMO	Invoices, Payments	To indicate use of a different number series for sequential numbering	None
T4A T4A Tax		PENSN	Vendors, Invoices	To represent a form type and box for Canadian tax reporting	Invoices
T99 1099 Tax	***	MISC1	Vendors, Invoices	To represent a form type and box for United States tax reporting	Invoices
UV1 - UV7 Vendor User Fields		(User defined)	Vendors	To track additional information on vendors	None

* You are not required to create code values if you use Infinium CM.

** If you use Infinium GL and you close transactions in detail, any code value you create in Infinium PL must also be set up in Infinium GL.

*** If you use Infinium IR, any T99 code value you create in Infinium PL must also be set up in Infinium IR as a 1099 code.

You learn about bank-related code types in the “Defining Bank Controls” chapter later in this guide and in the processing portion of the Infinium PL application course.

Steps to create code values for code types

To create a code value for a specific code type, perform the following steps:

1 From the Infinium PL main menu select *Controls*.

2 Select *Work with codes* [WWCV]. The system displays a screen similar to Figure 2-19.

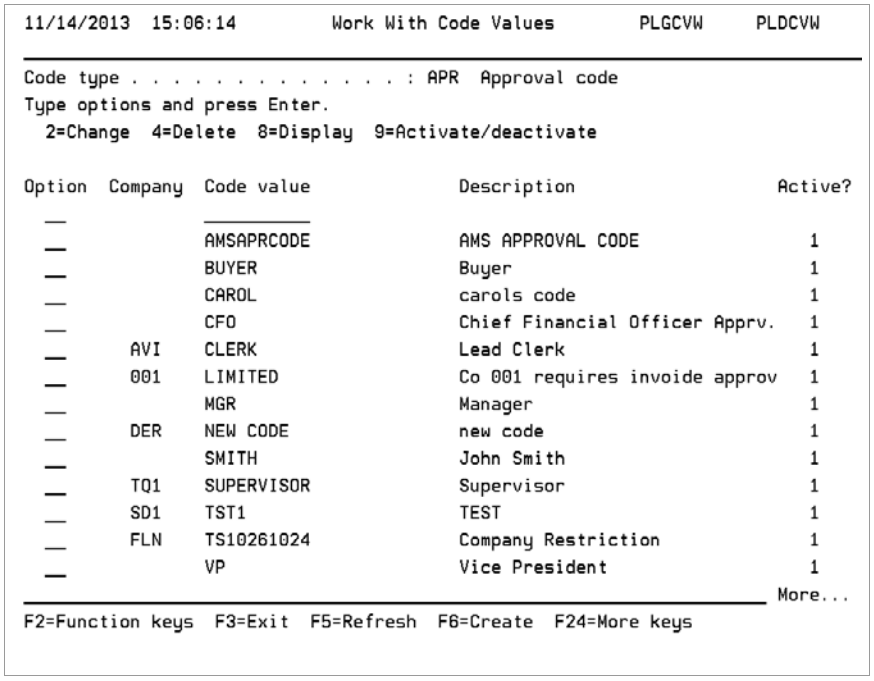
```
11/14/2013  15:05:09        Work With Code Types         PLGCTW     PLDCTW
_____________________________________________________________________________

Type options and press Enter.
  5=Work with code values  6=Print  8=Display

Option Code type  Code type description              Active
  __     ___
  __     ACT      Bank account type                     1
  5_     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 2-19: Work With Code Types selection screen

3 Select a code type, such as **APR** for approval code. Select *Work with code values* or type **5** and press Enter.

If you already know the code type, you can enter a valid value in the *Option* field in the row above the list, enter the code type in the *Code type* field, and press Enter.

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



```
11/14/2013  15:06:14          Work With Code Values          PLGCVW      PLDCVW

Code type . . . . . . . . . . . . . . : APR  Approval code
Type options and press Enter.
  2=Change  4=Delete  8=Display  9=Activate/deactivate

Option  Company  Code value            Description                    Active?
  __             __________
  __             AMSAPRCODE           AMS APPROVAL CODE                 1
  __             BUYER                Buyer                             1
  __             CAROL                carols code                       1
  __             CFO                  Chief Financial Officer Apprv.    1
  __       AVI   CLERK                Lead Clerk                        1
  __       001   LIMITED              Co 001 requires invoide approv    1
  __             MGR                  Manager                           1
  __       DER   NEW CODE             new code                          1
  __             SMITH                John Smith                        1
  __       TQ1   SUPERVISOR           Supervisor                        1
  __       SD1   TST1                 TEST                              1
  __       FLN   TS10261024           Company Restriction               1
  __             VP                   Vice President                    1
                                                                        More...
F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
```

Figure 2-20: Work With Code Values selection screen

Caution: One of the available actions at this screen is to delete. Before deleting a code value, the system does not check whether that code value is in use. Deletion of a code value can therefore invalidate existing data.

4 This screen displays all valid code values for the code type you selected. You can do one of the following:

- Select one of the code values and either change, delete, display, or activate/deactivate that code value.

  If you already know the code value, you can enter a valid value in the *Option* field in the row above the list, enter the code value in the *Code value* field, and press Enter.

- Press F6 to create a new code value. The system displays a screen similar to Figure 2-21.

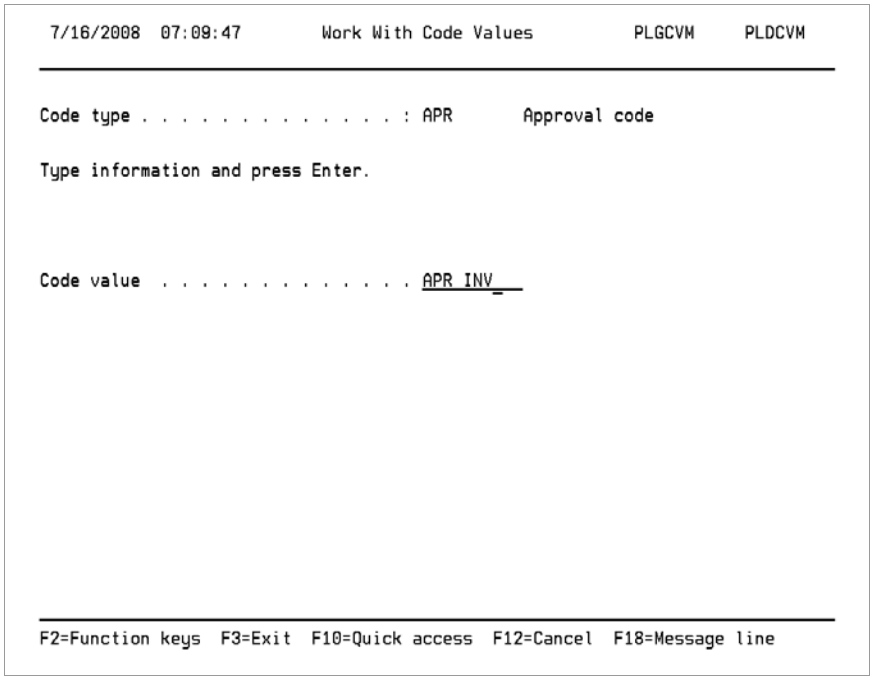


Figure 2-21: Work With Code Values screen 1

5 Type a value in the *Code value* field.

For example, you can create a code value for the code type **APR** that you can use to approve invoices for payment.

After you create an approval code value, you can then assign that value to a division, vendor, or invoice.

You can also use approval code values to select invoices to be paid.

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

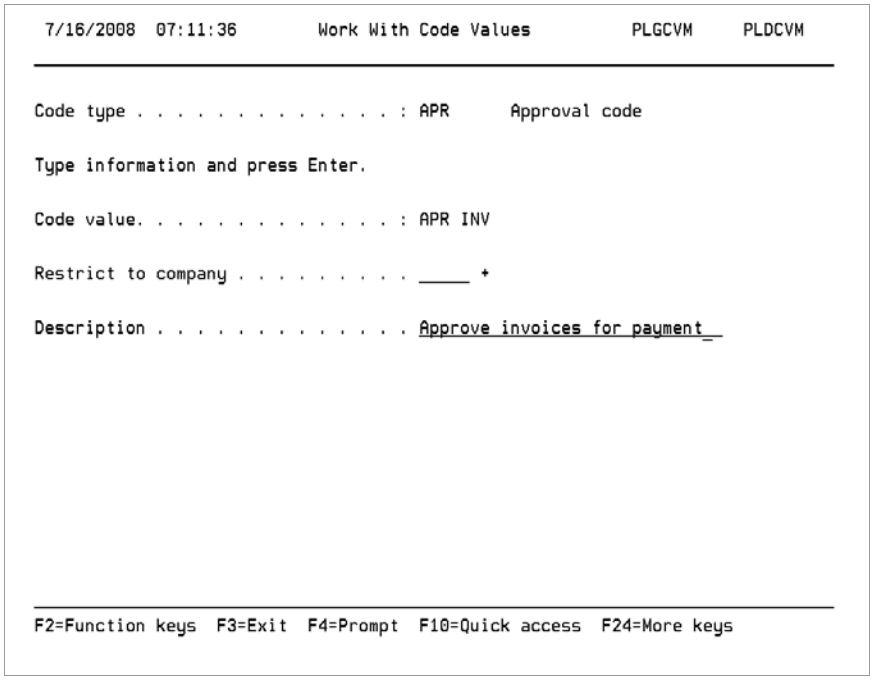


Figure 2-22: Work With Code Values screen 2

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

Restrict to company

If you specify a company identifier in this field, you can use the code value only for that company.

If you leave this field blank, the code value is valid for all companies.

Description

You must type a description of the code value in this field.

8 Press Enter to save the code value. The system returns to the screen in Figure 2-20.

Defining payment terms

Overview

The *Work with terms* function allows you to create the following types of payment terms:

- Custom

  Uses a custom program created by your technical staff to calculate discounts and due dates

- Proximo

  Indicates specific calendar days of a month for discount and net payable days

- Standard

  Indicates a specific number of days for a discount and net due date

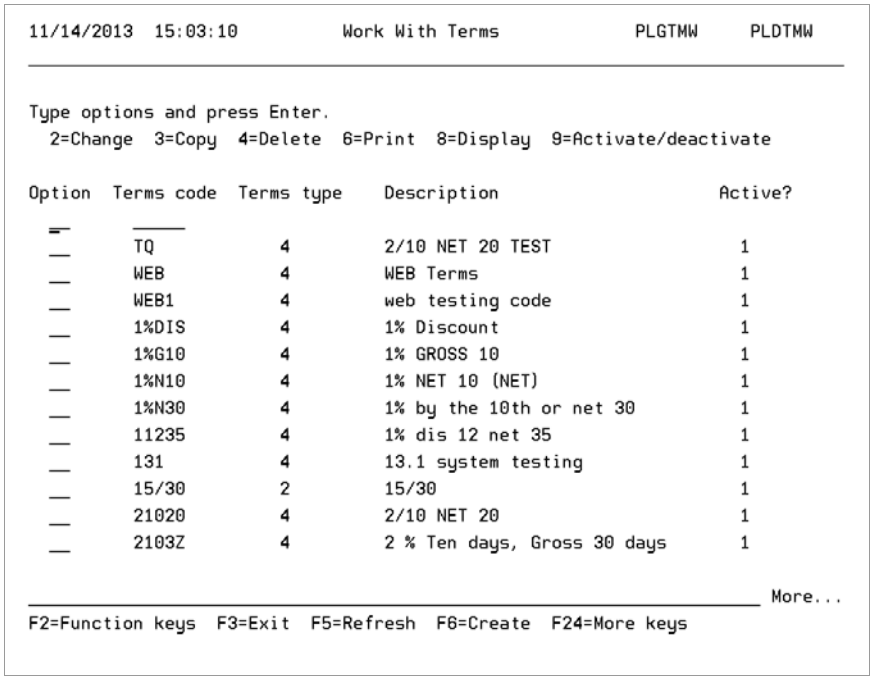
The payment terms type Chain is for future use.

Payment terms are valid for all companies and vendors on the system. You can define the default payment terms for invoices by attaching the terms to vendors, divisions, or both vendors and divisions. If you attach terms to both a vendor and a division, the system uses the terms from the vendor.

Steps to define payment terms

To define payment terms, perform the following steps:

1. From the Infinium PL main menu select *Controls*.
2. Select *Work with terms* [WWT]. The system displays a screen similar to Figure 2-23.



```
11/14/2013  15:03:10          Work With Terms              PLGTMW     PLDTMW
_____________________________________________________________________________

Type options and press Enter.
  2=Change  3=Copy  4=Delete  6=Print  8=Display  9=Activate/deactivate

Option  Terms code  Terms type    Description                      Active?
  _       _____
  __      TQ            4        2/10 NET 20 TEST                   1
  __      WEB           4        WEB Terms                          1
  __      WEB1          4        web testing code                   1
  __      1%DIS         4        1% Discount                        1
  __      1%G10         4        1% GROSS 10                        1
  __      1%N10         4        1% NET 10 (NET)                    1
  __      1%N30         4        1% by the 10th or net 30           1
  __      11235         4        1% dis 12 net 35                   1
  __      131           4        13.1 system testing                1
  __      15/30         2        15/30                              1
  __      21020         4        2/10 NET 20                        1
  __      2103Z         4        2 % Ten days, Gross 30 days        1

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

Figure 2-23: Work With Terms selection screen

3 This screen displays all of the terms that have already been created on the system. You can do one of the following:

- Select one of the payment terms codes and either change, copy, delete, print, display, or activate/deactivate the payment terms.

  If you already know the terms code, you can enter a valid value in the *Opt* field in the row above the list, enter the terms code value in the *Terms code* field, and press Enter.

  The system allows you to delete only those terms that are not associated with any vendors, divisions, or invoices. If you make changes to existing terms, your change does not affect invoices currently entered or posted in the system.

- Press F6 to create a new payment terms code. The system displays a screen similar to Figure 2-24.

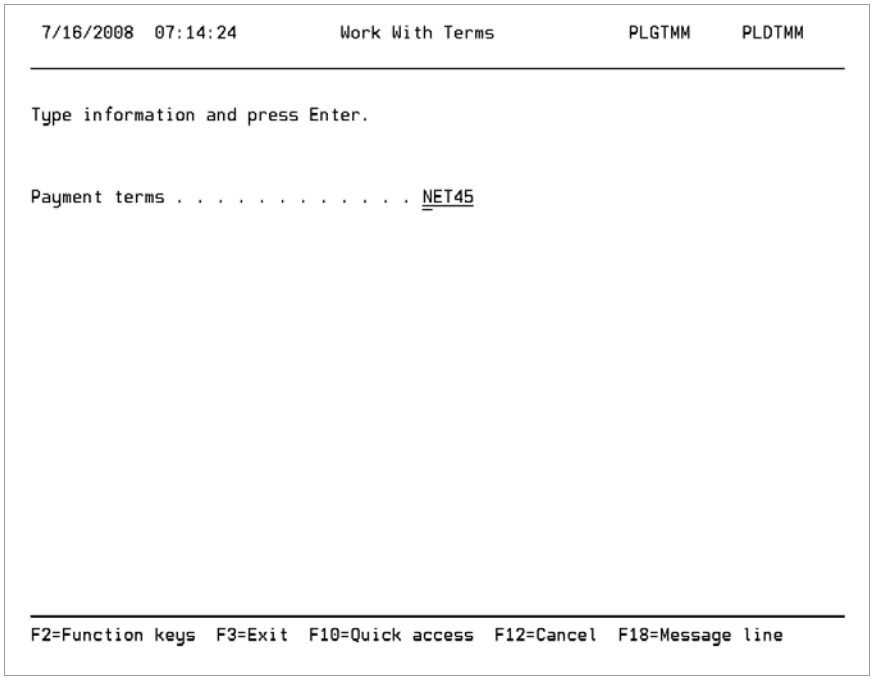


Figure 2-24: Work With Terms screen 1

4 Type a name for the new payment terms.

The name that you type is the default value in applicable invoices and, if you are interfacing with Infinium PM, applicable purchase orders. Therefore ensure that you give the code a name that will be meaningful to payables and purchasing clerks, as well as to the vendors who receive the POs.

5 Press Enter. The system displays a screen similar to Figure 2-25.

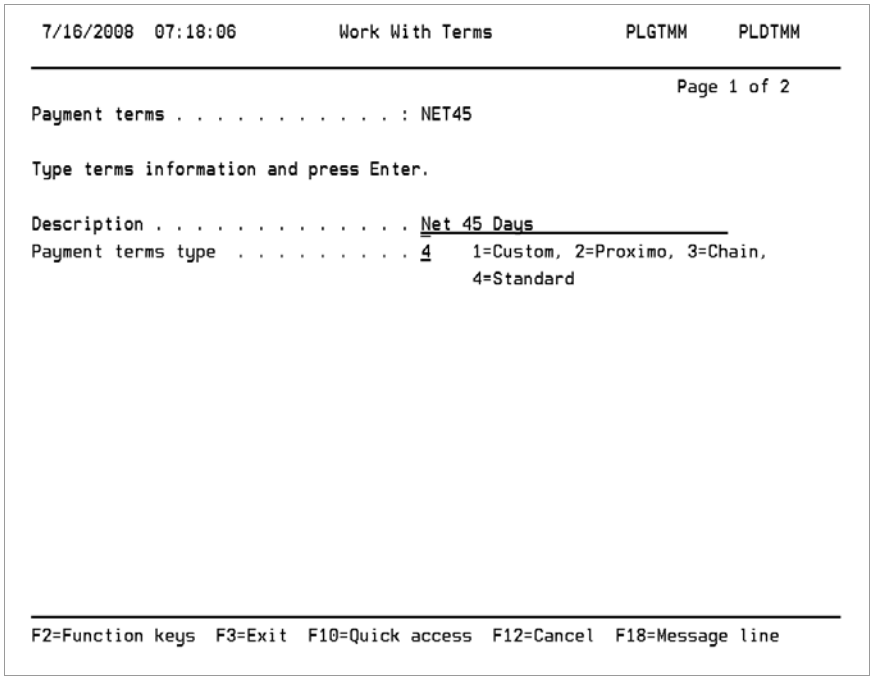


Figure 2-25: Work With Terms screen 2

6 Type a description of the terms that will be meaningful to your clerks and to the suppliers who receive purchase orders.

If you previously created a payment terms code, the system displays the value of the type of payment terms from the last payment terms code you created. The following table lists the values for the available types of payment terms:

1	Custom
2	Proximo
4	Standard

The payment terms type **3** (Chain) is for future use.

7 To create standard or proximo terms, do one of the following in the *Payment terms type* field:

- Select *Standard* or type **4** for and press Enter and go to step 8. The system displays a screen similar to Figure 2-26.
- Select *Proximo* or type **2** and press Enter and go step 10.

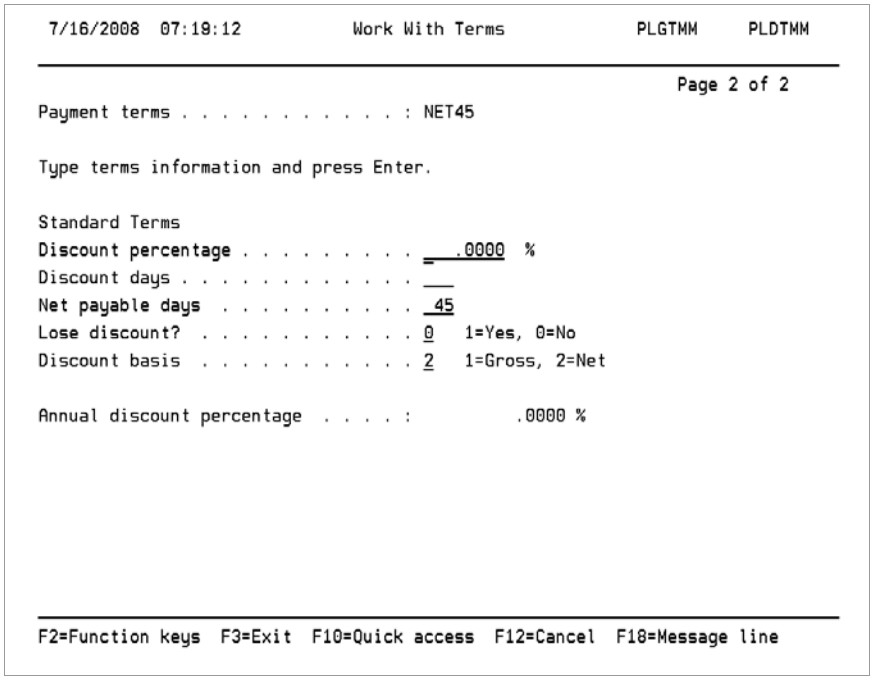


Figure 2-26: Work With Terms standard terms screen

8 Use the following information to complete the fields on this screen for standard terms:

Net payable days, Lose discount, Discount basis

The system requires values in these fields. If you type a discount percentage and specify no in the *Lose discount* field, the system always takes the discount even if you pay the invoice after the discount days.

Discount percentage

Specify the percentage of the total invoice to be taken if the invoice is paid within the specified discount day time frame.

Discount days

Specify the number of days to be added to the invoice date to determine the date when the first discount can be taken.

Net payable days

Specify the number of days to be added to the invoice date to calculate the net due date in which the invoice is due to be paid in full.

Lose discount?

Specify yes if the discount percentage will be lost if the invoice is not paid by the defined discount date.

If you type a discount percentage and specify no here, the discount is always taken even if you pay the invoice after the discount days.

Discount basis

Specify **Gross** to calculate the discount from the invoice's gross amount.

Specify **Net** to base the discount on the net invoice amount. The discount is calculated on the invoice amount less any freight and taxes.

Annual discount percentage

The system displays the discount percent as an annual rate. The system calculates the annual discount cost percent based on the discount percent, number of discount days and number of net payable days.

The value in this field is for informational purposes only.

9 Press Enter. The system returns to the screen in Figure 2-23.

10 To create proximo terms, complete steps 3 - 6 of this topic and select the proximo payment terms type. The system displays a screen similar to Figure 2-27.

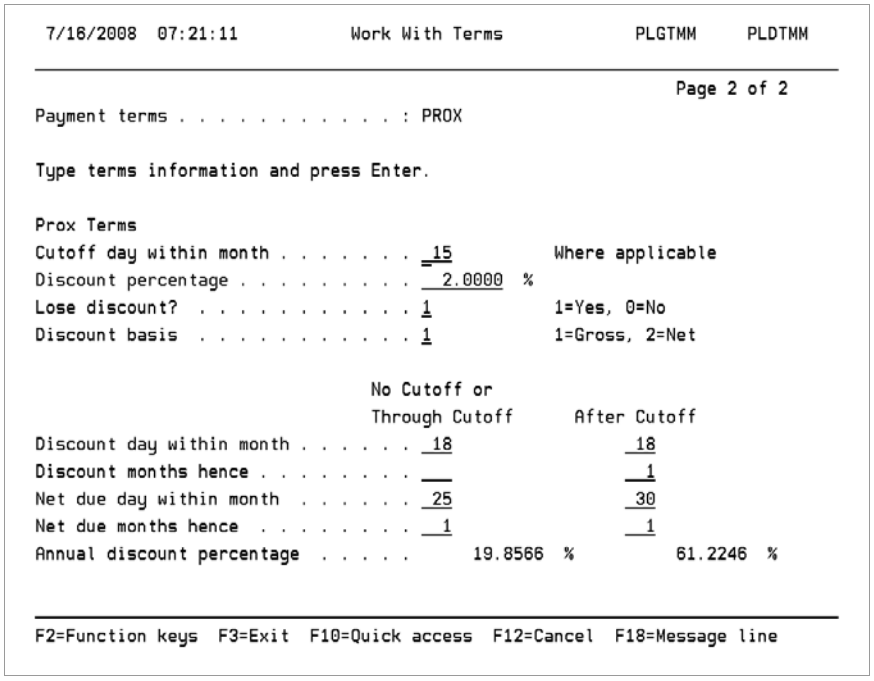


Figure 2-27: Work With Terms proximo terms screen

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

Cutoff day within month

All invoices dated on or before this day of the month use the *Discount day within month* and *Net due day within month* fields in the *No Cutoff or Through Cutoff* column.

Any invoices that you receive after the cutoff day use the *Discount day within month* and *Net due day within month* fields in the *After Cutoff* column.

If you type a cutoff day, you must also type values in the *No Cutoff or Through Cutoff* column and the *After Cutoff* column.

The system provides proximo payment terms based on the invoice date, as shown in the table below.

If the invoice date is…	The system provides these payment terms…
Between the 1st and 5th of the month	▪ Discount of 2% if paid by the 10th of the month ▪ Net due on the 20th of the month

If the invoice date is…	The system provides these payment terms…
After the 5th of the month	▪ Discount of 2% if paid by the 5th of the next month ▪ Net due by 15th of next month

Discount percentage

Specify the percent of the total invoice that can be taken as a discount if the invoice is paid on or before the calendar day within the month relating to the cutoff day.

Lose discount?

Specify yes if the discount percentage will be lost if the invoice is not paid by the defined discount date.

Specify no if there will be additional payment days allowed in which the discount can be taken. These days are defined in the payment cycle.

Discount basis

Specify yes if the discount should be calculated from the invoice's gross amount.

Specify no if the discount should be calculated from the invoice's net amount (the gross amount less taxes and freight amounts).

Discount day within month - No Cutoff or Through Cutoff

Specify the calendar day (for example, the 20th) within the month by which the discount must be taken.

Discount day within month - After Cutoff

Specify the calendar day (for example, the 20th) within the month by which the discount must be taken.

Discount months hence - No Cutoff or Through Cutoff

Specify the month in which the discount is to be taken (0=current month, 1=next month, and so on). The value in this field is added to the month of the invoice date.

Discount months hence - After Cutoff

Specify the month in which the discount is to be taken (1=next month, and so on). The value in this field is added to the month of the invoice date.

Net due day within month, Net due months hence

You must type a value in these fields. In the *Net due day within month* field, type the day of the month that the invoice is due. In the *Net due months hence* field, type the number of months after the month you receive the invoice (invoice date) that the invoice is due.

For example, if the invoice is due on the twentieth day of the following month, type **20** in the *Net due day within month* field and type **1** in the *Net due months hence* field.

Net due day within month - No Cutoff or Through Cutoff

Specify the due date (fixed calendar date) within the month in which the invoice payment is due to be received.

Net due day within month - After Cutoff

Specify the due date (fixed calendar date) within the month in which the invoice payment is due to be received.<

Net due months hence - No Cutoff or Through Cutoff

Specify the due date (fixed calendar date) within the month in which the invoice payment is due to be received.

Net due months hence - After Cutoff

Specify the due date (fixed calendar date) within the month in which the invoice payment is due to be received.

Annual discount percentage - No Cutoff or Through Cutoff

This field represents a system calculated discount percentage expressed as an annualized percentage rate (APR).

Annual discount percentage - After Cutoff

This field represents a system calculated discount percentage expressed as an annualized percentage rate (APR).

12 Press Enter. The system creates or updates the payment terms and returns to the screen in Figure 2-23.

Creating messages

Overview

The *Work with messages* option allows you to create messages to display on invoices and to print on invoice remittances. After you create a message, you can attach it to:

- An invoice when you type the invoice into the system

  The system prints the message on the remittance when the invoice is paid.

- The system prints the message on the last line of the remittance. The message does not apply to a specific invoice.

In addition to invoice and bank messages, you can also create standard “on behalf of” and “overflow remittance” messages, as described in the “Defining standard messages” topic below.

Defining standard messages

On behalf of

You can create one “on behalf of” message per language. The system uses this message when a factor is paid in place of the original vendor.

For example, you can create a message saying, “This payment is made on behalf of (vendor name).” The system supplies the invoice vendor name as the default at the end of the message.

The system prints this message on the payment instrument if a factor is receiving the payment. The system prints this message in the bank account’s language.

Overflow remittance

You can create one “overflow remittance” message per language to notify the vendor of additional remittance pages.

For example, you can create a message saying, “Please see attached for more remittance information.” The system prints this message on the remittance when an overflow occurs.

Steps to create a message

To create a message, perform the following steps:

1 From the Infinium PL main menu select *Controls*.

2 Select *Work with messages* [WWM]. The system displays a screen similar to Figure 2-28.

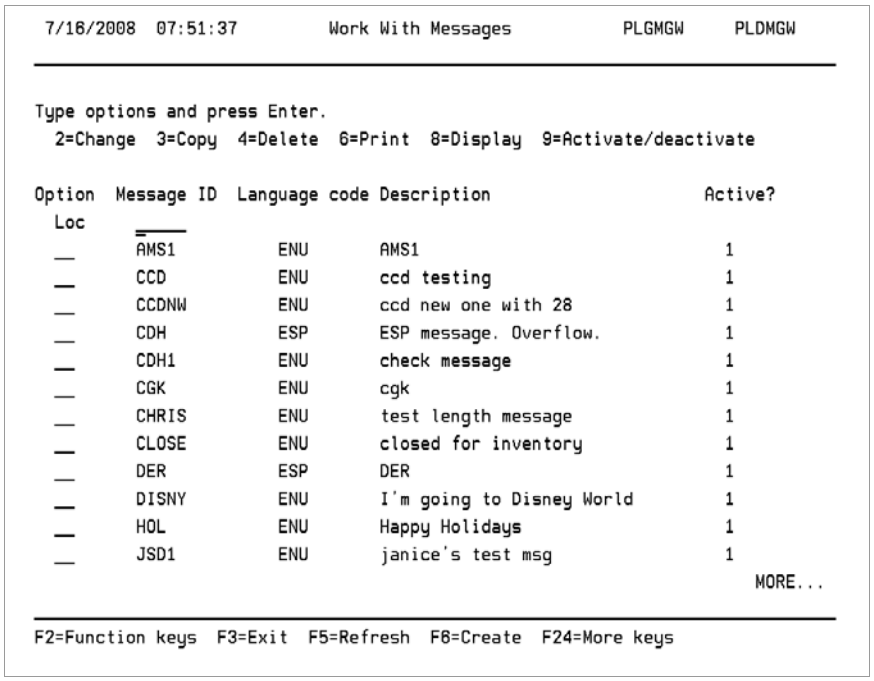


Figure 2-28: Work With Messages selection screen

3 This screen displays all of the messages that have already been created on the system. You can do one of the following:

- Select one of the messages and either change, copy, delete, print, display, or activate/deactivate that message.

  Caution: One of the available actions on this screen is to delete. Before deleting a message, the system does not check whether that message is in use. If the message is deleted, the message cannot be printed.

- Press F6 to create a new message. The system displays a screen similar to Figure 2-29.

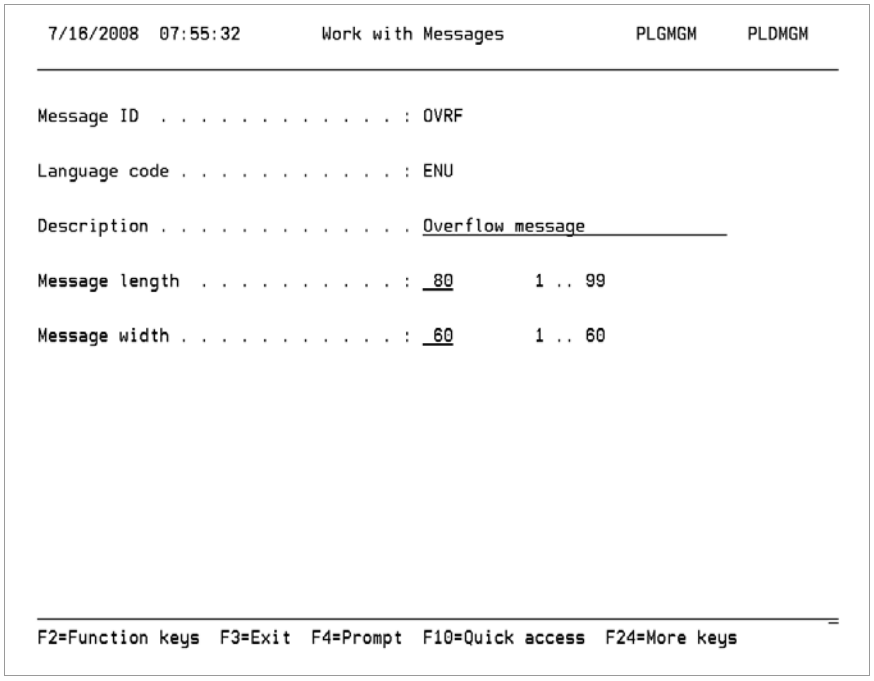


Figure 2-29: Work With Messages screen 1

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

You must complete all fields on this screen. Each message you create has a unique combination of identification and language. Therefore, if you want the system to print the same message in different languages, you must create the message for each language.

Message ID

Type a code to identify the message that you are creating. To identify a standard “on behalf of” message or an “overflow remittance” message, you can type one of the following standard codes in this field:

- **ONBO** (On behalf of)
- **OVRF** (Overflow remittance)

Language code

Type a valid code value that identifies the language in which to print your message.

The system uses the language code on the vendor’s remit to address for the following messages:

- Messages that you create to attach to invoices

- Messages that you create to attach to the payment method of a bank account

If the system cannot find the language code in the vendor's remit to address, the system uses the language code on the vendor's base data controls. If both controls have a language code, the code on the remit to address controls overrides the code on the vendor's base data controls for the purposes of printing messages.

If the system cannot find the invoice message and language combination for the vendor, the system does not print the message.

Description

Type a description for the message that you are creating.

Message length, Message width

The *Message length* field value specifies the maximum number of lines in the message.

The *Message width* field value specifies the maximum number of characters in the message.

5 Press Enter. The system displays a screen similar to Figure 2-30.

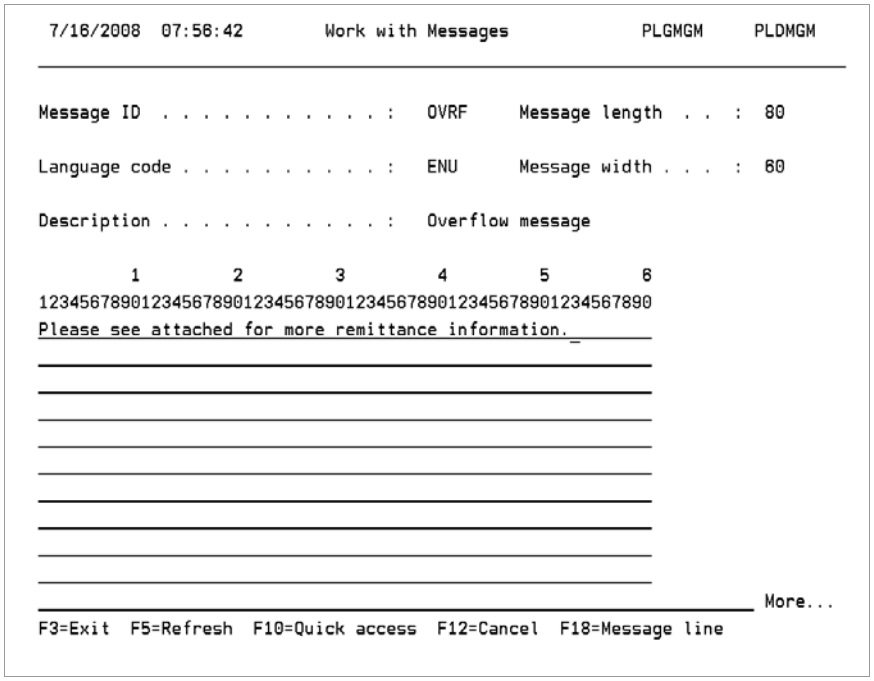


Figure 2-30: Work With Messages screen 2

6 Type the message. The system prints only the first 60 characters of the first line of the message.

   For remittance overflow messages (**OVRF**), the system prints only the first 30 characters of the first line of the message.

7 Press Enter. The system saves your message information and returns to the screen in Figure 2-28.

Creating calendars

Overview

You define period controls in Infinium PL calendars.

- To create a calendar, use *Work with calendars*.
- To assign a calendar to one or more companies, use *Work with companies*. The calendar assigned to a company applies to all the divisions in that company.

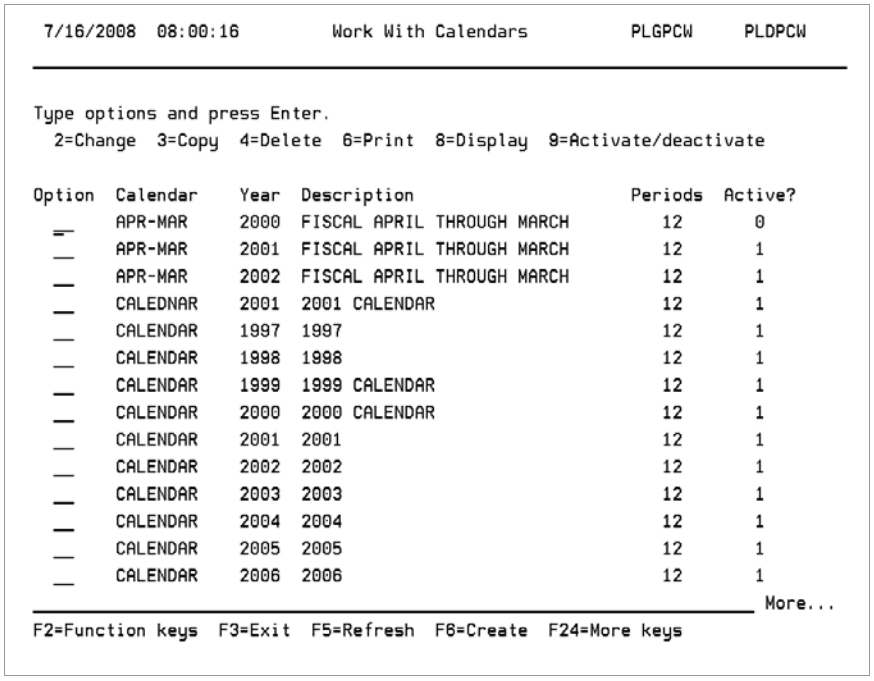
Each calendar has a unique combination of name and year. Using the same calendar name for each year's calendar provides the following advantages:

- You can specify the calendar only once, when initially defining the company controls. You do not have to update the name manually in company controls.
- When you process invoices and payments for a non-current year, the system can verify that the non-current year also has a calendar with the same name assigned in the company's current controls. Otherwise, you must update the company controls to process invoices and payments for non-current years.

Steps to create a calendar

To create a calendar, perform the following steps:

1. From the Infinium PL main menu select *Controls*.
2. Select *Work with calendars* [WWCAL]. The system displays a screen similar to Figure 2-31.



```
 7/16/2008  08:00:16          Work With Calendars          PLGPCW     PLDPCW
 ____________________________________________________________________________

Type options and press Enter.
  2=Change  3=Copy  4=Delete  6=Print  8=Display  9=Activate/deactivate

Option  Calendar    Year  Description                    Periods  Active?
  __    APR-MAR     2000  FISCAL APRIL THROUGH MARCH        12       0
  __    APR-MAR     2001  FISCAL APRIL THROUGH MARCH        12       1
  __    APR-MAR     2002  FISCAL APRIL THROUGH MARCH        12       1
  __    CALEDNAR    2001  2001 CALENDAR                     12       1
  __    CALENDAR    1997  1997                              12       1
  __    CALENDAR    1998  1998                              12       1
  __    CALENDAR    1999  1999 CALENDAR                     12       1
  __    CALENDAR    2000  2000 CALENDAR                     12       1
  __    CALENDAR    2001  2001                              12       1
  __    CALENDAR    2002  2002                              12       1
  __    CALENDAR    2003  2003                              12       1
  __    CALENDAR    2004  2004                              12       1
  __    CALENDAR    2005  2005                              12       1
  __    CALENDAR    2006  2006                              12       1
 ____________________________________________________________________ More...
F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
```

Figure 2-31: Work With Calendars selection screen

3 This screen identifies all of the calendars that have already been created on the system. You can do one of the following:

- Press F6 to create a new calendar.
- Select one of the calendars and either change, copy, delete, print, display, or activate/deactivate that calendar.

  You cannot delete a calendar entry if any division is using that calendar/year combination for the current year. Do not delete a calendar for a year in which you may need to create or pay invoices.

4 Press F6 to create a new calendar. The system displays a screen similar to Figure 2-32.

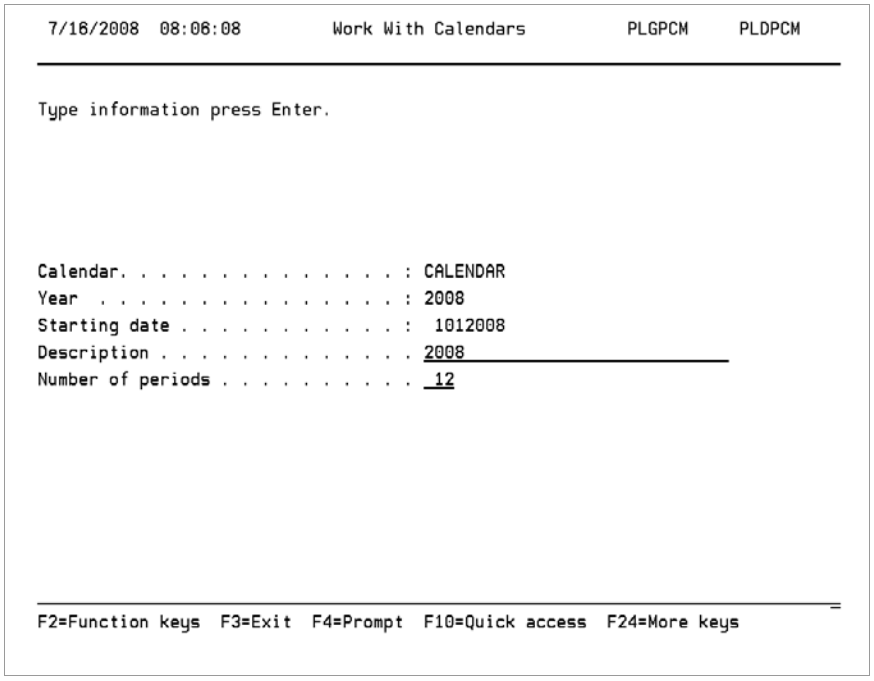


Figure 2-32: Work With Calendars screen 1

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

You must complete all the data on this screen beginning with the *Year* field.

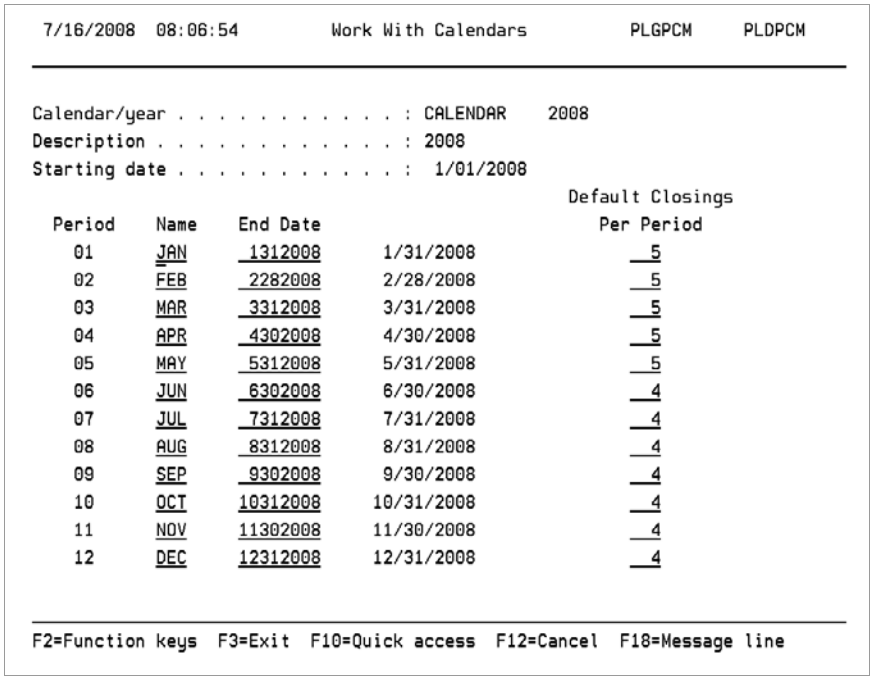
Year

The value must be a valid year code for Infinium PL code type **AYR**.

Number of periods

You can specify 12 or 13 periods.

6 Press Enter. The system displays a screen similar to Figure 2-33.



```
 7/16/2008  08:06:54          Work With Calendars          PLGPCM      PLDPCM

Calendar/year . . . . . . . . . . . : CALENDAR    2008
Description . . . . . . . . . . . . : 2008
Starting date . . . . . . . . . . . :  1/01/2008

                                                        Default Closings
  Period    Name    End Date                              Per Period
    01      JAN      1312008      1/31/2008                   5
    02      FEB      2282008      2/28/2008                   5
    03      MAR      3312008      3/31/2008                   5
    04      APR      4302008      4/30/2008                   5
    05      MAY      5312008      5/31/2008                   5
    06      JUN      6302008      6/30/2008                   4
    07      JUL      7312008      7/31/2008                   4
    08      AUG      8312008      8/31/2008                   4
    09      SEP      9302008      9/30/2008                   4
    10      OCT     10312008     10/31/2008                   4
    11      NOV     11302008     11/30/2008                   4
    12      DEC     12312008     12/31/2008                   4


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

Figure 2-33: Work With Calendars screen 2

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

Name, End Date, Default Closings Per Period

You can change the values in these fields for each period.

The values in the *Default Closings Per Period* column determine when the system changes a division's current period to the next accounting period. Type the expected number of closings to the general ledger per company per period (up to a maximum of 999).

The closings-per-period value is the default in the division controls for each company that uses this calendar. You can change the default closings per period for each division.

For more information on period controls, refer to the "Defining Company, Division, and Company Group Controls" chapter of this guide.

8 Press Enter. The system saves your calendar information and returns to the screen in Figure 2-31.

Mass changing the default accounting period

Overview

The *Mass change accounting period* function:

- Allows you to specify parameters for a batch job that changes the default accounting year and period for specified divisions
- Provides you with the flexibility to define the division the system selects for change
- Allows you to submit the change in trial mode or actual mode
- Produces a report for both trial and actual mass change submissions

The Mass Change Accounting Period report, which sorts by company and division, lists the company, division, change-from period and year, and the change-to period and year. If there are error conditions, the system prints the corresponding error messages in place of the period and year information. The report heading indicates if you ran the mass change in trial mode.

You can change the default accounting year and period at one time for:

- All companies and divisions
- A specific company and all divisions or a specific division for that company
- Only active divisions
- A specific company group

Steps to mass change the default accounting period and year

To mass change the default accounting period and year, perform the following steps:

1. From the main menu select *Controls*.
2. Select *Mass change accounting period* [MCAYP]. The system displays a screen similar to Figure 2-34.

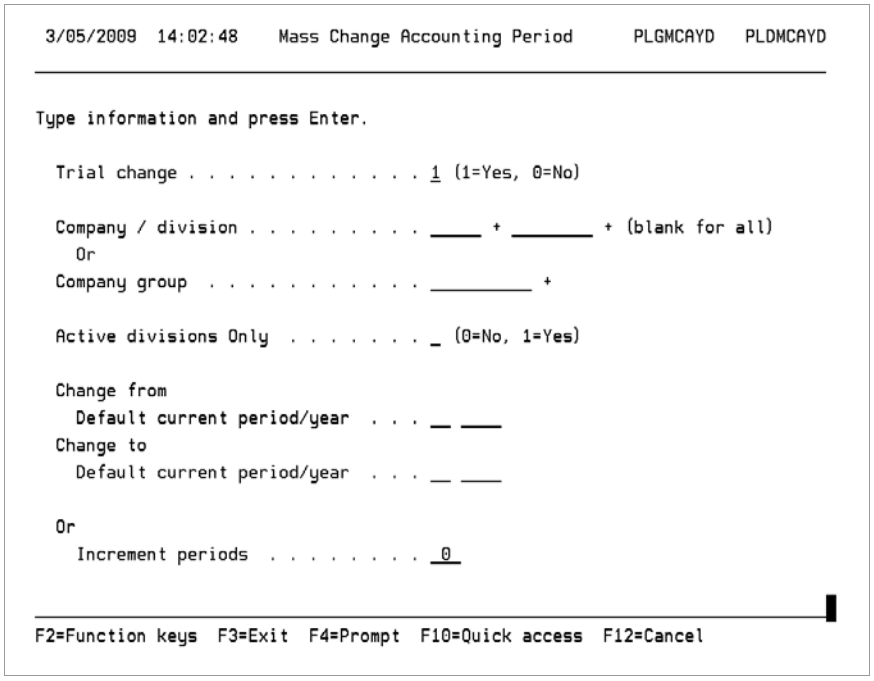


Figure 2-34: Mass Change Accounting Period prompt screen

Use this screen to specify the submission parameters for the batch job that changes the default accounting year and period.

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

Trial change

Specify the processing mode for the function.

Specify no, not trial mode, to update the database file and produce a report of changes. Specify yes, in trial mode, to produce only a report of what changes would occur.

Company

Select a company to process. Leave this field blank to process all companies or leave blank if you select a company group.

Division

Select a division to process. If you select a division, you must also select a company. Leave this field blank to process all divisions or leave blank if you select a company group.

Company group

Select a company group to process. Leave this field blank if you select a company and division.

Active divisions Only

Specify whether the division must be active to be updated.

Specify no to update all divisions. Specify yes to update only active divisions.

Change from default current period/year

Specify a default current period value and a default current year to update to the specified change to period and year values. The existing accounting period and the existing accounting year must match this entry when specified.

Change to default current period/year

Specify the period and year that will be the new default values. Leave this field blank if you specify an Increment periods value.

Increment periods

Specify the number of accounting periods by which to change the existing default accounting year and period. This value can be either positive or negative. Leave this field value as **0** if you specify values in the *Change to default current period* and *Change to default current year* fields.

Mass changing vendors

Overview

The *Mass change vendors* function:

- Allows you to specify parameters for a batch job that changes the specified parameters on the vendor base data record
- Provides you with the flexibility to define which vendors the system selects for change
- Allows you to submit the change in trial mode or actual mode
- Produces a report for both trial and actual mass change submissions

The Mass Change Vendor report lists the corresponding before and after values for the selected fields for each vendor selected. If there are error conditions, the system prints the corresponding error message in place of the change-from and change-to values. The report heading indicates if you ran this change in trial mode.

The *Mass change vendors* function utilizes the audit parameters established on the Infinium PL entity controls. Accordingly, the Vendor Audit Report Log reflects changes to any vendor base data records that you make using the *Mass change vendors* function.

This function consists of four screens. The first and second screens contain the vendors-to-change values, which are the select-from values. The third and fourth screens contain the attributes-to-change values, which are the change-to values. You define report-specific submission fields on the first screen.

Steps to mass change vendors

To mass change vendors, perform the following steps:

1. From the main menu select *Controls*.
2. Select *Mass change vendors* [MCVC]. The system displays a screen similar to Figure 2-35.

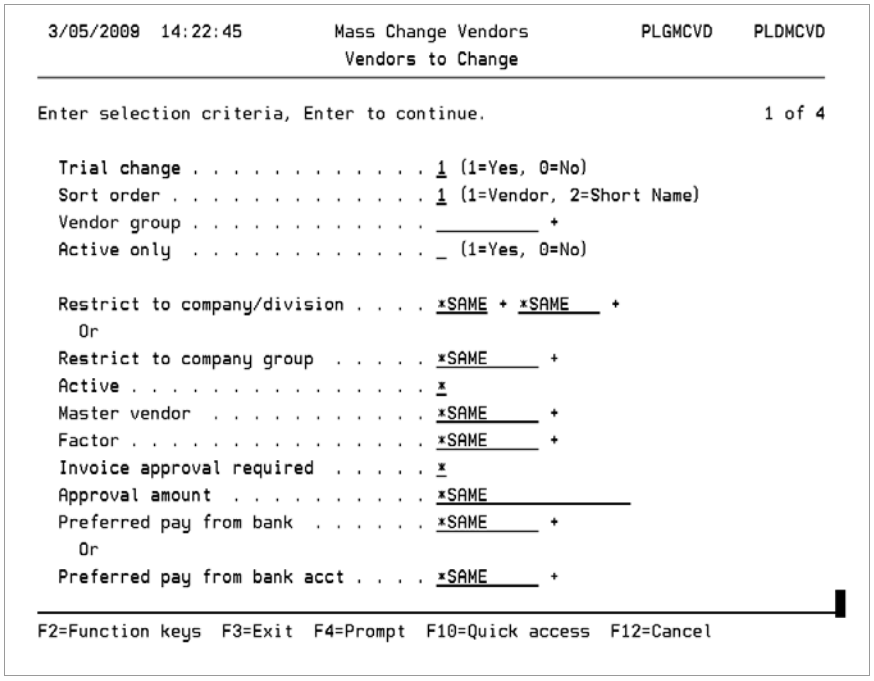


Figure 2-35: Mass Change Vendors - first Vendors to Change screen

Use this screen to specify the report-specific submission information and the vendors-to-change submission information.

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

Trial change

Specify no, not trial mode, to update the database file and produce a report of changes. Specify yes, in trial mode, to produce only a report showing what changes would occur.

Sort order

Specify the sequence of the generated report. Specify whether to sort the report in vendor sequence or in short name sequence.

Vendor group

Select the vendor group that determines which vendor records to process.

Active only

Specify yes to restrict the update to only active vendors. If you specify no, all vendors are updated.

Restrict to company

Select a specific company to process or specify ***SAME** to include all companies. Leave this field blank if you specify a company group value.

Restrict to division

Select a specific division to process or specify ***SAME** to include all divisions. When you select a division or specify ***SAME**, you must also select a company. Leave the company and division blank if you specify a company group value.

Restrict to company group

Select a company group to process or specify ***SAME** to not select vendors based on company group but rather base selection on the company and division values. Leave this field blank if you specify a company, or companies (*SAME), or a company and division.

Active

Specify yes if the vendor must be active to be updated. If you specify no, all vendors are updated. Specify ***** to include active records.

Master vendor

Select a master vendor to process or specify ***SAME** to include all master vendors.

Factor

Select a factor to process or specify ***SAME** to include all factors.

Invoice approval required

Specify an invoice approval required status to process or specify ***** to include all invoice approval statuses.

Approval amount

Specify an approval amount to process or specify ***SAME** to include all approval amounts.

Preferred pay from bank

Select a preferred bank to process, specify ***SAME** to include all banks, or leave blank to process a specific bank account or all bank accounts.

Preferred pay from bank acct

Select a preferred bank account to process, specify ***SAME** to include all bank accounts, or leave blank to process a specific bank or all banks.

4 Press Enter to continue. The system displays a screen similar to Figure 2-36.

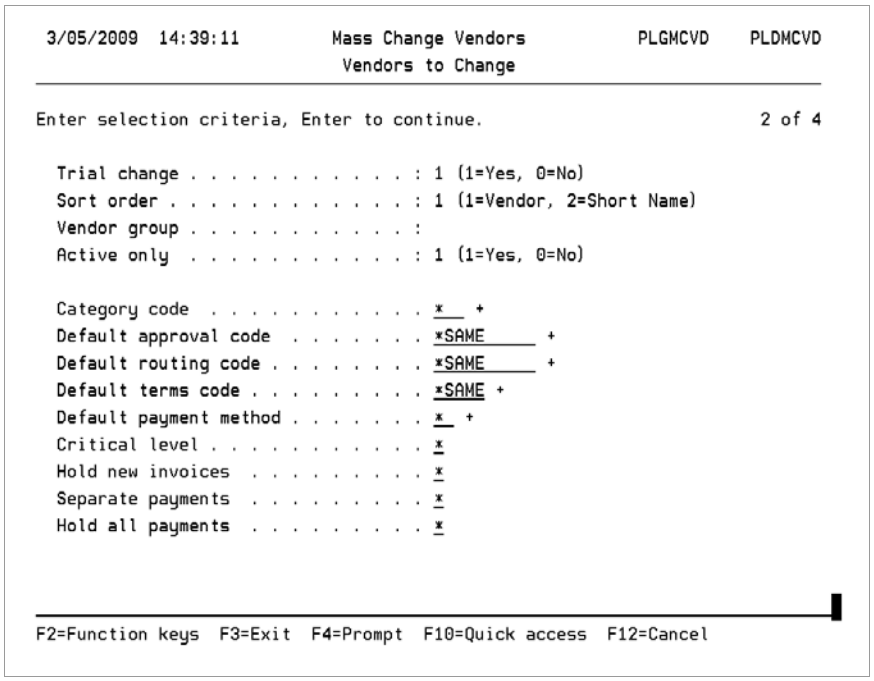


Figure 2-36: Mass Change Vendors - second Vendors to Change screen

Use this screen to specify additional vendors-to-change submission information.

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

Category code

Select a category to process or specify ***** to include all categories.

Default approval code

Select a default approval code to process or specify ***SAME** to include all approval codes.

Default routing code

Select a default routing code to process or specify ***SAME** to include all routing codes.

Default terms code

Select a default terms code to process or specify ***SAME** to include all terms codes.

Default payment method

Select a default payment method to process or specify ***SAME** to include all payment methods.

Critical level

Specify a critical level to process or specify ***** to include all levels.

Hold new invoices

Specify a hold invoices status to process or specify ***** to include all hold invoice statuses.

Separate payments

Specify a separate payments status to process or specify ***** to include all separate payment statuses.

Hold all payments

Specify a hold all payments status to process or specify ***** to include all hold all payment statuses.

6 Press Enter to continue. The system displays a screen similar to Figure 2-37.

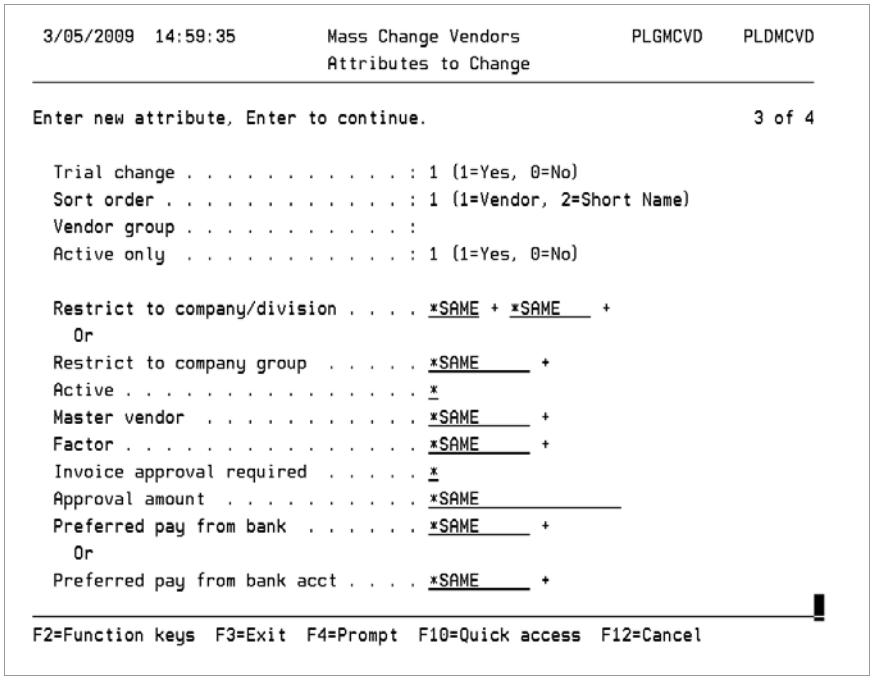


Figure 2-37: Mass Change Vendors - first Attributes to Change screen

Use this screen to specify attributes-to-change information.

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

Restrict to company

Select the new company value, which will replace the existing company in all vendor records that match the selection criteria. Specify ***SAME** to avoid changing the company.

Restrict to division

Select the new division value, which will replace the existing division in all vendor records that match the selection criteria. Specify ***SAME** to avoid changing the division.

Restrict to company group

Select the new company group value, which will replace the existing company group in all vendor records that match the selection criteria. Specify ***SAME** to avoid changing the company group.

Active

Specify the new active value, which will replace the existing active in all vendor records that match the selection criteria. Specify ***** to avoid changing the active status.

Master vendor

Select the new master vendor value, which will replace the existing master vendor in all vendor records that match the selection criteria. Specify ***SAME** to avoid changing the master vendor.

Factor

Select the new factor value, which will replace the existing factor in all vendor records that match the selection criteria. Specify ***SAME** to avoid changing the factor.

Invoice approval required

Specify the new invoice approval required value, which will replace the existing invoice approval required in all vendor records that match the selection criteria. Specify ***** to avoid changing the invoice approval required status.

Approval amount

Specify the new approval amount value, which will replace the existing approval amount in all vendor records that match the selection criteria. Specify ***SAME** to avoid changing the approval amount.

Preferred pay from bank

Select the new preferred pay value, which will replace the existing preferred pay value in all vendor records that match the selection criteria. Specify ***SAME** to avoid changing the bank.

Preferred pay from bank acct

Select the new bank account value, which will replace the existing bank account in all vendor records that match the selection criteria. Specify ***SAME** to avoid changing the bank account.

8 Press Enter to continue. The system displays a screen similar to Figure 2-38.

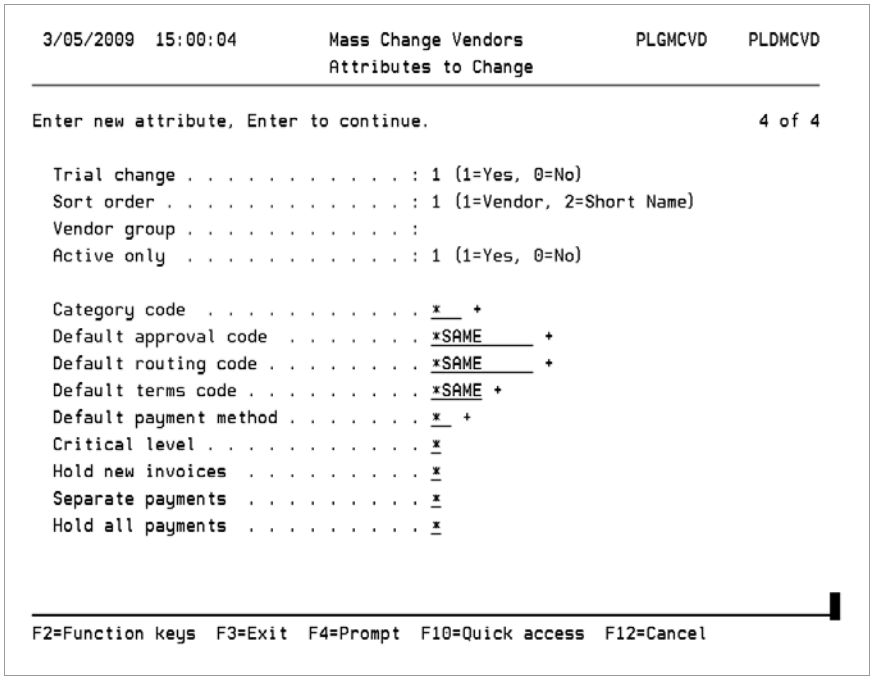


Figure 2-38: Mass Change Vendors - second Attributes to Change screen

Use this screen to specify additional attributes-to-change submission information.

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

Category code

Select the new category value, which will replace the existing category in al vendor records that match the selection criteria. Specify ***** to avoid changing the category.

Default approval code

Select the new approval code value, which will replace the existing approval code in all vendor records that match the selection criteria. Specify ***SAME** to avoid changing the approval code.

Default routing code

Select the new routing code value, which will replace the existing routing code in all vendor records that match the selection criteria. Specify ***SAME** to avoid changing the routing code.

Chapter 3 Defining Company, Division, and Company Group Controls

3

In this chapter you learn about company, division, and company group controls. Division controls include many components such as currency and accounting group controls.

The chapter consists of the following topics:

Overview of defining company, division, and company group controls

Company controls allow you to manage the company, division, and company group data that Infinium PL uses throughout the system.

Company controls contain general company and division information. Company groups contain one or more companies.

Infinium PL companies have a one-to-one relationship with your Infinium GL companies. You must set up a company in Infinium GL before defining that company in Infinium PL.

Objectives

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

- A company and division (including the division's basic controls, currency controls, accounting group controls, and optional controls)
- A company group

Creating company controls

Overview

Use the *Work with companies* function to define controls for individual companies within your organization. Some of these controls are:

- Company address controls
- Base data controls, which include calendar, currency, intercompany information, and suspense account controls
- Division controls

The diagram in Figure 3-1 summarizes the company controls and the required and optional division controls you define for each company.

Company controls

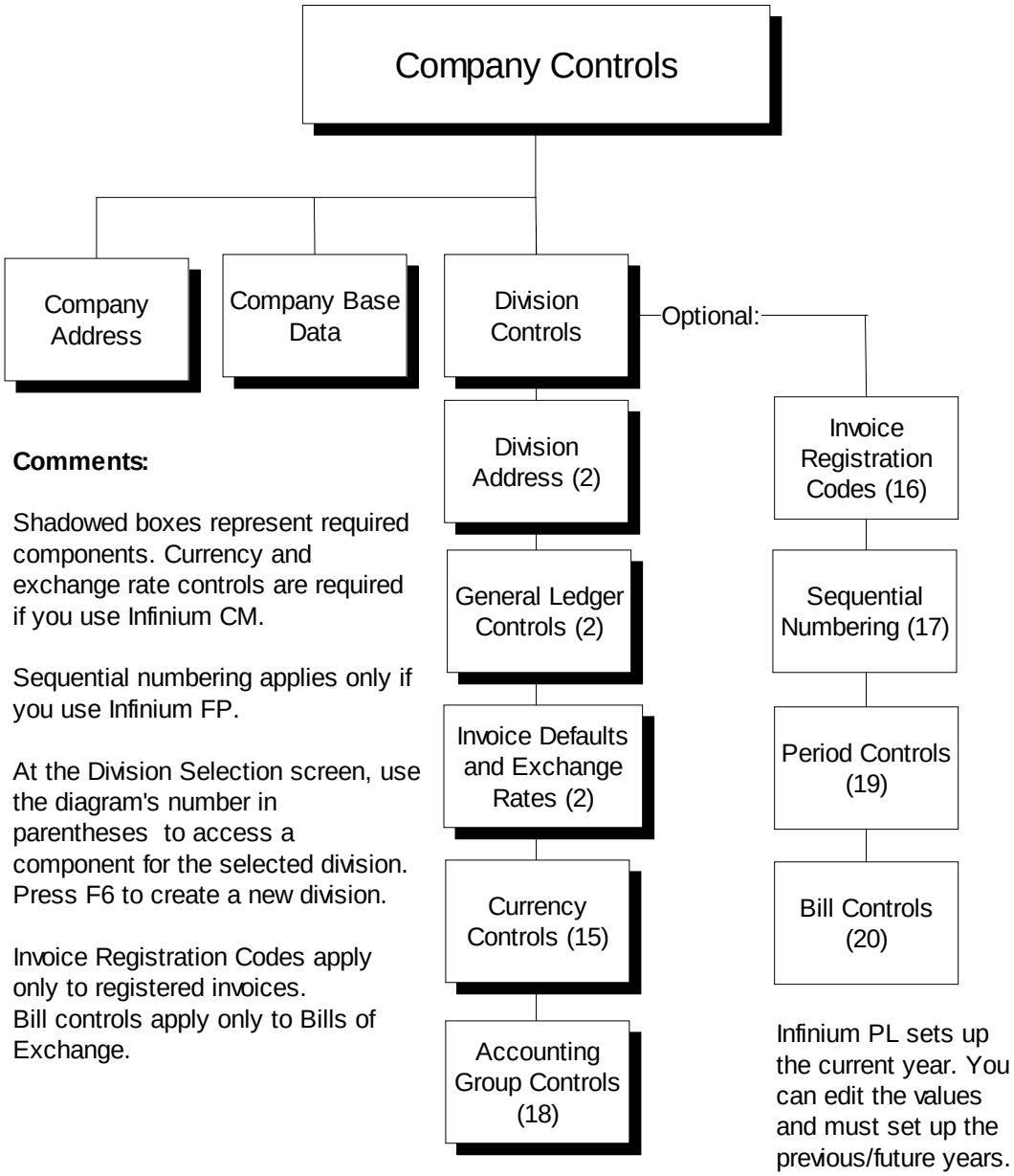


Figure 3-1: Company Controls diagram

Steps to create company address and base data controls

To define the address and base data controls for a new company, perform the following steps:

1 From the Infinium PL main menu select *Controls*.

2 Select *Work with companies* [WWC]. The system displays a screen similar to Figure 3-2.

```
11/14/2013  17:48:03      Work With Company Controls      PLGCOW     PLDCOW
_____________________________________________________________________________

Type options and press Enter.
  2=Change  4=Delete  6=Print  8=Display  9=Activate/deactivate  15=Divisions
  17=Sequential numbering
Option   Company   Company name                    Active?     Divisions?
  __      _____
  __         JJ    2 digits                          1             1
  __        AAA    AAA                               1             1
  __        AD1    Allie's Company                   1             1
  __        AD6    Allie's Company                   1             1
  __        AML    AML CORPORATION                   1             1
  __        AMS    AMS CORPORATION                   1             1
  __        AS5    AS5 - CURR ON Use W/ AS6 & AS7    1             1
  __        AS6    AS6 - CURR ON use W/ AS5 & AS7    1             1
  __        AS7    AS7 - CURR ON use W/ AS5 & AS7    1             1
  __        AVF    AVF CORPORATION                   1             1
  __        AVH    AVH CORPORATION- CAD              1             1
  __        AVI    AVI CORPORATION                   1             1
  __        AVP    AVP CORPORATION                   1             1
_____________________________________________________________________________ More...
F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
```

Figure 3-2: Work With Company Controls selection screen

3 This screen displays a list of the currently defined Infinium PL companies. You can do the following at this screen:

- Press F6 to create controls for a new company.
- Select a company. Select an action to work with that company's controls. For example, select *Change* or type **2** and press Enter to change that company's address or base data controls.

  You cannot delete a company that already has any invoice or payment history.

  If you already know the company code value, you can enter a valid value in the *Option* field in the row above the list, enter the company code value in the *Company* field, and press Enter.

Press F6 to create a new company. The system prompts you to type an identifier for the new company. If you are using Infinium GL, the company must already be valid in Infinium GL.

The company identifier can be one, two, or three characters, and must be right-justified.

4 After typing the identifier, press Enter. The system displays the Work With Address Controls screen, which is similar to Figure 3-3.

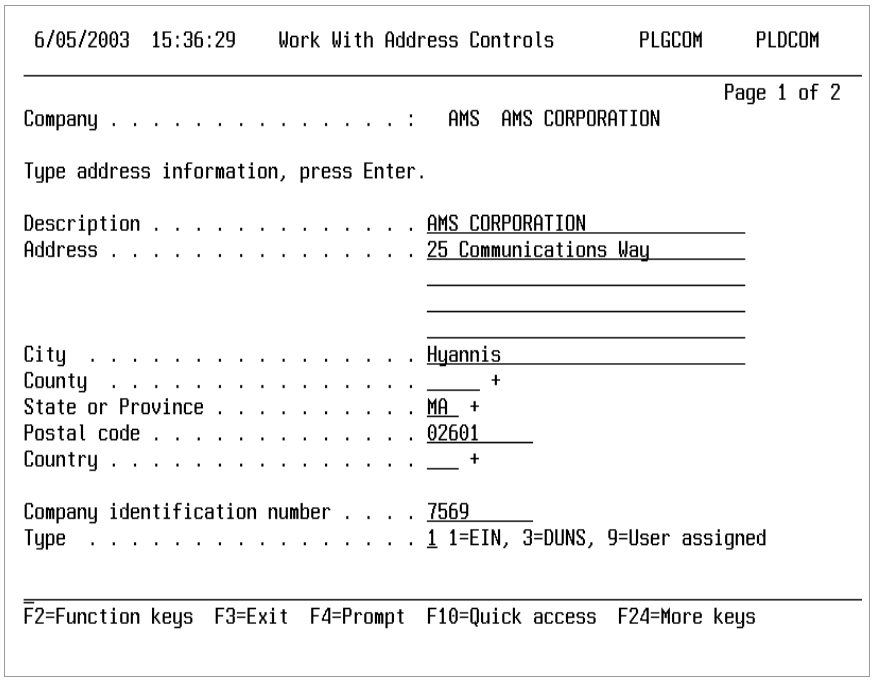


Figure 3-3: Work With Address Controls screen

5 Use the following information to complete these address fields:

Description, Address, City

The company name or description, the first line of the company's address and the city portion of the company address are required.

The system uses this information to provide default data for each division that you create for this company.

County, State or Province, Country

These are optional fields. When used, they contain codes created and maintained through the *Work with codes* function.

Postal code

This is an optional field. The codes are defined by the applicable postal authority, not in Infinium PL.

A postal code must be left-justified to ensure correct processing of Infinium IR reports.

Company identification number

Type your company's identification number. This is either your company's IRS employer identification number (EIN), identifying number for the data universal numbering systems (DUNS), or a user-assigned number.

If the ACH payment method is in use, the system includes the value you type in this field on all pre-notification records for and on each ACH entry initiated by this company.

Type

Specify whether the number in the *Company identification number* field is your company's IRS employer identification number (EIN), identifying number for the data universal numbering systems (DUNS), or a user-assigned number.

6 Press Enter. The system displays the Work With Base Data Controls screen, which is similar to Figure 3-4.

```
11/19/2008  08:57:34    Work With Base Data Controls      PLGCOM     PLDCOM
                                                                  Page 2 of 2
Company . . . . . :   AMS  AMS CORPORATION

Type information and press Enter.

Vendor create in invoice entry? . . . 1 1=Yes, 0=No
Calendar. . . . . CALENDAR   +
Process multi-currency? . . . . . 1 1=Yes, 0=No
Base currency . . . . . USD
Rate effective date flag. . . . . 2 1=Invoice 2=Accounting
                                    3=Session


Payment delay days  . . . . . ____ (0 through 999)
Intercompany processing?  . . . . . 1 1=Yes, 0=No
Intercompany table. . . . . AMS        +
Receipt required PO flag. . . . . 2 1=No warning, 2=Warning, 3=Error
Allow duplicate PO receipts?  . . . . 2 1=Warning, 2=Error
Suspense account  . . . . . AMS-00-00-3999                    +

F3=Exit  F4=Prompt  F10=Quick access  F12=Cancel  F15=First  F18=Message line
```

Figure 3-4: Work With Base Data Controls screen

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

Vendor create in invoice entry?

1 Allow the creation of new vendor records during entry of invoices for this company.

To use this feature, the user entering the invoices must also have user security controls that permit vendor record creation during invoice entry.

0 Do not allow the creation of new vendor records during entry of invoices for this company.

Calendar

You must specify a valid calendar value in this field. The calendar specifies the dates for each of the year's accounting periods.

This calendar applies to all of the divisions within this company. For information about modifying the period information for a specific division, refer to the "Defining division registration codes, period controls, and bill controls" topic later in this chapter.

Process multi-currency?

Specify yes in this field to allow the company to process in a currency other than the base currency.

Base currency

If you are using Infinium GL, the system supplies the general ledger company base currency code as the default for this field and does not allow you to change the default.

If you are not using Infinium GL, you must specify a valid currency code value in this field.

- If you are using Infinium CM, the currency code must be a valid Infinium CM currency code.
- If you are not using Infinium CM, the currency code must be a valid Infinium PL currency code.

Rate effective date flag

This field applies if you use multiple processing currencies. The value in the field specifies which date the system is to use for locating the correct exchange rate during invoice processing.

1 Invoice - The source of the date used for the exchange rate is the *Invoice date* field on the invoice header.

2 Accounting - The source of the date used for the exchange rate is the *Accounting date* field on the invoice header.

3 Session - The source of the date used for the exchange rate is the session creation date.

For more information about processing in multiple currencies, refer to the *Infinium PL Guide to Processing*.

Payment delay days

Type the number of payment delay days to add to the net due date on each invoice for this company. If you type a number of payment delay days here, the system combines the number of days in this field with any number of delay days specified in the vendor controls.

During payment processing the system uses the net due date on the invoice and the number of company and vendor delay days to determine which invoices to select for payment. For example:

Net due date on invoice	=	11/11/99
Company payment delay days	=	3 days
Vendor delay days	=	2 days
Date used for payment processing	=	11/16/99

Intercompany processing?

1 Allow intercompany processing for this company.

You must also specify an intercompany table that is set up in your general ledger system.

0 Do not allow intercompany processing for this company.

Receipt required PO flag

This flag applies to invoicing purchase orders. If a purchase order has the Infinium PM receipt activity flag set to required, and receipts are missing at the time of invoice entry purchase order selection, Infinium PL uses this field to determine the appropriate action.

1 No warning - The system allows you to select the purchase order for invoicing but may display an error message during the matching process because of missing receipts.

2 Warning - The system displays a warning message during purchase order invoice entry if you are trying to invoice a quantity greater than the received quantity.

The system allows you to override the warning.

3 Error - The system does not allow you to invoice a quantity greater than the received quantity.

If your control settings allow you to invoice a purchase order with missing receipts, and the purchase order specifies that receipts are required, Infinium PL posts the invoice and places it on hold for payment.

Allow duplicate PO receipts?

Use this required field to specify whether the system should generate a warning or a hard error if the user enters a duplicate PO receipt in an invoice session.

Valid values are:

1 Warning - Notify the user that there is a duplicate PO receipt in an invoice session. The user can continue; the system prints the warning message on the proof report.

Note: If the value in the *Receipt number* field is blank in the Invoice Purchase Order Detail file, the system also generates a warning message.

2 Error - Send a hard error and prevent the user from adding the PO receipt to the same session.

Suspense account

This is a required field. The system uses the suspense account when you close Infinium PL journal entries to Infinium GL. If a payables transaction account is no longer valid in Infinium GL, Infinium PL posts the amount to this suspense account.

Infinium PL uses this suspense account regardless of whether you use suspense in Infinium GL.

If you use the *Close and transfer to GL* option, you can receive a report of invalid accounts before you close the entries to Infinium GL. After you

perform the close and transfer, you can adjust any journal entry in Infinium GL to move the amount from the suspense account to the appropriate expense account.

8 Press Enter. The system saves your company controls and returns to the Work With Company Controls selection screen illustrated in Figure 3-2.

Creating division controls with currencies and accounting groups

Overview of division controls

You must create at least one division for each company.

The system uses divisions to provide accounting flexibility in working with companies. For example, the system allows invoices to be paid by different divisions at different locations within the same company.

Components displayed during creation

When you create division controls for a new division, the system automatically displays screens for the following information. You can also access these components for an existing division by typing the appropriate number and pressing Enter at the Division Selection screen.

- Division address
- Division base data
- Invoice defaults and exchange rates
- Processing currency controls
- Accounting group controls

For more information about the processing currency, refer to the *Infinium PL Guide to Processing.*

Other components accessed from division selection screen

Select an existing division to access the following additional controls:

- Registration codes (used only for registered invoices)
- Sequential numbering (used only with Infinium FP)
- Period controls
- Bill Controls

Division controls screen flow diagram

The diagram below summarizes the automatic flow of screens that the system provides when you create information for a new division.

The labels in this diagram identify the screen name that the system displays at the top of each screen and then the use of the screen.

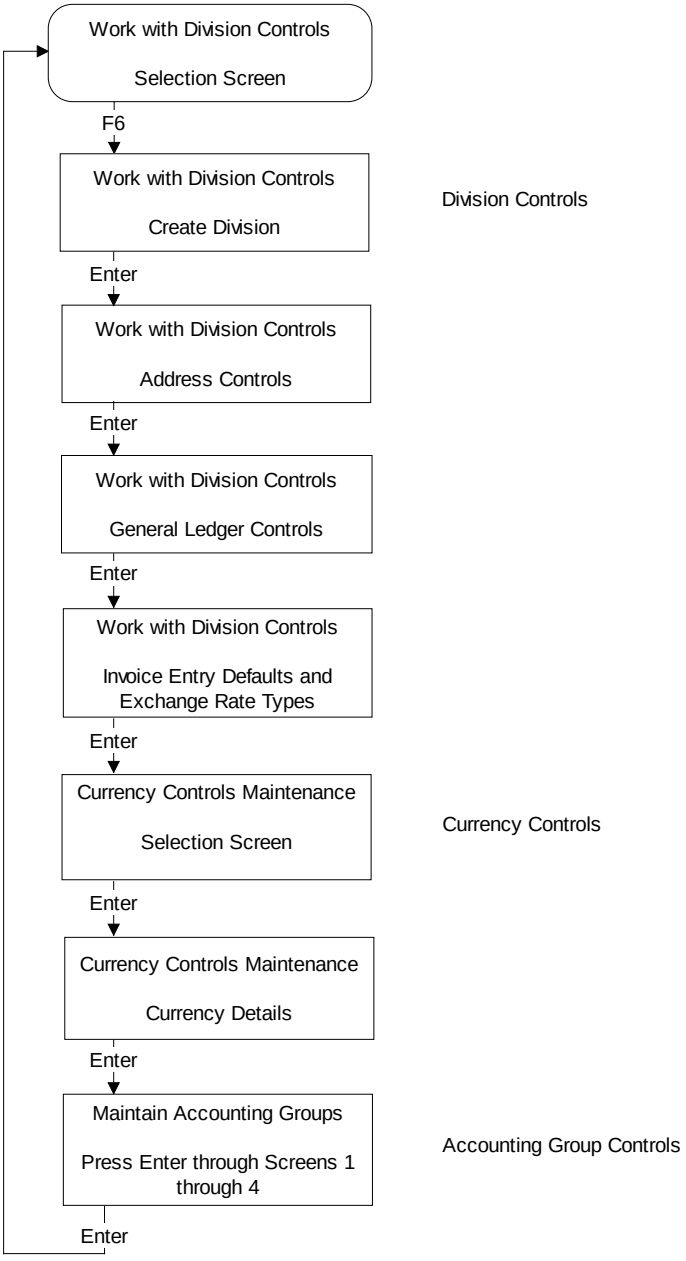


Figure 3-5: Division creation flow diagram

Division selection screen actions

The table below summarizes the actions available for accessing division control components from the Division Selection screen. Type the appropriate number in the *Option* field and press Enter.

Select…	Or type…	To access…
Change	**2**	Division address, division base data, invoice entry defaults, and exchange rate types
Currency	**15**	Currency or currencies allowed for the selected division
Registration codes	**16**	Codes used for registered invoices
Sequential numbering	**17**	Sequential numbering controls
Accounting groups	**18**	Accounting groups controls
Period controls	**19**	Period controls
Bill controls	**20**	Controls for Bill of Exchange invoices

Steps to create a division's basic controls

This topic provides procedural instructions for processing the four Work With Division Controls screens, illustrated in the flow in Figure 3-5, for creating a new division. These four screens enable you to define the basic division controls for the new division.

Perform the following steps to create controls for a new division:

1. From the Infinium PL main menu select *Controls*.
2. Select *Work with companies* [WWC].
3. Select a company with **15** (Divisions) from the Work With Company Controls selection screen (Figure 3-2) and press Enter. The system displays a screen similar to Figure 3-6.

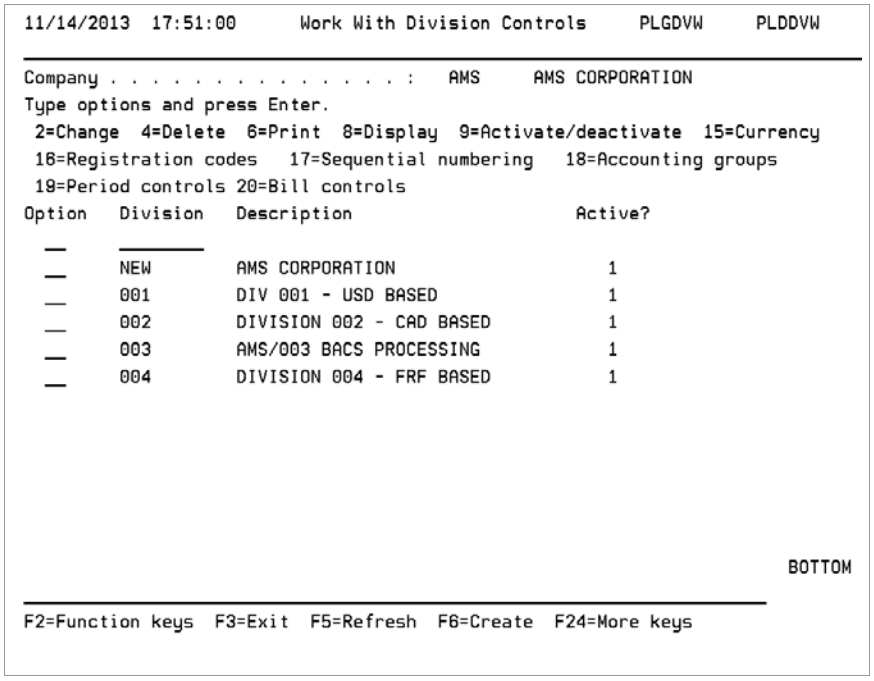


Figure 3-6: Work With Division Controls selection screen

4 Use the following information to process this screen:

This screen displays all of the divisions that are currently defined for this company. At this screen, you can do one of the following:

- Press F6 to create controls for a new division.
- Select a division. Select an action to work with that division's controls. The system displays the appropriate screen or screens for the action that you choose.

  For example, if you type **19** (Period Controls) and press Enter, the system displays the Work With Period Controls screen for the division.

  If you already know the division code value, you can enter a valid value in the *Option* field in the row above the list, enter the division code value in the *Division* field, and press Enter.

5 When you press F6, the system displays a screen similar to Figure 3-7.

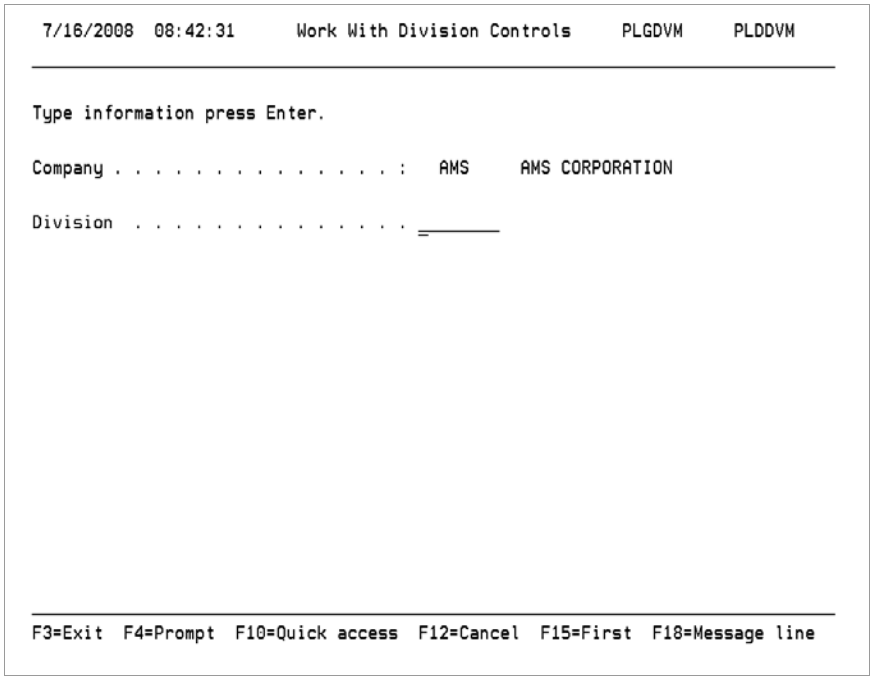


Figure 3-7: Work With Division Controls create division screen

6 Type a division identifier in the *Division* field. The identifier can be up to eight letters, numbers, or a combination of letters and numbers.

When you create a new company, the system automatically displays this screen because you must have at least one division for each company.

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

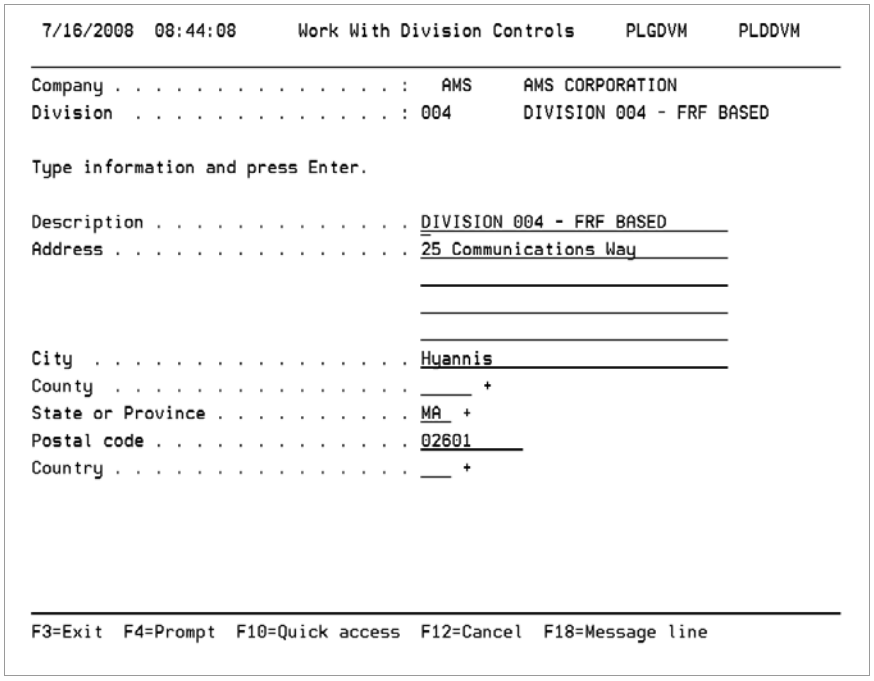


Figure 3-8: Work With Division Controls address controls screen

Division address controls

The system supplies the company description and address values from the company controls as defaults. You can change any of these values.

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

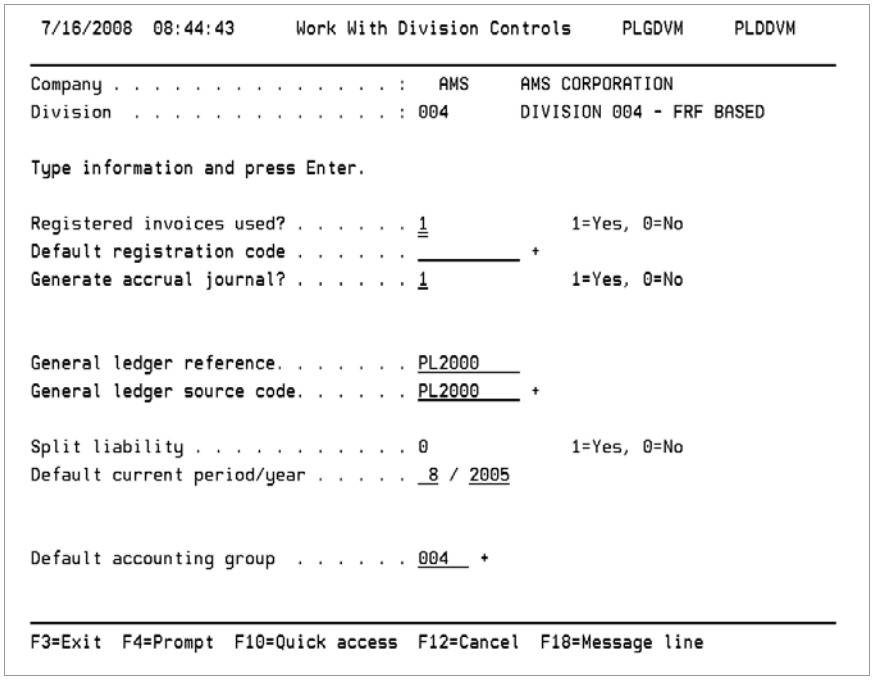


Figure 3-9: Work With Division Controls division base data screen

Division base data controls

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

Registered invoices used?

If you indicate that you use registered invoices, you must also:

- Create at least one registration code

  For information about creating registration codes, refer to the “Defining registration codes, period controls, and bill controls” topic later in this chapter.

- Specify whether you want to produce an accrual journal entry when you close registered invoices to the general ledger

General ledger reference

Type a general ledger reference value in this field.

The Infinium PL system attaches the general ledger reference value to journals that are transferred to the general ledger. This value provides general ledger personnel with a description for identifying the journals produced for this division.

The value you type here is the default for the *General ledger reference* field in each of this division's accounting groups.

General ledger source code

Type a general ledger source code in this field.

The Infinium PL system attaches the general ledger source code to journals that are transferred to the general ledger. This code provides general ledger personnel with a code to identify the source of journals produced for this division.

When you run the *Revalue foreign invoices* function, the system automatically creates journal entries and uses the general ledger reference and source code values specified at this screen.

The value in this field is the default in the *General ledger source code* field for each of this division's accounting groups. This code must be set up as a valid code value in Infinium PL. If you are using Infinium GL, this code must also be valid in Infinium GL.

Split liability

This field is for future use to control how you want the system to make entries in Accounts Payable Trade accounts.

Default current period/year

The system compares the period and year in this field to the accounting date that you type on invoices. If you are restricted to specific periods and years, this comparison ensures that you use the correct period during invoice entry.

You can use the *Work with user security* function to indicate whether a user can enter invoices for periods other than the default period. For more information about user security, refer to the "Using Supervisor Tasks" chapter of this guide.

Default accounting group

Accounting groups contain information and accounts that the system needs to close to the general ledger. Each division you create must have at least one accounting group.

- During creation of a new division, you can type any value in the *Default accounting group* field.
- During maintenance of an existing division, you must specify an accounting group that already exists for this division.

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

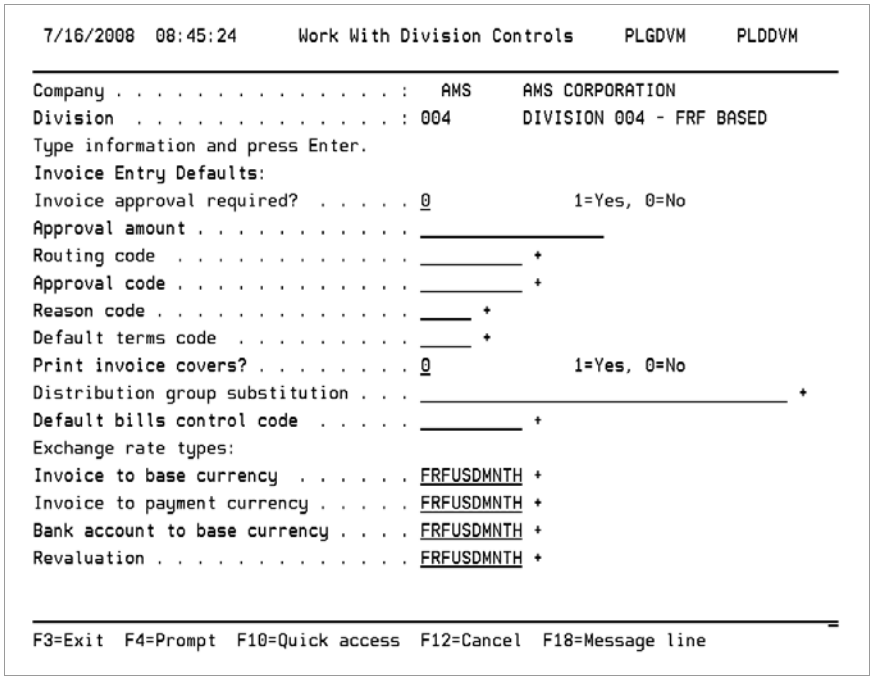


Figure 3-10: Work With Division Controls invoice entry defaults and exchange rate types screen

Division invoice entry default fields

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.

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

This screen provides defaults for invoices that you create for this division, unless you assign these defaults at a lower control level such as in vendor controls or user security.

Invoice approval required

Specify whether invoice approval is required for this division of the company.

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

Approval amount

Specify an amount at which invoice approval is required for this division of the company.

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

If invoice approval is required for this division 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 division and if the invoice amount is equal to or less than the value specified in this field.

Routing code, Approval code, Reason code

Routing, approval, and reason codes are code values that you create in the *Work with codes* option. The system uses these codes in invoices for classification and sorting purposes.

Print invoice covers?

If you specify yes in this field, the system prints a detailed entry cover sheet on each invoice when you process invoices for this division.

You must use the System i **WRKSPLF** command to access the spooled files for printed invoice covers. The system prints the invoice covers interactively, not in batch.

Distribution group substitution

The system uses this field in conjunction with distribution groups during invoice entry.

The system allows you to set up distribution groups that contain accounts with wildcard characters. During invoice entry, the system replaces the wildcard characters in those distribution accounts with the values you type in this field.

For more information about distribution groups, refer to the *Infinium PL Guide to Processing*.

Default bills control code

If you type a bills control code in this field, the system uses this code as a default value for all bill invoices that you create for this division. To create bill controls, select a division from the Work With Division Controls selection screen. Type **20** (Bill controls) and press Enter.

Division exchange rate type fields

You create rate types in Infinium CM. For more information on the use of rate types in the Infinium PL system, refer to the *Infinium PL Guide to Processing*.

Invoice to base currency, Invoice to payment currency, Bank account to base currency, Revaluation

The system requires values in these fields if you specified yes in the *Process multi-currency?* field in the company controls. The system uses these rate types to perform currency conversions during invoice processing, payment processing, and liability revaluation processing.

12 Press Enter. If you are creating a new division, the system continues to the currency related screens described in the next topic.

If you are maintaining an existing division, the system returns to the Work With Division Controls selection screen.

Defining the division's currency controls

Perform the following steps to continue creation of controls for a new division:

1 To access the currency controls during division creation, press Enter at the Work With Division Controls invoice entry defaults and exchange rate types screen described at the end of the previous topic. The system displays a screen similar to Figure 3-11.

To directly access currency control screens, select a division from the Work With Division Controls selection screen. Type **15** (Currency) and press Enter.

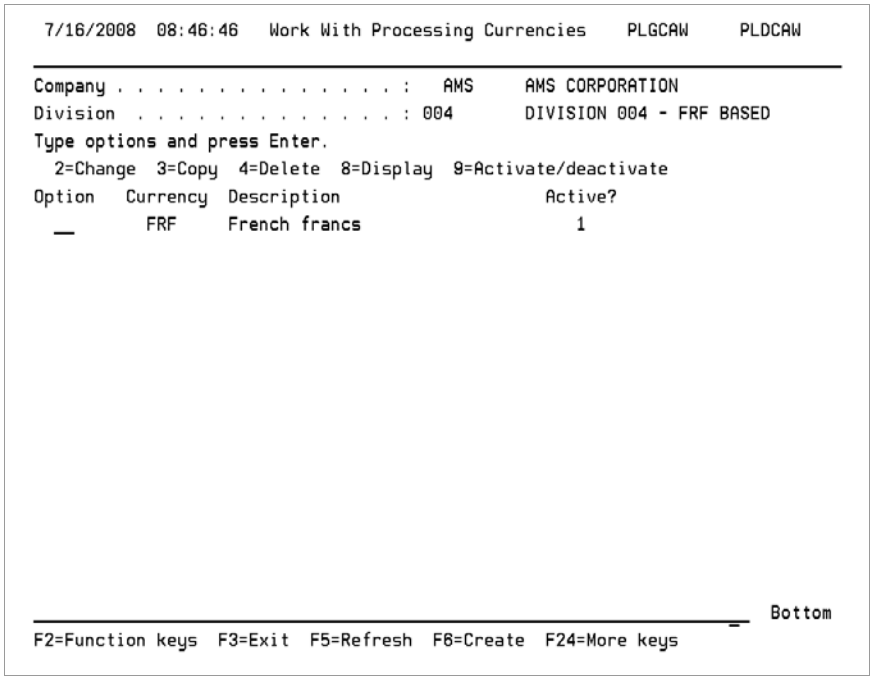


Figure 3-11: Currency Controls Maintenance selection screen

2 Use the following information to work on this screen:

Currency

The system provides the base currency from your general ledger system as the default in this field. After generating currency controls for the base currency, you can return here to change this default to any currency value allowed in your general ledger system.

You must create currency controls for each currency that is to be used to process invoices for this division.

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

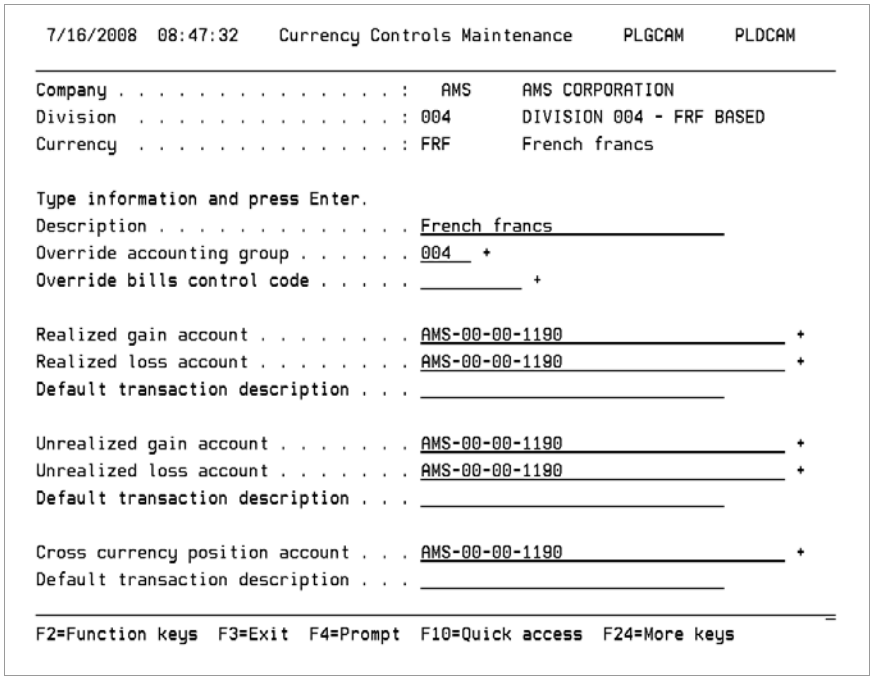


Figure 3-12: Currency Controls Maintenance currency details screen

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

Realized gain account and *Realized loss account*
Unrealized gain account and *Unrealized loss account*
Cross currency position account

Type valid general ledger account numbers and transaction descriptions in the appropriate fields. Infinium PL uses the values in the fields for currency related entries. Refer to the *Infinium PL Guide to Processing* and the *Infinium PL and Infinium PM Guide to Integration* for more information about currency-related accounting entries.

5 Press Enter. The system displays the first screen you need to create accounting group controls for this new division as described in the next topic.

Defining division accounting group information

Each division is required to have controls for at least one accounting group. Defining multiple accounting groups for a single division provides the flexibility to handle different types of business scenarios appropriately.

Accounting group controls provide many details that affect invoice processing and closing to the general ledger, such as the following:

- Identification of the AP trade account
- Discount processing controls
- Handling of freight charge accounting
- If you are using Infinium PL with Infinium PM for purchase order invoicing, identification of various accounts to be used such as the inventory adjustment account.

During creation of controls for a new division, the system automatically displays the screens required for defining an accounting group for that division.

Perform the following steps to create accounting group controls:

6 When you press Enter at the Currency Controls Maintenance currency details screen described at the end of the preceding topic (Figure 3-12), the system displays a screen similar to Figure 3-13.

To directly access accounting group maintenance screens, select a division from the Work With Division Controls selection screen. Type **18** (Accounting groups) and press Enter.

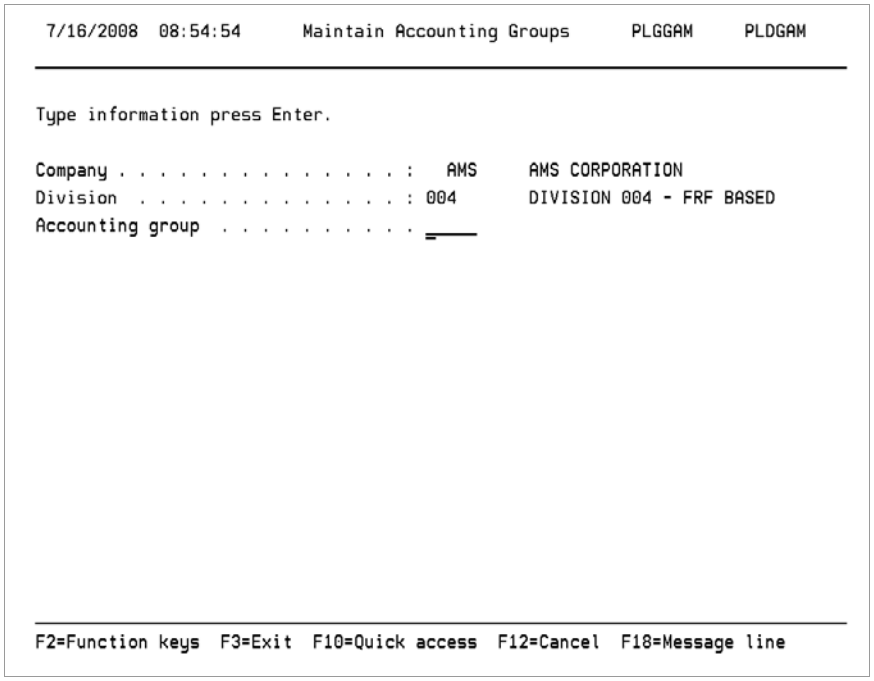


Figure 3-13: Maintain Accounting Groups screen 1

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

Accounting group

During creation of a new division, the system supplies the division's accounting group as this field's default value.

When creating a new accounting group for an existing division, you type a new accounting group name in this field.

8 Press Enter. The system displays a screen similar to Figure 3-14.

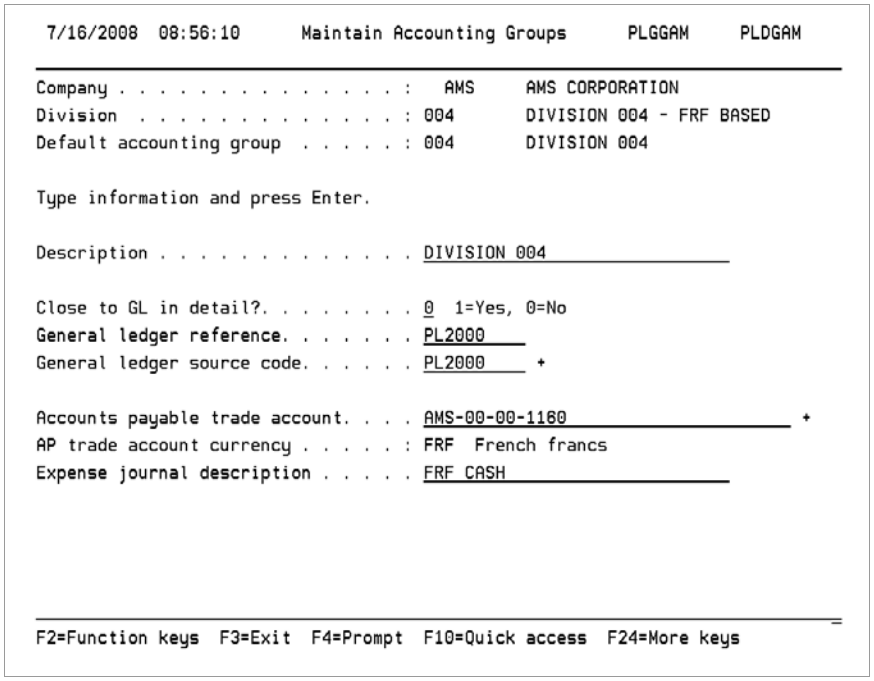


Figure 3-14: Maintain Accounting Groups screen 2

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

Description

Type a description of the accounting group that you are creating, such as **AP Trade - Close to GL in Detail**.

Close to GL in detail?

If you specify yes in this field to close to the general ledger in detail, the system creates an individual journal transaction for each invoice expense distribution, which includes any job codes and expense user field values included in the invoice.

The system always closes other accounting entries, such as entries for accounts payable trade accounts, intercompany accounts, cash accounts, and sales tax liability in summary as one entry per account per closing.

General ledger reference, General ledger source code

The system provides defaults for these fields from the values you typed at the Work With Division Controls division base data screen. The reference and source code values are used on general ledger journals that are created in Infinium PL. You can override the values in these fields.

Accounts payable trade account

Type a valid account in this field. Invoices created with this accounting group use this account to record the invoice liability.

AP trade account currency

When you press Enter at this screen, the system supplies the AP Trade account's currency in the *AP trade account currency* field. The system retrieves the currency value from the Infinium GL chart of accounts. You cannot edit the value.

Expense journal description

Type a description that the system can use when you create general ledger journal entries from Infinium PL.

If you leave this field blank, the system uses the account description from the Infinium GL Accounts Payable Trade account. You can override the description in this field.

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

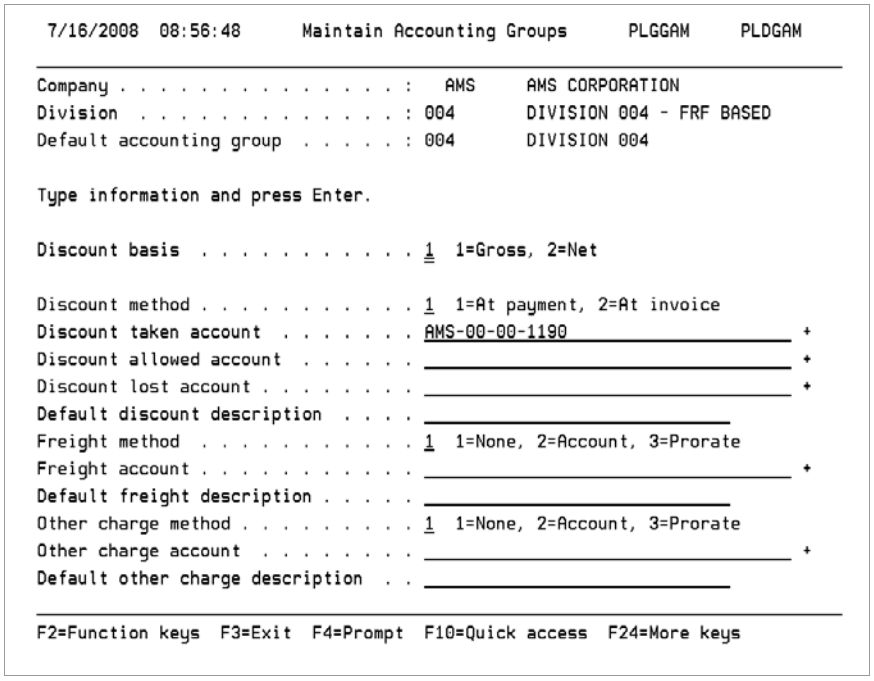


Figure 3-15: Maintain Accounting Groups screen 3

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

Discount basis

The system uses this field to determine the amount on which to base the discount calculation.

1 Gross - The system bases the discount on the total invoice amount.

2 Net - The system bases the discount on the total invoice amount less the freight and tax amounts.

Discount method

This value determines how the system makes discount entries. The system initially calculates the discount when you post an invoice to Infinium PL and makes the actual accounting entries below.

1 At payment - The system creates an entry for the *Discount taken account* at payment time. The system does not use the *Discount allowed account* or *Discount lost account*.

2 At invoice - The system creates entries for the *Discount allowed account* at invoice time. The system reverses the discount allowed entry at payment time.

If the full discount allowed is not used at payment time, the system also creates an entry for the *Discount lost account*.

During subsequent maintenance, the system does not allow updates to this field if there are any open invoices associated with this combination of company, division, and accounting group.

PO/receipt invoices do not allow discount entries at invoice time. Accounting groups used for PO/receipt invoices must, therefore, have a discount method of *At payment* (**1**).

Freight method

This value determines how the system distributes other charge amounts.

1 None - The system does not automatically distribute freight amounts.

2 Account - The system distributes freight automatically to a specific account.

3 Prorate - The system prorates freight charges automatically across the invoice's expense accounts proportionally to their expense amounts.

Freight account

If you specify *Account* or *Prorate* in the *Freight method* field, you must specify an account in the *Freight account* field.

If you specify *Prorate* but the invoice has no expense accounts over which to prorate the freight amount, the system uses the specified freight account rather than prorating.

Other charge method

This field's value determines how the system distributes freight amounts.

1 None - The system does not automatically distribute other charge amounts.

2 Account - The system distributes purchase order additional charges other than tax or freight automatically to a specific account.

3 Prorate - The system prorates these charges automatically across the invoice's expense accounts proportionally to their expense amounts.

Other charge account

If you specify **Account** or **Prorate** in the *Other charge method* field, you must specify an account in the *Other charge account* field.

If you specify **Prorate** but the invoice has no expense accounts over which to prorate the other charge amounts, the system uses the specified other charge account rather than prorating.

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

```
 7/16/2008  08:58:58      Maintain Accounting Groups      PLGGAM     PLDGAM

Company . . . . . :   AMS     AMS CORPORATION
Division  . . . . . : 004       DIVISION 004 - FRF BASED
Default accounting group  . . . . . : 004       DIVISION 004

Type information and press Enter.

Purchase price variance account . . . _____________________________ +
Purchase price variance exchange  . . _____________________________ +
Invoiced not received account . . . . _____________________________ +
Inventory adjustment account  . . . . _____________________________ +
Inventory exchange account  . . . . . _____________________________ +
Expense currency exchange account . . _____________________________ +
Default transaction description . . . _____________________________

Generate additional entry?  . . . . . 0  0=No, 1=Invoice, 2=Payment, 3=Both
Additional distribution account . . . _____________________________ +
Additional liability account  . . . . _____________________________ +
Additional transaction description  . _____________________________


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

Figure 3-16: Maintain Accounting Groups screen 4

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

The system does not require values for the fields on this screen since these fields are used only for integration with Infinium PM. The accounts specified at this screen are for use during purchase order/receipt invoice entry and processing.

- If you are using the Infinium PX interface with the Infinium PM system, you can identify the purchase price variance, invoiced not received, and inventory adjustment accounts.
- If Infinium CM multi-currency processing is enabled for both your Infinium PL application and the Infinium PM system with which you are interfacing, you can also identify the purchase price, variance exchange, inventory adjustment exchange, and expense currency exchange accounts.

  The system uses these accounts to generate adjusting entries in Infinium PM:

  - A purchase price variance exchange account to record variances from exchange rate fluctuations for inventory items in standard cost companies
  - An inventory adjustment exchange account to record variations from exchange rate fluctuations for inventory items for adjustment based costing companies (such as current cost or weighted average cost companies)
  - An expense currency exchange account to record variations from exchange rate fluctuations for non-inventory items

For more information about the related accounting entries, refer to the "Understanding Accounting Entries" and "Additional Charge Prorating and Accounting Transactions" appendices in the *Infinium PL and Infinium PM Guide to Integration.*

Generate additional entry?

You can have the system automatically make an additional entry to transfer the expense and liability from the original expense account on an invoice into an additional distribution and liability account.

For example, you can use this feature to book the original invoice entries through one location or plant and transfer the expense and liability to another location or plant.

The system makes the adjusting entry as described below.

0 No - The system does not generate an additional entry.

1 Invoice - The system makes the entry when you post the invoice.

2 Payment - The system makes the entry when you pay the invoice.

3 Both - The system makes the entry when you post the invoice and again when you pay the invoice (which reverses the entry that you made at invoice posting).

14 Press Enter. The system creates the division controls and returns to the Work With Division Controls selection screen illustrated in Figure 3-6.

Defining division registration codes, period controls, and bill controls

At the Work With Division Controls selection screen illustrated in Figure 3-6, you can select an existing division with one of the action list numbers specified at the top of the screen to define additional control components. You can define:

- Invoice registration codes (used only for registered invoices)
- Sequential numbering controls (used only with Infinium FP)
- Period controls
- Bill of exchange controls

This section explains how to define these controls other than the sequential numbering controls. For information about setting up and using sequential numbering for payables transactions, refer to the “Using Sequential Numbering” chapter of the *Infinium PL Guide to Processing*.

Defining a division’s registration codes

Registration codes overview

You must define at least one invoice registration code for each division that uses registered invoices.

Depending on the values in the division’s base data controls illustrated in Figure 3-9, the system does the following:

- Allows you to specify a registration code only if you indicated yes in the *Registered invoices used?* field
- Automatically creates an accrual accounting transaction for the registered invoice if you indicated yes in the *Generate accrual journal?* field

Each registration code contains the accounts that the system uses to create the accrual entry.

When you post an approved registered invoice, the system reverses the accrual entry and creates an actual liability transaction using the Accounts Payable Trade account from the accounting group.

Steps to define registration codes

1 To define registration codes, select a division from the Work With Division Controls selection screen. Type **16** (Registration codes) and press Enter. The system displays a screen similar to Figure 3-17.

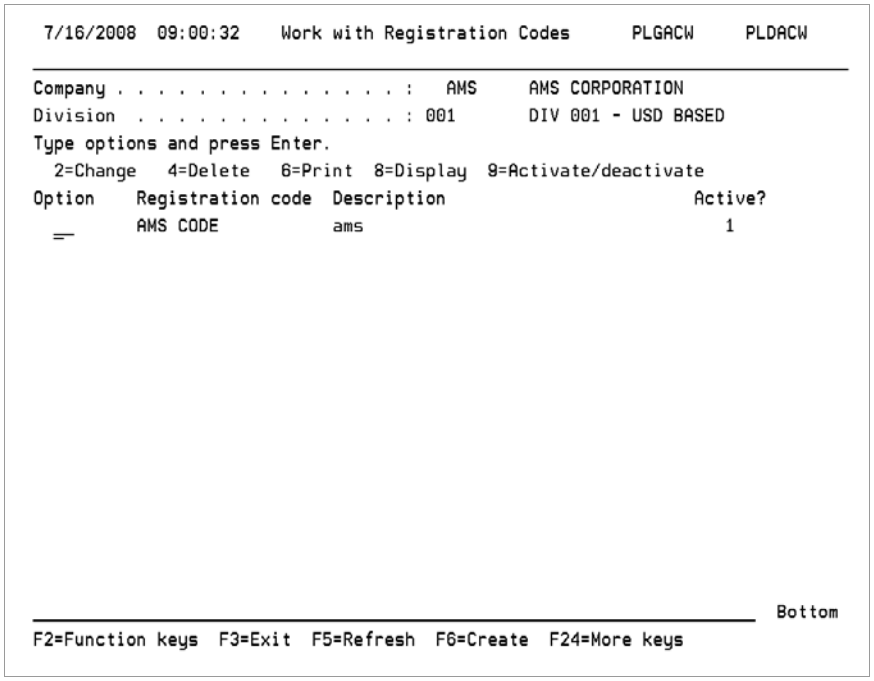


Figure 3-17: Work with Registration Codes selection screen

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

This screen displays the registration codes that are currently defined in the system. At this screen you can do one of the following:

- Press F6 to create a new registration code.
- Select an existing registration code and either change, delete, print, display, or activate/deactivate that registration code. The system displays the appropriate screen for the action that you selected.

3 Select a registration code. Select *Change* or type **2** (Change) and press Enter. The system displays a screen similar to Figure 3-18.

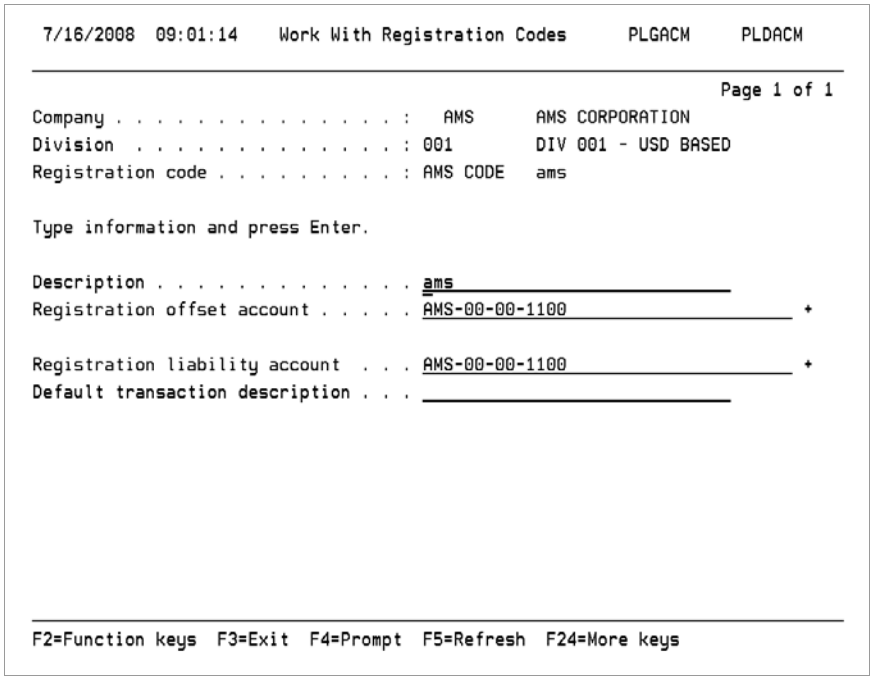


Figure 3-18: Work with Registration Codes description and accounts screen

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

Description, Registration offset account, Registration liability account

Type a description for the registration code and specify account values for registration offset and registration liability.

5 Press Enter twice. The system saves the registration code and returns to the Work With Division Controls selection screen illustrated in Figure 3-6.

Defining a division's period controls

Period controls overview

You can define period controls within a division for each unique combination of calendar and year.

- The system supplies the calendar identifier from the value you typed for this company at the Work With Base Data Controls screen illustrated in Figure 3-4.
- The system supplies default period controls for this calendar from the calendar control values you defined through the *Work with calendars* function.

Steps to define period controls

1 To define a division's period controls, select a division from the Work With Division Controls selection screen. Type **19** (Period controls) and press Enter. The system displays a screen similar to Figure 3-19.

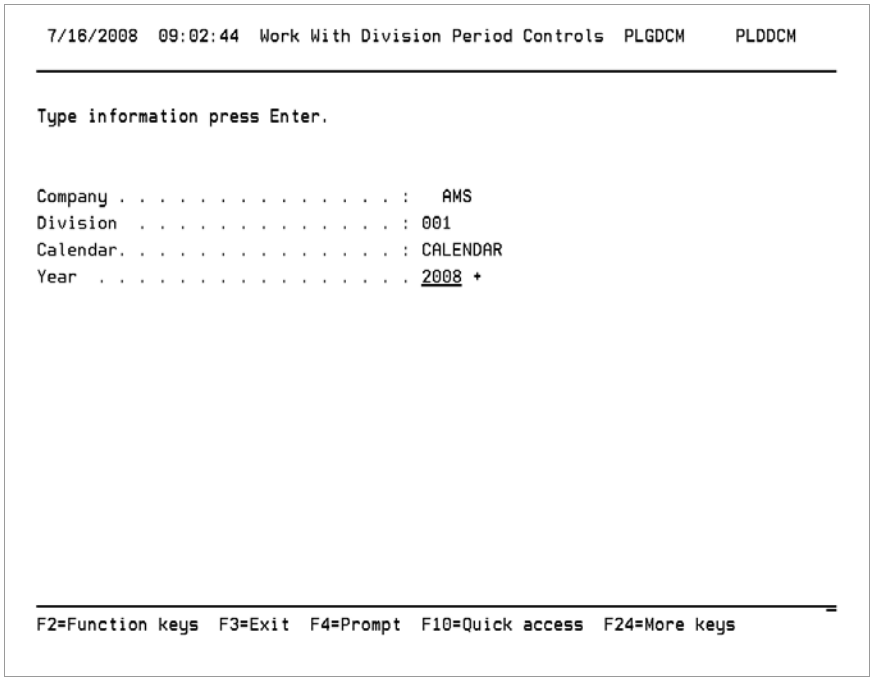


Figure 3-19: Work With Division Period Controls screen 1

2 Use the following field information to complete this screen:

Year

The system supplies the year from the division's *Default current period/year* field. You can type a different year to access the period controls for that year.

3 Press Enter. The system displays a screen similar to Figure 3-20.

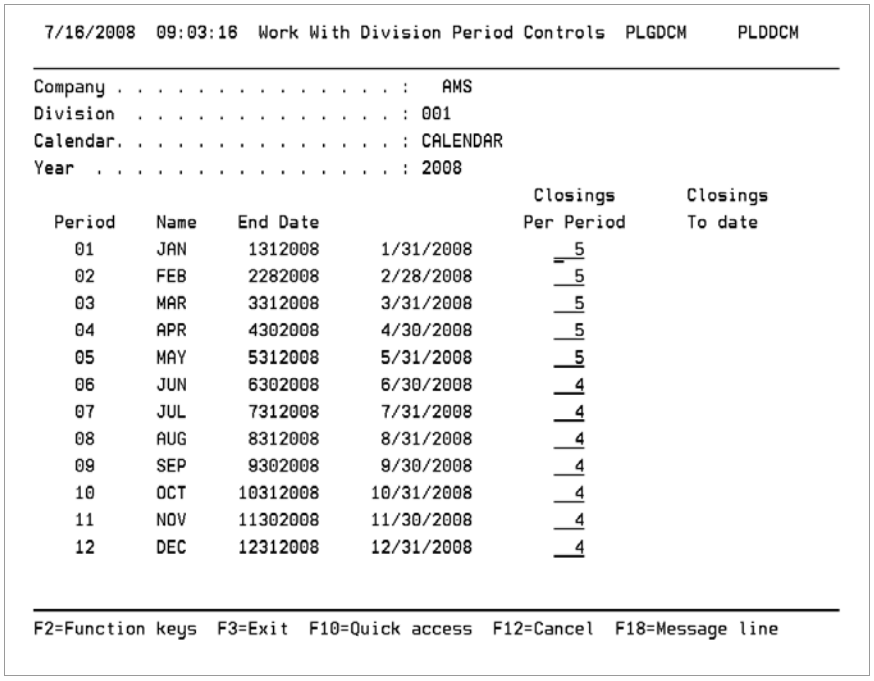


Figure 3-20: Work With Division Period Controls screen 2

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

Closings Per Period

You can change only the closings per period column values. The closings per period determine when the system automatically changes the default current period to the next accounting period for each division.

- If you want all of a company's divisions always to have the same current period, we recommend that you specify the same closings per period for all divisions in the company.
- If you do not want the system to increment the division's current period automatically, we recommend that you set the closings per period to 999 for all of the company's divisions. Then manually change the default current period for each of the company's divisions at the end of each period.

Closings To date

Each time you use the *Close and transfer to GL* function to close a company to the general ledger, the system updates the *Closings To date* column for all of that company's divisions.

When the actual closings to date equal the closings per period for a division, the system increments the default current period to the next accounting period for the division.

When you close journals to the general ledger using the auto close feature, the system does not update the *Closings To date* column.

5 Press Enter. The system saves the division period controls and returns to the Work With Division Controls selection screen illustrated in Figure 3-6.

Defining a division's bill of exchange controls

Bill controls overview

Bill controls are similar to registration codes in that they specify accounts that the Infinium PL system uses to make journal entries.

When you create a bill of exchange during invoice entry, the system attaches the bill control to that bill of exchange invoice.

Steps to define bill controls

1 To define bill controls, select a division from the Work With Division Controls selection screen. Type **20** (Bill controls) and press Enter. The system displays a screen similar to Figure 3-21.

```
 7/16/2008  09:07:38     Work With Bill Controls          PLGBPW     PLDBPW
_____________________________________________________________________________
Company . . . . . . . . . . . . . . :   AMS     AMS CORPORATION
Division  . . . . . . . . . . . . . : 001       DIV 001 - USD BASED
Type options and press Enter.
  2=Change   4=Delete    6=Print  8=Display  9=Activate/deactivate
Option  Bill Code   Description                    Active?
  __    AMSBILLCOD  AMS BILLS CODE                   1
_____________________________________________________________________________
                                                                        Bottom
F2=Function keys  F3=Exit  F4=Prompt  F5=Refresh  F24=More keys
```

Figure 3-21: Work With Bill Controls selection screen

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

This screen displays all of the currently defined Infinium PL bill control codes. At this screen you can do one of the following:

- Press F6 to create a new bill control code.
- Select a bill control. Type a value that represents an action such as Display. The system displays the appropriate screen for the action you selected.

3 Select a bill control. Type **2** (Change) and press Enter. The system displays a screen similar to Figure 3-22.

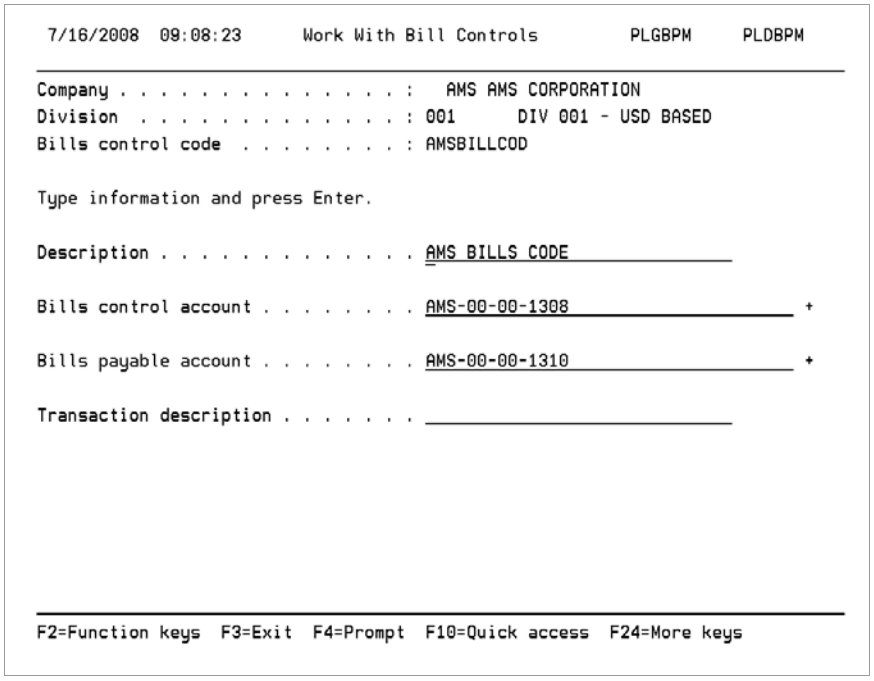


Figure 3-22: Work With Bill Controls description and accounts screen

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

Description

Type a description that explains the bill control code's meaning.

Bills control account

When you post a bill of exchange to Infinium PL, the system uses this bills control account as a control account for the invoices that you included in the bill.

Bills payable account

When you post a bill of exchange to Infinium PL, the system uses the bills payable account as a liability account. The system reverses the bills payable account amount when you pay the bill.

For more information about the Infinium PL accounting entries, refer to the "Accounting Transactions" appendix in the *Infinium PL Guide to Processing*.

5 Press Enter. The system saves the bill control record and returns to the Work With Division Controls selection screen illustrated in Figure 3-6.

Creating company groups

Overview

A company group is a set of divisions identified by the combination of company and division.

- A company group can contain one or more company/division combinations. For example, suppose Company 001 has Divisions A, B, and C, and Company 002 has divisions X, Y, and Z.

  You can set up a company group as Company 001 Division A, Company 001 Division B, and Company 002 Division X.

  You can set up another company group as Company 001 Division C, and set up a third company group as Company 002 Division Y and Company 002 Division Z.

- You can include the same company/division combination in more than one company group. For example, you could include Company 001 Division A in two different company groups.

You can use company groups to:

- Restrict users to specific companies and divisions for the purposes of invoice entry, processing payments, and reporting
- Restrict a particular vendor to specific companies and divisions
- Consolidate report or inquiry submissions in order to receive a separate report or display for each division in a company group

Steps to define company groups

To define a company group, perform the following steps:

1. From the Infinium PL main menu select *Supervisor Tasks*.
2. Select *Work with company groups* [WWCG]. The system displays a screen similar to Figure 3-23.

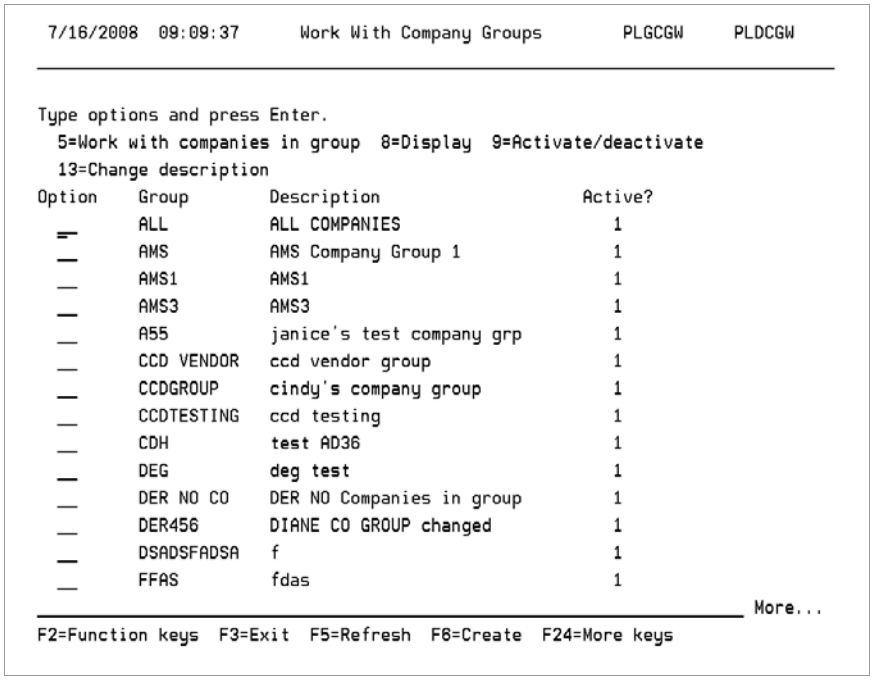


Figure 3-23: Work With Company Groups selection screen

3 This screen identifies the currently defined company groups. You can do one of the following:

- Select a company group. Select an action to work with that company group's controls. The system displays the appropriate screen for the action you select.
- Press F6 to create a new company group.

  When you create a new company group, you must type the name and description of the group. You must also indicate which companies and divisions are to be included in the group.

4 Select a company group. Type **5** (Work with) and press Enter. The system displays a screen similar to Figure 3-24.

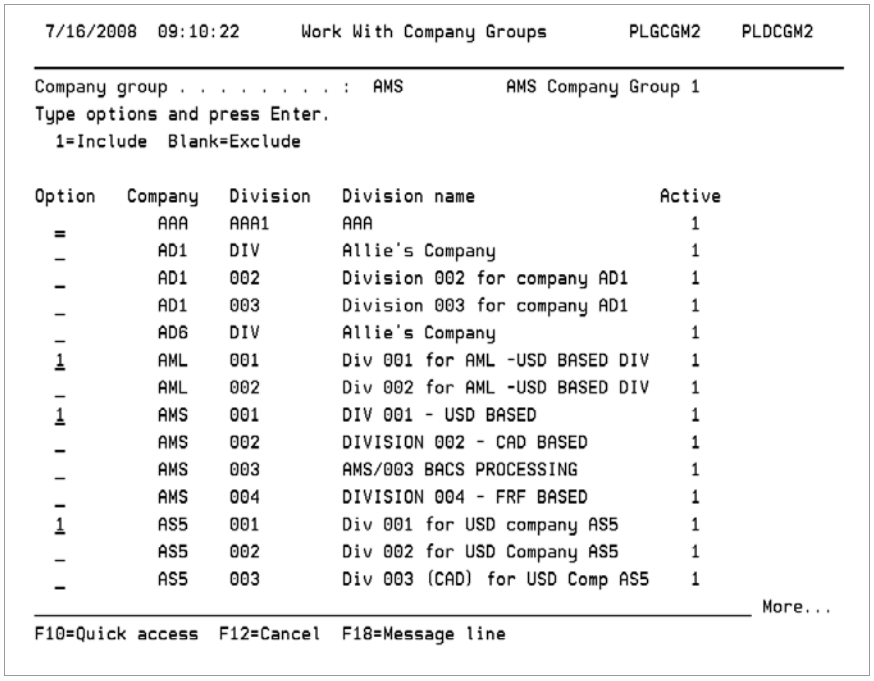


Figure 3-24: Work With Company Groups screen

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

This screen provides a master list of all of the currently defined Infinium PL companies and their divisions.

Option

Type **1** in the *Option* column to select those company and division combinations that are to be included in this company group. Leave the *Option* column blank for those companies and divisions that are to be excluded from this company group.

To include an entire company with all of its divisions, you must select each company division combination for that company.

6 Press Enter. The system saves the company group controls and returns to the Work With Company Groups selection screen illustrated in Figure 3-23.

Notes

Chapter 4 Defining Bank Controls

4

In this chapter you learn about bank controls and other controls that you use with banks.

The chapter consists of the following topics:

Overview of defining bank controls

Each Infinium PL bank record that you create can specify multiple bank accounts and payment methods. You must:

- Specify at least one bank account for each bank.
- Select at least one payment method for each bank account.

Within the controls for each bank, you can assign companies and divisions that are attached to the payment method or methods that you define for one of that bank's accounts.

Objectives

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

- Define the components of a bank in Infinium PL
- Create bank related code values
- Create banks and bank accounts
- Define payment methods
- Create bank account groups

Defining bank related code values

Four Infinium PL code types relate only to bank controls as shown in the table below.

You define code values for these code types to use when you create banks.

All bank related code values are valid for all companies. You cannot restrict a bank related code to any one company.

Code type	Required	Code value example	Where used	Why used	Defaults to
ACT Bank Account Type	No	CHK, EFT, GYR	Banks	To label the types of accounts in a bank	None
BID Bank Identification	Yes	ABA, CHP	Banks	To indicate the type of bank	None
CMM Communication	No	FAX, PHN	Banks	To indicate how you correspond with contacts for each bank account	None
CTC Bank Contact Type	No	VP, BRMGR	Banks	To indicate the title of the contact person for each bank account	None

For information about defining these code types, refer to the “Creating Code Values” chapter of this guide.

Creating bank controls

Overview

Infinium PL bank controls can include many bank accounts. For each bank, you must specify at least one bank account.

If your bank branches are assigned unique bank identification numbers and S.W.I.F.T. (Society for Worldwide Interbank Financial Telecommunications) numbers, you can create controls for each branch treating each branch as a separate individual bank. This allows you to keep address information on the system for each of a bank's branches.

Infinium PL bank controls

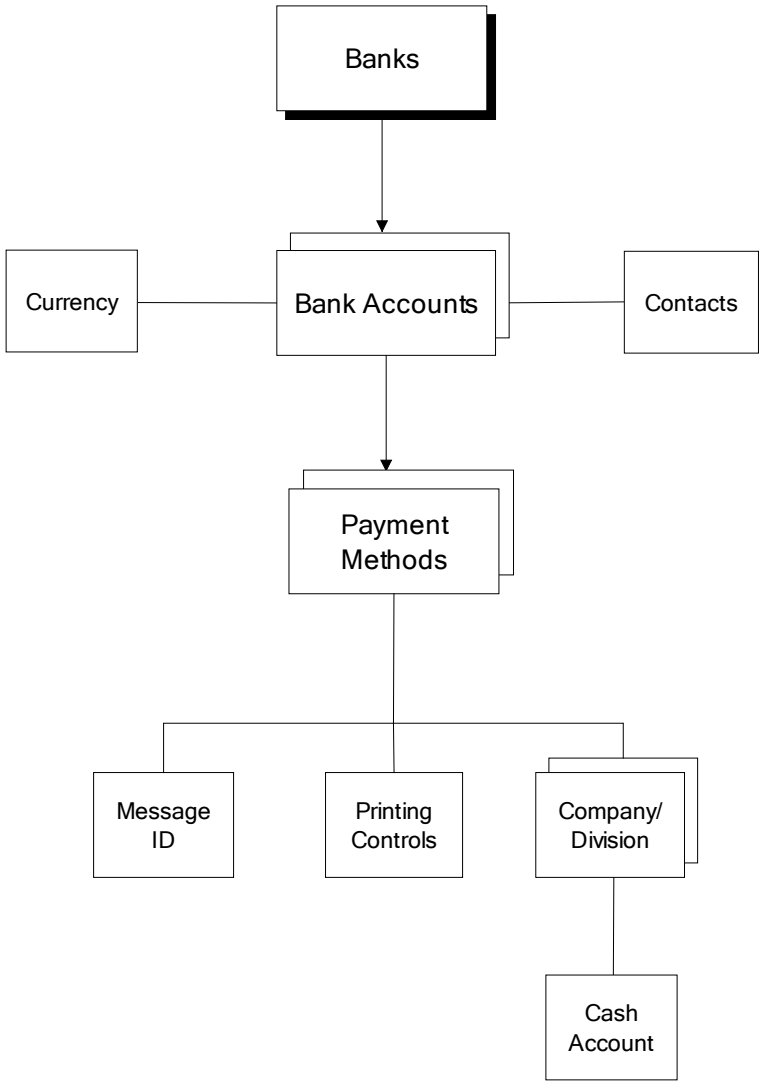


Figure 4-1: Bank Controls diagram

Steps to create bank controls

To create bank controls, perform the following steps:

1. From the Infinium PL main menu select *Controls*.
2. Select *Work with banks* [WWB]. The system displays a screen similar to Figure 4-2.

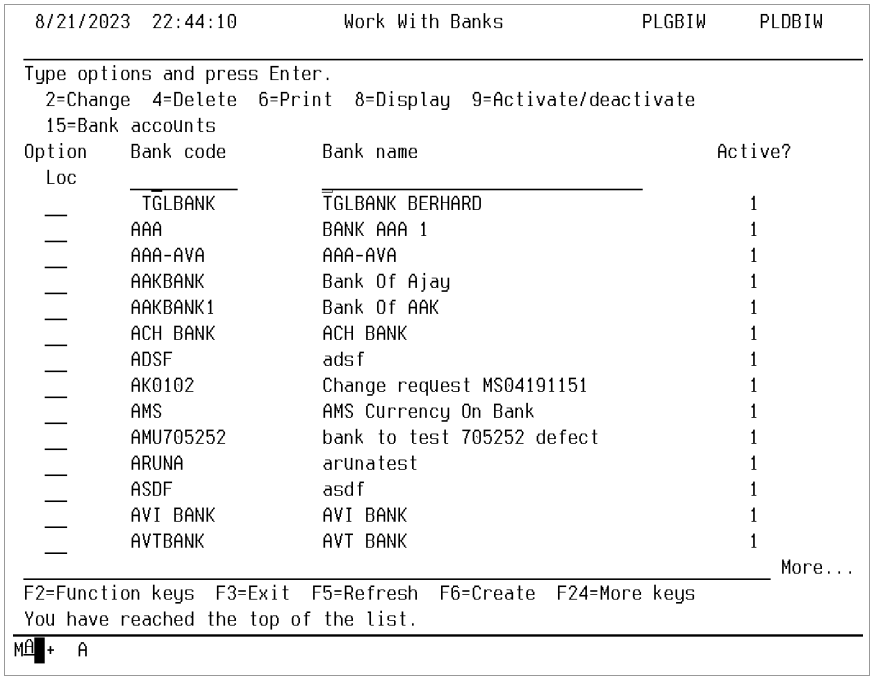


Figure 4-2: Work With Banks selection screen

3 This screen identifies all of the banks for which there are Infinium PL controls. You can do either of the following:

- Select a bank. Select an action to change, delete, print, or display information about a bank, activate or deactivate the bank's controls, or work with the bank accounts. The system displays the appropriate screen for the action that you select.

  You can use the *Loc* fields to search for a bank, either by bank code or by bank name. Enter a complete or partial bank code or bank name and press Enter to display the selection at the top of the list.

  You cannot delete a bank's controls if the controls include bank accounts or are used in a payment cycle.

- Press F6 to create controls for a new bank.

4 Press F6. The system displays a screen similar to Figure 4-3.

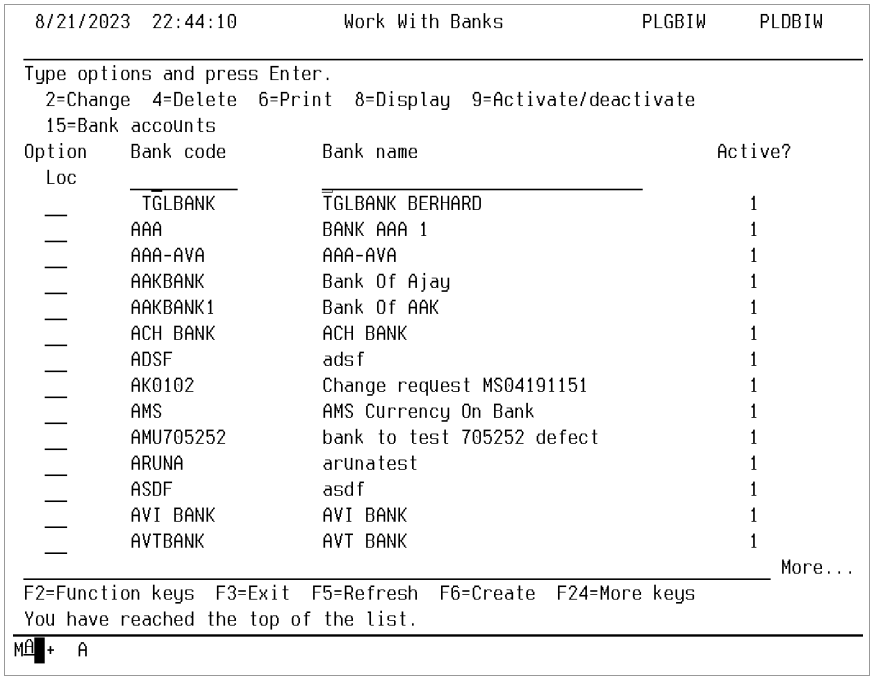


Figure 4-3: Work With Banks general information screen

5 Specify the code, name, description, and address for the bank. Then use the following information to complete the additional fields on this screen:

Default language code

The system uses the language code you type in this field to determine the language in which to print the written amounts on the payment instrument.

Bank identification type, Bank identification number

The combination of bank identification type and bank identification number must be unique across all banks. The bank identification type must be a valid code value that you created with code type **BID** in the option *Work with codes.*

Use the *Bank identification number* field to provide your bank's D.F.I. number, which is required for processing A.C.H. payments. If you do not specify your bank's transit number in this field or if you have a blank or invalid transit number on the A.C.H. tape, the tape is rejected.

The 9 digit transit number appears on the report that the system generates when you run the *Extract ACH data* menu option.

S.W.I.F.T. identifier

The S.W.I.F.T. number is required and must be unique for all banks.

Print?

The system uses the *Print?* column values to determine the address information to print on the payment instrument for certain payment methods.

If you type **1** in any of the fields in this column, the system includes that part of the address in the print routine.

If you type **0** in any of the fields in this column, the system does not include that part of the address in the print routine.

If you type **2** in any of the *Print?* column fields, the system prints the description of the code value rather than the code value itself. For example, if the code value is **MA** and the description is Massachusetts, the system prints Massachusetts.

You can press Help for more information on the *Print?* column.

6 Press Enter. The system saves the information that you type on this screen and returns to the Work With Banks selection screen as shown in Figure 4-2.

Creating bank account controls

Overview

The controls for each bank must include at least one bank account.

- Each bank account has its own contacts and is associated with one or more payment methods.
- Multiple companies can access a single bank account within a bank.

Steps to create bank account controls

Perform the following steps to create bank account controls:

1. From the Infinium PL main menu select *Controls*.
2. Select *Work with banks* [WWB]. The system displays a screen similar to the Work With Banks selection screen as shown in Figure 4-2.
3. To access accounts for a bank, select an existing bank. Type **15** (Bank accounts) and press Enter. The system displays a screen similar to Figure 4-4.

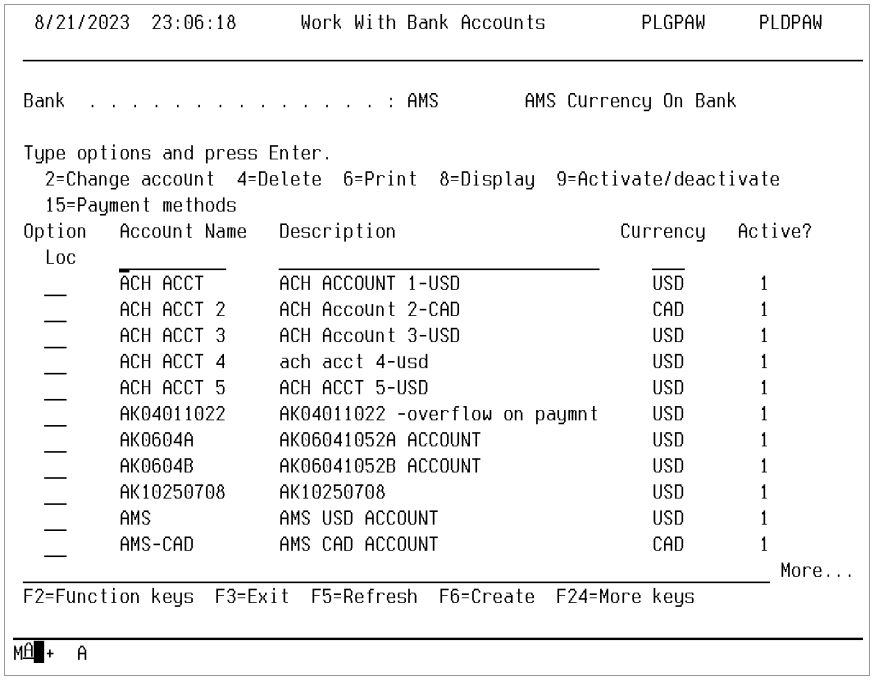


Figure 4-4: Work With Bank Accounts selection screen

4 Use the following information to work with this selection screen:

You must specify at least one account for a bank.

This screen displays all of the bank accounts that are currently associated with this bank in Infinium PL. You can do either of the following:

- Press F6 to add a new bank account.
- Select an account. Select an action to change, delete, print, or display information about the account, to activate or deactivate the account's controls, or to work with the account's payment methods. The system displays the appropriate screen for the action that you select.

  You can use the *Loc* fields to search for a bank account, either by bank account name or by bank account description. Enter a complete or partial bank account name or bank account description and press Enter to display the selection at the top of the list.

5 Select a bank account. Type **2** (Change) and press Enter. The system displays a screen similar to Figure 4-5.

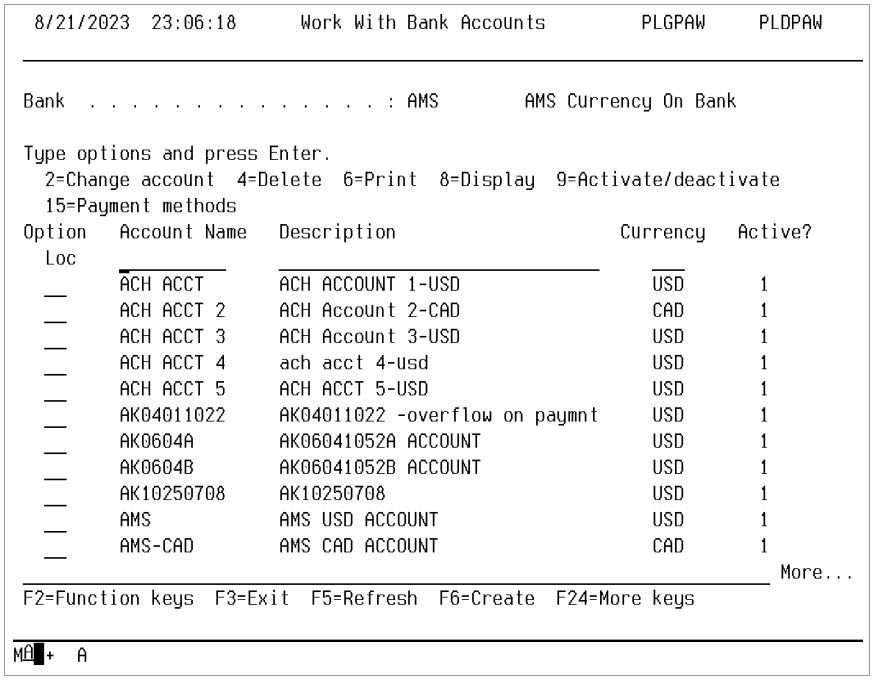


Figure 4-5: Bank Accounts Maintenance screen

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

Account name

The account name must be unique across all banks. The system uses the account name in payment processing to identify a specific bank account.

IBAN

Specify the international bank account number (IBAN) for the company bank.

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.

Branch country code

Specify the country where this bank branch is located.

You use the **CTY** code type within the *Work with codes* function under *Controls* to set up country codes.

Bank account type

If you type a bank account type, it must be a code value that you created with the code type **ACT** in the option *Work with codes*.

Currency Information

You can restrict payments from this bank account to a single currency (*Restrict to currency* field) or multiple currencies (*restrict to currency group* field).

Any currency you type for this bank account must be a code value that is valid in Infinium CM (if you use Infinium CM) or a code value that is valid in Infinium PL.

If you are processing in multiple currencies, you must type a rate type in the *Payment to bank account rate type* field to handle currency exchanges when the payment currency of an invoice is different from the bank account currency.

You create currency groups and rate types in Infinium CM.

For more information on rate types in Infinium PL, refer to the *Infinium PL Guide to Processing*.

Date account closed

If you type a date closed for this account, the system automatically changes the active status of this account to **0** (not active). If the account status is **0**, you can no longer use this account in payment processing.

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

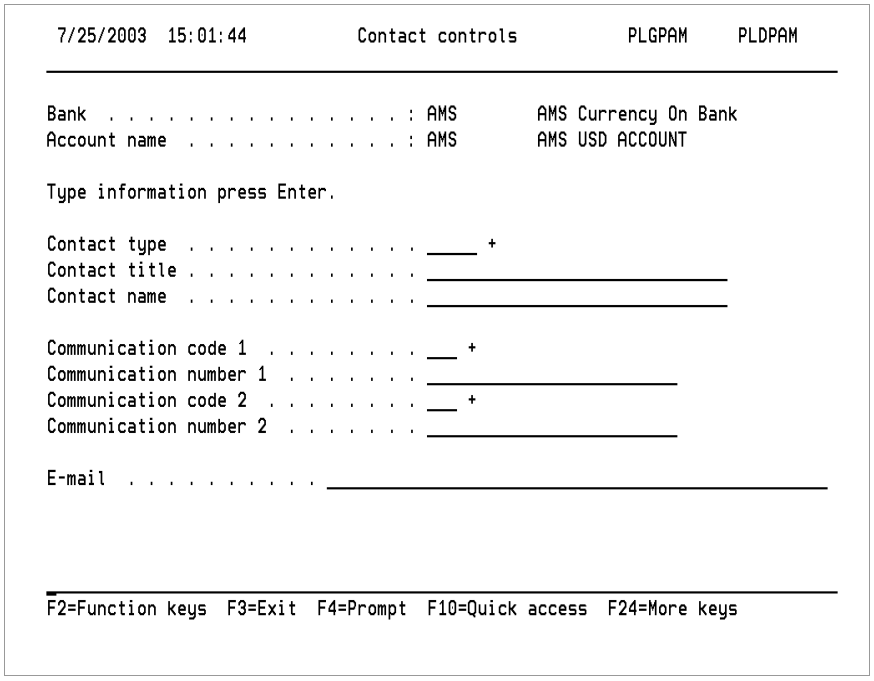


Figure 4-6: Contact controls screen

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

This screen contains information for the bank contact person for this account. All fields are optional.

If you type a contact type, you must also type a contact title and name. If you type a communication code, you must also type a communication number.

You create contact type code values (code type **CTC**) and communication code values (code type **CMM**) in the *Work with codes* option.

9 Press Enter. The system returns to the Work With Bank Accounts selection screen as shown in Figure 4-4.

10 When done working with banks and bank accounts, exit the function to return to the main menu.

Understanding payment methods

Overview

This topic discusses each of the following payment methods:

- Checks
- Girobank Transfer
- Cash
- Bill (Draft) Processing
  - Bills of Exchange
  - Letters of Credit
  - Letters of Credit - Electronic
- A.C.H. (Automated Clearing House)
- B.A.C.S. (Bankers Automated Clearing Society)
- Electronic Payment Order

Checks - Payment Method 01

When you use payment method 01, the Infinium PL company pays the vendor with checks, which the vendor can then deposit in a bank account.

Figure 4-7 shows the Checks - Payment Method 01 diagram.

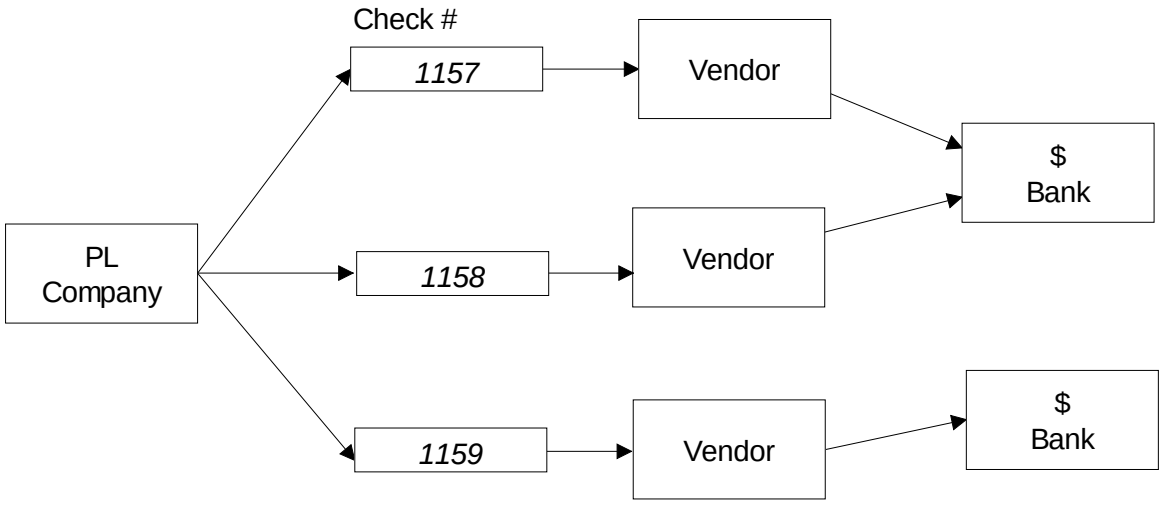


Figure 4-7: Checks - Payment Method 01 diagram

Girobank Transfer - Payment Method 02

If your bank and a vendor's bank belong to a Girobank, (a common network of banks), Infinium PL allows you to print giros (instructions) that order your bank to transfer funds to the vendor's bank account.

When you use payment method 02, the Infinium PL company sends giros directly to the Infinium PL company's bank, which in turn transfers the funds as instructed to the vendor's bank account.

Figure 4-8 shows the Girobank Transfer - Payment Method 02 diagram.

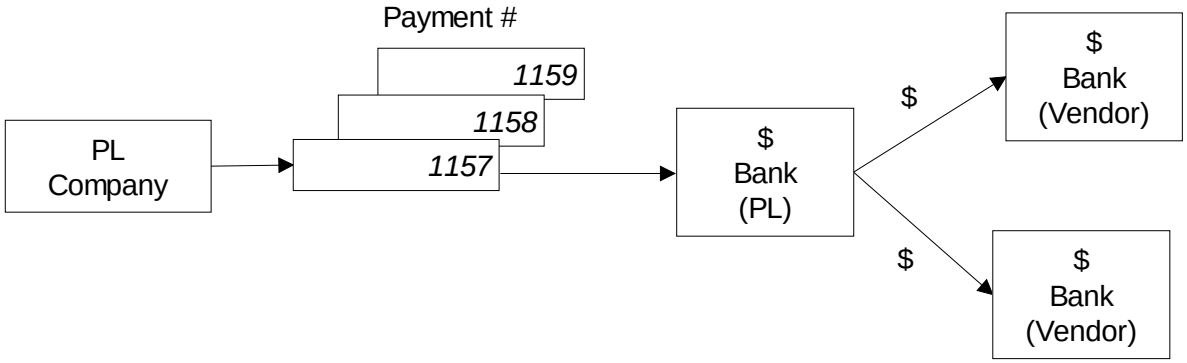


Figure 4-8: Girobank Transfer - Payment Method 02 diagram

Cash - Payment Method 03

This payment method is useful for petty cash reimbursements. When you use payment method 03, the Infinium PL company issues cash and a receipt to the vendor. The vendor signs and returns the receipt to the Infinium PL company.

Figure 4-9 shows the Cash - Payment Method 03 Diagram.

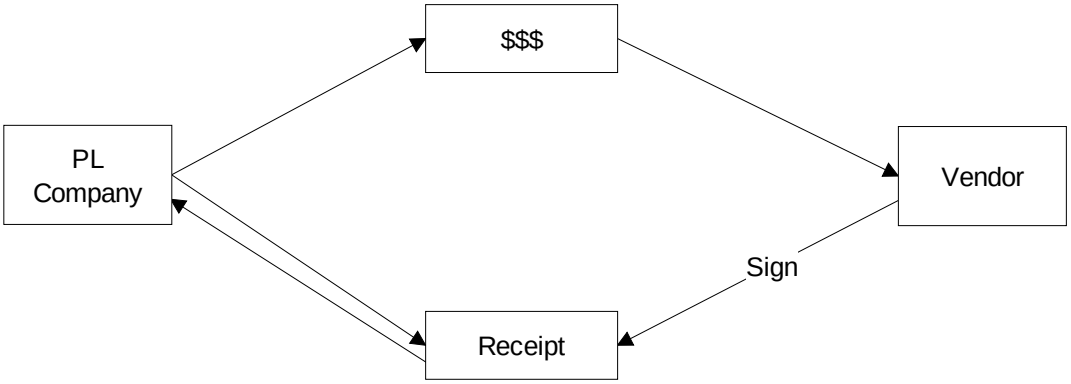


Figure 4-9: Cash - Payment Method 03 diagram

Bill (Draft) processing

Bill (draft) processing includes three types of payment methods. These payment methods are:

- Bills of Exchange
- Letters of Credit
- Letters of Credit - Electronic

For each of these payment methods, you reserve specific amounts in your bank account to guarantee payment to a vendor on a future due date by issuing a bill.

Bills of Exchange - Payment Method 04

If the Infinium PL company originates the bill, you use the Bills of Exchange payment method 04. The system produces a Bills of Exchange form to mail to the vendor.

When you create a bill of exchange, the system closes the invoice and replaces it with the bill.

Figure 4-10 shows the Bills of Exchange - Payment Method 04 diagram.

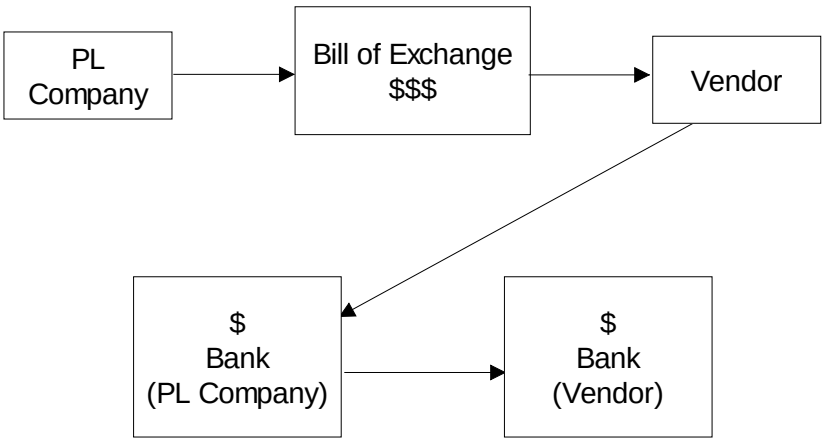


Figure 4-10: Bills of Exchange - Payment Method 04 diagram

Letters of Credit - Payment Method 05

If the vendor originates the bill, you use the Letters of Credit payment method 05. The letter of credit is a contract authorizing the transfer of funds from the Infinium PL company's bank account to the vendor's bank account.

When the Infinium PL company receives the letter of credit from the vendor, the company has the option of accepting or rejecting the letter of credit.

Figure 4-11 shows the Letters of Credit - Payment Method 05 diagram.

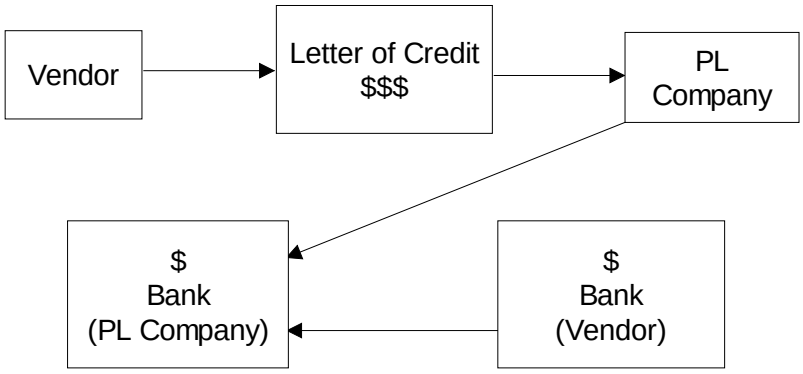


Figure 4-11: Letters of Credit - Payment Method 05 diagram

Letters of Credit - Electronic - Payment Method 08

When your bank and any of your vendors' banks have pre-authorized automatic fund transfers to settle payments, you use payment method 08 for Letters of Credit - Electronic.

When you use payment method 08, the vendor notifies the bank electronically to withdraw funds from the Infinium PL company's bank account and to deposit the funds into the vendor's bank account. The vendor sends remittance advice to the Infinium PL company when payment is made.

Figure 4-12 shows the Letters of Credit - Electronic - Payment Method 08 diagram.

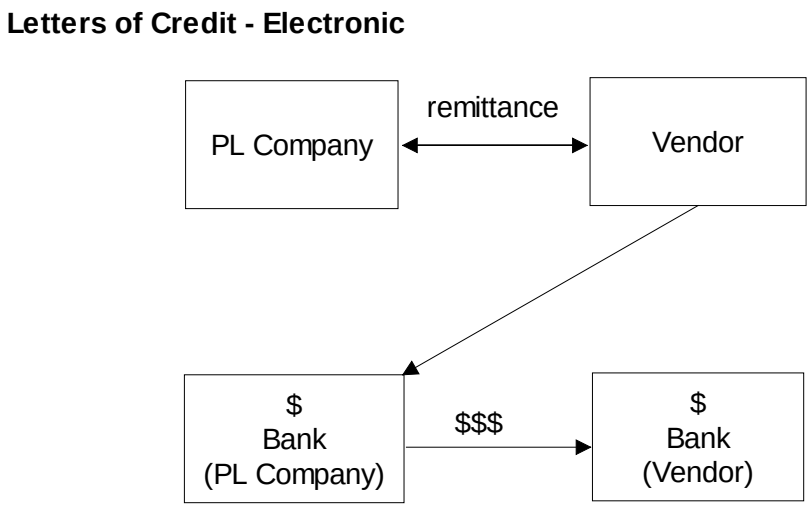


Figure 4-12: Letters of Credit - Electronic - Payment Method 08 diagram

A.C.H. - Payment Method 51

You use A.C.H. (Automated Clearing House) payment method 51 to provide the electronic transfer of funds to pay vendors using the National Automated Clearing House Association's (NACHA) standard format for electronic payments. Infinium PL supports these formats:

- CTX (Corporate Trade Exchange) is used to extract all USD vendor payments unless employers and employee numbers exist on the vendor in which case the PPD format will be used.
- PPD (Prearranged Payment and Deposit Entry) is used to extract all USD vendor payments for which an employer and employee number exists on the vendor such as the direct deposit of employee travel and entertainment (T&E) payments.
- IAT (International ACH Transaction) is used to extract all outbound payments where the payment currency does not equal the payment company's base currency.

The system creates the PLPACH file, which contains a record of each payment.

For more information on how to process A.C.H. payments, refer to the *Infinium PL Guide to Processing*.

Figure 4-13 shows the A.C.H. - Payment Method 51 diagram.

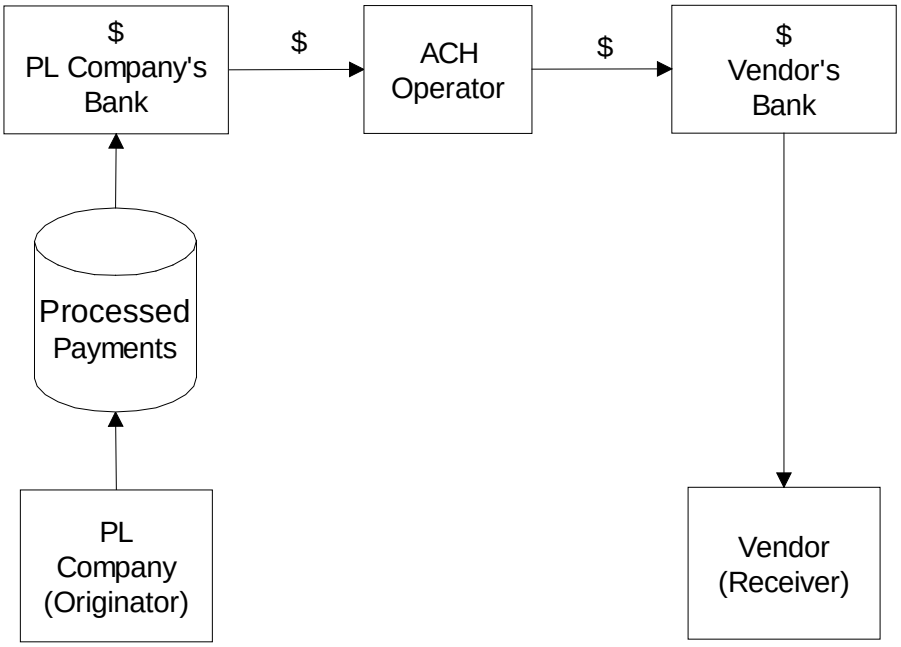


Figure 4-13: A.C.H. - Payment Method 51 diagram

B.A.C.S. - Payment Method 52

B.A.C.S. (Bankers Automated Clearing Society) payment method 52 is used in the United Kingdom to provide payment information for the electronic transfer of funds. The system creates the PLPEX file, which contains a record of each payment.

For more information on how to process B.A.C.S. payments, refer to the *Infinium PL Guide to Processing*.

Figure 4-14 shows the B.A.C.S. - Payment Method 52 diagram.

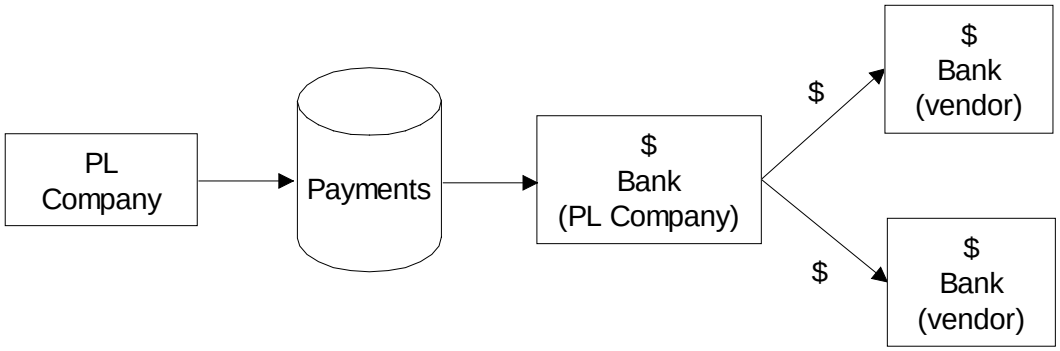


Figure 4-14: B.A.C.S. - Payment Method 52 diagram

Electronic payment order - Payment Method 56

Payment method 56 requires controls that are set up in Infinium EX. Infinium EX and translation software format data for standard EDI transmission.

For more information about electronic payments, you can refer to the *Infinium EX Guide to Setup and Processing*.

Figure 4-15 shows the Electronic Payment Order - Payment Method 56 diagram.

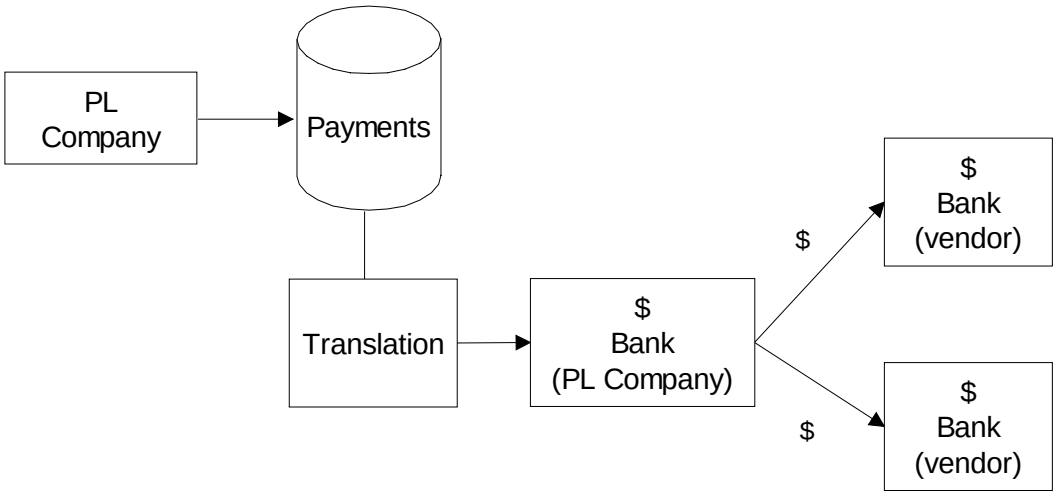


Figure 4-15: Electronic Payment Order - Payment Method 56 diagram

Selecting bank account payment methods

Overview

You must select at least one payment method for each bank account. The Infinium PL entity controls indicate which payment methods are valid for use with banks and vendors.

Steps to select a bank account's payment method

To select a payment method, perform the following steps:

1. From the Infinium PL main menu select *Controls*.
2. Select *Work with banks* [WWB]. The system displays a screen similar to the Work With Banks selection screen as shown in Figure 4-2.
3. Select a bank. Type **15** (Bank accounts) and press Enter. The system displays the Work With Bank Accounts selection screen as shown in Figure 4-4.
4. Select a bank account. Type **15** (Payment methods) and press Enter. The system displays a screen similar to Figure 4-16.

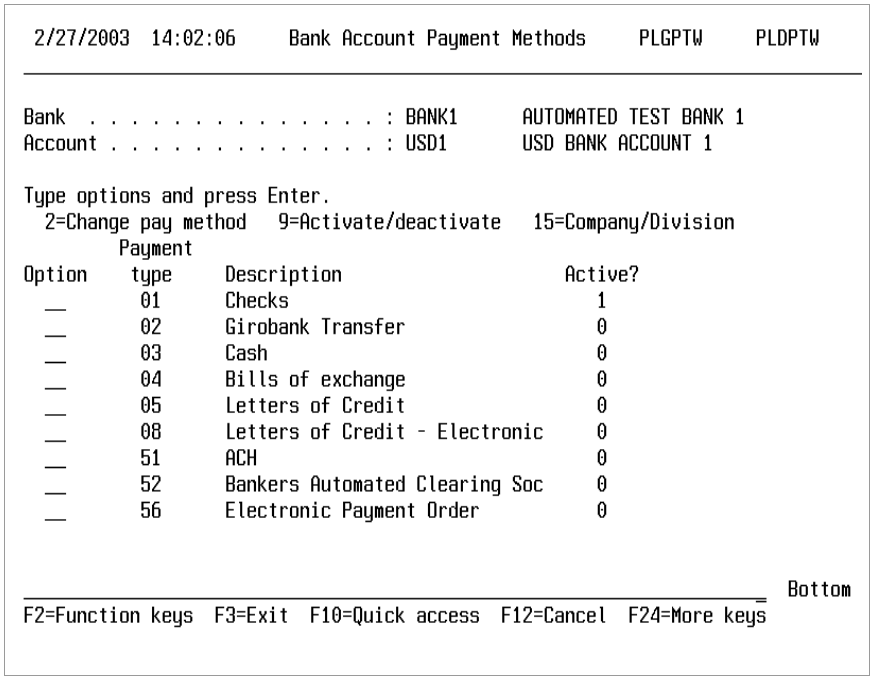


Figure 4-16: Bank Account Payment Methods selection screen

5 Use the following information to work with this selection screen:

This screen displays all of the payment methods that currently exist in the system. You may work with payment methods by selecting a payment method and doing one of the following:

- Type **2** (Change) and press Enter. This option automatically makes that payment method active. Refer to the following topics later in this chapter:
  - “Defining payment methods - checks”
  - “Defining payment methods - girobank transfer”
  - “Defining payment methods - electronic payment order, A.C.H., and B.A.C.H.S”
- Type **9** (Activate/deactivate) and press Enter. This option allows you to activate or deactivate a payment method. The system displays **1** in the *Active?* column if the method is active.
- Type **15** (Company/division) and press Enter. This option allows you to change a company, division, and cash account for the payment method.

  Refer to the “Attaching companies and divisions to payment methods” topic later in this chapter.

Defining payment methods - checks

Overview

When you select payment method 01, the Infinium PL company pays the vendor with checks.

Steps to define payment method 01 - checks

To define payment method 01, perform the following steps:

1. From the Infinium PL main menu select *Controls*.
2. Select *Work with banks* [WWB]. The system displays a screen similar to the Work With Banks selection screen as shown in Figure 4-2.
3. Select an existing bank. Type **15** (Bank accounts) and press Enter. The system displays the Work With Bank Accounts selection screen as shown in Figure 4-4.
4. Select an existing bank account. Type **15** (Payment methods) and press Enter. The system displays a screen similar to Figure 4-16.
5. Select payment method Checks (**01**). Type **2** (Change) and press Enter. The system displays a screen similar to Figure 4-17.

   If you are selecting this payment method for the first time, the system displays a screen requiring company, division, and cash account number information.

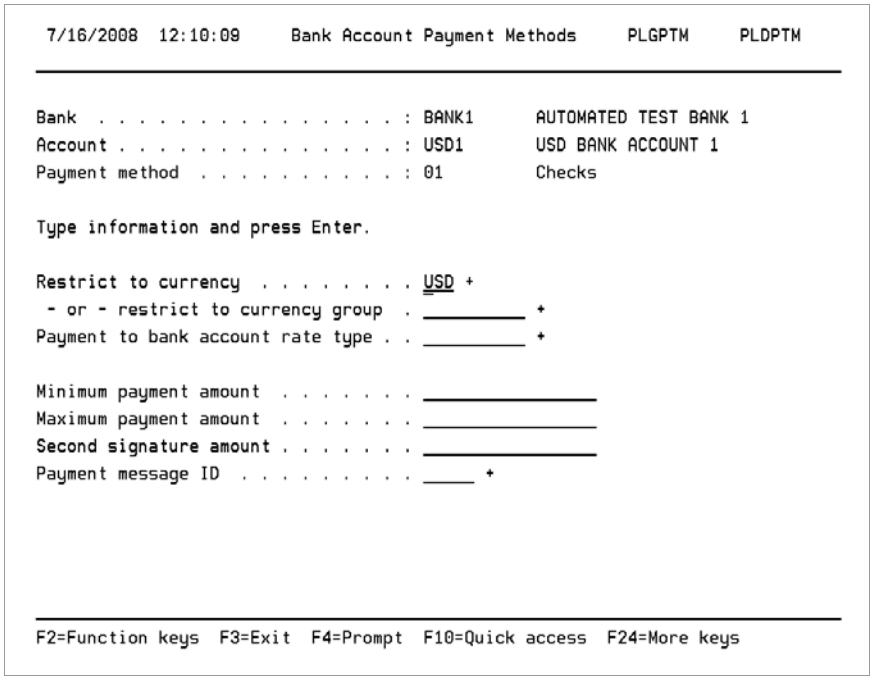


Figure 4-17: Bank Account Payment Methods checks screen 1

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

Restrict to currency
- or - restrict to currency group

For each payment method that you use for this bank account, you can override the currency information that you typed at the bank account level. If you typed a value at the bank account level, you cannot change the *Restrict to currency* value on this screen for the payment method.

Minimum payment amount, Maximum payment amount

These fields are for future use.

Second signature amount

Payment amounts over the *Second signature amount* sort to the top of the payment run.

Payment message ID

You can type a valid payment message identifier so that the system prints that message on the last line on the last remittance form for each payment. You create messages in the *Work with messages* option.

The system checks the language on the payee's remit to address to determine the language in which to print the message.

7 Press Enter. The system displays a screen similar to Figure 4-18.

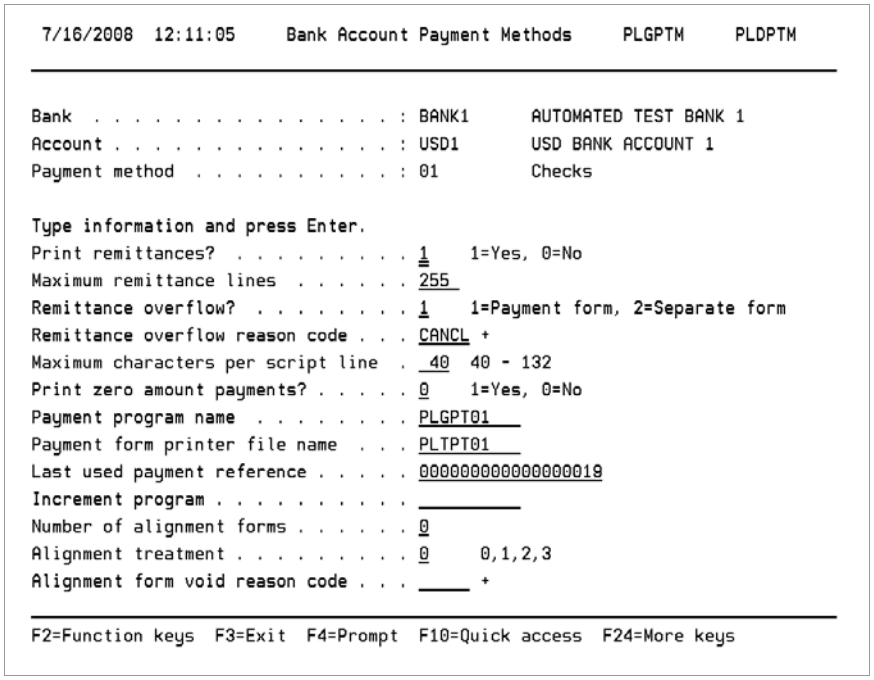


Figure 4-18: Bank Account Payment Methods checks screen 2

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

This screen contains controls for the actual printing of payments. The system requires the following fields if the payment method is checks (01):

- *Print remittances?*
- *Maximum remittance lines*
- *Remittance overflow?*
- *Remittance overflow reason code*
- *Maximum characters per script line*
- *Print zero amount payments?*
- *Payment program name* (press Help)
- *Payment form printer file name* (press Help)
- *Number of alignment forms*
- *Alignment treatment*
- *Alignment form void reason code*

Remittance overflow?

Use to indicate how you want the system to handle the situation when a check is paying more invoices than can be printed on a single remittance form.

- If you select **Payment form**, the system prints the check and remittance form, voids the next check, and uses that voided check's remittance form to print the overflow.
- If you select **Separate form**, the system saves the overflow remittance information in a separate spooled file to be printed on a separate form without voiding any checks.

Remittance overflow reason code

If you specify **Payment form** in the *Remittance overflow?* field, you must type a reason code in this field. The reason code describes the reason for voiding a check when there is a remittance overflow.

You create reason code values with the code type **RSN** in the option *Work with codes*.

During payment processing, the system prints the reason code value next to the voided form in the Payment Register.

Maximum characters per script line

Type the maximum number of characters per line that you want the system to use when it prints the invoice information on the remittance.

If there are more characters to print than the maximum you allow, the system truncates the text. To print the remaining text on a second line, you must modify the payment print program.

Print zero amount payments?

If you elect to print zero amount payments, the system prints zero net payments as voided. If you choose not to print zero amount payments, the system leaves the net invoices in the system until a positive balance exists for the vendor and a payment is issued.

Payment program name

Type the name of your payment program. Infinium provides you with a payment print program (PLGPT01) that you can modify to print on your checks.

Press Help to see the payment programs for all payment methods.

Payment form printer file name

The payment program PLGPT01 uses the printer file PLTPT01. The system uses this printer file to print the checks and to notify the operator to insert the proper payment forms into the printer.

You must set up the printer file for this form. You set up the printer file on the next screen.

Press Help to see the printer files for all payment methods.

Last used payment reference

Type the number of the last payment issued from the last payment run for this bank account. Once established, the system automatically updates this field after each payment run for this bank account. You can type **0** in this field.

If you type an alphanumeric payment reference, you must also type a program name in the *Increment program* field. Your technical staff must create a custom increment program to handle incrementing alphanumeric payment references.

Increment program

Type a program name in this field only if you typed an alphanumeric value in the *Last used payment reference* field or if you do not want the system to increment payments by one.

Your technical staff must create a custom program to handle the above increment situations.

Number of alignment forms

This field identifies the total number of checks the system needs in order to align the checks correctly in your printer.

Alignment treatment

This field determines if and how the system voids alignment forms based on the value in the *Number of alignment forms* field.

0 Do not void alignment forms

1 Void last alignment form only

2 Void all but first alignment form

3 Void all alignment forms

The table below summarizes the possible combinations of values between the *Number of alignment forms* and *Alignment treatment* fields.

# 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.

Alignment form void reason code

This field is required if you specified **1**, **2**, or **3** in the *Alignment treatment* field. Specify a reason code value that describes the reason for voiding alignment forms, such as ALGN.

9 Press Enter. The system displays a screen similar to Figure 4-19.

```
 1/06/2004  08:07:17     Bank Account Payment Methods     PLGPTM     PLDPTM
_____________________________________________________________________________

Bank  . . . . . . . . . . . . . . . : BANK1      AUTOMATED TEST BANK 1
Account . . . . . . . . . . . . . . : USD1       USD BANK ACCOUNT 1
Payment method  . . . . . . . . . . : 01         Checks

Note:

The screen that follows is the IBM-supplied Override Printer File (OVRPRTF)
command that controls the output of the printed payment forms created by
this payment method.  You can use this command to define how to manage
the output from this payment method.



Important Note:  If you specify a page length, please be sure to page forward
                 to the next screen and specify an overflow line number.


Press Enter to continue.

_____________________________________________________________________________
F10=Quick access  F18=Message line
```

Figure 4-19: Bank Account Payment Methods checks screen 3

The system provides this screen for informational purposes only. This screen notes that the following screen provides the commands that control the output of the printed payment forms created by the payment method you are using.

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

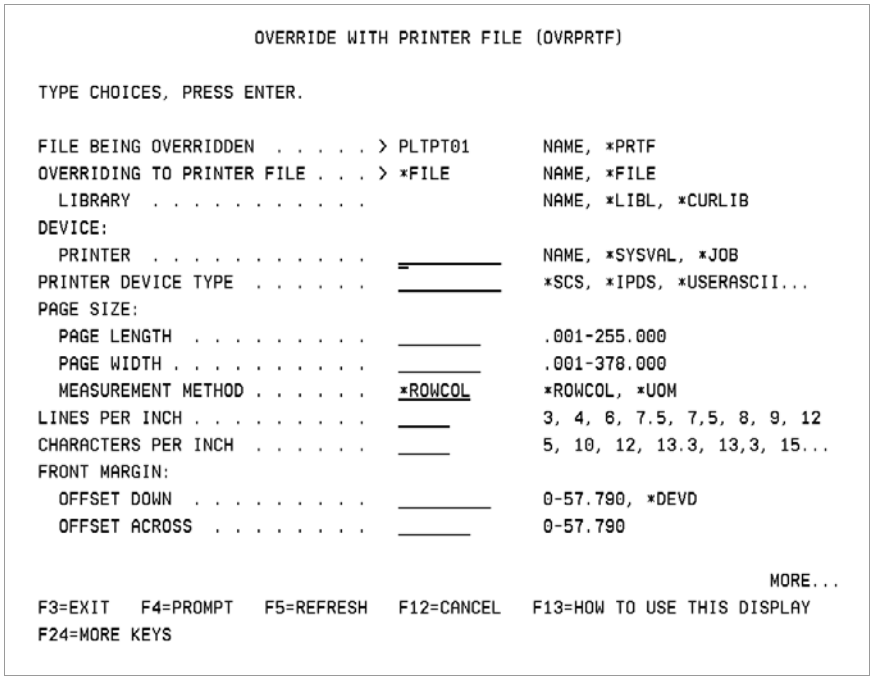


Figure 4-20: Bank Account Payment Methods checks screen 4

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

This screen allows you to create a printer file override for the payment form. You can scroll up to view more fields.

File being overridden

The system defaults the payment form printer file name into this field that you typed in the *Payment form printer file name* field on the Payment Methods Screen 2 of 4.

For more information about the remaining fields on this screen, you can refer to the *Infinium AM Guide to Application Manager*.

12 Press Enter. The system saves your values for the checks payment method and returns to the Bank Account Payment Methods selection screen as shown in Figure 4-16.

13 Exit the screen to return to the main menu.

Defining payment methods - girobank transfer

Overview

If your bank and a vendor's bank belong to a common network of banks known as Girobanks, Infinium PL allows you to print instructions for your bank to transfer funds to a vendor's account when you select payment method 02. You can select girobank transfers in a standard payment cycle for processing.

Steps to define payment method 02 - girobank transfer

To define payment method 02, perform the following steps:

1. From the Infinium PL main menu select *Controls*.
2. Select *Work with banks* [WWB]. The system displays a screen similar to the Work With Banks selection screen as shown in Figure 4-2.
3. Select an existing bank. Type **15** (Bank accounts) and press Enter. The system displays the Work With Bank Accounts selection screen as shown in Figure 4-4.
4. Select an existing bank account. Type **15** (Payment methods) and press Enter. The system displays a screen similar to Figure 4-16.
5. Select payment method Girobank Transfer (**02**). Type **2** (Change) and press Enter. The system displays a screen similar to Figure 4-21.

   If you are selecting this payment method for the first time, the system displays a screen requiring company, division, and cash account number information.

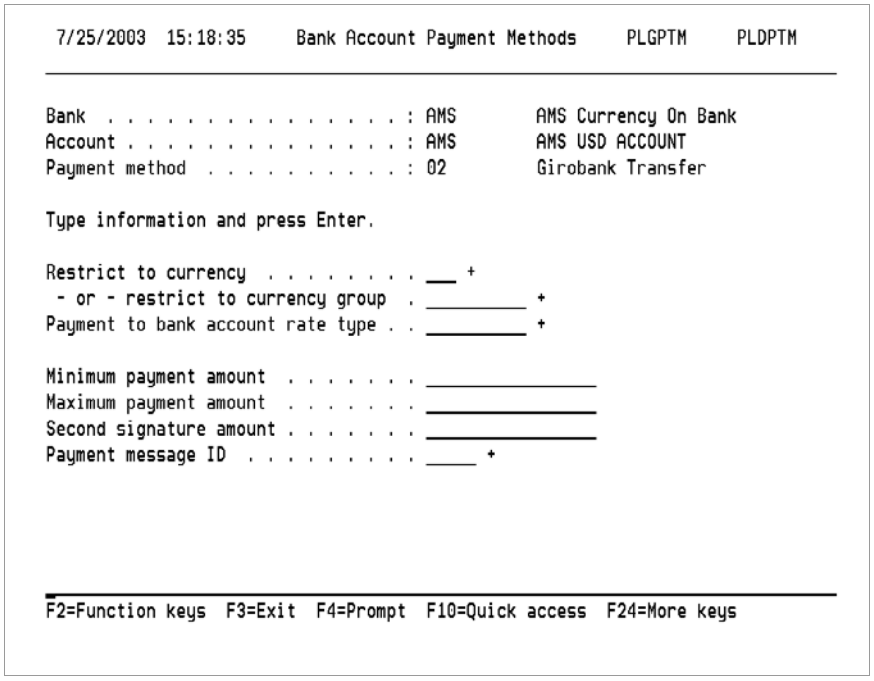


Figure 4-21: Bank Account Payment Methods girobank transfer screen 1

6 Type any currency amount and message information on this screen that is pertinent to girobank transfers.

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

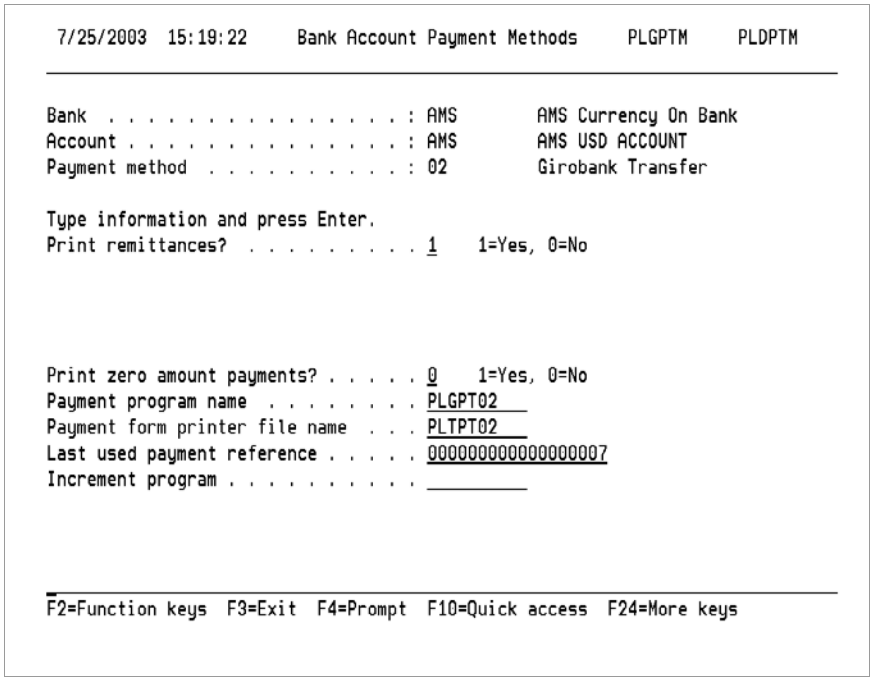


Figure 4-22: Bank Account Payment Methods girobank transfer screen 2

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

You can type any remittance and payment information that is unique to girobank transfers. The system requires the following fields for this payment method:

- *Print remittances?*
- *Print zero amount payments?*
- *Payment program name* (press Help)
- *Payment form printer file name* (press Help)
- *Number of alignment forms*
- *Alignment treatment*
- *Alignment form reason code*

For more information on these field values, refer to the “Defining payment methods - checks” topic in this chapter.

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

```
 1/06/2004  08:11:32     Bank Account Payment Methods     PLGPTM     PLDPTM
 ------------------------------------------------------------------------

 Bank  . . . . . . . . . . . . . . . : AMS        AMS Currency On Bank
 Account . . . . . . . . . . . . . . : AMS        AMS USD ACCOUNT
 Payment method  . . . . . . . . . . : 02         Girobank Transfer

 Note:

 The screen that follows is the IBM-supplied Override Printer File (OVRPRTF)
 command that controls the output of the printed payment forms created by
 this payment method.  You can use this command to define how to manage
 the output from this payment method.



 Important Note:  If you specify a page length, please be sure to page forward
                  to the next screen and specify an overflow line number.


 Press Enter to continue.

 ------------------------------------------------------------------------
 F10=Quick access  F18=Message line
```

Figure 4-23: Bank Account Payment Methods girobank transfer screen 3

The system provides this screen for informational purposes only. This screen notes that the following screen provides the commands that control the output of the printed payment forms created by the payment method you are using.

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

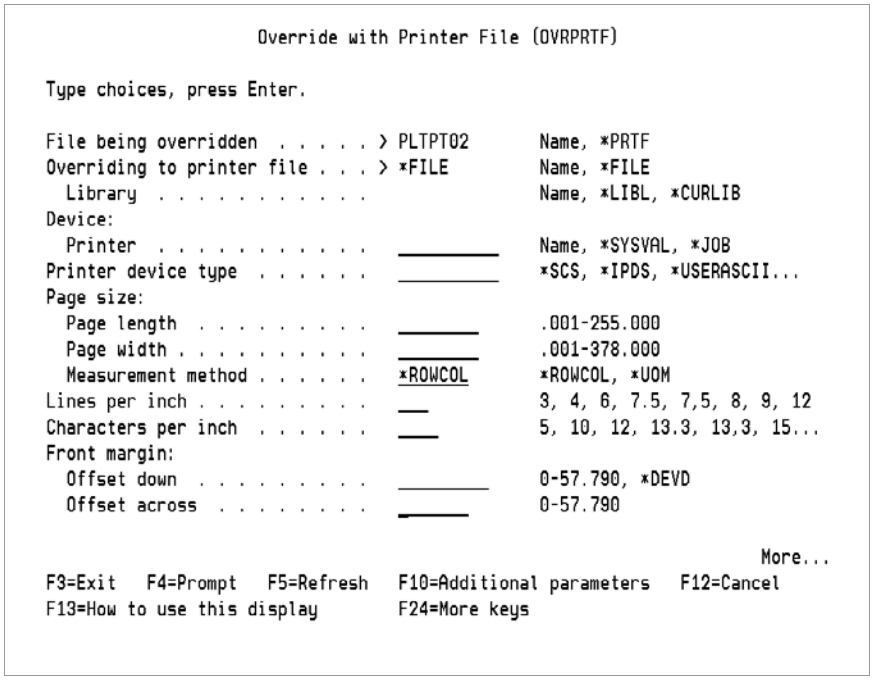


Figure 4-24: Bank Account Payment Methods girobank transfer screen 4

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

This screen allows you to create a printer file override for the girobank transfer form. You can scroll up to view more fields.

For more information about the remaining fields on this screen, refer to the *Infinium AM Guide to Application Manager*.

12 Press Enter. The system saves your values for the girobank transfer payment method and returns to the Bank Account Payment Methods selection screen as shown in Figure 4-16.

13 Exit the screen to return to the main menu.

Defining payment methods - electronic payment order, A.C.H., and B.A.C.S.

Overview

Electronic payment orders, A.C.H., and B.A.C.S. are all ways of making electronic payments.

- You must have controls set up in Infinium EX when you select payment methods for electronic payment orders (56). Infinium EX and translation software format data into a standard EDI transmission.
- You do not need to set up Infinium EX controls for A.C.H. (51) and B.A.C.S. (52).

Steps to define A.C.H. (51)

To define payment method 51, complete the following steps:

1. From the Infinium PL main menu select *Controls*.
2. Select *Work with vendors* [WWV]. The system displays the Work With Vendors selection screen.
3. Select a vendor with **2** (Change) and press Enter. The system displays the Work With Vendors option screen.
4. Select the *Payment method controls* option with **2** (Change) and press Enter. The system displays the Work with Payment Controls selection screen.
5. Type **2** (Change) next to ACH (51) and press Enter. The system displays a screen similar to Figure 4-25.

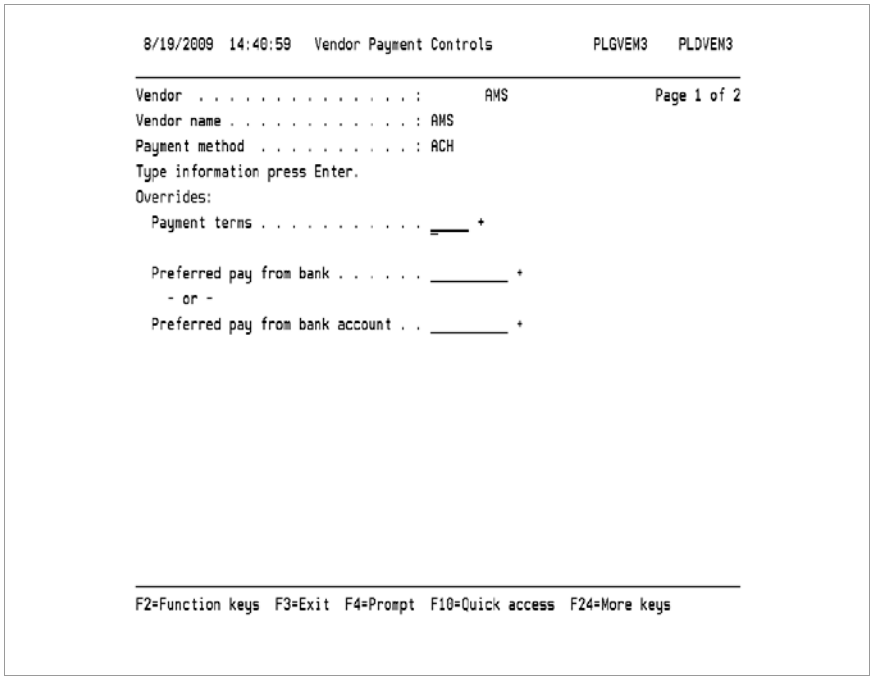


Figure 4-25: Vendor Payment Controls ACH payment controls screen 1

You use this screen to override the default payment terms and the preferred pay from bank and/or preferred pay from bank account set up for the vendor's base data controls.

6 Complete the information on the screen and press Enter. The system displays a screen similar to Figure 4-26.

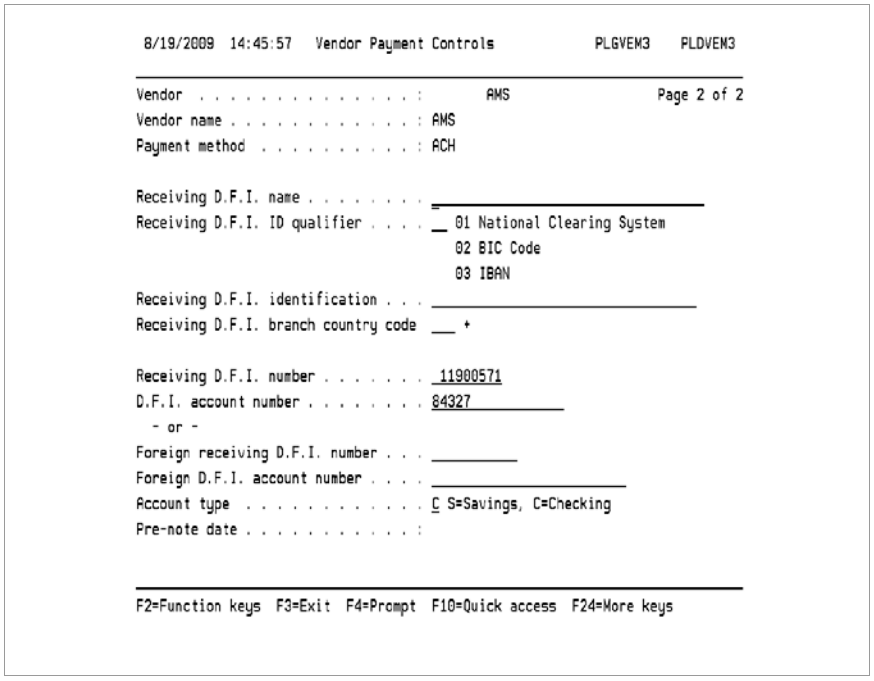


Figure 4-26: Vendor Payment Controls ACH payment controls screen 2

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

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 IAT-formatted files.

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.

Pre-note date

The date displayed is the date the vendor's bank information was sent to the bank for review via a pre-notification file.

8 Press Enter to return to the main menu.

Bank controls

To specify the originating company's transit number for the A.C.H. payment process, complete the following steps:

1 From the main menu select *Controls* and then select *Work with banks* [WWB].

2 Select a bank with **2** (Change) on the Work With Banks selection screen and press Enter.

3 Select *Payment method controls* with **2** (Change) and press Enter. The system displays a screen similar to Figure 4-27.

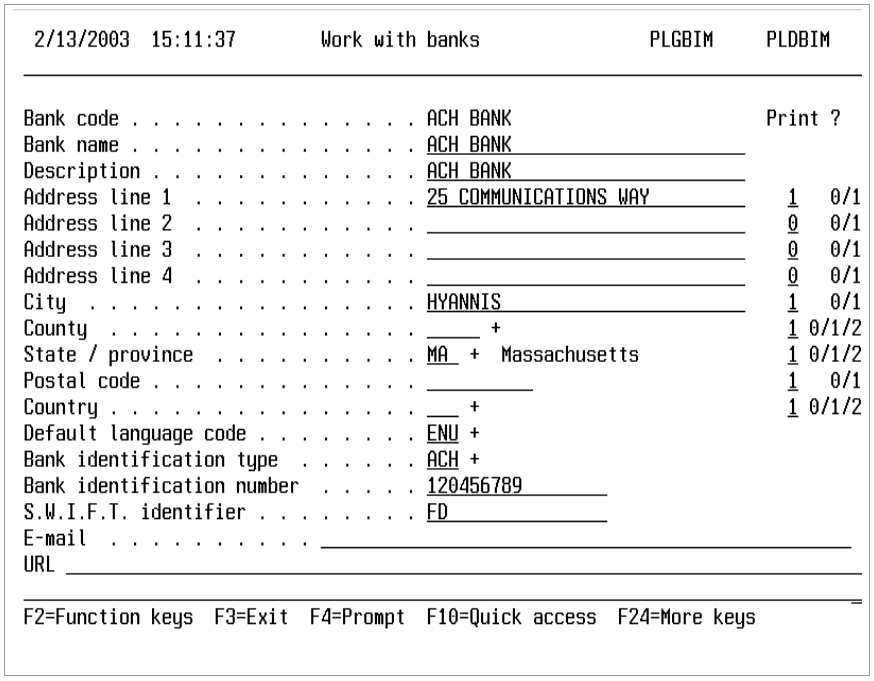


Figure 4-27: Work with banks screen

4 Use the *Bank identification number* field to provide your bank's D.F.I. number for A.C.H. processing. If you do not specify your bank's transit number in this field, the tape will be rejected. You cannot have a blank or invalid transit number.

5 Press Enter to return to the Work With Banks selection screen.

6 Select a bank with **15** (Bank Accounts) on the Work With Banks selection screen and press Enter.

7 Select a bank account with **2** (Payment Methods) and press Enter.

8 Select the 51-ACH payment method with **2** (Change pay method) and press Enter.

9 Press Enter again. The system displays a screen similar to Figure 4-28.

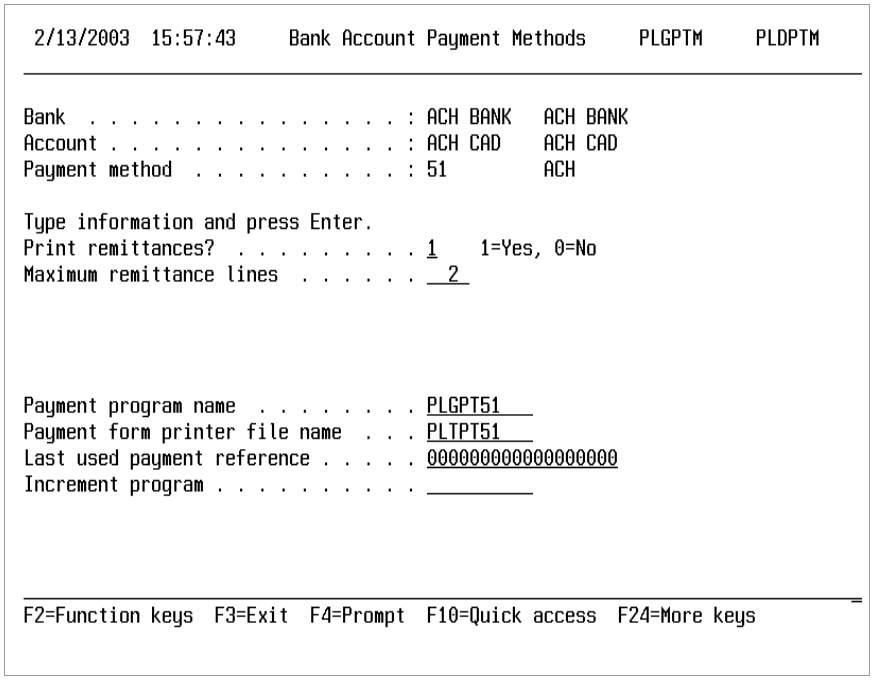


Figure 4-28: Bank Account Payment Methods screen

10 Complete the *Payment program name* and *Payment form printer file name* fields with the values in Figure 4-28.

11 Press Enter and return to the main menu.

Steps to define B.A.C.S. (52) and electronic payment order (56)

To define payment methods 52 and 56, perform the following steps.

1 From the Infinium PL main menu select *Controls*.

2 Select *Work with banks* [WWB]. The system displays a screen similar to the Work With Banks selection screen as shown in Figure 4-2.

3 Select an existing bank. Type **15** (Bank accounts) and press Enter. The system displays the Work With Bank Accounts selection screen as shown in Figure 4-4.

4 Select an existing bank account. Type **15** (Payment methods) and press Enter. The system displays a screen similar to Figure 4-16.

5 Select Bankers Automated Clearing Society (**52**) or Electronic Payment Order (**56**). Type **2** (Change) and press Enter. The system displays a screen similar to Figure 4-29.

6 Please note:

- The following steps illustrate the B.A.C.S. screens. The steps for defining the Electronic Payment Order method are similar.
- If you are selecting this payment method for the first time, the system displays a screen requiring company, division, and cash account number information.

```
7/16/2008  12:16:48     Bank Account Payment Methods     PLGPTM     PLDPTM
_____________________________________________________________________

Bank  . . . . . . . . . . . . . . . : BACS BANK  BACS BANK
Account . . . . . . . . . . . . . . : BACS ACCNT BACS BANK ACCOUNT
Payment method  . . . . . . . . . . : 52         Bankers Automated Clearing Soc

Type information and press Enter.

Restrict to currency  . . . . . . . . __ +
 - or - restrict to currency group  . _________ +
Payment to bank account rate type . . _________ +

Minimum payment amount  . . . . . . . _________________
Maximum payment amount  . . . . . . . _________________
Second signature amount . . . . . . . _________________
Payment message ID  . . . . . . . . . _____ +




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

Figure 4-29: Bank Account Payment Methods B.A.C.S. screen 1

7 Type any currency amounts and message information on this screen that is pertinent to this payment method.

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

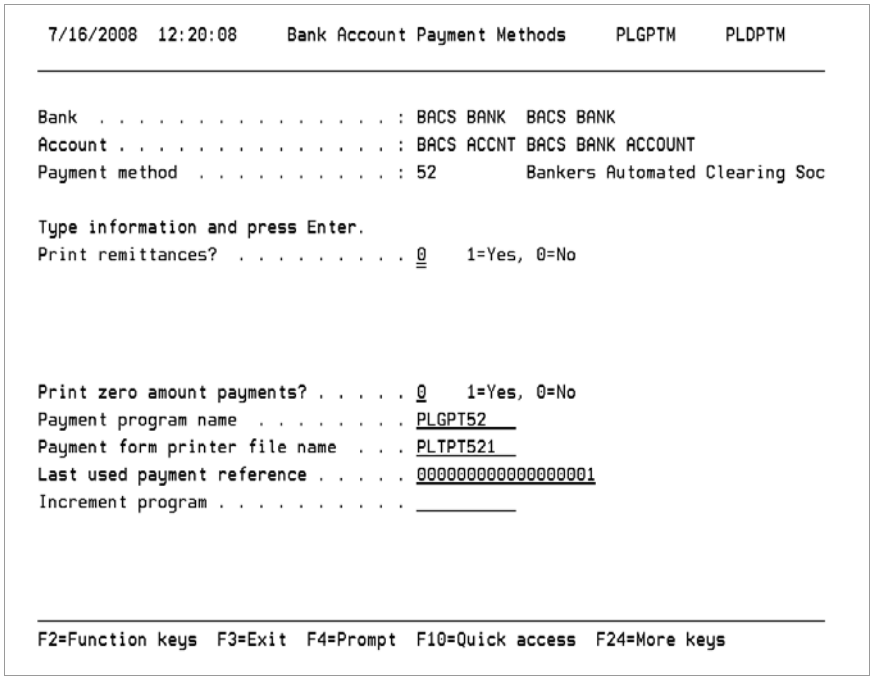


Figure 4-30: Bank Account Payment Methods B.A.C.S. screen 2

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

The system requires the following fields:

- *Print remittances?*
- *Payment program name* (press Help)
- *Payment form printer file name* (press Help)

Although the system does not use the printer file, you must type the printer file name on this screen.

10 Press Enter. The system displays a screen similar to Figure 4-31.

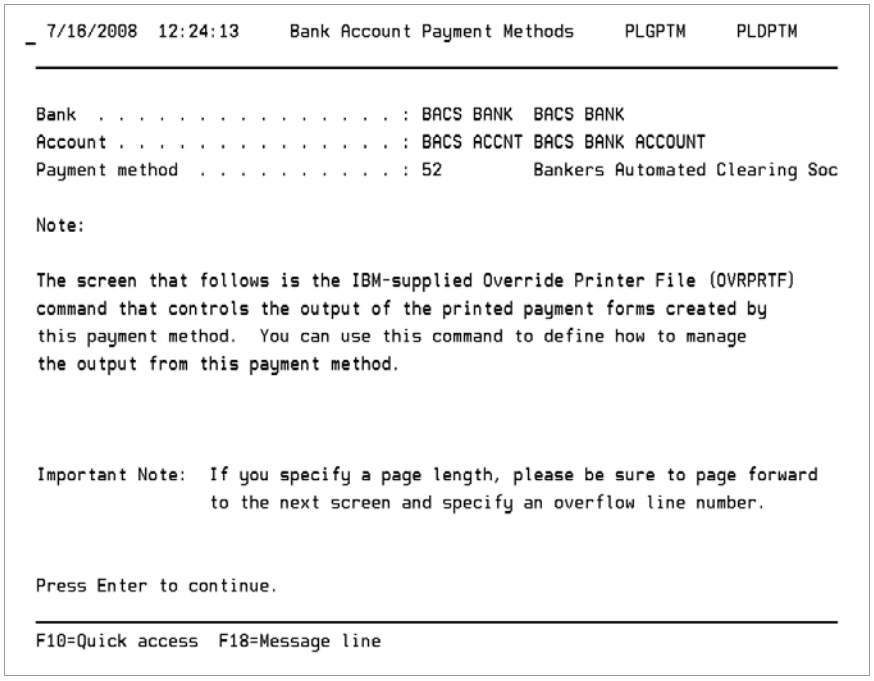


Figure 4-31: Bank Account Payment Methods B.A.C.S. screen 3

The system provides this screen for informational purposes only. This screen notes that the following screen provides the commands that control the output of the printed payment forms created by the payment method you are using.

11 Press Enter. The system displays a screen similar to Figure 4-32.

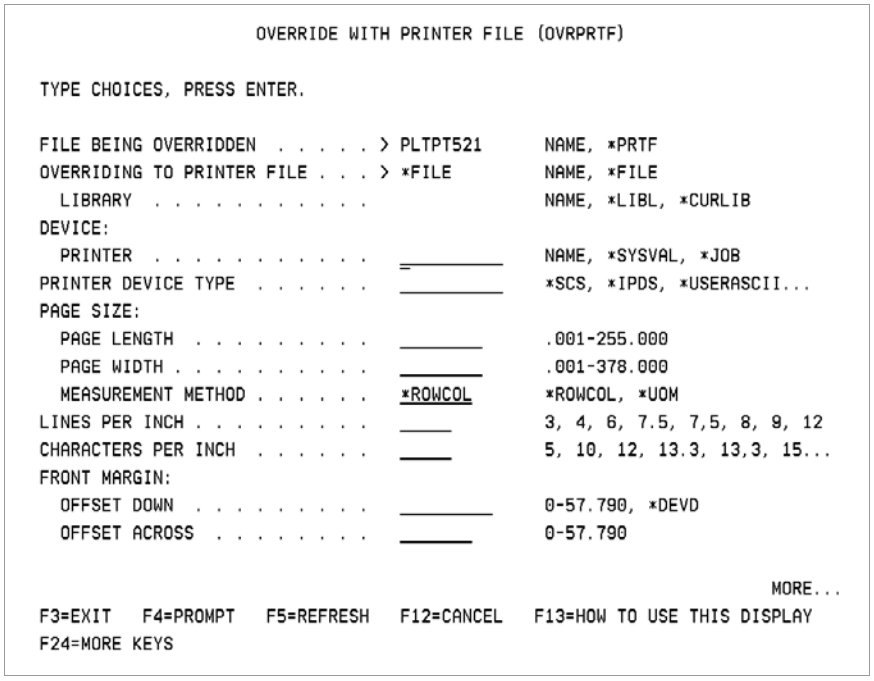


Figure 4-32: Bank Account Payment Methods B.A.C.S. screen 4

12 The system does not use the printer file for B.A.C.S. and electronic payment orders. Press Enter to bypass this screen.

13 The system saves your values for the B.A.C.S. payment method and returns to the Bank Account Payment Methods selection screen as shown in Figure 4-16.

14 Exit the screen to return to the main menu.

Attaching companies and divisions to payment methods

Overview

Each payment that Infinium PL makes is from a specific company/division. To make payments from a bank account using a particular method, the following conditions must be met:

- The payment method must be active for that bank account.
- You must attach the paying company/division to that payment method for that bank account.

When you select a payment method with **15**, Infinium PL allows you to work with the company/divisions that are attached to that payment method for a bank account.

Steps to attach companies and divisions to payment methods

To attach companies and divisions to payment methods, perform the following steps:

1. From the Infinium PL main menu select *Controls*.
2. Select *Work with banks* [WWB]. The system displays a screen similar to the Work With Banks selection screen as shown in Figure 4-2.
3. Select an existing bank. Type **15** (Bank accounts) and press Enter. The system displays the Work With Bank Accounts selection screen as shown in Figure 4-4.
4. Select an existing bank account. Type **15** (Payment methods) and press Enter. The system displays a screen similar to Figure 4-16.
5. Select a payment method with **15** (Company/Division). Type **15** (Company/Division) and press Enter. The system displays a screen similar to Figure 4-33.

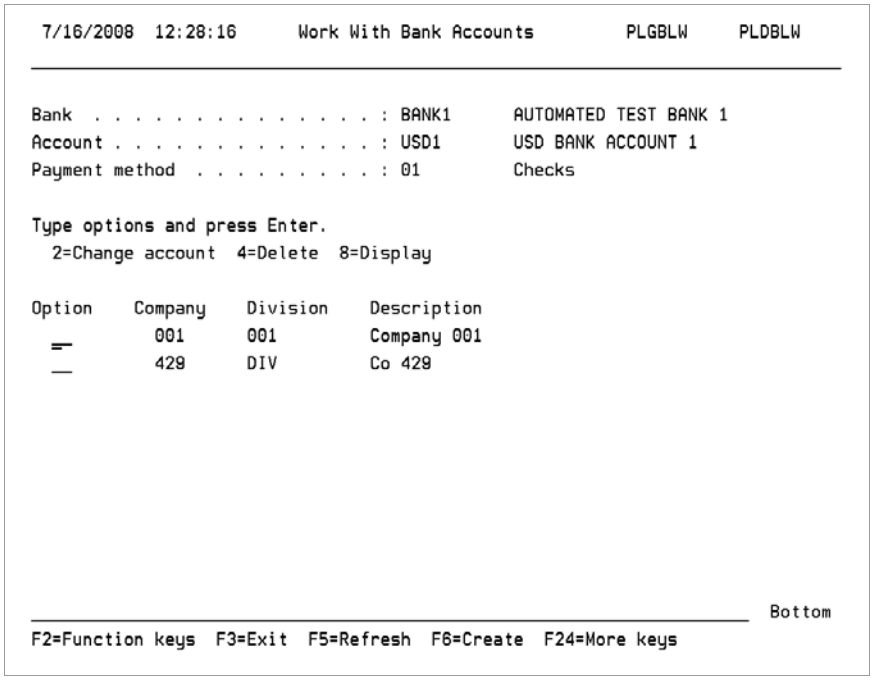


Figure 4-33: Work With Bank Accounts company/division selection screen

6 Use the information below to work with this selection screen:

This screen displays all of the companies and divisions that are attached to this payment method and bank account. At this screen, you can do one of the following:

- Select an existing company and division. Select an action to change account, delete, or display the company and division. The system displays the appropriate screen for the option that you type.

  You cannot delete a company/division from this payment method if any payment cycle exists that uses that bank account, payment method, and company/division.

- Press F6 to attach a new company and division to this payment method.

7 Press F6. The system displays a screen similar to Figure 4-34.

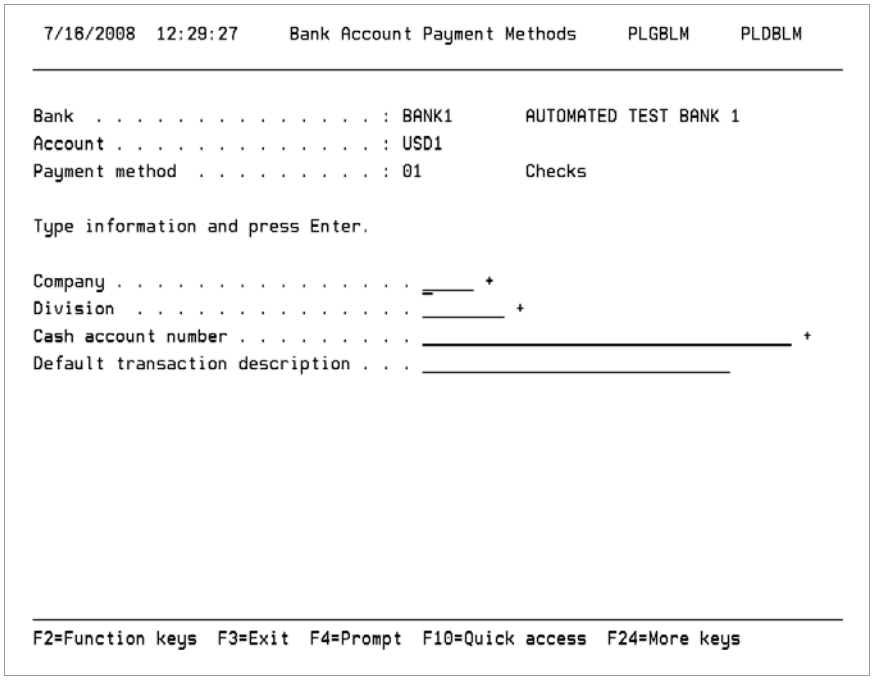


Figure 4-34: Bank Account Payment Methods company/division screen

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

Company, Division, Cash account number

When creating a new company/division relationship, you must identify a company, division, and cash account for this combination of bank account and payment method.

If you typed **2** (Change) for an existing company/division on the previous screen, you can change only the cash account and transaction description.

If you use Infinium GL, the currency for the cash account must be the same as the currency for this bank account.

The system uses the cash account when you use this bank account in payment processing to record payment transactions.

9 Press Enter. The system attaches the company and division to the payment method and returns to the Work With Bank Accounts - Company/Division selection screen as shown in Figure 4-33.

10 When done with attaching companies and divisions to payment methods, exit the function to return to the main menu.

Creating bank account groups

Overview

Bank account groups are lists of bank accounts. A bank account group can contain one or more bank accounts. You are not restricted to the number of bank account groups in which a bank account can be included.

You use bank account groups to:

- Secure users to the bank accounts within a bank account group for all payment processing functions.

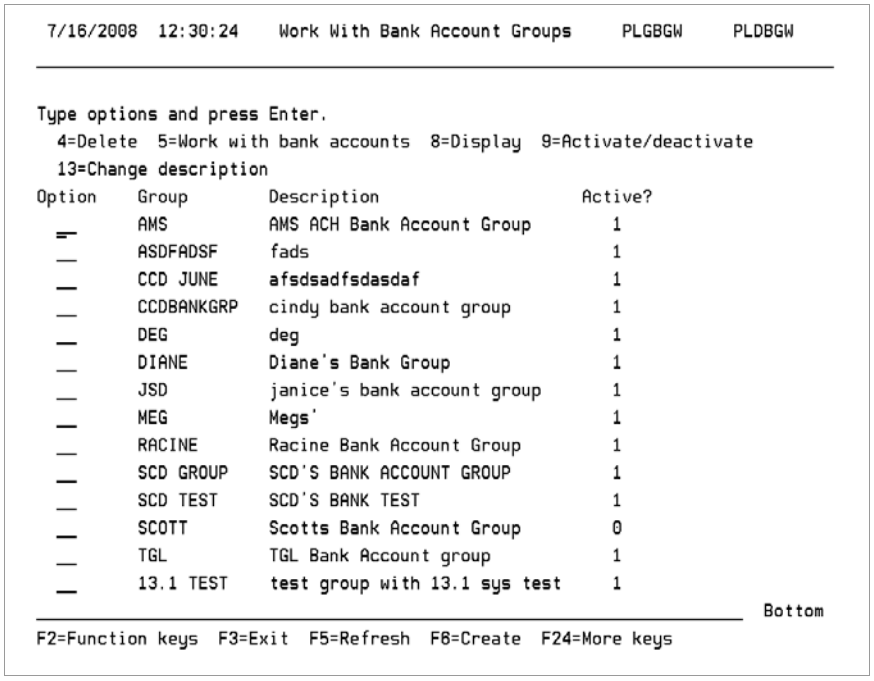
  After you create a bank account group, you can attach it to a user's profile in the *Work with user security* option.

- Run the Payment Register for a group of banks.

Steps to create bank account groups

To create bank account groups, perform the following steps:

1. From the Infinium PL main menu select *Supervisor Tasks*.
2. Select *Work with bank account groups* [WWBAG]. The system displays a screen similar to Figure 4-35.



```
 7/16/2008  12:30:24    Work With Bank Account Groups     PLGBGW     PLDBGW

Type options and press Enter.
  4=Delete  5=Work with bank accounts  8=Display  9=Activate/deactivate
  13=Change description
Option    Group        Description                  Active?
  _       AMS          AMS ACH Bank Account Group       1
  _       ASDFADSF     fads                             1
  _       CCD JUNE     afsdsadfsdasdaf                  1
  _       CCDBANKGRP   cindy bank account group         1
  _       DEG          deg                              1
  _       DIANE        Diane's Bank Group               1
  _       JSD          janice's bank account group      1
  _       MEG          Megs'                            1
  _       RACINE       Racine Bank Account Group        1
  _       SCD GROUP    SCD'S BANK ACCOUNT GROUP         1
  _       SCD TEST     SCD'S BANK TEST                  1
  _       SCOTT        Scotts Bank Account Group        0
  _       TGL          TGL Bank Account group           1
  _       13.1 TEST    test group with 13.1 sys test    1
                                                                  Bottom
F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
```

Figure 4-35: Work With Bank Account Groups selection screen

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

This screen displays all of the bank account groups that currently exist in the system. At this screen you can do the following:

- Press F6 to create a new bank account group.

  When you create a new bank account group, you must type the name and description of the group.

- Select an existing bank account group. Select an action to delete, work with, display, or activate/deactivate the bank account group. The system displays the appropriate screen for the option that you type.

4 Select the bank account group. Type **5** (Work with) and press Enter. The system displays a screen similar to Figure 4-36.

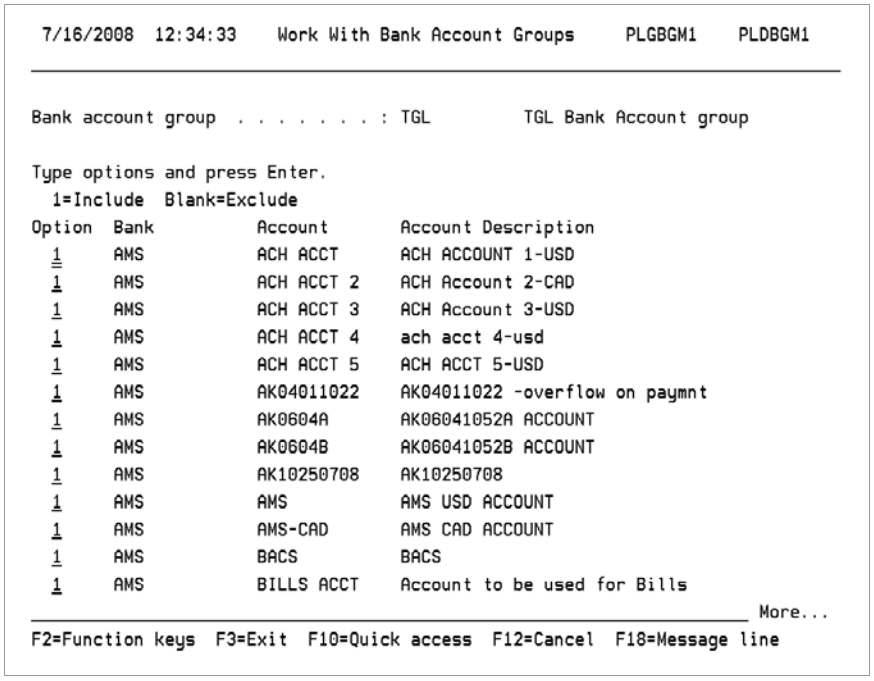


Figure 4-36: Work With Bank Account Groups screen

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

The system displays all of the bank accounts on the system. You can type **1** to select any accounts that you want to include in the group. You can also delete the value **1** to deselect bank accounts that you want to remove from the group or you can leave the option blank to exclude bank accounts from the group.

6 Press Enter. The system creates the bank account group by including the bank accounts that you selected and returns to the Work With Bank Account Groups selection screen as shown in Figure 4-35.

7 Exit the screen to return to the main menu.

Chapter 5 Understanding Vendor Controls

5

This chapter provides a high level overview of vendor controls and consists of the following topics:

Overview of vendor controls

The Infinium PL *Work with vendors* function allows you to create and maintain vendor controls. After setting up controls for your vendors, you can use any vendor for any company unless the use of that vendor is explicitly restricted in your system to a specific company or to a specific company group.

Objectives

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

- Understand all of the segments of the vendor controls
- Recognize the difference between vendor controls and vendor models

Understanding vendor control segments

Overview

Vendor controls consist of several segments or groups of related fields. Some segments are required and others are optional. Figure 5-1 illustrates all of the vendor control segments. The shadowed boxes identify the segments that are required by the system.

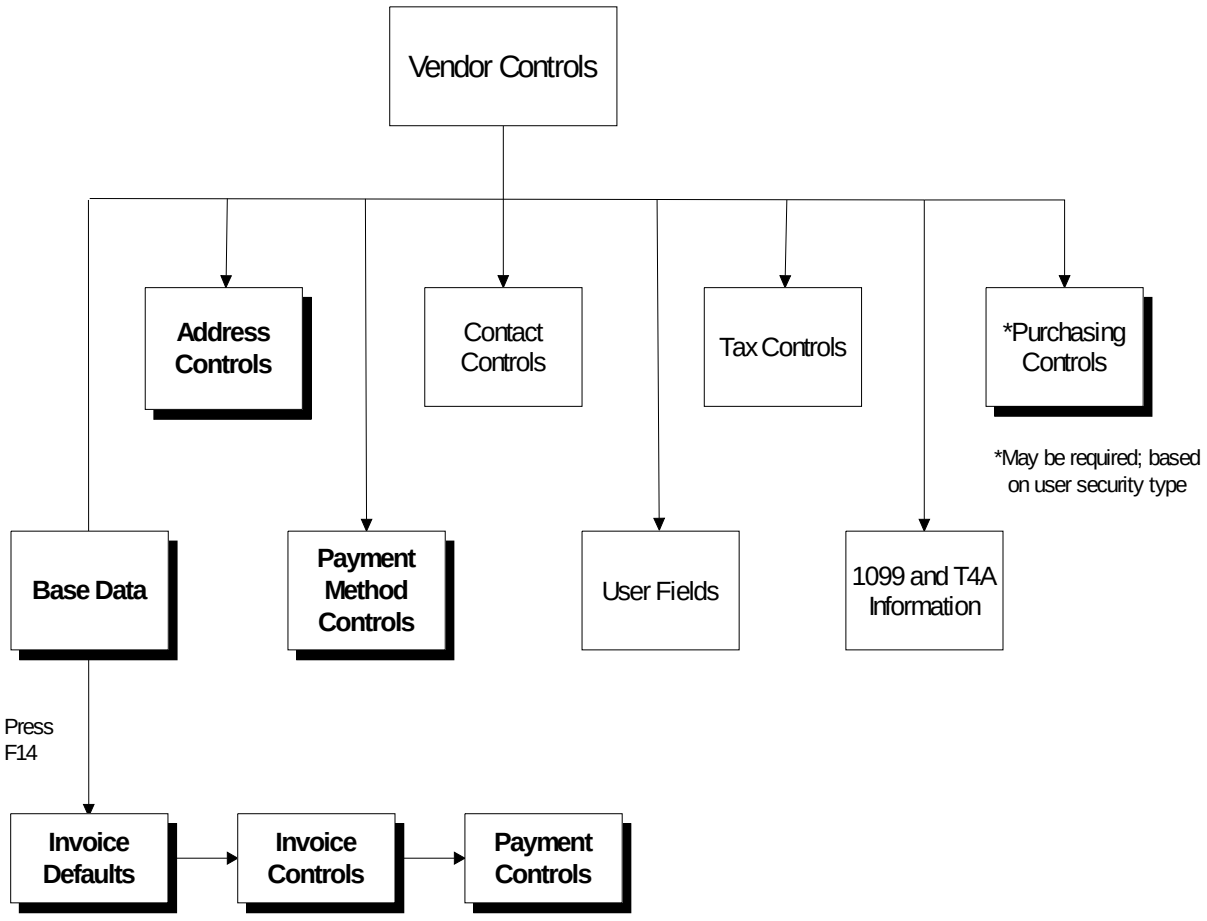


Figure 5-1: Vendor Overview diagram

Base data controls

The base data controls segment includes the following components:

- General information such as vendor name, short name, company and division restrictions, invoice approval information, and SIC (Standard Industrial Classification) code
- Invoice defaults

  You can specify default values for many invoice fields. The system automatically supplies these values as the defaults in any invoices that are generated for this vendor. The use of these defaults ensures accuracy and saves typing time during invoice entry.
- Invoice controls

  These controls allow you to set certain requirements for all invoices that you type for the vendor, such as, minimum and maximum invoice amount, duplicate invoice checking, and invoice currency.
- Payment controls

  These controls allow you to set certain requirements for all of the vendor's payments such as a default payment currency and whether to hold all payments for the vendor.

Address controls

The system allows you to specify multiple addresses for a vendor. You must identify the vendor's default remit to address.

The system supplies the default remit to address in each invoice. You can change that default during invoice entry to any of that vendor's remit to addresses. You can also change the remit to address during payment processing.

You can specify additional information on the address level such as a number of mailing days and currencies for invoices and payments.

Payment method controls

In the payment method controls segment, you indicate the vendor's payment method such as checks, cash, or electronic payment order.

Contact controls

The contact controls segment allows you to specify multiple contact persons for the vendor.

Vendor user fields

The vendor user fields segment contains prompts for the vendor user fields you created in the entity controls. Vendor user fields are for informational purposes only.

User fields may be required based on the settings in entity controls.

Vendor tax controls

The vendor tax controls segment allows you to type default tax information for Sales Tax and Use Tax, Goods and Services Tax (GST), Provincial Services Tax (PST), and Value Added Tax (VAT). The tax information that you can provide includes country code, registration number, and tax authority.

The tax information you type here becomes the default information for:

- All standard invoices created for this vendor
- Infinium PM purchase orders for this vendor, if you use the Infinium PM and Infinium PL systems together and certain other conditions apply as described in the Infinium PM documentation

  Purchase order invoices, in turn, receive the tax data from the Infinium PM purchase order.
- Tax charges that the Infinium PL purchase order invoice entry user adds to a purchase order invoice as described in the *Infinium PL and Infinium PM Guide to Integration*

You must set up tax controls in both Infinium PL and Infinium GT to process tax information automatically in Infinium PL. Infinium PL passes tax information to Infinium GT, which performs the necessary tax calculations and returns the processed information to Infinium PL.

Special tax processing rules apply to purchase order invoices.

For more information about tax processing along with examples of related accounting transactions, refer to the *Infinium PL Guide to Processing* and the *Infinium PL and Infinium PM Guide to Integration*.

1099 and T4A tax reporting information

The 1099 and T4A information segment is for United States and Canadian income tax reporting purposes.

Infinium PL uses the information in this segment to track invoice amounts that must be reported on the 1099 and T4A forms at the end of the year. You can specify a default 1099 or T4A tax code that the system is to supply in all of the invoices that you generate for the vendor.

Purchasing controls

The purchasing controls segment contains purchasing data for the vendor such as purchasing currency, purchasing company information and shipping information.

The system displays the screens for this segment only if the user is designated in vendor security as a purchasing user.

For information about setting up user security, refer to the “Using Supervisor Tasks” chapter of this guide.

Comparing vendor controls and vendor models

Overview

A vendor model is a template or shell for the controls to be used for a particular type of vendor. The model includes information that applies to any vendor of that type.

When you create controls for a new vendor based on a vendor model, the system supplies the information from the model as default values for the new vendor. You edit the defaults and fill in the other details that were not provided from the model.

Using a vendor model reduces the amount of data entry time required to create vendor controls.

Illustrating vendor model information

Vendor models contain information from the base data segment of a vendor. The shadowing in the Figure 5-2 highlights the information included in a vendor model.

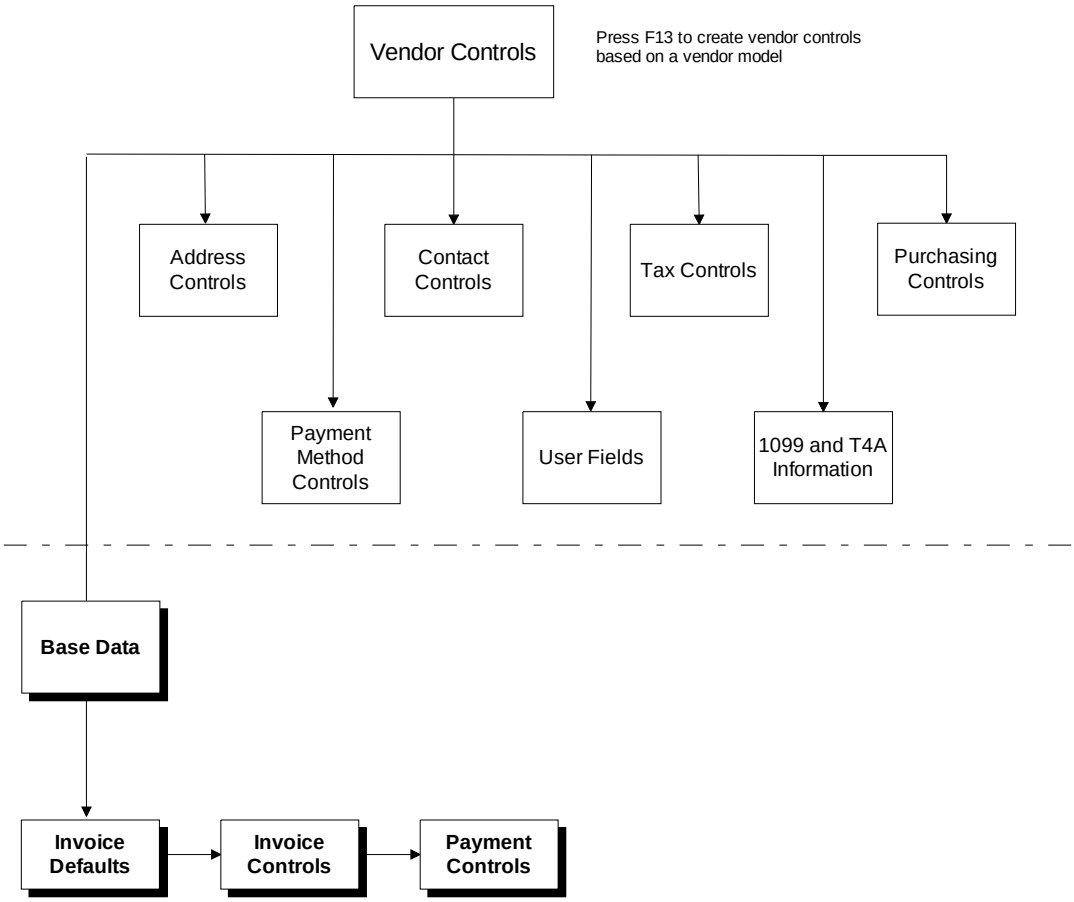


Figure 5-2: Vendor Model diagram

For more information about using vendor models, refer to the *Infinium PL Guide to Processing*.

Chapter 6 Using Supervisor Tasks

6

This chapter explains certain security-related tasks that are managed by supervisory personnel, as well as how to identify which release of Infinium PL that you are using.

- Action list security allows you to control the actions that designated groups of users can perform at specific Infinium PL screens.
- User security allows you to assign a broad range of controls, including action lists, to specific users or groups of users.

The chapter consists of the following topics:

Overview of using supervisor tasks

The *Supervisor Tasks* menu allows you to perform such tasks as setting up action list security, setting up user security, updating invoice and payment session status, purging transaction history, identifying the current Infinium PL release, and so forth. For data integrity, you can restrict access to the *Supervisor Tasks* menu options so that only supervisors and managers can select those options.

Finding information about *Supervisor Tasks* menu options

This chapter of the *Infinium PL Guide to Controls* discusses supervisor tasks that are not described elsewhere in the Infinium PL guides.

- Some supervisor tasks are related to controls and, therefore, are included in earlier chapters of this guide.
- Some supervisor tasks are related to data processing and, therefore, are included in the *Infinium PL Guide to Processing*.
- Others supervisor tasks are typically performed by technical personnel and, therefore, are included in the *Infinium PL Technical Guide*.

Refer to the following table for the locations of other supervisory task descriptions:

Supervisor Tasks menu option	Guide and chapter
Work with company groups *Work with vendor groups* *Work with bank account groups*	*Infinium PL Guide to Controls*: ▪ “Defining Company, Division, and Company Group Controls” ▪ “Defining Vendor Controls” ▪ “Defining Bank Controls”

Supervisor Tasks menu option	Guide and chapter
Update invoice session status *Display payment cycle status* *Update payment session status* *Update GL close status* *Configure employee vendors* *Unlock posted invoices* *Unlock payment session*	*Infinium PL Guide to Processing*: ▪ "Processing Non-standard Invoices" ▪ "Selecting and Processing Payments" ▪ "Closing Infinium PL to the General Ledger" ▪ "Defining Vendor Related Controls"
Reorganize pay cycle workfiles *Reorganize all data files* *Recalculate statistical files* *Purge transaction history* *Purge invoice interface file* *Purge invoice approval history*	*Infinium PL Technical Guide*: "System Maintenance"

Overview of Infinium PL security components

The diagram in Figure 6-1 illustrates Infinium PL user security features.

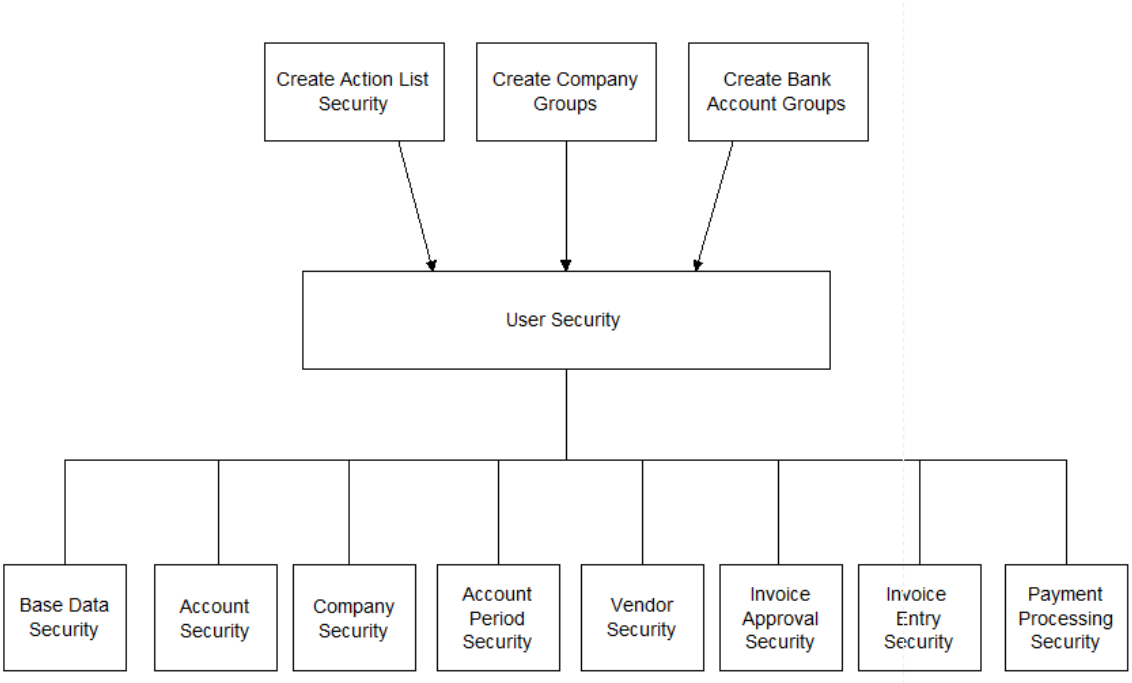


Figure 6-1: User Security Overview diagram

Objectives

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

- Setting up action list security
- Setting up user security
- Displaying information about your current Infinium PL release

Setting up action list security

Overview

Working with action list security allows you to do the following:

1. Create and name action groups.

   Creating an action group lets you assign the same authorizations and restrictions to multiple users who share a particular business role.

   The “Setting up user security” topic later in this chapter explains how to associate specific users with these groups. If you do not attach an action list group to a user’s record, that user has no action list restrictions other than those set through Infinium AM.

2. Assign specific action lists to each action group.

   Each action list corresponds to an Infinium PL menu option, screen, or set of screens, such as the *Work with invoice entry* menu option or the bank account payment methods screens.

   For example, assigning the Work with invoice entry action list to an action group authorizes the members of that group to execute the *Work with invoice entry* function.

3. Restrict the use of specific action list options and functions.

   For example, remove a group’s authorization to use F6 to create new invoices, while still allowing the group to perform other *Work with invoice entry* actions.

   If a menu selection contains only one action list option, such as *Select*, the system does not provide an action list for that menu selection. Use Infinium AM menu security to omit the selection from the user’s menu.

   For example, this alternative security method applies to the Infinium PL *Payment renumbering* option on the *Bank Reconciliation* menu.

Action list security maintenance

The remainder of this topic describes how to perform action list security tasks, as summarized in the diagram below.

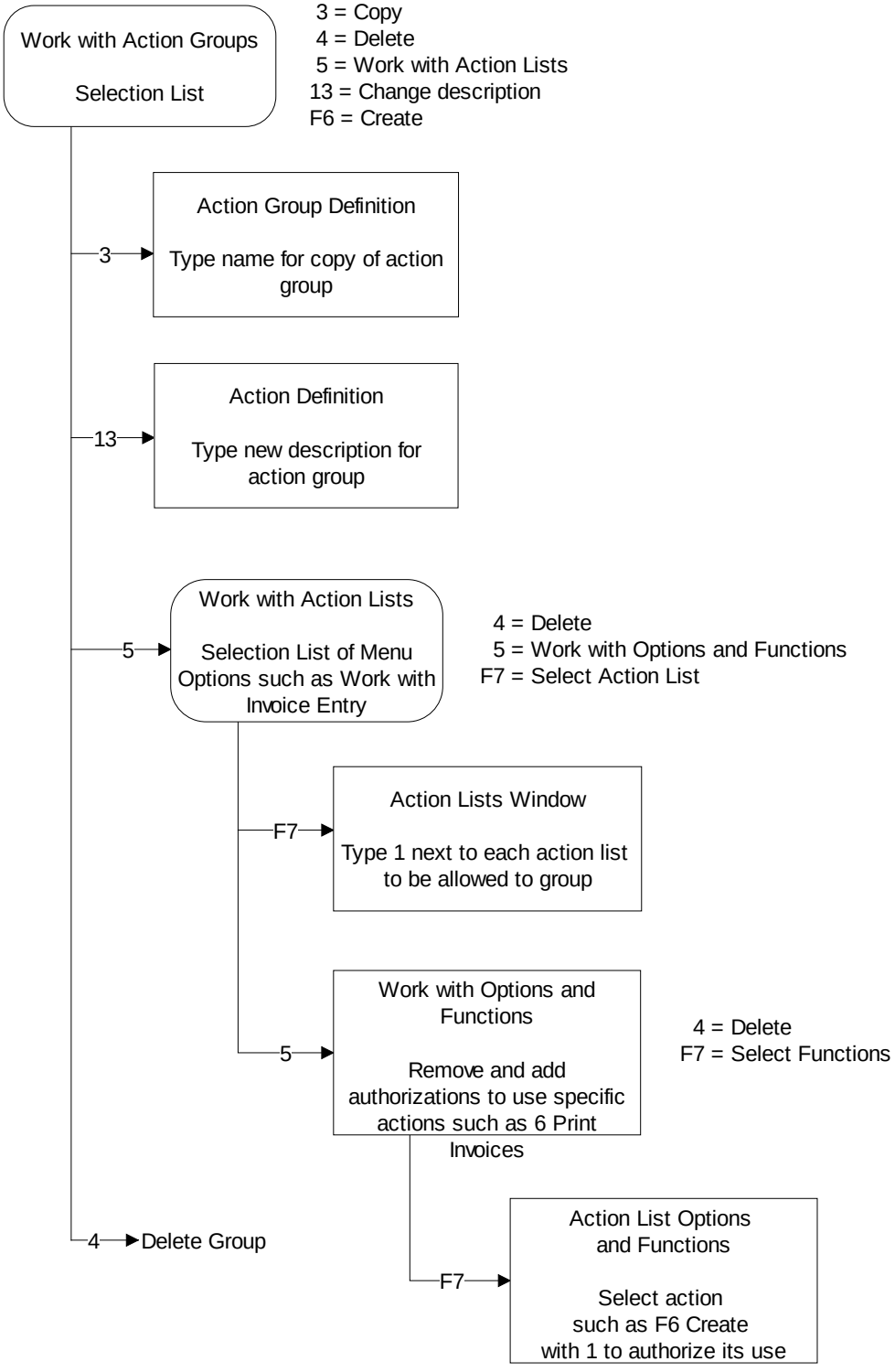


Figure 6-2 Action List Security Maintenance Diagram

Creating action groups and viewing their action lists

Perform the following steps to create a new action group or to select an existing action group in order to view the group's action lists:

1 From the Infinium PL main menu select *Supervisor Tasks*.

2 Select *Work with action list security* [WWALS]. The system displays a screen similar to Figure 6-3.

```
 7/16/2008  09:25:46       Work with Action Groups        PLGAGW     PLDAGW
_____________________________________________________________________________

Type options and press Enter.
  3=Copy  4=Delete  5=Work with Action lists  13=Change description

Option    Group name    Group description              Restrictions?
  =_        ALL           All Job Controls (Copy This)        1
  _         CAROL         All Job Controls (Copy This)        1
  _         JSD           janice's test action group          1
  _         JSD2          janice's 2nd group                  1

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

Figure 6-3: Work with Action Groups action group selection screen

3 This screen displays all of the action groups that currently exist in the system. Press F6 to create a new action group. You can also select an existing group and perform any the actions below.

3 Copy - The system copies the selected group. You must assign a name to the new group and then modify the new group's details. This is an efficient way to create a new group.

4 Delete - The system deletes the selected group from the system.

5 Work with Action Lists - The system works with the selected group's action lists, as described in the next topic.

13 Change description - The system changes the description of the selected group.

If you copy a group, the group retains the description of the old group until you make this change.

Infinium PL is shipped with an action group named ALL with the authority to use all action lists and all of each action list's options and functions. We recommend that you copy this action group to create new action groups and then delete the items that you want to restrict.

When done working with action groups, exit the Work with Action Groups screen to return to the *Supervisor Tasks* menu.

Viewing, adding, and deleting an action group's action lists

Perform the following steps to view, add, and delete an action group's action lists:

1 From the Work with Action Groups screen, select an action group. Type **5** (Work with) and press Enter. The system displays a screen similar to Figure 6-4.

```
 7/16/2008  09:26:47       Work with Action Lists         PLGALW     PLDALW
_____________________________________________________________________________

Action Group   ALL          All Job Controls (Copy This)

Type options and press Enter.
  4=Delete   5=Work with options and functions

Option    Authorized action lists                 Restrictions?
  _       Work with payment cycles . . . .              0
  _       Work with payment selections . .              0
  _       Process payments . . . . . .                  0
  _       Trial balance reports  . . . . .              0
  _       Close and transfer to GL . . . .              0
  _       Revalue foreign items  . . . . .              0
  _       Update GL close status . . . . .              0
  _       Work with 1099/T4A adjustments .              0
  _       Analytical inquiry . . . . . .                0
  _       Update invoice session status  .              0
  _       Update payment session status  .              0
  _       Void payments & reverse invoices              0
_____________________________________________________________________________ More...
F2=Function keys  F3=Exit  F7=Select actionlist  F24=More keys
```

Figure 6-4: Work with Action Lists action list selection screen

This screen identifies all of the action lists that the users in this action group are allowed to use. A new action group that is not copied is authorized to use all action lists and all of those action list's options and function keys until you select at least one action list for the group.

The users see the restricted options on the menu, but cannot execute those options. Removing the view of the restricted options from the menu requires modifying the user menu through Infinium AM.

2 To remove the group's authority to use an action list, type **4** (Delete) and press Enter.

3 To grant this group the authority to use an additional action list, press F7 to display a selection list of all Infinium PL action lists. The system displays a window similar to Figure 6-5.

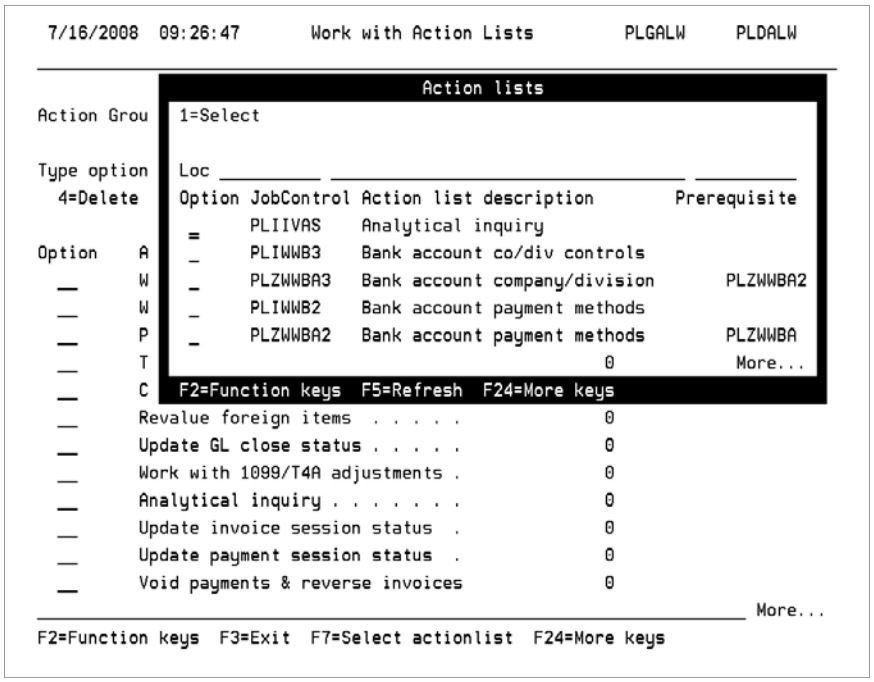


Figure 6-5: Action Lists window (all Infinium PL action lists)

Select one or more action lists to add them to this action group's authorizations.

The system authorizes the group to use all of the selected action list's options and functions and returns you to the Work with Action Lists selection screen illustrated in Figure 6-4.

4 To work with restrictions on use of an action list's options and functions, select that action list at the Work with Action Lists selection screen. Type **5** (Work with), press Enter, and then follow the procedure in the next topic.

The next topic applies only if you need to restrict use of individual options and function keys within an action list, or if you need to remove option and function key restrictions for that action list. If you specify restrictions for an action list, the system displays **1** in that action list's *Restrictions* field.

When done working with a group's action lists, cancel to return to the action group selection list (without losing your changes) and work with another action group, or exit to return directly to the *Supervisor Tasks* menu.

Restricting use of an action list's options and functions

Perform the following steps to work with an action list's options and functions, adding and removing restrictions:

For example, you can prevent the members of the action group from using the *Work with invoice entry* F6 key to create a new invoice, or from using the *Work with invoice entry* **6** action to print an invoice.

1 At the Work with Action Lists selection screen shown in the previous topic's Figure 6-4, select an action list. Type **5** (Work with) and press Enter to work with restrictions. The system displays a screen similar to Figure 6-6.

```
 7/16/2008  10:11:58       Work with Action Lists         PLGALW     PLDALW
_____________________________________________________________________________

Action Group   JSD2         janice's 2nd group

Type options and press Enter.
  4=Delete   5=Work with options and functions

Option    Authorized action lists                 Restrictions?
  _       Process payments . . . . . .                  0
  _       Analytical inquiry . . . . . .                1
  _       Bank account payment methods . .              0
  _       Bank account co/div controls . .              0

_____________________________________________________________________________ Bottom
F2=Function keys  F3=Exit  F7=Select actionlist  F24=More keys
```

Figure 6-6: Work with Options and Functions (all allowed for this group)

This screen displays all of this action list's options and function keys that this group is allowed to use.

2 To remove authorization to use a listed option or function key, select that option or function key. Type **4** (Delete) and press Enter.

3 To authorize additional options or function keys for this action list, press F7. The system displays a window similar to Figure 6-7.

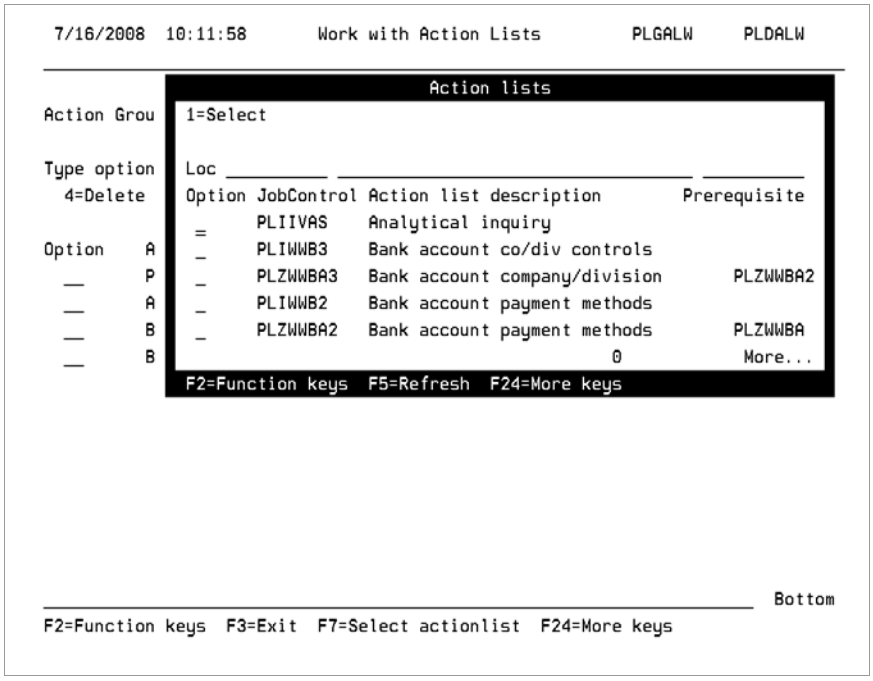


Figure 6-7: Action List Options and Functions (all available)

This screen lists all of the options and function keys provided by Infinium PL for this action list.

Select each option or function key that is to be added with **1** and press Enter. The system returns you to the Work with Options and Functions selection screen illustrated in Figure 6-6, with the added items included in the list of authorized options and functions.

When done working with options and functions for an action list, do one of the following:

- Exit the screen to return directly to the *Supervisor Tasks* menu automatically updating your action group and action list changes.
- Cancel your changes to the restrictions on the currently selected action list.

The system prompts you to confirm the cancellation and continues to display the Options and Functions screen with the changes you made. The actual cancellation occurs when you exit the confirmation screen to return to the *Supervisor Tasks* menu.

Setting up user security

Overview

Infinium PL user security allows you to specify security restrictions as well as default values in the following areas:

- Base data
  - Sessions
  - Invoices
  - Action lists
  - Sensitive data access controls
- Accounts
- Companies
- Accounting periods
- Vendors
- Invoice approval
- Invoice entry
- Payment processing

You must set up Infinium PL user security controls for all users before they can perform any processing.

Steps to work with user security

To work with user security, perform the following steps:

1. From the Infinium PL main menu select *Supervisor Tasks*.
2. Select *Work with user security* [WWUS]. The system displays a screen similar to Figure 6-8.

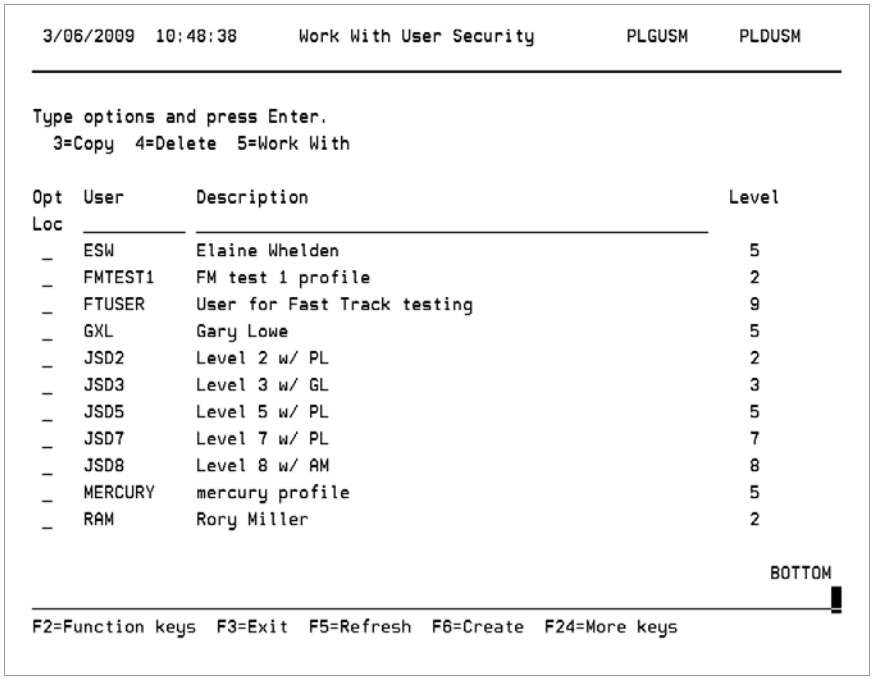


Figure 6-8: Work With User Security user selection screen

User selection

3 Use the following information to work on this selection screen:

The system displays all users who currently have Infinium PL security established and who have an authority level that is lower than your level of authority. At this screen you can:

- Press F6 to create Infinium PL security for only those user profiles set up in the Infinium AM system.
- Select a user with an action. Use the *Loc User* and *Loc Description* fields to find a user profile. After you select a user with an action and press Enter, the system displays the appropriate screen for the option that you type.
  - Copy the attributes of one user profile to another user profile

    When you select a user security profile to copy, the system displays a screen with the copy-from information and a default description for the new user profile you are creating. The system derives the default description from Infinium AM. You can change this value and specify a different *Copy to profile* value.

    After you press Enter, the system displays the Work With User Security user profile subfile screen, which includes the new user

profile. The security level for the new profile is the Infinium AM security level.

- Delete a user profile

  When you select a user security profile to delete, the system displays a confirmation screen after you press Enter. You can continue the deletion or cancel.

- Work with a user profile

  This topic provides detailed information for you to work with a user profile.

4 Select a user. Type **5** (Work with) and press Enter. The system displays a screen similar to Figure 6-9.

```
10/09/2006  14:55:14      Work With User Security         PLGUSM     PLDUSM
_____________________________________________________________________________

User  . . . . . :

Type options and press Enter.
  2=Change  8=Display

Option Segment
  -    Base Data security
  _    Account security
  _    Company security
  _    Accounting period security
  _    Vendor security
  _    Invoice approval security
  _    Invoice entry security
  _    Payment processing security




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

Figure 6-9: Work With User Security segment selection screen

Segment selection

5 Use the following information to work on this selection screen:

The system displays a selection list of all of the user security segments. You can select one or more segments to change or display the information for the selected segment or segments.

6 Select the *Base Data security* segment. Type **2** (Change) and press Enter. The system displays a screen similar to Figure 6-10.

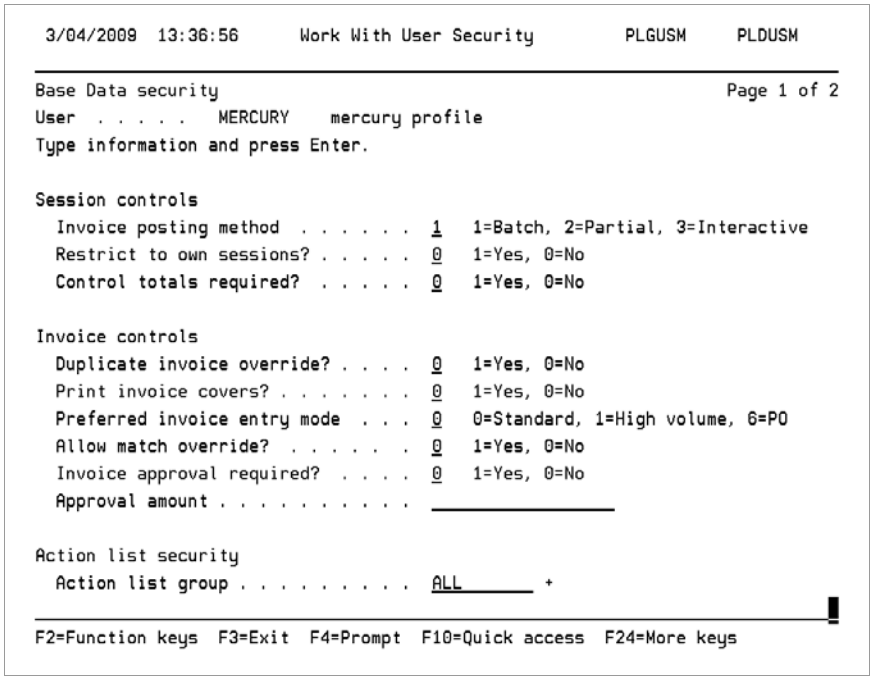


Figure 6-10: Work With User Security base data security page 1

Base data security

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.

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

Invoice posting method

Specify this user's posting method.

1 Batch - The user is allowed to post a session in batch mode. The user selects an entire session of invoices to proof, or to proof and post. The system proofs and posts the session in batch.

2 Partial interactive mode - The user is allowed to post a session in partial interactive mode. The user can proof and post all of the current session's invoices interactively before leaving the session. Alternatively, the user can choose the batch method to proof, or proof and post, by saving the session without interactively proofing and posting.

3 Interactive mode - The user is allowed to post a session in interactive mode. The system proofs and posts each invoice when the user completes entry of the invoice, prior to entry of the next invoice. This method applies only to standard invoices. The user cannot change the invoice entry method and, therefore, cannot process bills of exchange or purchase order invoices and cannot use high volume invoice entry.

For more information about proofing and posting invoices and these posting methods, refer to the introduction to the “Processing Standard Invoices” chapter in the *Infinium PL Guide to Processing*.

Restrict to own sessions?

The value in this field applies to invoice sessions in the *Work with invoice entry* option.

1 The user can see only those invoice sessions that the user created.

0 The user can see all invoice sessions.

Control totals required?

The value in this field defaults from entity controls. You can override this value. Control totals include:

- Number of invoices in the session
- Gross invoice amounts
- Discount amounts

If the invoice session requires control totals and if the system-calculated totals for a session do not equal the control totals that the user types, the system does not allow the session to be posted.

Duplicate invoice override?

The system checks for the entry of potential duplicate invoices in the *Work with registered invoices* and *Work with invoice entry* options.

1 Yes, the user can override the duplicate invoice warning and create an invoice that is a potential duplicate.

0 No, the user cannot create an invoice that is a potential duplicate.

You define the type of duplicate invoice checking in Vendor Controls. For more information on how to create vendor controls, refer to the *Infinium PL Guide to Processing*.

Preferred invoice entry mode

The system uses the value in this field to determine the default mode of invoice entry. The system supplies this value as the default in each new invoice session that this user creates. The user can override this default during invoice entry.

If the *Invoice posting method* is Interactive (**3**), then the *Preferred invoice entry mode* must be Standard (**0**).

Allow match override?

The system uses the value in this field to determine whether the user can override certain matching errors.

1 Yes, the user can override a matching error that occurred during matching of the invoice with the purchase order. Overriding the error allows the user to post the invoice.

0 No, the user cannot override invoice to purchase order matching errors.

Invoice approval required?

Specify whether invoice approval is required for this user.

Approval amount

Specify an amount at which invoice approval is required.

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

If invoice approval is required for this user 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 user and if the invoice amount is equal to or less than the value specified in this field.

Action list group

If you do not assign an action group to this user, the user has access to all action lists within all menu options on the user's menu.

For information about setting up action lists, refer to the “Setting up action list security” topic earlier in this chapter.

You can also use Infinium AM to restrict user access to menu options.

8 Press Enter. The system displays the second Work With User Security screen as shown in Figure 6-11.

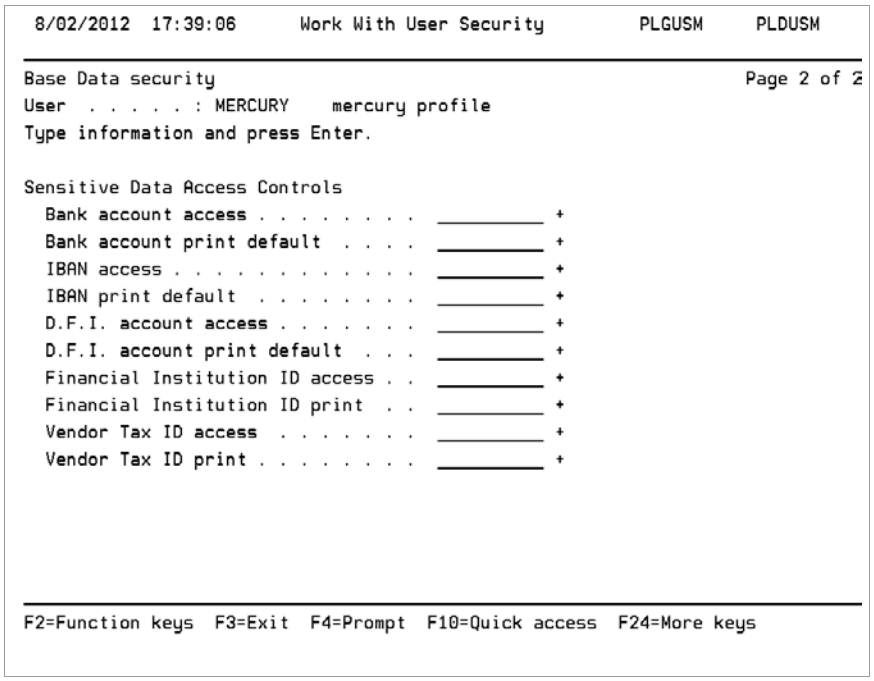


Figure 6-11: Work User Security base data security page 2

Sensitive Data Access Controls

This screen allows you to specify exceptions to bank account and IBAN access for individual users. The masking rules described below are valid within the Infinium PL product only. Masking rules and data access do not apply to database utilities or third party integrations.

When you prompt on the Sensitive Data Access Controls fields, you select a code value stored in Infinium AM. After you select the appropriate code value, the system displays that code on the screen. You can leave a field blank to use the value on the entity controls.

Valid values for these fields are:

Blank Use the value on the entity control.

LASTFOUR Show the last four characters only.

FIRSTFOUR	Show the first four characters only.
SHOWALL	Show all characters.
MASKALL	Mask all characters.
FANDLFOUR	Show the first four characters and last four characters and mask the remaining characters with asterisks.

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

Bank account access

Specify the type of masking that should be applied to the bank account field when users access any function that displays the bank account field.

Bank account print default

Specify the type of masking that should be applied to the bank account field when users access any function that prints the bank account field.

IBAN access

Specify the type of masking that should be applied to the IBAN field when users access any function that displays the IBAN field.

IBAN print default

Specify the type of masking that should be applied to the IBAN field when users access any function that prints the IBAN field.

D.F.I. account access

Specify the type of masking to be applied to the *D.F.I. account* field when this user accesses any function that displays the *D.F.I. account* field.

D.F.I. account print default

Specify the type of masking to be applied to the *D.F.I. account* field when this user accesses any function that prints the *D.F.I. account* field.

Financial Institution ID access

Specify the type of masking to be applied to the *Financial Institution ID Number* field when this user accesses any function that displays the *Financial Institution ID Number* field.

Financial Institution ID print

Specify the type of masking to be applied to the *Financial Institution ID Number* field when this user accesses any function that prints the *Financial Institution ID Number* field.

Vendor Tax ID access

Specify the type of masking to be applied to the V*endor Tax ID Number* field when this user accesses any function that displays the *Vendor Tax ID Number* field.

Vendor Tax ID print

Specify the type of masking to be applied to the *Vendor Tax ID Number* field when this user accesses any function that prints the *Vendor Tax ID Number* field.

10 Press Enter. The system saves your selections and returns to the Work With User Security segment selection screen as shown in Figure 6-9.

11 Select the *Account security* segment. Type **2** (Change) and press Enter. The system displays a screen similar to Figure 6-12.

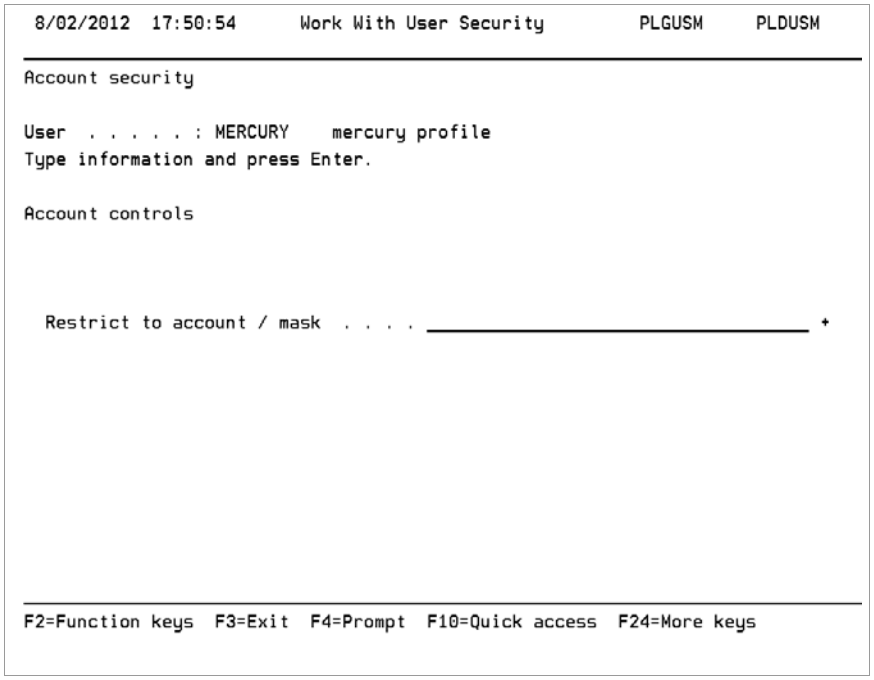


Figure 6-12: Work With User Security account security screen

Account security

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

If you type an account or account mask, this user can type only that account or accounts within the account mask in the options *Work with invoices* and *Work with invoice adjustments*. The user can type any account in all other options that prompt for accounts.

13 Press Enter. The system returns to the Work With User Security segment selection screen as shown in Figure 6-9.

14 Select the *Company security* segment. Type **2** (Change) and press Enter. The system displays a screen similar to Figure 6-13.

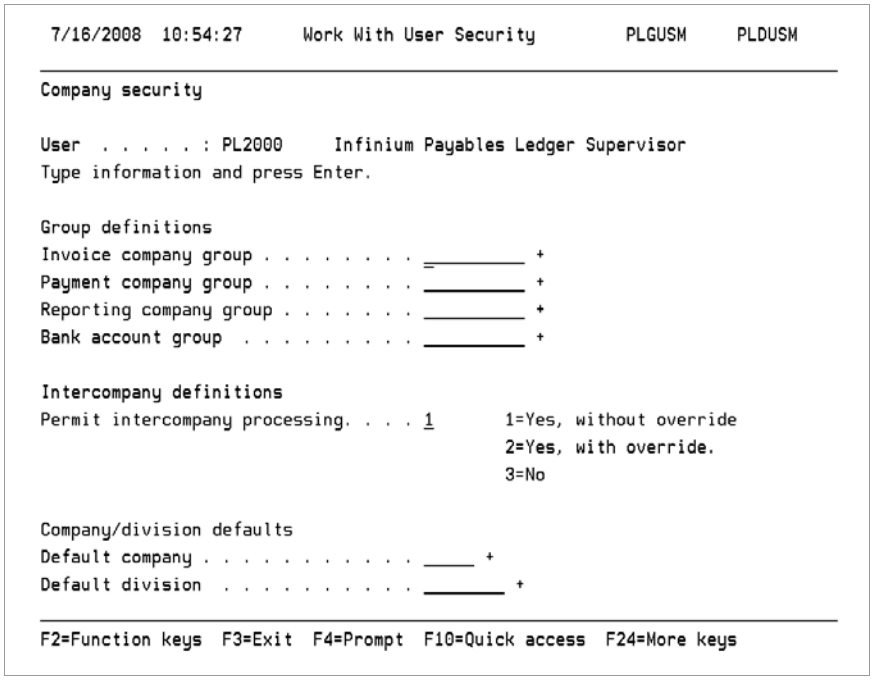


Figure 6-13: Work With User Security company security screen

Company security

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

You can attach company groups and bank account groups to this user's security record to restrict the user to only the companies and banks in those groups.

You create company groups in the *Work with company groups* option. For more information on how to create company groups, refer to the "Defining Company, Division, and Company Group Controls" chapter of this guide.

You create bank account groups in the *Work with bank account groups* option. For more information on how to create bank account groups, refer to the "Defining Bank Controls" chapter of this guide.

Group definitions

The company and bank account group restrictions on this screen allow you to restrict the user to accessing or using only those companies or bank accounts included in the groups, as follows:

- Invoice company group

  Invoice entry (including registered invoices, recurring invoices, and invoice adjustments)

  Payments (invoice selection within the *Work with payment selections* and *Work with 1099/T4A adjustments* options)

- Payment company group

  All menu options under the *Payments* menu level 1 option, except *Work with 1099/T4A adjustments*

- Reporting company group

  All reports, inquiries, and closing to the general ledger

- Bank account group

  All payment processing functions

  The bank account group is used by the *Work with unclaimed checks* and *Print unclaimed checks* functions.

Permit intercompany processing

Use this field to indicate whether this user can make intercompany entries in invoice processing. Select **Yes, without override** to allow intercompany processing. If you select **Yes, with override**, the system displays a warning message during invoice entry when the user makes an intercompany entry. If you select **No**, intercompany processing is not allowed.

This field works in conjunction with the *Intercompany processing?* field on the Work With Base Data Controls screen within company controls. If intercompany processing is not allowed at the company level, then the user cannot perform intercompany processing for that company, regardless of the setting in this field.

You can press Help in this field for more information.

Company/division defaults

The following fields allow you to specify the default values to be assigned to invoices created by this user during execution of the *Work with invoice entry* and *Work with registered invoices* functions:

- *Default company*
- *Default division*

These default values can save typing in the invoice company and division each time you create an invoice. You can override these values during creation of invoices.

16 Press Enter. The system saves your selections and returns to the Work With User Security segment selection screen as shown in Figure 6-9.

17 Select the *Accounting period security* segment. Type **2** (Change) and press Enter. The system displays a screen similar to Figure 6-14.

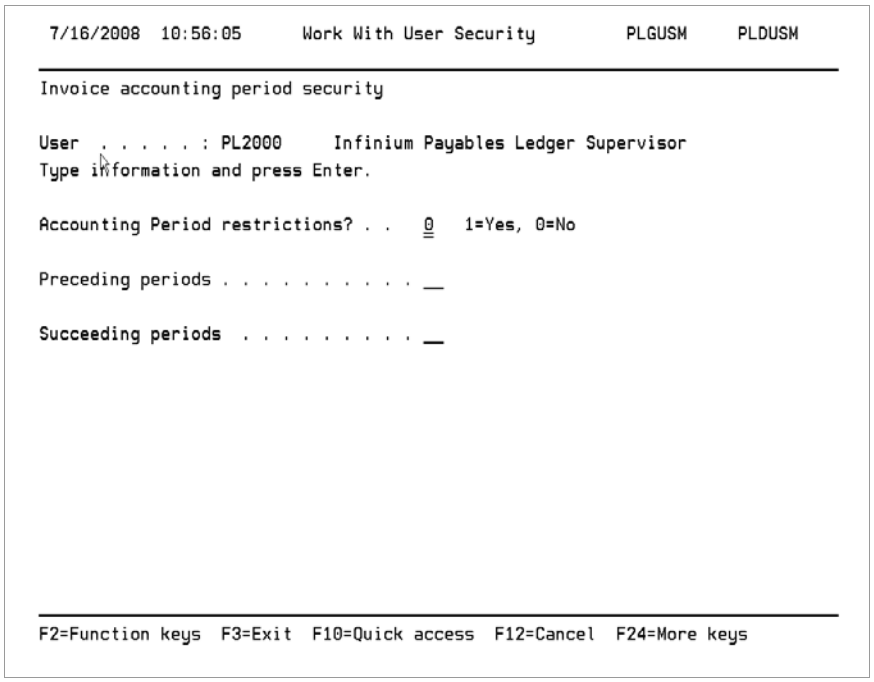


Figure 6-14: Work With User Security accounting period security screen

Accounting period security

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

On this screen you can restrict a user to assigning only certain periods to invoices.

The system uses accounting period security when you create registered invoices, invoices, or invoice adjustments. The system compares the *Accounting Date* on the invoice to the *Default current period* on the company's division controls.

Accounting Period restrictions?, Preceding periods, Succeeding periods

To restrict a user to the current period (default current period in division controls), specify yes in the *Accounting Period restrictions?* field and **0** in the *Preceding periods* and *Succeeding periods* fields.

To restrict a user to preceding and/or succeeding periods, specify yes in the *Accounting Period restrictions?* field and a number of periods in the *Preceding periods* and/or *Succeeding periods* fields.

The system checks only new expenses that you type in invoice adjustments, not expenses that the system previously posted.

19 Press Enter. The system saves your selections and returns to the Work With User Security segment selection screen as shown in Figure 6-9.

20 Select the *Vendor security* segment. Type **2** (Change) and press Enter. The system displays a screen similar to Figure 6-15.

```
 3/03/2009  10:13:58      Work With User Security         PLGUSM     PLDUSM
Vendor security
                                                                 Page 1 of 2
User  . . . . . : MERCURY    mercury profile
Type information and press Enter.

Vendor Invoice Security
  Permit single use vendors?  . . . . 1    1=Yes, 0=No

  Allow duplicate vendor override?  . 0    1=Yes, 0=No

  Vendor create in invoice entry? . . 1    1=Yes, 0=No

  Payables or purchasing user?  . . . 1    1=Payables, 2=Purchasing, 3=Both

Vendor Group Security
  Vendor group  . . . . . FURNISH VG +

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

Figure 6-15: Work With User Security vendor security page 1

Vendor security

21 Use the following information to complete the fields in the Vendor Invoice Security and in the Vendor Group Security sections of this screen:

On this screen you provide security for vendors and vendor groups. You can indicate whether this user can:

- Create single use vendors when creating a vendor in invoice entry or in vendor controls
- Override a potential duplicate vendor when creating a vendor in invoice entry or in vendor controls, or when updating a vendor in vendor controls
- Create a vendor while entering an invoice in invoice entry

Permit single use vendors?

If this user is allowed to specify that a vendor is to be used only one time for entry of a single invoice, specify yes. If this user is not authorized to make a one-time vendor designation, specify no.

Allow duplicate vendor override?

If the system is set up to check for duplicate vendors and the system detects a potential duplicate vendor when the user creates or updates a vendor, the system displays a screen showing all potential duplicates.

If you specify yes in this field, the user can press Enter and continue to create or change the vendor. If you specify no in this field, the user cannot create or change the vendor with the existing duplicate information.

You set the controls for vendor potential duplicate checking (for example, check on name or short name) in entity controls.

Vendor create in invoice entry?

When the user attempts to create a vendor in invoice entry, the system also checks the *Vendor create in invoice entry?* field in company controls to determine if the invoice company allows creation of a vendor while entering an invoice.

Payables or purchasing user?

This field allows you to specify whether the user is a payables only, purchasing only, or both a payables and a purchasing user. The value in this field determines whether the user can create and maintain certain types of vendor data.

1 Payables - The system does not allow the user to create either vendor purchasing controls or vendor purchase order buy from addresses.

2 Purchasing - The system:

- Requires the user to create vendor purchasing controls.
- Does not allow the user to create vendor payment remit to addresses.

3 Both - The system allows the user to create and maintain vendor data for both purchasing and payables.

Vendor group

You can optionally select a vendor group to secure the user to only those vendors and the invoices of those vendors that belong to the specified vendor group. Use the *Work with vendor groups* function under the *Supervisor Tasks* menu option to create or modify a vendor group.

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

```
 3/03/2009  10:15:01      Work With User Security         PLGUSM      PLDUSM
──────────────────────────────────────────────────────────────────────────
Vendor security                                                  Page 2 of 2
User  . . . . . . MERCURY    mercury profile

     Specify the creation and maintenance authority for each of the
     vendor file components.

1 = Yes, present segment, 0 = No, do not present segment

                                    Creation?     Maintenance?
Vendor base data . . . . . . . . . .                    1
Vendor address . . . . . . . . . . .                    1
Vendor pay method controls . . . . .                    1
Vendor contact controls  . . . . . .      0             1
Vendor user field controls . . . . .      0             1
Vendor tax controls  . . . . . . . .      0             1
Vendor 1099 controls . . . . . . . .      0             1
Vendor purchasing controls . . . . .                    0
Vendor employee controls . . . . . .      0             0

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

Figure 6-16: Work With User Security vendor security page 2

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

This screen allows you to determine which segments of a vendor the user can create or maintain.

Creation?

If you type **1** in the *Creation?* column, the system displays this segment for the user during creation of vendor controls. If you type **0** in the *Creation?* column, the system does not display this segment for the user during creation of vendor controls.

- The vendor base data, vendor address, and vendor pay method controls do not allow input in the *Creation?* column because these segments are always required.

- The vendor purchasing controls segment does not allow input in the *Creation?* column because this segment is required if you are a purchasing only or both payables and purchasing user, and prohibited if you are a payables only user.

To prevent a user from creating vendor controls through the *Work with vendors* menu option, you can use Infinium AM to remove the user's access to that menu option. You can also use action list security, described earlier in this chapter, to prevent the user from using the vendor creation function key during invoice entry.

Maintenance?

If you type **1** in the *Maintenance?* column, the user can update this segment for a previously created vendor. If you type **0** in the *Maintenance?* column, the user is restricted from updating this segment for existing vendors.

Certain restrictions automatically apply to vendor controls maintenance based on the user type specified at the Work With User Security vendor security screen 1.

- A payables only user cannot maintain the *Vendor purchasing controls*. In addition, the payables user can maintain only payment remit to addresses at the vendor address screen.
- A purchasing only user can maintain all segments but can maintain only purchase order buy from addresses at the vendor address screen.
- A user identified as both purchasing and payables has no automatic vendor controls maintenance restrictions.

24 Press Enter. The system saves your selections and returns to the Work With User Security segment selection screen as shown in Figure 6-9.

Invoice approval security

25 Select the *Invoice approval security* segment. Type **2** (Change) and press Enter. The system displays a screen similar to Figure 6-17.

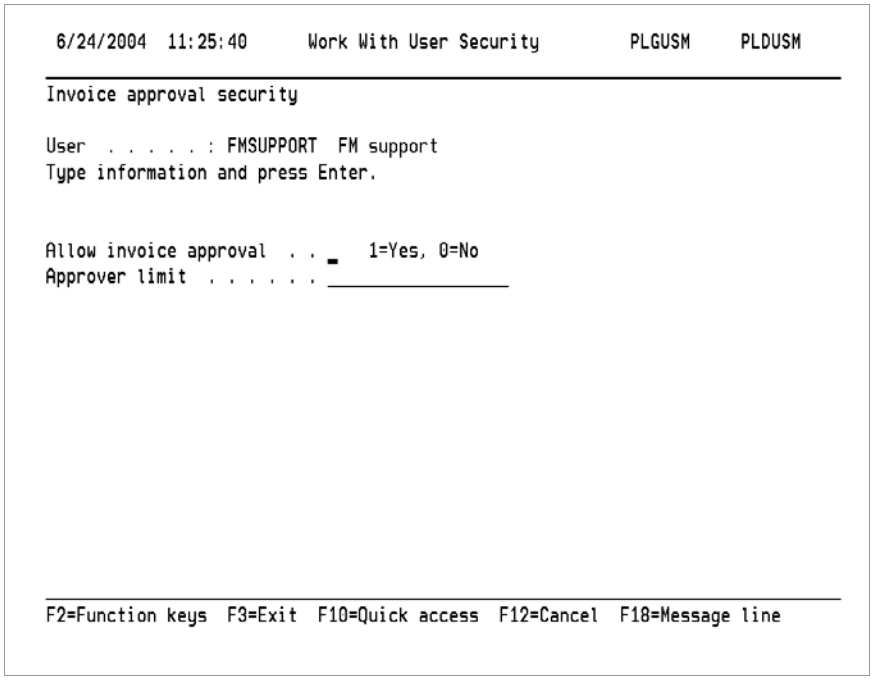


Figure 6-17: Work With User Security invoice approval security screen

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

This screen allows you to determine whether the user can approve invoices and to specify an approver limit.

Allow invoice approval?

Specify whether the user has the authority to approve invoices. If the user has authority to approve invoices, the user has authority only to approve invoices for which he or she has proper authority as determined by Infinium PL security.

Approver limit

You can specify an approval limit that determines the invoice amount this user can approve.

27 Press Enter. The system saves your selections and returns to the Work With User Security segment selection screen as shown in Figure 6-9.

28 Exit the screen to return to the main menu.

Payment entry security

29 Select the *Payment entry security* segment. Type **2** (Change) and press Enter. The system displays a screen similar to Figure 6-18.

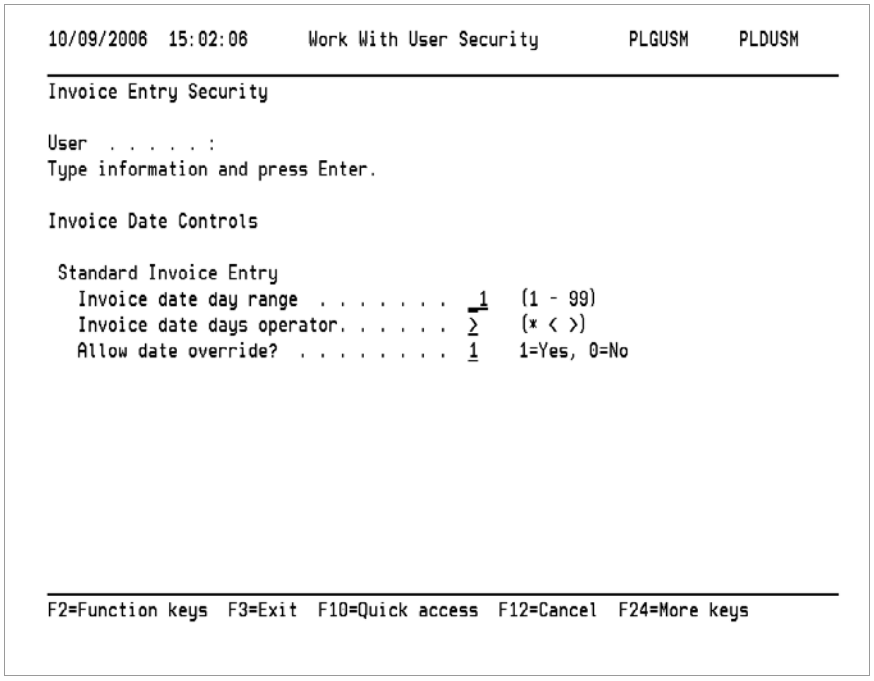


Figure 6-18: Work With User Security invoice entry security screen

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

This screen allows you to determine the limits for standard invoice entry date security. The system uses the values in the *Invoice date day range* and *Invoice date days operator* fields with the current system date to determine the range of valid days against which to compare the standard invoice date.

Invoice date day range

Type the number of days, **1** to **99**, for the invoice date day range. Leave blank for no date security. You must enter a value in this field if you enter a value in either the *Invoice date days operator* field or the *Invoice date override* field.

Invoice date days operator

Type the value that represents the operation to use to determine a valid date range for invoice entry. Valid values:

***** The invoice date must be within XX days of today's date where XX days represents the invoice date day range in the field *Invoice date day range* field.

< The invoice date must be **0** to XX days less than today's date.

> The invoice date must be **0** to XXX days greater than today's date.

blank No invoice date security.

You must enter a value in this field if you enter a value in either the *Invoice date day range* field or the *Invoice date override?* field.

Allow date override

Specify whether the user can override the error message and continue processing when the invoice date that the user enters is outside of the calculated range. Valid values:

0 No, if the invoice date that the user enters is outside of the calculated range, the system displays an error message and the user cannot continue processing.

1 Yes, if the invoice date the user enters is outside of the calculated range, the system displays an error message that allows the user to override the entry and continue processing.

31 Press Enter. The system saves your selections and returns to the main menu.

Invoice processing security

32 Select the *Invoice processing security* segment. Type **2** (Change) and press Enter. The system displays a screen similar to Figure 6-19.

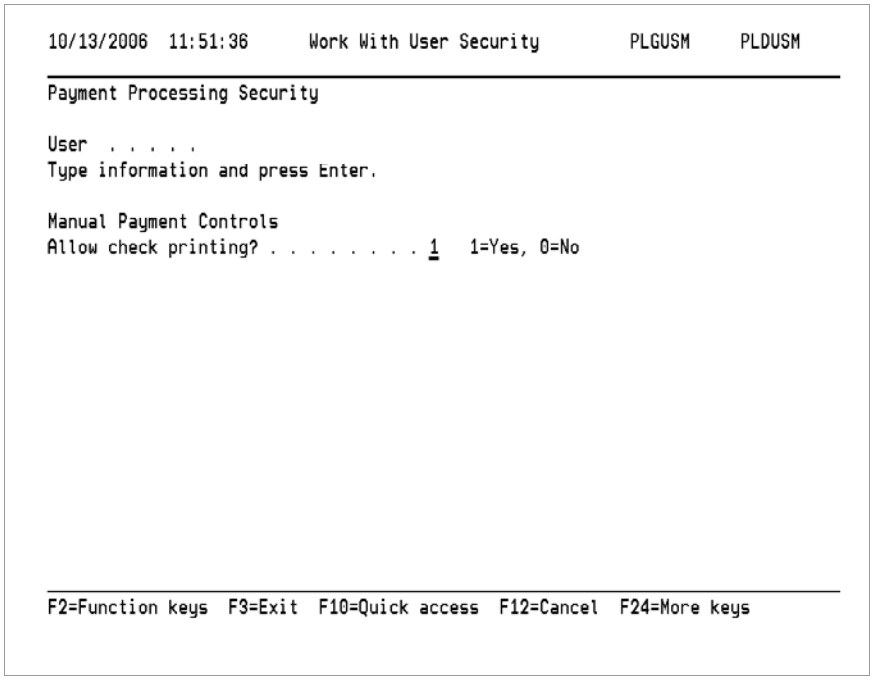


Figure 6-19: Work With User Security payment processing security screen

33 Use the following information to complete the field on this screen:

This screen allows you to determine whether to allow the user to print manual checks when using the *Work With Manual Payments* function.

Allow check printing?

Specify whether to allow the user to print manual checks when using the *Work With Manual Payments* function. Valid values:

0 No, do not allow the user to print manual checks.

1 Yes, allow the user to print manual checks.

34 Press Enter. The system saves your selections and returns to the main menu.

Identifying your Infinium PL release level

Overview

You may need to identify the Infinium PL release level with which you are working. For example, when you communicate with Infinium customer support, you may need to know which release you are using to report your issue effectively.

Procedure

Perform the following steps to identify the release you are using:

1. From the Infinium PL main menu select *Supervisor Tasks*.
2. Select *Display release identification*. The system displays a window with information about the release similar to Figure 6-20.

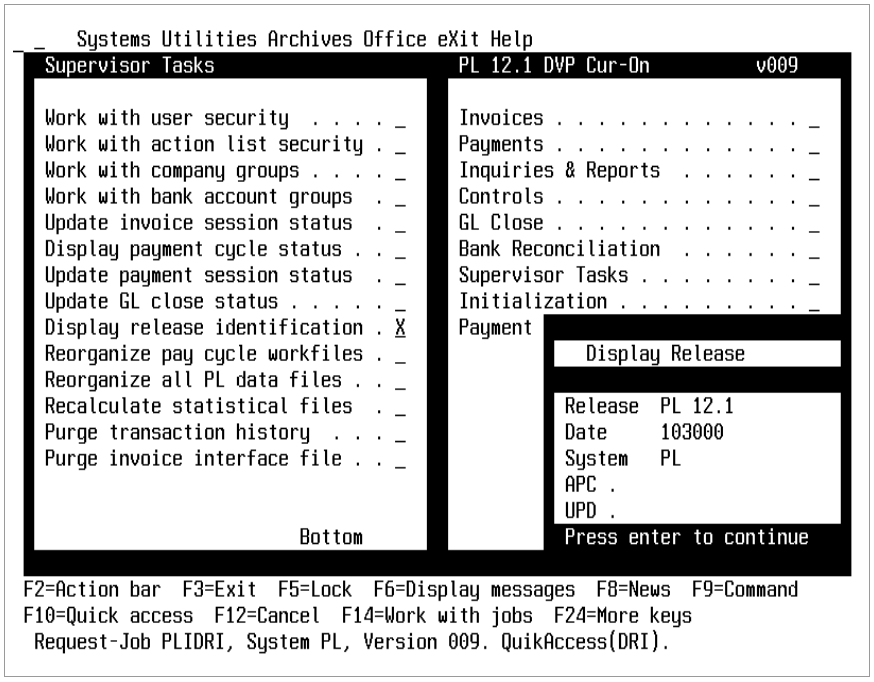


Figure 6-20: Release Identification window

3 Press Enter to return to the *Supervisor Tasks* menu.