



# Infor Infinium FMS Payables Ledger Guide to Processing

Volume 2

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This chapter contains information about processing bills, also known as drafts, to pay invoices.

The chapter consists of the following topics:

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Overview of processing bills	11-2
Creating a bill	11-4
Paying a bill	11-12

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## Overview of processing bills

This chapter explains how to create and pay a bill, which is also known as a draft. A bill is a contract between a company and a vendor to pay invoices for a specified amount at a future date.

You can work with three kinds of bills using Infinium PL. You can use the first two types to pay specific invoices by a specified due date. You can use the third type to pay invoices at any time.

The three kinds are:

- Bills of Exchange that are initiated by Infinium PL

During invoice processing Infinium PL prints a bill that you send to the vendor. When the bill is due, the money is transferred from the company's bank to the vendor's bank.

- Letters of Credit that are initiated by the vendor

You receive a signed bill from the vendor that must be signed by a representative of the company and returned to the vendor. When the bill is due, the money is transferred from the company's bank to the vendor's bank.

- Electronic Letters of Credit that are initiated by the vendor

The company and the vendor have a predetermined agreement. This agreement allows the vendor to request money from the company's bank to be deposited to the vendor's bank when the bill is due.

## Controls that affect bills

The following controls are required for processing bills:

- At least one bill control for the division. Refer to the *Infinium PL Guide to Controls* for information about setting up division controls that allow bill processing.
  - For each of the following, the correct bill payment method (bill of exchange, letter of credit, or electronic letter of credit) must be set to active:
    - Entity
-

- Vendor
- Infinium PL company's bank account

Refer to the *Infinium PL Guide to Controls* and the “Creating vendor controls” topic earlier in this guide for information about setting up and activating payment method controls.

## Objectives

After completing this chapter, you should be able to:

- Create a bill
  - Pay a bill
-

## Creating a bill

To create a bill, you create an invoice session using the bills invoice entry method. The entire invoice session must be for bills only. You can include invoices in the session in either of the following ways:

- Select existing partially or fully open invoices for the vendor from an invoice selection list; refer to the procedure for details
- Add new invoices directly to the bills session

The system closes this session's original invoices, marking them as relieved, and replaces them with the bill. The bill remains open until you use the *Process payments* function to pay the bill.

## Creating a bill

To create a bill, perform the following steps:

- 1 From the main menu select *Invoices*.
  - 2 Select *Work with invoice entry* [WWI]. The system displays a screen similar to Figure 11-1.
-

```

7/25/2008 13:30:14      Work With Invoice Sessions      PLGSSW      PLDSSW
-----
Type information and press Enter.

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

Option Session User      Reference Source      Count Status      Match
-----
   —      11178 DER
   —      11179 DER
   —      11180 DER
   —      11193 CCD      HI VOLUME PL2000      6 In error
   —      11224 CCD      BILLS    PL2000      1 In proof
   —      11230 CCD      HI       PL2000      5 In entry
   —      11243 FLN      INV/FLN1 PL2000      1 In entry
   —      11244 FLN      INV/FLN2 PL2000      1 In entry
   —      11245 FLN      INV/FLN3 PL2000      1 In entry
   —      11257 CCD
   —      11419 FLN
                                     PL2000      In entry
                                     MORE...

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

```

Figure 11-1: Work with Invoice Sessions selection screen

- 3 To create an invoice session for bills, press F6. The system displays a screen similar to Figure 11-2.

```

7/25/2008 13:39:25      Work With Invoice Sessions      PLGSSW      PLDSSW
-----
Type information and press Enter.

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

Option Session User      Reference Source      Count Status      Match
-----
Session Control Totals

Session . . . . . : 22530
Default accounting date . 7/25/2008
Reference . . . . . : BILLS
Entry Method . . . . . 5      0=Standard 1=High volume 5=Bills
                                     6=P0/Receipt
                                     Projected totals      Actual totals
Invoice count . . . . . : 0
Session amount . . . . : .00
Discount amount . . . . : .00

F10=Quick access F12=Cancel F18=Message line

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

```

Figure 11-2: Session Control Totals window

## Selecting the bills invoice entry method

- 4 You must select *Bills* at the *Entry Method* field to specify that this is a bills session.

The *Discount amount* control total does not apply to bills. Complete the other fields as you would for a normal invoice session.

- 5 Press Enter. The system displays a screen similar to Figure 11-3.

7/23/2008	08:58:49	Bill of Exchange Header	PLGWBE	PLDWBE
<hr/>				
Session . . . . . : 177				
Bill type . . . . . 4 + Bill of Exchange				
Vendor . . . . . 1 + -or Short name . . . . . +				
Company . . . . . 001 + Division . . . . . 001 +				
<hr/>				
<hr/>				
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys				

Figure 11-3: Bill of Exchange Header screen 1

- 6 The default is 4 in the *Bill type* field for bill of exchange. Complete the other fields as you would for a normal invoice session.
- 7 Press Enter. The system displays a screen similar to Figure 11-4.

7/25/2008 14:16:59		Bill of Exchange Header		PLGWBE	PLDWBE
<hr/>					
Session . . . . .	22532	asdf			
Internal ID . . . . .	CCD - 000038874	asdf			
Bill type . . . . .	4	Bill of Exchange			
Vendor . . . . .	CCDNEW	asdf			
Company . . . . .	CCD	Division . . . . .	DAYDAY		
<hr/>					
Bill number . . .	<u>334-10</u>	Issue date . . .	<u>7/24/2008</u>		
Bill amount . . .	<u>150.00</u>	Due date . . .	<u>8/24/2008</u>		
Purchase order .		Bill currency . .	<u>USD</u> +		
<hr/>					
ACCOUNTING					
Date . . . . .	<u>7/25/2008</u>	Bill code . . .	<u>DAVIDSCOTT</u> +		
<hr/>					
F2=Function keys F3=Exit F4=Prompt F8=Address F24=More keys					

Figure 11-4: Bill of Exchange Header screen 2

## Entering basic bill information

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

### *Bill number*

Type the bill identification number provided by the vendor.

### *Issue date*

Type the date that the bill is issued. This is a required field.

### *Due date*

Type the date that the funds are to be transferred to the vendor's bank.

### *Bill code*

The bill code identifies the accounts that the system uses when you post and pay the bill. If the division controls include a default bill code, the system supplies that code as the default in this field.

For information about the accounting entries that the system generates when you post and pay a bill, refer to this guide's "Accounting Transactions" appendix.

- 9 If the vendor's default payment method is **5** (letters of credit) or **8** (letters of credit - electronic), you can press F13 to access the Pay Information screen. Otherwise, the system automatically displays the Payment Information screen similar to Figure 11-5 when you press Enter.

9/12/2008 13:00:35		Pay Information		PLGWBE	PLDWBE
Type information and press Enter.					
Vendor	:	1 Vendor Number 1			
Internal bill ID	:	001 - 000002227			
Factor	:	_____ +			
Payment method	:	04 +			
Remit to address	:	MAIN +			
Payment currency	:	USD			
Bill to Payment currency					
Exchange rate type	:	_____			
Exchange rate	:	1.000000000			
Rate per	:	1.000			
Rate lock	:	0 0,1,2			
Bank account short name	:	ACCOUNTX1 +			
Payment message ID	:	_____ +			
-or Payment message	:	_____			
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys					

Figure 11-5: Pay Information screen

## Entering payment information

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

### *Payment method*

The payment method must be a bills payment method (**04, 05, 08**).

The default for this field is from one of the following:

- The vendor address controls, if these controls specify a method
- Otherwise, the vendor's base data controls

### *Bank account short name*

The system prints this value on the bill document that the system generates when you post the session.

The controls for this bank account must allow the payment method that you specified in the *Payment method* field.



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

```

9/12/2008 13:01:11          Select Invoices          PLGSLINV  PLDSLINV

Payment Session . . . . . : 7261          Payment Cycle . . . . . : *BILLS
Vendor . . . . . : _____1 + Vendor Number 1
Short name . . . . . : VEND1 + Payment date . . . . . : 9/12/2008

Type options and press Enter.
1=Select invoice 8=Display 17=Notes

      Invoice ID      Held? Due date      Open amount      Currency
Option Internal ID      Invoice date  Company/division  Reference Invoice
— TEST PAID          1  3/19/2005          100.00      USD
      CK1 - 000000113  2/17/2005      CK1 / DIV1
— TRY AGAIN          1  3/20/2005          300.00      USD
      CK1 - 000000115  2/18/2005      CK1 / DIV1
— TRY AGAIN          1  3/20/2005          300.00-      USD
      CK1 - 000000116  2/18/2005      CK1 / DIV1          CK1 - 000000115
— CGK-DETAIL-001      0  1/10/2004          500.00      USD
      DER - 000004025  12/11/2003      DER / DIV1
— CGK-DETAIL-002      0  1/10/2004          333.00      USD
      DER - 000004026  12/11/2003      DER / DIV1
_____ More...

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

```

Figure 11-6: Select Invoices screen

## Selecting the invoices

This screen identifies all of this vendor's invoices that are partially or fully open so that you can select the invoices that are to be paid through this bill.

- 12 Type 1 in the *Option* column to select each invoice that is to be covered by this bill.
- 13 Press Enter and then Cancel. The system displays a screen similar to Figure 11-7.

_ 9/12/2008 13:02:53		Bill of Exchange	PLGWBP	PLDWBP
Selected Invoices to Close Out				
Bill of Exchange				
Internal ID . . . . .	001 - 000002227	Division . . . . .	001	
Bill number . . . . .	444			
Due date . . . . .	9/22/2008	Currency . . . . .	USD	
Invoices Selected to Close Out - Summary				
Payment session . . . . .	7261	Payment cycle . . . . .	*BILLS	
Vendor . . . . .	1	Accounting Date . . . . .	9/12/2008	
Factor . . . . .		Vendor Number 1		
Remit to address . . . . .	MAIN			
Bill amount . . . . .		150.00		
Selected/not held . . . . .		.00		
Remaining balance . . . . .		150.00		
F2=Function keys F3=Exit F5=Display invoices F24=More keys				

Figure 11-7: Selected Invoices to Close Out screen

Processing of this screen is similar to processing at the equivalent manual payment screen. The system displays the bill amount, the amount you selected for the bill by selecting or adding invoices, and any difference between the two amounts.

If the bill amount does not equal the selected amount, you can:

- Select more invoices for the bill by pressing F7 or create and add new invoices by pressing F6. If you create a new invoice, you must then also select that invoice from the invoice list.
- Pressing F7 returns you to the Select Invoices screen.
- Remove invoices from the bill by pressing F5
- Pressing F5 displays a list of all invoices that you have already included in this bill. You change an invoice or remove the invoice from the bill.
- Calculate a new bill amount that equals the selected amount by pressing F21.

This feature allows you to use partial invoice amounts for a bill, which is similar to the method for making partial manual payments.

- 14 When the bill amount equals the selected amount, you can press Enter to confirm your entries. The system returns you to Bill of Exchange Header screen 1, which is similar to Figure 11-3 and allows you to create another bill.

- 15 To post the bill, return to the Session Selection screen and select the invoice session. Type **11** (Post) and press Enter.

### Payment method codes

The payment method on a bill session's proof report is **98**.

The system assigns this temporary payment method when the invoices are relieved by bills.

The system uses the payment methods of **04**, **05**, and **08** to record the actual cash transfer between the payment company's bank and the vendor's bank.

---

# Paying a bill

## Overview

As soon as the money is transferred from the company's bank to the vendor's bank, you must update the bill in Infinium PL to a paid status.

The steps for paying bills are similar to the steps for paying invoices:

- 1 Working with a payment cycle, which includes:
  - Creating or changing a payment cycle
  - Selecting bills to be included in a payment cycle to create the payment session
- 2 Working with the payment selections, which includes:
  - If necessary, making changes to the selected bills
  - Authorizing payment of the session's bills
- 3 Processing the payments

The difference between paying bills and paying regular invoices is that when you process the payments, the system prints only a Payment Register. If the bank account controls specify also printing a remittance report, the system also generates that report.

Because paying bills is so similar to paying invoices, the following instructions explain only how to create a bills payment cycle and how to work with that payment cycle. Refer to the "Selecting and Processing Payments" chapter of this guide for information about making payments.

## Creating a bills payment cycle

To create a bills payment cycle, perform the following steps:

- 1 From the main menu select *Payments*.
-

- 2 Select *Work with payment cycles* [WWPC]. The system displays a screen similar to Figure 11-8.

9/11/2008 12:22:06

Work With Payment Cycles

PLGCHW1

PLDCHW1

Type options and press Enter.

2=Change 4=Delete 7=Select invoices 8=Display 9=Activate/deactivate

Option	Cycle	Description	Last Pay Run	Next Pay Run
—	SD5 CYCLE	SD5'S PAYMENT CYCLE	2/24/2000	
—	SEJASPER	PAYMENT CYCLE	6/21/2003	
—	SEJBILLOE	BILL OF EXCHANGE	6/20/2003	
—	SEJGIRO	GIRO PAYMENT	6/20/2003	
—	SHARON	PAYMENT CYCLE	3/23/2005	
—	STC	CHANGE SYSTEM TEST CYCLE NAME	11/25/2001	
—	SYSTEMTEST	SYSTEM TEST CYCLE	8/14/2004	
—	TEST	TEST	7/18/2003	
—	TESTNUM4	MAC TEST	7/25/2006	
—	TEST02	TESTING PMT METH 02	9/04/2007	
—	TGL TSTCYC	TGL BANK ACC RESTRICTION CYCLE	10/15/2003	
—	TGL USD	TGL USD PAYMENT CLYCLE	9/29/2003	
—	TGLOVF	TEST FOR CHECK OVERFLOW	3/31/2004	
—	TGLPAY01	TGLPAYMENT 01	3/01/2004	

More...

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

Figure 11-8: Work with Payment Cycles Selection screen

This screen allows you to create a new cycle or update an existing cycle. Refer to the “Processing Payments” chapter of this guide for more information about working with a payment cycle.

- 3 Press F6 to create a new payment cycle. You can also select an existing payment cycle, type 2 (Change) and then press Enter. The system displays a screen similar to Figure 11-9.

9/11/2008 12:27:23		Payment Cycle Controls	PLGPCC	PLDPCC
Payment cycle name	SEJBILLOE			
Description	BILL OF EXCHANGE			
Pay from company	001 +			
Pay from division	001 +			
Pay from bank account	COMPANY +			
Bank account currency	USD UNITED STATES DOLLAR			
Payment date	6/20/2003			
- Override accounting date				
Vendor payment sort order	2 1=Pay to ID, 2=Pay to Short Name			
Invoice remittance sort order	2 1=Internal ID, 2=Invoice number			
Maximum cycle amount				
Default payment currency control	1 1=Invoice currency 2=Default payment currency			
Default payment currency	+			

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

Figure 11-9: Payment Cycle Controls screen

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

*Pay from bank account*

For bills of exchange (payment methods **04**, **05**, or **08**), this value must identify the bank account that you specified for the bill in the *Bank account short name* field at the Pay Information screen during creation of the bills invoice session.

Complete the other fields as you would for a normal payment cycle. Refer to the “Processing Payments” chapter of this guide for more information about creating payment cycle controls.

- 5 Press Enter. The system displays a screen similar to Figure 11-10.

```
9/11/2008 12:28:35      Payment Methods      PLGPCC      PLDPCC

Payment cycle name . . . . . : SEJBILLOE  BILL OF EXCHANGE
Total payment methods selected : 01

Type options and press Enter.
  1=Select as default
Option  Method  Description
-       01      Checks
-       02      Girobank Transfer
1      04      Bills of exchange
-       52      Bankers Automated Clearing Society

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

Figure 11-10: Payment Methods screen

This screen identifies the payment methods that are valid for the specified bank account.

- 6 Select a bill payment method (**04, 05, 08**) with **1** and press Enter to make that method the default method.

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

```

9/11/2008 12:29:25  Payment Cycle Selection Criteria  PLGPCS  PLDPCS

Payment cycle name . . . . . : SEJBILLOE  BILL OF EXCHANGE
Calculate net due date . . . . .  _____ *  plus ____ days
                                     - or minus ____ days
Discount due date . . . . .  _____ *  from ____ days  to ____ days

Invoices from company . . . . .  _____ +
Invoices from division . . . . .  _____ +
- or Company group . . . . .  _____ +
Invoice session number . . . . .  _____
Invoices from period/year . . . .  ____ / ____
Invoices with payment currency . ____ +
- or Payment currency group . . .  _____ +

Critical levels (0-9) . . . . .  - - - - -
Invoice types . . . . .  _ _ _ _ _ + Blank for all

Selection control . . . . .  1 (1=None, 2=Match, 3=Match or No preference)
Pay from bank account group . .  _____ +

F2=Function keys  F3=Exit  F4=Prompt  F7=User fields  F24=More keys

```

Figure 11-11: Payment Cycle Selection Criteria screen

- 7** To create a payment cycle that includes only bills, you must type **4** in one of the *Invoice types* fields. If you leave the *Invoice types* fields blank, the payment cycle can include both regular invoices and bills.

Complete the other fields as you would for a normal payment cycle.

- 8** Press Enter twice. The system creates or updates the payment cycle.

## Your next step

After you create a payment cycle for bills, you must complete the following tasks:

- 1** Select the payment cycle. Type **7** (Select invoices) and press Enter to select bills for payment and to create a payment session.
- 2** Authorize payment of the session's bills.
- 3** Process the session's payments.

Refer to the "Selecting and Processing Payments" chapter for information about authorizing and processing payment sessions.



This chapter contains information about processing taxes using Infinium GT.

The chapter consists of the following topics:

Topic	Page
Overview of processing taxes	12-2
Setting up Infinium PL tax controls	12-6
Examples of standard and prorated tax distributions	12-10
Tax prorating requirements and verifications	12-11

---

## Overview of processing taxes

### Working with Infinium GT

Infinium PL works with Infinium GT to provide automatic processing of tax information. Accurate processing of taxes requires the setting up of control records in both of these applications.

The flow of information depends upon the type of invoice.

Invoice type	Information flow
All types	<p>Infinium PL passes information from the invoice to Infinium GT.</p> <p>Infinium GT calculates the taxes based on the Infinium GT controls defined for the tax authority specified for the invoice. Infinium GT then returns the appropriate tax amount and general ledger account to the Infinium PL invoice record.</p> <p>If you then change the tax information manually for the invoice, Infinium PL passes the modified tax information back to Infinium GT.</p>
Purchase order only	<p>Infinium PM passes information from the purchase order to Infinium GT.</p> <p>Infinium GT calculates the taxes based on the Infinium GT controls defined for the tax authority specified for the purchase order. Infinium GT then returns the appropriate tax amount and general ledger account to the Infinium PM purchase order record.</p> <p>Infinium PL retrieves the tax information from Infinium PM during the invoice to purchase order matching process.</p> <p>Infinium PL passes the final tax information, including any manual changes you have made, back to Infinium GT.</p>

---

Infinium GT can process sales/use taxes, value added taxes (VAT), goods and services taxes (GST), and provincial services taxes (PST).

---

## Overview of Infinium GT controls

Before you can process taxes in Infinium PL, you must set the following Infinium GT controls:

- Tax authorities
- Tax rates
- General Ledger accounts

The diagram in Figure 12-1 summarizes the Infinium GT controls.

### Infinium GT Controls

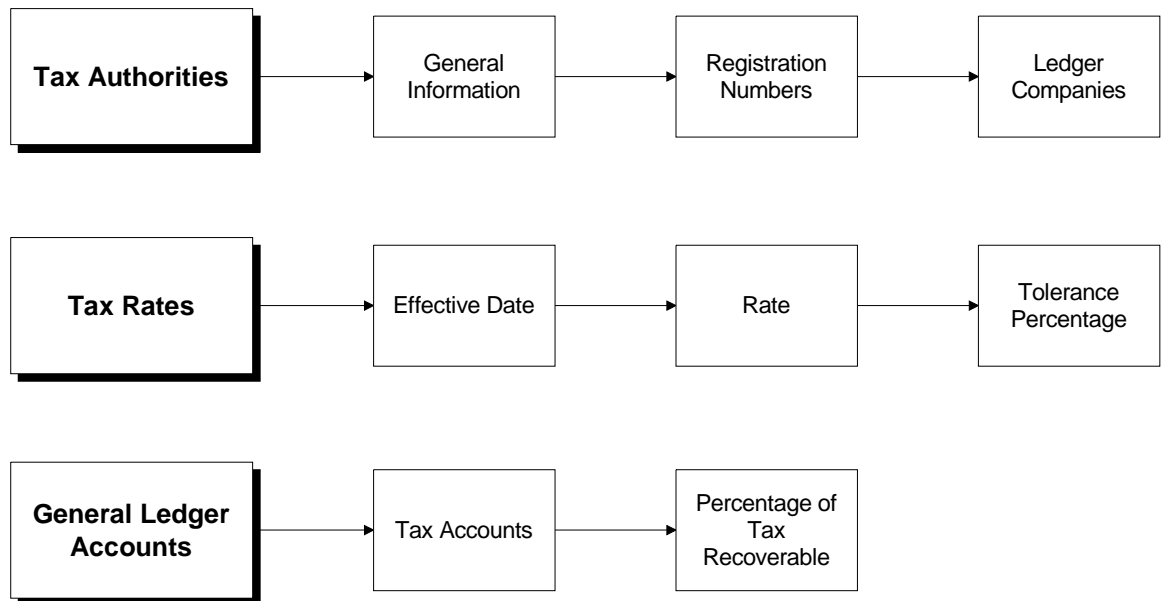


Figure 12-1: Infinium GT Tax controls diagram

### Infinium GT tax authorities

Tax authority controls in Infinium GT identify:

- General information including the:
  - Type of tax such as sales/use or value added tax (VAT)
  - Currency

- Country
- Registration numbers that define the following:
  - Current tax year and period and the number of returns you file per year
  - Period controls

The period controls contain the dates in the tax year, whether the return was made, and whether VAT is due or received.

- Ledger companies that are authorized to use the tax authority
- You must indicate the ledger (**PL**) as well as the ledger company and division.

For step-by-step instructions, refer to the *Infinium GT Guide to Setup and Processing*.

### Tax authority links (optional)

Tax authority links allow you to associate one or more tax authorities with one another. Any time a tax is processed for one tax authority, the system also processes taxes for the linked authority or authorities.

When you link tax authorities, you can specify a value in the *Tax on tax* field as follows:

- If you type **1**, the system calculates the first tax and then adds that tax to the basis for calculating the subsequent tax.
- If you type **2**, the system calculates linked taxes independently of each other.

For more information, refer to the *Infinium GT Guide to Setup and Processing*.

### Infinium GT tax rates

For each tax authority, you must set up at least one tax rate and include the following information:

- Effective date
- Rate

You can also define tolerances for tax authorities. Infinium PL uses the tolerance when you override the system-calculated tax amount. The system compares the calculated tax amount to the amount you type and verifies that your amount is within the tolerance specified in Infinium GT for the tax rate.

---

For step-by-step instructions, refer to the *Infinium GT Guide to Setup and Processing*.

## General Ledger accounts

You must also specify in Infinium GT the appropriate general ledger accounts for each combination of tax authority, tax rate, company, and division. For VAT taxes, you must indicate whether a percentage of the tax is recoverable.

Refer to the *Infinium GT Guide to Setup and Processing* for information about entering the general ledger accounts.

Infinium PL automatically generates tax entries for these accounts during invoice entry. For information about these tax entries, refer to this guide's "Accounting Transactions" appendix.

## Restrictions on invoice tax types

Although you can specify taxes in both regular and registered invoices, the only type of tax you can specify in a registered invoice is VAT.

For information about processing tax information in invoices, refer to the "Processing Standard Invoices" chapter of this guide.

## Objectives

After completing this chapter, you should be able to:

- Understand the controls that you must set up in Infinium GT
  - Set up the necessary tax controls in Infinium PL
  - Create invoices that include taxes
-

## Setting up Infinium PL tax controls

Infinium PL does not use Infinium GT to process tax information unless the Infinium PL entity controls base data *Infinium GT* field indicates that Infinium GT is installed. Refer to the *Infinium PL Guide to Controls* for more information about entity controls.

You can also set up default tax information in each vendor's controls. The system supplies these default values in each invoice that you create for the vendor.

## Setting up default tax information for a vendor

To set up default tax information for a vendor, perform the following steps:

- 1 From the Infinium PL main menu select *Controls*.
- 2 Select *Work with vendors* [WWV]. The system displays a screen similar to Figure 12-2.

7/16/2008 14:31:06		Work with Vendors		PLGVIEW	PLDVIEW
Type information and press Enter.					
2=Change 4=Delete 6=Print 8=Display 9=Activate/deactivate					
15=Audit trail					
Opt	Short Name	Vendor Name	Vendor Doing Business As	Act	
Loc					
—	IBAN	IBAN	IBAN	1	
—	IBAN1	IBAN1	IBAN1	1	
—	IBAN2	IBAN2	IBAN2	1	
—	ICOMPANYTH	The I Company	I	1	
—	INF	Infinium	INFINIUM SSA GT	1	
—	INFM	Infinium	SP22	1	
—	IRT1	IR Test Vendor	IRTEST	1	
—	IRT2	IR Test Vendor 2	IRTEST2	1	
—	IRT3	IR TEST THREE	IRTESTTHRE	1	
—	IRVENDOR	IR Vendor	IR VENDOR	1	
—	IRVEND01	IR Vendor 01	IRVEND01 MR. INCOME REPORTIN	1	
—	J/A2	John and Andrew's Co #2	JANDA2	1	
				MORE...	
F2=Function keys F3=Exit F5=Refresh F6=Create F24=More keys					

Figure 12-2: Work with Vendors screen 1

**3** Select a vendor. Type **2** (Change) and press Enter.

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

```
7/16/2008 14:33:35      Work with Vendors      PLGVEM      PLDVEM
-----
Vendor . . . . . : INFINIUM  Infinium

Type options and press Enter.
  2=Change

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

-----
F2=Function keys  F3=Exit  F4=Prompt  F9=Select all  F24=More keys
```

Figure 12-3: Work with Vendors screen 2

**4** Select the *Vendor tax controls* segment. Type **2** (Change) and press Enter.

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

7/16/2008 14:35:37 Vendor Tax Controls		PLGVEM8	PLDVEM8
Vendor . . . . .		INFINIUM	
Vendor name . . . . .		Infinium	
Vendor tax controls 1			
Exempt from tax ? . . . . .	<u>0</u>	1=Yes, 0=No	
Country code / Registration number . . . . .	<u>  </u> + <u>          </u>		
Default tax authority / Rate code . . . . .	<u>  </u> + <u>      </u> + <u>      </u>		
Default category code . . . . .	<u>  </u> + <u>      </u>		
Recoverable? . . . . .	<u>1</u>	1=Yes, 0=No	
Self assess? . . . . .	<u>0</u>	1=Yes, 0=No	
Tax inclusive ? . . . . .	<u>0</u>	1=Yes, 0=No	
Vendor tax controls 2			
Exempt from tax ? . . . . .	<u>0</u>	1=Yes, 0=No	
Country code / Registration number . . . . .	<u>  </u> + <u>          </u>		
Default tax authority / Rate code . . . . .	<u>  </u> + <u>      </u> + <u>      </u>		
Default category code . . . . .	<u>  </u> + <u>      </u>		
Recoverable? . . . . .	<u>1</u>	1=Yes, 0=No	
Self assess? . . . . .	<u>0</u>	1=Yes, 0=No	
Tax inclusive ? . . . . .	<u>0</u>	1=Yes, 0=No	
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys			

Figure 12-4: Vendor Tax Controls screen

You can define one or two sets of tax information defaults for invoices that you create for this vendor. You can also add tax lines during invoice entry.

If these controls specify that a vendor is tax exempt and you enter tax data during invoice entry, the system displays a warning.

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

#### *Default tax authority, Rate code*

The system uses the tax authority to determine the type of tax and to identify the companies and divisions with access to that tax authority. The system uses the rate code value to find the tax rate tolerance.

The tax authority and rate code are two of the controls that you must have set up in the Infinium GT system.

#### *Default category code*

You can specify a category code for reporting purposes. This value refers to category codes defined in Infinium GT.

#### *Self assess?*

If this vendor does not charge you for taxes on the invoice, but you are liable for taxes, specify yes in this field. The system creates a journal entry for the tax accrual.



If this vendor does charge you for taxes, specify no in this field. The system includes the tax amount in the payables trade liability account for the invoice.

*Tax inclusive?*

If the tax basis on the invoice includes the tax amount, specify yes in this field.

**6** Press Enter. The system updates the vendor tax controls.

---

## Examples of standard and prorated tax distributions

The tables below provide examples of how the system distributes a \$100.00 tax expense for a \$1000.00 invoice (including tax amount) using the following:

- Standard tax distribution method
- Prorated tax distribution method

The tables below highlight the tax distributions in bold typeface like **this**.

### Standard tax distribution

GL account number	Description of distribution	Amount distributed
001-001-001-6331	Office Expenses	400.00
001-001-001-6332	Computer Expenses	300.00
001-001-001-6333	Utilities-Electricity	200.00
<b>001-001-001-6400</b>	<b>Tax - Value Added Tax Recoverable</b>	<b>100.00</b>

### Prorated tax distribution

GL account number	Description of distribution	Amount distributed
001-001-001-6331	Office Expenses	400.00
001-001-001-6332	Computer Expenses	300.00
001-001-001-6333	Utilities-Electricity	200.00
<b>001-001-001-6401</b>	<b>Office Expenses (tax)</b>	<b>44.45</b>
<b>001-001-001-6402</b>	<b>Computer Expenses (tax)</b>	<b>33.33</b>
<b>001-001-001-6403</b>	<b>Utilities-Electricity (tax)</b>	<b>22.22</b>

For more information about prorating taxes, refer to the “Tax prorating requirements and verifications” topic in this chapter.

# Tax prorating requirements and verifications

## Tax prorating requirements

You must do the following to activate the prorating of taxes to an invoice's expense distribution accounts:

- Install and set up the Infinium GT application. Infinium PL cannot generate tax accounting transactions for taxes except by using the Infinium GT application.
- Activate use of Infinium GT in your Infinium PL entity base controls.
- Activate tax proration in your Infinium PL entity controls. For information about proration controls, refer to the *Infinium PL Guide to Controls*.

## Prorated distribution process during invoice posting

When you enter an invoice with taxes, the taxes are initially expensed to one or more separate tax expense accounts. During the posting process, the system spreads the tax expenses across the invoice expense accounts, replacing the original tax distribution or distributions.

## Verifying tax distribution

To verify the prorated tax distributions on an invoice-by-invoice basis, use the *Work with invoice adjustments* function print option.

Use any of the invoice reports or analytical inquiry to review the results of prorating. You can view the prorated tax distributions on line before the invoice is posted. The system also prints a proration report when you submit a session for proofing.

To report on the prorated tax distributions for multiple invoices by session, use the applicable Infinium QY report defined in this guide's "Sample Infinium QY Reports" appendix.

---

## Notes

---

## Chapter 13 Using Currency Processing in Infinium PL

# 13

This chapter contains information on how Infinium PL interfaces with Infinium CM to process amounts in multiple currencies.

The chapter consists of the following topics:

Topic	Page
Overview of using currency processing in Infinium PL	13-2
Overview of Infinium CM controls	13-4
Setting up currency controls in Infinium PL	13-6
Entering invoices using multiple currencies	13-23
Paying invoices using multiple currencies	13-34

---

## Overview of using currency processing in Infinium PL

Infinium PL works with Infinium CM to process amounts in multiple currencies. Infinium CM determines appropriate exchange rates and calculates the amounts for all currency conversions.

You must set up certain controls in each application for the system to properly process in multiple currencies.

In Infinium PL, you can:

- Create an invoice in a currency that is different from the invoice company's base currency
- Pay an invoice in a currency that is different from the invoice currency
- Pay an invoice in a currency other than the bank account's currency
- Pay an invoice in a currency that is different from the payment company's base currency
- Revalue unpaid foreign currency invoices

The diagram in Figure 13-1 illustrates the areas in the system in which currency exchanges can take place.

For information on related currency transactions, refer to "Accounting Transactions" appendix in this guide.

---

## Currency exchanges

### Currency Processing in Infinium PL

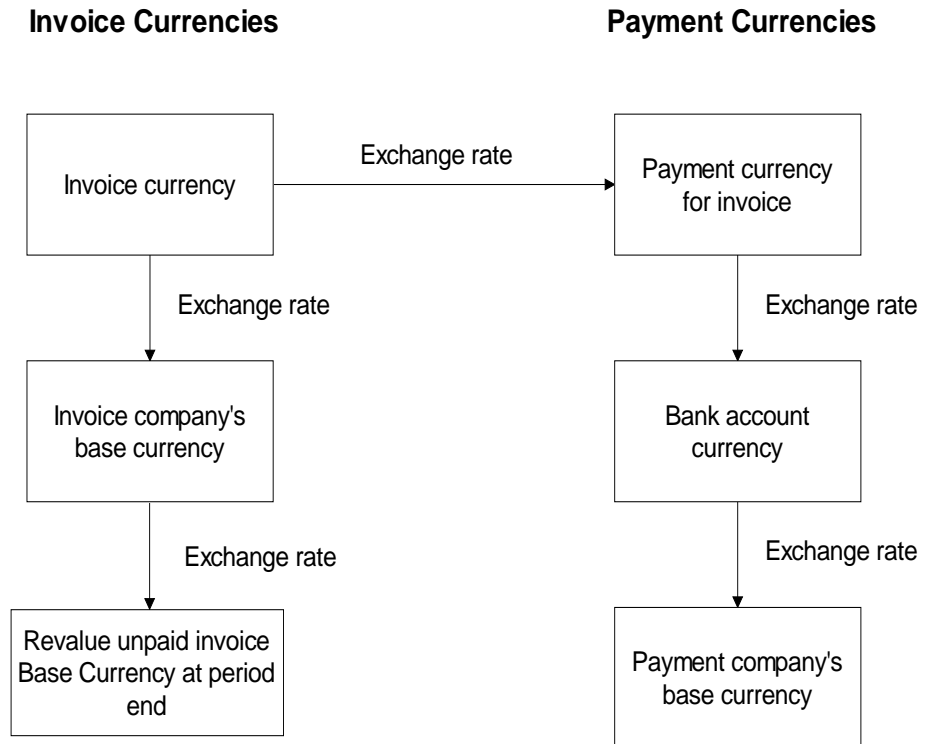


Figure 13-1: Currency Exchanges diagram

## Objectives

After completing this chapter, you should be able to:

- Understand the areas in Infinium PL where currency exchanges take place
- Understand the controls you must set up in Infinium CM
- Understand the currency controls you must set up in Infinium PL
- Create, pay, and revalue invoices using multiple currencies

## Overview of Infinium CM controls

If you use Infinium CM, you must set up the following controls in Infinium CM before you can process in multiple currencies in Infinium PL:

- Valid currencies, for example, USD, CDN, GBP, YEN

Currencies include the payment script printing information. Some of this information includes how to express:

- A unit, for example, dollar or pound
- Currency leading symbols
- Decimal separators

- Rate types

Rate types indicate the frequency that you update an exchange rate.

- Exchange rate controls

Exchange rate controls define the relationship between two currencies and a rate type. Exchange rate controls also allow you to specify information such as the age limit of an exchange rate and whether an exchange rate control allows a reciprocal relationship.

- Exchange rates

After you define the above controls, you must enter the exchange rates. Exchange rates indicate the exchange rate between two currencies of a certain rate type and the effective date of the exchange rate.

The diagram in Figure 13-2 illustrates the Infinium CM information flow.

---



## Infinium Currency Management information flow

### Infinium CM Information Flow

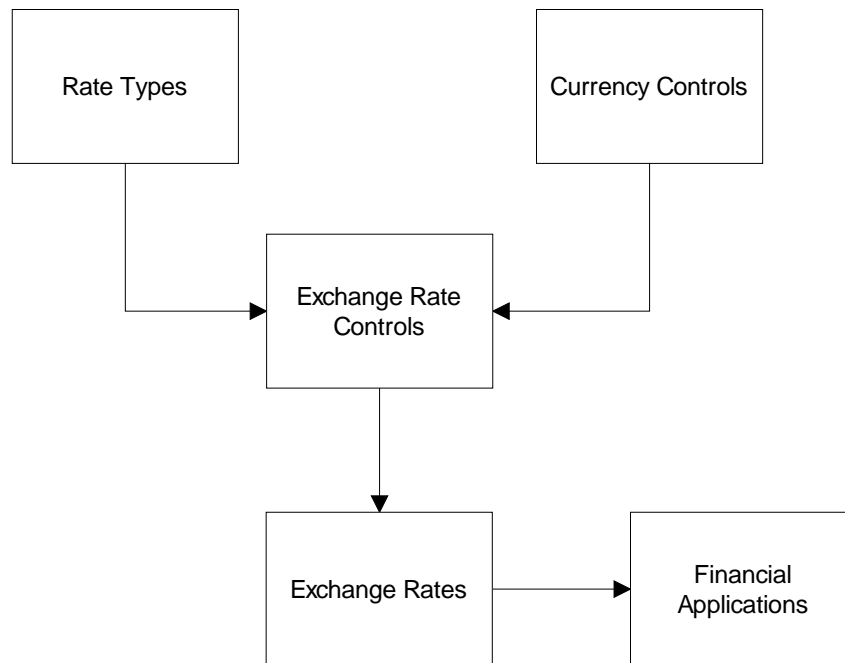


Figure 13-2: Infinium CM information flow diagram

For step-by-step instructions on how to set up Infinium CM controls, refer to the *Infinium CM Guide to Setup and Processing*.

# Setting up currency controls in Infinium PL

## Overview

The system uses the following controls in Infinium PL when processing invoices and payments in multiple currencies:

- Entity

Base Data Controls

The *Currency Management* field must specify yes to indicate that you are interfacing with Infinium CM.

The *Enable multi-currency processing* field must specify yes. You cannot change the value in this field after entity controls are established.

- Companies

Base Data Controls - company base currency and exchange rate effective date

The *Enable multi-currency processing* field must specify yes. You cannot change the value in this field after company controls are established.

Divisions - exchange rate types

- Banks

Bank Accounts - bank account currency

Bank Account Payment Methods - currency overrides and currency restrictions for specific payment methods

- Vendors

Base Data Controls - currency defaults and currency restrictions for vendor

Address Controls - currency overrides and restrictions for a specific vendor address

---

## Setting up entity controls

The area in entity controls that contains currency controls is base data. To set up entity currency controls, perform the following steps:

- 1 From the main menu select *Controls*.
- 2 Select *Work with entity* [WWE]. The system displays the Work With Entity Selection screen.
- 3 Select *Base data controls*. Type 2 (Change) and press Enter.

The system displays a screen similar to Figure 13-3.

7/22/2008 12:06:52		Work With Entity		PLGECM1	PLDECM1
Base data controls			Page 1 of 2		
Description . . . . .			<u>Infinium Payables Ledger</u>		
Infinium Software systems installed					
Accounts Receivable . . . . .	1	1=Yes, 0=No			
Purchasing/Payables Exchange. . . . .	1				
General Ledger . . . . .	1				
Fixed Assets . . . . .	1				
Currency Management . . . . .	1				
Global Taxation . . . . .	1				
Income Reporting . . . . .	1				
Payroll . . . . .	1				
Personnel . . . . .	1				
Financial Products. . . . .	1				
Electronic Exchange . . . . .	1				
Project Accounting. . . . .	1				
F2=Function keys F3=Exit F10=Quick access F12=Cancel F18=Message line					

Figure 13-3: Work With Entity Base Data Controls screen 1

- 4 At this screen, specify yes in the *Currency Management* field.
- 5 Press Enter. The system displays a screen similar to Figure 13-4.

7/22/2008 12:08:14		Work With Entity		PLGECM1	PLDECM1
Base data controls			Page 2 of 2		
Date format . . . . .	1	1=Month, Day, Year 2=Day, Month, Year 3=Year, Month, Day			
Date separator . . . . .	/	/, \, ., :, -			
Enable multi-currency processing. . .	1	1=Yes, 0=No			
Default intercompany table . . . . .	_____ +				
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys					

Figure 13-4: Work With Entity base data controls screen 2

- 6 At this screen, specify yes in the *Enable multi-currency processing* field.
- 7 Press Enter. The system saves your base data controls and returns to the *Work with entity* selection screen.

## Setting up company controls

The two areas in company controls that contain currency controls are base data and division.

To set up company currency controls, perform the following steps:

- 1 From the main menu select *Controls*.
- 2 Select *Work with companies* [WWC]. The system displays the Work With Company Controls screen.
- 3 Select a company. Type 2 (Change) and press Enter.
- 4 Press Enter. The system displays a screen similar to Figure 13-5.

```

7/22/2008 12:09:27    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 13-5: Work With Base Data Controls screen

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

*Process multi-currency?*

You must specify yes in this field for a company to process invoices and payments in multiple currencies. You cannot change the value in this field after company controls are established.

*Base currency*

Type the company's base currency. If the transaction currency differs from the base currency of the invoice and/or payment company, the system calculates an exchange amount to convert the transaction currency to the base currency.

*Rate effective date flag*

The system uses the value in this field to locate the proper exchange rate in Infinium CM. The effective date is based on either the invoice date, invoice accounting date, or the session date when you create invoices.

- 6 Press Enter. The system updates the base data controls and returns to the Work With Company Controls screen.
- 7 Select a company. Type **15** (Divisions) and press Enter. The system displays a screen similar to Figure 13-6.

```

11/20/2013 13:46:56      Work With Division Controls      PLGDVW      PLDDVW
-----
Company . . . . . : AMS      AMS CORPORATION
Type options and press Enter.
2=Change 4=Delete 6=Print 8=Display 9=Activate/deactivate 15=Currency
16=Registration codes 17=Sequential numbering 18=Accounting groups
19=Period controls 20=Bill controls
Option  Division  Description              Active?
-----
--      NEW      AMS CORPORATION              1
--      001      DIV 001 - USD BASED          1
--      002      DIVISION 002 - CAD BASED      1
--      003      AMS/003 BACS PROCESSING        1
--      004      DIVISION 004 - FRF BASED      1

                                                                    BOTTOM

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

```

Figure 13-6: Work With Division Controls selection screen

## Setting up division controls

From this screen you must complete the following tasks:

- Enter exchange rate types.
- Create at least one currency control for each division.

### Defining exchange rate types

To define the exchange rate type information, perform the following steps:

- 1 Select a division. Type 2 (Change) and press Enter.
- 2 Press Enter twice. The system displays a screen similar to Figure 13-7.

```

7/22/2008 12:11:37      Work With Division Controls      PLGDVM      PLDDVM
-----
Company . . . . . : AMS      AMS CORPORATION
Division . . . . . : 002      DIVISION 002 - CAD BASED
Type information and press Enter.
Invoice Entry Defaults:
Invoice approval required? . . . . . 0          1=Yes, 0=No
Approval amount . . . . . _____
Routing code . . . . . _____ +
Approval code . . . . . _____ +
Reason code . . . . . _____ +
Default terms code . . . . . _____ +
Print invoice covers? . . . . . 0          1=Yes, 0=No
Distribution group substitution . . . . . _____ +
Default bills control code . . . . . _____ +
Exchange rate types:
Invoice to base currency . . . . . AMSDAILY +
Invoice to payment currency . . . . . AMSDAILY +
Bank account to base currency . . . . . AMSDAILY +
Revaluation . . . . . AMSDAILY +
-----
F3=Exit  F4=Prompt  F10=Quick access  F12=Cancel  F18=Message line

```

Figure 13-7: Work With Division Controls screen

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

#### *Exchange rate types*

You must type the rate types for this division for each place in Infinium PL where the system performs currency calculations.

Rate types indicate the frequency that you update an exchange rate or the nature of the exchange rate: for example, daily, weekly, monthly, or average.

- 4 Press Enter. The system updates the exchange rate types and returns to the Work With Division Controls selection screen.

## Working with processing currencies

A processing currency is a currency you can use to create invoices and/or payments. To work with processing currencies for a division, perform the following steps:

- 1 Select a division. Type **15** (Currency) and press Enter.

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

```

7/22/2008 12:12:38 Work With Processing Currencies PLGCAW PLDCAW
-----
Company . . . . . : AMS    AMS CORPORATION
Division . . . . . : 002    DIVISION 002 - CAD BASED
Type options and press Enter.
  2=Change  3=Copy  4=Delete  8=Display  9=Activate/deactivate
Option  Currency  Description          Active?
-----
  =      CAD      CANADIAN DOLLAR      1

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

```

Figure 13-8: Work With Processing Currencies selection screen

The system displays all of the valid currencies for this company/division combination. If you press F6, the system allows you to create additional currencies.

You must create at least one currency control for each division.

- 2 Select a processing currency. Type **2** (Change) and press Enter. You can also press F6 to create a new currency.

The system displays a screen similar to Figure 13-9.



7/22/2008 12:13:34		Currency Controls Maintenance		PLGCAM	PLDCAM
Company . . . . .	:	AMS	AMS CORPORATION		
Division . . . . .	:	002	DIVISION 002 - CAD BASED		
Currency . . . . .	:	CAD	CANADIAN DOLLAR		
Type information and press Enter.					
Description . . . . .	:	CANADIAN DOLLAR			
Override accounting group . . . . .	:	AMS	+		
Override bills control code . . . . .	:		+		
Realized gain account . . . . .	:	AMS-00-01-7100		+	
Realized loss account . . . . .	:	AMS-00-01-7200		+	
Default transaction description . . . . .	:				
Unrealized gain account . . . . .	:	AMS-00-01-7300		+	
Unrealized loss account . . . . .	:	AMS-00-01-7400		+	
Default transaction description . . . . .	:				
Cross currency position account . . . . .	:	AMS-00-01-7900		+	
Default transaction description . . . . .	:				
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys					

Figure 13-9: Currency Controls Maintenance screen

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

#### *Override accounting group*

The accounting group from the division defaults to this screen. You can change the value in this field.

The accounting group on this screen defaults into all invoices you create for this division in this currency.

#### *Realized gain/loss accounts*

The system uses these accounts when the exchange rate (invoice currency to company base currency) changes between the time you post an invoice and the time you pay the invoice. The system makes the realized gain or loss entry at payment time.

#### *Unrealized gain/loss accounts*

The system uses these accounts when the exchange rate (invoice currency to company base currency) of unpaid invoice amounts changes between the time you post the invoice to the time you revalue foreign invoices.

Realized and unrealized accounts are required for all divisions' currencies other than the company's base currency.

*Cross currency position account*

The system uses the cross currency position account as an offsetting entry when the invoice currency differs from the payment currency or the payment currency differs from the bank account currency.

The system makes cross currency position entries at payment time.

- 4 Press Enter. The system updates the division's processing currencies and returns you to the Work With Divisions Controls screen.
- 5 Exit to return to the main menu.

## Setting up bank currency controls

Currency information for banks is included at the bank account level.

To maintain bank controls, perform the following steps:

- 1 From the main menu select *Controls*.
  - 2 Select *Work with banks* [WWB]. The system displays the Work With Banks screen.
  - 3 Select a bank. Type **15** (Bank accounts) and press Enter. The system displays the Work With Bank Accounts screen.
  - 4 Select a bank account. Type **2** (Change) and press Enter. The system displays a screen similar to Figure 13-10.
-

```

8/21/2009 14:08:30      Bank Accounts Maintenance      PLGPAM      PLDPAM

Bank      . . . . . : BARN      Barnstable Bank
Description . . . . . : Barns
Bank identification type . . . . . : ABA
Bank identification number . . . . . : 123456X
Account name . . . . . : BARN
Description . . . . . : account
Bank account number . . . . . : 12345600
IBAN . . . . . :
Bank account type . . . . . : ABA +
Journal description . . . . . : BARN BANK JOURNAL
Source code . . . . . : PL2000 +
Reference . . . . . : PL - BANK
Branch country code . . . . . :   +
Account currency . . . . . : USD      UNITED STATES DOLLAR
Restrict to currency . . . . . :   +
- or - restrict to currency group . . . . . :   +
Payment to bank account rate type . . : AMSMONTHLY + MONTHLY DIRECT RATE USD->
Date account opened . . . . . :  
Date account closed . . . . . :  

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

```

Figure 13-10: Bank Accounts Maintenance screen

## Maintaining bank account

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

### *Account currency*

You cannot maintain this field for existing bank accounts. When you create a new bank account, specify the bank account currency in this field. This currency must be a valid Infinium CM currency value.

### *Restrict to currency*

- or - restrict to currency group

If you restrict to a currency or currency group, this bank account can pay only those invoices with the specified invoice payment currency.

### *Payment to bank account rate type*

You must type a *Payment to bank account rate type* unless the bank account currency is the same as the restrict-to currency. This rate type handles currency exchanges when the payment currency differs from the bank account currency.

- 6 Press Enter twice. The system updates the bank account.
- 7 Select a bank account. Type **15** (Payment methods) and press Enter.

The system displays the Bank Account Payment Methods screen.

- 8 Select a payment method. Type 2 (Change) and press Enter. The system displays a screen similar to Figure 13-11.

7/22/2008 12:16:53 Bank Account Payment Methods PLGPTM PLDPTM	
Bank . . . . .	: BARN Barnstable Bank
Account . . . . .	: BARN account
Payment method . . . . .	: 01 Checks
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 . . . . .	CDH1 +
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys	

Figure 13-11: Bank Account Payment Methods screen 1

## Maintaining bank account payment methods

Each bank account can have multiple payment methods. For each payment method, you can override the restrict-to currency information if you did not restrict the bank account to a specific currency.

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

*Restrict to currency*  
*- or - restrict to currency group*

You can specify currency restrictions here that apply to this specific payment method. If you restricted the bank account to a currency group, you can restrict a payment method to one of the currencies within that currency group.

*Payment to bank account rate type*

You must type a *Payment to bank account rate type* unless the bank account currency is the same as the restrict-to currency.

- 10 Press Enter four times. The system updates the payment method and returns to the Bank Account Payment Methods screen.

- 11 Exit to return to the main menu.

## Setting up vendor currency controls

The two areas in vendor controls that contain currency information are base data and address controls.

To maintain vendor currency controls, perform the following steps:

- 1 From the main menu select *Controls*.
- 2 Select *Work with vendors* [WWV]. The system displays the Work With Vendors selection screen.
- 3 Select a vendor. Type 2 (Change) and press Enter. The system displays a screen similar to Figure 13-12.

```

7/22/2008 12:18:06           Work with Vendors           PLGVEM   PLDVEM
-----
Vendor . . . . . :   CANADIAN   CANADIAN VENDOR

Type options and press Enter.
  2=Change

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

F2=Function keys  F3=Exit  F4=Prompt  F9=Select all  F24=More keys

```

Figure 13-12: Work With Vendors segment selection screen

- 4 Select the *Base data controls* segment. Type 2 (Change) and press Enter. The system displays a screen similar to Figure 13-13.

7/22/2008 12:18:48		Base Data Controls		PLGVEM1	PLDVEM1
Vendor . . . . .	:	CANADIAN		Page 1 of 4	
Vendor name . . . . .	:	CANADIAN VENDOR			
Short name . . . . .	:	CAD			
Doing business as . . . . .	:				
Single use vendor? . . . . .	:	0	1=Yes, 0=No		
Litigation pending? . . . . .	:	0	1=Yes, 0=No		
Restrict to company / division . . .	:		+		
- or restrict to company group . . .	:		+		
Master vendor . . . . .	:		+		
Alternate vendor . . . . .	:		+		
Factor . . . . .	:		+		
Invoice approval required? . . . . .	:	0	1=Yes, 0=No		
Approval amount . . . . .	:				
Dun & Bradstreet . . . . .	:				
SIC code . . . . .	:		+		
Category code . . . . .	:		+		
A/R company/customer . . . . .	:		+		
Employer/employee number . . . . .	:				
F2=Function keys F3=Exit F4=Prompt F14=Defaults F24=More keys					

Figure 13-13: Base Data Controls screen 1

## Base data controls

- 5 Press F14 to access the additional Base Data Controls screens. The system displays the Base Data Controls screen 2.
- 6 Press Enter. The system displays a screen similar to Figure 13-14.

7/22/2008 12:19:55		Base Data Controls		PLGVEM1	PLDVEM1
Vendor . . . . .	:	CANADIAN			Page 3 of 4
Vendor name . . . . .	:	CANADIAN VENDOR			
Invoice controls :					
Check duplicate invoice number . . .	:	0	1=Yes, 0=No		
Check duplicate amount, date . . . .	:	0	1=Yes, 0=No		
Check duplicate amount, P.O. number .	:	0	1=Yes, 0=No		
Check duplicate against all vendors .	:	1	1=Yes, 0=No		
Minimum invoice amount . . . . .	:				
Maximum invoice amount . . . . .	:				
Invoice number required? . . . . .	:	0	1=Yes, 0=No		
P.O. number required? . . . . .	:	0	1=Yes, 0=No		
Restrict to invoice currency . . . .	:		+		
Default invoice currency . . . . .	:	CAD	+ CANADIAN DOLLAR		
Default invoice document subtype . .	:		+		
F3=Exit F4=Prompt F10=Quick access F12=Cancel F18=Message line					

Figure 13-14: Base Data Controls screen 3

## Invoice currency

In Infinium PL each invoice contains an invoice currency and a payment currency.

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

### *Restrict to invoice currency*

If you type a restrict-to currency, the user can enter only those invoices with the specified invoice currency for this vendor.

### *Default invoice currency*

The system uses the default invoice currency for all invoices you create for this vendor. If you do not type a default invoice currency on the vendor, the system uses the base currency of the invoice company for the invoice default. You can override the default currency at invoice creation time.

- 8 Press Enter. The system displays a screen similar to Figure 13-15.

7/22/2008 12:20:28		Base Data Controls	PLGVEM1	PLDVEM1
Vendor . . . . .	:	CANADIAN	Page 4 of 4	
Vendor name . . . . .	:	CANADIAN VENDOR		
Payment Controls :				
Hold all payments? . . . . .	:	0 1=Yes, 0=No		
Minimum vendor payment amount . . . . .	:			
Maximum vendor payment amount . . . . .	:			
Preferred pay from bank . . . . .	:		+	
- or -	:			
Preferred pay from Bank Account . . . . .	:		+	
Default payment currency . . . . .	:		+	
Restrict to currency . . . . .	:		+	
- or - restrict to currency group . . . . .	:		+	
Default language code . . . . .	:	ENU + MSGID_LNG0003_PLMSGV		
Default payment document subtype . . . . .	:		+	
F3=Exit F4=Prompt F10=Quick access F12=Cancel F18=Message line				

Figure 13-15: Base Data Controls screen 4

## Payment currency

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

### *Default payment currency*

The system uses the default payment currency for all invoices you create for this vendor. If you do not type a default payment currency on the vendor, the system uses the base currency of the invoice company for the invoice payment currency default.

Type \* to allow the system to pay this vendor's invoices in any currency; to be determined at payment time.

### *Restrict to currency*

- or - *restrict to currency group*

If you type a restrict-to currency or currency group, you must pay invoices you create for this vendor with the specified currency or a currency within the currency group.

- 10 Press Enter. The system updates the base data controls and returns to the Work With Vendors segment selection screen similar to Figure 13-12.



## Address controls

To maintain the vendor address controls, perform the following steps:

- 1 Select the *Address controls* segment. Type **2** (Change) and press Enter.

The system displays a screen similar to Figure 13-16.

```

7/22/2008 13:10:26      Vendor Address Controls      PLGVEM4      PLDVEM4
-----
Vendor. . . . . :      CANADIAN
Vendor name . . . . . :      CANADIAN VENDOR
Default remit to address type . . . :      MAIN  MSGID_ATP0007_PLMSGV
Default buy from address type . . . :      MAIN  MSGID_ATP0007_PLMSGV
Type options and press Enter.
2=Change  4=Delete  8=Display  9=Activate/deactivate
Opt Type Usage Actv Line 1/2      City  State County Postal
=  MAIN   0    1 25 COMMUNICATIONS WAY      HYANNIS

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

```

Figure 13-16: Vendor Address Controls selection screen

- 2 Select the address that is to be changed. Type **2** (Change) and press Enter.
- 3 Press Enter. The system displays a screen similar to Figure 13-17.

7/22/2008 12:21:41		Vendor Address Controls		PLGVEM4	PLDVEM4
Vendor . . . . .	:	CANADIAN			
Vendor name . . . . .	:	CANADIAN VENDOR			
Address type . . . . .	:	MAIN	MSGID_ATP0007_PLMSGV		
Override invoice currency . . . . .	==	+			
Restrict to invoice currency . . . . .	==	+			
Payment overrides:					
Payment method . . . . .	==	+			
Payment currency . . . . .	==	+			
Restrict to currency . . . . .	==	+			
- or - restrict to currency group . . . . .		+			
Special handling . . . . .	0	1=Yes, 0=No			
Default language code . . . . .	==	+			
Payment mailing days . . . . .	==				
Payment delay days . . . . .	==				
Comment . . . . .					
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys					

Figure 13-17: Vendor Address Controls screen 2

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

*Override invoice currency, Payment currency*

For each address you can specify the default invoice and payment currencies as well as the restrict-to invoice and payment currencies for this vendor's specific address. The system uses these values when you create an invoice with this address.

- 5 Press Enter twice. The system updates the vendor address controls and returns you to the Vendor Address Controls selection screen.
- 6 Exit to return to the main menu.

# Entering invoices using multiple currencies

## Overview

The following two currency conversions can occur on an invoice:

- Invoice currency to base currency
- Invoice currency to payment currency

## Entering invoices using multiple currencies

To enter invoices using multiple currencies, perform the following steps:

- 1 Complete the procedure described in the “Creating a standard invoice session” topic in the “Processing Standard Invoices” chapter of this guide. When you complete this procedure, the system displays an Invoice Header screen similar to Figure 13-18.

7/22/2008 12:24:01		Invoice Header		PLGIEI	PLDIEI
<hr/>					
Session . . . . .	3495	Add 1			
Internal ID . . . . .	AMS - 000001162	PJ			
Invoice type . . . . .	1 Invoice				
Vendor . . . . .	CA CA				
Company . . . . .	AMS	Division . . . . .	001		
<hr/>					
Invoice ID . . .	INV0001	Invoice date . .	7/14/2003		
Invoice amount .	1,000.00	Net due date . .	8/13/2003		
Discount amount .	.00	-or Terms . . .	NET30 +		
-or Percent . . .	.000	Discount date . .			
Purchase order .					
Freight . . . . .	.00	Currency . . . .	USD		
Tax authority . .	+	Tax rate code . .	+		
Tax basis . . . .	1,000.00				
Tax . . . . .	55.00				
Accounting date .	1/16/2002	Accounting group .	AMS +		
<hr/>					
F2=Function keys F3=Exit F4=Prompt F7=User fields F24=More keys					

Figure 13-18: Invoice Header screen

- 2 Use the following information to complete the applicable field on this screen:

#### *Currency*

The invoice currency defaults from the vendor or the company's base currency into the *Currency* field. You can override this currency to any currency that is set up for this company's division, provided no company or vendor restrictions exist.

The system uses either the invoice session date, invoice date, or invoice accounting date to retrieve the correct exchange rate from Infinium CM. You specify which date to use in the base data controls section of company controls.

#### Using the function keys

- 3 Select one of the following function keys to view currency exchange information:

- |     |   |
|-----|---|
| F16 | Changes the display of the amount fields on the invoice header between the invoice currency and the company's base currency as shown in a screen similar to Figure 13-19. |
| F14 | Displays invoice currency to company's base currency exchange rate information as shown in a screen similar to Figure 13-20.  |
| F13 | Displays invoice currency to payment currency exchange rate information as shown in a screen similar to Figure 13-21.   |

#### Displaying base currency

To display the company's base currency, perform the following steps:

- 1 Press F16. The system displays a screen similar to Figure 13-19.
-

7/22/2008 12:24:52		Invoice Header		PLGIEI	PLDIEI
<hr/>					
Session . . . . .	3495	Add 1			
Internal ID . . . . .	AMS - 000001162	PJ			
Invoice type . . . . .	1 Invoice				
Vendor . . . . .	CA CA				
Company . . . . .	AMS	Division . . . . .	001		
<hr/>					
Amounts shown in Base currency code: USD					
Invoice ID . . .	INV0001	Invoice date . .	7/14/2003		
Invoice amount .	1,000.00	Net due date . .	8/13/2003		
Discount amount .		-or Terms . . .	NET30 +		
-or Percent . . .	.000	Discount date . .			
Purchase order .					
Freight . . . . .		Currency . . . .			
Tax authority . .	+	Tax rate code . .	+		
Tax basis . . . .	1,000.00				
Tax . . . . .	55.00				
Accounting date .	1/16/2002	Accounting group .	AMS +		
<hr/>					
F2=Function keys F3=Exit F4=Prompt F7=User fields F24=More keys					

Figure 13-19: Invoice Header screen with company's base currency

Based on the exchange rate type and exchange rate, the system displays all amounts in the company's base currency.

- 2 If you press F16 again, the system returns the display to the invoice currency amounts.

## Displaying base currency exchange rate information

To display the company's base currency exchange rate information, perform the following steps:

- 1 Press F14. The system displays a screen similar to Figure 13-20.

7/22/2008 12:26:03 Additional Header Information		PLGIEI	PLDIEI
Vendor . . . . .	: CA CA		
Internal invoice ID . . . . .	: AMS - 000001162		
Accounting period / year . . . . .	: 1 / 2002		
Invoice to Base currency:			
Exchange rate type . . . . .	: _____ +		
Exchange rate . . . . .	: 1.000000000		
Rate per . . . . .	: 1.000		
Rate lock . . . . .	: 0 0,1,2		
Hold invoice? . . . . .	: 0 1=Yes, 0=No		
Print invoice cover? . . . . .	: 0 1=Yes, 0=No		
Critical level . . . . .	: 0=Lowest, 9=Highest		
Reason code . . . . .	: _____ +		
Tax reporting code . . . . .	: _____ +		
Tax reporting amount . . . . .	: .00		
Routing code . . . . .	: _____ + Approval status		
Approval code . . . . .	: _____ + Approver . . . :		
Approval date . . . . .	: _____ Status date . . :		
Document subtype . . . . .	: _____ + Reject code . . :		
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys			

Figure 13-20: Additional Header Information screen

This screen displays invoice currency to the company's base currency exchange rate information.

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

#### *Exchange rate type*

The *exchange rate type* defaults from the division. The system defaults the *exchange rate* and *rate per* from Infinium CM.

#### *Rate lock*

The system defaults the following values in the *Rate lock* field:

- 0** Indicates that the exchange rate information defaulted from Infinium CM
- 2** Indicates that the exchange rate information defaulted from another currency system

To change the exchange rate from the default value, type 1 in the *Rate lock* field and change the exchange rate. Typing 1 in the *Rate lock* field indicates that the exchange rate information has been changed from the currency system's defaults.

To change the exchange rate type, leave **0** in the *Rate lock* field and type a new exchange rate type.

You cannot change the value in the *Rate per* field.

You cannot change the invoice to base currency exchange rate information in the option *Work with invoice adjustments*.

- 3 Press Enter. The system returns the display to the Invoice Header screen.

## Displaying payment currency exchange rate information

To display the company's payment currency exchange rate information, perform the following steps:

- 1 Press F13. The system displays a screen similar to Figure 13-21.

7/22/2008 12:27:10		Pay Information		PLGIEI	PLDIEI
Type information and press Enter.					
Vendor	. . . . .		:	CA CA	
Internal invoice ID	. . . . .		:	AMS - 000001162	
Factor	. . . . .		:		+
Payment method	. . . . .		:	03	+
Remit to address	. . . . .		:	BOTH	+
Payment currency	. . . . .		:	USD	+
Invoice to Payment currency:					
Exchange rate type	. . . . .		:		+
Exchange rate	. . . . .		:	1.000000000	
Rate per	. . . . .		:	1.000	
Rate lock	. . . . .		:	0 0,1,2	
Separate payment?	. . . . .		:	0 1=Yes, 0=No	
Payment message ID	. . . . .		:		+
-or Payment message	. . . . .		:		
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys					

Figure 13-21: Pay Information screen

This screen displays invoice currency to payment currency exchange rate information. The currency information on this screen works the same as it does on the Additional Header Information screen. However, you can change the invoice to payment currency exchange rate information in the option *Work with invoice adjustments* if the invoice is not paid.

If you are using triangulation, the system does not automatically display the invoice currency to payment currency exchange rate in the *Exchange rate* field. If you lock the rate for a triangulated currency exchange and you do not

enter a rate in the *Exchange rate* field, the system calculates a composite rate based on the triangulated rates and places the composite rate in the *Exchange rate* field.

If the payment currency is \*, this invoice can be paid in any currency. No exchange rate information is shown because the payment currency is not known at this time.

- 2 Update any applicable field.
- 3 Press Enter. The system returns to the Invoice Header screen.

## Purchase order receipt invoice entry screens

The following screens illustrate the use of currency in invoice entry for purchase order receipt invoices.

For more information on purchase order receipt invoicing, refer to Appendix C in the *Infinium PL and Infinium PM Guide to Integration*.

### Invoice entry

Figure 13-22 illustrates the initial PO/Receipt Invoice Entry screen.

9/16/2008 07:53:52 PO/Receipt Invoice Entry		PLGSP0	PLDSP0
Type information and press enter to select			
Reference invoice . . . ____ - ____			
-or-			
Purchasing locate data:			
Purchasing Company. . . . .	_____ +		
PO Number . . . . .	_____ +		
Currency. . . . .	_____ +		
Invoice default data:			
Vendor ID . . . . .	_____ +	or Short Name . . . . .	_____ +
Invoice Company . . . . .	_____ +	Invoice Division. . . . .	_____ +
Invoice Date. . . . .	_____		
Invoice ID. . . . .	_____		
Invoice Amount. . . . .	_____		.00
Invoice tax amount . . . . .	_____		.00
F2=Function keys F3=Exit F4=Prompt F5=Refresh F24=More keys			

Figure 13-22: PO/Receipt Invoice Entry screen



### Currency

If you do not specify a purchase order number, you must specify the purchase order currency. This limits the subsequent selection screen to purchase orders with that currency.

If you do specify a purchase order number, the system obtains the currency from the purchase order header. The subsequent selection screen is limited to purchase orders with that currency.

If you specify a currency and then prompt on the *PO Number* field, the system displays purchase orders for only that currency.

### PO-receipt selection

```

9/16/2008 07:57:12      PO-Receipt Selection      PMGPHS1  PMDPHS1

Vendor Id . . . . : T/C DESIGN
Purchase Company . : CCD                      Transaction currency . : USD
Payables Company . : CCD Division: 001

Type option, press Enter.
1=Select    4=De-select  5=Work with  8=Display

Locate PO or Buyer :

Opt  PO/Receipt      Extended Cost      Buyer      Status      SLT
---  -
x 0000007253-00CCD      30.00      CGK      PO OPN
---  -
x 0000005150-00CCD      50.00      AM2000      PRTRVC PRTINV
---  -
0000002483-00CCD      10.00      AM2000      FULINV
---  -
0000002484-00CCD      10.00      AM2000
---  -
0000002485-00CCD      5.00      AM2000
---  -
x 0000004533-00CCD      100.00      CCD      PRTRVC
---  -
0000001752-00CCD      20.00      CCD
---  -
0000001753-00CCD      20.00      CCD

MORE...

F2=Function keys  F3=Exit  F5=Refresh  F10=QuikAccess  F24=More keys
  
```

Figure 13-23: PO-Receipt Selection (an Infinium PM screen)

### Transaction Currency

The system displays purchase orders/receipts for only this currency.

## Selected PO/receipt

9/16/2008 07:59:31		Invoiced POs and Receipts		PLGSP0	PLDSP0
Company . . . . . : CCD		Division. . . . . : 001			
Vendor. . . . . : T/C DESIGN		Invoice Date. . . : 9/15/2008			
Invoice ID. . . . . : _____		Amount. . . . . : .00			
Terms . . . . . : 21030 +		Due Date. . . . . : _____			
Currency. . . . . : USD					
2=Change 4=Delete 8=Display 9=Additional charges 12=Expense Distributions					
Opt	PO/Receipt/Ship to Item	Line # Cost/Unit	Quantity Invoice Amount	Total Additional Charges	Sts
—	* Invoice Header	00000		.00	IE
—	* QAAS141-NON INVENTOR	00000		.00	IE
—	* QAAS141-NON INVENTOR	00001	500.000000	500.00	IE
—	Ship to: DOCK	00001	500.000000	500.00	IE
—	* USECASE15STANDARD	00000		.00	IE
—	* USECASE15STANDARD	00001	20.000000	100.00	IE
—	Ship to: DOCKS	00001	20.000000	100.00	IE
—	* 0000007253-00CCD	00000		100.00	IE
					MORE...
F2=Function keys F3=Exit F4=Prompt F5=Refresh F24=More keys					

Figure 13-24: Invoice POs and Receipts screen

*Currency*

The system obtains this currency from the purchase order header. If the purchase order header *Currency* field is blank, the system uses the PL vendor or company default currency.

## Invoice header

9/16/2008 08:00:20		Invoice Header		PLGIE2	PLDIE2
<hr/>					
Session . . . . .	17102	28 Wind Drift Lane			
Internal ID . . . . .	CCD - 000038898	Rockport, MA			
Invoice type . . . . .	1 Invoice			01880	
Vendor . . . . .	T/C DESIGN	T/C Boat Design	CD		
Company . . . . .	CCD	Division . . . . .	001		
<hr/>					
Invoice ID . . . . .		Invoice date . . . . .	9/15/2008		
Invoice amount . . . . .	.00	Net due date . . . . .			
Discount amount . . . . .	.00	-or Terms . . . . .	21030 +		
-or Percent . . . . .	.000	Discount date . . . . .			
Purchase order . . . . .	QAAS141-NON INVENTOR				
Freight . . . . .	.00	Currency . . . . .	USD		
Tax authority . . . . .	+	Tax rate code . . . . .	+		
Tax basis . . . . .	.00				
Tax . . . . .	.00				
Accounting date . . . . .	11/02/2004	Accounting group . . . . .	CCDAG +		
<hr/>					
F2=Function keys F3=Exit F4=Prompt F7=User Fields F24=More keys					

Figure 13-25: Invoice Header screen

### Currency

The system displays the purchase order currency in this field. If the purchase order currency is blank, the system displays the default vendor or company currency in this field.

## Additional header information

9/16/2008 08:01:22 Additional Header Information		PLGIE2	PLDIE2
Vendor . . . . .	T/C DESIGN T/C Boat Design CD		
Internal invoice ID . . . . .	CCD - 000038898		
Accounting period / year . . . . .	11 / 2004		
Invoice to Base currency:			
Exchange rate type . . . . .	_____ +		
Exchange rate . . . . .	_____ 1.000000000		
Rate per . . . . .	_____ 1.000		
Rate lock . . . . .	0 0,1,2		
Hold invoice? . . . . .	0 1=Yes, 0=No		
Print invoice cover? . . . . .	0 1=Yes, 0=No		
Critical level . . . . .	_ 0=Lowest, 9=Highest		
Reason code . . . . .	_____ +		
Tax reporting code . . . . .	_____ +		
Tax reporting amount . . . . .	_____ .00		
Routing code . . . . .	_____ + Approval status		
Approval code . . . . .	_____ + Approver . . . :		
Approval date . . . . .	_____ Status date . :		
Document subtype . . . . .	_____ + Reject code . :		
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys			

Figure 13-26: Additional Header Information screen

*Exchange rate type, Exchange rate*

The system uses the invoice to base currency exchange rate type from the invoice company/division controls. The exchange rate and rate per are generated in Infinium CM.

You can override the exchange rate on the invoice provided it is within tolerance and rate lock controls. To change the exchange rate, you must also change the *Rate lock* field to 1. If you change the exchange rate type, the system displays a warning message if the new rate type differs from the purchase order receipt rate type used in Infinium PM.

## Expense distributions

[illegible]

Figure 13-27: Invoice Distributions screen

*Invoice Currency*

This is a display-only field. The system uses the value in the invoice header *Currency* field.

## Paying invoices using multiple currencies

### Overview

The following three currency exchanges can occur for a payment:

- Invoice currency to invoice payment currency
- Invoice payment currency to bank account currency
- Bank account currency to payment company's base currency

You can select currencies in *Work with payment cycles* and change currencies in *Work with payment selections*. Refer to the “Processing Payments” chapter in this guide for more information on payment processing.

### Selecting invoices to pay using multiple currencies

To select invoices to pay using multiple currencies, perform the following steps:

- 1 From the main menu select *Payments*.
  - 2 Select *Work with payment cycles* [WWPC]. The system displays a screen similar to Figure 13-28.
-

7/22/2008	13:20:47	Work With Payment Cycles	PLGCHW1	PLDCHW1
Type options and press Enter.				
2=Change 4=Delete 7=Select invoices 8=Display 9=Activate/deactivate				
Option	Cycle	Description	Last Pay Run	Next Pay Run
—	DSW	DSW GROUP	6/01/2004	
—	FLN-CYC-2	FLN-CYCLE-2	4/24/2003	
—	FLN-CYC1	FLN - PAYMENT CYCLE 1	12/09/2003	
—	FLN-0800C1	FLN - AK09050800	10/06/2003	
—	FLN-0800C2	FLN - AK05280830 CYCLE 2	11/07/2003	
—	FLN-0800C3	FLN-AK09050800	10/06/2003	
—	FLN-0830	FLN-AK05280830/STD INVOICES	7/31/2003	
—	FLN-0907C1	FLN - JC07020907	7/03/2003	
—	FLN-1000C1	FLN-CH08151000 CYCLE 1	1/07/2004	
—	FLN-1000C2	FLN-CH08151000 CYCLE 2	1/09/2004	
—	FLN-1000C3	FLN-CH08151000 CYCLE 3	1/09/2004	
—	FLN-1014	FLN-MS02141014	4/30/2003	
—	FLN-1052C1	FLN - AK06041052 CYCLE 1	11/08/2003	
—	FLN-1052C2	FLN-AK06041052 CYCLE 2	11/08/2003	
				More...
F2=Function keys F3=Exit F5=Refresh F6=Create F24=More keys				

Figure 13-28: Work With Payment Cycles selection screen

### 3 Select a payment cycle. Type 2 (Change) and press Enter.

The system displays a screen similar to Figure 13-29.

7/22/2008	13:23:55	Payment Cycle Controls	PLGPCC	PLDPCC
Payment cycle name . . . . . : AKCAD				
Description . . . . . : CANADIAN CURRENCY				
Pay from company . . . . . : 555				
Pay from division . . . . . : CORP				
Pay from bank account . . . . . : ANNCAD				
Bank account currency . . . . . : CAD CANADIAN DOLLAR				
Payment date . . . . . : 4/15/2004				
- Override accounting date . . . . . :				
Vendor payment sort order . . . . . : 2 1=Pay to ID, 2=Pay to Short Name				
Invoice remittance sort order . . . . . : 2 1=Internal ID, 2=Invoice number				
Maximum cycle amount . . . . . :				
Default payment currency control . . : 1 1=Invoice currency				
Default payment currency . . . . . :				
Bank account to Base currency				
Exchange rate type . . . . . : AMSDAILY +				
Exchange rate . . . . . : 1.000000000				
Rate per . . . . . : 1.000				
Rate lock . . . . . :				
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys				

Figure 13-29: Payment Cycle Controls screen

## Working with payment cycle controls

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

### *Default payment currency control*

This field indicates how the system should pay an invoice that has an invoice payment currency of \*. To specify that the system should pay the invoice in the same currency as the invoice header currency, select **Invoice Currency**. To specify that the system should pay the invoice in the pay cycle's default payment currency, select **Default payment currency**. If you select **Default payment currency**, you must type a value in the *Default payment currency* field.

### *Bank account to Base currency*

If the bank account currency differs from the base currency of the payment company, the system displays the exchange rate information on the bottom of the screen.

### *Exchange rate*

When you create a payment cycle, the system does not display the correct exchange rate. The system needs the payment date to display the correct exchange rate.

### *Rate lock*

The *Rate lock* field defaults are the same as in invoice entry. To change the exchange rate, type 1 in the *Rate lock* field and change the exchange rate. Typing 1 in this field indicates that the exchange rate information has been changed from the currency system's defaults.

To change the exchange rate type, leave 0 in this field and type a new exchange rate type.

### *Rate per*

You cannot change the value in the *Rate per* field.

- 5 Press Enter. The system displays a screen similar to Figure 13-30.
-



```

7/22/2008 13:24:45      Payment Methods      PLGPCC      PLDPCC
-----
Payment cycle name . . . . . : AKCAD      CANADIAN CURRENCY
Total payment methods selected : 01

Type options and press Enter.
  1=Select as default
Option Method Description
  1      01    Checks

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

```

Figure 13-30: Payment Methods screen

- 6 Select a payment method. Type 1 (Select as default) and press Enter.

The system displays a screen similar to Figure 13-31.

```

7/22/2008 13:27:58      Payment Cycle Selection Criteria      PLGPCC      PLDPCC
-----
Payment cycle name . . . . . : AKCAD      CANADIAN CURRENCY
Calculate net due date . . . . . _____ * plus ____ days
                                         - or minus ____ days
Discount due date . . . . . _____ * from ____ days to ____ days

Invoices from company . . . . . AMS +
Invoices from division . . . . . 002 +
- or Company group . . . . . _____ +
Invoice session number . . . . . _____
Invoices from period/year . . . . . ____ / ____
Invoices with payment currency . CAD + CANADIAN DOLLAR
- or Payment currency group . . . _____ +

Critical levels (0-9) . . . . . _____
Invoice types . . . . . _____ + Blank for all

Selection control . . . . . 1 (1=None, 2=Match, 3=Match or No preference)
Pay from bank account group . . . _____ +

F2=Function keys F3=Exit F4=Prompt F7=User fields F24=More keys

```

Figure 13-31: Payment Cycle Selection Criteria screen

## Working with payment cycle selection criteria

The system displays this screen when you select a payment method for this payment cycle.

- 7 To have this payment method pay only those invoices with a certain payment currency, type a value in the *Invoices with payment currency* field or *Payment currency group* field. (You create currency groups in Infinium CM.)
- 8 Press Enter. The system returns to the Payment Methods screen. You can select another payment method or press Enter to indicate that you are finished.

## Working with payment selections

To work with a selected invoice for payment, perform the following steps:

- 1 Complete steps 1 - 7 of the “Changing or removing the session’s invoices” task in the “Processing Payments” chapter in this guide. The system displays a screen similar to Figure 13-32.

7/28/2008 07:28:59		Change Selected Invoice		PLGCIW1	PLDCIW1
Vendor . . . . .	CAROL1	Short name . . . . .	CAROLSHORT		
Invoice ID . . . . .					
Internal ID . . . . .	CK1 000000386	Invoice currency . . .	USD		
Factor . . . . .	_____ +	Address type . . . . .	BOTH +		
Pay method . . . . .	01 +	Payment currency . . .	USD +		
Separate payment . . .	0				
Tax reporting code . .	_____ +	Hold invoice? . . . .	1		
All amounts in USD					
	Original amount	Previously paid amount			
Invoice . . . . .	130.00				
Discount . . . . .	.60				
Net . . . . .	129.40				
Tax reporting . . . . .					
	Remaining amount	Adjusted amount			
Invoice . . . . .	130.00	<u>130.00</u>			
Discount . . . . .	.60	<u>.60</u>			
Net . . . . .	129.40	<u>130.00</u>			
Tax reporting . . . . .					
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys					

Figure 13-32: Change Selected Invoice screen 1

The system displays this screen when you change an invoice in a payment session.

2 You can change the payment currency.

The payment currency must be valid for the bank account, division, and the vendor.

3 Press Enter. The system displays a screen similar to Figure 13-33.

7/28/2008 07:30:45		Change Selected Invoice		PLGCIW1	PLDCIW1
Vendor . . . . .	CAROL1	Short name . . . . .	CAROLSHORT		
Invoice ID . . . . .					
Internal ID . . . . .	CK1 000000386	Invoice currency . . . . .	USD		
Amounts in invoice currency					
	Remaining amount	Adjusted amount			
Invoice . . . . .	130.00	130.00			
Discount . . . . .	.60	.60			
Net . . . . .	129.40	129.40			
Amounts in payment currency CAD					
	Remaining amount	Adjusted amount			
Invoice . . . . .	130.00	130.00			
Discount . . . . .	.60	.60			
Net . . . . .	129.40	<u>129.40</u>			
Invoice to payment currency					
Exchange rate type . . . . .	ARWEEKLY +				
-or Exchange rate . . . . .	<u>1.00000000</u>				
Rate per . . . . .	1.000				
Rate lock . . . . .	<u>0</u>				
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys					
Exchange rate retrieved is not for the period requested.					

Figure 13-33: Change Selected Invoice screen 2

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

*Exchange rate type/Exchange rate/Rate Lock*

To change the exchange rate, type **1** in the *Rate lock* field and type a new exchange rate.

To change the exchange rate type, leave **0** in the *Rate lock* field and type a new exchange rate type. When you change the exchange rate type, the system automatically adjusts the exchange rate and net payment amount.

If you change the net payment amount, the system automatically changes the *Rate lock* field to **1** and adjusts the exchange rate to reflect the change in the amount.

5 Press Enter. The system saves your changes.

## Notes

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## Chapter 14 Performing Year End Processing

# 14

This chapter contains information about year end processing such as generating 1099 and T4A forms and the tax reporting tape.

The chapter consists of the following topics:

Topic	Page
Overview of year end processing	14-2
Performing Infinium PL year end tasks	14-3
Defining the 1099 or T4A code values	14-4
Attaching code values to vendors or invoices	14-8
Consolidating vendor 1099 or T4A tax reporting information	14-12
Adjusting 1099 and T4A amounts	14-14
Validating Infinium PL year end data	14-17
Performing the Infinium IR tasks	14-18

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## Overview of year end processing

Year end processing involves generating the following for submission to the Internal Revenue Service (for the United States) or Revenue Canada (for Canada):

- Vendor 1099 and T4A forms
- If you use tape for tax reporting, the 1099 or T4A tape

You perform some of the tasks within Infinium PL and some of the tasks within Infinium IR. Infinium ships a new release of Infinium IR at the end of each calendar year.

Infinium does not support printing forms in T4A formats. However, you can still have the system automatically track all T4A information throughout the year and you can modify the 1099 programs to print the data on T4A forms.

## Objectives

After completing this chapter, you should be familiar with the following:

- Infinium PL controls that you must set up for year end processing
  - How to adjust 1099 and T4A amounts in Infinium PL
  - Tasks you perform in Infinium IR
-

---

## Performing Infinium PL year end tasks

You must set up certain controls in Infinium PL for the system to track 1099 and T4A payments automatically throughout the calendar year. It is important that you set up these controls properly at the beginning of the year to ensure that the system tracks this information properly throughout the year.

Setting up the Infinium PL controls includes the following three steps:

- 1 Define 1099 or T4A code values.
- 2 Attach code values to vendors or invoices.
- 3 Consolidate vendor tax reporting information.

This optional step allows you to send a single tax reporting form for multiple related vendors to a single “master” vendor.

You can also do the following before extracting the tax information to Infinium IR:

- Adjust 1099 or T4A amounts
- Validate your Infinium PL data by running Infinium QY reports

## Defining the 1099 or T4A code values

### Overview

The system uses 1099 and T4A code values to track 1099 and T4A payments for specific 1099 and T4A forms.

To have Infinium PL track 1099 and T4A expenses automatically, you must attach a 1099 or T4A code value to each applicable invoice.

You use the *Work with codes* function to create code values for specific 1099 and T4A forms. You must define a separate code value for each box number on each type of form that you use.

You must also create these code values with the same names in Infinium IR. In Infinium IR, you can select a menu option to copy the Infinium PL code values to Infinium IR automatically. You must adjust each code value in Infinium IR, however, to map the value to the appropriate form type and box.

### Defining 1099 or T4A code values

To define 1099 or T4A code values, perform the following steps:

- 1 From the main menu select *Controls*.
  - 2 Select *Work with codes* [WWCV]. The system displays a screen similar to Figure 14-1.
-



11/20/2013 13:34:46		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		
—	—				
—	RTC	Routing code	1		
—	SIC	Standard industry code	1		
—	SRC	Source code	1		
—	STP	State/Province code	1		
—	SUB	Document subtype	1		
—	T4A	T4A tax code	1		
—	T99	1099 tax code	1		
—	USG	Employee user group	1		
—	UV1	Vendor user field one	1		
—	UV2	Vendor user field two	1		
—	UV3	Vendor user field three	1		
—	UV4	Vendor user field four	1		
					Bottom
F2=Function keys F3=Exit F5=Refresh F10=Quick access F24=More keys					

Figure 14-1: Work With Code Type selection screen

### 3 Do one of the following:

- To create or change a 1099 code value, select the code type **T99**. Type **5** (Work with code values) and press Enter.
- To create or change a T4A code value, select the code type **T4A**. Type **5** (Work with code values) and press Enter.

If you know the 1099 or T4A code type, type the code type in the *Opt* field in the row above the list and type **5** in the *Code type* field. Press Enter.

The system displays a screen similar to Figure 14-2.

11/20/2013 13:36:57		Work With Code Values		PLGCVW	PLDCVW
<hr/>					
Code type . . . . . : T99 1099 tax code					
Type options and press Enter.					
2=Change 4=Delete 8=Display 9=Activate/deactivate					
<hr/>					
Option	Company	Code value	Description	Active?	
—					
—		P9	1099-PATR, BOX 9 TYPE - 7	1	
—		Q01	1099-Q, BOX 1	1	
—		Q02	1099-Q, BOX 2	1	
—		Q03	1099-Q, BOX 3	1	
—		R01	1099-R, Box 1	1	
—		R03	1099-R, Box 3	1	
—		R04	1099-R, Box 4	1	
—		R05	1099-R, Box 5	1	
—		R06	1099-R, Box 6	1	
—		R08	1099-R, Box 8	1	
—		R10	1099-R, Box 10	1	
—		R12	1099-R, Box 12	1	
—		R13	1099-R, Box 13	1	
				<hr/> More...	
F2=Function keys F3=Exit F5=Refresh F6=Create F24=More keys					

Figure 14-2: Work With Code Values selection screen

This screen lists all of the code values that have been created for the code type you selected.

You must create a separate code value for each box on each type of form you use.

4 Do one of the following:

- Select an existing code value. Type **2** (Change) and press Enter. If you know the code value, type the value in the *Opt* field in the row above the list and type **2** in the *Code value* field. Press Enter.
- Press F6 to create a new code value record.

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

7/18/2008 10:55:47

Work With Code Values

PLGCVM

PLDCVM

Code type . . . . . : T99

1099 tax code

Type information and press Enter.

Code value. . . . . : R03

Restrict to company . . . . . \_\_\_\_\_ +

Description . . . . . 1099-R, Box 3

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

Figure 14-3: Work With Code Values screen

- 5 Type a name and description for the 1099 or T4A code value.
- 6 Press Enter. The system creates the code value.

## Attaching code values to vendors or invoices

### Overview

By attaching a 1099 or T4A code value to an invoice, you enable automated Infinium PL tracking of a 1099 or T4A amount for that invoice. You can change the amount:

- At payment time through the *Work with payment selections* function
- After payment time through the *Work with 1099/T4A adjustments* function

After you create the 1099 or T4A code values, use one of the following two methods to attach the code values to invoices:

- Attach your 1099 or T4A code values to vendors.

If you attach a 1099 or T4A code value to a vendor, that 1099 or T4A code value is the default in each invoice you create for that vendor.

- Attach your 1099 or T4A code values to invoices as you enter each invoice into an invoice session.

### Attaching a code value to a vendor

To attach a code value to a vendor, perform the following steps:

- 1 From the main menu select *Controls*.
  - 2 Select *Work with vendors* [WWV].
  - 3 Select a vendor. Type 2 (Change) and press Enter.
  - 4 Select the *1099 and T4A tax information* segment. Type 2 (Change) and press Enter. The system displays a screen similar to Figure 14-4.
-

```

7/18/2008 10:57:03 Vendor 1099 and T4A Tax Information  PLGVEM10  PLDVE10
-----
Vendor. . . . . : AMS
Vendor name . . . . . : AMS

1099 tax controls
1099 code . . . . . A4 + 1099-A Box #4 Type - 4
Tax identification number . . . . . 000000000000000000

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

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

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

```

Figure 14-4: Vendor 1099 and T4A Tax Information screen

- 5 Type a 1099 or T4A code value.

You must type the TIN (tax identification number) for each 1099 or T4A vendor for reporting to the government.

- 6 Press Enter. The system updates the 1099 and T4A tax information.

## Attaching a code value to an invoice

To attach a code value to an invoice, perform the following steps:

- 1 Follow the standard *Work with invoice entry* procedure for accessing the Invoice Header screen for the invoice, illustrated in Figure 14-5.

7/18/2008 11:00:52		Invoice Header		PLGIE2	PLDIE2
<hr/>					
Session . . . . .	7774	12 Communications Way			
Internal ID . . . . .	001 - 000000479	Hyannis, MA			
Invoice type . . . . .	1 Invoice			02601-5459	
Vendor . . . . .	C &L+è~)ë7				
Company . . . . .	001	Division . . . . .	001		
<hr/>					
Invoice ID . . . . .		Invoice date . . . . .	2/22/2002		
Invoice amount . . . . .	24.00	Net due date . . . . .	3/04/2002		
Discount amount . . . . .	.00	-or Terms . . . . .	NET10 +		
-or Percent . . . . .	.000	Discount date . . . . .			
Purchase order . . . . .	00IS2-00006-P0				
Freight . . . . .	.00	Currency . . . . .	USD		
Tax authority . . . . .	+	Tax rate code . . . . .	+		
Tax basis . . . . .	100.00				
Tax . . . . .	.00				
Accounting date . . . . .	2/21/2002	Accounting group . . . . .	00100 +		
<hr/>					
F2=Function keys F3=Exit F4=Prompt F7=User Fields F24=More keys					

Figure 14-5: Invoice Header - Lower Portion

- 2 Press F14. The system displays a screen similar to Figure 14-6.

7/18/2008 11:01:36		Additional Header Information		PLGIE2	PLDIE2
<hr/>					
Vendor . . . . .	C &L+è~)ë7				
Internal invoice ID . . . . .	001 - 000000479				
Accounting period / year . . . . .	2 / 2002				
Invoice to Base currency:					
Exchange rate type . . . . .	+				
Exchange rate . . . . .	1.000000000				
Rate per . . . . .	1.000				
Rate lock . . . . .	0 0,1,2				
Hold invoice? . . . . .	0 1=Yes, 0=No				
Print invoice cover? . . . . .	0 1=Yes, 0=No				
Critical level . . . . .	0=Lowest, 9=Highest				
Reason code . . . . .	IMPL +				
Tax reporting code . . . . .	MISC7 +				
Tax reporting amount . . . . .	100.00				
Routing code . . . . .	FINANCE +	Approval status			
Approval code . . . . .	MGR +	Approver . . . . .			
Approval date . . . . .		Status date . . . . .			
Document subtype . . . . .		Reject code . . . . .			
<hr/>					
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys					

Figure 14-6: Additional Header Information screen

- 3 To attach a 1099 or T4A code value to the invoice, type the appropriate code value in the *Tax reporting code* field.

If you specified a 1099 or T4A code value for the vendor, the system supplies that value as the default in the *Tax reporting code* field.

Type a 1099 or T4A amount in the *Tax reporting amount* field only if the amount differs from the invoice amount. If you leave this field blank, the system supplies the full invoice amount less any discount in this field when you pay the invoice.

---

## Consolidating vendor 1099 or T4A tax reporting information

### Overview

Infinium PL allows you to consolidate invoice 1099 or T4A information for vendors that share the same tax identification number. To consolidate vendors' 1099 or T4A tax information, you must:

- 1 Designate a vendor as a master vendor. The master vendor is the vendor that receives the 1099 or T4A information.
- 2 Specify the vendors for whom you are consolidating the 1099 or T4A information for reporting to the master vendor.

All these vendors, including the master vendor, must have the same tax identification number in the *Tax identification number* field in their vendor controls.

### Consolidating vendor 1099 or T4A tax reporting information

To consolidate vendor tax reporting information, perform the following steps:

- 1 From the main menu select *Controls*.
  - 2 Select *Work with vendors* [WWV].
  - 3 Select a vendor. Type 2 (Change) and press Enter.
  - 4 Select the *Base data controls* segment. Type 2 (Change) and press Enter. The system displays a screen similar to Figure 14-7.
-



7/18/2008 11:02:59		Base Data Controls		PLGVEM1	PLDVEM1
Vendor . . . . .	:	AMS		Page 1 of 4	
Vendor name . . . . .	:	AMS			
Short name . . . . .	:	AMS			
Doing business as . . . . .	:	AMS			
Single use vendor? . . . . .	:	0	1=Yes, 0=No		
Litigation pending? . . . . .	:	0	1=Yes, 0=No		
Restrict to company / division . . .	:		+		
- or restrict to company group . . .	:		+		
Master vendor . . . . .	:		+		
Alternate vendor . . . . .	:		+		
Factor . . . . .	:		+		
Invoice approval required? . . . . .	:	0	1=Yes, 0=No		
Approval amount . . . . .	:		400.00		
Dun & Bradstreet . . . . .	:				
SIC code . . . . .	:		+		
Category code . . . . .	:		+		
A/R company/customer . . . . .	:		+		
Employer/employee number . . . . .	:				
F2=Function keys F3=Exit F4=Prompt F14=Defaults F24=More keys					

Figure 14-7: Base Data Controls screen 1

- 5 To designate a vendor as the master vendor, leave the *Master vendor* field blank for that vendor. For all other vendors that supply 1099 or T4A information to the master vendor, type the vendor number of the master vendor in the *Master vendor* field.
- 6 Press Enter. The system is set up to allow for consolidation of the vendor tax information.

## Adjusting 1099 and T4A amounts

### Overview

It may be necessary for you to change a 1099 or T4A amount or tax code on a paid invoice before you extract your 1099 or T4A information into Infinium IR. The *Work with 1099/T4A tax adjustments* function allows you to change the amount or tax code that you report.

The system checks your invoice company group security to determine which companies you can access. The system gives you access to only the paid invoices for those companies. For more information on using invoice company groups, refer to the “Using Supervisor Tasks” chapter of the *Infinium PL Guide to Controls*.

### Adjusting 1099 and T4A amounts

To adjust 1099 and T4A amounts, perform the following steps:

- 1 From the main menu select *Payments*.
  - 2 Select *Work with 1099/T4A tax adjustments* [WWTAX]. The system displays a screen similar to Figure 14-8.
-

7/18/2008 11:09:51		Paid Items		PLGCHGPV	PLDCHGPV
<hr/>					
Type options and press Enter.					
2=Change 8=Display Invoice					
Opt	Internal ID	Short name	Payment	Invoice amount	Tax
Loc	-		Comp Div		code
-	SRP - 000000090	SP17	SRP 001	111.00	MISC7
-	SRP - 000000087 BV		SRP 001	86.00	
-	SRP - 000000068 CASPER		SRP 001	600.00	
-	SRP - 000000089 CD		SRP 001	4,555.00	
-	SRP - 000000067 CDL		SRP 001	500.00	
-	SRP - 000000072 DS		SRP 001	1,000.00	
-	SRP - 000000095 INFM		SRP 001	58.00	
-	SRP - 000000088 LD		SRP 001	988.00	
-	SRP - 000000016 LUCIA		SRP 001	11,100.00	
-	SRP - 000000030 LUCIA		SRP 001	900.00	
					MORE...
<hr/>					
F2=Function keys F3=Exit F5=Refresh F10=Quick access F24=More keys					

Figure 14-8: Paid Items selection screen

This screen identifies all of the paid invoices in invoice ID order. You can press F11 to display an alternate view that shows the internal invoice ID, vendor short name, payment company and division, invoice amount, and tax code.

You can locate an invoice or group of invoices by typing information in one of the locate fields and then pressing Enter. You can also press F17 to display only a subset of invoices based on payment date and tax reporting code.

- 3 Select an invoice. Type 2 (Change) and press Enter.

The system displays a screen similar to Figure 14-9.

7/18/2008 11:10:43		Paid Items	PLGCHGPV	PLDCHGPV
Vendor . . . . .	:	SP22		
Invoice ID . . . . .	:			
Internal invoice ID . . . . .	:	SRP - 000000095		
Bank account . . . . .	:	SPACCT1		
Payment method . . . . .	:	01	Checks	
Payment date . . . . .	:	2/07/2000		
Payment reference number . . . . .	:		8	
Invoice currency . . . . .	:	USD		
Paid invoice amount . . . . .	:		58.00	
Gross relieved amount . . . . .	:		58.00	
Invoice tax amount . . . . .	:		.00	
Invoice tax code . . . . .	:			
Currency . . . . .	:	USD		
Paid invoice tax amount . . . . .	:		.00	
Paid invoice tax code . . . . .	:			
Adjusted tax reporting amount . . .	:		.00	
Adjusted tax reporting code . . . .	:		+	
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys				
Amounts shown in Invoice Currency				

Figure 14-9: Paid Items screen

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

*Adjusted tax reporting amount, Adjusted tax reporting code*

You can change only the values in the *Adjusted tax reporting amount* and *Adjusted tax reporting code* fields.

If you type a tax amount where one did not exist, you must also type a tax reporting code.

You cannot type a tax amount greater than the paid invoice amount.

- 5 Press Enter. The system adjusts the tax reporting information.

## Validating Infinium PL year end data

This guide's "Sample Infinium QY Reports" appendix provides definitions and samples of the following three Infinium QY reports that you can use to validate your Infinium PL data before processing your 1099 forms:

- List credit vouchers with invoice date after 1099 or T4A year

This report lists invoices outside of the calendar year. You can use this report to identify whether there are any credits that you want to include in the current year's tax reporting.

- List vendors with invalid federal tax identifications

This report lists all of the vendors that do not have a federal tax identification number. You must include a tax identification number in the controls for all vendors that receive 1099s.

- List vendors without 1099 default code values

This report lists all of the vendors that do not have a default 1099 code value attached to them. If there is a vendor that should receive a 1099 and that vendor is not included in this report, you should type a default 1099 code value in the vendor controls to ensure the vendor is included when Infinium IR extracts tax information.

---

## Performing the Infinium IR tasks

You perform the following year end tasks in Infinium IR:

- Set up the Infinium IR system for the current tax year and for that tax year's IRS requirements
- Extract and proof payment and vendor data from the payables system into the Infinium IR reporting files
- Modify data and add data to correct errors found during the proof processes and to ensure the data is complete and accurate
- Summarize the detailed data to derive the totals to be reported on the various 1099 forms
- Review the summary data and work with the 1099 form fields to complete information on the forms required by the IRS
- Print the paper 1099 forms
- Prepare a file with the 1099 data in the IRS mandated format, copy the file to a magnetic tape for submission to the IRS, and archive the file for your own records

For detailed information on performing these Infinium IR tasks, refer to the *Infinium IR Guide to Setup and Processing*.

The IRS annually changes the tax forms and rules. Infinium updates the Infinium IR system each year to conform to the IRS forms and rules for that year. Be sure you use the applicable release of Infinium IR and the applicable documentation.

---

This chapter describes:

- The tasks you must perform to set up the Infinium FP Sequential Numbering module to number certain documents sequentially in Infinium PL
- The sequential numbering tasks you can perform in Infinium PL

The chapter consists of the following topics:

Topic	Page
Overview of sequential numbering	15-2
Creating and working with calendars	15-5
Defining and working with a number series	15-11
Defining and working with each document type	15-16
Creating and working with number series assignments	15-22
Creating and working with number series assignments in Infinium PL	15-27

---

## Overview of sequential numbering

An Infinium FP sequence number is a 15-digit number that is unique within a particular numerical sequence. To facilitate auditing, you assign these numbers to a transaction, otherwise known as a document type, such as an invoice transaction, a memo, a payment, and so forth.

Gaps within the sequence can result when there is a change in the accounting year or period.

You can work with documents and document assignments within Infinium PL.

## How the system assigns sequential numbers

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

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

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

- Assignment by document, subtype, company, division
- Assignment by document, subtype, company, “blank” division
- Assignment by document, “blank” subtype, company, division
- Assignment by document, “blank” subtype, company, “blank” division
- Assignment by document, subtype, “blank” company, “blank” division

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

---



The system then enters the number and series ID into the transaction record just prior to writing the transaction to the database to ensure that numbers are not requested without being used.

## Controls in the Infinium FP system

Before you can use sequential numbering, you must set up controls in the Infinium FP system. Refer to the following topics in this chapter for more information about these controls:

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

## Controls in the Infinium PL system

After you set up controls in the Infinium FP system, you must set up the sequential numbering controls in the Infinium PL system. Refer to the “Creating and working with number series assignments in Infinium PL” topic later in this chapter.

After you set up the required controls, the system automatically processes the sequential numbers.

## Objectives

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

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

- Create, update, and delete financial calendars
  - Define, update, and delete a number series
  - Define, update, and delete document types using the Infinium FP and Infinium PL systems
-

- Create, update, and delete number series assignments using the Infinium FP and Infinium PL systems

# Creating and working with calendars

## Overview

You create financial calendars in the Infinium FP system to identify accounting years and periods. Financial calendars support daily accounting with up to 999 accounting periods per year (regular and adjustment).

Use of financial calendars is optional. You can associate financial calendars with a number series by including the applicable year and period in the sequence number. The system uses financial calendars to look up the calendar period or the adjustment period.

## Creating a new calendar

To create a new calendar, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
  - 2 Select *Work with calendars* [WWCAL]. The system displays a screen similar to Figure 15-1.
-

```
7/18/2008 11:58:01      Work with Calendars      FPGCAW      FPDCAW
```

---

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

Option	Calendar	Year	Description	Periods	Active
Loc					
—	CALENDAR	2003	regular 2003 calendar	13	Y

BOTTOM

---

```
F3=Exit  F5=Refresh  F6=Create  F10=Quick access  F24=More keys
```

Figure 15-1: Work with Calendars selection screen

- 3 Press F6 to create a new calendar. The system displays a screen similar to Figure 15-2.

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

7/18/2008 11:59:14		Work with Calendars		FPGCAM	FPDCAM
Type information, press Enter.					
Calendar	. . . . . <u>INFINIUM</u>				
Year	. . . . . <u>2008</u>				
Description	. . . . . <u>Infinium's 2008 calendar</u>				
Starting date	. . . . . <u>01012008</u>				
Ending date	. . . . . <u>12312008</u>				
Number of periods	. . . . . <u>120</u>				
Number of adjustment periods	. . . . . <u>0</u>				
F3=Exit F10=Quick access F12=Cancel F18=Message line					

Figure 15-2: Work with Calendars screen 1

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

##### *Calendar*

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

##### *Year*

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

##### *Description*

You must type a description of the calendar.

##### *Starting date, Ending date*

Specify the starting and ending dates for the calendar.

##### *Number of periods*

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

*Number of adjustment periods*

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

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

7/18/2008 12:14:19		Work with Calendars		FPGCAM	FPDCAM
Type information, press Enter.					
Calendar . . . . .		: 2008			
Year . . . . .		: 2008			
Period	Name	End Date	Maximum Closings	Type	
1	January	01/31/2008	0	Regular	
2	February	02/29/2008	0	Regular	
3	March	03/31/2008	0	Regular	
4	April	04/30/2008	0	Regular	
5	May	05/31/2008	0	Regular	
6	June	06/30/2008	0	Regular	
7	July	07/31/2008	0	Regular	
8	August	08/31/2008	0	Regular	
9	September	09/30/2008	0	Regular	
10	October	10/31/2008	0	Regular	
11	November	11/30/2008	0	Regular	
12	December	12/31/2008	0	Regular	
					BOTTOM
F3=Exit F10=Quick access F12=Cancel F18=Message line					

Figure 15-3: Work with Calendars screen 2

## Calendar periods' information

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

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

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

*Name*

You can change the name of each period in the accounting year.

- If there are 12 regular periods, the system supplies the names of the 12 months in the period name fields as the default values. You can change the default values.

- Otherwise, the system supplies the period numbers as the default values for the regular and adjustment periods. You can change these defaults.

#### *End date*

You can type or change each period's ending date.

- If there are 12 regular periods, the system supplies the ending dates of the 12 months as the end date field default values. You can change these default values.
- Otherwise, the system supplies only the last regular period's end date, which you can change. You must type the end date for each other period.

The system supplies the ending date of the calendar year, which is the ending date of the last regular period. The system also supplies the ending date of the last (or only) adjustment period.

#### *Maximum closings*

You can specify the maximum number of closings for each period. This is an optional field.

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

## Updating a calendar

To update a calendar, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with calendars* [WWCAL]. The system displays the Work with Calendars selection screen similar to Figure 15-1.

You can deactivate a calendar by selecting the calendar. Type **9** (Activate/deactivate) and press Enter. The system changes the value in the *Active* column from **Y** to **N**.

You can press F17 (subset) to access the screen that allows you to restrict the display to a specific calendar, year, or active status. You can also use the locate fields to position the display to a specific calendar or year.

- 3 Select an existing calendar. Type **2** (Change) and press Enter.

The system displays the next Work with Calendars screen, which is similar to Figure 15-2.

- 4 You can change all of the calendar controls except the calendar name and year.
- 5 Press Enter. The system updates the calendar and returns you to the Work with Calendars selection screen.

## Deleting a calendar

To delete a calendar, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with calendars* [WWCAL]. The system displays the Work with Calendars selection screen similar to Figure 15-1.

You can press F17 (subset) to access the screen that allows you to restrict the display to a specific calendar, year, or active status.

You can also use the locate fields to position the display to a specific calendar or year.

- 3 Select a calendar. Type 4 (Delete) and press Enter.

The system displays a confirmation screen.

- 4 Press Enter to continue and delete the calendar, or cancel the deletion and return to the previous screen. You can also exit to cancel the deletion and return to the main menu.
-



# Defining and working with a number series

## Overview

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

## Creating a number series

To create a number series, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with number series* [WWNS]. The system displays a screen similar to Figure 15-4.

7/18/2008 12:16:00		Work with Number Series		FPGNSW	FPDNSW
Type options, press Enter.					
2=Change 3=Copy 4=Delete 6=Print 8=Display 9=Activate/deactivate					
Period					
Option	Number Series	Description	Source	Active	
Loc					
—	LVCNUMBERS	LVC number series	1	Y	
BOTTOM					
F3=Exit F5=Refresh F6=Create F10=Quick access F24=More keys					

Figure 15-4: Work with Number Series selection screen

- 3 Press F6 to create a new number series. The system displays a screen similar to Figure 15-5.

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

7/18/2008 12:17:15		Work with Number Series		FPGNSM	FPDNSM
Type information, press Enter.					
Number series . . . . .	LVCNUMBERS				
Description . . . . .	LVC number series				
Include year in sequence number . . .	Y Y=Yes, N=No				
Include period in sequence number . .	Y Y=Yes, N=No				
Source for year/period . . . . .	1 1. Use transaction year and period 2. Use creation date and calendar 3. Use posting date and calendar				
Calendar . . . . .	CALENDAR +				
Starting sequence number . . . . .	100				
F3=Exit F4=Prompt F10=Quick access F12=Cancel F18=Message line					

Figure 15-5: Work with Number Series screen 1

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

#### *Number series*

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

#### *Description*

You must type a description.

#### *Include year in sequence number*

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

If you do not include the year in the sequence number:

- The system does not reset the number sequence based on year.
- The first four digits of the number are zeroes and the sequential portion of the number is the last eleven digits.

*Include period in sequence number*

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

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

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

*Source for year/period*

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

- |          |   |
|----------|---|
| <b>1</b> | Use transaction year and period - The system uses the year and period equal to the transaction year and period. |
| <b>2</b> | Use creation date and calendar - The system uses the batch creation date and a calendar. *                      |
| <b>3</b> | Use posting date and calendar - The system uses the batch posting date and a calendar. *                        |

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

*Calendar*

You must type a valid Infinium FP calendar in this field only if you specify **Use creation date and calendar** or **Use posting date and calendar** in the *Source for year/period* field. The calendar identifies the accounting year and period.

---

*Starting sequence number*

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

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

```

7/18/2008 12:18:05      Work with Number Series      FPGNSM      FPDNSM
-----
Type information, press Enter.

Number series . . . . . : LVCNUMBERS

Allow AR2000 application to use . . . Y Y=Yes, N=No

Allow GL2000 application to use . . . Y Y=Yes, N=No

Allow PL2000 application to use . . . Y Y=Yes, N=No

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

```

Figure 15-6: Work with Number Series screen 2

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

## Updating a number series

To update a number series, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.

- 2 Select *Work with number series* [WWNS]. The system displays the Work with Number Series selection screen similar to Figure 15-4.

- 3 Select an existing number series. Type 2 (Change) and press Enter.

You can deactivate a number series by selecting the series. Type 9 (Activate/deactivate) and press Enter. The system changes the value in the *Active* column from Y to N.

The system displays the next Work with Number Series screen similar to Figure 15-5.

- 4 You can change all of the number series controls except the name of the number series.
- 5 Press Enter. The system displays the last Work with Number Series screen similar to Figure 15-6.
- 6 You can change any of the values on this screen.
- 7 Press Enter. The system updates the number series.

## Deleting a number series

To delete a number series, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with number series* [WWNS]. The system displays the Work with Number Series selection screen similar to Figure 15-4.
- 3 Select the number series. Type 4 (Delete) and press Enter.

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

The system displays a confirmation screen.

- 4 Press Enter to continue and delete the number series or cancel the deletion and return to the previous screen. You can also exit to cancel the deletion and return to the main menu.
-

## Defining and working with each document type

### Overview

Document types are classifications of documents associated with internal transaction types.

Infinium has defined the Infinium PL, Infinium GL, and Infinium AR documents that can be sequentially numbered.

For example, Infinium PL identifies invoices by the transaction type of 1 and checks by the transaction type of 01. The document types for these transactions are respectively 1 and 01.

Since the application defines document types, you can distinguish a document type of 1 in the Infinium PL system from a document type of 1 in the Infinium GL system.

You can define document subtypes to classify Infinium transactions further. Use subtypes, for example, to accommodate different types of invoices or payments. Not all Infinium documents support subtypes. The document controls delivered by Infinium indicate which documents support subtypes.

The Infinium PL system provides access to the *Work with documents* function through the entity, company, and division controls.

### Creating a document type

To create a document type, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
  - 2 Select *Work with documents* [WWDOC]. The system displays a screen similar to Figure 15-7.
-

```

7/18/2008 12:18:48      Work with Documents      FPGDTW      FPDDTW
-----
Type options, press Enter.
  2=Change  3=Copy  4=Delete  5=Work with assignments  6=Print  8=Display
                                           Use  Default
Option  Origin  Applic. Document  Description              Seq  Series
Loc      =      _____
_        2      GL      SDFSD      test of doc description      N

BOTTOM

F3=Exit  F5=Refresh  F6=Create  F10=Quick access  F24=More keys

```

Figure 15-7: Work with Documents selection screen

- 3 Press F6 to create a new document type. The system displays a screen similar to Figure 15-8.

Infinium predefines the documents that are delivered to you. You cannot create Infinium documents or change their definition.

You can select Infinium documents to modify their user controls. When shipped to you, the user controls for all Infinium documents specify that sequential numbering is not used.

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

7/21/2008 10:25:01	Work with Documents	FPGDTM	FPDDTM
--------------------	---------------------	--------	--------

---

Type information, press Enter.

**Document Identification**

Application origin . . . . . : 2 1=Software 2000, 2=Other  
 Application designator . . . . . : PL  
 Document type . . . . . : 03

**Document Definition**

Document description . . . . . : Cash  
 Use document subtypes . . . . . : Y Y=Yes, N=No  
 Document file name . . . . . : PLPVH

**Document User Controls**

Use sequential numbering . . . . . : Y Y=Yes, N=No  
 Default number series . . . . . : LVCNUMBERS +  
 Allow assignment by company . . . . . : Y Y=Yes, N=No  
 Allow assignment by division . . . . . : Y Y=Yes, N=No

---

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

Figure 15-8: Work with Documents screen

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

*Application origin*

Specify the origin of the document. Select **Software 2000** if the document originates in the Infinium PL system. Select **Other** if the document originates in a system other than an Infinium system.

*Application designator*

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

<b>AR</b>	Infinium AR
<b>GL</b>	Infinium GL
<b>PL</b>	Infinium PL

Use up to three characters as designators for systems other than Infinium systems.

*Document type*

This field identifies the type of transaction document for which you are defining controls. The Infinium PL system identifies the following types:



<b>1</b>	Invoice
<b>2a</b>	Internal credit memos
<b>2b</b>	Internal debit memos
<b>3a</b>	External credit memos
<b>3b</b>	External debit memos
<b>4</b>	Bills (Drafts)
<b>01</b>	Checks
<b>02</b>	Giro bank transfers
<b>03</b>	Cash
<b>04</b>	Bills of Exchange
<b>05</b>	Letters of Credit
<b>08</b>	Electronic Letters of Credit
<b>52</b>	Bankers Automated Clearing Society (B.A.C.S.)
<b>56</b>	Electronic Payment Order

*Document description*

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

*Use document subtype*

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

*Document file name*

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

---

*Use sequential numbering*

Specify whether this document uses sequential numbering. If you specify yes in this field, you must identify the default number series to be used for the document.

*Default number series*

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

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

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

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

*Allow assignment by company*

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

If you specify yes in this field, you can assign a series by company:

- Using the *Work with document assignments* option
- Using the *Infinium PL Company Controls* option

You can access the *Work with document assignments* option by selecting a document type. Type 5 (Work with assignments) and press Enter.

*Allow assignment by division*

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

If you specify yes in this field, you can assign a series by division using the *Work with document assignments* option. You can also do this using the *Infinium PL Division Controls* option.

5 Press Enter. The system creates the document type.

---

## Updating a document type

To update a document type, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with documents* [WWDOC]. The system displays the Work with Documents selection screen similar to Figure 15-7.
- 3 Select a document type. Type 2 (Change) and press Enter.

The system displays the next Work with Documents screen similar to Figure 15-8.

- 4 You can change all of the controls for types other than the Infinium document types. You can change the document user controls for Infinium document types only.
- 5 Press Enter to update the document type.

## Deleting a document type

To delete a document type, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with documents* [WWDOC]. The system displays the Work with Documents selection screen similar to Figure 15-7.
- 3 Select a document type. Type 4 (Delete) and press Enter.

You cannot delete Infinium document types.

The system displays a confirmation screen.

- 4 Press Enter to continue and delete the document type, or cancel the deletion and return to the previous screen. You can also exit to cancel the deletion and return to the main menu.
-

# Creating and working with number series assignments

## Overview

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

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

- 1 Division, Company, Subtype, Document type
- 2 Company, Subtype, Document type
- 3 Company, Document type
- 4 Subtype, Document type

To access the *Work with document assignments* option, type **17** (Sequential numbering) and press Enter) in the *Work with companies* option. You can access this option only if at least one of the Infinium documents uses sequential numbering and allows company assignment.

## Creating a document assignment

To create a document assignment, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
  - 2 Select *Work with document assignments* [WWDA]. The system displays a screen similar to Figure 15-9.
-

```
7/18/2008 12:20:30      Work with Document Assignments      FPGDAW      FPDDAW
-----
Type options, press Enter.
  2=Change  3=Copy  4=Delete  6=Print all  8=Display

Option  Origin  Applic. Document  Subtype  Company  Division  Series
Loc      =      -----

-----
F3=Exit F5=Refresh F6=Create F10=Quick access F24=More keys
No items found.
```

Figure 15-9: Work with Document Assignments selection screen

- 3 Press F6 to create a new document assignment. The system displays a screen similar to Figure 15-10.

You can also create a new document assignment by selecting an existing document assignment to copy. Type **3** (Copy) and press Enter. The system displays the copied document assignment in fields at the top half of the screen.

```

7/18/2008 12:21:12   Work with Document Assignments   FPGDAM   FPDDAM
-----
Type information, press Enter.

Application origin . . . . . = 1=Software 2000, 2=Other

Application designator . . . . . ____

Document type . . . . . ____

Document subtype . . . . . _____ +

Company . . . . . _____ +

Division . . . . . _____ +

Number series . . . . . _____ +

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

```

Figure 15-10: Work with Document Assignments screen

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

*Application origin*

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

If the document originates in the Infinium PL system, select **Software 2000** in this field. Select **Other** if the document originates in a system other than an Infinium system (billing system).

*Application designator*

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

<b>AR</b>	Infinium AR
<b>GL</b>	Infinium GL
<b>PL</b>	Infinium PL

Use up to three characters as designators for systems other than Infinium systems.

### *Document type*

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

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

### *Document subtype*

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

### *Company*

Type the company for the document assignment being created to assign a number series by company for a document. If you allow company assignment for a document type but you make no company assignment, the system uses a document subtype assignment if one is available. Otherwise, the system uses the default assignment for the document type.

### *Division*

Type the division for the document assignment being created to assign a number series by division for a document.

### *Number series*

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

- 5 Press Enter to create the document assignment.

## Updating document assignments

To update a document assignment, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
  - 2 Select *Work with document assignments* [WWDA]. The system displays the Work with Document Assignments selection screen similar to Figure 15-9.
-

- 3 Select a document assignment. Type **2** (Change) and press Enter.

The system displays the next Work with Document Assignments screen similar to Figure 15-10.

- 4 You can change only the value in the *Number series* field.
- 5 Press Enter. The system updates the document assignment.

## Deleting document assignments

To delete a document assignment, perform the following steps:

- 1 From the Infinium FP main menu select *Controls*.
- 2 Select *Work with document assignments* [WWDA]. The system displays the Work with Document Assignments selection screen similar to Figure 15-9.
- 3 Select a document assignment. Type **4** (Delete) and press Enter.

The system displays a confirmation screen.

- 4 Press Enter to confirm deletion of the document assignment or cancel the deletion and return to the previous screen.

You can also exit to cancel the deletion and return to the main menu.

---



# Creating and working with number series assignments in Infinium PL

## Overview

You can access the *Work with document assignments* option in Infinium FP from the Infinium PL system. To use this access, at least one Infinium PL document must use sequential numbering and it must allow company assignment.

## Verifying that Infinium FP is installed

To verify if you have Infinium FP installed, perform the following steps:

- 1 From the main menu select *Controls*.
- 2 Select *Work with entity* [WWE]. The system displays the Work With Entity screen.
- 3 Select *Base data controls*. Type 2 (Change) and press Enter.

The system displays the Work With Entity Base data controls screen.

- 4 Check that the *Infinium FP* field indicates that the Infinium FP application is installed. Refer to the *Infinium PL Guide to Controls* for more information on setting up entity controls.

## Defining document user controls in the Infinium PL system

You may assign a number series to a document type from either the entity or company level. At the entity level you can assign a number series for a document type without naming a company or division.

To define document user 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 15-11.

```
7/18/2008 12:23:50      Work With Entity      PLGECM      PLDECM

Type options and press Enter.
2=Change 8=Display

Option Segment
= Base data controls
- Vendor controls
- Invoice controls
- Payment controls
- General Ledger interface controls
- Last used numbers
- Vendor user defined fields
- Invoice user defined fields
- Expense user defined fields
- Sequential numbering controls
- Invoice audit controls
- Vendor audit controls
- Approval controls

F2=Function keys F3=Exit F4=Prompt F9=Select all F24=More keys
```

Figure 15-11: Work With Entity selection screen

- 3 Select **Sequential numbering controls**. Type 2 (Change) and press Enter.  
The system displays a screen similar to Figure 15-12.

```
7/18/2008 12:24:53      Work with Documents      FPGDTW      FPDDTW

Type options, press Enter.
  2=Change 3=Copy 4=Delete 5=Work with assignments 6=Print 8=Display
                                   Use Default
Option  Origin  Applic. Document  Description      Seq  Series
Loc      =      —

F3=Exit F5=Refresh F6=Create F10=Quick access F24=More keys
```

Figure 15-12: Work with Documents screen 1

The system brings you to the Infinium FP application. You can perform the following:

- Assign a default number series for a document type.
  - Define whether company, division, or neither assignment is allowed for a document.
  - Create new document assignments.
- 4 Select a document type. Type 2 (Change) and press Enter.

The system displays a screen similar to Figure 15-13.

7/18/2008 12:25:38		Work with Documents		FPGDTM	FPDDTM
Type information, press Enter.					
Document Identification					
Application origin	. . . . . : 1 1=Software 2000, 2=Other				
Application designator	. . . . . : PL				
Document type	. . . . . : _____				
Document Definition					
Document description	. . . . . :				
Use document subtypes	. . . . . : N Y=Yes, N=No				
Document file name	. . . . . :				
Document User Controls					
Use sequential numbering	. . . . . <u>N</u> Y=Yes, N=No				
Default number series	. . . . . _____ +				
Allow assignment by company	. . . . . <u>Y</u> Y=Yes, N=No				
Allow assignment by division	. . . . . <u>N</u> Y=Yes, N=No				
F3=Exit F4=Prompt F10=Quick access F12=Cancel F18=Message line					

Figure 15-13: Work with Documents screen 2

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

### *Use sequential numbering*

You must specify yes in this field.

### *Default number series*

Type the name of the number series that this document will use as its default.

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

### *Allow assignment by company*

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

If you specify yes, you can assign a series by company:

- Using the *Work with document assignments* option

- Using the Infinium PL *Company Controls* option

You can access the *Work with document assignments* option by selecting a document type. Type **5** (Work with assignments) and press Enter.

*Allow assignment by division*

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

If you specify yes in this field, you can assign a series by division:

- Using the *Work with document assignments* option
- Using the Infinium PL *Division Controls* option

- 6 Press Enter. The system updates the document type.

## Creating a document assignment in the Infinium PL system

To create a document assignment, perform the following steps:

- 1 From the Work with Document screen similar to Figure 15-12, select a document. Type **5** (Work with assignments) and press Enter.

The system displays a screen similar to Figure 15-14.

---

```

9/17/2008 11:55:04    Work with Document Assignments    FPGDAW    FPDDAW

```

---

Type options, press Enter.  
 2=Change 3=Copy 4=Delete 6=Print all 8=Display

Option	Origin	Applic.	Document	Subtype	Company	Division	Series
Loc	=						
—	2	PL	03				LVCNUMBERS
—	2	PL	03		LVC		LVCNUMBERS

BOTTOM

---

F3=Exit F5=Refresh F6=Create F10=Quick access F24=More keys

Figure 15-14: Work with Document Assignments selection screen

- 2 To create a new document assignment, press F6. The system displays a screen similar to Figure 15-15.

You can also create a new document assignment by selecting an existing document assignment to copy. Type 3 (Copy) and press Enter. The system displays the copied document assignment in fields at the top half of the screen. You can change the values in the *Document type* and *Document subtype* fields in the bottom half of the screen. To change the *Number series*, select that assignment. Type 2 (Change) and press Enter.

```

9/17/2008 11:59:56      Work with Document Assignments      FPGDAM      FPDDAM
-----
Type information, press Enter.

Application origin . . . . . : 2  1=Software 2000, 2=Other

Application designator . . . . . : PL

Document type . . . . . : 03

Document subtype . . . . . _____ +

Company . . . . . _____ +

Division . . . . . _____ +

Number series . . . . . _____ +

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

```

Figure 15-15: Work with Document Assignments screen

You can use this screen to define the hierarchy by which the system assigns the number series. Determine the assignments by typing entries in the following fields or by leaving them blank:

- *Document subtype*
- *Company*
- *Division*

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

*Application origin*

The system displays the origin of the document (1 = Infinium Software).

*Application designator*

The system displays the application identifier of the document (**PL** = Infinium PL).

*Document type*

The system displays the application identifier of the document type.

*Document subtype*

Type a user-defined value if you are assigning a number series by subtype of a document.

*Company*

Type a company if you are assigning a number series by company.

*Division*

Type a division if you are assigning a number series by division.

*Number series*

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

- 4 Press Enter to create the document assignment.

## Working with a document assignment using Infinium PL

To work with a document assignment, perform the following steps:

- 1 From the main menu select *Controls*.
- 2 Select *Work with companies* [WWC]. The system displays a screen similar to Figure 15-16.



```

11/20/2013 15:33:17      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 15-16: Work With Company Controls selection screen

- 3 Select the company for which you are applying the sequential numbering of documents. Type **17** (Sequential numbering) and press Enter.

If you know the company, type **17** in the *Opt* field in the row above the list and enter the company value in the *Company* field. Press Enter.

The system displays the Work with Document Assignments screen that displays default document assignments and assignments for your company. You cannot see document assignments for other companies or other applications.

- 4 Select a document assignment. Select one of the following actions by typing the appropriate number and pressing Enter:

Action	Field value	Description
<i>Change</i>	<b>2</b>	Update the value in the <i>Number series</i> field.  You can change only document assignments for your company; you cannot change default document assignments.
<i>Print all</i>	<b>6</b>	Print the controls of document assignment.
<i>Display</i>	<b>8</b>	Display the controls of a document assignment.

Action	Field value	Description
<i>Delete</i>	<b>4</b>	Delete a document assignment.  The system displays a confirmation screen. Press Enter to continue and delete the assignment or cancel the request to delete.

You can delete only document assignments for your company; you cannot delete default document assignments.

Use the Infinium FP *Work with documents* option to change the user controls for a document to specify that sequential numbering should not be used.

The system displays the appropriate screen.

- 5 Complete your task and press Enter.
-

---

# Appendix A Accounting Transactions

# A

This appendix contains information on accounting transactions that occur in Infinium PL processing.

This appendix consists of the following topics:

Topic	Page
Accounting transaction line types	A-2
Tax accounting in Infinium PL	A-6
Accounting transactions by line type	A-8

---

## Accounting transaction line types

Infinium PL assigns a transaction line type for every accounting entry. The system uses transaction line types for analytical inquiries and reporting. For example:

- At invoice entry:
  - 21 = Regular expense distribution
  - 22 = Freight expenses
  - 23 = Discount allowed
  - 30 = Other additional charges
  - 31 = Purchase price variance
  - 32 = Inventory adjustment
  - 33 = Invoiced not received
  - 34 = Received not invoiced
  - 51 = Infinium PL trade account
- At invoice posting:
  - 24 - 29 = Tax entries
- At payment:
  - 71 = Infinium PL trade relief
  - 72 = Cash reduction

These tables represent the following Infinium PL processes:

- Registered invoices
  - Invoices
  - Revaluations
  - Payments
-

Accounting transactions registered invoices	Assigned type
Accrual Offset	01
Value Added Tax Recoverable	02
Value Added Tax Non-recoverable	03
Accrual Liability	05
Trade Payables Liability (for VAT and GST)	06
VAT Reverse Charge Recoverable	08
VAT Reverse Charge Non-recoverable	09
VAT Reverse Charge Liability	10
Intercompany	13

Accounting transactions invoices	Assigned type
Expense Distributions	21
Freight	22
Discounts Allowed	23
Value Added Tax Recoverable	24
Value Added Tax Non-recoverable	25
Sales Tax	26
Use Tax	27
VAT Reverse Charge Recoverable	28
VAT Reverse Charge Non-recoverable	29
Other Additional Charge Expense (purchase order invoice)	30
Purchase Price Variance	31
Inventory Adjustment	32
Invoiced not Received (INR)	33
Received not Invoiced (RNI)	34
Purchase Price Variance Exchange	35
Inventory Adjustment Exchange	36
Expense Currency Exchange	37
Include Charge in Inventory Cost	38
Additional Entry Distribution	41

<b>Accounting transactions invoices</b>	<b>Assigned type</b>
Additional Entry Liability	42
Trade Payables Liability	51
Intercompany	53
Bills (Drafts) Control Account	55
Bills (Drafts) Payable Account	56
Use Tax Liability	57
VAT Reverse Charge Liability	58

<b>Accounting transactions revaluations</b>	<b>Assigned type</b>
Registered Invoices Unrealized Gain	61
Registered Invoices Unrealized Loss	62
Registered Invoices Accrual Liability	63
Invoices Unrealized Gain	65
Invoices Unrealized Loss	66
Invoices Trade Payables Liability	67

<b>Accounting transactions payments</b>	<b>Assigned type</b>
Bills (Drafts) Payable	70
Trade Payables Liability	71
Cash	72
Discounts Allowed	73
Discounts Lost	74
Discounts Taken	75
Input Tax Adjustment for Discount	76
Value Added Tax Recoverable	77
Value Added Tax Non-recoverable	78
Sales Tax	79
Use Tax	80
VAT Reverse Charge Recoverable	81
VAT Reverse Charge Non-recoverable	82
Use Tax Liability	83

---

Accounting transactions payments	Assigned type
VAT Reverse Charge Liability	84
Bills Control (invoices closed by draft)	85
Additional Entry Distribution	91
Additional Entry Liability	92
Intercompany	93
Realized Gain	95
Realized Loss	96
Cross-currency Position	97

---

## Tax accounting in Infinium PL

The table below illustrates the accounting transactions that result from various responses to the tax related fields on the Tax Definition screen in *Work with invoice entry*, *Work with registered invoices*, and *Work with invoice adjustments*.

Infinium GT			Infinium PL		
Tax type	Recoverable?	Self-assessed?	Accounting transactions	Source	Line type
VAT	0	0	DR Non-recoverable Tax	Infinium GT	25
			Expense Account CR Trade Payables Account	Infinium PL	51
VAT	0	1	DR Non-recoverable Tax	Infinium GT	29
			Expense Account CR Output Reverse Charge*	Infinium GT	58
VAT	1	0	DR Recoverable Tax Account	Infinium GT	24
			DR Non-recoverable Tax	Infinium GT	25
			Expense Account CR Trade Payables Account	Infinium PL	51
VAT	1	1	DR Recoverable Tax Account	Infinium GT	28
			DR Non-recoverable Tax	Infinium GT	29
			Expense Account CR Output Reverse Charge*	Infinium GT	58
Sales/ Use	0	0	DR Sales/Use Tax Expense Account	Infinium GT	26
			CR Trade Payables Account	Infinium PL	51



Infinium GT			Infinium PL		
Tax type	Recoverable?	Self-assessed?	Accounting transactions	Source	Line type
Sales/ Use	0	1	DR Sales/Use Tax Expense Account	Infinium GT	27
			CR Sales/Use Tax Liability	Infinium GT	57
Sales/ Use	1	0	DR Sales/Use Tax Expense	Infinium GT	26
			CR Trade Payables Account	Infinium PL	51
Sales/ Use	1	1	DR Sale/Use Tax Expense	Infinium GT	27
			CR Sales/Use Tax Liability	Infinium GT	57

\*These accounts are also known as Tax Payable Accrual Accounts that the Infinium PL system uses to accrue self-assessed taxes.

If for VAT taxes the *Recoverable?* field specifies no, all of the tax is non-recoverable. If the *Recoverable?* field specifies yes, the system looks at the recoverable percentage in Infinium GT. Depending on the percentage, the system can create both recoverable and non-recoverable amounts. For Sales/Use taxes, the *Recoverable?* field has no effect. Sales/use taxes are always non-recoverable.

## Accounting transactions by line type

### Results in Invoice Distributions file

The transactions below can occur for registered invoices when *Generate accrual journal* is set on for invoice company controls. These transactions are reversed when the registered invoice becomes a standard invoice through the *Work with invoice entry* function.

Registered invoices	Debit	Credit
Accrual offset	01	
Accrual liability		05
<b>With recoverable VAT charges</b>		
VAT recoverable	02	
Trade payables - VAT		06
<b>With non-recoverable VAT charges</b>		
VAT Non-recoverable	03	
Trade payables - VAT		06
<b>With self-assessed recoverable VAT</b>		
VAT reverse charge - recoverable	08	
VAT reverse charge liability		10
<b>With self-assessed non-recoverable VAT</b>		
VAT reverse charge non-recoverable	09	
VAT reverse charge liability		10
<b>As an intercompany transaction</b>		
Intercompany	13	
Intercompany		13

<b>Standard invoices</b>	<b>Debit</b>	<b>Credit</b>
Distributions	21	
Trade payables liability		51
<b>Invoice with freight, discount allowed and sales tax</b>		
Distributions	21	
Freight	22	
Sales tax	26	
Discount allowed	23	
Trade payables liability		51
<b>Invoice with recoverable VAT</b>		
Distributions	21	
VAT recoverable	24	
Trade payables liability		51
<b>Invoice with non-recoverable VAT</b>		
Distributions	21	
VAT non-recoverable	25	
<b>Invoice with non-recoverable VAT</b>		
Trade payables liability		51
<b>Invoice with self-assessed recoverable VAT</b>		
Distributions	21	
VAT reverse charge recoverable	28	
Trade payables liability		51
VAT reverse charge liability		58
<b>Invoice with self-assessed non-recoverable VAT</b>		
Distributions	21	
VAT reverse charge non-recoverable	29	
Trade payables liability		51
VAT reverse charge liability		58

<b>Standard invoices</b>	<b>Debit</b>	<b>Credit</b>
<b>Invoice with use tax</b>		
Distributions	21	
Use tax	27	
Trade payables liability		51
Use tax liability		57
<b>Purchase order receipt invoices</b>		
<b>With other additional charges</b>		
Inventory	21	
Miscellaneous additional charges	30	
Trade payables liability		51
<b>With purchase price variance (standard cost)</b>		
Inventory	21	
PPV	31	
Trade payables liability		51
<b>With inventory adjustment (weighted average cost)</b>		
Inventory	21	
Inventory adjustment	32	
Trade payables liability		51
<b>For an accrual company</b>		
RNI	34	
INR	33	
Trade payables liability		51
<b>With additional charges included in inventory cost</b>		
Inventory	21	
Included in cost charges	38	
Trade payables liability		51

<b>Purchase order receipt invoices</b>	<b>Debit</b>	<b>Credit</b>
<b>With purchase price variance exchange (standard cost)</b>		
Inventory	21	
PPV	31	
PPV exchange	35	
Trade payables liability		51
<b>With inventory adjustment exchange</b>		
Inventory	21	
Inventory adjustment	32	
Inventory adjustment exchange	36	
Trade payables liability		51
<b>With expense currency exchange</b>		
Expense	21	
Expense currency exchange	37	
Trade payables liability		51

The system also generates the transaction below when you post an invoice that has distributions to a company other than the invoice company. The Trade Payables account from the invoice uses the invoice company/division.

<b>Standard invoices</b>	<b>Debit</b>	<b>Credit</b>
<b>As an intercompany transaction</b>		
Intercompany	53	
Intercompany		53

The system generates the transactions below when the flag for additional entries is **Invoice** or **Both** on the accounting group.

<b>Standard invoices</b>	<b>Debit</b>	<b>Credit</b>
<b>Additional entries if accounting group flag = <i>Invoice</i> or <i>Both</i></b>		
Additional entry	41	
Additional entry		42

<b>Bills (drafts)</b>	<b>Debit</b>	<b>Credit</b>
<b>Entries when invoice with payment type of bill (draft) is posted</b>		
Trade payables liability	71	
Bills control account		85
<b>New bill created from closed invoice</b>		
Bills control account	55	
Bills payable account		56
<b>Revaluations</b>		
<b>Registered invoice with an unrealized gain</b>		
Accrual liability	63	
Unrealized gain		61
Trade payables liability VAT		67
<b>Registered invoice with a loss</b>		
Unrealized loss	62	
Accrual liability		63
Trade payables liability VAT		67
<b>Regular invoice with a gain</b>		
Trade payables liability	67	
Unrealized gain		65
Trade payables liability VAT		67
<b>Regular invoice with a loss</b>		
Unrealized loss	66	
Trade payables liability		67
Trade payables liability - VAT		67

Payments	Debit	Credit
<b>Regular payment</b>		
Trade payables liability	71	
Cash		72
<b>Bills (drafts) payment</b>		
Bills payable	70	
Cash		72
<b>When discount treatment at invoice time, and discount not taken (flag set on accounting group controls)</b>		
Trade payables liability	71	
Discount lost	74	
Cash		72
Discount allowed		73
<b>When discount treatment at payment time, and discount is taken (flag set on accounting group controls)</b>		
Trade payables liability	71	
Cash		72
Discount taken		75
<b>When discount treatment at invoice time, and discount taken (flag set on accounting group controls)</b>		
Trade payables liability	71	
Cash		72
Discount allowed		73
<b>Transactions below occur when you pay invoices from a company other than the payment company</b>		
Intercompany	93	
Intercompany		93

Payments	Debit	Credit
<b>Payment with realized gain</b>		
Trade payables liability	71	
Cash		72
Realized gain		95
<b>Payment with realized loss</b>		
Trade payables liability	71	
Realized loss	96	
Cash		72
<b>Additional entries if flag is set to generate them on accounting group - and flag is <i>Payment</i> or <i>Both</i></b>		
Additional entry	92	
Additional entry		91
<b>Payment with discount and taxes on invoice</b>		
Trade payables liability	71	
Input tax adjustment	76	
Cash		72
Tax expense (VAT recoverable/non-recoverable/sales)		77, 78, 79
<b>Payment with discount and self-assessed tax</b>		
AP trade liability	71	
Use tax liability	83	
VAT reverse charge liability	84	
Cash		72
Use tax		80
VAT recoverable		81
VAT non-recoverable		82
Cross currency position entry	97	97



This appendix explains the Bankers Automated Clearing System (B.A.C.S.) processing used in the United Kingdom. B.A.C.S. Limited operates an electronic funds transfer service whereby customers may transmit certain transactions directly in the United Kingdom clearing system.

This appendix consists of the following topics:

Topic	Page
Overview of B.A.C.S. processing	B-2
Setting up the originator code	B-4
Extracting B.A.C.S. data	B-8
Working with the extracted payment file	B-10
Transmitting the BACSTEL file	B-12

---

## Overview of B.A.C.S. processing

B.A.C.S. payment processing has four components. The first two components are covered in the “Processing Payments” chapter of this guide. The last two components are covered in this appendix.

- Payment cycles

Payment cycles contain the controls and selection criteria for the invoices you want to pay. The payment method must be 52, B.A.C.S.

- Payment sessions

Payment sessions contain the actual invoices you want to pay as specified by the payment cycle. The system creates a separate PLPEX file when you process the payments.

- Extract B.A.C.S. data

This procedure creates output file PLPBACT in the format that B.A.C.S. requires for file transmission.

- BACSTEL file transmission

This procedure sends the output file to B.A.C.S. The file transmits debit and credit entries directly to the UK clearing system.

The diagram in Figure B-1 illustrates the B.A.C.S. processing components.

---

## B.A.C.S. processing components

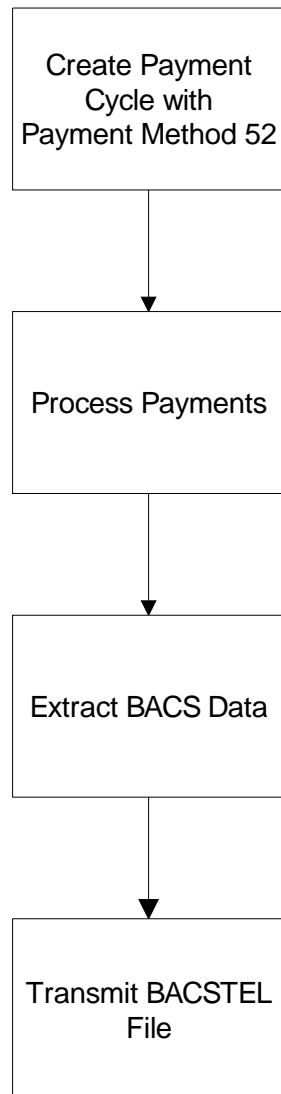


Figure B-1: B.A.C.S. processing components diagram

# Setting up the originator code

## Overview

Each bank within the B.A.C.S. clearing system has a unique identification code by which you can identify the originator of the funds used to pay the vendor. You identify this code once for each bank.

This code is the same as a bank identification number that you specify in the bank controls.

For more information on setting up bank controls, refer to the *Infinium PL Guide to Controls*.

The system includes the originator code and header information at the beginning of the file that is transmitted to B.A.C.S.

## Setting up the originator code

To set up the originator code, perform the following steps:

- 1 From the main menu select *Payment File Functions*.
- 2 Select *Work with transfer originator* [WWTO]. The system displays a screen similar to Figure B-2.

```
7/16/08 14:55:58 B.A.C.S. Transfer Origination PLG0IM PLD0IM
Originator code . . . . . _____ +
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys
```

Figure B-2: B.A.C.S. Transfer Originator prompt screen

- 3 Specify a valid bank originator code. The originator code is the bank identification number of the bank that provides the funds for payment to the vendors. This is a six-digit code.
- 4 Press Enter. The system displays a screen similar to Figure B-3.

7/16/08	14:57:33	B.A.C.S. Transfer Origination	PLG0IM	PLD0IM
Originator code . . . . . : <u>999999</u>				
Short Name . . . . . <u>SHORT NAME</u>				
City . . . . . <u>HYANNIS</u>				
Sundry data . . . . . <u>MEANINGFULDATA</u>				
File number . . . . . <u>12</u>				
Extract status . . . . . <u>1</u> 0=Extract may be run 1=Extract has been run. 2=Corrections have been made.				
Tape program name . . . . . <u>PLG0IM</u>				
Media type . . . . . <u>2</u> 1=diskettes, 2=tape 3=cartridge, 4=telecommunications				
BACS default payment type . . . <u>17</u> +				
Serial number . . . . . <u>225</u>				
User number . . . . . <u>65</u>				
Multi-day flag . . . . . <u>1</u> 0=No, 1=Yes				
F2=Function keys F3=Exit F4=Prompt F10=Quick access F24=More keys				

Figure B-3: B.A.C.S. Transfer Origination screen

This screen allows you to create and maintain the controls that define the originator header record for B.A.C.S. payment processing.

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

*Sundry data*

Type a meaningful description of the payment transfer.

*File number*

Type a number that identifies the B.A.C.S. transfer origination. The system increases this number by one each time you extract B.A.C.S. data.

*Extract status*

The system sets the extract status originally to Extract may be run. After you process the first extract, the system changes this status to Extract has been run. The status must be set to Extract may be run to process an extract. The file transmission returns the status to Extract may be run. Extract status Corrections have been made is for future use.

*B.A.C.S. default payment type*

The value you type for the default payment type is the default in each payment. You select from standard debit records, credit card records, or

standard credit reports. Press Help for specific information on the B.A.C.S. payment type.

- 6 Press Enter. The system creates the B.A.C.S. transfer originator code.

## Extracting B.A.C.S. data

### Overview

After you complete the payment process, the system identifies all payments within the payment cycle that are B.A.C.S. payments. The system places the B.A.C.S. payments in the PLPEX file.

The extract B.A.C.S. data process converts the payments into a file format that B.A.C.S. requires for file transmission, using file PLPBACT.

### Extracting B.A.C.S. data

To extract the B.A.C.S. data, perform the following steps:

- 1 From the main menu select *Payment File Functions*.
- 2 Select *Extract B.A.C.S. Data* [EBD]. The system displays a screen similar to Figure B-4.



7/16/2008 15:00:48	Extract BACS Data	PLGDDEXT	PLDDDEXT
--------------------	-------------------	----------	----------

---

Type options and press Enter.

Originator code . . . . . \_\_\_\_\_ +  
B.A.C.S. file date . . . . . \_\_\_\_\_  
File number . . . . . \_\_\_\_\_

---

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

Figure B-4: Extract BACS Data screen

- 3 Type selection information to identify the payments you want to extract. Type the payment date in the *B.A.C.S. file date* field. The system extracts outstanding B.A.C.S. payments for the date you specify.
- 4 Press Enter. The system extracts the B.A.C.S. data.

## Working with the extracted payment file

### Overview

The *Work with extracted payment file* function allows you to view information for extracted B.A.C.S. payments and to delete processed payments.

### Working with the extracted payment file

To work with the extracted payment file, perform the following steps:

- 1 From the main menu select *Payment File Functions*.
- 2 Select *Work with extracted payment file* [WWEPF]. The system displays a screen similar to Figure B-5.

7/16/2008 15:02:46 Work With Extracted Payment File PLGEXM PLDEXM

B. A. C. S. P A Y M E N T S

Type option and press Enter.  
4=Delete

Option	Payment #	Method	Pay date	Vendor	Payment amount
Loc		O-Code D P	Account	Disb. acct.	Process date
—	1	01 0 0	6222003	AMS	33.33
—	2	E1 0 1	6172003	SEJBACS	309.67
—	1	01 0 0	6122003	AMS	500.99
—	1	17 0 0	5282003	SEJBACS	612.86
—	1	E1 0 0	6132000	FORD	7,800.00

BOTTOM

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

Figure B-5: Work with Extracted Payment File screen

The system displays payment information.

- The *Method* column identifies the payment method. A payment can consist of standard debit records, credit card records, or standard credit reports. Press Help for specific information about the B.A.C.S. payment type.
- If the *P* column value is **0**, the payment has not yet been processed for B.A.C.S. If the value is **1**, the payment has been processed.

You can delete a payment here if the *P* column value is **1**.

- 3** To delete a single payment record, select that payment, type **4** (Delete), and press Enter.

To delete a group of payment records, such as all records with a particular processed date, press F17 to display a subset of the records. The subset screen allows you to select the sort order.

When you return to this screen, select the first payment, delete that payment, and press F13 to repeat the delete option for all of the listed payments.

- 4** Exit to return to the main menu.
-

# Transmitting the BACSTEL file

## Overview

The *BACSTEL File Transmission* function allows you to transmit the extracted payment data from the PLPBACT file to B.A.C.S. If you transmit by modem, first ensure that your modem and line are available.

If the transmission fails, the system prints an error report.

## Transmitting the BACSTEL file

To transmit the BACSTEL file, perform the following steps:

- 1 From the main menu select *Payment File Functions*.
- 2 Select *BACSTEL File Transmission* [BFT]. The system displays a screen similar to Figure B-6.

```
7/16/08 15:03:54      BACSTEL File Transmission      PLGBTSB      PLDBTSB

Type options and press Enter.

Transmission password . . . . . _
File number . . . . . 12346
Submission Type . . . . . S      (S=Send)
                                   (P=Print)
                                   (E=Enquire)
                                   (R=Restart)
                                   (H=History)
                                   (N=Newsletter)

Summary or Detail Report . . . D      (S=Summary, D=Detail)
Newsletter Number . . . . . _
Protocol Identity . . . . . 01 +

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

Figure B-6: BACSTEL File Transmission screen

- 3 B.A.C.S. provides you with the information necessary to complete this screen. After the transmission is complete, the system marks the payments as extracted so that they are not included in subsequent extracts for the same payment date.
- 4 Press Enter. The system transmits the BACSTEL file to B.A.C.S.

## Notes

---

## Appendix C A.C.H. Processing

# C

This appendix explains the Automated Clearing House (A.C.H.) process for extracting electronically transmitted transactions between financial institutions for Infinium PL payments.

This appendix consists of the following topics:

Topic	Page
Overview of A.C.H. processing	C-2
Setting up A.C.H. header information	C-5
Creating A.C.H. pre-note information	C-10
Extracting A.C.H. information	C-13
Enabling re-extraction of A.C.H. information	C-16
Correcting A.C.H. information	C-19
Downloading the A.C.H. file or creating a tape	C-24

---

## Overview of A.C.H. processing

Payables Ledger supports A.C.H. processing of transaction type 220, credit processing. Debit processing, processing of returns, notifications of change and corrections to notifications of change are not supported.

A.C.H. payment processing consists of the components described below. The “Payment cycles” and “Payment sessions” components of this process are covered in the “Processing Payments” chapter of this guide. This appendix describes the other components of this process.

- A.C.H. header information

This identifies the originating bank in the A.C.H. vendor payment process. You must repeat this process if you change banks in order to enter the new A.C.H. header information.

- Pre-notification process

This procedure creates a file, PLPACH, containing vendor information only. You must repeat this process when you add new vendors in Infinium PL.

- Payment cycles

Payment cycles contain the controls and selection criteria for the invoices you want to pay. The payment method must be 51-ACH.

- Payment sessions

Payment sessions contain the actual invoices you want to pay as specified by the payment cycle. When you process payments, the system populates the output files, PLPPPOF, PLTPT51, and PLTPT051, and indicates A.C.H. payments as not extracted.

- Extract A.C.H. information

This procedure creates output file PLPACH in the format that the National Automated Clearing House Association (N.A.C.H.A.) requires for file transmission.

- Download A.C.H. file/Create A.C.H. file tape

This procedure downloads the A.C.H. file to your PC or copies the records in the extract file to magnetic tape.

- Change A.C.H. payment information

---



There are two options for changing A.C.H. payment information:

- Re-extract vendor payments into the file

This option enables you to add additional records to the file and/or exclude records on the file.

- Correct A.C.H. information

This option enables you to change payment information in the file after you have run the extract but before you create the file.

The diagram in Figure C-1 illustrates the A.C.H. processing components.

---

## A.C.H. processing components

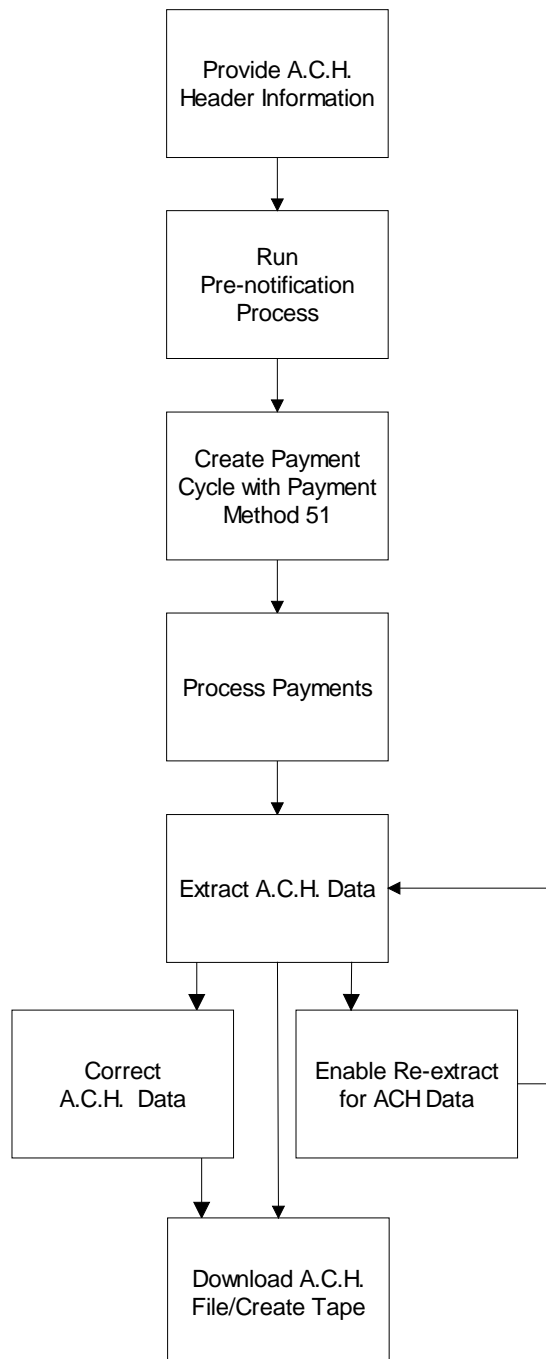


Figure C-1: A.C.H. processing components diagram

---

# Setting up A.C.H. header information

## Overview

You are required to identify the header information that identifies your company, information about your originating bank, and information about the A.C.H. vendor payment destination. You define header information only once unless you change your bank or A.C.H. operators. In that case, you must define the header information for the new bank or operator. The system includes the header information in the file header record.

You can define this header information for several Infinium PL companies and/or you can define the header information for a blank company. When a record exists for a specific company, you can run the extract process for that company. When a record has a blank company, you can run the extract for all companies in your system.

If you use different originating banks for your companies, you must process separate files for each bank.

## Entering A.C.H. header information

To enter ACH header information, complete the following steps:

- 1 From the main menu select *Payment File Functions*.
- 2 Select *Enter ACH header data* [EACH]. The system displays a screen similar to Figure C-2.

5/01/2003 11:55:01	ACH Header Data	PLGMTRI	PLDMTRI
--------------------	-----------------	---------	---------

---

Enter company information, or leave blank, then press Enter.

Company . . . . . \_\_\_\_ +

---

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

Figure C-2: ACH Header Data prompt screen

- 3 Specify the identifier of the company for which you are entering header information. Specifying a company on the header record allows you to run the *Extract ACH data* menu option for a specific company. You must process separate files for each immediate origin bank or A.C.H. operator if your company uses different sending banks or A.C.H. operators.

Leave this field blank to enter header information for a blank company. A header record with a blank company allows you to run the *Extract ACH data* menu option for all companies.

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

8/20/2009 17:01:45	ACH Header Data	PLGMTRI	PLDMTRI
Type information and press Enter.			
Company . . . . . : AMS AMS CORPORATION			
Immediate destination ID# . . . . . <u>123465661</u>			
Name . . . . . <u>AMS HEADER DEST ID</u>			
ISO destination country code . . . <u>CA</u>			
Immediate origin ID# . . . . . <u>123464662</u>			
Name . . . . . <u>AMS HEADER ORIGIN ID</u>			
Status code . . . . . <u>1</u> 1=NACHA rules, 2=No NACHA rules			
Origin reference . . . . . <u>AMS PYMT</u>			
Gateway operator identification . . <u>88888888</u>			
Current file status . . . . . <u>X</u> Blank=Run extract program			
X=Extract pgm run. ACH file not copied			
C=Corrections made. ACH file not copied			
T=ACH file has been downloaded			
F2=Function keys F3=Exit F4=Prompt F12=Cancel F24=More keys			

Figure C-3: ACH Header Data screen

This screen enables you to create and maintain the controls that define the header information for A.C.H. vendor payment processing.

##### 5 Use the information below to complete the fields on this screen.

###### *Immediate destination ID #*

Type the routing number of the A.C.H. operator or receiving bank to which you are sending this file.

In most cases, the first of the ten positions must be blank, followed by the four-digit Federal Reserve routing identifier, then by the four-digit American Banking Institution identifier, and ending with the check digit.

If your bank requires an EIN or another identifier in this field, type the number and press F21 to override edits for the expected Federal Reserve and American Banking Institution identifiers.

###### *Name*

Type the name of immediate destination receiving bank or A.C.H. operator.

###### *ISO destination country code*

Use this field to specify the two-character country code approved by the International Organization for Standardization (ISO) that identifies the country in which the file will be received.

If the country is US, the file format must be CTX (corporate trade exchange) for payments in US dollars other than those for which there is an employer and employee number on the vendor record. In this last case, you use the PPD (pre-arranged payment and deposit entry) format.

If the country is not US, the file format must be IAT (International ACH Transaction). The system processes outbound IAT entries where the payment company's base currency is USD and the invoice payment is not USD.

*Immediate origin ID#*

Type the routing number of the A.C.H. operator or bank that is sending the file.

In most cases, the first of the ten positions must be blank, followed by the four-digit Federal Reserve routing identifier, then by the four-digit American Banking Institution identifier, and ending with the check digit.

If your bank requires an EIN or another identifier in this field, type the number and press F21 to override edits for the expected Federal Reserve and American Banking Institution identifiers.

*Name*

Type the name of the entity or bank that is submitting the file.

*Status code*

Type 1 to identify the originator as a depository financial institution that has agreed to be bound by the N.A.C.H.A. rules.

Type 2 to identify the originator as a federal government entity or agency not subject to the N.A.C.H.A. rules.

*Origin reference*

Type a reference to the origin of the disbursement.

*Gateway operator ID*

For outbound IAT entries, this field contains the routing number of the U.S. Gateway Operator. The number contains the character code 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).

---

### *Current file status*

The system displays the current status of the file. You can change this status during testing and you want to run the extract process again.

Valid values for this field are:

<b>Blank</b>	You can run the extract program.
<b>X</b>	The extract program has been run but the file has not been copied.
<b>C</b>	Corrections have been made to the file but the file has not been copied.
<b>T</b>	The ACH file has been downloaded and you can run the extract program for the next period.

**WARNING!** If you change the status without first copying the file or selecting the *Enable re-extract for ACH* menu option, extracted payments have a status of **X** in the PLPPH file. However, these extracted payments never appear in another file until you run the *Enable re-extract* menu option.

6 Press Enter. The system creates the A.C.H. header.

---

# Creating A.C.H. pre-note information

## Overview

The *Create ACH pre-note data* menu option enables you to send a pre-notification file to the A.C.H. operator prior to the first extract. A.C.H. operators use this information to verify vendor information. When you run this menu option, the system includes all vendors authorized to the A.C.H. payment method.

## Creating A.C.H. pre-note information

To create A.C.H. pre-note information, complete the following steps:

- 1 From the main menu select *Payment File Functions*.
  - 2 Select *Create ACH pre-note data* [CAPND]. The system displays a screen similar to Figure C-4.
-



```

12/18/2013 14:26:56      Create ACH Pre-note Data      PLGTAPES  PLDTAPES
-----
Type information press Enter.

Vendor . . . . . _____ *

Transmission date . . . . . _____

New vendors only? . . . . . _ 0=No, 1=Yes

Extract format . . . . . ____ CTX, PPD, IAT

Default company . . . . . _____ *

Originating DFI . . . . . _____

WARNING: This function will clear the ACH data file.
         Verify that all ACH data has been processed.

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

```

Figure C-4: Create ACH Pre-note Data screen

### 3 Use the information below to complete this screen.

#### *Vendor*

Select a vendor to create a pre-notification file for that vendor.

Leave this field blank to create a pre-notification file for either all new vendors or all vendors in the system.

#### *Transmission date*

Type the date on which you are sending the pre-notification file to the bank. This date will be the pre-noted date on the vendor's payment record.

#### *New vendors only?*

Specify yes to pre-note only new vendors.

Specify no to pre-note all vendors in the system.

The system updates the *Pre-note date* field for those vendors.

You can execute the *Create ACH pre-note data* menu option only once for a new vendor. If you execute the *Create ACH pre-note data* menu option for new vendors only and then need to run the *Enable re-extract* menu option to include an additional vendor, you must pre-note all vendors.

*Extract format*

Specify the format to use when pre-noting vendors.

To pay vendors with US bank accounts, create a pre-note file by using the CTX format (all US dollar payment entries).

To pay vendors with foreign bank accounts, create a pre-note file by using the IAT format. Specify IAT to extract all payments where the payment currency does not equal the payment company's base company.

To pay employees, create a pre-note file using the PPD format (pre-arranged payment and deposit entries, such as direct deposit of employee T&E payments).

*Default company*

Specify the company identifier.

The system uses the D.F.I. number of the company to create the pre-note file. The company and the company's D.F.I. number are required for the company batch header and control records of the file.

*Originating DFI*

Specify the D.F.I. number of the company's bank that is paying the vendor invoice.

- 4 Press Enter to create the pre-notification file.
-

# Extracting A.C.H. information

## Overview

After you complete the payment process, the system identifies all payments within the payment cycle that are A.C.H. payments. The system places the A.C.H. payments in the output files, PLPPPOF, PLTPT51, and PLTPT051, and indicates A.C.H. payments as not extracted.

The extract A.C.H. information process converts the payments into the file format that N.A.C.H.A requires for file transmission.

## Extracting A.C.H. information

To extract the A.C.H. information, complete the following steps:

- 1 From the main menu select *Payment File Functions*.
- 2 Select *Extract ACH data* [EAD]. The system displays a screen similar to Figure C-5.

12/18/2013 14:27:58	Extract ACH Data	PLGTAPES	PLDTAPES
Type information press Enter.			
Company . . . . .	_____ *		
Bank account . . . . .	_____ *		
Vendor . . . . .	_____ *		
Extract format . . . . .	_____ CTX, PPD, IAT		
Transmission date . . . . .	_____		
F2=Function keys F3=Exit F4=Prompt F7=Override masking F24=More keys			

Figure C-5: Extract ACH Data screen

- 3 Type selection information to identify the payments you want to extract. The system extracts all payment records with a payment method of 51 that match the criteria you specify on this screen.
- 4 Use the information below to complete this screen.

*Company*

Specify a company to extract A.C.H. payment records for that company.

Leave this field blank to extract A.C.H. payment records for all companies.

*Bank account*

Specify a company bank account to extract payments for that account.

Leave this field blank to extract payment records regardless of the bank account.

*Vendor*

Specify a vendor to extract payments for that vendor.

Leave this field blank to extract payment records regardless of vendor.

*Extract format*

Specify the format to use for the extraction of A.C.H. information. This is used in conjunction with the ISO Destination Country code on the header file.

To pay vendors with US bank accounts, create a file by using the CTX format (all US dollar payment entries).

To pay vendors with foreign bank accounts, including Canadian bank accounts, create a file by using the IAT format (International ACT Transaction).

To pay employees, create a file by using the PPD format (pre-arranged payment and deposit entries, such as direct deposit of employee T&E payments).

You must use one file for each format; that is, one for IAT, one for PPD, and one for CTX entries.

*Transmission date*

Type the date the file will be sent to the bank.

- 5 Press Enter. The system extracts the A.C.H. information.
-

# Enabling re-extraction of A.C.H. information

## Overview

The *Enable re-extract for ACH* menu option enables you to exclude items from the file. You can add payment items for the next extract if, for example, you forgot to submit a payment cycle or to make a payment. You can then re-extract vendor payments into the file while keeping all of the records currently in the file.

After you run this menu option, you must re-run the *Extract ACH data* menu option to populate the file with all of the re-enabled payment records and any new A.C.H. payment records that you want added to the file.

## Re-extracting A.C.H. information

To re- extract A.C.H. information, complete the following steps:

- 1 From the main menu select *Payment File Functions*.
- 2 Select *Enable re-extract for ACH* [EREA]. The system displays a screen similar to Figure C-6.

```

5/01/2003  11:57:41      Enable Re-extract for ACH      PLGFIXDD  PLDFIXDD
-----
Type information and press Enter.

Company . . . . . ____ +
Bank account . . . . . _____ +
Vendor . . . . . _____ +
Original transmission date . . . ____

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

```

Figure C-6: Enable Re-extract for ACH screen

Use this screen to specify criteria for the records to re-extract. All records in the file for which you do not run this option remain extracted and are not selected when you run the extract menu option.

### 3 Use the information below to complete this screen.

#### *Company*

Select a company identifier to enable the re-extraction of A.C.H. payment records for a specific company.

Leave this field blank to enable the re-extraction of A.C.H. payment records for all companies.

#### *Bank account*

Select a company's bank account to enable the re-extraction of A.C.H. payment records for a specific bank account.

Leave this field blank to enable the re-extraction of A.C.H. payment records regardless of bank account.

#### *Vendor*

Select a vendor to enable the re-extraction of A.C.H. payment records for a specific vendor.

Leave this field blank to enable the re-extraction of A.C.H. payment records regardless of vendor.

*Original transmission date*

Specify the transmission date used to run the original extract.

4 Press Enter to enable the re-extraction of A.C.H. information.

After you press Enter, the system:

- Allows enabled records to be re-extracted and re-extracts records that are indicated as extracted but have not appeared in the file.
- Allows records in the current file to remain as extracted and not appear in the file when you run the next extract
- Changes the *Current file status* field to blank in the ACH header data file



# Correcting A.C.H. information

## Overview

The *Correct ACH data* menu option enables you to correct information in the file if you must make changes to the file after running the *Extract ACH data* menu option and before you run the *Download A.C.H. file/Create tape* menu option.

The system changes the information in the file only and copies those changes to the file when you run the *Download A.C.H. file/Create tape* menu option.

The system does not correct the information in the vendor payment files. You must make manual adjustments in Infinium PL for these changes.

## Correcting A.C.H. information

To correct the A.C.H. information, complete the following steps:

- 1 From the main menu select *Payment File Functions*.
- 2 Select *Correct ACH data* [CAD]. The system displays a screen similar to Figure C-7.

5/01/2003	11:58:14	Correct ACH Data	PLGCACH	PLDCACH
-----------	----------	------------------	---------	---------

---

Type information and press Enter.

Trace number . . . . . \_\_\_\_\_

---

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

Figure C-7: Correct ACH Data prompt screen

- 3 Specify the trace number of the transaction that you want to modify. You can find the trace number on the extract report.
- 4 Press Enter. The system displays a screen similar to Figure C-8.

The information that you can correct varies by A.C.H. format type. The screen displayed in Figure C-8 shows the fields that you can correct for the IAT format.

8/21/2009 11:06:20		Correct ACH Tape Data	PLGCACH	PLDCACH
Type information and press Enter.				
Select Submit to process this job, or select Cancel to end.				
Company . . . . .	:	AMS		
Vendor . . . . .	:	ASB		
Trace number . . . . .	:	70369000000017		
Amount . . . . .	:	33.00		
Receiving D.F.I. name . . . . .				
Receiving D.F.I. ID qualifier . .	:	01 National Clearing System		
		02 BIC Code		
		03 IBAN		
Receiving D.F.I. identification . . . . .				
Receiving DFI branch country code	:	+		
Foreign receiving D.F.I. number . . . . .				
Foreign D.F.I. account number . .	:			
F2=Function keys F3=Exit F4=Prompt F8=Submit F24=More keys				

Figure C-8: Correct ACH Tape Data screen

The system displays the company, vendor, trace number, and amount. You use this screen to correct the following information in the file:

- Receiving D.F.I. name (IAT format only)
- Receiving D.F.I. qualifier (IAT format only)
- Receiving D.F.I. identification (IAT format only)
- Receiving D.F.I. branch country code (IAT format only)
- Receiving D.F.I. number (CTX and PPD formats only) or Foreign receiving D.F.I. number (all formats)
- D.F.I. account number (CTX and PPD formats only) or Foreign D.F.I. account number (all formats)

You can also delete a vendor payment from the file. If you do, you must use the *Work with payment adjustments* menu option to pay the vendor or stop payment.

The system indicates the original transaction as extracted and does not pick up the adjustment when you run the next extract.

5 Use the information below to complete this screen.

*Receiving D.F.I. name*

For IAT format only, specify the name of the receiving Depository Financial Institution (DFI).

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

*Receiving D.F.I. ID qualifier*

For IAT format only, 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).

- |           |  |
|-----------|--|
| <b>01</b> | National Clearing System                 |
| <b>02</b> | BIC Code (Bank Identifier Code)          |
| <b>03</b> | IBAN (International Bank Account Number) |

*Receiving D.F.I. identification*

For IAT format only, 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*

For IAT format only, 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*

For CTX and PPD formats, 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 here, you must leave the *Foreign receiving D.F.I. number* field blank.

*D.F.I. account number*

For CTX and PPD formats, 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 here, you must leave the *Receiving D.F.I. number* field blank.

*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.

- 6 Press F8 (Submit) from the first Correct ACH Data screen to re-generate the file. You must press F8 for each trace number that you modify.
-

## Downloading the A.C.H. file or creating a tape

### Overview

The *Download ACH File / Create tape* menu option enables you to download the contents of the A.C.H. file, PLPACH, which was created when you ran the *Extract ACH data* menu option, or to copy the contents of the file to a magnetic tape.

You can make corrections to information by using the *Correct ACH data* menu option or the *Enable re-extract for ACH* menu option.

You can use the IFS file system to maintain the Download ACH files. To do so, you set up a global IFS path or user-specific IFS paths, which are accessed when you run the *Download ACH file/Create tape* function. Use the *Work with IFS Path* function to set up and maintain the IFS paths. Use the *Work with IFS Documents* function to maintain the folders and files in the IFS file system. If you do not set up and activate at least one IFS path, the download functionality uses the QDLS file system.

## Downloading the A.C.H. file or creating the tape

To download the A.C.H. file or to create a tape, complete the following steps:

- 1 From the main menu select *Payment File Functions*.
  - 2 Select *Download ACH File/Create tape* [CAT]. The system displays a screen similar to Figure C-9.
-

8/20/2009 17:43:48

Download ACH file/Create tape

PLGCRTS

PLDCRTS

---

Type information and press Enter.

Download ACH file . . . . .

=

(1=Yes, 0=No)

-0r-

Create ACH Tape file

Tape device . . . . .

\_\_\_\_\_

Tape file . . . . .

\_\_\_\_\_

NOTE: THIS FUNCTION WILL EXECUTE INTERACTIVELY

---

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

Figure C-9: Download ACH file/Create tape screen

3 Use the information below to complete this screen.

Download ACH file

Specify yes to create or update a download file in the appropriate folder, based on information that you specify when you use the *Work with IFS path* function. This file is accessible as a document on your PC.

Specify no to create a tape file instead of a download file.

Tape device

Type the name of the tape device that you use to copy A.C.H. information to tape. After you press Enter, the system verifies that there is a tape in the drive and that the tape file exists. The system displays an error message if either the tape has not been loaded or the A.C.H. tape file does not exist.

Tape file

Type the name of the file that you want to copy to tape. Check with your IT Department for the file name created at your company that the system uses to copy the A.C.H. information to tape.

4 Press Enter.

After you press Enter:

- The formatted data is copied to a download file on your PC or from the tape file to the magnetic tape.
- The *Current file status* field is set to **T** on the header data file (for each company in the download file or tape) indicating that the download file or tape has been created. If you do not create a download file or tape, you must manually change the **Current file status** to **T** or blank on the header data file before extracting.
- Records are updated to indicate that those records were in the download file or on the tape.
- A report is generated that contains all of the vendor bank and payment information as well as record and transaction totals.

## Viewing the file

To view the A.C.H. file that you download to your PC, complete these steps:

- 1 To confirm that PLPACH file is created on the System i, at a command line, type **WRKFLR** and press Enter to display the Work with Folders screen.
- 2 Type **5** in the *Opt* field next to the PLFLR folder and press Enter to display the Work with Documents in Folder screen.
- 3 Confirm that the PLPACH document is listed. You cannot view the file from this location.

To view the file, use a utility such as Word or Notepad. Use these steps.

- 1 Select Start > Programs > Windows Explorer.
- 2 Type the path below and press Enter:

**\\{AS400name}\ROOT\QDLS\PLFLR**

Alternatively, you can use these steps to view the file:

- 1 Click Network Neighborhood and the appropriate System i.
  - 2 Select QDLS.
  - 3 Click the PLFLR folder created when you downloaded the PLPACH file.
  - 4 Open the file as a document file (.doc) in Word or as a text file (.txt) in Notepad.
-



---

## Appendix D Sample Infinium QY Reports

# D

The appendix consists of the following topics:

Topic	Page
List of credits by vendor with invoice dates after the 1099 year	D-2
Listing 1099 vendors with invalid federal tax ID	D-6
Listing 1099 Vendors without a 1099 code	D-9
Vendors with credit balances	D-12
Paid invoices report by vendor	D-18
Discounts taken and lost by vendor	D-22
Invoice distributions by invoice session	D-26

---

## List of credits by vendor with invoice dates after the 1099 year

Use this report to review all credits being applied to vendors. You can review credits that occurred prior to the start and after the end of the current tax year to determine if any of these credits must be reported in the current tax year.

For credits with invoice dates after the 1099 tax year, create a manual list of future year credits to include in the current tax year because they relate to 1099 payments for the current tax year. You can use this listing to modify 1099 summary data in Infinium IR.

Infinium provides Design Plan Worksheets and a sample report for credits dated after December 31, 1996. Modify the invoice date selection value and relationship to produce a list of credits to meet your reporting needs.

Each Design Plan Worksheet contains:

- The Infinium Software application libraries, fields, and format information you need to produce the sample reports
- Additional columns and rows for you to record information that is pertinent to your organization

**Report title: Credit Invoices with Invoice Date after December 31, 1996**

<b>Library:</b> PLDBFA	<b>Library:</b> PLDBFA	<b>Library:</b>
<b>Primary file:</b> PLPVH	<b>Secondary file:</b> PLPVE	<b>Secondary file (if needed):</b>
<b>Fields needed:</b> VHVECO	<b>Fields needed:</b> VENAME	<b>Fields needed:</b>
VHIREF	VEVEND	
VHINVN		
VHIDTE		
VHHEXP		
VHTXCD		
VHHT99		
VHIDTH		
VHVEND		
<b>Join column:</b> VHVEND	<b>Join column:</b> VEVEND	

## Report title: Credit Invoices with Invoice Date after December 31, 1996

	Column_1	Column_2	Column_3	Column_4	Column_5	Column_6
<b>Column heading</b>	VENDOR NAME	VENDOR ID	CMPNY	INTRL ID	INVOICE #	INV DATE
<b>Field names</b>	VENAME	VEVEND	VHVECO	VHIREF	VHINVN	VHIDTE
<b>Libraries</b>	PLDBFA	PLDBFA	PLDBFA	PLDBFA	PLDBFA	PLDBFA
<b>File</b>	PLPVE	PLPVE	PLPVH	PLPVH	PLPVH	PLPVH
<b>Derived name</b>						
<b>Calculations</b>						
<b>Result string</b>						
<b>Format option</b>	PRINT	PRINT	PRINT	PRINT	PRINT	PRINT
<b>Selection criteria</b>						
<b>Group/sort</b>	PAGE BREAK/ COUNT 01 A		LINE BREAK/ 02 A	LINE BREAK/ 03 A		
<b>Join column</b>		11				

## Report title: Credit Invoices with Invoice Date after December 31, 1996

	Column_7	Column_8	Column_9	Column_10	Column_11	Column_12
<b>Column heading</b>	INVOICE AMOUNT	1099 INV	1099 INV AMOUNT			
<b>Field names</b>	VHHEXP	VHTXCD	VHHT99	VHIDTH	VHVEND	
<b>Libraries</b>	PLDBFA	PLDBFA	PLDBFA	PLDBFA	PLDBFA	
<b>File</b>	PLPVH	PLPVH	PLPVH	PLPVH	PLPVH	
<b>Derived name</b>						
<b>Calculations</b>						
<b>Result string</b>						
<b>Format option</b>	PRINT/ TOTAL	PRINT	PRINT/ TOTAL	NO PRINT	NO PRINT	

**Report title: Credit Invoices with Invoice Date after December 31, 1996**

---

	Column_7	Column_8	Column_9	Column_10	Column_11	Column_12
<b>Selection criteria</b>	LT 0			GT (HYF)		
<b>Group/sort</b>						
<b>Join column</b>						

---

QYIREPORT QYTOUTP PLCRINV Credit Invoices with Invoice date after 12/31/96 Page 1  
10/07/96 13:26:35 DSW

VENDOR NAME	VENDOR ID	CMPNY	INTRL ID	INVOICE #	INV DATE	INVOICE AMOUNT	1099 INV	1099 INV AMOUNT
=====	=====	=====	=====	=====	=====	=====	=====	=====
BILL'S ELECTRIC CO	3	001	970100024	C-00100133	1/05/1997	95.00-	MISC3	95.00-
	3	001	970100027	C-97001	1/02/1997	196.11-	MISC3	196.11-
Total Cr Invoices for BILL'S ELECTRIC CO				. . :	2			
-----								
Friendly Office Supply	2	001	970100019	CREDITMEMO	1/11/1997	701.75-	MISC2	701.75-
	2	001	970100020	CR-0015521	1/13/1997	44.40-	MISC3	44.40-
	2	001	970100021	CR-5500001	1/03/1997	110.95-	MISC2	110.95-
Total Cr Invoices for Friendly Office Supply				. . :	3			
-----								
FROSTY ICE CO #1	1	001	970100016	CRINV-00112344	1/06/1997	65.33-	A2	65.33-
	1	001	970100010	CRMemo-1	1/01/1997	1100.50-	A2	1100.50-
	1	001	970100011	CRMemo-2	1/05/1997	750.75-	A2	750.75-
Total Cr Invoices for FROSTY ICE CO #1				. . :	3			
-----								

Total records selected in report. . . : 8  
\*\*\*\*\* End of Report \*\*\*\*\*

## Listing 1099 vendors with invalid federal tax ID

Use this query to generate a listing of all vendors who have invalid federal tax IDs entered on the system, based on vendor federal tax ID values that you specify. The listing is sorted by vendor name and displays the vendor ID, vendor federal tax ID, and 1099 code.

Review this listing and correct any invalid vendor federal tax IDs prior to printing 1099 forms and creating the IRS tape. If you have already run the *Extract 1099 Reporting Data* function in Infinium IR, update the federal tax ID in the Infinium IR function *Maintain Vendor Controls*. Be sure to update the vendor's federal tax ID in the Infinium PL vendor controls for use in future years.

Infinium provides a design plan worksheet on the following pages.

## Report title: Listing 1099 Vendors with Invalid Federal Tax ID

<b>Library:</b> PLDBFA	<b>Library:</b> PLDBFA	<b>Library:</b>
<b>Primary file:</b> PLPNT	<b>Secondary File:</b> PLPVE	<b>Secondary File (if needed):</b>
<b>Fields needed:</b> NTTXID	<b>Fields needed:</b> VENAME	<b>Fields needed:</b>
NTTXCD	VEVEND	
NTVEND		
<b>Join column:</b> NTVEND	<b>Join column:</b> VEVEND	

## Report title: Listing 1099 Vendors with Invalid Federal Tax ID

	Column_1	Column_2	Column_3	Column_4	Column_5	Column_6
<b>Column heading</b>	VENDOR NAME	VENDOR ID	VENDOR FED TAX ID	1099		
<b>Field names</b>	VENAME	VEVEND	NTTXID	NTTXCD	NTVEND	
<b>Libraries</b>	PLDBFA	PLDBFA	PLDBFA	PLDBFA	PLDBFA	
<b>File</b>	PLPVE	PLPVE	PLPNT	PLPNT	PLPNT	
<b>Derived name</b>						
<b>Calculations</b>						
<b>Result string</b>						
<b>Format option</b>	PRINT	PRINT	PRINT	PRINT	NO PRINT	
<b>Selection criteria</b>			EQ x	NE (blank)		
<b>Group/sort</b>	LINE BREAK/ 01 A					
<b>Join column</b>		5				

x = federal tax ID

QYIREPORT  
10/07/96

QYTOUTP  
14:12:14

PLTAXID

Listing 1099 Vendors with Invalid Federal Tax ID

Page 1  
DSW

VENDOR NAME	VENDOR ID	VENDOR FED TAX ID	1099 CODE
Good Business Market	V5	X	MISC2
Happy Times Utilities	31	X	A2
Sunny Weather Consulting	45	X	MISC7
VENDOR #1	S2KV1	X	A2
VENDOR #3	S2KV3	X	DIV3

Total records selected in report. . .:

5

\*\*\*\*\*

End of Report

\*\*\*\*\*



## Listing 1099 Vendors without a 1099 code

This report is an important step in ensuring that all vendors who should receive 1099s are included in the extract function. You should compare this listing with the complete list of vendors to ensure that all such vendors are included.

Infinium provides the design plan worksheet and a sample report on the following pages.

**Report title: 1099 Vendors without a 1099 Code**

<b>Library:</b> PLDBFA	<b>Library:</b> PLDBFA	<b>Library:</b>
<b>Primary file:</b> PLPNT	<b>Secondary file:</b> PLPVE	<b>Secondary file (if needed):</b>
<b>Fields needed:</b> NTTXID	<b>Fields needed:</b> VENAME	<b>Fields needed:</b>
NTTXCD	VEVEND	
NTVEND		
<b>Join column:</b> NTVEND	<b>Join column:</b> VEVEND	

**Report title: 1099 Vendors without a 1099 Code**

	Column_1	Column_2	Column_3	Column_4	Column_5	Column_6
<b>Column heading</b>	VENDOR NAME	VENDOR ID	VENDOR FED TAX ID	1099		
<b>Field names</b>	VENAME	VEVEND	NTTXID	NTTXCD	NTVEND	

**Report title: 1099 Vendors without a 1099 Code**

	Column_1	Column_2	Column_3	Column_4	Column_5	Column_6
Libraries	PLDBFA	PLDBFA	PLDBFA	PLDBFA	PLDBFA	
File	PLPVE	PLPVE	PLPNT	PLPNT	PLPNT	
Derived name						
Calculations						
Result string						
Format option	PRINT	PRINT	PRINT	PRINT	NO PRINT	
Selection criteria				EQ (blank)		
Group/sort	LINE BREAK/ 01 A					
Join column	5					

Page 1  
DSW

```
Total records selected in report. . . :      5
*****                                End of Report                                *****
```

# Vendors with credit balances

The Vendors with Credit Balances report is a two-part query process. First, you must generate a query in which you derive open balances for all vendors, based on expensed amounts and relieved amounts, and send that query to a file. Assign the file a descriptive name.

Next, you must generate a second query using the derived open amounts from the first query, selecting only those values less than zero. Refer to the following pages for sample queries and their respective design plan worksheets.

Report title: Vendors with Credit Balances (Query 1)

Library: PLDBFA	Library:	Library:
Primary file: PLPVH	Secondary file: PLPVE	Secondary file (if needed):
Fields needed: VHVEND	Fields needed: VEVEND	Fields needed:
VHHEXP		
VHHREL		
VHCSTS		
Join column: VHVEND	Join column: VEVEND	

Report title: Vendors with Credit Balances (Query 1)

	Column_1	Column_2	Column_3	Column_4	Column_5	Column_6
Column heading	VENDOR NUMBER	OPEN AMOUNT				

**Report title: Vendors with Credit Balances (Query 1)**

	Column_1	Column_2	Column_3	Column_4	Column_5	Column_6
<b>Field names</b>	VEVEND	(DERIVED)	VHHEXP	VHHREL	VHVEND	VHCSTS
<b>Libraries</b>	PLDBFA		PLDBFA	PLDBFA	PLDBFA	PLDBFA
<b>File</b>	PLPVE		PLPVH	PLPVH	PLPVH	PLPVH
<b>Derived name</b>		03-04				
<b>Calculations</b>						
<b>Result string</b>						
<b>Format option</b>	PRINT	PRINT/ TOTAL	NO PRINT	NO PRINT	NO PRINT	NO PRINT
<b>Select Criteria</b>		NE 0				EQ 4
<b>Group/sort</b>	01 A	TOTAL				
<b>Join column</b>	05	05				

QYIREPORT	QYTOUTP	VENDCRB	Vendors with Credit balances (Query 1)	Page	1
11/08/96	11:25:07			DSW	
VENDOR	Open				
ID	Amount				
=====	=====				
15	933.30				
	1125.00-				
	1000.00				
	1500.00-				
-----	-----				
	691.70-	Total			
15					
-----	-----				
16	250.00-				
	275.00				
	330.00-				
-----	-----				
	305.00-	Total			
16					
-----	-----				
V10	25.00				
	360.00				
	55.30				
	550.00-				
	10000.00				
-----	-----				
	9890.30	Total			
V10					
-----	-----				
Final report totals					
-----	-----				
=====	=====				
	8893.60	Total			
-----	-----				
Total records selected in report. . .:	12				
	*****	End of Report		*****	

### Report title: Vendors with Credit Balances (Query 2)

<b>Library:</b> QY2000	<b>Library:</b> PLDBFA	<b>Library:</b>
<b>Primary file:</b> (your file name)	<b>Secondary file:</b> PLPVE	<b>Secondary file (if needed):</b>
<b>Fields needed:</b> C1	<b>Fields needed:</b> VEVEND	<b>Fields needed:</b>
C2	VENAME	
TYPE		
<b>Join column:</b> 01-04	<b>Join column:</b>	

### Report title: Vendors with Credit Balances (Query 2)

	Column_1	Column_2	Column_3	Column_4	Column_5	Column_6
<b>Column heading</b>	VENDOR ID	VENDOR NAME	OPEN AMOUNT			
<b>Field names</b>	C1	VENAME	C2			
<b>Libraries</b>	QY2000	PLDBFA	QY2000			
<b>File</b>	(your file name)	PLPVE	(your file name)			
<b>Derived name</b>						
<b>Calculations</b>						
<b>Result string</b>						
<b>Format option</b>						
<b>Selection criteria</b>			C2 LT 0			

**Report title: Vendors with Credit Balances (Query 2)**

---

	Column_1	Column_2	Column_3	Column_4	Column_5	Column_6
<b>Group/sort</b>	01 A					
<b>Join column</b>	05					

---



QYIREPORT11/08/96VENDCRBG

Vendors with Credit Balances (Query 2)

Page 1DSW

VENDOR	Vendor Name	Open Amount
15	Sunny Day Consulting	691.70-
16	Happy Supplies Company	305.00-
Final report totals		
		996.70- Total

Total records selected in report. . . : 2

\*\*\*\*\*

End of Report

\*\*\*\*\*

## Paid invoices report by vendor

The Paid Invoices Report By Vendor shows all invoices that were completely paid or partially paid to your vendors and the total invoice amount for each payment. The report is sorted by vendor name and invoice number. The report also shows the company, internal ID, and payment number.

Infinium provides the design plan worksheet and sample report on the following pages.

### Report title: Paid Invoices Report by Vendor

<b>Library:</b> PLDBFA	<b>Library:</b> PLDBFA	<b>Library:</b>
<b>Primary file:</b> PLPPV	<b>Secondary file:</b> PLPVE	<b>Secondary file (if needed):</b>
<b>Fields needed:</b> PVINVN	<b>Fields needed:</b> VENAME	<b>Fields needed:</b>
PVVECO	VEVEND	
PVIREF		
PVPREF		
PVPREL		
PVPDTL		
PVPPMT		
PVVODH		
PVVEND		
<b>Join column:</b> PVVEND	<b>Join column:</b> VEVEND	

### Report title: Paid Invoices Report by Vendor

	Column_1	Column_2	Column_3	Column_4	Column_5	Column_6
<b>Column heading</b>	VENDOR NAME	INVOICE NUMBER	CMPNY	INTRL ID	PAYMENT #	INV AMNT PAID
<b>Field names</b>	VENAME	PVINVN	PVVECO	PVIREF	PVPREF	PVPREL

**Report title: Paid Invoices Report by Vendor**

	Column_1	Column_2	Column_3	Column_4	Column_5	Column_6
<b>Libraries</b>	PLDBFA	PLDBFA	PLDBFA	PLDBFA	PLDBFA	PLDBFA
<b>File</b>	PLPVE	PLPPV	PLPPV	PLPPV	PLPPV	PLPPV
<b>Derived name</b>						
<b>Calculations</b>						
<b>Result string</b>						
<b>Format option</b>	PRINT	PRINT	PRINT	PRINT	PRINT	PRINT/ TOTAL
<b>Selection criteria</b>						
<b>Group/ sort</b>	PAGE BREAK/ COUNT 01 A	LINE BREAK/ 02 A				
<b>Join column</b>						

**Report title: Paid Invoices Report by Vendor**

	Column_7	Column_8	Column_9	Column_10	Column_11	Column_12
<b>Column heading</b>	DISCOUNT TAKEN	NET PAID				
<b>Field names</b>	PVPDTL	PVPPMT	PVVODH	VEVEND	PVVEND	
<b>Libraries</b>	PLDBFA	PLDBFA	PLDBFA	PLDBFA	PLDBFA	
<b>File</b>	PLPPV	PLPPV	PLPPV	PLPVE	PLPPV	
<b>Derived name</b>						
<b>Calculations</b>						
<b>Result string</b>						
<b>Format option</b>	PRINT/ TOTAL	PRINT/ TOTAL	NO PRINT	NO PRINT	NO PRINT	

**Report title: Paid Invoices Report by Vendor**

---

	Column_7	Column_8	Column_9	Column_10	Column_11	Column_12
<b>Selection criteria</b>			EQ 0			
<b>Group/sort</b>						
<b>Join column</b>				11		

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VENDOR NAME	INVOICE NUMBER	CMPNY	INTRL ID	PAYMENT#	INV AMNT PAID	DISCOUNT TAKEN	NET PAID	
Good Business Market	111-023555	001	961000027	230	745.25	0.00	745.25	
	123-45	001	961000031	230	500.00	10.00	490.00	
	4498888101	001	961000033	245	300.00	0.00	300.00	
	001-7600001	001	961000035	311	75.75	0.00	75.75	
	1-55505	001	961000036	428	62.00	0.00	62.00	
	1-00054	001	961000034	416	250.00	5.00	245.00	
					1933.00	15.00	1918.00	Total
Good Business Market	. . :	6						
Happy Times Utilities	001-00131	001	961000026	331	110.00	0.00	110.00	
	61000-31	001	961000030	331	115.50	0.00	115.50	
	001-001771	001	961000032	412	1000.00	20.00	980.00	
					1225.50	20.00	1205.50	Total
Happy Times Utilities	. . :	3						
-----								
Final report totals								
-----								
					3158.50	35.00	3123.50	Total
-----								
Total records selected in report. . .:		9						
		*****	End of Report		*****			

## Discounts taken and lost by vendor

Use this report to show discounts taken by each of your vendors and the discount lost by your vendors because they did not pay the invoice within the discount time period.

The report is organized by vendor name, company, and invoice ID. It also shows the total invoice amount, discount taken, and discount lost for each invoice.

Infinium provides the design plan worksheet and sample report on the following pages.

### Report title: Discounts Taken and Lost by Vendor

<b>Library:</b> PLDBFA	<b>Library:</b> PLDBFA	<b>Library:</b>
<b>Primary file:</b> PLPVH	<b>Secondary file:</b> PLPVE	<b>Secondary file (if needed):</b>
<b>Fields needed:</b> VHVECO	<b>Fields needed:</b> VENAME	<b>Fields needed:</b>
VHIREF	VEVEND	
VHHEXP		
VHHDTL		
VHHDLT		
VHVEND		
VHPSTS		
<b>Join column:</b> VHVEND	<b>Join column:</b> VEVEND	

### Report title: Discounts Taken and Lost by Vendor

	Column_1	Column_2	Column_3	Column_4	Column_5	Column_6
Column heading	VENDOR NAME	CMPNY	INTRL ID	INVOICE AMOUNT	DISCOUNT TAKEN	DISCOUNT LOST

**Report title: Discounts Taken and Lost by Vendor**

	Column_1	Column_2	Column_3	Column_4	Column_5	Column_6
Field names	VENAME	VHVECO	VHIREF	VHHEXP	VHHDTL	VHHDLT
Libraries	PLDBFA	PLDBFA	PLDBFA	PLDBFA	PLDBFA	PLDBFA
File	PLPVE	PLPVH	PLPVH	PLPVH	PLPVH	PLPVH
Derived name						
Calculations						
Result string						
Format option	PRINT	PRINT	PRINT	PRINT/ TOTAL	PRINT/ TOTAL	PRINT/ TOTAL
Selection criteria						
Group/sort	LINE BREAK/ COUNT 01 A	LINE BREAK/ 02 A	LINE BREAK/ 03 A			
Join column						

**Report title: Discounts Taken and Lost by Vendor**

	Column_7	Column_8	Column_9	Column_10	Column_11	Column_12
Column heading						
Field names	VHVEND	VHPSTS	VEVEND			
Libraries	PLDBFA	PLDBFA	PLDBFA			
File	PLPVH	PLPVH	PLPVE			
Derived name						
Calculations						
Result string						

Report title: Discounts Taken and Lost by Vendor

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	Column_7	Column_8	Column_9	Column_10	Column_11	Column_12
Format option	NO PRINT	NO PRINT	NO PRINT			
Selection criteria		NE 0				
Group/sort						
Join column	09					

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VENDOR NAME	CMPNY	INTRL ID	INVOICE AMOUNT	DISCOUNT TAKEN	DISCOUNT LOST	
=====	=====	=====	=====	=====	=====	
Good Food's	001	961000046	250.00	5.00	0.00	
	001	961000040	550.50	11.01	0.00	
	001	961000041	710.75	0.00	0.00	
	001	961000044	770.00	15.40	0.00	
	001	961000039	900.00	18.00	0.00	
	001	961000043	1100.00	22.00	0.00	
	001	961000045	1500.00	0.00	30.00	
-----	-----	-----	-----	-----	-----	
Good Food's	. . :	7	5781.25	71.41	30.00	Total
-----						
Sunny Weather Consulting	001	961000051	400.00	0.00	8.00	
	001	961000050	450.00	9.00	0.00	
	001	961000049	770.00	15.40	0.00	
	001	961000048	1250.50	25.01	0.00	
-----	-----	-----	-----	-----	-----	
Sunny Weather Consulting	. . :	4	2870.50	49.41	8.00	Total
-----						
-----						
Final report totals						
-----						
=====	=====	=====	=====	=====	=====	
			8651.75	120.82	38.00	Total
-----						
Total records selected in report. . . : 11						
	*****		End of Report		*****	

## Invoice distributions by invoice session

To report on invoice distributions by order of invoice session, use Infinium QY and the design plan worksheet on the following page.

To limit the report to specific types of invoice distributions (such as tax, freight, discounts), you can change the selection criteria value for the transaction type.

### Report title: Invoice Distribution by Invoice Session

<b>Library:</b> PLDBFA	<b>Library:</b> PLDBFA	<b>Library:</b>
<b>Primary file:</b> PLPVD	<b>Secondary file:</b> PLPVE	<b>Secondary file (if needed):</b>
<b>Fields needed:</b> VDVECO	<b>Fields needed:</b> VENAME	<b>Fields needed:</b>
VDIREF	VEVEND	
VDACCT		
VDVAMT		
VDLTYP		
VDVEND		
VDSESN		
<b>Join column:</b> VDVEND	<b>Join column:</b> VEVEND	

### Report title: Invoice Distribution by Invoice Session

	Column_1	Column_2	Column_3	Column_4	Column_5	Column_6
<b>Column heading</b>	CMPNY	INTRL ID	VENDOR	ACCOUNT	EXPENSED AMOUNT	TRANS TYPE
<b>Field names</b>	VDVECO	VDIREF	VENAME	VDACCT	VDVAMT	VDLTYP
<b>Libraries</b>	PLDBFA	PLDBFA	PLDBFA	PLDBFA	PLDBFA	PLDBFA

**Report title: Invoice Distribution by Invoice Session**

	Column_1	Column_2	Column_3	Column_4	Column_5	Column_6
<b>File</b>	PLPVD	PLPVD	PLPVE	PLPVD	PLPVD	PLPVD
<b>Derived name</b>						
<b>Calculations</b>						
<b>Result string</b>						
<b>Format option</b>	PRINT	PRINT	PRINT	PRINT	PRINT/TOTAL	PRINT
<b>Selection criteria</b>						GE 21 AND LE 38
<b>Group/sort</b>	PAGE BREAK/ COUNT 01 A	LINE BREAK/ 02 A				
<b>Join column</b>						

**Report title: Invoice Distributions by Invoice Session**

	Column_7	Column_8	Column_9	Column_	Column_	Column_
<b>Column heading</b>						
<b>Field names</b>	VEVEND	VDVEND	VDSESN			
<b>Libraries</b>	PLDBFA	PLDBFA	PLDBFA			
<b>File</b>	PLPVE	PLPVD	PLPVD			
<b>Derived name</b>						
<b>Calculations</b>						
<b>Result string</b>						

Report title: Invoice Distributions by Invoice Session

	Column_7	Column_8	Column_9	Column_	Column_	Column_
Format option	NO PRINT	NO PRINT	NO PRINT			
Selection criteria			EQ x (where x is the session number)			
Group/sort						
Join column	08					

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CMPNY	INTRL ID	VENDOR	ACCOUNT	EXPENSED AMOUNT	TRANS TYPE
=====	=====	=====	=====	=====	=====
001	961000052	Good Food's	001-001-001-5100-002	750.00	21
			001-001-001-5100-003	300.20	21
			001-001-001-5100-004	112.30	21
			001-001-001-5100-002	56.45	26
			001-001-001-5100-003	22.60	26
			001-001-001-5100-004	8.45	26
		Good Food's	. . : 6		
	961000053	Good Food's	001-001-001-6361	13.02	23
			001-001-001-5241	10.00	22
			001-001-000-6200	510.00	21
			001-001-000-1025	127.73	21
		Good Food's	. . : 4		
	961000054	Sunny Mart	001-001-001-5210	23.81	21
			001-001-001-5220	71.43	21
			001-001-001-5230	95.24	21
			001-001-001-5230-001	59.52	21
		Sunny Mart	. . : 4		
001	. . :	14			

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Total records selected in report. . . : 14  
\*\*\*\*\* End of Report \*\*\*\*\*

## Notes