Infor Infinium FMS Payables Ledger Technical Guide

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About This Guide

This section focuses on the following information:

- Intended audience
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Intended audience

This guide is for the Infinium Payables Ledger (PL) technical personnel who are involved in establishing, customizing, converting, and maintaining the Infinium PL system.

Purpose of this guide

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

Organization of this guide

This reference and training document combines the technical information into chapters. Each chapter includes the following:

- Overview information and in-depth details on the topics covered in the technical course

- Additional related topics not covered in the course curriculum

Conventions used in this guide

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

- Fonts and wording

- Function keys

- Prompt and selection screens

- Promptable fields

- Infinium applications and abbreviations

Fonts and wording

Convention	Description	Example
Italic typeface	Menu options and field names	*Work with terms*
	The guide uses the same abbreviations as the screen.	Complete the Prox Terms section to create proximo payment terms.
Bold standard typeface	Used for notes, cautions and warnings	**Caution:** You must ensure that all Infinium PL users are signed off before reorganizing and purging. If there are jobs in the queue, those files will not be reorganized.

Convention	Description	Example
Bold monospaced typeface	Characters that you type and messages that are displayed	Type **A** to indicate that the position is alphanumeric and type **N** to indicate that the position is numeric. The following message is displayed: **Company not found**
F2 through F24	Keyboard function keys used to perform a variety of commands.	Press F2 to display a list of available function keys.
F13 through F24	Function keys higher than F12 require you to hold down the Shift key and press the key that has the number you require minus 12.	Press F21 to perform an override.
Select	Choose a menu option or choose a record or field value after prompting.	Select *Work with invoices* and press Enter. Select **C** (capitalization), **E** (expense) or **B** (both) as the *Capitalization code* value.
Press Enter	Provide information on a screen and when you have finished, press Enter to save your entries and continue.	Press Enter to save your changes and continue.
Exit	Exit a screen or function, usually to return to a prior selection list or menu. May require exiting multiple screens in sequence.	Press F3 to return to the main menu.
Cancel	Cancel the work at the current screen or dialog box, usually to return to the prior screen.	Press F12 to cancel your entries.

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

Function keys

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

Function key	Name	Description
F1	Help	Displays help text

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

Prompt and selection screens

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

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

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

```
 2/24/2003  09:24:32           Invoice Header        PLGIEI     PLDIEI
 _____

 Session . . . . . . . :   10678

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






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

Figure 1: PL prompt screen

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

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

Figure 2: PL selection screen

Promptable fields

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

To select an entry perform one of the following:

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

Infinium applications and abbreviations

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

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

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

Related documentation

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

- *Infinium PL Guide to Processing*, Volumes 1 and 2
- *Infinium PL and Infinium PM Guide to Integration*
- *Infinium PL Guide to Controls*
- *Infinium PL Quick Reference Card*
- Online help

Installation instructions and release notes are available on Infor365.

Chapter 1 Infinium PL: An Overview

1

The chapter consists of the following topics:

Product information

The Infinium PL system is a full-function payables ledger application that allows you to record invoices, generate payments, reconcile bank account clearings, perform vendor analysis, and maintain vendor and other controls.

Infinium PL also allows you to generate fixed format standard reports that are submitted in batch. You can use the Infinium QY system to supplement these standard reports.

Application overview

Infinium PL provides the flexibility you need to execute your payables process to meet your business needs. For example, you can choose from several different invoice posting options: interactive, partial interactive, or batch.

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

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

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

Infinium PL system overview

The diagram shown in Figure 1-1 illustrates an overview of major areas in Infinium PL.

Controls	Processes		Inquiries and Reports	Supervisor Tasks		System Initialization	Payment File Functions
Vendors	Registered Invoices	Payment Cycles	Analytical Inquiry	User Security	Display Release Identification	Clear Data Files	Clear Electronic Payment Files
Terms	Invoice Entry	Payment Selection	Trial Balance Report	Action List Security	Reorganize Pay Cycle Work Files		Work with Extracted Payment File
Companies	Invoice Adjustments	Process Payments	Account Analysis	Company Groups	Reorganize All PL Data Files		Work with Transfer Originator
Codes	Unapproved Invoices	Payment Adjustments	Payment Register	Vendor Groups	Recalculate Statistical Files		Extract BACS Data
Messages	Distribution Groups	Manual Payments	Invoice Register	Bank Account Groups	Purge Transaction History Files		BACSTEL File Transmission
Banks	Recurring Invoices	Adjust 1099/T4A Payments	Duplicate Invoice Report	Update Invoice Session Status	Purge Invoice Interface File		Enter ACH Header Data
Calendars	Garnishment Invoices	Void Payments & Reverse Invoices	Vendor Report	Display Payment Cycle Status	Purge Invoice Approval History		Create ACH Pre-note Data
Entity			Vendor Statistics Report	Update Payment Session Status	Configure Employee Vendors		Extract ACH Data
Mass Change Accounting Period	Bank Clearings		Vendor with Credit Balance Report	Update GL Close Status			Enable Re-extract for ACH
Mass Change Vendors	Outstanding Payments	Close and Transfer to GL	Approval History Report				Correct ACH Data
	Reverse Posted Clearings	Revalue Foreign Items	Remittance Advices				Download ACH File/Create Tape
	Extract Reconciliation Data	Print Liability Reclassification Report					
	Create Reconciliation Tape						
	Receive Bank Clearing Tape						
	Payment Renumbering						

Figure 1-1: Infinium PL system overview diagram

System considerations

Interactive subsystem

Infinium PL can share any interactive subsystem and requires no special provisions.

Batch subsystem

Infinium PL can share any batch subsystem. Although you can run concurrent Infinium PL update jobs, you should run your update jobs as single-threaded jobs to help ensure data integrity.

We strongly recommend that you use procedural controls to monitor the results of any concurrent update jobs that you run in the batch subsystem.

Library list

You initiate the interactive library list when you sign on to Infinium PL by calling the Infinium AM initial program, AMCIU, in the AM2000 library. The table below provides a sample library list for an Infinium PL user.

Sample library list

Library	Description	Required?
QTEMP	Temporary System Library	Yes
PLCUST	Infinium PL Library for Custom Code	Optional - used for customer modifications
PLDBFA	Infinium PL Database Library	Yes
ARDBFA	Infinium AR Database Library	If interfacing to Infinium AR
CADBFA	Infinium CA Database Library	If interfacing to Infinium CA through Infinium PX
CMDBFA	Infinium CM Database Library	If interfacing to Infinium CM
FADBFA	Infinium FA Database Library	If interfacing to Infinium FA
FPDBFA	Infinium FP Database Library	If using the sequential numbering feature in Infinium FP
GLDBFA	Infinium GL Database Library	If interfacing to Infinium GL
GTDBFA	Infinium GT Database Library	If interfacing to Infinium GT

Sample library list

Library	Description	Required?
JPDBFA	Infinium JP Database Library	If interfacing to Infinium JP through Infinium PX
PADBFA	Infinium PA Database Library	If interfacing to Infinium PA
PMDBFA	Infinium PM Database Library	If interfacing to Infinium PM through Infinium PX
PL2000	Infinium PL Program Library	Yes
AR2000	Infinium AR Program Library	If interfacing to Infinium AR
CA2000	Infinium CA Program Library	If interfacing to Infinium CA through Infinium PX
CM2000	Infinium CM Program Library	If interfacing to Infinium CM
FA2000	Infinium FA Program Library	If interfacing to Infinium FA
FP2000	Infinium FP Program Library	If using the sequential numbering feature in Infinium FP
GL2000	Infinium GL Program Library	If interfacing to Infinium GL
GT2000	Infinium GT Program Library	If interfacing to Infinium GT
JP2000	Infinium JP Program Library	If interfacing to Infinium JP through Infinium PX
PA2000	Infinium PA Program Library	If interfacing to Infinium PA
PM2000	Infinium PM Program Library	If interfacing to Infinium PM through Infinium PX
PX2000	Infinium PX Program Library	If interfacing to Infinium PX
AM2000	Infinium AM Program Library	Yes
QGPL	General Purpose Library	Yes

System library

You should check the system library as follows:

1 Verify that no Infinium PL library exists in the system part of the library list by typing this command:

   DSPSYSVAL SYSVAL (QSYSLIBL)

2 Check the objects in the system library.

If you find any Infinium PL objects in the system part of the library list, contact the customer support immediately for further assistance.

Custom library

You should create a custom library called PLCUST to store any custom objects that you create for Infinium PL.

You are responsible for supporting and maintaining your custom objects.

If you make custom modifications, you should update a copy of the original Infinium PL program and leave the original program intact in the PL2000 library.

Your custom library should be located before PL2000 in the library list.

During installation of upgrades and enhancements to Infinium PL, the system saves your custom objects. If upgrading to a new release requires you to update your custom objects based on changes to related programs, you should recompile your custom programs at the new release level.

Job queue

You can submit all batch jobs to the QBATCH job queue in the QGPL library. You can reassign job queues for batch jobs through the *Systems and Versions* menu option in Infinium AM.

For information about submitting batch jobs through Infinium AM, refer to the *Infinium AM Technical Training Guide.*

Output queue (OUTQ)

You set up printer file controls to:

- Direct your output to any output queue
- Change your output form size and name, number of copies, and hold status

You can apply printer control overrides for:

- A single user/report combination
- A specific report for all users
- All reports for a specific user

- All reports for all users, including user groups

You should create a printer control for:

- Each system and version

- A blank user profile and blank printer file

For more information about printer controls, refer to the *Infinium AM Guide to Application Manager*.

System backup

You can use the SAVE/RESTORE commands to back up your system.

The table below lists a suggested backup schedule that you can use to facilitate the backup process.

If you are using this library...	You should back up your data...
PLCUST	When you create custom objects for this library and thereafter when you add or change objects.
PL2000	When you install Infinium PL and thereafter anytime you apply a fix release
PLDBFA	- Daily for changed objects - Daily for the entire library or, if a daily backup is not possible, a minimum of weekly

Infinium PL application interfaces

Infinium Application Manager
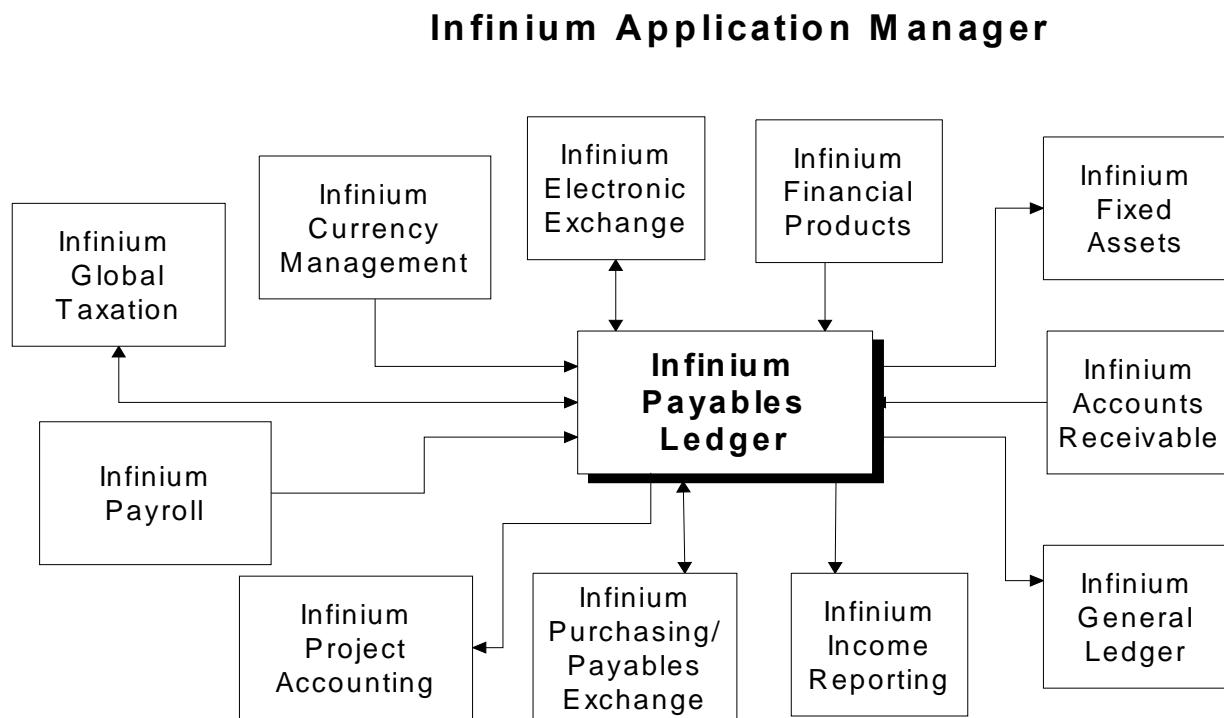
Figure 1-2: Infinium PL application interfaces diagram

- Infinium EX

    - Receives electronic invoices

    - Provides electronic payments

    - Transfers EDI data to and from Infinium PL

    - Requires translation software (third party vendor software)

- Infinium FP

    Generates sequential numbers for Infinium PL document types

- Infinium FA

    - Accepts invoice information from Infinium PL

    - Provides walkback to Infinium PL to view detail on invoices

- Infinium AR

    Validates Infinium AR company/customer number associated with Infinium PL vendor

- Infinium GL

  - Accepts journal entries

  - Provides walkback to Infinium PL to view detail on invoices, payments and vendors

  - Validates accounts, companies, and intercompany tables

- Infinium IR

  Processes 1099 and T4A information for governmental reporting

- Infinium PX

  - Retrieves and transfers purchase order information from and to Infinium PM

  - Processes five way matching functionality

- Infinium GT

  - Transfers tax information to and from Infinium PL

  - Calculates tax amounts

  - Validates tax authorities, tax rate codes, and tax categories

- Infinium CM

  - Retrieves exchange rates for currency conversions and script instructions for printing payments

  - Validates currency codes and rate types

- Infinium PA

  - Validates project IDs, actual vs. budget amounts

  - Receives invoice transactions from PL

- Infinium PY

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

Control files

The Infinium PL control files define system-wide, company-specific, and vendor-specific controls.

The control files provide the following information:

- Entity controls contain system-wide information such as the date format and internal counters.

- Company controls consist of company-specific information, such as, address, calendar, currency, intercompany data, and divisions. Within company controls, you can define division controls. You must create a company before you can create a division for that company.

- Within division controls you determine how data passes from Infinium PL to a general ledger system.

- Other controls you create are company groups, banks, bank account groups, distribution codes, vendors, and user security.

The diagram in Figure 1-3 illustrates the Infinium PL controls and how they relate to each other.

Infinium PL control file overview
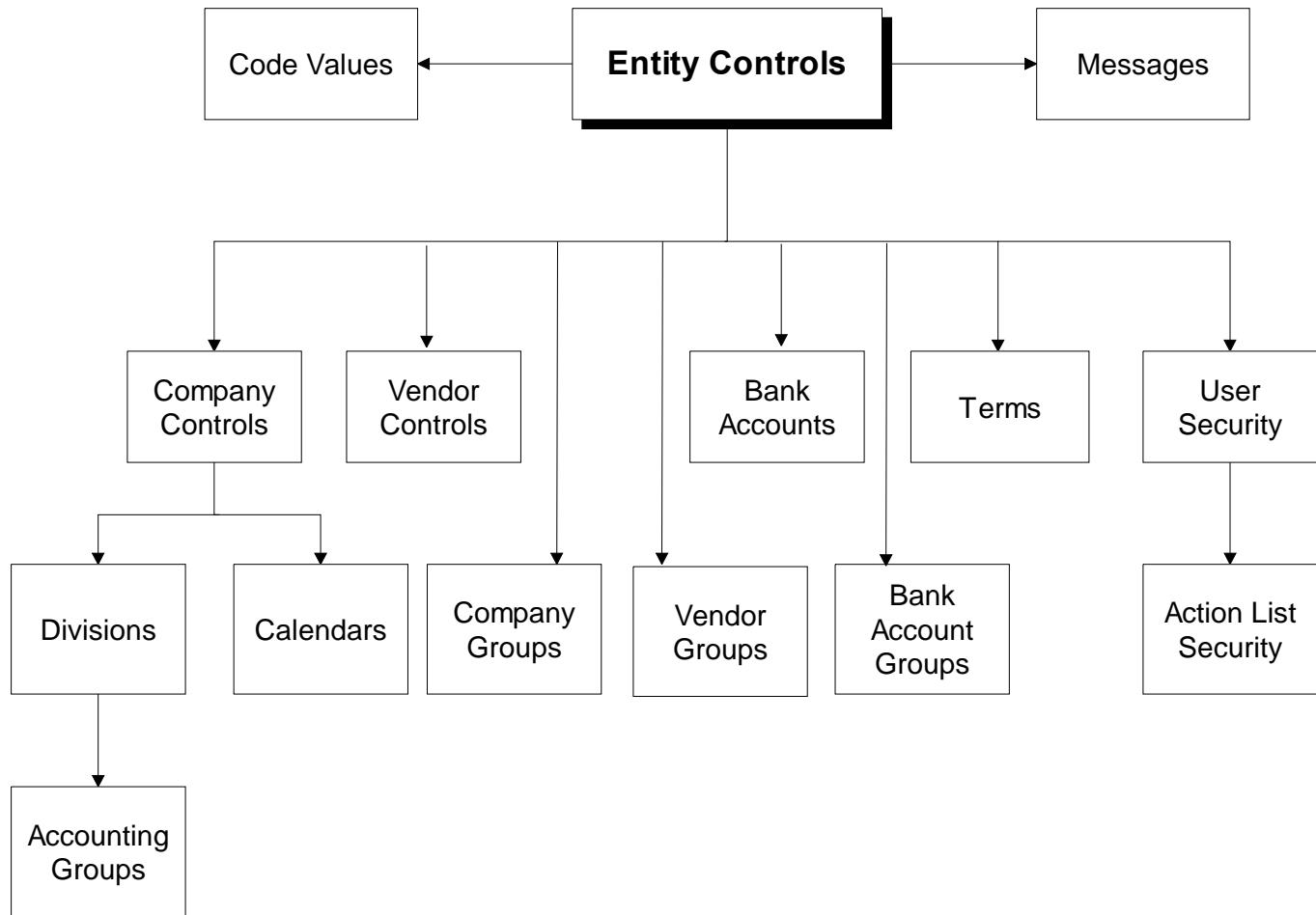
Figure 1-3: Infinium PL control file overview diagram

Terminology and concepts

This section contains Infinium and Infinium PL terminology that you should understand before you continue to the detailed chapters. These concepts are used throughout the entire system.

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

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

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

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

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

- Invoice date - The date on the invoice that you received from the vendor

- Accounting date - The date that determines the proper accounting period and year for each accounting transaction

- Payment date - The date on your checks or the date when the system transfers funds electronically to the specified bank for payment to the vendor

Entity
Entity refers to information and controls that are applicable to the entire Infinium PL system. Entity controls are defined once regardless of the number of companies in your system.

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

Girobank transfer

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

Invoice entry method

The system provides the following invoice entry methods:

- Standard - You create one invoice at a time for a vendor. For each invoice, the system displays the appropriate screens for you to specify the vendor, general invoice information, and invoice distributions. Using this invoice entry method, the system can post previously created recurring invoices.

- High volume - You specify multiple invoices on one screen with a minimal amount of data.

- Purchase order - You create one invoice at a time for purchase orders selected for a vendor. Each purchase order can be invoiced in full or by line item detail. For each invoice the system displays the appropriate screens for you to accept/update, proof, match, and post the general invoice information and invoice distributions.

- Bills - You create invoices that are processed using bank drafts. The three types of bills are Bill of Exchange, Letter of Credit, and Electronic Letter of Credit.

Masks

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

For example, Company 001 has the following account structure:

Company-Division-Department-Account-Sub Account

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

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

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

001.*.*.5***

Payment method

A payment method is the form in which you choose to pay invoices. Some examples of payment methods are checks, cash, giros, Automated Clearing House (A.C.H.), and letters of credit.

Registered invoices

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

Session

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

Single use vendors

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

Standard action lists and function keys

Action lists are the options that allow you to perform specific actions on the data within each menu option. Examples of action list options are change, delete, and display. Action lists are located at the top portion of the screen.

Function keys also allow you to perform actions on the data within menu options and allow you to navigate through the menu options. Function keys are located at the bottom of each screen.

Infinium PL uses standard action list options and function keys within all of its menu options. For example, action list option **8** always allows you to display information and function key F6 always allows you to create something new.

Refer to the quick reference card provided in this course for listings of the standard action list options and function keys.

You can restrict users from performing certain action list options and function key options within each menu option. Refer to the "Security" chapter of this guide for more information on user security.

Vendor model

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

Infinium naming conventions

This topic covers the naming conventions that Infinium uses for Infinium PL objects, file names, field names, and field reference file names.

Naming conventions for objects

Use the table below to understand the naming conventions for Infinium PL objects.

Example of an object: PLGECM5

Character position	Values	
1 - 2	System designator - PL	
3	Object type	
	A	Assembler program or C program
	C	CL program
	D	Display file
	G	RPG program
	I	PL1 program
	T	Printer file
	V	Journal receiver program
4 - 8	Object extension - ECM5	

Naming conventions for file names

Use the table below to understand the naming conventions for Infinium PL file names.

Example of a file name: PLPEC

Character positions	Values		
1 - 2	System designator - PL		
3	Object type		
		D	Display file
		F	SQL table
		J	Journal file
		L	Logical file
		M	Message file
		O	Communications file
		P	Physical file
		R	Record Format file
		S	Data Structure file
		T	Printer file
		X	Mixed file
4 - 5	File extension - EC		

Naming conventions for field names

Use the table below to understand the naming conventions for Infinium PL field names.

Example of a field name: ECGCNM

Character positions	Values
1 - 2	File extension of the associated file - EC
3 - 6	Field identifier - GCNM

Naming conventions for field reference file names

Use the table below to understand the naming conventions for Infinium PL field reference file names.

Example of a field reference file name: PLFLDREF

Character positions	Values
1 - 2	System designator - PL
3 - 8	FLDREF

Notes

Chapter 2 System Setup

<div style="text-align: right">2</div>

This chapter includes information about the setup tasks that you must perform before you define the control values for your Infinium PL system.

The chapter consists of the following topics:

Overview of system setup

System setup refers to the technical issues that you should consider and the technical tasks that you must perform before defining your Infinium PL system controls.

Objectives

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

- Defining your user profiles in Infinium AM

- Creating Infinium PL test and training versions in Infinium AM

- Clearing test data in Infinium PL

User profiles and versions

Overview

You must define user profiles in Infinium AM before you create your users and user groups in Infinium PL.

For testing and training purposes, you should create additional versions of Infinium PL within Infinium AM.

User profiles

The supervisor profile shipped with Infinium PL is PL2000. This profile has access to all functions available within the Infinium PL application.

The initial password for both the IBM level and the application level is **PL2000**. To protect the Infinium PL application from unauthorized access, you should change the initial password at both the system and application level.

You must define or modify user profile controls within Infinium AM to grant access to other users of the system.

For detailed information about creating user profiles, refer to the *Infinium AM Guide to Application Manager* and to the Infinium AM installation instructions.

Test and training versions

You can set up additional versions of Infinium PL that you can use for testing and training purposes. You create these versions in Infinium AM.

For detailed information about creating versions, refer to the *Infinium AM Guide to Application Manager*.

Clear data files menu option

Overview

Infinium ships sample data with the Infinium PL application for your testing and training purposes. When you complete your test procedures, you should run the *Clear data files* menu option to clear any test data before you establish your production system.

The *Clear data files* menu option clears data from most of the data files in the system. Infinium PL does not clear the control files that the system requires to process data. The control files are defined by Infinium and should not be changed.

Programs used to clear the database

The system uses the programs below to perform the *Clear data files* menu option.

Clear data files programs

Initialize Payables Ledger Data Files program	PLGINZ
Clear Payables Ledger Data Files program	PLCINZ

Clear data files processing

The Initialize Payables Ledger Data Files program, PLGINZ, initiates the *Clear data files* menu option. PLGINZ clears the selected files listed in the "Files cleared by PLGINZ" topic.

PLGINZ then calls the Clear Payables Ledger Data Files program, PLCINZ, to perform a Clear Physical File Member command, CLRPFM, on the files listed in the "Files cleared by PLCINZ" topic.

Files cleared by PLGINZ

PLGINZ selectively clears the four files listed in the table below.

Files cleared by the Initialize Payables Ledger Data Files program, PLGINZ

File name	File description	Comments
PLPAG	Action Groups file	PLGINZ does not clear records in PLPAG and in PLPAL if System = **PL** and Action Group = **All**.
PLPAL	Action List Defined to Action Group file	
PLPCV	Code Values file	PLGINZ does not clear code values for the following code types: **INV**, **FRQ**, **LNG**, **STS**, **INS**, **SST**, **IPS**, **MCS**, **BIL**, **BPC**, and **BPT**.
PLPUS	User Security file	PLGINZ does not clear User Profiles AM2000 and PL2000.

Files cleared by PLCINZ

PLGINZ clears the PLPAG, PLPAL, PLPCV, and PLPUS files and then calls the Clear Payables Ledger Data Files program, PLCINZ, to clear the files listed in the table below.

Files cleared by the Clear Payables Ledger Files program, PLCINZ

File name	File description
PLPAC	Registration Codes file
PLPACH	ACH file (from Extract)
PLPAN	Audit Trail Master file
PLPAR	Account Reconcilement Extract file
PLPBA	Bank Addresses file
PLPBACT	BACS Processing file
PLPBC	Bank Contacts file
PLPBG	Bank Accounts in Group file
PLPBI	Bank Identification file
PLPBK	Bank Clearing File from Bank

Files cleared by the Clear Payables Ledger Files program, PLCINZ

File name	File description
PLPBL	Bank Account GL Accounts file
PLPBP	Bills Payable Control file
PLPBX	Bank Account Groups file
PLPBZ	BACS Control File Load workfile
PLPCA	Processing Currency Accounts file
PLPCG	Companies in Company Group file
PLPCH	Payment Cycle Session Controls file
PLPCN	Vendor Contacts file
PLPCO	Company Controls file
PLPCP	Vendor Payments file
PLPCS	Payment Selection Criteria file
PLPCW	Cleared Payments workfile
PLPCX	Company Group Header file
PLPCY	Payment Cycle Controls file
PLPDC	Division Period Close Controls file
PLPDS	Discounts Chain file
PLPDV	Division Controls file
PLPDW	ACH Correction file
PLPEC	Entity Controls file
PLPEE	Error/Exception Data Area file
PLPEN	Entity Control Last Used Numbers file
PLPEV	Entity Vendor Audit Controls file
PLPEVCM	Employee Vendor Controls file
PLPEX	Extracted Payments file - BACS
PLPEXIND	Electronic Invoice Distributions file
PLPEXINH	Electronic Invoice Header file
PLPEXIN1	Electronic Invoice User Fields file
PLPEXIN2	Electronic Invoice Purchase Order Detail file
PLPEXIN3	Electronic Invoice Detail Tax Data file

Files cleared by the Clear Payables Ledger Files program, PLCINZ

File name	File description
PLPEXPOH	Electronic Payment Order Header file
PLPEXPON	Electronic Payment Order Names file
PLPEXPOQ	Electronic Payment Order Entity file
PLPEXPOR	Electronic Payment Order Remittance file
PLPFO	Forms Overflow Reference file
PLPGA	Accounting Groups file
PLPGL	General Ledger Transfer file
PLPG1	General Ledger Company Periods Closed file
PLPID	Invoice Detail Staging file
PLPIH	Invoice Header Staging file
PLPIT	Vendor Global Tax Controls file
PLPIV	Input Vendor Staging file
PLPLR	Liability Reclassification file
PLPLW	Liability Reclassification workfile
PLPMD	Distribution Groups Distributions file
PLPMG	Message Controls file
PLPMH	Distribution Groups Controls file
PLPMT	Message Text file
PLPNHD	ACH Header file
PLPNP	Note Pad file
PLPNT	Vendor U.S. Tax Controls file
PLPOE	Payments Renumbering Submitted workfile
PLPOF	Payment Renumbering History file
PLPOI	Originator Control file
PLPPA	Bank Account Payment Control file
PLPPC	Calendar Controls file
PLPPD	Paid Invoice Distributions file
PLPPG	History Purge Work file
PLPPH	Payment History file

Files cleared by the Clear Payables Ledger Files program, PLCINZ

File name	File description
PLPPM	Vendor Purchase Order Management Data file
PLPPO	Invoice Purchase Order Detail file
PLPPP	Payment Cycle Pay Method Totals file
PLPPPOF	Output File for Positive Pay Transfer
PLPPT	Bank Account Payment Methods file
PLPPV	Paid Invoices Vendor Payment file
PLPPY	Vendor Payment Controls file
PLPRC01	DSPFD Work file
PLPRH	Bank Payment Reconciliation file
PLPRI	Recurring Invoice Header file
PLPRP	Recurring Payments Schedule Detail file
PLPSD	Invoice Distributions Selected for Payment file
PLPSV	Selected Invoices for Payment file
PLPTC	Trial Balance Update file
PLPTD	Trial Balance Detail file
PLPTH	Trial Balance Header file
PLPTH1	Trial Balance Header workfile
PLPTM	Terms Code Controls file
PLPTS	Payment Session Control Totals file
PLPT4	Vendor Canada Tax Reporting Controls file
PLPVA	Vendor Address Data file
PLPVD	Invoice Detail file
PLPVDW	PLPVD Workfile for Posting
PLPVE	Vendor Base Data Controls file
PLPVEHR	Vendor Employee Data file
PLPVF	Vendor User Fields file
PLPVH	Invoice Header file
PLPVI	Vendor Invoice Summary file
PLPVL	Vendor Audit Log file

Files cleared by the Clear Payables Ledger Files program, PLCINZ

File name	File description
PLPVN	Invoice Number Control file
PLPVO	Payment Void History file
PLPVP	Vendor Payment Summary file
PLPVS	Invoice Session Totals file
PLPVV	Task Coupler file
PLPV1	Invoice Detail User Fields file
PLPV2	Prorate Detail workfile
PLPV2W	PLPV2 Workfile for Posting
PLPV3	Invoice Detail Tax Data file
PLPV3W	PLPV3 Workfile for Posting
PLPWK	Workfile to Hold Grouping for Intercompany Account
PLPW1	Workfile 1
PLPW2	Action List Job Control workfile
PLPW3	Action List Job Control workfile
PLPW3A	Action List Job Control workfile
PLPW4	Trial Balance workfile
PLPW5	Aged Trial Balance workfile
PLPW6	Invoice Purchase Order Detail workfile
PLPW7	Invoice Purchase Order Distributions workfile

Files not cleared during the clear data process

The *Clear data files* menu option does not clear the files in the table below.

Clear data files not cleared

Audit Actions & Message ID file	PLPAA
Action List Job Controls file	PLPAJ
Code Types file	PLPCT
Action List Functions Defined to Action Group file	PLPLF

Clear data files not cleared

Action List Options Available file	PLPLO
Pay Method Controls file	PLPPF

Files updated during the clear data process

PLGINZ updates the files listed in the table below during the *Clear data files* process.

Clear data files updated

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

Steps to clearing the data

To clear the data in the data files, perform the following steps:

1 Sign on to the system as **PL2000**.

2 From main menu, select *Initialization*.

3 Select *Clear data files* [CDF]. The system displays a screen similar to Figure 2-1.

```
2/24/2003  11:16:26              Clear Data Files           PLGINZB    PLDINZB
    _____




         Select Submit Job to submit the initialization of PL files.


         ███████████████████████████████████████████████████████████████████
         THIS FUNCTION WILL PERMANENTLY REMOVE DATA FROM THE SYSTEM


         ███████████████████████████████████████████████████████████████████
         MAKE SURE THAT THE DATA HAS PREVIOUSLY BEEN SAVED.




    _____
    F3=Exit  F10=Quick access  F12=Cancel  F23-Submit Job
```
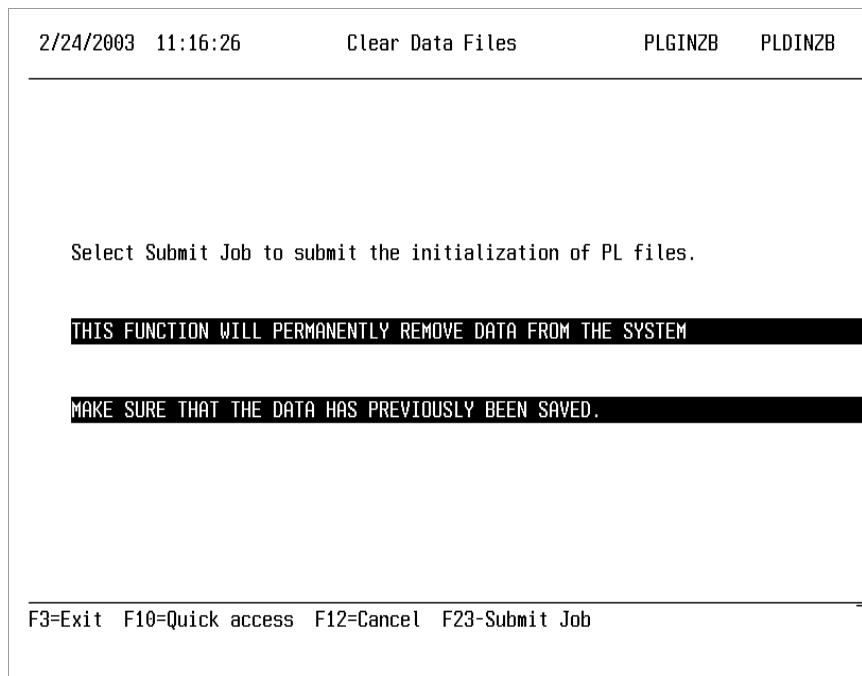
Figure 2-1: Clear Data Files screen

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

To run the *Clear data files* menu option you must release the job from the job queue.

Caution: You should remove the *Clear data files* menu option from all user menus to protect your production data from being deleted.

Notes

Chapter 3 System Controls

3

This chapter includes information about the control values that you must define to configure your Infinium PL system.

The chapter consists of the following topics:

Overview of system controls

Infinium PL uses the following system controls:

- Entity
- Code values
- Payment terms (optional)
- Message (optional)
- Calendar
- Action list security (optional)
- Company
- Bank
- Company group (optional)
- Vendor group (optional)
- Bank account group (optional)
- Vendor
- User security

For default field value and field validation purposes, you should define the system controls in this order when you configure your Infinium PL system.

This chapter includes the technical concerns that relate to the entity, terms, company, vendor, and bank controls.

For information on action list security and user security controls from a technical viewpoint, refer to the "Security" chapter of this guide.

For additional information about all of the system controls, refer to the on-line help text and to the *Infinium PL Guide to Controls*.

The screens displayed in this chapter provide a reference for you if your users experience problems, or if you plan to use custom validation or interface programs.

In addition, these functions help you to manage your control data:

- *Mass change accounting period*
- *Mass change vendors*

Objectives

After you complete this chapter, you should be familiar with the programs, files, attributes, and field values associated with the system controls below.

- Entity controls
- Payment terms controls
- Company controls
- Vendor controls
- Bank controls

Entity controls

Overview

The entity controls define the basic attributes that manage your entire Infinium PL system.

Entity controls programs

Infinium PL uses these programs to define the entity controls:

Entity controls programs

Entity Control Maintenance program	PLGECM
Action List Security List Builder	PLGALC
Entity Control Base Data Selection program	PLGECM1
Intercompany Table Checker program	GLGITC
Entity Control Invoice Controls program	PLGECM2
Entity Control Vendor Controls program	PLGECM3
Entity Control Invoice Audit Controls program	PLGECM4
Entity Control Program Exit Points program	PLGECM5
Valid Name Checker program	PLGVNV
Entity Control Vendor User Fields program	PLGECM6
Entity Control Invoice User Fields program	PLGECM7
Entity Control Expense User Fields program	PLGECM8
Entity Control Last Used Numbers program	PLGECM9
Entity Control Payment Methods program	PLGECM10
Entity Control Vendor Audit Controls program	PLGECM11
Entity Controls Report program	PLGECR
Work with Documents program	FPGDTW

Files updated by entity controls programs

The table below provides the entity controls programs that perform file updates and the files updated by those programs.

Program	File(s) updated by program	
PLGECM	Entity Control file	PLPEC
	Entity Control Last Used Numbers file	PLPEN
PLGECM10	Pay Method Controls file	PLPPF
PLGECM11	Entity Vendor Audit Controls file	PLPEV

Entity control file attributes

The entity control file, PLPEC, contains a single record with field values that manage the entire Infinium PL system. This record consists of attributes such as processing controls, default values, and edit controls.

Entity control file attributes

Processing Controls	▪ Infinium installed applications
	▪ Date characteristics
	▪ Sensitive data access controls
	▪ Internal invoice identifier characteristics
	▪ Audit tracking
	▪ Interface and exit point programs
	▪ Automatic hold invoices after void
	▪ Last used assigned control numbers
	▪ Payment methods allowed
Defaults	▪ General ledger intercompany table
	▪ User fields screen text
Edit Controls	▪ Single use vendor duplicate checking
	▪ Interface and exit point programs
	▪ User fields definition
	▪ Session control totals

Accessing the entity controls screens

To access the entity controls screens, perform the following steps:

1 From main menu select *Controls*.

2 Select *Work with entity* [WWE].

Entity base data controls

You must provide values for the entity *Base data controls* before you can define any other entity control or system control.

```
7/29/2008  07:26:25           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 3-1: Work with Entity selection screen

This screen displays the entity control segments that you can select to define, display, or modify. You can do one of the following:

■ Select each of the segments individually.

■ Press F9 to select all of the entity control segments. The system progresses through each selected segment and displays the appropriate screens for defining the entity control values.

```
3/10/2009  11:18:18          Work With Entity          PLGECM1    PLDECM1

Base data controls                                      Page 1 of 2

Description . . . . . . . . . . . .   Infinium Payables Ledger

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  . . . . . . . . .  0
Electronic Exchange . . . . . . . . .  1
Project Accounting  . . . . . . . . .  1




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

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

The screen image above does not include the Infinium PA system, which is
also available.

If you indicate other Infinium applications installed at your site, the system
automatically creates interface links between Infinium PL and the other
Infinium applications.

For information about accessing other Infinium applications, refer to the
"Application Integration" chapter of this guide.

For non-Infinium applications, you must modify the interface calls to point to
your applications.

```
 3/10/2009  11:16:38        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  . . . . .  _____  +

 Sensitive Data Access Controls
    Bank account access . . . . . . . .  MASKALL___  +
    Bank account print default  . . . .  MASKALL___  +
    IBAN access . . . . . . . . . . . .  MASKALL___  +
    IBAN print default  . . . . . . . .  MASKALL___  +
_____
 F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 3-3: Work with Entity base data controls screen 2

At this screen you set up miscellaneous controls for the entity, including sensitive data access controls.

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

Date format (ECDFMT)
Date separator (ECEDTS)

The values in this field should be appropriate for your site and should match the format that you use in your general ledger system.

Enable multi-currency processing (ECCACT)

The value in this field indicates whether you are processing in multiple currencies. For more information regarding multi-currency processing, refer to the *Infinium PL Guide to Processing*.

Default intercompany table (ECITBL)

This field value indicates the name of your default intercompany table. This table is defined in Infinium GL.

If Infinium GL is not installed, the intercompany table value in this field must reside in your general ledger system.

The Sensitive Data Access Controls section contains required promptable fields that apply to the entire Infinium PL system. They are:

Bank account access
Bank account print default
IBAN access
IBAN print default

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

Valid values for these fields are:

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

Entity vendor controls

The entity *Vendor controls* segment contains controls for vendor number generation and vendor defaults for duplicate invoice checking.

```
7/29/2008  07:39:48           Work With Entity         PLGECM3   PLDECM3
_____
Vendor controls                                          Page 1 of 2
Type information and press Enter.


Vendor Number Controls
System generated? . . . . . . . . . .  1           1=Yes, 0=No
Increment value . . . . . . . . . . .      1



Default Vendor Controls
Check duplicate invoice number  . . .  1           1=Yes, 0=No
Check duplicate amount, date  . . . .  1           1=Yes, 0=No
Check duplicate amount, P.O. number .  1           1=Yes, 0=No
Check duplicate against all vendors .  0           1=Yes, 0=No






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

Figure 3-4: Work with Entity vendor controls screen 1

System generated? (ECVISS)

If you specify a value of **1** in the *System generated?* field, the system automatically assigns a number to each new vendor record.

Increment value (ECVNDI)

You must specify up to five numeric characters in the *Increment value* field. The number of each new vendor record increases by the value in this field. For example, if your first vendor record is 1 and your increment value is 100, then your second vendor record will be 101.

If you do not specify an increment value, the system defaults a value of **1** in this field.

Check duplicate invoice number (ECEDT1)
Check duplicate amount, date (ECEDT2)
Check duplicate amount, P.O. number (ECEDT3)
Check duplicate against all vendors (ECEDT4)

The values in these fields become the default settings for each new vendor record in the system.

```
7/29/2008  07:41:12          Work With Entity        PLGECM3   PLDECM3
_____

Vendor controls                                       Page 2 of 2
Type information and press Enter.


Vendor Potential Duplicate Controls
Check for duplicate vendors:
  Creating vendors  . . . . . . . . .  1        1=Yes, 0=No
  Changing vendor name  . . . . . . .  1        1=Yes, 0=No
  Short name match  . . . . . . . . .  1        1=Yes, 0=No

Duplicate vendor program  . . . . . .  PLGVEDUP
Duplicate match threshold, percent .   90
Duplicate record limit. . . . . . . .   500




                        _____

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

Figure 3-5: Work with Entity vendor controls screen 2

Duplicate vendor program (ECVPGM)

This value in this field can be either the Infinium supplied Duplicate Vendor Checking program, PLGVEDUP, or the name of a custom duplicate checker program.

The Vendor Master Base Data Maintenance program, PLGVEM1, calls PLGVEDUP and passes these parameters:

Parameter list - PLGVEDUP

Parameter	Description
QQVEND	Vendor ID
VENAME	Vendor name
VESORT	Vendor short name
XXACTN	User action
XXHITS	Number of duplicates

Entity invoice controls

The entity *Invoice controls* segment contains values that the system uses for invoice processing, such as, invoice control totals, internal invoice identification numbers, posting methods, and controls for prorating taxes across invoice distributions.

```
 7/29/2008  07:42:07        Work With Entity        PLGECM2    PLDECM2
 _____

 Invoice controls


 Type information and press Enter.


 Hold invoice after void?  . . . . . .  0      1=Yes, 0=No
 Control totals required?  . . . . . .  0      1=Yes, 0=No
 Internal invoice ID numbering . . . .  1      0=Year, period, sequence #
                                               1=Sequence #
 Invoice posting method  . . . . . . .  3      1=Batch, 2=Partial,
                                               3=Interactive
 Invoice user exit programs
     Before invoice proof  . . . . . .  _____
     After invoice proof . . . . . . .  _____
     Before invoice post . . . . . . .  _____
     After invoice post  . . . . . . .  _____
 Prorate taxes:
     VAT recoverable? . . . . . . . . .  1      1=Yes, 0=No
     VAT non-recoverable? . . . . . . .  1      1=Yes, 0=No
     Sales/Use? . . . . . . . . . . . .  1      1=Yes, 0=No
 _____

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

Figure 3-6: Work with Entity invoice controls screen

Internal invoice ID numbering (ECRSQF)

A value of **0** in this field allows the system to assign up to 99,999 internal invoice identification numbers per company, year, and period combination. The year and period of the invoice are included in the internal invoice identification number.

For example, based on a value of **0** in this field, the system could assign an internal invoice identification number of 001-000100001, where 001 is the company, 00 is the last two digits of the year (2000), 01 is the period and 00001 is the next available sequence number for the combination of company, year, and period.

A value of **1** in this field allows the system to assign up to 999,999,999 internal invoice identification numbers for each company in sequential order.

For example, based on a value of **1** in this field, the system could assign an internal invoice identification number of 001-000000001, where 001 is the company and 1 is the next available sequence number for the company.

Invoice posting method (ECALVL)

The value in this field indicates whether the system uses a default posting method of batch only, interactive by session, or interactive by invoice. The invoice posting method value defaults into Infinium PL user security.

For more information about posting invoices, refer to the *Infinium PL Guide to Processing*.

Before invoice post (ECPGM2)
After invoice post (ECPGM3)

The values in these fields indicate the names of custom programs that perform validation or data processing procedures before and after invoice posting.

The Post Session to Open Payables program, PLGPST, calls the custom programs and passes these parameters:

Parameter list - ENTPRM

Parameter	Description
VSSESN	Invoice session number
QQVECO	Company
QQIREF	Internal reference number
DSREC	Data structure
CALPGM	Called program
CLDFRM	Calling program
POSTOK	Posting flag

Entity payment controls

The entity *Payment controls* segment includes the methods of payment that the system uses. These methods can be activated for each bank account and vendor that the user creates.

For more information about the available payment methods, refer to the *Infinium PL Guide to Controls*.

```
7/29/2008  07:43:35          Work With Entity       PLGECM10   PLDECM10
_____

Payment controls
Type information and press Enter.


Payment user exit programs
Before process payments . . . . . . .  _____
After process payments  . . . . . . .  _____


Payment Methods                    Allowed?  1=Yes, 0=No
Checks                                 1
Girobank Transfer                      1
Cash                                   1
Bills of exchange                      1
Letters of Credit                      1
Letters of Credit - Electronic         1
ACH                                    1
Bankers Automated Clearing Soc         1
Electronic Payment Order               1
                                                            BOTTOM


_____

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

Figure 3-7: Work with Entity payment controls screen

Before process payments (ECPGM4)
After process payments (ECPGM5)

The values in these fields indicate the names of custom payment programs
that perform validation or special processing procedures.

The Work with Payment Cycles Batch Controller program, PLGCHV1, calls
the custom programs and passes these parameters:

Parameter list - QENTRY

Parameter	Description
VVJOBN	Job name
VVJBNQ	Job number job queue
VVDTEQ	Session date
VVTIMQ	Time

Entity general ledger interface controls

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

```
7/29/2008  07:45:46           Work With Entity           PLGECM5    PLDECM5
_____
General Ledger interface controls
Type information and press Enter.
Automatic close to GL?  . . . . . . . .  0      1=Yes, 0=No
Automatic accept and post in GL?  . .  0      1=Yes, 0=No
Transcode in GL?  . . . . . . . . . . .  0      1=Yes, 0=No
Print vendor or short name? . . . . .  1      1=Vendor, 2=Short name
General ledger interface programs
GL company editor . . . . . . . . . . :  PLGCNC1___
GL account editor . . . . . . . . . . :  PLGCTC____
Journal creation  . . . . . . . . . . :  PLGGLI____
User field mapping  . . . . . . . . .   _____
Before trial close to GL  . . . . . .   _____
After trial close to GL . . . . . . .   _____
Before close to GL  . . . . . . . . .   _____
After close to GL . . . . . . . . . .   _____
Distribution Registers:  (1=Summary, 2=Detail, 3=No report)
Registered invoices . . . . . . . . .  1
Invoices  . . . . . . . . . . . . . .  1
Payments  . . . . . . . . . . . .    .  1

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

Figure 3-8: Work with Entity general ledger interface controls screen

The values on this screen specify the general ledger interface programs that perform validation or special processing procedures.

Automatic close to GL (ECGLPS)

If you specify a value of **1** in this field, the system automatically transfers data to the general ledger when invoices are posted in Infinium PL.

Automatic accept and post in GL? (ECGLAP)

If you specify a value of **1** in this field, the system automatically accepts and posts transactions in the general ledger after Infinium PL completes the close and transfer process.

Caution: If you are converting Infinium PL data that has already closed to the general ledger, turn off the flags in these fields before you run the conversion process so that you do not duplicate the data in the general ledger. You can turn on these flags after you complete the conversion process.

GL company editor (ECGCNM)
GL account editor (ECGCTM)
Journal creation (ECPGM9)

Infinium PL provides the following default programs in these fields:

- PLGCNC1 (GL company editor)

- PLGCTC (GL account editor)

- PLGGLI in (Journal creation)

For more information about these default programs, refer to the "Application Integration" chapter of this guide.

If you are running a non-Infinium general ledger application, you specify the names of your validation and journal creation programs in these fields or you can customize the Infinium PL programs to access your general ledger system.

User field mapping (ECPGMA)

The system uses the custom program that you provide in this field to map Infinium PL user fields to Infinium GL transaction user fields.

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

In the case of purchase order invoices created through Infinium PL and Infinium PM integration, the system supplies the values in the Infinium PL expense user fields from the corresponding Infinium PM purchase order record user fields and, unless the user edits these values, passes them to Infinium GL.

Before trial close to GL (ECPGM8)
After trial close to GL (ECPGM0)
Before close to GL (ECPGM6)
After close to GL (ECPGM7)

You provide custom programs in these fields that the system can use as exit points designed for validation or special processing purposes.

For more information about these custom programs, refer to the "Close and Transfer to the General Ledger" chapter of this guide.

The Close to General Ledger program, PLGGLCLS, calls the custom programs and passes these parameters:

Parameter list - SBPARM

Parameter	Description
SBJOBN	Job name
SBJOB#	Job Number

Parameter list - SBPARM

Parameter	Description
SBDATE	Date
SBTIME	Time

Entity last used numbers

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

```
_  7/29/2008  07:47:04        Work With Entity        PLGECM9    PLDECM9


   Last used numbers




   Vendor  . . . . . . . . . . . . . . :   1000000100
   Invoice session . . . . . . . . . . :        22537
   Invoice audit . . . . . . . . . . . :       131571
   Accounting entry  . . . . . . . . . :       339748
   Fixed Assets transfer . . . . . . . :
   Payment session . . . . . . . . . . :         7453
   Payment . . . . . . . . . . . . . . :        71833
   GL closing  . . . . . . . . . . . . :         2176
   GL transfer . . . . . . . . . . . . :         5979






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

Figure 3-9: Work with Entity last used numbers screen

The *Last used numbers* fields specify the values assigned to the last record in each category. When you initialize Infinium PL, you can specify appropriate values into these fields.

To ensure data integrity, you cannot change the values in these fields after you set up Infinium PL entity controls. Before you modify these field values, contact Customer Support to ensure that your changes will not have a negative impact on your data.

Entity user-defined fields

The system can process custom data that is not included in the Infinium PL data files by using values defined in these entity user defined fields:

- *Vendor user defined fields*

- *Invoice user defined fields*

- *Expense user defined fields*

Vendor user-defined fields

The *Vendor user defined fields* allow the system to track vendor information that is unique to your company or vendors.

```
  7/29/2008  07:48:51              Work With Entity           PLGECM6     PLDECM6


 Vendor user defined fields
 Type information and press Enter.

                  Code      Minimum    Maximum     Entry       Edit
  Code name       type      length     length      required    code  Exit program
 Alpha fields, 20 Characters maximum length.
  ALPHA1          UV1         1          20          0           0     _____
  ALPHA2          UV2        10          20          0           0     _____
  ALPHA3          UV3        20          20          0           0     _____
  ALPHA4          UV4        20          20          0           0     _____



 Numeric fields
  NUMERIC1                                           0                 _____
  NUMERIC2                                           0                 _____

 Date field
  DATE1                                              0                 _____


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

Figure 3-10: Work with Entity vendor user defined fields screen

Code name
Alpha fields (ECVU01 through ECVU04)
Numeric fields (ECVU05, ECVU06)
Date field (ECVU07)

In the alpha and numeric fields you can define vendor user defined code names that can be used later when users create a vendor. At that time, users can specify values for each of the code names that you specify here.

You can define a date in the date field.

Minimum length (ECVM01 through ECVM04)
Maximum length (ECVL01 through ECVL04)

You can control the length of data that users specify in these fields by specifying a minimum and maximum length.

Entry required (ECVR01 through ECVR07)

You can require users to enter data in these fields by typing **1** in the *Entry required* column.

Edit code (ECVE01 through ECVE04)

The system can use the value that you specify in this field to determine whether to edit the data that users specify in user fields when creating a vendor.

A value of **1** in this field allows the system to edit values entered in a user field against code values set up in the Code Value file, PLPCV. Code values are defined for code types that correspond to each user field code type.

Exit program (ECVP01 through ECVP07)

If you define a vendor user field exit program, this program passes these parameters:

Parameter	Description
VERCD	Vendor code
USRMSG	Message
#ERLVL	Error level
VFUSR1 through VFUSR7	User fields

Invoice user-defined fields

The *Invoice user defined fields* allow the system to track invoice information that is unique to your company.

```
 7/29/2008  08:00:58           Work With Entity         PLGECM7    PLDECM7
_____
Invoice user defined fields
Type information and press Enter.

                Code     Minimum    Maximum     Entry      Edit
Code name       type     length     length      required   code   Exit program
Alpha fields, 20 Characters maximum length.
UFIELD 1        IH1       _1         20           0          1     _____
UField 2        IH2       _1         20           0          0     _____
UField 3        IH3       _1         20           0          0     _____
UField 4        IH4       _1         20           0          0     _____


Numeric fields
UserField1                                        0                _____
Userfield2                                        0                _____


Date field
Date                                              0                _____



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

Figure 3-11: Work with Entity invoice user defined fields screen

Code name
Alpha fields (ECIU01 through ECIU04)
Numeric fields (ECIU05, ECIU06)
Date field (ECIU07)

In the alpha and numeric fields you can define invoice user defined code names that can be used later when users create an invoice. At that time, users can type values for each of the code names that you specify here.

You can define a date in the date field.

Minimum length (ECIM01 through ECIM04)
Maximum length (ECIL01 through ECIL04)

You can control the length of data that users specify in these fields by specifying a minimum and maximum length.

Entry required (ECIR01 through ECIR07)

You can require users to enter data in these fields by typing **1** in the *Entry required* column.

Edit code (ECIE01 through ECIE04)

The system can use the value that you specify in this field to determine whether to edit the data that users specify in user fields when creating an invoice.

A value of **1** in this field allows the system to edit values entered in a user field against code values set up in the Code Value file, PLPCV. Code values are defined for code types that correspond to each user field code type.

Exit program (ECIP01 through ECIP07)

If you define an invoice user field exit program, this program passes these parameters:

Parameter	Description
VHREC	Invoice header user fields record
$MSGF	Message file
$MID	Message ID
$MTXT	Message text
ERROR	Error flag

Expense user-defined fields

The *Expense user defined fields* allow the system to track expense information that is unique to your company.

```
 7/29/2008  08:05:24          Work With Entity          PLGECM8     PLDECM8


Expense user defined fields
Type information and press Enter.


                  Code     Minimum    Maximum    Entry      Edit
Code name         type     length     length     required   code  Exit program
Alpha Fields   20 Characters
EXPUSERREQ        EH1       _1_        20         0          0     _____
Expalphau2        EH2       _1_        20         0          1     _____
Expalphau3        EH3       _1_        20         0          1     _____
Expalphau4        EH4       _1_        20         0          1     _____


Numeric fields
ExpUserReq                                        0                _____
Expnumus6_                                        0                _____


Date field
ExpUserDat                                        0                _____



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

Figure 3-12: Work with Entity expense user defined fields screen

Code name
Alpha fields (ECDU01 through ECDU04)

Numeric fields (ECDU05, ECDU06)
Date field (ECDU07)

In the alpha and numeric fields you can define expense user defined code names that can be used later when users create an invoice. At that time, users can specify values for each of the code names that you specify here.

You can define a date in the date field.

Minimum length (ECDM01 through ECDM04)
Maximum length (ECDL01 through ECDL04)

You can control the length of data that users specify in these fields by specifying a minimum and maximum length.

Entry required (ECDR01 through ECDR07)

You can require users to enter data in these fields by typing **1** in the *Entry required* column.

Edit code (ECDE01 through ECDE04)

The system can use the value that you specify in this field to determine whether to edit the expense data that users specify in user fields when creating an invoice.

A value of **1** in this field allows the system to edit values entered in a user field against code values set up in the Code Value file, PLPCV. Code values are defined for code types that correspond to each user field code type.

Exit program (ECDP01 through ECDP07)

If you define an expense user field exit program, this program passes these parameters:

Parameter	Description
V1REC	Invoice detail record
$MSGF	Message file
$MID	Message ID
$MTXT	Message text
ERROR	Error flag

Entity sequential numbering controls

The entity *Sequential numbering controls* segment allows you to access Infinium FP to define, modify, or delete sequential numbering document controls.

You cannot access Infinium FP unless at least one Infinium PL document uses sequential numbering and allows entity assignment.

```
  7/29/2008  08:07:13        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           =        ___
    __            1        PL       01        Checks                        N
    __            1        PL       02        Girobank Transfers            N
    __            1        PL       03        Cash                          N
    __            1        PL       04        Bills of Exchange             N
    __            1        PL       05        Letters of Credit             N
    __            1        PL       08        Letters of Credit - Electronic N
    __            1        PL       1         Invoice                       N
    __            1        PL       2A        Internal Memo (Positive)      N
    __            1        PL       2B        Internal Memo (Negative)      N
    __            1        PL       3A        External Memo (Positive)      N
    __            1        PL       3B        External Memo (Negative)      N
    __            1        PL       4         Bills Of Exchange             N
                                                                     MORE...


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

Figure 3-13: Work with Documents Infinium FP screen 1

On this screen you can select an appropriate document by typing **2** in the *Options* column to change the sequential numbering controls for that document.

```
7/29/2008  08:08:18          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  . . . . . N  Y=Yes, N=No
  Default number series . . . . . . . _____  +
  Allow assignment by company . . . . Y  Y=Yes, N=No
  Allow assignment by division  . . . N  Y=Yes, N=No

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

Figure 3-14: Work with Documents Infinium FP screen 2

The system allows you to assign a number series to a document at either the entity level or the company level. At the entity level you can assign a number series for a document type without naming a company or division.

For detailed information about using sequential numbering, refer to the *Infinium PL Guide to Processing* and the help text in Infinium FP.

Entity audit controls

The system can track invoice and vendor information by using values defined in these entity audit controls:

- *Invoice audit controls*
- *Vendor audit controls*

Invoice audit controls

Invoice audit controls allow you to track invoice activity through the Infinium PL system.

```
7/29/2008  08:09:07           Work With Entity         PLGECM4    PLDECM4
_____
Audit controls
Type information and press Enter.
0 = Do not write audit record        1 = Write audit record
Invoices
Invoice entry . . . . . . . . . . . . 1 Invoice referenced. . . . . . . . . . 1
Invoice post  . . . . . . . . . . . . 1 Invoice adjustments . . . . . . . . . 1
Invoice held/released . . . . . . . . 1

Payments

Payment issued  . . . . . . . . . . . 1 Payment adjustments . . . . . . . . . 1
Payment cleared/uncleared . . . . . . 1

General Ledger Close
Close/Unclose to GL . . . . . . . . . 1 Revaluation . . . . . . . . . . . . . 1




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

Figure 3-15: Work with Entity audit controls screen

A value of **1** in any of these fields allows the system to generate an audit trail for the activity you specify. A value of **0** in these fields prevents the system from creating an audit record.

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

Vendor audit controls

Vendor audit controls allow you to track vendor activity through the Infinium PL system.

```
7/29/2008  08:12:39          Work With Entity          PLGECM11    PLDECM11
─────────────────────────────────────────────────────────────────────────
Vendor audit controls                                       Page 1 of 2
Type information and press Enter.

0 = Do not write audit record        1 = Write audit record

Creations . . . . . . . . . . . 1    Deletions . . . . . . . . . . . 1

Activations/deactivations . . . . 1




─────────────────────────────────────────────────────────────────────────
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel
```

Figure 3-16: Work with Entity vendor audit controls screen 1

A value of **1** in the *Creations*, *Deletions*, and *Activations/deactivations* fields allows the system to generate an audit record for those vendor activities.

```
7/29/2008  08:15:29          Work With Entity          PLGECM11    PLDECM11
─────────────────────────────────────────────────────────────────────────
Vendor audit controls                                       Page 2 of 2

0 = Do not write audit record        1 = Write audit record
Audit changes to individual fields? . . . . . . 1
  Base controls:
  Vendor identification . . . . . . 1    Defaults  . . . . . . . . . . . 1
  Hold indicators . . . . . . . . 1    Single use  . . . . . . . . . . 1
  Address controls:
  Address usage . . . . . . . . . 1    In care of  . . . . . . . . . . 1
  Address . . . . . . . . . . . . 1    Payment method  . . . . . . . . 1
  E-mail  . . . . . . . . . . . . 1    URL . . . . . . . . . . . . . . 1
  Payment method controls:
  Bank information  . . . . . . . 1    Payment terms . . . . . . . . . 1
  Contact controls:
  Contact last name . . . . . . . 1    Contact E-mail  . . . . . . . . 1
  Purchase order controls:
  Buyer . . . . . . . . . . . . . 1
  1099/T4A controls:
  Tax information . . . . . . . . 1
─────────────────────────────────────────────────────────────────────────
F2=Function keys  F3=Exit  F10=Quick access  F12=Cancel
```

Figure 3-17: Work with Entity vendor audit controls screen 2

The screen image in Figure 3-17 does not include the *E-mail*, *URL*, *Contact last name*, and *Contact E-mail* fields.

Audit changes to individual fields? (EVCHG)

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

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

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

Additional information

For detailed information about the entity audit controls, refer to the *Infinium PL Guide to Controls*.

Payment terms controls

Overview

Terms codes specify the terms associated with payments to a vendor. These terms can include discount rates and payment periods if appropriate. Payment terms are valid for all companies and vendors on the system. The system provides three types of payment terms - custom, proximo, and standard.

Payment terms controls programs

The system uses these programs to define payment terms controls:

Payment terms controls programs	
Terms Code Action List program	PLGTMW
Terms Control Maintenance program	PLGTMM
Terms Control Deletion Checker program	PLGTMM1

File updated by payment terms controls program

The table below provides the payment terms controls program that performs a file update and the file updated by that program.

Program	File updated by program	
PLGTMM	Terms Code Control file	PLPTM

Accessing the payment terms controls screens

To access the payment terms controls screens, perform the following steps:

1 From main menu select *Controls.*

2 Select *Work with terms* [WWT].

```
11/20/2013  11:19:44          Work With Terms          PLGTMW     PLDTMW


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

Option  Terms code  Terms type    Description                    Active?
  __       ____
  __         JSD         4         testing                        1
  __       AAAAA         4         test data                      1
  __       AMS           2         AMS 2% DISCOUNT ON GROSS        1
  __       ASNET         4         AMS 1% DISCOUNT ON NET          1
  __       CCD           4         CCD 2% 15 NET 30                1
  __       CGK1          4         Loose discount = NO  (21030)    1
  __       CKT1          4         cgk term 1                      0
  __       COPY          2         jsd copy test                   0
  __       CTEST         4         ccd testing                     1
  __       DDDDD         4         ddddd                           1
  __       DER           4         Diane's Payment terms           1
  __       DUE10         4         due the 10th                    1

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

Figure 3-18: Work with Terms selection screen

To create a new terms code, press F6. To work with a terms code, specify the appropriate option in the *Option* column.

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

The following screens provide fields that you can use if you are creating a custom program to calculate discounts and due dates.

```
7/29/2008  08:19:39          Work With Terms          PLGTMM    PLDTMM
_____
                                                          Page 1 of 2
Payment terms . . . . . . . . . . . : CUST

Type terms information and press Enter.

Description . . . . . . . . . . . . Custom Terms_____
Payment terms type  . . . . . . . . 1    1=Custom, 2=Proximo, 3=Chain,
                                         4=Standard




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

Figure 3-19: Work with Terms screen 1

A value of **1** in the *Payment terms type* field indicates that you are using a custom program to handle your payment terms.

```
7/29/2008  08:21:03          Work With Terms          PLGTMM    PLDTMM
_____
                                                          Page 2 of 2
Payment terms . . . . . . . . . . . : CUST

Type terms information and press Enter.

Custom Terms

Terms calculation program . . . . . . PLGTERMS1_




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

Figure 3-20: Work with Terms screen 2

Specify the name of your custom program in the *Terms calculation program* field (TMUPGM). Your custom program must pass these parameters:

Parameter	Description
TMRINP	Payment Terms Resolution Input data structure, PLSTMI
TMROUT	Payment Terms Resolution Output data structure, PLSTMO

You can use the Resolve Payment Terms program, PLGTMR, as a shell program for custom resolution processing.

Additional information

For more information about creating payment terms, refer to the *Infinium PL Guide to Controls*.

Company controls

Overview

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

Company controls consist of general company and division information. Company groups are combinations of one or more companies.

If you are interfacing with Infinium GL, the companies you create in Infinium PL must exist in Infinium GL. Infinium PL companies have a one-to-one relationship with companies in Infinium GL.

For more information about company controls, refer to the *Infinium PL Guide to Controls*.

The diagram in Figure 3-21 illustrates the Infinium PL company controls file relationships.

Infinium PL company controls file relationships
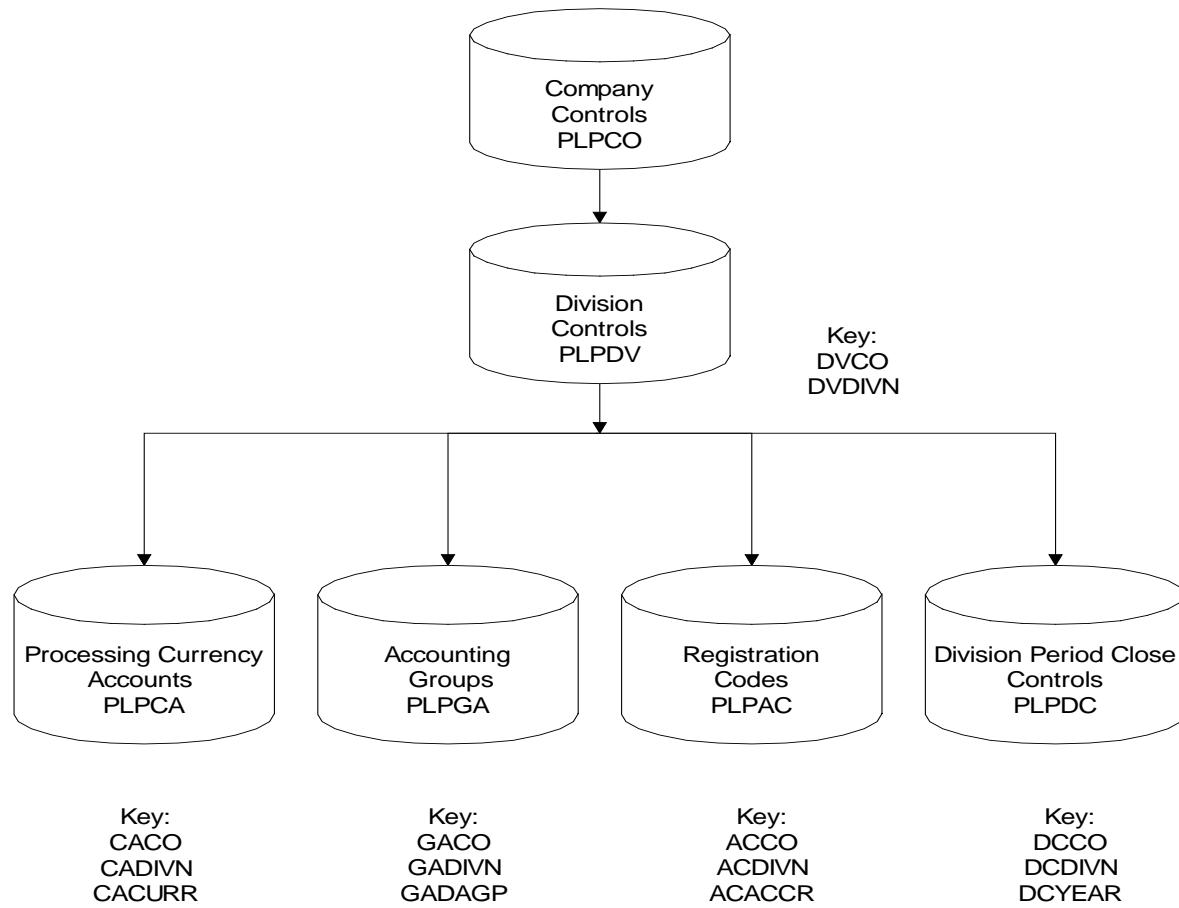
Figure 3-21: Infinium PL company controls file relationships diagram

Company controls programs

The system uses these programs to define company controls:

Company controls programs

Company Controls Action List program	PLGCOW
Company Controls Maintenance program	PLGCOM
Division Controls Action List program	PLGDVW
Division Controls Maintenance program	PLGDVM

Company controls programs

Currency Controls Action List program	PLGCAW
Company/Currency Account Maintenance program	PLGCAM
Work with Registration Codes program	PLGACW
Registration Code Maintenance program	PLGACM
Accounting Groups Action List program	PLGGAW
Accounting Groups Maintenance program	PLGGAM
Division Period Controls Maintenance program	PLGDCM
Company Group Action List program	PLGCGW
Company Group Header Maintenance program	PLGCGM
Company Groups Work with Companies in Group program	PLGCGM2
Sequential Numbering Information API	FPGDTA
Work with Document Assignments program	FPGDAW

Files updated by company controls programs

The table below provides the company controls programs that perform file updates and the files updated by those programs.

Program	File(s) updated by program	
PLGCOW	Company Controls file	PLPCO
	Registration Codes file	PLPAC
	Processing Currency Accounts file	PLPCA
	Division Controls file	PLPDV
	Accounting Groups file	PLPGA
PLGCOM	Company Controls file	PLPCO
PLGDVW	Division Controls file	PLPDV
	Registration Codes file	PLPAC
	Processing Currency Accounts file	PLPCA
	Accounting Groups file	PLPGA
PLGDVM	Division Controls file	PLPDV
	Registration Codes file	PLPAC
	Processing Currency Accounts file	PLPCA
	Division Period Close Controls file	PLPDC
PLGCAW	Processing Currency Accounts file	PLPCA

Program	File(s) updated by program	
PLGCAM	Processing Currency Accounts file	PLPCA
PLGACW	Registration Codes file	PLPAC
PLGACM	Registration Codes file	PLPAC
PLGGAW	Accounting Groups file	PLPGA
PLGGAM	Accounting Groups file	PLPGA
PLGDCM	Division Period Close Controls file	PLPDC
PLGCGW	Company Group Header file	PLPCX

Company controls attributes

The *Work with companies* menu option defines company, division, currency, and accounting group controls. These controls consist of attributes, such as information, processing controls, default values, and edit controls.

Company attributes

Information	Name and address
Processing Controls	▪ Number of payment delay days
	▪ Accounting periods definition
Defaults	▪ Base currency
	▪ Currency rate effective date
Edit Controls	▪ Allow multiple currencies
	▪ Allow intercompany processing

Division attributes

Information	▪ Name and address
Processing Controls	▪ Create accrual journal

Division attributes

Defaults	▪ General ledger reference and source code
	▪ Period/year
	▪ Accounting group
	▪ Exchange rate types
	▪ Accounting journal decisions
	▪ All control accounts except cash accounts
	▪ Invoice processing - route, approval, reason and terms codes, invoice covers, distribution group substitution
Edit Controls	▪ Allow registered invoices

Currency attributes

Information	▪ Currency
	▪ Realized gain/loss transaction descriptions
	▪ Unrealized gain/loss transaction descriptions
	▪ Cross currency position transaction description
Processing Controls	▪ Override accounting group
	▪ Override bills control code
Defaults	▪ Realized gain/loss accounts
	▪ Unrealized gain/loss accounts
	▪ Cross currency position account

Accounting Group Attributes

Information	▪ Description
	▪ Expense journal description
Processing Controls	▪ General ledger reference and source code
	▪ Close option
	▪ Discount basis
	▪ Discount method
	▪ Freight method
	▪ Other charge method

Accounting Group Attributes

Defaults	▪ Accounts Payable trade account
	▪ Accounts Payable trade account currency
	▪ Discount accounts
	▪ Freight account
	▪ Other charge account
	▪ Purchase price variance account
	▪ Invoice not received account
	▪ Inventory adjustment account
	▪ Inventory exchange account
	▪ Expense currency exchange account
	▪ Additional distribution account
	▪ Additional liability account
Edit Controls	▪ Detail or summary close to the general ledger
	▪ Distribute freight to account
	▪ Generate additional entry

Vendor controls

Overview

Vendor controls allow users to create and maintain vendors in the Infinium PL system. Vendor groups are combinations of one or more vendors.

For more information about vendor controls, refer to the *Infinium PL Guide to Controls*.

The diagram in Figure 3-22 illustrates the required files in the Infinium PL vendor controls file relationships.

Infinium PL vendor controls file relationships

Key:
VAVEND
VASTYP

Key:
PYVEND
PYPTYP

Vendor Base Data
Controls
PLPVE

Vendor Address Data
PLPVA

Vendor Payment
Controls
PLPPY
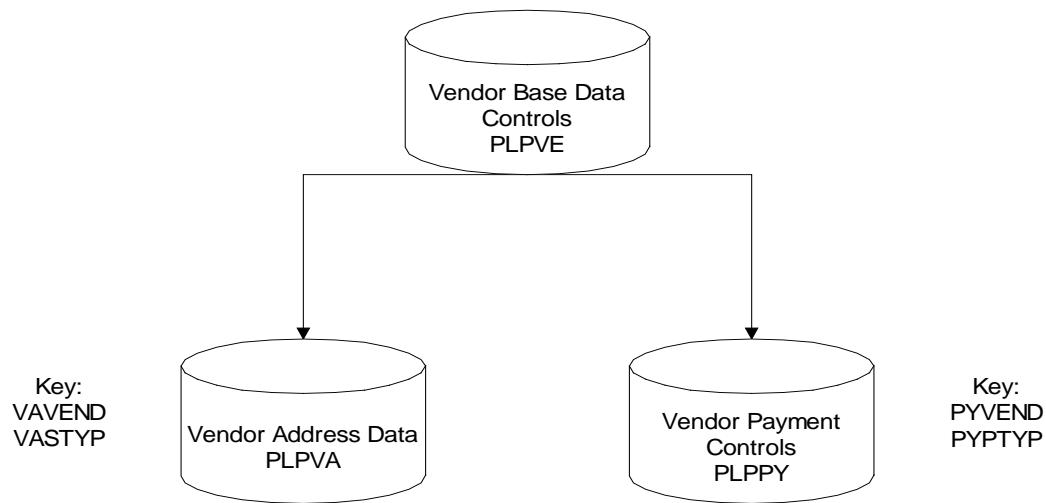
Figure 3-22: Infinium PL vendor controls file relationships diagram

The table below lists optional vendor controls files.

Optional vendor controls files

File	Description	Key
PLPCN	Vendor Contacts file	CNVEND CNNTYP
PLPIT	Vendor Global Tax Controls file	ITVEND ITVDFT
PLPNT	Vendor U.S. Tax Controls file	NTVEND
PLPT4	Vendor Canada Tax Reporting Controls file	T4VEND
PLPVF	Vendor User Fields file	VFVEND
PLPPM	Vendor Purchase Order Management Data file	PMVEND
PLPVEHR	Vendor Employee Data file	HRVEND

Vendor controls programs

The system uses these programs to define vendor controls:

Vendor controls programs

Work with Vendor Action List program	PLGVEW
Vendor Master Maintenance Control program	PLGVEM
Vendor Master Base Data Maintenance program	PLGVEM1
Vendor Duplicate Checking program	PLGVEDUP
Vendor Update Payment Data program	PLGVEM3
Vendor Update Address Data program	PLGVEM4
Vendor Master Contact Controls program	PLGVEM5
Vendor Master Purchase Management Controls program	PLGVEM6
Vendor Master User Field Controls program	PLGVEM7
Vendor Master VAT/GST Controls program	PLGVEM8
Employee Vendor Controls program	PLGVEM9
Vendor Master T4/T5 Controls program	PLGVEM10
Vendor Group Action List program	PLGVGW
Vendor Group Header Maintenance program	PLGVGM
Vendor Groups Work with Vendors in Group program	PLGVGM2

Files updated by vendor controls programs

The table below provides the vendor controls programs that perform file updates and the files updated by those programs.

Program	File(s) updated by program	
PLGVEM	Vendor Base Data file	PLPVE
	Vendor Address Data file	PLPVA
	Vendor Payment Controls file (performs deletes only on these files)	PLPPY
	Vendor User Fields file	PLPVF
	Vendor Contacts file	PLPCN
	Vendor Global Tax Controls file	PLPIT
	Vendor Canada Tax Reporting Controls file	PLPT4
PLGVEM1	Vendor Base Data Controls file	PLPVE
PLGVEM3	Vendor Payment Controls file	PLPPY
	Vendor Base Data Controls file	PLPVE
	Bank Identification file	PLPBI
	Bank Address file	PLPBA
PLGVEM4	Vendor Address Data file	PLPVA
	Vendor Base Data Controls file	PLPVE
PLGVEM5	Vendor Contacts file	PLPCN
PLGVEM6	Vendor Purchase Order Management Data file	PLPPM
PLGVEM7	Vendor User Fields file	PLPVF
PLGVEM8	Vendor Global Tax Controls file	PLPIT
PLGVEM9	Vendor Employee Data file	PLPVEHR
	Vendor Base Data Controls file	PLPVE
PLGVEM10	Vendor Canada Tax Reporting Controls file	PLPT4
	Vendor U.S. Tax Controls file	PLPNT
PLGVGW	Vendor Group Header file	PLPVX

Bank controls

Overview

Bank controls allow users to create and maintain banks, bank accounts, and payment methods in the Infinium PL system.

For more information about bank controls, refer to the *Infinium PL Guide to Controls*.

The diagram in Figure 3-23 illustrates the Infinium PL bank controls file relationships.

Infinium PL bank controls file relationships
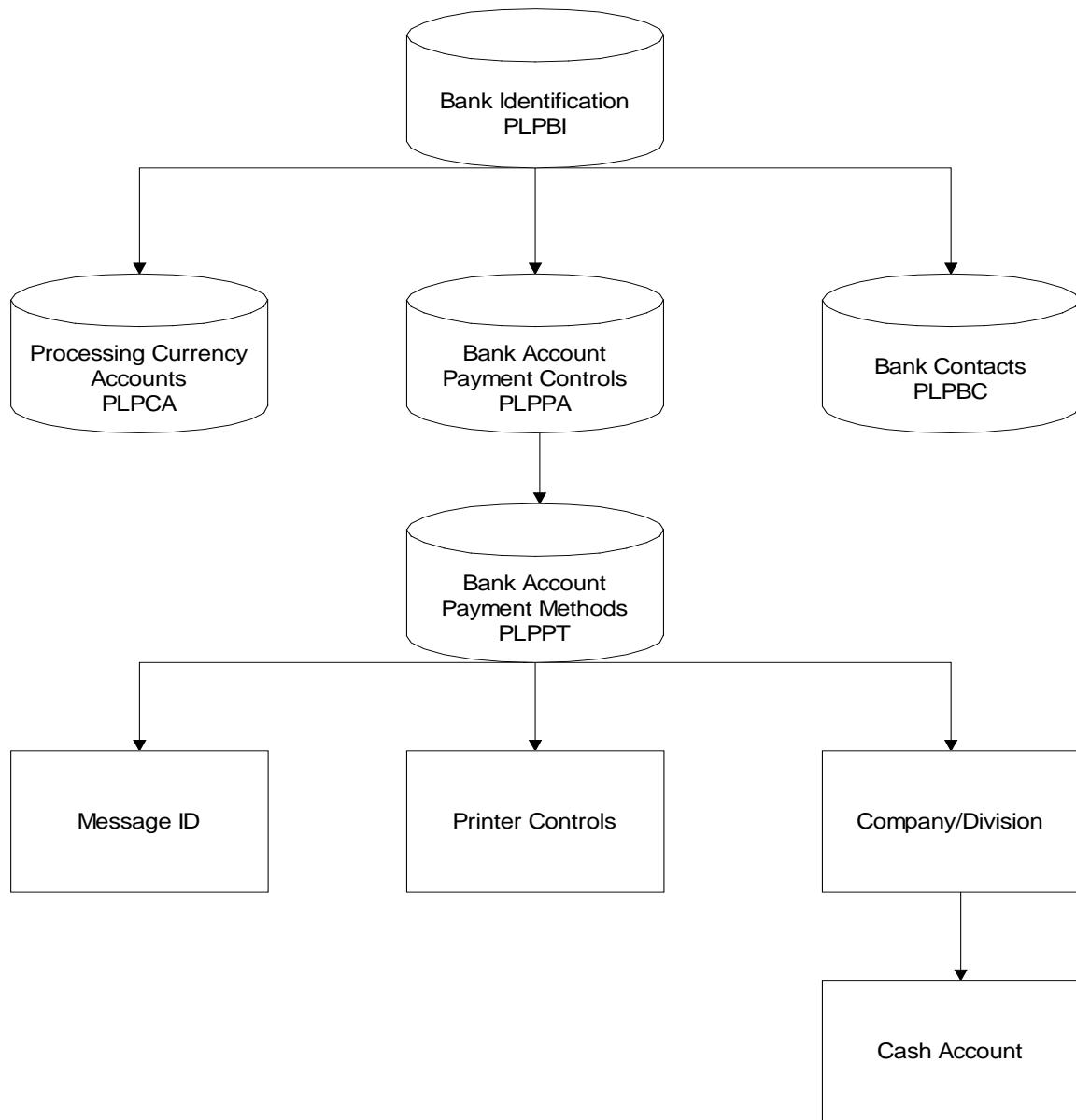
Figure 3-23: Infinium PL bank controls file relationships diagram

Bank controls programs

The system uses these programs to define bank controls.

Bank controls programs

Bank Account Action List program	PLGBIW
Work with Banks program	PLGBIM
Bank Account Action List program	PLGPAW
Work with Bank Accounts program	PLGPAM
Bank Account Payment Method Action List program	PLGPTW
Bank Account Payment Methods Maintenance program	PLGPTM
Bank Accounts Company/Division Action List program	PLGBLW
Bank Accounts Company/Division Controls Maintenance program	PLGBLM

Files updated by bank controls programs

The table below provides the bank controls programs that perform file updates and the files updated by those programs.

Program	File(s) updated by program	
PLGBIM	Bank Identification file Bank Addresses file	PLPBI PLPBA
PLGPAM	Bank Account Payment Controls file Bank Contacts file	PLPPA PLPBC
PLGPTM	Bank Account Payment Methods file	PLPPT
PLGBLM	Bank Account GL Accounts file	PLPBL

Accessing the bank controls screens

To access the bank controls screens, perform the following steps:

1 From main menu select *Controls*.

2 Select *Work with banks* [WWB].

```
7/29/2008  09:26:43     Bank Account Payment Methods     PLGPTM     PLDPTM
_____


Bank  . . . . . . . . . . . . . . . : CB BANK     Cash Book Bank
Account . . . . . . . . . . . . . . : USD ACCT    USD Account
Payment method  . . . . . . . . . . : 01          Checks


Type information and press Enter.
Print remittances?  . . . . . . . . . 1     1=Yes, 0=No
Maximum remittance lines  . . . . . .  15
Remittance overflow?  . . . . . . . . 1     1=Payment form, 2=Separate form
Remittance overflow reason code . . . OVER  +
Maximum characters per script line .  40  40 - 132
Print zero amount payments? . . . . . 0    1=Yes, 0=No
Payment program name  . . . . . . . . PLGPT01
Payment form printer file name  . . . PLTPT01
Last used payment reference . . . . . 000000000000000000
Increment program . . . . . . . . . .
Number of alignment forms . . . . . . 0
Alignment treatment . . . . . . . . . 0     0,1,2,3
Alignment form void reason code . . . _____  +
_____

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

Figure 3-24: Bank Account Payment Methods screen

This screen allows you to provide values that control the printing of remittances and zero balance records.

Payment program name (PTPGM)

In this field you specify the name of the program that controls the printing of your payment forms. Infinium provides the following template printer programs:

Template printer programs

Program	Description
PLGPT01	Pay Method 01 - Check Print program
PLGPT02	Pay Method 02 - Girobank Transfer Listing program
PLGPT03	Pay Method 03 - Cash Receipt Print program
PLGPT04	Pay Method 04 - Bills of Exchange Listing program
PLGPT05	Pay Method 05 - Letters of Credit Listing program
PLGPT08	Pay Method 08 - Letters of Credit-Electronic program

Payment print programs

Program	Description
PLGPT51	Pay Method 51 - A.C.H. Payment Data program
PLGPT52	Pay Method 52 - B.A.C.S. Payment Data program
PLGPT56	Pay Method 56 - Electronic Payment Data program

You can customize these programs to meet your specific printing requirements or use your own custom print programs.

For more information about the payment print programs, refer to the "Payment Processing" chapter later in this guide.

Payment form printer file name (PTFORM)

In this field you specify the name of the printer file that you will use for your payment forms. The default file is the Pay Method 01 - Check Print Program file, PLTPT01. Shell programs for the additional payment methods are also available. You can customize these files to meet your specific payment requirements.

Last used payment reference (PTREF)

This field holds the last payment number used in the previous payment run.

The value in this field is based on the initial value in the field, an increment value of **1**, and the total number of payment forms used in the payment run. If you have special payment form numbering requirements, use the *Increment program* field.

Increment program (PTINCP)

In this field you specify the name of the custom program that handles special requirements for incrementing the numbers on your payment forms, such as using alphanumeric characters.

```
_ 7/29/2008  09:27:43    Bank Account Payment Methods    PLGPTM    PLDPTM
  _____

  Bank  . . . . . . . . . . . . . . . : CB BANK    Cash Book Bank
  Account . . . . . . . . . . . . . . : USD ACCT   USD Account
  Payment method  . . . . . . . . . . : 01         Checks

  Note:

  The screen that follows is the IBM-supplied Override Printer File (OVRPRTF)
  command that controls the output of the printed payment forms created by
  this payment method.  You can use this command to define how to manage
  the output from this payment method.



  Important Note:  If you specify a page length, please be sure to page forward
                   to the next screen and specify an overflow line number.



  Press Enter to continue.
  _____
  F10=Quick access  F18=Message line
```

Figure 3-25: Bank Account Payment Methods override printer file note screen

This information only screen describes the Override Printer File processing controls that you can define beginning on the following screen:

```
                    OVERRIDE WITH PRINTER FILE (OVRPRTF)

  TYPE CHOICES, PRESS ENTER.


  FILE BEING OVERRIDDEN  . . . . . > PLTPT01     NAME, *PRTF
  OVERRIDING TO PRINTER FILE . . . > *FILE       NAME, *FILE
    LIBRARY  . . . . . . . . . . .              NAME, *LIBL, *CURLIB
  DEVICE:
    PRINTER  . . . . . . . . . . .  _____     NAME, *SYSVAL, *JOB
  PRINTER DEVICE TYPE  . . . . . .  _____   *SCS, *IPDS, *USERASCII...
  PAGE SIZE:
    PAGE LENGTH  . . . . . . . . .  _____     .001-255.000
    PAGE WIDTH . . . . . . . . . .  _____     .001-378.000
    MEASUREMENT METHOD . . . . . .  *ROWCOL      *ROWCOL, *UOM
  LINES PER INCH . . . . . . . . .  ____         3, 4, 6, 7.5, 7,5, 8, 9, 12
  CHARACTERS PER INCH  . . . . . .  ____         5, 10, 12, 13.3, 13,3, 15...
  FRONT MARGIN:
    OFFSET DOWN  . . . . . . . . .  _____     0-57.790, *DEVD
    OFFSET ACROSS  . . . . . . . .  _____       0-57.790


                                                               MORE...
  F3=EXIT   F4=PROMPT   F5=REFRESH   F12=CANCEL   F13=HOW TO USE THIS DISPLAY
  F24=MORE KEYS
```

Figure 3-26: Override with Printer File (OVRPRTF) screen 1

This screen is the first of many override printer file screens. (The actual number of screen depends on your operating system.) You can specify the formatting requirements of your payment forms on these screens if you have not previously defined appropriate printer controls.

If you specify a *Page length* on this screen, you must also specify an *Overflow line number* on the next override printer file screen.

Mass change accounting period

Overview

Use the *Mass change accounting period* function to change the accounting year and accounting period on the division control file. Your selection criteria support processing as wide or as narrow a range of divisions as you specify.

Accessing the Mass Change Accounting Period submission screen

To access the Mass Change Accounting Period submission screen, perform the following steps:

1 From main menu, select *Controls*.

2 Select *Mass change accounting periods* [MCAP].

The prompt screen displays these fields:

- *Trial change*
- *Company / division*
- *Company group*
- *Active divisions only*
- *Change from default current period/year*
- *Change to default current period/year*
- *Increment periods*

Mass change accounting period process

The system uses the Mass Change Accounting Year/Period program, PLGMCAYP, to perform the mass change accounting period process.

PLGMCAYP

PLGMCAYP performs these tasks:

1 Based on your selections, reads the Division Controls file, PLPDV, using the values in the following fields as the key:

- *Company*, DVCO

- *Division*, DVDIVN

2 Based on your selections, includes only active divisions or all divisions.

3 Based on your selections, includes records that match accounting year and period or all accounting years and periods.

4 If requested, replaces the accounting year and period.

5 If requested, calculates a replacement value for the accounting year and period.

Mass change vendor controls

Overview

Use the *Mass change vendors* function to change various control fields on the vendor master record. Your selection criteria support processing as wide or as narrow a range of vendors as you specify.

Accessing Mass Change Vendors screens

To mass change vendor controls, perform the following steps:

1 From main menu, select *Controls*.

2 Select *Mass change vendors* [MCVC].

Infinium PL provides two Mass Change Vendor Vendors to Change prompt screens that display these fields:

- *Trial change*
- *Sort order*
- *Vendor group*
- *Active only*
- *Restrict to company / division*
- *Restrict to company group*
- *Active*
- *Master vendor*
- *Factor*
- *Invoice approval required*
- *Approval amount*
- *Preferred pay from bank*
- *Preferred pay from bank account*
- *Category code*

- *Default approval code*

- *Default routing code*

- *Default terms code*

- *Default payment method*

- *Critical level*

- *Hold new invoices*

- *Separate payments*

- *Hold all payments*

Infinium PL provides a Mass Change Vendors Attributes to Change prompt screens that display these fields:

- *Restrict to company / division*

- *Restrict to company group*

- *Active*

- *Master vendor*

- *Factor*

- *Invoice approval required*

- *Approval amount*

- *Preferred pay from bank*

- *Preferred pay from bank account*

- *Category code*

- *Default approval code*

- *Default routing code*

- *Default terms code*

- *Default payment method*

- *Critical level*

- *Hold new invoices*

- *Separate payments*

- *Hold all payments*

Mass change vendor controls process

The system uses the Mass Change Vendor Controls program, PLGMCVC, to perform the mass change vendor controls process.

PLGMCVC

PLGMCVC performs these tasks:

1 Based on your selections, reads the Vendor Base Data Controls file, PLPVE, using the values in the following fields as the key:

- *Vendor ID*, VEVEND

- *Short name*, VESORT

2 Based on your selections, includes only active vendors or all vendors.

3 Includes records that match all of the selections specified on the two Vendors to Change screens. Combines selections so that all of the selected conditions are satisfied to change the vendor information.

4 Replaces all fields specified on the two Attributes to Change screens.

5 Calls the Vendor Audit Log Maintenance program, PLGVLM, passing these parameters:

Parameter	Description
STDUSR	Current User
VEVEND	Vendor number
Audit Pay Type	Blank
Audit Address Type	Blank
Audit Contact Type	Blank
Audit Action	"CHANGE"
New Record	Updated Vendor base data controls record
File Code	"VE"

Chapter 4 Security

<div style="text-align: right; font-size: 2em;">4</div>

This chapter contains information about establishing security in the Infinium PL system.

The chapter consists of the following topics:

Overview of security

Infinium PL provides two high level forms of security:

- External security (IBM's object authority)

- Internal security (Infinium functional security)

External security prohibits any access to the application except through the application's menu. This design philosophy ensures the availability of all objects required by any user who executes a function allowed on that user's menu.

Internal security allows the application supervisor to create and maintain menus individualized for each user or group of users. This design philosophy permits users to execute any functions they can see and to see only functions they can execute.

The single Infinium defined user profile, S2KOBJOWNR, owns and has complete authority over all objects in Infinium PL. All users of the system are part of the S2KOBJOWNR user's group and S2KOBJOWNR owns all user-created objects. No public or other private authorities exist.

Note: S2KOBJOWNR must exist on the System i before you restore any libraries.

Infinium PL requires the user profile PL2000. This profile is the default owner and supervisor of the system. Infinium provides the PL2000 user profile with the Infinium PL system. Infinium provides the AM2000 user profile with the Infinium AM system. You must set up PL2000 and AM2000 as IBM user profiles on your system. You should change the passwords for these profiles to protect the systems from unauthorized access.

Infinium PL system users require no explicit object authorities other than those they adopt from their group profile. You can decide whether to grant each user *JOBCTL authority since special authorities are not adopted from the group profile.

Infinium PL internal security

To define Infinium PL internal security, select *Supervisor Tasks* from the main menu.

To protect your system, only those users who have the proper authority to assign security should have access to the *Supervisor Tasks* menu.

Figure 4-1 illustrates the relationship between the types of Infinium PL internal security.

```
                            ┌──────────────┐
                            │    User      │
                            │   Security   │
                            └──────────────┘
                                   │
   ┌──────────┬──────────────┬─────┴────────┬──────────────┬──────────┐
   ▼          ▼              ▼              ▼              ▼
┌────────┐ ┌────────┐ ┌────────────┐ ┌────────────┐ ┌──────────┐
│Base Data│ │Account │ │ Company    │ │ Accounting │ │ Vendor   │
│Security │ │Security│ │ Security   │ │Period Sec. │ │ Security │
└────────┘ └────────┘ └────────────┘ └────────────┘ └──────────┘
   │                   │                                  │
   ▼              ┌────┴─────┐                            ▼
┌────────┐        ▼          ▼                     ┌────────────┐
│Action  │  ┌──────────┐ ┌──────────┐              │Vendor Group│
│List    │  │Company   │ │Bank Acct │              │ Security   │
│Security│  │Grp Sec.  │ │Grp Sec.  │              └────────────┘
└────────┘  └──────────┘ └──────────┘
```
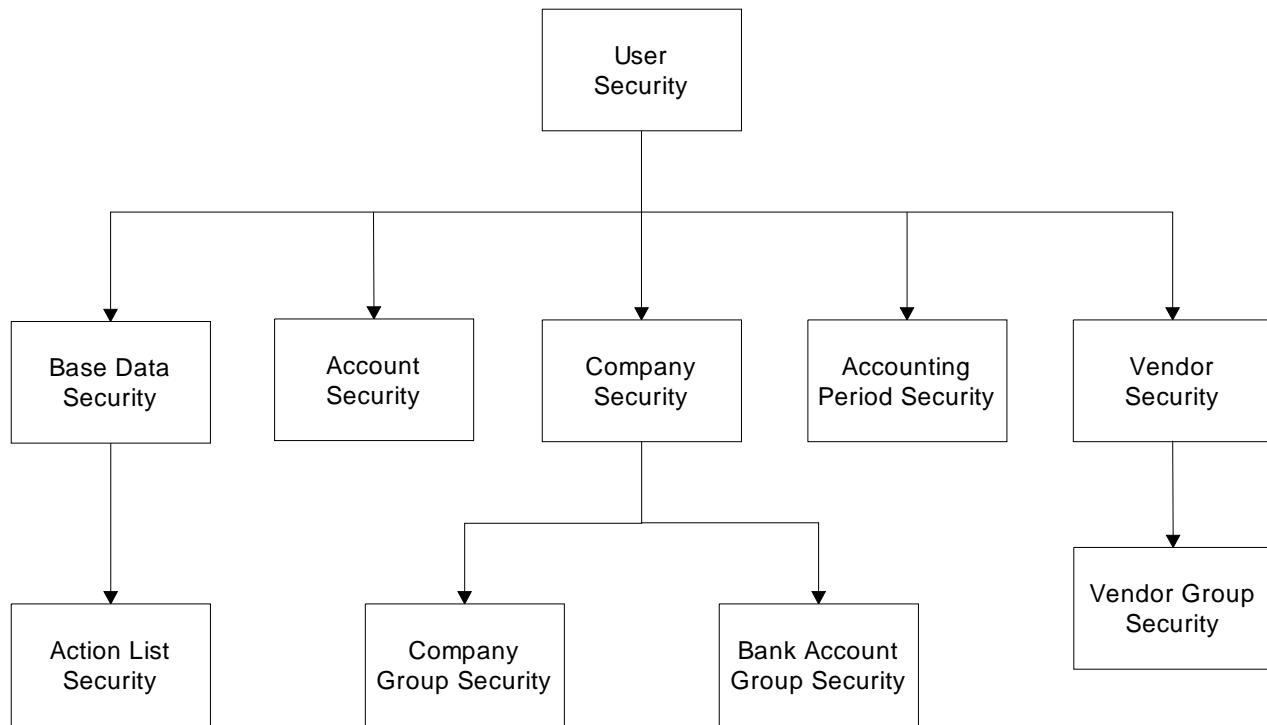
Figure 4-1: Infinium PL internal security diagram

If you plan to use security groups, you must define action list security, company groups, bank account groups, and vendor groups before you define user security.

Objectives

After you complete this chapter, you should be familiar with defining security for the following internal security types:

- User security
- Action list security
- Company group security
- Bank account group security

- Vendor security
- Vendor group security

Infinium AM security

Overview

In Infinium AM you define job control security using the *Systems and Versions* and *Users and Authorities* menu options.

Job control security

Using job control security, you can remove job controls (menu options) from menus. If you remove a job control from a menu, you also remove all subordinate job controls. This is the most efficient procedure for removing an entire set of job controls.

For more information about job control security, refer to the *Infinium AM Guide to Application Manager*.

User security

Overview

You must define user security for each user or user group that will have access to your Infinium PL system. User security consists of the following security components:

- Base data security
    - Sessions
    - Invoices
    - Action group
    - Sensitive data access controls
- Account security
    - Account mask
- Company security
    - Invoice company group
    - Payment company group
    - Reporting company group
    - Bank account group
- Invoice accounting period security
    - Preceding/succeeding periods
- Vendor security
    - Single use vendors
    - Duplicate vendor override
    - Vendor creation in invoice entry
    - Payables, purchasing, or both payables and purchasing users
    - Vendor groups
- Invoice approval security
    - Allow invoice approval
    - Approver limit

- Invoice entry security

  - Invoice date controls

- Payment processing security

  - Manual payment controls

User security programs

Infinium PL uses the programs below to define user security.

User security programs

User Security Update/Display program	PLGUSM
Infinium GL COA Validation program (specified on Entity Controls)	PLGCTC

File updated by user security program

The table below provides the user security program and the user security file.

Program	File updated by program	
PLGUSM	User Security file	PLPUS

Accessing the User Security screens

To access the user security screens, perform the following steps:

1 From the main menu select *Supervisor Tasks*.

2 Select *Work with user security* [WWUS].

```
   3/20/2009  13:19:51        Work With User Security        PLGUSM     PLDUSM
   ─────────────────────────────────────────────────────────────────────────

   Type options and press Enter.
     3=Copy   4=Delete   5=Work With

   Opt   User        Description                                    Level
   Loc   ──────      ─────────────────────────────────
    _    FMTEST1     FM test 1 profile                               2
    _    FTUSER      User for Fast Track testing                     9
    _    GXL         Gary Lowe                                       5
    _    JSD2        Level 2 w/ PL                                   2
    _    JSD3        Level 3 w/ GL                                   3
    _    JSD5        Level 5 w/ PL                                   5
    _    JSD7        Level 7 w/ PL                                   7
    _    JSD8        Level 8 w/ AM                                   8
    _    MERCURY     mercury profile                                 5
    _    RAM         Rory Miller                                     2



                                                              BOTTOM
   ─────────────────────────────────────────────────────────────────────────
   F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F24=More keys
```
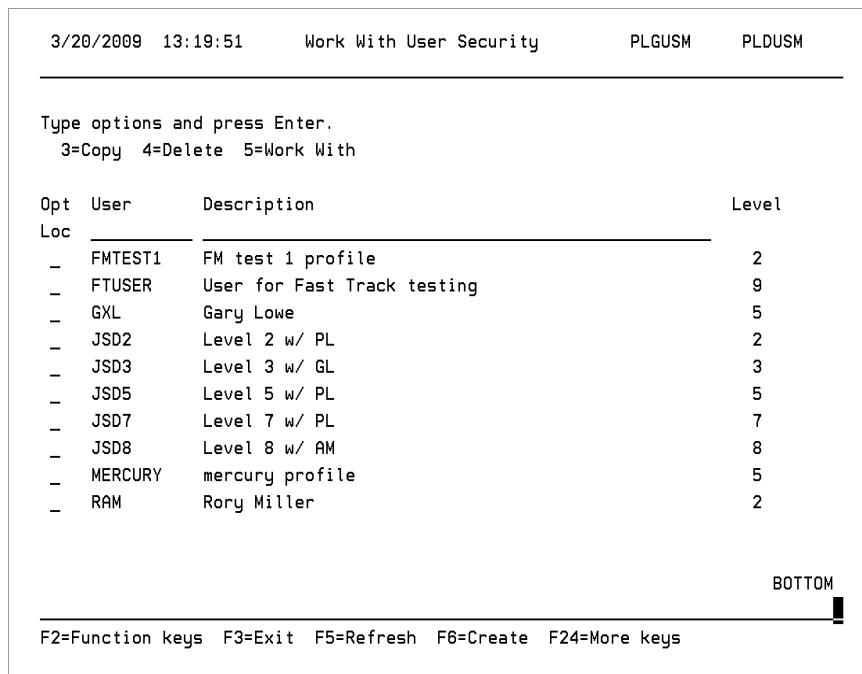
Figure 4-2: Work with User Security selection screen

This initial user security screen displays users that have been defined in both Infinium AM and Infinium PL.

You must define users in Infinium AM before you can define users in Infinium PL.

One user security record must exist for each user. If a security record does not exist, Infinium PL displays the following message when you attempt to perform a function:

> User control record does not exist. Please contact your system supervisor to resolve this problem.

You must set up the user within the user security function before that user can perform Infinium PL processing functions.

You can define security controls for any user whose security level is lower than your level of security. Security levels are designated as follows:

- 0 = Highest level of security

- 9 = Lowest level of security

The system manager assigns security in Infinium AM when creating users' profiles.

Only those users who have a security level that is lower than your own security level are listed on the initial user security screen.

Refer to the "Company group security," "Bank account group security," "Vendor security," and "Vendor group security" topics later in this chapter for information about processing certain fields in the user security records.

Defining user security is an application user function. For more information about processing specific user security fields, refer to the on-line help text and the *Infinium PL Guide to Controls.*

Action list security

Overview

You can define action list security in Infinium PL.

Using action list security in Infinium PL, you can authorize users to specific job controls (menu options) and to options and function keys within those job controls.

Action lists

An action list provides all of the options and function keys that are associated with a program job control. Action lists are predefined by Infinium and are shipped with the Infinium PL system. The input files associated with action list processing are the Action List Job Controls file, PLPAJ, and the Action List Options Available file, PLPLO.

You can use action list security to define specific security for an individual user or a group of users. You can define one or more action groups. Each action group contains a specific set of job controls, options, and function keys.

After you define action groups, you can assign a group to an Infinium PL user by selecting the *Work with user security* menu option, selecting a user and then selecting the *Base Data security* segment.

```
 7/29/2008  09:42:19      Work With User Security       PLGUSM     PLDUSM
 _____

 Base Data security
 User  . . . . .   PL2000     Infinium Payables Ledger Supervisor
 Type information and press Enter.


 Session controls
   Invoice posting method  . . . . . .   2    1=Batch, 2=Partial, 3=Interactive
   Restrict to own sessions? . . . . .   0    1=Yes, 0=No
   Control totals required?  . . . . .   0    1=Yes, 0=No

 Invoice controls
   Duplicate invoice override? . . . .   1    1=Yes, 0=No
   Print invoice covers? . . . . . . .   0    1=Yes, 0=No
   Preferred invoice entry mode  . . .   0    0=Standard, 1=High volume, 6=PO
   Allow match override?. . . . . . . .  1    1=Yes, 0=No
   Invoice approval required?  . . . .   0    1=Yes, 0=No
   Approval amount . . . . . . . . . .   _____


 Action list security
   Action list group . . . . . . . . .   _____  +
 _____

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

Figure 4-3: Work with User Security base data security screen

In the *Action list group* field you provide the name of the action group that you are assigning to a user. When you assign an action group to a user, that user can access only the job controls, options, and function keys defined within that action group.

If you do not assign an action group to a user, that user can access all Infinium PL job controls, options, and function keys.

Action list security programs

Infinium PL uses the programs below to define action list security.

Action list security programs

Work with Action Groups program	PLGAGW
Action Group Definition program	PLGAGM
Work with Action Lists program	PLGALW
Action Group Option/Function Definition program	PLGAOW

Files updated by action list security programs

The table below provides the action list security programs that perform file updates and the files updated by those programs.

Program	File(s) updated by program	
PLGAGW	Action Groups file	PLPAG
	Action List Defined to Action Group file	PLPAL
	Action List Functions Defined to Action Group file	PLPLF
PLGAGM	Action Groups file	PLPAG
	Action List Defined to Action Group file	PLPAL
PLGALW	Action List Defined to Action Group file	PLPAL
	Action Groups file	PLPAG
	Action List Functions Defined to Action Group file	PLPLF
PLGAOW	Action List Defined to Action Group file	PLPAL

Run-time security validation

Security validation at program run-time is performed by logic within each program that calls the Action List Security Builder program, PLGALC. The system passes the parameters below.

Parameter list - PLGALC

Parameter	Description
C3JOBN	Provides an input parameter that contains the job control name of the action list
C3RSTR	Returns these restriction values: **1** = Restrictions are defined **0** = No restrictions are defined
C3OPTS	Returns a 99 byte, alphanumeric value that is used as an array in the calling program to specify the options to which a user is authorized
C3ACTS	Returns a 192 byte, alphanumeric value that is used as an array in the calling program to specify the function keys to which a user is authorized

Security checking

During run-time security validation, PLGALC checks specific file values as follows:

3 The program checks the *Action Group* field, USAGRP, in the User Security file, PLPUS. This field contains one of the values below.

Action Group field, USAGRP

Value	Description
Blank	User is authorized to all job controls, options, and function keys. No subsequent security checking is required. PLGALC sets C3RSTR to **0** and returns it to the calling program.
Not Blank	Further security checking is required. Go to Step 2.

4 The PLGALC program checks the current job control against the Action List Defined to Action Group file, PLPAL, to determine if the user is authorized to the job control.

5 The PLGALC program returns the *Restrictions* field, ALRTF, on the PLPAL file to the calling program. This field contains one of the values below.

Restrictions field, ALRTF

Value	Description
0	User is authorized to all function keys and action items within the job control. No subsequent security checking is required.
1	Further security checking is required. PLGALC loads all valid function keys and action items into arrays.

If the PLPAL record is not found, C3RSTR is set to **0** and no restrictions apply.

User authorization

When a user selects an option, the program searches the appropriate array to determine whether the user is authorized to the option. If the array element value is **1**, the user is authorized to use the option. Otherwise, the program sends an error message.

In the following example, the user is authorized to options **4**, **5**, and **8** (shown as 1 in positions 4, 5, and 8):

00011001000000000000000000000000000000000000000...

If the user types option **8** for Display, the program executes that option because it is one of the authorized options for the job control.

When a user presses a function key, the program also checks the function key array to determine whether the user is authorized to that function key.

In the following example the user is authorized to the F4 Prompt key and the F6 Create key (shown in positions 4 and 6 in the array):

			Prompt		Create	...

Only function keys that perform actions are included on an action list. Navigational function keys are not included on an action list.

Accessing the Action List Security screens

To access the action list security screens, perform the following steps:

1 From the main menu select *Supervisor Tasks*.

2 Select *Work with action list security* [WWALS].

```
 7/29/2008  09:43:05          Work with Action Groups        PLGAGW       PLDAGW


Type options and press Enter.
  3=Copy   4=Delete  5=Work with Action lists  13=Change description

Option     Group name    Group description              Restrictions?
   =       ALL           All Job Controls (Copy This)        1
   __      CAROL         All Job Controls (Copy This)        1
   __      JSD           janice's test action group          1
   __      JSD2          janice's 2nd group                  1










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

Figure 4-4: Work with Action Groups selection screen

This initial selection screen displays the action groups that have already been defined. At this screen you can do one of the following:

- If you select an existing action group, the system displays the appropriate screen for the option that you specify.

- If you press F6, you can create a new action group.

```
  7/29/2008  09:47:02         Action group definition       PLGAGM     PLDAGM
 ──────────────────────────────────────────────────────────────────────────

Type information press Enter.

Group name  . . . . . . . . . . . . . ANALYSIS

Group description . . . . . . . . . . Analysis Action Group










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

Figure 4-5: Action Group Definition screen

On this screen you provide a name and brief description for your new action group.

```
 _ 7/29/2008  09:48:05         Work with Action Lists        PLGALW     PLDALW
 ──────────────────────────────────────────────────────────────────────────

  Action Group    ANALYSIS      Analysis Action Group

  Type options and press Enter.
    4=Delete    5=Work with options and functions

  Option     Authorized action lists              Restrictions?

                    Authorized to ALL action lists
                Press Function key to Select action lists








 ──────────────────────────────────────────────────────────────────
  F3=Exit  F5=Refresh  F7=Select actionlist  F24=More keys
```

Figure 4-6: Work with Action Lists prompt screen

Initially, you have no action lists selected. All job controls, options, and function keys are available. To select action lists, press F7.

```
  7/29/2008  09:48:05        Work with Action Lists        PLGALW     PLDALW


                               Action lists
 Action Grou   1=Select

 Type option   Loc _____  _____  _____
    4=Delete   Option JobControl Action list description      Prerequisite
                  =    PLIIVAS    Analytical inquiry
 Option    A      _    PLIWWB3    Bank account co/div controls
                  _    PLZWWBA3   Bank account company/division    PLZWWBA2
                  _    PLIWWB2    Bank account payment methods
                  _    PLZWWBA2   Bank account payment methods     PLZWWBA
                                                                    More...
              F2=Function keys  F5=Refresh  F24=More keys






 _____
  F3=Exit  F5=Refresh  F7=Select actionlist  F24=More keys
```

Figure 4-7: Work with Action Lists selection screen

You can select appropriate action lists (job controls) by specifying **1** in the *Option* column. Use the scroll keys to move through the Action Lists window.

If an action list has a prerequisite associated with it, you must select the prerequisite before you select the job control. This restriction ensures that users have access to action lists through job control hierarchies.

For example, in the Action Lists window you find that the Work with Payment Methods job control, PLIWWPM, has the prerequisite, PLIWWBA, which is the *Work with Bank Accounts* option. The prerequisite for the *Work with Bank Accounts* option is PLIWWB, the *Work with banks* menu option.

To perform the *Work with payment methods* function, PLIWWPM, do the following:

1 Select *Controls* from the main menu.

2 Select *Work with banks*.

3 Select a bank with **15** to work with bank accounts.

4 Select a bank account with **15** to work with bank account payment methods.

The Work with Action Lists authorized selections screen (Figure 4-8) displays a value of **0** in the *Restrictions?* column for each unselected action list. This value indicates that no action list restrictions exist and that the user has access to all action lists with a value of **0**.

When you select an action list, you establish a restricted status for the action group, and the program moves a value of **1** to the *Restrictions?* field, AGRTF, in the Action Groups file, PLPAG. This value indicates that the users in this action group have access to only the job controls (menu options) that you select at this window (Figure 4-7).

Although the user's menu continues to display the menu options for job controls not included in the action group, the user does not have access to any of the options or function keys within those menu options.

To prevent the system from displaying a menu option on the user's menu, you can remove the job control from the appropriate menu controls in Infinium AM.

```
  7/29/2008  09:59:53      Work with Action Lists      PLGALW    PLDALW
 _____

 Action Group   ALL          All Job Controls (Copy This)

 Type options and press Enter.
   4=Delete   5=Work with options and functions

 Option    Authorized action lists              Restrictions?
   _       Work with payment cycles . . . .          0
   _       Work with payment selections . .          0
   _       Process payments . . . . . . . .          0
   _       Trial balance reports  . . . . .          0
   _       Close and transfer to GL . . . .          0
   _       Revalue foreign items  . . . . .          0
   _       Update GL close status . . . . .          0
   _       Work with 1099/T4A adjustments .          0
   _       Analytical inquiry . . . . . . .          0
   _       Update invoice session status  .          0
   _       Update payment session status  .          0
   _       Void payments & reverse invoices          0
 _____ More...
 F2=Function keys  F3=Exit  F7=Select actionlist  F24=More keys
```

Figure 4-8: Work with Action Lists authorized selections screen

This screen displays your selected action lists. Select an authorized action list with **5** to work with options and functions.

```
 _  7/29/2008  10:03:30   Work with Options and Functions     PLGAOW      PLDAOW
 _____


   Action Group   ALL          All Job Controls (Copy This)
   Action List:   Process payments . . . . . . . .
   Type options and press Enter.
     4=Delete


   Option     Authorized options and functions


             Authorized to ALL options and functions for this list
                   Press Function key to Select functions









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

Figure 4-9: Work with Options and Functions prompt screen

Initially, you have no options and functions selected. All options and function keys are available. To select functions, press F7.

```
    7/29/2008  10:03:30   Work with Options and Functions     PLGAOW      PLDAOW
 _____
                  ┌────────────── Action list options and functions ──────────────┐
   Action Grou    │ 1=Select                                                        │
   Action List    │ Action list: Process payments                                   │
   Type option    │ Loc _____                               │
     4=Delete     │ Option Function description                                      │
                  │   =       1=Select for payment                                  │
   Option    A    │   _       10=Unauthorize                                        │
                  │   _       15=Display session                                    │
            A     │   _       16=Display totals                                     │
                  │                                                        Bottom    │
                  │ F10=Quick access  F12=Cancel  F18=Message line                  │
                  └─────────────────────────────────────────────────────────────────┘




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

Figure 4-10: Work with Options and Functions selection screen

The Action List Options and Functions window displays all options and non-navigational function keys that are available in the action list for the job control you selected.

You can select appropriate options and functions by specifying **1** in the *Option* column. Use the scroll keys to move through the Action List Options and Functions window.

When you select an option or function key, you authorize access to only the selected options and function keys. If you do not select any options or function keys, the users have access to all options and function keys within the job control.
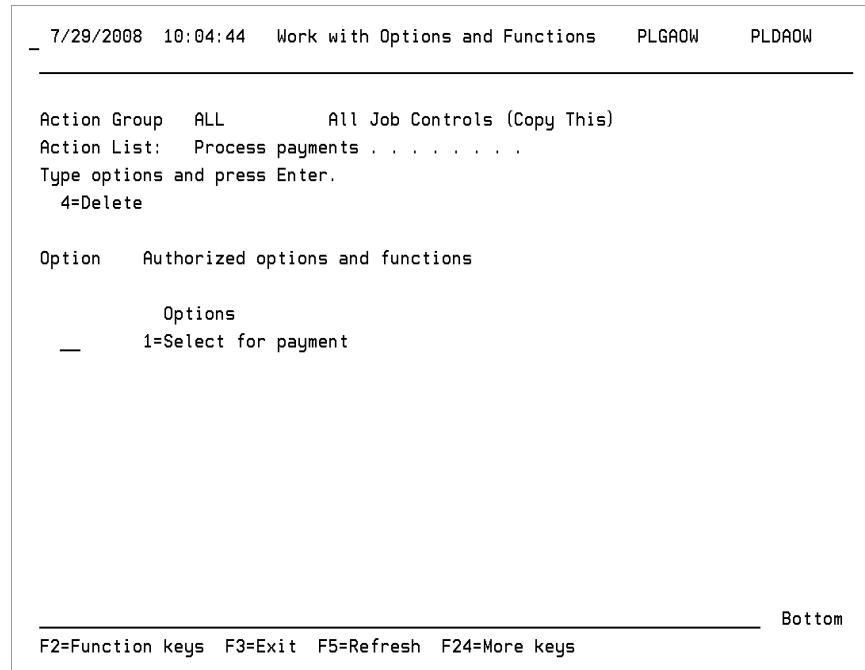
```
 _  7/29/2008  10:04:44    Work with Options and Functions     PLGAOW      PLDAOW
 _____


  Action Group    ALL           All Job Controls (Copy This)
  Action List:    Process payments . . . . . . . .
  Type options and press Enter.
    4=Delete


  Option     Authorized options and functions


           Options
    __      1=Select for payment






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

Figure 4-11: Work with Options and Functions authorized selections screen

This screen displays your selected options and function keys.

To delete an option or function key from the list, select the option or function key with **4**.

To add an option or function key to the list, press F7 and make a selection.

```
_ 7/29/2008  10:05:59   Work with Options and Functions    PLGAOW     PLDAOW


Action Group   ALL          All Job Controls (Copy This)
Action List:   Process payments . . . . . . . .
Type options and press Enter.
  4=Delete


Option    Authorized options and functions


          Options
  __      1=Select for payment
  __      10=Unauthorize
  __      15=Display session
  __      16=Display totals




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

Figure 4-12: Work with Action Lists authorized selections screen

If you have specified option and function key authorizations, the program displays a value of **1** in the *Restrictions?* field for the action list with which you were working.

The *Restrictions?* field on this screen is associated with the *Restrictions?* field, ALRTF, on the Action List Defined for Action Group file, PLPAL.

If the programs find a value of **1** in this field during the run-time security validation procedures, the validation procedure continues. If the programs find a value of **0** in the field, the validation procedure terminates.

A value of **0** indicates that no option and function key restrictions exist and that the user has access to all options and functions within that job control.

```
 7/29/2008  10:14:07        Work with Action Groups       PLGAGW      PLDAGW
_____


Type options and press Enter.
  3=Copy   4=Delete   5=Work with Action lists   13=Change description


Option      Group name     Group description            Restrictions?
  __        ALL            All Job Controls (Copy This)      1
  __        ANALYSIS       Analysis Action Group            1
  _5        CAROL          All Job Controls (Copy This)      1
  _=        JSD            janice's test action group       1
  __        JSD2           janice's 2nd group               1












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

Figure 4-13: Work with Action Groups restrictions screen

If you define action list authorizations for an action group, Infinium PL
displays **1** in the *Restrictions?* field.

The *Restrictions?* field on this screen is associated with the *Restrictions?*
field, AGRTF, in the Action Groups file, PLPAG.

Action group template

Infinium ships the ALL action group template with Infinium PL. This template
contains all of the job controls, options, and function keys that you need to
include when you define action groups for your users.

If you allow authorization to most but not all of the job controls, options, and
function keys in the Infinium PL system, you can copy the ALL template to
your action group and then delete any selections that you do not want your
users to access.

If you allow access to only a few job controls, options, and function keys, you
can use the regular action group creation procedure instead of using the
template.

The Work with Action Groups selection screen displays the ALL template. You can select this template with **3** to display the Action Group Definition copy screen.

```
 7/29/2008  10:16:58        Action group definition       PLGAGM    PLDAGM
 _____


 Type information and press Enter.

 Copy from
   Action Group  . . . . . . . . . . . . :   CAROL

 Copy to
   Action Group  . . . . . . . . . . . .   _____









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

Figure 4-14: Action Group Definition copy screen

On this screen you provide your action group name in the *Copy to Action Group* field. You can perform the same steps that you used to create a new action group, but instead of adding job controls, you can delete any job controls that are not appropriate.

Company group security

Overview

When you work with company groups, you can restrict users to specific companies for processing the following data:

- Invoices
- Payments
- Inquiries and reports

Using the *Work with company groups* option, you can define your company groups and then assign those groups to users within the *Work with user security* menu option.

Defining company groups is an application user function. For information on defining a company group, refer to the on-line help text and the *Infinium PL Guide to Controls*.

Company group programs

Infinium PL uses the programs below to define company group security.

Company group programs

Company Group Action List program	PLGCGW
Company Group Header Maintenance program	PLGCGM
Company Groups Work with Companies in Group program	PLGCGM2

Files updated by company group programs

The table below provides the company group programs that perform file updates and the files updated by those programs.

Program	File(s) updated by program	
PLGCGW PLGCGM	Company Group Header file	PLPCX
PLGCGM2	Companies in Company Group file	PLPCG

Assigning company groups to a user security profile

To access the user security screen for assigning company groups to a user, perform the following steps:

1 From the main menu select *Supervisor Tasks*.

2 Select *Work with user security* [WWUS].

3 At the Work with User Security selection screen, select the user profile with **5**.

4 At the Work with User Security segment selection screen, select *Company security* with **2**.

```
 7/29/2008  10:18:31      Work With User Security       PLGUSM    PLDUSM
_____
Company security

User  . . . . . : CGK      Carol Keefe
Type information and press Enter.


Group definitions
Invoice company group . . . . . . . . _____  +
Payment company group . . . . . . . . _____  +
Reporting company group . . . . . . . _____  +
Bank account group  . . . . . . . . . _____  +


Intercompany definitions
Permit intercompany processing. . . . 1        1=Yes, without override
                                               2=Yes, with override.
                                               3=No


Company/division defaults
Default company . . . . . . . . . . .   CK1 +     CK1 USD Company
Default division  . . . . . . . . . . DIV1    +   CK1 USD Company
_____
 F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 4-15: Work with User Security Company security screen

You can assign a company group to a user by specifying your company group name in any of the definition fields: *Invoice company group*, *Payment company group*, or *Reporting company group*.

Bank account group security

Overview

When you work with bank account groups, you can restrict users to specific bank accounts.

Using the *Work with bank account groups* option, you can define your bank account groups and then assign those groups to users within the *Work with user security* menu option.

Defining bank account groups is an application user function. For information on defining a bank account group, refer to the on-line help text and the *Infinium PL Guide to Controls*.

Bank account group programs

Infinium PL uses the programs below to define bank account group security.

Bank account group programs	
Bank Account Group Action List program	PLGBGW
Bank Account Group Maintenance program	PLGBGM
Bank Account Group Bank Account Maintenance/Display program	PLGBGM1

Files updated by bank account group programs

The table below provides the bank account group programs that perform file updates and the files updated by those programs

Program	File(s) updated by program	
PLGBGM	Bank Account Groups file	PLPBX
PLGBGM1	Bank Accounts in Group file	PLPBG

Assigning bank account groups to a user security profile

To access the user security screen for assigning bank account groups to a user, perform the following steps:

1 From the main menu select *Supervisor Tasks*.

2 Select *Work with user security* [WWUS].

3 At the Work with User Security selection screen, select the user profile with **5**.

4 At the Work with User Security segment selection screen, select *Company security* with **2**.

```
  7/29/2008  10:18:31      Work With User Security        PLGUSM     PLDUSM
_____
 Company security

 User  . . . . . : CGK        Carol Keefe
 Type information and press Enter.

 Group definitions
 Invoice company group . . . . . . . . _____  +
 Payment company group . . . . . . . . _____  +
 Reporting company group . . . . . . . _____  +
 Bank account group  . . . . . . . . . _____  +

 Intercompany definitions
 Permit intercompany processing. . . . 1       1=Yes, without override
                                                2=Yes, with override.
                                                3=No

 Company/division defaults
 Default company . . . . . . . . . . .   CK1 +     CK1 USD Company
 Default division  . . . . . . . . . . DIV1     +   CK1 USD Company
_____
 F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 4-16: Work with User Security Company security screen

You can assign a bank account group to a user by specifying a bank account group name in the definition field, *Bank account group*.

Vendor security

Overview

Infinium PL User Security controls access to vendor creation and vendor maintenance for Infinium PL and Infinium PM users. Before a user can work with vendors, Infinium PL checks action list security and then checks user security.

Action list security determines if a user is authorized to create or maintain vendors. User security allows an authorized user to specify one of the following user types:

- Payables only

- Purchasing only

- Both payables and purchasing

- User security determines which vendor controls are available to each user type, as indicated in the table below.

This user type...	Can access these vendor controls...	Cannot access these vendor controls...
Payables only	▪ Base data ▪ Contacts ▪ Address (remit to only) ▪ Pay method ▪ Tax ▪ User fields ▪ Vendor employee controls	Purchasing

This user type...	Can access these vendor controls...	Cannot access these vendor controls...
Purchasing only	- Base data - Contacts - Address (buy from only) - Pay method - Purchasing - Tax - User fields - Vendor employee controls	Remit to address
Both Payables and Purchasing	- Base data - Contacts - Address (buy from/remit to) - Pay method - Purchasing - Tax - User fields - Vendor employee controls	No restrictions unless specified

Vendor programs and files updated by those programs

For detailed information about the vendor programs and files updated by those programs, refer to the "System Controls" chapter in this guide.

Accessing user security for vendor security definition

To access user security controls for vendor security definition, perform the following steps:

1 From the main menu select *Supervisor Tasks.*

2 Select *Work with user security* [WWUS].

3 At the Work with User Security selection screen, select the user profile with **5**.

4 At the Work with User Security segment selection screen, select *Vendor security* with **2**.

```
 3/10/2009  12:48:47      Work With User Security      PLGUSM     PLDUSM
_____
Vendor security
                                                          Page 1 of 2
User  . . . . . : MERCURY    mercury profile
Type information and press Enter.

Vendor Invoice Security
  Permit single use vendors?  . . . . 1    1=Yes, 0=No

  Allow duplicate vendor override?  . 0    1=Yes, 0=No

  Vendor create in invoice entry? . . 1    1=Yes, 0=No

  Payables or purchasing user?  . . . 1    1=Payables, 2=Purchasing, 3=Both

Vendor Group Security
  Vendor group  . . . . . . . . . . . _____  +



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

Figure 4-17: Work with User Security Vendor security screen 1

The system requires one of the values below in the *Payables or purchasing user?* field, USPMPL.

***Payables or purchasing user?* field, USPMPL**

Value	Description
1	Payables only
2	Purchasing only
3	Both Payables and Purchasing

This field has a default value of **1** but can be changed as required. The value set in this field determines the default values on the following screen.

Vendor group

You can optionally select a vendor group to secure the user to only those vendors and the invoices of those vendors that belong to the specified vendor group.

```
   3/20/2009  13:23:36      Work With User Security      PLGUSM    PLDUSM

 Vendor security                                            Page 2 of 2
 User  . . . . . . MERCURY     mercury profile

     Specify the creation and maintenance authority for each of the
     vendor file components.

 1 = Yes, present segment, 0 = No, do not present segment


                                      Creation?     Maintenance?
 Vendor base data . . . . . . . . . .                   1
 Vendor address . . . . . . . . . . .                   1
 Vendor pay method controls . . . . .                   1
 Vendor contact controls  . . . . . .      0            1
 Vendor user field controls . . . . .      0            1
 Vendor tax controls  . . . . . . . .      0            1
 Vendor 1099 controls . . . . . . . .      0            1
 Vendor purchasing controls . . . . .                   0
 Vendor employee controls . . . . . .      0            0



 _____ ▮

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

Figure 4-18: Work with User Security Vendor security screen 2

The system requires one of the values below in the *Creation?* and *Maintenance?* fields.

Creation? and Maintenance? fields

Value	Description
1	Allow access to segment
0	Do not allow access to segment

The system provides a value of **1** in the *Vendor base data*, *Vendor address*, and *Vendor pay method controls* segments in the *Creation?* column. These controls are always required during vendor creation.

The value in the *Vendor purchasing controls* segment in the *Maintenance?* column is **0** because this control is either required or prohibited depending on the user type, as shown in the table below.

If the user type is...	Then vendor purchasing controls are...
Payables only	Prohibited
Purchasing only	Optional
Both Payables and Purchasing	Optional

You must determine if users can access the optional control segments: *Vendor contact controls, Vendor user field controls, Vendor tax controls*, and *Vendor 1099 controls.*

Vendor creation and maintenance controls

When you create or maintain vendors, the Vendor Master Maintenance program, PLGVEM, checks the User Security file, PLPUS, to determine which control segments to present to the user. The following table lists field-by-field information for User Security file PLPUS under these headings:

- Field name

- Field description

- Attr (Attributes = Length, Type)

- Req (Required? = Y or N)

- Init (Initialized to = 1 or 0)

- Comments

User Security file, PLPUS

Field name	Field description	Attr	Req	Init	Comments
USPMPL	*Payables or purchasing user?* **1**=Payables **2**=Purchasing **3**=Both	1,A	Y	**1**	User type value determines default values in vendor creation and vendor maintenance.
USDIEM	*Preferred invoice entry mode* **0**=Standard **1**=High volume **6**=PO	1,A	Y	**0**	Invoice entry mode value of **6** is not valid if invoice posting method value is **3**, interactive.

User Security file, PLPUS

Field name	Field description	Attr	Req	Init	Comments
USMTCH	*Allow match override?* **1**=Yes **0**=No	1,A	Y	**0**	Match override value of **1** is not valid if invoice posting method value is **3**, interactive.

Each of the vendor creation fields below has an initialized value of one of the following:
1 = Yes, present segment, or 0 = No, do not present segment

Field name	Field description	Attr	Req	Init	Comments
USVCCN	*Vendor contact controls*	1,A	Y	**0**	Create contact data
USVCHR	*Vendor employee controls*	1,A	Y	**0**	Create vendor employee data
USVCUF	*Vendor user field controls*	1,A	Y	**0**	Create user field data
USVCTX	*Vendor tax controls*	1,A	Y	**0**	Create tax data
USVC99	*Vendor 1099 controls*	1,A	Y	**0**	Create 1099 tax data

Each of the vendor maintenance fields below has a value of one of the following:
1 = Yes, allow maintenance of segment, or 0 = No, do not allow maintenance of segment

Field name	Field description	Attr	Req	Init	Comments
USVMBD	*Vendor base data*	1,A	Y	**1**	Maintain base data
USVMAD	*Vendor address*	1,A	Y	**1**	Maintain address data
USVMHR	*Vendor employee controls*	1,A	Y	**0**	Maintain vendor employee data
USVMPY	*Vendor pay method controls*	1,A	Y	**1**	Maintain payment data
USVMCN	*Vendor contact controls*	1,A	Y	**1**	Maintain contact data
USVMUF	*Vendor user field controls*	1,A	Y	**1**	Maintain user field data
USVMTX	*Vendor tax controls*	1,A	Y	**1**	Maintain tax data
USVM99	*Vendor 1099 controls*	1,A	Y	**1**	Maintain 1099 tax data
USVMPR	*Vendor purchasing controls*	1,A	Y	**0**	Maintain purchasing data Payables only users cannot change this field value and cannot access purchasing controls.

Vendor group security

Overview

When you work with vendor groups, you can restrict users to specific vendors for processing the following data:

- Analytical inquiry
- Vendor report

Use *Work with vendor groups* to define your vendor groups and then assign those groups to users in *Work with user security*.

Defining vendor groups is an application user function. For information on defining a vendor group, refer to the online help text and the *Infinium PL Guide to Controls*.

Vendor group programs

Infinium PL uses these programs to define vendor group security:

Vendor group programs

Vendor Group Action List program	PLGVGW
Vendor Group Header Maintenance program	PLGVGM
Vendor Groups Work with Vendors in Group program	PLGVGM2

Files updated by vendor group programs

The table below provides the vendor group programs that perform file updates and the files updated by those programs.

Program	File updated by program	
PLGVGW PLGVGM	Vendor Group Header file	PLPVX

Program	File updated by program	
PLGVGM2	Vendors in Vendor Group file	PLPVG

Assigning vendor groups to a user security profile

To access the user security screen for assigning vendor groups to a user, perform the following steps:

1 From the main menu select *Supervisor Tasks*.

2 Select *Work with user security* [WWUS].

3 At the Work with User Security selection screen, select the user profile with **5**.

4 At the Work with User Security segment selection screen, select *Vendor security* with **2**.

```
  3/10/2009  12:48:47      Work With User Security      PLGUSM    PLDUSM
 _____
  Vendor security
                                                             Page 1 of 2
  User  . . . . . : MERCURY    mercury profile
  Type information and press Enter.

  Vendor Invoice Security
    Permit single use vendors?  . . . . 1     1=Yes, 0=No

    Allow duplicate vendor override?  . 0     1=Yes, 0=No

    Vendor create in invoice entry? . . 1     1=Yes, 0=No

    Payables or purchasing user?  . . . 1     1=Payables, 2=Purchasing, 3=Both

  Vendor Group Security
    Vendor group  . . . . . . . . . . . _____   +



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

Figure 4-19: Work with User Security Vendor security screen

You can assign a vendor group to a user by specifying your vendor group name in the *Vendor group* field.

Chapter 5 Invoice Processing

<div style="text-align: right; color: #c00;">**5**</div>

This chapter includes information about processing invoices in Infinium PL.

The chapter consists of the following topics:

Overview of invoice processing

Standard or regular invoice processing consists of entering, adjusting, proofing, and posting invoice data. The system displays the following options on the *Invoices* menu:

- *Work with registered invoices*

  For initial entry of invoices that are pending authorization or accrual of invoice taxes. Registered invoices are not eligible for payment.

- *Work with invoice entry*

  For entering invoices with a choice of standard entry, high volume entry, entry of bills, entry of invoices created from purchase orders or purchase order receipts, and referenced invoices

- *Work with invoice adjustments*

  For creating adjustment entries on invoices that have been posted

- *Work with unapproved invoices*

  For approving or rejecting invoices that require approval, which have an approval status of approval pending or re-approval pending, prior to posting

- *Work with distribution groups*

  For creating groups of accounts, which you can specify on invoices or assign to vendors for default into invoice

- *Work with recurring invoices*

  For creating invoice templates with schedule due dates, which you can use to create invoices that you enter on a recurring basis

- *Extract garnishments from PY*

  For extracting garnishment details from Infinium PY into Infinium PL

- *Create garnishment invoices*

  For creating garnishment invoices from the information extracted from Infinium PY, obtained using *Extract garnishments from PY*, that you can proof and post using *Work with invoice entry*

Infinium PL uses only one internally assigned key to uniquely identify each invoice in the system. This key is the *Invoice Audit Number* field, VHAUDT, in the Invoice Header file, PLPVH.

PLPVH provides the following two additional fields that can be used together as a user-accessible means of making an invoice unique:

- *Invoice company* field, VHVECO

- *Internal invoice ID numbering* field, VHIREF

  The VHIREF field format depends on your selection in the *Internal invoice ID numbering* field in entity controls. Each internal invoice identification number is unique by company.

  VHIREF can have one of the following formats:

  - YYPPNNNNN

    This format represents the last two digits of the year (YY), the processing period (PP), and an internal sequence number (NNNNN).

  - NNNNNNNNN

    This format represents an internal sequence number only.

The system identifies each invoice accounting transaction on the Invoice Detail file, PLPVD, using the *Unique Expense Number* field, VDNMBR as the key. VDNMBR links PLPVD to the following files:

- Invoice Detail - User Fields file, PLPV1

- Invoice Detail - Tax Data file, PLPV3

Objectives

After you complete this chapter, you should be familiar with the technical aspects of invoice processing, including:

- Invoice and payment processing flow

- Standard, high volume, purchase order invoice entry, and purchase order invoice entry reversals program flows

- Invoice processing programs and files

- Standard and purchase order invoice processing data flows

- Proof and post processes

- Posting recovery procedures

Invoice processing and program flows

Overview

This topic provides diagrams illustrating the following high level Infinium PL processing and program flows:

- Invoice and payment processing flow

- Standard and high volume invoice entry program flow

- Purchase order invoice entry program flow

- Purchase order invoice entry reversals program flow

Infinium PL invoice and payment processing flow

```
┌──────────────┐        ┌──────────────┐        ┌──────────────┐
│  Registered  │───────▶│   Invoices   │────────│    Invoice   │
│   Invoices   │        │              │        │  Adjustments │
└──────────────┘        └──────────────┘        └──────────────┘
┌──────────────┐        ▲      │
│  Garnishment │───────/       │
│   Invoices   │               ▼
└──────────────┘        ┌──────────────┐
┌──────────────┐        │    Invoice   │
│ Open Invoices│────────│  Processing  │
└──────────────┘        └──────────────┘
       │                       │
       ▼                       ▼
┌──────────────┐  ┌──────────────┐  ┌──────────────┐  ┌──────────────┐
│    Payment   │─▶│  Accounting  │─▶│   Close and  │─▶│General Ledger│
│  Processing  │  │ Transactions │  │Transfer to GL│  │    Journal   │
└──────────────┘  └──────────────┘  └──────────────┘  └──────────────┘
       │
       ▼
┌──────────────┐  ┌──────────────┐  ┌──────────────┐
│              │─▶│   Payments   │─▶│     Bank     │
│              │  │              │  │ Transactions │
└──────────────┘  └──────────────┘  └──────────────┘
┌──────────────┐         │
│ Paid Invoices│         ▼
└──────────────┘  ┌──────────────┐
                  │Reconciliation│
                  └──────────────┘
                         │
                         ▼
                  ┌──────────────┐
                  │ Cleared Items│
                  └──────────────┘
```
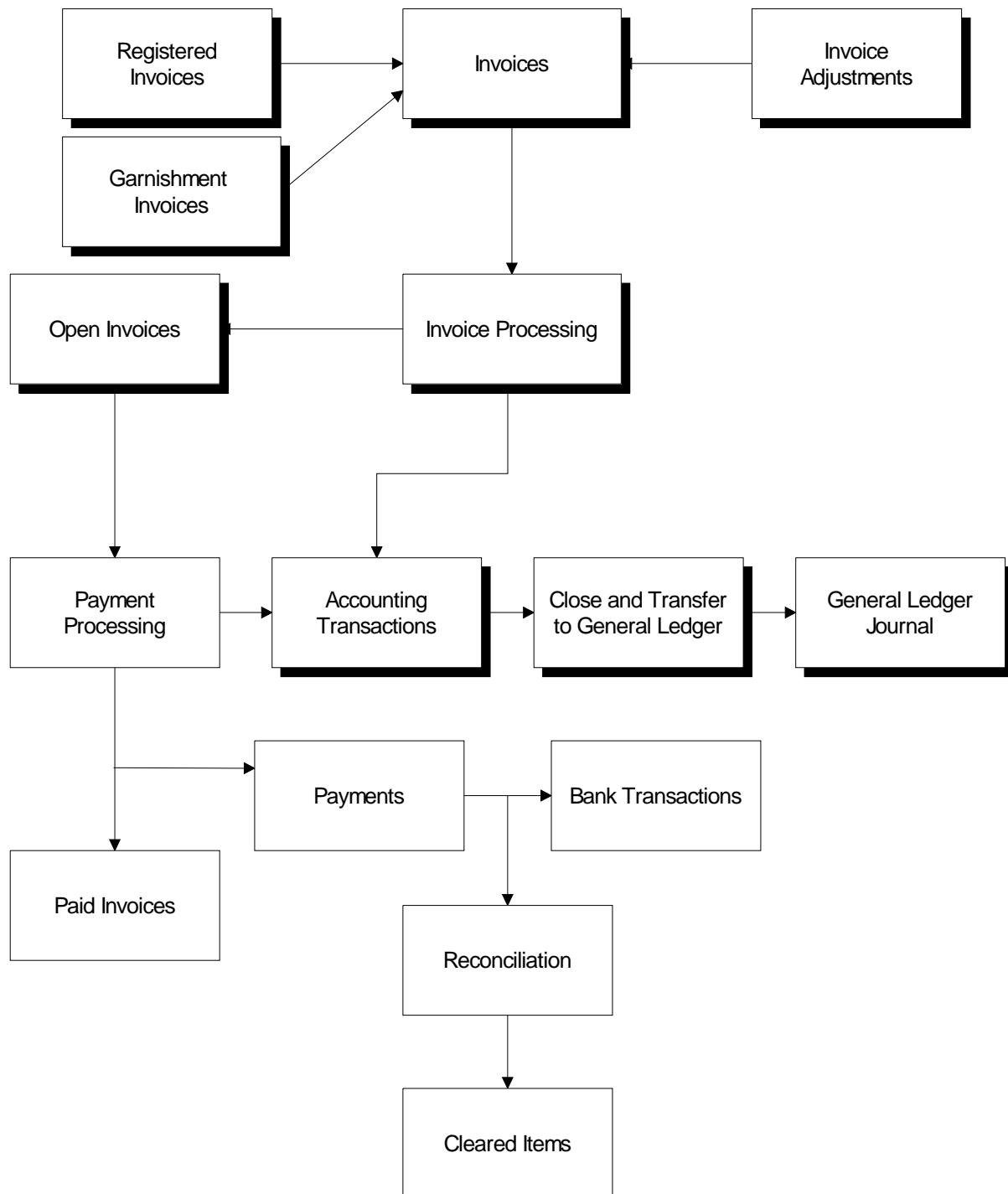
Figure 5-1: Infinium PL invoice and payment processing flow diagram

Standard and high volume invoice entry program flow

Session Action List
PLGSSW

Invoices Within
Session Action List
PLGINW

Standard
Invoice Entry
PLGIEI

High Volume
Invoice Entry
PLGHVH1

Registered Invoices
Action List
PLGIRX

Invoice Entry
Tax Detail
PLGTXM

Recurring Invoices
Selection Panel
PLGRPX

Load Prorate Detail
PLGPRAPI

Display Prorate
Detail
PLGPRDSP

Invoice
Distributions
PLGIDI

Invoice Entry
User Field
Maintenance
PLGUF

Invoice
Approvals
PLGWUA

Invoice Entry
More Detail
PLGDTL

Sesseion Proof
Report
PLGSPF

Load Prorate Detail
PLGPRAPI

Print Prorate Details
PLGPRRPT

Display Prorate
Detail PLGPRDSP

Post Session to
Open Payables
PLGPST

Figure 5-2: Standard and high volume invoice entry program flow diagram

Purchase order invoice entry program flow
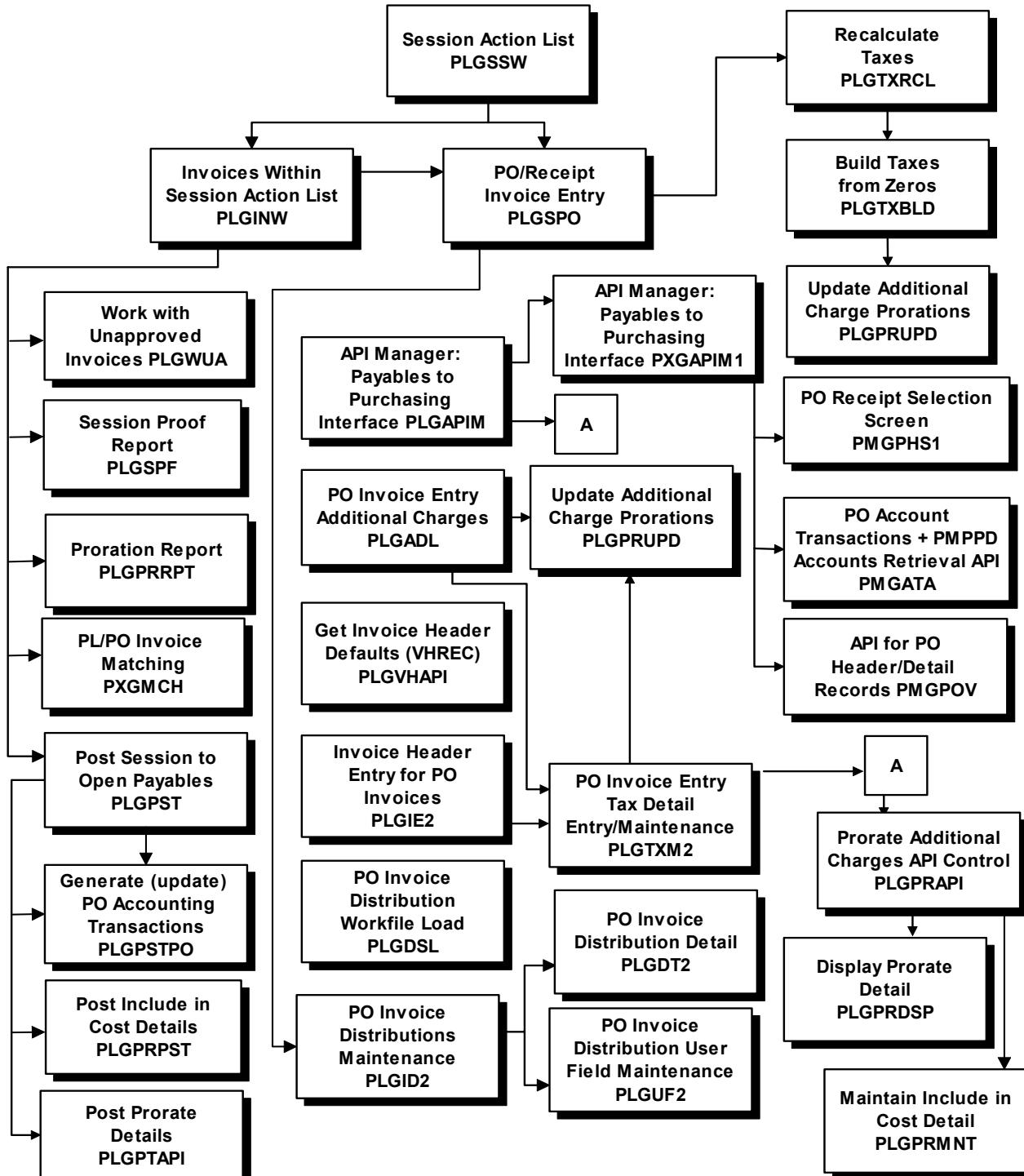
Figure 5-3: Purchase order invoice entry program flow diagram

Purchase order invoice entry reversals program flow
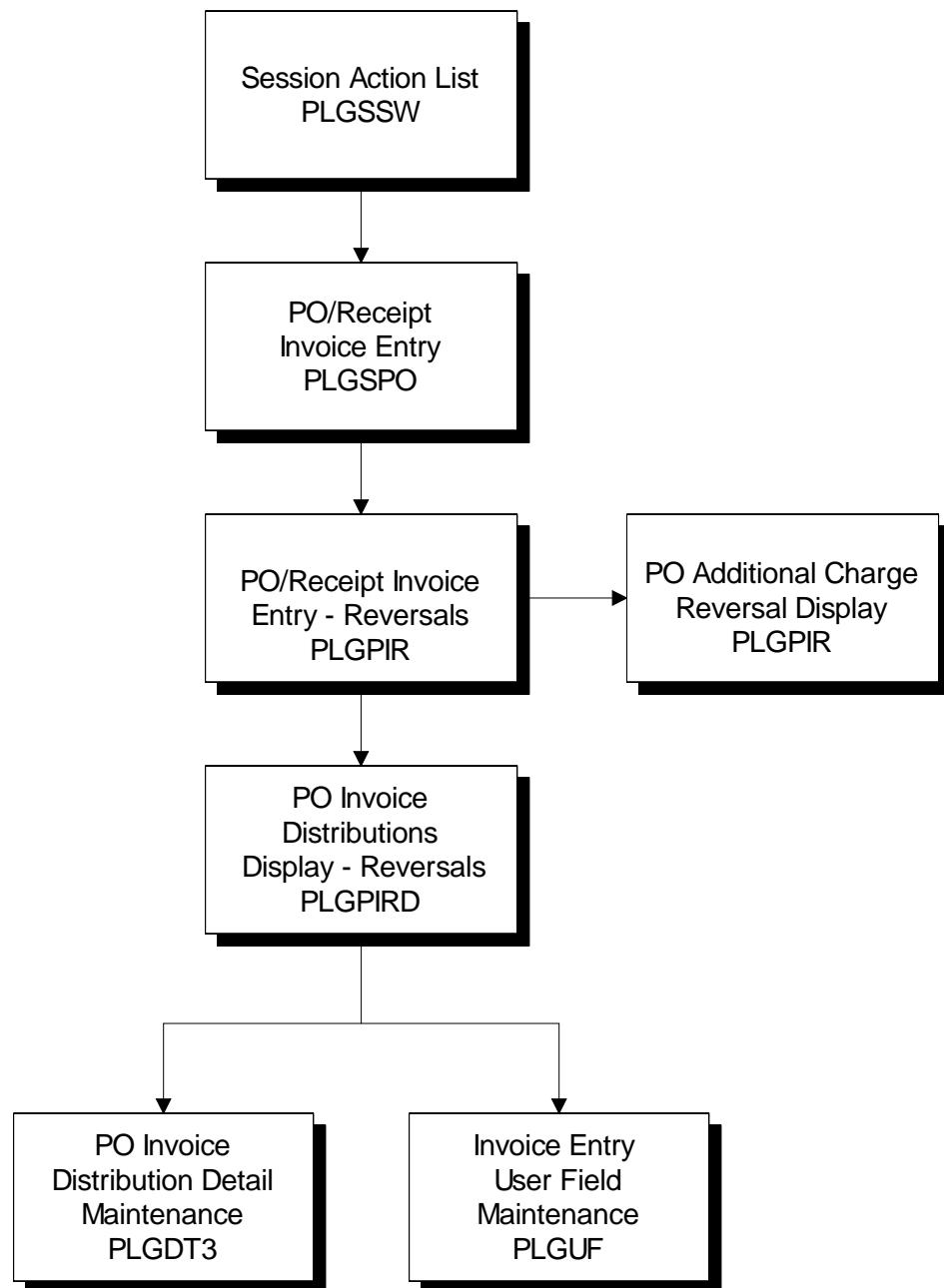
Figure 5-4: Purchase order invoice entry reversals program flow diagram

Reversals for standard invoices use referenced invoice processing. Referenced invoices follow the same program flow as standard invoices, as shown in Figure 5-2.

Invoice processing programs and files

Overview

This topic provides information about the programs and files used in the following types of invoice processing:

- Standard and high volume invoice processing
- Purchase order invoice entry processing
- Purchase order invoice entry reversals processing

Standard and high volume invoice processing programs

When you enter, adjust, proof, and post invoice data in standard invoice processing, the system uses the following programs:

Standard and high volume invoice processing programs

Session Action List program	PLGSSW
Invoices Within Session Action List program	PLGINW
Registered Invoices Action List program	PLGIRX
Recurring Invoices Selection Panel program	PLGRPX
Invoice Distributions program	PLGIDI
Invoice Entry More Detail Maintenance program	PLGDTL
Invoice Entry User Field Maintenance program	PLGUF
Invoice Proof Driver program	PLGIPD
Post Session to Open Payables program	PLGPST
Standard Invoice Entry program	PLGIEI
High Volume Invoice Entry program	PLGHVH1
Invoice Entry Tax Detail program	PLGTXM
Extract Garnishments from PY - submitter program	PLGIAPIB
Extract Garnishments from PY program	PLGIAPIX

Standard and high volume invoice processing programs

Create Garnishment Invoices - submitter program	PLGPAPIB
Create Garnishment Invoices program	PLGPAPIC
Lock Window program	PLGLOP
Note Pad program	PLGNP
Post Prorate Detail program	PLGPTAPI
Display Invoices program	PLGIED
Display Tax Detail program	PLGTXD
Invoice Delete program	PLGIDL
Prorate Report Driver program	PLGPRF
Vendor Short Name Prompt program	PLGVED1A
Vendor Master Single Use Vendor program	PLGVEMS
Display Prorate Charge Detail program	PLGPRDSP
Write Default Invoice Header Taxes program	PLGTXVDM
Load Prorate Detail program	PLGPRAPI
Work with Bills of Exchange program	PLGWBE
Proof Invoice Sessions program	PLGSPF
Proof Bills Sessions program	PLGBPF
Work with Unapproved Invoices	PLGWUA

Purchase order invoice entry processing programs

When you process invoices created from purchase orders or purchase order receipts, the system uses the following programs:

Purchase order invoice entry processing programs

Session Action List program	PLGSSW
Invoices Within Session Action List program	PLGINW
Session Proof Report program	PLGSPF
PL/PO Invoice Matching program	PXGMCH
Post Session to Open Payables program	PLGPST

Purchase order invoice entry processing programs

Update PO Accounting Transactions program	PLGPSTPO
PO/Receipt Invoice Entry program	PLGSPO
API Manager:Payables to Purchasing Interface program	PLGAPIM
PO Invoice Entry Additional Charges program	PLGADL
PO Invoice Entry Tax Detail Entry/Maintenance program	PLGTXM2
Get PO Invoice Header Defaults program	PLGVHAPI
PO Invoice Header Entry program	PLGIE2
PO Invoice Distribution Workfile Load program	PLGDSL
PO Invoice Distributions Maintenance program	PLGID2
PO Invoice Distributions Detail Maintenance program	PLGDT2
PO Invoice Distribution User Field Maintenance program	PLGUF2
Note Pad program	PLGNP
Load Prorate Detail program	PLGPRAPI
Display Prorate Detail program	PLGPRDSP
Update Prorate Detail program	PLGPRUPD
Maintain Prorate Detail program	PLGPRMNT
Report Prorate Detail program	PLGPRRPT
Post Detail Include in Cost program	PLGPRPST
Post Prorate Detail program	PLGPTAPI
Recalculate Taxes program	PLGTXRCL
Rebuild Taxes program	PLGTXBLD
Write Default PO Header Taxes program	PLGTXVD2
Prorate Report Driver program	PLGPRF
PO Tax Detail Display program	PLGTXD2
Invoice Display program	PLGIED
Work with Unapproved Invoices	PLGWUA

Purchase order invoice entry reversals processing programs

When you use the referenced invoice option to reverse a purchase order invoice in Infinium PL, the system uses the following programs:

Purchase order invoice entry reversals processing programs

Session Action List program	PLGSSW
Invoices Within Session Action List program	PLGINW
Post Session to Open Payables program	PLGPST
Update PO Accounting Transactions program	PLGPSTPO
PO/Receipt Invoice Entry program	PLGSPO
API Manager:Payables to Purchasing Interface program	PLGAPIM
PO Invoice Entry Display Additional Charges program	PLGADLD
Tax Analysis GL Account Definition program	PLGTDM
Get PO Invoice Header Defaults program	PLGVHAPI
PO/Reference Invoice Entry program	PLGPIR
PO/Invoice Distributions Display Reversals program	PLGPIRD
PO Invoice Distributions Detail Maintenance program	PLGDT3
Note Pad program	PLGNP

Files updated by invoice processing programs

The following table provides the invoice processing programs that perform file updates and the files updated by those programs:

Program	Files updated by programs	
PLGSSW	Entity Control Last Used Numbers file	PLPEN
	Invoice Session Totals file	PLPVS
	Invoice Detail file	PLPVD
	Task Coupler file	PLPVV
PLGINW	Invoice Session Totals file	PLPVS
	Task Coupler file	PLPVV

Program	Files updated by programs	
PLGIRX	Invoice Detail file	PLPVD
	Invoice Header file	PLPVH
	Invoice Session Totals file	PLPVS
	Invoice Detail Tax Data file	PLPV3
PLGPST	Invoice Detail file	PLPVD
	Vendor Base Data Controls file	PLPVE
	Invoice Header file	PLPVH
	Invoice Session Totals file	PLPVS
	Task Coupler file	PLPVV
PLGPSTPO	Invoice Purchase Order Detail file	PLPPO
PLGNP	Note Pad file	PLPNP
PXGMCH	Purchase Order Detail Matching workfile	PXPPOWK
PLGIDI	Entity Control Last Used Numbers file	PLPEN
	Invoice Detail file	PLPVD
	Invoice Header file	PLPVH
	Invoice Session Totals file	PLPVS
	Task Coupler file	PLPVV
	Invoice Detail User Fields file	PLPV1
	Invoice Detail Tax Data file	PLPV3
PLGIEI	Entity Control Last Used Numbers file	PLPEN
	Invoice Detail file	PLPVD
PLGTXM	Invoice Detail file	PLPVD
	Invoice Detail Tax Data file	PLPV3
PLGHVH1	Entity Control Last Used Numbers file	PLPEN
	Invoice Detail file	PLPVD
	Invoice Header file	PLPVH
	Invoice Session Totals file	PLPVS
	Invoice Detail User Fields file	PLPV1
	Invoice Detail Tax Data file	PLPV3
PLGSPO	Note Pad file	PLPNP
	Invoice Purchase Order Detail file	PLPPO
	Invoice Session Totals file	PLPVS
	Invoice Header file	PLPVH
	Invoice Expense Distributions file	PLPVD
	Invoice Detail User Fields file	PLPV1
	Invoice Detail Tax Data file	PLPV3
	Invoice Purchase Order Detail workfile	PLPW6
	Invoice Purchase Order Distributions workfile	PLPW7
		PLPV2
	Prorated Detail workfile	

Program	Files updated by programs	
PLGADL	Entity Control Last Used Numbers file	PLPEN
	Invoice Purchase Order Detail workfile	PLPW6
	Invoice Purchase Order Distributions workfile	PLPW7
	Prorated Detail workfile	PLPV2
PLGIE2	Entity Control Last Used Numbers file	PLPEN
	Invoice Purchase Order Detail workfile	PLPW6
	Invoice Purchase Order Distributions workfile	PLPW7
PLGTXM2	Invoice Purchase Order Distributions workfile	PLPW7
	Invoice Purchase Order Detail workfile	PLPW6
	Prorated Detail workfile	PLPV2
PLGVHAPI	Entity Control Last Used Numbers file	PLPEN
PLGDSL PLGID2	Entity Control Last Used Numbers file	PLPEN
	Invoice Purchase Order Distributions workfile	PLPW7
PLGPIR	Entity Control Last Used Numbers file	PLPEN
	Note Pad file	PLPNP
	Invoice Header file	PLPVH
	Invoice Session Totals file	PLPVS
	Invoice Purchase Order Distributions workfile	PLPW6
	Invoice Purchase Order Detail file	PLPPO
	Invoice Detail file	PLPVD
	Invoice Detail User Fields file	PLPV1
	Invoice Detail Tax Data file	PLPV3
	Prorated Detail workfile	PLPV2
PLGPIRD	Invoice Detail User Fields file	PLPV1
PLGRPX	Recurring Payments Schedule file	PLPRP
	Recurring Invoice Header file	PLPRI
	Invoice Header file	PLPVH
	Invoice Detail file	PLPVD
	Invoice Session Totals file	PLPVS
	Invoice Detail User Fields file	PLPV1
	Invoice Detail Tax Data file	PLPV3
	Entity Control Last Used Numbers file	PLPEN
	Note Pad file	PLPNP
PLGTXVDM	Invoice Detail file	PLPVD
	Invoice Detail Tax Data file	PLPV3

Program	Files updated by programs	
PLGWBE	Invoice Header file	PLPVH
	Entity Control Last Used Numbers file	PLPEN
	Invoice Detail file	PLPVD
PLGBPF PLGSPF	Invoice Header file	PLPVH
PLGPTAPI	Invoice Detail file	PLPVD
	Invoice Detail Tax Data file	PLPV3
PLGIDL	Invoice Header file	PLPVH
	Invoice Detail file	PLPVD
	Invoice Detail User Fields file	PLPV1
	Invoice Detail Tax Data file	PLPV3
	Prorated Detail workfile	PLPV2
	Invoice Session Totals file	PLPVS
	Payment Detail workfile	PLPSD
	Payment Header workfile	PLPSV
	Pay Session Header file	PLPCH
	Vendor Payments file	PLPCP
	Pay Cycle Pay Method file	PLPPP
	Invoice Purchase Order file	PLPPO
	Audit Log History file	PLPAN
	Recurring Payments Schedule file	PLPRP
	Recurring Invoice Header file	PLPRI
PLGPRF	Prorated Detail workfile	PLPV2
PLGPRAPI	Prorated Detail workfile	PLPV2
	Invoice PO Detail workfile	PLPW6
PLGPRUPD	Prorated Detail workfile	PLPV2
	Invoice PO Detail workfile	PLPW6
	Invoice PO Distributions workfile	PLPW7
PLGPRMNT	Prorated Detail workfile	PLPV2
PLGPRPST	Invoice Detail User Fields file	PLPV1
	Prorated Detail workfile	PLPV2
	Invoice Detail Tax Data file	PLPV3
	Invoice Distributions Detail file	PLPVD
	Entity Controls Last Used Numbers file	PLPEN
PLGTXRCL	Invoice PO Detail workfile	PLPW6
	Invoice PO Detail Distributions workfile	PLPW7
	Prorated Details workfile	PLPV2
PLGTXBLD	Invoice PO Detail workfile	PLPW6
	Invoice PO Detail Distributions workfile	PLPW7
	Prorated Details workfile	PLPV2

Program	Files updated by programs	
PLGTXVD2	Invoice PO Detail Distributions workfile	PLPW7
	Entity Controls Last Used Numbers file	PLPEN
PLGADLD	Invoice Detail User Fields file	PLPV1
PLGPIRD	Invoice Detail User Fields file	PLPV1
PLGIAPIX	SQL Table file for Invoice API	PLXIN
	Payables Ledger Interface file	PYPPL
PLGPAPIB	Task Coupler file	PLPVV
PLGPAPIC	SQL Table file for Invoice API	PLXIN
	Entity Control Last Used Number file	PLPEN
	Invoice Session Totals file	PLPVS
	Invoice Detail User Fields file	PLPV1
	Invoice Header file	PLPVH
	Invoice Detail Tax Data file	PLPV3
	Invoice Detail file	PLPVD
PLGWUA	Invoice Header file	PLPVH

Invoice processing data flows

Overview

This topic provides diagrams illustrating the following invoice processing data flows in Infinium PL:

- Standard invoice processing data flow
- Purchase order invoice processing data flow

## Standard invoice processing data flow

Invoice Session Totals PLPVS — 1 record per session

Invoice Header PLPVH — 1 or more records per session

Invoice Detail PLPVD — At least 2 records per header record (1 distribution, 1 AP Trade)

Note Pad PLPNP — 0 or 1 record per header record

Invoice Detail User Fields PLPV1 — 0 or 1 record per detail record

Invoice Detail Tax Data PLPV3 — 0 or 1 record per distribution record
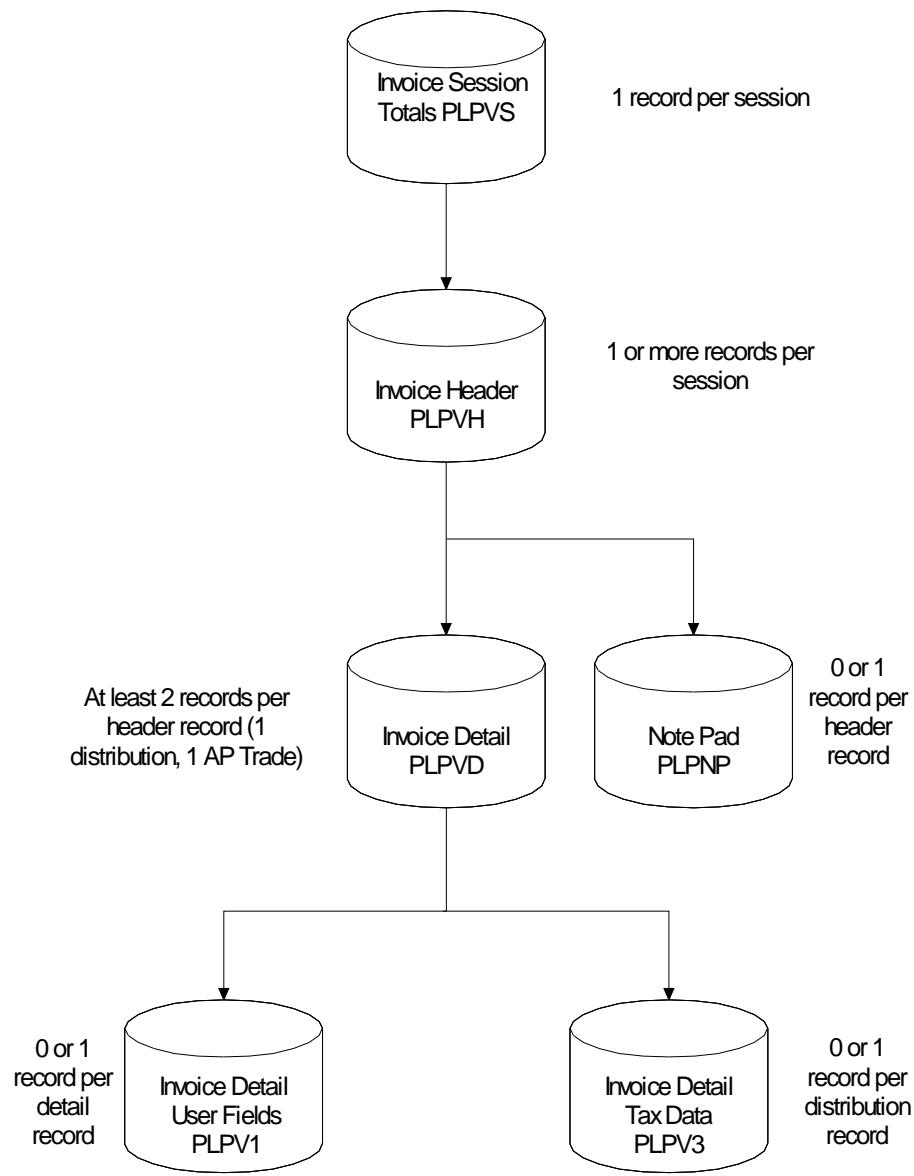
Figure 5-5: Standard invoice processing data flow diagram

Purchase order invoice processing data flow

Invoice Session Totals PLPVS — 1 record per session

Invoice Header PLPVH — 1 or more records per session

1 or more records per header record — Invoice Purchase Order Detail PLPPO

1 or more records per purchase order detail record — Invoice Detail PLPVD

Note Pad PLPNP — 0 or 1 record per header record

0 or 1 record per detail record — Invoice Detail User Fields PLPV1

Invoice Detail Tax Data PLPV3 — 0 or 1 record per detail record

Figure 5-6: Purchase order invoice processing data flow diagram

Proof and post processing

Overview

The proof process helps to ensure that your Infinium PL invoice data is correct before posting your invoices.

Infinium PL provides three options for posting invoices based on the value in the *Invoice Posting Level* field, USILVL, on the User Security file, PLPUS.

You assign the default posting type for all users of Infinium PL when you define entity controls. You can override the value for individual users when you define user security. For more information about entity controls and user security, refer to the "System Controls" and "Security" chapters of this guide.

The following describes the three options for posting invoices:

1   Batch
        Posts one or more sessions in a batch

2   Partial Interactive
        Posts a single session interactively when the user
        completes all invoice entries for the session

3   Interactive
        Posts individual invoices interactively as the user
        completes each invoice

If you are posting standard invoices, you can select any one of the three posting options: batch, partial interactive, or interactive. If you are posting purchase order invoices, you can select only batch or partial interactive posting.

The system updates the proof and post processing status in the following file fields:

- The *Current Status* field, VSCSTS, in the Invoice Session Totals file, PLPVS

- The *Current Status* field, VHCSTS, in the Invoice Header file, PLPVH

The system provides the following values in these fields:

0   In entry

1   In proof

2   In error

3   Posting

4   Posted

9   Locked

Proof and post high level program flow

Session Action List
PLGSSW

Batch
Posting

Interactive/
Partial Interactive
Posting

Invoice Proof
(Batch) Driver
PLGIPD1

Invoice Proof Driver
PLGIPD

Invoices Within
Session Action List
PLGINW

Session Proof
Report
PLGSPF

Prorate Detail Report
Driver
PLGPRF

Note: The posting process
uses the PL/PO Invoice
Matching program, PXGMCH,
for matching and posting
purchase order invoices only;
standard or regular invoice
posting does not require
matching.

PL/PO Invoice
Matching
PXGMCH

Prorate Detail
Report
PLGPRRPT

Post Session to
Open Payables
PLGPST

Figure 5-7: Proof and post high level program flow diagram

Proof data process

Overview

This topic provides the following information:

- Proof process data flow
- Proof process data flow file descriptions
- Steps in the proof process

Proof process data flow diagrams
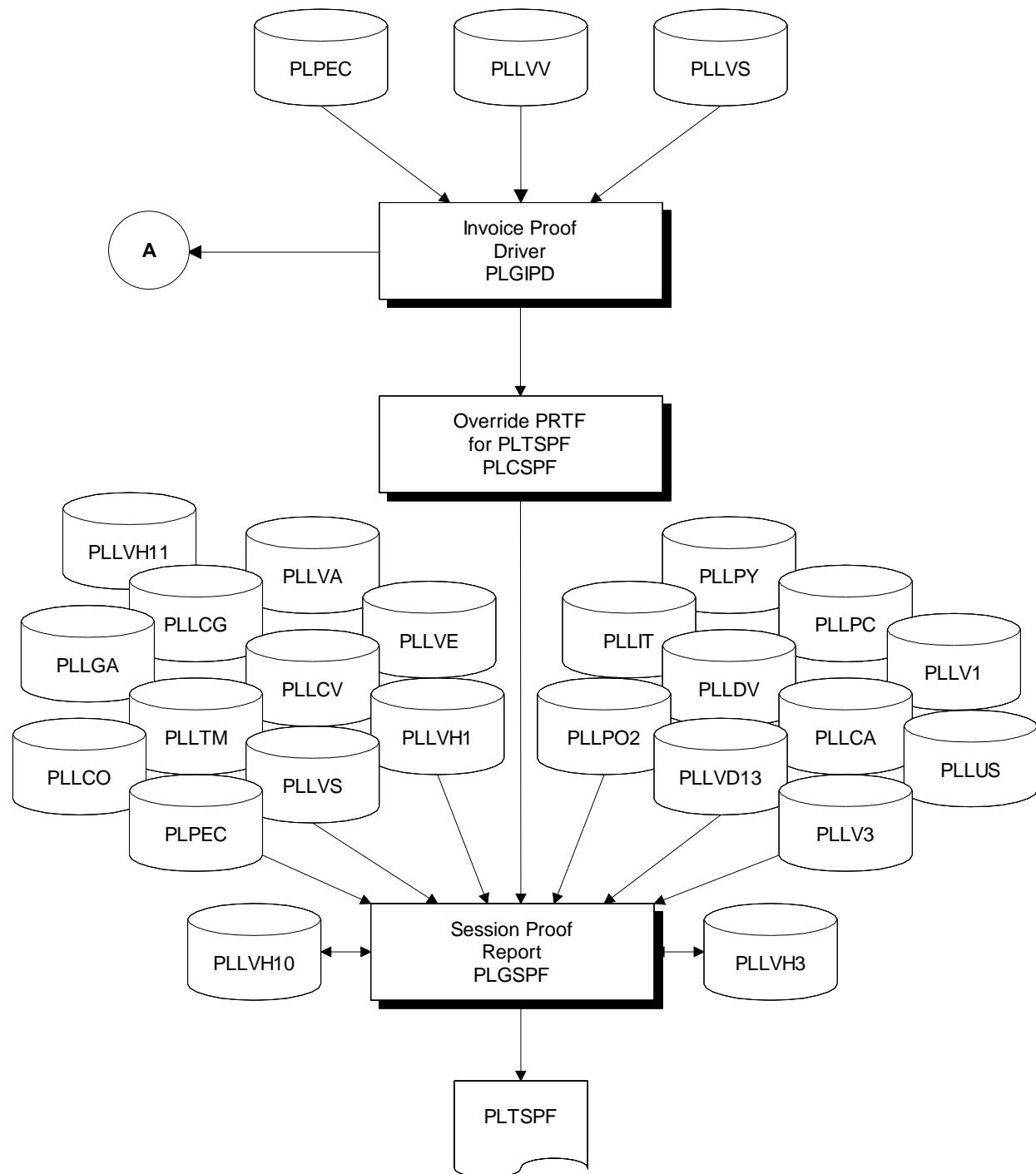
Figure 5-8: Proof process data flow diagram 1
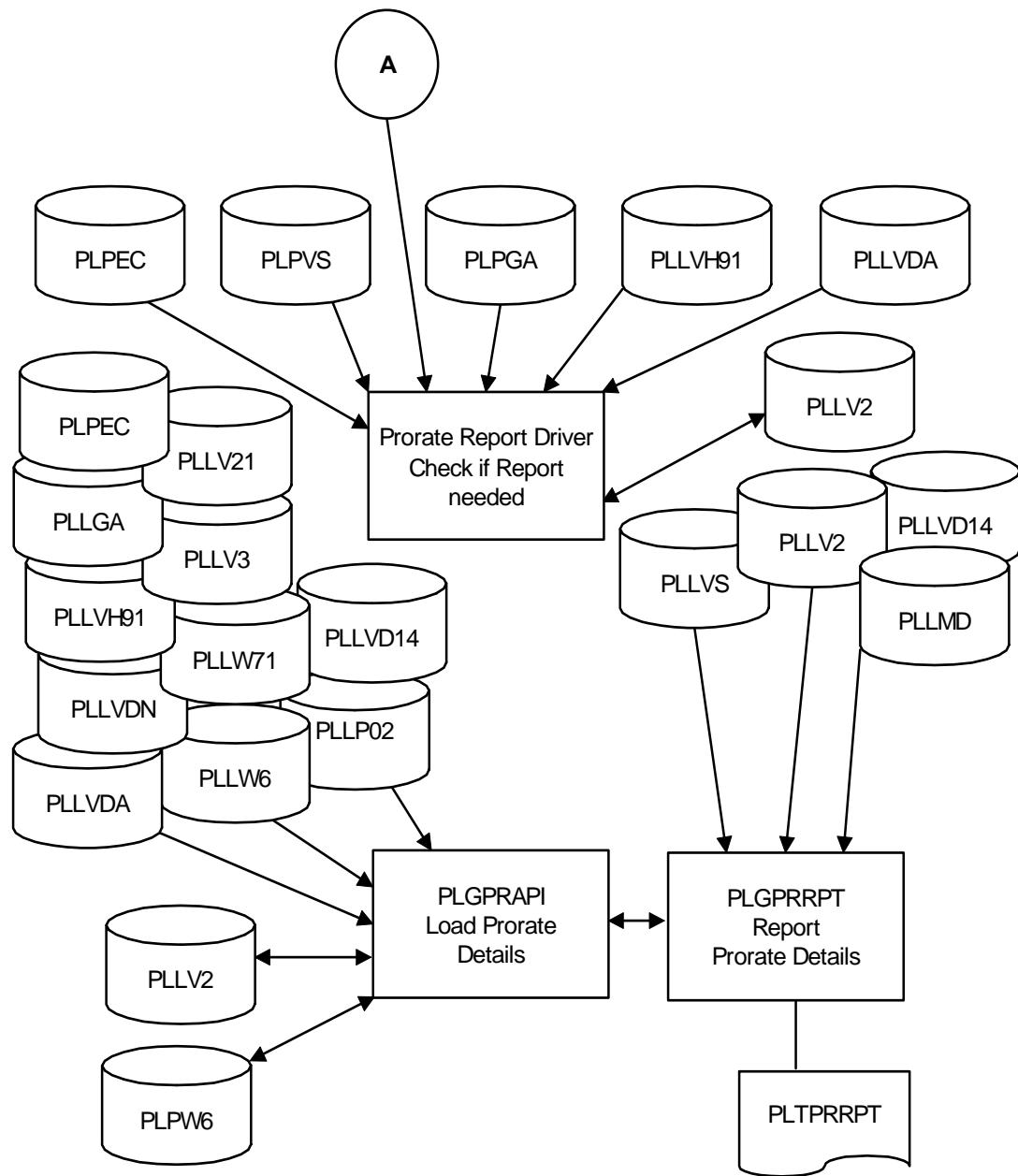
Figure 5-9: Proof process data flow diagram 2

Proof process data flow file descriptions

The table below lists the physical files, logical files, file descriptions, file use (input, output, or update), and keys for the proof data flow.

Proof process data flow file descriptions

File	Logical	Description	Use	Key
PLPCA	PLLCA	Processing Currency Accounts file	I	CACO CADIVN CACURR
PLPCG	PLLCG	Companies in Company Group file	I	CGCOGP CGCO CGGDIVN
PLPCO	PLLCO	Company Controls file	I	COCO
PLPCV	PLLCV	Code Values file	I	CVCTYP CVCVAL CVCO
PLPDV	PLLDV	Division Controls file	I	DVCO DVDIVN
PLPEC	Not Applicable	Entity Controls file	I	Not Applicable
PLPGA	PLLGA	Accounting Groups file	I	GACO GADIVN GADAGP
PLPIT	PLLIT	Vendor Global Tax Controls file	I	ITVEND ITVDFT
PLPPC	PLLPC	Calendar Controls file	I	PCCLND PCEXYR
PLPPO	PLLPO2	Invoice Purchase Order Detail file	I	POAUDT POPOID POSEQ PORCNO POLOG POCGST POCGSQ
	PLLPO1		I	POAUDT
PLPMD	PLLMD	Distributions Group Distribution Detail file	I	MDDMDL
PLPPY	PLLPY	Vendor Payment Controls file	I	PYVEND PYPTYP
PLPTM	PLLTM	Terms Code Controls file	I	TMTERM
PLPUS	PLLUS	User Security file	I	USUSER

Proof process data flow file descriptions

File	Logical	Description	Use	Key
PLPVA	PLLVA	Vendor Address Controls file	I	VAVEND VASTYP
PLPVD	PLLVDA	Invoice Detail file	I	VDAUDT VDLTYP VDNMBR
	PLLVD14		I	VDSESN VDAUDT VDPO VDSEQ VDLOG VDCGST VDCGSQ VDLTYP
	PLLVD13		I	VDSESN VDAUDT VDPO VDSEQ VDRCNO VDLOG VDCGST VDCGSQ VDLTYP
	PLLVD3		I	VDVECO VDIREF VDSESN
	PLLVDN		I	VDNMBR
PLPVE	PLLVE	Vendor Base Data Controls file	I	VEVEND omit: VEMDLF NE **1**
PLPMG	PLLMG	Message Controls file	I	MGMTYP MGLNGC
PLPMT	PLLMT	Message Text file	I	MTMTYP MTLNGC MTSEQN

Proof process data flow file descriptions

File	Logical	Description	Use	Key
PLPVH	PLLVH1	Invoice Header file	I	VHSESN VHVECO VHIREF omit: VHTYP = **5**
	PLLVH		U	VHVECO VHIREF VHAUDT
	PLLVH10		U	VHVECO VHIREF VHAUDT omit: VHTYP = **5**
	PLLVH11		I	VHVEND VHINVN VHIDTE
	PLLVH91		I	VHSESN VHVEHD
PLPVS	PLLVS	Invoice Session Totals file	I	VSSESN omit: VSCSTS = **4**
PLPV1	PLLV1	Invoice Detail - User Fields file	I	V1AUDT V1NMBR
PLPV2	PLLV21	Prorate Detail workfile	I	V2AUDT V2PO V2PRSQ V2PRCS
	PLLV2		U	V2AUDT V2NMBR
PLPV3	PLLV3	Invoice Detail - Tax Data file	I	V3AUDT V3NMBR

Proof process data flow file descriptions

File	Logical	Description	Use	Key
PLPW6	PLPW6	Invoice Purchase Order Detail workfile	U	N/A
	PLLW6		I	W6AUDT W6POID W6SEQ W6RCNO W6LOG W6CGST W6CGSQ W6TYPE
PLPW7	PLLW71	Invoice Purchase Order Distributions workfile	I	W7AUDT W7PO W7SEQ W7LOG W7CGST W7CGSQ

Steps in the proof process

Infinium PL performs the following steps during the proof data process:

1 Controls proof processing for invoices and sessions

PLGIPD, the Invoice Proof Driver program, controls the proof process for both invoices and sessions. The program provides task coupler data for sessions and then calls the Override PRTF for PLTSPF program, PLCSPF, for both sessions and invoices within sessions.

2 Calls the Pre-proof User Exit program

The Invoice Proof Driver program, PLGIPD, calls the pre-proof user exit program specified in the *Pre-proof program* field, ECPG10, on the Entity Control file, PLPEC. If the field is blank, the proof program proceeds to the next step without performing any pre-proof processing.

PLGIPD passes the following parameters:

Parameters for the call to ECPG10

Field	Description
QQSESN	Invoice session number
QQVECO	Company
QQIREF	Internal reference
PROFOK	Valid proof flag
ADJSSN	Adjustment session number
CLDFRM	Called from

3 Overrides the printer file

The Override PRTF for PLTSPF program, PLCSPF, overrides the default printer file and then calls the Invoice Proof Report program, PLGSPF.

4 Determines the type of proof

The Invoice Proof program, PLGSPF, determines the type of proof to perform based on the following types of invoice session:

- Adjustment invoice session
- Standard invoice session
- Purchase order invoice session

5 Proofs the data

PLGSPF performs validation checks as listed in the table below.

Data proofed by PLGSPF

Data	Conditions verified
Session Header	Projected session count equals the actual session count
	Projected session amount equals the actual session amount
	Projected session discount equals the actual session discount
	Entry method exists
	Entry method is **0**, **1**, **5**, **6**

	0 = Standard
	    1 = High Volume
	    5 = Bills
	    6 = PO/Receipt

	Entry method of **6** - PO/Receipt
	Verify that user is not a PL only user
	Entry method of **6** - PO/Receipt
	Verify that Purchasing/Payables is on at entity
	Entry method of **1** - High Volume
	Verify that Invoice Posting is not **3** - Interactive
Invoice Header	Reference invoice exists
	Invoice type exists
	Invoice type is **1**,**2**,**3**, or **4**

	1 = Invoice
	    2 = Internal memo
	    3 = External memo
	    4 = Bill

	Invoice ID exists if invoice ID flag is **1**
	Invoice date exists
	Invoice is valid
	Vendor is not valid if single use vendor has already been used
	Routing code exists

Data proofed by PLGSPF

Data	Conditions verified
	Routing code is active
	Reason code is valid
	Reason code is active
	Approval code is valid
	Approval code is active
	Approval date is verified if entered
	Effective accounting date is valid
	Single use vendor is not valid if user disallows single use vendors
	Due date is valid
	Net due date is not less than invoice date
	Accounting group exists
	Accounting group exists for company/division
	Accounting group is active
	Validate accounting group currency against invoice currency and invoice base currency
	Purchase order number exists
	Remit to address exists
	Remit to address is valid
	Remit to address is active
	Verify document subtype
	Validate hold invoice check
	Validate print invoice covers
	Validate critical level
	Tax reporting is valid
	Tax reporting is active
	Validate tax reporting amount is valid

Data proofed by PLGSPF

Data	Conditions verified
Vendor	Vendor number exists
	Vendor is valid
	Vendor is active
	Factor number is not equal to vendor number
	Factor number is active
	Payment type is valid for vendor
	Payment type is active
Company/Division	Company exists
	Company is valid
	Company is active
	Division exists
	Division is valid
	Division is active
	Effective accounting date is valid
	Company/division allows this vendor
	Company/division invoice exists for vendor company group
	Company/division allows this user
	Terms code is valid
	Terms code is active
Discount	Discount amount is not greater than invoice amount
	Discount amount is valid
	Discount amount is not greater than 100%
	Discount percent is positive
	Discount amount exists if discount due date is defined
	Discount date exists
	Discount date is not before invoice date
	Discount date is not after net due date

Data proofed by PLGSPF

Data	Conditions verified
Tax	Tax authority is a valid Infinium GT authority
	Exchange rate is valid for requested period
	Tax authority exists if tax amount is defined
	Tax rate code exists
	Tax authority exists if rate code is defined
	Tax rate code is valid
	Tax period controls exist
	Tax rate type is valid for requested effective date
	Tax history details are valid
	Tax invoice details exist if tax date is defined on header
Currency	Currency code is valid for this company/division
	Invoice currency restrictions exist for vendor
	Invoice currency restrictions exist for vendor address
	Currency code exists
	Currency code is valid and active
	Rate type is valid
	Exchange rate is active
	Rate type exists if tax authority is defined
	Payment currency exists
	Payment currency code exists
	Payment currency is valid and active
	Payment currency restrictions exist for vendor and factor
	Payment currency restrictions exist for vendor address and factor address
	Invoice to base rate lock is valid value of **0**, **1**, **2**
	Exchange rate must be positive

Data proofed by PLGSPF

Data	Conditions verified
Invoice Header and Invoice Expense User Fields	User fields 1 - 4 data maximum length is valid
	User fields 1 - 4 data minimum length is valid
	User fields 1 - 4 code type is valid
	User fields 1 - 4 code type is active
	User fields 1 - 4 value exists, if required
	User fields 5 - 7 value exists, if required
	User date is valid

Data proofed by PLGSPF

Data	Conditions verified
Invoice Detail	Expense year/period is valid
	Expense year/period is active
	Accounting group exists
	Accounting group exists for company/division
	Accounting group is active
	Accounting company exists
	Distributions exist for invoice
	Total distribution amount is not zero when total invoice amount is not zero
	Total distribution amount equals invoice amount
	Job code is valid
	Job code is active
	Vendor number must be the same as on invoice header
	Invoice company must be the same as on invoice header
	Invoice division must be the same as on invoice header
	Invoice reference number must be the same as on invoice header
	Invoice audit number must be the same as on invoice header
	Close to GL status flag valid values are **0**, **1**, **2**
	Prorations used flag valid values are **0**, **1**, **3**
	Posted to PL valid values are **0** and **1**
	Invoice detail rate lock valid values are **0** and **1**

Data proofed by PLGSPF

Data	Conditions verified
Account	Account is valid and active
	Account is not statistical
	Account company number is valid
	Account number exists
	Account is a posting account
	Account allows this currency
	Account company exists with accounts already set up
	Account allows intercompany processing
	Account does not exceed debit/credit posting limits
	Account currency matches either invoice currency or account company currency
	Account company allows multi-currency processing
	Account is valid for year/period
	Account requires project accounting information
Intercompany	Intercompany code value is defined
	Intercompany code value is active
	Intercompany table is defined in GLPIT
	User is authorized to use intercompany table
	Intercompany table pair exists
	Intercompany table pair is active
Prorate Details	Check that details equal PO totals for distributions and additional charges
	Check that include in cost detail matches sum of parent charge
	Validate tax authorities and tax codes passed from purchasing
	Check validity of include in cost account numbers
General	Incorporate all interactive edit checks into proof report

Proof process warning messages

PLGSPF issues a warning message if any of the following conditions exist:

- Invoice has a factor

- Invoice is held

- Invoice contains a critical level

- One payment will be created for this invoice if separate checks flag is on

- Vendor is in litigation

- Invoice amount is greater than vendor maximum amount

- Invoice amount is less than vendor minimum amount

- Accounting period/year differs from division period/year

- Invoice has tax entries and vendor is tax exempt

- Check for duplicate invoice

6 Writes a Record to the Session Proof Report, PLTSPF

7 Calls the Prorate Report Driver program

The Prorate Report Driver program, PLGPRF, checks to see if prorate or include in cost details are present. If they are present, the Prorate Detail Report program, PLGPRRPT, runs.

8 Calls the Post-proof User Exit program

The Invoice Proof Driver program, PLGIPD, calls the post-proof user exit program specified in the *Post-proof program* field, ECPG11, on the Entity Control file, PLPEC. If the field is blank, the proof program performs no further processing. PLGIPD passes the following parameters:

Parameters for the call to ECPG11

Field	Description
QQSESN	Invoice session number
QQVECO	Company
QQIREF	Internal reference
PROFOK	Valid proof flag
ADJSSN	Adjustment session number
CLDFRM	Called from

Posting data process

Overview

This topic provides information about the posting data process and includes:

- Posting process data flow
- Posting process data flow file descriptions
- Steps in the posting process

Posting process data flow diagrams
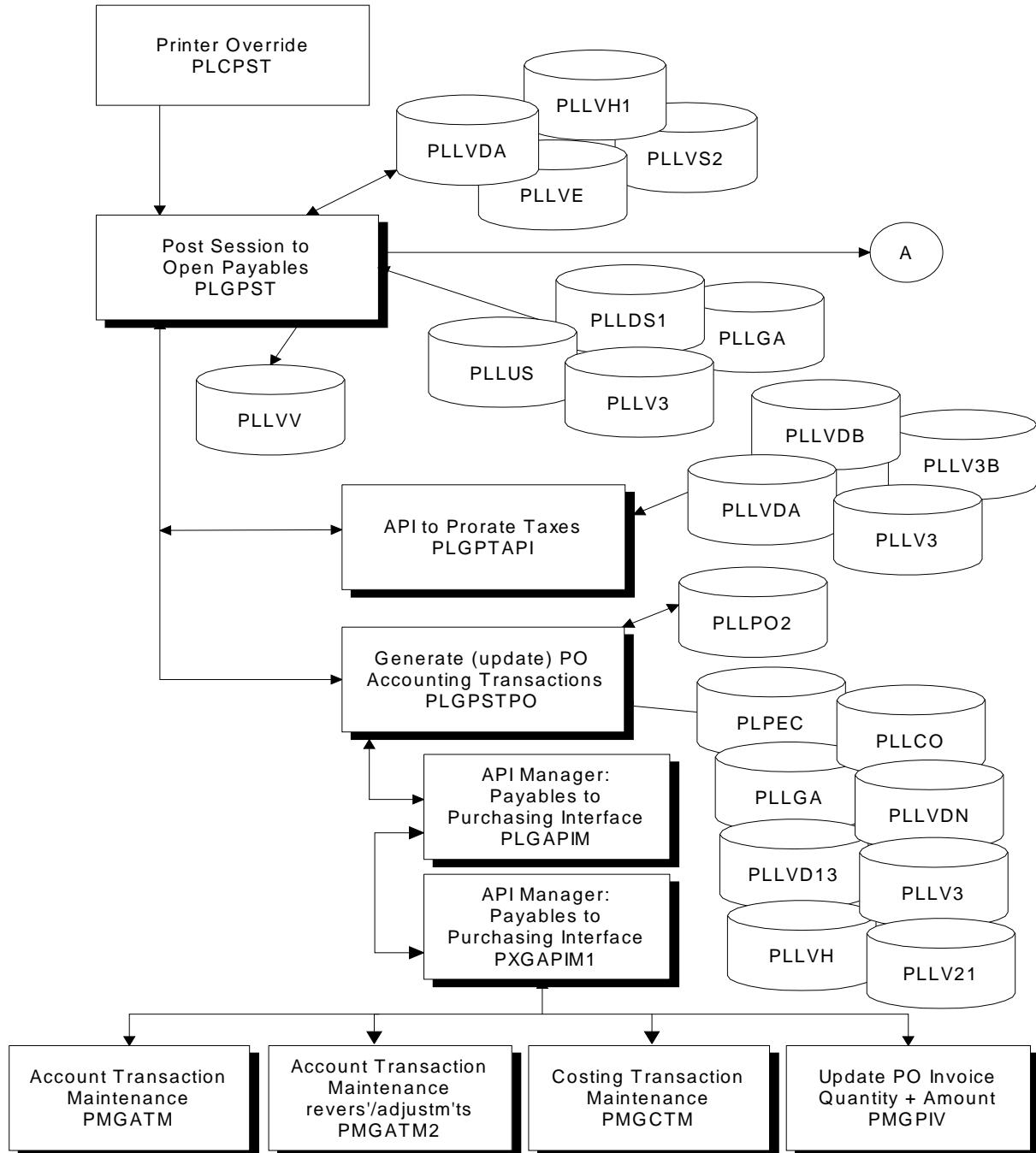
Figure 5-10: Posting process data flow diagram 1
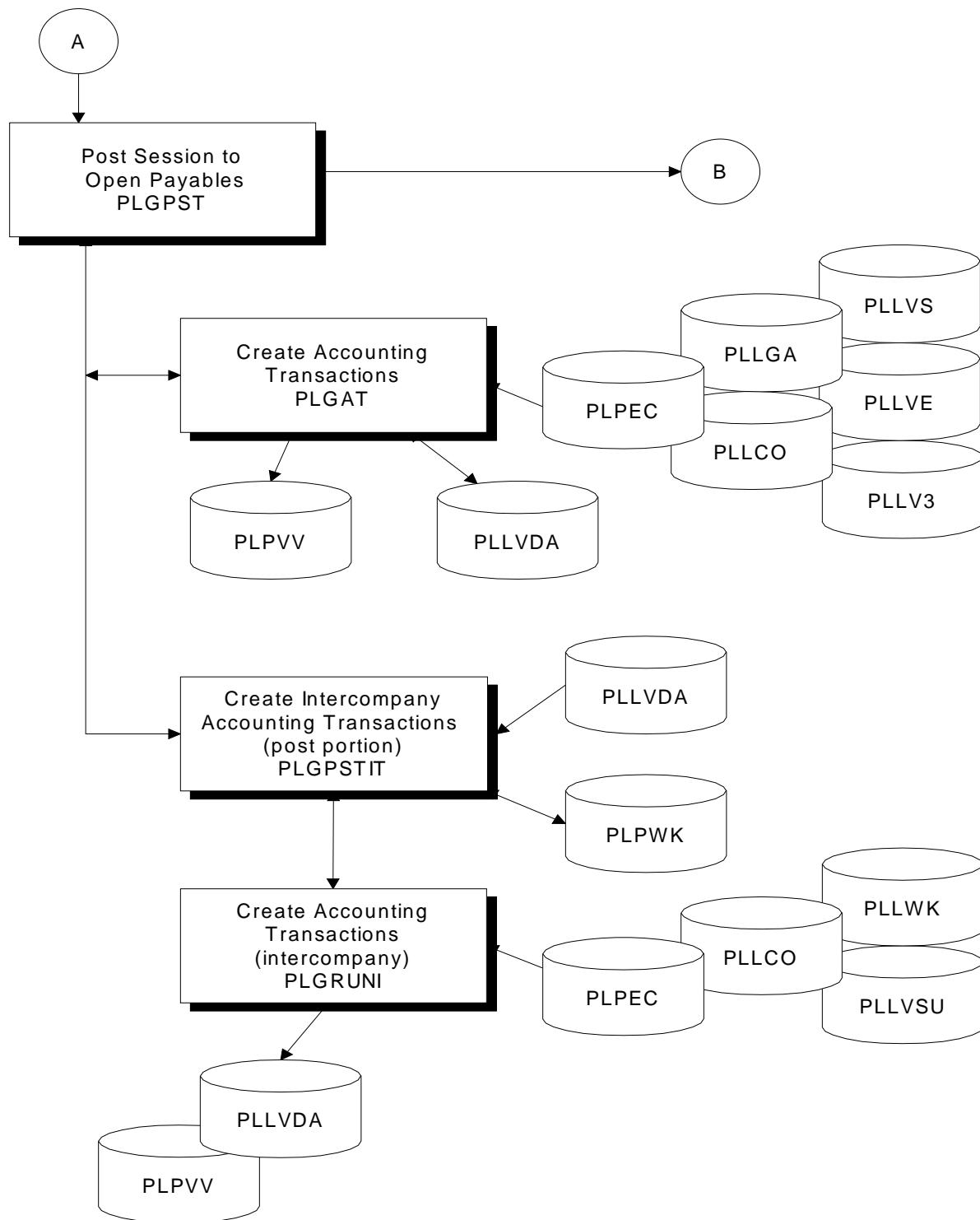
Figure 5-11: Posting process data flow diagram 2
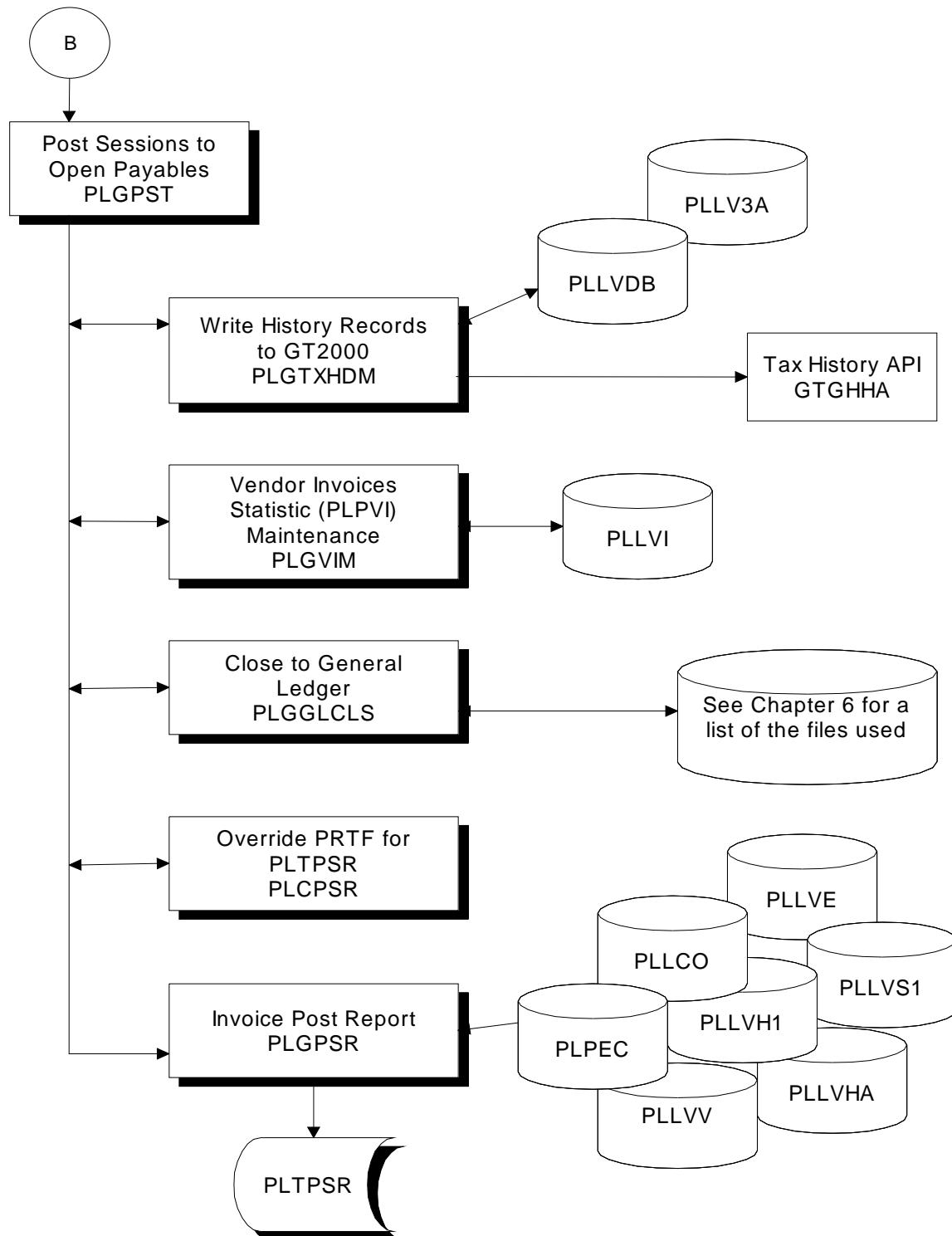
Figure 5-12: Posting process data flow diagram 3

Posting process data flow file descriptions

The table below lists the physical files, logical files, file descriptions, file use (input, output, or update), and keys for the posting process data flow.

Posting process data flow file descriptions

File	Logical	Description	Use	Key
Infinium PL				
PLPCO	PLLCO	Company Controls file	I	COCO
PLPEC	Not Applicable	Entity Controls file	I	Not Applicable
PLPGA	PLLGA	Accounting Groups file	I	GACO GADIVN GADAGP
PLPPO	PLLPO2	Invoice Purchase Order Detail file	I/U	POAUDT POPOID POSEQ PORCNO POLOG POCGST POCGSQ
PLPUS	PLLUS	User Security file	I	USUSER
PLPDS	PLLDS1	Discounts chain file	I	DSAUDT
PLPVD	PLLVDA	Invoice Detail file	I/U	VDAUDT VDLTYP VDNMBR
	PLLVDB		U	VDAUDT VDNMBR
	PLLVDN		I	VDNMBR
	PLLVD14		I	VDSESN VDAUDT VDPO VDSEQ VDLOG VDCGST VDCGSQ VDLTYP

Posting process data flow file descriptions

File	Logical	Description	Use	Key
Infinium PL				
PLPVE	PLLVE	Vendor Base Data Controls file	I/U	VEVEND select: VEMDLF NE **1**
PLPVH	PLLVH	Invoice Header file	I	VHVECO VHIREF VHAUDT
	PLLVHA		I	VHAUDT
	PLLVH1		I/U	VHSESN VHVECO VHIREF omit: VHTYPE = **5**
	PLLVH9		I	VHVECO VHIREF VHAUDT omit: VHTYPE <> **5** VHCSTS < = **4**
PLPVI	PLLVI	Vendor Invoice Summary file	U	VIVEND VIITYP VIVCUR VIVECO VIDIVN VIEXYR VIEXMN
PLPVS	PLLVS	Invoice Session Totals file	I	VSSESN omit: VSCSTS = **4**
	PLLVSU		I	VSUSER VSSESN
	PLLVS1		I	VSSESN select: VSCSTS = **4**
	PLLVS2		U	VSSESN

Posting process data flow file descriptions

File	Logical	Description	Use	Key
Infinium PL				
PLPVV	PLLVV	Task Coupler file	I/O	VVJOBN VVJBNQ VVDTEQ VVTIMQ
PLPV3	PLLV3	Invoice Detail - Tax Data file	I/U	V3AUDT V3NMBR
	PLLV3A		U	V3AUDT V3NMBR V3TXDT V3TXTS
	PLLV3B		U	V3AUDT V3PRO
PLPWK	PLLWK	Workfile	I	WKVECO WKDIVN WKIREF WKCTCO WKACGP WKEXMN WKEXYR WKTCUR
PLPV2	PLLV2	Prorated Detail workfile	U	V2AUDT V2NMBR
	PLLV21		I	V2AUDT V2PO V2PRSQ V2PRCS
PLPW6	PLLW6	Invoice Purchase Order Detail workfile	I/U	W6AUDT W6POID W6SEQ W6RCNO W6LOG W6CGST W6CGSQ W6TYPE

Posting process data flow file descriptions

File	Logical	Description	Use	Key
Infinium PL				
PLPW7	PLLW71	Invoice Purchase Order Distributions workfile	I	W7AUDT W7PO W7SEQ W7LOG W7CGST W7CGSQ

Posting process data flow file descriptions

File	Logical	Description	Use	Key
Infinium GT				
GTPCV	GTLCV	Code Value file	I	CVTYPE CVCODE
GTPEC	Not Applicable	Entity Control file	U	Not Applicable
GTPHD	GTLHD	Tax History Detail Record file	U	HDHDT HDNBR
	GTLHD1		I	HDHDT HDCDE
GTPHE1	GTLHE1	Tax History Detail Extension file	U	E1HDT E1NBR
GTPHH	GTLHH1	Tax History Header file	U	HHLG HHVCO HHVDIV HHINUM HHVSEQ
GTPPC	GTLPC	Tax Period Control file	I	PCBDY PCRN PCYR
GTPTB	GTLTB	Tax Authority file	I	TBBDY
GTPTR	GTLTR	Registration Number file	I	TRBDY TRRN

Steps in the posting process

Infinium PL performs the following steps during the posting data process:

1 Determines the calling program

The calling program for posting invoices is one of the following:

- Invoice Proof (Batch) Driver program, PLGIPD1, for batch posting
- Invoices Within Session Action List program, PLGINW, for partial interactive posting

2 Runs the proof process

The calling program calls the Invoice Proof Driver program, PLGIPD, which in turn calls the Session Proof Report program, PLGSPF, to validate the data before posting. If errors exist in the data, PLGSPF generates a proof report.

Parameters for the call to PLGIPD

Field	Description
QQJOBN	Job name = *BLANKS
QQJBNQ	Job number = *BLANKS
QQDTEQ	Date = *BLANKS
QQTIMQ	Time = *BLANKS
QQSESN	Invoice header session number
QQVECO	Company
QQIREF	Internal Reference
PSTLVL	Posting level
PROFOK	Valid proof flag
ADJSSN	Adjustment session number

Parameters for the call to PLGSPF

Field	Description
PPSESN	Session number
PPVECO	Company
PPIREF	Internal reference

Parameters for the call to PLGSPF

Field	Description
PROFOK	Posting flag
ADJSSN	Adjustment session number
CLDFRM	Called from

Parameters for the call to PLGPRF

Field	Description
PARMSESN	Proof session number
PROFOK	Proof okay flag

Parameters for the call to PLGPRRPT

Field	Description
VHREC	VH record data structure
W6REC	PO record data structure
W7REC	VD/V3 data structure
QQDIEM	Invoice session type
QQCTL	Open, close, or run report
QQMSG	Error message ID
WORKDATA	Data structure of prorated records
OCCURSFLAG	Occurrence data structure error flag
$ACTN	Action code

3 Determines next call

The calling program does one of the following:

- If you are posting purchase order invoices, calls the PL/PM Invoice Matching program. Go to Step 4.

- If you are posting standard invoices, calls the Post Session to Open Payables program, which calls the pre-post user exit program. Go to Step 5.

4 Calls the PL/PM Invoice Matching program

If you are posting purchase order invoices, the calling program calls the PL/PM Invoice Matching program, PXGMCH, to compare purchase order and/or receipt information in the purchasing system with invoice header and detail information in the payables system. Go to Step 5.

Parameters for the call to PXGMCH

Field	Description
VHRCD	Invoice header record
IWFLAG	Error flag
IWCTYP	Call type (batch or interactive)
IWREC	Process flag
USMTCH	Warning override flag

5 Calls the Pre-post User Exit program

The Post Session to Open Payables program, PLGPST, calls the Pre-post user exit program specified in the *Pre-posting program* field, ECPGM2, on the Entity Control file, PLPEC. If the field is blank, the post program does not perform any pre-post processing. Go to Step 6.

Parameters for the Call to ECPGM2

Field	Description
VSSESN	Invoice session number
QQVECO	Company
QQIREF	Internal reference
DSREC	Prompt return values
CALPGM	Calling program
CLDFRM	Called from
POSTOK	Posting flag

6 Determines the type of post

Determines whether to post a single interactive invoice or invoices within one or more sessions.

7 Updates the current status

Updates the *Current Status* field, VHCSTS, on the Invoice Header file, PLPVH, with a value of **3** to indicate that the invoice is posting.

Calls PLGPSTRE, Enable Posting Recovery program, to write records to the following workfiles based on the invoice:

- PLPVDW

- PLPV2W

- PLPV3W

8 Determines next calls

The calling program does one or more of the following:

- If you are posting purchase order invoices, calls the Post Session to Open Payables program, which calls the PO Accounting Transactions program, PLGPSTPO.

- If you are posting prorated invoices, calls the API for Prorate Charges program, PLGPTAPI.

- If you are posting include in cost PO invoices, calls the API to Post Include in Cost Details, PLGPRAPI, calling PLGPRPST.

9 Updates purchasing accounting transactions

If you are posting purchase order invoices, the Post Session to Open Payables program, PLGPST, calls the Generate PO Accounting Transactions program, PLGPSTPO, to update accounting transactions, costing information, and inventory data for purchasing. Go to Step 11.

Parameters for the call to PLGPSTPO

Field	Description
VHREC	Invoice header record
PATH	Session or Adjustment
XXDIEM	Type of session

10 Prorates taxes

Calls the API for Prorate Charges program, PLGPTAPI, to prorate tax amounts across invoice distributions. Calls the API for Prorate Additional Charges program, PLGPRAPI, to prorate additional charge amounts across expense distributions. Go to Step 12.

Post Include in Cost Detail, PLGPRPST

Calls the API to Post Include in Cost PO Invoices with the QQCTL flag set to post. Calls PLGPRPST, reads through the PLPV2 file, and writes all V2 records to PLPVD. Deletes summary level corresponding PLPVD records. PLGPRAPI then deletes the PLPV2 records just processed.

11 Creates payables accounting transactions

Calls the Create Accounting Transactions program, PLGAT, to generate AP Trade liability accounting transactions.

Parameters for the call to PLGAT

Field	Description
VHREC	Invoice header record
PATH	Session or Adjustment
ADJSSN	Adjustment number
ZZPARM	Task coupler record key

12 Updates intercompany transactions

Calls the Create Intercompany Accounting Transactions (Post Portion) program, PLGPSTIT, and the Create Intercompany Transaction program, PLGRUNI, to create intercompany records.

Parameters for the call to PLGPSTIT

Field	Description
VHREC	Invoice header record
DSREC	Prompt return values
MPGM	Calling program
CLDFRM	Called from
ADJSSN	Adjustment number
ZZPARM	Task coupler record key

Parameters for the call to PLGRUNI

Field	Description
VHREC	Invoice header record

Parameters for the call to PLGRUNI

Field	Description
DSREC	Prompt return values
MPGM	Calling program
RQS	Transaction type
ADJSSN	Adjustment number
ZZPARM	Task coupler record key

13 Writes tax entries

Calls the Write History Records to GT2000 program, PLGTXHDM, to write tax records to Infinium GT.

Parameter for the call to PLGTXHDM

Field	Description
VHREC	Invoice header record
QQCODE	Accounts retrieval API code

14 Marks records posted

PLGPST performs the following update procedures:

a Updates the value in the *Current Status* field, VHCSTS, on the Invoice Header file, PLPVH, to **4** to indicate that the invoice is posted.

b Updates the *Posted to PL* field, VDPOST, for each appropriate transaction record on the Invoice Detail file, PLPVD, with a value of **1** to indicate that the transaction records are posted.

c If the vendor is a single use vendor, the program updates the *Single Use History Flag* field, VESUVI, on the Vendor Base Data Controls file, PLPVE, with a value of **1**.

15 Updates vendor statistics information

Calls the Vendor Invoice Statistics, PLPVI, Maintenance program, PLGVIM, to update the vendor statistics information on the Vendor Invoice Summary file, PLPVI.

Parameters for the call to PLGVIM

Field	Description
ADDINF	Add data flag = **A**
VHRCD	Invoice Header record

16 Updates the session record

Before PLGPST can update the session record, the session data must meet the following criteria:

- The post contains no errors.

- The value in the *Invoice Posting Level* field, USILVL, is not equal to **3** (interactive).

- The transaction is not an adjustment.

- The transaction is not a registered invoice.

If the session meets all of the criteria listed, then PLGPST performs the following steps:

a Calls PLGPSTRE, Enable Posting Recovery program, to delete records in the following workfiles for posting:

- PLPVDW

- PLPV2W

- PLPV3W

b Updates the *Current Status* field, VSCSTS, on the Invoice Session Totals file, PLPVS, with a value of **4** to indicate that the session is posted.

c Updates the *Not Closed Accounting Records* field, VSNCVD, with a value of **1** - not closed.

d Unlocks the session.

If the session contains one or more errors, the program updates VSCSTS with a value of **2** to indicate that the session is in error.

If the session is free of errors but does not meet the remaining criteria, the program updates VSCSTS with a value of **3 -** posting. After running additional validation procedures, the calling program updates VSCSTS to a status of posted.

17 Runs the Close to the General Ledger program

If the *GL Posting Flag*, ECGLPS, on the Entity Control file, PLPEC, is on (equal to **1**), the program calls the Close to General Ledger program, PLGGLCLS, to close the posted transactions to the general ledger.

Parameters for the call to PLGGLCLS

Field	Description
SBJOBN	Job name
SBJOB#	Job number
SBDATE	Date
SBTIME	Time

The post program does not automatically close interactive, adjustment, or registered invoices at this point. The calling program will close these invoices if the value in ECGLPS is **1**.

For more detailed information about the close process, refer to the "Close and Transfer to the General Ledger" chapter of this guide.

18 Calls the Post-post program

After all standard posting procedures are complete, the post program calls the user-defined program in the *Post-posting Program* field, ECPGM3, on the Entity Control file, PLPEC. If this field is blank, the process performs no further posting procedures.

Parameters for the call to ECPGM3

Field	Description
VSSESN	Invoice session number
QQVECO	Company
QQIREF	Internal reference
DSREC	Prompt return values
CALPGM	Calling program
CLDFRM	Called from
POSTOK	Posting flag

19 Returns to the calling program

The calling program runs additional routines that handle the posting of interactive invoices, registered invoices, and adjustments.

20 Calls the Post Report program

The calling program calls the Override PRTF for PLTPSR program, PLCPSR, to override the printer file for the report and to call the Invoice Post Report program, PLGPSR. PLGPSR generates the post report.

Parameters for the call to PLGPSR

Field	Description
VVJOBN	Job name
VVJBNQ	Job number
VVDTEQ	Date
VVTIMQ	Time

Posting recovery process

Overview

If a session is inadvertently removed from a job queue or an abnormal termination occurs during the posting process, you can review and correct the status of this session through the *Update invoice session status* menu option.

The Update Invoice Session Status program, PLGUIS, controls the processing within this function.

Accessing the update invoice session status screen

To access the Update Invoice Session Status screen, perform the following steps:

1   From the main menu, select *Supervisor Tasks*.

2   Select *Update invoice session status* [UIS]. The system displays a screen similar to Figure 5-13.

The subfile on this screen displays all of the unposted sessions within Infinium PL. The subfile does not display sessions or invoices that post successfully.

```
   7/29/2008  14:57:26    Update Invoice Session Status     PLGUIS      PLDUIS
  _____
  Type options and press Enter.

    8=Display additional information
   21=Recalculate session totals     22=Update session status

 Option  Session  User          Reference    Source      Count   Status    Match
   Loc   _____  _____    _____   _____
   __          79  CGK                         PL2000             In entry
   __          78  CGK                         PL2000             In entry
   __          77  CGK                         PL2000        1    In entry
   __          76  CGK                         PL2000             In entry
   __          35  AM2000        PAQ           PL2000        2    Locked
   __          25  AM2000        7/15/00       PL2000        3    In entry
   __          24  AM2000        SBL           PL2000             In entry
   __          17  AM2000                      PL2000             Locked
   __          15  AM2000                      PL2000             Locked
   __          14  AM2000                      PL2000             Locked
   __          13  AM2000                      PL2000             Locked
                                                                      MORE...
  _____

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

Figure 5-13: Update Invoice Session Status screen

Status

The *Status* column indicates the session's current status session. This value is based on the *Current Status* field, VSCSTS, in the Invoice Session Totals file, PLPVS.

To prevent a user from making modifications to the data during the proof or post process, the proof and post programs lock the sessions. If a job is locked and then is inadvertently removed from the job queue or abnormally terminated, the status of the session is **Locked**, VSCSTS = **9**.

Locate

You can use the locate field, *LOC*, to sort the session records within the subfile. The locate feature groups the sessions that match the selection criteria at the beginning of the subfile, making it easier to view and work with the sessions.

The table below describes how PLGUIS displays the records that you select.

If you specify ...	Then, at the beginning of the subfile, PLGUIS displays ...
A session number in the *Session* field	The session

If you specify ...	Then, at the beginning of the subfile, PLGUIS displays ...
A user profile in the *User* field	All sessions created by that user
A value in the *Reference* field	All sessions identified by that reference value
A value in the *Source* field	All sessions associated with that source value

The fields within the *LOC* line are mutually exclusive so that you can use only one field at a time to locate the sessions with which you are working.

Subset

You can also select session records with the Subset function key, F17. The Subset function displays a subset of the subfile data based on the selection criteria you specify. The Subset function differs from the *LOC* function as follows:

- You can enter values for multiple selection parameters.

- The program displays only the data you specify, not the entire subfile.

After you select the session that you want to correct, you can use one of the following options:

8	Display additional information
21	Recalculate session totals
22	Update session status

For each of the options that you can use, PLGUIS performs the following validation routines:

a Checks the user's authorization to the session.

If the *Restrict to Own Sessions* field, USSESN, on the User Security file, PLPUS, contains a value of **1**, the program allows the user to work with only those sessions that the user creates.

b Checks the action list security.

If the user is not authorized to the option, the program displays an error message.

c Checks if the workstation, user profile, and job number are active.

If the session is locked and if the selected option updates the session record, the program determines if the workstation, user profile, and job number for the session are active.

If the work station, user profile, and job number are active, the program cannot unlock the session and displays an error message. The user must exit from the session.

Display

The *Display additional information* option allows you to view additional information pertaining to the session.

Recalculate

The *Recalculate session totals* option allows you to correct the system-generated totals for the session. PLGUIS displays these totals in the *Actual totals* fields on the Display additional information screen. When recalculating session totals, PLGUIS performs the following steps:

a   Sums the respective fields on the Invoice Header file, PLPVH, for an invoice within the session. The program bases its calculations on the following fields:

- *Discount 1 Suggested - ICUR* field, VHVDSC

- *Invoice Amount - ICUR* field, VHVEXP

b   Increments a record counter for the invoice count.

c   Adds the values in the calculation fields in Steps 1 and 2 to the following fields on the Invoice Session Totals file, PLPVS:

Field	Description
VSSCNT	System Count for Session
VSSAMT	System Amount for Session
VSSDSC	System Discount for Session

d   Repeats Steps 1 through 3 for each invoice record within the session and then updates the session record.

Update

The *Update session status* option allows you to correct the status of a session.

If the session is locked for posting, you must sign off the System i before the program can run the option successfully.

PLGUIS performs the following steps:

a   If PO invoices, reverses the entries in the Account Transaction file, PMPAT, which were created by Update PO Accounting Transactions program, PLGPSTPO.

Calls program PLGPSTRE to enable posting recovery with the invoice information and an action of R for reset. This program replaces PLPVD, PLPV2, and PLPV3 records with the workfile records for the invoice session from PLPVDW, PLPV2W, and PLPV3W. The workfiles PLPVDW, PLPV2W, and PLPV3W were created during the posting process.

For the detail records that are not deleted, PLGUIS resets the values in the post and close fields listed in the table below.

Field	Description	Reset value
VDPOST	*Posted to PL*	**0**
VDGSTS	*Closed to GL*	**0**
VDCLSN	*Closing Number*	**0**
VDCLYR	*Closed to Year*	**0**
VDCLMN	*Closed to Period*	**0**
VDTRNN	*Transfer Number*	**0**

b   Calls the Invoice Proof Driver program, PLGIPD, to run the proof. If the session contains errors, PLGUIS does the following:

- Updates the status to **In Error**, VSCSTS = **2**
- Generates the proof report

If the session does not contain errors, the program runs the post and generates the post report.

c   If the session status is Posted, VSCSTS = **4**, PLGUIS sends a message to indicate that no update is required.

d   If the session status is neither **Posting** nor **Posted**, PLGUIS resets the lock flag and sets the *Current Status* field to **In Entry**, VSCSTS = **0**.

Chapter 6 Payment Processing

6

The chapter consists of the following topics:

Overview of payment processing

Infinium PL uses the payment processing options to process invoices for payment. This chapter focuses on the *Process payments* menu option, which consists of both interactive and batch processing. The system displays the following options on the *Payments* menu:

- *Work with payment cycles* - Use this menu option to define sets of reusable criteria that you can use to select invoices for payment.

- *Work with payment selections* - Use this menu option to modify payment sessions in which you have selected invoices for payment.

  You can delete a session, work with the invoices in a session, select invoices, display the invoices in a session, authorize a session for payment, review errors, recalculate session totals, display session attributes, display session totals, and change the settings for the cash requirements report.

- *Process payments* - Use this menu option to generate payments and mark invoices as paid.

  You can select a session for payment, unauthorize a session, display a session, and display session totals.

- *Work with payment adjustments* - Use this menu option to adjust payments after you have paid the invoices.

  You can display a payment, display a list of paid items, display vendor information, void a payment, place a stop on a payment, unvoid a voided payment, and remove a stop payment.

- *Work with manual payments* - Use this menu option to enter manual payments or other forms of non-standard payments.

- *Work with1099/T4A adjustments* - Use this menu option to change a 1099 or T4A amount or tax code that you report

- *Void payments & reverse invoices* - Use this menu option to void a payment and reverse the original invoice.

  You can display a payment, display a list of paid items, display vendor information, void a payment, and void/reverse a payment.

Objectives

After you complete this chapter, you should be familiar with the technical aspects of payment processing, including:

- Invoice and payment processing flow

- Payment processing program flow

- Payment processing programs and files

- Payment cycles, payment processing, and payment sessions data flows, including:

  - Payment processor, PLGCHV2, program flow

  - Batch payment processing data flow

  - Batch payment process

  - Payment recovery procedures

Payment processing and program flows

Overview

This topic provides diagrams illustrating the following high level Infinium PL processing and program flows:

- Invoice and payment processing flow
- Process payments program flow

Infinium PL invoice and payment processing flow
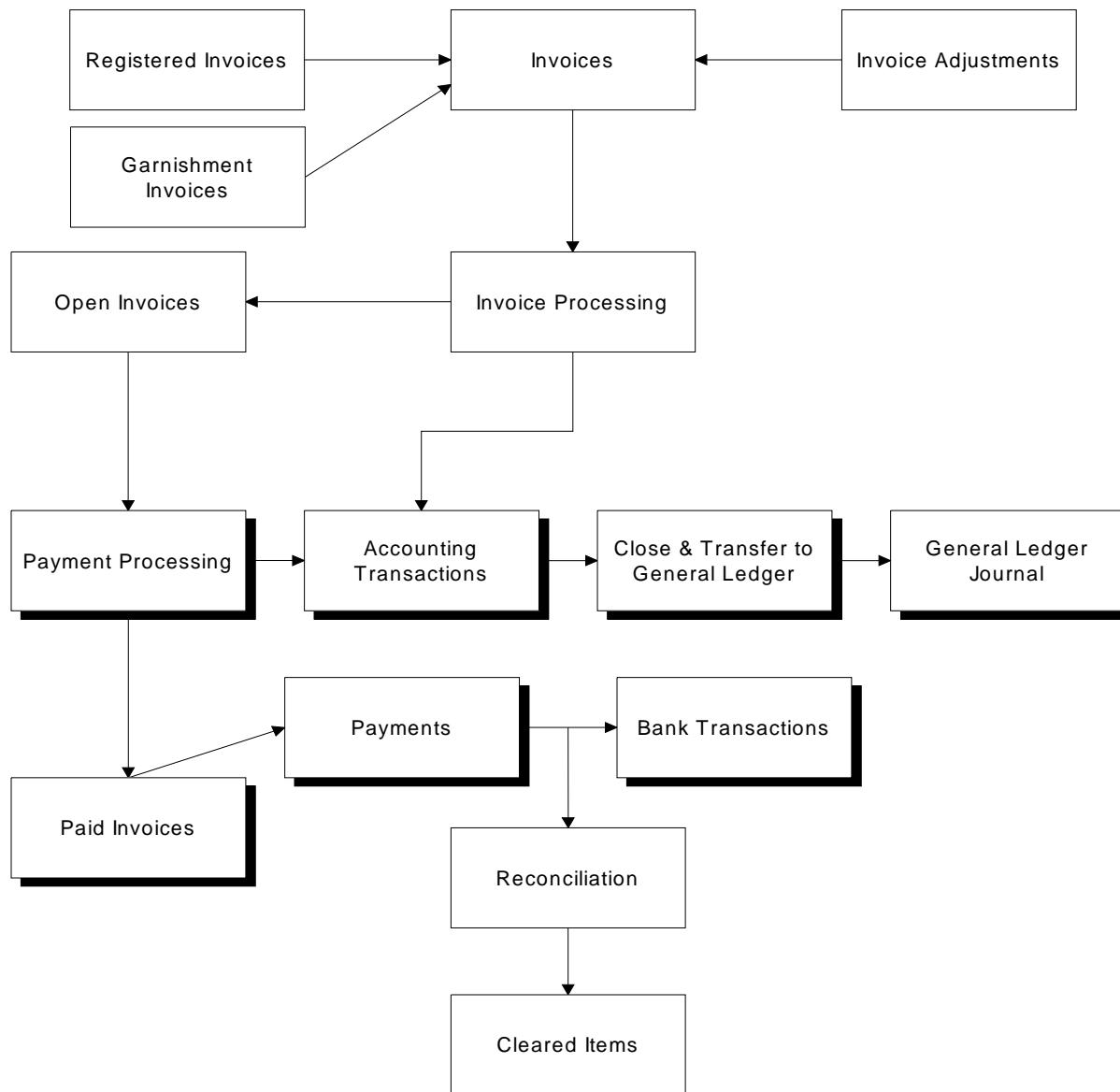
Figure 6-1: Infinium PL invoice and payment processing flow diagram

Infinium PL process payments program flow
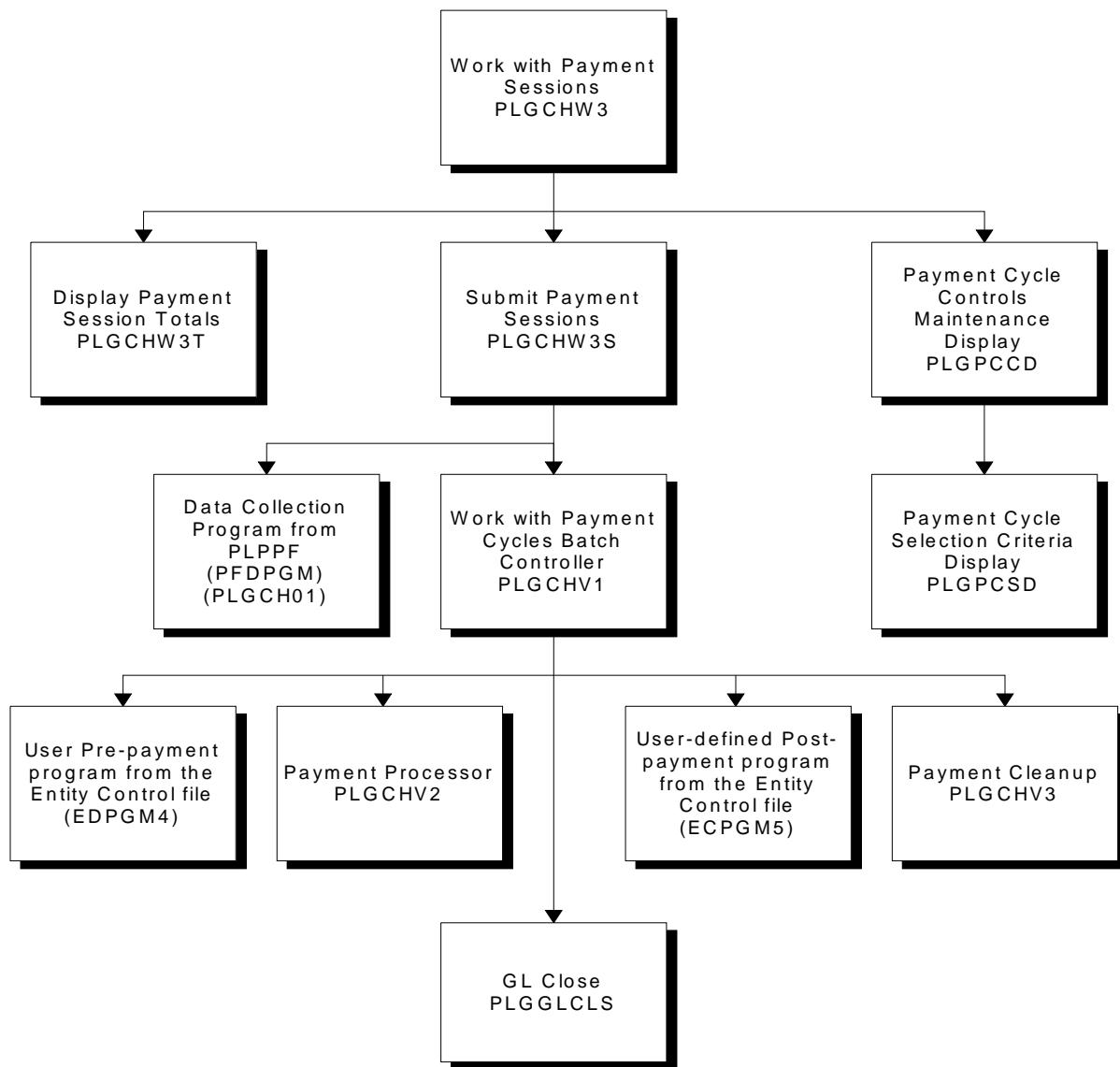
Figure 6-2: Infinium PL payment processing program flow diagram

Payment processing programs and files

Overview

This topic provides information about the programs and files used in the payment process.

Payment processing programs

When you process payments, the system uses the programs below.

Payment processing programs

Work with Payment Sessions program	PLGCHW3
Display Payment Session Totals program	PLGCHW3T
Payment Cycle Controls Maintenance Display program	PLGPCCD
Payment Cycle Selection Criteria Display program	PLGPCSD
Submit Payment Sessions program	PLGCHW3S
Prompt for Payment Method 01 program	PLGCH01
Work with Payment Cycles Batch Controller program	PLGCHV1
Payment Processor program	PLGCHV2
Payment Processor Clean Up program	PLGCHV3

You can interactively access PLGCHW3, PLGCHW3T, PLGPCCD, and PLGCHW3S directly from the *Process payments* menu option. The Work with Payment Sessions program, PLGCHW3, is the driver program for the interactive processes.

When you submit a payment session, Infinium PL calls PLGCHV1, PLGCHV2, and PLGCHV3 from the *Process payments* job control to perform the batch processing functions. The Work with Payment Cycles Batch Controller program, PLGCHV1, is the driver program for the batch processes.

The Payment Processor program, PLGCHV2, performs the major processing functions.

Files updated by payment processing programs

The table below provides the payment processing programs that perform file updates and the files updated by those programs.

Program	Files updated by program	
PLGCHW3	Payment Cycle Session Controls file	PLPCH
PLPCHW3S	Payment Cycle Session Totals file	PLPCH
	Payment Session Control Totals file	PLPTS
	Task Coupler file	PLPVV
PLGCH01	Bank Account Payment Methods file	PLPPT
	Vendor Payments file	PLPCP
	Forms: Overflow Reference file	PLPFO
PLGCHV1	Payment Cycle Session Totals file	PLPCH
	Payment Cycle Controls file	PLPCY
	Task Coupler file	PLPVV
PLGCHV2	Vendor Payments file	PLPCP
	Paid Invoice Distributions file	PLPPD
	Payment History file	PLPPH
	Paid Invoices file	PLPPV
	Invoice Detail file	PLPVD
	Invoice Header file	PLPVH
	Payment Void History file	PLPVO
	Task Coupler file	PLPVV
	Invoice Detail Tax Data file	PLPV3
PLGCHV3	Invoice Distributions Selected for Payment file	PLPSD
	Selected Invoices for Payment file	PLPSV
	Forms: Overflow Reference file	PLPFO
	Vendor Payments file	PLPCP
	Payment Cycle Pay Method Totals file	PLPPP

Payment processing

Overview

This topic provides the following information:

- Payment cycles data flow
- Payment sessions data flow
- Payment sessions data flow file descriptions
- Payment processing data flow

Infinium PL payment cycles data flow

Payment Cycle
Controls
PLPCY

Payment Selection
Criteria
PLPCS

Payment Cycle
Session Controls
PLPCH

Selected Invoices for
Payment
PLPSV

Invoice Header
PLPVH

Temporary workfiles
deleted when system
completes payment
cycle:
PLPSV
PLPSD
PLPCP
PLPPP
PLPFO

Invoice Distributions
Selected for Payment
PLPSD

Invoice Detail
PLPVD

Vendor Payments
PLPCP

Payment Session
Control Totals
PLPTS

Payment Cycle Pay
Method Totals
PLPPP

Figure 6-3: Infinium PL payment cycles data flow diagram

Infinium PL payment sessions data flow diagrams
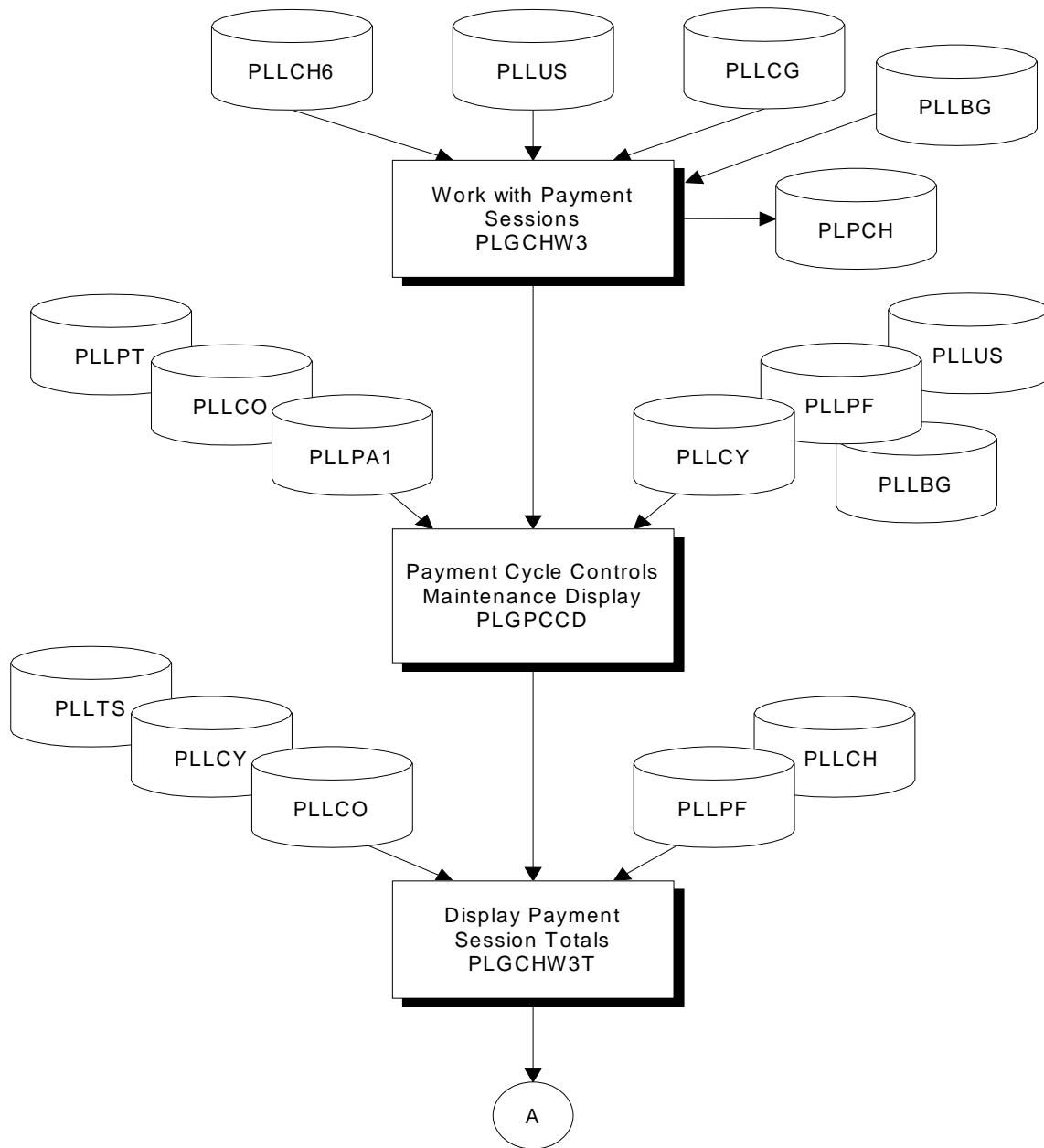
Figure 6-4: Infinium PL payment sessions data flow diagram 1
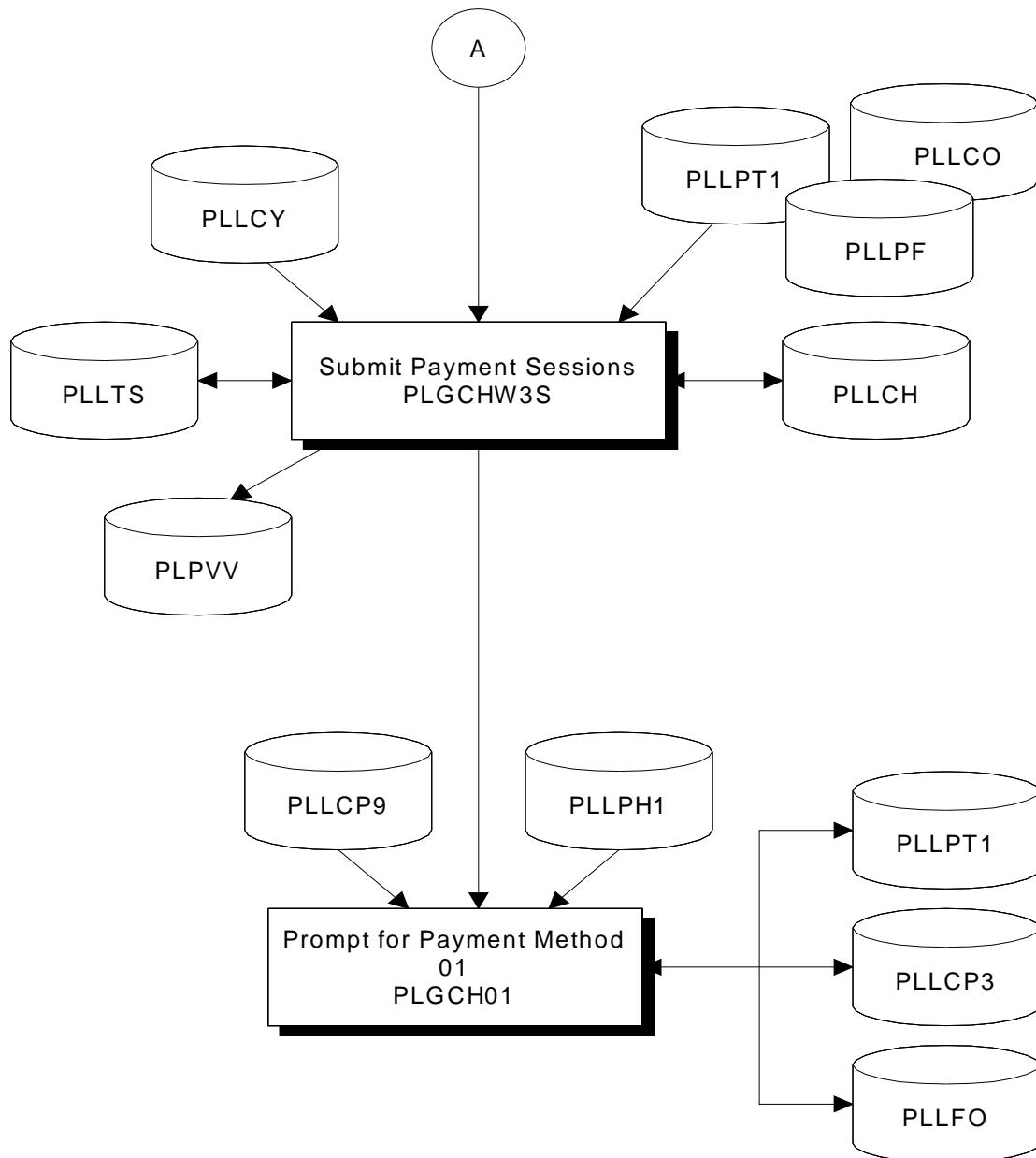
Figure 6-5: Infinium PL payment sessions data flow diagram 2

Payment sessions data flow file descriptions

The table below lists the physical files, logical files, file descriptions, file use (input, output, or update), and keys for the payment sessions data flow.

Payment sessions data flow file descriptions

File	Logical	Description	Use	Key
PLPBG	PLLBG	Bank Accounts in Group file	I	BGBACG BGBANK BGSNME
PLPCG	PLLCG	Companies in Company Group file	I	CGCOGP CGCO CGDIVN
PLPCH	PLLCH	Payment Cycle Session Controls file	I/U	CHSESN CHCYCL
	PLLCH6		I	CHSESN CHCYCL select: CHCSTS = **6**
PLPCO	PLLCO	Company Controls file	I	COCO
PLPCP	PLLCP3	Vendor Payments file	U	CPSESN CPPTYP CPSSGN CPSPCH CPOVRF CPVSRT CPVEND CPFSRT CPFACT CPSTYR CPISRT
	PLLCP9		I	CPSNME CPPTYP CPPREF
PLPCY	PLLCY	Payment Cycle Controls file	I	CYCYCL
PLPFO	PLLFO	Forms Overflow Reference file	U	FOSESN FOPTYP FOICHK FOFORM
PLPPA	PLLPA1	Bank Account Payment Controls file	I	PASNME
PLPPF	PLLPF	Pay Method Controls file	I	PFPTYP

Payment sessions data flow file descriptions

File	Logical	Description	Use	Key
PLPPH	PLLPH1	Payment History file	I	PHSNME PHPTYP PHPREF
PLPPT	PLLPT	Bank Account Payment Methods file	I	PTBANK PTSNME PTPTYP
	PLLPT1		I/U	PTSNME PTPTYP
PLPTS	PLLTS	Payment Session Control Totals file	I/U	TSSESN TSPTYP
PLPUS	PLLUS	User Security file	I	USUSER
PLPVV		Task Coupler file	O	Not Applicable
	PLLVV1		I	VVJOBN VVUSER

Infinium PL payment processing data flow
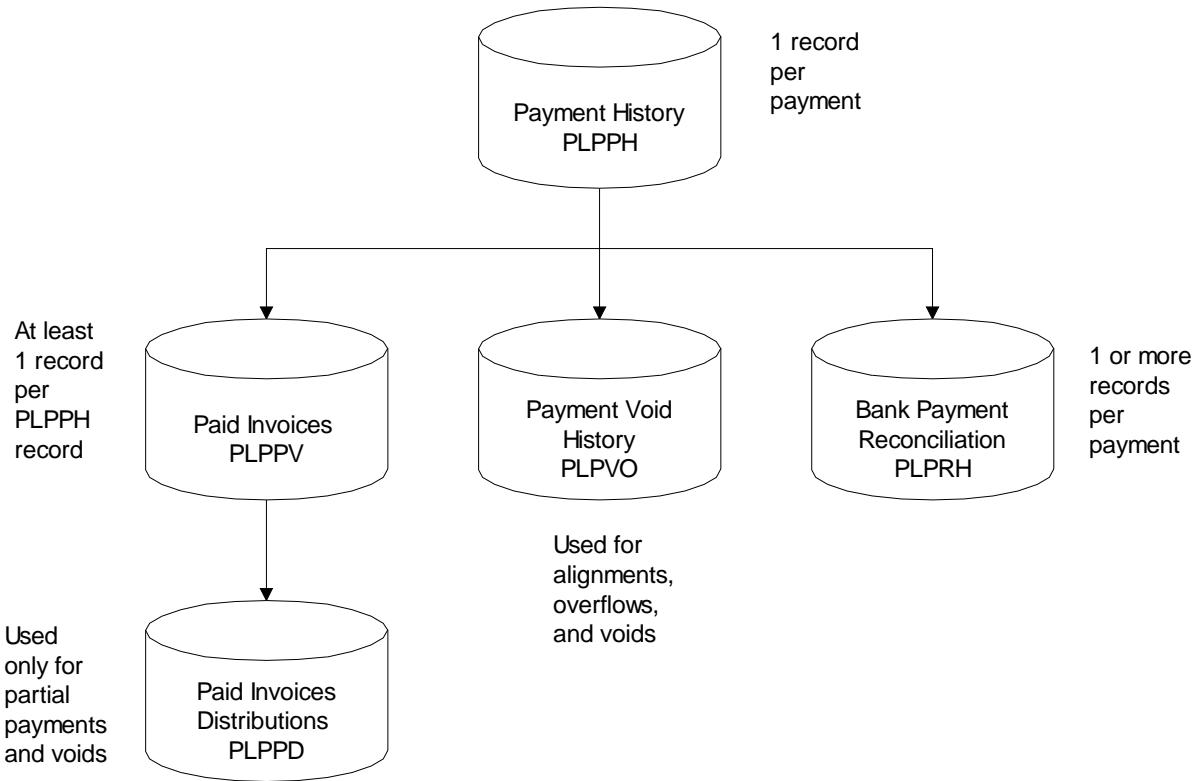
Figure 6-6: Infinium PL payment processing data flow diagram

Batch payment process

Overview

This topic provides the following information:

- Payment processor program flow
- Batch payment process data flow
- Batch payment process data flow file descriptions
- Steps in the batch payment process

Infinium PL payment processor program flow
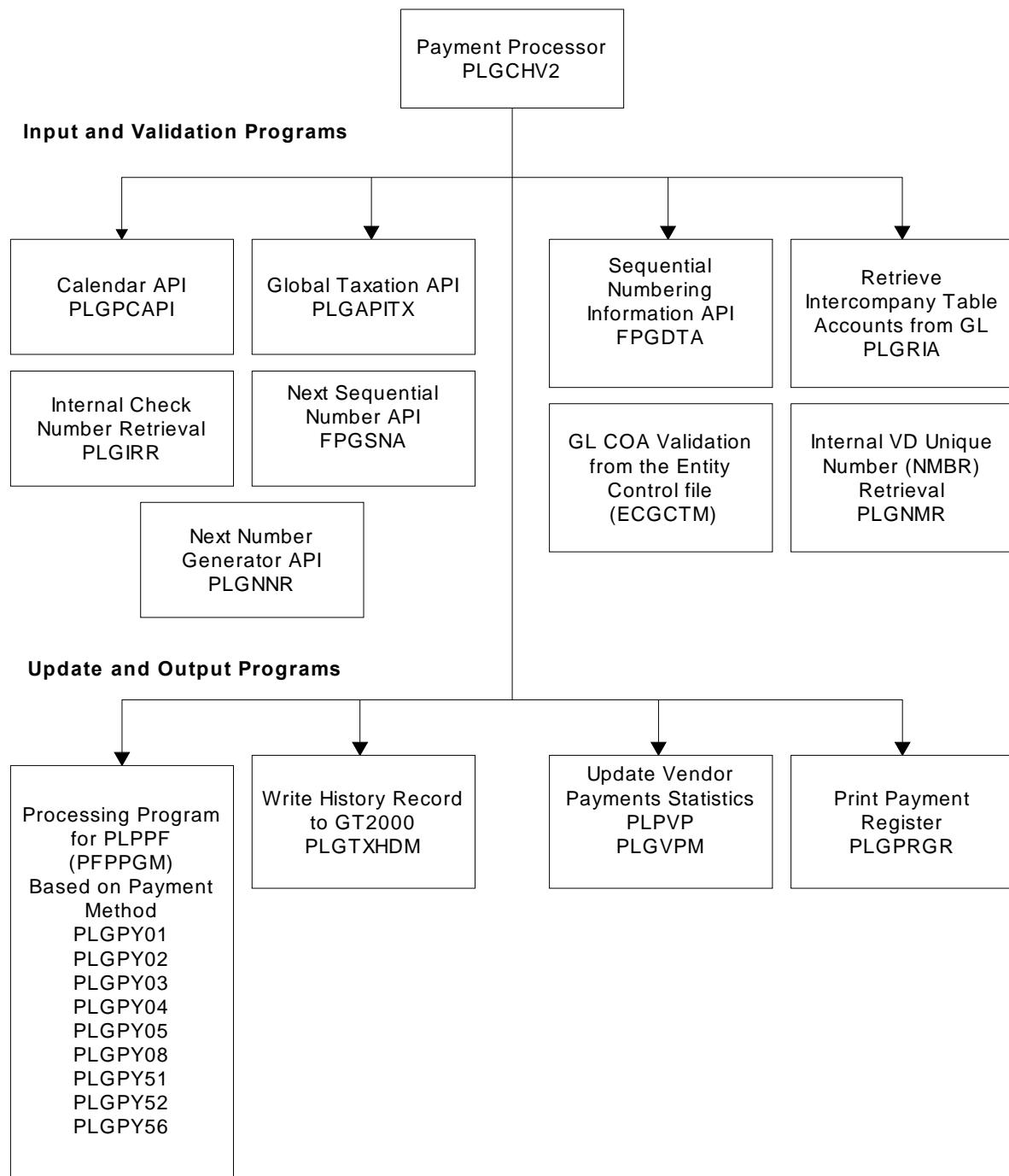
Figure 6-7: Infinium PL payment processor program flow diagram

Infinium PL batch payment process data flow diagrams
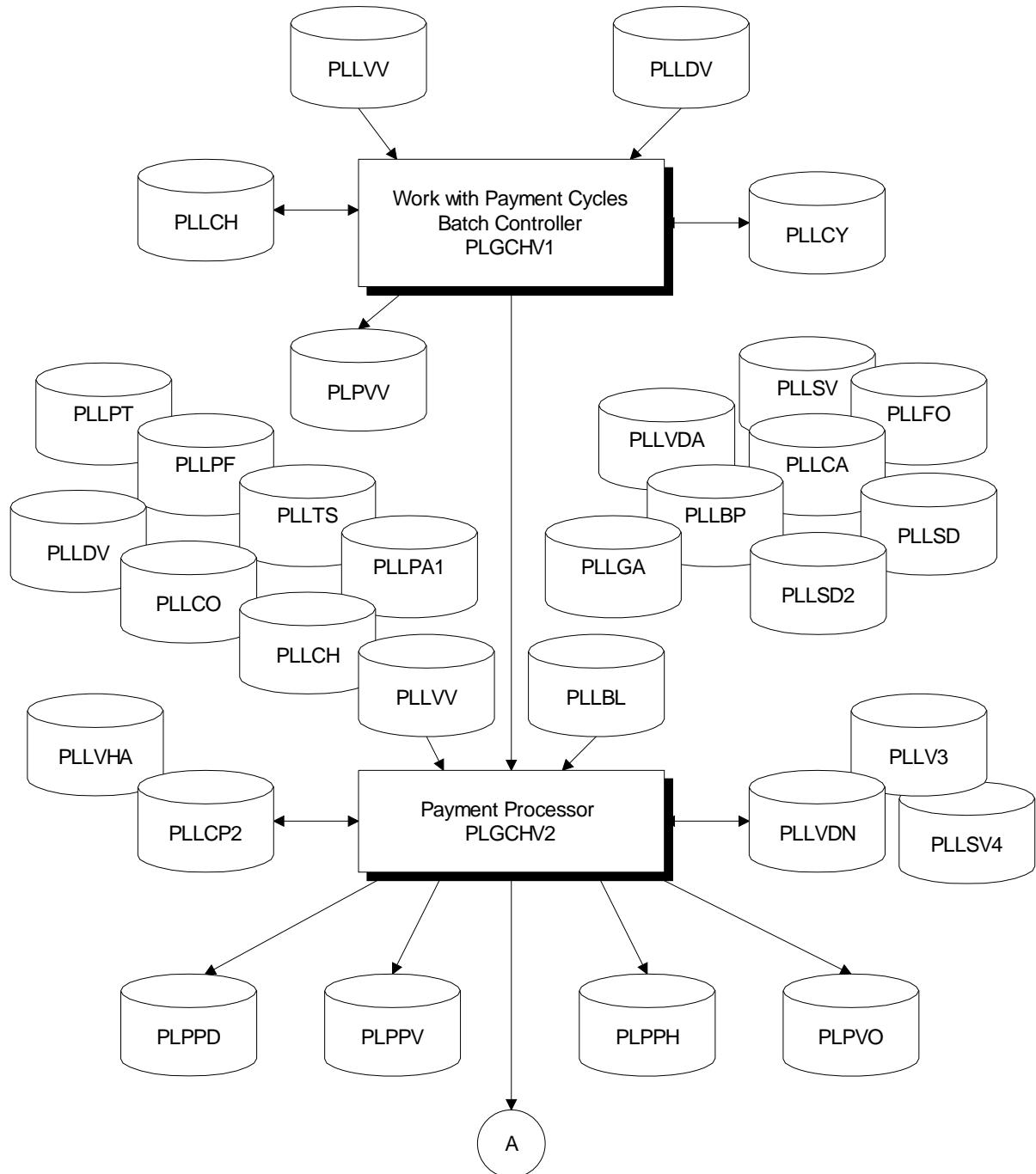
Figure 6-8: Infinium PL batch payment process data flow diagram 1

A

Pay Method 01– Check
Processing Program
PLGPY01

Pay Method 02 – Girobank
Transfer Processing Program
PLGPY02

Pay Method 03 - Cash Receipt
Processing
Program PLGPY03

Pay Method 04 – Bills of
Exchange Processing
Program PLGPY04

Pay Method 05 – Letters of
Credit Processing
Program PLGPY05

Pay Method 08 – Letters of
Credit Electronic Program
PLGPY08

Pay Method 51 – A.C.H.
Processing Program
PLGPY51

Pay Method 52 – B.A.C.S.
Processing Program
PLGPY52

Pay Method 56 – E.D.I.
Processing Program PLGPY56

The program called
is based on the pay
method used.

PLLPY

PLLBI

PLLBA

PLLDV

PLLCO

PLLVA

PLLVE

PLPEC

PLLSV4

B

Figure 6-9: Infinium PL batch payment process data flow diagram 2
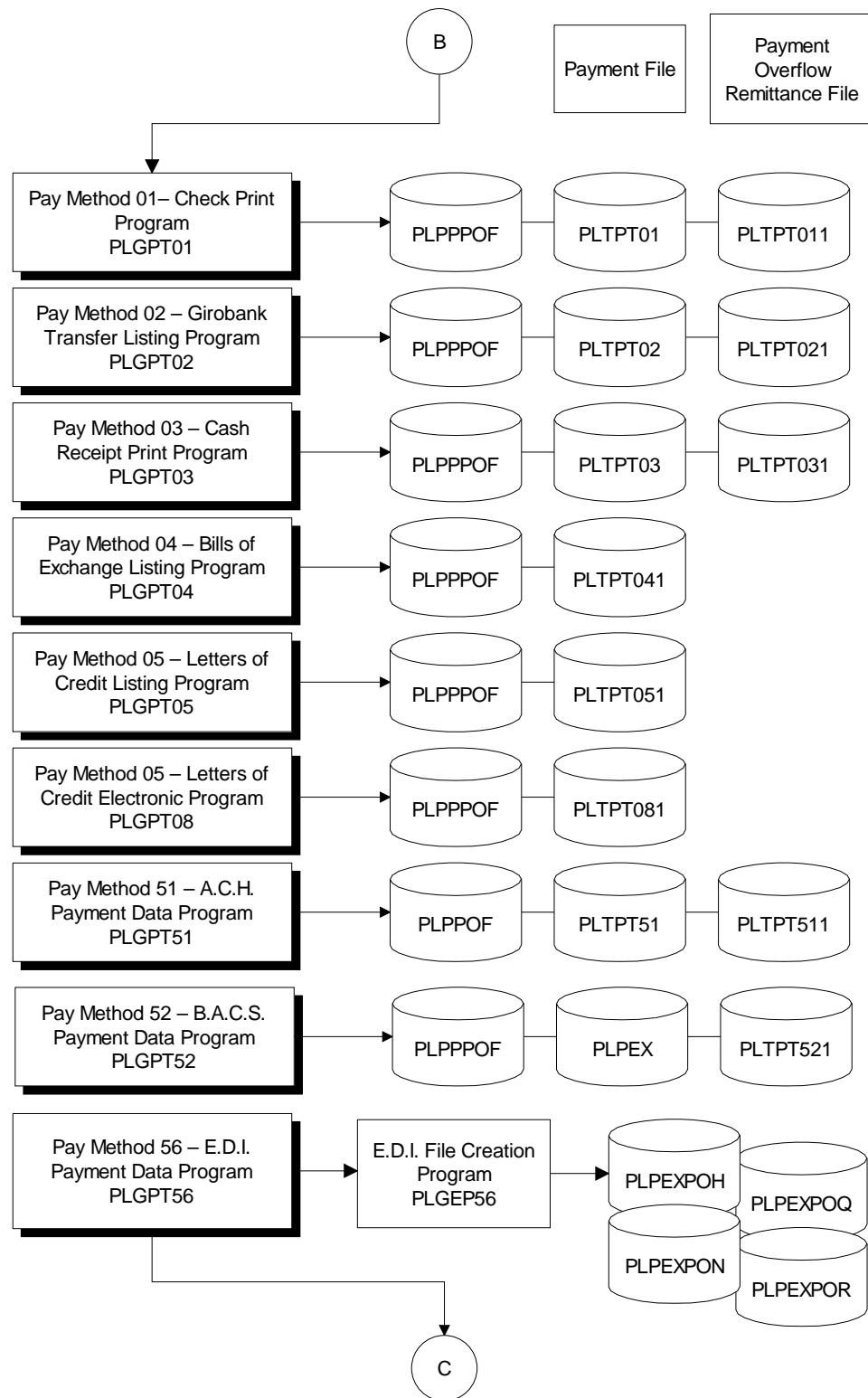
Figure 6-10: Infinium PL batch payment process data flow diagram 3
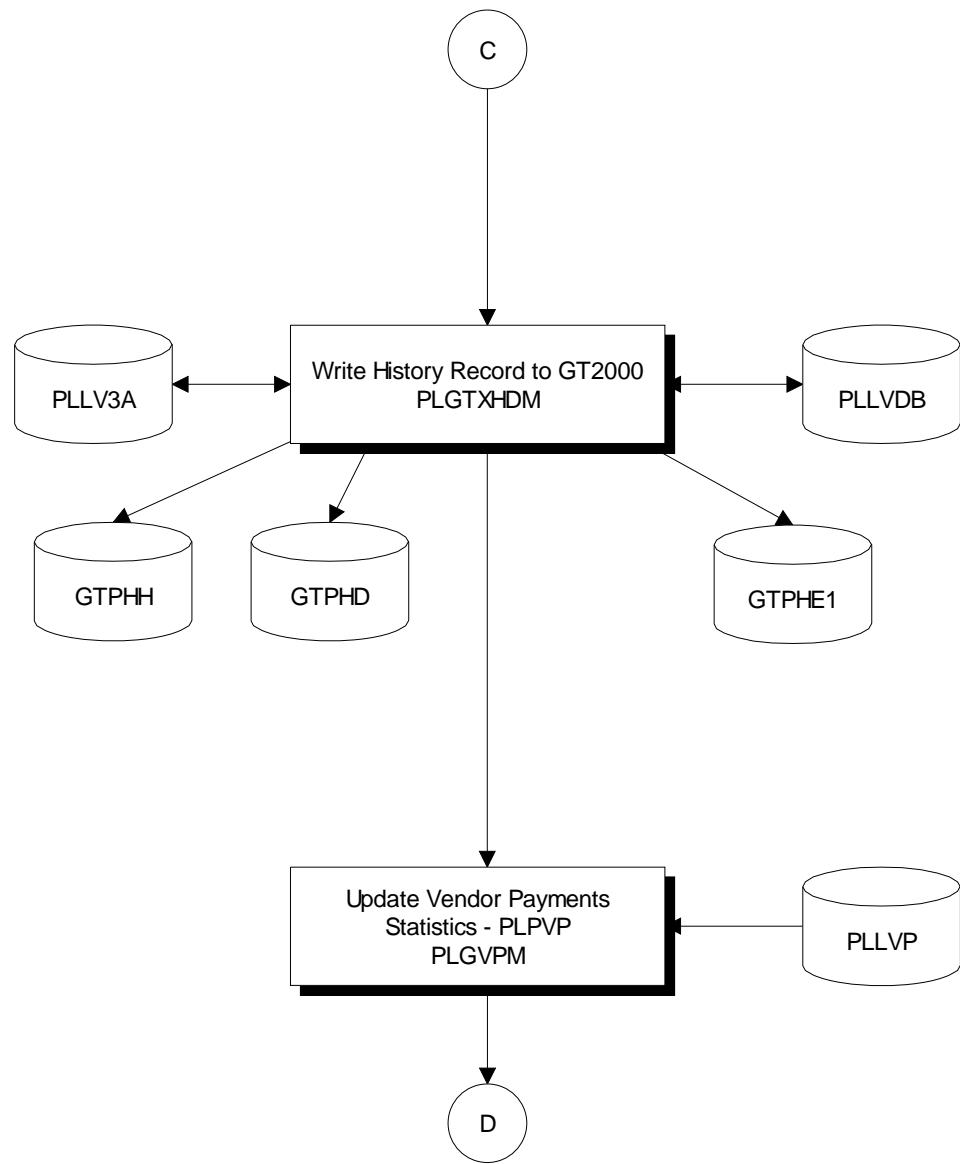
Figure 6-11: Infinium PL batch payment process data flow diagram 4
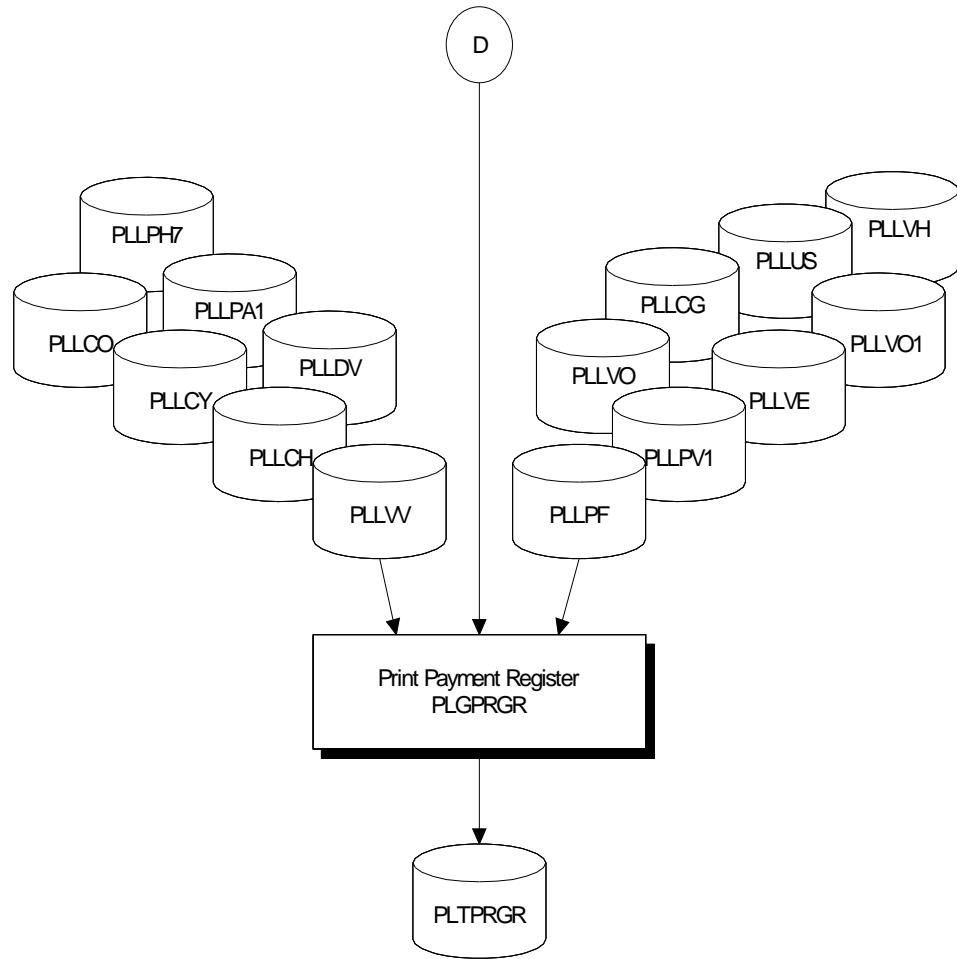
Figure 6-12: Infinium PL batch payment process data flow diagram 5

Batch payment process data flow file descriptions

The table below lists the files, logicals, descriptions, file use (input, output, or update), and keys for the batch payment process data flow. This table includes Infinium PL and Infinium GT files.

Batch payment process data flow file descriptions

File	Logical	Description	Use	Key
Infinium PL				
PLPBA	PLLBA	Bank Addresses file	I	BABANK BAPTYP BABADT
PLPBI	PLLBI	Bank Identification file	I	BIBANK
PLPBL	PLLBL	Bank Account GL Accounts file	I	BLBANK BLSNME BLPTYP BLGLCO BLDIVN
PLPBP	PLLBP	Bills Payable Control file	I	BPCO BPDIVN BPBPCD
PLPCA	PLLCA	Processing Currency Accounts file	I	CACO CADIVN CACURR
PLPCG	PLLCG	Companies in Company Group file	I	CGCOGP CGCO CGDIVN
PLPCH	PLLCH	Payment Cycle Session Controls file	I/U	CHSESN CHCYCL
PLPCO	PLLCO	Company Controls file	I	COCO
PLPCP	PLLCP2	Vendor Payments file	U	CPSESN CPPTYP CPPREF CPPRSQ CPICHK
PLPCY	PLLCY	Payment Cycle Controls file	U	CYCYCL
PLPDV	PLLDV	Division Controls file	I	DVCO DVDIVN
PLPEC	Not Applicable	Entity Controls file	I	Not Applicable
PLPEX	Not Applicable	Extracted Payments file BACS	O	Not Applicable

Batch payment process data flow file descriptions

File	Logical	Description	Use	Key
Infinium PL				
PLPEXPOH	Not Applicable	Electronic Payment Order Header file	O	Not Applicable
PLPEXPON	Not Applicable	Electronic Payment Order Names file	O	Not Applicable
PLPEXPOQ	Not Applicable	Electronic Payment Order Entry file	O	Not Applicable
PLPEXPOR	Not Applicable	Electronic Payment Order Remittance file	O	Not Applicable
PLPFO	PLLFO	Forms Overflow Reference file	I	FOSESN FOPTYP FOICHK FOFORM
PLPGA	PLLGA	Accounting Groups file	I	GACO GADIVN GADAGP
PLPPA	PLLPA1	Bank Account Payment Controls file	I	PASNME
PLPPD	Not Applicable	Paid Invoice Distribution file	O	Not Applicable
PLPPF	PLLPF	Pay Method Controls file	I	PFPTYP
PLPPH	Not Applicable	Payment History file	O	Not Applicable
	PLLPH7		I	PHSESN PHSNME PHPTYP PHPREF
PLPPPOF	Not Applicable	Output file for Positive Pay Transfer Data	O	Not Applicable
PLPPT	PLLPT	Bank Account Payment Methods file	I	PTBANK PTSNME PTPTYP
PLPPV	Not Applicable	Paid Invoices file	O	Not Applicable
PLPPV	PLLPV1	Paid Invoices file	I	PVICHK

Batch payment process data flow file descriptions

File	Logical	Description	Use	Key
Infinium PL				
PLPPY	PLLPY	Vendor Payment Controls file	I	PYVEND PYPTYP
PLPSD	PLLSD	Invoice Distributions Selected for Payment file	I	SDSESN SDAUDT SDCO SDDIVN SDDAGP SDBPCD SDNMBR
	PLLSD2		I	SDSESN SDAUDT SDLTYP
PLPSV	PLLSV	Selected Invoices for Payment file	I	SVSESN SVAUDT
	PLLSV4		U	SVICHK SVMOSN SVMAUD SVISRT SVAUDT
PLPTS	PLLTS	Payment Session Control Totals file	I	TSSESN TSPTYP
PLPUS	PLLUS	User Security file	I	USUSER
PLPVA	PLLVA	Vendor Address Data file	I	VAVEND VASTYP
PLPVD	PLLVDB	Invoice Detail file	U	VDAUDT VDNMBR
	PLLVDN		U	VDNMBR
PLPVE	PLLVE	Vendor Base Data Controls file	I	VEVEND select: VEMDLF NE '1'

Batch payment process data flow file descriptions

File	Logical	Description	Use	Key
Infinium PL				
PLPVH	PLLVHA	Invoice Header file	U	VHAUDT
	PLLVH		I	VHVECO VHIREF VHAUDT
PLPVO	Not Applicable	Payment Void History file	O	Not Applicable
PLPVO	PLLVO	Payment Void History file	I	VOICHK
	PLLVO1		I	VOSESN
PLPVP	PLLVP	Vendor Payment Summary file	U	VPVEND VPPTYP VPYEAR VPMNTH VPCO VPDIVN VPCCUR VPPCUR
PLPVV	Not Applicable	Task Coupler file	I/U	Not Applicable
PLPVV	PLLVV	Task Coupler file	I	VVJOBN VVJBNQ VVDTEQ VVTIMQ
PLPV3	PLLV3	Invoice Detail - Tax Data file	U	V3AUDT V3NMBR
	PLLV3A		U	V3AUDT V3NMBR V3TXDT V3TXTS
PLTPRGR	Not Applicable	Payment Register file	O	Not Applicable
PLTPT01	Not Applicable	Payment Form Printer file (checks)	O	Not Applicable
PLTPT011	Not Applicable	Payment Form Remittance Overflow file	O	Not Applicable

Batch payment process data flow file descriptions

File	Logical	Description	Use	Key
Infinium PL				
PLPPT02	Not Applicable	Payment Form Printer file (Girobank Transfers)	O	Not Applicable
PLTPT021	Not Applicable	Payment Form Remittance file	O	Not Applicable
PLTPT03	Not Applicable	Payment Form (receipt) Print file (cash)	O	Not Applicable
PLTPT031	Not Applicable	Payment Form Remittance Overflow file	O	Not Applicable
PLTPT041	Not Applicable	Payment Form Remittance file	O	Not Applicable
PLTPT051	Not Applicable	Payment Form Remittance file	O	Not Applicable
PLTPT081	Not Applicable	Payment Form Remittance file	O	Not Applicable
PLTPT521	Not Applicable	Payment Form Remittance file	O	Not Applicable
Infinium GT				
GTPHD	Not Applicable	Tax History Detail Record file	O	Not Applicable
GTPHE1	Not Applicable	Tax History Detail Extension file	O	Not Applicable
GTPHH	Not Applicable	Tax History Header file	O	Not Applicable

Steps in the batch payment process

The batch payment process can be divided into three parts:

- Pre-payment processing

The Work with Payment Cycles Batch Controller program, PLGCHV1, performs Step1 through Step 3.

- Payment processing

  The Payment Processor program, PLGCHV2, performs Step 4 through Step 40.

- Post-payment processing

  The Work with Payment Cycles Batch Controller program, PLGCHV1, performs Step 41 through Step 45.

Batch Pre-payment Processing, PLGCHV1

The Work with Payment Cycles Batch Controller program, PLGCHV1, performs the batch prepayment process in Step 1 through Step 3.

1 Initializes the appropriate program and data fields

PLGCHV1 sets the *Current Status* field, CHCSTS, on the Payment Cycle Session Control file, PLPCH, to **8** (Active Paying).

2 Calls the user-defined, pre-payment program

The user defined, pre-payment program is defined in the *Pre-payment Program* field, ECPGM4, on the Entity Control file. PLGCHV1 passes the parameters below.

Parameters for the call to the pre-payment program

Field	Description
VVJOBN	Job Name
VVJBNQ	Job Number Job Queue
VVDTEQ	Date
VVTIMQ	Time

3 Calls the payment processor program

PLGCHV1 calls the payment processor program, PLGCHV2, and passes the parameters below.

Parameters for the call to the PLGCHV2

Field	Description
VVJOBN	Job Name
VVJBNQ	Job Number Job Queue
VVDTEQ	Date
VVTIMQ	Time

Batch Payment Processing, PLGCHV2

The Payment Processor program, PLGCHV2, performs the batch payment process in Step 4 through Step 40.

4 Reads the Payment Session Control Totals file, PLPTS

PLGCHV2 reads PLPTS using the *Payment Session* field, CHSESN, from the Payment Session Controls file, PLPCH, as the key.

Beginning with Step 5, PLGCHV2 performs seven processing loops during the batch payment process. Each new loop is nested within the prior loop. The table below provides a brief description of each processing loop.

Processing loop	Description
Loop 1	Reads a Payment Method record
Loop 2	Writes alignment and void records to the Payment History file, PLPPH
Loop 3	Processes all records for the Vendor Payments file, PLPCP
Loop 4	Processes all records for the Selected Invoices for Payment file, PLPSV
Loop 5	Processes all records for the Invoice Distributions Selected for Payment file, PLPSD
Loop 6	Calculates tax amounts and generates tax records in the Invoice Detail file, PLPVD, for distributions with tax details
Loop 7	Writes alignment and void records to the Payment History file, PLPPH, and the Payment Void History file, PLPVO

5 Enters processing loop 1

This loop continues until the program reads all Payment Method records on the PLPPF file.

6 Chains to the Payment Method Controls file, PLPPF

PLGCHV2 chains to PLPPF using the *Payment Method* field, TSPTYP, as the key.

7 Chains to the Bank Account Payment Methods file, PLPPT

PLGCHV2 chains to PLPPT using *Payment Bank*, CHBANK, *Payment Account Short Name*, CHSNME, and *Payment Method*, TSPTYP, as the key.

8 Chains to the Bank Account GL Accounts file, PLPBL

PLGCHV2 chains to PLPBL using *Bank Code*, PTBANK, *Account Short Name*, PTSNME, *Payment Type*, PTPTYPE, *Payment Company*, CHPCO, and *Payment Division*, CHDIVP, as the key.

9 Reads the Forms Overflow Reference file, PLPFO

PLGCHV2 reads PLPFO using *Payment Session*, TSSESN, *Payment Method*, TSPTYP, and *Internal Payment Number*, CPICHK, as the key.

10 Enters Processing Loop 2

This loop terminates when the program reads all PLPFO records. Within this loop, PLGCHV2 writes alignment and void records to the Payment History file, PLPPH.

11 Checks the *Internal Payment Number* field, FOICHK

If a value in the *Internal Payment Number* field, FOICHK, does not exist for the record, PLGCHV2 calls the Internal Check Number Retrieval program, PLGIRR, passing the *Internal Payment Number* field, FOICHK, as the parameter.

12 Calls the Internal Check Number Retrieval program, PLGIRR

PLGCHV2 calls PLGIRR, passing a sequence number as the parameter.

13 Populates the Payment History record, PLPPH

PLGCHV2 populates PLPPH with values from the following files:

- Forms Overflow Reference file, PLPFO
- Payment Cycle Session Controls file, PLPCH

- Bank Account Payment Controls file, PLPPA

- Vendor Payments file, PLPCP

- Bank Account Payment Methods file, PLPPT

- Calendar Controls file, PLPPC

PLGCHV2 moves the values in these files based on whether this is an alignment or an overflow form

14 Populates the Payment Void History record, PLPVO

PLGCHV2 populates PLPVO with values from the following files:

- Payment History file, PLPPH

- Payment Cycle Session Controls file, PLPCH

- Bank Account Payment Methods file, PLPPT

- Vendor Payments file, PLPCP

- Forms Overflow Reference file, PLPFO

PLGCHV2 sets the *Void Status* field, VOVSTS, to **2** for voided.

15 Writes the Forms Overflow Reference record, PLPFO

16 Checks if Infinium FP is installed and if the *Sequence Number* field, PHDOSN, = 0

If a value in the *Sequence Number* field, PHDOSN, does not exist for the record and if Infinium FP is installed, PLGCHV2 retrieves a sequence number from Infinium FP and assigns it to the *Sequence Number* field, PHDOSN.

17 Checks the *Bills Code* field, SDBPCD

If the *Bills Code* field, SDBPCD, is blank on the Invoice Distributions Selected for Payment file, PLPSD, PLGCHV2 writes the Payment History record, PLPPH.

18 Reads the Next Forms Overflow Reference record, PLPFO

PLGCHV2 reads the next PLPFO record and repeats Step 9 through Step 18 until all PLPFO records are read.

19 Checks the *Payment Type* field, CHPYMN

If the *Payment Type* field, CHPYMN, is set to **0** for **system**, the system calls the processing program in the *Processing Program* field, PFPPGM, on the

Pay Method Controls file, PLPPF. The payment type determines the program value in this field. The system provides these payment processing programs:

Payment processing programs

Program	Description
PLGPY01	Pay Method 01 - Check Processing program
PLGPY02	Pay Method 02 - Girobank Transfer Processing program
PLGPY03	Pay Method 03 - Cash Receipt Processing program
PLGPY04	Pay Method 04 - Bills of Exchange Processing program
PLGPY05	Pay Method 05 - Letters of Credit Processing program
PLGPY08	Pay Method 08 - Letters of Credit-Electronic program
PLGPY51	Pay Method 51 - A.C.H. Processing program
PLGPY52	Pay Method 52 - B.A.C.S. Processing program
PLGPY56	Pay Method 56 - E.D.I. Processing program

PLGCHV2 passes these parameters to the payment processing programs:

Parameters for the call to the payment processing programs

Field	Description
SERVIC	Service Code
PFREC	Payment Method Controls record
PTREC	Bank Account Payment Methods record
PAREC	Bank Account Payment Controls record
TSREC	Payment Session Control Totals record
CHREC	Payment Cycle Session Controls record
CPREC	Vendor Payments record
SVRECS	Selected Invoices for Payment record
FORECS	Forms Overflow Reference record
ERROR	Return Code
REASON	Reason Code

The payment processing programs process the payment records and then call an associated print program that generates the payments and payment reports based on the payment method.

The print programs are template programs that you can customize to meet your specific printing requirements. The system provides these payment print programs:

Payment print programs

Program	Description
PLGPT01	Pay Method 01 - Check Print program
PLGPT02	Pay Method 02 - Girobank Transfer Listing program
PLGPT03	Pay Method 03 - Cash Receipt Print program
PLGPT04	Pay Method 04 - Bills of Exchange Listing program
PLGPT05	Pay Method 05 - Letters of Credit Listing program
PLGPT08	Pay Method 08 - Letters of Credit-Electronic program
PLGPT51	Pay Method 51 - A.C.H. Payment Data program
PLGPT52	Pay Method 52 - B.A.C.S. Payment Data program
PLGPT56	Pay Method 56 - E.D.I. Payment Data program

When calling the payment processing programs, PLGCHV2 passes these values for the service code, SERVIC:

1   Initialize and print alignment checks if appropriate

2   Process payments

3   Shut down the print program

20 Reads the Vendor Payments file, PLPCP

PLGCHV2 reads PLPCP using *Payment Session Number*, TSSESN, and *Payment Method*, TSPTYP, as the key.

21 Enters Processing Loop 3

This loop processes all appropriate PLPCP records.

22 Reads the Selected Invoices for Payment file, PLPSV

PLGCHV2 reads PLPSV using *Internal Payment Number*, CPICHK, as the key.

23 Enters Processing Loop 4

This loop processes all appropriate PLPSV records.

24 Reads the Invoice Distributions Selected for Payment file, PLPSD

PLGCHV2 reads PLPSD using *Payment Session*, SVSESN, and *Invoice Audit Number*, SVAUDT, as the key.

25 Enters Processing Loop 5

The system does the following in Loop 5:

- Processes all appropriate PLPSD records and creates control breaks by company, division, and accounting group

- Processes tax, discount, accounts payable trade, and bills payable records for non-zero invoice records

Each routine writes appropriate records to the Invoice Detail file, PLPVD. These routines also generate additional entry records (GAAENT = **2** or **3**).

To process PLPSD records, PLGCHV2 accesses the following files:

- Company Controls file, PLPCO

- Accounting Groups file, PLPGA

- Bills Payables Controls file, PLPBP

PLGCHV2 performs the following steps within Loop 5:

a Reads the Invoice Detail Tax Data file, PLPV3, for these records:

- Tax-included-in-gross-amount (SDLTYP = 24, 25 or 26)

- Self-assessed tax (SDLTYP = 27, 28 or 29)

    PLPV3 uses Invoice *Audit Number*, SDAUDT, and *Invoice Distribution Unique Number*, SDNMBR, as the key.

b Enters Processing Loop 6.

This loop calculates tax amounts and generates tax records in the Invoice Detail - Tax Data file, PLPV3, and in the Invoice Detail file, PLPVD. It executes the loop for each appropriate PLPV3 record.

c Accumulates the following amounts:

- Net amount to be paid - payment currency, SDP2PY

- Net amount to be paid - bank account currency, SDA2PY

- Net amount to be paid - base currency, SDH2PY

- Net amount to be paid - base currency of payment company, SDB2PY

- Realized exchange in general ledger base currency, SDHREX

- Net amount to be paid - invoice currency, SDV2PY

- Gross amount to be relieved - invoice currency, SDV2RL

- Gross amount to be relieved - base currency, SDH2RL

- Discount amount to be taken - invoice currency, SDV2DS

- Discount amount to be taken - base currency, SDH2DS

- Discount amount to be lost - invoice currency, SDVDLT

- Discount amount to be lost - base currency, SDHDLT

d Chains to the Invoice Detail file, PLPVD, using *Invoice Distribution Unique #*, SDNMBR, as the key and updates PLPVD with gross amount to be relieved amounts.

e Populates the Paid Invoice Distributions record, PLRPD, with the following values:

- Invoice Audit Number, SDAUDT

- Invoice Distribution Unique #, SDNMBR

- Internal Payment Number, SVICHK

- Gross amount to be relieved amounts

f Writes the PLRPD record to the PLPPD file.

g Reads the next Invoice Distributions Selected for Payment record, PLPSD, and then repeats Step 25 until it reads all PLPSD records.

h Chains to the Invoice Header file, PLPVH, using *Invoice Audit Number*, SVAUDT, as the key.

26 Calls the Write History record to GT2000 program, PLGTXHDM

PLGCHV2 calls PLGTXHDM to write records to the following Infinium GT files:

- Tax History Header file, GTPHH

- TAX History Detail Record file, GTPHD

- Tax History Detail Extension file, GTPHE1

PLGCHV2 passes the following parameters:

Parameter for the call to PLGTXHDM

Field	Description
VHREC	Invoice Header record
QQCODE	Accounts Retrieval API code

27 Updates records in the Invoice Detail file, PLPVD

Generates discount, accounts payable trade, bills payable, additional entry, cross currency position, foreign exchange gain/loss, intercompany, and cash records in the Invoice Detail file, PLPVD.

28 Updates the Invoice Header record, PLRVH

29 Populates and writes a Paid Invoices record, PLRPV

30 Reads the Next Selected Invoices for Payment record, PLRSV

PLGCHV2 reads the next PLRSV record and repeats Step 24 through Step 30 until all PLRSV records are read.

31 Reads the Forms Overflow Reference file, PLPFO

Reads PLPFO using *Payment Session Number, TSSESN, Payment Method, TSPTYP,* and *Internal Payment Numbe*r, CPICHK, as the key.

32 Enters Processing Loop 7

This loop writes alignment and void records to the Payment History file, PLPPH, and the Payment Void History file, PLPVO.

33 Reads the Next Forms Overflow Reference record, PLRFO

PLGCHV2 reads the next PLRFO record and repeats Step 32 and Step 33 until all PLRFO records are read.

34 Writes history records

PLGCHV2 writes records to the Payment History file, PLPPH, and the Payment Void History file, PLPVO.

35 Calls the Update Vendor Payments Statistics program, PLGVPM

PLGCHV2 calls PLGVPM to update the Vendor Payment Summary file, PLPVP, and passes the following parameters:

Parameters for the call to PLGVPM

Field	Description
OPTION	Option code with a value of **01**
PHRCD	Payment History record
RHRCD	Bank Payment Reconciliation record

36 Calls the appropriate payment processing program

PLGCHV2 calls the appropriate payment processing program from the *Processing Program* field, PFPPGM, as in Step 19. Passes a value of **2** in the *Service Code* field, SERVIC, to instruct the programs to process and print the payments.

37 Updates the *Cycle Status* field, CPCSTS

PLGCHV2 updates CPCSTS on the Vendor Payments file, PLPCP, with a status of **1**.

38 Reads the next vendor payments record, PLRCP

PLGCHV2 reads the next PLRCP record and repeats Step 22 through Step 38 for each PLRCP record.

39 Calls the appropriate payment processing program

PLGCHV2 calls the appropriate payment processing program from the *Processing Program* field, PFPPGM, as in Step 19 and Step 36, passing a value of **3** in the SERVIC field to shut down the printer program.

40 Reads the next payment session control totals record, PLRTS

PLGCHV2 reads the next PLRTS record and repeats Step 6 through Step 40 for each PLRTS record.

Batch Post-payment Processing, PLGCHV1

The Work with Payment Cycles Batch Controller program, PLGCHV1, performs the batch post-payment process in Step 41 through Step 45.

1 Calls the user-defined, post-payment program

The user defined, post-payment program is defined in the *Post-payment Program* field, ECPGM5, on the Entity Control file. PLGCHV1 passes these parameters:

Parameters for the call to the post-payment program

Field	Description
VVJOBN	Job Name
VVJBNQ	Job Number Job Queue
VVDTEQ	Date
VVTIMQ	Time

2 Calls the Payment Processor Cleanup program, PLGCHV3

PLGCHV1 calls PLGCHV3 to delete the following PLGCHV2 payment records:

- Invoice Distributions Selected for Payment record, PLRSD

- Selected Invoices for Payment record, PLRSV

- Forms Overflow Reference record, PLRFO

- Vendor Payments record, PLRCP

- Payment Cycle Pay Method Totals record, PLRPP

PLGCHV1 passes these parameters to PLGCHV3:

Parameters for the call to PLGCHV3

Field	Description
VVJOBN	Job Name
VVJBNQ	Job Number Job Queue
VVDTEQ	Date
VVTIMQ	Time

3 Chains to the Payment Cycle Session Controls file, PLPCH

PLGCHV1 chains to PLPCH using the session and cycle as the key, sets the *Current Status* field, CHCSTS, to **9** for **payment completed**, and updates the PLRCH record.

4 Chains to the Payment Cycle Controls file, PLPCY

PLGCHV1 chains to PLPCY using the payment cycle as the key, clears the *Payment Session* field, CYSESN, and updates the record.

5 Checks the *GL Posting Flag* field, ECGLPS

If the value in the *GL Posting Flag*, ECGLPS, is set to **1**, PLGCHV1 closes the payment records to the general ledger, as follows:

a Chains to the Division Controls file, PLPDV, using *Payment Company*, CHPCO, and *Payment Division*, CHDIVP, as the key.

b Fills the data structure for the close to the general ledger.

c Modifies the Task Coupler file, PLPVV, for the call to the Close to General Ledger program, PLGGLCLS.

d Writes the new task coupler record.

e Calls the Close to General Ledger program, PLGGLCLS, and passes these parameters:

Parameters for the call to PLGCHV3

Field	Description
SBJOBN	Job Name
SBJOB#	Job Number
SBDATE	Date
SBTIME	Time

Payment recovery process

Overview

If a payment session is inadvertently removed from a job queue or an abnormal termination occurs during the payment process, you can delete the payment session or change the status of the session through the *Update payment session status* menu option.

The Update Payment Session Status program, PLGUPS, controls the processing within this function.

Accessing the Update Payment Session Status screen

To access the Update Payment Session Status screen, perform the following steps:

1 From the main menu, select *Supervisor Tasks*.

2 Select *Update payment session status* [UPSS]. The system displays a screen similar to Figure 6-13.

The subfile on this screen displays all of the payment sessions within Infinium PL that have been submitted for payment (*Payment Status* field, CHCSTS = **7**) or that are actively being paid (*Payment Status* field, CHCSTS = **8**).

The subfile does not display payment sessions that are completed successfully. You can display paid sessions with the *Display Payment Cycle Status* menu option.

```
  7/30/2008  07:00:30   Update Payment Session Status     PLGUPS     PLDUPS
 ───────────────────────────────────────────────────────────────────────
  Type options and press Enter.

     4=Delete
    22=Update session status


          Payment                    Bank
  Option   Cycle       Session      Account          Status
   Loc    _____   _____     _____
    __     CANADIAN          5      ACCOUNT1      7 = Paying






                                                              BOTTOM

 ───────────────────────────────────────────────────────────────────────
  F3=Exit  F5=Refresh  F10=Quick access  F12=Cancel  F17=Subset
```

Figure 6-13: Update Payment Session Status screen

Status

The *Status* column indicates the current status of a session. The value in this field is based on the *Current Status* field, CHCSTS, in the Payment Cycle Session Controls file, PLPCH. The system allows the following values in this field:

7   Paying
          The payment session has been submitted for payment
          but has not yet been paid.

8   Active Paying
          The payment session is currently being paid.

Locate

You can use the locate field, *LOC*, to sort the session records within the subfile. The locate feature groups the sessions that match the selection criteria at the beginning of the subfile, making it easier to view and work with the sessions.

The table below describes how PLGUPS displays the records that you select.

If you specify ...	Then, at the beginning of the subfile, PLGUPS displays ...
A payment cycle in the *Payment Cycle* field	The first session for that cycle
A session in the *Session* field	That session followed by the remainder of the subfile
A bank account in the *Bank Account* field	Only the sessions associated with that bank account

The fields within the *LOC* line are mutually exclusive so that you can use only one field at a time to locate the sessions with which you are working.

Subset

You can also select session records with the Subset function key, F17. The Subset function displays a subset of the subfile data based on the selection criteria you specify. The Subset function differs from the LOC function as follows:

- You can enter values for multiple selection parameters

- The program displays only the data you specify, not the entire subfile

After you select the session that you want to correct, you can use one of the following options:

4   Delete

22   Update session status

For each of the options that you can use, PLGUPS performs the following validation routines:

a   Checks the user's authorization to the session.

   PLGUPS restricts the user from the session if both of the following conditions exist:

   - The *Restrict to Own Sessions* field, USSESN, on the User Security file, PLPUS, is set to **1**.

   - The *Creation User*, CHAUSR, value on the Payment Cycle Session Controls file, PLPCH, is not the same as the current user.

b   Validates the *Loc* or *Subfile* values.

c   Validates the option you are using.

3 Checks the action list security.

If the user is not authorized to the option, the program displays an error message.

Delete

The *Delete* option allows you to delete payment records that have a value of **7** (Paying) in *Payment Status*, CHCSTS.

You can delete only one session at a time.

PLGUPS performs the following steps during the *Delete* function:

a Chains to the Payment Cycle Session Controls file, PLPCH, using the *Payment Cycle* field, CHCYCL, as the key.

b Submits the Print Payment Register program, PLGPRGR, to generate a payment register.

c Chains to the Payment Cycle Controls file, PLPCY, using the *Payment Cycle* field, CHCYCL, as the key.

d Moves ***BLANKS** to the *Payment Session* field, CYSESN, and then updates the record.

e Calls the Payment Processor Cleanup program, PLGCHV3, to delete the appropriate records from the following files:

- Invoice Distributions Selected for Payment file, PLPSD
- Selected Invoices for Payment file, PLPSV
- Forms Overflow Reference file, PLPFO
- Vendor Payments file, PLPCP
- Payment Cycle Pay Method Totals file, PLPPP

PLGUPS passes these parameters to PLGCHV3:

Parameters for the call to PLGCHV3

Field	Description
SBJOBN	Job Name
SBJOB#	Job Number
SBDATE	Date
SBTIME	Time

f   Reads the Payment Session Control Totals file, PLPTS, using the *Payment Session* field, CHSESN, as the key.

g   Deletes all associated PLPTS records.

h   Deletes the PLPCH record.

Update

The *Update session status* option sets the status of a session back to a value of **6** (Authorized for payment).

You can update only one session at a time.

PLGUPS performs the following steps during the *Update* function:

a   Chains to the Payment Cycle Session Controls file, PLPCH, using *Payment Cycle*, CHCYCL, and *Payment Session*, CHSESN, as the key.

b   Checks that the record exists and that the status is either **7** or **8**.

c   Submits the Payment Register program, PLGPRGR, to generate a payment register.

d   Chains to the Payment Cycle Session Controls file, PLPCH, using *Payment Session*, CHSESN, and *Payment Cycle*, CHCYCL, as the key.

e   Changes the value to **6** (Authorized for payment) in the *Current Status* field, CHCSTS.

Caution: If the payment process terminates abnormally, the record that was being processed at the time of the termination may not be recovered or updated properly. Review the payment registers to locate the appropriate record and determine if this record was updated correctly.

If a payment session was abnormally terminated due to the prior deletion of a referenced control record, the system does not flag the session as paid and does not delete the workfile. After you replace the missing control record, you can use the *Update Payment session status* menu option to make the session available for re-selection for the payment process.

Troubleshooting payment processing

This topic provides examples and solutions to help you troubleshoot the recovery process of payment sessions that are inadvertently removed from a job queue or terminated abnormally during the three phases of payment processing:

- *Work with payment cycles*
- *Work with payment selection*
- *Process payments*

> **Caution:** We strongly recommend that you completely back out the payment session and void any checks that were issued. If a user resubmits a payment session from the authorized state after an abnormal termination, duplicate payments may result.

Work with payment cycles

Problem
: A user selects a cycle and chooses to run the *Select invoices* option (**7**). The system submits the job. While active or on the job queue, the cycle is deleted or ends abnormally. The user does not have authority to the access the job queue.

Solution
: Use the table below to determine what steps to take next.

If …	Then …
There is no PLPCH record, and In the PLPCY, record field CYSESN = **0** and field CYACTV = **0**	Change CYACTV to **1** and the cycle will appear again under Work with payment cycles. Resubmit the cycle to select invoices for inclusion in a payment session.
There is a PLPCH record, and In the PLPCH, record the field CHSESN does not equal **0**	Change CHCSTS to **3** to make it available under Work with payment selections. Delete the session and rerun the payment cycle.

Work with payment selections

Problem

A user is in a payment session and does not exit the session normally, for example system shutdown or power failure. The session remains locked.

When trying to access the session either through *Work With Payment Selections* or *Update Payment Session Status*, the user may receive a message, Session xx in use by user XXXXX.

Solution

Perform the following steps:

1 Open the PLPCH record using the logical view PLLCH1, keyed by payment session number.

2 Change the CHLOCK field value to **0**.

3 Change the CHCSTS field value to **3** to make the session available in *Work with Payment Selections*.

If the user was in the payment session but not working with the session, run cash requirements again to verify the session.

If there is any doubt, delete the payment session and start over. If the user was working with a transaction, delete the payment session and start over.

Process payments - scenario 1

Problem

A user submitted a payment job. However, the job is not active and someone canceled the job from the job queue.

Solution

Perform the following steps:

1 Open the PLPCH record using the logical view PLLCH1, keyed by payment session number.

2 Change the CHCSTS field value to **6**. The payment session will appear under *Process Payments*.

3 Resubmit the payment session to generate the payments.

To change something in the payment session, unauthorize, correct, and resubmit the session.

Process payments - scenario 2

Problem

A user submitted a payment job and the job is active.

Solution

Check to see if there are any PLPPH records for the session (PHSESN = CHSESN).

- If you have not printed any checks and want to use the same check numbers, renumber all of the checks in the failed session. Adjust the starting check number through Bank Account Payment methods or at the time you run the *Process Payments* function again.

- If there is only one check and it is the alignment check, perform the following steps:

1 Recover by changing the CHCSTS field to **6** in PLPCH. The payment session will be available again under *Process Payments*.

2 Resubmit the payment session to generate the payments.

If there are checks (PLTPT01), decide whether the checks that are available to print or have already printed, should be mailed to the vendors. Use the table below to decide what steps to take next.

If …	Then …
The checks can be mailed.	Using a data file utility, change the session status CHCSTS field to **9** in PLPCH.
	Check the CHLOCK field value and if it is set to **1**, change it to **0**.
	Clear the work file records for the payment session. The work files and the payment session fields are PLPSV/SVSESN, PLPSD/SDSESN, PLPCP/CPSESN, PLPPP/PPSESN, and PLPFO/FOSESN.
	Clear the session number field, CYSESN, in PLPCY.
	The cycle and all of its invoices that were not paid will be available for processing again.

If …	Then …
The checks must be voided.	Change the session status CHCSTS field to **9** in PLPCH.
	Clear the work files.
	Update the PLPCY record.
	Void the checks.
	All invoices that were part of the failed check run will be available for selection and payment again.
	Verify the starting check number when you process payments again and change it if necessary.

The "Processed Payment File/Field Reference" appendix provides the file and field values for a normal complete payment. Compare the values in the tables with those on your system to find any possible fractured payment records.

Chapter 7 Close and Transfer to the General Ledger

7

The chapter consists of the following topics:

Overview of close and transfer to the general ledger

The *Close and transfer to GL* menu option collects accounting entries created within Infinium PL and transfers them to Infinium GL or a general ledger system other than the Infinium GL system in the form of general ledger journals.

Objectives

After you complete this chapter, you should be familiar with the technical aspects of the close and transfer process, including:

- Close and transfer programs and files
- Close and transfer processing
- Close and transfer program and data flows
- Close recovery procedures

Close and transfer programs and files

Overview

This topic provides information about the programs and files used in the close and transfer to the general ledger.

Close and transfer process programs

When you close and transfer to the general ledger, the system uses the following programs:

Close and transfer process programs

Close and Transfer to GL - Action List program	PLGGLW
Submission Job for PLGGLS program	PLGGLS
Close to General Ledger program	PLGGLCLS
Transfer to GL program	PLGGLI

Files updated by close and transfer process programs

The table below provides the Infinium PL close and transfer process programs that perform file updates and the files updated by those programs.

Program	Files updated by program	
PLGGLW	Task Coupler file	PLPVV

Program	Files updated by program	
PLGGLCLS	Payment Cycle Session Controls file	PLPCH
	Division Period Close Controls file	PLPDC
	Division Controls file	PLPDV
	General Ledger Transfer file	PLPGL
	General Ledger Company Periods Closed file	PLPG1
	Invoice Detail file	PLPVD
	Invoice Session Totals file	PLPVS
	Task Coupler file	PLPVV

Infinium PL updates the Infinium GL files through the accept, proof, and post programs in Infinium GL.

Close and transfer process

Overview

This topic provides information on the close and transfer process, including:

- Close process types
- Close options
- Close reports
- Transfer process
- Steps in the close to the general ledger process

Close process types

Infinium PL allows users to perform a trial close and an actual close to the general ledger. The system provides two types of close process functions:

- Period end close through the *Close and transfer to GL* menu option
- Automatic close to the general ledger after each invoice posting if the *GL Posting Flag* field, ECGLPS, is set to **1** in the Entity Control file

Close options

If the *Auto Accept and Post GL Batches After Transfer* field, ECGLAP, on the Entity Control file is set to **1** and if Infinium PL successfully transfers the batches to Infinium GL, Infinium GL automatically accepts and posts the batches.

If the *Transcode GL Journals that are Transferred* field, ECGLTC, on the Entity Control file is set to **1**, Infinium PL turns on the transcode flag on all of the Infinium GL journals resulting from the transfers. This is true whether the Infinium GL companies are defined as transcode companies.

Close reports

Infinium PL generates the following reports:

- Invoice Distributions Register report

  Invoice accounting entries selected for the close to the general ledger

- Registered Invoice Distributions Register

  Registered invoice accounting entries selected for the close to the general ledger

- Payment Distributions Register

  Payment accounting entries selected for the close to the general ledger

- Input Journals from Infinium PL Report

  Journal batches created in Infinium GL by the transfer process

- Account Validation Report

  Records with invalid accounts that are flagged to post to the suspense account. These records have a value of **1** in the *Post to Suspense* field, VDSUSP.

Transfer process

Infinium PL uses the Infinium GL Subledger Interface API, GLGFSI, to perform the transfer to Infinium GL.

Accessing the close and transfer screens

To access the close and transfer to the general ledger screens, perform the following steps:

1 From the main menu, select *GL Close.*

2 Select *Close and transfer to GL* [CTGL]. The system displays a screen similar to Figure 7-1.

```
    7/29/2008  14:46:09      Close and Transfer to GL      PLGGLW      PLDGLW


  Close to GL period/year . . . . . . .  __ ____   blank=accounting period/year


  Unclosed transactions exist for the following Periods and Companies:


  Type options and press Enter.
    10=Close  11=Trial Close  14=Validate accounts


          Accounting                                   GL Current
  Option  Period/Year Company  Description              Period/Year
    __      08   2006     001   Infinium Software 001      02   2008
    __      12   2006     001   Infinium Software 001      02   2008










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

Figure 7-1: Close and Transfer to GL screen

The subfile on this screen displays all of the accounting entries that have been posted in Infinium PL (VDPOST = **1**) but not closed to the general ledger (VDGSTS = **0**). These accounting entries are sorted in ascending sequence for company, year, and period.

You can enter a specific closing period and year in the *GL Current Period/Year* field or leave it blank to close to the same accounting year and period on the Infinium PL transactions.

You can use the Subset key (F17) to define specific selection criteria for the records the system displays in the subfile. You can use the Repeat key (F13) to apply the trial close or close option to all entries in the subfile.

We strongly recommend that you run a trial close before you run the actual close. You should check the reports generated by the trial close and make any corrections before you run the actual close.

When you run a close, the Distribution Registers window prompts you for the reports that you want the system to generate. You must select at least one report for the trial close. You are not required to select any reports for the actual close.

## Close and transfer to general ledger program flow

Close and Transfer
to GL - Action List
PLGGLW

Ledger Company
Validation
PLGCNC1
or
Custom GL
Company Validation
ECGCNM

Account Validation
Checker
PLGCTC
or
Custom GL
COA
Validation
ECGCTM

General Ledger
Code Values
Checker
PLGGLCVC

GL Close Print
Format Window
PLGGLPRT

Submission Job for
PLGGLS

Close to General
Ledger
PLGGLCLS

Before Trial Close to
GL Exit Point
ECPGM8
or
Pre-period Close
ECPGM6

Retrieve Next
Closing Number
copy
PLGCLSNM

Ledger Company
Validation
PLGCNC1
or
Custom GL
Company Validation
ECGCNM

Account Validation
Checker
PLGCTC
or
Custom GL
COA
Validation
ECGCTM

Transfer to GL
PLGGLI
or
PL to GL Transfer
ECPGM9

After Trial Close to
GL Exit Point
ECPGM0
or
Post-period Close
ECGPGM7

Print Closing
Registers
PLGCLR

Foreign Subsystem
Journal Interface
GLGFSI

GL User Field
Mapping
ECPGMA

Figure 7-2: Close and transfer program flow diagram

Close to general ledger data flow
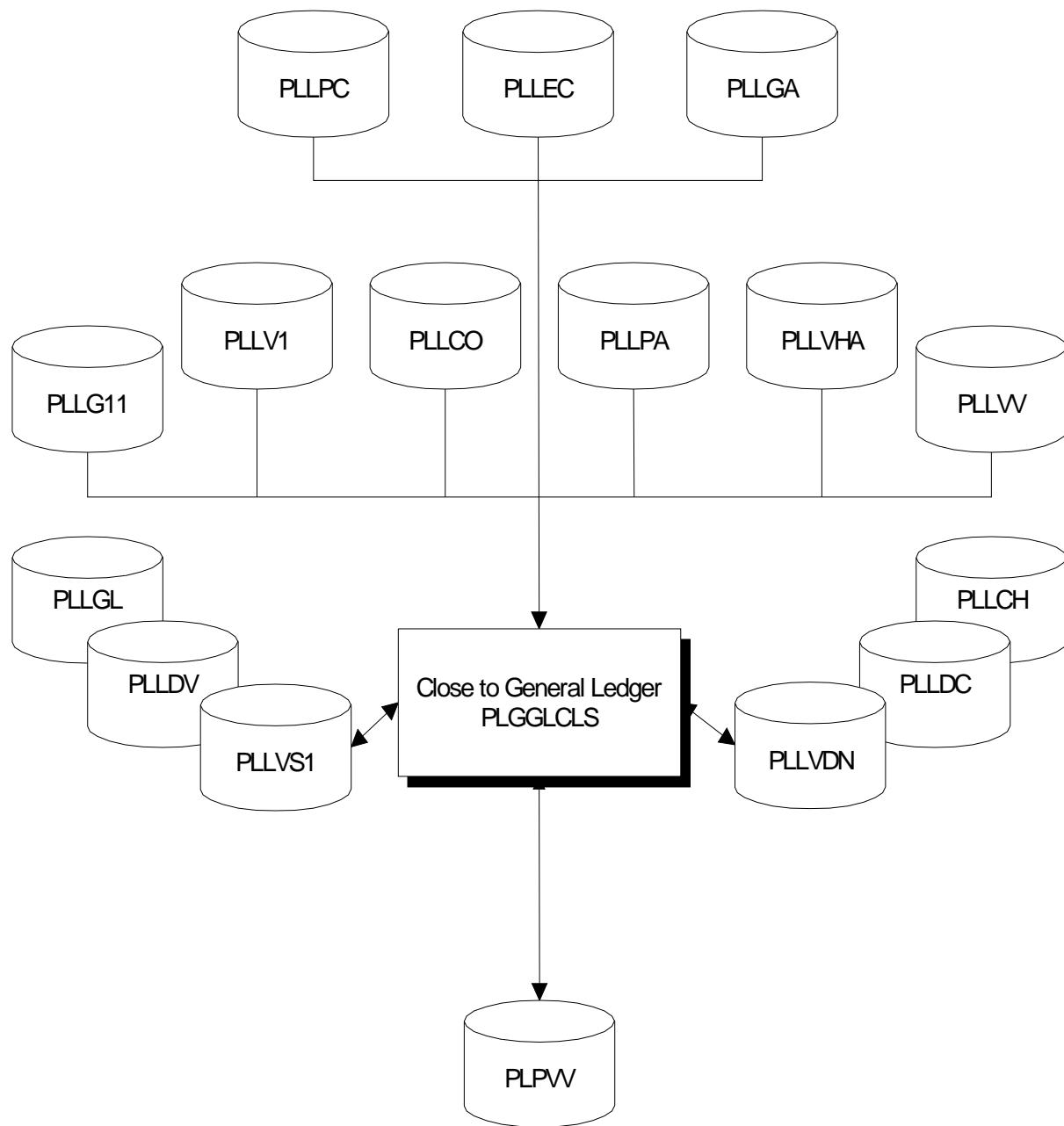
Figure 7-3: Close to general ledger data flow diagram

Close to general ledger data flow file descriptions

The table below lists the physical files, logical files, file descriptions, file use (input, output, or update) and keys for the close to the general ledger data flow.

Close to the general ledger data flow file descriptions

File	Logical	Description	Use	Key
PLPCH	PLLCH	Payment Cycle Session Controls file	U	CHSESN CHCYCL
PLPCO	PLLCO	Company Controls file	I	COCO
PLPDC	PLLDC	Division Period Close Controls file	U	DCCO DCDIVN DCYEAR
PLPDV	PLLDV	Division Controls file	U	DVCO DVDIVN
PLPEC	Not Applicable	Entity Controls file	I	Not Applicable
PLPGA	PLLGA	Accounting Groups file	I	GACO GADIVN GADAGP
PLPGL	PLLGL	General Ledger Transfer file	U	GLCLSN
PLPG1	PLLG11	General Ledger Company Periods Closed file	U	G1GLSN G1CO G1EXYR G1EXMN
PLPPA	PLLPA	Bank Account Payment Controls file	I	PABANK PASNME
PLPPC	PLLPC	Calendar Controls file	I	PCCLND PCEXYR
PLPVD	PLLVDN	Invoice Detail file	U	VDNMBR
PLPVH	PLLVHA	Invoice Header file	I	VHAUDT
PLPVS	PLLVS1	Invoice Session Totals file	U	VSSESN select: VHCSTS='4'

Close to the general ledger data flow file descriptions

File	Logical	Description	Use	Key
PLPVV	PLLVV	Task Coupler file	O	
			I	VVJOBN VVJBNQ VVDTEQ VVTIMQ
PLPV1	PLLV1	Invoice Detail - User Fields file	I	V1AUDT V1NMBR

Close to the general ledger process

The Close to General Ledger program, PLGGLCLS, performs the following steps to create transaction records that are transferred to the general ledger.

The system uses the same program for both the trial close and the actual close. This program does not update any transfer files during the trial close.

1 Calls the appropriate user-defined pre-post program

If you entered pre-post programs in the Entity Controls file, PLGGLCLS calls the appropriate user defined pre-post program based on the type of close you select. The system does the following:

- For a trial close, runs the program in the *Before Trial Close to GL Exit Point* field, ECPGM8.

- For an actual close, runs the program in the *Pre-period Close Program* field, ECPGM6.

2 Calls the Retrieve Next Closing Number program, PLGCLSNM

PLGGLCLS calls PLGCLSNM to retrieve the closing number for the session.

3 Moves a value into the *Closed to GL Status* field, GLGSTS

PLGGLCLS moves **5** into the GLGSTS field on the General Ledger Transfer file, PLPGL, to indicate that the session is **active**.

4 Writes a record to the General Ledger Transfer file, PLPGL

5 Chains to the General Ledger Transfer file, PLLGL

PLGGLCLS chains to PLLGL using the close number as the key.

6 Processes records based on the type of transaction

PLGGLCLS runs separate routines for the following situations:

- Auto Post - *GL Posting Flag*, ECGLPS = **1**

    - Regular invoices

    - Revaluations

    - Payments

- Submitted Post - *Close and transfer to GL* menu option

    - Registered invoices

    - Regular invoices

    - Payments

PLGGLCLS performs the following steps within Step 6:

a Reads the Task Coupler file, PLPVV, using *Job Name*, SVJOBN, *Job Number*, SVJBNQ, *Date*, SVDATE, and *Time*, SVTIME, as the key.

b Enters a loop that terminates when all PLRVV records are read.

c Selects the appropriate records.

- For auto post sessions, selects records based on:

    - Line type

    - *Posted to PL* field, VDPOST = **1** (posted)

    - *Closed to GL* field, VDGSTS = **0** (not closed to GL)

    - *Session Number* field, VDSESN = session from the input screen and the session is within the set of sessions where the following field criteria is true for invoices and payments:

    Invoices *Not Closed Accounting Records* field, VSNCVD = **1** (not closed) and *Current Status* field, VSCSTS = **4** (posted)

    Payments *Current Status* field, CHCSTS = **9** (payment completed) and *Closed to GL* field, CHGSTS = **0** (not closed)

- For submitted sessions, the program selects records based on:

    - Line type

    - *Posted to PL* field, VDPOST = **1** (posted)

- *Closed to GL* field, VDGSTS = **0** (not closed to GL)

- Accounting year, VDEXYR = accounting year passed from PLGGLW

- Accounting period, VDEXMN = accounting period passed from PLGGLW

- Account Company, VDEXCO = company passed from PLGGLW

- For invoices, the *Not Closed Accounting Records* field, VSNCVD = **1** (not closed) and *Current Status* field, VSCSTS = **4** (posted)

- For payments, *Current Status* field, CHCSTS = **9** (payment completed) and *Closed to GL* field, CHGSTS = **0** (not closed)

d Reads the first Invoice Detail record, PLRVD, selected.

e Enters a loop that terminates when all selected PLRVD records are read.

f Performs break processing routines when appropriate.

- For Level 1 break processing, populates the Batch Header data structure, PLSBT, with the following criteria:

  - Account company

  - Account division

  - Accounting year

  - Accounting period

  - Transaction currency

- For Level 2 break processing, populates the Journal Header data structure, PLSGH, with the following criteria:

  - Invoice/payment company

- Invoice/payment division

  - Accounting group

  - Payment session

- For Level 3 break processing, populates the Journal Detail data structure, PLSGX, for a summary close, transfers the data to the general ledger (see Step 9) and validates the account with the general ledger account number.

g Summarizes the following totals:

- User Field 5 - Numeric, V1USR5

- User Field 6 - Numeric, V1USR6

- Expensed Amount - Invoice Currency, VDVAMT

- Expensed Amount - Base Currency, VDHAMT

h Populates the Journal Detail data structure, PLSGX, for a detail close if the *Summary or Detail* field, GASORD, on the Accounting Groups file, PLPGA, is set for detail.

i Calls either the Transfer to GL program, PLGGLI, or a custom transfer program from the *PL to GL Transfer Program* field, ECPGM9, in the Entity Control file to transfer data to the general ledger. PLGGLCLS passes the following parameters:

Parameters for the call to the GL transfer program

Field	Description
CDRCD	GLPCD data structure
GXRCD	GLPGX data structure
GHRCD	GLPGH data structure
BTRCD	GLPBT data structure
GXTRFG	Transfer flag

j Chains to the Invoice Detail file, PLPVD, using the *Unique Expense Number*, VDNMBR, as the key.

k Calls a custom user field mapping program if this program is defined in the *User field mapping* field, ECPGMA, in the Entity Controls file.

l Populates the fields on the Invoice Detail record, PLRVD, with the following criteria:

- Closing Number, VDCLSN

- Transfer Number, VDTRNN

- Closed to Period, VDCLMN

- Closed to Year, VDCLYR

- Closed to GL, VDGSTS = **1** (posted)*

- Post to Suspense, VDSUSP (if record has invalid account)*

   * For the actual close only

m Updates the Invoice Detail record, PLRVD.

n Reads the next Invoice Detail record, PLRVD, and repeats Step 6 through Step 14 until all selected PLRVD records are read.

o   Writes the final break records.

p   Reads the next Task Coupler record, PLRVV, and repeats Step 3 through Step 15 until all PLRVV records are read.

7   Selects Invoice Records on the Invoice Detail file, PLPVD

PLGGLCLS selects records on PLPVD that match the following selection criteria:

- *Transaction Line Type*, VDLTYP, between **01** and **69**

- *Session Number*, VDSESN, within a set of Invoice Session Totals records, PLPVS, where the *Not Closed Accounting Records* field, VSNCVD = **1** (not closed) and the *Current Status* field, VSCSTS = **4** (posted).

8   Reads the first PLRVD record selected

9   Moves a Value into the *Not Closed Accounting Records* field, VSNCVD

PLGGLCLS moves **0** into the *Not Closed Accounting Records* field, VSNCVD, for the actual close only.

10   Updates the Invoice Session Totals record, PLRVS

11   Reads the Next Selected Invoice Detail record, PLRVD

PLGGLCLS reads the next PLRVD record and repeats Step 9 through Step 11 until all PLRVD records are read.

12   Selects payment records on the Invoice Detail file, PLPVD

PLGGLCLS selects PLRVD records that match the following selection criteria:

- *Transaction Line Type*, VDLTYP, between **70** and **99**

- *Session Number*, VDSESN, within a set of Payment Session Cycle Controls records, PLPCH, where the *Current Status* field, CHCSTS = **9** (payment completed) and the *Closed to GL* field, CHGSTS = **0** (not closed).

13   Reads the First Invoice Detail record, PLRVD

14   Moves a value into the *Closed to GL* field, CHGSTS

PLGGLCLS moves a **1** to the *Closed to GL* field, CHGSTS, for the actual close only.

15 Updates the Payment Session Cycle Controls record, PLRCH

16 Reads the next record on the Invoice Detail file, PLPVD

PLGGLCLS reads the next PLRVD record and repeats Step 14 through Step 16 until all PLRVD records are read.

17 Moves a value into the *Closed to GL Status* field, GLGSTS

PLGGLCLS moves **1** for the actual close or **0** for the trial close to the *Closed to GL Status* field, GLGSTS, on the General Ledger Transfer file, PLPGL, for the actual close.

18 Updates the General Ledger Transfer file, PLPGL

19 Reads the Task Coupler file, PLPVV

PLGGLCLS reads PLPVV using *Job Name*, SVJOBN, *Job Number*, SVJBNQ, *Date*, SVDATE, and *Time*, SVTIME, as the key.

20 Calls the appropriate program for the Trial Close or the Actual Close

- For the trial close, PLGGLCLS calls the custom, post-close exit program specified in the *After Trial Close to GL Exit Point* field, ECPGM0, in the Entity Controls file.

- For the actual close, PLGGLCLS calls the custom post-close exit program specified in the *Post Period Close Program* field, ECPGM7, in the Entity Controls file and then performs Step 21 through Step 29.

PLGGLCLS passes the following parameters:

Parameters for the post-close programs

Field	Description
SBJOBN	Job Name
SBJOB#	Job Number
SBDATE	Date
SBTIME	Time

21 Reads the General Ledger Company Periods Closed file, PLPG1

PLGGLCLS reads PLPG1 using the close session as the key.

22 Enters a Processing Loop

PLGGLCLS terminates the processing loop when the last PLPG1 record is read.

23 Reads the Division Controls file, PLPDV

PLGGLCLS reads PLPDV using the *Closing Company*, G1CLCO, as the key.

24 Enters a Processing Loop

PLGGLCLS terminates the processing loop when the last PLPDV record is read.

25 Chains to the Division Period Close Controls file, PLPDC

PLGGLCLS chains to PLPDC using *Invoice Payment Company*, VDVECO, *Division*, DVDIVN, and *Accounting Year*, G1EXYR, as the key.

26 Populates Division Records

PLGGLCLS populates the Division record, PLRDV, and the Division Period Close Controls record, PLRDC.

27 Updates the PLRDV and PLRDC records

28 Reads the Next Division Controls record, PLRDV

PLGGLCLS reads the next PLPDV record and repeats Steps 25 through Step 28 until all PLPDV records are read.

29 Reads the Next General Ledger Company Periods Closed record, PLRG1

PLGGLCLS reads the next PLRG1 record and repeats Step 23 through Step 29 until all PLRG1 records are read.

30 Calls the Override PRTF program for PLTCLR and the Print Closing Registers program, PLGCLR

PLGGLCLS calls the Override PRTF for PLTCLR program to override the printer file attributes for the PLTCLR print file and then calls the Print Closing Registers program, PLGCLR, to print the closing registers.

31 Calls the Override PRTF for PLTAVR program and the Account Validation Report program, PLGAVR

PLGGLCLS calls the Override PRTF for PLTAVR program, PLCAVR, to overrides the printer file attributes for the PLTAVR print file and then calls the Account Validation Report program, PLGAVR, to print the Account Validation

Report which lists records that closed to the suspense account due to invalid accounts.

32 Calls the Transfer to GL program, PLGGLI, to close the last record.

Overriding the year and period for auto accept and post

If you are using the *Auto accept and post in GL* feature and if you must override the close year and period (the current general ledger year and period), you should do the following:

- Turn off the *Auto accept and post in GL* flag in the Entity Control file

- Run the close, which creates but does not post journals in the general ledger

- Override the year and period in the general ledger system

- Post the journal with the new period

If you change the year and period in the general ledger, the data in Infinium PL will not match the data in the general ledger.

Close recovery process

Overview

If registers are deleted, a close and transfer job is inadvertently removed from a job queue or an abnormal termination occurs during the close and transfer process, you can change the status of the close through the *Update GL close status* function.

The following programs control the processing within this function:

Close recovery process programs

Update GL Close Status Action List and Submission program	PLGGCW
Update GL Close Status Parameter Maintenance program	PLGGCM

The close recovery process programs update the following files:

Program	Files updated by program	
PLGGCW	Task Coupler file	PLPVV
PLGGCM	Payment Cycle Session Controls file	PLPCH
	General Ledger Transfer file	PLPGL
	Invoice Detail file	PLPVD
	Invoice Session Totals file	PLPVS

Accessing the Update GL Close Status screen

To access the Update GL Close Status screen, perform the following steps:

1 From the main menu, select *Supervisor Tasks*

2 Select *Update GL close status* [UGLCS]. The system displays a screen similar to Figure 7-4.

```
  7/29/2008  14:48:35          Update Gl Close Status        PLGGCW      PLDGCW
_____


 Type options and press Enter.
   6=Reprint registers  8=Submission parameters  11=Restart  12=Unclose


 Option  Closing number  Status        User          Date
   Loc    _____        _____    _____    _____
   __            10       Closed        CGK           03102007
   __             9       Closed        TBH           02082001
   __             8       Closed        TBH           03032000
   __             7       Closed        TBH           03032000
   __             6       Closed        TBH           03032000
   __             5       Closed        TBH           03032000
   __             4       Closed        TBH           03022000
   __             3       Closed        AM2000        04021998
   __             2       Closed        AM2000        04021998
   __             1       Closed        AM2000        04021998



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

Figure 7-4: Update GL Close Status screen

This screen displays the status of all closings to the general ledger.

Closing number

The system assigns a closing number to all accounting transactions in the close. After you select the closing number that you want to update, you can use one of the following options:

6	Reprint registers
8	Submission parameters
11	Restart
12	Unclose

Status

The table below describes the possible values for this field.

Status value	Description
Active	The job is in the process of closing and transferring journal entries or the job ended abnormally.
Closed	All transactions are closed and transferred to the general ledger.

Status value	Description
Unclosed	The closing number was selected with **12** (unclose) and that number is now available to close again using the *Update GL close status* function in *Supervisor Tasks*.
Reset	The status of the closing number was **Active** because of an abnormal termination and that number was then selected with **12** (unclose). The closing number is now available to close again using the *Update GL close status* function in *Supervisor Tasks*.

Close recovery process

The system uses both PLGGCW and PLGGCM in the close recovery process.

PLGGCW

The Update GL Close Status Action List and Submission program, PLGGCW, performs the following tasks:

1 Displays the subfile.

2 Validates the option selected.

3 Checks user authorization to the option selected.

4 Calls the Update GL Close Status Parameter Maintenance program, PLGGCM, and passes the following parameters:

Parameters for the call to PLGGCM

Field	Description
$ACTN	Function key
P1OPTN	Option selected on the screen
P1CLSN	Close number
P1RDRO	Registered invoice distribution register option
P1IDRO	Invoice distribution register option
P1PDRO	Payment distribution register option

PLGGCM

The Update GL Close Status Parameter Maintenance program, PLGGCM, processes the following options on the Update GL Close Status screen:

Reprint registers

The *Reprint registers* option does the following:

1 Chains to the General Ledger Transfer file, PLPGL.

2 Moves register option values to the following fields on the GL Transfer file, PLPGL:

- *Invoice Distribution Register Option* field, GLIDRO
- *Registered Invoice Distribution Register Option* field, GLRDRO
- *Payment Distribution Register Option* field, GLPDRO

3 Updates the GL Transfer file record, PLPGL.

4 Submits the reports.

Submission parameters

The *Submission parameters* option displays the parameters that the system uses to submit the closing transaction.

Restart

The *Restart* option does the following:

5 Reads the Invoice Detail file, PLPVD, using the close number as the key.

6 Determines if the session is for invoices or payments, as follows:

If this is …	Then PLGGCM does the following …
An invoice session	Chains to the Invoice Session Totals file, PLPVS, using the *Session Number* field, VDSESN, as the key
	Moves **1** to the *Not Closed Accounting Records* field, VSNCVD
	Updates the Invoice Session Totals file, PLPVS

If this is …	Then PLGGCM does the following …
A payment session	Chains to the Payment Cycle Session Controls file, PLPCH, using the *Session Number* field, VDSESN, as the key
	Moves **0** to the *Closed to GL* field, CHGSTS
	Updates the Payment Cycle Session Controls file, PLPCH

7 Moves zeros to the following fields:

- *Closing Number* field, VDCLSN

- *Transfer Number* field, VDTRNN

- *Closed to Period* field, VDCLMN

- *Closed to Year* field, VDCLYR

- *Closed to GL* field, VDGSTS

8 Updates the Invoice Detail file, PLPVD.

9 Reads the next Invoice Detail record, PLRVD, and repeats Step 2 through Step 5 until all PLRVD records are read.

10 Chains to the General Ledger Transfer file, PLPGL.

11 Determines the following field values:

- If the *Closed to GL Status* field, GLGSTS = **1** (closed), PLGGCM replaces the value with **2** (reset).

- If the *Closed to GL Status* field, GLGSTS = **5** (active), PLGGCM replaces the value with **3** (unclosed).

12 Moves register option values to their respective fields on the GL Transfer file, PLPGL:

- *Invoice Distribution Register Option* field, GLIDRO

- *Registered Invoice Distribution Register Option* field, GLRDRO

- *Payment Distribution Register Option* field, GLPDRO

13 Updates the General Ledger Transfer file, PLPGL.

14 Submits the close and transfer job.

Unclose

For details about the processing in the *Unclose* option, refer to Step 1 through Step 9 in the *Restart* option.

Liability reclassification report process

Overview

The *Liability Reclassification Report* function allows you to use the disbursing method of accounting.

This function provides a Detail Report and a Summary Report.

- The Detail Report displays intercompany invoice distributions in the Invoice Detail section and in the Payment Detail section.
- The Summary Report provides a summary of the Invoice Detail and Payment Detail information.

Liability Reclassification Report programs and files

The programs below control the processing within this function.

Liability Reclassification Report programs

Batch Submitter for Liability Reclassification Report program	PLGLRRB
Liability Reclassification Report program	PLGLRR
Create PLPLW Workfile program	PLCCRTWRK

The Liability Reclassification Report programs update the following files:

Program	Files updated by program	
PLGLRRB	Task Coupler file	PLPVV
PLGLRR	Liability Reclassification file	PLPLR
PLCCRTWRK	Create Liability Reclassification workfile	PLPLW

The Liability Reclassification Report programs do the following:

- PLGLRRB displays the PLDLRRB prompt screen with submission parameters and writes the task coupling record.

- PLGLRR processes the report and adds or updates records in the Liability Reclassification file, PLPLR, and calls program PLCCRTWRK to create or clear the Liability Reclassification workfile, PLPLW.

- PLCCRTWK uses PLPLW to either create an empty duplicate file or clear an existing file in QTEMP.

The Liability Reclassification file contains summary level information from the report and additional information for creating a journal entry in the general ledger.

When you use the *Liability Reclassification Report* function, the system does not automatically create a journal entry for the general ledger. This report does provide the information that you need for manual journal entry.

General ledger considerations

Overview

If the *Close and transfer to GL* menu option terminates abnormally, you may need to work with batch transactions that this function creates in the general ledger system. You must first consider information about the period end close and the auto close process.

Manual close

If you are closing to the general ledger using the period end close process and if the *Close and transfer to GL* menu option creates batch transactions in the general ledger system, you can do the following:

- Delete the batch transactions.

- Run the *Restart* function.

Auto close

If the value in the *Auto Accept and Post GL Batches After Transfer* field, ECGLAP, in the Entity Control file is set to **1** and if your job terminates abnormally, your recovery process is based on one of the following situations:

- Infinium PL does not transfer the journal to the general ledger. You can select the *Restart* option to reset the records and rerun the *Close and transfer to GL* menu option.

- Infinium PL creates a batch transaction in the general ledger system, but the batch is not in the process of accepting or posting. You can delete the batch transaction in the general ledger and then rerun the *Close and transfer to GL* menu option from Infinium PL.

- If the batch transaction in the general ledger is in the process of accepting or posting, you must unclose the records or create reversal records in the general ledger system.

In Infinium GL you can reset the batch status using the *Update batch control flags* option in *Supervisor Functions*. You can then rerun the appropriate function in Infinium GL.

Chapter 8 Bank Reconciliation

8

The chapter consists of the following topics:

Overview of bank reconciliation

Bank reconciliation involves the comparison of bank cleared payment data with the payment data generated by Infinium PL.

Infinium PL provides two methods for entering bank cleared payment data into the system for reconciliation purposes:

- Manual entry
- Bank tape entry

Objectives

After you complete this chapter, you should be familiar with the technical aspects of the bank reconciliation process, including:

- Work with bank clearings
- Proof bank clearings
- Post bank clearings
- Extract reconciliation data
- Create reconciliation tape
- Receive bank clearing tape
- Payment renumbering

Bank reconciliation programs and files

Overview

This topic provides information about the programs and files used in the bank reconciliation process.

Bank reconciliation process programs

When you work with the *Bank Reconciliation* menu options, the system uses the programs in the table below.

Bank reconciliation process programs

Enter Cleared Payments program	PLGCLM
Cleared Payment Proof Submitter program	PLGCLB
Proof Entered Cleared Payments program	PLGCLR01
Post Entered Cleared Payments program	PLGCLPH
Extract Account Data Prompt program	PLGPHEXB
Extract Account Reconcilement Data program	PLGPHEXR
Create Tape File program	PLGCRTAR
Receive Bank Clearing Tape Prompt program	PLGPHRBB
Receive Bank Clearing Tape program	PLGPHRBR
Prompt for Re-assign Payment Numbers program	PLGPH01B
Submit Payments to be Renumbered program	PLGPH01C
Resequence Payment Numbers program	PLGPH01R
Reverse Posted Clearings program	PLGRPC

Files updated by bank reconciliation process programs

The table below provides the Infinium PL *Bank Reconciliation* process programs that perform file updates and the files updated by those programs.

Program	Files updated by program	
PLGCLM	Cleared Payments workfile	PLPCW
PLGCLB	Task Coupler file	PLPVV
PLGCLR01	Proof Report file	PLTCLR01
PLGCLPH	Payment History file	PLPPH
	Cleared Payments workfile	PLPCW
	Bank Payment Reconciliation file	PLPRH
	Post Report file	PLTCLPH
PLGPHEXB	Task Coupler file	PLPVV
PLGPHEXR	Payment History file	PLPPH
	Account Reconcilement Extract file	PLPAR
	Extract Reports file	PLTPHEXR
	Payment Void History file	PLPVO
PLGPHRBB	Task Coupler file	PLPVV
PLGPHRBR	Bank Clearing File from Bank file	PLPBK
	Cleared Payments workfile	PLPCW
	Receive Bank Clearing Tape Report file	PLTPHRBR
PLGPH01C	Task Coupler file	PLPVV
	Payments Renumbering Submitted workfile	PLPOE
PLGPH01R	Payments Renumbering History file	PLPOF
	Payment History file	PLPPH
	Paid Invoices file	PLPPV
	Payment Void History file	PLPVO
	Payments Renumbering Submitted workfile	PLPOE
	Payments Renumbering Report file	PLTPH01R
PLGRPC	Payment History file	PLPPH
	Vendor Payment Summary file	PLPVP
	Audit Trail Master file	PLPAN

Bank clearings process

Overview

This topic provides information about the bank clearings process that the system uses to compare bank cleared payment data with Infinium PL payment data.

Accessing the Work with Bank Clearings screen

To access the Work with Bank Clearings screen, perform the following steps:

1 From main menu, select *Bank Reconciliation*.

2 Select *Work with bank clearings* [WWBC].

Infinium PL provides a Work With Bank Clearings prompt screen that displays three fields:

- *Bank account*
- *Payment method*
- *Default cleared date*

After you provide a bank account name, a valid payment method for that bank account and an optional default cleared date, the system displays a screen similar to Figure 8-1.

```
 7/29/2008  14:38:03      Work With Bank Clearings      PLGCLM     PLDCLM
 _____

 Bank short name . . . . . . . . . . : BANK1     National Bank
 Bank account  . . . . . . . . . . . : ACCOUNT1  All Payments for Company 001
 Payment method  . . . . . . . . . . : 01 Checks
 Default cleared date  . . . . . . . :  1/31/2008


 Entry                                          Cleared      Reason
 Number  Payment number      Cleared amount     Date         Code
   1.    _____     _____55.00     _____     _____ +
   2.    _____     _____425.00     _____     _____ +
   3.    _____     _____1120.33     _____     _____ +
   4.    _CHECK_STOCK_FEE     _____25.00     _____     BKCHG +
   5.    =_____     _____     _____     _____ +
   6.    _____     _____     _____     _____ +
   7.    _____     _____     _____     _____ +
   8.    _____     _____     _____     _____ +
   9.    _____     _____     _____     _____ +
  10.    _____     _____     _____     _____ +
 Totals: Payments              Cleared amount
             0                      .00
 _____

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

Figure 8-1: Work With Bank Clearings screen

On this screen you can provide up to ten lines of bank cleared payment data. The Enter Cleared Payments program, PLGCLM, processes each line of data on the subfile separately.

Work with bank clearings process

The Enter Cleared Payments program, PLGCLM, performs the following tasks:

1 Validates the values in the display file and in the Payment History file, PLPPH, and checks the following information:

- Is the payment number required?

- Has the payment already been voided?

- Has the payment already been cleared?

- Was the payment cleared before it was issued?

- Is the cleared date valid?

- Was a reason code found?

- Is a reason code required?

- Is the bank cleared amount equal to the payment amount in Infinium PL?

- Is the payment found?

- Has a stop payment been requested?

2 Checks for errors.

- If any of the validation procedures detects an error, PLGCLM sends an error message to the screen.

- If the validation procedures do not detect an error, PLGCLM populates the Cleared Payments Workfile record, PLRCW, with data from the display file, the Bank Account Payment Controls file, PLPPA, and the Payment History file, PLPPH.

3 Checks if a record exists in the Cleared Payments Workfile, PLPCW, based on the values in the following fields:

- *Account Number* field, CWSNME

- *Payment Type* field, CWPTYP

- *Payment Reference Number* field, CWPREF

- *Reason* field, CWRSN

- *Date of Clear* field, CWCDTH

4 Performs one of the following procedures:

- If the record for a payment does not exist on the PLPCW file, the program writes a record to the file.

- If the record for the payment exists on the PLPCW file and the *Cleared Amount Payment Currency* field, CWDAMT, is equal to zero, the program deletes the record from the file.

- If a record for the payment exists on the PLPCW file and the *Cleared Amount Payment Currency* field, CWDAMT, is not equal to zero, the system updates the record on the file.

Proof bank clearings process

Overview

The *Proof bank clearings* menu option performs a proof on the data provided in the *Work with bank clearings* menu option or in the *Receive bank clearing tape* menu option.

Proof bank clearings process

The system uses both PLGCLB and PLGCLR01 to perform the proof bank clearings process.

PLGCLB

The Cleared Payment Proof Submitter program, PLGCLB, performs the following tasks:

1 Validates the values in the display file and checks the following information:

- Does the account exist on the Bank Account Payment Controls file, PLPPA?

- Does the user have proper security access to the account?

- Is the payment method valid on the Pay Method Controls file, PLPPF, or on the Bank Account Payment Methods file, PLPPT?

- Does a record exist for the account payment method key on the Cleared Payments workfile, PLPCW?

2 Writes the Task Coupler record.

3 Submits the proof.

PLGCLR01

The Proof Entered Cleared Payments program, PLGCLR01, performs the following tasks:

1   Reads a record from the Cleared Payments workfile, PLPCW.

2   Writes a header record to the Proof Report file, if appropriate.

3   Chains to the Payment History file, PLPPH, and if a record exists on PLPPH, validates the values in this file. PLGCLR01 checks the following information:

-   Has the payment already been voided?

-   Has the payment already been cleared?

-   Is the bank cleared amount equal to the payment amount in Infinium PL?

-   Is the cleared date valid?

-   Has a stop payment been requested?

-   If the *Reason* field, CWRSN, contains a value, is that value a valid entry on the **RSN** code table?

4   Writes one or more records to the Proof Report file.

5   Accumulates totals for the values in the following fields:

-   *Cleared Amount Payment Currency* field, CWDAMT

-   *Payment Amount Account Currency* field, PHPAMT

6   Reads the next Cleared Payments workfile record, PLRCW, and repeats Step 2 through Step 6 until all PLPCW records are processed.

7   Writes the totals record to the Proof Report file.

Post bank clearings process

Overview

The *Post bank clearings* menu option posts cleared transactions to the Bank Payment Reconciliation file, PLPRH.

The data you convert will not provide records in the Cleared Payments workfile, PLPCW. You must create a program to mark your Payment History records as cleared, PHCSTS = **2**.

Post bank clearings process

The system uses both PLGCLB and PLGCLPH to perform the post bank clearings process.

PLGCLB

The Cleared Payment Proof Submitter program, PLGCLB, performs the following tasks:

1 Validates the values in the display file and checks the following information:

- Does the account exist on the Bank Account Payment Controls file, PLPPA?

- Does the user have proper security access to the account?

- Is the payment method valid on the Pay Method Controls file, PLPPF, or on the Bank Account Payment Methods file, PLPPT?

- Does a record exist for the account payment method key on the Cleared Payments workfile, PLPCW?

2 Writes the Task Coupler record.

3 Submits the post.

PLGCLPH

The Post Entered Cleared Payments program, PLGCLPH, performs the following tasks:

1 Reads a record from the Cleared Payments workfile, PLPCW.

2 Writes a header record to the Post Report file, if appropriate.

3 Chains to the Payment History file, PLPPH, and if a record exists on PLPPH, validates the values in this file. PLGCLPH checks the following information:

- Has the payment already been voided?

- Has the payment already been cleared?

- Is the bank cleared amount equal to the payment amount in Infinium PL?

- Is the cleared date valid?

- Has a stop payment been requested?

- If the *Reason* field, CWRSN, contains a value, is that value a valid entry on the **RSN** code table?

4 Writes a record to the Post Report file.

5 Checks for errors.

- If errors exist, PLGCLPH performs Step 6 through Step 10

- If errors do not exist, PLGCLPH performs Step 11 through Step 13.

6 Based on the existence of a record on Payment History file, PLPPH, in Step 3, updates the *Paid and Cleared Amount* fields and the *Cleared Date* fields in PLPPH, and sets a value of **2** in the *Cleared Status* field, PHCSTS, to indicate that the record is fully cleared.

7 Writes a record to the Bank Payment Reconciliation file, PLPRH.

8 Based on the existence of a record on Payment History file, PLPPH, in Step 3, calls the Update Vendor Payments Statistics program, PLGVPM, to update the Vendor Payment Summary file, PLPVP. PLGCLPH passes the following parameters:

- VPOPT = **3**

- Payment History record

- Bank Payment Reconciliation record

9 Deletes the Cleared Payments workfile record, PLRCW.

10 Writes error records to the Post Report file.

11 Accumulates totals for the values in the following fields:

- *Cleared Amount Payment Currency* field, CWDAMT

- *Payment Amount Account Currency* field, PHPAMT

12 Reads the next Cleared Payments workfile record, PLRCW, and repeats Step 2 through Step 12 until all PLPCW records are processed.

13 Writes the totals record to the Post Report file.

Extract reconciliation data process

Overview

The *Extract reconciliation data* menu option extracts payment data that you can send to your bank. Use the *Create reconciliation data* option to create the tape.

Extract reconciliation data process

The system uses both PLGPHEXB and PLGPHEXR to perform the extract reconciliation data process.

PLGPHEXB

The Extract Account Data Prompt program, PLGPHEXB, performs the following tasks:

1   Validates the values in the display file and checks the following information:

   ▪ Does the account exist on the Bank Account Payment Controls file, PLPPA?

   ▪ Does the user have proper security access to the account?

   ▪ Is the payment method valid on the Pay Method Controls file, PLPPF, or on the Bank Account Payment Methods file, PLPPT?

2   Writes the Task Coupler record.

3   Submits the extract program.

PLGPHEXR

The Extract Account Reconcilement Data program, PLGPHEXR, performs the following tasks:

1   Reads a record from the Void History file, PLPVO.

2 Compares the display file date to the void date. If the void date is greater than the display file date, sets the error indicator on.

3 If the error indicator is not on, chains to the Payment History file, PLPPH.

4 If the payment amount is not equal to zero, checks the payment status:

- If the payment status is voided (*Void Status* field, VOVSTS, is not equal to **3**) and the "extracted" flag VOEXFL is not equal to **1**, PLGPHEXR does the following:

  - Subtracts the payment amount from the amount accumulator field.

  - Chains to the Vendor Base Data Controls file, PLPVE. If the appropriate vendor is not found, moves ***BLANKS** to the *Vendor Name* field.

  - Populates the Account Reconcilement Extract record, PLRAR, sets a value of **1** (voided) in the *Void Flag* field, ARVOID, and writes the record to the Account Reconcilement Extract file, PLPAR.

  - Updates field VOEXFL to **1** (extracted).

- If the payment is not voided, PLGPHEXR does the following:

  - Adds the payment amount to the amount accumulator field.

  - Chains to the Vendor Base Data Controls file, PLPVE. If the appropriate vendor is not found, moves ***BLANKS** to the *Vendor Name* field.

  - Populates the Account Reconcilement Extract record, PLRAR, sets a value of **1** (voided) in the *Void Flag* field, ARVOID, and writes the record to the Account Reconcilement Extract file, PLPAR.

5 Writes a heading record to the Extract Report file, if appropriate.

6 Writes a detail record to the Extract Report file.

7 Reads the next Void History record, PLRVO, and repeats Step 2 through Step 7 until all PLRVO records are read.

8 Reads the Payment History file, PLPPH.

9 Compares the display file date to the payment date. If the payment date is greater than the display file date, sets the error indicator on.

10 If the error indicator is not on, the payment amount is not equal to zero and the record is not already extracted (*Extracted Flag* field, PHEXFL not equal to **1**). PLGPHEXR does the following:

- Adds **1** to the record accumulator field.

- Adds the payment amount to the amount accumulator field.

- Chains to the Vendor Base Data Controls file, PLPVE. If the appropriate vendor is not found, the program moves ***BLANKS** to the *Vendor Name* field.

- Populates the Account Reconcilement Extract record, PLRAR, sets a value of **1** (voided) in the *Void Flag* field, ARVOID, and writes the record to the Account Reconcilement Extract file, PLPAR.

11 Writes a heading record to the Extract Report file, if appropriate.

12 Writes a detail record to the Extract Report file.

13 Moves **1** to the *Extract Flag* field, PLEXFL.

14 Updates the Payment History record, PLRPH.

15 Reads the next Payment History record, PLRPH, and repeats Step 9 through Step 15 until all PLRPH records are read.

Create reconciliation tape process

Overview

The *Create reconciliation tape* function creates a tape containing the data that the system extracted in the *Extract reconciliation data* function.

Check that you have loaded a tape on the appropriate tape drive before you run this function. You can rerun the function if necessary.

Create reconciliation tape process

The Create Tape File program, PLGCRTAR, performs the following tasks:

1 Validates the tape file entered on the display file screen.

2 Validates the tape device entered on the display file screen.

3 Calls the Copy File to Tape program, PLCCRTAR, to copy the data from the Account Reconcilement Extract file, PLPAR, to the tape.

Receive bank clearing tape process

Overview

The *Receive bank clearing tape* function retrieves the data from the tape that your bank sends for reconciliation purposes.

You will have to create a program to transfer the data from the bank tape to the Bank Clearing File From Bank file, PLPBK.

Receive bank clearing tape process

The system uses both PLGPHRBB and PLGPHRBR to perform the receive bank clearing tape process.

PLGPHRBB

The Receive Bank Clearing Tape Prompt program, PLGPHRBB, performs the following tasks:

1 Validates the values in the display file and checks the following information:

- Does the account exist on the Bank Account Payment Controls file, PLPPA?

- Is the payment method valid on the Pay Method Controls file, PLPPF, or on the Bank Account Payment Methods file, PLPPT?

2 Writes the Task Coupler record.

3 Submits the job to run the Receive Bank Clearing Tape program, PLGPHRBR.

PLGPHRBR

The Receive Bank Clearing Tape program, PLGPHRBR, performs the following tasks:

1 Reads a record from the Bank Clearing File From Bank file, PLPBK.

2 Chains to the Payment History file, PLPPH, and checks the following information:

- Does Payment History exist for this transaction?

- Is the vendor valid for this transaction?

- Is the cleared date valid?

- Is the cleared date greater than the payment date?

- Has a stop payment been requested?

- Has the payment been voided?

- Is the bank currency the same as the payment history currency?

3 Accumulates totals for the Cleared Amount, BKCAMT.

4 Writes a header record to the report file, if appropriate.

5 Writes a detail record to the report file.

6 Checks for warning messages. If warnings exist, writes the appropriate warning message to the report file.

7 Moves **1** to the *Processed Flag* field, BKPFLG, to indicate that the record has been processed and updates the Bank Clearing File From Bank record, PLRBK.

8 Writes a record to the Cleared Payments workfile, PLPCW.

9 Reads the next record on the Bank Clearing File From Bank file, PLPBK, and repeats Step 2 through Step 9 until all of the PLRBK records have been read.

Payment renumbering process

Overview

The *Payment Renumbering* function allows you to resequence your payment reference numbers to match your payment form numbers or to correct payment form problems.

Accessing the Payment Renumbering screen

To access the Payment Renumbering screen, perform the following steps:

1 From main menu, select *Bank Reconciliation*.

2 Select *Payment renumbering* [PR]. The system displays a screen similar to Figure 8-2.

```
  7/29/2008  14:39:40         Payment Renumbering           PLGPH01B    PLDPH01B
  _____

  Enter a locate field and press Enter.


       Locate

  _____    _____    _____
1=Select
      Payment                  Bank         Payment
      Cycle        Session     Account    Mtd  Date          Payment amount

  _   ONDEMAND     0000011     ACCOUNT1    01   2/07/2001             100.00
  _   WEEKLY       0000001     ACCOUNT1    01  11/01/1997           1,350.00
  _   WEEKLY       0000003     ACCOUNT1    01   4/02/1998           2,813.00
  _   WEEKLY       0000010     ACCOUNT1    01   3/02/2000          75,000.00
  =   WEEKLY       0000015     ACCOUNT1    01   3/20/2008             220.50




                                                                      BOTTOM

  _____

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

Figure 8-2: Payment Renumbering Selection screen

A value of **1** selects the payment session that you want to renumber. The system displays a screen similar to Figure 8-3.

```
 7/29/08  14:40:44            Payment Renumbering            PLGPH01C   PLDPH01C
_____


 Payment cycle . . . . . . . . . . . :  WEEKLY     WEEKLY PAYMENTS - CO 001
 Payment session . . . . . . . . . . :       15
 Payment date  . . . . . . . . . . . :   3/20/2008
 Bank account  . . . . . . . . . . . :  ACCOUNT1   All Payments for Company 001
 Payment method  . . . . . . . . . . :  01    Checks
 Number of payments  . . . . . . . . :       1
 Enter below the complete range of payment form numbers actually used:
 From payment reference              To payment reference
_____5_____            _____7_____
_____10_____            _____10_____
=_____                    _____
_____                     _____
_____                     _____
_____                     _____
_____                     _____
_____                     _____
                                                              MORE...



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

Figure 8-3: Payment Renumbering Range screen

You can provide up to 200 number ranges for your payment reference numbers.

Payment renumbering process

The system uses PLGPH01B, PLGPH01C, and PLGPH01R to perform the payment renumbering process.

PLGPH01B

The Prompt for Re-assign Check Numbers program, PLGPH01B, performs the following tasks:

1 Verifies that the user is authorized to Infinium PL.

2 Populates the subfile.

3 Calls the Submit Payments to be Renumbered program, PLGPH01C, and passes the following parameters:

Parameter	Description
CHCYCL	Payment Cycle
CHSESN	Payment Session
CHSNME	Payment Account Short Name
CHPDTE	Payment Date
CHCSTS	Current Status
CHAREL	Gross Amount Account Currency
TSAPMT	Amount Paid - account currency
TSPTYP	Payment Method
SBJOBN	Job Name
SBJOB#	Job Number
SBDATE	Date
SBTIME	Time
QQIHDR	Invoice Header (blank)
QQACTN	Action (blank)

PLGPH01C

The Submit Payments to be Renumbered program, PLGPH01C, performs the following tasks:

1 Displays the appropriate values from the payment session selected on the first display screen and displays the renumbering entry fields.

2 Validates the number ranges in the entry fields and checks the following information:

   - Is the *From* field greater than the *To* field?

   - Is a value entered in the *From* field?

   - Are the entry fields blank?

   - Have the numbers that were entered already been used?

3 Deletes existing records from the Payments Renumbering Submitted workfile, PLPOE, based on the following key:

Field	Description
CHCYCL	Payment Cycle

Field	Description
CHSESN	Payment Session
CHSNME	Payment Account Short Name
XXPTYP	Payment Method

4 Populates the Payments Renumbering Submitted workfile record, PLROE.

5 Writes the Payments Renumbering Submitted workfile record, PLROE.

6 Repeats Step 4 through Step 6 for all non-zero number ranges until all of the 200 range entry fields have been processed.

7 Writes the Task Coupler record, PLRVV.

8 Submits the Resequence Payment Numbers program, PLGPH01R.

PLGPH01R

The Resequence Payment Numbers program, PLGPH01R, performs the following tasks:

1 Reads the Payment History file, PLPPH, using the values in the following fields as the key:

- *Payment Session* field, OESESN
- *Bank Short Name* field, OESNME
- *Payment Method* field, OEPTYP

2 Omits any records that have already been renumbered (PHEXFL = 4 or 9).

3 Chains to the Vendor Base Data Controls file, PLPVE. If the appropriate vendor is not found, moves ***BLANKS** to the *Vendor name* field.

4 Removes the leading zeros from the new reference number.

5 Moves the current payment reference number to the *Old Payment Reference* field, PHOREF.

6 Moves the renumbered reference number to the *Payment Reference* field, PHPREF.

7 Moves the values in the *Old Payment Reference* field, PHOREF, in the *Payment Reference* field, PHPREF, and in the *Internal Payment Number*

field, PHICHK, to the following respective fields on the Payments Renumbering History file, PLPOF:

- *Old Reference Number* field, OFOREF

- *New Reference Number* field, OFNREF

- *Internal Sequence Number* field, OFICHK

8 Writes a header record to the Renumber Report file, if appropriate.

9 Writes a detail record to the Renumber Report file.

10 Chains to the Payment History file, PLPPH.

11 If the value is set to **1** (extracted) in the *Extract Flag* field, PHEXFL, moves **4** to PHEXFL. If the value is not set to **1** in this field, moves **9** to PHEXFL and then updates the Payment History record.

12 Reads the Paid Invoices file using the Internal Reference Number, PHICHK, as the key.

13 Moves the new payment reference number to the *Payment Reference* field, PVPREF.

14 Updates the Paid Invoices record.

15 Reads the next Paid Invoices record.

16 Repeats Step 13 through 15 for each appropriate record in the Paid Invoices file.

17 Reads the Payment Void History file, PLPVO, using the Internal Reference Number, PHICHK, as the key.

18 Moves the new payment reference number to the *Payment Reference* field, VOPREF.

19 Updates the Payment Void History record.

20 Reads the next Payment Void History record.

21 Repeats Step 18 through Step 20 for each appropriate record in the Payment Void History file.

22 Retrieves the next renumbering range.

23 Reads the next Payment History record, PLRPH.

24 Repeats Step 2 through Step 23 until all appropriate Payment History records are processed.

25 Reads the Payment History file, PLPPH, using values from the following fields as the key:

- *Payment Session*, OESESN

- *Bank Short Name*, OESNME

- *Payment Method*, OEPTYP

26 If the value in the *Extract Flag* field, PHEXFL, is equal to **4**, changes the value to **1**. If the value in this field is equal to **9**, changes the value to **0**.

27 Updates the Payment History record, PHRPH.

28 Reads the next Payment History record.

29 Repeats Step 25 through Step 28 until all appropriate Payment History records are read.

Reverse posted clearings process

Overview

Use the *Reverse posted clearings* function to reset the status of fully cleared payments to a not cleared status. You select payments from a filtered list that includes payments currently not voided.

Accessing the Reverse Posted Clearings screens

To access the Reverse Posted Clearings screens, complete the following steps:

1 From main menu, select *Bank Reconciliation*.

2 Select *Reverse posted clearings* [RPC]. The system displays a screen similar to Figure 8-4.

```
 4/27/2009  08:33:20        Reverse Posted Clearings        PLGRPC      PLDRPC
 _____

 Use this function to update the status of fully cleared payments.
 Type information and press Enter.

     Pay to vendor  . . . . . . . . . _____  +
     Payment reference  . . . . . . . _____

      -Or

     Bank account . . . . . . . . . . _____  +
     Payment method . . . . . . . . . __ +

     Cleared date range
       From cleared date  . . . . . . _____
        To cleared date  . . . . . . . _____

     Payment reference range
       From payment reference . . . . _____
        To payment reference . . . . . _____
 _____
 F2=Function keys  F3=Exit  F4=Prompt  F10=Quick access  F24=More keys
```

Figure 8-4: Reverse Posted clearings prompt screen

The Reverse Posted Clearings prompt screen displays these fields:

- *Pay to vendor*

- *Payment reference*

- *Bank account*

- *Payment method*

- *From cleared date*

- *To cleared date*

- *From payment reference*

- *To payment reference*

3 After you provide a valid combination of selections, the system displays a screen similar to Figure 8-5.

```
 4/27/2009  08:34:40        Reverse Posted Clearings        PLGRPC      PLDRPC


 Bank account . . . . . . . . . . : CAD CHECK
 Payment method . . . . . . . . . : 01
 Cleared date range . . . . . . . : 00/00/0000 99/99/9999

Type information and press Enter.
  2=Reverse posted clearing  5=Payment information  9=Cleared history


 Opt  Payment reference  Vendor        Pay amount      Cleared amount   Cur
 Loc  _____  _____







 F2=Function keys  F3=Exit  F5=Refresh  F10=Quick access  F24=More keys
 No items to display.
```

Figure 8-5: Reverse Posted Clearings selection screen

You can select an item with one of the following:

- **2** (Reverse posted clearing)

- **5** (Payment information)

- **9** (Cleared history)

Reverse posted clearings process

The Reverse Posted Clearings program, PLGRPC, performs the reverse posted clearings process.

PLGRPC

PLGRPC performs these tasks:

1 Based on your selections, reads the Payment History file, PLPPH, using the values in the following fields as the key:

- *Bank account short name*, PHSNME
- *Payment method*, PHPTYP
- *Payment reference*, PHPREF
- *Vendor*, PHVEND

2 Includes records within the cleared date range specified.

3 Includes records within the payment reference range specified.

4 Includes records with a cleared status of **2**, fully cleared.

5 Includes records with a void status of **1**, not voided, or **3**, unvoided.

   When you select an item to reverse, PLGRPC performs these tasks:

6 Accesses the highest Bank Payment Reconciliation record, based on the internal payment number.

7 Creates a new Bank Payment Reconciliation record. The *Transaction code* is set to **REV** and the *Cleared amount* is reversed.

8 Updates the Payment History record you are reversing. The *Cleared amount* and *Cleared date* are set to zero; the *Cleared status* is set to **0**, not cleared.

9 Calls the Vendor Payments Summary Maintenance program, PLGVPM, passing these parameters:

Parameter	Description
Option	04=Reverse Posted Clearing
PHDATA	Payment history record
RHDATA	Bank payment reconciliation record

10 Calls the Invoice Audit Trail Generation & Deletion API program, PLGANAPI, passing these parameters:

Parameter	Description
ANDATA	Audit Trail Master Record
AudDummy	Unused
AudLRFlag	End of Program Indicator

Chapter 9 Application Integration

9

The chapter consists of the following topics:

Overview of application integration

Infinium PL accesses other Infinium applications by using application program interfaces (APIs) and through direct calls to programs in the applications.

Objectives

After you complete this chapter, you should be familiar with the technical aspects of integrating with the following applications:

- Infinium AR
- Infinium CM
- Infinium EX
- Infinium FA
- Infinium FX
- Infinium GL
- Infinium GT
- Infinium PX
- Infinium PA
- Infinium PY

Application program interfaces to Infinium AR

Overview

Infinium PL accesses the Infinium AR application to verify that designated vendors entered in Infinium PL are valid customers in Infinium AR.

Infinium PL API to Infinium AR

The table below provides the description and function of the Infinium PL application program interface to Infinium AR.

Infinium PL API to Infinium AR

API	Description	Function
PLGARV	AR Company/Customer Validation program	Verifies that designated vendors are valid Infinium AR customers

Application program interfaces to Infinium CM

Overview

Infinium PL accesses the Infinium CM application to retrieve and validate data for Infinium PL currency fields.

Infinium PL APIs to Infinium CM

The table below provides the description and function of the Infinium PL application program interfaces to Infinium CM.

Infinium PL APIs to Infinium CM

API	Description	Function
PLGAIP4	PL to CMGAIP4 program	Calls the Infinium CM Application Interface Program, CMGAIP4, using Data Structures PLSAI2, PLSAI3, to perform the following functions based on the value passed in the *Request Code* field, AIRQS: **01** = Validates source currency **02** = Validates target currency **03** = Validates rate type **04** = Validates source and target currency **05** = Validates source currency and rate type **06** = Validates target currency and rate type **07** = Validates source and target currency and rate type

Infinium PL APIs to Infinium CM

API	Description	Function
PLGAIP4 (continued)	PL to CMGAIP4 program	**08** = Retrieves exchange rate and calculates amount
		10 = Retrieves rate controls only
		11 = Validates currency group
		12 = Retrieves currency group
		13 = Retrieves direct exchange rate and calculates target currency amount
		14 = Validates currency in a currency group
		15 = Validates whether a currency group is contained within another currency group
		16 = Validates source and target currency and rate type without reversing source and target currency
		17 = Validates triangulated currency
		If you do not have Infinium CM installed, the API validates the currency codes in the Infinium PL code table for code type **CUR**.
PLGCUD	PL Currency Prompt API	Provides Infinium CM or Infinium PL prompt F4 values for currency fields.
		If you have Infinium CM installed, the API calls the Currency Control Review program, CMGCCD, in Infinium CM.
		If you do not have Infinium CM installed, the API calls the Code Value Prompt program, PLGCVD3, in Infinium PL which displays the code values for code type **CUR**.
	Retrieve Composite Exchange Rate	Calls the Infinium CM API, CMGRCR, which populates the *Exchange rate* field, AIRATE, when an exchange rate is locked, the method is triangulation, and the *Exchange rate* field is blank. CMGRCR retrieves the triangulated rates from CM, performs a calculation to compute the cross rate (composite rate) and sends the rate back to PL into the *Exchange rate* field. CM will also send back an exchange rate quotation method of **1**, direct.

Infinium PL APIs to Infinium CM

API	Description	Function
PLGDTER	PL to CMGDTER	Displays triangulated exchange rates. This API calls CM program CMGDTER, which displays a pop-up window in Infinium PL. This is available when triangulation has been used for currency conversion and the exchange rates are not visible in PL.

Integration with Infinium EX

Overview

Infinium PL accesses Infinium EX through direct calls to the Infinium EX programs.

Infinium PL integration with Infinium EX

The table below provides the description and function of the program involved in the Infinium PL integration with Infinium EX.

Infinium PL integration with Infinium EX

PL calling program	Description	EX program called	Description	Function
PLGEIR	Electronic Invoice Receive Driver program	EXGEX	EX Control File Validation program	Validates that the EX control record exists for the document and function to be performed.

Integration with Infinium FA

Overview

Infinium PL allows you to close and transfer invoice expense distributions, such as capital items, to Infinium FA.

You can also perform walkback processing from Infinium FA to Infinium PL on those items that you have closed from Infinium PL to Infinium FA.

Infinium PL integration with Infinium FA

The table below provides the description and function of the programs involved in the Infinium PL integration with Infinium FA.

Infinium PL integration with Infinium FA

Calling program	Description	Program called	Description	Function
PLGFAT	Payables Ledger to Fixed Assets Transfer program	FAGFAT	Fixed Assets API to Accounts Payable program	PLGFAT calls FAGFAT to transfer capital item data from Infinium PL to Infinium FA.
FAGABI	Asset Inquiry program	PLGXFA	Chase Back From Infinium FA program	FAGABI and FAGAPI call PLGXFA to perform walkback processing from Infinium FA to Infinium PL on capital item data that was closed from Infinium PL to Infinium FA.
FAGAPI	Payables Interface program			

Integration with Infinium FP

Overview

Infinium PL accesses Infinium FP through direct calls to the Infinium FP programs.

Infinium PL integration with Infinium FP

The table below provides the description and function of the programs involved in the Infinium PL integration with Infinium FP.

Infinium PL integration with Infinium FP

PL calling program	Description	FP program called	Description	Function
PLGCHV2	Payment Processor program	FPGDTA	Sequential Numbering Information API	Retrieves application information.
		FPGSNA	Next Sequential Number API	Assigns the next sequence number to a transaction.
PLGCOW	Company Controls Action List program	FPGDAW	Work with Document Assignments program	Assigns a number series to document subgroups.
		FPGDTA	Sequential Numbering Information API	Retrieves application information.
PLGDVW	Division Controls Action List program	FPGDAW	Work with Document Assignments program	Assigns a number series to document subgroups.
		FPGDTA	Sequential Numbering Information API	Retrieves application information.

Infinium PL integration with Infinium FP

PL calling program	Description	FP program called	Description	Function
PLGECM	Entity Control Maintenance program	FPGDTW	Work with Documents	Selects documents for processing.
PLGMPW	Work with Manual Payments program	FPGDTA	Sequential Numbering Information API	Retrieves application information.
		FPGSNA	Next Sequential Number API	Assigns the next sequence number to a transaction.
PLGPST	Post Session to Open Payables program	FPGDTA	Sequential Numbering Information API	Retrieves application information.
		FPGSNA	Next Sequential Number API	Assigns the next sequence number to a transaction.

Application program interfaces to Infinium GL

Overview

Infinium PL accesses the Infinium GL application to validate, retrieve, and update account and inter-company data.

Infinium PL APIs to Infinium GL

The table below provides the description and function of the Infinium PL application program interfaces to Infinium GL

Infinium PL APIs to Infinium GL

API	Description	Function
PLGCNC1	Ledger Company Validation program	Calls the General Ledger Application Program Interface program, GLGAPI, to validate that the Infinium PL company exists as a company in Infinium GL
PLGCTC	Account Validation Checker program	Calls the General Ledger Application Program Interface program, GLGAPI, to resolve and edit an Infinium PL account and account information based on data retrieved from Infinium GL.
		Performs validity checks on the following account related information:
		Account value To and From dates Account currency Intercompany flag Legal account flag Debit and credit limits Statistical flag
		Passes the account page number when possible.
		If an account page number exists and if you pass an account, the system overrides the account page number with the account.

Infinium PL APIs to Infinium GL

API	Description	Function
PLGGLI	Transfer to GL program	Calls the Foreign Subsystem Journal Interface program, GLGFSI, to transfer Payables Ledger transaction data to Infinium GL for the creation of input batches into the Infinium GL posting process.
		Loads the Infinium PL close data for:
		Batch Header Journal Header Journal Detail
		You must maintain the following minimum record lengths to ensure data integrity between PLGGLI and GLGFSI:

		BTRCD -GHRCD - 256
		GXRCD -CDRCD - 512
		                      512
		                      128

PLGICW	Period Controls API	Calls the Period Controls Maintenance program, GLGDAM, in Infinium GL to validate period values.
PLGITC	Intercompany Table Checker program	Calls the Intercompany Table Checker program, GLGITC, in Infinium GL to validate the following:
		Intercompany table is defined Code value is defined on the table User is authorized to the table Company pair passed is active Company pair is on the table Journal company is on the table
		Passes a 10 byte string of 1s and 0s to request appropriate validation routines.
PLGRIA	Retrieve Intercompany Table Account from GL program	Calls the Retrieve Intercompany Table Accounts program, GLGRIA, in Infinium GL to retrieve the following:
		Source receivable account Source payable account Target receivable account Target payable account
		You should call PLGITC before calling PLGRIA to ensure that the source company, target company, and intercompany table are valid.

Infinium PL APIs to Infinium GL

API	Description	Function
PLGXGL	Walk back from General Ledger into Payables Ledger	This program is called from the Infinium GL ITB (Interactive Trial Balance). It allows walk back from a specific Infinium GL account back to Infinium PL.

Application program interfaces to Infinium GT

Overview

Infinium PL accesses the Infinium GT application to validate tax values, retrieve calculated tax amounts, and to write tax history records.

Infinium PL APIs to Infinium GT

The table below provides the description and function of the Infinium PL application program interfaces to Infinium GT.

Infinium PL APIs to Infinium GT

API	Description	Function
PLGAPITX	Global Taxation API	Calls the Global Taxation Application Program Interface program to perform the following validation procedures based on the parameter code passed: Tax account Tax code values Ledger company groups Tax rate codes Tax authorities Registration numbers
PLGHHA	API to GTGHHA	Calls the Tax History API, GTGHHA, which controls the reading, writing, updating, and deleting of tax history records. Writes tax header, detail, and adjustments data. Validates year, period, and country. Calculates and retrieves tax amounts.

Application program interfaces to Infinium PX

Overview

The Infinium PL application program interfaces use the Infinium PX application to validate, retrieve, and update purchasing data from Infinium PM and Infinium CA.

Infinium PL APIs to Infinium PX

The table below lists the Infinium PL application program interfaces that use the Infinium PX programs.

Infinium PL APIs to Infinium PX

PL API	PL API description	PL API function	PX API called	PX API description
PLGAPIM	Payables to Purchasing API Manager program	Supports access from Infinium PL to a purchasing system, such as Infinium PM, through the API manager program, PXGAPIM1, in Infinium PX	PXGAPIM1	Payables to Purchasing API Manager program

Infinium PL APIs to Infinium PX

PL API	PL API description	PL API function	PX API called	PX API description
PLGAPIM	Payables to Purchasing API Manager program	PLGAPIM receives input parameters, determines the number of parameters to pass, calls PXGAPIM1, interprets error conditions, and determines whether to remain active or terminate on returning to the calling program.	PXGAPIM1	Payables to Purchasing API Manager program

Program parameters:

- QZCTL, 1024 byte control parameter, uses these codes:

  - QZREQ, request code of purchasing program to call

  - QZRTN, return code, contains these codes:

    00 = Call to target program successful

    01 = Chain to PXLCV failed

    02 = Program value in CVPGM program failed

    03 = Call to purchasing program failed

    04 = Call to Infinium PX failed

Infinium PL APIs to Infinium PX

PL API	PL API description	PL API function	PX API called	PX API description
PLGAPIM (continued)	Payables to Purchasing API Manager program (continued)	▪ QZEND, shutdown code, sets last record indicator *INLR ▪ PARM01 through PARM30, 1 byte each PLGAPIM uses the #PARMS reserved word of the program status data structure to determine the number of parameters actually received and the number of parameters to pass to the purchasing API program.		

PLGAPIP	Payables to Purchasing Prompt Manager program	Supports prompting from Infinium PL to a purchasing system, including Infinium PM, through the API manager program, PXGAPIP1, in Infinium PX
		
		PLGAPIP receives the standard parameters for Infinium AM prompting, formats an additional control parameter, calls PXGAPIP1, and interprets and reports any error conditions.
		
		Program parameters:
		
		▪ QZCTL, 1024 byte control parameter, uses these codes:
		
		  ▪ QZREQ, request code of purchasing program to call
		
		  ▪ QZRTN, return code, contains these codes:
			PXGAPIP1	Payables to Purchasing Prompt Manager program

Infinium PL APIs to Infinium PX

PL API	PL API description	PL API function	PX API called	PX API description
PLGAPIP (continued)	Payables to Purchasing Prompt Manager program (continued)	**00** = Call to target program successful		
		01 = Chain to PXLCV failed		
		02 = Program value in CVPGM program failed		
		03 = Call to purchasing program failed		
		04 = Call to Infinium PX failed		
		QZEND, shutdown code, sets last record indicator *INLR		
	Payables to Purchasing Prompt Manager program	▪ $DATA, data passed, 1 to 256 characters	PXGAPIP1	Payables to Purchasing Prompt Manager program
		▪ CALTYP, Call Type, 1 character		
		▪ FIELD, Field Name, 6 characters		

Application program interfaces to Infinium PA

Overview

Infinium PA validates project budget limits and sends Infinium PL invoice information to Infinium PA

Infinium PL APIs to Infinium PA

The table below provides the description and function of the Infinium PL application program interfaces to Infinium PA.

Infinium PL API to Infinium PA

API	Description	Function	Called PA API
PLGPAAPB	Project ID Prompt	Retrieves batch validation for Project IDs in Infinium PA	PAGAPB
		Posts transactions to Infinium PA	PAGSLI
PLGPAAPI	Project ID Prompt	Infinium PL interactive job prompts for Project ID in Infinium PA	PAGAPI
PLGPARSV	Project ID Prompt	Retrieves entity values from Infinium PA	PAGRSV

Application program interfaces to Infinium PY

Overview

Infinium PY provides garnishment information to Infinium PL that is used for the creation of garnishment invoices.

Infinium PL API to Infinium PY

The table below provides the description and function of the Infinium PL application program interface to Infinium PY

PL API	PL API description	PL API function
PLGIAPIX	Extract Garnishments from PY	Retrieves garnishment records from the Payables Ledger Interface file from Infinium PY to fill the Invoice Interface file

Invoice creation application program interface shell

Overview

Infinium PL provides an Invoice Creation Application Program Shell, PLGIAPI, which you may need to customize to obtain specific results. Its purpose is to import remotely entered invoice data into Infinium PL for creating invoices.

Infinium PL also provides an Import Invoice Creation Application Program Interface, PLGIHAPI. This API differs from PLGIAPI in that it imports unlimited detail lines for each invoice and invoice notes. Also, you can define this API to automatically proof and post the invoices.

PL API	PL API description	PL API function
PLGIAPI	Invoice Creation API Shell	This program handles remotely-entered invoice information as an API for creating invoices. It creates an invoice session and loads the invoice input files from a specified SQL table file, PLFIN. You then proof and post the created invoices using *Work with invoice entry*.
		Caution: This program is obsolete and will not be enhanced. Use PLGIHAPI instead.
PLGIHAPI	Import Invoice Creation API	This program handles remotely-entered invoice information, creates an invoice session, loads the invoice input files, and then, depending on the proof and post field value, automatically proofs and posts the invoices. If you do not define the API to automatically proof and post the invoices, you can use *Work with invoice* entry to proof and post them. This API imports unlimited detail lines for each invoice and invoice notes.
		Within a given session (defined as company/division/accounting date/source), if the *Proof/Post* field values differ among invoice records, the *Proof/Post* action is determined by the last record.

Notes

Chapter 10 System Maintenance

10

The chapter consists of the following topics:

Overview of system maintenance

Infinium PL system maintenance consists of monitoring and maintaining file sizes, reorganizing data files and pay cycle work files, clearing electronic payment files, and purging transaction history files.

Objectives

After you complete this chapter you should be familiar with the technical aspects of system maintenance, including:

- Maintaining file sizes
- Reorganizing files
- Clearing electronic files
- Purging transaction history files
- Purging the invoice interface file

File size maintenance

Overview

This topic provides information that relates to the record capacity of your Infinium PL physical files.

Caution: You should monitor your files carefully and make adjustments to file sizes as appropriate.

Default record capacity

Infinium provides the following IBM standard default file sizes for most physical files that are created in Infinium PL:

Record attribute	Record size
Initial number of records	10,000
Number of records per increment	1,000
Maximum number of increments	3
Record capacity	13,000

For details about file sizes and files that vary from the IBM standard defaults, refer to the "Files to watch" topic later in this chapter.

File capacity

We recommend that you monitor your files frequently to determine when the file capacity begins to approach the record capacity. If the file is in danger of exceeding the record capacity, you should modify the *Record capacity* field to avoid problems.

Caution: If the total number of records in a file exceeds the record capacity, a level one halt to processing occurs. This could result in corruption of data integrity.

Displaying the record count and capacity of a file

To determine a file's current number of records and record capacity, specify the display file description command and the file's name at a command line.

For example, specify the following to monitor the PLPVH file:

DSPFD PLPVH

The system displays a screen similar to Figure 10-1.

```
                           DISPLAY SPOOLED FILE
   FILE  . . . . . :     QPDSPFD                      PAGE/LINE   1/36
   CONTROL . . . . .     _____                     COLUMNS     1 - 78
                     =
   FIND  . . . . . .     _____
   *...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+...
       CREATION DATE . . . . . . . . . . . . . . . :           03/20/03
       TEXT 'DESCRIPTION'  . . . . . . . . . . . . : TEXT      Invoice Header
       DISTRIBUTED FILE  . . . . . . . . . . . . . :           NO
       PARTITIONED SQL TABLE . . . . . . . . . . . :           NO
       DBCS CAPABLE  . . . . . . . . . . . . . . . :           NO
       MAXIMUM MEMBERS . . . . . . . . . . . . . . : MAXMBRS     1
       NUMBER OF CONSTRAINTS . . . . . . . . . . . :             0
       NUMBER OF TRIGGERS  . . . . . . . . . . . . :             0
       NUMBER OF MEMBERS . . . . . . . . . . . . . :             1
       MEMBER SIZE                                   SIZE
          INITIAL NUMBER OF RECORDS . . . . . . . . :         1000000
          INCREMENT NUMBER OF RECORDS . . . . . . . :        10000
          MAXIMUM NUMBER OF INCREMENTS  . . . . . . :        10
       RECORD CAPACITY . . . . . . . . . . . . . . :         1100000
       ALLOCATE STORAGE  . . . . . . . . . . . . . : ALLOCATE  *NO
       CONTIGUOUS STORAGE  . . . . . . . . . . . . : CONTIG    *NO
                                                                     MORE...
    F3=EXIT   F12=CANCEL   F19=LEFT   F20=RIGHT   F24=MORE KEYS
```

Figure 10-1: Display File Description screen

Page down to view the current number of records in the specified file. If you find that the value in the *Current number of records* field is too close to the value in the *Record capacity* field, you can use the **CHGPF** command to change the settings for the file.

Changing the physical file settings

At a command line, specify **CHGPF** and then press F4 to display the Change Physical File Prompt screen. Specify the appropriate file, library, and system information and then press Enter. The system displays a screen similar to Figure 10-2.

```
                    CHANGE PHYSICAL FILE (CHGPF)

  TYPE CHOICES, PRESS ENTER.


  PHYSICAL FILE  . . . . . . . . . >  PLPVH          NAME
    LIBRARY  . . . . . . . . . . .      *LIBL        NAME, *LIBL, *CURLIB
  SYSTEM . . . . . . . . . . . . .     *LCL          *LCL, *RMT, *FILETYPE
  SOURCE FILE  . . . . . . . . . .     *NONE         NAME, *NONE
    LIBRARY  . . . . . . . . . . .                   NAME, *LIBL, *CURLIB
  EXPIRATION DATE FOR MEMBER . . .     *NONE         DATE, *SAME, *NONE
  MAXIMUM MEMBERS  . . . . . . . .     1             NUMBER, *SAME, *NOMAX
  ACCESS PATH SIZE . . . . . . . .     *SAME         *SAME, *MAX4GB, *MAX1TB
  ACCESS PATH MAINTENANCE  . . . .     *SAME         *SAME, *IMMED, *REBLD, *DLY
  ACCESS PATH RECOVERY . . . . . .     *SAME         *SAME, *NO, *AFTIPL, *IPL
  FORCE KEYED ACCESS PATH  . . . .     *SAME         *SAME, *NO, *YES
  MEMBER SIZE:
    INITIAL NUMBER OF RECORDS  . .     1000000       1-2147483646, *NOMAX, *SAME
     INCREMENT NUMBER OF RECORDS  .    10000         0-32767, *SAME
      MAXIMUM INCREMENTS . . . . . .   10            0-32767, *SAME
  ALLOCATE STORAGE . . . . . . . .     *NO           *NO, *YES, *SAME
                                                                MORE...

  F3=EXIT   F4=PROMPT   F5=REFRESH   F10=ADDITIONAL PARAMETERS   F12=CANCEL
  F13=HOW TO USE THIS DISPLAY      F24=MORE KEYS
```

Figure 10-2: Change Physical File (CHGPF) screen

You can modify the values in the *Member size* fields.

If you set the *Initial number of records* value to ***NOMAX** on multiple files, you should monitor your DASD capacity regularly to eliminate the potential for exceeding your disk capacity.

Files to watch

The table below lists the files that have the potential to exceed the default record capacity. The default record capacity is the capacity specified when the product is shipped to customers. Actual file sizes depend on your company's usage.

Regularly monitor the size of these files and change the file settings if and when necessary.

File entries marked by bold type like **this** in the table below identify physical files that allow reuse of the space left by deleted records. This reuse helps to minimize the need for adjusting the file settings. Refer also to the list of additional files after the table.

Object	Description	Initial size
PLPVD	**Invoice Detail file**	**1,500,000**
PLPW7	Invoice Purchase Order Distributions workfile	1,500,000
PLPPO	Invoice Purchase Order Detail file	1,000,000
PLPPV	Paid Invoices file	1,000,000
PLPV1	**Invoice Detail - User Fields file**	**1,000,000**
PLPV2	**Prorate Detail workfile**	**1,000,000**
PLPV3	**Invoice Detail - Tax Data file**	**1,000,000**
PLPVH	**Invoice Header file**	**1,000,000**
PLPAN	Audit Trail Master file	1,000,000
PLPW6	**Invoice Purchase Order Distributions workfile**	**1,000,000**
PLPPD	Paid Invoice Distributions file	500,000
PLPPH	Payment History file	500,000
PLPSD	**Invoice Distributions Selected for Payment file**	**500,000**
PLPSV	**Selected Invoices for Payment file**	**500,000**
PLPVL	Vendor Audit Log file	500,000
PLPVS	**Invoice Session Totals file**	**500,000**
PLPCH	**Payment Cycle Session Controls file**	**100,000**
PLPVA	Vendor Address Data file	100,000
PLPVV	Task Coupler file	100,000
PLPCN	Vendor Contacts file	50,000
PLPCP	**Vendor Payments file**	**50,000**
PLPIT	Vendor Global Tax Controls file	50,000
PLPNT	Vendor U.S. Tax Controls file	50,000
PLPPM	Vendor Purchase Order Management Data file	50,000
PLPPY	Vendor Payment Controls file	50,000
PLPVE	Vendor Base Data Controls file	50,000
PLPVP	Vendor Payment Summary file	50,000
PLPVI	Vendor Invoice Summary file	50,000
PLPVO	Payment Void History file	10,000

The system allows reuse of deleted record space in the following additional files:

- PLPNP - Note Pad file
- PLPPG - History Purge Work file
- PLPPP - Payment Cycle Pay Method Totals file
- PLPTS - Payment Session Control Totals file
- PLPWK - Work file to Hold Grouping for Intercompany account

Although Infinium PL deletes files PLPSV and PLPSD during payment processing, these deleted files occupy file space. To avoid the problem using unnecessary file space, you can periodically run either of the following reorganization menu options:

- *Reorganize all PL data files*
- *Reorganize pay cycle workfiles*

For information about these functions, refer to the "Reorganize all PL data files" and "Reorganize pay cycle work files" topics later in this chapter.

Reorganize all PL data files

Overview

Use the *Reorganize all PL data files* menu option periodically, such as monthly, to reorganize your Infinium PL data files. This function allows you to do the following:

- Recover space that is consumed by deleted records
- Organize your data to increase processing efficiency

Run the reorganize process at night when no users are signed on to the system.

Programs used to reorganize the data files

The system uses the following programs to perform the *Reorganize all PL data files* menu option:

Reorganize data files programs

Reorganize All PL Files program (RPG)	PLGRGZ
Reorganize All PL Files program (CL)	PLCRGZ

Files updated by programs

The *Reorganize all PL data files* menu option reorganizes all Infinium PL data files.

Reorganize data files processing

The Reorganize All PL Files program, PLGRGZ, initiates the *Reorganize all PL data files* menu option.

PLGRGZ manages the display screen that controls the launching of the function and calls the Reorganize All PL Files program, PLCRGZ, to perform the reorganization.

PLCRGZ is a CL program that first places an exclusive lock on the data files and then performs a Reorganize Physical File Member command, **RGZPFM**, on all Infinium PL data files.

Caution: The Reorganize all PL data files function runs interactively. Ensure that all users are signed off Infinium PL when this process is running.

To run the *Reorganize all PL data files* process, do the following:

1 Sign on to the system as **PL2000**.

2 Select *Supervisor Tasks.*

3 Select *Reorganize all PL data files* [PLIRPF].

   The system displays the Reorganize All PL Data Files screen.

4 Press F23 to submit the reorganization process.

Reorganize pay cycle work files

Overview

Use the *Reorganize pay cycle workfiles* menu option periodically to reorganize your Infinium PL payment cycle work files. This function allows you to do the following:

- Recover space that is consumed by deleted records

- Organize your data to increase processing efficiency

Run this process at night when all users are logged off the system, basing the frequency of reorganization on the frequency with which you run payment processes.

Programs used to reorganize pay cycle work files

The system uses the following programs to perform the *Reorganize pay cycle workfiles* process:

Reorganize pay cycle files programs

Prompt to Reorganize Pay Cycle Workfiles program	PLGRGZF
Reorganize Cycle Workfiles program	PLCRGZF
Check for Deleted Records program	PLCRCDS

Files updated by programs

The Reorganize Cycle Workfiles program, PLCRGZF, reorganizes the files listed in the table below.

Files updated by program

Invoice Distributions Selected for Payment file	PLPSD
Selected Invoices for Payment file	PLPSV

Files updated by program

Forms Overflow Reference file	PLPFO
Vendor Payments file	PLPCP
Payment Cycle Pay Method Totals file	PLPPP

Reorganize pay cycle work files processing

The Prompt to Reorganize Pay Cycle Workfiles program, PLGRGZF, initiates the *Reorganize pay cycle workfiles* menu option.

PLGRGZF manages the display screen that controls the launching of the function and calls the Reorganize Cycle Workfiles program, PLCRGZF, to perform the reorganization.

For each pay cycle file, PLCRGZF calls the Check for Deleted Records program, PLCRCDS. If the file contains deleted records, PLCRGZF performs a Reorganize Physical File Member command, **RGZPFM**, on the file.

Caution: The Reorganize pay cycle workfiles process runs interactively. Ensure that all users are signed off the Infinium PL system when this process is running.

To run the *Reorganize pay cycle workfiles* process, do the following:

1 Sign on to the system as **PL2000**.

2 Select *Supervisor Tasks*.

3 Select *Reorganize pay cycle workfiles* [PLIRCWF].

The system displays the Reorganize Pay Cycle Workfiles screen.

4 Press F23 to submit the reorganization process.

Clear electronic payment files

Overview

After you transfer electronic payment data and confirm that the system transferred the data successfully, run the *Clear electronic payment files* process. This process deletes the previously transferred electronic payment interface files, which helps prevent data transfer problems with the next electronic data transfer.

Programs used to clear electronic payment files

The system uses the following programs to perform the *Clear electronic payment files* menu option:

Clear Electronic Payment Files programs

Clear EDI Payment File Prompt program	PLGCLRPL
Clear EDI Payment Files program	PLCCLRPL

Files updated by programs

The Clear EDI Payment Files program, PLCCLRPL, updates the files listed in the table below.

Files updated by program

|	
Electronic Payment Order Header file	PLPEXPOH
Electronic Payment Order Names file	PLPEXPON
Electronic Payment Order Entity file	PLPEXPOQ
Electronic Payment Order Remittance file	PLPEXPOR

Infinium EX outbound document flow
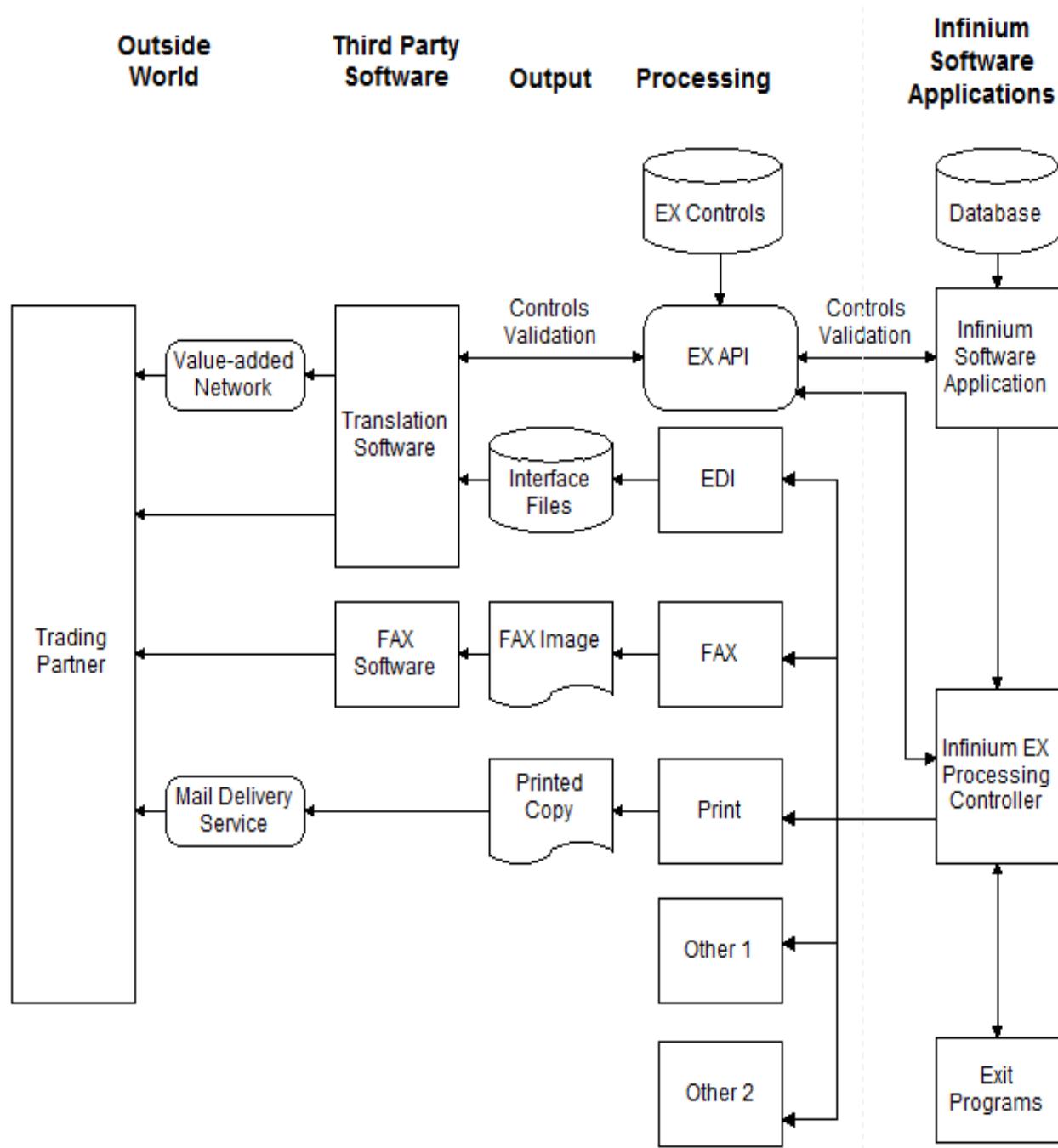
Figure 10-3: Infinium EX outbound document flow diagram

Clear electronic payment files processing

The program that initiates the *Clear electronic payment files* menu option is the Clear EDI Payment File Prompt program, PLGCLRPL.

PLGCLRPL manages the display screen that controls the launching of the clear and calls the Clear EDI Payment Files program, PLCCLRPL.

PLCCLRPL performs a Clear Physical File Member command, **CLRPFM**, on each of the electronic payment interface files updated by the Clear EDI Payment Files program, PLCCLRPL.

> **Caution:** The *Clear electronic payment files* process runs interactively. Ensure that all users are signed off of the Infinium PL system when this process is running.

To run the *Clear electronic payment files* process, do the following:

1 Sign on to the system as **PL2000**.

2 Select *Payment File Functions*.

3 Select *Clear electronic payment files*.

4 Press F23 to submit the clear process.

Purge transaction history files

Overview

The *Purge transaction history* menu option allows you to submit a batch job that permanently deletes eligible Infinium PL invoice, payment, and closing transactions. To be eligible for purging, a transaction must have been posted, paid in full, and closed to the general ledger. The *Purge transaction history* menu option does not remove void payment and reverse invoice transactions.

Ordinarily, you purge transactions only after their payments are fully cleared through the Infinium PL bank reconciliation function. You can choose to purge transactions that have not been cleared if those transactions are otherwise eligible for purging. This choice is important if you do not use Infinium PL for payment reconciliation.

Saving backups before purging

We recommend completing backups before purging transaction history records.

- The purge process permanently deletes data. Before purging, back up the database and the program library. Having a full system backup enables you to access purged data for audit purposes.

- If you need to restore already purged history at a later date, save the following:

    - A version of Infinium PL for each purge to avoid problems in restoring data after upgrading to a new software release

    - Any cross-application product versions, such as Infinium CM, Infinium EX, Infinium GL, or Infinium GT, that you may need to restore and access Infinium PL data

Additional cautions and recommendations

Before executing a purge process, ensure that you are familiar with the following cautions and recommendations:

- Never modify the Purge Transaction History Job control, PLBPURGE. Parameters in this job control ensure that the job queue holds your job until you release the job from the queue.

- Ensure that all users are signed off the system during execution of the purge process.

- After purging:

- Do not run the *Recalculate statistical files* menu option if you want to maintain complete vendor history, including statistics for purged data, for Infinium PL inquiries and reports.

- Do run the *Recalculate statistical files* menu option if you prefer to have only your current invoice and payment history for vendors reflected in the inquiries and reports.

- After purging, you can take advantage of potentially freed space by reorganizing your PL data files and work files. Refer to the reorganization topics earlier in this chapter of the guide for details.

Previewing purge results

The *Purge transaction history* menu option allows you to specify purge parameters and then to specify generating the purge reports without actually purging any transactions. This preview of the anticipated results allows you analyze the impact of the purge and decide whether to submit the actual purge using those parameters.

The reports cannot always predict the exact results because certain purge processes entail purging certain records before purging other records. But the reports do provide a close approximation of the results.

The two purge reports

The system provides two purge reports for both previews and purges.

- Invoice History Purge Report

  The report lists the company, division, or company group specified for this purge process or preview of all three if you did not limit the criteria to a specific company or company group.

  The report groups eligible invoices by payment, specifying for each payment both the Payment Reference Number and the Internal Payment Reference Number.

  For each eligible invoice, the report lists the Internal Invoice ID, Invoice ID, Vendor ID, and Audit Number.

The report includes any applicable error messages.

- File Purge Summary Report

The report lists the eligible files by name.

For each file, the report lists the record count, bytes saved, and report totals.

Invoice purging exceptions

When you specify selection criteria for a purge process, the following circumstances and consequent exceptions to purging apply:

- The purge process requires you to specify the accounting date through which you want to purge transactions.

  If a payment includes invoices with dates earlier than specified, which are therefore eligible for purging, and invoices with later dates, which are therefore not eligible for purging, the system purges none of that payment's invoices.

- The purge process allows you to limit the purge process to a specific invoice company, division, or company group, but you can pay invoices for multiple companies and divisions on the same payment.

  If any invoice in a payment does not meet the company selection criteria, the system does not purge any invoices for that payment.

For example:

A payment includes paid invoices for Company 001, Company 002, and Company 003. You specify purging Company 001. The system purges no invoices for this payment and does not purge the payment.

A payment includes paid invoices for Companies 001, 002, 003, 004, and 005. You specify purging for a company group that includes Companies 001, 002, and 003 but not Companies 004 and 005. The system purges no invoices for this payment and does not purge the payment.

If you limit purging to certain companies, the system can purge information only for those companies.

Purge transaction history process programs

The system uses the following programs to purge transaction history:

Purge transaction history - main programs

Purge Transaction History Prompt program	PLGPRGP
PL History Purge Driver program	PLGPRG
PL History Purge Work File Builder program	PLGPRG1

Purge transaction history - auxiliary programs

To purge PLPAN records not tied to any existing invoices	PLGANP
To purge PLPCH and related PLPTS records and to purge PLPPH and related PLPVO records not tied to any existing payments	PLGCHP
To purge PLPGL and related PLPG1 records with closing date prior or equal to purge date	PLGGLP
To purge PLPRH records not tied to any existing payment number	PLGRHP
To purge PLPVS records not tied to any existing invoices	PLGVSP
To purge PLPVV records with created date prior or equal to purge date	PLGVVP

Files updated by purge transaction history process programs

The table below identifies the Infinium PL purge transaction history programs that perform file updates and the files updated by those programs.

Program	File or files updated by program	
PLGPRG1	Load Purge Records Work file	PLLPG

Program	File or files updated by program	
PLGPRG	Audit Trail Master file	PLPAN
	Note Pad file	PLPNP
	Payment Renumbering History file	PLPOF
	Paid Invoice Distribution file	PLPPD
	Payment History file	PLPPH
	Paid Invoices Vendor Payment file	PLPPV
	Bank Payment file	PLPRH
	Invoice Detail file	PLPVD
	Payment Void History file	PLPVO
	Invoice Header file	PLPVH
	Invoice Detail User Fields file	PLPV1
	Prorate Detail Workfile	PLPV2
	Invoice Detail Tax Data file	PLPV3
PLGANP	Audit Trail Master file	PLPAN
PLGCHP	Payment Cycle Session Controls file	PLPCH
	Payment History file	PLPPH
	Pay Session Control Totals file	PLPTS
	Payment Void History file	PLPVO
PLGGLP	General Ledger Transfer file	PLPGL
	General Ledger Company Periods Closed file	PLPG1
PLGRHP	Bank Payment Reconciliation file	PLPRH
PLGVSP	Invoice Session Totals file	PLPVS
PLGVVP	Task Coupler file	PLPVV

Specifying selection criteria at the Purge Transaction History screen

Overview

The purge transaction history procedure consists of specifying selection criteria and then responding to scenario-specific system messages.

This topic explains how to specify the selection criteria. The next topic explains how to complete the purge procedure for each of four selection criteria scenarios.

Procedure

Perform the following steps to specify the selection criteria for a transaction history purge process:

1 From the main menu select *Supervisor Tasks*.

2 Select *Purge transaction history* [PTH]. The system displays a screen similar to Figure 10-4.

```
6/28/2016  16:34:07      Purge Transaction History      PLGPRGP    PLDPRGP


   Purge through invoice accounting date  . . . .  12/31/2002

   Evaluate payment date for purge eligibility? .  1         1=Yes, 0=No

   Invoice company  . . . . . . . . . . . . . . .   CCD +    Blank for all
   and Division . . . . . . . . . . . . . . . . .   _____ +  Blank for all

   or Company group . . . . . . . . . . . . . . .   _____ +

   Purge only fully cleared / escheat history? .   1         1=Yes, 0=No

   Generate report only (no update)?  . . . . . .  1         1=Yes, 0=No




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

Figure 10-4: Purge Transaction History screen

3 Use the information below to complete this screen.

Purge through invoice accounting date

Purge through invoice accounting date (D1DTE) is a required field. Use the entity date format and specify a date earlier than the current system date.

This is a through date: PLGPRG purges eligible transaction history records that have invoice accounting dates up to and including this date.

Evaluate payment date for purge eligibility?

Specify yes for the purge process to check the payment accounting date against the purge through invoice accounting date.

If the evaluate payment date for purge eligibility is selected, the payment must also be within the invoice accounting date range.

Specify no for the purge process not to check the payment accounting date for consideration of the eligibility of the invoice to be purged.

For example:

- Invoice accounting date: November 15, 2013

- Associated payment date: January 15, 2014

- Purge submission: December 15, 2013

- The payment date is outside of the purge through date:

    - The *Evaluate payment date for purge eligibility?* value is no:

        - January 15, 2014 date is not considered

        - Data is selected for the purge

    - The *Evaluate payment date for purge eligibility?* value is yes:

        - January 15, 2014 date is considered

        - Data is not selected for the purge

Invoice company
and Division
or Company group

Invoice company (D1CO), *and Division* (D1DIVN), and *or Company group* (D1COGP) are optional fields. If you use these fields, you can specify one of the following:

- One company

- A company/division combination

- One company group

The table below summarizes the results of each of these choices.

If you specify…	PLGPRG purges eligible records for…
No values in any of these three fields	All companies and all of their divisions
A valid company, up to three characters, in the *Invoice company* field but no division value	The specified company and all of its divisions
A valid company and a valid division, up to eight characters in the and *Division* field	Only that division within that company

If you specify…	PLGPRG purges eligible records for…
A valid company group, up to ten characters, in the *Company group* field	All companies within that group and all of their divisions

For exceptions to these purging selections, refer to the "Invoice purging exceptions" topic in the overview of this "Purge transaction history" section.

Purge only fully cleared/escheat history?

Specify yes to purge only fully cleared or escheated history information. Otherwise, specify no to purge transactions regardless of their cleared or escheated status.

Generate report only (no update)?

Use this field, D1REPT, to specify whether the execution of this procedure is for only a purge preview, not an actual purge.

- Specify **1** to generate the two purge reports as a preview of the results from the specified selection criteria, without actually purging any data.

- Specify **0** to purge eligible history records and to generate the reports on that purge process.

Refer to the overview of this "Purge transaction history files" section for information about the contents of the two purge reports.

4 When done specifying selection criteria, press Enter to submit the purge transaction history job to a batch job queue that holds the job until you release the job from the queue.

The amount of time it takes to run depends on the selection criteria you specify, as described in the next topic.

Completing the *Purge Transaction History* procedure

When you press Enter at the Purge Transaction History screen, the running time depends on what you specified at that screen:

- Scenario 1: Preview purging all companies and divisions

- Scenario 2: Purge history for all companies and divisions

- Scenario 3: Preview purging some companies

- Scenario 4: Purge history for some companies

This topic summarizes the procedure for each of these scenarios.

The following apply to all four scenarios:

- The *Purge transactions through accounting date* field is earlier than the current system date.

- The value in the *Purge only fully cleared history?* field can be **1** or **0**.

PLGPRG displays warnings depending on the values in the *Invoice company*, *and Division*, and *or Company group* fields, and the value in the *Generate report only (no update)?* field.

Scenario 1: Preview purging all companies and divisions

This procedure applies if the following conditions exist:

- The *Invoice company*, *and Division*, and *or Company group* fields have no values.

- The *Generate report only (no update)?* field value is **1**.

The system does the following:

1 If the date in the *Purge transactions through accounting date* field value is less than 360 days before the current system date, PLGPRG displays a warning message that history less than 360 days old will be purged. Press F12 to cancel and return to the Purge Transaction History screen or press Enter to submit the job.

2 If there is no message, the system submits the job to a batch queue. The batch queue holds the data until you release the job to generate the two reports.

Scenario 2: Purge for all companies and divisions

This procedure applies if the following conditions exist:

- The *Invoice company*, *and Division*, and *or Company group* fields have no values.

- The *Generate report only (no update)?* field value is **0**.

The system does the following:

1 If the date in the *Purge transactions through accounting date* field value is less than 360 days before the current system date, PLGPRG displays a warning message that history less than 360 days old will be purged. Press F12 to cancel and return to the Purge Transaction History screen or press Enter to submit the job.

2 If there is no message, the system displays a window with a warning similar to the following:

> **WARNING:** You are about to submit a batch job to permanently purge history. Submitted job will be held on JOBQ and must be released. Full system backup should be performed before purging history.

3 Do one of the following:

- Press F12 to cancel this message and return to the Purge Transaction History screen.

- Press F23 to submit the job to a batch job queue. The batch job queue holds the job until you release it.

If an error, such as a record lock, occurs on any file during the purge process, the system terminates the purge process. The system successfully purges the records processed before the error and produces the two reports for the purged records.

The job log contains the error message about termination and identifies the problem. After you correct the error, you can resubmit the purge process using the same selection criteria to continue the purge process from the point at which the error occurred.

Scenario 3: Preview purging some companies

This procedure applies if:

- You have specified a company or a company/division combination or a company group in the *Invoice company*, *and Division*, and *or Company group* fields.

- The *Generate report only (no update)?* field value is **1**.

The system does the following:

1 If the date in the *Purge transactions through accounting date* field value is less than 360 days before the current system date, PLGPRG displays a warning message that history less than 360 days old will be purged. Press F12 to cancel and return to the Purge Transaction History screen or press Enter to submit the job.

2 If there is no message, the system displays a window with a warning similar to the following:

> **WARNING:** You have chosen a specific invoice company/division or company group to purge. All invoices paid by the same payment must meet these criteria. If any invoices paid by the payment to not meet this criteria, none of the invoices will be purged.

3 Do one of the following:

- Press F12 to cancel this message and return to the Purge Transaction History screen.

- Press F21 to override this message and to submit the job to a batch queue. The batch queue holds the data until you release the job to generate the two reports.

Scenario 4: Purge for some companies

This procedure applies if the following conditions exist:

- You have specified a company or a company/division combination or a company group in the *Invoice company*, *and Division*, and *or Company group* fields.

- The *Generate report only (no update)?* field value is **0**.

The system does the following:

1 If the date in the *Purge transactions through accounting date* field value is less than 360 days before the current system date, PLGPRG displays a warning message that history less than 360 days old will be purged. Press F12 to cancel and return to the Purge Transaction History screen or press Enter to submit the job.

2 If there is no message, the system displays a warning window reminding you that

- You have chosen a specific invoice company or company/division combination or company group to purge.

- All invoices within a payment must meet the selection criteria or none of that payment's invoices will be purged.

Do one of the following:

- Press F12 to cancel this message and return to the Purge Transaction History screen.

- Press F21 to override this message and to continue.

3 Te system displays another warning window with a warning similar to the following:

WARNING: You are about to submit a batch job to permanently purge history. Sumbitted job will be held on JOBQ and must be released. Full system backup should be performed before purging history.

4 Do one of the following:

- Press F12 or Enter to cancel this message and return to the Purge Transaction History screen. Press F3 to return to the main menu.

- Press F23 to submit the job to a batch queue. The batch queue holds the data until you release the job to purge transaction history records permanently and to generate the two reports.

If an error, such as a record lock, occurs on any file during the purge process, the system terminates the purge process. The system successfully purges the records processed before the error and produces the two reports for the purged records.

The job log contains the error message about termination and identifies the problem. After you correct the error, you can resubmit the purge process using the same selection criteria to continue the purge process from the point at which the error occurred.

Purge Transaction History program processing

The PL Transaction History Purge Prompt program, PLGPRGP, prompts for submission parameters, edits input, writes task coupling records and submits the batch purge job.

The PL History Purge Driver program, PLGPRG, calls the PL History Purge Work File Builder program, PLGPRG1, to build a work file of records that qualify for the purge process. PLGPRG passes the following parameter:

Parameter for the call to PLGPRG1

Field	Description
QQDATA	Task Coupler Data

PLGPRG also calls the following auxiliary programs to delete additional records:

Purge transaction history - auxiliary programs

Program to purge PLPAN records not tied to any existing invoices	PLGANP
Program to purge PLPCH and related PLPTS records and to purge PLPPH and related PLPVO records not tied to any existing payments	PLGCHP
Program to purge PLPGL and related PLPG1 records with closing date prior or equal to purge date	PLGGLP

Purge transaction history - auxiliary programs

Program to purge PLPRH records not tied to any existing payment number	PLGRHP
Program to purge PLPVS records not tied to any existing invoices	PLGVSP
Program to purge PLPVV records with created date prior or equal to purge date	PLGVVP

PLGPRG passes parameters to the auxiliary programs as shown in the tables below.

Parameters for the call to PLGANP

Field	Description
QQRPTO	Report Only
ANBYT2	Bytes Saved
ANREC2	Removable Records
ANNAME	File Name
ANNERR2	File Error

Parameters for the call to PLGCHP

Field	Description
QQRPTO	Report Only
TSBYTE	Bytes Saved
TSRECS	Removable Record
TSNAME	File Name
TSERRS	File Error
PHBYT2	Bytes Saved
PHREC2	Removable Record
PHNAME	File Name
PHERR2	File Error
TSBYT2	Bytes Saved
VOREC2	Removable Record
VONAME	File Name

Parameters for the call to PLGCHP

Field	Description
VOERR2	File Error
CHBYTE	Bytes Saved
CHRECS	Removable Record
CHNAME	File Name
CHERRS	File Error

Parameters for the call to PLGGLP

Field	Description
QQRPTO	Report Only
QQDTEP	Hundred Year Date
GLBYTE	Bytes Saved
GLRECS	Removable Record
GLNAME	File Name
GLERRS	File Error
G1BYTE	Bytes Saved
G1RECS	Removable Record
G1NAME	File Name
G1ERRS	File Error

Parameters for the call to PLGRHP

Field	Description
QQRPTO	Report Only
QQDTEP	Hundred Year Date
RHBYT2	Bytes Saved
RHREC2	Removable Records
RHNAME	File Name
RHERR2	File Error

Parameters for the call to PLGVSP

Field	Description
QQRPTO	Report Only
QQDTEP	Hundred-Year Date
VSBYTE	Bytes Saved
VSRECS	Removable Records
VSNAME	File Name
VSERRS	File Error

Parameters for the call to PLGVVP

Field	Description
QQRPTO	Report Only
QQDTEP	Hundred-Year Date
VVBYTE	Bytes Saved
VVRECS	Removable Records
VVNAME	File Name
VVERRS	File Error

Purge invoice interface file

Overview

The *Purge invoice interface file* menu option allows you to permanently delete eligible records in the PLFIN file that meet the purge criteria regardless of their origin, Infinium PY, Infinium EX, or another system. To be eligible for purging, records must have a value of **1** in the *Processed* field and a value of **D** in the *Delete record* field.

Saving backups before purging

We recommend that you complete backups before you run the *Purge invoice interface file* menu option.

Previewing purge results

The *Purge invoice interface file* menu option allows you to:

- Specify purge parameters
- Generate a purge report without purging any transactions

  This preview of the anticipated results allows you to analyze the impact of the purge and to decide whether to submit the actual purge using the same parameters.

Purge report

The report lists the invoice company, division, or vendor specified (or all three if you did not limit the criteria) for the purge process or purge preview. For each eligible invoice interface record, the report lists the vendor, invoice company, invoice division, invoice date, invoice amount, and accounting date.

The report indicates whether you ran the purge for preview purposes or for the actual purge process. It also indicates if you ran this function only for garnishments.

Purge invoice interface file process programs

The system uses the programs in the table below to purge the invoice interface file.

Purge Invoice Interface file - main programs

Purge Invoice Interface File - Submitted	PLGPIFB
Purge Invoice Interface File	PLGPIF

File updated by purge invoice interface file process programs

Program PLGPIF updates the SQL Table file for Invoice API, PLFIN.

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

Specifying selection criteria at the Purge Invoice Interface File screen

Overview

The purge invoice interface file procedure consists of specifying selection criteria.

Procedure

Perform the steps below to specify the selection criteria for a transaction history purge process.

1 From the main menu select *Supervisor Tasks*.

2 Select *Purge invoice interface file* [PIIF]. The system displays a screen similar to Figure 10-5.

```
7/29/2008  14:22:57    Purge Invoice Interface File    PLGPIFB    PLDPIFB


    Invoice company  . . . . . . . . . . . . . . .    ____  +      Blank for all
    and Division . . . . . . . . . . . . . . . . .    _____  +   Blank for all


    Vendor . . . . . . . . . . . . . . . . . . . .    _____  +  Blank for all

    Purge garnishment data only? . . . . . . . . .    _            1=Yes, 0=No

    Generate report only (no update)?  . . . . . .    _            1=Yes, 0=No




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

Figure 10-5: Purge Invoice Interface File screen

3 Use the information below to complete this screen.

*Invoice company
and Division*

These are optional fields. If you use these fields, you can specify one company or a company/division combination.

Vendor

Vendor is an optional field. If you specify a vendor, PLGPIF purges eligible records for that vendor. If you leave this field blank, PLGPIF purges eligible records for all vendors.

The table below summarizes the results of your choices.

If you specify ...	PLGPIF purges eligible records for ...
No values in the *Invoice company*, *and Division*, and the *Vendor* fields	All companies, all divisions of those companies and all associated vendors
A valid company (up to three characters) in the *Invoice company* field but no division or vendor	The specified company and all of its divisions and associated vendors

If you specify ...	PLGPIF purges eligible records for ...
A valid company and a valid division (up to eight characters) in the *and Division* field but no vendor	Only that division within that company and all associated vendors
A valid company, division, and vendor (up to 10 characters) in the *Vendor* field	Only the specified company, division, and vendor
A valid company and a valid vendor but no division	All division in the specified company and all associated vendors

Purge garnishment data only?

Specify **1** to purge only garnishment invoice interface records that have been used to create invoices. These interface records must have created garnishment invoices.

Specify **0** to purge transactions regardless of their invoice interface type.

Generate report only (no update)?

Specify **1** to generate the purge report as a preview of the results from the specified selection criteria without actually purging any data.

Specify **0** to purge eligible history records and to generate the report on that purge process.

4 When done specifying selection criteria, press Enter to submit the purge invoice interface file job to a batch job queue.

Purge invoice approval history

Overview

The *Purge invoice approval history* menu option allows you to submit a batch job to permanently delete eligible records in the Approval History file, PLPAH, that meet the purge criteria.

Saving backups before purging

We recommend that you complete backups before you run the *Purge invoice approval history* menu option.

Previewing purge results

The *Purge invoice approval history* menu option allows you to:

- Specify purge parameters
- Generate a purge report without purging any transactions

    This preview of the anticipated results allows you to analyze the effect of the purge and to decide whether to submit the actual purge using the same parameters.

Purge report

Based on the purge parameters, the report lists each eligible invoice approval record. The report lists the invoice number, vendor, amount, company, approver, approval status, and approval date for the purge process or purge preview.

Purge invoice approval history process programs

The system uses the programs in the table below to purge the invoice interface file.

Purge invoice approval history - main programs

Purge Approval History File - Submitted	PLGAHPB
Purge Approval History File	PLGAHP

File updated by purge invoice approval history process programs

Program PLGAHP updates the Invoice Header file, PLPVH.

Specifying selection criteria at the Purge Approval History screen

Overview

The purge invoice approval history procedure consists of specifying selection criteria.

Procedure

Perform the steps below to specify the selection criteria for an invoice approval history purge process.

1 From the main menu select *Supervisor Tasks*.

2 Select *Purge invoice approval history* [PIAH]. The system displays a screen similar to Figure 10-6.

```
7/22/2004  08:11:03         Purge Approval History       PLGAHPB    PLDAHPB
_____


    From date . . . . .   _____
    To date . . . . . .   _____

    or Approver . . . .   _____ +

    Approval status . .  _  2=Approved, 3=Rejected
                            Blank for both

    Generate report only (no update)?  . . . . . . 1  1=Yes, 0=No






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

Figure 10-6: Purge Approval History screen

3 Use the information below to complete this screen.

From date
To date

Specify dates to restrict the purged invoice approval history information to only information that falls on or between specific dates. Only details for invoice approval history within this range and that meets the other criteria you specify are included.

You must specify either a date range or an approver.

Approver

Select an approver code to purge invoice approval history for a specific approver.

You must specify either an approver or a date range.

Approval status

Specify **2** to purge only approved invoice history records.

Specify **3** to purge only rejected invoice history records.

Leave this field blank to purge both approved and rejected invoice history records.

Generate report only (no update)?

Specify **1** to generate the purge report as a preview of the results from the specified selection criteria without actually purging any data.

Specify **0** to purge eligible history records and to generate the report on that purge process.

4 When done specifying selection criteria, press Enter to submit the purge invoice approval history file job to a batch job queue.

Downloading the ACH file to an alternate location

You can specify a location on the Integrated File System (IFS) other than QDLS where you can place a downloaded ACH file. You use the *Work with IFS path* function to update the default record or create additional records that define the path where the Payables Ledger download function can place the downloaded ACH file.

Establishing IFS paths with the *Work with IFS path* function enables the download functionality to bypass the QDLS file system. If you do not set up an active IFS path, the download functionality uses the QDLS file system.

The table below outlines the setup options for defining alternate paths to use in the download process.

Download processing	User	Active Flag	Path
Use QDLS for all users	Blank	0	/plflr
Use the IFS root directory for all users	Blank	1	/plflr
Specify an alternate IFS directory for all users	Blank	1	/path/plflr
Prevent a specific user from accessing an alternate IFS path – processing uses QDLS	User ID	0	Specify the restricted path
Give a specific user access to an alternate IFS path	PL User ID	1	Specify the path to be used

PL Property File

The PL Property File, PLPPROP, specifies the locations on the IFS, other than QDLS, to use for the *Download ACH File* function. Each record in this file contains a string of XML. The data in the XML determines an alternate location for downloading ACH files to the IFS.

A path in the file may be specific to an individual user or may be valid for all users. A blank user indicates the corresponding path is valid for all users.

The default IFS file has a single record indicating that the root directory is the alternate location to be used by all users. This default record cannot be

deleted. By default, the record is inactive, indicating that QDLS is the location for downloads to the IFS. The user of the default record is blank, indicating that the path specified in this record is applicable to all users.

Maintaining the PL Property File

To continue using QDLS as the location for downloaded files, leave the status of the default record as inactive. To set up IFS locations, see the "Setup options" section below.

Setup options

Note: Download processing uses the root directory on the IFS. You must first create the intended download folders in the root directory before you use the in the *Work with IFS Path* function to change the status of the default IFS record to active or create new records.

You can use the *Work with IFS path* function to:

- Establish a global IFS path used by all users of the download function, by updating and activating the default record

  To set up a path, other than the root directory, for all users, you update the default record with the user field left blank.

- Establish separate paths per user, by creating records for specific users

  To give a user access to an IFS path other than the default path, create or copy a record for that user/path/system designation with a status of active.

  To have a specific user continue to use QDLS as the location for processing, create a record for that user, specify the path that is in the default record, and set the status to inactive.

  You can create a new record or copy an existing record and make changes as required. Processing for that user uses QDLS by default. Change the status of the record to active to use an IFS path.

  When you specify a user, the value must be a valid user in the PL User Security file, PLPUS. Only one record per user can be specified.

Working with the IFS path

To work with the IFS path:

1   From the main menu select *Supervisor Tasks*.

2   Select *Work with IFS path* [WWIP]. The system displays a screen similar to the screen shown below.
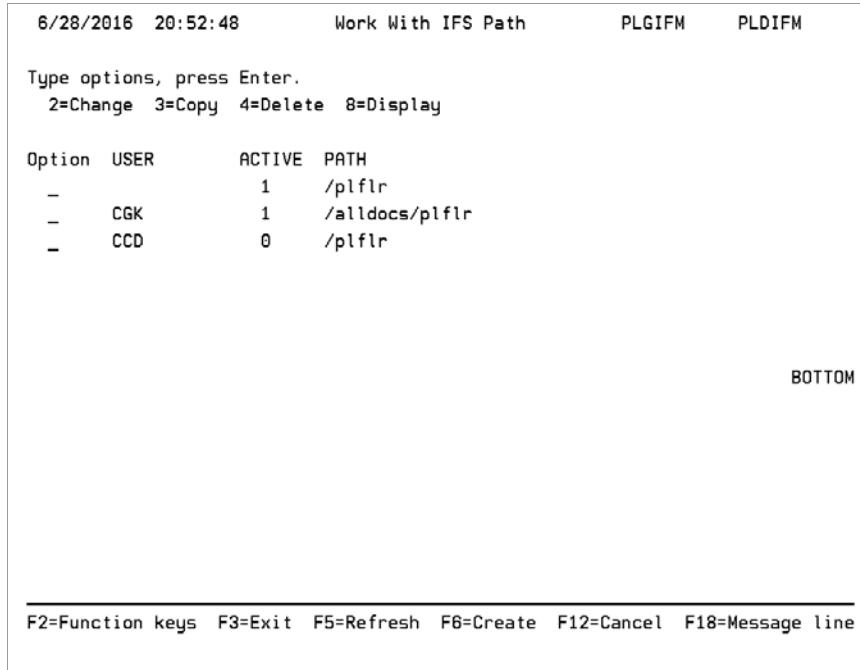
```
 6/28/2016  20:52:48          Work With IFS Path       PLGIFM      PLDIFM


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


 Option  USER         ACTIVE  PATH
   _                     1     /plflr
   _      CGK            1     /alldocs/plflr
   _      CCD            0     /plflr




                                                                    BOTTOM






 _____
 F2=Function keys  F3=Exit  F5=Refresh  F6=Create  F12=Cancel  F18=Message line
```

Figure 10-7: Work With IFS Path selection screen

On the Work With IFS Path screen you can create, change, copy, and delete the paths used to establish the IFS locations for the Payables Ledger Download ACH File functionality.

You can create the paths for individual users or at a global level. In addition, you can activate or deactivate the paths. If you do not establish an active path, the download function uses the QDLS file system.

A default record with a blank user is provided. The default path for the Payables Ledger ACH file download is /plflr. You cannot delete this default record, but you can modify it as needed.

Two dots at the end of the path indicate that the path is too long to display on this page. Use option 8 described below to display the full IFS path.

From the screen you can:

▪   Create an IFS path

    Press F6 or click Create from Actions. Complete the information screen, and press Enter.

- Change an IFS path

  You use this option to activate or deactivate an IFS path record.

  Select **2** in the *Option* field next to one or more IFS paths to change and press Enter. Update the information on the screen, as required, and press Enter.

- Copy an IFS path

  Select **3** in the *Option* field next to the IFS path to copy and press Enter. Complete the information on the screen, as required, and press Enter.

- Delete an IFS path

  Select **4** in the *Option* field next to one or more IFS paths to delete and press Enter. Confirm your selections on the confirmation page and press Enter.

- Display an IFS path

  Select **8** in the *Option* field next to one or more IFS paths to display and press Enter.

Creating an IFS path

To create an IFS path:

1 On the Work With IFS Path selection screen shown in Figure 10-7, press F6 or click Create from Actions. The system displays a screen similar the screen below.

```
 6/28/2016  20:53:23        Work With IFS Path        PLGIFM     PLDIFM


 User . . . . .  _____  +

 Active?  . . :  _  1=Yes, 0=No
 PATH
 _____

 _____










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

Figure 10-8: Work With IFS Path screen

2 Use the information below to complete this screen.

User

Specify a user name to establish an IFS path for a specific user. Leave blank to establish a global path to be used by all users. Only one record can have a blank user.

Active?

Specify yes to indicate that the path is active. Otherwise, specify no. If you specify no, a value in the path is optional. If you specify yes, a value in the path is required.

Path

Specify the IFS path to be used for Payables Ledger download processing associated with Download ACH File/Create Tape.

If you specify no in the *Active?* field, a value is optional here. If you specify yes in the *Active?* field, a value is required here.

3 Press Enter.

Working with IFS documents

Use the *Work with IFS documents* function, which calls the IBM command WRKLNK, to drill down into the IFS folder or files that you want to review.

This function enables you to maintain folders and files associated with the Payables Ledger download functions. To use the IFS file system for Payables Ledger downloads, the IFS path must first be established using the *Work with IFS path* function.

Note: Users have the same access that is available to them if they are to use WRKLNK from a command line. There is no added or expanded security based on user, system, version, and so on.

Note: This menu is available in green screen 5250 mode only. It cannot be accessed from a WebTop menu.

To work with IFS documents:

1 From the main menu select *Supervisor Tasks*.

2 Select *Work with IFS documents* [WWID]. The system displays a screen similar to the screen shown below.

```
                        WORK WITH OBJECT LINKS

    DIRECTORY  . . . . :

    TYPE OPTIONS, PRESS ENTER.
      2=EDIT    3=COPY    4=REMOVE    5=DISPLAY    7=RENAME    8=DISPLAY ATTRIBUTES
      11=CHANGE CURRENT DIRECTORY ...

    OPT    OBJECT LINK           TYPE      ATTRIBUTE    TEXT
    __     /                     DIR






                                                                    BOTTOM
    PARAMETERS OR COMMAND
    ===> _____
    F3=EXIT    F4=PROMPT    F5=REFRESH    F9=RETRIEVE    F12=CANCEL    F17=POSITION TO
    F22=DISPLAY ENTIRE FIELD              F23=MORE OPTIONS
```

Figure 10-9: Work With Object Links screen

From the screen you can enter values in the Opt column next to an object to:

- Edit an object
- Copy an object
- Remove an object
- Display an object
- Rename an object
- Display object attributes
- Change the current directory

Appendix A A.C.H. Processing

A

This appendix consists of the following topics:

Overview of A.C.H. processing

The Automated Clearing House (A.C.H.) vendor payment process provides for the electronic transfer of funds from your bank into the vendor's bank.

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.

The following are the formats available for A.C.H. processing supported by Infinium PL:

- CTX (Corporate Trade Exchange)

  Used to extract all USD vendor payments unless employers and employee numbers exist on the vendor in which case the PPD format will be used

- PPD (Prearranged Payment and Deposit Entry)

  Used to extract all USD vendor payments for which an employer and employee number exists on the vendor such as the direct deposit of employee travel and entertainment (T&E) payments

- IAT (international A.C.H. transaction) effective September 18, 2009

  Used to extract outbound payments exchanged between US and foreign country payment system participants where the payment currency does not equal the payment company's base currency

- CBR (Corporate Cross Border Entries) effective until September 17, 2009

  Used to extract all outbound payments exchanged between US and Canadian payment system participants where the payment currency does not equal the payment company's base currency

Objectives

After you complete this appendix you should be familiar with a high-level technical view of A.C.H. processing, including:

- Processing payments using payment method 51
- Entering A.C.H. header information

- Creating A.C.H. pre-note information
- Extracting the A.C.H. information
- Enabling a re-extraction of A.C.H. information
- Correcting A.C.H. data
- Downloading A.C.H. files or creating the A.C.H. tape

Processing A.C.H. payments

Overview

This topic provides information about the A.C.H payment process, including:

- A.C.H. data flow of programs and files

- Listing of programs and files

- Detail information about each process you can use to process A.C.H. payments:

  - *Enter ACH header data*

  - *Create ACH pre-note data*

  - *Extract ACH data*

  - *Enable re-extract for ACH*

  - *Correct ACH data*

  - *Download ACH file/Create tape*

A.C.H. payment processing high level data flow
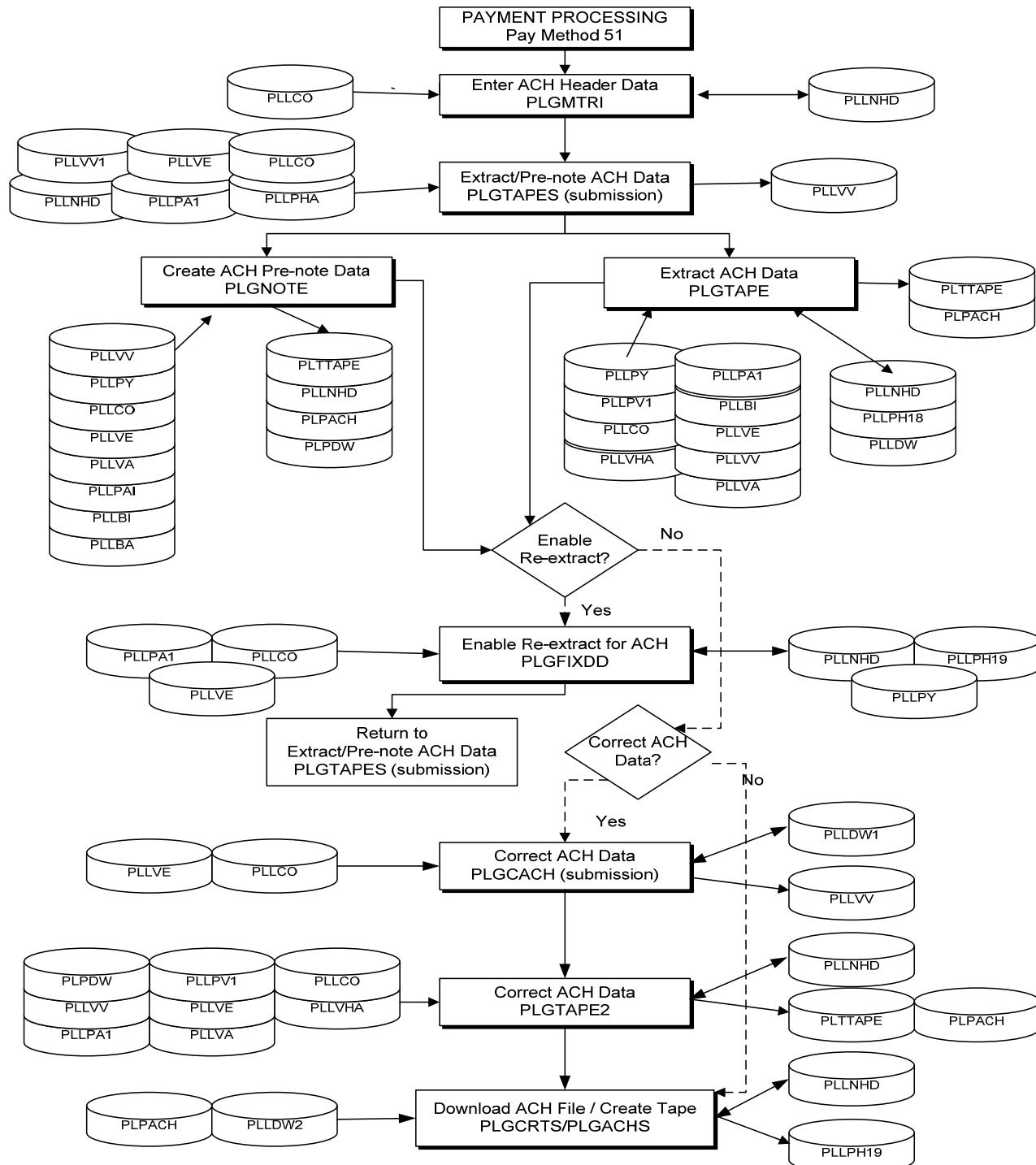
Figure A-1: A.C.H. payment processing high level data flow diagram

Programs used in A.C.H. processing

Program name	Program description
PLGACHS	Change ACH Status after Tape Creation
PLGCACH	ACH Correction Submission
PLGCRTS	Download ACH File/Create Tape
PLGFIXDD	Enable Re-extract for ACH
PLGMTRI	Maintain ACH Header Data
PLGNOTE	Create ACH Pre-note Data
PLGTAPE	Create ACH file
PLGTAPES	Submission for ACH Extract/Pre-note file
PLGTAPE2	Recreate ACH file

Files used in A.C.H. processing

File name	File description
PLDCACH	Correct ACH Tape File Prompt
PLDCRTS	Download ACH File/Create Tape Prompt
PLDFIXDD	Enable Re-extract for ACH Prompt
PLDMTRI	Maintain ACH Header Data Prompt
PLDTAPES	Submission for ACH Extract/Pre-note File Prompt
PLLDW	ACH Corrections (Company)
PLLDW1	ACH Corrections (Trace Number)
PLLDW2	ACH Corrections (Company, Bank Short Name, Vendor)
PLLPH18	ACH Payment File (Company, Currency)
PLLPH19	ACH Payment file (Company, Bank Short Name, Currency)
PLLVV	Task Coupler
PLPACH	ACH file
PLPDW	ACH Corrections file
PLPNHD	ACH Header file

File name	File description
PLPPH	Payment History
PLPPY	Vendor Payment Control file
PLTTAPE	ACH Printer file

A.C.H. header information, PLPNHD

The *Enter ACH header data* menu option in *Payment File Functions* provides users with the ability to create or update the PLPNHD header file used for A.C.H. processing. The system uses the information in the header file when creating the A.C.H. file.

The system also uses the header file information in the maintain header program, PLGMTRI. This program creates or updates the header file with information the user enters on the A.C.H. header display file, PLDMTRI.

The PLPNHD header file is a physical file. There is also a logical file, PLLNHD, which is keyed by company. If the user does not request a specific company, the A.C.H. header file contains a record with blanks in the company key. If the user requests a specific company, the system uses the logical file and that company becomes the key to the file.

The table below lists the field names, descriptions and attributes for the fields in the header file.

ACH Header file, PLPNHD

Field name	Field description	Attributes
HDCDE	Record Type	1, A
HDPRIO	Priority Code - always **01**	2, A
HDDEST	Destination	10, A
HDDNAM	Destination Name	23, A
HDCCOD	Country Code	2, A
HDORIG	Origin Code	10, A
HDONAM	Origin Name	23, A
HDSTS	Status Code	1, A
HDDTE	File Creation Date - YYMMDD	6.0, N

ACH Header file, PLPNHD

Field name	Field description	Attributes
HDTIM	File Creation Time	6.0, N
HDIDM	File Modifier - **A** through **Z** or **0** through **9**	1, A
HDRCR	Record Size - **94**	3, A
HDBLK	Block Size - **10**	2, A
HDFMT	Format - **1**	1, A
HDREF	Reference Code	8, A
HDSTAT	Status	1, A
HDCO	Company	5, A
HDGOID	Gateway Operator Identification	8.0, N

A.C.H. pre-note information creation, PLGTAPES and PLGNOTE

When the header file exists, you can create A.C.H. pre-note information for vendors. Infinium PL uses the information provided by the user in the *Create ACH pre-note data* menu option in *Payment File Functions* to create the PLPACH file. This file contains only vendor information.

The pre-note process begins with the PLGTAPES submission program. Based on the selection criteria the user enters on the PLDTAPES display file, the submission program:

- Creates the PLRVV task coupler record, which contains the selection criteria in the PLPVV task coupler file

- Calls the PLGNOTE pre-note program using the PLLVV task coupler file as input

- Clears the PLPACH file before the pre-note process

The PLPACH file is a flat file with a record length of 94 characters. The file contains a block factor of 10 records with a record length of 94. Any block not completed with information contains records with each record populated with **9**.

The information in these records depends on the record type for the supported formats. Infinium PL supports the following formats:

- CTX – Vendor Payments

- PPD – Employee expenses

- CBR – Outbound cross border transactions, effective until September 17, 2009

- IAT – International ACH transactions, effective as of September 18, 2009

Refer to the *2009 ACH Rules* provided by the National Automated Clearing House Association for the layout of each of these types and for the sequence of records in the transmission file.

Transmission file records, non-IAT formats

The records in the transmission file include:

- One header record, record type **1**, for the entire transmission

- One company header record for record type **5**

- One separate detail record, record type **6**, for each vendor reported

- One separate addendum record, record type **7**, for each vendor reported

- One company batch control record, record type **8**, for all three formats

- One file control record, record type **9**, for the entire transmission

The records on the transmission file require a company, but because there are no payments associated with the pre-note process, the file does not contain a company. The user must specify a default company that the system uses to create the file.

Transmission file records, IAT format

Each A.C.H. file begins with a file header record. After the file header, any number of batches can follow. Each batch has a batch header record and contains one or more Entry Detail records. The number of addenda records that accompany each entry depends on the Standard Entry Class Code. At the end of each batch is a Batch Control record. Each file ends with a File Control record.

The records included in the A.C.H. file must be in the following sequence:

- A.C.H. header label records
  - File Header Record
- Batch records (you can have multiple sets of batch records in sequence)
  - Company/Batch Header Record
  - Entry Detail Records
  - Addenda Record 1

- Addenda Record 2

- Addenda Record 3

- Addenda Record 4

- Addenda Record 5

- Addenda Record 6

- Addenda Record 7

- Company/Batch Control Record

- A.C.H. trailer label records

    - File Control Record

If you submit the file with any other record sequence, the file is rejected.

Pre-note process

The pre-note process:

- Updates the status on the PLPNHD file with **X** indicating that the system extracted the file based on the selection criteria the user entered

- Sets the pre-note date field, PYPDTH, in PLPPY to the transmission date requested

- Creates the PLTTTAPE printer file and specifies the vendors that have been pre-noted

- Populates the DWCO field

    The PLPDW file provides a default company, DWCO, for the create file process enabling the system to update the correct header record at that time.

- Updates the DWOPT field with **1** indicating that the system used a default company and that the system will use the header record with the default company to update the header record when it creates the file

- Creates the PLPACH file

A.C.H. information extraction, PLGTAPES and PLGTAPE

After the header file exists and the user has processed A.C.H. payments, the user can extract A.C.H. information using the *Extract ACH data* menu option in *Payment File Functions*. The extract process begins with the PLGTAPES submission program. Based on the selection criteria entered on the PLDTAPES display file, the extract process:

- Creates the PLRVV task coupler record in the PLPVV task coupler file with the selection criteria

- Calls the PLGTAPE extract program using the PLLVV task coupler file as input

- Clears the PLPACH file and the PLPDW corrections file before extracting the information

The PLPACH file is a flat file with a record length of 94 characters. The file contains a block factor of 10 records with a record length of 94. Any block not completed with information contains records populated with **9**s.

The information in these records depends on the record type for the supported formats. At the present time, Infinium PL supports the following formats:

- CTX - Vendor Payments

- PPD - Employee expenses

- CBR - Cross border transactions, effective until September 17, 2009

- IAT – International ACH transactions, effective as of September 18, 2009

Refer to the *2009 ACH Rules* for the layout of each of these types and for the sequence of records on the transmission tape.

The records on the transmission file include:

- One header record, record type **1**, for the entire transmission

- One company header record, record type **5**, for each company and bank account combination

- One separate detail record, record type **6**, for each vendor payment reported

- One separate addendum record, record type **7**, for each vendor payment reported for the CBR format

- One company batch control record, record type **8**, for each company header recorded

- One file control record, record type **9**, for the entire transmission

The system uses the PLLPH19 logical file to select payments. This logical file is keyed by company and processing currency. It selects payments only with a:

- Payment type, PHPTYP, of **51** indicating that the payment method is A.C.H.

- Status, PHSTAT, of blank indicating that the payment was not previously extracted or that a tape was previously created

Based on the selection criteria entered, the extract program:

■ Updates the status on the PLLPH19 and PLPNHD files with **X** indicating payment information has been extracted

■ Creates the PLTTAPE printer file indicating that vendors have been extracted

■ Uses the PLPDW file to create corresponding records if corrections are necessary after the extract is complete

■ Updates the DWOPT field on the PLPDW file with **1** indicating that the extract was run for a specific company or with **0** indicating that the extract was run for all companies

If the user requests that the extract is run for a specific company, a record exists on the A.C.H. header file with that company as part of the key. If the user requests that the extract is run for all companies, the A.C.H. header file contains a record with blanks in the company key. Subsequently, the header record with the blanks in the company key will be updated when the actual tape is created.

Some of the fields in the record layouts in the extract program may be defined as alphanumeric while the *2009 ACH Rules* indicate these should be numeric. This will not cause a problem because the extract process correctly populates these fields.

The fields in the table below exist in the corrections file.

ACH Corrections file, PLPDW

Field name	Field description	Attributes
DWCO	Company	5, A
DWVEND	Vendor	10, A
DWPATH	Payment Date	6.0, N
DWPATE	Payment Date	10, A
DWPREF	Payment Reference	18, A
DWBIDN	Bank ID Number	17, A
DWBNKN	Bank Account Number	20, A
DWSNME	Bank Account Short Name	10, A
DWDAMT	Payment Amount PCUR	17.2, N
DWCAMT	Payment Amount PCUR	17.2, N
DWPCUR	Payment Currency	3, A

ACH Corrections file, PLPDW

Field name	Field description	Attributes
DWCURR	Bank Account Currency	3, A
DWATYP	Account Type (C/S)	1, A
DWAFMT	A.C.H. Format	3, A
DWICHK	Internal Payment Number	9.0, N
DWDFIA	D.F.I. Account Number	17, A
DWPFIR	Receiving D.F.I. Number	9.0, N
DWFDFI	Foreign Receiving D.F.I. Number	11, A
DWTRAC	Trace Number	15.0, N
DWOPT	Option	1, A
DWTDTH	Transmission Date - HYF	6.0, N
DWRDNM	Receiving D.F.I. Name	35, A
DWRDIQ	Receiving D.F.I. ID Qualifier	2, A
DWRDID	Receving D.F.I. Identification	34, A
DWRDCY	Branch Country Code	3, A

Enable re-extraction of A.C.H. information, PLGFIXDD

After the header file exists and the user has run an extract (although running the extract is not necessary), the user can run the *Enable re-extract for ACH* menu option in *Payment File Functions*. The system runs the PLGFIXDD program when the user enables a re-extract.

Based on the criteria selected on the PLDFIXDD display file, the system:

- Changes the HDSTAT field to blank in the PLPNHD header file

- Changes the status field PHSTAT to blank in the PLPPH payment file

- Changes the PYPDTH field to **0** if the transmission date on the selection criteria is equal to the pre-note date field, PYPDTH, in the Vendor Payment Control file, PLPPY

The system uses the PLLPH18 logical file to select payments. It is keyed by company, bank short name, and processing currency. PLLPH18 selects payments with a:

- Payment type, PHPTYP, of **51** indicating that the payment method is A.C.H.

- Status, PHSTAT, of **X** indicating that the payment was previously extracted

A.C.H. information correction, PLGCACH and PLGTAPE2

After the user has extracted A.C.H. information, the user can make corrections to that information if necessary. The correction process starts with the PLGCACH submission program. Based on the selection criteria entered on the PLDCACH display file, the submission program:

- Creates the task PLRVV coupler record in the PLPVV task coupler file with the selection criteria

- Calls the PLGTAPE2 correction program using the PLLVV task coupler file as input

- Clears the PLPACH file before correcting the information

- Uses the PLLDW1 corrections logical file, which is keyed by a unique trace number to make corrections

- Updates the corrections file, which is created in the extract process, with the correction information

- Creates a new PLPACH file from the updated corrections file

- Creates the PLTTAPE printer file indicating that the system has extracted vendors

- Updates the HDSTAT field with **X** in the PLPNHD header file indicating that it has been extracted

The process for corrections is the same as the extract process except that the system retrieves the information from the corrections file and not from the payment file.

Download A.C.H. file and tape creation, PLGCRTS

After the user has completed the extract or pre-note process, the user can download the data to a PC or create the tape file. The PLGCRTS program:

- Calls the PLCCRT program to copy the information from the file PLPACH to the tape using the specified device on the PLDCRTS display file

- Calls the PLGACHS program to update the status of the HDSTAT field to **T** in the header file indicating the tape has been created

- Updates the header record for the appropriate company DWCO

    The PLLDW2 corrections logical file is keyed by company, bank short name, and vendor. It contains the field DWOPT, which indicates which header record to update. If the field contains **1**, it will update the header record for the specific company DWCO. If the field contains **0**, it will update the header record with the blank company key.

- Updates the payment status field, PHSTAT, to **T** indicating those records that were extracted and not created via the pre-note process

- Use the PLLPH19 logical file as input to select only payments with an A.C.H. payment method of **51** and a status, PHSTAT, equal to **X** indicating that it has been extracted

Additional information

For more information about A.C.H. setup and processing, you can refer to these guides:

- *Infinium PL Guide to Controls*
- *Infinium PL Guide to Processing*

Notes

Appendix B B.A.C.S. Processing

B

The appendix consists of the following topics:

Overview of B.A.C.S. processing

The Bankers Automated Clearing System (B.A.C.S.) provides an electronic funds transfer service to process debit and credit entries directly into the United Kingdom clearing system.

Objectives

At the end of this appendix you should be familiar with a high-level technical view of B.A.C.S. processing, including:

- Originator code setup
- Payment processing using Payment Method 52
- B.A.C.S. extract data process
- BACSTEL file transmission

Processing B.A.C.S. payments

Overview

This topic provides information about the B.A.C.S. payment process, including:

- B.A.C.S. data flow programs and files

- Fields used in the payment method 52 and B.A.C.S. extract data process

- BACSTEL file transmission function

B.A.C.S. payment processing high level data flow
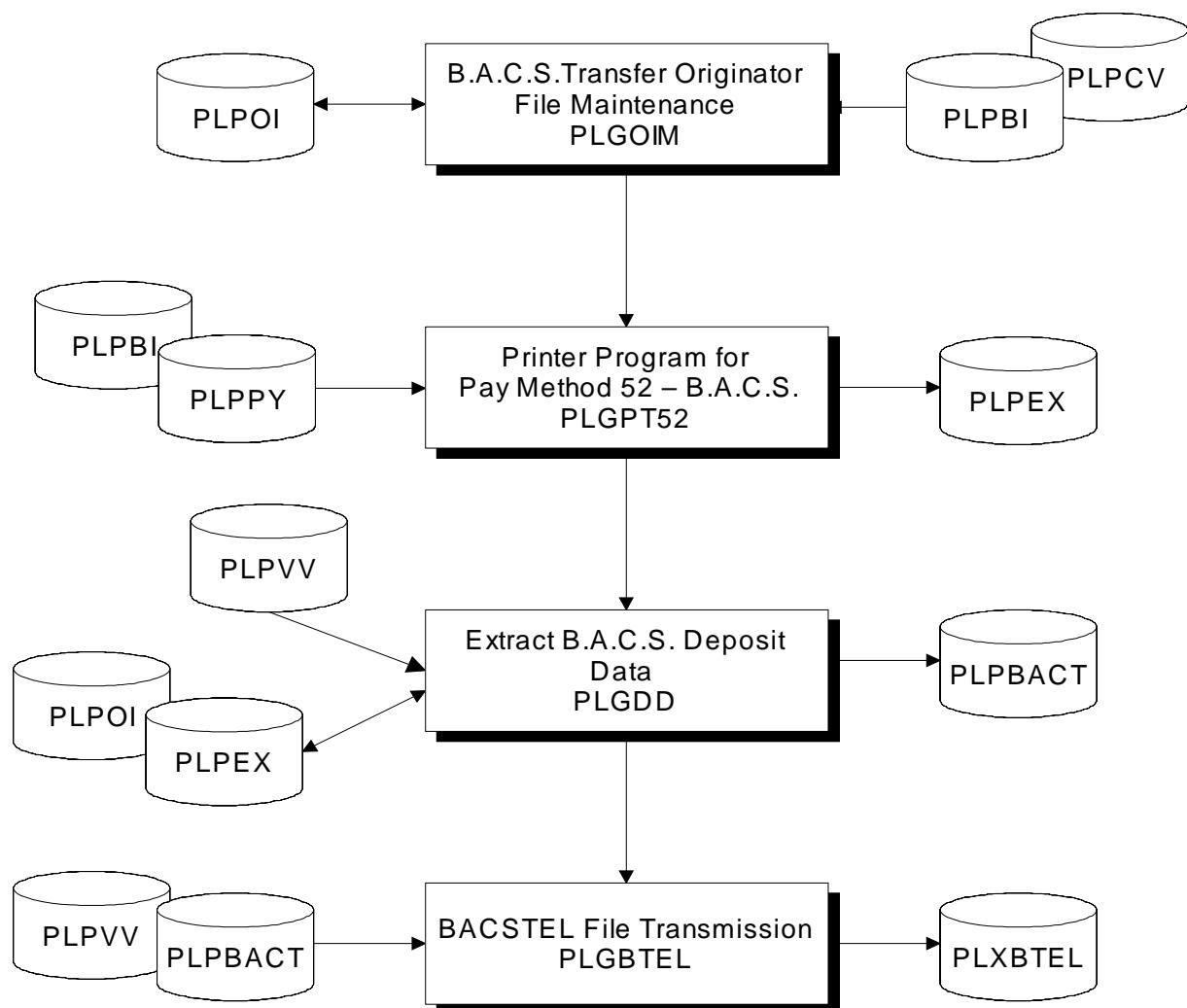
Figure B-1: B.A.C.S. payment processing high level data flow diagram

Originator code setup

Infinium PL uses an originator code to uniquely identify each bank within the B.A.C.S. clearing system. This code is the same value as the bank identification number that you set up in bank controls.

When you set up the originator code in the *Work with transfer originator* menu option, the system uses the logical file, PLLBI2, to access the Bank Identification file, PLPBI.

In file PLPBI the value in the *Bank Identification Number* field, BIBIDN, becomes the originator code or sort code, for the bank providing the funds for payment to vendors.

The table below lists the field names, descriptions, and attributes for the long and short name fields in the Payment Originator file, PLPOI. You must provide a payment originator description in each of these fields.

Payment Originator file, PLPOI

Field name	Field description	Attributes
OILNM	Long Name	30, A
OISNM	Short Name	18, A

Payment processing using payment method 52

When you process B.A.C.S. payments in Infinium PL using payment method 52, the system loads B.A.C.S. records into blank fields in the Extracted Payments file, PLPEX, as shown in the table below.

Extracted Payments file, PLPEX, blank fields

Field name	Field description	Field value
EXFILE	B.A.C.S. File Extract Number	Zero
EXPROC	Processed Flag	Blank
EXRDTH	Processed Date	Zero
EXRDT8	Processed Date	Zero

When the PLPEX fields are populated with B.A.C.S. data, the B.A.C.S. records are ready to be converted for data transmission.

B.A.C.S. data extract process

After completing the Pay Method 52 process, you can use the *Extract B.A.C.S. data* menu option to convert all B.A.C.S. payments into an output file format that B.A.C.S. requires for data transmission.

Infinium PL runs the Extract B.A.C.S. Data Submission program, PLGDDEXT, and the Extract B.A.C.S. Data program, PLGDD, to extract B.A.C.S. data files.

The system uses the logical file, PLLEXO, to access the Extracted Payments file, PLPEX, for the specified payment date and originator code.

When you run the *Extract B.A.C.S. data* menu option, the PLPEX *Processed Flag* field, EXPROC, value must be set to **0**.

PLGDD reformats the output date and code for the B.A.C.S. Extract file, PLPBACT.

When the programs complete the extract process, the system updates the field values below in PLPEX.

Extracted Payments file, PLPEX, updated fields

Field name	Field description	Field value
EXFILE	B.A.C.S. File Extract Number	Specified file number
EXPROC	Processed Flag	Status = **1**
EXRDTH	Processed Date	Extract Date= **HYF** (Hundred Year Format)
EXRDT8	Processed Date	Extract Date = **8 Digits**

BACSTEL File transmission

Infinium PL uses the BACSTEL File Transmission programs, PLGBTSB and PLGBTEL, to transmit the B.A.C.S. records, one at a time, from the B.A.C.S. Extract file, PLPBACT, to the Intersystem Communication Function (ICF) file, PLXBTEL.

ICF provides a file interface between programs on separate systems or on the same system.

Before executing the BACSTEL file transmission function, make sure that you have an available modem and line for transmitting your files. If the transmission fails, the system produces an error report.

You must set up the line, device, and controller descriptions at the customer site for communication with BACSTEL. This device must be associated with the ICF file, PLXBTEL.

You can use the System i command, **ADDICFDEVE** (Add Intersystem Communications Function Device Entry), to set up the appropriate field values, as shown in the table below.

System i command ADDICFDEVE

Field	Required field value
FILE	PLXBTEL
*LIBL	Infinium PL database library
PGMDEV	B.A.C.S. device description
RMTLOCNAME	B.A.C.S. remote location name

Additional information

For more information about B.A.C.S. setup and processing, you can refer to these guides:

- *Infinium PL Guide to Controls*
- *Infinium PL Guide to Processing*

Notes

Appendix C Infinium PX

<div style="text-align: right">C</div>

This appendix consists of the following topics:

Overview of Infinium PX

Infinium PX provides application interface programs that Infinium PL can use to validate, retrieve, and update data from Infinium PM. The table below presents a brief overview of the payables and purchasing systems.

Infinium PL	Infinium PM
Infinium PL is a financial application that allows you to:	Infinium PM is a purchasing application that allows you to:
■ Define system and security controls	■ Define system and security controls
■ Process invoices and payments	■ Process requisitions and purchase orders
■ Close to the general ledger	■ Manage receiving, inspections and approvals
■ Perform bank reconciliations	■ Close to the general ledger
■ Provide system maintenance	■ Create action messages
	■ Provide system maintenance

Payables and Purchasing security

Infinium PX does not control security for payables or purchasing users. The payables and purchasing systems provide security as follows:

■ Infinium PL action list security and user security determine the functions a user can access in the payables system.

■ Infinium PM security determines which functions a user can access in the purchasing system.

Infinium PX high level function flow
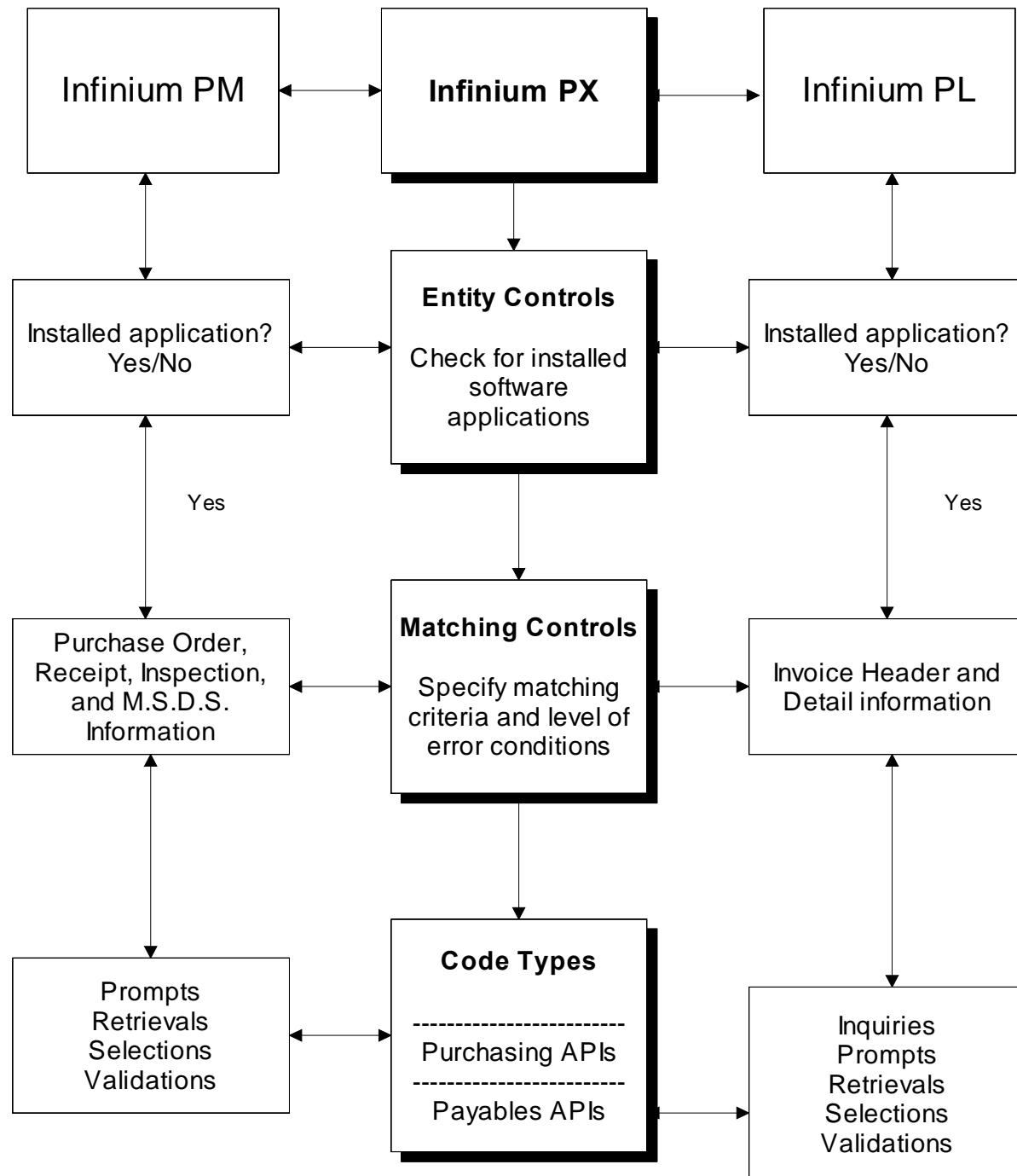
Figure C-1: Infinium PX high level function flow diagram

Infinium PL and Infinium PM interface
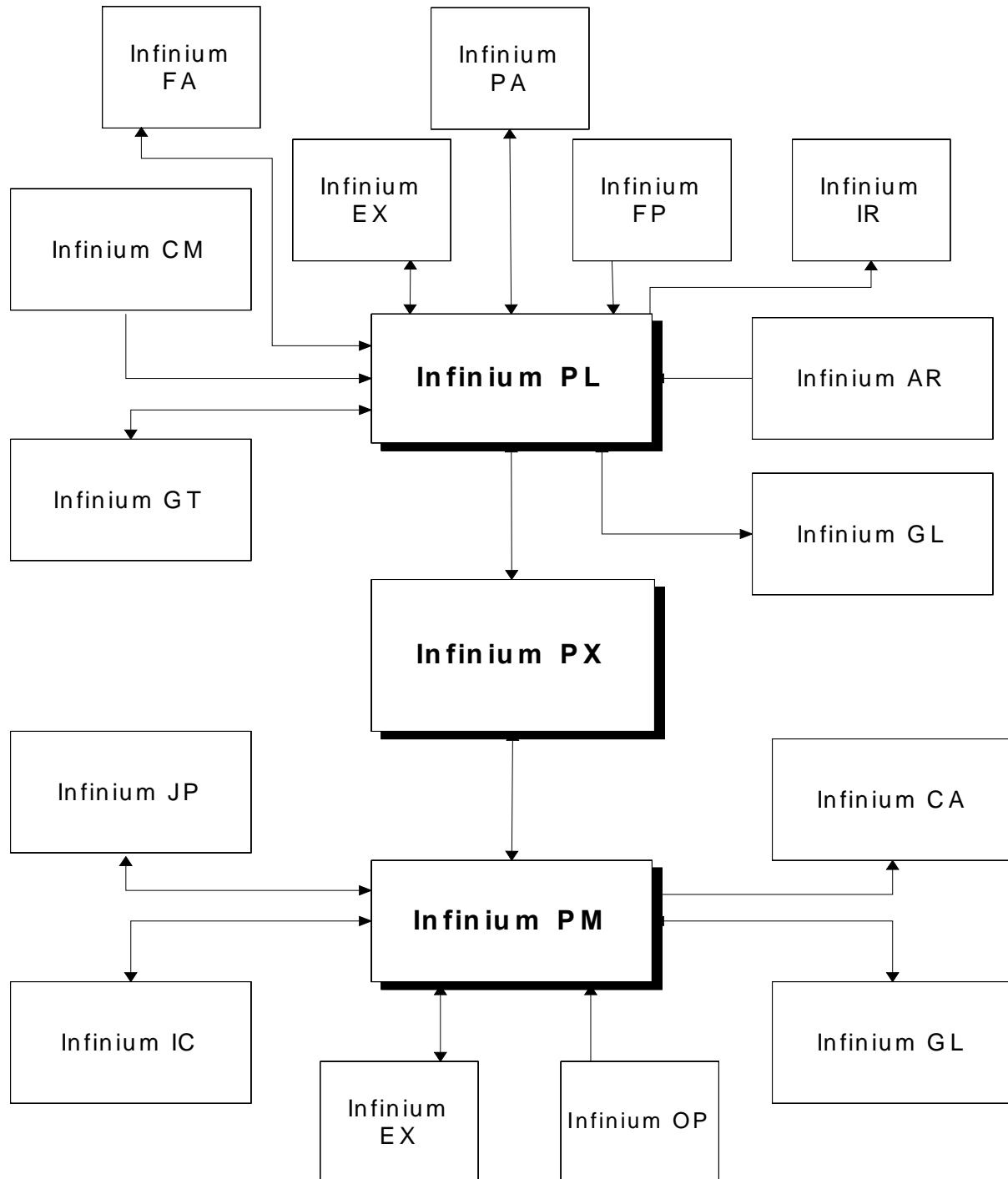
Figure C-2: Infinium PL and Infinium PM interface diagram

Objectives

When you complete this appendix you should be familiar with the technical aspects of Infinium PX, including:

- Code types and code values
- Application program interface (API) manager programs
- Entity controls and matching controls programs
- Entity control file and matching control file field values
- Match processing
- Batch and partial interactive matching

Infinium PX manager programs

Overview

The Infinium PX manager programs control the processing between the payables and purchasing systems. These programs eliminate direct calls to programs and files between or across systems.

Manager programs

The tables below list the Infinium PX manager programs. One set of programs controls processing from payables to purchasing, the other set from purchasing to payables.

Payables to Purchasing manager programs

PXGAPIM1	Payables to Purchasing API Manager program
PXGAPIP1	Payables to Purchasing Prompt Manager program

Purchasing to Payables manager programs

PXGAPIM2	Purchasing to Payables API Manager program
PXGAPIP2	Purchasing to Payables Prompt Manager program

The API manager programs and the prompt manager programs do the following:

- Receive input parameters
- Determine the appropriate program to call
- Call the appropriate program
- Interpret any error conditions
- Determine whether to remain active or terminate on returning to the calling program

The API manager programs can pass one to thirty-one parameters. The prompt manager programs normally pass four parameters. These programs use two types of parameters, a control parameter and data parameters.

The control parameter, QZCTL, handles communication between the APIs and exists in Infinium PX as well as in the payables and purchasing systems. The systems use QZCTL as the first parameter in calls to the API managers.

The 1024-byte control parameter, QZCTL, provides the codes listed in the table below.

QZCTL parameter codes

QZREQ	A three-character program request code
QZRTN	A two-character return code
QZMID	A seven-character return message identification code
QZEND	A one-character shutdown code

The one-byte data parameters pass to the target programs and are transparent to the API managers. The number of data parameters passed and their field definitions vary depending on the different functions that use the API manager programs.

Because parameter sequence is important, the corresponding parameters in the source and target programs must be in the same location on the parameter list.

Code types and code values

Overview

Infinium PX provides code types and code values that allow APIs to control the interface between payables and purchasing.

Code types

By using a series of APIs, the calling program in either payables or purchasing can access the applicable code type in the Code Types file, PXPCT. The code types are:

- **XPL** for the payables system API programs
- **XPM** for the purchasing system API programs

Users cannot create, delete, or maintain code types in Infinium PX.

Code values

The code types access the Code Values file, PXPCV, to locate the values that define the applicable program to call for either payables or purchasing information.

- Payables systems can locate the required purchasing program to call based on the **XPM** code values.
- Purchasing systems can locate the required payables program to call based on the **XPL** code values.

Entity controls and matching controls programs and files

Overview

This topic provides Infinium PX entity controls and matching controls programs and files.

Entity controls and matching controls programs

The table below lists the entity controls and matching controls programs.

Entity controls and matching controls programs

Work with Entity Controls program	PXGECW
Maintain Entity Controls program	PXGECM
API for Invoice Matching program	PXGMCH
Work with Matching Controls program	PXGMCW

Files updated by controls programs

The table below provides the programs that perform file updates and the files updated by those programs.

Program	Files updated by program	
PXGECM	Entity Control file	PXPEC
PXGMCH	Purchase Order Detail Matching workfile	PXPPOWK
PXGMCW	Matching Control file	PXPMC

Entity controls

Overview

The entity controls define the basic attributes that control the entire Infinium PX system.

Entity Control file

The Entity Control file, PXPEC, contains a single record for each Infinium PX system. This record provides the following data:

- Infinium installed applications
- Matching user exit programs
- Date characteristics

Entity Control file field information

The table below lists field-by-field information for the Entity Control file, PXPEC, under these headings:

- Field Name
- Field Description
- Attr (Attributes = **Length**, **Type**)
- Req (Required? = **Y** or **N**)
- Init (Initialized to = **1**, **0**, or n/a if not applicable)
- Comments

Entity Control file PXPEC

Field name	Field description	Attr	Req	Init	Comments
ECPLSI	*Infinium Payables Ledger* **0=No** **1=Infinium** **2=Other**	1,A	Y	**1**	The system currently uses this field for informational purposes only. The default value of **1** indicates that Infinium PL is installed.
ECPMSI	*Infinium Purchase Management* **0=No** **1=Infinium** **2=Other**	1,A	Y	**1**	The system currently uses this field for informational purposes only. The default value of **1** indicates that an Infinium PM application is installed.
ECWRFE	*Infinium Workflow* **0=No** **1=Infinium**	1,A	Y	**0**	The system currently uses this field for Informational purposes only. The value of **1** indicates that Infinium Workflow is installed.
ECBMEP	*Before matching exit program* Valid values are **Blank** or **Program Name**	10,A	N	n/a	Before matching, the matching program checks this field and ▪ If blank, begins matching. ▪ If not blank, processes the program in this field, then begins matching.
ECAMEP	*After matching exit program* Valid values are **Blank** or **Program Name**	10,A	N	n/a	After matching, the matching program checks this field and ▪ If blank, ends the matching process. ▪ If not blank, processes the program in this field, then ends the matching process.
ECDFMT	*Date format* **MDY**, **YMD**, or **DMY**	3,A	Y	**D M Y**	The value must match the date format in the interfacing Infinium systems.
ECEDTS	*Date separator* /, \, ., ; or **-**	3,A	Y	**/**	You can select one of the date separators for your date format.
ECWRFN	Workflow Sequence Number	9.0,P	N	n/a	The system assigns the workflow sequence number.

Matching controls

Overview

The matching controls compare invoice header and detail information with purchase order and/or purchase order receipt information.

Matching Control file

The Matching Control file, PXPMC, contains a single record for each Infinium PX system. This file provides specific invoice to purchase order matching criteria.

Matching Control file field information

The table below lists field-by-field information for the Matching Control file, PXPMC.

Matching Control file PXPMC

Field name	Field description	Attr	Req	Init	Comments
MCPTRM	*Invoice to P.O. payment terms* **0=No** **2=WARNING** **3=Fatal**	1,A	Y	**2**	Matches invoice header payment terms to purchase order payment terms.
MCFTRM	*Invoice to P.O. freight terms* **0=No** **2=Warning** **3=Fatal**	1,A	Y	**2**	Matches invoice line item freight terms to purchase order freight terms.

Matching Control file PXPMC

Field name	Field description	Attr	Req	Init	Comments
MCADCH	*Invoice to P.O. additional charges* **0=No** **2=Warning** **3=Fatal**	1,A	Y	**0**	▪ Matches invoice header and detail additional charges to purchase order nonprorated header and detail additional charges. ▪ Invoice additional charges cannot exceed purchase order additional charges.
MCINAC	*Additional charges in Inv/PO total* **0=No** **1=Yes**	1,A	Y	**1**	This control specifies whether to include or exclude additional charges when matching invoice total amount to purchase order total amount.
MCQTY	*Invoice to P.O. line quantity* **0=No** **2=Warning** **3=Fatal**	1,A	Y	**2**	Matches the invoice line quantity to the purchase order available to invoice quantity. The system calculates the available to invoice quantity by subtracting the previously invoiced quantity from the received or ordered quantity. The value in the *Matching on Receipts* field in the Purchase Order Type file determines the quantity to subtract from. ▪ If the value is **0**, the system uses the ordered quantity. ▪ If the value is **1**, the system uses the received quantity.
MCIQTY	*Line quantity to inspected quantity* **0=No** **2=Warning** **3=Fatal**	1,A	Y	**2**	Matches the invoice line quantity to the purchase order quantity accepted through final inspection. The system uses the inspection number from each purchase order receipt found to accumulate the accepted quantity and then compares the accepted quantity to the invoice quantity for an inspection quantity match.

Matching Control file PXPMC

Field name	Field description	Attr	Req	Init	Comments
MCINRG	*Returned goods in line quantity* **0=No** **1=Yes**	1,A	Y	**1**	Specifies whether to reduce the available to invoice quantity by subtracting purchase order returned goods. The system subtracts the returned quantity from the Purchase Order Detail file or the Purchase Order Receipt file.
MCMSDS	*Invoice item for M.S.D.S.* **0=No** **2=Warning** **3=Fatal**	1,A	Y	**2**	Matches each invoice line item to each purchase order line item to check if an item is a hazardous material, and if it is, checks if a Material Safety Data Sheet (MSDS) number exists in the Purchase Order Detail file.

Matching Control file functions

The field descriptions in the Matching Control file, PXPMC, table lists possible values for each field. Infinium PX performs specific functions based on the value you select in each field, as shown in the table below.

If the field value is…	Infinium PX does the following…
0	Does not include the criteria for matching.
1	Includes the criteria for matching.
2	▪ Includes the criteria for matching. ▪ Generates a warning message if an invoice error exists. ▪ If a warning exists in either batch or partial interactive matching, you can continue to post the invoice.
3	▪ Includes the criteria for matching. ▪ Generates a fatal error message if an invoice error exists. If a fatal error exists in batch matching, you cannot continue the matching process until you correct the error. If a fatal error exists in partial interactive matching and if allowed, you can override the error and continue matching.

Automatic matching

The system automatically performs the following matches, regardless of the values in the Matching Control file fields:

- Invoice total amount to purchase order total amount, with tolerances

- Invoice line item unit price to purchase order unit price, with tolerances

- Invoice line item extended amount to purchase order extended amount, with tolerances

- Invoice currency to purchase order currency; must be exact match

- Invoice line item unit of measure to purchase order unit of measure; must be exact match

Tolerances in Infinium CA also affect matching. Tolerances can exist on three levels in the following hierarchical order:

- Item warehouse (lowest level)

- Commodity code

- Company (highest level)

Tolerance level checking

```
┌─────────────────┐
│ Checks          │
│ item/warehouse  │
│ level           │
└─────────────────┘
         │
         ▼
      Does tolerance        Yes
         exist?      ──────────────►  System performs matches with
                                      tolerances at either the
         │ No                         item/warehouse level or the
         ▼                            commodity code level, as follows:
┌─────────────────┐
│ Checks          │                   Invoice              Purchase Order
│ commodity code  │                   Line Item      to    Unit Price
│ level           │                   Unit Price
└─────────────────┘
         │
         ▼                            Invoice              Purchase Order
      Does tolerance        Yes       Line Item      to    Extended
         exist?      ──────────────►  Extended             Amount
                                      Amount
         │ No
         ▼
┌─────────────────┐                 System performs matches with        Caution: If no tolerance exists
│ Checks          │                 tolerances at the company level,    at the company level, system
│ company         │                 as follows:                         continues to match
│ level           │                                                     with no tolerance limits,
└─────────────────┘                 Invoice              Purchase Order which allows system to bypass
         │                          Line Item      to    Unit Price     matching errors.
         ▼                          Unit Price
      Does tolerance  Yes
         exist?       or
                      No            Invoice              Purchase Order
                  ──────────────►   Line Item      to    Extended       Note: Tolerance on invoice
                                    Extended             Amount         total to purchase order total
                                    Amount                              exists only at the company
                                                                        level, because these totals are
                                    Invoice              Purchase Order on the invoice header and
                                    Total          to    Total Amount   purchase order header, which
                                    Amount                              contain no items or
                                                                        commodities.
```

Figure C-3: Tolerance level checking diagram

For more information about tolerances, refer to the *Infinium CA Guide to System Controls and Materials Maintenance.*

Matching process

Overview

Infinium PX provides a series of application program interfaces (APIs) that control the matching process.

Matching process functions

The matching process performs the following functions:

- Receives input parameters from APIs in Infinium PX

- Retrieves program names based on values in the Code Type and Code Values files

- Calls the appropriate payables or purchasing program

- Interprets error conditions, if applicable

- Determines whether to remain active or whether to terminate when returning to the calling program in the payables or purchasing system

- Updates Workflow Transaction file if *Workflow enabled* is set to **1** (Yes) on the entity controls

Infinium PX can perform the matching process for either a batch session or a partial interactive session.

Batch matching

Overview

You can initiate batch matching at the Infinium PL Work With Invoice Sessions screen by selecting one of these options:

19 For matching only

11 For matching and posting

After you select a matching option, the batch process uses API manager programs to match payables data to purchasing data for all invoices within a session.

Batch matching, proofing, and posting

Infinium PX performs batch matching on invoices that are in Infinium PL proof.

To post the session in batch, the system must match all of the invoices within the session. If the system posts the session, the Post Session to Open Payables program, PLGPST, does the following:

- Updates the posted invoices in the payables system
- Calls an API to write audit data to the Infinium PX Invoice/P.O. Cross Reference file, PXPIP
- Calls an API to update the purchasing system with invoice data

If the invoice session passes matching, the system updates the *Match* field with a value of **M**. The system also updates VSMSTS and VHMSTS with a value of **1**.

If the invoice session does not pass matching, the system updates the *Match* field with a value of **E**. The system also updates VSMSTS and VHMSTS with a value of **2**.

Matching depends on the option you select, the session type and the session status. The table below provides information about batch matching.

Batch matching

If the option is ...	And the session type is …	And the session status is …	Infinium PX does the following ...
19=Match	Equal to **6**	**In Entry**	Performs proof. If no errors, performs match.
19=Match	Equal to **6**	**In Proof**	Performs matching. If you select multiple sessions to match and if one or more of the sessions is not in proof, you must do one of the following: ▪ Run the proof for all sessions selected before you can perform matching ▪ Remove option **19** from the session or sessions not in proof
19=Match	Equal to **6**	**In Error**	Does not perform matching and generates an error message that the session has invoice errors. You must correct the error before you can perform matching. When you access the session to correct the error, the system changes the session status to **In Entry**.
19=Match	Not equal to **6**	**In Entry**, **In Proof**, or **In Error**	Does not perform matching and generates an error message that the option is not valid.
11=Post	Equal to **6**	**In Entry**	Performs proof. If no proof errors, performs matching. If no match errors, performs post.
11=Post	Equal to **6**	**In Proof**	Reruns proof. If no proof errors, performs matching. If no match errors, performs post.

Batch matching process

If the option is ...	And the session type is ...	And the session status is ...	Infinium PX does the following ...
11=Post	Equal to **6**	**In Error**	Does not perform any processing and generates an error message that the session has invoice errors.
			You must correct the error before you can perform matching. When you access the session to correct the error, the system changes the session status to **In Entry**.
11=Post	Not equal to **6**	**In Entry**	Performs proof. If no proof errors, performs post.
11=Post	Not equal to **6**	**In Proof**	Reruns proof. If no proof errors, performs post.
11=Post	Not equal to **6**	**In Error**	Reruns proof. If no proof errors, performs post.
11=Post	Equal or not equal to **6**	**Posting**	Is currently posting the session.
11=Post	Equal or not equal to **6**	**Locked**	Cannot perform posting because the session is in use.

Partial interactive matching

Overview

You can initiate partial interactive matching by invoice or by invoice session at the Infinium PL Work With Invoices screen. You can select either an option or a function key, as follows:

0   For partial interactive matching by invoice

F19   For partial interactive matching by invoice session

Partial interactive matching by invoice

If you select option **19** to perform partial interactive matching by invoice, the system allows you to match one invoice or multiple invoices at a time. If you select multiple invoices, the system matches each invoice individually, one at a time, until the matching process is complete.

Matching depends on the option you select, the session type, and the session status. The table below provides information about partial interactive matching by invoice.

Partial interactive matching by invoice

If the option is ...	And the session type is ...	And the session status is ...	Infinium PX does the following ...
19=Match	Equal to **6**	**In Entry**	Displays message that the invoice must be in proof before it can be matched.
19=Match	Equal to **6**	**In Proof**	Performs matching.

Partial interactive matching by invoice

If the option is ...	And the session type is ...	And the session status is ...	Infinium PX does the following ...
19=Match	Equal to **6**	**In Error**	Does not perform matching and generates an error message that the session has invoice errors.
			You must correct the error before you can perform matching. When you access the session to correct the error, the system changes the session status to **In Entry**.

Results for partial interactive matching by invoice

As the system processes each invoice for partial interactive matching by invoice when you specify **19**, the matching results depend on the error status and the posting option. The table below provides information about results for partial interactive matching by invoice.

Results for Partial Interactive Matching by Invoice

If the error status is ...	Infinium PX does the following ...
No errors	▪ Updates the *Match* field to **M** (Matched).
	▪ Updates VSMSTS and VHMSTS to **1** (Matched).
	▪ Ends the job.
Warnings only	▪ Displays warning window with message to press Enter to match with warnings or cancel (F12) to end.
	▪ Depending on selection, updates the *Match* field to **M** (Matched) or **E** (Errors) and ends the job.
	▪ Depending on selection, updates VSMSTS and VHMSTS to **1** (Matched) or **2** (Errors) and ends the job.
Fatal errors	▪ Displays warning window with message that the invoice has fatal errors and that you can override to match or press Enter to end.
	▪ Depending on selection, updates the *Match* field to **M** (Matched) or **E** (Errors) and ends the job.
	▪ Depending on selection, updates VSMSTS and VHMSTS to **1** (Matched) or **2** (Errors) and ends the job.

Results for partial interactive matching by session

If you press F19 to perform partial interactive matching by session, the system interactively submits all invoices from the current session.

Before matching, the system runs a proof to check for invoice errors. The entire session must have a status of **In Proof** to perform partial interactive matching for the session.

As the system processes each invoice for partial interactive matching by invoice session when you press F19, the matching results depend on the error status and the posting option. The table below provides information about results for partial interactive matching by invoice session.

Results for partial interactive matching by invoice session

If the error status is …	Infinium PL does the following …
No errors	▪ Updates the *Match* field to **M** (Matched). ▪ Updates VSMSTS and VHMSTS to **1** (Matched). ▪ Proceeds to next invoice to perform matching. ▪ After processing all invoices, ends the job.
Warnings only	▪ Displays window with warnings listed and message to press Enter to match with warnings or cancel (F12) to continue without matching. ▪ Depending on selection, updates the *Match* field to **M** (Matched) or **E** (Errors). ▪ Depending on selection, updates VSMSTS and VHMSTS to **1** (Matched) or **2** (Errors). ▪ Proceeds to next invoice to perform matching. ▪ After processing all invoices, ends the job.
Fatal errors	▪ Displays window with fatal and **WARNING** errors listed and message that you can override to match or press Enter to continue without matching. ▪ Depending on selection, updates the *Match* field to **M** (Matched) or **E** (Errors). ▪ Depending on selection, updates VSMSTS and VHMSTS to **1** (Matched) or **2** (Errors). ▪ Proceeds to next invoice to perform matching. ▪ After processing all invoices, ends job.

Matching error overrides and reports

Overview

The system checks user security and action list security in Infinium PL to ensure that a user has authority to override invoices with fatal matching errors. Specific matching errors exist, however, that the user cannot override and that the user must correct before the system can match the invoices successfully.

Matching errors - no override allowed

You cannot override the following matching errors:

- Unit of measure match

  The invoice line item unit of measure must match the purchase order detail unit of measure.

- Currency match

  The invoice currency must match the purchase order currency.

Matching process reports

The table below lists the reports that the system generates as a result of the matching process.

Report	Description
PLTSPF Session Proof Report	This report lists all invoices within the session and if an error exists in an invoice, the session fails the proof and the report lists the error and the invoice.

Report	Description
PXTMCH1 Matched Invoices Report	▪ This report lists all invoices that pass the matching process. ▪ The system first displays a summary of successful matches with no warnings or overrides and then prints a detailed audit trail of the invoices with warnings and/or overrides.
PXTMCH2 Unmatched Invoices Report	▪ This report lists all invoices that fail the matching process. ▪ The system first displays a detailed audit trail of the invoices with fatal errors and then prints the invoices with warnings. ▪ At the end of this report, the system displays a total of all the invoices from the matched and unmatched reports.
PLTPSR Invoice Post Report	This report lists each invoice that the payables system posts. The report includes currency, discount and tax data.

Notes

Appendix D Infinium PL Invoice and Payment Field Values

D

Invoice Sessions file, PLPVS

Field	Description	Values
VSCSTS	Current Status of Invoice Session	**0** = In Entry
		1 = Proofed
		2 = In Error
		3 = Posting
		4 = Posted
		9 = Locked
VSNCVD	Any Accounting transactions posted to PL, not closed to GL?	**0** = No
		1 = Yes
VSDIEM	Invoice Entry Method	**0** = Standard Invoice Entry
		1 = High Volume Invoice Entry
		2 = Registered Invoice Entry
		3 = Invoice Adjustment
		4 = Recurring Invoices
		5 = Bills/Drafts
		6 = PO Receipt Invoice Entry

Field	Description	Values
VSMSTS	Matching Status	**0** =Unmatched
		1 = Matched
		2 = Matching Errors

Invoice Header file, PLPVH

Field	Description	Values
VHCSTS	Current status of invoice	**0** = In Entry
		1 = Proofed
		2 = In Error
		3 = Posting
		4 = Posted
		9 = Locked
VHREG	Registered invoice status	**0** = Not Registered
		1 = Currently Registered
		2 = Previously Registered, currently actual invoice
		3 = Registered and Reversed
VHTYPE	Invoice Record Type	**1** = Regular Invoice
		2 = Internal Memo
		3 = External Memo
		4 = Bills of Exchange
VHPSTS	Payment Status for invoice	**0** = Not Paid
		1 = Partially Paid
		2 = Fully Paid
		3 = Voided/Reversed

Invoice/Payment Accounting Transactions file, PLPVD

Field	Description	Values
VDPOST	Posted to PL flag	**0** = No
		1 = Yes
VDGSTS	Closed to GL flag	**0** = No
		1 = Yes
VDTYPE	Record Type	**0** = Generated from payment processing
		1 = Regular invoice distribution
		2 = Prorated/Include in cost Sales/Use tax entry
		4 = Bills of Exchange distribution
VDSUSP	Closed to Suspense flag	**0** = No
		1 = Yes
VDVSTS	Void flag	**1** = Paid
		2 = Voided
		3 = Unvoided
		4 = Revoided
		5 = Voided/Reversed

Payment Sessions file, PLPCH

Field	Description	Values
CHCSTS	Current Status of Payment Session	**1** = Ready (to select invoices)
		2 = Selecting Invoices
		3 = Available for Authorization
		4 = Clearing Session
		5 = Approved
		6 = Authorized
		7 = Job Submitted
		8 = Active Paying
		9 = Payment run complete
CHGSTS	Payment transactions closed to GL?	**0** = No
		1 = Yes
CHLOCK	Payment Session Lock flag	**0** = No
		1 = Yes
CHPYMN	Payment Type	**0** = System Generated
		1 = Manual payment

Paid Invoices file, PLPPV

Field	Description	Values
PVVDST	Value Indicator	**0** = Void/stop payment requested
		1 = Full value/paid

Paid Invoice Detail file, PLPPD

Field	Description	Values
PDVDST	Value Indicator	**0** = Void/stop pay requested
		1 = Full value/paid

Field	Description	Values
PDVSTS	Void Status	**1** = Not Void
		2 = Voided
		3 = Unvoided
		4 = Revoided
		5 = Voided/Reversed

Payment History file, PLPPH

Field	Description	Values
PHCSTS	Cleared Status	**0** = Not Cleared
		1 = Partially Cleared
		2 = Fully Cleared
PHVSTS	Void Status	**1** = Not Void
		2 = Voided
		3 = Unvoided
		4 = Revoided
		5 = Voided/Reversed

Notes

Appendix E Processed Payment File/Field Reference

E

This appendix contains information to help you find fractured payment records. The tables below show what happens to files and fields when a payment processes normally. Review the files and fields to see what is missing from your payment session.

	Name	Description	Value	Comment
File	PLPCH	Payment session file		One record per payment session
Fields	CHCSTS	Current status	9	**1** = ready **2** = selecting **3** = available **4** = clearing **5** = approved **6** = authorized **7** = paying **8** = active paying **9** = complete
File	PLPPH	Payment History		One record per check
Fields	PHVSTS	Void status	1	**1** = not void **2** = voided **3** = unvoided **4** = revoided **5** = void/reverse
	PHVDST	Void/stop flag	0	**0** = voided **1** = not voided

	Name	Description	Value	Comment
File	PLPPV	Paid Invoices		One record per paid invoice
Fields	PVVDST	Void/stop flag	1	**0** = void **1** = not void
	PVVOID	Void flag	0	Always **0** = not void/stopped
File	PLPPD	Paid Invoice Distributions		One record per PLPVD only for partial payments
File	PLPVO	Payment Void History		One record per PLPPH only for voided checks
File	PLPVH	Invoice Header		One record per paid invoice
Fields	VHVREL	Relieved Amt - ICUR	Amount relieved by payment	
	VHHREL	Relieved Amt - BCUR	Amount relieved by payment	
	VHPSTS	Paid Status	**1** or **2**	**1** = Partial payment **2** = Full payment **3** = Voided/Reversed
	VHPEDH	Last payment date	Payment date	
	VHVPMT	Net payments - ICUR	Paid amount for this invoice	
	VHHPMT	Net payments - BCUR	Paid amount	

	Name	Description	Value	Comment
File	PLPVD	Invoice Detail		Lines types >70 are created, Lines types <51 are updated
Fields	VDLTYP	Transaction Line Type	<51	Updated
			>70	Created
	VDVREL	Relieved Amt - ICUR	Amount paid	Not populated on vdltyp >70
	VDHREL	Relieved Amt - BCUR	Amount paid	Not populated on vdltyp >70
	VDICHK	Internal payment #	Internal payment # from PHICHK	If a partial payment, then vdichk is blank
				Not populated on vdltyp >70
	VDPAID	Do PLPPD records exist?	**0**	**0** = not a partial payment **1** = partial payment or void
File	PLPVP	Vendor Payment Summary		One record per vendor, invoice type, year, month and payment company
				The program either creates a new record or updates an existing one for paid amounts.

	Name	Description
PL file joins	PLPPH to PLPPV	XXICHK - Internal check #
	PLPPH to PLPVO	XXICHK - Internal check #
	PLPPH to PLPPD	XXICHK - Internal check #
	PLPVH to PLPPV	XXAUDT - Invoice audit #
	PLPVH to PLPVD	XXAUDT - Invoice audit #
	PLPVD to PLPPD	XXNMBR - Invoice detail unique #

Notes