

Run Instructions

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About this document

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Chapter 1

Introduction to Infor ERP LX



1

Overview of Infor ERP LX

This topic contains information that pertains to all applications of the Infor ERP LX product. This information enables you to perform the following tasks:

- Navigate through menus and screens
- Specify information in the fields on the screens
- Use the screen actions
- Access the online help text
- Become familiar with terms used throughout Infor ERP LX

Navigation

The features described in the following paragraphs help you navigate within and between Infor ERP LX screens and programs quickly and easily.

Menus

Use Infor ERP LX menus to choose individual programs to process or view information. You can call individual applications directly from any menu.

Dates

Infor ERP LX includes full support for dates up to and beyond the year 2000. Although most date fields display six characters, Infor ERP LX stores the date as eight characters to include century information. Use Company Name and Date Format, SYS820, in the System Parameters Generation program, SYS800, to configure century dates and specify dates beyond 1999.

Attention key and quick access icon

The character-based user interface uses the attention key to directly access other programs, menus, and applications. On an Infor ERP LX screen, press the Esc key.

The Webtop user interface uses the Quick Access icon to directly access programs. On an Infor ERP LX screen, click the Quick Access icon.

You must have security authorization to use these features.

Look-up features

On the character-based user interface, a plus sign (+) indicates a prompt-capable field. Use F4 to display a look-up screen.

On the Webtop user interface, an arrow indicates a prompt-capable field. Click the arrow to display a look-up screen.

Most screens called from inquiry programs allow you to search for alphanumeric strings.

Remembered keys

Infor ERP LX remembers certain key values, such as item number, salesperson, or container, in your workstation memory as you process information in certain programs. You can assign one of the following values to each field:

- 0. Infor ERP LX automatically retrieves this value from remember key memory. Infor ERP LX updates this value on a continual basis.
- 1. Infor ERP LX automatically retrieves the value you specify in Display Remembered Keys, SYS080. It does not update the value from any other program.
- 2. Infor ERP LX does not retrieve or update remembered key fields.

Use the Display Remembered Keys program, SYS080, to set up remembered keys.

Standard online help features

Many Infor ERP LX programs display generic help text. Use F1 from within a field on the character-based user interface. Click the Show/Hide Help icon on the Webtop user interface. This generic help text includes help for standard line actions, standard screen actions, which are also called function keys or F keys, the run time parameter, and some screens types.

The information in the generic help text for line actions and screen actions in this document is not included in the help text for individual Infor ERP LX programs and screens. If a line action or screen action other than those defined in the generic help text occurs in a program, the help text for that program describes the specific action.

Additional generic help text is stored in the SSARUNHT document for users of the character-based UI. You can print this document and the individual application run instructions, SSARUN01, SSARUN02, and so on, from the DOC menu on the IBM(R) iSeries(TM) in the character-based user interface.

Generic help text for line actions

Line actions

The following line actions are valid in numerous screens. They have the functions described in the following sections.

1=Create

Specify Create on the prompt line and a value in at least one key field to add new information to the file. The system displays maintenance screens on which you can specify the new data. The system prints the new data on the audit report.

Note: You cannot specify Create next to existing data.

1=Select

On a prompt screen, specify 1 to return the selected data to the original screen.

2=Revise

Specify Revise to change the information for a line. Specify 2 and a value in at least one key field or specify 2 next to a line. The audit report lists the change. If you specify Revise next to a line with inactive information, the system reactivates the information.

3=Copy

Specify Copy to copy existing information. You can specify 3 and a value for at least one key field or you can specify 3 next to a line. The system displays a maintenance screen on which you can specify new data and change existing data.

4=Delete

Specify Delete to deactivate the information on a line. You can specify 4 and a value in the key fields or you can specify 4 next to the line to delete. Use Revise to reactivate deleted information.

5=Display

Specify Display to view information. You can specify 5 and a value in the key fields or you can specify 5 next to a line.

6=Print

Specify Print to print information on the audit trail. You can specify 6 and a value in the key fields or you can specify 6 next to a line.

8=Position To

Specify Position To to move a line to the top of the list. You can specify 8 and a value in the key fields or you can specify 8 next to a line. The system repositions the list to begin with the requested line or, if the line does not exist, to the line that is next in sequence.

After you use the Position To feature, you can page down or you can use the Position To action with a different value, but you cannot page up. You can return to the top of the list if you specify Position To but do not specify a value in the key fields on the prompt line. On a prompt screen, display details matching the information you specified.

10=Search

On the top line of a prompt screen, use 10 and known field data to locate specific information.

Additional line actions

If a program contains additional line actions, see the line actions help text in that specific program for descriptions of those line actions.

Generic help text for screen actions

Many screen actions, also called F keys, perform the same function for every program or screen in Infor ERP LX. Definitions for these screen actions follow.

Enter

Proceed to the next screen of a maintenance program. On the final screen, press Enter to update the file and return to the first screen of the program for additional maintenance activity.

Enter

Validate data in a screen. This function of Enter generally occurs in transaction programs that have an F6=Accept screen action, which saves the data on the screen.

Enter

Send the output from a report or listing program to an output queue for processing.

F1=Help

Display help text. This screen action applies to the character-based user interface only.

F3=Exit

Exit a program and do not record, update, or print the information you specified on the program screens.

F4=Prompt

Display a pop-up screen that lists existing values for the field. A plus (+) character denotes a prompt-capable field in the character-based user interface. In the Webtop user interface, the prompt -capable field has a small arrow that points to the right .

F5=Refresh

On a list screen, redisplay the screen to check the status of an executed function. On a maintenance screen, redisplay the original values on the screen.

F6=Accept

Accept your changes and exit the program.

F7=Backward

Display previous lines, that is, those alphanumerically closer to A or those with earlier dates.

F8=Forward

Display additional lines, that is, those alphanumerically closer to Z or 9, or those with later dates.

F11=Fold

Display a folded view of the screen that contains additional information. Use F11 again to return the screen to its previous format.

F12=Cancel

Return to the previous screen and do not save values you specified on this screen. If you use F12 to return to a selection screen in a maintenance program, you cancel changes you made to any screens in the program.

F23=More Actions

Display additional line actions. If a screen has many screen actions, you may need to press F24 to see that there is an F23 action, which indicates that additional line actions are available.

F24=More Keys

Display additional function keys.

Generic help text for standard screens

Several categories of screens have identical functionality, though the content differs. These types of screens are explained in the following sections.

Generic help text for list screens

Many Infor ERP LX programs contain screens with lists of information to specify for maintenance or inquiry. You have two options to specify the information to process on a list screen:

- Use the Act field and the key fields that appear at the top of the list.
- Specify a line action in the Act field of the line with the information you want to process.

After you make your entries, press Enter to perform the line action.

Generic help text for filter screens

Some Infor ERP LX programs feature a filter screen, which you can access with F13. The filter screen enables you to filter the data to display. For example, if you use F13 in Customer Master Maintenance, ACR100, you can display all records by customer number or only active records, either by customer number or by customer name. You can also specify a sort or sequence.

Generic help text for the run time parameter

Run Time Parameter (1,0):

Specify interactive to process the data in real time or batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Infor ERP LX menus

This section describes the menus in Infor ERP LX.

ERP LX main menu

The ERP LX Main Menu is the first of five master menus. You can access the four major Infor ERP LX application groups from this menu:

- Configurable Enterprise Financials, CEF
 - Multi-Mode Manufacturing, MMM
-

- Supply Chain Management, SCM
- Cross-Product Applications, XPA

Specify the abbreviated application group fast path code to access the master menu for the desired application group.

Configurable enterprise financials menu

Use the Configurable Enterprise Financials menu, CEF, to access Infor ERP LX financial applications. Specify the application fast path code to access the desired application menu.

Multi-mode manufacturing master menu

Use the Multi-Mode Manufacturing master menu, MMM, to access Infor ERP LX manufacturing applications. Specify the application fast path code to access the desired Infor ERP LX application menu.

Supply chain management master menu

Use the Supply Chain Management master menu, SCM, to access Infor ERP LX supply chain management applications. Specify the application fast path code to access the desired Infor ERP LX application menu.

Cross-product application menu

Use the Cross Product Application menu, XPA, to access, analyze, and transmit information within Infor ERP LX. Specify the application fast path code to access the desired Infor ERP LX application menu.

Commonly used terms in Infor ERP LX

(Y/blank)

If the screen displays (Y/blank) for a field, specify Y or Yes for a particular action to take place. Otherwise, leave the field blank. The screen displays (Y/N) if the field requires a Y or an N.

A/R, A/P

The documentation uses the abbreviations A/R and A/P to denote the terms accounts receivable and accounts payable, respectively. The abbreviations distinguish the terms from the corresponding program indicators of ACR, and ACP, which precede program numbers, for example, ACR500 and ACP100.

Alphanumeric

Alphanumeric refers to text that contains letters, letters and numbers together, and numbers arranged uniformly with special characters, such as dates in MM/DD/YY format. Infor ERP LX sorts reports and inquiries in ascending alphanumeric order, unless indicated otherwise. Ascending order arranges items from the lowest value to the highest value. Alphanumeric text is sorted in ascending order according to the following rules:

- Special characters, such as \$, %, - (hyphen), comma, and period, come before all others
- Lowercase letters come before uppercase letters
- Uppercase letters come before numbers
- Numbers, that is, 0 through 9, come last

Extreme values by default

Some fields display extreme values by default. The system uses an alphanumeric or numeric extreme in these fields if you do not override the value. Use these default values, which are usually specified as ranges, to include all information in the range. The default values or any other values specified to designate a range do not have to be valid values in a database file.

Ranges

Ranges refer to fields you can use to limit an inquiry or report or to display specific data. If there are multiple range fields in a program, you can tailor your inquiry or report to produce only the data you need.

Infor ERP LX sorts the information alphanumerically. Therefore, the value in the *From* field must be a lower alphanumeric value than the value in the *To* field.

Infor ERP LX usually inserts extreme values as defaults in the lower and upper fields. See the description for Extreme values by default. The entries you make in range fields do not have to be valid values in a database file.

Review the following suggestions to limit the information:

Specify the first value to include on the inquiry or report in the *From* field. Leave the *To* field blank to include all information to the end of the file. For example, you can print a report that starts with the customer number you specify in the *From* field and stops at the end of the Customer Master file.

Specify the last value to include on the inquiry or report in the *To* field. Leave the *From* field blank to start at the beginning of the file. For example, you can perform an inquiry that starts with the beginning of the Customer Master file and ends with the customer number you specify in the *To* field.

Specify the same value in both the *From* and *To* fields. For example, you can limit a display to one customer.

To include a group of items, specify a value in the *From* field and another value in the *To* field. For example, you can perform an inquiry that starts with the first of the month and ends with the last day of the month.

Reference only

Reference only indicates that the system uses the information for the given field only for reference and does not use it for processing.

Application overview

Advanced Remittance Processing, ARP provides an automated approach to your cash application process. ARP works together with Accounts Receivable to save valuable time and resources by automatically applying incoming payments to open receivables during daily batch processing. You can easily and efficiently resolve unapplied remittances online.

Advanced Remittance Processing (ARP) is an automatic cash application process that allows you to perform the following functions:

- Receive lockbox deposits electronically from your banks on the day the payments are deposited
- Automatically apply the majority of the day's receipts to open items in accounts receivable in one batch process
- Perform online disposition of exceptions the system encounters during the automatic cash application process
- Generate a complete set of daily reports and maintain historical deposit and payment information online to allow you to audit all cash applications

The ARP automatic cash application process can be summarized in a series of operations that highlight the labor savings provided. ARP processing requires some setup to ensure that the process operates as efficiently as possible. Set up options and instructions for the programs are described in this document.

ARP allows you to perform the following operations:

- Receive/Edit Bank Transmission of Lockbox Deposits
 - Identify/Assign Customer Numbers
 - Select Customer Open Items
 - Summarize Open Items Extracted
 - Check Application Against Open Items
 - Produce Reports Recapping Check Application Process
 - Create Disposition and On-Account Payment Records
 - Report Check Differences
 - Create Applied Checks Interface Records to Accounts Receivable
-

- Flag Disposition Records as Temporarily Paid on Ledger File
- Update A/R Ledger and Audit Files
- Open Item Extraction

Rounding in Infor ERP LX

Infor ERP LX supports three system-wide rounding methods: Truncate, Increment, and Half-adjust.

Infor ERP LX also supports three round-to positions: 0, 10, and 100. This rounding fulfills legal and fiscal requirements in several European countries.

You can select a rounding method and a round-to position when you set up currencies in Currency Code Maintenance, CLD107D2-01. Access this program through the Multiple Currencies application, MLT, or the Configurable Enterprise Accounting application, CEA, in the CLD menu.

The rounding method and round-to position you select are then used throughout Infor ERP LX to consistently round calculated amount fields, displayed amount fields, and amount fields on audit reports. This rounding process affects calculated amount totals such as Invoice Total, Taxes Total, and Amounts in Journals. However, it does not affect the Unit Cost or Unit Selling Prices.

System control maintenance, ARP121D

Use the System Control Maintenance program, ARP121D, to create or maintain the ARP processing environment for your organization. You can define processing variables to use in batch cash application processes such as write-offs, tolerances, and grace days.

Create or maintain your ARP processing environment

Use the System Control Maintenance screen, ARP121D1-01, to create and maintain system parameters that control and provide defaults for your ARP processing environment.

Field descriptions - ARP121D1-01

Discounting (1,0):

Specify 1=Yes to allow ARP to recognize discounting if discount terms are included on the invoice or 0=No to ignore discount terms

System, Bank, or Alternative Date (1,A):

Specify the date type ARP uses when it updates the Accounts Receivable Subsidiary Ledger and the General Ledger. Regardless of the date you specify here, all MICR Maintenance items, which are items in the Recycle file, must be processed before month end. The system cannot make a cash entry until a MICR number/customer number relationship exists. The following options are available:
:

S=Use System Date

If the Process Unapplied Cash field is set to Y (Yes), items can remain in the difference file beyond month-end. However, research is more complicated because dates associated with the A/R and G/L entries are unrelated to the date associated with the back-up documentation.

B=Use Bank Date

All A/R payments entered through ARP and payment transaction journal entries that relate to a check contain the original bank date. This simplifies the research process for bank reconciliation. Other transactions, such as disposition, write-off, and charge-back, still use the system date. The system must resolve all difference records prior to month-end close.

A=Use Alternative Date

If checks are left in dispositions for a pre-determined period and the period closes before all checks are resolved, when you try to clear the checks, ARP attempts to post to the closed period (based on the batch date). Because it is not always possible to balance all checks before the period closes, you can post to a subsequent period. The following processes use these dates:

- Run ARP (ARP685, first run) uses the Bank Date.
- Run ARP (ARP685, second run) uses the System Date.
- Online MICR Maintenance (ARP687) uses the Bank Date.
- Update Resolved Checks (ARP686) uses the System Date.
- Online Dispositions (ARP688) uses the System Date.

Allow Unearned Discounts (1,A):

An unearned discount is a discount that has expired based on the discount date plus grace days. This field determines how the system handles discounts that are taken by customers after expiration. The option codes are explained below:

Y=Yes. Apply payments and grant unearned discounts.

R=Review. Review all unearned discounts through Dispositions.

C=Charge back. Apply payments but charge back customers for all unearned discounts.

Grace Days (2,0):

If you enter 1=Yes in the Discounting: field, this variable establishes the grace period during which expired discounts are still allowed. The number you specify here is the number of days to add to the discount date. If you specify 0=No in the Discounting: field, the system does not use this field.

Discount Tolerance (15.2,0):

If you enter 1=Yes in the Discounting: field, you can specify a tolerance amount. This tolerance amount determines the acceptable difference between the discount taken by the customer and the discount calculated by the system according to the payment terms. If you specify 0=No Discounting in the Discounting: field, the system does not use this field.

Write Off Tolerance Percent (2,0):

Specify the percent difference ARP allows during automated cash application. The identification of the percent difference is part of a two-step test that also includes a write off amount. A comparison is performed against the total check amount. If the total of the items selected for payment does not equal the amount of the check, the variances are tested against both the write-off tolerance amount and percent. If the variance passes both tests, the system generates a write-off and performs an automated cash application. If the variance fails either test, the system places the check in the difference file to wait for a manual resolution with the Disposition of Differences process in the Dispositions Manager, ARP500.

Write Off Tolerance Amount (20,0):

Specify the monetary amount difference ARP allows during automated cash application. The identification of the monetary amount difference is part of a two-step test that also includes a write off percent. A comparison is performed against the total check amount. If the total of the items selected for payment does not equal the amount of the check, the variances are tested against both the write-off tolerance amount and percent. If the variance passes both tests, the system generates a write-off and performs an automated cash application. If the variance fails either test, the system places the check in the difference file to wait for a manual resolution with the Disposition of Differences process in the Dispositions Manager, ARP500.

Number of Days to Keep Items Open (3,0):

If you enter D=Due Date in the Select Invoices: field, all unpaid invoices are considered open after the due date is past. However, with this variable, you can specify the number of days prior to the due date that an invoice is considered open and available for automated cash application. This field only applies if invoices are selected based on due date.

Number of Days to Keep Batch Records (3,0):

This parameter determines how long historical information on batch totals is available for viewing through the ARP Deposit/Total Inquiry program, ARP311D1. This relates both to manual batches and bank batches. The system performs a purge based on this variable each time you select Run ARP.

Number of Days to Keep Payment History (3,0):

This parameter determines how long historical information about payments remains available for viewing through the ARP Payment History Inquiry function. The system performs a purge based on this variable each time you select Run ARP.

Immediate Processing After Online MICR Update:

Indicates whether checks in the Recycle File are processed immediately after their MICR Numbers are added to the MICR Cross Reference File. Specify 1=Yes to submit a batch job as soon as you exit MICR Maintenance. Specify 0=No to postpone processing until the next time you select Run ARP

Immediate Processing After On-Line Disposition:

Specify whether checks in the Difference File are processed immediately after completion of online disposition of differences. Specify 1=Yes to submit a batch job as soon as you exit Dispositions. Specify 0=No to postpone processing until the next time you select Update Resolved Checks or Run ARP.

Overrides at Disposition (1,0):

Specify whether the system can create a payment record for an amount different from the remaining invoice amount during the online disposition of differences. Specify 1=Yes to allow modification of the payment amount. Specify 0=No to require the payment amount to equal the remaining amount of the invoice or remaining amount minus a discount.

Use Next Invoice (1,0):

Establish the numbering sequence ARP uses it generates a transaction. Specify 1=Yes to use the next available system-generated invoice number for the next ARP transaction. If you specify 1, you must leave the Assign Invoice Number field blank. Specify 0=No to use the value in the Assign Invoice Number field to determine the next invoice number.

Hold Bank Transmissions (1,0):

Specify 1=Yes to hold incoming transmissions upon receipt and require manual release of these transmissions for processing in ARP. This affects both bank transmissions and manually entered batches. Specify 0=No to make transmissions available for processing as soon as they are received.

If 0 is the right choice for you during regular monthly processing, but not during month end; you can change this field to 1 for month end processing, then change it back to 0 for each new month.

Assign Invoice Number (8,0):

Use this field to establish the numbering sequence to be used when ARP generates a transaction. Each time a write-off, charge back, or payment on account processed, ARP increments the invoice number by one. If this field is left blank, the system assumes it is set at 0, and will still increment the number by one each time a transaction is generated.

Process Unapplied Cash (1,0):

This parameter relates to posting checks with differences on the A/R subsidiary ledger as payments on account and posting cash to the G/L, prior to resolving differences through Dispositions. You can choose to reflect disposition checks on the customers' accounts during the initial run of ARP, or to wait and reflect these items on the customers' accounts after differences are resolved. The options are described below.

1=Yes

Allow system on-account payments to be written to the customers' accounts for checks with differences. These on-account payments are controlled by ARP and must be resolved through Dispositions.

0=No

Do not reflect Disposition checks on the customers' accounts. Make no cash entries before differences are resolved.

Select Invoices (1,A):

Specify the appropriate code to determine which date field influences the selection of open items for use in the automated cash application process:

I=Invoice date

D=Due date

If you use invoice date selection, ARP considers an item open for use in automated cash application as soon as it is posted to the A/R subsidiary ledger. If you use due date selection, the due date and the field titled Number of Days to Keep Items Open determine when A/R items are considered open for use in the automated cash application process.

Invoice Look Up Length (2,0):

This field shows the minimum number of characters required for an invoice number entered by the bank.

If you enter zero in this field or leave the field is blank, ARP assumes that the bank will not provide invoice numbers. The system does not look up any invoice numbers that are transmitted by the bank or that are input as part of manual batch entry.

Screen actions - ARP121D1-01**Standard screen actions**

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Transaction code maintenance, ARP131D

Use the Transaction Code Maintenance program, ARP131D, to create a relationship for a transaction generated in ARP. Every transaction code has one or more reason codes associated with it. For each transaction code, you can create up to 99 reason codes. Reason codes explain why the transaction code is in effect. For example, you might create a transaction code named Deduction, with reason code 01=Freight Adjustment and 02=Late Delivery.

You use the transaction codes and reason codes during the automatic cash application and the disposition of differences process to identify transactions. Some transaction and reason codes are pre-defined in ARP and you can only modify the descriptions.

You can create, revise, and delete user-defined transaction codes, the corresponding reason codes, and processing variables. This application also allows you to view the system-defined transaction and reason codes.

Transaction codes and reason codes are used during the automated cash application cycle and the online disposition of difference processing. Transaction codes provide a detailed audit trail. They are used to track specific types of activity within the A/R system.

Access: ARP01 menu

Add or maintain user-defined transaction codes

Use the Transaction Code Maintenance screen, ARP131D1-01, to create, a transaction code or select a transaction code to maintain.

Field descriptions - ARP131D1-01

Line actions:

The following line action is specific to this screen:

10=Reason Codes

Access Transaction Code Maintenance, ARP131D2-01, to view a list of reason codes associated with a transaction code.

All other line actions on this screen perform standard Infor ERP LX functions. See *Generic help text for line actions* in the overview information in this document.

Act (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

Screen actions - ARP131D1-01

F13=Filters

Display either all records or only active records by transaction code.

All other screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Transaction code maintenance detail, ARP131D2

Use the Transaction Code Maintenance detail program, ARP131D2, to provide details of the transaction code.

Access: Line action 2=Revise from Transaction Code Maintenance, ARP131D1-01

Add or revise transaction code details

Use the Transaction Code Maintenance program, ARP131D2-01) to add or maintain detailed field values that define a user-defined transaction code.

System transaction codes, transaction type S, are used during automated cash application. For predefined system transaction codes, you can only change the Transaction Code Description value.

Field descriptions - ARP131D2-01

Transaction Code (3,A):

This field displays the transaction code you specified on the initial screen.

Transaction Type (1,A)

This field displays the type of transaction, S=System or U=User. You can only create type U transactions.

Transaction Code Description (30,A):

Provide a description for the transaction code function. Use this field to explain the intended use of the transaction code.

Transaction Group (1,A):

Specify a transaction group for this transaction. The Transaction Group determines how the system processes a transaction code. After you assign the group, a number of variables are set within the system for this transaction. The available transaction groups are described below.

C=Charge Backs

A charge back is processed when a customer is not entitled to a deduction the customer took. A charge back transaction reduces the amount of payment applied to selected invoices by the amount of the transaction. The system then clears the invoice with a credit for the amount of the transaction. Next, the system creates a new invoice for the amount of the transaction. The end result is as follows: the payment amount and the charge back credit clear the invoice referenced in the remittance. The charge back credit is offset by a new open invoice on the customer's account.

X=Deductions

A deduction transaction is used if the customer is entitled to a deduction taken in the remittance advice. A deduction transaction reduces the amount of payment associated with an invoice by the amount of the deduction. The transaction then creates a credit against the invoice for the amount of the deduction.

D=Unearned Discounts

An unearned discount transaction is used when an expired discount is taken in the remittance advice. An unearned discount transaction can function in the following two different ways:

- If you enter 0=No in the Create Invoice field for the Transaction code, the unearned discount is allowed.
- If you enter 1=Yes in the Create Invoice field for the Transaction code, the unearned discount is not allowed. In essence, the invoice that is created is a charge back for the expired discount taken.

O=On Account Payments

An on account payments transaction debits the cash account and credits A/R Trade with a payment. User on account payments remain as open credit line items on the A/R subsidiary ledger until another A/R tool is used to apply them to invoices. User on account payments are not controlled by ARP.

U=Unrelated Deductions

An unrelated deductions transaction is used if the customer deducts a sum from the remittance that is unrelated to any of the invoices to be paid. With the unrelated deduction transaction, the deduction taken is not granted. The new invoice created is an open invoice on the customer's account.

W=Write-offs

Use Write-offs to remove miscellaneous debits or credits from the customers account. Two types of write-offs are allowed, as described below:

If you set the Use for Underpay/Overpay field to U=Underpayment, this transaction group credits A/R Trade and debits the account value that is associated with the Transaction/Reason code pair in the CEA Alias setup.

If you set the Use for Underpay/Overpay field to O=Overpayment, this transaction group debits A/R Trade and credits the account value that is associated with the Transaction/Reason Code pair in the CEA Alias setup.

The Transaction Group you assign determines the options you have for the Does Transaction Create Invoice field and the Use For Underpay/Overpay field. Valid options for those two fields for the different transaction groups are shown below:

Group	Use for U/O	Create Invoice
C	Both	Y
X	Both	N
D	Both	Y or N
W	U or O	N
O	O	N
U	Both	Y

The system simplifies transaction code set up. If you put a value in the Transaction Group field and press Enter, only the required fields for that transaction are input capable. You only have to make a decision in two situations:

Transaction Group W (Write-offs) requires that you decide for the Use For U/O field whether to use write-offs for an underpayment or an overpayment situation. You cannot use the same write-off code for both underpayments and overpayments, so you must specify either U or O, but not both.

Transaction Group D (Unearned Discounts) requires that you decide for the Does Transaction Create Invoice field whether to set the field to 1=Yes to charge the unearned discount back to the customer, or 0=No to grant the unearned discount to the customer.

Use for Underpay/Overpay (1,0):

If you create a W transaction code, specify U to use the transaction for Underpayments or O to use it for Overpayments.

Does Transaction Create Invoice (1,0):

Specify 1=Yes to create an invoice to charge the unearned discount back to the customer. Specify 0=No to not create an invoice and to grant the unearned discount to the customer.

Screen actions - ARP131D2-01**Standard screen actions**

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Transaction/reason code maintenance, ARP131D3

Use the Transaction/Reason Code Maintenance program, ARP131D3, to associate reason codes with a transaction.

Access: Line action 10=Reason Codes in Transaction Code Maintenance, ARP131D1-01

Add or revise reason codes for a transaction

Use the Transaction/Reason Code Maintenance screen, ARP131D3-01, to add or revise reason codes to pair with a specific transaction. You can also use line action 11=Edit Letter to access a screen to add or maintain notes for a transaction/reason code combination.

Field descriptions - ARP131D3-01**Line actions:**

The following line action is specific to this screen:

11=Edit Letter

Access the Notice Table Listing program, ARP112D1, to add or revise notes for a transaction/reason code combination.

All other line actions on this screen perform standard Infor ERP LX functions. See the overview information in this document.

Act (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

Reason (2,A):

Specify a reason code to locate or process.

Screen actions - ARP131D3-01**F13=Filters**

Display either all records or only active records by reason code.

All other screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Transaction/reason code maintenance det., ARP131D4

Use the Transaction/Reason Code Maintenance detail program, ARP131D4, to define details of a reason code to associate with the transaction.

Provide reason code description and effects

Use the Transaction/Reason Code Maintenance detail screen, ARP131D4-01, to provide a description of the reason code associated with the transaction. You also set other effects of this transaction/reason code combination in this screen.

Field descriptions - ARP131D4-01**Transaction Code:**

This field displays the transaction code and its description.

Transaction Type:

This field displays the transaction type code for the transaction code you selected, S=System or U=User.

Reason Code (2,A):

In create mode, specify the reason code to associate with the transaction.

Reason Description (30,A):

Provide a brief description of the reason code.

Print Letter Flag (1,A):

Specify whether the transaction/reason code combination has an automatic customer letter to print.

Screen actions - ARP131D4-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Transaction group prompt, ARP131D5

Use the Transaction Group Prompt program, ARP131D5 to select a transaction group to return to the Transaction Code Maintenance screen, ARP131D2-01.

Select a transaction group

Use the Transaction Group Prompt screen, ARP131D5-01, to select a transaction group prompt from the list displayed and return it to the Transaction Group field in the previous screen.

Screen actions - ARP131D-05

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

User/lockbox security, ARP132D1

Use the User/Lockbox Security program, ARP132D) to establish authority for individual users who apply cash to process transactions for all lockboxes or specific lockboxes. You set up the security records by User ID to determine the lockboxes for which a user can view and process information in the Disposition of Differences, ARP500D, the MICR Maintenance program, ARP180D, and the Manual Check Entry program, ARP502D.

Access: ARP01 menu

Add or revise lockbox security for a user

Use the User/Lockbox Security Listing screen, ARP132D1-01, to add a new user security record or to select a User ID for which to maintain information. You can also access a screen to change the write-off amount to which this user is authorize from this screen.

Field descriptions - ARP132D1-01

Line actions:

The following line action is specific to this screen:

9=Write-Off Limit

Maintain the write-off limit for the user ID.

All other line actions on this screen perform standard Infor ERP LX functions. See *Generic help text for line actions* in the overview information in this document.

Act (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

User ID (10,A):

Specify the User ID for which to add or maintain lockbox security information.

Screen actions - ARP132D1-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

User/lockbox security maintenance detail, ARP132D2

Use the User/Lockbox Security Maintenance Detail program, ARP132D2, to select lockboxes to which to authorize the User ID. You can select individual lockboxes or use a function key to authorize the user to all listed lockboxes.

Select the lockboxes to which to authorize the user

Use the User/Lockbox Security Listing detail screen, ARP132D2-01, to set the Authorized field to Yes for each lock box to which you want to authorize this user.

Field descriptions - ARP132D2-01

User Name (30,A):

Specify the name or description to associate with the selected User ID.

Authorized (1,0)

Set the field to 1=Yes to grant this user access to a lockbox, otherwise, specify 0=No.:

If you grant a user authority to a lockbox, the user can access MICR Maintenance items and Disposition items. The user can also input manual batches if the lockbox is set up to allow manual batch entry.

Screen actions - ARP132D2-01**F10=Grant Authority to All**

Set the Authorized field for all displayed lockboxes to 1=Yes.

F14=Revoke Authority to All

Set the Authorized field for all displayed lockboxes to 0=No.

All other screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Cash application user write-off limit, ARP132D3

Use the Cash Application User Write-Off Limit program, ARP132D3, to specify write-off amount limits for users.

Add or revise maximum write-off amount

Use the User/Lockbox Security Listing write-off limit screen, ARP132D3-01, to add or maintain maximum amount of write-offs this User ID is authorized to process. You can also change the description associated with the User ID in cash application contexts in this screen.

Field descriptions - ARP132D3-01**Cash Applicator:**

This field displays the selected User ID.

Description (30,A):

Provide a description of the User ID.

Write-Off Limit (20,0):

Specify the maximum write-off amount that this User ID is authorized to process.

Screen actions - ARP132D3-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Lockbox, ARP111D1

Use the Lockbox program, ARP111D, to define lockboxes that ARP processing uses. You can specify processing parameters that are specific to each lockbox.

Access: ARP01 menu

Add or maintain a lockbox

Use the Lockbox File Maintenance screen, ARP111D1-01, to create a new lockbox or to select an existing lockbox to maintain.

Field descriptions - ARP111D1-01

Line actions:

All line actions on this screen perform standard Infor ERP LX functions. See *Generic help text for line actions* in the overview information in this document.

Act (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

Lockbox (7,A):

Specify the ID of the lockbox to locate or process. Lockbox number 9999999 is reserved for system use. If the lockbox receives transmissions from a bank, specify the actual lockbox number the bank uses. If the lockbox only receives manual batches, create a lockbox ID that is meaningful to the user who applies cash.

Screen actions - ARP111D1-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Lockbox file maintenance detail, ARP111D2

Use the Lockbox File Maintenance detail program, ARP111D2, to provide processing parameters for a lockbox. The lockbox information is used as follows:

- Provides information for validation of the bank transmission destination code
- Determines whether the lockbox allows manual batch entry
- Identifies which of the three algorithm groups to use when the system processes data for the lockbox
- Identifies the currency code, bank code, and company associated with the lockbox

Define lockbox processing variables

Use the Lockbox File Maintenance screen, ARP111D2-01, to specify processing parameters for the selected lockbox.

Field descriptions - ARP111D2-01

Lockbox Number (7,A):

This field displays the ID of the lockbox from the selection screen.

Bank Name (25,A):

Specify the bank where the funds are deposited through this lockbox or a standard bank deposit.

Manual Entry Allowed (1,0):

Specify 1=Yes to allow manual entry of checks in the lockbox. Specify 0=No to only allow bank transmissions.

Note that the reconciliation process is easier if you process manual entries and bank transmissions through separate lockboxes on the system. Typically, errors are more common with manual entry of checks, while the volume of items processed is greater with bank transmission. If you separate the two types of cash application, you minimize the number of items that you must review if an error occurs with manual entry.

Destination Code (10,A):

Specify the destination code that ARP uses to validate a bank transmission. If you receive a transmission and the destination code does not match the code you specify here, the transmission is rejected. This prevents ARP from processing transmissions that are not intended for your company.

Algorithm Flags (1,0):

There are three flags that represent groups of algorithms that you can activate or deactivate for this lockbox, Use Balance Algorithm, , Use Invoice Algorithm, and , Use Amount Algorithm . Specify 1 to activate each group of algorithms or 0 to deactivate them.

Activated algorithm groups are used during the automated cash application process for checks received in this lockbox.

Company Number (2,0):

Specify the company to associate with the lockbox.

Note: You must enter a valid combination of company number, bank code, and currency code to validate a transaction against the Bank Master file.

Bank Code (3,A):

Specify the bank code to associate with the lockbox.

Note: You must enter a valid combination of company number, bank code, and currency code to validate a transaction against the Bank Master file.

Currency Code (3,A):

Specify the currency to associate with the lockbox.

Note: You must enter a valid combination of company number, bank code, and currency code to validate a transaction against the Bank Master file.

Screen actions - ARP111D2-01**Standard screen actions**

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Algorithm, ARP101D1

Use the Algorithm program, ARP101D1, to allow users to edit the descriptions of the algorithms that the system uses for automated cash application. The following paragraphs include a list of all ARP algorithms and their descriptions.

Understanding the Algorithms

Algorithms are mathematical rules established to evaluate open invoices on a customer's account. Algorithms attempt to match an invoice or combination of invoices to the remittance amount to reduce the need to capture detailed payment

information. ARP contains 47 predefined algorithms that are divided into three groups: Balance, Invoice, and Amount.

The following list shows the algorithm groups in processing sequence with their associated algorithms:

Balance Algorithms:

The following balance algorithms are described in pairs. Within each pair, the first algorithm represents the algorithm that is used in a single company environment, the second algorithm is used in a multi-company environment. Both algorithms perform basically the same function:

The invoice gross amount is added to the gross amount bucket.

002 Account Balance - Gross

022 Div. (Division) Account Balance - Gross

The invoice net amount is added to the net amount bucket.

003 Account Balance - Net

023 Div. (Division) Account Balance - Net

If a statement exists for an invoice, the invoice gross collectable balance is added to the gross amount bucket.

004 Statement Balance - Gross

024 Div. (Division) Statement Balance - Gross

If a statement exists for an invoice, the invoice net collectable balance is added to the net amount bucket.

005 Statement Balance - Net

025 Div. (Division) Statement Balance - Net

If the invoice is past due and a statement does not exist, the past due counter is incremented by one and the invoice past due gross amount is added to the gross amount bucket.

006 Past Due Invoices - Gross

026 Div. (Division) Past Due Invoices - Gross

If the invoice is past due and a statement does not exist, the past due counter is incremented by one and the invoice past due net amount is added to the net amount bucket.

007 Past Due Invoices - Net

027 Div. (Division) Past Due Invoices - Net

If the final due date is after the present date, the open invoice gross amount is added to the gross amount bucket.

008 Open Invoices - Gross

028 Div. (Division) Open Invoices - Gross

If the final due date is after the present date, the open invoice net amount is added to the net amount bucket.

009 Open Invoices - Net

029 Div. Open Invoices - Net

If a statement exists for the invoice but it is not a special invoice, the invoice gross collectable statement amount is added to the gross amount bucket.

010 Statement Bal. < than Dispute - Gross

030 Div. Statement Bal. < Dispute - Gross

If a statement exists for the invoice but it is not a special invoice, the invoice net collectable statement amount is added to the net amount bucket.

011 Statement Bal less than Dispute - Net

031 Div. Statement Bal. less than Dispute - Net

If the record is type RI, the gross invoice and credit amount is added to the gross amount bucket.

012 Open Invoices/Credits - Gross

032 Div. Open Invoices/Credits - Gross

If the record is type RI, the net invoice and credit amount is added to the net amount bucket.

013 Open Invoices/Credits - Net

033 Div. Open Invoices/Credits - Net

If the invoice is not a special invoice, the invoice gross collectable amount is added to the gross amount bucket.

014 Collectible Statement Bal. - Gross

034 Div. Collectible Statement Bal. - Gross

If the invoice is not a special invoice, the invoice net collectable amount is added to the net amount bucket.

015 Collectible Statement Bal.- Net

035 Div. Collectible Statement Bal. - Net

If the record type is RI but it is not a special invoice, the undisputed invoice gross amount is added to the gross amount bucket.

016 Undisputed Invoices - Gross

036 Div. Undisputed Invoices - Gross

If the record type is RI but it is not a special invoice, the undisputed invoice net amount is added to the net amount bucket.

017 Undisputed Invoices - Net

037 Div. Undisputed Invoices - Net

If the invoice is past due, but it is not a special invoice, the invoice gross collectable past due balance is added to the gross amount bucket.

018 Collectible Past Due Inv. - Gross

038 Div. Collectible Past Due Inv. - Gross

If the invoice is past due, but it is not a special invoice, the invoice net collectable past due balance is added to the net amount bucket.

019 Collectible Past Due Inv. - Net

039 Div. Collectible Past Due Inv. - Net

If the invoice is past due with an existing statement, but it is not a special invoice, the invoice statement past due gross amount is added to the gross amount bucket.

020 Statement Past Due - Gross

040 Div. Statement Past Due - Gross

If the invoice is past due with an existing statement, but it is not a special invoice, the invoice statement past due net amount is added to the net amount bucket.

021 Statement Past Due - Net

041 Div. Statement Past Due - Net

Invoice Algorithm:

This algorithm matches the invoice numbers keyed by the bank with the invoice numbers within the A/R subsidiary ledger.

001 Invoice Number Selection

Amount Algorithms:

The amount algorithms are described below:

The following algorithm matches the gross amount of any one invoice to the check amount.

042 Any Single Invoice - Gross

The following algorithm matches the net amount of any one invoice to the check amount.

043 Any Single Invoice - Net

The following algorithm matches the gross amount of any pair of invoices to the check amount.

044 Any Two Items - Gross

The following algorithm matches the net amount of any pair of invoices to the check amount.

045 Any Two Items - Net

The following algorithm matches the gross amount of any sequence of invoices to the check amount.

046 Any Sequence of Items - Gross

The following algorithm matches the net amount of any sequence of invoices to the check amount.

047 Any Sequence of Items - Net

Revise an algorithm

Use the Algorithm File Maintenance, ARP101D1-01, to select an algorithm to revise.

Field descriptions - ARP101D1-01

Act (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

All line actions on this screen perform standard Infor ERP LX functions.

See *Generic help text for line actions* in the overview information in this document.

Algorithm (3,0):

Specify the algorithm to locate or revise.

Screen actions - ARP101D1-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions.

See *Generic help text for screen actions* in the overview information in this document.

Algorithm file maintenance detail, ARP101D2

Use the Algorithm File Maintenance detail program, ARP101D2, to view or modify an algorithm record.

Maintain algorithm details

Use the Algorithm File Maintenance screen, ARP101D2-01, to change the description of an algorithm and to specify whether it is used.

Field descriptions - ARP101D2-01**Description (30,0):**

Provide a description of the algorithm.

Used (1,0):

Specify 1=Yes if the algorithm is used, otherwise, specify 0=No.

Screen actions - ARP101D2-01**Standard screen actions**

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Notice table file maintenance list, ARP112D1

Use the Notice Table File Maintenance List program, ARP112D1-01, to access letters associated with a Transaction/Reason code combination.

Access: Line action 11=Edit Letter from Transaction/Reason Code Maintenance, ARP131D3-01

Add or select a notice letter

Use the Notice Table Listing screen, ARP112D1-01, to select or create a notice letter for a transaction/reason code combination.

Field descriptions - ARP112D1-01**Act (2,A):**

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

All line actions on this screen perform standard Infor ERP LX functions. See *Generic help text for line actions* in the overview information in this document.

Trans Code (3,A):

Specify a transaction code for which to create or maintain a notice letter.

Reason Code (2,A):

Specify a reason code for which to create or maintain a notice letter.

Screen actions - ARP112D1-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Notice table maintenance, ARP112D2

Use the Notice Table Maintenance program, ARP112D2, to provide details of the notice letter.

Provide text of a notice letter text

Use the Notice Table Maintenance screen, ARP112D2-01, to enter a block of free-form, descriptive text that relates to a specific transaction/reason code combination.

Field descriptions - ARP112D2-01

Transaction Code (3,A):

This field displays the transaction code you specified on Notice Table Listing, ARP112D1-01.

Reason Code (2,A):

This field displays the reason code you specified on Notice Table Listing, ARP112D1-01.

Notice Description (30,A):

Provide a description of the notice letter.

Type Notice below (650,A):

Provide descriptive text that applies to the transaction/reason code combination.

Screen actions - ARP112D2-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Deposit/total inquiry, ARP311D1

Use the Deposit/Total Inquiry program, ARP311D1-01, to display the number of checks deposited and the amount totaled in deposit date and currency order.

Select a batch for which to display lockbox information

Use the Deposit/Total Inquiry screen, ARP311D1-01, to view check and amount summaries of all batches on each date. Select a batch date for which to view lockbox information.

Field descriptions - ARP311D1-01

Act (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

All line actions on this screen perform standard Infor ERP LX functions. See *Generic help text for line actions* in the overview information in this document.

Batch Date (8,0):

Specify a batch date to locate or select.

Screen actions - ARP311D1-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Deposit/total inquiry, ARP311D2

Use Deposit/Total Inquiry program, ARP311D2, to view lockbox information for the selected batch date. This program breaks down the information for a selected date into details for each lockbox.

View lockbox information for a batch date

Use the Deposit/Total Inquiry screen, ARP311D2-01, to view the lockbox information associated with the selected batch date. The screen displays the number of checks in each lockbox and the total amount for each lockbox associated with the selected batch date.

Field descriptions - ARP311D2-01**Action (2,A):**

Specify the number of the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

Lockbox (Lockbox Name/Number) (7,A):

Specify the ID of the lockbox to access.

Screen actions - ARP311D2-01**Standard screen actions**

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Payment history inquiry, ARP301D1

Use the Payment History Inquiry program, ARP301D1, to look up receipts processed through ARP by one of the following data elements:

- Corporate Customer Number
- Customer Number
- Check Number
- Invoice Number

Access: ARP menu

Specify selection criteria for the payment history inquiry

Use the Customer Payment History screen, ARP301D1-01, to specify selection criteria for the inquiry. You can specify a value in only one of the fields.

Field descriptions - ARP301D1-01**Corporate Customer (8,0):**

Specify a corporate customer number for which to view payment history.

Customer Number (8,0):

Specify a customer number for which to view payment history.

Check Number (10,A):

Specify a check number for which to view payment history.

Invoice Number (2,A) (8,0):

Specify the invoice for which to view payment history. Specify the invoice prefix in the first field and the invoice number in the second field.

Screen actions - ARP301D1-01**Standard screen actions**

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Payment history inquiry, ARP301D2

Use the Payment History Inquiry program, ARP301D2, to view receipts within the history detail file that match the request if you selected information by Corporate Customer, Customer Number, or Check Number. For example, if you used Check Number as your selection criterium, the system displays a list of payments in the history detail file that have the specified check number.

View payment history details for the selected payments

This list on this screen displays the following information for each payment:

- The date ARP processed the transaction (batch date)
- Batch number
- Amount of the payment
- Check number (unless Check Number was the selection criterium)

Field descriptions - ARP301D2-01**Line actions:**

The following line action is specific to this screen:

7=Select

Access the Customer Payment History detail screen, ARP301D4-01, to view details of the selected payment.

Action (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

Screen actions - ARP301D2-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Payment history inquiry, ARP301D3

Use the Payment History Inquiry program, ARP301D3, to view receipts within the payment history detail file that match the invoice number you specified.

View payment history details for the selected payments

This list on this screen displays the following information for each payment:

- Check number
- The date ARP processed the transaction (batch date)
- Batch number
- Amount of the payment
- Customer number

Field descriptions - ARP301D3-01

Line actions:

The following line action is specific to this screen:

7=Select

Access the Customer Payment History detail screen, ARP301D4-01, to view details of the selected payment.

Action (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

Screen actions - ARP301D3-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Customer payment history, ARP301D4

Use Customer Payment History detail program, ARP301D4, to view the details of the applied payment.

View payment details

Use the Customer Payment History detail screen, ARP301D4-01, to view details of the applied payment. If the check was applied as a user payment on account, the payment application details show the payment on account. This inquiry does not display activity relating to the check that took place after the check was released from ARP and became part of the A/R file.

Field descriptions - ARP301D4-01

Act (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

Px/Reference (2,A) (8,0):

Specify line action 8=Position to and a prefix and reference number and press Enter. ARP moves the first record that matches the values you specify to the top of the list.

Screen actions - ARP301D4-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Available customers, WINRHCD

Use the Available Customers or Available Corporate Customers screen, WINRHCD or WINRMXD, to select a customer for the inquiry.

Select an available customer

Use the Available Corporate Customers or Available Customers screen to view available customers and select a customer to return to the original screen.

Dispositions, ARP500D1

Use the Dispositions program, ARP500D1, to access the Disposition Manager screen, ARP500D1-01. This is a menu screen that provides access to various disposition programs.

The Disposition of Differences process allows you to resolve checks that are not applied automatically because the total amount of invoices paid do not equal the amount of the check. You can resolve this conflict by doing the following:

- Selecting invoices from the Accounts Receivable Detail (RAR) file for the check to pay.
- Deleting invoices selected by ARP that the check does not apply.
- Creating transactions to eliminate the difference.

Use the Dispositions programs to perform the following tasks:

- Correct the amount of payment.
- Examine invoices associated with the check.
- Review open invoices for this customer or any open invoices denominated in the currency of this payment.
- Create difference transactions to reduce the difference between the payment and invoice amounts to zero.
- Change the write-off authorization.

Access disposition programs

Use the Disposition Manager screen, ARP500D1-01, to access programs that perform several disposition functions:

- Disposition of Differences
- Write Off Authorization
- Change Check Information
- Reset Difference Inuse Flag

The four options on this screen are discussed below. The screen titles of the following screens vary, depending on the disposition option you choose here.

Disposition of differences

The Disposition of Differences application allows you to resolve payments (process remittances) that the system did not apply automatically to open receivables during the ARP batch cash application process. The payments were not applied because the total amount of the invoices paid did not equal the amount of invoices applied against the payment within defined tolerances.

ARP allows you to select a check, examine invoices associated with this check and this customer, and create difference transactions to reduce the difference between the payment and the invoice amount to zero.

Select the Disposition of Difference option to perform the following tasks:

- Create difference transactions
-

- Apply invoices to unresolved payments
- Change the discount amount on unresolved payments
- Apply unresolved payments on account

Write-off authorization

Select the Write Off Authorization option to change the write-off authorization for this cash applicator.

Change check information

Sometimes the bank provides an incorrect check number or check amount or you enter the check as a manual batch item. If this item is successfully posted to the Accounts Receivable Detail file during automated cash application, you cannot change the check information with this program. However, if the system sets the item aside for Disposition of Differences, this option allows you to correct the check number or amount. Select this option to update check information.

Reset difference in-use flag

There are flags throughout the system that indicate when an item is in use. The Dispositions program uses this safety mechanism. If one user is processing a check in dispositions, no other user can access the item because of the in use flag. At times hardware failures and other problems make it impossible to exit dispositions correctly, leaving the in-use flag on. This option allows you to reset in-use flags.

Note that you can select only one item at a time.

Disposition of difference, ARP500D2

Use the Disposition of Difference program, ARP500D2, to resolve payments that were not applied automatically to open receivables during the ARP batch cash application process because the total amount of invoices selected for payment does not equal the payment amount. You can perform the following activities with this program:

- Select a specific check within a batch of lockbox receipts.
 - Examine invoices associated with this check.
 - Review open invoices for this customer or any open invoices that are in the currency of this payment.
 - Create transactions to reduce the difference between the payment and invoice amounts to zero.
 - Select invoices from the accounts receivable file to which the payment should be applied.
 - Delete selected invoices that should not be paid by the check.
 - Enter disposition records with appropriate transaction codes.
-

Select a lockbox that has unapplied payments

Use the Disposition of Difference screen, ARP500D2-01, to view a list of lockboxes to which you are authorized that contain unapplied payments after the ARP automatic cash application process runs. The term lockbox refers to a remittance method that ARP uses to accelerate movement of cash. Checks are mailed directly to a post office box the bank operates. Frequent mail pick-up and sophisticated bank machinery allow quicker availability of funds and more efficient processing of cash applications.

The screen displays the following information for each lockbox:

- Lockbox Number
- Bank that provides the lockbox (Lockbox Name)
- Total amount of unresolved payments (Total Check Amount)
- Total difference between amount of invoices selected for payment and amount paid (Total Difference)

Field descriptions - ARP500D2-01

Act (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

7=Select

Select a lockbox..

Screen actions - ARP500D2-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Disposition of difference, ARP500D3

Use the Disposition of Difference program ARP500D3, to view and process payment batches associated with the lockbox you selected.

Select a batch of payments

Use the third-level Disposition of Difference screen, ARP500D3-01, to view batches of payments that ARP processed for the lockbox you selected. The batches displayed contain unresolved payments. You can select a batch to view the payment details.

This screen displays the following information about the batch:

- Date the batch was processed (Batch Date).
- Number assigned to the batch when the batch was processed (Batch Number)
- Number of unresolved payments in the batch (Total Checks).
- Total amount of unresolved payments in that batch (Total Amount).
- Total difference between the amount of invoices selected for payment and corresponding amount of unresolved payments for that batch (Total Difference)

Field descriptions - ARP500D3-01

Act (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

7=Select

Select a batch of payments.

Screen actions - ARP500D3-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Disposition of differences, ARP500D4

Use Disposition of Differences program, ARP500D4, to view the unresolved payments in the batch you selected on the third-level screen.

Select a payment in the batch

Use the fourth-level Disposition of Difference screen, ARP500D4-01, to view individual checks in the selected batch. You can select a payment to resolve.

This screen displays the following information for each payment:

- Sequence number - Payments are numbered in the order in which the bank processed them. Any accompanying bank-supplied documentation is sequenced the same way.
 - Check number of the payment.
 - Name of the customer who made the payment (Customer Name)
-

- Amount paid (Check Amount)
- Difference between the payment amount and the amount of invoices applied against this payment (Check Difference)

Field descriptions - ARP500D4-01

Act (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

7=Select

Select a payment to view or revise.

Screen actions - ARP500D4-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Disposition of difference payment detail, ARP501D1

Use the Disposition of Differences program for payment detail, ARP501D1-01, to display all the transactions selected in the ARP automatic cash application process for the payment you selected. You can access a screen to change the payment amount, remove a discount, and navigate to other information related to the selected payment with this program.

View and update payment detail

The Disposition of Differences payment detail screen, ARP501D1-01, contains one line for each invoice and one line for each disposition record created to resolve the selected payment. Disposition records are associated with existing invoices or create new invoices. The system assigns new invoice numbers when you run the Update Resolved checks program to update balanced checks. The invoice field appears as blank for these records on this screen. Invoices that appear on this screen are flagged as temporarily paid in the Accounts Receivable file. You cannot access them in Cash and Memo Posting, ARP500D. You can view these invoices in Accounts Receivable Inquiry, ACR300D.

This screen displays the following header information:

- Lockbox bank name and number
 - Currency of the unresolved payments
 - Batch date
-

- Pay-to customer name and number, and the number of its associated company. If the customer is associated with a corporate or group customer, the screen displays the corporate or group customer number and its associated company number.
- Number of the batch that includes this payment and sequence number of the payment within that batch
- Check number
- Amount of the payment received
- Difference between amount on invoice selected for payment and amount received as payment
- Description of the difference as overpayment or underpayment
- Transit number, check digit, and account number associated with the payment

This screen displays the following details for the payment you selected:

- Transaction/reason code combination. You can define ARP transaction and reason codes in Transaction Code Maintenance, ARP131D, and apply codes to invoices automatically during the ARP batch cash application process, ARP685D, or online in Disposition of Differences, ARP500D.
- Document prefix and invoice number. These numbers are generated during the order entry or billing process, or in Accounts Receivable Cash and Memo Posting, ACR500D. The screen only displays document prefixes if the Company/Prefix Document Sequencing flag is set to 1 in the Billing System Parameters, BIL820D-01. Transactions that have document numbers represent dispositions created online that generate a new invoice. The invoice number is assigned with the Update Resolved Checks program, ARP686D.
- Invoice or disposition amount
- Amount of any earned or unearned discount. The discounts displayed come from the Accounts Receivable detail file. The system determines that a discount is earned or unearned based on the discount due days and discount percentage you set up in Customer Terms Maintenance (ACR110D2-01) augmented by the grace days and discount tolerances established in System Control Maintenance (ARP121D1-01).
- Amount of the payment applied to the invoice or disposition.
- The customer number initially associated with that particular invoice or disposition.

The screen also displays the following information for the selected payment:

- The total amount of invoices and dispositions selected for payment.
 - The total amount of earned and unearned discounts.
 - The total amount of payment applied.
-

Field descriptions - ARP501D1-01

O (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

The following line actions are specific to this screen:

2=Revise Payment Amount

Access the Revise Payment Amount screen, ARP501D4-01, to revise the earned/unearned discount or paid amount of an invoice.

11=Remove Discount

Remove an earned or unearned discount from an invoice. If you remove an earned discount, the system changes the paid amount of the transaction and the difference to resolve with the Disposition of Differences program. If you remove an unearned discount, the system does not change the paid amount of the transaction or the difference to resolve.

12=Invoice Level Transaction

Accesses the Create Difference Transaction screen, ARP501D3-01, to create an invoice-level difference transaction.

13=Allow Unearned

Allow an unearned discount. This line action creates the system-defined transaction and reason code combination of 401 01, Unearned Discount Allowed. This transaction does not create a new invoice, but it alters the payment amount applied to the invoice and the difference amount between the payment received and the invoices to which the payment is applied.

14=Promotions and Deals for Invoice

Display the discounts offered, discounts taken, and discount balances for all open Promotion Tracking records on all invoices for this customer on the Available Promotions/Deals screen, ARP501D6-01. You can then apply incentive discounts to the selected invoice.

15=Chargeback Unearned

Charge an unearned discount back to the customer.

16=Change G/L Reason Code

Access the screen ARP501D7-01 to change the G/L Reason code.

17=All Promotions and Deals

Display the discounts offered, discounts taken, and discount balances for all open Promotion Tracking records on all invoices for this customer on the Available Promotions/Deals screen, ARP501D6-01.

Screen actions - ARP501D1-01**F14=Check Level Transaction**

Access the Create Difference Transaction screen, ARP501D3-01, to create a check-level difference transaction that reduces the difference between the payment and the invoices selected for payment.

F15=Allow All Unearned

Allow all unearned discounts for all eligible invoices. For every invoice with an unearned discount, the system creates a 401 01 transaction and reason code combination. This action changes the amount paid and the difference to resolve. This function does not create new invoices.

F16=Balance Check

Post a balanced payment if the difference amount between the amount paid and the invoices and dispositions selected for payment is reduced to zero.

F17=Chargeback All Unearned

Charge all unearned discounts back to the customer. This process creates a 451 01 transaction and reason code combination for every invoice that has an unearned discount. This action changes the amount paid and the difference to resolve. The process creates invoices for each discount charged back to the customer.

F18=Customer Open Items

Access the Available Customer Open Items screen, ARP501D2-01.

F21=A/R Inquiry

Access the ATP Invoice Level List Screen, ACR300D9-01. This screen provides access to inquiries into customer accounts receivable.

All other screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Available customer open items, ARP501D2

Use the Available Customer Open Items program, ARP501D2-01, to display a list of open items in the Accounts Receivable file that pertain to the current customer.

If the customer is associated with a corporate or group customer, all invoices associated with the corporate or group customer appear.

Access: F18=Customer Open Items on the Disposition of Differences screen, ARP501D1-01.

View open financial items for a customer

Use the Available Customer Open Items screen, ARP501D2-01, to view open financial items. The screen displays the customer name and number, the company associated with the customer, the transaction type, the document prefix and invoice number, year, the invoice date, and the outstanding amount for each item. You can select a transaction from this list to pay with the current check. The amount of the transaction you select changes the difference amount displayed. After you post the check for the payment, the transaction no longer appears on this screen.

Field descriptions - ARP501D2-01

O (Line action) (1,0):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

7=Select

Select a financial item to which to apply the payment.

Screen actions - ARP501D2-01

F14=CUSTOMER/ALL Open Items

Toggle between display of all open items or open items for the previously selected customer only.

F15=Change Sort

Change the sorting sequence for the screen.. You can sort by Company/Customer, Prefix/Invoice, or Invoice Amount.

All other screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Create difference transaction, ARP501D3

Use the Create Difference Transaction program, ARP501, to create a difference transaction to reduce the difference between the payment and the invoices selected for payment.. You can use any valid transaction and reason code combination

Access: F14=Check Level Transaction or line action 12=Invoice Level Transaction on Disposition of Differences, ARP501D1-01.

Create a difference transaction

Use the Create Difference Transaction screen, ARP501D3-01, to make payment adjustments at the invoice or check level. Adjustments affect the difference amount shown on the screen.

Field descriptions - ARP501D3-01

Customer Number (8,0):

Specify the customer for which to create the difference transaction.

Company Number (2,0):

Specify the company for which to create the difference transaction.

Document Prefix (2,A):

Specify the document prefix for this difference transaction. You can use any document prefix that is valid for the company of the specified customer.

Document prefixes are only required if the transaction you specify requires an invoice.

Invoice Number (8,0):

If the transaction requires an invoice, the invoice number defaults from the Disposition of Differences screen, ARP501D1-01.

Transaction Code (3,A):

Specify the transaction code of the transaction to create.

Reason Code (2,A):

Specify a valid reason code for the transaction.

Adjusted Amount (13.2,0):

Specify the amount of the adjustment.

Reference Note (10,A):

Provide additional reference information for the transaction.

Screen actions - ARP501D3-01**Standard screen actions**

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Revise payment amount, ARP501D4

Use the Revise Payment Amount program, ARP501D4, to change the earned or unearned discount and the payment amount for the selected invoice.

Access: Line action 2=Revise Payment Amount

Revise an earned or unearned discount

Use the Revise Payment Amount screen, ARP501D4-01, to specify a new discount amount for the selected invoice. Results vary, depending on the type of discount.

- If the discount is earned, ARP recalculates the actual amount.
- If the discount is unearned, only the discount amount changes, but the program does not recalculate the net payment.

Caution: For an unearned discount, the system calculates the net payment if you either allow the unearned discount or charge it back to the customer. If you manually enter the net calculation, the system applies a double discount if you use the unearned discount options.

Field descriptions - ARP501D4-01**Earned/Unearned Discount (15.2,0):**

Specify the amount of discount allowed for the selected invoice.

Actual Amount (15.2,0):

ARP automatically updates this amount if the discount is earned. If the discount is unearned, you can update this amount manually online.

Caution: For an unearned discount, the system calculates the net payment if you either allow the unearned discount or charge it back to the customer. If you manually enter the net calculation, the system applies a double discount if you use the unearned discount options.

Screen actions - ARP501D4-01**Standard screen actions**

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

All open items, ARP501D5

Use the Disposition of Differences - All Open Items program, ARP501D5-01, to display all open items in the Accounts Receivable file that are in the same transaction currency as the payment to process and the invoices associated with the individual customer or corporate customer on the previous screen.

Select an invoice to pay

Use the Disposition of Differences - All Open Items screen, ARP501D5-01, to select an invoice to pay with the current check.

Field descriptions - ARP501D5-01**Action (2,A):**

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

Line actions

The following line action is specific to this screen.

1=Select

ASelect the record to access.

Prefix/Invoice (2,A), (8,0):

If document sequence is set to Y in the Billing System parameters, specify the prefix and document number to select or position to.

Amount (13,2):

Specify the amount of the invoice to select or position to.

Screen actions - ARP501D5-01

F15=Change Sort

Change the primary field to use to sort the list. You can sort by Company/Customer, Prefix/Invoice, or Invoice Amount.

All other screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Available promotions and deals, ARP501D6

Use the Available Promotions and Deals program, ARP501D6, to view promotion information for the selected customer and to apply promotions to the invoice you selected.

This function is only available if you have the Promotions and Deals application installed in your environment.

Access: Line action 17 from Disposition of Differences, ARP501D1-01.

View and apply promotion discounts to invoices

Use the Available Promotions/Deals screen, ARP501D6-01, view the discounts offered, discounts taken, and discount balances for all open promotions on all invoices for the customer you selected. You can apply promotional discounts to the invoice you select.

Field descriptions - ARP501D6-01

Promo/Line:

These fields displays the promotion number line number of each promotion.

Order Number:

Infor ERP LX displays the order number associated with the promotion line.

Order Line Number:

Infor ERP LX displays the order line number associated with the promotion line.

Px/Invoice:

This field shows the prefix of the original document and invoice number associated with the promotion line.

Disc Available:

This field shows discount amount available the invoice.

Disc Taken:

This field shows the amount of the discount already applied to the invoice

Screen actions - ARP501D6-01**Standard screen actions**

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

G/L reason code, ARP501D7

Use the G/L Reason Code program, ARP501D7, to change the G/L Reason code associated with the transaction you selected.

Access: Line action 16=Change G/L Reason Code in Disposition of Differences, ARP501D1-01.

Change the G/L reason code

Use the G/L Reason Code screen, ARP501D7-01, to provide a new G/L reason code for a transaction. This code determines the event in CEA that the system uses to create journal entry transactions during Advanced Transaction Processing. The G/L Reason Code field is the only field that you can maintain in this screen.

Screen actions - ARP501D7-01**Standard screen actions**

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

MICR maintenance, ARP180D1

The MICR Maintenance program, ARP180D1, allows you to create, update, and delete the MICR Cross Reference file that contains MICR numbers and customer numbers. The system stores and displays MICR numbers that are not associated with a customer number separately from MICR numbers that are linked to a

customer. MICR Maintenance automatically identifies the majority of customers on incoming remittances.

The MICR Cross-Reference file identifies the MICR numbers associated with customers from the Customer Master file.

The Magnetic Ink Character Recognition (MICR) line is the information on the bottom line of a check. The MICR line allows the bank to move items through the bank clearing system and charge the payer's account. The MICR line lists the originator's bank transit routing number and account number. It uniquely identifies the payee. The MICR line is an integral component of the ARP matching process.

ARP uses the MICR number contained in bank transmissions or manual check entry to identify payers based on information stored in the MICR Cross Reference file. ARP matches records in the MICR Cross Reference file to a valid customer number or it flags them as unmatched. ARP stores all unmatched items (checks) in the Recycle file until the checks are associated with a valid customer number. You can associate these unmatched checks with a valid customer through online MICR maintenance and process the checks in the next batch cycle.

Use MICR Maintenance to perform the following tasks:

- Assign customer numbers to unidentified payments that appear in the Recycle file after you run the automatic cash application process, Run ARP, ARP685. Automatic matching of payments to open invoices can only occur after the system identifies a customer number for a remittance.
- Directly identify the payer for new payments (find a customer number match for the MICR number referenced on the payment,) to avoid Recycle File processing.

ARP allows you to perform MICR maintenance in one of two ways:

- ARP accesses the MICR numbers of the unidentified payments in the Recycle file and displays them on the MICR Maintenance screen, ARP180D1-01. You do not have to key in the MICR number to perform maintenance.
- ARP allows you to manually enter the entire MICR number through the MICR Cross-Reference file on MICR Number Prompt - Transit, ARP180D4-01. You can use this method to add a new MICR number or to update MICR information that is already on the file.

Select a lockbox for which to maintain the MICR cross-reference file

Use the MICR Maintenance lockbox selection screen, ARP180D1-01, to access records in the MICR Cross Reference file. The screen displays a list of all lockboxes that currently have un-applied checks in the Recycle file. For each lockbox, it displays the name of the bank, the currency code for the lockbox, the number of unmatched checks, and the total amount of all unmatched checks.

This screen displays one line for each lockbox that currently has payments in the Recycle file.

Payments are placed in the Recycle file for two reasons:

- ARP could not find a match between the MICR number of the payment and Customer Master file customers that were previously identified in ARP.
- Invoice numbers identified with the payment could not conclusively identify the payer when ARP compared them to invoices on the Accounts Receivable Detail file. Note that this identification usually occurs through the MICR Cross Reference file for established MICR numbers or through an invoice number match for new MICR numbers that arrive in a lockbox transmission.

Field descriptions - ARP180D1-01

Act (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

Lockbox (7,A):

Specify the code of the lockbox to select.

Screen actions - ARP180D1-01

F14=MICR Cross Ref Update

Access the MICR Number Prompt - Transit screen, ARP180D4-01, to update the MICR Cross-Reference file directly.

All other screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

MICR maintenance - batch selection, ARP180D2

Use the MICR Maintenance - Batch Selection program, ARP180D2, to access a batch of checks in the selected lockbox for further processing.

Select a batch of checks to process

Use the MICR Maintenance batch selection screen, ARP180D2-01, to access a batch of checks to view and process. After you select a batch and press Enter, the program displays a screen that shows each check in that batch that was placed in the Recycle file during automatic cash application to the lockbox.

This screen header displays the lockbox number, the lockbox bank name, and the number and amount of unidentified checks. The screen displays the following information for each batch:

- Batch number and date the batch was run
-

- Number of checks placed in the Recycle file from that batch
- Total amount of the checks for the payments in the Recycle file from that batch

Field descriptions - ARP180D2-01

Act (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

Batch Date (6,0):

Specify the date of the batch to access.

Batch Number (7,0):

Specify the number of the batch to access.

Screen actions - ARP180D2-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

MICR maintenance - check selection, ARP180D3

The MICR Maintenance check selection program, ARP180D3, displays all checks in the Recycle file from the selected batch. Use the program to select unmatched checks for which to provide customer information.

Select a check for which to update customer information

Use the MICR Maintenance check selection program, ARP180D3-01, to select payments that were placed on the Recycle file during the automatic cash application process. If you select a payment from the list; the subsequent screen allows entry of customer information for the MICR number of the selected payment.

This screen displays the following information for each payment:

- A sequence number which indicates the sequence in which the payments were processed within the batch and placed on the Recycle file.
 - The check number
 - The MICR number
 - The total amount of the check payment
-

The screen header shows the lockbox and batch information previously selected.

Field descriptions - ARP180D3-01

Act (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

Sequence Number (3,0):

Specify the sequence of the check.

MICR Number

Specify the MICR number of the check. The MICR number is made up of three fields: Transit Number, Check Digit, and Account Number.

Screen actions - ARP180D3-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

MICR number prompt - transit, ARP180D4

Use the MICR Number Prompt - Transit program, ARP180D4, to perform direct maintenance on the MICR Cross Reference file without the need to access the Recycle file. You can access this program with F14=MICR Cross Ref Update on the initial screen of ARP180D1.

Select a payment for which to perform direct maintenance

Use the MICR Number Prompt - Transit screen, ARP180D4-01, to provide customer information for a selected MICR number.

The screen displays the following information for each MICR number:

- A bank transit routing number and check digit
- An account code within that bank that belongs to the payer
- Customer number and name

You can enter a MICR number by typing the transit and account numbers directly into the appropriate fields.

Field descriptions - ARP180D4-01**Act (2,A):**

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

Transit Number (8,A):

Specify the identifying number of the parent bank. This is the first part of the MICR number.

C/D (Check Digit) (1.A):

Specify the check digit. This is a digit that is assigned based on an algorithm to verify the transit routing number for the automated bank clearing system. This is the second component of the MICR line that appears at the bottom of each check.

Account Number (14,A):

Specify the account number of the payer at the bank on which the funds are drawn. This is the third component of the MICR line that appears at the bottom of each check.

Seq (Sequence Number) (3,0):

Specify the sequence number. The sequence number indicates the order of this payment within the batch as you enter payment details into a manual batch.

Screen actions - ARP180D4-01**F13=Filters**

Display either all records or only active records in the list.

All other screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

MICR maintenance transit number, ARP180D5

Use the MICR Maintenance transit number program, ARP180D5, to add or update customer information associated with the MICR number you selected on MICR Number Prompt - Transit screen, ARP180D4-01.

Specify customer and G/L reason code information for a MICR number

Use the MICR Maintenance customer information screen, ARP180D5-01, to provide customer details for the MICR number. You decide the algorithms to apply, specify the customer number to associate with the payment, and provide discounting and tolerance information.

Press Enter on the first screen to access the Default G/L Reason Codes screen, ARP180D5-02.

Use this screen to add or revise information for G/L Reason codes that pertain to the MICR number you selected

To set up reason codes in ARP, you must access other applications as follows:

- G/L Reason Code Maintenance and Default Reason Code Maintenance in System Parameters
- Subsystem Determination in CEA
- MICR Maintenance in Advanced Remittance Processing

If you do not set up Subsystem Determination in CEA before you set up MICR Maintenance, the heading of the newly created transit number and account number is saved. This results in blank reason codes on the Default G/L Reason Codes screen. If the reason codes are not set up properly, errors occur when you run ARP.

Input fields for the two screens are described in the following section.

Field descriptions - ARP180D5-01/02

Use Balance/Invoice/Amount Algorithm (1,A):

Specify whether automatic cash application processing can use each of the three algorithms for this customer. The flags you set here override the algorithms set up in for the lockbox in Lockbox Maintenance, ARP111D.

Grace Days (2,0):

If you specify 1=Yes in the Discounting Used Flag field, this variable establishes the grace period during which expired discounts are still allowed. The value in this field is the number of days to add to the discount date. This field does not apply if you specify 0=No in the Discounting Used Flag field.

Customer (8,0):

Specify a valid customer to associate with the MICR number. If you accessed this screen from MICR Maintenance check selection screen, ARP180D3-01, you can prompt in this field to call the Associated Invoices by Customer screen, ARP180D6-01.

Group Customer (8,0):

Specify a group customer numbers if a MICR number is associated with a corporate account.

In Create mode, ARP automatically builds group accounts based on the corporate customer number. The sequence number is assigned by the system. The corporate company/customer number from the Customer Master file and the group company/group customer number specified in ARP must match.

Discounting Used Flag (1,0)

Specify 1=Yes to allow discounting for this customer. This flag overrides the value specified for ARP discounting in System Control Maintenance, ARP121D1-01.

Discount Tolerance Amount (15,2):

If you set 1=Yes for the Discounting Used Flag, you can specify a tolerance amount. This tolerance amount represents the acceptable difference between the discount taken by the customer and the discount calculated by the system according to the payment terms. If you set the Discounting Used Flag to 0=No, the system does not use the Discount Tolerance field.

Write Off Tolerance Percent (Total Check) (2,0)

Specify the maximum percentage difference allowed during automatic cash application (Run ARP,ARP685D) between the amount paid and the amount on invoices to which the system applies the payment. Initially, the default value in this field is the Write Off Tolerance Percent value specified in System Control Maintenance, ARP121D1-01. The value you specify here overrides that default.

Write Off Tolerance Amount (Total Check) (15.2)

Specify the maximum amount of difference allowed during automatic cash application (Run ARP,ARP685D) between the amount paid and the amount on invoices to which the system applies the payment. Initially, the default value in this field is the Write Off Tolerance Amount value specified in System Control Maintenance, ARP121D1-01. The value you specify here overrides that default.

Chargeback - Invoice (5,A):

This field displays the default G/L reason code for chargeback-invoice transactions for this MICR Cross Reference record.

Chargeback - Wash (5,A):

This field displays the default G/L reason code for chargeback - wash transactions for this record.

Unearned Discount (5, A):

This field displays the default reason code for unearned discount transactions for this MICR record.

On Account Payment (5,A):

This field displays the default G/L Reason code for on account payment transactions for this record.

Unrelated Deduction (5,A):

This field displays the default G/L Reason code for unrelated deduction transactions for this record.

Write-Off (ARP only) (5,A):

This field displays the default G/L Reason code for write-off transactions for this MICR Cross Reference record.

Deduction (5,A):

This field displays the default G/L Reason code for deduction transactions for this record.

Applied Cash (5,A):

This field displays the default G/L Reason code for applied cash transactions for this record.

Screen actions - ARP180D5-01/02**Standard screen actions**

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Associated invoices by customer, ARP180D6

Use the Associated Invoices by Customer program, ARP180D6, to view invoices that are in discrepancy for the check batch you selected on the initial MICR Maintenance screen.

Select an invoice

Use the Associated Invoices by Customer screen, ARP180D6, to select an invoice.

Field descriptions - ARP180D6-01**Opt (Option) (1,0):**

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

7=Select

Allows you to select an invoice for a check batch.

8=Position To

Position to an existing record.

Px (2,A):

Specify the prefix of the invoice to access.

Invoice Number (8,0):

Specify the invoice number to access.

Screen actions - ARP180D6-01**F15=Avail Cust**

Access the Customer Master List screen, ARP181D5-01.

F19=All Invoices

Access the All Open Invoices screen, ARP180D7-01.

All other screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

All open invoices, ARP180D7

Use the All Open Invoices program, ARP180D7 to view all open invoices associated with the MICR Cross Reference record.

Select an open invoice

Use the All Open Invoices screen, ARP180D7-01, to view and access open invoices.

Field descriptions - ARP180D7-01**Opt (Option) (1,0):**

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

7=Select

Select an open invoice.

8=Position To

Position to an existing record.

Px (2,A):

Specify the prefix of the invoice to access, then press Enter.

Invoice Number (8,0):

Specify the invoice number to access.

Screen actions - ARP180D7-01**Standard screen actions**

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

MICR unresolved checks update, ARP180D8

ARP calls the MICR Unresolved Checks Update program, ARP180D8, if you make a change of customer numbers for the MICR-Xref record on ARP180D5-01.

Update customer number fields in the database

Use the MICR Unresolved Checks Update screen, ARP180D8-01, to view a list of unresolved checks attached to the MICR Cross Reference/customer number combination. If you accept the change, the program updates the customer number fields in the following files:

- Difference to be Processed, RDH
 - A/R Detail, RAR
 - History - Check Records, RHC
 - History - Details, RHD
-

This screen displays the current customer number, customer name, check number, check amount, prefix/invoice number, and the new customer number that will replace the current customer number.

Screen actions - ARP180D8-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Manual check entry, ARP502D

The Manual Check Entry program, ARP502D, allows you to manually create and revise remittance information to include in the subsequent automatic cash process. The automatic cash process posts payments automatically and opens accounts receivable items with the Run ARP program, ARP685D. After ARP matches the information with the valid lockbox, you can create batches for any item and the batch can subsequently be updated whenever you receive payments.

To use the Manual Check Entry program, you must perform the following tasks:

- Specify the lockbox that contains the manual batch
- Create a new batch or select an existing batch
- Provide information about the payment received; including the MICR number, the amount of the payment, the number of the payment, and if desired, the invoices to which to apply the payment

ARP allows for the authorization of manual data entry by lockbox in Lockbox File Maintenance, ARP111D2-01. Lockbox File Maintenance matches each lockbox with the valid combination of company, bank, and currency.

Enter checks manually

Use the Manual Check Entry screen, ARP502D1-01, to view all lockboxes to which you are authorized that accept manual entry. You can maintain lockbox authorization by user in User/Lockbox Security (ARP132D2-01). The lockbox number, the name of the lockbox bank, and the transaction currency that the lockbox accepts displays.

You can select a lockbox from this list to manually record information.

Field descriptions - ARP502D1-01

Act (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

7=Select

Allows you to select the object from the list that you want to revise, delete, or view.

All other line actions on this screen perform standard Infor ERP LX functions. See *Generic help text for line actions* in the overview information in this document.

Lockbox Number (7,A):

Specify the number of the lockbox to select or position to.

Screen actions - ARP502D1-01**Standard screen actions**

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Manual check entry, ARP502D2

Use the Manual Check Batch Maintenance Listing program, ARP502D2, to view open batches in the selected lockbox. The screen displays the number, bank name, and currency of the lockbox that contains the batch.

Update a batch or view batch details

Use the Manual Check Entry batch listing screen, ARP502D2-01, to create or revise a batch or to view details of the checks in a batch.

This screen displays the following information for each batch:

- Batch number and date on which the batch was created or last updated
- A brief description of the batch
- The batch total

Field descriptions - ARP502D2-01**Action (2,A):**

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

11=Check Details

View a summary of the payments entered for the batch. The summary displays the MICR number of the payment (transit routing number of the paying bank, check digit, and customer account number of the payer at that bank), amount of

the payment, check number, and sequence number of the check within the batch. ARP assigns the sequence number as you enter payments.

All other line actions on this screen perform standard Infor ERP LX functions. See *Generic help text for line actions* in the overview information in this document.

Screen actions - ARP502D2-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Manual check entry, ARP502D3

Use the Manual Check Batch Maintenance Detail program, ARP502D3, to view or revise information for a batch.

View or revise the batch description or amount

Use the Manual Check Entry screen, ARP502D3-01, view or revise the batch description or the total amount of the payments in the batch.

Field descriptions - ARP502D3-01

Batch Number:

This field displays the sequence number assigned to the batch of payments. ARP assigns this number.

Batch Date (6,0):

Infor ERP LX displays the date you specified when you created the batch. If the batch was created automatically, it is the date on which the batch was created.

Batch Description (30,A):

Provide a brief description of the batch of payments.

Batch Total (17.2,0):

Specify the total amount for the batch.

Screen actions - ARP502D3-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Manual check entry check details, ARP502D4

Use the Manual Check Entry Check Details program, ARP502D4, to add checks or select checks in the batch to revise.

Add or select a check

Use the Manual Check Entry screen, ARP502D4-01, to view details of the checks that make up the selected batch. The screen displays the number, bank name, and currency of the lockbox that contains the batch. The screen also displays the batch number, description, batch total, and the sum of the payments within the batch.

This screen displays the following information for each payment:

- Transit number (routing number of the paying bank)
- Account number (account of the payer at this bank)
- Payment amount
- Payment number
- Sequence number of this payment within the batch (assigned by ARP)

Field descriptions - ARP502D4-01

Sequence (3,0):

Specify a sequence number to position to the top of the list. This is the ARP-assigned sequence number of the check in the batch.

Action (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

Transit Number (8,A):

Specify the identifying number of the parent bank. The first part of this number routes checks through the automated bank clearing system to the Federal Reserve Bank office that services the bank that issued the check. The second part is the transit number, assigned by the American Bankers Association of the

paying bank. The transit number is the first component of the MICR line that appears at the bottom of each check.

C/D (Check Digit) (1,A):

Specify the digit that is based on an algorithm that verifies the transit routing number for the automated bank clearing system. The check digit is the second component of the MICR line that appears at the bottom of each check.

Account Number (14,A):

Specify the account number of the payer at the bank that issued the check. The account number is the third component of the MICR line that appears at the bottom of each check.

Check Amount (17.2,0):

Specify the actual amount of funds received. The check amount is the last component of the MICR line that appears at the bottom of each check.

Check Number (10,A):

Specify the check number or some unique alpha-numeric payment identifier. You can include this field in the MICR line that appears at the bottom of the check.

Sequence (3,0):

This field shows the number that indicating the order of this payment within the batch. ARP assigns this number.

Screen actions - ARP502D4-01

F14=Send Batch

Submit the batch job for processing. ARP generates the transmission summary, transmission detail, and error reports.

All other screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Manual check entry listing, ARP502D5

Use the Manual Check Entry Listing program, ARP502D5, to manually add checks to a batch, or to revise previously added checks.

Specify the details of a check payment

Use the Manual Check Entry screen, ARP502D5-01, to enter check details for a check to add to the batch. You specify the MICR number (Transit number, check digit, and account number), check amount, check number, and references (invoice numbers).

Field descriptions - ARP502D5-01

Transit Number (8,A):

Specify the identifying number of the parent bank. The first part of this number routes checks through the automated bank clearing system to the Federal Reserve Bank office that services the bank that issued the check. The second part is the transit number, assigned by the American Bankers Association of the paying bank. The transit number is the first component of the MICR line that appears at the bottom of each check.

C/D (Check Digit) (1,A):

Specify the digit that is based on an algorithm that verifies the transit routing number for the automated bank clearing system. The check digit is the second component of the MICR line that appears at the bottom of each check.

Account Number (14,A):

Specify the account number of the payer at the bank that issued the check. The account number is the third component of the MICR line that appears at the bottom of each check.

Check Amount (17.2,0):

Specify the actual amount of funds received. The check amount is the last component of the MICR line that appears at the bottom of each check.

Check Number (10,A):

Specify the check number or some unique alpha-numeric payment identifier. You can include this field in the MICR line that appears at the bottom of the check.

Sequence (3,0):

This field shows the number that indicating the order of this payment within the batch. ARP assigns this number.

Reference (8,A):

Specify the invoice numbers to associate with the manually entered check.

Screen actions - ARP502D5-01

F16=Resume Entry

Reset the screen to the next sequence.

All other screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

System control file listing, ARP126D

The System Control File Listing program, ARP126D, produces a report of system control settings that govern processing variables such as write-offs, grace days, and discount tolerances that ARP employs in its automatic cash application program, Run ARP. You can maintain this information in System Control Maintenance, ARP121D.

Generate the system control file listing

Use the system control file listing screen, ARP126D-01 to generate a report of system control parameter settings.

Field descriptions - ARP126D-01

Run Time Parameter (1,0):

Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - ARP126D-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

User/lockbox security listing, ARP137D

Use the User/Lockbox Security Listing program, ARP137D, to create a list of users who are authorized to access and maintain information processed in batches associated with designated lockboxes. This access is required for the following processing:

Use the User/Lockbox Security Listing program, ARP137D, to create a list of users who are authorized to access and maintain information processed in batches associated with designated lockboxes. This access is required for the following processing:

- Disposition of Differences, ARP500D2-01
- MICR Maintenance, ARP180D1
- Manual Check Entry, ARP502D1
- Write Off Authorization, ARP500D2-01

You can have authorization to all lockboxes or only to specific lockboxes. If you have authorization to specific lockboxes, those lockboxes appear on the security listing with your User ID and name.

You can set up lockbox authority in User/Lockbox Security, ARP132D1.

Generate the user/lockbox security listing

Use the User/Lockbox Security Listing screen, ARP137D-01, to generate a report of users that are authorized to lockboxes and the lockboxes to which they are authorized.

Field descriptions - ARP137D-01

Run Time Parameter (1,0):

Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - ARP137D-01

All Screen Actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Lockbox listing, ARP116D

Use the Lockbox Listing program, ARP116D, to generate a list of all lockboxes with basic information about the lockbox.

The listing contains the following information:

- Lockbox number
 - Bank name
 - Company number
 - Bank code
-

- Currency with which the lockbox is associated from the Bank Master file
- Destination code required to authenticate electronic transmissions
- The number that determines which algorithms to apply during automatic cash application

Generate the lockbox listing

Use the Lockbox Table Listing screen, ARP116D-01, to generate the listing of lockboxes.

Field descriptions - ARP116D-01

Run Time Parameter (1,0):

Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - ARP116D-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Algorithm listing, ARP106D

The Algorithm Listing program, ARP106D, generates a list of algorithm numbers and corresponding descriptions. You can revise the text of each description in the Algorithm program, ARP101D1.

Generate an algorithm listing

Use the Algorithm Table Listing screen, ARP106D-01, to generate the listing of algorithm numbers and descriptions.

Field descriptions - ARP106D-01

Run Time Parameter (1,0):

Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - ARP106D-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Notice table listing, ARP117D

Use the Notice Table Listing program, ARP117D, to view notices that the system automatically generates if specific user-defined transaction and reason code combinations are used to process differences during Dispositions of Differences, ARP500D2. The listing shows the title, text, and associated transaction and reason codes for all notices that the system created.

Customers for which a specified transaction and reason code combination is used during online dispositions automatically have the notice generated on their behalf. The Notice Table Listing prints all of the notices that were established.

Generate the notice table listing

Use the Notice Table Listing screen, ARP117D-01, to generate the list of notices.

Field descriptions - ARP117D-01

Run Time Parameter (1,0):

Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - ARP117D

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Audit review report, ARP200D

The Audit Review Report program, ARP200D, generates the Audit Review Report that lists all payments that were not cleared during the automatic cash application process, Run ARP. These payments require online transaction processing through Disposition of Differences, ARP500D2.

ARP processes payments in batches that are identified with lockboxes. The Audit Review Report shows the lockbox number and bank name, the batch number, and the date and currency of the payment.

The report contains the following additional information:

- Sequence of the payment within the batch
- Customer name and number
- Company number if one is associated with the individual customer
- Check date and check number
- Date, number, due date, and amount of any transactions applied against the payment
- Difference between the amount remitted and the amount applied against the remittance
- If you use document sequencing, the document prefixes display with the document numbers.

The report also shows customer totals, the total number and amount of checks paid, invoices applied, and the outstanding difference for the lockbox.

Generate the audit review report

Use the Audit Review Listing screen, ARP200D-01, to generate a list of all of payments not cleared during automatic cash application, Run ARP

Field descriptions - ARP200D-01

Run Time Parameter (1,0):

Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - ARP200D-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Unmatched check report, ARP195D

Use the Unmatched Check Report program, ARP195D, to provide a list of all payments on the Recycle file for which the MICR number has not been associated with a customer number from the Customer Master file. These payments were received in a bank transmission via online entry, and the MICR number provided

did not correspond to any MICR numbers previously defined on the ARP MICR Cross Reference file. The payment did not reference unique invoice numbers that allowed the system to match the payment to open invoices on the Accounts Receivable Detail file to identify the customer. The payments that appear in the report cannot continue through the automatic cash application process until you perform MICR maintenance and identify the appropriate customer. These payments appear on the MICR Maintenance screen, ARP180D1-01 for processing. The system stores them in the Unmatched Checks file, RUM.

Generate the unmatched check report

Use the Recycled Checks File Listing screen, ARP195D-01, to generate a list of all payments from the Recycle file. This report allows you to identify the payments that require MICR maintenance to match the payments to customers

Field descriptions - ARP195D-01

Run Time Parameter (1,0):

Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - ARP195D

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Transaction/reason codes listing, ARP136D

Use the Transaction/Reason Codes Listing program, ARP136D, to generate a list of all transaction codes and their associated reason codes. The report includes both system and user-defined transaction and reason codes.

The report contains the following information:

- Transaction and reason codes and their descriptions
 - Whether the transaction code is system or user defined
 - Whether the transaction applies to underpayment or overpayment situations, or both
 - Whether the transaction creates an invoice
 - Transaction group to which this transaction type belongs
-

Generate the transaction/reason codes listing

Use this screen to select the method to generate a list of all transaction codes and reason codes with the processing criteria defined for each.

Field descriptions - ARP136D-01

Run Time Parameter (1,0):

Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - ARP136D-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

MICR cross reference listing, ARP211D

Use the MICR Cross Reference Listing program, ARP211D, to generate a report that details all customers and MICR numbers identified in the MICR Cross Reference file. This report lists the following information:

- Customer and name, associated group company number if one is identified
- Sequence number of that customer within the group of customers associated with the MICR number
- Transit routing number
- Check digit and account number of the customer at the bank from which he makes payments
- Date the MICR Cross Reference record was created and last used
- Which algorithms are applied to payments received from this customer during automatic cash application

Generate the MICR cross reference listing

Use the Micr X-Ref File Listing screen, ARP211D-01, to specify the sorting sequence and to generate the MICR cross reference listing. You can sort the listing by MICR number, Customer, or Group Account/Customer.

Field descriptions - ARP211D-01**Run Time Parameter (1,0):**

Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Sequence By (1,0):

Specify the sorting sequence for the report:

- | | |
|---|------------------------|
| 1 | MICR Transit Number |
| 2 | Customer Number |
| 3 | Group Account/Customer |

Screen actions - ARP211D-01**Standard screen actions**

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Cash applicator listing, ARP196D

Use the Cash Applicator Listing program, ARP196D, to generate a report of the authorized cash applicators and their write-off limits. A user must have authorization to use Write Off Authorizations, ARP500D2.

A cash applicator is an individual who applies customer remittances to open receivables. If automatic cash application is not used, the cash applicator typically views hard copy payment documentation one to two days after the bank receives funds. In ARP, the cash applicator only has to match unapplied differences to open items. ARP provides an online disposition program to handle those differences.

You can maintain user write-off authorization in User/Lockbox Security, ARP132D3-01. ARP stores the user write off authorizations in the Credit Analyst Master file.

Generate the cash applicator listing

Use the Cash Applicator Master Listing screen, ARP196D-01, to generate the listing of authorized cash applicators with their write off authority.

Field descriptions - ARP196D-01

Run Time Parameter (1,0):

Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - ARP196D

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Reset MICR inuse flag, ARP974D1

Use the Reset MICR Inuse Flag program, ARP974D1, to reset the flag on a locked MICR record. Throughout the ARP system, there are flags that indicate that an item is in use and inaccessible to other users. MICR Maintenance uses this safety mechanism. If a user is working with a check in MICR Maintenance, no other user can access that check because of the in-use flag. Occasionally, a hardware failure makes it impossible for a user to exit MICR Maintenance correctly. This leaves the in-use flag turned on, which locks the record. The Reset MICR Inuse Flag function allows you to release the MICR record and make it available for processing.

Reset MICR in-use flags on locked records

Use the Reset MICR InUse Flag screen, ARP974D1-01, to unlock MICR records left locked due to improper user exits. The program turns off the in-use flag for records selected in this screen.

The screen displays one line for each lockbox that currently has payments that are locked by another user or that are inadvertently locked because the user exited MICR Maintenance incorrectly.

This screen lists the following information for each lockbox:

- Lockbox bank name and lockbox number
 - Number of checks from the lockbox that have the in use flag set to yes
 - Total amount on checks for which the in use flag is set to yes
-

Field descriptions - ARP974D1-01

Action (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

7=Select

Select a lockbox for which to reset MICR in use flags.

All other line actions on this screen perform standard Infor ERP LX functions.

See *Generic help text for line actions* in the overview information in this document.

Screen actions - ARP974D1-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions.

See *Generic help text for screen actions* in the overview information in this document.

Reset MICR inuse flag - batch

Use the Reset MICR Inuse Flag - batch program, ARP974D2-01, to view the batches associated with the lockbox you selected in the initial screen and to select a batch to access.

Select a batch in the lockbox for which to reset MICR in-use flags

Use the Reset MICR Inuse Flag - batch program, ARP974D2-01 to select a batch for which to reset the MICR in-use flags.

The screen shows the following information for each batch:

- Batch date and batch number
- Number of locked checks from that batch
- Total amount on the checks

Field descriptions - ARP974D2-01

Action (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

The following line action is specific to this screen:

7=Select

Select a batch from the lockbox for which to reset MICR in use flags.

All other line actions on this screen perform standard Infor ERP LX functions.

See *Generic help text for line actions* in the overview information in this document.

Batch Date (6,0):

Specify the date of the batch to access.

Screen actions - ARP974D2-01**F12=Previous**

Cancel and return to the previous screen.

All other screen actions on this screen perform standard Infor ERP LX functions.

See *Generic help text for screen actions* in the overview information in this document.

Reset MICR inuse flag - checks

Use the Reset MICR Inuse Flag program, ARP974D3, to view a list the payments placed on the Recycle file during the automatic cash application process that have the in-use flag is set to Yes. After you select a payment from this list, the program sets the MICR in-use flag to No and the record is again available to process in MICR Maintenance, ARP180D.

Reset the MICR in-use flag for a payment

Use the third-level Reset MICR Inuse Flag screen, ARP974D3-01, to select locked payment records for which to reset the MICR in-use flag. The screen displays the following information for each payment:

- Sequence number that indicates the sequence in which the payment was processed within the batch and placed on the Recycle file
- Check number
- MICR number
- Amount of the payment

Field descriptions - ARP974D3-01**Action (2,A):**

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

The following line action is specific to this screen:

7=Select

Select a payment for which to reset the MICR in-use flag.

All other line actions on this screen perform standard Infor ERP LX functions.
See *Generic help text for line actions* in the overview information in this document.

Sequence Number (3,0):

Specify the sequence number of the payment to select or move to the top of the list.

Screen actions - ARP974D3-01**F12=Previous**

Cancel processing and return to the previous screen.

All other screen actions on this screen perform standard Infor ERP LX functions.
See *Generic help text for screen actions* in the overview information in this document.

Run ARP, ARP685D

The Run ARP program, ARP685D, is the only option that performs automated cash applications. These automated cash applications include the following:

- All new bank transmissions selected
- All manual batches that have been sent and selected
- All checks in the recycled file (MICR Maintenance items)
- All difference records (disposition items)

Access: ARP menu

Run the automated cash applications

The Run ARP menu options takes you to the Process ARP Bank & Manual Batches screen, ARP685D-01. The screen displays the following warning message:

This option will run the ARP process and should be run in a dedicated mode. Before you continue make sure no ARP users are accessing the ARP system.

Do you wish to continue? 1=Yes 0=No

The field defaults to 0=No. If no ARP users are currently is accessing the ARP system, and you want to continue, specify 1 and press Enter.

If you do not want to continue, leave the default of 0 and press Enter or use F3=Exit to return to the ARP menu.

If you continue, the next step depends upon your setting in the Hold Transmissions field in System Control. If Hold Transmissions is set to 0=No, the

Run ARP process begins to process all transmitted batches, and you exit to the ARP menu. If the Hold Transmissions field is set to 1=Yes, the system takes you to the ARP190D program to select specific batches for the ARP cash application process.

In simplified terms, Run ARP performs the following functions:

- The system tries to establish a customer number for each check. It compares the MICR numbers associated with the check to the MICR Cross Reference file. If a match is found, the system assigns an individual customer number or a group customer number to the check.
- If no MICR number match is found, the system looks up the invoice number references associated with the check. ARP is not trying to apply a payment. ARP is still trying to create a relationship between the check and a customer or group of customers. ARP associates a customer number with a check automatically and adds records to the MICR Cross Reference file if one of the following conditions exists: all invoices referenced for the check belong to the same customer number or to customer numbers that all have the same corporate customer. If neither of those conditions exists, ARP places the check in the Recycle file to await manual processing in MICR Maintenance.
- Processing continues for checks that have associated customer numbers as follows: ARP extracts the open A/R items associated with each of the check's customer numbers. ARP attempts to apply the checks to the open A/R items using the Balance Algorithms, Invoice Algorithm, and Amount Algorithms. If ARP cannot find a match, the check is placed in the difference file to await manual processing in Disposition of Differences).
- ARP posts the checks that it matches to open A/R items to the A/R subsidiary ledger. If the System Control parameter Process Unapplied Cash is set to 1=Yes, the system also makes A/R entries for checks with differences as system on-account payments. All entries to the A/R subsidiary ledger have matching entries in the General Journal Work file.
- ARP generates several reports that support the Run ARP processing. The specific reports you receive depend on the entries made in the Print Control file.

Run ARP selection, ARP190D1

Use the Run ARP selection program, ARP190D1, to select specific batches to process or to release all batches for processing.

Select batches to process

If Hold Bank Transmissions in System Control Maintenance is set to 1=Yes and you chose to continue in Run ARP, ARP685D, the system displays the Process Batches screen, ARP190D1-01. You can select specific batches to run, or you can use F14 to process all batches. After you make a selection, exit ARP.

You can view the creation date, number of payments, and total amount of all payments which could be included in the next automatic cash application process. Use this batch detail screen to view particular batches that you want to select for the automatic cash application process. You can select all batches for processing or you can have all batches held in the Recycle file to indicate that no valid customer was initially identified, but now a customer number is associated with the payment information.

Field descriptions - ARP190D-01

Actions (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

The following line actions are specific to this screen:

7=Select

Select a batch for the automatic cash application process.

11=View Batch Date Detail

View batch date details for the selected batch.

All other line actions on this screen perform standard Infor ERP LX functions. See *Generic help text for line actions* in the overview information in this document.

Screen actions - ARP190D-01

F14=Process All

Process all displayed batches.

F16=Process Unmatched

Process the unmatched batches from the Recycle file.

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Run ARP, ARP109D2

Run ARP, ARP190D2, displays all lockboxes to which you have authority that contain payment batches received but not yet processed through the ARP automatic cash application process.

Select lockboxes for automatic cash application

Use the Run ARP screen, ARP190D2-01, to select lockboxes for automatic cash application.

Field descriptions - ARP190D2-01

Lockbox (7,A):

Specify the number of the lockbox to position to or process.

Action (2,A):

Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

7=Select

Select a lockbox to work with.

All other line actions on this screen perform standard Infor ERP LX functions. See *Generic help text for line actions* in the overview information in this document.

Screen actions - ARP190D2-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

Batch or interactive prompt, ARP010D

The Batch or Interactive Prompt program, ARP010D, allows you to specify how you want to process a job, interactively or in batch mode.

Note that you cannot cancel or exit the program after the Batch or Interactive Prompt screen appears, nor can you review journal entries.

Specify the processing mode, interactive or batch

Use the Batch or Interactive Prompt screen, ARP010D-01, to initiate a processing job by processing it interactively or sending it to a job queue.

Field descriptions - ARP010D-01

Run Time Parameter (1,0):

Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - ARP010D-01

Standard screen actions

All screen actions on this screen perform standard Infor ERP LX functions. See *Generic help text for screen actions* in the overview information in this document.

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