Run Instructions

be enterprising

Change History

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Chapter 1
Introduction to Infor ERP LX

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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 defaults 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.

Chapter 2
CDM Overview

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Product overview

Credit and Deduction Management (CDM) is a credit, Accounts Receivable, and deduction management application that enables organizations to realize improved cash flow and higher levels of customer satisfaction through effective Accounts Receivable management.

CDM tracks delinquent payments, unearned deductions, and problem customers. The Accounts Receivable department uses CDM to establish criteria, called conditions, for customers and open items that require attention. During nightly processing, the system uses CDM programs to extract information from the Accounts Receivable files for any items that meet the condition.

After you bring extracted items into CDM, you can access them by customer, condition number, amount, and date. When you select an item, CDM provides tools to perform the following tasks:

- View customer information such as credit, sales, and payment trends
- View detail and history information for invoices
- Create write-offs to reconcile open items
- Create notes
- Establish and maintain contacts
- Track changes in customer and invoice information through system generated notes

If you update an extracted item using one of the tools listed above, CDM updates the Accounts Receivable files.

Chapter 3
Programs

Credit analyst master maintenance, CDM100D1

Use the Credit Analyst Master Listing program, CDM100D1, to display all valid credit analysts and to access the screens that you use to maintain the credit analyst information.

Access: CDM01 Menu.

Add or select a credit analyst

Use the Credit Analyst Master File screen, CDM100D1-01, to view all valid Credit Analysts in the CDM program and to maintain credit analyst information.

Field descriptions - CDM100D1-01

Act (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.

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.

Credit Analyst (30,A):

Specify the user ID assigned to the corresponding credit analyst.

Credit Analyst Name:

The screen displays the name of the credit analyst.

Write Off Limit:

The screen displays the maximum amount the credit analyst may write-off. Any transactions created by the credit analyst are compared to this amount to determine if they require authorization.

Reports to:

The screen displays the user ID of the credit analyst that has authority over the selected analyst.

Status:

The screen displays the status of the credit analyst. Status is Active or Inactive.

Screen actions - CDM100D1-01

F13=Filters

Display the Filter Options screen. You can choose to display all records or limit the display to active records.

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.

Credit analyst master maintenance, CDM100D2

The Credit Analyst Master Maintenance screen, CDM100D2-01, displays detailed information for the selected analyst.

Access: Specify a line action on the Credit Analyst Master Listing screen, CDM100D1-01.

Add or maintain credit analyst information

Use the Credit Analyst Master File screen, CDM100D2-01, to create, modify, and delete information for the selected credit analyst.

Field descriptions - CDM100D2-01

User Profile (10,A):

Specify a valid user profile to identify the credit analyst. The profile must already exist as a valid user profile on your iSeries system to be a valid CDM user profile.

Credit Analyst Name (30,A):

Specify the name of the credit analyst or any other description you want to associate with the analyst. If you do not specify a credit analyst, CDM automatically inserts the iSeries user profile description.

Write Off Limit (15,2):

Specify the maximum amount the analyst is allowed to write-off.

Global Currency Code:

Specify the global currency.

For Country:

Specify the country associated with the global currency.

Reports To (10,A):

Specify the user profile of the analyst's supervisor. Use this option to establish a "Reports To" hierarchy for the CDM environment. This hierarchy controls authorization to the Write-off Over Limit Release function and determines the extractions that an analyst can view through the conditions inquiry functions.

Security Level (2,0):

Specify the credit analyst's personal security level for use in the option level security function; valid values are 1-99. To modify an option, an analyst's security level must be greater than or equal to the option security level. To define option security levels, use the System Defaults process step.

YTD Amount Written Off:

Specify the number of invoices written off by the selected analyst and the total amount of the write-offs. This option displays only in revise and delete modes.

Screen actions - CDM100D2-01

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.

Notes type, CDM102D1

Use the Notes Type program, CDM102D1, to display a list of all notes types and to access the screens that you use to maintain the notes type information.

Access: CDM01 Menu

Add or select a notes type

Use the Notes Type Master Listing screen, CDM102D1-01, to view a list of all notes types and to access the screen that you use to maintain the description for the note type.

Field descriptions - CDM102D1-01

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.

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.

Type:

Specify a code that identifies a notes type.

Notes Type Description:

The screen displays a brief description of the selected notes type.

Status:

The screen displays whether the record is active or inactive.

Screen actions - CDM102D1-01

F13=Filters

Display the Filter Options screen. You can choose to display all records or limit the display to active records.

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.

Notes type master maintenance, CDM102D2

Use the Notes Type Master Maintenance screen, CDM102D2-01, to view and modify detailed information for the selected notes type.

Access: Specify a line action on the Notes Type Master Maintenance screen, CDM102D1-01.

Add or modify notes type information

Use the Notes Type Master Maintenance screen, CDM102D2-01, to add and modify detailed information for the selected notes type.

Field descriptions - CDM102D2-01

Notes Type:

The screen displays the code that identifies the notes type.

Notes Description (30,A):

Specify the description that is associated with the notes type.

Screen actions - CDM102D2-01

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.

Credit Analyst Listing, CDM105D

Use the Credit Analyst Listing program, CDM105D, to produce a report of valid Credit Analysts in the CDM environment. The report includes the following information:

- Credit analyst user ID
- Name of the credit analyst
- Credit analyst with approval authority
- Security level
- Write off limit
- Amount written off year-to-date
- Number of write-offs year-to-date

Access: CDM01 Menu.

Generate a valid Credit Analysts report

Use the Credit Analyst Listing screen, CDM105D-01, to submit the job to generate the report. Specify a run time parameter and press Enter.

Field descriptions - CDM105D-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 - CDM105D-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.

Notes type listing, CDM106D

Use the Notes Type Listing program, CDM106D, to produce a report that lists the note types established in CDM. The report includes the notes type identifier and description.

Access: CDM01 Menu.

Generate a notes type report

Use the Notes Type Master Listing screen, CDM106D-01, to submit the job to generate the report. Specify a run time parameter and press Enter.

Field descriptions - CDM106D-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 - CDM106D-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.

Notes master file maintenance, CDM110D1

Use the Notes Master File Maintenance program, CDM110D1, to maintain customer level notes. Customer level notes include information for a customer's account and can be user or system-generated. Use the Create line action on the Notes Master File Maintenance screen, CDM110D1-01 to create a user note.

If you configured CDM to assign system-generated notes, then the system assigns a note each time you make a change on the change information screens

in ACR300D1. To enable system-generated notes, specify Yes in the Generate System Notes field on the System Default screen, CDM130D1-01.

Access: Use line action 13 from the ATP Invoice Level List screen, ACR300D9-01, or use screen action F21, Customer Level Notes, from the Customer Level screen, ACR300D1-01.

View notes for the selected customer or invoice

Use the Notes Master File Listing screen, CDM110D1-01, to display all notes for the selected customer or invoice.

Field descriptions - CDM110D1-01

Act (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.

11=Note Information

Specify 11 to view detailed information about note creation and modification.

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.

Customer:

The screen displays the customer number, customer name, and customer description.

Level:

The screen displays the level from which the Notes Master File Listing screen was accessed, Invoice or Customer level.

Note Description:

The screen displays the note description.

Date:

The screen displays the date when the note was created.

User:

The screen displays the user ID of the credit analyst who created the note.

Contact Name:

The screen displays the name of the contact associated with the selected note.

Follow Up Date:

The screen displays the date when you must take further action.

Ptp:

The screen displays whether Promise-to-Pay information exists for the selected note.

Valid choices

- **0=No**
  Promise-to-Pay information does not exist for the note you selected.

- **1=Yes**
  Promise-to-Pay information exists for the note you selected.

Type:

The screen displays the type of the selected note.

Status:

The screen displays whether the record is active or inactive.

Screen actions - CDM110D1-01

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.

Notes Master File Maintenance, CDM110D2

Use the Notes Master File Maintenance program to view, create, and maintain note information at the Customer and at the Invoice level.

Access: Use the Notes Master File Listing screen, CDM110D1-01.

Maintain notes

Use the Notes Master File Maintenance screen, CDM110D2-01, to display note detail and to revise, delete, or create a note.

Use F18=Options to display the Act field and the available line actions.

Field descriptions - CDM110D2-01

Customer:

The screen displays the customer number.

Customer Name:

The screen displays the customer's name.

Level:

The screen displays the level from which the Contact Master Listing screen was accessed.

Contact (30,A):

Specify the name of the contact associated with the note.

Header (75,A):

Specify the note header. This is the portion of the note that is visible on the Notes Master File Maintenance screen, CDM110D1-01.

Notes Type (5,A):

Specify the notes type that is associated with the selected note.

Follow Up Date:

The screen displays the follow up date for this customer.

Act (1,0):

Use F18=Options to display the Act field and the available line actions. 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=Note Information

Specify 11 to view detailed information about note creation and modification.

12=Insert

Specify 12 to change information for the selected note.

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.

Notes Description:

Specify the full note text on these lines. You can use the screen actions to add or display lines.

Screen actions - CDM110D2-01

F18=Options

Display the available line actions.

F19=Promise to Pay

Display additional fields with the promise to pay information.

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.

Notes master file maintenance, CDM110D3

Use the Notes Information program to display detailed information for the selected note and a history of notes activity. For-system-generated notes, the window displays Changed From and Changed To information.

Access: Use line action 11, Note Information, from the Notes Master File Listing screen, CDM110D1-01 or from the Notes Master File Maintenance screen, CDM110D2-01.

Display history of note activity

This screen provides a history of notes activity with information about the creation and modification of notes and promise to pay facts. For system-generated notes, the screen displays Changed From and Changed To information.

Field descriptions - CDM110D3-01

Message:

The screen displays the note header.

Creator:

The screen displays the user ID of the credit analyst who created the note.

Modifier:

The screen displays the user ID of the credit analyst who modified the note.

Creator - Date:

The screen displays the date the note was created.

Creator - Time:

The screen displays the time the note was created.

Modifier - Date:

The screen displays the date the note was modified.

Modifier - Time:

The screen displays the time the note was modified.

Changed From:

The screen displays the previous entry for any information that has changed. The Notes Information screen includes this field if the note is system-generated.

To:

The screen displays the new content.

Note Type:

The screen displays the description of the code that identifies the notes type.

Note Type - Description:

The screen displays the description of the code that identifies the notes type.

Contact (30,A):

The screen displays the name of the contact associated with the note.

Promise to Pay Amount (15,2):

The screen displays the amount that the customer pledged to pay.

Screen actions - CDM110D3-01

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.

Notes master file listing, CDM115D1

Use the Notes Master File Listing program to generate a report that lists customer or invoice notes.

Access: CDM01 Menu

Specify selection criteria for notes

Use the Notes Master File Listing screen, CDM115D1-01, to specify selection criteria for the notes listing.

Field descriptions - CDM115D1-01

Company (2,0):
Specify the company number for which to list the notes.

Customer Number (8,0):
Specify the customer number for which to list the notes.

Print All Customer Notes (1,A):
Specify whether or not to print all customer level notes for the selected customer.
0=Do not print all customer level notes for the selected customer.
1=Print all customer level notes for the selected customer.

Px/Invoice - Prefix (2,0):
Specify the invoice prefix for the report.

Px/Invoice - Invoice Number (6,0):
Specify the invoice number for the report.

Print All Invoice Level Notes (1,A):
Specify whether or not to print all invoice level notes for the selected customer.
0=Do not print all invoice level notes for the selected customer.
1=Print all invoice level notes for the selected customer.

Start Date (6,0):
Specify the date of the oldest note to include in the report.

End Date (6,0):
Specify the date of the most-current note to include in the report.

Screen actions - CDM115D1-01

F14=Process All

Process all available records that meet your selection criteria.

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.

Notes master file listing, CDM115D2

Select a method for the creation of the Notes Master File Listing report.

Access: F14=Process All on CDM115D1-01

Generate the Notes Master File Listing report

Use the Batch or Interactive Prompt screen, CDM115D2-01, to select a run time parameter for the creation of the Notes Master File Listing report.

Field descriptions - CDM115D2-01

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 - CDM115D2-01

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.

Dispute code, CDM120D1

Use the Dispute Code program, CDM120D1, to create and maintain dispute code groups.

Access: CDM01 Menu

Add or select a dispute code

Use the Dispute Code Maintenance screen, CDM120D1-01, to add a dispute code or to select a dispute code to maintain.

Field descriptions - CDM120D1-01

Action (2,0):

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.

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.

Code:

The screen displays a code that identifies the type of dispute. If you are creating a dispute code, specify the code.

Dispute Code Description:

The screen displays the description of the selected dispute code.

Status:

The screen displays whether the record is active or inactive.

Screen actions - CDM120D1-01

F13=Filters

Display the Filter Options screen. You can choose to display all records or limit the display to active records.

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.

Dispute Code, CDM120D2

Use the Dispute Code Maintenance program to display detailed information for the selected dispute code.
Access: CDM120D1-01.

Add or maintain dispute codes

Use the Dispute Code Maintenance screen, CDM120D2-01, to add or maintain detail information for a dispute code.

Field descriptions - CDM120D2-01

Dispute Code:
The screen displays the code that identifies the dispute.

Dispute Code Description (30,A):
Specify a description for the selected dispute code.

Screen actions - CDM120D2-01

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.

Dispute code listing, CDM125D

Use the Dispute Code Listing program, CDM125D, to produce a report that lists the dispute codes and dispute code descriptions.

Access: CDM01 Menu

Generate the Dispute Code Listing report

Use the Dispute Code Listing screen, CDM 125D-01, to produce the Dispute Code Listing report. To produce the report, select the run time parameter then press Enter.

Field descriptions - CDM125D-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 - CDM125D-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.

System defaults, CDM130D1

Use the System Defaults program, CDM130D1, to establish and maintain the CDM environment for your organization. The System Defaults program controls functions that operate across CDM programs.

Specify Yes in the Field Level Security field and press Enter to display the Field Level Security screen, CDM130D2-01. Use this screen to define a security level for certain customer and invoice level options. To maintain these options, a credit analyst must have a security level greater than or equal to the security level of the option.

You must limit access to this program because users with authorization to CDM130D1 can define security levels for designated customer and invoice options.

Access: CDM01 Menu.

Maintain the CDM environment

Use the System Default screen, CDM130D1-01, to display all options available to maintain the CDM environment.

Field descriptions - CDM130D1-01

Generate System Notes (1,0):

Specify one of the following codes to designate whether system notes are assigned when changes are made to customer or invoice information:

Valid choices

- **1=Yes**
  Assign notes when updates are made on the change information screens in ACR300D1.

- **0=No**
  Do not assign notes when updates are made on the change information screens in ACR300D1.

Days To Keep All Notes (3,0):

Specify the number of days to retain notes in the system after they are created. Specify 999 to prevent notes from being purged from the system.

Days To Keep Condition (3,0):

Specify the number of days to keep conditions in the system after you create them. Specify 999 to prevent conditions from being purged from the system.

View to enter in ACR300D9-01 (Invoice Level) (1,0):

Specify one of the following codes to indicate the type of invoices that initially display when you access the Invoice level screen:

1	Open Invoices
2	All Invoices
3	Closed Invoices
4	History
5	Conditions
6	New Transactions

Transaction/Reason Code Letters (1,0):

Specify one of the following codes to indicate whether letters are produced automatically when you use selected transaction/reason codes:

Valid choices

- **1=Yes**
  Generate letters when you use selected transaction/reason codes.

- **0=No**
  Do not generate letters when you use selected transaction/reason codes.

Condition Code Letters (1,0):

Specify one of the following codes to indicate whether letters are automatically produced when you satisfy the selected conditions:

Valid choices

- **1=Yes**
  Generate letters when you satisfy the selected conditions.

- **0=No**
  Do not generate letters when you satisfy the selected conditions.

Transaction Processing (1,0):

Specify one of the following codes to indicate how CDM transactions are processed:

0=Interactive

Process transactions interactively

1=Batch

Submit transactions for batch processing

Regardless of the option you select, the speed at which transactions are processed depends on your system's resources. Batch processing can take considerably longer to process transactions. When you perform a transaction, you cannot see the results until the job is complete. To determine if a job is complete, use the submitted jobs option from the Menu Services screen.

Field Level Security (1,0):

Specify whether to apply field-level security. If you specify Yes, the system displays the Field Level Security screen, CDM130D2-01.

0=No

Do not apply field-level security

1=Yes

Apply field-level security.

A/R File (1,0):

Specify whether to rebuild this file daily or monthly.

0=Monthly

Rebuild the A/R file monthly.

1=Daily

Rebuild the A/R file daily.

Customer File (1,0):

Specify whether to rebuild this file daily or monthly.

0=Monthly

Rebuild the Customer file monthly.

1=Daily

Rebuild the Customer file daily.

Customer Extension File (1,0):

Specify whether to rebuild this file daily or monthly.

0=Monthly

Rebuild the Customer Extension file monthly.

1=Daily

Rebuild the Customer Extension file daily.

Open Ded/Collect File (1,0):

Specify whether to rebuild this file daily or monthly.

0=Monthly

Rebuild the Open Ded/Collect file monthly.

1=Daily

Rebuild the Open Ded/Collect file daily.

Notes Header File (1,0):

Specify whether to rebuild this file daily or monthly.

0=Monthly

Rebuild the Notes Header file monthly.

1=Daily

Rebuild the Notes Header file daily.

Notes Detail File (1,0):

Specify whether to rebuild this file daily or monthly.

0=Monthly

Rebuild the Notes Detail file monthly.

1=Daily

Rebuild the Notes Detail file daily.

Screen actions - CDM130D1-01

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.

Field level security, CDM130D2

Use the Field Level Security program, CDM130D2, to display all of the fields available for security protection and to define security levels for each field. You can define security levels for the Customer Level and Invoice Level options. To maintain these options, a credit analyst must have a security level greater than or equal to the security level of the option.

Access: Specify Yes in the Field Level Security field on the System Default screen, CDM130D1-01. Press Enter.

Define security levels

Field level security works with the user security levels defined in the Credit Analyst Master file. You can assign a value of 1-99 for each field.

Field descriptions - CDM130D2-01

Amount Credit Limit (2,0):
Specify a value, 01-99, to assign a security level.

Credit Analyst (2,0):
Specify a value, 01-99, to assign a security level.

Terms Code (2,0):
Specify a value, 01-99, to assign a security level.

Days Credit Limit (2,0):
Specify a value, 01-99, to assign a security level.

Next Credit Review Date (2,0):
Specify a value, 01-99, to assign a security level.

Next Contact Date (2,0):
Specify a value, 01-99, to assign a security level.

Condition Letter (2,0):
Specify a value, 01-99, to assign a security level.

Trans/Reason Letter (2,0):
Specify a value, 01-99, to assign a security level.

Duns Number (2,0):
Specify a value, 01-99, to assign a security level.

D&B Rating (2,0):
Specify a value, 01-99, to assign a security level.

Dunning Type (2,0):
Specify a value, 01-99, to assign a security level.

Dunning Status (2,0):
Specify a value, 01-99, to assign a security level.

Dunning Letter Set (2,0):

Specify a value, 01-99, to assign a security level.

Date Last Dunned (2,0):

Specify a value, 01-99, to assign a security level.

Default G/L Reason Code (2,0):

Specify a value, 01-99, to assign a security level.

Transaction/Reason Code (2,0):

Specify a value, 01-99, to assign a security level.

Invoice Due Date (2,0):

Specify a value, 01-99, to assign a security level.

Dispute Code (2,0):

Specify a value, 01-99, to assign a security level.

Proof of Delivery (2,0):

Specify a value, 01-99, to assign a security level.

Next Contact Date (2,0):

Specify a value, 01-99, to assign a security level.

Dispute Date (2,0):

Specify a value, 01-99, to assign a security level.

Resolution Date (2,0):

Specify a value, 01-99, to assign a security level.

Dunning Status (2,0):

Specify a value, 01-99, to assign a security level.

Date Last Dunned (2,0):

Specify a value, 01-99, to assign a security level.

Screen actions - CDM130D2-01

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.

System variables listing, CDM135D

Use the System Variables Listing program to produce a report that lists the CDM System Control settings.

Access: CDM01 Menu

Generate the System Control Listing report

Use the System Control Listing screen, CDM135D-01, to produce the report. To create the report, select the run time parameter and press Enter.

Field descriptions - CDM135D-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 - CDM135D-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.

Contact master maintenance, CDM140D1

Use the Contact Master Maintenance program, CDM140D1, to add or maintain contacts for the selected customer.

Access: Use screen action F22=Customer Level Contacts from the Customer level screen, ACR300D1-01.

Add or select customer contacts

Use the Contact Master Maintenance screen, CDM140D1-01, to add a contact or select a contact to maintain.

Field descriptions - CDM140D1-01

Customer:

The screen displays the company number, customer number, and the customer's name.

Customer Name:

The screen displays the customer name.

Level:

The screen displays the level from which you accessed the Contact Master Listing screen.

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.

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.

Seq (3,0)

Specify the sequence number of the contact on the customer list. If you are adding a contact leave this field blank or enter 00.

Contact Name:

The screen displays the names of available contacts.

Contact Title:

The screen displays the title of the corresponding contact.

Status:

The screen displays whether the record is active or inactive.

Screen actions - CDM140D1-01

F13=Filters

Display the Filter Options screen. You can choose to display all records or limit the display to active records.

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.

Contact master maintenance, CDM140D2

Use the Contact Information program to view and modify detailed information for the selected contact.

Access: Specify a line action on the Contact Master Maintenance screen, CDM140D1-01.

Add or update contact information

Use the Customer Master Maintenance screen, CDM140D2-01, to add or maintain contact information.

Field descriptions - CDM140D2-01

Customer Number/Customer Name:

The screen displays the customer number and the customer's name.

Level:

The screen displays the level from which you accessed the Contact Master Listing screen.

Contact Name (30,A):

The screen displays the names of any available contacts.

Contact Title:

The screen displays the title of the corresponding contact.

Department (4,A):

Specify the contact's department.

Fax Number (25,A):

Specify the contact's fax number.

E-Mail Address (50,A)

Specify the contact's e-mail address.

Phone Number (25,A):

Specify the contact's phone number.

Extension (4,A):

Specify the extension for the corresponding phone number.

Customer Name (50,A):

Specify the name of the customer associated with the contact.

Address 1 - 6 (50,A):

Specify the address information for this customer. You can specify up to six lines of 50 characters of address information in addition to the state, country, and postal code.

State (3,A):

Specify the customer's state.

Country (4,A):

Specify the customer's country.

Postal Code (9,A):

Added: *MR37754 Country field; changed Zip to Postal Code*

Specify the customer's postal code.

Screen actions - CDM140D2-01

F18=Auto Load

Display information from the Customer Master file for the selected customer.

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.

Contact master listing, CDM145D

Use Contact Master Listing, CDM145D, to generate a report that lists the contacts defined in Contact Master Maintenance, CDM140D1.

Run the report

Use the Contact Master Listing Prompt screen, CDM145D-01, to submit the job to generate the report.

Field descriptions - CDM145D-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 - CDM145D-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.

Condition master, CDM150D1

Use the Condition Master program, CDM150, to create and maintain the condition statements.

To create a condition, you must define the following criteria:

- Specify an Accounts Receivable file and field combination
- Select a comparison type, for example, "greater than"
- Specify a comparison value, for example, an amount or a value in the database

During nightly processing, CDM scans your Accounts Receivable files and searches for items and customers that match the conditions. The system extracts the information that meets a condition and makes it available to you in the extraction inquiry programs.

Add or select a condition

Use the Condition Master File screen, CDM150D1-01, to add a condition or to select a condition to maintain.

Access: Menu CDM01

Field descriptions - CDM150D1-01

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.

12=Letter Maintenance

Specify 12 to edit the condition code letter that will be generated when you extract an invoice under this condition.

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.

Condition Number:

The screen displays the number for each condition statement, which identifies the condition statement. If you are adding a condition, specify the number.

Condition Description:

The screen displays a brief description of each condition.

Print:

The screen displays a value to indicate whether a letter was created for this condition.

0=No, the letter was not created for this condition.

1=Yes, the letter was created for this condition.

Status:

The screen displays the status of the condition.

Screen actions - CDM150D1-01

F13=Filters

Display the Filter Options screen. You can choose to display all records or limit the display to active records.

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.

Condition master file, CDM150D2

Use the Condition Master File program, CDM150D2, to view and maintain detailed information for the selected condition.

Add or update a condition

Use the Contents of Condition screen, CDM150D2-01, to create, modify, or display detailed information for the selected condition.

Access: Specify a line action on the Condition Master File screen, CDM150D1-01.

Field descriptions - CDM150D2-01

Condition Number (3,0):

Specify the number that identifies the condition.

Condition Description (30,A):

Specify a brief description of the condition.

Act (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.

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.

Seq (Sequence):

Specify the sequence number of the selected condition.

File Name:

The screen displays the file to which the selected field belongs.

Field Description:

The screen displays a description of the selected field.

Cmp:

The screen displays the comparison option used in the condition.

Comparison To:

The screen displays the comparison value for the selected condition sequence.

Screen actions - CDM150D2-01

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.

Valid Field Names, CDM150D3

Use the Valid Field Names program to select the Accounts Receivable file/field combination against which the test will be performed.

Select the file and field for the condition

When you create a condition, the screen displays the files in the list below. Select a file and field combination from this list. If you want to add another option to the same condition, the screen lists only the fields that reside in the file from which you selected the first option. A condition statement can only use options from one file.

RAR	Accounts Receivable Detail File
RCM	Customer Master File
RCU	Customer Master Extension File
RDC	Open Deduction/Collections Master File
RND	Notes Master Detail File
RNH	Notes Master Header File

Field descriptions - CDM150D3-01

Condition Number:

The screen displays the number and a brief description of the condition you selected.

Sequence Number:

The screen displays the sequence number of the selected condition.

Op (Option) (1,0):

Specify 1 next to the record you want to select, and press Enter. Specify 8 to position a record at the top of the list, and press Enter.

File Name:

The screen displays the name of the file to which the field belongs.

Field Name:

The screen displays the name of the field.

T (Type):

The screen displays the field type.

A Alphanumeric

P Packed (Numeric)

Length:

The screen displays the length of the field and the decimal digits for the length.

Description:

The screen displays a description of the field.

Screen actions - CDM150D3-01

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.

Comparison fields, CDM 150D4

Use the Comparison Fields program, CDM150D4-01, to select a comparison type to link the selected option with the comparison value.

Select a comparison type

Use the Comparison Fields screen, CDM150D4-01, to select a comparison type to link the selected option with the comparison value.

Field descriptions - CDM150D4-01

Act (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.

Condition Number:

The screen displays the number and description of the condition.

For File:

The screen displays the file to which the selected option belongs.

Sequence Number:

The screen displays the sequence number of the condition.

For Field:

The screen displays the option selected for use in the condition.

Comparison Fields:

Specify one of the following available comparison types:

EQ	Equal to
NE	Not equal to
GT	Greater than
GE	Greater than or equal to
LT	Less than
LE	Less than or equal to

Screen actions - CDM150D4-01

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.

Select comparison value, CDM150D5

Use the Select Comparison Value screen, CDM150D5-01, to select a data base option or numeric constant to use as a comparison value.

Specify a value

The fields on this screen depend on the type of comparison. For example, if the selected field is a date, the screen displays additional fields.

Field descriptions - CDM150D5-01

Condition Number:

The screen displays the condition statement that you are defining or modifying.

Condition Description:

The screen displays a brief description of the condition that you are defining or modifying.

For File:

The screen displays the file to which the selected option belongs.

Sequence Number:

The screen displays the line of the condition statement that you are defining or modifying.

For Field:

The screen displays the field selected for use in the condition.

Field Description:

The screen displays a description of the field selected for use in the condition.

Select a Data Base Field (20,A):

Specify the name of an available data base field for use in the condition. The system compares the field you selected previously to the database field using the selected comparison type.

Enter a Comparison Value (15,2)/(20,A):

Specify an alpha or numeric constant value for use in the condition. The system compares the customer information in the Accounts Receivable field that you previously selected to this constant.

If you select an alphanumeric option, the Enter a Comparison Value field displays as a twenty character alphanumeric field and the Select a Data Base option does not display on the screen. In this situation, do not use quotation marks when you specify an alphanumeric value in the field.

When you select a numeric option, the Enter a Comparison Value field displays as a 15, 2 field. In this case, the Select a Data Base field also displays on the screen.

Do you wish to compare to system date?

The system displays this field if the Accounts Receivable field that you selected previously is a date field.

Specify 1=Yes to compare the customer information to the system date.

Screen actions - CDM150D5-01

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 field, WINRFLD

The Available Field screen, WINRFLD-01, displays a list of fields available for use in the Select a Data Base field.

Access: F4=Prompt on the Select comparison value screen, CDM150D5-01.

Select a database field

Use this screen to select a database field to use in the comparison.

Field descriptions - WINRFLD-01

Act (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.

Field Name

The screen displays the field name.

T (Type):

The screen displays one of the following field types:

A   Alphanumeric

P   Packed (Numeric)

Length:

The screen displays the length of the selected field.

Decimal Position:

The screen displays the decimal digits of the field.

Description

The screen displays a description of the field.

Screen actions - WINRFLD-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.

Build new month fields, CDM151D

Use the Build New Month Fields program, CDM151D, to set up the current month for your CDM system. This screen shows the current month and provides a list of months that you can set up as the new current month. When you access the screen for the first time, the current month may be incorrect. The correct month displays after you run the Month End Update.

Scroll to the current month

On the CDM151D-01 screen scroll to the current month. For initial setup, you should place the month prior to the present month at the top of the list. When the desired month is at the top of the list, press Enter to submit the job to batch and exit the screen.

Customer Alpha Lookup, CDM152D

Use the Customer Alpha Lookup screen, CDM152D-01, to search for and select a customer.

Select a customer

Use the lookup screen to find a customer.

Field descriptions - CDM152D-01

Action:

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.

Company:

Infor ERP LX displays the company number associated with the customer.

Customer Number:

Specify the customer number that you want to select or position to.

Alpha Search:

Specify the Alpha Search value that you want to select or position to or search for. You created this value in ACR100D2-01.

Customer Name:

Infor ERP LX displays the customer's name.

Screen actions - CDM152D-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.

Credit analyst prompt, CDM154D

Use the Credit Analyst Prompt screen, CDM154D-01, to display all credit analysts available to define a hierarchy for credit analysts.

Access: F4=Prompt on the Credit Analyst Master Maintenance screen, CDM100D2-01.

Define the credit analyst hierarchy

You can select only one "reports to" analyst for each credit analyst. You can use the same "reports to" analyst for several different credit analysts.

Field descriptions - CDM154D-01

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.

10=Search

Specify Search and the name of a credit analyst to search for a specific record.

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.

Analyst:

The screen displays the user ID assigned to the credit analyst.

Name:

The screen displays the name of the credit analyst.

Screen actions - CDM154D-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.

Conditions master listing, CDM155D

Use the Condition Master Listing screen, CMD155D-01, to produce a report that lists the conditions established in the CDM environment.

Generate a conditions report

To produce the conditions report, select a run time parameter and press Enter.

Field descriptions - CDM155D-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 - CDM155D-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.

Condition detail letter maintenance, CDM160D

Use the Condition Detail Letter Maintenance screen, CDM160D-01, to maintain the letters for the condition codes.

Access: Specify line action 12, Letter Maintenance, from the Condition Master File screen, CDM150D1-01.

Add or update a letter

The screen displays the condition number and description and the text of the letter.

Field descriptions - CDM160D-01

Condition Number:

The screen displays the number of the selected condition.

Condition Description:

The screen displays the description of the selected condition.

Condition Letter Print (1,A):

Specify 1=Yes to print the letter when the system detects the selected condition. Accept the default 0=No if you do not want the system to print the letter.

Type Notice Below:

Specify the text of the letter.

Screen actions - CDM160D-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.

Write-off over limit release, CDM170D1

Use the Write-off Over Limit Release program to view or maintain detailed information for a write-off.

Access: CDM01 menu.

Maintain write offs

Use the Write Off Over Limit Release screen, CDM170D1-01, to maintain write offs. If you do not have authority to release a write-off, this screen is available only in the view mode.

Field descriptions - CDM170D1-01

Op (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.

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.

Co:

The screen displays the company number associated with the item.

Customer Number:

The screen displays the customer number associated with the item.

Customer Name:

The screen displays the customer name associated with the item.

Px (Prefix):

The screen displays the prefix of the item.

Invoice:

The screen displays the invoice number of the selected item.

Ty:

The screen displays the type of the selected item.

Yr:

The screen displays the year of the selected item.

Analyst:

The screen displays the user ID of the credit analyst who credited the write-off.

Write-Off Tolerance Amount (15,2):

The screen displays the amount that was written off. If you have authority to maintain a write-off, you can change this amount on the next screen.

Screen actions - CDM170D1-01

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.

Write-off over limit release, CDM170D2

Use Write Off Over Limit Release program, CDM170D2, to display detailed information for the selected write off.

Maintain a write-off

If you do not have authority to release a write-off, this screen is available only in view mode.

Field descriptions - CDM170D-02

Company/Customer Number:

The screen displays the company and customer numbers associated with the selected item.

Prefix/Invoice Number:

The screen displays the prefix and invoice number of the selected item.

Transaction/Reason Code:

The screen displays the transaction/reason code used to create the write off.

Written Off By User:

The screen displays the user ID of the credit analyst who created the write off.

Written Off Amount (15,2):

The screen displays the amount written off. You can change this amount.

Reference Note (10,A):

The screen displays the reference number for the note entered when the write off was created. The note may be modified.

Currency Code:

The screen displays the currency type for the write off.

Screen actions - CDM170D2-01

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.

Write-off over limits listing, CDM175D

Use the Write-off Over Limits Listing program, CDM175D, to produce a list of write-offs that exceed the credit analyst's limit.

Print an over limits report

Use the Write-off Over Limits Listing screen, CDM175D-01, to specify selection criteria for the report.

Field descriptions - CDM175D-01

Enter Option (1,0):
Specify one of the following codes to sort the information on the report:
1=Sort the report by credit analyst
2=Sort the report by customer number
3=Sort the report by transaction/reason code

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 - CDM175D-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.

System notes, CDM180D1

Use the System Notes Listing program, CDM180D1, to display a list of all system notes and to select notes to update.

Select a system note

Use the System Notes File Maintenance screen, CDM180D1-01, to select a system note to view or maintain.

Field descriptions - CDM180D-01

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.

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.

Seq:

The screen displays a number code that identifies the note.

Description:

The screen displays a brief description of the system note.

Note Text:

The screen displays the actual text of the system note.

Print:

1=Yes

Print the selected note.

0=No

Do not print the selected note.

Screen actions - CDM180D1-01

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.

System notes file maintenance

Use the System Notes File Maintenance program, CDM180D2, to maintain the detailed information for the note.

Update the system note

Use the System Notes File Maintenance screen, CDM180D2-01, to update the output options, the days to keep the notes, and the note text.

Field descriptions - CDM180D2-01

Sequence Number:

The screen displays the sequence number and description of the selected note.

Output Note Y or N (1,0):

The field indicates if the note will be printed.

Valid choices

- **1=Yes**
  Print the note.

- **0=No**
  Do not print the note.

Days to Keep Note (3,0):

Specify a valid value to indicate the number of days to retain the system note after it is assigned to a customer or invoice.

1-998

System notes will be stored for the number of days equal to the field entry.

999

System notes will not be purged.

Note Text (75,A):

Specify the text of the system note.

Screen actions - CDM180D2-01

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.

Extracted items overview

During nightly processing, CDM scans your Accounts Receivable files and searches for items or customers that match the conditions you have established. These matches are called extracted open items or extractions.

Note: Extract inquires only list the conditions or customers that meet the predefined conditions. Define the conditions in Condition Master Maintenance, CDM150.

The Purge program, CDM902D, purges these extractions if the value in the Days to Keep field is less than the system Occurrence Date.

The four extract inquiry programs provide different methods of viewing extracted items.

Extract by Customer, CDM306D1, displays extracted items by customer number. Extract by Customer uses the following screens:

- Conditions by Customer, CDM306D1-01
- Conditions by Customer/Condition, CDM306D2-01
- Conditions by Customer/Condition/Invoice, CDM306D3-01

Extract by Condition Number, CDM306D4, displays extracted items by condition number. Extract by Condition Number uses the following screens:

- Conditions by Condition, CDM306D4-01
- Conditions by Condition/Customer, CDM306D5-01
- Conditions by Customer/Condition/Invoice, CDM306D3-01

Extract by Occurrence Date, CDM306D6, displays extracted items by date. Extract by Occurrence Date uses the following screens:

- Conditions by Date, CDM306D6-01
- Conditions by Customer, CDM306D1-01
- Conditions by Customer/Condition, CDM306D2-01

- Conditions by Customer/Condition/Invoice, CDM306D3-01

Extract by Amount, CDM306D7, displays the extracted items by Amount, which meet the condition. Extract by Amount uses the Conditions by Amount of Invoice screen, CDM306D7-01.

Select an extracted item

The Conditions by Customer screen, CDM306D1-01, displays a list of all customers with items extracted during nightly processing. This option identifies customers with items that require attention.

Field descriptions - CDM306D1-01

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 a record.

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.

Date:

The screen displays the date if you access this screen from the Conditions By Date screen, CDM306D6-01.

Customer Name:

The screen displays the name of the customer you selected.

Co (Company):

The screen displays the company for the customer you selected.

Corp (Corporate):

The screen displays the corporate number for the customer you selected.

Cust (Customer):

The screen displays the customer number for the customer you selected.

Count:

The screen displays the number of items extracted for the selected customer.

Screen actions - CDM306D1-01

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.

Conditions by customer/condition, CDM306D2

Use Conditions by Customer/Condition, CDM306D2-01, to display a breakdown of the customer's extracted items by condition number. This screen provides a detailed description of the open issues associated with the selected customer.

Select an extracted item

The Conditions by Customer/Condition screen, CDM306D2-01, allows you to select a condition to view its extracted items. You can also use this screen to display a list of conditions for the selected customer on the occurrence date.

Field descriptions - CDM306D2-01

Customer:

The following information displays for the customer you selected:

- Company number
- A/R Customer number
- Customer number
- Name of the customer

Date:

The screen displays the date if you access this screen from the Conditions By Date screen, CDM306D6-01.

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 a record.

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.

Con:

The screen displays the number of the condition satisfied.

Description:

The screen displays a description of the condition satisfied.

Count:

The screen displays the number of items that satisfied the condition.

Screen actions - CDM306D2-01

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.

Conditions by customer/condition/invoice, CDM306D3

Use the Conditions by Customer/Condition/Invoice screen, CDM306D3-01, to display a list of items that satisfy the condition. The extracted items can be invoices that satisfy the condition, or the system can indicate that the condition selection was made at the customer level.

Select an extracted item

This screen provides direct access to the customer's account.

Field descriptions - CDM306D3-01

Customer:

The screen displays the following information for the customer that you selected:
- Company number
- A/R Customer number
- Customer number
- Name of the customer

Condition #:

The screen displays the number of the condition that was satisfied by the selected item.

Condition # - Description:

The screen displays the description of the condition that was satisfied by the selected item.

Date:

The screen displays the date if you access this screen from the Conditions By Date screen, CDM306D6-01.

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 a record.

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.

Px (Prefix):

This field is blank for items at the customer level. The screen displays the invoice prefix for each item in the list.

Invoice:

This field is blank for items at the customer level. The screen displays the invoice number for each item in the list.

Level:

This field indicates if the items are at the customer or invoice level.

Count:

This field displays the number of items extracted by the condition.

Screen actions - CDM306D3-01

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.

Conditions by condition, CDM306D4

The Conditions by Condition screen, CDM306D4-01, displays a list of items that satisfy the condition. The list is sorted by condition number.

Select an extracted item

Use this screen to select an extracted item to view.

Field descriptions - CDM306D4-01

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 a record.

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.

Con (Condition #):

This field displays the number of the condition that was satisfied by the selected item.

Description:

This field displays the description of the condition.

Count:

This field displays the number of items that satisfied the condition.

Screen actions - CDM306D4-01

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.

Conditions by condition/customer, CDM306D5

Use the Conditions by Condition/Customer screen, CDM306D5-01, to display a list of the conditions that extracted at least one invoice or customer level selection during nightly processing.

Select an extracted item

This screen provides a snapshot of items that require attention across your entire Accounts Receivable system.

Field descriptions - CDM306D5-01

Condition #:

The screen displays the number and description of the condition that was satisfied by the selected item.

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 a record.

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.

Customer Name:

The screen displays the name of the selected customer.

Co (Company):

The screen displays the company number for the selected customer.

Corp (Corporate):

The screen displays the A/R customer number for the selected customer.

Cust (Customer):

The screen displays the customer number for the selected customer.

Count:

The screen displays the number of items extracted for the selected customer.

Screen actions - CDM306D5-01

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.

Conditions by occurrence date, CDM306D6

Use the Conditions By Date screen, CDM306D6-01, to display a list of dates on which items were extracted.

Select an extracted item

Use this list to identify the oldest unresolved issues.

Field descriptions - CDM306D6-01

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 a record.

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.

Date:

The screen displays the selected occurrence date.

Count:

The screen displays the number of items extracted for the selected customer.

Screen actions - CDM306D6-01

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.

Conditions by amount of invoice, CDM306D7

Use Conditions by Amount of Invoice, CDM306D7, to display a list of extracted items sorted by amount.

Select an extracted item

Use this list to identify the extracted items with the highest amounts within your Accounts Receivable system.

Field descriptions - CDM306D7-01

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 a record.

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.

Customer Name:

The screen displays the name of the customer.

Amount:

The screen displays the amount of the invoice.

Con (Condition):

The screen displays the condition for the invoice.

Co (Company):

The screen displays the company number for the customer.

Corp (Corporate):

The screen displays the corporate number for the customer.

Cust (Customer):

The screen displays the customer number for the customer.

Px (Prefix):

The screen displays the invoice prefix for the customer.

Invoice:

The screen displays the number of the invoice.

Screen actions - CDM306D7-01

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.

Aged trial balance report, CDM400D

Use the Aged Trial Balance, CDM400D, process to produce the Aged Trial Balance report.

Note: Only one user can access this option at a time. After the report has been submitted for batch processing, the option may not be accessed again until the job has completed. A flag in position 340 of the DMARCNTL data area indicates if the program is in use. The flag is set to Yes if a user is accessing CDM400D or if the report has been submitted for processing. The flag is reset to No when the job completes and when the nightly process is performed.

Print the aged trial balance report

Use the Aged Trial Balance Listing Prompt, CDM400D1-01, to specify the information to include in the report.

This screen contains range fields that you use to limit the data the system selects. For information on range fields, see Ranges in the overview section of this document.

Field descriptions - CDM400D-01

Credit Analyst (10,A):
Specify the name of the credit analyst for whom the report should be produced.

Company Number - Start (2,0):
Specify the first company number to include in the report.

Company Number - End (2,0):
Specify the last company number to include in the report.

Customer Number - Start (8,0):
Specify the first customer number to include in the report.

Customer Number - End (8,0):

Specify the last customer number to include in the report.

Customer Type - Start (4,A):

Specify the first valid value to filter the report for customer type.

Customer Type - End (4,A):

Specify the last valid value to filter the report for customer type.

Open Items (1,0):

Specify 1=Yes to produce the report for open items only. Specify 0=No to produce the report for all items.

Summary by Invoice (1,0):

Specify 1=Yes to produce the summary for all invoices. Specify 0=No if you do not want to produce the summary for all invoices.

Summary by Customer (1,0):

Specify 1=Yes to include customer totals on the report. Specify 0=No if you do not want to include customer totals on the report.

YTD (Year to Date) Totals (1,0):

Enter 1 to include year-to-date totals on the report. Enter 0 if you do not want to include year-to-date totals on the report.

Monthly Totals (1,0):

Specify 1=Yes to include monthly totals on the report. Enter 0=No if you do not want to include monthly totals on the report.

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 - CDM400D-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.

Daily file rebuild, CDM602D

Use the Daily File Rebuild program, CDM602D, to perform the following tasks:

- Rebuild the Conditions Extractions file (RSC). This rebuild is part of the nightly processing that uses the condition statements created in CDM150D1 to identify items that require attention.

- Recalculate the year-to-date (YTD) field in the RCUT file. These updated fields are available in Account Balance Inquiry and in the Credit Analysis Master.

- Retest the High Credit Balance. High Credit and High Credit Date appear in the primary Customer Level Inquiry and the Account Balance Inquiry, ACR300D1-01 and ACR300D3-01. CDM compares the current high credit balance with the current A/R balance. If the balance is higher, then the credit balance is updated, and the current date is captured as the highest credit date.

- Recalculate available credit. This information is available in ACR300D1-01.

- Recalculate the number of days past due for each invoice. This information appears on ACR300D9-01.

- Perform clean-up work. CDM's clean up work eliminates any members that remain open. These members usually occur as a result of a power failure or some other type of accident.

Run the daily file rebuild

To continue the daily file rebuild process, specify 1=Yes and press Enter. The system displays the Batch or Interactive Prompt window, CDM602D-02.

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.

To cancel the rebuild process, press Enter. The Credit and Deduction Management menu displays.

Credit Deduction Purge, CDM902D1

The Credit Deduction Purge program, CDM902D1, purges inactive customer records from the following target files:

RCU	Extension Customer Master File
RDC	Open Deduction/Collections Master File
RNH	Notes Master Header File

RND Notes Master Detail File

RNM Contacts Master File

RSC Rebuilds and Conditions Extractions File

There are two phases in the credit deduction purge progress.

In phase one the purge program tests each of the six target files against the Customer Master (RCM) file. The program looks for existing active customers. If a customer number is inactive in the RCM file, then that customer is deleted from the applicable target files.

In phase two, the purge program tests five of the six target files, excluding the Extension Customer Master (RCU) file, against the Accounts Receivable Detail (RAR) file. The purge program looks for the following information:

- Company Number
- Customer Number
- Prefix
- Invoice Number
- Original Document Year
- Original Document Type

If this information does not exist, then the purge program deletes the record from the target files.

This purge program performs the following additional tasks:

- The purge program processes the Notes files (RNH and RND) against the RSY file. If the Note Date passes the days allowed, then the Note records are purged, regardless of the previous criteria.

- The purge program synchronizes the records in the RCM and RAR files with the records in the target files. If the records in the target files do not correspond to the records in the RCM and RAR files, then the program deletes these records.

You can schedule the credit deduction purge process at anytime. However, the status of the RCM and RAR file is a determining factor. To periodically clean up inactive records, schedule CDM902D1 before you run the End of Month and End of Year programs. Because the program deletes records from the RCM and RAR files, you must also schedule to have the target files purged.

Purge inactive customer records

Use the Batch or Inactive Prompt, CDM902D1-01, to submit the job to purge the records.

Field descriptions - CDM902D1-01

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 - CDM902D1-01

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.

Appendix A
Glossary

A

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.

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