



# Accounts Payable Run Instructions

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# About this document

## How to read this document

### Comments?

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# Chapter 1

## Introduction to Infor LX

1

## Overview of Infor LX

This topic contains information that pertains to all applications of the Infor 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 LX

## Navigation

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

### Menus

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

### Dates

Infor LX includes full support for dates up to and beyond the year 2000. Although most date fields display six characters, Infor 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 LX screen, press the Esc key.

The Webtop user interface uses the Quick Access icon to directly access programs. On an Infor 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 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 LX automatically retrieves this value from remember key memory. Infor LX updates this value on a continual basis.
- 1. Infor LX automatically retrieves the value you specify in Display Remembered Keys, SYS080. It does not update the value from any other program.
- 2. Infor 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 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 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.



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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 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 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 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 Warehouse Master Maintenance, INV110, you can display all records by warehouse or active records by warehouse or active records by description. Some filter screens provide sort or sequence options.

### 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 LX menus

This section describes the menus in Infor LX.

### ERPLX main menu

The ERPLX Main Menu is the first of five master menus. You can access the four major Infor 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 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 LX manufacturing applications. Specify the application fast path code to access the desired Infor LX application menu.

### Supply chain management master menu

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

### Cross-product application menu

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

# Commonly used terms in Infor LX

## 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.

## 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.

## (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.

## 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 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 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.

## 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 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

## 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 ACP150.

## Ranges

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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.





# Chapter 2

## Accounts Payable Overview

# 2

## General instructions

**Changed:** ERPLX-67 Changed the sections sequence from "h)" to "d)"

This document is divided into the following sections:

- a) Application overview: This section provides a general description of the functions and highlights of the application.
- b) Application flow: This section describes prerequisites to operate the application, the sequence in which to run the programs, and the functions of this application.
- c) How-to index: This section is an alphabetical list of application functions. Next to each function is the number of the program to use.
- d) Menus: This section displays all the menus associated with the application. The program numbers are in parentheses to the right of the program name.

## Application overview

Accounts Payable is a flexible, online application that provides control and processing of your accounts payables. The application is fully integrated with the Infor LX General Ledger and Purchasing applications.

## Product Highlights

- Multiple currencies
- Multiple databases, each totally independent
- Multiple companies
- Multiple profit centers
- Multiple bank accounts for each company and currency
- Multiple Accounts Payable subledgers for each company in the General Ledger
- Multiple vendor types, such as currency, type of service, means of payment

- Multiple payment types, such as check and direct credit
- Multiple terms structures, with the ability to calculate discount and due dates automatically
- Automatic General Ledger distribution of payables
- Distribution of payables to multiple companies and profit centers
- Memo posting for payables
- Posting of recurring payables
- Void/cancellation of payables and payments
- Manual payments and allocation to payables
- Reconciliation of payments from bank statements
- Reconciliation of Accounts Payable application with General Ledger
- Payables and payments inquiries including history
- Variable aging periods by company
- Online selection of payables for payment
- All vendor transaction documents can be assigned a sequential numerical control number

## Application flow

The following information is a guide to the functions of Accounts Payable. The order of explanation is in the order of implementation.

### Application control

The application control programs allow you to specify application-wide parameters tailored to your requirements. Accounts Payable then uses these parameters as default values throughout the application.

Accounts Payable Application Control, ACP180, allows you to establish the following parameters for A/P processing:

- Designate whether to use combined or separate remittance advices and checks.
- Specify how many days transactions to keep for inquiry or reporting.
- Specify the number to assign to the next one-time vendor that you establish. The system assigns these numbers automatically (after this number) in descending order.
- Instruct the system whether to distribute payables to a predefined set of General Ledger accounts automatically, or distribute payables manually at invoice entry time. The predefined set is created for each company/vendor type combination on the Vendor Types Master.
- Instruct the system to take discounts outside of preset terms. The system initially assumes that supplier terms discounts are taken if the payment date is within the eligible period.
- Select to perform invoice selection manually by setting all invoice amounts to zero when first displayed. The system initially assumes that all invoices due are paid when due so it automatically selects them for payment.
- Instruct the system to print remittance advices for vendors whose payments net to zero. The system initially assumes that remittance advices are not to be produced for such vendors.
- Instruct the system to print amounts on checks in words and digits, or in digits only.

- Instruct the system on the method to assign a sequential numerical control number to all of the vendor transactions.

#### File maintenance

You use the following master file programs to establish accounts payable codes used within the application. Before you set up these master files, define companies and profit centers. Each of the following maintenance programs has a corresponding listing program, which prints out all established codes.

### Payment Types Master, ACP170

Define payment types by which to pay vendors. Payment type C is reserved for checks.

### Bank Master, ACP140

Define company/bank combinations for each combination that exists. These combinations further define payment types, accounts, and forms to use for each.

### Vendor Types Master, ACP150

Define groups of vendors into logical vendor types for accounting purposes. Also, for company/vendor type combinations, set the following defaults: bank number, currency, and profit center.

### Vendor Terms Master, ACP160

Define terms codes assigned to vendors based upon payment requirements: due days, days for discount, discount percentage, and so on. Optionally, you can specify the particular day of the month on which an invoice becomes due and ceases to be eligible for discount, for example, the 20th and the 14th of each month.

### IDF Vendor

In addition to basic vendor address information, the Vendor Master file requires vendor type, terms, currency and payment type information. The system can also recognize "pay-to" vendors. Pay-to vendors are vendors to whom to make a payment, even though the invoice originated from another vendor (perhaps a subsidiary).

You do not have to establish one-time vendors before invoice entry. You can enter details for these vendors during invoice entry; the system retains the vendor details only for the life of the relevant invoices.

You can mark a vendor with Hold, in which case the vendor's invoices are considered "held" as well. The system does not allow payment processing on held invoices. To release a held invoice, you must override the Hold Invoice flag at the invoice level on the Invoice Maintenance screen, ACP510D1-01.

Each vendor's master file has an alpha search key. You can look up the vendor by this user-defined alpha search key if you do not know the vendor number.

For users in the United States, you can enter a 1099 code against a vendor to ensure that information about the vendor's invoices appears on the 1099 report.

### Payables

Invoices from vendors and adjustments, such as credit memos from vendors, are entered online. The payables entry program also allows you to void an invoice if no payment was recorded, or reactivate a previously voided invoice.

The defaults set in the file maintenance programs appear during invoice entry on the Invoice Entry screen, ACP500D2-01. You can override these defaults.

Some invoice details (for example, bank number or invoice description) can be changed after invoice entry through the Invoice Maintenance program. Monetary information can be changed only by entering memo adjustments through the invoice entry program.

Payables entry is integrated with purchasing to provide a three-way match of invoice, purchase order, and receipt. The match occurs between the following items:

- The goods you ordered (purchase order)
- The goods you received (receipts), and
- The goods billed to you (invoice)

The three-way match allows for entry of the invoice with or without the goods being received.

### Recurring payables

Recurring payables can be established in Recurring Payables Maintenance (ACP130) in one of two selection date categories:

- Those paid on the same day of each month
- Those paid at regular intervals regardless of date

The system prompts you for the selection date. It then presents each recurring payable individually that is either payable on that day or that has become due again. The payment can then be accepted or rejected. If it is not necessary to confirm each invoice, the system can post all recurring payables eligible for posting.

Recurring payables are posted to Accounts Payable and the General Ledger as if they had been entered as invoices. A listing of recurring payables is available upon request.

### Payables reports

The following Accounts Payable reports are available:

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Invoice Listings	(ACP230)
Invoices On Hold	(ACP250)
Vendors On Hold	(ACP240)
Recurring Payables	(ACP135)
Payables Requirements	(ACP200)
Aged Payables	(ACP210)
A/P Recap Report	(ACP270)
Logged Invoice Listing	(ACP290)

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### Payables inquiry

The online payables inquiry enables you to scroll through payables for a particular company/vendor combination. From this inquiry, you can view the status of the payable along with its invoice/discount dates and amounts. You can also view the P.O. detail and payment detail on the payables. A separate payment inquiry (by payment/check number) is available from the inquiry as well.

### Payments

Accounts Payable provides online selection of payables for payment (ACP600). In addition, the online manual payments program (ACP700) allows you to redistribute a payment already made, make payments that cannot be allocated to specific payables, and void payments.

The invoice selection process does not automatically pay the invoice. First, the cash requirements report (ACP620) summarizes those invoices selected. If you decide to change your invoice selection after you review the requirements report, you can return to the selection program and either change your selection or start again. After the selection is approved, you proceed to make payments. This produces remittance advices, checks, and lists of selected invoices with other payment types (for example, direct credit).

The Payment Selection program (ACP600) displays all invoices due, as of the date you entered them. If you have chosen to set payments to zero (in A/P Application Control), the Amount to Pay fields are set to zero; otherwise, the fields contain the amounts remaining to be paid on the invoices. You can override any of these entries.

To make a payment that cannot be allocated to any particular invoice, use the Manual Payments program (ACP700). This program allows you to post to unallocated invoices. Use this program to void a payment or redistribute a payment over different invoices also.

### Bank statement posting

The Bank Statement Posting program (ACP710) records the fact that a check, credit, or other payment type appeared on a bank statement.

One of the application control parameters is the number of days to hold a payable after it is reconciled. The date of the bank statement posting is the starting date of this hold period. A payable is purged if it is marked reconciled through this program. Thus, a payable remains on file as a reminder for investigation until you notify the system that it is fully reconciled. Month End File Purge, ACP900, purges these reconciled payments.

Payments reports

## Unallocated Payment List, ACP280

This program informs you of payments that need to be distributed over invoices.

## Reconciliation Report, ACP720

This program informs you of the status of invoices in the system.

## How-to Index

The following list provides a quick reference to the processes that you can perform in this application and the programs that you use for each process. The list also includes programs in related applications.

- Aging Report, Payables - ACP210
- Alpha Search, Vendor - PUR310
- Bank Statement Posting - ACP710
- Close Accounts Payable Year - ACP910
- Document Sequence Number, Resetting - ACR920
- Document Sequencing Maintenance - ACR160
- Enter Invoices - ACP500
- Enter Logged Invoices - ACP500
- Inquiry, Invoiced PO - ACP315
- Inquiry, Logged Invoices - ACP311
- Inquiry, Payables - ACP310
- Inquiry, Payments - ACP320
- Inquiry, Vendor Alpha Search - PUR310
- Invoice Logging - ACP500
- List Reason Codes - SYS175
- Log Invoices - ACP500
- Maintain Application Control Parameters - ACP180
- Maintain Bank Account Master - ACP140
- Maintain Default Reason Codes - SYS180

- Maintain Document Sequencing - ACR160
- Maintain Invoices - ACP510
- Maintain One-Time Vendors - IDF Vendor
- Maintain Payment Types - ACP170
- Maintain Reason Codes, Master - SYS170
- Maintain Reason Codes, Default - SYS180
- Maintain Recurring Payables - ACP130
- Maintain Vendor - IDF Vendor
- Maintain Vendor Terms - ACP160
- Maintain Vendor Types - ACP150
- Make Manual Payments - ACP700
- Make Payments - ACP650
- One Time Vendor Detail - ACP502
- Payment Processing, Manual - ACP700
- Payment Processing, Regular - ACP650
- Payment Reconciliation Report - ACP720
- Period-End Processing - ACP900
- Post Bank Statement - ACP710
- Post Recurring Payables - ACP525
- Print 1099 Report - ACP920
- Print A/P Recap Report - ACP270
- Print Aged Payables - ACP210
- Print Application Control Parameters - ACP185
- Print Bank Account Master - ACP145
- Print Cash Requirements Report for Selected Payables - ACP620
- Print Invoice Listing - ACP230
- Print invoices On Hold - ACP250
- Print Logged Invoice Listing - ACP290
- Print Payables Requirements - ACP200
- Print Payment Types - ACP175
- Print Reason Codes - SYS175
- Print Reconciliation Report - ACP720
- Print Recurring Payables - ACP135
- Print Unallocated Payment Listing - ACP280
- Print Vendor Master - ACP105
- Print Vendor Terms - ACP165
- Print Vendor Types - ACP155
- Print Vendors On Hold - ACP240
- Purge Files at Month End - ACP900
- Reason Codes, Default, Maintenance - SYS180
- Reason Codes Listing - SYS175
- Reason Codes, Master, Maintenance - SYS170
- Record Wasted Payments - ACP655

- Reset Document Sequence Number - ACR920
- Select Payables for Payment - ACP600
- Select Recurring Payables for Payment - ACP520
- Search, Vendor Alpha - PUR310
- Unlog Invoices - ACP500
- VAT Requirements - ACP930
- Vendor Alpha Search - PUR310
- Void Payments - ACP700
- Wasted Payment Processing - ACP655

## Payables menu

Menu ACP is the first of three Accounts Payable menus. Selections from menu ACP enable you to do the following tasks:

- Perform A/P invoice logging and invoice entry
- Maintain and post recurring payables
- Perform inquiries on logged invoices, payables, and vendors
- Print listings of entered invoices, invoices and vendors on hold, payables requirements and aging and recap reports
- Perform A/P month-end and year-end processing

## Payments menu

Menu ACP01 is the second of three Accounts Payable menus. Selections from ACP01 enable you to do the following tasks:

- Perform all payment processing: select payments to make, run a cash requirements report for the payments selected, make payments, and maintain manual payments
- Print unallocated payment listing
- Record wasted (unusable) payments
- Void payments
- Perform bank statement and reconciliation functions
- Perform inquiry on payments

Note: Before you use Make Payments, ACP650, use Payment Selection, ACP600, to specify the payables; then select Cash Requirement Report, ACP620, to produce the Cash Requirement report.



## Vendors

Use the Vendors object to create, delete and maintain a vendor. Specify information for vendors you consistently use. You can specify one-time vendor information when you create an invoice; the vendor information is deleted after the invoice is cleared.

## Attributes

Field descriptions - IDF Vendor

Fields	Description
<b>1099 Subject to tax</b>	This attribute indicates whether or not this vendor is subject to U.S. income tax or 1099 reporting requirements. If this attribute is Yes, this vendor is subject to taxes and requirements. If this attribute is No, this vendor is not taxed or subject to the requirements.
<b>1099 User defined ID</b>	This attribute is the user-defined identification number by which the summary 1099 report is printed in ACP920. If the Subject to tax is Yes, an entry must be specified.
<b>1099 Vendor SSN</b>	This attribute is the vendor's social security number, without hyphens. This field is for reference only.
<b>1099 Vendor tax ID</b>	This attribute is the vendor's tax ID. This field is for reference only.
<b>Address line 1</b>	This attribute is the identifier for the address information for this vendor in the six lines, including the vendor's city.
<b>Address line 2</b>	This attribute is the identifier for the address information for this vendor in the six lines, including the vendor's city.

<b>Address line 3</b>	This attribute is the identifier for the address information for this vendor in the six lines, including the vendor's city.
<b>Address line 4</b>	This attribute is the identifier for the address information for this vendor in the six lines, including the vendor's city.
<b>Address line 5</b>	This attribute is the identifier for the address information for this vendor in the six lines, including the vendor's city.
<b>Address line 6</b>	This attribute is the identifier for the address information for this vendor in the six lines, including the vendor's city.
<b>Allow preliminary PO</b>	If this attribute is Yes, preliminary purchase orders are allowed for the vendor. The default value is No.
<b>Alternate currency</b>	<p>This attribute is used to identify the alternate currency. If you have specified that you want to print alternate currencies, you must specify a currency here. The vendor's alternate code prints on documents such as purchase orders and invoices, but the system does not use the currency in the Accounts Payable inquiry business objects. These programs reference the alternate currency used by the company associated with this vendor.</p> <p>The customer's alternate currency code prints on billing invoices, but the Accounts Receivable inquiry programs do not use this code. These programs reference the alternate currency code used by the company associated with this customer.</p>
<b>Alternate name</b>	This attribute is used to display vendors according to alternate names. The vendor's name or a combination of the vendor's name and city if more than one vendor by the name exists.
<b>Approval code</b>	This is the approval code for this vendor.
<b>Bank</b>	This attribute is the bank used by this vendor.
<b>Bank account</b>	This attribute is the number or bank account used for this vendor. This is the number that you and your bank recognize as your account number. This is for reference only.
<b>Bank branch</b>	This attribute is a subdivision of the bank that conducts your business transactions. Draft Management uses this branch when you print drafts. You can prompt this field only if Draft Management is installed and you used the prompt function for the branch. If Draft Management is not installed, the system does not validate this field.
<b>Bank for branch</b>	This attribute is the bank for the branch.

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<b>BIC/Swift</b>	This attribute is used for international payments when the BONEFILE is created. This code is used to transfer money from one bank to another bank in international transactions. The Society for Worldwide Interbank Financial Telecommunication (SWIFT) issues BIC/Swift codes. This code is used in addition to the IBAN code.
<b>CAP number</b>	This attribute is the C.A.P. number for this vendor.
<b>Carrier</b>	This attribute is the carrier for the vendor.
<b>Classification</b>	This attribute is the vendor class for this vendor.
<b>Company</b>	Specify the company code to assign to this vendor. If the vendor services multiple companies, you must establish a separate vendor number for each company.
<b>Contact</b>	This attribute is the name of the person to contact for this vendor.
<b>Contact</b>	Specify the vendor's contact person.
<b>Corporate vendor</b>	This attribute is the number of a corporate vendor to whom this vendor is subsidiary. The corporate vendor number must exist as a separate vendor number and must use the same currency code as the vendor to maintain. This is reference only.
<b>Country</b>	This attribute is the country for this vendor.
<b>Create date</b>	This attribute is the date when this record was created.
<b>Create packaging allowed</b>	This attribute is used to indicate whether packaging items should be created for this vendor when you receive inventory items. If this attribute is Yes you can create packaging items for this vendor when you receive inventory items. Packaging information for an item is maintained in Packaging Master Maintenance, OLM600. The default value is No.
<b>Create time</b>	This attribute is the time when this record was created.
<b>Create user</b>	This attribute is the identifier of the user that created this record.
<b>Currency</b>	This attribute is the code of the currency in which this recurring charge transaction takes place. This field uses the vendor's base currency as the default value. This is used only if the Accounts Payable and/or MLT System's field in Multi-Currency Parameters, MLT800, is set to Y.
<b>Days to clear payment</b>	This attribute is the number of days in which a check written to this vendor clears or credits the company's cash account. This is reference only.

<b>ECSI vendor's warehouse</b>	This attribute is the ECSI ID number for this vendor.
<b>EDI corporate partner code</b>	This attribute is the corporate partner code for the EDI partner code for this vendor.
<b>EDI corporate partner type code</b>	This attribute is the partner type code that holds the EDI partner code for this vendor.
<b>E-mail</b>	This attribute is the vendor's e-mail address.
<b>Exemption certificate</b>	This attribute is the vendor's tax certificate number. This attribute prints on the ACP500 audit trail. Entry of information in this field does not control tax processing logic.
<b>Exemption expiration date</b>	This attribute is vendor's tax expiration or exemption date. The date prints on the ACP500 audit trail. Entry of information in this field does not control tax processing logic.
<b>Fax</b>	This attribute is the fax number for this vendor.
<b>Firm commitment in weeks</b>	This attribute is the maximum number of weeks that you normally wait for a firm commitment from this vendor. This number is less than or equal to the material commitment attribute in weeks. Vendor Scheduling Report, PUR280, uses the value in this attribute; otherwise, this attribute is for reference only.
<b>Fiscal tax</b>	This attribute is the vendor's fiscal tax. This attribute is reference only.
<b>FOB</b>	This attribute is the FOB code for this shipper, if desired. FOB codes are user defined.
<b>Freight terms</b>	This attribute is the code that indicates whether to charge the customer for the freight cost of the shipment.
<b>GBO number</b>	This attribute is a free-format code to identify the vendor by the Giro/Bank/Organization (GBO) number. This attribute is required if a GBO type is specified.
<b>GBO type</b>	<p>This attribute indicates the Giro/Bank/Organization (GBO) type.</p> <p>There are four different type selections:</p> <ul style="list-style-type: none"><li>■ Not applicable</li><li>■ Giro</li><li>■ Bank account</li><li>■ Organization</li></ul>

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<b>Generate invoice</b>	This attribute is to indicate whether invoice numbers are automatically generated for this vendor. If this attribute is Yes, invoice numbers are automatically generated. The default value is No.
<b>Hold date</b>	This attribute is the date for the hold payment.
<b>Hold payment</b>	<p>This attribute indicates whether to hold payment processing for this vendor's invoices.</p> <p>If this attribute is Yes, new invoices can be entered in Invoice Entry, ACP500. The system issues a warning message to indicate this is a vendor on hold. This message can be overridden at invoice entry.</p> <p>A No must be indicated to process payments for this vendor in Payment Selection, ACP600. The Hold Invoice field must also be marked as No in Invoice Maintenance, ACP510, before proceeding with payment processing on any of the invoices to pay for this vendor.</p>
<b>Maintain date</b>	This attribute is the date when the record was last changed.
<b>Maintain time</b>	This attribute is the time when the record was last changed.
<b>Maintain user</b>	This attribute is the user who last changed this record.
<b>Mass MLS update</b>	This attribute is used to determine whether all languages should be updated when a change to any of the translatable attributes is made in the vendor's record. If this attribute is Yes, this updates the changes made to the translatable attributes to all the language records. If this attribute is No, the language records are not updated. The default is No. Note: If the language record attribute has never been translated, that change is updated to the language record regardless of the users response here.
<b>Material commitment in weeks</b>	This attribute is the maximum number of weeks you normally wait for delivery of goods from this vendor. This number must be greater than or equal to the firm commitment in weeks. Vendor Scheduling Report, PUR280, uses the value in this field; otherwise, this field is for reference only.
<b>Maximum tax exemption amount</b>	This attribute is the maximum tax exemption amount. This attribute is reference only. This attribute does not control tax processing logic.
<b>Means of transportation</b>	This attribute identifies the type of transport vehicle for this load.
<b>Method of payment</b>	Select a method of payment in the list or click the Vendor Payment Type button to view and select from a list of vendor payment types.
<b>Next invoice</b>	This attribute is the next invoice number for this vendor if appropriate.

<b>One time vendor</b>	This attribute is used to indicate that this vendor is a one-time vendor. If this attribute is Yes, the system removes a one-time vendor's information from the Vendor Master file after all transactions are reconciled. The default value is No. If this vendor already exists as a one-time vendor, you can click No to change the vendor to a regular vendor.
<b>Pay to vendor</b>	This attribute is the vendor to whom payment is made for this invoice.
<b>Postal code</b>	This attribute is the postal code for this vendor.
<b>Prefix</b>	The system validates this attribute if the Prefix Specific Numbering field in Accounts Payable Application Control Maintenance, ACP180, is set to 1 or 2. Entries are validated against Document Sequence, ACR160B, using a combination of the vendor's company and prefix. Blank may be a valid entry.
<b>Price includes tax</b>	This attribute is used to indicate whether to include taxes with the vendor's prices. If this attribute is Yes the vendor's prices includes taxes. The default value is No.
<b>Primary language</b>	This attribute is the foreign language for this vendor.
<b>Print frequency</b>	This attribute is the print frequency code. The system uses this user defined code as a selection parameter for schedule printing.
<b>Print on purchase order</b>	This attribute is used to indicate whether or not the country code and registration numbers are printed on purchase orders. If this attribute is Yes, the country codes and registration numbers are printed. The default value is No.
<b>Print/Display alternate currency</b>	This attribute is used to indicate if the alternate currency is printed or displayed on documents, such as purchase orders and invoices. If this attribute is Yes, alternate currency values are displayed or printed on the documents. The default value is No.
<b>Purchasing address line 1</b>	This attribute is the purchasing ship-to address, if one exists, for this vendor. This value is necessary if purchases are made from a vendor warehouse located somewhere other than the vendor's main office. If the address lines are left blank, the system uses the vendor address lines previously specified as the default value.
<b>Purchasing address line 2</b>	This attribute is the purchasing ship-to address, if one exists, for this vendor. If the address lines are blank, the system uses the vendor address lines previously specified as the default value.
<b>Purchasing address line 3</b>	This attribute is the purchasing ship-to address, if one exists, for this vendor. This value is necessary for purchases from a vendor warehouse located somewhere other than the vendor's main office. If the address lines are left

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blank, the system uses the vendor address lines previously specified as the default value.

**Purchasing address line 4** This attribute is the purchasing ship-to address, if one exists, for this vendor. This value is necessary for purchases from a vendor warehouse located somewhere other than the vendor's main office. If the address lines are left blank, the system uses the vendor address lines previously specified as the default value.

**Purchasing address line 5** This attribute is the purchasing ship-to address, if one exists, for this vendor. This value is necessary for purchases from a vendor warehouse located somewhere other than the vendor's main office. If the address lines are left blank, the system uses the vendor address lines previously specified as the default value.

**Purchasing address line 6** This attribute is the purchasing ship-to address, if one exists, for this vendor. This value is necessary for purchases from a vendor warehouse located somewhere other than the vendor's main office. If the address lines are left blank, the system uses the vendor address lines previously specified as the default value.

**Purchasing contact** This attribute is the purchasing ship-to contact for this vendor, if one exists. This value is necessary if you make purchases from a vendor warehouse located somewhere other than the vendor's main office.

**Purchasing country** This attribute is a purchasing ship-to address for this vendor, if one exists. This value is necessary if you make purchases from a vendor warehouse located somewhere other than the vendor's main office.

**Purchasing e-mail** This attribute is the Purchasing email address for this vendor.

**Purchasing tax** This attribute is the purchasing fax number for this vendor. This value may be necessary if you make purchases from a vendor warehouse located somewhere other than the vendor's main office.

**Purchasing postal code** This attribute is the purchasing postal code for this vendor. This is necessary if you make purchases from a vendor warehouse located somewhere other than the vendor's main office. If this attribute is left blank, the system uses the vendor postal code previously specified as the default value.

**Purchasing state** This attribute is the purchasing ship-to state for this vendor. This value is necessary if you make purchases from a vendor warehouse somewhere other than the vendor's main office. If this attribute is left blank, the system uses the previously specified vendor state as the default value.

<b>Purchasing telephone</b>	This attribute is the purchasing phone number for this vendor. This value may be necessary if you make purchases from a vendor warehouse located somewhere other than the vendor's main office.
<b>Rating</b>	This attribute is the rating for this vendor.
<b>Region code</b>	This attribute is the region code for this vendor. The region code determines the region-specific attributes such as the time zone and date and decimal formats for this vendor.
<b>Release method</b>	<p>This attribute is used to determine how the purchase schedule is delivered to the supplier, such as print only.</p> <p>Specify one of the following values:</p> <ul style="list-style-type: none"><li>■ 0 - None</li><li>■ 1 - Print only</li><li>■ 2 - Print and EDI</li><li>■ 3 - EDI only</li><li>■ 4 - Print and Supplier Exchange</li><li>■ 5 - Supplier Exchange only</li></ul>
<b>Return-to address</b>	This attribute is the vendor address to which you can ship returned goods or packaging. The address must be a valid Type 7 address. Addresses are maintained in Address Master Maintenance, ORD100. This attribute is reference only. Eventually, this attribute will be used on documents to return goods or packaging to vendor.
<b>Schedule horizon</b>	If a value was not specified when the item was created or maintained and a primary vendor was specified, LX uses the schedule horizon from the Vendor object.
<b>Schedule time period</b>	This attribute is the scheduled time period to determine which time frame to use for this vendor during the scheduled print.
<b>Self billing allowed</b>	This attribute is used to indicate self-bill processing. This allows you to process this vendor through a vendor-consigned warehouse. If this attribute is Yes, self billing is allowed. If this attribute is No, self billing is not allowed.
<b>Sequence</b>	This attribute is a unique sequence for the component. The sequence number defaults to increments of ten but may be overridden.
<b>Ship-from</b>	This attribute indicates the ship-from address for this vendor during Purchase Order Release Maintenance, PUR500. Maintain ship-from numbers in Address Master Maintenance, ORD100.
<b>Shipment commission</b>	This attribute is the commission code for the shipment/vendor.



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<b>Shipping declaration part 1</b>	This attribute is the first part of this shipment's declaration.
<b>Shipping declaration part 2</b>	This attribute is the second part of this shipment's declaration.
<b>Shipping declaration part 3</b>	This attribute is the third part of this shipment's declaration.
<b>Shipping officer</b>	This attribute is the identifier for the name of the vendor's officer who is responsible for shipping this shipment.
<b>Shipping pattern</b>	This attribute is used to identify the shipping pattern for scheduled purchase orders for a vendor.
<b>Shipping route</b>	This attribute is the route code for this vendor.
<b>State</b>	This attribute is the state code for this vendor.
<b>Status</b>	The status of a vendor can be Active or Suspended.
<b>Supplier registration</b>	This attribute is the supplier's (vendor's) member or non-member registration number. The country code and registration number are combined to form the EC VAT number.
<b>Tax exemption number</b>	This attribute is the vendor's exemption number. Tax exemption information in this attribute prints on the ACP500 audit trail. This information does not control tax processing logic.
<b>Telephone</b>	This attribute is the phone number for this vendor.
<b>Terms</b>	This attribute is the terms for this vendor. Terms are maintained in Vendor Terms, ACP160D1. Terms are stored in the AVT file. Accounts Payable Invoice Entry, ACP500, uses the terms as the default for this vendor.
<b>Uniform code council (UCC)</b>	The Uniform Code Council (UCC) attributes indicate the country code, check digit or CIN number that forms part of the International Bank Account Number (IBAN) for the vendor. These attributes are only available if Italy Pack's FIM or REI module is installed.
<b>UCC check digit</b>	The Uniform Code Council (UCC) attributes indicate the country code, check digit or CIN number that forms part of the International Bank Account Number (IBAN) for the vendor. These attributes are only available if Italy Pack's FIM or REI module is installed.
<b>UCC CIN</b>	The Uniform Code Council (UCC) attributes indicate the country code, check digit or CIN number that forms part of the International Bank Account Number

(IBAN) for the vendor. These attributes are only available if Italy Pack's FIM or REI module is installed.

- UCC country** The Uniform Code Council (UCC) attributes indicate the country code, check digit or CIN number that forms part of the International Bank Account Number (IBAN) for the vendor. These attributes are only available if Italy Pack's FIM or REI module is installed.
- User defined code 1** This attribute is a user-defined code for the electronic transmission of data to banks. The system does not validate these optional codes.
- User defined code 2** This attribute is a user-defined code for the electronic transmission of data to banks. The system does not validate these optional codes.
- User defined code 3** This attribute is a user-defined code for the electronic transmission of data to banks. The system does not validate these optional codes.
- User defined code 4** This attribute is a user-defined code for the electronic transmission of data to banks. The system does not validate these optional codes.
- User defined code 5** This attribute is a user-defined code for the electronic transmission of data to banks. The system does not validate these optional codes.
- User defined code 6** This attribute is a user-defined code for the electronic transmission of data to banks. The system does not validate these optional codes.
- User defined code 7** This attribute is a user-defined code for the electronic transmission of data to banks. The system does not validate these optional codes.
- User defined code 8** This attribute is a user-defined code for the electronic transmission of data to banks. The system does not validate these optional codes.
- User defined code 9** This attribute is a user-defined code for the electronic transmission of data to banks. The system does not validate these optional codes.
- User defined code 10** This attribute is a user-defined code for the electronic transmission of data to banks. The system does not validate these optional codes.
- User defined field 01** This attribute is a user-defined value.
- User defined field 02** This attribute is a user-defined value.
- User defined field 03** This attribute is a user-defined value.
- User defined field 04** This attribute is a user-defined value.
- User defined field 05** This attribute is a user-defined value.

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<b>User defined field 06</b>	This attribute is a user-defined value.
<b>User defined field 07</b>	This attribute is a user-defined value.
<b>User defined field 08</b>	This attribute is a user-defined value.
<b>User defined field 09</b>	This attribute is a user-defined value.
<b>User defined field 10</b>	This attribute is a user-defined value.
<b>User defined field 11</b>	This attribute is a user-defined value.
<b>User defined field 12</b>	This attribute is a user-defined value.
<b>User defined field 13</b>	This attribute is a user-defined value.
<b>User defined field 14</b>	This attribute is a user-defined value.
<b>User defined field 15</b>	This attribute is a user-defined value.
<b>User defined field 16</b>	This attribute is a user-defined value.
<b>User defined field 17</b>	This attribute is a user-defined value.
<b>User defined field 18</b>	This attribute is a user-defined value.
<b>User defined field 19</b>	This attribute is a user-defined value.
<b>User defined vendor</b>	This attribute is the user-defined vendor.
<b>User reference 1</b>	This is a user-defined value for the vendor. A vendor user-defined attribute allows you to specify additional information about the vendor. Other applications do not reference this attribute. The label for this field defaults from the purchasing system parameters.
<b>User reference 2</b>	This is a user-defined value for the vendor. A vendor user-defined attribute allows you to specify additional information about the vendor. Other applications do not reference this attribute. The label for this field defaults from the purchasing system parameters.
<b>User reference 3</b>	This is a user-defined value for the vendor. A vendor user-defined attribute allows you to specify additional information about the vendor. Other applications do not reference this attribute. The label for this field defaults from the purchasing system parameters.
<b>User reference 4</b>	This is a user-defined value for the vendor. A vendor user-defined attribute allows you to specify additional information about the vendor. Other applica-

tions do not reference this attribute. The label for this field defaults from the purchasing system parameters.

<b>User reference 5</b>	This is a user-defined value for the vendor. A vendor user-defined attribute allows you to specify additional information about the vendor. Other applications do not reference this attribute. The label for this field defaults from the purchasing system parameters.
<b>Vendor</b>	This attribute is the vendor number.
<b>Vendor classification</b>	This attribute is the vendor classification for this vendor.
<b>Vendor name</b>	This attribute is the vendor name.
<b>Vendor registration country</b>	This attribute is the supplier's (vendor's) member or non-member state country code. The code and registration number are combined to form the EC VAT number.
<b>Vendor status</b>	The status of a vendor can be Active or Suspended.
<b>Vendor tax code</b>	This attribute is the vendor tax code to apply the payments made to this vendor. You establish tax codes in Tax Rate Codes, SYS140. The system uses these codes within the Tax Rate Tables, SYS150. The tables consist of a vendor tax code/item tax code combination. This combination, in turn, accesses specific tax rates.
<b>Vendor type</b>	Specify the vendor type for this vendor. Vendor types classify vendor into user-defined categories. ATP can use vendor types to resolve journal entry segments. Vendor Type is a macroable field. Maintain vendor types in Vendor Types, ACP150D1. The system stores the records in the ATY file.

## Accounts payable maintenance menu

Menu ACP02 is the third of three Accounts Payable menus. Selections from ACP02 enable you to do the following tasks:

- Perform all A/P file maintenance
- Print all A/P file listings

## Vendor master language override, ACP110D

Use this program to enter the translations for vendor and purchasing names and addresses. The screen lists existing records in the Vendor Master MLS file, AVX. See Auto Create Language Record, SYS091D, and Mass Create Language Records, SYS092D, for more information.

If you use the auto create feature, the list of vendors on the ACP110D-01 screen includes changes made in IDF Vendor. The new and updated records have status Review Required. When you translate the names and addresses and press Enter, the status changes to Active.

If you did not auto-create the AVX records, use action 1=Create to create the records in this program. When you create a record in the language extension file, the system copies the record, in your master file (base) language, from the Vendor Master file, AVM, to the AVX file. The record is then available for translation.

If you use the Infor Development Framework (IDF) you must create a blank Language record in SYS091D for File 003 and Language Code \*\*\*. IDF Vendor automatically creates and maintains this record. The blank Language record is not listed on ACP110D-01 and you cannot revise or delete it. To display or copy the record, enter action 5=Display or 3=Copy, specify the vendor number, and leave the language field blank.

Access:

- Menu ACP02
- **SiW > IDF Vendor > Maintain > Language Override**
- **Ming.le > IDF Vendor > Maintain > Language Override**

### Add or select a vendor record

Use the Vendor Master Language Override screen, ACP110D-01, to add or select a vendor record to translate.

#### Field descriptions - ACP110D-01

Fields	Description
<b>Line actions</b>	All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 17)</i> in the overview information in this document.
<b>Act (2,0):</b>	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 LX functions. See <i>Generic help text for line actions (p. 17)</i> in the overview information in this document.

**Vendor Number (8,0):** Specify the number of the vendor to translate.

**Language (3,A):** Specify the language to use in the translation.

### Screen actions - ACP110D-01

#### Commands

#### Description

##### F13 = Filters

Access the Filter Options screen to select from the following sequences:

1=Vendor/Language - Active

2=Vendor/Language - All

3=Only Review Required Records

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 18)* in the overview information in this document.

## Filter Options

Use the Filter Options screen to limit the list of vendor records.

### Field descriptions - Filter

#### Fields

#### Description

##### Filter Options (1,0):

Specify one of the following options to limit the list of records.

1=Vendor/Language - Active

2=Vendor/Language - All

3=Only Review Required Records

##### Filter (3,A):

Specify a language to display only records for that language.

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## Screen actions - Filter

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Enter translated vendor information

Use the Vendor Information - Language Maintenance screen, ACP110D-03, to enter the translated name and address for the vendor that you selected on the previous screen.

The screen displays the name and address, in your master file (base) language, from the Vendor master file, AVM. Enter the translated information in the fields at the bottom of the screen. When you press Enter, the system updates the Vendor Master MLS file, AVX.

Access: Enter from the Vendor Master Language Override screen, ACP110D-01

## Field descriptions - ACP110D-03

Fields	Description
<b>Vendor Number (8,0):</b>	If you are in Create or Copy mode, specify the number of the vendor record to create or copy.
<b>Language Code (3,A):</b>	If you are in Create or Copy mode, specify a language to use for translation.
<b>Vendor Name (50,A):</b>	Specify the vendor name in the selected language.
<b>Contact Name (50,A):</b>	Specify the name of the contact in the selected language.
<b>Vendor Address (50,A):</b>	Specify the address for this vendor in the selected language.

## Screen actions - ACP110D-03

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Enter translated vendor purchasing information

Use the Purchasing Information - Language Maintenance screen, ACP110D-04, to enter translated purchasing information for the vendor you selected on the Vendor Master Language Override screen, ACP110D-01.

Access: Enter from the Vendor Information - Language Maintenance screen, ACP110D-03

## Field descriptions - ACP110D-04

Fields	Description
<b>Contact Name (50,A):</b>	Specify the name of the contact in the selected language.
<b>Address (50,A):</b>	Specify the purchasing address for this vendor in the selected language.

## Screen actions - ACP110D-04

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Vendor/vendor class cross reference, ACP178D

The Vendor/Vendor Class Cross Reference program allows you to associate a purchasing vendor with a vendor class and a particular vendor within that class. Vendor classes contain vendors that all provide the same type of service related to deliveries. For example, you might have one vendor class for freight insurance service providers, another for freight carrier service providers, and so on. This screen works with the Inbound Logistics Management application (ILM).

Access:



- **SiW > IDF Vendor > Maintain > Vendor Classes**
- **Ming.le > IDF Vendor > Maintain > Vendor Classes**

## Attach a service provider vendor to a purchasing vendor

Use the Vendor/Vendor Class Xref Maintenance screen, ACP178D-01, to set up a cross-reference for a service provider vendor and a purchasing vendor.

### Field descriptions - ACP178D-01

Fields	Description
<b>Purchasing Vendor (8,0):</b>	<p>This field displays the number and description of the vendor you selected from this path.</p> <p>Access:</p> <ul style="list-style-type: none"> <li>■ <b>SiW &gt; IDF Vendor &gt; Maintain &gt; Vendor Classes</b></li> <li>■ <b>Ming.le &gt; IDF Vendor &gt; Maintain &gt; Vendor Classes</b></li> </ul> <p>A purchasing vendor supplies you with goods or materials.</p>
<b>Act (1,0):</b>	<p>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.</p> <p><b>2=Reactivate</b></p> <p>Reactivate the vendor/service provide cross-reference.</p> <p><b>9=Shipment Charges</b></p> <p>Access the Partner/Shipment Charge Xref Selection screen, OLM168D1-01.</p>
<b>Vendor Class (8,A):</b>	<p>Specify the vendor class to maintain for the service vendor. This vendor must be set up in the VNDCLASS table.</p>
<b>Number (5,0):</b>	<p>Specify the service vendor number to maintain. Maintain vendor numbers in IDF Vendor.</p>
<b>Vendor Name (50,A):</b>	<p>The system displays the name of the vendor.</p>
<b>Status (8,A):</b>	<p>The status of this record is either active or inactive.</p>

## Screen actions - ACP178D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Filter vendor class cross-reference information

Use this screen to view the records in a sort or selection sequence. You can view all records or only active records

## Recurring payables maintenance, ACP130D1

This program allows maintenance of recurring payables - those charges from vendors that occur on a consistent basis. Some common examples are rent, insurance, and maintenance fees from contractual agreements.

You can define two types of recurring payables: those paid on the same day of every month; and those paid at regular intervals, regardless of date.

Access: Menu ACP

## Add or select a recurring payable

Use the Recurring Payables Maintenance selection screen, ACP130D1-01, to add a recurring payable or to select a recurring payable to view, maintain, or print.

## Field descriptions - ACP130D1-01

Fields	Description
<b>Company (3,0):</b>	Specify the code of the company for which to maintain this recurring payable.
<b>Vendor # (8,0):</b>	Specify the number of the vendor that bills the recurring charge.
<b>Recurring Reference (3,0):</b>	Specify a reference number to identify this recurring charge.

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## Screen actions - ACP130D1-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Add or maintain recurring payable information

If you continue with recurring payables maintenance, the system displays the Recurring Payables Maintenance screen, ACP130D2-01.

## Field descriptions - ACP130D2-01

Fields	Description
<b>Description (35,A):</b>	Specify a description for the recurring charge to identify the charge during invoice selection and on reports.
<b>Terms Code (2,A):</b>	Specify the terms code to assign to this recurring charge. The system uses the vendor's terms code as the default value.
<b>Currency Code (3,A):</b>	The system displays this field only if the Accounts Payable and/or purchasing MLT System? field in Multi-Currency Parameters, MLT800, is set to Y. Specify the code of the currency in which this recurring charge transaction takes place. The system uses the vendor's base currency as the default value.
<b>Liability Profit Center (10,A):</b>	Advanced Transaction Processing (ATP) uses the Profit Center field values to resolve segment values for CEA or EGLi journal entries. You can specify up to 10 digits.  See the Programs and Accounting Entries section of the ATP Configuration guide for additional information.
<b>G/L Reason (5,A):</b>	The system displays the reason code established in Default Reason Code Maintenance, SYS180. You can override the code with any other valid reason code from G/L Reason Code Maintenance, SYS170. The reason code in combination with the program determines the Event used for this transaction.
<b>Event (10,A)</b>	Event is a display-only field. Use events or Financial Event Classes to process information from the subsystems and to create and post journal entries. This field displays the event or Financial Event Class determined from the reason code and the program used to generate journal entries.

- Event Description (30,A):** Event Description is a display-only field. This field displays a description for the event.
- Document Prefix (2,A):** You establish the default document prefix for the vendor in IDF Vendor. You can change to any other valid prefix for the company. The system does not assign the document sequence number until you execute Recurring Payables Post, ACP525, to post the recurring invoice.
- Purchase Order Number (9,0):** Specify the purchase order number or some other reference number for this recurring payable. This field is for reference only.
- Payable Amount (15,2):** Specify the total recurring charge amount before any discounts taken.
- Discount Amount (15,2):** Specify the discount amount to take if the invoice is paid within the discount period as defined by this vendor's terms code.
- Day of Month to Post (2,0):** Specify the day of the month on which to create the invoice for this charge and the charge posted to the general ledger.
- This date is the date the charge is posted, not when the payment is due. Thus, for an invoice due for payment on the 30th day with 10 day terms, the value in this field is 20, not 30.
- If you specify a value in this field, you cannot specify a value in the Days Between Postings field.
- Days Between Postings (2,0):** Specify the number of days to elapse from one invoice generation/general ledger posting to the next. This value provides an alternative to the day-of-the-month method specified in the preceding field.
- If you specify a value in this field, you cannot specify a value in the Day of Month to Post field.
- Number of Times to Post (2,0):** Specify the total number of recurring postings allowed for this specific charge. If the value in the Number of Postings field equals this value, the system does not process this charge again until this entry is adjusted to a higher value.
- Last Posted (6,0):** This field contains the last date that an invoice for this recurring charge was created and the charge posted to the general ledger. This field does not require a manual entry; the system automatically updates this value when posting takes place.
- Number of Postings (2,0):** This field contains the total number of postings for this charge. This field does not require a manual entry; the system automatically updates this value when posting takes place. If the value in this field equals the value in the Number of Times to Post field, the system no longer processes this recurring charge.

## Distribute the amounts for a recurring payable

If you continue with recurring payable maintenance, the Recurring Payables Maintenance distribution screen, ACP130D2-02, allows detail line distribution of the payable, for both invoice and discount amounts, to the G/L.

The display-only fields at the top of the screen provide the following information:

- Vendor number and name for this recurring payable.
- Invoice Total Entered - the amount you entered in the Payable Amount field on screen ACP130D2-01, which is the total invoice amount less any available discounts.
- Discount Entered - the amount you entered in the Discount Amount field on screen ACP130D2-01.
- Net Invoice Detail - the system updates this field as you enter the detail distribution lines for this payable. When this value equals the Invoice Total Entered value, you can exit the maintenance program.
- Net Discount Detail - the system updates this field as you enter the detail distribution lines for this payable. When this value equals the Discount Entered value, you can exit the maintenance program.
- Vendor tax code - the vendor tax code from the Vendor Master file.
- Currency code - the vendor currency code from the Vendor Master file.

### Field descriptions - ACP130D2-02

Fields	Description
<b>Opt (Option) (1,0):</b>	Specify 9 in the first column of any line to delete from the distribution.
<b>Line (3,0):</b>	<p>The system assigns line numbers to the distribution lines in increments of ten (10). To insert a new distribution line in an established set of lines, specify a line number in an increment of one between the established line number values on the next blank line.</p> <p>For example, to insert a line between existing distribution lines 30 and 40, type 35 in the next line available, along with its information.</p>
<b>Company (3,0):</b>	Specify the company affected by this line of the payable.
<b>Profit Center (10,A):</b>	The system no longer uses this field. The system does not store changes to this field in the database. A macro that is based on the event determined for this transaction, resolves the profit center. You can specify up to 10 digits in the Profit Center field.

- Account (23,A):** The system no longer uses this field. The system does not store changes to this field in the database. A macro that is based on the event determined for this transaction resolves the account segments.
- When you specify a company code, Infor LX checks to see if you are authorized to this company. You set up company security in Infor LX User Authorization Maintenance, SYS600.
- You can continue with this program only if you are either an Infor LX security officer or authorized to this company.
- Amount (15,2):** Specify the payable amount or discount amount that affects the account specified in the preceding field. If you specify the invoice amount, specify the amount that affects that account. You can then specify the discount amount on a separate line and designate the amount as such in the Discount field.
- Discount (1,A):** Specify D to indicate that the amount in the preceding field is a discount amount; otherwise, leave this field blank.
- The invoice and discount amounts that you specify here must equal the invoice and discount totals specified on the previous screen. Invoice total refers to the total invoice before any discount.

#### Screen actions - ACP130D2-02

Commands	Description
Enter	Validate any new information you specified. Enter updates the Net Invoice Detail and the Net Discount Detail fields in the header section. You do not actually update the recurring payables file with this information until you use F6.
F6=Post	<p>Update the file with any changes or additions you have made. If the total amount payable, Invoice Total Entered, and the total distributed amount, Net Invoice Detail, are not equal, the system prompts you to confirm this distribution with F14. The same applies for the Discount Entered and Net Discount Detail fields.</p> <p>Check the distribution and make any necessary changes; if the amounts are not equal, to proceed confirm this with F14.</p> <p>You cannot post this payable until the amounts are equal. F14 changes the payable amount so the amounts are equal and you can accept your entry</p>

(F6). The system returns to the first screen of Recurring Payable Maintenance, ACP130D1-01.

### **F11=Fold**

Display additional fields. If you use F11 to fold the screen, Infor LX displays the following additional fields:

Quantity (11,3):

Specify the quantity associated with this line of the recurring payable. When the payable is posted to the general ledger, this entry updates the statistics file.

Item Tax Code (5,A):

The system displays this field if you use F11. Specify the item tax code to apply to this line of the recurring payable.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 18)* in the overview information in this document.

## Recurring payables listing, ACP135D

This program produces a listing of all recurring payables, in order by company/vendor and then by recurring payables reference number. You can limit the information by company number range.

Access: Menu ACP

### Print a recurring payables report

Use the Recurring Payables Listing screen, ACP135D-01, to specify the selection criteria for the report.

Field descriptions - ACP135D-01

<b>Fields</b>	<b>Description</b>
<b>From Company (3,0):</b>	Specify a range of values to limit the companies to include in the report. For information on range fields, see the <i>Ranges</i> in the overview section of this document.

The system returns the authorized companies to the calling program and omits any unauthorized records.

**To Company (3,0):**

Specify a range of values to limit the companies to include in the report. For information on range fields, see the *Ranges* in the overview section of this document.

The system returns the authorized companies to the calling program and omits any unauthorized records.

## Bank account master, ACP140D1

This program allows you to maintain the Bank Master file. Key fields are the company number, the three-character bank code, and, if you are using Multiple Currencies (MLT), the currency code. The three-character bank code represents your company's bank account. This account can exist within various branches of the bank.

The bank account master file supplies this bank information to other programs. You can associate each company with one or multiple banks. For example, if company 01 deals with banks 007 and 008, and company 02 deals with banks 008 and 009, you must establish the following company/bank combinations: 01/007, 01/008, 02/008 and 02/009.

Bank account codes are stored in the Bank Master file (ABK).

Access: Menu ACP02 or Menu CSH

### Add or select a bank account master file

Use the Bank Maintenance selection screen, ACP140D1-01, to add a bank account record or to view, maintain, or print a bank account record.

#### Field descriptions - ACP140D1-01

<b>Fields</b>	<b>Description</b>
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<b>Line actions</b>	The action codes described in the following section are available:
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**14=Bank Language Override**

Access the Bank Master Language Override screen, ACP141D-01, to select a record to translate. The list is positioned at the company, bank code, and currency code combination that you selected on ACP140D1-01.



### 15=Collector Language Override

Access the Bank/Collectors Master Language Override screen, ACP142D-01, to select a record to translate. The list is positioned at the company, bank code, and currency code combination that you selected on ACP140D1-01. Note that action 15 appears only if the Cartera application is active in SYS821D, and it can be used only for a Cartera company.

All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 17)* in the overview information in this document.

#### Company (3,0):

Specify the company number of the bank account to maintain. This field is display-only on screen ACP140D2-01 or ACP140D2-02.

You maintain company numbers in either Company Master Maintenance, GLD125 or ACR120. Company numbers are stored in the Company Master file, RCO.

When you specify a company code, Infor LX checks to see if you are authorized to this company. You set up company security in Infor LX User Authorization Maintenance SYS600. You can continue with this program only if you are either an Infor LX security officer or authorized to this company.

#### Bank Code (3,A):

Specify the bank account code to maintain. This code, along with the company number, defines a unique set of information which is used throughout the product.

#### Currency Code (3,A):

Specify the currency code associated with the bank account to maintain. The system displays this field only if Multiple Currencies (MLT) is installed and one of the following two fields is set to Y:

- The Accounts Payable and/or Purchasing MLT System? field in the System Parameters file, ZPA, through either SYS800 or MLT800
- The Order Entry, Billing, and/or Accounts Receivable MLT System? field in the System Parameters file, ZPA, through either SYS800 or MLT800

## Add or maintain bank account information

The Bank Maintenance detail screen, ACP140D2-01, displays the company, bank, and currency code you selected for maintenance on the Bank Maintenance selection screen, ACP140D1-01.

The system uses the bank code and branch code together to denote the physical bank location, as in Bank Branch Maintenance. A bank code can have various branches associated with it. Most important, this bank code and branch code print on drafts in Cash Management.

The bank account code and the bank account represent the same thing: your actual account with the bank. The bank account code is the record key in Bank Account Master Maintenance, ACP140, and the bank account is the actual number or code.

The bank account code and the bank account are associated with a bank code and branch code.

### Field descriptions - ACP140D2-01

Fields	Description
<b>Country Code/Check Digit/CIN</b>	The system concatenates the country code, check digit, and CIN number to form part of the IBAN number for the vendor. These fields are available if Italy Pack's FIM module is installed and the bank is in a FIM company.
<b>Bank Code (10,A):</b>	Specify the code of the bank in which the bank account specified on the previous screen exists. This code identifies the bank either by name or a shortened version of its name. A bank code is actually part of the bank branch record; you maintain bank codes in Bank Branch Maintenance, CSH130D1.
<b>Branch (25,A):</b>	Specify the code of the bank branch for which to maintain this information. You maintain branch codes in Bank Branch Maintenance, CSH130D1.
<b>Bank Type (1,A):</b>	Specify a one-character alphanumeric code to designate this bank's type. This is a user-defined field that does not affect draft processing.
<b>Bank Account (23,A):</b>	Specify the number or code of your bank account with this bank. This is the number that you and your bank recognize as your account number. This field is for reference only.
<b>Payment Type (1,A):</b>	Specify a payment type. Payment type codes identify the method of payment, for example, check, electronic funds transfer, and so on. Payment codes are user-defined in Accounts Payable Maintenance, ACP170. Payment type C is reserved for checks.
<b>Next Ref (Reference) (6,0):</b>	Specify a six-character numeric field that contains the starting reference number for the preceding payment type. Reference numbers are user-defined on this screen.
	For payment types other than checks, the system automatically increments payment reference numbers. For checks, enter your own check numbers manually in Accounts Payable/Make Payments, ACP650. If you take the option to group payments by type, you can reserve groups of reference numbers for various types. See Payment Types Maintenance, ACP170. See the following example:

Payment Type	Reference Number
A	100001
B	200001
C	300001
D	400001

Use reference numbers that start with 100001 for payment type A, 200001 for payment type B, and so on. If you do not make entries in these fields, the system assigns all payments, regardless of their payment type, with reference numbers that begin from 1. Payment type C is reserved for checks.

**Profit Center (10,A):** Specify the profit center code that is associated with the bank account number. You can specify up to 10 digits in the Profit Center field. ATP uses this value to resolve the profit center segment during model resolution.

**Forms Codes 1, 2 (10,A):** Forms Codes 1 and 2 refer to the forms number the operator loads to print remittance advice forms and checks. Remittance advice forms, or combined remittance advice forms and checks, access the entry in the Code 1 field. You determine which of these to use in Application Control Maintenance, ACP180. Separate checks use the entry in the Code 2 field.

You must specify forms codes for each company/bank combination so that the correct check forms can be loaded at run time. The system pauses prior to printing so that the appropriate forms can be loaded into the printer.

### Screen actions - ACP140D2-01

Commands	Description
<b>F15 = Bank Detail</b>	Access the Bank Maintenance contract information screen, ACP140D2-02. All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Add or maintain bank contact information

The Bank Maintenance contact information screen, ACP140D2-02, displays detailed information about the bank you selected for maintenance on the Bank Maintenance selection screen, ACP140D1-01.

Field descriptions - ACP140D2-02

<b>Fields</b>	<b>Description</b>
<b>Company (3,0):</b>	<p>Specify the company number of the bank account to maintain.</p> <p>You maintain company numbers in Company Master, GLD125 or ACR120. Company numbers are stored in the Company Master file, RCO.</p> <p>When you enter a company code, Infor LX checks to see if you are authorized to this company. Company security is set up in Infor LX User Authorization Maintenance, SYS600. You can continue with this program only if you are either an Infor LX security officer or authorized to this company.</p>
<b>Bank Code (3,A):</b>	<p>Specify the bank account code to maintain. This code, along with the company number, defines a unique set of information that is used throughout the product.</p>
<b>Currency Code (3,A):</b>	<p>Specify the currency code associated with the bank account to maintain. The system displays this field only if Multiple Currencies (MLT) is installed and one of the following two fields is set to Y:</p> <ul style="list-style-type: none"> <li>■ The Accounts Payable and/or Purchasing MLT System? field in the System Parameters file (ZPA) in either SYS800 or MLT800</li> <li>■ The Order Entry, Billing, and/or Accounts Receivable MLT System? field in the System Parameters file (ZPA) in either SYS800 or MLT800</li> </ul>
<b>Bank Name (50,A):</b>	<p>Specify the name of the bank in which the bank account specified on the previous screen exists.</p>
<b>Address 1 (50,A):</b>	<p>Specify the address information for this bank.</p>
<b>Address 2 (50,A):</b>	<p>Specify the address information for this bank.</p>
<b>Address 3 (50,A):</b>	<p>Specify the address information for this bank.</p>
<b>Address 4 (50,A):</b>	<p>Specify the address information for this bank.</p>
<b>Address 5 (50,A):</b>	<p>Specify the address information for this bank.</p>
<b>Address 6 (50,A):</b>	<p>Specify the address information for this bank.</p>
<b>State (3,A):</b>	<p>Specify the address information for this bank.</p>
<b>Country (4,A):</b>	<p>Specify the address information for this bank.</p>

- Postal Code (9,A):** Specify the address information for this bank.
- Telephone Number (25,A):** Specify the telephone number for this bank.
- Facsimile Number (25,A):** Specify the facsimile number for this bank.
- Data Number (80,A):** Specify the e-mail address information for this bank.
- Bank Contact (30,A):** Specify the name of the contact person at this bank.

Screen actions - ACP140D2-02

<b>Commands</b>	<b>Description</b>
<b>F14 = Account Detail</b>	Access the Bank Maintenance detail screen, APC140D2-01.
<b>F21=Language Override</b>	Access the Bank Master Language Override screen, ACP141D-01, to select a record to translate. The list is positioned at the company, bank code, and currency code combination that you selected on ACP140D1-01.
<b>F22=Toggle Language</b>	Switch between the bank name and address in the master file (base) language and in your language, if the bank information was translated into your language.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Add or maintain Cartera information

The Bank Maintenance Cartera screen, ACP140D2-03, adds fields to the standard Bank Master file to define Cartera-specific functionality. The system accesses these fields as needed during validation performed during Cartera processing.

Field descriptions - ACP140D2-03

<b>Fields</b>	<b>Description</b>
<b>Bank Name (50, A)</b>	Specify the name or description of the bank.
<b>Address (50, A)</b>	Specify the address of the bank.

- City (50, A)** Specify the city in the bank's address.
- State (3, A):** Specify the state or province in the bank's address.
- Postal Code (9, A)** Specify the postal code of the bank.
- Phone Number (25, A)** Specify the phone number of the bank.
- Bank Collector Type (1, A)** Specify the number of the collector type for this record. Options are:  
A)  
1 - Bank  
2 - Enterprise  
3 - Physical Person  
4 - Factoring
- Remittance Type (1, A)** Specify the number of the option that specifies how this bank manages remittance. Options are:  
1 - Collection Remittance  
2 - Discount Remittance  
9 - Both
- Date Opened (8,0)** Specify the date on which this bank account was opened.
- Credit Limit (15,2)** Specify the maximum amount that the bank allows one to remit. This amount is validated when new remittances are created, either automatically or manually.
- Available (15, 2)** This field displays the available amount, which is the credit limit less the remitted amount.
- Unpaid Grace Days (2,0)** Specify the number of days assigned to the document due date for daily risk and statistics update process calculation and document status update.
- Calendar (1, A)** Specify the calendar code created in Calendar Maintenance, CAR160D1, which is associated with this bank for the real total of days in the calculation of interest associated with discount management. You must create the code in Calendar Maintenance before you can use the code here.
- Check Number (10, N)** Specify the check number used in check printing.
- Check Serial (3, A)** Specify the check serial number used in the check printing program.

**Check Printing Program (10, A)** Specify the name of the program to use to print this document. Check Printing, CAR221B, is the standard program used for this, but you can create your own printing program for documents customized for your printed form. Use the standard CAR printing program as a model.

**Transfer (11, A)** Specify the electronic remittance code the bank provides to create electronic remittances.

### Screen actions - ACP140D2-03

Commands	Description
<b>F14 = Bank Area</b>	Access the Bank Area screen, CAR130D1-01, to view or maintain bank area information.
<b>F15 = Id. Rem. Elec.</b>	Access the Electronic ID Remittance Maintenance screen, CAR125D-01. All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.
<b>F21=Language Override</b>	Access the Bank/Collectors Master Language Override screen, ACP142D-01, to select a record to translate. The list is positioned at the company, bank code, and currency code combination that you selected on ACP140D1-01.
<b>F22=Toggle Language</b>	Switch between the bank name and first two address lines in the master file (base) language and in your language, if the bank information was translated into your language. All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Bank master language override, ACP141D

Use the Bank Master Language Override program, ACP141D, to enter the translations for bank master names and addresses. The screen lists existing records in the Bank Master MLS file, ABX. See Auto Create Language Record, SYS091D, and Mass Create Language Records, SYS092D, for more information.

If you use the auto-create feature, the list of bank records on the ACP141D-01 screen includes changes made in Bank Master Maintenance, ACP140D1. The new and updated records have status Review Required. After you translate the names and addresses and press Enter, the status changes to Active.

If you did not auto-create the ABX records, use action 1=Create to create the records in this program. When you create a record in the language extension file, the system copies the record, in your master file (base) language, from the Bank Master file, ABK, to the ABX file. The record is then available for translation.

If you use the Infor Development Framework (IDF) you must create a blank Language record in SYS091D for File 007 and Language Code \*\*\*. ACP140D2 automatically creates and maintains this record. The blank Language record is not listed on ACP141D-01 and you cannot revise or delete it. To display or copy the record, enter action 5=Display or 3=Copy, specify the bank code number, and leave the language field blank.

Access:

- Menu ACP02
- Action 14=Language Override from the Bank Maintenance screen, ACP140D1-01
- F14=Language Override from the Bank Maintenance screen, ACP140D2-02

## Add or select a bank record to translate

Use the Bank Master Language Override screen, ACP141D-01, to add or select a bank record to translate.

### Field descriptions - ACP141D-01

<b>Fields</b>	<b>Description</b>
<b>Line actions</b>	All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 17)</i> in the overview information in this document.
<b>Act (2,0):</b>	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 LX functions. See <i>Generic help text for line actions (p. 17)</i> in the overview information in this document.
<b>Company (3,0):</b>	Specify the number of the company associated with the bank record to translate.
<b>Bank Code (3,A):</b>	Specify the bank code of the record to translate.
<b>Currency (3,A):</b>	Specify the currency code associated with the bank record to translate.



<b>Language (3,A):</b>	Specify the language to use in the translation.
<b>Status:</b>	This field displays the status of the record: Active, Inactive, or Review Required. Review Required displays only for active records for which address information may require translation.

### Screen actions - ACP141D-01

<b>Commands</b>	<b>Description</b>
<b>F13=Filters</b>	<p>Access the Filter Options screen to select from the following sequences:</p> <p>1=Company/Bank/Currency/Language - Active</p> <p>2=Company/Bank/Currency/Language - All</p> <p>3=Only Review Required Records</p> <p>You can also specify a single language to restrict the list to that language.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.</p>

## Filter Options

Use the Filter Options screen to limit the list of bank records.

### Field descriptions - Filter

<b>Fields</b>	<b>Description</b>
<b>Filter Options (1,0):</b>	<p>Specify one of the following options to limit the list of records.</p> <p>1=Company/Bank/Currency/Language - Active</p> <p>2=Company/Bank/Currency/Language - All</p> <p>3=Only Review Required Records</p>
<b>Filter (3,A):</b>	Specify a language to display only records for that language.

## Screen actions - Filter

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Enter translated bank information

Use the Bank Information - Language Maint. screen, ACP141D-03, to enter the translated name and address for the bank record that you selected on the previous screen.

The screen displays the name and address, in your master file (base) language, from the Bank Master File, ABK. Enter the translated information in the fields at the bottom of the screen. When you press Enter, the system updates the Bank Master MLS Address file, ABX.

Access: Enter from the Bank Master Language Override screen, ACP141D-01

## Field descriptions - ACP141D-03

Fields	Description
<b>Company (3,0):</b>	If you are in Create or Copy mode, specify the number of the company associated with the bank record to create or copy.
<b>Bank Code (3,A):</b>	If you are in Create or Copy mode, specify the bank code of the record to create or copy.
<b>Currency (3,A):</b>	If you are in Create or Copy mode, specify the currency associated with the bank record to create or copy.
<b>Language Code (3,A):</b>	If you are in Create or Copy mode, specify a language to use for translation.
<b>Bank Name (30,A):</b>	Specify the bank name in the selected language.
<b>Contact Name (50,A):</b>	Specify the name of the contact in the selected language.
<b>Address (lines 1-6) (50,A):</b>	Specify the address for this bank in the selected language.
<b>Review:</b>	The Review field shows a value of 1 if the field needs to be reviewed for possible translation.

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## Screen actions - ACP141D-03

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Bank/collectors language override, ACP142D

Use the Bank/Collectors Language Override program, ACP142D, to enter the translations for bank master names and addresses. The screen lists existing records in the Bank/Collectors MLS Address file, CARBX. See Auto Create Language Record, SYS091D, and Mass Create Language Records, SYS092D, for more information.

If you use the auto-create feature, the list of bank records on the ACP142D-01 screen includes changes made in Bank Master Maintenance, ACP140D1, which the process created in the Bank/Collectors MLS Language file, CARBX. The new and updated records have status Review Required. After you translate the names and addresses and press Enter, the status changes to Active.

If you did not auto-create the CARBX records, use action 1=Create to create the records in this program. When you create a record in the language extension file, the system copies the record, in your master file (base) language, from the Bank/Collectors Master file, CARBM, to the CARBX file. The record is then available for translation.

If you use the Infor Development Framework (IDF) you must create a blank Language record in SYS091D for File 019 and Language Code \*\*\*. ACP140D2 automatically creates and maintains this record. The blank Language record is not listed on ACP142D-01 and you cannot revise or delete it. To display or copy the record, enter action 5=Display or 3=Copy, specify the bank code number, and leave the language field blank.

Access:

- Menu ACP02
- Action 15=Collectors Language Override from the Bank Maintenance screen, ACP140D1-01
- F21=Language Override from the Bank Maintenance screen, ACP140D2-03

## Add or select a bank record to translate

Use the Bank Master Language Override screen, ACP142D-01, to add or select a bank record to translate.

## Field descriptions - ACP142D-01

<b>Fields</b>	<b>Description</b>
<b>Line actions</b>	All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 17)</i> in the overview information in this document.
<b>Act (2,0):</b>	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 LX functions. See <i>Generic help text for line actions (p. 17)</i> in the overview information in this document.
<b>Company (3,0):</b>	Specify the number of the company associated with the bank record to translate.
<b>Bank Code (3,A):</b>	Specify the bank code of the record to translate.
<b>Currency (3,A):</b>	Specify the currency code associated with the bank record to translate.
<b>Language (3,A):</b>	Specify the language to use in the translation.
<b>Status:</b>	This field displays the status of the record: Active, Inactive, or Review Required. Review Required displays only for active records for which address information may require translation.

## Screen actions - ACP142D-01

<b>Commands</b>	<b>Description</b>
<b>F13=Filters</b>	Access the Filter Options screen to select from the following sequences: 1=Company/Bank/Currency/Language - Active 2=Company/Bank/Currency/Language - All 3=Only Review Required Records  You can also specify a single language to which to restrict the list.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 18)* in the overview information in this document.

## Filter Options

Use the Filter Options screen to limit the list of bank records.

### Field descriptions - Filter

Fields	Description
<b>Filter Options (1,0):</b>	Specify one of the following options to limit the list of records. 1=Company/Bank/Currency/Language - Active 2=Company/Bank/Currency/Language - All 3=Only Review Required Records
<b>Filter (3,A):</b>	Specify a language to display only records for that language.

### Screen actions - Filter

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Enter translated bank information

Use the Bank/Collectors Information - Language Maint. screen, ACP142D-03, to enter the translated name and address for the bank record that you selected on the previous screen.

The screen displays the name and address, in your master file (base) language, from the Bank/Collectors Master file, CARBM. Enter the translated information in the fields at the bottom of the screen. When you press Enter, the system updates the Bank/Collectors MLS Address file, CARBX.

Access: Enter from the Bank/Collectors Language Override screen, ACP142D-01

### Field descriptions - ACP142D-03

Fields	Description
<b>Company (3,0):</b>	If you are in Create or Copy mode, specify the number of the company associated with the bank record to create or copy.
<b>Bank Code (3,A):</b>	If you are in Create or Copy mode, specify the bank code of the record to create or copy.
<b>Currency (3,A):</b>	If you are in Create or Copy mode, specify the currency associated with the bank record to create or copy.
<b>Language Code (3,A):</b>	If you are in Create or Copy mode, specify a language to use for translation.
<b>Bank Name (50,A):</b>	Specify the bank name in the selected language.
<b>Address (50,A):</b>	Specify the bank address in the selected language.
<b>City (50,A):</b>	Specify the city in the selected language.
<b>Review:</b>	The Review field shows a value of 1 if the field needs to be reviewed for possible translation.

### Screen actions - ACP142D-03

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Bank account master listing, ACP145D

This program produces a listing of all active bank codes in the Bank Master file, sequenced by company. You maintain bank codes in Accounts Payable Maintenance. The codes are stored in the Bank Master file, ABK.

Access: Menu ACP02 or Menu CSH

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## Print a bank code report

Use the Bank Master Listing screen, ACP145D-01, to print a list of active bank codes.

### Field descriptions - ACP145D-01

<b>Fields</b>	<b>Description</b>
<b>Override Print Option (1,0):</b>	<p>Specify the language in which to print name and address information for bank records. If you use the default print option 0, Infor LX prints the report in the master file (base) language. If you select option 1 or 2, but a language record does not exist, the system prints the information from the base master file. If you choose options 3 or 4, but a language record does not exist, the report does not include data for that record. Before you submit the job, verify that your printer supports the languages that you select for the report.</p> <p>0=Print Base Name and Address Information. If you choose option 0, the name and address information prints in the master file (base) language.</p> <p>1=Print User Language Override for Name/Address. If you choose option 1, the name and address information prints in the language associated with your User ID.</p> <p>2=Print Language Overrides in Company Language. If you choose option 2, the name and address information prints in the language associated with the company code.</p> <p>3=Print Language Overrides in Specified Language. If you choose option 3, you must specify a valid language code in the promptable field to the left of the option. The information prints in the specified language.</p> <p>4=Print All Available Languages. If you choose option 4, the name and address information prints multiple times with all address records found for the bank record in the ABX/CARBX files.</p>
<b>Language (3,A):</b>	<p>Specify the language to use on the report.</p>

## Screen actions - ACP145D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Vendor type master maintenance, ACP150D1

This program groups a company's vendors into certain vendor types. The members of a vendor type typically have a logical similarity, such as geographic location or trade.

The vendors of a specific vendor type share the following data: a vendor type description and a currency code. Vendor types are stored in the ATY file.

You assign cost buckets on the vendor type level on the Vendor Type Maintenance detail screen, ACP150D2-01. You can then enter cost buckets on the appropriate distribution line to distribute special charges over the items costed on a purchase order. Every time you use this vendor type, the distributed line amounts also update the corresponding cost buckets. For more information on cost buckets, see the Cost Bucket field description.

Access: Menu ACP02

### Add or select a vendor type

Use the Vendor Type Maintenance selection screen, ACP150D1-01, to add a vendor type or to specify the vendor type to view, maintain, or print.

## Field descriptions - ACP150D1-01

Fields	Description
<b>Company (3,0):</b>	Specify the code of the company for which to maintain the vendor type.  When you enter a company code, Infor LX checks to see if you are authorized to this company. You set up company security in Infor LX User Authorization Maintenance, SYS600. You can continue with this program only if you are either an Infor LX security officer or authorized to this company.
<b>Vendor Type (4,A):</b>	Specify the vendor type code to maintain.
<b>Currency Code (3,A):</b>	Specify the currency code of this vendor type grouping.



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## Screen actions - ACP150D1-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Add, maintain, or view a vendor type

If you continue with vendor type maintenance, the system displays the Vendor Type Maintenance detail screen, ACP150D2-01.

## Field descriptions - ACP150D2-01

Fields	Description
<b>Description (35,A):</b>	Specify the vendor type description. The system displays this description in various applications to identify the vendor type.
<b>Bank Code (3,A):</b>	Specify the bank code to associate with this vendor type. You establish bank codes in Bank Account Master Maintenance, ACP140.
<b>Profit Center (10,A):</b>	Advanced Transaction Processing (ATP) uses profit center field values to resolve segment values for CEA or EGLi journal entries. You can specify up to 10 digits in the Profit Center field.  See the Applications and Accounting Entries section of the ATP Configuration guide for additional information.
<b>Liability (23,A):</b>	Advanced Transaction Processing (ATP) uses profit center field values to resolve segment values for CEA or EGLi journal entries.
<b>Discounts Available (23,A):</b>	Advanced Transaction Processing (ATP) uses profit center field values to resolve segment values for CEA or EGLi journal entries.
<b>Discounts Taken (23,A):</b>	Advanced Transaction Processing (ATP) uses profit center field values to resolve segment values for CEA or EGLi journal entries.
<b>Auto Dist 1-4 (23,A):</b>	Advanced Transaction Processing (ATP) uses profit center field values to resolve segment values for CEA or EGLi journal entries.
<b>Discount (1,A):</b>	Specify whether a discount is offered. The system uses the values in the distribution screen in Invoice Entry, ACP500.

- DstToCstBkt (3,0):** Specify the cost bucket number to which the distribution on this line is costed. If no cost bucket is used, leave this field blank.
- Cost buckets allow distribution of special charges, such as freight, over the items costed on a purchase order. The system uses the values in the distribution screen in Invoice Entry, ACP500.
- Profit Center: Realized Gain/Loss (12,A):** The system displays the Realized Gain/Loss fields if the currency code entered on the Vendor Type Maintenance - Selection screen, ACP150D2-01, is different than the base currency of the company associated with this vendor type. ATP uses profit center field values to resolve segment values for CEA or EGLi journal entries.
- Profit Center: Unrealized Gain/Loss (12,A):** The system displays the Unrealized Gain/Loss fields if the currency code entered on the Vendor Type Maintenance - Selection screen, ACP150D2-01, is different than the base currency of the company associated with this vendor type. ATP uses profit center field values to resolve segment values for CEA or EGLi journal entries.

#### Screen actions - ACP150D2-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Vendor types listing, ACP155D

This program produces a listing of the Vendor Types Master file, sequenced by company number and vendor type. You can limit the information by company number, vendor type, and currency code ranges. You maintain vendor types in Vendor Types, ACP150. Vendor types are stored in the ATY file.

Access: Menu ACP02

### Print a vendor type report

Use the Vendor Type Listing screen, ACP155D-01, to specify the selection criteria for the report.

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

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## Field descriptions - ACP155D-01

Fields	Description
<b>From Company (3,0):</b>	Specify a range of values to limit the companies to include in the report. The system returns the authorized companies to the calling program and omits any unauthorized records.
<b>To Company (3,0):</b>	Specify a range of values to limit the companies to include in the report. The system returns the authorized companies to the calling program and omits any unauthorized records.
<b>From Vendor Type (4,A):</b>	Specify a range of values to limit the vendor types to include in the report.
<b>To Vendor Type (4,A):</b>	Specify a range of values to limit the vendor types to include in the report.
<b>From Currency Code (3,A):</b>	Specify a range of values to limit the currency codes to include in the report.
<b>To Currency Code (3,A):</b>	Specify a range of values to limit the currency codes to include in the report.

## Screen actions - ACP155D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Vendor terms maintenance, ACP160D1

This program allows maintenance of vendor terms, which you individually assign to each vendor. Vendor terms designate the due date and the discount date as a number of days after the invoice date. You establish the discount percentage here. Vendor terms are stored in the AVT file.

Rather than use the method specified above, you can override due dates and discount dates so that calendar days are used to age invoices.

Access: Menu ACP02

## Add or select a vendor terms code

Use the Vendor Terms Maintenance selection screen, ACP160D1-01, to add a vendor type or to specify a vendor type to view, maintain, or print.

### Field descriptions - ACP160D1-01

<b>Fields</b>	<b>Description</b>
<b>Line actions</b>	<p>The action codes described in the following section are available:</p> <p><b>14=Language Override</b></p> <p>Access the Vendor Terms Language Override screen (ACP161D-01) to select a record to translate. The list is positioned at the vendor terms code you selected on ACP160D1-01.</p> <p>All other line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 17)</i> in the overview information in this document.</p>
<b>Terms Code (2,A):</b>	Specify the vendor terms code to maintain.
<b>Method (1,A):</b>	<p>The value in this field determines the calculation for the due date. Use one of the following calculation methods:</p> <p><b>Valid choices</b></p> <ul style="list-style-type: none"> <li>■ <b>0=Number of Days</b> 1=End of Month</li> <li>■ <b>1=End of Month</b> 2=End of Month Fixed Day</li> <li>■ <b>2=End of Month Fixed Day</b> The Number of Days method uses a combination of Payment Due Days and Due Date Override to calculate Payment Date. You can use Fixed Day of Month if you do not use the Due Date Override field.</li> </ul>

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## Screen actions - ACP160D1-01

Commands	Description
<b>F15=Toggle Language</b>	Toggle display of the description between the User language and the master file (base) language.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Add, maintain, or view vendor terms details

Use the Vendor Terms Maintenance detail screen, ACP160D2-01, to add, maintain, or view information for the terms code you have selected to maintain.

## Field descriptions - ACP160D2-01

Fields	Description
<b>Due Days (3,0):</b>	Specify the number of days after the invoice date that the payment is due. The system uses the invoice date established through Invoice Entry, ACP500, to calculate the due date according to the entry made here.
<b>Discount Days (3,0):</b>	Specify the number of days after the invoice date that a discount is normally available. The system uses the invoice date established through Invoice Entry, ACP500, to calculate the last discount available date according to the entry made here.
<b>Discount Percentage (5,2):</b>	Specify the discount percentage for the system to use to calculate default discount amounts. When the system generates discount amounts, it multiplies each discountable total by this value (the discount percentage divided by 100) to calculate both the individual discount amounts and the total discount amount for an invoice.
<b>Description (15,A):</b>	Specify a description of the discount terms, such as 10 day, 30 day, and so on.
<b>Override Due Date (4,0):</b>	Specify the override due date. Specify the date in month/day format, MMDD. The system considers the invoice due on this date starting with the month following the invoice date month. To specify the same date for every month, use 99 for the Month entry.

The Override Due Date field can also work in conjunction with the Due Days field. If you specify due days with an override terms code, the invoice's due date is first calculated on the basis of the override due date. Then, the due days are added to the previously calculated invoice due date.

Example: If you specify the Override Due Date as 9915, that is, the 15th of each month, the Due Days value is 10, and the invoice date is January 5, 2006 (01/05/06), then the due date is first calculated as the 15th of the month following the invoice date month (02/15/06). Then 10 days are added to that date (02/25/06). Therefore, the invoice due date is 02/25/06.

**Override Discount Date (4,0):** Specify the override discount date. Specify the date in month/day (MMDD) format. The system considers the discount period to end on this date. To specify the same date for every month, use 99 for the Month entry.

The Override Discount Date field works in conjunction with the Discount Days field in the same manner as the Override Due Date/Due Days. See the example under Override Due Date.

**Tax Amt Before Discount (1,A or blank):** Specify Y to tax invoice line amounts before you apply any discounts. If you use this terms code on an invoice, all taxes are computed before discounts are taken. To discount invoice amounts first and then apply taxes, leave this field blank.

**End of Month Due Days (3,0):** This field is only available for End of Month and End of Month Fixed Days methods. Specify the number of days after determining the end of month date that the payment is due.

**End of Month Number (2,0):** Specify the number of months past the payment value date to establish the End of Month date.

This field can contain a number between 0 and 00 where 1=End of Current Month, 2=End of the Next Month, and so on. You must enter a value for End of Month Number or Payment Due Days. You cannot enter values for both of these fields. The End of Month Number field is available only for End of Month and End of Month Fixed Days methods.

**Fixed Day of Month (2,0):** Specify the fixed day of the month to use as the payment due date after all other due date calculations occur. You can specify up to three Fixed Days. The days must be in ascending order (for example 5, 12, 19). For the Payment Due Day, the system uses the last day of a particular month as the default if an entry in the Fixed Day of Month field is greater than the last day of that month. For example, if the Fixed Day of Month Sequence is 10, 20, 31 and the calculated date is September 22, the invoice due date is September 30.

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## Screen actions - ACP160D2-01

Commands	Description
<b>F21=Language Override</b>	Access the Vendor Terms Language Override screen (ACP161D-01) to select a record to translate. The list is positioned at the vendor terms code you selected on ACP160D1-01.
<b>F22=Toggle Language</b>	Toggle display of the description between the User language and the master file (base) language.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Vendor terms language override, ACP161D

Use the Vendor Terms Language Override program, ACP161D, to enter the translations for vendor terms codes. The screen lists existing records in the Vendor Terms MLS File, AVE. See Auto Create Language Record, SYS091D, and Mass Create Language Records, SYS092D, for more information.

If you use the auto-create feature, the list of vendor terms records on the ACP161D-01 screen includes changes made in Vendor Terms Maintenance, ACP160D1, which the process created in the Vendor Terms MLS File, AVE. The new and updated records have status Review Required. After you revise the description of the terms code and press Enter, the status changes to Active.

If you did not auto-create the AVE records, use action 1=Create to create the records in this program. When you create a record in the language extension file, the system copies the record, in your master file (base) language, from the Vendor Terms Master file, AVT, to the AVE file. The record is then available for translation.

If you use the Infor Development Framework (IDF) you must create a blank Language record in SYS091D for File 008 and Language Code \*\*\*. ACP160D2 automatically creates and maintains this record. The blank Language record is not listed on ACP161D-01 and you cannot revise or delete it. To display or copy the record, enter action 5=Display or 3=Copy, specify the terms code, and leave the language field blank.

Access:

- Menu ACP02
- Action 14=Language Override from the Vendor Terms Maintenance screen, ACP160D1-01
- F22=Language Override from the Vendor Terms Maintenance screen, ACP160D2-01

## Add or select a vendor terms code record to translate

Use the Vendor Terms Language Override screen, ACP161D-01, to add or select a vendor terms code record to translate.

### Field descriptions - ACP161D-01

<b>Fields</b>	<b>Description</b>
<b>Line actions</b>	All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 17)</i> in the overview information in this document.
<b>Act (2,0):</b>	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 LX functions. See <i>Generic help text for line actions (p. 17)</i> in the overview information in this document.
<b>Terms Code (2,A):</b>	Specify the terms code of the record to translate.
<b>Language (3,A):</b>	Specify the language to use in the translation.
<b>Description (15,A):</b>	This field displays the description associated with the terms code record to translate.
<b>Status:</b>	This field displays the status of the record: Active, Inactive, or Review Required. Review Required displays only for active records for which descriptive information may require translation.

### Screen actions - ACP161D-01

<b>Commands</b>	<b>Description</b>
<b>F13=Filters</b>	Access the Filter Options screen to select from the following sequences: 1=Vendor Terms Code/Language - Active 2=Vendor Terms Code/Language - All 3=Only Review Required Records  You can also specify a single language to which to restrict the list.



All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 18)* in the overview information in this document.

## Filter Options

Use the Filter Options screen to limit the list of terms code records.

### Field descriptions - Filter

Fields	Description
<b>Filter Options (1,0):</b>	Specify one of the following options to limit the list of records. 1=Vendor Terms Code/Language - Active 2=Vendor Terms Code/Language - All 3=Only Review Required Records
<b>Language (3,A):</b>	Specify a language to display only records for that language.

### Screen actions - Filter

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Enter translated terms code descriptions

Use the Vendor Terms - Language Maintenance screen, ACP161D-03, to enter the translated description of the vendor terms code that you selected on the previous screen.

The screen displays the description, in your system default language, from the Vendor Terms Master file, AVT. Enter the translated description in the field at the bottom of the screen. When you press Enter, the system updates the Vendor Terms MLS file, AVE.

Access: Enter from the Vendor Terms Language Override screen, ACP161D-01

### Field descriptions - ACP161D-03

<b>Fields</b>	<b>Description</b>
<b>Terms Code (2,A):</b>	If you are in Create or Copy mode, specify the vendor terms code of the record to create or copy.
<b>Language (3,A):</b>	If you are in Create or Copy mode, specify the language of the record to create or copy.
<b>Description (15,A):</b>	Specify the description of the terms code in the selected language.
<b>Review:</b>	The Review field shows a value of 1 if the field needs to be reviewed for possible translation.

### Screen actions - ACP161D-03

<b>Commands</b>	<b>Description</b>
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Vendor terms master listing, ACP165D

This program produces a listing of the records in the Vendor Terms file, sequenced by terms code. You can limit the information contained in this listing by terms code range. You maintain vendor terms in Vendor Terms, ACP160D1. The vendor terms are stored in the AVT file.

Access: Menu ACP02

### Print a vendor terms report

Use the Vendor Terms Listing screen, ACP165D-01, to specify the selection criteria for the report.

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## Field descriptions - ACP165D-01

<b>Fields</b>	<b>Description</b>
<b>From Terms Code (2,A):</b>	Specify a range of values to limit the terms codes to include in the report. For information on range fields, see the <i>Ranges</i> in the overview section of this document.
<b>To Terms Code (2,A):</b>	Specify a range of values to limit the terms codes to include in the report. For information on range fields, see the <i>Ranges</i> in the overview section of this document.
<b>Override Print Option (1,0):</b>	<p>Specify the language in which to print the description for the terms code records. If you use the default print option 0, Infor LX prints the report in the master file (base) language. If you select option 1, but a language record does not exist, the system prints the information from the base master file. If you choose options 3 or 4, but a language record does not exist, the report does not include data for that record. Before you submit the job, verify that your printer supports the languages that you select for the report.</p> <p>0=Print Base Description Information. If you choose option 0, the description prints in the master file (base) language.</p> <p>1=Print User Language Override for Description. If you choose option 1, the description prints in the language associated with your User ID.</p> <p>3=Print Language Overrides in Specified Language. If you choose option 3, you must specify a valid language code in the promptable field to the left of the option. The information prints in the specified language.</p> <p>4=Print All Available Languages. If you choose option 4, the description prints multiple times with all records found for the selected vendor terms code record in the AVE file.</p>
<b>(Language) (3,0):</b>	Specify the language to use on the report.

## Screen actions - ACP165D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Payment types maintenance, ACP170D1

This program allows you to define the payment types, for example, check, draft, EDI, which are used to pay vendor invoices. You can use this program for Accounts Receivable to define the payment types that you receive from customers. You use F13 to designate the origin of the payment, A/R or A/P.

A code is first assigned to each payment type in this program; then the codes are assigned to vendor(s) in IDF Vendor or to customer(s) in IDF Customer. However, you can override these codes in Order Entry, ORD500, and Customer Document Release, BIL500D, for A/R payment type codes, or on individual invoices, ACP500, or payments, ACP600, for A/P payment type codes.

In Cash Management (CSH), you must define the draft payment type. This payment type requires you to set additional parameters. The Payment Type Maintenance screen, ACP170D2-01, requires you to specify additional parameters that pertain to the recording and printing of drafts issued and paid.

The only restriction in Payment Type Maintenance for A/P is that you must define the payment type for check as C. You cannot use C to represent any other payment type.

Access: Menus ACP02, CSH, and ACR01

### Add or select a payment type

Use the Payment Type Selection screen, ACP170D1-01, to add a payment type or to select a payment type to maintain, display, or print.

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 Field descriptions - ACP170D1-01

Fields	Description
<b>Payment Type (1,A):</b>	Specify a one-character alphanumeric code to represent the payment type to maintain.

## Screen actions - ACP170D1-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Add, maintain, or view payment type information

Use the Payment Type Maintenance screen, ACP170D2-01, to specify information for the payment type you added or selected on the Payment Type Selection screen, ACP170D1-01.

## Field descriptions - ACP170D2-01

Fields	Description
<b>Description (10,A):</b>	Specify the description of this payment type to identify the type in other applications.
<b>Record Draft (1,0):</b>	<p>If you use Draft Management (CSH) for payment processing and accessed this program through Accounts Payable or by the selection of a vendor filter, specify whether to record drafts of this payment type in Accounts Payable during A/P processing, Payment Selection, ACP600.</p> <p>Specify one of the following values:</p> <ul style="list-style-type: none"> <li>■ 0=Not Recorded</li> <li>■ 1=Record in Accounts Payable</li> </ul> <p>If you record this draft in A/P, you must specify 1 in the Record Payment field.</p> <p>If you use Draft Management (CSH) for payment processing and you accessed the program through Accounts Receivable or by the selection of a customer filter, specify whether to record drafts of this payment type in Billing, in Accounts Receivable when the payment is entered, or not at all.</p> <p>Specify one of the following values:</p>

- 0=Not Recorded
- 1=Record in Billing
- 2=Record in Accounts Receivable

Even if you select 2, record in Accounts Receivable, the invoice is created in Billing, not here.

If this draft is recorded in A/R, you must specify 1 in the Record Payment field.

**Record Payment (1,0):** If you use Draft Management (CSH) for payment processing and you accessed the program through Accounts Payable or by the selection of a vendor filter, specify whether to record payments of this payment type in Accounts Payable during Payment Selection, ACP600.

Specify one of the following values:

- 0=Not Recorded
- 1=Record Through Accounts Payable

If you record this payment in A/P, you must specify 1 in the Record Draft field.

If you use Draft Management (CSH) for payment processing and you accessed the program through Accounts Receivable or by the selection of a customer filter, specify whether to record payments of this payment type through Accounts Receivable.

Specify one of the following values:

- 0=Not Recorded
- 1=Record Through Accounts Receivable

If you record this payment through Accounts Receivable, you must specify 2 in the Record Draft field.

**Print Draft (1,0):** If you use Draft Management (CSH) for payment processing and you accessed this program through Accounts Payable or by the selection of a vendor filter, specify whether to print this draft after processing payments in Make Payments, ACP650.

Specify one of the following values:

- 0=Do Not Print
- 1=Print Draft

If you use Draft Management (CSH) for payment processing and you accessed this program through Accounts Receivable or by the selection of a customer filter, specify whether to print this draft after processing payments in Make Payments, ACP650, and Cash and Memo Posting, ACR500.

Specify one of the following values:

- 0=Do Not Print
- 1=Print Draft

### Screen actions - ACP170D2-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Payment type listing, ACP175D

This program produces a listing of payment types and their descriptions. You can print only A/P, only A/R, or all payment types. The listing is printed in alphanumeric order by payment type code: A/P payment types first, followed by A/R payment types. You maintain payment types in the Payment Types program. Payment types are stored in the System Parameters file, ZPA.

Access: Menus ACP02, CSH, and ACR01

### Print a payment type report

Use the Payment Type Listing screen, ACP175D-01, to specify the selection criteria for the report.

### Field descriptions - ACP175D-01

Fields	Description
<b>Print Payment Types for A/P (1,A):</b>	Specify 1, Yes, to print payment types for A/P. Otherwise, specify 0, No. If you print both A/P and A/R payment types, the report first lists the A/P payment types in alphanumeric order, followed by the A/R payment types.
<b>Print Payment Types for A/R (1,A):</b>	Specify 1 Yes, to print payment types for A/R. Otherwise, specify 0, No. If you print both A/P and A/R payment types, the report first lists the A/P payment types in alphanumeric order, followed by the A/R payment types.

## Screen actions - ACP175D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Application control maintenance, ACP180B

This program establishes basic processing information for Accounts Payable. You can also run this program from System Parameters Generation, SYS800.

Access: Menu ACP02 or from SYS800D-01

### Specify accounts payable parameters

Use the A/P Application Control Maintenance screen, ACP180D-01, to specify parameters for Accounts Payable.

### Field descriptions - ACP180D-01

Fields	Description
<b>Combined Checks/Remittance Advices (1,A):</b>	Specify Y to use combined remittance advice/check forms, as opposed to separate remittance advices and checks. Otherwise, specify N.
<b>Number of Days to Retain Data (3,0):</b>	Specify the number of days to store reconciled payables and payments on the system. The starting date for this time interval is the date of the last transaction made on either the payable or the payment.
<b>Next One Time Vendor (8,0):</b>	Specify the number to automatically assign to the next one-time vendor that you create. This field must contain a number between 1 and 99999 and cannot be blank.  The system decrements this entry after it assigns a number to the next one-time vendor. The number assigned to the next one-time vendor is one less than the last number. Be careful to establish a starting number that does not interfere with your permanent vendor numbers; this might require that you reset this value periodically. You can set this value above or below your own vendor numbers to avoid confusion.



These numbers are only assigned if you create the one-time vendor in Invoice Entry on the Invoice Entry: Selection screen, ACP500D1-01. For vendors created through IDF Vendor, you must manually assign vendor numbers, even if the vendors are one-time vendors.

**Automatic Distribution on Invoice Entry (1,A):** This field is no longer in use because the journal entries for transactions are non-determined using reason codes in combination with program number.

**Take All Discounts (1,A):** Specify Y to automatically take all discounts regardless of discount dates. Otherwise, specify N.

**Set Payments to Zero (1,A):** Specify Y to automatically set the payment amount for invoices selected for payment to zero (0), and thereby force the user to specify the amount paid. If you specify N, the system assumes that the entire amount is to be paid and inserts this amount; however, you can override this amount.

This parameter sets the default flag in Payment Selection, ACP600, the first time you access the program. The default flag is the Set Payment Amounts to Zero field on the Payment Selection screen, ACP600D-02. If you change the default value for a payment selection session, that default value remains until you change it the next time you access the program. The value always reflects the last entry that was made in the field.

**Produce Remittance Advices if Zero Payments (1,A):** Specify Y to print remittance advices on vendors whose invoice payments net to zero (0). These remittance advices are produced only if the selected vendors have invoice payments greater than zero on the same check run process. You produce remittance advices in Make Payments, ACP650.

**Print Words on Checks (1,A):** Specify Y to print the amount of a check in both words and numbers on the check. If you specify N, the system prints the amount in numbers in both fields of the check.

**Check Processing Sequence (1,A):** Specify A to print the checks in alphanumeric order by the vendor alpha code, or N to print the checks in numerical order by vendor number.

**Tax Lag Days (3,0):** Specify the number of days to determine whether to record the tax element of a vendor invoice as lagged. If the number of days between the invoice date and invoice receipt date is equal to or greater than the value specified here, the system records the tax as lagged.

**Prefix Specific Numbering (1,0):** **Changed:** MR80986 Modified the help as per the prefix specific numbering of the invoice number

This field indicates whether to assign a document sequence number to all vendor invoices entered in Accounts Payable. The document sequence number is separate from the vendor's invoice number.

Valid entries are:

- 0 = Do not assign sequence number.
- 1 = Assign sequence number at invoice entry and log invoice entry.
- 2 = Assign sequence number at invoice entry and time invoice is unlogged.

If Prefix Specific Numbering parameter is set to 0, the Default Invoice Number or Prefix/No parameter must be 0.

Use caution if you change this field.

The system retrieves the next document sequence number from the Document Sequence File, RDS. You maintain this file in Document Sequence Maintenance, ACR160.

**Default Invoice Number or Prefix/No (1,0) :** *Added: MR80986 Added a new field for default invoice number*

This parameter controls the display of invoices in ACP inquiry and payment programs. If Prefix Specific Numbering parameter is set to 0, the Default Invoice Number or Prefix/No parameter must be 0.

Valid entries are:

- 0=Invoice
- 1=Prefix/No

If 0 is specified, the displayed invoices use the Invoice Number order in the ACP inquiry and payment programs as the default value.

If 1 is specified, the displayed invoices use the Sequence Number order in the ACP inquiry and payment programs as the default value.

**Auto create of negative C transactions:** This field determines whether a negative transaction is created against a closed or matched GRN when you void or credit the invoice.

Valid entries are:

- 0=No. Do not create a negative C transaction.
- 1=Yes. Create a negative C transaction for the appropriate amount when the invoice is voided or credited.

Caution: Set this parameter to 0=No if you have set Last Cost as the costing method to use to update material costs in the Inventory and Costing System Parameters screen, CST820D-01. You must do this to avoid creating a negative Last Cost.

Be sure to review the updated cost records to make sure that the costs were updated as expected.

**Open GRN with Void or Credit (1,0):** This field determines whether the GRN is reopened if you void the invoice or create a credit memo.

Valid entries are:

- 0=No. Do not reopen the GRN.
- 1=Yes. Reopen the GRN automatically. This takes place after you create the negative transaction in Invoice Entry, ACP500D2, and press Enter.
- 2=Manual. Allow the GRN to reopen. You can reopen the GRN, but you must do it manually.

**Credit allowed for a matched/closed GRN (1,0):**

This field determines whether you can create a credit memo against a matched or closed GRN.

Valid entries are:

- 0=No. Do not allow creation of a credit memo.
- 1=Yes. Allow creation of a credit memo.

**Auto Calculate Discounts in Invoice Entry (1,0):**

This field determines whether the system calculates discounts automatically in invoice entry.

Valid entries are:

- 0=No. Do not allow auto calculation of discounts. Use F16=Auto Discount to calculate discounts.
- 1=Yes. Allow auto calculation of discounts. The system calculates any discounts when you press Enter in Invoice Entry Distribution, ACP500D4-01.

Screen actions - ACP180D-01

**Commands**

**Description**

**Standard screen actions**

All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 18)* in the overview information in this document.

## Application control listing, ACP185D

This program lists the values established on the A/P Application Control Maintenance screen, ACP180D-01. You can run the report in batch or interactive. There is no selection criteria.

Access: Menu ACP02

## Print an accounts payable parameters report

Use the A/P Application Control Listing screen, ACP185D-01, to print an accounts payable parameters report.

### Field descriptions - ACP185D-01

<b>Fields</b>	<b>Description</b>
<b>Run Time Parameter (1,0):</b>	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 - ACP185D-01

<b>Commands</b>	<b>Description</b>
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Approval code selection, ACP190D1

Use this program to define the approval codes by company for use during Preliminary Invoice Entry. You can use the Approval Code in the Company Master, ACR120, as the default value and override the code during Preliminary Invoice Entry.

Access: Menu ACP02

### Add or select an approval code

Use the Approval Code Selection screen, ACP190D1-01, to add an approval code or to select an approval code to maintain or view.

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 Field descriptions - ACP190D1-01

Fields	Description
<b>Company (3,0):</b>	Specify the code of the company for which to create or maintain this approval code.
<b>Approval Code (3,A):</b>	Specify the approval code to maintain or create.

## Screen actions - ACP190D1-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Add, maintain, or view approval code information

Use the Approval Code Maintenance screen, ACP190D2-01, to add, view, or maintain information for the approval code you selected on the Approval Code Selection screen, ACP190D1-01.

## Field descriptions - ACP190D2-01

Fields	Description
<b>Company (3,0):</b>	Specify the code of the company for which to create or maintain this approval code.
<b>Approval Code (3,A):</b>	Specify the approval code to maintain or create.
<b>Approval Code Description (30,A):</b>	Specify a description for the approval code to create or maintain.
<b>Address (50,A):</b>	Specify the address information for the person to approve preliminary invoices under this approval code.
<b>State (3,A):</b>	Specify the state code.
<b>Country (4,A):</b>	Specify the country code.
<b>Postal Code (9,A):</b>	Specify the postal code.

**Phone Number (25,A):** Specify the phone number for the person to approve preliminary invoices under this approval code.

**Fax Number (25,A)** Specify the fax number, if any, for the person to approve preliminary invoices under this approval code.

**E-Mail Address (80,A)** Specify the e-mail address, if any, for the person to approve preliminary invoices under this approval code.

#### Screen actions - ACP190D2-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Approval code listing, ACP195D

This program produces a listing of the Approval Code Master file, sequenced by company number and approval code. You can limit the information in this listing by company number and approval code ranges. You maintain Approval Codes in Approval Codes ACP190. Approval codes are stored in the AAC file.

Access: Menu ACP02

### Print an approval code report

Use the Approval Code Master Listing screen, ACP195D-01, to specify the selection criteria for the report. This screen contains range fields that you use to limit the data the system selects. These range fields use extreme values by default. For information on range fields, see *Ranges* in the overview section of this document.

#### Field descriptions - ACP195D-01

Fields	Description
<b>Company (3,0):</b>	Specify a range of values to limit the companies to include in the report.
<b>Approval Code (3,A):</b>	Specify a range of values to limit the approval codes to include in the report.

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## Screen actions - ACP195D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Payables requirements report, ACP200D

This program produces a listing of the payables requirements for a given company or for all companies. The report sequences the information by vendor number. The report displays totals for invoice, discount available, amount paid, discount taken, and amount outstanding for each currency in which your company pays the vendors. The detail report includes these amounts for each vendor's invoice; the summary report includes these amounts only at the vendor number level. You can limit the information contained on this report by various criteria.

The system rounds the amount fields calculated or displayed in this program based on the currency rounding method and the round-to position you selected. Depending upon the Infor LX applications that you have installed, you select a rounding method and round-to position in one of two places:

- On the Currency Code Maintenance screen, CLD107D2-01, in Multiple Currencies (MLT).
- In the Currency application in Configurable Enterprise Accounting (CEA).

This rounding process affects calculated amount totals such as invoice total, taxes total, and amounts in journals. However, the process does not affect unit cost or unit selling prices.

Access: Menu ACP

## Print a payables requirements report

Use the Payables Requirements Report screen, ACP200D-01, to specify the selection criteria for the report.

## Field descriptions - ACP200D-01

Fields	Description
<b>Company (3,0):</b>	Specify the code of the company for which to create the report. Leave this field blank to report on all companies. If you report on all companies, the

system returns the authorized companies to the calling program and omits any unauthorized records.

**Bank Code (3,A):** Specify the bank code for which to report payables requirements. To include all banks, leave the field blank.

**Invoice Date/Due Date (1,A):** Specify I to apply the date in the Include Through Date field to the invoice date or specify D to apply this date to the due date of the invoice.

For example, if you specify D in this field, and 11/30/05 (MDY) in the following field, the report includes all payables information on invoices with a due date up to and including November 30, 2005. The report does not include information on an invoice with a due date of 12/01/05.

**Include Through Date (6,0):** Specify the last date for which to report payables. This date is for either the invoice or the due date of the invoice, depending upon the entry you made in the Invoice Date/Due Date field.

**Report Sequence (1,0):** Specify 0 to sequence the report by invoice number. Specify 1 to sequence the report by assigned sequence number. The system displays this field only if the value is 1 or 2 in the Prefix Specific Numbering field in A/P Application Control Maintenance, ACP180.

**Summary Data (1,A):** Specify Y to report the payables in summarized form. Otherwise, specify N. The detail report includes information at the invoice number level; the summary report includes information at the vendor number level.

**Currency Code (3,A):** The system displays this field only if the Accounts Payable and/or purchasing MLT System? field in Multi-Currency Parameter, MLT800, is set to Y. Specify the currency code for which to report the payables requirements. To report on all currencies, leave this field blank.

**Amount Type (1,A):** The system displays this field only if the Accounts Payable and/or purchasing MLT System? field in Multi-Currency Parameter, MLT800, is set to Y. Specify T or B to designate if the currency code criterion above is the base or transaction currency of the payables requirements to report.



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## Screen actions - ACP200D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Aged payables report, ACP210D

This program produces a payables aging report. You can limit the information by various criteria.

The system rounds the amount fields calculated or displayed in this program based on the currency rounding method and the round-to position you selected. Depending upon the Infor LX applications you have installed, you select a rounding method and round-to position in one of two places:

- On the Currency Code Maintenance screen, CLD107D2-01, in Multiple Currencies (MLT)
- In the Currency application in Configurable Enterprise Accounting (CEA)

This rounding process affects calculated amount totals such as invoice total, taxes total, and amounts in journals. However, the process does not affect unit cost or unit selling prices.

Access: Menu ACP

### Print an aged payables report

Use the Aged Payables Report selection screen, ACP210D-01, to specify the selection criteria for the report. This screen contains range fields that you use to limit the data the system selects. These range fields use extreme values by default. For information on range fields, see *Ranges* in the overview section of this document.

## Field descriptions - ACP210D-01

Fields	Description
<b>From Company (3,0):</b>	Specify a range of values to limit the companies to include in the report.
<b>To Company (3,0):</b>	Specify a range of values to limit the companies to include in the report.
<b>From Vendor (8,0):</b>	Specify a range of values to limit the vendors to include in the report.
<b>To Vendor (8,0):</b>	Specify a range of values to limit the vendors to include in the report.

- Invoice Date/Due Date (1,A):** Specify I to apply the date in the Include Through Date field to the invoice date or specify D to apply this date to the due date of the invoice.
- For example, if you specify D in this field, and 11/30/05 (MDY) in the following field, the report includes all payables information on invoices with a due date up to and including November 30, 2005. The report does not include information on an invoice with a due date of 12/01/05.
- Include Through Date (6,0):** Specify the last date of the period for which to report payables. This date is for either the invoice or the due date of the invoice, depending upon the entry you made in the Invoice Date/Due Date field.
- Report Sequence (1,0):** Specify 0 to sequence the report by invoice number. Specify 1 to sequence the report by assigned sequence number. The system displays this field only if the Prefix Specific Numbering field in A/P Application Control Maintenance, ACP180, is 1 or 2.
- Summary Data (1,A):** Specify Y to report the payables in summarized form by vendor. Otherwise, specify N.
- From Currency Code (3,A):** Specify a range of values to limit the currency codes to include in the report.
- To Currency Code (3,A):** Specify a range of values to limit the currency codes to include in the report.
- Override Exchange Date (6,0):** Specify the override date to use if you print this report in Base currency. See the following field, Amount Type T/B. This date determines the spot rate, which is used to convert foreign currency-denominated amounts to base currency amounts.
- For example: assume the company's base currency is USD, US dollars. Assume that transactions have taken place in pounds sterling and euros. The system uses this override date to find the spot rates. First, the system finds the pounds sterling to US dollars exchange rate; and then the euros to US dollars exchange rate.
- If the value in the Amount Type field is T for transaction currency, then the override date must remain blank. The report prints amounts in the transaction currency.
- Amount Type (T/B) (1,A):** Specify T or B to designate whether to report the amounts on this report in their transaction (T) currencies or to convert and report the amounts in the company base (B) currency.
- If you select (T) for transaction currencies, the Override Date field must remain blank. If you select (B) for base currency, you must specify a date in that field, so that the system can access the spot rate for that date.

## Screen actions - ACP210D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Adjust the information for the aged payables report

If you continue with the aged payables report processing, the system displays the Aged Payables Report date screen, ACP210D-02. You can adjust the aging dates and descriptions by company, and thereby enable the production of aged payables reports to meet different companies' aging period requirements.

## Field descriptions - ACP210D-02

Fields	Description
<b>Invoice (Payment Due) Date (6,0):</b>	Specify the invoice date or the payment due date. This date corresponds with the Invoice Date/Due Date mode that you selected on the Aged Payables Report screen, ACP210D-01. The system uses this date to age invoices. The value that you specify in the Days field establishes the invoice date for the next aging line. The system counts the number of days past the date specified here.
<b>Days (3,0):</b>	Specify the number of days past the invoice or payment date (entered in the Invoice Date field) that this aging period includes. The number specified here determines the value that the system inserts into that aging line's invoice or payment due date field. This field is used together with either F15 or F16.  For example, you want to view aged payables for a company as of an invoice date of 04/04/06 (MDY). You also want the aging periods to be current (0 - 10), over 10 (10 - 20), over 20 (20 - 30), and over 30 (30+) days.  Specify the following data for the options on the Aged Payables Report - Company Detail screen (ACP210D-02):

Invoice Date	Days
04/04/06	blank
blank	10

blank	20
blank	30

After you use F16 to adjust dates, the system inserts the following dates:

- 04/04/06 (your entry)
- 03/25/06
- 03/15/06
- 03/05/06

You now have two options:

- You can press Enter and use F14 to process the report for this company. If you run the Aged Payables report for more than one company, the system displays the next company's aging periods. You can change these values.
- To run the payables for all of the companies under these aging dates, the system processes the aged payables for each of your companies with these aging dates. Use F17 to adjust all companies. These aging periods and dates remain the same until the next time you run Aged Payables.

## Screen actions - ACP210D-02

Commands	Description
<b>F14=Next Company</b>	Go to the next company and end the selection process. You must use this function to process your selection in either batch or interactive mode.
<b>F15=Reset Dates</b>	Reset the current screen's dates and days to their original statuses, that is, as when the screen was first displayed. You can then recapture the old information if you have entered new information and decide to change it.
<b>F16=Adjust Dates</b>	Automatically adjust the invoice or payment due dates in the middle column according to the aging days entries in the right-hand column.
<b>F17=Adjust All</b>	Adjust all of the companies that you included on the Aged Payables Report selection screen, ACP210D-01, to reflect the changes made on this screen. The system adjusts the other companies' dates and begins to process the report. After the processing is complete, you return to the menu.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Invoice listings, ACP230D

This program produces a listing of payables information for one company or for all companies. The detail listing breaks down the payables totals for each vendor by invoice and invoice line number. The summary listing gives vendor totals only. Both types of reports give the amount payable, amount paid, discount available, discount taken, and amount remaining totals. You can limit the information contained on this report by various criteria.

The system rounds the amount fields calculated or displayed in this program based on the currency rounding method and the round-to position you selected. Depending upon the Infor LX applications you have installed, you select a rounding method and round-to position in one of two places:

- On the Currency Code Maintenance screen, CLD107D2-01, in Multiple Currencies (MLT)
- In the Currency application in Configurable Enterprise Accounting (CEA)

This rounding process affects calculated amount totals such as invoice total, taxes total, and amounts in journals. However, the process does not affect unit cost or unit selling prices.

Access: Menu ACP

### Print an invoice report

Use the Invoice Listing screen, ACP230D-01, to specify the selection criteria for the report.

#### Field descriptions - ACP230D-01

Fields	Description
<b>Company (3,0):</b>	Specify the code of the company for which to create the report, or leave this field blank to list all companies.  When you leave the range blank to access all companies, the system returns the authorized companies to the calling program and omits any unauthorized records.
<b>From Vendor (8,0):</b>	Specify a range of values to limit the vendors to include in the report.
<b>To Vendor (8,0):</b>	Specify a range of values to limit the vendors to include in the report.
<b>Select Paid Invoices (1,A):</b>	Specify Y to include paid (closed) invoices on the report. Otherwise, specify N. To list voided invoices, you must specify Y.
<b>Select Unpaid Invoices (1,A):</b>	Specify Y to include unpaid (open) invoices on the report. Otherwise, specify N. To list voided invoices, you must specify Y.

**Invoice/Due/GL Post Date (I/D/P) (1,A):** Specify one of the following values to designate the date type to use in sorting the invoices on the report:

- I, invoice date
- D, due date
- P, posting date

**From Date (6,0):** Specify the start date to designate the period for which to report invoices.

**To Date (6,0):** Specify the end date to designate the period for which to report invoices.

**Summary Data (1,A):** Specify Y to report the invoices in summary format. The report includes totals at the vendor level only. If you specify N, the report includes totals for each invoice.

**Report Sequence (1,n):** Specify 0 to sequence the report by invoice number. Specify 1 to sequence the report by assigned sequence number. The system displays this field only if the value is 1 or 2 in the Prefix Specific Numbering field in A/P Application Control Maintenance, ACP180.

**Currency Code (3,A):** Specify the currency code for which to print the report; to include all currency codes, leave this field blank.

**Amount Type (T/B) (1,A):** Specify T or B to designate whether to report the amounts on this listing in their transaction (T) currencies or to convert and report the amounts in the company base (B) currency.

If you select (T) for transaction currencies, the Override Date field below must remain blank. If you select (B) for base currency, you must enter a date in that field, so that the system can access the spot rate for that date.

**Override Exchange Date (6,0):** Specify the override date to use if you print this report in Base currency. See the Amount Type field. This date determines the spot rate, which is used to convert foreign currency-denominated amounts to base currency amounts.

For example: assume the company's base currency is USD, US dollars. Assume that transactions have taken place in pounds sterling and deutschmarks. The system uses this override date to find the spot rates. First, the system finds the pounds sterling to US dollars exchange rate; and then the deutschmarks to US dollars exchange rate.

If the entry in the Amount Type is T for transaction currency, then the override date must remain blank. The report prints amounts in the transaction currency.

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## Screen actions - ACP230D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Vendors on hold listing, ACP240D

This program produces a listing of all vendors on hold, sequenced by vendor number. The data includes the vendor address, the pay-to vendor, date put on hold, payment year-to-date, discounts available year-to-date, discounts taken year-to-date, and purchases year-to-date.

There are no selection criteria for this report.

Access: Menu ACP

### Print a vendors on hold report

Use the Vendors On Hold Report screen, ACP240D-01, to print a Vendors on Hold report.

## Screen actions - ACP240D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Invoices on hold listing, ACP250D

This program produces a listing of invoices that are on hold. The report sequences the invoices by company, vendor type, pay-to vendor number, and invoice number. You can limit the information contained in this listing by company number range, summary or detail, and currency code. The detail report lists all invoice lines; the summary report lists only one line for each invoice. The totals, however, are the same.

The system rounds the amount fields calculated or displayed in this program based on the currency rounding method and the round-to position you selected. Depending upon the Infor LX applications you have installed, you select a rounding method and round-to position in one of two places:

- On the Currency Code Maintenance screen, CLD107D2-01, in Multiple Currencies (MLT)
- In the Currency application in Configurable Enterprise Accounting (CEA)

This rounding process affects calculated amount totals such as invoice total, taxes total, and amounts in journals. However, the process does not affect unit cost or unit selling prices.

Access: Menu ACP

## Print an invoices on hold report

Use the Invoices on Hold Report screen, ACP250D-01, to specify the selection criteria for the report.

### Field descriptions - ACP250D-01

Fields	Description
<b>Company (3,0):</b>	<p>Specify the code of the company for which to create the report. To report on all companies, leave blank and press Enter.</p> <p>If you leave the field blank to access all companies, the system returns the authorized companies to the calling program and omits any unauthorized records.</p>
<b>Report Sequence (1,0):</b>	<p>Specify 0 to sequence the report by invoice number. Specify 1 to sequence the report by assigned sequence number. The system displays this field only if the value is 1 or 2 in the Prefix Specific Numbering field in A/P Application Control Maintenance, ACP180.</p>
<b>Summary Data (1,A):</b>	<p>Specify Y to report the invoices in summarized form. The report summarizes information for each invoice in a single line. If you specify N, the report includes detail for each invoice line.</p>
<b>Currency Code (3,A):</b>	<p>Specify the currency code for which to report the invoices. To report on all currencies, leave this field blank.</p>
<b>Amount Type (1,A):</b>	<p><b>Changed:</b> MR81211 Modified "T" and "B" to "0=Transaction" and "1=Base" in the source Text</p> <p>Specify 0 or 1 to designate if the currency code criterion above is the base or transaction currency of the invoices to report.</p>



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## Screen actions - ACP250D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Accounts payable recap report, ACP270D

This program produces a summary listing of Accounts Payable transactions by invoice date and their totals by vendor to assist in Accounts Payable reconciliations. You can limit the information contained on this report by various criteria. All amounts shown on this report are in the individual company's base currency. You can run the report by either the posting date or the invoice date.

The system rounds the amount fields calculated or displayed in this program based on the currency rounding method and the round-to position you selected. Depending upon the Infor LX applications you have installed, you select a rounding method and round-to position in one of two places:

- On the Currency Code Maintenance screen, CLD107D2-01, in Multiple Currencies (MLT)
- In the Currency application in Configurable Enterprise Accounting (CEA)

This rounding process affects calculated amount totals such as invoice total, taxes total, and amounts in journals. However, the process does not affect unit cost or unit selling prices.

Access: Menu ACP

## Print an accounts payable recap report

Use the Accounts Payable Recap Report screen, ACP270D-01, to specify the selection criteria for the report. This screen contains range fields that you use to limit the data the system selects. These range fields use extreme values by default. For information on range fields, see *Ranges* in the overview section of this document.

## Field descriptions - ACP270D-01

Fields	Description
<b>From Company (3,0):</b>	Specify a range of values to limit the companies to include in the report.
<b>To Company (3,0):</b>	Specify a range of values to limit the companies to include in the report.

- From Vendor Type (4,A):** Specify a range of values to limit the vendor types to include in the report.
- To Vendor Type (4,A):** Specify a range of values to limit the vendor types to include in the report.
- Invoice Date or G/L Posting (1,0):** Specify P to produce the report by General Ledger posting date, or I to produce the report by invoice date. The system uses the invoice entry date as the default invoice date unless you override the date at the time you enter the invoice on the Invoice Entry screen, ACP500D2-01.
- Report Sequence (1,0):** Specify 1 to run the report in document number sequence, or leave this field blank to run the report in invoice sequence.
- From Date (6,0):** Specify a range of dates to limit the A/P transactions to include in the report.
- The opening balance includes transactions with invoice dates before this start date. The A/P transactions with an invoice date that matches or comes after this start date are listed separately and shown as affecting the opening balance.
- The report lists invoices, debit memos, credit memos, and payments that occur between the starting date through the ending date, and thus gives a closing balance for the ending date. The system adds all transactions that occur before this date to the opening balance and all transactions that take place after this date to the appropriate totals, that is, total invoices, debits, and so on.
- To Date (6,0):** Specify the cut-off date for the range of A/P transactions to include on this report. The report does not include transactions after this date.
- Print Sequence (1,0):** Specify 1 to print the report in vendor type sequence, or leave this field blank to print the report in vendor sequence.
- Override Exchange Date (6,0):** Specify the override date to use for this report. This date determines the spot rate used to convert foreign currency-denominated amounts to base currency amounts.
- For example: assume the company's base currency is USD, US dollars. Assume that transactions have taken place in pounds sterling and deutschmarks. The system uses this override date to find the spot rates. First, the system finds the pounds sterling to US dollars exchange rate; and then the deutschmarks to US dollars exchange rate.

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## Screen actions - ACP270D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Unallocated payments list, ACP280D

This program produces a listing of all unallocated payments, and the company, bank, payment type, reference number, line number, and vendor associated with each payment. Unallocated payments are those amounts that have been posted in Manual Payments, ACP700, to unallocated cash accounts; these payments are pending allocation to invoices.

Access: Menu ACP01

### Print an unallocated payments report

Use the Unallocated Payments Report screen, ACP280D-01, to specify the selection criteria for the report.

## Field descriptions - ACP280D-01

Fields	Description
<b>Company (3,0):</b>	Specify the code of the company for which to create the report. To report on all companies, leave the field blank. If you specify a company code or select all companies, the system returns the authorized companies to the calling program and omits any unauthorized records.
<b>Currency Code (3,A):</b>	Specify the currency code for which to report the unallocated payments. To report on all currency codes, leave this field blank.
<b>Amount Type (1,A):</b>	<b>Changed: MR81211 Modified "T" and "B" to "0=Transaction" and "1=Base" in the source Text</b> Specify 0 to report the unallocated payment amounts in the transaction currency value or 1 to report the unallocated payment amounts in base currency value.

## Screen actions - ACP280D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Accounts payable audit report, ACP285D

This program lists subsystem transactions and the corresponding journal entry detail for vendor transactions within the selected date range. This report is an activity report, not a balance report. You need other reports, such as Aged Payables, ACP210, and Unallocated Payment List, ACP280, to balance accounts payable to the general ledger.

The detail listing displays the vendor invoice and payment information, with the journal status, sorted by company, vendor, and date.

Your configuration of CEA can affect the level of journal detail available. No journal detail is available for transactions posted if you selected summarization without detail at the journal source in book definition or at the segment value in natural account definition. In this instance, the report displays the total of the transaction.

The vendor type for the payment section of the report is the vendor type for the invoice vendor.

The report displays the translated segment value description for the natural account description. If a translated description does not exist in the user's language, as defined in Infor LX User Authorization Maintenance, SYS600D1, the report displays the default description.

The Other status in the Transaction Status field represents accounts payable transactions with no associated subsystem cross-reference or journal information. For example, such transactions can be the result of selecting Bypass Journal during setup or of a system disconnect.

Transactions prior to version 8.2 are not saved with a transaction date, so you must run the report by posting date for legacy data. If you do not run the report by posting date for transactions prior to version 8.2, the report is not accurate.

## Print an accounts payable audit report

Use the Accounts Payable Audit Report screen, ACP285D-01, to specify the selection criteria for the report. This screen contains range fields that you use to limit the data the system selects. These range fields use extreme values by default. For information on range fields, see *Ranges* in the overview section of this document.

## Field descriptions - ACP285D-01

Fields	Description
<b>From/To Company (3,0):</b>	Specify a range of values to limit the companies to include in the report.
<b>User ID (10,A):</b>	Specify a single user ID to limit the report results to transactions created by a specific user. To list all transactions, leave this field blank.
<b>Ledger (8,A):</b>	Specify a single ledger name to limit the report results to transactions posted to a specific ledger. To list all transactions, leave this field blank.
<b>Book (10,A):</b>	Specify a single book name to limit the report results to transactions posted to a specific book. To list all transactions, leave this field blank.
<b>Date Type (1,0):</b>	Specify the date type to use with the date range. Specify 0 for the transaction (entry) date or 1 for the posting date.
<b>Date From/To (8,0):</b>	Specify a range of dates to limit the information to include in the report.
<b>Transaction Status (1,0):</b>	<p>Specify the journal status to use for this report. Report results are limited to transactions with the journal posting status you select. Specify one of the following values:</p> <p>0=All Select invoice and payment activity for all transaction status types.</p> <p>1=Posted Select only transactions that have posted to the general ledger.</p> <p>2=Unposted Select only transactions that have a status of unposted in CEA.</p> <p>3=Error Select only transactions that have a status of error in CEA.</p> <p>4=Unresolved Select only transactions that have a status of unresolved in CEA.</p> <p>5=Other Select accounts payable transactions with no associated CEA subsystem cross-reference or journal information. For example, such transactions may be the result of selecting Bypass Journal during setup or of a system disconnect.</p>

- Reason Code (5,A):** Specify a single reason code to limit the report results to transactions generated by a specific reason code. To list all transactions, leave this field blank.
- Journal Source (2,A):** Specify a single journal source to limit the report results to transactions posted with specific journal source. To list all transactions, leave this field blank.
- From/To Vendor (8,0):** Specify a range of values to limit the vendors to include in the report.
- From/To Vendor Type (4,A):** Specify a range of values to limit the vendor types to include in 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 - ACP285D-01

<b>Commands</b>	<b>Description</b>
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Select the transaction status

The system displays the Transaction Status screen if you prompt on the Transaction Status field on the Accounts Payable Audit Report screen, ACP285D-01. Use this screen to select the general ledger transaction statuses to print on the report.

### Field descriptions - status prompt

<b>Fields</b>	<b>Description</b>
<b>Transaction Status (1,0):</b>	<p>Select an option (1,0):</p> <p>Select the general ledger transaction statuses to print on the report. Choose one of the following values:</p> <p>0=All</p> <p>Select all transaction statuses, including other.</p> <p>1=Posted</p> <p>Select only transactions that have a journal status of posted in CEA.</p>

2=Unposted

Select only transactions that have a journal status of unposted in CEA.

3=Error

Select only transactions that have a journal status of error in CEA.

4=Unresolved

Select only transactions that have a journal status of unresolved in CEA.

5=Other

Select only transactions that do not have associated subsystem cross-reference or journal information. For example, such transactions may be the result of selecting Bypass Journal during setup or of a system disconnect.

Screen actions - status prompt

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Logged invoice listing, ACP290D

This program produces a listing of invoices logged in Invoice Entry, ACP500D1. The report lists the invoices by company, vendor type, and currency code. You can use the listing at period-end to create manual journal entries to accrued liability accounts.

Access: Menu ACP

### Print a logged invoice report

Use the Logged Invoice Listing screen, ACP290D-01, to specify the selection criteria for the report. This screen contains range fields that you use to limit the data the system selects. These range fields use extreme values by default. For information on range fields, see *Ranges* in the overview section of this document.

Field descriptions - ACP290D-01

<b>Fields</b>	<b>Description</b>
<b>Company (3,0):</b>	Specify a range of values to limit the companies to include in the report.
<b>From Vendor (8,0):</b>	Specify a range of values to limit the vendors to include in the report.
<b>To Vendor (8,0):</b>	Specify a range of values to limit the vendors to include in the report.
<b>Invoice/Due/Accrual Date (1,A):</b>	<p>Specify one of the following codes to designate the date type by which to select logged invoices. The system uses the following From and to Date fields along with the date type to select the logged invoices:</p> <ul style="list-style-type: none"> <li>■ I = Invoice Date</li> <li>■ D = Due Date, as determined by parameters set in SYS800</li> <li>■ A = Accrual Date</li> </ul>
<b>From Date (6,0):</b>	Specify a range of dates to limit the logged invoices to include in the report. The system uses this range of dates along with the date type you specify in the Invoice/Due/Accrual field to designate the range for which to print this report
<b>To Date (6,0):</b>	Specify a range of dates to limit the logged invoices to include in the report. The system uses this range of dates along with the date type you specify in the Invoice/Due/Accrual field to designate the range for which to print this report
<b>Report Sequence (1,0):</b>	Specify 0 in this field to sequence the report by invoice number. Specify 1 to sequence the report by assigned document sequence number. The system displays this field only if the value is 1 in the Prefix Specific Numbering field in A/P Application Control Maintenance, ACP180.
<b>Summary Data (1,A):</b>	Specify whether to report the payables in summarized form.
<b>Currency Code (3,A):</b>	Specify the code of the currency for which to print logged invoices. To include all currencies, leave this field blank.
<b>Amount Type (T/B) (1,A):</b>	Specify T to report the amounts in the transaction currency value or B to convert and report the amounts in the company base currency value.
<b>Override Exchange Date (6,0):</b>	Specify the override date to use if you print this report in base currency. See the Amount Type T/B field. This date determines the spot rate used to convert foreign currency-denominated amounts to base currency amounts.



For example: assume the company's base currency is USD, US dollars. Assume that transactions have taken place in pounds sterling and deutschmarks. The system uses this override date to find the spot rates. First, the system finds the pounds sterling to US dollars exchange rate; and then the deutschmarks to US dollars exchange rate.

If the value in the Amount T/B field is T, then the override date must remain blank. The report prints amounts in the transaction currency.

## Screen actions - ACP290D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Invoices by Approval Code Listing, ACP292D

Use this program to print a list of Invoices by Approval Code.

Access: Menu ACP

### Print an approval code report

Use the Invoices by Approval Code - Selection screen, ACP292D-01, to specify the selection criteria for the report.

## Field descriptions - ACP292D-01

Fields	Description
<b>Company (3,0):</b>	Specify the code of the company for which to print the report.
<b>Approval Code (3,A):</b>	Specify a range of values to limit the approval codes to include in the report.
<b>Date (6,0):</b>	Specify a range of values to limit the dates to include in the report.
<b>Date Type (1,A):</b>	Specify one of the following codes to designate the date type by which the system selects invoices. The system uses the date range fields along with the date type to select the invoices.

- D, the Due Date, as determined by parameters set in SYS800
- I, the Invoice Date
- P, the Posting Date

**Amount Type (1,A):** The system displays this field only if the value is Y in the Accounts Payable and/or Purchasing MLT System? field in Multi-Currency Parameters, MLT800. Specify T or B to designate if the currency code criterion above is the base or transaction currency of the payables requirements to report.

**Currency (3,A):** The system displays this field only if the value is Y in the Accounts Payable and/or Purchasing field in Multi-Currency Parameters, MLT800. Specify the code of the currency used during invoice to include in the listing. Leave this field blank to print the invoices that match the specified parameters regardless of the currency code.

#### Screen actions - ACP292D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Payables inquiry, ACP310D1

This program allows you to view payables information for individual vendors in the following ways:

- The purchase order costing of the payables invoices
- The payment history of the payables invoices

Recurring payables are not included in this inquiry.

The Payables Inquiry Detail screen, ACP310D1-01, displays detailed information for an invoice. Use F11 to fold and unfold the screen. Remembered key fields are Company, Vendor, and Currency.

If you use F14 to view payments on this vendor's invoices, the system displays the Payments Inquiry Detail screen, ACP320D1-01, in folded status.

**Access:** If you access ACP310D1 from a menu, the system displays screen ACP310D1-01 if your system parameters are set to make Invoice the default display or screen ACP310D1-02 if your system parameters are set to make Prefix/No the default. To change screens, use F13, Filters, and choose a different sort selection.

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## View payable records by invoice

Use the Payables Inquiry Detail screen, ACP310D1-01, to view accounts payable record by invoice, if your system parameters are set to make Invoice the default display.

The following display-only fields appear on screen ACP310D1-01:

- **To Due Date**  
If you use the due date to position the list, then this date appears in the To Due Date field and the Base Amt Outstanding value is calculated up to this date.
- **Transaction Paid Year to Date**  
The system displays the year to date amount that you have paid this vendor in the currency entered on this screen. The system displays the Paid YTD field in the base currency if you select either transaction or base currency views. The system displays the Paid YTD field in the alternate currency if you select the alternate currency view.
- **Base/Transaction/Alternate Currency**  
This field indicates whether you view amounts in the base, transaction, or alternate currency. The system displays the code used to identify this currency in the adjacent field.
- **Transaction Amount Outstanding**  
Leave the Currency field blank to display the amount outstanding in the base currency if you use F16 to select either transaction or base currency views.  
Specify a valid currency code for the vendor in the Currency field to display this amount in the transaction currency if you use F16 to select the transaction currency view.  
View the amount outstanding in the alternate currency if you use F16 to select the alternate currency view.
- **Status**  
This field lists the status of the invoice as Open, Paid, Hold, or Void.
- **Amount Remaining**  
This field lists the amount remaining to pay for each invoice.
- **Description**  
The system displays the description of the invoice or payable.
- **Pay To**  
The Pay To field lists the number of the vendor to pay. Infor LX displays the pay-to vendor number listed in the Vendor Master file of the invoicing vendor. If no pay-to vendor is listed, the system uses the invoice vendor number.
- **Discount Date**  
The system adds the invoice date to the number of days designated as discount days or override discount days in the Terms Code file to calculate the discount date.
- **Discount Amount**  
This is the amount of discount calculated by Invoice Entry, ACP500.

- **Discount Available**  
This is the amount of the discount not yet taken.
- **G/L Reason Code**  
This field displays the reason code used to process this payable. The Reason Code is tied to a specific event or Financial Event Class that resolves the model or Financial Model for the G/L distribution.
- **Prefix (Document Prefix)**  
The system displays the invoice prefix code used for the specified vendor. The system displays this field if you select At Invoice Entry/Log or At Invoice Entry/Unlog in the Prefix Specific Numbering option of Accounts Payable Application Control, and when you filter for Prefix and Sequence Number.
- **No (Sequence Number)**  
The system displays the document sequence number retrieved from the Document Sequence File, RDS. The system displays this field if you select At Invoice Entry/Log or At Invoice Entry/Unlog in the Prefix Specific Numbering option of Accounts Payable Application Control, and when you filter in this screen for Document Prefix and Sequence Number. You maintain the RDS file through Document Sequence Maintenance in Accounts Receivable.

### Field descriptions - ACP310D1-01

<b>Fields</b>	<b>Description</b>
<b>Company (3,0):</b>	<p>After you specify a vendor number, the system displays the company number associated with the specified vendor.</p> <p>The system checks for your authorization to a company each time that you specify a company code. Before you can continue with this program, the system confirms that you are either authorized to the company or that you are an Infor LX security officer. The screen displays an error message if the system does not find the appropriate authorization information in Infor LX Security Maintenance.</p>
<b>Vendor (8,0):</b>	Specify the number of the vendor for which to view payables information.
<b>Currency (3,A):</b>	The system displays this field if the value is Y in the Accounts Payable and/or Purchasing field in Multi-Currency Parameters, MLT800. Specify the currency code of the payables to review. To include all currencies, leave this field blank.
<b>Line Actions</b>	The following line actions are available on screen ACP310D1-01.

**8=Position To.**

This line action is available in Transaction currency mode only.

The fields that display for positioning the list depend on the sort selections taken on the filter screen.

Example:

For sort selection 3, Invoice Date/Invoice, enter an invoice date or an invoice date and invoice number.

For sort selection 4, Invoice amount/Invoice, the system repositions the list to the first record where the Invoice amount is greater than or equal to the amount entered and the Invoice number is greater than or equal to the invoice entered.

For sort selection 5, Due Date/Invoice, enter a due date or a due date and invoice number.

For sort selection 6, Invoice Date/Prefix/No, enter an invoice date or an invoice date and a document prefix/number.

For sort selection 7, Invoice amount/Prefix/No, the system repositions the list to the first record where the Invoice amount is greater than or equal to the amount entered and the Prefix/No is greater than or equal to the Prefix/No entered.

For sort selection 8, Due Date/Prefix/No, enter a due date or a due date and a document prefix number.

**11=Select for PO Detail**

Display the Payable Inquiry - Purchase Order Costing screen, ACP310D2-01.

**12=Select for Payment Detail**

Display the Payables Inquiry Payment Detail screen, ACP310D3-01.

**13=Select for GL Detail**

Display the financial journal for each ledger/book the invoice is posted to.

All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 17)* in the overview information in this document.

**Act (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.

- Invoice (20,A):** Specify an invoice number, as defined in Invoice Entry, ACP500, to reposition the list.
- Inv Date (8,0):** Specify an invoice date to reposition the list. The Invoice Date is the date that you entered the invoice through A/P Invoice Entry.
- Due Date (8,0):** Specify a due date to reposition the list. The Due Date is the date that the payment for an invoice is due.
- Invoice Amount (15,2):** Specify an invoice amount to reposition the list.

#### Screen actions - ACP310D1-01

Commands	Description
<b>F11=Fold</b>	Fold the screen to display the following detail lines for each invoice: description, pay-to vendor, discount date, discount amount, and discount available. Use F11 to toggle between the summary and detail screens.
<b>F13=Filters</b>	Display a pop-up screen where you can select both invoice status and display sequence. You can select open, closed, or all invoice statuses and whether to sort by invoice or prefix/number.
<b>F14=Payments</b>	Access the second screen of Payments - Inquiry, ACP320D1-01, for payment inquiry on this vendor's invoices.
<b>F16=Alternate Currency</b>	Toggle the display of invoice and discount amounts in base, transaction, or alternate currency values. If an alternate currency is not defined on the company master file for the vendor, then only base and transaction views are available. The currency displayed in the upper-left corner of the screen denotes the currency for the displayed values.
<b>F19=Drafts</b>	<p>The system displays this screen action if Cash Management (CSH) is installed on your system. Use F19 to access Debt Visibility Inquiry, CSH305D, where you can view your drafts payable to this vendor in summary or detail format. Use F13 from that program to return to ACP310D1-01. See the discussion of CSH305 in the Cash Management document.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.</p>

## View event details for an invoice

If you specify a vendor number on the Payables Inquiry Detail screen and press Enter, Infor LX displays a list of invoice records. Specify action 13, Select for GL Detail, for a record to display the Event Selection window, WINGXRD. Specify Action 11 for an event to select that event for the invoice record. This action accesses the Journal Entry screen, where you can view or revise journal entries for this event.

## View payable records by prefix/sequence number

If you access ACP310D1 from a menu, the system displays screen ACP310D1-02 if your system parameters are set to make Prefix/sequence number the default display. The system displays ACP310D1-01 if your system parameters are set to make Invoice the default. To change screens, use F13, Filters, and specify a different sort selection.

This program allows you to view payables information for individual vendors in the following ways:

- The purchase order costing of the payables invoices
- The payment history of the payables invoices

This inquiry does not include recurring payables.

Screen ACP310D1-02 displays detailed information for an invoice. Use F11 to see additional information.

If you select F14 to view payments on this vendor's invoices, the system displays the Payments Inquiry screen, ACP320D1-01, in folded status.

The system displays the following display-only fields:

- **Base/Transaction/Alternate Currency**  
This field indicates whether you view amounts in the base, transaction, or alternate currency. The system displays the code used to identify this currency in the adjacent field.
- **To Due Date:**  
If you use the due date to position the list, then this date appears in the To Due Date field and the Base Amt Outstanding value is calculated up to this date.
- **Paid YTD**  
The system displays the year to date amount that you have paid this vendor in the currency entered on this screen. The system displays the Paid YTD field in the base currency if you select either transaction or base currency views. The system displays the Paid YTD field in the alternate currency if you select the alternate currency view.
- **Amt Outstanding**  
Use one of the following procedures to display the amount outstanding in either the base, transaction, or alternate currency:  
Leave the Currency field blank to display the amount outstanding in the base currency when you use F16 to select either transaction or base currency views.  
Specify a valid currency code for the vendor in the Currency field to display this amount in the transaction currency when you use F16 to select the transaction currency view.

View the amount outstanding in the alternate currency when you use F16 to select the alternate currency view.

- **Status**  
This field lists the status of the invoice as Open, Paid, Hold, or Void.
- **Amount Remaining**  
This field lists the amount remaining to pay for each invoice.
- **Description**  
The system displays the description of the invoice or payable.
- **Discount Date**  
This field displays the discount date calculated by adding the Invoice Date to the number of days designated as discount days (or override discount days) in the Terms Code file.
- **Discount Amount**  
This field displays the amount of discount calculated by Invoice Entry, ACP500.
- **Discount Available**  
This field displays the amount of the discount not yet taken.
- **G/L Reason Code**  
This field displays the reason code used to process this payable. The Reason Code is tied to a specific event that resolves the accounting model for the G/L distribution.
- **Invoice**  
The system displays the invoice number as defined in Invoice Entry, ACP500.
- **Pay To Vendor**  
This field lists the number of the vendor to pay. Infor LX displays the pay-to vendor number listed in the Vendor Master file of the invoicing vendor. If no pay-to vendor is listed, the system uses the invoice vendor number.

### Field descriptions - ACP310D1-02

<b>Fields</b>	<b>Description</b>
<b>Company (3,0):</b>	<p>After you specify a vendor number, the system displays the company number associated with the specified vendor.</p> <p>The system checks for your authorization to a company each time that you specify a company code. Before you can continue with this program, the system confirms that you are either authorized to the company or that you are an Infor LX security officer. The screen displays an error message if the</p>



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system does not find the appropriate authorization information in Infor LX Security Maintenance.

**Vendor (8,0):** Specify the number of the vendor to view payables information.

**Currency (3,A):** The system displays this field if the value is Y in the Accounts Payable and/or Purchasing field in Multi-Currency Parameters, MLT800. Specify the currency code of the payables to review. To include all currencies, leave this field blank.

**Line actions** The following line actions are available on screen ACP310D1-01.

**8=Position To**

This line action is available in Transaction currency mode only.

The fields that display for positioning the list depend on the sort selections taken on the filter screen.

Example:

For sort selection 3, Invoice Date/Invoice, enter an invoice date or an invoice date and invoice number.

For sort selection 4, Invoice amount/Invoice, the system repositions the list to the first record where the Invoice amount is greater than or equal to the amount entered and the Invoice number is greater than or equal to the invoice entered.

For sort selection 5, Due Date/Invoice, enter a due date or a due date and invoice number.

For sort selection 6, Invoice Date/Prefix/No, enter an invoice date or an invoice date and a document prefix/number.

For sort selection 7, Invoice amount/Prefix/No, the system repositions the list to the first record where the Invoice amount is greater than or equal to the amount entered and the Prefix/No is greater than or equal to the Prefix/No entered.

For sort selection 8, Due Date/Prefix/No, enter a due date or a due date and a document prefix number.

**11=Select for PO Detail**

Display the Payable Inquiry - Purchase Order Costing screen, ACP310D2-01.

**12=Select for Payment Detail**

Display the Payables Inquiry Payment Detail screen, ACP310D3-01.

### 13=Select for GL Detail

Display the CEA journal for each ledger/book the invoice is posted to.

All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 17)* in the overview information in this document.

**Act (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.

**Prefix (Document Prefix) (2,A):** Specify a document prefix to reposition the list.

**No (Sequence Number) (8,0):** Specify a document sequence number to reposition the list.

**Inv Date (8,0):** Specify an invoice date to reposition the list. The Invoice Date is the date that you entered the invoice through A/P Invoice Entry.

**Due Date (8,0):** Specify a due date to reposition the list. The Due Date is the date that the payment for an invoice is due.

**Invoice Amount (15,2):** Specify an invoice amount to reposition the list.

### Screen actions - ACP310D1-02

Commands	Description
<b>F13=Filters</b>	Display a pop-up screen where you can select both invoice status and display sequence. You can select open, closed, or all invoice statuses and whether to sort by invoice or prefix/number.
<b>F14=Payments</b>	Access the second screen of Payments - Inquiry, ACP320D1-01, for payment inquiry on this vendor's invoices.
<b>F16=Alternate Currency</b>	Toggle the display of invoice and discount amounts in base, transaction, or alternate currency values. If an alternate currency is not defined on the company master file for the vendor, then only base and transaction views are available. The currency displayed in the upper-left corner of the screen denotes the currency for the displayed values.
<b>F19=Drafts</b>	The system displays this screen action if Cash Management (CSH) is installed on your system. Use F19 to access Debt Visibility Inquiry, CSH305D, where you can view your drafts payable to this vendor in summary or detail format.

Use F13 from that program to return to ACP310D1-01. See CSH305 in the Cash Management document.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 18)* in the overview information in this document.

## Filter invoice information

Use this filter screen to select the type of invoices to view: You can select to view open, closed, or all invoices. You can select to view the invoices in invoice number or prefix number order.

### Field descriptions - ACP310D1/FILTER

Fields	Description
<b>Option (1,0):</b>	Specify one of the following options: 1=Open invoices 2=Closed invoices 3=All invoices
<b>Order (1,0):</b>	Specify the appropriate code for the order in which to display invoices. Data must exist in the fields you select to use the 8=Position To feature on the Payables Inquiry screen, ACP310D1-01, or Payables Inquiry Detail screen, ACP310D1-02. 1=Invoice: Display invoices by invoice number. 2=Prefix/No: Display invoices by document prefix then document sequence number. 3=Invoice Date/Invoice: Display invoices by invoice date then invoice. 4=Invoice Amount/Invoice: Display invoices by invoice amount then invoice. 5=Due Date/Invoice: Display invoices by due date then invoice. 6=Invoice Date/Prefix/No: Display invoices by invoice date, then document prefix, then document sequence number. 7=Invoice Amount/Prefix/No: Display invoices by invoice amount, then document prefix, then document sequence number. 8=Due Date/Prefix/No: Display invoices by due date, then document prefix, then document sequence number.

## Screen actions - ACP310D1/FILTER

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## View purchase order details for an invoice

If you use 11, Select for Purchase Order Detail, on the Payables Inquiry Detail screen, ACP310D1-01, the Payable Inquiry-Purchase Order Costing screen, ACP310D2-01, displays the detail for the selected invoice.

The system displays the following fields on screen ACP310D2-01:

- **Company**  
The system displays the company name and number associated with the vendor number that you entered on the Payables Inquiry Detail screen, ACP310D1-01.
- **Vendor**  
The system displays the vendor number and name that you entered on the Payables Inquiry Detail screen, ACP310D1-01.
- **Currency Description**  
The system displays a description of the currency to indicate that you are viewing amounts in either the base or transaction currency.
- **Prefix/Sequence**  
This field lists the prefix of the invoice. The system displays this field when you view invoices by prefix number on the Payables Inquiry screen.
- **Invoice**  
This field lists the number of the invoice. The system displays the Invoice field when you view invoices by invoice number on the Payables Inquiry screen.
- **Posting Date**  
This field displays the date that this invoice was posted to the general ledger. If Multi-Currencies is installed on your system, this is the date used to retrieve the exchange rate.
- **Base Paid YTD**  
The system displays the year to date amount that you have paid this vendor in the company base currency.
- **InvL**  
This field displays the invoice line number associated with the current PO number.
- **PO No.**

This field displays the PO number associated with the invoice that you selected on the Payables Inquiry Detail screen, ACP310D1-01.

- Line

This field displays the PO line associated with the invoice that you selected on the Payables Inquiry Detail screen, ACP310D1-01.

- Item Number

The system uses the item number from the purchase order as the default value. The item number is defined in the Item Master file.

- Whse

This field displays the code of the warehouse for the received stock. The system uses the code from the purchase order as the default value.

- Location

This field displays the location code for the received stock. The system uses the code from the purchase order as the default value.

- Qty Costed

The Quantity Costed is the quantity already costed for this purchase order line item.

- Amount Costed

The Amount Costed is the amount already costed for this purchase order line item.

## Screen actions - ACP310D2-01

Commands	Description
<b>F20=Pmt Detail</b>	<p>Access the Payables Inquiry Payment Detail screen, ACP310D3-01, on this invoice.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.</p>

## View payment details for an invoice

If you use option 12 = Payment Detail on the Payables Inquiry Detail screen, ACP310D1-01, the Payables Inquiry Payment Detail screen, ACP310D3-01, displays the detail of the selected invoice. The payment detail amounts displayed on this screen are always in the transaction currency.

Screen ACP310D3-01 displays the following display-only fields:

- Company

This field displays the company code and name associated with the selected vendor.

- **Vendor**  
The system displays the vendor number and name that you entered on the Payables Inquiry Detail screen.
- **Base/Transaction/Alternate Curr**  
The system displays amounts in the currency that you selected on the Payables Inquiry Detail screen.
- **Prefix/Sequence**  
This field lists the prefix of the invoice. The system displays the Prefix/Sequence field if you view invoices by prefix number on the Payables Inquiry screen.
- **Invoice**  
This field lists the number of the invoice. The system displays the Invoice field if you view invoices by invoice number on the Payables Inquiry screen.
- **Posting Date**  
The system displays the date this invoice was posted to the general ledger. If Multi-Currencies is installed on your system, this is the date used to retrieve the exchange rate.
- **Base Paid YTD**  
The system displays the year to date amount that you have paid this vendor in the company base currency.
- **Type**  
The system displays the payment type used for this vendor. Payment type codes identify the method of payment, for example, check or electronic funds transfer, and are user-defined in the Payment Types program.
- **Number**  
This field displays the reference number assigned by the system when the invoice was originally paid.
- **Sub**  
This field displays any additional sub-reference numbers used to identify this document. You can use a subreference number to enter more than one payment under the same reference number.
- **Amount**  
This field displays the total amount of the invoice.
- **Discount Taken**  
This field displays the amount of the discount taken on this invoice.
- **Pay to**  
The system displays the number of the Pay To Vendor (the vendor to pay for the invoice) in this field.
- **Bnk**  
This field displays the code of the bank used by this vendor.

- Payment

The Payment Date field displays the date this payment was made.

### Screen actions - ACP310D3-01

Commands	Description
<b>F19=PO Cost</b>	<p>Access the Payable Inquiry-Purchase Order Costing screen, ACP310D2-01, on this invoice.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.</p>

## Invoice detail inquiry, ACP310D4

Use Invoice Detail Inquiry to perform online vendor accounts payable inquiries based on invoice number or document prefix/sequence number.

Access: ACP Menu

### Specify criteria for an invoice detail inquiry

Use the Invoice Detail Inquiry screen, ACP310D4-01, to specify the criteria for the inquiry.

### Field descriptions - ACP310D4-01

Fields	Description
<b>Company (3,0)</b>	Specify a company number or leave the field blank to view all companies.
<b>Invoice Number (20,A)</b>	Specify a range of values to limit the invoices to include in the report. For information on range fields, see <i>Ranges</i> in the overview section of this document.
<b>Invoice Number To (20,A)</b>	Specify a range of values to limit the invoices to include in the report. For information on range fields, see <i>Ranges</i> in the overview section of this document.
<b>Document Prefix (2,A)</b>	Specify the prefix of the document to display.

**Document Year (2,0)** Specify the year of the document to display.

**Document Sequence (8,0)** Specify the sequence number of the document to display.

#### Screen actions - ACP310D4-01

<b>Commands</b>	<b>Description</b>
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Invoice detail inquiry selection, ACP310D5

If multiple APH records match the criteria you entered, use Invoice Detail Inquiry Selection to select the document to display in Payables Inquiry.

### Select the document to display

When you enter selection criteria on the Invoice Detail Inquiry screen, ACP310D4-01, and press Enter, the system displays the Invoice Detail Inquiry selection screen, ACP310D5-01.

Use this screen to view invoices and document prefix/sequence numbers based on your entries on screen ACP310D4-01.



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## Field descriptions - ACP310D5-01

Fields	Description
<b>Act (2,0)</b>	Specify 11 next to the invoice to display in Payables Inquiry, ACP310D1.

## Screen actions - ACP310D5-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

# Logged invoice inquiry, ACP311D1

This program allows you to view logged invoice information for individual vendors in the same way that you view actual invoice information in Payables Inquiry, ACP310. The screens, fields, and screen actions used in that program are used in the Logged Invoice Inquiry as well, with the exception of the Payment Inquiry screens.

Access: Menu ACP

## Display logged invoice information

When you access ACP311D1 from a menu, the system displays the Logged Payables Inquiry Detail screen, ACP311D1-01, if your system parameters are set to make Prefix/No the default display. The system displays screen ACP311D1-02 if your system parameters are set to make Invoice the default. To change screens, use F13, Filters, and choose a different sort selection.

Screen ACP311D1-01 displays detail information for a logged payable. Use F11 to toggle between two levels of detail.

The system displays the following display-only fields:

- **Base/Transaction/Alternate Curr**  
This field indicates whether you see amounts in the base, transaction, or alternate currency. The system displays the code used to identify this currency in the adjacent field.
- **To Due Date**  
If you use the due date to position the list, then this date appears in the To Due Date field and the Base Amt Outstanding value is calculated up to this date.
- **Paid YTD**

The system displays the year to date amount that you have paid this vendor in the currency entered on this screen. The system displays the Paid YTD field in the base currency if you select either transaction or base currency views. The system displays the Paid YTD field in the alternate currency if you select the alternate currency view.

- **Amt Outstanding**

Use one of the following procedures to display the amount outstanding in either the base, transaction, or alternate currency:

Leave the Currency field blank to display the amount outstanding in the base currency if you use F16 to select either transaction or base currency views.

Specify a valid currency code for the vendor in the Currency field to display this amount in the transaction currency if you use F16 to select the transaction currency view.

View the amount outstanding in the alternate currency if you use F16 to select the alternate currency view.

- **Status**

This field lists the status of the invoice as Log.

- **Amount Remaining**

This field lists the amount remaining to be paid for each invoice.

- **Description**

The system displays the description of the invoice or payable.

- **Disc Date**

This field contains the discount date calculated by adding the Invoice Date to the number of days designated as discount days, or override discount days, in the Terms Code file.

- **Discount Amount**

The Discount Amount is the amount of discount calculated by Invoice Entry, ACP500.

- **Discount Avail**

The Discount Available is the amount of the discount not yet taken.

- **G/L Reason Code**

This field displays the reason code used to process this payable. The Reason Code is tied to a specific event that resolves the Configurable Enterprise Accounting model for the G/L distribution.

- **Invoice**

The system displays the invoice number as defined in Invoice Entry, ACP500.

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## Field descriptions - ACP311D1-01

<b>Fields</b>	<b>Description</b>
<b>Company (3,0):</b>	<p>After you enter a vendor number, the system displays the company number associated with the selected vendor.</p> <p>The system checks for your authorization to a company each time that you specify a company code. Before you can continue with this program, the system confirms that you are either authorized to the company or that you are an Infor LX security officer.</p>
<b>Currency (3,A):</b>	<p>The system displays this field if the value is Y in the Accounts Payable and/or Purchasing field in Multi-Currency Parameters, MLT800. Specify the currency code of the payables to review. To include all currencies, leave this field blank.</p>
<b>Vendor (8,0):</b>	<p>Specify the number of the vendor for whom to view payables information.</p>
<b>Line actions:</b>	<p>The following line actions are available on screen ACP311D1-02.</p> <p><b>8=Position To.</b></p> <p>This line action is available in Transaction currency mode only. The fields available depend on the sort selections taken on the filter screen.</p> <p>Example:</p> <p>For sort selection 3, Invoice Date/Invoice, enter an invoice date or an invoice date and invoice number.</p> <p>For sort selection 4, Invoice amount/Invoice, the system repositions the list to the first record where the Invoice amount is greater than or equal to the amount entered and the Invoice number is greater than or equal to the invoice entered.</p> <p>For sort selection 5, Due Date/Invoice, enter a due date or a due date and invoice number.</p> <p>For sort selection 6, Invoice Date/Prefix/No, enter an invoice date or an invoice date and a document prefix/number.</p> <p>For sort selection 7, Invoice amount/Prefix/No, the system repositions the list to the first record where the Invoice amount is greater than or equal to the amount entered and the Prefix/No is greater than or equal to the Prefix/No entered.</p> <p>For sort selection 8, Due Date/Prefix/No, enter a due date or a due date and a document prefix number.</p>

**11=Select for PO Detail**

Display the Payable Inquiry - Purchase Order Costing screen, ACP310D2-01.

**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.

**Prefix (Document Prefix) (2,A):** Specify a document prefix to reposition the list.

**No (Sequence Number) (8,0):** Specify a document sequence number to reposition the list.

**Inv Date (8,0):** Specify an invoice date to reposition the list. The Invoice Date is the date that you entered the invoice through A/P Invoice Entry.

**Due Date (8,0):** Specify a due date to reposition the list. The Due Date is the date that the payment for an invoice is due.

**Invoice Amount (15,2):** Specify an invoice amount to reposition the list.

Screen actions - ACP311D1-01

<b>Commands</b>	<b>Description</b>
<b>F11=Fold</b>	Fold the screen to display the following detail lines for each invoice: description, pay-to vendor, discount date, discount amount, and discount available. Use F11 to toggle between the summary and detail screens.
<b>F13=Filters</b>	Display a pop-up screen where you can select both invoice status and display sequence. You can select open, closed, or all invoice statuses and whether to sort by invoice or prefix/number.
<b>F14=Payments</b>	Access the second screen of Payments - Inquiry, ACP320D1-01, for payment inquiry on this vendor's invoices.
<b>F16=Base Currency</b>	Toggle the display of invoice and discount amounts in base, transaction, or alternate currency values. If an alternate currency is not defined on the Company Master file for the vendor, then only base and transaction views are available. The currency displayed in the upper-left corner of the screen denotes the currency for the displayed values.
<b>F19=Drafts</b>	The system displays this screen action if Cash Management (CSH) is installed on your system. Use F19 to access Debt Visibility Inquiry, CSH305D, where

you can view your drafts payable to this vendor in summary or detail format. Use F13 from that program to return to ACP310D1-01. See the discussion of CSH305 in the Cash Management document.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 18)* in the overview information in this document.

## Display logged payables information by invoice number

**Changed:** MR80986 Modified the help as per the prefix specific numbering of the invoice number

When you access ACP311D1 from a menu, the system displays the Logged Payables Inquiry Detail screen, ACP311D1-02, if your system parameters are set to make Invoice number the default display. And if your system parameters Prefix Specific Numbering is set to assign sequence number at invoice entry and time invoice is unlogged and Default Invoice Number or Prefix/No is set to make Prefix/No the default. The system displays screen ACP311D1-01 if your system parameters Prefix Specific Numbering is set to assign sequence number at invoice entry and log invoice entry and Default Invoice Number or Prefix/No is set to make Prefix/No the default. To change screens, use F13, Filters, and choose a different sort selection.

Screen ACP311D1-02 displays detailed information for logged invoices. Use F11 to fold the screen.

When you use F14 to view payments on this vendor's invoices, the system displays the Payments Inquiry screen, ACP320D1-01, in folded status.

This screen displays the following display-only fields:

- **Base/Transaction/Alternate Curr**  
This field indicates whether you see amounts in the base, transaction, or alternate currency. The system displays the code used to identify this currency in the adjacent field.
- **To Due Date**  
If you use the due date to position the list, then this date appears in the To Due Date field and the Base Amt Outstanding value is calculated up to this date.
- **Paid YTD**  
The system displays the year to date amount that you have paid this vendor in the currency entered on this screen. The system displays the Paid YTD field in the base currency if you select either transaction or base currency views. The system displays the Paid YTD field in the alternate currency if you select the alternate currency view.
- **Amt Outstanding**  
Use one of the following procedures to display the amount outstanding in either the base, transaction, or alternate currency:  
Leave the Currency field blank to display the amount outstanding in the base currency if you use F16 to select either transaction or base currency views.

Specify a valid currency code for the vendor in the Currency field to display this amount in the transaction currency if you use F16 to select the transaction currency view.

View the amount outstanding in the alternate currency if you use F16 to select the alternate currency view.

- **Status**  
This field lists the status of the invoice as Log.
- **Amount Remaining**  
This field lists the amount remaining to be paid for each invoice.
- **Description**  
The system displays the description of the invoice or payable.
- **Disc Date**  
This field contains the discount date calculated by adding the Invoice Date to the number of days designated as discount days, or override discount days, in the Terms Code file.
- **Discount Amount**  
The Discount Amount is the amount of discount calculated by Invoice Entry, ACP500.
- **Discount Avail**  
The Discount Available is the amount of the discount not yet taken.
- **G/L Reason Code**  
This field displays the reason code used to process this payable. The Reason Code is tied to a specific event that resolves the Configurable Enterprise Accounting model for the G/L distribution.
- **Prefix (Document Prefix)**  
The system displays the invoice prefix code used for the specified vendor. The system displays this field if you select At Invoice Entry/Log or At Invoice Entry/Unlog in the Prefix Specific Numbering option of Accounts Payable Application Control, and when you filter for Prefix and Sequence Number.
- **No (Sequence Number)**  
The system displays the document sequence number retrieved from the Document Sequence File (RDS). The system displays this field if you select At Invoice Entry/Log or At Invoice Entry/Unlog in the Prefix Specific Numbering option of Accounts Payable Application Control, and when you filter in this screen for Document Prefix and Sequence Number. The RDS file is maintained through Document Sequence Maintenance in Accounts Receivable.
- **Pay To Vendor**  
The Pay To field lists the number of the vendor to pay. Infor LX displays the pay-to vendor number listed in the Vendor Master file of the invoicing vendor. If no pay-to vendor is listed, the system uses the invoice vendor number.

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## Field descriptions - ACP311D1-02

<b>Fields</b>	<b>Description</b>
<b>Company (3,0):</b>	<p>After you specify a vendor number, the system displays the company number associated with the selected vendor.</p> <p>The system checks for your authorization to a company each time that you enter a company code. Before you can continue with this program, the system confirms that you are either authorized to the company or that you are an Infor LX security officer.</p>
<b>Currency (3,A):</b>	<p>The system displays this field if the value is Y in the Accounts Payable and/or Purchasing field in Multi-Currency Parameters, MLT800. Specify the currency code of the payables to review. To include all currencies, leave this field blank.</p>
<b>Vendor (8,0):</b>	<p>Specify the number of the vendor for whom to view payables information.</p>
<b>Line actions:</b>	<p>The following line actions are available on screen ACP311D1-02.</p> <p><b>8=Position To</b></p> <p>This line action is available in Transaction currency mode only. The fields available depend on the sort selections taken on the filter screen.</p> <p>Example:</p> <p>For sort selection 3, Invoice Date/Invoice, enter an invoice date or an invoice date and invoice number.</p> <p>For sort selection 4, Invoice amount/Invoice, the system repositions the list to the first record where the Invoice amount is greater than or equal to the amount entered and the Invoice number is greater than or equal to the invoice entered.</p> <p>For sort selection 5, Due Date/Invoice, enter a due date or a due date and invoice number.</p> <p>For sort selection 6, Invoice Date/Prefix/No, enter an invoice date or an invoice date and a document prefix/number.</p> <p>For sort selection 7, Invoice amount/Prefix/No, the system repositions the list to the first record where the Invoice amount is greater than or equal to the amount entered and the Prefix/No is greater than or equal to the Prefix/No entered.</p> <p>For sort selection 8, Due Date/Prefix/No, enter a due date or a due date and a document prefix number.</p>

**11=Select for PO Detail**

Display the Payable Inquiry - Purchase Order Costing screen, ACP310D2-01.

**Act (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.

**Invoice: (20,0):** The system displays the invoice number as defined in Invoice Entry, ACP500.

**Inv Date (8,0):** The Invoice Date is the date that you entered the invoice through A/P Invoice Entry program. The system uses the invoice date with the vendor terms code to determine the payment due and discount due dates.

**Due Date (8,0):** The Due Date is the date that the payment for an invoice is due.

**Invoice Amount (15,2):** This field lists the amount of the invoice.

Screen actions - ACP311D1-02

Commands	Description
<b>F13=Filters</b>	Display a pop-up screen where you can select both invoice status and display sequence. You can select open, closed, or all invoice statuses and whether to sort by invoice or prefix/number.
<b>F14=Payments</b>	Access the second screen of Payments - Inquiry, ACP320D1-01, for payment inquiry on this vendor's invoices.
<b>F16=Base Currency</b>	Toggle the display of invoice and discount amounts in base, transaction, or alternate currency values. If an alternate currency is not defined on the Company Master file for the vendor, then only base and transaction views are available. The currency displayed in the upper-left corner of the screen denotes the currency for the displayed values.
<b>F19=Drafts</b>	<p>The system displays this screen action if Cash Management (CSH) is installed on your system. Use F19 to access Debt Visibility Inquiry, CSH305D, where you can view your drafts payable to this vendor in summary or detail format. Use F13 from that program to return to ACP310D1-01. See the discussion of CSH305 in the Cash Management document.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.</p>



## Filter invoice information

Use this filter screen to select the type of invoices to view: You can select to view open, closed, or all invoices. You can select to view the invoices in invoice number or prefix number order.

### Field descriptions - Filter

Fields	Description
<b>Option (1,0):</b>	<p>Specify one of the following options:</p> <p>1=Open invoices</p> <p>2=Closed invoices</p> <p>3=All invoices</p>
<b>Order (1,0):</b>	<p>Specify the appropriate code for the order in which to display invoices. To use the 8=Position To feature on the ACP310D1-01 or ACP310D1-02 screens, data must exist in the fields you select.</p> <p>1=Invoice: Invoices display sorted by invoice.</p> <p>2=Prefix/No: Invoices display sorted by document prefix then document sequence number.</p> <p>3=Invoice Date/Invoice: Invoices display sorted by invoice date then invoice.</p> <p>4=Invoice Amount/Invoice: Invoices display sorted by invoice amount then invoice.</p> <p>5=Due Date/Invoice: Invoices display sorted by due date then invoice.</p> <p>6=Invoice Date/Prefix/No: Invoices display sorted by invoice date, then document prefix, then document sequence number.</p> <p>7=Invoice Amount/Prefix/No: Invoices display sorted by invoice amount, then document prefix, then document sequence number.</p> <p>8=Due Date/Prefix/No: Invoices display sorted by due date, then document prefix, then document sequence number.</p>

## Screen actions - Filter

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

# Invoiced purchase order inquiry, ACP315D1

Use Invoiced Purchase Order Inquiry, ACP315D1, to view payables invoices based upon a vendor's purchase order number. This is an inquiry program only.

Access: Menu ACP

## Select a purchase order

Use the Purchase Order Selection screen, ACP315D1-01, to select the purchase order for which to view payables invoices.

## Field descriptions - ACP315D1-01

Fields	Description
<b>Act (2,0):</b>	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 LX functions. See <i>Generic help text for line actions (p. 17)</i> in the overview information in this document.
<b>Purchase Order (9,0):</b>	Specify the purchase order number for which to view the payables information.

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## Screen actions - ACP315D1-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Display invoiced purchase order information

If you continue with purchase orders inquiry, the Invoiced PO Inquiry screen, ACP315D2-01, displays the following information on the purchase order entered:

- Purchase order line number
- Item number
- Document prefix and sequence number
- Extended amount

## Screen actions - ACP315D2-01

Commands	Description
<b>F11=Fold</b>	<p>Fold the screen to view the following information:</p> <p>Invoice date</p> <p>Warehouse</p> <p>Location</p> <p>Unit of measure</p> <p>Currency</p> <p>Costed Quantity</p> <p>Status - Invoice status can be Open, Paid, Void, Log, or Hold.</p>
<b>F13=Invoice Seq</b>	<p>Toggle between a view of the list in invoice number order and prefix number order.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.</p>

# Payments inquiry, ACP320D1

This program allows you to view payment information for individual vendors by paid invoice detail. This is an inquiry program only.

Access: Menu ACP01

## Select a paid invoice

Use the Payments Inquiry Detail screen, ACP320D1-01, to select a paid invoice for which to view the payment information.

This screen displays the following fields:

- **Paid YTD**  
This field is displayed in the base currency if you select transaction or base currency views or in alternate currency if you select the alternate currency view
- **Status**
- **Payment**  
This field lists the reference number (check number, draft number) of the payment.
- **Pay Date**
- **Date Cashed**  
This field displays the bank processing date of the payment. The system determines how long the payment detail remains on the system by adding this date to the number of days defined in the Number of Days to Retain Data field in Parameters Generation.
- **Amount Paid**
- **Alloc to Inv**  
This field lists the amount of the payment allocated to specific invoices. Either the entire or a partial amount of the payment can be allocated to invoices.
- **Bank**
- **Payment Type**  
This field lists the payment type, for example, check, draft, or electronic funds transfer, used for the payment.
- **Currency**
- **Discount Taken**
- **Amount Cashed**  
The amount cashed does not always equal the amount paid.
- **G/L Reason Code**  
This field is tied to a specific event that resolves the Configurable Enterprise Accounting model for the G/L distribution.

Field descriptions - ACP320D1-01

<b>Fields</b>	<b>Description</b>
<b>Base/Transaction/Alternate Curr:</b>	This field indicates whether you see amounts in the base, transaction, or alternate currency. The system displays the code used to identify this currency in the adjacent field.
<b>Company Number (3,0):</b>	After you enter or select a vendor number, the system displays the company number associated with this vendor.  The system checks for your authorization to a company each time that you enter a company code. Before you can continue with this program, the system confirms that you are either authorized to the company or that you are an Infor LX security officer.
<b>Vendor Number (8,0):</b>	Specify the number of the vendor for whom to display payment information.
<b>Currency Code (3,A):</b>	The system displays this field only if the Accounts Payable and/or Purchasing MLT System field in Multi-Currency Parameter, MLT800, is set to Y.  Specify the currency code of the payments for review. To include all currencies, leave this field blank..
<b>Act (2,0):</b>	Specify 11 in the first column of a payment line. You can view paid invoice detail on one payment at a time.

Screen actions - ACP320D1-01

<b>Commands</b>	<b>Description</b>
<b>F11=Fold</b>	View detail information for this screen. You can view the Bank, Payment Type, Currency, Discount Taken, Amount Cashed, and G/L Reason Code.
<b>F13=Filters</b>	Filter the information displayed on the screen. You can select either open (unpaid) or all (open and closed) invoices.
<b>F14=Payables</b>	Access the Payables Inquiry Detail screen, ACP310D1-01.
<b>F16=Base Currency</b>	Toggle the display of invoice and discount amounts in base, transaction, or alternate currency values. If an alternate currency is not defined on the Company Master file for the vendor, then only base and transaction views are available. The currency displayed in the upper-left corner of the screen denotes the currency for the displayed values.

**F17=Ascending**      Display the Payment Reference and Payment Date in ascending order. This is the default.

**F18=Descending**      Display the Payment Reference and Payment Date in descending order.  
 All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 18)* in the overview information in this document.

## Filter payment information

Use this filter screen to select the type of payments to view. You can view open (unpaid) or all (open and closed) invoices.

### Field descriptions - Filter

<b>Fields</b>	<b>Description</b>
<b>Option (1,0):</b>	Specify a filter to view payments. Choose one of the following values: 1=Open payments 2=All payments 3=Unallocated

### Screen actions - Filter

<b>Commands</b>	<b>Description</b>
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## View payment information

Use the Payment Inquiry-Paid Invoice Detail screen, ACP320D2-01, to view the paid invoice details for the vendor you selected on the previous screen.

This screen displays the following display-only fields:

- **Company**  
 Infor LX displays the company number associated with the vendor that you selected on the Payment Inquiry Detail screen.

- **Vendor**  
This field displays the number of the vendor that you selected on the previous screen. The list box displays payment information for this vendor.
- **Bank**  
Infor LX displays the code of the bank used to make this payment.
- **Payment Type/Ref**  
The system displays the code used to designate the type of payment made to the vendor (such as a check or draft), and the reference number of the payment.
- **Payment Date**  
This field displays the date that the payment was made.
- **Paid YTD**  
This field displays the base currency if you select either transaction or base currency views. The field displays the alternate currency if you select the alternate currency view.
- **Sub**  
This field displays any additional sub-reference numbers used to identify this document. You can use a subreference number to specify more than one payment under the same reference number.
- **Line**  
The system displays the payment line associated with the invoice displayed in the next field.
- **Pfx Number**  
This field lists the prefix of the invoice. The system displays this field if you set the Filters to list prefix numbers.
- **Invoice No.**  
This field lists the number of the invoice. The system displays this field if you set the Filters to list invoice numbers.
- **Inv Vnd**  
This field lists the number of the vendor associated with this line of the payment.
- **Cash Amount**  
This field lists the cashed amount of the payment.
- **Discount Taken**  
The system displays the amount of the discount taken on this payment.
- **Liability**  
The system displays the liability for this payment.

### Field descriptions - ACP320D2-01

Fields	Description
<b>Base/Transaction/Alternate Curr:</b>	This field indicates whether you see amounts in the base, transaction, or alternate currency. The system displays the code used to identify this currency in the adjacent field.
<b>Company (3,0):</b>	This field displays the company number associated with the vendor that you selected on the previous screen.
<b>Vendor (8,0):</b>	This field displays the number of the vendor that you selected on the previous screen. The list box displays payment information for this vendor.

### Screen actions - ACP320D2-01

Commands	Description
<b>F13=Filters</b>	Display invoices by prefix or invoice number. This option is available if the Prefix Sequence Numbering field in A/P Application Control Maintenance, ACP180, is either 1 or 2.
<b>F16=Transaction Currency</b>	<p>Toggle the display of invoice and discount amounts in base, transaction, or alternate currency values. If an alternate currency is not defined on the Company Master file for the vendor, then only base and transaction views are available. The currency displayed in the upper-left corner of the screen denotes the currency for the displayed values.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.</p>

## Filter invoices by prefix or invoice number

Use this filter screen to view invoices by prefix or invoice number.

### Field descriptions - Filter

Fields	Description
<b>Option (1,0):</b>	<p>Specify one of the following options:</p> <p>1=Prefix Number</p>



2=Invoice

## Screen actions - Filter

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Extended vendor search, ACP330D1

This program allows you to search for a vendor by vendor number, name, giro number, bank account number, or organization number as defined in the Vendor Master file. You can use F13, Filters, to select the key for the file, then specify the search criteria in the corresponding field on this screen.

Access: Menu ACP

### Select a vendor or specify vendor search key

Use the Extended Vendor Search - List screen, ACP330D1-01, to specify the vendor for whom to view information. You can specify key information to search for the vendor.

#### Field descriptions - ACP330D1-01

Fields	Description
<b>Vendor (8,0)</b>	Specify the vendor number or a partial vendor number to search for. You can enter only numbers in this field.
<b>Alpha Search Key (10,A):</b>	Specify the alphabetical search key for this vendor: a sequence of letters or numbers by which you can identify this vendor in alpha searches. The key can be the vendor's name itself or a combination of the vendor's name and city if more than one vendor by this name exists. If you do not make an entry, the system uses the first 10 characters of the vendor's name as the default.
<b>GBO Number (20,A):</b>	Specify the giro number, bank account number or organization number for this vendor.

## Specify vendor search key

Use this filter screen to specify the key for the vendor master search. You can select to search by Alpha Search key, the default value, Active Records by Vendor Number, Active Records by Giro Account and Vendor Number, Active Records by Bank Account and Vendor Number, Active records by Organization and Vendor Number or Active Records by GBO Number and Vendor Number.

### Field descriptions - ACP330D1/FILTER

Fields	Description
<b>Option (1,0):</b>	Specify the key for the vendor search. You can choose from the following values: 1=Active Records by Alpha Search Key 2=Active Records by Vendor Number 3=Active Records by Giro Account & Vendor Number 4=Active Records by Bank Account & Vendor Number 5=Active Records by Organization & Vendor Number 6=Active Records by GBO Number & Vendor Number

### Screen actions - ACP330D1/FILTER

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Extended vendor master search - detail

Use this program to view the results from the Extended Vendor Master Search.

### View detailed vendor information

Use the Extended Vendor Search - Detail screen, ACP330D2-01, to view detailed vendor information.

This screen displays the following vendor fields:

- Vendor Number
- Alpha Search Key
- GBO Number: the giro number, bank account number or organization number for this vendor
- Company
- Address
- Ste/Ctry/Post CD
- Phone Number
- Fax Number
- E-Mail Address
- Attention To: a purchasing ship-to contact for this vendor, if one exists. This field is necessary if purchases are made from a vendor warehouse located somewhere other than the vendor's main office.

#### Screen actions - ACP330D2-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Norwegian tax report, ACP400D

This program produces a listing of the Norwegian Investment tax for a company for a specified posting date range.

Access: Menu ACP

### Print a Norwegian investment tax report

Use the Norwegian Investment Tax Report screen, ACP400D-01, to specify the selection criteria for the report.

#### Field descriptions - ACP400D-01

Fields	Description
<b>Company Number (3,0):</b>	Specify the company number to use to produce this report. A listing of valid company codes is available in Company Master Listing, ACR125.

Infor LX checks for your authorization to a company each time that you specify a company code. Before you can continue with this program, the system confirms that you are either authorized to the company or that you are an Infor LX security officer.

**Posting Date:**

Specify a range of posting dates to limit the tax information to include in the report.

The posting date is the date that the invoice was posted to the general ledger. If Multiple Currencies is installed on your system, the system uses this date to retrieve the exchange rate.

Screen actions - ACP400D-01

**Commands**

**Description**

**Standard screen actions**

All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 18)* in the overview information in this document.

## Invoice entry, ACP500D1

Use Invoice Entry to create new invoices or to maintain existing invoices. You can also void an invoice, if no payment has been recorded, or reactivate a voided invoice.

Before you access this program, establish the journal source code AP in the Ledger/Book/Journal Source program of Configurable Enterprise Accounting.

In Invoice Entry, you can set up a one-time vendor for use with only one invoice. The system deletes the one-time vendor after the invoice payment is reconciled. Use F16, One-Time Vendor, on the Invoice Entry Selection screen, ACP500D1-01, to create a one-time vendor. You can also set up a one-time vendor in IDF Vendor.

Invoice Entry allows you to perform costing. When you specify a purchase order number, you access the Invoice Entry: PO Costing screen, ACP500D3-01, where you can perform a three-way match between payables, purchasing, and receivables. You can specify costing data as well as received item amounts for use in three-way match calculations.

Shop Costing Post/Close, CST900, performs all outside operation costing.

From Invoice Entry, you can access the Recovery/Restart screen, ACP515D1-01, where you can restart an interrupted invoice entry session. You can also restart the posting process from Post Deferred/Batch Post Restart, CLD540.

To avoid posting duplicate transactions or transactions in progress, confirm that the journal entries do not exist. Then use the Recovery/Restart Restart screen, ACP 515D1-01, or Post Deferred/Batch Post Restart, CLD540, to complete the posting process.

### Logged Invoice Entry

Invoice Entry allows you to log an invoice to post at a later time. To create a logged invoice, select Logged Invoices, in Invoice or Prefix/Sequence order, from the Filter Options screen. Otherwise, specify the information for a logged invoice in the same way that you specify information for a regular invoice.

Logged invoices are not eligible for payment until the invoices are unlogged through Invoice Entry. In the Logging mode, other functions, such as revise, void, and reactivate, are unavailable. You can maintain a logged invoice only after the invoice is unlogged through Invoice Entry.

### Document Sequence Numbers

In Invoice Entry, you can retrieve invoices by either invoice or document sequence number. Infor LX provides this flexibility because the accounting systems used by many countries and companies require vendor transaction documents to have both an invoice and sequential number. Document sequence numbers are required for invoice processing; taxes, including value-added tax; statutory reporting; and audit purposes.

You can establish the default document prefix for a vendor in IDF Vendor on the Definition tab. The document prefix is a two-digit alpha prefix. The prefix controls the assignment of an eight-digit document sequence number to an invoice.

You can define and maintain the prefix code and sequence number in Document Sequence Maintenance, ACR160. However, A/P Application Control, ACP180, controls the prefix-specific numbering values:

0 = Do not assign a sequence number

1 = Assign sequence number at invoice entry and log invoice entry

2 = Assign sequence number at invoice entry and at the time the invoice is unlogged

To reset the document prefix number, run Document Sequence Number Reset, ACR920D. This sequence number is reset each calendar year, regardless of the financial year-end date.

If prefix-specific numbering is active, you can unlog an invoice by invoice or document sequence number. However, only the vendor and invoice numbers are required for you to do so. Use the Filter options for Invoice Entry, ACP500, to access logged invoices.

### Value Added Tax (VAT) Treatment

Invoice Entry lets you treat an entire invoice with nondeductible VAT. In Tax Rate Code, SYS 140, specify the percentage of the taxable amount that is treated as nondeductible VAT. Then, specify 1 to flag the Tax Nondeduct option on the Invoice Entry screen, ACP500D2-01. Infor LX calculates VAT based on the selections you made in both of these programs.

- If you select VAT Nondeductible, Invoice Entry does not check the VAT Nondeductible percentage in the Tax Rate Code program. The system applies the nondeductible VAT to the invoice at 100 percent.
- If you do not select VAT Nondeductible, Invoice Entry checks the VAT Nondeductible percentage in the Tax Rate Code program. The system applies nondeductible VAT only to

invoice records that have a Tax Rate Code with VAT Nondeductible percentage greater than 0. If the percentage is 0, then the system does not apply tax.

Access: Menu ACP

## Add or select an invoice

Use the Invoice Entry: Selection screen, ACP500D1-01, to add an invoice or to select an invoice to maintain. The screen displays the job number and the status of this record as either active, pending, or voided.

### Field descriptions - ACP500D1-01

#### Fields

#### Description

#### Line actions:

The action codes described in the following section are available:

#### **11=Memo**

Memo an existing invoice. Press Enter to display the Invoice Entry memo screen, ACP500D2-01. You can then continue through all the applicable invoice entry screens to complete the memo. Use F6 to post the memo after you enter all data.

#### **12=Unlog**

Unlog an existing logged invoice. You can use F13, Filters, to display only logged invoices. After the system displays the Invoice Entry memo screen, ACP500D2-01, specify a new G/L Reason code to process the unlog invoice transaction. You can also revise any additional invoice information during the unlog process. Use F6 to post the transaction, and change the status of the invoice from logged to unlogged.

#### **13=Reactivate**

Reactivate a voided invoice. After the system displays the Invoice Entry memo screen, ACP500D2-01, specify a valid G/L Reason code, and press Enter to review the General Ledger distribution for the reactivated invoice. Use F6 to post the transaction.

#### **14=Void**

Delete an existing invoice, then press Enter. After the system displays the Invoice Entry memo screen, ACP500D2-01, input the G/L Reason Code associated with the invoice's void journal entries. Press Enter to process the void.

**18=IDEP Work File**

This action code is available if you have Italy Pack's Intrastat module installed. Use action 18=IDEP Work File to display the Work File Maintenance for IDEP screen, INTR02D4-01. The Document Prefix must be defined in the INTRAA table.

**Act (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.

**11=Memo**

Memo an existing invoice. Press Enter to display the Invoice Entry memo screen, ACP500D2-01. You can then continue through all the applicable invoice entry screens to complete the memo. Use F6 to post the memo after you enter all data.

**12=Unlog**

Unlog an existing logged invoice. You can use F13, Filters, to display only logged invoices. After the system displays the Invoice Entry memo screen, ACP500D2-01, specify a new G/L Reason code to process the unlog invoice transaction. You can also revise any additional invoice information during the unlog process. Use F6 to post the transaction, and change the status of the invoice from logged to unlogged.

**13=Reactivate**

Reactivate a voided invoice. After the system displays the Invoice Entry memo screen, ACP500D2-01, specify a valid G/L Reason code, and press Enter to review the General Ledger distribution for the reactivated invoice. Use F6 to post the transaction.

**14=Void**

Delete an existing invoice, then press Enter. After the system displays the Invoice Entry memo screen, ACP500D2-01, input the G/L Reason Code associated with the invoice's void journal entries. Press Enter to process the void.

**18=IDEP Work File**

This action code is available if you have Italy Pack's Intrastat module installed. Use action 18=IDEP Work File to display the Work File Maintenance for IDEP screen, INTR02D4-01. The Document Prefix must be defined in the INTRAA table.

**Summary Batch Total:** Infor LX automatically updates this total after you complete a session for a vendor. This amount is always stated in the transaction currency. The total is not converted to base if you use different currencies within a batch. After you exit the program, you receive an audit trail that lists all transactions.

**Co (3,0):** To position to invoices assigned to a specific company, specify a company code. Otherwise you can leave the Company field blank.

**Vendor (8,0):** This field allows you to enter a vendor number. Select F13 = Filters, then choose Select by Vendor to view invoices by vendor number.

If you select F13 = Filters and then choose Select by Purchase Order, you can view invoices by purchase order number. To locate valid values for the Purchase Order Number field, use F18 = PO Inquiry.

**Invoice (20,A):** You can specify an invoice number of your choice.

Otherwise, Infor LX can assign an invoice number if the Generate Invoice Numbers field is set to Y in the Vendor Master file, AVM. You can override this entry if you enter an invoice number that is not currently in use.

If you do not specify an invoice number, and the vendor is not subject to automatic invoice generation, the system issues the following error message: Vendor not valid for auto-invoice number generation. Specify an invoice number or select the Generate Invoice Numbers option on this vendor's master file.

If you specify an existing invoice number for the vendor, Infor LX displays the error message: Invoice already exists for Vendor. You must specify a unique vendor/invoice number combination.

**Prefix (2,A):** This is a display-only field for invoices entered in the system.

The system does not display the Prefix field if Prefix-Specific Numbering is set to 0 in Account Payable's Application Control, ACP180. This field uses the default value from the Vendor Master Document Prefix, VMDFPX.

**No (9,0):** The system populates this field with the system-generated sequence number at the time of invoice entry.



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## Screen actions - ACP500D1-01

Commands	Description
<b>F13=Filters</b>	Access the Filter Options screen. Use the first set of filters to display logged or unlogged invoices. Use the second set of filters to display or enter the Vendor Number or Purchase Order Number.
<b>F16=One time Vendor</b>	Access the One Time Vendor Detail screen, ACP502D-01, to define a one-time vendor.
<b>F17=Recovery/Restart</b>	Access the Invoice Entry:Recovery/Restart screen, ACP515D-01, to recover/restart a program.
<b>F19=Payables Inq</b>	Access the Payables Inquiry Detail screen, ACP310D1-02.
<b>F21=Extended Vendor Search</b>	Access the Extended Vendor Search - List screen, ACP330D1-01.
<b>F22=Logged Payables Inq</b>	Access the Logged Payables Inquiry Detail screen, ACP311D1-02.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Add or maintain invoice header information

The Invoice Entry header screen, ACP500D2-01, contains the invoice header information, including vendor name and address, tax code, invoice dates, purchase order number, currency, bank information, and the G/L Reason.

Because the Invoice Entry: Selection screen, ACP500D1-01, validates the creation of an invoice, many of the fields on this screen pull in defaults from the Vendor Master file. You can override any default.

## Field descriptions - ACP500D2-01

Fields	Description
<b>Company (3,0):</b>	This field displays the number of the company to process.  You can maintain company numbers from the Company Master program in Configurable Ledger or Accounts Receivable. Company numbers are stored in the Company Master file, RCO.

Infor LX checks for your authorization to a company each time that you enter a company code. Before you can continue with this program, the system confirms that you are authorized to the company or that you are an Infor LX security officer.

- GBO Number (20,A):** Specify the giro number, bank account number, or organization number for this vendor.
- Status (1,0):** This field indicates the payment status of the originating invoice.
- Total (15,2):** The system displays this field only if the system is in memo, void, reactivate, or unlog modes. The field lists the amount of the invoice prior to the current transaction.
- Vendor (8,0):** This field displays the vendor number specified on the Invoice Entry: Selection screen, ACP500D1-01. Infor LX also displays the first 30 characters of the vendor's name. You can assign a vendor code to a company in IDF Vendor. Use F9=Address Detail to view the full vendor name and address information.
- Invoice (20,A):** This field displays the invoice number specified on the Invoice Entry: Selection screen, ACP500D1-01.
- Amount (15,2):** Specify the amount of the invoice.
- Tax Amount (15,2):** Infor LX calculates the tax amount for the preliminary invoice.
- Invoice Date (6,0):** Specify the date of this invoice.
- The system uses this date and the vendor terms code assigned to the vendor to determine the payment due and discount available dates for the invoice.
- The system compares this invoice date with the invoice receipt date to determine whether the tax is lagged. The tax is lagged according to the number of days set in Application Control, ACP180. If the number of lag days is 60, and the invoice date is 60 or more days prior to the invoice receipt date, the invoice is lagged.
- Description (35,A):** Specify a description of this invoice for reference purposes.
- PO Number (9,0):** Specify the purchase order number assigned to the invoice you create.
- If the purchase order is associated with a delivery, its costs are written to the Inbound Delivery Charge, LIC, and the Purchase Order Costing, APO, files. The purchase order costs are also used in subsequent landed cost updates.

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Infor LX prompts you to specify additional purchase order numbers if you apply an invoice against multiple purchase orders. After you specify the PO number, the system performs a three way match on the Invoice Entry: PO Costing screen, ACP500D3-01. You must specify a PO number to access this screen. The Invoice Entry application prints a traveler document for purchase orders associated with an outside operation, after the invoice entry process completes.

**Advice Note (35,A):** Specify a valid advice note number. You can use the Invoice Entry Advice Note Selection screen, WINHGHD-01, to select multiple Advice Notes to process concurrently. Infor LX displays the Invoice Entry: Advice Note costing screen, ACP500D6-01, after you press Enter.

**PO/GRN/Trans Exchange Rate:** This field displays the exchange rate used to convert from the purchase order to the invoice currency. You can override this exchange rate when you enter the PO number or after the system displays the default exchange rate. If the purchase order and invoice currencies are the same, you cannot manually override the value displayed here.

To override this value, use F17 = PO/Trans Exchange Rate to access the Override Exchange Rate screen. This screen displays the multiplier exchange rate used for triangulation calculation. You can maintain this exchange rate if you have installed MLT, and the Euro Currency Conversion field is selected in Multi-Currency System Parameters, MLT800.

**Reference (10,A):** Specify a reference code or number associated with this invoice. This can be any information related to the invoice, for example, a reference to a monthly expense report.

**Approval Code (3,A):** Specify the approval code for this vendor.

**Prefix (2,A):** The system displays the Prefix field in memo and void mode and lists the document prefix number assigned by the system when the invoice was originally processed.

**Number (8,0):** The system displays the Number field in memo and void mode and lists the document sequence number assigned by the system when the invoice was originally processed.

**Posting Date (6,0):** Specify the date used to post this invoice to the general ledger.

You cannot specify a date from a previous fiscal year's closed period. However, you can specify a date from a closed period of the current or a valid future fiscal year. If Multiple Currencies is installed, the system uses the posting date to retrieve the exchange rate.

**G/L Reason Code (5,A):** Specify the G/L reason code for the transaction.

Each transaction type, create, memo, void, reactivate, requires a unique reason code. The code is tied to a specific event that resolves the accounting model for the G/L distribution.

**Event (10,A):** Event is a display-only field. The event is determined by the reason code. Events create and post journal entries to process information from the subsystems.

**Invoice Receipt (Date) (6,0):** Specify the date on which you received this invoice from the vendor.  
See Invoice Date for an explanation of lagged tax processing.

**Currency (3,A):** The system displays this field only in create and memo modes. Specify the correct currency code, if the code displayed does not match the currency used to state the amount of the invoice.  
  
A currency code is associated with a vendor in the Vendor Master file. The system displays this field only if the value is Y in the Accounts Payable and/or Purchasing field in Multi-Currency System Parameters, MLT800.

**Spot Rate (6,A):** The system displays this field only in create and memo modes. Specify a valid rate type.  
  
The rate type denotes the exchange (spot) rate used to convert this invoice amount from the transaction currency to the company base currency, if the currencies differ. If you specify an invalid rate type, Infor LX displays an error message: Rate Type is invalid.  
  
You establish rate types in the Rate Types file, ZGT, of Configurable Enterprise Accounting.

**Pay Type (1,A):** The system displays this field only in create and memo modes. The system uses the payment type assigned to the vendor in the Vendor Master file as the default value. You can override the default payment type code.  
  
Specify the code of the payment type used to pay this invoice.  
  
The payment type must exist on the Bank Account Master file for the bank code specified on this screen. The Bank Account Master file provides the next available reference number for this payment type. You maintain payment types in Payment Type, ACP170D, and bank accounts in Bank Account Master, ACP140D.

**Exchange Rate (15,7):** Specify the exchange rate used to convert this invoice amount from the transaction currency to the company's base currency, if they are different.

The Posting Date determines the exchange rate used for the conversion from one currency to another. If you specify a FOREX number, the system uses the rate from Configurable Enterprise Accounting and from Multiple Currencies as the default value.

If your system is euro enabled in Multi-Currency System Parameters, MLT800, the screen displays the multiplier exchange rate used for triangulation calculation. To maintain this exchange rate, select the appropriate function key to access the Override Exchange Rate screen, MLT940D. On this screen, you can display or override the multiplier and divisor exchange rates, depending on the triangulation calculation method used.

**Vendor Tax Code (5,A):** **Changed:** MR80193 Updated the help text based on the System Parameters (SYS810D2-01).

Specify the tax code associated with this vendor. The vendor tax code determines the tax applied to the invoice lines. The system uses the tax code assigned to the vendor in the Vendor Master file as the default value.

#### Note

You must specify the Vendor Tax Code, if the A/P Invoice Tax Code parameter is enabled in the System Parameters (SYS810D2-01).

**Bank Code (3,A):** Specify the code of the bank used to provide the funds for this invoice. The system uses the bank code from the Vendor Type master file as the default value.

**Pay-to Vendor (8,0):** Specify the number of the vendor to pay. If you leave this field blank, Infor LX uses the pay-to vendor number listed in the Vendor Master file of the invoicing vendor. If no pay-to vendor is listed, the system uses the invoicing vendor's number.

**FOREX Number (10,A):** Specify the foreign exchange reservation number used to determine the exchange rate. The exchange rate retrieved from the exchange reservation overrides the spot rate displayed or specified on this screen. You set up foreign exchange reservations in Multiple Currencies.

Infor LX can produce a credit check, if the invoice amount is a credit and no outstanding invoices with the same FOREX number offset the credit. To prevent a credit check, review the report created in Cash Requirements (ACP620) application. If the amount appears on the FOREX Credit Exceptions Report, run Payment Selection (ACP600), changing the FOREX number to offset a different invoice, then rerun the Cash Requirements report.

If the amount of the specified invoice exceeds the amount outstanding for this FOREX number, you receive an error message. You must either reduce the amount of the invoice, or use another FOREX number. If you attach a memo

to an invoice, the system calculates the net outstanding amount for this FOREX number.

**Tax Nondeductible (1,A):**

Specify 1 to indicate that the tax is nondeductible. The tax is then listed as nondeductible in the tax history files and can be reported separately. Nondeductible tax processing takes priority over tax lag processing.

Leave this field blank to process tax as deductible.

**Prefix/Number (3,A):**

You can change this field to any valid prefix for the specified company. The system uses the value from the Vendor Master Document Prefix, VMDFPX. The system does not display Document Prefix if Prefix-Specific Numbering is set to 0 in Application Control, ACP180.

**Open GRN (1,0):**

The value in this field defaults in from the Company Master file (RCO) or, if that field is blank, from the A/P Application Control parameter. If the value is 0=No or 1=Yes, the field is protected and you cannot change it here. If the value retrieved is 2=Manual, it defaults into this field as 0, but you can change it to 1 here.

- 0=No. Do not reopen and update the GRN.
- 1=Yes. Reopen and update the GRN.

If the value in this field is 1, GRN update takes place after you create the negative transaction in Invoice Entry, ACP500D2, and press Enter. When you complete the transaction with F6=Accept, the process updates the PUR Goods Receipt Detail file (HGD) by creating a new unmatched GRN line that is again available for three-way match. The process also updates the Purchase Order Header and Purchase Order and Requisition Lines files (HPH AND HPO).

Next, the process checks the Company Master and, if necessary, A/P Application Control Maintenance, to see whether a negative C transaction should be created. If a negative C transaction should be created, the process creates the transaction for the appropriate quantity and updates the Cost Master file (CMF) accordingly, unless you are using Last Cost. If you are using Last Cost, the CMF is not updated with voids or credits.

Note: If you have already purged the purchase order records related to a transaction, they cannot be updated. No new purchase order records are created with this process.

## Screen actions - ACP500D2-01

<b>Commands</b>	<b>Description</b>
<b>F2=Exchange Rate</b>	Maintain the exchange rate used to convert from the invoice to the company base currency. The system displays the Override Exchange Rate screen, MLT940D, which allows you to maintain the value in the Exchange Rate field. This screen lists the multiplier exchange rate. You can maintain this exchange rate if you have installed MLT, and your system is defined as euro enabled in Multi-Currency System Parameters, MLT800.
<b>F9=Vendor Address</b>	Access the Address Detail screen to view address information for the Vendor.
<b>F10=GRN Inquiry</b>	Access the GRN Inquiry program, PUR312D1, to view Goods Received Note data.
<b>F15=Return</b>	Access the Invoice Entry: Selection screen, ACP500D1-01. You lose any information related to the transaction in process.
<b>F16=Asset Data</b>	Access Asset Data Maintenance, FXA160, to enter fixed asset data. You can only access this application if Fixed Assets is installed and you have the correct user security.
<b>F17=PO/Trans Exchange Rate</b>	Maintain the exchange rate used to convert from the purchase order to the invoice currency. The system displays the Override Exchange Rate screen, MLT940D, which allows you to maintain the value in the PO/Trans Exchange Rate field. This screen lists the multiplier exchange rate. You can maintain this exchange rate if you have installed MLT, and your system is defined as euro enabled in Multi-Currency System Parameters, MLT800.
<b>F18=PO Inquiry</b>	Access Purchase Order Inquiry, PUR300D. From this inquiry, you can search for purchase orders numbers by vendor, item, requisition, and customer order number. You can access Material Status Inquiry, INV300, and Vendor Quotes Inquiry.
<b>F19=Service PO</b>	Access Service Purchase Order Selection, ILM310D.
<b>F22=Advice Note Prompt</b>	Access the Invoice Entry Advice Note Selection screen, WINHGHD-01, to select multiple advice notes.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Filter invoice information

Use the Filter screen to designate the mode, regular or logged, and the record order, invoice number or prefix/sequence number, of the invoices displayed on the Invoice Entry: Selection screen, ACP500D1-01. To process logged transactions, select Logged Invoices by Invoice, or Logged Invoices by Prefix/Sequence. A second set of filters allows you to display invoices by vendor number (1=Select by Vendor), or PO number (2=Select by Purchase Order). After you press Enter, the system returns to the ACP500D1-01 screen and displays the invoices according to your filter settings.

### Field descriptions - ACP500D1/FILTER

<b>Fields</b>	<b>Description</b>
<b>Option (1,0):</b>	<p>Specify an option to indicate how to display payables or logged invoices, and then press Enter:</p> <p>1=Payables by Invoice</p> <p>2=Payables by Prefix/Sequence</p> <p>3=Logged Invoices by Invoice</p> <p>4=Logged Invoices by Prefix/Sequence</p> <p>5=Preliminary Invoices by Invoice</p>
<b>Vendor/PO Filter</b>	<p>Specify the number of the option to indicate how to display the invoices, and then press Enter:</p> <p>1=Select by Vendor</p> <p>2=Select by Purchase Order</p>

### Screen actions - ACP500D1/FILTER

<b>Commands</b>	<b>Description</b>
<b>Standard screen actions</b>	<p>All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.</p>

## Specify PO costing information

**Changed:** MR81217 HelpText change for 8.4.2 enhancement - ERPLX\_ACP500D3-F14-Override-Costed-Qty-Amt-Warning



The system displays the Invoice Entry: PO Costing screen, ACP500D3-01, when you specify a valid purchase order number on the Invoice Entry screen, ACP500D2-01. Use F11, Fold, to toggle between additional fields and a less detailed view.

The system displays values from the Item Master file and previous receipts for these fields: Standard Unit Cost, Expected Cost, Qty Costed, Actual Cost, Quantity in Inspection, Type, and Description.

The system displays these fields only when the transaction type used to receive goods on a purchase order interfaces with Cost Accounting.

### **Three-Way Match: Payables, Purchasing, and Receiving**

Infor LX links the invoice and the purchase order during a three-way match. After you specify a purchase order number, you can access the Invoice Entry: PO Costing screen, ACP500D3-01, where you can perform a three-way match between payables, purchasing, and receivables. You can specify costing data and received item amounts for each line item on the purchase order.

Infor LX calculates the quantity to cost and amount to cost. To calculate quantity to cost, the system subtracts any prior receipt of goods from the quantity received listed on this invoice. To calculate amount to cost, the system multiplies the quantity costed by the expected cost.

The information in the following fields comes from the previous screen:

- Company
- Company Name
- Vendor
- Vendor Description
- Invoice
- Vendor Type
- Vendor Tax Code
- Current Purchase Order

This screen also has the following fields:

- Type
- This field displays 0 for an inventory item or 1 for a commodity item. The system uses the item number for the purchase order as the default value.
- Description  
The system uses the description of the item from the Item Master file as the default value.
- Quantity Ordered  
The system uses the quantity ordered from the purchase order as the default value.
- U/M (Unit of Measure)  
The system uses the unit of measure from the purchase order as the default value. All quantities received, rejected, and/or costed must be stated in the same unit of measure.
- Whse

The system uses the warehouse from the purchase order as the default value. Specify the code of the warehouse for the received stock.

- **Location**

The system uses the location from the purchase order. Specify the location for the received stock.

- **D/S (Drop Ship Line Indicator)**

This field displays 0 if this is not a drop shipment or 1 for a drop shipment. The system uses the value from the purchase order as the default value.

- **Actual Cost**

Actual Cost is the unit cost for this item/facility as defined in cost set 1 of Define Cost Sets, CST140, in the Cost Accounting application. For DWM items, Infor LX calculates the actual cost in the DWM unit of measure. For non-DWM items, Infor LX calculates the actual cost in the stocking unit of measure.

- **Standard Cost**

The Standard Cost is unit cost for this item/facility as defined in the cost set posting to the general ledger. This cost set is specified in the inventory costing parameters.

- **Expected Cost**

The system uses the unit cost for an item from the purchase order as the default value for the expected cost.

- **Qty/Wght Costed**

The Quantity/Weight Costed is the quantity or DWM unit of measure already costed for this purchase order line item.

- **Qty/Wght In Inspection**

The Quantity/Weight in Inspection is the quantity or DWM unit of measure that is currently in inspection for this purchase order line item.

- **Lot/QMS**

The system displays this field if you select Lot Control in the IDF Enterprise Item, of the Inventory application.

If the item is a QMS non-lot item, this field displays the QMS sequence number from the QMS Sequence file, QSN.

- **Qty to Receive/Wght to Rec**

Infor LX displays the Qty to Receive field if you select the Affect Receipts option for C type transactions, PO invoice receipts, in Transaction Effect Maintenance, INV150, in the Inventory application. Specify the quantity to receive in this field.

The Weight to Receive is the DWM dual unit of measure for the value in the Qty to Receive field.

- **Qty to Reject/Wght to Rej**

Infor LX displays the Qty to Reject field if you select the Affect Receipts option for C type transactions, PO invoice receipts, in Transaction Effect Maintenance, INV150, in the Inventory application. Specify the quantity to reject in this field.

The Weight to Reject is the DWM dual unit of measure for the value in the Qty to Reject field.

### Field descriptions - ACP500D3-01

Fields	Description
<b>Next Purchase Order (9,0):</b>	If the invoice covers multiple purchase orders, use this field to display the items and quantities on the next purchase order. Specify the costing information for this purchase order. Press Enter to add other purchase orders. After you distribute amounts on the Invoice Entry Distribution screen, ACP500D4-01, and the Expense Line Detail screen, ACP500D4-02, you can use F12=Cancel to continue to add other purchase orders on this screen.
<b>PO/Trans Exchange Rate:</b>	<p>This field displays the exchange rate used to convert from the purchase order to the invoice currency. To override this value, return to the Invoice Entry - A and B screen, ACP500D2-01, and use F17 = PO/Trans Exchange Rate.</p> <p>You can enter additional purchase orders on this screen, but they must have the same currency as either the invoice or the previously entered purchase order. The system uses the exchange rate information specified on the Invoice Entry - A and B screen, ACP500D2-01, to perform currency conversions.</p> <p>To view the exchange rate details, use F2 = Exchange Rate.</p>
<b>Quantity to Cost (11,3):</b>	Specify the received quantity to update the PO costed quantity total.
<b>Amount to Cost (15,2):</b>	<p>Specify the amount of the invoice that applies to the purchase order receipt. If you process a partial invoice for a PO, clear the Quantity to Cost and Amount to Cost fields for the PO lines that do not pertain to this invoice. Infor LX calculates the discount amount for the lines invoiced.</p> <p>Note: You can specify a value in the Amount to Cost field to perform a price adjustment without affecting the CMF cost. To do this, leave the Quantity to Cost field empty. Both negative and positive adjustments are allowed.</p>
<b>Quantity Received/Weight Received:</b>	Infor LX displays the quantity/DWM units of measure for the previous stock receipts for this purchase order.
<b>Status (1,0):</b>	The system uses the status from the purchase order as the default value, but you can override the status. The invoice statuses are listed below:

**Valid choices**

- **0**  
New purchase order, no lines received or costed
- **1**  
At least one line received or costed
- **2**  
All lines fully received but not fully costed
- **3**  
PO closed, all lines fully received and costed

**Item Tax Code (5,A):**

**Changed:** MR80193 Updated the help text based on the System Parameters (SYS810D2-01).

Specify the item tax code applied to the invoice. The system uses the item tax code from the purchase order line item as the default value. If a tax code does not exist for a purchase order line item, this field is blank.

**Note**

You must specify the Item Tax Code, if the A/P Invoice Tax Code parameter is enabled in the System Parameters (SYS810D2-01).

**Weight to Cost (11,4):**

Infor LX displays the DWM unit of measure for the value in the Quantity to Cost field. You can override this value for dynamic DWM items. If the item is a standard DWM item, the system uses the value in the Item Master as the default value. You cannot change it. If the item is not a DWM item, Infor LX displays zeros in this field.

**Discount Amount**

This field lists the amount of discount applied to the line item. The discount amount field automatically populates when you use F16=Auto Discount from the Invoice Entry Distribution screen, ACP500D4-01. You can give an additional amount of discount by making a manual entry in this field.

**Line actions**

The following line actions are available.

**11=Select**

Select an individual PO line for costing. The Quantity to Cost and the Amount to Cost fields are set to their original values.

**12=De-Select**

Deselect a individual PO line for costing. The Quantity to Cost and the Amount to Cost fields are set to 0.00.

**Act (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.

**Box Size (11,3):** Specify the quantity of the item to define as a standard box. The system uses the value from the Purchase Order Line record, HPO, for lot-controlled items. If the item is not box-sized, this field is not on the screen. If the Box Quantity field in the HPO is zero, the value comes from the Item Facility Planning record, CIC. If no CIC record exists, the system uses the value from the Item Master.

For lot-controlled items, the receiving lot record is created in the Lot Master, ILN, and updated with the box size value entered here.

**Manufactured Date (8,0):** Specify the date the product was manufactured. This field is required for QA.

Screen actions - ACP500D3-01

<b>Commands</b>	<b>Description</b>
<b>F2=Exchange Rate</b>	View the exchange rate details for the PO/Trans Exchange Rate field.
<b>F9=Vendor Details</b>	Display Vendor Detail information.
<b>F11=Fold</b>	Fold and unfold detail information for this screen.
<b>F13=Filters</b>	Access the Filter Options screen. You can view open, received, or all PO lines.
<b>F15=Return</b>	Cancel this invoice entry session and return to the Invoice Entry: Selection screen, ACP500D1-01. No entries are saved. You can maintain another invoice, select any other function, or exit the program with F3.
<b>F16=Bypass PO</b>	Bypass the current purchase order displayed and proceed to the one entered in the Next Purchase Order field. If you do not specify a purchase order number, the system displays the Invoice Entry Distribution screen, ACP500D4-01.
<b>F18=PO Inquiry</b>	Access Purchasing Inquiry, PUR300D1. After you process your inquiry, you can use F3 to return to the Invoice Entry: PO Costing screen, ACP500D3-01.
<b>F19=Service PO</b>	Access the Service Purchase Order Selection screen, ILM310D1-01, to view purchase orders and their associated document types for a specific vendor.

**F21=De-Select All**      Select or deselect all PO lines for costing. Use F21, De-Select All, to set the Quantity to Cost and the Amount to Cost fields to 0.00. Use F21, Select All, to reset the Quantity to Cost and the Amount to Cost fields to their original values.

**F22=DWM Switch**      Toggle the display between the Quantity and Weight (DWM unit of measure) fields.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 18)* in the overview information in this document.

## Filter PO lines

Use this screen to select to view open, received, or all PO lines.

- If you select Open PO lines, Infor LX displays PO lines where the quantity costed is less than the quantity ordered.
- If you select PO lines with Receipts, the system displays PO lines where the quantity to cost is not equal to zero.
- If you select All PO lines, the system displays all PO lines regardless of the line status.

After you make a selection, the system returns to the Invoice Entry: PO Costing screen, ACP500D3-01, which displays the appropriate PO lines.

### Field descriptions - ACP500D3/FILTER

<b>Fields</b>	<b>Description</b>
<b>Option (1,0):</b>	Specify one of the following options to indicate the PO lines to view. Then press Enter.  1=Open PO lines - the Quantity Costed is less than the Quantity Ordered.  2=PO lines with Receipts - the Quantity to Cost is not equal to zero.

3=All PO lines

## Screen actions - ACP500D3/FILTER

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Add or maintain distribution information for an invoice

The system displays the Invoice Entry Distribution screen, ACP500D4-01, after you press Enter on the Invoice Entry screen, ACP500D2-01, or the Invoice Entry: PO Costing screen, ACP500D3-01. This screen lists the information you entered on these screens, including the company, vendor, and invoice numbers. The Invoice Entry Distribution screen also lists the transaction and calculated invoice amounts. The system uses the information from the previous screen as the default value in the following fields:

- Company number
- Vendor number
- Invoice number
- Vendor type
- Vendor tax code
- Transaction amount
- Transaction discount
- Calculated amount
- Calculated disc

## Field descriptions - ACP500D4-01

Fields	Description
<b>Terms Code (2,A):</b>	For the default terms code, the system uses the invoice vendor's payment terms code entered in the Vendor Master file, AVM, or, if any changes to the default terms code were made in the Purchase Order program, those changes from the Purchase Order Header file, HPH. You can override the displayed value. The terms code determines the due date and the discount date used for this vendor.
<b>Hold Invoice (1,A):</b>	Specify Y to place the invoice on hold; otherwise, specify N.

You cannot select an invoice on hold for payment from Payment Selection, ACP600D, nor can you void the invoice in Manual Payments/Void Checks, ACP700D. You must change the Hold Invoice value to N before you can make payments or void an invoice. The system uses the value from the Vendor Master file, AVM, as the default value.

**Payment Due Date (6,0):** The system adds the invoice date to the number of days designated as due days or to the override due date from this vendor's terms code file to calculate the default value in this field. You can override this value.

**Discount Date (6,0):** The system adds the invoice date to the number of days designated as due days or to the override due date from this vendor's terms code file to calculate the default value in this field. You can override this value.

**Transaction Amount (15,2):** The system uses the amount entered on the Invoice Entry screen, ACP500D2-01, as the default value.

**Transaction Discount (15,2)** The system uses the amount entered on the Invoice Entry screen, ACP500D2-01, as the default value.

**Calculated Amount (15,2):** The calculated amount is the amount of the invoice after all tax calculations have been performed. If the calculated and transaction amounts differ, the system displays an error message that asks you to override the transaction amount and accept the calculated amount. Use F14 to override the transaction amount and accept the calculated amount.

**Calculated Disc (15,2):** Use F16=Auto Discount to calculate the discount. The calculated discount is a system-calculated discount amount for the entire invoice (all lines). Infor LX calculates the discount amount when the vendor has a valid vendor terms code and the Discount field is turned on.

**Discount Available:** The system displays this field only in memo mode. This field lists the original amount of the discount for the adjusted invoice.

**User Field (1-14) (16,A):** A user field allows you to select the information that defines the field. You can use the information specified here during model resolution.

**Amount (15,2):** Specify the amount distributed to this line of the invoice. The values in the Amount fields must equal the transaction amount of the invoice.

**Select (1,A):** To display the Expense Line Detail screen, ACP500D4-02, specify X in the Sel field next to an expense line. Screen ACP500D4-02 displays fourteen available user-defined fields.

**Tax ID (5,A):** **Changed:** MR80193 Updated the help text based on the System Parameters (SYS810D2-01).



Specify the item tax code. The item tax code determines the tax applied to the payment amount on this line.

**Note**

You must specify the Tax ID for the item, if the A/P Invoice Tax Code parameter is enabled in the System Parameters (SYS810D2-01).

- Bucket (3,0)** Specify the number of the cost bucket used for the posted amount. The default value for the bucket is the cost bucket entered for this vendor type in Vendor Types Maintenance, ACP150D.
- Disc Off (1,A):** Specify Y to apply a discount to the amount distributed on this line. Otherwise, specify N. The vendor type determines the default value.
- Discount Amount (15,2):** The discount amount is the discount applied to the amount distributed on this line. You can manually enter a discount or you can let Infor LX perform automatic discounting for those lines that specify Y in the Discount Off field. Use F16=Auto Discount for a system-calculated discount.

Screen actions - ACP500D4-01

Commands	Description
<b>F6=Post</b>	End this invoice, and allow the system to perform the G/L distribution to the default accounts defined in your primary financial product for the G/L Reason Code you entered. This screen action does not cancel the invoice, but only ends its processing. To cancel the entry of this invoice, see screen action F15.
<b>F15=Return</b>	Cancel this invoice entry session and return to the first screen of Invoice Entry, ACP500D1-01. Your entry is not saved. You can maintain another invoice, select any other function, or exit the program.
<b>F16=Auto Discount</b>	Perform automatic discounting of this payable. After you enter the line item amounts of the invoice, you can have the system automatically insert discount available amounts, calculated from the discount percentage in the Terms Code file.
<b>F18=Tax Totals</b>	Access the Invoice Entry - Tax Amount Correction screen, ACP500D5-01. You can change any system-generated tax calculations.
<b>F20=SC Sum</b>	Display a summary of applied special charges on the Special Charge Summary screen, ACP505D-01. These charges are attached to the purchase order when it is created in Purchase Order Release/Maintenance, PUR500C.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 18)* in the overview information in this document.

## Specify additional information for the invoice

Use the Expense Line Detail screen, ACP500D4-02, to capture additional information related to the invoice transaction in 14 user-defined fields. You select the information used to define each of these fields. To access the Expense Line Detail screen, enter X in the Sel X column next to an expense line on the Invoice Entry Distribution screen, ACP500D4-01.

The following fields are listed on screen ACP500D4-02:

- **Line**  
This field displays the journal entry line number associated with the current account.
- **Amount**  
Specify the amount of the invoice distributed to this line.
- **Tax Code**  
Specify the item tax code applied to the payment amount.
- **Discount**  
Specify Y to apply a discount to the amount distributed on this line. Otherwise, specify N. The default value for this option is determined by the vendor type.
- **Discount Amount**  
The discount amount is the discount applied to the amount distributed on this line.
- **Bucket**  
Specify the number of the cost bucket used for the posted amount. The default value for the Bucket field is the cost bucket entered for this vendor type in Vendor Types Maintenance, ACP150.
- **User Field**  
A user field allows you to select the information that defines the field. The information entered here can be used during model resolution.

## Screen actions - ACP500D4-02

Commands	Description
<b>F15=Return</b>	Return to the Invoice Entry Distribution screen, ACP500D4-01.

## Adjust tax amount for an invoice

Use the Invoice Entry Tax Amount Correction screen, ACP500D5-01, to adjust any tax amounts calculated by the system for the selected invoice. Use F18, Tax Totals, from the Invoice Entry Distribution screen, ACP500D4-01, to perform this process. You can apply multiple tax codes and rates per invoice line.

## Field descriptions - ACP500D5-01

Fields	Description
<b>Rate Code (5,A):</b>	This field displays the vendor tax code applied to the amount in the Taxable Amount field for this line. You can apply multiple tax codes and rates per invoice line. Use F16 to activate the field for data entry.
<b>Country (2,A):</b>	Specify the company's country code. Use F16 to activate the field for data entry.
<b>Registration Number (25,A):</b>	Specify the company's registration number. Use F16 to activate the field for data entry.
<b>Tax Override (15,2):</b>	This field displays the tax amount applied to this invoice. The tax amount is determined by the vendor tax code from the Vendor Master file, or by the tax code specified on this screen. You can override this amount.
<b>Taxable Amount (15,2):</b>	This field displays the taxable invoice amount from the line Amount field on the Invoice Entry Distribution screen, ACP500D4-01. The rate code listed in the first column is applied to this taxable amount. You can override this amount.
<b>Total (15,2):</b>	This field displays the system calculated tax amount from the Invoice Entry Distribution screen, ACP500D4-01. If the total calculated amount is different from this amount, use F14 to override this amount with the total calculated tax amount.
<b>Calculated (15,2):</b>	This field displays the amount of the invoice after all tax calculations have been performed. If the calculated and transaction amounts differ, the system

displays an error message that asks you to override the transaction amount and accept the calculated amount.

**Nondeductible (1,A):** This column displays an X to indicate the nondeductible VAT lines.

The Invoice Entry and the Recurring Payable Post, ACP525, programs use the VAT Nondeductible Percentage field value from Tax Rate Codes, SYS140, to calculate deductible and nondeductible value-added tax.

### Screen actions - ACP500D5-01

Commands	Description
<b>F11=Fold</b>	Fold and unfold detail information for this screen.
<b>F14=Accept</b>	Accept the changes you made to the tax amounts. The screen does not display this screen action. After you change the tax or taxable amount and press Enter, the system displays the following message: Entered Taxable Amount not equal to Calculated Taxable Amount - F14 to Accept.
<b>F15=Return</b>	Cancel this invoice entry session and return to the first screen of Invoice Entry, ACP500D1-01. Your entry is not saved. You can maintain another invoice, select any other function, or use F3 to exit the program.
<b>F16=Change Tax Rate Codes</b>	Change tax rate codes. You can activate the Rate Code, Country and Registration Number fields for data entry.
	All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Specify advice note costing

If you enter a valid Advice Note number on the Invoice Entry screen, ACP500D2-01, the system displays the Invoice Entry: Advice Note Costing screen, ACP500D6-01.

Use F11 to toggle between additional fields and a less detailed view.

The system uses the values from the Item Master file and previous receipts for the default values in the following fields: Standard Unit Cost, Expected Cost, Qty Costed, Actual Cost, Quantity in Inspection, Type, and Description.

The system displays these fields only if the transaction type used to receive goods on a purchase order interfaces with Cost Accounting.

### Three-Way Match: Payables, Purchasing, and Receiving

Infor LX links the invoice and the purchase order during a three-way match. After you enter a purchase order number, you can access the Invoice Entry: Advice Note Costing screen, ACP500D6-01, where you can perform a three-way match between payables, purchasing, and receivables. You also can enter costing data as well as received item amounts for each line item on the Advice Note.

Infor LX calculates the quantity to cost and amount to cost. To calculate the quantity to cost, the system subtracts any prior receipt of goods from the quantity received listed on this invoice. To calculate the amount to cost, the system multiplies the quantity costed by the standard cost compared to the invoice cost (or actual cost).

The values in these fields come from the previous screen:

- Company
- Company Name
- Vendor
- Vendor Description
- Invoice
- Vendor Type
- Vendor Tax Code
- Current Purchase Order

The following descriptions are provided for the fields displayed on screen ACP500D6-01:

- Type  
This field displays 0 for an inventory item or 1 for a commodity item.
- Item  
The system uses the item number from the advice note as the default value. The item number is defined in the Item Master file.
- Description  
The default value is the description of the item from the Item Master file.
- Quantity Ordered  
The system uses the quantity ordered from the advice note as the default value.
- U/M (Unit of Measure)  
The system uses the unit of measure from the advice note as the default value. All quantities received, rejected, and/or costed must be stated in the same unit of measure.  
The system uses the warehouse from the advice note as the default value. Specify the code of the warehouse for the received stock.
- Location  
The system uses the location from the advice note as the default value. Specify the code of the warehouse and location for the received stock.
- D/S (Drop Ship Line Indicator)

The system uses the D/S (Drop Ship Line Indicator) from the advice note as the default value. This field displays 0 if this is not a drop shipment or 1 for a drop shipment.

■ **Actual Cost**

Actual Cost is the unit cost for this item/facility as defined in cost set 1 of the Define Cost Sets, CST140, in Cost Accounting. For DWM items, Infor LX calculates the actual cost in the DWM unit of measure; for non-DWM items, Infor LX calculates the actual cost in the stocking unit of measure

■ **Standard Cost**

The Standard Cost is unit cost for this item/facility as defined in the cost set posting to the general ledger. This cost set is specified in the inventory costing parameters.

■ **Expected Cost**

The Expected Cost is the unit cost for an item from the advice note.

■ **Qty/Wght Costed**

The Quantity/Weight Costed is the quantity or DWM unit of measure already costed for this advice note line item.

■ **Qty/Wght In Inspection**

The Quantity/Weight in Inspection is the quantity or DWM unit of measure that is currently in inspection for this advice note line item.

■ **Lot/Seq**

The system displays the Lot field if you select Lot Control in the IDF Enterprise Item.

If the item is a QMS non-lot item, this field displays the QMS sequence number from the QMS Sequence file, QSN.

■ **Qty to Receive**

Infor LX displays the Qty to Receive field if you select the Affect Receipts option for C type transactions (PO Invoice Receipts) in Transaction Effect Maintenance, INV150. Specify the quantity to receive in this field.

The Weight to Receive is the DWM dual unit of measure for the value in the Qty to Receive field.

■ **Qty to Reject**

Infor LX displays the Qty to Receive field if you select the Affect Receipts option for C type transactions (PO Invoice Receipts) in Transaction Effect Maintenance, INV150. Specify the quantity to reject in this field.

The Weight to Reject is the DWM dual unit of measure for the value in the Qty to Reject field.

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 Field descriptions - ACP500D6-01

<b>Fields</b>	<b>Description</b>
<b>Next advice note (35,A):</b>	If the invoice covers multiple advice notes, use this field to display the items and quantities on the next advice note. Specify the costing information for this advice note. Press Enter to continue to add other advice notes. After you distribute the amounts on the Invoice Entry Distribution screen, ACP500D4-01, and the Expense Line Detail screen, ACP500D4-02, you can use F12, Cancel, to continue to add other advice notes on this screen. If you selected multiple advice notes from the Invoice Entry Advice Note Selection screen, WINHGHD-01, you cannot enter an advice note until all advice notes selected from WINHGHD-01 have been entered through on the Invoice Entry: Advice Note Costing screen, ACP500D6-01.
<b>Advice/Trans Exchange Rate:</b>	<p>This field displays the exchange rate used to convert from Advice Note to the invoice currency. To override this value, return to the Invoice Entry - A and B screen, ACP500D2-01, and use F17 = PO/Trans Exchange Rate.</p> <p>You can enter additional advice notes on this screen, but they must have the same currency as either the invoice or the previously entered advice note. The system uses the exchange rate information entered on the Invoice Entry - A and B screen, ACP500D2-01, to perform currency conversions .</p> <p>To view the exchange rate details, use F2 = Exchange Rate.</p>
<b>Quantity to Cost (11,3):</b>	Specify the received quantity to update the PO Costed Quantity total.
<b>Amount to Cost (15,2):</b>	<p>Specify the amount of the invoice that applies to the advice note receipt. If you process a partial invoice for a PO, clear the Quantity to Cost and Amount to Cost fields for the PO lines that do not pertain to this invoice. Infor LX calculates the discount amount for the lines invoiced.</p> <p>Note: You can specify a value in the Amount to Cost field to perform a price adjustment without affecting the CMF cost. To do this, leave the Quantity to Cost field empty. Both negative and positive adjustments are allowed.</p>
<b>Quantity Received/Weight Received:</b>	Infor LX displays the quantity/DWM units of measure for the previous stock receipts for this advice note display.
<b>Status (1,0):</b>	The system uses the status from the advice note, but you can override this value. This field uses one of the following statuses:

**Valid choices**

- **0**  
New advice note, no lines received or costed
- **1**  
At least one line received or costed
- **2**  
All lines fully received but not fully costed
- **3**  
PO closed, all lines fully received and costed

**Item Tax Code (5,A):**

**Changed:** MR80193 Updated the help text based on the System Parameters (SYS810D2-01).

Specify the item tax code applied to the invoice. The default value is the item tax code from the advice note line item. If a tax code does not exist for an advice note line item, this field is blank.

**Note**

You must specify the Item Tax Code, if the A/P Invoice Tax Code parameter is enabled in the System Parameters (SYS810D2-01).

**Weight to Cost (11,4):**

Infor LX displays the DWM unit of measure for the value in the Quantity to Cost field. You can override this value for dynamic DWM items. If the item is a standard DWM item, the default value is from the Item Master; you cannot change it. If the item is not a DWM item, Infor LX displays zeros in this field.

**Discount Amount**

This field lists the amount of discount applied to the line item. Use F16=Auto Discount from the Invoice Entry Distribution screen, ACP500D4-01, to automatically populate this field. You can make a manual entry to give an additional discount amount.

**Line actions:**

The following line actions are available on the Invoice Entry: Advice Note Costing screen, ACP500D6-01.

**11=Select**

Select an individual advice note for costing.

**12=De-Select**

Deselect an individual advice note for costing.

**Act (2,0):**

Specify the number for the line action to perform and press Enter.



## Screen actions - ACP500D6-01

<b>Commands</b>	<b>Description</b>
<b>F2=Exchange Rate</b>	View the exchange rate details for the Advice Note/Trans Exchange Rate field.
<b>F9=Vendor Details</b>	Display Vendor detail information
<b>F10=GRN Inquiry</b>	Access the GRN Inquiry program, PUR312D. After you process your inquiry, you can use F3 to return to the Invoice Entry: Advice Note Costing screen, ACP500D6-01.
<b>F11=Fold</b>	Fold and unfold detail information for this screen.
<b>F13=DWM Switch</b>	Toggle the display between the Quantity and Weight (DWM unit of measure) fields.
<b>F15=Return</b>	Cancel this invoice entry session and return to the Invoice Entry screen, ACP500D1-01. No entries are saved. You can maintain another invoice, select any other function, or use F3 to exit the program.
<b>F16=Bypass PO</b>	Bypass the Current advice note displayed for the PO and proceed to the PO associated with the advice note you enter in the Next advice note field. If you do not enter an advice note in the Next field, the system displays the Invoice Entry Distribution screen, ACP500D4-01.
<b>F18=PO Inquiry</b>	Access Purchasing Inquiry, PUR300D1. After you process your inquiry, you can use F3 to return to the Invoice Entry: Advice Note Costing screen, ACP500D6-01.
<b>F19=Service PO</b>	Access the Service Purchase Order Selection screen, ILM310D-01, to view purchase orders and their associated document types for a specific vendor.
<b>F21=De-Select All</b>	Select or deselect all Advice Notes for costing. Use F21=Deselect All to set the Quantity to Cost and the Amount to Cost fields to 0.00. Use F21=Select All to set the Quantity to Cost and the Amount to Cost fields to their original values.
<b>F22=PO/GRN List</b>	Access Purchase Order/GRN Inquiry, PUR313D1.

## View vendor details

The Vendor Details screen displays additional vendor information.

## Field descriptions - SCREEN02

Fields	Description
<b>Vendor</b>	Infor LX displays the ID of the vendor for whom you see detail information.
<b>Vendor Name</b>	Infor LX displays the name of the vendor for whom you see detail information.
<b>Tax Code</b>	Infor LX displays the vendor tax code.
<b>Terms Code</b>	Infor LX displays the vendor terms code.
<b>Vendor Type</b>	Infor LX displays the vendor type.
<b>Company</b>	Infor LX displays the associated company.

## Screen actions - SCREEN02

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Recover or restart an invoice entry

You can recover or restart previously interrupted invoice entries on the Recovery/Restart Selection screen, ACP515D-01. Use F17=Recovery/Restart on the Invoice Entry: Selection screen, ACP500D1-01.

To avoid posting duplicate transactions or transactions in progress, confirm that journal entries do not exist. Then use F17=Recovery/Restart or the Post Deferred/Batch Post Restart program, CLD540, to continue to process transactions. Transactions that originate from Vendor Invoice Entry have a greater risk of duplication because you can restart the transactions through either the Recovery/Restart, ACP515, or Post Deferred/Batch Post Restart, CLD540, program. You can check the spool file and Events Processing to determine if the transactions have already been posted.

Depending on the status of jobs at your workstation, you receive one of the following messages:

- No Active ACP500 exist for the current workstation. However, other active jobs do exist for other workstations.
- An interrupted session was found for the Job Number xxxxxx at this workstation. To attempt restart for this job: Press Enter. To bypass restart for this job: Press F3 or F12.

The following fields on the Recovery/Restart Selection screen, ACP515D1-01, are display only:

- Job

- Status
- Work Station
- Vendor
- Invoice

### Field descriptions - ACP515D

Fields	Description
<b>Sel (Select) (1,0):</b>	Specify X in the Select column next to a job line. You can press Enter to restart this job.

### Screen actions - ACP515D

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Invoice entry advice note selection, WINHGHD

Use this program to select multiple advice notes to process concurrently.

### Select multiple advice notes

The system displays the Invoice Entry Advice Note Selection screen, WINHGHD-01, if you prompt on Advice Note from the Invoice Entry - A and B screen, ACP500D2-01.

The information in the following fields comes from the previous screen:

- Company  
If you access this screen from Purchase Receipts, this field is input capable.
- Company Name  
If you access this screen from Purchase Receipts, this field is input capable.
- Vendor
- Vendor Name
- Invoice  
If you access this screen from Purchase Receipts, you can leave this field blank.

The information in the following fields is from the Goods Receipt Header file, HGH:

- Advice Note Date
- Advice Note Number
- GRN Number
- Receipt Date
- No. of Lines

The Selection column displays an asterisk for each Advice Note selected with line action 11 or with F21=Select All.

The system does not display an advice note that is in use by another workstation.

### Field descriptions - WINHGHD-01

<b>Fields</b>	<b>Description</b>
<b>Line actions:</b>	The following line actions are available on the WINHGHD-01 screen:  <b>11=Select</b>  Select an individual advice note for costing. The system displays an asterisk ( * ) in the Selected column after you select an advice note.  <b>12=Deselect</b>  Deselect an individual advice note.
<b>Act (2,0):</b>	Specify the number for the line action to perform and press Enter.
<b>Advice Note Number From/To (35,A):</b>	Specify a range of values to limit the advice note numbers to display. This range field uses extreme values by default. For information on range fields, see <i>Ranges</i> in the overview section of this document.
<b>Advice Note Date From/To: (8,0):</b>	Specify a range of values to limit the advice note numbers to display. This range field uses extreme values by default. For information on range fields, see <i>Ranges</i> in the overview section of this document.

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## Screen actions - WINHGHD-01

Commands	Description
<b>F12=Cancel</b>	Cancel and return to the Invoice Entry - A and B screen, ACP500D2-01. This screen action clears the advice notes selected on WINHGHD-01
<b>F20=Deselect All</b>	Deselect all advice notes for costing. This screen action sets the Selection column to blank.
<b>F21=Select All</b>	Select all advice notes for costing. This action marks the Selection column with asterisks (*). Note: If you access this screen from Purchase Receipts, You can select only one record, so this screen action does not appear.
<b>F22=PO/GRN Inquiry</b>	Access Purchase Order/GRN Inquiry, PUR313D1.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## One-time vendor detail, ACP502

This program allows you to set up a one-time vendor for use with only one invoice. You can access this program from various Accounts Payable programs. The system purges the one-time vendor after you run Month End File Purge, ACP900, if no transactions remain in the file for the vendor. The number of days to retain data, established in A/P Application Control Maintenance, ACP180, determines when the one-time vendor is purged.

The system automatically assigns a number to the one-time vendor. You establish this number in the Next One-Time Vendor field in A/P Application Control, ACP180. After you create a one-time vendor, the system updates the Next One-Time Vendor field and displays the next available vendor number.

Access: F16 on the Invoice Entry: Selection screen, ACP500D1-01.

### Create a one-time vendor

Use the One Time Vendor Detail screen, ACP502D-01, to set up a vendor to use with only one invoice.

Field descriptions - ACP502D-01

Fields	Description
<b>Company (3,0):</b>	Specify the company code assigned to this one-time vendor. If you accessed this screen from another Infor LX application, this field displays a default company value and is display-only.
<b>Vendor Name (50,A):</b>	Specify the name of the one-time vendor. This field displays the vendor name if the vendor number is entered into the system during routine operations.
<b>Vendor Number:</b>	This field displays a system-generated vendor number. The vendor number for a one-time vendor is automatically determined by the value in the Next One-Time Vendor field in A/P Application Control Maintenance, ACP180. After you create a one-time vendor, the system updates the Next One-Time Vendor field and displays the next available vendor number.
<b>Contact Name (50,A):</b>	Specify the name of the contact at this vendor address. A contact name is necessary for purchases made from a vendor warehouse located somewhere other than the vendor's main office.
<b>Address Line 1 (50,A):</b>	Specify the vendor's address information.
<b>Address Line 2 (50,A):</b>	Specify the vendor's address information.
<b>Address Line 3 (50,A):</b>	Specify the vendor's address information.
<b>State (3,A):</b>	Specify the state code or abbreviation.
<b>Country (4,A):</b>	Specify the code of the country where the business entity is located.
<b>Postal Code (9,A):</b>	Specify the postal code.
<b>Phone Number (25,A):</b>	Specify a purchasing phone number for this vendor. A phone number is necessary if purchases are made from a vendor warehouse located somewhere other than the vendor's main office.
<b>Fax Number (25,A):</b>	Specify a purchasing fax number for this vendor. A fax number is necessary if purchases are made from a vendor warehouse located somewhere other than the vendor's main office.
<b>E-Mail Address (50,A)</b>	Specify the e-mail address, if any, for this vendor.
<b>Language (3,A):</b>	Specify the primary language code for this vendor.

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- Vendor Type (4,A):** Specify the vendor type code for this vendor. Vendor types classify the vendors into user-defined categories.
- The vendor type code determines the default Accounts Payable, Discounts Available and Taken, and distribution accounts. You maintain vendor types in Vendor Types, ACP150. The ATY file stores the vendor types. The Vendor Type field is a macro-enabled field that Advanced Transaction Processing can use to resolve journal entry segments.
- Terms (2,A):** Specify the terms code used for this vendor. This code assigns one of the payment terms defined in Vendor Terms, ACP160, to the vendor.
- Payment Type (1,A):** Specify the payment type used for the vendor or invoice. Payment type codes identify the method of payment, for example, check or electronic funds transfer. You define payment types in Payment Type, ACP170.
- Document Prefix (2,A):** You can change this field to any valid prefix for the specified company.
- The system does not display Document Prefix if Prefix-Specific Numbering is set to 0 in Application Control, ACP180. The default value is from Vendor Master Document Prefix, VMDFPX.
- Currency (3,A):** Specify the code that identifies the currency used to pay this vendor. If the currency code is blank, the system uses the company base currency as the default value.
- Tax Code (5,A):** Specify the vendor tax code applied to payments made to this vendor.
- The default value is from the vendor tax code entered in IDF Vendor. You define tax codes in Tax Rate Codes, SYS140, in System Parameters. System Parameters Tax Rate Tables, SYS150, uses these codes to produce a vendor tax code/item tax code combination. The system uses this tax code combination to access specific tax rates.
- Tax ID (25,A):** Specify the vendor's tax ID code for reference use only.
- Fiscal Code (25,A):** Specify the vendor's fiscal code for reference use only.

## Screen actions - ACP502D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Special charge summary, ACP505

This program is not listed on the A/P menu (ACP). To access this program, use F20=SC Sum on the Invoice Entry Distribution screen, ACP500D4-01. This program displays special charges from Special Charges Maintenance, PUR181.

### Currency Rounding Methods

The selections you make in the Currency Code program in Multiple Currencies or the Currency program in Configurable Enterprise Accounting determine the currency rounding method and the round-to position used in Invoice Entry.

The currency rounding method affects the calculated (or displayed) amount totals, including the invoice total, the tax total, and the amounts in journals. The currency rounding method does not affect the unit cost and the unit selling prices.

## Display special charges

The Special Charge Summary screen, ACP505D-01, displays special charges attached to the purchase order in Special Charges Maintenance, PUR181.

This screen has the following display-only fields:

- Invoice
- Vendor
- Vendor Tax
- Vendor Type
- Invoice Amount
- Total Special Charge
- Company
- Profit Center
- Account Number
- Item Tax
- Amount
- Special Charge
- Description



- Fixed (Charge)

The Fixed (charge) field indicates whether a special charge is fixed. 0 indicates a special charge per purchasing unit of measure. The special charge is multiplied by the number of units entered on the PO line. 1 indicates a fixed special charge. The PO line is created with a quantity of one.

#### Field descriptions - ACP505D-01

Fields	Description
<b>Act (2,A):</b>	Specify the number for the line action to perform and press Enter.  Specify 9=Select in the column next to the special charge record included on this invoice. After you make this selection, the invoice includes the special charge.

#### Screen actions - ACP505D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Invoice maintenance, ACP510

Specify line action 2, Revise, for an invoice on the Invoice Entry: Selection screen, ACP500D1-01, to access this program. You can update non-amount information for an existing invoice.

### Maintain invoice information

Use the Invoice Maintenance screen, ACP510D-01, to update non-amount information for an invoice.

The following fields are informational only. To change these values, use the memo adjustment feature in Invoice Entry, ACP500.

- Company
- Vendor Number
- Invoice
- Amount Outstanding: the amount outstanding on this invoice
- Amount Selected: the amount selected for payment on this invoice, through Payment Selection, ACP600, but not yet paid

- Discount Selected: the amount of the discount selected on this invoice, through Payment Selection, ACP600, but not yet taken

Field descriptions - ACP510-01

Fields	Description
<b>Vendor Invoice Number (35,A):</b>	This field displays the vendor invoice number.
<b>Pay To Vendor (8,0):</b>	Specify the number of the vendor to whom to make the payment for this invoice.
<b>Bank Code (3,A):</b>	Specify the bank account code associated with the cash account that is used for the payment of this invoice.
<b>Payment Type (1,A):</b>	Specify the payment type to use for this invoice. Typically, this payment type is associated with the above bank account on the bank account master; if it is not, the system prompts you to override with F14.
<b>Hold Invoice (1,A):</b>	Specify whether the invoice is on hold. An invoice on hold cannot be selected for payment from Payment Selection, ACP600, nor can you void the invoice in Manual Payments/Void Checks, ACP700. If the vendor associated with this invoice is on hold, the system requests a command key override to remove the hold from the individual transaction.
<b>Date Put on Hold (6,0):</b>	If the Hold Invoice field is set to Y, this field displays the date that the Hold field was set to Y.
<b>Approval Code (3,A):</b>	Specify the approval code for this invoice. This must be a valid code in the Approval Codes Master File.
<b>Internal Reference (10,A):</b>	This field contains the alphanumeric reference that you entered for this invoice on the Invoice Entry - A and B screen, ACP500D2-01.
<b>Invoice Date (6,0):</b>	<p>This field displays the date that appears on the invoice.</p> <p>If you change this date, you must also manually change the due date and discount date on this screen as necessary. The system does not automatically calculate these dates based on the terms code. This program provides a manual maintenance function only.</p>
<b>Invoice Receipt Date (6,0):</b>	This field contains the date that the invoice was received from the vendor.

- Due Date (6,0):** This field displays the payment due date for the invoice.  
If you change the invoice date above, this field does not automatically change to the correct due date. You must change the date manually.
- Discount Date (6,0):** This field displays the date by which payment must be received for this invoice to receive a discount.  
If you change the invoice date above, this field does not automatically change to the correct discount date. You must change the date manually.

### Screen actions - ACP510-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Recurring payables selection, ACP520D

This program allows you to select recurring payable invoices for posting to the Configurable Ledger. After you perform this activity, you must run Recurring Payables Posting, ACP525.

The date a recurring payable is due and can be selected for posting depends on its definition in Recurring Payable Maintenance, ACP130:

If the Days of Month to Post method was used, the system selects the recurring payable if the value in the Days of Month to Post field matches the day of the month in the selection date.

If the Days Between Postings method was used, the system selects the recurring payable if the number of days between the last posting and the selection date is equal to or greater than that number (the days between postings number). The posting date is the date that is carried through the product.

For example: If the 20th is a Sunday, upon which a certain payable becomes due for posting, and you want the payables posted on Friday, enter the following information:

Posting Date 081806

Selection Date 082006

The example above is in MMDDYY format.

The system date is irrelevant in this function.

After you complete the selection, the program produces the Recurring Payables Selection Listing, ACP521.

Depending on the selections made on the Recurring Payables Selection detail screen, ACP520D-02, and the recurring payables selected for posting, the Recurring Payables Selection screen, ACP520D-01, displays the message "xxxxx Recurring Payables have been selected," where xxxxx indicates the number of payables. The system displays a warning message for vendors on hold, but you can use F13 to override.

Access: Menu ACP

## Specify recurring payables to post

Use the Recurring Payables Selection screen, ACP520D-01, to specify selection criteria for recurring payables to post.

After you specify a company and other selection criteria on the selection screen, press Enter. The Recurring Payables Selection program clears the post flag on the Recurring Payables file for the company you specified.

### Field descriptions - ACP520D-01

Fields	Description
<b>Company (3,0):</b>	Specify the company number for which to select recurring payables for posting. After you enter a company code, Infor LX checks to see if you are authorized to this company. Set up company security in ERP LX User Authorization Maintenance, SYS600. You can continue with this program only if you are either an Infor LX security officer or authorized to this company.
<b>Posting Date (6,0):</b>	Specify the new posting date that is recorded until the next posting for each recurring payable selected from this program.
<b>Selection Date (6,0):</b>	Specify the selection date to use by both methods to select recurring payables for posting.

### Screen actions - ACP520D-01

Commands	Description
<b>F6=Select All for Posting</b>	Automatically select all recurring payables eligible for posting under the date criteria above. If you use this screen action, you cannot override any selection made automatically. If you select to post all recurring payables available for selection, the system displays the Recurring Payables Selection screen, ACP520D-01, with the message "xxxxx Recurring Payables have been select-

ed", where xxxxx indicates the number of payables. Press Enter to process all recurring payables for posting.

**F16=Cancel Selections** Remain on this screen but cancel the changes made to the selections.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 18)* in the overview information in this document.

## View recurring payable information

The Recurring Payables Selection detail screen, ACP520D-02, displays information for the recurring payable you entered on the Recurring Payables Selection screen, ACP520D-01. You cannot change any details on this screen; you can only confirm the selection of this recurring invoice for posting. To make any other changes, use Recurring Payables Maintenance, ACP130.

### Field descriptions - ACP520D-02

Fields	Description
<b>Event (10,A)</b>	Event is a display-only field. Use events or Financial Event Classes to process information from the subsystems and to create and post journal entries. This field displays the event or Financial Event Class determined from the reason code and the program used to generate journal entries.
<b>Event Description (30,A):</b>	This field displays a description for the event.

### Screen actions - ACP520D-02

Commands	Description
<b>F13=Accept vendors on hold</b>	Accept vendors on hold. The screen does not display this screen action. If the vendor is on hold and you select a recurring payable for the vendor, the system displays the following message: Vendor on hold. F13 to accept.
<b>F15=Next Payable</b>	Ignore this recurring payable. The system does not select this recurring payable for posting, and displays the next eligible recurring payable for selection confirmation.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Recurring payable post, ACP525D

This program displays all payables selected in Recurring Payables Selection, ACP520. The user views a list of companies for which payables are ready to post and selects the companies for which to post the payables. Next, the user runs the program with F6=Post. The system automatically generates invoice reference numbers for the payables of each selected company from the next number on the appropriate vendor's Vendor Master file.

The system automatically generates document sequence numbers from the next number on the Document Sequence file, RDS. For additional information, refer to ACP500.

The Recurring Payable Post program, ACP525, uses the VAT Nondeductible Percentage field from Recurring Payables Maintenance, ACP130, to calculate deductible and non-deductible value-added tax.

Access: Menu ACP

### Post recurring payables

Use the Recurring Payables Post screen, ACP525D-01, to select companies for which to post payables that were selected in Recurring Payables Selection, ACP520D. Use Enter, then F6=Post to begin the posting process.

#### Field descriptions - ACP525D-01

<b>Fields</b>	<b>Description</b>
<b>Act (2,A):</b>	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.
	<b>11=Select</b>
	Select a company for which to post payables. Press Enter to mark the company as selected.
	<b>13=De-select</b>
	De-select a company previously selected for posting payables. Press Enter to remove the marking of the company as selected.
<b>Selected:</b>	This field displays an asterisk if the company is selected. It is blank for unselected companies.
<b>Company:</b>	This field displays the code of the company for which payables are ready to post.

<b>Company Name:</b>	This field displays the description of the company for which payables are ready to post.
<b>Selected Payables</b>	This field displays the number of payables selected for the company.
<b>Authorized</b>	This field indicates whether the user is authorized to the company: 1=Yes, 0=No.

#### Screen actions - ACP525D-01

<b>Commands</b>	<b>Description</b>
<b>F5=Refresh</b>	Restore the screen to its status prior to any action you took in this session. You can use this function to remove the selection indicator from selected companies.
<b>F6=Post</b>	Post the payables for selected companies.
<b>F14=Select All</b>	Select all displayed companies for payables posting. Note that only companies to which you are authorized are selected.
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Preliminary invoice GBO entry, ACP530D1

Use this program to enter invoices that require approval and to track the invoices before you post them to the configurable ledger. You can determine the VAT amount reclaimable on these invoices before you can post them to the books. Therefore, you can take an accrual at month end.

Access: Menu ACP

### Specify preliminary invoices

Use the Preliminary Invoice GBO Entry screen, ACP530D1-01, to specify invoices for approval before posting.

## Field descriptions - ACP530D1-01

Fields	Description
<b>Summary Batch Total</b>	This field is a display only, calculated field. Infor LX displays the total for the preliminary invoices you enter during a session or batch.
<b>GBO Number (20,A):</b>	Specify the giro number, bank account number, or organization number for this vendor.
<b>Vendor Number (8,0):</b>	Specify the number of the vendor for the preliminary invoice.
<b>Invoice Number (20,A):</b>	<p>Specify an invoice number of your choice. Otherwise, Infor LX can assign an invoice number if the Generate Invoice Numbers field is set to Y in the Vendor Master file, AVM. You can override this entry if you enter an invoice number that is not currently in use.</p> <p>If you do not specify an invoice number, and the vendor is not subject to automatic invoice generation, the system issues the error message: "Vendor not valid for auto-invoice number generation." Specify an invoice number or select the Generate Invoice Numbers option on this vendor's master file.</p> <p>If you specify an existing invoice number for the vendor, Infor LX displays the error message: "Invoice already exists for Vendor." You must specify a unique vendor/invoice number combination.</p>

## Screen actions - ACP530D1-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Preliminary invoice details, ACP530D2

This program contains the preliminary invoice detail information, including vendor name and address, tax code, invoice dates, purchase order number, currency, bank information, and the G/L Reason.



## Specify preliminary invoice information

Use the Preliminary Invoice detail screen, ACP530D2-01, to specify information for the preliminary invoice.

### Field descriptions - ACP530D2-01

Fields	Description
<b>Company (3,A):</b>	<p>This field displays the number of the company to process.</p> <p>You can maintain company numbers from the Company Master in Configurable Ledger or Accounts Receivable. Company numbers are stored in the Company Master file, RCO.</p> <p>Infor LX checks for your authorization to a company each time that you enter a company code. Before you can continue with this program, the system confirms that you are authorized to the company or that you are an Infor LX security officer.</p>
<b>Total (15,2):</b>	<p>The system displays this field only in memo, void, reactivate, or unlog modes. This field lists the amount of the invoice prior to the current transaction.</p>
<b>GBO Number (20,A):</b>	<p>The system displays the giro number, bank account number, or organization number for this vendor.</p>
<b>Amount (15,2):</b>	<p>Specify the amount of the invoice.</p>
<b>Vendor (8,0):</b>	<p>This field displays the vendor number entered or selected on the Preliminary Invoice GBO Entry screen, ACP530D1-01. You cannot change the information in this field. You can assign a vendor code to a company in IDF Vendor.</p>
<b>Invoice (20,A):</b>	<p>This field displays the invoice number entered or selected on the Preliminary Invoice GBO Entry screen, ACP530D1-01. You cannot change the information in this field.</p>
<b>Tax Amount (15,2):</b>	<p>Infor LX calculates the tax amount for the preliminary invoice.</p>
<b>Invoice Date (6,0):</b>	<p>Specify the date of this invoice.</p> <p>The system uses this date and the vendor terms code assigned to the vendor to determine the payment due and discount available dates for the invoice.</p> <p>The system compares the invoice date with the invoice receipt date to determine whether the tax is lagged. The tax is lagged according to the number of days set in Application Control, ACP180. If the number of lag days is 60, and</p>

the invoice date is 60 or more days prior to the invoice receipt date, the invoice is lagged.

**Vendor Inv No/Description (35,A):** Specify a description or vendor invoice number for reference purposes.

**Reference (10,A):** Specify a reference code or number associated with this invoice.

**Approval Code (3,A):** Specify the approval code for this preliminary invoice. This must be a valid code in the Approval Codes Master File.

**Posting Date (6,0):** Specify the date used to post this invoice to the general ledger.  
You cannot enter a date from a previous fiscal year's closed period. However, you can enter a date from a closed period of the current or a valid future fiscal year. If Multiple Currencies is installed on your system, the system uses the posting date to retrieve the exchange rate.

**G/L Reason Code (5,A):** Specify the G/L reason code used for the transaction.

Each transaction type, create, memo, void, reactivate, requires a unique reason code. The code is tied to a specific event that resolves the accounting model for the G/L distribution.

**Event (10,A):** Event is a display-only field. The event or Financial Event Class is determined by the reason code. Events or Financial Event Classes are used to process information from the subsystems by creating and posting journal entries.

**Invoice Receipt (Date) (6,0):** Specify the date on which you received this invoice from the vendor.  
See Invoice Date for an explanation of lagged tax processing.

**Currency (3,A):** The system displays this field only in create and memo mode. Specify the correct currency code, if the code displayed does not match the currency used to state the amount of the invoice.  
A currency code is associated with a vendor in the Vendor Master file. The system displays this field only if the value is Y in the Accounts Payable and/or Purchasing field in Multi-Currency System Parameters, MLT800.

**Spot Rate (6,A):** The system displays this field only in the create and memo modes. Specify a valid rate type.  
The rate type denotes the exchange (spot) rate used to convert this invoice amount from the transaction currency to the company base currency, if they are different. If you enter an invalid rate type, Infor LX displays an error mes-

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sage: "Rate Type is invalid." You establish rate types in the Rate Types file, ZGT, of Configurable Enterprise Accounting.

**Pay Type (1,A):**

The system displays this field only in the create and memo modes. The system uses the payment type assigned to the vendor in the Vendor Master file as the default value. You can override the default payment type code.

Specify the code of the payment type used to pay this invoice.

The payment type must exist in the Bank Account Master file for the bank code entered on this screen. The Bank Account Master file provides the next available reference number for this payment type. You maintain payment types in the Payment Type program, ACP170D, and bank accounts in Bank Account Master, ACP140D.

**Exchange Rate (15,7):**

Specify the exchange rate used to convert this invoice amount from the transaction currency to the company's base currency, if they are different.

The Posting Date determines the exchange rate used for the conversion from one currency to another. If a FOREX number is entered, this rate defaults from Configurable Enterprise Accounting and from Multiple Currencies.

If your system is euro enabled in Multi-Currency System Parameters, MLT800, the screen displays the multiplier exchange rate used for triangulation calculation. To maintain this exchange rate, select F2, Exchange Rate, to access the Override Exchange Rate screen. On this screen, you can display or override the multiplier and divisor exchange rates, depending on the triangulation calculation method used.

**Vendor Tax Code (5,A):** Specify the tax code associated with this vendor. The vendor tax code determines the tax applied to the lines of the invoice. This field uses the tax code assigned to the vendor in the Vendor Master file as the default value.

**Item Tax Code (5,A):** Specify the item tax code applied to the invoice. The system uses the item tax code from the purchase order line item as the default value. If a tax code does not exist for a purchase order line item, this field is blank.

**Bank Code (3,A):**

Specify the code of bank used to provide the funds for this invoice.

This field uses the bank code from the Vendor Type master file as the default value.

**Pay-to Vendor (8,0):**

Specify the number of the vendor to pay. If this field is left blank, Infor LX uses the pay-to vendor number listed in the Vendor Master file of the invoicing vendor. If no pay-to vendor is listed, the system uses the invoicing vendor's number.

**FOREX Number (10,A):** Specify the Foreign Exchange Reservation number used to determine the exchange rate. The exchange rate retrieved from the exchange reservation overrides the Spot Rate displayed or entered on this screen. You set up foreign exchange reservations in Multiple Currencies.

Infor LX can produce a credit check, if the invoice amount is a credit and no outstanding invoices with the same FOREX number offset the credit. To prevent a credit check, review the report created in Cash Requirements, ACP620. If the amount appears on the FOREX Credit Exceptions Report, run Payment Selection, ACP600, and change the FOREX number to offset a different invoice, then rerun the Cash Requirements report.

If the amount of the invoice entered exceeds the amount outstanding for this FOREX number, you receive an error message. You must either reduce the amount of the invoice, or use another FOREX number. If you attach a memo to an invoice, the system calculates the net outstanding amount for this FOREX number.

**Tax Nondeductible (1,A):** Specify 1 to indicate that the tax is nondeductible. The system then lists the tax as nondeductible in the tax history files and you can report the tax separately. Nondeductible tax processing takes priority over tax lag processing.

Leave this field blank to process tax as deductible.

#### Screen actions - ACP530D2-01

Commands	Description
<b>F2=Exchange Rate</b>	Maintain the exchange rate used to convert from the invoice to the company base currency. The system displays the Override Exchange Rate screen; you can maintain the value in the Exchange Rate field. This screen lists the multiplier exchange rate. You can maintain this exchange rate if you have installed MLT, and your system is defined as euro enabled in Multi-Currency System Parameters, MLT800.
<b>F15=Return</b>	Return to the Preliminary Invoice GBO Entry screen, ACP530D1-01. Any information related to the transaction in process is lost.
<b>F16=Asset data</b>	Access Asset Data Maintenance, FXA160, to enter Fixed Asset data. You can only access this program if Fixed Assets is installed and you have the correct user security.
<b>F17=PO/Trans Exchange Rate</b>	Maintain the exchange rate used to convert from the purchase order to the invoice currency. The system displays the Override Exchange Rate screen; you can maintain the value in the PO/Trans Exchange Rate field. This screen lists the multiplier exchange rate. You can maintain this exchange rate if you

have installed MLT, and your system is defined as euro enabled in Multi-Currency System Parameters, MLT800.

**F18=PO Inquiry**

Access Purchase Order Inquiry, PUR300D. From this inquiry, you can search for purchase orders numbers by vendor, item, requisition, and customer order number. You can also access Material Status Inquiry, INV300, and the Vendor Quotes Inquiry.

**F19=Service PO**

Access Service Purchase Order Selection, ILM310D.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 18)* in the overview information in this document.

## Vendor self-billing invoice release, ACP540D

Use this program to process self-bill invoices.

Access: ACP menu

### Send self-billing records to batch

Use the Vendor Self Bill - INVOICE screen, ACP540D-01, to launch a batch self-billing run for goods consumed or received. You can specify the self-bill purchase order receipt records or self-bill consumption receipt records from the Inventory Transaction History file, ITH. You can select records by company and date range, self-bill method, invoice type, and G/L reason code.

#### Field descriptions - ACP540D-01

Fields	Description
<b>Company From (3,A):</b>	Specify the lowest company value to include in the range used for record selection.
<b>Company To (3,A):</b>	Specify the highest company value to include in the range used for record selection.
<b>Vendor From (8,A):</b>	Specify the lowest vendor value to include in the range used for record selection.
<b>Vendor To (8,A):</b>	Specify the highest vendor value to include in the range used for record selection.

**Date From (8,A):** Specify the earliest inventory transaction date to include in the range used for record selection. If a transaction on a PO line is in the date range, then all of the transactions for that PO line are included in the date range, regardless of the transaction date.

**Date To (8,A):** Specify the latest inventory transaction date to include in the range used for record selection. If a transaction on a PO line is in the date range, then all of the transactions for that PO line are included in the date range, regardless of the transaction date.

**Self Billing (1,A):** Specify the number of the self-billing type to use for record selection. Options are:

1 = Receipt.

For each purchase order where the header is flagged as self bill, this option selects all PO receipt records with the self-billed flag set to 1 = unposted receipts.

2 = On Consumption.

For each purchase order where the header is flagged as self bill, this option selects all PO receipt and consumption receipt records with the self-billed flag set to 2 = unposted.

3 = Both.

For each purchase order where the header is flagged as self bill, this option selects all PO receipt and consumption receipt records with the self-billed flag set to 1 = unposted receipts and 2 = unposted consumption.

**Invoice Type (1,A):** Specify 0, Invoice, to create an ACP invoice entry or 1, Logged, for a logged invoice entry.

If you create invoices, you cannot maintain the invoices to add shipping charges, discounts, and so on. The report and/or invoices created are ready to transmit or send to the vendor. When you submit the job, journal entries are created in your primary financial product.

If you create logged entries, you must unlog the records manually and individually. The system creates a report that lists the logged entries; you can send the report to the vendor. In the logged state, you can maintain the individual records and add additional charges, fees, discounts, and so on.

If the Invoice Type is 1 for Logged Invoice, the program does not create a journal entry. The system creates a journal for these logged invoices when the invoice is unlogged in Invoice Entry, ACP500.

**G/L Reason Code (5,A):** This field displays the default reason code that you set up in Default Reason Code Maintenance, SYS180. You can override this code. The code is tied to a specific event or Financial Event Class that resolves the accounting model or Financial Model for the G/L distribution.

An Invoice Type of Logged requires that you enter a G/L Reason Code of LOG.

**Run Time Parameter (1,A):** 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 - ACP540D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Reprint self-billed invoice report, ACP541D

Use this program to reprint the self-bill invoice report. When you process self-billed invoices through Vendor Self Billing Invoice Release, ACP540D, the system generates an invoice report. Use this program to reprint the report.

Access: ACP menu

### Reprint the self-billed invoice report

Use the Reprint Self Billed Invoice Report screen, ACP541D-01, to submit the job to print the report. You can specify the self-bill purchase order receipt records or self-bill consumption receipt records from the Inventory Transaction History file, ITH. You can select records by company, vendor, invoice, and date range and by self-billed method.

## Field descriptions - ACP541D-01

<b>Fields</b>	<b>Description</b>
<b>Company From (3,A):</b>	Specify the lowest company value to include in the range used for record selection.
<b>Company To (3,A):</b>	Specify the highest company value to include in the range used for record selection.
<b>Vendor From (8,A):</b>	Specify a range of values to limit the vendors to include in the report.
<b>Vendor To (8,A):</b>	Specify a range of values to limit the vendors to include in the report.
<b>Invoice From (10,A):</b>	Specify a range of values to limit the invoices to include in the report.
<b>Invoice To (10,A):</b>	Specify a range of values to limit the invoices to include in the report.
<b>Date From (8,A):</b>	Specify the earliest inventory transaction date to include in the range used for record selection.
<b>Date To (8,A):</b>	Specify the latest inventory transaction date to include in the range used for record selection.
<b>Self Billed Method (1,A):</b>	<p>Specify the number of the self-billing type to use for record selection. Options are:</p> <p>1=Receipt. For each purchase order where the header is flagged as self bill, this option selects all PO receipt records with the self-billed flag set to 1 = unposted receipts.</p> <p>2=Consumption. For each purchase order where the header is flagged as self bill, this option selects all PO receipt and consumption receipt records with the self-billed flag set to 2 = unposted.</p> <p>3=Both. For each purchase order where the header is flagged as self bill, this option selects all PO receipt and consumption receipt records with the self-billed flag set to 1 = unposted receipts and 2 = unposted consumption.</p>
<b>Run Time Parameter (1,A):</b>	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.



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## Screen actions - ACP541D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Payment selection, ACP600D

Use this program to select invoices for payment. After you select invoices for payment, run the Cash Requirements Report, ACP620. Selection does not commit you to make payments. After you review the report, you can update the selected invoices or reenter ACP600 to select new invoices. After you are satisfied with your selections, you can print the actual check through Make Payments, ACP650.

You select invoices for payment by company, currency, and due date. You can choose to pay either the entire invoice amount or a portion of it. You cannot, however, select invoices for vendors on hold.

Access: Menu ACP01

### Specify invoices for payment

Use the Payment Selection screen, ACP600D-02, to specify the invoice selection criteria.

#### Field descriptions - ACP600D-02

Fields	Description
<b>Company (3,0):</b>	Specify the number of the company for which to select invoices for payment. After you enter a company code, Infor LX checks to see if you are authorized to this company. Set up company security in ERP LX User Authorization Maintenance, SYS600. You can continue with this program only if you are either an Infor LX security officer or authorized to this company.
<b>Currency Code (3,A):</b>	Specify the code of the currency in which to pay the selected invoices.
<b>Payment Date (6,0):</b>	This field contains the previously-entered processing date for the indicated company and currency. Specify the payment date by which to select invoices for payment. This date also prints on checks..

**Due Date (6,0):** Specify the due date by which to select invoices for payment. If this field is blank, the system uses the preceding field, Payment Date, to select the invoices.

**Discount Date (6,0):** Specify the discount date by which to select additional invoices for payment. The system selects invoices for payment if they have ending discount dates that occur on or before this date. The system selects these invoices in addition to those selected above by payment date or due date, only if the discount available is not zero.

**Set Payment Amounts to Zero (1,A):** This field indicates whether to set payment amounts for the invoice to zero; you then must specify each amount to pay individually. If you specify N, the system uses the invoice amount outstanding as a default value. However, you can override this amount to pay only a portion of an invoice. The default setting for this field comes from the Set Payment Amounts to Zero field in A/P Application Control, ACP180. For the default value, the system always uses the last entry in the field.

The value in the Discount Available field in ACP180 determines whether the system automatically computes discount amounts for the selected invoices.

## Screen actions - ACP600D-02

Commands	Description
<b>F15=Continue</b>	<p>Continue with the payment selection for a company, currency code, payment date, due date, and discount date previously selected. You can add or delete from these selections. If you make non-check payments (drafts), use this command to override the payment reference entered in the Bank Account Master, ACP140, for the specific payment type defined.</p> <p>If you press Enter but do not use F15, the program deletes your previous selections.</p>
<b>F17=Cash Requirements</b>	<p>Access the Cash Requirements Report screen, ACP620D-01, where you can print the cash requirements reports, ACP628, for a specific company and currency code. This does not replace the need to run Cash Requirements Report, ACP620.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.</p>

## Display invoice amounts by bank code

If you press Enter from the Payment Selection screen, ACP600D-02, the system displays the Payment Selection bank code screen, ACP600D-03. This screen lists by bank code the amounts of the invoices selected for payment, based on data in the previous screens. The due dates and discount dates of the invoices are the same as or earlier than the dates you entered.

### Field descriptions - ACP600D-03

Fields	Description
<b>Company (3,0):</b>	This field displays the company number and a description.
<b>Company Base Currency (3,A):</b>	This field displays the company base currency and a description.
<b>Amount Selected (15,2):</b>	<p>This field displays the amount selected for payment, from outstanding payables for the company, in the transaction currency. Only those payables that match the date criteria entered on the Payment Selection screen, ACP600D-02, are considered payables for the purposes of this screen.</p> <p>Amount selected equal to zero and amount omitted equal to non-zero is valid if the Set Payment Amounts to Zero field is set to Y on the Payment Selection screen, ACP600D-02. This is the method to use to individually select specific outstanding payables for payment processing.</p>
<b>Amount Omitted (15,2):</b>	<p>The amount omitted from payment on outstanding payables for the company appears in the transaction currency.</p> <p>Amount selected equal to zero and amount omitted equal to non-zero is valid if the Set Payment Amounts to Zero field is set to Y on the Payment Selection screen, ACP600D-02. This is the method to use to individually select specific outstanding payables for payment processing.</p>
<b>Bank Code (3,A):</b>	The bank code for the bank from which to make the payment.
<b>Amount Selected (15,2):</b>	The amount selected for payment appears by bank code.
<b>Curr (3,A):</b>	The base currency for the company appears.
<b>Base Amount Selected (15,2):</b>	The amount, in the company base currency, to select for payment.
<b>Enter Vendor Number to Select (8,0):</b>	Specify the vendor number or range of vendor numbers whose individual invoices you wish to view. If left blank, all vendors are selected.

## Screen actions - ACP600D-03

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Display invoice detail information

**Changed:** MR80986 Modified the help as per the prefix specific numbering of the invoice number

The Payment Selection detail screen, ACP600D-04, displays detail information for each outstanding invoice. Press F11 to fold and unfold the screen to display additional information. The default display of invoices is determined by the system parameter setting Default Invoice Number or Prefix/No in ACP180.

If the Set Payment Amounts to Zero field on the Payment Selection screen, ACP600D-02, is Y, the column invoice amount on the detail screen above is set to zero. You must either enter the amount to be paid on each invoice or enter an X in the extreme right-hand column of the invoice line to access the invoice and discount amounts.

If the Set Payment Amounts to Zero field on the Payment Selection screen, ACP600D-02, is N, the column invoice amount on the detail screen above is set to the outstanding (remaining) amount to be paid on the invoice.

If the Take All Discounts field in A/P Application Control, ACP180, or Parameters Generation, SYS800, is Y, the system automatically calculates the appropriate discount for all invoices, whether they are paid within the eligible time period for discounts or not. If this flag is N, discounts are calculated only for those invoices within the discount period.

You can override all the entries described above. The System Parameters file, ZPA, is maintained through either A/P Application Control, ACP180, or Parameters Generation, SYS800.

## Field descriptions - ACP600D-04

Fields	Description
<b>Vendor:</b>	This field displays the number of the vendor associated with this invoice.
<b>Pay To:</b>	The Pay To field lists the number of the vendor to pay.
<b>Vendor Name:</b>	This field displays the name of the vendor associated with this invoice.
<b>Invoice Date:</b>	This field displays the date that the invoice was created.
<b>Prefix/No.:</b>	The Prefix/No. field displays the document prefix number assigned by the system when the invoice was created.

- 
- Invoice Amount (15,2):** Specify the amount of the invoice to be paid.
- If you entered Y in the Set Payment Amounts to Zero field on the Payment Selection screen, ACP600D-02, the invoice amount column is set to zero on this screen. Input the amount of the invoice to be paid and press enter. Or enter an X in the Sel (X) column of the invoice line and press enter to display the invoice and discount amounts.
- If you entered N in the Set Payment Amounts to Zero field on the Payment Selection screen, ACP600D-02, the invoice amount column displays the outstanding (remaining) amount to be paid on the invoice. You can override this entry by inputting a partial payment amount. You can also deselect an invoice for payment by setting the invoice and discount available amounts to zero.
- Sel (X) (1,A):** Specify an X in the last column of any line for which you wish to view the invoice and discount amount(s). This function is helpful if you have chosen Y for Set Payments to Zero and N for Take All Discounts. You can then view the amounts remaining to be paid or discounts available to be taken.
- Forex No (10,A):** Specify the foreign exchange reservation number from which the exchange rates are to be taken. These exchange rates are used to convert base currency amounts to foreign currency amounts for payment.
- Bnk (3,A):** This field is input-capable only after you use F19, Override Bank Code. Specify a different bank account code in this field of any invoice line to change the bank from which funds will be drawn to pay this invoice. Changing the bank code removes the detail lines of this invoice from this display; you have to access them by using the new bank code on the previous screen.
- Py (Payment Type) (1,A):** This field is input-capable only after you use F20. Specify a different payment type to change the mode of payment for this particular invoice.
- Description:** This field displays a description of the invoice.
- Due Date:** This field lists the payment due date for the invoice.
- Discount Date:** This field displays the date through which any discounts are available for an invoice.
- Discount Avail (15,2):** Press F11 to access this field. Specify the discount amount to be taken on this invoice. You can override any default entries.
- If you entered Y in the Set Payment Amounts to Zero field on the Payment Selection screen, ACP600D-02, the discount amount column is set to zero on this screen. Input the amount of the discount amount to be taken on this invoice and press enter. Or enter an X in the Sel (X) column of the invoice line and press enter to display the discount amount.

If you entered N in the Set Payment Amounts to Zero field on the Payment Selection screen, ACP600D-02, the discount amount column displays the available discount to be taken on the invoice. You can override this entry by inputting a discount amount. You can also deselect an invoice for payment by setting the invoice and discount available amounts to zero.

### Screen actions - ACP600D-04

Commands	Description
<b>F6=Post</b>	Post (accept) selections and return to screen ACP600D-03.
<b>F11=Fold</b>	Fold the screen, to display the Forex no. and Discount Avail. fields. When used with F19 or F20, you can change the Bnk (bank used for payment) and Py (payment type) fields.
<b>F13=Invoice Sequence</b>	<p>If document sequencing is turned on, use F13 to switch from viewing available invoices sorted by document to available invoices sorted by invoice. In document view, any invoices created while document sequencing was turned off has a document number of 0. If more than 12 invoices have no document number, use F8 to page down in the display.</p> <p>You must post (F6) the invoices before you change the selection method; information not posted when you select F13 is lost. However, you can reselect the data.</p>
<b>F19=Override Bank Code</b>	Override the bank codes displayed on the folded (F11) screen. Use F19 again to protect this field.
<b>F20=Override Payment Type</b>	<p>Override the payment type displayed on the folded (F11) screen. Use F20 again to protect this field.</p> <p>Run Cash Requirements Report, ACP620, after you post accepted invoices. Then you can either run Make Payments, ACP650, or reselect payments in Payment Selection, ACP600, to continue with the payment cycle. If you reselect payments, you must run the Cash Requirements Report again before you continue with payment processing.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.</p>

## Cash requirements report, ACP620D

This program produces a vendor payment selection report and a cash requirements report based upon the invoices selected for payment in Payment Selection, ACP600. You can use these reports to review the amount of payments and invoices to pay, and the cash accounts affected. You may receive messages if the payment type or bank code is incorrect, or if a certain payment is still unallocated.

If a credit amount appears on FOREX Credit Exception, ACP624A, Infor LX generates a credit balance check. To avoid a credit balance check, rerun Payment Selection, ACP600, and change the vendor FOREX number on the credit payment to a valid FOREX number. The new FOREX number must match an invoice of the same vendor in the payment run.

The vendor payment selection report gives a total for all pay-to vendors. The cash requirements report gives subtotals for each vendor and bank, then gives a total for the company.

The selected invoices have not actually been paid at this point; therefore, you can make any changes now or return to Payment Selection, ACP600, after processing the cash requirements report.

You must produce this report before you process payments in the Make Payments program, ACP650.

Invoices are listed on ACP628 by the method they were selected for payment in ACP600 - invoice number or document sequence number.

Access: Menu ACP01

### Print a cash requirements report

Use the Cash Requirements Reports screen, ACP620D-01, to specify the selection criteria for the report.

#### Field descriptions - ACP620D-01

Fields	Description
<b>Company (3,0):</b>	Specify the company number for which to produce this report.  After you enter a company code, Infor LX checks to see if you are authorized to this company. Set up company security in ERP LX User Authorization Maintenance, SYS600. You can continue with this program only if you are either an Infor LX security officer or authorized to this company.
<b>Currency (3,A):</b>	Specify the code of the currency for which to produce the cash requirements report.

## Screen actions - ACP620D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Make payments, ACP650D

This program generates payments (checks) and updates system files with payment information. Before you process this program, you must have selected invoices for payment through Payment Selection, ACP600, and produced a cash requirements report for the specific company involved through Cash Requirements, ACP620.

You can process only one company's payments and one currency code at a time. If you have multiple companies and multiple currencies, you must run this program for each company.

You can process a maximum of 199 vendors for each company in a single run. You must process batches that exceed this total in two or more separate batches of less than 200 payments each.

Access: Menu ACP01

### Specify payment criteria

Use the Make Payments criteria screen, ACP650D-01, to specify the criteria to make a payment.

### Field descriptions - ACP650D-01

Fields	Description
<b>Company (3,0):</b>	Specify the code of the company for which to pay selected invoices. You can process only one company's invoices at a time.  After you enter a company code, Infor LX checks to see if you are authorized to this company. You can continue with this program only if you are either an Infor LX security officer or authorized to this company.
<b>Payment Type (1,A):</b>	Specify the payment type to use to pay the selected invoices. You can use one payment type at a time. The payment type entered must be the same as the payment type established for the vendors whose invoices to pay.
<b>Currency Code (3,A):</b>	Specify the code of the currency in which to pay the invoices.



**Exchange Rate Date (6,0):** Specify the date to use to select the spot rate. The spot rate in effect on that date is the exchange rate applied to the foreign currency balances.

The system does not apply this date to those transactions governed by a foreign exchange reservation (FOREX) number. FOREX transactions are processed for payment, but this override date does not override the rates set by the FOREX number.

**G/L Reason Code (5,A):** Reason codes or Financial Reason Codes describe the activity to perform. The code is tied to a specific event that resolves the accounting model for the G/L distribution.

#### Screen actions - ACP650D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Specify the bank for payment

If you continue with payments, the system displays the Make Payments bank screen, ACP650D-02.

Press Enter to process payments for the specified bank code. The system generates checks and places the checks in the output queue. After all checks are in the output queue, the system displays the third Make Payments screen. This screen allows you to enter the actual check numbers used during printing. If the payment type is something other than a check, the system generates a payment schedule for the particular payment type. To deal with printer jams, damaged checks and other potential printing problems, you can specify as many ranges of check numbers used as necessary.

#### Field descriptions - ACP650D-02

Fields	Description
<b>Select Bank to Pay (3,A):</b>	Specify the code for the bank from which to draw funds to pay this set of invoices. You can process only one bank at a time. After you process one bank,

the program re-displays the bank selection screen to process another bank, if necessary.

### Screen actions - ACP650D-02

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Specify start and end check numbers

If you continue with payments in a non-multi-currency environment, the system displays the Make Payments check number screen, ACP650D-03. If you continue with payments in a multi-currency environment, the system displays the Make Payments exchange rate screen, ACP650D-05.

### Field descriptions - ACP650D-03

Fields	Description
<b>Enter Number Range Start/End (10,0):</b>	<p>Specify the start and end check numbers to use for this check run. The system displays the numbers entered on the screen and calculates the number of checks in the given range. Specify as many ranges as necessary, but do not enter more check numbers than are actually necessary. The program compares the number of checks defined in these ranges with the number of checks actually produced, and issues an error message if a discrepancy exists.</p> <p>Checks within the start and end range must not exist in the bank reconciliation file. The system stores this information in the Check Reconciliation file.</p>

### Screen actions - ACP650D-03

Commands	Description
<b>F3=Exit</b>	Complete payment processing. Advanced Transaction Processing creates the required journal entries.
<b>F15=Restart Definition</b>	Restart the screen at its original status.

**F16=Cancel Run** Cancel this check run.

**F17=Details** Access the Make Payments detail screen, ACP650D-04.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 18)* in the overview information in this document.

## View generated checks

If you use F17, Details, on the Make Payments check number screen, ACP650D-03, the system displays the Make Payments detail screen, ACP650D-04. This screen displays a list of all checks generated for the company/bank combination during the previous run. If you assigned the check numbers before you accessed this screen, the screen displays the corresponding check numbers in the Ref. #. column.

Screen actions - ACP650D-04

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## View or maintain the payment exchange rate

If you continue with multi-currency payments, the system displays the Make Payments exchange rate screen, ACP650D-05. Use this screen to view the current and override payment exchange rates. You can use the appropriate screen action to maintain the exchange rate.

Field descriptions - ACP650D-05

Fields	Description
<b>Current Exchange Rate:</b>	The system displays the current exchange rate in this field.
	If your system is euro enabled in Multi-Currency System Parameters, MLT800, this screen displays the multiplier exchange rate used for triangulation calculation. To maintain this exchange rate, use F18, Current Exchange Rate to access the Override Exchange Rate screen. On this screen, you can display

or override the multiplier and divisor exchange rates, depending on the triangulation calculation method used.

**Override Payment Exchange Rate (15,7):**

The system displays the exchange rate used to convert the payments, if the correct exchange is not displayed.

If your system is euro enabled in the Multi-Currency System Parameters, MLT800, this screen displays the multiplier exchange rate used for triangulation calculation. To maintain this exchange rate, use F2, Override Exchange Rate, to access the Override Exchange Rate screen. On this screen, you can display or override the multiplier and divisor exchange rates, depending on the triangulation calculation method used.

Screen actions - ACP650D-05

Commands	Description
<b>F2=Override Exchange Rate</b>	Access the Override Exchange Rate screen, MLT940D. This screen displays the multiplier and divisor exchange rates for the Override Exchange Rate field. You can maintain the multiplier and divisor exchange rate fields if you have installed MLT, and your system is defined as euro enabled in Multi-Currency System Parameters, MLT800.
<b>F18=Current Exchange Rate</b>	Access the Override Exchange Rate screen, MLT940D. This screen displays the multiplier and divisor exchange rates for the Current Exchange Rate field. You can maintain the multiplier and divisor exchange rate fields if you have installed MLT, and your system is defined as euro enabled in Multi-Currency System Parameters, MLT800.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Enter wasted payments, ACP655D

This program allows you to record any payment numbers that have been wasted or are unusable for any reason. Use this program to notify the system of any wasted payment. Otherwise, the payment remains unreconciled and Unallocated Payment List, ACP280, continues to report the payment. The payment numbers recorded must not exist on the Bank Reconciliations file.

Access: Menu ACP01

## Specify wasted payments

Use the Enter Wasted Payments screen, ACP655D-01, to specify the criteria for wasted payments.

### Field descriptions - ACP655D-01

Fields	Description
<b>Company (3,0):</b>	Specify the code of the company for which this wasted payment was produced.  After you enter a company code, Infor LX checks to see if you are authorized to this company. Company security is set up in ERP LX User Authorization Maintenance, SYS600. You can continue with this program only if you are either an Infor LX security officer or authorized to this company.
<b>Bank Code (3,A):</b>	Specify the bank code for which the wasted payment was produced.
<b>Currency (3,A):</b>	Specify the code of the currency in which the wasted payment was produced.
<b>Payment Type (1,A):</b>	Specify the payment type used.
<b>Reference/Check Number (10,0):</b>	Specify the check number or other reference number to identify the wasted payment.

### Screen actions - ACP655D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## View wasted payment information

The Enter Wasted Payments display screen, ACP655D-02, displays the information that you specified on the previous screen.

After you press Enter, this payment record has a wasted status. You can cancel the process and return to the prior screen. Then you can specify another check (reference) number.

## Screen actions - ACP655D-02

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Manual payments/void checks, ACP700D1

Use this program to record manual payments, void payments, and allocate payment amounts. Manual payments include all manually written checks and any other type of payment that is not processed through the system. You can also use this program to void previously-produced payments, to distribute unallocated payments, and to redistribute allocated payments.

This program sequentially requires batch, vendor, and then allocation details.

If your system is euro enabled in Multi-Currency System Parameters, MLT800, this screen displays the multiplier exchange rate used for triangulation calculation. To maintain this exchange rate, use the appropriate screen action to access the Override Exchange Rate screen. On this screen, you can display or override the multiplier and divisor exchange rates, depending on the triangulation calculation method used.

Access: Menu ACP01

### Specify criteria for manual payments

Use the Manual Payments screen, ACP700D1-01, to specify the criteria to record a manual payment, void a payment or allocate payment amounts.

## Field descriptions - ACP700D1-01

Fields	Description
<b>Company (3,0):</b>	Specify the company number for which to make manual payments. You can process only one company's manual payments at a time. A listing of valid company codes is available in Company Master Listing, ACR125.  Infor LX checks for your authorization to a company each time that you enter a company code. Before you can continue with this program, the system confirms that you are either authorized to the company or that you are an Infor LX security officer. The system displays an error message if the appropriate

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authorization information is not found in Infor LX User Authorization Maintenance, SYS600.

**Bank (3,A):**

Specify the bank code of the bank account from which to draw the funds to make these manual payments. A listing of valid bank codes is available in Bank Master Listing.

**Payment Currency (3,A):**

Specify the code of the currency used for these payments.

The system displays this field if the value is Y in the Accounts Payable and/or Purchasing field in Multi-Currency System Parameters, MLT800.

**Total Payments (17,2):**

Specify the total amount of all manual payments for this batch. The system displays this amount as the Batch Total. At the end of processing, the system compares the total entered amount with the batch total control amount to verify that the individual payments have been entered correctly.

Calculate the control total to include added, voided, and reactivated payments. Voided values are negative for batch control.

**Payment Exchange Rate (15,7):**

The system displays this field if the Accounts Payable and/or Purchasing MLT System field in Multi-Currency Parameters, MLT800, is set to Y. You must also enter the appropriate information in the Company, Bank, and Payment Currency fields, and then press Enter. The system displays the current exchange rate as the Payment Exchange Rate.

To override the default rate, specify the rate used to convert the payments made in a foreign currency to the company base currency. You must specify this rate if the base currency is not used for payments.

If you void a payment made in a foreign currency, use the same exchange rate as that used for the original payment. Otherwise, the system computes an exchange rate gain or loss and includes this rate in the journal entries as a result of the difference in exchange rates.

If your system is euro enabled in Multi-Currency System Parameters, MLT800, this screen displays the multiplier exchange rate used for triangulation calculation. To maintain this exchange rate, use the appropriate screen action to access the Override Exchange Rate screen. On this screen, you can display or override the multiplier and divisor exchange rates, depending on the triangulation calculation method used.

**Current Exchange Rate (Display-Only):**

The system displays this field if the Accounts Payable and/or Purchasing MLT System field in Multi-Currency Parameters, MLT800, is set to Y. You must also enter the appropriate information in the Company, Bank, and Payment Currency fields, and then press Enter.

If your system is euro enabled in Multi-Currency System Parameters, MLT800, this screen displays the multiplier exchange rate used for triangulation calculation. To maintain this exchange rate, use the appropriate screen action to access the Override Exchange Rate screen. On this screen, you can display or override the multiplier and divisor exchange rates, depending on the triangulation calculation method used.

- Payment Date (6,0):** Specify the G/L posting date for the manual payment. The Payment Date must fall within an open period that is defined in your primary financial product. If you specify a date from a closed period, the system displays an error message that asks you to change the date.
- Due Date (6,0):** Specify the due date used to select the invoices to display. The system displays all invoices with due dates on or before this date.
- Discount Date (6,0):** Specify the discount date used to select the invoices with discounts available. The system displays all invoices with discount dates on or before this date.
- Affect Trade Funds (1,A):** The system displays this field if you have installed the Trade Funds Management Program (TFM). Specify 1 = Yes for this manual payment to affect trade funds. Otherwise, specify 0 = No.

Screen actions - ACP700D1-01

<b>Commands</b>	<b>Description</b>
<b>F2=Payment Exchange Rate</b>	Access the Override Exchange Rate screen, MLT940D. This screen displays the multiplier and divisor exchange rates for the Payment Exchange Rate field. You can maintain the multiplier and divisor exchange rate fields if you have installed MLT, and your system is defined as euro enabled in Multi-Currency System Parameters, MLT800.
<b>F18=Current Exchange Rate</b>	Access the Override Exchange Rate screen, MLT940D. This screen displays the multiplier and divisor exchange rates for the Current Exchange Rate field. You can maintain the multiplier and divisor exchange rate fields if you have installed MLT, and your system is defined as euro enabled in Multi-Currency System Parameters, MLT800.
	All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.



## Specify reference number and payment type

Use the Manual Payments payment record screen, ACP700D2-01, to enter the reference number and type of manual payment. This screen displays the payment information entered on the Manual Payments screen, ACP700D1-01, the amount of the transactions processed in this batch, and a list of payment records that you can filter according to their status.

### Field descriptions - ACP700D2-01

Fields	Description
<b>Total Entered:</b>	This field displays the amount of the transactions processed so far in this batch.
<b>Act (Action) (2,0):</b>	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.  <b>11=Reactivate</b>  Select a payment record with a void status to reactivate.  <b>13=Void</b>  Void a payment record with an active status. You cannot void a draft payment tracked in Cash Management (CSH) here, unless you first reject the draft in that application.
<b>Reference (10,0):</b>	Specify the reference number used to identify this manual payment. You can enter this information only on the first line. All other lines display the reference numbers of existing payments.  You must specify an unused reference number, unless you also use a sub-reference number to identify this manual payment. If you specify a previously used reference number, the system displays the error message, "Reference/ Sub Reference number not valid."
<b>Sub (2,0):</b>	Specify the sub-reference number used to identify this manual payment. Use a sub-reference number to specify more than one payment under the same reference number. You can enter this information only on the first line. All other lines display the reference numbers of existing payments.

You must specify an unused sub-reference number. If you specify a previously used sub-reference number, the system displays the error message, "Reference/Sub Reference number not valid."

**Type:** Specify the payment code for this transaction. A listing of valid payment codes is available in Payment Types Listing, ACP175.

If you void a check, you must use payment code C. You cannot void a draft payment tracked in Cash Management (CSH), unless you first reject the draft in CSH.

### Screen actions - ACP700D2-01

Commands	Description
<b>F6=End Batch</b>	End this batch of manual payments and return to the Manual Payments screen, ACP700D1-01.
<b>F13=Filters</b>	Access the Filter Options screen on which you can select the display options for the payment record listing.
<b>F14=Override</b>	Override batch totals that are not equal.
<b>F17=Print Batch File</b>	Print the contents of this session. You can view the batch total entered as opposed to the individual payments total entered thus far. The system prints the report and remains on the current screen.
	All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Filter payment records

Use this screen to select the type of payment record to view. You can choose to view Active, Voided, or All Records.

### Field descriptions - ACP700D2/FILTER

Fields	Description
<b>Filter Option (1,0):</b>	Specify the appropriate option and then press Enter.

**1=Active Records**

Display only payment records for the selected bank and currency combination that have an Active status.

**2=Voided Records**

Display only payment records for the selected bank and currency combination that have a Void status.

**3=All Records**

Display all payment records for the selected bank and currency combination.

## Screen actions - ACP700D2/FILTER

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Assign a manual payment to a vendor

The Manual Payments vendor screen, ACP700D3-01, requires you to assign a manual payment to a vendor. You can also enter a FOREX number and Reason code here. This screen displays the payment information entered on the previous screens and the amount of the transactions processed in this batch.

Press Enter to process the payment. Then, press Enter again to confirm the information on the screen.

## Field descriptions - ACP700D3-01

Fields	Description
<b>Vendor (8,0):</b>	Specify the code of the vendor to receive this manual payment. You can only process payments to vendors assigned to the company that you specified on the Manual Payments screen, ACP700D1-01. However, you can make payments to multiple vendors assigned to this company during the same transaction batch.  See IDF Vendor, to assign a vendor code to a company.
<b>Rate:</b>	This field displays the exchange rate.

If your system is euro enabled in Multi-Currency System Parameters, MLT800, this screen displays the multiplier exchange rate used for triangulation calculation. To maintain this exchange rate, use the appropriate screen action to access the Override Exchange Rate screen. On this screen, you can display or override the multiplier and divisor exchange rates, depending on the triangulation calculation method used.

- Reference (10,0):** This field displays the reference number you entered on the Manual Payments payment record screen, ACP700D2-01.
- Sub (2,0):** This field displays the sub-reference number you entered on the Manual Payments payment record screen, ACP700D2-01.
- Payment Type (1,A):** This field displays the payment code you entered on the Manual Payments payment record screen, ACP700D2-01.
- Foreign Exchange Number (10,A):** Specify the foreign exchange reservation (FOREX) number that applies to this payment transaction. If you enter a number here, the system uses the FOREX exchange rate instead of the payment exchange rate entered on the Manual Payments payment record screen, ACP700D2-01.
- G/L Reason (5,A):** This field displays the reason code defined in Default Reason Code Maintenance, SYS180. You can override this code with any other valid reason code from G/L Reason Code Maintenance, SYS170, or Financial Reason Codes.
- The G/L reason code entered here determines the event or Financial Event Class displayed on the Manual Payments acceptance screen, ACP700D4-01 and the journal entries generated in your primary financial product.

#### Screen actions - ACP700D3-01

Commands	Description
<b>F2=Exchange Rate</b>	Access the Override Exchange Rate screen, MLT940D. This screen displays the multiplier and divisor exchange rates. You can maintain these exchange rate fields if you have installed MLT, and your system is defined as euro enabled in Multi-Currency System Parameters, MLT800.
<b>F15=One Time Vendor</b>	Access the One-Time Vendor Maintenance screen, ACP502D2-01. You can assign a temporary vendor number to a one-time vendor on this screen. The

system does not keep the information entered here on file after the transaction is reconciled.

**F16=Vendor Look Up** Access the Vendor Alpha Look-up screen, PUR310-01. You can search for or select a vendor number on this screen.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 18)* in the overview information in this document.

## Accept payment amounts

The Manual Payments acceptance screen, ACP700D4-01, allows you to enter payment amounts and to accept them so that the payments can be allocated to the appropriate vendor's invoices.

This screen also displays payment information for the vendor, including the date last paid, the payment allocation, the currency, exchange rate, reference number, and payment type. You can verify this information and enter the amount allocated to the invoices before you accept the payment. The displayed invoices have dates on or before the Due Date and the Discount Date you entered on the Manual Payments screen, ACP700D1-01.

### Field descriptions - ACP700D4-01

Fields	Description
<b>Rate:</b>	This field displays the exchange rate.  If your system is euro enabled in Multi-Currency System Parameters, MLT800, this screen displays the multiplier exchange rate used for triangulation calculation. To maintain this exchange rate, use the appropriate screen action to access the Override Exchange Rate screen. On this screen, you can display or override the multiplier and divisor exchange rates, depending on the triangulation calculation method used.
<b>Payment Date (6,0):</b>	Specify the payment date on which the manual payment posts to the General Ledger. The default value is the Payment Date entered on the Manual Payments screen, ACP700D1-01.
<b>Payment Amount (15,2):</b>	Specify the manual payment amount less any discounts taken.
<b>Unallocated to Invoice:</b>	The system automatically updates this field, which displays the difference between that payment amount and the amount left to allocate.
<b>Allocated to Invoice (15,2):</b>	Specify the amount allocated to specific invoices. You can specify the entire amount or a partial amount.

## Screen actions - ACP700D4-01

Commands	Description
<b>F2=Exchange Rate</b>	Access the Override Exchange Rate screen. This screen displays the multiplier and divisor exchange rates. You can maintain these exchange rate fields if you have installed MLT, and your system is defined as euro enabled in Multi-Currency System Parameters, MLT800.
<b>F6=Accept</b>	Accept the information entered on this screen and proceed to the Manual Payments payment/discount screen, ACP700D5-01.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Enter payment and discount amounts

**Changed:** MR80986 Modified the help as per the prefix specific numbering of the invoice number

Use the Manual Payments payment/discount screen, ACP700D5-01, to enter the payment and discount amounts for specific invoices. Specify discount amounts on the line to the right of the Allocate to Pay field. Use F6 to accept the values entered here, exit the screen, and continue to process other payments. Before you can exit this screen, use F14 override payment amounts that are not equal to the total invoice amounts.

The invoices displayed here have due or discount dates on or before the dates assigned to these fields on the Manual Payments screen, ACP700D1-01. Use the filter to display only open invoices or all invoices, open and closed, for this company/vendor combination within this range of dates.

You can display invoices by either prefix-specific numbering or invoice number. The default display of invoices is determined by the system parameter setting Default Invoice Number or Prefix/No in ACP180. The system assigns a document sequence (or prefix specific) number to all vendor invoices entered in Accounts Payable if the Prefix Specific Numbering field is turned on in A/P Application Control, ACP180. Maintain the document sequence (or prefix specific) number in Document Sequence Maintenance, ACR160; this number is independent of the vendor's invoice number.

## Field descriptions - ACP700D5-01

Fields	Description
<b>Exchange Rate (15,7):</b>	This field displays the exchange rate.  If your system is euro enabled in Multi-Currency System Parameters, MLT800, this screen displays the multiplier exchange rate used for triangulation calculation. To maintain this exchange rate, use the appropriate screen action to

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access the Override Exchange Rate screen. On this screen, you can display or override the multiplier and divisor exchange rates, depending on the triangulation calculation method used.

**Vendor (8,0):** This field displays the number of the vendor to receive the allocated payment. The default value is the vendor number you entered on the Manual Payments vendor screen, ACP700D3-01. To override this value, enter another valid vendor number. Specify the pay-to vendor number (as displayed on the detail of this screen) if it differs from the originating invoice vendor number.

**Prefix/No. (2,A):** Specify the prefix code along with the sequence number of the invoice to pay. The system displays this field if the Prefix Sequence Numbering field in Accounts Payable Application Control, ACP180, is set to 1 or 2.

**Sequence Number (8,0):** Specify the Sequence Number of the invoice to pay. Optionally, you can enter the corresponding Prefix Number.

The system displays this field if the Prefix Sequence Numbering field in Accounts Payable Application Control, ACP180, is set to 1 or 2.

**Invoice (20,A):** Specify the number of the invoice to pay. To create a new invoice, use F20 to access the Invoice Entry: Selection screen, ACP500D1-01.

Because this field is alphanumeric, you must enter the leading zeros of any numeric invoice number. For example, enter the invoice number 120 as 0000000120.

**Allocate to Pay (15,2):** Specify the amount to allocate to the invoice you selected. You can designate this invoice by either the Prefix/Sequence Number or invoice number.

The payment amounts available for this vendor are listed in the Amt Available column on this screen.

**Disc Taken (15,2):** Specify discount amount taken for this invoice on the line to the right of the Allocate to Pay field. The Disc Taken field does not have a separate heading.

The discount amounts available are listed in the Disc Available column on this screen.

**Tax Amount (15,2):** This field is not used.

**Calc (1,A):** This field is not used. Leave the flag set to Y.

## Screen actions - ACP700D5-01

Commands	Description
<b>Enter</b>	Proceed to the Journal Entry Review screen, CEA510D-01, if Review Generated Journal is activated in the event definition. Post this invoice payment and return to the Manual Payments payment/discount screen, ACP700D5-01, to select additional invoices for payment.
<b>F2=Exchange Rate</b>	Access the Override Exchange Rate screen, MLT940D. This screen displays the multiplier and divisor exchange rates. You can maintain these exchange rate fields if you have installed MLT, and your system is defined as euro enabled in Multi-Currency System Parameters, MLT800.
<b>F6=Accept</b>	End this allocation. The system returns to the Manual Payments payment record screen, ACP700D2-01.
<b>F13=Filter</b>	Access a filter screen to select invoices by prefix sequence number or invoice and by record status.
<b>F20=Invoice Entry</b>	<p>Create a new invoice on the Invoice Entry: Selection screen, ACP500D1-01, that you can allocate against this manual payment.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.</p>

## Filter invoices

Use the filter screen to select invoices by prefix sequence number or invoice and by record status.

## Field descriptions - ACP700D5/FILTER

Fields	Description
<b>Filter Option 1 (1,0):</b>	<p>The screen displays this field if the Prefix Sequence Numbering field in Accounts Payable Application Control, ACP180, is set to 1 or 2. If this field is set to 0, you can apply payments by invoice number only.</p> <p>Specify the appropriate option, then press Enter.</p> <p><b>1=Invoice</b></p> <p>Display the records by vendor invoice number sequence.</p>



**2=Prefix/Seq No**

Display records by prefix/sequence number sequence.

**Filter Option 2 (1,0):**

The status of the display invoices appears in the upper-right corner of the Manual Payments payment/discount screen, ACP700D5-01. The status is either OPEN or ALL.

Specify the appropriate option, then press Enter.

1=All

Display all open and closed invoices

2=Open

Display only open invoices.

## Screen actions - ACP700D5/FILTER

**Commands****Description****Standard screen actions**

All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 18)* in the overview information in this document.

## Bank statement posting, ACP710D

Use this program to record those checks that have been cashed by vendors. Then you can reconcile payments made against your bank statement.

After you post bank statements, run the Reconciliation Report, ACP720, for a listing of the reconciled activity.

Access: Menu ACP01

### Specify criteria to post payments

Use the Bank Statement Posting screen, ACP710D-01, to specify the criteria for posting.

## Field descriptions - ACP710D-01

<b>Fields</b>	<b>Description</b>
<b>Company (3,0):</b>	Specify the code of the company that issued the payments to reconcile.  After you enter a company code, Infor LX checks to see if you are authorized to this company. Set up company security in ERP LX User Authorization Maintenance, SYS600. You can continue with this program only if you are either an Infor LX security officer or authorized to this company.
<b>Bank Code (3,A):</b>	Specify the code of the bank from which funds were used to make the payments to reconcile.
<b>Payment Type (1,A):</b>	Specify the payment type of the transaction to reconcile. If you specify a draft payment type , it must have a status of reconciled (99) in Payment Status, CSH100.
<b>Currency Code (3,A):</b>	Specify the code of the currency in which the payments being reconciled were made.

## Screen actions - ACP710D-01

<b>Commands</b>	<b>Description</b>
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Reconcile cleared checks

After you enter all necessary information on the Bank Statement Posting screen, ACP710D-01, the system displays the Bank Statement Posting reconciliation screen, ACP710D-02.

The header portion of the screen displays the information you entered on the previous screen. After you specify a reference number at the bottom of the screen, the system displays the contents of the check, draft, and so on. This information includes the reference sub-line number, the vendor, description, date paid, and amount paid. After you use F11, Fold, you can see the payment status, the date cashed, and the amount cashed.

The data entry fields - reference number, date cashed, amount, and sub-line - are displayed at the bottom of the screen.

After you use F6, Post, you can either specify the next reference number to continue to reconcile the next payment amount of this type, return to the prior screen to reconcile another payment type, or exit

the program and return to the menu. Any transactions you post with F6 update the payment file when you exit the program.

## Field descriptions - ACP710D-02

Fields	Description
<b>Reference (10,0):</b>	Specify the reference number (check number, draft number, and so on.) of the payment to reconcile. To display the payment detail, press Enter. After the check information appears, continue with the following field.
<b>Date Cashed (6,0):</b>	Specify the bank processing date of the payment to reconcile. The system takes the number of days defined in the Number of Days to Retain Data field in Parameters Generation, SYS800, and adds this number to this date to determine how long the payment detail remains on the system.
<b>Amount (15,2):</b>	<p>Specify the amount of the payment that shows on the bank statement.</p> <p>If the amount cashed equals the amount paid, you can use F6 to post the transaction. The posted line disappears from the screen. You can then either continue to enter cashed amounts, or exit the program.</p> <p>If the amount cashed does not equal the amount paid, the system displays a message that states that the cashed amount is not equal to the paid amount. Use F15 to override; if you choose to override with F15 and then post the transaction with F6, you can exit the program. However, the payment record remains in unreconciled status.</p> <p>There are two ways to resolve payments that are in reconciled status:</p> <p>First, you can choose not to reconcile that item from the bank statement at all. Therefore, it never reaches unreconciled status. Use Manual Post/Void, ACP700, to void the record of the payment, and then create a new payment record with a different reference number. Use the correct amount to post the payment. Then return to Bank Statement Posting, ACP710, and reconcile the payment for the correct amount in full.</p> <p>Second, you can choose to reconcile the item for the amount shown on the bank statement. The payment is in unreconciled status. Use Manual Post/Void, ACP700, to void the original amount of the payment; then, use the same reference number but a different sub-line (sub-reference) number, specify the correct amount, and post the new payment amount. Return to Bank Statement Posting, ACP710, and reconcile the new sub-line of the reference for the correct amount in full.</p>

- Sub Line (2,0):** Specify the number of the subline to which to reconcile this portion of the payment amount.
- Payment Type (1,0):** This field displays the type of payment to reconcile, which you entered on the Bank Statement Posting screen, ACP710D-01.

#### Screen actions - ACP710D-02

Commands	Description
<b>F6=Post</b>	<p>Post the transaction. If the amount cashed equals the amount paid, the posted line disappears from the screen. If the amount cashed does not equal the amount paid, and you override the warning message with CMD/13, you can exit the program. However, the payment record remains in unreconciled status.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.</p>

## Reconciliation report, ACP720D

This program produces a listing of all payments that fall within the selection criteria you specify, along with their statuses (active, reconciled, voided, wasted).

Access: Menu ACP01

### Print a reconciliation report

Use the Payment Reconciliation Report screen, ACP720D-01, to specify the selection criteria for the report. This screen contains range fields that you use to limit the data the system selects. These range fields use extreme values by default. For information on range fields, see *Ranges* in the overview section of this document.

## Field descriptions - ACP720D-01

Fields	Description
<b>Company (3,0):</b>	Specify a range of values to limit the companies for which to process the reconciliation report. Leave the defaults to include all companies.
<b>Bank Code (3,A):</b>	Specify a range of values to limit the bank codes for which to process the reconciliation report. Leave the defaults to include all bank codes.
<b>Currency Code (3,A):</b>	Specify a range of values to limit the currency codes for which to process the reconciliation report. Leave the defaults to include all currencies.
<b>Check Number (10,0/2,0):</b>	<p>Specify a range of values to limit the check numbers (reference numbers) for which to process the reconciliation report. Leave the defaults to include all check numbers.</p> <p>The two-character field which makes up the second part of this range criterion is for sub-reference numbers. See the help text for the Sub field in the Manual Payments/Void program for further information about sub-references.</p>
<b>Check Date (8,0):</b>	Specify a range of values to limit the dates of checks for which to process the reconciliation report. Leave the defaults to include all dates.
<b>Reconciliation Date (8,0):</b>	Specify a range of values to limit the dates on which payment reconciliations were performed to include in the reconciliation report. Leave the defaults to include all dates.
<b>Check Status (1,A):</b>	Specify the check status to which to limit the reconciliation report. 0=All, A=Active, R=Reconciled, V=Void, W=Wasted.
<b>Override Date for Exchange Rate (8,0):</b>	<p>Specify the override date to use to reconcile these payments in base currency. This date determines the spot rate that is used to convert foreign currency-denominated amounts to base currency amounts.</p> <p>Example: Assume the company's base currency is USD, U.S. Dollars. Assume that transactions have taken place in Pounds Sterling and Deutsch Marks. The system uses this override date to find the spot rates. The spot rates found include the Pounds Sterling to U.S. Dollars exchange rate and the Deutsch Marks to U.S. Dollars exchange rate.</p>

## Screen actions - ACP720D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Month end file purge, ACP900D

Use this program for period end processing.

This program purges the following files:

- Accounts Payable File, APH
- Accounts Payable Line File, APL
- Accounts Payable Payment File, AMH
- Accounts Payable Payment Line File, AML
- Accounts Payable Bank Reconciliation File, ABR
- Purchase Order Costing File, APO
- Accounts Payable Tax History File, ATX
- Accounts Payable Tax Amount Paid File, ATP
- Draft Header File (ODH)/Draft Line File, ODL

The purge process erases records that qualify for deletion. To qualify, the following criteria must be met:

For payments:

(1) All invoices paid by the payment must have a zero balance.

(2) The date the check was cashed must be equal to or prior to the system-calculated purge date. The system-calculated purge date is today's date minus the number of days to retain data. The Number of Days to Retain Data field is defined in System Parameter Maintenance, SYS800, in A/P Application Control Maintenance, ACP180.

(3) Invoices and payments with a draft payment type that are tracked through Cash Management are not purged until the draft is collected and reconciled (reconciled = draft payment status 99). However, if the Purge Unreconciled Payments? field on the first screen of this program is set to Y, then any records of unreconciled payments (of draft payment types or other payment types) are purged through this program if the invoice has been fully paid. A record is considered unreconciled if the amount paid differs from the amount cleared through Bank Statement Posting, ACP710. That is, if an invoice has been fully paid but the payments themselves have not been reconciled through ACP710, then the system purges the record of these payments. You cannot perform the Bank Statement Posting for these payments after this point.

After all payments that relate to an invoice qualify for deletion, the invoice itself qualifies for deletion. The program deletes the invoice.

For miscellaneous items, such as voided invoices, the invoice date must be equal to or prior to the system-calculated purge date.

The system deletes one-time vendors if all transactions that relate to that vendor are complete.

If any other users are currently working with these files, you cannot continue until they are finished.

Access: Menu ACP

## Purge month end files

Use the Period End Processing screen, ACP900D-01, to specify the selection criteria for the purge process.

### Field descriptions - ACP900D-01

Fields	Description
<b>Are the Files Ready to be Purged? (1,A):</b>	Specify Y to purge the files; otherwise, specify N.
<b>Purge Unreconciled Payments? (1,A):</b>	Specify Y to purge unreconciled payment records; otherwise, specify N. An unreconciled payment is a payment for which the amount paid differs from the amount cleared by the bank-as recorded when you run Bank Statement Posting, ACP710. The system does not purge the payments themselves, simply the record of their unreconciled status. Any unreconciled payments thus purged are longer be available for bank reconciliation through Bank Statement Posting.

### Screen actions - ACP900D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Year end close, ACP910D

This program initializes the year-to-date fields in the Vendor Master file to zero.

Warning: Back up your Vendor Master file before you perform this procedure.

You must print the 1099 report in 1099 Report, ACP920, before you perform this process because the process zeroes out those figures.

If you proceed with this year-end close, this program runs to completion without further user input.

Access: Menu ACP

## Perform a year-end close

Use the A/P Year End screen, ACP910D-01, to run the year-end close.

### Field descriptions - ACP910D-01

Fields	Description
<b>Continue (1,A):</b>	Specify Y to continue with year end processing. Otherwise, use F3, Exit.

### Screen actions - ACP910D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## 1099 report, ACP920D

This program produces a summary 1099 report for all vendors whose 1099 field in their Vendor Master file is set to Yes. The report indicates payments made to the vendor year-to-date (YTD), discounts available YTD, discounts taken YTD, and purchases YTD.

After you press Enter or use F18, this program runs to completion without any further input.

You can run the 1099 report during the year to produce year-to-date figures. At the end of the year, run the report immediately before you run Year End Close, ACP910. After you run ACP910, the figures are zeroed out.

Access: Menu ACP

## Print a 1099 report

Use the 1099 Report screen, ACP920D-01, to run a summary 1099 report.



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## Screen actions - ACP920D-01

Commands	Description
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.

## Intra-EEC VAT book update, ACP930D

Use this program to start a batch process that selects unprocessed records from the Accounts Payable Tax History file, ATX, and creates corresponding records in the Accounts Receivable Tax History file, RTX, and for final executions, in the Accounts Payable Tax History file, ATX. The process uses a specific Document Prefix that you must specify on the Intra-EEC VAT Book Update Process screen.

This program satisfies VAT requirements related to the Intra European Community in countries where the difference between Payables VAT amounts and Receivable VAT amounts is needed to offset the VAT amount due at the end of each period. This requirement pertains to each Intra-EEC Vendor Invoice posted.

Because information generated into the Account Receivable Tax History and Accounts Payable Tax History files does not directly refer to invoices issued or received, you must enter the Customer and Vendor codes on the selection screen. The setup of a Customer and a Vendor that represent the Legal Entity which the VAT report refers to is suggested.

DESCRIPTION	ITALY	SPAIN	SPAIN
Summarize	No	No	Yes
A/P Prefix (target)	Blank	Filled	Filled
Vendor	Blank	Filled	Filled
Audit Report	Yes	Yes	Yes
New Records on A/P Tax History File	No	One to one	Summary
Document	Audit Doc	Self Inv.	Self Inv.
New Records on A/R Tax History File	One to one	One to one	Summary

## POST VENDOR INVOICE

General Requirements for Italy:

VAT is applied to vendor invoices according to some basic rules:

- If the movement of goods is within the same Country, then the vendor applies the VAT.
- If the import of goods is from a non-European Community Country, then the VAT is not applied.
- If the import of goods is from a European Country, then apply the VAT and offset it as later described.

The following sections report requirements for VAT and related accounting processing.

VAT Requirements for Italy

You must apply the VAT on each invoice issued by the EC Vendor.

Vendor Invoice: USD, 1,000.00

Vendor Tax Report: (from Accounts Payable Tax History)

Prefix	Sequence	Tax Rate	Taxable Amt	Tax Amt.
AA	1	19%	1.000,00	190.00

Accounting Process for Italy

The journal entry generated by the Vendor Invoice Posting can be created as follows:

Expense vs. Liabilities: 1,000.00

Vat Debit vs. Vat Credit: 190.00 (optional)

### SPAIN

General Requirements for Spain:

VAT is applied to vendor invoices according to some basic rules:

- If the movement of goods is within the same Country, then the vendor applies the VAT.
- If the import of goods is from a non European Community Country, then the VAT is not applied.
- If the import of goods is from a European Country, then apply the VAT and offset it as later described.

The following sections report requirements for VAT and related accounting processing.

#### VAT Requirements for Spain

You must calculate the VAT before the monthly VAT Declaration. You cannot apply the VAT directly on the Vendor Invoice. The Vendor Invoice must be registered in the Vendor Tax Report with Tax amount of 0.

Vendor Invoice: USD, 1,000.00

Vendor Tax Report: (from Accounts Payable Tax History)

Prefix	Sequence	Tax Rate	Taxable Amt	Tax Amt.
AA	1	19%	1.000,00	0.00

#### Accounting Process for Spain

The journal entry generated by the Vendor Invoice Posting can be created as follows:

Expense vs. Liabilities: 1,000.00

#### BATCH PROCESS

For both countries, the Batch Process extracts records from the Accounts Payable Tax History file and copies them into the Accounts Receivable Tax History and Accounts Payable Tax History files, according to the VAT rules valid in Spain and Italy.

#### Database Update for Italy

After the Intra-EEC invoices post, the system updates the Accounts Payable Tax History file as follows:

Accounts Payable Tax History:

Prefix	Sequence	Tax Rate	Taxable Amt	Tax Amt.	Intra EEC process flag
AA	1	19%	1,000.00	190.00	1
AA	2	19%	2,000.00	380.00	1
AA	3	9%	1,000.00	90.00	1

The Batch process generates as many records in Accounts Receivable Tax History as the number of records that have been processed from Accounts Payable Tax History.

Accounts Receivable Tax History:

Prefix	Sequence	Tax Rate	Taxable Amt	Tax Amt.	Intra EEC process flag
BB	1	19%	1,000.00	190.00	2
BB	2	19%	2,000.00	380.00	2
BB	3	9%	1,000.00	90.00	2

Outputs for Italy

- An audit report that contains the list of all records selected.
- (Self Invoice) An internal document prints for each Document Sequence number generated in Accounts Receivable Tax History. Use this document for tax purposes.

Accounting Requirements for Italy

No journal required.

Database Update for Spain

After the Intra-EEC invoices post, the system updates the Accounts Payable Tax History file as follows:

Accounts Payable Tax History:

Prefix	Sequence	Tax Rate	Taxable Amt	Tax Amt.
AA	1	19%	1,000.00	0.00
AA	2	19%	2,000.00	0.00
AA	3	9%	1,000.00	0.00

The Batch process generates records in the Accounts Receivable Tax History and Accounts Payable Tax History files according to the following options:

Accounts Receivable Tax History:

1. As many records in Accounts Receivable Tax History as the number of records that have been processed from Accounts Payable Tax History

Prefix	Sequence	Tax Rate	Taxable Amt	Tax Amt.
BB	1	19%	1,000.00	190.00
BB	2	19%	2,000.00	380.00
BB	3	9%	1,000.00	90.00

OR

2. One record for each Vendor

Prefix	Sequence	Tax Rate	Taxable Amt	Tax Amt.
BB	1	19%	3,000.00	570.00
BB	1	9%	1,000.00	90.00

Accounts Payable Tax History :

As many records as have been generated in Accounts Receivable Tax History (following the example for option 2):

Prefix	Sequence	Tax Rate	Taxable Amt	Tax Amt.
XX	1	19%	0.00	570.00
XX	1	9%	0.00	90.00

To post Intra-EEC Vendor Invoices, create new records in Accounts Payable Tax History with a different prefix from the one used.

#### Outputs for Spain

- An audit report that contains the list of all records selected.
- (Self Invoice) An internal document prints for each Document Sequence number generated in Accounts Receivable Tax History. Use this document for tax purposes.

The Self Invoice follows the Summarization rules.

#### Accounting Requirements for Spain

You must post a journal entry into your primary financial product for records processed:

VAT Debit vs. VAT Credit: 1,000.00

The process creates records in the BTP Batch Header or External GL Transaction file, which allows you to generate journal entries to reflect the Intra-EEC VAT amount offset in your primary financial product.

Access: Menu ACP01

## Specify processing criteria for EEC-VAT book update

Use the Intra-EEC VAT Book Update Process screen, ACP930D-01, to specify the selection criteria and processing parameters for an EEC VAT Book Update.

The screen has three sections: Source, Target, and Processing Options.

- Source contains the information used by the program to retrieve records from the database.
- Target contains information used by the program to create new records into Accounts Payable Tax History and Accounts Receivable Tax History files.
- Processing Options determine how the process will run.

## Field descriptions - ACP930D-01

<b>Fields</b>	<b>Description</b>
<b>Company (3,0):</b>	Specify the company code for which to extract records.
<b>Year (2,0):</b>	Specify the year for which to extract records.
<b>From AP Prefix (2,A):</b>	Specify a range of values to limit the prefixes to include. This range field uses extreme values by default. For information on range fields, see <i>Ranges</i> in the overview section of this document.
<b>To AP Prefix (2,A):</b>	Specify a range of values to limit the prefixes to include. This range field uses extreme values by default. For information on range fields, see <i>Ranges</i> in the overview section of this document.
<b>From Sequence (8,0):</b>	Specify a range of values to limit the sequences to include. This range field uses extreme values by default. For information on range fields, see <i>Ranges</i> in the overview section of this document.
<b>To Sequence (8,0):</b>	Specify a range of values to limit the sequences to include. This range field uses extreme values by default. For information on range fields, see <i>Ranges</i> in the overview section of this document.
<b>From Posting Date (8,0):</b>	Specify a range of posting dates to select records. For information on range fields, see <i>Ranges</i> in the overview section of this document.
<b>To Posting Date (8,0):</b>	Specify a range of posting dates to select records. For information on range fields, see <i>Ranges</i> in the overview section of this document.
<b>AR Prefix (2,A):</b>	Specify the AR prefix to assign to new records created in Accounts Receivable Tax History. The prefix code must have the Lock Document Prefix field selected in the Document Sequence file.
<b>Customer (8,0):</b>	Specify an active Customer code. The system assigns this code to new records created in Account Receivable Tax History.
<b>AP Prefix (2,A):</b>	Specify the AP Prefix to assign to new records created in Accounts Payable Tax history. The prefix code must have the Lock Document Prefix field selected in the Document Sequence file. This is a required field.
<b>Vendor (8,0):</b>	Specify an active Vendor code. The system assigns this code to new records created in Accounts Receivable Tax History. This is a required field.
<b>Country (1,0):</b>	Specify 0 for Italy or 1 for Spain.

- Summarize (1,0):** Use this option only if you select Spain in the Country field.  
Specify 1 to create summarized records in Accounts Receivable Tax History and Accounts Payable Tax History files for each combination of the following: Company/Year/Tax Rate Code. Otherwise, specify 0.
- Final Execution (1,0):** 0 = Preliminary  
The program selects all records that match the selection criteria from the Account Payable Tax History, but that database does not update.  
1 = Final  
The program selects all records that match the selection criteria from the Account Payable Tax History file ATX, and creates corresponding records in the Account Receivable Tax History file, RTX, and the Account Payable Tax History file, ATX, in accordance with the processing option.
- 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 - ACP930D-01

<b>Commands</b>	<b>Description</b>
<b>Standard screen actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 18)</i> in the overview information in this document.



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# 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 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 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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