Accounts Receivable Run Instructions

Publication Information

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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.

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 defaults 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

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.

Chapter 2
ACR Overview

2

General information about the ACR document

This document is divided into the following sections:

Overview of Infor LX

These sections contain general information about the application, including navigation hints, definition of standard line actions and function keys, and a description of some screens that are standard throughout Infor LX.

Application overview

This section provides a general description of the functions and highlights of the application and specifies related applications with which ACR interacts.

Key functions and concepts in ACR

This section lists key functions and concepts used in ACR.

Application flow

This section describes the basic flow of processing within the ACR application.

How-to Index

This section contains a list of application functions. Next to each function is the number of the program to use.

ACR application menus

This section briefly describes the two menus that provide access to the ACR functions.

Application overview

The Accounts Receivable application, ACR, stores and reports information required to collect receivables, assess credit, and reduce bad debt. It identifies problem customers and monitors the status of overall cash flow.

Infor LX includes full support for dates up to and beyond the year 2000. Although most date fields display as six characters on the screen, Infor LX records the date as eight characters. Refer to Company Name and Date Format, SYS820, in the System Parameters program, SYS800 for information about century dating.

Key functions and concepts in ACR

ACR supports the following functions:

- Online cash and memo posting
- Complete accounting audit trails of all transactions
- Online and printed inquiries for one or all customers
- Detailed credit history for each customer
- Aging, statements, and all standard receivable reports
- Multi-company support
- Multiple terms with variable invoice due dates, discount rates, and discount amounts
- Dunning statements for overdue invoices
- Integration with Configurable Enterprise Accounting and Enterprise General Ledger for System i
- Three system-wide rounding methods: Truncate, Increment, and Half-adjust
- Three round-to positions: 0, 10, and 100.

Application flow

The following sections present prerequisites for effective use of the Accounts Receivable application and a description of the basic processing the application provides.

Prerequisites

Before you implement Accounts Receivable, determine if your company uses either Configurable Enterprise Accounting (CEA) or Enterprise General Ledger for System i (EGLi) as your primary financial product. If you use either of these applications, familiarize yourself with the programs or objects that relate to Advanced Transaction Processing (ATP). ATP is the method of integration that CEA and EGLi use to create and post Accounts Receivable journal entries. The ATP setup must be completed before accounts receivable transactions can be posted to CEA or EGLi. This setup is described in detail in the ATP Configuration Guide.

No other applications are required before you can implement Accounts Receivable. However, the Order Entry and Billing applications use A/R master files, so it may be helpful for you to read the run instructions documents for that application before you use the ACR files. Complete Salesperson Master setup, SAL100, from the Sales and Commission Analysis menu, SAL, if you intend to post commissions to salespeople.

The Application

The Accounts Receivable application is a multi-company and open-item debtor's system. You can fully integrate it with CEA or EGLi with the use of ATP. ATP is an event-driven integration method that allows you to define the journal entries to create and post to your primary business system. You can define as many companies as you need within Accounts Receivable to maintain separate operating divisions. You can maintain customer accounts for one company or multiple companies. The system stores every invoice or payment transaction separately, and you can apply individual payments to specific invoices for the customer. Unpaid or partially paid invoices remain on file until you pay them or write them off. Paid items remain on file for a specified number of days after the end-of-month close process, so you can still view them in reports and inquiries.

Payments, adjustments, and invoices can be entered daily or as required in Cash and Memo Posting, ACR500. The system posts transactions and updates files at the time you enter the data. The system creates audit reports during each transaction posting session in accounts receivable. The audit reports include all transactions posted during the session.

The ACR application also supports multiple document numbering sequences for a specific company if you set a Billing System Parameter, BIL820D-01, to enable document sequencing. To use document sequencing, you set up a company/prefix combination for each numbering sequence. Each time you create a document, the system uses the company/prefix combination to retrieve the next appropriate document number. The prefix is assigned to specific customers but can be overridden in Order Entry, ORD700, Billing Release, BIL500, and Cash and Memo Posting, ACR500.

Note that you must activate document sequencing if you implement CEA or EGLi to generate the correct journal entries during Advanced Transaction Processing.

An ACR system parameter allows you to specify whether to measure invoice age from the date on which you create the invoice, invoice date, or the date on which the invoice is due. You can set up a separate terms code for each customer on the system to set the basic terms of payment for that customer. For example, this term could specify the number of days an invoice can be due before it is considered past due and the number of days that a discount is available. The system uses the terms code data to calculate invoice due dates, and uses system parameter information to age invoices. Whichever date you specify

to measure invoice age from, the age of an invoice is defined as the number of days between that date and the current processing date.

You also use the Accounts Receivable System Parameters program, ACR820D, to establish five generic aging buckets for your receivables. To determine the time length for each of these buckets, specify the number of aging days for each bucket. The number of aging days aging is the difference between the invoice aging date and the current processing date. You can set the time periods and assign names to each bucket according to your needs.

Each time you generate any of the receivable Trial Balance reports, the system recalculates the age of every invoice. If you use calendar months as financial periods, change the bucket definitions each month to reflect the appropriate 1-month bucket, 2-month bucket, and so on. If you use an aging system based on days, like the one described in the preceding paragraph, you do not need to change the bucket definitions.

Note that you can process future dated invoices if you use a negative age bucket and specify negative aging days.

You can print reports and statements as required. Customer statements, other than dunning statements, do not update files, so you can print interim or duplicate statements if necessary. You can print one or more statements in detail or in summary.

Final customer dunning statements update the invoice dunning and customer dunning status and the last dunning date. Preliminary dunning runs do not update files, nor do they produce dunning letters. You determine whether a company is eligible for dunning, whether to print dunning letters, how to include invoices in dunning letters, and how to calculate dunning status. You can also set customers up to be eligible for dunning and dunning status changes. You can set up to nine dunning levels to track days payment is outstanding from either the invoice due date or the previous dunning date.

You can close a document if it has a net zero value, for example, an invoice that is fully paid. The invoice does not appear on customer statements unless you request that the system print closed items. The system performs the closing run by company in Accounts Receivable Period Close, ACR900. It requests a cutoff date. All closed documents are stored in history files. Any documents dated after the date you specify are not affected.

The system retains history data for the number of days you specified for the company. An inquiry allows you to view the open, closed, and history items in detail.

When you load master file data, allow time to check codes and classifications as indicated by your debtor review. You should load and proof descriptive data in advance, if possible. Leave only the active data, such as opening balances, to enter just before the system goes live.

Enter active items, outstanding invoices, for existing customers with the Cash and Memo Posting program, ACR500. If you do not need detail lines, you can just type in the opening aged balances for each customer. Next, run an Aged Trial Balance report and compare the results with the ones produced by your old system. Use Cash and Memo Posting to make any corrections and run the Aged Trial Balance reports again.

Accounts Receivable interface to CEA or EGLi using ATP

If CEA or EGLi is implemented, the integration method utilized is Advanced Transaction Processing, ATP. ATP provides configurable transaction processing through use of a common posting engine. The posting engine allows you to configure transaction processing using the events, models, and macros set up in your primary financial object. The ATP documentation provides a detailed explanation of ATP and the required configuration for ATP integration with Accounts Receivable.

The following tasks must be completed within Infor LX to allow ATP processing to occur as required with Accounts Receivable:

- Document Sequencing - You must activate document sequencing for A/R within the Billing System Parameters in Parameters Generation, SYS800. Set Company/Prefix Document Sequencing to 1=Yes. Specific document sequencing controls for A/R prefixes are established within the Document Sequence program, ACR160.
- Tax History - Activate Record Tax History for each company in Tax System Parameters Maintenance, SYS810.
- Reason Codes or Financial Reason Codes - Set up all reason codes that are used to determine CEA or EGLi journal entries.

Daily Operations

Daily processing consists of the following operations:

Post Cash, Debit Memos and Credit Memos

The system posts cash, debits, and credits to customer accounts online. The application provides for the following capabilities:

- Ability to make corrections online before you adjust account balances
- Ability to take discounts and check discounts online
- Ability to analyze discounts taken
- Ability to manage unapplied cash and transfers between invoices for a customer

Program: Cash and Memo Posting, ACR500

Post to Accounts Receivable Automatically from Billing

You can have invoices created in the Billing application posted to Accounts Receivable.

Program: Invoice Release, BIL500

Enter Invoices Directly into Accounts Receivable

You can enter invoices directly into Accounts Receivable without affecting inventory or sales figures.

Program: Cash and Memo Posting, ACR500

Special Processing

Select Invoices for Dunning and Print Dunning Statements and Letters

This process allows you to select overdue invoices for dunning. Dunning is run by company. You can specify customers, customer types, or customer numbers for a dunning run. You can exclude specific customers or invoices, depending on the dunning method you use, if you exclude certain dunning levels or specify a minimum dunning amount. Preliminary dunning runs have no date constraints; however, the date for final dunning runs must follow the last dunning date. Dunning runs can be processed in an interactive or batch mode.

Program: Dunning Selection and Print, ACR600

Period-end Processing

Period-end processing consists of generating reports and running close programs.

Generate Reports. Reports you can run include the cash receipts journal, statements, and aged trial balances. You can print Accounts Receivable statements for any range of companies, customer types, customers, statement types, due dates, and currency codes. The application supports a variable amount due cutoff for printing statements. You can print the statements in summary or detail format, and you have the option to include closed invoices.

Programs:

- Cash Receipts Journal, ACR210
- Statements, ACR220
- Aged trial balances,ACR400, ACR410, ACR430
- Ranking, credit, and discounts, ACR230, ACR240, ACR250

Close Period/Year. Close each company separately. The system provides a listing of closed documents, which are documents that have a zero net due amount. The system marks closed documents that are older than the number of days specified for this company for deletion. The system updates year-to-date and monthly sales figures and clears the figures for the current month. If you perform a year-end close, the system moves "this year" figures to "last year" and clears "this year" totals.

If you have the Inventory Management application installed in your environment, you must run the year-end close from the Inventory application through INV910.

Note that you must run a company close at the end of each period, otherwise, the system will not roll your sales figures correctly from month to month. However, close the company only once in one period, or the system will roll your sales figures over more than one months and possibly produce incorrect aging.

Caution: Timing of reports is important. If you process invoices after you print period-end reports but before you close the period, the reports will not show the true month-end situation, and the next month's reports will be out of synch.

Programs:

- Period End Close, ACR900

■   Year End Close, ACR910/INV910

Change Aging Period Descriptions.

If you use calendar months as aging periods, you can change the aging period descriptions and days.

Program: Accounts Receivable Parameters, ACR820D-01, accessible from Parameters Generation, SYS800.

How-to Index

The following list shows the major functions performed by programs in ACR.

- Account inquiry - ACR300
- Accounts Receivable statements - ACR220
- Aging report by company - ACR410
- Aging report by salesperson - ACR430
- Aging report, consolidated - ACR400
- Alpha customer look-up - ACR310
- Cash receipts journal - ACR210
- Change company parameters - ACR120
- Close Accounts Receivable - month - ACR900
- Close Accounts Receivable - year - ACR910
- Credit analysis - ACR240
- Credit limits - update - IDF Customer
- Customer alpha lookup - ACR310
- Discount analysis - ACR250
- Inquiry, accounts - ACR300
- Inquiry, customers - ACR310
- Invoice maintenance - ACR510
- Invoice register - BIL530
- List companies - ACR125
- List customer types - ACR175
- List customers - ACR105
- List dunning letter set - ACR155
- List payment types - ACP175
- List profit centers - ACR135
- List reason codes - SYS175
- List terms codes - ACR115
- Maintain companies - ACR120
- Maintain customer types - ACR170
- Maintain customers - IDF Customer
- Maintain default reason codes - SYS180

- Maintain dunning letter set - ACR150
- Maintain payment types - ACP170
- Maintain profit centers - ACR130
- Maintain reason codes - SYS170
- Maintain terms codes - ACR110
- Maintain document sequence numbers - ACR160
- Post cash - ACR500
- Post credits - ACR500
- Post debits - ACR500
- Post discounts - ACR500
- Post invoices - ACR500
- Print account statements - ACR220
- Print cash receipts journal - ACR210
- Print credit analysis - ACR240
- Print discount analysis - ACR250
- Print dunning statements/letters - ACR600
- Print ranking reports - ACR230
- Ranking report - ACR230

ACR application menus

The ACR application provides access to key programs via the following menus:

Accounts Receivable Processing

The Accounts Receivable Processing menu, ACR, provides access to the major ACR transaction, inquiry, report, and close programs.

Accounts Receivable Maintenance

The Accounts Receivable Maintenance menu, ACR01, provides access to the Master File maintenance programs that are most relevant to ACR. It also provides access to master file listings and the customer hierarchy realignment programs.

Chapter 3
Programs

3

Customers

The Customer business object updates customer data for the customers. All customer information must be defined through this program before the system can process information for a customer.

A customer can have ties to information in other objects. Within the Customers object, you can use options on the Display and Maintain menus, or certain list, graph, or overview cards, to see information in other objects related to a selected customer.

Attributes

Field descriptions - IDF Customer

Fields	Description
Status	The status of a customer can be Active or Suspended.
A/R Customer	This attribute identifies the accounts receivable customer who makes payments for the current customer's open invoices. If you create an order for the current customer, this number defaults to the order header. If you create an invoice, ACR uses this customer number as the corporate/billing customer in the Accounts Receivable file, RAR. The customer you specify here must be within the corporate hierarchy of the current customer.
ABC Code	This attribute is the ABC code for this customer. This attribute provides reference information. Maintain customer ABC codes in the CUSTABC table in System Table Maintenance, SYS105D1.
Accounting entity ID	This attribute is used in LX integrations with Infor ION or Infor Ming.le. It is the accounting entity of the noun instance.

Address line 1
This attribute is the identifier for the address information for this customer in the six lines, including the customer's city.

Address line 2
This attribute is the identifier for the address information for this customer in the six lines, including the customer's city.

Address line 3
This attribute is the identifier for the address information for this customer in the six lines, including the customer's city.

Address line 4
This attribute is the identifier for address line four for this customer.

Address line 5
This attribute is the identifier for address line five for this customer.

Address line 6
This attribute is the identifier for address line six for this customer.

Agency
This attribute is the agency code associated with this customer. All documents created for this customer use the code in this field as the agency default.

Allocation fill percentage
This attribute is the minimum percentage of available inventory required for an order line before you can ship it. This attribute's value overrides fair share allocation calculations. This attribute only applies to batch allocation.

> **Note**
>
> Values in the Pick Release Fill Percentage field here and and in the Warehouse Master Maintenance screen, INV110D2-02, can also restrict shipment of this line.

Allow advanced list pricing
This attribute is used to determine if advanced list prices are used. Advanced list prices are created in the Advanced List Price program, PRO180, for orders for this customer. If this is attribute is Yes, advanced list prices are allowed. If the attribute is No, the advanced list prices are not allowed.

Allow item substitution
This attribute is used to determine whether there can be a substitution of alternate item for this customer. If this attribute is Yes, a substitution of an alternate item is allowed for this customer. If this attribute is No, a substitution of an alternate item is not allowed.

Allow line additions/ RMA
This attribute is used to determine whether additional lines are allowed during creation of the Return Material Authorization, RMA, from an existing invoice. If this attribute value is Yes, additional lines are allowed on RMAs for this customer. If this attribute value is No, the additional lines are not allowed on RMAs for this customer.

Allow promotion pricing
This attribute displays if the customer allows promotional pricing.

These values are valid:

- None - no promotion is allowed for this customer.
- Line and total order only - perform only line and total order level promotional pricing.
- Bracket level only - perform only bracket-level pricing.
- Line, bracket and total order - perform line, bracket, and total order-level promotional pricing.

Alternate currency

This attribute is the code for the alternate currency associated with this customer. If you have specified Yes to print or display alternate currency on the document, an alternate currency is required.

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.

Alternate currency

This attribute is the code of the alternate currency to associate with this customer. If the attribute is marked as Yes in the Print/display alt currency on document, an alternate currency code must be indicated here. 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.

Alternate currency amt due

This attribute identifies the code of the alternate currency to associate with this customer. If the attribute is marked as Yes, an alternate currency code is indicated here. 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.

Alternate name

This attribute is to be used as a customer's alternate name. A sequence of letters or numbers can be used to readily identify this customer by searches. If data is not specified in this attribute, the attribute uses the first 20 characters of the customer name.

Apply bill back promotions

This attribute indicates whether the customer applies bill back promotions to remittances. If this attribute is Yes, the bill back promotions are applied to remittances. If this attribute is No, the promotions are not applied to remittances. If the attribute is Company default, the default value for the company is used.

Apply charges/allowances

This attribute is used to indicate if charges or allowances created in Charge/Allowance Assignment program, PRO190, are applied to orders for this customer. If this attribute is Yes, the charges or allowances are applied. The default value is No.

Apply financial discount on remittance
This attribute is used to determine how financial discounts are applied. If this attribute is Yes, the financial discount is applied to remittances. If this attribute is No, the financial discounts are not applied to remittances. If this attribute is Company default, the company's default value is used for the discounts.

Apply rounding to pack quantity
This attribute is used to indicate if rounding requirements are applied to multiples of the pack size. If this attribute is Yes, round requirements are applied to multiples of the pack size. If this attribute is No, rounding is not applied.

Appointment required
This attribute is used to determine whether an appointment is required for orders delivered to this customer. If this attribute is Yes, an appointment is required for orders delivered to this customer. If this attribute is No, an appointment is not required.

ASN required
This attribute is used to determine if an advance shipping notice (ASN) is required for shipments to this customer. If this attribute is Yes, an ASN is required for shipments. If this attribute is No, an ASN is not required.

Auto create packaging
If OLM is installed, this attribute is used to indicate if the customer's shipping is auto created. If this attribute is set to the value of Yes, auto create packaging is used for this customer and other packaging options are available for this customer. If this attribute is set to a value of No, auto create packaging is not being used.

Back order
This attribute is back order code for this customer. The value you specified here is the default back order code for the order header or line of any orders for this customer.

Allowed values

These values are valid:

- 0 - Back Orders Allowed - Any order or order line for this customer with insufficient inventory for fulfillment is back ordered. You can pick by order or by line. The system prints pick slips for all items, even if the allocated quantity is 0, if the system is configured to do so.

- 1 - No Back Orders Allowed - There is no back order inventory for this customer. All order lines must be allocatable. Order by line or partial picks are sent to a staging location. In the pick confirmation process, all lines of the order must be selected and completed, fully allocated, and fully confirmed, otherwise, ACR automatically de-selects the order and processing stops. Partially allocated quantities remain, and all lines of the order remain in their existing status. Allocations or inventory confirmation must be performed at the line level during pick confirmation.

- 2 - Back Order Incomplete Lines - This allows shipment of complete lines and back orders only incomplete lines selected for processing in

Pick Confirm. This may have been picked by order or by line. Incomplete lines processed in Pick Confirm are back ordered. Full or partial allocations remain.

- 3 - Cancel Incomplete Lines - This allows shipment of complete lines and cancels incomplete order lines. The order is considered complete. Pick release is still by order or by line in varying quantities for different lines. This option cancels only incomplete lines selected for processing in pick confirm. You can pick confirm by line or by order. If you pick confirm by order, the system cancels only the incomplete lines that are ready for pick confirm.

- 4 - Ship avail. Cnl rem if incpl - This allows the option to ship available inventory, cancel the remaining selected partial lines, and consider the order line complete. The remaining selection partial lines are cancelled during pick confirmation.

Bank
This attribute displays the bank code affected by this customer's transactions.

Bank account
This attribute is the bank account number for the customer.

Bank/agency
This attribute identifies the customer bank code associated with this customer. All documents created for this customer use this code as the customer bank default.

Billing selection
This attribute is used to define a default billing selection flag for new customer orders. The default for this attribute is blank. It can be overridden in the Order Entry.

Bypass tax reporting
This attribute is used to indicate if the customer's invoice should bypass tax reporting. If this attribute is Yes, tax reporting is excluded for this customer during Invoice Print, BIL520/620 and Order Entry, ORD700. If this is attribute is set to No, the Invoice is included in VAT reporting when you receive payment.

Calculate financial discount at order entry
This attribute indicates at which step in processing the financial discount is calculated. If the attribute is Yes, the discount is calculated during order entry. If the attribute is No, the discount is calculated during invoicing.

Calculate margins
This attribute is used to determine if the system calculates the margin for the orders for which the customer is the pricing customer. If this attribute is Yes, the system calculates the margin for orders when this customer is the pricing customer. If the attribute is No, the system does not calculate the margin for orders when this customer is the pricing customer.

Carrier
This attribute is the identifier for the carrier who delivers goods to this customer's ship-to location. This can be overriden during order entry. Maintain the carrier code in the Outbound Logistics Management system if the OLM

application is installed, or in the carrier table in Table Definitoin Maintenance, SYS105D1, if OLM is not installed.

Cartera bank   This attribute indicates the bank associated with this customer. All documents created for this customer use the code in this field as the bank default.

Charge return expenses This attribute is used to indicate if the customer is charged for the return expenses of the invoices and/or documents. If this attribute is Yes, the customer is charged for the return expense. If this attribute is No, the customer is not charged for the expense.

Check digit   This attribute is the identifier for the check digit code with this customer. All documents created for this customer use the code in this attribute as the check digit default.

Commission   This attribute displays the customer's commission code. This code is used with the item commission code and sales representative commission code to calculate the commission amount.

Company   This attribute is the identifier for the default company number associated with this customer. This can be overridden in Order Entry, ORD700, Customer Document Release, BIL500D, and Cash and Memo Posting, ACR500. The company number specified cannot have *** as its base currency code in the Company Master file. The credit limit and sales history figures are expressed in the base currency of the default company that is specified here. Caution: If the existing default company is changed, and the new default company has a different base currency than the original default company, the Open Order Amount field and the Amount Due field on the Customer Master File, RCM, are not updated to reflect this change. Because the system uses those two amounts to perform credit checking, the results of the credit check may be invalid for this customer.

Confirm proof of deliv- This attribute is used to determine whether the customer wants to be notified
ery   of delivery before invoicing. If this attribute is Yes, the customer receives delivery information before invoicing. The invoice is based on delivery quantity. If this attribute is No, the invoice can be sent after dispatch with no delivery information necessary. The invoice is based on the shipped quantity.

Consolidate invoices
This attribute indicates the consolidation process applied to invoices for the current customer. Post-ship invoices cannot be consolidated; you must process them individually.

These values are valid:

- No - Invoices are generated separately, not consolidated.
- Yes - Invoices are consolidated.

■ Not implemented, use either Yes or No - These are not implemented yet, so you should use one of the first two options.

■ Not implemented, use either Yes or No - These are not implemented yet, so you should use one of the first two options.

Contact   This is the contact name for the customer.

Control release manage-ment by customer   This attribute is used to indicate if release processing is controlled by the Release Management values. If this attribute is Yes, the customer's defined release management values are used. If this attribute is No, the release management values are not used.

Corporate parent   This attribute is used to identify the corporate parent number for this customer. The value must be a valid customer with an organization type of 00 or 01. ACR uses the corporate parent number to build the corporate parent hierarchy structure for this customer. Maintain all customer hierarchy changes in the Customer Hierarchy Realignment program, ACR973.

Country   This attribute is the country code of this customer address.

Create date   This attribute is the date when this information was created.

Create time   This attribute is the time when this record was created by the create program.

Create user   This attribute is the identifier of the user that created this record.

Credit card ordered amount   This attribute is the amount of the credit card order.

Credit check   This attribute is used to determine when to perform a credit check for this customer.

These values are valid:

■ No credit check - If this is selected, a credit check is not performed for this customer.

■ Credit check - order create - If this is selected, a credit check is performed for this customer in Order Entry, ORD700. If this option is selected, the credit check takes place during initial order entry and when any order entry maintenance has occurred that increases the amount of the order for an order type that affects the accounts receivable.

■ Credit check - pick release - If this selected a credit check is performed during pick release, ORD550D.

■ Credit check - order create and pick release - If this selected a credit check during both order entry and pick release in the Order Management application.

Credit limit amount

This attribute is the maximum amount the customer can have as an open liability before you put an order on credit hold in Order Entry. This amount can be specified in the base currency for the default company. Liability equals open order amount plus open accounts receivable (invoiced and ordered), plus open drafts.

To place all new orders for this customer on credit hold, this attribute needs to be set to 01.

Credit notes action

This attribute indicates the action to perform regarding the downloaded payment. If there is an associated invoice number in the BIL application, the payment is balanced with that invoice and any criterion or parameter you set here is ignored.

These values are valid:

- Payment must be applied manually - If this option is selected, nothing is indicated regarding the downloaded payment. The payment is applied manually.
- Cancel the payment amount with a check - If this option is selected, the payment amount is cancelled with a check for that amount.
- Automatic consolidation - If this option is selected, cancel the payment amount with an invoice that has the same amount. If this option is selected, cancel the payment amount with an invoice that has the same amount. If this option is used, the oldest invoice with the lowest amount is canceled to cover the amount of the payment.

Credit status

This attribute is used to identify the status level for this customer in the Cartera company with which this customer is associated.

Currency

This attribute is displayed as the currency code for this customer. This code serves as the default. This can be overriden in Order Entry, ORD700, Customer Document Release, BIL500D, and Cash and Memo Posting, ACR500.

Current model year

This attribute is the model year used as the default during sequenced packing release, RMS660D, and sequenced pick release, RMS670D, if the user does not specify a model year.

If the Sequence Shipments Allowed attribute is set to Yes, there must be a value in this attribute.

Customer

This attribute is the identifier of the customer.

Customer current user This is the current user for this customer.

Customer hold
This attribute is used to determine whether to automatically place orders for this customer on hold during order entry. If this attribute is Yes, a hold is automatically placed on orders for this customer during the order entry. If this attribute is No, a hold is not automatically placed. This value does not affect existing orders for this customer.

Customer item x-reference
This attribute indicates how the Order Entry program, ORD700, uses customer item numbers. The Order Entry program uses the item cross reference customer on the order to validate the customer item number against the customer item x-reference file. This attribute also controls the keys that are used when ORD700 accesses the customer item x-reference file for any purpose. The Order Entry program uses other types of customer numbers, such as the Sold-To and Ship-To customer numbers, when it accesses the customer item x-reference file for other purposes, for example, to validate the minimum order quantity and to default the ship-from warehouse and receiving dock.

ACR uses the item cross-reference customer on the order (sold-to customer) to validate items against the Customer Item X-Reference (EIX) file.

Customer name
This attribute identifies the customer's name.

Customer type
This attribute identifies the customer type for this customer. You can maintain customer types in Customer Types, ACR170D1.

D&B number
This attribute is the Dunn and Bradstreet number for this customer.

D&B rating
This attribute indicates the Dunn and Bradstreet rating for this customer.

Date account opened
This attribute is the date on which you establish the customer file. This date appears in Customer Account Inquiry, ACR300, but it is otherwise not used in any processing.

Day of month to invoice
This attribute indicates the day of the month on which to release invoices for this customer. For example, if 15 is specified, invoices are released for this customer on the 15th day of each month.

> **Note**
>
> This field cannot be used with the Days between invoice option.

Days between invoice
This attribute indicates how often invoices are released for this customer. For example, if the value is 15, an invoice is released for this customer every 15 days.

Note

This option cannot be used with Day of month to invoice option.

Days credit limit
This attribute is the number of days to allow this customer to have an open A/R ind g5 oice before a new order is placed on credit hold during order entry. The system uses the invoice due date to determine credit days.

Declaration part 1
This attribute is the first part of the shipment declaration for this customer.

Declaration part 2
This attribute is the second part of the shipment declaration for this customer.

Declaration part 3
This attribute is the third part of the shipment declaration for this customer.

Default manual price reason code
This attribute is the identifier of the two-character manual price reason code for this sold-to customer.

If this attribute contains a value, the value defaults to the Manual Price Override Reason Code screen, ORD751D-01, if you override a price during order entry or billing. Note the value specified here must be a valid code in the MAN-PRCRS code table.

Default order class for quote
This attribute is the default order class when creating quotes for this customer. If this attribute is blank, the default order class is used. If there is a value in this attribute, it must have a base order class of 006.

Valid Base Order Class = 006

Default order class for RMA
This attribute is the default order class for RMAs created for this customer. If this attribute is blank, the default order class is used. If there is a default value in this attribute, it must have a base order class of 003.

Valid Base Order Classes = 003

Default order class/type 1
This attribute indicates the default order class for each base order type. The system uses this value as the default order class when you create Order Type 1 orders for this customer.

Affect Inventory and Sales History Quantities = Y

Affect Sales History Amounts = Y

Affect AR & GL = Y

Valid Base Order Classes = 001, 002, 004, 005, 007, 015, 030

Default order class/type 2   This attribute indicates the default order class for each base order type. The system uses this value as the default order class when you create Order Type 2 orders for this customer.

Affect Inventory and Sales History Quantities = Y

Affect Sales History Amounts = Y

Affect AR & GL = N

Valid Base Order Classes = 001, 002, 004, 005, 007, 015

Default order class/type 3   This attribute indicates the default order class for each base order type. The system uses this value as the default order class when you create Order Type 3 orders for this customer.

Affect Inventory and Sales History Quantities = Y

Affect Sales History Amounts = N

Affect AR & GL = N

Valid Base Order Classes = 001, 002, 004, 005, 007, 015

Default order class/type 4   This attribute indicates the default order class for each base order type. The system uses this value as the default order class when you create Order Type 4 orders for this customer.

Affect Inventory and Sales History Quantities = Y

Affect Sales History Amounts = N

Affect AR & GL = Y

Valid Base Order Classes = 001, 002, 004, 005, 007, 015, 030

Default order class/type 5   This attribute indicates the default order class for each base order type. The system uses this value as the default order class when you create Order Type 5 orders for this customer.

Affect Inventory and Sales History Quantities = N

Affect Sales History Amounts = N

Affect AR & GL = N

Default order class/type 6   This attribute indicates the default order class for each base order type. The system uses this value as the default order class when you create Order Type 6 orders for this customer.

Affect Inventory and Sales History Quantities = N

Affect Sales History Amounts = N

Affect AR & GL = Y

Valid Base Order Classes = 008

Default order class/type 7 This attribute indicates the default order class for each base order type. The system uses this value as the default order class when you create Order Type 7 orders for this customer.

Affect Inventory and Sales History Quantities = N

Affect Sales History Amounts = Y

Affect AR & GL = Y

Valid Base Order Classes = 008

Default order class/type 8 This attribute indicates the default order class for each base order type. The system uses this value as the default order class when you create Order Type 8 orders for this customer.

Affect Inventory and Sales History Quantities = N

Affect Sales History Amounts = Y

Affect AR & GL = N

Valid Base Order Classes = 008

Default order class/type 8 This attribute indicates the default order class for each base order type. The system uses this value as the default order class when you create Order Type 9 resupply orders for this resupply customer.

Base Order Type = 9

Affect Inventory and Sales History Quantities = Y

Affect Sales History Amounts – depends on parameter value maintained at ORD820 System Parameters unless overridden in DRP540 during Resupply Conversion or in ORD700 for manually created resupply orders.

Affect AR & GL- depends on parameter value maintained at ORD820 System Parameters unless overridden in DRP540 during Resupply Conversion or in ORD700 for manually created resupply orders.

Valid Base Order Classes = 001, 002, 004, 005, 015, 094, 095, 096

Default order type This attribute is the default order type for customer orders for this sold-to customer.

Default warehouse This attribute identifies the default warehouse code associated with this customer. This code can be overridden in Order Entry or Customer Document Release. Maintain warehouse codes in Warehouse Master Maintenance, INV110D1.

Discount This attribute is the user-defined discount code for this customer. This is one of the criteria used to assign specific pricing schemes to orders.

Discount grace days This attribute identifies the number of days after the due date of a non-remittable document to wait before the document changes from Outstanding non Remittable to Outstanding Overdue Paid. If this attribute is blank, the values are defined in Cartera Parameter Maintenance, CAR800D-01.

After these discount grace days, the non-remittable documents are considered paid and the customer's credit is updated. This happens when you run the Daily Risk and Statistics Update process, CAR950D1.

Discount type This attribute is the discount type code for this customer.

These values are valid:

- 0 - Promos and Allowances Allowed indicates that promotions and allowances are allowed.
- 1 - Promo Allowed No Allowances indicates that promotions are allowed, but allowances are not allowed.
- 2 - Allowance Allow No Promo Allow indicates allowances are allowed, but promotions are not allowed.
- 3 - No Promo No Allowances indicates no promotions or allowances are allowed.

Drafts due This attribute that displays the amount of the drafts due.

Drop ship allowed This attribute is used to indicate whether to allow drop shipments for this customer. If this attribute is Yes, drop shipments are allowed for this customer. If this attribute is No, drop shipments are not allowed.

Dunning letter set This attribute identifies the table used to determine which dunning letters to send to the customer.

The Dunning letter sets must be set up in Dunning Letter Set File Maintenance, ACR150. The dunning letter set, combined with the invoice dunning status or the customer dunning status, and depending on the company dunning type, determines which dunning letters the customer receives.

Dunning status This attribute displays the customer's dunning status.

Dunning type
This attribute is used to indicate the customer's eligibility for dunning.

These values are valid:

- No dunning - This indicates the customer is not eligible for dunning. The customer's dunning status and invoice dunning status are not calculated for this customer and dunning letters are not generated.
- Yes dunning - This indicates the customer is eligible for dunning. The customer's dunning status and invoice dunning status are calculated for this customer, and dunning letters are generated as needed.
- No dunning but status calculated - The customer is not eligible for dunning, but the customer and invoice dunning status are calculated. No dunning letters are generated for this customer.

E-mail
This is the e-mail address for this customer.

Enter date
This attribute identifies the date the customer was added to the system.

Enter time
This attribute identifies the time the customer was added to the system.

Enter user
This attribute identifies the user who added the customer to the system.

Excise number
This attribute is the excise tax payer ID number associated with the customer.

Exempt from interest invoicing
This attribute indicates whether the customer is exempt from interest invoicing. If the attribute is Yes, the customer is exempt from interest invoicing. If the attribute is No, the customer is not exempt.

Exemption certificate
This attribute is the customer's tax certificate number, if any. The information in this attribute prints on the ACP500 audit trail. Entry of information in this attribute does not control tax processing logic.

Expiration date
If Infor FMS Masterpiece is installed and AR005 credit limit checking is set to F=functional, specify the credit limit expiration date.

This attribute is protected if the AR005 credit limit checking is set to T=transaction, or if the customer credit limit override is set to No on the group record, GRO. The default is from the National Account, NAT, record. If no national account record exists, the default comes from the group credit limit functional currency record, GRO.

External packaging validation
This attribute is used to determine if the shipment should be validated externally. This attribute is available if the Packaging Required flag is 1=Yes and OLM is installed. If the pack details for the shipment cannot be extracted with Check Shipment Packs, OLM570D, the packs are reviewed externally, for

example, by scanning, and then the information is uploaded for comparison within the system.

If this attribute is Yes, external validation is activated. If this attribute is No, external validation does not occur for this shipment.

Fax
This attribute is the fax number for this customer.

Field to use as se-quenced shipping con-tract number
This attribute is used as the contract number to determine the corresponding release against which to process sequenced shipments. If the Sequenced shipment allowed attribute is Yes, there must be a valid value in this attribute.

These values are valid:

- None - Do not use a contract number.
- Model Year
- First - Use the first release found for the customer/ship-to/item regardless of contract number.

Fiscal tax
This attribute is the fiscal tax code for this customer. This tax code prints on invoices. It can be used for local reporting requirements, but it does not affect tax calculations.

Fixed days of payment 1
This attribute is the fixed days of payment, which are specific days of the month, to use as the due date of the documents that are associated with an invoice. The fixed days of payment defined here override the fixed days of payment defined in the Customer Terms program, ACR110D1.

Fixed days of payment 2
This attribute is the fixed days of payment, which are specific days of the month, to use as the due date of the documents that are associated with an invoice. The fixed days of payment defined here override the fixed days of payment defined in the Customer Terms program, ACR110D1.

Fixed days of payment 3
This attribute is the fixed days of payment, which are specific days of the month, to use as the due date of the documents that are associated with an invoice. The fixed days of payment defined here override the fixed days of payment defined in the Customer Terms program, ACR110D1.

Freight markup percent-age
This attribute indicates the percentage by which the amount charged for freight is multiplied to make adjustments.

Freight terms
This attribute is the freight terms code that defines the amount and the time in the shipping process at which the customer is charged for freight.

Group code 1
This attribute indicates codes of up to two customer groups in which to include this customer. This attribute is used to select customers to include in reports.

The customer group codes are maintained in CUSTGRP table in System Table Maintenance, SYS105D1.

Group code 2

This attribute indicates codes of up to two customer groups in which to include this customer. This attribute is used to select customers to include in reports. The customer group codes are maintained in CUSTGRP table in System Table Maintenance, SYS105D1.

Group sales analysis field 1

This attribute is the group sales code for this sales analysis category for this customer. This code is maintained for this category in the SCRF1 table in System Table Maintenance, SYS105D.

The label for this attribute is maintained in Sales Analysis Parameters, SAL820D.

Group sales analysis field 2

This attribute is the group sales code for this sales analysis category for this customer. This code is maintained for this category in the SCRF2 table in System Table Maintenance, SYS105D.

The label for this attribute is maintained in Sales Analysis Parameters, SAL820D.

Group sales analysis field 3

This attribute is the group sales code for this sales analysis category for this customer. This code is maintained for this category in the SCRF3 table in System Table Maintenance, SYS105D.

The label for this attribute is maintained in Sales Analysis Parameters, SAL820D.

Group sales analysis field 4

This attribute is the group sales code for this sales analysis category for this customer. This code is maintained for this category in the SCRF4 table in System Table Maintenance, SYS105D.

The label for this attribute is maintained in Sales Analysis Parameters, SAL820D.

Group sales analysis field 5

This attribute is the group sales code for this sales analysis category for this customer. This code is maintained for this category in the SCRF5 table in System Table Maintenance, SYS105D.

The label for this attribute is maintained in Sales Analysis Parameters, SAL820D.

Head corporate parent

This attribute is used to indicate the corporate parent number for this customer. This value must be a valid customer with an organization type of 00 or 01.

The corporate parent number is used to build the corporate parent hierarchy structure for this customer.

> **Note**
>
> All customer hierarchy changes must be made in the Customer Hierarchy Realignment program, ACR973.

Head sales organization parent

This attribute identifies the sales organization parent for this customer. This value must be a valid customer with an organization type of 00 or 01. The customer program uses this sale parent number to build the sales organization parent hierarchy structure for this customer.

> **Note**
>
> All customer hierarchy changes must be made in the Customary Hierarchy Realignment program, ACR973.

Holiday period from (MMDD)

This attribute is used to indicate the month and day on which the holiday begins.

Holiday period to (MMDD)

This attribute indicates the month and day on which the holiday period ends.

Holiday period type

This attribute displays the number of the option that determines how to calculate the due date of a document if it falls during the customer's holiday period.

In the Type list, these are valid values:

- Nothing - No adjustment is made to due dates that fall within the holiday period.
- Advance the Due Date -If the due date of a document falls within the customer's holiday period, the due date is calculated to the fixed day of payment of the period before the holiday period.
- Postpone the Due Date - If the due date of a document falls within the customer's holiday period, the due date is calculated to the fixed day of payment of the period following the holiday period.
- Break down the Due Date - The system generates two documents, one with the due date prior to the holiday period and another with the due date following the holiday period.

Include/exclude rule

This attribute is used to determine whether or not to allow this customer to order any items except the items listed in the Customer Item X-Reference, EIX, file or to limit the customer to order only items listed in the EIX file. If the attribute is Exclude, the customer can order any items except those items

listed in the Customer Item X-reference file. This option is for customers who have a small number of items they cannot order compared to the full number of items available. If the attribute is Include, the customer can order only the items listed in the EIX file. This option is for customers who have many items they cannot order compared to the full number of items available.

This attribute can be overridden in Item X-Reference Maintenance in the Order Management application. For more information, see Item X-Reference Maintenance help text.

Interest method

This attribute is used to identify the interest method code for this customer. This must be a valid code existing on the A/R Interest Method Master file, RIM.

International Bank Account Number

This attribute is the number or code of the bank account used for this customer. This is the number that you and your bank recognize as your account number. This attribute is for reference only.

Inventory allocation priority

This attribute is the allocation priority. This is used only for batch processing.

The default allocation priority code is 50. A number closer to 99 will raise this customer's allocation priority or a number closer to 01 to lower it. The system allocates inventory based on the allocation priority, then the request date.

Invoice only completed orders

This attribute is used to indicate whether to generate billing for only completed orders.

These values are valid:

- No - This indicates Billing is not restricted to completed orders. Partial shipments or partial orders that are selected and meet the invoicing criteria are selected and invoiced in Invoice Release, BIL500.
- Yes - This indicates that billing is generated for completed orders only.

Invoice packaging allowed

This attribute is only activated if OLM is installed and the Issue packaging allowed attribute is set to Yes. This attribute indicates if the packaging is invoiced for this customer. If the attribute is Yes, the packaging is invoiced and the pallet or carton shipped has a corresponding item number. If this is the case, invoice lines for the packaging are created during the pick confirm process. If the attribute is No, the packaging is not invoiced. If you ship from a managed warehouse, you must have sufficient stock on hand for the required packaging items, otherwise, this flag is ignored.

Invoice-to customer

This attribute identifies the number of the customer to which to send invoices for the current customer. This customer must exist within the current customer's corporate hierarchy.

Invoice-to number   This attribute indicates the invoice-to number associated with this customer.

Issue packaging al-lowed   This attribute is only activated if OLM is installed and the Auto create packaging attribute is set to Yes. This attribute indicates whether or not inventory of packaging items is only issued during pick confirm. If the attribute is Yes, inventory of the packaging items are only issued during pick confirm. If the attribute is No, packaging items are not only issued during pick confirm. If you ship from a managed warehouse, you must have sufficient stock on hand for the required packaging items, otherwise, this flag is ignored.

Item x-reference cus-tomer   This attribute is the item cross-reference customer number. This customer must exist within the current customer's sales organization hierarchy. If this is used, the system uses the customer to retrieve the internal item number during order entry.

JIT conversion horizon   This attribute is the number of days for which the release requirements are overlaid by the JIT requirements when the system creates or maintains outstanding requirements for a customer order during RMS conversion.

JIT reconciliation method   This attribute indicates the Just-in-Time (JIT) reconciliation method the system uses when it converts new JIT requirements to order lines.

These values are valid:

- 1 - Identifier indicates the system reconciles JIT requirements by identifier.
- 2 - Cumulative indicates the system reconciles JIT requirements on a cumulative basis.
- 3 - Discrete indicates the system reconciles JIT requirements on a discrete basis.
- 4 - None indicates the system does not reconcile JIT requirements.

Keep JIT history   This attribute is used to determine whether Just in Time (JIT) history details should be written during RMS Conversion. If this attribute is Yes, JIT history is written during RMS Conversion. If this attribute is No, JIT history is not written.

Keep release history   This attribute is used to indicate whether or not the customer is writing release history during RMS Conversion. If this attribute is Yes, the customer is writing release history during RMS Conversion. If this attribute is No, the history is not being written.

Label format - signal   This attribute is the label format assigned to the signal label data created.

Last dunning date   This attribute indicates the date on which the customer was last dunned.

Last invoice date   This attribute displays the last date on which you invoiced this customer.

Last payment amount This attribute indicates the customer's last payment amount.

Last payment date   This attribute indicates the last date of payment from the customer.

Last transaction date This attribute is the date on which the last transaction occurred for the selected customer.

Last YTD sales amount This attribute displays the customer's total sales for the previous year.

Local build policy   This attribute is used to determine whether to generate loads/shipments and packing groups during pick release and the format to use. When you generate loads, consignment numbers are assigned to each load/shipment combination, based on the next consignment number at the warehouse, company or system level.

These values are valid:

- 0 - None - This indicates that no load/shipment or consignment details are generated during pick release.
- 1 - Per Customer/Ship-To - This indicates that one load is generated for each customer/ship-to, one shipment and packing group is generated for each ship-to address.
- 2 - Per Customer/Ship-To/Dock - This indicates that one load is generated for each customer/ship-to, one shipment for each ship-to address, and one packing group for each dock code.
- 3 - Per Cust/Ship-To/Order/Item - This indicates that one load is generated for each customer/ship-to, one shipment is generated for each ship-to address, and one packing group is generated for each order/item.
- 4 - One Consignment per Order/Item - This indicates that one shipment is created for each order/item and the shipment is given a consignment number.

If one load and shipment is defined per customer/ship-to or one load per customer/ship-to/dock, the system attempts to consolidate all requirements for a customer/ship-to or customer/ship-to/dock that is selected during pick release onto one packing group. This consolidation only occurs if the ship-to address, carrier, route, means of transportation, freight terms, shipping zone, delivery times, and order class currency are identical for each order that the system considers.

If the Match Packing Group/Invoice option is set to 1=Yes, these values must also be identical for order lines to allow the system to consolidate the order lines on the same packing group: currency, reason code, billing customer, payment type, user order type, document prefix, invoice-to customer number,

invoice-to address, number, exchange rate, global exchange rate, and customer exchange rate.

If loads are built during pick release, the loads are usually built based on the order line request date. Order lines that should be shipped on the same date are grouped together prior to the application of the load build policy and consolidation rules. This date can be overridden within the pick release process. If an override ship date was specified during pick release, this allows the system to process the order lines that meet the selection criteria as if the order line request date was the override date.

Lock box-to customer   This attribute is the customer to whom to send credit payments for the current customer. Note that the customer number in this attribute must be within the current customer's corporate hierarchy.

Lock box-to number   This attribute is a number to use with the lock box-to customer to indicate where to send credit payments for the current customer.

Lower margin percent   This attribute is the lowest margin percent this customer can have for an order before LX puts the order on margin hold.

Maintain date   This attribute is the date when the record was last changed.

Maintain time   This attribute is the time when the record was last changed.

Maintain user   This attribute is the identifier of the user that last modified this record.

Manual price override R/C   This attribute is used to determine whether a reason code is required for the manual price override. If the attribute is Yes, a reason code is required. If the attribute is No, a reason code is not required.

This only applies if the corresponding Promotions and Deals System Parameter in PRO820D-01 is set to 0=No. If that system parameter is set to 1=Yes, a reason code is required for all sold-to customers, therefore, the system does not read the flag in Customer.

Mass MLS update   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 customer'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 user's response here.

Match packaging group/ invoice This attribute is a code that indicates whether the system pre-assigns the invoice number during load generation at pick release to ensure that the packing group number and the invoice numbers match.

These values are valid:

- No - This indicates the system does not pre-assign an invoice number during load generation at pick release.
- Yes - This indicates the system consolidates invoices for orders selected, creates separate loads if required, and pre-assigns invoice numbers.
- Match logic only - This indicates the system consolidates invoices for the orders selected and creates separate loads if required. Entry in Match packaging group/invoice overrides the consolidation process selected for the Consolidate invoices. If Match packaging group/invoice is marked as Yes, consolidated invoices may result.

Means of transportation This attribute is used to indicate the means of delivery to this ship-to location. This value can be overridden during order entry. The Means of transportation code is maintained in the Outbound Logistics Management system if the OLM application is installed or in the Means table in Table Definition Maintenance, SYS105D1, if OLM is not installed.

MLS Customer address line 1 This attribute is the address line in the specified language.

MLS Customer address line 2 This attribute is the address line that is available if Multi-Language Support (MLS) is installed.

MLS Customer address line 3 This attribute is the address line that is available if Multi-Language Support (MLS) is installed.

MLS Customer address line 4 This attribute is the address line that is available if Multi-Language Support (MLS) is installed.

MLS Customer address line 5 This attribute is the address line that is available if Multi-Language Support (MLS) is installed.

MLS Customer address line 6 This attribute is the address line that is available if Multi-Language Support (MLS) is installed.

MLS Customer contact This attribute is the MLS customer contact name in the specified language.

MLS Customer name This attribute is the MLS customer name in the specified language.

Next invoice date This attribute displays the next date on which the customer will be invoiced.

Number of best sellers This attribute indicates the number of best-selling items to build into a shopping list for this customer. The Order Entry System Parameters, ORD820, indicates if this attribute is available.

Number of copies of signal label This attribute indicates the number of copies of the signal label required.

Number of periods This attribute indicates the number of sales history periods to search to build a shopping list for this customer.

The Order Entry System Parameters, ORD820, indicates if this attribute is available.

Omit bad debt provision This attribute is used to determine if bad debt provisions should be used for this customer. If this attribute is set to Yes, the system does not use the amount set for this in the Cartera Parameter Maintenance screen, CAR800D-02. If this attribute is set to No, the system uses the bad debt provisions for this customer.

Open order amount This attribute indicates the customer's open order amount until they are billed.

Organization type This attribute displays customer's organization type.

These values are valid:

- Logical - If this is selected, this indicates that customer orders cannot be created for this customer.
- Default - If this is selected, this indicates the customer orders are eligible for all processing.

Override ship date at pick release This attribute indicates whether the ship date during pick release processing is overridden. If this attribute is Yes, the ship date is overridden. If this attribute is No, the ship date is not overridden.

Pack slip output queue This attribute displays the output queue in which to direct the pack slip. The output queue must be valid. The system uses the value in this field as a default during sequenced packing release, RMS660D, if a pack slip output queue in the RMS program was not specified.

Pay as built allowed This attribute is used to determine whether Pay as Built processing is enabled for this customer. If this attribute is Yes, the pay as built process is allowed only if Sequenced shipments are allowed and the Company/Prefix Document Sequence Billing parameter is Yes. Otherwise, it is indicated as No.

Pay as built document prefix
This attribute is the value to use when you create the document sequences for Pay as built invoices. The document prefix must be reserved for customer assignment.

An entry must be made in this attribute if Pay as built allowed is set to Yes. The Pay as built document prefix cannot be assigned to any other customer.

Pay as built model year This attribute indicates the value assigned to the incoming Pay as built messages during EDI conversion and during Held Invoice Release, RMS610D, to re-assign the model year, where requested. This attribute must be specified if Pay as built is allowed for this customer. See the Pay as built allowed topic.

Pay as built order class This attribute indicates the customer order class used for the Pay as built Invoice. The order class must be a valid order class with a base order class of 007. This attribute must be specified if Pay as built is allowed for this customer. See the Pay as built allowed topic.

Pay as built warehouse This attribute is the warehouse into which to transfer sequenced shipments for this sold-to customer after pick confirm of a sequenced shipment for which no invoice is generated.

The warehouse must be a valid sequenced warehouse. If Pay as built allowed is set to Yes, there must be a value in this attribute.

Payment
This attribute is used to indicate the default payment type, such as check, wire transfer, cash, and so on, for this customer that the system uses in Cash and Memo Posting, ACR500, and Cash Management, CSH. This code may be overridden in Customer Document Release, BIL500D, and Order Entry.

If the Cash Management application, CSH, is installed on your system, and if the payment type here is a draft that gets recorded, a payment agreement must also exist. A draft gets recorded if the Record Draft flag in Payment Types, ACP170, is set to 1 or 2. Maintain payment agreements in Payment Agreements, CSH140D.

If no payment agreement exists for this payment type and you get an error, the system prompts you to override the error message with F13.

Percentage of extra pack required
This attribute is the percentage applied to rounding to pack quantity attributes. The value must be between 1 and 99 in this field if the Apply rounding to pack quantity is marked as Yes. The system uses the percentage value during RMS Conversion to determine whether to round a requirement up or down.

The system only rounds up to the next whole pack if the percentage of the left over quantity is equal to or greater than the percentage you specify here.

Example: A pack holds a quantity of ten items. You specify a percentage of 50 in this field. The total quantity of items is 15. This means that you completely fill one pack, but you have five items left over. Because this value is equal to 50 percent of the quantity needed to completely fill a pack, the system rounds up to two packs.

Pick confirm till percentage

This attribute displays the restricted pick confirm by fill percentage for each line in the order. There is a value between 0 and 100 that represents the minimum percentage of allocated inventory required for the total order quantity for each order line that are eligible for pick confirm. If the total allocated quantity for the combined eligible lines does not meet this percentage, no lines on the order can be pick confirmed, even if they qualify individually by allocation fill percentage.

Note that each order must also meet the percentage requirement set in the Pick Confirm Fill Percentage attribute in the Warehouse Master Maintenance screen, INV110D2-02 or IDF Pick confirm fill %. And each order line in orders that qualify for pick confirm at the customer and warehouse level must also meet the percentage requirement in the Allocation fill percentage attribute here.

To confine fill percentage restrictions to the order line only, you can set this field and the corresponding field on Warehouse Master Maintenance to a value of zero.

Postal code

This attribute indicates the postal code for this customer address.

Prefix

This attribute is the document sequence prefix. If the Company/Prefix Document Sequence field in Billing System Parameters, BIL820D-01, is set to 1 = Yes, entries to this field, in combination with the company entered in Customer - Definition are validated against the Document Sequence File, RDS. If the parameter is set to 0 = No, no validation occurs.

Pricing customer

This attribute is the number of the customer to use to retrieve the list and special price information for orders you enter for the current customer. The pricing customer must exist within the current customer's corporate hierarchy. The pricing customer can be overridden during order entry.

Pricing region

This attribute indicates the pricing region assigned to this customer. LX uses pricing regions for special pricing.

Primary language

This attribute is the primary language code for this customer. This is the language into which documents you send to the customer are translated.

Print on acknowledgement

This attribute is used to determine whether the country and registration number are printed on the acknowledgement. If this attribute is Yes, the country and

registration number are printed on the acknowledgement. If the attribute is No, the information is not printed.

Print on invoice
This attribute is used to indicate if the company's country code and registration number will be printed on sales documents. If the attribute is Yes, the country codes and registration numbers are printed on sales documents. If the attribute is No, this information is not printed on the invoice. The default value is No.

Print on shipping document
This attribute is used to determine whether the company's country code and registration number should be printed on shipping documents. If this attribute is Yes, the company's country code and registration number are printed on the shipping documents. If this attribute is No, this information is not printed on the shipping documents.

Print zero balance invoice
This attribute is used to indicate if a zero-balance invoice for credit card orders will be printed for this customer. If this attribute is Yes, a zero-balance invoice for credit card orders will be printed for this customer. If this attribute is No, zero-balance invoices for credit card orders will not be printed for this customer.

Print/display alt currency on document
This attribute is used to determine whether the alternate currency values are printed on customer documents. If this attribute is Yes, the alternate currency is printed on the customer documents. If this attribute is No, the alternate currency is not printed.

Promotion customer
This attribute is the number of the customer against whom promotions are specified in the Promotion Master file, PDM. The promotion customer must exist within the current customer's corporate hierarchy.

Promotion qualification date type
This attribute indicates the type of date to use for promotion qualification. This promotion applies only within the date range of the date type specified.

These values are valid:

- Price Book
- Store
- Warehouse

Promotion region
This attribute identifies the promotion region to apply to the current customer. Pricing regions are used for special pricing.

Promotional pay-to customer
This attribute indicates the number of the customer to whom to send promotion payments for promotions on orders for the current customer. The promotional pay-to customer must exist within the current customer's corporate hierarchy.

This attribute is used for reference purposes only.

Promotional pay-to number This attribute indicates the pay-to number to use with the promotional pay-to customer to retrieve the required address information. The system retrieves the address from the Customer Ship To file, EST.

Purchase order required This attribute is used to determine whether the customer purchase order number is required for customer orders. If this attribute is No, the customer purchase order number is not required for customer orders. If this attribute is Yes, the customer purchase order number is required.

Quality group This attribute identifies the quality group code associated with this customer. This value is maintained in the CUSTQUAL table in System Table Maintenance, SYS105D1.

Receiving dock This attribute identifies the receiving dock to default to the order line for this customer if no receiving dock is defined on any corresponding JIT requirement.

Region This attribute is the region code for this customer. The region code determines the region-specific attributes such as time zone and date and decimal formats for this customer.

Registration country This attribute is the customer's European Community member or non-member country code. The country code and registration number are combined to form the EC VAT number.

Registration number This attribute is the customer's registration number. The registration number and registration country are combined to form the EC VAT number.

Release reconciliation method This attribute displays the reconciliation method the system uses when it converts new release requirements to order lines for the customer.

These are valid values:

- 1 - Identifier indicates the system reconciles release requirements by identifier.
- 2 - Cumulative indicates the system reconciles release requirements on a cumulative basis.
- 3 - Discrete indicates the system reconciles release requirements on a discrete basis.
- 4 - None indicates the system does not reconcile release requirements.

Remit from customer This attribute is the customer who sends the payments for the current customer's open invoices. This value is the default in the invoice header when you create invoices for the current customer.

The customer number in this attribute must be within the current customer's corporate hierarchy.

Reprice RMA lines on quantity change	This attribute is used to indicate if the system should reprice an RMA when a reduction is made to the quantity on the RMA. If this attribute is Yes, the system reprices an RMA when a reduction is made to the quantity on the RMA. If this attribute is No, the system does not reprice an RMA.
Responsible CSR	This attribute is the code of the customer service representative who is responsible for this customer.
Retain past due order lines	This attribute is used to determine whether outstanding quantity on order lines that are dated prior to the release date are retained during conversion for Release Reconciliation Method 4.

If this attribute is No the following conditions apply:

- An arrears/past due quantity is provided, and this quantity is specified in the Customer Stated Arrears / Past Due on the Release - Dynamic Data screen, RMS500D3-01.
- The past due quantities are rolled into the first requirement.
- All previous requirements that are not specified on the new release have been cancelled. This attribute is marked as Yes to retain order lines if the arrears/past due quantity is not provided, or the past due quantity is not rolled into the first requirement, and if any past due amount is still considered outstanding.

Route	This attribute indicates a route code for the customer. You can override the route code during order entry or invoice release. The route codes can be maintained in Shipping Routes, OLM135D, if you have OLM installed, or in the ROUTE table in Table Definition Maintenance, SYS105D if OLM is not installed.
Sales history customer	This attribute is the number of the customer to report sales history for orders entered against the current customer. This customer must exist in the current customer's sale organization hierarchy.
Sales month 01	This attribute is the sales amount for this previous numbered month.
Sales month 02	This attribute is the sales amount for this previous numbered month.
Sales month 03	This attribute is the sales amount for this previous numbered month.
Sales month 04	This attribute is the sales amount for this previous numbered month.
Sales month 05	This attribute is the sales amount for this previous numbered month.
Sales month 06	This attribute is the sales amount for this previous numbered month.
Sales month 07	This attribute is the sales amount for this previous numbered month.

Sales month 08   This attribute is the sales amount for this previous numbered month.

Sales month 09   This attribute is the sales amount for this previous numbered month.

Sales month 10   This attribute is the sales amount for this previous numbered month.

Sales month 11   This attribute is the sales amount for this previous numbered month.

Sales month 12   This attribute is the sales amount for this previous numbered month.

Sales parent   This attribute is the sales organization parent number for this customer. The value must be a valid customer with an organization type of 00 or 01. ACR uses this sales parent number to build the sales organization parent hierarchy structure for this customer. Note that you must make all customer hierarchy changes in the Customer Hierarchy Realignment program, ACR973.

Sales representative   This attribute is the number of the salesperson to associate with this customer. LX uses this value as the default during order entry. Sales representative numbers can be maintained in Salesperson Master, SAL100D1."

SCRF1 name   This attribute is used for Group Sales Analysis. Default levels are Division, Region, Area, Territory and Type. The literals for each level can be defined in Sales Analysis Parameters, SAL820. Click the Sales Analysis button to view and select from a list of Group Sales Analysis codes.

SCRF2 name   This attribute is used for Group Sales Analysis. Default levels are Division, Region, Area, Territory and Type. The literals for each level can be defined in Sales Analysis Parameters, SAL820. Click the Sales Analysis button to view and select from a list of Group Sales Analysis codes.

SCRF3 name   This attribute is used for Group Sales Analysis. Default levels are Division, Region, Area, Territory and Type. The literals for each level can be defined in Sales Analysis Parameters, SAL820. Click the Sales Analysis button to view and select from a list of Group Sales Analysis codes.

SCRF4 name   This attribute is used for Group Sales Analysis. Default levels are Division, Region, Area, Territory and Type. The literals for each level can be defined in Sales Analysis Parameters, SAL820. Click the Sales Analysis button to view and select from a list of Group Sales Analysis codes.

SCRF5 name   This attribute is used for Group Sales Analysis. Default levels are Division, Region, Area, Territory and Type. The literals for each level can be defined in Sales Analysis Parameters, SAL820. Click the Sales Analysis button to view and select from a list of Group Sales Analysis codes.

Segment 1   This attribute indicates the default segment value with which to associate this customer. This value is used as the default profit center if you enter transac-

tions in Order Entry, Billing and Accounts Receivable, but it can be overridden. LX does not validate this field.

Self bill backorder

This attribute is the backorder code to use in the post ship order that the system creates from the dispatch of a consignment order.

These values are valid:

- Allow Backorder
- Ship available inventory cancel the balance

Self billing allowed

This attribute is the code that indicates whether self billing consignment shipments are allowed for this customer, and when these shipments are allowed.

These values are valid:

- No
- At Invoice
- At Dispatch

Self billing document prefix

This attribute is the document prefix used when you create documents for self-billing invoices. The document prefix must be reserved for customer assignment. An entry must be made in this attribute if Self billing allowed is set to At Invoice or At dispatch.

The document prefix cannot have been assigned to any other customer.

Self billing order class

This attribute is the identifier of the order class to use for the self-billing invoice. The order class must have a base order class of 007. An entry must be made in this attribute if Self billing allowed is set to At Invoice or At Dispatch.

Self billing warehouse

This attribute identifies the warehouse where self billing shipments are transferred to for this sold-to customer. This occurs after there is a pick confirm of a consignment shipment in which no invoice is generated. An entry must be made in this attribute if Self billing allowed is set to At Invoice or At dispatch.

The warehouse must be a valid warehouse that is not managed or sequenced.

Sequence

A unique sequence number for the component. The sequence number defaults to increments of ten but may be overridden.

Sequenced ship from warehouse

This attribute is the identifier of the warehouse from which to ship sequenced shipments for this sold-to customer. The warehouse must be a valid sequenced warehouse. The value you specify here is used during sequenced packing confirmation in the Packing Confirm program, RMS665D1, to locate the se-

quenced pack in the correct warehouse. There must be a value in this attribute if the Sequenced shipment allowed attribute is Yes.

Sequenced shipment allowed
This attribute is used to determine whether shipments should be sequenced for this customer. If this attribute is Yes, sequenced shipments are allowed for this customer. If this attribute is No, sequenced shipments are not allowed.

Shipping lead time days
This attribute is the shipping lead time in days for this customer. The system uses this parameter to calculate the ship date and time from the customer request date and time in conjunction with the Shipping lead time hours, the customer's carrier and internal non-working days during release entry and maintenance.

Shipping lead time hours
This attribute is the shipping lead time in hours and minutes for this customer. The system uses this parameter to calculate the ship date and time from the customer request date and time in conjunction with the Shipping lead time days, the customer's carrier and internal non-working days during release entry and maintenance.

Shipping officer
This attribute is the shipping officer code to associate with this customer. Shipping officer codes are maintained in the SHPOFCR table in Table Definition Maintenance, SYS105D.

Ship-to customer
This attribute is the default ship-to customer to provide the ship-to address for this customer during order entry. Note that this customer must exist within the current customer's sales organization hierarchy. If a ship-to number is not specified, the Order Entry program defaults to the address information for the customer number specified here.

Ship-to number
This attribute identifies the default ship-to number to provide the ship-to address for this customer during order entry.

> **Note**
>
> This customer must exist within the current customer's sales organization hierarchy. If a ship-to number is not indicated, the Order Entry program defaults to the Ship-to customer number's address information.

Shopping list used
This attribute is used to indicate if the shopping list functionality is enabled for this customer. If this attribute is Yes, the shopping list functionality is enabled for this customer. If this attribute is No, shopping list functionality is not allowed.

SIC Code
This attribute is the SIC code to indicate this customer's primary business. This can be maintained in the Standard Industrial Classification Codes (SIC Codes) in the CUSTSIC table in System Table Maintenance, SYS105D1.

Split sales representative Specify the Split Salesperson to associate with this customer. This value becomes the default split salesperson for all orders entered for this customer if Split Salesperson is not overridden in ORD190 or ORD100.

Split sales representative name This attribute is the full name of the split sales representative.

Start date for conversion horizon This attribute is used to indicate the start date to use in RMS Conversion for the Convert to Order Lines parameter that is defined on the Release Authorizations screen, RMS500D3-03. If the attribute is indicated as Release Date, the start date for the conversion horizon is the release date. If the attribute is indicated as the System Date, the conversion horizon begins on the system date.

State This attribute is the state or province of this customer address.

Statement type This attribute is the statement type to associate with this customer. This value determines the Account Statements that print for this customer in the Account Statements program, ACR220D.

Statement-to customer This attribute is the customer number to which to send statements for the current customer. This statement-to customer must be within the current customer's corporate hierarchy.

Status The status of a customer can be Active or Pending. A customer is in Pending status if an error occurred during creation.

Stoppage payment This attribute is used to indicate if the customer is in stop payment status. If this attribute is Yes, the customer is in stop payment status and the outstanding documents are updated to Unpaid status. If this attribute is No, customer is not in stop payment status.

Supplier This attribute is the supplier code for this customer.

Tax This attribute identifies the customer tax code used to process VAT and sales tax for this customer's orders.

LX uses this tax code with an item tax code to yield the tax rate for a given line on a customer invoice. Maintain tax codes in Tax Rate Tables, SYS150D1.

Tax exemption declaration This attribute is the tax exemption code to use to determine the Billing program to run for a specific tax rate code for each invoice line, regardless of the tax table set up. Generally, countries that allow exceptions to standard tax rates related to a customer's declarations use this code.

These tax exemptions are valid:

- None - No tax exemption declaration can be assigned in Order Entry, ORD700.
- By system or manually - Tax exemption declarations can be assigned by the system or manually in Order Entry, ORD700.
- Manually - Tax exemption declarations can only be manually assigned in Order Entry, ORD700.

Tax exemption number This attribute is the tax exemption number for this customer.

Tax ID This attribute is the tax identification number for this customer. The system prints this number on invoices.

Telephone This attribute indicates the phone number of the customer.

Terms This attribute is the terms code to use to designate payment terms for this customer in order entry. These codes are maintained in Customer Terms, ACR110D1.

Total all month This attribute displays the total monetary amount of goods sold to the customer during the listed months Track cancellation.

This attribute is used to determine whether to track order cancellation information for this customer. If this attribute is Yes, the cancellation information is tracked for this customer. The Cancellation Reason Code screen, ORD747D-01, appears if you delete an order or an order line in Order Entry program. If this attribute is No, the information is not tracked.

Upper margin percent This attribute is the highest margin percent this customer can have for an order before the system puts the order on margin hold.

Use lot qualification This attribute indicates if the customer uses the lot qualifiers to restrict shipping of certain lots to this customer. If this attribute is Yes, the lot qualifiers are used to restrict shipping. If the attribute is No, the qualifiers will be disregarded.

User defined bank data 1 These attributes are the values as needed in the User Defined Codes fields to prepare for electronic transmission of data to banks. The user defined code fields are optional and the system does not validate them.

User defined bank data 2 These attributes are the values as needed in the User Defined Codes fields to prepare for electronic transmission of data to banks. The user defined code fields are optional and the system does not validate them.

User defined bank data 3 These attributes are the values as needed in the User Defined Codes fields to prepare for electronic transmission of data to banks. The user defined code fields are optional and the system does not validate them.

User defined bank data 4   These attributes are the values as needed in the User Defined Codes fields to prepare for electronic transmission of data to banks. The user defined code fields are optional and the system does not validate them.

User defined bank data 5   These attributes are the values as needed in the User Defined Codes fields to prepare for electronic transmission of data to banks. The user defined code fields are optional and the system does not validate them.

User defined bank data 6   These attributes are the values as needed in the User Defined Codes fields to prepare for electronic transmission of data to banks. The user defined code fields are optional and the system does not validate them.

User defined bank data 7   These attributes are the values as needed in the User Defined Codes fields to prepare for electronic transmission of data to banks. The user defined code fields are optional and the system does not validate them.

User defined bank data 8   These attributes are the values as needed in the User Defined Codes fields to prepare for electronic transmission of data to banks. The user defined code fields are optional and the system does not validate them.

User defined bank data 9   These attributes are the values as needed in the User Defined Codes fields to prepare for electronic transmission of data to banks. The user defined code fields are optional and the system does not validate them.

User defined bank data 10   These attributes are the values as needed in the User Defined Codes fields to prepare for electronic transmission of data to banks. The user defined code fields are optional and the system does not validate them.

User defined customer   This attribute is any desired additional customer reference information. This field is for reference only. It is not validated.

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.

User defined field 06   This attribute is a user-defined value.

User defined field 07   This attribute is a user-defined value.

User defined field 08   This attribute is a user-defined value.

User defined field 09   This attribute is a user-defined value.

User defined field 10   This attribute is a user-defined value.

User defined field 11   This attribute is a user-defined value.

User defined field 12   This attribute is a user-defined value.

User defined field 13   This attribute is a user-defined value.

User defined field 14   This attribute is a user-defined value.

User defined field 15   This attribute is a user-defined value.

User defined field 16   This attribute is a user-defined value.

User defined field 17   This attribute is a user-defined value.

User defined field 18   This attribute is a user-defined value.

User defined field 19   This attribute is a user-defined value.

User defined financial field 1   This information is user-defined information to post to CEA or EGLi as journal entry analysis fields, or to use during ATP to determine segment values.

User defined financial field 2   This information is user-defined information to post to CEA or EGLi as journal entry analysis fields, or to use during ATP to determine segment values.

User defined financial field 3   This information is user-defined information to post to CEA or EGLi as journal entry analysis fields, or to use during ATP to determine segment values.

User defined financial field 4   This information is user-defined information to post to CEA or EGLi as journal entry analysis fields, or to use during ATP to determine segment values.

User defined financial field 5   This information is user-defined information to post to CEA or EGLi as journal entry analysis fields, or to use during ATP to determine segment values.

User defined financial field 6   This information is user-defined information to post to CEA or EGLi as journal entry analysis fields, or to use during ATP to determine segment values.

Validate packaging   This attribute is only activated if OLM is installed and the Auto create packaging attribute is set to Yes. This attribute is used to determine if the system validates the items and quantities selected for pick confirm correspond to the items and quantities packed. It considers lots for lot-controlled items. OLM cannot confirm requirements if the selection and the packaging do not correspond. If this attribute is marked to Yes, packaging is validated. If the attribute is No, packaging is not validated.

Vendor	This attribute is the vendor code assigned to the customer ACP if the customer is also a vendor. This field is for reference only.
Year to date sales	This attribute is displayed as the customer's total purchases for the current year.
Year to date sales amount	This attribute displays the year to date sales amount for this customer, in base currency of the customer's company. The value includes invoice amounts posted since the beginning of the current fiscal year.

Service charge list, WINSVCD

The Service Charge List program, WINSVCD, displays a list of service charges.

Select a service charge

Use the Service Charge List screen to select a service charge to return to the calling program.

All line and screen actions on this screen are standard to Infor LX.

Account ID list, WINAMFD

The Account ID List program, WINAMFD, displays a list of account IDs.

Select an account ID

Use the Account ID List screen to select an account ID to return to the calling program.

All line and screen actions on this screen are standard to Infor LX.

Table code, WINZCCD

The Table Code program, WINZCCD, displays available codes from the code table that contains values for the field from which you prompted.

Select a code

Use the Code Selection screen to select a code to return to the calling program.

Field descriptions - WINZCCD

Fields	Description
Code:	Specify a code to select or position to.
Action:	All 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,A):	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

Screen actions - WINZCC

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.

Customer master language override, ACR101D

Use this program to enter the translations for customer names and addresses. The screen lists existing records in the Customer Master MLS file, RCE. 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 customers on the ACR101D-01 screen includes changes made in IDF Customer. 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 RCE 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 Customer Master file, RCM, to the RCE 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 001 and Language Code ***. IDF Customer automatically creates and maintains this record. The blank Language record is not listed on ACR101D-01 and you cannot revise or delete it. To display or copy the record, enter action 5=Display or 3=Copy, specify the customer number and leave the language field blank.

Access:

- Menu ACR01

- **SiW > IDF Customer > Maintain > Language Override**
- **Ming.le > IDF Customer > Maintain > Language Override**

Add or select a customer record

Use the Customer Master Language Override screen, ACR101D-01, to add or select a customer record to translate.

Field descriptions - ACR101D-01

Fields	Description
Line actions	All 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.
	All 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.
Customer Number (8,0):	Specify the number of the customer to translate.
Language (3,A):	Specify the language to use in the translation.

Screen actions - ACR101D-01

Commands	Description
F13 = Filters	Access the Filter Options screen to select from the following sequences:
	1=Customer/Language - Active
	2=Customer/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 customer records.

Field descriptions - Filter

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

Screen actions - 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.

Enter translated customer information

Use the Customer Information - Language Maintenance screen, ACR101D-03, to enter the translated name and address for the customer that you selected on the previous screen.

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

Access: Enter from the Customer Master Language Override screen, ACR101D-01

Field descriptions - ACR101D-03

Fields	Description
Customer Number (8,0):	If you are in Create or Copy mode, specify the number of the customer record to create or copy.
Language Code (3,A):	If you are in Create or Copy mode, specify a language to use for translation.
Customer Name (50,A):	Specify the customer name in the selected language.
Attention To (30,A):	Specify the name of the contact in the selected language.
Customer Address (50,A):	Specify the address for this customer in the selected language.

Screen actions - ACR101D-03

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.

Customer terms, ACR110D1

Use the Customer Terms program, ACR110D1, to set up customer terms codes and store them in the A/R Terms Master file, RTM. Infor LX uses customer terms codes to calculate the due date of an invoice, determine when a discount can be taken, and determine the discount percentage. The system calculates the invoice due date and discount due date from the value date. The value date is the invoice date unless you override it in the Billing process. For example, you can adjust the value date if goods must clear customs and the value date is factored into the due date calculation.

Set up a customer terms code

Use the Customer Terms program, ACR110D1, to set up customer terms codes and store them in the A/R Terms Master file, RTM. Infor LX uses customer terms codes to calculate the due date of an invoice, determine when a discount can be taken, and determine the discount percentage. The system calculates the invoice due date and discount due date from the value date. The value date is the invoice date unless you override it in the Billing process. For example, you can adjust the value date if goods must clear customs and the value date is factored into the due date calculation.

Field descriptions - ACR110D1-01

Fields	Description
Line actions	The following line action is specific to this screen:

14=Language Override

Access the Customer Terms Language Override screen (ACR111D-01) to select a record to translate. The list is positioned at the company/customer terms code you selected on ACR110D1-01.

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.

Co (3,0):	Specify the company number of the customers associated with this terms code. You must be authorized to this company.
Terms (2,A):	Specify the terms code to create or maintain for this company.
Method (1,A):	Specify a method to associate with the terms code. Valid terms calculation methods are Blank, 1, 2, 3, and 4.

Method Blank calculates the invoice due date using the invoice due days, a due date override, or both. This method also allows you to use a fixed day of month if the due date override field is not used. Use this method for terms such as 2/10 and n/30.

Method 1 calculates the invoice due date and discount due date using either the invoice due days or the end-of-month number to establish an end-of-month date. End of month due days and discount due days are then added to calculate the invoice due date and discount due date, respectively. Use this method to calculate due dates based on the end of a month.

Example of Method 1:

First, calculate an end-of-month date. To calculate this date, use either the invoice due days or the end-of-month number. You must make an entry in one, but only one, of these fields. These fields are used in conjunction with the End-of-Month Days field and the Discount Days field to calculate the Invoice Due Date and the Discount Due Date.

If the Invoice Due Days field has a value entered, it is added to the Invoice/ Value date. The system uses this date to determine the current end-of-month date. For example, if the date the system calculates after it adds the Invoice Due Days value is April 25, the calculated end-of-month date is April 30th.

If the End of Month Number has a value entered, the system uses that number to go out a specific number of months to determine the current End of Month Date. The field can contain a value between 0 and 99. Where 1 is current month, 2 is next month, and so on. If the End of Month Number is 2 and the invoice date is April 25, the calculated end of month date is May 31.

Method 2 calculates invoice due date using either the invoice date or the end of month number to establish an end of month date. End of month days are then added. This option also allows you to use the fixed day of the month. No discounts can be calculated with this method. Use this method to calculate fixed due dates.

Method 3 is used to define a method for Credit Card processing.

Method 4 is used to define a method for U.K. VAT regulations.

Screen actions - ACR110D1-01

Commands	Description
F13=Filters	Display either all records or only active records in the list.
F15=Toggle Language	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 *Generic help text for screen actions (p. 18)* in the overview information in this document.

Copy a customer terms code

Use the Customer Terms Maintenance - Copy screen to create a new customer terms code from an existing one. Specify the Company, Terms, and Method of the new customer terms code. The program displays the Customer Terms Maintenance screen, ACR110D2-01, with the values copied from the original customer terms code.

Maintain a customer terms code

The Customer Terms Maintenance screen, ACR110D2-01, displays information for the company, terms code, and calculation method you selected for maintenance.

Discount levels

If the Terms Calculation Method is set to Blank or 1, you can specify three discount levels. If the Take Discount on Invoice - Customer Invoice field in the Company Master program, ACR120D, is set to 1=Yes,

this screen only displays the Level 1 discount fields. You can only use Level 1 discounts if you process payments through ARP.

Calculation of invoice due date and discount due date

The system calculates the invoice due date and discount due date from program A/R Due Date Calculation, ACR506B, which is called from Cash and Memo Posting, ACR500.

Method Blank:

Step 1

If you specify a value in the Due Date Override field, the system calculates the due date override date first.

The Due Date Override field works in conjunction with the Invoice Due Days and Discount Due Days fields.

The following are some examples of Due Date Override.

Example 1

If an invoice is always due on the 20th of the month following the invoice date month, and you are using MMDD month/date format, specify 9920 in the Due Date Override field. The 99 means go to the following month, and the 20 is the day of the month.

Example 2

If an invoice is always due on April 15, , and you are using MMDD month/date format, specify 0415 in the Due Date Override field. The 04 means go the fourth month and the 15 is the day of that month.

Step 2

If you specify a value in Invoice Due Days and/or Discount Due Days, these values are added to the date calculated in Step 1 to determine the Invoice Due Date (if no Fixed Day of Month fields have values), and the Discount Due Date. The value in the Discount Due Days field cannot be greater than the value in the Invoice Due Days field.

Step 3

If you specify values in the Fixed Day of Month fields, the system takes the date calculated in Step 2 and rounds it up to the Fixed Day of Month value to determine the invoice due date. If the date you calculated in Step 2 falls on a Fixed Day of Month value, that becomes the Invoice Due Date. For example, if the date you calculated in Step 2 was June 5, and there was a 5 in one of the Fixed Day of Month fields, the Invoice Due Date becomes June 5.

If you have a value in the Due Date Override field, you cannot put a value in the Fixed Day of Month fields.

Example using Due Date Override:

Due Date Override = 9915

Invoice Due Days = 30

Discount Due Days = 01

Invoice/Value Date = June 8, 2006

First, calculate Due Date Override = July 15, 2006

Second, add Invoice Due Days and Discount Due Days to July 15, 2006

Invoice Due Date = August 14, 2006

Discount Due Date = July 25, 2006

Example using Fixed Day of Month:

Invoice Due Days = 30

Discount Due Days = 10

Fixed Day of Month = 5, 15, 25

Invoice /Value Date = June 8, 2006.

First, add Invoice Due Days and Discount Due Days to Invoice/Value Date:

Calculated Date = July 8, 2006

Calculated Discount Due Date = June 18, 2006

Second, round up to the Fixed Day of Month to get Invoice Due Date

Invoice Due Date = July 15, 2006

Method 1:

Step 1

Calculate an End of Month date. The system calculates this date by using either the Invoice Due Days or the End of Month Number. You must have a value in one, but only one, of these fields. These fields are used in conjunction with the End of Month Days field and the Discount Days field to calculate the Invoice Due Date and the Discount Due Date.

If the Invoice Due Days field contains a value, the calculation adds that value to the Invoice/Value date. The Invoice/Value date is then used to ascertain the current End of Month Date. For example, if the date that results after the system adds the Invoice Due Days is April 25, the calculated End of Month is April 30th.

If the End of Month Number field contains a value, the calculation uses that value to go forward a specific number of months to determine the current End of Month Date. The End of Month Number field can contain a value between 0 and 99, where 1 is the current month, 2 is next month, and so on. For example, if the End of Month Number is 2 and the invoice date is April 25, the calculated end of month date is May 31.

Step 2

If you specify a value in End of Month Days and/or Discount Due Days, these values are added to the date calculated in Step 1 to determine the Invoice Due Date and the Discount Due Date. The value in the Discount Due Days field cannot be greater than the value in the Invoice Due Days field.

Example using Invoice Due Days:

Invoice Due Days = 20

Discount Due Days = 5

End of Month Days = 15

Invoice /Value Date = June 8, 2006.

First, calculate End of Month Date as follows:

Add Invoice Due Days to Invoice Value Date =June 28, 2006

End of Month Date = June 30, 2006

Second, add End of Month Days and Discount Due Days to June 30, 2006 to determine Invoice Due Date and Discount Due Date, respectively:

Invoice Due Date = July 15, 2006

Discount Due Date = July 5, 2006

Example using End of Month Number:

Discount Due Days = 10

End of Month Number = 3

Invoice/Value Date = June 8, 2006

First, calculate End of Month Date as follows:

Go forward the number of months indicated = August 2006

End of Month Date = August 31, 2006

Second, add End of Month Days and Discount Due Days to August 31, 2006, to calculate the Invoice Due Date and Discount Due Date, respectively:

Invoice Due Date = September 15, 2006

Discount Due Date = September 10, 2006

Method 2:

Step 1

Calculate an End of Month date. The system calculates this date by using either the Invoice Due Days or the End of Month Number. You must have a value in one, but only one, of these fields. These fields are used in conjunction with the End of Month Days field to calculate the Invoice Due Date. Discounts are not calculated with this method.

If the Invoice Due Days field contains a value, the calculation adds that value to the Invoice/Value date. The Invoice/Value date is then used to ascertain the current End of Month Date. For example, if the date that results after the system adds the Invoice Due Days is April 25, the calculated End of Month is April 30th.

If the End of Month Number field contains a value, the calculation uses that value to go forward a specific number of months to determine the current End of Month Date. The End of Month Number field can contain a value between 0 and 99, where 1 is the current month, 2 is next month, and so on. For example, if the End of Month Number is 2 and the invoice date is April 25, the calculated end of month date is May 31.

Step 2

If you specify a value in End of Month Days, this value is added to the date calculated in Step 1 to determine the Invoice Due Date.

Step 3

If you have values in the Fixed Day of Month fields, the system takes the date calculated from Step 2 and rounds it up to the next Fixed Day of Month to determine the Invoice Due Date. If the date calculated in Step 2 falls on a Fixed Day of Month, that date becomes the Invoice Due Date. For example, if the date calculated in Step 2 is June 5 and there is a 5 in one of the Fixed Day of Month fields, the Invoice Due Date is June 5.

Example using Invoice Due Days:

Invoice Due Days = 20

End of Month Days = 15

Fixed Day of Month = 10, 20, 30

Invoice/Value Date = June 8, 2006.

First, calculate End of Month Date as follows:

Add Invoice Due Days to Invoice Value Date =June 28, 2006

End of Month Date = June 30, 2006

Second, add End of Month Days to End of Month Date = July 15, 2006.

Third, round the result to the next fixed day of the month to determine the Invoice Due Date = July 20, 2006.

Example using End of Month Number:

End of Month Number = 3

End Of Month Days = 15

Fixed Day of Month = 10, 20, 30

Invoice/Value Date = June 8, 2006

First, calculate End of Month Date as follows:

Go forward the number of months indicated = August 2006

End of Month Date = August 31, 2006

Second, add End of Month Days to August 31, 2006 = September 15, 2006

Third, round to the next Fixed Day of Month.

Invoice Due Date = September 20, 2006

If the fixed day of month is 31, in April, June, September or November, the program uses 30. If the fixed day of month is 30 or 31, in February, the program generates 28, or 29 if it is a leap year.

Field descriptions - ACR110D2-01

Fields	Description
Company (3,0):	This screen displays the company number from the selection screen.
Terms Code (2,A):	This field displays the terms code from the selection screen.
Terms Calculation Method (1,A):	This field displays a terms calculation method of Blank, 1, 2, 3, or 4, which you specified in the selection screen, ACR110D1-01.
Terms Description (15,A):	Provide a description of this terms code to printed on invoices, for example, 2% 10 NET 30.
Invoice Due Days (5,0):	With the Blank calculation method, you can specify the number of days after the value date (invoice date) or the date calculated from the due date override to determine the invoice due date.
	With calculation methods 1 and 2, you can specify the number of days after the value date (or invoice date) to establish the end-of-month date.
Discount Due Days (3,0):	This field appears only for calculation methods Blank or 1. The discount due date defaults to the value date (or invoice date) if you leave this field blank.
	Calculation method Blank enables you to specify the number of days after the value date that the discount applies. The discount due days value cannot be greater than the invoice due days value.
	Calculation method 1 enables you to specify the number of days after the end-of-month date that the discount applies. The discount due days value cannot be greater than the end of month due days.
	If the Terms Calculation Method is set to Blank or 1, you can specify three discount levels. If the Take Discount on Invoice - Customer Invoice field in the Company Master program, ACR120D, is set to 1=Yes, this screen only displays the Level 1 discount fields. You can only use Level 1 discounts if you process payments through ARP.

Discount Percentage (5,2): Specify the discount percentage associated with the terms code you are maintaining. For example, specify 7.25 to represent 7.25 %. This field only appears for calculation methods Blank and 1.

If the Terms Calculation Method is set to Blank or 1, you can specify three discount levels. If the Take Discount on Invoice - Customer Invoice field in the Company Master program, ACR120D, is set to 1=Yes, this screen only displays the Level 1 discount fields. You can only use Level 1 discounts if you process payments through ARP.

Due Date Override (4,0): Specify the due date override date in the date format shown to the right of the field, MMDD = month and day. This field only appears for method Blank.

Tax on Net of Financial Discount (1,A): This field indicates the calculations for financial discounts and taxes. The valid values, Y, N, 2, or 3, for this field are described in the following paragraphs.

Y=Calculate taxes on the net invoice amount after financial discounts are applied. Calculate financial discounts on the total invoice amount which includes taxes.

N=Calculate taxes on the invoice amount before financial discounts are applied. Calculate the financial discounts on the invoice total which includes taxes.

2=Calculate taxes on the invoice amount before financial discounts are applied. Calculate financial discounts on the total invoice amount before taxes.

3=Calculate taxes on the net invoice after financial discounts are applied. Calculate financial discounts on the total invoice amount before taxes.

The table below summarizes options for calculating discounts and taxes.

Tax on Net of Bill Back Discount (1,A): The system displays this field if the Promotions and Deals application is installed. The value in this field indicates whether this terms code causes the system to calculates taxes on the gross invoice amount or on the net of bill-back incentive discount amount. The effect of the valid values, Y or N, are described below:

Y=ACR calculates taxes on the net invoice amount after incentive discounts are applied.

N=ACR does not calculate taxes on the net invoice amount after incentive discounts are applied.

Note that Total Order type bill back discounts, such as a slotting allowance, are allocated over all regular order lines. These discounts reduce the tax basis by each line's pro rata share.

Charge Tax Code (5,A): Specify the charge tax code used to determine the tax on a financial charge. Infor LX uses this tax code with the customer tax code and the tax rate for the financial charge on the customer invoice.

End of Month Due Days (3,0): This field appears only for calculation methods 1 and 2. Specify the number of days after the calculated end-of-month date that the invoice is due.

End of Month Number (2,0): This field appears only for calculation methods 1 and 2. Specify the number of months after the invoice value date to use to establish the end of month date.

This field can contain a number between 0 and 99; where 1 is end of current month, 2 is end of next month, and so on. You must specify a value for either the End of Month Number field or the Invoice Due Days field, but not both.

Fixed Day of Month (2,0): Specify up to three fixed day of the month to use as the invoice due date after all other due date calculations are performed. Specify the days in ascending order, for example, 5, 15, 25. You must provide at least one Fixed Day of Month value for calculation method 2.

If the fixed day of month is 31, in April, June, September or November, the program uses 30. If the fixed day of month is 30 or 31, in February, the program uses 28, or 29 if it is a leap year.

Cash with Order Processing (1,0): Specify 1=Yes if orders with this terms code must be prepaid, otherwise, specify 0=No. If you set this value to 1, you must provide the invoice number on any orders that use this terms code. ACR validates the invoice number against the Accounts Receivable file, RAR. If the prepaid amount is insufficient to cover the order during order a entry, the system displays a warning message.

Charge Percentage (5,2): Specify the charge percentage for the terms code you are maintaining. For example, enter 7.25 for 7.25%.

Screen actions - ACR110D2-01

Commands	Description
F21=Language Override	Access the Customer Terms Language Override screen (ACR111D-01) to select a record to translate. The list is positioned at the company/customer terms code you selected on ACR110D1-01.
F22=Toggle Language	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 *Generic help text for screen actions (p. 18)* in the overview information in this document.

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.

Customer terms language override, ACR111D

Use the Customer Terms Language Override program, ACR111D, to enter the translations for customer terms codes. The screen lists existing records in the A/R Terms MLS File, REX. 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 customer terms records on the ACR111D-01 screen includes changes made in Customer Terms Maintenance, ACP110D1, which the process created in the A/R Terms MLS File, REX. 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 REX 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 A/R Terms Master file, RTM, 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 009 and Language Code ***. ACR110D2 automatically creates and maintains this record. The blank Language record is not listed on ACR111D-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 ACR01
- Action 14=Language Override from the Customer Terms Maintenance screen, ACR110D1-01
- F22=Language Override from the Customer Terms Maintenance screen, ACR110D2-01

Add or select a customer terms code record to translate

Use the Customer Terms Language Override screen, ACR111D-01, to add or select a customer terms code record to translate.

Field descriptions - ACR111D-01

Fields	Description
Line actions	All 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.
	All 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 of the record to translate.
Terms Code (2,A):	Specify the terms code of the record to translate.
Language (3,A):	Specify the language to use in the translation.
Description (15,A):	Specify the description associated with the terms code record to translate.
Status:	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 - ACR111D-01

Commands	Description
F13=Filters	Access the Filter Options screen to select from the following sequences:
	1=Company/Terms Code/Language - Active
	2=Company/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
Filter Options (1,0):	Specify one of the following options to limit the list of records.
	1=Company/Terms Code/Language - Active
	2=Company/Terms Code/Language - All
	3=Only Review Required Records
Filter (3,A):	Specify a language to display only records for that language.

Screen actions - 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.

Enter translated terms code descriptions

Use the Customer Terms - Language Maint. screen, ACR111D-03, to enter the translated description of the customer terms code that you selected on the previous screen.

The screen displays the description, in your master file (base) language, from the A/R Terms Master file, RTM. Enter the translated description in the field at the bottom of the screen. When you press Enter, the system updates the A/R Terms MLS file, REX.

Access: Enter from the Customer Terms Language Override screen, ACR111D-01

Field descriptions - ACR111D-03

Fields	Description
Company (3,0):	If you are in Create or Copy mode, specify the company number associated with the record to create.
Terms Code (2,A):	If you are in Create or Copy mode, specify the customer terms code of the record to create or copy.
Description (15,A):	Specify the description of the terms code in the selected language.
Review:	The Review field shows a value of 1 if the field needs to be reviewed for possible translation.

Screen actions - ACR111D-03

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.

Customer terms listing, ACR115D

The Customer Terms Listing program, ACR115D, produces a report of all customer terms codes that meet the selection criteria and the information that defines them.

Create a customer terms code report

Use the Customer Terms Listing ACR115D-01, to limit the customer terms codes to include in the report by company and to run the report.

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

Field descriptions - ACR115D-01

Fields	Description
From Company (3,0):	Specify a range of values to limit the customer terms codes to include in the listing by company.
To Company (3,0):	Specify a range of values to limit the customer terms codes to include in the listing by company.
Override Print Option (1,0):	Specify the language in which to print the description for the terms code record. 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.

0=Print Base Description. If you choose option 0, the description prints in the master file (base) language.

1=Print User Language Override for Description. If you choose option 1, the description prints in the language associated with your User ID.

2=Print Language Overrides in Company Language. If you choose option 2, the description prints in the language associated with the company.

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.

4=Print All Available Languages. If you choose option 4, the description prints multiple times with all records found for the selected customer terms code in the REX file. |
| **Language (3,A):** | Specify the language to use on the report. |

Screen actions - ACR115D-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.

Company master, ACR120D1

Use the Company Master program, ACR120D1, to maintain company information and store it in the Company Master file, RCO. Company number is not a required account segment in CEA or EGLi. Accounts Receivable uses it to maintain separate operating units.

Add or select a company

Use the Company Selection screen, ACR120D1-01, to create a company or select a company to maintain.

Field descriptions - ACR120D1-01

Fields	Description
Line actions	The following line actions are specific to this screen:
	14=Language Override
	Access the Company Language Override screen (ACR121D-01) to select a record to translate. The list is positioned at the company you selected on ACR120D1-01.
	49=User Defined Fields
	Access SYS109D1-01 to display or maintain user-defined data for this application.
	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 for which to maintain information. You must be authorized to this company or you must be a security officer to maintain the information.

Screen actions - ACR120D1-01

Commands	Description
F13=Filters	Display either all records or only active records in the list by company, or only active records in the list by name.
F15=Toggle Language	Toggle display of the name between the User language and the master file (base) language.
	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 company address information

Use the Company Maintenance screen, ACR120D2-01, to provide address and contact details for the company.

Field descriptions - ACR120D2-01

Fields	Description
Company (3,0):	The field shows the code of the company you selected on the previous screen.
Name (30,A):	Specify the name of the company.
Attention to (30,A):	Specify the name of the person to contact for this company.
Address Lines 1-6 (50,A):	Specify up to six lines of address information that precedes the state. You must provide information on the first address line.
State (3,A):	Specify the state or province code for this address.
Country (4,A):	Specify the country designation for this address.
Postal Code (9,A):	Specify the company postal code for this address.
Phone Number (25,A):	Specify the company telephone number.
Fax Number (25,A):	Specify the fax number to associate with this address.
E-Mail Address (80,A):	Specify the E-Mail address for this company.

Language (3,A): Specify the primary language code for this company. This is the language into which documents you send to the company are translated.

Country Code (2,A): Specify the company's member state country code. You must have a value in this field if the EU Intrastat Used flag is set to 1=Yes in Inventory Parameters, INV820D.

This country code is combined with the company's registration number to form the EC VAT number.

Registration No (25,A): Specify the company's registration number, which is combined with the registration country code to form the EC VAT number.

Agent VAT Number Specify the agent's VAT registration number. This code is required if a trader appoints an agent to prepare the Intrastat Report on his behalf.

Print: Ackn (1,0): Specify 1=Yes to print the company's country code and registration number on order acknowledgments, otherwise, specify 0=No.

Print: Ship (1,0): Specify 1=Yes to print the company's country code and registration number on shipping documents, Ship, otherwise, specify 0=No.

Print: Invc (1,0): Specify 1=Yes to print the company's country code and registration number on sales documents, Invc, otherwise, specify 0=No.

Print: PO (1,0): Specify 1=Yes to print the company's country code and registration number on purchase orders, PO, otherwise, specify 0=No.

Screen actions - ACR120D2-01

Commands	Description
F21=Language Override	Access the Company Language Override screen (ACR121D-01) to select a record to translate. The list is positioned at the company you selected on ACR120D1-01.
F22=Toggle Language	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 *Generic help text for screen actions (p. 18)* in the overview information in this document.

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.

Specify financial and currency information for a company

Use the Company Maintenance screen, ACR120D2-02, to provide financial and currency details for a company.

Field descriptions - ACR120D2-02

Fields	Description
Multi-Currency Y/N (1,A):	Specify Y=Yes to enable multi-currency transactions for this company. You can only set this field to Y if the Multiple Currencies application, MLT, is installed on your system. See the documentation for Multiple Currencies for additional information about the use of multiple currencies.
Print/Display Flag (1,A):	Specify 1=Yes to print alternate currency values on customer documents, otherwise, specify 0=No.
Alternative Currency (3,A):	Specify the code used for the alternate currency to use for this company. You must have a value in this field if you set the Print/Display Flag field to 1=Yes. The Accounts Receivable and Accounts Payable inquiry programs reference the alternate currency code you specify here.
Base Currency (3,A):	Specify the base currency for this company. Base Currency refers to the currency in which a company maintains its set of books. All activity and balances for the company are maintained in the base currency.
Spot Rate Type (6,A):	Specify the spot rate type to use as the default exchange rate type for this company.
	Infor LX uses the spot rate type, the currency code, and the transaction date to retrieve the exchange rate for a foreign currency transaction. If you create a new company, the default value is the Default Spot Rate Type value specified in Multi-Currency System Parameters, MLT800D.
Inv/Debit Memo Ctr (6,0):	Specify the number at which the invoice/debit memo counter starts. This counter counts the number of new invoices or debit memos that you create

in Cash and Memo Posting, ACR500D1, for this company. Infor LX increments this number automatically. This field is for your reference only.

Credit Memo Counter (6,0): Specify the number at which the credit memo counter starts. This counter counts the number of new credit memos that you create in Cash and Memo Posting, ACR500D1, for this company. Infor LX increments this number automatically. This field is for your reference only.

Extract ID (5,A): Specify an extract identification code to use for the company. The extract ID is user defined. It serves as an identifier if you create an electronic data interchange file, EDI. The EDI file is used to perform bank transfers.

Auth Number (10,A): Specify the authorization number that this company uses to endorse bank drafts. Reference only.

Note that ATP does not currently support draft processing.

Auth Date (6,0): Specify the authorization date that this company uses to endorse bank drafts. Reference only.

Auth Body (15,A): Specify the name of the authorization body that this company uses to endorse bank drafts. Reference only.

Tax ID (25,A): Specify the tax ID number for this company. Reference only. No tax calculations are affected by this ID.

Fisc Tax Cd (25,A): Specify the fiscal tax code for this company. Reference only.

Post Taxes on Zero Amount Invoices (1,0): Specify 1=Yes to enable tax posting for zero amount balances, otherwise, specify 0=No.

Next Consignment Number (8,0): This field only appears if the OLM application is installed. In create or copy mode, specify the next available consignment number. The number must fall within the consignment number range you specify.

If you leave this field blank, the system does not assign consignment numbers at the company level for this company. However, the system can generate this number from warehouse- or system-level counters.

Lower Consignment Number (8,0): Specify a range of values to limit the consignment numbers to use for this company. This field only appears if the OLM application is installed.

For information on range fields, see *Ranges* in the overview section of this document.

Upper Consignment Number (8,0):	Specify a range of values to limit the consignment numbers to use for this company. This field only appears if the OLM application is installed.
	For information on range fields, see *Ranges* in the overview section of this document.
Take Discount for Vendor Invoice (1,0):	Specify 1=Yes to apply discounts to the vendor invoice, otherwise, specify 0=No.
	If you set this field to 1=Yes, the system recognizes the financial discount as taken on the invoice entry date. The Amount Due is net of the financial discount. If you set this field to 0=No, the system recognizes a financial discount taken on the payment date. The Amount Due is the total invoice amount.
Take Discount for Customer Invoice (1,0):	Specify 1=Yes to apply discounts to the customer invoice, otherwise, specify 0=No.
	If you set this field to 1=Yes, the system automatically applies the discount or charge to the customer invoice during billing. If you set this field to 0=No, the system, the system automatically applies the discount to the customer invoice during cash application.
Disable Memo Action to Existing AP Invoice (1,0):	**Added:** *MR80350 Added new field - Disable Memo Action to Existing AP Invoice*
	Specify 1=Yes to disable the memo actions to an existing vendor invoice, otherwise, specify 0=No.
	■ If you set this field to 1=Yes, an Inbound SupplierInvoice request to attach a memo to existing invoice is not allowed. Setting this field to '1' does not impact the ability to attach a memo to existing invoice in Invoice Entry (ACP500).
	■ If you set this field to 0=No, an Inbound SupplierInvoice request to attach a memo to existing invoice is allowed.

Screen actions - ACR120D2-02

Commands	Description
F15=Tax Parameters	Access the Tax System Parameters Maintenance screen, SYS810D2-01, to set up specific tax parameters for this company.

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 invoicing information for a company

Use the Company Master Maintenance - Invoicing screen, ACR120D2-03, to provide invoicing and dunning information for a company.

Field descriptions - ACR120D2-03

Fields	Description
Company (3,0):	The field displays the code of the company you specified on the selection screen.
Use Preliminary Invoice in ACP (1,A):	Specify 1=Yes to use the Preliminary Invoice in ACP. Specify 0=No to use standard Infor LX functionality.
Norwegian Tax Rule (1,A):	Specify 1=Yes to indicate that this company pays Norwegian Investment Tax, otherwise, specify 0=No.
Interest Method Code (2,A):	Specify the Interest Method Code to use for this company.
Approval Code (3,A):	Specify the default Approval Code for this Company.
Interest Invoice Prefix (2,A):	Specify the document prefix to use for interest invoices. This must be a valid document prefix defined in the Document Sequencing Numbering file, RDS.
Allow Neg Transactions on Matched/Closed GRN POs	Specify 1=Yes to allow creation of a negative transaction against a closed or matched GRN purchase order. If you specify Yes, you can have negative cost and receipt transactions in PUR550 for purchase orders that are tied to closed or matched GRNs. If you do not want to allow these negative transactions, leave the default of 1=No. For new companies, the value defaults from Purchasing System Parameters, PUR820D. Note that the GRN is not reopened unless a transaction has been created, regardless of the value in this field.
Allow Opening GRN with a Negative Transaction (1,0)	This field determines whether GRNs can be reopened if negative transactions are allowed and performed in PUR550 for this company. For new companies, the value defaults from Purchasing System Parameters, PUR820D. Specify 0=No if you do not want to allow GRNs to be reopened. Specify 1=Yes if you

want to reopen the GRN automatically. Specify 2=Manual to allow the GRN to be reopened. In this case, you must reopen the GRN manually.

Note that the GRN is not reopened unless a transaction has been created, regardless of the value in this field.

Allow Auto Create of Negative C Transactions:

This field determines whether a negative transaction is created against a closed or matched GRN for this company when you void or credit the invoice. For new companies, the value defaults from A/P Application Control Maintenance, ACP180D.

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 field 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.

Allow opening 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. For new companies, the value defaults from A/P Application Control Maintenance, ACP180D.

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.

Allow Credit Against a Matched/Closed GRN (1,0):

This field determines whether you can create a credit memo against a matched or closed GRN. For new companies, the value defaults from A/P Application Control Maintenance, ACP180D.

Valid entries are:

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

GRN Required for PO Receipts (1,0):

This field determines whether a purchase order receipt transaction requires a GRN number for this company.

Valid entries are:

- 0=No. GRN is not required for purchase order receipts for this company.
- 1=Yes. GRN is required for purchase order receipts for this company.

If the value in this field is blank, the process checks the Advice Note/GRN Used flag for the transaction type in Transaction Effect Maintenance, INV150D2-01, to determine whether a GRN is required.

Digital Signature (1,0):

Specify 1=Yes to generate a digital signature during the Billing Invoice Release process and to write the digital signature to the audit file, (SAF). A ZPA.PKEY=DSIGnn record will be created for each company. The digital signature includes these parameters:

- Invoice date
- System entry date
- Invoice number comprised of the Document type, Document prefix, and Document number
- Gross total
- HASH

Specify 2=Print credit as positive. A positive value is printed for a credit invoice in Billing. This also updates the SAF file as positive for the total invoice amount.

Accept the default, 0=No, if you do not require a digital signature for invoices.

Warehouse Company must match Vendor Company on POs

Added: *MR77815 Added the Warehouse field to determine whether the warehouse company differs from the vendor company.*

Specify the type of message that must be displayed in the Purchase Order/ Requisition Entry (PUR500) when the company associated with the warehouse and the vendor are different.

Infor LX displays a warning message if the company associated with the re-ceiving warehouse on the PO or Requisition and the vendor are different.

Specify 0 = Warning, to display the message as a warning for the companies that support internal vendor or intercompany automation. You must define additional vendors and/or warehouses to support drop shipments, freight charges, and certain other functionality where a global vendor or warehouse is expected.

Specify 1 = Error, to display the message as an error, if the warehouse com-pany must be same as the vendor company.

Dunning Type (1,A):   This field indicates how to print dunning letters for this company. Available options are explained below.

Valid choices

- **0**

   The company is not eligible for dunning. Do not print dunning letters.

- **1**

   Include all invoices that have a dunning status greater than zero in the dunning letter that you generate for the highest invoice dunning level.

- **2**

   Send separate dunning letters for each level of invoices that are dunned.

Dunning Method (1,A):   Specify how to determine days past due for dunning levels. Available options are explained below.

Valid choices

- **0**

   0=Calculate days past from the invoice due date.

- **1**

   Calculate days past due from the last dunning date. This applies to all but the first dunning, for which days past due are calculated from the invoice due date.

Dunning Lvl1 through Lvl9 (3,0):   Specify the number of days past due to use to determine the dunning level status of an invoice.

Screen actions - ACR120D2-03

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.

Maintain Cartera parameters for a company

Use the Company Master Maintenance - Cartera Parameters screen, ACR120D2-04, to specify whether the company uses Cartera and to provide company-specific Cartera parameters.

Field descriptions - ACR120D2-04

Fields	Description
CAR Company (1,A):	Specify 1=Yes to define this company as a Cartera company, otherwise, specify 0=No. Cartera companies use the Cartera application for receivables management.
Days before due date for Reminder Letters (2,0):	Specify the number of days before the due date to issue reminder letters for a document. The system sends the letter if the number of days between the current date and the due date is smaller than the number in this field.
Validate Bank Account Check Digit (1,A):	Specify how to handle check digit validation for this company. Valid values are described below.

Valid choices

- **0**

  No. Do not validate.

- **1**

  Yes. Validate Check Digit.

- **2**

  Not Used. Check Digit is not used for this company.

Fields	Description
Banking System (2,A)	Specify the banking system code to use for this company. The code you specify here determines the algorithm the system uses to validate the check digit appropriately to the needs of one or several countries.
Remittance with Discount Applied (1,A):	Specify 1=Yes to apply financial discounts to remittances, otherwise, specify 0=No.
Remittance with Promotion Applied (1,A):	Specify 1=Yes to apply bill-back promotions to remittances, otherwise, specify 0=No.
Code for electronic remittance (10,A):	Specify the electronic remittance code to use for this company.
SIA Code (5,A):	Specify the SIA code to use for this company.

Screen actions - ACR120D2-04

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.

Company master language override, ACR121D

Use the Company Master Language Override program, ACR121D, to enter the translations for company master names and addresses. The screen lists existing records in the Company Master MLS file, ROX. 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 company records on the ACR121D-01 screen includes changes made in Company Master Maintenance, ACR120D1. The new and updated records have status Review Required. After you revise the names and addresses and press Enter, the status changes to Active.

If you did not auto-create the ROX 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 Company Master file, RCO, to the ROX 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 010 and Language Code ***. ACR120D2 automatically creates and maintains this record. The blank Language record is not listed on ACR121D-01 and you cannot revise or delete it. To display or copy the record, enter action 5=Display or 3=Copy, specify the company number, and leave the language field blank.

Access:

- Menu ACR01
- Action 14=Language Override from the Company Maintenance screen, ACR120D1-01
- F14=Language Override from the Company Maintenance screen, ACR120D2-01

Add or select a company record to translate

Use the Company Language Override screen, ACR121D-01, to add or select a company record to translate.

Field descriptions - ACR121D-01

Fields	Description
Line actions	All 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.
	All 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 number of the company associated with the record to translate.
Language (3,A):	Specify the language to use in the translation.
Name (30,A):	This field displays the name of the company associated with the record to translate.
Status:	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 - ACR121D-01

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

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 company records.

Field descriptions - Filter

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

Screen actions - 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.

Enter translated company information

Use the Company Information - Language Maint. screen, ACR121D-03, to enter the translated name and address for the company record that you selected on the previous screen.

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

Access: Enter from the Company Master Language Override screen, ACR121D-01

Field descriptions - ACR121D-03

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

Screen actions - ACR121D-03

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.

Company master listing, ACR125D

Use the Company Master Listing program, ACR125D, to produce a report of companies and the information stored for them in the Company Master file, RCO. The report also lists the company's alternate currency code and indicates whether this information is printed on relevant documents. The report lists companies are listed in company number sequence.

Specify a range of company numbers for the listing

Use the Company Master Listing screen, ACR125D-01, to restrict the companies to include in the listing to a specified range.

Field descriptions - ACR125D-01

Fields	Description
From Company (3,0):	Specify a range of values to limit the companies to include in the report. For information on range fields, see *Ranges* in the overview section of this document.
To Company (3,0):	Specify a range of values to limit the companies to include in the report. For information on range fields, see *Ranges* in the overview section of this document.
Override Print Option (1,0):	Specify the language in which to print name and address information for the company record. 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.
	0=Print Base Name and Address Information. If you choose option 0, the name and address information prints in the master file (base) language.
	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.
	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.
	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.
	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 Company MLS Address File, ROX.
Language (3,A):	Specify the language to use on the report.

Screen actions - ACR125D-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.

Dunning letter set, ACR150D1

Use the Dunning Letter Set program, ACR150D1, to create dunning letter sets for a customer. You must associate a dunning letter set with each company that is eligible for dunning, however, you can associate a single dunning letter set with multiple companies.

The Dunning Letter Set program provides nine fields in which to store dunning letter names within a dunning letter set. Documents with matching names must be set up in a common folder to produce letters when the system runs the dunning process. You can associate each dunning letter with a dunning level established in the Company Master File record for a company. The title of the dunning letter set to use for a customer is set in IDF Customer.

Add or maintain a dunning letter set

Use the Dunning Letter Set Selection screen, ACR150D1-01, to create a dunning letter set or to select a set to maintain.

Field descriptions - ACR150D1-01

Fields	Description
Company (3,0):	Specify the name of the company for which to create or maintain a dunning letter set.
Letter Set (3,A):	Specify the name of the dunning letter set to create or maintain for the company. The dunning letter set determines the dunning letters that are sent to a customer.
	The dunning letter set is used in conjunction with either the customer dunning status or the invoice dunning status, depending on the company dunning type, to determine the number and type of dunning letters to send.
Record Status (8,A):	This field displays the status of the dunning record set, active or inactive.

Screen actions - ACR150D1-01

Commands	Description
F13=Filters	Display all records or only active 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.

Associate dunning letter names with dunning levels

Use the Dunning Letter Set Maintenance screen, ACR150D2-01, to associate dunning levels with specific dunning letter names.

Field descriptions - ACR150D2-01

Fields	Description
Dunning Letter Level 1-9 (8,A):	Specify a the name of a dunning letter to send for each dunning level that is defined for the company. Dunning levels are defined for a company in the Company Master program, ACR120D1.

Screen actions - ACR150D2-01

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.

Dunning letter set listing, ACR155D

Use the Dunning Letter Set Listing program, ACR155D, to produce a report of dunning letter sets and dunning letters that are stored in the Dunning Letter Set file, RLT. The report displays the company, dunning letter set, dunning folder, and the dunning letter for each of the nine dunning levels.

Access: ACR01 menu

Specify selection criteria for the dunning letter set listing

Use the Dunning Letter Set Listing screen, ACR155D-01, to specify a range of companies to which to restrict the report.

Field descriptions - ACR155D-01

Fields	Description
From and To Company (3,0):	Specify a range of values to limit the dunning letter sets to include in the report by company.
	For information on range fields, see *Ranges* in the overview section of this document.

Screen actions - ACR155D-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.

Document sequence, ACR160D

Use the Document Sequence program, ACR160D, to maintain information in the Document Sequence file, RDS, if you have document sequencing activated in your environment. Document sequencing enables you to specify the next document or sequence number to retrieve with the Accounts Receivable, Billing, or Accounts Payable applications.

The records that display and are written depend on which menu you call this program from. If you access the program Accounts Payable, A/P document information displays. If you access it through Accounts Receivable, A/R document information displays. A/R documents include:

- Invoices
- Debit memos
- Credit memos

To activate document sequencing, set the Company/Prefix Document Sequencing field in Billing System Parameters, BIL820D-01 to 1=Yes.

Note that you must activate document sequencing to create unique keys to retrieve information necessary for model resolution during ATP.

Add or maintain document sequencing information

Use the Document Sequence Maintenance - Receivables/Payables selection screen, ACR160-01, to create a document sequencing record or to select a record to maintain.

Field descriptions - ACR160-01

Fields	Description
Act (2,A):	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.
	1=Create
	Create a new record. The Company and Prefix fields are required, but Blank is a valid prefix.
	If RMS is active on your system, the system validates the prefix you specify against the RMS Prefix value in the Billing System Parameter to make sure they are not the same. You cannot use the RMS prefix in document sequencing records.
	4=Delete
	Logically delete an existing document sequencing record from the Document Sequencing Numbering file, RDS. Press Enter to display the next screen and confirm the deletion. The system ensures that the document prefix is not used as a Self Billing or Pay as Built prefix on the Customer Master file, RCM.
	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 a valid company number.
Prefix (2,A):	In Create or Copy mode, you must specify a two-character document sequence prefix code, or leave this field blank to create a Blank prefix code.
	If RMS is installed on your system and RMS document prefixing is active, the system checks the prefix you type against the RMS document prefix code. You cannot use the RMS Prefix in records that you create here.
Description (14,A):	This field displays a brief description of the document sequencing prefix.
Status (8,A):	This field displays the status of a record, active or inactive.

Screen actions - ACR160-01

Commands	Description
F13=Filters	Display all records or only active 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.

Specify detail information for the document sequencing record

Use the Document Sequence Maintenance - Receivables/Payables screen, ACR160-02, to provide detail information for the document sequencing record you specified on the selection screen.

Field descriptions - ACR160-02

Fields	Description
Company (3,0):	This field displays the company number for the record to maintain. You can type a valid company number in this field in Copy mode.
Prefix Code (2,0):	The field shows the document sequence prefix code for the record you selected. Blank is a valid prefix code. You can type a valid prefix code if you are in Copy mode.
Prefix Description (14,a):	Specify a description of this prefix code for the company you selected.
Year - Current Year (4,0):	This field displays the current invoice processing year. In Create mode, the field defaults to the current fiscal year for the company selected. You can override the year displayed.
Year - Next Year (4,0):	This field displays the next invoice processing year. In Create mode, this field defaults to the current fiscal year, plus one, for the company you selected. You can override this value by entering a valid positive value that is greater than the current year value. Use caution when maintaining this field for a fiscal year that is already in progress.

Start Date - Current Year (8,0):
The field shows the start date of the current processing year. In Create mode, this field defaults to 00/00/0000.

Use caution when maintaining this field for a fiscal year that is already in progress.

Start Date - Next Year (8,0):
The field shows the start date of the next processing year. You cannot type a date in this field. This date is calculated by adding 1 day to the current end date. If you use the default for the current end date, then no calculation occurs and the date remains 00/00/0000.

End Date - Current Year (8,0):
The field shows the end date of the current processing year. In Create mode, this field defaults to 99/99/9999. You can override the date displayed.

End Date - Next Year (8,0):
Specify any valid date that is greater than the next year start date.

Last Posting Date - Current Year (8,0):
This field only displays on the Document Sequence Maintenance - Payables screen, ACR160-02. It shows the last posting date for the current processing year. The Vendor Invoice Posting program, ACP500D, and the Recurring Payable Posting program, ACP525D, check the date you specify here against the last posting date of the last invoice, according to the option selected for Posting Date Checking.

Last Posting Date - Next Year (8,0):
This field only displays on the Document Sequence Maintenance - Payables screen, ACR160-02. It shows the last posting date for the next processing year. The Vendor Invoice Posting, The Vendor Invoice Posting program, ACP500D, and the Recurring Payable Posting program, ACP525D, check the date you specify here against the last posting date of the last invoice, according to the value in the Check Posting Date field.

Next Sequence Number (8,0):
These fields default to 1 in Create mode. Use caution when you maintain these fields. These fields contain the following information:

- The next sequence numbers assigned to invoices created in Accounts Payable
- The next document numbers assigned to documents created in Accounts Receivable and Billing

The type of document determines the next sequence number the system retrieves. For example, a credit memo you create in Accounts Receivable uses the document number you enter in CREDIT MEMO sequence number field for the appropriate year.

Document Description (14,A):
ACR retrieves these document descriptions from the System Parameters file, ZPA.

Only transaction mode INVOICE displays if you access this program from the Accounts Payable menu. Transaction modes INVOICE, DEBIT MEMO, and CREDIT MEMO display if you access the program from the Accounts Receivable menu.

Exchange Rate Retrieval (1,0):

This field only displays on the Document Sequence - Payables screen, ACR160-02. The system uses this field to determine the date Invoice Entry, ACP500D, uses to retrieve the exchange rate from the Currency Conversion file, GCC. Specify 0 to use the posting date or 1 to use the invoice date.

Prefix Type (1,0):

Specify the document prefix type. The options are described below.

Valid choices

- **0=None**

  This prefix is not reserved for special processing. Use prefix type 0 for Accounts Receivable and Accounts Payable invoices that do not require special processing.

- **1 = Prefix for Customer Invoices**

  This prefix is reserved for customer-supplied invoices that the system generates as a result of Self-Billing processing or Pay-as-Built processing. If you set this field to 1, invoicing does not assign invoice numbers. Pre-assignment of invoice numbers occurs during pick release. This prefix type is only available for Accounts Receivable document sequences.

- **2=Intra-EEC Use Only**

  This prefix is reserved for Accounts Payable vendor VAT Self-Application invoices. Accounts Payable vendor invoices with this prefix type are eligible for Intra-EEC VAT batch processing. This prefix is only available for Account Payable document sequences.

- **3=Lock Document Prefix**

  This prefix is reserved for Intra-EEC batch processing. Prefixes with a Lock Document Prefix type are used in Intra-EEC VAT batch processing to create Intra-EEC records in the Accounts Payable and Accounts Receivable tax files. Documents created through Account Payable Invoice Entry, Billing, and Cash and Memo Posting cannot use a Lock Document Prefix type.

- **4=Reserved for Zero Amt Invoices**

  This option is reserved for future use.

Check Posting Date (1,0):

This field only displays on the Document Sequence Maintenance - Payables screen, ACR160-02. The field is used to specify how ACP checks the posting date entered in Vendor Invoice Posting, ACP500, and Recurring Payable

Selection, ACP520, against the last posting date shown in the Last Posting Date field.

Available options are described below.

0=No checks

Vendor Invoice Posting, ACP500, and Recurring Payable Selection, ACP520, do not check the last posting date of the last invoice posted.

1=Override

Vendor Invoice Posting, ACP500, and Recurring Payable Selection, ACP520, checks the last posting date by company and prefix code. A warning messages displays asking if you want to continue the override. Press F21=Override to override the last posting date of the last invoice posted.

2=Override/Year

Vendor Invoice Posting, ACP500, and Recurring Payable Selection, ACP520, checks the last posting date by company, prefix code, and year. A warning messages displays asking if you want to continue the override. Press F21=Override to override the last posting date of the last invoice posted.

3=No Override

Vendor Invoice Posting, ACP500, and Recurring Payable Selection, ACP520, checks the last posting date by company and prefix code. An error message displays, prompting you to specify a valid posting date.

4=No Override/Year

Vendor Invoice Posting, ACP500, and Recurring Payable Selection, ACP520, check the last posting date by company, prefix code, and year. An error message displays, prompting you to specify a valid posting date.

5=No Override/Year/Date

Vendor Invoice Posting, ACP500, checks the last posting date by company, prefix code, year, and date. Date validation checks that the Invoice Date is not greater than the Posting Date. Recurring Payables Selection, ACP520, does not validate the date and processes the same as option 4.

Screen actions - ACR160-02

Commands	Description
F17=Protect/Unprotect	Toggle between protecting and allowing input in the Last Posting Date field. This function is available when you access the Document Sequence Maintenance - Payables screen, ACR160-02, through the Accounts Payable menu.

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.

Document sequence listing, ACR165D

This Document Sequence Listing program, ACR165D, produces a listing of document sequence records with information from the Document Sequencing Numbering file, RDS.

Access: ACR01 and ACP02 menus

Specify selection criteria for the document sequence report

Use the Document Sequence Listing screen, ACR165-01, to specify selection criteria to limit the information to include in the report.

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

Field descriptions - ACR165-01

Fields	Description
From/To Company (3,0):	Specify a range of values to limit the document sequencing information to include in the report by company number.
Prefix Code (2,A):	Specify a range of values to limit the document sequencing information to include in the report by prefix code.
Select Mode (1,0):	Specify categories of document sequencing information to include in the report. The options are described below.

Valid choices

- **0**

  Print all Accounts Receivable and Accounts Payable information in the Document Sequencing file that meets the other selection criteria.

- **1**

  Print all Accounts Payable information in the Document Sequencing file that meets the other selection criteria.

- **2**

  Print all Accounts Receivable information in the Document Sequencing file that meets the other selection criteria.

Record Status (1,0):   Specify 0 to print all records or 1 to print only active records.

Screen actions - ACR165-01

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.

Customer types, ACR170D1

Use the Customer Types program, ACR170D1, to maintain customer types that are used to define groups of customers. We recommend that you use the customer type code to determine segment values when you create journals entries during ATP.

Customer groups are assigned by currency. Therefore, you can establish different customer types for each currency in which you bill your customers.

The system uses customer types as a criterion in selecting the information to appear on the Account Statements Report, ACR220D, and all Aged Trial Balances Reports, ACR400D, ACR410D, and ACR430D.

You must assign a customer type if you create a multiple currency customer in IDF Customer.

Add or revise a customer type

Use the Customer Type Maintenance screen, ACR170D1-01, to create a customer type or to select a customer type to maintain.

Field descriptions - ACR170D1-01

Fields	Description
Company (3,0):	Specify a company number to associate with the customer type.
Cust Type (4,A):	Specify a customer type code to assign to this record.
Curr Cd (3,A):	Specify the currency code to associate with this customer type. This field only appears if the Multi-Currency option is enabled for Accounts Receivable in Multi-Currency System Parameters, MLT800D-01.

Screen actions - ACR170D1-01

Commands	Description
F13=Filters	Display all records or only active 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.

Maintain a customer type

Use the Customer Type Maintenance screen, ACR170D2-01, to maintain information for the company, customer type, and currency code you selected for maintenance.

Field descriptions - ACR170D2-01

Fields	Description
Description (30,A):	Provide a description of the customer type.
A/R Account Profit Center (10,A):	Specify the profit center code to use for the customer type of the customer you post to the Accounts Receivable control account journal entry. You can resolve a journal entry for this profit center through ATP.
A/R Realized Gain/Loss Profit Center (10,A):	Specify the A/R realized gain and loss profit center. If you do not revaluate this information in A/R, this field is blank. You can resolve a journal entry for this profit center through ATP.
	You can perform month-end revaluation for open receivables in foreign currencies from the A/R revaluation function in MLT. MLT computes the unrealized

gain/loss for the outstanding receivable. It creates a two-entry adjustment to the A/R control account and an offset to the unrealized gain/loss account. When the invoice is paid, the system automatically computes the realized gain/loss and creates the gain/loss entry in base currency.

A/R Unrealized Gain/ Loss Profit Center (10,A):

Specify the A/R unrealized gain and loss profit center. If you do not revaluate this information in A/R, this field is blank. You can resolve a journal entry for this profit center through ATP.

B/B Accrual Account Profit Center (10,A):

This field appears only if the Promotions and Deals application is installed. Specify the bill-back accrual account profit center to use in Billing and Accounts Receivable to process bill-back promotions.

You can resolve a journal entry for this profit center through ATP.

Screen actions - ACR170D2-01

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.

Customer types listing, ACR175D

Use the Customer Types Listing program, ACR175D, to produce a listing of customer types and their associated information, which is stored in the Customer Type file, RCT. For each selected customer type, the report shows the company, customer type, currency code (if multi-currency is enabled), description, and profit center information.

Specify selection criteria for the customer types listing

Use the Customer Type Listing screen, ACR175D-01, to specify selection criteria to limit the customer types to include in the report.

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

Field descriptions - ACR175D-01

Fields	Description
From Company (3,0):	Specify a range of values to limit the customer types to include in the report by company number.
To Company (3,0):	Specify a range of values to limit the customer types to include in the report by company number.
From Customer Type (4,A):	Specify a range of values to limit the customer types to include in the report.
To Customer Type (4,A):	Specify a range of values to limit the customer types to include in the report.
From Currency Code (3,A):	Specify a range of values to limit the customer types to include in the report by currency code.
To Currency Code (3,A):	Specify a range of values to limit the customer types to include in the report by currency code.

Screen actions - OLM175D-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.

Customer/vendor class cross reference, ACR180D

Use the Customer/Vendor Class Cross Reference program, ACR180D, to establish a cross-reference relationship between the customer ship-to address and the vendor class number.

Add or maintain a customer/vendor class cross reference

Use the Customer/Vendor Class Xref Maintenance, ACR180D-01, to specify a vendor class to associate with the selected customer's ship-to address.

Field descriptions - ACR180D-01

Fields	Description
Customer Number:	The field shows the number and description of the customer for which to create a cross reference with a vendor class.
Act (2,A):	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.
	9=Partner/Shipment Charge
	Maintain the partner and shipment charge cross reference.
	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.
Vendor Class (8,0):	Specify the vendor class for which to create the cross reference with a customer ship-to.
Vendor Number (8,0):	Specify the vendor number for which to create this cross reference record.

Screen actions - ACR180D-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.

Interest method codes master, ACR190D1

Use the Interest Method Codes Master program, ACR190D1, to create or maintain Interest Method codes. Interest method codes define the percentage to apply to invoices, the value tolerance level to apply against the base amount of the original invoice, and free days allowance to use for interest invoicing.

Access: ACR01 menu

Add or maintain an interest method code

Use the Interest Method Codes Master Maintenance screen, ACR190D1-01, to create an interest method code or to select a code to maintain.

Field descriptions - ACR190D1-01

Fields	Description
Act (2,A):	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.
	All line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 17)* in the overview information in this document.
Company (3,0):	Specify the default company number with which to associate this interest method code.
Code (2,A):	Specify a user-defined two character code to identify this interest method.

Screen actions - ACR190D-01

Commands	Description
Standard screen ac-tions	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.

Specify interest method code details

Use the Interest Method Code Maintenance screen, ACR190D2-01, to provide details for the method code. This program lets you create, revise, copy, delete or display Interest Method codes.

Field descriptions - ACR190-02

Fields	Description
Company (3,0):	Specify the default company number with which to associate this interest method code.
Interest Method (2,A):	Specify a user-defined two character code to identify this interest method.
Description (30,A):	Provide a description of the interest method code.
Interest Percentage (15,5):	Specify the interest percentage to associate with this method code.

Free Days (3,0):	Specify the grace period in number of days beyond the invoice due date before you begin to charge a customer interest.
Annual Days (3,0):	Specify the normal number of working days in a year.
Regional Allowance (3,0):	Specify the number of holidays by which to reduce the number of annual working days to calculate percentage amounts.
Minimum Amount (15,2):	Specify the minimum amount, in base currency, below which an invoice will not accrue interest.
G/L Code for Posting (2,A):	Specify a valid G/L Code for Infor LX to use to post the interest transaction with this method code. These GL reason codes are the item class codes from the Item Class file, IIC. You maintain the item class codes in Item Class Maintenance, INV160D1.

Screen actions - ACR190-02

Commands	Description
Standard screen ac-tions	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.

Cash receipts journal, ACR210D

Use the Cash Receipts Journal program, ACR210D, to create a listing of selected cash receipts, sequenced by company number and date. The information in the listing is stored in the Accounts Receivable Detail file, RAR.

Access: ACR menu

Specify selection criteria for the cash receipts listing

Use the Cash Receipts Journal program, ACR210D, to specify selection criteria for information to include in the report.

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

Field descriptions - ACR210D-01

Fields	Description
From Company (3,0):	Specify a range of values to limit the cash receipts to include in the report by company number.
To Company (3,0):	Specify a range of values to limit the cash receipts to include in the report by company number.
From Date (8,0):	Specify a range of values to limit the cash receipts to include in the report by posting date.
To Date (8,0):	Specify a range of values to limit the cash receipts to include in the report by posting date.
From Payment Type (1,0):	Specify a range of values to limit the cash receipts to include in the report by payment type.
To Payment Type (1,0):	Specify a range of values to limit the cash receipts to include in the report by payment type.
Subtotal by Day (1,A):	Specify Y=Yes to include a subtotal of the cash receipts for each date included on the report, otherwise, specify N=No.
Subtotal by Bank (1,A):	Specify 1=Yes to include a subtotal of the cash receipts for each bank covered on the report, otherwise, specify 0=No.
Currency Code (3,A):	Specify the currency code for which to print cash receipts. This field only appears if you have multiple currencies enabled for Accounts Receivable in Multi-Currency System Parameters, MLT800D-01.
Currency Type (1,A):	Specify the type of currency the currency code represents. B=base currency, T=transaction currency of the transactions that produce the cash receipts.
Record Status (1,0):	Specify the record statuses to include in the report:

0	Active
1	Inactive
2	All

Screen actions - ACR210D-01

Commands	Description
All 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.

Account statements, ACR220D

Use the Account Statements program, ACR220D, to print Accounts Receivable statements.

Access: ACR menu

Specify data to print on account statements

Use the Account Statements screen, ACR220D-01, to specify selection criteria for information to include on the statements. Settings in the Customer Notes program in the Order Management application determine whether customer notes print on the statements.

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

Field descriptions - ACR220D-01

Fields	Description
From Company (3,0):	Specify a range of values to limit the accounts receivable statements to include in the report by company number.
To Company (3,0):	Specify a range of values to limit the accounts receivable statements to include in the report by company number.
From Customer Type (4,A):	Specify a range of values to limit the accounts receivable statements to include in the report by customer type.
To Customer Type (4,A):	Specify a range of values to limit the accounts receivable statements to include in the report by customer type.
From Customer Number (8,0):	Specify a range of values to limit the accounts receivable statements to include in the report by A/R customer number.

To Customer Number (8,0): Specify a range of values to limit the accounts receivable statements to include in the report by A/R customer number.

Open Document (1,A): Specify Y=Yes to include only open document amounts in the processing of accounts receivable statements. Specify N=No to include both open and closed documents.

Summary by Document (1,A): Specify Y=Yes to summarize the A/R statements by document. Specify N=No to also include each transaction that is related to the document (payment, debit, and credit).

Summary by Customer (1,A): Specify Y=Yes to summarize the A/R statements by customer. Specify N=No to also include the individual documents that make up the total for each customer.

Lower Amount (15,2): Specify an amount value to only print statements that have outstanding amounts that are equal to or greater than the amount you specify limit. Leave this field blank to print statements regardless of the outstanding amounts.

From Statement Type (5,A): Specify a range of values to limit the accounts receivable statements to include in the report by statement type.

To Statement Type (5,A): Specify a range of values to limit the accounts receivable statements to include in the report by statement type.

From Due Date (6,0): Specify a range of values to limit the accounts receivable statements to include in the report by the due dates of the customer documents.

To Due Date (6,0): Specify a range of values to limit the accounts receivable statements to include in the report by the due dates of the customer documents.

From Currency Code (3,A): These fields only appear if you enabled multi-currency for accounts receivable. Specify a range of values to limit the accounts receivable statements to include in the report by currency code. The report prints information in the base currency.

To Currency Code (3,A): These fields only appear if you enabled multi-currency for accounts receivable. Specify a range of values to limit the accounts receivable statements to include in the report by currency code. The report prints information in the base currency.

Screen actions - ACR220D-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.

Ranking reports, ACR230D

Use the Ranking Reports program, ACR230D, to produce a listing containing the sales amounts for each customer of the companies you specify. The customers are listed in order of highest ranking according to their year-to-date sales amount.

Specify selection criteria for the ranking report

Use the Customer Sales Ranking screen, ACR230D-01, to limit the customer sales ranking information in the report to a limited range of companies.

Field descriptions - ACR230D-01

Fields	Description
From Company (3,0):	Specify a range of values to limit the customer ranking information to include in the report by company number.
To Company (3,0):	Specify a range of values to limit the customer ranking information to include in the report by company number.

Screen actions - ACR230D-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.

Credit analysis listing, ACR240D

The Credit Analysis Listing program, ACR240D, produces a report of customers by company. The report contains amount due, open order amount, credit limit, credit days, average invoice size, average pay days, dunning status, and dunning type information as of the report processing date.

Specify selection criteria for the credit analysis report

Use the Customer Credit Analysis screen, ACR240D-01, to limit the credit analysis information to include in the report to a range of companies.

Field descriptions - ACR240D-01

Fields	Description
From Company (3,0):	Specify a range of values to limit the customer credit analysis information to include in the report by company number.
To Company (3,0):	Specify a range of values to limit the customer credit analysis information to include in the report by company number.

Screen actions - ACR240D-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.

Discount analysis listing, ACR250D

Use the Discount Analysis Listing program, ACR250D, to produce a report of document amounts, discounts taken amounts, and percentage discount of document amounts at the document detail line level. The report sequences the information by profit center within customer number, and by customer number within company number. The report provides totals that reflect all paid/active records for these amounts at each level.

Specify selection criteria for the discount analysis report

Use the Discount Analysis screen, ACR250D-01, to limit the information to include in the report by company, profit center, and customer.

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

Field descriptions - ACR250D-01

Fields	Description
From Company (3,0):	Specify a range of values to limit the discount analysis information to include in the report by company number.
To Company (3,0):	Specify a range of values to limit the discount analysis information to include in the report by company number.
From Profit Center (10,A):	Specify a range of values to limit the discount analysis information to include in the report by profit center.
To Profit Center (10,A):	Specify a range of values to limit the discount analysis information to include in the report by profit center.

From Customer (8,0): Specify a range of values to limit the discount analysis information to include in the report by customer.

To Customer (8,0): Specify a range of values to limit the discount analysis information to include in the report by customer.

Screen actions - ACR250D-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.

Accounts receivable audit report, ACR285D

Use the Accounts Receivable Audit Report program, ACR285D, to create a report that lists subsystem transactions and the corresponding journal entry detail for billing and customer payment transactions within the selected date range. This report is an activity report, not a balance report. You need other reports, such as the Aged Trial Balance, to balance accounts receivable to the general ledger.

The detail listing displays the invoice and payment information with the journal status. The information is sorted by company, customer, date, document, and sequence.

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.

Please note that your configuration of CEA can affect the level of journal detail available. For example, journal detail is not available for transactions that you post with Summary Only selected in Journal Source Definition, CEA105D4-01. In this instance, the report displays the total of the transaction.

Access: ACR menu

Specify selection criteria for the A/R audit report

Specify selection criteria to limit the information to include in the A/R audit report.

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

Field descriptions - ACR285D-01

Fields	Description
From/To Company (3,0):	Specify a range of values to limit the A/R audit information to include in the report by company number.
User ID (10,A):	Specify a User ID to limit the report to transactions created by a specific user. Leave this field blank to include transactions by all users.
Ledger (8,A):	Specify a ledger name to limit the report to transactions posted to a specific ledger. Leave this field blank to include transactions posted to all ledgers.
Book (10,A):	Specify a book name to limit the report to transactions posted to a specific book. Leave this field blank to include transactions posted to all books.
Date Type (1,0):	Specify the date type to used with the specified date range. 0=transaction (entry) date, 1=posting date.
Date From/To (8,0):	Specify a range of values to limit the information to include in the report by transaction or posting date.
Transaction Status (1,0):	Specify the journal status to use for this report. Report results are limited to transactions that have the journal posting status you select. The available values are described below.

Valid choices

- **0=All**

  Select invoice and payment activity for all transaction status types.

- **1=Posted**

  Select only transactions that have been posted to the general ledger.

- **2=Unposted**

  Select only transactions that have a status of Unposted in CEA.

- **3=Error**

  Select only transactions that have a status of Error in CEA.

- **4=Unresolved**

  Select only transactions that have a status of Unresolved in CEA.

- **5=Other**

  Select accounts receivable transactions that have no associated CEA subsystem cross-reference or journal information.

Reason Code (5,A): Specify a reason code to limit the report results to transactions generated by a specific reason code. Leave the field blank to include all reason codes.

Journal Source (2,A): Specify a journal source code to limit the report results to transactions posted with a specific journal source. Leave the field blank to include all journal source codes.

From Customer (8,0): Specify a range of values to limit the A/R audit information to include in the report by customer number.

To Customer (8,0): Specify a range of values to limit the A/R audit information to include in the report by customer number.

From Customer Type (4,A): Specify a range of values to limit the A/R audit information to include in the report by customer type.

To Customer Type (4,A): Specify a range of values to limit the A/R audit information to include in the report by customer type.

Run Time Parameter (1,0): Type 0 for interactive processing, or 1 for batch processing. Batch processing is the default value for this field.

Screen actions - ACR285D-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.

Select a transaction status

Use the Transaction Status screen to select the general ledger transaction statuses to print on the report.

Field descriptions - status window

Fields	Description
Select an option (1,0):	Select the general ledger transaction statuses to print on the report. Choose one of the following:

0=All

Select all transaction statuses, including other.

1=Posted

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

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.

Screen actions - status window

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.

Customer level inquiries, ACR300D1

Use the Customer Level Inquiry program, ACR300D1, to view detailed information for a customer you specify.

Access: ACR and CDM menus

View customer inquiries

Use the Customer Level inquiry screen, ACR300D1-01, to specify a customer and to view detailed information for that customer, including customer credit information. You can access additional customer-level information and invoice-level processing functions from this screen.

After you select a customer and the program loads the customer information, the screen appears at the customer level or corporate level, depending on the relationship of the selected customer to its corporate parent.

The program retrieves address information for the customer from the Customer Master file, RCM. Use F2=Address to display the available address information.

You can view customer information in the base, customer, or alternate currency by pressing F18 = Alternate/Base/Customer Currency. Amounts reflected for Customer and Alternate currency are not the actual transaction amounts but a calculation from base currency amounts at current rates, that is, today's date, using the rate type from the customer's company.

Note: If euro is not enabled or if you have not defined an alternate currency in the Company Master for this customer, this will be a two-way toggle between base and customer currencies.

Field descriptions - ACR300D1-01

Fields	Description
A/R Customer Number (8,0):	The field shows a customer number that serves as a corporate entity for one or more customers. Corporate customers enable the original customer to use the corporate customer's special pricing structures, billing address, credit days, and limit for credit checking and terms code. The corporate customer is sometimes referred to as the parent customer, and other customers that fall under the corporate customer are called children.
Alpha Search Key (20,A):	Specify the valid sequence of letters and/or numbers that identifies the desired customer. You provide an alpha search key in the IDF Customer. CDM, Credit Deduction Management, uses the standard alpha search key.
Date Account Opened:	This field shows the date on which you opened the customer's credit account.
Last Transaction Date:	This field shows the date on which the last transaction occurred for the selected customer.
Amount Credit Limit:	The field shows the maximum amount of credit for which the selected customer is approved. As part of standard credit testing in order processing, the total of the open order amount, open A/R (invoiced and ordered), and open drafts are totalled. The result must be less than or equal to the customer's credit limit or new orders go on credit hold.

Amount Due: This field shows the total amount of the customer's invoices that are due or past due.

Open Order Amount: This field shows the total amount of orders shipped but not yet due for payment. The value in this field loads from the RCM file.

Available Credit: This field shows the amount of the customer's credit limit that is not allocated to open A/R or orders. To calculate the available credit amount, the system subtracts the amount due and the open order amount from the credit limit.

Default Company: This field shows the default company number of the selected customer.

Days Credit Limit: This field shows the number of days used to determine a customer's credit status.

Note that the CDM application does not determine the customer's credit status internally. The status is determined in Order Processing as follows:

1. Number of days in this field is subtracted from the current date.
2. Customer's open invoices are compared to the calculated date.
3. If there are open invoices dated later than the calculated date, the system places the customer on credit hold.

Average Pay Days: This field shows the average number of days it takes the selected customer to pay invoices. The value in this field loads from the RCM file.

Last Document Date: This field shows the last invoice date. This value is calculated from the last invoice date from all customer invoices from the A/R Detail file, RAR.

Last Payment Amount: This field shows the amount of the customer's last payment.

Last Payment Date: This field shows the date of the customer's last payment.

Terms Code/Desc: This field displays the payment terms for the customer, including due days, discount days, and percentage.

Customer Phone: This field shows the customer's phone number.

Customer/Statement Type: The Customer Type field displays the customer type used to assign a general ledger account to specific groups of customers and to select customer groups for various reports. The statement type determines the account statements to print for this customer in Account Statements, ACR220.

Base/Cust/Alt curr: This field shows the currency in which values are currently displayed for the customer. You can use the currency toggle function, F18, switch among display of the values in base, customer, or alternate currency. This field applies to

the values displayed in the Amount Credit Limit, Amount Due, Drafts Due, Open Order Amount, Available Credit, Last Payment Amount, High Credit and Condition Total fields.

Note that the amounts displayed for customer and alternate currency are not the actual transaction amounts. They are a calculation from base currency amounts at current rates, that is, today's date, using the rate type from the customer's company.

Note: If euro is not enabled or if you have not defined an alternate currency in the Company Master for this customer, this field can be toggled between only base and customer currencies.

Open CC Amt: This field displays the cumulative monetary amount on open credit card orders for this customer.

Analyst: This field shows the user description of the credit analyst associated with the selected customer.

Last Review Date: This field shows the last date on which the customer's credit was reviewed.

Next Review Date: This field shows the next date the customer's credit worthiness is scheduled for review.

Next Contact Date: This field shows the next date on which to contact the customer.

High Credit Date: This field shows the date the highest credit balance was recorded. The value in this field loads from the Customer Master file extension, RCU.

High Credit: This field shows the highest open A/R balance recorded for the customer's account. The system checks this value each time the CDM nightly process runs. The process compares the current credit balance, which is the amount due plus the open order amount, to the current high credit value. If the current balance is greater than the high credit value, the current credit balance becomes the new high credit value.

Invoices in Conditions: This field shows the number of invoices presently extracted by the condition statements. ACR reads the RCS file and compiles the total to determine the value for this field.

Cond Total: This field shows the total monetary amount of the customer's invoices associated with conditions. ACR reads the RCS file and compiles the total to determine the value for this field.

Duns Number:	This field shows the number Dunn & Bradstreet uses to identify the selected customer.
D&B Rating:	This field shows the code for the estimated financial strength and credit rating of the selected customer.

Screen actions - ACR300D1-01

Commands	Description
F2=Address	Access the Address Detail screen to view full name and address information for the customer.
F6=Conditions	Access the conditions window to view the condition statements used to extract the customer's information from the A/R files.
F9=Invoice Aging	Access the Customer Account Aging Totals screen, ACR300DG-01.
F10=Invoice Level	Access the ATP Invoice Level List screen, ACR300D9-01, to view invoices for the selected customer and to invoke other invoice-level functions.
F15=Sales Amounts	Access the Customer Level Sales Amounts screen, ACR300D2-01.
F16=Total Amounts	Access the Customer Level Account Balances screen, ACR300D3-01.
F17=Average Days to Pay	Access the Customer Level ADP & DSO screen, ACR300D4-01, to Average Days to Pay and Days Sales Outstanding information for the selected customer.
F18=Alternate/Base/ Customer Currency	Toggle among display of customer order amounts in the base, customer or alternate currency values. If an alternate currency has not been defined on the company master file for the customer, then only base and customer views are available. Note that amounts displayed in customer and alternate currency are not the actual transaction amounts. These are a calculation from base currency amounts at current rates (today's date), using the rate type from the customer's company.
F20=Change Information	Access the Customer Level Change Information screen, ACR300D5-01, to modify customer information. Values you update in this screen update the Customer Master file, RCM, and the Customer Master file extension, RCU.

F21=Customer Level Notes	Access the Notes Master File Maintenance - Customer Level screen, CDM110D1-01, to modify notes at the customer and invoice levels.
F22=Customer Level Contacts	Access the Contact Master Maintenance screen, CDM140D1-01, you to modify contacts at the customer and invoice levels.
	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.

Customer level sales amounts, ACR300D2

Use Customer Level Sales Amounts program, ACR300D2, to view sales information for the selected customer.

View customer level sales figures

The Customer Level Sales Amounts screen, , ACR300D2-01, displays year- and month-to-date information as well as sales amounts for each of the past twelve months. This screen assists you in identifying customer purchasing trends.

Field descriptions - ACR300D2-01

Fields	Description
A/R Customer Number (8,0):	The field shows a customer number that serves as a corporate entity for one or more customers. Corporate customers enable the original customer to use corporate's special pricing structures, billing address, credit days, and limit for credit checking and terms code. The corporate customer is sometimes referred to as the parent customer, and other customers that fall under the corporate customer are called children.
Salesman Number:	This field displays the code for the salesperson associated with the selected customer.
Name:	This field displays the name of the salesperson associated with the selected customer.
Last YTD Sales Amount:	This field displays the customer's total purchases for the previous year.
YTD Sales Amount:	This field shows the customer's total purchases for the current year.

MTD Sales Amount: This field shows the customer's total purchases for the current month.

Open Order Amount: This field shows the total amount from orders that were sold, but are not yet due for payment. The value in this field loads from the RCM file.

The middle portion of the screen displays the twelve monthly, rolling, sales balances. The balances begin with the month prior to the current month (the current month according to CDM, which may or may not match the month of the system date), and continue for eleven previous months. The monthly sales balances are loaded from the RCM file.

Base/Cust/Alt curr: This field shows the currency in which values are currently displayed for the customer. You can use the currency toggle function, F18, switch among display of the values in base, customer, or alternate currency. This field applies to the values displayed in the Amount Credit Limit, Amount Due, Drafts Due, Open Order Amount, Available Credit, Last Payment Amount, High Credit and Condition Total fields.

Note that the amounts displayed for customer and alternate currency are not the actual transaction amounts. They are a calculation from base currency amounts at current rates, that is, today's date, using the rate type from the customer's company.

Note: If euro is not enabled or if you have not defined an alternate currency in the Company Master for this customer, this field can be toggled between only base and customer currencies.

Total all Months: This field shows the total monetary amount of goods sold to the customer during the listed months.

Average per Month: This field shows the average monthly sales amount for the past twelve months. CDM calculates the monthly sales average as follows:

CDM searches through the last twelve monthly sales balances, beginning with the oldest month. After it finds a month with a non-zero balance, CDM assumes that all following months carry an active balance, even though some or all of these months may carry a zero balance. It averages the total sales for these months to determine the value in this field.

Screen actions - ACR300D2-01

Commands	Description
F2=Address	Access the Address Detail screen to view full name and address information for the customer.
F18=Alternate/Base/ Customer Currency	Toggle among display of customer order amounts in the base, customer or alternate currency values. If an alternate currency has not been defined on the company master file for the customer, then only base and customer views are available. Note that amounts displayed in customer and alternate currency are not the actual transaction amounts. These are a calculation from base currency amounts at current rates (today's date), using the rate type from the customer's company.
	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.

Customer Level Account Balances, ACR300D3

Use the Customer Level Account Balances program, ACR300D3, to view A/R balance information for the selected customer.

View customer-level account balances

The Customer Level Account Balances screen, ACR300D3-01, displays summary information and balances for each of the past twelve months. It also displays dunning information.

If you have Accounts Receivable history transactions in Transaction History System Parameters, SYS824, set to less than one year, the YTD totals that display on this screen will not be accurate.

Field descriptions - ACR300D3-01

Fields	Description
A/R Customer Number (8,0):	This field shows a customer number that serves as a corporate entity for one or more customers. Corporate customers enable the original customer to use corporate's special pricing structures, billing address, credit days, and limit for credit checking and terms code. The corporate customer is sometimes

referred to as the parent customer, and other customers that fall under the corporate customer are called children.

Grand Total: This field shows the value of the grand total of invoice balances, which is compiled by totaling the five buckets. This value is recalculated each time the nightly update process is run.

Highest Credit Balance: This field shows the highest open A/R balance recorded for the customer's account. The value in this field loads from the RCU file.

Date: This field shows the date the highest credit balance was recorded. The value in this field loads from the RCU file.

YTD Deductions: This field shows the total amount and total number of deductions for the selected customer during the current year..

YTD Writeoffs: This field shows the total amount and total number of writeoffs for the selected customer during the current year..

YTD Chargebacks: This field shows the total amount and total number of chargebacks for the selected customer during the current year.

Duns Number: This field shows the number Dunn & Bradstreet uses to identify the selected customer.

D&B Rating: This field shows the code for the estimated financial strength and credit rating of the selected customer.

Dunning Type: This field shows the code for the customer's eligibility for dunning. The codes are explained below:

Valid choices

- **0**

  The customer is not eligible for dunning.

- **1**

  The customer is eligible to receive dunning letters, and when dunned a customer dunning status is calculated.

- **2**

  The customer is not eligible to receive dunning letters, but when dunned, a customer's dunning status is calculated.

Dunning Status: This field shows the level of dunning, from 1 to 9, the selected customer has reached. The highest invoice dunning status for the customer becomes the customer dunning status.

Letter Set:
This field shows the code of the applicable dunning letter set which, in conjunction with either the customer dunning status or invoice dunning statuses and the company type, determines the documents to send as dunning letters to the customer.

Date Last Dunned:
This field shows the date the customer was last dunned.

Rolling A/R Balances by Month
The middle portion of the screen displays the twelve months (rolling) A/R balances. The balances display beginning with the month prior to the current month. Note that this is the current month according to CDM, which may not match the month of the system date, and continues for eleven previous months.

Base/Cust/Alt curr:
This field shows the currency in which values are currently displayed for the customer. You can use the currency toggle function, F18, switch among display of the values in base, customer, or alternate currency. This field applies to the values displayed in the Amount Credit Limit, Amount Due, Drafts Due, Open Order Amount, Available Credit, Last Payment Amount, High Credit and Condition Total fields.

Note that the amounts displayed for customer and alternate currency are not the actual transaction amounts. They are a calculation from base currency amounts at current rates, that is, today's date, using the rate type from the customer's company.

Note: If euro is not enabled or if you have not defined an alternate currency in the Company Master for this customer, this field can be toggled between only base and customer currencies.

Total:
This field shows the total of the monthly A/R balances displayed for the months.

Average:
This field shows the average monthly account balance for the past twelve months. CDM calculates the monthly sales average as follows:

CDM searching through the last twelve monthly account balances, beginning with the oldest month. After it finds a month with a non-zero balance, CDM assumes that all following months carry an active balance, even though some or all of these months may carry a zero balance. It averages the total account balances for these months to determine the value in this field.

Screen actions - ACR300D3-01

Commands	Description
F2=Address	Access the Address Detail screen to view full name and address information for the customer.
F18=Alternate/Base/ Customer Currency	Toggle among display of customer order amounts in the base, customer or alternate currency values. If an alternate currency has not been defined on the company master file for the customer, then only base and customer views are available. Note that amounts displayed in customer and alternate currency are not the actual transaction amounts. These are a calculation from base currency amounts at current rates (today's date), using the rate type from the customer's company.
	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.

Customer level ADP and DSO, ACR300D4

Use the Customer Level ADP and DSO screen, ACR300D4-01, to view balance and payment trend information for the selected customer. The screen displays summary information as well as average days to pay, ADP, and days sales outstanding, DSO, for each of the past twelve months.

View average days to pay and days sales outstanding

Use the Customer Level ADP & DSO screen, ACR300D4-01, to view balance and payment behavior for the customer. The screen displays information by month, averages, and totals.

Field descriptions - ACR300D4-01

Fields	Description
A/R Customer Number (8,0):	This field shows a customer number that serves as a corporate entity for one or more customers. Corporate customers enable the original customer to use corporate's special pricing structures, billing address, credit days, and limit for credit checking and terms code. The corporate customer is sometimes referred to as the parent customer, and other customers that fall under the corporate customer are called children.
Currency:	This field shows the code for the default currency of the selected customer.

Average Days to Pay: This field displays the average number of days a customer takes to pay invoices. The screen displays a customer's ADP for the current month, each of the past twelve months, a total of all months, and a monthly average.

Days Sales Outstanding: The Days Sales Outstanding is a measure of the average number of days of sales that remain unpaid. You can analyze DSO to assess a customer's purchasing and payment habits. The current screen displays the DSO for the current month, each of the past twelve months, a total of all months, and a monthly average.

Total: The field shows the total of the monthly A/R balances displayed above.

Average: This field shows the average monthly account balance. CDM calculates the monthly account balance average as follows:

CDM searches through the last twelve monthly account balances, beginning with the oldest month. After it finds a month with a non-zero balance, CDM assumes that all following months carry an active balance, even though some or all of these months may carry a zero balance. It averages the total balance by summing the monthly balances and dividing by the number of months.

Screen actions - ACR300D4-01

Commands	Description
F2=Address	Access the Address Detail screen to view full name and address information for the customer.
	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.

Customer level change information, ACR300D5

Use the Customer Level Change Information program, ACR300D5, to view and change information for the selected customer. This program allows you to keep customer information up to date, and it eliminates the need for credit and collections personnel to have to access credit and dunning fields through IDF Customer.

Access: F20=Change Information in ACR300D1-01

Change customer-level information from customer level inquiry

Use the Customer Level Change Information screen, ACR300D5-01, to make changes to the financial information for a customer. The fields on this screen display the current values for the selected customer. You can change these values and the system writes the changes to the Customer Master file. Also, the CDM application generates system notes that record the date and time of the change. These notes also include the change, the User ID of the person who made the change, and the from and to values of the changed fields.

Field descriptions - ACR300D5-01

Fields	Description
Currency:	This field shows the code for the default currency of the selected customer.
Security Level:	This field shows the security level of the user who accessed the screen.
Next Contact Date (8,0):	Specify the next date on which to contact the customer.
Amount Credit Limit (15,2):	Specify the credit limit to allow the selected customer.
Days Credit Limit (3,0):	Specify the number of days to use in the days credit limit calculation.
Next Credit Review Date (8,0):	Specify the next date on which to review the customer's credit worthiness.
	If you type a new date in this field, the date previously displayed becomes the Last Review Date that appears on the Customer Level screen, ACR300D1-01.
Terms Code (2,A):	Specify the payment terms code to associate with the selected customer. The terms code you specify here becomes the default terms code for all documents associated with the selected customer.
Credit Analyst (10,A):	Specify the credit analyst to associate with the selected customer. The analyst you specify becomes the default analyst for all documents associated with the selected customer. This means that only the analyst, and his/her supervisor as defined in the reporting hierarchy is able to work with the customer's extracted documents.
Condition Letter (1,A):	The field shows the current option set for condition letter generation. The value in this field loads from the RCU file.
	Specify 1=Yes to have the system automatically generate letters if specified conditions are used to extract documents from the customer's account. Otherwise, specify 0=No.

Note that this field has no effect unless the automatic generation of condition letters is enabled in the system parameters.

Trans/Reason Letter (1,A):

The field shows the current option set for transaction/reason letter generation. The value in this field loads from the RCU file.

Specify 1=Yes to have the system automatically generate letters if selected transaction/reason codes are detected for the selected customer: Otherwise, specify 0=No.

Note that this field has no effect unless the automatic generation of transaction/reason letters is enabled in the system parameters.

Duns Number (9,A):   Specify the number Dunn & Bradstreet uses to identify the selected customer.

D&B Rating (3,A):   Specify the code for the estimated financial strength and credit rating of the selected customer.

Dunning Type (1,A):

Specify a code for the customer's eligibility for dunning. The codes are explained below:

Valid choices

- **0**

  The customer is not eligible for dunning.

- **1**

  The customer is eligible to receive dunning letters, and when dunned a customer dunning status is calculated.

- **2**

  The customer is not eligible to receive dunning letters, but when dunned, a customer's dunning status is calculated.

Dunning Status (1,A):   Specify the level of dunning, from 1 to 9, the selected customer has reached. The highest invoice dunning status for the customer becomes the customer dunning status.

Dunning Letter Set (3,A):

Specify the code of the applicable dunning letter set which, in conjunction with either the customer dunning status or invoice dunning statuses and the company type, determines the documents to send as dunning letters to the customer.

Date Last Dunned (8,0):   Specify the date the customer was last dunned.

Screen actions - ACR300D5-01

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.

Customer level conditions, ACR300D6

Use the Customer Level Conditions program, ACR300D6-01, to display a list of the customer level conditions that presently exist for the selected customer. The screen is designed to ensure that users are aware of all customer issues that require attention while they work at the customer level.

Access: F6=Conditions from the Customer Level screen, ACR300D1-01

View customer-level conditions

The Customer Level Conditions screen, ACR300D6-01, displays the condition code, the description of the code, and the date on which the condition occurred.

Field descriptions - ACR300D6-01

Fields	Description
Currency:	The field shows the code for the default currency of the selected customer.
Company/Customer (3,0)/(6,0):	These fields display the company and customer number to which the conditions apply.
Customer Name:	The field displays the customer name.
Cnd:	This field shows the number that identifies the condition. The value in this field loads from the Customer Discrepancies file.
Description:	This field displays a brief description of the existing condition. The value in this field loads from the Conditions file.
Occurred:	This field displays the date on which the condition was first detected for the selected customer. The value in this field loads from the Customer Discrepancies file.

Screen actions - ACR300D6-01

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 level inquiries, ACR300D7

Use the Invoice Level Inquiries program, ACR300D7, to perform online customer account receivable inquiries and to perform write-off transactions on open invoices. The inquiries display customer master file and credit information, open and closed invoices, debits, credits, payments, and dunning statuses. Additional detail information is available, such as original prefix and document number, customer order number, customer purchase order number, reason codes, and currency.

You can view closed items for a period specified in Transaction History System Parameters, SYS824D-01.

Open items are aged in one of five user-defined aging periods as defined in Accounts Receivable Parameters, ACR820D-01.

Specify selection criteria for ACR inquiries and write-off transactions

Specify customer, company and other details for which to run the inquiries or transactions.

Field descriptions - ACR300D7-01

Fields	Description
Company (3,0):	Specify the company number for the customer.
Customer (8,0):	Specify the customer number for which to display receivables information. If you don't know the customer number, prompt to access the Customer Alpha Lookup selection screen. You can select a customer by placing an X in the Select field. The system proceeds with the account inquiry for this customer number.
	If you type a customer number but don't enter a company number, the account inquiry uses the default company number found in the Customer Master file.
Customer Name (50,A):	Specify the alpha search key of the customer for which to display receivables information.

Prefix/Invoice Number (2,A/8,0):	Specify the prefix and invoice number of the document to display.
Date (8,0):	Specify the date on which the invoice was issued.
Currency Code (3,A):	Specify the currency code for which to view the customer's information, or leave the field blank to include all currencies.

Screen actions - ACR300D7-01

Commands	Description
F14=Cash Posting	Access A/R Cash and Memo Posting, ACR500-01.
F16=Notes	Access Notes Master File Maintenance, CDM110D1-01.
	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.

Pre-screen customer/invoice number - output

After you select a customer number, the Pre-Screen Customer/Invoice Number - Output program, ACR300D8, displays the receivables documents in original document number order for the selected customer.

View pre-screen customer/invoice number output

Use the Pre-Screen Customer/Invoice Number - Output screen, ACR300D8-01, to view the receivables document list sequenced by original document number.

Field descriptions - ACR300D8-01

Fields	Description
Prefix/Invoice Number (2,0):	The field shows the prefix/invoice number.
Action (1,0):	Specify 7 and press Enter to select a pre-screen customer/invoice number.

Type:	This field shows whether this is a cash account or an A/R account. This information is important in multiple-currency situations where the cash account is translated at the current rate and the A/R account is translated at the historical rate.
Reason Code:	The field shows the reason code at the Invoice Level screen.
Original Amount:	The field shows the total original amount due for the invoices listed on the Invoice Level screen.
Remaining Amount:	The field shows the remaining amount due for the invoices listed on the Invoice Level screen.

Screen actions - ACR300D8-01

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.

ATP invoice level list - ACR300D9

Use the ATP Invoice Level List program, ACR300D9, to display a list of invoices for the selected customer. The screen allows you to view the invoices in various categories. You can also choose to see summary or detail information.

Access: Press Enter from the Pre-Screen Customer/Invoice Number screen, ACR300D7-01

View a list of invoices for the selected customer

Use the ATP Invoice Level List screen, ACR300D9-01, to view invoices for the customer in the following categories:

- Open
- All
- Closed
- History
- Conditions
- New Transactions

The screen displays the current category directly below the customer number field. Use F20 to scroll through and change the category displayed.

The upper left-hand corner of the screen displays the screen mode, Summary or Detail. You can switch between the two modes with F16=Detail/Summary.

You can switch among views of the invoice amounts in transaction, base, or alternate currency with F18=Transaction Currency/Base Currency/Alternate Currency. The system uses the exchange rates that are current at the time of the transaction to compute all transaction amounts.

The screen also allows you to view detailed information for a specific invoice or to access customer-level information.

The following input fields appear on this screen:

Cust - Specify the company and customer for which to view invoices.

Invoice - Specify the number of the prefix and invoice to position to.

P.O. - Specify a valid purchase order number. The first invoice for the purchase order number you specify is positioned to the top of the list.

Trn/Rs - Specify the transaction/reason code associated with the invoice. The screen includes only invoices for the code you specify.

Curr - Specify the currency code of the invoices that you want to display. Leave this field blank to display invoices in any currency.

Act - Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. The following actions are available:

- 2=Revise - Change information for the selected invoice.
- 11=New Transactions - Create a write-off against the selected invoice.
- 12=Contacts - Access contact information for the selected invoice. The Contact Master Maintenance screen, CDM140D1-01, displays invoice level contacts.
- 13=Notes - Access note information for the selected invoice. The Notes Master File Maintenance, CDM110D-01, screen displays invoice level notes.
- 14=Invoice Detail - View line history detail for the selected invoice.
- 15=Discount Detail - Display Level Discount Amounts based on Customer Terms.

The following display fields appear on the screen:

- Total Due - The field shows the amount due on the invoice.
- Profit Center - The field shows the profit center for the invoice.
- Original Doc - This field displays the number of original document.
- T - The field shows the type code for the item selected: I=Invoice, C=Credit, D=Debit, P=Payment.
- Due Amount - The field shows the amount due for the selected invoice.
- Tran Dte - The field shows the date the payment is due for the selected invoice.
- Trn Rs - This field shows the transaction/reason codes under which the invoice was created. An asterisk, *, appears next to the codes if a user note or invoice-level system note exists for this invoice.
- Purchase Order - This field shows the purchase order number for the selected invoice.

- Order - This field shows the order number for the selected invoice. If multiple orders are associated with a document number for a consolidated invoice, this field displays a string of asterisks.

- Tc - This field shows the code for the payment terms of an invoice, including due days, discount days and percentage, and a description of terms.

- Co - This field shows the company number for the invoice. The value in this field loads from the RAR file.

- Ref.: - This field shows the reference code for the selected invoice. The value in this field loads from the RAR file.

- Due Date - This field shows the date the invoice is due.

- Original Amt - This field shows the original amount of the invoice.

- Curr - This field displays the transaction currency code for the invoice listed on this line.

- Disc Due - This field shows the date the invoice must be paid for the customer to qualify for a discount.

- Discount Amount - This field shows the amount that is discounted if the invoice is paid by the date in the Disc Due field.

- Disp Flag - The Disposition Flag field indicates whether the invoice is currently selected in the Dispositions of Difference screen, ARP500D1-01, in the Advanced Remittance Processing application. The following values display here: 1=Yes, the invoice is selected and unavailable for processing in ACR. 0=No, the invoice is available for processing in ACR.

The following screen functions are specific to this screen:

- F2=Document Number - Display the Document Number Lookup screen.

- F6=Conditions - Access the conditions window to view the condition statements used to extract the customer's information from the A/R files.

- F9=Invoice Aging - Access the Customer Account Aging Totals screen, ACR300DG-01.

- F10=Customer Level Information - Access the Customer Level screen, ACR300D1-01.

- F13=Filters - Access the filter window to select invoices based on the following information: Customer Number, Transaction Code, Reason Code, Currency Code, Reference Number, Sales Order Number, and P.O. Number

- F14=Sales Orders - Access Order Inquiry, ORD300D1.

- F15=Position to Option/Customer Field - Toggle the cursor position between the option and customer number fields.

- F16=Detail/Summary - Toggle between summary and detail information.

- F17=Drafts - Access Debt Visibility Inquiry, CSH305D.

- F18=Transaction/Alternate/Base Currency - Display amounts in base, transaction, or alternate currency.

- F19=Totals - Access the Invoice Level Totals screen, ACR300DF-01, to view the original amount, remaining amount, and discount amount totals of the invoices.

- F20=Open/All/Clsd/Hst/Cond/New Trans - Access the View Selection Menu screen, ACR300DE-01, to switch to a different category of transactions to view. Available categories are Open, All, Closed, History, Conditions, and New Transactions.

- F21=Customer Notes - View customer-level notes.
- F22=Customer Contacts - View customer-level contact information.

View discount detail amounts and dates

Use the Discount Detail screen, ACR300D9-02, to view Level Discount Amounts and Discount Dates for the selected document based on the Customer Terms.

Document number lookup, ACR300DK

Use the Document Number Lookup program, ACR300DK, to search for a document by document number only.

Find a document by document number only

Use the Document Number Lookup screen, ACR300DK-01, to find a document and retrieve information from the document number field in the A/R Detail file, RAR. The program then returns you to the ATP Invoice Level List screen, ACR300D9-01 and positions the cursor to the Original Document Number field.

Field descriptions - ACR300DK-01

Fields	Description
Document Number	Specify the Document Number to look up. After the program finds the document, it returns you to ATP Invoice Level List and positions the cursor to the original document that is attached to the document number selected.
	Note: If a duplicate document exists, another window allows you to select which document to inquire about.
Act (2,A):	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

Screen actions - ACR300DK-01

Commands	Description
Standard screen actions	All processing options in this window perform standard Infor LX functions.

Invoice level filters, ACR300DA

Use the Invoice Level Filters program, to limit the invoices to display on the ATP Invoice Level List screen, ACR300D9-01

Specify selection criteria for invoices to display

Use the Invoice Level Filters screen, ACR300DA-01, to specify selection criteria for invoices to display on the ATP Invoice Level List screen, ACR300D9-01.

The Invoice Level screen is initially filtered for the customer number and invoice number entered to access the screen. To specify further selection criteria, type a valid value in one or more of the remaining fields on the Filter screen. The system redisplays the Invoice Level screen with the invoices that meet the selection criteria.

The following selection criteria are provided:
- Customer Number
- Transaction Code
- Reason Code
- Currency Code
- Reference Number
- Sales Order Number
- P.O. Number

Invoice level change information, ACR300DB

Use the Invoice Level Change Information program, ACR300DB, to view and modify specific information for the selected invoice. The changes automatically generate invoice-level notes which indicate the type of change, the from and to values, the User ID, and the date and time.

View and modify information for an invoice

Use the Invoice Level Change Information screen, ACR300DB-01, to specify values in various fields to change information for the selected invoice.

Field descriptions - ACR300DB-01

Fields	Description
Security Level:	The field shows the security level of the user who is currently using the screen.
	To make changes to a field, the user's security level must be greater than or equal to the field's security level.
Invoice Number:	The field shows the number used to track this invoice in the Accounts Receivable system.
Invoice Date:	The field shows the date this invoice was issued.
Invoice Amount:	The field shows the original amount of the invoice.
Transaction Code:	The field shows the transaction code you selected on the Invoice Level screen.
Reason Code:	The field shows the reason code you selected on the Invoice Level screen.
Invoice Due Date:	The field shows the date when payment on this invoice is due.
Dispute Code (3,A):	Specify a valid code for the type of dispute that was reported for the invoice.
	This field is blank for invoices that have not been assigned a dispute code. The value in this field loads from the Open Deductions/Collections file, RDC.
Proof of Delivery (8,0):	Specify the date the delivery was verified. The value in this field loads from the Open Deductions/Collections file, RDC.
Next Contact Date (8,0):	Specify the date on which to contact the customer next.
Dispute Date (8,0):	Specify the date on which a dispute was reported.
Resolution Date (8,0):	Specify the date on which the reported dispute was resolved.
Dunning Status (1,A):	Specify the dunning level code you want to assign to the invoice.
Date Last Dunned (8,0):	Specify the date on which the customer was last dunned.

Note: If you receive an invalid transaction code or reason code message, you may need to update your General Parameters file, ZPA. To update the file, use the Transaction Code Maintenance program, ARP131D1.

Screen actions - ACR300DB-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 level - add a new transaction, ACR300DC

Use the Add A New Transaction program, ACR300DC, to create an Accounts Receivable write-off for the selected invoice.

Access: Line action 11=New Transactions from the ATP Invoice Level List screen, ACR300D9-01.

Add a new transaction

Use the Invoice Level Add A New Transaction screen, ACR300DC-01, to add details of the new transaction.

ACR tests the new transaction against the initial write-off limit.

- If the transaction amount exceeds the write-off limit, ACR sends the transaction to the Write-Off Over Limit file to await authorization. See the help text for Transaction Code Maintenance, ARP131D1 for additional information.
- If the transaction amount is within the writeoff limit, ACR updates the Accounts Receivable file and the system creates the corresponding journal entry record.

Field descriptions - ACR300DC-01

Fields	Description
Tran cur:	This field shows the transaction currency code for the new transaction you create.
Amount Due:	This field shows the amount that is currently due for the invoice you selected. The amount due is expressed in transaction currency.

Cust:	This field shows the customer number associated with the invoice you selected.
Invoice:	This field shows the number of the invoice you selected.
Trn (3,A):	Specify the transaction code for the write-off.
Rsn (2,A):	If you selected the Trn code from the pop-up selection window, this field automatically prompts you to select a transaction code. Specify the reason code for the transaction.
Trans Amount (15,2):	Specify the amount you want to write-off against the invoice you selected. The transaction amount cannot be greater than the due amount.
Note (10,A):	Provide any note text you want to associate with the write-off.
G/L Reason Code:	This field is coded to retrieve the default reason code that you set up in the Default Reason Code Maintenance program, SYS180D, for the combination of batch program Update ARs with Write-offs, CDM655B, and mode 05. The code you set up for that combination appears in this field.
Event:	This field shows the default event for the G/L Reason Code selected. The event determines the journal entries that are created during ATP. See the ATP Configuration Guide for additional information.

Screen actions - ACR300DC-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 level conditions, ACR300DD

Use the Invoice Level Conditions program, ACR300DD-01, to display a list of conditions by invoice that exist for the customer you selected.

Access: F6=Conditions from the ATP Invoice Level List screen, ACR300D9-01

View a list of conditions for the customer by invoice number

The Invoice Level Conditions screen, display existing conditions by invoice number. It includes a description of the condition and the date on which it occurred.

Field descriptions - ACR300DD-01

Fields	Description
Company/Customer:	The header area of the screen shows the company number, customer number, and customer name for all the listed invoices that satisfy conditions for the customer.
Invoice:	This field displays an invoice number that satisfies a customer condition.
Cnd:	This field shows the number of the condition satisfied by the invoice.
Seq:	This field shows the invoice sequence number.
Description:	The field shows the description of the satisfied condition.
Occurred:	The field shows the date the invoice was extracted by the condition.

Screen actions - ACR300DD-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.

View selection menu, ACR300DE

Use the View Selection Menu, ACR300DE-01, select a category of invoices to display on the ATP Invoice Level List screen, ACR300D9-01.

Access: F20=Open/All/Clsd/Hst/Cond/New Trans from the ATP Invoice Level List screen, ACR300d9-01

Select a category of invoices to view

The View Selection Menu screen, ACR300DE-01, displays categories of invoices. Make a selection in this screen to change the list of invoices displayed in the invoice level list to the selected category.

Field descriptions - ACR300DE-01

Fields	Description
Current View is:	This field shows the category of invoices currently displayed on the Invoice Level screen.
Please select the viewing option from the list:	Specify the category of invoice to list on the ATP Invoice Level List screen:

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

Screen actions - ACR300DE-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 level totals, ACR300DF

Use the Invoice Level Totals program, ACR300DF, to display remaining, original, and discount totals for the set of invoices displayed on the ATP Invoice Level screen, ACR300D9-01.

Access: F19=Totals from ATP Invoice Level List, ACR300D9-01

View amounts from invoices for a customer

The Invoice Level Totals screen, ACR300DF-01, displays amounts on in the currency (base, transaction, or alternate) that you selected on the ATP Invoice Level List Screen, ACR300D9. The system uses the current exchange rates to compute all alternate amounts from base equivalents.

Field descriptions - ACR300DF-01

Fields	Description
Base/Transaction/Alternate cur:	This field displays the code of the currency in which the values in this screen are displayed.
Company Number:	This field displays the company number associated with the customer invoice amounts.
Customer Number:	The field displays the customer number associated with the invoice amounts.
Transaction Code:	This field shows the transaction code, if any, specified on the ATP Invoice Level List screen.
Reason Code:	This field shows the reason code, if any, specified on the ATP Invoice Level List screen.
Original Amount:	This field shows the total original amount due for the invoices listed on the ATP Invoice Level List screen.
Remaining Due:	This field shows the total amount that remains to pay for the invoices listed on the ATP Invoice Level List screen.
Discount Amount:	The field shows the total amount of discounts for the invoices listed on the ATP Invoice Level List screen.

Screen actions - ACR300DF-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.

Customer account aging totals, ACR300DG

The Customer Account Aging Totals program, ACR300DG, displays aging totals and related information for a specific customer, currency, and company combination.

Access: F9=Invoice Aging on the Customer Level screen, ACR300D1-01, or on the ATP Invoice Level List screen, ACR300D9-01.

View customer account aging information

Use the Customer Account Aging Totals screen, ACR300DG-01, to specify a customer for which to view the account aging totals. You can fold the screen to view additional fields.

Field descriptions - ACR300DG-01

Fields	Description
Summary/Detail:	This field indicates whether you are viewing summarized or line history detail of the customer's aging totals.
Base/Transaction/Alternate Curr:	This field indicates whether you are viewing amounts in the base, transaction, or alternate currency. If you display the base or alternate currency view, the currency code appears to the right of this field. The transaction currency code appears in the Curr field.
Customer:	Specify the customer for which to view aging totals.
Curr:	Specify the currency code of the aging totals to view.
Company:	Specify the company number associated with the selected customer.
Profit Center:	This field displays the profit center code the system uses to post Accounts Receivable journal entries for this customer. Profit Center field values are used by Advanced Transaction Processing, ATP, to resolve segment values for CEA journal entries.
	See the ATP Configuration Guide for additional information.
Due:	The field lists the total amount of the customer's invoices that are due or past due. The value in this field loads from the Customer Master file, RCM.
Avail:	The field lists the amount of the customer's credit limit that is not allocated to open A/R or orders. The available credit amount is calculated by subtracting the amount due and the open order amount from the credit limit.
Dunning Type:	The company dunning type displays in this field. The dunning type is a one-character alphanumeric field that indicates how dunning letters are printed. The dunning type is assigned to a company in Company Master Maintenance, ACR120D2-02. A blank field indicates that the company's customers are not eligible for dunning.
Dunning Sts:	The dunning status field indicates the level of dunning, from 1 to 9, the selected customer has reached. The highest dunning status for an invoice for the customer becomes the customer dunning status value here.

Last Dunn Date: This field displays the date on which the customer was last dunned.

Prefix: Specify the prefix associated with the invoice or document that you want to view. The prefix is used in conjunction with the company number to retrieve document numbers from the Document Sequence file, RDS, during Billing and Cash and Memo Posting. The prefix value displays only if Company / Prefix Document Sequencing is set to 1=Yes in Billing System Parameters, BIL820D-01.

Document: Specify the number of the invoice or document to view.

Typ: The Typ field indicates the type of document, invoice, payment, debit, or credit.

Date: This field displays the document's posting date.

Aging Buckets: These are user-defined fields that can be setup in the Accounts Receivable Parameters screen, ACR820D-01. The labels you see in the this screen depend on your definitions in the system parameters.

Year This field displays the invoice or document processing year.

G/L Reason: This field displays the G/L Reason code that is used to process this invoice. The G/L Reason code determines the event in CEA that is used to create journal entry transactions during ATP.

Ord: This field displays the order number associated with the invoice for this sold-to customer.

Po: This field displays the purchase order number.

Curr: This field displays the currency code associated with the invoice.

Dunn Sts: This field indicates the level of dunning from 1 to 9 associated with this invoice.

Disc Avail: This field displays the discount available for this invoice.

Screen actions - ACR300DG-01

Commands	Description
F10=Customer Level Information	Access the Customer Level screen, ACR300D1-01, to view information for the selected customer and call other customer-level function.
F11=Fold/Unfold	Display additional information on the screen.

F14=Sales Orders Access the Order Inquiry screen, ORD300D1-01, to view open orders by customer, purchase order, salesperson, warehouse, item, or request date.

F15=Credit/Sales Access the Customer Credit/Sales Information screen, ACR300DI-01.

F16=Detail Access the line history detail of aging totals for A/R documents. You can toggle between the summary and detail information.

F17=Drafts Access the Debt Visibility Inquiry screen, CSH305D-01, to view draft information by customer or vendor number.

F18=Tran/Alt/Base Currency Display amounts in transaction, base, or alternate currency values. If an alternate currency has not been defined on the company master file for the customer, then only the transaction and base currency views are available.

F19=Totals Access the Customer Level Account Balances, ACR300D3-01, to view A/R balance information for the selected customer.

F20=Old A/R Scroll though the user-defined aging buckets.

F21=Customer Notes Access the Notes Master File Maintenance screen, CDM110D1-01, to modify notes at the customer level.

F22=Customer Contacts Access the Contact Master Maintenance screen, CDM140D1-01, to modify contact lists at the customer level.

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.

Customer credit/sales information, ACR300DI

Use the Customer Credit/Sales Information program, ACR300DI, to view credit and sales information for a specific customer.

Access: F15=Credit/Sales on the Customer Account Aging Totals screen, ACR300DG-01.

Specify a customer for which to view credit and sales information

The Customer Credit/Sales Information screen, ACR300DI-01, displays current and past sales information and credit information for the customer you specify. This is an inquiry screen, so you cannot update sales or credit information. However, you can change the customer to view sales and credit information for multiple customers.

Field descriptions - ACR300DI-01

Fields	Description
Customer Number:	This default value in this field is the customer number that you entered on the Customer Account Aging Totals screen, ACR300DG-01. You can change this default value to view information for other customers.
Month To Date:	This field shows the total amount of the customer's purchases for the current month.
1-12 Months Ago:	Each of these fields lists the sales amount for the indicated month that precedes the current moth.
13 Month Total:	The field displays the total amount of goods sold to the customer during the current month and the twelve months that precede it.
Average:	This field lists the average monthly sales amount for the months shown.
Year to Date:	This field displays the amount of the customer's total purchases for the current year.
Lst Year/Date:	The field shows the customer's total purchases for the previous year.
Credit Limit:	This field displays the maximum amount of credit for which the selected customer is approved. As part of standard credit testing in order processing, the total of the open order amount, open A/R (invoiced and ordered), and open drafts must be less than or equal to the customer's credit limit, or new orders are placed on credit hold. The value in this field is loaded from the Customer Master file, RCM.
Total Due:	This field displays the total amount of the customer's invoices that are due or past due. The value in this field loads from the Customer Master file, RCM.
Open Orders:	This field displays the total monetary amount for orders for this customer that are not yet due for payment. The value in this field loads from the Customer Master file, RCM.
Open Drafts:	This field displays the customer's open drafts. Open drafts must be less than or equal to the customer's credit limit, otherwise, new orders are placed on credit hold.
Avail Credit:	This field displays the portion of the customer's credit limit that is not allocated to open A/R orders. To calculate the available credit amount, the system subtracts the amount due and the open order amount from the credit limit.

Date Opened: This field shows the date on which the customer's credit account was opened.

Last Trans Date: This field displays the date the last transaction was performed for the selected customer. The value in this field loads from the RCM file.

Last Doc Date: This field displays the last invoice date for the customer. This value is the last invoice date from all customer invoices from the A/R Detail file, RAR.

Last Pay Date: This field displays the date of the customer's last payment.

Avg Pay Days: This field displays the average number of days it takes the selected customer to pay invoices.

Avg Doc Size: This field displays the average monetary value of purchases per customer invoice.

Last Pay Amt: This field displays the amount of the customer's last payment.

Terms Code: This field displays the payment terms code for the customer from the Customer Master file, RCM. The terms code determines the due date, the discount date, and discount percentage used for this customer.

Description: This field displays a description of the terms code. The description is loaded from the A/R Terms Master file, RTM.

Due Days: This field displays the number of days after the invoice date that the payment is due.

Discount Days: This field displays the number of days after the invoice date that a discount is available.

Discount Pct: This field lists the discount percentage the system uses to calculate the default discount amounts. To calculate discount amounts, the system multiplies each discountable total by the value in this field, divided by 100.

Screen actions - ACR300DI-01

Commands	Description
F18=Alternate/Base Currency	Toggle between display of customer amounts in base or alternate currency values. If no alternate currency is defined on the company master file for the customer, only the base currency view is available.
F21=Cust	Access the Customer Master Information screen, ACR300DH-01.

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.

Customer master information, ACR300DH

The Customer Master Information program, ACR300DH, displays basic processing information for a specific customer.

Access: F21=Cust on the Customer Credit/Sales Information screen, ACR300DI-01

View customer processing information from the RCM file

The Customer Master Information screen, ACR300DH-01, displays basic information that the system uses when it processes transactions that involve this customer. This is an inquiry screen, so you cannot update customer information. You have to update customer information in the IDF Customer. However, you can change the customer in this screen to view information for multiple customers.

Field descriptions - ACR300DH-01

Fields	Description
Customer Number:	This field displays the customer number that you entered on the previous screen. You can override this value by entering a different customer number.
	Infor LX also displays the first 30 characters of the Customer Name. Press F2=Address Detail to call the Address Detail window and view the full name and address information for this Customer.
Alpha Search:	The Alpha Search field displays a valid sequence of letters and/or numbers used to identify the customer.
Customer Name:	This field displays the customer name associated with the customer number.
Person Contact:	This field lists the name of the contact person at this customer address.
Phone Number:	This field displays the phone number for this customer.
Date Open:	This field displays the date on which you established this customer file.
Company:	This field displays the company number associated with the customer.

Currency Code: This field displays the base currency code for the company.

Customer Type: This field displays the customer type associated with this customer. Customer type is a four-character alphanumeric code used to define customer groups. It can be used during ATP to determine account segment values.

Corp Customer: This field displays the customer number of the corporate entity assigned to the specified company. You can assign corporate customers to customers in IDF Customer. Corporate customers enable the original, subsidiary customer to use the corporate special pricing structures, billing address, credit days and limit for credit checking, and terms code.

Payment Code: This field lists the type of payment, check, draft, and so on, received from this customer.

Credit Days: The field shows the number of days used to determine a customer's credit status.

Credit Limit: The field shows the maximum amount of approved credit available to this customer.

D&B Number: This field displays the number used by Dunn & Bradstreet to identify the selected customer.

D&B Ranking: This field displays the code used by Dunn & Bradstreet to indicate the estimated financial strength and credit rating of a customer.

SIC Code: The SIC code is used to identify this customer's primary business.

Profit Center: This field displays the profit center code used by the system to post Accounts Receivable journal entries for this customer. Profit Center field values are used by Advanced Transaction Processing, ATP, to resolve segment values for CEA journal entries.

See the ATP Configuration Guide for additional information.

Salesperson: This field displays the code for the salesperson associated with the selected customer. The salesperson code loads from the RCM file.

Commission Code: This field displays the two-character alphanumeric code assigned to a customer number in IDF Customer. Commission Rates Maintenance program, SAL120, uses this code to determine a commission structure.

Back Order: This field displays the back order code for the customer from the Customer Master file, RCM. This code is the default value for the order header or line of any orders for this customer.

Warehouse: This field displays the default warehouse code associated with this customer.

Ship To: This field displays the default ship-to number for the customer. It represents the ship-to address to use for this customer during order entry. If there is no ship-to number for the customer, the Order Entry program defaults to the address information provided for the customer number.

Route: This field displays the six-character default route code for this customer.

Ship Via Code: This field displays the Ship Via Code that identifies the default type of transport used for this customer's orders.

Acknowledge?:   This field indicates whether acknowledgement is required for this customer's orders. 1=Yes, 0=No.

Statement Type: This field displays the statement type associated with this customer. It determines the Account Statements that print for this customer in the Account Statements program, ACR220D.

Terms: This field displays the payment terms code for the customer. This code defines the payment terms including due days, discount days and percentage, and description of terms.

Disc Code: This field displays the user-defined code used to assign specific pricing methods to orders.

Tax Code: This field lists the tax code to use in VAT (Value Added Tax) and Sales Tax processing for this customer's orders. This tax code is combined with an item tax code to yield the tax rate for a given line on a customer invoice.

Tax Bypass: This field indicates whether to exclude a customer's invoices from VAT reporting. 1=Yes indicates that the invoices are excluded, 0=No indicates that they are included.

Tax ID: This field displays the tax identification number for the customer. This number prints on invoices.

Fiscal Tax Cd: This field displays the fiscal tax code for this customer. This tax code prints on invoices and can be used for local reporting requirements. It does not affect any tax calculations.

ABC Code: This field lists the ABC code for this customer. This field provides reference information. You can maintain customer ABC codes in the CUSTABC table in System Table Maintenance, SYS105D1.

Region Code:	This field indicates pricing regions used for special pricing.
Group Code 1 - 2:	These fields display the two group codes in which this customer is included. Group codes are user defined. They determine customer groups used to generate reports.

Screen actions - ACR300DH-01

Commands	Description
F2=Address	Access the Address Detail screen to view full name and address information for the customer.
	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.

Customer alpha lookup

The Customer Alpha Lookup program, ACR310D, displays all customers in alphanumeric sequence by customer alpha search key, then phone number, then state, then postal code. The program displays basic contact information for the customer.

Look up customer contact information

Use the Customer Alpha Lookup screen, ACR310D-01, to find a customer and view customer contact information.

Field descriptions - ACR310D-01

Fields	Description
Alpha Search (20,A):	Specify the initial characters of the desired customer's alpha search key into this field. You must capitalize any letters that you capitalized for this key in the IDF Customer. The system positions you to the closest match.
Phone (25,A):	Specify the phone number of the desired customer as it was entered in IDF Customer. If you don't specify an alpha search key, the system positions you to the closest phone number match.

State (3,A): Specify the state of the desired customer as it was entered in IDF Customer. The system searches by alpha search key, then phone number, then state.

Postal Code (9,A): Specify the postal code of the desired customer as it was entered in IDF Customer. The system searches by alpha search key, then phone number, then state and then by postal code.

Select (1,A): If you accessed this program from another program, you can select a customers displayed on the screen to return to the previous screen. Specify X in front of the customer you want to select and press Enter to select the customer.

Screen actions - ACR310D-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.

Consolidated Aged Trial Balances, ACR400D

Use the Consolidated Aged Trial Balances program, ACR400D, to generate an aged Accounts Receivable Trial Balance report for the customer numbers and customer types you specify.

The Trial Balance report is aged in user-defined time periods. This report automatically summarizes the transactions for each company. You can specify whether to summarize information for each document or each customer. You can also choose to include break totals by branch customer.

The system uses the following ACR system parameters determine the aging information:

- The aging periods for the receivables
- The date used to age the receivables: 0=Due Date, 1=Invoice Date

The report prints information in customer number and currency sequence within the customer type.

The amount fields calculated or displayed in the report are rounded according to the rounding instructions you set up in Currency Code Maintenance, CLD107D2-01.

Access: ACR menu

Specify selection criteria for the consolidated A/R aging report

Use the Consolidated A/R Aging Report screen, ACR400D-01, to specify selection criteria to determine the information to include in the Aged Accounts Receivable Trial Balance report.

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

Field descriptions - ACR400D-01

Fields	Description
From Customer Type (4,A):	Specify a range of values to limit the information to include in the report by customer type.
To Customer Type (4,A):	Specify a range of values to limit the information to include in the report by customer type.
From Customer Number (8,0):	Specify a range of values to limit the information to include in the report by customer number.
To Customer Number (8,0):	Specify a range of values to limit the information to include in the report by customer number.
From Posting Date (6,0):	Specify a range of values to limit the information to include in the report by posting date.
To Posting Date (6,0):	Specify a range of values to limit the information to include in the report by posting date.
Open Document (1,A):	Specify Y=Yes to include only open document amounts when processing the A/R statement. Specify N=No to include both open and closed documents in the A/R statement. The report does not include history transactions that are recorded but have not reached the specified number of days set in Transaction History System Parameters, SYS824D-01.
Summary by Document (1,A):	Specify Y=Yes to summarize the Trial Balance report by document. Specify N=No to summarize the report by each transaction that relates to the document, such as payment, debit, and credit:
Summary by Customer (1,A):	Specify Y=Yes to summarize the Trial Balance report by document. Specify N=No to summarize the Trial Balance report by the individual documents that make up the total for each customer:
Lower Amount (15,0):	Specify a whole number in base currency to limit the customers whose information prints on this report. Information prints on the report only for customers that owe, in total, more than the value you specify in this field.

Leave this field blank to select all customers, or specify 01 to exclude customers that have credit balances.

From Currency Code (3,A): Specify a range of values to limit the information to include in the report by currency code.

To Currency Code (3,A): Specify a range of values to limit the information to include in the report by currency code.

Base or Transaction (1,A): Specify T=Transaction to report amounts in transaction currency. Specify B=Base to report amounts in base currency.

If you specify transaction currency, you must leave the Override Date field blank. If you specify base currency, you must provide a date in the Override Date field so the system can access the spot rate for the date you provide.

Override Date (6,0): Specify the override date to use for the spot rate if you print this report in base currency. Leave this field blank if you print this report in transaction currency.

This date determines the spot rate the system uses to convert foreign currency-denominated amounts to base currency amounts. Set up spot rate types and exchange rate values in the CEA Currency program.

Example:

The company's base currency is USD, US dollars. Transactions took place in Deutschmarks. If you choose to print the report in base currency, the system finds the spot exchange rate for Deutschmarks to US dollars for the date you specify in this field. Amounts are converted and printed in the base currency of US dollars.

View Drafts Info (1,A): Specify Y=Yes to include customer drafts from the Cash Management application, CSH, on this aging report.

Totals by Branch Customer (1,A): Specify Y=Yes if you want the aging report to provide break totals for branch customers. A branch customer is the child customer of the A/R corporate customer. The report subtotals amounts by branch customer. Specify N=No to exclude break totals by branch customer. If you specify N, the report totals the aged trial balance by A/R customer only. The branch customer details are included in the A/R customer totals.

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 - ACR400D-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.

Aged trial balances by company, ACR410D

Use the Aged Trial Balances By Company program, ACR410D, to generate an aged Accounts Receivable Trial Balance report for the companies, customer numbers, and customer types you specify.

The Trial Balance report is aged in user-defined time periods. You can specify whether to summarize information for each document or each customer. You can also choose to include break totals by branch customer.

The system uses the following ACR system parameters determine the aging information:

- The aging periods for the receivables
- The date used to age the receivables: 0=Due Date, 1=Invoice Date

The report prints information in customer type, customer number, and currency sequence within the company number

The amount fields calculated or displayed in the report are rounded according to the rounding instructions you set up in Currency Code Maintenance, CLD107D2-01.

Access: ACR menu

Specify selection criteria for accounts receivable aging by company report

Use the Accounts Receivable Aging by Company screen, ACR410D-01, to specify selection criteria to determine the information to include in the report.

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

Field descriptions - ACR410D-01

Fields	Description
From Company (3,0):	Specify a range of values to limit the information to include in the report by company number.
To Company (3,0):	Specify a range of values to limit the information to include in the report by company number.
From Customer Type (4,A):	Specify a range of values to limit the information to include in the report by customer type.
To Customer Type (4,A):	Specify a range of values to limit the information to include in the report by customer type.
From Customer Number (8,0):	Specify a range of values to limit the information to include in the report by customer number.
To Customer Number (8,0):	Specify a range of values to limit the information to include in the report by customer number.
From Posting Date (6,0):	Specify a range of values to limit the information to include in the report by posting date.
To Posting Date (6,0):	Specify a range of values to limit the information to include in the report by posting date.
Open Document (1,A):	Specify Y=Yes to include only open document amounts when processing the A/R statement. Specify N=No to include both open and closed documents in the A/R statement. The report does not include history transactions that are recorded but have not reached the specified number of days set in Transaction History System Parameters, SYS824D-01.
Summary by Document (1,A):	Specify Y=Yes to summarize the report by document. Specify N=No to summarize the report by each transaction that relates to the document, such as payment, debit, and credit:
Summary by Customer (1,A):	Specify Y=Yes to summarize the report by document. Specify N=No to summarize the Trial Balance report by the individual documents that make up the total for each customer:

Lower Amount (15,0): Specify a whole number in base currency to limit the customers whose information prints on this report. Information prints on the report only for customers that owe, in total, more than the value you specify in this field.

Leave this field blank to select all customers, or specify 01 to exclude customers that have credit balances.

From Currency Code (3,A): Specify a range of values to limit the information to include in the report by currency code.

To Currency Code (3,A): Specify a range of values to limit the information to include in the report by currency code.

Base or Transaction (1,A): Specify T=Transaction to report amounts in transaction currency. Specify B=Base to report amounts in base currency.

If you specify transaction currency, you must leave the Override Date field blank. If you specify base currency, you must provide a date in the Override Date field so the system can access the spot rate for the date you provide.

Override Date (6,0): Specify the override date to use for the spot rate if you print this report in base currency. Leave this field blank if you print this report in transaction currency.

This date determines the spot rate the system uses to convert foreign currency-denominated amounts to base currency amounts. Set up spot rate types and exchange rate values in the CEA Currency program.

Example:

The company's base currency is USD, US dollars. Transactions took place in Deutschmarks. If you choose to print the report in base currency, the system finds the spot exchange rate for Deutschmarks to US dollars for the date you specify in this field. Amounts are converted and printed in the base currency of US dollars.

Totals by Branch Customer (1,A): Specify Y=Yes if you want the aging report to provide break totals for branch customers. A branch customer is the child customer of the A/R corporate customer. The report subtotals amounts by branch customer. Specify N=No to exclude break totals by branch customer. If you specify N, the report totals the aged trial balance by A/R customer only. The branch customer details are included in the A/R customer totals.

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 - ACR410D-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.

Aged Trial balances by salesperson, ACR430D

Use the Aged Trial Balances By Salesperson program, ACR430D, you to generate an aged Accounts Receivable Trial Balance report for the salespersons, customer numbers, and customer types you specify.

The Trial Balance report is aged in user-defined time periods. You can specify whether to summarize information for each document or each customer. You can also choose to include break totals by branch customer.

The system uses the following ACR system parameters determine the aging information:

- The aging periods for the receivables
- The date used to age the receivables: 0=Due Date, 1=Invoice Date

The report prints information by company number, customer type, customer number, and currency within the salesperson number

ACR sequences the report information by company number, customer type, customer number, and currency within the salesperson number you specify.

The amount fields calculated or displayed in the report are rounded according to the rounding instructions you set up in Currency Code Maintenance, CLD107D2-01.

Access: ACR menu

Specify selection criteria for accounts receivable aging by salesperson report

Use the Aged Trial Balance by Salesperson screen, ACR430D-01, to specify selection criteria to determine the information to include in the report.

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

Field descriptions - ACR430D-01

Fields	Description
From Salesperson (6,0):	Specify a range of values to limit the information to include in the report by salesperson number.
To Salesperson (6,0):	Specify a range of values to limit the information to include in the report by salesperson number.
From Customer Type (4,A):	Specify a range of values to limit the information to include in the report by customer type.
To Customer Type (4,A):	Specify a range of values to limit the information to include in the report by customer type.
From Customer Number (8,0):	Specify a range of values to limit the information to include in the report by customer number.
To Customer Number (8,0):	Specify a range of values to limit the information to include in the report by customer number.
From Posting Date (6,0):	Specify a range of values to limit the information to include in the report by posting date.
To Posting Date (6,0):	Specify a range of values to limit the information to include in the report by posting date.
Open Document (1,A):	Specify Y=Yes to include only open document amounts when processing the A/R statement. Specify N=No to include both open and closed documents in the A/R statement. The report does not include history transactions that are recorded but have not reached the specified number of days set in Transaction History System Parameters, SYS824D-01.
Summary by Document (1,A):	Specify Y=Yes to summarize the report by document. Specify N=No to summarize the report by each transaction that relates to the document, such as payment, debit, and credit:
Summary by Customer (1,A):	Specify Y=Yes to summarize the report by document. Specify N=No to summarize the Trial Balance report by the individual documents that make up the total for each customer:

Lower Amount (15,0): Specify a whole number in base currency to limit the customers whose information prints on this report. Information prints on the report only for customers that owe, in total, more than the value you specify in this field.

Leave this field blank to select all customers, or specify 01 to exclude customers that have credit balances.

From Currency Code (3,A): Specify a range of values to limit the information to include in the report by currency code.

To Currency Code (3,A): Specify a range of values to limit the information to include in the report by currency code.

Base or Transaction (1,A): Specify T=Transaction to report amounts in transaction currency. Specify B=Base to report amounts in base currency.

If you specify transaction currency, you must leave the Override Date field blank. If you specify base currency, you must provide a date in the Override Date field so the system can access the spot rate for the date you provide.

Override Date (6,0): Specify the override date to use for the spot rate if you print this report in base currency. Leave this field blank if you print this report in transaction currency.

This date determines the spot rate the system uses to convert foreign currency-denominated amounts to base currency amounts. Set up spot rate types and exchange rate values in the CEA Currency program.

Example:

The company's base currency is USD, US dollars. Transactions took place in Deutschmarks. If you choose to print the report in base currency, the system finds the spot exchange rate for Deutschmarks to US dollars for the date you specify in this field. Amounts are converted and printed in the base currency of US dollars.

Totals by Branch Customer (1,A): Specify Y=Yes if you want the aging report to provide break totals for branch customers. A branch customer is the child customer of the A/R corporate customer. The report subtotals amounts by branch customer. Specify N=No to exclude break totals by branch customer. If you specify N, the report totals the aged trial balance by A/R customer only. The branch customer details are included in the A/R customer totals.

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 - ACR430D-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.

Cash and memo posting, ACR500D1

The Cash and Memo Posting program, ACR500D1, allows you to create and process payments, debit memos, credit memos, and invoices. The Mode field value you specify on the first A/R Cash and Memo Posting screen, ACR500-01, determines the type of transaction to process. You can create a debit memo, credit memo, or invoice, and you can apply cash to an existing invoice. The second A/R Cash and Memo Posting screen, ACR500-02, displays only the fields that apply to the type of transaction you specified.

The following paragraphs provide a high-level overview of the processes performed to create an invoice, debit memo, or credit memo and to apply cash for each transaction type.

If you use CEA or EGLi, we highly recommend that you read the ATP Configuration Guide carefully and ensure that you understand it before you use the Cash and Memo Posting program.

Invoices, debit memos, and credit memos are all created in the same manner. Processing is somewhat different for cash receipts. The Mode value determines the type of transaction:

0=Payment (cash receipts)

1=Invoice processing

2=Debit memo processing

3=Credit memo processing

In addition to the Mode field, you must make an entry in the following fields on ACR500-01 if you create or apply an invoice, debit memo, or credit memo:

- Company
- Posting Date
- Bank Code
- Posting Currency
- Customer Number

If the posting date you enter is not an open period in your primary financial product, a critical error is returned when posting is attempted and the transaction will not post to A/R or to your primary financial product. See the Error Processing section for details on error processing.

Some fields on ACR500-01 are optional. The optional fields on ACR500-01 are Reference, Amount, and Filter. If you do not put values in the Reference or Amount fields, the system prompts you to confirm that the fields are intentionally blank.

You can perform multiple transactions in the current processing mode. If you specify an amount, the system provides the total amount for all transactions that you created in this mode.

The ACR500-01 screen has range filter fields that you can use to limit the documents to process. The filter criteria field are From and To Document Date, Document Prefix, Document Number, and Reference Number. When you type filter criteria, only the outstanding transactions that meet the criteria display on the ACR500-02. All fields are validated to ensure only valid values were entered.

Note that the document prefix fields display only if document sequencing is active in your environment. Document sequencing is activated in Billing System Parameters, BIL820D-01.

Non-cash receipt transaction processing on ACR500-02

The second A/R Cash and Memo Posting screen, ACR500-02, displays all outstanding transactions that meet the filter criteria you specified on ACR500-01. If you did not specify filter criteria, the second screen displays all outstanding transactions. You can choose to create new transactions, apply transactions, or perform a combination of both processes in the second screen. If you are applying transactions, the transactions are only applied against outstanding invoices, debit memos, or credit memos. You cannot apply transactions against outstanding cash receipts.

ACR500-02 initially appears in Create mode with a default amount from the amount that appears on the first screen. If you don't want to apply the first transaction you perform to an existing document, you must specify the amount, the financial discount, the tax code, and the reason code for your first transaction. If document sequencing is not active in your environment, you must also specify the document number. After you press Enter, the default Event name appears. This default Event is retrieved based on the reason code. If the wrong Event appears, you can change the reason code and press Enter to display a new default Event name. After you correct the reason code and press Enter again, the Terms code field appears along with the following message:

"Entry does not exist - Press F9 to create."

Press F9 to create the new transaction. The new transaction displays along with the other outstanding transactions in the middle of the screen.

Before you press F9, you can change the financial terms code. If you change the terms code, the system calculates the financial discount based on the revised terms code. However, if an amount was entered in the Financial Discount Amount field, that amount overrides all terms codes. If you change the Terms code, the system prompts you press F14 to acknowledge that you have intentionally changed the terms code. If you confirm with F14, the system updates the terms code and creates the transaction.

If you want to apply the transaction you create to an existing document, you must type the prefix and document number of the existing document, the amount, the financial discount amount, and the tax code. The amount you specify need not equal the remaining due amount for the existing document. You can apply partial amounts and the system adjusts the remaining due amounts accordingly.

Control totals display in the upper right portion of the screen. The total amount indicates the amount you entered on ACR500-01. The remaining amount indicates the difference between the total amount

and the sum of the transactions entered thus far while in Create mode. These control totals behave the same regardless of the processing mode.

If the remaining amount is equal to zero, the system displays the following message:

Entered amount equal to reference amount - F6 to post.

Press F6 to create transactions in A/R and your primary financial product. If the review screen is activated, a screen displays the journal entries. The transactions are posted to your primary financial product. See the ATP Configuration Guide for additional information.

Cash receipt transactions on ACR500-01 and ACR500-02

Specify 0 in the Mode field on ACR500-01 to initiate creation of a cash receipt transaction. You must also make entries in the Company, Posting Date, Bank Code, Posting Currency, and Customer Number fields. You can filter documents as desired. You can create and post cash receipts as unpaid cash or create and apply cash receipts to existing documents. Invoices can originate in either Billing or Accounts Receivable, and you can create them before or after you create a cash receipt. You would create the invoice after the cash receipt in the case of prepaid invoices, for example.

Press Enter. Initially, ACR500-02 displays in Apply mode. The oldest document prefix and document number display in the corresponding fields. The outstanding amount of the document or the amount you specified for the cash receipt, which ever is less, displays as the default Payment amount.

Press Enter to accept this information and to apply the Payment amount to the document.

Press F15=Next to skip the current document displayed and automatically move to the next oldest document. You can override any of this information. You can make a partial payment by entering an amount less than the remaining due. If you change the document number and/or prefix, the amount that corresponds to the previous document remains on the screen. You must specify a new amount if the amount displayed is not correct. The amount you specify does not need to equal the remaining due amount for the existing transaction. You can apply partial amounts and the system adjusts the remaining amounts due.

After you press Enter, the default Event name appears. This default Event is retrieved based on the reason code. If the wrong Event appears, you can change the reason code and press Enter to display a new default Event name. After you correct the reason code and press Enter again, the system displays ACR500-03 if you entered 1 or 2 in the Incentive field. After the incentives are accepted, press Enter again to update the remaining amount due for the document you are posting the payment to.

You can apply financial and promotion discounts during the cash application process. Specify the amount of the discount in the Financial Discount field to apply a financial discount amount. If the amount of the discount is greater than the discount amount displayed or the discount date is prior to the posting date of the transaction, the system prompts you to accept these conditions.

Specify 1 or 2 in the Incentives field to take promotional discounts as a result of bill back discounts that are recorded in the Billing application:

- If you specify 1, only the promotions for the original invoice display on ACR500-03.
- If you specify 2, all outstanding promotions for the customer display.

You can apply the entire amount or a partial amount to the document. When all promotional amounts are applied, press F6 to accept the promotions and return to ACR500-02. The total amount of all promotion discounts selected displays in the Incentive Discount field.

If you post the cash receipt as unapplied cash, as is the case with prepaid invoices, you must delete the default document prefix and number from the corresponding fields and type the amount you want to apply in the Amount field. After you press Enter, the following message appears:

Entry does not exist - Press F9 to create.

Press F9 to create the new transaction. The system assigns a document number and the new transaction displays along with the other outstanding transactions in the middle of the screen.

Control totals display in the upper right portion of the screen. The total amount indicates the amount you entered on ACR500-01. The remaining amount indicates the difference between the total amount and the sum of the transactions entered thus far while in Create mode. These control totals behave the same regardless of the processing mode.

If the remaining amount is equal to zero, the system displays the following message:

Entered amount equal to reference amount - F6 to post.

Press F6 to create transactions in A/R and your primary financial product. If the review screen is activated, a screen displays the journal entries. The transactions are posted to your primary financial product. See the ATP Configuration Guide for additional information.

Press F20 to autopost cash to the invoices and debit transactions displayed on ACR500-02. Autoposting applies the cash receipt against the oldest document displayed. If a portion of the cash receipt is still available, it is applied against the next oldest transaction. The process continues until the remaining amount of the cash receipt is zero. If a financial discount is available, it is automatically applied in the autopost process. If a partial payment is made on the last document posted to, the entire amount of the discount is taken. You can manually select the documents you want to include or exclude from the autopost process by using action codes 11=Select and 12=Omit. If multiple transactions are manually selected, the autopost process begins with the oldest and continues posting to the manually selected payments until the remaining amount is zero.

Considerations that apply to all processing modes

Document Sequencing - If document sequencing is not activated in the Billing System Parameters, BIL820D, the prefix fields do not display on any of the screens. However, document sequencing must be activated if CEA or EGLi is implemented.

Negative Amounts - You do not have to type negative numbers. The mode code you type on ACR500-01 determines the proper accounting calculations. This means that payments and credit memos are accounted for properly as credits to Accounts Receivable and do not require the entry of a negative sign. If you do input negative amounts using a minus sign, journal entries are created that take into account the negative sign. For example, if you type a negative amount for a debit memo, a negative debit memo is created. This has the same accounting effects as a credit memo. The same logic applies to all transactions.

Error Processing in ATP - Critical and non-critical errors can occur during journal entry creation in ATP.

Critical errors have the following effects:

- Journal entries cannot be created, because ATP setup cannot determine how to create the journal entry. Examples of critical errors include a missing Period table or Financial Calendar, or an invalid event or Financial Event Class.
- Transactions are not created or posted in either A/R or your primary financial product. An error message indicates the error. Resolve the causes of the error and then re-enter the transaction.

Non-critical errors allow the system to create journal entries, but it cannot post journal entries. Examples of non-critical errors include invalid segment values and out-of-balance conditions. Non-critical errors are handled in one of two ways, depending on your ATP setup:

- If the Allow Journals in Error flag is not activated in Event Maintenance or Financial Event Class for the event, the error is handled in the same manner as a critical error.
- If the Allow Journals in Error flag is activated, the transaction is posted to A/R and a journal entry is created. You must correct the errors in CEA Events Processing or EGLi Financial Events before you can post the transaction.

Foreign Currency Processing - The Accounts Receivable subsystem performs currency processing for all transaction types where the transaction currency entered on ACR500-01 is different than the currency specified as the Base currency for the company to which you post transactions.

CEA and EGLi process all foreign currency transactions entered for the transaction currency specified on ACR500-01 if it is different than the currency in the CEA or EGLi book to which the transaction is posted.

Exchange rates are retrieved for the default spot rate for the posting date entered on ACR500-01. You can override either the spot rate or the exchange rate.

If you override the spot rate, the exchange rate retrieved for the posting date is based on the new rate type.

If you override the exchange rate, the system ignores the rate type and uses the rate entered on the transaction. Alternatively, the rate can be retrieved with a Foreign Exchange Reservation number. Regardless of its source, the rate on the transaction is only applicable if the currency of the CEA or EGLi book you post to is the same as the base currency for the company. All other CEA or EGLi books use the posting date to retrieve the transaction's exchange rate for the rate type that is specified on the book. It is critical that you read and understand the Multiple Currency Processing information the ATP Configuration Guide before you perform any multiple currency processing.

Exiting ACR500-02 - If you exit ACR500-02 before you press F9, the system does not create the transactions or journal entries you entered, and the system returns you to ACR500-01. You can revise the values in the fields or exit the program.

If you exit ACR500-02 after you press F9 to create the transactions, but before you press F6 to post the transactions (you are prompted to use both of these functions), the system voids all the transactions that were created. However, these transactions are not deleted from the file. This means that the number is not reused if document sequencing is active.

Rounding - The amount fields calculated or displayed in this program are consistently rounded based on the currency rounding method and the round-to position you that specified in the currency program in your primary financial product.

Create an invoice or initiate a cash or memo posting transaction

Use the first A/R Cash and Memo Posting screen, ACR500-01, to specify the type of transaction to perform and to provide basic financial information for the transaction. You can also use this screen to limit the documents to which the transactions can apply so only those documents appear in the second screen, ACR500D-02.

See the Cash and Memo Posting program overview for a discussion of the functions and processes that the program performs.

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

Field descriptions - ACR500-01

Fields	Description
Posting Date (6,0):	Specify the posting date for these A/R transactions. If this date falls within a closed CEA or EGLi period, a critical error occurs. You must change the date before the system can post the transaction or create the journal entry.
Company (3,0):	Specify the number of the company to which to post accounts receivable transactions. You must be authorized to a company, or you must be a security officer, to use a company.
Bank Code (3,A):	Specify the bank code whose account this transaction affects.
Posting Currency (3,A):	Specify the currency in which to post the transaction. This field is only available if multiple currency functionality is activated for order entry, billing, and accounts receivable in your environment, and if the company uses multiple currencies. The currency you specify must be associated with the company number and the bank code in the Bank Master file. Maintain bank master records in the Bank Account Master program, ACP140D1.
Customer (8,0):	Specify the customer number for which to create the invoice or post the payment, debit, or credit. If the customer number you specify is not a corporate customer number, ACR prompts you to confirm that this is the correct customer with F14. Generally, the corporate customer set up in the customer master records is responsible for accounts receivable activity.
Payment Filter (1,A):	Specify a payment type code by which to filter this customer's invoices or memos. Only invoices or memos that have this payment type appear for your selection in the second screen.

Reference (10,A): Specify any necessary reference information for this cash or memo posting, such as a check number. If you do not specify a value in this field, ACR prompts you to confirm that the field is intentionally blank.

Amount (15,2): Specify the total amount of the payments, debits, credits, or invoices that you are posting for the customer, profit center code, and reference combination.

ACR compares the amount with the total of the entries on the following screen to check that they are equal. You can only post the entries if they equal the reference amount. The amount in this field can be zero, but if you specify a zero amount, the system prompts you to confirm the zero value.

Mode (1,A): Specify the code for the type of transaction to process:

0	Payment
1	Invoice
2	Debit
3	Credit
9	F/P (Quick Entry Payments)

The default value for this field is 0=Payment. The three-character description that displays on your screen defaults from the user-defined Short Description field for transactions in Billing System Parameters, BIL820D-02.

If you specify option 9, Infor LX displays the Quick Entry Payments screen, ACR630D-01.

Payment Type (1,A): If you are making a payment, specify the payment type code to use for this transaction.

Forex No. (10,A): Specify the foreign reservation exchange number, FOREX, which applies to the current transaction. This FOREX number provides the override exchange rate for this transaction. The system uses the FOREX exchange rate in place of any other exchange rate source.

Rate Type (6,A): Specify the type of exchange rate to apply to this transaction, for example, spot rate, month-end rate, and so on.

Rate types are established in the CEA currency application. ACR defaults to the A/R spot rate type defined in Multi-Currency Parameters, MLT800. If you change the default rate type here, you must blank out the value in the Exchange Rate field so the new rate type use its own exchange rate.

Exchange Rate (15,7): This field only appears if you have Multiple Currencies activated in your environment. The field defaults to the exchange rate currently in effect for the specified foreign currency-to-base currency and rate type combination. You can change the value displayed.

Note that a Forex exchange rate takes precedence over the value entered here.

If your system is euro enabled in Multi-Currency System Parameters program, MLT800, the multiplier exchange rate that is used for triangulation calculation displays on this screen. You can use F2=Exchange Rate to maintain this exchange rate in the Override Exchange Rate screen, MLT940D. You can display or override the multiplier and divisor exchange rates, depending on the triangulation calculation method used.

Profit Center (10,A): Specify the profit center or any other user-defined value to use as a potential segment value for a newly-created document.

If you do not specify a profit center, ACR defaults to the Segment 1 value on the Customer Master. If you post a transaction to an existing document, the profit center defaults to the original document's profit center.

This field is not validated against the Profit Center Master file.

From Document Date (8,0): Specify a range of values to limit the documents selected for processing by document date.

To Document Date (8,0): Specify a range of values to limit the documents selected for processing by document date.

From Document Prefix (2,A): Specify a range of values to limit the documents selected for processing by document prefix.

To Document Prefix (2,A): Specify a range of values to limit the documents selected for processing by document prefix.

From Document Number (8,0): Specify a range of values to limit the documents selected for processing by document number.

To Document Number (8,0): Specify a range of values to limit the documents selected for processing by document number.

From Reference Number Specify a range of values to limit the documents selected for processing by reference number.

To Reference Number Specify a range of values to limit the documents selected for processing by reference number.

Screen actions - ACR500-01

Commands	Description
F2=Exchange Rate	Access the Override Exchange Rate screen, MLT940D to view or maintain multiplier and divisor exchange rates. This function is only available if you have euro processing enabled and the MLT application active in your environment.
F15=Customer Alpha Lookup	Access the Customer Alpha Lookup program, ACR310, to display or select a customer number.
F18=Document Lookup	Access the Document Number Lookup screen, ACR500-03. This window allow you to type in a document number and locate and select the appropriate document to which to apply payment. Other key fields such as Company, Bank, Currency and Customer default into the Cash and Memo Posting screen based on your selection.
F19=Refresh Filters	Refresh document prefix and reference number filters to the defaults.
F21=Calculator	**Changed:** *MR81340 Including Extended description for the Currency calculator*

Access the Currency Calculator program to convert the payment amount received into the invoice currency. For example, the Currency Calculator program can convert a payment received in euro to the invoice currency of French Francs. The result of the calculation populates the Amount field in ACR500-01. This function is available if you have installed the MLT application, and your system is defined as Euro enabled in the Multi-Currency System Parameters program, MLT800D.

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.

Look up a document to which to make a payment

The Document Number Lookup screen, ACR500-03, allows you to specify the Document Number. The screen displays available documents. You can select the appropriate document to which to apply payment in Cash and Memo Posting, ACR500-03.Other key field values such as Company, Bank, Currency, and Customer default into the corresponding fields in ACR500-01.

Field descriptions - ACR500-03

Fields	Description
Document Number	Specify the Document Number for which to select a document and you want to look up and position to in the next screen, ACR500-02.
Act (1,0):	Specify 1=Select in front of the document to select. This action takes you to the ACR500-03 screen with the selected document unless additional information is required in the initial A/R Cash and Memo Posting screen, ACR500-01.

Screen actions - ACR500-03

Commands	Description
F15=Return	Exit the screen and return to the initial screen, ACR500-01, retaining the document you selected here.
	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.

Create a new document or apply transactions to an existing document

Use the second-level A/R Cash and Memo Posting screen, ACR500-02, to create a new document or to apply transactions (invoices, debit memos, credit memos, or payments) to an existing document.

Open documents for this customer appear in the middle of the screen with the prefix code (if document sequencing is active), document number, amount remaining on this document, due date, original amount of the document, ending discount date, and any available discount amount.

You can post a transaction manually or automatically. The screen only displays documents that fall within the selection criteria you specified on the initial screen.

The screen displays the following fields for the documents in the list. Note that some are only visible if you fold the screen with F11:

- Pfx (Line)
- Document
- Remaining Amount (Line)
- Inv Date
- Original Amount (Line)
- Reference Number

Field descriptions - ACR500-02

Fields	Description
Customer Number:	This field displays the customer number that you entered on the A/R Cash and Memo Posting screen, ACR500-01. It identifies the customer for whom to create the invoice or post the payment, debit, or credit.
Customer Name:	This field displays the name of the customer
Reference:	This field displays the user-defined reference information, check number or other data from the initial screen, ACR500-01.
Currency Code:	This field displays the currency code to use to post the transaction.
Tax Code:	This field displays the customer tax code that the system uses in combination with the item code to determine the tax amount on the transaction.
Total (Header):	This field displays the total amount to process for this session.
Rate:	This field displays the exchange rate specified on the initial screen, ACR500-01.
Rate Type:	The field displays the type of exchange rate applied to this transaction as specified on the initial screen, ACR500-01. If you did not provide a rate type on ACR500-01, the value in this field defaults from the Company Master file.
Remaining (Header):	This header field displays the amount that remains to process for this session. This amount is updated for every transaction created.
Pfx (2,A):	Specify a valid prefix and document number. Infor LX positions the list to the page that contains the specified prefix and document.
Doc No (8,0):	Specify a valid prefix and document number. Infor LX positions the list to the page that contains the specified prefix and document.
Customer Prefix (2,A):	This field defaults from the Customer Master file. The prefix code is used with the company number to retrieve the document sequence number from the Document Sequencing file, RDS, when you create or attach documents. You can override this prefix with any prefix that is valid for the company you specified on the initial A/R Cash and Memo Posting screen, ACR500-01.
Line actions:	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.

5=Display

Access the Invoice/Order Inquiry screen, to view the invoice number, customer name and number, order number, customer purchase order number, discount amount, tax amount, and invoice amount.

11=Select (Auto Post)

Select a document to include in the Cash Receipt Auto Post process.

12=Omit (Auto Post)

Select a document to omit from the Cash Receipt Auto Post process.

15=Discount Detail

To display Level Discount Amounts based on Customer Terms.

Total (Amount): The Total amount field displays the total of the document amounts listed for this customer.

Total (Discount): The Total discount field displays the total of the discount amounts listed for this customer.

Original Amount (Total): This field displays the total of original document amounts listed for this cus-tomer.

Charge Tax Code (5,A): This field is only available if Take Financial Discount/Charge is activated in Company Master for this invoice. This field lists the charge tax code used to determine the tax on financial charges. Infor LX combines this tax code with the customer tax code and the tax rate for the financial charge on the customer invoice.

Pfx (2,A): This field is only available if the Company/Prefix Document Sequence field in the Billing System Parameters is set to 1=Yes. This field defaults to the document prefix of the oldest document displayed when you type 0 (Payment) for the Mode code on ACR500-01.

Specify the prefix of the document to post against, or leave this field blank to create a new document.

Document (8,0): This field defaults to the document number of the oldest document displayed w when you type 0 (Payment) for the Mode code on ACR500-01.

If document sequencing is not activated in the Billing System Parameters, specify the existing document number that you want to post against. Specify a new document number to create a new document.

If the Company/Prefix Document Sequence: field in Billing System Parameters is set to 1=Yes, specify the document number to post against. A selection screen appears if there are multiple records for the prefix/document number combination you specify. Select the record you want to post against. Leave this field blank to create a new document.

Finance Discount (15,2):

If you enter a cash receipt, this field displays the financial discount amount available for the particular document you are posting against, but you can override this value. Specify the financial discount amount you want to apply to this document. Any discount amount entered is applied before the payment amount is applied. The system checks the financial discount amount to see if the following two conditions exists:

- If the discount you enter exceeds this customer's allowed discount percentage in the Terms Code file, ACR prompts you to override the error message with F19.
- The posting date is checked against the Terms Discount Date. If the document posting date occurs after the discount date, the system prompts you to override the error message with F19.

Incentive Discount (15,2):

This field displays in Payment mode only if the Promotions and Deals application, PRO, is installed. ACR displays the total amount of the incentive discounts selected.

Item Tax Code (5,A):

This field displays only in Invoice, Debit, or Credit mode. Specify the item tax code which applies to the transaction you are creating.

Tax Amount:

The field shows the total tax amount for this transaction.

Payment or Amount:

Depending on the selections you make on the ACR500-01 screen, either the Payment or the Amount field appears.

Payment - Specify the payment amount to apply to the document you specified in the preceding fields or a new document. This field defaults to the lesser of the amount of the oldest document displayed or the amount entered on the preceding screen. This field only displays for the Payment mode.

Amount - Specify the amount to apply to the document you specified in the preceding fields or a new document. This field only displays for the Invoice, Debit, or Credit modes.

Event (10,A):

The field shows the default event for the G/L Reason Code selected. The event determines the journal entries that are created during ATP. See the ATP Configuration Documentation for a detailed explanation.

Terms Code (2,0)

This field displays only if you are creating a new invoice, debit memo, or credit memo. ACR displays the customer's default terms code. You can override the value in this field with any valid discount terms code for the customer's company.

The new Terms code is associated with this document and all invoices, credit and debit memos, or payments that you apply to the document.

Incentives (1,0):

In Payment mode, specify one of the following codes to designate how to apply incentives:

- 0 - No incentives are provided with this payment.
- 1 - Display the discount offered and discount taken for all open Promotion Tracking records, PDT, for this invoice on the screen for this field. Apply the incentive discount to the appropriate invoice lines.
- 2 - Display the discount offered, discount taken, and discount balance for all open Promotion Tracking records, PDT, records on all invoices for this customer that appear on screen ACR500-05. Apply the incentive discount to the appropriate invoice.

G/L Reason Cd (5,A):

This field displays the default reason code that you set up in the Default Reason Codes program, SYS180D1. You can change it here.

The G/L Reason code determines the event in CEA or EGLi that the system uses to create journal entry transactions during ATP.

Screen actions - ACR500-02

Commands	Description
F2=Exchange Rate	Access the Override Exchange Rate screen, MLT940D to view or maintain multiplier and divisor exchange rates. This function is only available if you have euro processing enabled and the MLT application active in your environment.
F15=Next	Proceed to the next document.
F16=Incent	Access the incentives screen ACR500-05 to view all open promotions for this customer.
F18=A/R Inquiry	Access the Customer Level Inquiry program, ACR300D1, to view customer account information.

F20=Auto Post	Perform automatic posting of payments. You cannot auto-post negative payments.
F21=Change Sort	Use this function to allow you to change the way records are sorted on this panel. Select valid sort option:

- The display will sort documents by the oldest date and within that prefix/document number.
- The display will sort documents by prefix/document number, then date.
- The display will sort documents by transaction type. Transaction types will appear by unapplied cash and credit memo, then invoice and debit memo. Within each of the two group types, sorting will be by transaction date and then document number.
- The display will sort documents by transaction type. Transaction types will appear by unapplied cash and credit memo, then invoice and debit memo. Within each of the two group types, sorting will be by document number and then date.

F22=Mass Auto Post	Perform automatic posting of payments for more than 9,999 documents. Payments are automatically posted to documents from oldest to newest. You cannot select or de-select individual documents. You cannot auto-post negative payments.
	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 sort options

Use the Sort Options screen, ACR500-07, to select the sorting sequence for display of information in the A/R Cash and Memo Posting screen, ACR500-02.

Field descriptions - ACR500-07

Fields	**Description**
Sort Option (1,0):	Specify the number of the desired sort sequence:

1. Sort documents by the oldest date and prefix/document number within that date.
2. Sort documents by prefix/document number, then date.
3. Sort documents by transaction type. This option sorts transaction types by unapplied cash and credit memo, then invoice and debit memo.

Within each of the two transaction type groups, this option sorts by transaction date, then document number.

4. Sort documents by transaction type. This option sorts transaction types by unapplied cash and credit memo, then invoice and debit memo. Within each of the two transaction type groups, this option sorts by document number, then date.

Screen actions - ACR500-07

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.

View discount detail information

The Discount Detail screen, ACR500-08, allows you to view Level Discount Amounts and Discount Dates based on the customer terms.

The processing options on this screen perform standard Infor LX functions.

Apply bill-back discounts to a document

Use the A/R Cash and Memo Posting screen, ACR500-05, to apply promotional bill-back discounts to documents along with the payment you are currently processing.

Field descriptions - ACR500-05

Fields	Description
Customer (8,0):	This field displays the customer number for this promotion. The customer name displays to the right.
Reference (10,A):	This field displays the reference information for this cash or memo posting transaction from the initial A/R Cash and Memo Posting screen, ACR500-01.
Currency Code (3,A):	The field displays the currency code for this document. The field appears only if you have MLT activated in your environment.
Total (15,2):	This field displays the total payment amount to apply.

Rate (15,7):	Infor LX displays the exchange rate for this document. The field appears only if you have MLT activated in your environment.
Rate Type (5,A):	This field displays the rate type for this document. The field appears only if you have MLT activated in your environment.
	Rate types are defined in Currency Rate Type Maintenance in the CEA Currency Application. ACR defaults to the A/R Spot Rate Type that you defined in Multi-Currency Parameters, MLT800D.
Remaining (15,2):	This field displays the payment amount that remains to apply.
Act (Action) (2,0)	Use 11=Select in the Act field next to the promotion for which to apply the discount in the Disc To Apply: field for this document. You can change the amount.
	The screen displays the new discount amounts to apply and the discounts taken. Press F6 to accept the transaction.
	ACR returns you to the ACR500-02 screen with the original payment information. The Discount To Apply amount now appears in the Incentive Discount field. If the payment information is correct, press Enter to accept the payment and discount for the documents.
Promotion:	This field displays the open promotion number and line number with an outstanding discount to be applied.
Pfx:	This field displays the document prefix if document sequencing is active in your environment.
Document:	This field displays the document number and line number for this promotion discount.
Disc To Apply (15,2):	This field displays the discount balance for this promotion/line and document/line. You can change the discount to apply, but you cannot exceed the remaining document amount. ACR recalculates this field after you press Enter.
Disc Offered:	This field displays the total incentive discount offered on this promotion/line and document/line.
Disc Taken:	This field displays the cumulative discount taken on this promotion/line and document/line. ACR recalculates this field after you press Enter.
Totals Applied:	This field displays the sum of the Discount to Apply fields for the selected documents.
Promotion Start (6,0):	Use this field to reposition the list with the specified promotion at the top.

Document Start (6,0):   Use this field to reposition the list with the specified document at the top.

Discount Balance (15,2):   This field displays on a fold line if you use F11=Fold. ACR displays the discount balance that remains for this promotion/line and document/line. This field represents the difference between the Discount Offered and the Discount Taken. It is recalculated each time you press Enter.

Screen actions - ACR500-05

Commands	Description
F6=Accept	Accept the discount distribution and apply the payment to the document.
F16=Open Promotions	ADisplay all open promotions for this customer when you select Incentive Distribution Code 1, open promotions for this 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.

View additional promotions for the customer

Screen A/R Cash and Memo Posting, ACR500-06, displays when you press F16 on ACR500-05. Use this screen to view additional promotions for the customer.

Field descriptions - ACR500-06

Fields	Description
Promotion Start (6,0):	Use this field to reposition the list with the specified promotion at the top.
Document Start (6,0):	Use this field to reposition the list with the specified document at the top.

Screen actions - ACR500-06

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 maintenance, ACR510D

Use the Invoice Maintenance program, ACR510D, to select invoices by company, customer, and invoice number to review or update. You can only select that have a remaining due amount greater than zero. You cannot select unapplied payments, credit memos, or debit memos. You can select invoices regardless of whether they originated from order entry, post shipment billing, or cash and memo posting. The Invoice Dunning Status, Invoice Due Date, and Discount Due Date fields are the only fields you can maintain with this program.

Select an invoice to view or maintain

Use the Invoice Maintenance screen, ACR510-01, to select an invoice to view or maintain.

Field descriptions - ACR510-01

Fields	Description
Act (2,A):	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.
Co (3,0):	Specify the company number associated with the customer for which you want to display or update invoice information. Note that you must be a security officer or you must be authorized to a company to use this field.
Customer (8,0):	Specify the number of the customer for which to display or revise invoice information. For individual customer numbers that are associated with a corporate customer number, you must specify the corporate customer.
Pfx (2,A):	Specify the prefix of the invoice for which to display or revise information. Blank is a valid entry.

Document (8,0): Specify the invoice number (document number) for which to display or revise information.

Year (Document Year) (2,0): Specify the document year of the invoice for which to display or revise information.

Screen actions - ACR510-01

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.

View or maintain an invoice

Use the Invoice Maintenance screen, ACR510-02, to view invoice information and revise the dunning status, document due date, and discount due date.

Field descriptions - ACR510-02

Fields	Description
Company (3,0):	This field displays the company number from the selection screen.
Customer (8,0):	This field displays the customer number from the selection screen. Note that this is the corporate customer for any individual customers that are associated with a corporate customer.
Prefix/Invoice (2,A), (8,0):	This field displays the prefix and invoice number from the selection screen.
Document Date (6,0):	Infor LX displays the date of the selected invoice.
Original Amount (15,2):	This field displays the original amount of the invoice before any debit memos, credit memos, or payments were applied. If you view a customer set up for multiple currency processing, the value in this field is in the transaction currency.
Remaining Due (15,2):	This field displays the amount of the invoice that is still due after credit memos, debit memos, payments, or discounts have been applied to the original invoice amount.

Value Date (6,0):

This field displays the date from which the invoice due date and discount due date are calculated. During Invoice Release, BIL500D), this date defaults to the invoice date during Invoice Release, BIL500D, but it can be changed during the billing process.

If you create invoices through Cash and Memo Posting, ACR500D, the value date is the posting date. Note that you cannot change the invoice due date and discount due date on this screen to a date earlier than the value date.

Dunning Status (1,A):

Specify the dunning level to assign to this invoice. The following values are valid:

- 1 through 9
- X
- Blank

If the company dunning method is 1, this value is the basis for the next dunning calculation. If the days between dunning dates are greater than the days set in the company master for the dunning level of this invoice, the dunning level is increased by 1. This will be true unless the dunning level is already set to the highest company dunning level available for this company, or if the dunning status is X. If the invoice was set to the highest available dunning level, it remains at that level when dunned. Invoices that have a dunning status of X are excluded from the dunning process.

If the company dunning method is Blank and the dunning status is not X, the dunning level is calculated from the days past the invoice due date. In this case, the numeric dunning level in this field has no impact because a Blank dunning method means that the prior dunning level does not affect the calculated dunning level.

Document Due Date (6,0):

Specify a revised due date for this invoice. This date cannot be earlier than the value date displayed on this screen. The value in this field is the date from which the dunning level is calculated if the company dunning method is Blank. The next time you run the dunning process with a company dunning method of blank, the system calculates the dunning level based on the number of days between the new invoice due date and the effective dunning date.

If the dunning method is 1, a change to the invoice due date does not impact the dunning level calculation. The dunning level calculation is based on the prior dunning level and the days between the last dunning date and the current requested dunning date.

Discount Due Date (6,0):

Specify a revised discount due date for this invoice. This date cannot be earlier than the value date or later than the invoice due date.

Level 2 Discount Date (6,0):

Specify a revised discount due date for this invoice. This date cannot be earlier than the value date or later than the invoice due date.

If Terms Code Level 2 discount days are blank, you cannot maintain this field.

Level 3 Discount Date (6,0):

Specify a revised discount due date for this invoice. This date cannot be earlier than the value date or later than the invoice due date.

If Terms Code Level 3 discount days are blank, you cannot maintain this field.

Screen actions - ACR510D-02

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.

Dunning selection and print, ACR600D

Use Dunning Selection and Print program ACR600D, to process dunning statements and reports. Only dunning requests that are processed as final generate dunning statements. Preliminary dunning does not produce dunning statements and it does not update dunning statuses or dunning dates. Preliminary dunning produces reports that show tentative dunning results that enable you to make changes before the final dunning process runs.

Specify selection criteria for the dunning process

Use the Dunning Selection screen, ACR600-01, to specify selection criteria for the dunning process. You can limit dunning selection by company, customer type, customer number, dunning level, minimum dunning amount, and dunning date. You can also choose between performing a final selection or a preliminary selection that does not print letters.

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

Field descriptions - ACR600-01

Fields	Description
Company (3,0):	Specify the company for which you want to select customers for dunning. Only companies with a company dunning type of 1 or 2 are eligible for dunning. You must either be a security officer or be authorized to a company to make an entry here.
Customer Type (4,A):	Specify a range of values to limit the selection of customers to process for dunning by customer type.
Customer Number (8,0):	Specify a range of values to limit the selection of customers to process for dunning by customer number. Note that the corporate customer is used for dunning purposes. Customers that fall outside the range but are eligible for dunning will still be processed as long as the corporate customer with which they are associated falls within the specified range. Conversely, individual customers that are associated with a corporate customer that falls outside the specified range are not processed for dunning, even if the individual customers themselves fall within the range.
Dunning Level (1,A):	Specify the range of dunning levels to process. The default value for these fields causes all invoices that do not have an invoice status of X to be evaluated for dunning. If you specify a dunning level range, all invoices that have a dunning level within the specified range after dunning processing is performed are included in the dunning results. Example: ■ An invoice is currently at a dunning level of 4. ■ You request dunning for invoices that have dunning levels of 4 and below. ■ If the requested dunning date causes the invoice dunning level to be recalculated and increased by one, this invoice is now at dunning level 5. ■ The invoice now falls outside the specified range of dunning results and is not included in the dunning reports and statements
Minimum Dunning Amount (13,2):	Specify the amount due below which to exclude levels of invoices from dunning. This amount must be greater than or equal to zero. This minimum amount applies to total amounts by dunning level. If the company dunning type is 1, all invoices dunned are combined to make up the dunning amount because, for dunning purposes, they will all be reported at the highest dunning level of the individual invoices.

If the company dunning type is 2, this minimum is considered for each invoice dunning level to determine if the total of invoices at that dunning level exceeds this minimum dunning amount.

The only way this minimum dunning amount can apply to an individual invoice is if the company dunning type is 2 and the invoice is the only invoice for the customer at that invoice dunning level.

Dunning Date (6,0):

Specify the effective date for the dunning calculation.

The system measures elapsed time from this dunning date to either the invoice due date or the last dunning date, depending upon the company dunning method. The system compares the resulting number of days to the dunning level days set on the company master to determine the invoice dunning level.

Note: If the company dunning method is 1, the dunning level determination also uses the invoice dunning status 1. If the company dunning method is 1, the dunning date must fall after the previous dunning date. If the dunning date is earlier, no records are processed. If the company dunning method is blank, this restriction does not apply.

Preliminary/Final (1,A):

Specify 0 to perform a preliminary run of dunning or 1 to perform final dunning.

Preliminary dunning does not generate dunning statements or update any invoice or customer dunning statuses. It only shows what the results would be if final dunning were requested with exactly the same criteria. The preliminary dunning run produces the Dunning Selection Report, ACR605o.

Final dunning updates invoice and customer dunning statuses where appropriate, generates user-designed dunning statements, and produces the Dunning Selection 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 - ACR600-01

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.

Specify dunning statement print options

Use the Dunning Selection screen, ACR600-02, to define the dunning statement print options and generate the Dunning Selection Report. This screen only appears if you requested a final dunning run.

About the Dunning Selection Report

If you press Enter from this screen, the system generates the Dunning Selection Report, ACR605O. The report shows the selection criteria for the data in the report and the results of the new dunning calculation. The report is sequenced by company number.

The report is broken down by customer and dunning level if the company dunning type is 2, and by customer only if the company dunning type is 1. If the company dunning type is 2, separate dunning letters are sent for each dunning level. If the company dunning type is 1, one dunning letter is sent for all invoices at the highest dunning level that any of the invoices has reached. The Dunning Selection Report is segmented in the same manner.

All information for one customer is grouped together if the invoice dunning status is greater than zero and the company dunning type is 1. If the company dunning type is 2, then the information is segmented within the customer by invoice dunning status.

At the customer level, the report displays the following information:

- customer number
- customer dunning status
- total amount due based on the sum of the invoice remaining amounts
- transaction currency in which these amounts are reported.

At the invoice detail level, the report displays the following information:

- invoice numbers
- invoice dunning levels
- original invoice amounts
- remaining invoice amounts
- currency code in which these amounts are reported
- number of days past either the invoice due date or the previous dunning date, depending on the company dunning method
- invoice due dates
- last dunning date

Dunning statements are user designed and can display whatever fields and text the user defines.

Field descriptions - ACR600-02

Fields	Description
Company (3,0):	This field displays the company number for which you requested dunning.
Letter Print Date (6,0):	Specify the date on which to print dunning letters.
Letter Print Sequence (1,A):	Specify the sequence from lowest to highest in which you want the dunning letters generated. Available sequence codes are listed below:

0	Sequence by invoice number.
1	Sequence by invoice amount.
2	Sequence by due date.
3	Sequence by reverse due date.

Fields	Description
Number of Copies to Print (2,0):	Specify the number of copies of the dunning letters to print.

Screen actions - ACR600-02

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.

Interest invoicing, ACR620D1

Use the Interest Invoicing program, ACR620D1, to select invoices that were paid late to create interest-only invoices. Only one user at a time can create interest invoices for a company.

Set selection criteria for invoices to which to charge interest

Use the Interest Invoice Selection screen, ACR620D1-01, to set selection criteria for invoices. The second screen displays invoices that meet all the selection criteria on the second screen.

Field descriptions - ACR620D-01

Fields	Description
Company (3,0):	Specify the company for which to select invoices.
Currency Code (3,A):	Specify the currency code of the invoices to select.
Calculation (1,0):	Specify 2 to calculate interest on the net amount of the original invoice or 1 to calculate interest on the gross amount of the original invoice
Include Deselected (1,0):	Specify 0 to process only newly paid invoices for this company. Specify 1 to process both newly paid and previously deselected invoices.

Screen actions - ACR620D-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.

Interest invoice selection, ACR620D2

Use the Interest Invoice Selection program, ACR620D2, to review invoices that were selected based on entries on the first screen and to select some invoices to put through the billing process as customer orders and bill for only interest charges.

Review and select invoices to which to apply interest charges

The Interest Invoice Selection screen, ACR620D2-01, displays the invoices that met the selection criteria on the fist screen. To appear on this screen, an invoice must have been paid later than an allowed number of free days (grace period) after the invoice due date. Also, the original invoice amount must be greater than or equal to a pre-set minimum value. These criteria are stored in the Interest Method Codes file.

Interest is calculated for the number of chargeable days that the invoice is past due. The number of chargeable days is determined from the number of days the invoice is paid past the invoice due date, the grace period (free days), and regional allowance days and annual days. These values are stored in the Interest Method Codes file.

Field descriptions - ACR620D2-01

Fields	Description
Line actions:	The line actions specific to this screen are described below:
	2=Override Amount
	Manually override the automatically calculated Interest Amount.
	5=Invoice Detail
	Display the ACR detail inquiry for this invoice.
	11=Deselect
	De-select a currently selected invoice to exclude it from interest invoicing.
	12=Select
	Select a currently de-selected invoices to include it in interest invoicing.
Act (2,A):	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.
Prefix (2,A):	Specify the sequence number for the selected document.

Screen actions - ACR620D2-01

Commands	Description
F2=Exchange Rate	Access the Override Exchange Rate screen, MLT940D to view or maintain multiplier and divisor exchange rates. This function is only available if you have euro processing enabled and the MLT application active in your environment.
F6=Post	Post interest-only orders which the system can invoice through the Billing application.
	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.

Interest invoice selection, ACR620D3

Use the Interest Invoice Selection amount override program, ACR620D3, to override the automatically calculated interest amount.

Override the interest charge amount

Use the Interest Invoice Selection screen, ACR620D3-01, to manually specify an interest charge amount to override the calculated amount.

Screen actions - ACR620D3-01

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.

Quick entry payments, ACR630D

Use the Quick Entry Payments program, ACR630D, to quickly specify and allocate payments against a list of invoices. You can specify invoices by either Invoice Number or Account String (Reference) but not both.

Access: ACR500

Specify invoices to which to apply a payment

Use the Quick Entry Payments screen, ACR630D-01, to specify the company, bank, currency, and amount of a payment received. Then create a list of invoices to which to apply the payment amount. Use F6=Accept to allocate the payment amount to the listed invoices. The payment is applied from the first line of the list down until the payment amount is gone or no invoices remain to be paid.

Field descriptions - ACR630D-01

Fields	Description
Company (3,0):	Specify the code of the company for which you have received a payment.
Bank Code (3,A):	Specify the bank code that represents the account from which the payment was made.
Currency (3,A):	Specify the currency to use for this transaction. This currency must be associated with the company and the bank code in the Bank Master file.
Payment Date (6,0):	Specify the date on which to make the payment.
Slip Total (15,2):	Specify the total payment amount in the specified currency.
Allocated (15,2):	Infor LX displays the total amount allocated so far against the list of invoices.
Exchange Rate (15,7):	Infor LX displays the exchange rate multiplier and divisor for this payment.
Prefix (3,A):	Specify the prefix number of an invoice to which to apply the payment. You must also type the Invoice Number if you use this field. If you specify the Prefix and Invoice values, do not use the account string Reference field.
Invoice Number (8,0):	Specify the invoice number to which to apply the payment. If you use this field, you must also specify the prefix. If you specify the Prefix and Invoice values, do not use the account string Reference field.
Reference (20,A):	Specify the account string Reference to which to apply the payment. If you use the Reference field, do not use the Prefix and Invoice fields.
	Note that you can specify the Reference in one string of characters, or you can split it into its component sections. Infor LX attempts to interpret what you enter, rather than insisting on the exact start positions of various data items in the string.
Year (2,0):	Specify the last two numbers of the original document year.
Reference (10,A):	Provide any necessary reference information, for example, bank information, for the Quick Entry Payments. If you do not put anything in this field, ACR prompts you to press F16 to confirm that the field is intentionally left blank. This field is for reference only.

Screen actions - ACR630D1-01

Commands	Description
F2=Exchange Rate	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 the MLT application, and your system is defined as Euro enabled in the Multi-Currency System Parameters program, MLT800D.
F6=Accept	Save the changes that you entered on this screen and process the 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.

A/R period close, ACR900D

The A/R Period Close program, ACR900D, closes the Accounts Receivable period for the specified company. It zeroes out the period-to-date figures and moves them into the year-to-date. All reconciled (closed) documents are deleted from the database if they are older than the number of days specified for days to retain AR history in the system parameters. The program updates the year-to-date and current period sales and clears the current period.

A document is considered closed if it fulfills both of the following conditions:

- The remaining total amount due is equal to zero at close time
- All drafts have been satisfied

The total due refers to the sum of all documents, invoices, debits, and credits, and cash for the particular customer/invoice number. You must run a company close at the end of each period, otherwise, your sales figures will not be rolled properly from period to period. Also, aging on statements will be incorrect. However, you must not close twice in one period. If you do, your sales figures will be rolled twice.

If you are preparing to close the year and you have the Inventory application, INV, installed in your environment, follow the steps below:

1. Run A/R Period Close, ACR900, for the last period of the year
2. Run Inventory Month End Close, INV900
3. Run Inventory Year End Close, INV910. INV910 zeroes out the year-to-date figures and rolls them over to the last year-to-date file.

Run the A/R period close for one company or all companies

Use the A/R Period Close screen, ACR900D-01, to specify a company to close and the date through which to run the close. Note that you can specify a single company or leave the field blank to run the close for all companies.

Field descriptions - ACR900D-01

Fields	Description
Company To Close (3,A):	Specify the code of the company to close, or leave the field blank to run the close program for all companies.
Close Through Date (6,0):	Specify the close through date the system uses to process the period close. The system closes and marks for deletion all documents that have posting dates up through the date entered here and that have a remaining amount due of zero. You can view these documents as History Transactions in the Account Inquiry program, ACR300. The posting dates are the posting dates of the transactions that cleared the receivable to zero. To close all zero document groups regardless of posting date, specify 999999 in this field.

Note that a record is marked for logical deletion based upon this Close Through Date. A record is only physically deleted from the file if the following conditions are fulfilled:

- The record is marked for deletion as described above.
- The difference between the Close Through Date and the record's posting date is greater than the number of days specified in the Transaction History System Parameters program, SYS824D, in the field Enter Number of Days to keep On-Line: Accounts Receivable History Transactions.

CAUTION: If you specified 99/99/99 for the Close Through Date, the program uses the current date in the calculation. However, if you entered a future date in this field, the program uses that date in the calculation. This means that you may permanently purge records from the file that are newer than the number of days the system parameter is set to protect. A warning message appears to allow you to cancel the purge or continue.

Run Option (1,0):	Specify a run option to process the A/R period close.

Specify 1 = Close Only to only close the A/R period. Specify 2 = Close and Purge to close the A/R period and purge qualifying account receivable records. Records are purged only if this option is selected.

Screen actions - ACR900D-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.

A/R year close, ACR910D

Use the A/R Year Close program, ACR910D, to close out accounts receivable records for the year.

The accounts receivable year-end close process clears out the Last Year-to-Date figures. After this, every time the month is run, the 12 Months Ago bucket is accumulated into the Last Year-to-Date bucket.

Note that you cannot use the A/R Year Close program to close the year if you have the Inventory application, INV, installed in your environment. If you try to use ACR910D, the system displays an error message. You must use the Inventory Year-End Close program, INV910D, to close the year.

If you are preparing to close the year and you have the Inventory application, INV, installed in your environment, follow the steps below:

1. Run A/R Period Close, ACR900, for the last period of the year
2. Run Inventory Month End Close, INV900
3. Run Inventory Year End Close, INV910. INV910 zeroes out the year-to-date figures and rolls them over to the last year-to-date file.

Access: ACR menu

Specify the company or all companies for year-end close

Use the End of Year A/R Close screen, ACR910D-01, to perform A/R year-end close for a specific company or for all companies. Note that you can only run the close from this screen if you do not have the INV application installed in your environment.

Field descriptions - ACR910D-01

Fields	Description
Company To Close (3,A):	Specify the code of the company for which you wish to perform the A/R year-end close. To close all companies, leave the field blank.

Screen actions - ACR910D-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.

Document sequence reset, ACR920D

Use the Document Sequence Reset program, ACR920D, at the end of a document sequencing year to roll next year's data into the current year. The document sequencing year does not have to coincide with the company's fiscal year.

This program move the next year, start and end dates, and the document sequencing numbers into the current year fields. Next year's document numbers are reset to 1 and the date information increases by one year. This process is only effective if current year end dates are earlier than or the same as the system date.

Specify selection criteria for the document sequence reset process

Use the Document Sequence Number Reset screen, ACR920-01, to specify selection criteria for the reset process.

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

Field descriptions - ACR920-01

Fields	Description
From/To Company (3,0):	Specify a range of values to limit the companies to include in the selection.
From/To Prefix Code (2,A):	Specify a range of values to limit the document sequence prefix codes to include in the selection.
Selection (1,0):	Specify the types of records to reset. The options are explained below. 0 - Reset Accounts Receivable and Accounts Payable records in the Document Sequencing file. 1 - Reset Accounts Payable records in the Document Sequencing file. 2 - Reset Accounts Receivable records in the Document Sequencing file.

Screen actions - ACR920-01

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.

Reset accounts receivable amount due, ACR970D

Caution: This program resets file information. Consult the project manager or the appropriate department supervisor before you press Enter to run this program.

The Reset Accounts Receivable Amount Due program, ACR970D, resets the Customer Amount Due and Open Order Amount fields in the Customer Master file, RCM. The program reads all Accounts Receivable records for all customers in the A/R Detail file, RAR and all customers in the Draft Header and Line Records, based on the value in the corporate customer field, RCCUS.

If BMR 79225 is installed, the Customer Drafts due is reset in the Customer Master file, RCM. The program reads all the draft records for all customers in the Draft Header based on the value in the Corporate Customer field, RCCUS.

Access: SYS01 menu

Reset the accounts receivable amount due

Press Enter in the Reset Customer Amount Due screen, ACR970D-01, to run the program.

Average pay days/invoice size, ACR971D

Caution: This program resets file information. Consult the project manager or the appropriate department supervisor before you press Enter to run this program.

Use the Reset Customer Average Pay Days/Invoice Size program, ACR971D, to initialize the use of corporate customers in your business. This program resets the average days to pay and the average invoice size for corporate customers only in the Customer Master file, RCM.

Do not run this program if either of the following conditions exists:

- You are currently using corporate customers
- You have manually entered Corporate Customer numbers

Access: SYS01 menu

Initialize the use of corporate customers in your business

Press Enter in the Reset Cust Avg Pay Days and Invoice Size screen, ACR971D-01, to run the program.

Reset corporate customer numbers, ACR972D

Caution: This program resets file information. Consult the project manager or the appropriate department supervisor before you press Enter to run this program.

Use the Reset Corporate Customer Numbers program, ACR972D, to reset existing corporate customer relationships. Detail is updated in the RAR file only if the customer previously had a corporate customer other than itself defined.

This program performs one of the following functions:

- Resets an existing corporate customer relationship in the A/R Detail File, RAR, with the corporate customer number, CCCUS, from the Customer Master, RCM.
- Resets an existing corporate customer relationship in the Draft Header, ODH, with the corporate customer number, CCCUS, from the Customer Master, RCM.
- Fills in a corporate customer number with the customer number if the corporate customer field, CCCUS, is blank in the Customer Master, RCM.

If BMR 79225 is installed, the ODH files are updated if the customer previously had a corporate customer other than itself defined. The corporate customer relationship in the Draft Header, ODH, is reset with the corporate customer number from the Customer Master.

Access: SYS01 menu

Reset corporate customer numbers

Press Enter in the Reset Corporate Customer Number screen, ACR972D-01, to run the program.

Customer hierarchy realignment, ACR973D1

Use the Customer Hierarchy Realignment program, ACR973D1, to realign the corporate and sales hierarchy structures for your customers. For example, you can use this program to move a customer from one corporate or sales organization hierarchy structure to a different one. You can also use this program to change the other business function customers for a specified customer record.

Access: ACR01 menu

Select a customer for which to change hierarchy information

Use this Hierarchy Realignment Selection screen, ACR973D1-01, to select the customer for which to change a hierarchy. Use the appropriate line action to initiate a change to either the corporate or the sales organization hierarchy.

Field descriptions - ACR973D1-01

Fields	Description
Act (2,A):	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.
	The following line actions are specific to this screen:
	10=Change Corporate
	Open the Corporate Realignment screen to change corporate parent for the selected customer.

11=Change Sales Force

Open the Sales Organization Realignment screen to change the sales organization parent for the selected customer.

Customer: This field displays a list of customer numbers that are available for organizational realignment.

Name: This field displays the customer name associated with each customer number.

Status: This field displays the status of each customer record, Active or Inactive.

Screen actions - ACR973D1-01

Commands	Description
F13=Filters	Change the record display in the list. You can display all records or only active records by Customer Number, or you can display only active records by Customer Name.
	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.

Change the corporate parent customer of a selected customer

Use the Corporate Realignment screen, ACR973D2-01, to specify a new corporate parent for the selected customer. All changes to this screen update the corresponding fields in the Customer Master file, RCM, unless otherwise indicated.

If the new corporate parent is within a new corporate structure, ACR shows the new business function customer defaults based on the value you set in the Accounts Receivable system parameter Default Parents Business Function Customer. You can change the values in the new business function customer fields.

If you selected a customer that is the corporate parent of another customer, you can choose to either realign the children along with the parent or leave the children in the current corporate structure. If you realign the children, ACR also adjusts their business function customers. See the help text for the IDF Customer, for a description of the various business function customers.

Field descriptions - ACR973D2-01

Fields	Description
Customer Number/ Name:	This field displays the customer number and name that you selected on the first screen.
Current Corporate Parent/Name:	This field displays the corporate parent from the selected customer's Customer Master record.
New Corporate Parent (8,0):	Specify the new corporate parent for the current customer.
Pricing Customer (8,0):	Specify a new pricing customer that is within the current customer's new corporate hierarchy.
A/R Customer (8,0):	Specify a new accounts receivable customer that is within the current customer's new corporate hierarchy.
	If you accept orders for invoicing, ACR uses this customer number as the corporate/billing customer in the Accounts Receivable file, RAR. The amount of an invoice is added to the customer's total amount due and is subtracted from the open order amount.
Remit-From Customer (8,0):	Specify a new remit-from customer that is within the current customer's new corporate hierarchy.
Statement-To Customer (8,0):	Specify a new statement-to customer that is within the current customer's new corporate hierarchy.
Promotion Customer (8,0):	Specify a new promotion customer that is within the current customer's new corporate hierarchy.
Promotional Pay-To Customer (8,0):	Specify a new promotional payment-to customer that is within the current customer's corporate hierarchy.
Promotional Pay-To Number (4,0):	Specify the pay-to number to use with the new promotional pay-to customer to retrieve required address information.
Invoice-To Customer (8,0):	Specify a new invoice-to customer that is within the current customer's new corporate hierarchy.
Invoice-To Number (4,0):	Specify the invoice-to number to associate with the new invoice-to customer.

Lock Box-To Customer (8,0): Specify a new lock box-to customer that is within the current customer's new corporate hierarchy.

Lock Box-To Number (4,0): Specify a lock box-to number to associate with the new lock box-to customer.

Screen actions - ACR973D2-01

Commands	Description
F6=Accept	Accept the information on the screen.
F16=Customer Inquiry	Access the Customer Level Inquiries program, ACR300D1, to view information about A/R customers that you specify in the first 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.

Change the sales parent customer of a selected customer

Use the Sales Force Realignment screen, ACR973D3-01, to specify a new sales organization parent for the selected customer. All changes to this screen update the corresponding fields in the Customer Master file, RCM, unless otherwise indicated.

If the new sales organization parent is within a new sales organization structure, ACR shows the new business function customer defaults based on the value you set in the Accounts Receivable system parameter Default Parents Business Function Customer. You can change the values in the new business function customer fields.

If you selected a customer that is the sales organization parent of another customer, you can choose to either realign the children along with the parent or leave the children in the current corporate structure. If you realign the children, ACR also adjusts their business function customers. See the help text for the IDF Customer, for a description of the various business function customers.

If you are maintaining a customer who is the sales organization parent of another customer, you can choose to either realign the children along with the parent or leave the children in the current sales organization structure. If you realign the children, ACR also adjusts their business function customers. See the help text for the IDF Customer, for a description of the various business function customers.

Field descriptions - ACR973D3-01

Fields	Description
Customer Number/ Name:	This field displays the customer number and name that you selected on the first screen.
Current Sales Force Parent/Name	This field displays the sales organization parent from the selected customer's Customer Master record.
New Sales Force Parent (8,0):	Specify the new sales organization parent for the current customer.
Item X-Ref Customer (8,0):	Specify a new valid Item X-Ref Customer number that exists within the current customer's new sales organization hierarchy.
Sales History Cust (8,0):	Specify a new sales history customer that is within the current customer's new sales organization hierarchy.
	When you create an invoice, ACR enters this customer number in the following files:
	■ Invoice History, SIH
	■ Sales Detail, SSD
	■ Sales History, SSH
Ship-to Customer (8,0):	Specify a valid ship-to customer number that exists within the new sales organization hierarchy of the current customer. This is the customer who receives the order shipments for the current customer.
Ship-to Number (4,0):	Specify the ship-to number to associated with the new ship-to customer.

Screen actions - ACR973D3-01

Commands	Description
F6=Accept	Accept the information on the screen.
F16=Customer Inquiry	Access the Customer Level Inquiries program, ACR300D1, to view information about A/R customers that you specify in the first 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.

Cleanup operations for A/R files, ACR990D

Caution: This program resets file information. Consult the project manager or the appropriate department supervisor before you press Enter to run this program.

Use the Cleanup Operations for Accounts Receivable Files, ACR990D, to clean up records that were in use when the Accounts Receivable program, ACR500, ended abnormally.

When you run ACR500, the program creates temporary records and locks live records by the user ID to ensure that no one else tries to use them at the same time. If the processing completes normally, the temporary records become permanent and live and ACR500 removes the locks on the records. If the system fails, temporary records can be left in the database and live records remain locked. The ACR990D program cleans up the and unlocks the records.

To lock records, the ACR500 program populates the Workstation ID field, WSID, of the record with the user's Workstation ID. ACR990D deletes all temporary records and removes live record locks for the files RAR, PDX, or RTX. You have the option of cleaning up records you're your own Workstation ID or *ALL IDs. If you choose *ALL, then all records are cleaned up, regardless of the Workstation ID encountered.

Access: SYS01 menu

Clean up locked and temporary A/R records

Use the Cleanup Operations for Accounts Receivable Files screen, ACR990D-01, to specify the workstation ID for which to run cleanup and to run the program.

Field descriptions - ACR990D-01

Fields	Description
Workstation ID to Clear (10,A):	Specify the ID of the workstation for which to perform cleanup operations for A/R records. Specify *ALL to perform clean up operations for all workstation IDs.

Screen actions - ACR990D-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.

Customer terms code list, WINRTMD

The Customer Terms Code List program, WINRTMD, displays a list of customer terms codes. You view records for Levels 1, 2, or 3, using the toggle screen action F16.

Select a terms code

Use the Customer Terms Code List screen to select a customer terms code to return to the calling program.

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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