Cartera Run Instructions

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Chapter 1
Introduction to Infor LX

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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
CAR Overview

2

General information about the Cartera 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 ERP LX.

Application overview

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

Application features

This section lists key functions and features provided by the CAR application.

How-to Index

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

CAR application menus

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

CAR program help

This section provides help text for the CAR application's display programs and screens.

Application overview

Cartera is an alternative to the Infor LX Accounts Receivable application (ACR) that is designed to support both draft and non-draft receivables management. Cartera is fully integrated with Configurable Enterprise Accounting (CEA) and uses Advanced Transaction Processing (ATP). To address the different application configuration needs, Cartera adds a parameter in the Company Master file that allows a company to be designated to use either ACR or Cartera.

Application features

The Cartera application supports the features listed below:

- Common support for draft and non-draft receivables
- Multiple installments or due dates per invoice
- Easy modification of all receivables details
- Grouping and split of receivables and drafts
- Mass modification of receivables and drafts with master file changes
- Enhanced traceability with full details of past transactions and receivables notes
- Control of receivables and drafts by status code
- Configurable CEA integration based on status changes
- Single-step capability to undo any transaction
- Ability to override all dates (transaction date, G/L date, value date)
- PC-based configurable dunning
- Non-allocated collections
- Advance payments with no invoice
- Configurable matching of credit notes with original invoice and advance payments with invoice
- Factoring support and management of receivables that are assigned to a collector
- Automatic adjustment of minor differences in amounts
- Ability to pay credit notes and produce a check, if necessary
- Receipt printing for cash collections
- Provisions for bad debts
- Ability to charge certain expenses to the client, automatically producing an invoice if required

How-to Index

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

- Advanced Payment Posting - CAR570D1
- Allocate Payments - CAR550D4
- Bad Debts Provision - CAR970D1
- Bank Branch - CSH130D1
- Bank Branch - CSH135D
- Bank Commission Maintenance - CAR196D1
- Bank Commissions - CAR198D
- Bank Maintenance - ACP140D1
- Bank Master - ACP145D
- Calendar Maintenance - CAR160D1
- Cartera Inquiry Menu - CAR02
- Cartera Master Listing Menu - CAR03
- Cash Receipts Reprint - CAR210D
- Company Master - ACR120D1
- Company Master - ACR125D
- Control Transaction Master - CAR915D
- Credit Status Maintenance - CAR135D1
- Currency Revaluation - MLT910B1
- Customer Credit - CAR390B
- Customer Extract Mediofactoring - CAR585D1
- IDF Customer
- Customer Master - ACR105D
- Customer Payments - CAR550D1
- Customer Statement - CAR370D1
- Customer Terms - ACR110D1
- Customer Terms - ACR115D
- Customer Types - ACR170D1
- Customer Types - ACR175D
- Daily Risk and Statistic Update - CAR950D1
- Document Acceptance - CAR110D1
- Document Breakdown - CAR120D1
- Document Consolidation - CAR115D1
- Document Download - CAR500D1
- Document Inquiry - CAR355B1
- Document Sequence - ACR160D
- Document Sequence - ACR165D
- Dunning Letters - CAR180D1
- Dunning Selection - CAR600D
- Electronic Reimbursement - CAR537D

- Electronic Remittances - CAR536D
- Factoring Invoice Extract - CAR585D2
- History Files Menu - CAR04
- Invoice Inquiry - CAR330D
- Maintenance Menu - CAR01
- Manual Customer Credit Status Maintenance - CAR540D1
- Not Collected Re - Buy Invoices Mediofactoring - CAR585D3
- Notes Maintenance - CAR150B1
- Open Documents - CAR380D1
- Payment Distribution - CSH125D
- Payment Types - CAR170D1
- Payment Types - CAR175D
- Payments to Commit - CAR585D4
- Print Checks - CAR220D
- Profit Center Master - ACR130D1
- Profit Centers - ACR135D
- Receivables Management Menu - CAR
- Remittance Inquiry - CAR340D
- Remittance Payment By Due Date - CAR556D1
- Remittance Payments - CAR555D1
- Status Maintenance - CAR900D1
- Status Master - CAR914D
- Transaction Control Maintenance - CAR910D1
- Transfer to History Files - CAR980D
- Undo Transactions - CAR920D
- Unpaid Documents Posting - CAR580D1
- Unpaid RIBA Documents Posting - CAR581D
- Work with Documents - CAR350B
- Work with History Files - CAR981B
- Work with Post Date - CAR140D3
- Work with Remittances - CAR535D1
- Work with Scenarios - CAR530D

CAR application menus

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

Cartera Receivables Management

The Cartera Receivables Management menu, CAR, provides access to the major CAR transaction programs.

You can initiate the following functions from this menu:

- Download, accept, break down, consolidate, and work with documents.
- Work with and allocate customer payments, post advanced payments, and post unpaid documents.
- Select documents/payments to send to Factoring or to a Comit bank.
- Work with scenarios and remittance payments, as well as re-printing the receipts that make up a remittance.
- Update and generate a report of selected customers' risk and associated statistics.
- Undo transactions, which are associated to processes.
- Revaluate currency.
- Define the selection criteria for the dunning letter set.
- Calculate the bad debts provision of the outstanding documents according to the range of days that are defined in the Cartera system parameters.
- Maintain a customer's credit status manually.
- Select a Cartera company and remittance number combination to make a reimbursement against.

Cartera Master File Maintenance

The Cartera Master File Maintenance menu, CAR01, provides access to the Master File maintenance programs that are most relevant to CAR, including ACR master file maintenance programs and the ACP Bank Master program.

You can initiate the following maintenance tasks from this menu:

- Maintain the Company Master and the Profit Center Master files.
- Select customer types, payment types, and customer terms
- Specify which letters to print when you generate dunning letters
- Create charges that banks apply to collection expenses, discounts, or unpaid documents
- Maintain document notes and work calendars
- Define and maintain a customer's current credit status
- Create and maintain the document status codes to use throughout the Cartera application
- Assign a document sequence to a document
- Create and maintain the transaction controls performed by the Cartera application

Cartera Inquiries

The Cartera Inquiries menu, CAR02, provides access to the inquiry programs that are relevant to the Cartera application.

You can initiate the following inquiry processes from this menu:

- Select criteria for viewing available documents and view details and history of individual documents
- View information about the customer account, including all transactions associated with this customer.
- Display selected open or outstanding documents
- Analyze customer risk relative to the available credit
- Perform inquiries at different invoice levels

Cartera Master Files Listing

The Cartera Master Files Listing menu, CAR03, provides access to programs that generate reports that contain data from the CAR master files and relevant ACR and ACP master files.

You can initiate generation of the following reports from this menu:

- Company Master
- Profit Centers
- Customer Types
- Customer Terms
- Payment Distribution
- Bank Branch
- Bank Master
- Bank Commissions
- Customer Master
- Payment Types
- Document Sequence
- Status Master
- Control Transaction Master

Cartera History Files

The Cartera History Files menu, CAR04, allows you to work with document history.

You can initiate the following processes from this menu:

- Transfer all invoices that have no outstanding documents to the history file
- Run inquiries on documents that have previously been transferred from Cartera files to history files.
- Transfer documents from history files back to Cartera files for maintenance

Chapter 3
Programs

<div style="text-align: right">3</div>

Document maintenance, CAR100D

Use the Document Maintenance program, CAR100D, to maintain document detail information.

Access: Line action 2=Revise next to a record on the Work with Documents screen, CAR355D2-02.

Maintain document details

Use the Document Maintenance screen, CAR100D-01, to modify information for the selected document. You can change dates, the bank to pay, the customer account to pay at the specified bank, the bank that collects payments, and other details.

Field descriptions - CAR100D-01

Fields	Description
Last Claim Date (8,0):	Specify the date on which the system performed the last dunning process.
Bank/Age (Bank/Agency) (10,A):	Specify the bank or agency name to which to pay the document.
Bank/Age (Bank/Agency) (25,A):	Specify a description of the bank or agency.
Account (23,A):	Specify the customer bank account to which to pay the document.
Account Check Digit (2,A):	Specify the account check digit of the account to which to pay this document.
Bank (3,A):	Specify the code for the bank that collects payment of this document.
Payment Code (1,A):	Specify the code that represents the type of payment.

Discount Due Date (8,0):	Specify the date up to which the system applies the financial discount to this document.
Due Date (8,0):	Specify the new due date for this document.
Disc. Available (Discount Available) (15,2):	Displays the amount of the financial discount to apply to this document. If the customer pays the document by the Discount Due Date, the discount applies.
G/L Date (General Ledger Date) (6,0):	Specify the date on which the system posts this document to the general ledger.
Recl Status (Reclaim Status) (1,A):	Specify the dunning status to assign to the document. This status is defined in the dunning letters within nine possible dunning levels.
Transaction Date (8,0):	Specify the new transaction date for this document.

Screen actions - CAR100D-01

Commands	Description
F16=Customer Notes	Access the Notes Maintenance program, CAR150D1, to create, modify or view notes created at the customer level for this customer.
F17=Document Notes	Access the Notes Maintenance program, CAR150D1, to create, modify or view notes created at the document level for this customer.
F19=Incentives	Access the Promotion Maintenance screen, CAR105D-01, to modify a promotion applied to the document.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Promotion maintenance, CAR105D

Use the Promotion Maintenance program, CAR105D, to view and modify promotions that apply to a document.

Access: F19=Incentives on the Document Maintenance screen CAR100D-01.

Change a discount for a document

Use the Promotion Maintenance screen, CAR105D-01, to modify the discount offered for a document.

Field descriptions - CAR105D-01

Fields	Description
Disc. Available (Discount Available) (13,2):	Specify the amount of the promotional discount offered for this document. The system calculates the promotional discount as the discount offered to the customer minus the discount taken to date by the customer for this document.

Screen actions - CAR105D-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. 20)* in the overview information in this document.

Document acceptance, CAR110D1

Use the Document Acceptance program, CAR110D1, to accept documents that have payment types that require acceptance. Payment types are defined in the Payment Types Maintenance program, CAR170D1. You must run the Document Acceptance program for the documents specified before you put them into circulation.

Select a group of documents for the acceptance process

In the Documents Acceptance screen, CAR110D1-01, specify the company, currency, and due date limit to select a group of documents for the acceptance process. In the subsequent screen, Acceptance, CAR355D2-02, you can select specific documents to accept.

Access: CAR menu

Field descriptions - CAR110D1-01

Fields	Description
Company (3,0):	Specify the company code to which to apply the document acceptance process.
Currency (3,A):	Specify the currency code to which to apply the document acceptance process.

Due Date Limit (6,0):   Specify the due date of the documents to which to apply the document acceptance process.

Process (1,A):   Select the process to perform:

Valid choices

- **0=Sent to Acceptance**

  The document was sent to the customer for acceptance. This means that the document status changed from Acceptance Outstanding to Sent to Acceptance.

- **1=Acceptance Received**

  The document has been accepted by the customer. This means that the document status changed from Sent to Acceptance to Acceptance Received.

Screen actions - CAR110D1-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Document consolidation, CAR115D1

Use the Document Consolidation program, CAR115D1, to consolidate documents that have a status that is compatible with the consolidation process. The following document statuses are eligible:

- Outstanding Remittable
- Paid
- Acceptance Outstanding
- Outstanding non-Remittable
- Promotion Remittable
- Accepted Remittable

The Document Consolidation program allows you to balance invoices with payments and generate a document that has a Void by Zero Amount status if the invoice and the payment are for the same amount. Otherwise, the program generates a new document for the difference (excess or deficiency) that has a status that is compatible with the payment type of the new document.

Select a group of documents to consolidate

Use the Document Consolidation screen, CAR115D1-01, to select the group of documents to consolidate. You can select documents according to the following selection criteria: company, customer, due date, status of the documents, and currency of the transaction. A subsequent selection screen (Consolidation, CAR355d2-02) allows you to select the documents to consolidate from the resulting group of documents.

Access: CAR menu

Field descriptions - CAR115D1-01

Fields	Description
Company (3,0):	Specify the code of the company for which to select documents to consolidate.
Customer (8,0):	Specify the code of the customer for which to select documents to consolidate.
Due Date from (6,0):	Specify the earliest due date of the documents to select for consolidation.
Due Date to (6,0):	Specify the latest due date of the documents to select for consolidation.
Select Status (2,A):	Specify up to six status codes of documents to select for consolidation.
Select Status (2,A):	Specify up to six status codes of documents to select for consolidation.
Select Status (2,A):	Specify up to six status codes of documents to select for consolidation.
Select Status (2,A):	Specify up to six status codes of documents to select for consolidation.
Select Status (2,A):	Specify up to six status codes of documents to select for consolidation.
Select Status (2,A):	Specify up to six status codes of documents to select for consolidation.
Transact Currency (3,A):	Specify the transaction currency for which to select documents to consolidate.
Reference (23,A):	Type a reference that identifies the consolidation process.
Consolidation Type (1,A):	Select the type of consolidation to perform. ■ 0=Preliminary ■ 1=Definitive (final)
Print Receipt (1,A):	Specify 1=Yes to print a receipt for this consolidation, otherwise, specify 0=No.

Screen actions - CAR115D1-01

Commands	Description
F20=Zero amount	Perform a consolidation with a zero amount. Use this function to balance out an invoice with a payment. The amount of the selected documents must be zero.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Document consolidation, CAR115D2

Use the Document Consolidation program, CAR115D2, to view the new document number and details. You can modify details of the new document with this program.

Access: Line action 11=Select next to at least two documents on the Work with Documents Consolidation screen, CAR355D2-02.

Modify details of the consolidation document

Use the Document Consolidation screen, CAR115D2-01, to modify details of the document that resulted from the consolidation. The program identifies the consolidation document with the prefix specified for that purpose in the Cartera Parameters Maintenance program, CAR800D. You can assign a different due date than the one that defaults from the consolidation entry. You can also modify the bank, agency, account, bank code, and payment address. You can change the payment type with the appropriate status change to the document.

Field descriptions - CAR115D2-01

Fields	Description
Payment Code (1,A):	Specify the code for the type of payment that was made.
Disc. Available (Discount Available) (15,2):	This field displays the amount of the financial discount to apply to this document.
Discount Due Date (8,0):	Specify the date up to which the financial discount can be applied to this document.
Bank (10,A):	Specify the bank to which to pay this document.

Age (Agent) (25,A):   Specify the code of the bank branch to which to pay this document.

Account (23,A):   Specify the customer bank account to which to pay this document.

Account Check Digit (2,A):   Specify the account check digit to which to pay this document.

Bank (3,A):   Specify the bank code to which to pay this document.

Due Date (8,0):   Specify the date up to which the financial discount can be applied.

Document Date (8,0):   Specify the date the document consolidation was performed.

Invc Date (Invoice Date) (6,0):   Specify the date on which the consolidated invoice was created.

Screen actions - CAR115D2-01

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.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Document breakdown, CAR120D1

Use the Document Breakdown program, CAR120D1, to break a document down into multiple documents. You can break the document down in proportional amounts automatically, or you can assign a specific amount to each document manually. You can change the due date and the payment types that the program associates with the new documents it generates during the breakdown process.

Access: CAR menu

Specify the document to break down into multiple documents

Use the Document Breakdown screen, CAR120D1-01, to select the document to break down. The program generates new documents with the same invoice number as the original document but with different sequence numbers.

Field descriptions - CAR120D1-01

Fields	Description
Company (3,0):	Specify the company associated with the document to break down.
Payment Type (1,A):	Specify the payment type to use for the document breakdown.
Document Prefix (2,A):	Specify the invoice prefix of the document to break down.
Document Year (2,0):	Specify the invoice year of the document to break down.
Document Type (1,0):	Specify the code for the invoice type of the document to break down.
Document Number (8,0):	Specify the invoice number of the document to break down.
Sequence (3,0):	Specify the sequence number of the document to break down.
Number of Documents (2,0):	Specify the number of documents to generate from the selected document.
Breakdown Date (8,0):	Specify the date of the document breakdown.
G/L Posting Date (8,0):	Specify the date the document was posted to the general ledger.
Proportional Amounts (1,A):	Specify 1=Yes to automatically assign equal amounts to the new documents. Specify 0=No to manually assign specific amounts individually to each document.

Screen actions - CAR120D1-01

Commands	Description
F17=Documents Inquiry	Press F17 to inquire about the documents likely to be broken down and to select a document that is broken down.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Document breakdown, CAR120D2

Use the Document Breakdown detail program, CAR120D2, to provide information for documents that the document breakdown process created.

Specify amounts and dates for the new documents

Use the Document Breakdown detail screen, CAR120D2-01, screen is used to directly assign the amount of each document that is created and to process the document breakdown.

Field descriptions - CAR120D2-01

Fields	Description
Transaction Amount (15,2):	Specify the transaction amount for each new document. If you chose to assign proportional amounts in the first screen, a value defaults into this field, but you can change it.
Pt (Payment Type) (1,A):	Specify the code for the payment type that is used to pay for this document.
Due Date (8,0):	Specify the due date of each new document.
Discount Amount (15,2):	Specify the amount of the financial discount to apply to each new document.
Disc Due Date (Discount Due Date) (6,0):	Specify the date up to which the financial discount can be applied to each new document.

Screen actions - CAR120D2-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Electronic ID remittance maintenance, CAR125D

Use the Electronic ID Remittance Maintenance program, CAR125D, to maintain electronic remittance codes.

Access: Bank Maintenance, ACP140D1, from CAR01 menu. Use line action 5 to display a Cartera company record. Use Enter twice to access the Bank Maintenance screen, ACP140D2-03. Use F15=Id.Rem.Elec. (Electronic ID Remittance) to access this program.

Add or maintain an electronic remittance ID

Use the Maintenance Id.Remit. Elec. screen, CAR125D-01, to create a new electronic remittance code or to select a code to maintain.

Field descriptions - CAR125D-01

Fields	Description
Line actions	All line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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.
Remittance Type (1,A):	Specify the type of remittance for which to maintain an electronic ID.
Portfolio Type (1,A):	Specify the code that represents the type of portfolio to associate with this electronic remittance code.

Screen actions - CAR125D-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. 20)* in the overview information in this document.

Electronic ID remittance maint. detail, CAR125D2

Use the Electronic ID Remittance Maintenance detail program, CAR125D2, to add or modify details of the electronic remittance ID.

Add or modify electronic remittance ID details

The Maintenance Id.Remit. Elec. screen, CAR125D2-02, displays the remittance type and the portfolio type from the previous screen. You can add or change the electronic remittance code here.

Field descriptions - CAR125D2-02

Fields	Description
Code Elec. Rem. (2,A):	Add or modify the electronic remittance code.

Screen actions - CAR125D2-02

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Bank area, CAR130D1

Use the Bank Area program, CAR130D1, to select or limit records a bank accepts based on the code of the province and the district.

You must perform a two-step process to include or exclude specific province/district combinations. First, create a global record to allow the bank to either include or exclude documents from all provinces and districts. Next, create records for specific provinces and districts to include or exclude them. You are creating exceptions to the global record you just created.

Specifically, to accept records from all over the country, in Create mode, set the Prov (Province) field to **. Leave the Dist field blank. Next, in Create mode, specify a province code and a district code for each individual province and district combination for which you want to make an exception. Set the Use flag to 1 to include a province/district if your global record is set to exclude all. Set the use flag to 0 to exclude a province/district if your global record is set to include all.

Access: Bank Maintenance, ACP140D1, from CAR01 menu. Select a Cartera company record. Use Enter twice to access the Bank Maintenance screen, ACP140D2-03. Use F14=Bank Area to access this program.

Select or limit documents a bank accepts by province and district

Use the Bank Area screen, CAR130D1-01, to create or revise a bank area record.

Field descriptions - CAR130D1-01

Fields	Description
Line actions	All line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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.
Prov (Province) (2,0):	Specify the province code for which to exclude or include documents for this bank. Set this field to ** to create a global record. You can also include an asterisk as a wildcard to apply an exclusion or inclusion record to multiple provinces. For example, you could specify 2* to apply the record to all provinces that begin with the digit 2.
Dist (District) (3,A):	Specify the district code for which to exclude or include documents for this bank.. Leave this field blank to create a global record or to restrict inclusion or exclusion of documents by province only.
	Note: If you create a district-specific record, you can use wild cards. For example, you can set this value to C** to include (or exclude) documents from all districts within the province that begin with the letter C.
Use (1,A):	Specify 1 to allow the bank to accept documents from the specified province/district. Specify 0 to exclude documents from the specified province/district.

Screen actions - CAR130D1-01

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. 20)* in the overview information in this document.

Bank area, CAR130D2

Use the Bank Area detail program, CAR130D2, to continue creation or maintenance of bank area inclusion or exclusion records.

Set the use flag for a bank area record

Use the Bank Area screen, CAR130D2-04, to set the Use flag for the province/district record for this bank area.

Field descriptions - CAR130D2-04

Fields	Description
Use (1,A):	Specify 1 to make this an inclusion record. Documents from the specified province and district are accepted.
	Specify 0 to make this an exclusion record. Documents from the specified province and district are not accepted.
	Note: For global records, a value of 1 includes documents from all provinces and districts. A value of 0 excludes documents from all provinces and districts.
Post Code (2,A):	This field displays the code of the Prov (province code) value from which the documents are accepted or not accepted.
Post Code (3,A):	This field displays the code of the district from which the documents are accepted or not accepted.

Screen actions - CAR130D2-04

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Credit status maintenance, CAR135D1

Use the Credit Status Maintenance program, CAR135D1, to define credit status maintenance rules for a Cartera company for various credit statuses. The system can use these rules to control automatic updating of customer credit status based on collection activity. Rules have two components: conditions and actions. Conditions determine whether the system selects a particular rule for a particular status. Actions control the process of automatically updating customer credit. In Cartera, you assign credit statuses to all customers that belong to a Cartera company that you set up to perform credit management.

Credit statuses are assigned a level. Different credit statuses can exist that have the same level. To identify the highest priority from a group of credit statuses that have the same level, you assign each credit status in a company a unique sequence number. The credit status that has the lowest sequence number has the highest priority.

Access: CAR01 menu

Add or select a credit status

Use the Credit Status Master Selection screen, CAR135D1-01, to create a new credit status or to select a credit status to maintain.

Field descriptions - CAR135D1-01

Fields	Description
Line actions:	All line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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.
CO (Company) (3,0):	Specify the company code for the Cartera company.

Seq (Sequence) (3,A):   Specify a unique sequence number for the credit status. The credit status with the lowest sequence number has the highest priority.

Credit Status (15,A):   Specify the status code for the selected Cartera company.

Screen actions - CAR135D1-01

Commands	Description
Standad screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Credit status maintenance, CAR135D2

Use the Credit Status Maintenance detail program, , CAR135D2, to provide details of the rules for the credit status record. This program maintains data in the Credit Master file. You can also use this program to set up a new credit limit value for the customers of the specified company and update the Customer Master file with the new value.

Specify credit status details

Use the Credit Status Maintenance screen, CAR135D2-01, to specify details for the credit status record for this company.

Field descriptions - CAR135D2-01

Fields	Description
Default Status (1,A):	Specify 1=Yes to use this credit status as the default. Otherwise, specify 0=No.
Dunning Status Active Flag (1,A):	Specify 1=Yes to use the dunning status as a condition for the credit status update. Otherwise, specify 0=No.
Dunning Status Value (1,A):	Specify the current dunning status value for customers associated with this company for this credit status record.
Document Status Active Flag (1,A):	Specify 1=Yes to use the document status as a condition for the credit status update. Otherwise, specify 0=No.

Document Status Value (2,A): Specify the code of the current document status value for customers associated with this company for this credit status record. You can maintain document status codes in Status Maintenance, CAR900D1.

Doc Payment Type Active Flag (1,A): Specify 1=Yes to use the document payment type as a condition for the credit status update. Otherwise, specify 0=No.

Doc Payment Type Value (1,A): Specify the code for the payment type to use for customers associated with this company for this credit status record.

Annual Sales Active Flag (1,A): Specify 1=Yes to use the annual sales amount as a condition for the credit status update. Otherwise, specify 0=No.

Annual Sales Value (15,2): Specify the amount that represents the annual sales for customers associated with this company for this credit status record.

Cust Payment Type Active Flag (1,A): Specify 1=Yes to use the customer payment type as a condition for the credit status update. Otherwise, specify 0=No.

Cust Payment Type Value (1,A): Specify the code for the payment type for customers associated with this company for this credit status record.

Payment Terms Active Flag (1,A): Specify 1=Yes to use the payment terms as a condition for the credit status update. Otherwise, specify 0=No.

Payment Terms Value (2,A): Specify the payment terms code for customers associated with this company for this credit status record.

Credit Limit Active Flag (1,A): Specify 1=Yes to use the credit limit as a condition for the credit status update. Otherwise, specify 0=No.

Credit Limit Value (15,2): Specify the credit limit amount for customers associated with this company for this credit status record.

Customer Hold Active Flag (1,A): Specify 1=Yes to use the customer hold status as a condition for the credit status update. Otherwise, specify 0=No.

Customer Hold Value (1,A) Specify whether to put customers associated with this company for this credit status record on customer hold. 1=Yes, 0=No.

Print Sales Order Rep Value: Select whether to print a sales order report for customers associated with this company for this credit status record.

Automatic or Manual (1,A): Specify how Cartera updates the credit status of a customer:

Valid choices

- **0**

  0=Manual. You must manually update the status.

- **1**

  1=Automatic. The system automatically updates the customer's credit status.

Screen actions - CAR135D2-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Work with post date, CAR140D3

Use the Work with Post Date program, CAR140D3, to work with documents that were paid with post-dated checks.

Access: CAR menu

Select a document to view or maintain

Use the Post Date Check Selection screen, CAR140D3-01, to select a document to view or revise.

Field descriptions - CAR140D3-01

Fields	Description
Line actions:	The following line action is specific to this screen:
	10=History
	Access Document History Inquiry, CAR355D4-04, to view the history of a document. The document history screen displays all the transactions performed on this document. The history starts with the date on which the invoice was issued to the customer. The last transaction defines the current status of the document.

All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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.

CO (Company) (3,0):   Specify the code of the Cartera company associated with this document.

Customer (8,0):   Specify the code of the customer associated with this document.

Due Date (8,0):   Specify the date on which payment is due for this document.

Reference (10,A):   Provide a reference to further identify the document.

Screen actions - CAR140D3-01

Commands	Description
F9=Create	Access the Document Support Entry screen, CAR140D1-01, to create a new document to pay by post-dated check.
F13=Filters	Access the Filter Options screen to change the selection or sorting of records on the display.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Document support entry, CAR140D1

Use the Document Support Entry program, CAR140D1, to provide selection criteria for documents to consolidate for a post-dated check payment. You can also revise the document reference for existing records.

Access: Press F9=Create on the Post Date Check Selection screen, CAR140D3-01, or use 2=Revise for an existing record

Provide selection criteria for documents to consolidate

Use the Document Support Entry screen, CAR140D1-01, to provide details for document selection. The documents that meet the selection criteria are consolidated for a post-dated check payment. In Revise mode

Field descriptions - CAR140D1-01

Fields	Description
Company (3,0):	In Create mode, specify the code for the Cartera company for which to select documents.
Customer (8,0):	In Create mode, specify the code for the customer for which to select documents.
Bank (10,A):	In Create mode, specify the code for the bank to associate with the consolidated document to pay by post-dated check.
Bank Branch (25,A):	In Create mode, specify the code for the bank branch to associate with the consolidated document to pay by post-dated check.
Bank Account (23, A):	In Create mode, specify the bank account number to associate with the consolidated document to pay by post-dated check.
Document Reference (10,A):	Specify a document reference to associate with this consolidated document. This value is user defined.
Due Date (8,0):	Specify the due date for the consolidated document.
Payment Type (1,A):	Specify the code for the payment type to use to pay the consolidated document.
Document Amount (13,2):	Specify the total amount to display on the consolidated document.
Currency (3,A):	Specify the code of the transaction currency of the document amount.

Screen actions - CAR140D1-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Selected document, CAR140D2-01

The Selected Documents program displays a list of documents that met the selection criteria in Document Support Entry. Use this program to select documents from the list to consolidate into a new document.

Access: In Create Mode, use Enter on the Document Support Entry screen, CAR140D1-01

Select documents to consolidate into a new document

Use the Selected Documents screen, CAR140D2-01, to select documents from the list to consolidate into a new document to pay by post dated check.

Field descriptions - CAR140D2-01

Fields	Description
Line actions	The following line actions are specific to this screen:
	11=Select
	Select a document to include in the consolidation.
	13=De-Select
	Cancel selection of a previously selected document.
	17=Discount
	Issue a discount to a document.
	All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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.

Pf (Prefix) (2,A):	Specify the document prefix of the document.
Year (2,0):	Specify the last two digits of the year in which the document was created.
PT (Document Type) (1,0):	Specify the document type code of the document.
Invoice (8,0):	Specify the invoice number of the document.
Seq (Sequence) (3,0):	Specify the sequence number of the document.
Due Date (8,0):	Specify the due date of the document.
Document Amount (15,2):	Specify the document amount on the top line. You can assign new amounts to documents before you consolidate them.
Document Amount (15,2):	Specify the document amount. You can assign new amounts to documents before you consolidate them.
Drp (Drop Flag) (1,A):	Specify 1=Yes to apply drop management to the document, otherwise, specify 0=No.
	Drop management is a process by which a document is considered fully paid even if the amount outstanding does not exactly match the amount of the payment, as long as the discrepancy falls within the margins set up in the Cartera Parameters program, CAR800D.
	If you do not set the drop field to 1=Yes, the document is not considered fully paid if the amount applied is different from the outstanding amount.

Screen actions - CAR140D2-01

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.
F13=Filters	Access the Filter Window, CAR140D2-03, to limit the documents to display on the Selected Document screen.
F15=Selected/All	Toggle between display of the selected documents and all the documents.

F16=Select All	Select all displayed documents.
F17=Discounts	Issue a discount to a document.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Filter documents to display on the selected documents screen

Use the Filter Window, CAR140D2-03, to specify criteria to limit the documents the program displays in the Selected Document screen.

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 - Filter

Fields	Description
From Company (3,0):	Specify a range of values to limit the companies to include in the selection.
To Company (3,0):	Specify a range of values to limit the companies to include in the selection.
From Customer (8,0):	Specify a range of values to limit the customers to include in the selection.
To Customer (8,0):	Specify a range of values to limit the customers to include in the selection.
From Invoice No - Prefix (2,A):	Specify a range of values to limit the invoices to include in the selection. This field is separated into 4 distinct values, the invoice prefix, the invoice year, the invoice type and the invoice number, respectively.
To Invoice No - Prefix (2,A):	Specify a range of values to limit the invoices to include in the selection. This field is separated into 4 distinct values, the invoice prefix, the invoice year, the invoice type and the invoice number, respectively.
From Invoice No - Invoice Year (2,0):	Specify a range of values to limit the invoices to include in the selection. This field is separated into 4 distinct values, the invoice prefix, the invoice year, the invoice type and the invoice number, respectively.
To Invoice No - Invoice Year (2,0):	Specify a range of values to limit the invoices to include in the selection. This field is separated into 4 distinct values, the invoice prefix, the invoice year, the invoice type and the invoice number, respectively.

From Invoice No - Invoice Type (1,0): Specify a range of values to limit the invoices to include in the selection. This field is separated into 4 distinct values, the invoice prefix, the invoice year, the invoice type and the invoice number, respectively.

To Invoice No - To Invoice Type (1,0): Specify a range of values to limit the invoices to include in the selection. This field is separated into 4 distinct values, the invoice prefix, the invoice year, the invoice type and the invoice number, respectively.

From Invoice No - Invoice Number (8,0): Specify a range of values to limit the invoices to include in the selection. This field is separated into 4 distinct values, the invoice prefix, the invoice year, the invoice type and the invoice number, respectively.

To Invoice No - Invoice Number (8,0): Specify a range of values to limit the invoices to include in the selection. This field is separated into 4 distinct values, the invoice prefix, the invoice year, the invoice type and the invoice number, respectively.

From Currency (3,A): Specify a range of values to limit the currency codes to include in the selection.

To Currency (3,A): Specify a range of values to limit the currency codes to include in the selection.

From Due Date (8,0): Specify a range of values to limit the due dates to include in the selection.

To Due Date (8,0): Specify a range of values to limit the due dates to include in the selection.

From Paym Code (Payment Code) (1,A): Specify a range of values to limit the payment codes to include in the selection.

To Paym Code (Payment Code) (1,A): Specify a range of values to limit the payment codes to include in the selection.

From Bank (3,A): Specify a range of values to limit the bank codes to include in the selection.

To Bank (3,A): Specify a range of values to limit the bank codes to include in the selection.

From Amount (15,2): Specify a range of values to limit the documents to include in the selection by amounts outstanding.

To Amount (15,2): Specify a range of values to limit the documents to include in the selection by amounts outstanding.

Status (2,A): Specify up to six status codes to limit the document selection by document status.

Status (2,A): Specify up to six status codes to limit the document selection by document status.

Status (2,A):   Specify up to six status codes to limit the document selection by document status.

Status (2,A):   Specify up to six status codes to limit the document selection by document status.

Status (2,A):   Specify up to six status codes to limit the document selection by document status.

Status (2,A):   Specify up to six status codes to limit the document selection by document status.

Order By (1,A):   Specify a sorting sequence for the documents displayed on the Selected Document screen.

1=Co/Cust/Due D (Company/Customer/Due Date)

2=Co/Invc/Due D (Company/Invoice/Due Date)

3=Co/Stat/Due D (Company/Status/Due Date)

Screen actions - Filter 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. 20)* in the overview information in this document.

Specify an amount for a credit note

Use the Enter Amount Credit Note screen, CAR140D2-02, to create a credit note for a document.

Access: F17=Discounts or Line action 17=Discount on the Selected Documents screen, CAR140D2-01

Field descriptions - CAR140D2-02

Fields	Description
Doc Amount (15,2):	Specify the amount of the credit note.

Screen actions - CAR140D2-02

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Document consolidation, CAR140D5

Use the Document Consolidation program, CAR140D5, to create one consolidated document from the documents you selected on the Selected Documents screen to pay with a post-dated check. The system assigns a document prefix that depends on the parameters set in the Cartera Parameter Maintenance screen, CAR800D-01, in the SYS application.

Access: Type 11 (Select) next to at least two documents on the Selected Document screen and use F6=Accept.

Specify details of the consolidated document

The Document Consolidation screen, CAR140D5-01, to provide details for the consolidated document you created from documents you selected on the previous screen.

Field descriptions - CAR140D5-01

Fields	Description
Payment Code (1,A):	Specify the code that represents the type of payment for the consolidated document.
Invc Date (Invoice Date) (6,0):	Specify the invoice date for the consolidated document.

Disc. Available (Discount Available) (15,2):	Specify the amount of the financial discount to apply to the consolidated document. If the customer pays the document by the Discount Due Date, the program applies the available discount amount against the total amount due.
Discount Due Date (8,0):	Specify the date up to which the financial discount can be applied to the consolidated document. If the customer pays the document by the Discount Due Date, the program applies the available discount amount against the total amount due.
Bank/Age (Bank/Agency) (10,A):	Specify the bank branch or agency name to which to pay the consolidated document.
Bank/Age (Bank/Agency) (25,A):	Specify a description the bank branch or agency.
Account (23,A):	Specify the customer bank account to which to pay the consolidated document.
Account Check Digit (2,A):	Specify the account check digit to which to pay this consolidated document.
Bank (3,A):	Specify the code for the bank that collects payment for this consolidated document.
Due Date (8,0):	Specify the new due date for the consolidated document.
Document Date (8,0):	Specify the date on which to post the consolidated document to the General Ledger.

Screen actions - CAR140D5-01

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.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Notes maintenance, CAR150B1

Use the Notes Maintenance program, CAR150B1, to create and maintain notes at the customer, remittance and document levels.

Access: CAR01 menu

Select a note type to create or maintain

Use the first Notes Maintenance screen to select the type of note to create or maintain. The selection you make determines the fields that appear on the following screen, which allows you to specify a customer, remittance, or document with which to associate the note.

Field descriptions - CAR150D1-01/02/03

Fields	Description
Note Type Code (1,A):	Specify the type of note to create or maintain.

1	Customer Notes
2	Remitt. Notes
3	Document Notes

Fields	Description
Customer Code (8,24):	Specify the code for the customer for which to create or maintain the note.
Remittance Number (6,0):	Specify the remittance number associated with the document for which to create or maintain the note.
Document Company Number (3,0):	Specify the company number associated with the document for which to create or maintain the note.
Document Prefix (2,A):	Specify the prefix associated with the document for which to create or maintain the note.
Document Year (2,0):	Specify the last two digits of the year associated with the document for which to create or maintain the note.

Document Type (1,0): Specify the document type associated with the document for which to create or maintain the note.

Document Number (8,0): Specify the document number associated with the document for which to create or maintain the note.

Sequence Number (3,0): Specify the sequence number associated with the document for which to create or maintain the note.

Screen actions - CAR150D1-01/02/03

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Notes Maintenance, CAR150D2

Use the Notes Maintenance detail screen to provide note text for the specified customer, remittance, or document.

Provide note text

Provide the text of the note and the documents on which to print the note.

Field descriptions - CAR150D2-01

Fields	Description
Note Text (50,A)	Specify the note text for this customer, remittance, or document. 9999 lines of 50 characters are available.
Stad (Statement) (1,A):	The screen displays this field only for customer notes. Specify whether to print the note on the customer statement. To select one or more lines to print, specify Y=Yes in this field next to the lines. Otherwise, specify N=No.
Print (1,A):	The screen displays this field only for customer notes. Specify whether to print the note on customer reports. To select one or more lines to print, specify Y=Yes in this field next to the lines. Otherwise, specify N=No.

Remi (Remittance) (1,A): The screen displays this field only for remittance notes. Specify whether to print the note on the remittance. To select one or more lines to print, specify Y=Yes in this field next to the lines. Otherwise, specify N=No.

Doc (Document) (1,A): The screen displays this field only for document notes. Specify whether to print the note on the document. To select one or more lines to print, specify Y=Yes in this field next to the lines. Otherwise, specify N=No.

Screen actions - CAR150D2-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Calendar maintenance, CAR160D1

Use the Calendar Maintenance program, CAR160D1, to create calendars that the system uses to display the work days and non-work days. The system uses this information for date calculations. The discount management process uses date calculations to determine interest due amounts.

Access: CAR01 menu

Add or maintain a calendar

Use the Calendar Maintenance screen, CAR160D1-01, to create a new calendar or to select a calendar to maintain. In create mode, specify the name of the calendar and its effective date.

Field descriptions - CAR160D1-01

Fields	Description
Line actions	The following screen action is specific to this screen: **1=Create** Initiate creation of a new calendar record.

All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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.

Calendar (1,A):   In Create mode, specify the code for the calendar to create. This field displays the code of existing calendars.

Date (8,0):   In Create mode, specify the date this calendar record becomes effective. For existing calendars, the list displays the effective date of the calendar and each non-working date for the defined calendar year.

Screen actions - CAR160D1-01

Commands	Description
F9=Create	Access a detail screen to complete creation of a new calendar.
F21=Delete	Access a screen to delete a calendar.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Specify calendar details

Use the Calendar Maintenance - create Calendar screen, CAR160D1-02, to specify details for a calendar that you can associate with a bank in the Bank Maintenance program to use to calculate interest.

Field descriptions - CAR160D1-02

Fields	Description
Calendar (1,A):	Specify the code of the calendar to create.
Year (2,0):	Specify the last two digits of the year for which to create the calendar.
Non Work Saturdays (1,0):	Specify 1=Yes to consider Saturdays as non-work days for this calendar. Otherwise, specify 0=No. If you set this field to 1, Saturdays are not included in calculations of days for which to calculate interest.

Non Work Sundays (1,0):	Specify 1=Yes to consider Sundays as non-work days for this calendar. Otherwise, specify 0=No. If you set this field to 1, Sundays are not included in calculations of days for which to calculate interest.
First Saturday Year (8,0):	Specify the date of the first Saturday in the year for which you create the calendar. The program determines the dates of other Saturdays and Sundays in the year from the date you enter here.

Screen actions - CAR160D102

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Payment types, CAR170D1

Use the Payment Types program, CAR170D1, to define the types of payment that the system accepts for payment of customer debts. You must create the payment types in this program, then assign them to customers in the IDF Customer. You can override this value for individual invoices and customer orders.

Access: CAR01 menu

Add or maintain a payment type

Use the Payment Type Selection screen, CAR170D1-01, to create a new payment type or to select a payment type to maintain.

Field descriptions - CAR170D1-01

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.
Payment Type (1,A):	Specify the code for the payment type to create or revise. This is the type of payment a customer uses, for example, a check or a bank draft.

Screen actions - CAR170D1-01

Commands	Description
F13=Filters	Display the filter options for this screen.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Payment type master maintenance, CAR170D2

Use the Payment Type Master Maintenance program, CAR170D2, to define a payment type.

Specify payment type details

Use the Payment Type Master Maint screen, CAR170D2-01, to provide details for the payment type.

Field descriptions - CAR170D2-01

Fields	Description
Payment Type (1,A):	Specify the code for the payment type.
Description (10,A):	Specify a description of the payment type code.
Remittable Document (1,A):	Select the method by which a document with this payment type is paid, whether it can be remitted, and the type of remittance the system uses.
	1=Payment. The document is remittable to collection. This option indicates that the system uses the collection expense method for this payment type.
	2=Discount. The document is remittable to discount. This option indicates that the system uses the discount management method for this payment type.
	9=Both. The document is remittable to collection and discount.
	Blank=No. The document is non-remittable.
Bank/Collector T (Bank/ Collector Type) (1,A):	Select the method by which the document is paid if it is defined as a remittable document.
	1=Bank. The document is paid by a bank

2=Payment. The document is paid in person.

Blank=No. The document is defined as non-remittable.

Print Draft (1,A): Specify 1=Yes to print a draft of the document that has this payment type. Otherwise, specify 0=No.

Acceptance Required (1,A): Select 1=Yes if a document with this payment type must be sent to the customer for acceptance. Specify 0=No if the system can issue the document without prior customer acceptance.

Draft Printing Program (10,A): Specify the name of the program name to print documents that have this payment code. The standard printing program in Cartera is the Listing Documents program, CAR211B. You can specify a different printing program here.

Draft Format (1,A): Specify the format of the document to use to manage electronic remittances.

1	Bill of Exchange
2	Bill
3	Promissory Note

Expense Type (1,A): Select whether the remittance is associated with expenses. The value in this field is used to manage electronic remittances.

0	Without Expenses
1	With Expenses
9	Notarial Process

Screen actions - CAR170D2-01

Commands	Description
All Screen Actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Payment types, CAR175D

Use the Payment Types listing program, CAR175D, to create a listing of payment types that are set up in the Payment Type program, CAR170D1.

Access: CAR03 menu

Specify a payment type range for the report

Use the Payment Type Master Listing screen, CAR175D-01, to specify the payment 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 - CAR175D-01

Fields	Description
From Payment Type (1,A):	Specify a range of values to limit the payment types to include in the report.
To Payment Type (1,A):	Specify a range of values to limit the payment types to include in the report.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - CAR175D-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. 20)* in the overview information in this document.

Dunning letters, CAR180D1

Use the Dunning Letters program, CAR180D1, to specify the dunning letter set to use to generate dunning letters. This program enables you to associate dunning letter sets with companies and statuses or to let the dunning process use due dates. You can specify individual dunning letters to associate with up to nine dunning levels. You can also specify a reminder letter and a number of days before the due date on which to print it..

Access: CAR01 menu

Add or select dunning letter set by status information

Use the Dunning Letter Set by Status Selection screen, CAR180D1-01 to add a new dunning letter set by status record or to select an existing record to revise.

Field descriptions - CAR180D1-01

Fields	Description
Line actions	All line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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.
Company (3,0):	Specify the name of the company for which to create or modify a dunning letters by status record.

Letter Set (3,A):	Specify the name of the dunning letter set to associate with the company in this record.
Doc. Status (Document Status) (2,A):	Specify the document status with which to associate this dunning letter set record for the specified company. Leave this field blank if you want this record to print the specified dunning letters based on document due dates..

Screen actions - CAR180D1-01

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. 20)* in the overview information in this document.

Dunning letter set by status maintenance, CAR180D2

Use the Dunning Letter Set by Status Maintenance program, CAR180D2, detailed information about dunning letters associated with a company, dunning letter set, and document status. If a dunning level is not defined in the Company Maintenance program, you cannot associate dunning letters with that level.

Access: Line action 2 (Revise), 3 (Copy) or 5 (Display) next to a selection on the Dunning Letter Set by Status Selection screen (CAR180D1-01) and press Enter.

Specify dunning letter and dunning level details

Use the Dunning letter set by status maintenance screen, CAR180D2-02, to specify the specific dunning letters to send for each level, and to specify the number of days past the due date that qualifies a document to belong to a specific dunning level.

Field descriptions - CAR180D2-02

Fields	Description
Dunning Level 1 (8,A):	Specify the dunning letters to print for up to nine dunning levels.
Dunning Level 2 (8,A):	Specify the dunning letters to print for up to nine dunning levels.

Dunning Level 3 (8,A): Specify the dunning letters to print for up to nine dunning levels.

Dunning Level 4 (8,A): Specify the dunning letters to print for up to nine dunning levels.

Dunning Level 5 (8,A): Specify the dunning letters to print for up to nine dunning levels.

Dunning Level 6 (8,A): Specify the dunning letters to print for up to nine dunning levels.

Dunning Level 7 (8,A): Specify the dunning letters to print for up to nine dunning levels.

Dunning Level 8 (8,A): Specify the dunning letters to print for up to nine dunning levels.

Dunning Level 9 (8,A): Specify the dunning letters to print for up to nine dunning levels.

Override Days Level 1 (2,0): Specify the number of days past a defined starting date that puts an invoice at this dunning level.

If you specified a document status, the value in this field is the number of days past assignment of that document status to an invoice.

If you do not specify a document status, this value is the number of days past the invoice due date or the last invoice dunning date. The date used depends on the dunning method you set up for the company.

Override Days Level 2 (2,0): Specify the number of days past a defined starting date that puts an invoice at this dunning level.

If you specified a document status, the value in this field is the number of days past assignment of that document status to an invoice.

If you do not specify a document status, this value is the number of days past the invoice due date or the last invoice dunning date. The date used depends on the dunning method you set up for the company.

Override Days Level 3 (2,0): Specify the number of days past a defined starting date that puts an invoice at this dunning level.

If you specified a document status, the value in this field is the number of days past assignment of that document status to an invoice.

If you do not specify a document status, this value is the number of days past the invoice due date or the last invoice dunning date. The date used depends on the dunning method you set up for the company.

Override Days Level 4 (2,0): Specify the number of days past a defined starting date that puts an invoice at this dunning level.

If you specified a document status, the value in this field is the number of days past assignment of that document status to an invoice.

If you do not specify a document status, this value is the number of days past the invoice due date or the last invoice dunning date. The date used depends on the dunning method you set up for the company.

Override Days Level 5 (2,0):
Specify the number of days past a defined starting date that puts an invoice at this dunning level.

If you specified a document status, the value in this field is the number of days past assignment of that document status to an invoice.

If you do not specify a document status, this value is the number of days past the invoice due date or the last invoice dunning date. The date used depends on the dunning method you set up for the company.

Override Days Level 6 (2,0):
Specify the number of days past a defined starting date that puts an invoice at this dunning level.

If you specified a document status, the value in this field is the number of days past assignment of that document status to an invoice.

If you do not specify a document status, this value is the number of days past the invoice due date or the last invoice dunning date. The date used depends on the dunning method you set up for the company.

Override Days Level 7 (2,0):
Specify the number of days past a defined starting date that puts an invoice at this dunning level.

If you specified a document status, the value in this field is the number of days past assignment of that document status to an invoice.

If you do not specify a document status, this value is the number of days past the invoice due date or the last invoice dunning date. The date used depends on the dunning method you set up for the company.

Override Days Level 8 (2,0):
Specify the number of days past a defined starting date that puts an invoice at this dunning level.

If you specified a document status, the value in this field is the number of days past assignment of that document status to an invoice.

If you do not specify a document status, this value is the number of days past the invoice due date or the last invoice dunning date. The date used depends on the dunning method you set up for the company.

Override Days Level 9 (2,0): Specify the number of days past a defined starting date that puts an invoice at this dunning level.

If you specified a document status, the value in this field is the number of days past assignment of that document status to an invoice.

If you do not specify a document status, this value is the number of days past the invoice due date or the last invoice dunning date. The date used depends on the dunning method you set up for the company.

Reminder Letter (8,A): Specify the name of the reminder letter to send. You can specify the name of a letter even if the status field in this record is blank, because reminder letters are independent of the status of the documents.

Reminder Letter Override Days (8,A): Specify the number of days before the due date to send a reminder letter. Specify a value only if you want to use a different number of days than the number specified in the Company Master file for this company.

Screen actions - CAR180D2-02

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Bank commission maintenance, CAR196D1

Use the Bank Commission Maintenance program, CAR196D1, to create the charges a specified bank applies to collection expenses, discounts, or unpaid documents. This is the bank's commission for collecting the payment. Bank Commission Maintenance is defined at the company level with the bank code, the currency code, and the payment type. These criteria are used to generate a bank charges forecast when the system creates remittances.

Access: CAR01 menu

Add or revise bank commission information

Use the Bank Expense Maintenance screen, CAR196D1-01, to create or revise bank commission information.

Field descriptions - CAR196D1-01

Fields	Description
Line actions	All line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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.
Comp (Company) (3,0):	Specify the code for the Cartera company to associate with this bank commission information.
Bank Code (3,A):	Specify the code of the bank for which to create the commission information for this record.
Currency (3,A):	Specify the code of the currency in which to express the bank commission amounts.
Payment Type (1,A):	Specify the code of the payment type for which to create the bank commission information.

Screen actions - CAR196D1-01

Commands	Description
F13=Filters	Display filter and sort options for the screen.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Bank expense maintenance, CAR196D2

Use the Bank Expense Maintenance program, CAR196D2-01, to provide amounts or percentages that this bank charges the company to perform financial transactions.

Specify bank commission amounts or percentages

Use the Bank Expense Maintenance screen, CAR196D2-01, to specify commission amounts or percentages to use in forecasts.

Field descriptions - CAR196D2-01

Fields	Description
Commission Amount - Collection (15,2):	Specify the commission amount in base currency that the bank charges for collecting money. This commission is a fixed charge due for each document in the remittance. No minimum commission amount applies if you make an entry in this field.
Percent (%) Commission - Collection (5,2):	Specify the percentage commission to apply to the total remittance amount. This field is used in conjunction with the Minimum Commission field. The commission is the greater of the percentage of the total remittance and the minimum commission value.
Minimum Commission - Collection (15,2):	Specify the minimum commission to apply to a remittance.
Commission Amount - Discount (15,2):	Discount commissions apply if you use the Discount Management method of processing remittances. The bank advances the remittance amount when the remittance is presented to the bank. Bank expenses are charged at this time, and they are based on the interest to apply, which depends on the number of days remaining till the due date.
	If a customer pays the document on the due date, the bank retains the money the customer paid and does not add additional charges. If the customer does not pay on the due date, the bank charges a commission for the non-payment, which is added to interest charges.
	If a payment is set up to be made in installments, each installment collection is charged the commission amount, plus a percentage of the installment amount that is due.
% Commission - Discount (5,2):	Specify the percentage amount to apply for a discount remittance.
	This is the percentage commission to apply to the total remittance amount. This field is used in conjunction with the Minimum Commission field. The commission is the greater of the percentage of the total remittance and the minimum commission value.
Minimum Commission - Discount (15,2):	Specify the minimum commission amount to apply to a discount remittance. The expenses that are defined here are used as a basis for creating scenarios. They will make up a forecast in Remittances Posting and the actual expenses supported by their payment may be entered.
From Days (first) (3,0):	Specify the first number of days ahead of the payment due date from which to calculate the bank interest for a discount remittance.

From Days % (5,2): Specify the percentage of interest to apply to the first number of days.

From Days (second) (3,0): Specify the second number of days ahead of the payment due date from which to calculate the bank interest for a discount remittance.

From Days % (5,2): Specify the percentage of interest to apply to the second number of days.

From Days (third) (3,0): Specify the third number of days ahead of the payment due date from which to calculate the bank interest for a discount remittance.

From Days % (5,2): Specify the percentage of interest to apply to the third number of days.

From Days (fourth) (3,0): Specify the fourth number of days ahead of the payment due date from which to calculate the bank interest for a discount remittance.

From Days % (5,2): Specify the percentage of interest to apply to the fourth number of days.

Commission Amount - Unpaid Document (15,2): Specify the commission amount in base currency that the bank charges for an unpaid document. No minimum commission amount applies if you make an entry in this field. The commission that you define here is forecast in the Unpaid Documents Posting program, where you can specify the actual bank charges.

% Commission - Unpaid Document (5,2): Specify the percentage commission to apply to the total remittance amount of the unpaid document. This field is used in conjunction with the Minimum Commission field. The commission value is the greater of the percentage of the total remittance and the minimum commission value.

Minimum Commission - Unpaid Document (15,2): Specify the minimum commission to apply to an unpaid document.

Tax Stamps (1,A): Specify 1=Yes to calculate the stamp tax and include the amount as a remittance expense. Specify 0=No to not calculate the stamp tax.

Mail Expenses (15,2): Specify the amount the bank charges for mailing expenses.

Commission By (1,A): Specify how you want the system to calculate expenses associated with a remittance.

Valid choices

- **0**

  0=Detail. Calculate the remittance expenses document by document.

- **1**

  1=Total. Calculate the total remittance expenses.

Commis if Same Bank (1,A):	Specify whether commission is charged if the customer bank is the same as the bank to which the payment is made. 0=No, 1=Yes.

Screen actions - CAR196D2-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Bank commissions, CAR198D

Use the Bank Commissions program, CAR198D, to print a listing of commission information for banks that serve as payment collection agents.

Access: CAR03 menu

Specify selection criteria for a listing of banks that collect remittances

Use the Banks/Collectors Master List screen, CAR198D-01, to specify selection criteria for the listing.

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 - CAR198D-01

Fields	Description
From Company (3,0):	Specify a range of values to limit the information to include in the listing by company.
To Company (3,0):	Specify a range of values to limit the information to include in the listing by company.
From Bank Code (3,A):	Specify a range of values to limit the information to include in the listing by bank code.

To Bank Code (3,A):	Specify a range of values to limit the information to include in the listing by bank code.
From Currency (3,A):	Specify a range of values to limit the information to include in the listing by currency.
To Currency (3,A):	Specify a range of values to limit the information to include in the listing by currency.
From Payment Type (1,A):	Specify a range of values to limit the information to include in the listing by payment type.
To Payment Type (1,A):	Specify a range of values to limit the information to include in the listing by payment type.
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 - CAR198D-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. 20)* in the overview information in this document.

Cash receipts reprint, CAR210D

Use the Cash Receipts Reprint program, CAR210D , to reprint the receipts that make up a remittance payment or to reprint a particular document.

Access: CAR menu

Specify the cash receipt or document to reprint

Use the Cash Receipts Reprint screen, CAR210D-01, to specify details for the receipt or document to reprint.

Field descriptions - CAR210D-01

Fields	Description
Company (3,0):	Specify the code for the company associated with the document or receipt to reprint.
Remittance No (Remittance Number) (6,0):	Specify the remittance number associated with the receipt or document to reprint.
Documents - prefix (2,A):	Specify the prefix of the document to reprint.
Documents - year (2,0):	Specify the year of the document to reprint.
Documents - type (1,0):	Specify the type of the document to reprint.
Documents - number(8,0):	Specify the invoice number of the document to reprint.
Documents (3,0):	Specify the sequence number of the document to reprint.
Total Payment Amount (15,6):	Specify the total payment amount to list on the reprinted receipt.

Screen actions - CAR210D-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. 20)* in the overview information in this document.

Print checks, CAR220D

Use the Print Checks program, CAR220D, to prints checks to pay credit notes.

Note the following:

- Cartera only prints checks for the payment type designated for checks.
- The system retrieves the serial number and check number to use from the Bank Master File.

Access:CAR menu

Specify information for the checks to print

Use the Print Checks screen, CAR220D-01, to specify information and print checks. You define the serial number that the Print Checks program uses in the Bank Master file.

Field descriptions - CAR220D-01

Fields	Description
Company (3,0):	Specify the code of the company for which to print check.
Bank Code (3,A):	Specify the code of the bank for which to print checks.
Currency (3,A):	Specify the code of the currency in which to print the checks.
Serial/Number Check (3,A):	Specify the check serial number to print on the check as set up in the Bank Master file.
Check (10,0):	Specify the check number to print on the check as set up in the Bank Master file.

Screen actions - CAR220D-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. 20)* in the overview information in this document.

Invoice inquiry, CAR330D

Use the Invoice Inquiry program, CAR330D, to perform inquiries at different invoice levels.

Access: CAR02 menu

Specify selection criteria for a customer's invoices

Use the Invoice Inquiry screen, CAR330D-01, to define the criteria for selecting invoices of a specific customer.

Field descriptions - CAR330D-01

Fields	Description
Company (3,0):	Specify the company to use for the invoice inquiry.
Customer (8,0):	Specify the customer to use for the invoice inquiry.
Customer Name (50,A):	Specify the full name of the customer.
Prefix (2,A):	Specify a document prefix to limit the inquiry to a single prefix.
Invoice Number (8,0):	Specify a invoice number to limit the inquiry to a single invoice number.
Currency Code (3,A):	Specify a currency code to limit the inquiry to a single currency.
From Date (8,0):	Specify a range of values to limit the invoices to include in the selection by invoice date.. Specify a range of values to limit the invoices to include in the selection by invoice date..

Currency of the Query (1,A):

Select the currency in which to display the invoice amounts.

1	Base Currency
2	Transaction Currency
3	Alternate Currency

Sorted By (1,A):

Specify the sorting sequence of the selected invoices.

1	Invoice Date
2	Due Date

Screen actions - CAR330D-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. 20)* in the overview information in this document.

Select an invoice

Use the Invoice Inquiry selection screen, CAR330D-02, to select an invoice to view. If you select an invoice in this screen, the system takes you into the Invoice Inquiry program,CAR355D2, from which you can view document details or the history of the document, or you can transfer the document to another customer.

Field descriptions - CAR330D-02

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. **11=Select** Access the Invoice Inquiry program, CAR355D2, to call up additional document information.
Dat. Tran (8,0):	Specify the transaction date of the document to locate.
Invoice Prefix (2,A):	Specify the invoice prefix of the document to locate.
Invoice Year (2,0):	Specify the last two digits of the invoice year of the document to locate.
Invoice Type (1,A):	Specify the invoice type of the document to locate.
Invoice Number (8,A):	Specify the invoice number of the document to locate.
Invoice Amount (14,0):	This field displays the invoice amount.
Invoice Balance (15,0):	This field displays the outstanding invoice amount.
Customer Balance (16,0):	This field displays the cumulative amount of the open invoices at each transaction date.

Screen actions - CAR330D-02

Commands	Description
F20=Open/clsd/hst/all	Toggle the display among four views: open invoices, closed invoices, invoice history, or all invoices.
F22=Base/Tran/Alt	Toggle currency displayed among base, transaction, and alternate currencies.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Remittance inquiry, CAR340D

Use the Remittance Inquiry program, CAR340D, to view information about remittances that you create in the Work with Scenarios program, CAR530D, and the Create Trial Remittance program, CAR535D3.

Access:CAR02 menu

Specify selection criteria for remittances

Use the Remittance Inquiry Selection screen, CAR340D-01, to limit the remittances to displayed in the Remittance Inquiry screen, CAR341D1-01.

Field descriptions - CAR340D-01

Fields	Description
Company (3,0):	Specify the code for the company to which to limit selection of remittances.
Remittance Type (1,A):	Specify the remittance type for the inquiry.

1	Remittance in Collection Expenses
2	Remittance in Discount Management

Fields	Description
Status (1,A):	Specify a remittance status to which to restrict the selection: 1=Preliminary, 2=Definitive, or 3=Paid. The three statuses are described below.

■ A preliminary remittance is the first draft of the remittance.

- A definitive remittance is a confirmed remittance.
- A paid remittance is considered paid in full.

Currency (3,A):	Specify a currency code to which to restrict the selection.
From Remittance Date (8,0):	Specify a range of values to limit the remittances to include in the selection by remittance creation date.
To Remittance Date (8,0):	Specify a range of values to limit the remittances to include in the selection by remittance creation date.
Remittan No From (Remittance Number From)(6,0):	Specify a range of values to limit the remittances to include in the selection by remittance number.
Remittan No To (Remittance Number To)(6,0):	Specify a range of values to limit the remittances to include in the selection by remittance number.

Screen actions - CAR340D-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. 20)* in the overview information in this document.

Remittance inquiry, CAR341D1

Use the Remittance Inquiry program, CAR341D1, to continue with remittance inquiry with remittances selected according to the selection criteria in the Remittance Inquiry Selection screen, CAR340D-01.

Access: Use Enter from the Remittance Inquiry Selection screen, CAR340D-01

View information for selected remittances

Use the Remittance Inquiry screen, CAR341D1-01, to view basic information for the selected remittances. The screen displays the amount of each remittance in transaction and base or alternate currency. The screen sorts the selected remittances by payment type, bank, and company.

Field descriptions - CAR341D1-01

Fields	Description
Line actions	The following line actions are specific to this screen.
	5=Detail
	Access the Detail Remittance Inquiry screen, CAR341D2-02, to view additional information related to the remittance.
	6=Expenses
	Access the Remittance Expenses Inquiry screen, CAR341D3-03, to view expenses associated with the remittance.
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 - CAR341D1-01

Commands	Description
F22=Base/Alternate	Toggle between display of amounts in the base and the alternate currency, if applicable.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Remittance detail inquiry, CAR341D2

Use the Remittance Detail Inquiry program, CAR341D2, to view details of specific remittances that resulted from selection criteria on the selection screen.

Access: Line action 5=Display next to a remittance on the Remittance Inquiry screen, CAR341D1-01.

View details of a remittance

Use the Detail Remittance Inquiry screen, CAR341D2-02, to view the invoices associated with a remittance and details of the individual invoices, including a breakdown of the transaction amounts by invoice.

Screen actions - CAR341D2-02

Commands	Description
F22=Base/Alternate	Toggle between display of amounts in the base and the alternate currency, if applicable.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Remittance expense inquiry, CAR341D3

Use the Remittance Expense Inquiry program, CAR341D3, to view expense information associated with individual remittances.

Access: Line action 6=Expenses next to a remittance on the Remittance Inquiry screen, CAR341D1-01.

View remittance expenses

Use the Remittance Expenses Inquiry screen, CAR341D3-03, to view the expenses associated with the selected remittance. The screen includes both forecast and real amounts for various expenses, dates on which expenses occurred, and expense summary fields.

Screen actions - CAR341D3-03

Commands	Description
F22=Base/Alternate	Toggle between display of amounts in the base and the alternate currency, if applicable.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Document inquiry, CAR355B1

Use the Document Inquiry program, CAR355B1, to generate a list of documents based on selection criteria you set in this program.

Access: CAR02 menu

Specify selection criteria for documents

Use the Filter Options screen, CAR355D1-01, to specify selection criteria to limit the documents that display in the Documents Inquiry screen, CAR355D2-02. You can also specify the sorting sequence and the category of 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 - CAR355D1-01

Fields	Description
From Company (3,0):	Specify a range of values to limit the documents to include in the selection by company.
To Company (3,0):	Specify a range of values to limit the documents to include in the selection by company.
From Customer (8,0):	Specify a range of values to limit the documents to include in the selection by customer.
To Customer (8,0):	Specify a range of values to limit the documents to include in the selection by customer.
From Invoice No - Prefix (2,A):	Specify a range of values to limit the documents to include in the selection by invoice prefix.
To Invoice No - Prefix (2,A):	Specify a range of values to limit the documents to include in the selection by invoice prefix.
From Invoice No - Invoice Year (2,0):	Specify a range of values to limit the documents to include in the selection by invoice year.
From To Invoice No - Invoice Year (2,0):	Specify a range of values to limit the documents to include in the selection by invoice year.
From Invoice No - Type (1,0):	Specify a range of values to limit the documents to include in the selection by invoice type.
To Invoice No - Type (1,0):	Specify a range of values to limit the documents to include in the selection by invoice type.

From Invoice No - Invoice Number (8,0):   Specify a range of values to limit the documents to include in the selection by invoice number.

To Invoice No - Invoice Number (8,0):   Specify a range of values to limit the documents to include in the selection by invoice number.

From Currency (3,A):   Specify a range of values to limit the documents to include in the selection by currency.

To Currency (3,A):   Specify a range of values to limit the documents to include in the selection by currency.

From Due Date (8,0):   Specify a range of values to limit the documents to include in the selection by due date.

To Due Date (8,0):   Specify a range of values to limit the documents to include in the selection by due date.

From Paym Code (Payment Code) (1,A):   Specify a range of values to limit the documents to include in the selection by payment code.

To Paym Code (Payment Code) (1,A):   Specify a range of values to limit the documents to include in the selection by payment code.

From Bank (3,A):   Specify a range of values to limit the documents to include in the selection by bank code.

To Bank (3,A):   Specify a range of values to limit the documents to include in the selection by bank code.

From Amount (15,2):   Specify a range of values to limit the documents to include in the selection by invoice amount.

To Amount (15,2):   Specify a range of values to limit the documents to include in the selection by invoice amount.

Status (2,A):   Specify up to six document statuses to limit the documents to include in the selection by status.

Status (2,A):   Specify up to six document statuses to limit the documents to include in the selection by status.

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Status (2,A):	Specify up to six document statuses to limit the documents to include in the selection by status.
Status (2,A):	Specify up to six document statuses to limit the documents to include in the selection by status.
Order By (1,A):	Select the sorting sequence in which to display selected documents.

1=Co/Cust/Due D. Sort the documents by company, then customer, then due date.

2=Co/Invc/Due D. Sort the documents by company, then invoice, then due date.

3=Co/Stat/Due D. Sort the documents by company, then status, then due date.

Customer Selection (1,A):

Select the type of customer to list:

1	Head Corporate
2	Corporate Parent
3	A/R Customer
4	Order Customer

Screen actions - CAR355D1-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Work with docs listing, CAR355D2

Use the Work with Docs Listing program, CAR355D2, to view information for documents you selected with selection criteria in the Filter Options screen, CAR355D1-01.

Access: Use Enter in the Filter Options screen, CAR355D1-01

View information for selected documents

The Documents Inquiry screen, CAR355D2-02, displays a listing of the documents that met the selection criteria in the Filter Options screen, sorted as you specified.. You can use line actions to view document details and history or print a document. If you accessed this screen from the Work with Documents program, CAR350B, you can also revise a document, transfer the document to a customer you specify, exclude it from the credit update process, or release it to the credit update process.

Field descriptions - CAR355D2-02

Fields	Description
Line actions	The following line actions are specific to this screen:
	5=Detail
	Access Document Inquiry Detail, CAR355D3-01, to view details of a document.
	10=History
	Access Document History Inquiry, CAR355D4-04, to view the transaction history of a document.
	12=Transfer
	Transfer the document to a customer that you specify. This line action is only available if you accessed the screen from the Work with Documents program, CAR350B, on the CAR menu.
	13=Suspend
	Exclude the selected document from the credit update process. This line action is only available if you accessed the screen from the Work with Documents program, CAR350B, on the CAR menu.
	14=Release
	Release a document to the credit update process from a status of suspended. This line action is only available if you accessed the screen from the Work with Documents program, CAR350B, on the CAR menu.
	All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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.

Co (Company) (3,0):   Specify the company of the document to locate or process.

Pf (Prefix) (2,A):   Specify the invoice prefix of the document to locate or process.

Year (2,0):   Specify the last two digits of the invoice year of the document to locate or process.

Tp (Type) (1,0):   Specify the invoice type of the document to locate or process.

Invoice (8,0):   Specify the invoice number of the document to locate or process.

Seq (Sequence) (3,0):   Specify the document sequence number of the document to locate or process.

Customer (8,0):   Specify the customer number of the document to locate or process.

PT (Payment Type) (1,A):   Specify the payment type code used on the document to locate or process.

Due Date (8,0):   Specify the due date of the document to locate or process.

Screen actions - CAR355D2-02

Commands	Description
F13=Filter	Display the Work with Documents Selection Filter screen, CAR355D1-01.
F18=View	Toggle among the different amounts that are associated with the listed documents. These amounts include document amount, original amount, outstanding amount, remitted amount, unpaid amount, and received (paid) amount.
F22=Base/Tran/Alt	To toggle among display of values in the Base, Transaction, and Alternate currencies.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Transfer the document to a customer

Use the Customer screen, CAR355D6-01, to specify the customer to which to transfer a document. This screen appears if you use the line action 12=Transfer on the Documents Inquiry screen, CAR355D2-02. Press Enter to continue with the transfer process.

Field descriptions - CAR355D6-01

Fields	Description
Customer (8,0):	Specify the number of the customer to which to transfer the document. The customer you specify must be in the customer hierarchy of the current customer that is associated with the document.

Screen actions - CAR355D6-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Doc detail inquiry, CAR355D3

Use the Doc Detail Inquiry program, CAR355D3, to view detailed information for a selected document.

Access: Line action 5=Detail from the Documents Inquiry screen, CAR355D2-02

View document details in inquiry mode

Use the Document Inquiry Detail screen, CAR355D3-01, to view specifics of a selected document, including various amounts, discount and due dates, currency conversion information, and other details.

Screen actions - CAR355D3-01

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.

F16=Customer Notes   Access the Notes Maintenance program, CAR150D1, to create, modify or view notes created at the customer level for this customer.

F17=Document Notes   Access the Notes Maintenance program, CAR150D1, to create, modify or view notes created at the document level for this customer.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Document history inquiry, CAR355D4

Use the Doc History Inquiry program, CAR355D4, to view the transaction history of the selected document.

Access: Line action 10=History from the Documents Inquiry screen, CAR355D2-02

View the transaction history of a document

Use the Document History Inquiry screen, CAR355D4-04, to view all the transactions performed with this document from the date the invoice was issued to the customer up to the last transaction performed.

Field descriptions - CAR355D4-04

Fields	Description
Line actions	The following line action is specific to this screen:
	5=Detail
	Access the Document History Inquiry - Detail screen, CAR355D5-01, to view additional details for a selected transaction.
	All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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 - CAR355D4-04

Commands	Description
F22=Base/Tran/Alt	To toggle among display of values in the Base, Transaction, and Alternate currencies.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Doc history detail inq, CAR355D5

Use the Doc. History Detail Inq program, CAR355D5, to view details of a specific transaction performed on a document you selected in Documents Inquiry, CAR355D2-02.

Access: Line action 5=Detail in the Document History Inquiry screen

View details of a transaction performed on a document

Use the Document History Inquiry - Detail screen, CAR355D5-01, to view details of the selected transaction, including the document status change that resulted from the transaction.

Field descriptions - CAR355D5-01

Fields	Description
Ref Document (Reference Document) (2,A)	Specify the reference document. This field only appear on your screen if you accessed the current screen through Work with Post Date, CAR140D3.

Screen actions - CAR355D5-01

Commands	Description
2=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.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Doc detail inquiry, CAR356D3

Use the Doc Detail Inquiry program, CAR356D3, to view details of a consolidated document.

Access: Line action 5=Details next to a consolidated document on the Consolidation Inquiry screen, CAR350D-01.

View detailed information for a consolidated document

The Document Inquiry Detail screen, CAR356D3-01, displays information about the consolidated document you selected. The screen displays the following information:

- Remitted amount,
- Current outstanding amount
- Current unpaid amount
- Document due date
- Invoice date
- Document date
- Bank code
- Current status of the document

Screen actions - CAR356D3-01

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.
F16=Customer Notes	Access the Notes Maintenance program, CAR150D1, to create, modify or view notes created at the customer level for this customer.
F17=Document Notes	Access the Notes Maintenance program, CAR150D1, to create, modify or view notes created at the document level for this customer.
F22=Base/Alternate	Toggle between display of amounts in the base and the alternate currency, if applicable.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Doc history inquiry, CAR356D4

Use the Doc History Inquiry program, CAR356D4, to view the transaction history of a consolidated document.

Access: Line action 10=History next to a consolidated document on the Consolidation Inquiry screen, CAR350D-01

View transaction history of a consolidated document

Use the Use the Document History Inquiry screen, CAR356D4-04, to view the transactions associated with the consolidated document. The screen shows transaction type, transaction amount, remittance number, transaction date, G/L posting date, the valuation date for multiple currencies, and the document sequence number.

Field descriptions - CAR356D4-04

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.

Screen actions - CAR356D4-04

Commands	Description
F22=Base/Tran/Alt	Toggle among display of values in the Base, Transaction, and Alternate currencies.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Document history detail inq, CAR356D5

Use the Document History Detail Inq program, CAR356D5, to view details of a specific transaction performed on a consolidated document that you selected.

Access: Line action 5=Detail in the Document History Inquiry screen, CAR356D4-04

View details of a transaction performed on a consolidated document

Use the Document History Inquiry Detail screen, CAR356D5-01, to view details of the selected transaction. The screen displays the following information:

- Document amount
- Expenses associated with the document
- GL date
- Due date
- Value date
- Transaction date
- Number of the remittance with which the document is associated
- Status change caused by the document transaction.

Screen actions - CAR356D5-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Customer statement, CAR370D1

Use the Customer Statement program, CAR370D1, to inquire about the customer account, including all the transactions associated with the customer.

Access: CAR02 menu

Specify selection criteria for customer statements

Use the Customer Statement Inquiry screen, CAR370D1-01, to specify selection criteria for a list of customer statements.

Field descriptions - CAR370D1-01

Fields	Description
Customer (8,0):	Specify the code of the customer for which to display statements.
Company (3,0):	Specify the company associated with the customer for which to display statements.
Customer Selection (1,0):	Specify the type of customer for which to display statements.

1	Head Corp. (Head Corporation)
2	Corp. Parent (Corporate Parent
3	A/R Cust. (A/R Customer)
4	Order Cust. (Order Customer)

Fields	Description
Currency (3,A):	Specify a currency to which to limit the selection or leave the field blank to include all currencies.
Display Currency (1,A):	Specify the type of currency in which to display monetary values.

1	Base currency of customer
2	Transaction currency of documents
3	Alternate currency of customer

Fields	Description
Date From (8,0):	Specify a range of values to limit the statements to include in the selection by transaction date.
Date To (8,0):	Specify a range of values to limit the statements to include in the selection by transaction date.

Screen actions - CAR370D1-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Customer statement inquiry, CAR370D2

Use the Customer Statement Inquiry program, CAR370D2, to view details of a customer statement, including all the transactions that are associated with the customer.

Access: Use Enter from Customer Statement Inquiry, CAR370D1-01

Select a customer statement to view

Use the Customer Statement Inquiry screen, CAR370D2-01, to view the transactions associated with a customer statement and to access detail and history information for individual transactions. You can also view customer notes and access credit and statistical information for the customer from this screen.

Field descriptions - CAR370D2-01

Fields	Description
Line actions	The following line actions are specific to this screen:
	5=Detail
	Access the Document Inquiry Detail screen, CAR355D3-01, to view details of the document.
	10=History
	Access the Document History Inquiry screen, CAR355D4-04, to view the transaction history of a document.
	12=Notes
	Access the Notes Maintenance program, CAR150D2-01, to view or create notes for a document.

15=Consolidation Details

Access the Consolidation Inquiry screen to view the documents that make up a consolidated document and to access their details.

All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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 - CAR370D2-01

Commands	Description
F15=Credit	Access Customer Credit Inquiry, CAR390D, to perform a customer risk analysis that shows the credit available for this customer.
F16=Statistics	Access Customer Statistics Inquiry, CAR391D-01, to view a sales analysis of this customer. The information in the sales analysis includes this customer's monthly and yearly total sales amount and the customer's monthly and yearly total payment reversal amounts (unpayments).
F17=Customer Notes	Access the Notes Maintenance program, CAR150D2-01, to view or create notes for a document.
F22=Base/Alternate	Toggle between display of amounts in the base and the alternate currency, if applicable.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Customer statistics inquiry, CAR391D

Use the Customer Statistics Inquiry program, CAR391D, to view a sales analysis for the selected customer.

View customer sales and payment statistics

Use the Customer Statistics Inquiry screen, CAR391D-01, to view sales and payment statistics for the customer. The screen displays the sales amount, broken down monthly for the last twelve months. It also displays the unpaid amount and the number of payment reversals (unpayments) that make up the unpaid amount. The screen also displays summary information in the total sales amount, the total unpaid amount, and total number of payment reversals that generated the unpaid amount in the last twelve months for the current year and the previous year.

Access: Use F16=Statistics) on the Customer Statement Inquiry screen, CAR370D2-01.

Screen actions - CAR391D-01

Commands	Description
F22=Base/Alternate	Toggle between display of amounts in the base and the alternate currency, if applicable.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Consolidation inquiry, CAR350D

Use the Consolidation Inquiry program, CAR350D, to view the documents that make up a consolidated document. Your can launch an inquiry into the details and the history associated with each document from this program.

Access: Line action 15=Consolidation Details next to a consolidated document in Customer Statement Inquiry, CAR370D2-01.

View information about a consolidated document and its components

Use the Consolidation Inquiry screen, CAR350D-01, to view a list of documents that made up the selected consolidated document. You can access details and history of the component documents from this screen.

Field descriptions - CAR350D-01

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

5=Detail

Access the Document Inquiry Detail screen, CAR356D3-01, to view details of the document.

10=History

Access the Document History Inquiry screen, CAR356D4-04, to view the transaction history of a document.

12=Notes

Access the Notes Maintenance program, CAR150D2-01, to view or create notes for a document.

15=Consol Details

Access the Consolidation Inquiry screen to view the documents that make up a consolidated document and to access their details. From this screen, line action 15 only applies if one of the documents that makes up the consolidated document you initially selected is also a consolidated document.

All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* in the overview information in this document.

Ac (2,A):   Specify the number for the line action to perform and press Enter.

Screen actions - CAR350D-01

Commands	Description
F20=Level Tree	Access the Expanded Consolidated Tree screen to view the levels of component documents of the selected consolidated document.
F22=Base/Tran/Alt	Toggle among display of values in the base, transaction, and alternate currency, if applicable.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Open Documents Inquiry, CAR380D1

Use the Open Documents Inquiry program, CAR380D1, to display the selected open or outstanding documents.

Access: CAR02 menu

Specify selection criteria for open documents

This screen is used to define the selection criteria for a customer's open documents to restrict the records that are displayed.

Field descriptions - CAR380D1-01

Fields	Description
Customer (8,0):	Specify the code for the customer whose open documents will be displayed.
Company (3,0):	Specify the code for the company whose open documents will be displayed.
Customer Selection (1,0):	Select a value that represents the type of the customer whose outstanding documents will be displayed.
	1=Head Corp. (Head Corporation)
	2=Corp. Parent (Corporate Parent
	3=A/R Cust. (A/R Customer)
	4=Order Cust. (Order Customer)
Currency (3,A):	Specify the currency for the outstanding documents inquiry. If you leave this field blank, open documents are selected regardless of currency.
Display Currency (1,A):	Select the currency in which the open documents inquiry will be displayed.
	1=The open documents inquiry will be displayed in the customer's base currency.
	2=The open documents inquiry will be displayed in the transaction currency of the documents.
	3=The open documents inquiry will be displayed in the customer's alternate currency. This option is displayed only if you have the MLT application installed.
Date From (6,0):	Specify the date from which to start the open documents inquiry.

Date To (6,0):   Specify the end date for the open documents inquiry.

Order By (1,A):   Select the order in which the selected open documents will be sorted.

1=Invoice - documents are displayed ordered by invoice date.

2=Due date - documents are displayed ordered by invoice date

Select Status (2,A):   Specify the code for the status of the open documents to be listed.

If you type an asterisk (*) in this field, all documents that fit the criteria specified in this inquiry regardless of document status, will be displayed.

Select Status (2,A):   To limit the record selection to one or more statuses, type the status codes in these fields.

If you type an asterisk (*) in this field, all open documents that fit the criteria are selected regardless of status.

Select Status (2,A):   To limit the record selection to one or more statuses, type the status codes in these fields.

If you type an asterisk (*) in this field, all open documents that fit the criteria are selected regardless of status.

Select Status (2,A):   To limit the record selection to one or more statuses, type the status codes in these fields.

If you type an asterisk (*) in this field, all open documents that fit the criteria are selected regardless of status.

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If you type an asterisk (*) in this field, all open documents that fit the criteria are selected regardless of status.

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If you type an asterisk (*) in this field, all open documents that fit the criteria are selected regardless of status.

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If you type an asterisk (*) in this field, all open documents that fit the criteria are selected regardless of status.

Select Status (2,A):	To limit the record selection to one or more statuses, type the status codes in these fields.
	If you type an asterisk (*) in this field, all open documents that fit the criteria are selected regardless of status.
Select Status (2,A):	To limit the record selection to one or more statuses, type the status codes in these fields.
	If you type an asterisk (*) in this field, all open documents that fit the criteria are selected regardless of status.
Select Status (2,A):	To limit the record selection to one or more statuses, type the status codes in these fields.
	If you type an asterisk (*) in this field, all open documents that fit the criteria are selected regardless of status.
Payment Type (1,A):	To limit the record selection to payment type, type the payment type code.
	If you type an asterisk (*) in this field, all documents that meet the criteria specified in this inquiry regardless of payment type will be displayed. If you leave this field blank, all outstanding documents will be listed.

Screen actions - CAR380D1-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Open documents inquiry, CAR380D2

Use the Open Documents Inquiry program, CAR380D2, to displays the document list that resulted from the selection criteria you specified in the Open Documents Inquiry screen, CAR380D1-01.

View open document list

Use the Open Document Information screen, CAR380D2-01, to view basic information about open documents that met the selection criteria on the previous screen.

Field descriptions - CAR380D2-01

Fields	Description
Line actions	The following line actions are specific to this screen:
	5=Detail
	Access the Document Inquiry Detail screen, CAR355D3-01, to view details of the document.
	10=History
	Access the Document History Inquiry screen, CAR355D4-04, to view the transaction history of a document.
	12=Notes
	Access the Notes Maintenance program, CAR150D2-01, to view or create notes for a document.
	15=Consolidation Details
	Access the Consolidation Inquiry screen to view the documents that make up a consolidated document and to access their details.
	All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* in the overview information in this document.
Ac (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 prefix of the document to locate or process.
Year (2,0):	Specify the last two digits of the year of the document to locate or process.
Type (1,0):	Specify the type of document to locate or process.

1	Invoice
2	Payment

Invoice Number (8,0): Specify the invoice number of the document to locate or process.

Sequence Number (3,0): Specify the sequence number of the document to locate or process.

Docume (Document) Amount (12,2): Specify the original amount of the document to locate or process.

Screen actions - CAR380D2-01

Commands	Description
F15=Credit	Access Customer Credit Inquiry, CAR390D, to perform a customer risk analysis that shows the credit available for this customer.
F16=Statistics	Access Customer Statistics Inquiry, CAR391D-01, to view a sales analysis of this customer. The information in the sales analysis includes this customer's monthly and yearly total sales amount and the customer's monthly and yearly total payment reversal amounts (unpayments).
F17=Customer Notes	Access the Notes Maintenance program, CAR150D2-01, to view or create notes for a document.
F22=Base/Alternate	Toggle between display of amounts in the base and the alternate currency, if applicable.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Customer credits inquiry, CAR390D

Use the Customer Credits Inquiry program, CAR390D, to analyze the customer risk relative to the available credit. The credit analysis is based on several factors.

- credit limit set in the Customer Master file
- orders placed by this customer
- amount due
- expenses for documents in collection

The system also makes a payment forecast of the overdue documents.

Access: CAR02 menu, and by screen action from within other Cartera programs

View customer credit information

Use the Customer Credit Inquiry screen, CAR390D, to view the current credit details for a customer, including the credit limit, available credit, amount due, and outstanding payments.

Screen actions - CAR390D-01

Commands	Description
F22=Base/Alternate	Toggle between display of amounts in the base and the alternate currency, if applicable.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Document download, CAR500D1

Use the Document Download program, CAR500D1, to manually update Cartera files with data that comes from invoicing programs. If you indicate in the Cartera Parameters Maintenance program, CAR800D, that document download proceeds manually (Automatic Document Download set to 0=No), you must run the Document Download program to transfer the data from the invoicing files to the Cartera files. After the download process finishes, you can work with documents in Cartera.

If you set the Automatic Document Download parameter to 1=Yes, do not run the Document Download program. Cartera files are updated when the system creates the invoices.

Access: CAR menu

Download invoicing data to Cartera files

Use the Document Download screen, CAR500D1-01, to confirm that you want to run the download process. Use Enter to run the program.

Field descriptions - CAR500D1-01

Fields	Description
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 - CAR500D-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. 20)* in the overview information in this document.

Unlock documents, CAR515D1

Use the Unlock Documents program, CAR515D1, to free up Cartera documents if a system crash locks them and makes them inaccessible by other methods.

This program enables the user to unlock Cartera documents if the system crashes and they cannot be accessed by other methods.

Access: At a command line, type the following: call CAR515D1

Unlock locked Cartera documents

Use the Unlock Documents screen, CAR515D1-01, to confirm that you want to run the document unlocking process. Use Enter to run the program.

Field descriptions - CAR515D1-01

Fields	Description
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 - CAR515D1-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Work with scenarios, CAR530D

Use the Work with Scenarios program, CAR530D, to create a forecast of the bank charge commission expenses that accrue if you present remittances to a particular bank or banks. You can use this information to determine the most cost-effective method of processing remittances.

In each scenario, the program generates a simulation for each bank you specify. Each simulation changes the sequence of the banks.

Example:

You specify banks BAK, BBV and BCH for a scenario. The system creates three simulations:

Simulation 1: BAK, BBV and BCH banks

Simulation 2: BBV, BCH and BAK banks

Simulation 3: BCH, BAK and BBV banks

In each simulation, the program generates as many remittances as there are banks, payment types, and currencies specified. Documents are selected in the following sequence:

- Documents for which the associated bank is the bank of the simulation
- Documents that have no associated bank, but the associated customer's bank is the bank of the simulation
- Documents for which the associated bank is different from the bank of the simulation
- Documents that have no associated bank, and the associated customer's bank is not specified or is not the bank of the simulation

Access: CAR menu

Create or select a scenario

Use the Work with Scenarios screen, CAR530D-01, to select an existing scenario or to create a new scenario.

Field descriptions - CAR530D-01

Fields	Description
Line actions	The following line actions are specific to this screen:
	11=Select
	Access the Work with Simulations screen, CAR530D1-01, to show the available simulations for this scenario.
	15=Work with Simulations
	Access the Work with Simulations screen, CAR530D3-01, to estimate the calculated costs associated with each bank included in the simulation scenario.
	All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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.
Scenario (9,0):	On the top line, specify the number for the scenario you want to locate or process.

Screen actions - CAR530D-01

Commands	Description
F9=Create Scena	Access the Remittance Simulation/Creation screen, CAR510D-01, to create a scenario.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

View details of a scenario

Use the Work with Scenarios detail screen, CAR530D-02, to view details of the selected scenario. The screen displays values that the scenario uses for the fields listed below. All fields on this screen are display only.

- Scenario number
- Work Date and Time (date and time the scenario was created)
- Company
- Bank
- Currency
- Remittance Type
- Payment Types
- From Document Amount
- Max Document Amounts
- Max Remittance Amount (maximum amount per remittance)
- Max Amount per Sim (maximum of all remittances that the scenario includes combined)
- From and To Due Dates (for documents the scenario includes)
- Remittance Date
- Value Date

Screen actions - CAR530D-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. 20)* in the overview information in this document.

Remittance simulation/creation, CAR510D

Use the Remittance Simulation/Creation screen, CAR510D-01, to specify values to use in the scenario or forecast that you generate. A scenario includes as many simulations as there are banks specified on this screen.

Access: Press F9=Create Scena on Work with Scenarios, CAR530D-01

Specify values to use in a remittance scenario

Use the Remittance Simulation/Creation screen, CAR510D-01, to provide values for use in running remittance simulations and creating remittances.

Field descriptions - CAR510D-01

Fields	Description
Remittance Type (1,A):	Select the type of remittance to simulate:

1	Collection Remittance
2	Discount Remittance

Fields	Description
Remittance Date (8,0):	Specify the date on which to generate the simulations of this remittance.
Value Date (8,0):	Specify the date on which to calculate the value of the remittance based on the specified currency.
Company (3,0):	Specify the code of the company for which to generate the scenario is generated.
Payment Type (1,A):	Specify the codes for up to six document payment types for which to generate the scenario. Use an asterisk (*) to include all document payment types that are defined as remittable in the Payment Types Master file.
Payment Type (1,A):	Specify the codes for up to six document payment types for which to generate the scenario. Use an asterisk (*) to include all document payment types that are defined as remittable in the Payment Types Master file.
Payment Type (1,A):	Specify the codes for up to six document payment types for which to generate the scenario. Use an asterisk (*) to include all document payment types that are defined as remittable in the Payment Types Master file.
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Payment Type (1,A): Specify the codes for up to six document payment types for which to generate the scenario. Use an asterisk (*) to include all document payment types that are defined as remittable in the Payment Types Master file.

Prefix Type (2,A): Specify the codes for up to six document prefix types for which to generate the scenario. Use an asterisk (*) to include all document prefix types.

Prefix Type (2,A): Specify the codes for up to six document prefix types for which to generate the scenario. Use an asterisk (*) to include all document prefix types.

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Prefix Type (2,A): Specify the codes for up to six document prefix types for which to generate the scenario. Use an asterisk (*) to include all document prefix types.

Remit to Banks (3,A): Specify the bank codes for up to eight remit-to banks to use in simulations with this scenario. All banks specified here will be part of each of the simulations.

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Remit to Banks (3,A): Specify the bank codes for up to eight remit-to banks to use in simulations with this scenario. All banks specified here will be part of each of the simulations.

Currency (3,A): Specify the code for the document currency to which to limit this scenario. Type an asterisk (*) in this field to have the scenario include all outstanding remittable documents, regardless of the currency.

From Due Date (8,0): Specify a range of values to limit the documents to include in the scenario by due date.

To Due Date (8,0): Specify a range of values to limit the documents to include in the scenario by due date.

From Document Amount (15,2): Specify a range of values to limit the documents to include in the scenario by document amount.

To Document Amount (15,2): Specify a range of values to limit the documents to include in the scenario by document amount.

Maximum Remittance Amount (15,2): Specify the maximum amount the scenario can assign to each remittance it creates.

Maximum Amount per Simulation (15,2): Specify the maximum amount the system can remit for a single scenario. If this value is greater than the value in the Maximum Remittance Amount field, the system must create more than one remittance.

Example: The Maximum Amount per Simulation field has a value of $100,000 and the Maximum Remittance Amount field has a value of $50,000. The system creates two remittances with a value of $50,000 each.

Process Indicator (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 - CAR510D-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. 20)* in the overview information in this document.

Work with simulations, CAR530D1

Use the Work with Simulations program, CAR530D1, to select a simulation record to use as a trial remittance or a final remittance.

Access: Line action 11 (next to a scenario on Work with Scenarios, CAR530D-01

Select a simulation to process

Use the Work with Simulations screen, CAR530D1-01, to process a simulation in this scenario to make it a trial remittance or a final remittance. You can also print and delete remittances from this screen.

Field descriptions - CAR530D1-01

Fields	Description
Line actions	The following line actions are specific to this screen:
	11=Select
	Select a simulation remittance.
	12= Trial
	Process a simulated remittance to make it a trial remittance.
	18=Confirm
	Process a simulated remittance to make it a final remittance.
	All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* in the overview information in this document.
Sel (Selection) (2,0):	Specify the number for the line action to perform and press Enter.

Remitted Amount (15,2):	This field displays the total amount of all the documents associated with this simulated remittance.
Expenses Amount (15,2):	Displays the sum of all the expenses associated with this simulated remittance.

Screen actions - CAR530D1-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Specify the general ledger posting date

If you use the Confirm line action in the Sel field of a record in Work with Simulations, CAR530D1-01, the system displays the G/L Date screen, CAR530D1-02. Use this window to enter the G/L date for posting the transaction. Press Enter to complete the processing of the simulation to make it a final remittance.

Screen actions - CAR530D1-02

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Work with details of previous remittance, CAR530D2

Use the Work with Details of Previous Remittance program CAR530D2, to display all the documents that make up the selected simulated remittance record.

Access: Line action 11 from Work with Simulations, CAR530D1-01

View details of a simulated remittance

Use the Work with Details of Prev Remittan screen, CAR530D2-01, to view the documents that comprise a simulation. You can delete individual documents from the simulation in this screen. You can also

confirm conversion of this simulation to create a final remittance, and you can delete individual documents and accept the changes without creating a final remittance.

Field descriptions - CAR530D2-01

Fields	Description
Line actions	The following line action is specific to this screen:
	4=Delete
	Delete a document from the simulation.
	All line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* in the overview information in this document.
Act (2,A):	Specify the number for the line action to perform and press Enter.

Screen actions - CAR530D2-01

Commands	Description
F6=Prev. Proc (Previous Process)	Accept the action in the Act field and return to the previous screen.
F18=Def. Proc (Definitive Process)	Confirm that you want to process the simulated remittance to make it a final remittance.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Specify a G/L date on which to post the transaction

The G/L Date screen, CAR530D2-02, appears if you use F18=Def. Proc (Definitive Process) in Work with Details of Prev Remittan, CAR530D2-01. Specify the G/L date to use to post the transaction. Use Enter to instruct the system to complete processing of the simulation to a final remittance.

Screen actions - CAR530D2-02

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Work with simulations, CAR530D3

Use the Work with Simulations program, CAR530D3, to estimate the calculated costs associated with each bank for which the scenario generated a simulation.

Access: Line action 15=Work with Simulations next to a scenario on Work with Scenarios, CAR530D-01

Select a simulation

Use the Work with Simulations screen, CAR530D3-01, to view simulations that the scenario created.

Field descriptions - CAR530D3-01

Fields	Description
Line actions	The following line action is specific to this screen: **11=Select** Select a simulation and use Enter to display calculated costs associated with the simulation. All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* in the overview information in this document.
Sel (Select) (2,0):	Specify the number for the line action to perform and press Enter.
Expenses Amount (15,2)	This field displays the expense amount associated with the remittance that the system created when it ran the scenario.
Exp. Percent (Expenses Percentage) (2,0):	This field displays the percentage of expected expenses for each simulation. The program calculates expenses from the information stored in the Bank Commissions Table file, CARBC.

Screen actions - CAR530D3-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Work with remittances, CAR535D1

Use the Work with Remittances program, CAR535D1, to maintain remittances. You can use this program for automatically or manually generated remittances

Access: CAR menu

Add a trial remittance or select a remittance to maintain

Use the Work with Remittances selection screen, CAR535D1-01, to select a remittance to maintain. You can select an existing remittance to view or revise, or you can initiate the creation of a trial remittance on this screen.

Access: CAR menu.

Field descriptions - CAR535D1-01

Fields	Description
Line actions	The following line actions are specific to this screen:
	11=Select
	Select a remittance to view or revise.
	18=Confirm
	Convert the selected trial remittance to a final remittance.
	All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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.

Com (Company) (3,0):   Specify the company code f associated with the selected remittance.

Cur (Currency) (3,A):   Specify the currency code associated with the selected remittance.

Pay (Payment) (3,A):   Specify the payment type code associated with the selected remittance.

Remitt (Remittance) (6,0):   Specify the number of the remittance to locate or process.

Screen actions - CAR535D1-01

Commands	Description
F14=Crt Trial Rmtt (Create Trial Remittance)	Access the Create Trial Remittance screen, CAR535D3-03, to initiate manual generation of a remittance.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Work with remittances detail, CAR535D2

Use the Work with Remittances detail program, CAR535D2, to manage documents that make up a remittance.

Add or delete documents from a remittance

Use the Remittances Detail Maint screen, CAR535D2-02, to maintain documents for the selected remittance. You can delete or print any of the documents listed on this screen, and you can add documents to the remittance..

Access: Type 11 (Select) in the Sel field next to a Cartera company record on the Work with Remittances screen (CAR535D1-01) and press Enter.

Field descriptions - CAR535D2-02

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

7=Print Effect

Print the selected document.

All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* in the overview information in this document.

Act (2,A): Specify the number for the line action to perform and press Enter.

Screen actions - CAR535D2-02

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Manual remittance generation, CAR535D3

Use the Manual Remittance Generation program, CAR535D3, to initiate creation of a trial remittance.

Access: F14=Crt Trial Rmtt from Work with Remittances, CAR535D1-01

Create a trial remittance

Use the Create Trial Remittances screen, CAR535D3-03, to manually generate a trial remittances. Specify the details of the trial remittance and use Enter to continue.

Field descriptions - CAR535D3-03

Fields	Description
Remittance Type (1,A):	Specify the type of remittance to create.

1	collection
2	discount

Remittance Date (8,0):	Specify the date on which you create the trial remittance.

Company (3,0):	Specify the company for which to create the trial remittance.
Payment Type (1,A):	Specify the payment type of the trial remittance is generated. The payment type must be defined as remittable in the Payment Types Master file.
Bank (3,A):	Specify the code of the bank to which to send the remittance for processing.
Currency (3,A):	Specify the currency code in which to generate the remittance amount.

Screen actions - CAR535D3-03

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Electronic remittances, CAR536D

Use the Electronic Remittances program, CAR536D, to create electronic remittances in a format specified in the Portfolio Type field. Portfolio types in Cartera follow the guidelines established by the Banking Committee. The electronic remittances can be sent to a bank to process after you confirm a final remittance.

Create the electronic remittances

This screen is used to create electronic remittances according to the format established in the Portfolio Type field and to the guidelines of the Banking Committee so the bank can manage the remittance.

Access: CAR menu

Field descriptions - CAR536D-01

Fields	Description
Company (3,0):	Specify the code for the company that owns the remittance that is generated.
Remittance Number (6,0):	Specify the number for the remittance to generate in a format that the bank requires. If you prompt for a value, the system takes you to the Remittance Inquiry screen, CAR341D1-01.

Free Text (20,A):	Provide reference information to associate with this remittance.
Portfolio Type (2,0):	Specify the format in which to generate the electronic remittance. The formats follow the guidelines created by the Banking Committee.

58	Format for Collection Remittances
32	Format for Discount Remittances
51	Format for Italian RIBA Remittances
50	Format for Italian R.I.D. Remittances
19	Format for Advance Payments

Screen actions - CAR536D-01

Commands	Description
F14=Replace Current Remittance	Replace an existing remittance with the remittance you create. This function is available if you receive an error that the remittance you specify already exists.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Electronic reimbursement, CAR537D

Use the Electronic Reimbursement program, CAR537D, to select a company and remittance number to which to apply a reimbursement. This function is only available for remittances in Italian Lire or Euros.

Access: CAR menu

Specify a company and remittance for a reimbursement

Use the Electronic Reimbursement screen, CAR537D-01, to initiate a reimbursement. You must specify a company and a remittance number. The system validates the company and the remittance.

Field descriptions - CAR537D-01

Fields	Description
Company (3,0):	Specify the Cartera company to which to make a reimbursement.
Remittance Number (6,0):	Specify a remittance number to which to apply the reimbursement.

Screen actions - CAR537D-01

Commands	Description
F6=Accept	Validate the company and remittance and process the reimbursement.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Manual customer credit status maintenance, CAR540D

Use the Manual Customer Credit Status Maintenance program, CAR540D, to manually change a customer's credit status based on decisions made by your credit management team.

The credit management process requires the ability to define a customer's current credit status and to change it based on relevant criteria. You can change the status manually, based on decisions that your credit management team makes, or you can run a program to change it automatically, based on defined rules.

Credit statuses are assigned to all customers that belong to a Cartera company that is set up for credit management processing. Credit status conditions are factors that must exist for a customer before you can assign a credit status to that customer. Credit status actions are other processes that must take place in addition to a status change for a customer.

This program allows you to make manual status changes without checking that the conditions expected for the requested status movement are met. It is your responsibility to ensure that all manual changes are correct. The manual process allows you to perform all status movements. Rules checking is only performed for automatic credit status updates that are performed by the end-of-day batch process.

Credit statuses are assigned a level. Different credit statuses can exist that have the same level. To identify the highest priority from a group of credit statuses that have the same level, you assign each credit status in a company a unique sequence number. The credit status that has the lowest sequence number has the highest priority.

Access: CAR menu

Select a customer to update its credit status

Use the Customer Credit Status Selection screen, CAR540D1-01, to select customers for which to update the credit status. You can limit the customers selected by specifying a customer number, a tax ID, or a fiscal tax code. Or you can specify the company and type of customer only to see a listing of all available customers of that type for the specified company.

Field descriptions - CAR540D1-01

Fields	Description
Company (3,0):	Specify a Cartera company that is set up for credit management processing.
Customer Selection (1,0):	Specify the customer type for which to retrieve the current credit status records.

1	Head Corporation
2	Corporate Parent
3	A/R Customer
4	Order Customer

Fields	Description
Customer (8,0):	Specify the code for a specific customer for which to retrieve the current credit status records. If you specify a customer code, you cannot specify a tax ID or a fiscal tax code.
Tax ID (25,A):	Specify the tax ID to which to limit the current credit records the system retrieves. If you specify a tax ID, you cannot specify a customer or a fiscal tax code value.
Fiscal Tax Code (25,A):	Specify the fiscal tax code to which to limit the current credit records the system retrieves. If you specify a fiscal tax code, you cannot specify a customer or a tax ID.

Screen actions - CAR540D1-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Customer credit status list, CAR540D2

Use the Customer Credit Status List program, CAR540D2, to select a customer credit status record to view or revise.

Access: Enter from Customer Credit Status Selection, CAR540D1-01

Select a customer to view or maintain credit status

The Customer Credit Status List screen, CAR540D2-01, displays a credit status list for the Cartera company for all customers that meet the criteria you specified in the Customer Credit Status Selection screen, CAR540D1-01. Select a customer to view or maintain.

Field descriptions - CAR540D2-01

Fields	Description
Line actions	All line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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.
Customer (8,0):	Specify the number of the customer for which to view or revise the credit status.

Screen actions - CAR540D2-01

Commands	Description
F13=Filters	Select the sorting criteria for records on the list screen.
F14=Alpha Lookup	Access the Customer Alpha Lookup screen, ACR310D-01, to view or select customers to maintain. The system positions the customer you select to the top of the list on the IDF Customer.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Customer credit status maintenance, CAR540D3

Use the Customer Credit Status Maintenance program, CAR540D3, to view or update credit status and other credit information for the selected customer.

Update the credit information for a customer

The Customer Credit Status Maintenance screen, CAR540D3-01, displays the credit information for the selected customer. In Revise mode, you can change the credit status and other credit information.

Field descriptions - CAR540D3

Fields	Description
New Credit Status (12,A):	Specify the customer's new credit status. Credit status codes are maintained in Credit Status Maintenance, CAR135D1.
Customer Hold (1,A):	Specify 1=Yes to place this customer on customer hold, otherwise, specify 0=No.
Update (1,A):	Specify 1=Yes to allow updates to the customer's Customer Hold field, otherwise, specify 0=No.
Credit Days (3,0):	Specify the number of credit days to allow for this customer.
Update (1,A):	Specify 1=Yes to allow updates to the customer's Credit Days field, otherwise, specify 0=No.

Credit Limit (15,2):   Specify the credit limit amount for this customer.

Update (1,A):   Specify 1=Yes to allow updates to the customer's Credit Limit field, otherwise, specify 0=No.

Payment Type (1,A):   Specify the code for the payment type this customer uses to pay documents.

Update (1,A):   Specify 1=Yes to allow updates to the customer's Payment Type field, otherwise, specify 0=No.

Payment Term (2,A):   Specify the code for this customer's payment term.

Update (1,A):   Specify 1=Yes to allow updates to the customer's Payment Term field, otherwise, specify 0=No.

Screen actions - CAR540D3-01

Commands	Description
F6=Post	Save the information you specified on this screen and post the information to the Customer Master file, RCM.
F16=Credit	Access the Customer Credits Inquiry screen, CAR390D, to view this customer's credit details.
F22=Base/Alternate	Toggle between display of amounts in the base and the alternate currency, if applicable.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Customer payments, CAR550D1

Use the Customer Payments program, CAR550D1, to pay remittable, non remittable, and unpaid documents.

Access: CAR menu

Specify selection criteria for documents to pay

Use the Customer Payments screen, CAR550D1-01, to define the selection criteria for documents to pay. You can also set other payment parameters, such as the amount, the transaction date, the payment

type, and so on. If you do not specify the customer, you can input an unallocated payment (a payment without an identified customer). Payment types associated with an unallocated payment are also defined in the Payment Types Master file as non-remittable. You can allocate this payment to a customer at a later point through the Allocate Payments program, CAR550D4. Unallocated payments occur if the company receives an amount of money from a certain customer as payment for the customers overall debt owed to the company. The company records the money entry as assets and saves it in a bridge account.

Field descriptions - CAR550D1-01

Fields	Description
Company (3,0):	Specify the code for the company to which to make the payment. The company must be a Cartera company.
Bank Code (3, A):	Specify the code for the bank to which to make the payment.
Currency Code (3, A):	Specify the code for the currency of the payment.
Payment Type (1, A):	Specify the payment type this customer uses to make the payment.
Payment Reference (23, A):	Provide a user-defined reference number to identify the payment.
Total Payment Amount (15, 2):	Specify the total amount of the payment.
Total Expenses Amount (15, 2):	Specify the total amount of expenses associated with the payment.
Multiplier Rate (15, 7):	Specify the exchange rate between the payment currency and the company's base currency.
Divisor Rate (15,7):	Specify the divisor rate between the payment currency and the company's base currency.
Transaction Date (8,0):	Specify the date on which the system posts this payment to the customer's account.
G/L Date (8,0):	Specify the journal entry date to use for this transaction.
Value Date (8,0):	Specify the value date of the currency of this payment.
Print Payments Receipts (1,A):	Specify 1=Yes to print a payment receipt when a payment is received, otherwise, specify 0=No.

Print Checks (1,A): Specify 1=Yes to print a check for the payment, otherwise, specify 0=No..

Payment Type (1, A): Specify a payment type to restrict the documents to select to single payment type.

Customer (8,0): Specify the customer that is making the payment. Leave the field blank to make an unallocated payment

Document Prefix (2,A): Specify the prefix of the document to which to apply the payment.

Document Year (2,0): Specify the invoice year of the document to which to apply the payment.

Document Type (1,0): Specify the document type of the document to which to apply the payment.

Document Number (8,0): Specify the invoice number of the document to which to apply the payment.

Document Sequence (3,0): Specify the sequence number of the document to which to apply the payment.

Order By (1,A): Specify a sorting sequence for the selected documents.

1	Sort by customer
2	Sort by document
3	Sort by amount

Screen actions - CAR550D1-01

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.
F9=Create Unallocated Payment	Create an unallocated payment. This function is only available if you leave the Customer field blank.
F21=Calculator	Calculate the amount of the payment in the specified currency. You can type in a value in an alternate currency. The calculator calculates the amount in the payment currency and populates the Total Payment Amount field with the result. 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. 20)* in the overview information in this document.

Customer payments, CAR550D2

Use the Customer Payments documents program, CAR550D2, to apply the payment to selected documents.

The program contains three different views of the selection screen, the payments view, the expenses view, and the discounts views. These views display the document amount, the expenses associated with the document, expenses, and the discounts and promotions that can be applied to the document, respectively.

Access: F6=Accept from Customer Payments, CAR550D1-01

Apply the payment to selected documents

Use the Customer Payments payment view screen, CAR550D2-01, to select the documents to pay from the listed documents. The total payment amount must match the payments assigned to documents you select in this screen.

Field descriptions - CAR550D2-01

Fields	Description
Line actions	The following line actions are specific to this screen: **11=Select** Select documents to which to apply the payment. Documents are marked as selected. **13=De-Select** Cancel the selection of a document.

All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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.

Pf (Prefix) (2,A):   On the top line, specify the document prefix for the document to locate or process.

Year (2,0):   On the top line, specify the last two digits of the year a document was created for a document to locate or process.

PT (Document Type) (1,0):   On the top line, specify the document type for the document to locate or process.

1=Invoice

3=Payment

Invoice (8,0):   On the top line, specify the invoice number for the document to locate or process.

Seq (Sequence) (3,0):   On the top line, specify the sequence number for the document to locate or process.

Customer (8,0):   On the top line, specify the customer number for the document to locate or process.

Pt (Payment Type) (1,A):   On the top line, specify the payment type for the document to locate or process.

Due Date (8,0):   On the top line, specify the payment due date for the document to locate or process.

Doc (Document) Amount (13,2):   The default value in this field is the outstanding payment due amount. If you select this document for payment, specify the amount of the payment to apply to the document. The sum of the payment amounts assigned to selected documents must equal the total amount of the payment.

Drp (Drop Flag) (1,A):   Specify whether to apply drop management to the selected document. The value in this field determines whether a document is considered fully paid even if the amount of payment is less than or greater than the outstanding payment amount.

1=The document is considered fully paid even if the payment amount is different from the outstanding amount.

2=The document is not considered fully paid if the payment applied does not exactly equal the outstanding amount.

Screen actions - CAR550D2-01

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	Process the assigned payment amounts.
F13=Filters	Select the sorting criteria for the documents displayed on the screen.
F15=Selected/All	Toggle between display of the selected documents and all the documents.
F16=Select All	Select all displayed documents.
F17=Prorate Expenses	Distribute the expenses associated with the payment proportionally among the selected documents based on their amount.
F18=View	Toggle among the three different views of the screen: payments, expenses, and discounts.
F21=Expenses	Access the Customer Payments expenses breakdown screen, CAR550D2-03. You can adjust the expenses breakdown in this screen into commissions, interest, stamp tax, mail, and other expenses.
F22=Allocate to Oldest	Assign the payment amount to the documents with the oldest due dates. The system fully pays the documents, starting with the oldest, until the payment amount is fully assigned. The last document to receive payment is often only partially paid. Be sure to specify whether to apply drop management to that payment.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Sort and limit documents displayed on the selection screen

Use the Filter Window to sort and limit the documents displayed on the screen.

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 - Filter Window

Fields	Description
From Company (3,0):	Specify a range of values to limit the documents to display on the selection screen by company.
To Company (3,0):	Specify a range of values to limit the documents to display on the selection screen by company.
From Customer (8,0):	Specify a range of values to limit the documents to display on the selection screen by customer.
To Customer (8,0):	Specify a range of values to limit the documents to display on the selection screen by customer.
From Corporate (8,0):	Specify a range of values to limit the documents to display on the selection screen by corporate customer.
To Corporate (8,0):	Specify a range of values to limit the documents to display on the selection screen by corporate customer.
From Invoice No (document prefix) (2,A):	Specify a range of values to limit the documents to display on the selection screen by invoice data. This range is separated into four distinct values, the prefix, the year, the type and the invoice number.
To Invoice No (document prefix) (2,A):	Specify a range of values to limit the documents to display on the selection screen by invoice data. This range is separated into four distinct values, the prefix, the year, the type and the invoice number.
From Invoice No (invoice year) (2,0):	Specify a range of values to limit the documents to display on the selection screen by invoice data. This range is separated into four distinct values, the prefix, the year, the type and the invoice number.
To Invoice No (invoice year) (2,0):	Specify a range of values to limit the documents to display on the selection screen by invoice data. This range is separated into four distinct values, the prefix, the year, the type and the invoice number.

From Invoice No (invoice type) (1,0):   Specify a range of values to limit the documents to display on the selection screen by invoice data. This range is separated into four distinct values, the prefix, the year, the type and the invoice number.

To Invoice No (invoice type) (1,0):   Specify a range of values to limit the documents to display on the selection screen by invoice data. This range is separated into four distinct values, the prefix, the year, the type and the invoice number.

From Invoice No (invoice number) (8,0):   Specify a range of values to limit the documents to display on the selection screen by invoice data. This range is separated into four distinct values, the prefix, the year, the type and the invoice number.

To Invoice No (invoice number) (8,0):   Specify a range of values to limit the documents to display on the selection screen by invoice data. This range is separated into four distinct values, the prefix, the year, the type and the invoice number.

From Currency (3,A):   Specify a range of values to limit the documents to display on the selection screen by currency.

To Currency (3,A):   Specify a range of values to limit the documents to display on the selection screen by currency.

From Due Date (8,0):   Specify a range of values to limit the documents to display on the selection screen by payment due date.

To Due Date (8,0):   Specify a range of values to limit the documents to display on the selection screen by payment due date.

From Paym Code (Payment Code) (1,A):   Specify a range of values to limit the documents to display on the selection screen by payment type code.

To Paym Code (Payment Code) (1,A):   Specify a range of values to limit the documents to display on the selection screen by payment type code.

From Bank (3,A):   Specify a range of values to limit the documents to display on the selection screen by bank code.

To Bank (3,A):   Specify a range of values to limit the documents to display on the selection screen by bank code.

From Amount (15,2):   Specify a range of values to limit the documents to display on the selection screen by amount due.

To Amount (15,2):   Specify a range of values to limit the documents to display on the selection screen by amount due.

Status (2,A):	Specify up to seven document status codes to limit the documents to display on the selection screen by status code.
Status (2,A):	Specify up to seven document status codes to limit the documents to display on the selection screen by status code.
Status (2,A):	Specify up to seven document status codes to limit the documents to display on the selection screen by status code.
Status (2,A):	Specify up to seven document status codes to limit the documents to display on the selection screen by status code.
Status (2,A):	Specify up to seven document status codes to limit the documents to display on the selection screen by status code.
Status (2,A):	Specify up to seven document status codes to limit the documents to display on the selection screen by status code.
Status (2,A):	Specify up to seven document status codes to limit the documents to display on the selection screen by status code.
Order By (1,A):	Specify the sorting sequence for documents displayed in the selection screen.
	1= Co/Cust/Due .D (Company/Customer/Due Date)
	2=Co/Invc/Due D (Company/Invoice/Due Date)
	3=Co/Amount/Due D (Company/Amount/Due Date)

Screen actions - Filter 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. 20)* in the overview information in this document.

Apply payment expenses to documents

Use the Customer Payments expenses view screen, CAR550D2-02, to apply expenses associated with payment to the documents you select for payment.

Field descriptions - CAR550D2-02

Fields	Description
Ac (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.
Pf (Prefix) (2,A):	On the top line, specify the document prefix for the document to locate or process.
Year (2,0):	On the top line, specify the last two digits of the year a document was created for a document to locate or process.
PT (Document Type) (1,0):	On the top line, specify the document type for the document to locate or process. 1=Invoice 3=Payment
Invoice (8,0):	On the top line, specify the invoice number for the document to locate or process.
Seq (Sequence) (3,0):	On the top line, specify the sequence number for the document to locate or process.
Customer (8,0):	On the top line, specify the customer number for the document to locate or process.
Payment Amount (13,2):	On the top line, specify the payment amount for the document to locate or process.
Due Date (8,0):	On the top line, specify the payment due date for the document to locate or process.
Expenses Amt (Amount) (13,2):	Specify the expenses amount associated with the document payment to apply to this document.

Screen actions - CAR550D2-02

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 Process the assigned payment amounts.

F13=Filters Select the sorting criteria for the documents displayed on the screen.

F15=Selected/All Toggle between display of the selected documents and all the documents.

F16=Select All Select all displayed documents.

F17=Prorate Expenses Distribute the expenses associated with the payment proportionally among the selected documents based on their amount.

F18=View Toggle among the three different views of the screen: payments, expenses, and discounts.

F21=Expenses Access the Customer Payments expenses breakdown screen, CAR550D2-03. You can adjust the expenses breakdown in this screen into commissions, interest, stamp tax, mail, and other expenses.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Specify a breakdown of payment expenses by category

Use the Customer Payments expense details screen, CAR550D2-03, to specify the breakdown of expenses for the customer payment into categories. The total of expenses for the five categories must equal the Expenses amount you specified on the initial Customer Payments screen, CAR550D1-01, or you will be asked to override that value in this screen.

Field descriptions - CAR550D2-03

Fields	Description
Commissions (15,2):	Specify the amount of commission expenses that applies to the customer payment.
Interests (15,2):	Specify the amount of interest that applies to the customer payment.
Stamp Tax (15,2):	Specify the stamp tax amount that applies to the customer payment.

Mail (15,2):   Specify the mail amount that applies to the customer payment.

Other Expenses (15,2): Specify the amount of any other expenses that apply to the customer payment.

Screen actions - CAR550D2-03

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Apply discounts and promotions to documents

Use the Customer Payments discounts view screen, CAR550D2-04, to apply available discounts to the documents you select for payment.

Field descriptions - CAR550D2-04

Fields	Description
Ac (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.
Pf (Prefix) (2,A):	On the top line, specify the document prefix for the document to locate or process.
Year (2,0):	On the top line, specify the last two digits of the year a document was created for a document to locate or process.
PT (Document Type) (1,0):	On the top line, specify the document type for the document to locate or process. 1=Invoice 3=Payment
Invoice (8,0):	On the top line, specify the invoice number for the document to locate or process.
Seq (Sequence) (3,0):	On the top line, specify the sequence number for the document to locate or process.

Customer (8,0):   On the top line, specify the customer number for the document to locate or process.

On the top line, specify the customer number for the document to locate or process.

Discount Amount (13,2):   Specify the discount amount to apply to the document.

Screen actions - CAR550D2-04

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	Process the assigned payment amounts.
F13=Filters	Select the sorting criteria for the documents displayed on the screen.
F15=Selected/All	Toggle between display of the selected documents and all the documents.
F16=Select All	Select all displayed documents.
F17=Prorate Expenses	Distribute the expenses associated with the payment proportionally among the selected documents based on their amount.
F18=View	Toggle among the three different views of the screen: payments, expenses, and discounts.
F21=Expenses	Access the Customer Payments expenses breakdown screen, CAR550D2-03. You can adjust the expenses breakdown in this screen into commissions, interest, stamp tax, mail, and other expenses.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Unallocated payment, CAR550D3

Use the Unallocated Payment program, CAR550D3, to accept the unallocated payments that you create from the Customer Payments screen, CAR550D1-01.

Access: F9 from Customer Payments, CAR550D1-01

Confirm request to create an unallocated payment

Use the Unallocated Payment screen, CAR550D3-01, to view and the confirm the information for this unallocated payment. If the information is correct, use F6=Accept to create the payment.

Screen actions - CAR550D3-01

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.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Promotion payment, CAR560D

Use the Promotion Payment program, CAR560D, to apply a promotion discount amount to the selected document.

Apply a promotion discount

Use the Promotion Payment screen, CAR560D-01, to select a payment to which to apply a discount and to specify the amount of the discount.

Field descriptions - CAR560D-01

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

1=Select

Select a payment to which to apply the discount.

All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* in the overview information in this document.

Act (2,A):	Specify the number for the line action to perform and press Enter.
Disc (Discount) To Ap- ply (15,2):	Specify the amount of discount you are applying to the payment that qualifies for a promotion.

Screen actions - CAR560D-01

Commands	Description
F14=Documents	Retrieve the original promotion discount record associated with the selected document on the Promotion Payment screen, CAR556D-01.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Allocate payments, CAR550D4

Use the Allocate Payment program, CAR550D4, to allocate an unallocated payment to a specific customer and documents.

Access: CAR menu

Select an unallocated payment to allocate

Use the Allocate Paym screen, CAR550D4-01, to select an unallocated payment to associate with a customer and documents.

Field descriptions - CAR550D4-01

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

10=History

Access Document History Inquiry, CAR355D4-04, to view the history of an unallocated payment.

11=Select

Select an unallocated payment to allocate. The system displays a screen in which you can specify customer, document, and payment type info to retrieve a list of documents that require payment.

All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* in the overview information in this document.

Act (2,A):   Specify the number for the line action to perform and press Enter.

Screen actions - CAR550D4-01

Commands	Description
F14=Base Curr/Trans	Toggle between display of amounts in base or transaction currency.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Allocate payments selection, CAR550D5

Use the Allocate Payments Selection program, CAR550D5, to specify selection criteria for a list of documents that require payment.

Access: Line action 11=Select from Allocate Paym, CAR550D4-01.

Specify the customer and document to which to allocate a payment

Use the selection screen to specify the customer and document to which to apply the payment. Alternatively, if you do not specify a document, you can use this screen to provide selection criteria to generate a list of documents for a specified customer that require payment.

Field descriptions - CAR550D5-01

Fields	Description
Customer (8,0):	Specify the number of the customer to which to allocate the unallocated payment.
Document (prefix) (2,A):	Specify the prefix of the document to which the payment that was received should be allocated.
Document (year) (2,0):	Specify the last two digits of the year in which the document to which to allocate the payment was created.
Document (type) (1,0):	Specify the document type of the document to which to allocate the payment.
Document (number) (8,0):	Specify the number of the document to which to allocate the payment.
Document (sequence number) (3,0):	Specify the sequence number of the document to which to allocate the payment.
Payment Type (1, A):	Specify the code for the payment type associated with a document.
Order by (1,A):	Specify the sequence in which to display documents in the list of documents that require payment.

1	customer
2	document
3	amount

Screen actions - CAR550D5-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Remittance payments, CAR555D1

Use the Remittance Payments program, CAR555D1, to post payments against remittances.

Access: CAR menu

Select a remittance to pay

Use the Remittance Payments screen, CAR555D1-01, to select a remittance to cash or pay. You can cash a remittance for collection expenses. If a remittance is processed with the discount management process, the bank pays the remittance amount. You can enter the expenses amount simultaneously or after remittance payments.

Field descriptions - CAR555D1-01

Fields	Description
Company (3,0):	Specify the code of the company for which to apply a remittance payment.
Remittance (6, 0):	Specify the number of the remittance to pay.
Payment Reference (23, A):	Specify a reference number for the payment associated with the remittance.
Total Payment Amount (15, 2):	Specify the total payment amount to apply to this remittance.
Total Expenses Amount (15, 2):	Specify the total amount of expenses associated with this remittance payment.
Multiplier Rate (15, 7):	Specify the exchange rate between the payment currency and the company base currency. If you leave this field blank, the system retrieves the last exchange rate used from the Currency Master file.

Divisor Rate (15,7): Specify the divisor rate between the payment currency and the company base currency.

Transaction Date (8,0): Specify the date on which the payment is applied to the remittance.

G/L Date (8,0): Specify the date on which the journal entry is made for this transaction.

Value Date (8,0): Specify the value date of the remittance payment. This system uses this date to calculate interest on this remittance.

Order by (1,A): Specify the order in which to display the documents that make up the selected remittance.

1	customer
2	document
3	amount

Screen actions - CAR555D1-01

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	Process the data on this screen and continue.
F21=Calculator	Calculate the amount of the payment in the specified currency. You can type in a value in an alternate currency. The calculator calculates the amount in the payment currency and populates the Total Payment Amount field with the result. 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. 20)* in the overview information in this document.

Remittance payments, document view, CAR555D2

Use the Remittance Payments document view program, CAR555D2, to view all the documents that make up the remittance. You can select documents to pay and apply payment amounts to them with this program.

Access: Specify selection criteria on the Remittance Payments by Due Date screen, CAR555D1-01 and press Enter, then press F6 (Accept) to get to this view of the Remittance Payments screen

Selected documents in a remittance to pay

Use the Remittance Payments collection view screen, CAR555D2-01, to view the documents that make up the remittance and select one or more to which to apply payments. Specify the amount of the payment to apply to each selected document.

Field descriptions - CAR555D2-01

Fields	Description
Line actions	The following line actions are specific to this screen: **11=Select** Select a document to pay. **13=De-Select** Cancel selection of a document. All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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.
Pf (Prefix) (2,A):	On the top line, specify the document prefix for the document to locate or process.
Year (2,0):	On the top line, specify the last two digits of the year a document was created for a document to locate or process.
PT (Document Type) (1,0):	On the top line, specify the document type for the document to locate or process.

1=Invoice

3=Payment

Invoice (8,0): On the top line, specify the invoice number for the document to locate or process.

Seq (Sequence) (3,0): On the top line, specify the sequence number for the document to locate or process.

Customer (8,0): On the top line, specify the customer number for the document to locate or process.

Pt (Payment Type) (1,A): On the top line, specify the payment type for the document to locate or process.

Due Date (8,0): On the top line, specify the payment due date for the document to locate or process.

Doc (Document) Amount (15,2): The default value in this field is the outstanding payment due amount. If you select this document for payment, specify the amount of the payment to apply to the document. The sum of the payment amounts assigned to selected documents must equal the total amount of the payment.

Drp (Drop Flag) (1,A): Specify whether to apply drop management to the selected document. The value in this field determines whether a document is considered fully paid even if the amount of payment is less than or greater than the outstanding payment amount.

1=The document is considered fully paid even if the payment amount is different from the outstanding amount as long as it is within the limits defined in Cartera Parameters Maintenance, CAR800D-01.

2=The document is not considered fully paid if the payment applied does not exactly equal the outstanding amount.

Screen actions - CAR555D2-01

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	Process the assigned payment amounts.

F17=Prorate Expenses Distribute the expenses associated with the payment proportionally among the selected documents based on their amount.

F18=View Toggle among the three different views of the screen: payments, expenses, and discounts.

F21=Expenses Access the Remittance Payments expenses breakdown screen, CAR555D2-03. You can adjust the expenses breakdown in this screen into commissions, interest, stamp tax, mail, taxes, and other expenses.

F22=Select All Select all displayed documents.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Apply payment expenses to documents

Use the Remittance Payments expenses view screen, CAR555D2-02, to apply expenses associated with payment to the documents you select for payment.

Field descriptions - CAR555D2-02

Fields	Description
Ac (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.
Customer (8,0):	On the top line, specify the customer number for the document to locate or process.
Due Date (8,0):	On the top line, specify the payment due date for the document to locate or process.
Expenses Amount (15,2):	Specify the expenses amount associated with the document payment to apply to this document.

Screen actions - CAR555D2-02

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   Process the assigned payment amounts.

F17=Prorate Expenses Distribute the expenses associated with the payment proportionally among the selected documents based on their amount.

F18=View   Toggle among the three different views of the screen: payments, expenses, and discounts.

F21=Expenses   Access the Remittance Payments expenses breakdown screen, CAR555D2-03. You can adjust the expenses breakdown in this screen into commissions, interest, stamp tax, mail, taxes, and other expenses.

F22=Select All   Select all displayed documents.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Specify a breakdown of remittance payment expenses by category

Use the Remittance Payments expense details screen, CAR555D2-03, to specify the breakdown of expenses for the remittance payment into categories. The total of expenses for the six categories must equal the Expenses amount you specified on the initial Remittance Payments screen, CAR555D1-01, or you will be asked to override that value in this screen.

Field descriptions - CAR555D2-03

Fields	Description
Commissions (15,2):	Specify the amount of commission expenses that applies to the remittance payment.
Interests (15,2):	Specify the amount of interest that applies to the remittance payment.
Stamp Tax (15,2):	Specify the stamp tax amount that applies to the remittance payment.
Mail (15,2):	Specify the mail amount that applies to the remittance payment.
Taxes (15,2):	Specify the tax amount that applies to the remittance payment.

Other Expenses (15,2): Specify the amount of any other expenses that apply to the remittance pay-ment.

Close Expenses (1,0): Specify whether to close the expenses. If you close expenses, you cannot apply the expenses to the remittance.

0	No, do not close expenses
1	Yes, close expenses

Screen actions - CAR555D2-03

Commands	Description
F21=Documents	Return to the list of all documents on the Remittance Payments collection view screen, CAR555D2-01.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Remittance payments expenses, CAR555D6

Use the Remittance Payments expenses program, CAR555D6, to create a remittance payment for expenses.

Access: Specify a company, remittance number, and expense amount on Remittance Payments screen,CAR555D1-01, then Enter and F6=Accept

Distribute expense amounts for a remittance expenses payment

Use the Remittance Payments screen for expenses, CAR555D6-01, to apply the specified expenses amount to selected documents for a remittance. You can distribute the expense payments manually or automatically, based on the amount of each document.

Field descriptions - CAR555D6-01

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

11=Select

Select documents to which to allocate an expense payment for a remittance.

13=De-Select

Cancel the selection of documents.

All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* in the overview information in this document.

Ac (2,A):   Specify the number for the line action to perform and press Enter.

Expenses Amount (13,2):   Specify the expenses amount to allocate to each selected document in the remittance.

Screen actions - CAR555D6-01

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	Process the assigned payment amounts.
F17=Prorate Expenses	Distribute the expenses associated with the payment proportionally among the selected documents based on their amount.
F22=Select All	Select all displayed documents. All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Remittance payments expense distribution, CAR555D5

Use the Remittance Payments Expense Distribution program, CAR555D5, to specify the breakdown of expenses into categories. The expenses amount can be booked simultaneously with the remittance payment or after the remittance is paid. You can compare the forecast cost, according to the expected expenses stored in the Remittance Expense file, with the actual cost.

Access: Select a documents on the Remittance Payments screen for expenses, CAR555D6-01 and use F6=Accept.

Specify a breakdown of remittance payment expenses for expense-only payments

Use the Remittance Payments expense details screen, CAR555D5-01, to specify the breakdown of expenses into six categories. The total of expenses for the six categories must equal the Expenses amount you specified on the initial Remittance Payments screen, CAR555D1-01, or you will be asked to override that value in this screen..

Field descriptions - CAR555D5-01

Fields	Description
Commissions (15,2)	Specify the amount of commission expenses that applies to the remittance payment.
Interests (15,2)	Specify the amount of interest that applies to the remittance payment.
Stamp Tax (15,2)	Specify the stamp tax amount that applies to the remittance payment.
Mail (15,2)	Specify the mail amount that applies to the remittance payment.
Taxes (15,2)	Specify the tax amount that applies to the remittance payment.
Other Expenses (15,2)	Specify the amount of any other expenses that apply to the remittance payment.
Close Expenses (1,0):	Specify whether to close the expenses. If you close expenses, you cannot apply the expenses to the remittance.

0	No, do not close expenses
1	Yes, close expenses

Screen actions - CAR555D5-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Remittance payment by due date, CAR556D1

Use the Remittance Payment By Due Date program, CAR556D1, to retrieve a list of remittance documents that require payment for a specified company, bank, and currency. You can select documents by a range of due dates or a range of remittance numbers.

Access: CAR menu

Retrieve a list of remittance documents by due date or remittance number range

Use the Remittance Payments screen, CAR556D1-01, to specify selection criteria for a list of remittance documents that require payment.

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 - CAR556D1-01

Fields	Description
Company (3,0):	Specify the code for the company for which to retrieve remittance documents. The company must be a Cartera company.
Bank (3, A):	Specify the code for the bank that processes the remittance payments.
Remittance Currency (3, A):	Specify the code for the currency of the remittance payments.
Total Payment Amount (15, 2):	Specify the total payment amount of the payment.
Total Expenses Amount (15, 2):	Specify the total amount of expenses associated with the payment.

Multiplier Rate (15, 7): Specify the exchange rate between the payment currency and the company's base currency.

Divisor Rate (15,7): Specify the divisor rate between the payment currency and the company's base currency.

Payment Reference (23,A): Specify a reference number for the payment.

Transaction Date (8,0): Specify the date when this payment is applied to the remittances.

G/L Date (8,0): Specify the date on which the journal entry is made for this transaction.

Value Date (8,0): Specify the value date of the remittance payment. This system uses this date to calculate interest on this remittance.

Due Date From (6,0): Specify a range of values to limit the documents to select by payment due date. You can specify either a due date range or a remittance number range.

Due Date To (6,0): Specify a range of values to limit the documents to select by payment due date. You can specify either a due date range or a remittance number range.

Remittance From (6,0): Specify a range of values to limit the documents to select by remittance number. You can specify either a due date range or a remittance number range.

Remittance To (6,0): Specify a range of values to limit the documents to select by remittance number. You can specify either a due date range or a remittance number range.

Screen actions - CAR556D1-01

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	Process the data on this screen and continue.
F21=Calculator	Calculate the amount of the payment in the specified currency. You can type in a value in an alternate currency. The calculator calculates the amount in the payment currency and populates the Total Payment Amount field with the result. 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. 20)* in the overview information in this document.

Remittance payments, document view, CAR556D2

Use the Remittance Payments document view program, CAR556D2, to view a list of remittances and document that met the selection criteria on the Remittance Payments screen, CAR556D1-01. Use this program to apply the payment to selected remittance documents.

Selected documents in a remittance to pay

Use the Remittance Payments document view screen, CAR556D2-01, to select one or more documents from the remittances displayed for payment. Specify the amount of the payment to apply to each selected document.

Field descriptions - CAR556D2-01

Fields	Description
Line actions:	The following line actions are specific to this screen:
	11=Select
	Select a document to pay.
	13=De-Select
	Cancel selection of a document.
	All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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.
Remitt (Remittance) (6,0):	On the top line, specify the remittance number associated with the document to locate or process.

Pf (Prefix) (2,A):	On the top line, specify the document prefix for the document to locate or process.
Year (2,0):	On the top line, specify the last two digits of the year a document was created for a document to locate or process.
PT (Document Type) (1,0):	On the top line, specify the document type for the document to locate or process. 1=Invoice 3=Payment
Invoice (8,0):	On the top line, specify the invoice number for the document to locate or process.
Seq (Sequence) (3,0):	On the top line, specify the sequence number for the document to locate or process.
Pt (Payment Type) (1,A):	On the top line, specify the payment type for the document to locate or process.
Doc (Document) Amount (15,2):	The default value in this field is the outstanding payment due amount. If you select this document for payment, specify the amount of the payment to apply to the document. The sum of the payment amounts assigned to selected documents must equal the total amount of the payment.
Dr (Drop Flag) (1,A):	Specify whether to apply drop management to the selected document. The value in this field determines whether a document is considered fully paid even if the amount of payment is less than or greater than the outstanding payment amount. 1=The document is considered fully paid even if the payment amount is different from the outstanding amount as long as it is within the limits defined in Cartera Parameters Maintenance, CAR800D-01. 2=The document is not considered fully paid if the payment applied does not exactly equal the outstanding amount.

Screen actions - CAR556D2-01

Commands	Description
F6=Accept	Process the assigned payment amounts.
F16=Select All	Select all displayed documents.

F17=Prorate Expenses Distribute the expenses associated with the payment proportionally among the selected documents based on their amount.

F18=View Toggle among the three different views of the screen: payments, expenses, and discounts.

F21=Expenses Access the Remittance Payments expenses breakdown screen, CAR556D2-03. You can adjust the expenses breakdown in this screen into commissions, interest, stamp tax, mail, taxes, and other expenses.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Apply payment expenses to documents

Use the Remittance Payments expenses view screen, CAR556D2-02, to apply expenses associated with payment to the documents you select for payment.

Field descriptions - CAR556D2-02

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.
Remitt (Remittance) (6,0):	On the top line, specify the remittance number associated with the document to locate or process.
Expenses Amount (13,2):	Specify the expense amount associated with the document payment to apply to this document.

Screen actions - CAR556D2-02

Commands	Description
F16=Select All	Select all displayed documents.
F17=Prorate Expenses	Distribute the expenses associated with the payment proportionally among the selected documents based on their amount.

F18=View	Toggle among the three different views of the screen: payments, expenses, and discounts.
F21=Expenses	Access the Remittance Payments expenses breakdown screen, CAR556D2-03. You can adjust the expenses breakdown in this screen into commissions, interest, stamp tax, mail, taxes, and other expenses.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Specify a breakdown of remittance payment expenses by category

Use the Remittance Payments expense details screen, CAR556D2-03, to specify the breakdown of expenses for the remittance payment into categories. The total of expenses for the six categories must equal the Expenses amount you specified on the initial Remittance Payments screen, CAR556D1-01, or you will be asked to override that value in this screen.

Field descriptions - CAR556D2-03

Fields	Description
Commissions (15,2):	Specify the amount of commission expenses that applies to the remittance payment.
Interests (15,2):	Specify the amount of interest that applies to the remittance payment.
Stamp Tax (15,2):	Specify the stamp tax amount that applies to the remittance payment.
Mail (15,2):	Specify the mail amount that applies to the remittance payment.
Taxes (15,2):	Specify the tax amount that applies to the remittance payment.
Other Expenses (15,2):	Specify the amount of any other expenses that apply to the remittance payment.

Screen actions - CAR556D2-03

Commands	Description
F21=Documents	Return to the list of all documents on the Remittance Payments collection view screen, CAR556D2-01.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Advanced payment posting, CAR570D1

Use the Advanced Payment Posting program, CAR570D1, to facilitate posting of the advance payments from a customer without assigning them to a specific invoice. The program automatically generates the advance payment record for the customer. You can also specify an associated bank to manage this payment.

Access: CAR menu

Define an advance payment

Use the Advanced Payment Post screen, CAR570D1-01, to specify the basic details of an advance payment that you want to post.

Field descriptions - CAR570D1-01

Fields	Description
Customer (8,0):	Specify the code for the customer for whom to post the advance payment.
Advanced Payment Amount (15,2):	Specify the advance payment amount to post.
Expenses Amount (15,2):	Specify the expense amount associated with the advance payment processing.
Company (3,0):	Specify the code of the company to which the customer belongs. The company must be a Cartera company.
Payment Type (1,A):	Specify the code for the payment type of this advance payment.
Bank (3,A):	Specify the bank code for the bank associated with this advance payment.
Currency (3,A):	Specify the code for the currency in which the advance payment is made.
Multiplier Rate (15,7):	Specify the exchange rate between the payment currency and the company's base currency.

Divisor Rate (15,7):   Specify the divisor rate between the payment currency and the company's base currency.

Document Date (8,0):   Specify the date on which the advance payment was created.

G/L Date (8,0):   Specify the date on which the journal entry is generated for this transaction.

Due Date (8,0):   Specify the due date for the document that the advance payment posting process creates.

Screen actions - CAR570D1-01

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	Process the data on this screen and continue.
F21=Calculator	Calculate the amount of the payment in the specified currency. You can type in a value in an alternate currency. The calculator calculates the amount in the payment currency and populates the Total Payment Amount field with the result. 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. 20)* in the overview information in this document.

Specify a breakdown of advance payment expenses by category

Use the Expenses Amounts screen, CAR570D1-02, to specify the breakdown of expenses for the advance payment into categories. The total of expenses for the six categories must equal the Expenses amount you specified on the initial Advanced Payments screen, CAR570D1-01, or you will be asked to override that value in this screen.

Field descriptions - CAR570D1-02

Fields	Description
Commissions (15,2):	Specify the amount of commission expenses that applies to the advance payment.
Interests (15,2):	Specify the amount of interest that applies to the advance payment.
Stamps (15,2):	Specify the stamp tax amount that applies to the advance payment.
Posting (15,2):	Specify posting expenses that apply to the advance payment.
Other expenses (15,2):	Specify the amount of other expenses that makes up the Expenses amount.

Screen actions - CAR570D1-02

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Advanced payment post, CAR570D2

Use the Advanced Payment Post program, CAR570D2, to view the advance payment the system created based on the information you provided on the initial Advanced Payment Post screen, CAR570D1-01. The advance payment is identified with the prefix defined in the Cartera Parameters Maintenance program, CAR800D, for your environment. If the payment type assigned to the advance payment is defined as non-remittable, the system pays the document directly and you don't need to run the Customer Payments program, CAR550D1.

Access: Specify information on the Advanced Payment Post screen, CAR570D1-01, or the Expenses Amounts screen, CAR570D1-02, and press Enter.

Select a document sequence number to post

Use the Advanced Payment Post screen, CAR570D2-02, to post the advance payment for the customer. If the payment is non-remittable, the system pays it directly. If it is a remittable payment, you have to subsequently process the payment through the customer payments program.

Field descriptions - CAR570D2-02

Fields	Description
Line actions	The following line action is specific to this screen: **1=Select** Select an advance payment document sequence number to post. All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* in the overview information in this document.
Ac (2,0):	Specify the code for the action you want to perform next to an advanced payment selection and press Enter.
Payment Reference (23,A):	Specify a payment reference to a document to use if the advanced payment is paid directly.

Screen actions - CAR570D2-02

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	Process the payment. All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Unpaid documents posting, CAR580D1

Use the Unpaid Documents Posting program, CAR580D1, to record a change in the status of a document that was previously paid, but for which the payment has subsequently been dishonored. This program changes the document status to UN, unpaid.

Access: CAR menu

Specify details for a document payment to reverse

Use the Unpaid Documents screen, CAR580D1-01, to provide details of the document for which you want to change the status to Unpaid.

Field descriptions - CAR580D1-01

Fields	Description
Company (3,0):	Specify the code for the company associated with the payment reversal to process.
Bank Code (3,A):	Specify the code for the bank associated with the payment reversal to process.
Currency Code (3,A):	Specify the code for the currency associated with the payment reversal to process.
Payment Reference (23, A):	Specify a payment reference number for the payment reversal.
Unpaid Amount (15,2):	Specify the payment amount to reverse.
Total Expenses Amount (15, 2):	Specify the total amount of expenses for processing the payment reversal.
Transaction Date (8,0):	Specify the date of this payment reversal transaction.
G/L Date (8,0):	Specify the journal entry date for this payment reversal transaction.
Value Date (8,0):	Specify the value date of this payment reversal. The system uses this date to calculate interest on the transaction.
Payment Type (1, A):	Specify the code for the payment type of the document for which to reverse the payment.
Customer (8,0):	Specify the number of the customer associated with the document.
Remittance No. (Number) (6,0):	Specify the remittance number associated with payment of the document.
Document Prefix (2,A):	Specify the prefix of the unpaid document.
Document Year (2,0):	Specify the last two digits of the you created the document.
Document Type (1,0):	Specify the document type code.

Document Number (8,0): Specify the document number.

Document Sequence (3,0): Specify the document sequence number.

Order by (1,A): Specify the order in which to display the selected documents.

1	customer
2	document
3	amount

Screen actions - CAR580D1-01

Commands	Description
F6=Accept	Process the data on this screen and continue.
F21=Calculator	Calculate the amount of the payment in the specified currency. You can type in a value in an alternate currency. The calculator calculates the amount in the payment currency and populates the Total Payment Amount field with the result. 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. 20)* in the overview information in this document.

Unpaid documents selection-payment view, CAR580D2

Use the Unpaid Documents selection program, CAR580D2, to display the documents that meet the selection criteria on the initial Unpaid Documents screen. Use this program to reverse payment amounts for selected documents.

The program presents screens with three different views of the documents, the payments view, the expenses view, and the discounts view.

Select documents for which to reverse payments

Use the Unpaid Documents payment view screen, CAR580D2-01, to select documents for which to reverse payment and to specify the amount of the payment to reverse.

Field descriptions - CAR580D2-01

Fields	Description
Line actions	The following line actions are specific to this screen:
	11=Select
	Select a document for which to reverse payment.
	13=De-Select
	Cancel selection of a document.
	All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* in the overview information in this document.
Ac (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.
Pf (Prefix) (2,A):	On the top line, specify the document prefix for the document to locate or process.
Year (2,0):	On the top line, specify the last two digits of the year a document was created for a document to locate or process.
PT (Document Type) (1,0):	On the top line, specify the document type for the document to locate or process.
	1=Invoice
	3=Payment
Invoice (8,0):	On the top line, specify the invoice number for the document to locate or process.
Seq (Sequence) (3,0):	On the top line, specify the sequence number for the document to locate or process.
Customer (8,0):	On the top line, specify the customer number for the document to locate or process.

Due Date (8,0):	On the top line, specify the payment due date for the document to locate or process.
RE (Return Expense) (1,A):	Specify 1=Yes to charge the customer for the payment reversal expenses, otherwise, specify 0=No.
Doc (Document) Amount (15,2):	Specify the amount of the payment to reverse.

Screen actions - CAR580D2-01

Commands	Description
F13=Filters	Select the sorting criteria for the records on the screen.
F15=View Selected	Toggle between display of only selected documents and all documents.
F17=Prorate Expenses	Distribute the expenses associated with the payment reversal proportionally among the selected documents based on their amount.
F18=View	Toggle among the three different views of the screen: payments, expenses, and discounts.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Specify selection criteria for documents to display in the list

Use the Filter Options screen to limit the documents to include in the list.

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 - Filter Window

Fields	Description
From Company (3,0):	Specify a range of values to limit the documents to display by company.
To Company (3,0):	Specify a range of values to limit the documents to display by company.
From Customer (8,0):	Specify a range of values to limit the documents to display by customer.

To Customer (8,0):   Specify a range of values to limit the documents to display by customer.

From Invoice No (Invoice Prefix) (2,A):   Specify a range of values to limit the documents to display by invoice prefix.

To Invoice No (To Invoice Prefix) (2,A):   Specify a range of values to limit the documents to display by invoice prefix.

From Invoice No (Invoice Year) (2,0):   Specify a range of values to limit the documents to display by invoice year.

To Invoice No (To Invoice Year) (2,0):   Specify a range of values to limit the documents to display by invoice year.

From Invoice No (Invoice Type) (1,0):   Specify a range of values to limit the documents to display by invoice type.

To Invoice No (To Invoice Type) (1,0):   Specify a range of values to limit the documents to display by invoice type.

From Invoice No (Invoice Number) (8,0):   Specify a range of values to limit the documents to display by invoice number.

To Invoice No (To Invoice Number) (8,0):   Specify a range of values to limit the documents to display by invoice number.

From Currency (3,A):   Specify a range of values to limit the documents to display by currency code.

To Currency (3,A):   Specify a range of values to limit the documents to display by currency code.

From Due Date (8,0):   Specify a range of values to limit the documents to display by payment due date.

To Due Date (8,0):   Specify a range of values to limit the documents to display by payment due date.

From Paym Code (Payment Code) (1,A):   Specify a range of values to limit the documents to display by payment code.

To Paym Code (Payment Code) (1,A):   Specify a range of values to limit the documents to display by payment code.

From Bank (3,A):   Specify a range of values to limit the documents to display by bank code.

To Bank (3,A):   Specify a range of values to limit the documents to display by bank code.

From Amount (15,2):   Specify a range of values to limit the documents to display by document amount.

To Amount (15,2):   Specify a range of values to limit the documents to display by document amount.

Status (2,A):   Specify up to six document status codes to limit the documents to display by status code.

Status (2,A):   Specify up to six document status codes to limit the documents to display by status code.

Status (2,A):   Specify up to six document status codes to limit the documents to display by status code.

Status (2,A):   Specify up to six document status codes to limit the documents to display by status code.

Status (2,A):   Specify up to six document status codes to limit the documents to display by status code.

Status (2,A):   Specify up to six document status codes to limit the documents to display by status code.

Order by (1,A):   Specify the order in which to display the selected documents.

1	company/customer/due date
2	company/invoice/due date
3	company/amount/due date

Screen actions - Filter 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. 20)* in the overview information in this document.

Apply payment reversal expenses to documents

Use the Unpaid Documents expenses view screen, CAR580D2-02, to apply expenses associated with the payment reversal transaction.

Field descriptions - CAR580D2-02

Fields	Description
Line actions	The following line actions are specific to this screen:
	11=Select
	Select a document for which to reverse payment.
	13=De-Select
	Cancel selection of a document.
	All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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.
Pf (Prefix) (2,A):	On the top line, specify the document prefix for the document to locate or process.
Year (2,0):	On the top line, specify the last two digits of the year a document was created for a document to locate or process.
PT (Document Type) (1,0):	On the top line, specify the document type for the document to locate or process.
	1=Invoice
	3=Payment
Invoice (8,0):	On the top line, specify the invoice number for the document to locate or process.
Seq (Sequence) (3,0):	On the top line, specify the sequence number for the document to locate or process.
Customer (8,0):	On the top line, specify the customer number for the document to locate or process.
Due Date (8,0):	On the top line, specify the payment due date for the document to locate or process.
Expenses Amount (13,2):	Specify the expense amount associated with the payment reversal to apply to this document.

Screen actions - CAR580D2-02

Commands	Description
F13=Filters	Select the sorting criteria for the records on the screen.
F17=Prorate Expenses	Distribute the expenses associated with the payment reversal proportionally among the selected documents based on their amount.
F18=View	Toggle among the three different views of the screen: payments, expenses, and discounts.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Apply discount and promotion amounts to the document

The discounts view of the Unpaid Documents screen, CAR580D2-03, displays the discounts and promotion amounts that can be applied to this document.

Field descriptions - CAR580D2-03

Fields	Description
Line actions	The following line actions are specific to this screen:
	11=Select
	Select a document for which to reverse payment.
	13=De-Select
	Cancel selection of a document.
	All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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.
Pf (Prefix) (2,A):	On the top line, specify the document prefix for the document to locate or process.

Year (2,0):	On the top line, specify the last two digits of the year a document was created for a document to locate or process.
PT (Document Type) (1,0):	On the top line, specify the document type for the document to locate or process. 1=Invoice 3=Payment
Invoice (8,0):	On the top line, specify the invoice number for the document to locate or process.
Seq (Sequence) (3,0):	On the top line, specify the sequence number for the document to locate or process.
Customer (8,0):	On the top line, specify the customer number for the document to locate or process.
Discount Amt (Amount) (15,2):	Specify the discount amount to apply to the document for the payment reversal transaction.

Screen actions - CAR580D2-03

Commands	Description
F13=Filters	Select the sorting criteria for the records on the screen.
F17=Prorate Expenses	Distribute the expenses associated with the payment reversal proportionally among the selected documents based on their amount.
F18=View	Toggle among the three different views of the screen: payments, expenses, and discounts. All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Unpaid RIBA documents posting, CAR581D

Use the Unpaid RIBA Documents Posting program, CAR581D, to process dishonored remittance payments. RIBA and RID are typical Italian payment types that include an agreement between the company and the customer in which the customer agrees to pay when they receive a request for payment

through the Italian National Bank System. This remittance uses an electronic document that shows the customer name, the customer bank agency/branch and account number, the amount, and the due date.

If the customer does not pay the remittance, the company receives a dishonored payment from the bank. The company must record this unpaid document in Cartera with the Unpaid RIBA Documents Posting program.

Access: CAR menu

Post a dishonored remittance payment

Use the Unpaid Documents screen, CAR581D-01, to specify the company that received the dishonored payment notification, the currency of the payment, and the bank that sent the notice.

Field descriptions - CAR581D-01

Fields	Description
Company (3,0):	Specify the code for the company that receives the dishonored remittance payment from the bank.
Currency Code (3,A):	Specify the code for the currency of the remittance payment.
Bank Code (3,A):	Specify the code for the bank that sent the dishonored remittance payment to the company
Date (8,0):	Specify the date on which you run the Unpaid RIBA Documents Posting process.

Screen actions - CAR581D-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. 20)* in the overview information in this document.

Customer extract mediofactoring, CAR585D1

The factoring process enables the user to select Cartera documents to send to a factoring bank. Use the Customer Extract Mediofactoring program, CAR585D1, to select documents and customers to populate multi-format extract files. The system marks the original documents to indicate that they have

been factored. Functions in the program allow you to buy back documents that remain uncollected at the end of their term.

This process supports two banks, Mediofactoring and Comit. These two banks work in slightly different ways and have different data requirements. This means that most of the new processes are specific to the workings of the two banks.

Mediofactoring Process

Every month, the system generates an extract of the customer database to transmit to the bank. The extract uses the same selection criteria as the invoice extract process. At the start of a contract, the system generates extracts of the customer file and the Cartera open documents file to transmit to the bank. The system selects invoices based on the invoice extract selection criteria, and various document-specific selection criteria, up to a maximum value. At the end of the contract, the documents factored by Mediofactoring are analyzed, but documents that are still unpaid are bought back from the bank. The system generates extract files that detail these invoices to transmit the information to the bank.

Comit Process

At the start of the contract, the system generates extracts of the customer file and the Cartera open documents file to transmit to the bank. The system selects invoices based on customer selection criteria and various document-specific selection criteria, up to a maximum value. At monthly intervals, the system generates extracts of those documents factored by Comit that have been paid, up to a maximum value, to transmit to the bank. The user enters the value, but the system expects it to be 25%, 50%, 75%, and finally 100% of the total factored amount for successive months.

CAR menu

Run the extract process for a company

Use the Customer Extract Mediofactoring screen, CAR585D1-01, to run the extract process for a company. You can use function keys to exclude customer types and specific customers from the extraction process.

Field descriptions - CAR585D1-01

Fields	Description
Company (3,0):	Specify the code of the Cartera company for which to run the Customer Extract Mediofactoring program.
Date of Extract (6,0):	Specify the date on which you run the Customer Extract Mediofactoring program.

Run Extract Now (1,A): Specify 1=Yes to run the extract process when you press F6=Accept. Otherwise, specify 0=No.

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 - CAR585D1-01

Commands	Description
F6=Accept	Accept the data on the screen and run the extract process.
F13=Customer Types	Access the Customer Type Exclusion screen to specify customer types to exclude from the extract process.
F14=Customers	Access the Customer Exclusion screen to specify customers exclude from the extract process.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Factoring invoice extract, CAR585D2

Use the Factoring Invoice Extract program, CAR585D2, to select Cartera documents to send to a Factoring bank.

See the overview information for the Customer Extract Mediofactoring program, CAR585D1, for a description of the Mediofactoring process and the Comit process.

CAR menu

Run the invoice extract process for factoring

Use the Factoring Invoice Extract screen, CAR585D2-01, to specify selection criteria for invoices to include in the extract.

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 - CAR585D2-01

Fields	Description
Process to Run (1,A):	Specify the extract process to run on the invoices.

1	Summary
2	Detail
3	Final

Fields	Description
Company (3,0):	Specify the code of the Cartera company for which to run the factoring invoice extract process.
Date of Extract (6,0):	Specify the date on which you run the factoring invoice extract process.
Value Date (8,0):	Specify the currency valuation date.
Currency (3,A):	Specify the currency code of the documents to process.
Factoring Bank (1,A):	Specify the bank to use for the factoring invoice extract process.

1	Comit
2	Mediofactoring

Fields	Description
Invoice Due Date From (6,0):	Specify a range of values to limit the invoices to include in the extract process by invoice due date.
Invoice Due Date To (6,0):	Specify a range of values to limit the invoices to include in the extract process by invoice due date.
Invoice Date to Exclude From (6,0):	Specify a range of values to limit the invoices to exclude from the extract process by invoice date.
Invoice Date to Exclude To (6,0):	Specify a range of values to limit the invoices to exclude from the extract process by invoice date.
Invoice Amount From (15,2):	Specify a range of values to limit the invoices to include in the extract process by invoice amount.
Invoice Amount To (15,2):	Specify a range of values to limit the invoices to include in the extract process by invoice amount.

Maximum Amount to Factor (15,2):	Specify the maximum amount for this factoring invoice extract process.
Maximum Amount Tolerance (15,2):	Specify the maximum amount of tolerance for this factoring invoice extract process.
Document Status to Exclude (2,A):	Specify up to nine document statuses to exclude from the selection. You must specify at least one status.
Document Status to Exclude (2,A):	Specify up to nine document statuses to exclude from the selection. You must specify at least one status.
Document Status to Exclude (2,A):	Specify up to nine document statuses to exclude from the selection. You must specify at least one status.
Document Status to Exclude (2,A):	Specify up to nine document statuses to exclude from the selection. You must specify at least one status.
Document Status to Exclude (2,A):	Specify up to nine document statuses to exclude from the selection. You must specify at least one status.
Document Status to Exclude (2,A):	Specify up to nine document statuses to exclude from the selection. You must specify at least one status.
Document Status to Exclude (2,A):	Specify up to nine document statuses to exclude from the selection. You must specify at least one status.
Document Status to Exclude (2,A):	Specify up to nine document statuses to exclude from the extract process. You must specify at least one status.
Document Status to Exclude (2,A):	Specify up to nine document statuses to exclude from the extract process. You must specify at least one status.
Include/Exclude Prefix Codes (1,A):	Specify 0=Include or 1=Exclude to determine whether documents with the invoice prefix codes you specify in the Prefix Codes fields are included or excluded from the selection.
Prefix Codes (2,A):	Specify up to nine invoice prefix codes to include in or exclude from the extract process.
Prefix Codes (2,A):	Specify up to nine invoice prefix codes to include in or exclude from the extract process.
Prefix Codes (2,A):	Specify up to nine invoice prefix codes to include in or exclude from the extract process.

Prefix Codes (2,A):   Specify up to nine invoice prefix codes to include in or exclude from the extract process.

Prefix Codes (2,A):   Specify up to nine invoice prefix codes to include in or exclude from the extract process.

Prefix Codes (2,A):   Specify up to nine invoice prefix codes to include in or exclude from the extract process.

Prefix Codes (2,A):   Specify up to nine invoice prefix codes to include in or exclude from the extract process.

Prefix Codes (2,A):   Specify up to nine invoice prefix codes to include in or exclude from the extract process.

Prefix Codes (2,A):   Specify up to nine invoice prefix codes to include in or exclude from the extract process.

Include/Exclude Payment Types (1,A):   Specify 0=Include or 1=Exclude to determine whether invoices with the payment type codes you enter in the Payment Types fields are included or excluded from the selection.

Payment Types (1,A):   Specify up to nine payment type codes to include in or exclude from the extract process.

Payment Types (1,A):   Specify up to nine payment type codes to include in or exclude from the extract process.

Payment Types (1,A):   Specify up to nine payment type codes to include in or exclude from the extract process.

Payment Types (1,A):   Specify up to nine payment type codes to include in or exclude from the extract process.

Payment Types (1,A):   Specify up to nine payment type codes to include in or exclude from the extract process.

Payment Types (1,A):   Specify up to nine payment type codes to include in or exclude from the extract process.

Payment Types (1,A):   Specify up to nine payment type codes to include in or exclude from the extract process.

Payment Types (1,A):   Specify up to nine payment type codes to include in or exclude from the extract process.

Payment Types (1,A):	Specify up to nine payment type codes to include in or exclude from the extract process.
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 - CAR585D2-01

Commands	Description
F6=Accept	Accept the data on the screen and run the extract process.
F13=Customer Types	Access the Customer Type Exclusion screen to specify customer types to exclude from the extract process.
F14=Customers	Access the Customer Exclusion screen to specify customers exclude from the extract process.
F17=Select Previous Contract	Access the Factoring Contract List screen. If you select a previous contract, the selection criteria on the Factoring Invoice Extract selection screen for that previous contract populate the corresponding fields for the current contract.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Not collected re-buy invoices mediofact., CAR585D3

Use the Not Collected Re-Buy Invoices Mediofactoring program, CAR585D3, to buy back unpaid documents at the end of a Mediofactoring contract.

See the overview information for the Customer Extract Mediofactoring program, CAR585D1, for a description of the Mediofactoring process and the Comit process.

CAR menu

Buy back unpaid invoices

Use the Rebuy Invoices not Paid Mediofactoring screen, to specify a contract for which to buy back invoices and to run the program.

Field descriptions - CAR585D3-01

Fields	Description
Factoring Contract Number (6,0):	Specify the factoring contract number for which to buy back unpaid invoices.
Close the Contract (1,A):	Specify 1=Yes to close the contract, otherwise, specify 0=No.
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 - CAR585D3-01

Commands	Description
Standard screen actions	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Payments to Comit, CAR585D4

Use the Payments to Comit program, CAR585D4, to process payment amounts for a contract that the Comit bank processes.

See the overview information for the Customer Extract Mediofactoring program, CAR585D1, for a description of the Mediofactoring process and the Comit process.

CAR menu

Specify a contract and amount to pay for the Comit process

Use the Make Payments to Comit screen, CAR585D4-01, to register payments made to the Comit bank for a specified contract. The system selects invoices to pay, totalling invoice amounts until it reaches the full amount of the payment you specify in this screen. If you do not specify a tolerance amount, it stops selecting invoices short of the payment amount rather than including an invoice that exceeds the remaining payment amount. If you specify a tolerance amount, the system selects for payment an additional invoice that has an amount that is less than or equal to the remaining payment amount plus the tolerance.

Field descriptions - CAR585D4-01

Fields	Description
Factoring Contract Number (6,0):	Specify the number of the contract to which to apply a payment.
Close the Contract (1,A):	Specify 1=Yes to close the contract, otherwise, specify 0=No.
Amount to Pay (13,2):	Specify the amount of this payment to the Comit bank for the contract.
Amount to Pay Tolerance (13,2):	Specify the tolerance amount for the payment to the Comit bank. This amount applies if the total of invoices selected to be paid is less than the full payment amount, but all remaining invoices exceed the remaining amount. The system can select an additional invoice to pay if its amount does not exceed the remaining payment amount plus the tolerance amount.
Payment Date (13,2):	Specify the date on which you make the payment to the Comit bank.
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 - CAR585D4-01

Commands	Description
F6=Accept	Accept the data on the screen and process the payment.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Dunning selection, CAR600D

Use the Dunning Selection program, CAR600D, to specify criteria for generating dunning letters for a company. This program does not print the dunning letters, but it writes the information to the Dunning Header Work file, RWH, to be read and printed at a later time.

Access: CAR menu

Specify selection criteria to generate dunning letters

Use the Dunning Selection screen, CAR600D-01, to specify selection criteria for reminders and dunning letters to generate.

Field descriptions - CAR600D-01

Fields	Description
Company (3,0):	Specify the code of the company for which to provide dunning letter selection criteria.
Customer Type from (4,A):	Specify a range of values to limit the customer types to which this dunning letter selection applies.
Customer Type to (4,A):	Specify a range of values to limit the customer types to which this dunning letter selection applies.
Customer Number from (8,0):	Specify a range of values to limit the customer numbers to which this dunning letter selection applies.
Customer Number to (8,0):	Specify a range of values to limit the customer numbers to which this dunning letter selection applies.
Reminder Letters (1,A):	Specify 1=Yes to generate reminder letters in addition to the dunning letters, otherwise, specify 0=No.
Dunning Letters by (1,A):	Specify how dunning letters are generated. 1=Dunning letters are generated from the due date. 2=Dunning letters are generated from the dunning status. 5=Dunning letters are not generated, only reminder letters are generated.
Dunning Statuses (2,A):	Specify up to eight dunning statuses from which to select documents. Leave the fields blank to select documents regardless of dunning status.
Dunning Statuses (2,A):	Specify up to eight dunning statuses from which to select documents. Leave the fields blank to select documents regardless of dunning status.
Dunning Statuses (2,A):	Specify up to eight dunning statuses from which to select documents. Leave the fields blank to select documents regardless of dunning status.
Dunning Statuses (2,A):	Specify up to eight dunning statuses from which to select documents. Leave the fields blank to select documents regardless of dunning status.

Dunning Statuses (2,A): Specify up to eight dunning statuses from which to select documents. Leave the fields blank to select documents regardless of dunning status.

Dunning Statuses (2,A): Specify up to eight dunning statuses from which to select documents. Leave the fields blank to select documents regardless of dunning status.

Dunning Statuses (2,A): Specify up to eight dunning statuses from which to select documents. Leave the fields blank to select documents regardless of dunning status.

Dunning Statuses (2,A): Specify up to eight dunning statuses from which to select documents. Leave the fields blank to select documents regardless of dunning status.

Dunning Level from (1,A): Specify a range of values to limit the document selection by dunning level.

Dunning Level to (1,A): Specify a range of values to limit the document selection by dunning level.

Minimum Dunning Amount (15,2): Specify the minimum past due amount for which to generate dunning letters.

Dunning Date (8,0): Specify the date from which to generate dunning letters.

Preliminary/Final (1,A): Select between a preliminary or final execution of the process that generates dunning letters.

The preliminary dunning execution does not generate dunning entries or update customer invoice or dunning status. It only displays the results you will get if you run the final dunning process t with the same selection criteria.

The final dunning execution updates the customer invoice and dunning status and, where appropriate, it generates the dunning entries and prints a Dunning Selection Listing, CAR605B.

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 - CAR600D-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. 20)* in the overview information in this document.

Status maintenance, CAR900D1

Use the Status Maintenance program, CAR900D1, to define the document status codes that the Cartera application uses.

Add or maintain a document status code

Use the Status Codes Maintenance selection screen, CAR900D1-01, to create and maintain document status codes.

Access: CAR01 menu

Field descriptions - CAR900D1-01

Fields	Description
Line actions	All line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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.
Status (2,A):	Specify the status code for which you are performing an action.

Screen actions - CAR900D1-01

Commands	Description
F13=Filter	Specify whether to 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. 20)* in the overview information in this document.

Status codes maintenance detail, CAR900D2

Use the Status Codes Maintenance detail program, CAR900D2, to provide a description for a document status code in Cartera, or to confirm deletion of a status code.

Access: CAR01 menu

Specify a description of the document status code

Use the Status Code Maintenance detail screen, CAR900D2-01, to add or revise descriptive text for a status code. If you accessed this screen with a copy request, you can also specify a new status code. If you accessed the screen with a delete request, press Enter to confirm the deletion.

Field descriptions - CAR900D2-01

Fields	Description
Status (2,A):	In Copy mode, specify the status code.
Description (50,A):	Provide a description of the status code..

Screen actions - CAR900D2-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Transaction control maintenance, CAR910D1

Use the Transaction Control Maintenance program, CAR910D1, to create and maintain the transaction controls performed by the Cartera application. A transaction is a change in a document status within Cartera.

Access: CAR01 menu

Add or maintain transaction control information

Use the Transaction Control Maintenance selection screen, CAR910D1-01, to define a new transaction or to select a transaction for which to maintain the control information.

Field descriptions - CAR910D1-01

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.
Comp (3,0):	On the top line, specify the company associated with the process or transaction.
Pay Type (1,A):	On the top line, specify the payment type associated with the process or transaction.
From Status (2,A):	On the top line, specify the status of a document at the beginning of a process or transaction.
To Status (2,A):	On the top line, specify the status resulting from completion of the process or transaction.
Process/Trans (10,A):	On the top line, specify the program associated with the process or transaction.
Trans Type (10,A):	This field displays a short description of the transaction.
Status (10,A):	This field displays the status of a record, active or inactive.

Screen actions - CAR910D1-01

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. 20)* in the overview information in this document.

Transaction control maintenance - detail, CAR910D2

Use the Transaction Control Maintenance detail program, CAR910D2, to define or maintain transaction control information.

Define or maintain details of a transaction

Use the Transaction Control Maintenance detail screen, CAR910D2-01, to provide details of the selected process or transaction. You can make the transaction specific to a single company and a single payment type. You also specify the program that the process or transaction uses and the beginning and ending status of documents upon which you perform the process or transaction.

Field descriptions - CAR910D2-01

Fields	Description
Company (3,0):	Specify a Cartera company to associate with the process or transaction.
Payment Type (2,A):	Specify the code for the payment type to associate with the process or transaction.
From Status (1,A):	Specify the status of a document before a process or transaction is completed.
To Status (2,A):	Specify the status resulting from completion of the process or transaction.
Process/Transaction (10,A):	Specify the process or transaction. This is usually the name of the program associated with the process or transaction, such as CAR100D.
Description (48,A):	Provide a detailed description of the process or transaction.
Brief Description (10,A):	Provide a brief description of the process or transaction. Make this description as clear as you can within the length restrictions, because this is often the only description of a transaction that the user sees on a screen.
Reason Code (5,A):	Specify the reason code that determines the CEA event to process for this transaction.

Undo Transactions (1,0):

Specify whether to allow the process or transaction to be reversed.

Valid choices

- **0**

  The process or transaction cannot be undone.
- **1**

  The process can be undone.
- **2**

  The transaction can be undone.

Cust Statement Printing Ind (1,0):

Specify 1=Yes to print the customer statement, otherwise, specify 0=No.

Screen actions - CAR910D2-01

Commands	Description
F14=Sensitive Data	Press F14 to display additional fields that contain sensitive data related to this transaction.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Update transaction control flags that the install process sets

Use the Transaction Control Maintenance - sensitive data screen to maintain sensitive data related to the transaction. The system displays a copy of the maintenance screen that displays header information for the transaction. The bottom of the screen shows the flags that you can update.

WARNING: The original values set by the installation process are carefully designed to provide the documented functionality. If you change any of the values on this screen, the results may be unpredictable. Infor strongly recommends that you contact technical support before you change these values.

Field descriptions - CAR910D2-02

Fields	Description
Accumulate in Customer Statement (1,0):	Specify 1=Yes to add the transaction to the customer account, otherwise, specify 0=No.
Update Remittance Amount (1,0):	Specify the operator to use to update the remittance amount for the transaction. Use the plus sign to add the amount to the remittance amount. Specify a minus sign to subtract the amount from the remittance amount. Leave the field blank to not update the remittance amount.
Update Paid Amount (1,0):	Specify the operator to use to update the paid amount for the transaction. Use the plus sign to add the amount to the paid amount. Specify a minus sign to subtract the amount from the paid amount. Leave the field blank to not update the paid amount.
Update Unpaid Amount (1,0):	Specify the operator to use to update the unpaid amount for the transaction. Use the plus sign to add the amount to the unpaid amount. Specify a minus sign to subtract the amount from the unpaid amount. Leave the field blank to not update the unpaid amount.

Screen actions - CAR910D2-02

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Status master, CAR914D

Use the Status Master program, CAR914D, to generate a report of data in the Document Status Master file.

Access: CAR03 menu

Specify a range of status codes for the report

Specify a range of document status codes to include in the report and run the program.

Field descriptions - CAR914D-01

Fields	Description
Lower Status (2,A):	Specify a range of values to limit the document status codes to include in the report.
Upper Status (2,A):	Specify a range of values to limit the document status codes to include in the report.
Run Time Parameter (1,0):	Specify Interactive to process the data in real time or Batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - CAR914D-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. 20)* in the overview information in this document.

Control transaction master, CAR915D

Use the Control Transaction Master program, CAR915D, to generate a listing of data in the Transaction Control Master file.

CAR03 menu

Specify selection criteria for the transaction control master listing

Use the Transaction Control Master Listing screen, CAR915D-01, to specify selection criteria for the listing and to run the program.

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 - CAR915D-01

Fields	Description
Company (3,0):	Specify a company to which to restrict transaction control information in the listing. Leave the field blank to include all companies.
Payment Type (1,A):	Specify the payment type to which to restrict the transaction control information in the listing. Leave the field blank to include all payment types.
Process/Transaction (10,A):	Specify the process or transaction value to which to restrict the transaction control information in the listing. Leave the field blank to include all process and transaction values.
Lower From Status (2,A):	Specify a range of values to limit the transaction control information to include in the listing by the From Status. From Status is the status of a document before a transaction is completed.
Upper From Status (2,A):	Specify a range of values to limit the transaction control information to include in the listing by the From Status. From Status is the status of a document before a transaction is completed.
Lower To Status (2,A):	Specify a range of values to limit the transaction control information to include in the listing by the To Status. To Status is the status of a document after a transaction is completed.
Upper To Status (2,A):	Specify a range of values to limit the transaction control information to include in the listing by the To Status. To Status is the status of a document after a transaction is completed.
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 - CAR915D-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. 20)* in the overview information in this document.

Undo transactions, CAR920D

Use the Undo Transactions program, CAR920D, to reverse a transaction or process for which reversal was enabled in Transaction Control Maintenance, CAR910D1.

Access: CAR menu

Reverse a transaction

Use the Undo Transactions selection screen, CAR920D-01, to select a transaction to reverse.

The screen displays the processes with transactions that can be reversed (undone). Each process is associated with a transaction. The system assigns a sequential process number to each process through the internal sequential counter, as set up in the Cartera Parameter Maintenance program, CAR800D, in the SYS application.

Field descriptions - CAR920D-01

Fields	Description
Line actions:	The following line action is specific to this screen: **11=Select** Select a process and transaction to reverse. All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* in the overview information in this document.
Ac (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.
Process (10,A):	On the top line, specify the short description of the process to locate or select for reversal.

Trans Date (8,A):   On the top line, specify the transaction date associated with the process to locate or select for reversal.

Co (Company) (3,0):   On the top line, specify the company associated with the process to locate or select for reversal.

Pfx (Prefix) (2,A):   On the top line, specify the prefix of the document associated with the process to locate or select for reversal.

Year (2,0):   On the top line, specify the last two digits of the creation year of the document associated with the process to locate or select for reversal.

PT (Document Type) (1,0):   On the top line, specify the document type of the document associated with the process to locate or select for reversal.

Invoice (8,0):   On the top line, specify the invoice number of the document associated with the process to locate or select for reversal.

Seq (3,0):   On the top line, specify the sequence number of the document associated with the process to locate or select for reversal.

Transaction (9,0):   On the top line, specify the transaction number associated with the process to locate or select for reversal.

Proc Num (9,0):   On the top line, specify the system-assigned number of the process to locate or select for reversal.

Screen actions - CAR920D-01

Commands	Description
11=Select	Select a process to reverse (undo).
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Daily risk and statistics update, CAR950D1

Use the Daily Risk and Statistics Update program, CAR950D1, to update customer credit statistics and to generate a report that shows the current risk associated with each selected customer and the related statistics.

Access: CAR menu

Specify selection criteria for the report and generate the report

Use the Daily Risk and Statistics Update screen, CAR950D1-01, to provide selection criteria for the information to include in the report. The report shows the credit risk associated with each customer with associated statistics.

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 - CAR950D1-01

Fields	Description
From Company (3,0):	Specify a range of values to limit the data to include in the report by company.
To Company (3,0):	Specify a range of values to limit the data to include in the report by company.
From Customer Type (4,A):	Specify a range of values to limit the data to include in the report by customer type.
To Customer Type (4,A):	Specify a range of values to limit the data to include in the report by customer type.
From Customer Number (8,0):	Specify a range of values to limit the data to include in the report by customer number.
To Customer Number (8,0):	Specify a range of values to limit the data to include in the report by customer number.
Transaction Date (8,0):	Specify the transaction date used as the effective date for which to generate the daily risk and statistics update.
G/L Posting Date (8,0):	Specify the date on which to create the journal entry if you perform G/L posting.
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 - CAR950D1-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Bad debts provision, CAR970D1

Use the Bad Debts Provision program, CAR970D1, to spread out the write-off of expected bad debts for outstanding documents over an extended period of time. The calculation of the bad debt provision is based on the percentages you associated with ranges of months a payment is overdue in the Cartera System Parameters, CAR800D. You can turn this function off for individual customers in the IDF Customer - CARTERA tab.

Cartera allows you to write off a specified percentages of the total expected uncollectible amount over an extended period of time, rather than to have to show a large uncollectible amount in the last month of the year.

Access: CAR menu

Specify selection criteria to calculate the bad debt provision

Use the Bad Debts Provision screen, CAR970D1-01, to specify selection criteria for documents to include in the bad debt calculations.

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 - CAR970D1-01

Fields	Description
From Company (3,0):	Specify a range of values to limit the data to include in the selection for calculation of the bad debt provision by company.
To Company (3,0):	Specify a range of values to limit the data to include in the selection for calculation of the bad debt provision by company.
From Customer Type (4,A):	Specify a range of values to limit the data to include in the selection for calculation of the bad debt provision by customer type.

To Customer Type (4,A):	Specify a range of values to limit the data to include in the selection for calculation of the bad debt provision by customer type.
From Customer Number (8,0):	Specify a range of values to limit the data to include in the selection for calculation of the bad debt provision by customer number.
To Customer Number (8,0):	Specify a range of values to limit the data to include in the selection for calculation of the bad debt provision by customer number.
Transaction Date (8,0):	Specify the transaction date used as the effective date for which to calculate the bad debts provision.
G/L Posting Date (8,0):	Specify the journal entry date for which to calculate the bad debts provision if the system performs G/L posting.
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 - CAR970D1-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Transfer to history files, CAR980D

Use the Transfer to History Files program, CAR980D, to transfer to the history file all invoices that have no outstanding documents and that are older than the number of days specified in the Number of Days On-line field in the Cartera System Parameters, CAR800D.

Access: CAR04 menu

Specify a company for which to archive invoices

Use the Transf to History File screen, CAR980D-01, to specify a company for which to archive invoices, and to run the program.

Field descriptions - CAR980D-01

Fields	Description
Company (3,A):	Specify the code of the company for which to transfer qualified invoices to the Cartera Documents History file, CARHO.

Screen actions - CAR980D-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. 20)* in the overview information in this document.

Work with history files, CAR981B

Use the Work with History Files program, CAR981B, to run inquiries on documents that have been transferred from CAR files to history files, or to transfer documents from history files back to CAR files for maintenance.

Access: CAR04 menu

Select archived documents to view or transfer

Use the Work with History Files Filter screen, CAR981D1-01, limit the records to include in the inquiry by type of customer and by value ranges for other criteria. You can also specify a sorting sequence for the records displayed on the Work with History Documents screen, CAR981D2-02.

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 - CAR981D1-01

Fields	Description
Order By (1,A):	Specify the number of the sorting sequence for selected documents:

1	Company, Customer, Due Date
2	Company, Invoice, Due Date
3	Company, Status, Due Date

Customer Selection (1,A):   Specify the number of the customer type for which you want to view archived documents.

1	Head Corporate
2	Corporate Parent
3	A/R Customer
4	Order Customer

From Company (3,0):   Specify a range of values to limit the documents to display by company.

To Company (3,0):   Specify a range of values to limit the documents to display by company.

From Customer (8,0):   Specify a range of values to limit the documents to display by customer.

To Customer (8,0):   Specify a range of values to limit the documents to display by customer.

From Invoice No (Prefix) (2,A):   Specify a range of values to limit the documents to display by invoice prefix.

To Invoice No (Prefix) (2,A):   Specify a range of values to limit the documents to display by invoice prefix.

From Invoice No (Year) (2,0):   Specify a range of values to limit the documents to display by invoice year.

To Invoice No (Year) (2,0):   Specify a range of values to limit the documents to display by invoice year.

From Invoice No (Type) (1,0):   Specify a range of values to limit the documents to display by invoice type.

To Invoice No (Type) (1,0):   Specify a range of values to limit the documents to display by invoice type.

From Invoice No (Invoice Number) (8,0):   Specify a range of values to limit the documents to display by invoice number.

To Invoice No (Invoice Number) (8,0):   Specify a range of values to limit the documents to display by invoice number.

From Currency (3,A):   Specify a range of values to limit the documents to display by currency code.

To Currency (3,A):   Specify a range of values to limit the documents to display by currency code.

From Due Date (8,0):   Specify a range of values to limit the documents to display by payment due date.

To Due Date (8,0):   Specify a range of values to limit the documents to display by payment due date.

From Paym Code (Payment Code) (1,A):   Specify a range of values to limit the documents to display by payment code.

To Paym Code (Payment Code) (1,A):   Specify a range of values to limit the documents to display by payment code.

From Bank (3,A):   Specify a range of values to limit the documents to display by bank code.

To Bank (3,A):   Specify a range of values to limit the documents to display by bank code.

From Amount (15,2):   Specify a range of values to limit the documents to display by document amount.

To Amount (15,2):   Specify a range of values to limit the documents to display by document amount.

Status (2,A):   Specify up to six document status codes to limit the documents to display by status code.

Status (2,A):   Specify up to six document status codes to limit the documents to display by status code.

Status (2,A):   Specify up to six document status codes to limit the documents to display by status code.

Status (2,A):   Specify up to six document status codes to limit the documents to display by status code.

Status (2,A):   Specify up to six document status codes to limit the documents to display by status code.

Status (2,A):   Specify up to six document status codes to limit the documents to display by status code.

Screen actions - CAR981D1-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Work with history documents selection, CAR981D2

The Work with History Documents selection program, CAR981D2, displays a list of documents that meet the selection criteria you specified in the filter window, CAR981D1-01. Use this program to view the details or history of individual documents, to view amounts in base or transaction currency, and to transfer individual documents or all documents back to the Cartera Document Transaction History file, CARDH, for maintenance.

Access: Enter in the Filter screen, CAR981D1-01

Select documents to view or transfer

Use the Work with History Documents selection screen, CAR981D2-02, to select a record to view or to transfer.

Field descriptions - CAR981D2-02

Fields	Description
Line actions:	The following line actions are available on this screen:
	5=Detail
	Access Document Inquiry Detail, CAR981D3-01, to view details of the selected document.
	10=History
	Access Document History Inquiry, CAR981D4-04, to view the transaction history of this document, beginning with issue of the document to the customer.

11=Transfer

Transfer the document record from the Cartera Documents History file, CARHO, to the Cartera Document Transaction History file, CARDH, so it can be maintained.

All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 19)* 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.
Co (Company) (3,0):	On the top line, specify the company for the document to locate or process.
Pf (Prefix) (2,A):	On the top line, specify the document prefix for the document to locate or process.
Year (2,0):	On the top line, specify the last two digits of the year a document was created for a document to locate or process.
Tp (Type) (1,0):	On the top line, specify the document type for the document to locate or process.
	1=Invoice
	3=Payment
Invoice (8,0):	On the top line, specify the invoice number for the document to locate or process.
Seq (Sequence) (3,0):	On the top line, specify the sequence number for the document to locate or process.
Customer (8,0):	On the top line, specify the customer number for the document to locate or process.
Due Date (8,0):	Specify the due date of the document to locate or process.
Sts (Status) (2,A):	Specify the current status of the document to locate or process.
Amo Docum Tran/Base (15,2):	This field displays the document amount. You can toggle among displays of the document amount, original document amount, outstanding amount, remitted amount, unpaid amount and collected amount with the F18=View screen action. You can use the F10=Currency screen action to toggle between display of the amount in transaction or base currency.

PT (Payment Type) (1,A):	This field displays the Payment Type associated with the document.
Inv Date (Invoice Date) (8,0):	This field displays the Invoice Date of the document.
Cur (Currency) (3,A):	This field displays the code of the currency in which the amount value is expressed

Screen actions - CAR981D2-02

Commands	Description
F10=Currency	Toggle between display of the document amount in transaction and base currency.
F13=Filter	Access the Filter screen, CAR981D1-01, to view or change sorting and selection criteria for documents to display on the screen.
F16=Transfer All	Transfer all displayed documents from archived history back to the Document Transaction History file, CARDH, for possible maintenance.
F18=View	Toggle between display of different amounts associated with this document. The available amounts are the document amount, the original amount, the outstanding amount, the remitted amount, the unpaid amount and the received or collected amount.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document. |

Document inquiry detail, CAR981D3

Use the Document Inquiry Detail program, CAR981D3, to display details of the selected document.

Access: Line action 5=Detail from the Work with History Documents screen, CAR981D2-02

View details of an archived document

Use the Document Inquiry Detail screen, CAR981D3-01, to view detailed information associated with the document you selected in the Work with History Documents screen.

The screen displays the following information:

- Company Number and Description
- Customer Number and Description
- Document Prefix, Year, Type, Invoice Number, and Sequence Number
- Payment Code and Description
- Currency
- Document Amounts
- Exchange Rates
- Due Date, Invoice Date and Document Date
- Bank/Agency
- Bank (Collector)
- Account
- Current Document Status

Screen actions - CAR981D3-01

Commands	Description
F16=Customer Notes	Access the Notes Maintenance screen for customer notes, CAR150D2-01.
F17=Document Notes	Access the Notes Maintenance screen for draft notes, CAR150D2-01.
	All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Document History Inquiry - transactions, CAR981D4

Use the Document History Inquiry program for transactions, CAR981D4, to view header information for the document record and all transactions performed with the selected document. These transactions go from the first transaction when the invoice was issued to the customer through the last transaction performed.

Access: Line action 10=History from the Work with History Documents screen, CAR981D2-02

View the transaction history of the document

Use the Document History Inquiry screen for transactions, CAR981D4-04, to view the transactions performed with the document.

The screen displays the following information at the header level:

- Company Number and Description

- Customer Number and Description
- Document Prefix, Year, Type, Invoice Number, and Sequence Number
- Payment Type Code and Description
- Document Amounts
- Due Date and Invoice Date

For the individual transactions listed, the screen displays the following information:

- Sequence Number
- Transaction Type
- Payment Type and Amount
- Transaction Date
- Posting Date
- Value Date

Field descriptions - CAR981D4-04

Fields	Description
Line action:	The following line action is specific to this screen: **5=Detail** Display the details of a listed transaction.
Act (2,A):	Specify the number for the line action to perform and press Enter.

Screen actions - CAR981D4-04

Commands	Description
F10=Currency	Toggle between display of the transaction amount in transaction and base currency. All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Document history inquiry - detail, CAR981D5

Use the Document History Inquiry - Detail program, CAR981D5 to view details of the selected transaction.

Access: Line action 5=Detail from the Document History Inquiry screen, CAR981D4-04

View details of a selected transaction

The Document History Inquiry - Detail screen, CAR981D5-01, displays the following information for the selected transaction:

- Company Number and Description
- Customer Number and Description
- Document Prefix, Year, Type, Invoice, and Sequence
- Currency
- Exchange Rate
- Transaction and Expense Amounts in Transaction and Base Currencies
- Journal
- Account Date and Due Date
- Remittance Number
- Transaction
- Transaction Date and Value Date
- Document Status before the Transaction
- Document Status after the Transaction
- Reference Document Information
- Payment Reference
- Payment Type and Description before Transaction
- Payment Type and Description after Transaction
- Bank/Agency
- Account
- Bank (Collector)
- User ID

Screen actions - CAR981D5-01

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Customer type exclusion, WINCCO1D

Use the Customer Type Exclusion program, WINCCO1D, to exclude specified customer types from the customer extract mediofactoring process.

Access: Screen action F13=Customer Types from the Customer Extract Mediofactoring screen, CAR585D1-01

Exclude customer types from the mediofactoring process

Use4 the Customer Type Exclusion screen, WINCCO1D, to specify up to 25 customer types to exclude from the customer extract mediofactoring process.

Field descriptions - WINCCO1D

Fields	Description
Customer Type (4,A):	Specify the code for the customer type to exclude from the customer extract mediofactoring process. You can exclude up to 25 customer types.

Screen actions - WINCCO1D

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Customer exclusion, WINCCO2D

Use the Customer Exclusion program, WINCCO2D, to exclude specified customers from the customer extract mediofactoring process.

Access: Screen action F14=Customers from the Customer Extract Mediofactoring screen, CAR585D1-01

Exclude customers from the mediofactoring process

Use the Customer Exclusion screen, WINCCO2D, to specify up to 99 customer numbers to exclude from the customer extract mediofactoring process.

Field descriptions - WINCCO2D

Fields	Description
Customer Number (8,0):	Specify the customer numbers to exclude from the customer extract medio-factoring process. You can exclude up to 99 customers.

Screen actions - WINCCO2D

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Factoring contract list, WINCCO3D

Use the Factoring Contract List program, WINCCO3D, to select an existing factoring contract to use as a template for the fields in the Factoring Invoice Extract screen, CAR585D2-01.

Access: Screen action F17=Select Previous Contract from Factoring Invoice Extract, CAR585D2-01

Select a factoring contract

Use the Factoring Contract List screen, WINCCO3D, to select an existing contract to use to populate fields in the Factoring Invoice Extract screen. The program copies the following values:

- Company Number
- Currency
- Monetary amounts
- Document Status to Exclude
- Prefix Codes
- Payment Types
- Include/Exclude flags

Field descriptions - WINCCO3D

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.
Number (2,0):	Specify the contract number to locate or select.

Screen actions - WINCCO3D

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Banks/collectors list, WINCRBMD

Use the Banks/Collectors list program, WINCRBMD, to view a list of banks available for a Cartera company and to select a bank to return to the preceding screen.

Access: Prompt for a value in the Bank field in IDF Customer - CARTERA tab.

Select a bank for a Cartera company customer

Use the Banks List screen, WINCRBMD, to select a bank to return to the Bank field in the previous screen.

Field descriptions - WINCRBMD

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.
Acc (Cartera company) (3,0):	Specify the number of the Cartera company associated with the bank code to locate or select.
Bank (3,A):	Specify the bank code to locate or select.

Currency (3,A):   Specify the code for the currency associated with the bank code to locate or
select.

Description (50,A):   Specify the description of the bank to search for.

Screen actions - WINCRBMD

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Bank system list, WINCRBSD

Use the Bank System list program, WINCRBSD, to view a list of banking systems available for a Cartera
company and to select a banking system to return to the preceding screen.

Access: Prompt for a value in the Banking System field in Company Master Maintenance - Cartera
Parameters, ACR120D2-04

Select a banking system

Use the Banking System List screen, WINCRBSD, to select a banking system to return to the Banking
System field in the previous screen.

Field descriptions - WINCRBSD

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.
Bnk (Bank) System (2,A):	Specify the code for the banking system to locate or select.
Description (50,A):	Specify the description of the banking system to locate or select.

Screen actions - WINCRBSD

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Payment type list, WINCRPTD

Use the Payment Type list program, WINCRPTD, to view a list of payment types available and to select a payment type to return to the preceding screen.

Select a payment type

Use the Payment Type list screen, WINCRPTD, to select a payment type to return to the Payment Type field in the previous screen.

Access: Prompt in the Payment Type field in Advance Payment Posting, CAR570D1-01

Field descriptions - WINCRPTD

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.
Pt (Payment Type) (1,A):	Specify the code for the payment type to locate or select.
Description (10,A):	Specify the description of the payment to locate or select.

Screen actions - WINCRPTD

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 20)* in the overview information in this document.

Appendix A
Glossary

A

Ranges

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

Infor 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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