



# Configurable Ledger Run Instructions

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# Chapter 1

## Introduction to Infor LX

1

## Overview of Infor LX

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

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

## Navigation

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

### Menus

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

### Dates

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

## Attention key and quick access icon

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

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

You must have security authorization to use these features.

## Look-up features

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

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

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

## Remembered keys

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

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

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

## Standard online help features

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

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

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

## Generic help text for line actions

### Line actions

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

#### 1=Create

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

Note: You cannot specify Create next to existing data.

#### 1=Select

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

#### 2=Revise

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

#### 3=Copy

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

#### 4=Delete

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

#### 5=Display

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

## 6=Print

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

## 8=Position To

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

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

## 10=Search

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

## Additional line actions

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

# Generic help text for screen actions

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

## Enter

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

## Enter

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

## Enter

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



## F1=Help

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

## F3=Exit

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

## F4=Prompt

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

## F5=Refresh

On a list screen, redisplay the screen to check the status of an executed function.

On a maintenance screen, redisplay the original values on the screen.

## F6=Accept

Accept your changes and exit the program.

## F7=Backward

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

## F8=Forward

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

## F11=Fold

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

## F12=Cancel

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

## F23=More Actions

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

## F24=More Keys

Display additional function keys.

## Generic help text for standard screens

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

### Generic help text for list screens

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

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

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

### Generic help text for filter screens

Some Infor LX programs feature a filter screen, which you can access with F13. The filter screen enables you to filter the data to display. For example, if you use F13 in Warehouse Master Maintenance, INV110, you can display all records by warehouse or active records by warehouse or active records by description. Some filter screens provide sort or sequence options.

### Generic help text for the run time parameter

Run Time Parameter (1,0):

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

## Infor LX menus

This section describes the menus in Infor LX.

### ERPLX main menu

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

- Configurable Enterprise Financials, CEF
- Multi-Mode Manufacturing, MMM
- Supply Chain Management, SCM
- Cross-Product Applications, XPA

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

### Configurable enterprise financials menu

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

### Multi-mode manufacturing master menu

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

### Supply chain management master menu

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

### Cross-product application menu

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

# Commonly used terms in Infor LX

## Reference only

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

## Extreme values by default

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

## (Y/blank)

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

## Ranges

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

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

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

Review the following suggestions to limit the information:

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

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

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

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

## Alphanumeric

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

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

## A/R, A/P

The documentation uses the abbreviations A/R and A/P to denote the terms accounts receivable and accounts payable, respectively. The abbreviations distinguish the terms from the corresponding program indicators of ACR, and ACP, which precede program numbers, for example, ACR500 and ACP150.

## Ranges

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

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

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

Review the following suggestions to limit the information:

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

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

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

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



## General instructions

This document is divided into the following sections:

### Product overview

This section provides a general description of the functions and highlights of the product.

### Batch Transaction Processing setup procedures

This section summarizes the procedures the user must perform within existing Infor LX and CEA applications to set up for Batch Transaction Processing.

### How-to index

This section is an alphabetical list of product functions. Next to each function is the number of the program to use.

### Batch Transaction Processing files

This section provides a description of the new files created for and used in Batch Transaction Processing.

### CLD menus

The actual operating instructions for the product appear in the program sequence described in the Flow section. Each program is discussed in three sections: an overview, field descriptions, and screen actions.

## Product overview

Configurable Enterprise Accounting (CEA) is the core of Infor's Configurable Financials (CEF). CEA includes the Configurable Ledger (CLD) and two integration approaches.

## Configurable Ledger (CLD)

The configurable ledger is the central repository for a client's financial accounting data. Principle features include:

- Unlimited chart of accounts
- Unlimited number and type of books
- Multiple calendars
- Journal entry posting consistent with prior versions of Infor LX
- Back end allocations including step allocations

In addition, there are two integration approaches:

- Advanced Transaction Processing (ATP)
- Batch Transaction Processing (BTP)

CLD is the central repository for a client's financial accounting data. CLD includes the following features:

- Unlimited chart of accounts
- Unlimited number and type of books
- Multiple calendars
- Journal entry posting consistent with prior versions of Infor LX
- Back end allocations including step allocations

## Batch Transaction Processing (BTP)

BTP enables you to map transaction data from third-party applications or Infor LX subsystems into multiple event sequences for model resolution and posting to CEA's Configurable Ledger (CLD).

BTP interfaces with CEA's Configurable Ledger and utilizes ATP to provide configurable transaction processing.

BTP works as described below.

- You populate the Batch Header (GBH) file and optional Batch Line (GBL) file with third-party or Infor LX transaction data. You are responsible for populating the header and child detail files. BTP does not provide the facility to populate these files.
- BTP macros retrieve the information from the header (GBH) and child (GBL) files.
- BTP validates the information in the header (GBH) and child (GBL) files before passing the information to CEA. The CEA validation and error handling routines also validate the information.
- Critical errors identified during these validation routines are printed on an error report.
- After you review the error report, you can correct the data in the header (GBH) and child (GBL) files, or make any necessary changes to the CEA master files. Then you can re-submit the batch transaction data for validation, journalization, and posting.
- CEA processes batch transaction data with non-critical errors. You can correct this data in the CEA Events Processing application.



You can use a third-party subsystem to calculate currency exchange gains and losses. The Batch Header (GBH) file or Batch Line (GBL) file include user-defined fields that you can use for the currency exchange gains and losses.

Although most date fields display as six characters, Infor LX records the date as eight characters.

Infor LX supports three system-wide rounding methods:

- Truncate
- Increment
- Half-adjust

Infor LX also supports three round-to positions:

- 0
- 10
- 100

This rounding fulfills legal and fiscal requirements in several European countries.

Depending upon the Infor LX products you have installed, you select the rounding method and round-to position in one of two places:

- Currency Code Maintenance, CLD107D2-01, screen in Multiple Currencies (MLT). If triangulation is required beyond 30/06/2002, the participation end date should be extended for the participating currency as well as for the euro currency. When the triangulation period expires, a new exchange rate must be entered on the first day after the expiration date.
- Currency application in Configurable Enterprise Accounting (CEA).

The rounding method and round-to position you select are then used throughout Infor LX to consistently round calculated amount fields, displayed amount fields, and amount fields on audit reports. This rounding process affects calculated amount totals such as invoice total, taxes total, and amounts in journals. however, it does not affect the unit cost or unit selling prices.

## Product benefits

CLD provides you with the following benefits:

- You can journalize and post transaction data from any third-party application or Infor LX subsystem to the Configurable Ledger (CLD).
- You can generate multiple journal entries across different charts of accounts, ledgers, and books within the CLD from one transaction line.
- You can automatically post transaction amounts across different books using an appropriate exchange rate between the batch transaction currency and target book currency.
- You can use validation reports to identify validation errors within the files that contain batch transaction data and then you can make any necessary corrections before resubmission.
- You can use standard CEA grouping and summarization options for journals created during Batch Transaction Processing.

- You can interface GLD journal entries into CEA for the BPCD version of Infor LX. This allows data to be interfaced into CEA without changing the way data is processed through Infor LX subsystems.

## Batch Transaction Processing setup

Before you can use Batch Transaction Processing, you must perform the following setup procedures within existing Infor ERP LX and CEA programs:

- In the G/L Reason Code Selection, SYS170, program, enter valid reason codes for all third-party applications or Infor LX subsystems that generate batch transaction data. These reason codes are used to determine appropriate events during batch transaction processing.
- Populate the header file and child detail file with segment values and batch transaction data. You are responsible for populating these files.
- In the CEA Model Definition application, define models using new Infor-defined macros that retrieve data from the header (GBH) file and child detail (GBL) file.
- In the CEA Event Setup application, define events comprised of models from the previous step.
- In the CEA Subsystem Event Determination Setup application, enter all third party or Infor LX program names that will use Batch Transaction Processing along with a subsystem origin of Batch Transactions.
- In the CEA Subsystem Event Determination Setup application, enter all valid reason code and event name combinations for each program name listed in the previous step.

## Setup for Bridge Transaction Processing

Before you can process bridge transactions, you must perform the following setup procedures:

- In the CEA Ledger, Book, and Journal Source Setup application, define a CEA ledger for each Infor LX company. The ledger name will be the company number. For example, Ledger 57 should be defined as the ledger for company 57.
- In the CEA Ledger, Book, and Journal Source Setup application, set up one CEA Book definition per Ledger for BTP use. The reserved book will be called COXXX where CO corresponds with the Company and Ledger, and XXX corresponds with the defined company base currency.
- In the CEA Event Setup application, define an Event for each Ledger/Book and Journal Source combination. An Event is defined to point you to an Event Sequence which has a Ledger/Book and also a Model which indicates a Journal Source.
- In the CEA Segment Setup application, define segments to correspond with each Chart Set Code part. For example, if a Profit Center Chart Set Code is defined to contain three parts, three segments must be defined. Each segment corresponds with a Chart Set Code part.

Note: You can define Segment Values as blank. If a three-part Profit Center in Infor LX is defined as 200.00, Part 1 = 200, Part 2 = 0, and Part 3 = blank. The corresponding segments would be 200, 00, and blank.

## How-to Index

The Configurable Ledger includes the programs listed below. See the help text for Multiple Currencies for additional CLD programs:

- CLD120D1 - define templates that are used by certain Infor LX applications to control the display of user-defined fields.
- CLD125D - print a list of template definitions.
- CLD129D - define the combined formats of your General Ledger accounts and profit centers.
- CLD130D - produce a listing of the Chart Set Codes and their associated formats.
- CLD135D1 - maintain company information.
- CLD170D - the system administrator can assign security code values for up to 100 user groups in a system.
- CLD175D - select and define security rules for any associated Ledger, Segment/Account String combination.
- CLD190D - maintain the Journal Entry Report Legal Control file.
- CLD191D - maintain the Legal Control file for the Tax Report.
- CLD220D - print an audit record (summary) of the natural accounts used for a specific Ledger and Book.
- CLD221D - print an audit record of entries for a specific Ledger and Book.
- CLD230D - print a listing of Customer transactions to use when you reconcile subsystem transactions with General Ledger transactions.
- CLD235D - print a listing of Vendor transactions to use when you reconcile subsystem transactions with General Ledger transactions.
- CLD240D - print a listing of General Ledger transactions to use when you reconcile Accounts Receivable.
- CLD245D - print a listing of General Ledger transactions to use when you reconcile Accounts Payable.
- CLD260D - print an audit record of invoices taxes for a specific company
- CLD285D1 - print all journal entry lines that are in posted status and that meet your selection criteria.
- CLD500D1 - maintain Batch Header (GBH) and Batch Detail (GBL) information, and to correct errors identified during validation.
- CLD501D1 - post transaction data from third-party applications or Infor LX subsystems to the CEA (Configurable Enterprise Accounting) Configurable Ledger (CLD).
- CLD600D1 - process the manual subsystem journal.

- CLD720D - copy field information from the Journal Work (GJW) file to the Batch Header (GBH) and Batch Line (GBL) files, based on pre-defined mapping rules. A CEA Error Report (CLD720) indicates if the record count transferred from the GJW file does not agree with the record count transferred into the GBL file, and lists all records not converted to the GBL file. Errors can be corrected in the Batch Transaction Processing maintenance program (CLD500D1).

## Batch Transaction Processing files

Batch Transaction Processing processes transaction information from the following files:

- Batch Header (GBH) file
- Batch Line (GBL) file

### Batch Header (GBH) file

The Batch Header file (GBH) contains the following data elements:

#### Subsystem Program Name (BHPGM)

This field identifies the third party application or Infor LX subsystem program for which batch transaction data exists.

#### Subsystem Sequence (BHSEQ)

This field identifies which transaction data to process for a particular subsystem program. BHSEQ may also be used to identify different activity types within a particular subsystem. For example, within an accounts receivable subsystem, unique sequence ranges might be used to identify invoices (for example, 0000500000-0000599999), debit memos (for example, 0000600000-0000699999), credit memos (for example, 0000700000-0000799999), and so forth.

BTP generates unique sequence numbers for transaction data from the Journal Work (GJW) file using the following formula:

Sequence Number=Year (WYEAR) + Period (WPEROD) + Journal Reference Number characters 3 through 6 (WJJRN)

The CLD720D program compares the sequence number generated from this formula to the existing GBH sequence numbers (BHSEQ) within a specific Subsystem Program Name (BHPGM). If the generated sequence number is a duplicate of an existing sequence number, CLD720 appends the number 9 to the end of the generated sequence number to make it unique.

#### Batch Header Description (BHLDES)

This field provides a description of the subsystem program or set of batch transaction data.

### User-defined Fields (BHUS01-BHUS06)

Use these fields to populate with segment values for one or more charts of accounts, or alternatively for other user-defined purposes. These fields are optional but they can create validation errors if not populated correctly.

### Amount Fields (BHAMT1 - BHAMT6)

These fields are available to populate with various transaction amount types. For example, BHAMT1 might be used for debits to asset accounts, BHAMT2 might be used for credits to revenue accounts, and so forth.

### Total Debit Transaction (BHDRAT)

This field contains control totals for debit or credit amounts within a subsystem sequence.

### Total Credit Transaction (BHCRAT)

This field contains control totals for debit or credit amounts within a subsystem sequence.

### Total Lines (BHTOLN)

This field contains a control total for the number of detail records in GBL that tie back to a record in the Batch Header file (GBH).

### Total Statistics (BHTOST)

This field contains a control total for statistical fields within GBL records that tie back to a record in the Batch Header file (GBH).

### Transaction Currency (BHCURR)

BHCURR identifies the currency in which amount fields for a subsystem program's batch transaction data are denominated.

### Transaction Exchange Rate (BHRATE)

This field allows the user to override the system calculated exchange rate. If this field is populated, the system does not use the CEA Currency Conversion (GCC) file to determine the exchange rate.

### Original Exchange Rate (BHORTE)

This field is used in conjunction with BHRATE to calculate gain/loss in currency translation.

### Event Name (BHEVNT)

This field identifies a default event for a third party application or Infor LX subsystem program. If you do not populate this field, the system performs event determination using BHPGM and BHREAS as input parameters.

### Status (BHSTAT)

This field indicates whether a sequence of batch transaction data from a subsystem program is processed or unprocessed. This field is maintained by the system. Valid values are:

0=Unprocessed

1=Processed.

### Transaction Date (BHJDAT)

Infor LX uses this field to determine the appropriate period in which to post a journal.

### User-defined Date 1-2 (BHUDT1-BHUDT2)

Use these fields to enter date information.

### Transaction Reason Code (BHREAS)

Infor LX uses this field in conjunction with BHPGM to determine an appropriate event for the batch transaction data. BHREAS is optional as you can provide a reason code at run time or hard code an event at BHEVNT.

### User (BHUSER), Date (BHDATE), Time (BHTIME), Locked By (BHLOCK)

These fields represent standard Infor LX informational fields associated with all records. These fields are updated by the program in the following manner: BHUSER, BHDATE, BHTIME, and BHLOCK are updated when a GBH record is read during the Batch Transaction Processing process. Only those records with a BHLOCK value of 0 and BHSTAT value of 0 are read during the process. The value in BHLOCK is reset to zero upon creation of a journal or a critical error.

## Batch Line (GBL) file

The Batch Line (GBL) file ties supplementary transaction data to the Batch Header (GBH) file.

The GBL file contains the following data elements:

### Subsystem Program Name (BLPGM)

This field identifies transaction data belonging to a particular sequence for a subsystem. BLPGM is used to tie child records back to GBH.

### Subsystem Sequence (BLSEQ)

This field identifies transaction data belonging to a particular sequence for a subsystem. BLSEQ is used to tie child records back to GBH.

### Transaction Line Number (BLLNUM)

This field identifies transaction data belonging to a particular sequence for a subsystem.

### User-defined Fields 1-14 (BLUS01-BLUS14)

Use these fields to populate with segment values for one or more charts of accounts, or alternatively for other user-defined purposes. These fields are optional but they can create validation errors if not populated correctly.

### Amount Fields (BLAF01 - BLAF10)

As an alternative to BLDRAT and BLCRAT, these fields are available to populate with various transaction amount types. For example, BLAF01 might be used for debits to asset accounts, BLAF02 might be used for credits to revenue accounts, and so forth.

### Line Transaction Debit (BLDRAT)

This field contains the debit or credit amounts that the system displays on journal lines. If BLDRAT and BLCRAT are used, you can define the amounts within those fields for macro retrieval. See BLLTYP below.

### Line Transaction Credit (BLCRAT)

This field contains the debit or credit amounts that will appear on journal lines. If BLDRAT and BLCRAT are used, you can define the amounts within those fields for macro retrieval. See BLLTYP below.

### Line Type (BLLTYP)

This field identifies a transaction line amount in BLDRAT or BLCRAT. The line type determines which amounts are retrieved by certain macros during Batch Transaction Processing. See the ATP Configuration Guide for a discussion of the use of line types.

### Statistics Fields 1-3 (BLSTT1 - BLSTT3)

These fields contain statistical information for a journal line.

### Line Description (BLLDES)

This field contains a description for a journal line.

### Analysis Fields (BLANB1-BLANB6)

These fields are optional, and are available to record basic analysis data for a transaction line.

### Analysis Numeric (BLANN1-BLANN2)

These fields are optional, and are available to record basic analysis data for a transaction line.

### Analysis Dates (BLAND1-BLAND2)

These fields are optional, and are available to record basic analysis data for a transaction line.

### Reference 1 (BLJRF1), Reference 2 (BLJRF2)

These fields are available to record additional information about a transaction line.

### Document Reference (BLDREF)

This field provides a reference to a source document for a transaction line.

### Document Reference Date (BLDDAT)

This field provides a reference to a source document for a transaction line.

### Status (BLSTAT)

This field indicates whether a transaction line is processed or unprocessed. This field is maintained by the system. Valid values are:

0=Unprocessed

1=Processed.

### Transaction Reason Code (BLREAS)

This is a memo field that contains the reason code for a sequence of batch transaction data. BLREAS references the same reason code found at BHREAS.

### User (BLUSER), Date (BLDATE), Time (BLTIME), Locked By (BLLOCK)

These fields represent standard Infor informational fields associated with all records and will be updated by the program in the following manner: BLUSER, BLDAT, BLTIME, and BLLOCK are updated when a record is read during the Batch Transaction Processing process. The value in BLLOCK is reset to zero upon completion of the process.



## Data provided with BTP

The CEA Macro (GAM) file contains all the macros required for BTP. For information about the specific macros, see the ATP Configuration Guide.



## Template definition, CLD120D1

Use this program, Template Definition, CLD120D1, to define templates that are used by certain Infor LX applications to control the display of user-defined fields. You can also customize headings for user-defined fields.

Access: Menu CLD

### Add or select a template

Use Template Maintenance screen CLD120D1-01 to specify the template to create or maintain.

#### Field descriptions - CLD120D1-01

Fields	Description
<b>Act (2,0)</b>	<p>Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.</p> <p>All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.</p>
<b>Subsystem Program (10,A):</b>	<p>Specify a subsystem program. Use this field to define templates based on a specific subsystem program.</p>
<b>Template (10,A):</b>	<p>Specify a template code. This code, together with the subsystem program, identifies a unique set of user-defined fields.</p>

## Screen actions - CLD120D1-01

Commands	Description
<b>F13=Filters</b>	Use F13=Filters to select a different sort or selection sequence to view the file.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Map fields to segment definitions

Use Data Entry Template Maintenance User-defined Fields, CLD120D2-01, to map user-defined fields to segment definitions.

## Field descriptions - CLD120D2-01

Fields	Description
<b>User Field # (16,A):</b>	The system displays the number of the user-defined field.
<b>Segment (10,A):</b>	Specify or prompt for the segment definition used for the user-defined field.
<b>Segment Description (16,A):</b>	The segment description defaults from the CEA Segment Definition application.
<b>Display (1,0):</b>	Specify 1=Yes to display this user-defined field in the application. Specify 0=No if you do not want to display this user-defined field in the application.

## Screen actions - CLD120D2-01

Commands	Description
<b>F6=Accept</b>	Apply the changes to the template and return to the previous screen.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 16)* in the overview information in this document.

## Template definition listing, CLD125D

Use this program to print a list of templates in the Template Master file (GUF).

Access: Menu CLD

### Print the template list

From Template Listing screen, CLD125D-01, specify a range of templates for the report. This program produces a list of templates that are in the Template Master file (GUF). Define or revise templates through Template Maintenance, CLD120D1.

Field descriptions - CLD125D-01

Fields	Description
<b>Template (10.A):</b>	Specify a range of values to limit the templates to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
<b>Run Time Parameter (1,0):</b>	Specify interactive to process the data in real time or batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

## Screen actions - CLD125D-01

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Chart set code, CLD129D

Use the Chart Set Code program, CLD129D, to define the combined formats of your General Ledger accounts and profit centers. Each combination is identified by an alphanumeric character called a chart set code. If you have multiple companies, and they all use the same chart of accounts, you only need to establish one chart set code.

Chart Set Code Maintenance is used in conjunction with Company Number when mapping GTW records to GBH/GBL records during Process GTW Records (GJW File Processing).

Accounts can consist of up to four numeric segments separated by periods (.); the number of digits per segment is defined by the user. You can also have just one undivided segment as the account number. You then establish a heading to describe the account code format by using alphabetic abbreviations for each segment separated by periods (.). During day-to-day operations, the heading is displayed to show the user how the segmented codes should be entered in the system.

Profit centers are established by the same method as described above for accounts, except that a maximum of three numeric segments, separated by periods, can be used.

Once established, chart set codes are assigned to companies through Company Master Maintenance.

Access: Menu CLD

### Specify a chart set code

Specify the chart set code to work with. Use the screen actions to change mode, for example, to change from Revise to Create.

## Field descriptions - CLD129D-01

Fields	Description
<b>Chart Set Code (1,A):</b>	Specify a chart set code to uniquely define a specific G/L account/profit center (combined) format.

## Screen actions - CLD129D-01

Commands	Description
<b>F9=Create</b>	Create a new chart code.
<b>F10=Revise</b>	Revise an existing chart code.
<b>F21=Delete</b>	Delete a chart code.
<b>F22=Reactivate</b>	Reactivate a previously deleted chart code.
	All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Add or maintain chart set code data

Use Chart Set Code Maintenance, CLD129D-02, to maintain the chart set code.

## Field descriptions - CLD129D-02

Fields	Description
<b>Length of 1st part (1,0):</b>	Specify the number of digits for each part or segment, to be used in the profit center code. The specified length of each part must be between 0 and 9. Although the total length of the profit center field is 12, the sum of the individual lengths cannot exceed ten digits, because two spaces must be reserved for the periods that separate the parts.
<b>Length of 2nd part (1,0):</b>	Specify the number of digits for each part, or segment, to be used in the profit center code. The specified length of each part must be between 0 and 9. Although the total length of the profit center field is 12, the sum of the individual lengths cannot exceed ten digits, because two spaces must be reserved for the periods that separate the parts.

**Length of 3rd part (1,0):** Specify the number of digits for each part, or segment, to be used in the profit center code. The specified length of each part must be between 0 and 9. Although the total length of the profit center field is 12, the sum of the individual lengths cannot exceed ten digits, because two spaces must be reserved for the periods that separate the parts.

The logic to use in establishing the profit center format is generally the same as the Chart of Accounts (that is, define the profit center to more detailed levels through the use of segments). See the example listed in the Chart of Accounts field description.

**Heading for Profit Center (12,A):** Specify the profit center heading to be associated with this chart set code, using alphabetic abbreviations separated by hyphens or periods to describe each part, or segment, of the account code. It is helpful if the character length of the alphabetic abbreviation matches the length of the corresponding segment; however, this is not required.

**Length of 1st part (1,0):** Specify the number of digits for each part, or segment, to use in this account code. The specified length of each part must be between 0 and 9. Although the total length of the account code field is 23, the sum of the individual lengths cannot exceed 20 digits, because three spaces must be reserved for the periods that separate the parts.

With Infor LX General Ledger you can structure your account code into as many as four separate segments. For example, if the account were to be subdivided into three segments, each having a specific meaning, "1st Part" could be a two-character account type field indicating whether this was an asset, liability, revenue or expense account. "2nd Part" could be a three-character major account designation such as Cash in Bank or Accounts Payable. "3rd Part" could represent the sub-account of the second segment, for example, Cash in Bank - First National, Accounts Payable-Intercompany.

Each part, or segment of the account code identifies the account more specifically than the previous one, until the account is uniquely represented and identifiable.

**Length of 2nd part (1,0):** Specify the number of digits for each part, or segment, to use in this account code. The specified length of each part must be between 0 and 9. Although the total length of the account code field is 23, the sum of the individual lengths cannot exceed 20 digits, because three spaces must be reserved for the periods that separate the parts.

The Infor LX General Ledger allows you to structure your account code into as many as four separate segments. For example, if the account were to be subdivided into three segments, each having a specific meaning, "1st Part" could be a two-character account type field indicating whether this was an asset, liability, revenue or expense account. "2nd Part" could be a three-



character major account designation such as Cash in Bank or Accounts Payable. "3rd Part" could represent the sub-account of the second segment, for example, Cash in Bank - First National, Accounts Payable-Intercompany.

Each part, or segment of the account code identifies the account more specifically than the previous one, until the account is uniquely represented and identifiable.

**Length of 3rd part (1,0):** Specify the number of digits for each part, or segment, to use in this account code. The specified length of each part must be between 0 and 9. Although the total length of the account code field is 23, the sum of the individual lengths cannot exceed 20 digits, because three spaces must be reserved for the periods that separate the parts.

The Infor LX General Ledger allows you to structure your account code into as many as four separate segments. For example, if the account were to be subdivided into three segments, each having a specific meaning, "1st Part" could be a two-character account type field indicating whether this was an asset, liability, revenue or expense account. "2nd Part" could be a three-character major account designation such as Cash in Bank or Accounts Payable. "3rd Part" could represent the sub-account of the second segment, for example, Cash in Bank - First National, Accounts Payable-Intercompany.

Each part, or segment of the account code identifies the account more specifically than the previous one, until the account is uniquely represented and identifiable.

**Length of 4th part (1,0):** Specify the number of digits for each part, or segment, to use in this account code. The specified length of each part must be between 0 and 9. Although the total length of the account code field is 23, the sum of the individual lengths cannot exceed 20 digits, because three spaces must be reserved for the periods that separate the parts.

The Infor LX General Ledger allows you to structure your account code into as many as four separate segments. For example, if the account were to be subdivided into three segments, each having a specific meaning, "1st Part" could be a two-character account type field indicating whether this was an asset, liability, revenue or expense account. "2nd Part" could be a three-character major account designation such as Cash in Bank or Accounts Payable. "3rd Part" could represent the sub-account of the second segment, for example, Cash in Bank - First National, Accounts Payable-Intercompany.

Each part, or segment of the account code identifies the account more specifically than the previous one, until the account is uniquely represented and identifiable.

**Heading for Chart of Accounts (23,A):**

Specify the chart of accounts heading to be associated with this chart set code, using alphabetic abbreviations separated by hyphens or periods to describe each part of the account code. The alphabetic abbreviations' character length should match the corresponding segment's length.

For example, an account structure of the following three parts could have a Chart of Accounts Heading of TY-MAJ-MI:

- TYPE: 10, Asset
- MAJOR: 200, Cash in Bank
- MINOR: 01, First National

Screen Actions - CLD129D-02

**Commands**

**Description**

**All Screen Actions**

All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 16)* in the overview information in this document.

## Company master maintenance, CLD135D1

Use Company Master Maintenance, CLD135D1, to maintain company information stored in the Company Master file (RCO). The RCO file is shared between Accounts Receivable and Configurable Ledger. A company established in one application will also exist in the other, although you may need to complete additional options depending on the application.

If Accounts Receivable is installed, create companies using the Company Maintenance application in ACR. Then, if necessary, use the CLD Company Maintenance application to establish a chart set code.

Access: Menu CLD

### Add or maintain a company

Use Company Selection, CLD135D1-01, to specify the company to create, revise, delete, copy, or display.

Field descriptions - CLD135D1-01

<b>Fields</b>	<b>Description</b>
<b>Line actions</b>	<p>The following line actions are available on this screen:</p> <p><b>49=User Defined Fields</b></p> <p>Access SYS109D1-01 to display or maintain user-defined data for this application.</p> <p>All other line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.</p>
<b>Act (2,0)</b>	<p>Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.</p> <p><b>49=User Defined Fields</b></p> <p>Access SYS109D1-01 to display or maintain user-defined data for this application.</p> <p>All other line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.</p>
<b>Company</b>	Specify the code that identifies the company to select or maintain.
<b>Name</b>	Specify the name of the company to select or maintain.

Screen actions - CLD135D1-01

<b>Commands</b>	<b>Description</b>
<b>F13=Filters</b>	Use F13=Filters to select a different sort or selection sequence to view the file.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 16)* in the overview information in this document.

## Add or maintain company information

Use the Company Selection CLD135D2-01 screen to specify information about a company in the Company Master file (RCO). Company Number is used in conjunction with Chart Set Code when mapping GJW records to GBH/GBL records during Process GJW Records (GJW File Processing).

### Field descriptions - CLD135D2-01

Fields	Description
<b>Company:</b>	The screen displays the company number to maintain.
<b>Name (30,A):</b>	Specify the name of the company.
<b>Address Lines 1-6 (50,A)</b>	Specify up to six lines of address information. You must enter an address on the first address line.
<b>Telephone Number:</b>	Specify the company telephone number.
<b>Fax Number:</b>	Specify the fax number that is associated with this address.
<b>E-Mail Number:</b>	Specify the email address for this company.
<b>Chart Set Code (1,A):</b>	Specify a chart set code to uniquely define a specific G/L account/profit center (combined) format.
<b>Multi-Currency Y/N (1,A):</b>	This field indicates whether or not this company will handle multi-currency transactions. You can set this flag if Multiple Currency is installed on your system. In addition to setting the multi-currency flag here, consider other processing options for MLT.
<b>Base Currency (3,A):</b>	Specify the base currency to be used by this company. The term Base Currency is an Infor LX term that indicates the currency in which a company maintains its set of books. All activity and balances in this company are maintained in this currency. Establish valid currency codes in Currency Code, CLD107D1. Base currency is a Infor LX subsystem term. Configurable Enterprise Accounting is not restricted to the base currency.
<b>Spot Rate Type (6,A)</b>	Specify the spot rate type to be used as the default exchange rate type of this company. It is used along with currency code and transaction date to retrieve

the foreign currency transaction exchange rate. When you create a new company, this value will originally default from the Multi-Currency System parameters.

- Take Discount for Vendor Invoice (1,0):** Valid options are:  
1=Yes  
Apply the discount to the vendor invoice.  
0=No  
Do not apply the discount to the vendor invoice.  
If you select this option, at invoice entry date the system recognizes the financial discount as taken and the Amount Due is net of financial discount. If you do not select this option, at payment date the system recognizes a financial discount taken and the Amount Due is the total invoice amount.
- Country Code (2,A)** Specify the member state country code for the company. This code is combined with the company's registration number to form the EC VAT number. This code can be for an EC member state or a non-EC member state.
- Registration Number (25,A)** Specify the company's registration number. This number is combined with the country code to form the EC VAT number.
- Print/Display Flag (1,A):** Choose whether to print or display values in an alternate currency. Valid options are as follows:  
0=No. Do not display values in an alternate currency  
1=Yes. Display the alternate currency on Accounts Receivable and Accounts Payable Inquiry screens. You must enter a currency code in the Alternate Currency field if the Print/Display Flag is Yes.
- Alternate Currency (3,A)** Accounts Receivable and Accounts Payable applications allow you to display information in the Alternate Currency.  
The Alternate currency will be used on deliverables (for example Purchase Orders and Invoices).  
The ACR and ACP inquiry programs use the Alternate currency of the vendor or customer company when providing alternate currency details.

## Screen actions - CLD135D2-01

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Set up invoicing information

Use Company Master Maintenance - Invoicing, CLD135D2-02, to set up invoicing information for a company.

## Field descriptions - CLD135D2-02

Fields	Description
<b>Company (3,0):</b>	The field displays the company code for the company you are creating or maintaining.
<b>Use Preliminary Invoice in ACP (1,A):</b>	Valid options are: 1=Yes Use the Preliminary Invoice in ACP. 0=No Use standard Infor LX functionality.
<b>Norwegian Tax Rules (1,A):</b>	Valid options are: 1=Yes This company pays Norwegian Investment Tax. 0=No This company does not pay Norwegian Investment Tax.
<b>Interest Method Code (2,A):</b>	Specify the Interest Method Code for this company. This must be a valid code in the Interest Method Codes Master File.

**Approval Code (3,A):** Specify the default Approval Code for the Company. This must be a valid code existing on the Approval Codes Master File.

**Interest Invoice Prefix (2,A):** Specify the prefix to be used for Interest Invoices. This must be a valid Document Prefix existing on the Document Sequence Numbering file (ACR).

Screen actions - CLD135D2-02

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## General ledger trial balance, CLD220D

The General Ledger Trial Balance Report provides an audit record (summary) of the natural accounts used for a specific Ledger and Book. The following basic information is provided for each line:

By Natural Account,

- Opening Balance
- Debit/Credit amounts in Book Currency
- Closing balance

The following selection criteria are available: Ledger, Book, up to two Segments and Segment Value ranges, Natural Account range, Fiscal Year and range of Periods, Journal Source (up to five source codes fields, with some use of wildcards enabled), and Journal Status.

You also have selection criteria to control the report layout and content: You can choose whether to print the company name in the header and whether to print the selection criteria used to filter the data in the report. You can also define a title for the report and have that printed.

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

A history option allows you to view a list of previous runs of the report, sorted by date and time. You can select a record of a previous run of the report and return those values to your initial screens to rerun the report with the exact same selection criteria.

Access: Menu CLD

## Select the information to include in the report

Use the Trial Balance screen, CLD220D-01, to specify information to include in the report. Press Enter on this screen to view the second screen, to enter additional details.

### Field descriptions - CLD220D-01

<b>Fields</b>	<b>Description</b>
<b>Ledger (8,A) :</b>	Specify the Ledger required for Journal selection.
<b>Ledger Description</b>	The system displays the description of the Ledger specified in the preceding field.
<b>Book (10,A):</b>	Specify the Book required for Journal selection.
<b>Book Description:</b>	The system displays the description of the Book specified in the preceding field.
<b>Segment (10,A):</b>	Specify a segment for use as journal information filter. Use any account segment except the Natural Account segment.
<b>Segment Value From (16,A):</b>	Specify the lowest value to begin filtering for the segment entered in the preceding field. This value must be lower than or equal to the To value entered in the next field. Blanks mean the lowest possible value.
<b>Segment Value To (16,A):</b>	Specify the highest value to include for the segment entered in the Segment field. This value must be higher than or equal to the From value entered in the preceding field. Blanks mean the highest possible value.
<b>Segment (10,A):</b>	Specify a segment for use as journal information filter. Use any account segment except the Natural Account segment.
<b>Segment Value From (16,A):</b>	Specify the low value to begin filtering for the segment entered in the preceding field. This value must be lower than or equal to the To value entered in the next field. Blanks mean the lowest possible value.
<b>Segment Value To (16,A):</b>	Specify the highest value to include in filtering for the segment entered in the Segment field. This value must be higher than or equal to the From value entered in the preceding field. Blanks mean the highest possible value.
<b>Natural Account From (16,A):</b>	Specify the lowest value to include in filtering for Natural Accounts. This value must be lower than the entry in the To field. Blanks mean the lowest possible value.



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- Natural Account To (16,A):** Specify the highest value to include in filtering for Natural Accounts. This value must be equal to or higher than the entry in the From field. Blanks mean the highest possible value.
- Year (4,0):** Specify the year of the Trial Balance. You must also enter Periods From and To to include in the report.
- Period From (3,0):** Specify the earliest Period to include for the selected year. Valid values are 0 to 999. The value in this field must be lower than or equal to the value in the Period To field.
- Period To (3,0):** Specify the latest Period to include for the year selected. Valid values are 0 to 999. The value in this field must be higher than or equal to the value in the Period From field. R
- Journal Source 1 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. In this first Journal Source field, you can use a unique value or wildcards: "\*" or "\*\*" will give you all journal source values.
- You can also use "X\*" or "\*X", where "X" represents any alphanumeric value, as described below:
- If you specify 2\*, you will include all journal source values which begin with the number "2" and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.
- Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.
- Also, there can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.
- Journal Source 2 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value, "X\*", or \*X, where "X" represents any alphanumeric value. See the example and limitations described below.
- Example: If you specify 2\*, you will include all journal source values which begin with the number "2" and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

There can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Source 3 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value, "X\*", or \*X, where "X" represents any alphanumeric value. See the example and limitations described below.

Example: If you specify 2\*, you will include all journal source values which begin with the number "2" and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

There can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Source 4 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value, "X\*", or \*X, where "X" represents any alphanumeric value. See the example and limitations described below.

Example: If you specify 2\*, you will include all journal source values which begin with the number "2" and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

There can be no overlapping filter values specified. If, as in the example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Source 5 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value or "X\*", where "X" represents any alphanumeric value. You can use a unique value, "X\*", or \*X, where "X" represents any alphanumeric value. See the example and limitations described below.

Example: If you specify 2\*, you will include all journal source values which begin with the number "2" and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

There can be no overlapping filter values specified. If, as in the example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Status (1,0):** Specify the status of the journal. Valid values are:  
 0=Posted and Unposted  
 1=Posted

Screen actions - CLD220D-01

Commands	Description
<b>F17=History</b>	Access the report history file and display all previous runs of this report, sequenced in descending order by date and time (most recent first). You can retrieve and run a report that was run previously.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 16)* in the overview information in this document.

## Specify additional details

Use the second Trial Balance screen, CLD220D1-01, to specify additional details for the printed report.

Field descriptions - CLD220D-01, second screen

<b>Fields</b>	<b>Description</b>
<b>Print Company Name (3,0):</b>	Specify a unique company number here to print the company name on the report header. If you leave this field blank, no company name will appear in the report header. You must enter a company number if you want the report in an alternate currency.
<b>Print Selection Criteria (1,0)</b>	<p>Valid options are:</p> <p>1=Yes</p> <p>Include the selection criteria in the report header.</p> <p>0=No</p> <p>Do not include the selection criteria.</p>
<b>Report Title (40,A):</b>	Specify the text to print in the report header as the name of this report. If you leave this field blank, no report name is printed.
<b>Include Accounts with no activity (1,0):</b>	<p>Valid options are:</p> <p>1=Yes</p> <p>Include accounts with no activity in the specified period range in the report.</p> <p>0=No</p> <p>Include only accounts which have had some activity in the specified range.</p>
<b>Suppress Lines with zero amounts (1,0):</b>	<p>Valid options are:</p> <p>1=Yes</p> <p>Do not include accounts with a zero opening balance and a zero transaction debit and credit.</p> <p>0=No</p>

Include all selected accounts 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 - CLD220D-01, second screen

Commands	Description
<b>F6=Accept</b>	Accept your entries and run the report. If you process interactively, the report is run immediately. If you process in batch, the data is sent to the job queue for processing.
<b>F16=Base Currency/Alternate Currency</b>	Toggle between Book currency in Base or in Alternate currency. If you select Alternate, the program calculates and prints the Book currency values in the Alternate currency. Otherwise, the Book values are in the Base currency.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Journal entry report, CLD221D

Journal Entry reports must reflect the Journal Entries posted into all the books that a Company uses. The Journal Entry report provides an audit record of entries for a specific Ledger and Book. The basic information provided for each Natural Account line is: Journal Date, Journal Source, Natural Account Description, and Natural Account Debit and Credit.

This program includes the following sort options:

- Segments (if used), JE Source, JE Number
- Segments (if used), JE Date, JE Source, JE Number
- Segments (if used), JE Date, Internal Counter
- Segments (if used), Natural Account, JE Number
- Segments (if used), Source, Internal Counter

You also have selection criteria to control the report layout and content: You can choose whether to print the company name in the header and whether to print the selection criteria used to filter the data in the report. You can also define a title for the report and have that printed.

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

A history option allows you to view a list of previous runs of the report, sorted by date and time. You can select a record of a previous run of the report and return those values to your initial screens to rerun the report with the exact same selection criteria.

Access: Menu CLD

## Select information to include on the report

Use Journal Entry Report, CLD221D-01, to specify information to include in the report. Press Enter on this screen to view the second screen, to supply additional details.

### Field descriptions - CLD221D-01

Fields	Description
<b>Ledger (8,A) :</b>	Specify the Ledger required for Journal selection.
<b>Book (10,A):</b>	Specify the Book required for Journal selection.
<b>Segment (10,A):</b>	Specify a segment for use as journal information filter.
<b>Segment Value From (16,A):</b>	Specify the lowest value to begin filtering for the segment entered in the preceding field. This value must be lower than or equal to the To value entered in the next field. Blanks mean the lowest possible value.
<b>Segment Value To (16,A):</b>	Specify the highest value to include for the segment entered in the Segment field. This value must be higher than or equal to the From value entered in the preceding field. Blanks mean the highest possible value.
<b>Segment (10,A):</b>	Specify a segment for use as journal information filter.
<b>Segment Value From (16,A):</b>	Specify the low value to begin filtering for the segment entered in the preceding field. This value must be lower than or equal to the To value entered in the next field. Blanks mean the lowest possible value.
<b>Segment Value To (16,A):</b>	Specify the highest value to include in filtering for the segment entered in the Segment field. This value must be higher than or equal to the From value entered in the preceding field. Blanks mean the highest possible value.
<b>Segment (10,A):</b>	Specify a segment for use as journal information filter.

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- Segment Value From (16,A):** Specify the lowest value to begin filtering for the segment entered in the preceding field. This value must be lower than or equal to the To value entered in the next field. Blanks mean the lowest possible value.
- Segment Value To (16,A):** Specify the highest value to include for the segment entered in the Segment field. This value must be higher than or equal to the From value entered in the preceding field. Blanks mean the highest possible value.
- Year (4,0):** Specify the fiscal year for which you want the transactions printed. If you made an entry in the Ledger field, you must also make an entry here and in the Periods From and To fields. In this case, do not make an entry in the Date From and To fields.
- Period From (3,0):** Specify the Period from which you want the transactions for this fiscal year printed. You must make an entry in this field if you made an entry in the Ledger and Year fields. Valid values are 0 to 999. If you make an entry here, do not make an entry in the Date From and To fields below.
- Period To (3,0):** Specify the latest Period to which you want the transactions for this fiscal year printed. You must make an entry in this field if you made an entry in the Ledger and Year fields. Valid values are 0 to 999. If you make an entry here, do not make an entry in the Date From and To fields below.
- Journal Date From (8,0):** Specify the earliest date from which you want the transactions printed. You must make an entry in this field if you did not make entries in the Ledger, Year, and Period From and To fields. The value in this field must be earlier than or equal to the value in the Date To field. Do not make an entry here if you made entries in the Ledger, Year, and Period From and To fields.
- Journal Date To (8,0):** Specify the latest date to which you want the transactions printed. You must make an entry in this field if you did not make entries in the Ledger, Year, and Period From and To fields. The value in this field must be later than or equal to the value in the Date From field. Do not make an entry here if you made entries in the Ledger, Year, and Period From and To fields.
- Journal Source 1 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. In this first Journal Source field, you can use a unique value or wildcards: "\*" or "\*\*\*" will give you all journal source values.
- You can also use "X\*" or "\*X", where "X" represents any alphanumeric value, as described below:
- If you specify 2\*, you will include all journal source values which begin with the number "2" and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

Also, there can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Source 2 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value, "X\*", or \*X , where "X" represents any alphanumeric value. See the example and limitations described below.

Example: If you specify 2\* , you will include all journal source values which begin with the number "2" and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

There can be no overlapping filter values specified. If, as in the example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Source 3 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value, "X\*", or \*X , where "X" represents any alphanumeric value. See the example and limitations described below.

Example: If you specify 2\* , you will include all journal source values which begin with the number "2" and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.



There can be no overlapping filter values specified. If, as in the example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Source 4 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value, "X\*", or \*X, where "X" represents any alphanumeric value. See the example and limitations described below.

Example: If you specify 2\*, you will include all journal source values which begin with the number "2" and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

There can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Source 5 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value or "X\*", where "X" represents any alphanumeric value. You can use a unique value, "X\*", or \*X, where "X" represents any alphanumeric value. See the example and limitations described below.

Example: If you specify 2\*, you will include all journal source values which begin with the number "2" and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

There can be no overlapping filter values specified. If, as in the example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B

would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Status (1,0):** Specify the status of the journal. Valid values are:

- 0=Unresolved
- 1=Error
- 2=Unposted
- 3=Posted

### Screen actions - CLD221D-01

Commands	Description
<b>F17=History</b>	<p>Access the report history file and display all previous runs of this report, sequenced in descending order by date and time (most recent first). You can retrieve and run a report that was run previously.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.</p>

## Specify additional details

Use the second Journal Entry Report screen, CLD221D-02, to specify additional details for the printed report, including its title.

### Field descriptions - CLD221D1-02

Fields	Description
<b>Sort Criteria (1,0):</b>	<p>Select one of the available sort criteria for the report:</p> <ul style="list-style-type: none"> <li>Sort 0=Segments Values/Journal Source/Journal Number</li> <li>Sort 1=Segments Values/Journal Date/Journal Source/Journal Number</li> <li>Sort 2=Segments Values/Journal Date/Internal Counter</li> <li>Sort 3=Segments Values/Journal Source/Account/Journal Number</li> </ul>

**Summary Option (1,0):** Valid options are:

0=Summary

Print a journal summary report.

1=Detail

Print a journal detail report.

**Regular/Legal Option  
(1,0):**

Valid options are:

0=Regular

Print the report in the regular report format.

1=Legal

Print the report in the legal format. You can produce and maintain the legal format with CLD190D, Journal Entry Legal Control File.

**Print Reference (1,0):**

Print the journal entry fields reference. Valid options are:

0=No

1=Reference

2=Reference and Transaction

**Print Currency (1,0):**

Valid options are:

1=Yes

Print both the book and the transaction currency amounts on the report.

0=No

Print amounts only in the book currency.

**Select Currency (3,A):**

You can make an entry in this field only if you selected Book and Transaction in the Print Currency field. If you make an entry in this field, only the specified transaction currency is selected for the report. If you leave it blank but selected Book and Transaction above, all transaction currencies will be included.

**Rolling Total (Page  
Subtotals) (1,0):**

Valid options are:

0=No

The report does not include page subtotals.

1=Yes

The program calculates a rolling total and prints it at the end of each page of the report.

**Date Subtotal (1,0):** Valid options are:  
0=No  
The report does not include subtotalling by date. This option is only available if you have specified sort criterion 1 or 2.  
1=Yes  
Calculate and print subtotals on the report by journal date.

**Print Opening Balance (1,0)** Valid options are:  
0=No  
Do not print the opening balance.  
1=Yes  
Print the opening balance for selected journal entries. If the sort sequence includes the natural account, the account's opening balance prints before the journal entries for that account.

**Page Number (3,0):** If the legal option is selected and this is the first legal report for the selected period the page number is 1. If the legal option is selected and a legal report exists for a prior period then the page number must continue from the last page number of the previous legal report. If the regular option is selected then the first page number on the report will be the one that appears here. Valid values are 1 to 999.

**Print Company Header (1,0):** Specify a valid company number to include the company name in the report header.

**Print Selection Criteria (1,0)** Valid options are:  
0=No  
Do not print the selection criteria for the report in the report header.  
1=Yes  
Print the selection criteria used for the report in the report header.

**Print Report Header (1,0):** Valid options are:  
1=Yes  
Print the report header on the report.  
0=No  
Do not to print the header.

- User Field (40,A):** Specify the text you want printed in the report header as the name of this report. If you leave this field blank, no report name will be printed.
- 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 - CLD221D-02

Commands	Description
<b>F6=Accept</b>	Accept your entries and run the report. If you process interactively, the report is run immediately. If you process in batch, the data is sent to the job queue for processing.
<b>F16=Base Currency/Alternate Currency</b>	Toggle between Book currency in Base or in Alternate currency. If you select Alternate, the program calculates and prints the Book currency values in the Alternate currency. Otherwise, the Book values are in the Base currency.
<b>F17=History</b>	<p>Access the report history file and display all previous runs of this report, sequenced in descending order by date and time (most recent first). You can retrieve and run a report that was run previously.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.</p>

## Journal entry report legal control file, CLD190D

This program allows you to maintain the Journal Entry Report Legal Control file. Only users with appropriate authority can use this 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.

Access: Menu CLD

### Maintain the report

Use Journal Entry Report Legal Control File Maintenance, CLD190D-01, to edit or delete the report.

Field descriptions - CLD190D-01

<b>Fields</b>	<b>Description</b>
<b>Mode of Display</b>	The F16=Mode screen action switches the Mode between edit, (EDT) and add.
<b>Ledger (8,A) :</b>	Specify the Ledger required for Journal selection.
<b>Book (10,A):</b>	Specify the Book required for Journal selection.
<b>Segment (10,A):</b>	Specify a segment for use as journal information filter.
<b>Segment Value From (16,A):</b>	Specify a range of values to limit the segment to include in the report.
<b>Segment Value To (16,A):</b>	Specify a range of values to limit the segment to include in the report.
<b>Segment (10,A):</b>	Specify a segment for use as journal information filter.
<b>Segment Value From (16,A):</b>	Specify a range of values to limit the segment to include in the report.
<b>Segment Value To (16,A):</b>	Specify a range of values to limit the segment to include in the report.
<b>Segment (10,A):</b>	Specify a segment for use as journal information filter.
<b>Segment Value From (16,A):</b>	Specify a range of values to limit the segment to include in the report.
<b>Segment Value To (16,A):</b>	Specify a range of values to limit the segment to include in the report.
<b>Year (4,0):</b>	Specify the fiscal year for which you want the transactions printed. If you made an entry in the Ledger field, you must also make an entry here and in the Periods From and To fields. In this case, do not make an entry in the Date From and To fields.
<b>Period From (3,0):</b>	Specify a range of values to limit the period to include in the report. You must make an entry in this field if you made an entry in the Ledger and Year fields. Valid values are 0 to 999. The value in this field must be lower than or equal to the value in the Period To field. If you make an entry here, do not make an entry in the Date From and To fields below.

**Period To (3,0):** Specify a range of values to limit the period to include in the report. You must make an entry in this field if you made an entry in the Ledger and Year fields. Valid values are 0 to 999. The value in this field must be higher than or equal to the value in the Period From field. If you make an entry here, do not make an entry in the Date From and To fields below.

**Journal Source 1 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. In this first Journal Source field, you can use a unique value or wildcards: "\*" or "\*\*\*" will give you all journal source values.

You can also use "X\*" or "\*X", where "X" represents any alphanumeric value, as described below:

If you specify 2\*, you will include all journal source values which begin with the number "2" and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

Also, there can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Source 2 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value, "X\*", or \*X, where "X" represents any alphanumeric value. See the example and limitations described below.

Example: If you specify 2\*, you will include all journal source values which begin with the number "2" and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

There can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B

would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Source 3 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value, "X\*", or \*X , where "X" represents any alphanumeric value. See the example and limitations described below.

Example: If you specify 2\* , you will include all journal source values which begin with the number "2" and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

There can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\* , B\* , CB, D\* , etc. in the second through fifth Journal Source fields.

**Journal Source 4 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value, "X\*", or \*X , where "X" represents any alphanumeric value. See the example and limitations described below.

Example: If you specify 2\* , you will include all journal source values which begin with the number "2" and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

There can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\* , B\* , CB, D\* , etc. in the second through fifth Journal Source fields.



**Journal Source 5 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value or "X\*", where "X" represents any alphanumeric value. You can use a unique value, "X\*\*", or \*X , where "X" represents any alphanumeric value. See the example and limitations described below.

Example: If you specify 2\*, you will include all journal source values which begin with the number "2" and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

There can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Last Row Number (7,0):** Specify the last row number from the report.

**Page Number (5,0)** Specify the page number.

**Closing Balance Debit (15,2):** Specify the closing balance debit.

**Closing Balance Credit (15,2)** Specify the closing balance credit.

Screen actions - CLD190D-01

Commands	Description
<b>F16=Mode</b>	Toggle between the edit (EDT) screen mode and the add screen mode.
<b>F21=Delete</b>	Delete the record from the file.
	All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Confirm deletion

Use this popup screen, to confirm or cancel the deletion of the record displayed on the first screen by using the appropriate function key: F12=Cancel will cancel the deletion request and return you to the previous screen. F21=Delete will confirm the deletion request and cause deletion of the record displayed on the previous screen. This screen is provided as a safeguard against accidental record deletion.

Screen actions - Delete confirmation

Commands	Description
<b>F21=Delete</b>	<p>Confirm the deletion. Delete the record from the file.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.</p>

## Subsystem Cust. Account History/Summary, CLD230D

The Subsystem Customer Account History/Summary Reports program, CLD230D, produces a list of Customer transactions to assist in reconciling subsystem transactions with General Ledger transactions. You can specify various criteria in the display screens to limit the information in the report. You can run the report in trial balance (summary) or account history (detail) mode.

You can choose to report detail in one of the following sequences:

Customer Number, Posting Date, Document Prefix,

Document Year, Document Type, Document Sequence

or

Customer Type, Customer Number, Posting Date, Document

Prefix, Document Year, Document Type, Document Sequence.

The report also provides for date subtotals, rolling totals, and break levels by customer type, customer number and customer type, or customer number. You can track and reuse previous runs of this report.

Access: Menu CLD

## Select the information to include in the report

Use the Subsystem Customer Account History screen, CLD230D-01, to specify information to include in the report. Press Enter on this screen to view the second screen, to enter additional details.

## Field descriptions - CLD230D-01

<b>Fields</b>	<b>Description</b>
<b>Company (3,0):</b>	Specify the number of the Company needed for transaction selection.
<b>Customer Type From (4.A):</b>	Specify a range of values to limit the customer types to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
<b>Customer Type To (4.A):</b>	Specify a range of values to limit the customer types to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
<b>Customer From (8,0):</b>	Specify a range of values to limit the customers to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
<b>Customer To (8,0):</b>	Specify a range of values to limit the customers to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
<b>Ledger (8,A):</b>	Specify the Ledger required for transaction selection. Entry in this field is optional, but if you enter the Ledger, you must also enter the Year and Periods From and To. If you leave Ledger blank, you must enter specific Dates From and To and leave Year and Periods blank.
<b>Year (4,0):</b>	Specify the fiscal year for which you want the transactions printed. If you made an entry in the Ledger field, you must also make an entry here and in the Periods From and To fields. In this case, do not make an entry in the Date From and To fields.
<b>Period From (3,0):</b>	Specify the Period from which you want the transactions for this fiscal year printed. You must make an entry in this field if you made an entry in the Ledger and Year fields. Valid values are 0 to 999. The value in this field must be lower than or equal to the value in the Period To field. If you make an entry here, do not make an entry in the Date From and To fields below.
<b>Period To (3,0):</b>	Specify the latest Period to which you want the transactions for this fiscal year printed. You must make an entry in this field if you made an entry in the Ledger and Year fields. Valid values are 0 to 999. The value in this field must be higher than or equal to the value in the Period From field. If you make an entry here, do not make an entry in the Date From and To fields below.
<b>Posting Date From (8,0):</b>	Specify the earliest date from which you want the transactions printed. You must make an entry in this field if you did not make entries in the Ledger,

Year, and Period From and To fields. The value in this field must be earlier than or equal to the value in the Date To field. Do not make an entry here if you made entries in the Ledger, Year, and Period From and To fields.

**Posting Date To (8,0):** Specify the latest date to which you want the transactions printed. You must make an entry in this field if you did not make entries in the Ledger, Year, and Period From and To fields. The value in this field must be later than or equal to the value in the Date From field. Do not make an entry here if you made entries in the Ledger, Year, and Period From and To fields.

### Screen actions - CLD230D-01

Commands	Description
<b>F17=History</b>	<p>Access the report history file and display all previous runs of this report, sequenced in descending order by date and time (most recent first). You can retrieve and run a report that was run previously.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.</p>

## Specify additional details

Use the second Subsystem Customer Account History screen, CLD230D-01 screen to specify additional details for the printed report, including its title.

### Field descriptions - CLD230D-01, second screen

Fields	Description
<b>Break Level (1,0):</b>	<p>Select one of the following two possible sort criteria for the break level of the report:</p> <p>0=Customer number</p> <p>1=Customer type, Customer number</p>
<b>Print Transaction Option (1,0):</b>	<p>Valid options are:</p> <p>0=Book</p> <p>Print amounts only in the book currency.</p>

1=Book + Transaction

Print both the Book and the Transaction currency amounts on the report.

**Select Currency (3,A):** You can make an entry in this field only if you selected Book and Transaction in the Print Transaction Option field. If you make an entry in this field, only the specified Transaction currency will be selected for the report. If you leave it blank but selected Book and Transaction above, all transaction currencies will be included.

**Alternate Currency (3,A):** If the Print Transaction Option is set to 0, Book only, and Alternate Currency is selected, the output on the report will be printed in the Alternate Currency appearing here. This value is retrieved from the Company Master record of the company entered on the preceding screen. If the Print Transaction Option is set to 1, Book and Transaction, the output will print on the report in both the Transaction Currency and the Alternate Currency. Use F16=Alternate Currency to toggle between alternate and base currency.

**Rolling Total (1,0):** Valid options are:  
0=No  
Do not print page totals.  
1=Yes  
The program calculates a rolling total and prints it at the end of each page of the report.

**Date Subtotal (1,0):** Valid options are:  
0=No  
Do not print subtotalling on the report by date.  
1=Yes  
The program calculates subtotals and prints them on the report by date.

**Print Selection Criteria (1,0)** Valid options are:  
0=No  
Do not include selection criteria in the report header.  
1=Yes  
Include the selection criteria used for the report in the report header.

**Print Report Name (40,A):** Specify the text you want printed in the report header as the name of this report. If you leave this field blank, no report name is printed.

**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.

**Print Report (1,0):** Valid options are:  
 0  
 Print Trial Balance format (summary) in the report.  
 1  
 Print Account History format (detail) in the report.

### Screen actions - CLD230D-02

Commands	Description
<b>F6=Accept</b>	Accept your entries and run the report. If you process interactively, the report is run immediately. If you process in batch, the data is sent to the job queue for processing.
<b>F16=Base Currency/Alternate Currency</b>	Toggle between Book currency in Base or in Alternate currency. If you select Alternate, the program calculates and prints the Book currency values in the Alternate currency. Otherwise, the Book values are in the Base currency.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Subsystem vendor/cust. report history, CLD251D-01

This screen lists previous runs of the report by date, time, company, customer or vendor number range and user-defined report name. You can select a record from this screen and return the values to the appropriate Subsystem Customer or Vendor report screen to rerun a report with the same options used previously.

Access: F17=History in the first screen on either the Subsystem Customer Account History/Summary report, CLD230D-01, or Subsystem Vendor Account History/Summary report, CLD235D-01.

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## Print a subsystem vendor/cust. report

Use the Subsystem Vendor/Cust. Report History screen, CLD251D-01, to select a record and return its values to either the Subsystem Customer Account History/Summary screen or the Subsystem Vendor Account History/Summary screen.

### Field descriptions - CLD251D-01

Fields	Description
<b>Act (Action) (2,0):</b>	<p>Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.</p> <p><b>11=Select</b></p> <p>Specify 11 in the action field next to the record you want to retrieve. After you press Enter, you return to the initial Subsystem Customer Account History/Summary Report screen. The values in the record selected populate the fields in that screen.</p> <p>All other line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.</p>
<b>Date (8,0):</b>	<p>If you use the Position To action, enter the date and time of the report you want to appear at the top of the list. The system positions you to the date and time which most closely matches your input.</p>
<b>Time (6,0):</b>	<p>If you use the Position To action, enter the date and time of the report you want to appear at the top of the list. The system positions you to the date and time which most closely match your input.</p>

## Screen actions - CLD251D-01

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Journal entry report history, CLD252D-01

If you use F17=History in the first Journal Entry Report screen, CLD221D-01, Infor LX displays the history screen CLD252D-01. This screen lists previous runs of the report. You can select a record from this screen and return the values to the Journal Entry Report screens to rerun a report with the same options used previously.

### Select a report

Select a record from this screen to return its values to the Journal Entry Report screens.

## Field descriptions - CLD252D-01

Fields	Description
<b>Actions:</b>	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.
	<b>15=Select</b>
	Specify 15 in the action field next to the record you want to retrieve. After you press Enter, you return to the initial Journal Entry Report screen. The values in the record selected populate the fields in that screen.
	All other line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.
<b>Ac (Action) (2,0):</b>	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.



**15=Select**

Specify 15 in the action field next to the record you want to retrieve. After you press Enter, you return to the initial Journal Entry Report screen. The values in the record selected populate the fields in that screen.

All other line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 15)* in the overview information in this document.

**Date (8,0):** If you use the Position To action, specify the date and number of the report. The system positions you to the date and number that most closely match your input.

**Number (10,A):** If you use the Position To action, specify the date and number of the report. The system positions you to the date and number that most closely match your input.

## Screen actions - CLD252D-01

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Tax report history, CLD253D-01

If you use F17=History in the first Tax Report screen, Infor LX displays the Tax Report History screen, CLD253D-01. This screen lists previous runs of the report. You can select a record from this screen and return the values to the Tax Report screens to rerun a report with the options used previously.

### Select a report

Select a record from this screen to return its values to the Tax Report screens.

## Field descriptions - CLD253D-01

<b>Fields</b>	<b>Description</b>
<b>Actions</b>	<p>Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.</p> <p><b>15=Select</b></p> <p>Specify 15 next to the record you want to retrieve. Press Enter to return to the initial Tax Report screen. The values in the record selected populate the fields in that screen.</p> <p>All other line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.</p>
<b>Ac (Action) (2,A):</b>	<p>Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.</p> <p><b>15=Select</b></p> <p>Specify 15 next to the record you want to retrieve. Press Enter to return to the initial Tax Report screen. The values in the record selected populate the fields in that screen.</p> <p>All other line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.</p>
<b>Ac (Action) (2,A):</b>	<p>Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.</p> <p><b>15=Select</b></p> <p>Specify 15 next to the record you want to retrieve. Press Enter to return to the initial Tax Report screen. The values in the record selected populate the fields in that screen.</p> <p>All other line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.</p>

**Date (8,0):** If you use the Position To action, specify the date and time of the report. The system positions you to the date and time that most closely match your input.

**Time (6,0):** If you use the Position To action, specify the date and time of the report. The system positions you to the date and time that most closely match your input.

## Screen actions - CLD253D-01

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Subsystem vendor account history/summary, CLD235D

The Subsystem Vendor Account History/Summary program produces a list of Vendor transactions to assist in reconciling subsystem transactions with General Ledger transactions. You can specify various criteria in the display screens to limit the information in the report. The report can be run in trial balance (summary) or account history (detail) mode.

Detail is reported in one of the following two sequences:

Vendor Number, Posting Date, Document Prefix, Document Year

Document Type, Document Sequence,

or

Vendor Type, Vendor Number, Posting Date, Document Prefix,

Document Year, Document Type, Document Sequence.

The report also provides for date subtotals, rolling totals, and break levels by customer type. You can track and reuse previous runs of this report.

Access: Menu CLD

### Select the information for the report

Use Subsystem Vendor Account History, CLD235D-01, to specify information to include in the report. Press Enter on this screen to view the second screen, to supply additional details.

## Field descriptions - CLD235D-01

<b>Fields</b>	<b>Description</b>
<b>Company (3,0):</b>	Specify the number of the Company needed for transaction selection.
<b>Vendor Type From (4,A):</b>	Specify a range of values to limit the vendor types to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
<b>Vendor Type To (4,A):</b>	Specify a range of values to limit the vendor types to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
<b>Vendor From (8,0):</b>	Specify a range of values to limit the vendors to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
<b>Vendor To (8,0):</b>	Specify a range of values to limit the vendors to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
<b>Ledger (8,A):</b>	Specify the Ledger required for transaction selection. Entry in this field is optional, but if you enter the Ledger, you must also enter the Year and Periods From and To. If you leave Ledger blank, enter specific Dates From and To and leave Year and Periods blank.
<b>Year (4,0):</b>	Specify the fiscal year for which you want the transactions printed. If you made an entry in the Ledger field, you must also make an entry here and in the Periods From and To fields. In this case, do not make an entry in the Date From and To fields.
<b>Period From (3,0):</b>	Specify the Period from which you want the transactions for this fiscal year printed. You must make an entry in this field if you made an entry in the Ledger and Year fields. Valid values are 0 to 999. The value in this field must be lower than or equal to the value in the Period To field. If you make an entry here, do not make an entry in the Date From and To fields below.
<b>Period To (3,0):</b>	Specify the latest Period to which you want the transactions for this fiscal year printed. You must make an entry in this field if you made an entry in the Ledger and Year fields. Valid values are 0 to 999. The value in this field must be higher than or equal to the value in the Period From field. If you make an entry here, do not make an entry in the Date From and To fields below.
<b>Posting Date From (8,0):</b>	Specify the earliest date from which you want the transactions printed. You must make an entry in this field if you did not make entries in the Ledger, Year, and Period From and To fields. The value in this field must be earlier

than or equal to the value in the Date To field. Do not make an entry here if you made entries in the Ledger, Year, and Period From and To fields.

**Posting Date To (8,0):** Specify the latest date to which you want the transactions printed. You must make an entry in this field if you did not make entries in the Ledger, Year, and Period From and To fields. The value in this field must be later than or equal to the value in the Date From field. Do not make an entry here if you made entries in the Ledger, Year, and Period From and To fields.

## Screen actions - CLD235D-01

Commands	Description
<b>F17=History</b>	<p>Access the report history file and display all previous runs of this report, sequenced in descending order by date and time (most recent first). You can retrieve and run a report that was run previously.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.</p>

## Specify additional details

Use the second Subsystem Vendor Account History -S screen, CLD235D-01, to specify additional details for the printed report, including its title.

## Field descriptions - CLD235D-01, second screen

Fields	Description
<b>Break Level (1,0):</b>	<p>Select one of the following two possible sort criteria for the break level of the report:</p> <p>0=Vendor number</p> <p>1=Vendor type, Vendor number</p>
<b>Print Transaction Option (1,0):</b>	<p>0=Book</p> <p>Print amounts only in book currency.</p> <p>1=Book + Transaction</p> <p>Print both the Book and the Transaction currency amounts on the report.</p>

Note: If you enter 0, Book currency only, and you have selected Alternate Currency, the output on the report will appear in the Alternate currency only. If you enter 1, Book and Transaction currency, and you have selected Alternate Currency, both Alternate and Transaction currencies will be output on the report.

**Select Currency (3,A):** You can make an entry in this field only if you selected Book and Transaction in the Print Transaction Option field. If you make an entry in this field, the system selects only the specified Transaction currency for the report. If you leave it blank but selected Book and Transaction above, all transaction currencies will be included.

**Alternate Currency (3,A):** If the Print Transaction Option is set to 0, Book only, and Alternate Currency is selected, the output on the report will be printed in the Alternate Currency appearing here. This value is retrieved from the Company Master record of the company entered on the preceding screen. If the Print Transaction Option is set to 1, Book and Transaction, the output will print on the report in both the Transaction Currency and the Alternate Currency. Use F16=Alternate Currency to toggle between alternate and base currency.

**Rolling Total (1,0):** Valid options are:  
0=No  
Do not print page totals.  
1=Yes  
The program calculates a rolling total and prints it at the end of each page of the report.

**Date Subtotal (1,0):** Valid options are:  
0=No  
Do not print subtotals on the report by date.  
1=Yes  
The program calculates subtotals and prints them on the report by date.

**Print Selection Criteria (1,0)** Valid options are:  
0=No  
Do not include selection criteria in the report header.  
1=Yes  
Include the selection criteria used for the report in the report header.

<b>Print Report Name (40,A):</b>	Specify the text you want printed in the report header as the name of this report. If you leave this field blank, no report name is printed.
<b>Run Time Parameter (1,0):</b>	Specify interactive to process the data in real time or batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.
<b>Print Report (1,0):</b>	Valid options are: 0 Print the Trial Balance format (summary) in the report. 1 Print the Account History format (detail) in the report.

#### Screen actions - CLD235D-01

<b>Commands</b>	<b>Description</b>
<b>F6=Accept</b>	Accept your entries and run the report. If you process interactively, the report is run immediately. If you process in batch, the data is sent to the job queue for processing.
<b>F16=Base Currency/Alternate Currency</b>	Toggle between Book currency in Base or in Alternate currency. If you select Alternate, the program calculates and prints the Book currency values in the Alternate currency. Otherwise, the Book values are in the Base currency.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## G/L vendor account history/summary, CLD245D

The G/L Vendor Account History/Summary Report program produces a list of General Ledger transactions to assist in reconciling the Accounts Payable. You can limit the information contained on this report by various criteria you specify in the fields. You can run this report in detail or trial balance mode. The selection of the starting and ending post dates allows you to reconcile the information to the accounting periods.

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

Detail is reported in the following sequence: Vendor, Natural Account, Journal Date, and Journal Source. Subtotals are produced at each Natural Account break and each Vendor break.

Caution: Do not use this report for reconciliation with the ledger for journal entries created using journal grouping or summarization. Results will not be accurate.

Access: Menu CLD

## Select the information for the report

Use the G/L Vendor Account History Report screen, CLD245D-01, to specify information to include in the report. Press Enter on this screen to view the second screen, to supply additional details.

### Field descriptions - CLD245D-01

Fields	Description
<b>Ledger (8,A) :</b>	Specify the Ledger required for Journal selection.
<b>Ledger Description</b>	The system displays the description of the Ledger specified in the preceding field.
<b>Book (10,A):</b>	Specify the Book required for Journal selection.
<b>Book Description:</b>	The system displays the description of the Book specified in the preceding field.
<b>Segment (10,A):</b>	Specify a segment for use as a journal information filter. You can use any account segment except the Natural Account segment.
<b>Segment From (16,A):</b>	Specify a range of values to limit the segments to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
<b>Segment To (16,A):</b>	Specify a range of values to limit the segments to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
<b>Segment (10,A):</b>	Specify a segment for use as a journal information filter. You can use any account segment except the Natural Account segment.
<b>Segment From (16,A):</b>	Specify a range of values to limit the segments to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
<b>Segment To (16,A):</b>	Specify a range of values to limit the segments to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.



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- Natural Account From (16,A):** Specify a range of values to limit the natural accounts to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.
- Natural Account To (16,A):** Specify a range of values to limit the natural accounts to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.
- Vendor From (8,0):** Specify a range of values to limit the vendors to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.
- Vendor Value To (8,0):** Specify a range of values to limit the vendors to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.
- Year (4,0):** Specify the fiscal year for which you want the Journal printed. If you make an entry in this field, you must also enter Periods From and To to include in the report. You must make an entry either in this field or in the Date From and To fields, but not in both.
- Period From (3,0):** Specify the earliest Period to include for the selected year. This field is required if you made an entry in the Year field. Valid values are 0 to 999. The value in this field must be lower than or equal to the value in +the Period To field. Do not make an entry here if you are entering Date From and To values in the fields below.
- Period To (3,0):** Specify the latest Period to include for the selected year. This field is required if you made an entry in the Year field. Valid values are 0 to 999. The value in this field must be higher than or equal to the value in the Period From field. Do not make an entry here if you are entering Date From and To values in the fields below.
- Journal Date From (8,0):** Specify the earliest date from which you want the Journal printed. You must make an entry in this field if you did not make entries in the Year and Period From and To fields. Do not make an entry here if you made entries in the Year and Period From and To fields.
- Journal Date To (8,0):** Specify the latest date to which you want the Journal printed. You must make an entry in this field if you did not make entries in the Year and Period From and To fields. Do not make an entry here if you made entries in the Year and Period From and To fields.
- Journal Source 1 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. In this first Journal Source field, you can use a unique value or wildcards: Specify \* or \*\* for all journal source values.
- You can also specify X\* or \*X, where X represents any alphanumeric value, as described below:

If you specify 2\*, you will include all journal source values which begin with the number 2 and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character B in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

Also, there can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Source 2 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value, X\*, or \*X, where X represents any alphanumeric value. See the example and limitations described below.

Example: If you specify 2\*, you will include all journal source values which begin with the number 2 and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character B in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

There can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Source 3 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value or X\*, or \*X, where X represents any alphanumeric value. See the example and limitations described below.

Example: If you specify 2\*, you will include all journal source values which begin with the number 2 and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character B in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

There can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Source 4 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value or X\*, or \*X, where X represents any alphanumeric value. See the example and limitations described below.

Example: If you specify 2\*, you will include all journal source values which begin with the number 2 and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character B in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

There can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Source 5 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value or X\*, or \*X, where X represents any alphanumeric value. See the example and limitations described below.

Example: If you specify 2\*, you will include all journal source values which begin with the number 2 and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character B in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

There can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Status (1,0):** Specify the status of the journal. Valid values are:

0=Unresolved

1=Error

2=Unposted

3=Posted

The default in this field is 3=Posted.

## Screen actions - CLD245D-01

Commands	Description
<b>F17=History</b>	<p>Access the report history file and display all previous runs of this report, sequenced in descending order by date and time (most recent first). You can retrieve and run a report that was run previously.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.</p>

## Specify additional details

Use the second G/L Vendor Account History report screen, CLD245D-01, screen to specify additional details for the printed report, including its title.

## Field descriptions - CLD245D-01, second screen

Fields	Description
<b>Print Transaction Option (1,0):</b>	Specify 1 if you want both the book and the transaction amounts printed on the report layout. Specify 0 if you want to see only the book amounts. You must make an entry in this field.

Note: If you enter 0, Book currency only, and you have selected Alternate Currency, the output on the report will appear in the Alternate currency only. If you enter 1, Book and Transaction currency, and you have selected Alternate Currency, both Alternate and Transaction currencies will be output on the report.

**Select Currency (3,A):** You can make an entry of a transaction currency in this field only if you selected Book and Transaction in the Print Transaction Option field. If you make an entry in this field, only the specified Transaction currency will be selected for the report. If you leave this field blank but you selected Book and Transaction above, all transaction currencies will be included.

**Print Line Description (1,0):** If you set flag 0=No in this field, the report will not show the Journal Entry field description. If you set the flag to 1=Yes, the Journal Entry field description will appear on a second detail line. You must make an entry in this field. The default is 0, No.

**Rolling Total (1,0):** Valid options are:  
0=No  
Do not print page totals.  
1=Yes  
The program calculates a rolling total and prints it at the end of each page of the report.

**Print Company Name (3,0):** Specify a company number to print the company name on the report header. If you leave this field blank, no company name will appear in the report header.

**Print Selection Criteria (1,0)** Valid options are:  
0=No  
Do not include selection criteria in the report header.  
1=Yes  
Include the selection criteria used for the report in the report header.

**Print Report Name (40,A):** Specify the text you want printed in the report header as the name of this report. If you leave this field blank, no report name is printed.

**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.

**Print Report (1,0):** Valid options are:  
 0  
 Print the report in the Trial Balance format (summary).  
 1  
 Print the report in Account History format (detail).

### Screen actions - CLD245D-01, second screen

Commands	Description
<b>F6=Accept</b>	Accept your entries and run the report. If you process interactively, the report is run immediately. If you process in batch, the data is sent to the job queue for processing.
<b>F16=Base Currency/Alternate Currency</b>	Toggle between Book currency in Base or in Alternate currency. If you select Alternate, the program calculates and prints the Book currency values in the Alternate currency. Otherwise, the Book values are in the Base currency.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## G/L cust. or vendor acct. report history, CLD250D

If you press F17=History in the first G/L Customer or Vendor Account History/Summary screen, the system displays the second G/L Customer or Vendor Account Report History screen CLD250D, which lists previous runs of the report by date, time, ledger, book and report name. You can select a record from this screen and return the values to the G/L Customer or Vendor Account History/Summary screen to rerun a report with the same options used previously.

### Select a report

Select a record from the second G/L Customer or Vendor Account Report History screen, CLD250D-01, to return the values to the G/L Customer or Vendor Account History/Summary screen.

## Field descriptions - CLD250D-01

Fields	Description
<b>Ac (Action) (2,0):</b>	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.  <b>11=Select</b>  Specify 11 in the action field next to the record you want to retrieve. After you press Enter, you return to the initial G/L Vendor Account History/Summary screen. The values in the record selected populate the fields in that screen.  All other line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.
<b>Date (8,0):</b>	If you use the Position To action, specify the date and time of the report. The system positions you to the date and time that most closely match your input.
<b>Time (6,0):</b>	If you use the Position To action, specify the date and time of the report. The system positions you to the date and time that most closely match your input.

## Screen actions - CLD250D-01

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## G/L Customer Account History/Summary, CLD240D

The G/L Customer Account History/Summary Report program produces a list of General Ledger transactions to assist in reconciling Accounts Receivable. You can limit the information contained on this report by various criteria you specify in the fields. This report can be run in detail or trial balance mode. The selection of the starting and ending post dates allows you to reconcile the information to the accounting periods.

Detail is reported in the following sequence: Customer, Natural Account, Journal Date, and Journal Source. Subtotals are produced at each Natural Account break and each Customer break.

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

Access: Menu CLD

## Specify a report

Use G/L Customer Account History screen, CLD240D-01, to specify information to include in the report. Press Enter on this screen to view the second screen, to supply additional details.

### Field descriptions - CLD240D-01

<b>Fields</b>	<b>Description</b>
<b>Ledger (8,A) :</b>	Specify the Ledger required for Journal selection.
<b>Ledger Description</b>	The system displays a description of the Ledger specified in the preceding field.
<b>Book (10,A):</b>	Specify the Book required for Journal selection.
<b>Book Description:</b>	The system displays a description of the Book specified in the preceding field.
<b>Segment (10,A):</b>	Specify a segment for use as a journal information filter. You can use any account segment except the Natural Account segment.
<b>Segment Value From (16,A):</b>	Specify the low value to begin filtering for the segment you entered in the preceding field. This value must be lower than or equal to the To value entered in the next field. Blanks mean the lowest possible value.
<b>Segment Value To (16,A):</b>	Specify the highest value to include for the segment you entered in the Segment field. This value must be higher than or equal to the From value entered in the preceding field. Blanks mean the highest possible value.
<b>Segment (10,A):</b>	Specify a segment for use as a journal information filter. You cannot use the Natural Account segment.
<b>Segment Value From (16,A):</b>	Specify the low value to begin filtering for the segment you entered in the preceding field. This value must be lower than or equal to the To value entered in the next field. Blanks mean the lowest possible value.
<b>Segment Value To (16,A):</b>	Specify the highest value to include in filtering for the segment you entered in the Segment field. This value must be higher than or equal to the From value entered in the preceding field. Blanks mean the highest possible value.



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- Natural Account From (16,A):** Specify the lowest value at which you want to begin filtering for Natural Accounts. This value must be lower than the entry in the To field. Blanks mean the lowest possible value.
- Natural Account To (16,A):** Specify the highest value to include in filtering for Natural Accounts. This value must be equal to or higher than the entry in the From field. Blanks mean the highest possible value.
- Customer Value From (8,0):** Specify the lowest value at which you want to begin filtering for Customer. This value must be lower than the entry in the To field. Blanks mean the lowest possible value.
- Customer Value To (8,0):** Specify the highest value at which you want to begin filtering for Customer. This value must be higher than the entry in the To field. Blanks mean the highest possible value.
- Year (4,0):** Specify the fiscal year for which you want the Journal printed. If you make an entry in this field, you must also enter Periods From and To to include in the report. You must make an entry either in this field or in the Date From and To fields, but not in both.
- Period From (3,0):** Specify the Period from which you want the Journal for this fiscal year printed. You must make an entry in this field if you made an entry in the Year field. Valid values are 0 to 999. Do not make an entry here if you are entering Date From and To values in the fields below.
- Period To (3,0):** Specify the latest Period to which you want the Journal for this fiscal year printed. You must make an entry in this field if you made an entry in the Year field. Valid values are 0 to 999. Do not make an entry here if you are entering Date From and To values in the fields below.
- Journal Date From (8,0):** Specify the earliest date from which to print the Journal. Entry in this field is required if you did not make entries in the Year and Period From and To fields. The value in this field must be earlier than or equal to the value in the Date To field. Do not make an entry here if you made entries in the Year and Period From and To fields.
- Journal Date To (8,0):** Specify the latest date to which you want the Journal printed. Entry in this field is required if you did not make entries in the Year and Period From and To fields. The value in this field must be later than or equal to the value in the Date From field. Do not make an entry here if you made entries in the Year and Period From and To fields.
- Journal Source 1 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. In this first Journal Source field, you can use a unique value or wildcards: "\*" or "\*" will give you all journal source values.

You can also use "X\*" or "\*X", where "X" represents any alphanumeric value, as described below:

If you specify 2\*, you will include all journal source values which begin with the number "2" and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

Also, there can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Source 2 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value, "X\*", or \*X , where "X" represents any alphanumeric value. See the example and limitations described below.

Example: If you specify 2\*, you will include all journal source values which begin with the number "2" and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

There can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Source 3 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value, "X\*", or \*X , where "X" represents any alphanumeric value. See the example and limitations described below.

Example: If you specify 2\*, you will include all journal source values which begin with the number "2" and have any alphanumeric character in second

place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

There can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Source 4 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value, "X\*", or \*X, where "X" represents any alphanumeric value. See the example and limitations described below.

Example: If you specify 2\*, you will include all journal source values which begin with the number "2" and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

There can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Source 5 (2,A):** Specify a Journal Source. You can enter up to five journal source values, but you must enter at least one. You can use a unique value or "X\*", where "X" represents any alphanumeric value. You can use a unique value, "X\*", or \*X, where "X" represents any alphanumeric value. See the example and limitations described below.

Example: If you specify 2\*, you will include all journal source values which begin with the number "2" and have any alphanumeric character in second place. If you specify \*B, you will include all journal source values that have any alphanumeric character in first position and the character "B" in second position.

Limitations to the use of wildcards: Note that you can only use all-value wildcards (\* or \*\*) in the first journal source field. If you do, since this entry includes all journal source values in the report, you will not be able to enter anything in the remaining four journal source fields.

There can be no overlapping filter values specified. If, as in our example above, you use 2\* in the first journal source field, you cannot use \*B in any of the following Journal Source fields. If you did, one value would overlap: 2B would be included in both filter entries. You could, however, enter 3\*, B\*, CB, D\*, etc. in the second through fifth Journal Source fields.

**Journal Status (1,0):** Specify the status of the journal. Valid options are:

0=Unresolved

1=Error

2=Unposted

3=Posted

The default in this field is 3=Posted.

## Screen actions - CLD240D-01

Commands	Description
<b>F17=History</b>	<p>Access the report history file and display all previous runs of this report, sequenced in descending order by date and time (most recent first). You can retrieve and run a report that was run previously.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.</p>

## Specify additional details

Use the second G/L Customer Account History report screen, CLD240D-01, screen to specify additional details for the printed report, including its title.

## Field descriptions - CLD240D-01, second screen

<b>Fields</b>	<b>Description</b>
<b>Print Transaction Option (1,0):</b>	<p>Specify 1 if you want both the book and the transaction amount printed on the layout. Specify 0 if you want to see only book amounts.</p> <p>Note: If you enter 0, Book currency only, and you have selected Alternate Currency, the output on the report will appear in the Alternate currency only. If you enter 1, Book and Transaction currency, and you have selected Alternate Currency, both Alternate and Transaction currencies will be output on the report.</p>
<b>Select Currency (3,A):</b>	<p>You can make an entry in this field only if you selected Book and Transaction in the Print Transaction Option field. If you make an entry in this field, only the specified Transaction currency will be selected for the report. If you leave it blank but selected Book and Transaction above, all transaction currencies will be included.</p>
<b>Alternate Currency (3,A):</b>	<p>If the Print Transaction Option is set to 0, Book only, and Alternate Currency is selected, the output on the report will be printed in the Alternate Currency appearing here. This value is retrieved from the Company Master record of the company number entered below. If the Print Transaction Option is set to 1, Book and Transaction, the output will print on the report in both the Transaction Currency and the Alternate Currency.</p> <p>Note: If you do not specify a company number, this field is blank.</p>
<b>Print Line Description (1,0):</b>	<p>Valid options are:</p> <p>0=No</p> <p>Do not include the Journal Entry field description in the report.</p> <p>1=Yes</p> <p>Include the Journal Entry field description on a second detail line.</p>
<b>Rolling Total (1,0):</b>	<p>Valid options are:</p> <p>0=No</p> <p>Do not print page totals.</p> <p>1=Yes</p> <p>The program calculates a rolling total and prints it at the end of each page of the report.</p>

**Print Company Name (3,0):** Specify a unique company number to print the company name on the report header.. If you leave this field blank, no company name will appear in the report header.

**Print Selection Criteria (1,0)** Valid options are:  
 0=No  
 Do not include the selection criteria on the report.  
 1=Yes  
 Include the selection criteria used for the report in the report header.

**Print Report Name (40,A):** Specify the text you want printed in the report header as the name of this report. If you leave this field blank, no report name will be printed.

**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.

**Print Report (1,0):** Valid options are:  
 0=Summary  
 Print the Trial Balance format (summary) records on the report.  
 1=Detail  
 Print detail records on the report.

Screen actions - CLD240D-01, second screen

Commands	Description
<b>F6=Accept</b>	Accept your entries and run the report. If you process interactively, the report is run immediately. If you process in batch, the data is sent to the job queue for processing.
<b>F16=Base Currency/Alternate Currency</b>	Toggle between Book currency in Base or Alternate currency. If you select Alternate, the program calculates and prints the Book currency values in the Alternate currency. Otherwise, the Book values are in the Base currency.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Tax Report, CLD260D

Tax reports reflect all customer or vendor invoice taxes for a specific company within a range of dates. The tax report provides an audit record of invoices taxes for a specific company. You can limit the information contained on this report by various criteria you specify in the fields. The tax reports available are listed below.

0=Vendor Tax

1=Vendor Intra EEC

2=Customer Tax

3=Customer Intra EEC

4=Customer Suspended Tax

5=Paid Suspended VAT on Customer Invoices

6=Liquidation Report

Access: Menu CLD

### Specify tax report

Use the Tax Report screen, CLD260D-01, to specify information to include in the report. Press Enter on this screen to view the second screen, to supply additional details.

#### Field descriptions - CLD260D-01

Fields	Description
<b>Company (3,0):</b>	Specify the number of a valid company needed for tax selection.
<b>Date Posted From (8,0):</b>	Specify the beginning date in the desired range to print the Tax Report. This date must be earlier than or equal to the Date Posted To.
<b>Date Posted To (8,0):</b>	Specify the ending date in the desired range to print the Tax Report. This date must be later than or equal to the Date Posted From.
<b>Type of Report (1,0):</b>	Select the type of report you want to run. The type determines the data selection and format of the report. Valid status selections are: 0=Vendor Tax 1=Vendor Intra EEC 2=Customer Tax

3=Customer Intra EEC

4=Customer Suspended VAT

5=Paid Suspended VAT on customer invoices

6=Liquidation Report

**Document Prefix (2,A):** Specify the Document prefix.

**Tax Code (5,A)** Specify a valid Tax Code.

**VAT Credit (15,2):** Specify the VAT Credit amount in this field to display it in the recap report and calculate the period ending balance.

**VAT Debit (15,2):** Specify the VAT Debit amount in this field to display it in the recap report and calculate the period ending balance.

**Amount 1 User (15,2):** Specify the amount in this field in order to display it in recap report and calculate the period ending balance.

**Amount 2 User (15,2):** Specify the amount in this field in order to display it in recap report and calculate the period ending balance.

**Amount 3 User (15,2):** Specify the amount in this field in order to display it in recap report and calculate the period ending balance.

**Amount 4 User (15,2):** Specify the amount in this field in order to display it in recap report and calculate the period ending balance.

#### Screen actions - CLD260D-01

<b>Commands</b>	<b>Description</b>
<b>F17=History</b>	Access the report history file and display all previous runs of this report, sequenced in descending order by date and time (most recent first). You can retrieve and run a report that was run previously.



All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 16)* in the overview information in this document.

## Specify additional details

Use the Tax Report screen, CLD260D-02, to specify additional details for the printed report, including its title.

### Field descriptions - CLD260D-02

Fields	Description
<b>Sort Criteria (1,0):</b>	Select one of the following sort criteria for the report: 0=Document Year/Document Prefix Code/Document Type/Document Number/Posting Date 1=Document Year/Document Prefix Code/Document Number/Posting Date
<b>Regular/Legal Option (1,0):</b>	Specify an option for the report format. 0=Regular 1=Legal  You can produce and maintain the legal format with CLD191D, Tax Reports Legal Control File.
<b>Print Currency (1,0):</b>	Specify 1 if you want both the book and the transaction currency amounts printed on the layout. Specify 0 if you want to see amounts only in the book currency. You must make an entry in this field.  Note: If you enter 0, Book currency only, and you have selected Alternate Currency, the output on the report will appear in the Alternate currency only. If you enter 1, Book and Transaction currency, and you have selected Alternate Currency, both Alternate and Transaction currencies will be output on the report.
<b>Select Currency (3,A):</b>	You can make an entry in this field only if you selected Book and Transaction in the Print Currency field. If you make an entry in this field, only the specified transaction currency will be selected for the report. If you leave it blank but selected Book and Transaction above, all transaction currencies will be included.

**Alternate Currency (3,A):** If the Print Transaction Option is set to 0, Book only, and Alternate Currency is selected, the output on the report will be printed in the Alternate Currency appearing here. This value is retrieved from the Company Master record of the company entered on the preceding screen. If the Print Currency option is set to 1, Book and Transaction, the output will print on the report in both the Transaction Currency and the Alternate Currency.

**Rolling Total (Page Subtotals) (1,0):** Valid options are:  
0=No  
Do not print page subtotals.  
1=Yes  
The program calculates a rolling total and prints it at the end of each page of the report.

**Page Number (3,0):** If you print the report in the legal format, and this is the first legal report for the selected period, the page number is 1. If you print the report in the legal format, and a legal report exists for a prior period, then the page number must continue from the last page number of the previous legal report.  
If you print the report in the regular format, then the first page number on the report is the one that appears here.

**Prefix Subtotal (1,0):** Valid options are:  
0=No  
Do not print subtotals by document prefix.  
1=Yes  
Print subtotals by document prefix.

**Print Company Header (3,0):** If you specify a valid company number, that company name will be printed in the report header.

**Print Selection Criteria (1,0)** Valid options are:  
0=No  
Do not include the selection criteria on the report.  
1=Yes  
Include the selection criteria used for the report in the report header.

**Print Report Header (1,0):** Valid options are:

0=No

Do not print the header on the report.

1=Yes

Print the report header on the report.

**Report Name (40,A):** Specify the text you want printed in the report header as the name of this report. If you leave this field blank, no report name will be printed.

**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 - CLD260D-02

Commands	Description
<b>F6=Accept</b>	Accept your entries and run the report. If you process interactively, the report is run immediately. If you process in batch, the data is sent to the job queue for processing.
<b>F16=Base Currency/Alternate Currency</b>	Toggle between Book currency in Base or Alternate currency. If you select Alternate, the program calculates and prints the Book currency values in the Alternate currency. Otherwise, the Book values are in the Base currency.
<b>F17=History</b>	Access the report history file and display all previous runs of this report, sequenced in descending order by date and time (most recent first). You can retrieve and run a report that was run previously.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Tax report legal control file, CLD191D

Use the Tax Report Legal Control File program, CLD191D-01, to maintain the Legal Control file for the Tax Report. All of the field values can be changed. Only users with the appropriate authority can use this program.

Access: Menu CLD

## Add or modify Legal Control file

Use Legal Tax Report Control File Maintenance screen, CLD191D-01, to add or edit information in the Legal Control file for the Tax Report.

### Field descriptions - CLD191D-01

<b>Fields</b>	<b>Description</b>
<b>Mode of Display</b>	Use F16=Mode to switch between edit and add modes.
<b>Company (3,0):</b>	Specify the number of a valid company needed for tax selection.
<b>Type of Report (1,0):</b>	Select the type of report you want to run. The report type determines the data selection and format of the report. Specify one of the following report types: 0=Vendor Tax 1=Vendor Intra EEC 2=Customer Tax 3=Customer Intra EEC 4=Customer Suspended VAT 5=Paid Suspended VAT on Customer Invoices 6=Liquidation Report
<b>Document Prefix 1 (2,A):</b>	Specify the Document Prefix 1.
<b>Document Prefix 2 (2,A):</b>	Specify the Document Prefix 2.
<b>Document Prefix 3 (2,A):</b>	Specify the Document Prefix 3.
<b>Document Prefix 4 (2,A):</b>	Specify the Document Prefix 4.
<b>Document Prefix 5 (2,A):</b>	Specify the Document Prefix 5.
<b>Tax Code 1 (5,A):</b>	Specify a valid Tax Code 1.
<b>Tax Code 2 (5,A):</b>	Specify a valid Tax Code 2.

- Tax Code 3 (5,A):** Specify a valid Tax Code 3.
- Tax Code 4 (5,A):** Specify a valid Tax Code 4.
- Tax Code 5 (5,A):** Specify a valid Tax Code 5.
- Invoice Date From (8,0):** Specify a range of dates to limit the information to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.
- Invoice Date To (8,0):** Specify a range of dates to limit the information to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.
- Page Number (3,0):** Specify the page number to appear on the first page of this report.
- Currency (3,A):** Specify the transaction currency code.
- Closing Balance Debit (15,2):** Specify the closing balance debit.
- Closing Balance Credit (15,2):** Specify the closing balance credit.

#### Screen actions - CLD191D-01

Commands	Description
<b>F16=Mode</b>	Toggle between the edit (EDT) screen mode and the add screen mode.
<b>F21=Delete</b>	Delete the record currently on display from the file.
	All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Confirm deletion popup screen

Use this screen to confirm or to cancel the deletion of the record displayed on the first screen. Use F12=Cancel to cancel the deletion request and return to the previous screen. Use F21=Delete to confirm the deletion request. This screen is provided as a safeguard against accidental record deletion.

## Screen actions - CLD191D-02

<b>Commands</b>	<b>Description</b>
<b>F21=Delete</b>	<p>Confirm the deletion request and delete the record displayed on the previous screen from the file.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.</p>

## CEA audit report, CLD285D

This report provides journal activity by CEA account string. The report prints all journal entry lines that are in posted status and that meet your selection criteria. The report prints by specified Ledger, Book, and segment combinations. Transactions that were created from a subsystem will include additional subsystem information where available.

This report lists subsystem information for all business event origins. The Order field on the report is a dynamic field. Depending on the type of subsystem transaction being printed, the report displays the purchase order number, customer order number, or shop order number. An invoice number on the report can refer to either vendor invoice or customer invoice number.

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

You can use this report to assist in the reconciliation of the general ledger to the subsystem.

If you run the report with Year and Period range selection, the report includes the following balance information:

Opening Balance - the existing YTD balance for that account string at the beginning of the period.

Net Activity for the Period Range - a net total of all journals listed on the report.

Calculated Ending Balance for the Period - the sum of opening balance and net activity for that account string.

Actual Ending Balance for the Period - The actual period ending balance from the CEA balance file.

Differences - The differences between the "Calculated Ending Balance" and "Actual Ending Balance". Differences may be the result of a problem during the posting process. If it is determined that the Calculated Ending Balance is not the correct amount, the G/L exception report (CEA971) can be used to recalculate the actual ending balance in the CEA balance file. However, differences should be investigated as to the cause before running any reorganization programs.

When the report is run with Date Type and date range selections, Opening and ending balances are not available. The report will only provide a "Total activity for the Date Range" which is a net total of all journals listed on the report for the account string.

Please note that your configuration of CEA may affect the level of journal detail availability. If Summary Only was selected at the Journal Source in Book Definition or the Natural Account Definition when the transactions were posted, journal detail will not be available and the total of the transaction will be displayed.

Transactions prior to version 8.2 were not saved with a Posting Date and, in that case, the report will only be accurate if run by Transaction date for legacy data. If you do not run the report by transaction date for transactions prior to version 8.2, the report will not be accurate.

Access: Menu CLD

## Print an audit report

Use the CEA Audit Report screen, CLD285D1-01, to specify information to include in the report. Press Enter on this screen to view the second screen, to enter account segments.

### Field descriptions - CLD285D1-01

Fields	Description
<b>Ledger (8,A):</b>	Specify a Ledger name or select one from the prompt screen.
<b>User ID (10,A):</b>	Specify a specific user ID or leave this field blank to print all user transactions posted to the specific Ledger/Book combination.
<b>Book (10,A):</b>	Specify the Book name or select one from the prompt screen. Leave the field blank to print the activity for all Books attached to the ledger.
<b>Year (4,0):</b>	Specify a year and the range of periods to include on the report. The report prints an Opening Balance and the journal entries posted within the range of periods follow. If you generate the report by year, do not enter a date and date type.
<b>Period From (3,0):</b>	Specify a range of values to limit the periods to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
<b>Period To (3,0):</b>	Specify a range of values to limit the periods to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
<b>Date Type (1,0):</b>	Valid options are: 0=Transaction

Print activity by transaction date

1=Posting date

Print activity by posting date.

Leave this field blank if you entered a year and range of periods.

**Date From (8,0):** Specify the beginning date to appear on the report. This field is required if you entered a date type.

**Date To (8,0):** Specify the ending date to appear on the report. This field is required if you entered a date type.

**Reason Code (5,A):** Specify a specific reason code to limit the report to transactions with that reason code. Leave this field blank to print all reason codes.

**Journal Source (2,A):** Specify a specific Journal Source or leave the field blank to list all journal source records. The system validates the Journal Source only if you entered a value in the Book field and if you entered a Year and Period range combination.

**Summarized Journal Line Detail (1,0):** Valid options are:

0=No

Exclude journal lines that were summarized to a single journal line.

1=Yes

Include the summary journal line and the supporting detailed lines. The supporting detail lines are not included in the report totals.

Your configuration of CEA may affect the level of journal detail that is available. If Summary Only was selected at the Journal Source in Book Definition or the Natural Account Definition when the transactions were posted, journal detail is not available and the report displays the total of the transaction.

**Sort Criteria (1,0):** Specify one of the following options for sorting your results:

0=Sort by Date, Journal Number, Line Number

1=Sort by Journal Number, Line Number, Date

2=Sort by User ID, Reason Code, Journal Number

Records are first sorted by Ledger, book, and then segments. After this sorting, records are sorted by Journal Entry within a given account string.



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## Screen actions - CLD285D1-01

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Specify account segments

The Account Segments screen, CDL285D1-02, displays various segment ranges for selection based on the Ledger selected on the previous screen. Wildcards are the default values on these fields. All values that exist for that particular segment are printed in the report. If a wildcard exists in the Segment From field, then no value is required in the Segment To field.

## Field descriptions - CLD285D1-02

Fields	Description
<b>Segment From (16,A):</b>	Specify the lowest value to begin filtering for the segment. This value must be lower than or equal to the Segment To value. Blanks are the lowest possible value. Wildcards are the default values on this field. If a wildcard exists in the Segment From field, then no value is required in the Segment To field.
<b>Segment To (16,A):</b>	Specify the highest value to include for the segment. This value must be higher than or equal to the Segment From value. If a wildcard exists in the Segment From field, then no value is required in the Segment To field.
<b>Run Time Parameter (1,0):</b>	Specify interactive to process the data in real time or batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

## Screen actions - CLD285D1-02

Commands	Description
<b>F6=Accept</b>	Save your entries and submit the job to print the report.
<b>F14=Segment Sort Options</b>	Display the Segment Sort Options screen. All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Specify segment sort options

Use the Segment Sort Options screen, CDL285D2-01, to define the report segment sort order, for example,

Chart of Accounts Definition

Segment 1=Company

Segment 2=Profit Center

Segment 3=Account

Segment 4=Project

To sort the report in order first by Account number and then by the Profit Centers, enter Account as the Primary Sort and Profit Center as the Secondary sort. This sort option is only used to determine the order in which the CEA account appears. The sort criteria on the CLD285D1-01 screen are then used to determine the order in which each journal will be displayed within the account string detail.

### Field Descriptions - CLD285D2-01

<b>Fields</b>	<b>Description</b>
<b>Primary (16,A):</b>	Specify a segment to sort journal information. The system uses the segment selected here to sort the order in which the account strings are listed. The selected segment will be the first sort criteria based on which records are in the report.
<b>Secondary (16,A):</b>	Specify a segment to sort journal information. The system uses the segment selected here as the second sort criteria based on which account strings are displayed. Both Primary and Secondary segments cannot contain the same values. This field cannot contain a value if the Primary Sort field is blank.

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## Screen actions - CLD285D2-01

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Post deferred/batch post restart, CLD540D1

Post Deferred/Batch Post Restart, CLD540D1, allows you to post transactions that use Deferred Posting as a processing method. You select this processing method in Subsystem Event Determination. After you post the transactions, Infor LX creates the appropriate journal entries for them.

Use this program to restart transactions that did not complete the posting process. You can also use this program to restart transactions that use the processing method Validate in Batch. After you restart the journal posting process for these transactions with this application, Infor LX creates the appropriate journal entries for them.

Note: To avoid posting duplicate transactions or transactions in progress, you should confirm that journal entries do not exist for each transaction before initiating the Post Deferred/Batch Post Restart application. You can check the spool file and Events Processing to determine if the transactions have already been posted. Transactions originating from Vendor Invoice Entry (ACP 500) have a greater risk of duplication since this application has its own Restart and Recovery mechanism.

Access: Menu CLD

### Select transactions to post

On Batch Post Restart - Selection screen CLD540D2-01, enter selection criteria to narrow the list of transactions available to post.

## Field descriptions - CLD540D1-01

Fields	Description
<b>Company (3,0):</b>	Specify the company code for the transactions that you want to process. You must be authorized to the company in order to process the transactions.
<b>Program (10,A):</b>	Specify the subsystem program.
<b>User ID (10,A):</b>	Specify a User ID. If you leave this field blank, the system selects records based on all User IDs.

- Date From (6,0):** Specify the starting date for use by the system in the journal posting process.
- Date To (6,0):** Specify the last date for use by the system in the journal posting process. The Date To must be greater or equal to the Date From.
- Time From (4,0):** Use this field to select transactions only if the Date From equals the Date To. Specify the starting time interval for use by the system in the journal posting process. You can use a value from 00:00 - 23:59 for this entry.
- Time To (4,0):** Use this field to select transactions only if the Date From equals the Date To. Specify the ending time interval for use by the system in the journal posting process. You can use a value from 00:00- 23:59 for this entry.
- Method (1,0):** Specify one of the following options to indicate which transactions to select:  
 2=Recovery  
 3=Post Deferred
- Processing (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 - CLD540D1-01

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Post transactions

The Batch Post Restart screen, CLD540D1-02, displays a list of transactions that meet the criteria that you entered on the first screen. Use the Batch Post Restart screen, CLD540D2-01, to select transactions and post them to the appropriate journals.

**Note:** On this screen you must select all transactions in a session for the posting process to complete successfully. If you deselect any of the transactions, you receive an error message asking you to select or deselect all transactions in the session before posting.

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## Field descriptions - CLD540D2-01

<b>Fields</b>	<b>Description</b>
<b>Company:</b>	This field displays the company code entered on screen CLD540D1-01.
<b>Company Description:</b>	This field displays a short description of the company.
<b>Method:</b>	This field displays the method entered on screen CLD540D1-01. 2=Recovery 3=Post Deferred.
<b>Program:</b>	This field displays the program entered on screen CLD540D1-01.
<b>Program Description:</b>	This field displays a short description of the program entered on screen CLD540D1-01.
<b>Action (2,0):</b>	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.  <b>11=Select</b>  Specify 11 in the action field next to the record you want to retrieve.  <b>12=Deselect</b>  Specify 12 in the action field next to the record you want to omit from the retrieval.  All other line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.
<b>User ID (10,A):</b>	This field displays the ID of the user who created the transaction.
<b>Date (6,0):</b>	This field displays the date of the transaction.
<b>Time (6,0):</b>	This field displays the time when the transaction was created.
<b>Session (10,0):</b>	This field displays the session number. The system assigns a session number to a transaction when it is created by the subsystem.
<b>Sequence (7,0):</b>	This field displays the session transaction counter. The system assigns a session transaction counter to a transaction when it is created by the subsystem.

- Reason (5,A):** This field displays the reason code used for subsystem integration with CEA.
- Status (1,A):** This field displays asterisks if the transaction has been selected for processing. The field is blank if the transaction has not been selected for processing.

### Screen actions - CLD540D2-02

Commands	Description
<b>F6=Post</b>	Post selected records in either interactive or batch mode. You must select all transactions in a session for posting.
<b>F17=Deselect</b>	Deselect all records so that they are not processed.
<b>F18=Select All</b>	Select all records for processing.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Display batch post details

Screen Batch Post Restart - Detail, CLD540D3-01, displays a detailed transaction record when you select either line action 4=Delete or 5=Display on the previous screen.

If you entered 4=Delete, press Enter to confirm the deletion. Use F12=Cancel to cancel the delete request.

### Field descriptions - CLD540D3-01

Fields	Description
<b>Reason Code (5,A):</b>	This field displays the reason code used for subsystem integration with CEA.
<b>Event:</b>	This field displays the Event used to resolve the CEA model for this transaction.
<b>Event Description:</b>	This field displays the event description found in the Event Definition (GTN) application.
<b>Event Number:</b>	This field displays the event number assigned to the transaction.
<b>User ID (10,A):</b>	This field displays the ID of the user who created the transaction.
<b>Date (6,0):</b>	This field displays the date that the transaction was created.

<b>Time (6,0):</b>	This field displays the time when the transaction was created.
<b>Session (10,0):</b>	This field displays the session number. The system assigns a session number to a transaction when it is created by the subsystem.
<b>Sequence (15,0):</b>	This field displays the session transaction counter. The system assigns a session transaction counter to a transaction when it is created by the subsystem.

#### Screen actions - CLD540D3-01

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Security rules optimization, CLD170D

The Security Rules Optimization program allows the system administrator to assign security code values for up to 100 user groups in a system. The security code represents an associated group in the security optimization process. This process is used to validate user access privileges to particular segments, segment values, and account strings.

The security codes in the optimization string are used when a user accesses segment values and account strings in Events Processing and Account Inquiry. The string (stored in GCR) optimizes performance, since it eliminates reprocessing of security privileges for a group each time that group accesses the same segment value and account string.

A maximum of 100 user groups can be assigned a security code. These codes represent a slot in the 100 character optimization string stored in the GCR file. For over 100 groups, you can utilize security rules, but cannot execute the optimization feature. To verify security privileges, the system checks each of these groups against every rule for a particular segment value and account string in the GSD file.

Access: Menu CLD

### Work with user group

Use Security Rules Optimization, CLD170D-01, to assign a security code to a user group, delete an existing one, or view a list of members in an existing user group.

## Field descriptions - CLD170D-01

Fields	Description
<b>Action (2,0):</b>	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.
	<b>11=Display User List</b>
	Specify 11 next to an existing security code to display all of the users associated with that group.
	All other line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.
<b>Code (3,0):</b>	Specify a value from 1 through 100. This number is mapped to each IAN stored in the GCR file through the security optimization string. Duplicate values are not allowed.
<b>Group (10,A):</b>	Specify an identifier to define a specific user group to a security code. The group entered will be validated against the ZXU file, which is maintained through the SYS603 (Group Security Maintenance) program. If a match is not found, an error message "Invalid Group Entered" will be displayed.

## Screen actions - CLD170D-01

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## View user list

After you enter 11=Display User List, and press Enter, the system displays the Security Rules Optimization screen, CLD170D-02. This screen displays the list of users for the group you selected on the first screen.



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## Field descriptions - CLD170D-02

<b>Fields</b>	<b>Description</b>
<b>Action (2,0):</b>	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.  All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.
<b>Code (3,0):</b>	The system displays the value (1-100) assigned to this group of users. This number is mapped to each Internal Account Number (IAN) stored in the GCR file.
<b>Group ID (10,0):</b>	The system displays the identifier for this group of users.
<b>Description (40,A):</b>	The system displays the user-defined description for this group.
<b>Users (10,A):</b>	The system displays a list of users in the selected group.

## Screen actions - CLD170D-02

<b>Commands</b>	<b>Description</b>
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Delete a group of users

Use the Security Rules Optimization screen, CLD170D-03, to confirm deletion of a Group of users. Review the information on the screen and press Enter to confirm the deletion.

### Field descriptions - CLD170D-03

Fields	Description
<b>Code (3,0):</b>	The system displays the value (1-100) assigned to this group of users. This number is mapped to each Internal Account Number (IAN) stored in the GCR file.
<b>Group (10,0):</b>	The system displays the identifier for this group of users.
<b>Description (40,A):</b>	The system displays the user-defined description for this group.

### Screen actions - CLD170D-03

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Maintain and process security rules, CLD175D

Use this application to select and define security rules for any associated Ledger, Segment/Account String combination. You can create Account Security rules for all ledgers in a chart of accounts. You may switch between Book Security Rules or Account Security Rules with the Filter Options screen..

Account Security Rules for segment values and account strings are defined in the Account Security Rules application. The Security Rules application consists of Reject and Allow rules, similar to account rules. Rules are categorized by the Chart of Accounts.

Book Security Rules are ledger based. Once a reject rule is created for a user group, everyone in that group is restricted from all books in that ledger. Allow rules can then be created to allow specific access to any book in the ledger for that group.

To process a rule, specify 11=Select beside any Chart of Accounts you wish to process. After the charts are marked as Selected, use F17=Batch Post or F18=Interactive Post to execute the rules.

Note: Only Book Security Rules or Account Security Rules will be posted based on the screen you are in.

The screens that you use in this program depend upon whether you maintain account or book security rules. The program uses the following screens:

- Filter Options. Use this window to choose to maintain either Account Security Rules or Book Security Rules.

- Account Security Rules Maintenance, CLD175D-01
- Book Security Rules Maintenance, CLD175D-01
- Security Rules Maintenance, CLD176D-01
- Security Rules Maintenance, CLD176D-01
- Book Security Rules Maintenance, CLD177D-01
- Book Security Rules Maintenance, CLD177D-02
- 

Access: Menu CLD

## Choose rule to maintain

When you access Maintain and Process Security Rules, CLD175D, the program displays the Filter Options screen. Choose whether to maintain Account Security Rules or Book Security Rules.

Use the Account (or Book) Security Rules Maintenance screen, CLD175D-01, to revise or process security rules for accounts or books. You can switch between Book Security Rules or Account Security Rules by exiting this screen and then using the Filter Options popup screen to select the appropriate option.

Field descriptions - CLD175D-01

<b>Fields</b>	<b>Description</b>
<b>Filter Options</b>	Specify 1 to access Account Security Rules Maintenance or 2 to access Book Security Rules Maintenance.
<b>Action:</b>	<p>Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.</p> <p><b>11=Select Record</b></p> <p>Specify 11 to select the record for processing using F17=Batch Post or F18=Interactive Post. The selected records are placed in 'selected' status until processing is complete.</p> <p>All other line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.</p>
<b>Chart of Accounts (10,A):</b>	A valid Chart of Accounts is required to create a rule. Specify the desired Chart of Accounts.
<b>Description (30,A):</b>	The system displays the user-defined description for this Chart of Accounts.

## Screen actions - CLD175D-01

Commands	Description
<b>F17=Batch Post</b>	Select this option to process in batch mode all rules with a selected status.
<b>F18=Interactive Post</b>	Select this option to process in interactive mode all rules with a selected status.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Security rules maintenance, CLD176D-01

After you choose Revise, the system displays the Security Rules Maintenance screen, CLD176D-01. Use this screen to create new rules or copy, revise, display, or delete existing rules.

### Maintain security rules

The Security Rules Maintenance screen displays all the security rules for a specific Chart of Accounts.

### Field descriptions - CLD176D-01

Fields	Description
<b>Action (2,0):</b>	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.  All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.
<b>Chart of Accounts (10,A):</b>	The system displays the valid Chart of Accounts.
<b>Ledger (8,0):</b>	Specify a valid ledger to use in defining the security rules.
<b>Acct/Seg (1,0):</b>	Specify 0 to define the security rule at the account string level.  Specify 1 to define the security rule at the segment level.

- Segment (10,A):** Specify a valid segment name to use to define the security rules. This field is required only if the Security Rule is defined at the Segment value level.
- Security Rule (10,A):** Specify the unique identifier to define reject security rules. Each reject rule defined in a ledger must be uniquely defined. The Allow rules that you create have the same Security Rule identifier as the reject rules to which they relate.
- Seq (7,0):** Specify a number representing the sequence for the allow rules to execute after the reject rule has processed.

#### Screen actions - CLD176D-01

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Specify security rule detail

After you select Create, Revise, or Copy from CLD176D-01, the system displays the Security Rules Maintenance screen, CLD176D-02. Use this screen to define details for your rule.

#### Field descriptions - CLD176D-02

Fields	Description
<b>Chart of Accounts (10,A):</b>	The system displays the Chart of Accounts for which the rules are being defined.
<b>Segment ID (10,A):</b>	The system displays the valid segments from the Chart of Accounts that are being used to define the security rules. All segments in a Chart of Accounts are displayed if the rule is defined at the account string level. Only one segment ID displays for rules defined at the segment value level.
<b>Segment Value (16,A):</b>	Specify the values that will be used to further define the security rules.
<b>Ledger (8,A):</b>	The system displays the ledger to which the rule is defined.
<b>Segment/Account (1,0):</b>	Valid options are: 0=Account Security rule is defined at the account string level.

1=Segment

Security rule is defined at the segment level.

**Segment Type** The system displays 0 if this is an allow rule, and 1 if this is a reject rule.

**Rule (10,A):** The system displays the unique identifier for the security rule.

**Sequence (1,0):** Sequence 0 indicates the displayed rule is a reject rule.  
Sequence 1,2,3, and so on indicates the order in which the allow rules are processed.

**Description (30,A):** Specify a description for the rule.

**Group ID (10,A):** Specify a group of users to assign to this rule. If all groups apply to the rule, you can enter a wildcard (\*).

**Access Type (1,0):** Specify a code to indicate the access privileges that all users in a group are allowed.

Note: A default value of 9 (No Rules Applied) is assigned for any group assigned a security code in Security Rules Optimization (CLD170D-01) but not defined to a rule. For any group with an access code of 9, no security rules apply to its users for that specific Chart of Accounts/Ledger/Account String or Segment setup. Therefore, all users assigned to that group are allowed to post and inquire on all accounts.

Valid access types are:

Value	Description	Rule Type
0	No access	Reject
1	Access to inquiry only	Allow
2	Access to post only	Allow
3	All access	Allow
4	Post and limited inquiry	Allow
9	No rules applied	Allow

Note: Option 4, Limited Inquiry, restricts the user from viewing journal line details such as reference data, analysis fields, and subsystem details in CEA Account Inquiry, Events Processing, and CLD reports.

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## Screen actions - CLD176D-02

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Book security rules maintenance, CLD177D-01

If you are maintaining book security rules, use the Book Security Rules Maintenance screen, CLD177D-01 to create new rules or copy, revise, display, or delete existing rules. The Book Security Rules Maintenance screen displays all the book security rules for a specific Chart of Accounts.

### Maintain book security rules

Use the Book Security Rules Maintenance screen CLD177D-01 to create new rules or copy, revise, display, or delete existing rules. The Security Rules Maintenance screen displays all the security rules for a specific Chart of Accounts.

## Field descriptions - CLD177D-01

Fields	Description
<b>Action (2,0):</b>	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.  All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.
<b>Chart of Accounts (10,A):</b>	The system displays the valid Chart of Accounts.
<b>Ledger (8,0):</b>	Specify a valid ledger to use in defining the security rules.

- Rule (10,A):** Specify the unique identifier to define reject security rules. Each reject rule defined in a ledger must be uniquely defined. The Allow rules you create will have the same Security Rule identifier as the reject rules to which they relate.
- Seq (7,0):** Specify a number representing the sequence for the allow rules to execute after the reject rule has processed. Reject rules will have a blank sequence number.

#### Screen actions - CLD177D-01

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Specify book security rule detail

After you select Create, Revise, or Copy from CLD176D-01, the Book Security Rules Maintenance detail screen, CLD176D-02, screen displays. Use this screen to define details for your rule.

#### Field descriptions - CLD177D-02

Fields	Description
<b>Chart of Accounts (10,A):</b>	The system displays the Chart of Accounts for which the rules are being defined.
<b>Ledger (8,A):</b>	The system displays the ledger to which the rule is defined.
<b>Book (10,A):</b>	The system displays the Book to which the rule is defined. Reject rules are for all books in the ledger. Allow rules must be book specific.
<b>Year (4,0):</b>	The system displays the year to which the rule is defined. Reject rules are for all years in the ledger and allow rules must be year specific.
<b>Type (1,0):</b>	The system displays 0 if this is an allow rule, and 1 if this is a reject rule.
<b>Rule (10,A):</b>	The system displays the unique identifier for the security rule.
<b>Sequence (7,0):</b>	A blank sequence indicates the displayed rule is a reject rule. Sequence 1,2,3... indicates the order in which the allow rules are processed.



- Description (30,A):** Specify a description for the rule.
- Group ID (10,A):** Specify a group of users to assign to this rule
- Access Type (1,0):** Specify a code to indicate the access privileges that all users in a group are allowed.
- Note: A default value of 9 (No Rules Apply) is assigned for any group assigned a security code in Security Rules Optimization (CLD170D-01) but not defined to a rule. For any group with an access code of 9, no security rules apply to its users for that specific Chart of Accounts/Ledger/Book/Year. Therefore, all users assigned to that group are allowed to post and inquire to all books in that ledger.

Valid access types are:

Value	Description	Rule Type
0	No access	Reject
1	Access to inquiry only	Allow
2	Access to post only	Allow
3	All access	Allow
9	No rules applied	Allow

## Screen actions - CLD177D-02

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Maintain transaction data, CLD500D

Use the Maintain transaction data program, CLD500D, to maintain Batch Header (GBH) and Batch Detail (GBL) information, and to correct errors identified during validation.

Note: To avoid duplicate entries in the GBH file, you should periodically delete records from the GBH file after they have been posted to the CEA Configurable Ledger (CLD). In the BPCD version of Infor LX, journal Source Codes are used in GLD to assign the journal entry numbers through Infor LX

subsystems. The Journal Source Code is limited to 10,000 entries per journal source code per period. When 10,000 entries have been created and posted, the Journal Source Code counter resets to zero and numbers are reused.

Access: Menu CLD

## Add, delete or maintain records

Use the Batch Transaction Processing GBH Records to be Maintained program, CLD500D1-01, to add, delete, view, or revise Batch Header (GBH) and Batch Detail (GBL) information. You can also use this program to correct errors identified during validation.

### Field descriptions - CLD500D1-01

<b>Fields</b>	<b>Description</b>
<b>Act (2,0):</b>	Specify an available action code to the left of the record or records to be processed. When you press Enter, Infor LX processes the specified actions in the sequence displayed.
<b>Line actions</b>	Specify an available action code to the left of the record or records to be processed. When you press Enter, Infor LX processes the specified actions in the sequence displayed.
	<b>11=Maintain Lines</b>
	Maintain line records on the Batch Transaction Processing GBL Records to be Maintained (CLD500D3) screen.
	All other line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.
<b>Subsystem Program Name (10,A):</b>	Infor LX displays the name of the Infor LX subsystem where the unprocessed transaction data originated. To create a new GBH record from this screen, you must enter a subsystem program name in this field.
<b>Sequence Number (10,0):</b>	Infor LX displays the sequence number within the specific subsystem for the unprocessed transaction data. To create a new GBH record from this screen, you must enter a sequence number in this field.
	BTP generates unique sequence numbers for transaction data from the Journal Work (GJW) file using the following formula:
	Sequence Number = Year (WYEAR) + Period (WPEROD) + Journal Reference Number characters three through six (WJJRN)

The CLD720 program compares the sequence number generated from this formula to the existing GBH sequence numbers (BHSEQ) within a specific Subsystem Program Name (BHPROG). If the generated sequence number is a duplicate of an existing sequence number, CLD720 appends the number 9 to the end of the generated sequence number to make it unique.

**Transaction Date (6,0):** Infor LX displays the transaction date for the specific sequence for the unprocessed transaction data.

**Status** Infor LX displays the status of the selected record; processed or unprocessed.

### Screen actions - CLD500D1-01

Commands	Description
<b>F13=Filters</b>	Display a window to specify which parameters to view, and to maintain a selected group of GBH records.
<b>F21=Delete All</b>	Delete all GBH records that match the criteria entered in the F13 Filters screen.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Specify GBH information

Use the Batch Transaction Processing GBH Records to be Maintained Filter Options screen to specify criteria for the Batch Header file (GBH) records you want to view or maintain. After you enter values in these fields, the GBH records that meet your criteria are displayed in the Batch Transaction Processing GBH Records to be Maintained (CLD500D1) screen.

Access: Screen action F13=Filters from CLD500D1-01

Use the filter options screen to specify the criteria for the Batch Header file information to select.

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 Options

Fields	Description
<b>Subsystem Program Name (10,A):</b>	Select the Infor LX subsystem program name of the transaction data you want to view or maintain.
<b>From Sequence (11,0):</b>	Specify the lower value to specify a range of sequence numbers within the specified subsystem for the transaction data you want to view or maintain.
<b>To Sequence (11,0):</b>	Specify the upper value to specify a range of sequence numbers within the specified subsystem for the transaction data you want to view or maintain.
<b>From Transaction Date (6,0):</b>	Specify the lower value to specify a range of dates within the specified sequence numbers for the transaction data you want to view or maintain.
<b>To Transaction Date (6,0):</b>	Specify the upper value to specify a range of dates within the specified sequence numbers for the transaction data you want to view or maintain.
<b>Processed Records (1,0):</b>	Specify 1 to view and maintain processed GBH records. Specify 2 to view and maintain unprocessed GBH records.

## Screen actions - Filter Options

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Modify or view detail information

Use the Batch Transaction Processing GBH Record Detail screen, CLD500D2, to maintain detail information for an individual Batch Header (GBH) file record. Select the line and then choose whether to add, maintain, or view detail information for an individual Batch Header (GBH) file record

Access: Line action 1, 2, or 5 from CLD500D1-01

## Field descriptions - CLD500D2-01

<b>Fields</b>	<b>Description</b>
<b>Subsystem Program Name (10,A):</b>	Infor LX displays the subsystem program name where the data in this GBH record originated.
<b>Subsystem Sequence (11,0):</b>	<p>Infor LX displays the sequence number of the data within the subsystem program.</p> <p>BTP generates unique sequence numbers for transaction data from the Journal Work (GJW) file using the following formula:</p> <p>Sequence Number = Year (WYEAR) + Period (WPEROD) + Journal Reference Number characters three through six (WJJRN)</p> <p>The CLD720 program compares the sequence number generated from this formula to the existing GBH sequence numbers (BHSEQ) within a specific Subsystem Program Name (BHPROG). If the generated sequence number is a duplicate of an existing sequence number, CLD720 appends the number 9 to the end of the generated sequence number to make it unique.</p>
<b>Batch Header Description (30,A):</b>	Specify a description of the GBH record data.
<b>User Defined Field 1 (16,A):</b>	Specify any user-defined descriptive information to identify this GBH record.
<b>User Defined Field 2 (16,A):</b>	Specify any user-defined descriptive information to identify this GBH record.
<b>User Defined Field 3 (16,A):</b>	Specify any user-defined descriptive information to identify this GBH record.
<b>User Defined Field 4 (16,A):</b>	Specify any user-defined descriptive information to identify this GBH record.
<b>User Defined Field 5 (16,A):</b>	Specify any user-defined descriptive information to identify this GBH record.
<b>User Defined Field 6 (16,A):</b>	Specify any user-defined descriptive information to identify this GBH record.
<b>Amount Field 1 (15,2):</b>	Specify the dollar amount for this GBH record.
<b>Amount Field 2 (15,2):</b>	Specify the dollar amount for this GBH record.

**Amount Field 3 (15,2):** Specify the dollar amount for this GBH record.

**Amount Field 4 (15,2):** Specify the dollar amount for this GBH record.

**Amount Field 5 (15,2):** Specify the dollar amount for this GBH record.

**Amount Field 6 (15,2):** Specify the dollar amount for this GBH record.

### Screen actions - CLD500D2-01

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Add or maintain detail information

Use Batch Transaction Processing GBH Record Detail screen CLD500D2 to add or maintain detail information for the individual Batch Header (GBH) file record you specified.

Access: From CLD500D2-01

### Field descriptions - CLD500D2-02

Fields	Description
<b>Subsystem Program (10,A):</b>	Infor LX displays the subsystem program name where the data in this GBH record originated.
<b>Subsystem Sequence (11,0):</b>	<p>Infor LX displays the sequence number of the data within the subsystem program.</p> <p>BTP generates unique sequence numbers for transaction data from the Journal Work (GJW) file using the following formula:</p> $\text{Sequence Number} = \text{Year (WYEAR)} + \text{Period (WPEROD)} + \text{Journal Reference Number characters three through six (WJJRN)}$ <p>The CLD720 program compares the sequence number generated from this formula to the existing GBH sequence numbers (BHSEQ) within a specific Subsystem Program Name (BHPROG). If the generated sequence number is a duplicate of an existing sequence number, CLD720 appends the number 9 to the end of the generated sequence number to make it unique.</p>

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- Total Debit for Transaction (15,2):** If this record is a debit transaction, enter the total debit amount in this field.
- Total Credit for Transaction (15,2):** If this record is a credit transaction, enter the total credit amount in this field.
- Total Lines (7,0):** Specify the total number of detail records in the GBL file that are associated with this GBH record.
- Total Statistics (15,5):** Specify the total for statistical fields within the GBL records that are associated with this GBH record.
- Transaction Currency (3,A):** Specify the code of the currency used in this GBH record.
- Transaction Exchange Rate (15,7):** If you want to override the system-calculated exchange rate, enter a new exchange rate in this field. If you do not enter an exchange rate in this field, the system determines the exchange rate using the values you established in the CEA Currency Conversion (GCC) file.
- Original Exchange Rate (15,7):** Specify the original exchange rate for this GBH record. Infor LX uses the original exchange rate and the transaction exchange rate in currency translation to calculate the amount gained or lost.
- Reason Code (5,A):** Specify the reason code you want to associate with this GBH record. This reason code must exist in the System Parameters (ZPA) file. The reason code is used to determine the appropriate event for the batch transaction data.
- Event Name (10,A):** Specify the event name to associate with this GBH record. Event names are stored in the Event Definition (GTN) file.
- Status (1,0):** Specify 1 if this GBH record has been processed. Specify 0 if this GBH record was not processed.
- Transaction Date (6,0):** Specify the date to associate with this transaction.
- User Defined Date 1 (6,0):** Specify any additional user-defined date you want to associate with this transaction.
- User Defined Date 2 (6,0):** Specify any additional user-defined date you want to associate with this transaction.

## Screen actions - CLD500D2-02

Commands	Description
<b>F2=Exchange Rate</b>	Access Exchange Rate Override, MLT940D, to display the multiplier exchange rate and divisor exchange rate. You can maintain these fields under certain conditions. This screen action is available if MLT is installed and your system is defined as euro enabled in Multi-Currency System Parameters, MLT800.
<b>F6=Accept</b>	Accept the information you entered and update the selected GBH record.
<b>F18=Original Exchange Rate</b>	Access Exchange Rate Override, MLT940D, to display the multiplier exchange rate and divisor exchange rate. You can maintain these fields under certain conditions. This screen action is available if MLT is installed and your system is defined as euro enabled in Multi-Currency System Parameters, MLT800.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Create or modify transaction line

Use Batch Transaction Processing GBL Records be Maintained screen, CLD500D3-01, to enter, view, delete or revise information about a transaction line.

Access: Line action 11 from CLD500D1

## Field descriptions - CLD500D3-01

Fields	Description
<b>Subsystem Program Name (10,A):</b>	Infor LX displays the subsystem name where the data in this transaction line originated.
<b>Sequence Number (11,0):</b>	Infor LX displays the sequence number within this subsystem for this transaction line.  BTP generates unique sequence numbers for transaction data from the Journal Work (GJW) file using the following formula:  Sequence Number = Year (WYEAR) + Period (WPEROD) + Journal Reference Number characters three through six (WJJRN)  The CLD720 program compares the sequence number generated from this formula to the existing GBH sequence numbers (BHSEQ) within a specific Subsystem Program Name (BHPROG). If the generated sequence number



is a duplicate of an existing sequence number, CLD720 appends the number 9 to the end of the generated sequence number to make it unique.

**Act (2,0):** Specify an available action code to the left of the record or records to be processed. When you press Enter, Infor LX processes the specified actions in the sequence displayed.

**Line actions** All line actions on this screen perform standard Infor LX functions. See *Generic help text for line actions (p. 15)* in the overview information in this document.

**Transaction Line Number (7,0):** Specify the number that identifies records tied to a specific subsystem program name and sequence. When you create a line record in this screen, you must enter a transaction line number in this field.

**Description (30,A):** Infor LX displays a description of the line transaction data for this subsystem program sequence.

**Status:** Infor LX displays the status of the transaction data; processed or unprocessed.

#### Screen actions - CLD500D3-01

Commands	Description
<b>F21=Delete All</b>	Delete all displayed GBL records.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Create or modify batch line

Use Batch Transaction Processing GBL Record Detail screen CLD500D4 to create, revise, delete, display or position to information for individual Batch Line (GBL) file records.

Access: Line action 1 or 2 from CLD500D3

Field descriptions - CLD500D4-01

Fields	Description
<b>Subsystem Program Name (10,A):</b>	Infor LX displays the subsystem name where the data in this transaction line originated.
<b>Subsystem Sequence (11,0):</b>	<p>Infor LX displays the sequence number within this subsystem for this transaction line.</p> <p>BTP generates unique sequence numbers for transaction data from the Journal Work (GJW) file using the following formula:</p> <p>Sequence Number = Year (WYEAR) + Period (WPEROD) + Journal Reference Number characters three through six (WJJRN)</p> <p>The CLD720 program compares the sequence number generated from this formula to the existing GBH sequence numbers (BHSEQ) within a specific Subsystem Program Name (BHPROG). If the generated sequence number is a duplicate of an existing sequence number, CLD720 appends the number 9 to the end of the generated sequence number to make it unique.</p>
<b>Transaction Line Number (7,0):</b>	Infor LX displays the number that identifies records tied to a specific subsystem program name and sequence.
<b>Line Description (30,A):</b>	Specify text to describe line transaction data for a subsystem program sequence.
<b>Line Transaction Debit (15,2):</b>	If this transaction line represents a debit, enter the debit amount in this field.
<b>Line Transaction Credit (15,2):</b>	If this transaction line represents a credit, enter the credit amount in this field.
<b>Line Type (3,A):</b>	Specify the user-defined code that describes the type of the transaction line.
<b>Reason Code (5,A):</b>	Specify the reason code you want to associate with this GBL record. This reason code must exist in the System Parameters (ZPA) file.
<b>Reference 1 (20,A):</b>	Specify any reference information you want to associate with this GBL record.
<b>Reference 2 (20,A):</b>	Specify any reference information you want to associate with this GBL record.
<b>Document Reference (30,A):</b>	Specify any reference information you want to associate with this document.

**Document Reference Date (6,0):** Specify the date you want to use to reference this document.

**Status (1,0):** Infor LX displays 0 in this field if this record is unprocessed. Infor LX displays 1 if this record is processed.

## Screen actions - CLD500D4-01

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## View or modify line detail

Use Batch Transaction Processing GBL Record Detail screen CLD500D4 to enter, view, or maintain information for individual Batch Line (GBL) file records.

Access: From CLD500D4-01

## Field descriptions - CLD500D4-02

Fields	Description
<b>User Defined Field 1 (16,A):</b>	Specify any optional user-defined information to associate with this GBL record. For example, use these fields to enter segment values for one of more charts of accounts. These fields are optional, but they can create validation errors if not populated correctly.
<b>User Defined Field 2 (16,A):</b>	Specify any optional user-defined information to associate with this GBL record. For example, use these fields to enter segment values for one of more charts of accounts. These fields are optional, but they can create validation errors if not populated correctly.
<b>User Defined Field 3 (16,A):</b>	Specify any optional user-defined information to associate with this GBL record. For example, use these fields to enter segment values for one of more charts of accounts. These fields are optional, but they can create validation errors if not populated correctly.
<b>User Defined Field 4 (16,A):</b>	Specify any optional user-defined information to associate with this GBL record. For example, use these fields to enter segment values for one of more charts of accounts. These fields are optional, but they can create validation errors if not populated correctly.

- User Defined Field 5 (16,A):** Specify any optional user-defined information to associate with this GBL record. For example, use these fields to enter segment values for one of more charts of accounts. These fields are optional, but they can create validation errors if not populated correctly.
- User Defined Field 6 (16,A):** Specify any optional user-defined information to associate with this GBL record. For example, use these fields to enter segment values for one of more charts of accounts. These fields are optional, but they can create validation errors if not populated correctly.
- User Defined Field 7 (16,A):** Specify any optional user-defined information to associate with this GBL record. For example, use these fields to enter segment values for one of more charts of accounts. These fields are optional, but they can create validation errors if not populated correctly.
- User Defined Field 8 (16,A):** Specify any optional user-defined information to associate with this GBL record. For example, use these fields to enter segment values for one of more charts of accounts. These fields are optional, but they can create validation errors if not populated correctly.
- User Defined Field 9 (16,A):** Specify any optional user-defined information to associate with this GBL record. For example, use these fields to enter segment values for one of more charts of accounts. These fields are optional, but they can create validation errors if not populated correctly.
- User Defined Field 10 (16,A):** Specify any optional user-defined information to associate with this GBL record. For example, use these fields to enter segment values for one of more charts of accounts. These fields are optional, but they can create validation errors if not populated correctly.
- User Defined Field 11 (16,A):** Specify any optional user-defined information to associate with this GBL record. For example, use these fields to enter segment values for one of more charts of accounts. These fields are optional, but they can create validation errors if not populated correctly.
- User Defined Field 12 (16,A):** Specify any optional user-defined information to associate with this GBL record. For example, use these fields to enter segment values for one of more charts of accounts. These fields are optional, but they can create validation errors if not populated correctly.
- User Defined Field 13 (16,A):** Specify any optional user-defined information to associate with this GBL record. For example, use these fields to enter segment values for one of more charts of accounts. These fields are optional, but they can create validation errors if not populated correctly.
- User Defined Field 14 (16,A):** Specify any optional user-defined information to associate with this GBL record. For example, use these fields to enter segment values for one of more

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charts of accounts. These fields are optional, but they can create validation errors if not populated correctly.

**Amount Field 1 (15,2):** Specify any additional user-defined amount types you want to associate with this GBL record. You can use these fields in addition to the Line Transaction Debit and Line Transaction Credit fields. For example, use Amount Field 1 to enter debits to asset accounts, and Amount Field 2 to enter credits to revenue accounts.

**Amount Field 2 (15,2):** Specify any additional user-defined amount types you want to associate with this GBL record. You can use these fields in addition to the Line Transaction Debit and Line Transaction Credit fields. For example, use Amount Field 1 to enter debits to asset accounts, and Amount Field 2 to enter credits to revenue accounts.

**Amount Field 3 (15,2):** Specify any additional user-defined amount types you want to associate with this GBL record. You can use these fields in addition to the Line Transaction Debit and Line Transaction Credit fields. For example, use Amount Field 1 to enter debits to asset accounts, and Amount Field 2 to enter credits to revenue accounts.

**Amount Field 4 (15,2):** Specify any additional user-defined amount types you want to associate with this GBL record. You can use these fields in addition to the Line Transaction Debit and Line Transaction Credit fields. For example, use Amount Field 1 to enter debits to asset accounts, and Amount Field 2 to enter credits to revenue accounts.

**Amount Field 5 (15,2):** Specify any additional user-defined amount types you want to associate with this GBL record. You can use these fields in addition to the Line Transaction Debit and Line Transaction Credit fields. For example, use Amount Field 1 to enter debits to asset accounts, and Amount Field 2 to enter credits to revenue accounts.

**Amount Field 6 (15,2):** Specify any additional user-defined amount types you want to associate with this GBL record. You can use these fields in addition to the Line Transaction Debit and Line Transaction Credit fields. For example, use Amount Field 1 to enter debits to asset accounts, and Amount Field 2 to enter credits to revenue accounts.

**Amount Field 7 (15,2):** Specify any additional user-defined amount types you want to associate with this GBL record. You can use these fields in addition to the Line Transaction Debit and Line Transaction Credit fields. For example, use Amount Field 1 to enter debits to asset accounts, and Amount Field 2 to enter credits to revenue accounts.

**Amount Field 8 (15,2):** Specify any additional user-defined amount types you want to associate with this GBL record. You can use these fields in addition to the Line Transaction

Debit and Line Transaction Credit fields. For example, use Amount Field 1 to enter debits to asset accounts, and Amount Field 2 to enter credits to revenue accounts.

**Amount Field 9 (15,2):** Specify any additional user-defined amount types you want to associate with this GBL record. You can use these fields in addition to the Line Transaction Debit and Line Transaction Credit fields. For example, use Amount Field 1 to enter debits to asset accounts, and Amount Field 2 to enter credits to revenue accounts.

**Amount Field 10 (15,2):** Specify any additional user-defined amount types you want to associate with this GBL record. You can use these fields in addition to the Line Transaction Debit and Line Transaction Credit fields. For example, use Amount Field 1 to enter debits to asset accounts, and Amount Field 2 to enter credits to revenue accounts.

#### Screen actions - CLD500D4-01

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

### Add or maintain record information

Use Batch Transaction Processing GBL Record Detail screen CLD500D4-03 to add or maintain analysis and statistics information for the record in the Batch Line file (GBL).

Access: From CLD500D4-02

#### Field descriptions - CLD500D4-03

Fields	Description
<b>Analysis Field 1 (16,A):</b>	Specify any user-defined analysis text to associate with this GBL record.
<b>Analysis Field 2 (16,A):</b>	Specify any user-defined analysis text to associate with this GBL record.
<b>Analysis Field 3 (16,A):</b>	Specify any user-defined analysis text to associate with this GBL record.
<b>Analysis Field 4 (16,A):</b>	Specify any user-defined analysis text to associate with this GBL record.
<b>Analysis Field 5 (16,A):</b>	Specify any user-defined analysis text to associate with this GBL record.

**Analysis Field 6 (16,A):** Specify any user-defined analysis text to associate with this GBL record.

**Analysis Number 1 (15,2):** Specify any user-defined numeric analysis information to associate with this GBL record.

**Analysis Number 2 (15,2):** Specify any user-defined numeric analysis information to associate with this GBL record.

**Analysis Date 1 (6,0):** Specify any user-defined analysis date to associate with this GBL record.

**Analysis Date 2 (6,0):** Specify any user-defined analysis date to associate with this GBL record.

**Statistics Field 1 (15,5):** Specify any statistical information for a journal line.

**Statistics Field 2 (15,5):** Specify any statistical information for a journal line.

**Statistics Field 3 (15,5):** Specify any statistical information for a journal line.

Screen actions - CLD500D4-03

Commands	Description
<b>F6=Accept</b>	Update the GBL file with the new or updated information. Once the GBL file is updated, the Batch Transaction Processing GBL Record to be Maintained (CLD500D3) screen is displayed.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Process transaction data, CLD501D

Use this program to post transaction data from third-party applications or Infor LX subsystems to the CEA(Configurable Enterprise Accounting) Configurable Ledger (CLD). If you use the BPCS Version 4.0.06 General Ledger (GLD), you can set the parameters in BTP System Parameters (SYS800D) to parallel post this transaction data to the General Ledger (GLD).

Access: Menu CLD

### Specify process parameters and options

Use Batch Transaction Processing screen CLD501D1-01 to specify the process parameters and options that the system uses to post transaction data.

## Field descriptions - CLD501D1-01

Fields	Description
<b>Subsystem Program Name (10,A):</b>	Specify the name of the Infor LX subsystem for the transaction data you want to process and post to CEA's Configurable Ledger (CLD). If you leave this field blank, the system uses all transaction data in the header and child detail files for processing. The subsystem program name must exist in the Business Event (GBE) file. BTP uses the subsystem program name and reason code to determine appropriate events during processing.
<b>From Sequence Number (11,0):</b>	<p>Specify the lower value to specify a range of transaction data for the specified subsystem. The From value must be less than or equal to the To value. If you leave these fields blank, all unprocessed sequences for the selected subsystem program name are selected for processing.</p> <p>BTP generates unique sequence numbers for transaction data from the Journal Work (GJW) file using the following formula:</p> <p>Sequence Number = Year (WYEAR) + Period (WPEROD) + Journal Reference Number characters three through six (WJJRN)</p> <p>The CLD720D program compares the sequence number generated from this formula to the existing GBH sequence numbers (BHSEQ) within a specific Subsystem Program Name (BHPROG). If the generated sequence number is a duplicate of an existing sequence number, CLD720 appends the number 9 to the end of the generated sequence number to make it unique.</p>
<b>To Sequence Number (11,0):</b>	<p>Specify the upper value to specify a range of transaction data for the specified subsystem. The From value must be less than or equal to the To value. If you leave these fields blank, all unprocessed sequences for the selected subsystem program name are selected for processing.</p> <p>BTP generates unique sequence numbers for transaction data from the Journal Work (GJW) file using the following formula:</p> <p>Sequence Number = Year (WYEAR) + Period (WPEROD) + Journal Reference Number characters three through six (WJJRN)</p> <p>The CLD720 program compares the sequence number generated from this formula to the existing GBH sequence numbers (BHSEQ) within a specific Subsystem Program Name (BHPROG). If the generated sequence number is a duplicate of an existing sequence number, CLD720 appends the number 9 to the end of the generated sequence number to make it unique.</p>
<b>From Transaction Date (6,0):</b>	Specify the lower value to specify a range of transaction dates for the specified subsystem. If you leave these fields blank, all transaction data for the specified subsystem and sequence will be selected for processing.



<b>To Transaction Date (6,0):</b>	Specify the upper value to specify a range of transaction dates for the specified subsystem. If you leave these fields blank, all transaction data for the specified subsystem and sequence will be selected for processing.
<b>Company (3,0)</b>	Specify the code that identifies the company to select or maintain.
<b>Reason Code (5,A):</b>	If you specified a subsystem program name, enter or select the user-defined code that identifies the purpose of a particular transaction. You cannot specify a reason code without first specifying a subsystem program name. This reason code must exist in the System Parameters (ZPA) file. The reason code you specify in this field takes precedence over the reason code in the GBH header file. BPT uses the reason code and the subsystem program name to determine appropriate events during processing.
<b>Event Name:</b>	If you entered a subsystem program name and a reason code, Infor LX displays the event resolved after you press Enter. Event names are stored in the Event Definition (GTN) file.

#### Screen actions - CLD501D1-01

<b>Commands</b>	<b>Description</b>
<b>F16=View</b>	View GBH records that meet the selection criteria you specified on screen CLD501D1. The system displays the Batch Transaction Processing GBH Records to be Processed screen (CLD501D2) and you can deselect individual GBH records before posting.
<b>F17=Batch Post</b>	Post the selected GBH records in batch mode.
<b>F18=Interactive Post</b>	Post the selected GBH records in interactive mode. If you select this option, your machine stops activity until the batch transaction process is completed.  All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Specify records to process

**Changed:** MR81342 Changed the Paragraph F11 to F16

Use Batch Transaction processing GBH Records to be Processed screen CLD501D2-01 to select or to deselect individual GBH records before posting. Records on this screen are displayed in the following sort sequence:

- Subsystem Program Name
- Sequence Number

- Transaction Date

After you select or deselect GBH records, the system validates the records according to the following rules:

- The value in the subsystem program name field must exist in the Business Event (GBE) file.
- If the event name field is populated, and you did not enter a reason code on the Batch Transaction Processing (CLD501D1) screen, the reason code must exist in the System Parameters (ZPA) file.
- If the event name field is populated, the event name must exist in the Event Definition (GTN) file.
- The transaction date field must contain a valid date.
- The transaction currency field must contain a valid currency from the CEA Currency Master (GCM) file.

Any errors identified during these validation procedures are written to a validation report. GBH records that pass these validations are sent to CEA for additional validation and posting to the Configurable Ledger (CLD).

Access: F16 from CLD501D1

### Field descriptions - CLD501D2-01

<b>Fields</b>	<b>Description</b>
<b>Act (2,0):</b>	Specify an available action code to the left of the record or records to be processed. When you press Enter, Infor LX processes the specified actions in the sequence displayed.
<b>Line action</b>	Specify an available action code to the left of the record or records to be processed. When you press Enter, Infor LX processes the specified actions in the sequence displayed.
	<p><b>11=Select</b></p> <p>Select this record to include when you process the transaction.</p> <p><b>12=De-select</b></p> <p>De-select this record and do not include it when you process the transaction.</p> <p>All other line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 15)</i> in the overview information in this document.</p>
<b>Subsystem Program Name (10,A):</b>	The screen displays the subsystem program name for the unprocessed transaction data.

**Sequence (11,0):** The screen displays the sequence number within the specific subsystem for the unprocessed transaction data.

BTP generates unique sequence numbers for transaction data from the Journal Work (GJW) file using the following formula:

Sequence Number = Year (WYEAR) + Period (WPEROD) + Journal Reference Number characters three through six (WJJRN)

The CLD720 program compares the sequence number generated from this formula to the existing GBH sequence numbers (BHSEQ) within a specific Subsystem Program Name (BHPROG). If the generated sequence number is a duplicate of an existing sequence number, CLD720 appends the number 9 to the end of the generated sequence number to make it unique.

**Transaction Date (6,0):** The screen displays the transaction date for the specific sequence.

**Description (30,A):** The screen displays a description of the transaction data generated by the specific subsystem program.

#### Screen actions - CLD501D2-01

Commands	Description
<b>F14=Select All</b>	Select all GBH records for processing. When you select a record, the system displays a 1 in the Action column to the left of the record. You can deselect individual GBH records before posting to the Configurable Ledger by removing the line action 1 from the specific records.
<b>F17=Batch Post</b>	Post the selected GBH records in batch mode. Also, if you press Enter from this screen, the program posts the selected records in batch mode.
<b>F18=Interactive Post</b>	Post the selected GBH records in interactive mode. If you select this option, your machine is halted from further activity until the batch transaction process is completed.
	All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

# Manual subsystem journal, CLD600D1

This program allows you to select a template for the user-defined fields. This must be a valid template defined to use Manual subsystem journal, CLD600D1. If you do not enter a template the user-defined fields will not be mapped to a description.

Access: Menu CLD

## Select template

Use Template Selection, CLD600D1-01, to select a template for the user-defined fields.

### Field descriptions - CLD600D1-01

<b>Fields</b>	<b>Description</b>
<b>Template</b>	Specify the template name to be associated to this transaction. This must be a valid template as defined in Data Entry Template Maintenance, CLD120D. Based on the template selected, the user-defined field literals contain descriptions set up in Template Maintenance, CLD120D. The corresponding fields will be enterable or not enterable, depending on the Display option selected in CLD120D for each user-defined field. If you do not select a template, the system displays the default literals.
<b>Company</b>	Specify a company code to associate with the transaction. The CEA Subsystem Event Determination application and BTP processing handle the company as an additional parameter for subsystem transactions posting to CEA. When you enter the company, Currency and Rate Type default from the Company Master file (CLD135D or ACR120D). Users must be authorized to the company.
<b>Posting Date</b>	Specify the date used to post the transaction into CEA.
<b>Transaction Currency</b>	The Transaction Currency defaults from Company entered, or from MLT800 if no company is entered. You can override the default value.

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## Screen actions - CLD600D1-02

Commands	Description
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## Process manual adjustments

Use the Manual Entry Processing Transaction Header/Lines screen, CLD600D2-01, to process manual adjustments. Manual Subsystem Journal, CLD600D1, uses the ATP programs. The information is resolved by models according to BTP logic.

To process the information entered, you can create a template in Template Maintenance (CLD120D1), to provide segment definitions for user-defined fields. You can create or revise templates in Template Maintenance (CLD120D2-01).

## Field descriptions - CLD600D2-01

Fields	Description
<b>Template</b>	The system displays the template name selected on the previous screen.
<b>Company</b>	The system displays the company selected on the previous screen.
<b>Rate Type</b>	If you selected a company from Template Selection Manual Subsystem Journal (CLD600D1-01), the Rate Type defaults from the Company Master (ACR120D). If you did not enter a company on CLD600D1-01, the rate type defaults from the MLT System Parameters. You can override the default rate type. The Rate Type is used to retrieve the Exchange Rate.
<b>Reason Code</b>	The system displays the Reason Code to associate with this transaction in the GBH/GBL files. This must be a valid code defined in Reason Code Maintenance (SYS170). CLD600D validates the reason code by checking the Subsystem Event Determination application for the combination of reason code, event, and subsystem. The reason code determines the event in CEA which will be used to create journal entry transactions during ATP.
<b>Event</b>	This is the Event to associate with the transaction. The Event must be a valid code defined in Event Definition.
<b>Document Date</b>	Specify the date of the document to be processed.

<b>Transaction Currency</b>	The Currency of the transaction defaults from the company entered, or from MLT800 if no company was entered. You can override this value.
<b>Base Currency</b>	Specify the Base Currency of the transaction. If a Company is associated with the Event name in the Subsystem Event Determination application, the Base Currency code will default from the Company Master.
<b>Exchange Rate</b>	<p>Specify the user-defined conversion factor used to convert Transaction Currency amount in the Base Currency amount. This Exchange rate is used to convert the Transaction Currency amount in the Book Transaction Currency under the following conditions:</p> <ul style="list-style-type: none"> <li>■ Base Currency and the Book Currency are equal.</li> <li>■ Override Exchange Rate option is selected for the Event.</li> </ul> <p>For maintenance programs, or in CREATE, COPY or REVISE modes:</p> <p>If your system is Euro enabled in Multi-Currency System Parameters, MLT800, the system displays the multiplier exchange rate. To display both exchange rates, select F2 to call the Override Exchange Rate Window (MLT940D). Under certain conditions, you can override the exchange rates.</p> <p>For display programs, or in DISPLAY mode:</p> <p>If your system is euro-enabled in Multi-Currency System Parameters, MLT800, the system displays the multiplier exchange rate. To display the complete exchange rate details, press F2=Exchange Rate to display Override Exchange Rate Window (MLT940D).</p>
<b>User Defined Field 1-4</b>	These fields are mapped to the Batch Transaction Processing header file (GBH) and are used to populate the Chart of Accounts segments with transaction header information, according to the template selected. The screen displays the field names as defined in Template Definition, CLD120D1.
<b>Description</b>	Specify a description for the transaction.
<b>Total entered Debit</b>	Specify the total Debit amount that corresponds to the sum of all the Line Debit amounts. This amount will be checked against the Total calculated Debit. If left blank, this amount will not be checked.
<b>Total entered Credit</b>	Specify the total Credit amount that corresponds to the sum of all the Line Credit amounts. This amount will be checked against the Total calculated Credit. If left blank, this amount will not be checked.
<b>Total entered Statistics</b>	Specify the total Statistics amount that corresponds to the sum of all the Line Statistics. This amount will be checked against the Total calculated Statistics. If left blank, this amount will not be checked.

**Total entered Lines** Specify the total amount for the lines. This number is checked against the total calculated for the lines. If left blank, this number will not be checked.

**Totals calculated** Use F22=Calculate to total the debit, credit, and statistics amounts.  
You must perform this calculation before Posting (F6).

### Screen actions - CLD600D2-01

<b>Commands</b>	<b>Description</b>
<b>F2=Exchange Rate</b>	<p>Call the MLT940D Exchange Rate Override Window. This window displays the multiplier exchange rate and divisor exchange rate.</p> <p>Maintenance of these fields may be allowed under certain conditions. F2=Exchange Rate is available if MLT is installed and your system is defined as euro enabled in MLT800, Multi-Currency System Parameters.</p>
<b>F22=Calculate</b>	<p>Calculate credits, debits, and statistics amounts entered, and compare this to the totals entered.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.</p>

## Maintain transaction line detail

If you specified 10=Detail from Manual Entry Processing Transaction Header/Lines screen, CLD600D2-01, the system displays the Transaction Maintenance Line Detail screen, CLD600D2-02.

### Field descriptions - CLD600D2-02

<b>Fields</b>	<b>Description</b>
<b>Description</b>	The Line description defaults from the transaction header description. You can override this field.
<b>Document Date</b>	The Document Date defaults from the transaction header Document Date. You can override this field.
<b>Debit Amount</b>	Specify the debit amount of the transaction to distribute to this line. The Line Debit amount defaults from the Transaction Header/Lines screen (CLD600D2-01). You can override this field.

- Credit Amount** Specify the credit amount of the transaction to distribute to this line from the Transaction Header/Lines screen, CLD600D2-01. You can override this field.
- Statistics** Specify the statistics amount of the transaction.
- User Defined Fields 1-4** These display-only fields contain information used during model resolution.
- User Defined Fields 5-14** These fields are available to input any user-defined information used during model resolution. The field values default from Data Entry Template Maintenance User Defined Fields, CLD120D2-01. You can override the default value for this field.

#### Screen actions - CLD600D2-02

- | <b>Commands</b>           | <b>Description</b>   |
|---------------------------|--|
| <b>All Screen Actions</b> | All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document. |

## Maintain reference/analysis fields

If you specified 12=Reference from Manual Entry Processing Transaction Header/Lines screen, CLD600D2-02, the system displays Reference and Analysis Fields screen, CLD600D2-03.

You cannot maintain the following Transaction header fields:

- Template
- Reason Code
- Event
- Line
- Description

#### Field descriptions - CLD600D2-03

- | <b>Fields</b>              | <b>Description</b>   |
|----------------------------|--|
| <b>Reference Field 1-2</b> | Specify user-defined information that is used to populate the Journal Entry Reference fields 1-2 during model resolution.      |
| <b>Document Reference</b>  | Specify user-defined information that is used to populate the Journal Entry Document Reference fields during model resolution. |
| <b>Doc Ref Date</b>        | Specify the document reference date.   |



<b>Statistic</b>	Specify any user-defined information that is used to populate the Journal Entry Statistic fields during model resolution.
<b>Analysis Field 1-6</b>	Specify user-defined information used to populate the Journal Entry Analysis fields 1-6 during model resolution.
<b>Analysis Date 1-2</b>	Specify user-defined information used to populate the Journal Entry Analysis Date fields 1-2 during model resolution.

Screen actions - CLD600D2-03

<b>Commands</b>	<b>Description</b>
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

## GJW file processing, CLD720D

Use this program to copy field information from the Journal Work (GJW) file to the Batch Header (GBH) and Batch Line (GBL) files, based on pre-defined mapping rules. This program processes GJW records based on the filtering parameters entered in this screen. This program deletes all GJW records after the information has been mapped to the GBH and GBL files.

Access: Menu CLD

### Specify data to copy

Use the GJW File Processing screen, CLD720D1-01, to specify filter parameters to define the field information to copy from the Journal Work file.

Field descriptions - CLD720D-01

<b>Fields</b>	<b>Description</b>
<b>From Company (3,0):</b>	Specify a range of values to limit the companies to process. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
<b>To Company (3,0):</b>	Specify a range of values to limit the companies to process. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.

- Fiscal Year (2,0):** Specify the last two digits of the fiscal year to determine the range of GJW records to process. GJW records within this fiscal year that meet the other selection criteria are written to the GBH and GBL files.
- From Period (2,0):** Specify a range of values to limit the posting dates to process. For a discussion of ranges, see *Ranges* in the overview information in this document.
- To Period (2,0):** Specify a range of values to limit the posting dates to process. For a discussion of ranges, see *Ranges* in the overview information in this document.
- From Journal Entry (6,A):** Specify a range of values to limit the journal entries to process. For a discussion of ranges, see *Ranges* in the overview information in this document.
- To Journal Entry (6,A):** Specify a range of values to limit the journal entries to process. For a discussion of ranges, see *Ranges* in the overview information in this document.
- 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 - CLD720D-01

<b>Commands</b>	<b>Description</b>
<b>All Screen Actions</b>	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 16)</i> in the overview information in this document.

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# Appendix A

## Glossary



### 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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