



Cash Management 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.

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Review the following suggestions to limit the information:

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

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

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

General Instructions

This document is divided into the following sections:

- **APPLICATION OVERVIEW:** This section provides a general description of the functions and highlights of the application.
- **APPLICATION FLOW:** This section describes prerequisites for operating the application, the sequence in which the programs should be run, and the functions of this application.
- **HOW-TO INDEX:** This section is an alphabetical list of application functions. Next to each function is the number of the program to use.
- **MENUS:** This section displays all the menus associated with the application. The program numbers are to the right of the program name.
- **RUN INSTRUCTIONS:** The run instructions are presented step-by-step for each program. Screens are displayed surrounded by asterisks.

Application Overview

Product Highlights

The Cash Management application contains the following features:

- Maintenance of drafts, bank transfers, letters of credit and other negotiable instruments. These are all referred to as draft payment types throughout the application. The system recognizes these payment types as draft payment types by the value of the first flag (Record Draft) in the Payment Type file, maintained in ACP170D1. This flag must be set to 1 or 2 to be considered a draft payment type.
- Online bank and draft transfer processing and posting to CEA or EGLi through ATP.
- Reporting on bank transfers or drafts and all outstanding drafts, letters of credit, and so on.

Infor LX includes full support for dates up to and beyond the year 2000. Although most date fields display as six characters, Infor LX records the date as eight characters. Refer to Company Name and Date

Format (SYS820) in the system Parameters Generation program (SYS800) for information on configuring Century Dating and entering dates beyond 1999.

The Infor LX Cash Management (CSH) allows you to maintain payments other than cash payments, such as drafts and bank transfers. These payments are automatically created in A/R (ACR500D1), Billing (BIL530), or A/P (ACP500D1) subsystems by use of a designated draft payment type.

The payment type and other information must have already been specially set up for use in the Cash Management product. Payments being made with a draft must first be based upon the information entered in the following maintenance programs:

1. Payment Status (CSH100D1) - a draft payment's status is designated and tracked throughout its life cycle.
2. Terms Agreement (CSH110D1) - a draft payment is broken down into several payments, each of a specific amount and due date.
3. Payment Distribution (CSH120D1) - each draft status change is recorded. You can use User-defined fields to determine the account segments to post in CEA or EGLi.
4. Payment Agreement (CSH140D1) - an agreement between your bank and your customer's bank outlining the handling of the draft payment between the two.
5. Stamp Taxes/Bank Charges (CSH150D1) - the charges associated with the processing of a draft, either charged by the processing bank or by governmental entities, and the responsible party for paying them.
6. You can define stamp taxes for A/R and A/P draft payment types. You can associate these additional taxes with the invoice at Billing time. The tax is calculated based upon the company, the currency of the transaction, and the amount of the invoice.
7. Maintain bank charges through the same program as stamp taxes (CSH150D1). These charges are applied to the draft when it is created. Bank charges can be either a percentage or a flat amount of the invoice amount. You can set up bank charges based upon the company, currency, bank, and payment type.

In addition to these maintenance functions, you must also designate a bank account master (ACP140D1) and a bank branch master (CSH130D1). The bank account master serves the same purpose in Cash Management as it does in the Accounts Payable product (ACP), except that you can establish bank account master records for your A/R payment types.

The bank branch master (CSH130D1) allows you to specify the names and addresses of the various branch locations that you work with. This also provides the address format for drafts printed through the Reprint Drafts program (CSH510D1).

When a customer is paying one or multiple invoices received from your company using a draft, the following sequence of events outlines the life of the draft.

Assume that the customer is located in Toronto and your company is located in Chicago. You are billing your customer for \$100.00. You know that this customer is using a draft to pay this invoice. You can use either the payment type that defaults from the customer master to the order, or you can enter a valid draft payment type when you enter the order in Order Processing (ORD700). A valid payment agreement must exist for the company, customer, payment type code, and currency as defined through Payment Agreements Maintenance, CSH120D1.

For the resulting orders, the system records the draft terms to the Order Header file (ECH). Draft terms are defined through the Draft Terms Maintenance program (CSH110D1) and are associated to the transaction through the payment agreement (CSH140D1).

If the draft payment type you are using was set up in ACP170D1 with a 1 in the Record Draft field, the draft is entered in your CSH files as 00 - recorded during the invoice register processing (BIL530).

The system calls CSH520, an internal program, to optionally print the draft. A single draft document prints for each draft payment generated and contains the following data:

- Draft number
- Payment number
- Issue date
- Due Date as calculated from draft terms (ODT)
- Amount
- Payee company name
- Currency
- Payee address
- Payer bank number, bank name, and address from the Payment Agreement file (OPA)
- Payee bank number, bank name, and address from the Bank Master file (ABK)
- Miscellaneous charges such as stamp taxes and bank charges

You send the draft to the customer in Toronto (who has not yet acknowledged its existence). Perhaps you have set up a payment status of mailed, for example, 05. In many cases, the payment distribution record you create does not affect CEA or EGLi; you must wait until the customer returns the draft to you.

You have already credited revenue for \$100.00 and debited A/R for \$100.00 (in Billing). When the customer in Toronto receives the draft and returns it to you with their acknowledgment, then the draft changes status from 00 (recorded) to 10 (issued). This occurs after processing the draft through ACR500D1, and only if payment is recorded in A/R (Record Payment is 1).

At this point, A/R is credited for \$100.00 and the Draft receivable account segment you have set up in the CEA or EGLi model is debited.

You are now concerned with the separate payments making up the draft. Since each has its own due date, each also has its own payment status.

Assume that one of the payments comes due on 09/30/06 in the amount of \$25.00. When you present the draft to the bank on that day, this payment's status becomes 99 - satisfied or reconciled, for this LINE only. Note that the payment status of the draft itself is different than the status of its individual lines until all payment lines achieve the status of 99. At this point, the draft's status is still 10.

Use Draft Tracking, CSH500D1, to record the payment of this line. The journal entry effects of this transaction are a credit to the drafts receivable in the amount of \$25.00 and a debit to cash of \$25.00 (as defined in the CEA or EGLi model).

Cash Management and Multi-Currency Processing

Cash Management integrates multi-currency processing. You can create and pay drafts in any currency that your company uses and that the bank account master is set up to handle. Payment agreements, payment distributions, stamp taxes, and bank charges all require that you enter a currency code. Unrealized gains/losses are recognized when a draft is discounted or when it reaches a status of 99 - reconciled. The unrealized gain/loss processing for drafts is completed through the applicable MLT revaluation programs (MLT910 - A/R Revaluation, MLT920 - A/P Revaluation).

Draft Discounting

Draft discounting occurs when you choose to redeem a customer draft prematurely (before its due date). In this case, you are foregoing an interest amount on that particular draft installment by not waiting until the due date as specified by the draft terms.

This discount is recognized in Draft Tracking, CSH500D1, on screen CSH500D2-02. The following calculation is performed when you enter a value date, the date that you are redeeming this draft installment, and the current percentage rate used to calculate the interest expense:

$(\text{Draft installment amount} \times (\text{due date} - \text{value date}) \times \text{discount}) / 360$

For example, the draft installment receivable amount on 09/30/06 is \$4500.00. You choose to cash the draft on 09/20/06 when the current interest rate is 8.0%. The following calculation is performed:

$(\$4500.00 \times 10 \text{ days} \times .08) / 360 = \10.00

Your draft receivable amount is a \$ 4490.00 debit to A/R and a \$ 10.00 debit to an interest expense account.

Stamp Taxes and Bank Charges Applied to Drafts

The use and processing of drafts can carry certain extra charges, such as stamp taxes and bank charges. Stamp taxes are paid to a taxing authority for the use of drafts. Stamp taxes are paid by either you or your customer/vendor, depending upon the flag you set in Stamp Tax/Bank Charges Maintenance, CSH150D1. You can define stamp taxes for A/R and A/P draft payment types. The tax is calculated based upon the company, currency and payment type of the transaction and the amount of the draft payment.

Maintain bank charges through the same program as stamp taxes (CSH150D1). Bank charges can be either a percentage of the invoice or a flat amount. Bank charges can be set up differently based upon the company, currency, bank, and payment type. Bank charges are assessed only if the flag is set in the OPA file and the Bank Branches are different.

Both stamp taxes and bank charges are applied to the draft at Billing time or A/R time (customer drafts) or during Make Payments processing (ACP650D) for A/P drafts.

For example, assume your customer pays the charge. If the invoice is \$100.00 and the stamp tax or bank charge is \$2.00, the system creates the following journal entries in each subsystem:

A/R		
	DR	CR
Draft/Rec	102.00	
Stamp Tx/Bank Charge Expnse		2.00
A/R		\$100.00

You receive draft payment of \$102.00 from your customer. Since your customer is responsible for stamp tax or bank charges, \$2.00 of the \$102.00 receivable is applied to the stamp tax or bank charge expense account.

A/P		
	DR	CR
D A/P Liability	100.00	
Stamp Tx/Bank Charge Expnse	2.00	
Drafts/Payable		\$102.00

You are paying your vendor by draft for a \$100.00 invoice. Because you are responsible for stamp taxes or bank charges, an additional \$2.00 is debited to the stamp tax/bank charge expense account.

Manual Payments

Payments being tracked through the Cash Management system cannot be voided through Accounts Payable. Bank drafts must first be rejected through the Cash Management system before they are eligible for a manual void. Likewise, draft payments must be reconciled through Cash Management before they can be reconciled through Accounts Payable.

Reports and Inquiries

The following reports and inquiries are available for retrieving draft information:

- Draft Status, CSH200D, provides an overall listing of drafts, which you can limit by selecting certain criteria.

- Draft Cross Reference, CSH210D, contains the same information as CSH200. You can enter selection criteria to limit the information. This report also cross-references each draft and its associated invoice number.
- Debt Visibility, CSH305D, is an interactive inquiry that helps you to determine your cash flow that is the result of drafts becoming mature. You can view drafts for one customer or vendor at a time.

Application Flow

A/P Drafts - Payments to Vendors

Use A/P drafts for payments you make to a vendor using a draft.

Assume that you receive an invoice from a vendor and enter it in ACP500D1. Specify a draft payment type.

When you enter the draft payment amount, you do this through the A/P payment processing routine for all transactions (ACP600D, ACP650D). The system automatically updates the draft header and lines (ODH, ODL) files. You can create journal entries in CEA or EGLI using the user-defined fields from the Payment Distribution file for vendors.

Note: When you set up payment types for vendors in ACP170D1, you can only choose to record the draft and payment in A/P. If you do not want the system to process this payment type through the Cash Management application, make all selections 0, that is, do not record draft, draft payment, and do not print draft.

A/R (Customer) Drafts

Use A/R (Customer) Drafts for payments made to you by a customer who uses a draft.

A customer draft can be processed in various ways, depending upon when the draft is recognized (recorded), and subsequently, when its payment is recorded. Use the flags in Payment Type Maintenance, ACP170D1, to define this process for the particular draft payment type. Set the following flags for A/R Payment Types:

Record Draft. This flag indicates when to record the draft in Cash Management.

Valid Entries:

0 (Zero)

Code does not interface with CSH, do not record

1

Record Draft to CSH files during Billing

2

Record Draft during A/R

Record Payment. This flag indicates when to record payment to Cash Management.

Valid Entries:

0 (Zero)

Draft is not recorded; do not record payment

1

Record Payment of draft during A/R (Cash and Memo Posting program - ACR500D1)

Print Draft. This flag indicates when to print the draft.

Valid Entries:

0 (Zero)

Do not print the draft

1

Print the draft when recorded

Example 1:

In the first example, the flags are set to 1-1-1:

Record the draft in Billing (1)

Record the payment in A/R (1)

Print the draft (1)

If you enter a customer order in ORD700D1, the system uses these flags with the payment type. When the order proceeds into Billing, BIL530 records the draft receivable amount to CEA or EGLi and the draft achieves status 00 - recorded.

After the customer acknowledges the draft and returns it to you, you record the payment in ACR500D1, at which time its status moves to 10.

A valid payment agreement must exist for the transaction company, customer, pay type code, and currency if a draft payment type is indicated. The effects on the journal entry follow whatever CEA model or EGLi Financial Model that you have defined. If the draft is paid in full, in CSH500D1 you change the status to 99 - reconciled. If it is being paid in installments, you must record the redemption of each installment in Draft Tracking, CSH500D1. When all lines of the draft achieve status 99, then the draft itself becomes status 99 and the note receivable is relieved.

Example 2:

In the second example, you have set the flags to 2-1-0:

Record draft in A/R (2)

Record payment in A/R (1)

Do not print (0)

In this scenario, you enter a customer order and later invoice the customer using a non-draft payment type. You do not know that this customer is paying by draft until you receive it from them. In this case, you must record the existence of the draft (00) and its payment (10) within the same program (ACR500D1) by changing the invoice's non-draft payment type to a draft payment type. (There is no need to print the draft since the customer has sent the draft.)

ACR500D1 processing updates CEA or EGLi for each installment that is cashed in CSH500D1 as you track the draft until it is fully reconciled (99).

Journal Entry Effects

The drafts are recorded in Billing, payment is recorded in A/R, and the drafts are printed.

How-to Index

The Cash Management application includes these programs:

- Inquiry, customer drafts, CSH305D
- Inquiry, draft terms and dates, exchange rate, discount, CSH500D1
- Maintain draft terms, CSH110D1
- Maintain payment agreements, CSH140D1
- Maintain payment distribution, CSH120D1
- Maintain payment status, CSH100D1
- Maintain payment types, ACP170D1
- Maintain stamp tax, CSH150D1
- Maintain status of draft payment lines, CSH500D1
- Print bank account master listing, ACP145D
- Print bank branch listing, CSH135D
- Print draft cross reference report, CSH210D
- Print draft status report, CSH200D
- Print draft terms listing, CSH115D
- Print payment agreements listing, CSH145D
- Print payment distribution listing, CSH125D
- Print payment status listing, CSH105D
- Print payment types listing, ACP175D
- Print stamp tax listing, CSH155D
- Record payment of draft, ACR500D1
- Reprint drafts, CSH510D1
- Track drafts, CSH500D1

Cash Management Menu

Access all cash management functions through Menu CSH. The Cash Management application menu provides access to the following processes:

- Draft tracking, printing, and selection.
- Maintenance and listing of payment types, bank account codes, payment statuses, draft terms, payment distributions, bank branches, payment agreements, stamp taxes, and bank charges.
- Draft Status and Draft Cross Reference reports.

You can also select specific menu options or choose to display another menu. You can select specific menu options by entering the appropriate menu option number into the Enter Option field. You can display the menu for another product by entering the three-character sequence that identifies the product, such as CST for the Cost Accounting menu (CST).

Payment Status Maintenance, CSH100D1

The Payment Status Maintenance program, CSH100D1, allows you to maintain payment status codes, which are used to designate the statuses of a draft (that is, issued, reconciled, accepted, and so on). Payment status codes are stored in the System Parameters file (ZPA).

You should not change the reserved status codes for recorded, issued, and reconciled once you have established them. The time at which a particular draft's status changes (when it gets recorded, issued, and so on) is based upon your entries in Payment Types Maintenance (ACP170D1).

Access: Menu CSH

Select a payment status maintenance

Use the Payment Status Maintenance screen, CSH100D1-0, to select a payment status to maintain.

Field descriptions - CSH100D1-01

Fields	Description
Status (2,0):	Specify the code of the payment status being maintained. Three status codes are reserved and should not be changed. They are 00 (recorded), 10 (issued), and 99 (reconciled).

The point at which a draft's status is recorded or issued is based upon your entries in Payment Type Maintenance, ACP170D1. If you attempt to change any of these, the system prompts you to override the change.

Screen actions - CSH100D1-01

Commands	Description
All Screen Actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

Add or maintain the payment status code

If you continue with payment status maintenance, the system displays the Payment Status Maintenance screen, CSH100D2-01.

Field descriptions - CSH100D2-01

Fields	Description
Status (2,0):	The system displays the payment status entered on the previous screen.
Description (30,A):	Specify a description of the payment status code to maintain, for example, MAILED, RECORDED, RECEIVED, and so on.

Screen actions - CSH100D2-01

Commands	Description
All Screen Actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

Payment Status Listing, CSH105D

The Payment Status Listing program, CSH105D, prints a listing of all payment status codes along with their descriptions in numeric order by status code. Maintain payment status codes in Payment Status

Maintenance, CSH100D1. The system stores the codes in the System Parameters file (ZPA). You can enter a range to limit the status codes to include on the report.

Access: Menu CSH

Print a payment status list

Use the CSH105D-01 screen to specify the range of statuses to include in the report.

Field descriptions - CSH105D-01

Fields	Description
From Status (2,0):	Specify a range of values to limit the payment status codes to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
To Status (2,0):	Specify a range of values to limit the payment status codes to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
Run Time Parameter (1,A):	Specify interactive to process the data in real time or batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - CSH105D-01

Commands	Description
All Screen Actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

Draft Terms, CSH110D1

Draft Terms, CSH110D1, allows you to maintain draft terms codes. These codes outline the payment schedule for drafts by associating multiple payments with multiple due dates. Each payment is represented as a specific percentage of a total due amount. This total due amount can cover multiple invoices being paid with a single draft.

Each draft maturity date is defined as a specific number of days from the draft issue (payment) date.

After you define a draft terms code through this program, you can assign it to a payment agreement in Payment Agreements Maintenance, CSH140D1. Payment agreements store information about the banks which issue and receive drafts between your company and either your customer or vendor.

The system uses the draft terms when you create the draft, in Billing or A/R as determined on the Payment type file or Accounts Payable to determine the number of draft installments.

Access: Menu CSH

Select a draft terms code

Use the Draft Terms Selection screen, CSH110D1-01, to select draft term codes for maintenance.

Field descriptions - CSH110D1-01

Fields	Description
Draft Terms (2,A):	<p>Specify the code representing the draft terms to maintain. This draft terms code then associates with the payment schedule you specify on the next screen, CSH110D2-01. The payment schedule specifies the number of days from one of the following dates by which a specific percentage of the total draft amount must be paid or received:</p> <ul style="list-style-type: none">■ In Billing, from the INVOICE date■ In Accounts Receivable, from the POSTING date■ In Accounts Payable, from the PAYMENT date. <p>You can use draft terms data for both Accounts Receivable and Accounts Payable transactions. Assign the draft terms codes to a payment agreement through the Payment Agreement Maintenance program, CSH140D1.</p>

Screen actions - CSH110D1-01

Commands	Description
All Screen Actions	<p>All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.</p>

Add or maintain draft terms

Draft Terms Maintenance, CSH110D2-01, displays the draft terms to maintain.

- In Billing, from the INVOICE date
- In Accounts Receivable, from the POSTING date
- In Accounts Payable, from the PAYMENT date

Payment Percent (5,2): Specify the percentage of the total invoice that the payment on this line represents. The total of the payment percentages must equal 100. Percentages can be specified to the second decimal place, for example, 25.00 = 25%, 25.05 = 25.05%.

The system uses this payment data in the Draft Management system to track and report drafts for both payables and receivables. However, this data does not limit the amount or timing of actual cash payments or receipts.

Discount Due Days (3,0):

Specify the number of days from the original invoice date within which this payment has to be made to qualify for a discount. This field only applies to draft terms used by Cartera companies. Cartera allows you to divide the total amount due on an invoice into partial amounts which have different due dates.

Example:

The total amount of an invoice dated July 1, 2003 for \$1000 is divided into two payments with different due dates.

Payment 1 is Due 30 days from invoice date, or July 31, 2003. If you enter Discount Due Days of 10, the discount will apply if Payment 1 is made before July 11.

Payment 2 is Due 60 days from invoice date, or August 30. If you enter Discount Due Days for this payment of 40, the discount will apply if Payment 2 is made before August 10 (40 days from the original invoice date).

Screen actions - CSH110D2-01

Commands	Description
All Screen Actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

Draft Terms Listing, CSH115D

Draft Terms Listing, CSH115D, prints a listing of the draft terms codes, their descriptions, and their payment schedules. Define draft terms through the Draft Terms Maintenance program, CSH110D1. The system stores the draft terms in the Draft Terms Header (OTH) and Draft Terms Lines (OTL) files.

Access: Menu CSH

Print a draft terms code report

Use the Draft Terms Listing screen, CSH115D-01, to specify the range of draft terms codes to include in the report.

Field descriptions - CSH115D-01

Fields	Description
From Draft Terms (2,A):	Specify a range of values to limit the draft terms codes to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
To Draft Terms (2,A):	Specify a range of values to limit the draft terms codes to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
Run Time Parameter (1,A):	Specify interactive to process the data in real time or batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - CSH115D-01

Commands	Description
All Screen Actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

Payment Distribution Maintenance, CSH120D1

Use Payment Distribution Maintenance, CSH120D1, to define the valid status changes for a draft. Use the profit center and user-defined fields to define unique values for a specific company, payment type, and currency combination. These fields can be used during model resolution to determine account segments to post in CEA.

Depending upon the payment type, you have to determine which accounts are affected when, for example, a particular draft proceeds from the status of recorded (00) to issued (10). For each change in status (from 00 to 10, 10 to 99, and so on) you can use the user-defined fields to designate the account segments to resolve during CEA mode resolution, if any are affected by the change in the draft's status.

Access: Menu CSH

Select a payment distribution to maintain

Use the Payment Distribution Selection screen, CSH120D1-01, to select a payment distribution for maintenance.

Field descriptions - CSH120D1-01

Fields	Description
Co (3,0):	Specify the company code for which this payment distribution is being maintained. You must be authorized to this company in Infor LX User Authority Maintenance, SYS600.
Payment Type (1,A):	Specify the payment type code for the payment distribution being maintained. The system allows separate default distribution accounts for drafts having different payment types. In Infor LX Accounts Payable, payment types identify the payment methods that a company can use to pay vendor invoices. Define these Accounts Payable payment type codes in Payment Type Maintenance, ACP170D1.

In the Accounts Receivable products, define payment type codes separately through the same program, Payment Type Maintenance, ACP170D1. After you define the payment type codes you can assign them to individual customers through the IDF Customer.

Currency (3,A):

The system displays this field if the Multiple Currency product is installed and active for either Accounts Receivable or Accounts Payable processing. Activate multi-currency for A/R or A/P in Multi-Currency Parameters, MLT800.

Specify the currency code for the payment distribution that you are maintaining. The distribution data specified later in this program applies only to transactions occurring in this currency.

If you want to establish this payment distribution for all currencies, enter *** (three asterisks) in this field.

From Status (2,0):

Specify the from status codes to designate the status transition for which this payment distribution is being set up. These status codes must be valid codes as established in Payment Status Maintenance, CSH100D1.

To Status (2,0):

Specify the To Status codes to designate the status transition for which this payment distribution is being set up. These status codes must be valid codes as established in Payment Status Maintenance, CSH100D1.

Screen actions - CSH120D1-01

Commands

Description

All Screen Actions

All screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 14)* in the overview information in this document.

Maintain the payment distribution

The Payment Distribution Maintenance screen, CSH120D2-01, displays the information that you specified on the previous screen. Specify the profit center/account code combination that is debited or credited by the draft payment amount when changing to the status indicated in the To Status code field.

Field descriptions - CSH120D2-01

Fields	Description
Company	This field displays the company code entered on the previous screen.
Company Name	This field displays the name of the company associated with the company code displayed in the previous field.
Payment Type	This field displays the payment type entered on the previous screen.
Payment Type Description	This field displays a brief description of the payment type displayed in the previous field.
From Status	This field displays the From Status code entered on the previous screen.
From Status Description	This field displays a brief description of the From Status code displayed in the previous field.
To Status	This field displays the To Status code entered on the previous screen.
To Status Description	This field displays a brief description of the To Status code displayed in the previous field.
Currency	This field displays the currency code entered on the previous screen.
Currency Description	This field displays the name of the currency associated with the currency code displayed in the previous field.
To Profit Center (12,A):	Specify the profit center/account code combination that is debited or credited by the draft payment amount when changing to the status indicated in the To Status code field. If you can leave the profit center field blank, the profit center defaults from the Bank Master, ACP145D.
User Defined 1 (16,A):	Specify the profit center/user-defined fields used during model resolution when changing to the status indicated in the To Status code field. Optionally, this field can be left blank.
User Defined 2 (16,A):	Specify the profit center/user defined fields used during model resolution when changing to the status indicated in the To Status code field. Optionally, this field can be left blank.

Screen actions - CSH120D2-01

Commands	Description
All Screen Actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

Payment Distribution Listing, CSH125D

The Payment Distribution Listing program, CSH125D, prints a list of the payment distributions that you defined through the Payment Distribution Maintenance program, CSH120D1. You can print the payment distributions for customers, vendors, or both. You can limit the information contained on the listing by company, payment type, and currency code range.

If you choose to print both customer and vendor distributions, the vendor distributions are listed first, in numeric order by company number.

Access: Menu CSH

Print a payment distribution list

Use the Payment Distribution Listing screen, CSH125D-01, to specify the parameters for the report.

Field descriptions - CSH125D-01

Fields	Description
Print Customer Distribution (Y/blank) (1,A):	Valid entries are: 1=Yes Print customer payment distribution information. 0=No Do not print customer payment distribution information.
Print Vendor Distribution (Y/blank) (1,A):	Valid entries are: 1=Yes Print vendor payment distribution information. 0=No

Do not print vendor payment distribution information.

From Company (3,0): Specify a range of company numbers to limit the payment distributions to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

The system selects the payment distribution information starting from the company level and proceeding through the payment type and currency code levels.

The system includes only records from authorized companies.

To Company (3,0): Specify a range of company numbers to limit the payment distributions to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

The system selects the payment distribution information starting from the company level and proceeding through the payment type and currency code levels.

The system includes only records from authorized companies.

From Payment Type (1,A): Specify a range of values to limit the payment types to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

The system selects the payment distribution information starting from the company level and proceeding through the payment type and currency code levels.

To Payment Type (1,A): Specify a range of values to limit the payment types to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

The system selects the payment distribution information starting from the company level and proceeding through the payment type and currency code levels.

From Currency (3,A): Specify a range of values to limit the currency codes to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

The system selects the payment distribution information starting from the company level and proceeding through the payment type and currency code levels.

To Currency (3,A): Specify a range of values to limit the currency codes to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

The system selects the payment distribution information starting from the company level and proceeding through the payment type and currency code levels.

Run Time Parameter (1,A): Specify interactive to process the data in real time or batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - CSH125D-01

Commands	Description
All Screen Actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

Bank Branch, CSH130D1

The Bank Branch Maintenance program, CSH130D1, allows you to maintain name and address information for bank branches. Bank branches are the local offices of a main bank. A bank branch code is required for Payment Agreement Maintenance, CSH140D1, so that the payer's and payee's banks can be printed on the drafts. Bank branch codes are stored in the Bank Branch Master file (OBR).

Bank branches are required on the Bank Account Master file (maintained in ACP140D1). Therefore, a bank account entered in that program can be associated with multiple branches. Later, when you set up Payment Agreements in CSH140, you have to assign both a bank/branch and a bank account to the agreement.

Access: Menu CSH

Add or select a bank branch

Use the Bank Branch Selection screen, CSH130D1-01, to choose a bank branch for maintenance.

Field descriptions - CSH130D1-01

Fields	Description
Line Actions	<p>The action codes described in the following section are available:</p> <p>14=Language override</p> <p>Display the Bank Branch Language Override screen, CSH131D-01. The list is positioned at the bank branch that you selected on CSH130D-01. Select this bank branch, or another bank branch, and the language for translation.</p> <p>All other line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 13)</i> in the overview information in this document.</p>
Act (2,0):	<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>14=Language Override</p> <p>Display the Bank Branch Language Override screen, CSH131D-01. The list is positioned at the bank branch that you selected on CSH130D-01. Select this bank branch, or another bank branch, and the language for translation.</p> <p>All other line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 13)</i> in the overview information in this document.</p>
Bank Code (10,A):	Specify the code of the bank for which this branch is being maintained.
Branch (25,A):	Specify the code or name of the bank branch being maintained.

Screen actions - CSH130D1-01

Commands	Description				
F13=Filters	Display the Filters screen to select data to display on the selection screen.				
	<table border="0" style="width: 100%;"> <tr> <td style="width: 20px; text-align: center;">1</td> <td>All records by bank code/branch</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Active records by bank code/branch</td> </tr> </table>	1	All records by bank code/branch	2	Active records by bank code/branch
1	All records by bank code/branch				
2	Active records by bank code/branch				

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 14)* in the overview information in this document.

Add or maintain a bank branch

If you continue with bank branch maintenance, the system displays the Bank Branch Maintenance screen, CSH130D2-01.

Field descriptions - CSH130D2-01

Fields	Description
Bank Code (10,A):	The system displays the bank code entered on screen CSH130D1-01.
Branch (25,A):	Displays the branch number entered on screen CSH130D1-01.
Bank Name (40,A):	Specify the bank name, branch name, address, postal code, and contact person, if available, of the bank branch. The screen displays address lines for the street address, city, state, country, postal code, and contact information. These fields are user-defined, so you can enter these items in any order. This address prints on drafts processed through the Draft Reprint Program, CSH510D1.
Branch Name (30,A):	Specify the bank name, branch name, address, postal code, and contact person, if available, of the bank branch. The screen displays address lines for the street address, city, state, country, postal code, and contact information. This address prints on drafts processed through the Draft Reprint Program, CSH510D1.
Address 1 (50,A):	Specify the bank name, branch name, address, postal code, and contact person, if available, of the bank branch. The screen displays address lines for the street address, city, state, country, postal code, and contact information. This address prints on drafts processed through the Draft Reprint Program, CSH510D1.
Address 2 (50 A):	Specify the bank name, branch name, address, postal code, and contact person, if available, of the bank branch. The screen displays address lines for the street address, city, state, country, postal code, and contact information. This address prints on drafts processed through the Draft Reprint Program, CSH510D1.
Address 3 (50,A):	Specify the bank name, branch name, address, postal code, and contact person, if available, of the bank branch. The screen displays address lines

for the street address, city, state, country, postal code, and contact information. This address prints on drafts processed through the Draft Reprint Program, CSH510D1.

Address 4 (50,A): Specify the bank name, branch name, address, postal code, and contact person, if available, of the bank branch. The screen displays address lines for the street address, city, state, country, postal code, and contact information. This address prints on drafts processed through the Draft Reprint Program, CSH510D1.

Address 5 (50,A): Specify the bank name, branch name, address, postal code, and contact person, if available, of the bank branch. The screen displays address lines for the street address, city, state, country, postal code, and contact information. This address prints on drafts processed through the Draft Reprint Program, CSH510D1.

Address 6 (50,A): Specify the bank name, branch name, address, postal code, and contact person, if available, of the bank branch. The screen displays address lines for the street address, city, state, country, postal code, and contact information. This address prints on drafts processed through the Draft Reprint Program, CSH510D1.

State (3,A): Specify the state where the bank branch is located.

Country (4,A): Specify the country where the bank branch is located.

Postal Code (9,A): Specify the bank name, branch name, address, postal code, and contact person, if available, of the bank branch. The screen displays address lines for the street address, city, state, country, postal code, and contact information. This address prints on drafts processed through the Draft Reprint Program, CSH510D1.

Validate Account Check Digit (1,A): Specify one of the codes defined below to indicate how you want check digit validation handled. Banking information must already be defined in the Customer Master file and in Document Maintenance. Options are:

Blank=Company Default

0=No Validate

1=Validate

2= Not Used

Banking System (2,A): Specify the banking system code applicable to this bank branch. The value you specify here determines the algorithm used to validate the check digit appropriately to the needs of one or several countries.

Attention to (30,A): Specify the bank name, branch name, address, postal code, and contact person, if available, of the bank branch. The screen displays address lines for the street address, city, state, country, postal code, and contact information. This address prints on drafts processed through the Draft Reprint Program, CSH510D1.

Screen actions - CSH130D2-01

Commands	Description
F21=Language Override	Display the Bank Branch Language Override screen, CSH131D-01. Select a bank branch and the language for translation.
F22=Toggle Language	Use F22=Toggle Language to switch between the bank branch name and address in the master file (base) language and in your language, assuming the bank branch information was translated into your language. All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

Bank branch language override, CSH131D

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

If you use the auto create feature, the list of banks on the CSH131D-01 screen includes changes made in Bank Branch Master Maintenance, CSH130D1. The new and updated records have status Review Required. When you translate the names and addresses and press Enter, the status changes to Active.

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

If you use the Infor Development Framework (IDF) you must create a blank Language record in SYS091D for File 018 and Language Code ***. CSH130D2 automatically creates and maintains this record. The blank Language record is not listed on CSH131D-01 and you cannot revise or delete it. To display or

copy the record, enter action 5=Display or 3=Copy, specify the bank branch number and leave the language field blank.

Access:

- Menu CSH
- Action 14=Language Override from the Bank Branch Master Selection screen, CSH130D1-01
- F21=Language Override from the Bank Branch Master Maintenance screen, CSH130D2-01

Add or select a bank branch address record

Use the Bank Branch Master Language Override screen, CSH131D-01, to add or select a bank branch address record to translate.

Field descriptions - CSH131D-01

Fields	Description
Line actions	All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 13)</i> in the overview information in this document.
Act (2,0):	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 13)</i> in the overview information in this document.
Bank Code (10,A):	Specify the bank code to create or copy.
Branch (25,A):	Specify the bank branch to create or copy.
Language (3,A):	Specify the language to use in the translation.

Screen actions - CSH131D-01

Commands	Description
F13 = Filters	Access the Filter Options screen to select from the following sequences: 1=Bank Code/Branch/Language - Active 2=Bank Code/Branch/Language - All

3=Only Review Required Records

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 14)* in the overview information in this document.

Filter options

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

Field descriptions - Filter

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

Screen actions - Filter

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

Enter translated bank branch information

Use the Bank Branch Information - Language Maintenance screen, CSH131D-03, to enter the translated name and address for the bank branch that you selected on the previous screen.

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

Field descriptions - CSH131D-03

Fields	Description
Bank Code (10,A):	If you are in Create or Copy mode, specify the number of the bank code record to create or copy.
Branch (25,A):	If you are in Create or Copy mode, specify the number of the bank branch record to create or copy.
Language Code (3,A):	If you are in Create or Copy mode, specify a language to use for translation.
Bank Name (40,A):	Specify the bank name for this address in the selected language.
Branch Name (30,A):	Specify the bank branch name for this address in the selected language.
Attention To (30,A):	Specify the name of the contact in the selected language.
Address (50,A):	Specify the address for this bank branch record in the selected language.

Screen actions - CSH131D-03

Commands	Description
Standard screen actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

Bank Branch Listing, CSH135D

Bank Branch Listing, CSH135D, prints a listing of the bank branches with their associated names and addresses. The listing is sorted in alphanumeric order by branch code. The information contained in this listing can be limited by from and to bank and branch ranges.

Access: Menu CSH

Print a bank branch report

Use the Bank Branch Listing screen, CSH135D-01 to specify the information to include on the report.

Field descriptions - CSH135D-01

Fields	Description
From Bank (10,A):	Specify a range of values to limit the banks to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
To Bank (10,A):	Specify a range of values to limit the banks to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
From Branch (25,A):	Specify a range of values to limit the branch codes to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
To Branch (25,A):	Specify a range of values to limit the branch codes to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
Override Print Option (1,0):	<p>Specify the language in which to print name and address information for the bank branch record. If you use the default print option 0, Infor LX prints the report in the master file (base) language. If you select option 1, but a language record does not exist, the system prints the information from the base master file. If you choose options 3 or 4, but a language record does not exist, the report does not include data for that record. Before you submit the job, verify that your printer supports the languages that you select for the report.</p> <p>0=Print Base Name and Address Information. Print the name and address information in the master file (base) language.</p> <p>1=Print User Language Override for Name/Address. Print the name and address information in the language associated with your User ID.</p> <p>3=Print Language Overrides in Specified Language. Specify a valid language code in the field to the left of the option. The information prints in the specified language.</p> <p>4=Print All Available Languages. Print the name and address information multiple times with all address records found for the bank branch record in the OBX files.</p>
Language (3,A):	Specify the language to use on the report.
Run Time Parameter (1,A):	Specify interactive to process the data in real time or batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - CSH135D-01

Commands	Description
All Screen Actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

Payment Agreements, CSH140D1

Use this program to maintain payment agreements between your company and your bank, or between your customer or vendor and their bank.

Payment agreements associate a payment type code with both a draft terms code and From/To bank codes. The From/To bank codes designate the issuing and receiving banks for a transaction, respectively. Draft terms codes outline a draft's payment schedule. The bank code can resolve the cash account segment for use with the draft. Draft terms are defined in Draft Terms Maintenance (CSH110), the bank code is defined in Bank Master Maintenance (ACP140D1), and the bank branch code for the customer/vendor is defined in Bank Branch Maintenance (CSH130D1).

For accounts payable and accounts receivable applications, you must define separate payment agreements by either vendor or customer number, respectively. In addition, a company number in the Payment Agreements file allows you to define different payment agreements according to company number. Therefore, you can use the same payment type code and customer number for many companies. If the Multiple Currency system (MLT) is installed and activated through Parameters Generation (SYS800), separate payment agreements can be defined for separate currencies.

The system uses payment agreement data during both the Order Entry/Billing/Accounts Receivable and the Purchasing/Accounts Payable job streams for three main purposes:

- To identify the draft terms that are used to calculate the respective receivable and payable totals
- To identify the bank that processes the draft. The bank account number in the Bank Master file can resolve the cash account segment and the next available reference number for the specified payment type
- To provide memo information which is printed on the draft and recorded for draft extraction

Payment agreements are stored on the OPA file.

Access: Menu CSH

Select a payment agreement

Use the Payment Agreement Maintenance screen, CSH140D1-01, to select a payment agreement to maintain.

 Field descriptions - CSH140D1-01

Fields	Description
Company (3,0):	Specify the company number to be associated with this payment agreement. You must be authorized to this company in Infor LX User Authorization Maintenance, SYS600D1.
Vendor (8,0):	Specify the vendor number associated with this payment agreement. Define vendors in IDF Vendor. This number should be the pay-to vendor number.
Customer (8,0):	Specify the customer number that is associated with this payment agreement. Customers are defined in IDF Customer.
Payment Type (1,A):	Specify the payment type code to be associated with this payment agreement. This must be a draft payment type.
Currency Code (3,A):	Specify the currency code to be associated with this payment agreement. The payment agreement data specified on the second maintenance screen, CSH140D2-01, applies only to transactions occurring in this currency. This field appears if the Multiple Currencies product (MLT) is installed and active for either Accounts Receivable or Accounts Payable processing.
Status:	This field indicates whether the record is Active or Inactive.

Screen actions - CSH140D1-01

Commands	Description
All Screen Actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

Add or maintain a payment agreement

Payment Agreement Maintenance, CSH140D2-01, displays information for the vendor or customer entered on screen CSH140D1-01.

Note: If you are maintaining a payment agreement for a vendor, the screen displays the vendor's number and name. The screen displays the Vendor Pays Bank Charge field instead of the Customer Pays Bank Charge field.

Field descriptions - CSH140D2-01

Fields	Description
Draft Terms (2,A):	Specify the code of the draft terms to be applied to this payment agreement. Draft terms identify the payment schedule for drafts. Maintain draft terms in Draft Terms Maintenance, CSH110D1. This field cannot be left blank.
Minimum Amount (15,2):	Specify the lowest and highest draft payment amounts that this payment agreement allows. This field is for reference only.
Maximum Amount (15,2):	Specify the lowest and highest draft payment amounts that this payment agreement allows. This field is for reference only.
Agreement Date (6,0):	Specify the date of this payment agreement, that is, the date that it becomes valid. This entry is not processed by the system and does not affect the manner in which the system processes drafts. However, it can be useful in identifying consecutive agreements between the two parties.
Bank Account (23,A):	Specify the code used by the bank to identify the customer's or vendor's cash account for this payment agreement. This entry is not processed by the system; however, it prints on the drafts that are generated through the Draft Reprint program, CSH510D1.
Customer/Vendor Pays Bank Charge (1,A):	<p>Accept the default entry Y (Yes) if the customer or vendor is to pay the bank charge associated with processing this draft. Leave the field blank if the customer or vendor is not to pay the bank charge. This indicates that you - the company - are responsible for any bank charges.</p> <p>This field determines whether or not the bank charges set up in Bank Charge Maintenance, CSH150D1 are charged to you or your customer/vendor:</p> <ul style="list-style-type: none"> ■ In A/R, if the Customer is to pay the bank charge, the bank charge amount is added to the draft payment amount. If you (the Company) are responsible for bank charges, your bank includes the charges on its bank statement. You must balance your accounts with a journal entry when reconciling the bank statement. ■ In A/P, if the company (not the vendor) is to pay the bank charge, it is added to the draft payment which you issue the vendor. This takes place during ACP650D, Make Payments, processing. <p>For both situations described above, if your Bank/Branch is the same as your customer/vendor bank branch, no bank charges is assessed.</p>
Bank Code (10,A):	Specify the code of the customer's/vendor's bank which is participating in this payment agreement.

- Branch (25,A):** Specify the customer's or vendor's bank branch. This branch code and the bank code entered in the previous field must exist on the Bank Branch file, which is maintained in CSH130D1. Branch codes appear on the drafts that are printed through the Draft Reprint program, CSH510D1. They are also used to build the interface file.
- Bank (3,A):** Specify the code for the bank account used to process the draft between you and your customer/vendor. This bank code can resolve the cash account segments during model resolution in CEA.
- After entering the Bank Code, Branch, and Bank (Account), press Enter. The customer/vendor's bank/branch name and address appears in the lower right corner of the screen. Also, the address of the bank/branch associated with your company and bank account code displays in the lower right corner of the screen. This is the address entered in Bank Branch Maintenance, CSH130D1, for the bank and branch associated with your company and bank account code in Bank Account Master Maintenance, ACP140D1.

Screen actions - CSH140D2-01

Commands	Description
All Screen Actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

Payment Agreement Listing, CSH145D

This program prints a listing of the payment distribution information that you defined through the Payment Agreement Maintenance program (CSH140). You can choose to print the payment agreements for customers, vendors, or both. You can limit the information contained on the listing by company, payment type, and currency code range(s).

If you choose to print both customer and vendor distributions, the vendor distributions are listed first, in numeric order by company number. The information contained in this listing can be limited by company, payment type, and currency ranges.

Access: Menu CSH

Print a payment agreement report

Use the Payment Agreement Listing screen, CSH145D-01, to specify the information to include in the report.

Field descriptions - CSH145D-01

Fields	Description
Print Customer Agreement (Y/blank) (1,A):	Valid entries are: 1=Yes Print the customer payment agreement information. 0=No Do not print the customer payment agreement information.
Print Vendor Agreement (Y/blank) (1,A):	Valid entries are: 1=Yes Print the vendor payment agreement information. 0=No Do not print the vendor payment agreement information.
From Company (3,0):	Specify a range of values to limit the company numbers to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
To Company (3,0):	Specify a range of values to limit the company numbers to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
From Payment Type (1,A):	Specify a range of values to limit the payment types to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
To Payment Type (1,A):	Specify a range of values to limit the payment t to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.
From Currency (3,A):	Specify a range of values to limit the currencies to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.

- To Currency (3,A):** Specify a range of values to limit the currencies to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.
- Run Time Parameter (1,A):** Specify interactive to process the data in real time or batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - CSH145D-01

Commands	Description
All Screen Actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

Stamp Tax/Bank Charges, CSH150D1

This program allows you to perform either of two functions, based on your selection using F13=Filters, on screen CSH150D1-01:

- Stamp Tax Maintenance, for taxes which are assessed by a taxing authority for the use of drafts
- Bank Charges Maintenance, for charges assessed by a bank for the processing of these drafts

This program performs both functions on separate but similar screens. Both maintenance functions can only be set up for draft payment types.

Stamp Tax Maintenance

Stamp taxes are assessed on drafts in various amounts, depending upon the amount of the draft. The only time you need to set up stamp taxes is when you are passing along the expense of the stamp tax to your customer, or you add stamp taxes to a draft payable to your vendor. (If your company is accepting the stamp tax expense, you do not need to set up stamp taxes or apply them.) If the Multiple Currencies (MLT) system is installed and activated in A/R or A/P, the stamp tax structure is also defined for specific currencies.

For transactions with draft payment type codes, the system can calculate and assign stamp taxes to drafts. Stamp taxes are set up by company, currency code, and payment type; then you assign different stamp tax amounts to ranges of draft amounts. The system searches through the stamp tax structures and assigns the one that applies. This occurs when the system records the draft.

After computing the stamp tax from the data entered through this program, the taxes are printed on the Invoice Register or Payment Register.

Bank Charge Maintenance

When you access the Bank Charges Selection screen (use F13=Filters and enter 2=Bank Charge on screen CSH150D-01 if it presently displays Stamp Tax Selection), you can set up the amount that your bank charges based on the amount of a draft. You determine who pays this bank charge (you or your customer/vendor) in Payment Agreements Maintenance (CSH140). If the company and the customer/vendor have the same bank and branch, no charges occur.

Access: Menu CSH

Select a stamp tax to maintain

Use the Stamp Tax Selection screen, CSH150D1-01, to choose the stamp tax record to maintain.

Field descriptions - CSH150D1-01

Fields	Description
Company (3,0):	Specify the code of the company for which this stamp tax or bank charge is being maintained. You must be authorized to this company in Infor LX User Authorization Maintenance, SYS600D1.
Bank (3,A):	The screen displays this field if you are maintaining bank charges. Specify the code of the bank for which bank charges are being maintained.
Currency (3,A):	Specify the currency code to be associated with this stamp tax or bank charge structure. This field displays only if Multiple Currency (MLT) is installed and activated for A/R or A/P.
Payment Type (1,A):	Specify the payment type code with which this stamp tax or bank charge is to be associated. This must be a draft payment type, as defined in Payment Types Maintenance, ACP170D1. If you make an entry to the Record Draft, Record Payment, or Print Draft field on screen ACP170D2-01, you have defined that payment type as a draft.
Status:	This field indicates whether the record is Active or Inactive.

Screen actions - CSH150D1-01

Commands	Description
F13=Filters	Switch between the following modes: Stamp Tax Selection or Bank Charges Selection; Customer or Vendor; and All Records or Active Records. If you are maintaining the stamp tax structure for a vendor (Accounts Payable), specify 1=Vendor in the filter screen. If you are maintaining the stamp tax structure for a customer (Accounts Receivable), specify 2=Customer.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 14)* in the overview information in this document.

Maintain the stamp tax

Specify a line action and press Enter on the Stamp Tax Selection screen, CSH150D1-01, to display Stamp Tax Maintenance, CSH150D2-01.

Field descriptions - CSH150D2-01

Fields	Description
Percent (5,2):	Specify the percentage of the draft amount that the bank charges you to process drafts. For example, if your bank charges you 1.50% for each draft, enter 1.5. If you make an entry here, leave the From Amount, To Amount, and Bank Charges fields blank.
From Amount (15,2):	Specify the lowest and highest amounts for which the stamp tax or bank charge amount entered to the right applies. The From Amount and To Amount on each successive line must be higher than the values on the previous line. For example: From Amount: 0000000000000.01 To Amount: 0000000000001.00 From Amount: 0000000000001.01 To Amount: 0000000000002.00 From Amount: 0000000000002.01 To Amount: 0000000000005.00
To Amount (15,2):	Specify the lowest and highest amounts for which the stamp tax or bank charge amount entered to the right applies. The From Amount and To Amount on each successive line must be higher than the values on the previous line. For example: From Amount: 0000000000000.01 To Amount: 0000000000001.00 From Amount: 0000000000001.01 To Amount: 0000000000002.00 From Amount: 0000000000002.01 To Amount: 0000000000005.00
Stamp Tax/Bank Charge (15,2):	Specify the amount of the stamp tax or bank charge. This amount applies to draft amounts that are within the range entered in the previous fields. The range is determined by the From Amount and To Amount values. If specify an amount in this field, leave the Percent field blank.

Screen actions - CSH150D2-01

Commands	Description
All Screen Actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

Stamp Tax/Bank Charges Listing, CSH155D

This program prints a listing of the stamp tax structures and/or bank charges that you defined through the Stamp Tax/Bank Charges Maintenance program (CSH150).

Access: Menu CSH

Print a Stamp Tax/Bank Charges Report

Use the Stamp Tax-Bank Charges Listing screen, CSH155D-01, to specify the information to include in the report.

Field descriptions - CSH155D-01

Fields	Description
Print Customer Data (1,A):	Valid options are: 1=Yes Print customer stamp taxes or bank charges. 0=No Do not print customer taxes or bank charges.
Print Vendor Data (1,A):	Changed: MR81212 Removed the extra text from the title Valid options are: 1=Yes Print vendor stamp taxes or bank charges. 0=No Do not print vendor taxes or bank charges.

-
- From Company (3,0):** Changed: MR81212 Changed the attribute of the title from (3,A) to (3,0)
Specify a range of values to limit the company numbers to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.
- To Company (3,0):** Changed: MR81212 Changed the attribute of the title from (3,A) to (3,0)
Specify a range of values to limit the company numbers to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.
- From Bank (3,A):** Specify a range of values to limit the bank codes to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

Note: To print only stamp taxes, only bank charges, or both for your customer/ vendor, you must make the following entries in the From Bank and To Bank fields:

Stamp tax listing: Blank out both Bank fields
Bank charges listing: Specify the bank code range in the Bank fields
Both stamp tax and bank charges listing: Blank out only From Bank field
- To Bank (3,A):** Specify a range of values to limit the bank codes to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

Note: To print only stamp taxes, only bank charges, or both for your customer/ vendor, you must make the following entries in the From Bank and To Bank fields:

Stamp tax listing: Blank out both Bank fields
Bank charges listing: Specify the bank code range in the Bank fields
Both stamp tax and bank charges listing: Blank out only From Bank field
- From Currency (3,A):** Specify a range of values to limit the currency codes to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.
- To Currency (3,A):** Specify a range of values to limit the currency codes to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.
- From Payment Type (1,A):** Specify a range of values to limit the payment types to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

To Payment Type (1,A): Specify a range of values to limit the payment types to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

Run Time Parameter (1,A): Specify interactive to process the data in real time or batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - CSH155D-01

Commands	Description
All Screen Actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

Draft Status Report, CSH200D

This program prints a list of existing drafts. The list includes the following information:

- Draft number and status
- Draft amount
- Customer/vendor name
- Customer/vendor number
- Bank
- Currency code
- Draft issue date
- Draft payment type code.

The report lists payments below each draft and provides the payment number, payment status, payment amount, payment date, due date, bank date, and value date. You can limit the data that is to appear on this report by the criteria on the first screen.

Access: Menu CSH

Print an existing draft report

Use the Draft Status Listing, CSH200D-01, to specify the drafts to include in the report.

Field descriptions - CSH200D-01

Fields	Description
Print Customer Drafts (Y/blank) (1,A):	<p data-bbox="500 390 581 420">Y=Yes</p> <p data-bbox="500 449 980 478">Print customer draft status information.</p> <p data-bbox="500 499 623 529">Blank=No</p> <p data-bbox="500 550 1062 579">Do not print customer draft status information.</p>
Print Vendor Drafts (Y/blank) (1,A):	<p data-bbox="500 630 581 659">Y=Yes</p> <p data-bbox="500 688 948 718">Print vendor draft status information.</p> <p data-bbox="500 739 623 768">Blank=No</p> <p data-bbox="500 789 1036 819">Do not print vendor draft status information.</p>
From Company (3,0):	<p data-bbox="500 865 1440 970">Specify a range of values to limit the company numbers to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.</p> <p data-bbox="500 991 1440 1159">The system selects draft status information from the company level and proceeding through the payment type, currency code, bank account, and draft number levels. If you narrow the company number range, you limit all selections because only payment types and currency codes within that company number range are selected.</p>
To Company (3,0):	<p data-bbox="500 1201 1440 1306">Specify a range of values to limit the company numbers to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.</p> <p data-bbox="500 1327 1440 1495">The system selects draft status information from the company level and proceeding through the payment type, currency code, bank account, and draft number levels. If you narrow the company number range, you limit all selections because only payment types and currency codes within that company number range are selected.</p>
From Payment Type (1,A):	<p data-bbox="500 1537 1440 1633">Specify a range of values to limit the payment types to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.</p>
To Payment Type (1,A):	<p data-bbox="500 1675 1440 1772">Specify a range of values to limit the payment types to include in the report. For a discussion of ranges, see <i>Ranges</i> in the overview information in this document.</p>

From Currency (3,A): Specify a range of values to limit the currency codes to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

Note: The system displays the currency code fields if Multi-Currency (MLT) is installed.

To Currency (3,A): Specify a range of values to limit the currency codes to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

Note: The system displays the currency code fields if Multi-Currency (MLT) is installed.

From Bank (3,A): Specify a range of values to limit the bank accounts to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

To Bank (3,A): Specify a range of values to limit the bank accounts to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

From Draft No. (10,0): Specify a range of values to limit the draft numbers to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

To Draft No. (10,0): Specify a range of values to limit the draft numbers to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

Run Time Parameter (1,A): Specify interactive to process the data in real time or batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - CSH200D-01

Commands	Description
All Screen Actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

Draft Cross Reference Report, CSH210D

This program prints a list of all invoices that were assigned draft payment type codes when they were created. The invoices for reconciled drafts appear on this report until they are deleted by either the Month End Purge (ACP900D) or the Period Year End Close (ACR900D) programs. The status of each draft as set through Draft Tracking, CSH500D1, appears on the Draft Status Report, CSH200D.

This report lists the company number and name, bank code, currency code, and payment type code for each invoice. It also provides the draft number, issue date, remittance identification number, amount, and both the customer/vendor number and name for each draft associated with the invoice. The listing is printed in numerical order by company and then draft number.

The system displays the currency code fields if Multiple Currencies (MLT) is installed.

Access: Menu CSH

Print a draft cross reference report

Use the Draft Cross Reference Report, CSH210D-01, to specify the information to include in the report.

Field descriptions - CSH210D-01

Fields	Description
Print Customer Drafts (Y/blank) (1,A):	Y=Yes Print customer draft status information.
	Blank=No Do not print customer draft status information.
Print Vendor Drafts (Y/blank) (1,A):	Y=Yes Print vendor draft status information.
	Blank=No

Do not print vendor draft status information.

From Company (3,0): Specify a range of values to limit the company numbers to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

The system selects draft status information from the company level and proceeding through the payment type, currency code, bank account, and draft number levels. If you narrow the company number range, you limit all selections because only payment types and currency codes within that company number range are selected.

The report includes the draft status information for companies to which you are authorized.

To Company (3,0): Specify a range of values to limit the company numbers to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

The system selects draft status information from the company level and proceeding through the payment type, currency code, bank account, and draft number levels. If you narrow the company number range, you limit all selections because only payment types and currency codes within that company number range are selected.

The report includes the draft status information for companies to which you are authorized.

From Payment Type (1,A): Specify a range of values to limit the payment terms to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

To Payment Type (1,A): Specify a range of values to limit the payment types to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

From Currency (3,A): Specify a range of values to limit the currency codes to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

To Currency (3,A): Specify a range of values to limit the currency codes to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

From Customer (8,0): Specify a range of values to limit the customers to include in the report. For a discussion of ranges, see *Ranges* in the overview information in this document.

To Customer (8,0):	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.
From Vendor (8,0):	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.
To Vendor (8,0):	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.
Run Time Parameter (1,A):	Specify interactive to process the data in real time or batch to process the data in the job queue. If you specify interactive processing, your session is unavailable for other tasks until the job finishes.

Screen actions - CSH210D-01

Commands	Description
All Screen Actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

Debt Visibility Inquiry, CSH305D

This program allows you to view draft information interactively by customer or vendor number. The screen displays information for the selected customer/vendor, currency, company, and payment type. If you are viewing this screen for a customer, the total due in the upper right corner is always in base currency.

Access: Menu CSH

View debt information

Use the Debt Visibility Inquiry screen, CSH305D-01, to specify selection criteria. Specify a value in one or more fields and press Enter. When you press Enter, the screen refreshes with the information that matches your selection.

You can use F13=Filters to switch between customer and vendor, detail and summary displays, and base and transaction currencies. If you choose to display detail information, use F11=Fold to display more fields.

Field descriptions - CSH305D-01

Fields	Description
Vendor (8,0)/Customer (8,0):	Specify a vendor or customer number. Use F13=Filters to switch between the vendor and customer fields.
Currency (3,A):	Specify a currency type or leave this field blank for a display of all currency types.
Company (3,0):	Specify a company or leave this field blank for a display of all companies.
Pay Type (1,A):	Specify a payment type or leave this field blank for a display of all payment types.
Status (2,0):	Specify a valid status. The status must be a value from 10 - 98, where 10=Acknowledged.

Screen actions - CSH305D-01

Commands	Description
F13=Filters	<p>Switch between the following modes: Customer or Vendor; Detail or Summary information, and Transaction or Base currency. If you choose Detail information, the screen displays the F11=Fold screen action.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.</p>

Draft Tracking, CSH500D1

This program allows you to maintain and track drafts and their statuses. You can add drafts, delete drafts, or update existing drafts which have been set up through the subsystems (A/R or A/P) based on their draft payment type code. Drafts are updated (tracked) by recording changes to the status of draft payments and by distributing the payment amounts to the appropriate segments in your primary financial product.

CSH500 includes the following screens:

CSH500D1-01, Draft Tracking: Selection

CSH500D2-01, Draft Tracking: Update

CSH500D2-02, Draft Tracking: Update

CSH501D2-01, Draft Notes Update

You must use this program to record the transfer of cash and to reconcile completed draft transactions through the Draft Management system. When you exit the program, the system posts the necessary journal entries to CEA or EGLi for the updates that you made. After drafts receive a status of reconciled through this program, you can use either the Month End File Purge, ACP900D, or the Period/Year End Close, ACR900D, programs to purge the drafts from the system.

The screen displays the currency field if Multi-Currency (MLT) is installed and if the A/R or A/P MLT System flag in Multi-Currency Parameters (MLT800) is set to Yes.

The screen displays either the Customer or Vendor field, depending upon the type selected. To switch to vendor type, use F13=Filters.

Access: Menu CSH

Select a draft to maintain

Use the Draft Tracking: Selection screen, CSH500D1-01, to enter a new draft or to select a draft to view or maintain.

Field descriptions - CSH500D1-01

Fields	Description
Act (1,A):	Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. All line actions on this screen perform standard Infor LX functions. See <i>Generic help text for line actions (p. 13)</i> in the overview information in this document
Company (3,0):	Specify the company number associated with the draft to be maintained.
Bank (3,A):	Specify the code of the bank which is processing this draft.
Currency (3,A):	Specify the currency code of the draft to be maintained.
Payment Type (1,A):	Specify the draft payment type code of the draft to be maintained. This payment type code must exist on the Master file of the bank entered above.
Draft (10,0):	Specify the number of the draft to be maintained. If you do not know the number, leave this field blank.

- Customer (8,0):** Specify the number of the customer whose draft is to be maintained. To switch to vendor type, use F13=Filters.
- Vendor Number (8,0):** Specify the number of the vendor whose draft is to be maintained. To switch to customer type, use F13=Filters.

Screen actions - CSH500D1-01

Commands	Description
F13=Filters	Switch between a display of customer and vendor records. All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

View or maintain a draft

Use the Draft Tracking: Update screen, CSH500D2-01, to enter or maintain the information for the draft.

The screen displays the following fields:

- Company number and name
- Bank code
- Currency code and description
- Payment type code and description
- Customer (or Vendor) number and name
- Draft number

Field descriptions - CSH500D2-01

Fields	Description
Posting Date (8,0):	Specify the date that this draft update (or add/delete) is to affect CEA. This field defaults to the current date.
G/L Reason (5,A):	The screen displays the reason code established in Default Reason Codes, SYS180. You can override it with any other valid reason code. The reason code in combination with the application determines the event used for this transaction.
Event:	Use Events or Financial Event Classes to process information from the sub-systems and to create and post journal entries. This field displays the event

determined from the reason code and the program used to generate journal entries.

Event Description: This field displays a description for the event.

Screen actions - CSH500D1-01 and CSH500D2-01

Commands	Description
F13=Filters	<p>This action is on the CSH500D1-01 screen. Switch between a display of customer and vendor records.</p> <p>All other screen actions on CSH500D1-01 perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.</p> <p>On the CSH500D2-01 screen, all screen actions perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.</p>

Update the draft status

The Draft Tracking: Update screen, CSH500D2-02, displays when you press Enter after entering a draft payment on screen CSH500D2-01. On this screen you can manually adjust the status of each draft payment, as opposed to this occurring automatically in the A/R or A/P subsystems, and its associated payment dates. Use F11=Fold to display additional information on the screen.

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

The following information appears at the top of the screen:

- Company number and name
- Today's rate (the spot rate for the current date)
- Bank code
- Currency code and description
- Payment type code and description
- Draft number
- Customer (or Vendor) number and name
- Remittance ID
- Date Issued
- Draft amount

- Event and event description
- Exchange Rate

The rest of the screen displays the fields related to the draft payments made by the customer or to the vendor. The payment number is displayed at the beginning of each line and cannot be changed.

User-defined fields for the Issued, Accepted, Reconciled, and any other statuses can be defined in Payment Distribution Maintenance (CSH120D1). Refer to the CSH120D1 program for additional information about using user-defined fields during model resolution in your primary financial product.

Because each line on this screen represents a draft payment, each payment line has its own draft status code. When a draft is initially created through either the Billing, Receivable, or Payable job streams, it is recorded to the Draft files and assigned a recorded status (00). This means that each draft payment line initially has the recorded status.

The system uses the payment agreements data to retrieve the default bank account code and draft terms code. Set up in payment agreements in CSH140D1. The draft terms code determines the payment schedule for the transaction. When you first update a draft through Draft Tracking, CSH500D1, each payment appears with its scheduled due date according to the Draft Terms, CSH110D1, payment schedule.

The subsystems create journal entries in CEA when draft payments are posted to the Draft files (ODH, ODL). CSH500D1 must generate the necessary journal entries in CEA as a draft is processed between Recorded, Issued, and Reconciled statuses, or any other user-defined statuses. Journal entries produced through this program can use the draft company number and a journal source that is set up for CSH, along with the next available journal reference number.

The system assigns the draft header record (ODH) a status that is equal to the lowest status of any of its individual draft records (ODL). This draft status then appears on various Draft Management and Tax Reports.

The Recorded (00), Issued (10), and Reconciled (99) draft payment status codes are used to track the draft as it proceeds through the draft payment cycle. As previously mentioned, when you change the draft status between these codes, CEA journal entries are potentially created using previously created models.

The Reconciled status (99) indicates that a draft payment has been processed completely. When all payment lines for a draft are reconciled, the system automatically sets the draft status to Reconciled (99) so that the draft can be removed from the files when they are purged.

Field descriptions - CSH500D2-02

Fields

Description

Line Actions

The following line action is available on screen CSH500D2-02.

10=Exchange Rate

Specify 10 to maintain the exchange rate.

- Act (2,0):** Specify 10 to maintain the exchange rate. The system displays the Override Exchange Rate screen (MLT940D). This screen displays the multiplier and divisor exchange rates for the selected line. You can maintain these exchange rate fields if you have installed the MLT product, and your system is defined as euro enabled in Multi-Currency System Parameters, MLT800, program.
- Remittance ID (10,A):** Specify the remittance identification code for this draft. This is a user-defined code that identifies this particular payment transaction.
- Date Issued (6,0):** If you update a draft that is already issued, this field displays the draft issue date. You can override this date. If you add a new draft or update a recorded draft, specify the date of issue.
- Stat (2,0):** Specify the status code for each draft payment. This code can determine the account to which a payment amount is allocated and it controls whether a draft can be purged from the Draft Master files (ODH, ODL, and ODX) by the respective Month End File Purge (ACP900D) and Period/Year End Close (ACR900D) programs.
- You can change status codes if the from and to statuses are valid for a payment distribution, with one exception: a status of 00 (recorded) cannot be changed to 10 (issued) through this program. This must occur in the subsystem processing programs (ACR500D1, ACP600D). All drafts added through CSH500D1 are assigned a status of 10.
- Amount (15,2):** Specify the amount of the draft payment.
- Due Date (6,0):** Specify the date the draft payment is due. This date is printed on the draft.
- Other (Other Date) (6,0):** These date fields are for your use and do not affect draft processing, except if you enter a value date and a discount percentage on the folded line.
- Bank (Bank Date) (6,0):** These date fields are for your use and do not affect draft processing, unless you specify a value date and a discount percentage.
- Payment (Payment Date) (6,0):** These date fields are for your use and do not affect draft processing, unless you specify a value date and a discount percentage on the folded line.
- Value (Value Date) (6,0):** These date fields are for your use and do not affect draft processing, unless you specify a value date and a discount percentage on the folded line:

Disc (Discount) (5,2): To redeem a draft prior to its due date, specify the discount percentage to apply to this draft payment line. Use this field with the Value Date field, which is the date that you are actually cashing the draft. The system uses the number of days difference between the value date and the scheduled date to calculate the discounted draft amount.

Draft discounting occurs when a draft is cashed, that is, moved to status 99 before its due date. The discount in this case is actually a penalty to the company that selects the draft for payment before it matures. The amount of the discount, which is a function of the draft amount, the interest rate, and the days maturity, is calculated automatically by the system.

For example, on a \$ 25.00 draft, the accounting entries appear below:

From status	00 (Recorded)
To status	10 (Issued)
DR	CR
Draft Receivable	\$25.00
A/R	\$25.00

If you cash this draft before its due date, the following transaction occurs:

From status	10 (Issued)
To status	99 (Reconciled)
DR	CR
Cash	\$24.00
Interest Expense	\$1.00
Draft Receivable	\$25.00

You incurred \$1.00 in interest expense for selecting this draft for payment before its due date. This transaction occurs in Draft Tracking, CSH500D1, when you change the status to 99.

Dishonor (Dishonored Date) (6,0): Specify the date that this draft payment line was dishonored.

Forex (10,A): Specify the foreign exchange reservation number that applies to this draft payment line. The exchange rate found for this reservation is applied to this line if it does not exceed the FOREX limit and if it is within valid dates. The

exchange rate from this FOREX takes precedence over any other exchange rate(s) entered on this screen.

Exch Rate (15,7):

Specify the exchange rate to apply to this line of the draft payment. Any gain or loss incurred by the fluctuation of exchange rates is posted to the customer (or vendor) type accounts set in Customer or Vendor Types Maintenance (ACR170D1 or ACP150D1, respectively). This field is automatically filled when the draft is created. You can choose one of the following actions:

1. Make no change. No gain/loss is calculated.
2. Fill in an exchange rate.
3. Blank out the rate, in which case a new exchange rate is calculated based upon the Posting Date on screen CSH500D2-01.

If your system is euro enabled in Multi-Currency System Parameters, MLT800, the screen displays the multiplier exchange rate that is used for triangulation calculation. To maintain this exchange rate, specify 10=Exchange Rate on the line next to a draft payment. The program displays the Override Exchange Rate screen (MLT940D). On this screen, you can display or override the multiplier and divisor exchange rates, depending on the triangulation calculation method used.

Screen actions - CSH500D2-02

Commands	Description
F2=Exchange Rate	Access the Override Exchange Rate screen, MLT940D. This screen displays the multiplier and divisor exchange rate for the Exchange Rate field. You can maintain these exchange rate fields if you have installed MLT, and if your system is defined as euro enabled in Multi-Currency System Parameters, MLT800.
F6=Post	Accept and record the information entered on this screen and continue with the program.
F11=Fold	Display the discount, dishonored date, FOREX, and exchange rate fields. Use F11 again to return the screen to its original form.
F18=Today's Rate	Access the Override Exchange Rate screen, MLT940D. This screen displays the multiplier and divisor exchange rates for the Today's Exchange Rate field. You can maintain the multiplier and divisor exchange rate fields if you have

installed the MLT product, and your system is defined as euro enabled in Multi-Currency System Parameters, (MLT800).

F20=Notes Available Access Draft Notes Maintenance, CSH501D2-01. You can maintain notes to include on the draft record.

All other screen actions on this screen perform standard Infor LX functions. See *Generic help text for screen actions (p. 14)* in the overview information in this document.

Draft Notes Maintenance

Use the Draft Notes Maintenance screen, CSH501D2-01, to enter or update notes for the draft.

Access: F20=Notes Entry from screen CSH500D2-02.

Maintain draft notes

The screen displays the company, payment type, bank code, draft number, and currency.

Field descriptions - CSH501D2-01

Fields	Description
Note Text (50,A):	Specify notes pertaining to the respective draft number. These notes are informational only and do not print on the draft.

Screen actions - CSH501D2-01

Commands	Description
All Screen Actions	All screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.

Draft Reprint, CSH510D1

This program allows you to reprint drafts, especially those that you updated in the Draft Tracking program, CSH500D1. Initially, drafts are printed during the Billing, BIL530, job streams. The payment type code

of each draft determines the exact processing point at which the draft is printed. Define payment type codes through Payment Type Maintenance, ACP170D1.

The system prints copies of the draft so that the number of copies equals the number of payments on the draft. Set up these payments in the Draft Terms file through CSH110D1. The due dates at the top of each copy change to account for the number of payment days set up in the same terms file. The draft includes the following additional information:

- Issue date
- Due date
- Payer company name and address. The payer makes payments.
- Payer bank account number, bank name, branch name and address
- Payment amount in numbers or in numbers and words. Use the Print Words on Checks? field in System Parameters, SYS800/ACP180D1.
- Payee bank account number, bank branch name and address. The payee receives payment.

Access: Menu CSH

Reprint a draft

Use the Reprint Drafts screen, CSH510D1-01, to select and print the drafts. Enter as many key fields as possible to narrow the search for a draft.

Field descriptions - CSH510D1-01

Fields	Description
AgrType (P=ACP, R=ACR) (1,A):	Specify P to search for an accounts payable draft. Specify R to search for an accounts receivable draft.
Company (3,0):	Specify the company number for the draft.
Bank Code (3,A):	Specify the bank code for the draft.
Currency (3,A):	Specify the currency code for the draft.
Payment Type (1,A):	Specify the payment type for the draft.
Draft Number (10,0):	Specify the number of the draft that you are searching for. You must enter all key fields to search on the draft number.

Screen actions - CSH510D-01

Commands	Description
F18=Interactive	<p>Interactively process the program. You can continue to select more drafts, or you can F3=Exit to return to the menu.</p> <p>All other screen actions on this screen perform standard Infor LX functions. See <i>Generic help text for screen actions (p. 14)</i> in the overview information in this document.</p>

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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