# Trade Funds Management Run Instructions

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# About this document

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# Chapter 1
# Introduction to Infor LX

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## Overview of Infor LX

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

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

## Navigation

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

### Menus

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

### Dates

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

## Attention key and quick access icon

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

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

You must have security authorization to use these features.

## Look-up features

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

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

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

## Remembered keys

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

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

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

# Standard online help features

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

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

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

# Generic help text for line actions

## Line actions

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

### 1=Create

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

Note: You cannot specify Create next to existing data.

### 1=Select

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

### 2=Revise

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

### 3=Copy

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

### 4=Delete

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

### 5=Display

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

### 6=Print

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

### 8=Position To

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

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

### 10=Search

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

### Additional line actions

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

# Generic help text for screen actions

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

## Enter

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

## Enter

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

## Enter

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

# F1=Help

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

# F3=Exit

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

# F4=Prompt

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

# F5=Refresh

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

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

# F6=Accept

Accept your changes and exit the program.

# F7=Backward

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

# F8=Forward

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

# F11=Fold

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

# F12=Cancel

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

## F23=More Actions

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

## F24=More Keys

Display additional function keys.

# Generic help text for standard screens

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

## Generic help text for list screens

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

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

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

## Generic help text for filter screens

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

## Generic help text for the run time parameter

Run Time Parameter (1,0):

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

# Infor LX menus

This section describes the menus in Infor LX.

## ERPLX main menu

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

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

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

## Configurable enterprise financials menu

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

## Multi-mode manufacturing master menu

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

## Supply chain management master menu

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

## Cross-product application menu

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

# Commonly used terms in Infor LX

## Reference only

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

## Extreme values by default

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

## (Y/blank)

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

## Ranges

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

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

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

Review the following suggestions to limit the information:

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

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

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

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

## Alphanumeric

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

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

## A/R, A/P

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

# Chapter 2
# Introduction to Trade Funds Management

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## Introduction to Trade Funds Management

Trade Funds Management enables you to plan, control, and track the amount you spend to market products and conduct business in the consumer products industry. The process begins with a plan for spending funds, continues with the commitment of funds, tracking of the funds, and payment of settlements. Because specific expenses accrue, they must register as liabilities in the ledger.

Trade Funds Management tracks two areas of the business. One is Sales activities. The other is marketing activities. Sales activities link directly to the customer. There are two types of expenses in this area: allowances and lump sum payments. Allowances include invoice discounts, rebates, bill backs, or samples, and relate to orders and invoices. Lump sums are paid to customers even if the customer did not buy something or shipped product. You pay lump sums based on agreements for product placements, and do not have an order or invoice associated with them.

Marketing activities do not directly link to customers. These types of spends include purchase of marketing collateral, for example, coupons or brochures. Another marketing spend is advertising.

## How-to Index

The following list provides a quick reference to the processes that you can perform in this application and the programs that you use for each process:

- Item/Group X-Reference - TFM100D
- Customer/Group X-Reference - TFM105D
- Program Maintenance - TFM110D
- Commitment Maintenance - TFM120D
- Notes Maintenance - TFM130D
- Authorized User Maintenance - TFM150D
- Consolidated Program Report - TFM200D
- Commitment Transaction History - TFM300D
- Claims Maintenance - TFM500D
- Settlement Generation - TFM510D

- Program Roll Up - TFM520D
- System Parameters - TFM820D
- TFM/CEA Interface - TFM900D

# Chapter 3
# Programs

3

## Item/group x-reference, TFM100D

The Item/Group X-Reference program, TFM100D, establishes a cross-reference between items and groups. After you establish these cross references, you can link them to commitments for report purposes.

Group codes are user defined in the System Code Tables, SYS105. Carefully establish and maintain these groups and use the associations for commitments. Infor LX does not prevent you from updating multiple commitments with the same item or groups.

**Access:** Menu TFM

## Select an item number

Use the Item/group X-reference screen, TFM100D1-01, to select an item number and description. The cross-references update through this program. It adds or inactivates groups. You can assign multiple groups to any one item.

### Field descriptions - TFM100D1-01

| Fields | Description |
|---|---|
| **Act, 2,A:** | Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. |
| | The following line action has the effect described below. |
| | **9=Select** |
| | Choose an item that needs an action performed. |
| | All other line actions on this screen perform standard Infor LX functions. See the overview information in this document. |
| **Item Number, 35,A:** | This identifies the number of the item defined in the Item Master file. |

**Item Description**    This describes the item entered in the Item Master file.

**Status**    The value in this field indicates if the record is active or inactive.

## Screen actions - TFM100D1-01

| Commands | Description |
| --- | --- |
| **F13=Filters** | Select display of all records or only active records. |
| | All other screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Add or maintain a group

Use the Item/Group X-Reference screen, TFM100D2-01, to add or maintain cross-references between groups and the item you selected on the previous screen.

## Field descriptions - TFM100D2-01

| Fields | Description |
| --- | --- |
| **Act, 2,A:** | Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. |
| | The following line action has the effect described below. |
| | **2=Reactivate** |
| | Reactivate the line. The status field changes from inactive to active. |
| | All other line actions on this screen perform standard Infor LX functions. See the overview information in this document. |
| **Item** | This identifies the number of the item in the Item Master file. |
| **Item Group** | The item belongs to this group. Groups are user defined in the System Code Tables in the table called TFIGRP. A single item can belong to any number of groups. |
| **Group Description** | This describes the group the item belongs to from the system code tables. |

**Reporting Only**     This field is for future use. 0=No, 1=Yes.

**Status**     The value in this field indicates if the record is active or inactive.

### Screen actions - TFM100D2-01

| Commands | Description |
| --- | --- |
| **F13=Filters** | Use this function to select display of all records or only active records.<br><br>All other screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Customer/group x-reference,TFM105D

In Customer/Group X-reference, TFM105D, you establish a cross-reference between customers and groups. After you establish these cross references, you link them to commitments for reporting purposes.

You define Group codes in the System Code Tables, SYS105. Carefully establish and maintain these groups and use the associations for commitments. Infor LX does not prevent multiple commitments to update the same customers or groups.

Update the cross-references through this program. You can add or inactivate Groups.

Access: Menu TFM

## Select a customer/group to cross-reference

Use the Customer/Group X-Reference screen, TFM105D1-01, to select the customer number and name. You can assign multiple groups to any one customer.

### Field descriptions - TFM105D1-01

| Fields | Description |
| --- | --- |
| **Act, 2,A:** | Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value.<br><br>The following line action has the effect described below. |

**9=Select**

Choose an item that needs an action performed.

All other line actions on this screen perform standard Infor LX functions. See the overview information in this document.

| | |
|---|---|
| **Customer** | Select the customer number to assign to a group. |
| **Name** | Assign the customer name to a group. |
| **Status** | The value in this field indicates if the record is active or inactive. |

## Screen actions - TFM105D1-01

| Commands | Description |
|---|---|
| **F13=Filters** | Use this function to display all records or only active records. |
| | All other screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Add or maintain cross references between customers and groups

Use the Customer/Group X-Reference screen, TFM105D2-01, to maintain cross-references between customer and the groups you selected on the previous screen.

## Field descriptions - TFM105D2-01

| Fields | Description |
|---|---|
| **Act, 2,A:** | Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. |
| | The following line action has the effect described below. |
| | **2=Reactivate** |
| | Changes the field status from inactive to active. |
| | All other line actions on this screen perform standard Infor LX functions. See the overview information in this document. |
| **Customer** | The system displays the number of the customer selected. |

| Group | Specify the group where this customer belongs. These groups are user defined in the System Code Tables in the table TFCGRP. A single customer can belong to more than one group. |
|---|---|
| **Description** | Infor LX displays the description of the group from the system code tables. |
| **Reporting Only** | This field is for future use. 0=No, 1=Yes. |
| **Status** | The value in this field indicates if the record is active or inactive. |

## Screen actions - TFM105D2-01

| Commands | Description |
|---|---|
| **F13=Filters** | Use this function to display all records or only active records. |
| | All other screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Program Maintenance, TFM110D

Use Program Maintenance, TFM110D, to create programs to track trade and marketing spends. These are single level or hierarchical programs. Each program has a parent program that links them together. At the highest level in the structure, the parent program equals the child program.

During program creation, you define the amount of funds available. As commitments are made and funds are spent, you can update the program with the roll up to reflect the accumulated commitments and actual spends.

**Access: Menu TFM**

## Add or maintain programs

Use the TFM Program List screen, TFM110D-01, to create, revise, copy, or display programs.

### Field descriptions - TFM110D1-01

| Fields | Description |
|---|---|
| **Act (2,A):** | Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. |

The following line action has the effect described below.

**10=Notes**

Specify notes for a commitment

All other line actions on this screen perform standard Infor LX functions. See the overview information in this document.

| | |
|---|---|
| **Program ID** | This is the Program ID that you defined. It summarizes the spends and accumulations. The program is either a parent or child. |
| **Description** | This describes the program that summarizes the spends and accumulations. |
| **From - program start date** | This is the program start date. |
| **To - program end date** | This is the program end date. |
| **Status** | The value in this field indicates if the record is active or inactive. |

Screen actions - TFM110D1-01

| Commands | Description |
|---|---|
| **F13=Filters** | Use this function to display all records or only active records. |
| | All other screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Revise and accept program details

Use TFM Program Details, TFM110D2-01, to enter the detail information about the program you selected on the previous screen. This is a Top Level program if the child and parent programs are the same. If this program has a different parent program, it becomes a sub-program.

In revise mode, after you create a commitment, you can maintain the following fields: classification, description 1 and 2, amount funded, and start and end dates.

## Field descriptions - TFM110D2-01

| Fields | Description |
|---|---|
| **Child Program** | This is the current program to maintain. |
| **Description** | This is the description of the program to maintain. |
| **Classification** | Specify a Classification. You define classifications in the System Code Table, TFMCLS. Use classifications to group programs together for reports. |
| **Classification Description** | This describes the classification selected. |
| **Company** | Specify the base company to associate with the program. |
| **Company Description** | The system displays the description of the company that you associate with the program. |
| **Currency** | Use this currency to update the program. This is the program base currency to which all transactions convert. |
| **Currency Description** | This describes the currency you selected. |
| **Parent Program** | Specify the Program ID of the parent that belongs with this program. If there is no parent, enter the Program ID of the current program. |
| **Program Description** | This describes the parent program indicated in the field to the left. |
| **Amount Funded** | Specify the amount funded for this program. |
| **Amount Spent** | The system displays the summarized amount spent for this program and any child programs. This amount is displayed after the user runs a program roll up. |
| **Amount Accumulated** | The system displays the summarized amount accumulated for this program and any child programs. This amount is displayed after the user runs a program roll up. |
| **Start Date** | The program becomes effective on this date. |
| **End Date** | The program expires on this date. |

**Created on/by**      The system displays the date and time the record was created and the user ID of the person who created it.

**Last Change on/by**      The system displays the date and time the record was last maintained and the user ID of the person who maintained it.

Screen actions - TFM110D2-01

| Commands | Description |
|---|---|
| **F6=Accept** | Accept data on the screen and close all commitments for the program. This function updates record ID, date, user, and time. The amount committed on the commitment records reduces to the amount spent. The amount funded reduces to the amount spent, and the program closes.<br><br>All other screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Commitment maintenance, TFM120D

Commitment Maintenance, TFM120D, creates or revises commitments. Commitments allocate portions of the program funds to spend types. Infor LX defines commitments as a program and spend type combination. Only the lowest level of the program hierarchies can allocate to commitments. The roll up process updates amounts in the hierarchy. Trade Fund transactions update the commitment level.

The Commitment Master keeps track of committed, spent, and accumulated amounts. Commitments are the basis for updates to the general ledger liability and expense accounts. The updates take place during the run of the TFM/CEA Interface, TFM900.

The commitment records allow the program funds to commit to specific spend types, customers, item marketing groups, or promotions.

Committed amount is the amount you plan to spend of the total program fund. Accumulated amounts are not realized yet because no expense has incurred. Spent amounts are those funds that were paid to the customer by check or deduction, or by a promotion of off invoice or bill backs.

The accumulated and spent amounts roll up to the program funds records.

The commitment is an allocation of the program fund to a specific spend. You can make the commitment for specific customers, items, customer marketing groups, item marketing groups, or promotions. If the commitment is for a promotion, it cannot have customers, items, or marketing groups. The business purpose of tying commitments to promotions is to track and monitor trade spends that result from promotions. The business purpose of tying commitments to customers or items is to track and monitor trade spends related to samples.

**Access: Menu TFM**

# Add or maintain committed marketing programs

Use the Committed Marketing Program List screen, TFM120D-01, to create, revise, delete, or view commitment programs.

## Field descriptions - TFM120D-01

| Fields | Description |
|---|---|
| **Act, 2,A** | Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. |
| | The following line actions have the effects described. |
| | **10=Notes** |
| | Specify notes for a commitment. |
| | **14=Promotion X-ref** |
| | Access Commitment/Promotion X-ref List, TFM120D3-01, to maintain promotion cross-references for a commitment. |
| | **15=Customer X-ref** |
| | Access Commitment/Customer X-ref List, TFM120D7-01, to create, revise, copy, delete or display a commitment. |
| | All other line actions on this screen perform standard Infor LX functions. See the overview information in this document. |
| **Program ID** | This is the Program ID that you defined. It summarizes the spends and accumulations. The program is either a parent or child. |
| **Spend Type** | Spend Types are user defined in the System Code Table, TFSPEND. Spend types allow specific tracking of commitment classification. |
| **Status** | The value in this field indicates if the record is active or inactive. |

## Screen actions - TFM120D-01

| Commands | Description |
|---|---|
| **F13=Filters** | Select the display of all records or only active records. |
| | All other screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Add detail to the commitment definition

Use the Commitment Definition, TFM120D2-01, to enter the detail information about the commitment you selected on the previous screen. Amounts translation occurs if transactions are in currency different from the program currency.

Overspend enables you to control the type of message that displays if the commitment is compared to the transactions processed. This prevents overspending of committed funds.

## Field descriptions - TFM120D2-01

| Fields | Description |
|---|---|
| **Program ID** | This is the Program ID that you defined. It summarizes the spends and accumulations. The program is either a parent or child. |
| **Program ID Description** | This describes the program you entered or selected in the previous screen. |
| **Company** | Infor LX displays the base company that you associated with the program. |
| **Company Description** | The system displays the description of the company associated with the program. |
| **Currency** | This is the currency used to update the program. This is the program base currency used to convert all transactions. |
| **Currency Description** | This is a description of the currency code in the previous field. |
| **Spend Type** | Specify the Spend Type. Spend Types are user defined in the System Code Table, TFSPEND. Spend types allow for specific tracking of commitment classification. |
| **Spend Type Description** | This describes from the system code tables the spend type entered or selected in the previous field. |
| **Amount Committed** | Specify the amount committed for this program. |

**Amount Available**     This is the amount available for the Spend Type after deducting the amount committed.

**Amount Spent**     The system displays the summarized amount spent for this program and any child programs. This amount is displayed after the user runs a program roll up.

**Parent Program**     This is the parent program for the program listed in the Program ID.

**Amount Accumulated**     The system displays the summarized amount accumulated for this program and any child programs. This amount is displayed after the user runs a program roll up.

**Start Date**     This is the date the program becomes effective.

**End Date**     This is the date the program expires.

**Overspend**     Specify the number of the option.

| | |
|---|---|
| 0 | Prevents overspending |
| 1 | Enables overspending with warning |
| 2 | Enables overspending without warning |

This affects accumulations to the commitment only.

**Created on/by**     The system displays the date and time the record was created and the user ID of the person who created it.

**Last Change on/by**     The system displays the date and time the record was last maintained and the user ID of the person who maintained it.

## Screen actions - TFM120D2-01

| Commands | Description |
|---|---|
| **F6=Accept** | Accept any data you entered on the screen and close the commitment. It updates record ID, date, user and time. The amount committed on the commitment records reduces to the amount spent. All associated cross-reference records are inactivated. |
| **F14=Promotion X-ref** | Use this function to access Commitment/Promotion Cross-Reference screen, TFM120D3-01. |

**F15=Customer X-ref**   Use this function to access Commitment/Customer Cross-Reference List screen, TFM120D7-01.

**F16=Item X-ref**

Use this function to access Commitment/Item Cross-Reference screen, TFM120D5-01.

All other screen actions on this screen perform standard Infor LX functions. See the overview information in this document.

## Add or maintain commitment/promotion x-references

Use the Commitment/Promotion Cross-reference, TFM120D3-01, to enter the promotions to attach to this commitment. After the promotion is offered, an accumulation transaction updates the commitment. If the customer takes the promotion, the system creates a spend transaction.

The promotion dates need not match the commitment because the promotion can run longer or shorter than the commitment; however, a warning lets the user know.

You can attach promotions to more than one commitment. The system updates all commitments that cross-reference the promotion. A user who creates cross references receives a warning.

### Field descriptions - TFM120D3-01

| Fields | Description |
|---|---|
| **Act, 2,A:** | Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. |
| **Promotion Number** | Specify the promotion number or select the promotion/line number combination to associate with this commitment. Promotions can exist on multiple commitments. After the promotion is offered or taken, the commitments are updated. The promotion selected cannot have expired. This field is validated against the Promotion Master. |
| **Promotion Line** | Specify a line number or select a promotion/line number combination to associate with this commitment. |
| **Promotion Description** | This is the description of the selected promotion stored in the Promotion Master. |
| **Status** | The value in this field indicates if the record is active or inactive. |
| | All line actions on this screen perform standard Infor LX functions. See the overview information in this document. |

## Screen actions - TFM120D3-01

| Commands | Description |
|---|---|
| **F13=Filters** | Select the display of all records or only active records. |
| **F14=Promotion Master** | Use this function to open the Promotion Master program, PRO110. |
| | All other screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Add commitment/promotion x-reference

Use Commitment/Promotion X-ref Detail, TFM120D4-01, to create the commitment/promotion cross-reference record. Specify the promotion and line number to cross-reference the commitment.

## Field descriptions - TFM120D4-01

| Fields | Description |
|---|---|
| **Program ID** | This is the Program ID that you defined. It summarizes the spends and accumulations. The program is a parent or child. |
| **Description** | This program description summarizes the spends and accumulations. |
| **Company** | Specify the base company to associate with the program. |
| **Company Description** | The system displays the description of the company that you associated with the program. |
| **Currency** | This is the base currency that updates the program. All transactions convert to it. |
| **Currency Description** | This is a description of the currency selected. |
| **Spend Type** | You define these Spend Types in a System Code Table, TFSPEND. Spend types allow specific tracking of commitment classification. |
| **Spend Type Description** | This is the description of the spend type from the code table TFSPEND. |
| **Promotion Number** | Specify the promotion number or select the promotion/line number combination to associate with this commitment. Promotions can exist on multiple commitments. After the promotion is offered or taken, the commitments update. You |

cannot select an expired promotion. This field validates against the Promotion Master.

**Promotion Description**   This is the description of the selected promotion stored in the Promotion Master.

**Promotion Line**   Specify a line number or select a promotion/line number combination to associate with this commitment.

**Created on/by**   The system displays the date and time the record was created and the user ID of the person who created it.

**Last Change on/by**   The system displays the date and time the record was last maintained and the user ID of the person who maintained it.

## Screen actions - TFM120D4-01

| Commands | Description |
|---|---|
| **Standard Screen Actions** | All screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Add commitment/item X-references

Use the Commitment/Item Cross-reference screen, TFM120D5-01, to create, revise, copy, delete, or display items or item group cross-references to attach to the commitment. Specify either an item or a group on a single record. However, you can create multiple records.

The business purpose of tying commitments to customers or items is to track and monitor trade spends related to samples. These cross-reference records are for report purposes only. The program does not create transactions because of the cross reference records.

## Field descriptions - TFM120D5-01

| Fields | Description |
|---|---|
| **Act, 2,A:** | Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. |
|  | All line actions on this screen perform standard Infor LX functions. See the overview information in this document. |
| **Item, 35,0:** | Specify the item associated with this commitment. Specify either an item or a group. |

| | |
|---|---|
| **Group, 10,A:** | Specify the group associated with this commitment. Groups are set up in Item/ Group X-Reference maintenance. Specify either an item or a group. |
| **Status** | The value in this field indicates whether the record is active or inactive. |

## Screen actions - TFM120D5-01

| Commands | Description |
|---|---|
| **F13=Filters** | Use this function to display all records or only active records. |

# Add commitment/item x-reference detail

Use the Commitment/item X-reference Detail screen, TFM120D6-01, to create the commitment/item cross-reference record. Specify the item or group to cross- reference the commitment.

## Field descriptions - TFM120D6-01

| Fields | Description |
|---|---|
| **Program ID** | This user-defined ID summarizes the spends and accumulations. The program is a parent or child. |
| **Description** | This describes the program that summarizes the spends and accumulations. |
| **Company** | Specify the base company to associate with the program. |
| **Company Description** | The system displays the company description that you associated with the program. |
| **Currency** | This is the currency that updates the program. This is the program base currency. All transactions convert to it. |
| **Currency Description** | This is a description of the currency selected. |
| **Spend Type** | Spend Types are user defined in the System Code Tables, TFSPEND. Spend types allow for specific tracking of commitment classification. |
| **Spend Type Description** | This is the description of the spend type from the code table TFSPEND. |
| **Item** | The system displays the item or group associated with this record. This field is enterable in Create mode only. Specify an item or a group. |

| | |
|---|---|
| **Item Description** | This is the description of the item from the Item Master file. |
| **Group** | The system displays the group or item associated with this record. This field is enterable in Create mode only. Specify either a group or an item. |
| **Group Description** | This describes the group the item belongs to from the system code tables. |
| **Created on/by** | The system displays the date and time the record was created and the user ID of the person who created it. |
| **Last Change on/by** | The system displays the last date and time the record was maintained and the user ID of the person who maintained it. |

## Screen actions - TFM120D6-01

| Commands | Description |
|---|---|
| **Standard Screen Actions** | *Changed: MR81347 Modified screen actions heading from "TFM100D6-01" to "TFM120D6-01"* |
| | All screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Add or maintain a commitment/customer x-reference

Use Commitment/Customer X-reference List screen, TFM120D7-01, to create, revise, copy, delete or display customer or customer group cross-references to attach to this commitment. Specify either a customer or a group on a single record. However, you can create multiple records.

The business purpose of tying commitments to customers or items is to track and monitor trade spends that relate to samples. These cross-reference records are for reporting purposes and no transactions are created.

## Field descriptions - TFM120D7-01

| Fields | Description |
|---|---|
| **Act, 2,A:** | Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. |
| **Customer, 8,0:** | Specify the customer number associated with this commitment. Specify either a customer or a group. |

| | |
|---|---|
| **Group, 10,A:** | Specify the group associated with this commitment. Set up groups in Item/ Group X-Reference maintenance. Specify either a customer or a group. |
| **Status** | The value in this field indicates if the record is active or inactive. |

## Screen actions - TFM120D7-01

| Commands | Description |
|---|---|
| **F13=Filters** | Use this function to display all records or only active records. |

# Add commitment/customer x-reference detail

Use the Commitment/Customer X-Ref Detail, TFM120D8-01, to create a commitment/customer cross-reference record. Specify the customer or group to cross-reference with the commitment.

## Field descriptions - TFM120D8-01

| Fields | Description |
|---|---|
| **Program ID** | This is the ID you defined that summarizes the spends and accumulations. The program is a parent or child. |
| **Description** | This is the description of the program that summarizes the spends and accumulations. |
| **Company, 3,0:** | Specify the base company to associate with the program. |
| **Company Description** | The system displays the description of the company that you associated with the program. |
| **Currency** | This is the base currency that updates the program. All transactions convert to this currency. |
| **Currency Description** | This is a description of the currency selected. |
| **Spend Type** | Spend Types are user defined in the System Code Tables, TFSPEND. Spend types allow specific tracking of commitment classification. |
| **Spend Type Description** | This is the description of the spend type from the code table TFSPEND. |

| | |
|---|---|
| **Customer** | The system displays the customer number or group associated with this commitment. In Create mode, enter or select this value. Select either a customer or a group, but not both. |
| **Customer Description** | The system displays a description of the customer from the Customer Master file. |
| **Group** | Specify either a group or a customer, but not both. |
| **Group Description** | The system retrieves the description for the group from the system code tables. |
| **Created on/by** | The system displays the date and time the record was created and the user ID of the person who created it. |
| **Last Change on/by date** | The system displays the date and time the record was last maintained and the user ID of the person who maintained it. |

Screen actions - TFM120D8-01

| Commands | Description |
|---|---|
| **Standard Screen Actions** | All screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Notes Maintenance, TFM130D

Use the Notes Maintenance program, TFM130D, to select the notes type, description, and status. The program enables you to define note types.

**Access: Menu TFM**

## Select a note type

In the TFM Note Type Selection List, TFM130D1-01, you select a TFM note for programs, commitments, and claims.

Field descriptions - TFM130D1-01

| Fields | Description |
|---|---|
| **Act, 2,A:** | Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. |
| | All line actions on this screen perform standard Infor LX functions. See the overview information in this document. |
| **Note Type** | Select the note type. The system retrieves the record from the TFNOTE system code table. |
| **Description** | The system displays the description of the note type from the TFNOTE system code table. |
| **Status** | The value in this field indicates if the record is active or inactive. |

Screen actions - TFM130D1-01

| Commands | Description |
|---|---|
| **F13=Filters** | Use this function to display all records or only active records. |
| | All other screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Add or maintain notes selection

Use the TFM Notes Selection List, TFM130D2-01, to create, revise, delete, or display the program id, spend type, or claim number for a note..

Field descriptions - TFM130D2-01

| Fields | Description |
|---|---|
| **Act, 2,A:** | Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. |
| | All line actions on this screen perform standard Infor LX functions. See the overview information in this document. |
| **Program ID** | Specify the Program ID attached to the notes you create or maintain. |

| | |
|---|---|
| **Spend Type** | Specify the Spend Type attached to the note to create or maintain. |
| **Claim Number** | Specify the Claim Number attached to the note to create or maintain. This entry is mandatory if you have selected Claim Notes. Otherwise, it is optional. |

## Screen actions - TFM130D2-01

| Commands | Description |
|---|---|
| **Standard Screen Actions** | All screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Add or maintain notes maintenance

Use TFM Notes Maintenance, TFM130D3-01, to specify the note text for the program, commitment or claim selected on the previous screen.

## Field descriptions - TFM130D3-01

| Fields | Description |
|---|---|
| **Note Type** | The system displays the Note Type selected on the first screen. |
| **Note Type Description** | This describes the Note Type from the TFNOTE system code table. |
| **Program ID** | The system displays the program ID of the program selected on the previous screen. |
| **Program Description** | The system displays the description of the program selected on the previous screen. |
| **Spend Type** | The system displays the Spend Type selected on the previous screen. |
| **Claim Number** | The system displays the Claim Number if one was selected or entered on the previous screen. |
| **Note Text** | Specify or edit the text for the note. |

## Screen actions - TFM130D3-01

| Commands | Description |
|---|---|
| F6=Accept | The system accepts the change. |
| | All other screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# User authorization maintenance, TFM150D

User Authorization Maintenance,TFM150D, defines authorized amounts by user. The processes check the authorized amounts.

- Program creation
- Commitment creation
- Claims creation.

Each user has an amount to use to create programs, commitments, and claims. Users not entered in this table are edited as if they have zero authorized amounts. This table is checked if Authorization Table Used is set to 1,Yes, in Trade Funds System Parameters.

Authorization checking is on a transaction by transaction basis. It is not historical. If a user is authorized to 25000, that user can create several transactions for 25000, even if the total exceeds 25000.

Specify authorization amounts in the user's authorization currency. Transactions in other currencies use the default rate type in Trade Funds System Parameters to retrieve the exchange rate.

**Access: Menu TFM**

## Add or maintain an authorized user

Use the Authorized User List screen, TMF150D1-01, to create, revise, copy, delete or display an authorized user.

Field descriptions - TFM150D1-01

| Fields | Description |
|---|---|
| Act, 2,A: | Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. |

All line actions on this screen perform standard Infor LX functions. See the overview information in this document.

**User Profile**

Specify the user id of the user to maintain the authorization.

**Currency**

The system displays the currency the program uses to calculate authorized amounts.

**Status**

The value in this field indicates if the record is active or inactive.

Screen actions - TFM150D1-01

| Commands | Description |
|---|---|
| F13=Filters | Use this function to display all records or active records. |
| | All other screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Maintain authorized user maintenance

Use the Authorized User Maintenance screen, TFM150D2-01, to maintain authorized amounts you selected on the previous screen. Specify the amounts in the currency selected. You can change the user's authorization currency on this screen. Remember to change the values in the amount fields to the new currency. This does not happen automatically. If the global currency differs from the user's regional currency, the system retrieves the exchange rate from the Exchange Rate file, GCC. The system uses the latest record that shows the exchange rate from the global currency to the user's currency.

Field descriptions - TFM150D2-01

| Fields | Description |
|---|---|
| User ID | The system displays the user ID selected on the previous screen. |
| Currency | Specify the user's authorization currency. Transaction amounts in currencies that differ convert into the corresponding authorization currency amount. This determines if authorized amounts were exceeded. |
| Description | This describes the currency you identified in the previous field. |
| Authorized Program Amount | This is the authorized amount of the user in Program Maintenance. The amount is in the Currency selected above. |

| | |
|---|---|
| **Authorized Commit-ment Amount** | Specify the amount authorized for the user in commitments. The amount is in the currency entered above. |
| **Authorized Claim Amount** | Specify the amount authorized for the user in claims. The amount is in the currency entered above. |

Screen actions - TFM150D2-01

| Commands | Description |
|---|---|
| **Standard Screen Ac-tions** | All screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Consolidated program report, TFM200D

You can associate Trade Fund programs with classifications after creation. This report program, TFM200D, consolidates those programs by classification. This enables analysis of the totals.

Because you create programs for various currencies, in this report you specify a currency to use for consolidation of the programs. All programs convert to the currency entered for the report before they are summarized.

There are two ways to run the report.

- Create top level programs with the parent program name as the program name.
- Sub level programs have separate parent programs because they are child programs.

The report shows the summarized classifications. Individual programs are not listed.

The report contains.

- Classification and Description
- Amount Funded
- Amount Spent
- Amount Accumulated
- Remaining Balance

The Remaining Balance represents the amount of the fund that was not spent or accumulated.

**Access: Menu TFM**

## Select criteria for a consolidated program report

Use the TFM Consolidated Program Report, TFM200D-01, to select the criteria for the report. Include the classification, currency, and level that runs the report.

## Field descriptions - TFM200D-01

| Fields | Description |
|--------|-------------|
| **From/To Classification, 5,0:** | Enter the classification(s) range to print on the report. To print the roll up for one classification, specify that classification twice. To print multiple classifications, enter the first and last classifications in the range. Extreme numbers are the default. |
| **Currency** | Specify the currency to print in the report. Global currency is the default. |
| **Recognition Date** | Specify the date to use for the conversion of the program amounts to the above currency. Spot rate is used. |
| **Level** | Specify the level for the report. Top prints programs that are Top level or parent programs. Sub prints sub-level programs or child programs. |
| **Run Time Parameter** | 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 - TFM200D-01

| Commands | Description |
|----------|-------------|
| **Standard Screen Actions** | All other screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Commitment transaction history, TFM300D

The commitment transaction history program,TFM300D, displays transactions created against the commitment selected on the previous screen. You can display details of the transactions to determine how and the time an activity occurred.

Access line action 18 from Commitment List - TFM120D1-01 to display program TFM300D.

## View the commitment transaction history

Use the Commitment transaction history screen, TFM300D1-01, to review the activity posted.

## Field descriptions - TFM300D1-01

| Fields | Description |
|---|---|
| **Program ID** | The system displays the program ID of the commitment selected in the commitment list program. |
| **Program ID Description** | The system displays the description of the selected program. |
| **Spend Type** | The system displays the spend type for the commitment selected in the commitment list program. |
| **Spend Type Description** | The system displays the description of the spend type for the selected commitment. |
| **Act, 2,A:** | Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. |
| **Record Type** | The system displays the record type of each Commitment History record. Record Types follow. |

| | |
|---|---|
| 0 | Exchange Rate Adjustment |
| 1 | Customer Order |
| 2 | Promotion |
| 3 | Claim |
| 4 | Purchase Order |
| 5 | Commitment Update, Open/Close. |

| Fields | Description |
|---|---|
| **Customer/Line** | The system displays the customer order and line number associated with the transaction. |
| **Claim** | The system displays the claim number associated with the transaction. |
| **Purchase/Line** | The system displays the purchase order and line number associated with the transaction. |
| **Promotion/Line** | The system displays the promotion and line number associated with the transaction. |
| **Promotion/Line** | The system displays the promotion and line number associated with the transaction. |

| | |
|---|---|
| **Transaction Type** | The system displays the transaction type. These are user defined in the System Code Tables for Opening, Closing, Spend, Accumulation, and Adjustment. |
| **CEA Posted** | The system displays Yes if this transaction posted to CEA. Transactions use the TFM/CEA Interface, TFM900. |

### Screen actions - TFM300D1-01

| Commands | Description |
|---|---|
| **F13=Filters** | Use this function to display all records or active records. |
| **F14=Customer Order Inquiry** | Use this function to call the Customer Order Inquiry Program, ORD300. |
| **F15=Promotion Inquiry** | Use this function to call the Promotion Inquiry Program, PRO300. |
| **F16=Purchase Order Inquiry** | Use this function to call the Purchase Order Inquiry Program, PUR300.<br><br>All other screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# View the commitment transaction history detail

The Commitment Transaction History Detail screen, TFM300D2-01, displays the details of the transaction selected on the previous screen. The details come from the transaction history file, TMH.

To display the divisor rate and conversion method turn on euro processing in System Parameters.

If the transaction is not tied to a Customer Order/Line, Purchase Order/Line, Claim, or Promotion/Line, these fields show blanks.

### Field descriptions - TFM300D2-01

| Fields | Description |
|---|---|
| **Program ID** | The system displays the program ID for the commitment selected in the commitment list program. |
| **Program ID Description** | The system displays description of the selected program. |
| **Status** | The value in this field indicates if the record is active or inactive. |

**Spend Type**                The system displays the spend type for the commitment selected in the commitment list program.

**Spend Type Description**    The system displays the description of the spend type for the selected commitment.

**Customer Order/Line**       The system displays the customer order and line number associated with the transaction.

**Purchase Order/Line**       The system displays the purchase order and line number associated with the transaction.

**Claim**                     The system displays the claim number associated with the transaction.

**Promotion/Line**            The system displays the promotion and line number associated with the transaction.

**Transaction Type/Description**    The system displays the transaction type and description. You define these in the System Code Tables for Opening, Closing, Spend, Accumulation and Adjustment.

**Transaction Type/Description**    The system displays the transaction type and description. You define these in the System Code Tables for Opening, Closing, Spend, Accumulation and Adjustment.

**Record Type/Description**   The system displays the record type and description of the Commitment History record selected. These are the defined Record Types.

| | |
|---|---|
| 0 | Exchange Rate Adjustment |
| 1 | Customer Order |
| 2 | Promotion |
| 3 | Claim |
| 4 | Purchase Order |
| 5 | Commitment Update, Open/Close |

**Record Type/Description**   The system displays the record type and description of the Commitment History record selected. These are the defined Record Types.

| | |
|---|---|
| 0 | Exchange Rate Adjustment |
| 1 | Customer Order |

| 2 | Promotion |
|---|---|
| 3 | Claim |
| 4 | Purchase Order |
| 5 | Commitment Update, Open/Close |

**Posted to G/L**　The system displays Yes if this transaction posted to CEA. Transactions post through the TFM/CEA Interface, TFM900.

**Transaction Amount/ Currency**　The system displays the transaction amount, currency code and currency description for this record.

**Base Amount/Currency**　The system displays the base amount, currency code and description for this record. The base currency comes from the program. The system converts the amount using the default rate type from system parameters and either the transaction date or the date entered at transaction time.

**Exchange Rate**　The system displays the multiplier exchange rate from the transaction currency to the base currency. This rate calculates the default rate type and transaction date or it can override them after the transaction is created.

**Exchange Rate Date**　The system displays the date that retrieved the exchange rate. This date taken from the transaction date can override at transaction creation.

**Divisor Rate**　The system displays this field if euro processing is enabled. The divisor is used for triangulation calculation. If the from currency is a euro-participating currency and the divisor defaults from the currency master file, you cannot revise it. If the from currency is a non-participating currency, you can override the rate for the euro to the from currency at transaction time.

**Rate type**　The system displays the rate type used to retrieve the exchange date. The default rate type is from system parameters.

**Conversion Method**　The system displays the conversion method used.

**Transaction Date**　This is the original date of the transaction.

**Time**　This is the time for the original transaction date.

**User**　This names the user who entered the transaction.

**Program**　This names the program that generated the information on this screen.

Screen actions - TFM300D2-01

| Commands | Description |
|---|---|
| **F14=Customer Order Inquiry** | Use this function to call the Customer Order Inquiry Program, ORD300. |
| **F15=Promotion Inquiry** | Use this function to call the Promotion Inquiry Program, PRO300. |
| **F16=Purchase Order Inquiry** | Use this function to call the Purchase Order Inquiry Program, PUR300.<br><br>All other screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Claims maintenance, TFM500D

Use Claims Maintenance, TFM500D, to create claims against commitments. Claims initiate payment settlements for non-order related spending. After you enter claim details, run settlements generation to update commitments.

Use claims for lump sum payments based on agreements with the customer; for example, product placements or special advertising.

Claims affect accounts receivable or accounts payable depending on the settlement pay method. A batch program runs to generate the appropriate settlements and update the commitment records.

You must enter a commitment before you can pay the claim. You can create multiple commitments against a claim. For example, a customer can claim an amount that is split between product placement and advertising.

You must have a settlement pay method. These are either deductions or payments. If the settlement method is a deduction, create a credit to clear the deduction made by the customer. This is the process.

- Customer sends a debit memo with an invoice remittance
- The debit memo takes a deduction off the invoice.
- ACR or ARP apply the cash with a check level deduction that leaves a debit balance.

When the deduction claim is processed, the system creates a credit against that deduction. The deduction was entered on the system as a debit memo.

If the settlement method is a check, accounts payable creates manual payments. Specify invoices manually to clear the manual payment.

System parameters assign a sequential number to claim records. Records are created against a claim if the claim number exists. To generate a new claim number, enter program and spend type, pay method, and customer or vendor without a claim number. The system assigns the next number. To add to an existing claim, enter program, spend type, pay method, customer or vendor and claim number.

Access: Menu TFM

# Add or maintain a claims creation

Use the Claims Creation List screen, TFM500D1-01, to create, revise, copy, delete, or display a claim record.

## Field descriptions - TFM500D1-01

| Fields | Description |
|---|---|
| **Act, 2,A:** | Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. |
| **Program ID** | This is the Program ID of the claim you defined in Trade Fund Programs Maintenance. |
| **Spend Type** | This is the Spend Type of the claim. Define the program and spend type combination in Commitment Maintenance. |
| **Pay Method** | This is the Pay Method for the claim. 0 is a deduction or 1 is a check. |
| **Customer, 8,0:** | If Pay Method 0 was entered, enter the customer number that the deduction issues. If Pay Method 1 was entered, do not enter a customer number. |
| **Vendor, 8,0:** | If Pay Method 1 was entered, enter the vendor number of the check issued. If Pay Method 0 was entered, do not enter a vendor number. |
| **Claim** | If creating a new claim, do not enter a claim number. If maintaining or copying an existing claim, enter the claim number. |
| **Status** | The value in this field indicates whether the record is active or inactive. |

## Screen actions - TFM500D1-01

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

All other screen actions on this screen perform standard Infor LX functions. See the overview information in this document.

# Add detail and/or accept the claim deduction detail

If you selected pay method 0 on the previous screen, the system displays the Claim Deduction Detail screen, TFM500D2-01. Specify the details of the customer deduction. The exchange rate defaults from the original document. You cannot override it. The post date is the date settlements use to create the credit memo in Accounts Receivable. After you accept the claim, an accumulation transaction creates in the TMH file and the commitment updates.

## Field descriptions - TFM500D2-01

| Fields | Description |
|---|---|
| Claim Number | The system displays the claim number of the current record. |
| Program ID | This is the Program ID of the claim. Define the Programs in Trade Fund Programs Maintenance. |
| Spend Type | The Spend Type of the claim. Define the program and spend type combination in Commitment Maintenance. |
| Pay Method | Pay Method for the claim. 0 is a deduction or 1 is a check. |
| Customer | The system displays the customer number and description from the previous screen. |
| Amount | Specify the amount of the deduction. |
| Date/Claim Date | The system displays the creation date of the claim. |
| Original Document Prefix | Specify the document prefix of the document that the deduction offsets. |
| Original Document Number | Specify the document number of the document that the deduction offsets. The remaining amount due must be equal to or greater than the claim amount. |
| Original Document Year | Specify the document year of the document that the deduction offsets. The system displays the document year if you used F4=Prompt to select the document by document number. |
| Original Document Type | This defaults from the document selected above. This is the document type of the document that the deduction offsets. |

| | |
|---|---|
| **Currency** | This is the same currency in the original document. Do not enter a deduction in a currency different than the original document. This defaults to the customer base currency. |
| **Currency Description** | This describes the currency from the Currency Master. |
| **Company** | This is the company in the original document. This defaults to the base company of the customer. |
| **Company Description** | The system displays the description of the company from the Company Master. |
| **Post Date** | The system displays the date the claim uses to post to Accounts Receivable. |
| **Recognition Rate** | This value defaults to the same rate in the original document. |
| **Bank** | Specify the bank code to post the check. Currency, bank, and company combination must exist on the bank master. |
| **Bank Description** | The system displays the description of the bank from the bank master. |

## Screen actions - TFM500D2-01

| Commands | Description |
|---|---|
| **Standard Screen Actions** | All screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Add details and/or accept claim check detail

If you selected pay method 1 on the previous screen, the Claim Check Detail, TFM500D3-01, screen appears. Specify the details of the check. The check number includes "99" to indicate that the check is associated with the marketing program. The company defaults to the vendor company and you cannot override it. After you accept the claim, an accumulation transaction creates in the TMH file and the commitment updates.

## Field descriptions - TFM500D3-01

| Fields | Description |
| --- | --- |
| **Claim Number** | The system displays the claim number of the current record. |
| **Program ID** | This is the Program ID of the claim. The programs are defined in Trade Fund Programs Maintenance. |
| **Spend Type** | The Spend Type of the claim. Define the program and spend type combination in Commitment Maintenance. |
| **Pay Method** | Pay Method for the claim. 0 is a deduction or 1 is a check. |
| **Vendor** | If you entered Pay Method 1, enter the vendor number for the issued check. For Pay Method 0, do not enter a vendor number. |
| **Amount/Check Amount)** | Specify the amount of the check. |
| **Date/Claim Date)** | The system displays the creation date of the claim. |
| **Currency** | Specify the currency of the check. This defaults to the vendor currency. |
| **Currency Description** | This describes the currency from the Currency Master. |
| **Company** | The system displays the vendor company. |
| **Company Description** | This describes the company from the Company Master. |
| **Post/Recognition Date** | The system displays the date the claim posts to Accounts Payable. |
| **Recognition Rate** | This defaults to rate in the original document. |
| **Bank** | Enter the bank code to post the check. Currency, bank, and company combination must exist on the bank master. |
| **Bank Description** | The system displays the description of the bank from the Bank Master. |

## Screen actions - TFM500D3-01

| Commands | Description |
|---|---|
| **Standard Screen Actions** | All screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Settlement generation, TFM510D

The Settlement Generation program, TFM510D, updates the subsystems and commitments for the posted claims. Payment method 0 creates a credit memo in Accounts Receivable that offsets a debit memo or the amount that remains due on an invoice. Payment method 1 creates an unallocated check in Accounts Payable.

After successful generation, the TMH file creates spend transactions and the commitments updates.

**Access: Menu TFM**

## Specify criteria for a settlement generation

Use the Settlement generation screen, TFM510D1-01, to specify the criteria to update the subsystem and commitments for claims.

### Field descriptions - TFM510D-01

| Fields | Description |
|---|---|
| **Program ID/Spend Type** | Specify the Program and Spend Type of the claims to process. To process only one Program/Spend Type combination, enter them both twice. To process a range, enter the lowest and the highest combinations. If you enter Program and Spend Type, do not enter claim numbers. |
| **Claim Number** | If you did not enter Program/Spend Type, enter the claim number range to process. To process only one claim, enter the same number twice. |
| **Payment Method** | Specify the Pay Method range to process. To process only one pay method, enter the same method twice. |
| **Credit Memo G/L Reason Code (5,A):** | The system displays the default Reason Code that you set up for Credit Memo, ACR500. You can override this code. The program uses this reason code for Pay Method 0 settlements. |

The G/L reason code is used to select the correct event to generate journal entry transactions with ATP in your primary financial product.

**Manual Payment G/L Reason Code (5,A):** The system displays the default Reason Code that you set up in Default Reason Codes Maintenance, SYS180, for Manual Payment, ACP700. You can override this code. The program uses this reason code for Pay Method 1 settlements.

The G/L reason code is used to select the correct event to generate journal entry transactions with ATP in your primary financial product.

**Run Time Parameter** 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 - TFM510D-01

| Commands | Description |
| --- | --- |
| Standard Screen Actions | All screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Program roll up,TFM520D

The Program Roll Up, TFM520D, updates accumulated and spent amounts throughout the program hierarchies. Because transactions create against commitments, the commitment record updates but the programs do not. Run the rollup often to keep the program hierarchies up to date.

If you select programs to roll up, pick only Top Level programs. If you select Top Level programs, the roll up includes all the programs in the hierarchy.

**Access: Menu TFM**

## Specify criteria for program roll up

Use the TFM Program Roll Up screen, TFM520D-01, to select the criteria to update the program hierarchies.

## Field descriptions - TFM520D01

| Fields | Description |
|---|---|
| **Program ID/Range** | Specify the range of programs to roll up. To roll up one program, enter that program twice. To maintain the integrity of the data, select the top level programs to roll up. The roll up processes all levels of programs below the selected program. |
| **Run Time Parameter** | 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 - TFM520D01

| Commands | Description |
|---|---|
| **Standard Screen Actions** | All screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Trade funds system parameters, TFM820D

Use Trade Funds System Parameters, TFM820D, to set system parameters for Trade Fund Management. These parameters control this data.

- Use of the authorization table
- Rate type for currency conversion
- Next claim number assigned
- Available note types for programs
- Commitments and claims
- Transaction type codes to use for ledger processing

Set up these parameters after you install the product and before any change. Claims creation uses the next claim number. The next claim number is assigned and increments automatically. If the User Authorization Tables are not used, value of 0, the programs that check user authorization do not do the check. This means that all users have all authority to funds. Note types are used by Notes Maintenance, Program Commitment, and Claims Creation. Specify transaction types to update the TMH file and CEA.

Access: Menu SYS, System Parameters Generation

## Assign system parameters

Use the System Parameters screen, TFM820D-01 to set parameters for TFM.

## Field descriptions - TFM820D-01

| Fields | Description |
|---|---|
| **Next Claim Number** | This field displays the next claim number the system assigns to a claim. Set this parameter during product implementation. The system updates it automatically after that point. You risk duplicating claim numbers if you reset this field. Note the system adds one to this field before the user begins to create a new claim. This ensures that the same claim number is not assigned to simultaneous users. If a user decides not to complete creating a claim, the claim number is not reused and is not available for future use. |
| **Default Rate Type for Authorization Calculation** | Specify the rate type to calculate user authorization amounts. |
| **Authorization Table Used** | Specify 1 for the authorization table to create programs, commitments and claims. Specify 0 to not use the table. |
| **Program Note Type** | Specify the note type to attach to program notes. You define note types in the System Code Table. |
| **Commitment Note Type** | Specify the note type to attach to commitment notes. You define note types in the System Code Table. |
| **Claim Note Type** | Specify the note type to attach to claim notes. You define note types in the System Code Table. |
| **Opening Balance Transaction Type** | Specify the transaction type to use for Opening Balance transactions. You define transaction types in System Code Tables. If you use CEA to track trade funds to the ledger, there is a risk if you change the transaction types after initial product implementation. |
| **Commitment Accumulations Transaction Type** | Specify the transaction type to use for Accumulation transactions. You define transaction types in System Code Tables. If you use CEA to track trade funds to the ledger, there is a risk if you change the transaction types after initial product implementation. |
| **Adjustment Transaction Type** | Specify the transaction type to use for Adjustment transactions. You define transaction types in System Code Tables. If you use CEA to track trade funds to the ledger, there is a risk if you change the transaction types after initial product implementation. |
| **Spends Transaction Type** | Specify the transaction type to use for Spend transactions. You define transaction types in System Code Tables. If you use CEA to track trade funds to |

the ledger, there is a risk if you change the transaction types after initial product implementation.

**Closing Transaction Type** — Specify the transaction type to use for Closing transactions. You define transaction types in System Code Tables. If you use CEA to track trade funds to the ledger, there is a risk if you change the transaction types after initial product implementation.

## Screen actions - TFM820D-01

| Commands | Description |
|---|---|
| **F15=Installed Products** | Use this function to display the Installed Products screen. |
| | All other screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# GL interface, TFM 900D

Use the GL Interface program, TFM900D, to post the commitment transactions to the configurable ledger. This program reads unposted commitment transaction history records in the TMH file and posts them to the general ledger with the reason code combination of transaction type and spend type.

If you use CEA, set up the reason code combination of transaction type and spend type in the TFM900 program and Trade Funds Processing subsystem. Perform the setup in Subsystem Event Determination, CEA110D1.

If you use EGLi, access the Subsystems object. Select the TFM900 application, Trade Funds Processing subsystem origin, and set up the reason code combination of transaction type and spend type.

After the records are posted to the general ledger, the Posted to G/L flag is set to 1=Yes.

**Access: Menu TFM**

## Specify criteria for post commitment transactions

Use the Post Commitment Transactions screen, TFM900D-01, to select the criteria to post transactions to the general ledger.

Field descriptions - TFM900D-01

| Fields | Description |
|---|---|
| Post Transactions | Specify 1=Yes to post transactions to the general ledger, or specify 0=No, to cancel the job. Transactions are posted based on the reason code of the Transaction Type and Spend Type. Set up these reason codes before you run this job or errors result. After you successfully run this job, the transaction records in the TMH file are updated so that they cannot be posted again. |
| Programs to Post | Specify the program to post to the general ledger or leave the field blank to post all programs. All the corresponding transaction records that have not been posted are now selected for posting. |
| Run Time Parameters | 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 - TFM900D-01

| Commands | Description |
|---|---|
| Standard Screen Actions | All screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Commitments list, WINTMCD

From the commitment definition screen you can prompt for WINTMCD. Select a commitment record and return the values to the previous screen.

## Select a commitment

Use the Commitments List screen, WINTMCD-01, to prompt for a promotion, customer, or item commitment and spend type.

## Field descriptions - WINTMCD

| Fields | Description |
| --- | --- |
| **Act, 2,A:** | Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. |
| | To move a specific record to the top of the list, enter action 8, Position To, in this field on the top line. Specify the Program ID and Spend Type. After you press Enter, the record most closely matching your input appears at the top of the list. |
| | To select a record, enter 1 next to the committment record and press Enter. |
| **Program ID:** | The system displays a list of existing Program ID and Spend Type combinations. |
| **Spend Type:** | The system displays a list of existing Program ID and Spend Type combinations. |
| **Description:** | This describes the spend type from the system code tables for the previous field. |

## Screen actions - WINTMCD01

| Commands | Description |
| --- | --- |
| **Standard Screen Actions** | All screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Trade Funds list, WINTMGD

From the Program Maintenance screen, you can prompt for available Trade Funds in, WINTMGD. You can select a Trade Fund record and return the values to the previous screen.

## Select details for a program

Use the Program List screen, WINTMGD01, to promp on classification, company, currency, or parent program.

Field descriptions - WINTMGD01

| Fields | Description |
|---|---|
| **Act, 2,A:** | Specify the number for the line action to perform and press Enter. To use the first line, specify the line action and at least one key field value. |
| | To move a specific record to the top of the list, enter action 8, Position To, in this field on the top line. Then enter the Program ID of the desired Trade Fund record. After you press Enter, the record most closely matching your input appears at the top of the list. |
| | To select a Trade Fund record to return to the previous screen, enter action 1, Select, next to the record and press Enter. |
| **Program ID** | The system displays the Program IDs of all available Trade Fund records. |
| **Description** | The system displays the description of the Program ID displayed in the previous field. |

Screen actions - wintmgd01

| Commands | Description |
|---|---|
| **Standard Screen Actions** | All screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Claims/settlements, WINTMSD

From the Settlement Generation screen, you can prompt for Claim/Settlement records in the WINTMSD program. You can select a Claim/Settlement record and prompt for values on Program/Spend, Claim or Pay method to return detail to the previous screen.

## Select records for claims/settlements

Use the Claims/Settlement List screen, WINTMSD, for the claim/settlement number and identification.

## Field descriptions - WINTMSD01

| Fields | Description |
|---|---|
| **Line Actions** | All line actions on this screen perform standard SSAERPLX functions. See the overview information in the document.. |
| **Act, 2,A** | Specify the number for the line action to perform and press Enter. |
| **Claim Number** | The system displays the Claim Number, Program ID, Spend Type and description for all available Claim/Settlement records. |
| **Program ID** | The system displays the Claim Number, Program ID, Spend Type and description for all available Claim/Settlement records. |
| **Spend Type** | The system displays the Claim Number, Program ID, Spend Type and description for all available Claim/Settlement records. |
| **Description:** | The system displays a description of the Spend Type in the previous field. |

## Screen actions - WINTMSD01

| Commands | Description |
|---|---|
| **Standard Screen Actions** | All screen actions on this screen perform standard Infor LX functions. See the overview information in this document. |

# Index