



Infor XA – Accounting Management Plus User Guide

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Introduction

This document contains instruction on the usage of the Accounting Management Plus Menu on the System i. This menu is provided for the set-up, maintenance, troubleshooting, and repair of the AM Plus module. This guide deals strictly with the System i component of AM Plus. For detailed information on the operation and usage of the Client Architecture component of AM Plus, see the help installed with the Client Architecture.

AXGM00 – Accounting Management Plus Main Menu

```
AXGM00                      Accounting Management Plus          QPADEV0005
                             Main Menu                          52

Type option or command; press Enter.

  1. A/R Aging Days Maintenance
  2. A/P Aging Days Maintenance
  3. Run Nightly Aging
  4. Schedule Nightly Job
  5. Run Date Check Report
  6. Data Regeneration
  7. General Ledger Extract

==> _

F3=Exit      F4=Prompt  F9=Retrieve  F10=Actions
F11=Job status F12=Return  F22=Messages

M01 a 20/006
```

The main menu has 7 options:

1. A/R Aging Days Maintenance
2. A/P Aging Days Maintenance
3. Run Nightly Aging
4. Schedule Nightly Aging Job
5. Run Date Check Report
6. Data Regeneration
7. General Ledger Extract

Option 1. A/R Aging Days Maintenance - Use this option to set company and/or customer terms for Accounts Receivable.

Option 2. A/P Aging Days Maintenance - Use this option to set company and/or vendor terms for Accounts Payable.

Option 3. Run Nightly Aging - This option will run the nightly aging routines on demand. These routines run on a scheduled basis (see option 4), and should not be needed on an on-demand basis under normal conditions.

Option 4. Schedule Nightly Aging Job - Setup for nightly batch job to age Accounting Management Plus invoices. Time is entered in HH:MM:SS format.

Option 5. Run Date Check Report - Submits Date check report to batch. Report file QSYSPRT with user data AXG210 will be printed.

Option 6. Data Regeneration - This should be run to resolve any data errors in the system.

Option 7. General Ledger Extract – This report creates an extract of GL accounts based upon a user-defined parse field. The results of this report can be exported from Browser to a spreadsheet or other reporting tool.

AXG20003 AR Aging Days by Company (Select)

This display appears when you choose Option 1. AR Aging Days Maintenance from the AM Plus Main Menu (AXGM00).

DATE 3/14/00

AMPlus

A/R Aging Days by Company

AXG20003

Company : _0

F3-Exit

04/019

What to do

Type a valid Company number, and press **Enter**.

Function keys

F3 Exit. Cancels process and returns to AM Plus Main Menu (AXGM000).

Fields

Company. The Company number that aging days will be defined for.

AXG20003 AR Aging Days by Company (Enter)

This display appears when you press enter with a valid company number on AR Aging Days by Company Select (AXG200003)

Once a valid company number is entered, the terms entry fields will appear.

DATE 3/13/00		AMPlus		AXG20003
A/R Aging Days by Company				
Company : 1 MAPICS/DB				
<u>Period</u>		<u>Days</u>	<u>Description</u>	
Invoice 1		30	30-59 days	
2		60	60-89 days	
3		90	90-119 days	
4		120	120+ days	
Age Date 1		30	30-59 days	
2		60	60-89 days	
3		90	90-119 days	
4		120	120+ days	
Due Date 1		1	1-29 day	
2		30	30-59 days	
3		60	60-89 days	
4		90	90+ days	
F3-Exit		F7-Customer		F12-Cancel
a				08/03

What to do

Type in valid values for Days and Descriptions for Company's AR aging schema and press **Enter**.

Function keys

F3 Exit. Cancels process and returns to AM Plus Main Menu (AXGM000).

F7 Customer. Causes the AR Aging Days by Company/Customer Select (AXG20004) to appear.

F12 Cancel. Cancels selections and returns to AR Aging Days by Company Select (AXG20003).

Fields

Company. The Company number/name that these terms apply to.

Period. Entries in this column represent the three aging schemes in AM Plus and their associated periods: Age Date 1-4, Invoice Date 1-4, and Due Date 1-4.

Days. Enter number of days you wish to define this period as containing.

Description. Description for this row's aging period definition.

The first column identifies the aging scheme (Invoice, Due Date, Age Date) and the period numbers. An entry in a specific row, 1 for example, will set the term days and description for the first aging period of a particular scheme. An entry of a thirty in the Days column, for example, defines that period as containing invoices that are at least thirty days old. An entry of 60 in the second row defines the second period as containing those invoices that are at least 60 days old. Defining the second period in this example places an upper bound on the first period, since we

said initially that the first period contains invoices that are at least 30 days old, the creation of the second period terms has now established the first period range as being 30-59 days old.

The figure above illustrates this point. Looking at the Due Date scheme, we see that the term buckets are set at 1, 30, 60, and 90. The description fields on these buckets are 1-29 days, 30-59 days, 60-89 days, and 90+ days. The values entered in these description fields are at the maintainer's discretion, and are strongly advised to be updated accordingly.

The next thing to consider about authoring aging periods is that there can be a variable amount of age periods. An entry of a zero in any row except for the first will signify the period before it as being the last.

An illustration would be a period definition of Invoice Date as 12, 24, 36, 0. This establishes the following aging:

Period	Days	Description
Current	0	0 – 11 days old
1	12	12 – 23 days old
2	24	24 – 35 days old
3	36	36 +
4	0	---

Invoice Date aging has a future bucket, which is the same regardless of period definition: any invoice that has a date in the future (less than 0 days old). The current period is likewise always defined as beginning today (zero days old), and is the reason period one cannot be defined as zero in conjunction with other periods as being non-zero.

The case where all period are defined as zero (0, 0, 0, 0) will yield a non-aging situation: Everything is current (0+ days old).

AXG20004 AR Aging Days by Company/Customer (Select)

This display appears when you press F7 on AR Aging Days by Company Enter (AXG20003) screen.

DATE 3/16/00 AMPlus AXG20004
A/R Aging Days by Company/Customer
Company : 01 MAPICS/DB
Customer: _____
F3-Exit F12-Cancel
MA a MW 05/019

What to do

Type information for the customer number, and press **Enter**.

Function Keys

F3 Exit. Quits processing and returns to AM Plus Main Menu (AXGM00).

F12 Cancel. Cancels process and returns to AR Aging Days by Company Enter (AXG20003).

Fields

Company. Company number/name that deals with selected customer.

Customer. The customer number to change period definitions.

.

To access customer terms entry, first choose A/R Aging Days Maintenance from the AM Plus Main Menu (AXGM00; option 1), then select a company on display AXG20003. Once the company terms entry field has appeared, pressing the F7 button will access the customer days select screen (AXG2004).

AXG20004 AR Aging Days by Company/Customer (Enter)

This display appears when you enter a valid customer number and press Enter on AR Aging Days by Company/Customer Select (AXG20004) screen.

DATE 3/13/00		AMPlus		AXG20004
A/R Aging Days by Company/Customer				
Company :	01	MAPICS/DB		
Customer:	100	WHSE ATA INTERSITE CUSTOMER		
<u>Period</u>		<u>Days</u>	<u>Description</u>	
Invoice	1	0		
	2	0		
	3	0		
	4	0		
Age Date	1	0		
	2	0		
	3	0		
	4	0		
Due Date	1	0		
	2	0		
	3	0		
	4	0		
F3-Exit		F12-Cancel		
10 a		08/03		

What to do

Type information for customer aging Days and their Descriptions, and press **Enter**.

Function Keys

F3 Exit. Quits processing and returns to AM Plus Main Menu (AXGM00).

F12 Cancel. Cancels selections and returns to AR Aging Days by Company/Customer Select (AXG20004).

F20 Delete. Deletes current customer's terms record; places customer back onto company defaults.

Fields

Company. Company number/name for this record.

Customer. The customer number/name related to these period definitions.

Period. Entries in this column represent the three aging schemes in AM Plus and their associated periods: Age Date 1-4, Invoice Date 1-4, and Due Date 1-4.

Days. Enter number of days you wish to define this period as containing

Description. Description for this row's aging period definition.

Period definition, maintenance, and behavior for customer follow the same rules as for company, but the existence of customer definitions for a particular company/customer combination will override the company's definitions. If these customer-level definitions are no longer appropriate, the record must be deleted for this customer to be set on company-level terms once again.

Customer record deletion is accomplished by accessing the customer's Days record and pressing F20. Follow the on-screen instructions to complete the deletion.

AXG20001 AP Aging Days by Company (Select)

This display appears when you choose Option 2. AP Aging Days Maintenance from the AM Plus Main Menu(AXGM00).

```
DATE 3/14/00                                AMPlus                                AXG20001
                                           A/P Aging Days by Company

Company : _0

F3-Exit

04/019
```

What to do

Type a valid Company number, and press **Enter**. This will bring up the AP Aging Periods for this company.

Function keys

F3 Exit. Cancels process and returns to AM Plus Main Menu (AXGM000).

Fields

Company. The Company number that you wish to work with.

AXG20001 AP Aging Days by Company (Enter)

This display appears when you enter a valid company number and press Enter on AP Aging Days by Company Select(AXG20001).

DATE 3/13/00		AMPlus		AXG20001
A/P Aging Days by Company				
Company : <u>1</u> MAPICS/DB				
<u>Period</u>		<u>Days</u>	<u>Description</u>	
Invoice	1	30	30-59 days	
	2	60	60-89 days	
	3	90	90-119 days	
	4	120	120+ days	
Due Date	1	1	1-29 days	
	2	30	30-59 days	
	3	60	60-89 days	
	4	90	90+ days	
F3-Exit F7-Vendor F12-Cancel				
MA	a	MW	08/03	

What to do

Type in valid values for Days and Descriptions for Company's AP Aging Schemes and press Enter.

Function keys

F3 Exit. Cancels process and returns to AM Plus Main menu(AXGM000).

F7 Vendor. Causes the AP Aging Days by Vendor Select (AXG20002) to appear.

F12 Cancel. Cancels selections and returns to AP Aging Days by Company Select (AXG20001).

Fields

Company. The Company number/name that these terms apply to.

Period. Entries in this column represent the two aging schemes in AM Plus AP and their associated periods: Invoice Date 1-4, and Due Date 1-4.

Days. Enter number of days you wish to define this period as containing.

Description. Description for this row's aging period definition.

The first column identifies the aging scheme (Due Date, Age Date) and the period numbers. An entry in a specific row, 1 for example, will set the term days and description for the first aging period of a particular scheme. An entry of a thirty in the Days column, for example, defines that period as containing invoices that are at least thirty days old. An entry of 60 in the second row defines the second period as containing those invoices that are at least 60 days old. Defining the second period in this example places and upper bound on the first period, since we said initially

that the first period contains invoices that are at least 30 days old, the creation of the second period terms has now established the first period range as being 30-59 days old.

The figure above illustrates this point. Looking at the Due Date scheme, we see that the term buckets are set at 1, 30, 60, and 90. The description fields on these buckets are 1-29 days, 30-59 days, 60-89 days, and 90+ days. The values entered in these description fields are at the maintainer's discretion, and are strongly advised to be updated accordingly.

The next thing to consider about authoring aging periods is that there can be a variable amount of age periods. An entry of a zero in any row except for the first will signify the period before it as being the last.

An illustration would be a period definition of Invoice Date as 12, 24, 36, 0. This establishes the following aging:

Period	Days	Description
Current	0	0 – 11 days old
1	12	12 – 23 days old
2	24	24 – 35 days old
3	36	36 +
4	0	---

Invoice Date aging has a future bucket, which is the same regardless of period definition: any invoice that has a date in the future (less than 0 days old). The current period is likewise always defined as beginning today (zero days old), and is the reason period one cannot be defined as zero in conjunction with other periods as being non-zero.

The case where all period are defined as zero (0, 0, 0, 0) will yield a non-aging situation: Everything is current (0+ days old).

AXG20002 AP Aging Days by Company/Vendor (Select)

This display appears when you press F7 on AP Aging Days by Company Select (AXG20001) screen.

The select portion involves entering a valid vendor number. This will bring up the aging terms that are currently in effect for this vendor.

The screenshot shows a terminal window with a black background and white text. At the top left, it says 'DATE 3/16/00'. In the center, it says 'AMPlus' and 'A/P Aging Days by Company/Vendor'. At the top right, it says 'AXG20002'. Below this, there are two lines of text: 'Company : 01 MAPICS/DB' and 'Vendor : _____'. At the bottom left, it says 'F3-Exit' and at the bottom right, it says 'F12-Cancel'. At the very bottom, there is a status bar with '10 a' on the left, 'MW' in the center, and '05/019' on the right.

What to do

Type information for a valid vendor number and press **Enter**.

Function Keys

F3 Exit. Quits processing and returns to AM Plus Main Menu (AXGM00).

F12 Cancel. Cancels selections and returns to AP Aging Days by Company Enter (AXG20001).

Fields

Company. Company number/name for this record.

Vendor. The vendor number for the record you wish to edit.

To access vendor terms entry, first choose A/P Aging Days Maintenance from the AM Plus Main Menu (AXGM00; option 2), then select a company on display AXG20001. Once the company terms entry field (fig. 2) has appeared, pressing the F7 button will access the vendor days entry screen (AXG20002).

AXG20002 AP Aging Days by Company/Vendor (Enter)

This display appears when you enter a valid vendor number and press Enter AP Aging Days by Company/Vendor Select (AXG20002).

DATE 3/13/00		AMPlus		AXG20002
A/P Aging Days by Company/Vendor				
Company :	01	MAPICS/DB		
Vendor :	100	MPA Component xx		
<u>Period</u>		<u>Days</u>	<u>Description</u>	
Invoice 1		0		
2		0		
3		0		
4		0		
Due Date 1		0		
2		0		
3		0		
4		0		
F3-Exit		F12-Cancel		
MA	a	MW	08/033	

What to do

Type information for vendor aging Days and their Descriptions, and press **Enter**.

Function Keys

F3 Exit. Quits processing and returns to AM Plus Main Menu (AXGM00).

F12 Cancel. Cancels selections and returns to AP Aging Days by Company/Vendor Select (AXG20002).

F20 Delete. Deletes current vendor's terms record; places vendor back onto company defaults.

Fields

Company. Company number/name for this record.

Vendor. The vendor number/name related to these period definitions.

Period. Entries in this column represent the two aging schemes in AM Plus AP and their associated periods: Invoice Date 1-4, and Due Date 1-4.

Days. Enter number of days you wish to define this period as containing

Description. Description for this row's aging period definition.

Period definition, maintenance, and behavior for vendor follow the same rules as for company, but the existence of vendor definitions for a particular company/vendor combination will override the company's definitions. If these vendor-level definitions are no longer appropriate, the record must be deleted for this vendor to be set on company-level terms once again. Vendor record deletion is accomplished by accessing the vendor's Days record and pressing F20. Follow the on-screen instructions to complete the deletion.

AXG07001 - Schedule Nightly Aging

This display appears when you choose Option 4. Schedule Nightly Aging on the AM Plus Main Menu (AXGM00).

```
DATE 3/13/00          Schedule Nightly Aging          AXG07001

Schedule time (HH:MM:SS): 02:00:00

Pressing ENTER will overwrite the existing AMPlus schedule

F3-Exit

09/041
```

Enter time for nightly aging in valid HH:MM:SS format and press enter. **Existing AM Plus aging schedule will be overwritten.**

Option 5: Run Date Check Report

Submits Date check report to batch.

Report file QSYSPRT with user data AXG210 will be printed. This is the same report created during host install to check for invalid dates in AM. Having AM Plus successfully installed and running implies that all outstanding date issues were resolved. Running this now will most likely produce a blank report. If there are entries in this report, *and AM Plus has been installed and running*, then dates must be repaired either manually (for fatal errors), or automatically (via Data Regeneration AXGM00; option 6).

AXG09001 – Initial Data Generation/Data Regeneration

This display appears when you choose Option 6. Data Regeneration from the AM Plus Main Menu (AXGM00).

A data regeneration should only be run to resolve AM data errors in the system.

```

DATE  3/13/00              Initial Data Generation              AXG09001

Generation options...:  1. Generate A/R Data
-----                2. Generate A/P Data
                        3. Generate A/R & A/P Data

Option: 3

Invalid date options.:  1. Repair
-----                2. Do not repair

Option: 1

Historical statistics:  1. Preserve
-----                2. Clear

Option: 2

F3-Exit
  
```

What to do

Type in values for regeneration options, and press **Enter**.

Function Keys

F3 Exit. Cancels process and causes AM Plus Main Menu (AXGM00) to appear.

Fields

Generation Options<1-3>. Selects what aspects of database are to be regenerated:

1. Regenerates only AR data
2. Regenerates only AP data
3. Regenerates both AR and AP data

Invalid date Options<1-2>. If there are invalid dates in your Accounting Management system that can be automatically repaired, Data Regeneration can repair them if you choose, otherwise they will be ignored:

1. Repair
2. Ignore.

Historical statistics<1-2>. AM Plus keeps statistics for Company, customer, and vendor invoice receipts/payment. Running Data Regeneration can either clear these statistics, or leave them alone.

1. Preserve – keeps statistics.
2. Clear – clears out all statistics accumulated to date.

AXG2401 - General Ledger Extract

This display appears when you choose Option 7. General Ledger Extract from the AM Plus Main Menu (AXGM00).

This process creates an extract of GL accounts based upon a user-defined parse field. The results of this report are written to a local GELEXTR and can be exported from Browser to a spreadsheet or other reporting tool.

Results of AXG24 can be seen in the GL Extract object on the client.

```

Date:  3/13/00                                AMPlus                                AXG2401
                                           General Ledger Extract

Company Number.....:  |||
Extract Month/Year.:  |||| TO- ||||
TEMGEN journals for selected Month/Year will be included

Parsed GL Breakdown:  _ _ _ _ _
Each value (1-9) defines a sort group, for example:
                        _ _ _ _ _ 1 1 2 2 2 3 3 3 3
F24=Cancel The Job
a                                     06/039

```

Fields

Company number. Enter the Company number for which the extract is being performed.

Extract Month/Year. Enter inclusive range in MMY format of journals to be included in the resulting extract. Process will select all amounts reported to GL, and all Temporary General Ledger entries bearing a date that falls within this range. From date must be earlier than to date. Leaving dates blank will give extract with only General Ledger amounts included.

Parsed GL Breakdown (Parsed General Ledger Breakdown). This entry defines a sort group to the Extract result file. Entry consists of 15 alpha-numeric characters, each representing a position in a possible General Ledger account number. Based upon how one's company parses their GL number, sort groups should be defined accordingly here. Enter the digits 1–9 to indicate the precedence of the GL account parse to the process.

For example, if your company defines its 15-digit account numbers' first two positions to denote Company number, the next three to represent branch, and the next five to represent division. Then your Parsed GL Breakdown string will be:

1 1 2 2 2 3 3 3 3 4 4 4 4 4

where 1 represents company number, 2 represents branch, and 3 represents division. The resulting report is sortable/searchable by company/branch/division.

If, using the same configuration, you only care to summarize by company/branch, then you could define:

1 1 2 2 2 _ _ _ _ _

to accomplish this.

Or company/division regardless of branch:

1 1 _ _ _ 3 3 3 3 _ _ _ _ _

Note that GL account numbers are potentially 15 positions long, but when they are not, they are right-justified. Your parsing schema need to accommodate this:

_ _ _ _ 1 1 1 1 2 2 3 3 3 3

For example, will parse an 11-digit GL account number.

AXG2402 - Workfile Previously Populated

```
DATE  3/13/00                      AMPlus                      AXG2402
                                General Ledger Extract

WARNING : Workfile contains data.

        Performing the extract at this time will
        erase ALL existing data in the workfile.

        Press Enter to Continue -OR- F3 to Exit

F3-Exit

M0  a                                01/001
```

Enter will overwrite prior extract data, F3 cancels request.

CAS - Security Setup and Maintenance

Object and field-level security administration for AMPlus follows the same procedure as for any other XA product. Within the Security Maintenance area in CAS, AMPLUS has the following security areas defined:

1. AMPlus A/P inquiry -- Within this security category, there are two subtasks for user authorizations:

APVSUM accesses:

- A/P Vendor Summary
- A/P Vendor Summary Attachments
- A/P Vendor Invoice History
- A/P History Invoice Extension
- A/P Vendor Invoice History Details
- A/P Vendor Invoice Line Items
- A/P Vendor Invoice Payments
- A/P Vendor Invoice Purchase Orders
- A/P Vendor Special Charges
- A/P Vendor Special Tax

BNKACT accesses:

- A/P Bank Accounts
- A/P Bank Deposits
- A/P Check Histories
- A/P Check Summaries
- A/P Payment Selections

2. AMPlus A/R inquiry -- Users are granted these objects within this security category.

ARCSUM accesses:

- A/R Customer Summary
- A/R Customer Summary Attachments
- A/R Invoice History Summary
- A/R Invoice History Detail
- A/R Open Invoice Summary
- A/R Open Invoice Detail

3. AMPlus field-level security -- This category protects company total information on the Company A/R_A/P Summary object. There are three subtasks:

CMPSUM accesses:

- Company A/R_A/P Summary

FIELDS A/RCMPSUM - Grants Accounts Receivable company totals.

FIELDS A/PCMPSUM - Grants Accounts Payable company totals.

4. AMPlus G/L inquiry -- Users authorized in this area have access to the following objects:

GL accesses:

- General Ledger
- General Ledger Attachments
- Temporary General Ledger
- G/L Current History