Infor XA – International Financial Management User's Guide

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To the reader

This book contains the information you need to understand and run this application. The information in this book applies only to Infor ERP XA.

For a complete list of the books in the XA library, see the bibliography included on the XA documentation CD.

Before you begin

Complete the System i education for the basic operating concepts of the System iif you do not have equivalent knowledge.

What this book contains

Chapters 1 and 2 acquaint you with the application.

The next group of chapters describe the options on the Master Menu. For example, Chapter 3 contains information about option 1 of the Master Menu. Each chapter includes information about how to use the displays associated with each option.

Use the appendiices to help you implement IFM, learn how to use the IFM interface, understand the definitions of the table files, work with the tutorial for setting up structures, and use the Legacy System Bridge.

The glossary defines important terms for this application.

Summary of changes

The following changes have been made to these applications.

- Accounting Management Plus (AM+) is the Client Architecture that handles the base accounting applications of Accounts Payable, Accounts Receivable, and General Ledger, as well as extensive note taking and improved aging functions. For more detailed information, see the *Accounting Management Plus User's Guide*.
- Advanced Planning Configurator (APC) is the integration of XA and Cameleon products. APC allows you to model possible configurations of your products contained within XA so that you can create customer and sales orders for those items. Both configured items and standard items can be ordered using this integration.

  This integration allows you to transfer data from the XA database into Cameleon Visual Expert for modeling. To use APC, you must have EPDM, CSM, and OBPM installed. For more detailed information on APC, see the *Cameleon Integration Guide*.
- Coil Management Solutions (CMS) is a client/server application that consists of four modules:
  - Coil Inventory Manager. This module is the core of the CMS system. It is responsible for all logistical issues surrounding the processing of coils and skids, which includes managing coil and skid characteristics, quality holds, product and process specifications, RF transactions, bar code tags, purchasing specifications, and incoming material quality control.
  - Coil Plant Manger. This module is responsible for processing coils or skids and all related activities including production time tracking and quality data collection. It supports any process that changes the physical dimension, chemical composition or aesthetic appearance of the material.
  - Coil Chain Manager. This module handles the logistics involved in managing Outside Processing, Consignment and Satellite Warehouses.
  - Coil Decisions. This module provides a series of tools, views and reports to help improve decision-making and inventory management in the coil environment. This also includes scheduling, customer claim resolution and supply chain management. Coil Decisions also provides support for defining the building blocks for HFI reports and product specifications. For more detailed information, see the *Coil Management Solutions User's Guide*.
- Contract Accounting Plus (CA+) enhances the XA applications in the contract cost area. CA+ allows you to fully track manufacturing costs associated with every purchase order and shop order, as well as other costs commonly attached to a contract. With CA+, you can analyze cost flows against expected performance and budget. For more detailed information, see *Contract Accounting Plus User's Guide*.
- If EPDM in installed, the IFM application is now fully integrated with the EPDM functions and Item Revisions replaces Item Master. While the application guide might contain references to Item Master files, the functions in the IFM application now use Item Revisions for item information. For more information, see the *Enterprise Product Data Management Concepts Guide.*
- FRx FDM Installation Instructions for AM and IFM are a financial analysis and reporting tool that allows financial and accounting professionals to streamline processes and generate the financial knowledge necessary to gain a competitive advantage.

  Both use the FDM configuration wizard and FDM load wizard to load your AM and IFM general ledger data from their proprietary format into FRx's FDM data format. For more detailed information on these applications, see the *FRx FDM Installation Instructions for AM* and *FRx FDM Installation Instructions for IFM*.
- Product Development Collaboration Magik! (PDCM) is a fully integrated engineering change control solution that allows all members of the product development process to collaborate remotely on product

development via the internet. Magik! allows you to create and track a process document throughout its life cycle. It supports:

- engineering changes
- new product requests
- marketing change notification
- procedural changes
- production process changes

For more detailed information on Magik! and installation instructions, see the *PDCM! User's Guide.*

- XA System-Link is a bridge between outside systems and XA. An 'outside system' can be a separate platform, such as another ERP system or a web page. It can also be custom code on the same System i. Programs that can format XA System-Link XML requests can initiate transactions with XA. XA System-Link runs its own server and provides the link between a web server and XA EJB server. For more detailed information, see the *System-Link User's Guide*.

Due to the enhancements in the Pick, Pack, and Ship functions in COM, procedure conflicts have been revised in COM, IM, MPSP, CRP and MRP. See Procedure Conflicts for these applications.

In the Install/Tailor Application chapter, the following information should also be considered before you begin the installation of XA:

The new environment characters must be unique to XA. The program libraries can be shared with other XA environments as long as they are the same release level. An XA environment cannot share any characters already existing on the system for MAPICS/DB environments.

Changes in text are marked by revision bars.

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Chapter 1. Introducing IFM

International Financial Management (IFM) supports all accounts receivable, accounts payable, and general ledger functions. It handles multiple currencies and many world-wide tax requirements. It allows you to analyze your financial data using customized management reports and financial statements.

IFM is integrated with XA. It interfaces with COM, the fixed assets portion of F/A, IM, PC&C, PUR, PR, and REP. These applications supply the non-financial data that IFM uses for XA financial management. For example, IFM receives customer invoice information from COM and purchase order information from PUR.

IFM is not integrated with XA Maintenance Management System (MMS).

IFM is based on several key concepts:

- Accounts can have meaningful names that describe the “who”, “what”, “when”, and “how much” of any transaction
- Financial information is stored in one general ledger, an unlimited number of personal ledgers, and cashbooks
- Transactions are processed for XA using a single processing method
- Entities identify the people or institutions (trading partners) with which you do business
- Reports allow you to tailor the presentation of your financial data

This chapter gives you an overview of these concepts. Chapter 2, "Managing IFM" explains the details and refers you to specific menu options in the rest of the book.

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Note: IFM does not handle the use of special characters, such as &, @, and -, as part of the name in the “identifier” field when setting up the IFM tables. Such fields as Administrative division ID, Financial division ID, and Ledger ID should only contain alphanumeric characters. If special characters are used, problems may occur.

Establishing accounts

The traditional way of organizing business activities is to create an account for each type of activity, assign a number code to describe the account, and group the codes into a chart of accounts to show how they relate to each other. This system of using account codes to convey both meaning and structure presents the following limitations for all but the simplest business organizations:

- Account codes are meaningless without the chart of accounts.
- Organizational changes usually require restructuring the chart of accounts.

IFM overcomes these limitations by allowing you to assign account identifiers that are meaningful for your business. They describe the “who” (called a unit), “what” (called a nature), and “when” (called a period) of any transaction without regard to account structure. For example, you could use account names like DEPT A SALES and MKTG TRAVEL.

A structure is created when you organize the accounts for reporting purposes. You can tailor the type and format of information that appears on financial statements and management reports and create any number of alternate views of the financial data, depending on the needs of your business.

The following are the elements of the IFM system of organizing accounts:

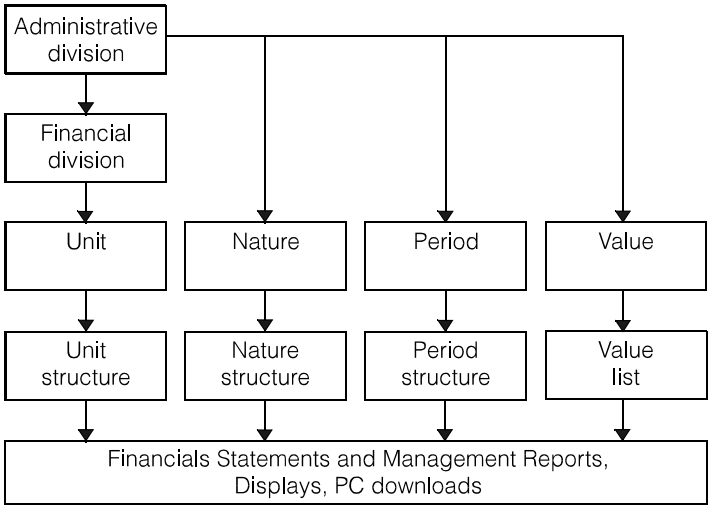


Figure 1-1. Elements of the IFM account structure

- Administrative division. A group of financial divisions that share the unit, nature and period identifiers that make up their account structure. Financial divisions can have different identifiers, but cannot contain different units, natures, or periods with the same identifier.
- Financial division. A group of trading units for which a trial balance is maintained. It is usually, but not necessarily, a company. A financial division may also be a unit.
- Unit. A discrete area of responsibility in an organization - a team, cost centre, profit centre, department, branch, division, subsidiary, company, consolidation group, holding company, and so on. A unit can be a trading unit or non-trading unit (an aggregate of other units). Trading units allow postings and non-trading units do not. A unit must be unique across all financial divisions.
- Nature. An income or expense, asset, liability, or capital account. A nature can be a primary nature, for example, car insurance, or it can be an aggregate of other natures, for example, gross sales.

- Period. An interval of time that may or may not have start and end dates. A period can be a primary division of the accounting year or an aggregate of other periods. Accounting periods allow postings and aggregate periods do not.
- Value. An amount of money.
- Unit, nature, and period structures. Hierarchical groups of unit, nature, and periods that reflect the way your business is organized. The structures are used for reporting purposes.
- Value list. The amounts shown on a report.

Storing financial information

IFM stores financial information in three types of ledgers: general ledgers, personal ledgers, and cash books. Every ledger belongs to a financial division. A financial division can have any number of personal ledgers and cash books, but has only one general ledger. Financial and management reports originate from the general ledger.

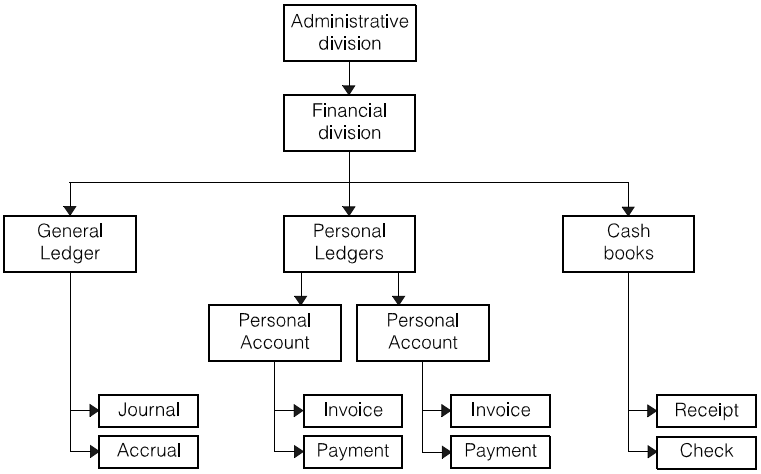


Figure 1-2. Financial information is stored in ledgers

Ledgers classify personal accounts (see “Maintaining personal accounts for entities” on page 2-7), bank accounts, and transactions so they can be controlled and audited and provide default values during transaction entry.

Every transaction belongs to a ledger. For example:

- An invoice, credit note, or debit note belongs to a personal ledger.
- Cash payments and receipts of all types belong to a cash book.
- General ledger journals belong to the general ledger.

General ledger

The general ledger contains ledger balances summarized by unit, nature, and period. These balances are used for customized financial statements and management reports.

Personal ledgers

Personal ledgers record credit-based transactions between financial divisions and entities. A personal ledger may accept either payable transactions or receivable transactions. Each personal ledger is in a single currency.

You can create as many personal ledgers as necessary to meet your business needs. For example, if you have different payment terms for services or merchandise sales, you can put each type of sale in a separate personal ledger. This prevents you from sending unnecessary past due notices because you can't tell which merchandise or service invoices of the same age are past due.

Personal ledgers may also be helpful in the following areas:

- Inter-company accounting. Keeping amounts due and owed to related companies in separate ledgers helps reconcile inter-company account balances.
- Employee loans and advances. If employees are set up as entities and repayments come from payroll deductions, you can bridge from the payroll to the personal ledger.

Cash books

A cash book represents a bank account, money market account, loan facility, petty cash float or other monetary fund to and from which cash moves within a financial division. Each financial division may maintain as many cash books as it needs.

For each cash book you can specify the following information:

- Currency in which it is denominated.
- Default transaction type and maximum and minimum limits for autopayments.
- If the cash book represents a bank account, the bank holding the account and the bank account name, number and branch code.
- Upper and lower bounds within which you want the balance to operate. IFM warns you if the balance goes above or below these figures.
- Natures to be used for the cash balance in the cash book, unallocated cash, and gain/loss on foreign exchange.
- Whether the cash balance is accounted for at financial division level, or at unit level.

You maintain two balances for each cash book which can be viewed at any time using the cash book inquiry:

- Cash balance - the net of all posted transactions in the cash book.
- Reconciled cash balance - the net of all posted and reconciled transactions in the cash book.

Processing transactions

IFM processes all transactions that originate in IFM and the interfacing XA applications.

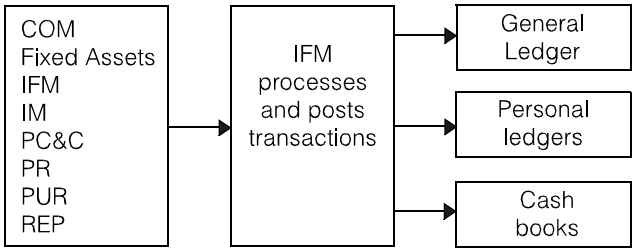


Figure 1-3. Processing transactions without user intervention

IFM processes the transactions without user intervention using a single processing method with the following characteristics:

- Uses header information that applies to an entire transaction and line information that applies to a specific part of a transaction.
- Allows users to adapt transaction entry by creating templates to control the transaction panels shown and by choosing transaction entry shortcuts, such as short invoice entry for simple invoices.
- Edits, validates, and posts the transactions and updates the appropriate ledgers. A posted transaction cannot be changed; however, it can be copied and reversed.
- Allows users to get information about a specific transaction from any place in IFM where the transaction appears. This includes inquiring about the source of G/L lines, called the drill down function, for fixed assets, COM, IM, PC&C, and REP.
- Minimizes the need for reconciliations between the general ledger and its subsidiary ledgers.

All transactions consist of a header and one or more special purpose lines. There are eight possible transaction lines depending on the type of transaction and the options you select. You can also write a narrative consisting of additional information for any of these special purpose lines.

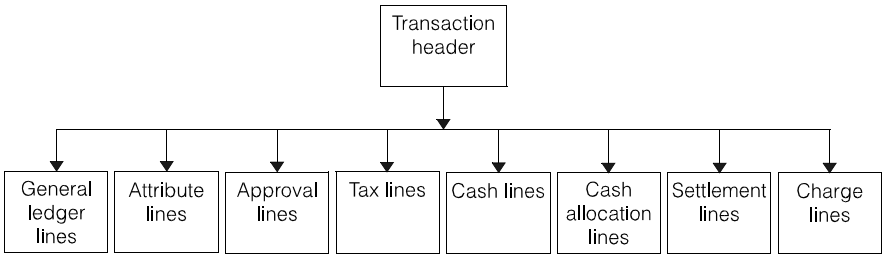


Figure 1-4. Elements of a transaction

- Approval. The person who approves the transaction. You can have more than one approver for a transaction.

- Attribute. The fields that users add to a transaction that are not a part of the base IFM product.
- Cash. The information about payments received or issued corresponding to cash deposits and payments in a checkbook.
- Cash allocation. The amount of cash that was applied to an invoice either as a receipt or a payment.
- Charge. The details for an invoice. For inventory items, they show information like item, invoice quantity, unit price, and extended price.
- G/L. The unit/nature combinations that are affected by the transaction. IFM ensures that debits and credits net to zero.
- Settlement. The amount to be collected or paid against an invoice.
- Tax. The information required to prepare sales and VAT compliance reports.

Using entities

An entity is a trading partner, that is, a person or institution with which an administrative division does business. Examples of entities are customers, vendors, banks, employees, related companies, and consignees.

IFM handles entities for XA, including COM customers and PUR vendors. Information about entity trading relationships, such as the terms of a sale, are stored in personal accounts. Each entity has a single identifier that is recognized by all administrative divisions. Entity names and address are the account base for every financial division.

You can store the following information for an entity:

- Entity name. The name by which an entity is known to all your peripheral systems, such as sales order processing, distribution, sales and marketing, direct mailing, personnel records, and so on.
- Entity data. Information that you need on a day to day basis, such as:
- Name & address. The entity's full name and address, exactly as you wish it to appear on invoices or mailing labels.
- Payee name. The name which IFM uses on checks and other forms of payment automatically created for the entity. Although it defaults to the entity name, you can change it as required.
- Telecom numbers and types. Up to three telecom numbers for an entity. They can be an office or home telephone number or fax number, a telex number, or a mobile telephone number.
- Region and district. Geographical location of an entity. The terms region and district can be adapted to suit the geographical scope of your business.
- Entity group. The group to which an entity belongs. Each group has its own nominated headquarters.
- Entity contact.The individuals that you deal with for each particular entity. You can store any number of entity contacts and their individual telecom numbers.
- Entity alias. Alternate names by which an entity is known, such as: IBM, IBM UK, IBM United Kingdom Limited, I.B.M., and International Business Machines.
- Entity attributes. User-defined fields for an entity.

- Entity diary. News about an entity; for example, special order information. You can also create an automatic reminder service. For example, if a customer has promised an overdue payment on a particular day, you can have the entity diary remind you on the day after it is due to see if the payment arrived.

Generating reports

You analyze your financial data by generating customized reports (analyses) using the General Ledger Reporting Tasks menu (AM5M50). To define the layout and content of the reports, you set up the following:

- Structures. Hierarchical groups of units, natures, and periods that reflect the way your business is organized.
- Value lists. Sets of value definitions that specify the amounts to be included on a specific report.
- Extracts. Subsets of financial data, such as historical actual values, past and future budgets, and forecasts, to be included on the report.
- Analyses. Different views of the extract information. You generate the actual reports using this option.
- Analysis lists. Multiple analyses organized in a particular sequence to allow you to run several analyses using a single command.

Systems Installed with IFM

- Create euro currency id. The euro currency id must be created. This currency must be added to the XA exchange rate set in order to define it. This is the same record in which the Local Currency for the Infor environment is defined.
- Define local currency. If IFM is installed there is no change in the definition of the XA local currency. The local currency is defined on the XA exchange rate set under Currency Tables.
- Enter exchange rates. The fixed exchange rates between the euro-participating currencies and the euro currency must be entered. Before the exchange rates are entered, the euro must be defined in the Infor exchange rate set. These rates will be fixed, and once the currencies have euro status identifying them as euro-participating, no other exchange rates can be entered. See “Defined Euro-Participating Currencies” below.
- Defined euro-participating currencies. In Table Maintenance under ‘Work with Currencies’ (AM5M65, option 1), option 12 = Euro Status allows the user to create a record to define date and euro participant status. If a currency is set to be euro-participating, new exchange rates with that currency cannot be entered after the date it was set to be euro-participating. The record added updates file EURFLG.

  Note: The local currency id must be euro-participating in order to run the euro currency conversion aid.

Overview of euro currency support

As of January 1, 2002, the euro currency became effective and replaced the following European currencies:

- **ATS** Austria, Schilling
- **BEF** Belgium, Franc
- **DEM** Germany, Deutsche Mark
- **ESP** Spain, Peseta
- **FIM** Finland, Markka
- **FRF** France, Franc
- **GRD** Greece, Drachma
- **IEP** Ireland, Pound
- **ITL** Italy, Lira
- **LUF** Luxembourg, Franc
- **NLG** The Netherlands, Guilder (also called Florin)
- **PTE** Portugal, Escudo
- **VAL** Vatican City, Lira

For possible new EU members, the European Monetary Union (EMU) regulations provide for a *transition phase* during which the currencies are said to be *euro-participating*. During this time EMU regulations state that members can comply with governmental reporting requirements in either their national currency or in euros. Your company's employees have the right to be paid in your national currency and government payroll reports must be in that currency once the transition phase is over.

Ensure that your business is completely ready to convert to euros before you attempt this effort. Be aware, though, that the actual conversion process is lengthy, so do not wait to begin the planning process.

Warning: Convert all your systems, offline files, and spreadsheets at the same time. You risk contamination of your data if your conversion is incomplete.

Warning: These XA applications do not support the conversion of local currency amounts to euros:

- Accounting Management Accounts Payable
- Accounting Management Accounts Receivable
- Accounting Management General Ledger
- Financial Analysis
- Payroll

XA provides two types of assistance to help you deal with euro currency:

- Application functional enhancements: XA provides enhancements to help you manage trading currency amounts when your trading partners start doing business in euros in:
  - Customer Order Management (COM)
  - Purchasing/Procurement Management (PUR/PM)
  - International Financial Management (IFM)
  - Accounting Management Accounts Payable (AP)
  - Accounting Management Accounts Receivable (AR).
- Local currency conversion tool: For companies within euro-participating countries, XA provides a tool to convert your local currency when your organization converts your books to euros. Use this tool only once.

  The tool, the Euro Currency Conversion Aid (ECCA), is available to all XA Release 5 and later customers. Use the *Euro Currency Conversion Aid Guide* to help plan and implement your conversion efforts. ECCA converts the local currency values from a euro-participating currency to the euro in one or more of the following:
  - Local currency values in a Infor environment
  - IFM financial divisions in a XA or non-XA administrative division

- IFM cash books in a XA or non-XA administrative division.

XA provides these functions in support of euro conversion:

- The ability to:
  - Convert current currency through triangulation
  - Print alternate currencies on trading partner documents and reports
  - Toggle between currencies: local, trading, or an alternate
- Additional customer and vendor capabilities for multiple currencies
- Additional COM price book capabilities through offline load and euro price book generation
- Additional IFM capabilities for multiple currencies.

See the XA user's guides for information about euro support for the following specific applications:

- Cross Application Support
- Customer Order Management
- International Financial Management
- Procurement Management
- Purchasing
- Accounting Management Accounts Payable
- Accounting Management Accounts Receivable.

This table shows how XA applications are affected by conversion to euro:

Table 1-1. XA applications affected by euro

Application	Functional changes	Local conversion
Accounting Management Accounts Payable	Yes	No
Accounting Management Accounts Receivable	Yes	No
Accounting Management General Ledger	No	No
Capacity Requirements Planning	No	No
Contract Accounting	No	Yes
Cross Application Support	Yes	No
Customer Order Management	Yes	Yes
EDI support (pre-EC)	Yes	No
Electronic Commerce	No	Yes
Enterprise Product Data Management	No	Yes
Estimate and Quote Management	No	Yes
Executive Information System	Yes	Yes
Financial Analysis	No	No
Finite Capacity Planning/Scheduling	No	No
Forecasting	No	Yes
International Financial Management	Yes	Yes
InterSite Logistics	No	Yes
Inventory Management	No	Yes
Knowledge-Based Configurator	Yes	Yes
Maintenance Management System	No	No
Manufacturing Performance Analysis	No	Yes

*Table 1-1. (Continued)*XA *applications affected by euro*

Application	Functional changes	Local conversion
XA Browser	No	No
Marketing Monitoring and Analysis	Yes	No
Master Production Schedule Planning	No	Yes
Material Requirements Planning	No	No
Materials Management	No	No
Multiple Environment InterSite Logistics	No	Yes
Order-Based Production Management	No	No
Payroll	No	No
PowerVision	No	No
Procurement Management	Yes	No
Production Control and Costing	No	Yes
Product Data Management	No	Yes
PDM*Plus*	No	No
Production Monitoring and Control	No	Yes
Purchasing	Yes	Yes
Repetitive Manufacturing	Yes	No
Sales Analysis	No	Yes

Application functional enhancements

These functional enhancements are used by many XA applications:

- Alternate currency printing
- Toggle between currencies
- Support for financials, depending on which of the following is installed:
  - XA Accounting Management financials
  - XA IFM
  - Third-party financials
- Currency conversion routines
- Currency exchange rate overrides
- Trading partner reports.

Alternate currency printing

Documents you send to your trading partners can be printed with the details in euro-participating currency or in euro. Where applicable, you can print the totals in both euro-participating currencies and euros. These include:

- Customer quotes
- Invoices
- Purchase orders
- Debit memos
- Shipping schedules
- Order acknowledgements
- Customer statements
- Delinquency notices
- Collection letters
- Audit confirmation letters.

Toggle among currencies

With the introduction of the euro, your customers and vendors may convert to the euro at any point of time during the transition period. They may have orders, quotes, invoices, and so forth, denominated in both euro-participating currencies and the euro. The toggling enhancement modifies the current toggling function available in Infor. This function allows a users to view a euro-participating order, quote, invoice, and so forth, in euro and is intended to help you handle inquiries about the status of a trading partner's account.

IFM installations

You can toggle between euro-participating amounts and the euro. Depending on the inquiry you use, if the ledger, entity, or transaction is denominated in a currency that is euro participating, the toggle to euro is available. The following inquiries are included:

- Online Business inquiry
- Personal Ledger inquiry
- Cashbook inquiry.

Non-IFM installations

You can see the amounts of a transaction in up to three currencies: local, trading, and alternate. The alternate currency is available as an alternative to the trading currency when the trading currency is either euro or euro-participating. Toggling capabilities allow you to see amounts in all three currencies when they are different. This provides the ability to work with transactions in currencies other than the currency in which they were entered. This is especially useful during the euro transition period when transactions are sometimes viewed in the national currency and sometimes need to be looked at in the euro currency.

As an example, a payment is made in euros but the quote, contract, order, or invoice is denominated in a euro-participating currency. You can view the original transaction in euro even though it was entered in the national currency. You define the transaction's alternate currency as the euro in order to toggle.

Another example is one in which a euro-denominated order or invoice will be paid in a euro-participating currency. In this case, you define the alternate currency as the national currency and toggle from euro to the national currency.

The following XA applications use this feature:

- COM
- Purchasing/Procurement Management
- AP
- AR.

Euro support with Accounting Management financials installed

A customer or vendor can only have one primary currency. You cannot change the currency ID for these customers and vendors. If a customer or vendor uses a euro-participating currency, you must create a new customer or vendor for the trading partner when the trading partner converts to euro. You can copy an existing customer or vendor record and change the currency to euro.

- COM Customer Copy: This function copies all default customer information such as ship-to and tax registration to the new customer number. It defines a reference

between the newly created customer number and the old customer number. Use credit checking to account for the new customer number you created.

- Purchasing Vendor Copy: This function copies all default vendor information and, optionally, all vendor/items records. It also optionally updates the Item Master and Item Balance files with the new vendor number.

Warning: Accounting Management Accounts Payable and Accounting Management Accounts Receivable do not support the conversion of local currency amounts to euro.

Euro support with IFM installed

Multiple currency vendors

If you use IFM financial applications, you may change the currency ID in the vendor master file when the trading partner converts to euro. This currency ID will be the default when you enter quotes or orders. You may override the currency to any valid currency ID. Vendor totals in the vendor master file are converted from the old trading currency to the new trading currency as defined in the file. Throughout XA, the currency is no longer dictated by the currency ID of the customer or vendor; it is defined by either the transaction or the order record.

Multiple currency customers

When IFM and COM are both installed, the IFM financial division is the same as a COM company. The customer number created in COM is a combination of an IFM entity and a two-digit suffix derived from the personal ledger defined for the customer.

You can define a personal ledger on the customer master file. This is the default on order entry. You can override the personal ledger on the customer master on order entry to any valid personal ledger. A personal account data record must exist for the personal ledger override.

Personal accounts

Once you create personal ledgers for IFM accounts receivable and accounts payable for the euro in each financial division, you can “mass create” personal account records for each entity identified. The defaults from the personal ledger are used to create the personal accounts.

Credit check

You can credit check IFM entities within a financial division. In COM, any customers within a COM company for the associated entity can be credit checked in the entity currency.

IFM accounts receivable cash receipt

You may receive a cash payment that is different than the invoice amount because of rounding differences. Because these differences can have a major impact on IFM cash receipt processing, IFM supports both positive or negative adjustments to invoices to allow for efficient processing of cash receipts.

IFM alternate currency automated payments

IFM can automatically generate payments using Payment List and Notes Collection Lists in a currency different from the invoice's transaction or cash book currency. You can:

- Enter an exchange rate override if either the payment currency or the financial division currency are non-euro participating.
- Use a payment currency different than the cash book or invoice currency. Payment lists are generated based on the selection criteria and the personal ledgers you select.
- Check to ensure valid exchange rates exist for a split payment list. In they exist, the payment currency is the same as the original payment list.

Payment list reports and lists identify the payment currency. Any gain or loss is based on the payment currency. The generic payment file records show the payment currency amounts.

Euro support with third-party financials installed

If you use third-party financial applications, you may change the currency ID in the customer or vendor master file when the trading partner converts to euro. This currency ID will be the default when you enter quotes or orders. You may override the currency to any valid currency ID. Vendor totals in the vendor master file are converted from the old trading currency to the new trading currency as defined in the file. Throughout XA, the currency is no longer dictated by the currency ID of the customer or vendor; it is defined by either the transaction or the order record.

Currency conversion routine

The XA currency conversion routine supports the euro. After you establish any currency as euro participating, no direct exchange rate is recognized between a euro-participating currency and any currency other than euro. All currency conversions between euro-participating currencies and all other non-euro currencies are done via the euro in a process known as triangulation.

Currency exchange rate override

Exchange rates between the euro and euro-participating currencies will be established. These exchange rates will be fixed and will not change throughout the transition period. When you set an exchange rate between the currency of the euro-participating countries and the euro, you cannot change this rate, nor can you create a new effective exchange rate. All Infor orders or transactions ensure the exchange rate cannot be overridden between the euro and the euro-participating currency, and between two euro-participating currencies during:

- COM order entry
- Purchasing order entry
- IFM transaction processing.

Trading partner reports

During the transition period, various reports can be printed in euro or the trading partner's currency. After the transition period, when all transactions are in euro, all reports and documents will only be available in euro. These reports are intended for

analyzing trading partner performance and account status, and are not intended to be sent to your trading partners.

Summary

IFM does the following:

- Interfaces with other XA applications that generate data used for financial management
- Organizes accounts in a meaningful way
- Stores financial data in a general ledger, personal ledgers, and cash books
- Handles all XA transactions using a single method of processing
- Stores and processes information for your trading partners (entities)
- Allows you to prepare customized reports to analyze your financial data.

Using eWorkPlace XA documentation

eWorkPlace (eWP) is the Microsoft®, Windows‘™-based graphical user interface for XA. The eWP windows co-exist with the XA character-based displays, called Host screens. If you are using eWP, you can view the corresponding Host screen for any eWP window, if necessary.

Note: If you have modified a Host screen, the GUI default is used. The default GUI feature can be enabled or disabled.

The user’s guides and help text contain instructions that reference the host XA screens (called panels and displays) rather than the eWP windows.

To understand how a Host screen instruction relates to an action on a eWP window, it is helpful to look for text on a window control that corresponds to the instruction. For example, **Cancel** on a button and on a File pull-down corresponds to the user guide instruction “use **F12=Cancel** to return to the previous display”.

Note: For the instruction “press **Enter**”, the corresponding control on an eWP window is an **OK** button.

The following table shows other examples of instructions from the documentation and the corresponding actions you take on the eWorkPlace window.

Documentation instructions	eWorkPlace actions
To change the details of a vendor, type **2** next to the vendor and press **Enter**.	Select a vendor, then select Change or type C from the List menu or select Change using the right mouse. Click the OK button.
To create a vendor, use **F6**.	Select Create on the Functions menu or click the Create button.
Position to command. If you want to skip to a particular command, type the full or partial command.	Type the full or partial command in the position to entry field and click the Position button.
Type the information requested and press **Enter**.	Type values in or select values for the entry fields and click the OK button.

Documentation instructions	eWorkPlace actions
Type the information requested and use a function key.	Type values in or select values for the entry fields and click a button or select an action on the Functions pull-down.
Use the Item Master maintenance display to.....	Use the Item Master maintenance window to.....

For more information about eWP, see *Getting Started with eWorkPlace*.

Chapter 2. Managing IFM

The information in this chapter gives you an overview of how to set up and manage IFM and how to use IFM with these other XA applications: COM, the fixed assets portion of F/A, IM, PC&C, PR, PUR, and REP. Appendix A contains the specific steps that you take to implement IFM and to perform various accounting tasks.

Organizing accounts in the IFM format 2-1
Establishing security 2-2
Using IFM with the other XA applications 2-2
Using IFM with applications outside XA 2-19
Using journaling 2-24
Using VAT rounding 2-24
Using deferred checks 2-24
Using IFM menus 2-25

Organizing accounts in the IFM format

You can do the following to change existing accounts into the IFM format:

- Convert the accounts into unit and nature components
- Re-engineer the accounts into units and natures using natural language names

Unit and nature identifiers must not exceed 10 characters. A unit must be unique within an administrative division. To make a unit unique if it occurs more than once, use the financial division identifier as the prefix.

Account conversion

Account conversion consists of splitting existing account numbers into the IFM unit and nature components.

For example, if account number 78964610232 represents supplies for department A, you could split it into a unit 789646 and a nature 10232, with the corresponding account names Department A and Supplies.

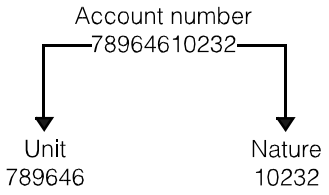


Figure 2-1. Converting an existing account

Account re-engineering

Account re-engineering consists of splitting existing accounts using natural language account IDs that reflect the type of account.

For example, if account number 78964610232 represents supplies for department A, you could split it into a unit DEPTA and a nature SUP, with the corresponding account names Department A and Supplies.

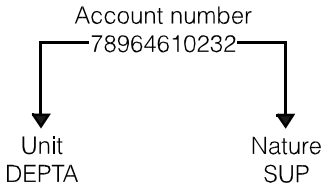


Figure 2-2. Re-engineering an existing account

Before re-engineering your chart of accounts, you should do the following:

1. Have the accounting and non-accounting areas of your organization agree on the reporting boundaries for the ledger system.
2. Identify the lowest level of units and natures that implement the reporting boundaries. For example, if you want to report by department and project, you identify a unit for the department and one for the project. If you only want to report by department, you identify only a unit for the department.
3. Establish easily recognizable naming conventions for the units and natures.

Establishing security

Before using IFM for the first time, you must create an i5/OS user ID called *YSYS*. You then sign on IFM and establish security for IFM using the IFM System Management menu. For more information, see Chapter 12, "IFM System Management" and the “IFM implementation checklist”.

Note: For the applications that interface to IFM, see the Security Maintenance chapter in the *CAS User’s Guide*.

Using IFM with the other XA applications

When IFM is installed, it affects functions in COM, IM, PC&C, PR, PUR, REP, and the fixed assets portion of F/A. In some cases, a function works with IFM as soon as IFM is installed. In other cases, the function works with IFM when IFM is installed and interfacing. Installed and interfacing means that you must answer **Y (Yes)** to a question in the IFM questionnaire and activate the interface in CAS. For more information, see the IFM questionnaire in *Planning and Installing* XA.

Note: For IFM to work with the rest of XA, you must establish certain defaults; for example, an administrative division used only for the XA / IFM activity. For more information, see the “IFM implementation checklist”.

The following table shows the functions affected by IFM. It gives you the following information for each function:

- Topic in this chapter that explains the function. The topics follow the table and list the application menu options affected by IFM. See the appropriate user's guide for more information about the menu options.
- Applications affected.
- Implementation. If the function changes when IFM is installed, or when IFM is installed and interfacing. The associated question in the questionnaire is indicated, if applicable.

Function	Topic in this chapter	Applications affected	Implementation
Currency maintenance	IFM Single maintenance system (SMS)	CAS, COM, PUR	IFM is installed
Customer order management - Customer maintenance - Terms maintenance and calculations		COM	
Purchasing - Vendor maintenance - Terms maintenance		PUR	
Customer order management - Invoicing - Credit checking	IFM and Customer Order Management	COM	IFM is installed and interfacing (COM questionnaire question)
Fixed assets	IFM and fixed assets	F/A	IFM is installed
General ledger interface - Maintain rules and rule priorities - List rules and rule priorities - Simulate account assignments - Assign accounts1 - Edit assigned accounts1 - Create ledger entries1	IFM and the General ledger interface (GLI)	COM, IM, PC&C, REP	IFM is installed and interfacing[2] (GLI questionnaire question)
Payroll general ledger interface	IFM and Payroll	PR	IFM is installed and interfacing (GLI questionnaire question)
Purchasing file maintenance	IFM and Purchasing	PUR	IFM is installed
Purchasing - Purchase order processing - Payables processing (invoicing)			IFM is installed and interfacing (PUR questionnaire question)
Taxes			
Item Master file maintenance		COM, IM, PDM, PUR	IFM is installed

1 These menu options are disabled in COM when IFM is installed and interfacing because their functions occur during COM invoicing.
2 The interface between IFM and the GLI applications works differently than the other interfaces. see "IFM and the general ledger interface (GLI)" on page 2-12.

IFM single maintenance system (SMS)

When IFM is installed, it uses a single maintenance system (SMS) to maintain currency, entity (including COM customer and PUR vendor), settlement terms, and tax information for XA. When you enter the information in IFM, it immediately synchronizes and updates the information in the associated applications.

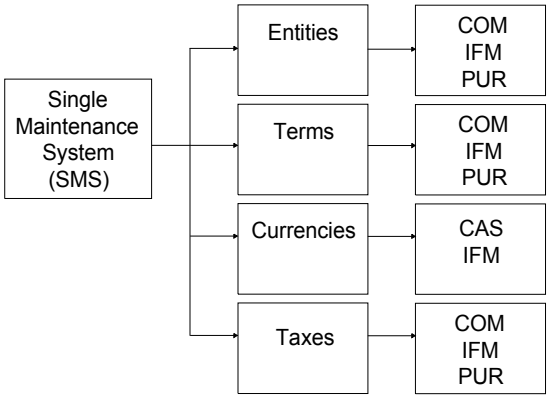


Figure 2-3. Single maintenance of currencies, entities and settlement terms

Currencies

This section gives you an overview of how currency processing works. For detailed information, see “Option 1. Work With Currencies (AM5M65)” and “Option 2. Work With Exchange Rate Sets (AM5M65)”.

IFM multi-currency processing allows you to handle transaction amounts and gains and losses in your local currency and, at the same time, buy and sell goods and services in trading currencies. You can use as many currencies as required by your business. Each currency has a unique identifier that applies to all financial divisions.

The user can define whether a currency is euro-participating and the date it becomes euro-participating.

In addition to working with currency IDs, maintaining multiple currencies also involves working with exchange rate information.

Exchange rates, exchange rate limits, and exchange rate sets

Exchange rates define the relationships between two currencies at a specific date and time. For example, on March 4, 7:00 A.M. you can exchange a U.S. dollar for .62 British pounds. When IFM converts currencies, it uses the most recent exchange rate that precedes the transaction’s date and time. IFM maintains and processes exchange rate information for all XA applications.

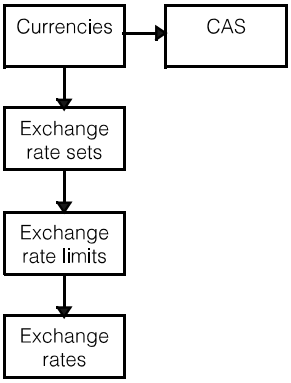


Figure 2-4. Exchange rates

Exchange rate limits are the upper and lower boundaries of exchange rates. For example, you might identify the exchange rate limits for converting Japanese yen to US dollars are from 10 to 200 yen. When you create exchange rate limits, you enter the “from” and “to” currencies and tell the system if it needs to multiply or divide to do the conversion. IFM automatically creates a record for the reciprocal relationship. For example, if you tell the system to multiply when converting Japanese yen to US dollars, it creates the exchange rate limits for dollars and automatically divides when converting dollars to yen.

Once you establish exchange rate limits, you can enter the actual exchange rate for a specific date and time. You can update the exchange rates as frequently as necessary depending on how often the rates change. Once a currency is defined as euro-participating, only one exchange rate will be effective for the date that the currency is euro-participating.

Business needs may require you to have different exchange rates for buying and selling, budgeting, and financial reporting. You can accomplish this by grouping related exchange rates into exchange rate sets. You must define a default exchange rate set for each user.

You must define a local currency for the XA exchange rate set. This is used with non-IFM Infor applications, and, if you are using the euro, you must define the euro to the exchange rate set.

How IFM multi-currency processing works with other XA applications

For IFM to interface with other XA applications, you must create a unique exchange rate set for the interfacing activities. This is called the XA exchange rate set.

An attribute of the XA exchange rate set is the local currency. IFM allows each company to keep its books in a different currency. The other XA applications assume that all companies keep their books in the same currency. To accommodate this difference, the XA local currency converts currency information that passes between an IFM financial division and the other applications.

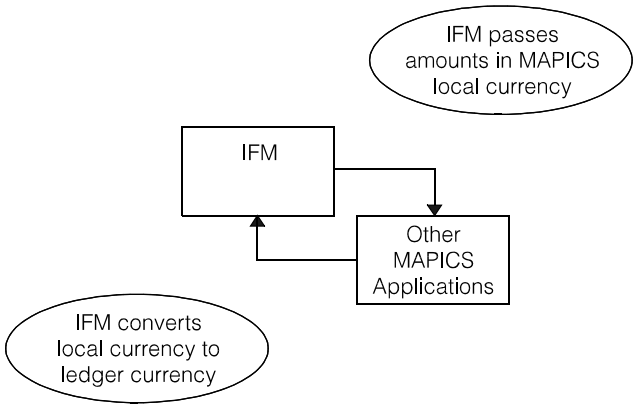


Figure 2-5. Converting currency information between IFM and other applications

When sending currency data to other applications, IFM converts the amounts from the financial division's currency to the XA local currency. When receiving data from other applications, IFM converts the amounts from the XA local currency to the financial division's currency.

For example, if Financial Division 01 keeps its books in dollars, Financial Division 02 keeps its books in pesos, and the XA local currency is dollars, IFM converts the amounts to dollars before sending inventory invoice amounts from Financial Division 02 to Financial Division 01. IFM converts the transactions to pesos before sending G/L transactions from Financial Division 01 to Financial Division 02.

The following applications pass currency information to or receive currency information from IFM: COM, the fixed assets portion of F/A, IM, PC&C, REP, PR, and PUR. For details of the currency interactions between IFM and these applications, see "Exchange rate sets and the XA applications".

Entities

This section gives you an overview of how entity processing works. For detailed information, see "Option 1. Work With Entities (AM5M63)".

An entity is a person or institution with whom you do business. For example, a customer, vendor, employee, or bank. An entity is also called a trading partner. You create and maintain IFM entities, COM customers, and PUR vendors in IFM.

How IFM entity processing works with COM and PUR. When creating a COM customer or PUR vendor in IFM, you create an entity and designate it as a COM customer, a PUR vendor, or a COM customer and PUR vendor. This allows IFM to synchronize the entity data with the COM customer or PUR vendor data. For example, if you specify an entity as a COM customer, IFM prompts you for the necessary IFM and COM customer information and updates both databases with the information.

The identifier for a COM customer or a PUR vendor can be from 1 to 6 numeric or 1 to 6 alphanumeric characters, respectively. The identifier for an entity that is both COM customer and a PUR vendor can be from 1 to 6 numeric characters.

Maintaining personal accounts for entities. A personal account describes the trading relationship between an entity and a financial division. It links an entity to a receivables or payables personal ledger and provides defaults, such as settlement terms and tax information, that are automatically applied to the transactions for an entity. Personal accounts can contain the following information:

- Personal account data. The accounting defaults associated with a personal account kept by effective date, such as settlement terms, credit limits, and override status.
- Personal account tax data. The information that applies to sales and value added tax transactions with an entity. It is required only if you want to override the personal ledger defaults.
- Personal account attributes. Additional information for a personal account. For example, if the personal account is for money owed, you could add the name of the salesrep who is responsible.

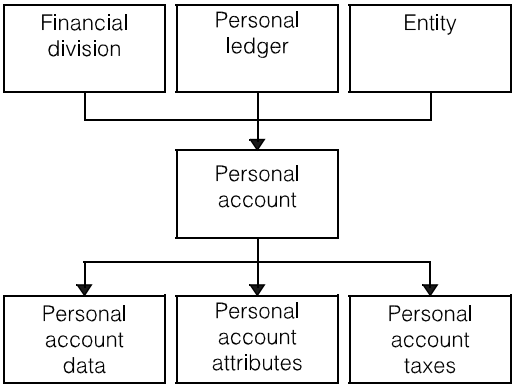


Figure 2-6. Personal accounts for entities

To process transactions for an entity, you must create at least one personal account for the entity. However, you can maintain as many additional personal accounts as necessary for the entity. For example:

- If the settlement terms vary when selling goods to a customer, you can set up a personal account for the customer for each type of terms.
- If an entity is both a customer and a vendor, you can set up two personal accounts for the entity, one linked to a receivables ledger and one linked to a payables ledger.

Settlement terms

This section gives you an overview of how settlement terms processing works. For detailed information, see “Option 3. Work With Settlement Terms (AM5M64)”.

Settlement terms are the rules that a company sets up for how invoices are paid. For example, 2/10 Net 30 means you get a 2% discount if you pay the invoice in 10 days; otherwise, you must pay the invoice in thirty days or it is considered late.

IFM supports as many term levels as necessary for your business. IFM uses settlement terms to calculate due dates, settlement dates, cash discounts, and finance charges in IFM, COM, and PUR. When creating a settlement terms record, you can indicate one of the following ways to use the terms:

- IFM and COM
- IFM and PUR
- IFM, COM, and PUR
- IFM only

IFM and taxes

There is a single routine for processing sales tax and VAT in COM, PUR and IFM. When you enter a transaction in one of these applications, the tax routine calculates taxes based on the tax condition that applies to the transaction. For example, governmental sales are usually not taxed; therefore, if your customer is the government, you do not charge tax.

The following are some of the functions you can do using the XA tax routine:

- Calculate taxes in country-specific formats
- Use tax inquiries to see the details of tax calculations
- Vary tax on items based on how they are treated

You use IFM to setup the information used by the tax routine. For more information, see “Option 10. Work With Tax Condition Priorities (AM5M69)”. This menu option gives you an overview of tax processing and describes the other tax-related menu options.

IFM and Customer Order Management

When IFM is installed and interfacing, IFM and COM have a two way interface:

- COM sends receivable, general ledger, and tax data for invoices and credit memos, and, optionally, cost of sales to IFM.
- IFM sends credit limits, amounts owed, cash discount amounts, and due dates to COM

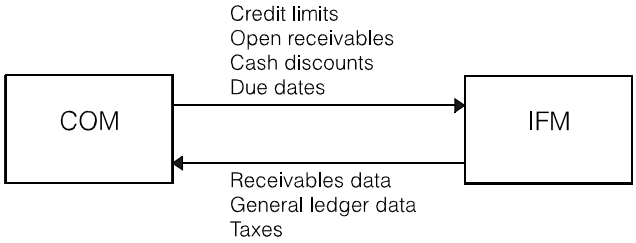


Figure 2-7. COM / IFM and IFM / COM interface

COM sends invoicing information to IFM

Each time COM issues an invoice or credit memo, it automatically sends a transaction to IFM. The transaction contains settlement lines for accounts receivable, tax lines for tax reporting, and G/L lines for the general ledger. IFM validates, expands, and

immediately attempts to post the transaction to the appropriate ledger without user intervention.

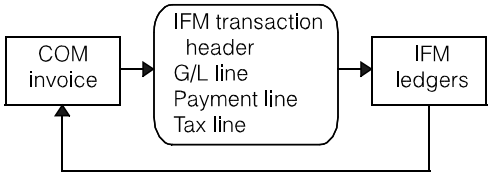


Figure 2-8. COM sends invoicing information to IFM

COM uses a default personal ledger for each transaction. This can be overridden. You can assign units and natures based on the personal ledger for the transaction so the:

- Control account for the ledger's accounts receivable agrees with the amounts due in each personal ledger.
- Sales and, optionally, cost of sales are recorded by business relationship in the general ledger. For example, merchandise sales could be assigned to a GOODS personal ledger and service sales assigned to a SERVICES personal ledger.

Entering invoice defaults. COM creates one transaction header for each invoice or credit memo. To establish header defaults by financial division, you use the IFM 'Work With Financial Divisions' (AM5M61, option 4). If necessary, you can override these defaults when you invoice an order shipment or enter immediate shipment orders.

When both revenue and cost of sales transactions are interfacing to IFM, you need to create one set of header defaults for the revenue transaction and one for the cost of sales transaction. The revenue transaction is in the transaction (trading) currency and the cost of sales transaction is in the XA local currency. COM creates a G/L transaction for cost of sales, if required.

See "Creating COM transaction header defaults".

Handling installments. IFM handles sales that allow multiple payments of invoices. You can define the down payment, the number of payments, the principal and the interest. You can calculate the amounts manually or have them calculated by the system. For more information, see "Option 10. Work With Installment Methods (AM5M64)".

Handling interdivision transfers. An interdivision transfer records the movement of items between related financial divisions, treating the divisions as a customer and a vendor. The division sending the shipment is the customer and the division receiving the shipment is the vendor. For more information, see "Option 5. Create Interdivision Transfers (AM5M26)".

Generating notes. A note (draft) is a document authorizing a bank to pay an invoice. IFM allows you to handle notes for COM customers (and PUR vendors). For example, you can generate a note each time you issue an invoice. or you combine invoices and generate a note. (You can also use this function to combine multiple invoices into a single invoice for accounts receivable purposes even if you do not actually use note documents.) For more information, see "Option 3. Generate Notes (AM5M26)" and"Option 9. Work With Note Methods (AM5M64)".

Source of customer orders (drill down). Once you create transactions, you can use IFM to review the source of customer orders. For more information, see “Viewing transactions” and options 3 and 4 on the Inquiries menu (AM5M70).

IFM sends credit information to COM

IFM sends credit limits, amounts owed, unapplied cash, and due dates to COM. Using IFM routines for amounts owed and due dates ensures that invoice amounts and accounts receivable amounts always agree.

The IFM to COM interface has the following characteristics:

- IFM does credit checking during order entry and shipment to determine how much a customer owes. IFM returns the amount owed.
- IFM calculates COM invoice due dates and amounts owed. COM uses this information for the invoices it sends to customers and on its customer order panels and in queries.

Summary of the COM menu options affected by IFM

The following COM menu options are affected by the COM/IFM interface.

Menu	Option	Comments
Order Processing (AMBM10)	12 COM/IFM Credit Update Control	Used to define credit update intervals
Process Invoices (AMBM17)	2 Review/Select Order Shipments for Invoicing	Used to override invoicing defaults
Inquiry (AMBM20)	1 Customer	Goes to IFM panel
File Maintenance (AMBM60)	13 Taxes 14 Installment Methods 15 Note Methods	Goes to IFM panels
General Ledger Interface menus		see “Summary of the GLI menu options affected by IFM”.

IFM and fixed assets

IFM interfaces with the fixed asset portion of Financial Analysis. When you create ledger entries using the Fixed Assets Accounting menu (AMFM40), the entries are passed to IFM for processing.

Converting transactions to ledger entries

When you make journal entries for fixed assets (options 2 and 5 on menu AMFM40), you use a transaction header panel to enter the information that IFM needs to process the transactions.

IFM processes the transaction without user intervention and creates the appropriate G/L line. The Translation date assignment field on the transaction header panel determines the translate date that the G/L line uses to capitalize each asset. This allows you to convert fixed asset and related depreciation expense amounts at historical exchange rates.

Source of G/L lines (drill down)

IFM allows you to review the source of G/L lines created by fixed asset processing if you answer **Y** (Yes) to the F/A questionnaire question about keeping transaction details for IFM G/L lines. For more information, see the F/A questionnaire in *Planning and Installing* XA and“Reviewing the source of G/L lines (drill down)”.

Summary of the fixed assets menu options affected by IFM. The following fixed asset menu options are affected by the IFM/fixed asset interface:

Menu	Option	Comments
Main Menu (AMFM00)	1 Automatic Journal Entries	When IFM is installed, these options go to disabled menus. To make the Main Menu easier to use, you can hide the options that go to the disabled menus and resequence the remaining options. For more information, see the Menu Maintenance chapter in the *CAS User’s Guide*.
	2 Budget Preparation	
	3 Financial Ratios	
	5 Report Writer	
File Maintenance (AMFM60)	1 Automatic Journal Entry	When IFM is installed, these options are disabled. To make the File Maintenance menu easier to use, you can change the task ID on the Main Menu to point to the File Maintenance menu AMFM60A where the disabled options do not appear. For more information, see the Menu Maintenance chapter in the *CAS User’s Guide*.
	2 Budget Preparation	
	5 Financial Ratio	
	7 Report Writer	
File Listings (AMFM70)	1 Automatic Journal Entry	When IFM is installed, these options are disabled. To make the File Listings menu easier to use, you can change the task ID on the Main Menu to point to the File Listings menu AMFM70A where the disabled options do not appear. For more information, see the Menu Maintenance chapter in the *CAS User’s Guide*.
	2 Budget Preparation	
	5 Financial Ratio	
	7 Report Writer	

IFM and the general ledger interface (GLI)

COM, IM, PC&C, and REP generate general ledger transactions using the GLI function. The transactions originate from the following data:

- Inventory movements and history in IM
- Labor, overhead, and closeouts in PC&C and REP
- Invoices or credit memos in COM

To have the GLI function work with IFM, you must set up GLI rules and rule priorities in these applications using the IFM unit and nature format instead of the account number format (see Chapter 1, “Establishing accounts”).

Answering **Y** (Yes) to IFM questionnaire question about passing general ledger transactions allows you to set up the GLI account rules and rule priorities and to simulate account assignments using the IFM unit/nature format without actually passing transactions to IFM. This means that units and natures appear on the GLI displays instead of account numbers. However, you still use existing account number rules and rule priorities, if present, to assign and edit accounts and create ledger transactions.

To have the interfacing applications begin assigning and editing accounts and passing ledger transactions to IFM in the unit and nature format, you must activate the interfaces between IFM and these applications using Cross Application Support. See the Activate/Deactivate Interfaces option in the “Maintenance/Change” chapter of the *CAS User’s Guide*.

Figure 2-9. IFM / GLI interfaces

Differences between COM and the other GLI applications

Because the interface between COM and IFM is more extensive than the other GLI applications (see “IFM and Customer Order Management” on page 2-8), you need to understand the following:

- COM/IFM interface allows you to assign units and natures based on the personal ledger for the transaction. This ensures that the G/L lines are posted to the correct receivables control account.
- When COM interfaces with IFM, each transaction contains settlement lines for accounts receivable, tax lines for tax reporting, and G/L lines for the general ledger. Because the settlement lines are critical for cash flow, the Assign Accounts and Edit Assign Accounts functions are disabled and the corrections are handled using the IFM Work With Transactions menu option.
- General ledger and personal ledger inquiries allow you to review the source of COM invoice and order details.
- In addition to answering Y to the IFM questionnaire question about passing ledger transactions, you must answer **Y** to the IFM to COM interface question.

Maintaining account assignment rules

When you define the accounting rules that assign units, natures, or unit / nature combinations to transactions, you need to know the following:

- You must enter a least one unit and one nature.
- The units and natures are not tied to each other as they are with company and account number combinations, that is, the units and natures can be based on different rules.
- You can tailor IFM to not allow new unit / nature combinations.

Converting transactions to ledger entries

When you select the transactions for which you want to create ledger entries, you enter the transaction header information that IFM needs to process that transaction. (see “Creating a transaction header”.) You can also select to have IM, PC&C, or REP summarize the entries by unit, nature, and transaction type.

When you create ledger entries that involve multiple companies, IFM handles the inter-company accounting.

See option 1 on the General Ledger Management menus (AMIMB3, AMCM93, or AMQM63) in the IM, PC&C, or REP user’s guides.

Source of G/L lines (drill down)

Once you create COM, IM, PC&C, or REP transactions, you can use IFM to review the source of transaction details. To use the this function for PC&C and REP transactions, you must answer **Y** (Yes) to the questionnaire questions about keeping transaction details for IFM G/L lines. For more information, see the PC&C and REP questionnaires in *Planning and Installing XA* and “Reviewing the source of G/L lines (drill down)”.

Summary of the GLI menu options affected by IFM

The following menu options are affected by the COM, IM, PC&C, and REP to IFM interface. The options allow COM, IM, PC&C, and REP to send transactions to IFM in the IFM unit/nature format.

In addition, because IFM takes over a number of the COM, IM, PC&C, and REP general ledger interface functions, some options are disabled when IFM is installed.

Menu	Option	Comments
Account Assignment Rule Management (AMBM71, AMIMB0, AMCM91, AMQM61)	1 Maintain Rules 2 Maintain Rule Priorities 3 Simulate Account Assignment	Use IFM unit/nature format
	4 Maintain Intercompany Accounts	Disabled. Handled by IFM
	5 List Rules	Use IFM unit/nature format
	7 List Intercompany Accounts	Disabled. Handled by IFM
Transaction Account Assignment (AMBM72, AMIMB2, AMCM92, AMQM62)	1 Assign Accounts* 2 Edit Assigned Accounts*	Use IFM unit/nature format
General Ledger Management (AMBM73, AMIMB3, AMCM93, AMQM63)	1 Create Ledger Entries*	
	2 Print Temporary General Ledger 3 Print & Clear Temporary General Ledger 5 Maintain General Ledger Master 6 List Chart of Accounts	Disabled. Handled by IFM
*These menu options are disabled in COM when IFM is installed and interfacing because their functions occur during COM invoicing.		

IFM and Payroll

When IFM is installed and interfacing, PR sends transactions to IFM summarized by unit, nature, and transaction type. IFM processes the transactions without user intervention.

Converting transactions to ledger entries

IFM processes ledger entries in period/company sequence. IFM creates a transaction record each time a new period or company is present when you make a ledger entry. The transaction is posted once all ledger entries for the current period/company are processed.

For more information, see “Defining the relationship between XA and IFM periods” and “Creating PR transaction header defaults”.

IFM and Purchasing

When IFM is installed and interfacing, PUR and IFM have a two-way interface:

- PUR provides IFM with purchase order and receiving data from which IFM can generate suggested invoices.

- IFM updates PUR as well as the general ledger and tax records with invoice data. Based on the charge type, IFM passes cost adjustments to IM and miscellaneous charges and outside operations to PC&C.

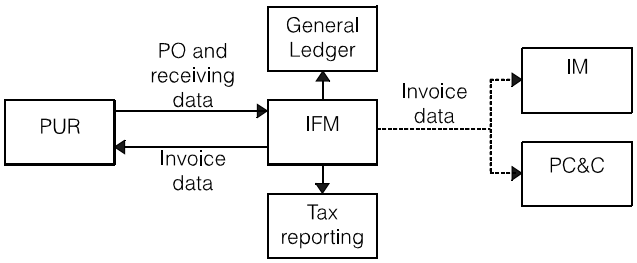


Figure 2-10. IFM and PUR

The integration of IFM and PUR affects the following PUR functions:

- File maintenance
- Purchase order processing
- Payables processing (invoicing)

File maintenance

When IFM is installed, you enter data in the following PUR master files in the IFM format. This allows PUR to take advantage of the IFM purchase order processing and invoicing support.

- Vendor Master file contains detailed information about each vendor. see “Working with PUR vendors”.
- Buyer Master file contains the IFM approver - the IFM user ID of the person who handles discrepancies between invoice, purchase order, and receipt data.
- Vendor/Item file contains units, natures, and IFM charges that can be referenced by purchase orders.
- Free on Board file (FOB) contains IFM units, natures, and charges that are referenced by purchase order freight charges.

In addition, you can enter the default natures for items in the PDM Item Master file “C” record that can be referenced by requisitions or purchase orders.

Purchase order processing

When IFM is installed and interfacing, PUR purchase order processing (PO entry/edit) allows you to do the following:

- Buy from a vendor in multiple currencies. You can enter any valid currency ID during PO entry if the vendor has a personal account in a personal ledger of the currency.
- Specify multiple account distribution during PO entry by entering an IFM apportionment.
- Default the charge, unit, and nature from the Requisition file or the Vendor/Item file.
- Assign an originating unit in the PO header that is the default unit for the line items.

- Assign an IFM approver (IFM user ID) to handle discrepancies between invoice, purchase order, and receipt data.
- Specify if taxes are to be calculated.

Payables processing (invoicing)

When IFM is installed and interfacing, PUR invoicing is done using the IFM Accounts Payable Tasks menu. The processing of PO-related invoices has the following characteristics:

- IM continues to update PUR with receipt information at either the PO item or blanket release level.
- You enter invoice details manually or have IFM automatically generate suggested invoices based on PO/vendor and receipt information.
- IFM performs a three-way match, comparing invoice, purchase order, and receipt data and handling any discrepancies that exist.
- IFM updates the PO with actual information and triggers the interface to IM and PC&C.
- IFM has a self-invoicing function that creates an invoice based on receipts that have not been invoiced by the vendor.
- It is possible to have a PO in one currency and the payable invoice in another.

Matching invoice to PO or GRN. You can match many items from a vendor's invoice to a purchase order or a receipt document. Invoicing in IFM that is based on the GRN or PO, provides matching capabilities. By using the 'Assign purchase order' panel, you can perform this function.

Automatic generation of suggested invoices (autogen). You can tell IFM to automatically generate suggested invoices from PO/GRN and receipt data.

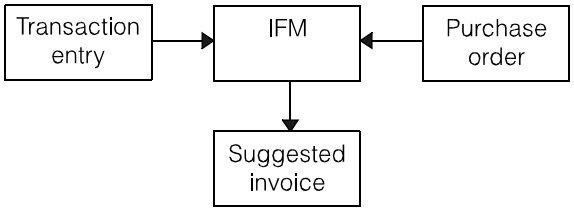


Figure 2-11. Automatic invoice generation

For more information, see "Creating PO/GRN-related invoices".

Three-way match: comparing invoices to purchase orders and receipts. When processing a PO/GRN-related invoice, IFM compares the invoice, purchase order, GRN number, and receipt data to determine if any discrepancies exist that exceed user-defined tolerances. If discrepancies exist, IFM generates narrative text that describes the discrepancy and an approval line that directs the transaction to the buyer or the approver designated on the PO.

For more information, see "Viewing transactions" and "Working with Purchasing details (defaults for processing PO-related invoices)".

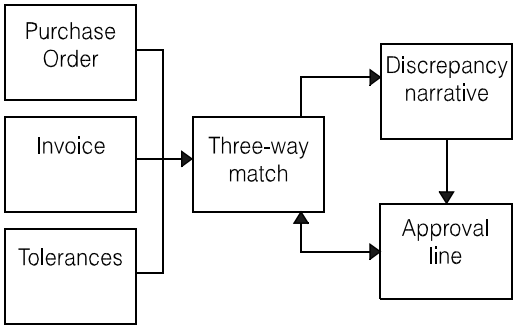


Figure 2-12. Three-way match for PO-related invoices

A discrepancy can be resolved in one of several ways:

- IFM approver authorizes overriding the discrepancy and allows the invoice to be posted.
- Buyer or receiving party changes the purchase order or receipt data to remove the discrepancy. Then any user can process (edit) the invoice again. If it passes the edit, IFM posts the invoice.
- User agrees that the invoice is not correct and does one of the following:
- Returns the invoice to the vendor and cancels it in IFM
- Processes the invoice without change and enters a debit memo against the vendor
- Changes the invoice data in IFM to reflect the correct quantities and amounts.

For more information, see “Option 8. Review Approval Lines - Current User (AM5M26)” and “Option 9. Review Approval Lines (AM5M26)”.

Accruals. IFM allows you to accrue for invoices that are on “hold” status pending approval. IFM creates G/L lines to debit asset and expense accounts and to credit the accrued accounts payable liability account designated for the personal ledger. These entries can be automatically reversed in the next period. For more information, see “Option 1. Create Period Accruals (AM5M2C)” on page 4-3 and “Option 2. Reverse Accruals (AM5M2C)”.

Self-invoicing. IFM scans open purchase orders for goods that have been received but not invoiced by the vendor. When it finds the goods, IFM generates an invoice to accrue for the goods. This process is called self-invoicing. Like other accruals, the invoice is normally reversed at the start of the next period unless you designate the invoice as non-reversible. In that case, IFM processes it as if it was entered from conventional sources. For more information, see “Option 5. Generate Invoices From Goods Received (AM5M35)”.

Invoice matching. For PO-related invoices, you can manually match invoice line items to IM inventory receipts by using **F19=IM transactions** on the Charge line panel or you can have IFM automatically do the match during transaction processing. For more information, see “Working with Purchasing details (defaults for processing PO-related invoices)”.

Installments. You establish installment methods to handle sales and purchases that allow multiple payments of invoices. For each installment method, you can define the

down payment, the number of payments, the principal and the interest. You can calculate the amounts manually or have them calculated by the system. For more information, see “Option 10. Work With Installment Methods (AM5M64)”.

Interdivision transfers. An interdivision transfer records the movement of items between related financial divisions, treating the divisions as a customer and a vendor. The division sending the shipment is the customer and the division receiving the shipment is the vendor. For more information, see “Option 5. Create Interdivision Transfers (AM5M26)”.

Notes. A note (draft) is a document authorizing a bank to pay an invoice. IFM allows you to handle notes for PUR vendors (and COM customers). For more information, see “Option 3. Generate Notes (AM5M26)” on page 3-78 and “Option 9. Work With Note Methods (AM5M64)”.

Summary of PUR menu options affected by IFM

The following PUR options are affected by the PUR / IFM interface. Some options are disabled because they are unnecessary or their functions are done by IFM, and some have field or processing changes to allow them to work with the IFM format. The PUR vendor inquiry, vendor file maintenance, and terms options are shown in“IFM single maintenance system (SMS)”.

Menu	Option	Comments
Main Menu (AM6M00)	8 Monthly General Ledger Entries	Disabled
	9 Revaluation	Does not revalue open payables
Purchase Order Processing (AM6M10)	3 Enter/Edit Requisitions 4 Enter/Edit Purchase Orders 11 Purchase Order Closeout Rpt/Purge	Use IFM unit/nature format
Payables Processing (AM6M20)	1 Enter/Edit Invoices & Credit Memos 2 Enter/Edit Invoices & Credit Memos from Offline Files 3 Process Invoices & Credit Memos 4 Post Invoices & Credit Memos 5 EDI Invoiced	Disabled - use the IFM Accounts Payable menu (AM5M30)
	6 Invoicing Reports	Added to option 12 on the Reports menu (AM6M40)
Inquiry (AM6M30)	1 Purchase Orders 3 Requisition Master	Use IFM unit/nature format
	7 Invoices and Credit Memos	Disabled
	8 Vendor/Item Master	Use IFM unit/nature format
Reports (AM6M40)	2 Requisition Analysis 6 Purchase Price Variance 7 Purchase Order Closeout Audit 8 Cash Commitments	
	10 Vendor Analysis 11 Vendor Business Analysis	Use IFM unit/nature format. Show how much is invoiced in local currency only.
	10 Vendor Analysis 11 Vendor Business Analysis	Use IFM unit/nature format. Show how much is invoiced in local currency only.

Menu	Option	Comments
Purchase Order History (AM6M50)	1 Inquire into Purchase Order History	Use IFM unit/nature format
File Maintenance (AM6M60)	3 Vendor/Item Master	
	5 Buyer Master	
	9 Free on Board Master	
	10 Landed Cost Master 11 General Ledger Master	Disabled
File Listings (AM6M70)	3 Vendor/Item Master 5 Buyer Master 9 Free on Board Master	Use IFM unit/nature format
	10 Landed Cost Master 11 GL Chart of Accounts-All Accounts 12 GL Chart of Accounts-Within Limits	Disabled
Monthly GL Entries (AM6M80)	1 Print Temporary GL Entries 2 Print Temporary GL Entries and Clear	

Using IFM with applications outside XA

IFM provides interactive processing for transactions. IFM provides some edits and field defaults during the on-line transaction entry, and the transactions are written to transaction files. A transaction processor then completely edits the transactions, and posts those with no errors, and flags (and does not post) those with errors.

For IFM to process transactions that are not entered interactively, you must write the transactions to the IFM transaction files in the format used by the IFM transaction processor. The IFM Legacy System Bridge function assists you in this task. The Bridge allows you to submit transactions to IFM from any system other than XA. The transaction date is written to formatted files and a Bridge transaction processor is invoked (either from a user program or interactively).

First, the Bridge transaction processor validates and loads the transactions to the IFM transaction files. Then, the Bridge transaction processor invokes the IFM transaction processor to completely edit the transactions. The processor then posts those transactions without errors, and flags the ones with errors.

Understanding the Legacy System Bridge functions

The Legacy System Bridge provides the following functional capabilities:

1. An interactive function enables you to define valid extract transaction types to the Bridge. For each extract transaction type, you can specify default values to be inserted by the Bridge in selected transaction header fields. However, the transaction header fields must be blank in transactions of this type. For more detailed information on this function, see “Option 11. LSB Work with extract transaction types (AM5MA0)” on page 12-20.
2. Formatted extract transaction files for the data to be written by the user program will extract the transaction data from the Legacy System. For more detailed information on this function, see “Option 7. General Ledger Summary Inquiry (AM5MA0)” on page 12-16. The files that support the IFM transaction header and the following IFM transaction line types are:
   - Allocation

- Approval
- Cash
- Charge
- General ledger
- Settlement
- Tax

Attribute data will also be imported into the Transaction header file and the following transaction line files:

- Cash
- Charge
- General ledger
- Settlement
- Tax

For more detailed information on the formatting of attribute data, see Appendix E, “Legacy System Bridge database”.

Narrative lines are not supported.

3. A transaction processing program, which performs basic validation on the transactions, ensures required fields are present and valid in IFM. Invalid transactions are flagged in the extract transaction files for user action. Valid transactions are loaded to the IFM transaction files, and these transactions are processed in IFM immediately.

   In processing, IFM edits the transactions completely. It flags error transactions for user action, and posts transactions with no errors. The Bridge transaction processor may be called directly from a user program that loads the records to the Bridge extract transaction files. The processor may also be invoked interactively by a user while working with extract transactions.

4. An interactive function allows you to work with the extract transactions in the Bridge files. You can correct errors or other information in the transaction header records. You can also delete transactions and perform Bridge transaction processing on selected or all transactions in the extract transaction files.

5. A menu is provided to call the two interactive functions.

Processing a transaction

The next steps are the setup steps for processing a transaction through the Bridge.

1. Write the user programs to extract the transaction data from the Legacy System and load it into the Bridge extract transaction files. See Appendix E, “Legacy System Bridge database” for the extract transaction files.

   - For each transaction, the user program must write the transaction header record and all of the transaction line records (with the required data fields) that the IFM on-line transaction entry programs write. Any relevant attribute data should also be included in the transaction header record and the transaction line records created by the user program. Some header data fields can have values supplied by defaults in extract transaction type records that are created interactively (see step 3 below).

   - The user programs must assign a unique sequential number to identify each transaction loaded to the Bridge files. This number must be written to all records (header and all lines) for a transaction that will allow the Bridge transaction processor to access the whole transaction. In any transaction having two or more transaction lines of the same type (for example, two

general ledger lines), the line number field in those line records must also be unique.

- The Bridge transaction files store value fields with two decimal positions. This handles most currencies without user program involvement. The Bridge transaction processor converts each field as it passes the transaction to IFM, by multiplying it by 100. IFM stores all values with no decimals, and determines internally how many decimals are used based on the currency involved. If your currency has 0 decimals, write the value fields as follows:

  Your input value field: 123456789 Bridge value field: 1234567.89

2. Using the Bridge interactive function (see “Understanding the Legacy System Bridge functions”), define the extract transaction types to be used and the default values for each type to the Bridge.

   - Each transaction that is to be processed by the Bridge transaction processor must have its extract transaction type defined to the Bridge as a valid type. Appendix E, “Legacy System Bridge database” describes the content of the extract transaction type record, and “Using the Legacy System Bridge function” describes the panels used.
   - The extract transaction type record can reduce the effort required to write the user programs. This record stores defaults for seven fields for each transaction type that the Bridge transaction processor uses. However, those fields must be blank in the transaction header record written by the user programs.

   Steps 3, 4, and 5 list the execution steps for processing transactions through the Bridge.

3. Run the user programs to extract the transaction data from the Legacy System, and write the records to the extract transaction files. The user program optionally calls the Bridge transaction processor to validate and submit the transactions to IFM for processing.

   See “Understanding the transaction processor program” for details on calling the Bridge transaction processor program from a user program.

   Before the Bridge transaction processor submits a transaction to IFM, the processor edits to validate that:

   - There is an extract transaction type record present.
   - Administrative division (enterprise) is valid in IFM.
   - Financial division (company) is a valid financial division for that administrative division in IFM.
   - Transaction type (IFM) is valid for that administrative division in IFM.
   - Transaction ledger (either a general ledger, personal ledger, or cashbook) is valid for that administrative division/financial division in IFM.
   - If the transaction ledger in IFM is set to generate IFM transaction numbers, a valid transaction numerator for that ledger is present in IFM.

   The Bridge transaction processor flags the transaction header for any transaction that does not pass the above edits, and the transaction is left in the Bridge extract transaction files. If a transaction passes all the edits, it is written to the IFM transaction files and deleted from the Bridge files. The IFM transaction processor is called to edit/process the transaction.

4. As required, use the Bridge interactive function (see “Understanding the Legacy System Bridge functions” for details) to view, maintain, delete, or edit/submit the transactions in the Bridge extract transaction files to the IFM system.

If the user program does not call the Bridge transaction processor, or if any transactions do not pass the Bridge transaction processor edits, this function allows you to deal with the transactions interactively. see “Using the Legacy System Bridge function” for details.

5. As required, use IFM to view and correct any errors in the transactions submitted to IFM in steps 3 or 4 above.

   IFM performs a complete set of edits on all submitted transactions. If any errors are found, the transaction is not posted, but kept in the IFM transaction files. Any errors are flagged for user action.

Understanding the transaction processor program

The Bridge transaction processor program (AM5LSBUPC) validates and submits extract transactions in the Bridge files to IFM for immediate posting.

The program uses parameters passed to it to determine which transactions in the files it should possess:

1. &EXTR Extract transaction type (10A)
2. &TRNO Extract transaction number (15,0)
3. &ADDV Administrative division (10A)
4. &FNDV Financial division
5. &TRLG Transaction ledger (10A)
6. &EFDT Effective date (7,0)
7. &PRST Processing status (1A)
8. &ERCD Error code (1A)

The first seven parameters determine which transactions are processed. If a parameter is blank (alpha) or zero (numeric), it is disregarded by the program. If a parameter contains data, only transactions with data in the transaction header record that match the parameter are processed.

For example, to process all transactions in the file, pass all parameters of blank or zero. see “Option 12. LSB Work with extract transactions (AM5MA0)”.

The eighth parameter (&ERCD) is an error code, returned by the program as:

N No errors; all transactions were submitted to IFM
Y Error(s); a transaction(s) failed an edit, and is in the Bridge files.

A user program can call the program using the parameters mentioned above to edit and submit transactions as required.

There is a possibility that multiple user programs are writing transactions to the Bridge transaction files and calling the Bridge transaction processor program concurrently. If so, the user programs should ensure that the transaction processor programs does not try to process an incomplete transaction. Use one of the following methods to do this:

- Do not write a transaction header record until all the required transaction line records are written.
- If a transaction must be written first (for example, to reserve a unique extract transaction number), then enter a **1** in the ***Transaction in use?*** field in the transaction header record. Do this until all the required transaction records are written, then update the ***Transaction in use?*** field with a **0**.

Note: The program does not perform all IFM edits, and it does not list the transactions processed. IFM edits all transactions completely and can print transaction lists if you desire.

The transaction processing does the following:

1. Checks that for each extract transaction header, there is an extract transaction type record present. If no type record is present, the processing status in the transaction header is set to **1**, and the program error is set to **Y**. If a type record is present, processing continues.
2. Checks the extract transaction header record for all required fields (see Appendix E, “Legacy System Bridge database”). If the required fields are missing, the defaults (if present in the extract transaction type record) and the current date are used for the record. The program then edits to validate that:
   - The administrative division (enterprise) is valid in IFM.
   - Financial division (company) is a valid financial division for that administrative division in IFM.
   - Transaction type is a valid transaction type for that administrative division in IFM.
   - Transaction ledger (either a general ledger, personal ledger, or cashbook) is a valid ledger for that administrative division/financial division in IFM.
   - If the transaction ledger in IFM is set to generate IFM transaction numbers, a valid transaction numerator for that ledger is present in IFM.

   If the transaction fails any of those edits, the processing status in the transaction header is set to **2**, and the program error code is set to **Y**.
3. If the transaction passes all of the above edits, the program reads all the records for the extract transaction (those with the same extract transaction type and extract transaction number), and then:
   - Creates a transaction (header and lines) in the IFM transaction files.
   - Deletes all the records (header and line) for the transaction from the extract transaction files.
   - Calls the IFM post function (which edits it), and either flags the function as an error or posts it.

Using the Legacy System Bridge function

From the IFM System Management menu the following two options appear:

1. Work with extract transaction types. Use this option to view and maintain extract transaction type records. For more information, see “Option 11. LSB Work with extract transaction types (AM5MA0)”.
2. Work with extract transactions. Use this option to view, maintain, and process header records for extract transaction that have been written to the Bridge database by user programs, and have not been submitted to IFM. The header records were not submitted to IFM because:
   - The user program did not call the Bridge transaction processor, or
   - The transactions had errors.

   For more information, see “Option 12. LSB Work with extract transactions (AM5MA0)”.

Using journaling

Journaling is an i5/OS facility that records the changes made to files and enables those changes to be reapplied to the files after a backup is restored. Journaling protects the file data if a system crash occurs.

When IFM is installed, journaling begins automatically using a set of default journaling options. These options determine the characteristics of the IFM journaling process; for example, where the IFM journal receiver is stored.

Use the CAS Journal Management menu (AMZMD0) to maintain the IFM journaling function. If you need to change the journaling default options, use the Journal Management menu options in the following order: 3, 4, 5, 1, and 2.

For more information, see the Journal Management chapter in the *CAS User's Guide*.

Using VAT rounding

Rounding. This function allows you to select half-adjust or round up when calculating the tax amount. A user exit was created for this purpose. If you use half-adjust, then rounding works as it does currently. If you use round up, the tax will be rounded up. An example of round up follows:

1546.7890101 would round up to 1547
1546.1234001 would round up to 1547
1546.0000000 would not round up, it would be 1546

Currency flow. This function affects COM as well as IFM. Currently when you use invoicing in the COM environment, if IFM is installed, it calls the IFM tax calculator to calculate the tax amount which is passed back to the COM invoicing. The function passes the amounts in the tax calculator in whatever currency the invoice is in, calculates the taxes on that amount, and converts the calculated amount to local if the invoice currency is different from the local currency. Therefore, the values can be passed back to the COM invoicing in both invoice and local currency.

Using deferred checks

A deferred check is like a normal bank check with the exception that a check due date is required. Typically, banks cannot accept checks being deposited if they are not due. Deferred checks can be used to guarantee loans from banks or settle accounts with suppliers (endorsement of check). In this way they are similar to notes.

From the Check Management Task menu, the following options appear:

1. Short Cash Entry. Use this option to enter batches of cash transactions for deferred payments.
2. Deposit Deferred Checks. Use this option to process deferred checks for deposit.
3. Endorse Deferred Checks. Use this option to settle vendor invoices.
4. Discount Deferred Checks. Use this option to discount a deferred check.
5. Void Checks. Use this option to select deferred checks to void.

6. Hold Deferred Checks at Bank. Use this option to identify the deferred check document you want to send to the bank for safekeeping.

For more detailed information on the above new menu, see Chapter 14, "Check Management Task".

Using IFM menus

The IFM menus are grouped according to the financial tasks you need to do. Some menu options are found on more than one menu if the tasks they perform are appropriate in several areas. For example, the short invoice entry option is found on both the Accounts Receivable Tasks and the Accounts Payable Tasks menus. The following table shows the IFM menus and their corresponding chapters in this book:

Tasks	Menus	Chapters
Transaction entry	Transaction Entry Tasks	3
	Other Accounts Receivable Transaction Entry Tasks	3
	Other Accounts Payable Transaction Entry Tasks	3
	Other General Ledger Transaction Entry Tasks	3
	Apportionments	3
Accounts receivable	Accounts Receivable Tasks	4
	Accounts Receivable Collection Tasks	4
	Accounts Receivable Periodic Tasks	4
Accounts payable	Accounts Payable Tasks	5
	Accounts Payable Periodic Tasks	5
	Bank Reconciliation	5
General ledger	General Ledger Processing Tasks	6
	Budgeting	6
	General Ledger Periodic Tasks	6
	General Ledger Reporting Tasks	7
Table setup and maintenance	Table Maintenance	8
	Implementation Table Set-up	11
Inquiries	Inquiries	9
Listing transactions	Transaction Lists	10
System management	IFM System Management	12
Archiving	Archiving	13
Deferred check processing	Check Management Task Menu	14

Chapter 3. Transaction Entry Tasks

When you select option 1 on the IFM Main Menu (AM5M00), the IFM Transaction Entry Tasks (AM5M10) appears. It contains the following options:

Note: If >> appears after a menu option, that option goes to another menu.

Option 1. Work With Transactions (AM5M10) 3-2
Option 2. Work With Batch Transactions (AM5M10) 3-34
Option 3. Short Invoice Entry (AM5M10) 3-39
Option 4. Short Cash Entry (AM5M10) 3-41
Option 5. Short Journal Entry (AM5M10) 3-45
Option 6. Apply Cash Receipts To Invoices (AM5M10) 3-47
Option 7. Work With Payment Lists (AM5M10) 3-52
Option 8. Other Accounts Receivable Transaction Entry Tasks (AM5M10)>> 3-71
Option 9. Other Accounts Payable Transaction Entry Tasks (AM5M10)>> 3-104
Option 10. Other General Ledger Transaction Entry Tasks (AM5M10)>> 3-117
Option 11. Table Maintenance (AM5M10)>> 3-127
Option 12. Inquiries (AM5M10)>> 3-127
Option 13. Transaction Lists (AM5M10)>> 3-128

Option 1. Work With Transactions (AM5M10)

Use this option on the Transaction Entry Tasks menu to enter, validate and post transactions.

Understanding this option

What is a transaction?

A transaction records a change to a personal ledger, cash book and the general ledger.

Every transaction has a header containing standard information, and one or more transaction lines such as a charge, tax, settlement, general ledger line and so on, depending on the type of transaction.

What are the prerequisites for transaction entry?

The first step in transaction entry is to create an IFM model of your organization with appropriate file data: user, administrative division, financial division, ledger, entity, personal account, unit, nature, period, charge, tax, settlement method and so on.

Before performing the transaction, it is important to understand the following files:

- Ledger. Every transaction belongs to either a general ledger, personal ledger, or cash book. A ledger provides a range of default values for its transactions. For more information, see “Option 8. Work With Ledgers (AM5M61)”.
- Transaction template. A template determines the sequence of panels presented during transaction entry. Transaction templates are optional, but using them enables you to tailor transaction entry for a particular type of transaction. For more information, see “Option 1. Work With Transaction Templates (AM5M68)”.
- Transaction type. You can create as many transaction types as necessary (such as cash purchase and sales invoice). For more information, see “Option 3. Work With Transaction Types (AM5M68)”.
- Transaction control. A transaction control authorizes transactions of a given type to be entered in a given ledger. The transaction control can also associate a template and attribute list with its transactions. For more information, see “Option 6. Work With Transaction Control Records (AM5M68)”.
- Transaction line control. A transaction line control associates a list of attributes with lines of a particular type in a particular ledger. For more information, see “Option 9. Work With Transaction Line Control Records (AM5M68)”.
- Transaction numerator. A ledger may require its transactions to be numbered automatically. If so, the numerator determines the format of these numbers. For more information, see “Option 6. Work With Transaction Control Records (AM5M68)”.

How are transactions processed?

There are four main stages to the entry and processing of transactions as shown in Figure 3-1.

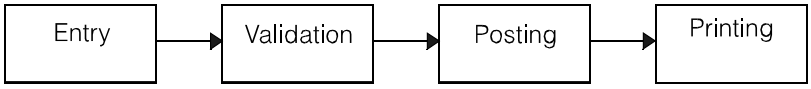


Figure 3-1. Main stages of transaction processing

Depending on the requirements of your organization, you may use one or more of these stages.

Transaction entry

The first step is to specify a ledger and a type of the transaction. IFM automatically selects the applicable transaction template, transaction line control and transaction numerator.

Starting with the transaction header and continuing with the transaction lines, the system takes you through a series of `Create' panels determined by the transaction template. Each transaction line has its own `Create' panel. Unlike other `Work with' panels, when you press **Enter**, the panel does not switch to `Change' mode. Instead it takes you directly to the next `Create' panel in the sequence.

Unlike other `Create' panels, the system performs only limited validation of the values you enter. For example, to create an invoice, you need to specify an entity. However, the entry system does not require you to enter an entity ID. (If you do, the entry system checks to see if it exists.).

This approach does the following:

- Speeds the entry process since the system does not have to perform as many checks.
- Allows you to enter a partially completed transaction and return to it later. The system stores whatever values you have entered.

Default values and transaction entry

The transaction entry system makes extensive use of defaults. In most cases, the default values for fields are not displayed during entry but are supplied automatically during validation. Therefore, you can leave many of the fields blank and the system automatically supplies the values.

You can change the default values applicable to an unposted transaction without changing the transaction itself. For example, if you change the ledger values, these values become the defaults for all transactions associated with that ledger when the transactions are validated. These defaults override any values you supply when entering a transaction.

Using the defaults system, you can have IFM create transaction lines for you. For example, when entering an invoice, you only need to enter a charge line. IFM can automatically create the required settlement, tax and general ledger lines.

Transaction validation

The system performs most transaction validation during a separate validation process that does the following:

- Checks the values you have entered
- Retrieves all default values
- Creates any additional default transaction lines

If a transaction fails validation, the system produces a list of errors and warnings. You can ignore the warnings but not the errors. You can also validate and expand a transaction. Expansion produces a report showing all the default values and lines that the system supplies. This can be useful when investigating a failed transaction.

Transaction posting

A transaction must pass validation before it can be posted. Once posted, it becomes part of the financial record and you can make only limited changes. For example, you can copy and reverse a transaction.

Transactions are always validated prior to posting, even if they have previously passed validation. This is to account for any changes which may have occurred since the transaction was previously validated.

Transaction printing

Many transactions have a formatted document such as an invoice, credit note or remittance associated with them. These documents are printed automatically when the transaction is posted. Subsequently, you can reprint the document using, for example, the transaction inquiry facility.

A document type specifies the format and layout of the printed document. Each transaction type specifies the document type to be used for its transactions (if there is no document type specified, no document is printed). For more information, see “Option 2. Work With Document Types (AM5M68)”.

What is a transaction class?

Each transaction type is in one of the three transaction classes: personal ledger, cash book, or general ledger. A given transaction type can only be entered in the ledger that corresponds to the transaction class. Each transaction class has transaction lines (described later in this section) that are required, optional, or not applicable as shown in the following table:

Table 3-1. Transaction classes and lines

	Personal ledger	Cash book	General ledger
Header	Required	Required	Required
Allocation line	Optional	Optional	N/A
Approval line	Optional	Optional	Optional
Cash line	N/A	Required	N/A
Charge line	Optional	Optional	N/A
G/L line	Optional	Optional	Required
Settlement line	Optional	N/A	N/A
Tax line	Optional	Optional	Optional

Transaction attributes

Attributes are user-defined fields. You can associate any number of attributes with a transaction by adding attribute lines to the transaction. In this way, you can record a range of information and are not limited to the financial aspects of the transaction.

Attribute lines may be associated with either the header or with the transaction lines of a given type. The transaction control determines which, if any, attributes may be associated with the header. The transaction line control determines which, if any, attributes are associated with individual transaction lines.

You can also record a number, a value and a quantity on each attribute line. This facility allows you to record more than the financial data for the ledgers – for example, the cost per mile of each make of car in your fleet, or the number of hours worked by your service personnel.

Both“Option 6. Generate Attribute Analysis Extract (AM5M80)” and“Option 6. Work With Analyses (AM5M50)” allow you to analyze transactions according to their attributes.

Security considerations

If active, the following types of security affect transaction processing: task, application, financial division, unit, and nature security.

- Task security applies to all transaction entry and posting tasks. see “Option 3. Work With Tasks (AM5MA0)”.
- Application security prevents a user from running a transaction entry task (if task security is on) unless the user is authorized to the application the task belongs to. see “Option 1. Work With Applications (AM5MA0)”.
- Financial division security applies to entry and posting. see “Creating administrative division financial data”.
  - Wherever a financial division is specified during entry, IFM checks that you have the necessary authority to enter transactions in that financial division.
  - When a transaction is posted, the system checks that either you or the originating user of the transaction has the authority to post transactions in the division. The administrative division system data determines which user is checked.
- Nature and unit security prevent the current user or the originating user from posting any transaction to a nature or unit to which the user is not authorized. The administrative division system data determines which user is checked. see “Creating administrative division financial data”.

One or Many lines

When you create a transaction line, a field in the upper right of the panel indicates whether `One' or `Many' lines of the current type can be entered as determined by the current transaction template. If no template is in effect, `Many' is always displayed.

The ***One*** or ***Many*** field determines what happens when you are in Create mode and press **Enter**:

- If only one line is allowed, the system adds the current line and proceeds to the panel shown in the ***Next panel type*** field in the lower right corner.

- If many lines are allowed, the system adds the current line and then displays the panel again for you to enter another line of the same type. You must use **F10** to proceed to the next panel type.

The default panel type shown in the ***Next panel type*** field is taken from the transaction template (or is HD1 if no template is in effect). You can enter a different panel type if required, subject to the limitations of the ledger class and the template.

The previous feature only applies while you are creating a transaction. If you are changing an existing transaction line using the `Work with transaction lines' panel, the ***Next panel type*** field is not available.

F2 returns you to any previously entered transaction line without updating the current line. **F9** takes you to the next transaction line if one has been entered.

Entering text and narrative

You can enter text and narrative for a transaction line using **F13** and **F14** respectively. The difference is that:

- **F13** creates a text line to appear on any document printed for the transaction (for example, some text to appear on an invoice).
- **F14** enables you to enter miscellaneous information that you want to record with the transaction line. It is for your information only.

Entering transaction attributes

If there is an attribute list associated with the current transaction line, you can specify an attribute in each of the available attribute classes. The ***Prompt attributes*** field on relevant transaction control determines how you do this:

- If the attributes are prompted, you are automatically taken to a separate panel to specify the attributes.
- If the attributes are not prompted, a message is displayed informing you that attributes are available. Use **F15** to enter the attributes.

If the attribute list specifies that an attribute class is mandatory, you must specify an attribute for that class if the transaction is to pass validation.

Reviewing the transaction lines

Use **F11** at any time to review the transaction lines you entered. The `Work with transaction lines' panel appears for you to create new lines or change or display existing lines. The transaction lines containing errors are highlighted. Use **F15** to alternate showing lines with errors and all lines. Use **F12** to return to the previous transaction line or **F3** to exit the transaction.

Exiting and processing a transaction

Once you enter all the lines specified by the transaction template, the system returns you to the transaction header.

If you are creating a transaction, you can press either **F12** or **F20** to return to the header. **F20** on the header takes you to the last line of the transaction. If you are

changing an existing transaction, **F20** takes you to the header and **F12** returns you to the previous `Work with transaction lines' panel.

To exit a newly-created transaction, use **F3** on any line. The system returns to the `Prompt transaction type' panel for you to enter another transaction. If on the `Prompt transaction type' panel you specified that processing was not to be deferred, the transaction will begin processing in accordance with your current option 1 processing options. You can use **F19** to exit without beginning processing.

If processing is deferred, you can use **F9** on the `Prompt transaction type' to process all the transactions you have created since you took the `Transaction entry' menu option. Alternatively, **F9** on `Work with transactions' processes all the currently selected transactions other than those which have been posted or which are held or cancelled.

Deleting a transaction

If you delete a transaction using **F16** on the header, its transaction lines are also deleted. If you delete an individual transaction line using **F16** on the line, only that line is deleted.

If you delete a transaction with deferred checks associated (such as, cash receipt of third party checks), the deferred check data is deleted. If you delete a transaction that results from discounting, depositing, or endorsing deferred checks, the previous status values are reinstated, which allows you to redeposit, rediscount, or reendorse the deferred check.

Use the IFM System Management menu to control whether a user is allowed to delete transactions. See“Creating application users” in Chapter , “Creating application users”.

Using this option

To select option 1 on the Transaction Entry Tasks menu, your user defaults must include an administrative division and a financial division. If either default is missing, IFM displays the ‘Maintain user defaults’ panel when you try to select option 1.

When you enter option 1 on the Transaction Entry Task menu, IFM takes you to the `Transaction Selection' panel. This panel shows financial division and current ledger values, along with date criteria and other transaction values that can be selected for creating a subset of all transactions. When you key appropriate values and enter, IFM will display the ‘Work with transactions’ panel. This shows you the selection from your current ledger.

Use **F17** to view or change the selection criteria made on the ‘Transaction Selection’ panel. The current ledger is the personal ledger specified in your user defaults. If your defaults do not include a personal ledger, IFM selects the specified cash book. If your defaults do not include a cash book, IFM selects the general ledger of your default financial division.

Options

Option 9 Process. This option can be taken on any individual transaction. It processes the transaction in accordance with your current processing options. It is a single transaction equivalent of **F9=Process**.

Functions

F3=Exit. 'When you use **F3=Exit**, IFM reviews all the transactions which have been successfully posted during the current session (a `session' lasts from when you access the `Work with transactions' panel until you exit from it). If any of these have a transaction type document type available, it creates the corresponding printout as a spooled file ready to be printed.

F5=Refresh. This causes IFM to re-read and update all currently displayed transaction records.

F9=Process. This processes all currently selected transactions (as defined by the `Selection criteria' panel), in accordance with the current processing options. Posted, held or cancelled transactions are not processed.

F10=Assign PO/GRN. This function key takes you to the 'Assign purchase order' panel where you can generate a payables invoice from a PO or GRN number. For more information, see "Creating PO/GRN-related invoices".

F22=Print. This calls a `List transactions' panel, on which you are able to specify the scope and type of a list of transactions which can then be printed.

From the `Work with transactions' panel you can:

- Create a transaction
- Create a transaction header
- Create individual transaction lines
- Copy a transaction
- Validate and post transactions

Creating a transaction

To create a transaction:

1. Use **F6=Create** on the 'Work with transactions' panel. The 'Prompt transaction type' panel appears.

   This panel shows the current financial division and a cash book and personal ledger, if available. Each time you enter a transaction, you see this `Prompt transaction type' panel with the values as they were the last time you used it, until you exit the `Work with transactions' panel.

2. Use the fields provided to specify the required transaction type and press **Enter**. The `Transaction header – Create' panel appears. see "Creating a transaction header".

   The default values for all the ***Process*** fields (other than `***Defer process***) are taken from your user defaults. Your user defaults also specify whether you are allowed to change the default values that have been assigned to you. Your current processing options are applied automatically whenever you request a transaction to be processed. Any changes that you make on this panel are temporary – they do not change the values on your user defaults.

Fields

Transaction type. The field is blank when you create the first transaction. If you create additional transactions without returning to the menu, the field defaults to the

transaction type for the first transaction. Once you return to the menu, the default goes away.

Each transaction type has a transaction class of 1 `Personal ledger', 2 `Cashbook', or 3 `General ledger'. You can enter any transaction type if its transaction class is equal to one of the ledgers specified on this panel.

For example, if only a financial division is specified, the transaction type must have a transaction class of 3 `General ledger'. If a financial division, cash book and accounts receivable personal ledger are specified, you can enter one of the accounts receivable transaction types.

In addition, IFM checks that a transaction control record exists for the transaction type in the ledger and, if the ledger specifies that transaction numbers are to be assigned automatically, a suitable numerator exists on file.

Defaults. You can change the default field values (financial division, cashbook, and personal ledger); however, the financial division must be one to which you are authorized for `entry'.

Auto cash allocation. This field only affects cash transactions for which an entity is specified. It specifies whether the cash transactions entered by the user use the automatic cash allocation facility. For more information, see “Option 6. Apply Cash Receipts To Invoices (AM5M10)”.

Option 1 ‘Auto allocate' will create allocation lines and process the transaction in accordance with the current processing options. Option 2 `Auto-allocate, no process' will create allocation lines but not process the transaction, regardless of the processing options.

Process option. The process options are as follows:

1 Validate. IFM validates the transaction and updates its status.

2 Validate and expand. IFM expands the transaction as far as it can by defaulting the possible values and generating all transaction lines to determine the impact of the transaction. It produces a report containing this information and returns the transaction back to its entered state; no permanent changes are made.

3 Validate and post. IFM validates, expands, and posts the transaction, but it does not generate a report. The transaction's status changes to `posted'. The details become part of the ledger record and cannot be changed. This option always repeats the validation. It cannot use any previous validation since some details may have changed in the mean time.

Process mode. This determines whether the specified processing is run interactively (while you wait) or submitted to run in background.

Defer process?. This field determines when the specified processing is performed.

0 Do not defer Each transaction is processed immediately after being entered and you use **F3** or **F12** to exit the transaction header. **F19** on the header exits without processing.

1 Defer The transaction is not processed until you request processing using option 9 or **F9** on the `Work with transactions' panel or **F9** on the `Prompt transaction type' panel.

Creating a transaction header

When you enter the transaction type, the ‘Transaction header – Page 1 of 3 - Create’ panel appears. The header has three pages. The most frequently required fields are on page 1; the least frequently required fields are on page 3.

For a transaction to pass validation, values are required for certain fields. Although default values are available for most of the fields, the following table shows the fields in each ledger class for which a value is required but no default is available:

Table 3-2. Ledger class fields

Personal ledger	Cash book	General ledger
Entity with a personal account in the personal ledger	Entity with a personal account in any personal ledger (if cash is to be allocated)	Not allowed
Value lines (if control totals are due)	Cash control total (if control totals are enforced)	General ledger control total (if control totals are enforced)
Originating unit	Originating unit	Originating unit
Originating user (if authority is checked)	Originating user (if authority is checked)	Originating user (if authority is checked)

The following pages contain the details of the header fields. When the header is complete and you press **Enter**, the appropriate line type panel appears in create mode. For example, the ‘Charge line - Create’ panel. The line type panel that appears is determined by the current transaction template.

The rest of this section contains an explanation of each transaction line except for the allocation line, which is found under “Option 6. Apply Cash Receipts To Invoices (AM5M10)”.

Fields (Page 1 of 3)

Entry control totals. These fields only apply if the relevant transaction control record specifies that they are to be enforced. If not, they are output only and are updated automatically.

A transaction may only pass validation if the control values you enter on the header match the actual values calculated by the system.

Value lines. This is the total of user-entered charge and tax lines. It does not include any tax lines which may be generated automatically during validation unless you select 3=Generate, control total with tax on the ***Apply tax to transaction*** field on page 3 of the transaction header.

Cash. This is the total of cash lines in the transaction.

Personal ledger. This is the total of manually-entered settlement lines and allocation lines. The value in this field plus the '***Value lines***' value are available for allocation of personal ledger transactions (such as a factor's invoice or a note receivable).

General ledger. This is the total of manually-entered general ledger debits. It does not include credits since, by definition, the credits and debits must total zero.

Dates. There are three dates on the transaction header (***Date of document***, ***Effective date***, and ***Date of Supply***). Although they all default to today's date, each date is used for a different purpose, and it may be appropriate to change one or all of them.

> ***Date of document.*** This is the date on the original document that defined the transaction. This date determines which dated records (such as personal account data) are used. This date also determines which exchange rate applies to the transaction.
>
> ***Effective date.*** This is the date on which the transaction takes place for accounting purposes. This date determines the accounting period into which the transaction falls (unless a specific period is entered on page 2 of the header).
>
> ***Date of supply.*** This is the date on which the goods or services were actually supplied. It is the date used for tax purposes; for example, to determine which tax rate is currently effective.

Originating unit. The default unit for the transaction. If you leave the originating unit blank when entering a transaction, IFM inserts a unit based on the personal ledger accounting control fields and financial division default unit. See "Creating a financial division", "Creating personal ledger details", and "Accounting level". Otherwise, you must enter a unit for the transaction to pass validation. If you leave the unit blank when entering a charge or general ledger line, IFM inserts the originating unit.

Originating user. User who initiates the transaction. If the ***Check authority with*** field on the current administrative division financial data is 1=Originating user, you must enter a user ID (your own user ID or another ID, for example, the ID of your supervisor). The authority for the specified user is checked when the transaction is processed.

If the ***Check authority with*** field is 1=Creating user, an originating user is optional. When the transaction is processed, the authority of the user who initiates the processing is checked, regardless of the originating user.

Fields (Page 2 of 3)

Period. This is the period to which the transaction is posted. It must be an open ledger period in the current transaction ledger. Normally you would leave this field blank and allow the period to default from the effective date.

Contact. Entity contact for the transaction.

Installment payment method. For invoice transactions only. Select an installment method if the invoice is to be paid in installments. The 'Installment payment' panel automatically appears after you enter the transaction. For more information, see "Calculating installment payments".

Note method. Select a note method if you want to generate a note for this transaction (see "Option 9. Work With Note Methods (AM5M64)" on page 8-99). If the personal account for the transaction entity has a default note method, the method appears here (you can change the default note method). Otherwise, you can enter a note method. If the ***Generate with invoice*** field for the selected note method is 1=Yes, IFM generates a note when processing the transaction. If the field is 0=No, the note is generated using"Option 3. Generate Notes (AM5M26)".

Note transaction number. Number of the note associated with this transaction. This field is required if the transaction number assignment for the note method is user entered.

Note due date. Date the note is due. This field is required if the Due date option for the note method is user entered.

Apportionment. This is an apportionment to be used for all transaction charge lines. Any apportionment you enter is automatically copied to all charge and G/L lines during transaction processing. If you leave this field blank, IFM may provide a default if one has been specified on the associated personal account.

Interdivision account type. Classification of the interdivisional account. For example, payable, current or loan. This field controls how IFM accounts for transactions that affect multiple financial divisions and normally defaults from the ledger for the transaction.

Order/ship entity. Entity who places the order or to whom the order is shipped. It is the buy-from vendor if the transaction was automatically generated from the PO.

Order/ship reference. PO or invoice sequence number associated with the order.

Currency. Ledger currency.

Exchange rate. Percentage used to convert the transaction currency to the financial division currency. Used to override the Exchange rate table.

The exchange rate must fall within the exchange rate limits between the two currencies. If both the transaction currency and the financial division currency are euro-participating, or if either currency is euro-participating and the other is the euro, the override is not allowed. See Note and Table 3-3 below.

Multiplier/divider. Whether the exchange rate is a multiplier or divider. If both the transaction currency and the financial division currency are euro-participating, or if either currency is euro-participating and the other currency is the euro, you cannot change the multiplier/divider. See Note and Table 3-3 below.

Note: When a country becomes euro-participating, a permanent rate of exchange is established between the national currency of that country and the euro currency. This action prevents you from entering exchange rate overrides that are not allowed and involve the euro or a currency that is euro-participating. Before a transaction is processed, note the following:

1. Are the From Currency and To Currency both euro participants?
2. Is either euro-participating and the other euro?

If the answer is yes for either question, then the exchange rate override cannot be allowed. The system displays an error message when processing the transaction.

The following table outlines the relationship between the currencies and the exchange rate override.

Table 3-3. Currency and overrided relationship

From Currency	To Currency	Override allowed?
Euro participant	Euro participant	Not allowed
Euro participant	Euro	Not allowed

Table 3-3. Currency and overrided relationship

From Currency	To Currency	Override allowed?
Euro participant	Non-euro participant	Allowed
Euro	Euro	Not allowed
Euro	Non-euro participant	Allowed
Non-euro participant	Non-euro participant	Allowed

Fields (Page 3 of 3)

Apply tax to transaction. Determines if the tax is user-entered or automatically generated by the tax calculator. See “Applying taxes to transactions”.

Note: All selections allow you to manually enter either tax lines or charge line taxes for the transaction. However, if you do so, no tax information is generated when the transaction is posted

0 Apply defaults. System checks the personal account to determine how the tax is applied. See “Creating personal account data” on page 8-67.

1 User entered. Tells IFM that the user is entering tax lines. Therefore, IFM does not generate taxes during processing. Posting creates the general ledger lines if the user has not done so.

2 Generate, control total w/o tax. Tax lines will be automatically generated during transaction processing, but the calculated control total for the value line does not include the tax.

3 Generate, control total with taxes. The total amount calculated by the vendor. Used to verify that a vendor has correctly calculated the tax. Tax lines are automatically generated during transaction processing, and the calculated control total for the value line includes the tax. IFM compares the sum of the charge lines and the tax lines (entered or generated) to the control total and reports any discrepancies.

Tax transaction type. Classification of a transaction for tax purposes. Defaults from the associated transaction control record. Used when the sales tax or VAT depends on the contractual terms of the sale or purchase. For example, an FOB seller’s dock sale may be taxed differently than an FOB buyer’s dock sale.

Withholding method. Withholding method associated with the transaction (see “Option 8. Work With Withholding Methods (AM5M63)”). Used in special situations where a government requires tax to be withheld from a vendor payment.

Journal type (posted). Journal type to which the transaction is posted. The journal type classifies the transaction for fiscal (legal) reporting purposes. Used for situations when you need to combine multiple IFM transaction types for governmental reporting purposes. Assigned based on the applicable transaction control record. See “Option 6. Work With Transaction Control Records (AM5M68)”.

Journal number (posted). In Display mode only. Journal number for the posted transaction.

Journal type (reassigned). In Display mode only. Journal type to which the transaction is reassigned. see “Option 10. Reassign Journal Numbers (AM5M49)”.

Journal number (reassigned). In Display mode only. Journal number for the reassigned transaction.

Omit from period accrual. Determines if an unposted transaction is to be included when IFM calculates the accrual.

Contingent liability?. This field is used with the ***Nature for Contingent liability*** field on the personal ledger file. If this field, on the Transaction header, is set to 1 'Yes', the allocations to settlement lines update the Nature for Contingent liability (as specified on the Personal ledger), rather than the Personal ledger control account, as would normally be the case.

If the ***Contingent liability*** field here on the Transaction header is set to 1 'Yes', and there is no Nature for Contingent liability specified on the Personal ledger file, the transaction will fail.

PO currency ID. The currency code displayed on the purchase order.

PO exchange rate. This is the override exchange rate used to convert the currency between the purchase orders and the invoice transaction when the currency is different from the invoice personal ledger. If you use this field, you must enter a value for the ***PO multiplier/divider?*** field.

PO multiplier/divider?. This field determines whether or not you multiply or divide by the exchange rate. To multiply, enter 1=Multiply. To divide, enter 2=Divide.

Functions

F2=Prompt Ps/ac. Using **F24=More keys** reveals **F2=Prompt Ps/ac** (personal account). This is a useful facility for selecting an entity which is set up as a personal account. It is only available for personal ledger transactions.

F9=Distribute amounts. This function key takes you to the ‘Transaction Selection for Freight’ panel. This key is only active for accounts payable transactions. The entity must be entered on page 1 of the ‘Transaction Header’ panels before you press **F9**. See “Processing third party freight invoices”.

F10=Assign PO/GRN. This function key takes you to the ‘Assign purchase order.’ panel where you can generate a payables invoice from a PO or GRN number. For more information, see “Creating PO/GRN-related invoices”.

F18=Ignore warnings. There are some situations that occur as part of transaction processing that the system treats as errors. These errors prevent the transaction from passing validation. Other situations only produce warnings – for example, if posting a transaction would cause a cash book to exceed its given upper or lower cash limits. If you choose to `Ignore warnings', the warnings will not prevent the transaction from being posted. Otherwise, the transaction is not posted. **F18** is a toggle key - if it is in `Ignore warnings' mode, a message appears at the upper right corner of the panel (on the first page only).

F19=Exit no process. **F19** is useful if you have specified 0 `Do not defer' in your processing options. Unlike **F3** or **F12**, it enables you to exit without processing the transaction.

Creating charge lines

A charge line documents the sale, purchase or credit of an item or service. Each charge line represents the value of a charge. Two or more different taxes may apply to a given charge line.

The Charge line information expands to two panels when the transaction is a payable and IFM is interfacing to PUR or IM or PC&C is installed. The panels contain additional charge line fields and **F19=IM transactions** that allows you to manually match a charge line to its associated inventory transactions. For more information, see “Working with Purchasing details (defaults for processing PO-related invoices)”.

Required values. The required values are:

- ***Charge*** or ***Nature***, or both
- ***Line value***

If you enter both a charge and a nature and the specified charge has a nature associated with it, the nature takes precedence.

Although a ***Line value*** is required, you do not necessarily have to enter it. If there is sufficient data (for example, a quantity and price), IFM calculates the value.

Default values. The default values are:

- ***Charge*** defaults to the charge code for the personal account referenced, if one exists. You can override the defaulted charge code.
- ***Quantity*** defaults to 1.
- ***Allow settlement discount?*** defaults to 1 `Allow', unless a charge has been specified in the ***Charge*** field. In this case, IFM derives a default value from the ***Allow settlement discount?*** field on the relevant Charge file.
- ***Item tax class*** defaults from the Item Master file or the charge.
- ***Tax indicator*** defaults from the Item Master file.
- ***Tax transaction type*** defaults from the owning transaction header.
- ***Subject to withholding*** defaults to the value from the charge record for a payables transaction. You can have some charge lines that are subject to withholding and others that are not for the same transaction.
- ***Subject to withholding ID*** is the unique 2-character identifier for the withholding routine. This value defaults from the entity or the entity’s personal account.
- ***Unit*** defaults from originating unit.
- ***Nature*** defaults from charge nature, if available.
- ***Apportionment*** defaults from header apportionment, if available.
- The apportionment for a charge line cannot be one which apportions on the basis of 'Criteria nature' for each target. Only apportionments which use either an apportionment criteria or `Target criteria value' may be entered.

Charge record fields. The type of Charge determines if the ***Quantity, Price and Value before discount*** fields appear. When creating a charge (see “Creating charges”), you specify whether the quantity, price and discount values are to be entered for the charge. The Charge file is similar to an Item master file, except that it does not contain detailed price information and stock is not kept.

Fields for payable invoices that reference POs.

- ***Debit memo number*** if a credit invoice is entered against a PO for returned goods.
- ***Prorate*** determines if the value is prorated across all items on the invoice.

  No Do not prorate this value.

  Yes Prorate this value to all non-prorated charge lines. The prorated value is included in the non-prorated G/L lines. Therefore, no G/L line is created for a prorated charge.
- ***Freight/Special charge*** designates this invoice line as a freight or special charge. Determines which manufacturing transactions are sent to IM or PC&C.
- ***Charge type*** assigned to this item on the purchase order.

  Blank No information passed

  F Miscellaneous charge (forced add)

  I Inventory. This is the default if there is an inventoried item in the Item Master file.

  M Miscellaneous charge

  O Outside operation
- ***Warehouse*** associated with this item on the purchase order. Required for charge type I. Leave this field blank if you selected another charge type.
- ***Order number M/P*** required for charge type O, F, M, or optional for I. The number that identifies the order to which this line item is charged.
- ***Charge operation*** required if charge type is O. The operation sequence number to which this charge applies.
- ***Miscellaneous charge no.*** required if the charge type is M or F. The miscellaneous charge number from the MOMISC file to which this invoiced is charged.
- ***Tax transaction type*** is the classification of a transaction for tax purposes.

Arithmetic checking. IFM checks the values entered in the fields from ***Quantity*** down to ***Line value***, and overrides any which are arithmetically inconsistent. For example, if you enter a quantity of 1, a price of 100 and a line value of 200, IFM automatically corrects the line value to 100.

To enter a negative value, enter a negative quantity and not a negative price.

Prepayments. Prepayments cause the expense associated with a charge line to be recognized over the periods that you specify. Use **F21** on the ‘Charge line’ panel. This initial period cannot be a past period.

When the system posts the invoice, it generates G/L lines: first, for the initial prepaid expense (which is offset by Accounts Payable), and then in each of the future amortization periods. See also “Option 1. Apply Prepayments (AM5M49)”. During posting, the G/L line will issue an error message if the same number of ledger periods as specified during charge entry are not found. This error could result from a particular ledger period not being a trading period.

Creating tax lines

Tax lines show how taxes were calculated for a transaction. They contain the information required to report the taxes. Tax lines can be user-entered or automatically generated by the system.

For additional information on the fields on the ‘Tax line’ panel, see the ‘Tax calculation’ panel under “Simulating tax calculations”. The ‘Charge line tax’ panel has the same fields as the ‘Tax line’ panel. For more information on charge line taxes, see “Applying taxes to transactions”.

If no user-entered tax lines exist, the tax calculator uses information from the charge lines to automatically generate the tax lines. Once a transaction is posted, you can review the details of the charge line taxes.

Required values. Tax code and tax code result.

Tax record fields.

- ***For charge line taxes only***. You cannot have both a tax rate and a tax amount. If the tax amount is not specified, it is calculated when the transaction is posted.
- ***For tax lines only***. If you have a tax rate, the tax amount is calculated by multiplying the tax base amount and the tax rate.

  If you have a tax amount and the tax is invoiced is 1=Yes, a tax liability/receivable nature is required.

  You can also enter a tax line unit. If you enter a unit, it will be used for the general ledger line instead of the default unit.

  If the use tax or EC memo tax is 1=Yes or the Tax is invoiced is 0=No, the use/memo tax liability/rec nature and the use/memo tax offset nature are required.

  You can use only one of the following conditions to identify a non-invoiced tax (that is, a tax that does not affect the invoice amount): use tax or EC memo tax is 1=Yes or Tax is invoiced is 0=No. If you have any one of these conditions, the include cash in tax discount must be 0=No.

  - If the tax base amount substituted is 1=Yes, original tax base amount is required.
  - If the include tax in cash discount is 1=Yes, the cash discount, write-off and adjustment natures are required.

  If the tax adjusted for cash discount is 1=Yes, the transaction cash discount percent or the transaction cash discount amount is required.
- ***Tax in price - Europe and the tax in price - Brazil*** cannot both be 1=Yes. If either is 1=Yes, the original charge amount, tax in price calculation type, tax exclusive price and tax inclusive price are required.
- The ***compound tax uplift***, the ***compound tax uplift refer tax code*** and the ***compound tax uplift tax code*** result must be blank or contain values.

Applying taxes to transactions

Depending on your selection in the ***Apply taxes to transaction*** field on the transaction header (see “Creating a transaction header”), the taxes for a transaction can be:

- System-generated during transaction posting or during transaction entry (using **F19=Create taxes**)
- User-entered

The taxes can apply to the individual charge lines (charge line taxes are created) or the entire transaction (tax lines are created). If a user enters a tax line, the taxes cannot be system-generated.

System-generated taxes. The system automatically generates tax information (according to the rules you defined for tax condition priorities) during transaction posting or when you use **F19=Create taxes** during transaction entry if:

- No user-entered tax lines exist.
- You selected option 2=Generate, control total w/o tax or 3=Generate, control total with tax in the ***Apply tax to transaction*** field on the transaction header.

  Note: You also could have selected 0=Apply defaults on the transaction header if option 2 or 3 is the tax default in the personal account or the ledger for the transaction.

The system generates tax information in two steps.

1. The tax calculator creates charge lines taxes for each charge line. (If charge line taxes already exist for a specific charge line, no additional charge line taxes are created for the charge.)
2. The system summarizes the charge line taxes into tax lines under certain conditions (see “Summarizing charge line taxes”).

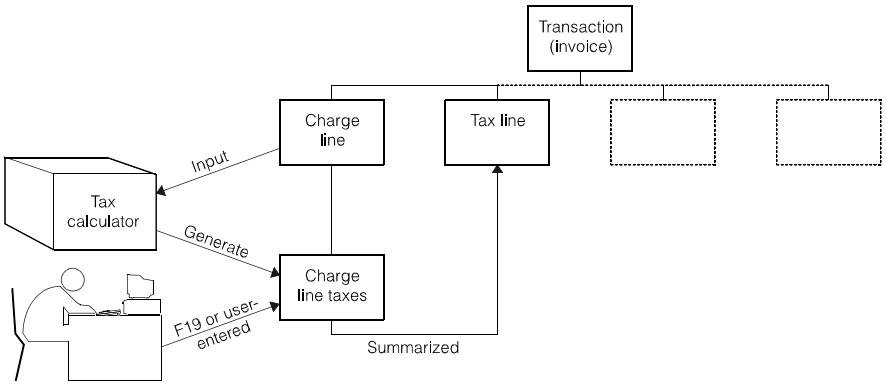


Figure 3-2. System-generated taxes

User-entered taxes. To manually enter taxes, do the following:

- To enter a tax line, use **F6=Create line** on the ‘Work with transaction lines’ panel or **F6=Create** on the ‘Charge line’ panel. The ‘Create line prompt’ panel appears. Enter **TAX** in the ***Panel type*** field. The ‘Tax line - Page 1 of 3 - Create’ panel appears. For field information, see “Creating tax lines” and “Simulating tax calculations”.

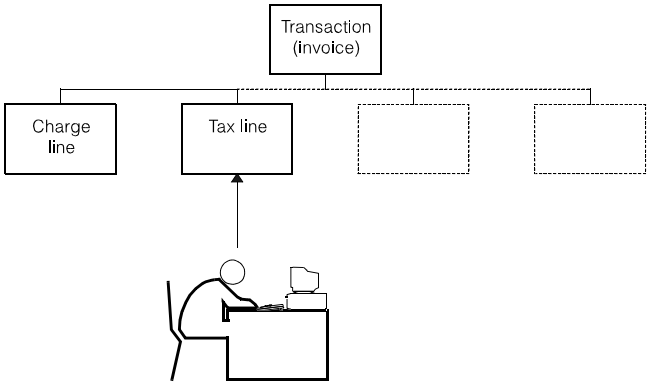


Figure 3-3. User-entered tax lines

- To enter a charge line tax, use option 22=Charge line taxes next to a charge line on the 'Work with transaction lines' panel or **F22=Tax details** on the 'Charge line' panel. The 'Work with charge line taxes' panel appears. Use **F6=Create**. The 'Charge line tax - Page 1 of 3 - Create' panel appears. The fields are the same as those on the 'Tax line' panel. For field information, see "Creating tax lines" and "Simulating tax calculations".

User-entered charge line taxes are summarized into tax lines during transaction posting (see "Summarizing charge line taxes".

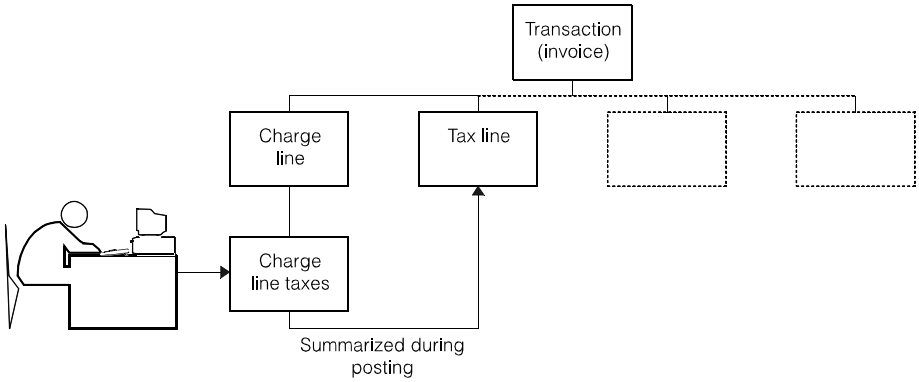


Figure 3-4. User-entered charge line taxes and system-generated tax lines

Summarizing charge line taxes. When a transaction is posted or you use **F19=Create** taxes, the system summarizes both system-generated and user-entered charge line taxes lines with matching fields and creates tax lines. All charge line tax fields must match except: ***Item number***, ***Order quantity***, ***Order unit of measure***, ***Charge*** and the amount fields (the amount fields are added together). Charge line tax records that do not have matching fields or have a tax substitution condition are not summarized and result in their own tax lines.

If tax lines already exist, transaction posting validates the tax information.

If charge line taxes are created using **F19**, the calculator summarizes the charge line taxes into tax lines and deletes the charge line taxes if:

- Charge lines taxes have not been previously entered by the user

- All the taxes use the separate accounting method (see “Creating tax code results”)
- None of the taxes has a tax in price or a VAT condition

Otherwise, summarization does not take place until transaction posting. Instead, the system creates a transaction header narrative that reflects the tax lines that will be created during transaction posting.

Removing taxes. To remove system-generated and user-entered tax lines and charge line taxes, use **F20=Remove tax lines** on the ‘Work with transaction lines’ panel.

Creating settlement lines

A transaction has one settlement line for each payment due in settlement of the transaction. A simple invoice has one line representing the total amount payable or receivable. A more complex transaction, which has payment due in several installments by different methods or due dates, has one settlement line for the down payment and one settlement line for each installment. The due date for the down payment is the invoice date. The due date for the installment settlement lines is determined by the installment method and the installment overrides.

For more information, see “Calculating installment payments”, “Option 3. Accrue for Installment Interest (AM5M2C)” and “Option 10. Work With Installment Methods (AM5M64)”.

Required values. There are no required values.

Default values. The default values are:

- ***Method*** and ***Terms*** default from values on the personal account data. If the personal account does not specify a value then the default is taken from the personal ledger.
- ***Settlement discount base*** is calculated by IFM as the total of those charge lines on which settlement discount is allowed. This is determined by the ***Allow settlement discount?*** field on the Charge file. Charge lines on which settlement discount is not allowed are ignored.
- ***Due date*** and ***Settlement date*** default from the settlement terms.
- ***Payment status*** defaults from settlement method.
- ***Installment payment number*** is the number of the installment to be paid.
- ***Installment interest amount*** is the amount of the payment that is interest.
- ***Installment principal amount*** is the amount of the payment that is the principal.

With some exceptions, IFM applies default values during processing, not on-screen during transaction entry.

Settlement values are shown in transaction currency.

Transaction balance. A transaction is balanced if:

all charge lines + all tax lines = 0 - all settlement lines.

Settling a settlement line. A settlement line records a debt against a personal account. If an amount is to be paid, or received, it has a settlement value. Until it is actually paid or received in full, there is said to be a settlement balance outstanding. This may be reduced all at once, or in stages. When it equals zero, it is said to be settled, and the corresponding invoice is said to be closed.

Creating cash lines

A cash line is entered in a cash book. You can also mark a cash entry as a deferred payment, thus creating a different cash line transaction.

Required values. The required fields are ***Value*** and ***Deferred payment***.

Lodgement/Deposit ref. A reference number for the deposit you entered.

Drawing/Check ref. The bank drawing or reference number. This is typically a cheque or transfer number.

Default values. The default values are:

- ***Settlement method*** defaults from the cash book.
- ***Bank transaction type*** defaults from the settlement method. Classifies a cash transaction from the viewpoint of the bank. Used mainly for electronic funds transfer.
- ***Unit*** defaults from the originating unit.
- ***Nature*** defaults from the unallocated cash nature on cash book. However, if the cash line is flagged for posting as bank charges, the nature defaults from the bank charges nature on cash book.

With some exceptions, IFM applies default values during processing, not on-screen during transaction entry.

Note: You may enter either a cash book value or a financial division value in addition to the cash line value. If you do not, these values are calculated from the cash line value when the transaction is posted. An error message appears if an override exchange rate is not allowed between either the transaction currency and the financial division currency or the transaction currency and the cash book currency. An override exchange rate is not allowed if the two currencies are euro-participating, or if either currency is euro-participating and the other is the euro. See Table 3-3 for further information.

Deferred payment. This field indicates whether the payment list you are creating should be handled by deferred check handling. The following values are valid:

0 No. (Default) Do not use deferred check handling

1 Yes. Use deferred check handling. If this field is set to yes, the checks generated from the payment list processing can be postdated. The ‘Deferred Payment’ (Create) panel appears

Creating allocation lines

An allocation line offsets all or part of the value of a transaction against a settlement line belonging to another transaction.

Most allocation lines will be between cash transactions and the settlement lines of invoices, but an allocation may be between a credit note and an invoice, a payable invoice offsetting a receivable invoice, and so on.

For information about allocation lines and how to create them, see “Option 6. Apply Cash Receipts To Invoices (AM5M10)”.

Creating general ledger (G/L) lines

General ledger lines applies a transaction's value to units and natures. General ledger lines may be explicitly specified by you, or generated by IFM as transactions are posted.

Required values. The required values are:

- ***Value***
- ***Nature*** or ***Apportionment*** (but not both).

The apportionment for a general ledger line cannot be one which apportions the basis of ***Criteria nature*** for each target. Only apportionments which use either an apportionment criteria or ***Target criteria value*** may be entered.

Default values.

- ***Unit*** defaults from originating unit.

With some exceptions, IFM applies default values during processing, not on-screen during transaction entry.

Source of general ledger (G/L) lines (drill down). If you create a transaction that originates from COM, the fixed assets portion of F/A, IM, PC&C, or REP, you can review the source of the G/L lines by taking one of the following options:

- On the Transaction Entry Tasks menu. The ‘Work with transactions’ panel appears. Take option 5 next to a transaction. The ‘Transaction lines (Select)’ panel appears. Take option 13 next to a transaction line.
- On the Inquiries menu (for COM transactions only). For more information, see“Viewing transactions”.
- On the Inquiries menu. For more information, see“Reviewing the source of G/L lines (drill down)”.

  Note: To use the drill down function for the fixed assets portion of F/A, PC&C, and REP, you must answer **Y** (Yes) to the questionnaire questions about keeping transaction details for IFM G/L lines in those applications. For more information, see *Planning and Installing* XA.

Creating approval lines

An approval line requests someone's approval of a transaction, and documents whether or not approval has been granted. Payable invoices, receivable credit notes and cash payments typically require approval, but any transaction may have approval lines.

To approve a transaction, the approving user must have the required posting authority for the relevant financial division.

It is possible to approve the transaction you are entering yourself, provided that you have the required authorization. It could be the case, for example, that the transaction requires your approval as well as the approval of one or two colleagues, in which case it would make sense to grant your own approval at the time you enter the transaction.

Required values. The required values are:

- ***Approved by***
- ***Date approval requested***.

Default values. The default values are:

- ***Date approval requested*** defaults from today's date.
- ***Approval status*** defaults to 0 `Not yet reviewed'.

With some exceptions, IFM applies default values during processing, not on-screen during transaction entry.

Copying and reversing transactions

Option 3 on the `Work with transactions' panel enables you to copy and, optionally, reverse a transaction. This option is useful for:

- Dealing with a bounced check. If you have posted a cash transaction or stopped payment for the check, you can create a reversed copy. At the same time, the system will reverse any allocations and unsettle any associated settlement lines.
- Copying a posted general ledger transaction from the closing adjustment period of a financial year to the opening balance period of the next year.
- Reversing the effect of a transaction you have posted by mistake.
- Creating a copy of a transaction you wish to repeat in a similar form. This is an alternative to using repeating transactions.

To copy a transaction

1. Take option 3 `Copy/Reverse' on the ’Work with transactions’ panel. The ’Copy/Reverse transactions’ panel appears.
2. Specify whether you want to simply copy the transaction or copy and reverse it and specify the details of the target transaction.

Copying and reversing a cash receipt

If the transaction you select has any cash lines linked to a deferred check, then this is considered a cash receipt. To validate, the deferred check must be a status 1=Received, otherwise, you will not be allowed to copy/reverse this transaction.

To copy a cash receipt, see “To copy a transaction”.

To reverse a cash receipt, see “To copy a transaction”. This function will do the following processing automatically:

- Void the deferred check associated with the cash line by setting the status to 6=Void
- Create a copy/reverse of the deferred check with a status of A=Offset. Link this new check to the new reverse transaction cash line.

Fields

Copy mode. If you copy an unposted transaction then the resulting transaction will also be unposted.

- If you use 1 `Copy' on a posted transaction, the resulting transaction will be unposted, except in the case of a general ledger transaction.
- If you use 2 `Copy and reverse' on a posted transaction, the resulting transaction will be unposted except in the case of a personal ledger transaction where the `From' and `To' transaction types are both payable or both receivable.

Transaction type. This defaults to the same type as the transaction being copied. You can enter any other type of the same ledger class.

Validating and posting transactions

Stages. Here is a brief summary of the stages involved when IFM validates and posts a transaction. The system does the following:

- Supplies all possible appropriate defaults.
- Validates every field.
- Validates every line.
- Checks for consistency across fields. For example, it does not allow a charge line to bear both a unit/nature and an apportionment.
- Determines which automatic lines (if any) it has to supply. For example, if you have entered a charge line which has tax applied to it at line level, the system generates the corresponding tax line.
- For PO-related invoices, compares invoice, purchase order, and receipt data (called the three-way match) to determine if any discrepancies exist that exceed user-defined tolerances. See “Working with Purchasing details (defaults for processing PO-related invoices)” on page 8-36.
- Generates the relevant general ledger lines for any general ledger postings required.
- Generates the relevant general ledger lines from accruals, prepayments, apportionments or inter-divisional postings.
- Performs the required security checks.
- Impacts the transaction values on all relevant ledgers and adjusts the general ledger summary.

Posting and security considerations. Security considerations can apply to either the user who entered the transaction or the user who originated the transaction (as identified on the transaction header record). The user security that applies is determined by the ***Check authority with*** field on the current administrative division's financial data.

To post a transaction, the user must have:

- Authority to use the tasks involved.
- Authorization to post task types within the current financial division.
- Posting authority, within this financial division, equal to or greater than that of any nature involved in the posting.

Identifying transactions in error. If a transaction contains errors which cause it to fail validation and posting, IFM automatically generates a summary of these errors. By referring to this summary, you can see exactly where and why the errors arose, and correct them.

To view the transactions containing errors:

1. Use **F17=Selection** on the 'Work with transactions' panel. The 'Transaction selection criteria' panel appears.
2. Set the status of the ***Transaction state equal to*** field to 2 `In error', and press **Enter**. (You may also want to adjust the values of some of the other selection criteria, in order to locate the particular transaction or transactions that you are interested in.) The 'Work with transactions' panel now shows you only those transactions which contain errors.

Analyzing transaction errors. To view the errors contained in a transaction, take option 15 `Display errors' on the transaction you are interested in on the 'Work with transactions' panel. The 'Display transaction errors' panel appears.

The current transaction is identified at the top of the panel. Below the transaction, all of the transaction's errors are displayed in the order in which they were encountered during validation and posting.

The errors are described on the left, while on the right IFM identifies the header page or transaction line in which the error occurred. Since a transaction can contain more than one line of a given type, IFM also identifies which one is the source of the error. For example `CHG/1' is the first charge line, `TAX/5' is the fifth tax line, and so on.

You can obtain further assistance by placing the cursor on any of the error descriptions and pressing the **Help** key. IFM displays an `Additional Message Information' panel which contains a further explanation of the error.

Creating PO/GRN-related invoices

When creating a PO/GRN-related invoice, do the following:

1. Select option 1 on the Transaction Entry Tasks menu.
2. Use **F6**. The 'Prompt transaction type' panel appears. Create a payables transaction. The 'Transaction header' panel appears.
3. Enter the information requested and use **F10=Assign PO/GRN**. The 'Assign purchase order.' panel appears.
4. Use the fields provided to determine and assign a purchase order or a GRN number to an invoice.

Assigning a PO/GRN-related invoice

On this panel, you can select a PO or a GRN number to automatically generate an invoice. You can select either one, but not both. With the GRN number, you are able to include a vendor in your selection.

Fields

PO number select. Purchase order used to generate the invoice.

GRN number select. Goods Received Note number used to generate the invoice.

Vendor number. Vendor number used to generate the invoice.

Completion code. Status of invoicing activity for the PO. You can define a default value for this field at the personal ledger level.

1 Partial. Invoicing activity is not complete.

2 Complete. Invoicing activity is complete.

3 Calc. IFM determines if the completion code should be partial or complete. Compares the invoiced quantity to the PO quantity and sets the transaction charge line to the appropriate value.

Select order detail. Determines how and which PO details (lines) are generated. You can define a default value for this field at the personal ledger level.

1 Gen all. IFM automatically generates all eligible PO items and releases without having a user review them.

2 No gen. No PO items or releases are automatically generated. You enter the invoice charge lines manually. If 2=No gen is entered, you must enter the PO number or the GRN number.

3 Select. User chooses which eligible items or releases are generated. The ‘Select item detail’ panel appears for you to do the following:

1. Select one or more items to use to autogen an invoice. You can choose option 5 to see the item details before you select the items.
2. Use **F10** to generate an invoice for the items selected.

Generate quantity. Determines which PO quantity to use for calculating the remaining quantity to be invoiced. You can define a default value for this field at the personal ledger level.

1 Order. Quantity ordered on the PO.

2 Delivered. Quantity delivered. The quantity delivered can be either received at the dock or in stock depending on how you tailored PUR.

3 Stock. Quantity received in stock.

Generate UOM. This field determines which unit of measure you use to show the values on the ‘Select item detail’ panels. This is a required field if ***Select order detail*** is set to 3=Select. You can select the following values:

1 PO (Order Unit of Measure)
2 Stocking (Stocking Unit of Measure)

Selecting GRN number

On this panel, you can select a single GRN number or multiple GRN numbers from a list of numbers that have transaction receipts not yet completed. You can also make an additional selection on a vendor number which further restricts the list to only those transaction receipts for that vendor or its buy-from vendors, if applicable.

Use **F9** to process purchase orders for the selected GRN numbers.

Use **F11** to toggle between panels showing you either all of the GRN numbers you selected or all of the GRN numbers that have outstanding transaction receipts.

Selecting vendor by GRN

If you select an assignee vendor, its related buy-from vendors will be included. If you select a buy-from vendor, the selection will only include that particular buy-from vendor.

Selecting item detail by GRN

Use this panel to manually select transaction receipts by GRN number and to generate an invoice by charge lines. This panel appears when you enter 3=Select in the ***Select order detail*** field on the 'Assign purchase order' panel.

Use **F10** to generate an invoice for the items selected.

Use **F16** to toggle between panels showing you different information for the GRN number you selected.

Selecting item detail by PO

You can now select multiple purchase orders to create one invoice or you can add to an already existing invoice. If this is an existing transaction and you are adding purchase orders to it, then you will not have to create another Transaction header. This panel also allows you to use **F10** and **F16**.

Matching PO to inventory transactions

Use this panel to manually match a purchase order or multiple purchase orders to a receipt transaction. You can select which receipt transactions are required. **F10** generates the invoice and does the matching. For each receipt record processed, a charge line is created.

Assigning PO/GRN to invoice exchange rate

You can select a purchase order or GRN number with a different currency to generate a vendor invoice from the purchase order, but this function only allows one different currency, not multiple. The exchange rate is the same one used for all of the charge lines on the invoice. Therefore, if you select receipt transactions for purchase orders that are all in the same currency, the local currency code on the XA exchange rate set is used. If the receipt transaction you select relate to different currencies, an error message appears, telling you that your selection includes multiple POs that have different currencies. The POs selected must all be the same currency.

If this is an existing invoice and the receipt transactions you select relate to a different currency than the PO currency on the transaction, an error message appears with the same message, mentioned above.

This option appears when you generate a purchase order number and select 1=Gen all in the ***Select order detail*** field on the 'Assign purchase order panel'.

Generating invoices in the local (financial division) currency

You can enter invoices in the financial division currency instead of the purchase order currency. When the transaction is posted, IFM converts the transaction currency to the personal ledger currency. IFM checks and ensures that PO currency and personal ledger currency are the same. If this check fails, the transaction detail is not created, and an error message is issued.

For transactions created from purchase orders, the exchange rate used for each charge line will be the PO exchange rate. There can be multiple POs specified for an invoice transaction. These exchange rates are used both when creating and posting the transaction.

For transactions not created from purchase orders, the exchange rate will be determined using the ***Date of Document*** field from the Transaction Header. If a valid exchange rate is not found during transaction posting, posting will fail, and an error message is issued.

For this feature to work, the field ***Local currency invoices?*** needs to have a value of 1=Yes. A value of 1=Yes is only allowed for transaction control records that refer to AP personal ledgers. For more information, see "Local currency invoices?" on page 8-142.

Changing charge lines for a PO-related invoice

After a PO-related invoice is automatically generated (you selected 1 or 3 in the ***Select order detail*** field), the 'Work with transaction lines' panel appears. You can use this panel to display or change the charge lines for the generated invoice.

Calculating installment payments

If you selected an installment method (see "Option 10. Work With Installment Methods (AM5M64)") when entering a COM customer order, a PUR purchase order or an IFM transaction, the 'Installment payment - Page 1 of 2' panel automatically appears for you to enter the information that the originating application needs to calculate installment payments. You can do one the following:

- Use the input fields provided and use **F17=Calculate/display payments**. The installment payments are calculated using the installment method and the 'Installment payment schedule' panel appears.
- Use the input fields provided and use **F18=Manually enter payments**. The 'Installment payment schedule (manual)' panel appears. If you have already used **F17**, the panel has payment information that you can change or you can use **F6=Create** to add payment information. If you have not used **F17**, the panel has no payment information and you can use **F6** to add the payments.

  Note: To display manually-entered payments, be sure to use **F18** and not **F17**, which recalculates the payment.
- Use the input fields provided and use **F19=Override** method. The 'Installment payment method override - Page 1 of 2 - Change' panel appears for you to override the installment method data for this transaction only. For field descriptions, see"Creating installment method data".

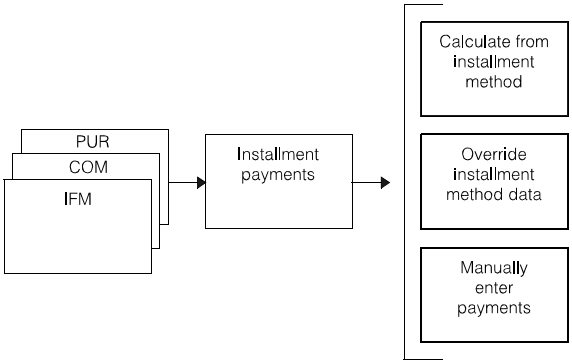


Figure 3-5. Installment payments

Note: You can also access this panel for existing transactions with an installment method on the transaction header by taking option 16=Installments on the Work with transactions panel or using **F16=Installments** on the Work with transaction lines or the Transaction lines (Select)' panel.

Fields (Installment payments - Page 1 of 2)

Only Initial installment date and Less: agreed down payment are input fields.

Initial installment date. Date of the first installment. The default date is based on the date method defined for the installment method; however, you can change the date if necessary.

Less: agreed down payment. Down payment for the total order amount.

Agreed financing. Difference between the total order and the agreed down payment.

Less: previous financing. Sum of the amount to be financed for all installment header records created for this order during invoicing.

Financing available. Difference between the agreed financing and the previous financing.

Down payment not yet invoiced. If you entered an agreed down payment, this is the difference between the amount already invoiced and the agreed down payment.

Fields (Installment payments - Page 2 of 2)

Invoice/open order amount.

Items. Total amount for items ordered.

Special charges. Total special charges for an order or invoice.

Taxes on items. Taxes on items ordered or invoiced.

Total invoice/open order amount. Total invoice for items, special charges and taxes on items.

Less: down payment. Value reducing the total amount financed. It must be equal to or less than the total invoice amount.

Amount to be financed. Total invoice or order amount minus the down payment.

Add: interest. Total installment interest payments.

Total installment payments. Total of all payment amounts shown on the 'Payment schedule' panel. It is the amount to be financed plus interest.

Manually entering payments. To manually enter payments, use **F18=Manually enter payments** on the 'Installment payment' panel. The 'Installment payment schedule (manual)' panel appears.

Fields (Installment payment schedule (manual))

Installment payment number. Number of the installment to be paid.

Installment due date. Date the payment is due.

Installment payment amount. Total amount of the installment payment.

Installment interest amount. Amount of the payment that is interest.

Installment principal amount. Amount of the payment that is the principal.

Taxes on installment interest. Sometimes installment interest is subject to sales tax or VAT. The tax transaction type for the installment method on a COM customer order or a PUR purchase order controls the calculation for taxes on installment interest. You can override this information when entering installment data for the order. COM treats the tax on the interest as being due on the same date as the down payment. It prints the tax as interest as a separate line on the invoice using the interest charge type from the installment method. You can see the tax on installment interest on the 'Installment payment schedule' panel. You reach this panel by taking option 8=Calculate/display payments on the 'Installment payment' panel.

Accounting for installment transactions

The amount of an iinstallment sale is recorded in the accounts receivable control account and includes both interest and principal. Since the interest is not yet earned, the interest portion of the installment amount is credited to an accounts receivable contra account. The principal amount is recorded as a sale.

Installment payments on purchases are recorded with the signs reversed and the accounts are accounts payable and interest expense.

Table 3-4. Example of accounting for installment payments for sales

	A/R Control				**A/R Contra**		**Sales**	
Sale	110.00				10.00	Sale	100.00	Sale
		110.00	Pmt.	Pmt.	10.00			

Interest Income				Cash
	10.00	Pmt.	Pmt.	110.00

Note: When you report your accounts receivable balances, you should net the accounts receivable control and contra amounts to determine the GAAP receivable balance.

When you receive or make an installment payment, IFM automatically splits the payment between principal and interest. When you record the payment, four G/L lines are created. For example, if you are recording a cash receipt of100.00 that includes 90.00 in principal and 10.00 in interest, the following entries are made:

- Debit to the cash account cash for the payment amount
- Credit to the accounts receivable control account for the payment amount
- Debit to the accounts receivable contra account for the interest amount
- Credit to the interest income account for the interest amount.

Table 3-5. Example of recording installment payments for sales

	Debit	Credit
Cash	100.00	
Accounts Receivable Control		100.00
Accounts Receivable Contra	10.00	
Interest Income		10.00

The accounts that are credited and debited are those defined in the installment method or the installment overrides.

If you record a partial payment, the interest amount is the installment interest amount multiplied by the ratio of the partial payment to the full payment amount.

Processing third party freight invoices

This function allows the distribution of costs from third party freight invoices based on the invoices for the goods purchased and invoiced by other vendors. For example, suppose you receive an invoice for $1,000 from a trucking company for items purchased from three other vendors. The third party freight invoices function allocates the $1,000 in freight costs based on the relative value of the items purchased from the three vendors.

To process third party freight invoices, do the following:

1. Select option 1 on the Transaction Entry Tasks menu.
2. The ‘Transaction Header Entry’ panel (page 1) appears. Enter an entity. Then, press **F9=Distribute amounts**. The ‘Transaction Selection for Freight’ panel appears. This panel is selection criteria for vendor invoices. The financial division is required on this panel.

   Press **Enter** after entering all the desired selection criteria.

3. The 'Work with Transactions for Freight' panel appears. Use option 1=Select/deselect for distribution to select or deselect vendor invoices that contain the items purchased. Select the vendor invoices that contain the items purchased.

   Use option 5=Display to view the transactions that the freight will be allocated to. Use the ***Amount to be distributed*** field to distribute the freight invoice amount. This is a required field.

   Optionally, use the ***Charge ID*** field to assign a charge ID to the charge lines created from the vendor invoices. Every charge belonging to the same administrative division has its own unique ID. If an IFM charge ID is specified on the 'Work with Transaction for Freight' panel, then the charge ID, nature, tax indicator, and item tax class ID come from the Charge file. If an IFM charge ID is not specified on the Work with 'Transactions for Freight' panel, this information comes from the vendor invoices for goods that were selected. Vendor invoice for goods data comes from the Charge line file.

4. After making your selections, press **F10** to distribute the amounts for distribution. IFM returns you to the 'Work with transaction lines' panel.

   Press **F3** on this panel and the 'Prompt for transaction' panel appears. Press **F12** on the 'Work with transaction lines' panel and the 'Transaction Header Entry' panel appears.

5. If desired, use the Transaction Entry Tasks menu to edit the transaction. For example, with option 1, Work with Transactions, you can change the header, work with transaction lines, post the transaction, or display posting errors. IFM expands and posts the transaction when you process it. IFM also creates cost adjustment transactions for the freight invoice charge line amounts. Inventory Management will then use the cost adjustments to update average costs.

Note: A freight invoice charge line is created on the freight invoice for each charge line on the vendor invoices for goods that are selected for distribution.

For example, suppose that the amount to be distributed is $100, and the sum of all selected vendor invoices is $1,000. The distribution would look like this:

Table 3-6. Example of distributing freight invoice amounts

Invoice	Charge line	Charge line amount	Distributed amount
100	1	100	10
100	2	200	20
200	1	300	30
200	2	400	40
Totals		1,000	100

- In most cases, there are minor rounding differences. When this happens, IFM adjusts the distributed amount for the last charge line so the sum of the charge lines equals the amount to be distributed.
- A user exit is provided to allow alternative distribution methods. The following information is passed into the user exit: item, warehouse, unit of measure, quantity, charge line amount, amount to be distributed, total invoice amount, their reference, charge type, and amount remaining to be distributed. The user exit returns a distributed amount.
- When processing third party freight invoices, charge lines may be created with a zero charge line amount. For example, say there is a $10.00 amount to distribute:

Table 3-7. Example of zero charge line amount for $10.00 amount to distribute

Invoice	Charge line	Charge line amount	Calc%	Distribute amount	Amount left to distribute
100	**1**	**20,000.00**	**.51806**	**5.18**	**4.82**
100	2	18,000.00	.46626	4.66	.16
101	1	300.00	.00777	.08	.08
102	1	250.00	.00647	.06	.02
102	2	5.00	.00013	.00	.02
103	1	50.00	N/A (see note)	.02	.00
TOTALS		38,605.00			

Calc % Charge line amount divided by the total of all charge line amounts.

Distribute amount Amount to distribute multiplied by Calc %.

Amount left to distribute Amount left to distribute minus Distribute amount.

The transaction in this example posts with the zero charge line amount. However, no G/L lines are created for the zero charge line record.

Note: The last record has the ***Amount left to distribute*** moved into the ***Distribute amount*** field. This action eliminates rounding problems, and ensures that the distribute amount computes back to the amount to distribute.

Option 2. Work With Batch Transactions (AM5M10)

Use this option on the Transaction Entry Tasks menu to define and manage transactions as a group, or batch, rather than individually. Use batches to enforce control over the separation of duties.

Before using this option, you should become familiar with the main transaction entry system. For more information, see “Option 1. Work With Transactions (AM5M10)”.

Understanding this option

To create a batch of transactions, you first create a record for the batch itself. This record includes a number of control values such as the total number and value of transactions in the batch. You can then add transactions to the batch using the transaction entry system. One batch may contain a transactions of any type in any ledger in the administrative division.

When you process the batch, IFM first checks that the control values match the actual values of the transactions entered. The batch is processed as a whole – those transactions that pass validation are posted; if any fail, the batch assumes a status of `Error'. You must correct any failed batch transactions before they can be posted.

Using this option

When you enter option 2 on the Transaction Entry Tasks menu, IFM takes you to one of two panels. If you have previously been working with a batch, IFM takes you to the `Work with batch transactions' panel and displays details of the batch you were working with. If this is not the case, or if the last batch you worked with has been posted, IFM takes you to the `Work with batches' panel. If a batch has been posted, IFM displays a message to this effect.

To go from `Work with batch transactions' to `Work with batches', use **F3=Exit** or **F12=Cancel** (to go the other way, take option 12 `Work with'). The rest of this section assumes you are at the `Work with batches' panel.

From the `Work with batches' panel, you can:

- Create a batch header
- Process and validate batches
- List transactions

Figure 3-6 shows you the batch transaction main panels.

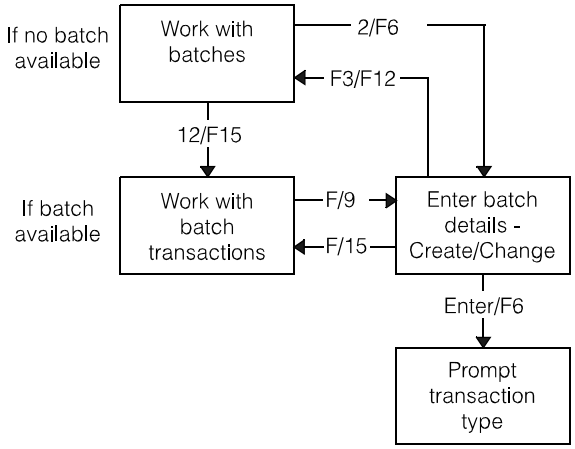


Figure 3-6. Working with batches - main panels

Creating a batch header

To create a batch header:

1. Use **F6=Create** on the 'Work with batches' panel. The 'Enter batch details - Create' panel appears.

   Note: The system assigns each batch unique number.

2. Use the fields provided to create the required header, and press **Enter**. IFM creates the new batch header and takes you to the `Prompt transaction type' panel.
3. From this point, the procedure is the same as regular transaction entry, starting with the selection of transaction type. You can enter as many transactions as you want. Transactions in a batch need not be similar in any way, and monetary values of mixed currencies are all processed together.

Control and actual values

A batch of transactions may only be processed if the control values you enter on the batch match the actual values calculated by the system. The actual values are calculated from the corresponding fields on the transaction headers of all the transactions entered in the batch. Typically, you would use a calculator to work out the control values for the transactions you intend to enter in the batch.

The total values are `hash' totals. This means that they are calculated regardless of the currency in which they are expressed. For example, the hash total of 130 Lira, £5.56 and $75.00 is 8186 (130 + 556 + 7500). You can control the number of decimal places used for control totals using the ***Decimal places*** field on the `Enter batch details' panel.

Fields

Value lines. This is the hash total of manually-entered charge and tax lines (it does not include any tax lines which may be generated automatically during validation).

Cash. This is the hash total of cash lines in the batch

Personal ledger. This is the hash total of manually-entered settlement lines.

General ledger. This is the hash total of manually-entered general ledger debits. It does not include credits since, by definition, the credits and debits must total zero.

Count. This field gives the number of transactions in the batch. The ***Control*** count total and the ***Actual*** must be equal before you can process the batch.

Decimal places. This field determines the number of decimal places used on the control totals for this batch. The acceptable values are 0, 1, 2, or 3. The default is 2.

Hold batch?. If this is set to 1 `Yes', then the batch cannot be processed.

Auto-cash allocation?. The degree of automatic allocation to be applied to a batch of transactions.

The value that appears is from your user defaults and can only be changed if your user defaults specify that you are allowed to do so. One of the following is valid:

0 No. Do not apply automatic allocation to the batch.

1 Yes. Generate allocation lines automatically and process them with the current process option.

2 Allocate, no process. Generate allocation lines automatically, but do not process them.

Automatic allocation can be applied to a batch that has some transactions that were allocated manually - the system ignores those transactions.

Option. How the system processes batch of transactions. The value that appears in this field is from your user defaults and can only be changed if your user defaults allow you to do so. One of the following is valid:

1 Validate. The transaction is validated. If it fails validation, the system records the errors. If it is validated, its status becomes No errors. A validated transaction does not become part of the financial record until it is posted.

2 Val & expand. The transaction is validated. If it fails validation, the system records the errors. If it is passes validation, its status becomes No errors. A report is printed showing the expanded form of the transaction. This shows any automatically generated transaction lines and the default values that will be applied when the transaction is posted. Expanding a transaction is useful for investigating why the transaction has failed validation. A validated transaction does not become part of the financial record until it is posted.

3 Validate & post. This does not apply to repeating transaction. The transaction is validated and is posted if it has no errors. At this point, the transaction is part of the financial record and cannot be changed.

Mode. Determines if the allocation is done interactively or in the background. The value that appears is from your user defaults and can only be changed if your user defaults specify that you are allowed to do so.

Override batch lock

Your user defaults include an ***Override batch lock?*** field. If this is set to 0 `Do not allow', you are not allowed to override batch control totals once you create the batch

header. In this case, when you return to the `Enter batch details' panel, all of the five control totals are display only, and you cannot revise their values. If changes are necessary, you must ask a suitably authorized user to perform them. This is very important for separation of duties control.

Processing batches

To process a batch:

1. Take option 2 `Change' on the batch concerned on the 'Work with batches' panel.
2. Use **F9=Process**. IFM checks that your control values match the actual values. If they do not match, you must either change the transactions you entered or, if you are authorized, the control values. If they match, each transaction is processed in turn according to your current processing options. Even if one transaction fails validation, others in the same batch are still posted. If any transaction is in `Error', then the batch is in `Error'.

Listing batch transactions

To print a list of batches and their transactions:

1. Use **F22=Print** on the 'Work with batches' or the 'Work with batch transactions' panel. The 'List batch transactions selection criteria' panel appears.
2. Use this panel to select the batches you want to include in a printed report (it does not control the batches that are displayed on the screen). The report will include all of the transactions in each of the batches selected. If you want to select which transactions are included, use **F17=Transaction selection** and use the 'Batch transaction selection criteria' panel.

Fields

Batch id `from' and `to'. These fields specify the range of batches to be included. If you pressed **F22** on the `Work with batch transactions' panel, the ID of the current batch is defaulted into both fields. If you leave both fields blank then all batches in the administrative division are included.

Actual equal control. This refers to the four control totals on every batch header. If you select `1' (`Yes'), then only those batches on which all control totals match the corresponding actual totals are selected and included in the listing.

Full/abridged listing?. If you select 1 `Abridged' the report gives one line of information per transaction. If you select 0 `Full', then one page is printed per transaction. Two additional fields appear, allowing you to choose whether or not you list transaction lines and error lines.

Print narrative?. If you select 1 = Yes, any narrative that exists for a transaction will be printed on a line(s) following the transaction. If you select 0 = No, then no narrative is printed and the fields of the next selected transaction will be printed.

Listing batch transactions – additional selection criteria

By default, the `List batch transaction selection criteria' panel lists all the transactions in each of the selected batches. You can select transactions from within those batches as follows:

To select transactions across ledgers:

1. Use **F22=Print** on the ’Work with batches’ or the ’Work with batch transactions’ panel. The ’List batch transaction selection criteria’ panel appears.
2. Use **F17**. The ’List batch transactions - additional selection criteria’ panel appears.
3. Use the fields provided to select the transactions you want to print. This panel is an extension of the preceding `List batch transactions selection criteria' panel, in that any selection criteria entered there govern the selections made here. This is why there are no fields on this panel for ***Entered by user*** or ***Date entered*** – fields which appear on the `List batch transaction selection criteria' panel.

Working with installments

Installments for batch transactions work the same way as installments for regular transactions. For more information, see “Calculating installment payments” and “Accounting for installment transactions”.

Option 3. Short Invoice Entry (AM5M10)

Use this option on the Transaction Entry Tasks menu to enter personal ledger transactions such as invoices and credit notes without using the main `Transaction entry' system.

Before using this option, you should become familiar with the main transaction entry system. For more information, see “Option 1. Work With Transactions (AM5M10)”.

Understanding this option

Short invoice entry simplifies transaction entry by taking advantage of default values. The only fields displayed are those for which default values are not available.

The following table shows the combinations of charge, unit and nature entries you can use in short invoice entry.

Table 3-8. Charge/unit/nature processing rules

Charge		**Unit**		**Nature**	
Enter	**Action**	**Enter**	**Action**	**Enter**	**Action**
No	Accept	No	Originating unit	No	Reject
No	Accept	Yes	As entered	No	Reject
No	Accept	Yes	As entered	Yes	As entered
No	Accept	No	Originating unit	Yes	As entered
Yes	As entered	No	Originating unit	No	From charge
Yes	As entered	Yes	As entered	No	From charge
Yes	As entered	No	Originating unit	Yes	As entered
Yes	As entered	Yes	As entered	Yes	As entered

Using this option

When you enter option 3 on the Transaction Entry Tasks menu, The `Short invoice entry setup' panel appears. Use the fields provided and press **Enter**.

You can enter invoices in the local (financial division) currency, instead of the purchase order currency. See “Generating invoices in the local (financial division) currency”.

Fields

Financial division. The financial division within which the transaction was originated.

Transaction type. This must have the ledger class `Personal ledger', and be of a payable or receivable type.

Originating unit. Default unit for the transaction. If you leave the originating unit blank when entering a transaction, IFM uses the unit of division for the financial division (see “Creating a financial division” on page 8-12). If you leave the unit blank when entering a charge or general ledger line, IFM inserts the originating unit for the transaction.

Originating user. User who initiates the transaction. If the ***Check authority with*** field on the current administrative division financial data is 1=Originating user, you must enter a user ID (your own user ID or another ID, for example, the ID of your supervisor). The authority for the specified user is checked when the transaction is processed.

If the ***Check authority with*** field is 1=Creating user, an originating user is optional. When the transaction is processed, the authority of the user who initiates the processing is checked, regardless of the originating user.

Process option. The standard processing options are available. (See "Creating a transaction" on page 3-8 for details).

Process mode. This determines whether the specified processing is run interactively (while you wait) or submitted to run in background.

IFM takes you to the `Short invoice entry' panel.

To create a transaction, type the required values in the fields and press **Enter**. The transaction is added and the panel is re-displayed ready for you to add another transaction.

Entity. Entity associated with the transaction.

Total entered. Control value giving the total of the charge lines on the invoice. For an invoice, enter a positive value on this panel, even if the invoice is payable rather than receivable. In the case of payables, IFM automatically reverses the sign when it creates the transaction. For a credit note, enter a negative value.

Tax value. If you enter a tax value, IFM creates one tax line with this value.

Installment method (ID). The identifier of an installment method. An installment method tells IFM that you are going to settle an invoice in installments.

Apportionment. The apportionment to be used as a default for charge lines. If left blank, there is no apportionment. If an apportionment is referenced, you are not required to enter a charge, unit, nature, or value. The apportionment will use the 'Total entered' value, and apportion to the targets based on the apportionment criteria.

Date of document. Typically, the invoice date; also used as the date of supply. This field determines the exchange rate used for the transaction.

Effective date. Date used to post transaction.

Charge. Charge for a transaction charge line. You can enter as many charges as required. Always enter positive values except for credit notes. The value of this field will be defaulted from the personal account, if a default charge code exists for that account. You can override the default.

Unit. Unit receiving the charge.

Nature. Nature receiving the charge.

Value. Value of the charge.

Option 4. Short Cash Entry (AM5M10)

Use this option on the Transaction Entry Tasks menu to enter batches of cash transactions without using `Transaction entry'.

Before using this option, you should become familiar with the main transaction entry system. For more information, see “Option 1. Work With Transactions (AM5M10)”.

Understanding this option

Short cash entry can be used for cash payments and receipts, and allows you to allocate these to personal accounts either manually or automatically.

Short cash entry simplifies transaction entry by making full use of default values from the cash book, ledger, and other files in the system. Most of the fields for which there are defaults are not available.

Using this option

When you enter option 4 on the Transaction Entry Tasks menu, IFM takes you to the `Short cash entry setup' panel. On this panel you need to enter details of the type of cash transactions to be entered and the details of the batch to which they belong.

Batch totals

The batch of cash transactions may only be processed if the control values you enter on the setup panel match the actual values calculated by the system. Typically, you would use a calculator to work out the total value for the transactions you intend to enter in the batch.

Processing options

The default values for the ***Process*** fields are taken from your user defaults. Your user defaults also specify whether or not you are allowed to change the default values that you have been assigned. Any changes that you make are temporary – they do not change the values on your user defaults. You can request the specified processing to be performed when you exit the ’Allocations’ panel (UANZPVR).

Fields

Following are the fields for the ’Short cash entry setup’ panel. On this panel you need to enter details of the type of cash transactions to be entered and the details of the batch to which they belong.

Transaction type. This must have the ledger class `Cash book'. All transactions entered in the batch will be of the same type.

Originating user. User who initiates the transaction. If the ***Check authority with*** field on the current administrative division financial data is 1=Originating user, you must enter a user ID (your own user ID or another ID, for example, the ID of your supervisor). The authority for the specified user is checked when the transaction is processed.

If the ***Check authority with*** field is 1=Creating user, an originating user is optional. When the transaction is processed, the authority of the user who initiates the processing is checked, regardless of the originating user.

Auto cash allocation?. This field only affects cash transactions on which an entity is specified. It specifies whether the cash transactions entered by the user will make use of the automatic cash allocation facility. For more information, “Option 6. Apply Cash Receipts To Invoices (AM5M10)”.

Option 1 ‘Auto allocate' will create any allocation lines and then process the batch in accordance with your current processing options. Option 2 `Auto-allocate, no process' will create allocation lines but not process the transaction, regardless of the processing options.

Process option. The standard processing options are available. (For more information,“Option 1. Work With Transactions (AM5M10)”).

Process mode. This determines whether the specified processing is run interactively (while you wait) or submitted to run in background.

Processing your allocations

Having completed the required details on the ’Short cash entry setup’ panel, press **Enter**. IFM takes you to the first `Allocations' panel (UANZPVR). Type the required values in the fields and press **Enter**. IFM creates the transaction and then clears the fields for you to enter another transaction. This last action depends on the allocation mode selected.

When you enter all the required transactions, do one of the following:

- Use **F9** to exit and process the batch according to your current processing options.
- If the batch does not process due to a control total error, you can use **F15** to work with the batch transactions, or **F12** to return to the "Short cash entry setup’ panel and change the batch totals.
- **F3** exits without processing the batch.
- **F17=Selection** shows the ’Allocations’ panel (YAJ4PVR) that allows you to enter selection criteria. Type in the desired selection parameters and press **Enter**.

If any of the transactions fail validation, you must use the main `Work with transactions' panel to investigate the errors. See “Option 1. Work With Transactions (AM5M10)”.

Fields

Following are the fields for the ’Allocations’ panel (UANZPVR).

Transaction number. Number that is assigned to the transaction created for this cash receipt. This is a required value that is controlled by the transaction control record. The transaction control record either generates a number automatically or allows you to enter the number.

Allocation entity ID. The entity ID for the settlement/allocation lines. This is a required field. Enter only valid entity IDs. You will not be able to post the transaction until you have entered a valid entity ID.

Cash value. Enter the value of the cash receipt. This is a required field.

Their reference. User defined field, such as deposit, date, or number.

Allocation mode. Determines the type of allocation processing. This is a required field. Values are 1=Allocate, 2=Match invoice, or 3=Do not allocate.

- If you enter 1 to Allocate, provided you have entered an entity id, IFM shows another `Allocations' panel (UANREFR). This panel contains the previously entered data and the open invoices/transactions for the entity.
- If you enter 2 to Match invoice, IFM shows the 'Allocations' panel (UANREFR) in Match mode, which allows you to enter specific transaction numbers to match against. The transaction number is validated, the allocation is processed, and discount amounts are performed. Any lines with errors are highlighted with an error message.

  Press **F4=Prompt** on the ***Settlement line transaction number*** field to select a record. The 'Select open invoices' panel (YAOADFR) is displayed. Press **Enter** after selecting a record, and you return to the 'Allocations' panel (UANREFR). You can then enter another cash receipt transaction.
- If you enter 3 Do not allocate, the transaction is created, and you remain on the same screen.

After entering all short cash allocations without errors, the 'Allocations' panel (UANZPVR) shows a message stating that the transaction has been created.

Function keys

F3=Exit. Returns you to the previous menu.

F9=Exit & process/allocate. Returns you to the previous menu and process the batch for all entered transactions. The batch control totals must be correct to exit.

F12=Cancel. Cancel the transaction and return to the 'Short cash entry setup' panel (YALIPVR).

F15=Work with batch. Shows 'Work with batch transactions' panel (YACODFR).

Fields

Following are the fields for the 'Allocations' panel (UANREFR). This panel is displayed if an allocation mode of 1 or 2 is entered on the 'Allocations' panel UANZPVR.

Transaction number. Number that is assigned to the transaction created for this cash receipt. This value is defaulted from 'Allocations' panel UANZPVR.

Allocate from entity. The ID of the entity from which cash will be allocated to the selected settlement lines.

Allocate to entity. The entity ID for the settlement/allocation lines. This is a required field whose value is defaulted from 'Allocations' panel UANZPVR.

If you allocate from a Type 1 allocation entity with multiple members, the value for the 'Allocate to entity' will be blank and the description will indicate '*Multiple.' Use **F17=Selection** to select the member entities to which you want to allocate. The new value for the entity ID overwrites the value from 'Allocations' panel UANZPVR.

Cash value. Value of the cash receipt. This is a required field whose value is defaulted from 'Allocations' panel UANZPVR.

Allocation mode. Determines the type of allocation processing. Values are 1=Allocate or 2=Match invoice. The value is defaulted from 'Allocations' panel UANZPVR.

Value to allocate/Remaining. The 'Value to allocate' is the amount to be allocated. The value is calculated automatically by the system. You can either reduce or increase this value, but transaction posting will fail for 1) a cash receipt with a negative value in the 'Value to allocate' field and 2) a cash payment with a positive value in the 'Value to allocate' field. The 'Value remaining' is the amount yet to be allocated.

Value allocated/Discount. The 'Value allocated' is the amount allocated so far. The 'Discount' is the sum total of all discounts allowed.

Select transaction. If you enter a record, select only the records matching this transaction number. The default value is blank, which means all records will be shown. This action is only available for 1=Allocate.

Function keys

F4=Prompt. **F4** only functions when the Allocation mode is 2=Match invoice. If so, pressing this function key shows the 'Select settlement line for cash receipt' panel (YA0ADFR). Use this panel to select transactions that have an outstanding balance.

Enter **1** next to the desired invoice number. The system returns you to the 'Allocations' panel (UANREFR).

Enter **5** to display next to the desired invoice number. The system takes you to the 'Settlement line' panel (YATCD1R).

F12=Cancel. This function key returns you to the 'Allocations' panel (UANREFR).

F14=Toggle entity/due date. Allows you to toggle between views of the panel. If the due date field is displayed on the panel and you press **F14=Toggle entity**, the due date field is replaced by a field displaying the entities associated with the settlement lines. If the entity field is currently displayed on the screen and you press **F14=Toggle due date**, the entity field is replaced by a field displaying the due dates associated with the settlement lines.

F17=Selection. This function key takes you to the 'Allocations - Selection criteria' panel (YAJ4PVR).

Option 5. Short Journal Entry (AM5M10)

Use this option on the Transaction Entry Tasks menu to enter general ledger journals without using the main transaction entry function. A general ledger journal is a transaction comprised only of general ledger lines.

Understanding this option

Before using this option, you should become familiar with the main transaction entry system. For more information, see “Option 1. Work With Transactions (AM5M10)”.

Using this option

When you enter option 5 on the Transaction Entry Tasks menu, IFM takes you to the `Short journal entry setup' panel.

Fields

Financial division. The financial division within which the transaction was originated.

Transaction type. This must have the ledger class `General ledger'.

Originating unit. Unit initiating the transaction. It must be within the same financial division as the transaction. This is the default unit for general ledger posting if no unit is specified on the transaction lines. If this field is left blank, the originating unit defaults from the financial division.

Originating user. User who initiates the transaction. If the ***Check authority with*** field on the current administrative division financial data is 1=Originating user, you must enter a user ID (your own user ID or another ID, for example, the ID of your supervisor). The authority for the specified user is checked when the transaction is processed.

If the ***Check authority with*** field is 1=Creating user, an originating user is optional. When the transaction is processed, the authority of the user who initiates the processing is checked, regardless of the originating user.

Process option. The standard processing options are available. (See “Creating a transaction” on page 3-8.)

Process mode. This determines whether the specified processing is run interactively (while you wait) or submitted to run in background.

When you complete the field information on this panel and press **Enter**, the ‘Short journal entry panel’ appears for you to create the journal transaction. Use the fields provided and press **Enter**.

Transaction narrative. Information about the transaction.

General ledger value. Enter a control value showing the total of the credits and debits for the transaction.

Total debit value. Value of the debits you have entered.

Total credit value. Value of the credits you have entered.

Net balance. Balance of the debits minus the credits you have entered.

Use the following fields to enter the journal lines for a transaction:

Unit. Unit to which the journal line is posted. If you leave this field blank and this is the first line you are entering, the originating unit is the default. If you leave this field blank and this is not the first line, the unit defaults from the preceding line.

Nature. Nature to which the journal line is posted. You must enter a nature if this is the first line you are entering. If this is not the first line and you leave this field blank, the nature defaults from the previous line.

Debit amount. Debit amount posted to the unit/nature. You cannot enter both a debit and a credit.

Credit amount. Credit amount posted to the unit/nature. You cannot enter both a credit and a debit.

Processing the transaction. To process the transactions you entered in this session using the process option on the ‘Short journal entry setup’ panel, use **F9=Exit** and process. The ‘Short journal entry setup’ panel appears.

Working with transactions. To work with the transactions you entered in this session, use **F15=Transactions**. The ‘Work with transactions’ panel appears. You can also use **F17=Selection** to select other transactions to work with.

Option 6. Apply Cash Receipts To Invoices (AM5M10)

Use this option on the Transaction Entry Tasks menu to allocate cash received. This reduces the outstanding receivable balances.

Understanding this option

What is allocation?

Allocation is the process of reducing outstanding balances, as represented by unsettled settlement lines, by matching them to the available funds (such as cash or credit notes) or offsetting them against settlement lines of the opposite sign.

You can use the following IFM methods for performing allocation:

- This menu option
- Main transaction entry system
- Short cash entry system
- Adjusted cash entry for bank files

Which of these you use depends on your working practices. For example, allocation may be the responsibility of one individual who uses this menu option. Alternatively, it may be appropriate for each cash transaction to be allocated as it is entered.

In addition, the automatic payments system create allocations for those payable settlement lines which it settles.

Which transactions are involved in allocation?

Allocation involves three types of transactions:

- personal ledger transactions having an outstanding settlement balance, such as an invoice which has not yet been paid.
- cash book transactions having an allocation balance, which represents cash paid and received in settlement of debts.
- personal ledger transactions without settlement lines, such as credit notes (some credit notes may have settlement lines).

What is an allocation line?

Allocation lines associate a settlement line with the cash transaction or credit note which settles it. Allocation lines can associate any two transactions involving the same entity, provided that one has an allocation balance and one has an outstanding settlement balance. One transaction can be allocated to any number of settlement lines on any number of transactions, and one settlement line can be offset by any number of allocation lines from any number of transactions.

Using this option

When you enter option 6 on the Transaction Entry Tasks menu, IFM takes you to the `Allocate posted cash' panel. From here, you can:

- Work with allocations
- Allocate from one entity to another
- Allocate to multiple entities
- Post allocation lines

Working with allocations

The `Allocate posted cash' panel (YAR6DFR) shows you all of the transactions in the current ledger with an outstanding allocation balance.

To work with allocations:

1. Take option 12 `Work with allocations' on the transaction you want to allocate on the 'Allocate posted cash' panel (YAR6DFR). The 'Allocations' panel (YAVPDFR) appears.
2. The lower half of the panel shows you all of the unsettled settlement lines in the current financial division which pertain to the same entity as the transaction you have chosen to allocate. You can use F14 to toggle between views of the panel; you can see either a field with due date or a field with entity for the settlement lines. The upper part of the panel shows you the entity concerned, the selected transaction and its total value to allocate. You have the option of reducing the amount to be allocated.

   Initially, the panel shows you only payables or receivables depending on the cash being allocated. For example, if the cash line value is positive, only receivable lines are displayed. You can use **F17** to change the initial selection criteria – for example, to offset payables and receivables or to allocate across the administrative division.

   The panel initially assumes that the ***From*** and ***To*** entities are the same unless you are allocating from a Type 1 allocation entity. You can change the ***To*** entity so that the cash from one entity is used to settle invoices for other entities. See "Allocating from one entity to another" on page 3-49.

   If you are allocating from a Type 1 allocation entity with multiple members, the value for the 'Allocate to entity' will be blank and the description will indicate '*Multiple.' For more information on allocating to multiple entities, see "Allocating to multiple entities" on page 3-50. For more information on defining allocation entities, see "Option 4. Work With Allocation Entities (AM5M63)" on page 8-74.

Automatic cash allocation

The simplest way to perform allocation is to request IFM to do it for you. To do this:

1. Take option 12 on the 'Allocate posted cash' panel (YAR6DFR). The 'Allocations' panel (YAVPDFR) appears.
2. Use **F13=Allocate all**. IFM allocates the `Value to allocate' against each of the currently selected settlement lines, starting with the oldest due date (that is, the line at the top of the list).

You can also perform automatic cash allocation by using option 17 on the `Allocate posted cash' panel (YAR6DFR). This facility is also available in the transaction entry and short cash entry systems.

Note: IFM will issue a warning message if you try to perform an automatic allocation on a Type 1 allocation entity with multiple members.

Functions

F21=Clear current allocations. IFM clears any allocations from the panel, allowing you to cancel or revise your allocations.

Options

Option 9 Allocate all. IFM allocates all of the value to allocate against a particular settlement line. If the value to allocate exceeds the settlement balance then this will cause an error. You can either type in the required value or clear the allocations.

You can use option 9 on more than one settlement line at once. For example, you could offset a settlement line against a credit note.

Option 15 Enter adjustments. IFM allows you to enter adjustments in the form of Write-Offs, Corrections and Debit notes. Adjustments can be made for either positive or negative amounts. Take this option against the allocation requiring adjustment, and use the `Enter adjustments' panel. You must have the task authority in order to do this.

Option 19 Clear balance. This option only applies to cross-currency allocations, that is, settlement lines that are in a different currency to the cash being allocated. It enables you to clear the settlement balance of a transaction even though, according to the current exchange rate, the allocated value is not sufficient.

For example, suppose that, having allocated a cross-currency settlement line, a small settlement balance remains. Taking option 19 will clear the remaining balance and also create an allocation line of type 4 `Gain or loss on exchange' to account for the change in exchange rate.

The system only allows this option if the implied exchange rate is within the current exchange rate limits. These are taken from the exchange rate set of the cash transaction whose value is being allocated.

Allocating from one entity to another

You can also use this panel to allocate cash from one entity to another. This is achieved by changing the ***Allocate to entity*** field. To do this:

1. Use **F17=Selection** on the ’Allocations’ panel (YAVPDFR). The ’Allocations - selection criteria’ panel (YAJ4PVR) appears.
2. Change the ID in the ***Allocate to entity - equal to:*** field, and press **Enter**. This field is input capable only if you are allocating from a Type 1 allocation entity. The ‘Allocations’ panel (YAVPDFR) appears.
3. To allocate from one entity to another, the `From' entity must be included in the `Allocation entity' file. Also, the `To' entity must be one to which the `From' entity is able to allocate. This is governed by the `Allocation entity' file. Some allocation entities can allocate to any other entity, and some can only allocate to the entities

included on their own member list. For more information, see "What is an allocation line?" on page 3-47.

Allocating to multiple entities

If you are allocating cash from a Type 1 allocation entity with a defined list of entity members, you can allocate to the entity members simultaneously. To do this:

1. On the 'Allocations' (YAVPDFR) panel, if your 'Allocate from entity' is a Type 1 allocation entity with multiple members, the value for the 'Allocate to entity' will be blank and the description will indicate '*Multiple.' Use **F17=Selection**; the 'Allocations - Selection criteria' (YAJ4PVR) panel appears.
2. Use **F4=Prompt** on the 'Allocate to entity' field. The 'Allocation entity members' (UAO9DFR) panel appears. This panel shows you all of the entity members belonging to the current Allocate from entity. Select the entity members to which you want to allocate cash. After you have made your selections, press **Enter**; this will highlight your selections on the screen. **F3= Exit** or **F12=Cancel** will return you to the 'Allocations' panel (YAVPDFR).
3. Settlement lines for all selected entity members will appear on the 'Allocations' (YAVPDFR) panel. Allocate cash and post allocations as usual.

Functions

The following function keys appear on the 'Allocation entity members' panel (UAO9DFR):

F13=Clear/Select all. This function key allows you to either choose all possible entity members or to clear the selections you have made.

Note: All entity members are pre-selected; that is, the first time you go to this panel, all records will be selected.

F15=Selected/all. This function key allows you to toggle between views for this panel. The 'Selected' view shows you only the entity members you have selected. The 'All' view shows you all of the entity members associated with the current 'Allocate to entity.'

F17=Selection. This function key takes you to the 'Allocation entity member' panel (YAVPPVR). On this panel you can select which entity members will be displayed on the 'Allocation entity members' panel.

Options

The following options appear on the 'Allocation entity members' panel (UAO9DFR):

Option 1 Select/deselect. This option allows you to choose an individual entity member or to remove an individual entity member from your selection list.

Option 5 Display. This option takes you to the 'Allocation entity (Display)' (YAVOD1R) panel, which shows you detailed information about the entity member.

Option 20 Narrative. This option takes you to the 'Display narrative' (YAEIDTR) panel, which shows you any narrative text associated with this entity member.

Posting allocation lines

To process the allocation lines you have created:

1. Take option 9=Process allocation lines next to the relevant transaction on the ‘Allocate posted cash’ panel (YAR6DFR).
2. IFM posts the allocation lines and updates the transaction. When posting the cash adjustments, IFM checks the period on the Cash Receipt transaction header. If that period is open for the General Ledger, the G/L lines are posted to that period. If that period is closed, IFM will post the G/L lines to the next available open period.

To process the allocation lines you have created and post them to a specific period:

1. Take option 10=Process for period next to the relevant transaction on the ‘Allocate posted cash’ panel (YAR6DFR). The ’Allocation period’ panel (YATRPVR) appears.
2. Enter the posting period.
3. IFM posts the allocation lines and updates the transaction. The general ledger lines that are created are posted to the period you selected.

Option 7. Work With Payment Lists (AM5M10)

Use this option on the Transaction Entry Tasks menu to automatically generate payments and to endorse received checks and issue checks for the remainder of the settlement value.

For information about check auditing, see “Option 11. Audit Check Numbers (AM5M35)”.

Understanding this option

How are payments generated?

Figure 3-7 shows the stages of the automatic generation of payments.

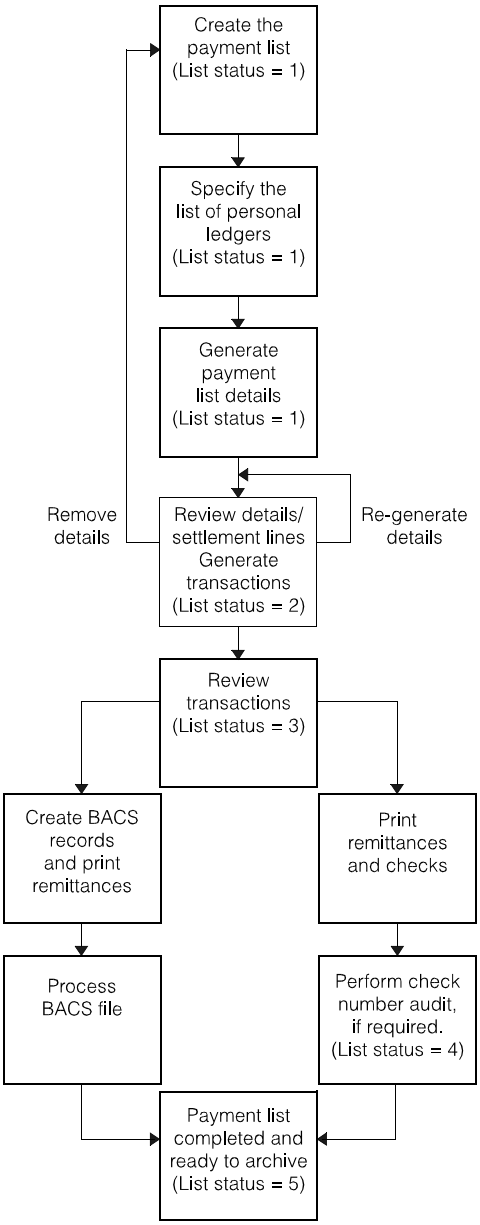


Figure 3-7. How payment lists are processed

First you create a payment list specifying the personal ledgers from which IFM extracts the payments due. IFM can then generates the payment list details, that is, the individual payments associated with a payment list.

The payment details, which can be reviewed on-screen or by printout, show the value of each payment, the total value of all the payments, and all of the settlement lines. As you review payments, you can:

- Cancel or confirm individual payments
- Cancel or hold the entire payment list
- Regenerate the payment list to take account of any changes
- Override the value which IFM has calculated for the payment

Note: A rounding difference may exist if the payment currency is not the same as the cashbook currency.

When you are satisfied with the contents of the payment list, you can generate the payment transactions and print the checks or generate the electronic funds transfer records.

Generic payment files

When IFM generates payments (when you select 6=Print/generate payment on the 'Work with payment list' panel), it creates the generic payment files used to create the payment document or payment file in the appropriate format. In most cases, the IFM cash records need to be updated with the check numbers and other references. This is done using an API (application program interface) that protects the IFM database.

Notes:

1. When you set up Document Type, you must set Document Use = 4 and Payment Function=UAWNXFR, UAWOXFR, UAWPXFR, or UAWQXFR.
2. When you set up the settlement method, you must create a Remittance Document Type and a Cheque/note Document Type. Cheque/note Document Type should match Document Type from note 1, above.
3. When you set up an entity, you must use the settlement method created in note 2 for Personal Account Data information.

A generic payment file has three types of information:

- Information about the total payment to an entity. For example, the entity name and address, entity bank account and the note amount.
- Information about individual invoices settled by the payment. For example, the invoice number, invoice date, gross payment amount, cash discount and net payment amount.
- Bank instructions associated with the payment.

The programs that convert the generic payment files into payment document files are provided by IFM or are created locally (see "Option 9. Work With IFM Generic Programs (AM5MA0)"). A program is associated with each document type (see "Option 2. Work With Document Types (AM5M68)") and a document type is associated with each settlement method (see "Option 7. Work With Settlement Methods (AM5M64)").

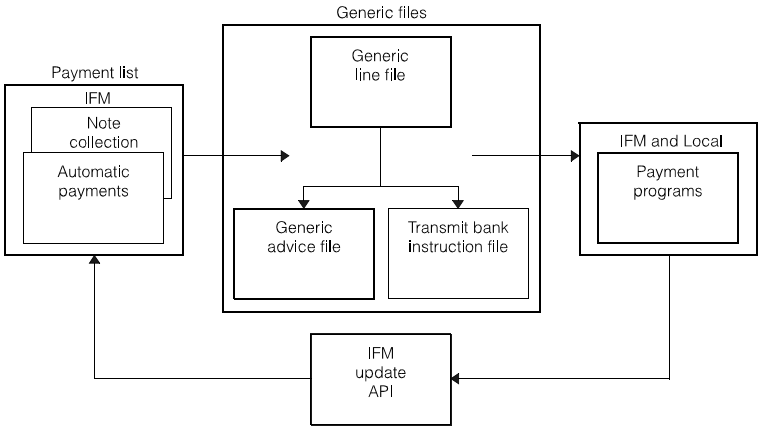


Figure 3-8. Generic payment files

Copying and reversing a transaction from a payment list

If the transaction you select is created from a payment list, there may be an issued check associated with that transaction. To validate, the deferred check must be a status 2=Issued, otherwise, you will not be allowed to copy/reverse this transaction.

The copy option is not allowed for this transaction. An error message displays if you try to copy this transaction.

If you select the copy/reverse option, you can continue with the current processing. This function will do the following processing automatically:

- Reset deferred check status to 6=Void
- Create a copy/reverse of the deferred check with a status of A=Offset. Link this new check to the new reverse transaction cash line.

Generating payments in country-specific formats

To generate payments in German, Austrian and Swiss formats, you can use the programs provided by IFM or programs developed locally. The programs are used to convert generic payment file records into payment document files (tape and disk files for Germany and tape files for Austria and Switzerland) when you select 6=Print/ document on the ‘Work with payment lists’ panel.

The bank account numbers for the country-specific files need to be in a specific format. See “Formats for country-specific payments”.

For more information, see “Option 9. Work With IFM Generic Programs (AM5MA0)”, “Option 7. Work With Settlement Methods (AM5M64)” and “Option 2. Work With Document Types (AM5M68)”.

Using this option

When you enter option 7 on the Transaction Entry Tasks menu, IFM takes you to the `Work with payment lists' panel. This shows you all the payment lists which have been

created to date, with the most recently created at the top of the list. From here, you can:

- Create or change payment lists
- Hold or cancel payment lists
- Specify payment list ledgers
- Generate payment list details (with or without diagnostics)
- Review payment list details
- View payment list totals
- Review payment list detail settlement lines
- Generate transactions
- Print checks and remittances
- Confirm check runs
- Redirect (split) payment lists based on payment amounts, postal codes, and so forth.

Figure 3-9 shows you the payment list main panels.

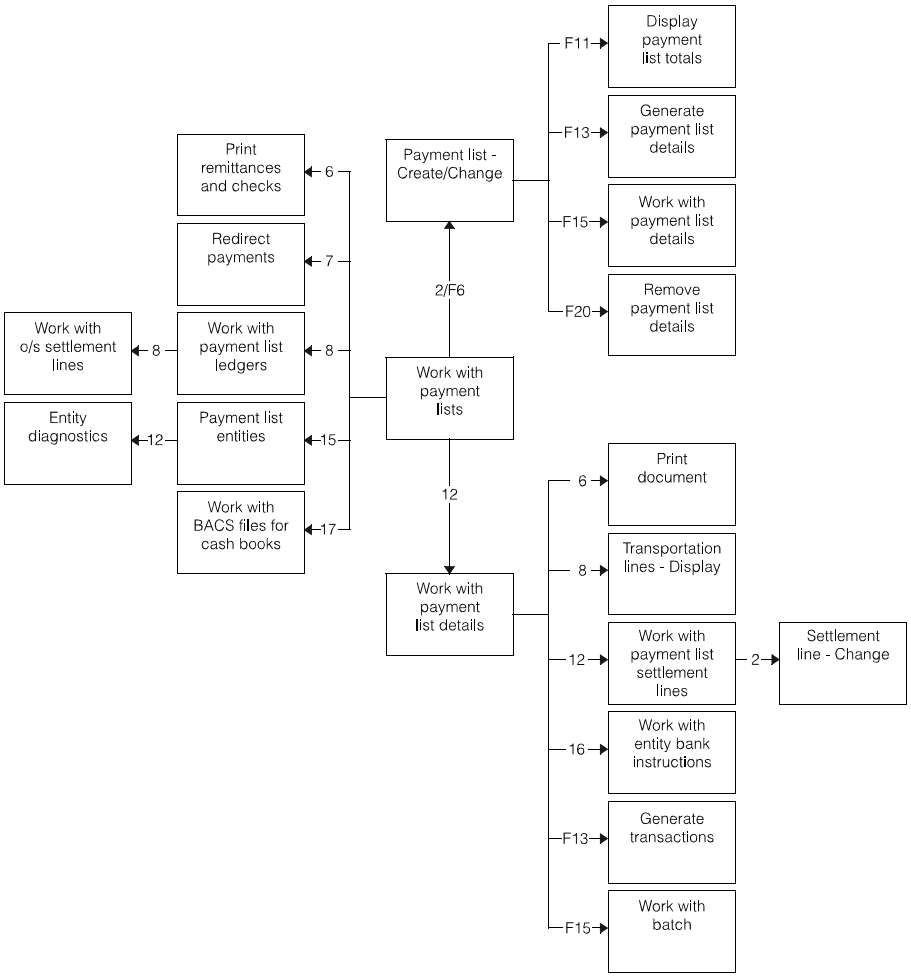


Figure 3-9. Working with payment lists - main panels

Creating payment lists

To create a payment list:

1. Use **F6=Create** on the 'Work with payment lists' panel. The 'Payment list - Create' panel appears.
2. Using the fields provided, enter details of the new list and press **Enter**. IFM creates a new payment list record with the status `New'. You can change any of its details and also hold or cancel the list.
3. After entering a new payment list, IFM automatically takes you to the `Work with payment list ledgers' panel for you to select the ledgers from which the payment due are extracted.

Fields

Payment list id. The identifier is automatically assigned by IFM.

Payment list status. Current stage of list processing, automatically updated by the system.

1 New. You can change any of the information on a New list.

2 Details generated. A detail corresponds to an individual payment. For a list with a 2 status, you can review the details and their associated settlement lines before generating transactions.

3 Transactions generated. For a list with a 3 status, you can view, but not change, the details of the list. The next stage is to generate the associated checks or electronic funds transfer payments, after which the list status changes to Printed or Complete.

4 Printed. Payments have been generated for one or more settlement methods which require a check number audit to be performed. In this case, the payment list is only complete when all the checks have been accounted for.

5 Complete. Once the payment list has been fully processed its status changes to 5. Completed payment lists are archived during the next archive run.

Held?. You can hold a payment list at any time, whatever its status. While it is `Held', it cannot be processed any further. Normally you would only hold a payment list temporarily, for example, to prevent transactions from being generated until all the settlement lines have been reviewed.

Cancelled?. You can only cancel a payment list with a status of New. A cancelled list cannot be processed any further and is archived during the next archive run. Once the details of a list have been generated, you can only cancel it after removing the list details. This changes list status to New. Once you have generated the transactions for a payment list, it cannot be cancelled.

Settlement selection date. The date by which IFM determines whether or not a given settlement line will be paid. The default is today's date. Settlement lines are selected for payment, provided that their settlement dates (not due dates) are on or before the specified date.

Discount date. This field determines how much settlement discount is to be taken on each selected settlement line. This is normally the same as the settlement date. However, you may enter an earlier date in order to claim extra discounts. The default is today's date.

Transaction/cheque date. Enter the date which you want as the effective date of all generated transactions. In the case of check payments this will also be the date that is printed on the checks.

Deferred payment. This field indicates whether the payment list you are creating should be handled via deferred check handling. The following values are valid:

0 No. (Default) Do not use deferred check handling.

1 Yes. Use deferred check handling. If this field is set to yes, the checks generated from the payment list processing can be postdated. The 'Deferred Payment' (Create) panel appears.

Note: If you try to decrease the override amount less than the endorsed checks total, a warning message appears. The warning message allows you to continue with the changes so that later you can select more endorsed checks. When you try to generate transactions, an error will stop you from continuing.

Payment due date. The date that the check can be deposited by its recipient for its full face value (undiscounted).

Discountable selection. This field determines whether a payment list contains only discountable payments or non-discountable payments, or both discountable and non-discountable payments.

Cash book. This field defaults to the cash book specified in your user defaults. It supplies the bank account from which the payments is drawn. It also determines the default transaction type for payments, the currency in which payments are made, and the minimum and maximum amounts for which auto-payments are normally made.

Settlement method. The settlement method determines the medium by which payments are made (check, electronic funds transfer or UK BACS) and whether or not a check audit is required. IFM uses the settlement method of the cash book as a default (provided this settlement method allows auto-payments). Only settlement lines which refer to this settlement method are selected.

Cashbook Currency. Currency of the cash book for this payment list. This field is display only.

Payment currency. Currency in which the payments will be made. This field is required and defaults to the cashbook currency. The default can be overridden with any valid currency ID.

Payment exchange rate set. The system requires an exchange rate set to calculate the payment currency. The default is taken from your user ID, but can be overridden. If your user ID does not contain an exchange rate set, the 'Prompt for values' panel appears on which you must specify an exchange rate set to be used for the payment list.

Payment exchange rate. This is the exchange rate used to convert payment currency to financial division currency.

Multiplier/divider?. Shows whether the exchange rate used to convert from the financial division currency to the payment currency is a multiplier or a divider. Possible values are:

1 Multiplier. Payment currency times rate equals financial division currency.

2 Divider. Payment currency divided by the rate equals financial division currency.

Notes:

1. No entry is allowed in payment exchange rate or multiplier/divider? if payment currency is the same as financial division currency.
2. If one of the following fields is entered, all are required: ***Payment exchange rate set***, ***Payment exchange rate, Multiplier/divider?***.
3. An override exchange rate is not allowed if the payment currency and the financial division currency are both euro-participating, or if either currency is euro-participating and the other is the euro. See Table 3-3 on page 3-12 for further information
4. An override exchange rate is not allowed if the multi-currency flag on the Administrative division file is ‘no.’

Default list detail status. This default status provides a default value for each payment list detail when it is first generated. You can specify a default value of `Confirmed' or `Held'. Once a `Held' payment detail has been generated, you must change its status to either `Confirmed' or `Cancelled'.

Originating user. User who initiates the transaction. If the Check authority with field on the’ Administrative division financial data’ panel is 2=Creating user, this field shows your own user ID. If the field is set to 1=Originating user, you can enter your own ID or the ID of any IFM user. To fully process the payment list when financial division security is active, the originating user must have authority to both enter and post transactions in the required financial divisions.

Transaction type. This is the transaction type for the payment list, and is defaulted from the cash book. You can only change it at the time that you request transactions to be generated.

Functions

F3 ‘Exit’ or **F12 ‘Cancel’.** Returns you to the ‘Work with payment lists’ panel.

F4 ‘Prompt’. Displays the possible values for each field.

F7 ‘Previous’ and **F8 ‘Next’**. Allow you to move between the two ‘Payment list - Create’ panels.

F14 ‘Narrative’. Allows you to enter or edit narrative text. A ‘Narrative maintenance’ panel appears, either displaying previously entered narrative information or blank for new narrative information.

Specifying payment list ledgers

The second step in creating a payment list is to specify which personal ledgers you want it to include. You cannot generate payment list details until you specify at least one personal ledger.

When creating a payment list, IFM automatically takes you to the `Work with payment list ledgers' panel. You can also access this panel by taking option 8 `Payment list

ledgers' on the `Work with payment lists' panel, or by using **F21 Work with list ledgers** on the `Payment list – Change' panel.

The `Work with payment list ledgers' panel shows you a list of all the available personal ledgers which satisfy the following conditions:

- Belong to the current administrative division.
- Belong to a financial division to which you (or the user who authorizes your transactions) are authorized.
- Allow auto-payments.

This panel has two display modes – one showing all the ledgers and another showing only those ledgers which are part of the current list. To toggle between these two modes, use **F11=Selected/All**. Ledgers which are part of the list are highlighted.

To add a ledger to the list, take option 1 `Include/Exclude toggle' on the ledger you want to include. IFM adds the ledger to the list and highlights it. If you repeat the same procedure on the same ledger, the ledger is excluded from the payment list.

From the ’Work with payment list ledgers’ panel, you can also determine which settlement lines you wish to be included in a given payment list:

1. Take option 8 `Settlement lines' against the ledger whose settlement lines you want to review. The ’Work with outstanding settlement lines’ panel appears.
2. This panel shows you the outstanding settlement lines for the current ledger, which use the same settlement method as specified for the current payment list.

You can use the **F11=Include/exclude** to toggle between two different views of the displayed settlement lines. You can view all the settlement lines for the current ledger (restricted only by settlement method, as mentioned above) or just those which are included in the current payment list.

Taking option 1 against a settlement line changes its status from included to excluded or vice versa. Included settlement lines are highlighted and excluded settlement lines are not. It also changes the status of the payment list to a ‘2’.

Generating payment list details

Once you are satisfied with a payment list and its associated list of personal ledgers, you can generate the payment list details:

1. Take option 2 `Change/Generate' on the list whose details you want to generate on the ’Work with payment lists’ panel. The ’Payment list - Change’ panel appears.
2. Use **F13=Generate**. The ’Generate payment list details’ panel appears.
3. Press **Enter** to confirm.

Because the generation may take some time, you may want to submit it to batch using the `Process mode' field. While the submitted job is running, the payment list is locked and cannot be changed. Provided that the generation completes successfully, the status of the list changes to `Details generated'. A personal account is included in a payment list if its personal account status allows new allocations and auto-payments.

A settlement line is eligible for payment if it:

- Is posted and has a credit settlement balance outstanding.
- Has a settlement date equal to or earlier than the payment date.
- Has a settlement status is `Pay automatically' or `Force autopayment'.
- Is in the same currency as the cash book from which payments are to be drawn.
- Is not in use by another payment list or by the manual allocations facility.

When the cash book requires Payee name grouping, payment list detail records are created with the Payee name and Entity name as part of the file.

The ***Payee name*** field uses the following information based on the grouping option:

1. Group payments by Entity number (option 1). Uses the Payee name from the Entity data file.
2. Group payments by Payee name (option 2). Uses the Entity name from the Transaction header file; however, if blank, uses the Payee name from the Entity data file.

The ***Entity name*** field is always the Entity name from the Entity file.

See “Creating cash book details” for additional information on selecting and grouping combinations for check printing,

Aggregated payments. If an entity has more than one personal account in a payment list, the payments for the accounts may be aggregated. Each personal account specifies if it is eligible to be aggregated. The `Payment list detail – Change or Display' panel shows you if a particular payment represents the aggregate of more than one personal account.

Using diagnostics. If the generation of payment list details results in unexpected payments or errors, you may find it useful to regenerate the payment list with diagnostics.

1. Take option 2 `Change/Generate' on the list whose details you want to generate on the ’Work with payment lists’ panel. The ’Payment list - Change’ panel appears.
2. Use **F13=Generate**. The ’Generate payment list details’ panel appears.
3. Enter **1**`Yes' in the ***Produce diagnostics?*** field.
4. Press **Enter** to confirm.

To review diagnostics already generated:

1. Take option 15 `Diagnostics' next to a payment list on the ‘Work with payment lists’ panel. The ’Payment list entities - Display’ panel appears.
2. Take option 15=Display diagnostics next to an entity. Review the diagnostic messages to determine which settlement lines were accepted or rejected, and why.

Changing payment list details

Once the status of the payment list has changed to `Details generated', you can review its details:

1. Take option 12=Work with details on the required list on the ‘Work with payment lists’ panel. The ‘Work with payment list details’ panel appears.

   Each payment list detail represents a payment to an entity, with the amount to be paid derived from one or more settlement lines. As soon as a settlement line is included in a payment list, it is locked so that it cannot be paid twice. The lock also excludes manual allocation.
2. Take option 2=Change next to a payment list detail. The ‘Payment list detail’ panel appears.
3. Use the fields provided and press **Enter**.

Fields

Line status. Each payment list detail has a status of 1 `Confirmed', 2 `Held', 3 `Cancelled' or 4 `Printed'. When details are first generated, they are given a value of `Confirmed' or `Held' depending on the default specified when the payment list was created. The transactions for a payment list cannot be generated while any of its details are in `Held' status. You must decide whether to confirm or cancel the payment. `Confirmed' means that the payment is made. `Cancelled' means that the payment is not made and the associated settlement lines are unlocked once the transactions have been generated.

If a payment is generated that is outside the minimum or maximum specified by the cash book or personal ledger, the payment list detail is always held (even if the default status is `Confirmed). The status of these payments is not changed when you use **F11=Set all lines to default status** on the 'Work with payment list details' panel. You must take option 2 for a particular payment list detail and change its status on the 'Payment list detail – Change' panel to `Confirmed' or `Cancelled'.

Cashbook Currency. Currency of the cash book for this payment list. This field is display only.

Payment currency. Currency in which the payments will be made. This field is display only.

Payment exchange rate set. The system requires an exchange rate set to calculate the payment currency. This field is display only.

Payment exchange rate. This is the exchange rate used to convert payment currency to financial division currency. This field is display only.

Multiplier/divider?. Shows whether the exchange rate used to convert from the financial division currency to the payment currency is a multiplier or a divider. This field is display only. Possible values are:

1 Multiplier. Payment currency times rate equals financial division currency.

2 Divider. Payment currency divided by the rate equals financial division currency.

Endorsed checks. The sum of all deferred checks for the settlement displayed. This value automatically recalculates the amounts applied whenever any check or settlement is included, excluded, or overridden.

Actual settlement. This field shows you the actual (as opposed to calculated) settlement value of the payment list detail - unless the override value is lower, in which case the override value is displayed here. If required, you can reduce (but not increase) the actual settlement value to be paid. When checks are printed, the amount on the check is the settlement value that you enter.

If you reduce the settlement value, one or more of the associated settlement lines will be unpaid or partly paid. Any settlement discount associated with unpaid or partly paid settlement lines is not included in the payment. The system uses the due date of each settlement line to determine which lines to pay – the older the debt, the higher the priority.

Payment trans. narrative. For each payment list detail, you can enter up to 40 characters of text to be included in the narrative for the associated transaction.

Payment sequence no.. The payment sequence number determines the order in which checks are printed. Normally, you would only use this field to ensure that a specific check is printed first in a print run.

Payment due date. The date that the check can be deposited by its recipient for its full face value (undiscounted).

Selecting transmittal bank instructions for an entity

Under limited circumstances, you may need to use transmittal bank instructions. For example, if you electronically send note collection information to a bank, there may be requirements to include messages with the transmittal.

To select transmittal bank instructions for an entity, do the following:

1. Take option 12 `Work with details' on the 'Work with payment lists' panel. The `Work with payment list details' panel appears.
2. Take option 16 `Entity bank instructions' next to a line. The `Work with entity bank instructions' panel appears.
3. Select or deselect the instructions or use **F6=Create**. If you are creating a bank instruction, the 'Bank instruction' panel appears. Use the fields provided and press **Enter**. For field definitions, see "Option 3. Work With Bank Instruction Codes (AM5M66)".

Viewing payment list totals

To view totals after generating details of a payment list, do the following:

1. Take option 2 'Change/Generate' on the 'Work with payment lists' panel. The 'Payment list - Change' panel appears.
2. Use **F11=Display totals**. The 'Payment list totals - Display' appears.

   The fields on this panel show you the sum total values for the current payment list. These totals are derived from the corresponding totals for each payment list detail, which are in turn derived from the totals for each settlement line, displayed in payment currency. Whenever a change is made, each level automatically updates the next. The `Override settlement value' on the Payment list detail updates the Payment list totals only after transactions have been generated.

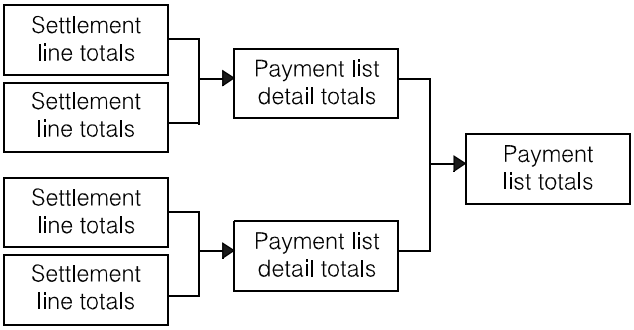


Figure 3-10. Derivation of payment list totals

Fields

Calculated settlement value (for payment list detail). The sum total of the Calculated settlement values of all settlement lines included in this payment.

Actual settlement value (for payment list detail). The sum total of the Actual settlement values of all settlement line included in this payment. At settlement line level, the Actual value defaults to the Calculated value, but can be reduced manually. For this reason, the Actual value may differ from the Calculated value.

Override value (for payment list detail). This defaults to the Calculated value, but can be reduced manually. Used if you sell a note to a bank at a discount. The Override value for the payment may not be sufficient to settle all of the associated settlement lines in full. In this case, when generating transactions, the system processes the settlement lines in line order, paying each its Actual settlement value until this is no longer possible. This may result in one partly paid settlement line and any number of unpaid settlement lines.

This value is automatically maintained by the system, for example to reflect changes arising from including or excluding outstanding settlement lines (via Payment list ledgers). However, once the Override value has been manually altered, automatic maintenance is discontinued.

Calculated settlement value (for payment list totals). The sum total of the Calculated settlement values of all payment list details included in this payment.

Actual settlement value (for payment list totals). The sum total of the Actual settlement values of all payment list details included in this payment.

Override value (for payment list totals). The sum total of the Override settlement values of all payment list details included in this payment, at the time transactions were generated.

Net amount. Actual settlement minus the actual discount.

Endorsed checks. The sum total of endorsed checks from all payment list details included in this payment

Checks issued. Net amount minus Endorsed checks.

Payment sequence. This field allows you to sequence payments of check printing by Entity number (1), Payee name (2), or Entity name (3) in automatic payment processing.

Group payments by. Use this field to sequence checks by groups, such as Entity number (1) or Payee name (2), in automatic payment processing.

See “Creating cash book details” for additional information on selecting and grouping combinations for check printing.

Reviewing payment list detail settlement lines

To review the settlement lines for each payment list detail, do the following:

1. Take option 12 on the relevant payment list detail on the ’Work with payment list details’ panel. The ’Work with payment list settlement’ panel appears.

   Settlement values are shown as converted to payment currency.

   If you decide that you do not want to include a particular settlement line in the payment, you can change its status to `held' or `manually':

2. Take option 2 `Change status' on the relevant settlement line. The ’Settlement line - Change’ panel appears.

   In the ***Payment status*** field, enter 2 `Manual' or 3 `Hold', and press **Enter**. IFM updates the settlement line status.

Having changed the status of a settlement line you should regenerate the payment list details to reflect the changes in the payment list.

Once you regenerate the payment list, any lines that you held or paid manually are no longer available. If you need to change the status of one of these settlement lines (for example, so that it is no longer held), you can do so using the personal ledger inquiry facility (for more information, see “Option 1. Personal Ledger Inquiry (AM5M70)”).

Regenerating payment list details. Until you generate transactions from a payment list, you can regenerate its details at any time by using **F13** on the `Payment list – Change' panel. For example, you may need to:

- Take account of any transactions that have been posted since you first generated the payment list.
- Remove any settlement lines from the payment lists whose status you have changed.

Removing payment list details. Until you generate transactions from a payment list, you can remove its details at any time by using **F20** on the `Payment list – Change' panel. Like generation, the removal of payment list details is submitted (performed `in batch'). Once the submitted job has completed, the status of the list changes back to `New' allowing you to change the payment date or cancel the payment.

Generating transactions

After reviewing the payment list details and finding that none of them are held, you can generate and post transactions.

Note: Generating and posting the transactions is the `point of no return'. Payment list transactions will be generated and posted regardless of how normal transaction processing options are set. Payment list processing cannot validate and expand. Make sure you have reviewed the payment list details, as described in the previous section, before you continue.

To generate and post transactions:

1. Take option 12 `Work with details' on the relevant payment list on the ’Work with payment lists’ panel. The ’Work with payment list details’ panel appears.
2. Use **F13=Generate transactions**. The ’Generate transaction from a payment list’ panel appears.
3. Use the fields provided and press **Enter**. IFM automatically creates and posts one transaction per payment, with one allocation line for each settlement line included in the payment. Each payment`s general ledger lines debit the personal ledger control nature and credit the bank account.

   The transactions are generated as a batch – the batch ID is shown on the `Payment list – Change or Display' panel.

Fields.

Transaction type. You can change the default transaction type for the generated transactions.

Payment currency. Currency in which the payments will be made. This field is display only.

Originating unit. The unit to which the transactions will be posted; for example, your department. The unit must allow postings and belong to the same financial division as the payment list.

Transaction/cheque date. Enter the date which you want as the effective date of all generated transactions. In the case of check payments this will also be the date that is printed on the checks. This field is display only

Printing checks and remittances

Once the transactions are generated, you can print the remittances and checks. The document types on the settlement method determine the content and layout of the checks and remittances. You should create your own document types to suit your organization's stationery and checks. If the settlement method does not specify a document type for remittances, no remittances are printed. See "Option 2. Work With Document Types (AM5M68)" for more information.

To print checks and remittances:

1. Take option 6 `Print/Generate payments' on the 'Work with payment lists' panel. If the settlement method has an auto-payment medium of 01 `Document', the `Print remittance advice and cheque' panel appears.
2. Specify the process mode and press **Enter** to start the print process.

When the printing is complete, the status of the payment list changes to either `printed' or `complete', depending on whether the settlement method requires a check number audit. If an audit is required, the status of the payment list does not change to `Complete' until all the checks in the print run have been accounted for. See "Option 11. Audit Check Numbers (AM5M35)".

Reprinting remittances. You have the option of reprinting the remittances for the whole payment list or for individual payment list details. This may be useful if there was a problem with the printer or if a payee has requested a duplicate copy of the remittance.

You cannot reprint checks or regenerate electronic funds transfer records for a payment list.

Reprinting all the remittances for a payment list.

1. Take option 6 `Print/Generate payments' on the 'Work with payment lists' panel. Provided that list status is greater than 3 `Transactions generated', IFM takes you to a reprint remittance and cheques panel.
2. Type the required values in the fields and press **Enter** to print the remittances.

Fields

Payment currency. Currency in which the payments will be made. This field is display only.

Reprint legend. This field specifies some text to be printed on the reprinted remittance. For example, you could print `DUPLICATE' on each remittance. The value of this field defaults from the settlement method.

Reprinting an individual remittance. Do the following:

1. Take option 12 `Work with details' against the required payment list on the 'Work with payment lists' panel. The 'Work with payment list details' panel appears.
2. Take option 6 `Print document' against the required payment list detail. The remittance is reprinted with the reprint legend (if any) specified by the settlement method.

Confirming a check run

Some settlement methods stipulate that a check audit must be conducted before payment processing is considered complete. If you have a payment list that type of settlement method, the list status of printed checks '4' (Printed) instead of '5' (Complete). This is the only situation which gives a list status of '4'. You can only change the status to '5' by confirming the check run. To do this:

1. Take option 13 `Confirm check numbers' against the payment list on the 'Work with payment lists' panel. The `Confirm check run' panel appears.
2. Locate the payment list line number you want, and follow the instructions at the top of the panel, pressing **Enter** to confirm checks for the payment list or using **F12** to cancel.

You can sequence payments of check printing by Entity number, Payee name, or Entity name. You can also group checks by entity number or payee name. See "Creating cash book details" for details.

Entering payment redirection (splitting) options

You can split a status 2 (Details generated) payment list into separate lists containing a subset of entities or invoices with certain characteristics. For example, invoices over or under a specified amount.

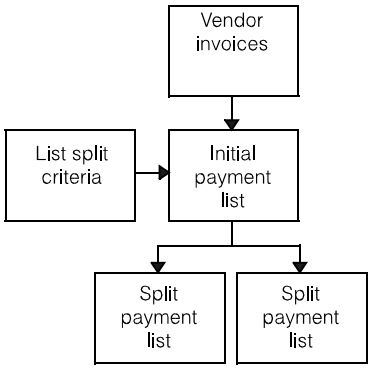


Figure 3-11. Example of payment list splitting

To enter payment redirection (splitting) options, do the following:

1. Take option 7 `Redirect payments' next to a payment list on the 'Work with payment lists' panel. The 'Enter payment redirection options' panel appears.
2. Using the fields provided and press **Enter**.

Fields

Type of redirection. One of the following is valid:

1 Entity total below specified amount. Used to isolate small payments. For example, you want to put checks needing one signature on a separate list.

2 Entity total above specified amount. Used to isolate large payments. For example, you want to put checks needing two signatures on a separate list.

3 Based on bank total payment. Payment of a fixed amount from a given bank. IFM removes the invoices up to a specified amount from the source list and put them on a separate list.

4 Entity postal code. Payment from a specific bank based on the payee's address. For example, you can increase the float time by paying east coast companies from west coast banks.

5 Selected invoices for an entity. Manually select invoices for an entity and move them to a separate payment list.

If type of redirection=1, 2 or 3/Total payment amount. Amount used to determine if a new payment list is created.

If type of redirection=1 or 2/Exclude from payment list. Specifies if the entities within the selection criteria are added to a new list or excluded from the existing list.

If new payment list, Enter Cash book/Settlement method. Defaults to the cash book specified in your user defaults, and supplies the bank account from which the payments are drawn. It also determines the default transaction type for payments, the currency in which payments are made, and the minimum and maximum amounts for which auto-payments are normally made.

The settlement method determines the medium by which payments are made (by check or electronic funds transfer) and whether or not a check audit is required. IFM uses the settlement method of the cash book as a default (provided that this

settlement method allows auto-payments). Only settlement lines which refer to this settlement method are selected.

Transaction/Cheque date. The date of the transaction. This date will also appear on the payment check. The default is today's date. This field is required.

Cashbook Currency. Currency of the cash book for this payment list. This field is for display only.

Payment currency. Currency in which the payments will be made. Default is the cashbook currency.

Payment exchange rate set. The system requires an exchange rate set to calculate the payment currency. The default is taken from your user ID, but can be overridden. If your user ID does not contain an exchange rate set, the 'Prompt for values' panel appears on which you must specify an exchange rate set to be used for the payment list.

Payment exchange rate. This is the exchange rate used to convert payment currency to financial division currency.

Multiplier/divider?. Shows whether the exchange rate used to convert from the financial division currency to the payment currency is a multiplier or a divider. Possible values are:

1 Multiplier. Payment currency times rate equals financial division currency.

2 Divider. Payment currency divided by the rate equals financial division currency.

Notes:

1. No entry is allowed in the ***Payment exchange rate*** or ***Multiplier/divider?*** fields if the payment currency is the same as the financial division currency.
2. If one of the following fields is entered, all are required: ***Payment exchange rate set***, ***Payment exchange rate, Multiplier/divider?***.
3. An override exchange rate is not allowed if the payment currency and the financial division currency are both euro-participating, or if either currency is euro-participating and the other is the euro. See Table 3-3 on page 3-12 for further information
4. An override exchange rate is not allowed if the multi-currency flag on the Administrative Division file is 'no.'

Process mode. This determines whether the specified processing is run interactively (while you wait) or submitted to run in background.

Selecting payment list details for redirection. If you choose 5=Selected invoices for an entity as the type of redirection, the 'Select payment list details - redirect' panel appears. This panel shows the details (entities) for a specific payment list. You can select entities whose invoices you want on a separate list or drill down (use 12=Settlement lines next to an entity) to select specific invoices for an entity.

Option 8. Other Accounts Receivable Transaction Entry Tasks (AM5M10)>>

Use this option on the Transaction Entry Tasks menu to go to the Other Accounts Receivable Transaction Entry Tasks menu (AM5M26). It contains the following options:

Option 1. Repeating Transactions (AM5M26) 3-71
Option 2. Lock-Box Cash Receipts (AM5M26) 3-74
Option 3. Generate Notes (AM5M26) 3-78
Option 4. Note Collection Lists (AM5M26) 3-83
Option 5. Create Interdivision Transfers (AM5M26) 3-95
Option 6. Clear In-transit Cash Items (AM5M26) 3-98
Option 7. Log Bank Return Information (AM5M26) 3-99
Option 8. Review Approval Lines - Current User (AM5M26) 3-100
Option 9. Review Approval Lines (AM5M26) 3-101
Option 10. Work With Transactions (AM5M26) 3-103

Option 1. Repeating Transactions (AM5M26)

Use this option on the Other Accounts Receivable Transaction Entry Tasks menu to view, create or change repeating transactions.

Before using this option, you should become familiar with the main transaction entry system. For more information, see “Option 1. Work With Transactions (AM5M10)”.

Understanding this option

What is a repeating transaction?

A repeating transaction is a `template' from which you can generate other similar transactions. The repeating transaction itself can never be posted.

Repeating transactions are useful for entering transactions which are repeated in a similar form on a regular or occasional basis like installment sales and rents.

If you have a monthly standing order, you can create a repeating transaction rather than entering the same transaction each month. On request, IFM will automatically create the transactions that are required for each month of the year. These transactions are then available to be processed in the regular way using the `Work with transactions' panel.

Using this option

When you enter option 1 on the Transaction Entry Tasks menu, IFM takes you to the `Work with repeating transactions' panel. From here, you can:

- Create a repeating transaction
- Generate transactions from a repeating transaction
- Process the generated transactions

Creating repeating transactions

To create a repeating transaction:

1. Use **F6=Create** on the 'Work with repeating transactions' panel. The 'Prompt transaction type' panel appears.
2. On this panel, specify the type and ledger of the transaction to be created. Transactions generated by the repeating transaction are given the same type and ledger. Press **Enter**.
3. When you press **Enter**, IFM takes you to the `Transaction header – Create' panel, for you to enter the transaction in the usual way. All the values that you enter will be copied to each transaction generated from the repeating transaction (except for certain fields such as the number and date of the transaction, which are updated for each newly-generated transaction).
4. Once you enter the new transaction and exit the `Work with transaction header' panel, IFM takes you to the `Repeating transaction' panel. Here you must specify the details concerning the frequency with which the transaction is to be repeated.

Fields.

Date of first posting. This field gives the date of the first transaction that will be generated for the repeating transaction. Initially, you can enter any date that you want in this field but you cannot change it once you have generated the first transaction.

Frequency.This field determines the frequency with which the transaction is repeated. You can choose from regular intervals of a day, a week, a month, a period, a quarter, a half year or a calendar year. For example, if you choose a week, then the second transaction generated will have a date one week later than the date you specified for the `Date of first posting'. Alternatively, you can specify an `ad hoc' frequency rather than a regular interval. This means that you will specify the dates of the transactions to be generated.

Date of next posting. Normally this field is updated automatically by the system and shows the date of the next transaction to be generated based on the frequency you have specified and the date of the previously generated transaction. However, if you specify an `ad hoc' frequency then you can enter the date that will be given to the transaction that will be created when you next generate transactions.

Change before repeat? If you know that the generated transactions will require some modification before they are processed you can use this field to indicate this. This option does not force modifications to be made to the transactions but it does mean that they have a Date of next posting generated with a status of `held'. It is recommended that you validate the transactions before repeating.

Generating transactions

To generate transactions for one or more repeating transactions:

1. Use **F9=Generate** on the 'Work with repeating transactions' panel. The 'Repeating transaction generation' panel appears.
2. Use the fields provided to select the repeating transactions for which you want to generate transactions. When you have entered all the required details, press **Enter**. IFM generates the transactions required.

Fields

Note: The system must use previously defined trading periods when generating these transactions. Because the system will automatically update the date of next posting, at least one trading period beyond the last transaction should be defined. For example, if you repeat the transaction through the end of the year, at least one of next year's trading periods must be created.

Date of next posting. This is the date up to which transactions are generated. For example, if the repeating transaction repeats on a monthly basis and you enter a date three months in advance, three transactions are generated.

Processing the generated transactions

The transactions that are generated are processed in the same way as any other transactions – using the `Work with transactions' panel. Use **F15=Work with transactions** on the `Work with repeating transactions' panel to go directly to the `Work with transactions' panel. Use **F17** to modify your selection to include batch transactions.

Option 2. Lock-Box Cash Receipts (AM5M26)

Use this option on the Other Accounts Receivable Transaction Entry Tasks menu to import cash receipt data, and to automatically match imported cash receipt details with existing invoices (or credit notes).

Understanding this option

How are cash receipts imported?

It is possible for banks to supply cash receipt data on tape cartridge, and for this data to be loaded to file YAGRREP (this procedure is beyond the scope of this User Guide).This menu option allows you to automatically import this data.

What is a cash receipt?

Each imported cash receipt consists of three parts: (i) a cash receipt header (ii) one or more cash receipt entities (iii) one or more cash receipt entity details for each cash receipt entity.

The Cash receipt header includes the unique cash receipt number, which is automatically assigned by the system at the time the cash receipt is imported, together with various details such as the receipt's Financial division, Cash book (and cash book bank details), Transaction type, and Effective date.

Each Cash receipt may include any number of Cash receipt entities. Each of these has its own Cash receipt entity header, which includes a unique entity header number (automatically assigned). Although an entity may appear more than once within a single Cash receipt, each occurrence has its own unique entity header and number. The Entity header uniquely identifies a set of invoices according to cash receipt number, entity header number, entity (and entity bank details) and date of document.

Each Cash receipt entity may include any number of cash receipt entity details, consisting of an invoice number with a specific allocation value and (optional) discount value.

What is involved in `matching' cash receipts

Once you import cash receipt data, you can use a special automated routine to match cash receipt details with existing invoices or credit notes. You do not have to apply this routine to the entire cash receipt - you can cancel individual entities, or individual invoices, so that they are excluded from the matching process.

When you run the matching routine, the system may find a successful match for each cash receipt entity detail, or discover errors (discrepancies between the receipt and the corresponding invoice or credit note).

If a successful match is found, the system automatically generates the appropriate transaction (which you can view on the appropriate panel).

If an error is found, the transaction is not generated. Instead, the system produces a report of the failed entity details and the reason for the error in each case. There is

one exception to this: if the error relates specifically to the amount of discount, the system creates an error message to this effect but still generates the transaction.

If the system encounters duplicate invoice numbers when trying to find a match, it tries both before concluding that a match cannot be found.

What is cash receipt status?

A cash receipt has three possible statuses.

1. When you first import a cash receipt, its status is `1', meaning that you have not yet tried to match the receipt with an existing invoice (or credit note).
2. When you run the automated 'Match' routine, the system attempts to match all the cash receipt details (aside from any which have been cancelled) with an existing invoice or credit note.

   If an error is found in the case of every cash receipt entity detail, and if no transactions are generated, the cash receipt's status remains `1' (no transactions generated).
3. If some details result in errors, but other are successful and result in transactions being generated, the receipt's status changes to `2' (transactions generated, with some errors). If no errors are discovered, and all the cash receipt details result in transactions being generated, the receipt's status becomes `3' (matched and generated, with no errors).

Using this option

When you enter option 2 on the Other Accounts Receivable Transaction Entry Tasks menu, IFM takes you to the `Work with cash receipts' panel.

Figure 3-12 shows you the main direct cash entry panels.

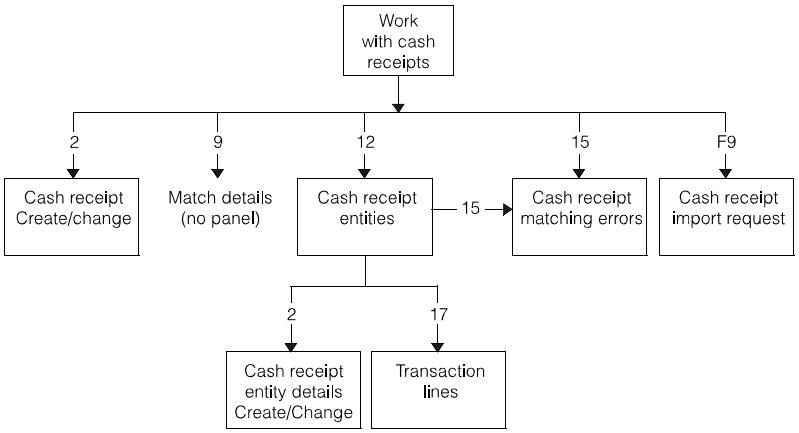


Figure 3-12. Direct cash entry - main panels

From the 'Work with cash receipts' panel, you can:

- Import cash receipt data
- Create cash receipts manually
- Cancel (or reinstate) cash receipt details
- Match cash receipt details

- View matching errors
- View transactions generated by matching

Importing cash receipt data

To import cash receipt data:

1. Use **F9=Import** on the ’Work with cash receipt data’ panel. The ’Cash receipt import request’ panel appears.
2. Using the fields provided, enter the Transaction type and Originating unit (the Originating user is optional) and press **Enter**. The system imports the data in file YAGRREP, and returns you to the `Work with cash receipts' panel. If for any reason the system cannot import data, an explanatory message is displayed. The imported data will be automatically assigned a Receipt number and becomes the first record on display.

Creating cash receipts manually

Although the `Cash receipts' function is intended primarily to import receipt data automatically, you can enter cash receipt data manually if you wish.

1. Use **F6=Create** on the ’Work with cash receipts’ panel. The ’Cash receipt - Create’ panel appears.
2. Use the fields provided and press **Enter**. The system adds the new record to the Cash receipts file.

The system also allows you to create cash receipt entities manually. To do this:

1. Take option 12 `Work with entities' on the ’Work with cash receipts’ panel. The ’Cash receipt entities’ panel appears.
2. Use **F6=Create** The ’Cash receipt entity details - Create’ panel appears.
3. Use the fields provided to create details as necessary. If you use **F4** or **?** on the ***Invoice number*** field, the system takes you to the `Select settlement line for cash receipt' panel. This lists all of the posted, unsettled settlement lines for the current entity.

Cancelling / reinstating cash receipt details

Once you import (or create) a cash receipt, you can run the automated matching routine. However, you may first want to cancel one or more of the cash receipt details (cancelled details are ignored by automated the matching routine).

You can do this at two levels: cancel individual entities or cancel individual invoices: The system allows you to reinstate (the opposite of cancelling) any cancelled details, at any time provided the cash receipt's status is `1'.

To cancel or reinstate cash receipt details:

1. Take option 12 `Work with entities' on the ’Work with cash receipts’ panel. The ’Cash receipt entities’ panel appears.
2. Use option 1 to reinstate or 4 to cancel a cash receipt entity.

To work with individual invoices:

1. Take option 2 `Change' on the ’Cash receipt entities’ panel. The ’Cash receipt entity details - Change’ panel appears.
2. Use option 1 to reinstate or 4 to cancel an invoice.

Matching cash receipts

To run the automated matching routine for a cash receipt, take option 9 `Match details' on the ’Work with cash receipts’ panel. The system runs the automated matching routine and displays `in progress' and `completed' messages accordingly This process leads to one of three possible results.

- If no transactions were generated, the receipt's status stays as `1' (unchanged).
- If some transactions were successfully generated, and some errors were discovered as well, the receipt's status changes to `2'.
- If there were no errors and all transactions were successfully generated, the receipt's status changes to `3'.

Viewing matching errors

To view errors which were detected using the matching routine:

1. Take option 15 `Display errors' on the ’Work with cash receipts’ panel. The ’Cash receipt match errors’ panel appears. This panel shows you all of the errors discovered so far for the selected cash receipt, together with explanations of each error. You can also reach this panel by taking option 15 from the `Cash receipt entities' panel.
2. Take option 2 to correct the transactions.

Viewing transactions

To view transactions generated via the cash receipt matching routine:

1. Take option 12 `Work with entities' on the ’Work with cash receipts’ panel. The ’Cash receipt entities’ panel appears.
2. Take option 17 `Transaction details. The ’Transaction lines - Display’ panel appears. This panel shows you all of the generated transactions for the current cash receipt.

Option 3. Generate Notes (AM5M26)

Use this option on the Other Accounts Receivable Transaction Entry Tasks menu to generate notes for invoices.

Understanding this option

What is a note?

A note (also called a draft) is a document that authorizes a bank to pay one or more invoices. You can handle notes both as a seller (in COM) and a buyer (in PUR or IFM). Before generating notes, you must create the note methods that tell IFM, COM, and PUR how to process the notes (see “Option 9. Work With Note Methods (AM5M64)”).

There are a number of ways that a note transaction can flow through the system. The following diagram shows one of the common flows.

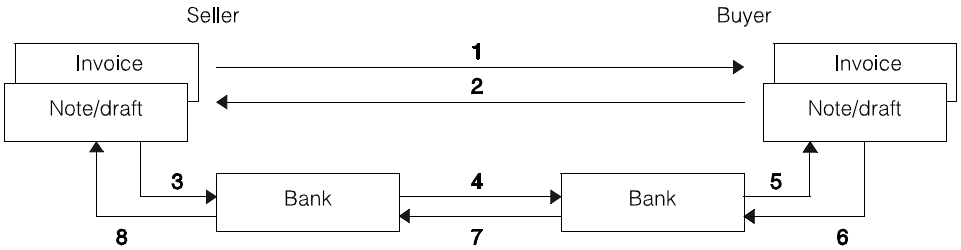


Figure 3-13. Example of a common flow for a note transaction

1. The seller sends an invoice and a note to the buyer. There may be one note for each invoice or one note for many invoices.
2. The buyer accepts the note and returns it to the seller. Both the buyer and the seller offset the invoice against the note.
3. The seller sends the note to the bank for collection at or prior to maturity. If it is prior to maturity, the bank advances the payment at a discount and the note is classified as having a payment in transit. (See“Option 6. Clear In-transit Cash Items (AM5M26)”).
4. The seller’s bank sends the note to the buyer’s bank for collection.
5. The buyer’s bank notifies the buyer that the note has been received.
6. The buyer authorizes the bank to pay the note. and the note is classified as having a payment in transit.
7. The buyer’s bank sends the funds to the seller’s bank and notifies the buyer that the note has been paid. The buyer records the payment and clears the payment in transit.
8. The seller’s bank notifies the seller that the funds have been received. The seller records the cash receipt and clears the payment in transit. (See “Option 6. Clear In-transit Cash Items (AM5M26)”).

Differences between notes and checks

Depending on your business needs, you may use notes or checks to make or receive invoice payments. The following table shows the basic differences between notes and checks:

Table 3-9. Basic differences between notes and checks

	Notes	Checks
Who generates?	1. Buyer or 2. Seller and the buyer approves	Buyer
When deposited?	Immediately or at a future date	ASAP
When payment made?	Seller may discount the note at the bank and receive the money before it is due	When processed by the seller's bank

Note: Some countries circulate notes like currency.

Generating note transactions

To generate a note transaction for one or more invoices, you must specify a note method when entering a customer order in COM, a purchase order in PUR or a transaction in IFM. If the value in the ***Generate with invoice*** field in the note method data is 1=Yes, IFM will automatically generate a note transaction for each invoice. If the value is 0=No, you can use this option to select the invoices for which IFM will create note transactions. (See "Creating note method data".)

Before selecting the invoices to include in note transactions, you must first create a note list. A note list contains either receivable or payable notes.

As a seller. The seller assigns a note method when specifying the COM shipment and terms for the customer order.

If the note method requires that the buyer accept the note, IFM generates an approval line for the note and lets you monitor the notes that have not been accepted on a timely basis. IFM does not record the note until you change its status to approved indicating it has been accepted by the buyer (see "Option 9. Review Approval Lines (AM5M26)").

You can use"Option 4. Note Collection Lists (AM5M26)" to send notes to your bank for collection.

As a buyer. The buyer assigns a note method when entering the purchase order in PUR or the transaction header information IFM. If you are in PUR, the note information is automatically incorporated into the IFM invoice data. You can use "Option 4. Note Collection Lists (AM5M26)" to authorize a bank to honor a note sent to your vendor.

Using this option

When you enter option 3 on the Other Accounts Receivable Transaction Entry Tasks menu, the 'Generate notes' panel appears. From here, you can do the following:

- Create and maintain note generation lists
- Work with the ledgers that IFM uses to generate the notes for a note list
- Work with the notes that make up a note list

- Print the note documents

Figure 3-14 shows you the generate notes main panels.

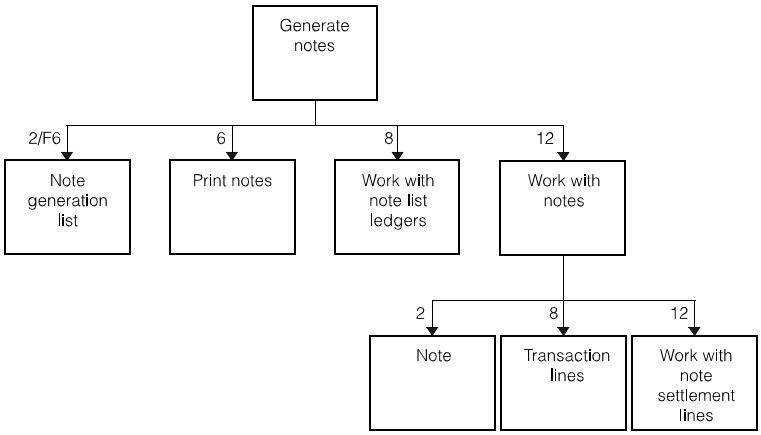


Figure 3-14. Generate notes - main panels

Generating notes

To generate notes for invoices, you do the following:

1. Create a note generation list. The list tells IFM whether to generate payable or receivable note transactions and from which payable or receivable ledger to select the invoices to be included in the list. You cannot select invoices for a particular note list if they are on another note list or a payment list. The invoices can be selected once they are removed from the other list.
2. Generate the note list details (notes).
3. Generate the note transactions.

After the note transactions are generated, you can print the notes using your own program.

Creating note generation lists

To create a note generation list, do the following:

1. Use **F6=Create** on the ‘Generate notes’ panel. The ‘Note generation list - Create’ panel appears.
2. Use the fields provided and press **Enter**. The ‘Work with note list ledgers’ panel appears showing the available payable or the receivable ledgers. You can select the note list ledgers now or at a later time. However, the details (notes) of a note list cannot be generated until the ledgers are selected.

Flelds (Note generation list)

Name. Description of the note list.

Note list status. One of the following is valid:

1 New. Status until details or transactions are generated.

2 Details. Details (notes) are generated.

3 Transactions. Transactions are generated. You cannot change information about the notes in a note list once the transactions are generated.

4 Printed. The notes in the list are printed.

Last due date. Last date on which the settlements for this note list are due.

Payables/receivables?. Determines if the note list is made up of payable or receivable notes.

Currency. Currency of the note list.

Default note status. Status assigned to a note when it is first created. One of the following is valid:

1 Confirmed. Ready for transactions to be generated.
2 Held. Not ready for transactions to be generated.

Default note date of document. Document date assigned to the note list when it is first created.

Originating user. User who originates the note list.

Generating note list details (notes)

To generate the details (notes) for a note list, do the following:

1. Select one or more note list ledgers when you create a note list or take option 8=Work with note list ledgers next to a note list on the ‘Generate notes’ panel (or use **F21=Work with list ledgers** on the ‘Note generation list - Change’ panel). The ‘Work with note list ledgers’ panel appears.
2. Take option 8=Settlement lines next to a ledger. Depending on whether you selected a payable or receivable note list, the Work with payable settlement lines or the ‘Work with receivable settlement lines’ panel appears. Select which invoices (with a note method) you want to include in the note transactions. The included invoices are highlighted.

   You can also assign multiple invoices to the same note method and note number by typing 11=Select for mass update next to the invoices with a note method and using **F14=Mass update** to enter the shared note method and transaction number for the invoices.

   If you do manually select the invoices, IFM generates the note list details using the invoices (within the selected ledgers) that have a note method.

   Note: To include an invoice that does not have a note method, you can assign a note method to it at this time.
3. Take 2=Change/generate on the ‘Generate notes’ panel. The ‘Note generation list - Change’ panel appears.
4. Use **F13=Generate details**. The ‘Generate note list details’ panel appears for you to select the process mode for generating the note list details.

Generating note transactions

Once the details of a note list are generated, you can see the notes summarized by entity and note method by taking option12=Work with notes next to a status 2 note list on the ‘Generate notes’ panel (or **F15=Work with notes** on the ‘Note generation list - Change’ panel). The’ Work with notes’ panel appears. You can do the following:

- Work with the invoices that make up the summary record by typing 12=Settlement lines next to an entity. The ‘Work with note settlement lines’ panel appears. On this panel you can do the following:
  - Assign a note method and a note transaction number to an invoice
  - Change the note method and transaction number (if transactions have not been generated) for an invoice to assign it to another note
  - Remove an invoice from the list by typing 4 next to it
  - Assign multiple invoices to the same note method and note number by typing 11=Select for mass update next to the invoices with a note method and using **F14=Mass update** to enter the shared note method and transaction number for the invoices
- Generate note transactions using **F13=Generate transactions**. (You can type **4** to exclude the entities that do not have a note method and a note transaction number. You can also exclude individual settlement lines for the note.) IFM generates a note for each entity/note method/transaction number combination on the note list. IFM creates an allocation line to indicate that the invoices have been paid for the note.

Removing note list details. Until you generate transactions from a note list, you can remove its details at any time by using **F20** on the `Note generation list – Change' panel. The removal of note list details is submitted (performed `in batch'). Once the submitted job has completed, the status of the list changes back to `New'.

Printing note documents

After transactions are generated for a note list, you can print the note documents in the note list by doing the following:

- Create your own print program.
- Make the document type 6=Note for the settlement method associated with the note method for each note you want to print. (For more information, see “Option 7. Work With Settlement Methods (AM5M64)”.)
- Take 6=Print notes next to a status 3 note list. The ‘Print notes’ panel appears with a list of notes to be printed. Select the process mode to print the notes and press **Enter**.

Option 4. Note Collection Lists (AM5M26)

Use this option on the Other Accounts Receivable Transaction Entry Tasks menu to generate note collection lists.

Understanding this option

What is a note collection list?

A note is a document that authorizes a bank to pay an invoice. A note collection list allows a seller to send notes to a bank for collection or a buyer to notify a bank to honor notes from a seller.

How are notes collection lists generated?

Figure 3-7 shows the stages of the automatic generation of note collection lists.

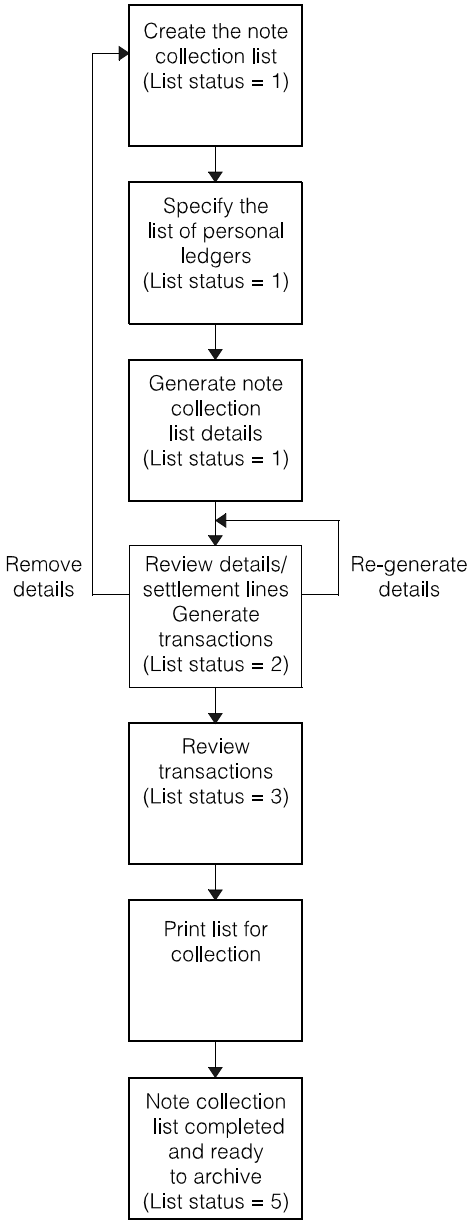


Figure 3-15. How note collection lists are processed

First you create a note collection list record specifying the personal ledgers from which due notes are to be extracted. You then can have IFM generate all the note collection list details (details are the individual notes) associated with a note collection list.

The note details, which can be reviewed on-screen or by printout, show the value of each note, the total value of all the notes, and all of the settlement lines.

As you review notes, you can:

- Cancel or confirm individual notes
- Cancel or hold the entire note collection list

- Regenerate the note collection list to take account of any changes
- Override the value which IFM has calculated for the note

When you are satisfied with the contents of the note collection list, you can generate the note transactions and print the notes.

Printing note collections

To print the note collections from IFM transactions, you need to create and activate your own program. For more information, see “Generic payment files”.

Using this option

When you enter option 4 on the Other Accounts Receivable Transaction Entry Tasks menu, IFM takes you to the `Work with note collection lists' panel. This shows you all the note collection lists which have been created to date, with the most recently created at the top of the list. From here, you can:

- Create note collection lists
- Hold or cancel note collection lists
- Specify note collection list ledgers
- Generate note collection list details (with or without diagnostics)
- Review note collection list details
- View note collection list totals
- Review note collection list detail settlement lines
- Generate transactions
- Print note collections using your own program

Figure 3-9 shows you the note collection lists main panels.

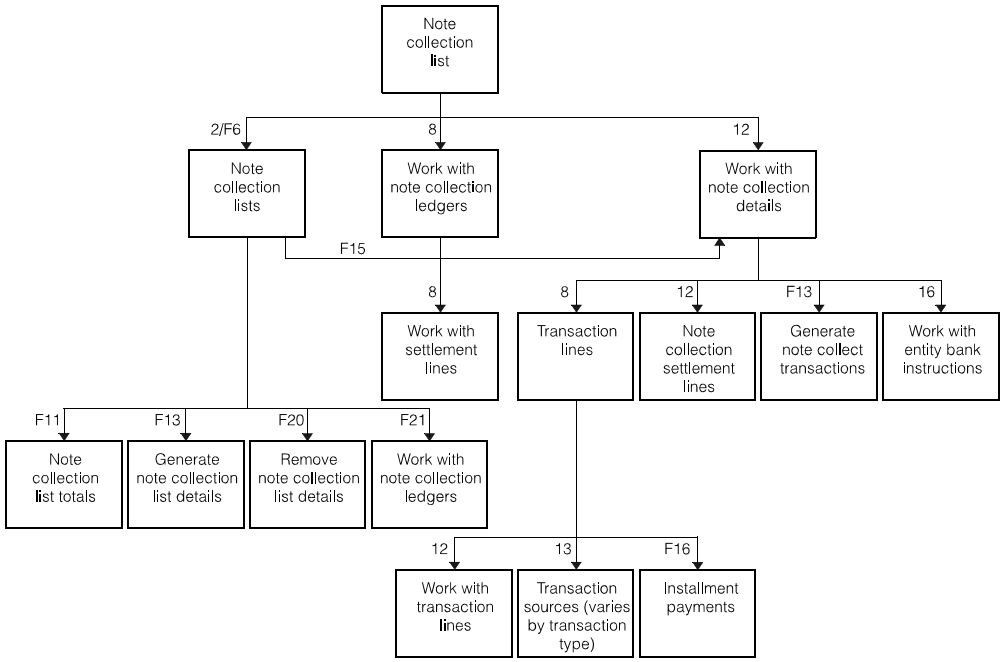


Figure 3-16. Note collection lists - main panels

Creating note collection lists

To create a note collection list:

1. Use **F6=Create** on the 'Work with note collection lists' panel. The 'Note collection list - Create' panel appears.
2. Using the fields provided, enter details of the new list and press **Enter**. IFM creates a new note collection list record with the status `New'. You can change any of its details and also hold or cancel the list.

   After entering a new note collection list, IFM automatically takes you to the `Work with note collection list ledgers' panel.

Fields

Note collection list Id. The identifier is automatically assigned by IFM.

Note collection list status. Current stage of list processing, automatically updated by the system.

1 New. You can change any of the information on a `New' list.

2 Details generated. A `detail' corresponds to an individual note. You can review all the details of a `Details generated' list, and all their associated settlement lines before generating transactions.

3 Transactions generated. Once transactions have been generated, you can view, but cannot change, the details of the list.

4 Printed. Note collections have been generated for one or more settlement methods.

5 Complete. Once the note collection list has been fully processed its status changes to `Complete'. Completed note collection lists are archived during the next archive run.

Held? You can hold a note collection list at any time, whatever its status. While it is `Held', it cannot be processed any further. Normally, you would only hold a note collection list temporarily, for example, to prevent transactions from being generated until all the settlement lines have been reviewed.

Cancelled? You can only cancel a note collection list while it's status is `New'. A cancelled list cannot be processed any further, and the list is archived during the next archive run. Once the details of a list have been generated, you can only cancel it by first removing all the list details, so that its status changes back to `New'. Once you have generated the transactions for a note collection list, it cannot be cancelled.

Settlement selection date. The date by which IFM determines whether or not a given settlement line will be paid. The default is today's date. Settlement lines are selected for note, provided that their settlement dates (not due dates) are on or before the specified date.

Transaction/Cheque date. The date of the transaction. This date will also appear on the payment check. The default is today’s date. This field is required.

Cash book. This field defaults to the cash book specified in your user defaults. It supplies the bank account from which the notes are drawn. It also determines the default transaction type for notes, the currency in which notes are made, and the minimum and maximum amounts for which auto-payments are normally made.

Settlement method. The settlement method determines how notes are settled. IFM uses the settlement method of the cash book as a default (provided that this settlement method allows auto-payments). Only settlement lines which refer to this settlement method are selected.

Cashbook currency. Currency of the cash book for this note collection list. This field does not appear if a single currency is associated with the administrative division.

Payment currency. Currency in which the payments will be made. Default is the cashbook currency.

Payment exchange rate set. The system requires an exchange rate set to calculate the payment currency. The default is taken from your user ID, but can be overridden. If your user ID does not contain an exchange rate set, the ‘Prompt for values’ panel appears on which you must specify an exchange rate set to be used for the payment list.

Payment exchange rate. This is the exchange rate used to convert financial division currency to payment currency.

Multiplier/divider? Shows whether the exchange rate used to convert from the financial division currency to the payment currency is a multiplier or a divider. Possible values are:

1 Multiplier. Payment currency times rate equals financial division currency.

2 Divider. Payment currency divided by the rate equals financial division currency.

Default list detail status. This default status provides a default value for each note collection list detail when it is first generated. You can specify a default value of `Confirmed' or `Held'. Once a `Held' note detail has been generated, you must change its status to either `Confirmed' or `Cancelled'.

Originating user. User who initiates the transaction. If the ***Check authority with*** field on the 'Administrative division financial data' panel is 2=Creating user, this field shows your own user ID. If the field is set to 1=Originating user, you can enter your own ID or the ID of any IFM user. To fully process the note collection list when financial division security is active, the originating user must have authority to both enter and post transactions in the required financial divisions.

Transaction type. This is the transaction type for the note collection list, and is defaulted from the cash book. You can only change it at the time that you request transactions to be generated.

Specifying note collection list ledgers

The second step in creating a note collection list is to specify which personal ledgers you want it to include. You cannot generate note collection list details until you specify at least one personal ledger.

When creating a note collection list, IFM automatically takes you to the `Work with note collection list ledgers' panel. You can also access this panel by taking option 8 `Note collection list ledgers' on the `Work with note collection lists' panel, or by using **F21=Work with list ledgers** on the `Note collection list – Change' panel.

The `Work with note collection list ledgers' panel shows you a list of all the available personal ledgers which satisfy the following conditions:

- Belong to the current administrative division.
- Belong to a financial division to which you (or the user who authorizes your transactions) are authorized.
- Allow auto-payments.

This panel has two display modes – one showing all the ledgers and another showing only those ledgers which are part of the current list. To toggle between these two modes, use **F11=Selected/All**. Ledgers which are part of the list are highlighted.

To add a ledger to the list, take option 1 `Include/Exclude toggle' on the ledger you want to include. IFM adds the ledger to the list and highlights it. If you repeat the same procedure on the same ledger, the ledger is excluded from the note collection list.

From the 'Work with note collection list ledgers' panel, you can also determine which settlement lines you wish to be included in a given note collection list:

1. Take option 8 `Settlement lines' against the ledger whose settlement lines you want to review. The 'Work with outstanding settlement lines' panel appears.
2. This panel shows you the outstanding settlement lines for the current ledger, which use the same settlement method as specified for the current note collection list.

You can use the **F11=Include/exclude** to toggle between two different views of the displayed settlement lines. You can view all the settlement lines for the current ledger (restricted only by settlement method, as mentioned above) or just those which are included in the current note collection list.

Taking option 1 against a settlement line changes its status from included to excluded or vice versa. Included settlement lines are highlighted and excluded settlement lines are not.

Generating note collection list details

Once you are satisfied with a note collection list and its associated list of personal ledgers, you can generate the note collection list details:

1. Take option 2 `Change/Generate' on the list whose details you want to generate on the 'Work with note collection lists' panel. The 'Note collection list - Change' panel appears.
2. Use **F13=Generate**. The 'Generate note collection list details' panel appears.
3. Press **Enter** to confirm.

Because the generation can take some time, you may want to submit it to batch using the ***Process mode*** field. While the submitted job is running, the note collection list is locked and cannot be changed. Provided that the generation completes successfully, the status of the list changes to `Details generated'. A personal account is included in a note collection list if its personal account status allows new allocations and auto-payments.

A settlement line is eligible for payment if it:

- Is posted and has a credit settlement balance outstanding.
- Has a settlement date equal to or earlier than the note collection date.
- Has a settlement status `Automatic' or `Force auto'.
- Is in the same currency as the cash book from which the notes are to be drawn.
- Is not in use by another note collection list or by the manual allocations facility.

Forced collection only. While generating the details of a note collection list, IFM calculates the total outstanding settlement balance for each entity across the entire financial division. All unpaid settlement lines are included in this total, not just those that are due on the date specified for the note collection list.

If the amount calculated for a note collection list exceeds the total amount owed to an entity, the system only makes `Forced' collection. The ***Forced collection only?*** field on the `Note collection list detail – Change or Display' panel shows you whether or not a given note collection list is made up of only forced collections.

For example: With a selection date of the October 20, IFM calculates that you owe £1500.00 to Calstock Engineering. Normally, a note of £1500.00 would be generated. However, you have invoiced Calstock Engineering for £500.00, for which you expect to be paid on the 25th of October. Thus the total outstanding balance to Calstock Engineering is only £1000.00. In this situation only the `Forced collection' settlement lines (if any) are included.

Aggregated collection. If an entity has more than one personal account in a note collection list, the notes for the separate accounts may be aggregated. Each personal account specifies whether or not it is eligible to be aggregated. The `Note collection

list detail – Change or Display' panel shows you whether or not a particular note represents the aggregate from more than one personal account.

Using diagnostics. If the generation of payment list details results in unexpected payments or errors, you may find it useful to regenerate the payment list with diagnostics.

1. Take option 2 `Change/Generate' on the list whose details you want to generate on the 'Work with note collection lists' panel. The 'Note collection list - Change' panel appears.
2. Use **F13=Generate**. The 'Generate note collection list details' panel appears.
3. Enter **1** `Yes' in the ***Produce diagnostics?*** field.
4. Press **Enter** to confirm.

To review diagnostics already generated:

1. Take option 15=Diagnostics next to a note collection list. The 'Note collection list entities - Display' panel appears.
2. Take option 15=Display diagnostics next to an entity. Review the diagnostic messages to determine which settlement lines were accepted or rejected, and why.

Changing note collection list details

To change the details of a note collection list, do the following:

1. Take option 12 `Work with details' next to a list with a status of 2 or 3 on the 'Work with note collection lists' panel. The 'Work with note collection list details' panel appears.

   Each note collection list detail represents a note for an entity, with the amount to be paid derived from one or more settlement lines. As soon as a settlement line is included in a note collection list, it is locked so that it cannot be paid twice. The lock also excludes manual allocation.
2. Take option 2=Change next to a note collect list detail. The 'Note collection list detail' panel appears.
3. Use the fields provided and press **Enter**.

Fields

Detail status. Each note collection list detail has a status which indicates whether it is 1 `Confirmed', 2 `Held', 3 `Cancelled' or 4 `Printed'. When details are first generated, they are given a value of either `Confirmed' or `Held' depending on the default that specified for note collection list was created. The transactions for a note collection list cannot be generated while any of its details are of `Held' status. You must decide whether you want to confirm or cancel the note. `Confirmed' means that the note will be made. `Cancelled' means that the note will not be made and that the associated settlement lines will be unlocked once transactions have been generated.

If a note is generated which is outside the minimum or maximum note specified by the cash book or personal ledger then the note collection list detail is always held (even if the default status is `Confirmed). The status of such notes will not be changed when you use the **F11** key. You must take option 2 against the particular note collection list detail and change its status on the 'Note collection list detail – Change' panel to either `Confirmed' or `Cancelled'.

Settlement value. This field shows you the actual (as opposed to calculated) settlement value of the note collection list detail - except if the override value is lower, in which case the override value is displayed here. If required, you can reduce (but not increase) the actual settlement value to be paid. When checks are printed, the amount on the check will be the entered settlement value that you enter.

If you reduce the settlement value, this causes one or more of the associated settlement lines to be unpaid or only partly paid. Any settlement discount associated with unpaid or partly paid settlement lines will not be included in the note. The system uses the due date of each settlement line to determine which lines to pay – the older the debt, the more priority it is given.

Collection sequence number. The collection sequence number determines the order in which checks are printed. Normally you would only need to enter a value for this field if you needed to ensure that a specific check is printed first in a print run.

Collection trans. narrative. For each note collection list detail, you can enter up to 40 characters of text to be included in the narrative for the associated transaction.

Creating transmittal bank instructions for an entity

To create transmittal bank instruction for an entity, do the following:

1. Take option 12 `Work with details' on the ’Work with note collection lists’ panel. The `Work with note collection list details' panel appears.
2. Take option 16 `Entity bank instructions' next to a line on the ’Work with note collection list details’ panel. The `Work with entity bank instructions' panel appears.
3. Use **F6=Create**. The ‘Bank instruction’ panel appears. Use the fields provided and press Enter. For field definitions, see “Option 3. Work With Bank Instruction Codes (AM5M66)” on page 8-125.

Viewing note collection list totals

To view totals after generating details of a note collection list, do the following:

1. Take option 2 'Change/Generate' on the ’Work with note collection lists’ panel. The ’Note collection list - Change’ panel appears.
2. Use **F11=Display totals**. The ’Note collection list totals - Display’ panel appears.

   The fields on this panel show the sum total values for the current note collection list. These totals are derived from the corresponding totals for each note collection list detail, which are in turn derived from the totals for each settlement line. Whenever a change is made, each level automatically updates the next. The `Override settlement value' on the Note collection list detail updates the Note collection list totals only after transactions have been generated.

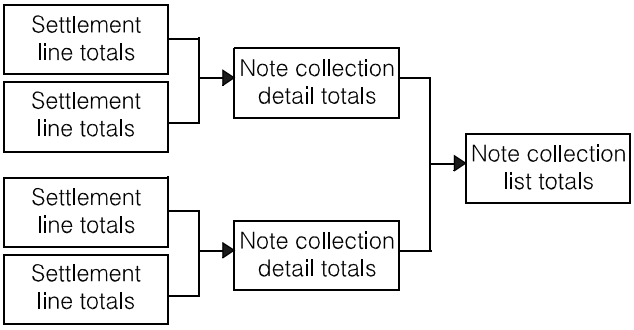


Figure 3-17. Derivation of note collection list totals

Fields

Calculated settlement value (for note collection list detail). The sum total of the Calculated settlement values of all settlement lines included in this note.

Actual settlement value (for note collection list detail). The sum total of the Actual settlement values of all settlement line included in this note. At settlement line level, the Actual value defaults to the Calculated value, but can be reduced manually. For this reason, the Actual value may differ from the Calculated value.

Override value (for note collection list detail). This defaults to the Calculated value, but can be reduced manually. The Override value for the note may be insufficient to settle all of the associated settlement lines in full. If this is the case, at the time transactions are generated, the system will process the settlement lines in line order, paying each its Actual settlement value until this is no longer possible. This may result in one partly paid settlement line and any number of unpaid settlement lines.

This value is automatically maintained by the system, for example to reflect changes arising from including or excluding outstanding settlement lines (via Note collection list ledgers). However, once the Override value has been manually altered, automatic maintenance is discontinued.

Calculated settlement value (for note collection list totals). The sum total of the Calculated settlement values of all note collection list details included in this note.

Actual settlement value (for note collection list totals). The sum total of the Actual settlement values of all note collection list details included in this note.

Override value (for note collection list totals). The sum total of the Override settlement values of all note collection list details included in this note, at the time transactions were generated.

Net amount. Actual settlement minus the actual discount.

Reviewing note collection list detail settlement lines

To review the settlement lines for each note collection list detail, do the following:

1. Take option 12 on the relevant note collection list detail on the 'Work with note collection list details' panel. The 'Work with note collection list settlement lines' panel appears.

   If you decide that you do not want to include a particular settlement line in the note, you can change its status to `held' or `manually':

2. Take option 2 `Change status' on the relevant settlement line. The 'Settlement line - Change' panel appears.

   In the ***Note status*** field, enter 2 `Manual' or 3 `Hold', and press **Enter**. IFM updates the settlement line status.

   Having changed the status of a settlement line you should regenerate the note collection list details to reflect the changes in the note collection list.

   Once you regenerate the note collection list, any lines that you held or paid manually are no longer be available. If you need to change the status of one of these settlement lines (for example, so that it is no longer held), you can do so using the personal ledger inquiry facility (for more information, see "Option 1. Personal Ledger Inquiry (AM5M70)").

Regenerating note collection list details. Until you generate transactions from a note collection list, you can regenerate its details at any time by using **F13** on the `Note collection list – Change' panel. For example, you may need to do the following:

- Account for any transactions that have been posted since you first generated the note collection list.
- Remove any settlement lines from the note collection lists whose status you have changed.

Removing note collection list details. Until you generate transactions from a note collection list, you can remove its details at any time by using **F20** on the `Note collection list – Change' panel. Like generation, the removal of note collection list details is submitted (performed `in batch'). Once the submitted job has completed, the status of the list changes back to `New' allowing you to change the note date or cancel the note.

Generating transactions

After reviewing the note collection list details and finding that none of them are held, you can generate and post transactions.

Note: Generating and posting the transactions is the `point of no return'. Payment list transactions will be generated and posted regardless of how normal transaction processing options are set. Payment list processing cannot validate and expand. Make sure you have reviewed the note collection list details, as described in the previous section, before you continue.

To generate and post transactions:

1. Take option 12 `Work with details' on the relevant note collection list on the 'Work with note collection lists' panel. The 'Work with note collection list details' panel appears.

2. Use **F13=Generate transactions**. The ’Generate transaction from a note collection list’ panel appears.
3. Type the required values in the fields and press **Enter**. IFM automatically creates and posts one transaction per note, with one allocation line for each settlement line included in the note. Each note`s general ledger lines debit the personal ledger control nature and credit the bank account.

   The transactions are generated as a batch – the batch ID is shown on the `Note collection list – Change or Display' panel.

Fields

Transaction type. You can change the default transaction type for the generated transactions.

Payment currency. Currency in which the note is made. This field is display only.

Originating unit. The unit to which the transactions is posted; for example, your department. The unit must allow postings and belong to the same financial division as the note collection list.

Transaction/cheque date. Enter the date you want as the effective date of all generated transactions. This field is display only.

Printing note collections

Once the transactions are generated, you can print the note collections if you have a user program that has been activated (see “Option 5. Activate User Exits (AM5MA0)”). To print note collections:

1. Take option 6 `Print note collections' on the ’Work with note collection lists’ panel. The ‘Note print user exit’ panel appears.
2. Review the information and press **Enter**.

When the printing is complete, the status of the note collection list changes to `printed' or `complete'.

Option 5. Create Interdivision Transfers (AM5M26)

Use this option on the Other Accounts Receivable Transaction Entry menu to create and maintain interdivision trade partnerships.

Understanding this option

An interdivision transfer records the movement of items between related financial divisions, treating the divisions as a customer and a vendor. The division sending the shipment is the customer and the division receiving the shipment is the vendor. To do interdivision transfers, you need to set up the following:

- COM customers and PUR vendors that identify the related divisions. See “Option 1. Work With Entities (AM5M63)”.
- Interdivision trade partnerships that define the customer/vendor relationships. See“Option 9. Work With Interdivision Trade Partnerships (AM5M63)”.

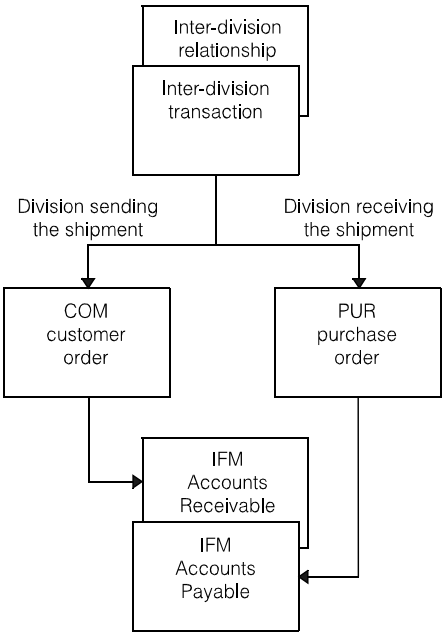


Figure 3-18. Interdivision sales/purchases

COM creates an order for the sending division and PUR creates an order for the receiving division. COM and PUR process these orders in the usual way and send the invoice information to IFM. IFM processes the invoices. It matches the buying and selling invoices and nets them for accounts receivable and accounts payable purposes.

COM generates an invoice that the sending division carries as an accounts receivable. When the receiving division processes the invoice, it is carried as an accounts payable. To clear the invoices, you use “Option 6. Offset Interdivision Transfer Invoices (AM5M3A)”.

Using this option

When you enter option 5 on the Other Accounts Receivable Transaction Entry Tasks menu, the ‘Prompt for values’ panel appears. Select a trade partnership and press **Enter**. The ‘Work with interdivision transfers’ panel appears.

Creating interdivision transfers

To create interdivision transfers:

- Use **F6=Create** on the’ Work with interdivision transfers’ panel. The ‘interdivision transfer - Create’ panel appears.
- Use the fields provided and press **Enter**.

Fields

Description. Description of the transfer.

Division receiving the shipment.

Tax transaction type. Classification of a transaction for tax purposes. This is the tax transaction type for the receiving division.

Warehouse. Warehouse receiving the shipment.

Division sending the shipment.

Tax transaction type. Classification of a transaction for tax purposes. This is the tax transaction type for the sending division.

Warehouse. Warehouse sending the shipment.

Creating interdivision transfer data

To create data for a interdivision transfers:

1. Take option 12 `Work with data' next to a interdivision transfer on the ’Work with interdivision transfers’ panel. The ’Work with interdivision transfer data’ panel appears.
2. Use **F6=Create**. The ‘interdivision transfer detail’ panel appears.

   Note: You cannot create additional transfer data for transfers with a status of 1=Confirmed, 2=COM order generated or 3=COM and PUR generated.
3. Use the fields provided and press **Enter**.

Fields

Item number. Number of the item being transferred.

Division receiving the shipment:.

Tax transaction type. Classification of a transaction for tax purposes

Warehouse. Warehouse receiving the shipment.

P.O. due date. Date the purchase order is due.

Division sending the shipment.

Tax transaction type. Classification of a transaction for tax purposes.

Warehouse. Warehouse sending the shipment.

Request date. Date the transfer request was made.

Transfer quantity. Number of units of the item being transferred.

Unit of measure. Stocking unit of measure for the item.

Unit cost. Cost of the item taken from the Item Balance file.

Mark-up percentage. Percentage used to calculate the transfer unit price of the item.

Transfer unit price. Price calculated by applying the mark-up percentage to the unit cost.

Processing the interdivision transfer

To process an interdivision transfer, do the following:

1. Take option 6=Confirm transfer next to a interdivision transfer with the status 0 (entered) on the 'Work with interdivision transfers' panel.
2. Use **F9=Process**. IFM creates a PUR purchase order for the sending vendor and a COM customer order for the receiving customer.

Option 6. Clear In-transit Cash Items (AM5M26)

Use this option on the Other Accounts Receivable Transaction Entry Tasks menu to work with in-transit and cleared cash lines for a specific cash book.

Understanding this option

IFM supports two-step cash accounting. When you receive or issue a payment, IFM records the cash amount as being in-transit. When the payment clears the bank, you clear the payment, that is, remove it from the cash in-transit account and increase or decrease the cash account.

Table 3-10. In-transit cash accounting

Accounts Payable		Cash In-Transit	
100			100
		100	

Cash		
		Issue Payment
	100	
		Clear Bank

Note: If you do not want to use this two-step technique, you can use the same nature for your cash control and in-transit accounts.

Using this option

When you select option 6 on the Other Accounts Receivable Transaction Entry Tasks menu, the ‘Work with in-transit cash lines’ panel appears. From here you can select the cash lines you want to change from in-transit to cleared or from cleared to in-transit or to deselect the lines whose status is to remain the same. You use **F11=Selected/all** to toggle between selected or all lines.

When you use **F9=Process**, the ‘Prompt transaction type’ panel appears. Use the fields provided and press **Enter**. The status of the selected cash lines is changed. IFM creates a journal entry to reclassify the lines that have changed from in-transit to cleared and creates the associated transactions and G/L lines.

To display details about a cash line, use option 5=Display next to the line on the ‘Work with in-transit cash lines’ panel.

Option 7. Log Bank Return Information (AM5M26)

Use this option on the Other Accounts Receivable Transaction Entry Tasks menu to record bank return the information.

Understanding this option

When you send transactions to a bank, the bank can send messages back to you concerning the transaction instructions (see “Option 3. Work With Bank Instruction Codes (AM5M66)”). You can record the return information as narrative texts to the transaction cash lines and create a report.

Using this option

When you enter option 7 on the Other Accounts Receivable Transaction Entry Tasks menu, IFM takes you to the `Log bank return information' panel containing a default financial division. Accept the default or change the division and press **Enter**. The cash line narrative is updated with the information about the bank return and a report is printed.

Option 8. Review Approval Lines - Current User (AM5M26)

Use this option on the Other Accounts Receivable Transaction Entry Tasks menu to allow the current user to review the transaction approval lines submitted for his or her approval and to respond to the approval request.

Note: Use option 9 on the Other Accounts Receivable Transaction Entry Tasks menu to review the transaction approval lines submitted for any IFM user and to respond to the approval request.

Understanding this option

See “Option 9. Review Approval Lines (AM5M26)”.

Using this option

When you enter option 8 on the Other Accounts Receivable Transaction Entry Tasks menu, IFM takes you to the ’Review approval lines’ panel. This panel lists the approval lines for the current user. Use this option in the same way as “Option 9. Review Approval Lines (AM5M26)”.

Option 9. Review Approval Lines (AM5M26)

Use this option on the Other Accounts Receivable Transaction Entry Tasks menu to review the transaction approval lines submitted for any IFM user and to respond to the approval request.

Note: Use option 8 on the Other Accounts Receivable Transaction Entry Tasks menu to allow only the current user to review his or her approval lines.

Before using this option, you should become familiar with the main transaction entry system. For more information, see “Option 1. Work With Transactions (AM5M10)”.

Understanding this option

What is an approval line?

An approval line is a request for someone to approve a transaction. The transaction cannot be posted until the person responds to the request and approves the transaction. An approval line is used in the following ways:

- Entered on a transaction to request the approval of an IFM user.
- Created by the note method for a note transaction to request an approval for a note sent to a customer. When the customer returns the signed note, the note transaction can be approved and posted.

An approval line can also send a transaction to an IFM user for `information only'. In this case, no user action is required for the transaction to be posted.

For information on approval lines for P.O.-related invoices, see “Three-way match: comparing invoices to purchase orders and receipts”.

Using this option

When you enter option 9 on the Other Accounts Receivable Transaction Entry Tasks menu, IFM takes you to the `Review approval lines for user' panel. This panel lists all of the current users on the system.

To review approvals:

1. Take option 12 `Review approvals for user' against the relevant user ID on the ’Review approval lines for user’ panel. The ’Review approval lines’ panel appears.

   This panel displays a list of transactions which include approval lines addressed to the user ID you selected for approval.

2. From here you can:
   - Approve and reject a transaction.
   - Enter some text giving the reason for an approval status (for example, the reason you rejected a transaction).
   - Display transaction lines.
   - Process a transaction
   - Work with the entity contacts for a transaction

Approving and rejecting a transaction

To approve a transaction:

1. Take option 1 `Approve' on the relevant transaction on the ’Review approval lines’ panel. The status changes to `1', indicating that approval has been granted.
2. To reject a transaction, enter option 3 `Reject' against it. In this case the status changes to `2', indicating that approval has not been granted.

Changing the status or reason

To change the status of a transaction approval request or the reason for its status, do the following:

1. Take option 2 `Change' on the relevant transaction on the ’Review approval lines’ panel. The ’Review approval lines - Change’ panel appears.
2. Use the `Approval status' and `Reason for approval status' fields make the required changes, and press Enter. IFM updates the approval line accordingly.

Displaying transaction lines

The `Review approval lines' panel includes option, 5 `Display', which allows you to display a single approval line. However, you can display additional detail if you:

1. Take option 8 `Transaction inquiry' on the relevant transaction on the ’Review approval lines’ panel. The ’Transaction lines - Display’ panel appears.

   The upper part of this panel identifies the transaction containing the approval line addressed to you, including its entity and ledger. The lower part of the panel shows all of the transaction's lines (not just the approval lines) identified by type. The panel displays information in two modes, `Name/Text/Value' and `Narrative', and you can toggle between these two modes by using **F11=Toggle**.
2. If you require more detail about the lines for a transaction, take option 5 `Display details'. A panel appropriate to the line type appears. For example, for an approval line, the `Approval line – Display' panel appears. This is the same panel you reach by taking option 5 `Display' against any of the lines on the `Review approval lines' panel.

Processing a transaction

To process a transaction, take option 9 `Process' next to a transaction on the ’Review approval lines’ panel. The transaction is posted.

Working with entity contacts for a transaction

To work with the entity contacts for a transaction:

1. Take option 10 `Contacts' next to a transaction on the ’Review approval lines’ panel. The ‘Work with entity contacts’ panel appears.
2. Take an option or use **F6=Create**.

Option 10. Work With Transactions (AM5M26)

Use this option on the Other Accounts Receivable Transaction Entry Tasks menu to enter transactions and to manage their validation and posting. For a description of this option, see“Option 1. Work With Transactions (AM5M10)”.

Option 9. Other Accounts Payable Transaction Entry Tasks (AM5M10)>>

Use this option on the Transaction Entry Tasks menu to go to the Other Accounts Payable Transaction Entry Tasks menu (AM5M35). It contains the following options:

Option 1. Repeating Transactions (AM5M35) 3-104
Option 2. Generate Notes (AM5M35) 3-104
Option 3. Note Collection Lists (AM5M35) 3-104
Option 4. Re-edit P.O. Related Invoices (AM5M35) 3-104
Option 5. Generate Invoices From Goods Received (AM5M35) 3-106
Option 6. Generate Invoices From One Goods Received (AM5M35) 3-109
Option 7. Short Cash (AM5M35) 3-111
Option 8. Clear In-transit Cash Items (AM5M35) 3-111
Option 9. Review Approval Lines - Current User (AM5M35) 3-111
Option 10. Review Approval Lines (AM5M35) 3-111
Option 11. Audit Check Numbers (AM5M35) 3-112
Option 12. Record Inter-Bank Transfers (AM5M35) 3-114
Option 13. Log Bank Return Information (AM5M35) 3-115
Option 14. Work With Transactions (AM5M35) 3-116

Option 1. Repeating Transactions (AM5M35)

Use this option on the Other Accounts Payable Transaction Entry Tasks menu to view, create or change repeating transactions. For a description of this option, see “Option 1. Repeating Transactions (AM5M26)”.

Option 2. Generate Notes (AM5M35)

Use this option on the Other Accounts Payable Transaction Entry Tasks menu to generate note transactions. For a description of this option, see “Option 3. Generate Notes (AM5M26)”.

Option 3. Note Collection Lists (AM5M35)

Use this option on the Other Accounts Payable Transaction Entry Tasks menu to generate note collection lists. For a description of this option, see “Option 4. Note Collection Lists (AM5M26)”.

Option 4. Re-edit P.O. Related Invoices (AM5M35)

Use this option on the Other Accounts Payable Transaction Entry Tasks menu to re-edit invoices by financial division, personal ledger, and the user who entered the transaction.

Understanding the option

In many cases, invoice, PO, and receipt discrepancies occur during the three-way match because the invoice, PO, or receipt information is not correct or because timing quantities have not been completely reported. Once the PO is updated, the

discrepancy no longer exists. The PO re-edit feature allows you to re-edit the invoice against the latest PO data. If the invoice passes the edits, it is processed "as if' the discrepancy never occurred.

Using this option

When you enter option 4 on the ‘’Other Accounts Payable Transaction Entry Tasks,’ IFM takes you to the `Re-edit P.O. related invoices' panel.

Enter the information required and use **F9** to submit the information.

Fields

Transaction type. Identifier of the type of transaction.

Defaults.

Financial division. Financial division from which the invoices are selected for processing.

Personal ledger. Personal ledger from which the invoices are selected for processing.

Process options.

Entered by. User who entered the transaction.

Option 5. Generate Invoices From Goods Received (AM5M35)

Use this option on the Other Accounts Payable Transaction Entry Tasks menu to have IFM automatically generate invoices from inventory receipts or purchase orders.

Understanding the option

This option allows IFM to scan open purchase orders for quantities of goods that have been received but not invoiced by the vendor. When IFM finds those goods, it generates an invoice to accrue the cost of the goods in the current period.

Like other accruals, the invoice is normally reversed at the start of the next period unless you designate the invoice as non-reversible. In that case, IFM processes it as if it was entered from conventional sources.

There are two ways to use this option:

- Accrue for goods that have been received but not invoiced at the end of a period by entering the transaction in the current period and using the IFM copy/reverse function to reverse it in the next period.
- Enter into a "pay on receipt" agreement with suppliers where the receipt of goods triggers payment without an invoice document being sent.

Using this option

When you enter option 5 on the ‘Other Accounts Payable Transaction Entry Tasks,’ the ‘Generate invoices from goods received’ panel appears. Do one of the following:

- To generate invoices from inventory receipts, use the fields provided and use **F9** to submit the information. Before you do this function, you should select automatic invoice matching (see the ***Invoice/credit memo matching options*** field under “Working with Purchasing details (defaults for processing PO-related invoices)”).
- To generate invoices from purchase orders, use **F10=Generate from P.O.** See “Generating invoices from purchase orders”.

Fields

Transaction defaults.

Transaction type. Identifier of the type of transaction. The sale/purchase code for the transaction type must be purchase and the class must be personal ledger.

Financial division. Financial division to which you want the transactions posted.

Personal ledger. Personal ledger to which you want the transactions posted. The ledger must allow payables transactions.

Effective date. Valid date.

Originating unit. Unit originating the transaction.

Period. Open period.

Selection criteria.

Date From/To. Range of dates from which IFM selects the IM transactions. A ***To*** date is required. If you leave the ***From*** date blank, the transactions start from the beginning of the file.

Warehouse From/To. Range of warehouses from which IFM selects the IM transactions.

Entity From/To. Range of vendors from which IFM selects the IM transactions. Must have a warehouse range specified.

Invoice number/GRN number From/To. Range of invoice numbers/GRN numbers from which IFM selects the IM transactions.

Process options. Determines various aspects of invoice processing.

Use receipt invoice number/Combine purchase orders. Use these fields together to determine the relationship between an IFM invoice and its associated IM receipts. The following table shows you the results of your field selections:

Table 3-11. Field selections with results

Combine purchase orders	Use receipt invoice number	Results
Yes	Yes	One IFM invoice is created for all receipts having the same invoice number and referencing purchase orders that have the same pay-to entity.
Yes	No	One IFM invoice is created for all receipts having purchase orders that reference the same pay-to entity.
No	Yes	One IFM invoice is created for all receipts having the same invoice and purchase order number.
No	No	One IFM invoice is created for all receipts having the same purchase order number.

Generate taxes. Determines if tax lines are created with the transaction.

Generating invoices from purchase orders

If you use **F10=Generate from P.O** on the ‘Generate invoices from Goods Received’ panel, the ‘Generate invoices from purchase orders’ panel appears. Use the fields provided and use **F9=Submit**.

You can enter invoices in the local (financial division) currency, instead of the purchase order currency. See “Generating invoices in the local (financial division) currency”.

Fields

Transaction type. Identifier of the type of transaction. The sale/purchase code for the transaction type must be purchase and the class must be personal ledger.

Defaults.

Financial division. Financial division to which you want the transactions posted.

Personal ledger. Personal ledger to which you want the transactions posted. The ledger must allow payables transactions.

Process options.

From/to purchase order number. Range of purchase orders from which IFM selects the purchase orders.

From/to warehouse. Range of warehouses from which IFM selects the purchase orders.

From/to buyer number. Range of buyer numbers from which IFM selects the purchase orders.

Completion code. Status of invoicing activity for the purchase order.

1 Partial. Invoicing activity is not complete.

2 Complete. Invoicing activity is complete.

3 Calc. IFM determines whether the completion code should be partial or complete. Compares the invoiced quantity to the purchase order quantity and sets the transaction charge line to the appropriate value.

Generate quantity. Determines which PO quantity to use for calculating the remaining quantity to be invoiced.

2 Delivered. Quantity delivered. The quantity delivered can be either received at the dock or in stock depending on how you tailored PUR.

3 Stock. Quantity received in stock.

Option 6. Generate Invoices From One Goods Received (AM5M35)

Use this option on the Other Accounts Payable Transaction Entry Tasks menu to enter and process one invoice at a time. Each invoice entered and submitted is then available after transaction processing is complete through "Work with Transactions". For a description of this option, see “Option 1. Work With Transactions (AM5M10)”.

Using this option

When you enter option 6 on the other Accounts Payable Transaction Entry Tasks menu, IFM takes you to the ‘Generate invoices for one goods receipt notice’ panel. From here, you can process invoices for goods that are received individually.

Generating an invoice

Use the fields provided to create an invoice for an individually received good. Each invoice entered and submitted is available after transaction processing is complete through the "Work with Transactions" option.

Enter the correct values in the fields provided and press **Enter**. If there are no errors, the transaction is created and processed. Errors in processing automatically show the ‘Work with Transactions’ panel.

You can enter invoices in the local (financial division) currency, instead of the purchase order currency. See “Generating invoices in the local (financial division) currency”.

Fields (Transaction defaults)

Transaction type. Identifier of the type of transaction.

Financial division. Financial division to which you want the transactions posted.

Personal ledger. Personal ledger to which you want the transactions posted. The ledger must allow payables transactions.

Period. Open period.

Originating unit. Unit originating the transaction.

Tax transaction type. The taxing authority’s classification of the transaction. If the user enters a tax transaction type, the value entered overrides any tax transaction type entered on the PO header record.

Effective date. Valid date.

Document date. Date assigned to the invoice when it is first created.

Date of supply. A date appearing on the header line of a transaction that is the date on which the related goods or services were actually supplied. This is the date used for tax purposes.

Vendor number. The assignee vendor or one of the buy-from vendors; the assignee number on the invoice is the assignee entity. If you did not create additional buy-from vendors, the numbers are the same.

Invoice/GRN number. The numbers that correspond to a receiving ticket used to check that invoiced items were actually received.

The invoice/GRN number entered on this panel is the ***Transaction number*** and the ***Their reference number*** on the transaction number on the transaction header. This action makes it easier to locate the invoice that is processed from the "Work with Transactions" option. There must also be RP and PQ transactions that have this GRN number.

Invoice amount. Amount of the invoice.

Tax code/amount. The tax codes and amounts create a record for this invoice, as well as the value of a tax line expressed in the transaction currency. If this field is left blank at the time the transaction is entered, then the system will calculate its value automatically using the default tax code.

The sum of the invoice amount and tax amounts entered on this panel is placed in the transaction header's ***Transaction control value*** field.

Process options

Generate taxes. The default is 1=Yes. This default value makes the ***Tax transaction type*** and the ***Tax codes*** fields active.

Working with tax codes and code results

After the transaction has been processed, you can use the "Work with Transactions" option to access tax code information.

To inquire about tax code information, do the following:

1. Take option 1, "Work With Transactions," on the IFM Transaction Entry Tasks (AM5M10) menu, or press **F15** from the 'Generate invoices from one goods received notices' panel. Then, enter the invoice number for inquiry on the 'Work with transaction' panel. Enter option 12=Work with lines next to an invoice entry and press **Enter**. The 'Work with transaction lines' panel appears. To view the tax code, invoiced tax, tax calculated by IFM, and the difference between the two for this transaction, press **F22=Tax estimates**. The 'Invoiced tax comparison' panel appears.
2. Enter option 12=Display details next to the desired tax code. The 'Calculated tax amount' panel appears. It shows all tax code results with the corresponding tax amount.
3. Enter option 12=Display tax code result tax details next to a specific tax code result on the 'Calculated tax amounts' panel. IFM shows taxes applicable for a specific tax code result. Total fields at the top of this panel are for the chosen tax code result only.
4. Enter option 5=Display charge line tax details next to the item/charge record. The 'Charge line tax' panel appears. This panel shows charge line tax detail records.

Option 7. Short Cash (AM5M35)

Use this option on the Other Accounts Payable Transaction Entry Tasks menu to enter batches of cash transactions without using `Transaction entry'. For a description of this option, see “Option 4. Short Cash Entry (AM5M10)”.

Option 8. Clear In-transit Cash Items (AM5M35)

Use this option on the Other Accounts Payable Transaction Entry Tasks menu to work with in-transit and cleared cash lines for a specific cash book. For a description of this option, see “Option 6. Clear In-transit Cash Items (AM5M26)”.

Option 9. Review Approval Lines - Current User (AM5M35)

Use this option on the Other Accounts Payable Transaction Entry Tasks menu to allow the current user to view the transaction approval lines submitted for his or her approval, and to respond to the approval request. For a description of this option, see “Option 8. Review Approval Lines - Current User (AM5M26)”.

Option 10. Review Approval Lines (AM5M35)

Use this option on the Other Accounts Payable Transaction Entry menu to view the transaction approval lines submitted for any IFM user, and to respond to the approval request. For a description of this option, see “Option 9. Review Approval Lines (AM5M26)”.

Option 11. Audit Check Numbers (AM5M35)

Use this option on the Other Accounts Payable Transaction Entry Tasks menu to record what has happened to one or more checks – whether they were issued, spoiled or lost. This facility can be used for both hand-written checks and for checks generated by IFM' automatic payments system.

Understanding this option

What is a check audit?

If the settlement method you use for auto-payments requires a check audit to be conducted, then you must account for every check generated by the payment list before its list status changes to `Complete'.

In a typical organization, the check audit facility would be in the normal check control process. The department responsible for controlling checks issues to the computer operations department enough continuous check stationery for a specific check run. Following the check run, operations return every check to the controlling department. The controlling department then updates the check audit file, creating one record for every run of check numbers.

For example, if checks 000201 to 000204 were used to align the stationery, and checks 000205 to 000244 were printed, two records would be needed in the check audit file. The first record would indicate that checks 000201 to 000204 were spoiled and the second that checks 000205 to 000244 were issued.

For issued checks, the check numbers are copied from the check audit file into the drawing/lodgement reference of the corresponding cash lines.

You could use the check audit facility for any similar pre-numbered documents, as well as for checks.

Using this option

When you enter option 10 on the Other Accounts Payable Transaction Entry Tasks menu, IFM takes you to the `Check number audit' panel. From here, you can:

- Create a check number audit record
- Split a check number sequence

Conducting a check audit

To conduct an audit:

1. Use **F6=Create** on the ’Check number audit’ panel. The ’Check number audit – Create’ panel appears.
2. Using the fields provided, match the correct sequence of check numbers with the corresponding sequence of numbers from the payment list. Press **Enter** to create the check audit record.

Fields

Bank account id. This field gives the identifier of the cash book from which the checks are drawn.

First and last check numbers. These fields define the range of checks to which the check audit applies. Leave the ***Last check number*** field blank if there is only one check.

Start or end of sequence. This field indicates whether the group of checks comes at the start, end or somewhere in the middle of a sequence of checks issued by the bank. This field is for your information only.

Check status. This field indicates whether the checks covered by the check audit were issued, spoiled or unaccounted for.

Payment list details. If the checks were generated by the automatic payments system then you should enter the identifier of the payment list and the line numbers of the first and last payment list details to which the sequence of checks correspond.

Cash lines updated?. This field is updated automatically by the system. If you have entered payment list details, then the system will update the cash line associated with each payment. The check number will be entered as the drawing/lodgement reference of the cash line.

Splitting a sequence

The need may arise to split an existing number sequence into two distinct sequences. For example, if you had a sequence of 200 checks, one of which was lost, you could create one check audit record for all 200 checks and then split this record at the appropriate point to account for the lost check.

To do this:

1. Take option 12 `Split sequence' on the sequence you want to split on the ’Check number audit’ panel. The ’Insert within an existing sequence’ panel appears.

   The upper half of this panel shows you details of the `Existing record', including the ***First*** and ***Last*** check numbers. On the lower half of the panel, specify the details of the ***Record to be inserted*** by specifying new ***First*** and ***Last*** check numbers, one or both of which may be different from those on the `Existing record', but must be within the existing range.

2. When you have entered all the required details, press **Enter**. IFM creates a revised set of records accordingly.

   If the new ***First*** and ***Last*** are both different from the existing record, then IFM replaces the one existing record with three new ones:

   - One for all the numbers included in the ***Record to be inserted***
   - One for all the numbers before
   - One for all the numbers after

Option 12. Record Inter-Bank Transfers (AM5M35)

Use this option on the Other Accounts Payable Transaction Entry Tasks menu to transfer cash from one bank account to another. A cash book journal always generates one pair of transactions. You can only generate transactions from a cash book journal once. If you try to generate transactions a second time, IFM displays an error message.

Each of the generated transactions involves a single cash line. The only exception is that either or both of the transactions may include a second cash line designated as `bank charges'.

Understanding this option

What is a cash book journal?

You can transfer cash between two accounts by entering two cash transactions - one cash credit and a balancing cash debit. The cash book journal facility provides a simpler alternative. You enter details of the ***From*** and ***To*** cash books, and the amount to be transferred, using the journal entry panel. When you process the journal, IFM automatically generates, but does not post, the two cash transactions.

The two transactions appear on the `Work with transactions' panel just as if they had been entered manually, and can be posted at any time.

Using this option

When you enter option 11 on the Other Accounts Payable Transaction Entry Tasks menu, IFM takes you to the `Work with cash book journals' panel. By default, this panel only shows cash book journals which have not yet generated transactions. You can alter this by using **F17** to go to the ‘Selection criteria’ panel, and changing the value in the ***Transactions generated?*** field from 0 `No' to 1 `Yes'. The `Work with' panel now shows only those cash book journals from which transactions have been generated.

From here you can:

- Create a cash book journal
- Generate cash book journal transactions

Creating a cash book journal

To create a cash book journal, use **F6=Create** on the ’Work with cash book journals’ panel.

This panel has two pages. The fields on the second page are used less frequently than the fields on the first page. Use the fields provided to create the cash book journal. When you have entered all the required details, press **Enter**. IFM creates the new cash book journal record.

Fields

Cash book value from / Cash book value to. If the two cash books are denominated in the same currency, the two values are the same. If the two cash books are denominated in different currencies, IFM checks that the values entered fall within the acceptable exchange rate limits for the currencies involved.

Transaction no. from / Transaction no. to. You can have these numbers automatically supplied by the system. If you do, the numbers are not displayed on this panel, but are assigned to the transactions during transaction entry.

Transfer from / to nature (Second page). If you enter natures in these fields (which are optional), they must be natures which allow postings.

Note: If the From financial division does not equal the To financial division, then the bank transfer is an inter-divisional transfer. The program will pick up the inter-division account type from the From cash book. The program will automatically default the from/to units and the from/to natures from the inter-division account record. This will be done to make the inter-division accounting entry.

Transfer from / to unit (Second page). If you enter units in these fields (which are optional), they must be units which allow postings.

Generating transactions. A cash book journal can only generate one pair of transactions, on one occasion. If you try to generate transactions from the same cash book journal more than once, IFM displays an error message.

To generate transactions from one or more selected cash book journals, first make sure that the ***Transactions generated?*** field on the ‘Selection criteria’ panel is set to 0 `No'. This means that the journals displayed on the `Work with' panel are those from which transactions have not yet been generated.

Take option 9 `Generate transactions' against the journal or journals from which you want to generate transactions. The ’Work with cash book journals’ panel appears.

IFM displays a message stating that transactions are being generated, and the relevant journal number. Once transactions have been generated, the journal is removed from the display.

Instead of taking option 9 against individual cash book journals, you can generate transactions from all the cash book journals on display by using **F9**. This has the same effect as taking option 9 against all of the records on display.

You can view generated transactions using“Option 1. Work With Transactions (AM5M10)”.

Option 13. Log Bank Return Information (AM5M35)

Use this option on the Other Accounts Payable Transaction Entry Tasks menu to log the information about an item returned by the bank. For a description of this option, see “Option 7. Log Bank Return Information (AM5M26)”.

Option 14. Work With Transactions (AM5M35)

Use this option on the Other Accounts Payable Transaction Entry Tasks menu to enter transactions and to manage their validation and posting. For a description of this option, see “Option 1. Work With Transactions (AM5M10)”.

Option 10. Other General Ledger Transaction Entry Tasks (AM5M10)>>

Use this option on the Transaction Entry Tasks menu to go to the Other General Ledger Transaction Entry Tasks menu (AM5M44). It contains the following options:

Note: If >> appears after a menu option, that option goes to another menu.

Option 1. Repeating Transactions (AM5M44) 3-117
Option 2. Apportionments (AM5M44)>> 3-118
Option 3. Review Approval Lines-Current User (AM5M44) 3-127
Option 4. Review Approval Lines (AM5M44) 3-127
Option 5. Work With Transactions (AM5M44) 3-127

Option 1. Repeating Transactions (AM5M44)

Use this option on the Other General Ledger Transaction Entry Tasks menu to view, create or change repeating transactions. For a description of this option, see “Option 1. Repeating Transactions (AM5M26)”.

Option 2. Apportionments (AM5M44)>>

Option 1. Work With Apportionment Criteria (AM5M4Y) 3-118
Option 2. Work With Apportionments (AM5M4Y) 3-120
Option 3. Work With Apportionment Lists (AM5M4Y) 3-123
Option 4. Work With Apportionment Requests (AM5M4Y)..... 3-125
Option 5. Work With Transactions (AM5M4Y)..... 3-127
Option 6. General Ledger Inquiry (AM5M4Y)..... 3-127

Option 1. Work With Apportionment Criteria (AM5M4Y)

Use this option on the Apportionments menu to create and maintain apportionment criteria. Apportionment criteria enable you to divide up a value in specified proportions.

This section should be read with“Option 3. Work With Apportionment Lists (AM5M4Y)”.

Understanding this option

What are apportionment criteria?

An apportionment is used to divide a value among several units. The proportion given to each unit may be specified by the apportionment itself or may be obtained by reference to an apportionment criteria. One apportionment criteria may be referenced by many apportionments.

For example, you could create an apportionment criteria called `headcount' which divides a value according to the number of employees in each unit. When your head count changes, you only need to change the apportionment criteria and all apportionments which reference the criteria is updated.

Using this option

When you enter option 1 on the Apportionments menu, the `Work with apportionment criteria' panel appears. From here you can:

- Create an apportionment criterion
- Work with values

Creating an apportionment criterion

To create apportionment criteria:

1. Use **F6=Create** on the ’Work with apportionment criteria’ panel. The ’Apportionment criterion – Create’ panel appears.
2. Use the identifier and name fields to create the apportionment criterion.

Working with values

Once you have created an apportionment criterion, you can create apportionment values associated with it. To do this:

1. Take option 12 `Work with values' on the criterion you want to use on the 'Work with apportionment criteria' panel. The 'Work with apportionment values' panel appears.
2. Use **F6=Create**. The 'Apportionment value – Create' panel appears.
3. Use the fields provided to create the apportionment value.

Fields

Unit. This is the unit to which the apportionment value relates.

Criterion value. The value entered is used to derive the proportion that is assigned to the unit. The proportion is given by the criterion value for the particular unit divided by the total of criterion values for all apportionment values belonging to the apportionment criteria.

For example, if the apportionment criteria is the head count, you would enter the total number of people in the unit.

Option 2. Work With Apportionments (AM5M4Y)

Use this option on the Apportionments menu to create and maintain apportionments.

Understanding this option

What is an apportionment?

You use apportionments to spread a source value across a set of general ledger target accounts. The source value may be obtained from the:

- Value of a single transaction line. For example, to proportionally divide the rent among the various units occupying a building depending on the area used by each unit
- Total value of one or more source general ledger accounts specified by the apportionment itself. For example, to periodically aggregate the expenses of running a building – rent, electricity, insurance, telephone, and so on – which were initially carried by a single unit, and apportion them among the tenant units as a facilities cost.

An apportionment is made up of:

- An apportionment definition.
- Apportionment source lines, each specifying a general ledger account from which a value is to be apportioned. These are optional.
- Apportionment target lines, each specifying a general ledger account to which a value is to be apportioned.

How do apportionments divide a value?

Apportionments may divide a value according to:

- A separate apportionment criteria created using “Option 1. Work With Apportionment Criteria (AM5M4Y)”. One criteria may be used by many apportionments.
- Criteria specified for the target accounts of one apportionment only.

Typical apportionment criteria are `headcount', `square feet occupied', and `total salary'.

Apportionments and transactions

You can attach an apportionment to a transaction's charge or general ledger lines. In this case, any source lines are ignored. The value of the line is apportioned among the target accounts by creating a general ledger line for each, either as postings or as accruals to be reversed in a future period.

An apportionment may be specified on a personal account, which is applied by default to transactions for the account. This is a useful means of recording certain kinds of information, for example the general ledger accounts which are impacted by a the invoices of a supplier.

Periodic apportionments

You can apply a set of apportionments periodically. Each apportionment takes the total balance of the source accounts within the source periods specified, and apportions it to the target accounts in the specified target period. You can do this in one of the following ways:

- As general ledger postings
- As general ledger accruals
- As a memorandum in an analysis

Memorandum apportionments do not impact the general ledger. Instead, they create a subsidiary file of incremental balances, which is aggregated with the balances derived from the general ledger for analysis purposes. This is a useful `what if' facility. For example, it allows you to explore the effect of redistributing expense responsibility on the contribution to profit of various operating units. see “Option 6. Work With Analyses (AM5M50)” for details of analyses.

Apportionments and budgets

You can also use apportionments during the budgeting process to distribute a value to target budget details.

Using this option

When you enter option 2 on the Apportionments menu, the `Work with apportionment' panel appears. From here, you can:

- Create an apportionment
- Create apportionment sources
- Create apportionment targets

Creating an apportionment

To create apportionments:

1. Use **F6=Create** on the ’Work with apportionments’ panel. The ’Apportionment – Create’ panel appears.
2. In addition to an identifier and name, you can specify an apportionment criteria.

Fields

Criteria. If you enter the ID of an apportionment criteria, the proportion of value to be assigned to each of the target accounts is adopted from the corresponding unit in the criteria.

If you leave the field blank, you need to specify the criterion value of each target unit individually.

From the `Apportionment – Create/Change' panel you can use **F11** or **F15** to work with sources or targets, respectively.

Creating apportionment sources

After creating an apportionment, you can assign apportionment sources to it:

1. Take option 12 `Work with sources' on the apportionment you want to use on the 'Work with apportionments' panel. The ' Work with sources' panel appears.
2. Use **F6=Create**. The 'Apportionment source – Create' panel appears.
3. Use the fields provided to specify the unit and nature combination which serves as the apportionment source.

Fields

Offset nature. This is the nature to which the reciprocal posting is made following an apportionment. It may be the same as the apportionment source nature, but it does not have to be.

Balance to apportion. This field indicates whether the balance to be apportioned is the balance as at the end of the most recent complete period, or the overall balance for the year to date.

Creating apportionment targets

After creating an apportionment, you can assign apportionment targets to it:

1. Take option 13 on the apportionment you want to use on the 'Work with apportionments' panel. The ' Work with targets' panel appears.
2. Use **F6=Create**. The 'Apportionment target – Create' panel appears.
3. Type the required values in the fields and press **Enter**.

For any given apportionment, the same method of establishing the criteria value must apply to each target (the system does not allow you to combine different methods).

Fields

Unit and nature. These fields give the general ledger account which is the target of the apportionment. One unit may only appear once per apportionment. If you specified an apportionment criteria for the apportionment, you are restricted to those units which are present in the criteria.

Target criterion value. This field gives the proportion of value to be assigned to the target account. For example, if you enter 15 and the total criterion value of all the target accounts is 100, this account would receive 15% of the source value. Enter the target criterion value with a trailing negative sign.

This field is not available if you specified an apportionment criteria for this apportionment. In this case, the target criterion value is taken from the corresponding unit in the criteria.

Apportionment criteria nature. For some apportionments, you may want the target nature (the nature to which an amount is apportioned) to be distinct from the criterion nature (the nature which governs the amount apportioned to each target account). In these cases, this field identifies the criterion nature.

Balance for criteria. This field, which is associated with an apportionment criteria nature, indicates whether the balance to be apportioned is the balance at the end of the most recent period, or the balance for all of the periods for the year to date.

Option 3. Work With Apportionment Lists (AM5M4Y)

Use this option on the Apportionments menu to create and maintain apportionment lists. These are used with the IFM report generation facility to perform `memorandum' apportionments, showing the effects of a hypothetical apportionment without actually altering the general ledger.

Understanding this option

What is an apportionment list?

An apportionment list identifies a number of apportionments which are included in an extract. For more information about extracts and the report generator, see “Option 6. Work With Analyses (AM5M50)”.

Using this option

When you enter option 3 on the Apportionments menu, the `Work with apportionment lists' panel appears. From here, you can:

- Create an apportionment list
- Create apportionment list details

Creating apportionment lists

To create an apportionment list:

1. Use **F6=Create** on the ’Work with apportionment lists’ panel. The ’Apportionment list – Create’ panel appears.
2. Use the ID and name fields provided to create the apportionment list, and press **Enter**. IFM creates the new apportionment list record.

Creating apportionment list details

After creating an apportionment list, you need to specify details (apportionments) which belong to it.

To create apportionment list details:

1. Take option 12 `Work with apportionment list details' next to an apportionment list on the ’Work with apportionment lists’ panel. The Work with apportionment list details’ panel appears.
2. Use **F6=Create**. The ’Apportionment list detail – Create’ panel appears.
3. Use the fields provided to identify the apportionment and give it a sequence number, and press **Enter**. IFM creates the new apportionment list detail record.

Fields

Sequence. The sequence numbers given to the details of an apportionment list determine the order in which the apportionments are processed (a lower number is processed before a higher one). This order can change the results of an analysis which uses the list, since apportionments may have a cumulative effect. One apportionment's target general ledger account may be another apportionment's source account.

Option 4. Work With Apportionment Requests (AM5M4Y)

Use this option on the Apportionments menu to enter and generate apportionment requests. Apportionment requests make use of the standard apportionment function to create both `dynamic' and `cascading' allocations.

For information on allocations, see “Option 2. Work With Document Types (AM5M68)”, “Option 1. Work With Apportionment Criteria (AM5M4Y)”, and “Option 2. Work With Apportionments (AM5M4Y)”.

Understanding this option

What is a dynamic apportionment?

A dynamic apportionment is one in which the apportionment criteria are derived from ledger balances of the target units. Hence changes in the respective balances of two or more target units affects the impact of the apportionment on them. For example, sales commission could be apportioned according to sales of product A and product B. Fluctuations in the sales of products A and B would lead to a corresponding change in the amount of sales commission apportioned to each.

What is a cascading apportionment?

Cascading apportionments are apportionments processed in a fixed sequence, such that the outcome of each one affects the processing of the next. Specifically, the ledger balances used by each apportionment in the list include balances derived from its predecessor in the list.

Which apportionments can a request include?

An apportionment request can include apportionments which use 'Target criteria value' and apportionments which use 'Criteria nature' balances.

Using this option

When you enter option 4 on the Apportionments menu, IFM takes you to the `Work with apportionment requests' panel. From here, you can:

- Create an apportionment request
- Generate an apportionment
- View a transaction, or budget import details, arising from an apportionment
- Process a transaction
- Display transaction errors

Creating an apportionment request

To create an apportionment requests, use **F6=Create** on the ’Work with apportionment requests’ panel. The ’Apportionment request - Create’ panel appears. Use the fields provided and press **Enter**.

Fields

Type. There are two types of apportionment requests - ledger, and budget.

When you generate a ledger apportionment, IFM makes a copy of all balances associated with the apportionment source unit and nature, target unit and natures, and apportionment criteria unit and nature, for all the periods involved in the apportionment. These temporary balances are updated as the apportionment is processed.

For all the apportionments in the list, the system creates a single unposted transaction with postings to the apportionment targets based on the balance of the apportionment criteria. A reciprocal posting is made to the 'Offset nature' specified on the apportionment source. This Offset nature can be the same as the source nature, or a different nature altogether.

The unposted transactions can be reviewed before posting to the General ledger.

Budget apportionments are processed in a similar way. Budget values are used as the source and target, and the budget import file is used for the apportioned values. The new values for the budget can be reviewed before replacement. For more information, see “Working with budget detail import”.

Generating an apportionment

To generate an apportionment, take option 9 `Generate apportionment' on the apportionment you want to generate on the ’Work with apportionment requests’ panel.

IFM generates the apportionment, displaying a series of progress messages as it does so.

The ***Request status*** field changes from 1 `Entered' to 2 `Generation in progress' and then 3 `Generated'.

Viewing a transaction or budget import details

Once an apportionment has been generated, you can view the resulting transaction (in the case of a ledger apportionment) or budget import details (in the case of a budget apportionment).

To view the transaction, take option 12 `Display transaction'. To view the budget import, take option 15 `Work with budget import'. Option 15 is one of three options (the other two are 20 `Narrative' and 21 `Audit details') which are not displayed when you first visit the `Work with apportionment request' panel, but which you can see by pressing the **F23 More options** function key.

Processing a transaction

To process a transaction:

- If there is an apportionment request with Request status 3 `Generated' and you viewed the transaction and are satisfied that you want to post it, take option 13 against the transaction you want to process on the ’Work with apportionment requests’ panel. IFM processes the transaction.
- The ***Request status*** field changes from 3 `Generated' to 4 `Posted' or 5 `Error'. In the case of 5 `Error', you can view the transaction error(s) by taking option 14 `Display transaction errors'.

Option 5. Work With Transactions (AM5M4Y)

Use this option on the Apportionments menu to enter transactions and to manage their validation and posting. For a description of this option, see “Option 1. Work With Transactions (AM5M10)”.

Option 6. General Ledger Inquiry (AM5M4Y)

Use this option on the Apportionments menu to enter transactions and to manage their validation and posting. For a description of this option, see “Option 3. General Ledger Inquiry (AM5M70)”.

Option 3. Review Approval Lines-Current User (AM5M44)

Use this option on the Other General Ledger Transaction Entry Tasks menu to allow the current user to view the transaction approval lines submitted for his or her approval, and to respond to the approval request. For a description of this option, see “Option 8. Review Approval Lines - Current User (AM5M26)”.

Option 4. Review Approval Lines (AM5M44)

Use this option on the Other General Ledger Transaction Entry Tasks menu to view the transaction approval lines submitted for any IFM user, and to respond to the approval request. For a description of this option, see “Option 9. Review Approval Lines (AM5M26)”.

Option 5. Work With Transactions (AM5M44)

Use this option on the Other General Ledger Transaction Entry Tasks menu to enter transactions and to manage their validation and posting. For a description of this option, see “Option 1. Work With Transactions (AM5M10)”.

Option 11. Table Maintenance (AM5M10)>>

Use this option on the Transaction Entry Tasks menu to go to the Table Maintenance menu (AM5M60). For information on how to use this menu, see Chapter 8, “Table Maintenance”.

Option 12. Inquiries (AM5M10)>>

Use this option on the Transaction Entry Tasks menu to go to the Inquiries menu (AM5M70). For information on how to use this menu, see Chapter 9, “Inquiries”.

Option 13. Transaction Lists (AM5M10)>>

Use this option on the Transaction Entry Tasks menu to go to the Transaction Lists menu (AM5M80). For information on how to use this menu, see Chapter 10, “Transaction Lists”.

Chapter 4. Accounts Receivable Tasks

When you select option 2 on the IFM Main Menu (AM5M00), the IFM Accounts Receivable Tasks menu (AM5M20) appears. It contains the following options:

Note: if >> appears after a menu option, that option goes to another menu.

Option 1. Short Invoice Entry (AM5M20) 4-1
Option 2. Work With Transactions (AM5M20) 4-1
Option 3. Work With Batch Transactions (AM5M20) 4-1
Option 4. Short Cash Entry (AM5M20) 4-1
Option 5. Apply Cash Receipts To Invoices (AM5M20) 4-2
Option 6. Other Accounts Receivable Transaction Entry Tasks (AM5M20)>> 4-2
Option 7. Personal Ledger Inquiry (AM5M20) 4-2
Option 8. Inquiries (AM5M20)>> 4-2
Option 9. Accounts Receivable Periodic Tasks (AM5M20)>> 4-3
Option 10. Accounts Receivable Collection Tasks (AM5M20)>> 4-22
Option 11. Table Maintenance (AM5M20)>> 4-37
Option 12. Transaction Lists (AM5M20)>> 4-37

Option 1. Short Invoice Entry (AM5M20)

Use this option on the Accounts Receivable Tasks menu to enter personal ledger transactions such as invoices and credit notes without using the main `Transaction entry' system. For a description of this option, see “Option 3. Short Invoice Entry (AM5M10)”.

Option 2. Work With Transactions (AM5M20)

Use this option on the Accounts Receivable Tasks menu to enter transactions and to manage their validation and posting. For a description of this option, see “Option 1. Short Invoice Entry (AM5M20)”.

Option 3. Work With Batch Transactions (AM5M20)

Use this option on the Accounts Receivable Tasks menu to define and manage transactions as a group, or batch, rather than individually. For a description of this option, see “Option 2. Work With Batch Transactions (AM5M10)”.

Option 4. Short Cash Entry (AM5M20)

Use this option on the Accounts Receivable Tasks menu to enter batches of cash transactions without using `Transaction entry'. For a description of this option, see “Option 4. Short Cash Entry (AM5M10)”.

Option 5. Apply Cash Receipts To Invoices (AM5M20)

Use this option on the Accounts Receivable Tasks menu to allocate cash received, thereby reducing outstanding receivable balances. For a description of this option, see “Option 6. Apply Cash Receipts To Invoices (AM5M10)”.

Option 6. Other Accounts Receivable Transaction Entry Tasks (AM5M20)>>

Use this option on the Accounts Receivable Tasks menu to go to the Other Accounts Receivable Transaction Entry Tasks menu (AM5M20). For information on how to use this menu, see “Option 8. Other Accounts Receivable Transaction Entry Tasks (AM5M10)>>”.

Option 7. Personal Ledger Inquiry (AM5M20)

Use this option on the Accounts Receivable Tasks menu to view personal account data, such as settlement lines, aged balances, transaction and statistics. For a description of this option, see “Option 1. Personal Ledger Inquiry (AM5M70)”.

Option 8. Inquiries (AM5M20)>>

Use this option on the Accounts Receivable Tasks menu to go to the Inquiries menu (AM5M70). For information on how to use this menu, see Chapter 9, “Inquiries”.

Option 9. Accounts Receivable Periodic Tasks (AM5M20)>>

Use this option on the Accounts Receivable Tasks menu to go to the Accounts Receivable Periodic Tasks menu (AM5M2C). It contains the following options:

Option 1. Create Period Accruals (AM5M2C)....4-3
Option 2. Reverse Accruals (AM5M2C)....4-5
Option 3. Accrue for Installment Interest (AM5M2C)....4-6
Option 4. Generate Statements (AM5M2C)....4-8
Option 5. Generate Finance Charge Transactions (AM5M2C)....4-11
Option 6. Generate Exchange Gains / Losses (AM5M2C)....4-13
Option 7. Late Payment Interest Billing (AM5M2C)....4-15
Option 8. Audit Confirmation Letters (AM5M2C)....4-16

Option 1. Create Period Accruals (AM5M2C)

Use this option on the Accounts Receivable Periodic Tasks menu to accrue any unposted transactions at the end of one period into the next period. You do not have to generate the transactions. Instead you can print a listing of the transactions that are due to be generated.

Understanding this option

Each personal ledger and cash book specifies whether you can use this menu option to generate period accruals. If so, the ledger also specifies a transaction type and default nature.

When you run this option, the system attempts to accrue any unposted transactions. The results may only be approximate since it may not be possible to process an unposted transaction. The system performs a partial validation of the unposted transactions. Where possible it creates a current period accrual general ledger line equal to the total value of the transaction, ready to be reversed in the next ledger period. At the same time, the unposted transaction is moved to the next ledger period.

The general ledger lines are posted to the nature specified by the value lines of the transaction or, if this information is not available, to the default nature specified by the ledger.

At the end of the month, exclude the invoices from the accrual that are unlikely to be approved by selecting Y in the ***Omit from period accrual*** field on the appropriate invoice transaction headers.

For information on identifying the ledgers that require accruals and defining the accrual clearing account, see“Creating ledgers”.

Using this option

When you enter option 1 on the Accounts Receivable Periodic Tasks menu, IFM takes you to the `Period accruals – Ledger' panel. The panel shows all of the personal ledgers and cash books in the current financial division excluding any which do not allow period accruals to be generated.

From here, you can:

- generate period accruals by ledger
- generate period accruals by ledger period

Generating period accruals by ledger

To generate period accruals:

1. Use **F9=Generate period accruals** on the ’Period accruals - Ledger’ panel. The ’Period accruals’ panel appears.
2. Use the fields provided to specify your requirements, and press **Enter**. IFM lists, or lists and generates, the required accruals. It displays a message to this effect and returns you to the `Period accruals – Ledger' panel.

Fields

Ledger / Period. These fields allow you to specify the scope of the period accrual generation. If the ***Ledger*** field is left blank, all ledgers will be included. Otherwise you must specify a personal ledger or cash book.

The specified ledger period must be open. The system will then search for unposted transactions in all open ledger periods up to this ledger period.

Process type. This field lets you choose between listing the period accruals, to show which accruals would occur if generated, and listing and generating the accruals at the same time.

Generating period accruals by ledger period

To generate period accruals by ledger period:

1. Take option 12 `Work with ledger periods' on the required ledger on the ’Period accruals - Ledger’ panel. The ’ Period accruals – Ledger period’ panel appears. This panel shows you all ledger periods and indicates the date and time on which period accruals were last generated for each.
2. Take option 9 `Period accrual generation' on the required ledger period. The ’Period accruals’ panel appears.
3. Use the fields provided to specify your requirements and press **Enter**. IFM lists, or lists and generates, the required accruals. It displays a message to this effect and returns you to the `Period accruals – Ledger' panel.

Option 2. Reverse Accruals (AM5M2C)

Use this option on the Accounts Receivable Periodic Tasks menu to reverse the current period accruals (if any) in a general ledger period.

Understanding this option

What is the effect of reversing accruals?

When a current period accrual is entered, the period during which the accrual will be automatically reversed is specified and a corresponding general ledger line is created in that period. This menu option allows you to validate and post those general ledger lines.

Using this option

When you enter option 2 on the Accounts Receivable Periodic Tasks menu, IFM takes you to the `Accrual reversal' panel. The panel displays all of the general ledger periods in the default administrative division.

To reverse the accruals in a ledger period, take option 9 `Reverse accruals' against the ledger period concerned. IFM responds with an appropriate message, either stating that accruals have been successfully reversed, or stating the reason why this has not occurred.

For each ledger period, the system records the time and date on which current period accruals were last reversed. You can repeat the process as many times as is necessary.

Option 3. Accrue for Installment Interest (AM5M2C)

Use this option on the Accounts Receivable Periodic Tasks menu to create period-end ledger entries to record accrued interest income and expense.

Understanding this option

To accrue for installment interest that is earned or is due but has not been recognized, you enter a cut-off date for installment payments. IFM analyzes the installment settlement lines to determine the accruals as of the cut-off date. If the due date of the settlement line is before the cut-off date, the full interest amount is accrued. If the due date of the settlement line is after the cut-off date, the interest is prorated for the period between the first day of the installment and the cut-off date. For example, if an installment:

- Covers a period from February 16 to March 15 (29 days)
- Has Interest for this period of 100.00
- Has a cut-off date of February 29

IFM accrues 48.28 (100 x [14 / 29])

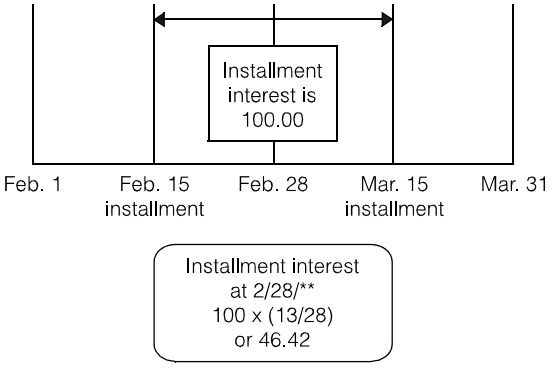


Figure 4-1. Example of interest accrual on installment payments

Using this option

When you enter option 3 on the Accounts Receivable Periodic Tasks menu, the Accrue for Installment Interest panel appears. Do the following:

1. Use the fields provided and press **Enter**. The Select personal ledgers for accrual panel appears.
2. Select one or more personal ledgers and press **Enter**.

Flelds

Financial division. Financial division for which the interest is accrued.

Current period. Posting period to create current G/L records for total accrued installment interest.

Reversal period. Period to create reversal G/L records for total accrued installment interest.

Interest accrual cut-off date. Last date for interest to be accrued. Partial payments result in accrual of a portion of the interest.

Transaction type. Code that identifies a type of transaction. For example, a payables invoice.

Transaction narrative. Description of the transaction and its purpose.

Summarize accrual transaction. Determines if accrual transactions are summarized. One of the following is valid:

0 Create a G/L line for each accrual.

1 Summarize unit/nature G/L lines. Create a G/L line for the sum of accrued interest for a ledger/unit/nature combination.

Option 4. Generate Statements (AM5M2C)

Use this option on the Accounts Receivable Periodic Tasks menu to generate and print a statement of transactions for one or more personal accounts.

Understanding this option

Each personal account statement includes the following information:

- Your name and address at the top, as specified by the entity corresponding to your financial division's unit.
- The date the statement was produced and the identifiers of the entity and ledger to which it relates.
- The name and address of the entity which owns the personal account.
- Optionally, details of all settled transactions between a specified range of dates.
- Optionally, details of all unsettled, or part-settled transactions between a specified range of dates.
- Details of any unallocated cash for the entity.
- An aged analysis formatted according to the aging structure specified by the personal ledger or by the Ageing structure field on the 'Statements' panel. If no ageing structure is specified for statements, then the aged analysis will be taken from the ledger.
- Any euro-participating currency amount totals are shown in euro currency if the euro is selected as the alternate print currency.

The format and layout of the statement is determined by the document type specified by the personal ledger. Monetary values are formatted according to the value format for statements specified by the administrative division system data.

Selection and grouping of settled vs. unsettled lines is based on current status, not 'as of date xx/xx/xx'. The field, ***Total Balance Outstanding,*** is from the entity's current Ledger Balance record, not the net of activity between specified date ranges.

You can also use the personal ledger inquiry facility to print a statement for any personal account.

Using this option

When you enter option 4 on the Accounts Receivable Periodic Tasks menu, IFM takes you to the `Statements' panel. The fields on this panel allow you to specify the personal accounts for which you want to print a statement, and the content of each generated statement.

To print a statement or statements:

1. Type the required values and press **Enter**. The 'Statements' panel appears again with the values you entered.
2. Check the values you have entered and press **Enter** to confirm. A message appears telling you that your request is being processed.
3. Use **F12** to cancel if you do not want to process your selections.

The requested statements are printed interactively. Messages are displayed indicating any personal accounts for which statements could not be printed.

The system remains on the `Statements' panel ready for you to run another statement, if you wish.

Flelds

Personal ledger and Entity. If a personal ledger is specified on your user defaults then this will be entered automatically in the ***Personal ledger*** field.

The ***Personal Ledger*** and ***Entity*** fields allow you to specify the account or accounts for which you want to print statements. There are three possible combinations for producing statements:

- All accounts in all personal ledgers
- All accounts in one personal ledger
- One personal account

To print statements for all personal ledgers for one entity, choose each personal ledger in turn.

Print transactions?. You can choose to include unsettled transactions or settled transactions or both.

Date range for settled transactions. Only settled transactions with a settlement date in the specified range will be included. Leave both fields blank to include all settled transactions.

Date range for unsettled transactions. Only unsettled transactions with a document date in the specified range will be included. Leave both fields blank to include all unsettled transactions.

Ageing Structure. The value of this field determines the selection criteria for transaction balance ageing analysis, which, in turn, determines the Aged analysis column headings. If a value is entered for personal ledger, then the default for this field will be the personal ledger ageing structure.

Accumulation Currency. This value restricts the transactions selected to those in the accumulated currency.

Print currency. The value of this field determines the currency for all printed detail and total fields other than the converted totals. You may choose either the accumulation currency or the currency used for the personal ledger. If the currency you choose is not the euro or is not euro-participating, print currency is not allowed.

Re-age balances. You have the option of re-aging debts prior to printing the statements. If so, you may need to specify an aging observation date for those aging structures which require a specific date to be entered.

Fields are either required, allowed, or not allowed depending upon which fields are selected. See Table 4-1 for possible combinations.

Table 4-1. Field selections and statement combinations

Selection Case	Financial Division	Personal Ledger	Ageing Structure	Accum. Currency	Print Currency
1. Currency Only	Not Entered	Not Allowed	Required	Entered	Allowed
This first case accumulates all personal ledgers for AP or AR for a currency across all financial divisions. A default ageing structure is required for ageing, and the ledgers must be re-aged if this option is selected. Print currency is not required. The Ageing Report will have a subtotal by financial division and personal ledger for each entity and an entity total balance. At the end of the report, a total by personal ledger is required. If a print currency is entered, it must be either the euro currency ID or an euro-participating currency. See the chart below for the valid options for Print Currency.					
2. Financial Division and Currency	Entered	Not Allowed	Required	Entered	Allowed
This second case accumulates all personal ledgers for AP or AR for a currency across the selected financial division. A default ageing structure is required for ageing, and the ledgers must be re-aged if this option is selected. The Ageing Report will have a subtotal by personal ledger for each entity and an entity total balance. At the end of the report, a total by personal ledger will be required. Print currency is not required. If a print currency is entered, it must be either the euro currency ID or an euro-participating currency. See the chart below for the valid options for Print Currency.					
3. Financial Division Only	Entered	Not Entered	Allowed	Not Entered	Allowed
This third case accumulates all personal ledgers for the selected financial division. A separate report is produced for each personal ledger. Print currency is not required. If a print currency is entered, it must be either the euro currency ID or an euro-participating currency. See the chart below for the valid options for Print Currency.					
4. Financial Division and Personal Ledger	Required	Entered	Not Allowed	Not Allowed	Allowed
This fourth case accumulates the totals for the selected personal ledger for the selected financial division. Print currency is not required. If a print currency is entered, it must be either the euro currency ID or an euro-participating currency. See the chart below for the valid options for Print Currency.					

Table 4-2. Print currency options

Ledger Source Currency	Print Currency (must be euro ID or euro-participating)	Report Details	Report Total	Secondary Report Total
FRF	Source Currency (FRF)	FRF	FRF	EUR
FRF	EUR	EUR	EUR	FRF
FRF	Blank	FRF	FRF	EUR
EUR	EUR	EUR	EUR	N/A
EUR	(Any euro-participating (FRF, DEM, etc.)	FRF	FRF	EUR
EUR	Blank	EUR	EUR	N/A
USD	Not allowed - must be blank	USD	USD	N/A

Functions

F3 'Exit' or **F12 'Cancel'.** Returns you to the Accounts Receivable Periodic Tasks menu.

F4 'Prompt'. Displays the possible values for each field.

Option 5. Generate Finance Charge Transactions (AM5M2C)

Use this option on the Accounts Receivable Periodic Tasks menu to print a report of finance charges and, optionally, to generate appropriate finance charge invoices.

Understanding this option

What is a finance charge?

A finance charge is a charge applied to an overdue account as a penalty for failing to pay within the agreed time. Finance charges are applied in accordance with the `Settlement terms' specified on each settlement line.

When you run this menu option, the system checks through all the posted, unsettled settlement lines in one or more personal ledgers. The report shows, for each personal account, those settlement lines which have attracted a finance charge.

Note: If a settlement line remains unsettled the next time that you run this option, the system will calculate the finance charge regardless of whether or not a charge has previously been applied. However, the report lists all previous finance charge transactions that have been generated for each personal account and shows their state, whether or not they have been posted. You should check the report to ensure that you do not accidentally invoice a customer twice for the same overdue settlement line. For more information, see “Option 3. Work With Settlement Terms (AM5M64)”.

Using this option

When you enter option 5 on the Accounts Receivable Periodic Tasks menu, IFM takes you to the `Generate finance charge transactions' panel. From here, you can generate a report on those accounts which warrant finance charges, and also generate the appropriate invoices to effect these charges.

Use the fields provided to specify the scope of the report and whether or not you want to generate transactions. When you have entered your requirements, press **Enter**. IFM generates the appropriate report, generates transactions if requested, and displays a message informing you that this has been done.

Fields

Administrative division, Financial division and Personal ledger. When you access this panel, these three fields are copied from your user defaults (if available). You can change the financial division and personal ledger if you want.

If you specify a financial division, but leave the ***Personal ledger*** field blank, IFM generates a report on all the personal accounts, in all the ledgers in the division (only ledgers having a finance charge transaction type are included). If you specify a financial division together with a personal ledger, only accounts in the specified personal ledger are included. The ledger must have a finance charge transaction type.

Settlement terms. You must specify a settlement terms ID. Only posted, unsettled settlement lines which refer to the specified settlement terms will be included.

Last generation date. Only past due invoices after this date after are processed.

Process type. This field allows you to specify whether you want only to generate a list (report), or to generate a list and also generate appropriate transactions corresponding to the charges.

Option 6. Generate Exchange Gains / Losses (AM5M2C)

Use this option on the Accounts Receivable Periodic Tasks menu to generate unposted transactions to account for the gain or loss on exchange up to a specified ledger period, for one or more personal ledgers. This procedure should normally be carried out prior to closing the period concerned.

For a description of how to account for gains or losses on exchange in the balance sheet, see “Option 5. Generate Balance Sheet Exchange Gains and Losses (AM5M49)”.

Understanding this option

What is a gain or loss on exchange?

If a transaction is entered in an currency other than the financial division's currency, an exchange rate (from the exchange rate set current at the time) is used to convert all values to divisional currency. By the time the transaction is settled, the exchange rate may have altered, so that the actual settled amount is greater or less than the amount originally posted. The difference between the posted and settled values is termed a gain or loss on foreign exchange.

Note that each personal ledger specifies whether gains or losses on exchange may be calculated automatically and, if so, whether losses only or both gains and losses will be calculated.

Each personal ledger specifies a transaction type to be used for the generated transactions. A transaction number numerator must be available for the transaction type and ledger to allow the transactions to be generated.

How does IFM settle gains or losses on exchange?

When settlement lines raised in a currency other than the financial division currency are settled, IFM then:

- Calculates the value of the reduction in settlement balance, expressed in the financial division currency at the original transaction rate
- Deducts this value from the value of the settling transaction (in financial division currency) and posts the resulting value to realized gain/loss
- Adds an allocation line to the settling transaction, pointing to the settled transaction. The financial division value of this allocation line is equal to the gain/loss, and the transaction value is zero

To see the resulting financial division value, take option 5 on any ALC type transaction on the ’Transaction lines - Display’ panel. The ’Allocation line - Display’ panel appears.

How are partial payments handled?

Partial payments are handled exactly as described above. The realized gain or loss is calculated at the time the payment is made, and posted to the financial division value of the settled transaction.

How are unrealized gains or losses handled?

A current period accrual is generated for any unsettled settlement lines, ready for reversal in the next ledger period. The transaction comprises a general ledger line posted to the unrealized gain nature or loss nature of the personal ledger and a balancing line posted to payables or receivables control nature.

Using this option

When you enter option 4 on the General Ledger Periodic Tasks menu, IFM takes you to the `Gain and loss on exchange' panel. This panel shows you all the foreign currency personal ledgers in the financial division, excluding any that do not allow gains or losses to be calculated. You can calculate gains or losses in one or all of these personal ledgers by selecting a ledger period. The system will then check for posted settlement lines through all open ledger periods up to the specified period.

Normally you would use this option at the end of a period or year and then close the period or periods concerned. This prevents you from calculating the gain or loss twice in the same period. The system records the time and date each time that you generate gain or loss transactions for a given ledger period. Once you have posted these transactions, you should not repeat this option for the same ledger period.

To calculate gain or loss for one personal ledger:

1. Take option 12 `Work with ledger periods' against the required ledger on the ’Gain or loss on exchange’ panel. The ’Gain or loss on exchange in ledger’ panel appears. This panel shows you all the ledger periods of the personal ledger and whether they are open or closed and the time and date on which gain and loss was previously calculated.
2. Take option 9 `Gain/loss calculation' against the required ledger period, which must be open. The ’Gain and loss on exchange calculation’ panel appears.
3. Specify whether or not you want to run the process interactively or in batch and then press **Enter**. A report is produced detailing the unposted transactions that have been generated. You can post these transactions in the normal way using the `Work with transactions' panel.

To run the calculation for all ledgers:

1. Take option 12 `Work with ledger periods' against the required ledger on the ’Gain or loss on exchange’ panel. The ’Gain or loss on exchange in ledger’ panel appears. This panel shows you all the ledger periods of the personal ledger and whether they are open or closed and the time and date on which gain and loss was previously calculated.
2. Use **F9=Gain/Loss calculation**. The ’Gain and loss on exchange calculation’ panel appears. This panel displays the current administrative division and financial division. By default, the ***Personal ledger*** field is blank indicating that the calculation is to be performed for all personal ledgers.

   Here you can specify the ledger period for which you want the gain or loss to be calculated, and the process mode. When you press **Enter**, IFM performs the calculation and prints a report.

Option 7. Late Payment Interest Billing (AM5M2C)

Use this option on the Accounts Receivable Periodic Tasks menu to determine the invoices that have late payments and to calculate the interest.

Understanding this option

The late payment interest billing function is used to scan personal ledger for paid invoices the have interest due. The function compares payment dates to invoice due dates. If the payment is late, it calculates and records the interest using the rules for the invoice settlement method. See “Option 3. Work With Settlement Terms (AM5M64)”.

Using this option

When you enter option 7 on the Accounts Receivable Periodic Tasks menu, the Calculate late payment interest panel appears. Use the fields provided and press **Enter**.

Fields

Financial division. Financial division for which the late payment interest billing transactions are generated.

Personal ledger to be analyzed. Ledger from which transactions are generated.

Personal ledger for interest invoice. Invoices belonging to this ledger are considered for late payment interest billings.

Transaction type. Transaction type for which late payment interest billing is done.

Minimum invoice amount interest. Cutoff limit for an entity. The interest amount calculated for an entity must satisfy this limit.

Initial transaction number.

> ***Transaction prefix.*** Four characters that begin a transaction number for which late payment interest has been billed.
>
> ***Starting transaction number.*** Beginning number for the transactions for which late payment interest has been billed.
>
> ***Transaction suffix.*** Four characters that end a transaction number for which late payment interest has been billed.

Effective date. The date for which transactions are posted to a period.

Originating unit. Unit that originated the transaction.

Date range to scan the invoices.

> ***From/to date.*** Beginning and ending dates for invoices to be considered for late payment interest billing.

Option 8. Audit Confirmation Letters (AM5M2C)

Use this option on the Accounts Receivable Periodic Tasks menu to select the criteria for creating and generating audit confirmation letters.

Understanding this option

Audit confirmation letters provide a way for auditors to confirm the accounts receivable and, where required, the accounts payable balances with customers and vendors. Confirmation letters list the customer or vendor invoices with unpaid balances as of a specific date. The letters ask the recipients if the information agrees with their records and ask them to send a confirmation or explanation to an auditor.

Confirmation letters are generated using a confirmation list. The list contains a group of entities and invoices that you select based on personal ledgers, entity balances and invoice amounts.

When you create a confirmation list, in addition to the list of invoices, you also determine the contents of the confirmation letter such as the beginning and ending text, the salutation and the auditor's name and address.

Printing confirmation letters does not affect your ability to maintain the associated invoices. You can make changes to the invoices and reprint the letters as necessary.

Any euro-participating currency amounts and amount totals are shown in euro currency.

Details of a confirmation list

When creating a confirmation list, you can narrow the range of entities that appear on the list. When generating details of a list, the system determines the individual entities (within the range you selected) that make up the list. This allows you to deselect specific entities within that range.

Status of a confirmation list

The status of a confirmation list determines how you handle the list. A newly created list has a status of New. When you generate the details for the new list, the status becomes Detail. When you print the list, the status becomes Printed. You can only print a list with a status of Detail or Printed. When you are finished using the list, you manually change the status to Complete. You cannot change the information for a list with a Complete status.

Using this option

When you enter option 8 on the Accounts Receivable Periodic Tasks menu, the Work with confirmation lists panel appears.

From here you can do the following:

- Create or change a confirmation list
- Print a confirmation list
- Select ledgers to be included on a specific confirmation list

- Change the status of a confirmation list from printed to complete or from complete to printed
- Work with confirmation list details
- Work with the text available for confirmation lists

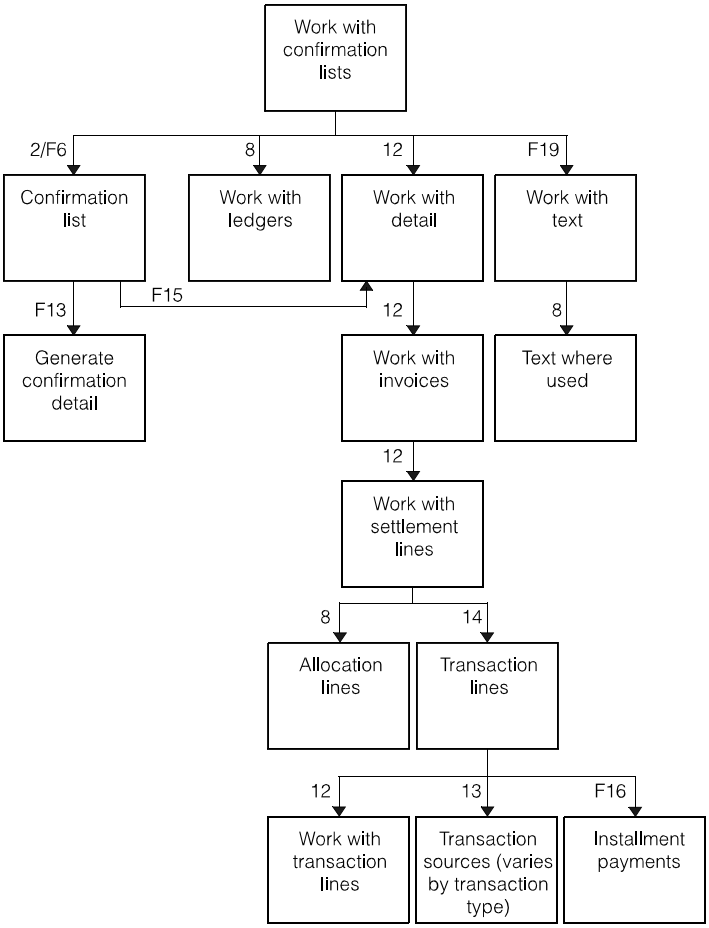


Figure 4-2. Main confirmation list panels

Creating confirmation lists

To create a confirmation list, do the following:

1. Use **F6=Create** on the 'Work with confirmation lists' panel. The 'Confirmation list - Create' panel appears.
2. Use the fields provided and press **Enter**. IFM creates a confirmation list with the status `New'.

Fields

List id/name. Code and name that identifies a collection list.

Financial division. Financial division associated with the collection list. The user's default financial division appears when the panel is first displayed.

As of date. Date when the when the list criteria is selected. Any transactions created after this date are ignored. You probably want to include this date into the text of the confirmation letter.

AP or AR?. Determines if payable or receivable transactions are considered in building the list. This limits the personal ledgers that are shown on the list.

Entity id/through. Range of entity IDs to be included in the list.

Minimum entity amount. Include only the entities whose invoices total at least this amount. The amount is in the financial division currency. For invoices in foreign currencies, IFM converts the invoice balances into the financial division currency before invoice selection takes place. For example, if your financial division currency is US dollars and the invoice currency is in French francs, the francs are converted to US dollars and this dollar amount is checked to see if it is within the minimum amount.

Minimum invoice amount. Include only the invoices which are at least this amount. The explanation in the previous field about currency applies to this field.

Number of random entities. Specific number of entities that meet the other selection criteria. Results vary each time you create a list.

Currency id/through. Range of currency IDs to be included on the list. You can either enter currency IDs or include specific personal ledgers, but not both.

Specific personal ledgers?. One of the following is valid:

0 Do not include specific personal ledgers in the list. You cannot choose 0 if personal ledgers have already been selected.

1 Include specific personal ledgers in the list. The Work with ledgers panel appears. for you to select which personal ledgers to be included on the collection list.

Generating confirmation lists

To generate a confirmation list, do the following:

1. Take option 2 `Change' next to a confirmation list on the ’Work with confirmation lists’ panel. The ’Confirmation list - Change’ panel appears.
2. Use **F13=Generate detail**. The ‘Generate confirmation detail’ panel appears. Press **Enter** to generate entities and personal ledgers (if applicable) for the selected confirmation list. Once the list details are generated, the status of the list changes to Detail. For a description of the fields on this panel, see “Creating collection lists”.

Changing confirmation lists

To change a confirmation list, do the following:

1. Take option 2 `Change' next to a list with a status of 1=New, 2=Detail or 3=Printed on the ’Work with confirmation lists’ panel. The ’Confirmation list - Change’ panel appears.
2. If the list has a status of New, use the fields provided and press **Enter**. IFM changes the confirmation list. If the list has a status of Detail or Printed, use **F20=Remove detail** to remove the entities before you change the list. Then

return to the ‘Confirmation list - Change’ panel, use the fields provided and press **Enter**. For a description of the fields, see “Creating collection lists”.

Printing confirmation letters

To print a confirmation letter, do the following:

1. Take option 6 `Print list' next to a confirmation list with a status of 2 (Detail) or 3 (Printed) on the ’Work with confirmation lists’ panel. Press **Enter**. The ’Print list’ panel appears.
2. Use the fields provided and press **Enter** to print the list. To work with the confirmation list text before you print the list, use **F15=Work with text**.

Fields

List id/name. Code identifies a collection list.

Cover and response pages? Determines if the complete letter is printed or just a list of the selected entities and their invoices.

Cover letter text. Chosen from the list of available texts.

Response page text. Chosen from the list of available texts.

Signature & comment text. Chosen from the list of available texts.

Default title/salutation. Title or salutation, such as "Dear Sir", used on the cover letter if there is no title or salutation specific to the entity. To use a specific salutation for an entity, you must create a contact called "Confirm" (containing the specific salutation text) for that entity. See “Working with entity contacts”. If you leave the field blank, a salutation is printed only for the entities with "Confirm" contacts.

Blanks for letterhead? Determines if blanks appear (if you want to use your own letterhead) instead of the company name and address (which is the financial division for the entity).

Cover letter date. Date printed on the cover letter.

Auditor name and address. Required. Used on the confirmation response page

Selecting ledgers to include on a confirmation list

To select the ledgers to include on a confirmation list, do the following:

1. Take option 2 `Change/generate' on the ’Work with confirmation lists’ panel. The ’Confirmation list - Change’ panel appears.
2. Use **F21=Work with ledgers**. The Work with ledgers panel appears for you to select the ledgers to be included on the confirmation list.

Changing the status of a confirmation list

Take option 10 `Toggle status printed/complete' on the ’Work with confirmation lists’ panel to change the status of a list from printed to complete or from complete to printed.

Working with the details of a confirmation list

Take option12 `Work with detail' on the 'Work with confirmation lists' panel. The 'Work with detail' panel appears for you to do the following:

- Include or exclude entities for the confirmation letter
- Go the panel that shows the invoices associated with an entity, then select or deselect invoices for the confirmation letter or work with the settlement lines for an invoice. Multiple settlement lines may exist for invoices that have installment payments.

Removing the details of a confirmation list

To change the selection criteria for a list or delete a list where the details (entities) have been generated, do the following:

1. Take option 2 `Change/generate' on the 'Work with confirmation lists' panel. The 'Confirmation list - Change' panel appears.
2. Use **F20=Remove detail**. The Remove confirmation detail panel appears for you to remove the entities included in the confirmation list. The status of the list changes to 1=New.

Fields

Process mode. One of the following is valid:

0 No. Do not submit. Removes all entities.
1 Yes. Submit. Changes the list status to New.

Working with the text of confirmation letters

To work with the text of confirmation letters, do the following:

1. Take option 6=Print next to a confirmation list on the Work with confirmation lists panel. The Print list panel appears.
2. Use **F15=Work with text**. The Work with text panel appears.
3. Use **F6=Create to create new text** or take option 2=Change next to a text type to change the text. The 'Maintain text' panel appears.
4. Use the fields provided and press **Enter**.

Fields

Text type. One of the following is valid:

1 Cover letter
2 Response page
3 Confirmation signature

ID. Code that identifies a type of text.

Text. Type new text or edit the existing text. You can use **F11=Alternate view** to edit the text.

Reviewing where letter text is used

To review on which lists a specific text is used to determine the effect of any text changes, do the following:

1. Take option 6=Print next to a confirmation list on the Work with confirmation lists panel. The ‘Print list’ panel appears.
2. Use **F15=Work with text**. The Work with text panel appears.
3. Take option 8=Where used next to a text type. The ‘Text where used’ panel appears. You can also reach this panel by taking option 8 on the ‘Work with confirmation lists’ panel.

Option 10. Accounts Receivable Collection Tasks (AM5M20)>>

Use this option on the Accounts Receivable Tasks menu to go to the Accounts Receivable Collection Tasks menu (AM5M2B). It contains the following options:

Option 1. Age Ledger Balances (AM5M2B) 4-22
Option 2. Extract Collection Status (AM5M2B) 4-25
Option 3. Work With Collection Status History (AM5M2B) 4-26
Option 4. Collection Letters (AM5M2B) 4-31

Option 1. Age Ledger Balances (AM5M2B)

Use this option on the Accounts Receivable Collection Tasks menu to select one or more personal ledgers and either re-age the balances or print an aged balance report for each ledger, or both.You can use the personal ledger inquiry aging facility to view the information contained in the aged balance report on your panel. For more information about the personal ledger inquiry facility, see “Option 1. Personal Ledger Inquiry (AM5M70)”.

Understanding this option

The aged balance report

The format of the aged balance report is determined by the aging structure that you specify for each ledger or by the aging structure that you specify on the ‘Age ledger balances’ panel. The aging structure determines how many columns there are in the aged balance report and the period covered by each column. For example, an aged balance report could categorize debts depending on whether they are 30, 60 or 90 or more days old. The report also displays entity totals and ledger totals for each period, along with their respective unallocated cash values, converted to the euro currency. For details on aging structures, see “Option 5. Work With Aging Structures (AM5M64)”.

Using this option

When you enter option 1 on the Accounts Receivable Collection Tasks menu, IFM takes you to the `Age ledger balances' panel. This is the only panel associated with this option. Type your requirements and press **Enter**.

Specifying the personal ledgers

You can perform the re-aging for one or more personal ledgers. The three fields, ***Administrative division***, ***Financial division***, and ***Personal ledger***, determine which ledgers are selected.

Fields

Administrative division. You must specify an administrative division. The initial value of this field is taken from you user defaults.

Financial division. The initial value of this field is taken from your user defaults. However, this field is optional. If you leave it blank, then your request will be performed for all personal ledgers in all financial divisions.

Personal ledger. Again, the initial value of this field is taken from your user defaults. If you leave it blank, then your request will be performed for all personal ledgers in the financial division or, if the financial division is also blank, for all financial divisions.

Ageing Structure. The value of this field determines the selection criteria for transaction balance ageing analysis. If a value is entered for personal ledger, then the default for this field is the personal ledger ageing structure.

AP or AR. One of the following values is valid for this field:

- 1 = AP. Selects only AP transactions for printing.
- 2 = AR. Selects only AR transactions for printing.

Accumulation Currency. This value restricts the transactions selected to those in the accumulated currency.

Using the re-age balances option. If you choose to re-age balances, the system will recalculate the end dates of the aging periods and re-categorizes all the outstanding settlement lines. The re-aging will also update the aged balances that are viewed using the personal ledger inquiry.

If you choose to re-age balances, then an additional field appears prompting you to enter an aging observation date (which defaults to today's date). This information may be required by the aging structure or structures that control the aged balance report (this depends on whether the aging structure requires a specific aging observation date to be entered). If none of the aging structures require a specific aging observation date to be entered, then it does not matter which date is entered in this field.

This panel also provides an optional ***As at end of period*** field. If you enter a period in this field, the aged balance will be calculated as at the end of the period you enter.

Print currency. This field determines the currency for all printed detail and total fields other than the converted totals. Possible values are euro, euro-participating, or blank.

Printing aged balances reports. If you choose to print an aged balance report, you have the option of whether or not to print details. If you print details, the report will include details of all the transactions that contribute to the aged balance of each entity. This can show, for example, if the payables and receivables have been offset in calculating the aged balance. Without details, the report gives the total aged balance for each entity and the breakdown into the different aging periods. The total of any unallocated cash associated with each entity is also given. The report will also include these values converted to the euro currency.

Processing in batch or interactively. You have the option of performing the specified processing interactively (while you wait) or submitting it to run as a background job. If there are a large number of personal accounts in the ledgers you have selected, then you may prefer to submit the processing.

Fields are either required, allowed, or not allowed depending upon which fields are selected. See Table 4-3 for possible combinations.

Table 4-3. Field selection and age ledger balance combinations

Selection Case	Financial Division	Personal Ledger	Ageing Structure	AR or AP Flag	Accum. Currency	Print Currency
Currency Only	Not Entered	Not Allowed	Required	Required	Entered	Allowed
Financial Division and Currency	Entered	Not Allowed	Required	Required	Entered	Allowed
Financial Division Only	Entered	Not Entered	Allowed	Allowed	Not Entered	Allowed
Financial Division and Personal Ledger	Required	Entered	Not Allowed	Not Allowed	Not Allowed	Allowed

Functions

F3 'Exit' or **F12 'Cancel'.** Returns you to the Accounts Receivable Collection Tasks menu.

F4 'Prompt'. Displays the possible values for each field.

Option 2. Extract Collection Status (AM5M2B)

Use this option on the Accounts Receivable Collection Tasks menu to request the system to check through the personal accounts in one or more personal ledgers and, for those accounts which are overdue, to assign a collection status appropriate to the age and size of the debt concerned.

You can view the data that is generated using “Option 3. Work With Collection Status History (AM5M2B)”.

Understanding this option

What is a collection status?

Collection is the process of identifying and following up overdue receivables. A personal account assumes a collection status when it has an overdue balance of a certain age and size. This collection status usually indicates the appropriate action to be taken to collect the debt, ranging from `Make a telephone call' and `Send polite letter' to `Take legal action'.

Each personal ledger has an aging structure which specifies which collection statuses to apply according to specified criteria.

A collection status is assigned according to the criteria of the aging period in which the account's oldest debt falls. Each aging period has a threshold value so that, for example, you can assign a less severe status to a £10.00 debt than a £10,000 debt. You can also use the threshold value so that the system will ignore a six-month old debt of £10.00 and assign the status according to the debt in an earlier aging period. For details of aging structures and aging periods, see “Option 5. Work With Aging Structures (AM5M64)”.

Using this option

When you enter option 2 Accounts Receivable Collection Tasks menu, IFM takes you to the `Extract collection status' panel. You can use this panel to specify the personal accounts you want and whether or not you want to re-age debts prior to assigning collection statuses.

To assign collection statuses, type the required values in the fields and press **Enter**. The process is performed interactively.

To view the generated data, use the `Work with collection status history' panel using “Option 3. Work With Collection Status History (AM5M2B)”.

Fields

Administrative division, Financial division, Ledger and Entity. These fields define the scope of the extract.

The administrative division, financial division and ledger on this panel are copied from your user defaults. Provided you have the required authority, you can change your defaults by using **F18**.

You can use the ***Ledger*** and ***Entity*** fields to specify that you want to run the process for all personal ledgers in the financial division, for all the personal accounts belonging to one entity or for one particular personal account.

Re-age balances?. You have the option of re-aging balances, which is to say, re-calculate the aged balances to ensure the generated extract is up to date. If you take this option, each personal account will be aged according to the aging structure of its personal ledger. Some aging structures require you to enter a specific observation date, and an ***Aging observation date*** field is provided for this purpose.

Option 3. Work With Collection Status History (AM5M2B)

Use this option on the Accounts Receivable Collection Tasks menu to view collection status information generated using “Option 2. Extract Collection Status (AM5M2B)”.

Note: You can also use option 4 (Collection Letters) on the Accounts Receivable Collection Tasks menu to create and print collection letters using your own program. See “Printing collection letters”. Your business needs will determine which menu option you use to print your collection letters. The main differences between the options is that option 4 allows you to do the following:

- Maintain the letter text inside IFM
- Vary the collection letter text based on the number of letters previously sent
- Override the system to include or exclude specific invoices

Understanding this option

What is a collection review?

The preceding section of this chapter concerns the `Extract collection status' panel, and the generation of collection status information. Once collection status information has been extracted, it resides in the collection status history file. One entry is made in this file each time a personal account assumes a collection status, so that the file contains the complete collection status history of a personal account.

You can review and list the contents of this file using the `Work with collection status history' panel. You can also print appropriate collection letters requesting payment. If you intend to use the automated letter facility referred to in this section, you should adopt the safeguard of setting the **Confirmation required?** flag to `1' on relevant **Collection status** records. Doing this will require you to manually confirm the collection status history before an appropriate collection letter can be generated by the system. This precaution minimizes the risk of threatening a customer with legal action simply because of a minor accounting error.

Using this option

When you enter option 3 Accounts Receivable Collection Tasks menu, IFM takes you to the `Work with collection status history' panel. This panel shows you all the personal accounts within a personal ledger which have been assigned a collection status. Each record has a date and time – one personal account may appear many times, once for each occasion on which it has been assigned a collection status.

You can use this panel to:

- Confirm a collection status
- Print collection letters

Confirm a collection status

Certain collection statuses may require additional confirmation before action is taken. This safeguard is recommended in the case of those statuses that you want to use to trigger the printing of collection letters.

To confirm a collection status, do the following:

1. Take option 2 `Change' next to a status which requires confirmation on the 'Work with collection status history' panel. The 'Collection status history - Change' panel appears.
2. Enter either 1 `Confirmed or 2 `Cancelled' in the ***Confirmed?*** field.

The system will not print a collection letter for a status which has not been confirmed or which has been cancelled.

Creating and printing collection letters

A special print facility lets you use the `Work with collection status history' panel to merge collection details, such as the name and address of the appropriate contact, with appropriate letters (for example to request payment or threaten legal action).

First you create appropriate letters as OfficeVision/400* documents, containing special data fields that allow the collection status data to be merged with the text. See Figure 4-3 and Figure 4-4.

To print collection letters, use **F22=Print** on the 'Work with collection status history' panel. The 'Collection status history selection criteria' panel appears.

Use the fields provided to select the collection status histories for which you want to generate letters. On the lower half of the panel are three special fields. These allow IFM to merge the collection status data (as specified using the selection criteria) with the OfficeVision document identified by the remaining two fields (***Document name*** and ***Folder name***).

Any euro-participating currency amounts and amount totals are shown in euro currency.

When you have made your selections and pressed **Enter**, IFM processes the required letters.

Examples of collection letters

Figure 4-3 shows a suitable OfficeVision document while Figure 4-4 shows examples of the letters that would be produced by this document.

```
COLSTS P:12                    VIEW Instruction                    Pg: 1        Ln:7
<2 . . . T: . . . T3 . . . T: . . . T4 . . . T: . . . T5 . . . Tv . . . T6 . . . T: . . . T7 . . . T: . . . T8 . . . T: . . . T9> . . . . . .
                                                                  Widget Corporation
                                                                  105-108, The High Street
                                                                  Fulchester
                                                                  *date
          &E7ARNA
          &E7ASNA
          &E7ATNA
          &E7B8NA

          &E7B8NA
                    Account id: &E7AECD/E7ADCD
          It has come to our attention that, as of &E7A2DT, the above
          account was in debt to the sume of &E7W7CD.  Unless payment
          is received within 7 days of the date of this letter, we will be
          forced to pass the matter to our legal department.

                              Yours sincerely,


                                    Daniel Leigh
                                    Credit controller
```

Figure 4-3. An OfficeVision document with data fields

Widget Corporation
105-108, The High Street
Fulchester
5/6/95

Rawson Sust
12 Ensor Roa
Fulchester
FL2 1HN

Dear Phillipa,

It has come to
account was
is received wit
will be forced

Widget Corporation
105-108, The High Street
Fulchester
5/6/95

Rowland Engineering Limited
Letsby Avenue
Melchester
M2 XJS

Dear Mr. Fish,

Account id: SALES/RWINDENG

It has come to our attention that, as of 4/6/95, the above account was in debt to the sume of 1300.45. Unless payment is received within 7 days of the date of this letter, we will be fored to pass the matter to our legal department.

Yours sincerely,

Daniel Leigh
Credit controller

Figure 4-4. Examples of collection letters

The following is a list of the data fields you can include in your collection letters:

Table 4-4. Data fields and descriptions for collection letters

Data field	Description
&E7ASCD	Administrative division id
&E7F7CD	Financial division id
&E7AECD	Ledger id
&E7A2DT	Date of collection status
&E7AITM	Time of collection status
&E7I1CD	Personal ledger currency id
&E7NXNB	Currency decimal places
&E7ADCD	Entity id
&E7E9NA	Entity name
&E7OQCD	Aging structure id
&E7LPNA	Aging structure name
&E7ESCD	Collection status id
&E7CONA	Collection status name
&E7CCST	`Confirmation required?' field
&E7DIST	`Confirmed?' field
&E7CWVA	Aged settlement balance, no decimal places
&E7CEST	Record status of collection status history
&E7W7CD	Aged settlement balance formatted using value format for output
&E7A6DT	Date of personal account data record
&E7AHST	Personal account status
&E7AFNA	Personal account status name
&E7A4ST	`Prohibit new settlements?' field
&E7A5ST	`Prohibit new allocations?' field
&E7A8ST	`Report all activity?' field
&E7OEST	Personal account omit from autopayments
&E7LDCD	Personal account settlement method
&E7LECD	Personal account settlement terms
&E7V7NA	Contact name
&E7V8NA	Contact's role
&E7BESS	Type of account's telecom number 1
&E7V9NA	Account’s telecom number 1
&E7BGSS	Type of account’s telecom number 2
&E7BFSS	Type of account's telecom number 3
&E7WBNA	Account's telecom number 3
&E7WCNA	Contact’s form of address
&E7WDNA	Contact's salutation
&E7LGCD	Account's financial division id
&E7JFCD	Default apportionment id
&E7FMNA	Default apportionment name
&E7JGCD	Default accrual nature id
&E7FNNA	Default accrual nature name

Table 4-4. Data fields and descriptions for collection letters

Data field	Description
&E7F2ST	Default accrual nature type
&E7F3ST	`Default accrual nature allowed?' field
&E7OFST	One-time account status
&E7HMNB	One-time account transaction
&E7KGST	`Apply tax to personal account' field
&E7LFNA	Personal account tax reference
&E7APNB	Personal account narrative id
&E7B4SS	Record status of personal account data
&E7ARNA	Entity name and address line 1
&E7ASNA	Entity name and address line 2
&E7ATNA	Entity name and address line 3
&E7AUNA	Entity name and address line 4
&E7AVNA	Entity name and address line 5
&E7AWNA	Entity name and address line 6
&E7B8NA	Entity post/zip code

Option 4. Collection Letters (AM5M2B)

Use this option on the Accounts Receivable Collection Tasks menu to select the criteria for generating collection letters for accounts receivable invoices.

Note: You can also use option 3 (Work with Collection Status History) on the Accounts Receivable Collection Tasks menu to create and print collection letters using OfficeVision/400. See “Creating and printing collection letters”. Your business needs will determine which menu option you use to print your collection letters. The main differences between the options is that option 4 allows you to do the following:

- Maintain the letter text inside IFM
- Vary the collection letter text based on the number of letters previously sent
- Override the system to include or exclude specific invoices

Understanding this option

Collection letters are the notices you send to entities having overdue invoices. Collection lists determine the selection criteria for producing the collection letters. For example, you can produce collection letters for a specific range of entities by defining a collection list containing those entities. You can also select invoices based on the number of previous collection letters issued

After determining the selection criteria for a collection list, you generate one or more settlement lines for the entities on the list. There may be multiple settlement lines for invoices having installment payments. The settlement lines are known as the collection list detail. Once the settlement lines are generated, you can exclude individual lines from the list.

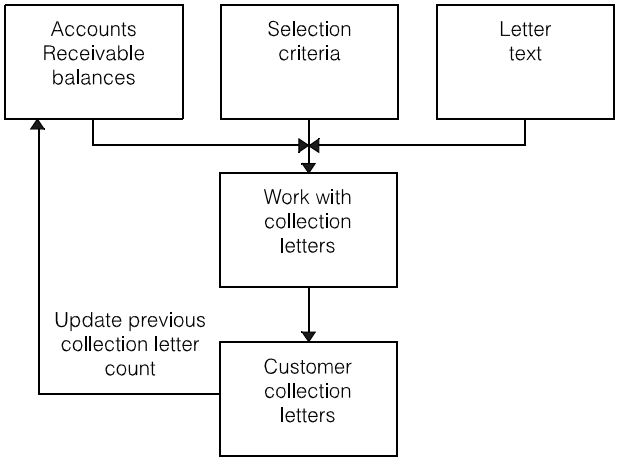


Figure 4-5. Generating collection letters

Printing collection letters does not affect your ability to maintain the associated invoices. You can make changes to the invoices and reprint the letters as necessary.

Any euro-participating currency amounts and amount totals are shown in euro currency.

Using this option

When you enter option 4 on the Accounts Receivable Collection Tasks menu, the Work with collection lists panel appears. This panel shows the collection lists for the administrative division to which the user has access.

From here you can do the following:

- Create or change a collection list
- Print a collection list
- Work with settlement lines on the collections lists for individual entities
- Change the status of a collection list completion request
- Work with the text available for collection letters

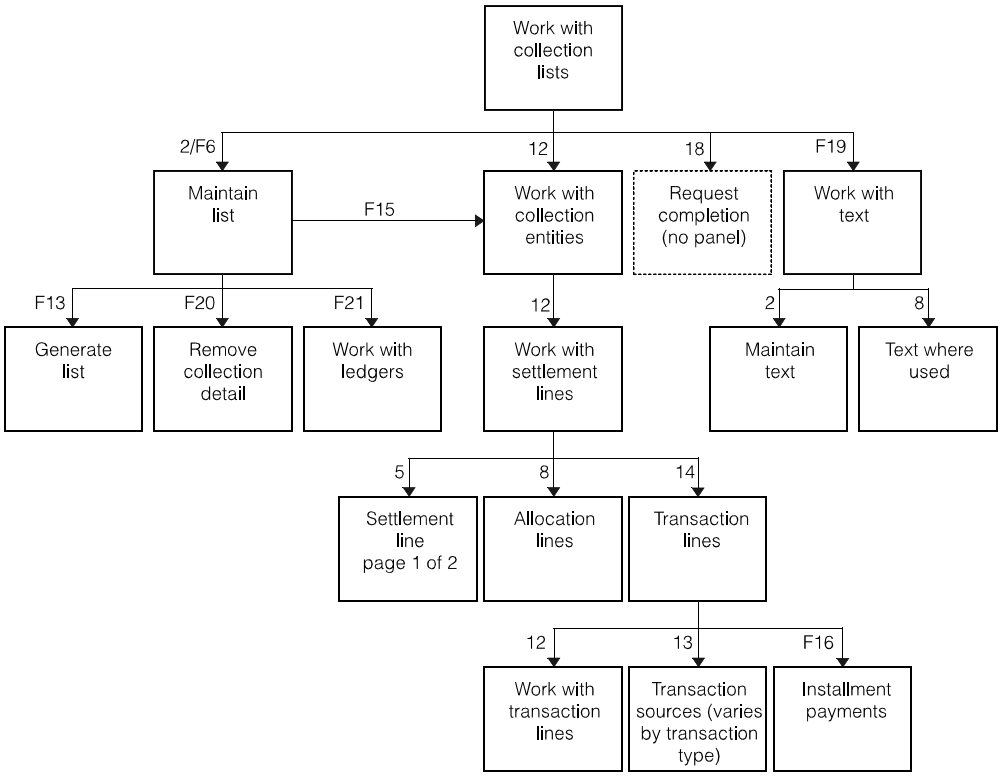


Figure 4-6. Main collection list panels

Creating collection lists

To create a collection list, do the following:

1. Use **F6=Create** on the 'Work with collection lists' panel. The 'Maintain list - Create' panel appears.
2. Use the fields provided and press **Enter**. IFM creates a collection list with the status `New'.

Fields

List id/name. Identifier and description of a collection list.

Comparison currency. Currency to which other currencies are converted before they are compared to the minimum settlement amount.

Financial division/through. Range of financial divisions.

Entity id/through. Range of entity IDs.

Currency id/through. Range of currency IDs if you do not include specific personal ledger in the collection list you are creating.

Specific personal ledgers?. One of the following is valid:

0 No. Do not include specific personal ledgers.

1 Yes. Include specific personal ledgers. Used to exclude inter-company and employee receivables from the collection letters. When you press **Enter**, the Work with ledger panel appears for you to select which personal ledgers you want to include on the collection list. You cannot choose yes if you included a range of currencies.

Exclude credit memos?. One of the following is valid:

0 No. Do not exclude credit memos.

1 Yes. Exclude credit memos. If the personal ledger is an accounts receivable ledger, settlement lines with credit balances are excluded.

Entity collection status/through. Range of collection statuses for overdue receivables.

Invoice dates/through. Range of invoice dates.

Settle line due dates/through. Range of settlement line due dates.

As of date. Date when the list criteria is selected. Any transactions created after this date are ignored. You probably want to include this date into the text of the confirmation letter to inform the recipient.

Min settlement line amt. Include only those settlement lines at or over this amount.

Settlement lines with/through. Settlement lines within a specific range of the number of collection letters sent.

Changing collection lists

To change a collection list, do the following:

- If the list has a status of New, use the fields provided and press **Enter**.
- If the list has a status of Detail or Printed, do the following:
  1. Use **F20=Remove detail** to remove the generated settlement lines. The ‘Work with collection lists’ panel appears.
  2. Use option 2=Change next to the collection list. The ‘Collection list - Change’ panel appears. Use the fields provided and press **Enter**. For field descriptions, see “Creating collection lists”.

Generating collection lists

Generating a collection list produces the settlement lines for the entities in the list. To generate a collection list, do the following:

1. Use option 2=Change next to a list on the ’Work with collection lists’ panel. The ’Collection list - Change’ panel appears.
2. Use **F13=Generate list**. The Generate list panel appears. Press **Enter** to generate the list or use **F12=Cancel** to change the list selection criteria. For field descriptions, see “Creating collection lists”.

Printing collection letters

To print a collection letter, use option 6 `Print list' next to a collection list with a status of 2=Detail or 3=Printed on the 'Work with collection lists' panel. The 'Print list' panel appears. Do one or more of the following:

1. Press **Enter** to print the list.
2. To create new or change existing letter text, use **F15=Work with text**. The 'Work with text' panel appears. Take option 2 next to a text type and press **Enter**. The 'Maintain text' panel appears. Change the text information and press **Enter**. Return to the 'Print text' panel and press **Enter**. The list is printed.
3. To select a default opening text for the letters, use **F19=Select opening text**. The 'Select text' panel appears. Select the opening text you want and press **Enter**.
4. To select a default ending text for the letters, use **F20=Select ending text**. The 'Select text' panel appears. Select the ending text you want and press **Enter**.
5. Use the fields provided to change the print information, if necessary, and press **Enter**. The list is printed. If the list had a status of 2=Detail, the status changes to 3=Printed.

Fields

Default title/salutation. Type the "Dear...." text you want to appear.

Letter date. Defaults to today's date; however, you can change the date.

Print letterhead?. Determines if a letterhead is printed or not. One of the following is valid:

0 No. Letter prints with the name and address of the financial division unit with which the entity is associated.

1 Yes. Space is left for your letterhead.

Layout type. Determines the placement of the information in the collection letter.

1 One letter/entity. Includes information about an entity.

2 One letter/invoice. Includes outstanding settlement line information for an invoice.

3 One letter/settlement line. Includes information about a settlement line.

Working with settlement lines for entities on a collection list

To exclude individual settlement lines and to review the settlement, allocation or transaction line details for the settlement lines, do the following:

1. Use option 12 `Work with entities' on the 'Work with collection lists' panel. The 'Work with collection entities' panel appears.
2. Take option 12 (Work with settlement lines) next to an entity. The 'Work with settlement lines' panel appears. The amounts shown are net of payments and other allocations. Do one or more of the following:
   - Take option 1 `Exclude/include' next to a settlement line to include or exclude the line.

- Take option 5, Settlement line, next to a settlement line. The ‘Settlement line - Display’ panel appears.
- Take option 8, Allocation line, next to a settlement line. The ‘Allocation line - Display’ panel appears.
- Take option 14, Transaction line, next to a settlement line. The ‘Transaction line - Display’ panel appears.
- Use **F11=Toggle** selected/all to have the panel show all settlement lines from the original selection criteria or selected lines.
- Use **F20=Include all** to include all settlement lines for the entity from the original selection criteria.
- Use **F21=Exclude all** exclude all settlement lines for the entity from the originals selection criteria.

Requesting completion for collection lists

After mailing the collection letters, you should request collection list completion to update the number of collection letters for each invoice included in a collection list. For example, if the previous collection letter count for an invoice was 1, it will become 2 after a completion request.

To request completion, use option 18 `Request completion' next to a collection list with a status of 3=Printed or 4=Completion request on the ’Work with collection lists’ panel. The completion request sets the status to Complete and updates the settlement lines to indicate they are no longer linked to this collection list. The collection list is frozen and cannot be changed.

Note: Previous collection letter counts for excluded invoices are not affected.

Removing details of collection lists

To remove the settlement lines that have been generated for a collection list, do the following:

1. Take option 2 `Change on the ’Work with collection lists’ panel. The ’Collection list - Change’ panel appears.
2. Use **F20=Remove detail**. The Remove detail panel. The status of the list changes to 1=New.

Fields

Process mode. Determines if settlement lines are removed online (interactively) or in batch mode. In either case, the status of the changes from Detail to New.

Option 11. Table Maintenance (AM5M20)>>

Use this option on the Accounts Receivable Tasks menu to go to the Table Maintenance menu (AM5M60). For information on how to use this menu, see Chapter 8, “Table Maintenance”.

Option 12. Transaction Lists (AM5M20)>>

Use this option on the Accounts Receivable Tasks menu to go to the Transaction Lists menu (AM5M80). For information on how to use this menu, see Chapter 10, “Transaction Lists”.

Chapter 5. Accounts Payable Tasks

When you select option 3 on the IFM Main Menu (AM5M00), the IFM Accounts Payable Tasks menu (AM5M30) appears. It contains the following options:

Note: if >> appears after a menu option, that option goes to another menu.

Option 1. Short Invoice Entry (AM5M30) 5-1
Option 2. Work With Transactions (AM5M30) 5-1
Option 3. Work With Batch Transactions (AM5M30) 5-1
Option 4. Work With Payment Lists (AM5M30) 5-1
Option 5. Other Accounts Payable Transaction Entry Tasks (AM5M30)>> 5-1
Option 6. Personal Ledger Inquiry (AM5M30) 5-2
Option 7. Inquiries (AM5M30)>> 5-2
Option 8. Accounts Payable Periodic Tasks (AM5M30)>> 5-3
Option 9. Bank Reconciliation (AM5M30)>> 5-10
Option 10. Table Maintenance (AM5M30)>> 5-19
Option 11. Transaction Lists (AM5M30)>> 5-19

Option 1. Short Invoice Entry (AM5M30)

Use this option on the Accounts Payable Tasks menu to enter personal ledger transactions such as invoices and credit notes without using the main `Transaction entry' system. For a description of this option, see “Option 3. Short Invoice Entry (AM5M10)”.

Option 2. Work With Transactions (AM5M30)

Use this option on the Accounts Payable Tasks menu to enter transactions and to manage their validation and posting. For a description of this option, see “Option 1. Work With Transactions (AM5M10)”.

Option 3. Work With Batch Transactions (AM5M30)

Use this option on the Accounts Payable Tasks menu to define and manage transactions as a group, or batch, rather than individually. For a description of this option, see “Option 2. Work With Batch Transactions (AM5M10)”.

Option 4. Work With Payment Lists (AM5M30)

Use this option on the Accounts Payable Tasks menu to automatically generate payments in the form of checks or electronic funds transfer. For a description of this option, see “Option 7. Work With Payment Lists (AM5M10)”.

Option 5. Other Accounts Payable Transaction Entry Tasks (AM5M30)>>

Use this option on the Accounts Payable Tasks menu to go to the Other Accounts Payable Transaction Entry Tasks menu (AM5M20). For information on how to use this

menu, see “Option 9. Other Accounts Payable Transaction Entry Tasks (AM5M10)>>”.

Option 6. Personal Ledger Inquiry (AM5M30)

Use this option on the Accounts Payable Tasks menu to view personal account data, such as settlement lines, aged balances, transaction and statistics. For a description of this option, see “Option 1. Personal Ledger Inquiry (AM5M70)”.

Option 7. Inquiries (AM5M30)>>

Use this option on the Accounts Payable Tasks menu to go to the Inquiries menu (AM5M70). For information on how to use this menu, see Chapter 9, “Inquiries”.

Option 8. Accounts Payable Periodic Tasks (AM5M30)>>

Use this option on the Accounts Payable Tasks menu to go to the Accounts Payable Periodic Tasks menu (AM5M3A). It contains the following options:

Option 1. Create Period Accruals (AM5M3A) 5-3
Option 2. Accrue for Installment Interest (AM5M3A) 5-3
Option 3. Apply Prepayments (AM5M3A) 5-3
Option 4. Reverse Accruals (AM5M3A) 5-3
Option 5. Generate Exchange Gains / Losses (AM5M3A) 5-3
Option 6. Offset Interdivision Transfer Invoices (AM5M3A) 5-4
Option 7. Age Ledger Balances (AM5M3A) 5-5
Option 8. Generate Statements (AM5M3A) 5-5
Option 9. Audit Confirmation Letters (AM5M3A) 5-5
Option 10. Work with 1099 Tax Accumulation (AM5M3A) 5-5

Option 1. Create Period Accruals (AM5M3A)

Use this option on the Accounts Payable Periodic Tasks menu to accrue any unposted transactions at the end of one period into the next period. You do not have to generate the transactions. Instead you can print a listing of the transactions that are due to be generated.

For a description of this option, see “Option 1. Create Period Accruals (AM5M2C)”.

Option 2. Accrue for Installment Interest (AM5M3A)

Use this option on the Accounts Payable Periodic Tasks menu to create period-end ledger entries to record accrued interest income and expense. For a description of this option, see “Option 3. Accrue for Installment Interest (AM5M2C)”.

Option 3. Apply Prepayments (AM5M3A)

Use this option on the Accounts Payable Periodic Tasks menu to post the prepayment general ledger lines in a specified ledger. For a description of this option, see “Option 1. Apply Prepayments (AM5M49)”.

Option 4. Reverse Accruals (AM5M3A)

Use this option on the Accounts Payable Periodic Tasks menu to reverse the current period accruals (if any) in a general ledger period. For a description of this option, see “Option 2. Reverse Accruals (AM5M2C)”.

Option 5. Generate Exchange Gains / Losses (AM5M3A)

Use this option on the Accounts Receivable Periodic Tasks menu to generate unposted transactions to account for the gain or loss on exchange up to a specified ledger period, for one or more personal ledgers. This procedure should normally be

carried out prior to closing the period concerned. For a description of this option, see “Option 6. Generate Exchange Gains / Losses (AM5M2C)”.

Option 6. Offset Interdivision Transfer Invoices (AM5M3A)

Use this option on the Accounts Receivable Periodic Tasks menu to offset interdivision transfer invoices.

Understanding this option

When creating interdivision transfers, IFM records the offsetting accounts payable and accounts receivable invoices (see “Option 5. Create Interdivision Transfers (AM5M26)”).

This option matches the offsetting invoices and generates transactions to clear them. It generates allocation lines to allocate the accounts payable invoice to the corresponding accounts receivable invoice. It also creates G/L lines to clear the interdivision payable and receivable accounts.

Using this option

When you enter option 6 on the Accounts Receivable Periodic Tasks menu, the offset interdivisional transfer invoices panel appears.

Fields

Division receiving the shipment:.

Financial division. Receiving financial division from which the offset transactions are generated.

Transaction type. Transaction type for which the offset transactions are generated.

Initial transaction number (prefix, number, suffix). Offset transactions having transaction numbers with this prefix, number and suffix.

Originating unit. Unit originating the transactions.

Division sending the shipment:.

Financial division. Sending financial division from which the offset transactions are generated.

Payables ledger. Personal ledger scanned for offset transactions.

Transaction type. Transaction type for which the offset transaction are generated.

Initial transaction number (prefix, number, suffix). Offset transactions having transaction numbers starting with this prefix, number and suffix.

Originating unit. Unit originating the transactions.

Effective date. Date the invoice offset is effective.

Option 7. Age Ledger Balances (AM5M3A)

Use this option on the Accounts Receivable Periodic Tasks menu to select one or more personal ledgers and either re-age the balances or print an aged balance report for each ledger, or both.You can use the personal ledger inquiry aging facility to view the information contained in the aged balance report on your panel. For more information about the personal ledger inquiry facility, see “Option 1. Personal Ledger Inquiry (AM5M70)”.

For a description of this option, see “Option 1. Age Ledger Balances (AM5M2B)”.

Option 8. Generate Statements (AM5M3A)

Use this option on the Accounts Receivable Periodic Tasks menu to generate and print a statement of transactions for one or more personal accounts. For a description of this option, see “Option 4. Generate Statements (AM5M2C)”.

Option 9. Audit Confirmation Letters (AM5M3A)

Use this option on the Accounts Payable Tasks menu to enter personal ledger transactions such as invoices and credit notes without using the main `Transaction entry' system. For a description of this option, see “Option 8. Audit Confirmation Letters (AM5M2C)”.

Option 10. Work with 1099 Tax Accumulation (AM5M3A)

Use this option on the Accounts Payable Periodic Tasks menu to generate 1099 tax accumulations either interactively or in batch.

Understanding the option

1099 tax classifications are typically such items as rent, royalties, prizes and awards and others regarded as miscellaneous income by the US Internal Revenue Service.

1099 tax accumulation for the current year is automatically carried out during transaction processing, and is always therefore complete for the year to date. This is true even if you reverse or copy transactions - the system updates the 1099 tax accumulation accordingly.

1099 tax report classes are created and maintained using option 13 on the Tax Tables menu (AM5M69) or option 4 on the Accounts Payable and Accounts Receivable Tables (AM5M90) menu. For information on how to use these menu options, see “Option 13. Work With 1099 Tax Report Classes (AM5M69)” or “Option 4. Work With 1099 Tax Report Classes (AM5M95)”.

The 1099 tax identifier for a personal account is maintained on page two of the personal account data file. An additional field - ***Report type*** - categorizes the tax identifier as either 1 `Invoice' or 2 `Settlement'. Option 1 `invoice' means that the 1099

tax for this account is always included in an accumulation, whether the invoice has been settled or not. Option 2 `settlement' means that the 1099 tax will only be included in an accumulation if the relevant invoice has been settled in full.

Using this option

When you enter option 10 on the Accounts Receivable Periodic Tasks menu, IFM takes you to the `Work with1099 tax accumulation' panel (YAPZDFR).

From here you can:

- Run an accumulation, either interactively or in batch
- Display and maintain 1099 box values
- Clear an accumulation.
- Print 1099 tax accumulation data
- Print 1099 documents on paper and/or magnetic media

Running an accumulation

To run an accumulation:

1. Check that the 'Report calendar year' displayed at the top of the ’Work with 1099 tax accumulation’ panel (YAPZDFR) is the year for which you want to run the accumulation. If it is, proceed with the accumulation as described below. If not, use **F17** to go to the 'Selection criteria' (YAP3PVR) panel, change the ***Report calendar year*** field, and return to the ‘Work with’ panel.

   If you do not see the record you want to use on the ‘Work with’ panel, you can use the ***Position to: Financial division*** and ***Position to: Entity id*** fields to re-position the list, or you can use **F17** to go to the ‘Selection Criteria’ panel, from which you can choose the records to be displayed.

2. To run an accumulation for all financial divisions and entities displayed on the panel, use **F9=Re-run accumulation**. The ’1099 tax accumulation’ panel (YAQHPVR) appears.

   To run an accumulation for a single financial division and entity, take option 9 for that record. The ‘1099 tax accumulation’ panel (YAQHPVR) appears.

3. On this panel, use **F9=Run tax accumulation** (to run the accumulation interactively) or **F19=Submit tax accumulation** (to run the accumulation in batch). The ’Work with 1099 tax accumulation’ panel appears again.

   Note: If the data has already been ‘Final printed,’ you will need to enter a password to re-accumulate the data. For more information on passwords, see “Option 6. Period Password Security (AM5MA0)”.

The system runs the tax accumulation and (if run interactively) displays the resulting accumulations on the panel.

When you run an accumulation, IFM does the following:

- Clears the tax accumulation currently displayed on the `Work with' panel, if any
- Calculates the accumulated value of all charge lines for the chosen records which:
  - Have a 1099 tax class
  - Belong to a settlement line which relates to a personal account which has a 1099 tax identifier

- Displays the resulting accumulations, arranged by financial division and entity on the `Work with 1099 tax accumulation' panel.

Displaying and maintaining 1099 box values

You can view 1099 box accumulation totals for a selected year, financial division, and entity, and you can change the charge code values for individual charge lines. To do this:

1. On the 'Work with 1099 tax accumulation' panel (YAPZDFR) take option 5=Display for the record you want to see and press **Enter**. The '1099 tax accumulation' panel (UAO6DFR) panel appears.
2. On this panel you can view details of the record totals separated into individual box values. To view additional detail about the box values, take option 5=Display. The 'Work with Charge lines' panel (UAO7DFR) appears.
3. On this panel you can view the individual charge lines associated with the 1099 box. To change the charge code for a transaction, take option 2=Change for that charge line. The 'Charge line' panel (UAO8E1R) appears. The panel shows the details of this transaction. Use the ***Charge*** field to update the charge code.

   Note: If Charge codes are changed on individual charge lines using the 'Charge Lines: Selection Criteria' panel (UAPAPVR), the accumulated 1099 tax data must be recalculated using Option 9=Re-run tax accumulation or **F9=Re-run tax accumulation** on the 'Work with 1099 tax accumulation' panel (YAPZDFR).

   If you do not see the charge line you require on the 'Work with Charge lines' (UAO7DFR) panel, you can use the ***Position to: Transaction id*** field to reposition the list, or you can use **F17** to go to the 'Charge Lines: Selection criteria' panel (UAPAPVR). On that panel you can select the criteria for which transactions are displayed on the 'Work with Charge lines' panel.

Clearing the accumulations

After running 1099 accumulation, you can clear the display by using **F16**. Although this is not essential, it is a good housekeeping practice to clear the accumulations if you no longer have need of the data.

Running an accumulation automatically clears the existing data from the display.

Printing 1099 tax accumulation data

You can print a report based on your 1099 tax accumulation data. Use F22=Print on the 'Work with 1099 tax accumulation' panel (YAPZDFR); the '1099 tax accumulation: Selection criteria' panel (YAP3PVR) appears. Use the ***Financial division*** and ***Entity*** fields to specify which records you want to print. Use the ***Print transactions?*** field to indicate whether you want to include a report subsection which specifies the individual transactions that make up the 1099 box values. Press **Enter** to print the report.

Printing 1099 Documents

You can print 1099-MISC forms in accordance with United States Internal Revenue Service guidelines, and you can specify that your forms be generated as paper documents, magnetic media, or both.

To generate 1099 documents:

1. Use **F20=Print 1099 documents** on the 'Work with 1099 tax accumulation' panel (YAPZDFR). The 'TNN 1099 Prompt screen' panel (UAWVPVR) appears. Use the fields provided to specify the records you want to print. Press **Enter**.
   - If you specify 'Final print,' no further batch update of 1099 data can be processed without a valid password.
   - You can request output to paper documents, magnetic media, or both. The output will be in accordance with current United States Internal Revenue Service guidelines. This includes removing currency symbols and thousand separators and omitting 1099-MISC forms with a total value which is less than the threshold established by the IRS. This minimum reporting threshold is specified by the user on the 'Admin div financial data' panel (YAIXE1R).
   - If the financial divisions chosen in the selection criteria use multiple currencies for their 1099 values, the 'Verify 1099 currencies' panel (UAPBDFR) appears. If multiple financial divisions share a federal id number, these financial divisions must be denominated in the same currency because 1099 reporting is totaled up to the federal id number. The 'Verify 1099 currencies' panel allows you to view the relevant information and decide whether to continue with the print request or return without update.
2. If you requested output to paper documents, they will be generated automatically.

   If you requested output to magnetic media, the '1099 Magnetic media' panel (UAPGPVR) appears.Use the fields provided to designate information used to generate the magnetic media file. Press **Enter**.

Fields

The following fields appear on the '1099 Magnetic media' panel (UAPGPVR):

Administrative division. This is the administrative division for which 1099 data will be reported.

Financial division. This is the financial division for which 1099 data will be reported. If you leave this field blank, IFM will process 1099 forms for all financial divisions within the current administrative division.

Copy to tape drive. This field shows the name of the tape device in which the tape is loaded.

Volume identifier. This field displays the volume identifier assigned to the tape reel/ cartridge that will contain the 1099 data.

Test file?. You must choose whether to send the file as a live file or a test file.

0 If you choose this value, the IRS will process the file as 'live' data. This is the default.

1 If you choose this value, the IRS will regard the file as a test file and report the validity of the contents back to you.

Transmitter control code. This field displays the control code assigned to you by the IRS. You must have this code before you can begin magnetic filing.

Transmitter. You must submit information about the company generating and transmitting the 1099 file; this includes company name, mailing address, city, state, zip code, contact name, and contact phone number.

Payer. You must submit information about the payer; this includes name, shipping address, city, state, and zip code.

Option 9. Bank Reconciliation (AM5M30)>>

Use this option on the Accounts Payable Tasks menu to go to the Bank Reconciliation menu (AM5M3B). It contains the following options:

Option 1. Work With Bank Statements (AM5M3B) 5-10
Option 2. Import Bank Statement (AM5M3B) 5-13
Option 3. Reconcile Bank Accounts (AM5M3B) 5-15
Option 4. Clear In-transit Cash Items (AM5M3B) 5-19
Option 5. Work With Transactions (AM5M3B) 5-19

Option 1. Work With Bank Statements (AM5M3B)

Use this option on the Bank Reconciliation menu to reconcile bank statements. For information about the related cash book reconciliation facility see “Option 3. Reconcile Bank Accounts (AM5M3B)”.

Note: An alternative way to handle bank reconciliations is to clear in-transit cash. For more information, see “Option 6. Clear In-transit Cash Items (AM5M26)”.

If a bank supplies statements on tape, you need to load the tape data into the statement import file as described in “Option 2. Import Bank Statement (AM5M3B)”. The statement import file is an intermediate file which stores the statement data until you are ready to import it. After loading the tape, you can import the statement data using this option to automatically reconcile the items on it with the unreconciled cash lines in a cash book. For the automatic tape import facility, see “Option 2. Import Bank Statement (AM5M3B)”.

If the bank supplies statements on paper, you can use this option to type in the data manually. Manually-created statements may be reconciled in the same way as statements supplied on tape.

Understanding this option

All the major clearing banks in the United Kingdom can supply bank statements on magnetic tape as a service to their customers. Statements may be supplied in files with record lengths of 36, 100 or 139 characters. For the purposes of IFM you should request your bank to supply statements with a record length of 139. Record lengths of 36 and 100 are incompatible with IFM' bank statements facility.

A IFM bank statement comprises a record representing the statement itself together with one bank statement detail record for each item on the statement.

Using this option

When you enter option 1 on the Bank Reconciliation menu, IFM takes you to the `Work with bank statements' panel. You can use this panel to:

- Import a bank statement which has been previously loaded from tape
- Create a statement manually
- Reconcile a completed bank statement.

  Note: While a bank statement is in use, it is locked and cannot be reconciled by any other users.

Importing a bank statement

You can only import a bank statement provided it has previously been loaded from tape, using the facility described in option 4. When the statement has been loaded from tape, it is saved in an intermediate file ready to be imported using the current panel.

To import a bank statement, use **F9=Statement import** on the 'Work with bank statements' panel.

If the import file contains statement data ready to be imported, IFM loads the statement data (a series of progress messages are displayed) and then creates one or more bank statements on this panel.

If the import file does not contain any data ready to be imported, IFM displays an error message to this effect.

Only statements belonging to the current cash book will be displayed. If the system has created statements for other cash books, then you will need to exit the `Work with bank statements' panel and change your current cash book in order to view them.

Note: This note applies to users who have written code to load the Bank statement import (YAGCREP) file. Your programs should clear the Bank statement import file prior to loading it with a new bank statement. This file should only contain one bank statement in it.

Creating a statement manually

There are two stages to creating a bank statement manually:

- Creating a record for the statement itself
- Creating a record for each item on the bank statement.

To create a bank statement:

1. Use **F6=Create**. The 'Bank statement' panel appears.
2. Type the required values in the fields and press **Enter**.

Fields

Statement date. The statement date uniquely identifies each statement. One cash book cannot have two statements with the same date.

Statement number. This field gives the number of the bank statement as specified by the bank. One cash book cannot have two statements with the same number.

Number of entries. You need to specify the number of entries that will appear on the statement. The system will not allow the statement to be reconciled until the number that you enter in this field matches the actual number of entries created for the bank account – not including any entries which have a record status other than 1 `Active'.

Two additional fields, ***Number of entries made*** and ***Statement complete?,*** are maintained automatically by the system. Initially a statement has a status of 0 `Incomplete' – only when the number of entries specified equals the number of entries made does it change to `Complete'.

A statement which is complete cannot be changed. However you can change its status back to `Incomplete' if you need to make changes:

To change a statement from `Complete' to `Incomplete':

1. Take option 2 `Change' on the 'Work with bank statements' panel. The 'Bank statement' panel appears.
2. Change the value of the ***Number of entries*** field so that it is greater than the ***Number of entries made*** field.
3. Press **Enter**. The statement changes to 0 'Incomplete'. Use **F3=Exit** to return to the 'Work with bank statements' panel.

Creating bank statement entries. Having created a bank statement you can create its bank statements entries. You can only create or change bank statement entries for statements which are incomplete.

To create a bank statement entry:

1. Take option 12 `Work with details'. The 'Work with bank statement details' panel appears.
2. Use **F6=Create** and type the required values in the fields and press **Enter**. Use **F3=Exit** to return to the 'Work with bank statements' panel.

Sequence. The sequence number determines the order in which the records appear on panels and reports.

Clearing date. This is the date on which the item concerned was cleared at the bank.

Bank reference. This field gives a reference number or some text (such as the name of the third party involved in the transaction). For statements copied from tape the exact use of this field depends upon the bank concerned.

Original reference. This field gives a check serial number, transfer number, deposit slip number or some other information identifying a particular item. For statements copied from tape the exact use of this field depends upon the bank concerned. During reconciliation this field is compared with the lodgement reference on unreconciled cash lines.

Bank transaction type. Bank transaction type for use in matching.

Reconciling bank statements automatically. You can only reconcile a bank statement once it is complete – that is when the number of entries owned by the statement matches the number of entries that you specified when the statement was created.

When you request IFM to reconcile a bank statement the following steps are performed:

- The system reads through the bank statement entries and calculates totals for any items with same original reference.
- Similarly for the cash book, the system reads through all unreconciled cash lines and calculates totals for any cash lines sharing the same lodgement reference.
- For each original reference on the statement, the system compares the total value with the total value of cash lines with the corresponding lodgement reference.

- Provided that the value of the statement entries is equal to or less than the value of unreconciled cash lines with the same lodgement reference, the entries and cash lines concerned are reconciled. The bank statement number is entered as the reconciliation reference of the cash lines.
- If all of the entries on the statement are reconciled, then the ***Complete?*** field on the statement changes to 2 `Reconciled'. However, if any of the entries are unreconciled, the statement itself remains unreconciled.
- The system prints a report of all the cash lines that it has reconciled.
- If any bank statement entries remain unreconciled, you can reconcile them manually.

Foreign currency items. If any items on the bank statement relate to cash lines for which exchange rate advice is expected then, provided that the value on the statement matches the value of the cash line, the cash line is reconciled and the ***Rate advice expected?*** field on the cash line is changed to 2 `Received'. However, if the statement value does not match the cash line value the statement entry remains unreconciled. The entries concerned must be reconciled manually.

Reconciling statement entries manually. If the system is unable to reconcile any bank statement entries automatically then you can reconcile them manually.

To reconcile an entry manually:

1. Take option 12 `Work with details'.The 'Work with bank statement details' panel appears.
2. Take option 12 `Manually reconcile'. The 'Reconciliation reference' panel appears.

   On the `Reconciliation reference' panel the reconciliation reference is defaulted to the bank statement number and cannot be changed.In the case of foreign currency items you need to enter additional details to enable the system to automatically account for gain or loss on exchange.
3. Enter the required information; press **Enter** to continue to the `Cash book reconciliation' panel which displays all the unreconciled cash lines.

This panel can also be reached using the `Reconciliation entry' menu option. For more information, see “Option 3. Reconcile Bank Accounts (AM5M3B)”.

Option 2. Import Bank Statement (AM5M3B)

Option 2 on the Bank Reconciliation menu allows you to import bank statement data from a tape supplied by your bank.

The data loaded from tape is stored in an intermediate import file. From here, you can import it into the system using **F9** on the 'Work with bank statements' panel, as described in “Option 1. Work With Bank Statements (AM5M3B)”.

Understanding this option

A major clearing bank can supply bank statements on magnetic tape as a service to their customers. Statements may be supplied in files with record lengths of 36, 100 or 139 characters. For IFM purposes, you should request your bank to supply

statements with a record length of 139. Record lengths of 36 and 100 are incompatible with IFM' bank statements facility.

A IFM bank statement is made up of a record representing the statement itself together with one bank statement detail record for each item on the statement.

Using this option

When you enter option 2, IFM takes you to the `Tape statements' panel. This is a dedicated panel which allows you to import bank statement data supplied on magnetic tape.

There are two main stages involved:

- The tape file is copied from tape and stored in an intermediate file on the computer.
- The system reads through the intermediate file and checks for any errors before creating the bank statement and its details.

You have the option of performing these stages separately. For example, you could load the file from tape into the intermediate file and then exit the bank statements menu option. Later you could return to the bank statements menu option and create the bank statements from the intermediate file. You can only process one tape at a time – each time you load a file from tape the system overwrites any data held in the intermediate file.

A tape may be a single- or multi-file volume. Single-file volumes contain one or more statements for the same bank account. Multi-file volumes may contain statements for more than one bank account. IFM handles both types of volume.

To copy bank statements from tape:

1. Load the tape in the tape drive.
2. Take option 4 on the Bank Transfers & Bank Reconciliation menu. The ’Tape statements’ panel appears.
3. Type the required values in the fields and press **Enter**.

The copying is performed interactively. On completion, the system returns to the `Work with bank statements' panel.

Except in the unlikely event of an error, all bank statements copied from tape should have a value of 1 `Complete' in the ***Complete?*** field, and therefore be ready to be imported and reconciled using the `Work with bank statements' panel (option 2). For information concerning the fields on a bank statement or bank statement detail, please refer to option 1, which concerns creating bank statements manually.

Fields

Receive tape file. If you are copying from tape into the intermediate file then you should leave the default value of 1 `Yes' in the field. If you want to process the intermediate file without copying a new file from tape enter **0** `No'.

Tape file and device. Specify the values for these fields as required.

Update from tape file. This field indicates whether or not IFM will attempt to create the bank statements from the intermediate file. Specify **0** `No' if you only want to load the file from tape. You can then create the bank statements at a later time.

Print summary report?. The system will produce a report of the actions it performs, including details of any errors, unless you specify 0 `No'. You have the option of producing a report only, without creating any bank statements. By specifying 0 `No' for the ***Update from tape file*** field and 1 `Yes' for the ***Print summary report?*** field, you produce a report that can be useful for deciding whether or not you want to allow errors.

Allow errors?. Before creating bank statements the system reads through the intermediate file to check for any errors. The system checks that each bank account on the tape has a corresponding cash book in the administrative division and that for each statement to be created there is not a statement with the same date already in existence. You can choose whether the system should terminate in the event of an error or if it will continue to create bank statements regardless. For example, if you have a large number of bank statements on a tape you may wish to ignore any errors rather than terminating the process because of an error on just one of those statements.

Option 3. Reconcile Bank Accounts (AM5M3B)

Use this option on the Bank Reconciliation menu to manually reconcile cash transactions against documentary evidence such as a paper bank statement or petty cash vouchers.

Understanding this option

What is reconciliation?

Cash book reconciliation is the process of comparing the items on documents such as bank statements or petty cash vouchers with the cash transactions on your computer to ensure that there are no discrepancies.

Your bank can supply bank statements on paper or electronically on computer tapes. This menu option can be used to reconcile paper statements. IFM provides two methods for reconciling paper statements:

- Use this menu option to manually reconcile the cash lines corresponding to the items appearing on your statement.
- Use the `Bank statements' menu option to record the details of the bank statement and then request IFM to reconcile the statement automatically. See “Option 1. Work With Bank Statements (AM5M3B)” for more details. This is also the menu option that you should use for reconciling bank statements supplied on tape.

Reconciling foreign currency items

IFM allows you to draw or deposit sums denominated in a currency other than the bank account currency. This calls for an exchange rate to convert the transaction currency to the bank account currency. In some cases, particularly if large sums are involved, the exchange rate to be used is agreed with the bank in advance. In other cases, the exchange rate is not known in advance, and has to be estimated. The

exact exchange rate is determined by the bank later, at the time of processing the transaction, and advised to you retrospectively.

In the first case, the transaction is processed in the normal way. The transaction currency value and the realized bank account currency value are both specified on entry. In the second case, it is necessary to make allowance for the bank advice which is to come. On the transaction cash line, this is done by entering the expected values in bank and financial division currency, and setting the ***Rate advice expected*** field to 1 `Expected'.

Your bank statement will show the actual value of transaction. You must enter the actual value on the cash line before it can be reconciled. When you do this, IFM automatically creates an unposted transaction to account for gain or loss on exchange. The transaction is posted to the cash book's specified gain or loss nature.

For example, you deposit $180 into your sterling bank account. On the day, the rate is $1.80 and so your expected value is £100. You post the transaction, and then, for example, allocate the £100 against an account receivable.

Three days later, the bank advises you that you were credited with only £99.30 for your $180. Using the IFM cash book reconciliation facility, you enter the advised amount on the cash line as the realized value, and IFM automatically creates a loss on exchange of £0.70. £0.70 will be credited to the cash balance nature of the bank account, and £0.70 will be debited from the loss nature of the bank account.

Using this option

When you enter option 3 on the Bank Reconciliation menu, IFM takes you to the `Reconciliation reference' panel. This panel enables you to specify a reference and bank advice transaction details.

Fields

Reference. This field gives a reference to a document (or other) medium used by the bank to advise clearance of a cash transaction. Typically you would enter the number of the bank statement. This reference will be recorded on each cash line when it is reconciled. Note that this field is case-sensitive. For example, `FINANCIAL', `Financial' and `financial' would each be treated as separate references.

Transaction details. Four fields (***Effective date***, ***Transaction type, Originating unit,*** and ***Originating use***r) specify the transaction details for any gain or loss transactions that are created by IFM.

When you have entered the appropriate details, press **Enter**. IFM takes you to the `Cash book reconciliation' panel. Note that, at any time, you can use **F12** to return to the previous panel and change the reconciliation reference that you have specified. From this panel, you can perform the following operations:

- Change the mode of the panel
- Reconcile individual cash lines
- Reconcile cash lines by drawing/check and lodgement/deposit reference
- Reconcile foreign currency items
- Exit the panel and print a report.

Changing panel modes. The `Cash book reconciliation' panel lists certain cash lines belonging to the current cash book. The panel operates in up to three modes and the mode determines which particular cash lines are displayed. Use **F11** to switch between these modes:

`No reference' mode. This is the mode when you first enter the panel. It shows you all unreconciled cash lines belonging to the system.

`Entry reference' mode. This mode shows you all the cash lines which have been reconciled with the reference that you specified on the previous panel.

***`Selection reference' mode.*** This mode enables you to view all the cash lines which have been reconciled with a specified reference. This mode is only available once you have specified the reference concerned using **F17 Selection**. The selection reference field appears at the bottom of the `Cash book reconciliation selection criteria' panel.

Reconciling individual cash lines. To reconcile a transaction, take option 1 ’Reconcile’ on the relevant transaction on the ’Cash book reconciliation’ panel in ’No reference’ mode. Press **Enter**.

IFM highlights the value, indicating that it is now reconciled. The entry reference is recorded on the cash line which you can view by taking option 5 `Display'.

Unreconciling a cash line. You can unreconcile any reconciled cash line by taking option 4 `Unreconcile' and press **Enter**. The selected cash line changes from highlighted to normal display.

Reconciling by drawing/check and lodgement/deposit reference. You may find it easier to locate the cash lines you want to reconcile if you make use of the drawing/check and lodgement/deposit reference. This reference gives a check number, deposit number, transfer number or some other reference which identifies a transaction with the bank. It allows you to reconcile several checks and deposits at once.

From the ‘Cash book reconciliation’ panel, you can select the cash lines for a range of references by using the reference from/to positioners, or you can select all the cash lines with a given lodgement reference and reconcile them all together.

To select the cash lines for a given reference:

1. Use **F17=Selection** on this panel. The ’Cash book reconciliation’ selection criteria panel appears.
2. Enter the required reference in the ***Drawing/Check or Lodgement/Deposit Reference*** field. Note that this field is case-sensitive.

3. Enter **1** `Yes' in the ***Display total?*** field.

When you have completed these details, press **Enter**. IFM returns you to the `Cash book reconciliation' panel.

This time only those cash lines with the selected lodgement reference are displayed. The ***Lodgement unreconciled*** field on the upper part of the panel shows the total value of these cash lines. If you are satisfied with this total, and wish to reconcile the cash lines, use **F9=Reconcile drawing/check reference** and **F10=Toggle lodgement/deposit**. IFM reconciles the cash lines.

Reconciling foreign currency items. Cash lines which have the ***Rate advice expected?*** field set to 1 `Expected', cannot be reconciled using either of the previously described methods – the system will send an error message if you try to do so. To reconcile such cash lines you must enter the realized value of the cash, as shown on the statement:

1. Take option 2 `Change' on the relevant transaction on the 'Cash book reconciliation' panel. Press **Enter**. The 'Reconciliation entry - Change' panel appears.
2. Type in the realized value of the cash and press **Enter**

   Make sure that you have typed in the correct value. You can change it later but only by modifying the generated transaction
3. Press **Enter** again to confirm the value you have entered

The ***Rate advice expected?*** field changes to 2 `Received' and the cash line is now reconciled. At the same time, IFM automatically creates an unposted transaction to account for the gain or loss on exchange.

You can use **F15=Work with transactions** from the `Cash book reconciliation' panel to process the transactions that have been created.

***Exiting the `Cash book reconciliation' panel.*** When you use **F3** to exit the `Cash book reconciliation' panel, you do not return directly to the menu. Instead a new panel is displayed which gives you the option of printing a report of reconciled and unreconciled cash lines. Use the fields on the panel to specify the type of report you want and then press **Enter**. Alternatively, use **F12** to return to the `Cash book reconciliation' panel or **F3** to exit to the menu without printing a report.

Print required?. There are two types of report you can print:

O=Don't print

1=From date/To date prints details of all cash lines with an effective date (date of document) that falls on or after the date specified in the ***From date*** field and before or on the date specified in the ***To date*** field. Option 1 always prints the details. It ignores the '1=Summary choice' for the conditioning fields 'Reconciled items: 0,1' and 'Unreconciled items: 0,1'. These fields only apply to option2 'Reconciliation Reference'.

2=Reconciliation reference only prints details of reconciled cash lines which have been reconciled with the current entry reference. All unreconciled cash lines belonging to the cash book are included.

List conditioning fields. You can choose to print either a summary or full details of reconciled and unreconciled cash lines. The summary only gives totals of the cash lines concerned whereas the detailed report gives details of each individual cash line.

Option 4. Clear In-transit Cash Items (AM5M3B)

Use this option on the Bank Reconciliation menu to work with in-transit and cleared cash lines for a specific cash book. For a description of this option, see “Option 6. Clear In-transit Cash Items (AM5M26)”

Option 5. Work With Transactions (AM5M3B)

Use this option on the Bank Reconciliation menu to enter transactions and to manage their validation and posting. For a description of this option, see “Option 1. Work With Transactions (AM5M10)”.

Option 10. Table Maintenance (AM5M30)>>

Use this option on the Accounts Payable Tasks menu to go to the Table Maintenance menu (AM5M60). For information on how to use this menu, see Chapter 8, “Table Maintenance”.

Option 11. Transaction Lists (AM5M30)>>

Use this option on the Accounts Payable Tasks menu to go to the Transaction Lists menu (AM5M80). For information on how to use this menu, see Chapter 10, “Transaction Lists”.

Chapter 6. General Ledger Processing Tasks

When you select option 4 on the IFM Main Menu (AM5M00), the IFM General Ledger Processing Tasks menu (AM5M40) appears. It contains the following options:

Note: If >> appears after a menu option, that option goes to another menu.

Option 1. Short Journal Entry (AM5M40) 6-1
Option 2. Work With Transactions (AM5M40) 6-1
Option 3. Work WIth Batch Transactions (AM5M40) 6-1
Option 4. Other General Ledger Transaction Entry Tasks (AM5M40)>> 6-1
Option 5. Budgeting (AM5M40)>> 6-2
Option 6. General Ledger Inquiry (AM5M40) 6-15
Option 7. Online General Ledger Reporting Inquiries (AM5M40) 6-15
Option 8. General Ledger Listing (AM5M40) 6-16
Option 9. General Ledger Periodic Tasks (AM5M40)>> 6-18
Option 10. Table Maintenance (AM5M40)>> 6-28
Option 11. Inquiries (AM5M40)>> 6-28
Option 12. Transaction Lists (AM5M40)>> 6-28
Option 13. General Ledger Reporting Tasks (AM5M40)>> 6-28
Option 14. General Ledger Update Suspension (UA3UPVR)>> 6-28

Option 1. Short Journal Entry (AM5M40)

Use this option on the General Ledger Processing Tasks menu to enter personal ledger transactions such as invoices and credit notes without using the main `Transaction entry' system. For a description of this option, see “Option 3. Short Invoice Entry (AM5M10)”.

Option 2. Work With Transactions (AM5M40)

Use this option on the General Ledger Processing Tasks menu to enter transactions and to manage their validation and posting. For a description of this option, see “Option 1. Work With Transactions (AM5M10)”.

Option 3. Work WIth Batch Transactions (AM5M40)

Use this option on the General Ledger Processing Tasks menu to define and manage transactions as a group, or batch, rather than individually. For a description of this option, see “Option 2. Work With Batch Transactions (AM5M10)”.

Option 4. Other General Ledger Transaction Entry Tasks (AM5M40)>>

Use this option on the General Ledger Processing Tasks menu to go to the Other General Ledger Transaction Entry Tasks menu (AM5M44). For information on how to use this menu, see “Option 10. Other General Ledger Transaction Entry Tasks (AM5M10)>>”.

Option 5. Budgeting (AM5M40)>>

Use this option on the General Ledger Processing Tasks menu to go to the Budgeting menu (AM5M47). It contains the following options:

Option 1. Work With Budgets (AM5M47) 6-2
Option 2. Work With Budget Profiles (AM5M47) 6-13
Option 3. General Ledger Inquiry (AM5M47) 6-15
Option 4. Online General Ledger Reporting Inquiries (AM5M47)..... 6-15

Option 1. Work With Budgets (AM5M47)

Use this option on the Budgeting menu to create and maintain budgets. Budgets are used in conjunction with the IFM report generation facilities to produce reports comparing budget and forecast values with actual values from the general ledger summary file.

Before you can create a budget you must have created the nature, period and unit structures on which it is based. Nature, period, and unit structures are described in “Option 3. Work With Nature Structures (AM5M50)”, “Option 1. Work With Period Structures (AM5M50)”, and “Option 2. Work With Unit Structures (AM5M50)”.

Understanding this option

What is a budget?

A budget is the planned financial activity for a specific unit, nature, and period structure combination. It normally includes income and expenses but can also include assets and liabilities. You can have an unlimited number of budgets in IFM.

What are budget details?

Budget details are the values associated with a specific unit, nature and period combination within a budget. The structure combination for each budget determines which unit, natures and periods are included in the budget details.

What are budget values and forecast values?

Budget and forecast values are optional values that are part of the budget details. Budget values, once set, should be left unchanged. Forecast values can be changed as often as required; for example, to monitor estimated or actual performance.

Budget detail values always carry the same sign as in the General Ledger. Enter revenue accounts as negative, indicating that they are credits. Enter expense accounts as positive, indicating that they are debits.

Budgets and structural levels

You only need to create budgets for the lowest structural level you are interested in. The totals for higher structural levels are taken care of automatically by the IFM report generator. For example, if your financial year has 12 monthly posting periods, you would create one budget detail for each month. Quarterly and full year figures (as

defined by the period structure) would be calculated automatically by IFM. Any values that you specify for higher members of the budget structures contribute to the totals involving that member.

Budgets and currencies

A budget can be in a mixture of currencies, but a budget detail is always in one specific currency. Each budget has an exchange rate set, containing exchange rates to be used for the duration of the budget.

Budgets and extracts

When you create a budget, you automatically create a corresponding `extract'. This allows the IFM report generation facilities to use the data held in the budget. See “Option 5. Work With Extracts (AM5M50)” for more about extracts.

How to create budget details

A budget comprises a record for the budget itself plus many budget detail records. Once you have created the budget record, IFM provides a number of methods for creating its details:

- You can enter a value and use an apportionment and a budget profile to spread the value amongst the members of the structures. For example, if you know the total annual budget for a division you could enter this value and then use an apportionment to spread the value across the departments in the division and a budget profile to spread it across the periods in the year.
- You can build the budget from an existing budget. For example, you could take a specified family of units and natures from last years budget and apply a 10% increase to obtain this years budget.
- You can build the budget from the general ledger summary file – that is, from the actual totals of posted transactions. For example, you could use last year's sales figures to obtain a budget and forecast for next years budget.
- You can create or change individual budget details manually by specifying the unit, nature and period and the budget and forecast values that you want.

These methods are complementary. You could use all four methods during the creation of one budget. In addition there are facilities for copying and combining existing budgets.

Using this option

When you enter option 1 on the Budgeting menu, IFM takes you to the `Work with budgets' panel. From here, you can:

- Create and maintain budgets
- Create and maintain budget details manually
- Build budget details from an entered value
- Build budget details from another budget
- Build budget details from the general ledger summary
- Copy budgets
- Operate on budgets
- Import budget detail from another application, such as a PC spreadsheet
- Run the extract and work with analyses.

Figure 6-1 shows you how `Work with budgets' relates to other panels involved in budgets and forecasts.

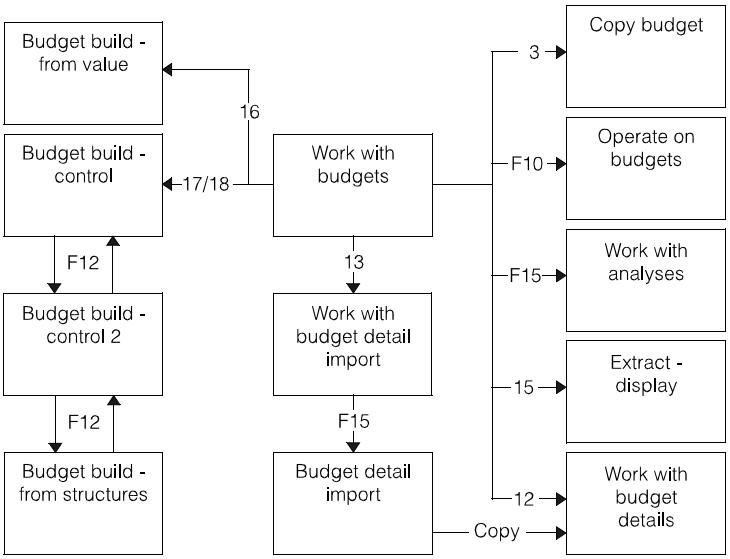


Figure 6-1. Working with budgets - the main panels

Creating and maintaining budgets

To create a budget:

1. Use **F6=Create** on the 'Work with budgets' panel. The 'Budget' panel appears.
2. Type the required values in the fields and press **Enter**. A message displays confirming that the record is added.
3. Use **F3 Exit** or **F12 Cancel** to return to the previous panel.

Fields

Frozen?. You can freeze a budget at any time. While a budget is frozen you cannot create, change or delete any of its details.

Currency for extract and exchange rate set. This information is required by the extract which IFM automatically creates for the budget. When the budget is used for report generation purposes, all the values in the report are expressed in the specified currency. The exchange rate set is used to convert any budget details which are in a different currency to the report.

Unit structure. This structure defines which units the budget can include.

Nature structure. This structure defines which natures the budget can include.

Period structure. This structure defines which periods the budget can include.

Changing budget structures

For new budgets, you can change any of the above information. However, as soon as you create one or more budget details, the unit, nature and period structure identifier fields can no longer be changed. This follows from the fact that the structures determine which budget details can be created. If you changed the structures, existing details could be invalidated. To change the structures you must first delete any budget details.

Creating budget details manually

To create a budget detail manually:

1. Take option 12 `Work with details' on the required budget on the 'Work with budgets' panel and press **Enter**. The 'Work with budget details' panel appears.
2. Use **F6=Create**. The 'Budget detail--Create' panel appears.
3. Use the fields provided to create the required budget detail, and press **Enter**. Use **F3=Exit** or **F12=Cancel** to return to the previous panel.

Fields

Unit, nature and period. These three fields collectively define the budget detail. The unit, nature, and period that you specify must belong to the structures specified for the budget.

Budget currency. The currency in which the budget and forecast values are expressed. A budget may contain many currencies, but each budget detail is single currency.

Display sequence. Each budget detail has a sequence number, and these determine the order in which they are printed and displayed. This sequence number is taken automatically from the corresponding period. If you need to change the sequence, then you must change the sequence number of the corresponding period and then reset the period sequences.

`Budget value locked?' and `Forecast value locked?'. You can lock both the budget and forecast values. When budget details are created automatically, IFM may overwrite the budget and forecast values for an existing budget detail. If you want a particular value to be protected, you can use the lock to ensure it is not overwritten. A budget detail is only overridden if you use an apportionment for its creation.

Resetting values

You can change the budget and forecast values of a budget detail as often as you like. However, you can also reset them to their original values at any time. On the `Budget detail – Change' panel, Using **F5 Reset values** sets both to the value they had when the budget detail was first created. Alternatively the same key on the `Budget – Change' panel will reset the values of all the budget details belonging to the budget.

Creating budget details from an entered value

To create budget details from an entered value you must specify a value which is a total for a given set of units and natures within the budget. You then need to specify the periods and the units and natures between which this value is to be divided. The

periods are determined by a budget profile. The units and natures are determined either by an apportionment or by specifying a particular unit and nature from the budget structures.

To create budget details from an entered value:

1. Take option 16 `Build from a value' next to an entry on the 'Work with budget' panel. Press **Enter**. The 'Build budget-from value' panel appears.
2. Type the required values in the fields and press **Enter** to create the budget details.
3. Use **F3=Exit** or **F12=Cancel** to return to the previous panel.

Fields

Budget value. This is the value to be spread through the structure. You can enter a positive (debit) value or a negative (credit) value.

Budget profile. The budget profile determines the periods to which the value will be spread and the proportion that will be given to each. A budget detail will be created for each period in the budget profile that allows postings.

Apportionment. You can use an apportionment to determine the units and natures to which the value is to be spread and the proportion that will be given to each. Any source accounts belonging to the apportionment will be ignored and only the target accounts will be used. IFM checks that the specified apportionment only contains target units and natures which are also members of the budget's unit and nature structures.

Unit and nature. Instead of specifying an apportionment you could specify a unit and nature from the budget's unit and nature structures. The system will then assign the entered value to this unit/nature combination with periods specified by the budget profile.

Creating budget details from another budget

There are three panels used for creating budget details from another budget. On the first panel, `Budget build – control' you specify the exact method that you want to use. On the second panel, `Budget build – control 2', you specify the source budget and any other required details. The fields that are displayed on the second panel depend on the values that you entered on the first. On the third panel, `Build budget – from structures' you specifying the families within the source budget that you want to use.

To create budget details from a budget:

1. Take option 17 `Build from budget' on the relevant budget on the 'Work with budgets' panel. Press **Enter**. The 'Build budget-control' panel appears.
2. Type the required values in the fields and press **Enter**. The 'Build budget-control 2' panel appears.

Fields

Periods to use?. This field determines the periods for which budget details will be created. There are three possible values for this field:

0 Period to period. For each period in the source budget the system will create details for the same period in the target budget.

1 Comparison period to period. For each period in the target budget the system will use the value associated with its comparison period in the source budget. This is the option you should use when creating a budget from last year's budget. A comparison period is typically the same period from the previous financial year.

2 Budget profile. The system will take the value associated with each period in the source budget and spread it to the periods specified by the budget profile. You must specify the budget profile concerned on the next panel.

Use apportionments?. This field determines the units and natures for which budget details will be created. There are three possible values:

0 Don't use apportionments. The system will create budget details in the target budget corresponding to each unit/nature combination in the source budget.

1 Use apportionments. Budget details will be created for each target unit/nature combination of an apportionment. On the next panel, you must specify the apportionment that you want and specify whether or not its source accounts will be used.

2 Use a unit/nature combination. Budget details will be created using the values associated with a particular unit/nature combination in the source budget. On the next panel you must specify the unit and nature concerned.

Apply variance?. You can apply a percentage increase or decrease to the values that are created. On the next panel you must specify the percentage that you want.

When you press **Enter** on the `Build budget – control' panel, IFM takes you to the `Build budget – control 2' panel. The fields that are displayed on this panel depend on the values that you entered on the previous panel.

Use **F12** to return to the previous panel on the ’Budget build-control 2’ panel. Type the required values in the fields and press **Enter**.

Budget. This field gives the identifier of the source budget. Rather than using the whole of the budget, the next panel gives you the option of specifying families of unit, natures and periods within the budget.

Budget profile. This field only appears if you specified 2 `budget profile' for the ***Periods to use?*** field.

`Apportionment' and `Source or structures?'. These fields only appear if you specified 1 `Use apportionment' for the ***Use apportionment?*** field. The apportionment that you specify must be compatible with the target budget – the target unit/nature combinations of the apportionment must be present in the target budget.

You can choose whether or not the source unit/nature combinations of the apportionment will be used. If you specify 0 `Use unit and nature structures' the system will take the values to be apportioned from each unit/nature combination in the source budget. If you specify 1 `Use apportionment source' then the system will take

each source unit/nature combination in the apportionment and use the value associated with the corresponding combination in the source budget.

Unit and Nature. These two fields appear if you specified 2 `Use a unit/nature combination' for the ***Use apportionment?*** field. They specify a particular unit/nature combination in the source budget from which values will be obtained.

Percentage uplift. If you specified 1 `Yes' for the ***Apply variance*** field then you can specify a percentage by which all the values will be increased or decreased. For example, `10' means that all values will be increased by 10% whereas `-10' means that they will be decreased by 10%.

When you press **Enter**, the system takes you to the `Build budget – from structures' panel.

The fields on the `Budget build – from structures' panel enable you to specify the families in the source budget from which budget details will be created. By default, the apex of each structure is specified which means that the whole of each structure will be used.

The source structure families must be compatible with the structures of the target budget, which means the periods (or units, or natures) in the source period (or unit, or nature) structure family must be present in the target period structure. It may be, however, that the target period structure contains periods which do not appear in the source period structure as shown in Figure 6-2.

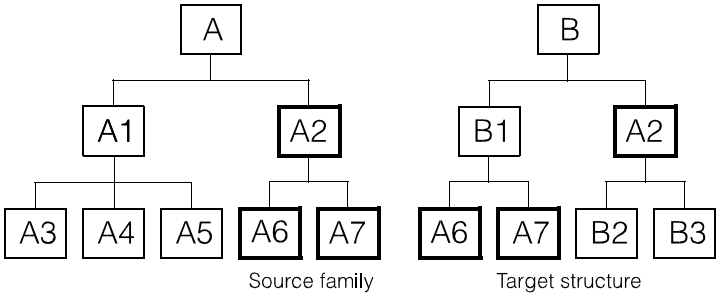


Figure 6-2. A compatible pair of structures

To build a budget from structure:

1. Type the required values in the fields and press **Enter** to create the budget details. On completion, the system returns to the `Build budget – control' field.
2. From here, use **F15** to view the budget details that have been created.

Creating budget details from the general ledger summary

Depending on the values that you enter, there are two or three panels involved in creating budget details from the general ledger summary. On the first, `Budget build – control' you specify the exact method that you want to use. The second panel, `Build budget – control 2' is only displayed if you need to specify a budget profile, an apportionment or a percentage adjustment. On the third panel, `Build budget – from structures' you specify the families of unit, natures and periods from which the general ledger values will be taken.

To create budget details from the general ledger summary:

1. Take option 18 `Build from G/L summary' on the relevant budget on the 'Work with budgets' panel. The 'Build budget-control' panel appears.
2. Type the required values in the fields and press **Enter**.

Fields

Periods to use?. This field determines the periods for which budget details will be created. There are three possible values for this field:

0 Period to period. For each period in the source structures the system will create details for the same period in the target budget.

1 Comparison period to period. For each period in the target budget the system will use the value associated with its comparison period in the general ledger summary. This is the option you should use when creating a budget from last year's figures. A comparison period is typically the same period from the previous financial year.

2 Budget profile. The system will take the value associated with each period in the source structures and spread it to the periods specified by the budget profile. You must specify the budget profile concerned on the next panel.

Use apportionments?. This field determines the units and natures for which budget details will be created. There are three possible values:

0 Don't use apportionments. The system will create budget details in the target budget corresponding to each unit/nature combination in the source structures.

1 Use apportionments. Budget details will be created for each target unit/nature combination of an apportionment. On the next panel, you must specify the apportionment that you want and specify whether or not its source accounts will be used.

2 Use a unit/nature combination. Budget details will be created for a particular unit/nature combination in the target budget. On the next panel you must specify the unit and nature concerned.

Apply variance?. You can apply a percentage increase or decrease to the values that are created. On the next panel you must specify the percentage that you want.

When you press **Enter** on the `Build budget – control' panel, IFM takes you either to the `Build budget – control 2' or the `Build budget – from structures'. The fields that are displayed on this panel depend on the values that you entered on the previous panel.

Use **F12** to return to the previous panel. Type the required values in the fields and press **Enter** to create the budget details.

Budget profile. This field only appears if you specified 2 `Budget profile' for the ***Periods to use?*** field.

These fields only appear if you specified 1 `Use apportionment' for the ***Use apportionment?*** field. The apportionment that you specify must be compatible with the target budget – the target unit/nature combinations of the apportionment must be present in the target budget.

You can choose whether or not the source unit/nature combinations of the apportionment will be used. If you specify 0 `Use unit and nature structures' the system will take the values to be apportioned from each unit/nature combination in the source structures. If you specify 1 `Use apportionment source' then the system will take each source unit/nature combination in the apportionment and use the value associated with the corresponding combination in the general ledger summary.

Unit and Nature. These two fields appear if you specified 2 `Use a unit/nature combination' for the ***Use apportionment?*** field. They specify a particular unit/nature combination in the source budget from which values will be obtained.

Percentage uplift. If you specified 1 `Yes' for the ***Apply variance*** field then you can specify a percentage by which all the values will be increased or decreased. For example, `10' means that all values will be increased by 10% whereas `-10' means that they will be decreased by 10%.

Press **Enter**, the system takes you to the `Build budget – from structures' panel.

The fields on this panel enable you to specify the families in the source structures from which budget details will be created. By default, the apex of each structure is specified which means that the whole of each structure will be used. By specifying a different member who can use a family within the structure.

The source structure families must be compatible with the structures of the target budget, which means the periods (or units, or natures) in the source period (or unit, or nature) structure family must be present in the target period (or unit, or nature) structure. It may be, however, that the target period structure contains periods which do not appear in the source period structure. Figure 6-2 illustrates the point.

1. Type the required values in the fields and press **Enter** to create the budget details. On completion the system returns to the `Build budget – control' panel.
2. Use **F15** to view the budget details that have been created.

Copying a budget

Rather than creating a new budget from scratch, you may find it simpler to copy and then modify an existing budget.

To copy a budget:

1. Take option 3 ’Copy a budget’ on the budget you want to copy on the ’Work with budget’ panel. The ’Copy a budget’ panel appears.
2. Enter an identifier and a name for the new budget, and press **Enter**. IFM creates a new budget which is an exact copy of the budget specified.

Operating on budgets

IFM allows you to perform various operations to combine existing budgets to create or modify other budgets. An operation combines two input budgets to produce one output budget. For example, you may have created two separate budgets for two divisions in your organization. You can use the `union' operation to create a new budget covering both divisions.

To operate on budgets, use **F10=Operate on budgets** on the relevant budget on the ’Work with budgets’ panel. The ’Operate on budgets’ panel appears.

Use the fields provided to define the required operation. When you have entered all the required details, press **Enter**. IFM performs the requested operation.

Fields

Operation. There are four types of operation that you can perform:

1 Union. This operation takes the budget details from both the input budgets and creates corresponding details in the output budget. If a budget detail exists in both input budgets, then its forecast and budget values are taken from the first budget.

2 Subtract. This operation creates a budget detail in the output budget for each budget detail that exists in the first input budget but not in the second.

3 Difference. This operation creates a budget detail in the output budget for each budget detail that appears in one input budget or the other, but not in both. Details that appear in both are excluded.

4 Intersect. This operation creates a budget detail in the output budget for each budget detail that appears in both input budgets.

Create target budget?. The output budget can be either an existing budget, or a new one. If its a new budget, you must enter **1** `Yes' in the ***Create target budget*** field. In the case of some operations, the `Output budget' can be the same as `Input budget A' (for example, Operation 2 `Subtract').

Working with budget detail import

IFM provides the facility to import budget details from another application, such as a PC spreadsheet.

The details of this procedure depend upon the source application from which you want to import budget details, and your system configuration. In general terms, you first create budget detail records (unit ID, nature ID, period ID, budget value and forecast value) in your source application, and save this data as a text file in an OS/400 folder. This text file must be saved with the .txt file extension.

During the import process described below, IFM accesses this OS/400 folder and imports the budget detail records.

To work with budget detail import:

1. Take option 13 ’Work with budget dtl import’ against the required budget on the ’Work with budgets’ panel. Press **Enter**, the ’Work with budget detail import’ panel appears.

   This panel shows you the most recent imported budget details for the selected budget, if any, in unit id sequence.

2. Use **F3=Exit** or **F12=Cancel** to return to the previous panel.

Fields

Import status. This field shows the status of an imported budget detail. The two possible values are 1 `Successful', meaning that the budget detail passed validation and can (if you wish) be copied to the budget detail file, and 2 `Failed', meaning that the imported budget detail validation.

Copied to detail?. This field indicates whether an imported budget detail has been copied to the budget detail file. The two values are 1 `Not copied' and `2' Copied.

From the `Work with budget detail import' panel you can import or move budget details from another application, such as a PC spreadsheet, to the budget detail file, using special facilities provided for this purpose:

Use **F15=Import/move** on the 'Work with budget detail import' panel. The 'Budget detail import request' panel appears.

The fields on this panel allow you to perform one of three different operations.

To import budget details from an application to the budget detail import file from the 'Work with budget detail import' panel:

1. Set `Copy to import file' to 1 `Yes'.
2. Set `Copy to budget detail' to 0 `No'.
3. Type details of the relevant PC Document name and Folder name.
4. Press **Enter**.

IFM imports budget details from the specified document to the budget detail import file, or displays an error message if this cannot be done.

To import budget details from an application to the budget detail import file and also to the budget detail file from the 'Work with budget detail import' panel:

1. Set `Copy to import file' to 1 `Yes'.
2. Set `Copy to budget detail' to 1 `Yes'.
3. Type details of the relevant PC Document name and Folder name.
4. Press **Enter**.

IFM imports budget details from the specified document to the budget detail import file, and also to the budget detail file, or displays an error message if this cannot be done.

To move budget details from the budget detail import file to the budget detail file from the 'Work with budget detail import' panel:

1. Set `Copy to import file' to 0 `No'.
2. Set `Copy to budget detail' to 1 `Yes'.
3. Press **Enter**.

IFM moves budget details from the budget detail import file to the budget detail file, or displays an error message if this cannot be done.

Option 2. Work With Budget Profiles (AM5M47)

Use this option on the Budgeting menu to view, create, and change budget profiles. For more information on budgets, see “Option 1. Work With Budgets (AM5M47)”.

Understanding this option

What is a budget profile?

A budget profile is a set of percentages which define how a given value is to be spread across a number of periods. The value may be a value from an existing budget, a value posted to a particular unit/nature/period combination or a value that you enter.

You can use budget profiles in the creation of budget details. For example, you could use a profile to apportion an annual sales budget across 12 trading periods according to a previously analyzed seasonal pattern.

To create a budget profile you need to specify a period structure. See “Option 1. Work With Period Structures (AM5M50)” for more information about period structures.

Using this option

When you enter option 2 on the Budgeting menu, IFM takes you to the `Work with budget profiles' panel. Figure 6-3 shows how this panel relates to other panels involved in creating and changing budget profiles. From here, you can:

- Create a budget profile
- Create budget profile details
- Work with budget profile details

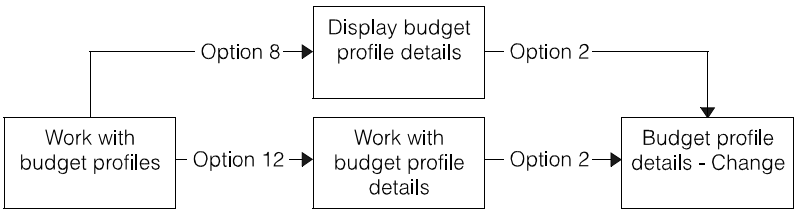


Figure 6-3. Working with budget profiles - the main panels

Creating budget profiles

To create a budget profile:

1. Use **F6=Create** on the ’Work with budget profiles’ panel. The ’Budget profile’ panel appears.
2. Use the identifier, name and period structure fields to create the new budget profile, and press **Enter**. IFM creates the new budget profile record.
3. Use **F3=Exit** or **F12=Cancel** to return to the previous panel.

Fields

Period structure. The period structure determines which periods are included in the budget profile. One budget profile detail is automatically created for each period in this period structure. If you subsequently add new members to this period structure, no new budget period details are created – you must create them manually.

Typically, you would specify the period structure corresponding to a particular financial year.

Once you have specified a budget or forecast value for the budget profile, this field becomes display only. If you want to specify a different period structure, you must re-set all the budget and forecast values to zero (or simply create a new budget profile with the required period structure).

Specifying budget and forecast percentages

When you create a budget profile you automatically create the budget profile details for all the periods in the structure. You can then specify the budget and forecast percentages for those periods which allow postings – the percentages for parent periods will be calculated automatically according to the period structure.

To specify percentages:

1. Take option 12 `Work with details' on the relevant budget profile on the ’Work with budget profiles’ panel. The ’Work with budget profile details’ panel appears.
2. This panel operates in three modes: CHILDREN, PARENTS or ALL. Use **F11** to switch modes.
3. Take option 2 `Change' against a period which allows postings.The ’Budget profile-Change’ panel appears.
4. Type the percentages that you want and press **Enter**. Use **F3=Exit** or **F12=Cancel** to return to the previous panel.

Fields

Budget percent. This represents the proportion of an input budget value to be given to the period. IFM keeps a running total of the budget percentages you have specified – you cannot use a budget profile to create budget details unless all the budget percentages add up to 100.

Forecast percent. This represents the proportion of an input forecast value to be given to the period. The forecast percentages do not have to add up to 100.

Creating budget profile details manually

Normally you do not need to create budget profile details – they are created automatically at the time the budget profile is created.

You only need to create budget profile details if you have added a period to the budget profile's period structure or if you have specified a different period structure.

Working with budget profile details

The `Work with budget profiles' panel features two options which enable you to view and work with budget profile details. Option 12 `Work with details' was described earlier. There is an alternative; take option 8 ’Display details’ on the relevant budget profile.

This panel only shows you periods in one branch of the structure, and allows you to move through the different levels. For example, option 12 `Next level' can be taken on any of the displayed periods, in order to display the next level of the structure.

Option 3. General Ledger Inquiry (AM5M47)

Use this option on the General Ledger Processing Tasks menu to find out the total of general ledger lines posted to any given unit/nature combination in any period. You can display details of any posted or unposted general ledger transactions in any period. For a description of this option, see “Option 3. General Ledger Inquiry (AM5M70)”.

Option 4. Online General Ledger Reporting Inquiries (AM5M47)

Use this option on the General Ledger Processing Tasks menu to customize a GL inquiry. For a description of this option, see “Option 8. Online General Ledger Reporting Inquiries (AM5M70)”.

Option 6. General Ledger Inquiry (AM5M40)

Use this option on the General Ledger Processing Tasks menu to find out the total of general ledger lines posted to any given unit/nature combination in any period. You can display details of any posted or unposted general ledger transactions in any period. For a description of this option, see “Option 3. General Ledger Inquiry (AM5M70)”.

Option 7. Online General Ledger Reporting Inquiries (AM5M40)

Use this option on the General Ledger Processing Tasks menu to customize a GL inquiry. For a description of this option, see “Option 8. Online General Ledger Reporting Inquiries (AM5M70)”.

Option 8. General Ledger Listing (AM5M40)

Use this option on the General Ledger Processing Tasks menu to select the information you want to appear on the GL Listing report and to print the report. This option is an alternative to printing a general ledger listing using the General Ledger Inquiry option. See "Checking the general ledger summary file" on page 9-9. This option allows you to do the following:

- Use a nature structure to control the sequence in which the accounts are listed.
- See the debit and credit amounts in separate columns.

Understanding this option

The general ledger listing requires a specific period structure. The second structure level must have only three members. The first member identifies the opening balance. (If the opening balance is a posting period, it does not have to have children.) The second member is the parent of the periods that make up the year-to-date balance. The third member is the parent of the periods that make up the current period.

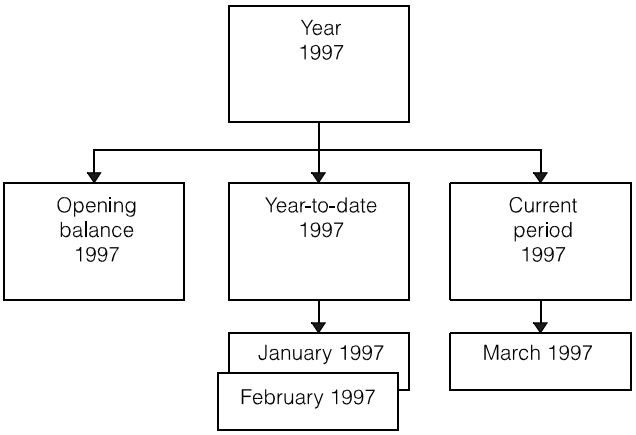


Figure 6-4. Example of a period structure for the general ledger listing

Using this option

When you enter option 8 on the General Ledger Processing Tasks menu, the General ledger listing panel appears. From here you can print the General Ledger Listing. To select the information that you want to appear on the report, use the fields provided and press **Enter**.

Fields

Financial division. Financial division whose information is included in the report.

Nature structure. Unlike the extract process, only the "Nature-Structure-Id" must be specified by the user. This is because a "special nature structure" is used to control the "General Ledger Listing" report. It must have only two levels: 900 and 890.

- Level 900 is the APEX
- Level 890 has all the desired posting natures; all pointed back to one parent at the APEX (level 900).

Period structure. Period structure that defines the opening balance, prior periods and current periods. This structure must contain all the natures you want to print in the correct reporting sequence. The second level of the period structure can have only three members. The first member identifies the opening balance. If the opening balance is a posting period, it does not have to have children. The second member is the parent of the periods that make up the current period.

For example, if you want to print a general ledger as of March 19**, the OPN** period is the opening period balance; Jan** and FEB** are the children of the year-to-date balance period; MAR** is the child of the current period. The following illustrates the required period format:

Summarize by unit?. One of the following is valid:

0 No. Show the totals for each nature.
1 Yes. Show the totals for each unit within the nature.

Option 9. General Ledger Periodic Tasks (AM5M40)>>

Use this option on the General Ledger Processing Tasks menu to go to the General Ledger Periodic Tasks menu (AM5M49). It contains the following options:

Option 1. Apply Prepayments (AM5M49) 6-18
Option 2. Create Period Accruals (AM5M49) 6-18
Option 3. Reverse Accruals (AM5M49) 6-19
Option 4. Generate Exchange Gains / Losses (AM5M49) 6-19
Option 5. Generate Balance Sheet Exchange Gains and Losses (AM5M49) 6-19
Option 6. Generate Opening Balances (AM5M49) 6-20
Option 7. Translate General Ledger Balances (FAS 52) (AM5M49) 6-21
Option 8. Reclassify General Ledger (AM5M49) 6-23
Option 9. Reclassify Personal Ledger (AM5M49) 6-24
Option 10. Reassign Journal Numbers (AM5M49) 6-26
Option 11. Revalue Foreign Currency Ledger Balance (AM5M49) 6-27

Option 1. Apply Prepayments (AM5M49)

Use this option on the General Ledger Periodic Tasks menu to post the prepayment general ledger lines in a specified ledger.

Understanding this option

Prepayment general ledger lines are created during earlier periods. They remain unposted until this menu option is run for the period concerned.

Using this option

When you enter option 1 on the General Ledger Periodic Tasks menu, IFM takes you to the `Apply prepayments' panel. This lists all the ledger periods within the current financial division's general ledger.

To apply prepayments for a ledger period, take option 9 `Apply prepayments' against the period concerned. IFM searches for all unposted general ledger lines with an accrual/prepayment type of 3 `Prepayment' and validates and posts them. The process is performed interactively, without any further prompting or confirmation. The system records the time and date on which you last applied prepayments. You can repeat the process as many times as necessary.

Option 2. Create Period Accruals (AM5M49)

Use this option on the General Ledger Periodic Tasks menu to accrue any unposted transactions at the end of one period into the next period. You do not have to generate the transactions. Instead you can print a listing of the transactions that are due to be generated.

For a description of this option, see “Option 1. Create Period Accruals (AM5M2C)”.

Option 3. Reverse Accruals (AM5M49)

Use this option on the General Ledger Periodic Tasks menu to reverse the current period accruals (if any) in a general ledger period. For a description of this option, see “Option 2. Reverse Accruals (AM5M2C)”.

Option 4. Generate Exchange Gains / Losses (AM5M49)

Use this option on the General Ledger Periodic Tasks menu to generate unposted transactions to account for the gain or loss on exchange up to a specified ledger period, for one or more personal ledgers. This procedure should normally be carried out prior to closing the period concerned. For a description of this option, see “Option 6. Generate Exchange Gains / Losses (AM5M2C)”.

Option 5. Generate Balance Sheet Exchange Gains and Losses (AM5M49)

Use this option on the General Ledger Periodic Tasks menu to create either accrual or ordinary transactions to record the profit or loss on foreign currency accounts.

For information on how to calculate gain or loss arising in the profit and loss account (that is, within personal ledgers), see “Option 6. Generate Exchange Gains / Losses (AM5M2C)”.

For information on foreign currency accounts, see “Option 5. Work With Foreign Currency Accounts (AM5M65)”.

Understanding this option

A foreign currency account is a nominated general ledger account which records the value of an asset or liability which is valued in a currency other than the financial division currency.

For each foreign currency account in the financial division, the system locates all general ledger lines posted to the unit and nature concerned within a specified range of ledger periods. It then calculates the total value of these general ledger lines in financial division currency, using the exchange rate current at the end of the range of periods. If this total is different from the total value obtained using the original exchange rate of each transaction, an unposted general ledger transaction will be created to account for the gain or loss on exchange.

The generated transaction has one general ledger line posted to the foreign currency account itself and a balancing line posted to the gain or loss account specified by the foreign currency account.

The system produces a report including details of all the transactions that it creates.

Each foreign currency account specifies the transaction type and exchange rate set to be used and the units and natures to which gains or losses are to be posted.

Using this option

When you enter option 5 on the General Ledger Periodic Tasks menu, IFM takes you to the `Balance sheet foreign exchange gains and losses' panel.

To calculate gain or loss on exchange, type the required values in the fields and press **Enter**. The process is performed either interactively or in batch depending on which you specified.

Fields

Financial division. You must specify a financial division. The financial division on your user defaults is used as a default. If financial division security is active you must have transaction entry authority to the specified division.

To and from periods. These fields specify the range of ledger periods over which gain or loss will be calculated.

Generated transactions. You need to specify an originating unit for the generated transactions. You have the option of generating the transactions as current period accruals. If so, you need to specify the future ledger period in which the accrual is to be reversed.

Option 6. Generate Opening Balances (AM5M49)

Use this option on the General Ledger Periodic Tasks menu to create an unposted general ledger transaction at the end of one year giving the opening balance of the next financial year.

Understanding this option

To run this option, you need to specify a range of ledger periods – typically, from the opening balance to the closing adjustment of a financial year. All the periods in the range should be closed. The system will then create on unposted general ledger transaction with the following lines:

- For each balance sheet item (that is, for each general ledger account with a `Balance Sheet' type nature) a general ledger line will be created giving the total balance in the specified range of periods.
- These lines will be balanced by one general ledger line giving the total balance on all `Profit and loss' type natures during the specified range. This line will be posted to the general ledger account specified for retained earnings.

Using this option

When you enter option 6 on the General Ledger Periodic Tasks menu, IFM takes you to the `Opening balance requirements' panel.

Use the fields provided to specify your opening balance requirements, and press **Enter**. IFM creates an unposted transaction which you can then process in the normal way, using the `Work with transactions' panel.

Fields

Financial division. IFM defaults the current financial division (from either your user defaults, or from the prompt preceding this panel), but you can change it.

Opening balance period. The period to which the opening balance transaction is to be posted.

Transaction type. This must be a general ledger class transaction type.

Combination for retained earnings. The totals for all profit and loss items are known as `retained earnings'. You must specify a unit/nature combination to which the retained earnings are to be posted.

Option 7. Translate General Ledger Balances (FAS 52) (AM5M49)

Use this option on the General Ledger Periodic Tasks menu to translate general ledger values into a common currency, for FASB 52 purposes, and to print an audit report of the original and translated currency values, categorized by general ledger line and by general ledger summary unit/nature combination.

Understanding this option

What is FASB 52?

This is the common abbreviation for the United States Financial Accounting Standards Board - Statement of Financial Accounting Standards No. 52. In this User Guide and in the on-line Help text it is abbreviated to either FASB or FASB 52.

What is a translation method?

A translation method governs how a general ledger line is to be dated, for the purpose of determining the applicable exchange rate to be used for translation.

IFM provides three translation methods for FASB 52 purposes. They are:

1. `Daily Historic'. Each general ledger line is to be translated using the exchange rate applicable to the translate date specified on the general ledger line, or the effective date of the transaction.
2. `Period end'. Each balance is to be translated using the rate applicable at the period end date. If there is no period end date (as would be the case with an opening or closing period), then the day before the start date of the next period is used instead. If the next period does not have a start date, IFM searches for the next period which does have one. If none is found, then the function fails.
3. `Current period end'. Each balance is to be translated using the rate applicable at the end of the most recent period selected for translation.

On the Nature file, a fourth option is provided: 4 `Don't include'. These natures appear on the printed report for the sake of completeness, but they are not included in the translated values.

Which files include translation methods?

To provide maximum reporting flexibility, translation methods appear on three different files, arranged in a specific hierarchy so that one file may over-ride another. The three files are `Nature', `Unit/nature combination' and `Transaction request'.

Hence the translation methods specified on the Nature file can, if you wish, be over-ridden by the (optional) translation methods on the Unit/nature combination file, and these in turn can be over-ridden by the (optional) translation methods on the Transaction request file.

The over-rides allow you to specify From and To translation methods such as From `Period end' To `Current period end'. The Translation request over-ride might stipulate that Unit/nature combinations having `Period end' as their translation method are to be totalled using the `Current period end' method instead.

What is Translation status?

Creating a translation request and running it are two separate processes. When you first create a translation request, its Translation status is `1', meaning the request has been created but has not yet been run. At this stage, you can still change or delete the translation request. When the system is running the request, its status is 2 `Being Processed'. When processing is complete, its status becomes 3 `Translated' and a date appears in the ***Date translated*** field. You cannot change or delete request if its status is 2 or 3.

Using this option

When you enter option 7 on the General Ledger Periodic Tasks menu, IFM takes you to the `Work with translation requests' panel.

The panel shows you all the translation requests which have been created to date, arranged in descending numerical order. The more recent the request, the higher its number and the higher up the list it appears.

From this panel, you can:

- Create a translation request
- Run a translation request
- Print a translation report.

Creating translation requests

To create a translation request:

1. Use **F6=Create** on the ’Work with translation requests’ panel. The ’Translation request - Create’ panel appears.
2. Use the fields provided to create the translation request, and also to enter any over-rides which you want to apply, and press **Enter**. IFM creates the new translation request and automatically numbers it.
3. The translation request you have created now appears on the `Work with' panel with a Translation status of 1. At this stage you can still change or delete the translation request.

Running a translation request

To run a translation request, take option 9 `Translate' on the relevant Translation request

IFM runs the request and generates the translated values, and displays a series of progress messages. Once the request has been run, its Translation status changes to 3 `Translated' and the system displays the Date translated.

The previous assumes that the request runs interactively. Your user defaults govern whether the requests run interactively, or are submitted in batch. If requests are running in batch, you can use the **F5=Refresh** key to see the latest ttranslation status of each submitted translation request.

You cannot change or delete a translation request once it has been run or submitted.

Printing a translation report

To print a report summarizing one or more translation requests, use **F22**. Use the selection fields provided to select the requests which you want to include in the printed report, and then press **Enter**.

Option 8. Reclassify General Ledger (AM5M49)

Use this option on the General Ledger Periodic Tasks menu to reclassify general ledger balances based on whether the year-to-date balance is a debit or credit.

Understanding this option

Reclassification is initiated by the user. It handles accounts with abnormal balances as defined by the user. For example, a cash account with a credit balance.

When reclassifying, you determine the periods to be reclassified and the reversal period. You can reclassify or create a report only. If you reclassify, IFM creates the transaction to be reclassified when it performs the reversal entry.

Reclassification creates general ledger journals but does not do the posting. You must post the transactions using a Work With Transaction menu option. See “Transaction posting”.

Before performing general ledger reclassification, you must have created one or more reclassification sets and their associated rules. Reclassification sets identify the accounts that must be scanned for abnormal balances. The rules identify the unit and natures that are checked and the sign of their expected balance. See “Option 4. Work With G/L Reclassification Sets (AM5M67)”.

Using this option

When you enter option 8 on the General Ledger Periodic Tasks menu, the Reclassify general ledger panel appears. Use the fields provided and press **Enter**.

Fields

Financial division. FInancial division for which you are performing reclassification.

G/L reclassification set id. Identifier of a G/L reclassification set.

Transaction type. Identifier of a general ledger type of transaction.

Transaction narrative. Narrative to be included on the transaction header.

Current period: .

> ***Period structure.*** Previously defined period structure. Used to identify the periods for calculating the end balance for the accounts period. Typically, the structure consists of the opening balance period and all the trading and non-trading periods that make up the year.
>
> ***Cut-off period.*** Last posting period (within the period structure) to be included in the year-to-date calculation.

Reversal period. Period where the reversal journal entry is recorded.

Reclassification type. One of the following is valid:

1 Reclassify and create report. IFM generates the transactions to reclassify the abnormal balances and creates a report of the accounts with abnormal balances.

2 Report only. IFM creates a report of the accounts with abnormal balances.

Option 9. Reclassify Personal Ledger (AM5M49)

Use this option on the General Ledger Periodic Tasks menu to reclassify personal ledger balances based on whether the year-to-date balance is a debit or credit.

Understanding this option

Reclassification scans your personal ledgers for customers and vendors who have abnormal account balances, that is, customers with credit balances and vendors with debit balances. If these conditions are present, IFM creates general ledger entries to reclassify the balances so the customer credit balances are counted as liabilities and the vendor debits are counted as assets for financial reporting purposes. Reclassification also reverses the ledger entries at the start of the next period.

Reclassification does not do the posting. You must post the transactions using a Work With Transaction option. See “Transaction posting” on page 3-4.

Using this option

When you enter option 9 on the General Ledger Periodic Tasks menu, the ‘Reclassify personal ledger’ panel appears. Use the fields provided and press **Enter**.

Fields

Financial division. Financial division for which you are performing reclassification.

Personal ledger. Personal ledger for which you are performing reclassification.

Transaction type. Identifier of a general ledger type of transaction.

Transaction narrative. Narrative to be included on the transaction header.

Current period. Period in which reclassification is done.

Reversal period. Period in which the reversing entry is made.

Unit/nature reclassification from. Unit and nature to be reclassified.

Unit/nature reclassification to. Unit and nature used to offset the from unit and nature.

Reclassification type. One of the following is valid:

1 Expected balance
2 Due date

Expected balance.

Reclassification level. If the reclassification type is 1=Expected balance, this field is required. One of the following is valid:

1 Entity. Reclassify entity balances. Entities with negative credit balances are reclassified, but invoices with negative balances are not if the overall entity balance is positive.

2 Invoice. Reclassify individual invoices. If you are reclassifying an accounts receivable ledger, all invoices with credit balances are reclassified.

Expected balance of nature. If the reclassification type is 1=Expected balance, this field is required. One of the following is valid:

1 +. Expected sign for receivables.
2 -. Expected sign for payables.

Cut-off due date. Date that determines the reclassification cut-off. All dues dates after this date will be reclassified.

Option 10. Reassign Journal Numbers (AM5M49)

Use this option on the General Ledger Periodic Tasks menu to sequence book transactions.

Understanding this option

This option is used in countries that legally require fiscal reports with sequential journal numbers and you need to change your journal numbering scheme during the year to realign the journal numbers. If reassigning journal numbers is not legal in your country, use IFM task security to prevent access to this option (see “Option 3. Work With Tasks (AM5MA0)”).

Only posted transactions and matching financial divisions are processed (in batch mode).

Using this option

When you enter option 10 on the General Ledger Periodic Tasks menu, the Journal number re-assignment panel appears. Select the financial division, period structure and, optionally, a range of periods and press **Enter**. The Select journal types panel appears. Select one or more journals and use **F9=Process**. The reassignment journal prefix, numerator and suffix are defined using “Option 6. Work With Journal Types (AM5M67)”.

Option 11. Revalue Foreign Currency Ledger Balance (AM5M49)

Use this option on the General Ledger Periodic Tasks menu to periodically re-value the foreign currency ledger balance. This panel uses the current value of the currency to create G/L transactions for the gain/loss in the current period, and also makes the reversing entries for the next period.

Using this option

When you enter option 8 on the General Ledger Periodic Tasks menu, the Revalue Foreign Currency Ledger Balance panel appears. Use the fields provided and press **Enter**.

Fields

Financial division. This is the financial division within the administrative division. This is a required field.

Effective date. This is the effectivity date of the transaction created for this process. This is a required field.

Transaction type. This indicates the type of transaction to be created. The value entered should be a General Ledger Journal type. This is a required field.

Transaction number. This is the number that is used to help identify the transactions to be created for this procedure. If this field is left blank, the system auto-generates the number. **F4=Prompt** does not work on this field.

Transaction narrative. This describes the process from which the transaction was created or additional important information.

From period. This is the period to begin pulling data for the accumulation of account values. The value entered must be a valid posting period. This is a required field.

To period. This is the period to be included in the accumulation of account balances. The value entered can also be used as the current period for the creation of the current period transaction. To period cannot be less than From period. The value must be a valid posting period. This is a required field.

Reversal period. This is the period that is used only for the creation of the reversal transaction. The value entered must be a valid posting period.

Originating unit. The value entered is used in the transaction header. If this field is left blank, the financial division originating unit is used. This is a required field.

Option 10. Table Maintenance (AM5M40)>>

Use this option on the General Ledger Processing Tasks menu to go to the Table Maintenance menu (AM5M60). For information on how to use this menu, see Chapter 8, “Table Maintenance”.

Option 11. Inquiries (AM5M40)>>

Use this option on the General Ledger Processing Tasks menu to go to the Inquiries menu (AM5M70). For information on how to use this menu, see Chapter 9, “Inquiries”.

Option 12. Transaction Lists (AM5M40)>>

Use this option on the General Ledger Processing Tasks menu to go to the Transaction Lists menu (AM5M80). For information on how to use this menu, see Chapter 10, “Transaction Lists”.

Option 13. General Ledger Reporting Tasks (AM5M40)>>

Use this option on the General Ledger Processing Tasks menu to go to the General Ledger Reporting Tasks menu (AM5M50). For information on how to use this menu, see Chapter 7, “General Ledger Reporting Tasks”.

Option 14. General Ledger Update Suspension (UA3UPVR)>>

Use this option on the General Ledger Processing Tasks menu to suspend General Ledger processing so that data may be loaded into FRx.

Understanding this option

When you are using FRx and IFM concurrently, you must be careful not to post transactions while IFM data is being loaded into FRx. If a transaction is not fully processed when FRx data is loaded, that transaction may be ignored or only partially received by FRx. If this occurs, the G/L Detail and Summary information in FRx will be out of balance.

If you are going to load data into FRx, you should first suspend all General Ledger processing using this menu option. When the data is fully loaded, you must reactivate processing using the same option.

Using this option

1. When you enter option 14 on the General Ledger Periodic Tasks menu, the ‘General Ledger Update Suspension’ panel appears.
2. Use the fields provided to specify how often and how many times you want to try to suspend processing.
3. Press **F9** to suspend General Ledger Updates. The system will wait the specified number of seconds, then attempt to suspend processing.

If any transaction or batch is in process at that time, that processing will be completed and the value in the General Ledger Update field will change to ‘Suspension Requested.’ Any new posting attempts will be held until processing is resumed. You will be prevented from using functions that directly update the General Ledger files. IFM will continue to try to suspend processing according to the values in the fields provided. Use **F5=Refresh** to see the status of the suspension request.

4. Once processing is successfully suspended, the value in the General Ledger Update field will change to ‘Suspended.’ IFM prevents any new transaction or batch processing from starting. You will be prevented from using functions that directly update the General Ledger files. The FRx load may be performed at this time.
5. After the IFM data is loaded into FRx, you must press **F9** again to resume processing. At this point, any transactions or batch processing that had been suspended will be automatically submitted for processing. The value in the General Ledger Update field will change to ‘Not Suspended.’

Fields

General Ledger Updates. This display-only field shows the status of processing suspension. One of the following will appear:

Suspension Requested	A request for a suspension in update processing has been submitted, but has not yet been performed because IFM is currently processing a transaction or a batch. The system will retry as specified. Any new posting attempts will be held.
Suspended	All update processing has been suspended, and an FRx load may be performed. Any new posting attempts will be held.
Not Suspended	Update processing is being performed as usual.

Delay time in seconds. Interval of time before IFM repeats attempt to suspend processing.

Number of times to check. Number of times IFM will attempt to suspend processing.

Chapter 7. General Ledger Reporting Tasks

When you select option 5 on the IFM Main Menu (AM5M00), the IFM General Ledger Reporting Tasks menu (AM5M50) appears. It contains the following options:

Note: If >> appears after a menu option, that option goes to another menu.

Option 1. Work With Period Structures (AM5M50) 7-1
Option 2. Work With Unit Structures (AM5M50) 7-7
Option 3. Work With Nature Structures (AM5M50) 7-9
Option 4. Define Values (AM5M50)>> 7-13
Option 5. Work With Extracts (AM5M50) 7-19
Option 6. Work With Analyses (AM5M50) 7-24
Option 7. Work With Analysis Lists (AM5M50) 7-41
Option 8. Online General Ledger Reporting Inquiries (AM5M50) 7-42
Option 9. General Ledger Inquiry (AM5M50) 7-42
Option 10. Table Maintenance (AM5M50)>> 7-43
Option 11. Inquiries (AM5M50)>> 7-43
Option 12. Transaction Lists (AM5M50)>> 7-43
Option 13. General Ledger Processing Tasks (AM5M50)>> 7-43

Option 1. Work With Period Structures (AM5M50)

Use this option on the General Ledger Reporting Tasks menu to create and maintain period structures. The same setup procedures also apply to unit and nature structures. For more information, see Appendix D, “Tutorial for setting up structures”.

For information about periods, see “Option 3. Work With Periods (AM5M61)”.

Understanding this option

What is a period structure?

Period structures are hierarchies of periods that reflect the way your business is organized. They are used (with nature and unit structures) to generate IFM reports (analyses).

Figure 7-1 shows the typical use for a period structure, that is, to define the accounting year and its sub-divisions.The structural periods that do not allow postings are shown with a thick-edged box.

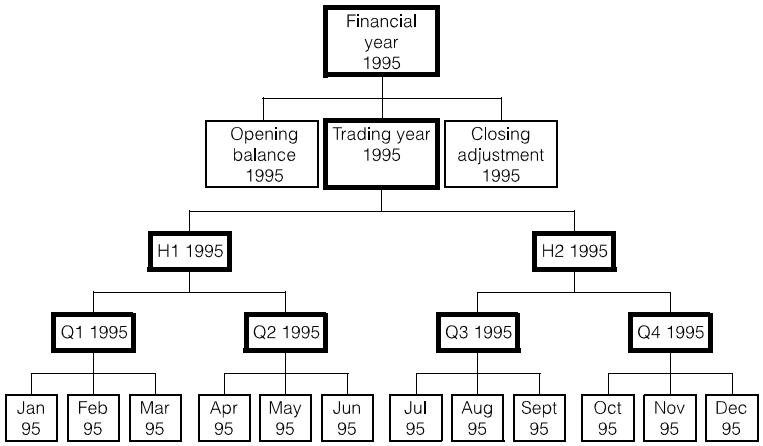


Figure 7-1. A typical period structure

Figure 7-2 and Figure 7-3 show examples of other types of period structures.

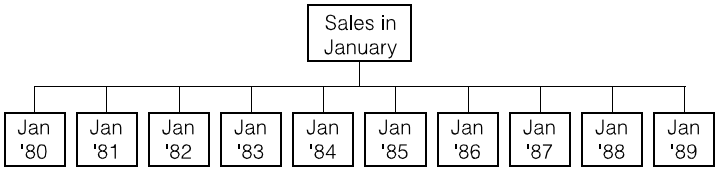


Figure 7-2. Another period structure

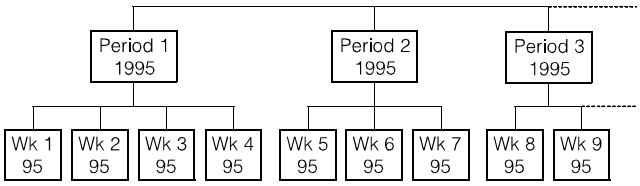


Figure 7-3. Another period structure

Structure terminology

The following terminology describes IFM structures:

Member A unit, nature, or period.

Parent The member to which another member points.

Child The member that points to another member.

Family A member with all its children, grandchildren and further generations down to the bottom of the structure.

Partial family A family which excludes all children below a specified level.

Family parent The member at the head of a family.

Structure parent The member at the head of a structure. The structure parent is also the family parent of the family which equates to the whole structure.

Extract family The combination of a unit family, nature family and period family.

Extract The financial data associated with an extract family.

Extract member Combines a specified unit, nature and period.

Using this option

When you enter option 1 on the General Ledger Reporting Tasks menu, the `Work with period structures' panel appears displaying all period structures owned by the current administrative division. Figure 7-4 shows you how `Work with period structures' relates to other structure panels.

From here, you can do the following:

- Create a structure
- Specify structure levels
- Specify structure members
- Maintain structures
- Maintain member details
- Repoint child members
- Redefine the apex

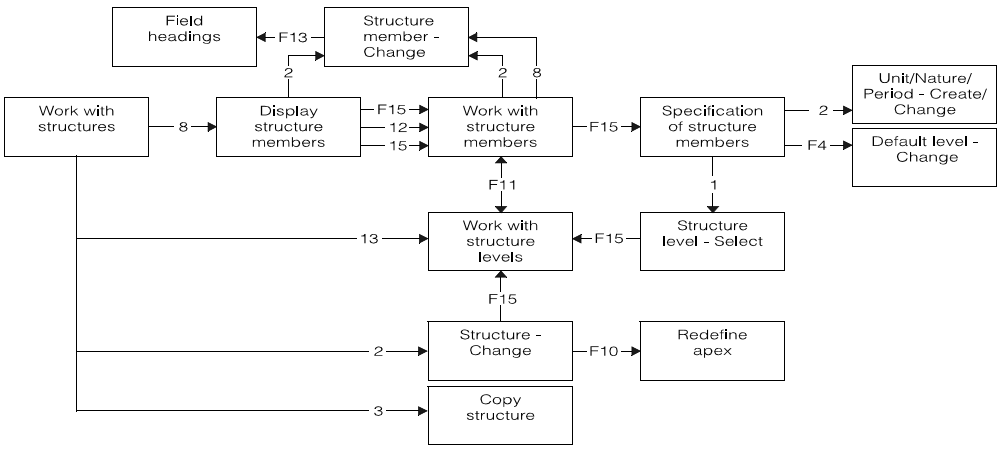


Figure 7-4. Working with structures - the main panels

Creating a structure

Before you create a structure, it is a good idea to make a rough sketch of the structure you want. The first step is to create a record for the structure itself:

1. Use **F6=Create**.on the 'Work with period structures' panel. The 'Period structure – Create' panel appears.
2. Use the fields provided to create the structure you want. When you have entered all the required details, press **Enter**. IFM creates the new structure record.

Fields

Type [unit structures only]. Unit structures may include units from a single administrative division (type 1) or from several administrative divisions (type 2). If you select 1 `Single division', IFM only displays the units in the current administrative division when you select units to make up the structure.

This field does not apply to period and nature structures, which can always be built across administrative divisions.

Period for apex. At the time you create a structure you must specify the top-level member of the structure. This is known as the `apex` of the structure. If necessary, you can change the apex after you have created the structure as described later in this section.

Level of apex. The default for the level of apex is 900 and this should be suitable for most purposes. Refer to the next section for more information about levels.

Locked by user. IFM allows you to specify one IFM user who is exclusively authorized to work with a given structure. Once a structure is locked, only the specified user is allowed to view or amend the structure or to remove the lock. Other users can still use the structure in budgets and reports.

Specifying structure levels

Having created the structure record, you can add any number of structure levels to it. Each structure has its own set of level numbers. Every member of a structure has a level number, with level numbers decreasing from the top to the bottom of the structure (890 is closer to the apex than 880).

The system allows you to create level numbers as you go. However, in the case of complex structures, it may be easier to create all the levels you need before specifying the structure members.

To create a level:

1. Use **F15=Work with details** on the 'Period structure - Change'.panel. The 'Work with period structure levels' panel appears.
2. Use **F6=Create**. The 'Period structure level – Create' panel appears.
3. Use the two fields to create the new level. The identifier is just the number of the level, and IFM automatically defaults the number to 10 less than the previous lowest level. It is a good idea to leave gaps between level numbers as this makes it easier to insert additional levels should they become necessary.

You can use the name of the level as a heading on reports produced using "Option 6. Work With Analyses (AM5M50)". Type the name exactly as you want it to appear in reports.

Specifying structure members

After creating structure levels, you can assign structure members to each level. To specify the structure members, start at the top with the apex and attach periods to their parents until you reach the bottom of the structure.

1. Take option 12 `Work with members' on the relevant structure on the 'Work with period structures' panel. The 'Work with period structure members' panel appears.
2. If necessary, take option 12 `Next level' until you reach the required point in the structure.
3. Use **F15=Work with children**. The 'Period structure member specification" panel appears.

   This panel displays, for a selected parent, all of its possible children. You can use option 1 to include any of the displayed periods as children of the parent.

Adding members to a structure is governed by the following rules:

- A member may not appear more than once per structure.
- The level number of a parent must be greater than the level number of any of its children.

Maintaining structures

Once you create a structure and specify its levels and members, you can change it the following ways:

- Add and remove members from the structure using the 'Period structure member specification' panel.
- Change the details of each member.
- Specify field headings for the structure member.
- Change the parent member to which a child member points.
- Change the apex of the structure.

Maintaining member details

After selecting a unit, nature or period to be a member of a structure, you can specify additional details for the member using option 2 `Change' from either the `Display structure members' or `Work with structure members' panel.

Fields

Override name. When you first create a member, it is automatically given the same name as the corresponding unit, nature or period. However, you can specify an alternative name for the member within a particular structure.

Note: If there are any field headings specified for the member (or for its corresponding unit, nature or period) they are used in preference to the override name.

Reporting sequence. Each member has a sequence number which determines the order in which the members appear on the reports produced by the report generator. All the children of the same parent are ordered by their sequence numbers. When you

first add a structure member, it is given a report sequence of zero. You can specify your own sequence numbers as required. This is particularly important for periods, since you normally require the periods to be shown in chronological rather than alphabetical order.

Repointing child members

You can change the parent member to which a particular child member points at any time. For example, in Figure 7-5, the member C3 is repointed to B1 instead of B2. You can do this by taking the `Repoint child' option on the `Work with structure members' panel. You can re-point a member to any other existing member of the structure, provided that it has a higher level number than the member itself.

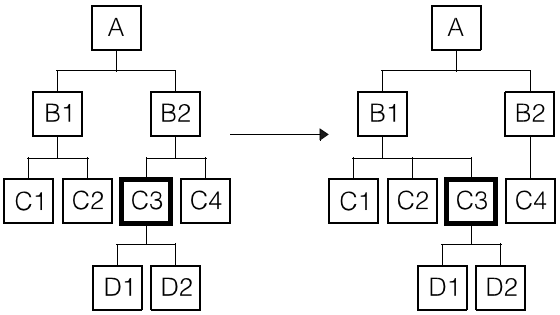


Figure 7-5. Repointing a structure member

To repoint a member:

1. Take option 8 `Repoint child' against the required member on the 'Work with period structure members' panel. The 'Period structure member – Change. panel appears.
2. Type in the ID of the new parent and press **Enter**.

Redefining the apex

You can change the level or member at the apex of a structure by using the `Redefine structure apex' panel:

1. Take option 2 `Change' on the 'Work with period structures' panel. The 'Period structure – Change' panel appears.
2. Use **F10=Redefine apex**. The 'Redefine period structure apex' panel appears.

There are two ways you can change the apex, depending on the structure you want to achieve.

You can change the existing apex period for another. All the child members belonging to the original apex are automatically repointed to the new apex. For example, in the following diagram, the apex `A' is replaced by another called `A1' (and `A' is no longer a member of the structure).

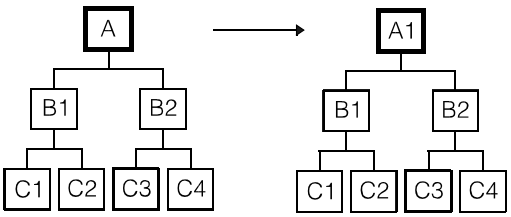


Figure 7-6. Replacing an apex member

Alternatively, you can add a new apex at a higher level than the existing apex. In the following example `A1' is placed above `A'. This time `A' remains in the structure but as a child of `A1'.

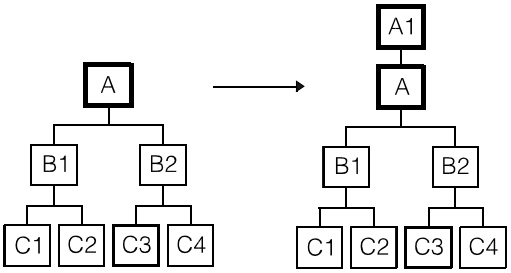


Figure 7-7. Adding a new apex member

Instead of adding all the information required for a new structure, it may be easier to copy an existing structure. When you copy a structure, all the information concerning the levels and members of the structure are also copied. You can then change the copied structure as required.

Option 2. Work With Unit Structures (AM5M50)

Use this option on the General Ledger Reporting Tasks menu to create and maintain unit structure records.

Understanding this option

What is a unit structure?

Unit structures are hierarchies of units that reflect the way your business is organized. They are used (with nature and period structures) to generate IFM reports (analyses). You can create as many unit structures as necessary. A specific unit structure can contain units that are members of other unit structures. For more information on units, see “Option 5. Work With Units (AM5M61)”.

Unit security

The report generation facility has its own security system called `unit security'. This is used to prevent users from creating reports containing information to which they should not have access. For example, you could allow managers to have access to

data for their own department but not to data for other departments or the entire company.

Unit security is optional. You can turn it on or off using an option on the Work with administrative division panel (see “Creating administrative division financial data”).

To implement unit security, each user who is supposed have authority to the report generator must be set up as a `unit user' of at least one unit structure. Users have authority to the units belonging to the unit structures of which they are unit users.

Rather than granting authority to the whole of a unit structure, you can specify a family within the structure.

Using this option

See “Option 1. Work With Period Structures (AM5M50)” for setup procedures that also apply to unit and nature structures.

Creating unit users

To set up a user as a unit user:

1. Take option 15 `Work with unit users' on the ’Work with unit structures’ panel. The ’Work with unit users’ panel appears. This panel shows you all the unit users of the structure.
2. Use **F6** to create a unit user. The ’Unit user – Create’ panel appears.
3. Type the required values in the fields and press **Enter**.

Fields

IFM user id. The code that identifies an IFM user.

Unit. A unit belonging to the structure. This determines the family of units to which the user is authorized. For example, if you enter the ID of the apex unit, the user is authorized to all the units in the structure.

Unit security grants authority at unit level not to the unit structure itself. Therefore, a unit user of one unit structure is authorized to run reports based on any other unit structures containing the same units.

The `Work with unit structures for user' panel provides an alternative method for setting up unit users. It shows all the unit structures of which a particular user is a unit user. For more information, see “Working with unit users”.

Option 3. Work With Nature Structures (AM5M50)

Use this option on the General Ledger Reporting Tasks menu to create and maintain nature structures.

Understanding this option

What is a nature structure?

Nature structures are hierarchies of nature accounts that reflect the way your business is organized. They are used (with period and unit structures) to generate IFM reports (analyses). Nature structures can be very simple or can extend to your full chart of accounts. A specific nature structure can contain natures that are members of other nature structures. For more information on natures, see “Option 2. Work With Natures (AM5M61)”.

How are nature structures used?

Nature structures are used when generating reports such as income statements or balance sheets. The following series of figures show sample nature structures and how the information from the structures appears on the corresponding reports.

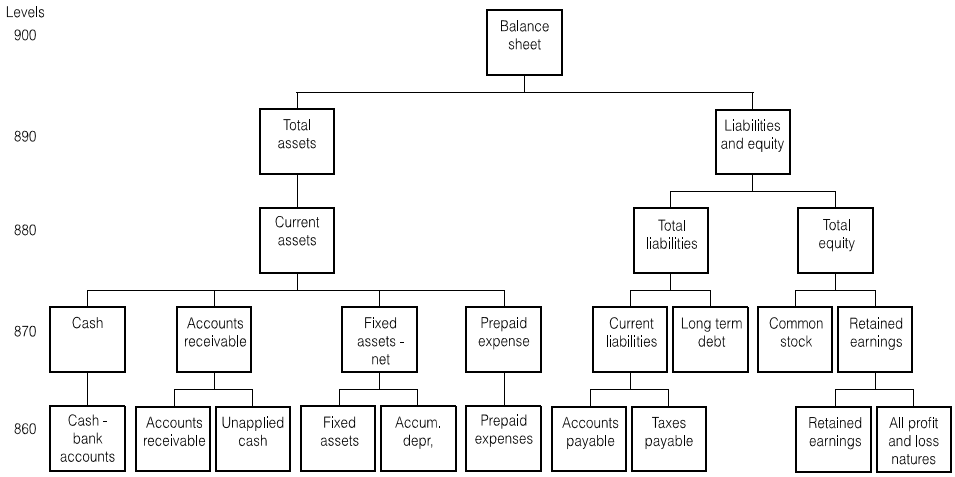


Figure 7-8. A sample nature structure for a balance sheet

Your Company
Balance Sheet
December 31, 1995

Assets:	
Cash	1,000.00
Accounts Receivable	2,000.00
Inventory	3,000.00
Total Current Assets	6,000.00
Fixed Assets - Net of Accumulated Depreciation	3,000.00
Prepaid Expenses	1,000.00
Total Assets	10,000.00
Liabilities and Equity	
Accounts Payable	1,000.00
Taxes Payable	1,000.00
Total Current Liabilities	2,000.00
Long Term Debt	2,000.00
Total Liabilities	4,000.00
Common Stock	2,000.00
Retained Earnings	4,000.00
Total Equity	6,000.00
Total Liabilities and Equity	10,000.00

Figure 7-9. A sample balance sheet

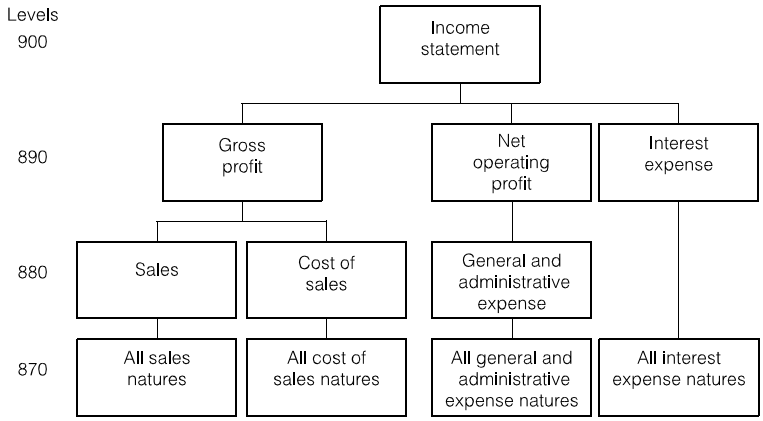


Figure 7-10. A sample nature structure for an income statement

Your Company
Income Statement
Year Ended December 31, 1995

Sales	100,000.00
Cost of Sales	65,000.00 -
Gross Profit	35,000.00
General and Administrative Expenses	15,000.00 -
Net Profit From Operations	20,000.00
Interest Expense	2,000.00 -
Net Profit	18,000.00.

Figure 7-11. A sample income statement

Intra-level report totals

For each total on a report, you can create a new nature structure level or you can have totals from within individual structure levels, called intra-level totals. For example, to calculate a cash total that includes more than one bank account, you can have a different nature structure level for each account total or you can have multiple cash totals within a single structure level.

With intra-level reporting there are less nature structure levels to maintain and it is easier to map a nature to a report total.

IFM supports up to nine levels of intra-level totals within a single structure level. Totals reported using intra-level reporting do not roll-up to the next structure level.

For information on defining intra-level natures, see “Creating natures”. Adding intra-level natures to a structure is the same as for adding other natures to a structure. For more information, see “Maintaining member details”.

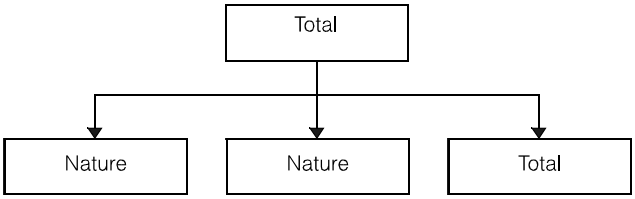


Figure 7-12. Intra-level reporting

Using this option

See “Option 1. Work With Period Structures (AM5M50)” for setup and maintenance procedures that also apply to unit and nature structures. The following is information about maintaining details for structure members is unique to nature structures.

Maintaining member details

After selecting a nature to be a member of a structure, you can specify additional details for the member using option 2 `Change' from either the `Display structure members' or `Work with structure members' panel.

Fields

Override name. When you first create a member, it is automatically given the same name as the corresponding nature. However, you can specify an alternative name for the member to be used within a particular structure.

Note: If there are any field headings specified for the member (or for its corresponding nature) they are used in preference to the override name.

Intra-level total. Level of totaling within a nature level. One of the following is valid:

0 Detail. Total amount from the G/L summary record.

1-9 Low to high. A total of 1 is the sum of the preceding non-intra-level natures. A total of 2 or more is the sum of the preceding intra-level total 1 natures. For example, if an intra-level total is 2, the total reported is the sum of the preceding intra-level total 1 natures. See Table 7-1.

Reporting sequence. Each member has a sequence number which determines the order in which the members appear on the reports produced by the report generator. All the children of the same parent are ordered by their sequence numbers. When you first add a structure member, it is given a report sequence of zero. You can specify your own sequence numbers as required.

The following is an example of intra-level sequencing. The nature identifier is not related to how the natures are sequenced within the structure; it is controlled by the reporting sequence. The level 1 intra-level nature reports the sum of the preceding non-intra-level natures. The level 2 intra-level nature reports the sum of the preceding level 1 intra-level natures.

For an intra-level nature, you should always assign a sequence number that is higher than the natures you are totalling.

The following is an example of intra-level sequencing. The nature identifier is not related to how the natures are sequenced within the structure; it is controlled by the reporting sequence. The level 1 intra-level nature reports the sum of the preceding non-intra-level natures. The level 2 intra-level nature reports the sum of the preceding level 1 intra-level natures.

Table 7-1. Example of intra -level nature sequencing

Nature	Description	Sequence	Level	Amount
1000	Cash - First Bank Regular	1		10,000
1010	Cash - First Bank Payroll	2		10,000
1000T1	Total First Bank	3	1	20,000
1100	Cash - Second Bank Regular	4		10,000
1110	Cash - Second Bank Payroll	5		10,000
1100T1	Total Second Bank	6	1	20,000
1100T2	Total Cash	7	2	40,000

Option 4. Define Values (AM5M50)>>

Use this option on the General Ledger Reporting Tasks menu to go to the Define Values menu (AM5M54). It contains the following options:

Option 1. Work With Value Definitions (AM5M54) 7-13
Option 2. Work With Value Lists (AM5M54) 7-17
Option 3. Work With Value Formats (AM5M54) 7-18

Option 1. Work With Value Definitions (AM5M54)

Use this option on the Define Values menu to create and maintain value definitions. Value definitions are the parts of value lists. You must specify a value list for every analysis.

For more about value lists, see “Option 2. Work With Value Lists (AM5M54)”.

Understanding this option

What is a value definition?

A value definition represents a set of values on a particular row or column of a report. Value definitions can be applied to themselves – one value definition can process another. There are three different levels of value definitions:

- Primary value definitions
- Secondary value definitions which are based-on primary value definitions
- Tertiary value definitions which are based on both primary and secondary value definitions

Each value definition also specifies the field headings that you want to appear next to the row or above the column. One value definition may be used in many reports.

Using this option

When you enter option 1 on the Define Values menu, the `Work with value definitions' panel appears. From here you can create primary, secondary and tertiary value definitions.

Creating primary value definitions

Primary value definitions represent the raw data from an extract, and are confined to the actual, budget or forecast values from a period or from its comparison period.

To create a primary value definition, use **F6=Create** on the ’Work with value definitions’ menu. The ’Value definition – Create’ panel appears.

Fields

Value id/definition name. Identifier and name of a primary value definition.

Value type. Specify one of the following:

1 Period value
2 Comparison period value
3 Parent value
4 Family value
5 Value difference
6 % (0.)
7 % (0.0)
8 % (0.00)
9 Specified val

Value sub-type. Specify one of the following:

11 Actual
12 Budget
13 Forecast
14 Budget 2
15 Forecast 2
16 Translated
31 Nature
32 Unit
33 Period
34 Nature/Unit
35 Nature/Per
36 Unit/Per
37 Nature/Unit/Per
40 Period debits
41 Period credits
42 Debit balance
43 Credit balance

The period debit and credit amounts show the debit and credit amounts for the period as defined by the period structure.

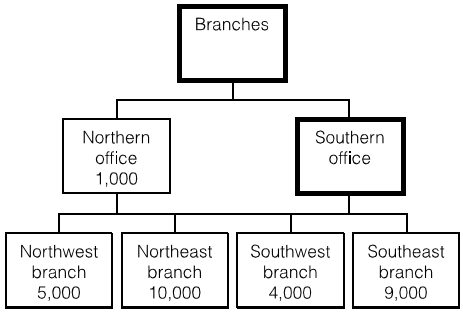
The debit and credit balance amounts show the net for the unit/nature/period. If the net position is a debit, the amount is printed under the debit balance and the credit balance is zero. If the amount is a credit, the amount is printed under the credit balance and the debit balance is zero.

First operand id. Not required for a primary value definition.

Second operand id. Not required for a primary value definition.

When primary definitions are included in an analysis, IFM automatically calculates the totals for all members in the structure.

For example, the first column of the sample report in Figure 7-13 shows actual period values. The system automatically calculates the totals for each branch across all periods and natures, and then the totals for each office. The Northern Office appears twice on this report – once as a posting unit (with the actual value 1,000) and once as a parent (with the actual value 16,000).



Annual Sales Report

Total sales	Actual	Parent	Actual/Parent
Northern office	1,000	16,000	6.25%
Northwest branch	5,000	16,000	31.25%
Northeast branch	10,000	16,000	62.50%
Total Northern office	16,000	29,000	55.17%
Southwest branch	4,000	13,000	30.77%
Southeast branch	9,000	13,000	69.23%
Total Southern office	13,000	29,000	44.83%
Total for branches	29,000	29,000	100.00%

Figure 7-13. A report and its unit structure

In Figure 7-13, structural units – those which do not allow postings – are shown with a thick-edged box.

Creating secondary value definitions

Secondary value definitions are based-on primary value definitions. They specify a parent value, a family value or a specified value, according to the ***Value type***.

Family values give the total value associated with the family or partial family specified on the extract. In Figure 7-13, the family values are not shown but would be 29,000 in each case.

Parent values give the total value associated with the immediate parent of a given member of a structure. In the example, the parent value for the unit `North-west branch' is 16,000. The parent value for `Northern office' is also 16,000, but for the `Total northern office' it is 29,000. Family and parent values are useful for comparing the values associated with an individual member with the total for its parent or family.

Specified values give the total value for a specified structure member and all of its direct descendents within the structure.

In addition to a unit structure, a nature structure and a period structure may also be included (as defined by the extract). You need to specify (using the value sub-type) which of these structures are to be used by the system to determine the family. In the previous example, you would specify `Unit' as the sub-type – IFM calculates the family and parent values for each unit across all natures and periods. To break down the totals for each unit by period, you would specify `Unit/period'.

To create a secondary value definition, use **F6=Create** on the 'Work with value definitions' panel. The 'Value definition – Create' panel appears. Use the fields provided and press **Enter**.

Fields

Value id/definition name. Identifier and name of a secondary value definition.

Value type. Specify one of the following:

3 Parent value
4 Family value
9 Specified values

Value sub-type. Any value from 31 `Nature' to 37 `Nat/Unt/Per'.

First operand id. Must be a primary value definition.

Second operand id. Must be left blank for a secondary value definition.

Creating tertiary value definitions

Using tertiary value definitions, you can compare the two value definitions of the first and second levels. The definitions are specified as the first and second operands. There are two types of comparison you can make: the difference between the first and second operands (A-B) or the first expressed as a percentage of the second (A/B x 100). If A is a secondary value definition then this gives a base zero percentage difference [(A-B)/B] x 100.

There are three types of percentage calculation you can perform, depending on the precision of the result you want (0, 1 or 2 decimal places). The third column of the example report in Figure 7-13 illustrates the use of a percentage definition.

To create a tertiary value definition, use **F6=Create** on the 'Work with value definitions' panel. The 'Value definition – Create' panel appears. Use the fields provided and press **Enter**.

Fields

Value id/definition name. Identifier and name of a tertiary value definition.

Value type. Specify one of the following:

5 Value difference
6 Percentage 0 decimals
7 Percentage 1 decimal
8 Percentage 2 decimals

Value sub-type. Must be left blank.

First operand id. You must specify a primary or secondary value definition.

Second operand id. You must specify a primary or secondary value definition.

Option 2. Work With Value Lists (AM5M54)

Use this option on the Define Values menu to create and maintain value lists used to generate IFM reports (analyses).

Understanding this option

What is a value list?

A value list is a list of value definitions. When you create an analysis (see “Option 6. Work With Analyses (AM5M50)”), you must include a value list, which specifies the value definitions to be included in a report.

A specific value definition can be based-on another value definition (see “Option 3. Work With Value Formats (AM5M54)”). For example, a secondary value definition is based-on a primary value definition. You can include a secondary or tertiary value definition in a list without including the primary or secondary definitions on which it is based.

Using this option

When you enter option 2 on the Define Values menu, IFM takes you to the `Work with value lists' panel. From here, you can:

- Create a value list
- Work with value list details.

Creating value lists

To create a value list:

1. Use **F6=Create** on the ’Work with value lists’ panel. The ’Value list – Create’ panel appears.
2. Use the fields provided to create the new list. After creating a list, you can specify the value definitions which belong to it (these value definitions are then known as the `details' of the list). You can do this directly from the current panel by pressing the **F15=Work with list details** function key, or you can take option 12 `Work with list details' against the appropriate value list on the `Work with value lists' panel.

Working with value list details

To work with a value list's details, take option 12 `Work with list details' against the required list on the `Work with value lists' panel (you could also use the **F15** function key on the `Value list – Create/Change' panel).

IFM takes you to the `Work with value list details' panel. This panel has two display modes. One displays all value definitions, the other displays just those definitions which belong to the current list. Use the **F11=Included/All** function key to toggle between these two modes.

Definitions which are part of the current list are displayed in highlighted mode for emphasis. Other definitions are displayed in non-highlighted mode.

To include a value definition in the list:

1. Take option 1 `Include/Exclude' against the definition on the 'Work with value list details' panel. IFM adds the definition to the list and highlights it.
2. To exclude a definition from the list, take option 1 `Include/Exclude' against the definition on the "work with value list details' panel. IFM drops the definition from the list, and the definition reverts to non-highlighted mode.

Working with value definitions

Using **F15** on the `Work with value list details' panel takes you directly to the `Work with value definitions' panel on which you can create and maintain value definitions. You can also access this panel using “Option 1. Work With Value Definitions (AM5M54)”.

Option 3. Work With Value Formats (AM5M54)

Use this option on the Define Values menu to create and maintain value format records. Value formats are used by several files, including the administrative division system data file (see “Option 1. Work With Administrative Divisions (AM5M61)”).

Understanding this option

What is a value format?

A value format is a convention for entering and displaying monetary values, such as positive and negative values (+ and - , DR and CR, and so forth) and the separators used to indicate decimal places and thousands.

The system data for an administrative division determines which value formats are used within the division. One value format may be used by many administrative divisions. You can also specify the value formats to be used on reports created with the report generator – see “Option 6. Work With Analyses (AM5M50)”.

Using this option

When you enter option 3 on the Define Values menu, the `Work with value formats' panel appears displaying all the value formats in the system.

To create a value format:

1. Use **F6=Create** on the 'Work with value formats' panel. The ' Value format – Create' panel appears.
2. Use the fields provided to create the new format, and press **Enter**. IFM creates the new value format record.

Fields

Sign option. You can choose from seven different conventions for the display of positive and negative values. The sign option only affects how values are printed or displayed – the entering of data is unaffected. When entering values you can use any of the available conventions, regardless of the value format concerned.

Separators option. You can choose whether you want to use a point (.) or a comma (,) to indicate decimal places, and whether you want to use separators for thousands. For example, the value 1200 could be displayed as 1,200.00, 1.200,00 or 1200.00. When entering values, you must use the specified decimal places indicator. You do not have to type the separators but if you do so you must use the correct one.

Currency symbol option. Each currency in the system can have an associated currency symbol (for example, £ or $). You can choose the way in which these symbols are to be treated – you can display them in a fixed or floating position in front of the value, or not display them at all. This field does not affect the entry of values.

Zero-fill symbols. You can specify a character to fill up leading zeros. For example, on the check printing value format you could specify an `*' so that $100 would be printed as `*******100.00'. This field does not affect the entry of values.

Fast entry symbols. You can specify fast entry symbols to speed up the entry of data. Each symbol provides a shorthand way of expressing commonly required units such as `thousands', `tens of thousands' and `millions'. For example, you could have a fast entry symbol which lets you type `2.5m' rather than `2,500,000.00'. This field does not affect the display of values.

Option 5. Work With Extracts (AM5M50)

Use this option on the General Ledger Reporting Tasks menu to define and generate extracts used to generate IFM reports (analyses) and to rebuild any current extracts used by the online reporting inquiries.

Understanding this option

What is an extract?

An extract is a temporary database used to do the following:

- Create financial reports, called analyses. When you create an analysis, you must specify an extract. The extract determines the data to be included in the report by specifying a unit structure, a nature structure and a period structure. These determine the unit, nature and period combinations from which the report data is extracted. For more information, see “Option 6. Work With Analyses (AM5M50)”.
- Perform online reporting Inquires. You can review financial statement data at any level of summarization and drill down to the supporting details. You can have the inquiries updated each time you post transactions. See “Option 8. Online General Ledger Reporting Inquiries (AM5M70)”.

A report can include actual values from the general ledger summary and budget and forecast values as defined by a budget.

After creating an extract, you can `run' it – that is, ask IFM to retrieve the requested data from the associated general ledger summary files and budget.

The same extract can be used in many reports.

System and user extracts

When you create a budget (see “Option 5. Budgeting (AM5M40)>>”), IFM automatically creates a corresponding extract. This enables the budget and forecast values defined by the budget to be used in reports (in addition to actual values). You cannot change this extract, except by changing the budget itself. This type of extract is called a system extract.

Extracts that you create and maintain yourself are called user extracts. User extracts may include budget values.

Unit security

When unit security is active, you are not allowed to create, or run extracts involving units to which you are not authorized. For information on unit security, see “Option 4. Work With Users (AM5MA0)”.

Using this option

When you enter option 5 on the General Ledger Reporting Tasks menu, IFM takes you to the `Work with extracts' panel. From here, you can:

- Create a user extract
- Run an extract

Creating extracts

To create a new user extract:

1. Use **F6=Create** on the ’Work with extracts’ panel. The ’ Extract – Create’ panel appears.
2. Use the fields provided to create the extract required.

Fields (Page 1 of 3)

Extract Id. Required. This field shows you the ID which uniquely identifies an extract. IFM does not allow you to create two extracts with the same id, nor can you change the ID of an extract once it has been created. (However, you can create a copy of an extract, giving it a new ID, and then delete the original). Do not use spaces or special characters in the Extract Id.

Extract name. Required. This field shows you the name of an extract. You should make the names of extracts as descriptive as possible to avoid confusion once many extracts have been loaded on to the system. Do not use spaces or special characters in the Extract Id.

Keep extract current?. Determines if the extract is kept up-to-date. One of the following is valid:

0 No. You cannot use the extract for online reporting inquiries.

1 Yes. You can use the extract for online reporting inquiries. IFM updates extract balances each time you post a transaction. If you select 1, the ***Value precision*** field must be 1=Decimal.

2 Frozen. There is no posting but you can use the extract for online reporting inquiries. IFM keeps the extract available online, but does not update the balances. If you select 0, the ***Value precision*** field must be 1=Decimal. Typically, you select 2 to keep a final year end or period end extract available for viewing.

Extract type. You can create two types of user extracts: a value extract or a member extract.

A value extract only includes data from those unit/nature/period combinations that have actual, budget or forecast values associated with them.

A member extract includes all valid unit/nature/period combinations whether or not they have any values associated with them. A typical example of a member extract would be a sales report inclusive of product lines for which there have been no sales.

You should use member extracts with care since they can easily become extremely large. One year's member extract of 100 units and 100 natures would be nearly 200,000 lines long. Also, member extracts take longer to run than value extracts.

Value precision. Numeric precision of the values in the reports. Choices are decimal, integer, or thousand. If you choose decimal precision, you see the number of decimal places appropriate for the currency (0, 1, 2, or 3). If you choose integer or thousand, the system rounds up figures to the nearest integer or thousand.

When using an extract for online reporting inquiries, you must specify decimal precision. You can override this value at runtime to integer or thousand.

Include comparison values. If you want to perform year on year comparisons, you need to retrieve data from the comparison period for each period as well as the period itself. The ***Include comparison values*** field on the extract allows you to do this. If you do not want the report to include comparison values, set this field to `0' (No) to prevent the extract retrieving unnecessary data.

Delete detail date/time. Details of this extract are deleted during the next deletion run after this date and time. For an extract used by online reporting inquiries, these fields are set to 0.

Fields (Page 2 of 3)

Currency and Exchange rate set (page 2). The values on reports are always in a single currency. You must specify the report currency on the extract together with a suitable exchange rate set to convert foreign currency values.

Note: You need to specify a currency and an exchange rate set even if your administrative division is single currency. This is because a report can include data from many administrative divisions, some of which may be multi-currency.

Budget division and id (page 2). You have the option of specifying a budget from which to extract budget and forecast values. Each budget has a system extract associated with it. In most cases, the system extract is the only one you require for analyzing the budget and forecast values, and their corresponding actual values. However, you may wish to specify a budget on a user extract.

Budget division 2 and id 2 (page 2). If you want to generate budget to budget comparisons, you can specify a second budget - referred to as Budget 2 - from which to extract budget and forecast values.

Attribute analysis. You can specify an attribute analysis to use with the extract. If so, only the values associated with transactions which satisfy the conditions of the attribute analysis are included in the extracted date. For more information, see “Option 10. Work With Attribute Analysis (AM5M68)”.

Note: When used with an extract, attribute analyses select transactions on the basis of the attributes attached to the transaction header only. Any attributes attached to individual transaction lines are ignored. Transactions which have been archived are not included. This field cannot be used with an extract used by the online reporting inquiries.

Apportionment list. You can specify a list of apportionments to be used with an extract. Each apportionment spreads a value from one or more source unit/nature combinations to one or more target unit/nature combinations in the same period. In the context of the report generator, you can use this facility to find out what the effect of using an apportionment would be without having to apply it to posted transactions. This is sometimes known as `memorandum' apportioning.

Note: The apportionment list cannot be used with an extract used by online reporting inquiries.

For more information, see “Option 3. Work With Apportionment Lists (AM5M4Y)”.

Unit structure. See “Fields (Page 3 of 3)”.

Fields (Page 3 of 3)

`Unit structure', `Nature structure' and `Period structure'. You must specify a unit, nature, and period structure. These determine the unit/nature/period combinations from which the report data is extracted.

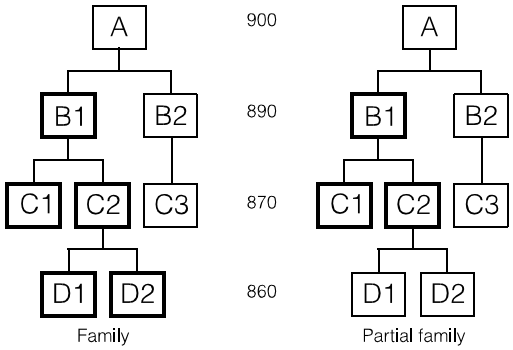


Figure 7-14. A family and a partial family

Figure 7-14 shows several way to specify a structure. To use an entire structure, you specify the apex (A in this figure). To use a family or a partial family within a given structure, you specify the upper and lower boundaries of the family. For example, to use family B1 within structure A, you specify B1 because it is the highest member of the family. To include the entire B1 family (B1, C1, C2, D1, and D2), you specify 860 as the level limit. To include a partial B1 family (B1, C1, and C2), you specify 870 as

the level limit; although D1 and D2 do not appear as items on the report, their values contribute to the totals for the higher members of the structure.

Copied structures. Copies of the Unit, Nature, and Period structures are created when an extract is rebuilt, not at the time of creating or changing the extract definition.

An extract presents data for reporting structures that may be:

- Current or up-to-date (example: ad-hoc reports)
- Static or frozen in time (example: an Online Reporting Inquiry containing last year's structures).

Each time an extract is rebuilt, the structures are copied. To keep an extract's structure static for Online Reporting Inquiry, build it only the first time. Afterwards, use the unattached background job (AM57X) to keep the exact updated with new transactions. See also "Option 8. Online General Ledger Reporting Inquiries (AM5M70)".

Restrictor financial division. If you specify a financial division as a restrictor, then analysis or Online reporting inquiry will only show detail and total amounts for that financial division. This is done by only selecting the unit/nature/period combinations (actual or budget) whose unit is in that financial division. For example, you create a unit structure containing two families of units. Units in one family are linked to financial division 01, the other to 02. By re-running the extract each time and changing only the restrictor value, you can create three different analyses:

blank Composite (01 and 02 inclusive)
01 Only division 01
02 Only division 02

Running extracts

To run an extract, take option 9 `Run extract' or 19 `Submit extract run' on the extract you want to run on the 'Work with extracts' panel. IFM runs the extract, or displays an error message explaining why the analysis cannot be run.

When you run an extract, IFM retrieves all the data specified by the extract and stores it in a temporary file ready to be analyzed. Each extract displays the date and time on which it was last run. You can re-run an extract at any time if you want to update the data. For example, if you were producing a monthly sales report, you would re-run the extract each month.

Cancelling an extract run

Complex extract definitions may take a long time to run. You should only cancel extract run jobs when absolutely necessary, because, if the cancellation is performed incorrectly, you run the risk of permanently locking the extract. If you choose to cancel an extract run job, IFM will automatically re-set the appropriate files so that the extract is not adversely affected if you perform a Controlled (*CNTRLD) end-job rather than an Immediate (*IMMED) end-job. If you choose the immediate option, IFM will not be able to re-set and release the files.

The 'Work with Extracts' panel contains the following display-only fields to help you determine if the GL Summary files, from which extract data is collected, are up-to-date:

Transactions pending. This field shows you the number of pending G/L lines associated with this file.

AM57X job status. This field shows you the status of the extract run-job. The following values are possible: Active, Starting-On JOBQ, Holding, Held, Ending, Ended, Abend-Restartable, Abend-Not Restartable, Paused.

Deleting extracted data

You can keep the data in the temporary file for as long as you like, although in most cases it is soon likely to be out of date. IFM provides housekeeping routines that you can use to delete all unwanted data (see “Housekeeping facilities”). For each extract, you must specify a `Delete detail' time and date. These default to 1 a.m. the day after the extract is created, although you can enter any other time and date. When you run the appropriate housekeeping task, IFM deletes the data associated with every extract whose deletion date and time has passed. This procedure does not delete the extract itself.

Note: Do not delete extracts that are being used by online reporting inquiries.

Option 6. Work With Analyses (AM5M50)

Use this option on the General Ledger Reporting Tasks menu to design (with the other options on this menu) and generate reports. You can view the reports on screen or print or transfer them to a PC-based spreadsheet.

You can generate two or more analyses at a time by using an analysis list. For more information, see “Option 7. Work With Analysis Lists (AM5M50)”.

Understanding this option

How are analyses used?

Analyses are the final elements of IFM report generator. Analyses enable you to create unlimited variations of general ledger data to suit both management and statutory requirements. For example, you can simultaneously produce:

- Management reports for specific groups of cost centers
- `What if' reports based-on alternative organizational structures
- Reports consolidating accounting years with different start and end dates
- Statutory accounts meeting the different legal and operational requirements of different countries
- Reports in different languages

For each online reporting inquiry extract, you must have an analysis with the same name.

Figure 7-15 shows the main stages in producing a report (analysis).

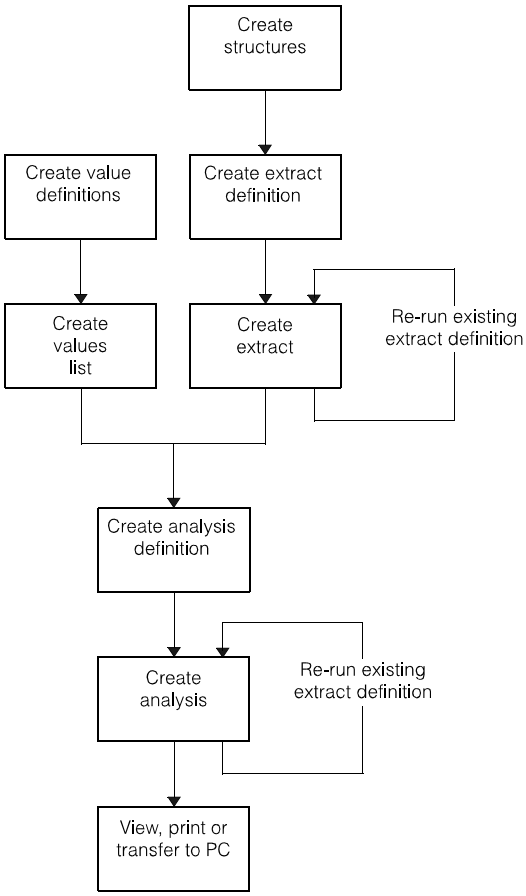


Figure 7-15. Creating and running analyses

The extract definition determines the raw data to be included in the report. When you run an extract definition over general ledger data, you produce an extract.

The analysis definition determines the report's four dimensions (title, section, row and column). When you run an analysis definition over an extract, you produce an analysis, which in its printed form is known as a report (the analysis can also be viewed on screen, or transferred to a PC spreadsheet).

Extract and analysis definitions are both `Set up once - use often' facilities. Once you have set up a definition, you can use it as often as required without repeating the set up process.

You can apply one analysis definition to many different extracts (or updated versions of the same extract). Equally, one extract can be shaped by any number of different analysis definitions. Once you have established the extract/analysis definitions you use most often, the need to set up new ones should become relatively rare.

The analysis definition includes printer overrides specifications you can set for each analysis.

Unit security

If unit security is active, you are not allowed to run, view, or print analyses involving units to which you are not authorized. See “Option 4. Work With Users (AM5MA0)” on page 12-9 for more about unit security.

Using this option

When you enter option 6 on the General Ledger Reporting Tasks menu, IFM takes you to the `Work with analyses' panel. Figure 7-16 shows you the main analyses panels.

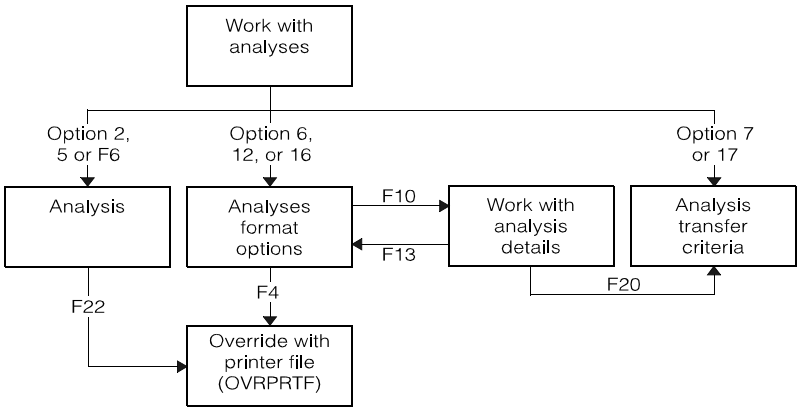


Figure 7-16. Working with analyses - the main panels

Creating analyses

To create an analysis:

1. Use **F6=Create** on the 'Work with analyses' panel. The 'Analysis – Page 1 of 3' panel appears.
2. Type the required values in the fields and press **Enter**.

Fields

Note: Only the ***Analysis title text***, ***Extract id***, ***Value list id***, ***Value sign adjustment***, and ***Formatting of values*** fields are used by online reporting inquiries.

Analysis title text. The title text is whatever you want to be written at the top of the report as its overall title.

Delete detail date/time. Running an analysis involves IFM generating many detail records from which the final analysis is derived. Normally, these detail records are not needed once the report has been created – they are deleted automatically when you re-run the analysis.

Since the detail can take up significant amounts of disk space, it is good housekeeping practice to delete them from time to time.

This field sets the date and time after which it is acceptable for the detail records to be deleted. The default is today's date, but you can set any date past or future. You can perform the deletion using "Option 7. Delete Analysis Detail (AM5MB0)".

Section/row heading width. The width, in characters, that is given to the section and row headings of the report. The section and row headings appear down the left-hand side of the report. By default, this field is set to the minimum width that allows all the section and row headings to be fully displayed.

Inter-section line space. The number of blank lines to be used to separate each section from the next. Note that by entering a large number (for example, 99) in this field, you can ensure that each section begins on a new page. The system ignores any blank lines at the beginning of a page.

Inter-row line space. The number of blank lines to be used to separate each row of the report from the next.

Inter-column space. The number of spaces used to separate each column of the report from the next.

Print page length. The length of the pages on which the report is printed. Note that wherever possible the system avoids splitting a section across more than one page. If a section fits on one page, then it is printed on one page.

Print width. The width, in characters, of each page of the report.

One of the following three standard widths is allowed:

80 80 columns
132 132 columns
196 196 columns

Deletion run status. The indicator for whether or not a run of the current analysis has been submitted and is pending execution. The possible values are:

0 No run pending. There is no run of the current analysis pending.
1 Run pending. A run of the current analysis is pending.

Analysis run status. The indicator for whether or not a deletion run of an extract's details or details of an analysis has been submitted and is pending execution. The possible values are:

0 No run pending. There is no deletion run pending.
1 Run pending. A deletion run is pending.

Last analysis run date and time. The system records the date and time on which you last ran an analysis. When you first create an analysis these fields are blank indicating that the analysis has not yet been run.

`Last extract run used' and `Latest extract run'. These two pairs of fields give two times relating to the extract associated with the analysis.

Last extract run used shows you when the extract was last run prior to being used for an analysis.

Latest extract run shows you when the extract was last run.

These two dates and times are different if, for example, you run an analysis and then re-run its associated extract without re-running the analysis. If there is no data to be displayed in these two fields, they remain blank.

Extract id. This field associates the analysis with an extract. You must create the extract before you can specify its id in this field.

Value list id. This field associates the analysis with a value list. You must create the value list before you can specify its id in this field (see "Option 2. Work With Value Lists (AM5M54)").

Suppress zero rows?. You have four options to control how lines that have zero data are displayed:

0 No suppression.

1 No activity. This option applies when no extract record has been written. A zero line may appear when a posting to a unit, nature, or period has occurred. This option displays a zero line if activity occurs for a comparison period and a comparison period was selected on the extract.

2 Member. This option suppresses member lines that have zero data. Member lines are not followed by any other lines but may be preceded by parent lines. This option does not apply to parent lines.

3 Total suppression. This option suppresses any line that has only zeros for data. Be aware that this option suppresses total lines when the net amount of the total is zero.

Value sign adjustment. You have three options to control the way debits and credits are displayed:

No adjustment. The values are printed just as they are stored as either positive or negative values.

Reversed. The sign of each value is reversed.

Expected value. IFM determines whether or not to reverse the sign, depending on the option you have specified for the ***Usual sign of balance*** field of the corresponding nature. For example, if the nature is usually a credit then credits are shown positive and debits are shown negative. The format of the positive and negative values are determined by the value format that you have specified for the analysis.

Formatting of values. You can specify two value formats, one for currency values and one for percentages. Value formats control, for example, whether a point or a comma is used to indicate decimal places. For more information, see “Option 3. Work With Value Formats (AM5M54)”.

Note: If you want to transfer the analysis data to a spreadsheet, avoid using value formats which introduce non-numeric characters into the value fields – currency symbols or the CR/DR symbols, for example. Only + and - signs, point and percentage signs are acceptable.

Align column detail. Choice 1 (align at decimal point) is only used if ’value list’ has been chosen as the ’row’ dimension. Amounts and percentages will be aligned at the decimal point, giving a neater appearance to the analysis report. For example:

Table 7-2. Aligning percentages and values

No alignment	Aligned at decimal point
22%	22%
47890.45CR	47890.45CR
2145.55DR	2145.55DR

Append % sign to %’s. Choice 1 (trailing % sign) is only used if ’value list’ has been chosen as the ’row’ dimension. This will print the percentage symbol (%) after each percentage value on the analysis report. If it is clear in the context of the report that certain figures are percentages, then there is no need to print the symbol. On the other hand, if the report contains a mixture of percentages and values, you may prefer to print the symbol for clarity.

Analysis layout details. See “Designing reports” and “Using combined fields”.

Emphasis characters. For the section and row dimensions, you can specify special characters to be used as underline and overline characters. These help to distinguish totals and other important values. Default values are provided for the emphasis characters.

Designing reports

A report has four dimensions:

Title	Constant for each page of the report.
Section	Begins a new page.
Row	Section is divided into rows of data.
Column	Row is divided into columns of data.

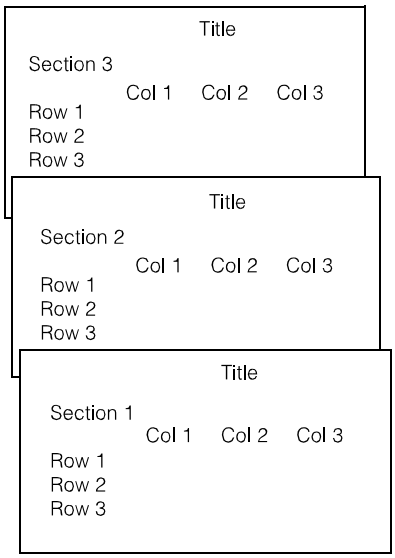


Figure 7-17. Simplified report showing the four dimensions

There are also four elements of the database: unit, nature, period and value. IFM allows you to map any of these elements on to any of the four dimensions, provided you use each element once and once only.

There are 24 possible report permutations.The following are examples of the permutations and how you would use them to produce various kinds of reports.

Examples of reports.

In the first example, the X dimension is value, the values chosen being Actual, Budget and Actual/Budget % values. The Y dimension is nature, the Z dimension is unit and the W dimension is the single period 1995:

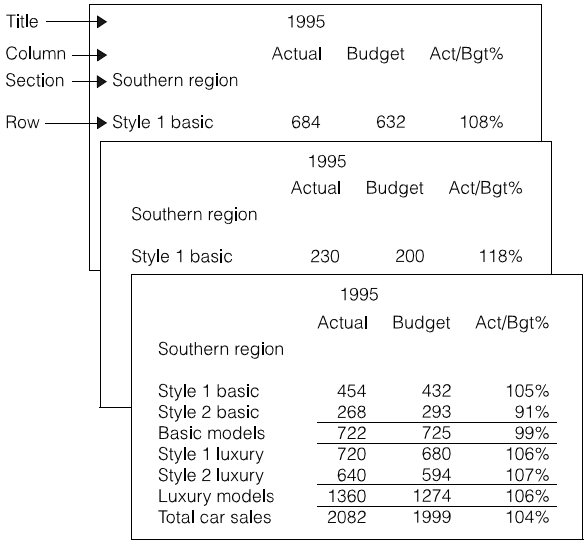


Figure 7-18. Example 1

In the second example, the X dimension is period, the Y dimension is unit, the Z dimension is nature. The W dimension is the single value Actual/ Budget %

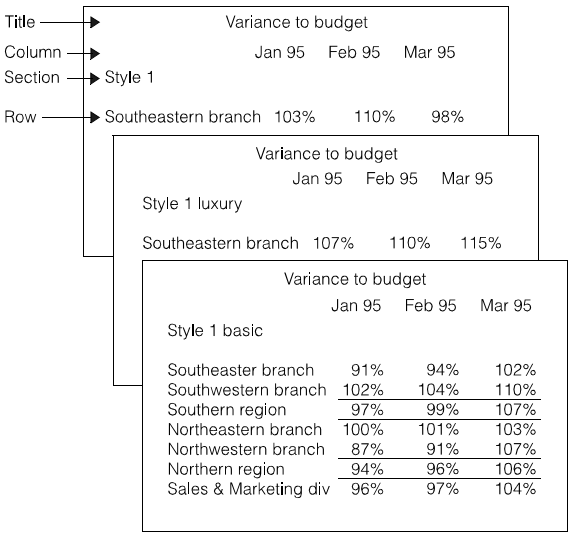


Figure 7-19. Example 2

In this third example, the X dimension is unit and the Y dimension is period. The Z dimension is value, the chosen values being Actual, Budget and Forecast. The W dimension is the single nature “Car sales”.

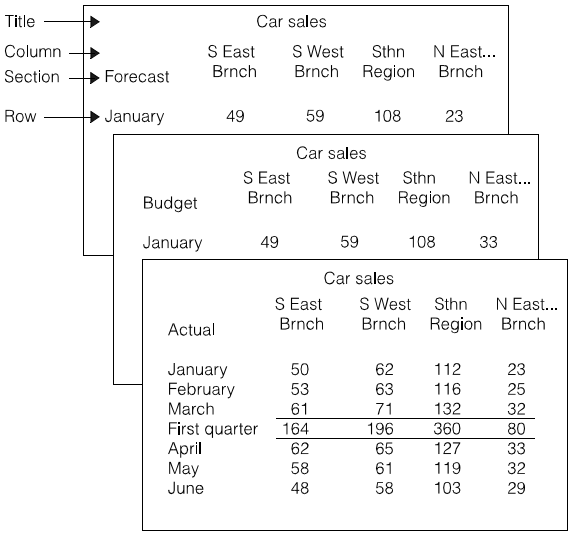


Figure 7-20. Example 3

In this final example, the X dimension is nature, the Y dimension is value, the Z dimension is period and the W dimension is the “Southern Region” unit.

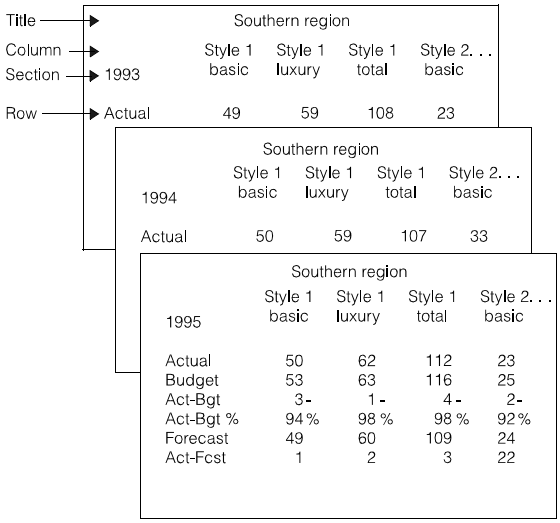


Figure 7-21. Example 4

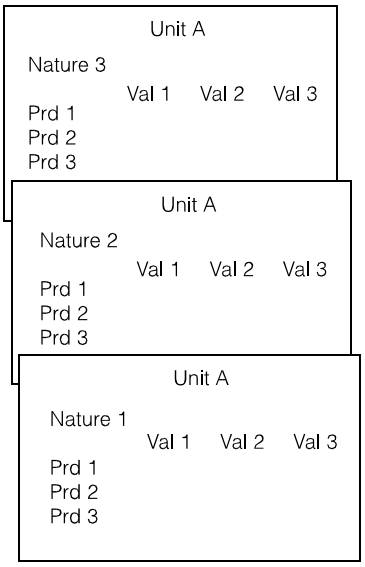


Figure 7-22. Mapping four elements to four dimensions

For the section, row, and column dimensions, you can choose whether or not to include the level names from the structure as group headings. Each time a new level of the structure is printed, the level name is shown first. For example, suppose your section headings are units. It may be appropriate to include unit structure level names to indicate that a particular section relates to the `Company', `Division' or `Department'.

You assign elements to dimensions using page three of the Analysis - Create/Change panel. This has four fields (Title, Section, Row and Column) that correspond to the report dimensions. You can assign the four database elements to these fields in of the 24 permutations.

To do this:

1. Use **F6=Create** or take option 2 `Change' against an existing analysis on the 'Work with analyses' panel. The 'Analysis - Page 1 of 3, Change' panel appears.
2. Press **Page down** (or the equivalent key on your keyboard) twice. The 'Analysis Page 3 of 3, Change' panel appears.
3. Use the ***Title***, ***Section***, ***Row***, and ***Column*** fields as required. The assignment options for these four fields are listed to the right of the ***Column*** field. Values 1 (Nature), 2 (Period), 3 (Unit) or 4 (Value list) are used for basic reports. Options 5 (Nature/Value), 6 (Unit/Value) or 7 (Period/Value) are used for reports requiring combined fields. Combined fields are covered in the next section.

Using combined fields

In some cases, you may want a report which includes a `combined dimension'. In these reports, the `Column' dimension is sub-divided so that it can display two sets of figures. Figure 7-23 shows a simple example. Here, the `Column' dimension has been sub-divided so that it is now a `Nature/Value' dimension. For each Nature, the report shows both an Actual value and a Budget value (you could show Variance values as well if required).

Only three combinations are permitted: Unit and value, Nature and value, and Period and value. Note that as with all reports, each database element (unit, nature, period, value) appears once and once only. The `Title' is no longer one of the four elements. Instead, it can be any piece of text which describes the purpose or content of the report.

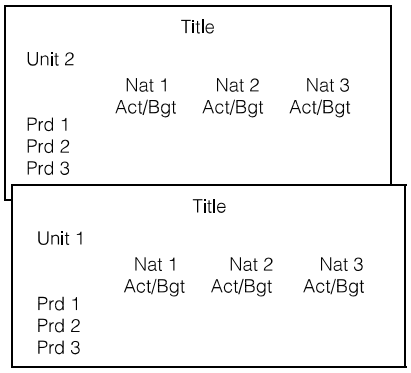


Figure 7-23. Using a combined column dimension

Like any other reports, you create `Combined dimension' reports by using page three of the Analysis create/change panel. The difference is that you leave the ***Title*** field blank (unassigned), and select one of the three special `combination' options for the ***Column*** field.

Suppressing level values

You have the option of suppressing selected values within the `Column' dimension of the analysis. For example, you may want Actual values to appear for every period, but Budget values to only appear for every quarter.

To do this:

1. Use **F13=Level value suppression** on the 'Analysis Create/Change - page 1, 2, or 3' panel. The 'Structure level value suppression' panel appears. This shows you all of the structure levels within the family specified on the current extract (the extract specified on page 2 of the Analysis Create/Change panels)
2. Take option 12 `Value suppression' against the structure level which owns the value list detail you want to suppress. The 'Level value suppression' panel appears.
3. Take option 1 `Suppress/include' against whichever value definition you want to suppress

Any value definition can be either suppressed or included (to `include' a value definition is the reverse of suppressing it). Taking option 1 acts a toggle - it suppresses an included value definition or includes one which is already suppressed. You can suppress/include a value definition as often as you like.

Using specified values

An analysis can include value definitions which are type `9' (every value definition in the value list file is of a specific type, the different types being designated by the numbers 1-9). Type `9' value definitions are `Specified value', meaning that you can specify a structure member instead of this being automatically calculated.

The value definition's sub-type, for example `Nature', determines what kind of structure member you can specify.

To specify a structure value for a type 9 value definition:

1. Use **F15=Specified values** on the 'Analysis Create/Change - page 1, 2 or 3' panel. The 'Analysis specified values' panel appears. This panel shows you all the type `9' value definitions in your current value list.
2. Take option 12 `Details' against the value definition for which you want to enter a specified value. The 'Analysis value operands' panel appears. This panel shows you the operands involved in the selected value definition.
3. Take option 2 `Structure member details' against the operand for which you want to enter a specific value. The 'Value operand members' panel appears.
4. Enter a specific structure member. The value of this member and all its descendents within the structure is then the specified operand value.

On the `Analysis specified values' panel you can take option 19, `Clear specified members', which undoes any previous selection.

Sample report - advanced formatting capabilities

Figure 7-24 is a sample report showing the formatting capabilities of the report generator. In this example, values are being suppressed at the period level and 'Total sales' has been defined as a 'Specified value' for comparison.

Income Statement - $'000

Northern branch	March Act	%	YTD Act	%	BGT	%	% Var	Last Act	YTD % Chg
Domestic sales	2500	50.0	7500	50.0	7000	48.3	7.1	7000	7.1
Export sales	1500	30.0	4500	30.0	4250	29.3	5.9	4000	12.5
Intercompany	1000	20.0	3000	20.0	3250	22.4	-7.7	2750	9.1
Total sales	5000	100.0	15000	100.0	14500	100.0	3.4	13750	9.1
Materials	1000	20.0	3000	20.0	2750	19.0	9.1	2750	9.1
Commissions	250	5.0	750	5.0	1000	6.9	-25.0	750	0.0
Other cost of sales	500	10.0	1500	10.0	1250	8.6	20.0	1250	20.0
Total cost of sales	1750	35.0	5250	35.0	5000	34.5	5.0	4750	10.5
Gross profit	3250	45.0	9750	65.0	9500	65.5	2.6	9000	8.3
Payroll	750	15.0	2250	15.0	2500	17.2	-10.0	21000	7.1
Allocated costs	500	10.0	1500	10.0	1500	10.3	0.0	1450	3.4
Other income	(250)	-5.0	(750)	-5.0	(700)	-4.8	7.1		7.1
Expenses	500	10.0	1500	10.0	1350	9.3	11.1	1350	11.1
Advertising	750	15.0	2250	15.0	2500	17.2	-10.0	2250	0.0
Depreciation	250	5.0	750	5.0	500	3.4	50.0	700	7.1
Total expenses	2500	50.0	7500	50.0	7650	52.8	-2.0	7150	4.9
Net profit	750	15.0	2250	15.0	1050	12.8	21.6	1850	21.6

Figure 7-24. Advanced formatting capabilities

Running analyses

To run an analysis:

1. Take option 9 `Run analysis' or option 19 `Submit analysis run' against the analysis you want to run. on the 'Work with analyses' panel.
2. IFM runs the analysis, or displays an error message explaining why the analysis cannot be run.

Before you can run an analysis you must have run its associated extract. If it is some time since you last ran the extract, you may want to run it again before you run the analysis. This gives the most up-to-date information from the general ledger summary.

Each analysis records the time at which it and its extract were most recently run. While the analysis is running, IFM prevents you from making any changes to it.

For information on submitting more than one analysis at a time, see “Option 7. Work With Analysis Lists (AM5M50)”.

Viewing analyses

You can only view an analysis once it has been run.

To view an analysis:

1. Take option 12 `Work with detail' on the analysis you want to view on the 'Work with analyses' panel. The 'Analysis format options' panel appears. This panel enables you to control the layout of the report – see "Setting analysis format options" on page 7-37 for more details. Until you are more experienced, you can just use the default format options.
2. Use **F10 Load/print details**. The 'Work with analysis details' panel appears.

   The `Work with analysis details' panel shows your report in the same format in which it is printed. Except in the simplest cases, the report is too long and too wide to be completely displayed on the screen at one time. However, facilities are provided to allow you to display different parts of the report. You can:

   - Move vertically using **F7** and **F8**.
   - Move horizontally using the window settings.
   - Search for a particular string of characters.

Moving vertically using F7 and F8

You can use the **F7** and **F8** keys (or equivalents) to move vertically through the rows of the report. The ***Number of lines to roll*** field determines the number of lines by which the report moves when you use **F7** or **F8** – by default, it is set to the number of lines that can be displayed at one time.

For example, if you wanted to move quickly to the bottom of the report you could set the ***Number of lines to roll*** to a high number and then use **F8**.

Moving horizontally using the window settings

You can change the values in the ***Column detail window*** fields to move horizontally across the report. When you change the window settings the section and row headings remain fixed, only the columns change.

The difference between the left and right margins of the window cannot exceed the available width. You can increase this available width by reducing the space given to the column and row headings, using the analysis format options.

Searching for a character string

The `Work with analysis details' panel includes a ***Search string*** field which allows you to search through the report for a particular heading, value or word you want to find. This field is used with the **F15** and **F16** function keys, which allow you to search backwards and forwards respectively through the report.

To conduct a search:

1. Type the characters you want to search for in the ***Search string*** field on the 'Work with analysis details' panel. The search is not case-sensitive – the search strings `FINANCIAL', `Financial' and `financial' all give the same result.
2. Use **F15** or **F16** to search either backwards or forwards.

If there is a matching string, IFM highlights the line concerned and displays the message `Match found'. If there is no matching string, IFM displays the message `Match not found'.

3. Use **F15** or **F16** again to search for the next instance of the search string.

The search is restricted to the section and row headings and to the columns that are currently displayed in the window. The system searches the full length of these columns but not any columns outside the window. The column headings are not included.

Printing analyses

You can only print an analysis once it has been run:

1. Take option 6 `Run report', or option 16 `Submit report run', or option 26 `Submit extract\analysis\report run' on the analysis you want to print. on the 'Work with analyses' panel. The 'Analysis format options' panel appears.

   Use this panel to set various parameters controlling the layout and format of the report – see "Setting analysis format options" for details of the format options.

2. Use **F10 Load/print details**.

Controlling page breaks

Where possible, IFM avoids introducing a page break in the middle of a section – if a section is short enough to fit, it is printed on a single page. You can force a page break at the beginning of each new section by increasing number of lines between sections in the analysis format options.

If there are more columns on the report than can fit across a single page, IFM prints the additional columns on a separate page. For example, suppose a report has four columns but only two fit across one page. IFM automatically divides the page into two parts, as indicated by the labels `Report 1 of 2' and `Report 2 of 2'. The title, section and row headings are repeated on the second page. This report would be printed as two separate spool files.

Setting analysis format options

The fields on the `Analysis format options' apply either when the report is displayed on the screen or when it is printed or, in some cases, both.

Fields

Spacing options. You can specify the number of blank lines (if any) that you want between section headings and between row headings, and the number of spaces that you want between columns. These options apply to both the printed and on-screen reports. Note that by increasing the number of lines between sections to a large number (for example, 99) you can ensure that each section of your report begins on a new page. This is because the system ignores any blank lines at the beginning of each new page and simply start with the next section.

Window settings. You can specify the size of the `window' which determines which horizontal portion of the report is displayed. These fields only apply to the on-screen report and are also available on the `Work with analysis details' panel.

Report choices. You can specify the length and width of the printed pages. The width must be one of the three system standards: 80, 132 or 196 characters. The length is expressed as the number of lines printed on each page.

Sizing details. You can specify the width to be given to the section and row headings down the left-hand side of the page. By default, the system uses the minimum width that allows the text of all the headings to be displayed. If you reduce the default value, you increase the amount of space on the screen that is available for displaying the columns, but at the expense of losing part or all the section and row headings.

The sizing details also allow you to specify the width of each column in your report. Again, the default value is the minimum width that allows the text and numbers in the column to be fully displayed. The column width is measured from right to left, so if you reduce the default width of a column by one character this causes the characters down the left-hand side of the column to be lost.

Removing a column

By reducing the width of a column to zero, you can remove it from the report completely.

Printer file parameters

By using **F4** on the `Analysis format options' panel or **F22** on the 'Analysis' panels, you can view or change the default parameters of the OS/400 `Override with Printer File' (OVRPRTF) command. These parameters are applied when you print the report and control, among other things, the print device and font that are used.

Transferring a report to a PC

You have the option of transferring the data held in a report to a personal computer. The data is transferred in a format suitable for importing directly into any of the commonly used PC-based spreadsheets.

The data is transferred to a series of OfficeVision/400 documents of type PCFILE. From here you can transfer the documents to a PC using, for example, i5/OS PC Support.

To transfer a report to PCFILE documents:

1. Take option 7 `Run transfer' or 17 `Submit transfer run' on the 'Work with analyses' panel. The 'Analysis transfer criteria' panel appears.
2. Type the required values in the fields and press **Enter** to start the transfer.

Fields

Prefix for document names. The number of documents created depends on the size of the analysis concerned. The documents are named XXXXXNNN.PRN where XXXXX is a prefix that you specify and NNN is a number assigned by the system.

Folder name. You need to specify the folder in which the documents are located.

Type of transfer. You can transfer the data in the report either as text only or as text and numbers.

It is better to transfer as text and numbers. In this case, each separate value on the report is loaded into a separate cell of the spreadsheet. If the data is transferred as text only, all the data is loaded into a single cell of the spreadsheet.

Note: The value formats used for the analysis may prevent you from transferring data as text and numbers. You should only use value formats which do not introduce non-numeric characters into the value fields. For example, if the value formats use CR and DR symbols then the values may not be transferred as numerics. The percentage symbol, the point, the plus sign and the minus sign are the only non-numeric characters allowed.

Field headings

The text that is used for the headings on a report comes from one of four possible sources. In order of priority they are:

Structure member If you specify field headings for a member of a structure or a value definition, the analysis uses these headings on the report.

Unit, nature, or period If you have not specified field headings for a structure member, the analysis uses the field headings that have been specified for the corresponding unit, nature or period.

Override name If you have not specified any field headings for a unit, nature or period then IFM uses the override name of the corresponding structure member. Where the corresponding values are totals, the word `Total' is added to the front of the name.

Name If you have not specified an override name for a structure member, IFM uses the name of the corresponding unit, nature, period or value dimension. Where the corresponding values are totals, the word `Total' is added to the front of the name.

Section and row headings are printed in a column down the left of the report.

Note: When an intra-level nature appears on a report, you see the level and an asterisk (*) at the beginning of the intra-level row.

Column headings can be up to three lines long. The figures in columns are printed right-aligned, so it is preferable to also enter your column headings right-aligned:

```
YAT9E1R                    Field headings                    Change

Nature . . :  GOODS Goods sold     Status. . : 1

Value column headings . . .  ____________________
                             ________________GOODS
                             ________________Sold
Value left-hand text . . .   Goods sold____________________

Total column headings . . .  ____________________Total
                             ________________goods
                             ________________sold

Total left-hand text         Total goods sold____________________


F3=Exit   F11=Right align column headings   F12=Cancel
```

Figure 7-25. Typical field headings

Note: Field headings are not used by online reporting inquiries.

Housekeeping facilities

Running analyses produces large quantities of data, so it is important to periodically remove any unnecessary data by doing one or more of the following:

- Use option 7 on the Archiving Tasks menu to remove analysis detail whose analysis deletion date has passed.
- Use option 8 on the Archiving Tasks menu to remove extracted detail whose extract deletion date has passed.

Taking these options does not delete the extracts or analyses themselves – only the associated data. If you want to keep the data for a particular extract or analysis, you give it an appropriate deletion date. See “Deleting extracted data”, “Creating analyses”, and Chapter 13, “Archiving Tasks” for more information.

Option 7. Work With Analysis Lists (AM5M50)

Use this option on the General Ledger Reporting Tasks menu to create and maintain analysis lists. These are used with option 6 to run several analyses with a single command, instead of submitting each analysis individually.

For more information, see “Creating analyses” and “Running analyses”.

Security considerations which affect your ability to create or run analyses also affect your use of this menu option.

Understanding this option

What is an analysis list?

An analysis list identifies a number of analyses and organizes them in a particular sequence. When you submit the list, all of the analyses are processed in the designated sequence.

Each analysis which appears on an analysis list is referred to as a `detail' of that list.

Using this option

When you take option 7 on the General Ledger Reporting Tasks menu, IFM takes you to the `Work with analysis lists' panel. From here you can:

- Create an analysis list
- Submit a list of extracts, analyses and reports

Creating an analysis list

The `Work with analysis lists' panel is a standard `Work with', with the addition of option 12 `Work with details' and option 19 `Submit ext/anl/rpt'. To create an analysis list:

1. Use **F6=Create** on the ’Work with analysis lists’ panel. The ’Analysis list - Create’ panel appears.
2. Use the identifier and name fields to create the new analysis list. Once you have done this, you can create list details - that is, select the analyses which you want to include in the list and arrange them in a particular sequence. To do this:
3. Use **F12=Work with details** on the ’Analysis list - Create’ panel. The ’Work with analysis list details’ panel appears.
4. Use **F6=Create**. The ’Analysis list detail - Create’ panel appears.
5. Enter the ID of the required analysis. Alternatively, you can enter a **?** in the ***Analysis*** field, and IFM displays all of the available analyses for you to make your choice.
6. Enter the sequence number. IFM creates the new analysis detail record.

To submit a list of extracts, analyses and reports

To submit an analysis list, take option 19 `Submit ext/anl/rpt' against the list you want to submit on the 'Work with analysis lists' panel.

IFM submits the analysis list or displays an error message explaining why the analysis list cannot be submitted.

If two or more of the list details invoke the same extract, the extract is only run once.

Each analysis can have unique printer overrides assigned. See "Printer file parameters" for information on viewing and changing printer override values.

You can also submit individual list details:

1. Take option 12 `Work with details' against the list which includes the list detail you want to submit on the 'Work with analysis lists' panel. The 'Work with analysis list details' panel appears.
2. Take option 19 `Submit ext/anl/rpt' against the list detail you want to submit

In effect, this is the same as taking option 9 `Run analysis' on the `Work with analyses' panel, which you can reach by taking option 6 on the General Ledger Reporting Tasks menu.

Option 8. Online General Ledger Reporting Inquiries (AM5M50)

Use this option on the General Ledger Reporting Tasks menu to find out the total of general ledger lines posted to any given unit/nature combination in any period. You can display details of any posted or unposted general ledger transactions in any period. For a description of this option, see "Option 8. Online General Ledger Reporting Inquiries (AM5M70)".

Option 9. General Ledger Inquiry (AM5M50)

Use this option on the General Ledger Reporting Tasks menu to find out the total of general ledger lines posted to any given unit/nature combination in any period. You can display details of any posted or unposted general ledger transactions in any period. For a description of this option, see "Option 3. General Ledger Inquiry (AM5M70)".

Option 10. Table Maintenance (AM5M50)>>

Use this option on the General Ledger Reporting Tasks menu to go to the Table Maintenance menu (AM5M60). For information on how to use this menu, see Chapter 8, “Table Maintenance”.

Option 11. Inquiries (AM5M50)>>

Use this option on the General Ledger Reporting Tasks menu to go to the Inquiries menu (AM5M70). For information on how to use this menu, see Chapter 9, “Inquiries”.

Option 12. Transaction Lists (AM5M50)>>

Use this option on the General Ledger Reporting Tasks menu to go to the Transaction Lists menu (AM5M80). For information on how to use this menu, see Chapter 10, “Transaction Lists”.

Option 13. General Ledger Processing Tasks (AM5M50)>>

Use this option on the General Ledger Reporting Tasks menu to go to the General Ledger Processing Tasks menu (AM5M40). For information on how to use this menu, see Chapter 6, “General Ledger Processing Tasks”.

Chapter 8. Table Maintenance

When you select option 6 on the IFM Main Menu (AM5M00), the IFM Table Maintenance menu (AM5M60) appears. It contains the following options:

Note: If >> appears after a menu option, that option goes to another menu.

Option 1. Division, Account, Period, and Ledger Tables (AM5M60)>> 8-1
Option 2. Entity and Entity Related Tables (AM5M60)>> 8-42
Option 3. Terms and Collections Tables (AM5M60)>> 8-86
Option 4. Currency Tables (AM5M60)>> 8-107
Option 5. Bank Tables (AM5M60)>> 8-122
Option 6. Apportionments, Reclassifications, Books, Journals (AM5M60)>> 8-130
Option 7. Transaction and Attribute Tables (AM5M60)>> 8-135
Option 8. Tax Tables (AM5M60)>> 8-156

Option 1. Division, Account, Period, and Ledger Tables (AM5M60)>>

Use this option on the Table Maintenance menu to go to the Division, Account, Period and Ledger Tables menu (AM5M61). It contains the following options:

Option 1. Work With Administrative Divisions (AM5M61)..... 8-1
Option 2. Work With Natures (AM5M61) 8-6
Option 3. Work With Periods (AM5M61) 8-8
Option 4. Work With Financial Divisions (AM5M61)..... 8-12
Option 5. Work With Units (AM5M61) 8-18
Option 6. Work With Unit/Nature Combinations (AM5M61) 8-20
Option 7. Work With Interdivision Accounts (AM5M61)..... 8-22
Option 8. Work With Ledgers (AM5M61)..... 8-24
Option 9. Work With Personal Account Status (AM5M61) 8-39
Option 10. Work With Charges (AM5M61) 8-40

Option 1. Work With Administrative Divisions (AM5M61)

Use this option on the Division, Account, Period and Ledger Tables menu to create and maintain administrative divisions.

Understanding this option

What is an administrative division?

An administrative division is a group of financial divisions whose coding structures share common domains and whose administration is co-ordinated. Each administration division record has three associated records: the division financial data, entity control, and system data.

Note: For IFM to work with COM, F/A, IM, PC&C, PR, PUR, or REP, you must have an administrative division that you use only for XA activity. You can use the default administrative division shipped with IFM for this purpose or change it if necessary.

Using this option

When you enter option 1 on the Division, Account, Period and Ledger Tables menu, the `Work with administrative divisions' panel appears. From here, you can:

- Create an administrative division
- Create administrative division financial data
- Create entity control
- Create administrative division system data.

Creating an administrative division

To create an administrative division:

1. Use **F6=Create** on the 'Work with administrative divisions' panel. The 'Administrative division – Create' panel appears.
2. Use the identifier, name and status fields to create a new division.
3. Once you enter a new division, IFM automatically shows you three other `Create' panels, allowing you to add the new division's financial data, entity control and system data. You do not have to use these create panels at this time. If you prefer, you can bypass them by Using **F3=Exit** or **F12=Cancel** when each `Create' panel appears. Subsequently, you can add these three records by taking the appropriate option on the `Work with administrative divisions' panel.

Creating administrative division financial data

The financial data for a an administrative division applies to the transactions for all financial divisions within the administrative division.

When you create an administrative division, IFM automatically shows you the financial data panel. If you want to add the financial data at a later time, do the following:

1. Take option 12 `Division financial data' next to a division on the 'Work with administrative divisions' panel. The 'Work with admin division financial data' panel appears.
2. Use **F6=Create**. The 'Administrative division financial data – Create' panel appears.
3. Use the fields provided and press **Enter**.

Fields

Date effective from. This defaults to the current date, but you change it to any other date. You can create more than one set of financial data for an administrative division. Each set of data is given an `effective date' – the date it comes into force. Only one set can be in force at one time.

Default financial year. Controls the date range for inquiries.

Use: multi-currency?. You can decide whether or not the administrative division is multi-currency or single currency. If a single currency is to be used throughout the administrative division, the currency must be specified on this panel. You can change from a single to a multi-currency division at any time. However, you cannot change from a multi-currency to a single currency division.

Use unit/nature combinations?. Determines whether you want IFM to validate transactions against unit/nature combinations within this administrative division.

The unit/nature combinations file (see “Option 6. Work With Unit/Nature Combinations (AM5M61)”) prevents you from posting transactions to general ledger accounts (that is, unit/nature combinations) which are not valid.

The use of unit/combinations is optional. You may prefer not to use this validation by setting this field to 0 `Don't use'.

The other options prevent invalid unit/nature combinations from being posted but differ in the way that `new' unit/nature combinations are treated. A new unit/nature combination is one which you have not yet set up in the unit/nature combinations file.

- If you choose 1 `Create', the system allows transactions to be posted to new unit/nature combinations. At the same time, the combination is automatically added to the unit/nature combinations file and given a record status of `New'. Periodically, you can review the unit/nature combinations file and set any `New' records to either `Valid' or `Invalid' as required.
- If you choose 2 `Warnings if new', IFM generates a warning when the transaction is validated. You can ignoring warnings.
- If you choose 3 `Prohibit if new', IFM generates an error during validation which prevents the transaction from being posted.

Enter duplicate trn nos?. For manually numbered transactions, this field determines whether or not duplicate transaction numbers are allowed.

Apply security for: Divisions/units/natures. Determines whether financial division, unit and nature security is used. For descriptions of these types of security, see Chapter 12, “IFM System Management”.

Special tax accounting. Determines if the tax accounts are reduced by their portion of the cash discount when a cash discount is taken. The reduction is done by creating negative tax lines during payment processing.

Keep document tax details for:
Customer orders and Purchase orders. Determines if tax details are kept for open customer and purchase orders. The following are the possible values for these fields:

0=No Only tax total will be written.

1=Yes Tax line records will be written for each item.

Default aging structure. Aging structure used when aging multiple ledgers.

Check authority with. This field determines whether financial division security is applied to the user entering a transaction or to an originating user specified on the transaction.

1099 Reporting threshold. This field determines the minimum total amount needed to generate a paper or magnetic 1099-MISC form. The forms will only be created if the total 1099 expenditure for this entity is greater than or equal to this amount.

Record Status. The following are the possible values for record status:

1 Active. Active records are available without restriction. This is the default.

2 Inactive. An inactive record cannot be referred to by newly created records. However, any existing references to an inactive record remain in the system. For example, you could change the status of an ex-customer to inactive. Any existing records would remain in the system, but you could not create new records for the ex-customer.

3 Please archive. This status means that the record will be removed from the system when the next archive procedure is run.

Creating entity control

When you create an administrative division, the panel used to specify the entity control information for that administrative division automatically appears in Create mode. To reach this panel starting from the `Work with' panel:

1. Take option 13 `Entity control' on the required division on the 'Work with administrative divisions' panel. The 'Entity control – Change' appears.
2. Use the fields provided to change the entity control record and press **Enter**.

Fields

Automatically assign entity identifiers. Determines if you assign the entity identifiers or if IFM assigns the identifiers automatically when creating entities for this administrative division. Identifiers that you assign can be meaningful. Identifiers that IFM assigns are numbers incremented by one each time. If you decide to let IFM assign identifiers, you can add meaningful entity names using the entity alias function. See “Working with entity aliases”.

Default attributes: List identifier. The identifier of an attribute list that determines the attribute classes for every entity created in this administrative division. When you create an entity, IFM prompts you to select one attribute from each attribute class in the attribute list. Attributes are user-defined properties of entities. See “Working with entity attributes”.

Creating administrative division system data

The administrative division's system data controls the format used to input and display monetary values. The formats you specify apply throughout the administrative division, wherever monetary values must be entered, displayed or printed.

For example, you can choose whether to display a $100.00 credit as `100.00-', `100.00CR' or `-100.00'.

When you create an administrative division, IFM automatically presents you with the correct panel to create administrative division system data. To reach this panel starting from the `Work with' panel:

1. Take option 14 `System data' on the required division on the 'Work with administrative divisions' panel. The 'Administrative division system data – Create' panel appears.
2. Use the fields provided to create the required system data. You can use the same or different value formats for each field. When you have entered all the required formats, press **Enter**. IFM creates the new entity control record.

You can also specify the value formats you want to use on a particular report when using the report generator (see “Option 6. Work With Analyses (AM5M50)”). You can

create value formats by using the `Work with value formats' panel (see “Option 3. Work With Value Formats (AM5M54)”).

Fields

Input format. The format for entering data on panels throughout the system.

Output format. The format for displaying data on panels and for standard reports.

Specialised reporting formats. The value formats for printing checks, remittance advice, invoices or statements.

Special withholding tax?. Use this field to establish a withholding tax method for the withholding routine that is different from normal IFM processing. Enter **1=Yes** to set this withholding tax routine. See “Option 12. Withholding Tax Tables (AM5M69)”.

Option 2. Work With Natures (AM5M61)

Use this option on the Division, Account, Period and Ledger Tables menu to create and maintain the natures which are fundamental to the IFM accounting system.

Understanding this option

What is a nature?

A nature represents an:

- Income or expense on the profit and loss statement
- Asset, liability or capital item on the balance sheet.

A nature can be a primary nature, such as `Motor insurance', or can be an aggregate of other natures, for example `Gross sales'.

The combination of a nature with a unit corresponds to what is sometimes known as a `general ledger account code'.

Examples of natures

The Better Table Trading Company derives its income principally from the sales of its tables and chairs. There are income natures (type 1) to represent the sales of each product line plus one to represent any other income. The following identifiers and names are used:

- SLTEAKTBL, `Sales of Teak Tables'
- SLOAKTBL, `Sales of Oak Tables'
- SLASHTBL, `Sales of Ash Tables'
- SLTEAKCHR, `Sales of Teak Chairs'
- SLOAKCHR, `Sales of Oak Chairs'
- SLASHCHR, `Sales of Ash Chairs'
- OTHERINC, `Other income'.

Each of these natures allows postings. In addition, there are a number of other non-posting natures that represent total sales. For example, because it is useful to know the total sales of tables, regardless of their type, a non-posting nature called `Sales of tables' (with the ID SLTBL) has been created. Similarly, another nature called `Sales of goods' (with the ID SALES) has been created to represent the total sales of all tables and chairs.

You can create the `Sales of goods' nature without having to specify its relationship to the other income natures whose total it represents – this is the function of nature structures, which are described in “Option 3. Work With Nature Structures (AM5M50)”. To analyze sales according to the materials from which they are made, you could create additional non-posting natures called `Sales of Oak Products', `Sales of Ash Products' and `Sales of Teak Products', and then create the appropriate nature structures.

Using this option

When you enter option 2 on the Division, Account, Period and Ledger Tables menu, the `Work with natures' panel appears. From here, you can:

- Create natures
- Add field headings
- Check the usage of a nature
- Go directly to the `Work with units' and `Work with unit/nature combinations' panels

Creating natures

To create a nature:

1. Use **F6=Create** on the 'Work with natures' panel. The 'Nature – Create' panel appears.
2. Use the fields provided to create the nature. When you have entered all the required details, press **Enter**. IFM creates the new nature record.

Fields

Type. The following values are valid:

0 Structural only. Exist only for nature structures. For example, Total sales and Total fixed assets.

1 Profit and loss. For example, Sales of product A.

2 Balance sheet. For example, Fixed assets – computers.

3 Intra-level nature. Allows totaling at the nine available breaks within a nature level. For example, Total cash is the sum of the Total cash - bank one and Total cash-bank two. For more information, see “Intra-level report totals”.

Allow Postings to it? and Posting authority level. In the case of Profit and loss and Balance sheet natures, you can decide whether or not transactions can be posted to the nature. Structural and Intra-level natures can never accept postings.

For natures which allow postings, you must also enter a posting authority level (between 1 and 99). This controls which users can post transactions to the nature. For details of nature security, see “Working with financial division users”. This field is only effective if the owning administrative division uses nature security.

Usual sign of balance. This field indicates whether the amounts associated with the nature are normally debits or credits. You can use this information when you run analyses to determine how the values are displayed. See “Option 6. Work With Analyses (AM5M50)” for details.

Translation method. This field shows the translation method to be used for all general ledger lines which post to this nature. For more information about translation methods, see “Option 7. Translate General Ledger Balances (FAS 52) (AM5M49)”.

Adding field headings

Once you have created a nature, you can specify its field headings.

1. Take option 8 `Field headings' against the required nature on the 'Work with natures' panel. The 'Field headings – Create' panel appears.
2. Enter both column headings and row headings, plus a set of headings to be used for totals. Column headings can be up to three lines long.

   Any values entered in the ***Values column heading*** and ***Value left-hand text*** fields default into blank ***Total column headings*** and ***Total left-hand text***. Pressing **F11** will right-align the values entered in the fields.

   Every nature can have an associated set of field headings. These headings feature on the user-defined reports generated by IFM (see "Option 6. Work With Analyses (AM5M50)"). If you do not specify field headings, IFM uses the nature's name instead. You can also specify field headings for each member of a nature structure. If you specify field headings for a structure member, these override the field headings for the corresponding nature.

Checking nature usage

This facility enables you to find out where a nature is referenced in the system. You should use this facility prior to deleting a nature. You cannot delete a nature if it is in use.

To check a nature's usage:

1. Take option 23 `Usage' on the 'Work with natures' panel. The 'Nature usage' panel appears.

   Each record on the panel indicates that there is at least one reference to a nature. The fields ***Source of reference*** and ***Type of reference*** indicate the file and the exact type of reference, respectively. For example, a nature may be referenced more than once by the same personal ledger.
2. Take option 12, to view the individual reference or references.

   The usage facility checks all files in the system except the general ledger summary and entity statistics files.

Note: The first time that you take option 23 after entering the `Work with natures' panel the option takes longer than normal to run. This is for technical reasons – the system must rebuild all the required access paths. They are not maintained because of the large number involved and because the nature usage facility is only required occasionally.

Maintaining unit/nature combinations

F11 and **F15** on the `Work with natures' panel provide shortcuts to the `Work with units' panel and the `Work with unit/nature combinations' panel, respectively.

These three panels allow you to go from any one to either of the other two using a single function key.

Option 3. Work With Periods (AM5M61)

Use this option on the Division, Account, Period and Ledger Tables menu to create and maintain the periods that are the basis of transaction entry and posting.

Understanding this option

What is a period?

A period is an interval of time that may or may not have a start and end date. Some periods are accounting periods – primary divisions of the accounting year. Other periods are non- accounting periods. For example, budgeting and reporting against budget can be non-accounting periods. You can also define periods greater than a calendar year.

For each general ledger, personal ledger, and cash book, you must specify which of the periods in the system are accounting periods and which are ledger periods. Transactions may only be posted to ledger periods.

Note: It is important to assign periods sequence numbers so they are displayed in chronological rather than alphabetical order.

Examples of periods

If your financial year is divided into twelve accounting periods, one for each calendar month, the year 1996 would have the following periods: `January 1996', `February 1996', `March 1996' and so on up to `December 1996'. Each of these would allow postings and you would nominate these periods as the ledger periods for each ledger in your system.

In addition, you would probably create additional periods such as `First quarter 1996' and `Full year 1996' to use as non-posting units in period structures.

Note: For a leap year, you must enter the correct start and end dates for each month including the 29th of February. If you entered the 28th as the end date for February, you would be unable to post transactions for the 29th.

For details about ledger periods, see “Working with ledger periods”.

Using this option

When you enter option 3 on the Division, Account, Period and Ledger Tables menu, the `Work with periods' panel appears showing all the periods owned by the current administrative division. From here you can:

- Create periods
- Add field headings
- Check the usage of a period.

Creating periods

To create a period:

1. Use **F6=Create** on the ’Work with periods’ panel. The ’Period – Create’ panel appears.
2. Use the fields provided to create the period. When you have entered all the required details, press **Enter**. IFM creates the new period record.

Fields

Allow postings. There are two types of periods – those which allow postings and those which do not. Accounting periods allow postings. Period which are the sum of other periods (for example, `First quarter 1996) do not allow postings.

Display sequence. You must assign each accounting period a sequence number to determine the order in which periods are displayed or printed on reports. Sequence numbers ensure that the periods are displayed in chronological rather than alphabetical order. For example, you could assign the periods `December 1995' and `January 1996' sequence numbers `0199512' and `0199601' respectively to be sure the periods are always shown in the correct order.

Note: It is also important that the periods are in the chronological order because features such as prepayment transactions depend on this sequence.

Start date and end date. For periods that allow postings, you can specify start and end dates. These dates are not always required. For example, you could have an `opening balance' period to bring forward the balance from last year to this year, and a `closing adjustment' period to offset the opening balance carried forward from this year to the next. Neither of these periods would require start and end dates.

Comparison period. Each period can be compared with another in budgets and reports.

The usual choice of comparison period is the corresponding period from the previous financial year, allowing year on year comparisons to be made. However the comparison period can be any period that you choose.

Defining the relationship between XA and IFM periods

Because IFM creates and posts PR ledger entries in period/company sequence, you must define the periods in IFM that correspond to the XA periods.

1. Use **F24=XA periods** on the 'Work with periods' panel. The 'Period relationships' panel appears.
2. Specify an IFM period that corresponds to each XA period and press **Enter**.

Resetting period display sequences

It is important that the periods in your system are in the correct chronological sequence, not just for display purposes, but also because features such as prepayment transactions depend on this sequence.

The display sequence that you specify for each period is also used to sequence the corresponding periods in other files such as the ledger periods file, the general ledger summary file and the entity statistics file. However, for technical reasons, when you change the display sequence of a period you do not automatically change the sequence of corresponding periods in these other files. This is unlike other fields in IFM – for example, if you change the name of the period the change is automatically reflected in all ledger periods.

If you change the display sequence of a period then you need to run a special program to update the sequence in all other files.

To update the display sequence of all periods in an administrative division, use **F5 Reset sequences** on the 'Work with periods' panel. The updates are performed interactively. On completion, the system displays messages indicating those periods whose display sequences it has updated.

Adding field headings

Once you create a period, you can specify its field headings:

1. Take option 8 `Field headings' for the required period on the 'Work with periods' panel. The 'Field headings – Create' panel appears.
2. Enter both column headings and row headings, plus a set of headings to be used for totals. Column headings can be up to three lines long. Every period may have an associated set of field headings.

   Any values entered in the ***Values column heading*** and ***Value left-hand text*** fields default into blank ***Total column headings*** and ***Total left-hand text***. Pressing **F11** will right-align the values entered in the fields.

   These headings feature on the user-defined reports generated by IFM (see "Option 6. Work With Analyses (AM5M50)"). If you don't specify field headings, IFM uses the period's name instead.

   You can also specify field headings for each member of a period structure. If you do, these are used in place of the field headings for the corresponding period.

Checking period usage

You check period usage to find out where a period is referenced in the system. You should do this before deleting a period.

To check a period's usage:

1. Take option 23 `Usage' on the 'Work with periods' panel. The 'Period usage' panel appears.

   Each record on the panel means that there is at least one reference to the period of the particular type concerned. The fields ***Source of reference*** and ***Type of reference*** indicate the file and the exact type of reference.
2. Take option 12, to view the individual reference or references. The usage facility checks all files in the system except the general ledger summary and entity account statistics files.

Note: The first time that you take option 23 on the `Work with periods' panel, the option takes longer than usual to run. This is because the system must rebuild all the required access paths. They are not maintained because of the large number involved and because period usage is only an occasionally required facility.

Option 4. Work With Financial Divisions (AM5M61)

Use this option on the Division, Account, Period and Ledger Tables menu to create and maintain financial divisions. Every transaction in every ledger is owned by a financial division.

Note: The term *financial division* in IFM means the same as the word *company* in the rest of XA.

Understanding this option

What is a financial division?

A financial division is a group of trading units for which a trial balance is maintained. The financial division may itself be a unit. IFM enforces the trial balance for a financial division only when a transaction is being posted. A unit may belong to different financial divisions at different times without affecting the trial balance of the divisions.

Every financial division that is used when IFM interfaces with the other XA applications must correspond to a company in the interfacing applications.

Each financial division has one and only one general ledger. The general ledger is automatically given the same ID as its financial division.

Using this option

When you enter option 4 on the Division, Account, Period and Ledger Tables menu, the `Work with financial divisions' panel appears. From here, you can:

- Create a financial division and its general ledger
- Create financial division users.

Creating a financial division

To create a financial division:

1. Use **F6=Create** on the 'Work with financial divisions' panel. The 'Financial division – Create' panel appears.
2. Use the fields provided to create the financial division. When you have entered all the required details, press **Enter**. IFM creates the new division record.

Fields

Financial division currency. This is the currency to be used as a default for all reports and transactions involving the financial division. If the owning administrative division does not use multi-currency facilities, the financial division currency is automatically set to the single currency of the administrative division, and cannot be changed.

Exchange rate set. This is the default exchange rate set for transactions involving the financial division, and is only applicable if the owning administrative division uses multi-currency facilities.

Allow period over-rides. This field determines whether you can override the start and end dates for ledger periods within this financial division. The start and end dates normally default from the administrative division periods, but taking option 1 `Yes' on this field allows you to over-ride these defaults. This makes it possible for a ledger period in this financial division to have start and end dates which differ from the start and end dates of the corresponding administrative division period.

The dates on the ledger period file are used to determine the posting period of a transaction. In the case of interdivision transactions, IFM determines the correct posting period with respect to both the `from' and `to' divisions separately.

Unit of division. (This field is not shown on the `Create' panel, but appears on the `Change' panel once a financial division owns one or more units.)

A financial division can have an associated `unit of division'. You can make this a structural unit, which allows you to report at financial division level, or a posting unit which allows you to report and also to post at financial division level.

This field is related to the ***Accounting level*** field which you can find on Ledger `Create' or `Change' panels. The accounting level can have one of two values:

1 Post to division
2 Post to unit

If any ledger belonging to a financial division has accounting level 1 `Post to division', it is mandatory to specify a unit here in the ***Unit of division*** field. If this is not done, the system is not able to process those ledgers having accounting level 1 `Post to division'.

The unit of division must be a unit belonging to the financial division. You cannot specify a unit of division when you create the financial division because a newly-created division does not own any units. Once the financial division owns one or more units, you can specify one of the units as the `unit of division' on this panel.

Creating the associated general ledger

After you create a financial division, IFM automatically displays the `Ledger – Create' panel so you can create the required general ledger. You can use **F3** or **F12** to exit this panel without creating the general ledger. However, you cannot enter transactions for the financial division until you create its general ledger.

Each financial division has only one associated general ledger. For information about the general ledger, personal ledgers and cash books, see “Option 8. Work With Ledgers (AM5M61)”.

You can maintain the general ledger for a financial division by using the `Work with ledgers' panel or by taking option 8=Change general ledger from the `Work with financial divisions' panel.

Financial division security

If financial division security is turned on within the administrative division (see “Creating administrative division financial data”), you cannot access the `General ledger – Create' panel unless you are set up as a user of the financial division being created. However, since you cannot be set up as a user of a financial division which

you have just created, IFM automatically creates the required financial division user record for you. This allows you to go to the `General ledger – Create' panel.

Creating financial division users. After creating a financial division, you can create financial division users. You can control the financial divisions and the types of tasks within the financial divisions to which user are authorized and give each user a nature posting authority. For more information about financial division and nature security, see “Working with financial division users”.

To create financial division users:

1. Take option 12 `Work with users' on the ’’Work with financial divisions’ panel. The ’Work with financial division users’ panel appears.
2. Use **F6=Create**. The ’Financial division user – Create’ panel appears.
3. Use the fields provided press **Enter**. IFM creates the new user record.

Creating COM transaction header defaults

COM creates at least one transaction header for each invoice or credit memo.You create transaction header defaults by doing the following:

1. Take option 57 ’Invoice/CM defaults’ on the ’Work with financial divisions’ panel. The Transaction defaults panel appears.
2. Enter the defaults. Use **F11**, which alternates between revenue and cost of sales defaults, to enter both types of defaults.

Fields

Unit of division. The identifier of a type of transaction.

Originating unit. The unit that initiated the transaction. It is used as the default unit for general ledger lines (for the COM receivables transaction) and must be in the same financial division as the transaction.

Although COM allows you to specify a unit (as well as the nature) for both charge and offset, the resulting IFM receivables transaction would have a different unit on the header versus one or more G/L lines (each debiting A/R, each with a different unit). A subsequent cash receipt allocating unapplied cash to the receivable would use as the originating unit either the unit on the header, or the defaults (and not any of the G/L line units). The receivable could debit A/R with a different unit than the cash receipt credit to A/R. If a discount was taken, it could have a different unit than the debit to A/R also. Therefore, you need to coordinate setup of GLI rules in COM and setup of unit defaults in IFM (financial division, COM invoicing and personal ledger).

Period. The period to which the transaction is posted. The default is the period in which the effective date falls.

Interdivision acct type. The identifier of an interdivision account. No two interdivision account types have the same identifier.

Overriding defaults for a particular shipment. To override the defaults for a particular shipment, do the following:

1. Take option 2 on the Process Invoices menu (AMBM17). The Select Order Shipments for Invoicing (Enter) panel appears.
2. Enter the information requested. The Select Order Shipments for Invoicing (Display) panel appears.
3. Take option 57=Invoicing overrides next to an order shipment. The Transaction defaults panel appears.
4. Change the defaults.

Creating PR transaction header defaults

Create PR transaction header defaults by doing the following:

1. Take option 58 'Payroll defaults' on the 'Work with financial divisions' panel. The Transaction defaults panel appears.
2. Enter the defaults.

   Note: You need to set up transaction numerators before creating PR transactions. See "What is a transaction numerator?" and "Working with transaction numerators".

Fields

Transaction type. The identifier of a type of transaction.

Originating unit. The unit that initiated the transaction. It is used as the default unit for general ledger postings and must be in the same financial division as the transaction.

Company default unit. The originating unit for this company's transactions.

Payroll cash nature. The nature used to define a payroll cash expense.

Union fringe benefits nature. The nature used to define a union dues expense.

Shift diff expense nature. The nature used to define a shift differential expense.

Accrued salary/wages nature. The nature used to define a wage accrual liability.

Federal income tax nature. The nature used to define a federal income tax expense.

Inter-co receivable nature. The nature used to define an inter-company funds transfer for accounts receivable.

Note: These transactions occur when an employee works for a company other than the assigned company.

Inter-co payable nature. The nature used to define an inter-company funds transfer for accounts payable.

Working with federal identification numbers

When you enter option 59 on the ‘Work with financial divisions’ panel (YAG2DFR), the ‘Financial division Federal ID numbers’ panel (UAOFDFR) appears. From this panel you can create, change, delete, print, or view information about federal id numbers.

Federal id numbers are used in 1099 processing to collect and identify charge information across financial divisions and generate 1099 forms. For more information about accumulating and reporting 1099 charges, see “Option 10. Work with 1099 Tax Accumulation (AM5M3A)”

If you do not see the record you want to use on the ‘Work with’ panel, you can use the ***Position to: Effective date*** field to re-position the list.

To create a federal identification number:

1. Take option 59 ‘Federal identification numbers on the ‘Work with financial divisions’ panel. The ‘Financial division Federal id numbers’ panel appears.
2. Use **F6=Create**. The ‘Federal id number - Create’ (UAOGE1R) panel appears. Use the fields provided to create the federal id number, and press **Enter**. IFM creates the new federal id number.

To change or delete a federal identification number:

1. Take option 59 ‘Federal identification numbers on the ‘Work with financial divisions’ panel. The ‘Financial division Federal id numbers’ panel appears.
2. Use option 2 ‘Change.’ The ‘Federal id number - Change’ (UAOGE1R) panel appears.
3. To change the record, enter the new value in the Federal identification number field and press **Enter**.

   To delete the record, use **F16=Delete**. The ‘Federal identification number - Delete’ panel (UAOHPVR) appears so that you can confirm the deletion.

Note: An error message will appear if the federal id number is created and already in use by another financial division using a different currency or if the federal id number is changed to one which is already associated with another financial division using a different currency. If multiple financial divisions share a federal id number, these financial divisions must be denominated in the same currency because 1099 reporting is totaled up to the federal id number.

To view more information about federal id number records:

1. Take option 59 ‘Federal identification numbers on the ‘Work with financial divisions’ panel. The ‘Financial division Federal id numbers’ panel appears.
2. Take option 20 ‘Narrative’ to view, enter, or edit record narrative. The ‘Narrative maintenance’ panel (YABXETR) appears, from which you can work with narrative text.

   Take option 21 ‘Audit details’ to view audit details for an individual federal id number record. The ‘Audit stamp details’ panel (YAD5PVR) appears. This panel displays information about the most recent record entry, change, or deletion.

To print federal id number information:

1. Take option 59 ‘Federal identification numbers on the ‘Work with financial divisions’ panel. The ‘Financial division Federal id numbers’ panel appears.

2. Use **F22=Print**. The ‘Federal identification numbers: Selection criteria’ panel (UAOIPVR) appears. Use the fields on this panel to specify which records you want to print, then press **Enter**.

Fields

Financial division. This field displays the financial division associated with the federal id numbers.

Effective date. This is the date on which a financial division federal id record becomes effective. This date also determines which dated records apply to the transaction.

Federal identification number. This field shows you the federal identification number. This id should comply with US Internal Revenue 1099 reporting guidelines and have editing characters if paper 1099 forms are to be printed and submitted to the IRS.

Record Status. This field indicates whether or not a record will be used for 1099 processing. The following are the possible values:

1 Active.

2 Inactive.

3 Please archive.

Creating financial division tax identifiers

Financial division tax identifiers record the tax registration numbers for the jurisdictions (represented by tax codes) to which your company reports tax information.

1. Take option 32 ’Tax identifiers’ on the ’Work with financial divisions’ panel. The Work with financial division tax identifiers panel appears.
2. Use **F6=Create**. The Financial division tax identifier - Create panel appears.
3. Use the fields provided and press **Enter**.

Fields

Tax code. Identifier of a taxing jurisdiction.

Tax identifier. Tax identification number.

Name. Description of the tax identifier.

Changing the address of a financial division

The address for a financial division is the address of the entity associated with the Unit of division of the financial division. You can change the address without leaving the financial division option by doing the following:

1. Use **F10=Address** on the Financial division - Change panel. The Work with entity data panel appears showing the unit of division entity.

2. Take 2=Change next to the entity. The Entity data - Page 1 of 3 - Change panel appears.
3. Use the fields provided and press **Enter**. For field definitions, see “Working with entity data”.

Option 5. Work With Units (AM5M61)

Use this option on the Division, Account, Period and Ledger Tables menu to create and maintain units. A unit is the fundamental element of every transaction and account.

Understanding this option

What is a unit?

A unit is a discrete area of responsibility in an organization - a team, cost centre, profit centre, department, branch, division, subsidiary, company, consolidation group, holding company, and so on. A unit must be unique across all financial divisions.

When creating a financial division, it is possible to enter a unit as the `unit of division' for that financial division, that is, a unit which represents that financial division in some circumstances.

What are trading and non-trading units?

There are two types of units. A `trading unit' earns income, incurs expense, owns assets or owes liabilities. A `non-trading' unit acts as an aggregate of trading units. The two are created in the same way, except that trading units can receive postings, non-trading units cannot.

If a unit allows postings, you must also specify the financial division to which it belongs (this can be changed at any time).

Using this option

When you enter option 5 on the Division, Account, Period and Ledger Tables menu, the `Work with units' panel appears. From here, you can:

- Create units
- Create field headings
- Go directly to the `Work with natures' and `Work with unit/nature combinations' panels

Creating units

To create a unit:

1. Use **F6=Create** on the ’Work with units’ panel. The ’ Unit – Create’ panel appears.
2. Use the fields provided to create the unit. When you have entered all the required details, press **Enter**. IFM creates the new unit record.

Fields

If entity also. If the unit corresponds to an entity on the system, you should enter the ID of the entity in this field. This is useful for recording information about the unit, such as its address and telephone number.

Adding field headings

Once you have created a unit, you can specify its field headings:

1. Take option 8 `Field headings' for the required unit on the 'Work with units' panel. The 'Field headings – Create' panel appears
2. Enter both column headings and row headings, plus a set of headings to be used for totals. Column headings can be up to three lines long. Every unit can have an associated set of field headings.

   Any values entered in the ***Values column heading*** and ***Value left-hand text*** fields default into blank ***Total column headings*** and ***Total left-hand text***. Pressing **F11** will right-align the values entered in the fields.

   These headings feature on the user-defined reports generated by IFM (see "Option 6. Work With Analyses (AM5M50)"). If you don't specify field headings, IFM uses the unit's name instead. You can also specify field headings for each member of a unit structure. If you specify field headings for a structure member, these are used in place of the field headings for the corresponding unit.

Checking unit usage

This facility enables you to find out where a unit is referenced in the system. You should use this facility prior to deleting a unit. You cannot delete a unit if it is in use.

To check a unit's usage:

1. Take option 23 `Usage' on the 'Work with units' panel. The 'Unit usage' panel appears.

   Each record on the panel means that there is at least one reference to the unit of the particular type concerned. The fields ***Source of reference*** and ***Type of reference*** indicate the file and the exact type of reference.
2. Take option 12, to view the individual reference or references. The usage facility checks all files in the system except the general ledger summary and entity statistics files.

Note: The first time that you take option 23 after entering the `Work with units' panel, the option takes longer than normal to run. This is because the system must rebuild all the required access paths. They are not maintained because of the large number involved and because the unit usage facility is only occasionally required.

Maintaining unit/nature combinations

To maintain unit/nature combinations, **F11** and **F15** on the `Work with units', `Work with natures' and `Work with unit/nature combinations' panels provide shortcuts for you to toggle between the three panels.

Option 6. Work With Unit/Nature Combinations (AM5M61)

Use this option on the Division, Account, Period and Ledger Tables menu to create and maintain unit/nature combinations.

Understanding this option

Unit/nature combinations prevent transactions being posted to specific general ledger accounts.

The administrative division financial data file specifies whether the unit/nature combinations are checked during transaction validation. If so, any transactions posted to an invalid unit/nature combination will fail validation.

The ***Use unit/nature combinations?*** field on the administrative division financial data provides three methods for using unit/nature combinations (in addition to not using them at all). The methods prevent transactions from being posted to unit/nature combinations that are invalid. They differ in the way in which new unit/nature combinations are treated. A new unit/nature combination is one which is not currently present in the unit/nature combinations file.

- If you choose 1 `Create', the system allows transactions to be posted to new unit/nature combinations. At the same time, the combination is automatically added to the unit/nature combinations file and given a record status of `New'. Periodically, you can use this menu option to review the unit/nature combinations file and set any `New' records to either `Valid' or `Invalid' as required.
- If you choose 2 `Warnings if new', IFM generates a warning when the transaction is validated. You can ignore warnings.
- If you choose 3 `Prohibit if new', IFM generates an error during validation which prevents the transaction from being posted.

When you first use IFM, you can use option 1 to avoid having to manually create many unit/nature combinations. Later you could switch to either options 2 or 3, so you know when someone tries to post a transaction to a general ledger account which has not been used before.

Using this option

When you enter option 6 on the Division, Account, Period and Ledger Tables menu, the `Work with unit/nature combinations' panel appears. From here, you can:

- Create unit/nature combinations
- Copy from an existing unit/nature combination
- Go directly to the `Work with units' and `Work with natures' panels

Creating unit/nature combinations

To create a unit/nature combination:

1. Use **F6=Create** on the ’Work with unit/nature combinations’ panel. The ’Unit/nature combination – Create’ panel appears.
2. Use the fields provided to create the required unit and nature combination. When you have entered the required details, press **Enter**. IFM creates the new unit/nature combination record.

Fields

Combination status. There are three possible combinations:

1 New combinations are valid for posting. If your administrative division specifies that new combinations are created automatically, you should periodically review all new combinations and change them to either valid or invalid.

2 Valid combinations are valid for posting.

3 Invalid combinations cause an error during transaction validation.

Ovr (Override) translation method. This field shows the translation method to be used for all general ledger lines which post to this unit/nature combination. This field over-rides the equivalent field on the Nature file.

For more information about translation methods, see “Option 7. Translate General Ledger Balances (FAS 52) (AM5M49)”.

Copying from an existing unit/nature combination

The `Copy' option provides a quick way to derive new unit/nature combinations from combinations already on the system. It allows you to combine unit A (“the target unit”) with all or some the natures already combined with unit B (“the source unit”). Alternatively, you can combine nature A with all or some of the units already combined with nature B.

To copy a combination from a source unit to a target unit (see the note at the end of the following list for nature to nature copying):

1. Take option 3 `Copy' against an existing unit/nature combination, choosing one which includes the unit you want to serve as the source on the ’Work with unit/nature combinations’ panel. The ’Generate unit/nature combinations’ panel appears. IFM displays the ID of both the source unit and source nature
2. Enter a target unit. The ’Generate unit/nature combinations’ panel appears.

   IFM displays all of the natures currently combined with the source unit. By default, all of these natures are highlighted, which means they are included in the Copy process.
3. To exclude a nature from the Copy process, take option 1 against it. The nature is no longer highlighted, indicating that it is excluded from the Copy. Taking option 1 against any nature toggles between included and excluded status.

   Only the natures which you want to be combined with the target unit are highlighted.
4. Use **F9 Copy**. IFM combines all of the highlighted natures with the target unit, forming new unit/nature combinations. It displays a message telling you how many new combinations have been added.

   If you include a nature which is already combined with the target unit, IFM ignores this nature during the Copy process
5. If you want to create more unit/nature combinations, you can do so. Otherwise, use **F3=Exit**. The ’Work with unit/nature combinations’ panel appears.

Note: Instead of copying from a source unit to a target unit, you can copy from a source nature to a target nature. The procedure is the same as above, except that you specify a target nature instead of a target unit.

Maintaining unit/nature combinations

The `Work with unit/nature combinations' panel has two non-standard function keys, **F11** and **F15**. These provide convenient shortcuts to the `Work with units' panel (**F11**) and the `Work with natures' panel (**F15**).

In IFM these three panels have been arranged so that you can go from any one to either of the other two using a single function key. This simplifies the process of creating and maintaining the unit/nature combinations used by your organization.

Option 7. Work With Interdivision Accounts (AM5M61)

Use this option on the Division, Account, Period and Ledger Tables menu to create and maintain accounts held between divisions.

Understanding this option

What is an interdivision account?

A transaction involving two financial divisions is called an interdivision transaction. Such transactions contain general ledger lines posted to units in different financial divisions.

IFM only accepts transactions which have a zero balance in each financial division that they reference. For this reason, balancing entries are always required in interdivision accounts.

These balancing general ledger lines may be created manually, or automatically during transaction validation. If you want balancing lines to be created automatically, you must create entries in two files:

- Interdivision account type
- Interdivision account.

Each ledger specifies the default interdivision account type for its transactions. During transaction validation, the system uses the interdivision account belonging to this account type and the two financial divisions concerned to give the general ledger accounts to which the balancing general ledger lines are posted.

Interdivision account types

Each interdivision account must have an interdivision account type. These classify your interdivision accounts. For example, you could create types such as `Current', `Receivable/payable', `Loan' and so on. For a given pair of financial divisions, no two accounts may have the same account type.

Transaction control and interdivision transactions

The automatic generation of balancing general ledger lines is also affected by the transaction control file. Each transaction control record features a ***Suppress auto inter/div*** field. The default value for this field is 0 `No', meaning that automatic generation is allowed for the transaction type/ledger combination concerned. If this is switched to 1 `Yes', automatic generation is suppressed.

Using this option

When you enter option 7 on the Division, Account, Period and Ledger Tables menu, the `Work with interdivision accounts' panel appears. From here you can:

- Create an interdivision account type
- Create an interdivision account.

Creating interdivision account types

To create an interdivision account type:

1. Use **F15=Work with interdiv account types** on the ’Work with interdivision accounts’ panel. The ’Work with interdivision account types’ panel appears.

   This panel shows you all the interdivision account types in the administrative division. One account type may be used by any number of interdivision accounts, provided that for a given pair of financial divisions no two accounts have the same type.

2. Use **F6=Create**. The ‘Interdivision account type - Create’ panel appears. Enter an ID and name.

Creating interdivision accounts

To create an interdivision account:

1. Use **F6=Create** on the 'Work with interdivision accounts' panel. The ' interdivision account – Create' panel appears.
2. Use the fields provided to create the interdivision account. When you have entered all the required details, press **Enter**. IFM creates the new account record.

   IFM does not allow you to make the `To' and `From' financial divisions the same, or to specify a `From' unit which does not belong to the `From' financial division.

Option 8. Work With Ledgers (AM5M61)

Use this option on the Division, Account, Period and Ledger Tables menu to create and maintain ledgers. Ledgers classify every transaction entered in a financial division.

Understanding this option

What is a ledger?

A ledger is a set of accounts. Every ledger belongs to a financial division and every transaction belongs to a ledger.

In IFM, ledgers serve two main purposes:

- To make the management and auditing of personal accounts, bank accounts and transactions as efficient as possible.
- To simplify transaction entry by providing appropriate default values wherever possible.

What is a ledger class?

IFM uses three ledger classes:

Personal ledger	Personal ledgers record credit-based transactions between financial divisions and entities. A personal ledger may accept either payable or receivable transactions. Each personal ledger is in a single currency in which debts are denominated. Transactions may be settled in any currency. Each financial division can have as many personal ledgers as necessary.
Cash book	A cash book represents a bank account, money market account, borrowing facility, petty cash float or other monetary fund to and from which cash moves within a financial division. Each financial division can have as many cash books as it needs.
General ledger	Every financial division has one, and only one, general ledger.

Ledgers and transactions

Every transaction belongs to one ledger. For example:

- Invoices, credit notes, debit notes and personal ledger journals belong to a personal ledger.
- Cash payments and receipts of all types belong to a cash book. This applies to payments and receipts in settlement of personal ledger accounts payable and receivable, and to those arising from cash sales and purchases.
- General ledger journals belong to the general ledger.

What is a ledger period?

Ledger periods are those periods within a ledger to which transactions can be posted. Although you can set them up separately, all the ledgers within a financial division should have a matching set of ledger periods. Typically, you set up the ledger periods for the general ledger and then use the copy facility to duplicate those periods in the personal ledgers and cash books.

When you enter a transaction, it defaults into a ledger period according to its effective date, or you may specifically assign it to another ledger period.

What is a transaction numerator?

A transaction numerator numbers a transaction. Numerators are assigned to transaction types, and automatic transaction numbering can only work if each transaction type has a current transaction numerator. When you create a new transaction type, it is automatically added to the `Work with transaction numerators' panel for you to add the numerator data.

Facilities such as the automatic payments system require that you set up transaction numerators. For each ledger, you can use manual or automatic numbering for manually-entered transactions.

Using this option

When you enter option 8 on the Division, Account, Period and Ledger Tables menu, the `Work with ledger' panel appears. From here, you can:

- Create a ledger
- Create personal ledger data
- Create cash book data
- Work with ledger periods
- Work with numerators
- Work with Purchasing details
- Work with GL trading periods
- Work with cash book in transit natures.

Figure 8-1 shows the main ledger panels.

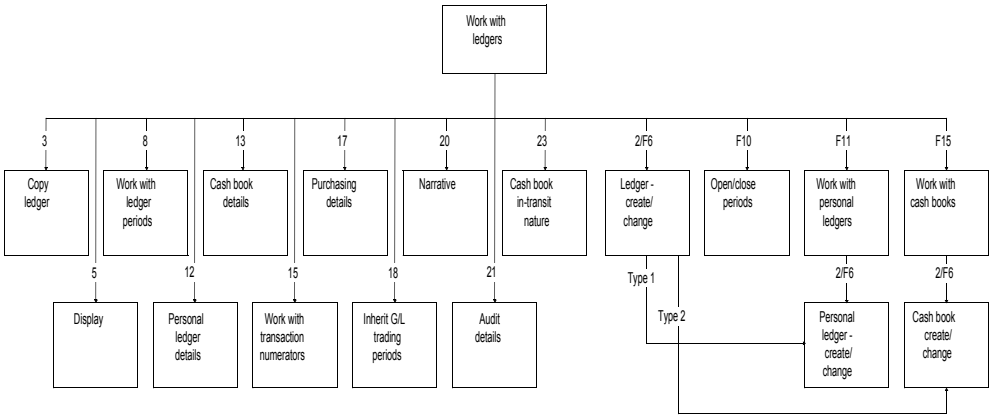


Figure 8-1. Working with ledgers

Creating ledgers

To create a ledger:

1. Use **F6=Create** on the 'Work with ledgers' panel. The 'Ledger – Create' panel appears.
2. Use the fields provided and press **Enter**. IFM creates the new ledger record. For a personal ledger or a cash book, you can use the options on the 'Work with ledgers' panel to add the ledger details. See "Creating personal ledger details" and "Creating cash book details".

Fields

Class. This field records whether the ledger is a personal ledger, a cash book, or a general ledger.

Assign transaction no's?. Determines if you assign transaction numbers manually or have the system automatically assign the numbers when entering transactions. One of the following is valid:

0 Do not assign transaction numbers. The user enters the number or, if left blank, the system assigns the number.

1 Assign transaction numbers. The system assigns the number.

System-generated numbers are determined by the transaction numerators associated with the transaction control records. A transaction number can be up to fourteen characters long. It is made up of a user-defined prefix and suffix, each up to four alphanumeric characters long, and a middle number that increases by one for each transaction.

For more information, see "Working with transaction numerators".

Accrual details. You need to enter the ID of the nature to which the double-entry of an accrual is posted. You can also choose to post the double-entry at financial division or unit level.

Period accrual details. You can choose whether or not period accruals may be generated automatically for the ledger. Period accruals generation is a period-end procedure that is used to accrue the value of any unposted transactions into the next period, thus allowing the period concerned to be closed. See “Option 1. Create Period Accruals (AM5M2C)” for more details about this procedure.

If you choose to generate period accruals, you need to specify the general ledger transaction type and default nature to be used.

Prepayment details. You need to enter the ID of the nature to which the double-entry of a prepayment is posted. You can also choose to post the double-entry at financial division or unit level.

Interdiv account type. An interdivision transaction is one which involves units from more than one financial division. To maintain the trial balance of each division, the system requires additional general ledger lines to be posted to an interdivision account. The relevant transaction control record determines whether or not the additional general ledger lines are created automatically.

This field determines the default interdivision account to be used.

Duplicate reference check. This field determines whether the system checks for duplicate invoice transactions. An invoice is a duplicate of an existing posted transaction if the following four fields are identical: Entity ID, Their reference, Currency and Transaction ledger class (whether payable or receivable). This facility prevents redundant transaction entries.

Duplicate reference checking does not apply to repeating transactions.

Tax details.

Apply tax within ledger. You can choose how taxes are calculated for transactions in the ledger. You can override the default by using the ***Apply tax*** field when entering information on the transaction header on a specific personal account.

1 User entered. Tax is applied manually. No tax information is generated when a transaction is posted.

2 Generate, control total w/o taxes. Tax lines are automatically generated during transaction processing, but the calculated control total for the value line does not include the tax.

3 Generate, control total with taxes. The total amount calculated by the vendor. Used to verify that a vendor has correctly calculated the tax. Tax lines are automatically generated during transaction processing, and the calculated control total for the value line includes the tax. IFM compares the sum of the charge lines you enter and the tax lines it generates to the control total and reports any discrepancies.

Tax suffix. Classification of a customer or vendor for tax purposes.

Accounting level. The `Accounting level' group of fields determine whether the postings which IFM generates to each of the four named general ledger accounts

are made in summary at the company level, or to the individual units which originate the transactions.

If you select option 1, `Post to company', for any ledger, you must specify a unit in the ***Unit of division*** field for the financial division (company) the ledger belongs to. You can find the ***Unit of division*** field on the second page of any Financial division (company) `Create' or `Change' panel.

If you do not specify a corresponding ***Unit of division***, the system cannot process option 1 `Post to company'.

Creating personal ledger details

Personal ledgers group payables or receivables with the same terms, currency, defaults, and so forth. Each trading currency must have a separate personal ledger.

Once you have created a class 1 ledger, you can create a separate record of its personal ledger data:

1. Take option 12 `Personal ledger details' on the 'Work with ledger' panel. The 'Personal ledger – Change' panel appears.
2. Take **F6=Create**. The 'Personal ledger – Create' panel appears.
3. Use the fields provided and press **Enter**.

Fields

Allow payables? and Allow receivables?. An IFM personal ledger combines the concepts of a sales ledger and a purchase ledger. For each personal ledger, you can choose whether it accepts payable transactions or receivables transactions.

Aging structures. You can specify two aging structures: one for aged balance reports and collection status reviews and another for statements.

Typically, the structure used for statements contains fewer columns (that is, aging periods) than that used for analyses.

Although these two aging structures are usually different, you can enter the same aging structure in both fields. If you do this is, you also re-age the debts shown on statements when you request the system to re-age debts for the purposes of an aged balance report. Conversely, you also re-age the debts shown on an aged balance report when you re-age for the purposes of a statement.

Currency. The currency of the ledger or, for personal ledger inquiry, the currency in which the values are shown during inquiry. This field is output only when the COM suffix field is present.

Auto-payments?. This field only applies to ledgers allowing payables and determines whether or not the automatic payments system can be used with this ledger. If this field is set to 1 for `Yes', you can still make payments manually if necessary.

Statement document type. This field establishes the document type to be used for printed statements, and governs their style and format. See "Option 2. Work With Document Types (AM5M68)" for more information.

Gain/loss calculation. You can choose whether or not you want use IFM facilities for automatically calculating gain or loss on exchange.

You also can calculate losses only. If so, you need to account for any gains by manually-entered general ledger journals.

Gain or loss on exchange can take place during allocation even if the currency of the personal ledger is the same as the financial division.

Accounting level. The `Accounting level' group of fields determine whether the postings which IFM generates to each of the four named general ledger accounts are made in summary at the company level, or to the individual units which originate the transactions.

If you select option 1, `Post to company', for any ledger, you must specify a unit in the ***Unit of division*** field for the financial division (company) the ledger belongs to. You can find the ***Unit of division*** field on the second page of any financial division (company) `Create' or `Change' panel.

If you do not specify a corresponding ***Unit of division***, the transacting posting process fails.

If you select option 2 'Post to unit', then transaction posting uses the header's originating unit. If that field is blank, then transaction posting defaults to ***Unit of division***.

If header origination unit is entered but the transaction has allocation line(s), then the value is replaced with the referencing transaction's originating unit. For example, unallocated cash (with discount taken) applied to a receivables invoice. IFM uses invoice unit for debiting discounts and crediting A/R. This design helps to ensure that discounts taken and sales revenue are posted within the same unit.

COM suffix. A two position user-assigned value from 01 to 99 that identifies a receivables personal ledger. This field appears only if COM is installed and you entered 1 (allow receivables) on the 'Personal ledger - Page 1 of 3' panel. For more information on the COM suffix, see "COM customers and IFM entities" on page 8-44.

Natures. The ***Natures for*** fields identify the natures to which these postings are made. In keeping with traditional accounting requirements, separate natures are provided for `Payables control' and `Receivables control', and for both realized and unrealized gain and loss.

The nature for contingent liability is used with the ***Contingent liability*** field on the third page of the Transaction Header. If the Transaction Header ***Contingent liability*** field is set to 1 `Yes', the allocation of cash to settlement lines updates the Nature for contingent liability specified here, on the Personal ledger details, rather than the Personal ledger control account.

Note: Four of the natures on this panel are duplicated on the Personal account data file. They are `Write off', `Correction', `Debit note clearing' and `Debit note income'. In each case, the nature on the Personal account data file (if any) over-rides the nature specified here on the Personal ledger file.

Personal account defaults. You can enter default values for settlement terms, settlement method, personal account status and attribute list, which apply to new personal accounts in this ledger. You cannot specify a personal account status at the

time you create a personal ledger, since each ledger has its owns set of personal account statuses which can only be created after the account itself.

Keep entity statistics?. This field determines whether or not entity statistics are maintained for the personal accounts in this ledger. The entity statistics file keeps information such as the total number and value of transactions posted to each personal account in each period. You can use the personal ledger inquiry to view this information – see “Option 1. Personal Ledger Inquiry (AM5M70)”.

Finance charge transaction type. This field gives the transaction type to be used for the invoice transactions generated by the `Generate finance charge transactions' function (see “Option 5. Generate Finance Charge Transactions (AM5M2C)”). This function is used to review all unsettled settlement lines in one or more personal ledgers and calculate any finance charges arising on overdue debts. If a finance charge is warranted, IFM generates an appropriate invoice transaction. For this to happen, you have to specify a transaction type. If you do not specify a transaction type, finance charges cannot be generated for this ledger.

Minimum and maximum auto-payment values. These limits apply to payments generated by the automatic payments system. Normally the lower limit gives the value below which it is not economically viable to process a payment. The upper limit prevents abnormally large payments being generated automatically. If you leave these fields blank, no limits are applied (however, a similar pair of limits may be enforced by the cash book from which payments are drawn).

Payments generated outside these limits are held and must be individually reviewed.

Creating cash book details

After creating a class 2 ledger, you can create a separate record of its cash book details:

1. Take option 13 `Cash book details' on the ’Work with ledgers’ panel. The ’Cash book – Create’ panel appears.
2. Use the fields provided and press **Enter**.

Fields (Page 1 of 2)

Type. A cash book may be a bank account, a petty cash fund, or some other source of cash.

Currency. All cash paid into and drawn from the cash book must be denominated in this currency. Any foreign currencies must be converted to the cash book currency.

Settlement method. The default settlement method to be used on cash lines entered in the cash book and for payments generated by the automatic payments system.

The settlement method determines whether the cash book is eligible for automatic payments and whether the payment is by check or another method.

Reconciliation required?. This field enables you to prohibit the cash book from IFM reconciliation facilities. These facilities are described in “Option 1. Work With Bank Statements (AM5M3B)” and “Option 3. Reconcile Bank Accounts (AM5M3B)”.

Autopayments. If you intend to draw payments from the cash book using the automatic payments system, you need to specify a transaction type for the cash transaction that is generated. This transaction type is used as a default.

You can also specify a pair of limits for the payments. Normally the lower limit gives the value below which it is not economically viable to process a payment. The upper limit prevents abnormally large payments being generated automatically. If you leave these fields blank then no limits are applied (however, a similar pair of limits may be enforced by the personal ledger which owns the personal account to which the payment is made).

Payments generated outside these limits are held and must be individually reviewed.

Natures. The natures to be used for the cash balance of the cash book, unallocated cash, foreign exchange gain or loss, bank charges, cash adjustment, n transit cash, and deferred checks.

The `bank charges' nature is used for all cash lines posted to this cash book which are flagged as bank charges at the time they are entered. Whenever you create a new cash line, you can specify that cash line as `Bank charges'. If you do so, the `bank charges' nature specified here on the Cash book file automatically becomes the nature to which that cash line are posted.

The in-transit nature is used for in-transit (two-step) cash accounting to record cash receipts and payments. When you clear the in transit items, IFM generates transactions to clear the in transit balance and the debit/credit cash.

Deferred checks. The identifier of the deferred check nature.

Payment sequence. This field allows you to sequence payments of check printing by Entity number (1), Payee name (2), or Entity name (3) in automatic payment processing.

Group payments by. Use this field to sequence checks by groups, such as, Entity number (1) or Payee name (2) in automatic payment processing.

The following table shows the sequence and grouping combinations available for check printing.

Table 8-1. Sequence and grouping combinations for check printing

Payment Sequence	Group Payments	Mixed Aggregate Groupings	Automatic or Manual Selection	Results
1	1	yes	auto	One check per entity within each aggregate grouping. Checks in entity number sequence.
2	1	yes	auto	One check per entity within each aggregate grouping. Checks in payee name sequence.
3	1	yes	auto	One check per entity within each aggregate grouping. Checks in entity name sequence.
1	1	yes	auto	One check per entity within each aggregate grouping. Checks in entity number sequence.
2	1	yes	manual	One check per entity within each aggregate grouping. Checks in payee name sequence.

Table 8-1. Sequence and grouping combinations for check printing

Payment Sequence	Group Payments	Mixed Aggregate Groupings	Automatic or Manual Selection	Results
3	1	yes	manual	One check per entity within each aggregate grouping. Checks in entity name sequence.
1	2	no	auto	One check per payee within entity number. Checks in entity number sequence.
2	2	no	auto	One check per payee within entity number. Checks in payee name sequence.
3	2	no	auto	One check per payee within entity number. Checks in entity name sequence.
1	2	no	manual	One check per payee within entity number. Checks in entity number sequence.
2	2	no	manual	One check per payee within entity number. Checks in payee name sequence.
3	2	no	manual	One check per payee within entity number. Checks in entity name sequence.
1	2	yes[a]	auto	One check per payee within entity number within aggregate grouping. Checks in entity number sequence.
2	2	yes[a]	auto	One check per payee within entity number within aggregate grouping. Checks in payee name sequence.
3	2	yes[a]	auto	One check per payee within entity number within aggregate grouping. Checks in entity name sequence.
1	2	yes[a]	manual	One check per payee within entity number within aggregate grouping. Checks in entity number sequence.
2	2	yes[a]	manual	One check per payee within entity number within aggregate grouping. Checks in payee name sequence.
3	2	yes[a]	manual	One check per payee within entity number within aggregate grouping. Checks in entity name sequence.
2	2	yes[b]	auto	One check per payee within entity number within aggregate grouping. Checks in payee name sequence.
1,2,3	2	no	auto/ manual	One check per payee within entity number within aggregate grouping.[c]

a. Invoices with Aggregate=yes are selected first in the payment selections, then mixed with other Aggregate=yes or Aggregate=no invoices.
b. Invoices with Aggregate=no are elected first in the payment selections, then mixed with other Aggregate=yes or Aggregate=no invoices.
c. When invoices are grouped by payee name, you must condition to see if the override payee name matches any within that aggregate grouping. If there is no match, then you must create a new payment line.

Fields (Page 2 of 2)

Accounting level. Whether the cash balance, unallocated cash and foreign exchange gain or loss is held at financial division level, or at unit level.

Bank details. If the cash book represents a bank account, you need to identify the bank where it resides and the bank account name and number. For information on setting up banks, see “Option 5. Work With Banks (AM5M66)”. For information on defining formats for bank account numbers, see “Option 1. Work With Bank Account Formats (AM5M66)”.

The rate advice transaction type is used as a default when IFM generates transactions to account for gain or loss on exchange. Gain or loss in the cash book arises when a transaction is posted with an estimated exchange rate and the actual exchange rate is advised later by the bank. See “Option 3. Reconcile Bank Accounts (AM5M3B)” for more details.

Cash balances lower and upper limits. The upper and lower bounds within which you want the balance to operate. If a cash line is posted to the cash book which would cause the balance to move outside these limits then a warning is generated when the transaction is validated. You can ignore the warning and allow the transaction to be posted. The cash book inquiry facility (see “Option 2. Cashbook Inquiry (AM5M70)”) also warns you if the balance moves outside the limits.

If you must specify an upper limit and the lower limit must be less than the upper limit. If you leave the lower limit blank, this corresponds to a limit of zero.

Actual and reconcile balances brought forward. Using these fields, you can make manual adjustments to the two balances that are maintained for each cash book – the actual balance and the reconciled balance. The actual balance is updated each time a cash line is posted to the cash book (that is, to the cash balance nature). The reconciled balance is the actual balance less any unreconciled cash lines. You can view these balances on the `Cash book – Display' panel or with cash book inquiry facility.

Working with ledger periods

After creating a ledger, you can create periods for that ledger.

To create ledger periods:

1. Take option 8 `Ledger periods' on the ’Work with ledgers’ panel. The ’ Work with ledger periods’ panel appears.
2. Use **F6=Create**. The ’Ledger period – Create’ panel appears.
3. Use the fields provided to create the ledger period. When you have entered the required details, press **Enter**. IFM creates the new ledger period record. For transaction entry purposes, a valid ledger period is one which appears in the period file as eligible for postings, and appears in the ledger period file for the ledger concerned

Fields

Display sequence. This field is taken from the corresponding period and you can only change it by changing the period concerned and then resetting period display sequences – see “Option 3. Work With Periods (AM5M61)” for details.

It is important that the ledger periods are in the correct chronological sequence, not just for display purposes, but also because features such as prepayment transactions depend on this sequence.

Period open for ledger?. Determines if a ledger period is open, closed, or permanently closed. Transactions cannot be posted to closed periods, with the exception that general ledger prepayment lines may be entered for closed future periods.

In IFM, a period can be open or closed at any time. This eliminates the restrictions of the accounting timetable often found in accounting systems. There is never any need to wait for one period to close before entering another period's transactions, and management accounts may be produced at any time for any period.

If you select to reopen a period that has been permanently closed, the Reopen permanently closed period panel appears. You must have a password to use this panel. For more information, see “Option 6. Period Password Security (AM5MA0)”.

Start date/end date. The dates default from the administrative division period.

If the ledger period belongs to a financial division which allows period overrides, you can amend the dates in these fields. Then the start and end dates for the ledger period differ from the start and end dates for the corresponding administrative division period.

If the ledger period belongs to a financial division which does not allow period overrides, you cannot amend the dates in these fields.

Trading period?. A trading period is one of the regular accounting periods in the financial year during which trading may occur. A non-trading period is one during which trading does not occur, and which exists purely for accounting purposes. Non-trading periods are useful for two particular purposes:

- To record the opening balance sheet for the financial year without distorting the true picture of the first period's trading.
- To record closing adjustments for the financial year without distorting the true picture of the last period's trading.

Non-trading period start date/end date. You can enter the non-trading start and end dates only when the trading period is set to 0=Not a trading period. These dates are not required.

Inheriting ledger periods from the general ledger

For transaction processing to operate, all the ledgers in the same financial division must have a matching set of trading periods. If you intend to post interdivision transactions, all ledgers in the administrative division must have matching ledger periods.

For example, if you post a settlement line to the ledger period `May 1995' of a personal ledger but no such ledger period exists for the general ledger, the corresponding general ledger line does not post and the transaction will fail validation.

You must be sure that the trading periods of all ledgers are set up correctly. To make this easier, you can copy the trading periods for a personal ledger or cash book from

the general ledger. Therefore, the simplest approach to ledger periods is to set them up for the general ledger first and then copy them to the other ledgers in the financial division.

To inherit ledger periods, take option18 next to the required personal ledger or cash book on the 'Work with ledger periods panel. The process is performed interactively (no other panel is involved). When completed, the system displays a message detailing how many ledger periods were and were not copied from the general ledger.

The system does not copy non-trading ledger periods or ledger periods that already exist on the target ledger.

If the dates of a ledger period on the general ledger overlap with the dates of a ledger period on the target ledger, the ledger period is not copied. You must correct such discrepancies manually.

You can repeat this process at any time to update a ledger with the latest ledger periods.

Opening/Closing multiple periods

After you have created a ledger or ledgers, you can open or close multiple ledger periods for any ledgers within the financial division.

To perform a mass open/close:

1. Use **F10=Open/close periods** on the 'Work with Ledgers' panel. The 'Mass open/close ledger panel selection' panel appears. Use the fields provided to select a range of ledgers for which you want to open or close ledger periods. You must enter a valid posting period identifier; you can also narrow the selection range by specifying Ledger id, Ledger name, or Ledger class. Press **Enter**. The 'Mass open/close ledger periods' panel appears.
2. On the 'Mass open/close ledger periods' panel, specify the new period open status you want to assign in the field provided. Select the ledger periods you want to change from the available list. You can use option 1 "Select' to choose specific ledger periods, or you can use **F13=Select all** and **F14=Deselect all** to select and deselect all available ledger periods in the financial division.

   Note: To appear on the selection list, ledgers and ledger periods must have a record status of 1=Active and ledger periods must have a Period open status of 0=Open or 1=Closed. Ledger periods with a Period open status of 2=Permanently closed are not included in the list and cannot be reopened with this function. if you change the status of a group of ledger periods to 2=Permanently closed, the ledger periods will drop off the list and will no longer be available for the mass open/close function.
3. When you have selected all of the records you want to change, use **F9=Update** to assign the new period open status to the selected ledger periods.

Working with transaction numerators

After creating a ledger, you can add the transaction numerators. Each transaction type has a separate numerator in each ledger held on a dated basis. To change the format of your transaction numbers, you can set up a new numerator with another effective date rather than changing the existing numerator.

To work with ledger numerators:

1. Take option 15 `Numerators' for the required ledger on the 'Work with ledgers' panel. The 'Work with transaction numerators' panel appears.

   This panel displays all the transaction types in the current financial division which are of the same class as the current ledger. For example, if the current ledger is classed as a `Personal ledger', this panel only displays personal ledger class transaction types.

2. Take option 12 for required transaction type. The 'Work with transaction number numerator' panel appears.

   This panel can also be accessed from the `Work with transaction control' - see "Option 6. Work With Transaction Control Records (AM5M68)" if you need more information about transaction numerators.

Working with Purchasing details (defaults for processing PO-related invoices)

For transactions involving PO-related invoices, you need to enter the following defaults in addition to the defaults that apply to all transaction processing:

- Tolerances for discrepancies that may exist when IFM does a three-way match between invoice, purchase order, and receipt data. (See "Creating PO/GRN-related invoices".)
- Optionally, methods for directly matching invoice line items to IM receipts during transaction processing. Invoice matching can be automatic or manual and can match one invoice to one receipt, one invoice to many receipts or many invoices to one receipt. Direct invoice matching does the following:
  - Eliminates confusion about which items are associated with which invoice receipts
  - Provides better cost adjustment data when you are tailored for average costing
  - Allows you to develop improved purchase/invoice/receipt reports

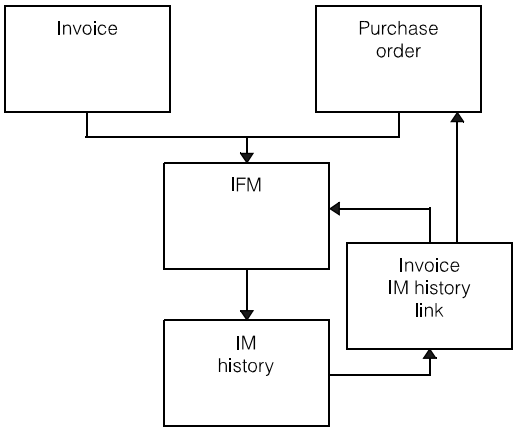


Figure 8-2. Direct invoice matching

Note: You can override the invoice matching defaults for a specific entity (vendor) in the personal account for the entity.

To establish defaults for processing PO-related invoices, take option 17 `Purchasing details' on the 'Work with ledgers' panel.

Fields

Ignore favorable discrepancy. Determines if IFM should ignore a discrepancy in your favor.

Discrepancy amount. Tolerance amount for an item.

Total discrepancy amount. Tolerance amount for an invoice.

Discrepancy percent. Tolerance percent for an item.

Total discrepancy percent. . Tolerance percent for an invoice.

Invoice/credit memo matching options:. You can override these at the personal account level.

Invoice/credit memo matching method. Method of matching invoice line items or credit memos to IM inventory receipts. One of the following is valid:

1 None. No matching is allowed.

2 Manual. User does the matching. If there are unmatched items on the charge line, IFM displays a warning on the Charge line panel and you use **F19=IM transactions** to manually match a charge line to its associated inventory transactions.

3 Automatic. IFM does the matching during transaction processing or the user does the matching.

Automatic matching method. Type of automatic matching. One of the following is valid:

1 FIFO. Inventory transactions with older time stamps and the same PO number, warehouse, item, and release number (if applicable) are matched to charge lines before newer inventory transactions.

2 Invoice. Inventory transactions the same invoice number, PO number, warehouse, item, and release number (if applicable) are matched to charge lines.

3 Invoice/FIFO. Inventory transactions the same invoice number, PO number, warehouse, item, and release number (if applicable) are matched to charge lines. If the items for the charge lines are not fully matched, older inventory transactions with a blank invoice number and the same PO number, warehouse, item and release number (if applicable) are matched to the charge line.

Matching discrepancy option. How the system handles invoice/credit memo mismatches. One of the following is valid:

1 Ignore. Do not handle mismatches.

2 Tolerance check. The system makes sure that the value of the unmatched items does not exceed the line or order tolerances if no other errors are found.

3 Not allowed. Unmatched items of a charge line cause the transaction to be rejected and charge line errors to be generated. Also, a transaction

header narrative is generated that states that the transaction must be approved by the buyer.

Completion code. Status of invoicing activity for the PO.

1 Partial. Invoicing activity is not complete.

2 Complete. Invoicing activity is complete.

3 Calc. IFM determines if the completion code should be partial or complete. Compares the invoiced quantity to the PO quantity and sets the transaction charge line to the appropriate value.

Select order detail. Determines how and which PO details (lines) are generated.

1 Gen all. IFM automatically generates all eligible PO items and releases without having a user review them.

2 No gen. No PO items or releases are automatically generated. You enter the invoice charge lines manually.

3 Select. User chooses which eligible items or releases are generated. The Select item detail panel appears for you to do the following:

1. Select one or more items to use to autogen an invoice. You can choose option 5 to see the item details before you select the items.
2. Use **F10** to generate an invoice for the items selected.
3. Select option 15 to manually match a charge line to its associated inventory transactions.

Generate quantity. Determines which PO quantity to use for calculating the remaining quantity to be invoiced.

1 Order. Quantity ordered on the PO.

2 Delivered. Quantity delivered. The quantity delivered can be either received at the dock or in stock depending on how you tailored PUR.

3 Stock. Quantity received in stock.

Working with cash book in-transit natures

You can record in-transit cash in different accounts based on the settlement method. To work with cash book in-transit nature:

1. Take option 23, ’Cash book in-transit natures’ on the ‘Work with ledgers’ or ’Work with cash books’ panel. The ’Work with cash book in-transit natures’ panel appears.
2. Use an option provided and press **Enter**, or press a function key.

Options

- Take option 2 ’Change’ to edit in-transit natures. The ’Cash book in-transit nature’ panel appears in change mode. You can edit, create, and delete in-transit natures when IFM displays the appropriate ’Cash book in-transit nature’ panel.
- Take option 5 ’Display’ to show in-transit nature information. Another ’Cash book in-transit nature’ panel appears in display mode.
- Take option 14 ’Narrative’ to enter and edit narrative text. Another ’Cash book in-nature’ panel appears for a cash book with existing narrative text. A ’Narrative maintenance’ panel appears for new narrative information.

- Take option 21 'Audit details' and the 'Audit stamp details' panel appears. This panel shows information about the individual record.

Functions

- Press **F3** to exit or **F12** to cancel and return to the 'Work with personal ledgers' panel.
- Press **F6=Create** to go to a 'Ledger - Create' panel for entering a new ledger.
- Press **F17=Selection** and a 'Cash book in-transit nature' panel appears. Use this panel to position the order of the records that will be shown on the 'Work with cash book in-transit natures' panel, and to specify the parameters for printing.
- Press **F22=Print** and the same 'Cash book in-transit nature' panel appears as when you pressed **F17**. However, a ***Print narrative?*** field now appears on the panel. **Enter** a value in this field and press **Enter**. IFM prints a report with all the cash book in-transit records.

Fields

Following are the field descriptions for the 'Cash book in-transit nature' panel in change or display mode.

Effective date. This is the date that determines when the record is effective for use. The default is the current date. This is a required field.

Settlement method. This identifies how the transaction is settled. This is a required field.

In-transit nature. This is the nature that identifies in-transit cash. This is a required field.

Record status. The default is 1.

1 Active. Active records are available without restriction.

2 Inactive. An inactive record cannot be referred to by newly created records. However, any existing references to an inactive record remain in the system. For example, you could change the status of an ex-customer to inactive. Any existing records would remain in the system, but you could not create new records for the ex-customer.

3 Please archive. This status means that the record will be removed from the system when the next archive procedure is run.

Option 9. Work With Personal Account Status (AM5M61)

Use this option on the Division, Account, Period and Ledger Tables menu to create and maintain personal account status records.

Understanding this option

What is a personal account status?

Each personal account has a status that determines key aspects of the trading relationship.

You can create as many personal account statuses as necessary for each personal ledger. You can also specify that one of these statuses is the default for all new personal accounts created in the ledger. For example, you could have a status of `New' which you apply to all new personal accounts.

Using this option

When you enter option 10 on the Division, Account, Period and Ledger Tables menu, the `Work with personal account status' panel appears.

To create a personal account status:

1. Use **F6=Create** on the 'Work with personal account status' panel. The 'Personal account status – Create' panel appears.
2. Use the fields provided to create the personal account status. When you have entered all the required details, press **Enter**. IFM creates the new status record.

Fields

New settlement lines?. This field determines whether or not new settlement lines may be posted for the personal account.

New allocations?. This field determines whether or not new allocation lines may be posted for the personal account.

Activity reporting. This field determines whether or not newly posted transactions contributes to the totals shown in the personal account's statistics. You can view personal account statistics with the personal ledger inquiry facility. This shows you information such as the total number and value of the account's transactions.

Auto payments. This field determines whether or not automatic payments may be generated for the account.

Option 10. Work With Charges (AM5M61)

Use this option on the Division, Account, Period and Ledger Tables menu to create and maintain charge records for transaction entry.

For more information about entering charge lines, see “Option 1. Work With Transactions (AM5M10)” and “Option 3. Short Invoice Entry (AM5M10)”.

Understanding this option

What is a charge?

A charge is a category of priced items or services, for example `kitchen tables' `delivery' or `training services'. Typically you would create one charge for each item or service you routinely use.

Charges simplify payable and receivable transaction entry, although their use is optional. When you specify a charge on a charge line, IFM can automatically obtain the following information:

- The nature to which the charge is to be posted.
- Whether the value of the charge is expressed as a quantity and price or a total value.
- Any narrative to be printed on the related invoice.
- Whether or not a discount may be entered on the charge line.

You can enter charge lines without specifying a charge. This may be appropriate for a one-off or occasional charge which does not merit its own record in the charge file. In such cases, the information listed above must be entered manually.

For more information, see “Creating charge lines”.

Using this option

When you enter option 10 on the Division, Account, Period and Ledger Tables menu, the `Work with charges' panel appears. From here you can create or change a charge.

Creating charges

To create a charge:

1. Use **F6=Create** on the ’Work with charges’ panel. The ’Charge – Create’ panel appears.
2. Use the fields provided and press **Enter**.

Fields

Nature. This field gives the nature to which the charge is posted. This field is optional. If you leave it blank, the nature must be entered manually on the charge line or the transaction will fail validation.

One nature may be referenced by many charges. For example, it may be appropriate for the charges `postal delivery', `24 hour rush delivery' and `courier delivery' all to be posted to the `Delivery' nature.

Quantity and price?. This field specifies whether value of the charge is expressed as a quantity and price or a total value. Typically, items have a unit price and are supplied in stated quantities but services do not.

For example, you can stipulate that whenever a charge for `Kitchen tables' is raised, a quantity and price must be entered.

Line discount?. This field specifies whether or not a discount may be entered on the charge line. If so, fields are available when you enter the charge line which allow a discount to be entered. The discount may expressed as a percentage of the value of the charge or as a specified amount.

Allow settlement discount?. This field determines whether or not a settlement discount is allowed for this charge. If settlement discount is allowed, the discount specified on the relevant settlement terms detail file are applied to the charge provided it satisfies the criteria for that discount. If settlement discount is not allowed, the discount is never applied to the charge.

Item tax class. Classification for items, special charges, surcharges and IFM charges (goods and services) that have a common tax rate.

Tax indicator. Classification of an item or service for tax purposes.

Subject to withholding. Determines if the charge is subject to backup withholding.

Subject to withholding ID. This required field is the unique, 2-character identifier for the withholding routine.

1099 tax report class. This field identifies a tax report class for this charge. 1099 tax report class identifiers are referred to by the 1099 tax accumulation facility, which is explained in more detail under “Option 10. Work with 1099 Tax Accumulation (AM5M3A)”.

Tax report classes are maintained using “Option 4. Work With 1099 Tax Report Classes (AM5M95)” or “Option 13. Work With 1099 Tax Report Classes (AM5M69)”.

1099 box. This field shows you the number for a 1099 box if one is referenced by the 1099 tax report class. Each box number is associated with a particular type of 1099 expenditure.

1099 boxes are maintained using “Option 14. Work With 1099 Boxes (AM5M69)”

Print narrative. This field enables you to enter a line of text to be printed on an invoice or other document relating to the transaction concerned.

Option 2. Entity and Entity Related Tables (AM5M60)>>

Use this option on the Table Maintenance menu to go to the Entity and Entity Related Tables menu (AM5M63). It contains the following options:

Option 1. Work With Entities (AM5M63) 8-42
Option 2. Work With Personal Accounts (AM5M63) 8-65
Option 3. Work With Entity Groups (AM5M63) 8-71
Option 4. Work With Allocation Entities (AM5M63) 8-74
Option 5. Work With Regions (AM5M63) 8-75
Option 6. Work With Countries (AM5M63) 8-76
Option 7. Work With States (AM5M63) 8-76
Option 8. Work With Withholding Methods (AM5M63) 8-78
Option 9. Work With Interdivision Trade Partnerships (AM5M63) 8-80

Option 1. Work With Entities (AM5M63)

Use this option on the Entity and Entity Related Tables menu to create and maintain entities. Entities are fundamental concept in IFM because most accounting tasks use entity information.

Understanding this option

What is an entity?

An entity is a person or institution with whom you do business. For example, a customer, vendor, employee, or bank. An entity is also called a trading partner.

Note: Entities are created across administrative divisions. Therefore, you cannot have same entity ID in different administrative divisions.

Entity information that is specific to a financial division (company) is kept in a personal account. Personal accounts link an entity to one or more personal ledgers in one or more financial divisions. To post transactions for an entity, you must set up at least one personal account for the entity. You can setup a personal account when creating an entity or at a later time. For more information, see“Maintaining personal accounts for entities”, “Working with personal account data”, “Creating personal ledger details”, and “What are the rules for personal accounts?”.

IFM maintains the entity information for IFM, COM, and PUR using a single maintenance system (SMS). For more information, see “IFM single maintenance system (SMS)”.

How are entities stored?

Since entities cover a large variety of trading relationships, from your regular customers to occasional suppliers, entity information is maintained in several files:

Entity	The entity's identifier and name.
Entity data	Basic trading details such as the entity's address and telephone number.
Entity contact	Details of the people you deal with within the organization.
Entity alias	Alternative names for the entity. One entity can have any number of alternative names.
Entity attributes	Any additional information concerning an entity, recorded by using the IFM attributes system.
Entity diary	Each entity has a diary in which you can record significant events in the trading. relationship, or reminders of actions to be taken in the future.
Entity bank details	Banking details including those required for use with BACS payments.
Personal account data	A personal account being the association of an entity with a personal ledger

What are entity types?

IFM maintains entities by type; for example, a COM customer. The entity type determines the size and format of the entity ID and the panels you use to add the other entity information. You enter an entity type whenever you create an entity.

An entity can be an IFM only entity (type 0), a COM customer (type 1), a PUR vendor (type 2), or both a COM customer and a PUR vendor (type 3). You maintain all entity types in IFM. However, the entity type determines in which files the records are stored.

The following table summarizes how SMS handles the different types of entities.

Table 8-2. Entity types and characteristics

Entity	Type	Maintained in	Records stored in
IFM only. Either customer or vendor, such as, a bank, an employee, or a customer or vendor not handled for COM or PUR	0	IFM	IFM Entity file
COM customer	1	IFM	IFM Entity file COM Customer Master file
PUR pay-to vendor	2	IFM	IFM Entity file PUR Vendor Master file
COM customer and PUR pay-to vendor	3	IFM	IFM Entity file COM Customer Master file PUR Vendor Master file
PUR “buy-from” vendor that references a “pay-to” vendor	N/A	IFM	PUR Vendor Master file

COM customers and IFM entities

To create a COM customer, you create an entity in IFM or in COM through File Maintenance, and designate it as a entity type 1 (COM customer) or type 3 (COM customer and PUR vendor). When you create and maintain the customer in IFM, SMS synchronizes the data in IFM and COM.

A personal account for an entity type 1 or 3 links the entity to a specific financial division and receivables personal ledger as a default.

Notes:

1. Company and financial division refer to the same type of unit; IFM uses the term financial division and COM uses the term company. Be sure the companies in COM correspond to the financial divisions in IFM.

2. You can have multiple currencies for COM customer. When a new COM customer record is created, a default personal ledger for the entity is added. A default currency ID for the new customer is also defined. The currency ID is the currency ID of the default personal ledger. If IFM is installed, personal ledger is input capable, and currency is display only. The personal ledger and currency ID is defined on the “Maintain customer” panel. The personal ledger on the customer record can be changed to a valid personal ledger. The personal ledger and personal account data exist for the entity.

3. You can create multiple personal account records for different personal ledgers after the customer entity has been created. Use the “Maintain personal account data” function.

4. The customer entity uses the default personal ledger and/or the currency of the default personal ledger.

For each entity/personal account relationship, SMS creates a corresponding COM company/customer record, where the:

- COM company number equals the financial division ID associated with the personal account.
- COM customer number equals the IFM entity ID (from 1 to 6 numeric characters) concatenated with the two-digit COM suffix assigned to a receivables personal ledger. (For more information on the COM suffix, see “Creating personal ledger details”.)

For example:

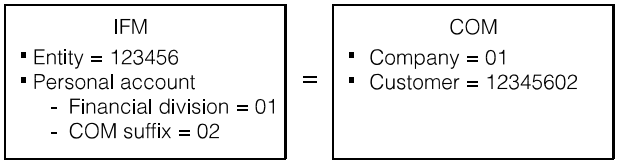


Figure 8-3. Entity / customer relationship

In this case, the COM company/customer record is 01/12345602.

If you create a personal account for the same customer in a different financial division, SMS creates another COM company/customer record. For example, SMS creates record 02/12345606, where the financial division is 02 and the COM suffix assigned to the receivables personal ledger is 06.

In addition, you need to consider the following when setting up the entity/personal account relationship:

- The same customer number can refer to different trading partners in different financial divisions.
- If you do business with the same customer in different currencies, you must set up a different customer number for each entity/currency combination.
- If two or more financial divisions sell to the same customer, you must set up customer data in each division.
- If you delete the personal account for a customer entity in IFM or COM, SMS deletes the corresponding COM company/customer record.

IFM migration programs convert the entity file to the entity SMS file. All entities become type 0 (IFM only) entities. The entity type can be changed after the migration is complete. If the entity type is changed to type 1 or 3, the COM customer record will have to be added. The COM customer record can be added using the Work with entities (YAWEDFR) program.

To add the COM customer, do the following:

1. Change the entity type to 1 or 3.
2. Choose option 18 to work with personal accounts.

3. From the 'Work with personal account for entity' panel, choose option 14 to work with data.

These instructions apply only to adding the COM customer record. Once the COM customer record is added, you can access the customer records for an entity by taking option 13 from the 'Work with entities' panel. All the COM customer records for that entity are displayed.

PUR vendors and IFM entities

To create a PUR vendor, you create an entity in IFM and designate it as an entity type 2 (PUR vendor) or 3 (COM customer and PUR vendor). When you create and maintain the vendor in IFM, SMS synchronizes the data in IFM and PUR.

A PUR vendor has two kinds of information associated with it: pay-to information used by IFM and buy-from information used by PUR. Therefore, for every type 2 or 3 entity that you create, two records are created - IFM creates an assignee entity record in the Entity file and SMS creates an assignee vendor record in the Vendor Master file linked to the assignee entity. The assignee entity record consists of the pay-to information and the assignee vendor record consists of the buy-from information. When you initially create a type 2 or 3 entity, both the pay-to and buy-from information refer to the same vendor. Therefore, the entity ID in the Entity file and the vendor number in the Vendor Master file are the same.

After the initial assignee entity and assignee vendor records are created for the type 2 or 3 entity, you may need to create additional PUR buy-from records linked to the same assignee entity. For example, if you purchase goods from suppliers in several states that are owned by the same company, you may buy goods from different addresses (buy-from vendors) but send payment to a single address (the assignee entity). The buy-from vendors linked to an assignee entity are recorded only in the PUR Vendor Master file since IFM does not process information about buy-from vendors.

The vendor number on an invoice is the assignee vendor or one of the buy-from vendors; the assignee number on the invoice is the assignee entity. If you did not create additional buy-from vendors, the numbers are the same.

After creating an entity, you maintain the both the pay-to and buy-from information for a vendor using the IFM Work with entities panel. For more information, see "Working with PUR vendors".

Using this option

When you select option 1 on the Entity and Entity Related Tables menu, the Work with entities panel appears. This panel shows all entity types (0, 1, 2, and 3). When you select the customer and vendor options in COM and PUR, the IFM Work with entities panel also appears and shows types 1 and 3 (COM) or types 2 and 3 entities (PUR). You can then use **F17** to select the entity types you want to appear on the panel.

Table 8-3. Working with entities and types

To do this task	Use this menu	Goes to this panel
Maintain customers	AMBM60, option 1, Customers	IFM Work with entities
Maintain vendors	AM6M60, option 2, Vendor Master	IFM Work with entities

Table 8-3. Working with entities and types

To do this task	Use this menu	Goes to this panel
Inquiry about customers	AMBM20, option 1, Customers	IFM Work with entities
Inquire about vendors	AM6M30, option 4, Vendor Master	IFM Work with entities

From the Work with entities panel, you can:

- Create an entity (including a COM customer or a PUR vendor)
- Copy an entity
- Work with entity attributes, data, contacts, and bank details
- Work with personal account data
- Work with PUR vendors and COM customers
- Repoint an entity to another (for 0 type entity only)
- Reset vendor statistics
- Assign tax identifiers to entities

Figure 8-4 shows the main entity panels.

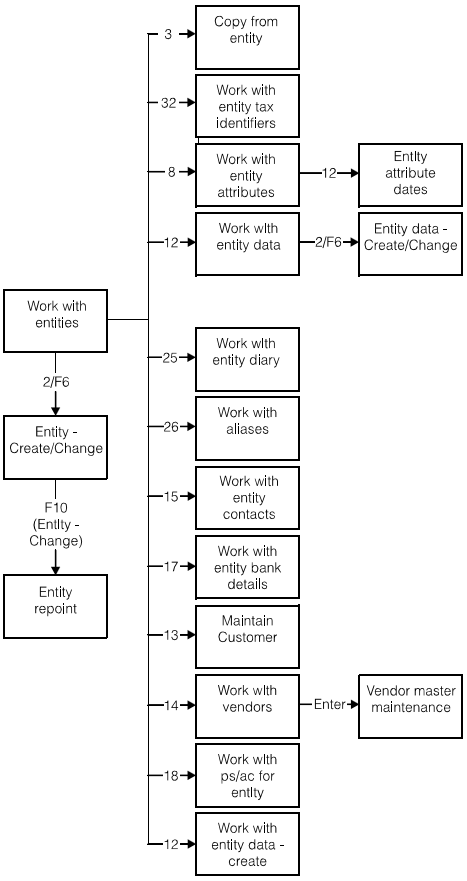


Figure 8-4. Working with entities - the main panels

Administrative divisions and the entity control record

When you first see the `Work with entities' panel in a session, only the entities that are set up for the current administrative division appear. The current administrative

division is the one specified in your user defaults or on the `Prompt for values' panel preceding the `Work with entities' panel. To change this administrative division, use **F17**.

Entities do not belong to a specific administrative division. However, when you create an entity, IFM uses the entity control record that applies to the current administrative division. This record determines how entity identifiers are assigned and which default attribute list is used when creating entities. To change the entity control records for the administrative division, see “Creating entity control”.

Note: Additional attributes can be added to an entity at any time, using the `Work with entity attributes' panel. Additional attributes can include any attributes in the administrative division, not just those on the default attribute list.

Checking that an entity does not already exist

It is important not to create two records for the same entity. Therefore, before creating a new entity, it is a good idea to check that it is not already on the system under a different identifier. This is especially important when you have a large number of entities. IFM has a special search facility to help you do this:

1. Use **F17 Selection** on the ’Work with entities’ panel. The ’Entity selection criteria’ panel appears.
2. Use **F17 Select via alias**. The ’Entity by alias – Select’ panel appears.

Search the list for any duplicate aliases for the entity that you are adding. Whenever you use the **F4=prompt** (or **?**) to select an entity, the system shows you the list of entities by alias rather than by ID.

Note: If you accidentally create a duplicate type 0 entity, you can use the repoint entity function to combine the two entities. See “Repointing an entity (for type 0 entities only)”.

Creating entities

When creating an entity, the system automatically shows you a series of entity detail panels (see Figure 8-5). Some panels appear only under certain conditions:

- The `Attribute – Create' panel is displayed once for each attribute class on the default attribute list. The `Work with entity attributes' panel is only displayed if you do not specify an attribute for an attribute class which is mandatory.
- The Vendor Master panels appear when creating a type 2 or 3 entity.
- The ‘Edit Customer Address - Add’, ‘Edit Customer Billing/Pricing’, ‘Edit Customer Credit’, and ‘Edit Customer Logistics’ panels appear when creating a type 1 or 3 entity.

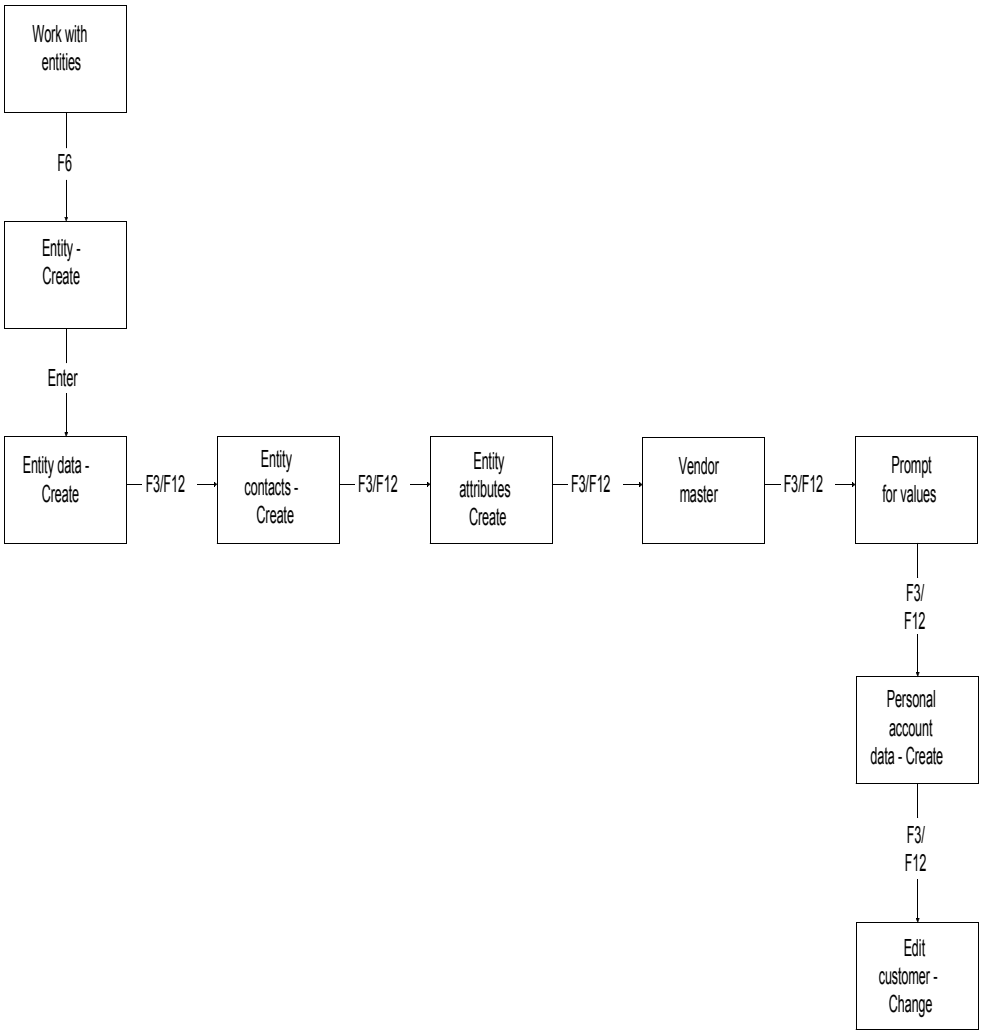


Figure 8-5. Creating an entity

To create an entity:

1. Use **F6=Create** on the 'Work with entities' panel. The ' Entity – Create' panel appears.
2. Use the fields provided to create the entity and press **Enter**. The `Entity data – Create' panel appears. From here you can use the **F3** or **F12** keys to go to the next panel in the series.

Fields

Identifier. Whether you need to specify an entity identifier depends on the entity control values. If you chose to have the system assign entity identifiers, you cannot change the identifiers. If you are specifying your own identifiers, it is important to adopt a convention for entity identifiers across all administrative divisions. Entities do not belong to a specific administrative division.

The characteristics of an entity identifier depend on type of entity:

Type 0 1 to 10 alphanumeric
Type 1 1 to 6 numeric
Type 2 1 to 6 alphanumeric
Type 3 1 to 6 numeric

Description. A brief description of the entity's role or significance.

Entity type. One of the following is valid:

0 IFM only
1 COM customer
2 PUR vendor
3 Both

Note: If you delete a COM customer, and it is the last type 1 entity, the entity type is changed to 0. If it is the last type 3 entity, the entity type is changed to 2. Also, you cannot delete a type 1 or 3 entity until you delete the corresponding record in COM.

Address format. Code that indicates the address sequence. One of the following is valid:

1 U.S. Address appears in City/State/Postal/Country format.
2 International. Address appears in Country/Postal/City/State format.
3 Free-form. Address appears as you type it on the Entity data panel.

Record status. The default is 1.

1 Active. Active records are available without restriction.

2 Inactive. An inactive record cannot be referred to by newly created records. However, any existing references to an inactive record remain in the system. For example, you could change the status of an ex-customer to inactive. Any existing records would remain in the system, but you could not create new records for the ex-customer.

3 Please archive. This status means that the record will be removed from the system when the next archive procedure is run.

Copying an entity

When copying an entity, the system shows you the 'Entity - Create' panel. In copy mode, this panel contains the same region, district, credit check type, and currency information for the copied entity. You can then enter a new address, phone number, and the like for the copied entity.

To copy an entity:

1. Enter option 3 next to the desired entity ID on the 'Work with entities' panel. The ' Entity – Create' panel appears in copy mode.
2. After completing the information on this panel, press **Enter**. The 'Entity contacts' panel appears where you can enter optional information.

Fields

The following fields are in addition to the fields listed above for the 'Entity - Create' panel.

Copy from entity. When option 3 is entered next to an entity ID on the 'Entity - Create' panel, that entity ID is defaulted into this field. This is a protected field.

Note: The ***Type*** field is protected. You can only copy the same entity type.

Working with entity data

When creating an entity, you are automatically prompted to add entity data. If you want to work with entity data after creating an entity, do the following:

1. Take option 12 `Work with entity data' on the 'Work with entities' panel. The ''Work with entity data' panel appears.
2. Use **F6=Create**. Entity data is maintained by effective date. This means you can have many sets of data associated with an entity, each set being identified by a date, but only one set of data can be active at any time. For example, if you know that an entity's address changes in two months, you can record the new address in the entity data file with the effective date set two months after the current date.
3. Use the fields provided to create the data and press **Enter**.

   Note: You can also reach the `Work with entity data' panel by taking option 2 `Work With Personal Accounts' on the `Entity and Entity Related Tables menu', and then by taking option 13 `Work With entity data' next to a personal account.

Fields (Page 1 of 2)

Effective date. The date when the entity data is available. IFM keeps names and addresses by effective date. If a vendor or customers notifies you of a future change of name or address, you can enter it when notified and have it take effect on a specified date.

Name & street address. For a type 0 (IFM only) or type 2 (PUR vendor) entity, you can enter a minimum of one and a maximum of four (US and international address formats) or six lines (free-form address format). Type the name and address exactly as you want it to appear on any invoices or mailing labels. You do not need to restrict the entity name to the first line. If you choose address format 3, be sure to include the city, state, postal and country in this field.

- For a type 1 (COM customer) or type 3 (Both) entity, line 2 is required.
- For a type 2 (PUR vendor) or 3 (Both) entity. The name and address become defaults on the Vendor Master panel that appears when creating a type 2 or 3 entity.

City. This field appears only for the US and international address formats.

For a type 2 (PUR vendor) or 3 entity (Both), the information in this field becomes defaults on the Vendor Master panel that appears when creating a PUR vendor or a COM customer and a PUR vendor.

Note: If you choose the free-form address format, be sure to include the city in the Name & street address field.

State/postal. This field is included in the name and address (for the US and international address formats) when remittances, statements and invoices are printed. It is provided as a separate field for analysis purposes.

For a type 2 (PUR vendor) or 3 entity (Both), the information in this field becomes defaults on the Vendor Master panel that appears when creating a PUR vendor or a COM customer and a PUR vendor.

Note: If you choose the free-form address format, be sure to include the state/postal in the Name & street address field.

Country. Code that identifies the country of the entity. For a type 2 (PUR vendor) or 3 entity (Both), the information in this field becomes defaults on the Vendor Master panel that appears when creating a PUR vendor or a COM customer and a PUR vendor.

Note: If you choose the free-form address format, be sure to include the country in the Name & street address field.

Address format. Code that indicates the address sequence. One of the following is valid:

1 U.S. Prints in City/State/Postal/Country format.
2 International. Prints in Country/Postal/City/State format.
3 Free-form. Prints only what you type in the ***Name & street address*** field.

Payee name. Enter the name for use on checks and other forms of payment generated for the entity.

Telecom numbers and types. You can record up to three telecom numbers for an entity. To avoid confusion, specify the type for each number:

1 Office telephone
2 Office fax
3 Office telex
4 Mobile telephone
5 Home telephone
6 Home fax

The type 1 and 2 telecom numbers become defaults on the Vendor Master panel that appears when creating a PUR vendor or a COM customer and a PUR vendor.

For a PUR vendor, the office and fax numbers are limited to 20 characters.

Tax city. City (within a state and country) used for tax calculation purposes. The tax city is not used in the entity name and address.

Tax county. County (within a state and country) used for tax calculation purposes. The tax county is not used in the name and address.

Fields (Page 2 of 2)

Region. A geographic area of your business. See the description of the next field (District). For an entity that is a customer or a customer and vendor, the region entered must exist in COM (called a territory).

District. A sub-section of a region. You can tailor the region and district fields to suit the geographic scope of your business. If you trade internationally, you may chose region to mean country and district to mean county or state. If most of your trade is domestic, you may choose region to mean county, and district to mean town or borough.You create and maintain territories using the `Work with regions' panel; you

have to create a suitable region record before you can use it with an entity. Districts are not tabulated (that is, they do not have their own `Work with' file), so you can enter whatever district is appropriate without creating it first. Nevertheless, it is useful to create a suitable naming convention.

Entity group. Identifies the parent trading group (if any) of which the entity is a member. You must specify an entity group for Credit check types 4 or 5. Entity groups are set up and maintained using the Work with entity groups panel, which also allows you to specify one entity as the group's headquarters. See "Option 3. Work With Entity Groups (AM5M63)" on page 8-71.

Credit check type. Determines how COM credit checking is done. If you reference an entity group on this 'Entity data' panel, this field defaults to the credit check type in the entity group record. See "Option 3. Work With Entity Groups (AM5M63)" on page 8-71. One of the following is valid:

1 P/S account. Credit decisions are based on the available credit for a specific company/customer that equals an IFM personal account. You can enter an entity group, but the entity is not included in entity group credit checking for COM orders. Credit is checked separately for each COM customer associated with an entity.

Note: If you want to enter orders and post invoices to multiple ledgers for the COM customer, use credit check option 6 'Entity within specific Financial Division'. See below for details.

2 Entity. Credit decisions are based on the available credit in the entity personal accounts. You must enter an entity currency for use in checking the credit of all COM customers belonging to the entity. COM customers belonging to an entity can have different currencies. You can enter an entity group, but the entity is not included in entity group credit checking for COM orders. The credit limit is the total of the balance limit amounts for the entity personal accounts.

3 Entity override. Credit decisions are based on the credit limit you enter. You must enter an entity currency for use in checking the credit of all COM customers belonging to the entity. COM customers belonging to an entity can have different currencies. If you do not enter a credit limit, the system assumes zero credit for the entity. You can enter an entity group, but the entity is not included in entity group credit checking for COM orders.

4 Group. Credit decisions are based on the available credit for the entity group personal accounts. The credit limit is the total of the balance limit amounts for the entity personal accounts.

5 Group override. Credit decisions are based on the available credit you enter on the Entity group panel.

6 Entity within specific Financial Division. Credit decisions are made based on the available credit for all accounts associated with an entity within one financial division.

Entity currency. Currency ID for the credit limit and the currency used to check credit for COM orders regardless of the currency of a specific COM order. COM converts customer order and accounts receivable balances to the entity currency and compares the balances to the credit limit. You cannot use this field if the credit check type is 1=P/S account or 5=Group override. This is a required field.

Entity credit limit. Total of the credit limit balance amounts for the entity personal accounts. Must be an entity currency value. User-entered only if the credit type is 3=Entity override. If credit limit is zero, then the entity is assumed to have no credit.

Working with entity contacts

An `entity contact' is any named person within the entity that you deal with. One entity can have many contacts. PUR does not use the IFM entity contact when you are creating a buy-from vendor; it uses the contact from the Vendor Master file.

When you have created an entity, you are automatically prompted to add an entity contact. If you want to work with entity contacts other than when creating an entity, then:

1. Take option 15 `Work with contacts' on the 'Work with entities' panel. The 'Work with entity contacts' panel appears.
2. Use **F6=Create**. The 'Entity contact – Create' panel appears. You can create any number of entity contacts for an entity.
3. Use the fields provided to identify contacts. When you have entered all the required details, press **Enter**. IFM creates the new entity contact record.

Fields

Identifier. The code that identifies the contact.

Name. The name of the contact. If the entity is a customer, vendor, or customer and vendor, the name is limited to 25 characters.

Role. The job title of the person in this field. For a vendor or a customer, it is probably someone in the entities receivables or payables department, respectively.

Form of address. The correct form of address for the contact (e.g. `Mr.', `Mlle', `Herr'...).

Salutation. The words with which to begin a letter to the contact, for example, `Dear Mr. Jones,', `Dear Bill'. Include any punctuation which is required following the words of salutation.

Telecom numbers and type. You can enter up to three telecom numbers for each contact. If the entity is a customer, the office and fax numbers are limited to 20 characters.

Working with entity attributes

The `Entity attribute – Create' panel appears automatically when you are creating an entity if an attribute list has been specified in the entity control. IFM presents the `Entity attribute – Create' panel once for each attribute class in the attribute list. In each case, use the field provided to enter a suitable attribute for the entity.

Some of these classes may be mandatory and others optional (as determined by the attribute list). If you do not specify an attribute when it is mandatory (according to the attribute list), a warning message is displayed and the system takes you to the `Work with entity attributes' panel.

If you want to work with attributes after creating an entity, do the following:

1. Take option 8 `Work with attributes' on the 'Work with entities' panel. The 'Work with entity attributes' panel appears.
2. Take option 2 `Change'. The 'Entity attribute – Change' panel appears.

You can use the `Work with entity attributes' to specify attributes for any attribute classes in the administrative division, not just those on the default attribute list.

Working with PUR vendors

When creating an entity type 2 (PUR vendor) or type 3 (COM customer and PUR vendor), the Vendor Master panel automatically appears after you create the entity attributes. You use this panel to create the buy-from (assignee vendor) information linked to the pay-to (assignee entity) information.

After entering the assignee vendor information, another Vendor Master panel appears (If you have security access to Vendor Master file maintenance) for you to enter various amounts. If multiple currency processing is active, the amounts are shown in both the trading currency and the local currency.

Once a type 2 or 3 entity record is set up, you can create additional buy-from vendors using this panel by doing the following:

1. Take option 14 on the Work with entities panel. The Work with vendors panel appears.
2. Use **F6**. The Vendor Master panel appears.
3. Use the fields provided to create a buy-from vendor.

Fields (Vendor Master File Maintenance panel)

The following field descriptions explain how this panel is used for either an assignee vendor or a buy-from vendor.

Vendor. Number that identifies a vendor. For the assignee vendor, It is equal to the entity ID and cannot be changed. For a buy-from vendor, you can enter a vendor number.

Address format. Determines if the address format is US (0), international (1) or Free-form (2). For the assignee vendor, the format is the one previously entered for this entity and cannot be changed. For a buy-from vendor, you choose the format.

Name/Address 1/Address 2/City/State/Country/Postal code. For the assignee vendor, the information comes from the Entity data panel and cannot be changed. For a buy-from vendor, you can enter or change an address.

Telephone/Fax number. For the assignee vendor, the telephone number is the first telecom number of type=office and the fax number is the first telecom number of type=fax from the Entity data panel. For a buy-from vendor, you can enter the numbers.

Contact. Person you get in touch with when communicating with this vendor.

Assignee number. Vendor number that references an address where the payment is sent. When creating an assignee vendor, this field is blank and cannot be used because an assignee vendor cannot have another assignee. For a buy-from vendor, this field contains the entity ID and cannot be changed.

PO accept. Determines if a vendor is required to confirm the acceptance of a PO. When this field is Y, a VA (Vendor Accept) transaction is required.

Closeout ackn. Determines if an order closeout acknowledgment for the vendor print when the purchase order is closed.

Multiple PO items. Determines if the vendor allows multiple items on a PO.

Multiple ship to. Determines if the vendor allows multiple delivery points.

Blanket orders. Determines if the vendor handles blanket orders or not.

Tax suffix. Classification of a vendor for tax purposes.

Ship via. Normal ship via method code and description.

Terms. Settlement terms that apply to the vendor.

FOB. FOB code and description that applies to the vendor.

Currency. Currency ID and description for the vendor.

Alternate currency ID. Defaults to vendor currency.

Last maintenance. Date the record was last maintained.

Fields (Vendor Master File Maintenance amounts panel)

If multiple currency processing is active, the amounts are shown in both the trading currency and the local currency.

Year-to-date amount. Amounts you received, lost (due to a late payment), or paid for services (such as non-employee compensation) to the vendor in the current year.

Last year amount. Amounts you received, lost (due to a late payment), or paid for services (such as non-employee compensation) to the vendor last year.

To date amount. The total amounts to date for this vendor.

To work with a PUR vendor after it has been created, do the following:

1. Take option 14 next to a type 2 or 3 entity on the ’Work with entities’ panel. The ’Work with vendors’ panel appears. This panel shows all the vendors (assignee and buy-froms) associated with the assignee (pay-to) entity. A Y appears in the ***Assignee*** field next to the vendor number that corresponds to the pay-to entity ID. If no buy-froms are added after the entity is created, only one vendor number appears on the panel and it always has a Y in the ***Assignee*** field.

Note: If you did not enter information and press **Enter** on the 'Vendor Master' panel when creating a type 2 or 3 entity, the Vendor Master panel appears for you to enter information before of the Work with vendors panel appears.

2. Use the options provided to work with specific vendors:
   - To maintain information about an assignee or buy-from vendor, take option 2. The 'Vendor Master - File Maintenance - Change' panel appears.
   - To display information about an assignee or buy-from vendor, take option 5. The 'Vendor Master - Inquiry panel' appears.
   - To print the Vendor Master File Listing report for an assignee or buy-from vendor, take option 6.
   - To suspend or reactivate a buy-from vendor (Assignee=N), take option 7 or 8, respectively. The 'Vendor Master - File Maintenance' panel appears in Suspend or Reactivate mode, respectively. To suspend or reactivate an assignee, use the ***Record status*** field on the 'Entity - Change' panel.
   - To reassign a buy-from vendor from one assignee to another, take option 9. The 'Reassign vendor' panel appears.
   - To create a tax identifier (tax registration number) for a buy-from or an assignee vendor, take option 32. The Work with entity tax identifiers panel appears. Use **F6=Create**. The 'Entity tax identifier - Create' panel appears. Use the ***Tax code***, ***Tax identifier*** and ***Name*** fields to create a tax identifier.
3. To create an additional buy-from vendor for the assignee, take **F6**. The Vendor Master panel appears. Use the fields provided to add a vendor number, address, and so on.You cannot use an IFM entity identifier as a buy-from vendor number or use a buy-from vendor number as an IFM entity identifier.

   If you selected to print file maintenance changes in the PUR questionnaire, the Vendor Master File Maintenance report (AMV77) prints whenever you make any changes to vendor information in IFM after leaving the Work with vendors panel.

Working with personal account data

When you create an entity, you are automatically prompted to add personal account data. You can setup a personal account now or at a later time. However, you must have at least one personal account for an entity in order to post transactions for the entity,.

Note: The 'Prompt for values' panel appears before the Personal account data panel. The personal ledger entered on this panel is the COM customer default personal ledger and currency. The currency is the currency of the personal ledger.

This prompt panel may also have a **Create customer** field that indicates whether or not a COM customer will be created. This field is only shown under the following conditions: when the entity type is 1or 3 and the personal ledger allows receivables. The field has two possible values:

- 0 = No. Personal account data exists for this personal account.
- 1= Yes. No personal account data exists for this personal account.

If you want to create a personal account and its associated data other than when creating an entity, do the following:

1. Take option 18 `Work with personal accounts' on the 'Work with entities' panel. The 'Work with ps/ac for entity' panel appears.

The ***Customer*** field contains the customer for the personal account of the ledger ID for the entity. The ***COM Ledger*** field contains the personal ledger that is stored on the COM Customer Master file.

Note: Take option 14 ‘Maintain customer’ to display the Edit Customer Address panel in COM. If a customer exists, the panel is in Change mode. If a customer does not exist, the screen is in Add mode.

2. Use **F6=Create**. The ’Personal account for entity- Create’ panel appears.
3. Use the ***Financial division*** and ***Ledger*** fields and press **Enter**. IFM creates a new personal account record.

   Use the ***Create Customer*** field to indicate whether a COM customer will be created. This field is only shown when the entity type is 1 or 3, and the personal ledger allows receivables. The default is 0 when personal account data exists. The default is 1 when no personal account data exists.
4. Take option 12 `Work with data' next to the personal account and press **Enter**. The ’Work with personal account data’ panel appears.
5. Use option 2 to create personal account data and option 15 to create personal account tax data.

If you want to create personal account attributes, at step 4 take option 8. The ’Work with personal account attributes’ panel appears.

Working with COM customers

When creating a type 1 (customer) or 3 (customer and vendor), the COM Edit Customer Address - Add panel appears after you create personal account data. This is the first in a series of COM customer panels that allow you to enter address, bill/pricing, credit, and logistics information for a customer. The panels contain some defaults from the IFM entity information already entered for the customer:

Fields (Edit Customer Address)

Address name, lines 1, 2, and 3, City, State code, Postal code, Country code, Contact name Telephone number, Contact name, Fax number, Zone. Information necessary to communicate with the customer. The default name and address comes from the entity data and the default contact name, telephone number, and fax number come from the entity contact information.

Address format. Code that indicates the address sequence. One of the following is valid:

1 City/State/Postal/Country
2 Country/Postal/City/State
3 Free-form

Shipping instructions. Description of how an order is to be sent or instructions for special handling. This information is printed on the invoice and the acknowledgment for the order.

Shipping location. Code that indicates the ship-to geographic location used as the basis for freight rates.

Customer status. Code that indicates the status of the COM customer based on the status of the corresponding IFM entity. You cannot change the status of a COM

customer from suspended to active unless the corresponding IFM entity is active. However, if you change the status of a COM customer, it does not effect the corresponding IFM entity. One of the following is valid:

A Active
S Suspended

Fields (Edit Customer Billing/Pricing)

Price book ID. Code defined by your company to identify a price book.

Price code. Code that identifies the type of price book pricing a customer uses on the price book pages 1, 2, and 4.

Sales representative. Name of the sales representative.

Commissionable percent. Percent of commission at the order header or line item level attributed to a specific salesperson.

Invoice copies. Number of copies of the invoice needed to satisfy the requirement of your company and customer.

Territory. Code that designates the sales person's geographic area. The default in this field comes from the entity data panel and is based on the most current effective date.

Customer class. Code assigned by your company to indicate the industry class to which the customer belongs.

Variable trade discount. Indicated if variable trade discounts apply to the customer.

Purchase order required. Indicates if customer purchase orders are required.

Fixed trade disc code. Code assigned by your company to indicated the trade discount.

Invoice language format. Code that indicated whether to print invoices for this customer in a foreign language only or in a foreign language and local language text. One of the following is valid:

0 Foreign and local language
1 Foreign language only

Print backorder quantity. Code that indicated whether the quantity of items on backorder for this customer should be printed on invoices.

Alternate currency ID. Defaults to vendor currency.

Print item tax amount. Code that indicates whether individual tax amounts should be printed on invoices and acknowledgments for this customer.

Tax suffix. Code assigned by your company to identify the tax location of a customer. You maintain this information on the Personal account data panel.

Surcharge code. Code assigned by your company to uniquely identify a surcharge.

Automatic credit hold. Code that indicated whether an automatic credit hold can apply to this customer.

Consolidate invoices. For a headquarters customer, a code that indicates whether to print one accounts receivable statement that includes all branch offices for that headquarters.

Item industry class. Code assigned by your company that indicates the industry class to which the customer belongs.

Sales transport terms. Code that identifies the sales terms for the settlement method used by the customer for transportation charges; for example, collect, FOB plant, prepaid, customer pickup).

Invoice procedure code. Code that identifies how to handle billing for the customer. One of the following is valid:

0 Print invoice

1 Single customer deferred invoice

2 Multiple customer deferred invoice. The invoice is sent to a central accounts payable location specified by the company and customer number entered as the bill-to number for the customer.

Bill to customer no. Number of the bill-to company assigned to this customer.

Fields (Edit Customer Credit)

Credit limit amount. Maximum amount of credit allowed for this customer. The default in this field comes from the ‘Personal account data’ panel. If the credit limit in the ‘Personal account data’ panel is 0, ‘N’ appears in this field.

Credit rating. Code you assign to identify the type of credit arrangement this customer has with your company.

Credit check. Indicates if checking credit check is required.

Date last order. Date of the last order for the customer.

Date last payment. Date of the last payment received for customer.

Tax ID 1. Code that identifies the customer for tax reporting purposes.

Tax ID 2. Code that identifies the customer for tax reporting purposes.

Terms. Code defined by your company that identifies the type of discount that would apply if certain criteria is met.

Currency. The default in this field comes from the personal ledger. The default currency for the customer.

Personal ledger. This field only displays when IFM is installed. Use **F4=Prompt** to enter a personal ledger. The system validates the currency/personal ledger combination and personal account. The valid personal ledger associated with the customer.

Highest credit limit. The highest amount of credit extended to the customer. The default in this field comes from the 'Personal account data' panel.

Fields (Edit Customer Logistics)

Backorders. Code indicating whether or not the customer accepts/allows backorders.

Partial ship. Indicates if the customer allows partial shipments of previously back ordered items. Applies only to customers who accept back orders.

Accept substitute. Indicates if the customer allows substitute items to be shipped.

Requires adv ship notice. Indicates if the customer requires advance notice before an order is shipped.

Enterprise code. Code assigned by your company that identifies the business group to which the customer belongs.

Carrier. Code that uniquely identifies the shipment carrier.

Priority ID. Code that identifies a specific priority ID.

Shipment lead time. Estimated number of days to ship an order to a customer.

Warehouse. Code that identifies a warehouse.

Stage area. Location in a warehouse where you perform picking, packing, or shipping activities. You can define a default staging area for items in controlled warehouses at the customer, ship-to address, order, and pick list levels. When you use pick confirmation, you must define a staging area.

Language code. Code that identifies a foreign language defined by your company.

EEC transport mode. Code assigned by your company that describes a transport mode.

EEC delivery terms. Code defined by your company that identifies the type of discount that applies if the criteria is met.

EEC transaction type. Code defined by your company that identifies transaction type within the EEC.

Pack list. Code that indicates the printing format for the packing list:

- 1 = Print multiple containers per page
- 2 = Print only a single container per page.

Pack hierarchy. Code used by Electronic Commerce (EC) to show levels of a structured packing list.

Maintenance log. Status code that indicates whether maintenance logging is active for this company or customer:

- Y = Yes

- N = No

Alternate currency ID. Defaults to vendor currency.

Consolidate shipping. Code that indicates the consolidation option for shipping for this customer:

- 0 = Customer allows consolidation of orders
- 1 = Customer prefers not to consolidate. You can consolidate for shipping, but a warning message appears.
- 2 = Customer does not allow consolidation.

Consolidate packing. Code that indicates the consolidation option for packing for this customer:

- 0 = Customer allows consolidation of orders
- 1 = Customer prefers not to consolidate. You can consolidate for packing, but a warning message appears.
- 2 = Customer does not allow consolidation.

Working with COM customers

To work with a COM customer after it is created, do the following:

1. Take option 13 `Maintain customer' next to a type 1 or 3 entity on the 'Work with entities' panel. The 'Maintain Customer' panel appears.
2. Use the options provided next to a specific customer:
    - To maintain existing customer information, take option 2.
    - To remove Customer Master file data, take option 4.
    - To display existing customer information, take option 5.
    - To print the Customer Detail Listing report, take option 6.
    - To go to the OfficeVision note tasks function that allows you to maintain notes for a customer, take option 8.
    - To maintain comments that you can print on acknowledgments, invoices, and so forth, take option 13.
    - To maintain or display ship-to and tax information, take option 15.
    - To display accounts receivable information, take option 60.
    - To show customer addresses, take option 20.

To create a tax identifier (tax registration number) for a COM customer, take option 32 next to a type 1 or 3 entity on the 'Work with entities' panel (see "Creating tax identifiers"). Be aware that COM invoicing does not support multiple tax registration numbers. To produce invoices containing this data, use a locally-developed invoicing program.

Working with entity aliases

An `Entity alias' is an alternate name for an entity. For example, all these names may refer to the same entity:

- IBM
- International Business Machines
- I.B.M.
- Big Blue.

To make it easier for users to locate an entity and to prevent users from adding the same entity more than once, it is best to record all the possible aliases for an entity.

Whenever you use the **F4=prompt** (or **?**) to select an entity in IFM, the system shows you a list of entities by alias rather than by ID.

To work with entity aliases:

1. Take option 26 `Work with aliases' on the 'Work with entities' panel. The 'Work with entity aliases' panel appears.
2. Use **F6=Create**. The 'Entity alias – Create' panel appears.
3. Use the fields provided and press **Enter**.

Working with the entity diary

You use the diary associated with each entity to record the news about an entity which your organization personnel may need to know. For example, you might indicate that a customer entity has promised a major order or that a particular supplier failed to deliver an important order on time.

The diary can also remind you that certain events should have taken place by a certain date. For example, if a customer promises a payment by next Tuesday, you can have the entity diary remind you on Wednesday to check that the payment arrived as promised.

You can address diary entries to another IFM user (or to yourself) and request an acknowledge receipt of the entry.

To work with the entity diary:

1. Take option 25 `Work with entity diary' on the 'Work with entities' panel. The 'Work with entity diary' panel appears.
2. Use **F6=Create**. The 'Entity diary – Create' panel appears.
3. Use the fields provided to create the diary. When you have entered all the required details, press **Enter**. IFM creates the new diary record.

Fields

Diary narrative. You must enter some text for the diary narrative (the other fields are optional). You can enter up to 40 characters in the narrative field. If you need to enter more than 40 characters, you can use the standard IFM narrative facility to continue your message.

Alert user, alert status and date. If you want to address a diary entry to an individual IFM user, enter the required user ID (it can be your own ID). Once a diary entry has been created, the addressee can acknowledge receipt of the entry by changing its alert status.

Financial division and personal ledger. If the diary entry applies to a particular personal account, enter the associated personal ledger and the financial division to which it belongs.

Using OfficeVision/400

The `Work with entity diary' and `Review entity diary' panels give you convenient access to the i5/OS's facilities for sending notes and messages. You must have OfficeVision/400 installed on your system, and be enrolled as an OfficeVision/400 user, before you can send notes or messages.

Working with entity bank details

Entity bank details allow you to make payments to an entity. The details are dated so you can enter changed details ahead of time.

To create entity bank details:

1. Take option 17 `Work with bank details' on the 'Work with entities' panel. The ' Work with entity bank details' panel appears.
2. Use **F6=Create** panel appears. The 'Entity bank details – Create' panel appears.
3. Use the fields provided and press **Enter**.

Fields

Task security. The 'Maintain entity bank details' panel permits changing the back account number for the entity that you are working with. You can secure this panel from unauthorized use with the following procedure:

1. On the IFM System Management menu, take option 1 'Work With Applications'. Create a new application, then specify the users.
2. On the IFM System Management menu, take option 2 'Work With Tasks'. Create a new task with the Identifier YAHLE1R. Then specify 3=Maintain for Type, and enter the new Application id created in step 1.

Bank details. You can enter the bank entity, bank and account number of the entity bank account. You can record the address and other details of the bank by entering the identifier of the corresponding entity. For information on defining formats for bank account numbers, see "Option 1. Work With Bank Account Formats (AM5M66)".

Repointing an entity (for type 0 entities only)

Sometimes you may need to combine two entities. This can happen if, for example, you have accidentally added the same entity twice or if two of your customers have merged.

The repoint procedure changes all references to the repointed entity to the target entity and then deletes the repointed entity. The following changes occur:

- The repointed entity adopts the ID, name, entity data, entity bank details and entity attributes of the target entity.
- The target entity is entered in place of the repointed entity on any transactions, units, diary entries, banks or payment list details that refer to the repointed entity.

- Any personal accounts or diary entries belonging to the repointed entity are moved to the target entity.
- The entity statistics for the two entities are combined.

In addition, the system gives you the choice as to how the aliases and contacts of the repointed entity are treated.

To repoint an entity:

1. Take option 2 `Change' against the entity you want to repoint on the 'Work with entities' panel. The 'Entity – Change' panel appears.
2. Use **F10=Repoint entity**. The 'Entity repoint' panel appears.
3. Type the ID of required target entity and specify the required values for the other fields before pressing **Enter** to start the repoint procedure.

Fields

Repoint aliases. Repoint the aliases to the target entity or delete them.

Repoint contacts. Repoint the contacts to the target entity or delete them.

Creating tax identifiers

Tax identifiers are the tax registration numbers for your entities. To be sure you comply with tax laws when your business works with multiple taxes, it is important to have a tax identifier for each customer and vendor.

To create a tax identification number for an entity, take option 32=Tax identifiers next to an entity on the Work with entities panel. The Work with entity tax identifiers panel appears. Use **F6=Create**. The Entity tax identifier - Create panel appears.

Resetting vendor statistics

To reset the vendor statistics yearly, use **F20** on the 'Work with entities' panel. A message appears confirming that the system has changed the last year amount to the year-to-date amount and has reset the year-to-date amount to zero.

Option 2. Work With Personal Accounts (AM5M63)

Use this option on the Entity and Entity Related Tables menu to create and maintain personal accounts.

Understanding this option

What is a personal account?

A personal account authorizes an entity to a personal ledger. One entity may have many personal accounts but only one in any given personal ledger.

The account controls the trading relationship between the entity and a personal ledger. It also provides a range of default values, such as settlement terms, settlement

method, the entity's nominated contact and so on, which are automatically applied to transactions associated with the account.

Note: For information on the relationship between an IFM entity/personal account and the COM company/customer, see “COM customers and IFM entities”.

IFM does not distinguish between payable and receivable personal accounts. A personal account's eligibility to accept payable and/or receivable transactions is determined by its personal ledger.

What is personal account data?

A personal account is made up of a record for the account itself plus a personal account data record. Most of the information concerning the account is held in the personal account data.

Personal account data is one of the files for which IFM maintains dated records. As the way you manage an account changes, you can set up new records with different field values, each record being effective as of a precise date.

What are personal account attributes?

In addition to the personal account data, you can use IFM attributes system to record additional information about each personal account. See “Option 7. Work With Attribute Classes (AM5M68)” and “Option 10. Work With Attribute Analysis (AM5M68)” for more about attribute classes and attributes.

What are the rules for personal accounts?

IFM rules for personal accounts are as follows:

- To post transactions for an entity, you must setup at least one personal account for the entity.
- An entity can have many personal accounts. For example, if you have separate personal ledgers for merchandise and service invoices, a customer who buys only merchandise would have a personal account in the merchandise ledger and one who buys both merchandise and services would have an account in each ledger.
- If you create an IFM entity/COM customer (type 1) or an IFM entity/COM customer and PUR vendor (type 3), you must have a personal account for each receivables personal ledger that matches the customer’s company and currency ID. You can create a personal account and personal account data without creating a customer.
- If you create an IFM entity/PUR vendor or an IFM entity/COM customer and PUR vendor, you must have a personal account for that entity in a personal ledger for each PO currency used for this entity.
- If you do business with an entity in multiple currencies, you must setup a personal account for the entity in the personal ledger for each currency.

Using this option

When you enter option 2 on the Entity and Entity Related Tables menu, the `Work with personal accounts' panel appears. From here, you can:

- Create a personal account.
- Create personal account data
- Create personal account taxes
- Create personal account attributes.

Creating personal accounts

The `Work with personal accounts' panel shows you those entities which already have accounts within the current personal ledger.

To create a personal account:

1. Use **F6=Create** on the 'Work with personal accounts' panel. The 'Personal account – Create' panel appears.
2. Type the identifier of an entity and press **Enter**. The system takes you to the `Personal account data – Create' panel. Once you have created the personal account data, the system may prompt you to specify attributes for those attribute classes on the default attribute list of the personal ledger.

Note: Option 13 `Work with entity data' takes you directly to the `Work with entity data' panel. This is the same panel you see if you take option 1 on the Entity and Entity Related Tables menu, and taken option 12 against any of the entities on the system. For more information, see "Working with entity data".

Creating personal account data

After creating a new account, you are prompted to create its personal account data. You can also update the personal account data at any time:

1. Take option 12 `Work with data' for the required account on the 'Work with personal accounts' panel. The 'Work with personal account data' panel appears.

   You can create many sets of personal account data for a personal account. Each set is dated, and only one set can be effective at one time. This panel shows you the existing sets of account data for an account, in date of data sequence.
2. Use **F6=Create**. The 'Personal account data – Create - Page 1 of 3' panel appears.
3. Use the fields provided to create the appropriate data. The system uses the previous set of personal account data to provide default values. You only need to specify values for those fields which you want to change.

Fields (Page 1 of 3)

Effective date. This field determines when each set of personal account data becomes effective. It defaults to today's date. A personal account does not accept transactions whose document date is earlier than the first set of personal account data belonging to the personal account. For example, if during the set up of your system you want to load `back-dated' transactions, you need to create a suitably-dated set of personal account data for each personal account. If not, the transactions do not post.

Personal account status. The personal account status indicates the current state of your trading relationship with an entity. For example, you could specify a personal account status to prevent any new transactions being entered for a customer who is in debt to you. See "Option 8. Work With Personal Account Status (AM5M64)" for details of how to create personal account statuses.

Payment method and settlement terms. These two fields give you the option of overriding the equivalent fields on the personal ledger. They provide defaults for all settlement lines created for the account. If you leave the field blank, the system uses the corresponding field on the personal ledger as a default. If you specify a value, it is used as the default instead of the personal ledger value.

Balance limit. If the balance due or payable on an account exceeds this figure, the account is listed whenever a personal account exception report is printed (see “Option 7. Generate Personal Account Exceptions Report (AM5M80)”). The personal ledger inquiry facility also indicates those personal accounts which have exceeded their limit.

For receivable accounts, you would normally enter a positive (debit) value. For payable accounts, you would normally enter a negative (credit) value.

Contact. You may nominate which of the contacts recorded for an entity is responsible for administering the personal account.

Financial division. If this account is a trading account with another financial division within the same administrative division, you may enter the identifier of the financial division.

Aggregate personal accounts?. This field only applies if payments to an entity are to be made through the automatic payments system and only if the entity has more than one personal account.

If you set the field to 1 `Aggregate', payments to this personal account are combined with the payments to other personal accounts belonging to the same entity which also have this field set to 1. One payment is generated for the personal accounts concerned.

If you set the field to 0 `Don't aggregate', the payments to the personal account are always separate from any other personal accounts.

Defaults.

> ***Apportionment***. Invoices from the entity are apportioned to the accounts based on the rules contained in the apportionment.
>
> ***Accrual nature***. Entity has invoices eligible for accrual at the end of the period, they are credited to the accrual nature for the entity. If left blank, the accrual nature comes from the personal ledger.
>
> ***Note method***. Note method used when entering transactions for the entity. You can override the note method for a specific transaction if necessary. For more information, see “Option 9. Work With Note Methods (AM5M64)”.
>
> ***Withholding method***. Use only when you are required to withhold tax from vendor payments. It triggers the withholding function in transaction processing. For more information, see “Option 8. Work With Withholding Methods (AM5M63)”.

Note: You can enter a withholding method only for a personal account in an accounts payable personal ledger.

Fields (Page 2 of 3)

Apply tax to account. Determines how taxes are calculated for a transaction. One of the following is valid:

0 Check ledger. Taxes are applied to the personal account using the value from the Apply tax within ledger field on the Ledger - Page 2 of 2 - Change/Create panel. The possible values for that field are the same as the following three values.

1 User entered. Tax is applied manually. No tax information is generated when a transaction is posted.

2 Generate, control total w/o taxes. Tax lines are automatically generated during transaction processing, but the calculated control total for the value line does not include the tax.

3 Generate, control total with taxes. The total amount calculated by the vendor. Used to verify that a vendor has correctly calculated the tax. Tax lines are automatically generated during transaction processing, and the calculated control total for the value line includes the tax. IFM compares the sum of the charge lines you enter and the tax lines it generates to the control total and reports any discrepancies.

Tax suffix. Classification of an customer or vendor for tax purposes.

One-time account status. Sometimes you need to set up a personal account which you only expect to use once. When this is the case, you can set the one-time account status flag. When a transaction is posted for this account, its number is recorded on the personal account, and no further transactions are accepted for the account. The only way to add further transactions would be to create a new account with the one-time account status flag set to 0 (not a one-time account).

During transaction archiving, if the personal account is still a one-time account, and if no other transactions exist for the entity, IFM changes the record status of the entity and its associated personal account to 3 `Please archive'.

Default charge. This field identifies the charge code used when a new charge line is created. It is defaulted from the selected personal account.

1099 Tax identifier. This field displays the 1099 tax identifier that applies to this personal account. 1099 tax identifiers are necessary for the successful functioning of the 1099 tax accumulation facility, which is explained in “Option 10. Work with 1099 Tax Accumulation (AM5M3A)”.

1099 Report type. This field indicates the report type of the tax identifier for this personal account. There are two possible values:

- If you set the field to 1 `Invoice', the 1099 tax relating to this personal account is included during 1099 tax accumulation whether or not the relevant invoice has been fully settled.
- If you set the field to 2 `Settlement', the 1099 tax relating to this personal account is only included during 1099 tax accumulation if the relevant invoice has been settled in full.

Nature for. These five fields (***Write off***, ***Correction***, ***Debit note clearing***, ***Debit note income***) over-ride the equivalent fields on the Personal ledger file.

Debit note tran type. The transaction type associated with a debit note. The value in this field overrides the value, if any, in the corresponding field in the personal ledger file.

Flelds (Page 3 of 3)

Invoice/credit memo matching method. Method of matching invoice line items and credit memos to IM inventory receipts. One of the following is valid:

1 None. No matching is allowed.
2 Manual. User does the matching.
3 Automatic. IFM does the matching during transaction processing or the user does the matching.

Automatic matching method. Type of automatic matching. One of the following is valid:

1 FIFO. Inventory transaction with older time stamps and the same PO number, warehouse, item, and release number (if applicable) are matched to charge lines before newer inventory transactions.

2 Invoice. Inventory transaction with older time stamps and the same PO number, warehouse, item, and release number (if applicable) are matched to charge lines. Match is based on invoice number and not FIFO date.

3 Invoice/FIFO. Inventory transaction with older time stamps and the same PO number, warehouse, item, and release number (if applicable) are matched to charge lines. If the items for the charge lines are not fully matched, older inventory transactions with a blank invoice number and the same PO number, warehouse, item and release number (if applicable) are matched to the charge line.

Matching discrepancy option. How the system handles invoice/credit memo mismatches. One of the following is valid:

1 Ignore. Do not handle mismatches.

2 Tolerance check. The system makes sure that the that the value of the unmatched items does not exceed the line or order tolerances if no other errors are found.

3 Not allowed. Unmatched items of a charge line cause the transaction to be rejected and charge line errors to be generated. Also, a transaction header narrative is generated that states that the transaction must be approved by the buyer.

Automatic cost adjustment. Use this flag to turn off the creation of cost adjustment transactions for AP invoices that are charged to a specific personal account. When you select 0=No, this value overrides the normal IFM/IM interface tailoring.

This field is used for interdivision transfers in situations where "profit in inventory" is not allowed, and normal accounting procedures for eliminating profit in inventory cannot be used.

Creating personal account attributes

You can specify a default attribute list for a personal ledger. If so, when you add a personal account to the ledger you are prompted to specify attributes for each attribute class on the list.

Some of these classes may be mandatory and others optional (as determined by the attribute list). If you fail to specify an attribute for a mandatory attribute class, a warning message is displayed and the system takes you to the `Work with entity attributes' panel.

If you want to work with attributes other than when creating a personal account, take option 8 `Work with attributes' for the required account on the 'Work with personal accounts' panel. The 'Work with personal account attributes' panel appears.

This panel displays all of the attribute classes in the current administrative division. If the personal account has an attribute in any of these classes, the attribute is named and identified. If not, the attribute ID and name fields are left blank.

To create a new personal account attribute:

1. Take option 2 `Create/Change' for the required attribute class.
2. if an attribute is already selected, use **F6=Create**. The 'Personal account attribute – Create' panel appears.
3. Enter the required attribute and also its effective date.

Fields

Effective date. An account can have more than one attribute from an attribute class, but only one attribute can be current or `effective' at any one time. Therefore, when you create a personal account attribute, you enter the date on which it becomes effective.

Work with personal account attributes: display modes

You can toggle between the two display modes for this panel by using the **F11=Selected/All** function key. One mode shows all the attribute classes in the administrative division, the other shows only the attribute classes in which the account has a current attribute.

Work with personal account attributes: all dates

The `Work with personal account attributes' panel only displays current attributes in each class. If there are other attributes in a class which are effective in the past or future, the date of data field for that class is highlighted. To see all the selected attributes in a class and not just the currently active one, take option 12 `Work with all dates' for the class concerned. The `Personal account attribute dates' panel appears, showing all of the selected attributes and their respective dates of data.

Option 3. Work With Entity Groups (AM5M63)

Use this option on the Entity and Entity Related Tables menu to create and maintain entity groups.

Understanding this option

What is an entity group?

An entity group contains entities that are related for purposes of inquiries or COM credit checking. For example, an entity group can contain several company branches for which you want to see a single balance. After creating an entity group, you can add the group reference to the data for each entity in the group.

For information on personal ledger inquiries, see “Displaying summary account data by entity group”.

Credit checking for an entity group

You do customer credit checking using COM order processing. However, IFM controls whether the credit is checked at the ledger, entity or entity group level.

See the ***Group credit type*** field under “Using this option”.

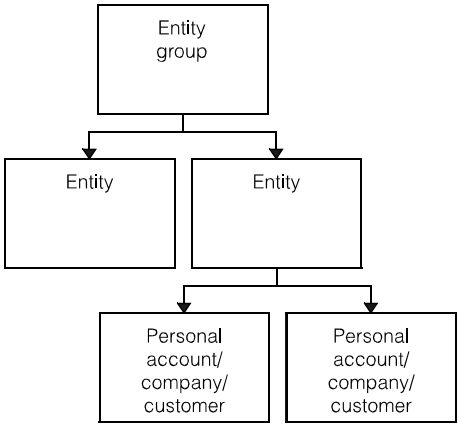


Figure 8-6. Enterprise credit checking

The following is an example of credit checking at the entity group level where customers A, B and C are in the same entity group:

Table 8-4. Credit checking at the entity group level

	Customer A	**Customer B**	**Customer C**	**Total**
Entity group credit limit				100,000
Unapplied cash	5,000		10,000	15,000
Adjusted credit limit				115,000
Less:				
Accounts receivable	10,000	10,000	10,000	30,000
Open customer orders	10,000	15,000	15,000	40,000
Credit available				45,000

For more information on COM credit checking, see Chapter 3 of the *COM User’s Guide*.

Using this option

When you enter option 14 on the Table Maintenance menu, the `Work with entity groups' panel appears.

To create a new entity group:

1. Use **F6=Create** on the 'Work with entity groups' panel. The 'Entity group – Create' panel appears.
2. Type the required values in the fields and press **Enter**. A group headquarters is optional.

Fields

Group HQ. Entity in the entity group designated as the headquarters for the group. It contains the name and address information for the group.

Group telephone. Telephone number of the entity group.

Group credit type. Determines how COM credit checking is done. When you select a group credit type, all entities in the group are automatically assigned that credit type. One of the following is valid:

1 P/S account. Credit decisions are based on the available credit for a specific company/customer that equals an IFM personal account. Credit is checked separately for each COM customer associated with the entities in the group.

Note: If you want to enter orders and post invoices to multiple ledgers for the COM customer, use credit check option 6 'Entity within specific Financial Division'. See below for details.

2 Entity. Credit decisions are based on the available credit for the entity personal accounts.

3 Entity override. Credit decisions are based on the user-entered available credit for each entity in the group.

4 Group. Credit decisions are based on the available credit for the personal accounts of the entities in the group.

5 Group override. Credit decisions are based on the user-entered available credit for the entity group.

6 Entity within specific Financial Division. Credit decisions are made based on the available credit for all accounts associated with an entity within one financial division.

Group currency. Required. Currency used to do credit checking at the entity group level. When COM does credit checking at the entity group level, it converts customer order and accounts receivable information into the group currency.

Group credit limit. Amount of credit to which the entity group is limited. The credit limit must be a group currency value. This field is user-entered only if the group credit type is 5=Group override. If the credit limit is zero, then the entity group is assumed to have no credit.

Option 4. Work With Allocation Entities (AM5M63)

Use this option on the Entity and Entity Related Tables menu to create and maintain allocation entities. An allocation entity is one which can allocate cash to other entities in the same administrative division.

Understanding this option

What is an allocation entity?

An allocation entity can use the cash it receives to settle invoices for other entities in the same administrative division.

An allocation entity can be one of two types:

- Type 1 allocation entity can only allocate cash to entities which belong to its own `member list' of entities. You can set up a member list for each Type 1 allocation entity.
- Type 2 allocation entity can allocate to any other entities (within the same administrative division) - there is no `member list' restriction.

The IFM allocation facility (see “Option 6. Apply Cash Receipts To Invoices (AM5M10)”) lets you specify both a `From' and a `To' entity. As a default, the `From' and the `To' entities are both the same. However, you may change the `To' entity if you wish. The `From' entity must be an allocation entity, and the `To' entity must be one to which it can allocate cash.

IFM also allows you to allocate cash from a Type 1 allocation entity to its multiple member entities simultaneously. In this case, the value for the ‘Allocate to entity’ will be blank and the description will indicate ‘*Multiple.’

Using this option

When you enter option 4 on the Entity and Entity Related Tables menu, the `Work with allocation entities' panel appears. From here you can:

- Create an allocation entity
- Create an allocation entity member list.

Creating allocation entities

To create an allocation entity:

1. Use **F6=Create** on the ’Work with allocation entities’ panel. The ’Allocation entity - Create’ panel appears.
2. In the ***Allocation entity*** field, enter the ID of any entity within the current administrative division (you can use the **F4=prompt** to obtain a selection list of these entities). Use the ***Allocations allowed*** field to determine whether it is a Type 1 or Type 2 allocation entity. When you press **Enter**, IFM creates the new allocation entity record.

Creating member lists

If you have created an allocation entity type 1, you need to create its member list.

1. Take option 12 `Work with members' on the relevant allocation entity on the ”Work with allocation entities’ panel. The ’Work with allocation entity members’ panel appears.
2. Use **F6=Create**. The ’Allocation entity member - Create’ panel appears.
3. In the ***Member*** field, enter the ID of any entity (you can use the **F4=prompt** to obtain a selection list). When you press **Enter**, IFM creates the new allocation entity member.

A member list can contain any number of entities.

Option 5. Work With Regions (AM5M63)

Use this option on the Entity and Entity Related Tables menu to create and maintain region records. Regions provide a useful way of distinguishing entities.

“Option 1. Work With Entities (AM5M63)” refers to regions and districts in the context of entity maintenance.

Understanding this option

What is a region?

When you create an entity record, IFM provides two optional fields called ***Region*** and ***District***. These fields are useful if you want to group entities geographically.

`Region' and `district' are relative terms, `district' meaning a sub-section of a `region'. You can tailor these terms to suit the geographic scope of your business. If you trade internationally, you may want `region' to mean country and `district' to mean county or state. If most of your trade is domestic, you may want `region' to mean county, and `district' to mean town or borough.

A region must already exist in the regions file before you can enter it as the region on the `Entity – Create' panel. This is not the case for districts. IFM does not maintain district records, and you can enter anything at all as an entity's district. Nevertheless, it is better to create a suitable district naming convention.

Using this option

When you enter option 3 on the Table Maintenance menu, the `Work with regions' panel appears.

To create a region:

1. Use **F6=Create** on the ’Work with regions’ panel. The ’Region – Create’ panel appears.
2. Use the ID and name fields to create the region, and press **Enter**.

Option 6. Work With Countries (AM5M63)

Use this option on the Entity and Entity Related Tables menu to maintain a list of country identifiers.

Understanding this option

Use the list of country identifiers to establish and maintain entity addresses. The identifiers are shared with the COM and PUR application.

Using this option

When you enter option 6 on the Entity and Entity Related Tables menu, the "Work with countries' panel appears.

To create a country record, do the following:

1. Use **F6=Create**. The "Country - Create" panel appears.
2. Use the fields provided to create the record, and press **Enter**.

Fields

Identifier. Code that identifies a country.

Name. Name of the country.

EEC country code. Code assigned by your company that identifies an EEC country.

EEC statistical value %. Value that is a result of computations performed by your company.

EEC member state. Status code that indicates whether this country is an EEC member state.

Option 7. Work With States (AM5M63)

Use this option on the Entity and Entity Related Tables menu to maintain a list of state, city and county identifiers.

Understanding this option

Use the list of state identifiers to establish and maintain entity addresses. The identifiers are shared with COM and PUR.

The city and county identifiers are used for calculating taxes. Each identifies a city and country within a state and county.

Using this option

When you enter option 7 on the Entity and Entity Related Tables menu, the "Work with states' panel appears.

Figure 8-7 shows the main state maintenance panels.

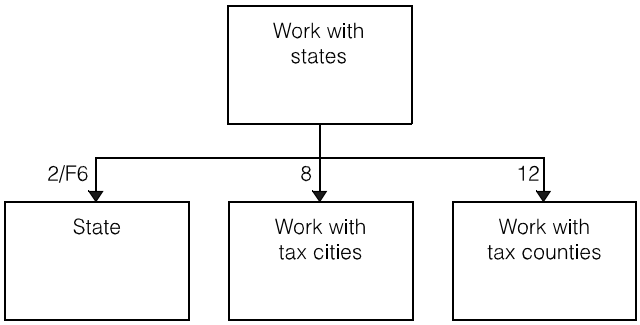


Figure 8-7. Working with states

Creating state records

To create a state record, do the following:

1. Use **F6=Create**. The "Add state" panel appears.
2. Use the ***Country ID, State ID, State name,*** and ***EEC state code*** fields to create the record.

Working with tax cities

To create a city record, do the following:

1. Take option 8, Work with tax cities, on the Work with states panel. The "Work with tax cities" panel appears.
2. Use **F6=Create**. The Tax city - Create panel appears.
3. Type a city ID and description and press **Enter**.

Working with tax counties

To create a county record, do the following:

1. Take option 8, Work with tax counties, on the Work with states panel. The "Work with tax counties" panel appears.
2. Use **F6=Create**. The Tax county - Create panel appears.
3. Type a county ID and description and press **Enter**.

Option 8. Work With Withholding Methods (AM5M63)

Use this option on the Entity and Entity Related Tables menu to create and maintain methods for withholding income tax when paying vendor invoices.

Understanding this option

Some countries require you to withhold tax from payments to certain vendors, typically consultants. The withholding methods that you create tell IFM how to withhold and remit the vendor tax and which entities (vendors) and charge types are subject to withholding.

To be sure that taxes are withheld on the appropriate vendor invoices, it is best to enter the withholding method on the personal accounts for the entities subject to withholding and indicate that the charge types are subject to withholding. This allows IFM to automatically enter the correct withholding information for a transaction. For more information, see “Creating personal account data”, “Creating charges”, “Creating a transaction header” and “Creating charge lines”.

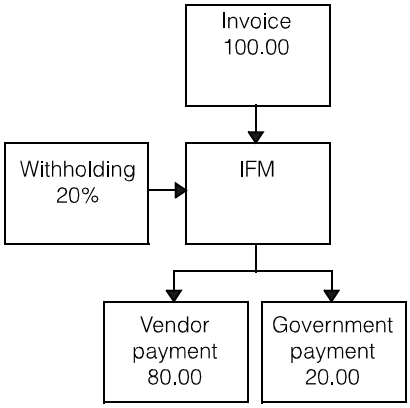


Figure 8-8. Vendor tax withholding

When IFM processes an invoice subject to withholding, it reduces the vendor payment by the amount withheld and generates a government invoice for the amount. You use the invoice to remit the withheld amount to the government at the appropriate time.

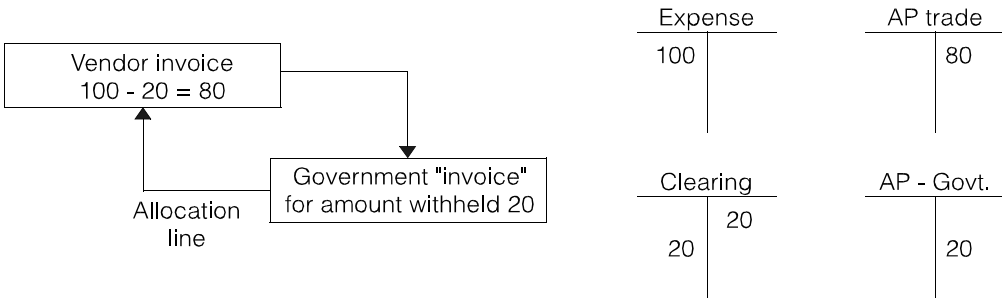


Figure 8-9. Processing vendor tax withholding

Using this option

When you enter option 8 on the Entity and Entity Related Tables menu, the `Work with withholding methods' panel appears.

Creating withholding methods

To create a withholding method:

1. Use **F6=Create** on the 'Work with withholding methods' panel. The 'Withholding methods – Create' panel appears.
2. Use the fields provided and press **Enter**.

Fields

Identifier. Code that identifies a withholding method.

Name. Description of a withholding method.

Creating withholding method data

You create the withholding method data by effective date. To create data for a specific withholding method:

1. Take option 12 `Work with data' next to a withholding method on the 'Work with withholding methods' panel. The 'Work with withholding method data' panel appears.
2. Use **F6=Create**. The Withholding method data panel appears.
3. Use the fields provided and press **Enter**.

Fields

Effective date. Date on which the data for the withholding method is in effect.

Rate. Flat withholding percentage.

User program. User-supplied program that calculates the amount of withholding instead of the percentage from the rate field.

Clearing unit/nature. Unit and nature used to split the liability between the vendor and the government.

Pay to taxing body.

> ***Entity.*** Government agency that receives the withheld tax. Be sure this entity already exists as an allocation entity. To create an allocation entity, see "Option 4. Work With Allocation Entities (AM5M63)" on page 8-74.
>
> ***Financial division.*** Financial division that receives the withheld tax.
>
> ***Personal ledger.*** Payables personal ledger that receives the withheld tax. If the amounts are outside your day-to-day accounts payable operations, consider keeping withheld amounts in a separate ledger.

Transaction type. Transaction type associated with this effective date.

Settlement terms. Settlement terms associated with this effective date.

Settlement method. Settlement method providing the due date.

Option 9. Work With Interdivision Trade Partnerships (AM5M63)

Use this option on the Entity and Entity Related Tables menu to create and maintain interdivision trade partnerships. For information on interdivision transfers, see “Option 5. Create Interdivision Transfers (AM5M26)”.

Understanding this option

An interdivision transfer records the movement of items between related financial divisions, treating the divisions as a customer and a vendor. An interdivision trade partnership defines the customer/vendor relationship. The division sending the shipment is the customer and the division receiving the shipment is the vendor.

Note: Before creating the interdivision partnerships, be sure each partner exists as COM customer or a PUR vendor. See “Option 1. Work With Entities (AM5M63)”.

You can perform interdivision transfers using this option or “Option 5. Create Interdivision Transfers (AM5M26)”.

Using this option

When you enter option 9 on the Entity and Entity Related Tables menu, the `Work with interdivision trade partnerships' panel appears.

Creating interdivision trading partnerships

To create an interdivision trade partnership, do the following:

1. Use **F6=Create** on the ’Work with interdivision trade partners’ panel. The ’Interdivision trading partners - Create’ panel appears.
2. Use the fields provided and press **Enter**.

Fields

Trading partnership id. Code that identifies an interdivision trading partnership.

Name. Description of an interdivision trading partnership.

Mark-up percentage. Optional. Percentage used to calculate the sale price of a transferred item.

Division receiving the shipment.

Vendor number. Number of a PUR vendor.

Buy from vendor. Number of a PUR buy-from vendor.

Payables clearing account. Unit or nature account used to clear the accounts payable invoice. See “Option 6. Offset Interdivision Transfer Invoices (AM5M3A)”.

Tax transaction type. Classification of a transaction for tax purposes. This tax transaction type is associated with the payables transaction generated for the receiving division.

Warehouse. Warehouse receiving the shipment.

Division sending the shipment.

Co / customer. COM customer number including the COM suffix.

Ship to number. Number for the ship to if the ship-to address is different than the COM customer address.

Receivables clearing account. Unit or nature account used to clear the accounts receivable invoice. See “Option 6. Offset Interdivision Transfer Invoices (AM5M3A)”.

Tax transaction type. Classification of a transaction for tax purposes. This tax transaction type is associated with the receivables transaction generated for sending division.

Warehouse. Warehouse sending the shipment.

Creating interdivision transfers

To create interdivision transfers, take option 12=Work with ID transfer on the Work with interdivision trade partners panel.

For more information, see “Creating interdivision transfers”.

Option 10. Personal Account Mass Create (AM5M63)

Use this option on the Entity and Entity Related Tables menu to mass create and maintain personal accounts for many entities.

Understanding this option

Once personal ledgers are created for the accounts payable and receivable in a financial division, you can mass create personal account data records for many entities. Default information from the personal ledger is used in creating the personal account records. The new personal account information is needed to create the new customer master records.

Using this option

To begin mass creating personal accounts:

1. Take option 10 on the Entity and Entity Related Tables menu. The ‘Personal account mass creation’ panel appears.
2. Use the fields provided and press **Enter**, or press a Function key.

Fields

Following are the field descriptions for the ‘Personal account mass creation’ panel.

Admin division. Contains the ID or identifier of the administrative division. The default is based on the user’s ID. This is the division that personal accounts are to be created in.

Financial division. The financial division within the administrative division. This field is required. This is the financial division that personal accounts are to be created in.

Personal ledger. Personal ledger for which the accounts are to be created. This field is required.

Process mode. Gives you the option of performing the Mass Create either interactively or in background. One of the following values is valid:

- 0 = Do not submit to background.
- 1 = Submit to background.

Subset Entity Selection.

Entity. Entity associated with the transaction. If an entity is entered, only information for that entity is displayed on the ‘Mass create’ panel. If the entity entered already has a personal account for the personal ledger and financial division, the Mass Create is not allowed because the entity will not be listed. If the entity is left blank, all entities for the administrative division are displayed on the ‘Mass create’ panel (use **F4 = Prompt**).

One of the following entity types is valid:

- 0 = Not a customer or vendor. Only a personal account is created, not a customer master.
- 1 = Customer.
- 2 = Vendor.
- 3 = Customer and Vendor.

Note: Entity must match ledger type. (If P/L = AR, then Entity type = 0, 1, or 3; if P/L = AP, then Entity type = 0, 2, or 3.)

Currency to select. One of the following values is valid for showing records on the ‘Mass create’ panel:

- 1 = Show entities that have a currency that matches the currency entered in the ***Currency id*** field. This is the default.
- 2 = Show all entities for all currencies.
- 3 = Show only entities with euro-participating currencies.

Currency id. Displayed and required only if Currency to select = 1.

Create customer master. Valid values are 1 = Yes and 0 = No. Displayed only if personal ledger = A/R and is interfacing with COM. If personal ledger = A/P, the Customer Master creation is not allowed.

Note: If a personal account already exists for the administrative division, financial division, personal ledger, and entity combination that is entered, then an error message appears when a specific entity is entered.

Functions

F3 'Exit' or **F12 'Cancel'.** Returns you to the Entity and Entity Related Tables menu.

F4 'Prompt'. Displays the possible values for each field.

Mass creating personal accounts

To mass create personal accounts:

1. Use the fields provided on the 'Personal account mass creation' panel and press **Enter.** The 'Mass create' panel appears.
2. Use an option provided and press **Enter**, or press a Function key.

Fields

Record selection is done based on information entered on the 'Personal account mass creation' panel.

Admin division. Contains the ID or identifier of the administrative division.

Financial division. The financial division within the administrative division.

Personal ledger. Personal ledger for which the accounts are to be created.

Entity. Entity associated with the transaction. If an entity was entered on the 'Personal account mass creation' panel, Entity and Entity name is display only; only data for that entity is shown. If no entity was entered on the 'Personal account mass creation' panel, all entities that do not already have a personal account for the administrative division are subsetted on the panel (use **F4=Prompt**).

Entity name. Name for selected entity.

Currency to select.

- If Currency to select = 1, a description of the currency appears in the **Curr** field in the subset. Entities are shown whose credit limit currency in the Entity data file matches the entered currency.
- If Currency to select = 2, "All" appears. All entities in the Entity data file are subsetted in the **Curr** field.
- If Currency to select = 3, "Euro-participating" appears. Only entities with euro-participating, credit limit currencies in the Entity file are subsetted in the **Curr** field.

Create customer master.

- If Create customer master is 1 = Yes, then the **Sales Rep** and **Credit check** fields are visible in the subset, and you can enter values in these fields.
- If Create customer master = 0, then **Sales Rep** and **Credit check** are not displayed in any subset.

Curr. Currency description. Refer to the previous description for the **Currency to select field.**

Balance limit. Limit placed on the personal account data record that will be created. You can enter a value in this field.

Credit check type. Determines how COM credit checking is done. If the entity belongs to an entity group, then this field is protected. Normally, this field defaults to the current entity data record. If the field is blanked out, the current Entity Date file value will be reloaded.

Note: During Mass Create processing, if the value you enter is different from the one in the Entity Data file, a new entity data record will be created for the current date. If a record already exists for the current date, then the record is updated. For a new record, all values are defaulted from the previous current record, except for the new Credit check type.

1 P/S account. Credit decisions are based on the available credit for a specific company/customer that equals an IFM personal account. You can enter an entity group, but the entity is not included in entity group credit checking for COM orders. Credit is checked separately for each COM customer associated with an entity.

Note: If you want to enter orders and post invoices to multiple ledgers for the COM customer, use credit check option 6 ‘Entity within specific Financial Division’. See below for details.

2 Entity. Credit decisions are based on the available credit in the entity personal accounts. You must enter an entity currency for use in checking the credit of all COM customers belonging to the entity. COM customers belonging to an entity can have different currencies. You can enter an entity group, but the entity is not included in entity group credit checking for COM orders. The credit limit is the total of the balance limit amounts for the entity personal accounts.

3 Entity override. Credit decisions are based on the credit limit you enter. You must enter an entity currency for use in checking the credit of all COM customers belonging to the entity. COM customers belonging to an entity can have different currencies. If you do not enter a credit limit, the system assumes zero credit for the entity. You can enter an entity group, but the entity is not included in entity group credit checking for COM orders.

4 Group. Credit decisions are based on the available credit for the entity group personal accounts. The credit limit is the total of the balance limit amounts for the entity personal accounts.

5 Group override. Credit decisions are based on the available credit you enter on the Entity group panel.

6 Entity within specific Financial Division. Credit decisions are made based on the available credit for all accounts associated with an entity within one financial division.

Sales rep. Only displayed when Create customer master is 1=Yes. Identification number of the sales representative.

Credit check. Only displayed when Create customer master is 1=Yes. Indicates if a credit check is required. Credit check defaults to 0 (No), but if an amount is entered in Balance limit, this field can be changed to 1 (Yes).

Options

Option 1 'Include/exclude'. Take this option to include or exclude individual entities from the Mass Create. Enter **1** to include/exclude an entity and press **Enter**.

Note: This option is independent of the **F13=Select/deselect all** function key, which you use to select/deselect all of the entities at one time.

Option 5 'Display'. Take this option to show entity information.

Functions

F3 'Exit'. Returns you to the Entity and Entity Related Tables menu.

F4 'Prompt'. Displays the possible values for Entity and Entity name.

F9 'Process'. Mass creates the personal accounts interactively or in background. This action depends on your selection in the ***Process mode*** field on the 'Personal account mass creation' panel.

Note: See the 'Processing notes' section below.

F11 'Included/all'. Toggles the display between all entities and only those entities included. If you enter an entity and then press **F11**, the system positions the entered entity, and highlights any previously selected entities.

F12 'Cancel'. Returns you to the 'Personal accounts mass creation' panel with the input fields blank.

F13 'Select/deselect all'. Includes all entities in the Mass Create. Press **F13**, and all the entities are selected and highlighted. Press **F13** again to deselect all the entities.

F17 'Subset'. Returns you to the 'Personal account mass creation' panel for a new selection. Input fields keep their previous values.

F21 'Clear all'. Removes all entities from the 'Mass create' panel and temporary master file.

Processing notes

You can select entities for Mass Create with **Option 1 'Include/exclude'** and **F13=Select/deselect all**. After selecting the desired entities, you can exit Mass Create without processing by pressing **F3=Exit.** The system returns you to the Entity and Entity Related Tables menu, and saves all your entity selections in a temporary master file.

Later, in another work session, you can return to Mass Create and make additional selections that are separate from the previous session. Then, you can press **F9=Process** to process the selected entities in both the current and previous work sessions. Thus, you can accumulate several sets of Mass Create work sessions for processing later.

Option 3. Terms and Collections Tables (AM5M60)>>

Use this option on the Table Maintenance menu to go to the Terms and Collection Tables menu (AM5M64). It contains the following options:

Option 1. Work With Public Holiday Sets (AM5M64) 8-86
Option 2. Work With Date Methods (AM5M64) 8-87
Option 3. Work With Settlement Terms (AM5M64) 8-89
Option 4. Work With Collection Status (AM5M64) 8-92
Option 5. Work With Aging Structures (AM5M64) 8-93
Option 6. Work With Reasons for Dispute (AM5M64) 8-97
Option 7. Work With Settlement Methods (AM5M64) 8-98
Option 8. Work With Personal Account Status (AM5M64) 8-99
Option 9. Work With Note Methods (AM5M64) 8-99
Option 10. Work With Installment Methods (AM5M64) 8-103
Option 11. Work With Installment Percent Methods (AM5M64) 8-105

Option 1. Work With Public Holiday Sets (AM5M64)

Use this option on the Terms and Collection Tables menu to specify which days of the week are non-working days and which dates are public holidays. This information is used by date methods. For more information, see “Option 2. Work With Date Methods (AM5M64)”.

Understanding this option

What is a public holiday set?

A public holiday set designates each day of the week - Monday to Sunday - as either a non-working day or a working day. In addition, each public holiday set can specify particular dates which are to be treated as public holidays.

You use public holiday sets only if the result of a date method is a non-working day or a public holiday. In this case, the date method gives you the option of moving the result to the next available working day. For example, if you did not want the due dates of your invoices to fall on a Sunday, you could use the non-working days option to move them to the following Monday.

Using this option

When you enter option 1 on the Terms and Collection Tables menu, the `Work with public holiday sets' panel appears. From here you can:

- Create public holiday sets
- Create public holiday records.

Creating public holiday sets

To create a public holiday set:

1. Use **F6=Create** on the ’Work with public holiday sets’ panel. The ’Public holiday set – Create’ panel appears.

2. Use the field provided to create the public holiday record. By default, Monday to Friday are listed as working days, while Saturday and Sunday are listed as non-working days. Once you have created a public holiday set, use **F15** to go the `Work with public holidays' panel.

Creating public holidays

The `Work with public holidays' panel lists all the dates which have been specified as public holidays for a particular public holiday set. To create a public holiday record:

1. Use **F6=Create** on the 'Work with public holidays' panel. The 'Public holiday – Create' panel appears.
2. Type in the required date and press **Enter**.

Option 2. Work With Date Methods (AM5M64)

Use this option on the Terms and Collection Tables menu to create and maintain date methods. A date method is a formula which calculates a second date from a starting date (the base date).

Understanding this option

What is a date method?

Date methods can be used by settlement terms to automatically calculate:

- The due date of a settlement line
- The settlement date of a settlement line
- Any settlement discount or finance charge applicable to the a settlement line.

In each case, you can use various dates as the base date. For example, you could use the effective date of the transaction or a date that you specify.

Date methods can take into account any public holidays and non-working days. For example, you could use the following date method to determine the due date of an invoice dated 24th August 1995:

Base date	Document date (24th August)
Base date modifier	End of month (31st August)
Backward or forward	Forward
Major increment	One month (30th September)
Minor increment	15 days (Sunday 15th October)

Sunday is a non-working day and Non-working day option = Move forward (Monday 16th October).

This means your invoice dated 24th August is due on the 16th October.

For more information on using date methods, see “Option 3. Work With Settlement Terms (AM5M64)”. For information on how you define which days are non-working days and public holidays, see “Option 1. Work With Public Holiday Sets (AM5M64)”.

Using this option

When you enter option 2 on the Terms and Collection Tables menu, the `Work with date methods' panel appears.

To create a date method:

1. Use **F6=Create** on the 'Work with date methods' panel. The 'Date method – Create' panel appears.
2. Use the fields provided to create the date method. When you have entered all the required details, press **Enter**. IFM creates the new date method record.

Fields (Page 1 of 2)

Backward or forward?. Determines whether the calculation goes backward or forward from the modified base date.

Base date modifier. You can either use the base date as supplied to the date method or modify it to the start or end of the period in which the base date lies, or the start or end of the month in which the base date lies.

Major increment and type. The number of days, periods or months (according to major increment type) which are added to or subtracted from (according to `Forward or backward?') the modified base date.

Minor increment. The number of days which are added to or subtracted from the modified base date +/- major increment.

Public holiday set. The public holiday set associated with this date method. The public holiday set defines which days of the week are regarded as working days and which days are public holidays. For more information, see “Option 1. Work With Public Holiday Sets (AM5M64)”.

Fields (Page 2 of 2)

Non-working day option. If the date method calculation ends up on a weekend or a public holiday, the calculation may move forwards or backwards to the next working day.

Fixed day option. If you selected a fixed day of the week and the calculated date is not on the specified day, the due date is adjusted backward or forward to the fixed day of the week.

Fixed day of week. Determines which day of the week an invoice is due.

Option 3. Work With Settlement Terms (AM5M64)

Use this option on the Terms and Collection Tables menu to create and maintain settlement terms which are involved in the management of receivables and the control of debt.

Understanding this option

What are settlement terms?

Settlement terms determine the terms of payment for your goods or services or those of your supplier.

Settlement terms use date methods. A date method is a way of deriving one date from another. For example, you could have a date method which calculates the date at the end of next month. For more information, see “Option 2. Work With Date Methods (AM5M64)”.

A settlement terms record consists of a base date and a date method. The base date is the starting point for the date method calculation. You could use today's date, the date on the invoice, the date goods arrive or any other convenient date.

What are settlement terms details?

Settlement terms have one or more details which determine the relationship between an amount owed and the time it takes to pay it. You can discount an amount in return for prompt payment, or to apply a finance charge (surcharge) to amounts paid substantially past their due date.

For example, you could have settlement terms stating that if payment is received within 1 month of delivery, a 5% discount is applied, but if payment becomes overdue by 1 month, a 5% surcharge is applied.

Using this option

When you enter option 24 on the Table Maintenance menu, the `Work with settlement terms' panel appears.

This panel also appears when you enter the terms option on the COM Pricing Maintenance menu (AMBM63, option 10) or the PUR File Maintenance menu (AM6M60, option 8) because IFM maintains settlement terms information for XA. See“IFM single maintenance system (SMS)”.

From here, you can:

- Create a settlement terms record
- Create the settlement terms details for the settlement terms record.

Creating settlement terms

To create settlement terms:

1. Use **F6=Create** on the ’Work with settlement terms’ panel. The ’Settlement terms – Create’ panel appears.

2. Use the fields provided to create the new terms, and press **Enter**. IFM creates the new settlement terms record.

Fields (Page 1 of 2)

Settlement terms usage. Links the terms record to the appropriate XA application. One of the following is valid:

1 IFM
2 IFM/COM
3 IFM/PUR
4 IFM/COM/PUR

Due date and Settlement date. For receivables, the due date is the date the amount is contractually due to be paid, whereas the settlement date is the date you expect it to be paid. The second date is more useful for forecasting cash flow.

For payables, the due date is the date the amount is contractually due to be paid, whereas the settlement date is the date you intend to pay.

Both the due date and the settlement date may be calculated from a base date and date method or entered manually.

Due date base date. Starting point of the date method calculation. One of the following is valid:

1 Date of document

2 Date of supply

3 Effective date

6 Specific on entry. Date entered on the transaction. No date method required.

7 Use specific date. Enter a date on the settlement terms. No date method required.

8 User derived. Settlement terms programs can be modified to meet special requirements.

Settlement date base date. In addition to the options described under Due date base date, the following options are also available:

0 Settlement date equals due date. Settlement date and base date are always the same.

4 Due date. They use the same base date (but not necessarily the same date method) when they are calculated.

Date method. A date method is not required if you choose to enter a specific date or require the date to be specified when the transaction is entered.

Specific due date. This is only applicable if you enter 7 `Use specific date' in the ***settlement `Base date*** field.

Offset days. Used only in PUR. The number of days after receipt of goods that a payment is due.

Fields (Page 2 of 2)

Late payment interest billings?. Determines if this settlement terms support late payment interest billings. See “Option 7. Late Payment Interest Billing (AM5M2C)”.

Late payment details:.

Interest rate. Rate use to calculate the late payment interest.

Interest rate period. Period used to calculate the late payment interest. One of the following is valid:

1 Daily
2 Monthly (30 days)
3 Yearly (365 days)

Grace days allowed. Number of days allowed after the due date before late payment interest is billed.

Minimum settlement line interest. No settlement line interest calculation can be below this amount.

Interest charge ID. Identifier of a charge.

Creating settlement terms details

After creating a settlement terms record, you can add settlement terms details if you intend to apply settlement discounts or finance charges.

To create settlement terms details:

1. Take option 12 `Work with details' for the required settlement terms on the ’Work with settlement terms’ panel. The ’Work with settlement terms details’ panel appears. This panel displays all of the details applicable to the current settlement terms.
2. Use **F6=Create**. The ’Settlement terms detail – Create’ panel appears.
3. Use the fields provided to create the settlement terms details, and press **Enter** to save the new record. The ***Settlement date data*** fields are similar to the ***Settlement terms*** fields, consisting of a date method and a base date.

Fields

Evaluation sequence. This sequence number determines the order in which the system looks through the details when it is determining which discount or finance charge to apply.

You can set up more than one set of details for each settlement terms. For example, you could set up a settlement terms detail to give a discount of 10% if payment is received within 7 days of the due date and another to give a 5% discount if payment is received is within 14 days. In this situation, you would enter a lower sequence for the 7 day discount than for the 14 day discount. This ensures that a payment made within 5 days would receive the correct 10% discount.

Days of grace. This is a fixed number of days to be added to the date arrived at by the date method calculation.

Discount offered / Finance charge incurred. You cannot enter values for both of these, although you can create two separate settlement terms details, one for the discount and one for the finance charge. Discounts and finance charges are both expressed as percentages of the original invoice value. If you stipulate a finance charge, you must enter both the percentage incurred and the charge (for example,. 5%, Late payment surcharge). The charge must exist on the charge file – see “Option 10. Work With Charges (AM5M61)”.

Option 4. Work With Collection Status (AM5M64)

Use this option on the Terms and Collection Tables menu to create and maintain the collection status records that identify and follow up overdue receivables.

The creation and operation of aging structures and aging periods are necessary for the successful operation of collection statuses. For more information, see “Option 5. Work With Aging Structures (AM5M64)”.

“Option 2. Extract Collection Status (AM5M2B)” is used to process the personal accounts in one or more personal ledgers and assign collection statuses (as defined by an aging structure).

Having assigned collection statuses, you can use “Option 3. Work With Collection Status History (AM5M2B)” to review the associated personal accounts. You can also use this panel to print customized collection letters to send to the appropriate entities.

Understanding this option

What is a collection status?

A personal account assumes a collection status when it has an overdue balance of a certain age. This collection status usually indicates the appropriate action to be taken to collect the debt, examples of which might be `Make telephone call', `Send polite letter' and `Take legal action'.

You can use aging structures to define which collection status to apply to the personal accounts in a given personal ledger depending on the size and age of the debt concerned.

Using this option

When you enter option 4 on the Terms and Collection Tables menu, the `Work with collection status' panel appears.

To create a collection status:

1. Use **F6=Create** on the ’Work with collection status’ panel. The ’Collection status – Create’ panel appears.
2. Use the fields provided to create the collection status and press **Enter**. IFM creates the new collection status record.

Fields

Confirmation required?. It is possible to print collection letters from the 'Collection status history' file. IFM does this by merging collection details, such as the name and address of the appropriate contact, with a pre-set OfficeVision/400 document. If you intend to use this automated letter facility, you should adopt the safeguard of entering 1 `Yes' in the ***Confirmation required?*** field. This means that you have to confirm the collection status history before an appropriate collection letter is generated.

Option 5. Work With Aging Structures (AM5M64)

Use this option on the Terms and Collection Tables menu to create and maintain aging structures. Aging structures are important in the analysis and evaluation of debt.

Understanding this option

What is an aging structure?

Aging is the process of analyzing settlement lines according to their age.

An aging structure defines how posted, unsettled settlement lines of different ages are to be categorized. For example, for receivables purposes you could use an aging structure to categorize debts as more than 1, 2, or 3 months old. You can also categorize settlement lines which are not yet due – payments that are due within the next month, for example.

What are aging periods

An aging period is used to give the total of settlement lines falling between two dates. Each period corresponds to a column on an aged balances report. For each aging structure, you can define any number of aging periods to categories of settlement lines.

The order in which the dates display on the aging report is based on how the aging period is defined. The selection occurs by special characters (*$%#) first, numbers (0-9) second, and letters (A-Z) last. To force the dates to print in the order you would want, you must define the aging period ids accordingly. For example, you could define the period id that you want to appear first as 1, the second as 2, and so on. the aging period id does not appear on the report, so you may still name the columns based on how you would like to see them labeled on the aging report.

IFM automatically creates one special aging period for each aging structure. This `catch-all' period is for settlement lines that do not fall into the aging periods that you have defined.

An example

Figure 8-10 illustrates the aging periods of a typical aging structure. There are 6 aging periods – 5 user-defined periods plus the catch-all period. Each aging period has a period end date, except the `catch-all' period.

The period end dates may be specified manually or, as in this example, calculated relative to an `aging observer date'. The aging observer date could be today's date, a date that you specify or the start or end of the current month or accounting period.

When you request IFM to age settlement lines, it starts with the earliest aging period (`Overdue >> 3 months'). All settlement lines dated earlier than the period end date (3 months less than the observer date) are assigned to this category.

The system then takes the remaining settlement lines and moves to the next aging period (`Overdue 2–3 months'). All settlement lines dated earlier than this period end date (2 months less than the observer date) are assigned to the `Overdue 2 months' period.

The system continues in this manner until it reaches the `Catch-all' period. Any settlement lines dated more than one month after the observer date are placed in this category.

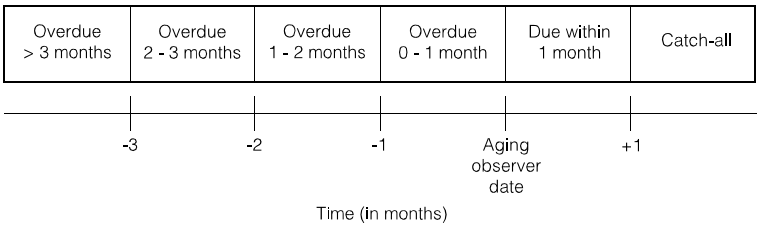


Figure 8-10. Example of an aging structure

You can define any number of aging structures to be used with the following IFM facilities:

- Collection. The collections extract facility uses an aging structure to determine the collection status to apply to personal accounts. The personal ledger concerned specifies which aging structure is to be used. (See“Option 4. Work With Collection Status (AM5M64)” for instructions on setting up collection statuses.)
- Statements. When you print a statement for a personal account, you can use an aging structure to define an aged analysis to be printed on the statement. The personal ledger concerned specifies which aging structure to use on statements.
- Aged balances report and inquiry. You can run a full aged analysis for the personal accounts in a personal ledger and either print an aged balance report – see “Option 7. Age Ledger Balances (AM5M3A)”, or view the results on the screen - see “Option 1. Personal Ledger Inquiry (AM5M70)”. Again, the personal ledger specifies which aging structure to use for analysis.

Using this option

When you enter option 5 on the Terms and Collection Tables menu, the `Work with aging structures' panel appears. From here, you can:

- Create an aging structure
- Create the aging periods belonging to the structure.

Creating aging structures

To create an aging structure:

1. Use **F6=Create** on the ’Work with aging structures’ panel. The ’aging structure – Create’ panel appears.
2. Use the fields provided on this panel to create the aging structure. When you have entered all the required details, press **Enter**. IFM creates the new aging structure record and the panel switches to Change mode. From here you can use **F15** to work with the aging periods.

Fields

Aging period type. This field is important when you create aging periods for the aging structure.

If you enter 1 `Derived', this means that you want IFM to calculate the end dates of aging periods within this structure. See “Creating aging periods” on page 8-95 top understand how IFM does this is.

If you set this to 2 `Specified', this means that you are going to enter end dates manually. In this case, some fields on the `aging period – Create' panel become redundant.

Transaction base date. This field determines which of the five dates associated with a settlement line is used to decide the aging period into which it falls. You can choose from the effective, supply or document date of the transaction or the due or settlement date of the settlement line.

Aging observer date. This field only applies if you choose to use derived period end dates. The aging observer date is the starting date from which the period end dates are calculated. You can choose from the end date of the last or current period or month, a date that you specify or today's date.

Increment type. This field gives the units in which period end dates are calculated. A period end date can be a certain number of periods, days or months before or after the aging observer date. Each aging period specifies the exact number concerned.

Field headings for unallocated cash and total balance

There are 2 sets of field headings that you can specify for each aging structure.

Take option 13 `Field headings' on the ’Work with aging structures’ panel. The ’Field headings – Change’ panel appears.

The field headings relate to 2 columns that appear automatically on each aged balance report and on panels relating to aged analyses. The unallocated cash field gives the total value of cash which has been paid by an entity but has not yet been allocated. The total balance gives the total outstanding across all the aging periods.

Creating aging periods

Once you have created an aging structure, you can create the aging periods for it.

To create aging periods:

1. Take option 12 `Work with aging periods' on the ’Work with aging structures’ panel. The ’Work with aging periods’ panel appears.

The `Catch-all (future)' period with an ID of `**********' is created automatically.

2. Use **F6=Create**. The 'Aging period - Page 1 of 2 – Create' panel appears.

   The `aging period – Create' panel is two pages. Use the fields provided to create the aging period. When you have entered all the required details, press **Enter**. You must enter an identifier and name for each period. For an aging structure with an `aging period type' of `Derived' you need to enter details to enable IFM to calculate the end date of the period. For an aging structure with an `aging period type' of `Specified' you need to enter the period end date that you want.

Fields

***Increment' and `aging direction'.*** These fields only appear if the aging period type is 1 `Derived'. They specify the number of periods, days or months to be added or subtracted from the aging observer date to obtain the period end date.

The ***Increment type*** field of the aging structure determines whether periods, days or months are used and the ***aging direction*** field specifies whether they are added or subtracted. For example:

Aging observer date	Today
Increment type	Months
Increment	2
Aging direction	Backward
Period end date	2 months ago from today

Period end date. This field is only input-capable if you are specifying rather than calculating period end dates. You should enter the date that you require. You need to update these dates periodically whenever you want to perform a new aged analysis.

Column headings and left-hand side text. You need to specify some headings to identify the aging period whenever it appears on panels and reports. For the left-hand side you can enter additional leader dots so that it looks like other fields on panels and reports.

For example, `Overdue 1 month . . . . .'.

Collection statuses. The three fields concerning collection statuses only apply if you want to use the aging structure with the IFM collection facility.

Collection statuses and aging periods

A collection status describes an action to be taken to collect a debt – typical examples are `No action', `Send letter' and `Legal action'. Using the collections facility, you can request that IFM examine all the personal accounts in a personal ledger and assign a collection status to each one automatically on the basis of an aged analysis.

To do this, the system first calculates the amount owed by each personal account in each aging period. It then takes the aging period with the oldest debt and assigns a collection status, taking into account any threshold value that you specify for the period.

For example, if the earliest period in your structure has a total of £10.00 outstanding, you would probably want to apply a less severe collection status than if the total was £10,000.

As another example, suppose that you have £10.00 overdue by 6 months, but £5000.00 overdue by 3 months.You might want to ignore the £10.00 debt and assign a collection status on the basis of £5000.00 debt. You could specify a suitable threshold value for the 6 months overdue period, say £100.00, but leave the ***Below threshold status*** field blank. In this case, the system would attempt to apply the `Below threshold status' to the £10.00 debt (because it is less than the £100.00 threshold) but would ignore it and move to the next earliest aging period (because the ***Below threshold status*** field is blank).

If you do not set a threshold, you can still set a collection status. In this case, the status is regarded as applicable regardless of the amount involved.

For further details of the collections facility, see “Option 3. Work With Collection Status History (AM5M2B)”.

Recalculating end dates

The `Work with aging periods' panel allows you to refresh the calculated period end dates. To do this, use **F5=Recalculate period end dates**. IFM calculates the period end dates of all the aging periods in the structure and displays them in period end date order. This facility only applies if the aging period type is derived.

The system also gives you the option of re-calculating period end dates whenever you request an updated aged balance report.

Option 6. Work With Reasons for Dispute (AM5M64)

Use this option on the Terms and Collection Tables menu to create and maintain reasons why a particular invoice may be in dispute.

Understanding this option

What is a reason for dispute?

A reason for dispute is any reason which temporarily blocks the payment of an invoice, such as a delay in sending or receiving goods, or a query over charges. Any settlement line can have the status 5 `In dispute'. A settlement line which has this status cannot be paid, either manually or automatically.

Using this option

When you enter option 6 on the Terms and Collection Tables menu, the `Work with reasons for dispute' panel appears.

To create a reason for dispute:

1. Use **F6=Create** on the ’Work with reasons for dispute’ panel. The ’Reason for dispute - Create’ panel appears.
2. Use the fields provided for the reason's identifier and description, and press **Enter**. IFM adds the new reason for dispute to the file.

Option 7. Work With Settlement Methods (AM5M64)

Use this option on the Terms and Collection Tables menu to create and maintain settlement methods.

Understanding this option

What is a settlement method?

A settlement method is a means of paying a debt. Settlement methods include those handled by the IFM automatic payments system (checks, notes and electronic funds transfer) as well as others such as cash, hand-written check, credit card, and so on.

Settlement methods are used:

- Whenever a settlement line is entered or generated automatically. If no settlement method is specified then a default is taken from the personal ledger concerned.
- Whenever a cash line is entered or generated automatically. If no settlement method is specified then a default is taken from the associated cash book.

Using this option

When you enter option 7 on the Terms and Collection Tables menu, the `Work with settlement methods' panel appears.

To create a settlement method:

1. Use **F6=Create** on the 'Work with settlement methods' panel. The 'Settlement method – Create' panel appears.
2. Use the fields provided and press **Enter**.

Fields

Pay automatically?. Whether or not the method may be used with the automatic payments system.

Auto payment medium. The medium used for automatic payments using this settlement method – document (typically a check or note) /electronic funds transfer or U K BACS.

Remittance and cheque/note document types. A document type specifies the format and layout of a printed document. You can specify a separate document type for remittances and checks or notes printed for the settlement method.

If you leave either field blank, the corresponding document is not printed. For example, you may want to leave the `Remittance document type' blank if the remittance advice is included in the check document. See “Option 2. Work With Document Types (AM5M68)” for more information.

Bank transaction type. Default bank transaction type for cash line entry.

Check audit required?. This field applies to checks produced using the automatic payments system. If an audit is required, the payment list is not complete until you

have accounted for every check printed. See “Option 11. Audit Check Numbers (AM5M35)” for more about the check audit facility.

In transit flag. Determines if a settlement method triggers in-transit (two-step) cash accounting. For more information, see “Option 6. Clear In-transit Cash Items (AM5M26)” and the ***Nature*** field (explanation of the in-transit nature) under “Creating cash book details”.

Option 8. Work With Personal Account Status (AM5M64)

Use this option on the Terms and Collection Tables menu to create and maintain personal account status records. For information on using this option, see “Option 9. Work With Personal Account Status (AM5M61)”.

Option 9. Work With Note Methods (AM5M64)

Use this option on the Terms and Collection Tables menu to create and maintain note methods.

Understanding this option

A note is a document authorizing a bank to pay an invoice. You can handle notes both as a buyer (in PUR or IFM) and a seller (in COM). A note method tells IFM that an invoice is going to be settled with a note and how to process the note.

For information on generating notes and collecting note payments, see “Option 3. Generate Notes (AM5M26)” and “Option 4. Note Collection Lists (AM5M26)”.

Using this option

When you enter option 9 on the Terms and Collection Tables menu, the `Work with note methods' panel appears. From here, you can:

- Create note methods and note method data
- Copy note methods and note method data

Figure 8-11 shows the main note methods panels.

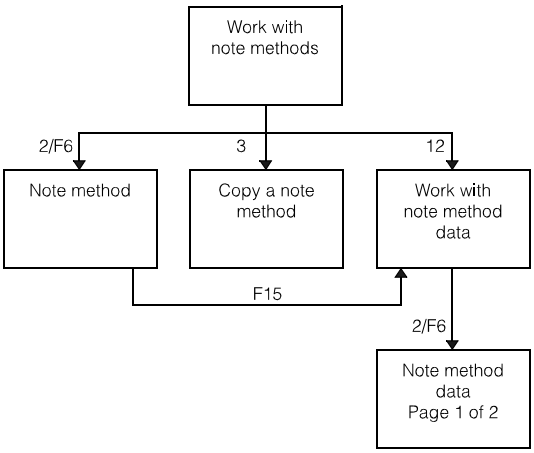


Figure 8-11. Working with note methods

Creating note methods

To create a note method:

1. Use **F6=Create** on the 'Work with note methods' panel. The 'Note method – Create' panel appears.
2. Use the fields provided and press **Enter**.

Fields

Note method id. Identifier of a note method.

Name. Description of a note method.

Payables/Receivables?. Determines if the note method handles payable or receivable notes.

Currency id. Identifier of the note method currency.

Creating note method data

To create note method data:

1. Take option 12 `Work with data' next to a note method on the 'Work with note methods' panel. The 'Work with note method data' panel appears.
2. Use **F6=Create**. The Note method data - Page 1 of 2 - Create panel appears.
3. Use the fields provided and press **Enter**.

Fields (Page 1 of 2)

Financial division. Financial division associated with the note method.

Personal ledger. Personal ledger that accepts the note. Generally, it is best to keep notes in a personal ledger that is separate from your invoices.

Transaction type. Transaction type assigned to the generated note. Generally, it is best to have a separate transaction type for notes.

Generate with invoice?. Determines if IFM generates the note with the invoice. Otherwise, IFM records the note method on the invoice so it can be combined with other invoices (see “Option 3. Generate Notes (AM5M26)”).

If the note is generated with the invoice, IFM processes the invoice and automatically generates the note. It creates an allocation line indicating that the invoice has been paid by the note. The following are the ledger entries that result:

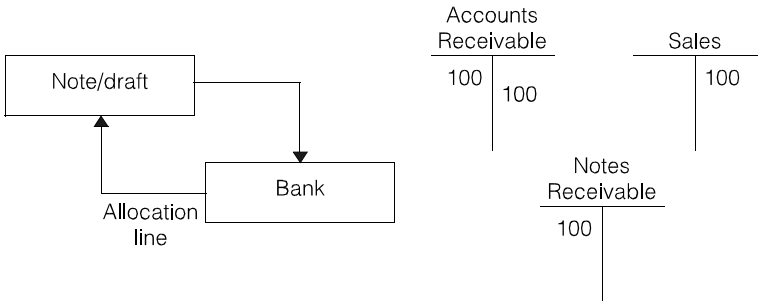


Figure 8-12. Generate note with invoice

Due date option. One of the following is valid:

1 Invoice due date. If you selected to generate the note with the invoice, the note due date is the invoice due date.

2 User entered. Entered by the user when the note is created. Used if you selected not to generate the note with the invoice.

3 Settlement terms. Calculated from the settlement terms for the note method.

4 User program. Generated by your own program.

Settlement terms. If you selected 3=Settlement terms for the due date option, this is the identifier of the settlement terms for the note.

Settlement method. Identifier of a settlement method you want to associate with the note method.

Acceptance required?. For an accounts receivable note method only. Determines if an approval line is created for the generated notes.

Days for acceptance. If acceptance is required, the number of days for acceptance. This allows you to determine if the vendors are accepting your notes on a timely basis.

User for acceptance. User assigned to approve the note.

Fields (Page 2 of 2)
Note transaction number

Assignment option. Number used for note tracking. For a payable note method, you must select option 2 or 4.

1 Equal invoice. Note number is the same as the invoice number. Used for a receivable note method and you selected to generate the note with the invoice.

2 User entered. User enters the note number when creating the note transaction. Used if you selected not to generate the note with the invoice.

3 Sequential. IFM automatically assigns the note number using the prefix, numerator and suffix. Used for a receivable note method.

4 User program. Note number is assigned by your program.

Prefix. Prefix for the transaction identifiers for assignment option 3=Sequential.

Numerator. Numerator used to assign the transaction identifiers for assignment option 3=Sequential.

Suffix. Suffix for the transaction identifiers for assignment option 3=Sequential.

Copying note methods

To copy a note method:

1. Take option 3 `Copy' on the 'Work with note methods' panel. The 'Copy a note method' panel appears.
2. Use the fields provided and press **Enter**.

Creating new note method

Fields

Note method id/name. Identifier and description of a new note method.

Copying note method data

To copy note method data:

1. Take option 12 `Work with data' next to a note method on the 'Work with note methods' panel. The 'Work with note method data' panel appears.
2. Take option 3=Copy. The Copy note method data panel appears.
3. Enter an effective date and use **F9=Copy**.

Copy to

Fields

Effective date. Date the data for this note method is effective.

Option 10. Work With Installment Methods (AM5M64)

Use this option on the Terms and Collection Tables menu to create and maintain the methods for calculating installment payments for sales and purchases.

Understanding this option

You establish installment methods to handle sales and purchases that allow multiple payments of invoices. An installment method tells IFM that an invoice is going to be settled in installments and how to create installment payment information.

For each installment method, you can define the down payment, the number of payments, the principal and the interest. You can calculate the amounts manually or have them calculated by the system.

You can choose an installment method during the following:

- When specifying shipment and terms for a COM order. When you issue an invoice, COM sends a transaction to IFM that contains settlement lines with installment interest and principal information. When you add or remove items from an order, IFM prompts you to adjust the installment payments.

  When there are multiple invoices for one installment sale, COM reduces the available financing by the amount of the invoice and assumes that the down payment is part of the first invoice. For example, if you have an order for 1,000 and a down payment of 100 and you issue a partial invoice for 500, COM treats the invoice as having a down payment of 100 and installments of 400. When you issue a second invoice, COM treats it as having 500 in installments.
- When specifying order summary information for a PUR purchase order. When you enter the invoices in IFM that are related to the purchase order, the installment information is automatically generated.
- When entering a sale or purchase transaction in IFM.

The Installment payment panel then automatically appears for you to enter the information that the originating application needs to calculate installment payments. You can override some or all of the installment method information for a specific transaction. For more information, see “Calculating installment payments”.

IFM also allows you to accrue the installment interest at month end (see “Option 3. Accrue for Installment Interest (AM5M2C)”).

Using this option

When you enter option 10 on the Terms and Collection Tables menu, the `Work with installment methods' panel appears. From here, you can create and change installment methods and their associated data.

Creating installment methods

To create an installment method:

1. Use **F6=Create** on the ’Work with installment methods’ panel. The ’Installment method – Create’ panel appears.
2. Use the fields provided and press **Enter**.

Fields

Identifier. Code that identifies an installment method.

Name. Description of an installment method.

Payable or receivable?. Determines if the installment method is used for payable or receivable transactions.

Creating installment method data

To create installment method data:

1. Take option 12 `Work with data' next to an installment method on the 'Work with installment methods' panel. The 'Installment method data - Page 1 of 2 - Create' panel appears.
2. Use the fields provided and press **Enter**.

Fields (Page 1 of 2)

Effective date. Date on which the data become effective.

Date method id. Date method for calculating installment method due dates. Choose a date method where the calculation is forward (not backward), the base date modifier is base date or end or start of month (not end or start of period) and the major increment type is days or months (not periods).

Installment percent method. Method for calculating the due date, interest and so forth for each installment payment based on the number of days after the invoice date and the percentage of the financed amount. See "Option 11. Work With Installment Percent Methods (AM5M64)".

Number of installments. Number of installment payments to settle the financed amount.

Adjust invoice discrepancy. One of the following:

1 Adjust down payment
2 Adjust agreed financing

Interest charge. Code that identifies an interest charge.

Tax transaction type. Classification of a transaction for tax purposes. It is used in calculating tax on installment interest only.

Fields (Page 2 of 2)

Annual interest rate. Yearly rate of interest entered as a whole number. For example, 8.0 or 8, not .08.

Accrue installment interest. Determines if accrual transactions are performed on installment interest. One of the following is valid:

0 No. Do not accrue installment interest.
1 Yes. Accrue installment interest. See “Option 3. Accrue for Installment Interest (AM5M2C)”.

Unit/nature - control. Area of responsibility and account used for the creation of G/L lines during transaction processing.

Unit/nature - control contra-interest. Area of responsibility and account used to reclassify interest at period end.

Unit/nature - interest income/expense. Area of responsibility and account used to accrue interest at period end.

Unit/nature - accrued interest. Area of responsibility and account used to accrue interest at period end if you selected 1=Yes in the ***Accrue installment interest*** field.

Option 11. Work With Installment Percent Methods (AM5M64)

Use this option on the Terms and Collection Tables menu to create and maintain the methods for calculating installment payments based on the number of days from the invoice date and the percentage of the financed amount.

Understanding this option

An installment percent method consists of a specific number of payments with the number of days from the invoice date and a percent of the financed amount defined for each payment. For example, the following table shows the amount of each payment for a financed amount of 10,000 using a percent method with five payments:

Table 8-5. Payment amounts for a financed amount of 10,000

Payment number	Number of days after invoice date that payment is due	Percent of principal	Amount of each payment
1	15	25%	2500
2	45	30%	3000
3	60	20%	2000
4	75	15%	1500
5	90	10%	1000
			10,000

The installment percent method is used with an installment method to calculate the due date, interest for each payment and so forth. See “Creating installment method data”.

Using this option

When you enter option 11 on the Terms and Collection Tables menu, the Work with installment percent methods panel appears. From here, you can create and change installment percent methods and their associated data.

Creating installment percent methods

To create an installment percent method:

1. Use **F6=Create** on the Work with installment percent methods panel. The ‘Installment percent method – Create’ panel appears.
2. Use the fields provided and press **Enter**.

Fields

Identifier. Code that identifies an installment percent method.

Name. Description of an installment percent method.

Creating installment percent method data

You need to create the data for each payment of an installment percent method. To create installment percent method data:

1. Take option 12 `Work with data' next to an installment percent method on the ’Work with installment percent methods’ panel. The ’Installment percent method data - Page 1 of 2 - Create’ panel appears.
2. Use the fields provided and press **Enter**.

Fields (Page 1 of 2)

Days after base date. Number of days after the invoice date that a payment is due.

Percent of principal. Percent of the financed amount to be paid on the calculated date.

Option 4. Currency Tables (AM5M60)>>

Use this option on the Table Maintenance menu to go to the Currency Tables menu (AM5M65). It contains the following options:

Option 1. Work With Currencies (AM5M65) 8-107
Option 2. Work With Exchange Rate Sets (AM5M65) 8-113
Option 3. Work With Current Exchange Rates (AM5M65) 8-115
Option 4. Work With Currency Contracts (AM5M65) 8-118
Option 5. Work With Foreign Currency Accounts (AM5M65) 8-120
Option 6. Enter Fast Exchange Rate Update (AM5M65) 8-121
Option 7. Currency Conversion Simulator (AM5M65) 8-121

Option 1. Work With Currencies (AM5M65)

Use this option on the Currency Tables menu to create, maintain and delete currency records.

IFM multi-currency processing allows you to handle transaction amounts and gains and losses in your national currency and, at the same time, buy and sell goods and services in foreign currencies. You can use as many currencies as required by your business. Each currency has a unique identifier that applies to all administrative divisions.

Exchange rates determine the relationship between currencies. For more information, see “Option 2. Work With Exchange Rate Sets (AM5M65)”.

IFM maintains currency information for IFM, COM, and PUR using a single maintenance system (SMS). For example, when you enter currency IDs in IFM, they are available for use immediately by COM and PUR. And when COM and PUR do currency conversions, they use the exchange rates from IFM.

For more information, see “IFM single maintenance system (SMS)”.

Understanding this option

Every administrative division can be either single currency, or multi-currency. All administrative divisions share the same currency codes.

Single currency operation

If you create a single currency administrative division, IFM asks you to specify the currency to be used. This becomes the currency in which every financial division owned by the administrative division is denominated. In a single currency administrative division, currency identifier fields are superfluous and IFM therefore suppresses them. However, the chosen currency forms part of the transaction record no less than if you had manually entered the currency every time.

You can switch from single to multi-currency operation if you wish, without needing to reorganize your files. However, it is not possible to switch from multi-currency operation to single currency.

Multi-currency operation

In a multi-currency administrative division, each financial division produces statements and maintains its general ledger in a specified currency, that is, the currency of the entity. In addition, each personal ledger and cash book can be denominated in a different currency.

Transaction values are recorded in both the transaction currency and the financial division currency. Where these differ, the transaction is called a foreign currency transaction.

Currency values

Every currency has a name, an identifier, a number of required decimal places (0 or 2) and a symbol (1 or 2 characters in length).

Whenever IFM displays or prints monetary values, in any currency, it automatically uses the appropriate number of decimal places.

Exchange rates

You can express an exchange rate as either a multiplier or a divider. For example, if there are 1.6 British pounds to a dollar, you can express the exchange rate as GBP x 1.6=USD or USD / 1.6=GBP. For any pair of currencies, you can maintain any number of sets of exchange rates (for example current rates, average rates and closing rates).

Each exchange rate set can store any number of exchange rates, but only one rate can be active at any one time. IFM lets you specify upper and lower limits for any exchange rate, thereby validating the exchange rate values which can be entered.

Currencies and ledgers

Transaction values are recorded in the personal ledger or cash book, and in the general ledger, in the currency used for the transaction. They are also recorded in the financial division's currency – you can convert from one currency to the other manually, or you can ask IFM to do this for you automatically.

General ledger. Transactions entered directly to the general ledger can be denominated in any currency. A summary of movement by period is maintained in the currency of the corresponding financial division, for reporting purposes.

Personal ledgers. Each personal ledger operates in a specified currency, that is, settlement lines must be denominated in the currency of the personal ledger they belong to (but allocations to offset the lines may be created from transactions in any currency). As a result, you use a separate personal ledger for each currency in which you record invoices. Another reason for keeping currencies separate is that each personal ledger has its own general ledger control account, and correct posting of gain or loss on exchange becomes impossible if currencies are aggregated in a single account.

Cash books. Each cash book represents a bank account or similar fund, assumed to be denominated in the cash book currency. The cash book balances are maintained in this currency.

Transactions in a cash book may be denominated in any currency, and are recorded in both the cash book currency and the financial division currency.

Banking non-bank account currencies. You can draw or deposit amounts in a currency different to the bank account currency. The rate of exchange, from transaction currency to bank account currency, may be agreed in advance or may be determined by the bank at the time of processing the transaction, and advised to you retrospectively.

If the exchange rate is agreed in advance, the transaction is processed normally. The transaction currency value and the bank account currency value are both specified on entry.

If the exchange rate is advised retrospectively, the expected bank currency value is entered on the cash line, and a flag is set indicating that advice of the actual rate applied by the bank is expected at a later date. The transaction is then posted and allocated in the normal way. When bank advice is received, the `actual' or realized values in bank and financial division currency are entered on the cash line. IFM calculates and posts a gain or loss on exchange to accommodate the difference between the expected and realized financial division currency values.

Gain and loss on foreign exchange

IFM can automatically calculate and post the gain and loss on exchange arising from a personal ledger. Gain or loss on exchange arises from the movement of exchange rates. When an invoice is booked in a financial division denominated in a different currency from the invoice, it is converted using the appropriate exchange rate. If by the time the invoice is settled the exchange rate has changed, you can account for the resulting gain or loss in the following ways:

- For unrealized gain/loss, at each balance sheet date the exposure to gain/loss on settlements not yet settled can be accrued.
- For realized gain/loss, at the settlement date following settlement of a foreign currency transaction, the actual gain/loss realized can be booked.

For example, suppose a sterling based company issues an invoice for $1,800 during January, and on the date of issue the pound stands at $1.80. The invoice is posted as follows:

	Debtors		Sales	
January	£1,000			£1,000

At the close of January, the rate has shifted to $1.895, and the £1,000 receivable is worth only £950. IFM accrues a loss on exchange of £50, which is automatically reversed in February:

	Debtors		Gain/loss on FX	
January	£50	£50	£50	£50
February				

By the time the invoice is settled in February, the dollar has recovered to $1.636, and the $1,800 received is worth £1,100:

	Debtors		Cash	
February		£1,100	£1,100	

At the close of February, IFM automatically recognizes a gain on exchange:

	Debtors		Gain/loss on FX	
February	£100			£100

Currency contracts. If you buy or sell currency forward to fund your foreign exchange transactions, it is best to record your currency contracts and relate them to the settlement lines against which you receive or pay foreign currency. Provided that the contract is fixed rather than variable, IFM uses the exchange rate specified for the related contract to calculate the gain or loss for each settlement line.

Other long-term monetary assets. IFM also calculates gains and losses arising from the conversion of other long-term monetary items denominated in foreign currencies. Each of these accounts requires an appropriate exchange rate set, a P&L account for gains and a P&L account for losses.

On a periodic basis, you can initiate a program which examines all movements on such an account between two periods, and accumulates their value. This value is expressed in the reporting currency in two ways:

- At the exchange rate applicable at the time of the transaction
- At the current exchange rate.

The difference between these two accumulated values represents the gain or loss arising on the account. This value is automatically posted to the general ledger, the double entries being to the account itself and to the P&L account designated for gain or loss respectively.

You can choose to make these postings accruals, to automatically reverse next period. Accruals are appropriate for periodic reporting, while non-accruals are appropriate for year-end reporting.

Using this option

When you enter option 1 on the Currency Tables menu, the `Work with currencies' panel appears. This panel also appears when you enter option 1, 5, or 8 on the CAS Multiple Currency Support menu (AMZMA0) because IFM maintains currency information for XA. See “IFM single maintenance system (SMS)”.

To create a currency:

1. Use F6 `Create' on the ’Work with currencies’ panel. The ’Currency – Create’ panel appears.
2. Use the fields provided to create the currency. When you have entered all the required details, press **Enter**. IFM creates the new currency record.

Fields

Identifier. It is best to use the three character abbreviations used by the international banking system. For example, GBP (for Pounds sterling), USD (for US dollars).

Decimal places. This field gives the number of decimal places required to express a monetary value. For example, US dollars require two decimal places ($100.00) whereas Italian lira do not require any decimal places. Between zero and two decimal

places are allowed. Whenever IFM displays or prints a currency value, it uses the correct number of decimal places.

Price adjustment factor. This is the discount used when prices are converted from local to foreign currency. The default value is 1.00, but it can be changed if COM is active. If COM is inactive, this field does not appear on the 'Change or Create currency' panel. This field does appear on the 'Display currency' panel.

Currency symbol. This is a symbol to be shown on currency reports and panels. Up to two characters are allowed (for example, the `£' sign for Pounds sterling or the `$' sign for US dollars). This is an optional entry. Having added a currency to the system, you can change any of this information except the identifier.

Primary currency. This is the identifier for a national currency. It can have associated secondary currencies.

Record status. One of the following is valid:

1 Active. This status is the default for all records when they are first created. Active records are available without restriction.

2 Inactive. An inactive record cannot be referred to by newly created records. However, any existing references to an inactive record remain in the system. For example, you could change the status of an ex-customer to inactive. Any existing records would remain in the system, but you could not create new records for the ex-customer.

3 Please archive. This status means that the record is removed from the system when the next archive procedure is run.

Inactive date. You can enter an inactive date that is in the future if the record status is 1 = Active. You may then utilize the effective date program to change the record status from 1 = Active to 2 = Inactive once the inactive date is reached.

Work with Currency Euro Status

You can create or change a relationship between a currency and the euro, the new common European currency. This must be maintained if you are processing transactions with euro-participating currencies.

Note: You do not have to create euro status for all currencies. If no record exists, the status is the same as if a record's euro participant is set to No.

To work with currencies and their euro status:

1. Take option 12, 'Euro status,' on the 'Work with Currencies' panel. The 'Work with Currency Euro status' panel appears.
2. Use an option provided and press **Enter**, or press a Function key.

Options

Option 2 'Change'. Take this option to edit currency status. The 'Currency Euro status' panel appears, from which you can change or create a currency's euro status.

Option 5 'Display'. Take this option to show the currency's euro status record information. Another 'Currency Euro status' panel appears in display mode.

Option 20 'Narrative'. Take this option to enter and edit narrative text. A 'Narrative maintenance' panel appears for entering new narrative information or editing existing narrative information.

Option 21 'Audit details'. Take this option and the 'Audit stamp details' panel appears. This panel shows information about the individual record.

Functions

F3 'Exit' or **F12 'Cancel'.** Returns you to the 'Work with currencies' panel.

F6 'Create'. Takes you to a 'Currency Euro status' panel to create a new record for this currency.

Fields

Currency id. Identifies the currency with which you are working. This is a protected field.

Effective from. Date that the record becomes active.

Euro-participant?. Designates whether or not this currency is euro-participating as of the effective from date. If the currency is the euro, it is neither euro-participating nor non-euro-participating, so you do not need to create the euro status record.

Record status. One of the following is valid:

1 Active. This status is the default for all records when they are first created. Active records are available without restriction.

2 Inactive. An inactive record cannot be referred to by newly created records. However, any existing references to an inactive record remain in the system. For example, you could change the status of an ex-customer to inactive. Any existing records would remain in the system, but you could not create new records for the ex-customer.

3 Please archive. This status means that the record is removed from the system when the next archive procedure is run.

Creating or changing a currency euro status record

When creating or changing a currency's euro status record, the 'Currency Euro status' panel appears. If the panel is in Create mode, the effective from date defaults to the system date. If the panel is in Change mode, the effective from date is protected and cannot be changed.

To create or change a currency's euro status record:

1. Press **F6** to create a record, or type **2** to change a record on the 'Work with Currency Euro status' panel. If the currency is the euro, it is neither euro-participating nor non-euro-participating, so you do not need to create the euro status record.
2. The 'Currency Euro status' panel appears. Type in or edit the information, and then press **Enter**, or press a Function key.

Functions

F3 'Exit' or **F12 'Cancel'.** Returns you to the 'Work with currencies' panel.

F14 'Narrative'. Shows a 'Narrative maintenance' panel that allows you to enter new narrative information or edit existing narrative information.

F16 'Delete'. Shows the 'Delete Currency Euro status' panel that allows you to delete the status record. This Function key is only valid when you are in Change mode.

Fields

Currency. Identifies the currency with which you are working. This is a protected field.

Effective from . Date the record becomes active. This is a required field.

Euro-participant?. Designates whether or not this currency is euro-participating as of the effective from date. If the currency is the euro, it is neither euro-participating nor non-euro-participating, so you do not need to create the euro status record. This is a required field.

Record status. One of the following is valid:

1 Active. This status is the default for all records when they are first created. Active records are available without restriction.

2 Inactive. An inactive record cannot be referred to by newly created records. However, any existing references to an inactive record remain in the system. For example, you could change the status of an ex-customer to inactive. Any existing records would remain in the system, but you could not create new records for the ex-customer.

3 Please archive. This status means that the record is removed from the system when the next archive procedure is run.

Option 2. Work With Exchange Rate Sets (AM5M65)

Use this option on the Currency Tables menu to create and maintain exchange rate sets. Exchange rate sets are used to group exchange rates and exchange rate limits.

Understanding this option

What is an exchange rate?

An exchange rate is the relationship between two currencies at a specific date and time. For example, on March 4, 7:00 A.M. you could exchange a U.S. dollar for .62 British pounds. When IFM converts currencies, it uses the most recent exchange rate that precedes the transaction's date and time.

Exchange rate limits are the upper and lower boundaries of exchange rates. For example, you might identify the exchange rate limits for converting Japanese yen to US dollars are from 10 to 20 yen. When you create exchange rate limits, you enter the "from" and "to" currencies and tell the system if it needs to multiply or divide to do the

conversion. IFM automatically creates a record for the reciprocal relationship. For example, if you tell the system to multiply when converting French francs to US dollars, it creates the exchange rate limits for dollars and automatically divides when converting dollars to francs.

What is an exchange rate set?

Business needs may require you to have different exchange rates for buying and selling, budgeting, and financial reporting. You can accomplish this by grouping related exchange rates into exchange rate sets.

Exchange rate sets allow you to use different exchange rates for different purposes. For example, you could have a set of current rates for normal business activity, a set of average rates for reporting exchange rate fluctuations, and a set of forward rates for exchange rate hedging.

Exchange rate sets and the XA applications

For IFM to interface with other XA applications, you must create a unique exchange rate set for the interfacing activities. The ID for this exchange rate set must be XA.

Local currency is the currency used in the non-IFM XA applications (Inventory Management, PCC, etc.).

When sending currency data to other applications, IFM converts the amounts from the financial division's ledger currency to the XA local currency. When receiving data from other applications, IFM converts the amounts from the XA local currency to the financial division's ledger currency.

For example, if company 01 keeps its books in dollars, company 02 keeps its books in pesos, and the XA local currency is dollars, IFM converts the amounts to dollars before sending inventory invoice amounts from company 02 to company 01. IFM converts the transactions to pesos before sending G/L transactions from company 01 to company 02.

The following explains the currency relationship between IFM and other XA applications.

- IFM to COM: When sending AR amounts to COM, IFM passes the transaction currency amounts in the transaction currency.
- COM to IFM: When sending transactions to IFM, COM passes the transaction amount in the transaction currency and the local currency amount in the local currency of the company originating the transaction.
- IFM to IM and PC&C: When passing invoice data to these applications, IFM converts the amounts to the XA local currency.
- IM, PC&C, REP, and PR to IFM: When passing ledger entries to IFM, these applications identify the XA local currency in the transaction header and enter a transaction amount in the XA local currency.
- IFM to PUR: When passing invoice amounts to PUR, IFM passes the transaction amounts in both the transaction and local currency.
- PUR to IFM: When passing PO information to IFM to create invoices, PUR passes the amount in the trading (transaction) currency and the local currency.

- Fixed assets to IFM: For consolidation purposes, fixed assets must sometimes be translated at their historical exchange rate. When this applies, you can tailor fixed assets to put the capitalization date in the ***translation date*** field for each G/L line. Then IFM converts ledger entries at the exchange rate in effect on the translation date.

Accounting standards allow users to combine assets purchased in a given month or year and convert them at an average exchange rate for the period. You can tailor the fixed assets interface to IFM to make summary entries that combine depreciation for assets acquired in the same month or year.

You can also designate which currency is the euro currency within the XA exchange rate set.

Using this option

When you enter option 2 on the Currency Tables menu, the `Work with exchange rate sets' panel appears displaying all of the exchange rate sets in the current administrative division.

This panel also appears when you enter option 1, 5, or 8 on the CAS Multiple Currency Support menu (AMZMA0) because IFM maintains exchange rate set information for XA. See “IFM single maintenance system (SMS)”.

An exchange rate set record consists of a name, identifier, and a record status. If you are maintaining the XA exchange rate set, the record also includes the local currency. (See “Defining the relationship between XA and IFM periods”.) Once you create a set, you can add exchange rates to it. To do this, take option 12 `Work with limits/rates' next to the desired exchange rate set. the `Work with current exchange rates' panel.

Option 3. Work With Current Exchange Rates (AM5M65)

Use this option on the Currency Tables menu to create and maintain exchange rates.

“Option 6. Enter Fast Exchange Rate Update (AM5M65)” provides a quick and convenient way of updating the exchange rates for those pairs of currencies for which limits have already been created.

Understanding this option

You can specify an exchange rate for any pair of currencies in the system. Exchange rates are grouped into exchange rate sets so that you can maintain different rates for different purposes. For example, you could have one set for current rates and another for average rates.

For each exchange rate, you need to enter a pair of limits outside of which the rate does not normally fluctuate. Whenever you specify an exchange rate in IFM, the system prevents you from entering a rate which is outside the current limits.

Exchange rates and limits are identified by a date and time. If the official exchange rate changes you need to enter a new exchange rate record with an appropriate date and time. Normally you would only change an existing exchange rate record to correct a mistake.

Exchange rates and transactions

Each transaction is in a particular currency, which defaults from the ledger in which it is entered. Personal ledger transactions must be in the currency of the personal ledger; cash book and general ledger transactions may be in a different currency, as specified on the transaction header.

If the transaction's currency is not the same as the financial division's currency, the financial division value may be obtained in the following ways:

- You can specify the values explicitly when you enter each transaction line.
- IFM can calculate the values automatically, using the financial division's exchange rate set as a default.
- You can override the default exchange rate by entering a different exchange rate on the transaction header. The specified exchange rate must lie within the upper and lower limits given by the default exchange rate set or errors occurs on posting.
- You can override the default exchange rate on a settlement line by specifying that the system is to obtain the exchange rate from a fixed currency contract. See “Option 4. Work With Currency Contracts (AM5M65)” for details of currency contracts.

Using this option

When you enter option 3 on the Currency Tables menu, the `Work with current exchange rates' panel appears. From here, you can:

- Create exchange rate limits
- Create an exchange rate.

Creating exchange rate limits

The `Work with current exchange rates' panel shows all the pairs of currencies, within the current exchange rate set, for which exchange rate limits have been created, and their current exchange rate (if one exists). The current exchange rate set is taken from your user defaults.

Note: IFM maintains currency information for IFM, COM, and PUR. For example, when you enter currency IDs in IFM, they are available for use immediately by COM and PUR. And when COM and PUR do currency conversions, they use the required exchange rates from IFM. For more information, see “IFM single maintenance system (SMS)”.

Unlike the majority of `Work with' panels, on this panel there is no **F6=Create** function key. This is because exchange rates cannot be created directly – you must first create appropriate exchange rate limits for the two currencies:

1. Use **F11=Work with limits** on the ’Work with current exchange rates’ panel. The ’Work with exchange rate limits’ panel appears.
2. Use **F6=Create**. The ’Exchange rate limits – Create’ panel appears.
3. Use the fields provided to create appropriate exchange rate limits.

Fields

From currency. This is the base currency for the exchange rate calculation.

To currency. This is the target currency for the exchange rate calculation.

Upper and lower limits. These fields specify the minimum and maximum values allowed for a particular exchange rate. Whenever you enter exchange rates in the system it checks that the values you enter are within the upper and lower limits.

Multiplier or divider?. Exchange rates can be expressed either as multipliers or dividers, whichever you prefer.

With multipliers, currencies are converted as follows:

`From currency' <F64004>x<F255> `Exchange rate' = `To currency'

Whereas, with dividers the calculation is:

`From currency' / `Exchange rate' = `To currency'

Creating an exchange rate

After creating a pair of exchange rate limits, you can view it on the `Work with exchange rate limits' panel. IFM automatically creates the inverse exchange rate limits, by switching the `From' and `To' currencies and reversing the `Multiplier/divider' flag. Whenever you change a limit or rate, the system automatically changes the limit or rate of the inverse pair of currencies.

After creating exchange rate limits for a pair of currencies, you can enter their exchange rate. To do this:

1. Use **F11 Work with rates** on the ’Work with exchange rate limits’ panel. The ’Work with current exchange rates’ panel appears.
2. To create a new rate, take option 1 `Create new rate' against the currencies for which you want to set a rate. The `Exchange rate – Create' panel appears.

   When you create an exchange rate for a pair of currencies you have to give it a date and time. This represents the moment when the rate becomes effective. The system enters today's date and 1.00 AM as defaults.

   You cannot create two exchange rates, for the same currencies, with the same effective date and time.

   Once a currency is defined as euro-participating, no new exchange rates can be added after the euro-participating effective date.

Viewing all exchange rates

The `Work with current exchange rates' panel only shows the current rate for any given pair of currencies. To view all the rates, including those which are not currently effective (past or future), take option 12 `Rate details' against the currency concerned. the `Work with exchange rates' panel, which shows you all the existing system exchange rates for a particular pair of currencies. You can create new rates by using the **F6=Create** function key on this panel.

Option 4. Work With Currency Contracts (AM5M65)

Use this option on the Currency Tables menu to create and maintain agreements to buy or sell currencies.

Understanding this option

What is a currency contract?

If your organization buys or sells currency forward to fund foreign exchange transactions, it is useful to be able to record the details of your currency contracts. You can reference the contracts on settlement lines.

Using this option

When you enter option 4 on the Currency Tables menu, the `Work with currency contracts' panel appears.

To create a contract:

1. Use **F6=Create** on the 'Work with currency contracts' panel. The 'Currency contract – Page 1 of 2 - Create' panel appears.
2. Use the fields provided and press **Enter**.

Fields (Page 1 of 2)

Bank. The identifier of a bank which is the third party to the contract. This is for your information only.

Financial division. The identifier of the financial division which is a party to the contract. This is for your information only.

Date of contract. This is the date on which the contract was made. This field is for your information only.

Maturity date. This is the date on which the contract matures and is for your information only.

Fields (Page 2 of 2)

Fixed or optional. You must specify whether the contract is fixed or optional.

For settlement lines which refer to fixed currency contracts, IFM uses the exchange rate implied by the currency contract to convert the currencies and to calculate any gain or loss on exchange. That is:

Exchange rate = Buy currency value /Sell currency value

If the currency contract is optional, IFM uses the default exchange rate instead.

Their reference. The third party's reference number. This is for your information only.

Buy currency details. You need to enter the identifier and value of the currency being bought.

Sell currency details. You need to enter the identifier and value of the currency being sold.

Option 5. Work With Foreign Currency Accounts (AM5M65)

Use this option on the Currency Tables menu to create and maintain foreign currency accounts.

Understanding this option

What is a foreign currency account?

A foreign currency account is a general ledger account valued in a currency other than the financial division currency.

To see the general ledger lines posted to the foreign currency accounts and to calculate any gain or loss on exchange, use “Option 5. Generate Balance Sheet Exchange Gains and Losses (AM5M49)”.

For more information on foreign currencies, see “Option 1. Work With Currencies (AM5M65)”.

Using this option

When you enter option 5 on the Currency Tables menu, the `Work with foreign currency accounts' panel appears displaying all the foreign currency accounts within the current financial division.

To create a foreign currency account:

1. Use **F6=Create** on the ’Work with foreign currency account’ panel. The ’Foreign currency account – Create’ panel appears.
2. Use the fields provided and press **Enter**.

Fields

Foreign exchange target unit and nature. These fields gives the general ledger account corresponding to the foreign currency account.

Exchange rate set. This is the exchange rate set that is used when gains and losses are calculated.

Foreign exchange gain and loss units and natures. These fields give the two general ledger account to which gains and losses on foreign exchange are posted. The natures must be of type 1 `Profit and loss'.

Transaction type. This is the transaction type that is used when IFM generates transactions to account for gain or loss on exchange. It must have a class `General ledger'.

Option 6. Enter Fast Exchange Rate Update (AM5M65)

Use this option on the Currency Tables menu to quickly update the current exchange rates in the system.

Understanding this option

You can only use this option with those pairs of currencies for which you have already created exchange rate limits. The rates that you specify must be within these limits.

For further information about exchange rates and limits, see “Option 3. Work With Current Exchange Rates (AM5M65)”.

Using this option

When you enter option 6 on the Currency Tables menu, the `Fast exchange rate update – Create' panel appears with the default date as the current date and the default time as 1.00 AM.

To create a new exchange rate, enter the `From' and `To' currencies and the new rate. After creating a new rate, the system displays the panel again for you to update another exchange rate.

Option 7. Currency Conversion Simulator (AM5M65)

Use this option on the Currency Tables menu to test exchange rate tables.

Understanding this option

You can use this option to test exchange rate tables you have created. The function uses Euro triangulation to create a derived exchange rate when one of the currencies is a Euro-participant and the other currency is not the Euro.

Using this option

When you enter option 7 on the Currency Tables menu, the ‘Currency conversion simulator’ panel appears. Enter trial data including ‘From’ and ‘To’ currencies, the exchange rate set you want to test, and the value you want to convert. Press **Enter**. The panel will display the converted value.

Option 5. Bank Tables (AM5M60)>>

Use this option on the Table Maintenance menu to go to the Bank Tables menu (AM5M66). It contains the following options:

Option 1. Work With Bank Account Formats (AM5M66) 8-122
Option 2. Work With Entities for Banks (AM5M66)..... 8-125
Option 3. Work With Bank Instruction Codes (AM5M66) 8-125
Option 4. Work With Bank Transaction Types (AM5M66) 8-126
Option 5. Work With Banks (AM5M66)..... 8-127
Option 6. Work With Ledgers - Cash Books (AM5M66) 8-128
Option 7. Work With Transmittal Codes (AM5M66)..... 8-129

Option 1. Work With Bank Account Formats (AM5M66)

Use this option on the Bank Tables Maintenance menu to create and maintain country-specific bank account formats.

Understanding this option

Every bank account number contains of one or more components of varying lengths, value types (alphanumeric or numeric) and other characteristics. These components define the format of the bank account number. For example, bank account number 13562 S20 is made up of two components, the first is five numeric characters identifying the account owner and the second is three characters (one alpha and two numeric) identifying the type of account.

A bank account component can consist of specific values or a range of values.

You enter bank account numbers when you define cash books (entering your own bank account numbers) or entity bank accounts (entering bank account numbers for customers and vendors). When you enter the account number, IFM verifies that the account number corresponds to an existing format.

Using this option

When you enter option 1 on the Bank Tables menu, the `Work with bank account formats' panel appears. From here, you can create bank account formats, format components and component ranges or value lists.

Figure 8-15 shows the main bank account format panels.

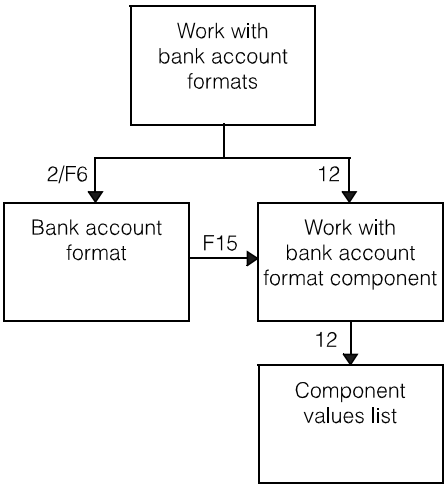


Figure 8-13. Working with bank account formats

Creating bank account formats

To create a bank account format:

1. Use **F6=Create** on the 'Work with bank account formats' panel. The 'Bank account format – Create' panel appears.
2. Use the fields provided and press **Enter**.

Fields

Format name/id. Description and identifier of a bank format.

CDV program. Program used to check for the validity of a bank account number.

Creating bank account format components

To create bank account format components:

1. Take option 12 `Work with components' on the 'Work with bank account formats' panel. The 'Work with components for a bank account format' panel appears.
2. Use **F6=Create**. The 'Bank account format component - Create' panel appears.

   Note: The total length of all components of a specific format must not exceed 90 characters.
3. Use the fields provided and press **Enter**.

Formats for country-specific payments. Bank account numbers need to be in a certain format when generating payments using country-specific payment files. The following table describes the defaults for the format components. The other format information is user-defined.

Table 8-6. Formats for country-specific payments

	Number of components	Data type of components	Name/length of components
German files (both tape and disk)	2	Numeric, right-justified, required	1 - Bank code/8 2 - Bank account/10
Austrian files	3	Numeric, right-justified, required	1 - Bank code/5 2 - Bank account/11 3 - Control number/8
Swiss files	4	Alphanumeric, left-justified, required	1 - Bank code/7 2 - Bank account/12 3 - Bank account/12 4 - Control number/5

1 Issued by the Austrian processing center
2 Issued by the Swiss processing center

Fields

Component number. Number that identifies the component and determines its order in the bank account format. The system assigns the next available number.

Description. Description of the format component.

Length. Component can consist of from 0 to 15 characters.

Justification. One of the following is valid:

1 Right. Component is right-justified.
2 Left. Component is left-justified.

Component required?. Determines if this component is a required part of the bank account format.

Data type. Type of characters that make up the component. One of the following is valid:

1 Alphanumeric. Component contains letters and numbers.
2 Numeric. Component contains numbers only.

Validation type. Method the system uses to validate a format component. One of the following is valid:

1 None. System does not validate the component.
2 Range. System validates that the component is within a range of values.
3 List. System validates that the component is within a list of values.

Creating bank account format component ranges/value lists

To create a range of values or a list of values for a component with a validation type of range or list, respectively:

1. Take option 12 `Work with components' next to a bank account format on the ’Work with bank account formats’ panel. The ’Work with components for a bank account format’ panel appears.

2. Take option 12 `Work with values' next to a component with a validation type of range or list. The ’Component range - Create’ or the Component values list panel appears.

   Note: You can also use **F15=Validation values** on the ‘Bank account format component - Create or Change’ panel. The ’Component range - Create’ or the ‘Component values list’ panel appears depending on whether the validation type is a range or a list.

3. Select a range of component values or use **F6=Create** to create a value in a component list. To create a value when you are on a range panel or a range when you are on a value panel, use **F11=Change to value** or **F11=Change to range**, respectively.

Option 2. Work With Entities for Banks (AM5M66)

Use this option on the Bank Tables menu to create and maintain bank information for entities.

For information on using this option, see “Option 1. Work With Entities (AM5M63)”.

Option 3. Work With Bank Instruction Codes (AM5M66)

Use this option on the Bank Tables menu to define the bank instructions for a given administrative division.

Understanding this option

A bank instruction code tells a bank how to handle the various settlement methods associated with electronic banking. In some countries, bank instruction codes are standardized and are the same for all banks. In other countries, there a great deal of variation of the codes. IFM allows you to define bank instruction codes globally and line them to specific banks and settlement methods.

For each settlement method you define for a bank, you can have multiple bank instructions and each bank instruction can apply to multiple settlement methods. (See “Creating bank/settlement method instructions”.) When IFM creates a generic payment file for a given bank and settlement method, the bank instructions become part of the file (see “Generic payment files”).

Using this option

When you enter option 3 on the Table Maintenance menu, the `Work with bank instructions' panel appears.

To create a bank instruction:

1. Use **F6=Create** on the ’Work with bank instructions’ panel. The ’Bank instruction – Create’ panel appears.
2. Use the fields provided and press **Enter**.

Fields

Identifier. Code that identifies a bank instruction.

Text. Description of the bank instruction.

Instruction type. One of the following is valid:

1 Remittance.
2 Return
3 Remittance or return

Transmittal code. Type of bank transmittal. See “Option 7. Work With Transmittal Codes (AM5M66)”.

Protest wait days. Number of days the bank waits before protesting a note/installment to a customer.

Return wait days. Number of days the bank waits before returning a note/installment to a customer.

Option 4. Work With Bank Transaction Types (AM5M66)

Use this option on the Bank Tables menu to create and maintain the types of bank transactions represented by cash lines.

Understanding this option

A bank transaction type identifies a type of bank transaction associated with a settlement method. (When you define a settlement method, you can assign a bank transaction type to it.) For example, a deposit, check or ATM transaction.This information is used in electronic banking and to simplify bank reconciliation. When IFM creates a generic payment file, it automatically includes the bank transaction type in the payment record.

Using this option

When you enter option 4 on the Bank Tables menu, the `Work with bank transaction types' panel appears.

To create a bank transaction type:

1. Use **F6=Create** on the ’Work with bank transaction types’ panel. The ’Bank transaction type – Create’ panel appears.
2. Use the fields provided and press **Enter**.

Fields

Identifier/Name. Identifier and description of a bank transaction type.

Option 5. Work With Banks (AM5M66)

Use this option on the Bank Tables menu to create and maintain bank records.

Understanding this option

What is a bank?

A bank is an establishment providing financial services. You need to create a record for each bank with which your organization has an account.

When you create a cash book to represent a bank account, you can specify the bank to which the account belongs. When you create a currency contract, you enter the bank which is party to the contract.

Using this option

When you enter option 5 on the Bank Tables menu, the `Work with banks' panel appears. From here you can do the following:

- Create or change bank information
- Create or change bank/settlement method instructions
- Copy bank instructions from one bank to another

Figure 8-14 shows the main bank maintenance panels.

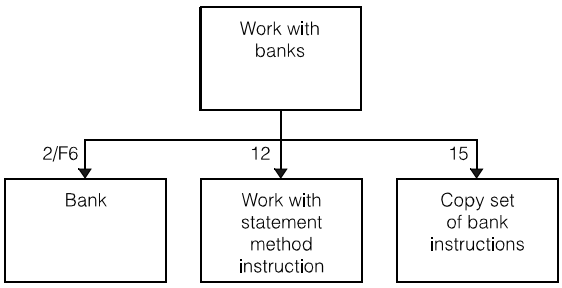


Figure 8-14. Working with banks

Creating a bank

To create a bank:

1. Use **F6=Create** on the 'Work with banks' panel. The 'Bank – Create' panel appears.
2. As well as entering the identifier and name of the bank, you also can specify an entity. This enables you to record information such as the name and address of the bank.

Fields

Identifier. Code that identifies a bank.

Name. Description of a bank.

Name and address entity:
Identifier and Name. Identifier and description of an entity associated with the bank. This is useful for recording information such as the address of the bank.

Account format. Format of the bank account number. See “Option 1. Work With Bank Account Formats (AM5M66)”.

Creating bank/settlement method instructions

To create bank/settlement method instructions, do the following:

1. Take option 12=Bank/settlement instructions next to a bank on the Work with banks panel. The Work with bank/settlement instructions panel appears.
2. Use **F6=Create**. The Bank/settlement method instruction panel appears.
3. Use the fields provided and press **Enter**.

Fields

Settlement method. Identifier of a settlement method.

Instruction id. Identifier of a bank instruction. See “Option 3. Work With Bank Instruction Codes (AM5M66)”.

Copying a set of bank instructions

To copy a set of bank instructions, do the following:

1. Take option 15=Copy instructions next to a bank on the ‘Work with banks’ panel. The ‘Copy set of bank instructions’ panel appears.
2. Use the fields provided and press **Enter**.

Fields

To bank:
Identifier and Status. Identifier of the bank to which you are copying instructions and the status of the "to" record.

Replace / Add. Replace existing records or only add new records.

Option 6. Work With Ledgers - Cash Books (AM5M66)

Use this option on the Bank Tables menu to create and maintain cash book ledgers.

For information on using this option, see“Option 8. Work With Ledgers (AM5M61)”.

Option 7. Work With Transmittal Codes (AM5M66)

Use this option on the Bank Tables menu to create and maintain codes that identify how a bank transmittal takes place.

Understanding this option

A bank transmittal code identifies a type of bank transmittal. For example, a discounted note transmittal. Transmittal codes are used when creating bank instructions and are mainly associated with electronic banking. See “Option 3. Work With Bank Instruction Codes (AM5M66)”.

Using this option

When you enter option 7 on the Bank Tables menu, the `Work with transmittal codes' panel appears.

To create a transmittal code:

1. Use **F6=Create** on the ’Work with transmittal codes’ panel. The ’Transmittal code – Create’ panel appears.
2. Use the fields provided and press **Enter**.

Fields

Identifier/Name. Identifier and description of a transmittal code.

Option 6. Apportionments, Reclassifications, Books, Journals (AM5M60)>>

Use this option on the Table Maintenance menu to go to the Apportionments, Reclassifications, Books, and Journals menu (AM5M67). It contains the following options:

Option 1. Work With Apportionment Criteria (AM5M67)..... 8-130
Option 2. Work With Apportionments (AM5M67) 8-130
Option 3. Work With Apportionment Lists (AM5M67)..... 8-130
Option 4. Work With G/L Reclassification Sets (AM5M67)..... 8-131
Option 5. Work With Books (AM5M67)..... 8-132
Option 6. Work With Journal Types (AM5M67) 8-133

Option 1. Work With Apportionment Criteria (AM5M67)

Use this option on the Apportionment, Reclassifications, Books, and Journals menu to create and maintain apportionment criteria. Apportionment criteria enable you to divide up a value in specified proportions.

For information on using this option, see “Option 1. Work With Apportionment Criteria (AM5M4Y)”.

Option 2. Work With Apportionments (AM5M67)

Use this option on the Apportionment, Reclassifications, Books, and Journals menu to create and maintain apportionments. For information on using this option, see “Option 2. Work With Apportionments (AM5M4Y)”.

Option 3. Work With Apportionment Lists (AM5M67)

Use this option on the Apportionment, Reclassifications, Books, and Journals menu to create and maintain apportionment lists. These are used with the IFM report generation facility to perform `memorandum' apportionments, showing the effects of a hypothetical apportionment without actually altering the general ledger.

For information on using this option, see“Option 3. Work With Apportionment Lists (AM5M4Y)”.

Option 4. Work With G/L Reclassification Sets (AM5M67)

Use this option on the Apportionment, Reclassifications, Books, and Journals menu to create and maintain the rules for reclassifying general ledger balances based on whether the year-to-date balance is a debit or credit.

Understanding this option

Before performing general ledger reclassification, you must have created one or more reclassification sets and their associated rules. Reclassification sets identify the accounts that must be scanned for abnormal balances. The rules identify the unit and natures that are checked and the sign of their expected balance.

Using this option

When you enter option 4 on the Apportionment, Reclassifications, Books, and Journals menu, the `Work with G/L reclassification sets' panel appears.

Creating G/L reclassification sets

To create a G/L reclassification set:

1. Use **F6=Create** on the 'Work with G/L reclassification sets' panel. The 'G/L reclassification set – Create' panel appears.
2. Use the fields provided and press **Enter**.

Fields

Identifier/Name. Code that identifies and a description of a reclassification set.

Creating G/L reclassification set rules

To create rules for a G/L reclassification set:

1. Take option 12 `Work G/L reclassification set rules' next to a reclassification set on the 'Work with G/L reclassification sets' panel. The 'Work with G/L reclassification set rules' panel appears.
2. Use **F6=Create** and press **Enter**. The G/L reclassification set rule - Create panel appears.
3. Use the fields provided and press **Enter**.

Fields

Identifier/Name. Identifier and description of a reclassification set rule.

Unit/nature.

Reclassification source. Unit and nature used to determine if the unit/nature balance requires reclassification. If you enter * in the unit portion, all units for a specified nature are treated as one account.

Reclassification from. Unit and nature that have the opposite sign of the reclassification amount. The unit must be a posting unit. The nature is used in year-to-date calculation. If you set the from account equal to the source account, the reclassification journal zeros the account balance. If you use different source and from accounts, you can see the abnormal account balance in it usual place for internal reporting purposes. Be sure to combine the from and source accounts to net to zero when you do financial reporting.

Reclassification to. Unit and nature that are used to offset the from unit and nature.

Expected balance of source. Sign of the balance that triggers reclassification. One of the following is valid:

- 1=+
- 2=-

Option 5. Work With Books (AM5M67)

Use this option on the Apportionment, Reclassifications, Books, and Journals menu to create and maintain fiscal books containing one or more transaction journals.

Understanding this option

A fiscal book classifies transactions for governmental reporting purposes. For example, you could have a book for sales and a book for purchases. When you create journal types, you identify the fiscal book that contains the journal.

Using this option

When you enter option 5 on the Apportionment, Reclassifications, Books, and Journals menu, the `Work with books' panel appears. From here, you can create books and book print histories.

Creating books

To create a book:

1. Use **F6=Create** on the ’Work with books’ panel. The ’Book – Create’ panel appears.
2. Use the fields provided and press **Enter**.

Fields

Identifier/Name. Identifier and name of a book.

Creating book print histories

Governmental formats usually require that book pages be numbered sequentially and that you bring forward the amounts from the last time you printed transactions for the book. To create a book print history, do the following:

1. Take option 12 `Work with print history' on the ’Work with books’ panel. The ’Work with print history’ panel appears.

2. Use **F6=Create**. The ‘Book print history - Create’ panel appears.
3. Use the fields provided and press **Enter**.

Fields.

Year printed. Fiscal or calendar year the book was printed.

Last page number printed. Number of the last page printed.

Last page total printed. Running total at the bottom of the last printed page.

Last date run. Last date the book was printed.

Option 6. Work With Journal Types (AM5M67)

Use this option on the Apportionment, Reclassifications, Books, and Journals menu to create and maintain journals containing transactions that are grouped for governmental reporting purposes.

Understanding this option

You use journal types to print transaction reports in country-specific formats that meet governmental requirements. You can assign sequential journal numbers to multiple transaction types as if they were a single transaction type. For example, you could have one IFM transaction type for COM sales invoices and another transaction type for sales invoices used in short journal entry. If you assign the same journal type to both transaction types, the transactions will be numbered sequentially. For more information, see “Option 3. Work With Transaction Types (AM5M68)”.

When you enter a transaction, it is classified by journal type. The journal type identifiers are assigned automatically based on the applicable transaction control record (see “Option 6. Work With Transaction Control Records (AM5M68)”). This allows you to print transaction reports using locally-developed programs.

SInce each journal type is part of a book, you must first create the books using “Option 5. Work With Books (AM5M67)”.

Using this option

When you enter option 6 on the Apportionment, Reclassifications, Books, and Journals menu, the `Work with journal types' panel appears. From here, you can create journal types and journal numerators.

Creating journal types

To create a book:

1. Use **F6=Create** on the ’Work with journal types’ panel. The ’Journal type – Create’ panel appears.
2. Use the fields provided and press **Enter**.

Fields

Identifier/Name. Identifier and description of a journal type.

Book id. Identifier of the book associated with this journal type.

Creating journal type numerators

To create journal type numerators:

1. Take option 12 `Work with journal numerators' on the 'Work with journal types' panel. The 'Work with journal type numerators' panel appears.
2. Use **F6=Create**. The 'Journal type numerator - Create' panel appears.
3. Use the fields provided and press **Enter**.

Fields

Financial division. Financial division associated with the journal type.

Effective date. Date on which the numerator is effective.

Posting: Journal prefix/Effective numerator/Journal suffix. The information used to sequence the journal during posting.

Reassign: Journal prefix/Effective numerator/Journal suffix. The information used to sequence the journal during journal reassignment. See"Option 10. Reassign Journal Numbers (AM5M49)".

Option 7. Transaction and Attribute Tables (AM5M60)>>

Use this option on the Table Maintenance menu to go to the Transaction and Attribute Tables menu (AM5M68). It contains the following options:

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Option 1. Work With Transaction Templates (AM5M68)

Use this option on the Transaction and Attribute Tables menu to create, maintain and delete the transaction templates that determine how transactions are entered and validated.

Understanding this option

What is a transaction template?

All transactions consist of a header, plus a variable number of transaction lines. The configuration of the lines depends on the type of transaction – you can create different templates for different types of business transactions.

The template defines the sequence of entry panels that is presented to the user during transaction entry. You can specify whether a given line type is optional, mandatory, or prohibited and whether one or many lines of the same type may be entered.

Transaction templates apply only to manual transactions that you enter from the main transaction entry menu option. However, some fields also control the validation of transactions entered with the short transaction entry options (short invoice entry, short journal entry and short cash entry).

You can create as many transaction templates as necessary, and associate any template with any transaction type. For information, see “Option 9. Work With Transaction Line Control Records (AM5M68)”.

Transaction templates and the header line

Every transaction has a three page header (HD1, HD2 and HD3). If you do not include these pages in the transaction template, they are still presented to the user. If you include HD1 in the template, it must be mandatory, whereas HD2 and HD3 may be optional or prohibited.

The only reason for including HD1 in the template is to make use of the `Redisplay names' option.

If either HD2 or HD3 are prohibited, users are still able to display the corresponding panels using the **F7** and **F8** keys. However, they are prevented from entering values on the panels.

The header pages always come first in the sequence of entry panels. If IFM automatically supplies the header, you pass from each page to the next by using **F8**. If you specify the header as part of the template, you go from page to page by pressing **Enter**.

Using this option

When you enter option 1 on the Transaction and Attribute Tables menu, the `Work with transaction templates' panel appears. From here, you can:

- Create a transaction template
- Create transaction template details.

Creating transaction templates

The `Work with transaction templates' panel is essentially a standard `Work with' panel. To create a template:

1. Use **F6=Create** on the 'Work with transaction templates' panel. The 'Transaction template – Create' panel appears.
2. Enter an identifier and name for the new template and press **Enter**. The 'Transaction template – Change' panel appears.
3. Use **F15** to work with transaction template details. The 'Work with transaction template details' panel appears.

Creating transaction template details

To create transaction templates:

1. Take option 12 `Work with details' on the relevant template on the 'Work with transaction templates' panel. The 'Work with transaction template details' panel appears.
2. Use **F6=Create**. The 'Transaction template detail – Create' panel appears. The fields provided allow you to specify which panel types you want in the template or, conversely, which panel types you want prohibited.

Fields

Panel type identifier. Enter the ID of the panel type to which the transaction template detail relates. Enter **?** to obtain a list of possible values.

Check. Specify whether the panel type is mandatory, optional or prohibited. The first page of the header (HD1) can only be mandatory. Certain line types are not allowed within certain ledgers. For example, you cannot enter a cash line in a personal ledger transaction, regardless of the transaction template involved.

Occurrence. For mandatory or optional panel types, specify whether one or many lines are allowed. Only one each of the HD1, HD2 and HD3 panel types are allowed. During transaction entry, the word `one' or `many' is shown in the top right of each panel to indicate which option is operation.

Sequence. Use this field to define the sequence in which the panel types are presented to the user. This field does not apply to the header panels HD1, HD2 and HD3 which are always shown first in the sequence.

Line type. This field is display only and is determined by the `Panel type' that you enter.

Redisplay names. This field gives you the choice of displaying the names of records on the transaction entry panels before proceeding to the next panel in the sequence. If names are redisplayed, the system displays the associated record name after a user types an identifier in a field (or changes an existing identifier) and presses **Enter**. The user must press **Enter** again to go to the next panel.

More experienced users may prefer to set the ***Redisplay names?*** field to `No' in order to speed up transaction entry. With this option, the system moves directly to the next panel without showing the names of the records.

Note: If you select an identifier using the **?** or **F4** facilities, the associated name is always re-displayed, regardless of the ***Redisplay names*** field. The transaction panels are preceded by the ‘Prompt transaction type’ panel. This panel is not controlled by the ***Redisplay names*** field.

Option 2. Work With Document Types (AM5M68)

Use this option on the Transaction and Attribute Tables menu to create and maintain document types for printing statements, invoices, remittances, notes and other documents, and transferring funds electronically.

Understanding this option

What is a document type?

Document types allow you to differentiate between invoices, statements, remittances, checks, notes and electronic funds transfer. A document type record specifies the program to be used for each kind of printed item or payment file. It allows you to tailor the printed output from IFM to suit your own pre-printed stationery.

IFM is shipped with a set of default programs which you can use for the first document types you create. You can create additional document types using your own programs. For more information, see “Option 9. Work With IFM Generic Programs (AM5MA0)”.

Note: To use your own program, use the System i Data Utility (DFU) program to add the program’s name to the file that contains the list of valid payment programs.

Each settlement method references a document type to identify the program that prints the document or creates the payment file. See “Option 7. Work With Settlement Methods (AM5M64)”.

Using this option

When you enter option 2 on the Transaction and Attribute Tables menu, the `Work with document types' panel appears. From here you can:

- Create the default document types
- Create your own document types.

Creating a document type

There is one default print program for each of the uses of document types.

To create a document type, use **F6=Create** on the 'Work with document types' panel. The 'Document type – Create' panel appears.

Fields

Document use. You must enter one of the following values:

1 Transaction
2 Statement
3 Remittance
4 Cheque/file
5 Remittance/cheque combined
6 Note

Whenever you enter a document type, IFM checks that the document use is appropriate to the context. For example, if you are printing an invoice, you need to specify a document type which has document use 1=Transaction.

Payment function. Program used to print checks and remittance advices in country-specific formats and create bank payment files. To use the default print function, leave this field blank and press **Enter**. The system defaults the print program according to the `Document use' you specified.

IFM does not automatically update the ***Print function*** field if the ***Document use*** field is changed or amended. This could lead to a conflict between ***Document use*** and ***Print program*** which would cause the print routine to fail. For this reason, if you change the ***Document use*** value, you should enter the corresponding program name, shown in the following table, in the ***Print Program*** field. Alternatively, you can blank out the ***Print Program*** field, which causes IFM to supply the appropriate default value.

Table 8-7. Default print programs and printer files

Document use	Default print program	Default print file
1	YAUSPFR	YAUSPFRD
2	YAWZPFR	YAWZPFRD
3	UAH1PFR	UAH1PFRD
4	UAH2PFR	UAH2PFRD
5	UAH3PFR	UAH3PFRD
6	your own program	your own file

If you do not want to use the default print function, use **F4=Prompt** to select another program.

Note: Program UAH2PFR is a shell check program. It does not provide any means to enter a first check number. The program does not update the payment list detail or cash line records with check number information.

Print file overrides. To override the `Forms type' parameter on the print file, enter the forms type you want and the name of the print file. The forms type is the type of paper on which the document is printed. If you are using pre-printed stationary for your documents you can enter a suitable forms type to prevent you accidentally using the wrong paper.

Reprint legend. This field gives some text to be printed on a document whenever it is reprinted. For example, you might want to print `DUPLICATE' on an invoice if it is printed more than once. IFM decides whether a document has already been printed or not by reference to the print history file.

You can leave this field blank, so that no special wording appears on reprints.The reprint legend appears in addition to any text given by the ***Document legend*** field of the relevant transaction type.

Option 3. Work With Transaction Types (AM5M68)

Use this option on the Transaction and Attribute Tables menu to create and maintain transaction types. These are essential to the transaction entry process.

To enter a transaction type in a ledger, the transaction type must have a corresponding transaction control record – see “Option 6. Work With Transaction Control Records (AM5M68)”.

Understanding this option

The transaction types can be common types such as payable invoice, receivable credit note and cash receipt, or types such as payable credit for goods returned, receivable invoice for services, cash receipt for goods sold, and so on.

The transaction type determines the ledger class to which a transaction belongs – personal ledger, cash book or general ledger – and, in the case of a personal ledger transaction, whether it is payable or receivable.

Using this option

When you enter option 3 on the Transaction and Attribute Tables menu, the `Work with transaction types' panel appears.

To create new transaction types:

1. Use **F6=Create** on the ’Work with transaction types’ panel. The ’Transaction type – Create’ panel appears.
2. Use the fields provided to create the transaction type. When you have entered all the required details, press **Enter**. IFM creates the new transaction type record.

Fields

Transaction class. This indicates whether transactions of this type are of personal ledger, cashbook or general ledger class.

Sale/purchase?. This field determines whether sales tax, purchase tax or neither is applied to the transaction. Each tax band has two natures associated with it – one for sales tax and one for purchase tax. This field determines the nature to which the tax is posted.

Payable/receivable. The value entered indicates whether this is a payables or receivables transaction type, and not whether it is a debit or a credit. For example, a credit note for a receivable invoice is a receivable transaction, although it is itself a credit.

Document type and legend. The document type determines the format and layout of a document, such as an invoice, which gives a printed record of the transaction. The specified document type must be of type 1 `transaction'.

For details of document types, see “Option 2. Work With Document Types (AM5M68)”.

Option 4. Work With Books (AM5M68)

Use this option on the Transaction and Attribute Tables menu to create and maintain books containing one or more transaction journals. For information on using this option, see “Option 5. Work With Books (AM5M67)”.

Option 5. Work With Journal Types (AM5M68)

Use this option on the Transaction and Attribute Tables menu to create and maintain journals containing transactions that are grouped for governmental reporting purposes.

For information on using this option, see “Option 6. Work With Journal Types (AM5M67)”.

Option 6. Work With Transaction Control Records (AM5M68)

Use this option on the Transaction and Attribute Tables menu to create and maintain transactions of a specified type to be entered in a specified ledger.

Transaction entry is described in “Option 2. Lock-Box Cash Receipts (AM5M26)”. Transaction templates and transaction types are described in “Option 1. Work With Transaction Templates (AM5M68)” and “Option 3. Work With Transaction Types (AM5M68)”, respectively.

Understanding this option

How is transaction control used?

A transaction type is a category of transactions (for example, payable invoice). IFM enables you to set up any number of transaction types for different purposes.

Before transactions of a given type can be entered in a ledger, a corresponding transaction control record must exist.

The transaction control record also gives you the option of associating a transaction template and attribute list with the transactions.

Using this option

When you enter option 6 on the Transaction and Attribute Tables menu, the `Work with transaction control' panel appears.

Creating a new transaction control record

1. Use **F6=Create** on the 'Work with transaction control' panel. The 'Transaction control – Create' panel appears.
2. Use the fields provided to create the transaction control record, and press **Enter**.

Fields

Ledger. This is the ledger in which the transactions are entered.

Transaction type. The transaction type must be of the same class (personal ledger, cash book, or general ledger) as the selected ledger.

Journal type. Journal type to which the transaction is posted. The journal type classifies the transaction for governmental reporting purposes. See “Option 6. Work With Journal Types (AM5M67)”.

`Attribute list' and `Prompt attributes?'. An attribute list is optional. It specifies a list of attribute classes that are available when the transaction is entered.

The ***Prompt attributes*** field specifies whether the user is prompted to enter an attribute for each class in this list. If not, a message is displayed on the `Transaction header' panel indicating that attributes may be entered by pressing the **F15** key. This field also applies to any attribute lists associated with individual lines of a transaction – see “Option 9. Work With Transaction Line Control Records (AM5M68)”.

A transaction will fail validation if an attribute is not specified for a mandatory attribute class. Therefore, if there are any mandatory attributes classes on the list it is a good idea to set the ***Prompt attributes*** field to 1 `Yes'.

Transaction template. This is an optional field. It only applies to manually-entered transactions and not to transaction types used with the automatic payments system.

The template governs the number, type and sequence of transaction lines which you are prompted to create when entering a transaction. If no template is specified, IFM

does not prompt you to create any lines, but does allow you to create lines of your choosing.

Tax transaction type. Classification of a transaction for tax purposes.

Reverse sign on posting?. This field gives you the option of reversing the signs of all monetary values when the transaction is posted. For example, when used with sales invoices entered in a receivables ledger or A/P cash payments, it saves you having to enter negative values in the transaction.

Note: When this field is set to ’Yes" during transaction entry, the transaction signs are reversed. If the transaction is displayed, the reversed sign is visible. If the transaction is changed, the reversed sign is not visible.

Suppress auto interdivision. This field gives you the option of suppressing the automatic interdivision account processing and requires the balancing lines to be entered manually. For example, you could use this option for general ledger journals when you want full control over interdivision postings.

With this field set to `No', when you enter a transaction involving units from different financial divisions, IFM automatically creates balancing general ledger lines posted to an interdivision account thus preserving the trial balance of each financial division concerned.

Note: Setting this field to `Yes' only affects manually-entered general ledger lines. For example, if you entered an interdivision transaction comprising charge lines, the system still generates interdivision general ledger lines in the normal way.

Enforce transaction totals. This field governs the way in which the control totals on the header line of each transaction are used.

With the field set to `No', the control total fields are for display only. The system updates the fields with the required totals when the transaction is validated.

With the field set to `Yes', you must enter the required control totals. If the control totals do not match the actual totals entered on the transaction lines, the transaction will fail validation.

Note: If the ***Enforce Control Total*** field is set to ‘0=No,’ then the Apply tax within the ***Ledger*** field cannot be set to ‘3=Generate control total with tax.’ An error message occurs when you try to post the transaction.

Local currency invoices?. This field is hidden if the Administrative Division Financial Data’s ***Use Multi-currency*** field is set to ’No’.

A value of ’1=Yes’. is only valid for transaction control records that refer to Accounts Payable personal ledgers. The default is ’0=No’.

Their reference required. Default is ’0=No’. If this value is set to ’1=Yes’, then this field is required on the transaction header.

Record status. One of the following is valid:

1 Active. This status is the default for all records when they are first created. Active records are available without restriction.

2 Inactive. An inactive record cannot be referred to by newly created records. However, any existing references to an inactive record remain in the system.

For example, you could change the status of an ex-customer to inactive. Any existing records would remain in the system, but you could not create new records for the ex-customer.

3 Please archive. This status means that the record is removed from the system when the next archive procedure is run.

Working with transaction numerators

A transaction numerator defines the format of the numbers assigned to transactions. You must maintain transaction numerators for the transaction types used for automatically created transactions. For example, the types used with the automatic payments system. Also, if the ledger concerned specifies that manually-entered transactions are automatically numbered then a transaction numerator is also required (see the ***Assign transaction no's*** field under "Creating ledgers").

Transaction numerators are held by date. To change the format of your transaction numbers, you can set up a new numerator with a suitable effective date rather than changing the existing numerator.

To work with ledger numerators:

1. Take option 12 `Work with transaction numerators' for required ledger and transaction type on the 'Work with transaction control' panel. The 'Work with transaction number numerator' panel appears.
2. Use **F6=Create**. The 'Transaction number numerator – Create' panel appears.
3. Use the fields provided and press **Enter**.

Fields

Date of data. Each record includes a ***Date of data*** field, indicating the date on which the record becomes active. Several numerator records can be created for each transaction type, but only one can be active at any one time.

Transaction prefix and suffix. Both the prefix and suffix can between zero and four alphanumeric characters long. For example, if you entered a prefix of `AB' and a suffix of `/92' your transactions are number `AB000001/92', `AB000002/92' and so on.

Last transaction number. This is the number which was assigned to the most recent transaction governed by this numerator. The next transaction is given a number one more than this number. This field is updated automatically by the system; however, you can also change the value of the field at any time.

For example, you could reset the numerator to zero at the beginning of each year. Transactions are not identified by their transaction numbers – you are allowed to have two transactions with the same number.

Entering a message for statements

You can specify some text to be printed on any invoices sent to your customers. For example, you could enter the message `A happy New Year to all our customers'. You can do this using **F13** on the `Transaction number numerator – Change' panel or option 15 on the `Work with transaction numerators' panel.

Note: The invoice printing program shipped with IFM ignores any messages you specify. Your data processing department must modify the invoice printing program if you want to use this facility.

Option 7. Work With Attribute Classes (AM5M68)

Use this option on the Transaction and Attribute Tables menu to create and maintain attribute classes. Attribute classes are user-defined properties of entities, personal accounts and transactions.

Attribute classes can be members of an attribute list. For more information, see “Option 8. Work With Attribute Lists (AM5M68)”.

Understanding this option

What is an attribute class?

An attribute class is a property of an entity, personal account or transaction, such as its country of origin.

An attribute class can have any number of attributes. For example, the attribute class `Country' could have the attributes `USA', `UK', `France' and `Japan'.

If this attribute class were associated with an entity, you could enter any one of these four as the entity's country, but not `Germany' or `India', unless you first added these to the `Country' attribute class.

You can attach attributes classes to entities, personal accounts and transactions (and to individual lines of a transaction).

Using this option

When you enter option 7 on the Transaction and Attribute Tables menu, the `Work with attribute classes' panel appears. From here, you can:

- Create an attribute class
- Create attributes in an attribute class.

Creating attribute classes

Since every attribute belongs to an attribute class, you have to create the classes first.

To create an attribute class:

1. Use **F6=Create** on the ’Work with attribute classes’ panel. The ’Attribute class – Create’ panel appears.
2. You give the new attribute class an ID, a name and a status. Once you have created an attribute class, IFM automatically takes you to the Attribute class field headings' panel. Every attribute class has its own set of field headings, which are headings used on panels or reports concerning attribute class data. Once you have added the field headings, you have finished creating the attribute class.

Four sets of headings are associated with each attribute class, although only the first is mandatory. They are called:

- Attribute headings
- Line count headings
- Line value headings
- Line quantity.

Attribute headings

These are the only mandatory fields on this panel. You must at least enter:

- The attribute heading left-hand text
- One line of text for the attribute column heading.

Both column and left-hand versions of the titles are entered to provide greater flexibility for laying out panels or reports. For example, on printed reports you may prefer column headings to be quite narrow in order to save space.

Line count, line value, line quantity

These three headings are provided to record miscellaneous information relating to a transaction's attribute. In the case of entities and personal accounts, you cannot record information in the line headings.

All are optional. If you omit any one, it is not displayed when you are prompted to specify the attributes for a transaction. If you include any of these three, you must provide both column heading and left-hand text.

Line count is a 5-character identifier field. ***Line value*** is a 17-character value field, and ***Line quantity*** is a 15-character field, of which 4 characters are reserved for decimals. This range of options allows you to represent many kinds of numerical information.

Creating attributes in an attribute class

Once you have created an attribute class, you can add attributes to it:

1. Take option 12 `Work with attributes' on the relevant class on the 'Work with attribute classes' panel. The 'Work with attributes' panel appears.
2. Use **F6=Create**. The 'Attribute – Create' panel appears.

Option 8. Work With Attribute Lists (AM5M68)

Use this option on the Transaction and Attribute Tables menu to create and maintain attribute lists. Attribute lists consist of attribute classes.

For more information about attribute classes, see “Option 7. Work With Attribute Classes (AM5M68)”.

Understanding this option

What is an attribute list?

An attribute list is a list of attribute classes. An attribute class can be either mandatory or optional within a particular list.

You can specify an attribute list on:

- Entity control. This attribute list gives the default attribute classes for all entities created by an administrative division. Each time you create an entity, you are automatically prompted to select one attribute in each attribute class on the list. IFM warns you if you do not select an attribute in a mandatory class. The attribute list only gives the default attribute classes – you can use any other attribute class in the system. See “Option 1. Work With Administrative Divisions (AM5M61)” for more about entity control.
- Personal ledger. This attribute lists gives the default attribute classes for all personal accounts created in the ledger. Each time you create an account, you are automatically prompted to select one attribute in each attribute class on the list. IFM warns you if you fail to select an attribute in a mandatory class. The attribute list only gives the default attribute classes – you can use any other attribute class in the system. See “Creating personal ledger details” for more about personal ledgers.
- Transaction control. You can specify an attribute list for each transaction type, in each ledger. You can create the corresponding attribute lines when you enter a transaction header. If you do not enter a line for a mandatory class, an error occurs on posting. You are restricted to those classes specified by the transaction control attribute list. See “Option 6. Work With Transaction Control Records (AM5M68)” for more about transaction control
- Transaction line control. You can specify an attribute list for each transaction line type, each transaction type, in each ledger. You can create the corresponding attribute lines when you enter a transaction line. If you do not enter a line for a mandatory class, an error occurs on posting. You are restricted to those classes specified by the transaction line control attribute list. See “Option 9. Work With Transaction Line Control Records (AM5M68)” for more information.

In summary, entities and personal accounts may use any attribute classes in the system (not just those specified on their list), whereas transactions are limited to those attribute classes (if any) specified by the lists on the relevant transaction control and transaction line controls.

Using this option

When you enter option 8 on the Transaction and Attribute Tables menu, the `Work with attribute lists' panel appears. From here, you can do one of the following:

- Create an attribute list
- Add attribute classes to an attribute list.

Creating attribute lists

`To create a new class, use **F6=Create** on the ’Work with attribute lists’ panel. The ’Attribute list – Create’ panel appears. Each list requires an ID and name.

Adding attribute classes to an attribute list

After creating an attribute list, you can add attribute classes to it by taking option 12 `Work with list details' next to an attribute list on the 'Work with attribute lists' panel. The 'Work with attribute list details' panel appears.

This displays a list of attribute classes to add to or delete from the list.

The two display modes

Use **F11** to display either all the classes or only those which are on the current list. Classes which are on the current list are highlighted.

Adding and deleting a class

You add or delete a class using option 1 `Include/Exclude toggle'. If you take option 1 next to a class which is not currently on the list, it is highlighted and added to the attribute list. If you take option 1 next to a highlighted class, its highlighting is removed and it is dropped from the list.

When a class is added to the list, the ***Mandatory?*** value defaults to 1, meaning that an attribute must be selected from this class. You can change this to 2, indicating that you do not have to select an attribute from this class, by taking option 2 and using the `Attribute list detail – Change' panel.

Working with attribute classes

Use **F15=Work with attribute classes** on the 'Work with attribute lists' panel to go to the `Work with attribute classes' panel.

Option 9. Work With Transaction Line Control Records (AM5M68)

Use this option on the Transaction and Attribute Tables menu to associate an attribute list with transaction lines of a specified type when entered in a specified ledger with a specified transaction type.

See "Option 6. Generate Attribute Analysis Extract (AM5M80)" and "Option 7. Work With Attribute Classes (AM5M68)", "Option 8. Work With Attribute Lists (AM5M68)", and "Option 10. Work With Attribute Analysis (AM5M68)" for more about attributes and attribute lists.

You can use both attribute analyses and the report generator to analyze transactions according to their attributes. However, the report generator ignores attributes attached to individual transaction lines (using transaction line control). It selects transactions according to the attributes of the header only.

Understanding this option

When a transaction line control has been set up, an attribute list is available during transaction entry. For example, you could set up an attribute list for charge lines on sales invoices so that the name of the salesperson could be entered with the charge line.

The difference between transaction line control and transaction control is that a transaction line control record associates an attribute list with a particular line of a transaction, whereas transaction control associates an attribute list with the transaction with the header line of the transaction.

The ***Prompt attributes?*** field on the transaction control applies to both the transaction control record itself and to any transaction line control records for the same transaction type and ledger. When attributes are prompted for, you are taken directly to the `Attribute line – Create' panel immediately after entering the transaction line concerned. Otherwise, you must use the **F15** key to specify attributes.

Using this option

When you enter option 9 on the Transaction and Attribute Tables menu, the `Transaction line control' panel appears.

To create a new transaction line control:

1. Use **F6=Create** on the 'Transaction line control' panel. The 'Transaction line control – Create' panel appears.
2. Use the fields provided to create the required transaction line control, and press **Enter**.

Fields

Ledger. This is the ledger in which the transaction lines are entered.

Transaction type. You can specify any active transaction type in the transaction type file, provided it is of the same class (personal ledger, cash book or general ledger) as the selected ledger.

Line type. You can specify charge, cash, general ledger, settlement or tax lines.

Attribute list id. You can specify any active attribute list.

Option 10. Work With Attribute Analysis (AM5M68)

Use this option on the Transaction and Attribute Tables menu to select entities, personal accounts, or transactions according to their attributes. You can view the results on the screen and then print a report.

See "Option 7. Work With Attribute Classes (AM5M68)" for details of how to set up attribute classes and attributes. Use"Option 6. Generate Attribute Analysis Extract (AM5M80)" to run attribute analysis.

Understanding this option

What is an attribute analysis?

An attribute analysis is a selection formula based on attribute classes and attributes. You can create any number of attribute analyses, each of which can be applied to either entities, personal accounts, or transactions.

What are attribute analysis sets and details?

Each attribute analysis owns one or more analysis sets. In turn, each analysis set owns one or more attribute analysis details. The analysis details are the criteria for choosing entities, personal accounts or transactions.

There are two types of analysis sets: `select' sets and `omit' sets. If an entity, personal account, or transaction satisfies the criteria of a set, it is either selected for or omitted from the analysis, depending on the type of set concerned.

Attribute analysis and the report generator

You can use attribute analyses with the IFM report generation facilities described in “Option 6. Work With Analyses (AM5M50)”. The report generator only selects transactions on the basis of attributes attached to the transaction header. It ignores any attributes attached to individual transaction lines.

An example

You have defined the following attribute classes on the entities in your system:

- `Industry sector' with attributes of `Finance', `Manufacturing', `Retail' and so on.
- `Computer system' with attributes `AS/400', `iSeries,' ‘System i,’ and so on.
- 'Sales rep' (the person responsible for dealing with the entity) with attributes of Mary Peters, Frank Roberts and Gordon Walters and so on.

The attribute analysis system enables you to produce reports listing those entities who use a System i and for which Frank Roberts is responsible. Alternatively, you could select all those entities in manufacturing for which Mary Peters is responsible, except those that use a System i.

In addition, the `Sales rep' is an optional attribute class and some entities do not have a sales representative assigned to them. The attribute analysis system enables you to either select or omit all those entities which have a sales representative specified. In other words, you can use an attribute class as a criteria for choosing entities, as well as a particular attribute of an attribute class.

Using this option

When you enter option 10 on the Transaction and Attribute Tables menu, the `Work with attribute analyses' panel appears. From here you can:

- Create and change attribute analyses
- Create and change the attribute analysis sets belonging to an analysis
- Create and change the attribute analysis details belonging to each set
- Run analysis extracts
- View the extracted data
- Print reports of the extracted data and of the associated transactions

Figure 8-15 shows the main attribute analyses panels.

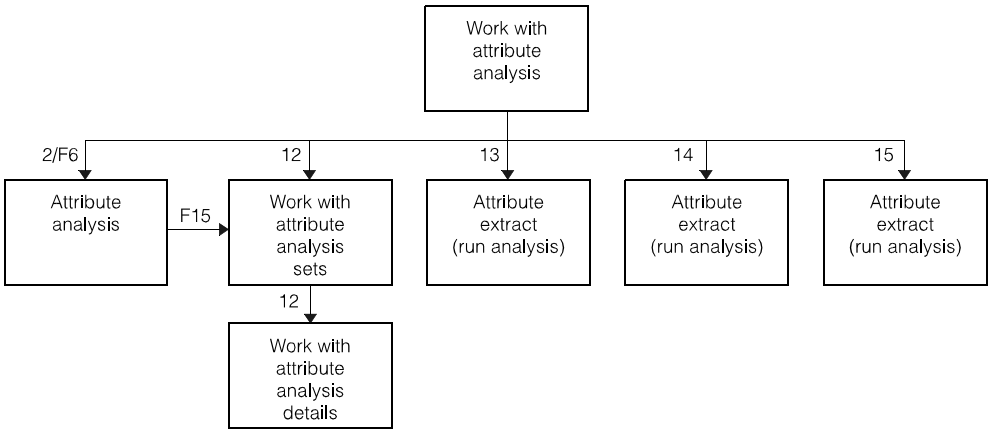

Figure 8-15. Working with attribute analyses

Creating an attribute analysis

To create a new attribute analysis:

1. Use **F6=Create** on the 'Work with attribute analyses' panel. The 'Attribute analysis – Create' panel appears.
2. Use the fields provided to enter an ID, name and description of the new analysis. Having created the analysis you can use the **F15** key to go directly to the `Work with attribute analysis sets' panel.

Fields

Locked by user. If you specify a IFM user ID in this field, only that user is allowed to change the details of the analysis or to remove the lock. Other users may only view and run the analysis.

Creating attribute analysis sets

For each analysis, you can create any number of analysis sets to be used in combination with each other.

To create an attribute analysis set:

1. Take option 12 `analysis sets' on the 'Work with attribute analysis' panel. The 'Work with attribute analyses sets' panel appears. This panel lists the analyses sets in the sequence in which they are run.
2. Use **F6=Create**. The 'Attribute analysis - Create' panel appears.
3. Type the required values in the fields and press **Enter**.

Fields

Analysis type. There are two types sets: `select' and `omit'. If an entity, personal account or transaction satisfies the criteria of a set then it is either selected for, or omitted from the analysis, depending on the type of set concerned.

If you create more than one set, the criteria of the sets are logically `ORed'. In other words, a given entity personal account or transaction need only satisfy the criteria of one set to be selected (or omitted).

If you use a combination of select and omit sets, the select sets are always run first. The omit sets are then applied to the selected entities, personal accounts or transactions.

Note: Omit sets take longer to run than select sets. The difference is particularly noticeable if you run an analysis which only uses omit sets and no select sets. Therefore, you may prefer to use select sets instead of omit sets, although sometimes it may be more convenient to specify a single omit set in preference to a combination of select sets.

Analysis set sequence. The order in which sets of the same type are run. This sequence does not change the end result of an analysis; however, it may have an effect on the efficiency with which it is run. If you have an analysis which takes a long time to run, those sets which select or omit the largest number of records should be sequenced first.

This is because a set is only applied to the records that remain after any previous sets have been applied. For example, if you have two omit sets, the second set is only applied to those records which have not already been omitted by the first set.

Creating attribute analysis details

Each attribute analysis set can have any number of attribute analysis details. Each detail represents a criterion for choosing entities, personal accounts, or transactions.

If you create many details within the same set, they are logically `ANDed'. In other words, an entity, personal account, or transaction must satisfy all the analysis details before it is chosen. The chosen records are either selected for or omitted from the analysis depending on the type of the set to which the details belong.

To create an attribute analysis detail:

1. Use **F6=Create** on the ’Work with attribute analysis details’ panel. The ’Attribute analysis detail – Create’ panel appears.
2. Type the required values in the fields and press **Enter** to create the detail.

Fields

Analysis detail sequence. The sequence determines the order in which the details are processed. This sequence does not change the end result of the analysis, however it may effect the efficiency with which it is run. If you have an analysis which takes a long time to run then those details which select the smallest number of records should be run first.

Attribute class and attribute. These two fields give the criterion by which records are selected. You can either enter both a class and an attribute or a class only.

If you enter both a class and an attribute, only entities, personal accounts, or transactions which have the specified attribute are selected. If you enter an attribute class only, all entities, personal accounts, and transactions which have the attribute class are selected.

Running an attribute analysis for entities

After creating an attribute analysis, you can apply it to the entities in your system.

To run an attribute analysis over entities:

1. Take option 13 `Entity extract' on the 'Work with attribute analyses' panel. Provided that you have not previously run the analysis on entities, the `Attribute extract' panel appears.

   The `Attribute extract' panel enables you to specify your requirements for the analysis. You need to specify a date. This is the date that the system uses to determine which entity attribute is effective for each entity attribute class – remember that the attributes of an attribute class are dated with no more than one attribute being effective at any given date. The system defaults in today's date. You could run analyses with different dates in order to make historical comparisons.

2. Once you have specified a date, press **Enter** to start the analysis. The analysis is run interactively. On completion the system takes you to the `Attribute analysis extract' panel on which you can view the extracted entities.

Viewing the extracted entities

The `Attribute analysis extract' panel lists the entities which have been selected by the attribute analysis. Initially, they are listed in order of the primary attribute class and attribute by which they were selected. You can use the **F11** key to switch to a list ordered by entity ID.

You can use **F3** or **F12** to return to the `Work with attribute analyses'. Provided that you do not exit to the menu, you can return directly to the `Attribute analysis extract' panel by taking option 13 again.

Note: The extracted data is held in a temporary file. When you exit to the menu all the data is deleted. You must then use option 13 to re-run the analysis.

Printing the extracted entities

You can obtain a permanent record of an attribute analysis by printing a report. There are three different reports available:

- Two versions of the standard **F22** listing are available, depending on the current mode of the panel (use **F11** to switch modes)
- The **F19** key enables you to print a report showing the transactions associated with each of the selected entities. A range of selection fields are available to restrict the entities and transactions that are included. Note that only transactions in the current administrative division may be included.

Re-running an analysis

Having run an analysis on entities, the next time that you take option 13, the system takes you directly to the `Attribute analysis extract' panel with the previously extracted data on display.

There are two ways of re-running an analysis:

- Exit to the menu. The extracted data for all attribute analyses is deleted. Repeat the option 13 as normal.
- Use **F5** from the `Attribute analysis extract' panel. The system deletes the currently extracted data and returns you to the `Attribute extract' panel ready for you to re-run the analysis.

  Note: You can use options 14 and 15 to run the attribute analysis over personal accounts or transactions, respectively, without deleting the extracted entities. Having taken option 14, you can still take option 13 to view the previously extracted entities.

Running an attribute analysis for personal accounts

Having created an attribute analysis you can then apply it to the personal accounts in your system.

To run an attribute analysis over personal accounts:

1. Take option 14 `Personal account extract' on the 'Work with attribute analyses' panel. Provided that you have not previously run the analysis on personal accounts, the `Attribute extract' panel appears.

   The `Attribute extract' panel enables you to specify your requirements for the analysis. You need to specify a date. This is the date that the system uses to determine which personal account attribute is effective for each personal account attribute class – remember that the attributes of an attribute class are dated with no more than one attribute being effective at any given date. The system defaults in today's date. You could run analyses with different dates in order to make historical comparisons.
2. Once you have specified a date, press **Enter** to start the analysis. The analysis is run interactively. On completion the system takes you to the `Attribute analysis extract' panel on which you can view the extracted personal accounts.

Viewing the extracted personal accounts

The `Attribute analysis extract' panel lists the personal accounts which have been selected by the attribute analysis. Initially, they are listed in order of the primary attribute class and attribute by which they were selected. You can use the **F11** key to switch to a list ordered by personal account ID.

You can use **F3** or **F12** to return to the `Work with attribute analyses'. Provided that you do not exit to the menu, you can return directly to the `Attribute analysis extract' by taking option 14 again.

Note: The extracted data is held in a temporary file. When you exit to the menu all the data is deleted. You must then use option 14 to re-run the analysis.

Printing the extracted personal accounts

You can obtain a permanent record of an attribute analysis by printing a report. There are three different reports available:

- Two versions of the standard **F22** listing are available, depending on the current mode of the panel (use **F11** to switch modes)
- The **F19** key enables you to print a report showing the transactions associated with each of the selected personal accounts. A range of selection fields are available to restrict the accounts and transactions that are included.

Re-running an analysis

Having run an analysis on personal accounts, the next time that you take option 14, the system takes you directly to the `Attribute analysis extract' panel with the previously extracted data on display.

There are two ways of re-running an analysis:

- Exit to the menu. The extracted data for all attribute analyses is deleted. Repeat the option 13 as normal.
- Use **F5** from the `Attribute analysis extract' panel. The system deletes the currently extracted data and returns you to the `Attribute extract' panel ready for you to re-run the analysis.

  Note: You can use options 13 and 15 to run the attribute analysis over entities or transactions, respectively, without deleting the extracted personal accounts. For example, having used option 13, you can still take option 14 to view the previously extracted personal account.

Running an attribute analysis for transactions

After creating an attribute analysis, you can apply it to the transactions within an administrative division.

To run an attribute analysis over transactions:

1. Take option 15 `Attr line extract' on the ’Work with attribute analyses’ panel. Provided that you have not previously run the analysis on transactions, the `Attribute extract' panel appears.

   The `Attribute extract' panel enables you to specify your requirements for the analysis. You need to specify a range of dates. Only transactions with effective dates within the specified range are included. You can leave either, but not both, fields blank. You could run analyses with different date ranges in order to make historical comparisons. By default, the systems enters a range from the first day of the year to today's date.
2. After specifying a date range, press **Enter** to start the analysis. The analysis is run interactively. The system searches through all the attribute lines associated with all transactions in the specified range – this includes attribute lines associated with the transaction itself and attribute lines associated with individual transaction lines.
3. On completion the system takes you to the `Attribute analysis extract' panel on which you can view the extracted transactions.

Viewing the extracted transactions

The `Attribute analysis extract' panel lists the transactions which have been selected by the attribute analysis. Initially, they are listed in order of the primary attribute class and attribute by which they were selected. You can use the **F11** key to switch to a list ordered by effective date and transaction number.

You can use **F3** or **F12** to return to the `Work with attribute analyses'. Provided that you do not exit to the menu, you can return directly to the `Attribute analysis extract' by taking option 15 again.

Note: The extracted data is held in a temporary file. When you exit to the menu all the data is deleted. You must then use option 15 to re-run the analysis.

Printing the extracted transactions

You can obtain a permanent record of an attribute analysis by printing a report. There are three different reports available:

- Two versions of the standard **F22** listing are available, depending on the current mode of the panel (use **F11** to switch modes)
- The **F19** key enables you to print a report showing not just the transactions that you get with the **F22** print, but also the relevant attribute lines by which the transaction was selected. A range of selection fields are available to restrict the transactions that are included.

Re-running an analysis

Having run an analysis on transactions, the next time that you take option 15, the system takes you directly to the `Attribute analysis extract' panel with the previously extracted data on display.

There are two ways of re-running an analysis:

- Exit to the menu. The extracted data for all attribute analyses is deleted. Repeat the option 13 as normal.
- Use **F5** from the `Attribute analysis extract' panel. The system deletes the data for the current analysis only and returns you to the `Attribute extract' panel ready for you to re-run the analysis.

  Note: You can use options 13 and 14 to run the attribute analysis over entities or personal accounts, respectively, without deleting the extracted transactions. For example, having used option 13, you can still take option 15 to view the previously extracted transactions.

Option 8. Tax Tables (AM5M60)>>

Use this option on the Table Maintenance menu to go to the Tax Tables menu (AM5M69). It contains the following options:

Option 1. Work With Tax Codes (AM5M69)..... 8-156
Option 2. Work With Tax Group Codes (AM5M69)..... 8-156
Option 3. Work With Tax Code Results (AM5M69) 8-156
Option 4. Work With Countries (AM5M69) 8-165
Option 5. Work With States (AM5M69)..... 8-165
Option 6. Work With Tax Suffix Codes (AM5M69)..... 8-165
Option 7. Work With Tax Indicator Codes (AM5M69)..... 8-165
Option 8. Work With Item Tax Classes (AM5M69) 8-166
Option 9. Work With Tax Transaction Types (AM5M69)..... 8-168
Option 10. Work With Tax Condition Priorities (AM5M69)..... 8-169
Option 11. Simulate Tax Calculation (AM5M69) 8-179
Option 12. Withholding Tax Tables (AM5M69) 8-179
Option 13. Work With 1099 Tax Report Classes (AM5M69) 8-207
Option 14. Work With 1099 Boxes (AM5M69)..... 8-209

Option 1. Work With Tax Codes (AM5M69)

Use this option on the Tax Tables menu to add, change, or delete tax codes. Tax codes are used to identify the jurisdictions to which you pay taxes. See “Setting up taxes”.

When you select this option, the ‘Edit Tax Code for Authority’ (AMVAVEFR) panel appears in Add mode if there are no tax codes and in Change mode if tax codes exist.

Option 2. Work With Tax Group Codes (AM5M69)

Use this option on the Tax Tables menu to add, change, or delete tax group codes. Tax group codes are used to combine two or more tax code results under a single description on a customer invoice. For more information, see the ***Tax group code*** field under “Creating tax condition result data”.

When you select this option, the ‘Display Tax Group’ (AMVBWDFR) panel appears.

Option 3. Work With Tax Code Results (AM5M69)

Use this option on the Tax Tables menu to create and maintain information for tax processing.

Understanding this option

Setting up tax codes and tax code results is the first step in using the global tax functions. For more information, see “Option 10. Work With Tax Condition Priorities (AM5M69)”.

What is a tax code?

A tax code is an identifier representing a taxing jurisdiction. For example, if you report sales tax to the state of Georgia, you could have the tax code GA. In addition, you would probably create a tax code for some or all of the counties in the state. You usually have a tax code for each tax return you must file.

Note: For tax calculation purposes, the term tax refers to both sales tax and VAT.

You create tax codes using “Option 1. Work With Tax Codes (AM5M69)”.

What is a tax code result?

A tax code result identifies a tax that can be applied to a transaction. It consists of a tax code and a kind of transaction. For example, if the tax code represents the state of Georgia and the transaction is a taxable sale, the tax code result is a Georgia sales tax.

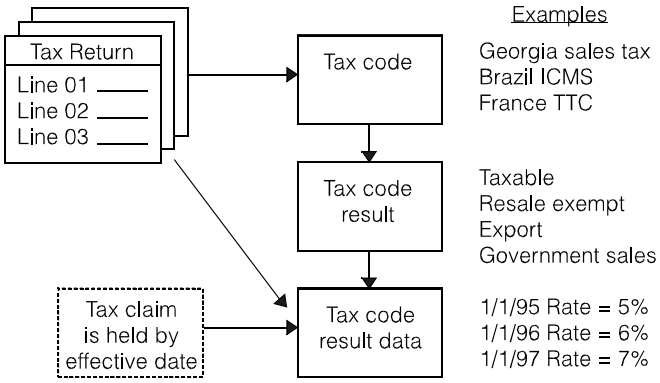

Figure 8-16. Examples of tax code results

Generally, you define a tax code result for each line on a tax return. You provide data for each tax code result, such as an effective date, a tax rate and the natures to which the tax applies. Tax code results are used to set up the tax condition results that IFM uses to calculate the tax amount. You define this information using “Option 10. Work With Tax Condition Priorities (AM5M69)”.

Calculating non-invoiced taxes

For certain types of sales, a buyer or seller may be responsible for paying taxes that do not appear on an invoice. For example, if your business is in Georgia and you sell to a customer in Alabama, you may not be required to collect Alabama sales tax. Therefore, no sales tax appears on the buyer’s invoice. However, the buyer is required to accrue and pay use tax to the state of Alabama.

The tax routine handles the following situations where non-invoiced tax treatment is necessary:

- Use tax. For the US and other sales tax countries. The buyer is responsible for paying the tax.
- EC memo tax. For EC countries. The buyer is responsible for accruing the tax.

- Do not invoice tax. For Brazil and other countries. The seller is responsible for accruing and reporting the tax.

In each case, the tax routine calculates and records the tax and generates the ledger entries for the accrual. For example, if the vendor invoice is 100.00:.

Table 8-8. Accounting for non-invoiced taxes (for use or EC taxes)

	Expense		Accounts Payable	
	100.00			100.00

	Use/Memo Tax Offset		Use/Memo Tax Liability	
Use/EC Memo Tax Calculated by the XA Tax Routine	5.00			5.00

For the use and EC memo taxes, COM and IFM creates ledger entries to accrue for the tax liability and tax receivable and creates an offsetting entry, usually for the income or expense account. The way the offsetting entry is made depends on the whether you selected to use a separate or single accounting method when creating tax code results (see the ***Accounting method*** field under “Creating tax code results”). For a separate method, the offset is charged to the unit specified for the tax result. For a single method, the offset amount is prorated over the G/L lines for the other invoice items. COM and IFM also create tax lines to support the tax accrual.

For do not invoice taxes, the ledger entries are the same, but the signs are reversed.

Using this option

When you enter option 2 on the Tax Tables menu, the `Work with tax code results' panel appears.

Figure 8-17 shows the main tax code results panels.

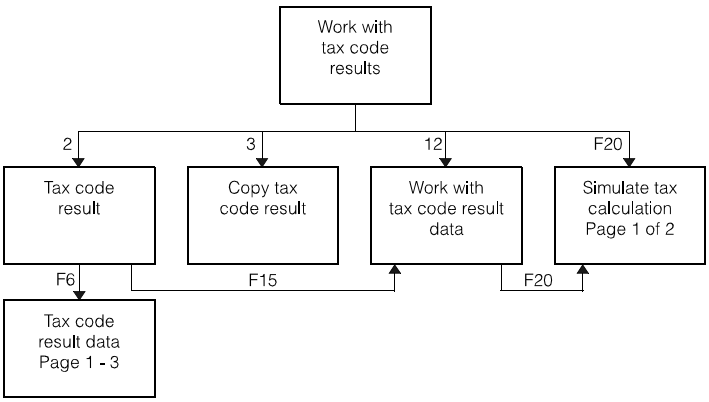

Figure 8-17. Working with tax codes results

Creating tax code results

To create a tax code result, do the following:

1. Use **F6=Create** on the 'Work with tax code results' panel. The Tax code result - Create panel appears.
2. Use the fields provided and press **Enter**.

Fields

Tax code. Identifier of a tax code.

Result. Identifier of a tax code result.

Description. Description of a tax code result.

Default compound result. Identifier of a tax code result that is added to the base tax code result. For example, in some parts of Quebec, the provincial sales tax includes the federal goods and services tax. In this case, you would reference the federal tax in this field.

Accounting method. One of the following is valid:

1 VAT, separate accounts. The general ledger amount generated for the tax expense/liability goes to the G/L line for the tax line using the tax line nature. Used in VAT jurisdictions because the tax paid is a receivable that is offset against the tax you collect from the customers. For example, a 1.00 purchase with a .10 tax is recorded as a 1.00 expense and a .10 tax receivable.

2 Sales tax, sIngle account. The general ledger amount generated for the tax expense/liability is added to the G/L line for the charge line. Used in sales tax jurisdictions because the sales tax paid is an expense that is combined with the purchased item. For example, a 1.00 purchase with a .10 tax is recorded as a 1.10 expense.

3 Sales tax, separate accounts. The general ledger amount generated for the tax expense/liability goes to the G/L line for the tax line using the tax line nature. Used in sales tax jurisdictions when you want the sales tax to be recorded separately from the charge amount of the purchased item. For example, a 1.00 purchase with a .10 tax is recorded as a 1.00 expense and a .10 expense.

Note: COM uses the GLI account assignment rules.

Tax rounding level. Level where tax rounding occurs. One of the following is valid:

1 Invoice. Taxes are rounded on the tax line.
2 Charge line. Taxes are rounded on each charge line.

Creating tax code result data

You create the data for a tax code result by effective date. To create data for a tax code result, do the following:

1. Take option 12 `Work with data' next to a tax code result on the 'Work with tax code results' panel. The 'Tax code result data' panel appears.
2. Use **F6=Create**. The 'Tax code result data - Page 1 of 3' panel appears.

3. Use the fields provided and press **Enter**.

Fields (Page 1 of 2)

Effective date. Date on which the tax result data is in effect. When calculating taxes, the tax routine uses the tax result with the most recent preceding effective date. For example, if the tax rate changes from 5% to 6% on 1/1/97 and the transaction date is 12/31/96, the tax rate is 5%. If the transaction date is 1/1/97 or later, the tax rate is 6%.

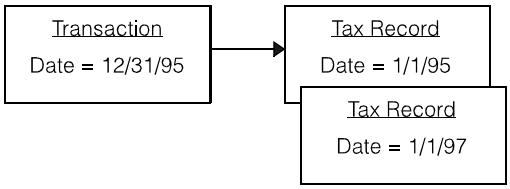

Figure 8-18. Example of effective date

If the transaction date is earlier than the earliest effective date, the tax routine rejects the transaction because it cannot calculate the tax. However, in the case of a compound tax, if the transaction date is earlier than the effective date of the base tax result but later than the effective date of the compound tax result, the tax can be calculated.

Tax rate. Percent (converted to a decimal during tax calculation) applied to the transaction tax base amount. If the tax code result is a non-taxable result, the tax rate is zero. You can have a negative tax rate when an item is previously taxed in one state and is being transferred to another state, In that case, the negative tax reclaims the tax from the state where the item was originally taxed. The tax rate can be up to three decimal places.

Tax group code. Identifier and description of a group of taxes that apply to items, surcharges, and special charges (see “Option 2. Work With Tax Group Codes (AM5M69)”). It is used to combine two or more tax code results under a single description on a customer invoice. The tax code results are still kept separately for tax compliance purposes.

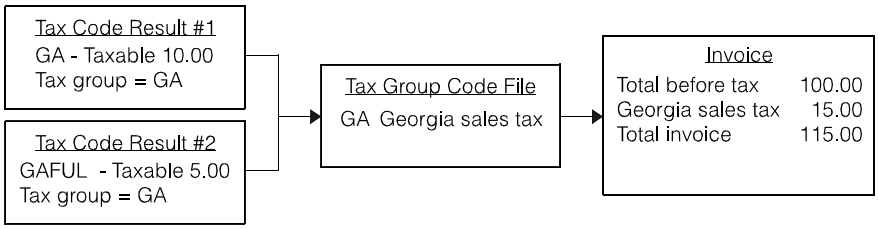

Figure 8-19. Example of a tax group code

For example, you could create a tax group code that includes Georgia and the county sales taxes. If both the Georgia and a county sales taxes apply to an invoice, the tax amounts are combined on the invoice and described as Georgia sales tax.

The tax group code supports invoice text in multiple languages.

Tax liability nature. Nature for recording the tax owed.

Tax receivable nature. Nature for recording the tax due.

Use tax. Determines if a use tax is to be calculated. A use tax is calculated when you are required to accrue and pay tax on purchases that are not presented for payment on an invoice you receive from a vendor. For more information, see “Calculating non-invoiced taxes”.

EC memo tax. Determines if the tax calculated is an EC memo tax.

Pay/Reclaim EC memo tax. Determines if the EC memo tax is paid or reclaimed. Selecting 1=Yes in this field (for example, in Spain) acts as a trigger for locally developed tax compliance reporting programs to report the memo tax in one period and reverse it in the next period. For more information, see “Calculating non-invoiced taxes”.

Tax is invoiced. Determines if the taxes that are the seller’s responsibility are included on the invoice.

Use/memo tax liab/rec. Nature for recording taxes that are not invoiced.

Use/memo tax offset. Nature for offsetting taxes recorded in the use memo/tax nature.

Tax adjusted for cash discount. Determines if the tax rate is reduced for cash discounts. For example, an item is 100, the tax rate is 10% and the cash discount is 2%. If this field is N (No), the tax is 10.00 (100 x .10). If this field is Y (Yes), the tax is 9.8 ([100 x (1.00 - .02)] x 10).

Table 8-9. Adjusting tax rate for cash discount

Adjust for cash discount	Yes	No
Invoice amount	100.00	100.00
Tax base amount if yes (100.00 x (1.00 - 0.02)	98.00	
Tax base amount if no		100.00
Tax amount (Tax base amount x 10%)	9.80	10.00

Note: This is not the same as trade discounts. They are treated as a reduction in price and always reduce the tax base amount.

Fields (Page 2 of 2)

Tax recovery percent. Percent of the value of the transaction that is recoverable for VAT purposes. Normally, you can offset the VAT you pay against the VAT you collect. However, if the government does not allow you to fully offset the VAT (typically for employee expense accounts), this field is less than 100%. In that case, the tax routine calculates the tax in the usual way. It then calculates the non-recoverable VAT by multiplying the tax amount by the tax recovery percent and reflects the amount in the tax line.

Non-recoverable VAT nature. Nature that accounts for the portion of the tax base amount that is not completely recoverable.

For accounting purposes, the recoverable VAT is charged to the regular liability/ receivable nature and the non-recoverable VAT is charged to the non-recoverable nature. For example:

Table 8-10. Partial VAT recoveries

Vendor Invoice

Purchase	100.00
Tax	10.00
Total	110.00

Expense		Accounts Payable	
100.00			110.00

VAT is 80% Recoverable

VAT Receivable		Non-Recoverable VAT	
8.00		2.00	

Tax rate method. Determines if the tax routine checks for an override at the item tax class level. For example, if the tax treatment for an item or special charge varies by tax code, you can use the item tax class to override the rate. One of the following is valid:

0 Regular tax rate
1 Item class tax rate

Substitute tax base amount. Determines if a tax base amount is to be substituted for the transaction amount. Used mainly in Brazil when it is necessary to calculate taxes using a government-specified unit price for an item rather than the actual unit price. For example, if you sell 100 units for 1.00 each and the tax rate is 10%, the normal tax would be 10.00 (100 x 1.00 x .10). If the government establishes a unit price of 2.00, the tax is 20.00 (100 x 2.00 x.10) even though the invoice amount is 100.00 (100 x 1.00).

Table 8-11. Using a substitute tax base

	Quantity	Unit of Measure	Price
Customer order	1	DZ	12.00
Substitute base		EA	2.00

Tax base calculation	
Quantity (DZ x 12)	12.00
Unit price per substitute base	2.00
Substitute tax base	24.00

To use a substitution, you need to set up and item tax class that contains the amount, unit cost and unit of measure. If the government uses the same substitute tax base amount for many items, you can use a single item tax class for all these items. Otherwise, you need a separate item tax class for each item. For more information, see “Option 8. Work With Item Tax Classes (AM5M69)”.

Note: If the unit of measure for the transaction is different than the one used by the government, the tax routine converts the transaction quantity to the equivalent quantity amount corresponding to the government unit of measure.

Substitute tax rate. Determines if a tax rate is to be substituted for the rate found on the tax code result data record.

Include tax in cash disc calc. If 1=Yes is chosen, then the settlement discount base will include taxes. The cash discount calculated will be larger, since it's also based on taxes.

The tax routine counts the tax in the cash discount base (normally, the tax is excluded from the cash discount base). For example, if you are buying an item for 100.00 and the tax rate is 10% and the cash discount is 2%, the result on the invoice is 110.00 (100 + 10). If the tax is in the discount base, the potential discount is 2.20 (100 x .022). If the tax is not in the discount base, the potential discount is 2.00 (100 x .02).

When you pay the invoice and take the discount, the discount is allocated between the discounts taken and the tax receivable. For example, when you pay the invoice, you send the vendor a payment of 107.80 (110.00 - 2.20). You record a debit to accounts payable for 110.00, a credit to cash for 107.80, a credit to discounts taken for 2.00 and a credit to taxes receivable for .20. If the tax is not in the discount, you record a debit to accounts payable for 110.00, a credit to cash for 2.00 and a credit to discounts taken for 2.00.

Note: The same calculation apply to sales, with the signs reversed.

Table 8-12. Tax in cash discount

Vendor Invoice	
Purchase	100.00
Tax	10.00
Total	110.00

Expense	
100.00	

Accounts Payable	
	110.00
110.00	

VAT Receivable	
10.00	
	0.20

Cash	
	107.80

Discount "Income"	
	2.00

Cash discount nature. Nature for recording the cash discount.

Write-off nature. Nature for recording the write-off.

Adjustment nature. Nature for recording the adjustment.

Tax in price - Europe. Determines if the tax in price calculations are done using European conventions. Used where the tax is combined in the price of the goods. COM adjusts the sales price to reflect the tax. IFM separates the tax amount that is included in the price.

A seller begins with the price before taxes, then calculates the taxes and adds the taxes to the invoiced price. A buyer (VAT only) separates the buried tax from the tax inclusive price to be able to reclaim the VAT.

Table 8-13. Tax in price calculations - Europe

Tax in price - Europe	Sale	Purchase
Item price excluding taxes	90.00	
Item price including taxes		100.00
Tax rate	10%	10%
Item price including taxes (90.00 x (1 + 0.10)	99.00	
Item price excluding taxes (100.00/(1 + 10)		90.91

Note: You can either select 1=Yes in this field or the ***Tax in price - Brazil*** field, but not both.

Tax in price - Brazil. Determines if the tax in price calculations are done using Brazilian conventions. See the previous field.

Table 8-14. Tax in price calculations - Brazil

Tax in price - Brazil	Sale	Purchase
Item price excluding taxes	90.00	
Item price including taxes		100.00
Tax rate	10%	10%
Item price including taxes (90.00/(1.00 - 0.10)	100.00	

Tax in price calculation. One of the following is valid:

1 Tax added. Tax is added to the price.
2 Tax included. Tax is included in the price.

Note: If COM is installed, the ***Tax in price*** field on the Company Master needs to be set to allow tax in price for the function to be available both in COM and IFM.

Tax rate derived. Determines if the tax rate is derived from the weighted average of other taxes in the same transaction for the same taxing jurisdiction. Typically, derived tax rates are used to tax special charges, for example, freight.

First, the tax routine calculates a weighted average tax rate for other items on the order that are subject to the same taxing jurisdiction (tax code). These items are not taxed using the derived tax method. The rate is the sum of the tax amounts divided by the sum of the tax base amounts. This is done for each tax code affected by the order. After all non-derived tax calculations are done, the tax routine calculates the tax for the derived tax items by multiplying the tax base amount by the weighted average tax rate.

For example:

Table 8-15. Derived tax rates

Item	Tax Base	Rate	Tax
Item A	1,000.00	10%	100.00
Item B	2,000.00	20%	400.00
Totals	3,000.00		500.00

The weighted average tax rate is 16.667% (500/3000). The tax on the item is 16.67 (Item tax basis 100.00 x the tax rate 16.667).

To apply a derived tax rate, leave the ***Tax rate*** field blank on Page 1 of this panel.

Information tax. Determines if the taxes that are not the seller's responsibility are printed on the invoice.

Report on cash basis. Determines if locally developed tax compliance reports are based on paid invoices.

Copying tax code results

See "Copying tax data".

Simulating tax calculations

To review the results of tax calculations before you actually apply taxes to a transaction, use **F20=Simulate calculations** on any panel where it appears. The 'Simulate tax calculation - Page 1 of 2' panel appears.

For information on the panels and field definitions, see "Option 6. Simulate Tax Calculation (AM5M70)".

Option 4. Work With Countries (AM5M69)

Use this option on the Tax Tables menu to maintain a list of country identifiers. For information on using this option, see "Option 6. Work With Countries (AM5M63)".

Option 5. Work With States (AM5M69)

Use this option on the Tax Tables menu to maintain a list of state, city and county identifiers. For information on using this option, see "Option 7. Work With States (AM5M63)".

Option 6. Work With Tax Suffix Codes (AM5M69)

Use this option on the Tax Tables menu to add, change, or delete tax suffix codes. When you select this option, the Edit Tax Suffix for Customer (AMVAXEFR) panel appears in Add mode if there are no tax suffix codes and in Change mode if tax suffix codes exist.

Option 7. Work With Tax Indicator Codes (AM5M69)

Use this option on the Tax Tables menu to add, change, or delete tax indicator codes. When you select this option, the Edit Tax Indicator for Item (AMVA1EFR) panel appears in Add mode if there are no tax indicator codes and in Change mode if tax indicator codes exist.

Option 8. Work With Item Tax Classes (AM5M69)

Use this option on the Tax Tables menu to group items, special charges, surcharges and IFM charges (goods and services) that have a common tax rate in a particular taxing jurisdiction.

Understanding this option

If an item is taxable in some taxing jurisdictions (tax codes) and non-taxable in others, you can apply different tax results to the item based on the tax code. For example, groceries are currently taxable in Georgia and not in New York. In that case, you would create an item tax class with a 0% tax rate for groceries sold in New York and an item tax class with the Georgia tax rate for groceries sold in Georgia. You would then reference the appropriate item tax class when entering a transaction (see “Creating charge lines”).

Note: If the tax status of the item does not vary by tax code, you can use the tax indicator to calculate the tax. For more information, see “Option 7. Work With Tax Indicator Codes (AM5M69)”.

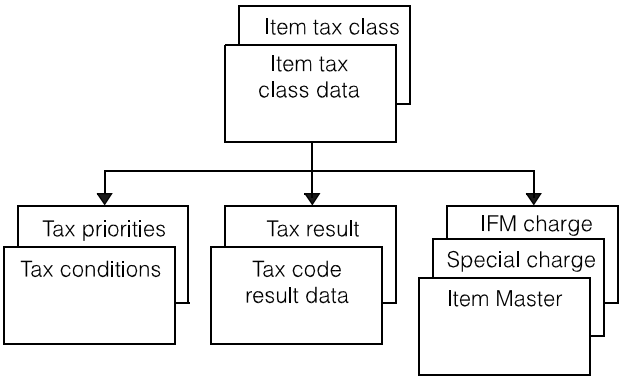

Figure 8-20. How item tax classes work

When calculating taxes for an item, the tax routine uses the tax code result (tax rate) that applies to the transaction. When you use an item tax class, the tax rate for the item tax class overrides the usual tax rate. For this to occur, the tax code result must reference the item class tax rate method instead of the regular rate. See “Creating tax code result data”.

For example, you assign the item tax class NONY (not taxed in New York) to item number 100 in the Item Master file. When you enter a COM order for item 100, the tax routine checks the tax condition to see if the item is subject to New York taxes. If it is, the tax routine then determines that item 100 has an item tax class of NONY (this information coming from the Item Master file) with a tax rate of 0%. If item 100 is not subject to New York taxes, the tax routine uses the regular tax code result (tax rate).

You can assign a single item tax class to multiple items even if the item numbers are different. For example, even though XA assigns a different item number to apples and oranges for manufacturing purposes, they can have the same item tax class for taxing purposes because they are both food.

To have item tax classes automatically apply to specific item or charge transactions, you must reference the item tax class for those items and charges in the Item Master, Special charge and IFM Charge files. (You can override the item tax class during transaction entry.)

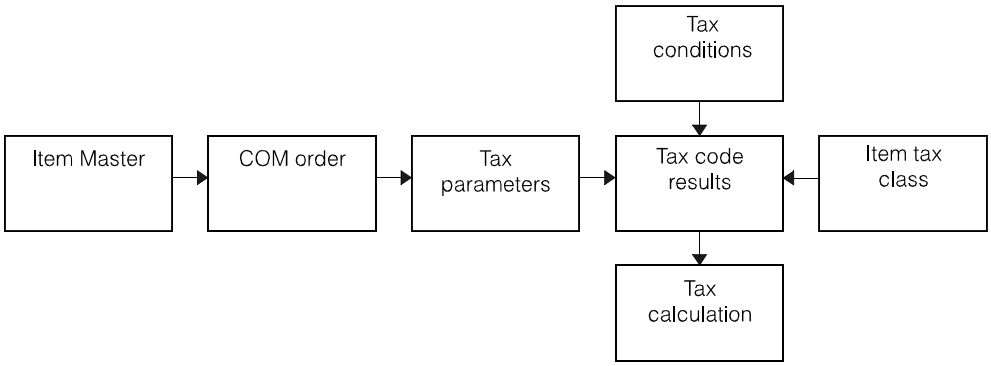

Figure 8-21. Example of an item tax class transaction

Note: If a charge line has both an IFM charge and an item in IFM, the item tax class from the IFM charge take precedence.

Using this option

When you enter option 8 on the Tax Tables menu, the `Work with item tax classes' panel appears.

Creating item tax classes

To create an item tax class:

1. Use **F6=Create** on the 'Work with item tax classes' panel. The 'Edit item tax class - Create' panel appears.
2. Use the fields provided and press **Enter**.

Fields

Item tax class. Code that identifies an item tax class.

Description. Description of an item tax class.

Creating item tax class data

To create data for an item tax class, do the following:

1. Take option 8 `Work with data' next to an item tax class on the 'Work with item tax classes' panel. The 'Work with item tax class data' panel appears.
2. Use **F6=Create**. The Select tax code panel appears.
3. Select a tax code and press **Enter**. The Item tax class data - Create panel appears.
4. Use the fields provided and press **Enter**.

Fields

Tax code. Tax code that applies to the items in the item tax class.

Effective date. Date on which the item tax class data is in effect.

Tax rate. Percent used to calculate the tax for the items in the tax class.

Substitution unit price. Government specified unit price of goods or services. For more information, see “Creating tax code result data”.

Unit of measure code. Identifier of a unit of measure.

Simulating tax calculations

For information, see “Option 6. Simulate Tax Calculation (AM5M70)”.

Option 9. Work With Tax Transaction Types (AM5M69)

Use this option on the Tax Tables menu to classify transactions for tax purposes.

Understanding this option

A tax transaction type classifies a transaction based on how it is taxed. For example, sales and leases are sometimes taxed differently. You can select a tax transaction type for a tax priority, tax condition and interdivision transfer.

Using this option

When you enter option 9 on the Tax Tables menu, the `Work with tax transaction types' panel appears.

Creating tax transaction types

To create a tax transaction type, do the following:

1. Use **F6=Create** on the ’Work with tax transaction types’ panel. The ’Transaction type - Create’ panel appears.
2. Use the fields provided and press **Enter**.

Fields

Tax transaction type. Name of a tax transaction type.

Description. Description of a tax transaction type.

Transaction direction. One of the following is valid:

0 Both. System is both taxing and being taxed when taxes are calculated.
1 Outbound. Sale or debit memo.
2 Inbound. Purchase or credit memo.

Book. Book associated with this tax transaction type. See “Option 5. Work With Books (AM5M67)”.

Invoice series. Identifier of a user-defined invoice series for a company. If a COM order or an IFM transaction references a tax transaction type, COM and IFM, respectively, assign transaction numbers based on the invoice series. IFM updates the series counters.

Credit series. Identifier of a user-defined credit series for a company.

Simulating tax calculations

For information, see “Option 6. Simulate Tax Calculation (AM5M70)”.

Option 10. Work With Tax Condition Priorities (AM5M69)

Use this option on the Tax Tables menu to create and maintain tax priorities and conditions and to simulate tax results.

Understanding this option

There is a single routine for processing sales tax and VAT in COM, PUR and IFM. When you enter a transaction in one of these applications, the tax routine calculates taxes based on the tax condition that applies to the transaction. For example, governmental sales are usually not taxed; therefore, if your customer is the government, you have a non-taxable tax condition.

You report all government tax information using IFM data.

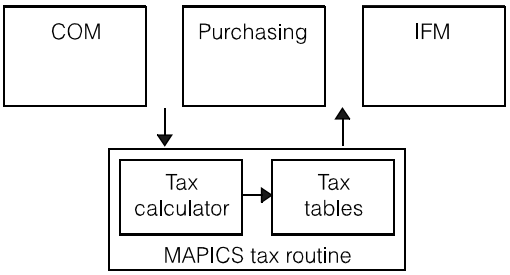

Figure 8-22. Tax overview

Setting up taxes

Figure 8-23 shows the tax tables you can set up for global tax processing and the flow of the tax table information:

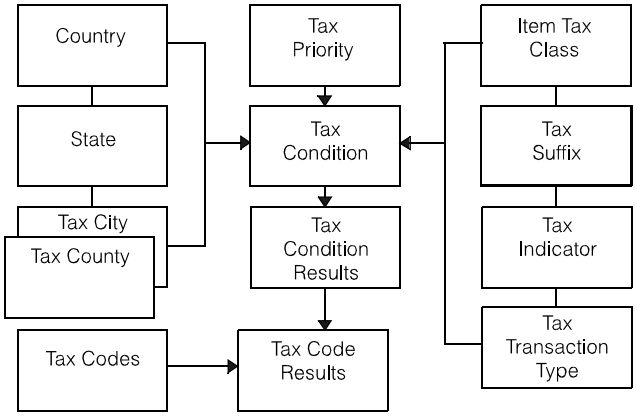

Figure 8-23. Tax tables

The following are the steps you take to setup the tax table information:

1. Before entering the tax data into IFM, you must identify and analyze the following tax information as it applies to your business:

   - Tax codes
   - Tax code results
   - Tax conditions
   - Tax condition results
   - Tax condition priorities

   For a detailed explanation on how these tax concepts apply to your business, see “Analyzing your business tax information”.

2. Enter the IDs for the tax codes you identified. Use “Option 1. Work With Tax Codes (AM5M69)”.

3. Enter the IDs and data for the tax code results you identified. Use “Option 3. Work With Tax Code Results (AM5M69)”.

4. Enter the values in the appropriate tax tables. For example, the tax indicators and the tax suffixes specific to your business. See step 3 under “Analyzing your business tax information” for the options you can use.

   Note: This tax routine is designed to be compatible with the previous IFM tax routines. Therefore, using your current tax data with this tax routine will produce the same results as it did previously. To use the new tax functions, you need to set up additional tax tables.

5. Enter the tax condition priorities, tax conditions, tax condition data and the tax condition results you identified. The system automatically leads you through a sequence of panels using the Work With Tax Condition Priorities option.

   You enter the tax information into the system in a different order than the order used to identify your business tax data

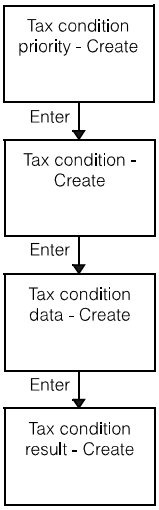

Figure 8-24. Panel sequence when entering tax condition information

You must set up at least one tax priority and its associated tax condition and tax condition result. The number of additional priorities and the other tables that you set up depends on your business needs (see step 3 under “Analyzing your business tax information”).

6. Simulate the tax calculations to check if you are getting the taxes that you expect in a given situation. See “Option 6. Simulate Tax Calculation (AM5M70)”.

Analyzing your business tax information

Before entering the tax data into IFM, you must identify and analyze the following tax information as it applies to your business:

1. Tax codes are the jurisdictions to which you pay taxes. You usually have a tax code for each tax return you must file.

   For example, if you file a sales tax return in the state of Georgia, you would need a Georgia tax code. In addition, you would probably need tax codes for some or all of the counties in the state.

2. Tax code results are the taxes that you pay. A tax code results consists of a tax code and a type of tax. You usually have a tax code result for each line on a tax return.

   For example, if you report taxable and non-taxable sales on your Georgia sales tax return, you would need a Georgia taxable and a Georgia non-taxable tax code result.

   For each tax code result, you also need to define information such as the tax rate and the effective date. See “Creating tax code result data” on page 8-159.

3. Tax conditions are the information about your sales and purchases that determine how they are treated for tax purposes.

   For example, if you have both taxable and non-taxable items or customers, you have taxable and non-taxable tax conditions. You may also have a multiple taxable and non-taxable conditions, such as taxable and non-taxable sales in Georgia Fulton, DeKalb and Cobb counties.

Tax conditions can be based on various criteria, covering from simple to complex tax situations. You need to determine which of the following criteria apply to your particular tax situation and set up the corresponding tax tables. For example, if yo2bour sales taxes are based on how your items, customers or vendors are classified for tax purposes, you may need only to identify the tax indicators and tax suffixes. If, on the other hand, you do business with other countries, you may need to identify countries, item type classes, tax transaction types and so forth.

- Tax indicators are used to classify items or charges for tax purposes. For example, whether items are taxable or not. See“Option 7. Work With Tax Indicator Codes (AM5M69)”. Use the tax indicator when the tax status of an item does not vary across taxing jurisdictions. Otherwise, use the item tax class.
- Tax suffixes are used to classify customers, vendors or entities for tax purposes. For example, the US government is a non-taxable customer. See “Option 6. Work With Tax Suffix Codes (AM5M69)”.
- Item type classes are used to classify items or charges based on the tax rate for a specific taxing jurisdiction (tax code). For example, if food is taxable in most states, you could reference an item tax class with a 0% tax rate when the food is sold in a non-taxable state. See “Option 8. Work With Item Tax Classes (AM5M69)”.
- Tax transaction types are used to classify transactions based on how they are taxed. For example, sales and leases are sometimes taxed differently. See “Option 9. Work With Tax Transaction Types (AM5M69)”.
- Countries are used to identify the countries where you do business. See“Option 4. Work With Countries (AM5M69)”.
- States, tax cities and tax counties are used to identify the states, counties and cities where you do business. See “Option 5. Work With States (AM5M69)”.

4. Tax condition results are the tax code results that apply to your sales and purchases when specific tax conditions are true.

   For example, if you have taxable sales in Georgia Fulton county, two tax code results would apply: the Georgia taxable and Fulton county taxable tax code results.

   A tax condition result consists of a base tax code result and, if applicable, another tax code result (called a compound tax result) whose value is included in the base tax code result. For example, a tax condition result could be a Quebec provincial sales tax (PST) that includes a Canadian federal goods and services tax (GST).

5. Tax condition priorities allow you to the following:

   - Group the tax conditions to identify the type of information on which they are based. For example, tax conditions based on the address of the customer. For more information, see the description of the Priority template under “Creating tax condition priorities”.

     For example, you pay sales tax to Georgia, to Cobb and Fulton counties within Georgia and to the city of Atlanta within Fulton county. Therefore, your taxes are based on the state, the tax county and the tax city.

   - Determine the order in which you want the tax routine to match the transaction data to the tax conditions when more than one tax condition can apply. The rule is that you give the more specific tax conditions lower priority numbers than the more general tax conditions.

     Continuing with the previous example, if priority 1 is based on the tax city, tax county and state and priority 2 on the tax county and state, the tax routine first

looks at the transaction for an Atlanta, Fulton county, Georgia address. If it finds a match, it stops and calculates the Atlanta, Fulton county and Georgia taxes. If the transaction does not have an Atlanta address, the tax routine looks for the other tax county and state addresses. If priority 1 is based only on the tax county and state, the tax routine would calculate the Georgia and county taxes and miss the city of Atlanta tax.

You can change priority sequence numbers after they are assigned if necessary. However, It is best to define all your tax conditions before you prioritize them.

- Assign numbers to the tax conditions within a priority. To improve the speed of tax calculations, you should give lower numbers to the more common conditions. For example, if most of your sales are in Fulton county, you should assign a lower number to this condition than to the other county conditions.

The following table shows an example of the relationship of tax conditions and tax condition priorities:

Table 8-16. Tax conditions an tax condition priorities

Tax condition results	**Tax conditions**	**Tax condition priorities**	
		Based on:	**Order:**
Georgia taxable Georgia, Fulton taxable Georgia, Atlanta taxable	**Atlanta, Fulton county, Georgia**	**Customer/vendor tax city, tax county, state**	**1**
Georgia taxable Georgia, Fulton taxable Georgia, Cobb taxable	**1 Fulton county (not Atlanta), Georgia 2 Cobb county, Georgia**	**Customer/vendor tax county, state**	**2**

Tax reporting

IFM accumulates tax lines from both its own and COM or PUR transactions. Most tax calculation is automatic and is based on references at the ledger, personal account, and transaction levels. However, you can override IFM by entering your own tax lines. For more information, see “Applying taxes to transactions”.

The tax lines generated from IFM and COM or PUR transactions are used for tax compliance reporting. Reports print tax data by date or ledger period. The tax lines are identified to the general ledger posting period so you can easily reconcile the tax reports to the general ledger.

Using this option

When you enter option 10 on the Tax Tables menu, the `Work with tax condition priorities' panel appears. From here, you can do the following:

- Create and change tax condition priorities
- Create tax conditions and tax condition data,
- Create tax condition results and tax condition results data
- Copy tax data
- Simulate tax calculations

Figure 8-25 shows the main tax condition priorities panels.

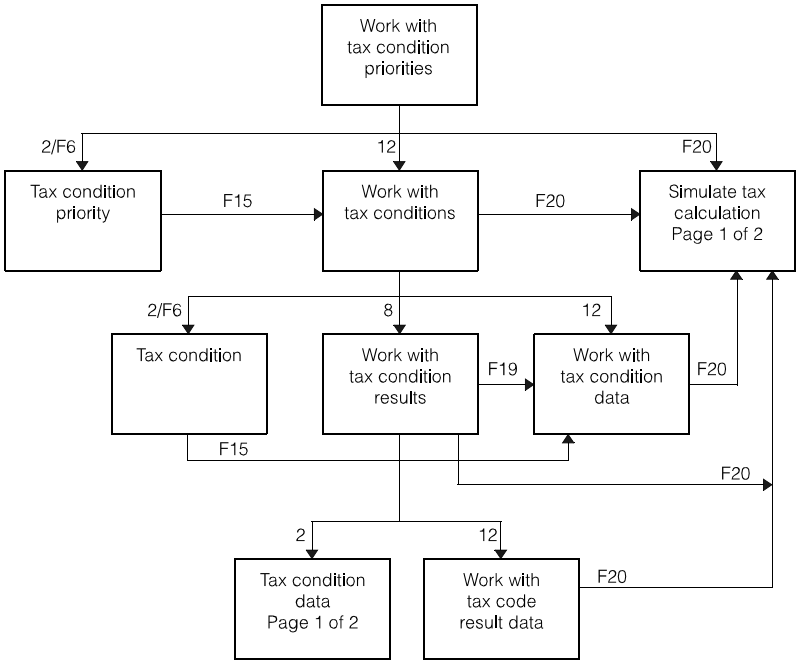

Figure 8-25. Working with tax condition priorities

Creating tax condition priorities

To create a tax condition priority:

1. Use **F6=Create** on the 'Work with tax priorities' panel. The 'Tax condition priority – Create' panel appears.
2. Use the fields provided to indicate the type of information to be used by the tax routine to match transaction data to tax conditions. You enter the actual values for the tax conditions and the taxes that can apply on the panels that follow (see Figure 8-24).

   If you use the address fields, you should also use the tax indicator or the item tax class field to take into account the tax status of the item.
3. Press **Enter**.

Fields

Priority. Number that identifies a priority and determines the sequence in which it is viewed and processed. Assign a lower number to the priorities you want the system to check first. You can change the priority number.

Description. Description of the priority.

Priority template. Use the template to group your tax conditions. Type **1** next to each field you want to include in this priority. You must select at least one field. You enter the actual field values when setting up the tax conditions for the priority.

For example, if you select the tax indicator field on the priority template, you can enter a tax indicator value from the tax indicator table you previously created. For more information on the tax tables, see step 1c under“Setting up taxes”.

Note: After creating a priority, you cannot change the fields in its template. If you make a mistake, you should delete the priority and its associated tax conditions and tax condition results and then create a new priority.

Customer/vendor tax suffix. Match transaction data based on the classification of a customer or vendor for tax purposes. The customer or vendor is referenced on the invoice. For example, the condition values associated with this field could be REEX (resale exempt) and TAX (taxable).

Ship-to/Buy from tax suffix. Match transaction data based on the classification of a customer or vendor based on the respective ship-to or buy-from location.

Tax indicator. Match transaction data based on the classification of an item or service for tax purposes. For example, the condition values associated with this field could be TAX (taxable) or NTX (non-taxable). It is best to use the tax indicator for items have the same tax status across multiple jurisdictions. Otherwise, use the item tax class.

Item tax class. Match transaction data based on the classification for items, special charges, surcharges and IFM charges (goods and services) that have a common tax rate.

Tax transaction type. Match transaction data based on the classification of a transaction for tax purposes.

Company. Match transaction data based on the company.

Company Country/State/County/City/Postal Code. Match transaction data based on the company country, state, county, city or postal code.

Warehouse Country/State/County/City. Match transaction data based on the warehouse country, state, county, or city for the warehouse.

Customer/Vendor Country/State/County/City/Postal Code. Match transaction data based on the customer or vendor country, state, county, city or postal code.

Ship to/Buy from Country/State/Country City. Match transaction data based on the ship-to customer or buy-from vendor country, state, county, or city.

Changing the tax condition priorities

To change a tax condition priority, do the following:

1. Take option 2=Change next to a tax condition priority on the ‘Work with tax condition priorities’ panel. The ‘Tax condition priority - Change’ panel appears.
2. Use the fields provided and press **Enter**.

   Note: You can change the priority number but not the values in the priority template.
3. Use **F3=Exit** or **F12=Cancel** to return to the ‘Work with tax condition priorities’ panel.
4. Use **F3=Exit** or **F12=Cancel** to return to the Tax Tables menu. This allows the system to reset the changed priorities for use by the tax calculator.

Creating tax conditions

To create a tax condition:

1. Take option 12 `Tax conditions' next to a tax priority on the ’Work with tax condition priorities’ panel. The ’Work with tax conditions’ panel appears.
2. Use **F6=Create**. The ‘Tax condition panel - Create’ appears.
3. Use the fields provided and press **Enter**.

Fields

Condition. Number that identifies a tax condition and determines the sequence in which it is viewed and processed.

If you use the ***postal code*** field, you can enter a full or partial value when creating tax condition data. For example, use 303* as a partial postal code if you have multiple postal codes starting with 303. If you use partial postal codes, you should assign them higher sequence numbers than you assign to the full postal codes. By doing this, the tax routine will match a full postal code before a partial postal code.

Description. Description of a tax condition.

Creating tax condition data

To create tax condition data, do the following:

1. Take option 12 `Work with conditions' next to a priority on the ’Work with tax priorities’ panel. The ’Work with tax conditions’ panel appears.
2. Take option 12 `Condition data' next to a tax condition. The ’Work with tax condition data’ panel appears.
3. Use **F6=Create**. The Tax condition - Page 1 of 3 - Create panel appears.
4. Use the fields provided and press **Enter**. In addition to ***Effective date*** and ***Record status***, the fields that appear depend on the fields you identified for the associated priority. For the possible fields, see “Creating tax condition priorities”.

Fields (Page 1 of 3)

Effective date. Date the data takes effect.

Record status. Determines if this record is Active, Inactive, or Please archive.

Creating tax condition results

For every tax condition, you can have one or more tax condition results. To create a tax condition result, do the following:

1. Take option 12 `Work with conditions' next to a priority on the 'Work with tax condition priorities' panel. The 'Work with tax conditions' panel appears.
2. Take option 8=Tax condition results next to a condition. The Work with tax condition results panel appears.
3. Use **F6=Create**. The 'Tax condition result - Create' panel appears.
4. Use the fields provided and press **Enter**.

Fields

Condition result. Number that identifies a condition result and determines the sequence in which the result is viewed and processed.

Tax code result. Identifier of the tax being charged. You need to have previously defined the tax codes and tax code results table (see "Option 1. Work With Tax Codes (AM5M69)" and "Option 3. Work With Tax Code Results (AM5M69)").

Compound tax result. Identifier of a tax whose value is added to the base of the tax in the ***Tax code result*** field.

Compound tax base. Number that identifies a compound tax base method and determines how the compound tax is calculated. One of the following is valid:

1 Compound on tax + base.
2 Compound on tax only.

Tables 8-17 and 8-18 illustrate the results obtained by the different compound tax base methods.

Table 8-17. Compound tax results, 1=Compound on tax + base

Base Amount	1000.00
Tax #1, Rate of 10%	100.00
Base Amount for Tax #2 (tax + base)	1100.00
Tax #2, Rate of 5%	55.00

Table 8-18. Compound tax results, 2=Compound on tax only

Base Amount	1000.00
Tax #1, Rate of 10%	100.00
Base Amount for Tax #2 (tax only)	100.00
Tax #2, Rate of 5%	5.00

Creating tax condition result data

To create tax condition result data, do the following:

1. Take option 12 `Work with conditions' next to a condition on the 'Work with tax condition priorities' panel. The 'Work with tax conditions' panel appears.
2. Take option 8 `Tax condition results' next to a condition. The 'Tax code result data' panel appears.
3. Take option 8, Tax condition results next to a condition. The 'Work with tax condition results' panel appears.
4. Take option 12=Tax code result data next to a condition result. The 'Work with tax code result data' panel appears.

   Note: Since each tax condition result references a tax code result, you go to the' Work with tax code result data' panel when creating tax condition result data.
5. Use **F6=Create**. The 'Tax code result data - Page 1 of 3' panel appears.
6. Use the fields provided to create the data. For field descriptions, see "Creating tax code result data".

Copying tax data

In cases where you have similar tax conditions, you can copy and modify existing tax code results, tax code results data, tax conditions and tax condition data. Use option 3=Copy on the following panels to copy the existing information. When you copy tax code result data or tax condition data, you can enter a new effective date.

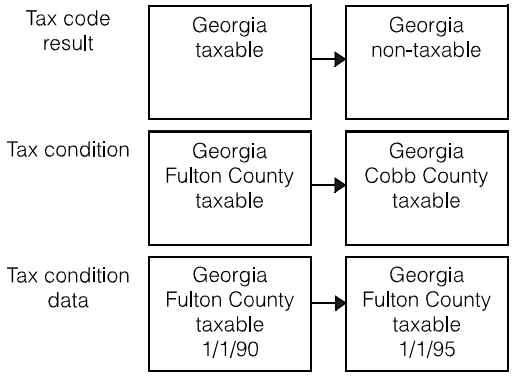

Figure 8-26. Example of copying tax data

Simulating tax calculations

To review the results of tax calculations before you actually apply taxes to a transaction, use **F20=Simulate calculations** on any panel where it appears. The 'Simulate tax calculation - Page 1 of 2' panel appears.

For information on the panels and field definitions, see "Option 6. Simulate Tax Calculation (AM5M70)".

Option 11. Simulate Tax Calculation (AM5M69)

Use this option on the Tax Tables menu to review the results of tax calculations before you actually calculate the tax. For information on using this option, see “Option 6. Simulate Tax Calculation (AM5M70)”.

Option 12. Withholding Tax Tables (AM5M69)

IFM can now withhold taxes from vendor payments in compliance with tax laws. When IFM pays vendors, it calculates the amount of tax withheld from the vendor payment.

Overview

How does IFM realize tax withholding?

- A flag at the administrative division level indicates whether or not special tax withholding applies.
- New withholding tax tables support the withholding tax calculations.
- The information necessary for accessing the withholding tax tables can now be defaulted from fields in both the personal ledger’s entities and Charge files into your transactions.
- The ‘Work with payments lists’ function can then calculate withholding taxes and update the payment list to reflect the calculations.

This function supports three types of withholding tax calculations:

- A value-added tax (VAT) amount.
- A fixed rate of the payment amount.
- A graduated tax rate, which takes previous payments and withholdings into consideration.

The withholding function also:

- Reduces the vendor invoice by the amount of the withholding and creates pseudo invoices for payments to the third party.
- Credits the vendor’s accounts payable balance.
- Pays the taxing authority with the required supporting documentation.

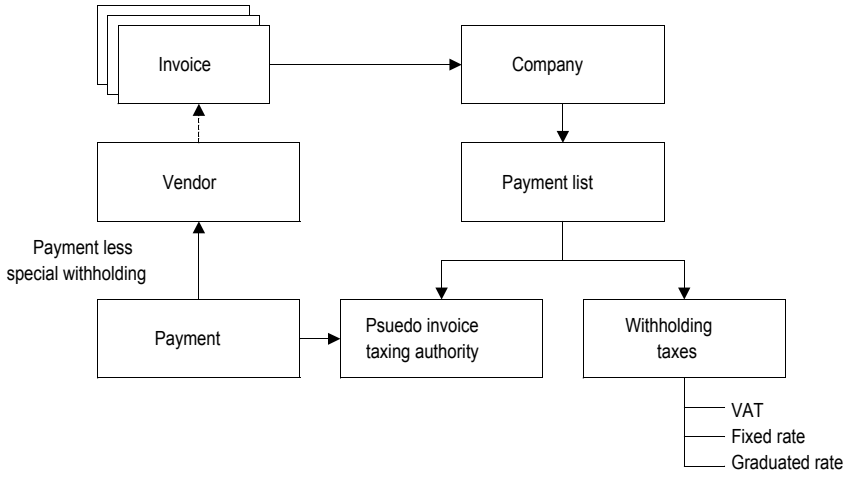

Figure 8-27. Special withholding tax relationships

Understanding this function

The following figure illustrates the basic steps involved to withhold taxes from vendor payments in compliance with tax laws.

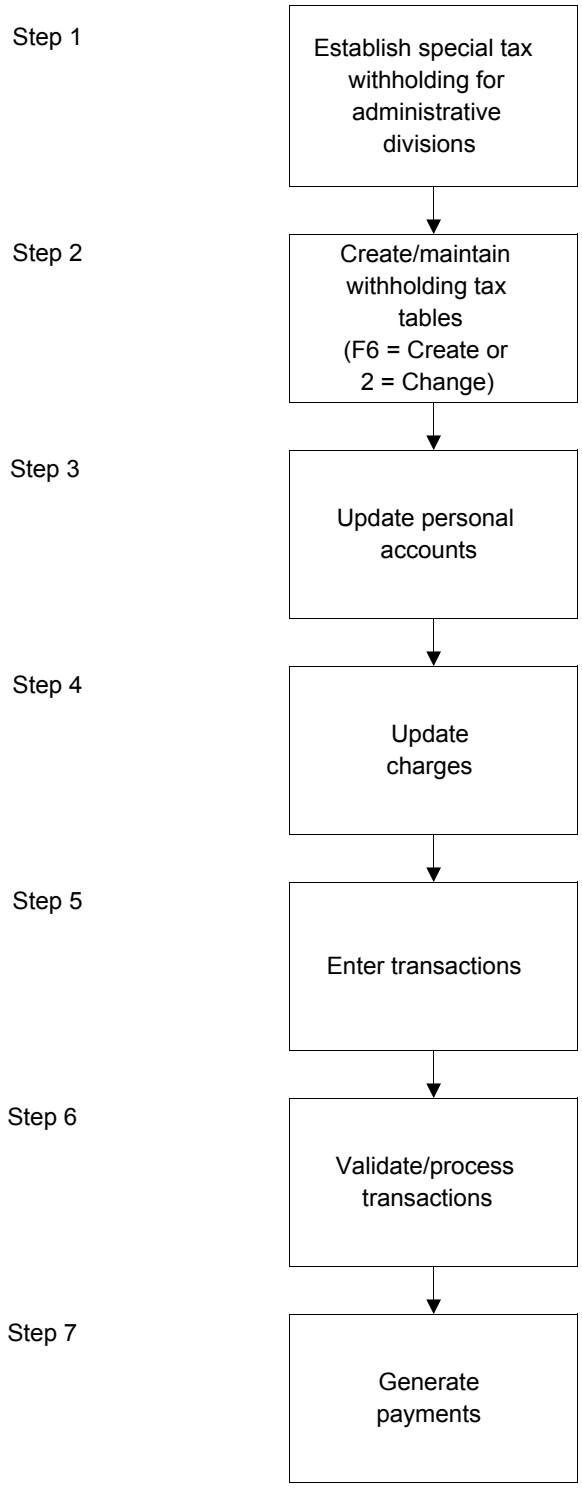

Figure 8-28. Steps for special withholding taxes

Step 1. Establish withholding for administrative divisions

When you enter **1=Yes** in the ***Special withholding tax?*** field on an 'Administrative division system data' panel, the withholding method will be based on a tax withholding routine.

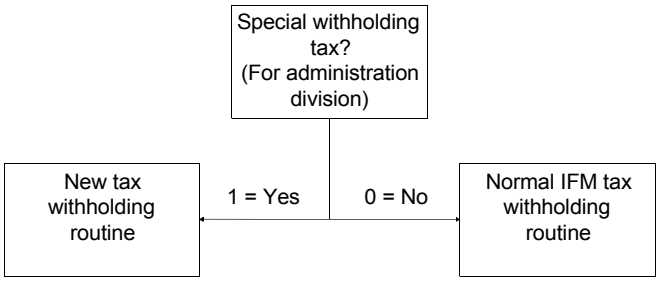

Figure 8-29. Withholding tax routines

See "Working with administrative divisions" on page 8-184 for details on how to access the 'Administrative division system data' panel.

Step 2. Create and maintain the withholding tax tables

IFM contains new options for creating and maintaining the necessary withholding tax tables for the special withholding tax function. There are six options for creating and maintaining the withholding tax tables:

1. Work with subject to withholding
2. Work with withholding calculation
3. Work with withholding sequence
4. Work with graduated tax
5. Work with cumulative graduated tax
6. Work with pseudo invoice

See "Creating and maintaining withholding tax tables" on page 8-185 for details on using these six options.

Step 3. Update personal accounts

You can update personal accounts to use a valid withholding method for your transactions. If an entity is subject to the special withholding tax, IFM refers to the withholding method on the entity's personal account record. The withholding method can be identified on the 'Personal account data' panel.

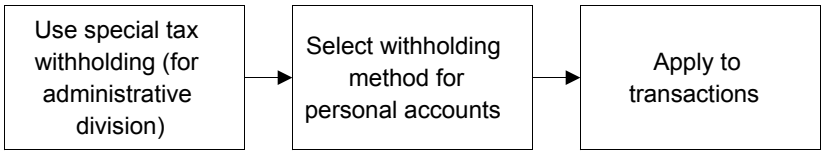

Figure 8-30. Updating personal accounts

See "Updating personal accounts" on page 8-197 for additional information on accessing the appropriate panels for updating personal account data.

Step 4. Update charges

You can update charges to use a valid subject to withholding ID for your transactions. The Subject to Withholding ID can be defined on the 'Charge' and 'Charge line' panels.

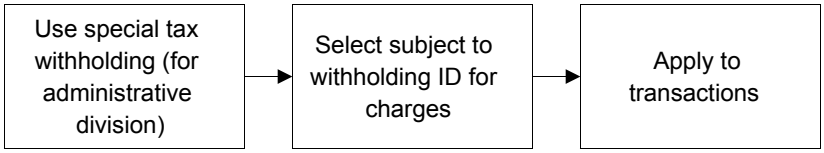

Figure 8-31. Updating charges

See "Updating charges" on page 8-199 for details on accessing the appropriate panels for updating charges and charge line entry.

Step 5. Enter transactions

You should be familiar with the IFM main transaction entry system. You can use functions like the Short Invoice Entry function to enter personal ledger transactions such as invoice and credit notes. See the *IFM User's Guide* for details.

Note: You can override the withholding method that you updated in your personal accounts. Likewise, you can override the subject to withholding IDs in your charge lines.

Step 6. Validate and process transactions

IFM does not calculate withholding amounts when it processes an invoice transaction. The system validates and processes withholding methods and subject to withholding codes using the tables.

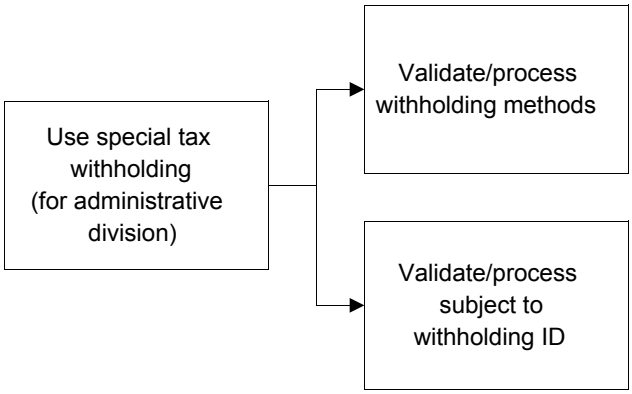

Figure 8-32. Validate and process transactions

Step 7. Generate payments

The first step in the generating payment transactions is the withholding calculation. To calculate withholding, the ***Special withholding tax?*** field on the 'Administrative division system data' panel must be set to **Yes** for the administrative division.

IFM analyzes the invoices selected for payment by entity and withholding method. The different withholding calculations that are performed depend on the withholding calculation type that applies to the withholding method sequence. Separate pseudo invoices will be created for each supplier/withholding calculation type.

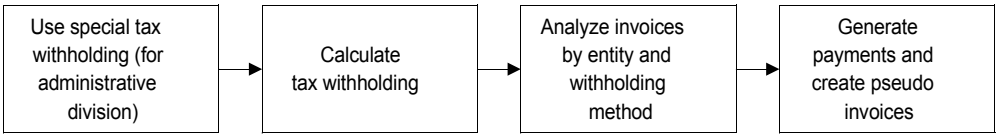

Figure 8-33. Generating payments

See "Generating payments" on page 8-202 for additional information on payment transactions and withholding calculation types.

Working with administrative divisions

The 'Administrative division system data' panel allows you to use Special withholding tax methods, instead of the normal IFM withholding methods.

You can access the "Administrative division system data' panel in two ways; refer to the following chart.

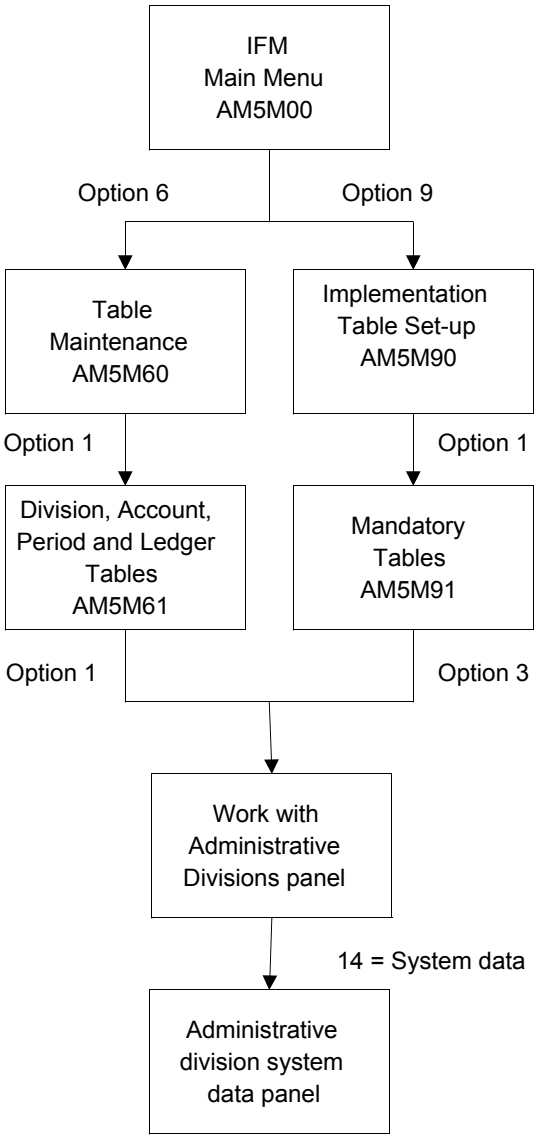

Figure 8-34. Working with administrative divisions

To use withholding tax routines:

1. Take option 14, ‘System data’, on the “Work with administrative divisions’ panel. The ‘Administrative division system data’ panel appears.
2. Enter 1=Yes in the *Special withholding tax?* field and press **Enter**. The system will now use withholding tax methods for the withholding routine.

Creating and maintaining withholding tax tables

New tax tables and their panels support tax data such as withholding type calculation, sequence, and rates. There are six options for maintaining the withholding tax tables:

1. Work with subject to withholding

2. Work with withholding calculation
3. Work with withholding sequence
4. Work with graduated tax
5. Work with cumulative graduated tax
6. Work with pseudo invoice

Refer to the following chart for information on how to access the withholding tax tables.

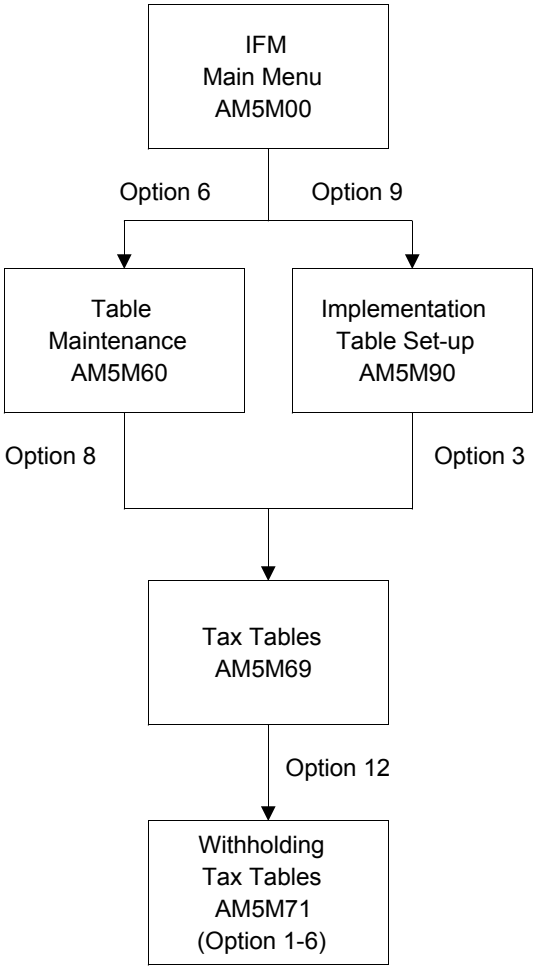

Figure 8-35. Accessing the withholding tax tables

Option 1. Work with subjects to withholding

The ‘Work with subjects to withholding’ panel allows you to create and maintain valid subjects to withholding codes, the codes’ descriptions, and the charge types used to generate the pseudo invoices.

Understanding this option

What are subjects to withholding?. A subject to withholding defines the valid withholding codes used when processing graduated tax.

Using this option

To work with subjects to withholding:

1. Take option 1, ‘Work with subjects to Withholding’, on the ‘Withholding Tax Tables’ panel. The ‘Work with subjects to withholding’ panel appears.
2. Use an option provided and press **Enter**, or press a Function key.

Options

- Take option 2 ‘Change’ to edit subjects to withholding. The ‘Subject to withholding’ panel appears in change mode. You can edit, create, and delete subjects to withholding when IFM displays the appropriate ‘Subject to withholding’ panel.
- Take option 5 ‘Display’ to show subjects to withholding. Another ‘Subject to withholding’ panel appears in display mode.
- Take option 20 ‘Narrative’ to enter and edit narrative text. Another ‘Subject to withholding’ panel appears for entering new narrative information.
- Take option 21 ‘Audit details’, and the ‘Audit stamp details’ panel appears. This panel shows information about the individual record.

Functions

- Press **F3** to exit or **F12** to cancel and return to the ‘Work with subjects to withholding’ panel.
- Press **F6=Create** to go to a ‘Subject to withholding’ panel for entering information on a new subject to withholding.
- Press **F22=Print** and the ‘Subject to withholding’ (selection criteria) panel appears. A ***Print narrative?*** field also appears on the panel. Press **Enter** to print a report with the selected fields.

Fields

Following are the field descriptions for the ‘Subject to withholding’ panel in create or change mode.

Subject to withholding ID. This required field is the unique, 2-character identifier for the withholding routine.

Description. This required field gives the descriptive name of the subject to withholding ID.

Record status. The default is 1.

1 Active. Active records are available without restriction.

2 Inactive. An inactive record cannot be referred to by newly created records. However, any existing references to an inactive record remain in the system. For example, you could change the status of an ex-customer to inactive. Any existing records would remain in the system, but you could not create new records for the ex-customer.

3 Please archive. This status means that the record will be removed from the system when the next archive procedure is run.

Option 2. Work with withholding calculation

The ‘Work with withholding calculation’ panel allows you to create and maintain the rules for calculations, which are based on withholding calculation type and subject to withholding ID.

Understanding this option

What are withholding calculation data and type?. Withholding calculation data gives the necessary information to compute the withholding. The three withholding calculation types are value added tax (VAT), fixed rate, and graduated rate.

Using this option

To work with withholding calculation:

1. Take option 2, ‘Work with withholding calculation’, on the ‘Withholding Tax Tables’ panel. The ‘Work with withholding calculation’ panel appears.
2. Use an option provided and press **Enter**, or press a Function key.

Options

- Take option 2 ‘Change’ to edit withholding calculations. The ‘Withholding calculation’ panel appears in change mode. You can edit, create, and delete calculation IDs when IFM shows the appropriate ‘Withholding calculation’ panel.
- Take option 5 ‘Display’ to show the withholding calculation ID description and record status. Another ‘Withholding calculation’ panel appears in display mode.
- Take option 12 ‘Work with withholding calculation data’ to edit, create, and delete withholding calculation data when IFM shows the appropriate ‘Withholding calculation data’ panel.
- Take option 20 ‘Narrative’ to enter and edit narrative text. Another ‘Withholding calculation’ panel appears for entering new narrative information.
- Take option 21 ‘Audit details’, and the ‘Audit stamp details’ panel appears. This panel shows information about the individual record.

Functions

- Press **F3** to exit or **F12** to cancel and return to the ‘Work with withholding calculation’ panel.
- Press **F6=Create** to go to a ‘Withholding calculation’ panel for entering information on a new withholding calculation.

- Press **F22=Print** and a ‘Withholding calculation’ (selection criteria) panel appears. ***Print narrative?*** and ***Print Calculation data?*** fields also appear on the panel. Press **Enter** to print a report with the selected fields.

Fields

Following are the field descriptions for the ‘Withholding calculation’ panel in create, display, or change mode.

Calculation ID. This required field is the unique, 10-character identifier for the withholding rules.

Description. This required field gives the descriptive name of the withholding calculation ID.

Record status. The default is 1.

1 Active. Active records are available without restriction.

2 Inactive. An inactive record cannot be referred to by newly created records. However, any existing references to an inactive record remain in the system. For example, you could change the status of an ex-customer to inactive. Any existing records would remain in the system, but you could not create new records for the ex-customer.

3 Please archive. This status means that the record will be removed from the system when the next archive procedure is run.

Following are the field descriptions for the ‘Work with withholding calculation data’ panel in change mode.

Calculation ID. A unique, 10-character identifier for the withholding rules.

Effective date. Defaults to today’s date.

Calculation type. This is a required field. There are three calculation types.

1 VAT. See “Withholding calculation type = VAT (1)” on page 8-202.

2 Fixed rate. See “Withholding calculation type = Fixed Rate (2)” on page 8-203.

3 Graduated rate. See “Withholding calculation type = Graduated rate (3)” on page 8-204.

Subject to withholding ID. This is a required field. This is a 2-character unique identifier for the withholding routines.

Tax rate. This is a required field if the withholding calculation type is either VAT or fixed rate.

Minimum amount to trigger calculation. The base amount to compare against this field depends on the calculation type.

Minimum withholding amount. If the calculated withholding amount is below this amount, the withholding amount is set to zero.

Forced withholding amount. The minimum amount withheld, regardless of the calculated withholding amount.

Pseudo invoice ID. This required field links the withholding calculation to the pseudo invoice records.

Record status. The default is 1.

1 Active. Active records are available without restriction.

2 Inactive. An inactive record cannot be referred to by newly created records. However, any existing references to an inactive record remain in the system. For example, you could change the status of an ex-customer to inactive. Any existing records would remain in the system, but you could not create new records for the ex-customer.

3 Please archive. This status means that the record will be removed from the system when the next archive procedure is run.

Option 3. Work with withholding sequences

The ‘Work with withholding sequence’ panel allows you to identify both the withholding sequence to apply and the sequence in which the tax calculations are done.

Understanding this option

What is a withholding sequence?. A withholding sequence identifies the order in which the tax calculations are completed.

Using this option

To work with withholding sequences:

1. Take option 3, ‘Work with withholding sequence’, on the ‘Withholding Tax Tables’ panel. The ‘Work with withholding sequence’ panel appears.
2. Use an option provided and press **Enter**, or press a Function key.

Options

- Take option 2 ‘Change’ to edit withholding sequences. The ‘Withholding sequence’ panel appears in change mode. You can edit, create, and delete sequence IDs when IFM shows the appropriate ‘Withholding sequence’ panel.
- Take option 5 ‘Display’ to show the withholding sequence ID description and record status. Another ‘Withholding sequence’ panel appears in display mode.
- Take option 12 ‘Work with withholding sequence data’ to edit, create, and delete withholding sequence data when IFM shows the appropriate ‘Withholding sequence data’ panel.
- Take option 20 ‘Narrative’ to enter and edit narrative text. Another ‘Withholding sequence’ panel appears for entering new narrative information.
- Take option 21 ‘Audit details’, and the ‘Audit stamp details’ panel appears. This panel shows information about the individual record.

Functions

- Press **F3** to exit or **F12** to cancel and return to the ‘Withholding sequence’ panel.
- Press **F6=Create** to go to a ‘Withholding sequence’ panel for entering information on a new withholding sequence.
- Press **F22=Print** and the ‘Withholding sequence’ (selection criteria) panel appears. A ***Print narrative?*** field also appears on the panel. Press **Enter** to print a report with the selected fields.

Fields

Following are the field descriptions for the ‘Withholding sequence’ panel in create, display, or change mode.

Method ID. This required field is the unique, 10-character identifier for the withholding method.

Description. This required field gives the descriptive name of the withholding method ID.

Record status. The default is 1.

1 Active. Active records are available without restriction.

2 Inactive. An inactive record cannot be referred to by newly created records. However, any existing references to an inactive record remain in the system. For example, you could change the status of an ex-customer to inactive. Any existing records would remain in the system, but you could not create new records for the ex-customer.

3 Please archive. This status means that the record will be removed from the system when the next archive procedure is run.

Following are the field descriptions for the ‘Work with withholding sequence data’ panel in change mode.

Method ID. This required field is the unique, 10-character identifier for the withholding method.

Effective date. This required field is the effective date for the defined sequence. The default is today’s date.

Sequence number. This required field determines the sequence in which the different withholding calculation types are performed. The VAT tax must always be calculated first, and it can then be followed by fixed or graduated tax.

Calculation ID. This required field identifies the calculation that applies to the withholding sequence.

Record status. The default is 1.

1 Active. Active records are available without restriction.

2 Inactive. An inactive record cannot be referred to by newly created records. However, any existing references to an inactive record remain in the system. For example, you could change the status of an ex-customer to inactive. Any

existing records would remain in the system, but you could not create new records for the ex-customer.

3 Please archive. This status means that the record will be removed from the system when the next archive procedure is run.

Option 4. Work with graduated tax

The ‘Work with graduated tax’ panel allows you to create and maintain the information required to calculate graduated tax for a specific subject to withholding record.

Understanding this option

What is a graduated tax?. The graduated tax is in a scale of From and To ranges that have to be in sequence. No gaps exist between each range. The scale starts at zero amount and ends at 9....9.99 amount. Following is a sample graduated tax data table.

Table 8-19. Sample graduated tax data table

Sequence	From amount	To amount	Cumulative tax	Tax rate
10	0	100	0	5
20	100.01	300	30	15
30	300.01	500	35	17
40	500.01	9....9.99	513	23

Using this option

To work with graduated tax:

1. Take option 4, ‘Work with graduated tax’, on the “Withholding Tax Tables’ panel. The ‘Work with graduated tax’ panel appears.
2. Use an option provided and press **Enter**, or press a Function key.

Options

- Take option 2 ‘Change’ to edit a subject to withholding graduated tax. The ‘Work with graduated tax’ panel appears in change mode. You can edit description and record status on this panel, and delete graduated taxes when IFM displays the appropriate ‘Work with graduated tax’ panel.
- Take option 5 ‘Display’ to show a subject to withholding graduated tax. Another ‘Work with graduated tax’ panel appears in display mode.
- Take option 12 ‘Work with graduated tax’ to edit, create, and delete graduated tax data when IFM shows the appropriate ‘Graduated tax data’ panel.
- Take option 20 ‘Narrative’ to enter and edit narrative text. Another ‘Work with graduated tax’ panel appears for entering new narrative information.
- Take option 21 ‘Audit details’, and the ‘Audit stamp details’ panel appears. This panel shows information about the individual record.

Functions

- Press **F3** to exit or **F12** to cancel and return to the previous ‘Work with graduated tax’ panel.

- Press **F6=Create** to go to a ‘Work with graduated tax’ panel for entering information on a new graduated tax.
- Press **F22=Print** and the ‘Graduated tax’ (selection criteria) panel appears. A ***Print narrative?*** field also appears on the panel. Press **Enter** to print a report with the selected fields.

Fields

Following are the field descriptions for the ‘Work with graduated tax’ panel in create or change mode.

Subject to withholding ID. This required field is the unique, 2-character identifier for the withholding routine.

Effective date. This required field is the date that the subject to withholding’s graduated tax scale is effective. The default date is the current date.

Description. This required field gives the descriptive name of the subject to withholding’s graduated tax.

Record status. The default is 1.

1 Active. Active records are available without restriction.

2 Inactive. An inactive record cannot be referred to by newly created records. However, any existing references to an inactive record remain in the system. For example, you could change the status of an ex-customer to inactive. Any existing records would remain in the system, but you could not create new records for the ex-customer.

3 Please archive. This status means that the record will be removed from the system when the next archive procedure is run.

Following are the field descriptions for the ‘Work with graduated tax data’ panel in create or change mode.

Administrative division. This required field represents a group of financial records. This field is defaulted from the ‘Work with graduated tax’ panel.

Subject to withholding ID. This required field is the unique, 2-character identifier for the withholding routine. This field is defaulted from the ‘Work with graduated tax’ panel.

Effective date. This required field is the date that the subject to withholding’s graduated tax scale is effective. This field is defaulted from the ‘Work with graduated tax’ panel.

Sequence number. This required number is automatically assigned by the system.

From amount. This field is the start of the range for the graduated tax amount. Zero (0) should be entered as the start of the first range. After the start of the first range, the amount to be entered should always be 0.1 greater than the previous ‘To amount’.

To amount. This required field is the end of the range for the graduated tax amount. This amount is always greater than the ‘From amount’ field. You should enter a value of ‘9....9.99’ for the last record.

Cumulative tax. The accumulated tax from the previous sequence numbers. You can enter a value in this field.

Tax rate. This required field is the tax rate that applies to the amount in excess of the 'To amount' field. You can enter a value in this field.

Option 5. Work with cumulative graduated tax

The 'Work with cumulative graduated tax' panel allows you to create and maintain the payments and tax withheld by financial division, subject to withholding, period, and entity.

Understanding this option

What is a cumulative graduated tax?. The payments and tax withheld of the period take part of the withholding base amount of the next payments during the same period. The cumulative graduated tax must be manually adjusted for any voided payments and manual payments entered into IFM.

Using this option

To work with cumulative graduated tax:

1. Take option 5, 'Work with cumulative graduated tax', on the 'Withholding Tax Tables' panel. The 'Work with cumulative graduated tax' panel appears.
2. Use an option provided and press **Enter**, or press a Function key.

Options

- Take option 2 'Change' to edit cumulative graduated tax. The 'Work with cumulative graduated tax' panel appears in change mode. You can change the cumulative payment and cumulative tax withheld.
- Take option 5 'Display' to show cumulative graduated tax information. Another 'Cumulative graduated tax' panel appears in display mode.
- Take option 21 'Audit details', and the 'Audit stamp details' panel appears. This panel shows information about the individual record.

Functions

- Press **F3** to exit or **F12** to cancel and return to the prior 'Cumulative graduated tax' panel.
- Press **F6=Create** to go to a 'Cumulative graduated tax' panel for entering information on a new cumulative graduated tax.
- Press **F17=Selection** and the 'Cumulative graduated tax' (selection criteria) panel appears. Enter the information need to select what you see on the 'Cumulative graduated tax' (work with) panel.

Fields

Following are the field descriptions for the 'Work with cumulative graduated tax' panel in create or change mode.

Subject to withholding ID. This required field is the unique, 2-character identifier for the withholding routine.

Entity ID. This required field gives the identifier (ID) of an entity.

Year/Month. This required field is the year/month of the payment date. The defaults are the current year/month.

Cumulative payment. This field represents the cumulative amount of the payments less cash discounts.

Cumulative tax withheld. This field is the cumulative amounts of taxes withheld.

Option 6. Work with pseudo invoice

The ‘Work with pseudo invoice’ panel allows you to create and maintain the information for creating a pseudo invoice.

Understanding this option

What is a pseudo invoice?. The pseudo tax invoice is a holding area for allocating the tax withheld to the vendors’ invoices, and recording the liabilities for the amount withheld. Use this option to link withholding calculations to pseudo tax invoices.

Using this option

To work with pseudo invoices:

1. Take option 6, ‘Work with pseudo invoices, on the ‘Withholding Tax Tables’ panel. The ‘Work with pseudo invoices’ panel appears.
2. Use an option provided and press **Enter**, or press a Function key.

Options

- Take option 2 ‘Change’ to edit a pseudo tax invoice record. The ‘Pseudo invoice’ panel appears in change mode. You can edit and delete record descriptions and statuses with this panel.
- Take option 5 ‘Display’ to show pseudo invoice information. Another ‘Pseudo invoice’ panel appears in display mode.
- Take option 12 ‘Work with pseudo invoice’ to edit, create, and delete pseudo invoice data when IFM shows the appropriate ‘Pseudo invoice data’ panel.
- Take option 20 ‘Narrative’ to enter and edit narrative text. Another ‘Pseudo invoice’ panel appears for entering new narrative information.
- Take option 21 ‘Audit details’, and the ‘Audit stamp details’ panel appears. This panel shows information about the individual record.

Functions

- Press **F3** to exit or **F12** to cancel and return to the ‘Work with Pseudo invoice’ panel.
- Press **F6=Create** to go to a ‘Pseudo invoice’ panel for entering information on a new pseudo invoice record.

- Press **F22=Print** and the ‘Pseudo invoice’ (selection criteria) panel appears. A ***Print narrative?*** field also appears on the panel. Press **Enter** to print a report with the selected fields.

Fields

Following are the field descriptions for the ‘Work with Pseudo invoice’ panel in create or change mode.

Pseudo invoice ID. This required field is the unique, 10-character identifier for the pseudo tax invoice.

Financial division. This required field represents a group of unit within which the system maintains a trial balance. Usually a company.

Description. This required field gives the descriptive name of the pseudo invoice ID.

Record status. The default is 1.

1 Active. Active records are available without restriction.

2 Inactive. An inactive record cannot be referred to by newly created records. However, any existing references to an inactive record remain in the system. For example, you could change the status of an ex-customer to inactive. Any existing records would remain in the system, but you could not create new records for the ex-customer.

3 Please archive. This status means that the record will be removed from the system when the next archive procedure is run.

Following are the field descriptions for the ‘Work with Pseudo invoice data’ panel in change mode.

Pseudo invoice ID. This required field is the unique, 10-character identifier for the pseudo tax invoice.

Effective date. This required field is the date that the pseudo invoice’s tax invoice is effective. The default date is the current date.

Calculation type. This is a required field. There are three calculation types.

1 VAT. See “Withholding calculation type = VAT (1)” on page 8-202.

2 Fixed rate. See “Withholding calculation type = Fixed Rate (2)” on page 8-203.

3 Graduated rate. See “Withholding calculation type = Graduated rate (3)” on page 8-204.

Entity. The entity ID for the pseudo invoice.

Personal ledger. This required field identifies a type of ledger which records credit-based transactions between a financial division and the entities having personal accounts in the personal ledger.

Transaction type. The transaction type for the pseudo invoice transaction.

Transaction number. The transaction number assigned to the pseudo invoice. This field is required when the personal ledger does not use the automatic transaction number assignment.

Settlement terms. This required field is the settlement terms for the pseudo invoice transaction. The default is from the personal ledger for the pseudo invoice transaction.

Settlement method. This required field is the settlement method for the pseudo invoice transaction. The default is from the personal ledger for the pseudo invoice transaction.

Record status. The default is 1.

1 Active. Active records are available without restriction.

2 Inactive. An inactive record cannot be referred to by newly created records. However, any existing references to an inactive record remain in the system. For example, you could change the status of an ex-customer to inactive. Any existing records would remain in the system, but you could not create new records for the ex-customer.

3 Please archive. This status means that the record will be removed from the system when the next archive procedure is run.

Updating personal accounts

The ‘Work with personal accounts’ panel allows you to use a default withholding tax method, instead of the normal IFM common withholding methods for your transactions. The ***Special withholding tax?*** field must be set to **Yes** for the administrative division.

Refer to the following chart on how to access the ‘Work with personal accounts’ panel.

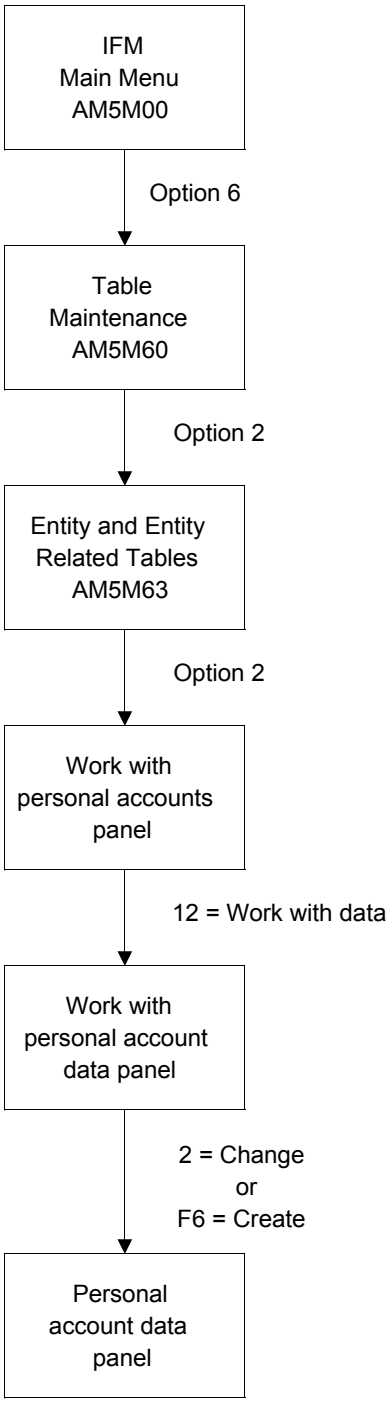

Figure 8-36. Work with personal account data

To update personal account data for transactions:

1. Create a withholding method ID with the ‘Work with withholding sequence’ option from the ‘Withholding Tax Tables’ menu.

2. Access the ‘Work with personal accounts’ panel to enter the default withholding method ID.

   This default withholding method ID causes all IFM transactions to access the tax withholding tables.

Updating charges

The ‘Charge’ and ‘Charge line’ panels allow you to specify a subject to withholding ID for your transactions. The ***Special withholding tax?*** field must be set to **Yes** for the administrative division.

Refer to the following chart on how to access the ‘Charge’ panel.

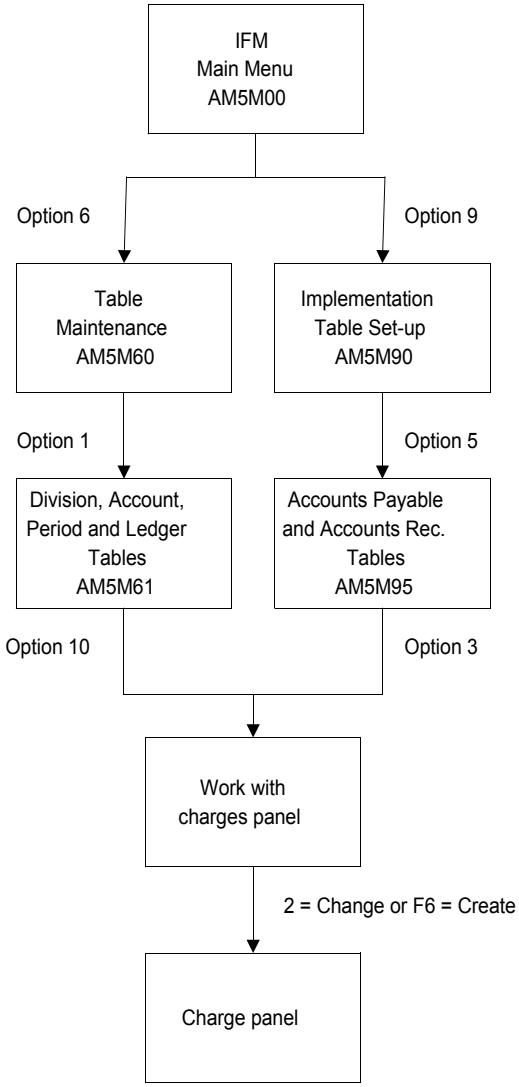

Figure 8-37. Work with charges

To update charges for transactions:

1. Create a subject to withholding ID with the ‘Work with subject to withholding’ option from the ‘Withholding Tax Tables’ menu.
2. Access the ‘Charge’ panel to enter the desired subject to withholding ID.

   This default subject to withholding ID causes IFM transactions to access the correct tax withholding tables.

Refer to the following chart on how to access the ‘Charge line’ panels.

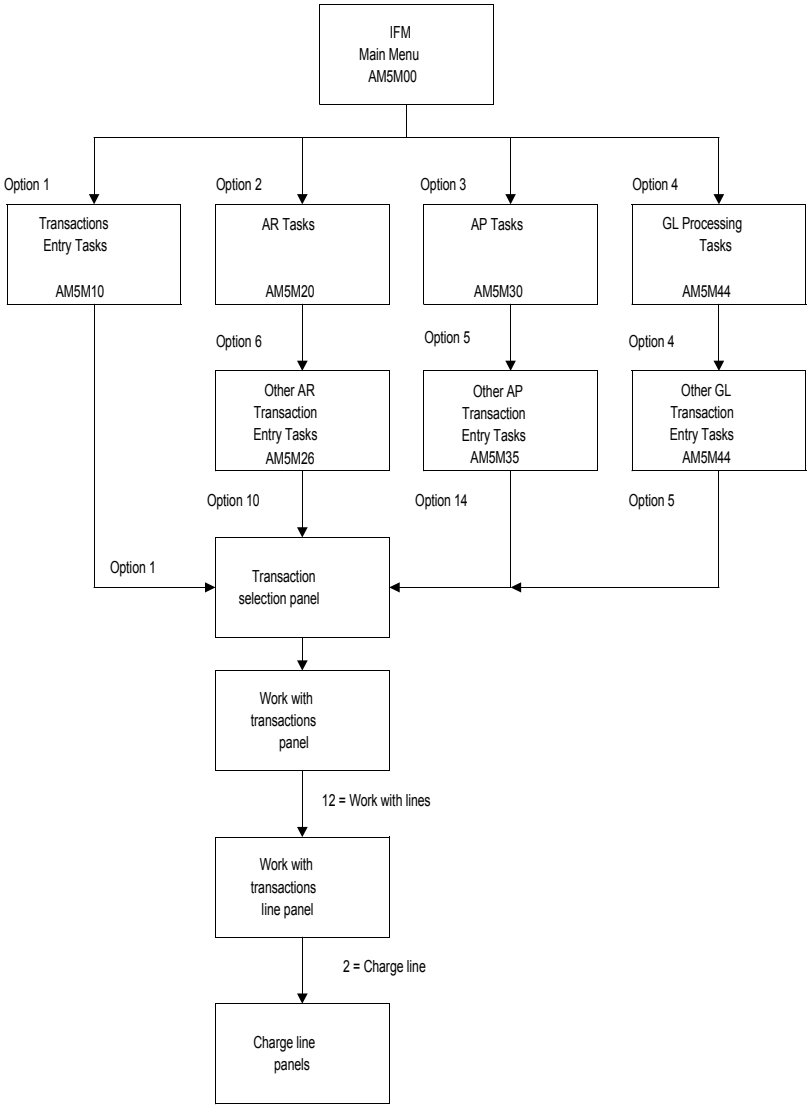

Figure 8-38. Work with charge lines

To update charge lines for transactions:

1. Create a subject to withholding ID with the ‘Work with subject to withholding’ option from the ‘Withholding Tax Tables’ menu.
2. Access the ‘Charge line’ panel to enter the desired subject to withholding ID.

Generating payments

The first step in calculating withholding calculation is making sure that the ***Special withholding tax?*** field is set to **Yes** for the administrative division.

When taxes apply, the IFM Automatic payment processing function calculates withholding taxes before it generates IFM transactions to record payments. This process happens in three stages:

1. Withholding tax calculations. The system scans the invoices on the payment list and calculates the withholding amounts for invoices and payments.
2. Generate pseudo invoices. The system generates invoices to record the liabilities for the tax withheld to the vendors' invoices.
3. Update payment list. IFM updates payment list amounts to reflect the amounts withheld.

Understanding the withholding calculations

IFM analyzes the invoices selected for payment by entity and withholding method. The different withholding calculations that are performed depend on the withholding calculation type that applies to the withholding method sequence.

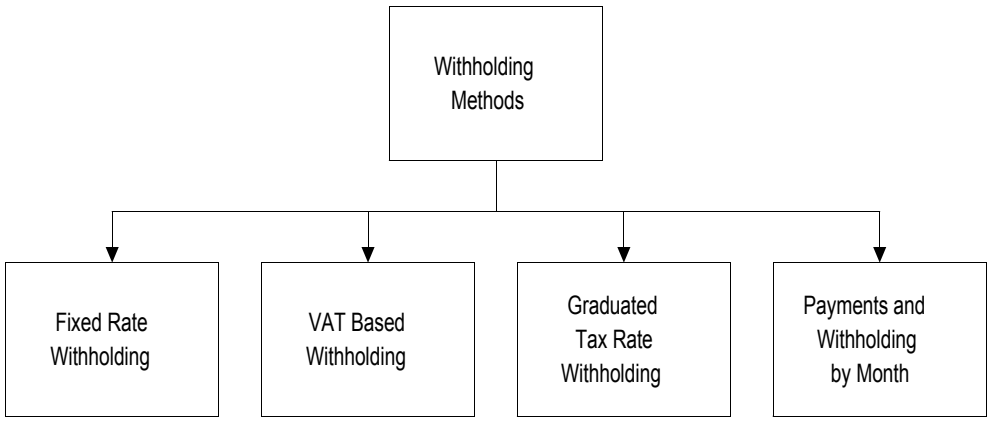

Figure 8-39. Withholding tables for withholding calculations

Withholding calculation type = VAT (1)

The calculation is performed for each vendor's invoice and it is always the first withholding type calculated. The base amount is the sum of the VAT tax amounts on the invoice's tax line records. This calculation ignores the subject to withholding codes.

If the sum of the tax amounts is less than the minimum amount to trigger the tax calculations, the amount withheld is zero. If the sum of the tax amounts is not less than the minimum amount to trigger the tax calculation, IFM multiplies the base amount by the tax rate to get the tentative withholding amount.

- If the minimum withholding amount is greater than zero:

IFM compares the tentative withholding amount to the minimum withholding amount. If it is greater than or equal to the minimum withholding amount, then the withholding amount is the tentative withholding amount. Otherwise, the withholding amount is zero.

- If the forced withholding amount is greater than zero:

  IFM compares the tentative withholding amount to the forced withholding amount. If it is greater than or equal to the forced withholding amount, then the withholding amount is the tentative withholding amount. Otherwise, the withholding amount is the forced withholding amount.

  Note: This condition applies only if the forced withholding amount is less or equal to the base amount; otherwise the withholding amount is zero.

Then, IFM sums the calculated withholding amount to a cumulative VAT withholding amount for the payment. After all the invoices are processed, the system compares the cumulative VAT withholding amount for the payment. If the cumulative VAT withholding amount is greater than the payment amount, the system sets the VAT withholding amount to zero.

Withholding calculation type = Fixed Rate (2)

The calculation is performed at the payment level. The base amount is the sum of the entity invoices less VAT and cash discounts. If the base amount is less than the minimum amount to trigger the tax calculation, the amount withheld is zero. If the base amount is not less than the minimum amount to trigger the tax calculation, the system multiplies the base amount by the tax rate to get the tentative withholding amount.

- If the minimum withholding amount is greater than zero:

  IFM compares the tentative withholding amount to the minimum withholding amount. If it is greater than or equal to the minimum withholding amount, then the withholding amount is the tentative withholding amount; otherwise, the withholding amount is zero.

- If the forced withholding amount is greater than zero:

  IFM compares the tentative withholding amount to the forced withholding amount. If it is greater than or equal to the forced withholding amount, then the withholding amount is the tentative withholding amount; otherwise, the withholding amount is the forced withholding amount.

  When the withholding amounts are greater than the payment amount:

  - 1: If the withholding sequence is performed, the VAT is calculated first, followed by the fixed rate calculation. IFM compares the sum of the VAT withholding amount and the fixed rate withholding amount to the payment amount. If this sum is greater than the payment amount, IFM sets the fixed rate withholding amount to zero.
  - 2: If the withholding sequence is performed, the VAT is calculated first, followed by the graduated tax and fixed rate calculations. IFM compares the sum of the VAT withholding amount and the graduated withholding amount. If this sum is greater than the payment amount, IFM sets the fixed rate withholding amount to zero.

Withholding calculation type = Graduated rate (3)

This calculation type is performed at the payment level. The base amount is the sum of the entity invoices' charge line by subject to withholding.

For each subject to withholding, the base amount by subject to withholding code is the charge line amounts minus the cash discounts plus the cumulative payment amount of previous payments during the month.

Line amounts are reduced for cash discounts. IFM calculates the cash discount by using the settlement terms code on the settlement line to determine which settlement terms apply. Then, the system calculates graduated withholding tax using the Graduated Tax tables. IFM reduces the calculated withholding tax by the tax previously withheld during the month.

- If the minimum withholding amount is greater than zero:

  IFM compares the tentative withholding amount to the minimum withholding amount. If it is greater than or equal to the minimum withholding amount, then the withholding amount is the tentative withholding; otherwise, the withholding amount is zero.

- If the forced withholding amount is greater than zero:

  IFM compares the tentative withholding amount to the forced withholding amount. If it is greater than or equal to the forced withholding amount, then the withholding amount is the forced withholding amount.

The charge line amounts minus the cash discounts and the withholding amounts are added to the Cumulative Graduated Tax table.

When the withholding amount is greater than payment amount:

- 1: If the withholding sequence is performed, the VAT is calculated first, followed by the graduated tax calculation. The system compares the sum of the VAT withholding amount and the graduated tax withholding amount to the payment amount. If this sum is greater than the payment amount, IFM sets the graduated tax withholding amount to zero. Otherwise, IFM adds the graduated withholding amount to the cumulative tax withheld. This tax is added in the Cumulative Graduated Tax table.

- 2: If the withholding sequence is performed, the VAT is calculated first, followed by the fixed rate and graduated tax calculations.

  The system compares the sum of the VAT withholding amount, fixed rate withholding amount, and graduated withholding amount. If this sum is greater than the payment amount, IFM sets the graduated tax withholding amount to zero. Otherwise, IFM adds the graduated withholding amount to the cumulative tax withheld. This tax is added in the Cumulative Graduated Tax table.

Generating pseudo invoices

Separate pseudo invoices are created for each vendor and their withholding calculation type.

Data that is necessary to create a pseudo invoice is kept in a Pseudo Invoice and Pseudo Invoice Data file. If the records do not exist when you create the pseudo invoice, no withholdings will be calculated, and no pseudo invoices will be created.

You will get a message that the payments do not include the corresponding withholdings.

Pseudo invoices are generated in batch mode. When the batch is already processed, all pseudo invoices must be posted successfully before the next step. Use the 'Work with transactions' function to correct pseudo invoices that are not posting before proceeding.

The invoice payment amounts on the payment list are adjusted to reflect the amounts withheld. The amounts of these adjustments should be the same as the allocation lines on the pseudo invoice transaction.

The pseudo invoice transaction consists of the following lines:

- Transaction header. Data comes from the Pseudo Invoice Data file. If the Pseudo Invoice file has a non-blank transaction number, the system assigns that number to the transaction and increments it by one.
- Charge line:
  - VAT withholding: one charge line per invoice. Charge line description= payment list ID and underlying invoice number.
  - Fixed rate withholding: one charge line per payment. Charge line description= payment list ID.
  - Graduated rate: one charge line per subject to withholding code. Charge line description= payment list ID and subject to withholding code.
- Allocation line. The sum of the allocation lines cannot exceed the settlement line's value. First, allocation lines for VAT withholding are created and allocated to the appropriate invoices. Since fixed and graduated withholding tax calculations are done at the payment level, there is no way to allocate them directly to invoices, so a first-in and first-out basis is used.

  In the following example, suppose that we have a payment for 10,000. The VAT withholding amount is 1,000. The fixed rate withholding amount is 2,000. The graduated withholding amount is 3,000. The withholding amounts would then be allocated to invoices like this:

Table 8-20. Allocation line example

Invoice	Gross	VAT	Fixed	Graduated	Net
1	1,000	100	900		0
2	2,000	200	1,100	700	0
3	3,000	300		2,300	400
4	4,000	400			3,600
Total	10,000	1,000	2,000	3,000	4,000

- Settlement line. If the Pseudo Invoice Settlement file has settlement terms or settlement method data, a settlement line is created. Otherwise, IFM creates the settlement line.
- General ledger lines. Accounts payable control account from the invoice's personal ledger is used to debit accounts payable for the amounts allocated to the invoice. Use the accounts payable control account from the personal ledger in the withholding tax calculation for recording the tax liability to the government.

Updating payment list

The system updates payment lists' amount to reflect the amounts withheld.

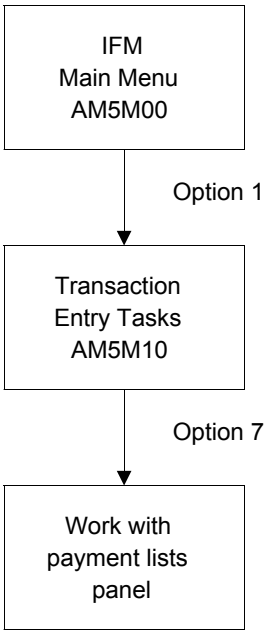

Figure 8-40. Updating the payment lists

Option 13. Work With 1099 Tax Report Classes (AM5M69)

Use this option on the Tax Tables menu to create and maintain 1099 report classes. These classes are referenced by the Charge file and allow for the accumulation of 1099 tax. For further information concerning the accumulation of 1099 tax, see “Option 10. Work with 1099 Tax Accumulation (AM5M3A)”

Understanding this option

1099 tax classifications are typically items such as rent, royalties, prizes and awards, non-employee compensation, and others regarded as Miscellaneous Income by the US Internal Revenue Service. Each tax report class code is connected to a 1099 box number. For more information on establishing and maintaining 1099 boxes, see “Option 14. Work With 1099 Boxes (AM5M69)”

Using this option

When you enter option 13 on the Tax Tables menu, the ‘Work with 1099 tax report classes’ (YAPFDFR) panel appears. From this panel you can create, change, delete, print, or view information about tax report classes.

If you do not see the record you want to use on the ‘Work with’ panel, you can use the ***Position to: 1099 tax report class*** field to re-position the list, or you can use **F17** to go to the ‘Selection Criteria’ panel, from which you can choose the records to be displayed.

Options

Option 2=Change. Take this option to change details of a 1099 tax report class. The ‘1099 tax report class - Change’ panel (YAPEE1R) appears, from which you can change the appropriate elements of the 1099 tax report class.

You can also delete a 1099 tax report class by taking option 2=Change from the ‘Work with 1099 tax report classes’ panel (YAPFDFR). When the ‘1099 tax report class - Change’ panel (YAPEE1R) appears, use **F16=Delete**. The ‘Delete 1099 tax report class’ panel (YAPSPVR) will appear so that you can confirm the deletion.

Option 5=Display. Take this option to view details of an individual 1099 tax report class. The ‘1099 tax report class’ panel (YAPGD1R) appears. This panel displays additional information about the individual 1099 tax report class.

Option 20=Narrative. Take this option to view, enter, or edit record narrative. The ‘Narrative maintenance’ panel (YABXETR) appears, from which you can work with narrative text.

Option 21=Audit details. Take this option to view audit details for an individual 1099 tax report class. The ‘Audit stamp details’ panel (YAD5PVR) appears. This panel displays information about the most recent record entry, change, or deletion.

Function keys

F6=Create. Use this function to create a new tax report class. The ‘1099 tax report class - Create’ (YAPEE1R) panel appears. Use the fields provided to create the tax report class, and press **Enter**. IFM creates the new 1099 tax report class record.

F17=Selection. Use this function to select one or more 1099 tax report classes to appear on the ‘Work with’ panel. The ‘1099 tax report class: Selection criteria’ panel (YA1APVR) appears. Use the fields on this panel to specify which records you want to use, then press **Enter**. The ‘Work with’ panel will reappear with your choices listed.

F22=Print. Use this function to print 1099 tax class information. The ‘1099 tax report class: Selection criteria’ panel (YA1APVR) appears. Use the fields on this panel to specify which records you want to print, then press **Enter**.

Fields

1099 tax report class. This field shows you the identifier of a tax reporting class.

1099 box. This field shows you the number for a 1099 box. Each box number is associated with a particular type of 1099 expenditure.

Status. The following are the possible values for record status:

1 Active. Active records are available without restriction. This is the default.

2 Inactive. An inactive record cannot be referred to by newly created records. However, any existing references to an inactive record remain in the system. For example, you could change the status of an ex-customer to inactive. Any existing records would remain in the system, but you could not create new records for the ex-customer.

3 Please archive. This status means that the record will be removed from the system when the next archive procedure is run.

Option 14. Work With 1099 Boxes (AM5M69)

Use this option on the Tax Tables menu to create and maintain 1099 box records.

Understanding this option

1099 tax classifications are typically items such as rent, royalties, prizes and awards, non-employee compensation, and others regarded as Miscellaneous Income by the United States Internal Revenue Service. Each tax report class code is connected to a 1099 box number. Box numbers are established by the user, and can range in value from 1 to 99. Each box number represents a particular type of 1099 expenditure.

Using this option

When you enter option 14 on the Tax Tables menu, the ‘Work with 1099 boxes’ (UAN0DFR) panel appears. From this panel you can create, change, delete, print, or view information about 1099 box records.

If you do not see the record you want to use on the ‘Work with’ panel, you can use the ***Position to: 1099 box*** field to re-position the list.

Options

Option 2=Change. Take this option to change details of a 1099 box. The ‘1099 box - Change’ panel (UAN1E1R) appears, from which you can change the appropriate elements of the 1099 box record.

You can also delete a 1099 tax report class by taking option 2=Change from the ‘Work with 1099 boxes’ panel (UAN0DFR). When the ‘1099 box- Change’ panel (UAN1E1R) appears, use **F16=Delete**. The ‘Delete 1099 box’ panel (UAN3PVR) will appear so that you can confirm the deletion.

Option 5=Display. Take this option to view details of an individual 1099 box record. The ‘1099 box’ panel (UAN2D1R) appears. This panel displays additional information about the individual 1099 box record.

Option 20=Narrative. Take this option to view, enter, or edit record narrative. The ‘Narrative maintenance’ panel (YABXETR) appears, from which you can work with narrative text.

Option 21=Audit details. Take this option to view audit details for an individual 1099 box record. The ‘Audit stamp details’ panel (YAD5PVR) appears. This panel displays information about the most recent record entry, change, or deletion.

Function keys

F6=Create. Use this function to create a new 1099 box. The ‘1099 box - Create’ (UAN1E1R) panel appears. Use the fields provided to create the 1099 box record, and press **Enter**. IFM creates the new 1099 box.

F22=Print. Use this function to print 1099 box information. The ‘1099 boxes: Selection criteria’ panel (UAN4PVR) appears. Use the fields on this panel to specify which records you want to print, then press **Enter**.

Fields

1099 box. This field shows you the number for a 1099 box. Each box number is associated with a particular type of 1099 expenditure.

Status. The following are the possible values for record status:

1 Active. Active records are available without restriction. This is the default.

2 Inactive. An inactive record cannot be referred to by newly created records. However, any existing references to an inactive record remain in the system. For example, you could change the status of an ex-customer to inactive. Any existing records would remain in the system, but you could not create new records for the ex-customer.

3 Please archive. This status means that the record will be removed from the system when the next archive procedure is run.

Chapter 9. Inquiries

When you select option 7 on the IFM Main Menu (AM5M00), the IFM Inquiries menu (AM5M70) appears. It contains the following options:

Option 1. Personal Ledger Inquiry (AM5M70) 9-1
Option 2. Cashbook Inquiry (AM5M70) 9-7
Option 3. General Ledger Inquiry (AM5M70) 9-8
Option 4. Transaction Inquiry (AM5M70) 9-10
Option 5. Review Entity Diary (AM5M70) 9-12
Option 6. Simulate Tax Calculation (AM5M70) 9-13
Option 7. Document Tax Estimate Inquiry (AM5M70) 9-17
Option 8. Online General Ledger Reporting Inquiries (AM5M70) 9-20
Option 9. P.O. Related Invoices and Credits (AM5M70) 9-27
Option 10. Online Business Inquiry (AM5M70) 9-28

Option 1. Personal Ledger Inquiry (AM5M70)

Use this option on the Inquiries menu to view personal account data, such as settlement lines, aged balances, transaction and statistics.

Understanding this option

How does personal ledger inquiry work?

The `Personal ledger inquiry' facility allows you to view the available data from:

- An entity
- A personal ledger
- A personal account (that is, the combination of an entity and a personal ledger)

For example, you can view the statistics concerning a particular ledger, in which case data is displayed for all of the entities in the ledger. Alternatively, you can view the statistics concerning a particular entity, in which case data is displayed for all the ledgers in which the entity has an account. You can restrict the inquiry to a single financial division or include the whole administrative division.

Multi-currency facilities

When using Personal ledger inquiry, you can choose to display values in the transaction, ledger or financial division currency or in a currency that you have specified for the inquiry. For euro-participating currencies, you can also choose to display values in the euro currency. You can switch between these currencies at any time. When you switch currencies, there may be rounding currencies.

IFM performs all the necessary currency conversions, using the exchange rate set you specify. If the system is unable to convert a value, for example because the required exchange rate does not exist, the value is displayed as `**********'.

If the current administrative division is single currency, then all inquiries use that currency.

Financial division security

If the financial division security system is active, you can only make inquiries concerning financial divisions to which you are authorized.

Printing statements

Several panels in the personal ledger inquiry allow you to print a statement for a personal account. To do this, use the `Statements' panel. This panel is also displayed using the Accounts Payable Periodic Tasks menu. See “Option 8. Generate Statements (AM5M3A)” for details.

Checking personal account balance limits

IFM checks to see if a personal account is within its balance limit. If the balance of an account exceeds the limit specified in its current personal account data, the account is highlighted.

Using this option

When you enter option 1 on the Inquiries menu, the `Personal ledger inquiry' panel appears. From here, you can:

- Set your initial requirements
- View statistical data
- View personal accounts
- View transactions including the source of COM orders
- View settlement line data
- View aged balances.

Setting your initial requirements

When the `Personal ledger inquiry' panel first appears, it shows your default administrative division, financial division, personal ledger, currency for inquiry (which is the same as the financial division's currency) and exchange rate set. To change or clear any of these fields, use **F17=Selection** to go to the `Inquiry defaults' panel. Only ***Administrative division*** is a mandatory field.

Before you can use the inquiry facilities, you must specify an entity or a personal ledger (and its financial division), or both. To specify a ledger, use the `Inquiry defaults' panel. To specify an entity, use the field provided on the `Personal ledger inquiry' panel itself.

After setting your initial requirements, you can press whichever of the available function keys corresponds to the information you require. At any time, you can return to the `Personal ledger inquiry' panel to change your initial requirements or choose a different inquiry function.

Viewing statistical data

To view the statistical information for an entity, ledger, or personal account, use **F14** `Statistics on the ’Personal ledger inquiry’ panel. The ’’Entity statistics across ledgers’ (initial requirements: entity), the ’Statistics by entity’ (initial requirements: ledger), or the ’Statistics by period’ (initial requirements: personal account) panel appears.

Each of these three panels provides further inquiry options, and each provides options to let you go to one or both of the other two panels. In addition, the `Statistics by period' panel allows you to print statistical data (using the **F22=Print** function key).

The second page of statistical data concerns settlement discount. Two groups of statistics are featured - `Settled on time' and `Settled late'.

Use **F11=Alternate currency** on the applicable statistical data panels to toggle between the ledger, financial division, and input currencies. Amounts can also be shown in euro amounts if the currency is euro-participating. Each panel has a currency label that shows your selection; for example, **Currency: Ledger (EUR)**. When toggling between currencies, rounding discrepancies may occur.

Fields

Settled on time / Allowed - taken. For all the transactions within the domain defined by the fields at the top of this panel, this field shows you the total settlement value of those which were settled on time, and for which discount was allowed and was taken.

Settled on time / Any - not taken. For all the transactions within the domain defined by the fields at the top of this panel, this field shows you the total settlement value of those which were settled on time, for which discount was not taken (regardless of whether discount was allowed or not allowed).

Settled on time / Outside terms - taken. For all the transactions within the domain defined by the fields at the top of this panel, this field shows you the total settlement value of those which were settled outside the settlement discount terms, but discount was taken. This category embraces two possibilities:

- Discount was available, and was taken, but payment was made after the discount date and before the due date
- Discount was taken although the invoice was not discountable, and payment was made before the due date.

Settled late / Allowed - taken. For all the transactions within the domain defined by the fields at the top of this panel, this field shows you the total settlement value of those which were settled late (after the due date), for which discount was allowed and was taken.

Settled late / Allowed - not taken. For all the transactions within the domain defined by the fields at the top of this panel, this field shows you the total settlement value of those which were settled late (after the due date), for which discount was allowed and was not taken.

Settled late / Not allowed - not taken. For all the transactions within the domain defined by the fields at the top of this panel, this field shows you the total settlement value of those which were settled late (after the due date), for which discount was not allowed and was not taken.

Viewing personal accounts

To view personal account data, you must specify a ledger. Use **F15=Personal accounts** on the ’Personal ledger inquiry’ panel. The ’Personal accounts’ panel appears.

This panel shows you all the personal accounts in the specified personal ledger. The options on this panel enable you to display information for any selected personal account including its aged balances, settlement lines, transactions, and statistics.

Viewing transactions

To view the transaction information for an entity, ledger, or personal account, use **F16=Transactions** on the 'Personal ledger inquiry' panel. The 'Transactions within ledgers' (initial requirements: entity) , the 'Entities with transactions' (initial requirements: ledger), or the 'Transactions by entity' (initial requirements: personal account) panel appears.

The system lists only those ledgers or entities for which transactions have been entered. At the personal account level, all the transactions for the specified account are displayed.

To review the source of COM orders (drill down):

1. Do one of the following:
   - Take option 12 next to a ledger on the 'Transactions within ledgers' panel. The 'Transactions by entity' panel appears. Take option 12 next to a transaction. The 'Transactions lines' panel appears.
   - Take option 5 next to a transaction on the 'Entities with transactions' panel. The 'Transactions by entity' panel appears. Take option 12 next to a transaction. The 'Transactions lines' panel appears.
2. Take option 13. The Display Invoice Header panel appears for you to review the sources of COM orders.

To review a narrative that IFM creates if it finds a discrepancy when processing a PO-related invoice (during the three-way match):

1. Do one of the following:
   - Take option 12 next to a ledger on the 'Transactions within ledgers' panel. The 'Transactions by entity' panel appears. Take option 12 next to a transaction. The 'Transactions lines' panel appears.
   - Take option 5 next to a transaction on the 'Entities with transactions' panel. The 'Transactions by entity' panel appears. Take option 12 next to a transaction. The 'Transactions lines' panel appears.
2. Use **F11** on the 'Transactions lines' panel. The narrative heading appears.
3. Take option 20 next to a CHG line that shows a narrative. The discrepancy narrative appears.

Displaying summary account data by entity group

To display summary account data by entity group, use **F20=Entity group** on the 'Personal ledger inquiry' panel. The 'Select entity group for inquiry' panel appears. Select an entity group and press **Enter**. The 'Entity group' panel appears. Do one of the following:

- Create or change contacts for the entity group or the entities within the group
- Review the addresses for the group or the entities within the group
- Review the data for an entity within the group.

Use **F11=Alternate currency** on the applicable ‘Entity’ and ‘Entity group’ panels to toggle between the entity group and input currencies. Entity and entity group amounts can also be shown in euro amounts if the currency is euro-participating. Each panel has a currency label that shows your selection; for example, **Currency: Entity group (EUR)**.

Viewing settlement line data

To view the settlement line information for an entity, ledger or personal account, use **F21=Settlement lines** on the ’Personal ledger inquiry’ panel. The ’Entity settlement lines’ ’(initial requirements: entity or personal account) or the ’Total settlement lines by entity’ (initial requirements: ledger) panel appears.

The `Entity settlement lines' panel shows you all the settlement lines for a particular entity and, where specified, for a given personal ledger. You can display either fully settled lines or unsettled lines in one of three currencies (the currency of the transaction, of the financial division or of the inquiry).

The `Total settlement lines by entity' panel shows you the total balance of outstanding settlement lines for each entity with a personal account in the ledger. Take option 5 `Display' to view individual settlement lines. You can also review installment settlement lines from this panel.

Use **F11=Alternate currency** on the ‘Entity settlement lines’ panel to toggle between the transaction, financial division, and input currencies. Transaction currency amounts can also be shown in euro amounts if the currency is euro-participating. The panel has a currency label that shows your selection; for example, **Currency: Transaction (EUR)**. When toggling between currencies, rounding discrepancies may occur.

Use **F9 = Alternate ex/rt** on the ‘Entity settlement lines’ panel to toggle between the current exchange rate and the exchange rate on the transaction date. The panel has an exchange rate label that shows your selection; for example, **Ex. rate: Current**.

Changing unsettled lines

On the `Entity settlement lines' panel, you can change some of the data concerning unsettled lines. To do this, take option 2 `Change' to go to the `Review settlement line – Change' panel. You can change details such as the line's due date or settlement terms. This is particularly useful if you have settlement lines whose status is `held'. This option enables you to change the status to allow the line to be settled (either automatically or by manual allocation).

Viewing allocation lines

On the `Entity settlement lines' panel, you can view any of the allocation lines associated with a settlement line by taking option 8 `Allocation lines'.

You can review installment allocation lines from this panel by taking 16=Installments next to a highlighted settlement line. The Installment settlement lines panel appears. Take 8=Allocation lines next a settlement line with an amount paid. The Installment allocation lines panel appears for you to display details of the allocation lines.

Viewing aged balances

To display the aged balance information for an entity, ledger, or personal account, use **F22=Aged balances** on the 'Personal ledger inquiry' panel. The 'Aged balances by ledger' '(initial requirements: entity or personal account) , or the 'Aged balances by entity' (initial requirements: ledger) panel appears.

The system gives the total aged balance of each ledger or entity. This is the total value of outstanding settlement lines as calculated on the last occasion that a re-aging was performed.

At the personal account level the system shows the total balance broken down into each aging period balance. From the "Aged balances" panel you can re-age the balances via **F5=Re-age balances**. Re-aging will recalculate the total balance by summing all the posted unsettled lines. It computes the unallocated cash total by summing all the un-applied cash lines. These two fields and a "current balance outstanding" amount can be seen by using **F15=Display totals**.

Use **F11=Alternate currency** on the applicable 'Aged balance' and 'Aged balance totals' panels to toggle between the ledger, financial division, and input currencies. Ledger amounts can also be shown in euro amounts if the currency is euro-participating. Each panel has a currency label that shows your selection; for example, **Currency: Ledger (EUR)**. When toggling between currencies, rounding discrepancies may occur.

Notes:

1. Current balance o/s is not updated by the **F5=Re-age process**. It is kept current during transaction posting.
2. The number and range of each aging period is determined by the aging structure specified for the desired personal ledger. See "Option 5. Work With Aging Structures (AM5M64)" for more information.

Option 2. Cashbook Inquiry (AM5M70)

Use this option on the Inquiries menu to view details of cash book transactions.

Understanding this option

A cash book represents a bank account, money market account, loan facility, petty cash float or other monetary fund to and from which cash moves within a financial division. Each financial division may maintain as many cash books as necessary.

Using this option

When you enter option 2 on the Inquiries menu, IFM takes you to the `Cash book inquiry' panel, which lists all the cash books in the current financial division and shows the cash and unreconciled balances of each. From here, you can do the following:

- Display values in an alternate currency
- Display transactions
- Display cash lines.

Alternate currency display modes

You can use **F11=Alternate currency** on the `Cash book inquiry' panel to see currency values expressed either in the financial division or cash book currency. Amounts can also be shown in euro amounts if the currency is euro-participating. The panel has a currency label that shows your selection; for example, **euro currency**.

Displaying transactions

To view the transactions within a cash book:

1. Take option 8 `Display transactions' on the required cash book on the ’Cash book inquiry’ panel. The ’Display transactions’ panel appears.
2. From this panel, you can take option 5 to view the transaction header, or option 12 to view the transaction lines, of each transaction on display. You can use option 12 to create or change attribute lines associated with any transaction line.

Displaying cash lines

To view the cash lines of all transactions in a cash book, take option 15 `Cash lines' on the required cash book on the ’Cash book inquiry’ panel. The ’Cash lines’ panel appears.

This panel shows all the current cash lines, by lodgement/deposit or drawing/check reference, transaction ID date and value. It also shows you whether or not rate advice is expected for the cash line (`1' in the ***Rate*** field indicates that advice is expected). You can also use F4=Prompt on the ***Currency id*** field to show records with a matching currency id. The currency id must be valid and active.

Use **F9=Toggle** on the ‘Cash lines’ panel to show either drawing/check or lodgement/deposit information in a displayed list.

Also, use **F11=Alternate currency** on the `Cash lines' panel to see currency values expressed in payment or cash book currency. Amounts can also be shown in euro amounts if the currency is euro-participating. The panel has a currency label that shows your selection; for example, **euro currency**.

Selection criteria

F17 on the `Cash lines' panel enables you to restrict the display of cash line records to:

- Drawing/Check references
- Lodgement/Deposit references
- Transaction
- Document date
- Value

Option 3. General Ledger Inquiry (AM5M70)

Use this option on the Inquiries menu to find out the total of general ledger lines posted to any given unit/nature combination in any period. You can display details of any posted or unposted general ledger transactions in any period. For more information on period structures, see “Option 1. Work With Period Structures (AM5M50)”.

You can also use the general ledger inquiry to obtain a trial balance for any financial division in your system.

You cannot change any information using the general ledger inquiry facility.

This option also allows you to review the source of G/L lines for COM, fixed assets, IM, PC&C, and REP transactions. This is called the drill down function. See “Reviewing the source of G/L lines (drill down)” for more information.

Understanding this option

The general ledger inquiry panel shows you the all the general ledger accounts (unit/nature combinations) in your system and gives the balance of posted general ledger lines in each period. However, by using the available selection criteria you can restrict the display as required (see “Selection criteria”).

Using this option

When you enter option 3 on the Inquiries menu, the `General ledger inquiry' panel appears where you can specify initial selection criteria for your inquiry. Press **Enter** to continue to the `General ledger inquiry – Display' panel.

Using the `General ledger inquiry – Display' panel

The `General ledger inquiry – Display' shows you the total balance of transactions posted to each unit/nature combination in each period. You can use option 5 on this panel to investigate the individual general ledger lines and transactions that make up the total balance.

Selection criteria

F17 on the `General ledger – Display' panel enables you to restrict the display of unit/nature/period combinations to:

- A single financial division.
- An single unit or nature.
- Natures of the same type (either `Balance sheet' or `Profit and loss').
- A single period, for example, a financial year. In this case, the `General ledger inquiry' panel shows an accumulated total for each unit/nature combination in successive periods.

Producing a trial balance report

You can use **F22=Print** on the `General inquiry' panel to obtain a trial balance. To do this, you need to enter a financial division and a suitable period structure in the selection criteria. The period structure should correspond to the financial year for which you want the trial balance. The report that is produced shows the accumulated total for each unit/nature combination in successive periods and a final report balance (that is, the trial balance).

Fields

Report level. This field determines the manner in which the report is presented.

Option 1 Natures, periods and values arranged by unit, with totals per unit
Option 2 Units, periods and values arranged by nature, with totals per nature
Option 3 Option 1, without nature data
Option 4 Option 2, without unit data.

Show period balances?. If you select option 1, IFM shows the cumulative balance at the end of each period.

Print as trial balance?. If you select option 1, IFM prints a trial balance, each line of which shows:

- Unit and nature permutation determined by the ***Report level*** field
- Balance at the start of the starting period
- Movement from the start of the starting period to the end of ending period
- Closing balance at the end of the end period.

Print control balance?. If you select option 1 `Yes', IFM prints a separate page for the selected financial division, unit and nature (if specified) showing:

- Debit or credit total at the start of the starting period, taken from the General ledger summary
- Debit or credit total of all entries to the General ledger from the starting period to the ending period
- Debit or credit total at the end of the ending period, taken from the General ledger summary.

Checking the general ledger summary file

The general ledger listing checks the integrity of the general ledger summary file. Two balances are given for each unit/nature/period combination: the value from the general ledger summary and the balance re-calculated from the source transactions.

The report indicates wherever this value differs from the value held in the general ledger summary file. The values differ if you have archived the associated transactions.

You can also print a general ledger listing using “Option 8. General Ledger Listing (AM5M40)”. That option allows you to do the following:

- Use a nature structure to control the sequence in which the accounts are listed.
- See the debit and credit amounts in separate columns.

Inquiring about individual transactions

Using the general ledger inquiry, you can review individual transactions with general ledger lines. Take option 5 on the `General ledger inquiry' panel to view details of the transactions that contribute to the period balance of the selected unit/nature/period combination.

Alternatively, using **F15** takes you to the `All general ledger lines' panel. This panel enables you to display the details of any transaction with general ledger lines in the administrative division by taking option 12 ’Transaction details’. As with the `General ledger inquiry' panel the **F17=Selection** key enables you to locate any given transaction. In particular you have the option of displaying either posted or unposted transactions (or both).

Reviewing the source of G/L lines (drill down)

To review the source of G/L lines for COM, the fixed assets portion of F/A, IM, PC&C, and REP transactions, do the following:

1. Take option 5 or use **F15** on the General ledger inquiry panel. The General ledger lines or the All general ledger lines panel appears, respectively.
2. Take option 12 next to a transaction. The Transaction lines panel appears.
3. Take option 13 next to a transaction line. A transaction sources panel appears. Depending on the type of transaction, you see the source of customer orders, journal entries, PC&C and REP transactions, or IM history.

   Note: You must answer Y (Yes) to the F/A, PC&C, and REP questionnaire questions about keeping transaction details for IFM G/L lines to be able to use the drill down function for those applications.

Option 4. Transaction Inquiry (AM5M70)

Use this option on the Inquiries menu to view details of selected transactions.

Understanding this option

Although it is not posted, a general ledger line can be used as a source line that generates other posted general ledger lines. To avoid confusion when showing both the source and generated general ledger lines for a generated transaction, the default is to not display the source lines. To display the source general ledger lines, change the value of the ***Display G/L source lines?*** field on the `Transaction Lines' selection panel.

This option also allows you to review the source of G/L lines for COM, fixed assets, IM, PC&C, and REP transactions. This is called the drill down function. See “Reviewing the source of G/L lines (drill down)”.

Using this option

When you enter option 4 on the Inquiries menu, IFM takes you to the `Transaction inquiry' panel.

Enter details of the administrative division, financial division and ledger owning the transactions you want to view. Financial division and ledger are optional. IFM takes you to the `Review transactions' panel.

Note: To review transactions related to POs, see “Option 9. P.O. Related Invoices and Credits (AM5M70)”.

By using **F17=Selection**, you can narrow the data presented on this panel. You can review transactions with no ledger specified, with a ledger specified, or with a ledger and an 'Entered date' specified. In each case, the arrangement of the fields, and the role of the ***Position to*** field, changes.

Options

Display header. To view a transaction's header, take option 5 `Display header'. The header is a single panel, but spans three pages. To go from one page to the next, press the **F8** function key. To go from one page to the previous page, press the **F7** function key.

Print transaction. To print a transaction in the form of an invoice or other formatted document, take option 6 `Print transaction'.

In IFM, each transaction is of a given transaction type; each transaction type may also have a document type. Provided that this document type is of type `Invoice', the invoice is printed. See “Option 2. Work With Document Types (AM5M68)” for more information.

Do not confuse option 6 with option 8 or **F22**. Option 6 prints a formatted document. generates a list of those occasions on which a given transaction was printed. **F22** prints a list of transactions.

Print history. To view a complete history of those occasions on which a transaction has been printed, take option 8 `Print history'. The print history also shows who printed the transaction, and which print medium was used.

Display lines. To view all of a transaction's lines, take option 12 `Display lines'. The Transaction lines panel appears. You can view each line in further detail by taking option 5 `Display details'

Reviewing the source of G/L lines (drill down)

To review the source of G/L lines for COM, the fixed assets portion of F/A, IM, PC&C, and REP transactions, do the following:

1. Take option 12 on the Review Transactions panel. The Transaction lines panel appears.

2. Take option 13. A transaction sources panel appears. Depending on the type of transaction, you see the source of customer orders, journal entries, PC&C and REP transactions, or IM history.

Note: You must answer Y (Yes) to the F/A, PC&C, and REP questionnaire questions about keeping transaction details for IFM G/L lines to be able to use the drill down function for those applications.

Option 5. Review Entity Diary (AM5M70)

Use this option on the Inquiries menu to review any diary entries that have been addressed to you and to create diary entries.

Understanding this option

What is an entity diary entry?

Diary entries record significant events in your trading relationship with an entity and as well as reminders of actions you or others need to take.

For more information about the entity diary, see “Working with the entity diary”.

Using this option

When you enter option 5 on the Inquiries menu, the `Review entity diary' panel appears displaying entity, date (most recent first), and any diary entries which have been addressed to you. Initially, the panel shows you any unacknowledged entries. You can use **F11** to switch the display to those diary entries which you have already acknowledged.

- If you select by entity only, IFM displays records for all dates for the entity entered.
- If you select by entity and alert date, IFM displays records for the entity and alert date entered.
- If you select by alert date only, IFM displays all dates greater than or equal to the alert date entered, in entity sequence.

To create a diary entry, use **F6**.

Acknowledging a diary entry

To acknowledge a diary entry, take option 2 next to the diary. The status of the entry changes accordingly. Each diary entry has an alert date which indicates when the action required by the diary entry should be carried out.

Using OfficeVision/400

The `Review entity diary' panel gives you access to the i5/OS facilities for sending notes and messages to other users. However, before you can send notes or messages, you must have OfficeVision installed on your System i and be enrolled as an OfficeVision user.

Option 6. Simulate Tax Calculation (AM5M70)

Use this option on the Inquiries menu to review the results of tax calculations before you actually apply taxes to a transaction.

Understanding this option

This tax inquiry consists of two parts: a simulator and a calculator. The simulator allows you to input tax information as if you were entering an actual transaction. The calculator then displays the tax results that would apply to the actual transaction.

When you enter the actual transaction, you may get different tax results. This is due to the tax information that comes from IFM, COM and PUR in addition to the input data you entered for the tax simulation. For example, you set up tax priorities so that the customer address is checked before the tax suffix. If you simulate the tax using only the tax suffix and COM passes both the customer address and the tax suffix when you enter the actual transaction, the tax results would likely be different than the simulation.

Tax calculations are based on tax conditions, priorities and results. For more information, see “Option 3. Work With Tax Code Results (AM5M69)” and “Option 10. Work With Tax Condition Priorities (AM5M69)”.

Using this option

When you enter option 6 on the Inquiries menu, the ‘Simulate tax calculation - Page 1 of 2’ panel appears. From here, you can do the following:

- Enter input data to simulate tax conditions
- Display details of tax results
- Display input to the tax calculator after the tax results are calculated.

Simulating tax calculations

To input the information that IFM needs to calculate taxes in a specific situation, use the fields provided and press **Enter**. The ‘Calculation results’ panel appears showing the tax code results.

Note: The ‘Simulate tax calculation’ panel also appears when you use **F20=Simulate calculations** when it is found on tax priority, tax code result and tax transaction type panels.

Fields
(Simulate tax calculation - Page 1 of 2)

New document. Document for which the tax has been calculated. For example, an IFM transaction, a COM order or a PO.

Calculation type. Type of tax calculation. One of the following is valid:

1 Full. All taxes are calculated.

2 Tax in price. Only those taxes which specify tax in price (by Brazilian or European standards) are calculated.

Tax transaction type. Classification of a transaction for tax purposes.

Administrative division. Organization accounting for the purchase or sale.

Customer/Vendor tax suffix. Classification of the customer or vendor for tax purposes.

Ship-to/Buy-from tax suffix. Classification of a customer or vendor based on the respective ship-to or buy-from record.

Tax indicator. Classification of an item or service for tax purposes.

Tax date. Transaction date for tax purposes.

Financial division. Business unit accounting for the transaction.

Entity. Customer or vendor whose name appears on the invoice.

Customer number. Number of the customer who appears on the invoice.

Ship-to number. Number of the ship-to location that appears on the invoice.

Vendor. Vendor whose name appears on the invoice.

Buy-from vendor. Classification of the vendor whose name appears on the PO.

Tax base amount. Amount on which the tax calculation is based.

Fields
(Simulate tax calculation - Page 2 of 2)

Item number. Number of the item sold or purchased.

Charge id (IFM). Identifier of the IFM charge being taxed.

Special charge reference. Identifier of the COM charged being taxed.

Warehouse. Warehouse where the item was received or from where it was shipped.

Order quantity. Quantity of items being taxed.

Order U/M. Unit of measure qualifying the order quantity.

Cash discount percent. Percentage of cash discount that applies to the transaction amount.

Cash discount amount. Amount of cash discount that applies to the transaction amount.

Displaying details of tax results

To review the details of a tax result, use option 5=Display next to the tax code result on the ‘Calculation results’ panel. The ‘Tax calculation - Page 1 of 3’ panel appears.

For a more detailed explanation of many of the following fields, see “Creating tax code result data”.

Fields
(Tax calculation - Page 1 of 4)

Error code. Code and description identifying a tax calculation error.

Tax code result. Tax resulting from the calculation.

Tax code result date. Date on which the tax code result is active.

Tax group code. Code that designates a group of taxes that apply to items, surcharges, and special charges. If an invoice has two or more tax code results that have the same tax group code, the taxes are combined on the invoice. The tax group code supports invoice text in multiple languages.

Tax base amount. Amount on which the tax calculation is based.

Tax rate. Percentage used to calculate the tax result.

Tax amount. Amount of the calculated tax.

Tax liability/receivable nature. Nature for recording tax owed or due.

Use tax. Determines if the tax calculated is a use tax.

EC Memo tax. Determines if the tax calculated is an EC memo tax.

Use/memo tax liability/rec nat. Nature for recording applicable taxes that are not invoiced.

Use/memo tax offset nature. Nature for offsetting what is recorded in the use memo/tax nature.

Tax transaction type. Classification of a transaction for tax purposes.

Fields
(Tax calculation - Page 2 of 4)

Customer/Vendor tax suffix. Classification of a customer or vendor for tax purposes.

Ship-to/Buy-from tax suffix. Classification of a customer or vendor based on the respective ship-to or buy-from record.

Item tax class. Classification of items, special charges, surcharges and IFM charges (goods and services) that have a common tax rate.

Tax indicator. Classification of an item or service for tax purposes.

Compound tax uplift. Determines if multiple taxes apply to a transaction, the uplift is the factor (calculated by the system) by which you multiply the base amount to include the other taxes.

Compound tax uplift refer tx cd. Tax code that determines the compound tax uplift factor.

Compound tax uplift tx cd result. Tax code result for the compound tax uplift.

Tax recovery percent. Percentage of the value of the transaction recoverable for VAT purposes.

Recoverable tax base amount. Recoverable portion of the tax base amount in non or partially recoverable VAT tax situations.

Recoverable tax amount. Recoverable portion of the tax amount in non or partially recoverable VAT tax situations.

Non-recoverable VAT nature. Nature for the portion of the VAT tax base amount that is not completely recoverable.

Tax rate method. Determines the applied tax rate used. One of the following is valid:

0 Regular tax rate
1 Item tax class tax

Fields
(Tax calculation - Page 3 of 4)

Tax base amount substituted. Determines if a tax base amount is substituted for the input transaction amount.

Tax rate substituted. Determines if a tax rate is substituted for the rate found on the tax code result data record.

Original tax base amount. Amount of the transaction before adjustments are made to the tax base. For example, substitution or compound tax uplift.

Order quantity. Quantity of items being taxed.

Order unit of measure. Unit of measure qualifying the order quantity.

Tax adjusted for cash discount. Determines if the transaction amount is adjusted for a cash discount before the tax is calculated.

Transaction cash discount percent. Percentage of cash discount that applies to the transaction amount.

Transaction cash discount amount. Amount of cash discount that applies to the transaction amount.

Include tax in cash disc calc. Determines if the tax is calculated on the cash discount. Used mainly in Germany where the cash discount includes tax and is adjusted when the payment is received.

Cash discount nature. Nature for recording the cash discount.

Write-off nature. Nature for recording the write-off income or expense.

Adjustment nature. Nature for recording the adjustment income or expense.

Fields
(Tax calculation - Page 4 of 4)

Tax in price - Europe. Determines if the tax in price calculations is done using European conventions.

Tax in price - Brazil. Determines if the tax in price calculations is done using Brazilian conventions.

Tax in price calc type. One of the following is valid:

1 Tax added. Tax is added to the price.
2 Tax included. Tax is included in the price.

Tax exclusive price. Transaction amount before the tax has been added to the invoice amount.

Tax inclusive price. Transaction amount after the tax has been added to the invoice amount.

Warehouse. Warehouse associated with the transaction.

Tax rate derived. Determines if the tax rate is derived from the weighted average of other taxes in the same transaction for the same taxing authority. Typically, derived tax rates are used to tax special charges, for example, freight.

Information tax. Determines if the tax is printed, but not charged, on the invoice.

Tax is invoiced. Determines if the taxes that are the seller's responsibility are included on the invoice.

Displaying input to the tax calculator

To review the information you entered to simulate the tax calculation, use **F15=Display input** on the 'Calculation results' panel or **F15=Display order item** on the 'Tax calculation' panel. The 'Display calculation input - Page 1 of 2' panel appears. For field descriptions, see "Simulating tax calculations".

Option 7. Document Tax Estimate Inquiry (AM5M70)

Use this option on the Inquiries menu to review information about the tax calculations for open documents such as orders and POs.

Understanding this option

This option allows you to inquire about the details of document line items, tax code results and tax groups.

You can select to store the tax details (see “Creating administrative division system data”). However, since storing the details slows down transaction posting, it is best to store the details only if you frequently need to review the tax information. If you do not select to store the details, they must be recreated whenever you do an inquiry.

If you store document tax details, you can write programs against the tax estimate database file.

Using this option

When you enter option 7 on the Inquiries menu, the `Document tax estimate inquiry' panel appears.

Displaying orders

To see details of the taxed document, take option 5=Display order next to a document on the ‘Document tax estimate inquiry’ panel. The transaction panel for the originating application appears for you to review.

Reviewing document tax details

If tax details exist, they are shown from the tax estimate database. If details do not exist, they are created and are shown from the tax estimate database.

To review tax details, do the following:

1. Take option 12=Tax details next to a document on the ‘Document tax estimate inquiry’ panel. The Document tax details panel appears.
2. Take option 8=Review calculations next to a line item. The ‘Tax calculation’ panel appears.

Reviewing document line items

To review the taxes for a document line item, do the following:

1. Take option 15=Line items next to a document on the ‘Document tax estimate inquiry’ panel or use **F16=Document line items** on any panel where it appears. The ‘Document line item taxes’ panel appears.
2. Take option 12=Tax details next to a document line. The ‘Tax details’ panel appears.
3. Take option 8=Review calculations next to a line item. The ‘Tax calculation’ panel appears.

Reviewing document tax code results

To review document tax code results, do the following:

1. Take option 16=Tax code results next to a document on the ‘Document tax estimate inquiry’ panel or use **F19=Document tax code results** on any panel where it appears. The ‘Document tax code’ results panel appears.
2. Take option 12=Tax details next to a tax code result. The ‘Tax details’ panel appears.

3. Take option 8=Review calculations next to a line item. The ‘Tax calculation’ panel appears.

Reviewing document tax groups

To review document tax groups, do the following:

1. Take option 17=Tax groups next to a document on the ‘Document tax estimate inquiry’ panel or use **F20=Document tax groups** on any panel where it appears. The ‘Document tax groups’ panel appears.
2. Take option 12=Tax details next to a tax group. The ‘Tax details’ panel appears.
3. Take option 8=Review calculations next to a line item. The ‘Tax calculation’ panel appears.

Option 8. Online General Ledger Reporting Inquiries (AM5M70)

Use this option on the Inquiries menu to customize a GL inquiry.

Understanding this option

When you create an extract that allows online reporting inquiries (see the ***Keep extracts current*** field under “Creating extracts”), you can view the report online at any time and drill down to the supporting details until you get to the IFM transactions that make up the report balances.

Note: For each online reporting extract, you must have an analysis with the same name. The online reporting inquiry uses the value list identified by the analysis to determine the amounts that are displayed.

You can independently vary the display level for unit, nature and period dimensions. For example, you can start with units summarized at the company level, natures summarized at the balance sheet level and periods summarized at the year-to-date level. You can then lower the level of unit summarization to see amounts for each vice president while keeping the nature and period summarization levels the same.

Note: Set the extract dimensions for unit, nature, and period to the lowest available levels to be able to drill down in the associated inquiry.

The online report inquiry reflects your monthly accounting cycle. Normally, the transaction volumes for the current period general ledger peak at the end of the month and drop to almost zero within 3 to 5 days after the end of the month. Interest in financial reports begins at the end of the month and continues until sometime after you make the final ledger entries.

At the start of the reporting cycle, you extract reports from the general ledger balances and budgets in the usual way. Once this is done, IFM automatically updates your online reports each time you post a transaction to the ledger balances. The impact of the IFM transactions are visible on the reports almost immediately after they are processed in IFM. However, if you change the unit, nature or period structures after you create an online report, you must rebuild the extract for the reports to reflect the new structure.

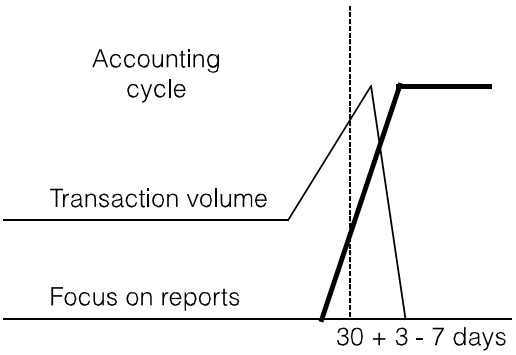

Figure 9-1. Example of an online reporting inquiry

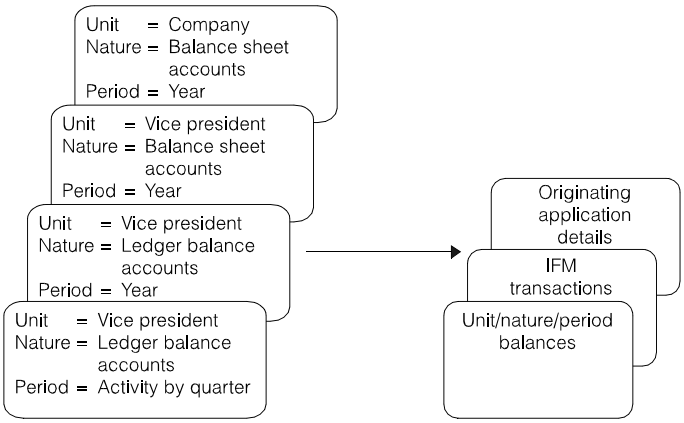

Figure 9-2. Online reporting inquiry drill down

You could begin with units summarized by company, natures summarized by balance sheet classification and periods summarized for the year. In this case, you can see the following:

- If you lower the summarization of the unit, you can see the amounts by vice president. The natures remain at the balance sheet level and the periods remain at the year level.
- If you lower the nature to the ledger balance level, you can see the natures that make up each balance on the balance sheet.
- If you lower the periods to the quarter level, you can see balances by quarter.
- If you raise the nature level, you can see units by vice president, natures by balance sheet account and periods by quarter.

At any point in the process, you can go to the posting unit/nature/period level and view the IFM transactions that make up the balances. You can also drill down to the source data from the originating applications such as COM, IM, PC&C, REP and the fixed assets portion of FA.

Updating inquiries

When IFM successfully posts a transaction, it updates the General Ledger Summary file (YABPREP, operational balances). It also sends all transaction general ledger lines to the reporting transaction queue (UAERREP, one record per G/L line). Unattached batch job AM57X then updates: General Ledger Summary Mirror file (UAESREP; reporting balances) and any current extract file (YAEGREP, one member per extract).

U-job AM57X always processes a transaction set completely (for example, all G/L lines for transaction) before an extract can start running. This ensures that all debits and credits for that transaction will be reflected in the subsequent analysis report or Online reporting inquiry display. This also means that the unattached job will be active but not process any queue records during an extract rebuild (current, frozen, or regular). Therefore, there may be a temporary discrepancy between operational G/L inquiry or trial balance balances versus reporting analysis or Online reporting inquiry balances due to:

- Extract is rebuilding, therefore updating is suspended

- There are still pending transactions in the queue file which have not yet been processed.

Note: You should only cancel AM57X when absolutely necessary, because, if the end-job is performed incorrectly, you run the risk of permanently leaving G/L Summary files (and, therefore, extracts and analyses) out of balance. If you must cancel the job, you should always perform the cancel from the CAS Maintenance/ Change panel rather than directly from the OS/400. CAS will end the unattached job as soon as it has processed its current transaction. If you must use the OS/400 to cancel AM57X, you should always choose to perform a Controlled (*CNTRLD) end-job rather than an Immediate (*IMMED) end-job. If you choose the immediate option, IFM will not be able to re-set and release the appropriate files, and your G/L Summary files will be out of balance.

When comparing operational versus reporting balances during end of month/year processes, extracts should be rebuilt only after all pending transactions have cleared.

A current extract should be rebuilt because new transactions have been posted. The unattached job keeps these type of extracts updated as it processes each queue (G/L line) record. This saves time (for example, run extract phase) when viewing the information online (via Online reporting inquiry) or as a report (analysis). However, you will need to rebuild a current extract when you change its definition.

When an extract is rebuilt (current, frozen or regular), it is based on the reporting General Ledger Summary Mirror file and not the operational General Ledger Summary file.

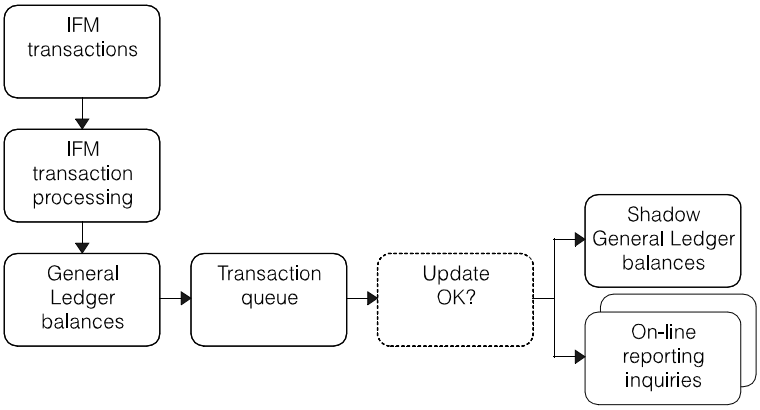

Figure 9-3. Online reporting inquiry updating

Using this option

When you enter option 8 on the Inquiries menu, the `Work with online reporting inquiries" panel appears. This panel shows a list of the analyses available for inquiry. From here, you can do the following:

- Review analysis and extract choices affecting the inquiry
- Run an inquiry
- Review the general ledger balances (unit/nature/period) that make up the summary information
- Change panel choices

- Change value lengths
- Review status of the unattached job.

Reviewing analysis and extract choices

To review the result of an analysis run:

1. Take option 13=Status next to an analysis on the 'Work with online reporting inquiries' panel. Or, use **F13=Status** on the 'Online reporting inquiry' panel. The 'Online reporting inquiry status' panel appears.
2. To see the analysis results, press **F14=Analysis narrative**.
3. Review the information and use **F12=Cancel**.

For information on setting up choices for an analysis, see "Option 6. Work With Analyses (AM5M50)". For information on setting up choices for an extract, see "Option 5. Work With Extracts (AM5M50)".

Running an inquiry

To run an inquiry:

1. Take option 9=Run next to an analysis on the 'Work with online reporting inquiries' panel. The 'Online reporting inquiry' panel appears. The amounts representing summary amounts are highlighted.
2. To see descriptions of the nature, unit and period, take option 5=Display descriptions next to a next to a nature/unit/period level. The 'Display dimension descriptions' panel appears.
3. Review the information and use **F12=Cancel**.

Reviewing general ledger information

To review the general ledger balances (unit/nature/period) that make up the summary information and to review the transactions that make up each balance, do the following:

1. Take option 9=Run next to an analysis on the 'Work with online reporting inquiries' panel. The 'Online reporting inquiry' panel appears.
2. Take option 12=General ledger summary next to a nature/unit/period level. The 'General ledger summaries' panel appears.
3. Take option12=General ledger lines next to a nature. The 'General ledger lines' panel appears.
4. To see details of transactions, take option 2=Change next to a transaction. The 'General ledger line detail' panel appears.
5. To see the lines that make up the transactions, take 12=Transaction lines next to a transaction. The 'Transaction lines' panel appears.

Changing panel choices

To select online reporting panel choices, do the following:

1. Take option12 =Choices next to an analysis on the 'Work with online reporting inquiries' panel. The 'Online reporting inquiry choices' panel appears.
2. Use the fields provided and press **Enter**.

Fields

Dimensions.

Primary/Secondary sequence for row. Sequences the lines on the inquiry panel. One of the following is valid for primary and secondary sequences. The third sequence is stored automatically as a result of your choices for primary and secondary sequences.

1 Unit
2 Nature
3 Period

Starting levels. Controls the level of data shown. The lower the level, the more detail is shown. Each level is defaulted to the higher family level defined in the extract.

Unit. Unit level at which the inquiry is first shown.

Nature. Nature level at which the inquiry is first shown.

Period. Period level at which the inquiry is first shown.

You can only choose levels within the limits of your extract. The upper limit is the family apex level. The lower limit is the level limited specified for the extract.

Value precision. Numeric precision of the values in your reports. You can include the full number of decimal places (0, 1, 2 or 3 depending on the currency) or round the figures to the nearest integer or thousand. An extract being kept current must have decimal precision. You can override this value at runtime to the nearest integer or thousand.

Changing value lengths

To change value lengths, do the following:

1. Take option12 =Panel choices next to an analysis on the ‘Work with online reporting inquiries’ panel. The ’Online reporting panel choices’ panel appears.
2. Use **F15=Inquiry value lengths**. The ‘Work with online reporting value lengths’ panel appears.
3. Take option 2=Change lengths next to an analysis sequence. The ‘Online reporting value length panel appears.
4. Use the fields provided and press **Enter**.

Fields

Value length. Length of presentation column. If you shorten the length of each column, you may be able to fit more columns on the panel. The shortest column length you can specify is 10.

Reviewing the status of the unattached job

To review the status of the unattached job, do the following:

1. Take option13 =Status next to an analysis on the ’Work with online reporting inquiries’ panel. Or, use **F13=Status** on the ’Online reporting inquiry’ panel. The online reporting inquiries ’Status’ popup window appears.

2. Review the information shown. Use **F5** to refresh the information shown. Press **F3** or **F12** to exit.

In addition to the unattached job status, the online reporting inquiries ’’Status’ popup window shows you the number of posted transactions that have not yet been updated to the online reporting inquiry and the choices used to develop the analysis and extract related to this inquiry. (See “Updating inquiries”.)

Use the online reporting inquiries ’Status’ popup window to determine how current the information in an online reporting inquiry is and if a problem is delaying transaction updates. Smooth, continuous running of the background unattached job post queue processor is critical to viewing up-to-date information on an online reporting inquiry. The ’U-job current status’ should be active. If the status is not "active," see your system administrator, who will need to resolve any problems (see "Option 10. Unattached Job Status" in the *CAS User’s Guide*).

If the unattached job is held or is not active, transactions continue to accumulate in the extract post queue. In this situation, the number of transactions pending will reflect the total number of all posted transactions, though not all transactions may apply to this particular extract.

If this extract is being rebuilt, the extract post stops until the rebuild process is finished.

Fields

U-job requested. The last recorded status request from the unattached job control file for the unattached job:

START	Unattached job has been started.
HOLD	Unattached job has been stopped; not all transactions have been processed.
END	Unattached job is finished; all transactions have been processed.
RELEASE	Unattached job that had a status of HELD has been restarted.

U-job current. The last recorded current status from the unattached job control file of the unattached job:

ACTIVE	Unattached job is running and is ready to process transactions.
HELD	Unattached job is not active, but there may be transactions to process.
ENDED	Unattached job is not active, and, normally, there are no transactions to process.

U-job pending trans. Number of transactions remaining to be processed by the unattached job. It is possible that not all of these transactions will be used to update the extract. For example, if an extract period includes the months of January, February and March, and the transaction is from April, the transaction will not update the extract.

Extract rebuilding?. This field indicates whether the extract is rebuilding. If the extract is rebuilding, transaction processing stops until the rebuilding is complete.

Extract id. This field identifies the extract associated with the analysis.

Value list id. This field identifies the value list associated with the analysis.

Formatting of values. These two fields identify the choices for value formats, one for currency values and one for percentages. Value formats control, for example, whether a point or a comma is used to indicate decimal places. For more information, see “Option 3. Work With Value Formats (AM5M54)”.

Note: If you want to transfer the analysis data to a spreadsheet, avoid using value formats which introduce non-numeric characters into the value fields – currency symbols or the CR/DR symbols, for example. Only + and - signs, point and percentage signs are acceptable.

Precision override. This field shows the choice used to override the value precision by which the extract was created.

Value sign adjustment. This field identifies the choice for controlling the way debits and credits are displayed:

0 No adjustment. The values are printed just as they are stored as either positive or negative values.

1 Reverse. The sign of each value is reversed.

2 Expected value. IFM determines whether or not to reverse the sign, depending on the option you have specified for the ***Usual sign of balance*** field of the corresponding nature. For example, if the nature is usually a credit then credits are shown positive and debits are shown negative. The format of the positive and negative values are determined by the value format that you have specified for the analysis.

Option 9. P.O. Related Invoices and Credits (AM5M70)

Use this option on the Inquiries menu to inquire about invoices and credits related to a specific PO.

Understanding this option

Use this option instead of the transaction inquiry when you want to narrow a list of transactions to those that are PO-related.

Using this option

When you enter option 9 on the Inquiries menu, the ‘P.O related invoices and credits’ panel appears. Type a purchase order number and press **Enter**. The ‘Invoices by purchase order’ panel appears with a list of the transactions related to the PO. You can do the following for each transaction:

- Use option 5=Display header. The ‘Transaction header panel - Page 1 of 3 - Display’ appears for you to review header information.
- Use option 6=Print document. If there is a document type associated with the transaction, you can print the invoice or credit.
- Use option 8=Print history. The ‘Transaction print history’ panel appears for you to review the users who printed the transactions and the dates the transactions were printed.
- Use option 12=Display lines. The’ Transaction lines’ panel appears for you to work with the individual lines associated with the transaction.

Option 10. Online Business Inquiry (AM5M70)

Use this option on the Inquiries menu to inquire about the current status of customer and vendor invoices.

Understanding this option

You can inquire about the following customer and vendor invoice information:

- Invoices and payments for an entity or entity group
- Entity account balances
- Customer orders
- Purchase order information for individual purchase orders, items or vendors
- Credit check for an entity or entity group
- Unapplied cash for an entity or entity group
- Unposted transactions
- Cash payments and receipts
- Entity diary.

You can choose the default inquiry that you want to appear first when you select this option. You can also define default selection criteria that apply to all inquiries. For example, you can have the customer order inquiry always appear when you select this option and have all inquiries limited to receivable invoices.

You can change the default inquiry at any time and you can override the default selection criteria for a particular inquiry. The individual inquiries have additional selection criteria, such as the selection of a specific entity for an inquiry. You can also go from one inquiry to another at any time.

Using this option

When you enter option 10 on the Inquiries menu, an action list appears if this is the first time you are using this option or if you have not selected a default inquiry. Otherwise, the panel for the default inquiry you selected appears.

Each inquiry panel has selection criteria that allow you to limit the inquiry to specific information. When you press **Enter** on an inquiry panel, the information that meets the selection criteria appears. For example, if you are using the credit check inquiry and you select an entity and press **Enter**, credit information about the entity appears. (If you select to confirm the name and address of an entity or entity group, the Name and address panel appears before the inquiry information. See the ***Confirm name and address*** field under “Inquiry defaults”.)

Note: When the selection criteria for a particular inquiry includes a range of values, you can enter either a lower or upper value, or both. If you enter a lower value only, IFM selects from that value to the end of the file. If you enter a upper value only, IFM selects from the beginning of the file until it reaches that value. For example, enter 104 as a lower value, and IFM shows a list of all invoices beginning with 104 to the end of the file. Enter 104 as an upper value, and IFM shows a list of all invoices from the beginning of the file to invoice number 104. Asterisks (*) appear when there is not enough room on a panel to show a value.

Options and function keys

The following table shows the inquiry options and functions keys that appear on multiple inquiry panels. The options and functions key unique to a particular inquiry panel are described under that inquiry.

Table 9-1. Inquiry options and function keys

Use this option or function key...	To...
19=Address	Go to the Entity name and address panel to see the name, address phone and fax numbers for an entity. From here you can work with the entity data or entity contacts. You can enter a new entity on this panel, or press **F4** to select a new entity from the Entity panel.
20=Contacts	Go to the Work with entity contacts panel for an entity in the selected entity group.
F11=Alternate currency	Depending on the information you enter on an inquiry selection panel, toggles between the ledger, financial division, and the entity or entity group currencies. Amounts can also be shown in euro amounts if the currency is euro-participating. Each panel has a currency label that shows your selection; for example, **FFR (Entity currency) or EUR (Entity currency)**. Rounding discrepancies may occur when toggling between currencies. If no euro exchange rate is found for the transaction date, then the current euro exchange rate is used. **Note:**
F15=Totals	See the ledger totals for the selected entity or entity group. COM/IFM credit update control will need to be run to ensure the accuracy of totals, if invoices or cash transactions have been posted.
F19=Address	Go to the Entity data panel for the selected entity or entity group.
F20=Contacts	Go to the Work with entity contacts panel for the selected entity or entity group.

Action list

The action list appears under the following conditions:

- The first time you use this option
- When you use this option if you have not selected a default inquiry
- When you use **F10=Actions** on an inquiry panel

Fields

Action. A list of inquiry functions. A > appears next to the current selection. Select the number of an inquiry or select 10 to see the Online business inquiry defaults panel. One of the following is valid:

1 Invoices and payments
2 Entity account balances
3 Customer order
4 Purchase order
5 Credit check

6 Unapplied cash
7 Unposted transactions
8 Cash payments and receipts
9 Entity diary
10 Inquiry defaults

Inquiry defaults

To establish inquiry defaults, take option 10 on the Action list. The ‘Online business Inquiry defaults’ panel appears. You can change the defaults at any time by using **F10=Actions** on an inquiry panel and selecting action 10.

Fields

Default inquiry type. One of the following is valid:

1 Invoices and payments
2 Entity account balances
3 Customer order
4 Purchase order
5 Credit check
6 Unapplied cash
7 Unposted transactions
8 Cash payments/receipts
9 Entity diary

Confirm name and address. Determines if IFM displays the full name and address for an entity or an entity group before displaying the inquiry data. If you display the name and address, you can confirm the information and press **Enter** to go to the inquiry information or you can select another entity or entity group about which you want to inquire.

Selection criteria. Invoice type. One of the following is valid:

0 All
1 Payables
2 Receivables

Invoice payment status. . One of the following is valid:

0 All
1 Unpaid
2 Paid
3 Past Due

Sequence. To specify a default sort method, choose one of the following:

1 Document date
2 Invoice number

Note: If 2=Invoice number is selected, the invoice type must be 1 or 2, and not 0. Otherwise, an error message is displayed.

Invoices and payments inquiry

To inquire about invoices and payments for an entity or entity group, take option 1 on the ‘Action list’ panel. The Invoices and payment inquiry panel appears. Use the fields provided and press **Enter**.

Fields

Selection criteria.

Financial division. Limits the inquiry to a specific financial division (company). A financial division is required if you specify a personal ledger.

Personal ledger. Limits the inquiry to a specific personal ledger. The ledger must exist within the specified financial division.

Transaction type. Limits the inquiry to a specific transaction type.

Entity group. Limits the inquiry to a specific entity group. You cannot specify both an entity and an entity group.

Entity. Limits the inquiry to a specific entity. You cannot specify both an entity and an entity group.

Invoice type. Determines if the inquiry shows information about all invoices or only the receivable or payable invoices. This field is ignored if it is inconsistent with the financial division/personal ledger combination.

Invoice payment status. Determines if the inquiry shows information about all invoices, only the paid or unpaid invoices, or past due invoices.

If the Invoice payment status is 3=Past Due, IFM looks for any settlement lines for the transaction that have a line settled value of Not Settled. If any of these settlement lines are found, and the due date of the settlement line record is prior to today's date, then the invoice is selected.

Note: Any partially settled lines that meet all other criteria (for example, due date is prior to today's date) are also displayed.

Invoice number range. Limits the inquiry to a specific range of invoice numbers. The source of the numbers depends on whether you are inquiring about receivable or payable invoices. For receivable invoices, the invoice number is the transaction number on the transaction header. For payable invoices, the invoice number is the first fourteen characters of the ***Their reference*** field on the transaction header.

Invoice due date. Limits the inquiry to a specific invoice due date. The invoice date is the document date on the personal ledger transaction header.

Invoice due date range. Limits the inquiry to a specific range of due dates.

Settlement date range. Limits the inquiry to a specific range of settlement dates.

Order number. Limits the inquiry to a specific order number.

Preferences. See the ***Confirm name and address*** field under .

Sequence. To specify a default sort method, choose one of the following:

1 Document date
2 Invoice number

Note: If 2=Invoice number is selected, the invoice type must be 1 or 2, and not 0. Otherwise, an error message is displayed. In AP, the invoice number is their reference.

Entity group invoices and payments. If you specify an entity group on the Invoice and payments inquiry panel, the 'Entity group invoices and payments' panel appears showing you the entities belonging to the selected entity group. You can do the following on this panel:

Table 9-2. Entity group invoices and payments - functions/options

Use this option or function key...	To...
12=Entity invoices/payments	See the invoices and payments for an entity in the selected entity group.
13=Account balances	See the account balances for an entity in the selected entity group.

Entity invoices and payments. If you specify an entity on the Invoices and payment inquiry panel, the Entity invoices and payments panel appears. You can do the following on this panel:

Table 9-3. Entity invoices and payments - functions/options

Use this option or function key...	To...
12=Transaction lines	Work with the transaction lines for an invoice for the selected entity.
13=Payments	Review the payment details for an invoice for the selected entity.
14=Order	If available, see an order associated with an invoice for the selected entity.
16=Installments	See installment information for an invoice for the selected entity. Invoices with installment information are highlighted.
F21=Group invoices/ payments	If the selected entity belongs to an entity group, see the invoices and payments for the group.
F22=Alternate sequence	To switch the sort sequence between invoice and document date. If the sort sequence is by document date, select the date range with the ***Select Document Date*** field.

Entity account balances inquiry

To inquire about entity account balances, take option 2 on the 'Action list' panel. The 'Entity account balances inquiry' panel appears. Use the fields provided and press **Enter**.

For field information, see the fields under the "Invoices and payments inquiry".

Entity account balances. When you press **Enter** on the 'Entity account balance inquiry' panel, the 'Entity account balances' panel appears. You can do the following on this panel:

Table 9-4. Entity account balances - functions/options

Use this option or function key...	To...
12=Invoices/pay-ments	See the invoices and payments for the selected entity.
F21=Group invoices/payments	If the selected entity belongs to an entity group, shows the invoices and payments for the group.

Customer order inquiry

To inquire about customer orders, take option 3 on the ‘Action list’ panel. The Order/Shipment/Invoice Inquiry Select panel appears. Use the fields provided and press **Enter**.

Fields

Company number. Limits the inquiry to a specific company.

Specific selections.

Purchase order number. Limits the inquiry to a specific PO number.

Invoice number. Limits the inquiry to a specific invoice number.

Order number. Limits the inquiry to a specific order number.

Pro number. Limits the inquiry to a specific pro number.

Serial number. Limits the inquiry to a specific serial number.

General selections.

Customer number. Limits the inquiry to a specific customer number.

Ship to. Limits the inquiry to a specific range of order dates.

Order date: From/to. Limits the inquiry to a specific range of order dates.

Customer name. Limits the inquiry to a specific customer name.

Item number. Limits the inquiry to a specific item number.

Customer/industry item number. Limits the inquiry to a specific customer/industry item number.

Inquiry type. Limits the inquiry to a type of inquiry. One of the following is valid:

1 Open. Inquire into open orders.
2 History. Inquire into historical orders.
3 Both. Inquire into open and historical orders.

Preferences. See the ***Confirm name and address*** field under “Inquiry defaults”.

For more information about this inquiry, see the "Inquiry" chapter in the *COM User's Guide*.

Purchase order inquiry

To inquire about purchase order information for individual purchase orders, items or vendors, take option 4 on the 'Online business inquiry defaults' panel. The' Purchase order inquiry' panel appears. Use the fields provided and press **Enter**.

Fields

Inquiry option. One of the following is valid:

1 Purchase order
2 Item
3 Vendor

Selection criteria.

Purchase order. If you selected option 1 in the ***Inquiry option*** field, limits the inquiry to a specific purchase order.

Line number. Limits the inquiry to a specific line number on the purchase order.

Release number. Limits the inquiry to a specific release number on the purchase order.

Item number. Limits the inquiry to a specific item number on the purchase order.

Sequence. Limits the inquiry to a specific item sequence on the purchase order.

Item number. If you selected option 2 in the ***Inquiry option*** field, limits the inquiry to a specific item number.

Warehouse. Limits the inquiry to a warehouse associated with the item.

Vendor number. If you selected option 3 in the ***Inquiry option*** field, limits the inquiry to a specific vendor number.

Preferences. See the ***Confirm name and address*** field under "Inquiry defaults".

For more information on this inquiry, see the "Inquiry" chapter in the *Purchasing User's Guide*.

Credit check inquiry

To inquire about credit for an entity or entity group, take option 5 on the Action list panel. The 'Credit check inquiry' panel appears. Use the fields provided and press **Enter**. For field information, see the fields under the "Invoices and payments inquiry".

Note: The credit limits shown on the credit check inquiry panels are determined by the credit check type and an active user exit for processing deferred checks for an entity or entity group. An active user exit helps you define whether credit checking is adjusted for deferred payments. If the user exit is active, the ***Deferred checks*** and ***Total committed*** fields appear. A deferred check is a higher level of security but is not recognized as a payment until it is deposited. For more information, see the

Group credit check and the ***Credit check type*** fields under “Option 3. Work With Entity Groups (AM5M63)” and “Working with entity data”, respectively.

Entity credit check. If you specify an entity on the credit check inquiry panel, the ‘Entity credit check’ panel appears showing you a list of available ledgers. The values shown on this panel are as current as the last time that the COM/IFM Credit Update function was run. You can do the following on this panel:

Table 9-5. Entity credit check - functions/options

Use this option or function key...	To...
12=Ledger credit check	See personal account credit information for a ledger associated with the selected entity.
13=Invoices/Payments	See the invoices and payments for a ledger associated with the selected entity.
16=Aging	Go to the personal account aging function.*
18=Statistics	See statistics for the personal account.
F16=Aging	See the entity aged balances by period.*
F21=Group credit check	If the selected entity belongs to an entity group, lists the entities in the group for which you can see credit information.
*The aging structure comes from the administrative division. See the ***Default aging structure*** field under “Creating administrative division financial data”.	

Entity group credit check. If you specify an entity group on the credit check inquiry panel, the ‘Entity group credit check’ panel appears showing you a list of entities associated with the selected entity group. You can do the following this panel:

Table 9-6. Entity group credit check - functions/options

Use this option or function key...	To...
12=Entity credit check	See credit information for an entity in the selected entity group.
13=Invoices and payments	See invoices and payments for an entity in the selected entity group.
16=Aging	See the entity aged balances by period.*
F16=Aging	See the entity group aged balances by period.*
*The aging structure comes from the administrative division. See the ***Default aging structure*** field under “Creating administrative division financial data”.	

Ledger credit check. If you specify a personal ledger and an entity or entity group on the Credit check inquiry panel, the ‘Personal account credit check’ panel appears showing you credit information for the entity or entity group personal account. You can do the following on this panel:

Table 9-7. Person account credit check - functions/options

Use this option or function key...	To...
F16=Aging	See the entity or entity group aged balances by period.*
F18=Statistics	See statistics for the personal account.

Table 9-7. Person account credit check - functions/options

Use this option or function key...	To...
F21=Entity credit check	See a list of available ledgers for the selected entity or entity group. For more information, see“Entity credit check”.
*The aging structure comes from the administrative division. See the ***Default aging structure*** field under“Creating administrative division financial data”.	

Unapplied cash inquiry

To inquire about unapplied cash for an entity or entity group, take option 6 on the ‘Action list’ panel. The ‘Unapplied cash inquiry’ panel appears. Use the fields provided and press **Enter**.

Fields

Selection criteria.

Drawing/Check number range. Limits the inquiry to a range of check numbers. The number is the first fourteen characters of the check number on the cash line.

Drawing/Check date range. Limits the inquiry to a range of check dates. The date is the document date on the cash transaction header.

For additional field information, see the fields under the “Invoices and payments inquiry”.

Lodgement/Deposit no range. Limits the inquiry to a range of deposit numbers. The number is the first fourteen characters of the lodgement number on the cash line.

Lodgement/Deposit date range. Limits the inquiry to a range of deposit dates. The date is the document date on the cash transaction header.

Total unapplied cash amount. If you select all cashbooks (for example, selection criteria cashbook is blank), this amount is found on the Entity Financial Division Balances file. The amounts in this file are kept updated by the IFM credit/update process, see Chapter 12, “IFM System Management”, “Option 10. COM/IFM Credit Update Control (AM5MA0)”. Totaled unapplied cash (for all cashbooks) will be current as of the last time the IFM credit/update process ran.

Entity unapplied cash. When you specify an entity on the ‘Unapplied cash inquiry’ panel, the ‘Entity unapplied cash’ panel appears showing you the unapplied cash lines (sequenced by date) for the entity (across all ledgers). You can do the following on this panel:

Table 9-8. Entity unapplied cash - functions/options

Use this option or function key...	To...
12=Transaction lines	See the underlying cash transaction for an unapplied cash line.
F21=Group unapplied cash	See the unapplied cash for the entity group to which the selected entity belongs.

Entity group unapplied cash. When you specify an entity group on the 'Unapplied cash inquiry' panel, the 'Entity group unapplied cash' panel appears. You can do the following on this panel:

Table 9-9. Entity group unapplied cash - functions/options

Use this option or function key...	To...
12=Entity unapplied cash	See the unapplied cash for an entity in the selected entity group.

Unposted transactions

To inquire about unposted transactions, take option 7 on the 'Action list' panel. The 'Transaction prompt' panel appears. Use the fields provided and press **Enter**.

Fields

Financial division. Limits the inquiry to a specific financial division (company). A financial division is required if you specify a personal ledger.

Ledger. Limits the inquiry to a specific personal ledger. The ledger must exist within the specified financial division.

Date entered. Limits the inquiry to this range of dates.

Document date. Limits the inquiry to this range of document dates.

Entered by. Limits the inquiry to this user.

Transaction state. Limits the inquiry to one of the following transaction states:

0 Not posted
1 Entered only
2 Errors
3 No errors
4 Held
5 Posted
6 Cancelled
7 Queued
8 In process
9 Allocated
10 Awaiting approval
11 Rejected
12 Approved

Transaction type. Limits the inquiry to a specific transaction type.

Entity. Limits the inquiry to a specific entity. You cannot specify both an entity and an entity group.

Entity group. Limits the inquiry to a specific entity group. You cannot specify both an entity and an entity group.

Transaction number. Limits the inquiry to this range of transaction numbers.

Invoice type. Determines if the inquiry shows information about all invoices or only the receivable or payable invoices. This field is ignored if it is inconsistent with the financial division/personal ledger combination.

Invoice number. Limits the inquiry to a specific range of invoice numbers. The source of the numbers depends on whether you are inquiring about receivable or payable invoices. For receivable invoices, the invoice number is the transaction number on the transaction header. For payable invoices, the invoice number is the first fourteen characters of the ***Their reference*** field on the transaction header.

Check/Deposit. Limits the inquiry to a range of check or deposit numbers. A check or deposit number is the first fourteen characters of the check or lodgement number on the cash line.

Order/Ship reference. Limits the inquiry to the PO or invoice sequence number associated with an order.

Originating unit. Limits the inquiry to a specific originating unit.

Batch transactions. Determines if the inquiry Includes, excludes or shows only batch transactions.

Repeating transaction. Determines if the inquiry includes, excludes or shows only repeating transactions.

Confirm name and address. See the ***Confirm name and address*** field under “Inquiry defaults”.

Processing options. To maintain your processing options, use **F18=Processing options** on the ‘Transaction prompt’ panel. The ‘Processing options’ panel appears. For information on the fields on this panel, see the field definitions under “Creating a transaction”.

Working with transactions. When you press **Enter** on the ‘Transaction prompt’ panel, the ‘Work with transactions’ panel appears showing the transactions that meet the selection criteria. For information on using this panel, see “Option 1. Work With Transactions (AM5M10)”.

Cash payments and receipts

To inquire about cash payments and receipts, take option 8 on the ‘Action list’ panel. The ‘Cash book inquiry’ panel appears. Use the fields provided and press **Enter**. For more information, see “Option 2. Cashbook Inquiry (AM5M70)”.

Fields

Cash book. Limits the inquiry to a specific cash book.

Transaction period. Limits the inquiry to a specific transaction period.

Value. Limits the inquiry to a specific amount.

Settlement method. Limits the inquiry to a specific settlement method.

Bank transaction type. Limits the inquiry to a specific bank transaction type.

Reconciliation reference. Limits the inquiry to a number used by a bank advising that a cash line is cleared.

For additional field information, see the fields under the “Unposted transactions”.

Entity diary

To inquire about the entity diary, take option 9 on the ‘Action list’ panel. The ‘Entity (selection criteria)’ panel appears. Use the fields provided to narrow the list of entities and press **Enter**. The ‘Work with entity diary’ panel appears.

This inquiry allows you to inquire based on entity ID and alert date. The option to create an entity diary record is available from this panel to record comments about collection activity.

Chapter 10. Transaction Lists

When you select option 8 on the IFM Main Menu (AM5M00), the IFM Transaction Lists menu (AM5M80) appears. It contains the following options:

Option 1. List Transactions (AM5M80) 10-1
Option 2. General Ledger Listing (AM5M80) 10-2
Option 3. List Deposits (AM5M80) 10-2
Option 4. Generate Cash Commitment Analysis (AM5M80) 10-4
Option 5. Generate Tax Analysis (AM5M80) 10-5
Option 6. Generate Attribute Analysis Extract (AM5M80) 10-6
Option 7. Generate Personal Account Exceptions Report (AM5M80) 10-8
Option 8. List Disputed Invoices (AM5M80) 10-9
Option 9. Tax Worksheet (AM5M80) 10-9
Option 10. Work With Attribute Analysis (AM5M80) 10-10

Option 1. List Transactions (AM5M80)

Use this option on the Transaction Lists menu to print a list of selected transactions.

The same facility can also be reached using **F22** on the `Work with transactions' panel (option 1 on menu AM5M10, AM5M20, AM5M30, or AM5M40).

Understanding this option

Which transactions can be listed?

You can list transactions from any specified ledger in any financial division. A large number of selection fields are available that allow you to control which transactions are included and how much detail on each is given.

How to use this option

When you enter option 1 on the Transaction Lists menu, IFM takes you to the `List transactions' panel. This panel enables you to specify the ledger which you want. Alternatively, by leaving the ledger field blank you can list all transactions in all ledgers in the financial division. Similarly, by leaving the financial division blank you can list all transactions in all ledgers and in all financial divisions.

If the financial division security system is in operation, then you are only allowed to list transactions for financial divisions to which you are authorized to make inquiries.

Fields

Entered by user. If a user is specified then only the transactions entered by that user will be included in the listing. If not, the transactions for all users will be included.

Date entered. Only transactions entered between the specified dates will be included.

Full/abridged listing?. The default `abridged' listing gives a single line of information about each transaction. The more detailed `full' listing also gives options to include the individual lines of each transaction and repeating transactions.

Print narrative?. You have the option of including any narrative that has been entered for each transaction.

As well as the options described above, using **F17** on the `List transactions' panel enables you to enter a range of selection criteria to restrict the transactions that are included.

Option 2. General Ledger Listing (AM5M80)

Use this option on the Transaction Lists menu to select the information you want to appear on the GL Listing report and to print the report.

For information on using this option, see “Option 8. General Ledger Listing (AM5M40)”.

Option 3. List Deposits (AM5M80)

Use this option on the Transaction Lists menu to print a report of posted cash transactions grouped by their drawing/lodgement reference.

You can also use this option to change the lodgement/deposit reference of any cash line belonging to a cash book.

Understanding this option

What is a lodgement/deposit reference?

Every cash line has a lodgement/deposit reference that identifies the transaction to the bank. Examples are a check number, transfer number or a bank deposit slip number. Many cash lines deposited together may be given the same lodgement/deposit reference in which case they are treated as one lodgement. The reference may be specified at the time the transaction is entered or later when it is reconciled.

You can also use “Option 3. Reconcile Bank Accounts (AM5M3B)” to change the lodgement/deposit reference of a cash book.

Using this option

When you enter option 3 on the Transaction Lists menu, IFM first takes you to the ‘Prompt for values’ panel to enter a cash book. When you press **Enter**, the `List Lodgements/Deposits' panel appears. From here, you can:

- Generate a lodgement/deposit list report
- Edit lodgement/deposit references.

Generating a lodgement/deposit list

The `List Lodgements/Deposits' panel shows the current cash book, and consists of two input-capable fields. You can generate a list of lodgements directly from this panel, without any options or function keys.

When you have entered the required details, press **Enter**. IFM generates a list of all lodgements to date, according to the conditions specified.

Fields

Lodgement/deposit ref. Enter a string of up to 26 characters. Note that this field is case-sensitive. For example, `FINANCIAL', `Financial' and `financial' would each be treated as separate lodgement/deposit references.

References to list. This operator determines which cash lines will be included. You can choose just those with lodgement references equal to the characters you entered or those with references equal to or greater than the characters you entered.

Editing lodgement/deposit references

The `List Lodgements/Deposits' panel allows you to change the lodgement/deposit reference of any cash line:

1. Enter a new or existing reference in the ***Lodgement/deposit ref*** field. This is called the `entry' lodgement/deposit reference.
2. Enter *EQ (Equal to) in the ***References to list*** field.
3. Use **F15=Edit lodgement/deposit references**. The ’Enter Lodgement/Deposit references’ panel appears. This panel allows for up to three different views of the cash lines.
4. Use **F11=Alternate view**. IFM presents each of these three views in turn:
   - All cash lines with no lodgement/deposit reference.
   - All cash lines with the entry lodgement/deposit reference.
   - All transactions referenced with the selection lodgement reference (if a selection lodgement reference is available).

To enter the selection lodgement reference, use **F17=Selection** to go to the `Selection criteria' panel, and enter the selection lodgement/deposit reference in the ***Lodgement/deposit reference*** field at the bottom of the panel.

To assign the entry lodgement/deposit reference to a cash line, take option 1 `Select request' on the transaction you want to include. IFM inserts the entry lodgement reference against the cash line. You can reverse this process by taking option 4 `Delete request'.

Option 4. Generate Cash Commitment Analysis (AM5M80)

Use this option on the Transaction Lists menu to run a report showing your future cash commitments over a specified range of ledger periods.

Understanding this option

What is a cash commitment analysis?

A cash commitment analysis gives details of known future items of expenditure or revenue. When you run an analysis IFM checks through all the personal ledgers in a financial division and locates all posted, unsettled settlement lines.

The report spans six consecutive weeks, or months, or periods, according to your preference. For analyses based on weekly or monthly intervals, you enter a `From' date (using the field provided) and IFM calculates the weekly or monthly intervals included in the report. For analyses based on period intervals, you enter a `From' period and IFM calculates the periods included in the report.

The report that is printed consists of one section for each ledger giving the total of payable settlement lines and the total of receivable settlement lines outstanding in each week / month / period covered. The settlement date (not the due date) of the settlement line is used to determine the period into which a settlement line falls. At the end of the report, totals for the whole financial division are given, expressed in the financial division currency.

If your administrative division is multi-currency, then you can include personal ledgers in any currency, in which case the personal ledgers are grouped by currency and totals are given for each currency.

The cash commitments analysis gives you an overall picture of your cash flow. IFM' ageing structures enable you to define more detailed analyses to aid debt collection from individual personal accounts. For more information, see “Option 5. Work With Aging Structures (AM5M64)”.

Using this option

When you enter option 4 on the Transaction Lists menu, IFM takes you to the `Cash commitment analysis report' panel.

Using the fields provided, specify the scope of the report you want to generate, and press **Enter**. IFM generates the report in background using the job description on your OS/400 user profile to determine the attributes of the batch job.

Fields

Financial division. You must specify a financial division. The financial division on your user defaults is used as a default. All personal ledgers belonging to the financial division will be included, subject to any currency that you specify.

From period (for Period interval option). The `From' ledger period must be a trading period of the specified financial division's general ledger. IFM automatically calculates the `To' period, on the basis that six ledger periods are included in the

report. The final report includes one column for each period together with one additional column showing a set of accumulated totals for all periods beyond the `To' period. For the purposes of the report, non-trading periods are ignored.

Currency. If you enter a currency in this field, the report only includes personal ledgers denominated in the specified currency. If you all leave it blank, all personal ledgers will be included.

Exchange rate set. The system requires an exchange rate set to calculate the totals for the financial division as a whole. The exchange rate set defaults from your user defaults.

Option 5. Generate Tax Analysis (AM5M80)

Use this option on the Transaction Lists menu to print a report detailing the sales and purchase tax in a financial division within a specified range of dates.

Understanding this option

The report is produced for a specified tax regime. For each ledger and tax band it includes separate sections for sales tax and purchase tax and details the individual tax lines in each category. Totals are given for each tax band in each category as well as the net total for the financial division.

Using this option

When you enter option 5 on the Transaction Lists menu, IFM takes you to the `Print tax analysis' panel.

Use the fields provided to specify the contents of the tax analysis report you require. When you have entered all the required details, press **Enter**. The report is printed either interactively or in batch depending on the specified process mode.

Fields

Financial division. The financial division is defaulted from your user defaults, but you can change this to another financial division if you prefer.

Tax code. Identifier of a tax code.

Tax lines to be included. Specify either a range of dates or periods, but not both. Only transactions with effective dates in this range are included on the report.

Include use tax?. One of the following is valid:

1 All tax lines
2 Exclude use tax
3 Use tax only

Option 6. Generate Attribute Analysis Extract (AM5M80)

Use this option on the Transaction Lists menu to run attribute analyses on entities, personal accounts or transactions. You can view the extracted data on the screen and print a report.

Understanding this option

An attribute analysis is a selection formula for selecting entities, personal accounts or transaction according to their attributes. Attribute analyses are created using “Option 10. Work With Attribute Analysis (AM5M68)”. This option also allows you to run attribute analyses.

To run an attribute analysis using the option 5 on the Transaction Lists menu, you need to specify the attribute analysis concerned and whether you want to run it on entities, personal accounts or transactions.

Having run the analysis the extracted data is displayed to you on screen. At this point, you have the option of printing a report. The extracted data is held in a temporary file. When you use **F3** or **F12** the data is deleted and you must re-run the analysis to view the data again.

Using this option

When you enter option 6 on the Transaction Lists menu, IFM takes you to the `Attribute extract requirements' panel. From here, you can:

- Run an attribute analysis
- View and print the extracted data.

Running an attribute analysis

The fields on the `Attribute extract requirements' panel define the attribute data you want to extract.

Fields

Attribute analysis. This is the attribute analysis which you want to use to extract data.

Analysis requirements. The attribute analysis can be applied to entity attributes, personal account attributes or transaction attribute lines, according to the value specified in this field.

Effective from and to. Only attributes active on or after the ***Effective from*** date are included in the extract.

If `Analysis requirement' is set to `3' (Attribute class) then IFM also provides an ***Effective to*** field. Only transactions with effective dates within the specified range are included.

Having entered your requirements, press **Enter** twice. IFM runs the analysis interactively. On completion, displays the results on the `Attribute analysis extract' panel.

Viewing and printing the extracted data

Once you have run an attribute extract, IFM displays the extract on the `Attribute analysis extract' panel. The data shown on the panel varies according to `Analysis requirement'.

Analysis requirement: 1=Entity attributes

The `Attribute analysis extract' panel lists the entities which have been selected by the attribute analysis. Initially they are listed in order of the primary attribute class and attribute by which they were selected. You can use the **F11** key to switch to a list ordered by entity id.

Note: The extracted data is held in a temporary file. When you exit the panel all this data is deleted.

You can obtain a permanent record of an attribute analysis by printing a report. There are three different reports available:

- Two versions of the standard **F22** listing are available, depending on the current mode of the panel (use **F11** to switch modes)
- The **F19** key enables you to print a report showing the transactions associated with each of the selected entities. A range of selection fields are available to restrict the entities and transactions that are included. Note that only transactions in the current administrative division may be included. The selected entities are initially displayed in order of the primary class (and attribute if applicable) by which they were selected.

Analysis requirement: 2=Personal account attributes

The `Attribute analysis extract' panel lists the personal accounts which have been selected by the attribute analysis. Initially they are listed in order of the primary attribute class and attribute by which they were selected. You can use the **F11** key to switch to a list ordered by personal account id.

Note: The extracted data is held in a temporary file. When you exit the panel all the extracted data is deleted.

You can obtain a permanent record of an attribute analysis by printing a report. There are three different reports available:

- Two versions of the standard **F22** listing are available, depending on the current mode of the panel (use **F11** to switch modes)
- The **F19** key enables you to print a report showing the transactions associated with each of the selected personal accounts. A range of selection fields are available to restrict the accounts and transactions that are included.

Analysis requirement: 3=Attribute lines

The `Attribute analysis extract' panel lists the transactions which have been selected by the attribute analysis. Initially they are listed in order of the primary attribute class

and attribute by which they were selected. You can use the **F11** key to switch to a list ordered by effective date and transaction number.

Note: The extracted data is held in a temporary file. When you exit the panel all the extracted data is deleted.

You can obtain a permanent record of an attribute analysis by printing a report. There are three different reports available:

- Two versions of the standard **F22** listing are available, depending on the current mode of the panel (use **F11** to switch modes)
- The **F19** key enables you to print a report showing not just the transactions that you get with the **F22** print, but also the relevant attribute lines by which the transaction was selected. A range of selection fields are available to restrict the transactions that are included.

Option 7. Generate Personal Account Exceptions Report (AM5M80)

Use this option on the Transaction Lists menu to run a report showing you those personal accounts on which there has been certain types of activity. The report is restricted to a specified personal ledger.

Understanding this option

What conditions qualify an account for inclusion?

To be included in the exception report a personal account must satisfy at least one of the following conditions:

- The current balance outstanding on the account exceeds the balance limit that has been specified for it.
- The current personal account status specifies that the activity of the account is to be reported, and at least one transaction has been posted to the account since the last time the exception report was run.

For more information, see “Option 2. Work With Personal Accounts (AM5M63)” and “Option 9. Work With Personal Account Status (AM5M61)”.

Using this option

When you enter option 7 on the Transaction Lists menu, IFM takes you to the `Personal account exception report' panel. To run the report you simply need to specify the ledger for which you want to run it and then press **Enter**. You have the option of processing the report either interactively (while you wait) or in background.

Option 8. List Disputed Invoices (AM5M80)

Use this option on the Transaction Lists menu to generate a report concerning those invoices currently in dispute.

Understanding this option

The `Disputed invoices report' is derived from those settlement lines having status 5 `In dispute'. The report can include all disputed invoices, or just those in dispute for a specific reason. There are two possible formats:

- Reasons for dispute can be listed within entity
- Entities can be listed within reason for dispute.

Using this option

When you enter option 8 on the Transaction Lists menu, IFM takes you to the `Print disputed invoices' panel. This is the only panel for this option. Enter your requirements using the fields provided, and press **Enter**. IFM generates the report and returns you to the previous panel.

Option 9. Tax Worksheet (AM5M80)

Use this option on the Transaction Lists menu to print a report comparing expected and actual taxes collected.

Understanding this option

Use the tax worksheet to compare accounts in countries, such as Germany, that customarily base their chart of account on tax classifications. For example, if an account called "Sales at 18% VAT" corresponds to an account called "Liability at 18% VAT", the tax worksheet compares the expected results from sales at a given tax rate to the actual tax liability.

Note: You can use the tax worksheet in non-tax situations where there is an expected relationship between two sets of accounts. For example, you could analyze ratios between assets and liabilities.

To use this report, you must first identify the tax lines required on your tax return and establish a tax result corresponding to each line. See “Option 3. Work With Tax Code Results (AM5M69)”. Then you must map your sales and purchases and the corresponding tax liability and receivable accounts to the tax lines on your return. When you run the report, IFM uses the mapping to accumulate the tax base amounts and the taxes from the account balances. It shows the following information for each tax line:

- Tax base amount (for example, sales or purchases)
- Tax liability/receivable
- Expected tax base amount (tax liability/receivable divided by the tax rate)
- Difference between the tax base amount and the expected tax base amount.

For example, if the amount of the tax base account is 1,000 and the tax rate is 10%, the tax liability of the account balance should be 100. If the liability is 99, the variance is 1.

Using this option

When you enter option 9 on the Transaction Lists menu, the Tax reconciliation worksheet' panel appears. You can create or change a tax reconciliation line.

Creating tax reconciliation lines

To create a tax reconciliation line, use **F6=Create**. The 'Tax reconciliation line' panel appears. Use the fields provided and press **Enter**.

Fields

Line number. The system automatically increments the line number.

Line description. Description of the line.

Tax rate. Percent used to calculate the variances.

Tax return line. Sequence of the line on the report.

Selecting the tax base unit/nature

To select the unit/nature combinations that make up the tax base amount, use **F19=Tax base unit/nature** on the 'Tax reconciliation line' panel. The 'Tax worksheet base unit/natures' panel appears showing the unit/nature combinations that ledger balances. Select or deselect one or more unit/nature combinations.

Selecting the tax amount unit/nature

To select the unit/nature combinations that make up the tax liability/receivable, use **F20=Tax base unit/nature** on the 'Tax reconciliation line' panel. The 'Tax worksheet amount unit/natures' panel appears showing the unit/nature combinations that ledger balances. Select or deselect one or more unit/nature combinations.

Option 10. Work With Attribute Analysis (AM5M80)

Use this option on the Transaction Lists menu to select entities, personal accounts, or transactions according to their attributes. You can view the results on the screen and then print a report.

For information on using this option, see "Option 10. Work With Attribute Analysis (AM5M68)".

Chapter 11. Implementation Table Set-up

When you select option 9 on the IFM Main Menu (AM5M00), the IFM Implementation Table Set-up menu (AM5M90) appears. It contains the following options:

Note: If >> appears after a menu option, that option goes to another menu.

Option 1. Mandatory Tables (AM5M90)>>..... 11-2
Option 2. Bank Tables Set-up (AM5M90)>>..... 11-6
Option 3. Tax Tables (AM5M90)>>..... 11-7
Option 4. Currency Tables (AM5M90)>>..... 11-8
Option 5. Accounts Payable and Accounts Receivable Tables (AM5M90)>> 11-9
Option 6. Apportionments, Reclassifications, Books, Journals (AM5M90)>> 11-13
Option 7. Transaction and Attribute Tables (AM5M90)>> 11-13

This menu provides a procedural approach to table set-up. Each option goes to another menu that groups related IFM functions. Some menu options allow you to set up IFM tables. Other options allow you to update the tables you previously set up or to enter defaults. For example, you can set up units and update the unit for the financial divisions using options 15 and 16, respectively, on the Mandatory Tables menu. Or you can set up cash books and update the user defaults with the cash books using options 9 and 10, respectively, on the Bank Tables menu.

You should use the menu options in the following ways:

- We strongly recommend you use the options on the Mandatory Tables menu first.
- Depending on how you are using the IFM accounts payable and account receivable functions, use selected options on the Bank Tables, Tax Tables, Currency Tables and the Accounts Payable and Accounts Receivable menus.
- For the basic IFM general ledger functions, you may only need to use the Mandatory Tables menu. However, for the more advanced general ledger functions, you can use the Currency Tables, Apportionments, Reclassification, Books and Journals, and Transaction and Attribute Tables menus.

For the explanations of the options on the Implementation Table Set-up menu that are also on the Table Maintenance menu, see Chapter 8, “Table Maintenance”. The options in this chapter refer you to the appropriate pages.

Define how often the COM/IFM Credit Update Control is to be run (System Management menu (AM5MA0), option 9). This function updates the credit information for COM and total information for IFM, as viewed using Online Business Inquiries (AM5M70, option 10).

Option 1. Mandatory Tables (AM5M90)>>

Use this option on the Implementation Table Set-up menu to go to the Mandatory Tables menu (AM5M91). It contains the following options:

Option 1. Work With Currency ID's (AM5M91) 11-2
Option 2. Work With Value Formats (AM5M91) 11-2
Option 3. Work With Administrative Divisions (AM5M91) 11-2
Option 4. Update User Defaults With Administrative Division (AM5M91) 11-3
Option 5. Work With Exchange Rate Set (AM5M91) 11-3
Option 6. Update User Defaults With Exchange Rate Set (AM5M91) 11-3
Option 7. Work With Periods (AM5M91) 11-3
Option 8. Set Up Period Structure for Admin. Division (AM5M91) 11-3
Option 9. Update Admin. Division Period Structure (AM5M91) 11-3
Option 10. Work With Natures (AM5M91) 11-3
Option 11. Work With Transaction Templates (AM5M91) 11-4
Option 12. Work With Document Types (AM5M91) 11-4
Option 13. Work With Transaction Types (AM5M91) 11-4
Option 14. Work With Financial Divisions (AM5M91) 11-4
Option 15. Work With Units (AM5M91) 11-4
Option 16. Update Unit For Financial Division (AM5M91) 11-4
Option 17. Work With Unit/Nature Combinations (AM5M91) 11-5
Option 18. Work With Interdivision Accounts (AM5M91) 11-5
Option 19. Update Fin. Division With Interdivision Account (AM5M91) 11-5
Option 20. Work With Ledgers - Periods and Txn Numerators (AM5M91) 11-5
Option 21. Work With Transaction Control Records (AM5M91) 11-5

Option 1. Work With Currency ID's (AM5M91)

Use this option on the Mandatory Tables menu to create and maintain currency records. For information on using this option, see "Option 1. Work With Currencies (AM5M65)".

Option 2. Work With Value Formats (AM5M91)

Use this option on the Mandatory Tables menu to create and maintain value format records. Value formats are used by several files, including the administrative division system data file (see "Option 1. Work With Administrative Divisions (AM5M61)").

For information on using this option, see "Option 3. Work With Value Formats (AM5M54)".

Option 3. Work With Administrative Divisions (AM5M91)

Use this option on the Mandatory Tables menu to create and maintain administrative divisions. For information on using this option, see "Option 1. Work With Administrative Divisions (AM5M61)".

Option 4. Update User Defaults With Administrative Division (AM5M91)

Use this option on the Mandatory Tables menu to update the administrative division defaults for IFM users. For information on using this option, see “Option 4. Work With Users (AM5MA0)”.

Option 5. Work With Exchange Rate Set (AM5M91)

Use this option on the Mandatory Tables menu to create and maintain exchange rate sets. Exchange rate sets are used to group exchange rates and exchange rate limits.

For information on using this option, see “Option 2. Work With Exchange Rate Sets (AM5M65)”.

Option 6. Update User Defaults With Exchange Rate Set (AM5M91)

Use this option on the Mandatory Tables menu to update the exchange rate set defaults for IFM users. For information on using this option, see “Option 4. Work With Users (AM5MA0)”.

Option 7. Work With Periods (AM5M91)

Use this option on the Mandatory Tables menu to create and maintain and the periods that are fundamental to transaction entry and posting. For information on using this option, see “Option 3. Work With Periods (AM5M61)”.

Option 8. Set Up Period Structure for Admin. Division (AM5M91)

Use this option on the Mandatory Tables menu to create a period structure for the current financial year. For information on using this option, see “Option 1. Work With Period Structures (AM5M50)”.

Option 9. Update Admin. Division Period Structure (AM5M91)

Use this option on the Mandatory Tables menu to update an administrative division with the period structure for the current financial year. For information on using this option, see “Creating administrative division financial data”.

Option 10. Work With Natures (AM5M91)

Use this option on the Mandatory Tables menu to create and maintain the natures which are fundamental to the IFM accounting system. For information on using this option, see “Option 2. Work With Natures (AM5M61)”.

Option 11. Work With Transaction Templates (AM5M91)

Use this option on the Mandatory Tables menu to create, maintain and delete the transaction templates that determine how transactions are entered and validated. For information on using this option, see “Option 1. Work With Transaction Templates (AM5M68)”.

Option 12. Work With Document Types (AM5M91)

Use this option on the Mandatory Tables menu to create and maintain document types for printing statements, invoices, remittances, and other documents.

For information on using this option, see “Option 2. Work With Document Types (AM5M68)”.

Option 13. Work With Transaction Types (AM5M91)

Use this option on the Mandatory Tables menu to create and maintain transaction types. These are essential to the transaction entry process.

To enter a transaction type in a ledger, the transaction type must have a corresponding transaction control record – see “Option 6. Work With Transaction Control Records (AM5M68)”.

For information on using this option, see “Option 12. Work With Transaction Types (AM5M95)”.

Option 14. Work With Financial Divisions (AM5M91)

Use this option on the Mandatory Tables menu to create and maintain financial divisions. In IFM, every transaction in every ledger is owned by a financial division.

For information on using this option, see “Option 4. Work With Financial Divisions (AM5M61)”.

Option 15. Work With Units (AM5M91)

Use this option on the Mandatory Tables menu to create and maintain units. A unit is the fundamental element of every transaction and account. For information on using this option, see “Option 5. Work With Units (AM5M61)”.

Option 16. Update Unit For Financial Division (AM5M91)

Use this option on the Mandatory Tables menu to create and maintain financial divisions. In IFM, every transaction in every ledger is owned by a financial division.

For information on using this option, see “Option 4. Work With Financial Divisions (AM5M61)”.

Option 17. Work With Unit/Nature Combinations (AM5M91)

Use this option on the Mandatory Tables menu to create and maintain unit/nature combinations. For information on using this option, see “Option 6. Work With Unit/ Nature Combinations (AM5M61)”.

Option 18. Work With Interdivision Accounts (AM5M91)

Use this option on the Mandatory Tables menu to create and maintain accounts held between divisions. For information on using this option, see “Option 7. Work With Interdivision Accounts (AM5M61)”.

Option 19. Update Fin. Division With Interdivision Account (AM5M91)

Use this option on the Mandatory Tables menu to update the interdivision account types for financial divisions.

For information on using this option, see “Creating the associated general ledger”.

Option 20. Work With Ledgers - Periods and Txn Numerators (AM5M91)

Use this option on the Mandatory Tables menu to create and maintain periods and numerators for ledgers. Ledgers classify every transaction entered in a financial division.

For information on using this option, see “Working with ledger periods” and “Working with transaction numerators”.

Option 21. Work With Transaction Control Records (AM5M91)

Use this option on the Mandatory Tables menu to authorize transactions of a specified type to be entered in a specified ledger.

Transaction entry is described in “Option 1. Work With Transactions (AM5M10)”. Transaction templates and transaction types are described in “Option 1. Work With Transaction Templates (AM5M68)” and “Option 3. Work With Transaction Types (AM5M68)”, respectively.

For information on using this option, see “Option 21. Work With Transaction Control Records (AM5M91)”.

Option 2. Bank Tables Set-up (AM5M90)>>

Use this option on the Implementation Table Set-up menu to go to the Bank Tables Set-up menu (AM5M92). It contains the following options:

Option 1. Work With Bank Account Formats (AM5M92) 11-6
Option 2. Work With Entities for Banks (AM5M92)..... 11-6
Option 3. Work With Bank Instruction Codes (AM5M92) 11-6
Option 4. Work With Transmittal Codes (AM5M92)..... 11-6
Option 5. Work With Banks (AM5M92)..... 11-6
Option 6. Work With Bank Transaction Types (AM5M92) 11-7
Option 7. Work With Document Types (AM5M92)..... 11-7
Option 8. Work With Settlement Methods (AM5M92)..... 11-7
Option 9. Work With Ledgers - Cash Books (AM5M92) 11-7
Option 10. Update User Defaults With Cash Book (AM5M92)..... 11-7
Option 11. Work With Transaction Control Records (AM5M92) 11-7

Option 1. Work With Bank Account Formats (AM5M92)

Use this option on the Bank Tables Set-up menu to create and maintain country-specific bank account formats. For information on using this option, see “Option 1. Work With Bank Account Formats (AM5M66)”.

Option 2. Work With Entities for Banks (AM5M92)

Use this option on the Bank Tables Set-up menu to create and maintain bank entities. For information on using this option, see “Working with entity bank details”.

Option 3. Work With Bank Instruction Codes (AM5M92)

Use this option on the Bank Tables Set-up menu to define the bank instructions for a given administrative division. For information on using this option, see “Option 3. Work With Bank Instruction Codes (AM5M66)”.

Option 4. Work With Transmittal Codes (AM5M92)

Use this option on the Bank Tables Set-up menu to create and maintain codes that identify how a bank transmittal takes place. For information on using this option, see “Option 7. Work With Transmittal Codes (AM5M66)”.

Option 5. Work With Banks (AM5M92)

Use this option on the Bank Tables Set-up menu to create and maintain bank records. For information on using this option, see “Option 5. Work With Banks (AM5M66)”.

Option 6. Work With Bank Transaction Types (AM5M92)

Use this option on the Bank Tables Set-up menu to create and maintain the types of bank transactions represented by cash lines. For information on using this option, see “Option 4. Work With Bank Transaction Types (AM5M66)”.

Option 7. Work With Document Types (AM5M92)

Use this option on the Bank Tables Set-up menu to create and maintain document types for printing statements, invoices, remittances, and other documents. For information on using this option, see “Option 2. Work With Document Types (AM5M68)”.

Option 8. Work With Settlement Methods (AM5M92)

Use this option on the Bank Tables Set-up menu to create and maintain settlement methods. For information on using this option, see “Option 7. Work With Settlement Methods (AM5M64)”.

Option 9. Work With Ledgers - Cash Books (AM5M92)

Use this option on the Bank Tables Set-up menu to create and maintain cash book ledgers. For information on using this option, see “Option 8. Work With Ledgers (AM5M61)”.

Option 10. Update User Defaults With Cash Book (AM5M92)

Use this option on the Bank Tables Set-up menu to update the cash book defaults for IFM users. For information on using this option, see “Option 4. Work With Users (AM5MA0)”.

Option 11. Work With Transaction Control Records (AM5M92)

Use this option on the Bank Tables Set-up menu to authorize transactions of a specified type to be entered in a specified ledger. For information on using this option, see “Option 6. Work With Transaction Control Records (AM5M68)”.

Option 3. Tax Tables (AM5M90)>>

Use this option on the Implementation Set-up menu to go to the Tax Tables (AM5M68) menu. For information on using this menu, see “Option 8. Tax Tables (AM5M60)>>”.

Option 4. Currency Tables (AM5M90)>>

Use this option on the Implementation Set-up menu to go to the Currency Tables (AM5M68) menu. For information on using this menu, see “Option 4. Currency Tables (AM5M60)>>”.

Option 5. Accounts Payable and Accounts Receivable Tables (AM5M90)>>

Use this option on the Implementation Table Set-up menu to go to the Accounts Payable and Accounts Receivable Tables menu (AM5M95). It contains the following options:

Option 1. Work With Countries (AM5M95) 11-9
Option 2. Work With States (AM5M95)..... 11-9
Option 3. Work With Charges (AM5M95) 11-9
Option 4. Work With 1099 Tax Report Classes (AM5M95) 11-10
Option 6. Work With Reasons For Dispute (AM5M95)..... 11-10
Option 7. Work With Public Holiday Sets (AM5M95)..... 11-10
Option 8. Work With Date Methods (AM5M95) 11-10
Option 9. Work With Settlement Terms (AM5M95)..... 11-10
Option 10. Work With Document Types (AM5M95).....11-11
Option 11. Work With Collection Status (AM5M95) 11-11
Option 12. Work With Transaction Types (AM5M95) 11-11
Option 13. Work With Aging Structures (AM5M95) 11-11
Option 14. Work With Ledgers - Personal Ledgers (AM5M95) 11-12
Option 15. Update User Defaults With Personal Ledger (AM5M95) 11-12
Option 16. Work With Personal Account Status (AM5M95) 11-12
Option 17. Work With Note Methods (AM5M95) 11-12
Option 18. Work With Withholding Methods (AM5M95) 11-12
Option 19. Work With Entity Groups (AM5M95)..... 11-12
Option 20. Work With Entities (AM5M95)..... 11-12
Option 21. Work With Allocation Entities (AM5M95) 11-13
Option 22. Work With Interdivision Trade Partnerships (AM5M95) 11-13

Option 1. Work With Countries (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to maintain a list of country identifiers. For information on using this option, see “Option 6. Work With Countries (AM5M63)”.

Option 2. Work With States (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to maintain a list of state, city and county identifiers. For information on using this option, see “Option 7. Work With States (AM5M63)”.

Option 3. Work With Charges (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to create and maintain charge records for transaction entry.

For more information about entering charge lines, see “Option 1. Work With Transactions (AM5M10)” and “Option 3. Short Invoice Entry (AM5M10)”. For information on using this option, see “Option 10. Work With Charges (AM5M61)”.

Option 4. Work With 1099 Tax Report Classes (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to create and maintain 1099 tax report classes. For more information on using this option, see “Option 13. Work With 1099 Tax Report Classes (AM5M69)”

Option 5. Work With Installment Methods (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to create and maintain the methods for calculating installment payments for sales and purchases. For information on using this option, see “Option 10. Work With Installment Methods (AM5M64)”.

Option 6. Work With Reasons For Dispute (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to create and maintain reasons why a particular invoice may be in dispute. For information on using this option, see “Option 6. Work With Reasons for Dispute (AM5M64)”.

Option 7. Work With Public Holiday Sets (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to specify which days of the week are non-working days and which dates are public holidays. This information is used by date methods.

For more information, see “Option 2. Work With Date Methods (AM5M64)”. For information on using this option, see “Option 1. Work With Public Holiday Sets (AM5M64)”.

Option 8. Work With Date Methods (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to create and maintain date methods. A date method is a formula which calculates a second date from a starting date (the base date). For information on using this option, see “Option 2. Work With Date Methods (AM5M64)”.

Option 9. Work With Settlement Terms (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to create and maintain settlement terms which are involved in the management of receivables and the control of debt. For information on using this option, see “Option 3. Work With Settlement Terms (AM5M64)”.

Option 10. Work With Document Types (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to create and maintain document types for printing statements, invoices, remittances, and other documents. For information on using this option, see “Option 2. Work With Document Types (AM5M68)”.

Option 11. Work With Collection Status (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to create and maintain the collection status records that identify and follow up overdue receivables.

The creation and operation of aging structures and aging periods are necessary for the successful operation of collection statuses. For more information, see “Option 5. Work With Aging Structures (AM5M64)”.

You use “Option 2. Extract Collection Status (AM5M2B)” to process the personal accounts in one or more personal ledgers and assign collection statuses (as defined by an aging structure).

Having assigned collection statuses, you can use “Option 3. Work With Collection Status History (AM5M2B)” to review the associated personal accounts. You can also use this panel to print customized collection letters to send to the appropriate entities.

For information on using this option, see “Option 4. Work With Collection Status (AM5M64)”.

Option 12. Work With Transaction Types (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to create and maintain transaction types. These are essential to the transaction entry process.

To enter a transaction type in a ledger, the transaction type must have a corresponding transaction control record – see “Option 6. Work With Transaction Control Records (AM5M68)”.

For information on using this option, see “Option 3. Work With Transaction Types (AM5M68)”.

Option 13. Work With Aging Structures (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to create and maintain aging structures. Aging structures are important in the analysis and evaluation of debt. For information on using this option, see “Option 5. Work With Aging Structures (AM5M64)”.

Option 14. Work With Ledgers - Personal Ledgers (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to create and maintain personal ledgers. Ledgers classify every transaction entered in a financial division. For information on using this option, see “Option 8. Work With Ledgers (AM5M61)”.

Option 15. Update User Defaults With Personal Ledger (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to update the personal ledger defaults for IFM users. For information on using this option, see “Option 4. Work With Users (AM5MA0)”.

Option 16. Work With Personal Account Status (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to create and maintain personal account status records. For information on using this option, see “Option 9. Work With Personal Account Status (AM5M61)”.

Option 17. Work With Note Methods (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to create and maintain note methods. For information on using this option, see “Option 9. Work With Note Methods (AM5M64)”.

Option 18. Work With Withholding Methods (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to create and maintain methods for withholding income tax when paying vendor invoices. For information on using this option, see “Option 8. Work With Withholding Methods (AM5M63)”.

Option 19. Work With Entity Groups (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to create and maintain entity groups. For information on using this option, see “Option 3. Work With Entity Groups (AM5M63)”.

Option 20. Work With Entities (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to create and maintain entities. Entities are fundamental concept in IFM because most accounting tasks use entity information. For information on using this option, see “Option 1. Work With Entities (AM5M63)”.

Option 21. Work With Allocation Entities (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to create and maintain allocation entities. An allocation entity is one which can allocate cash to other entities in the same administrative division. For information on using this option, see “Option 4. Work With Allocation Entities (AM5M63)”.

Option 22. Work With Interdivision Trade Partnerships (AM5M95)

Use this option on the Accounts Payable and Accounts Receivable Tables menu to create and maintain interdivision trade partnerships. For information on using this option, see “Option 9. Work With Interdivision Trade Partnerships (AM5M63)”.

Option 6. Apportionments, Reclassifications, Books, Journals (AM5M90)>>

Use this option on the Implementation Table Set-up menu to go to the Apportionments, Reclassifications, Books, Journals menu (AM5M67). For information on using this menu, see “Option 6. Apportionments, Reclassifications, Books, Journals (AM5M60)>>”.

Option 7. Transaction and Attribute Tables (AM5M90)>>

Use this option on the Implementation Table Set-up menu to go to the Transaction and Attribute Tables menu (AM5M68). For information on using this menu, see “Option 7. Transaction and Attribute Tables (AM5M60)>>”.

Chapter 12. IFM System Management

When you select option 10 on the IFM Main Menu (AM5M00), the IFM System Management menu (AM5MA0) appears. It contains the following options:

Option 1. Work With Applications (AM5MA0) 12-1
Option 2. Maintain Security Control (AM5MA0) 12-3
Option 3. Work With Tasks (AM5MA0) 12-3
Option 4. Work With Users (AM5MA0) 12-9
Option 5. Activate User Exits (AM5MA0) 12-15
Option 6. Period Password Security (AM5MA0) 12-16
Option 7. General Ledger Summary Inquiry (AM5MA0) 12-16
Option 8. Foreign Currency Ledger Balance Inquiry 12-17
Option 9. Work With IFM Generic Programs (AM5MA0) 12-19
Option 10. COM/IFM Credit Update Control (AM5MA0) 12-20
Option 11. LSB Work with extract transaction types (AM5MA0) 12-20
Option 12. LSB Work with extract transactions (AM5MA0) 12-22

Option 1. Work With Applications (AM5MA0)

Use this option on the IFM System Management menu to create, maintain and delete applications, and application users.

Understanding this option

What is an application?

An application is a set of tasks grouped together for security purposes. Every task must belong to only one application. After creating an application, you group tasks within it by specifying the application on the tasks records (see“Creating tasks”).

Related tasks should be part of the same application. For example, IFM is shipped with all the security tasks grouped in the same application. To run the tasks within an application, you must be registered as an user of the application. Application users are described in the `Using this option' section.

Using this option

When you enter option 1 on the IFM System Management menu, IFM takes you to the `Work with applications' panel.

Creating applications

To create applications:

1. Use **F6=Create** on the ’Work with applications’ panel. The ’Application – Create’ panel appears.
2. An application requires an identifier and a name.

Creating application users

After creating an application, you can create users who are authorized to use the application.

Note: You can also create application users using Option 4. Work With Users. See “Creating application users”.

If task security is on, you cannot run a task unless you have been set up as a user of the application the task belongs to. A user can be authorized to any number of applications, and an application can have any number of users.

To create application users:

1. Take option 12 `Work with users' next to an application on the ’Work with applications’ panel. The ’Work with application users’ panel appears.
2. Use **F6=Create**. The ’Application user – Create’ panel appears.
3. Use the fields provided to create the application user and press **Enter**. IFM creates the new application user record.

Fields

Task type authorities. An authority level is a number between 1 and 99, with 1 representing the lowest (least able) authority and 99 the highest (most able). Application users have an authority level for each principal task type:

- Entry
- Posting
- Inquiry
- Maintenance
- Housekeeping.

Tasks also have authority levels. When an application user calls a task, IFM compares the application user's authority for tasks of that type with the task's own authority. If the user's authority is equal to or greater than the task's, then the user can call the task. Otherwise, IFM will not allow the task to be called.

Record deletion. You can control whether or not each application user is allowed to delete records from an application.

The usual method for removing data from the system is to use the IFM' archiving facilities. However, you may want to allow selected users to delete records interactively.

IFM does not allow you to archive a record if it has any dependent records. This safeguard does not apply to record deletion. Therefore, to protect the integrity of your data, be sure to delete any records that are dependent on the record being deleted.

Option 2. Maintain Security Control (AM5MA0)

Use this option on the IFM System Management menu to turn task security on and off.

Understanding this option

This facility is system-wide and controls all IFM tasks and users, across all administrative divisions. For information on setting up task security, see “Option 3. Work With Tasks (AM5MA0)”.

Using this option

When you enter option 2 on the IFM System Management menu, IFM takes you to the `Security control – Change' panel.

Fields

Apply task security?. You have the option of switching off task security, which would allow all users to access all tasks. In general, this is not recommended.

Option 3. Work With Tasks (AM5MA0)

Use this option on the IFM System Management menu to create and maintain IFM tasks. To turn task security on and off, use “Option 2. Maintain Security Control (AM5MA0)”.

Understanding this option

What is a task?

A task is a program that is subject to task security, such as `Create administrative divisions'. A task calls a program. An application is made up of a set of related tasks (for example, IFM is an application).

What is task security?

Task security determines whether an IFM user can use a specific task. The task security system consists of tasks, applications and application users. The rest of this section is predominantly concerned with tasks and the implications for security; for more information about applications and application users, see “Option 1. Work With Applications (AM5MA0)”.

What is a task type?

Tasks are divided into five types, each identified by a number:

1 Transaction entry
2 Posting
3 Maintenance

4 Inquiry
5 Housekeeping

You need to set up every IFM program which requires security checking as a task with one of these task types.

How task security works?

Figure 12-1 shows the steps for task security:

1 Every program must be set up as a task before it can be used in IFM.

2 Tasks can be suspended. You cannot call suspended tasks.

3 IFM checks that you are an application user of the application to which the task belongs.

4 IFM compares your application user's authority with the task type's authority. To use the task, the application user's authority must be equal to, or greater than, the task authority.

Even if you are authorized to a task according to the task security system, you may lack authorization according to the financial division security system.

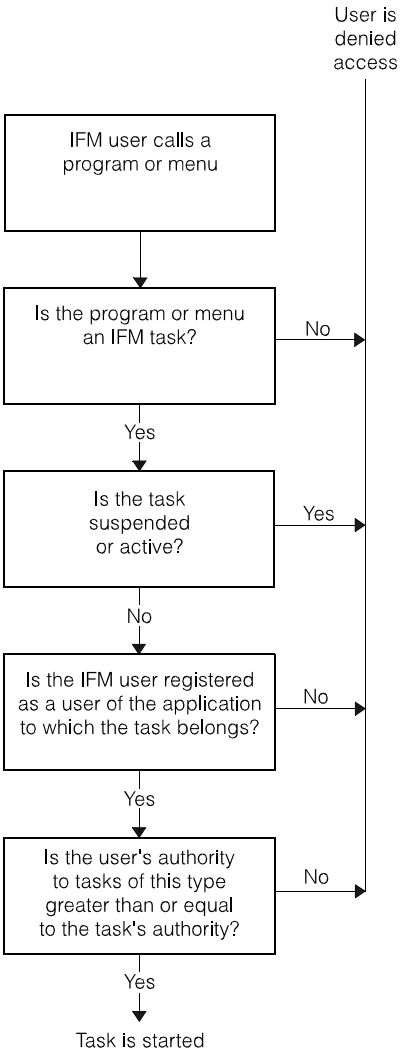

Figure 12-1. How task security works

Turning off task security

You can turn off task security by using the security control menu option (see “Option 2. Maintain Security Control (AM5MA0)”). Task security applies to the whole system, not to individual administrative divisions.

Turning off task security means that IFM will no longer perform steps 3 and 4 in . Programs still have to be entered as tasks, and you still have the option of suspending individual tasks.

Task security and menu options

Task security controls which menu options you see on a menu. If you do not have authority to a task, menu options that call that task are hidden from you. Thus different users may see different options on the same menu.

IFM shipped programs

IFM is shipped with all necessary programs set up as tasks. You do not need to set up any additional programs as tasks unless you are integrating your own programs with the IFM system. If this is the case, see the *IFM Development Guide* for more information. You may want to change the security details of the shipped IFM programs to suit your own security procedures.

The tasks shipped with IFM fall into two main categories:

- Programs called by menu option (for example, most `Work with' programs)
- Programs called using another program, but which require an additional security check

Most programs which create or change records are called using `Work with' programs, but are treated separately for security purposes (a user may be authorized to a `Work with' but not to maintain records).

Some programs, such as those used to display records, do not need to be set up as tasks. Display programs are always called via another program (usually a `Work with' program). If a user has authority to the `Work with' program, then there is no reason to perform an additional security check on the display program.

IFM programs that are used to delete records are not set up as tasks since they are always called by a maintenance program. However, IFM provides you with an additional facility to control which users are allowed to delete records (see “Option 1. Work With Applications (AM5MA0)”).

Using this option

When you enter option 3 on the IFM System Management menu, IFM takes you to the `Work with tasks' panel. From here you can do the following:

- Create and change tasks
- Create parent/child task relationships
- View a task's children

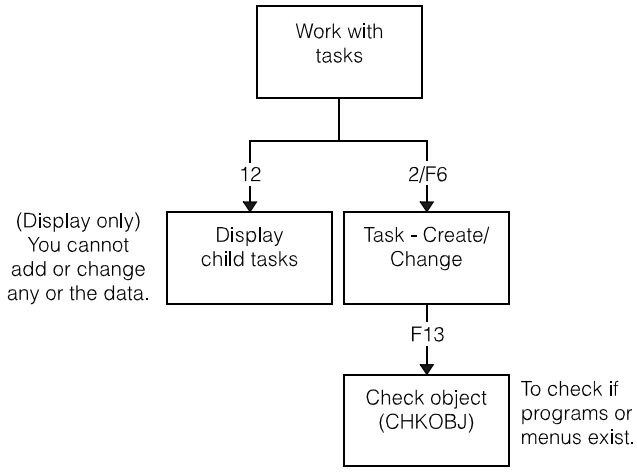

Figure 12-2. Working with tasks - the main panels

Creating tasks

You must create a task for every IFM program which requires security checking. You can only set up one task for each program.

To create a task:

1. Use **F6=Create** on the 'Work with tasks' panel. The 'Task – Create' (two pages) panel appears.
2. Use the fields provided to create the task. When you have entered all the required details, press **Enter**. IFM creates the new task record.

Fields

Task type. Use one of the following:

1 Entry, for programs involved with transaction entry.

2 Posting, for programs involved with transaction validation and posting.

3 Maintenance, for programs used to create or change records.

4 Inquiry, for programs used to display, but not to change, records. Most `Work with' programs fall into this category.

5 Housekeeping, for any other type of program.

6 Because tasks types 1-4 require you to specify a financial division identifier to they can run, they are subject to financial division security.

Application ID. Every task must belong to one and only one application. You can change the application to which a task belongs at any time. If you specify that a task has a parent task, then its application is automatically inherited from its parent.

Authority. Every task must be given an authority between 1 and 99, with 1 representing the lowest authority and 99 the highest. When an application user tries to run a task, the task authority is compared with the user's authority level. A task can only be run if the authority of the application user is equal to or higher than the authority of the task.

A task which has a parent task automatically inherits its authority from its parent.

Parent task. When you set up or maintain a task, you can specify another task as its parent. Arranging tasks in parent and child relationships can make the authority maintenance easier. One parent can have many children, all of which inherit the parent's authority levels. Therefore, you can change the authority levels of a large number of tasks by changing the authority level of their parent task. Similarly, you can move a large number of tasks from one application to another by changing the application of the parent task.

You can use the `Work with child tasks' panel to show the child tasks of an individual parent task.

You could also create a `dummy' parent task, which does not call a program, but which is only used to control the authorities and applications of its children. You cannot enter a parent task for a task which is itself a parent task (in other words, you cannot create `grandparent' tasks).

Task program. For a task to be used, you need to specify which program it runs. To do this, you enter the name of the program. The simplest option is to make the name of each task the same as the name of the program which it calls.

In the case of programs, you have the option of specifying which library IFM searches to find the program when it is called. If you do not specify a particular library, IFM looks for the program in the current library list.

When you work with tasks, IFM does not check that the program library you specify exists. However, in the case of programs, you can run the System i Check Object (CHKOBJ) command to check whether the program exists in the specified library.

Parameter type. You need to specify a parameter type for each task, which tells IFM which parameters to pass to the program at run time. The different parameter types are:

1 Standard. This applies to a large number of the IFM shipped programs which require a standard set of parameters (and no others). See the *IFM Development Guide* for more information concerning the standard parameters.

2 Standard and keys. This applies to those programs which require the standard parameters, plus any of the five additional identifiers specified for the task.

3 Synon/2 return code. This applies to programs which require only the Synon/2 return code to be passed to them at run time.

4 None. This applies to programs which do not require any parameters to be passed to them at run time.

5 Non-standard. This applies to programs which do not fall under any of the preceding four categories. Programs with non-standard parameters cannot be called directly from a menu or an IFM command.

Prompt for... keys. You can specify which of five identifiers must be supplied to a task when it is run. The identifiers are taken from the user's user defaults, or from the `Prompt for values' panel. The five identifiers are: `Administrative division', `Financial division', `Ledger', `Cash book' and `Exchange rate set'.

You only need to specify values for these fields for tasks which have a parameter type of 1 `Standard' or 2 `Standard and keys'. For tasks with any other parameter type, these fields are ignored.

In the case of tasks with a parameter type of 1 `Standard' you only need to specify whether or not an administrative division identifier must be supplied to the program. The others are ignored since, of the five identifiers, only administrative division belongs to the IFM standard set of parameters.

Help document, Help document folder. For each task, you have the option of specifying an OfficeVision/400 document (and its folder) to be displayed as help text for the task. This document will be displayed whenever a user enters a `?' on an IFM menu followed by the corresponding menu option or IFM command.

Task suspended?. Tasks can be suspended if you do not want users to have access to them. While a task is suspended, no users can use the task, no matter how high their authority. If you attempt to call a suspended task, an error message informs you that the task has been suspended. If a suspended task appears on a menu, the word `suspended' is displayed next to the menu option (in red on color terminals).

Refresh defaults after task?. This field applies to tasks which allow users to make permanent changes to their user defaults. Normally, user defaults can only be permanently changed using the **F18** key on a menu. If a task (or any other programs which can be called from it) allows permanent changes to be made, then you should set this option to 1 'Yes'. This ensures that the values stored by the menu program are updated when the user exits the task. This in turn ensures that the user sees the correct defaults the next time **F18** is pressed.

Always prompt task?. This field determines whether or not a `Prompt for values' panel appears when you run the task from a menu. If you select 0 `Don't always prompt', the task is not prompted unless you enter the menu option or IFM command and use **F4**.

Viewing a task's children

A special `Work with' option is provided to let you see all the child tasks, if any, belonging to a task.

On the `Work with tasks' panel, take option 12 `Child tasks' against the task you want to use. IFM takes you to the `Display child tasks' panel, which displays all of the tasks which have been specified as `child' tasks of the task you chose.

This is a display panel only, and you can neither add child tasks nor change any of the data.

Option 4. Work With Users (AM5MA0)

Use this option on the IFM System Management menu to create and maintain IFM users. IFM users records control access to the system and define each user's working environment.

Understanding this option

To gain access to IFM, you must be set up as an IFM user.

The first step is to create an IFM user record. The user record defines the existence of the user and gives details such as the System i user profile.

Having created the user record, you need to specify the following information:

- The user defaults, which define the user's working environment. All users can view and, if authorized, change their own defaults.
- The application user records, which define the applications to which the user is authorized, under the task security system.
- The financial division user records, which define the financial divisions to which the user is authorized. under the financial division security system.
- The unit user records, which define the units which the user is allowed to include in reports created with the report generation facilities.

Note: You can copy an existing user instead of specifying all of the above information for each new IFM user.

XA user ID

IFM has a predefined XA user ID. The administrative division for this user ID must be the default administrative division you use for the IFM / XA interfaces. (See “Creating an administrative division”). You enter the default administrative division when you take option 12 next to the XA user ID on the Work with users panel. See “Changing user defaults”.

Using this option

When you enter option 4 on the IFM System Management menu, IFM takes you to the `Work with users' panel. (see Figure 12-3). From here, you can set up:

- User defaults
- The applications to which the user is authorized
- The financial divisions to which the user is authorized, and the user's nature posting authority
- The units to which the user is authorized

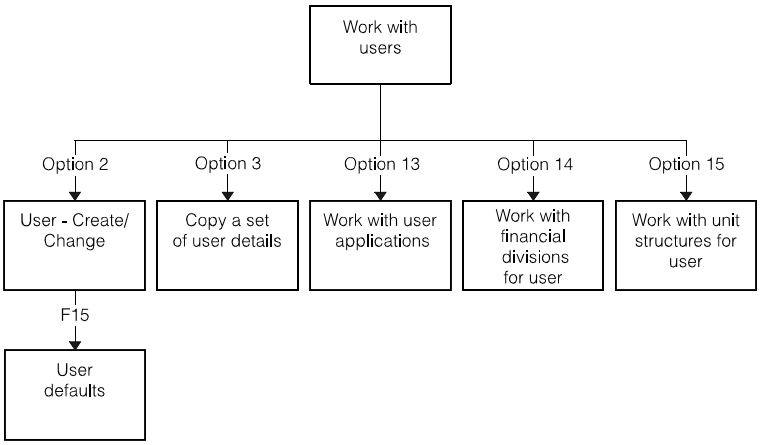

Figure 12-3. Working with users - the main panels

Creating users

To create a user:

1. Press **F6=Create** on the "Work with users’ panel. The ’User – Create’ panel appears.
2. Use the fields provided to create the new user and press **Enter**.

After creating the user record, you can use **F15** from the `User - Change' panel to create the user's defaults.

Fields

Identifier and name. Unless there is reason not to, make each IFM user's identifier the same as their OS/400 user profile.

OS/400 user profile. In most cases, you need to enter the existing OS/400 user profile of the new IFM user.

Administrative division. You can specify an administrative division to which the user belongs.

Unit. You can specify a unit to which the IFM user belongs. This is useful for recording the department to which a user belongs, for example, but has no other purpose.

Changing user defaults

Many IFM tasks cannot be called unless you provide certain identifiers, such as the ID of an administrative division or an exchange rate set. IFM lets you enter default identifiers for each user, which are used whenever the user calls such a task. For example, if a user is responsible for a specific personal ledger, you can enter the associated ledger ID as a default for that user. Thereafter, the user does not have to enter the ledger ID.

In each case, you can specify whether or not the user can change his or her defaults. For example, if a person is responsible for more than one personal ledger, it is appropriate to allow the person to change the default ledger ID. If a user cannot change a default and you leave the related field blank, the user cannot call any task which requires that default.

There are two methods by which authorized users can change their defaults:

- Use **F10** on any menu and select *ID on the action list. (You can also enter *ID directly on any menu command line.) In this case, any changes are permanent – they remain in force until you use *ID again.
- Call a task using **F4**. This displays the `Prompt for values' panel on which the user can change any defaults that are required for the task. However, any changes are temporary – they remain in force until the user returns to the menu.

To change user defaults:

1. Take option 12 `User defaults' next to a user on the "Work with users' panel or **F15** on the The 'User – Change' panel. The 'User defaults – Change' panel appears.
2. Use the fields provided to change the required user defaults, and press **Enter**.

Fields

Default keys.

Administrative division. This is the only mandatory default. The other four are optional.

Financial division. If the financial division security system is active, the user must be authorized to the financial division.

Cash book. This is the default cash book for the user.

Personal ledger. This is the default personal ledger for the user.

Exchange rate set. This is the default exchange rate set for the user.

Transaction processing. The transaction processing defaults apply to the transaction entry and processing. (For more information, see “Creating a transaction”.) You can specify whether or not the user can override the defaults. Authorized users can change their transaction processing defaults during transaction entry.

Auto cash allocation? This field specifies whether the cash transactions entered by the user will make use of the automatic cash allocation facility. This facility is described under “Option 6. Apply Cash Receipts To Invoices (AM5M10)”.

Option 2 ‘Auto allocate no process' will override the ***Process option*** field whenever cash transactions are processed.

Process option? This field determines the processing that will be performed when the user requests a transaction to be processed. You could use this field to divide the responsibilities for transaction processing. For example, you could have one group of users who enter and validate transactions and another group who post them.

Process mode? This field determines whether the processing specified by the ***Process option*** and ***Auto cash allocation?*** fields is performed interactively or in background.

Last used batch. To assist transaction entry, IFM automatically records which batch of transactions you last entered, and returns you to this batch next time you work with batch transactions. You can enter an initial value for this field, but it is subsequently maintained automatically by the system. See “Option 2. Work With Batch Transactions (AM5M10)” for details of batch transaction entry.

Override batch lock. The field is on page 2 of the `User defaults – Create/Change' panel. You can specify whether or not a user can override the values for transactions been entered under batch control. For more information about the batch transactions, see “Option 2. Work With Batch Transactions (AM5M10)”.

Creating application users

After creating an IFM user, you can specify the applications to which they are authorized. An application is a group of IFM tasks (see “Option 1. Work With Applications (AM5MA0)”).

Note: You can also create application users using option 1. Work With Applications. See “Creating application users”.

If task security is on, you cannot run a task unless you have been authorized to the application to which the task belongs. A user can be authorized to any number of applications, and an application can have any number of users.

To create application users:

1. Take option 13 `User applications' on the relevant user on the ’Work with users’ panel. The ’Work with user applications’ panel appears. This panel shows all the applications to which a user is authorized.
2. To create a new application user, you need to specify the ID of the application together with the following fields:

Fields

Task type authorities. An authority level is a number between 1 and 99, with 1 representing the lowest (least able) authority and 99 the highest (most able). Application users have five authority levels, one for each principal task type:

- Entry
- Posting
- Inquiry
- Maintenance
- Housekeeping

Tasks also have authority levels. When an application user calls a task, IFM compares the application user's authority for tasks of that type with the task's own authority. If the user's authority is equal to or greater than the task's, then the user can call the task. Otherwise, IFM will not allow the task to be called.

Record deletion. You can control whether or not each application user is allowed to delete records from an application.

In general, you should allow very few users to delete records. The normal method for removing data from the system is to use the IFM archiving facilities. However, you may occasionally find it necessary to delete a record – for example, when someone has made a mistake when creating an important record.

IFM will not allow a record to be archived if it has any dependent records. It does not apply this safeguard to the deletion of records, and it is therefore possible that the deletion will harm the integrity of your data. For this reason, before deleting a record you should also check for and delete any dependent records.

Working with financial division users

Once you have created a user record, you can decide the financial divisions to which the user is authorized. This applies only if you turned on financial division security.

To set up a IFM user as a user of a financial division, do the following:

1. Take option 14 `Financial divisions' on the ’Work with users’ panel. The ’Work with financial divisions for user’ panel appears. This panel shows all the financial divisions to which the user is currently authorized.
2. To create a new financial division user, use **F6** and enter the ID of the required financial division together with the following fields:

Fields

Task type authorization. For tasks of type 1-4 (entry, posting, inquiry, and maintenance programs respectively) you must specify whether or not the financial division user is allowed to run tasks that involve the financial division concerned. Task type 5 (housekeeping) is not covered by financial division security.

Nature posting authority. This field is irrelevant if you have turned off nature security.

You must enter an authority between 1 and 99, with 1 representing the lowest authority and 99 the highest. When a financial division user attempts to post

transactions to a nature, IFM compares the user's posting authority with the posting authority of the nature concerned. Postings are allowed if the user's authority level is greater than or equal to the nature's authority level.

When a user creates a financial division, a corresponding financial division user record is created automatically.

Note: You can also authorize a user to a financial division using the 'Work with financial division users' panel. See "Creating financial division users".

Working with unit users

After creating a user record, you can decide to which units the user is authorized. This applies only if you turn on unit security using the financial data option for an administrative division and only to users who have access to the report generator.

To create a unit user:

1. Take option 15 `Units' on the 'Work with users' panel. The 'Work with unit structures for user' panel appears.

   This panel shows all the unit structures whose units the user is currently authorized to.

2. To create a new unit user, use **F6** and specify the following fields:
   - IFM user ID
   - Unit structure
   - Unit belonging to the specified unit structure,

The user is then authorized to run extracts and analyses involving those units which are in the family of the specified unit. Unit security applies to the units themselves, not to the unit structure or the unit structure members.

A `family' means the specified unit together with all its children, grandchildren and so on down to the bottom of the structure. For example, in the following diagram the unit `B2' and its family members are shown in bold. If you wanted to include all the members of the structure, you would specify the apex unit (`A' in our example).

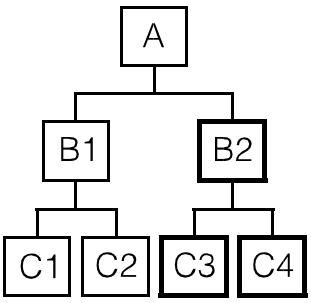

Figure 12-4. Example of a simple family structure

For a given user, you can set up any number of unit user records. Each time the user attempts to run an extract or analysis, the system checks that the extract or analysis does not include data for any units which are not members of the specified unit structure families.

For more information about extracts and analyses, see Chapter 7, “General Ledger Reporting Tasks”.

Note: The other way to authorize a user to a unit structure is to use the `Work with unit users' panel, which shows the users authorized to a unit. For more information, see “Creating unit users”.

Copying users

IFM provides a option for copying an existing user when creating a new user. Take option 3 `Copy' next to the user you want to copy on the `Work with user' panel. The `Copy a set of user details' panel appears. Enter a different user ID than the existing user.

When copying a user, all the user defaults and security details of the `source' user are copied to the `target' user, except its OS/400 user profile.

Option 5. Activate User Exits (AM5MA0)

Use this option on the IFM System Management menu to activate or deactivate user exits.

Understanding this option

A user exit allows IFM, COM and CAS to use programs written by your company. You can activate user exits so that programs your company has written are processed either after the application functions have completed (standard user exit-type programs) or in place of the application functions (API-type programs). API stands for application program interface.

To activate or deactivate a user exit, you must know the application, process group, and user exit.

You can activate or deactivate the following:

- All the user exits for an application
- Individual functional areas (groups) of an application for which user exits are defined
- Individual user exits within a group

Using this option

When you select option 5 on the IFM System Management menu, the ‘Activate application exits’ panel appears showing you the applications for which user exits are available. You can do the following:

- Activate or deactivate the user exits for the applications. The ***Status*** fields are updated immediately and the applications are enabled or no longer enabled to process user exits.
- Use option 70=Process group next to an application. The ‘Activate process group exits’ panel appears showing you the process groups for the selected application. Activate or deactivate the groups. The ***Status*** fields are updated immediately and the process groups are enabled or no longer enabled to process user exits.

- Use option 71=User exits next to a group. The ‘Activate user exits’ panel appears showing you the user exits for the selected process group. Activate or deactivate the groups. The ***Status*** fields are updated immediately and the user exits are enabled or no longer enabled.

Option 6. Period Password Security (AM5MA0)

Use this option on the IFM System Management menu to display the password that reopens a permanently closed period.

Understanding this option

You use the period password to reopen a period that was closed using the Work with ledger periods panel. For more information, see “Working with ledger periods”. Be sure to use “Option 4. Work With Users (AM5MA0)” to secure this option from unauthorized users.

Using this option

When you select option 6 on the IFM System Management menu, the Period password security panel appears. It displays the password used to reopen a permanently closed period.

Option 7. General Ledger Summary Inquiry (AM5MA0)

Use this option on the IFM System Management menu to view the period balances on the general ledger summary records. Change is no longer a valid option.

Using this option

When you enter option 5 on the IFM System Management menu, IFM takes you to the `General ledger summary requirements’ panel. Only the ***Financial division*** field is mandatory. Once you enter your requirements, IFM takes you to the `Work with general ledger summary' panel.

Initially, the panel shows a period balance for each existing unit/nature/period combination. These are arranged in `Unit id' order. If you use **F11=Alternative view**, you see a list of unit/nature/period combinations listed by unit name. In either case, taking option 5 `Display' enables you to see the transaction or transactions giving rise to the general ledger summary value.

From here you can:

- Create a general ledger summary
- View all general ledger lines.

Creating a general ledger summary

To create a general ledger summary:

1. Use **F6=Create** on the 'Work with charges' panel. The 'General ledger summary - Create' panel appears.
2. Enter the appropriate unit, nature and period to create the new record. You can only do this if you have posting authority within the current financial division.

Fields

Period balance / period balance calculated. The ***Period balance calculated*** field is maintained automatically by IFM and cannot be changed. If, at any time, you enter a value in 'Period balance' which does not equal the calculated value, IFM displays a warning message. However, the system does not prevent the two values being different. If you press **Enter**, to confirm that the value you have entered is correct (even though it does not match the calculated value), IFM cancels the warning message and accepts the new ***Period balance*** value, although the ***Period balance calculated*** is unaffected.

Viewing all general ledger lines

To view all general ledger lines, use **F15=All lines** on the 'Work with general ledger summary' panel. The ' All general ledger lines – Display' panel appears.

This panel shows you all of the general ledger lines within the current administrative division, depending on the current selection criteria. You can access a lot of additional information from this panel. For example, option 12 `Transaction details' allows you to access the `Transaction lines – Display' panel, and this in turn allows you to view transaction attributes.

Option 8. Foreign Currency Ledger Balance Inquiry

Use this option on the IFM System Management menu to maintain summarized balances for foreign currency accounts.

Understanding this option

The purpose of this function is to make it easy to value accounts denominated in foreign currencies by using summarized records.The Foreign Currency Ledger Balance file functions much like the General Ledger Summary file. As transaction posting occurs, IFM updates general ledger summary records, as well as the Foreign Currency Ledger Balance file, where appropriate. Where appropriate means there is a foreign currency used in the transaction. The following scenario shows how this enhancement is used:

- After defining units/natures, you would define which unit/natures are kept with foreign currencies in the Foreign Currency Account file.
- You should then select option 8 on the IFM System Management menu to access the Foreign Currency Ledger Balance Inquiry function. Use the **F6=Create** function key to enter existing balances.

  Note: As an option, you could write a conversion program to convert all appropriate units/natures.

Entering existing balances would normally only be done once. This action is optional if you are setting up a new account that is denominated in a foreign currency. This action is not optional for existing accounts or balances. Foreign currency ledger balance records should be created for each unique administration division, financial division, ledger, period, unit, and nature for which posted, foreign currency transactions exist.

- During transaction posting, G/L summary records are updated/created. The Foreign Currency Ledger Balance file records would also be update/created if the unit/nature from the G/L line exists on the Foreign Currency Account file.
- Periodically, usually month-end, you could revalue the foreign currency balances; see “Option 11. Revalue Foreign Currency Ledger Balance (AM5M49)”. This function uses the month-end exchange rates to revalue account balances. It creates G/L transactions for the gain/loss in the current period and also makes the reversing entries for the next period. The gain/loss units/natures are stored in the Foreign Currency Account file.

  Note: This function does not replace “Option 4. Generate Exchange Gains / Losses (AM5M49)”.
- At year-end, you could generate opening balances; see “Option 6. Generate Opening Balances (AM5M49)”. This function supports the new Foreign Currency Ledger Balance file.

  The G/L summary file, instead of the detail transactions, is read. The total of the income accounts (negative) and the expense accounts (positive) updates or creates the retained earnings account for the current year for the G/L summary file. The unit/nature for retained earnings is defined on the prompt panel. The balance sheet account balances from the G/L Summary file are totaled into the beginning balance records in the G/L Summary file for the new year.

  For the foreign currency ledger balances, this same totalling function occurs, but the amounts are converted into the current value of the currency of the account. This action normally results in new records being created for the balance sheet accounts for both files, since the accounting period would be the opening balance period for the new year.

Using this option

The panels for the inquiry option function similarly to the General Ledger Summary Inquiry, which is also accessible from the IFM System Management menu. A series of panels are shown that initialize and maintain the Foreign Currency Ledger Balance file.

When you select option 10 on the IFM System Management menu, the first ’Foreign Currency Ledger Balance Inquiry’ panel appears. Enter the requirements for the inquiry in this panel. Press **F3=Exit** or **F12=Cancel** to return to the System Management menu.

Fields

Financial division. This is the financial division within the administrative division. This is a required field.

Currency. This is the currency in which the account is kept.

Unit. Unit for the balance inquiry.

Nature. Nature for the balance inquiry.

Nature type. Natures are either a profit and loss type (1) or balance sheet type (2).

Period from/Period to. This is a range that includes the period to begin pulling data for the accumulation of account values (period from) to the period to end pulling data for the accumulation of account values.

After entering your requirements, press **Enter**. The next panel to appear is the Foreign Currency Ledger Balance Inquiry' panel. This panel should only be used to initialize the General Ledger Balance file the first time or to make minor corrections.

Options

Enter 2 to change a record. The 'Foreign currency ledger balance - Change' panel appears. You can add (**F6=Create**) and delete (**F16=Delete**) records to the Foreign Currency Ledger Balance file. Pressing these keys shows the appropriate 'Foreign currency ledger balance' panel in add or delete mode.

Enter 5 to display a record. The 'Foreign currency ledger balance - Display' panel appears.

Function keys

Press **F6** to create a new record in the Foreign Currency Ledger Balance file. The 'Foreign currency ledger balance file - Add' panel appears.

Press **F11** to show the same records, but in a different, descriptive view on another 'Foreign currency ledger balance file - Alternate view' panel.

Press **F17** to go to the 'Foreign Currency Ledger Balance Inquiry - Select' panel and enter a new selection.

Press **F22** to go to the Foreign currency ledger balance - Select' panel to choose printing parameters.

Option 9. Work With IFM Generic Programs (AM5MA0)

Use this option on the IFM System Management menu to maintain IFM generic programs.

Understanding this option

You use the IFM generic programs to print checks, remittance advices and notes in a particular format or to populate country-specific files. You refer to one of these programs when you create a document type (see the ***Print function*** field under "Creating a document type"). For more information, see "Generic payment files".

Using this option

When you enter option 8 on the IFM System Management menu, the Work with IFM generic programs panel appears.

To change the program description:

1. Take option 2 next to a program on the Work with IFM generic programs panel. The ‘IFM generic program’ panel appears.
2. Change the description and press **Enter**.

Option 10. COM/IFM Credit Update Control (AM5MA0)

Use this option on the IFM System Management menu to specify how often you want to update the credit amounts for your COM customers when using IFM entity credit checking. This function also updates the totals used with Online Business Inquiries, (AM5M70, option 10). For a description of this option, see the credit information topic in Chapter 3 of the *COM User’s Guide*. For information on entity credit checking, see “Working with entity data”.

Option 11. LSB Work with extract transaction types (AM5MA0)

When you select option 11 on the IFM System Management menu, the ’Work with extract transaction type’ panel appears. From here, you can change, delete, and display the appropriate extraction type panel. You can also create an extract transaction type by pressing **F6=Create**.

These records define the valid extract transaction types to the Bridge. The records also provide defaults that may be used by the Bridge transaction processor if the corresponding field in the transaction header record is blank.

Fields

Opt. Enter one of the options for working with extract transactions:

2 Change
4 Delete
5 Display

Transaction type. Identifier for the extract transaction type. Following are the valid types of extract transactions:

- Allocation
- Approval
- Cash
- Charge
- General ledger
- Settlement
- Tax.

Description. The accompanying description of the extract transaction type.

Creating an extract transaction type

When you press **F6=Create** on the ’Work with extract transaction types’ panel, the ’Extract transaction type - Create’ panel appears. This panel prompts you for a valid, new extract transaction type identifier. Once you enter the transaction type identifier,

the 'Update extract transaction type' panel appears. You enter the remaining information for the new extraction type on this panel.

You can also press **F3=Exit** or **F12=Cancel** to return to the 'Work with extract transaction types' panel.

Updating an extract transaction type

When you choose option 2=Change for an existing extract transaction type, or enter a valid, new extract transaction type on the 'Extract transaction type (Create)' panel, the 'Update extract transaction type' panel. Use this panel to view, add, or change all the fields in the record, and to start the deletion of the record.

Type in new or modified information for this Extract Transaction type and press **Enter**. The system updates the record. An Extract Transaction description is required. Administrative division, financial division, transaction type, and transaction ledger are optional. If entries are made, they are validated against IFM data.

If you enter a financial division or a transaction type, you must enter an administrative division. If you enter a transaction ledger, you must enter both an administrative division and a financial division.

Press **F4=Prompt** to view and select valid value from IFM data for the following fields:

- Administrative division
- Financial division
- Transaction type
- Transaction ledger
- Originating unit
- Originating user.

Fields

Extract Transaction type. Enter a new ID or identifier for the extract transaction type. Following are the valid types of extract transactions: allocation, approval, cash, charge, general ledger, settlement, and tax.

Transaction description. Enter an accompanying description of the extract transaction type. This is a required field.

Administrative division. If desired, enter an ID or identifier for the administrative division.

Financial division. If desired, enter the ID or identifier of the financial division. Every financial division must have its own unique ID.

Transaction type. If desired, enter the ID or identifier of a transaction type within a financial division.

Transaction ledger. If desired, enter the ledger to which the transaction entries are posted, subject to validation. It must have the same ledger class as the transaction type.

Transaction narrative. Enter a brief description of the narrative.

Originating unit. Shows the limit that started the transaction. It must be within the same financial division as the transaction. The originating unit is used as the default unit for general ledger postings if no unit is specified on transaction lines.

It must be specified on the legacy bridge Transaction header prior to IFM transaction posting. It may be loaded by a user-supplied program or it may default to the value on the Extract Transaction type record. If the legacy bridge Transaction header originating unit is blank, the value from Extract Transaction type is used. If both originating unit values are blank, transaction posting will fail, displaying error YAU-1028 'Originating unit required'.

If you set the unit accounting level flags in Personal ledger and Cashbook files to 'post to division', then 'unit' on Extract Transaction type should be set to the value from the financial division record. If the flags are set to 'post to originating unit', you must specify 'unit' on legacy bridge Transaction header.

Originating user. identifies the person responsible for starting the transaction.

Ignore warnings. Determines whether or not the system ignores any warnings that are generated when the transaction is validated. There are two possible values:

0 No. The warning is not ignored. If a warning occurs, it causes the transaction to fail validation. The warning message can be view on the 'Display transaction errors' panel.

1 Yes. The warning is ignored. If a warning occurs, it does not cause the transactions to fail validation. However, errors still cause the validation to fail.

Deleting an extract transaction type

When you choose 4=Delete on the 'Work with extract transaction types' panel, press **Enter** to confirm the delete or **F12** to cancel. The 'Delete an extract transaction type' panel appears.

See "Updating an extract transaction type" for the fields and accompanying descriptions.

Press **Enter** to confirm the deletion request on this panel. Press **F3=Exit** or **F12=Cancel** to cancel the deletion request.

Displaying an extract transaction type

When you choose option 5=Display on the 'Work with extract transaction types' panel, the 'Extract transaction type - Display' panel appears. Press **F3=Exit** or **F12=Cancel** to return to the 'Work with extract transaction types' panel.

See "Updating an extract transaction type" for the fields and accompanying descriptions.

Option 12. LSB Work with extract transactions (AM5MA0)

When you select option 12 on the IFM System Management menu, the 'Work with extract transactions' panel appears.

See the previous section for the fields and accompanying field descriptions.

This panel allows you to display and maintain extract transaction header records in the Bridge files. This panel also submits the one of the following transactions for processing by IFM:

- Individual transactions
- A subset of the transaction that meet the selection criteria that you enter
- All transactions in the files.

Working with extract transactions

When the 'Work with extract transaction' panel first appears, all unprocessed and error extract transactions in the Bridge files are displayed.

Press **F17=Selection** to enter selection criteria for a subset of records to work with. Then press **Enter** to display the selected extract transactions. See the following section for details.

For all the extract transactions displayed, note the following conditions:

- If the ***Admin division*** or ***Financial division*** fields are blank in the extract transaction header record, available defaults from the extract transaction type record are shown.
- The ***Status*** field reflects errors detected by the Bridge transaction processor. The status codes are:

  blank Record has not been edited/processed by the Bridge transaction processor.

  1 No extract transaction type record is present.

  2 Other errors are present in the extract transaction header record. See "Understanding the transaction processor program".
- Select the following options for transactions:

  2 Change. This option displays the 'Extract transaction (Change)' panel for the selected transaction.

  4 Delete. This option displays the 'Deleted an extract transaction' panel for the selected transaction.

  9 Process. This option calls the Bridge transaction processor program to edit/process the selected transaction. See "Understanding the transaction processor program".
- Press the following function keys:

  F3=Exit or F12=cancel Return to the IFM System Management menu.

  F5=Refresh Clear any typed options and update the panel with the latest data.

  F9=Process all Call the Bridge transaction processor program to edit/process all currently selected transactions. Currently selected transactions are either:

- All the transactions in the files, if selection criteria have not been entered
- All the transactions meeting the selection criteria you have entered on the 'Extract transaction (Selection)' panel.

F17=Selection Display the 'Extract transaction (Selection)' panel to allow you to enter/update selection criteria for defining or subsetting the transaction to be viewed or processed.

Fields

Opt. Enter one of the options for working with extract transactions:

2 Change
4 Delete
9 Process

Extract trans type. Identifier for the extract transaction type. Following are the valid types of extract transactions:

- Allocation
- Approval
- Cash
- Charge
- General ledger
- Settlement
- Tax

Extract transaction no. Unique sequential number that identifies the extract transaction.

Admin division. Contains the ID or identifier of the administrative division.

Financial division. Contains the ID or identifier of the financial division. Every financial division must have its own unique ID.

Effective date. Defaults to current date.

Status. Reflects errors detected by the Bridge transaction processor. Values are blank, 1, and 2.

Selecting an extract transaction

When you press **F17=Selection** on the 'Work with transactions' panel, the 'Extract transaction - Selection' panel appears. This panel allows you to select a subset of extract transactions for display, based on the selection criteria shown on the panel.

Type in the desired selection criteria with the fields provided and press **Enter**. The system re-displays the 'Work with transactions' panel showing only the records that meet the selection criteria.

Press **F3=Exit** or **F12=Cancel** to return to the 'Work with extract transactions' panel without entering or changing the selection criteria.

Changing an extract transaction

When you enter a 2 next to a extract transaction header on the 'Work with extract transaction' panel, the first of two 'Extract transaction - Change' panels is displayed.

The first panel displayed shows the first part of the data in the selected transaction header record. If a required field is blank in the record, and there is a default value in the extract transaction type record, the panel shows the default value from the type record (the data that is passed to IFM when this transaction is processed).

On either of the panels, you can do the following:

- Press **Enter** (without entering any data) to have the program edit the transaction as the Bridge transaction processor does. See "Understanding the transaction processor program". If errors exist, they are highlighted for your action. If there are no errors, you are returned to the 'Work with transactions' panel.
- Type in or change any of the extract transaction header fields (except for the first two fields (Extract transaction type and Extract transaction number)) and press **Enter**. The program edits the transaction as discussed above, and updates the record only if there are no errors.
- Press **F3=Exit** or **F12=Cancel** to return to the 'Work with extract transactions' panel without changing the record.
- Press **F18=Ignore warnings** to have IFM ignore warnings (or not ignore warnings) when processing this transaction. A confirmation message is displayed, asking you to press **Enter** to confirm this setting. "Ignore warnings" is displayed on the second line of the panel when this option is set "on".

On the first panel, you can also:

- Press **F4=Prompt** to view and select valid values from IFM data for the following fields:
  - ***Administrative division***
  - ***Financial division***
  - ***Transaction type***
  - ***Transaction ledger***
  - ***Originating unit***
  - ***Originating user***
  - ***Installation payment method***
- Press **F8=Forward** to display page 2 of the 'Extract transaction - Change' panel.

Fields (first panel)

Extract transaction type. Identifier for the extract transaction type. Following are the valid types of extract transactions:

- Allocation
- Approval
- Cash
- Charge
- General ledger
- Settlement
- Tax

Extract transaction number. Unique sequential number that identifies the extract transaction.

Administrative division. Contains the ID or identifier of the administrative division.

Transaction type. This field shows the ID or identifier of a transaction type within a financial division.

Transaction ledger. Shows the ledger to which the transaction entries are posted, subject to validation. It must have the same ledger class as the transaction type.

Transaction number. Gives the number of a transaction. Depending on the value specified for the ***Allocate transaction numbers*** field of the ledger, the value of this field is supplied automatically by IFM or must be entered by you.

The transaction number is assigned within Ledger and Year, and contains a user-assigned prefix and suffix for ease of identification.

Transaction entity. Shows the ID or identifier of the entity involved in the transaction.

Transaction entity name. Shows the name of an entity. In cases where the entity does not exist, you should note the name of the of the buyer, instead of creating a new entity record.

Their reference. Shows the reference number assigned to a transaction by the entity involved.

Transaction narrative. A brief description of the transaction.

Document date. Date on the document for the transaction. Default is today's date.

Effective date. The date on which the transaction takes place for accounting purposes. This date determines the accounting period for the transaction.

Supply date. The date on which the goods or services were actually supplied. It is the date used for tax purposes; for example, to determine which tax rate is currently effective.

Originating unit. Gives the unit that started the transaction. It must be within the same financial division as the transaction. The originating unit is used as the default unit for general ledger postings if no unit is specified on transaction lines.

Originating user. Shows the user responsible for starting the transaction.

Transaction period. Shows the period to which the transaction is posted. The default is the period in which the ***Effective date*** falls, although you can override this. For example, this would be necessary if the transaction was to be posted to an opening or closing period. The transaction period must always be an open ledger period within the transaction ledger.

Transaction contact. Shows the named entity contact involved in the transaction.

Installment payment method. The identifier or ID of the installment payment.

On the second panel (page 2), you can also:

- Press **F4=Prompt** to view and select valid values for the following fields: Note method, Tax transaction type, or Withholding method.
  - Note method
  - Tax transaction type
  - Withholding method
- Press **F7=Backward** to display page 1 of the 'Extract transaction - Change' panel.

Fields (second panel)

Note method. Contains the identifier or ID of a note method. The note method describes how to process a note.

Note extraction number. Indicates the number of a note transaction. The note transaction number can be user entered or can be generated after the invoice is generated.

Note due date. Indicates that the note due date is a user entered date.

Trans apportionment. Shows the apportionment for use as a default for charge lines. Note that the apportionment specified here must not be one which apportions on the basis of criteria nature for each target. Only those which apportion on the basis of either an apportionment criteria or target criteria value may be entered.

If left blank, this field defaults to the apportionment on the personal account during validation.

Trans in/dv acct type. Transaction account type that defaults from the transaction ledger.

Order/ship entity. Identifies the entity which placed the order associated with the current transaction, or to which the order is to be shipped.

Order/ship reference. Identifies the reference of either an order or a shipment associated with the current transaction.

Transaction currency. Shows the currency of the transaction values. Defaults to the currency of the ledger. Personal ledger transactions must be in the currency of the personal ledger.

Transaction exchange rate. Shows the exchange rate used to convert from the transaction currency to the financial division currency. The default is derived from the Date of Document for the transaction and the exchange rate set of the transaction ledger.

Multiplier/divider. Shows whether the exchange rate used to convert from the transaction currency to the financial division currency is a multiplier or a divider. Possible values are:

1 Multiplier. ***Transaction currency*** times ***rate*** equals ***Financial division currency***.

2 Divider. ***Transaction currency*** divided by the ***rate*** equals ***Financial division currency***.

Apply tax to transaction?. Shows whether or not tax is automatically calculated for the transaction. Possible values are:

0 Apply defaults. The system checks the personal account to determine whether or not the tax will be applied. If the tax is to be applied, IFM uses the personal tax regimes and tax bands as defaults. The personal account may check the ledger to determine whether or not tax is to be applied. If so, IFM will use the ledger's tax regime and bands as defaults.

1 User entered. The transaction processor does not generate tax information when posting a transaction.

2 Generate, control total w/o taxes. The tax lines that are created by the transaction processor will not be added to the calculated value line control total.

3 Generate, control total with taxes. The tax lines that are created by the transaction processor are added to the calculated value line control total.

Tax transaction type. The classification of the transaction for tax purposes.

Withholding method. Contains the method identifier or ID.

Omit from period accrual?. Shows whether or not a collection status has been confirmed, which is necessary for implementation. There are two values:

0 Confirmation required.
1 Confirmed.

Contingent liability. Used with the Nature for ***Contingent liability*** field on the personal ledger file. Possible values are:

blank Absent
0 No.
1 Yes. Allocations to settlement lines update the nature for Contingent liability (as specified on the personal ledger), rather than Personal ledger control account. If there is no Nature for Contingent liability specified in the Personal ledger file, then the transaction will fail.

Processing status. This field reflects errors detected by the Bridge transaction processor. The status codes are:

blank Record has not been edited/processed by the Bridge 0transaction processor.

1 No extract transaction type record is present.

2 Other errors are present in the extract transaction header record.

Deleting an extract transaction

When you enter 4 next to an extract transaction header on the 'Work with extract transactions' panel, the 'Delete an extract transaction' panel is displayed

Press **Enter** to delete the extract transaction. Press **F3=Exit** or **F12=Cancel** to return to the 'Work with transactions' panel.

Auditing transaction maintenance

Transaction Maintenance Audit reports log all changes or deletions that you perform interactively using the Legacy System Bridge Menu option 2 - 'Work with extract transactions'.

Audit report MDC4PFR shows the image of the transaction header record for deleted transactions.

Audit report UAC1PFR shows the before and after image of changed transaction header records.

Chapter 13. Archiving Tasks

When you select option 11 on the IFM Main Menu (AM5M00), the IFM Archiving Tasks menu (AM5MB0) appears. It contains the following options:

Option 1. Work With Archive Procedures (AM5MB0) 13-1
Option 2. Work With Audit Stamps (AM5MB0) 13-13
Option 3. Clear Analysis Jobs (AM5MB0) 13-14
Option 4. Delete Completed Archive Jobs (AM5MB0) 13-15
Option 5. Clear Extract Jobs (AM5MB0) 13-15
Option 6. Submit Analysis Inquiry Deletion (AM5MB0) 13-16
Option 7. Delete Analysis Detail (AM5MB0) 13-16
Option 8. Delete Extract Detail (AM5MB0) 13-16
Option 9. Work With IFM Jobs (AM5MB0) 13-17

Option 1. Work With Archive Procedures (AM5MB0)

Use this option on the Archiving Tasks menu to create, change and run archive procedures, archive phases and archive actions. It gives you complete control over the archiving routines which are essential to good system housekeeping.

“Option 4. Delete Completed Archive Jobs (AM5MB0)” describes the procedure which should be run after each archiving cycle.

Understanding this option

What is an archive procedure?

An archive procedure is used to remove unwanted data from the system, and consists of one or more archive phases. A phase consists of one or more archive actions. It is the archive actions that actually call programs which remove data from the system.

When you run an archive phase, IFM performs each of the archive actions which belong to that phase in a set order (the order is determined by the `sequence number' given to each archive action).

Every archive phase has to be run individually – there is no way of automatically asking IFM to process several archive phases in turn.

The shipped archiving procedures

Setting up archiving procedures can be a complex task, requiring you to create your own OS/400 commands to check for dependencies and delete records. However, IFM is shipped with a set of archiving procedures covering the major files in the system.

Archiving procedures are provided for:

- Transactions
- Entities
- Personal accounts
- The report generator
- Field headings
- Narrative

- Audit stamps.

Each of these procedures is described in more detail later in this section. In each case, the archiving procedure only deletes a record which is not required by records in other parts of the system. For example, an entity with a record status of `Please archive' will only be deleted if it has no transactions. When the entity is deleted so are all its entity contacts, entity data records, entity bank details and so on, regardless of whether these secondary records have been flagged `Please archive'. All the physical files concerned are reorganized using the OS/400 `Reorganize Physical File Member' (RGZPFM) command.

Most of the other files in the system fall into the following categories:

- Manually archived files
- Files which should not be archived
- Units, natures and periods
- Summary files.

Manually archived files

There are a number of files which contain small amounts of data and normally change quite rarely – for example, the `Administrative division' file. You can review these files from time to time to and manually delete any unnecessary records if you have record deletion authority. Before deleting a record, be sure to delete any records that are dependent on the deleted record.

Files which should not be archived

This category includes:

- The various numerators which the system uses to automatically assigned identifiers.
- Files which the system maintains as it goes, such as the menu and command trails.

Archiving units, natures and periods

Although no archive procedures are provided for these files you can use the usage options on the respective `Work with' panels to check for dependent records and delete any that you no longer require.

The summary files

The historical impact of transactions is summarized in two files:

- The general ledger summary file which contains the general ledger account balances in each period and is the main source of data for the report generator.
- The entity statistics file, which records the number, value and type of transactions posted to each personal account. It also contains data to calculate the average number of days to settle invoices.

Although the number of records in these files is large, the size of each record is relatively small, so that the files are unlikely to occupy significant disk space. Therefore, you should consider retaining these files indefinitely. Over the years, they

will provide a detailed analysis of your organizations financial performance and its relationships with customers, suppliers and trading partners.

The archiving cycle

The frequency with which you run the archiving procedures depends on the volume of data that your organization produces, but once a year is typical. For simplicity, the remainder of this section assumes that you run archiving procedures once a year.

IFM uses a relational database which means that the data in one file is dependent on data in other files. Therefore it is impractical to archive an individual file. Instead the approach is to copy the entire data library to an archive library and then remove unwanted data from the data library.

It is recommended that you keep each financial year's transactions in your data library until they are no longer required. Remember that even when the transactions themselves have been archived, summary data is still available for analysis in the general ledger summary and entity statistics files.

The shipped archiving procedures perform all the necessary copying of libraries as well as the deleting of data.

Suppose that you implemented IFM at the beginning of the 1991 financial year and that you wanted to keep the previous two year's transactions in your live data library at all times. A typical archiving cycle would proceed as follows.

1991 year end

Following the close of 1991, copy the live data library to an archive library – the `Son'. You could save the `Son' library to tape or, as in this example, keep it on disk.

You could then run archiving procedures to remove unwanted records from the data library (excluding the transactions file).

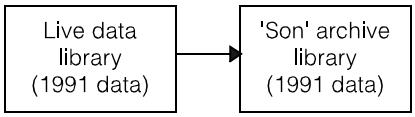

Figure 13-1. 1991 Archiving

1992 year end

Following the close of 1992, first copy the `Son' archive library to a `Father' archive library before again copying the live data to the `Son' library. You would then run an archiving procedure to remove 1991's transactions, from the `Son' library so that it only contains 1992's transactions

Finally, you would run archiving procedures to remove unrequired records from the live data library.

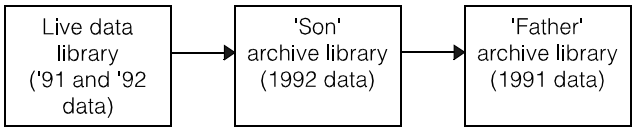

Figure 13-2. 1992 Archiving

1993 year end

Following the close of 1993, copy the Father and Son libraries to the Grandfather and Father libraries respectively. Then copy the live data library to the Son library. This time you would run archiving procedures to remove 1991 and 1992's transactions from the Son library. At this point, the live data library contains the data for 1991 to 1993, A further archiving procedure can be run to delete 1991's transactions from the live data library.

Again the final stage is to run the archive procedures to delete unrequired records from the live data library.

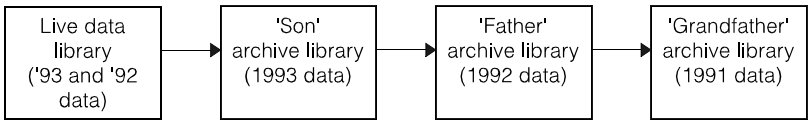

Figure 13-3. 1993 Archiving

The archiving cycle continues in this manner with a copy of the live data library being taken each year and the previous 2 years' transactions being deleted from the `Son' archive library. On each cycle, the oldest year's transactions are deleted from the live data library. The shipped archiving procedures can cater with the copying of up to 5 generations of archive libraries on disk – up to `Great-great grandfather'. If you prefer to keep the archive libraries on tape, then no copying of archive libraries is required.

Using this option

When you enter option 1 on the Archiving Tasks menu, IFM takes you to the `Work with archive procedures' panel. From here, you can:

- Run the shipped archive procedures
- Create and run your own archive procedures, phases and actions.

Running the shipped archive procedures

There are 9 shipped archive procedures as listed below. It is important that you run them in the sequence shown here:

CPYDTA	Copy data libraries
TRNARC	Archive transactions (archive library)
TRNCUR	Archive transactions (current library)
PRSACC	Archive personal accounts
ENTDTA	Archive entities
RPTGEN	Archive report generator
FLDHDG	Archive field headings
NARDTL	Archive narrative
AUDSTM	Archive audit stamps

Running the CPYDTA archive procedure

This procedure comprises 5 archive phases which copy your data library and the successive generations of archive libraries. Before running these phases you need to specify the library names concerned.

The first year in the archiving cycle you only need to run the last phase (CPYLIB5), the second year the last 2 (CPYLIB5 and CPYLIB4), the third year the last 3 (CPYLIB5, CPYLIB4, CPYLIB3) and so on. When running two or more phases it is essential that you run them in the sequence shown.

To specify the library names for the CPYLIB5 phase:

1. Take option 12 `Work with phases' against CPYDTA on the ’Work with archive procedures’ panel. The ’Work with archive phases’ panel appears.
2. Take option 12 `Work with actions' against the CPYLIB5 phase. The ’Work with archive actions’ panel appears.
3. Take option 2 `Change' against the CPYLIB5 action. The ’Archive action - Change’ panel appears.
4. Use **F4**. IFM prompts the `Archive routine - Copy library' (YAFYAOTUP1) command.
5. Specify the names of your live data library and the son archive library. You should adopt a suitable naming convention for the successive generations of archive libraries. Press **Enter** twice to confirm the library names you entered.

If necessary, repeat the above procedure for the other archive phases, CPYLIB4, CPYLIB3, CPYLIB2 and CPYLIB1.

When you have specified all the required library names you can run the phases in the normal way – see “Running archive phases” for instructions.

Note: When running two or more phases it is essential that you run them in the sequence shown.

Running the TRNARC archive procedure

This archive procedure deletes unwanted transactions from the `Son' archive library so that the `Son' library only contains the transactions for a particular financial year. The procedure deletes transactions for a particular financial division, since IFM allows different financial divisions to have different year ends. You need to repeat the procedure for each of your financial divisions.

When a transaction is deleted so are all its transaction lines and any batches which no longer contain transactions.

There are three archive phases:

- DLTFWDTRN deletes all transactions in periods equal to or greater than a specified period.
- DLTOLDTRN deletes all transactions in periods equal to or less than a specified period.
- RGZPFM reorganizes all the physical files in the archive library.

The system uses the effective date of the transaction to determine the period in which it falls and then the period sequence to determine whether the period comes before or after the specified period.

Before running the TRNARC archive procedure you need to specify the name of the archive library and the financial division and period for both the DLTFWDTRN and DLTOLDTRN phases:

1. Take option 12 `Work with phases' against the TRNARC procedure on the 'Work with archive procedures' panel. The 'Work with archive phases' appears.
2. Take option 12 `Work with actions' against the DLTFWDTRN phase. The 'Work with archive actions' panel appears.
3. Take option 2 `Change' against the DLTFWDTRN action. The 'Archive action – Change' panel appears.
4. Use **F9=Run program**. The 'Transaction archiving requirements' panel appears.

   In this case, you need to specify parameters for deleting forward transactions from the archive library. Therefore enter `FWDARC' in the ***Transaction archiving type*** field and press **Enter**. Additional fields are now displayed.
5. Having entered the required values in the fields press **Enter**. You now need to repeat the previous steps for the DLTOLDTRN archive phase. In this case, set the ***Transaction archiving type*** field to OLDARC.

Fields

Librarys to be actioned. Enter the name of your `Son' archive library.

Administrative division and financial division. Enter the identifiers of the required financial division and the administrative division to which it belongs.

Period. In the case of FWDARC, all eligible transactions which fall into the specified period or later periods will be deleted. Normally you would enter the first period of the

next financial year. For example, if the archive library is to contain the transactions for the financial year 1992, you would enter the first period of 1993.

In the case of OLDARC, all eligible transactions which fall into the specified period or earlier periods will be deleted. Normally you would enter the last period of the previous financial year. For example, if the archive library is to contain the transactions for the financial year 1992, you would enter the last period of 1991.

The period sequence numbers determine the order of periods.

Having specified the required parameters for the DLTFWDTRN and DLTOLDTRN phases, the final step is to specify the name of your archive library for the RGZPFM phase. Use the **F4=Prompt command** key on the relevant `Archive action - Change' panel to do this.

You can now run all the archive phases in the TRNARC procedure in the specified sequence. See “Running archive phases” for instructions.

Running the TRNCUR archive procedure

This archive procedure deletes unwanted transactions from the live data library – transactions which are now stored in the archive libraries. The procedure deletes transactions for a particular financial division, since IFM allows different financial divisions to have different year ends. You need to repeat the procedure for each of your financial divisions.

When a transaction is deleted so are all its transaction lines and any batches which no longer contain transactions.

There are four archive phases:

- FLGTRN reads through all the transactions in a financial division and flags those that fall in periods equal to or earlier than a specified period and which are eligible for deletion.
- PRTLST prints a list of all the transactions that will be deleted. You should review this list before proceeding with the next phase.
- DLTTRN deletes all the flagged transactions.
- RGZPFM reorganizes all the physical files in the live data library.

The system uses the effective date of the transaction to determine the period in which it falls and then the period sequence to determine whether the period comes before or after the specified period.

To be eligible for deletion from the current data library a transaction must be either posted or cancelled. If it belongs to a batch then the batch must be posted. In addition the transaction must be `complete' which means that no further processing is expected. Specifically, a transaction is not deleted if any of the following conditions apply:

- There is an outstanding allocation balance or settlement balance
- The transaction has an unreconciled cash line
- The transaction has prepayments in future period
- The transaction is an accrual waiting to be reversed

- The transaction has general ledger lines for other financial divisions which have not yet been archived
- The transaction relates to a payment list which is not yet complete

Before running the archive procedure, you must specify the required parameters for each of the four phases.

To specify the required parameters for the FLGTRN archive phase:

1. Take option 12 `Work with phases' against the TRNCUR procedure on the 'Work with archive procedures' panel. The 'Work with archive phases' panel appears.
2. Take option 12 `Work with actions' against the FLGTRN phase. The 'Work with archive actions' panel appears.
3. Take option 2 `Change' against the FLGARCTRN action. The 'Archive action – Change' panel appears.
4. Use **F9=Run program**. The 'Transaction archiving requirements' panel appears.

   In this case, you need to specify parameters for old transactions from the current data library. Therefore enter `OLDCUR' in the ***Transaction archiving type*** field and press **Enter**. Additional fields are now displayed.
5. Type the required values in the fields press **Enter**.

Fields

Library to be actioned. Enter the name of your live data library.

Administrative division and financial division. Enter the identifiers of the required financial division and the administrative division to which it belongs.

Period. All eligible transactions with effective dates which fall into the specified period, or an earlier period will be flagged for deletion. The period sequence numbers determine the order of periods.

Which period you enter depends on how many years transactions you want to retain in your current data library.

For example, if you wanted to retain the previous 2 years transactions you would enter final period from three years ago. If it is now 1993 you would enter the last period of 1990 – transactions in 1991 and 1992 would be retained.

Having specified the parameters for the FLGTRN phase, you need to specify the parameters for the other three phases. In each case, you need to specify the name of your current data library. Use the **F4** `Prompt command' key on the relevant `Archive action - Change' panels to do this.

Once you have specified all the parameters you can run the archive phases in the sequence in which they are displayed.

Running the PRSACC archive procedure

This archiving procedure deletes unwanted personal accounts from your current data library – the data library which is in your current library list. Only run this procedure

after the TRNCUR procedure – if not a personal account may not be deleted only because its settlement lines have not yet been deleted by the TRNCUR procedure.

The procedure comprises 3 archive phases:

- PRTLST prints a list of any personal accounts which do not have a record status of 3 `Please archive' but which are otherwise eligible for deletion. You should review this list and consider archiving the accounts concerned.
- DLTOBS deletes all eligible personal accounts and dependent records in secondary files such as personal account data and entity diary.
- RGZPFM reorganizes the personal account physical file and all its secondary files (regardless of whether or not records have been deleted from these files). There is one archive action for each file concerned.

To be eligible for deletion a personal account must:

- Have a record status of 3 `Please archive'
- Have a zero ledger balance
- Not currently be present in the data extracted by an attribute analysis
- Have no settlement lines
- Not be attached to a Customer Order Management (COM) customer.

You do not have to specify any parameters before running the above archive phases. They should be run in the sequence in which they are displayed – see “Running archive phases” for further instructions.

Running the ENTDTA archive procedure

This archiving procedure deletes unwanted entities from your current data library – the data library which is in your current library list. Normally you would only run this procedure after the PRSACC procedure – if not an entity may not be deleted only because its personal accounts have not yet been deleted by the PRSACC procedure.

The procedure comprises 3 archive phases:

- PRTLST prints a list of any entities which do not have a record status of 3 `Please archive' but which are otherwise eligible for deletion. You should review this list and consider archiving the entities concerned.
- DLTOBS deletes all eligible entities and dependent records in secondary files such as entity data and entity contacts.
- RGZPFM reorganizes the entity physical file and all its secondary files (regardless of whether or not records have been deleted from these files). There is one archive action for each file concerned.

You do not have to specify any parameters before running the above archive phases. They should be run in the sequence in which they are displayed – see“Running archive phases” for further instructions.

To be eligible for deletion an entity must:

- Have a record status of 3 `Please archive'
- Not be referenced in the entity bank details of another entity
- Not be referenced by a bank or unit
- Not be referenced as the `group headquarters' of another entity

- Have no personal accounts, transactions, payment list details or payment list diagnostics
- Not currently be present in the data extracted by an attribute analysis

Running the RPTGEN archive procedure

This archiving procedure deletes unwanted records from those files associated with the report generator:

- Analyses
- Extracts
- Nature structures
- Unit structures
- Period structures

The records are deleted from your current data library – the data library which is in your current library list.

The procedure comprises 5 archive phases:

- PRTLST prints a list of the all the extracts and structures in the data library and shows where each is used.
- EXCHKP executes the housekeeping programs which delete jobs and detail records associated with analyses and extracts. These are the same programs that are called by the corresponding menu options on the Housekeeping menu.
- DLTOBS deletes all eligible analyses, extracts and structures, in that order.
- DLTORP deletes all the secondary records associated with the deleted analyses, extracts and structures. For example, all structure members and levels are deleted if the structure which owns them has been deleted.
- RGZPFM reorganizes the all the physical files from which records may have been deleted. There is one archive action for each file concerned.

You do not have to specify any parameters before running the above archive phases. They should be run in the sequence in which they are displayed – see “Running archive phases” for further instructions.

To be eligible for deletion an analysis must:

- Have a record status of 3 `Please archive'
- Have no pending analysis runs or inquiries,

To be eligible for deletion an extract must:

- Have a record status of 3 `Please archive'
- Not be referenced by an analysis, unless the analysis is also eligible for deletion
- Have no run pending.

To be eligible for deletion an structure must:

- Have a record status of 3 `Please archive'
- Not be referenced by an extract, unless the extract is also eligible for deletion
- Not be referenced by a budget or, in the case of period structures, by a budget profile.

Running the FLDHDG archive procedure

This archiving procedure deletes any unused field headings from the current data library. Normally it is run after the RPTGEN procedure. There are two archive phases:

- DLTOBS deletes field headings associated with deleted units, natures, periods, structure members, ageing structures, ageing periods, attribute classes and value definitions.
- RGZPFM reorganizes the field headings and structure field headings files.

You do not have to specify any parameters before running the above archive phases. They should be run in the sequence in which they are displayed – see “Running archive phases” for further instructions.

Running the NARDTL archive procedure

This archiving procedure deletes any unused narrative records from the current data library. Normally it is run after the other archiving procedures. There are two archive phases:

- DLTOBS deletes all narrative associated with records which have been deleted.
- RGZPFM reorganizes narrative file.

You do not have to specify any parameters before running these archive phases. They should be run in the sequence in which they are displayed – see “Running archive phases” for further instructions.

Running the AUDSTM procedure

This archiving procedure deletes any unused audit stamps from the current data library. Normally it is run after the other archiving procedures. There are two archive phases:

- DLTOBS deletes all audit stamps associated with records which have been deleted.
- RGZPFM reorganizes the audit stamps file.

You do not have to specify any parameters before running these archive phases. They should be run in the sequence in which they are displayed – see “Running archive phases” for further instructions.

Note: To run this procedure you must first exit IFM otherwise the audit stamps file will be locked. To do this you should submit the jobs concerned as `held' and then release them after you exit IFM.

Creating an archive procedure

The `Work with archive procedures' panel is based on a standard `Work with' panel, although it has an extra option to allow you to pass through to the `Work with phases' panel.

To create an archive procedure:

1. Use **F6=Create** on the ’Work with archive procedures’ panel. The ’Archive procedure – Create’ panel appears.

2. Use the identifier and description fields to create the new procedure. By using **F15** you can now work with the archive phases belonging to the procedure.,

Creating archive phases

Every archive phase belongs to an archive procedure. To create an archive phase:

1. Take option 12 `Work with phases' on the required archive procedure on the 'Work with archive procedures' panel. The 'Work with archive phases' panel appears.
2. Use **F6=Create**. The 'Archive phase – Create' panel appears.
3. Use the fields provided to create the required archive phase. By using **F15** you can now work with the archive action belonging to the archive phase.

Fields

Phase sequence no. The archive phases belonging to a procedure have numbers to indicate the sequence in which they are intended to be run. The sequence numbers are for your information only. They have no effect upon the system, since IFM does not automatically run phases – this is done manually by a suitably authorized user. Do not confuse archive phase sequence numbers with archive action sequence numbers (see "Creating archive actions" regarding archive actions).

Phase status. This field is not input-capable since the status of a phase is determined automatically by IFM.

Creating archive actions

Every archive action belongs to an archive phase. To create an archive action:

1. Take option 12 `Work with actions' on the required archive phase on the 'Work with archive phases' panel. The 'Work with archive actions' panel appears.
2. Use **F6=Create**. The 'Archive action – Create' panel appears. The current archive procedure and phase are displayed at the top of the panel.
3. Use the fields provided to create the archive action.

Fields

Action sequence no. The action sequence number determines the order in which the archive actions belonging to a phase are run. When you request the system to run an archive phase, it starts with the first action in the sequence first followed by the others in the specified sequence.

Do not confuse archive action sequence numbers with archive phase sequence numbers. See "Creating archive phases" for more information about archive phases.

Action Command. This is the command called by the archive action, which actually archives the data. It can be either a native 0S/400 command, or one which has been written specially for the purpose.

Initialization program. Some commands require initialization of the command parameters. In such cases, this field contains the name of the program which returns a command string containing the required initial parameters.

Running archive phases

To run an archive phase, you need to be on the `Work with archive phases' panel. All archive phases are run in batch. It is recommended that all users exit IFM while the archive phases are run – you may prefer to run them overnight or at the weekend. If you are archiving audit stamps then it is essential that all users exit IFM.

To run an archive phase:

1. If necessary, take option 13 to reset the status of each archive action back to 0 `Inactive' on the 'Work with archive phases' panel.
2. Take option 19 `Submit run' on the required phase. The 'Submit archive job' panel appears.
3. Type the required values in the fields and press **Enter** to submit the job.

IFM processes each of the actions involved in the phase, in sequence. If all of the actions complete successfully, the phase also completes successfully. If any action in the phase does not complete successfully, the phase cannot complete successfully, and the phase status will reflect this. You can reset all of the actions in a phase by using option 13 (on the `Work with archive phases') panel.

Fields

All actions prompted. You cannot run an archive phase until parameters have been specified for all those archive actions which require them, in which case this field is set to 1 `Yes'.

Hold on job queue. If you are archiving audit stamps you will need to hold the job concerned so that you can exit the system before releasing the job.

Delay job. Rather than starting the batch job immediately you can run it later by specifying either a delay time or a resume time. If you enter a delay time, the job will not start until the specified number of seconds as elapsed. If you enter a resume time, the job will not start until the specified time. The resume time is in 24 hour format (HHMMSS).

Option 2. Work With Audit Stamps (AM5MB0)

Use this option on the Archiving Tasks menu to view all the audit stamps in the system. This can be a convenient way of finding out when a particular event occurred, or which user was responsible.

Understanding this option

What is an audit stamp?

An audit stamp is a summary of a record's history, automatically created and maintained by IFM. It is divided into three sections, concerning when the record was created, when it was most recently changed, and when its record status was most recently changed (the second and third sections are only created when they become necessary). Each section shows the user responsible, the date of the event, the ID of the task the user selected, and related information.

Each transaction has two audit stamps. The first records when the transaction was entered and any changes made by users. The second records any changes made automatically by the system. for example as a result of reversing accruals.

Using this option

When you enter option 2 on the Archiving Tasks menu, IFM takes you to the `Audit stamp' panel. From here you can:

- Display audit stamp information.
- Go to the System i`Work with job' panel.

Displaying audit stamp information

To display audit stamp information, take option 5 `Display' on the relevant audit stamp on the 'Audit stamp' panel.

Audit stamps are created and maintained automatically by IFM, hence there are no options or function keys to create, change or delete audit stamps.

Accessing `Work with job'

To execute the i5/OS `Work with job' (WRKJOB) command:

1. Take option 15 `Work with job' on the relevant audit stamp on the 'Audit stamp' panel. The 'Work with job' panel appears.
2. Use the options on this panel to work with the job. To return to IFM, use **F3=Exit**.

You can only use the WRKJOB command if the job concerned has not ended.

Option 3. Clear Analysis Jobs (AM5MB0)

Use this option on the Archiving Tasks menu to clear any analysis jobs which have failed to complete, for whatever reason (for example a power supply problem may interrupt the running of an analysis).

This menu option allows you to run the `Clear analysis jobs' routine at any time. However, the routine is also triggered automatically each time you access the `Work with analyses' panel.

Understanding this option

What is an analysis job?

An analysis job is the background job which IFM runs when you submit an analysis using option 6 on the General Ledger Reporting Tasks menu. For more information about creating and using analyses, see “Option 7. Work With Analysis Lists (AM5M50)”.

Using this option

When you enter option 3 on the Archiving Tasks menu, IFM automatically calls the appropriate internal housekeeping routine, which runs interactively. No system messages are displayed.

Option 4. Delete Completed Archive Jobs (AM5MB0)

Use this option on the Archiving Tasks menu to delete any archiving jobs which have failed to complete, for whatever reason (for example, a power supply problem may interrupt the archiving process).

For details of archiving, see “Option 1. Work With Archive Procedures (AM5MB0)”.

Understanding this option

What is an archive phase job?

An archive phase job is the background job which IFM submits when you run an archive phase.

Using this option

When you enter option 4 on the Archiving Tasks menu, IFM automatically calls the appropriate internal housekeeping routine, which runs interactively. No system messages are displayed.

Option 5. Clear Extract Jobs (AM5MB0)

Use this option on the Archiving Tasks menu to clear any extract jobs which have failed to complete, for whatever reason.

This menu option allows you to run the `Clear extract jobs' routine at any time. However, the routine is also triggered automatically each time you access the `Work with extracts' panel.

Understanding this option

What is an extract job?

An extract job is the background job which IFM performs when you submit an extract run.

Using this option

When you enter option 5 on the Archiving Tasks menu, IFM automatically calls the appropriate internal housekeeping routine, which runs interactively. No messages are displayed.

Option 6. Submit Analysis Inquiry Deletion (AM5MB0)

Use this option on the Archiving Tasks menu to clear any inquiry jobs which have failed to complete, for whatever reason.

This menu option allows you to run the `Submit analysis inquiry deletion' routine at any time for a selected analysis. However, the routine is also triggered automatically each time you take an option on the `Work with analyses' panel.

Understanding this option

What is an inquiry job?

An inquiry job is a background job which is submitted when you print, view or transfer an analysis to a PC using the Work with analysis panel.

Using this option

When you enter option 6 on the Archiving Tasks menu, IFM automatically calls the appropriate housekeeping routine, which runs interactively. No system messages are displayed.

Option 7. Delete Analysis Detail (AM5MB0)

Use this option on the Archiving Tasks menu to remove analysis detail records from the system.

Understanding this option

Analysis details are the records arising from the running of an analysis. Normally the analysis details are not required once you have viewed or printed the report and, in any case, they are overwritten when the analysis is next run.

Analyses can produce significant volumes of data and you can run this menu option to delete any that are no longer required. Only the details are deleted, not the analyses themselves.

For each analysis you can specify a date and time after which its analysis details may be deleted. This menu option only deletes records with a valid deletion date and time.

Using this option

When you enter option 7 on the Archiving Tasks menu, IFM automatically submits a batch job to perform the requested routine.

Option 8. Delete Extract Detail (AM5MB0)

Use this option on the Archiving Tasks menu to remove extract detail records from the system.

This routine does not delete an extract definition, only the associated detail records. When you create an extract, you can specify a delete detail date and time. Details cannot be deleted before the specified date and time.

Understanding this option

What are extract details?

Extract details are the residual records arising from the running of an extract. These records are used by online reporting inquiries. Current or frozen extract details should not be deleted.

To determine which extract details are being used, check the value of the ***keep extract current*** field in the extract definition. If the value in this field is 1 or 2, online reporting inquiries may be using the extract. If the value in this field is 0, you can delete the extract.

Using this option

When you enter option 8 on the Archiving Tasks menu, IFM automatically submits a batch job to perform the requested routine.

Option 9. Work With IFM Jobs (AM5MB0)

Use this option on the Archiving Tasks menu to view and display IFM jobs, work with jobs and audit trails, and send messages or break messages.

For an alternative method for viewing the data in the audit stamps file, see“Option 2. Work With Audit Stamps (AM5MB0)”.

Understanding this option

What is an IFM job?

An IFM job is created when a user executes an IFM task which creates an audit stamp. The details of each IFM job are taken from the audit stamp record.

By default, this menu option shows you all the currently active IFM users and enables you to see which tasks they have executed and to send messages to one or all of them. You can also use this menu option to view inactive IFM jobs.

Using this option

When you enter option 9 on the Archiving Tasks menu, IFM takes you to the `Work with IFM jobs' panel.

By default, this panel shows you the most recent job executed by each IFM user currently active on the system (if a user has more than one session, more than one job is displayed). The display is restricted by the default values on the `selection criteria' panel.

To view and change the selection criteria, use **F17**.

Fields

Action date `up to' and `from'. By default the system shows you only IFM jobs for today's date. By changing the selection dates you can view earlier IFM jobs. Normally these will be inactive, so you must also change the ***Active/Inactive jobs*** selection field. Because, there may be a very large number of audit stamps the system requires you to enter both a `from' and a `to' date.

Latest/All audit stamps. By default, the system shows details from the latest audit stamp only. Typically this corresponds to the most recent menu option taken by each user.

Active/Inactive jobs. You can view either active or inactive jobs, or both.

From the `Work with IFM jobs' panel, you can:

- Work with and display jobs
- Work with and display audit stamps
- Send messages

Working with and displaying jobs

You can execute the OS/400 WRKJOB and DSPJOB commands on an active IFM job:

1. Take option 15 `Work with job' on the relevant job on the ’Work with IFM jobs’ panel. The ’Work with Job’ panel appears.
2. Use the options to work with the job. Option 17 works in a similar way, but takes you to the OS/400 `Display Job' panel. This option is provided in case you do not have sufficient authority to use option 15.

Working with and displaying audit stamps

To display an audit stamp, take option 5 `Display audit stamp' on the relevant job on the ’Work with IFM jobs’ panel. The ’Audit stamp’ panel appears.

This panel shows you the audit stamp which corresponds to the selected job (which is identified by name and number).

If, on the other hand, you want to display the audit trail of a given user, take option 12 `Work with audit trail' on the relevant user ID on the ’Work with IFM jobs’ panel. The ’Work with audit trail’ panel appears.

This panel shows you the all of the audit stamps which have been created by a given user during their current IFM session

Fields

Position to:
Audit stamp id. The audit stamps are displayed in descending order so that the most recently created audit stamp appears at the top of the list. Consequently, ***Position to*** locates a given audit stamp together with all those having a lower number.

Sending messages

This panel provides three ways of sending OS/400 messages to others currently using IFM:

- Use option 18 `SNDMSG' to send a message to one of the displayed users. The recipient can see the message by accessing the `Display messages' panel (for example, by using system request option 4).
- Use option 19 `SNDBRKMSG' to send a break message to one of the displayed users. The message will appear on the target work station display.
- Use **F19=SNDBRKMSG** to send a break message to all IFM users currently active on the system.

Chapter 14. Check Management Task

When you select option 12 on the IFM Main Menu (AM5M00), the IFM Check Management Task menu (AM5MC0) appears. It contains the following options:

Option 1. Short Cash Entry (AM5MC0) 14-1
Option 2. Deposit Deferred Checks (AM5MC0) 14-3
Option 3. Endorse Deferred Checks (AM5MC0) 14-5
Option 4. Discount Deferred Checks (AM5MC0)..... 14-8
Option 5. Void Checks (AM5MC0)..... 14-12
Option 6. Hold Deferred Checks at Bank (AM5MC0) 14-13

Option 1. Short Cash Entry (AM5MC0)

Use this option on the Check Management Task menu to enter a set of values governing short cash transactions.

Understanding this option

The function of this panel is enhanced when you enter a cash line that is marked as 1=Yes in the ***Deferred Payment*** field. To store the deferred check information, you must press **Enter**. If you press **F3** or **F12** before pressing **Enter**, the system issues a warning message indicating that the deferred check data will be lost if this operation is cancelled.

For more information about this option, see “Option 4. Short Cash Entry (AM5M10)”.

Using this option

When you enter option 1 on the Check Management Task menu, IFM takes you to the ‘Prompt for values’ panel. Enter the ***Cashbook*** information and press **Enter**. The ‘Short cash entry setup’ panel appears. Enter the information on this panel and press **Enter** again. This time the ‘Allocations’ panel appears. To allocate cash transactions, enter the information requested on this panel and 1=Yes in the ***Deferred Payment*** field. After you press **Enter**, the ‘Deferred Payment’ panel appears.

Creating deferred check records

This panel allows you to create a new deferred check record. Enter the information requested and press **Enter** to process the record.

Fields

Transaction/line. This field gives the number of the transaction. Depending on the value specified for the ‘Allocate transaction numbers’ field of the ledger, the value of this field will be supplied automatically by the system or must be entered by the user. If this is a cash line number, it identifies a cash line within a transaction.

Financial division. The identifier of a financial division.

Cashbook. The identifier of a cash book ledger. The Cashbook that receives the deferred check.

Value. The value of a cash line or the original value of the check.

Payment currency. The currency in which the check was originally written.

Drawing/Check ref. The bank drawing or reference number. This is typically a check or a transfer number.

Lodgement/deposit ref. The reference number for the deposit you entered.

Issue date. The date that the check was originally written.

Payment due date. The date that the check can be deposited by its recipient for its full face value (undiscounted).

Issuer entity. The identifier of the organization or individual that originally wrote the deferred check.

Issuer name. The organization or individual that originally wrote the deferred check.

Bank id. The identifier of the bank that the deferred check was originally drawn on.

Bank name. The name or description of the bank.

Bank account. The bank account number used by the bank to identify that this bank account is the origin of the deferred check.

Last endorser entity. Required. The identifier of the last endorser entity.

Last endorser name. The name of the last organization or individual that endorsed the deferred check.

Last third party endorser entity. The identifier of the last third party endorser entity.

Last third party endorser name. The name of the last third party endorser of the deferred check.

Replaced check number. The check number of the original deferred check. The new deferred check replaces the original one.

Deferred check status. The current state of a deferred check record. The following values are valid:

1 Received
2 Issued
3 Endorsed
4 Discount for Loan
5 Discount at Bank
6 Voided check
7 Bank Hold
8 Manually Deposit
9 Automatically Deposit

Option 2. Deposit Deferred Checks (AM5MC0)

Use this option on the Check Management Task menu to process deferred checks for deposit. You can automatically or manually select the deferred checks you want to process.

Understanding this option

Defining two processes

The first process involves taking deferred checks on hand and manually depositing them into the bank, even though the originating bank, cash book, and financial division are different. When you make the manual deposit, you create a cash book transaction for the cash book and mark the deposited cash transactions as deposits. The deposit updates credit checking.

The second process involves automatically marking other deferred check transactions as deposited. These deferred checks can be:

- Issued by us
- Discounted for loan
- In Bank hold
- Received

Using this option

When you enter option 2 on the Check Management Task menu, IFM takes you to the “Prompt for values” setup panel, if you do not have any user defaults set up. Otherwise, the ‘Deposit Deferred Checks—Prompt’ panel appears. You can enter details for the type of cash book you want to deposit the deferred checks into. The required fields are:

- Administrative division
- Deposit type
- Financial division
- Cashbook
- Transaction type
- Effective date

Fields

Deposit type. The deposit transactions created and the processing. There are two types of deposits:

0 Automatic
1 Manual

The deferred check status eligible for Automatic deposit are as follows:

1 Received
2 Issued
4 Discount for Loan
7 Bank Hold

The deferred check status eligible for Manual deposit are:

1 Received
7 Bank Hold

For the remaining field descriptions, refer to "Fields" on page 14-1.

Depositing deferred checks

On the 'Deposit Deferred Checks—Prompt' panel, you define the parameters with which a deposit is to be performed and the basic selection criteria you want the deferred check shown. When you have established this criteria, press **Enter**. The "Deposit Deferred Checks' panel appears.

Selecting deferred check records

When the 'Deposit Deferred Checks' panel appears, you can manually select records or automatically select records to deposit by using option 1 or **F13**. To narrow the selection further, use the selector fields, ***Payment due date from/to range***, ***From/to amount range***, ***Issuer***, ***Payment currency***, ***Bank***, and ***Draw/chk ref***. The selected records are highlighted in color for green screen installations.

Use **F9** to create transactions which record the increase in cash in the financial division and the cash book you define.

Use **F11** to toggle to show another view of these records with the bank name and issuer name information.

Defining a selection criteria

To determine how deferred check records will be displayed, you must define an advanced selection criteria. To do this, use **F17** on the 'Deposit Deferred Checks' panel. The 'Deferred Payment—Selection Criteria' panel appears. Enter the information you require on this panel.

Changing deferred check records

To change existing deferred check records, enter option 2 next to a transaction on the 'Deposit Deferred Checks' panel and press **Enter**. The 'Deferred Payment' panel appears. The fields that can be modified on this panel are:

- Drawing/Check ref
- Lodgement/Deposit ref
- Payment due date
- Issuer entity and Issuer name
- Bank id and Bank name
- Last third party endorser entity
- Last third party endorser name
- Last endorser entity
- Last endorser name
- Replaced check number

Displaying deferred check records

To display the details only of an existing deferred check record, enter option 5 next to a transaction on the 'Deposit Deferred Checks' panel and press **Enter**. The 'Deferred Payment' (Display) panel appears.

Option 3. Endorse Deferred Checks (AM5MC0)

Use this option on the Check Management Task menu to select which cash transactions, marked as deferred checks, you will use to settle vendor invoices. To be considered for endorsement, the deferred checks must have a status of:

1 Received
7 Bank Hold

Understanding this option

This option is available to use third party checks and miscellaneous cash to settle vendor invoices. You use this option to process signing checks over to a creditor to settle a debt. In order to select a deferred check for endorsement, it cannot have a Payment List Detail assigned to it. The following apply for endorsed checks:

- The selected deferred checks cash lines will have their payment status changed to 3=Endorsed.
- Provide an option to add a miscellaneous cash line, which allows you to create a second transaction in the cash book that the miscellaneous cash is drawn upon.
- Allow you to allocate to the invoices from the selected cash transactions. This creates allocation lines and the drawing/check references of the created allocation lines will match their respective endorsed checks.
- Applying endorsed payment transactions to fully allocated invoices.
- Adding the entity ID, during processing, to the transaction header of the G/L transaction.
- Only checks and transactions of the same currency, such as, cash book currency, may be selected at a time.

Copying and reversing an endorsed deferred check

When a copy/reverse for a deferred check exists on the Deferred Check Event file and the code is set to 3=Endorsed, this is considered an endorsed check transaction. For validation, if any of the deferred checks associated with this transaction have been moved to another status, then an error message displays and the transaction cannot be copy/reversed.

The copy option is not allowed for this transaction. An error message displays if you try to copy this transaction.

If you select the copy/reverse option, you can continue with the current processing. This function will do the following processing automatically:

- For each deferred check you find in the Deferred Check Event file for this transaction, it will be reset to the previous status (the checks are at a status 3=Endorsed and will be reset back to either 1=Received or 7=Bank Hold).

- If there is a payment list, remove this detail from the deferred check.

Using this option

When you enter option 3 on the Check Management Task menu, IFM takes you to the 'Endorse Deferred Checks—Prompt' panel. From here, you can:.

- Define the create parameters to perform an endorsement
- Define a selection criteria to display deferred checks and payable transactions (vendor invoices)
- Indicate which element (checks or invoices) should be added to the working list first by sequence preference code.

You must enter information in the following fields: ***Administrative*** and ***Financial divisions***, ***Cashbook for misc cash*** and ***transaction type***, ***Allocation entity***, ***Effective date***, and the ***Sequence preference*** code before pressing **Enter**. After you press **Enter**, either the 'Endorse Deferred Checks' or 'Endorsement for Transactions' panel appears, depending on the sequence preference.

Fields

Cashbook for misc cash. The cash book ledger in which the miscellaneous cash transaction is created.

Sequence preference. The code you prefer to use when adding deferred checks to the working list to perform endorsements. The valid codes are:

0 Checks then transactions. The 'Endorse Deferred Checks' panel appears.

1 Transactions then checks. The 'Endorsement for Transactions' panel appears.

Using checks for endorsement

When you enter 0=Checks then transactions, the 'Endorse Deferred Checks' panel appears. On this panel, you can select the individual deferred checks to perform an endorsement. You can manually select records using option 1=Select/deselect, or you can automatically select records using **F13=Clear/select all**.

Use **F9=Generate transactions** to create the IFM transactions that are necessary to process the endorsement.

Use **F11=Select transactions** to select vendor invoices to settle/pay. The 'Endorsement for Transactions' panel appears.

Use **F15** to toggle between viewing your selections or all of the records. As the deferred checks are selected/deselected, the totals for ***Total checks & misc cash*** and ***Remaining*** fields are updated. If the Total checks amount exceeds the Total invoices amount, **F9=Generate transactions** becomes unavailable and an error message appears.

Use **F17=Selection** to view or alter the record selection criteria you created. The 'Transaction--Selected Criteria' panel appears.

Use **F22=Print** to generate a report based on your selections of deferred checks and to calculate the total amounts.

Fields

Total checks & misc cash. The sum of the deferred checks selected on this panel and the miscellaneous cash entered on the 'Endorsement for Transactions' panel.

Total invoices. The calculated sum of the vendor invoices/allocations entered on the 'Endorsement for Transactions' panel.

Remaining. The calculated difference between the Total checks & misc cash and the Total invoices.

Using endorsement for transactions

When you enter 1=Transactions then checks, the 'Endorsement for Transactions' panel appears. On this panel, you can select the individual transactions to perform an endorsement. You can manually select records using option 9=Allocate, or you can automatically select records using **F13=Allocate all**.

Use **F9=Generate transactions** to create the IFM transactions that are necessary to process the endorsement.

Use **F11=Select checks** to select the deferred checks to settle/pay vendor invoices. The 'Endorse Deferred Checks' panel appears.

Use **F15** to toggle between viewing your selections or all of the records. As the transactions are selected/allocated, the totals for ***Total checks & misc cash*** and ***Remaining*** fields are updated. If the Total checks amount exceeds the Total invoices amount, **F9=Generate transactions** becomes unavailable and an error message appears.

Fields

Balance outstanding. The minimum and maximum value of outstanding settlement balances on transactions to be selected.

Misc. cash to add. The amount of cash to be added to 'round out' the deferred checks to the selected invoices.

Using transaction—selection criteria

When you use **F17=Selection** on the 'Endorsement for Transactions' panel, this panel appears. This panel allows you to use a more advanced selection criteria for viewing/altering transaction records that are in the Cash line/Transaction files.

Fields

Settlement status. The settlement status of the transactions to display for possible selection.

Installments?. Installment settlements allow you to filter settlement lines based on whether they are installments or not. The following values are valid:

1 Inc (Include). Show all settlement lines, installment transactions or not.

2 Exc (Exclude). Show only settlement lines without a transaction installment method.

3 Only. Show only settlement lines with a transaction installment method.

Payables or receivables?. You select which deferred check payments are to be displayed for possible selection. The following values are valid:

1 Paybles
2 Receivables
3 Both

Endorsing checks for a payment list

Use this panel to select and to endorse existing checks to settle a payment list detail, if the payment list is a deferred payment type. Deferred checks can be added to Payment lists if they have a status of 1=Received or 7=Bank Hold. You can manually select deferred check records using option 1=Select/deselect or automatically by using **F13=Clear/select all**.

This panel appears when you enter 7=Select checks for endorsement on the 'Work with payment list details' panel.

As checks are selected/deselected, the totals for ***Total checks*** and ***Remaining*** fields are updated. If the Total checks amount exceeds the Total invoices amount, the **F9=Generate transactions** is unavailable and an error message appears.

Note: If you try to decrease the override amount less than the endorsed checks total, a warning message appears. The warning message allows you to continue with the changes so that later you can select more endorsed checks. When you try to generate transactions, an error will stop you from continuing.

Creating cash book transactions

An endorsed check is essentially the same as a deposit of the check. From a credit checking standpoint, the deferred check increases credit available. Allocation lines are automatically calculated and generated to settle the selected vendor invoices with the selected checks and miscellaneous cash. The transaction is as follows:

Transaction structure

HDR
ALC - For each invoice allocated from the deferred checks
G/L - DR Accounts Payable control
G/L - CR deferred checks

Option 4. Discount Deferred Checks (AM5MC0)

Use this option on the Check Management Task menu to automatically or manually select deferred checks for discounting. This selection includes all cash books for the same currency within a financial division. All deferred check records with a deferred check status that you select to discount, must have the following values:

1 Received
7 Bank Hold

Understanding this option

In some countries, a discount is a loan made and the deferred check is collateral for the loan. In other countries, a discount is a fee for depositing the deferred check early to take into account the time value of money.

The discount of deferred checks impacts cash and deferred checks natures. It creates one and only one IFM transaction per entity. Therefore, this type of transaction is a cash type with CSH lines and G/L lines posted in a new transaction.
There are two types of deferred check discounting:

- Discount at Bank
- Discount for Loan

The Discount at Bank means that the bank assumes all risks for non-payment of the check. The Discount for Loan means that the depositor still assumes the risk.

Copying and reversing a discount deferred check

When a copy/reverse for a deferred check exists on the Deferred Check Event file and the code is set to 4=Discount for Loan or 5=Discount at Bank, this is considered a discount transaction. For validation, if any of the deferred checks associated with this transaction have been moved to another status, then an error message displays and the transaction cannot be copy/reversed.

The copy option is not allowed for this transaction. An error message displays if you try to copy this transaction.

If you select the copy/reverse option, you can continue with the current processing. This function will do the following processing automatically:

For each deferred check you find in the Deferred Check Event file for this transaction, it will be reset to the previous status (the checks are at a status 4=Discount for Loan or 5=Discount at Bank and will be reset back to either 1=Received or 7=Bank Hold).

Transaction example for Discount for Loan

The following cash book transaction will be created. In this example, a 10,000 deferred check is Discount for Loan with a 5% discount associated with the loan.

HDR
CSH - 10,000 (total of the deferred check)
CSH - (500) (total discount)
G/L DR Cash (9,500 net proceeds from the loan)
G/L DR Bank charges (500 for the discount)
G/L CR Loan payable (10,000)

Credit does not become available with this transaction since it is a loan. The check has to be deposited. For this example, the deferred check status is set to 4=Discount for Loan.

Transaction example for Discount at Bank

In the following example, the cash book transaction will be created based on the same information as the above example.

HDR
CSH - 10,000 (total of the deferred check)
CSH - (500) (total discount)
G/L DR Cash (9,500 net proceeds of the transaction)
G/L DR Bank charges (500 for the discount)
G/L DR Deferred checks (10,000)

In the above example, the deferred check status is set to 5=Discount at Bank.

Using this option

When you enter option 4 on the Check Management Task menu, the “Discount Deferred Checks—Prompt” panel appears. You can define:

- The create parameters to perform a discount
- The basic selection criteria to display deferred checks

Enter the information on this panel and press **Enter** to process. The required fields on this panel are:

- Administrative division
- Cashbook
- Transaction type
- Effective date
- Discount type
- Bank charge

Fields

Discount type. The type of discount requested. The following values are valid:

0 None
1 Bank
2 Loan

Bank charge. The method used in calculating the discount. The following values are valid:

0 None
1 Percentage
2 Amount

Selecting deferred check records to discount

Use the ‘Discount Deferred Checks’ panel to select which deferred check records you want to discount. This panel appears when you press **Enter** on the ‘Discount Deferred Checks—Prompt’ panel. On this panel, you can manually select records using option 1=Select/deselect or automatically using **F13=Clear/select all**.

To narrow the selection of deferred check records, use the selector fields at the top of this panel.

Updating transactions

When transactions are posted for the purpose of discounting, the deferred check amount is converted, if necessary, to the cash book currency at the then-current conversion rate.

Option 5. Void Checks (AM5MC0)

Use this option on the Check Management Task menu to select deferred checks to void and to reverse the allocation lines associated with the voided check.

Understanding this option

The requirement for deferred checks is that one to many deferred checks can settle one to many invoices. The void checks process allows you to select all deferred check records, not reserved for a payment list. However, the payment list status on the payment list file must be equal to 5=Complete. If so, then you can select the record.

Copying and reversing voided deferred check

This process allows you to create copy/reverse transactions to offset the original check. If there are any deferred checks associated with the transaction you select, and those checks are set to status 6=Void, you will not be allowed to copy/reverse this transaction. The reversing transaction posts along with the financial division, cash book, and transaction type of the original cash transaction.

On the transaction header, enter the transaction number of the original cash transaction. For each cash transaction you mark as void, you create one transaction.

Currently, voiding checks using copy/reverse, the bank reconciliation shows two records. One record for the original cash book payment transaction and another for the copy reverse (voided) transactions. With this function, if a check is voided, it reconciles it off the bank reconciliation so that it no longer exists.

Using this option

When you enter option 5 on the Check Management Task menu, IFM takes you to the ‘Void Checks—Prompt’ panel. On this panel you can void a check only if it is a deferred one.

Selecting deferred check records to void

To select deferred check records to void, you must enter the administrative division and the effective date. Use the from/to fields under the Selection criteria section of this panel to further narrow your selections. When you have entered the information you need, press **Enter**. The ‘Void Checks’ panel appears.

Working with voided checks

Use the ‘Void Checks’ panel to individually select deferred check records to work with. On this panel, you can select check records to work with manually using 1=Select/deselect or automatically using **F13=Clear/select all**.

You can also change some of the information on a voided check record by entering 2=Change beside a record, or display the details of a voided check record by entering 5=Display beside a record.

Functions

Use **F9** to generate a report of the deferred check data.

Use **F11** to toggle to show another view of these records with the bank name and payment currency information.

Use **F22** to print a list of your deferred check selections.

Option 6. Hold Deferred Checks at Bank (AM5MC0)

Use this option on the Check Management Task menu to define what checks are in Bank Hold status.

Understanding this option

There are business cases where deferred checks are physically transferred to the bank to hold. This kind of movement does not impact credit checking, G/L, or the cash book. You need to be able to define the checks that are in Bank Hold status.

Using this option

When you enter option 6 on the Check Management Task menu, IFM takes you to the 'Hold Deferred Checks at Bank—Prompt' panel. On this panel, you can define the basic selection criteria you want to display deferred checks.

To set up your selections, enter the information requested. None of the fields on this panel are required. When you have completed this task, press **Enter**. The 'Hold Deferred Checks at Bank' panel appears.

Holding deferred checks

On this panel, you can select the deferred check records you want to mark as being Held at Bank. To hold a deferred check, the status must be 1=Received.

You can manually select records using option 1=Select/deselect or automatically using **F13=Clear/select all**.

Functions

Use **F9** to update the cash lines so that the deferred payment status changes to 7=Bank Hold.

Use **F11** to toggle to show another view of these records with the bank name and payment currency information.

Use **F22** to print a list of your deferred check selections.

Appendix A. Checklists

This appendix contains checklists for implementing IFM and for performing various accounting tasks.

IFM implementation checklist A-2
Period-end close checklist A-6
Year-end close checklist A-7

IFM implementation checklist

The following checklist contains the basic steps for setting up IFM and for allowing it to work with the rest of XA. Each step shows the menu and option you need to complete the step. An asterisk (*) next to an option indicates that IFM ships defaults values for that step on the checklist. You can change the defaults if necessary.

For details of the checklist steps, see the information in the “Go to’ column of the table.

Table 14-1. (Page 1 of 4) IFM implementation checklist

To do this step (check when complete)	Go to
__ 1. Convert or re-engineer your accounts using the unit/nature format.	Chapter 1, Introducing IFM Chapter 2, Managing IFM
__ 2. Understand how IFM interfaces with the other XA applications and how to implement the interfaces.	Chapter 2, Managing IFM *Planning and Installing* XA
__ 3. Install IFM and answer the IFM questionnaire. __ 4. Activate the interfaces in CAS now or later (as indicated in the questionnaire).	*Planning and Installing* XA *CAS User’s Guide*
__ 5. Set up application security. To sign on to IFM for the first time, create a System i user ID called YSYS. Then create the following using the options on the IFM System Management menu: __ (Option 4). IDs for IFM users that are the same as their System i user IDs. __ (Option 1). Application (task) groups to separate the duties in your organization. __ (Option 4). User access to specific applications, financial divisions (companies), units, and natures. You can turn division, unit, and nature security on and off using option 1 on menu AM5M90. See “Creating administrative division financial data”.	Chapter 12, IFM System Management

Table 14-1. (Page 2 of 4) IFM implementation checklist

To do this step (check when complete)	Go to
__ 6. Set up the mandatory information for the XA / IFM interfaces, transaction processing and general ledger processing. Create the following using the options on the Mandatory Tables menu:	Chapter 11, Implementation Table Set-up
__ (Option 1). Currency IDs for the currencies you use in your business.	
__ (Option 2). Value formats used by the administrative divisions and the report generator. IFM has pre-defined formats which you can customize if necessary.	
__ (Options 3* and 4). An administrative division to use for XA / IFM activity only. Make this the default administrative division for the user IDs, including the XA user ID shipped with IFM.	
__ (Options 5* and 6). Exchange rate set called XA with a XA local currency. Update the user defaults with this exchange rate set. Using the Multiple Currency Support option on the CAS Main Menu, verify that a currency record exists with the values of company=01 and currency=local currency.	
__ (Option 7*). Periods for the current year and possibly the next year.	
__ (Option 8). Current year period structure for the administrative division.	
__ (Option 9). Update the ***Default financial year*** field for the administrative division with the period structure in the previous step.	
__ (Option 10*). Natures for accounting purposes. Set them up now or later as needed.	
__ (Option 11*). Transaction templates to the panels that you see during transaction entry and to force approvals, if necessary. For example, you might set up a GLJOURNAL template that makes the Header 1 and G/L lines mandatory.	
__ (Option 12*). Document types for making payments, collections and so forth.	
__ (Option 13*). At least one transaction type for the general ledger journal. However, you should also set up the following transaction types: payables invoice, debit, and cash payments, and receivables invoice, credit, and cash receipts.	
__ (Option 14*). Financial divisions to use with the rest of XA. Use the same 01 to 89 numbering system as the other XA applications. You may designate one of the financial divisions as primary and use it to update the user defaults. After you create a financial division, IFM automatically displays a panel for you to create the associated general ledger.	
__ (Options 15* and 16*). A default unit for each financial division. Use this unit to update the ***Unit of division*** field for each financial division.	
__ (Option 17). Unit/nature combinations used in transaction processing	
__ (Options 18* and 19). Interdivisional account type, if necessary. Update the financial division general ledger with this information.	
__ (Option 20). Assign and open the general ledger periods for each financial division. Create a transaction numerator for the general ledger journal transaction type.	
__ (Option 21*). A transaction control record for each ledger/transaction combination to associate ledgers, transaction types and transaction templates.	
__ (Options 14 and 20). If interfacing to COM, create invoicing and credit memo defaults and the numerators for the associated transaction types for sales and cost of sales.	
__ (Options 7, 13, and 14). If interfacing to PR, create PR to IFM period relationships, transaction types, and transaction defaults for the payroll activity in the general ledger.	

Table 14-1. (Page 3 of 4) IFM implementation checklist

To do this step (check when complete)	Go to
__ 7. Prepare to set up the personal ledgers. Create the following using the options on the Accounts Payable and Accounts Receivable Tables menu or another menu, as indicated: __ (Options 1* and 2*). Countries, states, tax cities and tax counties for setting up entity addresses. __ (Options 7*, 8*, and 9*). Public holidays, date methods, and settlement terms for calculating due dates and discounts. Set them up in this order or set up settlement terms and then the underlying date methods and public holiday sets, as needed. __ (Options 11* and 13*). Collection statuses and aging structures for aging accounts receivable and payable and to classify the account status for an entity. Set up separate structures for receivables and payables. __ (Option 8* - Bank Tables menu). Settlement methods for paying invoices.	Chapter 11, Implementation Table Set-up
__ 8. Set up the personal ledgers. You need at least one accounts receivable and one accounts payable ledger for each financial division. Create the following using the options on the Accounts Payable and Accounts Receivable Tables menu: __ (Options 16*). At least one personal account status for each personal ledger (typically GOOD). __ (Option 14*). Personal ledger details. Most of this data is created in step 8. __ (Option 14*). Ledger periods using the Inherit periods option to copy the trading periods of the general ledger. Be sure the periods are open. __ (Option 14*). Transaction numerators to identify the transaction types you can use for each personal ledger. __ (Option 14*). If interfacing to PUR, create the details to establish defaults for processing PO-related invoices, including tolerances for the three-way match between invoices, purchase orders, and receipts and direct invoice matching.	Chapter 11, IFM Implementation Table Set-up
__ 9. Set up entities and entity information. Create the following using option 20 on the Accounts Payable and Accounts Receivable Tables menu: __ An entity for every trading partner. Every entity is identified by an entity type. Depending on the entity type, a different file is updated. __ Entity data for each entity. __ Entity contacts for each entity. __ Personal accounts and personal account data to define the relationship between an entity and a specific personal ledger. Set up a separate personal account for each entity/personal ledger relationship. __ One or more ship-to addresses for each customer. __ One or more buy-from vendors for each pay-to vendor, if necessary. __ Bank account numbers for the customer entity data if you are using the IFM lock box function.	Chapter 11, IFM Implementation Table Set-up

Table 14-1. (Page 4 of 4) IFM implementation checklist

To do this step (check when complete)	Go to
__ 10. Set up cash books to hold information about cash receipts and payments. Create the following using the options on the Bank Tables Set-up menu: __ (Options 1 and 5). Bank information including the bank account numbers. __ (Option 9*). Cash books and cash book details. __ (Option 2). Bank entity for IFM only to provide the bank name and address and bank contacts. __ (Option 9*). Periods inherited from the general ledger and then open required periods. __ (Option 11*). Transaction numerators to link cash transactions to the cash book. __ (Option 11*). Transaction control records (transaction types and transaction templates).	Chapter 11, IFM Implementation Table Set-up
__ 11. Set up tax table information if necessary. Create the following using your business data and the options on the Tax Tables menu: __ Tax codes, tax code results, tax conditions, tax condition results and tax condition priorities defined for your business. __ (Option 1). Identifiers for the tax codes you defined. __ (Option 3). Identifiers and data for the tax code results you defined. __ (Options vary). Values in the appropriate tax tables. For example, the tax indicators and tax suffixes specific to your business. __ (Option 10). Tax condition priorities (at least one), tax conditions, tax condition data and tax condition results you defined. The system automatically leads you through a sequence of panels.	Chapter 11, IFM Implementation Table Set-up
__ 12. Set up information for financial reporting. Create the following using the options on the General Ledger Reporting Tasks menu: __ (Options 1, 2 and 3). Set up nature period and unit structures for financial reporting. __ (Options 4, 5, 6, and 7). Set up value lists, extracts, analyses, and analysis lists for financial reporting.	Chapter 7, General Ledger Reporting Tasks
__ 13. Set up the frequency of COM/IFM Credit Update Control function. This also will reflect how accurate the totals are for Online Business Inquiries.	Chapter 12, IFM System Management
__ 14. Verify that the unattached job control file contains the job AM57X and that this job is active.	Chapter 5, Maintenance/Change, in the *Cross Application Support User's Guide.*

Period-end close checklist

The following checklist contains suggested steps to do as part of the period-end close process. You can tailor this list to suit the needs of your business. For example, you may want to do some of the other tasks on the Accounts Receivable Periodic Tasks, Accounts Payable Periodic Tasks, and General Ledger Periodic Tasks menus. You may also want to do the steps in a different order than the order on the checklist.

Closing a period prevents users from creating new transactions for that period. It does not, however, automatically produce any reports. You can run reports for both open and closed periods. If transactions have been archived for a period (off-loaded from the computer), the detail does not appear on the reports.

Table 14-2. Period-end close checklist

To do this step (check when complete)	Go to
(Option 5, Accounts Receivable Periodic Tasks menu). Generate finance charge transactions.	Chapter 3, Accounts Receivable Tasks
(Option 4, Accounts Receivable Periodic Tasks menu). Run accounts receivable customer statements.	
(Option 1, Accounts Receivable Collection Tasks menu). Run an aging report.	Chapter 3, Accounts Receivable Tasks
(Option 1, Accounts Receivable Collection Tasks menu). Run accounts receivable detail (open receivables report).	
(Option 7, Accounts Payable Periodic Tasks menu). Run accounts payable detail (open payables report).	Chapter 4, Accounts Payable Tasks
(Options 2 and 3, General Ledger Periodic Tasks menu). Process accruals/reversing entries.	Chapter 12, General Ledger Processing Tasks
(Option 4, General Ledger Periodic Tasks menu). Process exchange rate gains and losses.	
(Option 3, Inquiries menu). Run a trial balance. Use **F22** on the General ledger inquiry panel. The List general ledger inquiry panel appears. Enter 1 in the Print as trial balances field.	Chapter 9, Inquiries
(Option 7, General Ledger Reporting Tasks menu). Run closing reports (from previously defined information).	Chapter 7, General Ledger Reporting Tasks
(Option 8, Division, Account, Period and Ledger Tables menu). Close period to transaction processing. Each ledger period is closed individually, that is, the user closes the general ledger, receivables and payables personal ledgers, and cash books one at a time. Closing a ledger period changes the status of the ledger only.	Chapter 8, Table Maintenance
(Option 3, General Ledger Periodic Tasks menu). Reverse accruals.	Chapter 6, General Ledger Processing Tasks

Year-end close checklist

The following checklist contains suggested steps to do as part of the year-end close process. You can tailor this list to suit the needs of your business including doing the steps in a different order than the order on the checklist.

Table 14-3. Year-end close checklist

To do this step (check when complete)	Go to
(Option 3, Division, Account, Period and Ledger Tables menu). Create an opening balance period to use only for opening balances for the new year. Be sure the period is open. Create all periods for new year. Be sure the periods are open.	Chapter 11, Table Maintenance
(Options 2 and 5, Period, Account and Value Tables menu). Create a unit/nature for retained earnings, if not previously created.	
(Option 6, General Ledger Periodic Tasks menu). Run year-end close. Use the accounting period and the retained earnings unit and nature previously defined. The system zeros out the income and expense, updates the retained earnings nature with the new profit or loss amount, and summarizes the natures balance sheet into the next year.	Chapter 12, General Ledger Periodic Tasks
(Option 3, Admin. Div., Financial Div. and Ledger Tables menu). Inherit the G/L periods for all other ledgers. Be sure the periods are open. Close the period used for opening balances. Define the period structures for the new fiscal year.	Chapter 14, Table Maintenance
(Option 1, Admin. Div., Financial Div. and Ledger Tables menu). Update the ***Default financial year*** field for the administrative division with the new fiscal year.	

Appendix B. Using IFM

This appendix explains how to use the panels and help text in IFM.

Using the work with panels B-1
Using the help text B-9
Summary B-10

Using the work with panels

A `Work with' panel is the first panel you see when selecting an option on an IFM menu. You use these panels to create a working model of your organization within IFM. All "Work with' panels are designed the same way. The title shows which file you are looking at. For example, Figure 14-1 shows the Financial Division file. The options and function keys show the different tasks you can perform such as creating a new record, or changing an existing one.

```
YAG2DFR                  Work with financial divisions

Position to:
  Division id . . . . . .    ____   __________

Type options, press Enter.
   2=Change             5=Display          8=Change general ledger
  12=Work with users   21=Audit details   20=Narrative ...

Opt  Division id  Division name               Currency  Division unit   Status
__   01           MKBLCO Inc.                    USD       01NA             1
__   02           MKBLCO Europe                  UK        01NA             1
__   03           MKBLCO Headquarters            USD       01NA             1

                                                                           +

F3=Exit     F6=Create          F12=Cancel   F17=Selection
F22=Print   F23=More options
```

Figure 14-1. A sample work with panel

Searching through files

Some panels are made up of more then one page. A `+' sign in the lower right corner of the panel tells you there are more records than can fit on a page. You can look a the additional records by doing one of the following:

- Using **Page up** and **Page down** keys
- Using **F7** and **F8** function keys. Available wherever there is more than one page to display, even if they are not shown on the panel.

Taking multiple options

If you use multiple options on a work with panel, IFM acts on the first option you entered, and keeps the second and third options pending.

F12 cancels the current option, and tells IFM to move to the next one and keeps the third option pending. It does not return to the `Work with' panel. IFM moves on to the third, and last option. Since there are no more options pending, IFM takes you back to the panel on which the options were selected.

Note: **F12** cancels the current option, even if you have not used it or made any changes.

When you press **F3**, IFM cancels the current options and any options still pending and takes you back to the work with panel.

Creating records

To create a record, press **F6** on the work with panel. The "Financial division - Create' panel appears.

This panel has two modes: `Create' and `Change'. The current mode is `Create', as shown by the mode indicator at the upper right of the panel.

```
YAGYE1R                        Financial division                        Create

Identifier . . . . . . . .   _________

Name . . . . . . . . . . .   __________________________

Division currency  . . . .   ____
Exchange rate set  . . . .   __________


Allow period over-rides  .   _          0=No, 1=Yes

Translation currency . . .   ____
Exch rate set for P&L  . .   __________
Exch rate set for B/S  . .   __________
Translation gn/ls unit . .   __________
Translation gn/ls nature .   __________

Record status  . . . . . .   1          1=Active, 2=Inactive, 3=Please archive


F3=Exit   F4=Prompt   F12=Cancel   F14=Narrative
```

Figure 14-2. Create panel

Some fields are required and some are optional. Some fields have default values already provided, but you can always change the default values.

IFM validates all records as they are entered. If you do not enter a value in a required field, IFM highlights the field and gives you the 'Value required 'message:

If all required fields have correct values, IFM displays a `Record added' message and the mode indicator changes from `Create' to `Change' when you press **Enter**. Two new function keys appear, **F6=Create** and **F16=Delete**.

If you use **F6=Create**, the mode indicator switches back from `Change' to `Create'. The **F6** and **F16** function keys disappear since they are no longer relevant:

Changing records

On any Change panel you can only change the values of fields which are underlined (in blue on color monitors). These are known as `input-capable' fields. The ***Identifier*** field is not underlined and cannot be changed.

If the panel has **F4=Prompt**, you can use it to select available values for a field.

If you do not choose a value within the **F4=Prompt** and the field already had data, you may see a warning message 'No value selected'. If the field did not have data, you may see an error message 'Value required'. Many IFM panels will override this generic 'Value required' message with a message specific to that field and its working context.

If do not see either of these two messages, you may instead see an information message 'Press **Enter** to confirm'. You can review your data and make further changes before that record is updated in the data file.

```
YAGYE1R                        Financial division                        Change


Identifier . . . . . . . :   01
Name . . . . . . . . . . .   MKBLCO Inc._______________
Division currency  . . . .   USD_        US Dollar $$$$
Exchange rate set  . . . .   XA________  XA Set

Unit of division . . . . .   01NA______  Not Applicable

Allow period over-rides  .   0           0=No, 1=Yes

Translation currency . . .   ZZZ_        ZZZ currency
Exch rate set for P&L  . .   XA________  XA Set
Exch rate set for B/S  . . XA________  XA Set
Translation gn/ls unit . .   01NA______  Not Applicable
Translation gn/ls nature .   OTHEREXP__  Other Expenses

Record status  . . . . . .   1           1=Active, 2=Inactive, 3=Please archive


F3=Exit   F4=Prompt   F6=Create   F12=Cancel   F14=Narrative   F16=Delete
```

Figure 14-3. Sample change panel

Note: To guarantee the integrity of the IFM application, no two records in the same file can have the same id, and you cannot change a record ID once you create it.

Displaying records

This panel allows you to view a records one at a time. Because `Display' panels only show records one at a time, they can show much more detail than `Work with' panels, which show many records at once.

```
  YASED1R                      Financial division                Display

Identifier . . . . . . . :   01

Name . . . . . . . . . . :   MKBLCO Inc._______________

Division currency  . . . :   USD_       US Dollar $$$$
Exchange rate set  . . . :   XA________ XA Set

Unit of division . . . . :   01NA______ Not Applicable

Allow period over-rides  :   0          0=No, 1=Yes

Translation currency . . :   ZZZ_       ZZZ currency
Exch rate set for P&L  . :   XA________ XA Set
Exch rate set for B/S  . :   XA________ XA Set
Translation gn/ls unit . :   01NA______ Not Applicable
Translation gn/ls nature :   OTHEREXP__ Other Expenses

Record status  . . . . . :   1          1=Active, 2=Inactive, 3=Please archive


F3=Exit F4=Prompt F6=Create F12=Cancel F14=Narrative F16=Delete
```

Figure 14-4. Sample display panel

You cannot enter or change any field values on a display panel.

Viewing audit details

To view audits details of a record, take option 21 on the work with panel. The Audit stamp details panel appears. This panel displays up to three pieces of dated information:

- When a record was entered into the system
- When it was most recently changed
- When its record status was changed

You can use this kind of detailed information for auditing and verification purposes.

```
 YAD5PVR          Audit stamp details         Display

Division. .: 01 MKBLCO Inc..  Status. .: 1

Record entered into system:
System user id . . . . :   YSFDEM       Time . . . . . . . . . :   11:06:09
Date . . . . . . . . . :    3/31/94     Job number . . . . . . :    53396
Job  . . . . . . . . . :   WAR591293
Task id  . . . . . . . :   YAG2DFR      Work with companies
SMA user id  . . . . . :   YSFDEM       IFM Demonstrator

Record last changed:
System user id . . . . :   TENNEY       Time . . . . . . . . . :   15:39:58
Date . . . . . . . . . :   12/13/94     Job number . . . . . . :   531786
Job  . . . . . . . . . :   QPADEV0004
Task id  . . . . . . . :   YADAPVR      Personal ledger inquiry
SMA user id  . . . . . :   TENNEY       Bob Tenney

Record status last changed:
System user id . . . . :   TENNEY       Time . . . . . . . . . :   15:39:58
Date . . . . . . . . . :   12/13/94     Job number . . . . . . :   531786
Job  . . . . . . . . . :   QPADEV0004
Task id  . . . . . . . :   YADAPVR      Personal ledger inquiry
SMA user id  . . . . . :   TENNEY       Bob Tenney

F3=Exit  F12=Cancel
```

Figure 14-5. Audit stamp detail panel

The date and time shown on the audit stamp is set when you take a menu option – not at the time that you actually create or change each individual record. So, for example, in Figure 14-5 the times for creating and changing the record are the same because both events occurred on the same use of the `Work with units' panel.

Narrative maintenance

A narrative is any notes or memoranda that you want to save with a record. To create a narrative, use **F20**.

```
  YABXETR                        Narrative maintenance

                                                                          Division.
.: 01 MKBLCO Inc..  Status. .: 1


Narrative
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

 F3=Exit   F12=Cancel
```

Figure 14-6. Sample narrative panel

The three options allow you to insert a line of narrative, delete a line or copy a line. If you do not want to see these options, press **F11** again. You can also add narrative at the time you create a record, using **F14** on the `Change' panel.

Removing unwanted records

There are two ways of removing unwanted records from IFM: using the ***Record status*** field or using **F16=Delete**.

Using the record status field

The ***Record status*** field appears on the ‘Change’ or ‘Create’ panel for a record selected using option 2 on a work with panel. It can have the following values:

1. Active. This is the default.

2. Inactive. The record remains on the system but cannot be referred to by any new record or involved in any further processing.

3. Please archive. The record remains in the system until you archive it. The record cannot be referred to by any new record or involved in any further processing.

Archiving procedures should only be performed occasionally – perhaps once a year. When you do archiving, IFM performs a number of checks to make sure that any records which depend on the record you are archiving are also archived. You can find out more about archiving in Chapter 13. “Archiving Tasks”.

Using F16

To delete a record, take option 2 next to the record and then **F16** on the ‘Change’ panel. IFM takes you to the `Confirm delete' panel.

```
YAGXPVR                    Delete a financial division

Press 'ENTER' to confirm the deletion.

Press 'F12' to cancel your deletion request and return without update.

Administrative division  :   YADMDIV     MKBLCO Corporation x


Identifier . . . . . . . :   06

Name . . . . . . . . . . :   Company06 Inc.

Currency . . . . . . . . :   USD
Exchange rate set  . . . :   XA

Unit for division  . . . :   01NA

Record status  . . . . . :   1           1=Active
                                         2=Inactive
                                         3=Please archive


F12=Cancel
```

Figure 14-7. Sample delete panel

Once you delete a record, there is no way of retrieving it.

Unlike using the ***Record status*** field, when deleting a record IFM does not check to see if any other records depend on it.Therefore, when deleting a record, be careful that you do not damage the integrity of your database. We recommend you only give a limited number of users the authority to delete records. See “Creating application users” for details of how to allow an IFM user to delete records.

Using function keys

The available function keys are listed along the lower edge of a panel. The most common function keys are:

F3=Exit. Leaves the function.

F6=Create/ Change. Allows you to create or change a record. Appears as **F6=Create** on ‘work with’ and ‘change’ panels and **F6=Change** on ‘Create’ panels.

F12=Cancel. Takes you to the previous panel.

F17=Selection. Go to a panel where you can narrow the list of records that you see on a work with panel or that you print on a report.

F22=Print. Prints a report of the records in the current work with file.

Using selection criteria

Selection criteria panels allow you to narrow the list of file records that are displayed or printed. There is a selection criteria panel associated with every `Work with' and `Select' panel.

You can access Selection criteria panels using **F17**. There are three types of selection fields on the panel. You can use a single selection field or a combination of selection fields.

```
 YAG0PVR                        Financial division

Selection criteria:

Administrative division  : equal to     YADMDIV    MKBLCO Corporation x

Identifier . . . . . . . . from         04________

Name . . . . . . . . . . . . containing  ___________________________

Translation currency . . . equal to  ____
Record status  . . . . . . equal to     1
                                               1=Active
                                               2=Inactive
                                               3=Please archive



F3=Exit  F12=Cancel
```

Figure 14-8. Selection criteria panel

`From' selection fields

These fields allow you to enter a beginning value for narrowing the records.

`Containing' selection fields

These fields allow you to narrow your selection to all records containing a specified value.

`Equal to' selection fields

These fields allow you to enter the exact values for narrowing the records.

F17 and F22

The great majority of `Work with' panels provide an **F17** function key option which takes you to a selection criteria panel. Most of them also provide an **F22** function key which takes you to exactly the same selection criteria panel. The difference is that **F17** governs the records displayed on the `Work with' panel, whereas **F22** also prints a list of the selected records.

Scan limit

Sometimes when selecting records from large files you may see the message `Scan limit reached' displayed. This means that IFM has selected records from the first 500 records only in the file (in some cases the scan limit may be more than 500). If you want to search through the next 500 records you have to press the **Page up** key. This

feature prevents you from having to wait while the system searches through what could be (in the case the transaction file) several thousand records.

Summary

Each selection criteria panel provides fields for narrowing a list of records:

- `From' fields select on the basis of `equal to, or greater than', the value entered.
- 'To' fields select on the basis of `equal to or less than'.
- `Equal to' fields select on the basis of `neither less than, nor greater than' the value entered.
- `Containing' fields select on the basis of `including anywhere within the designated field' the value entered.
- You can also combine selection fields.

Using the help text

IFM has on-screen help text to allow you to find out more about the current panel.

The IFM help text is cursor-sensitive. Whenever you press the Help key, IFM displays the section of the help text associated with the specific panel area in which the cursor is positioned.

- If the cursor is in the header area of the panel, you see help about the panel.
- If the cursor is on a field, you see help for that field only.
- If the cursor is in the function key area, you see help for the function keys.

When you are on any help window, you can use **F2** to see all the help text associated with that panel or use **F14** to print the help text. If the available text does not fit into the display window, use **F20 Enlarge** to make the window as large as possible. To leave help text, press **F3**.

```
YAGYE1R                          Financial division                        Change
:.......................................................................
:                    Financial division - Extended Help                 :
:                                                                       :
:                            Further information                        :
:                                                                       :
:      Position your cursor on one of the following topics and press the :
:      Enter key.                                                       :
:            Introduction                                               :
:            Function keys for Detail Screen                            :
:            Screen fields for Detail Screen                            :
:                                                                       :
:                                Introduction                           :
:                                                                       :
:      This function allows you  to  add  new  records  to  a database  :
:      file, and to change existing records on the file:  one record at a :
:      time.                                                            :
:                                                                       :
:      The function may  be  used  in  either  of  two modes;  '*ADD'  mode :
:                                                                More...  :
:  F3=Exit help   F10=Move to top   F12=Cancel   F13=User support       :
:  F14=Print help                                                       :
:                                                                       :
:.......................................................................:
```

Figure 14-9. Sample help text panel

For additional information when you are in help text, do the following:

- If you see **More...** on the bottom right of a help text panel, use the page up and down keys to scroll through the help text.
- If you position the cursor on any line of text and press **F10**, IFM repositions the display with the selected line at the top.
- If a topic or word is highlighted on an extended help panel, position the cursor on it and press **Enter**. You then go to that topic in the help text or to a definition of the word. Press **F12** to go back to the highlighted area which now has an **>** next to it.

Summary

All IFM menu options take you to a work with panel that shows you the records in an IFM file. From that panel you can select one or more options and use the function keys to do the following:

- Use option 2 to change an existing record
- Use option 2 and then enter 2 or 3 in the ***Record status*** field to remove a record from IFM processing. Using 3 allows you to later archive the record.
- Use option 2 and then **F16** to delete a record only if you are sure there are no dependent records.
- Use option 5 to see record details.
- Use option 20 to maintain narrative for a record.
- Use option 21 to view audit details of a record.
- Use **F3** to exit the work with function.
- Use **F6** to create a new record.

- Use **F12** to return to the previous panel.
- Use **F17** to narrow the records you want to see or print on a report.

Help text tells you how to use a panel.

- You can reach help text by **F1** or the Help key.
- Help text is cursor-sensitive.
- You can get additional information for key words in the help text.

Appendix C. Table file dependencies

The following table shows the prerequisite and optional records associated with the IFM files. *The records in italics are optional.*

Table 14-4. (Page 1 of 4) Table file dependencies

Level	File	Prerequisites
1	Admin div	
4	Admin div entity control	Admin div *Attribute list*
2	Admin div financial data	Admin div Currency (single currency only) *Period structure*
2	Admin div system data	Admin div Value formats
3	Aging structure (including aging periods)	Admin div Collection status
5	Allocation entities	Entity
7	Apportionment (including source and target)	Admin div *Apportionment criteria* Unit (for source, target, and criteria) Nature (for source, target, and criteria)
6	Apportionment criterion (including value)	Admin div Unit
2	Apportionment list	Admin div
8	Apportionment list details	Apportionment lists Apportionments
2	Attribute class (including attribute)	Admin div
3	Attribute list (including list details)	Admin div Attribute class
5	Bank	Admin div *Entity (for bank)*
8	Cash book	Ledger *Settlement method* Currency Transaction type (for auto pay, etc.) Natures (bal, unal, csh, gn/ls, etc.) Bank
9	Cash book BACS	Admin div Cash book
3	Charge	Admin div *Nature (for charge)*
2	Collection status	Admin div
1	Currency	
2	Document type	Admin div

Table 14-4. (Page 2 of 4) Table file dependencies

Level	File	Prerequisites
2	Date method	Admin div
4	Entity (suite of files)	Admin div *Attribute list, etc.* *Entity (for bank)* *Region* *Entity group*
1	Entity group	*Entity*
3	Exchange rates and limits	Admin div Exchange rate sets Currency
2	Exchange rate set	Admin div
3	Financial division (including fin div user)	Admin div Currency Exchange rate set *Nature* *Unit*
6	Foreign currency account	Admin div FInancial division Exchange rate set Unit Nature Transaction type
6	Interdivisional account (including account type)	Admin div Financial division Unit Nature
7	Ledger (including ledger tax details)	Admin div Financial division Natures (accr cntl, dflt accr, prpry cntl) *Transaction type* *Interdiv acct type*
8	Ledger period	Ledger Period
2	Nature	Admin div
3	Nature structure (including levels and members)	Admin div Nature *User*
2	Period	Admin div Period
3	Period structure (including levels and members)	Admin div Period *User*
9	Personal accounts (including attributes)	Admin div Financial division Personal ledger Entity *Attribute list*

Table 14-4. (Page 3 of 4) Table file dependencies

Level	File	Prerequisites
10	Personal account data (including P.A. tax details)	Personal account *Personal account status* *Settlement method* *Settlement terms* *Financial division* *Apportionment* *Nature (dflt accr)*
9	Personal account status	Admin div Financial division Personal ledger
8	Personal ledger	Ledger Aging structures Currency Natures (PL cntl, sett disc, sett gn/ls, unri gn/ls) Transaction type Settlement method Settlement terms *Document type* *Personal account status (default)* *Exchange rate set (forgn/ls calcs)* *Attribute list*
2	Public holiday set	Admin div
1	Region	
2	Reasons for dispute	Admin div
3	Settlement method	Admin div Document type
3	Settlement terms	Admin div *Date method*
4	Settlement terms details	Settlement terms Date method *Charge (for fin chg)*
8	Transaction control	Admin div Financial division Ledger Transaction type *Attribute list* *Transaction template*
8	Transaction line control	Admin div Financial division Ledger Transaction type Attribute list
8	Transaction numerator	Ledger Transaction type
2	Transaction template	Admin div
3	Transaction type	Admin div *Document type*

Table 14-4. (Page 4 of 4) Table file dependencies

Level	File	Prerequisites
5	Unit	Admin div Financial division *Entity*
6	Unit/nature combination	Admin div Nature Unit *Exchange rate set*
6	Unit structure (including levels and members)	Admin div Unit *User*
1	Value format	
2	1099 report class	*Admin div*

Appendix D. Tutorial for setting up structures

This appendix shows you the steps for creating a period structure to represent the year 1995. Before you begin, it is helpful to draw a diagram like Figure 14-10 to help you keep track of where you are.

You can use these steps to create nature and unit structures. These structures work the same way as period structures, although they are typically more complex.

The structure is made up of one period for each calendar month (each of which allows postings), together with five structural periods for the four quarters of the year and for the year itself. This example assumes that you have already created these periods, although the system gives you the option of creating (and changing) periods as you go along.

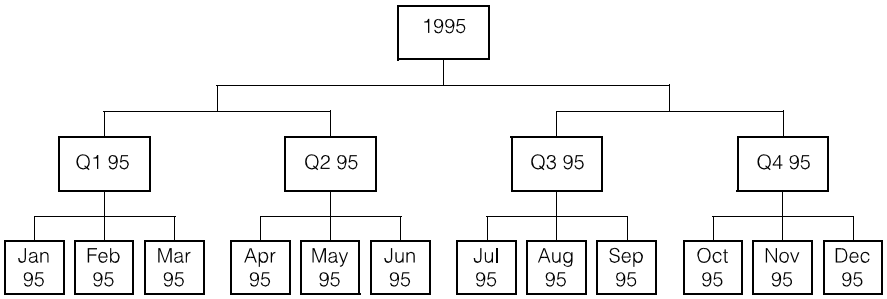

Figure 14-10. Period structure for 1995

To create a period structure:

1. Take option 1 on the General Ledger Reporting Tasks menu. The "Work with period structures" panel appears.
2. Press **F6=Create**. The "Period structure - Create' panel appears.
3. Type in the information as shown in Figure 14-11. The apex unit is `1995' and its level is 900.

```
YAVAE1R                        Period structure                        Create

Identifier . . . . . . . .   TEST1995__
Name . . . . . . . . . . .   Test structure for 1995___
Locked by user . . . . . .   __________
Period for apex  . . . . .   1995______
Level for apex . . . . . .   900
Record status  . . . . . .   1          1=Active
                                        2=Inactive
                                        3=Please archive



 F3=Exit   F4=Prompt   F12=Cancel   F14=Narrative   F15=Work with details
```

Figure 14-11. The Period structure - Create panel

4. Press **Enter**. The 'Period structure – Change' panel appears. You can now add the required level numbers.
5. Press **F15=Work with details**. The 'Work with period structure levels' panel appears. This panel shows you the level numbers belonging to the structure. Currently there is only one – the apex level 900. We need to create, two additional levels – one for quarters and one for months.
6. Press **F6**, type in an identifier of 800 and a name of `Quarter' and press **Enter**.
7. Press **F6** again and type in an identifier of 700 and a name of `Month' and press **Enter**.
8. Press **F3**. The 'Work with period structure levels' panel appears showing the three levels 900, 800, and 700:

```
YAVDDFR                 Work with period structure levels

Period structure . . . . :   TEST1995   Test structure for 1995


Position to:
Level id . . . . . . . .

Type options, press Enter.

  2=Change   5=Display   20=Narrative   21=Audit details

Opt  Level  Level name                  Status
__    900   Apex                          1
__    800   Quarters                      1
__    700   Months                        1




       with structure members   F12=Cancel
```

Figure 14-12. The three levels of the new structure

9. Press **F11** to work with structure members. The 'Work with period structure members' panel appears.

   The `Work with period structure members' shows all the children of a particular period. In this case the period is the apex, which does not yet have any children. The next task is to attach the four quarterly periods to the apex. In structural terms, you are going to define each of the four quarterly periods as children of the apex period.

10. Press **F15** to specify the children of the apex unit. The 'Specification of period structure members' panel appears.

    This panel shows you all of the available periods and allows you to select the ones that you want to attach to the current parent period.

    On the header fields section, IFM has automatically selected 800 `Quarters' as the default level ID. This is the level which will be given to each new period that you add to the structure, although you could change the default if you wanted to.

    - If there are a large number of periods displayed use the **F17=Selection** facility to locate the four that you want.
    - Take option 1 against the first quarterly period. IFM highlights the selected period to indicate that it has been included in the structure.
    - Repeat the previous step for the other three quarterly periods.

11. Press **F11**.

    The panel changes to display only the four periods that have been selected (see Figure 14-13).

```
YAXJDFR                Period structure member specification

Selected parent period . :   1995       Year 1995

Parent level . . . . . . :   900        Apex

Default level id . . . . :   800        Quarters

Position to:

Display sequence . . . .

Type options, press Enter.

1=Include/Exclude   2=Change   5=Display   20=Narrative   21=Audit detail

Opt    Display  Period id  Period name                Type  Admin      Record
       sequence                                              division    status

__       0       Q195       First quarter 1995          0     Europe       1
__       0       Q295       Second quarter 1995         0                  1
__       0       Q395       Third quarter 1995          0                  1
__       0       Q495       Fourth quarter 1995         0                  1

F3=Exit      F4=Prompt for default level   F6=Create   F11=Selected items/all
F12=Cancel   F16=Clear default level       F17=Selection
```

Figure 14-13. The four quarters attached to the apex

12. Press **F3**. The system returns to the `Work with period structure members' panel. The four quarterly periods are now displayed in the ***Child period*** column.

We now want to attach the periods for January, February and March 1995 to the first quarter.

1. [*] Take option 12 (Next level) against the first quarterly period. The `Work with period structure members' panel is re-displayed but this time the first quarter of 1995 is the parent period.
2. Press **F15** to display the `Specification of period structure members' panel. This time the default level is 700 (Months). The four quarterly periods no longer appear in the list of available periods, since they are already members of this structure.
3. Take option 1 against the three periods January, February and March 1995. The system highlights the three selected periods.
4. Press **F3**. The system returns to the `Work with period structure members' with the three new children of the first quarter displayed.
5. Press **F12**. The `Work with period structure members' panel is re-displayed with the previous level of structure members – the apex and its four children.

Return to the step marked [*] and repeat the instructions for each of the three remaining quarters. Add April, May and June 1995 to the second quarter, July, August and September 1995 to the third quarter and October, November, and December 1995 to the fourth quarter.

1. When you have added all the periods, press **F3** to exit the `Work with period structure members' panel. The message `Structure is being resynchronized...' is displayed before the system returns to the `Period structure – Change' panel.
2. Press **F3**. IFM returns to the `Work with period structure members' panel.
3. Take option 8 (Display details) against the new structure. The `Period structure member' panel is displayed, as shown in Figure 14-14.

This shows you all the members of the structure in their various parent-child relationships. So, for example, the first quarter period panel appears twice on this panel: once as the child of the apex and once as the parent of the January, February and March.

```
   YAVIDFR                      Period structure member
                                                                          Period
structure . . . . :   TEST1995   Test structure for 1995

Position to:
   Parent level . . . . . .
                                                                            Type
options, press Enter.

   2=Change   12=Work with parent   15=Work with child   21=Audit details


------------Parent------------  ----------------Child----------------       Opt Lvl
Period name                 Lvl Period name                   Seq Sts
__   900 Year 1995                  800 First quarter 1995            .00  1
__                                  800 Second quarter 1995           .00  1
__                                  800 Third quarter 1995            .00  1
__                                  800 Fourth quarter 1995           .00  1
__   800 First quarter 1995         700 January 1995                  .00  1
__                                  700 February 1995                 .00  1
__                                  700 March 1995                    .00  1
__   800 Second quarter 1995        700 April 1995                    .00  1 +


F3=Exit   F12=Cancel   F15=Work with members   F17=Selection
F22=Print F23=More options
```

Figure 14-14. The Period structure member panel

The periods on the panel are shown in alphabetical order. The final step in creating the structure is to specify the correct sequence for the periods.

1. Type 2 `Change' against every record on the display (using the **F7=Page down** key as necessary) and then press **Enter**.
2. Type in a reporting sequence of `1' for the period `First quarter 1995' and press **Enter**.
3. Press **F12**.

The `Period structure member – Change' panel is redisplayed for the next period.

1. Type in a reporting sequence of `2' for the period `Second quarter 1995' and press **Enter**.
2. Press **F12** and continue in the same manner, specifying sequence numbers such that the periods are displayed in the required order.

```
   YAVIDFR                      Period structure member

Period structure . . . . :   TEST1995   Test structure for 1995

Position to:
   Parent level . . . . . .

Type options, press Enter.

   2=Change   12=Work with parent   15=Work with child   21=Audit details

     ------------Parent------------  ----------------Child----------------
Opt Lvl Period name                 Lvl Period name                  Seq Sts
__  900 Year 1995                   800 First quarter 1995          1.00  1
__                                  800 Second quarter 1995         2.00  1
__                                  800 Third quarter 1995          3.00  1
__                                  800 Fourth quarter 1995         4.00  1
__  800 First quarter 1995          700 January 1995                1.00  1
__                                  700 February 1995               2.00  1
__                                  700 March 1995                  3.00  1
__  800 Second quarter 1995         700 April 1995                  4.00  1 +



F3=Exit F12=Cancel F15=Work with members F17=Selection
```

Figure 14-15. The correctly sequenced periods

Appendix E. Legacy System Bridge database

The Legacy System Bridge database has two major parts:

1. The extract transaction type file defines the valid extract transaction types you establish and the transaction header defaults available to the Bridge transaction processor.

   The Bridge transaction processor uses data in the transaction header defaults in the transaction type record when the corresponding field in a transaction header is blank. When a field is not blank, it is used, regardless of the contents of the transaction header default.

2. The nine extract transaction files hold the Legacy System transaction data. You write the user program(s) that extract the transaction data into the transaction files.

The following information gives file descriptions and field listings. For each file, the filenames of the physical file and the two logical files (update index and retrieval index that are SYNON-generated) are given.

Extract transaction type file - UAGXCPP, UAGZCPU0, UAGXCPU1

This file defines the valid extract transaction types, and supplies transaction header defaults for each type.

Table 14-5. Extract transaction - fields and types

Field	Type	Comments
Extract transaction type	10A	Required; Bridge transaction type
(Extract) transaction description	40A	Required; Bridge transaction description
Automatic processing	1A	Not used
Extract transaction header defaults:		
Field	**Type**	**Comments**
Administrative division ID (enterprise)	10A	Optional in this file; required in transaction header and in this file if any of the next three fields are present.
Financial division ID (company)	10A	Optional in this file; required in transaction header and in this file if transaction ledger is present.
(IFM) Transaction type	10A	Optional in this file; required in transaction header
Transaction ledger	10A	Optional; required in transaction header
Transaction narrative	40A	Optional
Originating unit	10A	Optional
Originating user	10A	Optional
Ignore warnings	1A	Optional; blank or ’0’ = Do not have IFM ignore warnings. ’1’ = Have IFM Ignore warning messages.

Understanding the extract transaction files

There are nine extraction files:

1. Transaction header
2. Allocation line
3. Approval line
4. Cash line
5. Charge line
6. General ledger line
7. Settlement line
8. Tax line.
9. Attribute line

The records in these files are linked by the extract transaction type and extract transaction number fields in each record. The user program must write these fields so that the Bridge can identify all the records in the nine files that comprise one transaction.

A transaction header is required for all transactions. Requirements for other lines vary according to the type of transaction.

An attribute line file may be attached to one or more of the following files : transaction header, cash line, charge line, general ledger line, settlement line, tax line.

Requirements for fields in each record type also vary according to the type of transaction. The database supports the fields in the IFM transaction entry database. This document does not describe all the possible types of transactions, or field requirements for each. You must determine the fields required for each record type for your transactions by understanding how IFM processes them.

The following tables identity these parameters:

Required
The field is always required by the Bridge.

Required if this transaction has more than one record of this line type
The field is sometimes required by the Bridge.

Required in IFM
The field is always required by IFM.

Transaction header - UAGYCPP, UAGYCPU0, UAGYCPU1

Table 14-6. (Page 1 of 2) Transaction header - fields and types

Field	Type	Comments
Extract transaction type	10A	Required; Bridge transaction type
Extract transaction number	15,0	Required; used to link the header to records in other files
Administrative division	10A	Required; extract transaction default available
Financial division	10A	Required; extract transaction default available
Transaction type	10A	Required; IFM transaction type; extract transaction default available
Transaction ledger	10A	Required; general ledger, personal ledger, or cashbook; extract transaction default available
Transaction number	14A	Optional
Transaction entity	10A	Optional
Transaction entity name	26A	Optional
Their reference	26A	Optional
Transaction narrative	40A	Optional; extract transaction default available
Document date	7,0	Required; defaults to current date
Effective date	7,0	Required; defaults to current date**. Note:** The specified effective date will determine the Period (below). Period can be left blank.
Supply date	7,0	Required; defaults to current date
Originating unit	10A	Required; extract transaction default available
Originating user	10A	Optional; extract transaction default available
Period	10A	Optional. **Note:** When Period is used, the Effective Date (above) must fall within this period.
Contact	10A	Optional
Apportionment	10A	Optional
Inter-division account type	10A	Optional
Order/ship entity	10A	Optional
Order/ship reference	14A	Optional
Currency	4A	Optional

Table 14-6. (Page 2 of 2) Transaction header - fields and types

Field	Type	Comments
Exchange rate	15,8	Optional
Multiplier/divider	1A	Optional
Apply tax to transaction	1A	Optional
Omit from period accrual	1A	Optional
Contingent liability	1A	Optional
Processing status	1A	Required. Blank or ' ' = Not posted; user programs should write ' ' '1' = invalid extract transaction type '2' = Other error
Ignore warnings	1A	Optional; Blank or ' ' or '0' = Do not have IFM ignore warnings (default). '1' = Have IFM ignore warning messages.
Installment method ID	10A	Optional
Note method ID	10A	Optional
Note method transctn no	14A	Optional
Note due date	7, 0	Optional
Withholding method ID	10A	Optional
Tax transaction type	10A	Optional
IFM environment library	10A	Reserved for use with Prism/MM
IFM program to call	10A	Reserved for use with Prism/MM
IFM source application	10A	Reserved for use with Prism/MM
Transaction in use?	1A	'1' Transaction being written/updated by user program. '0' Transaction available for processing by Bridge.
Trans value: pers lgr 15.2	15, 2	Optional; control value may be required when transaction totals are enforced.
Trans value: cash 15.2	15, 2	Optional; control value may be required when transaction totals are enforced
Trans value: value lin 15.2	15, 2	Optional; control value may be required when transaction totals are enforced
Trans value: gen/lgr 15.2	15, 2	Optional; control value may be required when transaction totals are enforced

Allocation line - UAG6CPP, UAG6CPU0, UAG6CPU1

Table 14-7. Allocation line - fields and types

Field	Type	Comments
Extract transaction type	10A	Required; Bridge transaction type
Extract transaction number	15,0	Required; used to link the header to records in other files
Allocation line number	5,0	Required if more than one allocation line in this transaction
Allocate to transaction ID	14, A	Required in IFM
Value transaction currency	15,2	Required in IFM
Target document date	7	Optional
Allocation type	1A	Required
Entity	10A	Optional
Write-off nature	10A	Optional
Write-off unit	10A	Optional
Correction nature	10A	Optional
Correction unit	10A	Optional
Debit note nature	10A	Optional
Debit note unit	10A	Optional

Approval line - UATJCPP, UATJCPU0, UATJCPU1

Table 14-8. Approval line - fields and types

Field	Type	Comments
Extract transaction type	10A	Required; Bridge transaction type
Extract transaction number	15,0	Required; used to link the header to records in other files
Approval line number	5,0	Required if more than one approval line in this transaction
Approved by (user)	10A	Optional
Date approval requested	7	Optional
Date approval received	7	Optional
Approval status	1A	Required in IFM; 0 = Not yet reviewed; 1 = Approved; 2 = Rejected; 3 = Information only
Reason for approval status	40A	Optional

Cash line - UAG4CPP, UAG4CPU0, UAG4CPU1

Table 14-9. Cash line - fields and types

Field	Type	Comments
Extract transaction type	10A	Required; Bridge transaction type
Extract transaction number	15,0	Required; used to link the header to records in other files
Cash line number	5,0	Required if more than one cash line in this transaction
Value	15,2	Required in IFM
Drawing/lodgment (check/ deposit) reference	26A	Optional
Settlement method	10A	Optional
Reconciliation narrative	40A	Optional
Unit	10A	Optional
Nature	10A	Optional
Cashbook value	15,2	Optional
Post as bank changes?	1A	Optional; 0 = No, 1 = yes
Rate advice expected?	1A	Required
Financial division value	15,2	Optional
Reconciliation reference	26A	Optional
Bank transaction type	10A	Optional

Charge line - UAG0CPP, UAG0CPU0, UAG0CPU1

Table 14-10. (Page 1 of 2) Charge line - fields and types

Field	Type	Comments
Extract transaction type	10A	Required; Bridge transaction type
Extract transaction number	15,0	Required; used to link the header to records in other files
Charge line number	5,0	Required if more than one charge line in this transaction.
Charge ID	10A	Optional
Narrative	40A	Optional
Quantity	15,4	Optional
Price	15,4	Optional
Discount percent	5,2	Optional
Discount value	15,2	Optional
Value (transaction currency)	15,2	Optional
Value (financial division currency)	15,2	Optional
Unit	10A	Optional
Nature	10A	Optional
Apportionment	10A	Optional
Allow settlement discount	1A	Optional; 0 = No, 1 = Yes
Subject to withholding?	1A	Optional; 0 = No, 1= yes
Item tax class ID	15A	Optional
Tax indicator	3A	Optional
Tax transaction type	10A	Optional
Fields for Charge line SMS file:		
Field	**Type**	**Comments**
Type	1A	Optional
Prorate charge line code	1A	Required; 0 = No, 1 = Yes
Unit	10A	Optional
Nature	10A	Optional
Item number	15A	Optional
Warehouse	3A	Optional
Order number	7A	Optional
Misc/srv item sequence	3,0	Optional

Table 14-10. (Page 2 of 2) Charge line - fields and types

Field	Type	Comments
Blanket sequence	4,0	Optional
Entry unit of measure	2A	Optional
Misc charge detail number	15A	Optional
Work order number	6A	Optional
Order number	7A	Optional
Operation sequence nmbr	4A	Optional
MRO item	1A	Optional
Work order task	2,0	Optional
Cost code	6A	Optional
Completion code	1A	Optional
Auto-gen method	1A	Optional
Generate quantity	1A	Optional
Error flag 1	1A	Optional
F/SC code	1A	Optional
Prorate amount (transaction currency)	15,2	Optional
Prorate amount (financial division currency)	15,2	Optional
Debit memo number	10A	Optional

General ledger line - UAGZCPP, UAGZCPU0, UAGZCPU1

Table 14-11. General ledger line - fields and types

Field	Type	Comments
Extract transaction type	10A	Required; Bridge transaction type
Extract transaction number	15,0	Required; used to link the header to records in other files
General ledger line number	5,0	Required if more than one general ledger line in this transaction
Value	15,2	Required in IFM
Narrative	40A	Optional
unit	10A	Optional
Nature	10A	Either Nature or Apportionment is required in IFM
Apportionment	10A	Either Nature or Apportionment is required in IFM
Financial division value	15,2	Optional
Date for translation	7,0	Optional
Period	10A	Optional

Settlement line - UAG3CPP, UAG3CPU0, UAG3CPU1

Table 14-12. Settlement line - fields and types

Field	Type	Comments
Extract transaction type	10A	Required; Bridge transaction type
Extract transaction number	15,0	Required; used to link the header to records in other files
Settlement line number	5,0	Required if more than one settlement line in this transaction
Value (transaction currency)	15,2	Optional
Value (financial division currency)	15,2	Optional
Narrative	40A	Optional
Method ID	10A	Optional
Terms ID	10A	Optional
Discount base	15,2	Optional
Due date	7	Optional
Settlement date	7	Optional
Settlement status	1A	Optional
Reason for dispute	10A	Optional
Currency contract	10A	Optional
On time override	1A	Optional; 0 = No, 1 = Yes
Date settled	7	Optional
Installment payment nmbr	5,0	Optional
Installment interest amt	15,2	Optional
Installment principle amt	15,2	Optional

Tax line - UAG5CPP, UAG5CPU0, and UAG5CPU1

Table 14-13. (Page 1 of 2) Tax line - fields and types

Field	Type	Comments
Extract transaction type	10A	Required; Bridge transaction type
Extract transaction number	15,0	Required; used to link the header to records in other files
Tax line number	5,0	Required if more than one tax line in this transaction
Taxable value	15,2	Required in IFM
Tax rate	5,2	Optional
Tax value (transaction currency)	15,2	Optional
Tax value (financial division currency)	15,2	Optional
Narrative	40A	Optional
Source	1A	Optional
Tax code	5A	Required
Tax code result ID	10A	Required
Tax indicator	3A	Optional
Tax transaction type	10A	Optional
Invoice-to/from tax suffix	5A	Optional
Order number	7A	Optional
Ship-to/buy-from suffix	5A	Optional
Item number	15A	Optional
item tax class ID	15A	Optional
Charge ID	10A	Optional
Warehouse code	3A	Optional
Order quantity	10,3	Optional
Unit of measure code	2A	Optional
Orig charge amt (trans/ curcy)	17,0	Optional
Transaction cash disc pct	5,2	Optional
Transaction cash disc amt	17,0	Optional
Tax adj for cash disc?	1A	Optional; 0 = No, 1 = Yes
Tax in price Europe?	1A	Optional; 0 = No, 1 = Yes
Tax in price Brazil?	1A	Optional; 0 = No, 1 = Yes

Table 14-13. (Page 2 of 2) Tax line - fields and types

Field	Type	Comments
Compound tax uplift	5,4	Optional
Compound tax uplift tx cd	5A	Optional
Compound tax uplife result	10A	Optional
Tax base amt substituted	1A	Optional; 0 = No, 1 = Yes
Tax rate substituted?	1A	Optional; 0 = No, 1 = Yes
Tax rate method	1A	Optional; 0 = No, 1 = yes
Tax recovery percent	5,2	Optional
Include tax in cash disc?	1A	Optional; 0 = No, 1 = Yes
Tax group code	3A	Optional
Use tax?	1A	Optional; 0 = No, 1 = Yes
EC memo tax?	1A	Optional; 0 = No, 1 = Yes
Tax rate derived?	1A	Optional; 0 = No, 1 = Yes
Information only tax?	1A	Optional; 0 = No, 1 = Yes
Tax is invoiced?	1A	Optional; 0 = No, 1 = Yes
Tax liab/rec nature	10A	Optional (required if amount specified)
Discount inc/exp nature	10A	Optional
Write-off inc/exp nature	10A	Optional
Adjustment inc/exp nature	10A	Optional
Use/memo liab/rec nature	10A	Optional
Use/memo offset nature	10A	Optional
Non recoverable VAT nature	10A	Optional
Tax exclusive price	17,0	Optional
Tax inclusive price	17,0	Optional
Substituted tax base	17,0	Optional
Recoverable tax base amount	17,0	Optional
Recoverable tax amount	17,0	Optional
Effective tax rate	5,2	Optional

Attribute line - UAHECPP, UAHECPU0, UAHECPU1

Table 14-14. Attribute line - fields and types

Field	Type	Comments
Extract transaction type	10A	Required; Bridge transaction type
Extract transaction number	15,0	Required; used to link the header to records in other files
Attribute line number	5,0	Required if more than one attribute line in this transaction
Line type[a]	2A	Optional
Line number (atr):[b]	5,0	Optional
Attribute line attribute class	10A	Optional
Attribute line attribute	10A	Optional
Attribute line count	5,0	Optional
Attribute line value (fd/cy)	17,0	Optional
Attribute line value (tr/cy)	17,0	Optional
Attribute line quantity	15,4	Optional

a. This field specifies the type of line to which the Line Attribute record is attached. If the line type is left blank, the Line Attribute record is attached to the Transaction header. Valid line types include the following:
50 = Cash

20 = Charge
83 = General Ledger
40 = Settlement
30 = Tax

b. This field indicates the specific line to which the Line Attribute record is attached. The line number attribute value must match the Cash line number, Charge line number, General ledger line number, Settlement line number, and Tax line number. If the value in this field is zero, the Line Attribute record is associated with the Transaction header.

Glossary

This glossary defines terms that are important for this application. It does not include all XA terms nor all terms established for your system. If you do not find the term you are looking for, refer to the Index in this book or to glossaries in other XA publications.

This glossary includes definitions from:

- The *American National Dictionary for Information Processing Systems*, copyright 1982 by the Computer and Business Equipment Manufacturers Association (CBEMA). Copies may be purchased from the American National Standards Institute, 1430 Broadway, New York, New York 10018. Definitions are identified by symbol (A) after definition.
- The *ISO Vocabulary – Information Processing and the ISO Vocabulary – Office Machines*, developed by the International Organization for Standardization, Technical Committee 97, Subcommittee 1. Definitions of published sections of the vocabulary are identified by symbol (I) after definition; definitions from draft international standards draft proposals and working papers in development by the ISO/TC97/SC1 vocabulary subcommittee are identified by symbol (T) after definition, indicating final agreement has not yet been reached among participating members.
- *Preparing Financial Information Systems for the Euro*, developed by the European Commission, Directorate General XV, Internal market and Financial Services, published December 15, 1997 (XV/7038/97).

account See personal account and general ledger account.

accounting level A set of fields on a ledger which, for certain items, determines whether they will be accounted for in summary, at financial division level, or in detail, at the level of the units which originate the transactions concerned.

accounting period A period of time at the end of which and for which financial statements are prepared, usually a calendar month or a four-week interval. See ledger period.

accrual See current period accrual and past period accrual.

administrative division A group of financial divisions whose coding structures share common domains, and whose administration is closely co-ordinated.

administrative division financial data A record which controls the financial operation of IFM within an administrative division, effective from a specified date of data.

administrative div. system data A record which controls the use of value formats within an administrative division.

aged balance The total settlement balance on a personal account within an aging period.

aging period An interval between two dates which forms a column on an aged balance report. Settlement balances are presented by aging period to provide an analysis of payables and receivables.

aging structure A set of aging periods to be included on an aged balance report. The aging structure also determines how the end date of each aging period is to be calculated.

allocation (1) The process of offsetting transaction allocation balances (typically cash and credit notes) against transaction settlement balances (typically invoices). (2) The reserving of available inventory for a requirement, such as an explicit open production order.

allocation balance The outstanding balance on a personal ledger or cash book transaction which is still to be allocated.

allocation line A type of transaction line which allocates all or part of a transaction's allocation balance to offset all or part of the value of a settlement or cash line belonging to another transaction.

alternate currency payments. An invoice from a supplier paid in a currency other than its transaction currency.

analysis A presentation of the information contained in an extract. An extract may be presented by many analyses.

application (1) The use to which an information processing system is put, for example, a payroll application, an airline reservation application, a network application, keeping track of a company's inventory. (2) A program that performs a particular data processing task; for example, one that provides an inventory report or payroll checks.

application user The record which authorizes a user to the tasks belonging to the application concerned. The application user record details the user's authority to different types of tasks and also determines whether or not the user is allowed to delete records.

apportionment A set of records which allows users repeatedly and automatically to divide transaction values and general ledger balances amongst a range of general ledger accounts according to some criterion.

apportionment criterion A criterion by which a value is divided amongst the units of the target general ledger accounts of an apportionment. For example, square feet occupied, head count or salary bill.

apportionment list A list of apportionments to be applied in a report produced using an analysis. The apportionments do not effect the general ledger – they are for the purposes of the report only.

apportionment source A general ledger account from which a balance is apportioned.

apportionment target A general ledger account to which a balance is apportioned.

apportionment value The value of an apportionment criterion attributable to a unit.

approval line A transaction line which requests and documents a user's approval for a transaction. A transaction may have any number of approval lines; however, all

approval lines must carry approval status `Approved' before the transaction may be posted.

archive phase A group of archive actions that are executed in a specified sequence.

archive procedure A record which describes a particular set of archiving activities. These activities comprise a set of archive phases which themselves comprise a sequence of archive actions.

archiving (1) The process of removing unwanted records from the database. (2) The storage of history files and associated journals, usually for a given period of time.

attribute A possible value of an attribute class.

attribute analysis The process of analyzing transactions, personal accounts or entities according to their attributes and attribute classes.

attribute class A property of an object which may take one of many possible values called attributes. For example, the attribute class `Color' may have attributes of `Red', `Green', `Blue' and so on. IFM enables users to define their own attribute classes and to attach them to entities, personal accounts, transactions and transaction lines.

attribute line A transaction line which attaches an attribute to a transaction or to a transaction line, and optionally associates a quantity and value with the attribute.

attribute list A list of attribute classes. Certain files have an attribute list associated with them. This means that when a new record is created, users will be prompted to enter an attribute for each attribute class in the list. Each attribute class in the list is either optional or mandatory.

audit stamp A record which documents an execution of a task by a user. All database records created or changed during a task bear a reference to the current audit stamp, thus recording who created or changed a particular record, and when, and from which workstation.

audit trail. (1) Data, in the form of a logical path linking a sequence of events, used for tracing the transactions that have affected the contents of a record. (2) Information that allows you to trace the history of an account, item record, order, and so forth. The more recent information may be stored online so you can retrieve it.

background job A process that the i5/OS performs without interrupting a user's interactive job. Also known as a batch job or a submitted job. See also process mode.

BACS See Banks Automated Clearing Service.

BACS file A file created by the automatic payments system which owns BACS records from one or more payment lists. Each BACS file has a corresponding BACS format file.

BACS format file A file detailing one or more BACS payments, which is in the special format required by the BACS Service. The BACS format file must be copied to tape and sent to BACS in order for the payments to be processed.

Banks Automated Clearing Service (BACS) A system enabling funds to be transferred electronically between banks and other organizations. BACS is supported by most UK banks.

base currency. The currency you use for internal record-keeping purposes. In U.S. FAS52 accounting, referred to as functional currency.

batch (1) An accumulation of data to be processed, as in a batch of transactions. (2) A group of jobs to be run on a computer at one time with the same program.

batch job A job in which the processing functions are submitted as a predefined series of actions to be performed without continuous operator attention. See background job. Contrast with interactive job.

budget A set of budget and forecast values which together define a budget for a specified unit structure, nature structure and period structure.

budget profile A set of percentages, one per period, which are used to allocate budget and forecast values to the individual periods of a budget's period structure.

cash book A type of ledger which records cash transactions. A cash book relates to a bank account, petty cash account or other fund.

cash book journal A journal which generates a pair of cash transactions denoting the transfer of cash from one account to another.

cash line A transaction line which records a cash component of a transaction. A transaction may have none, one or many cash lines.

charge A service, a monetary fee, allowance, or item for which a corresponding record has been created in the charge file.

charge line A transaction line which records the value of a charge on a transaction. A personal ledger transaction may have none, one or many charge lines.

child A member of a unit, nature or period structure which is directly attached to another member at a higher level. The higher member is called the parent. One member may be both a parent and a child.

closing adjustment A non-trading ledger period which records the closing adjustment of a financial year.

closing rate. The “spot” rate which exists at the balance sheet date.

collection letter A letter requesting payment from a customer. IFM has a facility for printing collection letters automatically according to the size and age of a customers debt.

collection status The status which a personal account may assume when it has an aged balance falling within a particular aging period during a collection run. A

collection status usually calls for an action be taken: For example, `Phone call', `Review account', `Legal letter', `Court action'.

command A user-defined alias for a task. Users can initiate a task by entering a corresponding command on a menu.

control value A value entered by a user on the header line of a transaction or on a batch which is used to check the values entered on the individual transaction lines. A transaction, or a batch of transactions, cannot be posted until the control values match the values that have been entered on the transaction lines.

conversion rate. The fixed conversion rate from the euro unit to the national currency unit of a participating member state.

currency contract An agreement to buy or sell foreign currency forwards. Currency contracts are recorded to provide information on currency commitments and forward exchange rates for the calculation of gain/loss on exchange.

current period accrual A transaction relating to an income or expense occurring in the current period for which no documentary evidence (such as an invoice) has yet been issued or received.

date of data (effective date) A date appearing on certain records which determines when the record becomes effective or available for use. Such records remain effective until superseded by a record with a later date. Personal account data and administrative division financial data are examples of records which have a date of data.

date method A method of calculating one date from another.

date of document A date appearing on the header line of a transaction which corresponds to the date printed on a related document such as an invoice. This date determines the transaction exchange rate.

date of supply A date appearing on the header line of a transaction which is the date on which the related goods or services were actually supplied. This is the date used for tax purposes.

default A value for a field which is supplied by the system rather than being entered by the user. The user can either accept or change the default. IFM makes extensive use of defaults, particularly during transaction entry.

document type A record which defines the print program and forms type to be used for printing an invoice, statement, remittance or cheque. You can define you own document types to suit the size and layout of the stationery used by your organization.

drawing/lodgement reference See lodgement reference.

due date The date on which settlement of a settlement line is contractually due to occur. Due dates may be calculated automatically using a date method.

dunning letter See collection letter.

effective date A date appearing on the header line of a transaction which is the date on which the transaction is deemed to take place for accounting purposes. It determines the default period to which the transaction is posted.

entity Any organization, or part thereof, or any individual, with which any financial division has a trading relationship.

entity alias An alternative name by which an entity may be known. An entity can have any number of aliases.

entity contact A person associated with an entity. An entity can have any number of contacts.

entity diary A record of noteworthy events in the trading history of an entity.

entity group A trading group comprising a number of entities.

entity statistics A file which records information such as the number and total value of transactions posted to a particular personal account.

error line A transaction line which documents a transaction validation error or warning and the transaction line to which it relates. Error lines may be generated if, for example, a value has not been entered for a required field or if the transaction does not balance.

European Monetary Union (EMU). Created by the Maastricht Treaty, comprised of 15 European countries. Predecessor was the European Economic Community (EEC) formed in 1958.

euro. The single European currency as defined in the *Regulation on the introduction of the euro.*

euro-participating country. EMU countries that will initially participate in the euro currency transition.

exchange rate. Ratio for exchange of two currencies.

exchange rate limits The minimum and maximum reasonable values for an exchange rate from one currency to another. The limits also determine whether the exchange rate is used as a multiplier or a divider.

exchange rate set A set of exchange rates with particular characteristics for a particular purpose. Examples of exchange rate sets are `Daily spot rates', `Year-end rates' and `Budget rates'.

extract A subset of data from the general ledger summary, as defined by a combination of unit, nature and period structure families.

family A unit, nature or period structure member together with all its descendants in the structure. A partial family includes all the descendants down to a specified level.

fixed conversion rate. The exchange rates between euro-participating currencies and the euro currency as of 1/1/99. Remains fixed until these currencies cease to exist on 6/30/2002.

foreign currency account A general ledger account which records the value of an asset or liability which is valued in a currency other than the financial division currency.

field headings User-defined column headings and left-hand text associated with aging periods, attribute classes, units, natures and periods.

financial division A group of units within which the system maintains a trial balance. Usually, but not necessarily, a company.

financial division security The security system that controls which users have access to which financial divisions and the types of tasks that they are allowed to perform in each. Financial division security may be switched on or off using the administrative division data file.

financial division user A record which authorizes a user to a financial division and determines the types of tasks that they are allowed to perform. The financial division user record also contains the user's nature posting authority.

function key One of the 24 keys (F1, F2,..., F24) on a System i keyboard that enable users to request an action to be performed. In IFM, identical or similar actions are always performed with the same function key. For example, pressing F3 always exits the current panel and F6 is always used to create a new record.

G/L See general ledger.

gain or loss on exchange A change in the value of a foreign currency transaction due to a movement in exchange rates. Gain or loss on exchange may arise in the general ledger, personal ledgers or cash books. IFM has facilities for automatically accounting for gains or losses in each case.

general ledger A type of ledger which records the transactions of a financial division. Each financial division has one, and only one, general ledger.

general ledger account A set of transactions all posted to the same unit and nature.

general ledger line A transaction line that records the occurrence of a general ledger posting on a transaction. All the general ledger lines on a transaction must balance to zero before it can be posted.

general ledger summary The file which records the balance on each general ledger account in each a period. The values are held in the currency of the financial division which owns the general ledger concerned. The general ledger summary is updated each time a transaction is posted.

hash total A total which is calculated regardless of the currency of the individual values which contribute to the total. For example, the hash total of £50.00 and $100.00 is 150.00. Control values are often hash totals.

header line A transaction line which records general information such as the date and originating user of a transaction. All transactions have a header line, no matter what their type.

identifier A field which uniquely identifies a particular record. In IFM, the records in most files have identifiers which are 10 characters long. In some cases the identifiers may be assigned automatically by IFM, although in most cases the user must enter an identifier at the time a record is created. An identifier cannot be changed once a record has been created.

impersonal account See general ledger account.

interactive job The exchange of information between a user and the computer. Contrast with background job.

interdivision account An account which is automatically posted with a balancing entry when an inter-division transaction is created.

interdivision transaction A transaction which posts to units belonging to more than one financial division.

journal A transaction occurring wholly within one ledger.

ledger A record which groups transactions and which also provides a range of defaults for the entry of transactions within the ledger. In IFM there are three types of ledgers – general ledgers, personal ledgers and cash books. Each financial division must have one, and only one general ledger, and may have many personal ledgers and cash books.

ledger period A period associated with a ledger, which may be open or closed (that is, may or may not currently be eligible for posting). All ledgers within the same financial division should be given the same set of ledger periods.

level A number assigned to each member of unit, nature or period structure.

local currency. The currency you use for internal record-keeping purposes. In U.S. FAS52 accounting, referred to as functional currency. This is the currency used in non-IFM XA applications.

lodgement reference A field showing a cheque number, transfer number, bank deposit number or some other reference used by the bank to identify a group of one or more cash transactions.

member A unit, nature or period which has been included in a unit, nature or period structure respectively. A given unit, nature or period may be a member of many structures at the same time.

member state. The countries which, according to the legal framework for the use of the euro, adopt the single currency in accordance with the EC treaty.

menu A panel on which a user may initiate a task by entering a menu option or command.

menu option A task appearing on a menu. One task may appear as a menu option on many menus.

menu trail A record of the menu options and commands entered by a user during one IFM session. If an IFM session ends abnormally the menu trail enables the user to restart from the same menu.

narrative A piece of text which contains information about a record which a user wishes other users to be aware. IFM enables narrative to be added to most records in its database.

national currency. Current legal tender currency of the country in which a business or operation is located. In XA documentation, referred to as local currency.

nature An asset, liability, capital, income or expense item. There are two principal types of nature – `Balance sheet' natures and `Profit and loss' natures.

nature posting authority A number between 1 and 99 appearing on each financial user and each nature. If nature security is active, financial division users are only allowed to post transactions to natures, if their nature posting authority is equal to or greater than the authority of the nature concerned.

nature security The security system that only allows authorized financial division users to post transactions to a nature. Nature security may be switched on or off using the administrative division financial data file. The nature posting authority determines whether or not posting is allowed.

nature structure A hierarchical grouping of natures.

nature structure member See member.

nominal ledger See general ledger.

OfficeVision/400 An IBM program for sending and receiving electronic mail, word processing and other typical office tasks.

opening balance A non-trading ledger period which records the opening balance of a financial year.

option One of the numbers that appear on certain panels which enable users to perform an action on a selected record. In IFM, identical or similar actions are always performed using the same option. For example, option 21 is always used to display the audit stamp of a record.

originating user The user who originates a transaction, as specified on the transaction header. If so specified in the administrative division financial data, the posting authority of the originating user is checked when the transaction is processed.

panel A discrete area on the computer screen that has its own options and function keys. A panel is not the same as a screen – more than one panel may be displayed on the screen at one time.

panel ID A 7-character code shown in the top-left corner of every panel which uniquely identifies the panel.

parent In IFM, a parent is a member of a unit, nature or period structure which has other members attached directly below it. One member may be both a parent and a child.

partial family see family.

participating member state. A country which, according to the legal framework for the use of the euro, adopts the euro in accordance with the European Commission Treaty.

past period accrual A type of accrual in which a transaction is entered in the current period which relates to an income or expense occurred in an earlier period.

payables ledger See personal ledger.

payment currency The identifier of the currency. It is used to filter deferred check records based on their original currency.

payment due date The date that the issued postdated check can be deposited undiscounted by the payment list entity.

payment list A list of potential payments produced by the automatic payments system.

period A record which classifies the time interval to which a transaction relates. Typically a period is an interval between two dates but periods do not have to have dates.

period structure A hierarchical grouping of periods for analysis purposes.

period structure member See member.

personal account A record which enables an entity to use a personal ledger.

personal account status A user-defined expression of a personal account's relative standing. For example, `good customer' or `trading suspended'.

personal ledger A type of ledger which records credit-based transactions between a financial division and the entities having personal accounts in the personal ledger. A personal ledger may accept receivable transactions, payable transactions or both.

P/L See personal ledger.

posting The addition of a transaction to a ledger. To post means to add a transaction to a ledger. A transaction must be successfully validated prior to posting. Once a transaction has been posted it becomes part of the financial record of the financial division concerned and only limited changes are allowed.

prepayment A transaction which relates to an income or expense to be incurred in one or more periods in the future.

process mode A field which gives you the option of performing a particular process either interactively or in background. Typically, if you expect a process to take a long time to run, you would run it in background so that you can continue to use your interactive job.

public holiday set A record which defines the non-working days of the week and specifies dates which may optionally be excluded when calculating a due date, settlement date, or the date when a settlement discount or finance charge becomes due. If the result of a date method falls on a non-working day or a public holiday, the result is moved to the next available working day.

purchase ledger See personal ledger.

receivables ledger See personal ledger.

record status A field present on many records which determines whether the record is active, inactive or ready for archive.

region A user-defined geographic division to assist in the identification of entities.

repeating transaction A transaction which is a template from which other transactions are created. The transaction itself is never posted: only copies of it made by the system under the user's control.

report generator A collective term for the IFM facilities that analyze the data held in the general ledger summary file. See also analysis, extract and value definition.

reversing accruals The process of creating general ledger lines in one period to balance current period accruals created in earlier periods.

sales ledger See personal ledger.

security control The file which determines whether task security is applied and whether users are required to enter IFM passwords.

settlement balance The outstanding balance on a personal ledger transaction which is still to be settled.

settlement date A date appearing on a settlement line. For unsettled – or partially-settled – settlement lines it is the date on which you expect the line to be settled or, for payables, the date on which you intend to settle. For settled settlement lines it is the date on which settlement actually occurred. Contrast with due date.

settlement discount A reduction in a settlement balance, given or taken for prompt payment. Settlement discounts may be applied automatically using settlement terms. Discount is not taken on part payments – they are only taken when the settlement balance is fully paid.

settlement line A transaction line which records an amount owed, either payable or receivable. Simple transactions where the settlement value is due in one instalment only require one settlement line. Transactions will require more than one settlement line if parts of the settlement balance have different due dates, or are to be settled by different settlement methods, or have different settlement statuses.

settlement method A means by which cash is paid or received. For example, cheque, telegraphic transfer or BACS.

settlement terms The set of parameters by which due and settlement dates are determined, and settlement discounts and finance charges are allowed or levied.

structure family A structure member and its descendant structure members.

submitted job See background job.

Synon/2 An application generator for theSystem i. All IFM applications are written with Synon/2.

task A function which the system performs when a menu option is taken or a command is executed. Tasks include IFM programs and IFM menus.

task security The security system which only allows users to run tasks to which they have the necessary authority. Task security may be switched on or off using the security control file. See also application user.

tax band A rate or class of goods or services within a tax regime. For example, the UK VAT tax regime would include the tax bands, `Standard', `Zero' and `Exempt'.

tax line A transaction line which records the levy of a sales tax on a transaction. One transaction may have none, one or many tax lines.

tax rate The percentage rate at which sales tax within a tax band is levied.

tax regime A sales tax regime. For example, UK VAT, French TVA or US sales tax.

text line A transaction line which contains free-form narrative to appear within the body of a transaction when it is printed as an invoice, credit, receipt.

trading currency. The currency you use in your dealings with your trading partners. It can be your own national currency or any foreign currency.

transaction A financial transaction processed through a personal ledger, a cash book or a general ledger. Each transaction comprises a header line together one or more other transaction lines.

transaction control A record which allows transactions of a particular type to be entered in a particular ledger. The transaction control may also associate an attribute list and a transaction template with the transactions concerned.

transaction currency. Source currency in which a sale or purchase is denominated.

transaction entry The process (performed by a user) of entering a transaction into the system. With few exceptions, IFM does not check the values that are entered until the transaction is validated.

transaction line A constituent element of a transaction. There are a number of different types of transaction lines including header lines, charge lines, settlement lines and so on.

transaction line control A record that associates an attribute list with a particular type of transaction line for a given transaction type and ledger.

transaction number The visible identity of a transaction, which may be assigned by the system or entered by the user, and which appears on panels and reports. Transaction numbers need not be unique – two transactions in the same ledger can have the same number.

transaction number numerator A record which determines the format of the system-assigned transaction numbers in a given ledger and for a given transaction type. Each numerator has a date on which it becomes effective. System-assigned transaction numbers are in the form `PPPP999999SSSS', where PPPP and SSSS are a prefix and suffix each from zero to four characters in length.

transaction template A record controlling which transaction lines are to be presented to a user during transaction entry and in what sequence.

triangulation. The process of conversion from a currency that is euro-participating to the euro, then to another euro-participating currency.

transaction type A user-defined type of a transaction. For example, invoice, credit note, cash receipt and general ledger journal.

transaction validation The process (performed by IFM) which ensures that a transaction has been entered correctly. Each transaction must be successfully validated before it can be posted. If a transaction fails posting one or more error lines will be generated.

transition period. The period from 1/1/1999 through 1/1/2002 whereby businesses in euro-participating countries will have dual currencies—their national currency and the euro. Transition period for consumers ends around 6/30/2002.

trial balance The total balance on all general ledger accounts within a financial division. The trial balance will always equal zero. A trial balance may be obtained using the general ledger inquiry and the report generator facilities of IFM.

triangulation. The process of conversion from one euro-participating national currency to the euro, then to another euro-participating national currency.

unit A focus of financial responsibility. Cost center, profit center, budget center, person, section, department, division, company, subsidiary, holding company are all examples of units.

unit structure A hierarchical grouping of units for analysis purposes.

unit structure member See member.

unit/nature combination A unit and nature (that is, a general ledger account) which may together be designated a valid or invalid combination for the purposes of transaction validation.

user Someone whose existence is defined to IFM as a user of the facilities which the system provides.

user defaults The default parameters which will be passed by the system to tasks initiated by users. Defaults may be changed from any menu by users authorized to do so.

validation A process performed by the computer to check a value entered by a user. See also transaction validation.

value definition A type of value which may used in an analysis. For example, a budget value and an actual value or a value which compares two other values.

value format A record which defines a format in which values may be entered, displayed or printed, and determines whether the decimal point is a comma or a full stop, what symbols are used for positive and negative and so on.

value list A record which defines the existence of a list of value definitions used by an analysis.

value list detail A record which includes a value definition in a value list.

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