

# Accounting Management Plus Concepts Guide

Release 9.0

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### Publication Information

The product Infor ERP *XA* was previously know as Infor XA, MAPICS ERP for iSeries and MAPICS XA. These names may still appear in text or graphics within this book.

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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 the client version of the Accounting Management Plus functions in Infor ERP XA.

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

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## Before you begin

Complete the following training if you do not have equivalent knowledge:

- System i education for the basic operation concepts of the System i.
- Education on how to use a Windows application.

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## What this book contains

This book contains information about the design of Accounting Management Plus.

- Chapter 1 “Introducing Accounting Management Plus” provides an overview of the capabilities Accounting Management Plus offers.
- Chapter 2 “Working with AM Plus Accounts Receivable” introduces functions for handling deposits and cash receipts, and for performing month end close.

For information on standard and customizable features of Infor ERP XA client/server applications, see the *Infor ERP XA Browser Concepts Guide*.



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## Chapter 1. Introducing Accounting Management Plus

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Accounting Management Plus (AM Plus) provides a customizable view of accounts receivable, accounts payable, and general ledger information. In addition, AM Plus provides functions for:

- creating deposits and cash receipts.
- applying cash from receipts to customer open invoices.
- posting cash receipts and completing deposits.
- Running month end close.
- Printing statements and delinquency notices.

To use AM Plus, at least one of the following XA applications must be installed: Accounts Receivable (AR), Accounts Payable (AP), and General Ledger (GL). Data is shared between AM Plus and AR, AP, and GL. Customer Service Management (CSM) is an optional application that may be installed. CSM lets you set up headquarter and branch customers.

Multi-Currency Support (MCS) is an option that is activated in Cross Application Support (CAS). When MCS is active, the amounts in AM Plus can be shown in alternate currencies.

If Enterprise Product Data Management (EPDM) is installed, the Accounting Management Plus application is now fully integrated with the EPDM functions and Item Revisions replaces Item Master. While this guide might contain references to Item Master files, the functions in this application now use Item Revisions for item information. For more information, see the *Enterprise Product Data Management Concepts Guide*.

Accounting Management Plus (AM Plus) organizes information in application objects. The application objects are organized further into one of four categories, based on the type of accounting information they contain:

- Accounts Receivable
- Accounts Payable
- General Ledger
- Codes.

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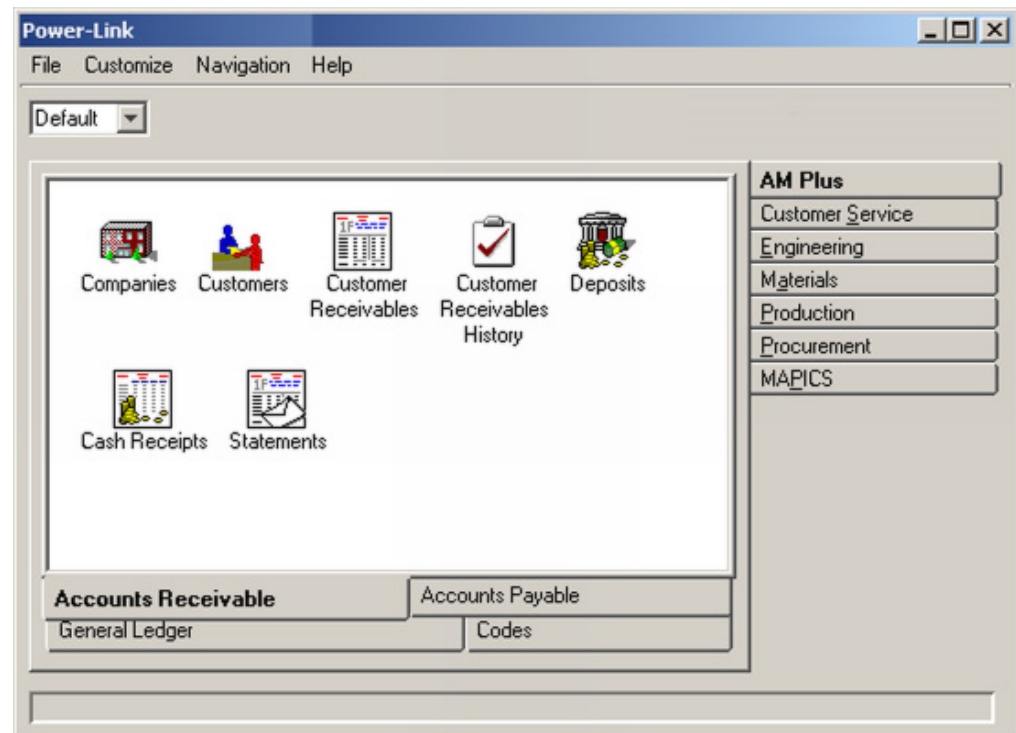
### Accounts Receivable objects

Receivables normally represent a significant investment for a manufacturer, and keeping an accurate account of this asset is essential. A company's cash flow, its ability to react to business cycles and to extend credit, and ultimately, its profitability are directly affected by the accuracy of receivables accounting.

AM Plus provides functions for managing this important asset and keeping tight controls on customer accounts. These functions allow you to:

- Automatically view customer orders related to an invoice.
- Directly access to customer information, such as credit limit and rating and applicable interest or service charges, that help you manage the customer's account.
- Apply payments immediately to customer accounts.
- Prepare neat, accurate, and timely statements.
- Improve collection of customer accounts and reduce losses from bad debts through automatic aging of customer accounts and printing of associated delinquency notices.
- Run month end close to calculate service charges, create statements, update customer account information, purge paid items to history, and record the before and after closing information.

The Accounts Receivable tab in AM Plus has seven application objects. Each object represents a different type of information related to your receivables.



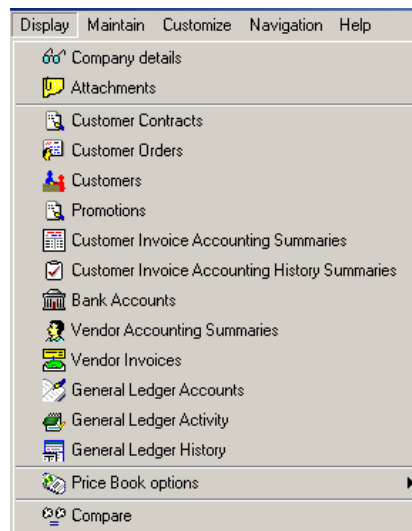
## Companies

The Companies object contains information about the companies that are supported by the XA environment you are using. Companies are defined when Customer Order Management (COM) is installed. Use this object to view detailed information about a company, such as logistics and tax information.

The **Companies** list window shows a list of the companies with which you do business.

Co	Company name	Default order date	Profit	Reuse order number option	Backorder pick list
1	ALPHARETTA 69	Yes	1,267.50	No	Don't allow new pick
2	COMPANY NO 2	Yes	1,520.00	No	Allow new pick list
10	COMPANY 10	Yes	1,267.50	No	Allow new pick list
11	JKM COMPANY	Yes	1,267.50	No	Allow new pick list
12	COMPANY 12	Yes	1,267.50	No	Allow new pick list
13	WILLIAMS & SONS	Yes	611.00	No	Don't allow new pick
22	LGL COMPANY	Yes	409.00	No	Don't allow new pick
23	BLL ENTERPRISE	Yes	358.50	No	Allow new pick list
24	TRIPLE C	Yes	480.00	Yes	Allow new pick list
25	STONE MOUNT CRP	Yes	449.00	No	Allow new pick list
28	DWP COMPANY	No	762.50	Yes	Don't allow new pick
31	MORRIS LOTTERY	Yes	510.00	No	Don't allow new pick

In the Companies object, you can use the options on the **Display** menu to view information related to a selected company, such as all contracts that you have with customers belonging to a company.



**Note:** You cannot maintain companies in AM Plus. You can create, change, or delete the price book assigned to a company. For more information on maintaining companies, see the *COM User's Guide*. For more information on maintaining price books, see the *CSM Concepts Guide*.

The Companies object is also where you execute month end close. The **Host Jobs** option on the File menu contains the Month End Close dialog where you enter your choices for processing month end close. See Chapter 2 for more information about



performing month end close. For step-by-step instructions about this task, see the online Help associated with this object.

The screenshot shows a software window titled "(P4) Company Host Jobs". Inside, there is a "Company" icon and a "Month End Close" section. The "Execute" checkbox is checked. Below it is a "Description" text field. There are two dropdown menus: "Subset ..." with "(all records)" selected, and "Sort ..." with "(default)" selected. An "Options" section contains two sub-sections: "Before Close" and "After Close". Each sub-section has "Print receivables" and "Currency" dropdown menus, both set to "All records" and "Trading currency" respectively. At the bottom of the options are "Posting period" (1), "Posting year" (4), and "Statement date" ( / / ). At the very bottom of the window are "Submit", "Cancel", and "Help" buttons.

## Customers

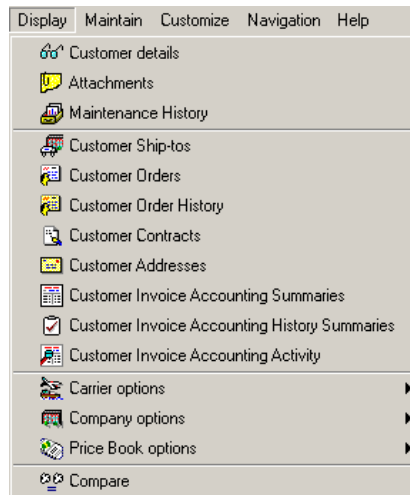
The Customers object contains information about your company's customers, including customer name and address, billing and pricing information, and credit and payment information. Use this object to view, create, and maintain customers.

You can access and maintain the All Addresses, Ship-tos, and Document/Media objects using the respective cards in the Customer object.

The **Customers** list window shows a list of your customers.

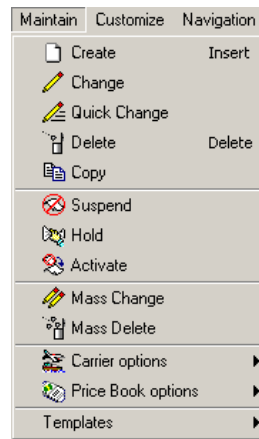
Co	Customer	Addressee name	City
1	443322	ANDREWS COMPANY	ONTARIO
1	444000	REGAN INC	MARIETTA
1	540012	MERKIE COMPANY	ATLANTA
1	550301	FIRST BRANCH OF DH	STONE MOUNTAIN
1	550312	MARBUT CONSTRUCTIO CO.	DECATUR
1	550399	DH CONSOLIDATED HQTRS	ATLANTA GA
1	551900	LEVER TOOLS	LEVERTOWN
1	555500	Turpin Inc	Kennesaw
1	560018	SANDS CONSTRUCTION	ST MOUNTAIN
1	563211	Foster and Company	Stone Mountain
1	570012	MARBUT SONS	MARIETTA
1	586200	Furcha Industries	Nice

Select a customer from the list and use the options on the **Display** menu to view more information.



For example, if you select a customer and choose **Customer Orders**, you can see all of the orders associated with that customer in the **Customer Orders** list window.

Use the options on the **Maintain** menu to maintain a customer. For more information on maintaining customers, see the *CSM Concepts Guide*. For more information on basic maintenance tasks such as create, change, delete, and copy, see the *Infor ERP XA Browser Concepts Guide*. For step-by-step instructions for these tasks, see the online Help associated with this object.



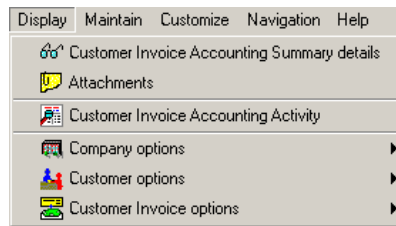
## Customer Receivables

The Customer Receivables object summarizes all receivables activity for a particular customer by invoice and by age code. The summary record shows totals of invoice amounts, payment and adjustment records, and the outstanding balance required to close the invoice or age code.

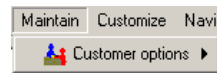
The **Customer Receivables** list window shows a list of summarized records.

Co	Customer	Invoice	Age code	Invoice amount (LC)	Pay & adj (LC)
35	10,500	1	0	-12355.88	0.00
35	10,500	2	0	-30.90	0.00
35	10,500	3	0	608.64	0.00
35	10,500	4	0	903.46	0.00
35	10,500	5	0	25.90	0.00
35	10,500	6	0	151.50	0.00
35	10,500	7	0	56.65	0.00
35	10,500	8	0	-1545.00	0.00
35	10,500	9	0	515.00	0.00
35	10,500	11	0	21.00	0.00
35	10,500	12	0	21.00	0.00
35	10,500	13	0	210.00	0.00

Select an entry in the list and use the options on the **Display** menu to view more information. The Display menu contains options for viewing information about the **Company**, **Customer**, or **Customer Invoice** associated with a selected summary record.



The **Maintain** menu contains an option for maintaining the customer associated with a selected summary record. For more information on the **Customers** object, see the *COM User's Guide* and the *CSM Concepts Guide*. For step-by-step instructions for maintaining a customer, see the online Help associated with this object.



## Customer Receivables History

The Customer Receivables History object summarizes all receivables activity that has been closed. Each summary record contains total amounts for the invoice, payments, and adjustments. This object contrasts with the Customer Receivables object. If an invoice has an outstanding balance, it is listed in the Customer Receivables object. After the outstanding balance for the invoice has been paid and the invoice has been posted, it is shown in the Customer Receivables History object.

The **Customer Receivables History** list window shows a list of all paid customer invoices.

(P4) Customer Receivables History

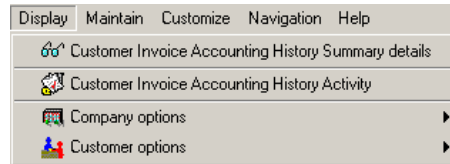
File Display Maintain Customize Navigation Help

General (all records)

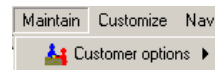
Customer Invoice Accounting History Summaries

Company	Customer	Invoice	Invoice amount (LC)	Payments & discounts (LC)
1	100	13	449.60	-449.60
1	100	39	491.22	0.00
1	100	40	491.22	-491.22
1	100	41	580.53	-580.53
1	100	42	12720.55	-12720.55
1	100	46	90.02	-80.02
1	100	72	5200.00	-5200.00
1	100	73	5200.00	-5200.00
1	100	79	4600.00	-4600.00
1	100	85	-330.00	0.00
1	100	86	79.40	-79.40
1	100	89	1777.00	-1777.08
1	100	90	3554.00	-3554.17

The options on the **Display** menu allow you to view more information about a selected summary history record. The Display menu contains options for viewing information about the **Customer Invoice Accounting History Activity** transactions related to a record, or information about the **Customer** or **Company** associated with the summary history record.



The **Maintain** menu contains an option for maintaining the customer associated with a selected summary record. For more information on the **Customers** object, see the *COM User's Guide* and the *CSM Concepts Guide*. For step-by-step instructions for maintaining a customer, see the online Help associated with this object.

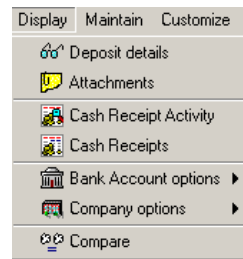


## Deposits

A **deposit** is a collection of cash receipts. The Deposits object shows the dates, amounts, status, accounts, posting month or period, posting year, payment method, company, bank account, and payment method for all deposits.

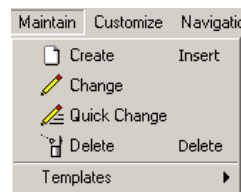
Deposit	Date	Count	Deposit (LC)	Deposit status
645081301	08/13/2004	1	6.67	All receipts posted
645081204	08/12/2004	1	50,000.00	All receipts posted
645081203	08/12/2004	5	18,355.00	All receipts posted
645081202	08/12/2004	7	6,500.00	Some receipts posted
645081201	08/12/2004	2	6.00	All receipts posted
81120051	08/11/2004	1	0.00	No receipts posted
81020053	08/10/2004	2	8,003.33	All receipts posted
81020052	08/10/2004	1	3.33	All receipts posted
559	08/13/2004	1	2.33	All receipts posted
558	08/13/2004	1	1.33	All receipts posted
557	08/11/2004	6	6.68	All receipts posted
123	08/13/2004	0	0.00	No receipts posted

The **Display** menu provides options for viewing more information related to a selected deposit.



For example, if you select a deposit and choose **Bank Account**, you can see detailed information about the account to which the deposit is posted.

The **Maintain** menu provides options for creating, changing, or deleting a deposit. See Chapter 2 for more information about working with deposits and cash receipts. For step-by-step instructions about these tasks, see the online Help associated with this object.

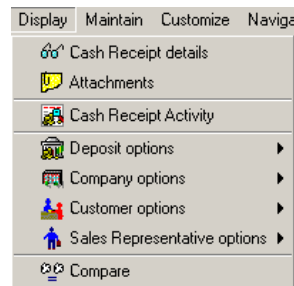


## Cash Receipts

The **Cash Receipts** object contains information about payments received from your customers and adjustments made to customer accounts. For each receipt, the Cash Receipts object shows the customer from which the payment was received, the deposit to which the payment is assigned, the check number associated with the payment, and the amounts associated with the payment.

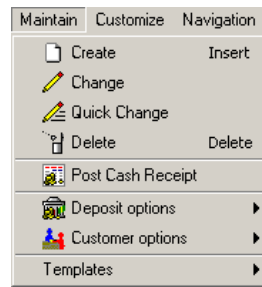
Co	Customer	Deposit	Check	Transaction date	TC	Cash received (TC)
2	100	6000	444	08/11/2004	(bla...	6,000.00
2	100	6000	448	08/11/2004	(bla...	2,000.00
2	100	6000	449	08/11/2004	(bla...	1,000.00
2	100	6000	450	08/11/2004	(bla...	500.00
2	100	6001	451	08/11/2004	(bla...	1,500.00
2	100	6001	452	08/11/2004	(bla...	300.00
2	100	6001	453	08/11/2004	(bla...	555.00
2	100	6001	457	08/11/2004	(bla...	6,000.00
2	100	6001	459	08/11/2004	(bla...	10,000.00
2	3000	909	0	08/13/2004	(bla...	2,000.00
2	21028	5555	0	08/13/2004	(bla...	161,000.00
2	21028	5555	0	08/13/2004	(bla...	6.00
2	21028	6002	601	08/13/2004	(bla...	50,000.00

The **Display** menu provides options for viewing information in other objects related to a selected cash receipt. The **Cash Receipt Activity** option shows the cash disbursement transactions related to a selected cash receipt. The **Deposit** option shows the deposit to which the cash receipt is assigned. The Display menu also contains options for viewing information about the **Company**, **Customer**, or **Sales Representative** associated with a selected cash receipt.



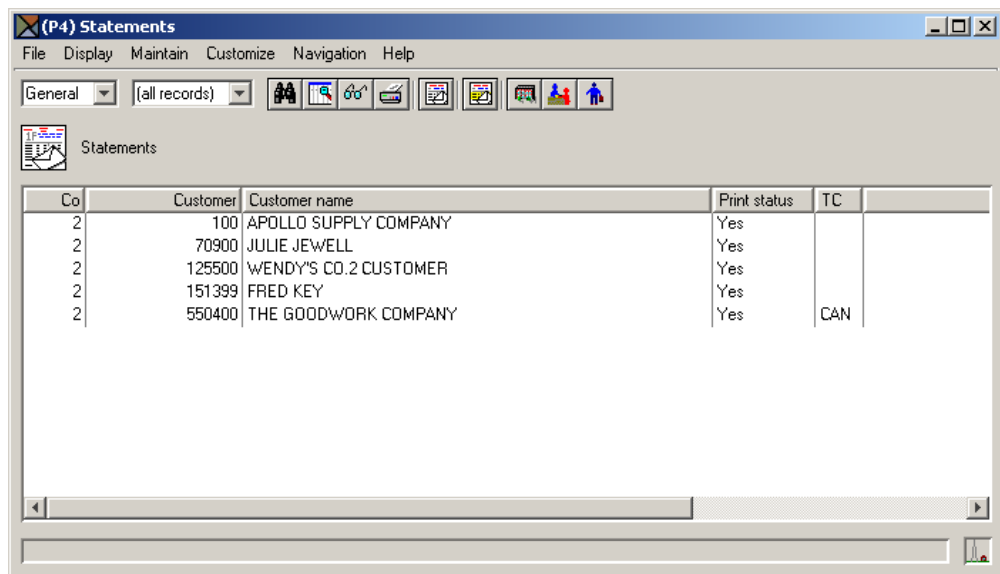
The **Maintain** menu provides options for creating, changing, or deleting a cash receipt and for posting a cash receipt to General Ledger. See Chapter 2 for more information about working with cash receipts. For step-by-step instructions about these tasks, see the online Help associated with this object.

The Maintain menu also provides options for maintaining information about the **Deposit** and **Customer** associated with the cash receipt.

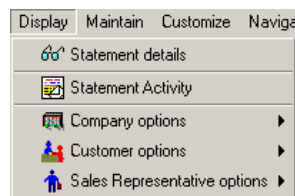


## Statements

The Statements object shows all statements that have been generated after the last month end close.



The **Display** menu provides options for viewing more information related to a selected statement.



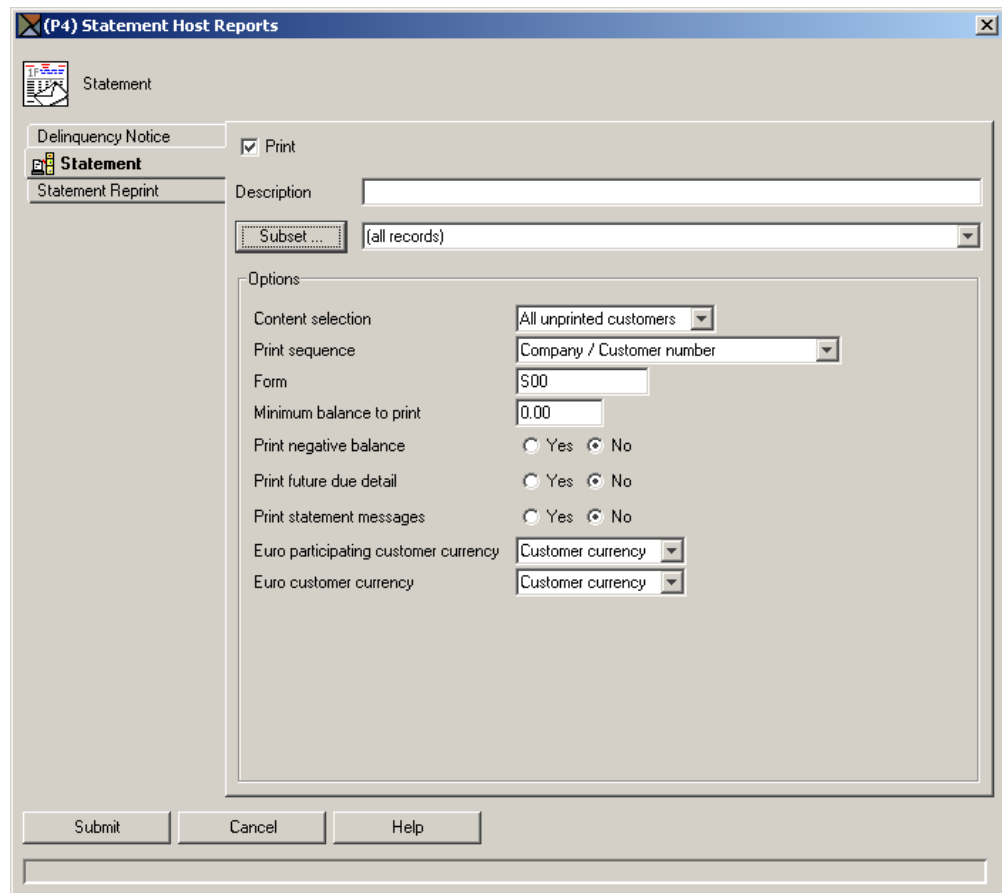
For example, if you select a statement and choose **Customer options**, you can see options for viewing information about the customer to which the statement belongs.



The **Maintain** menu provides an option for clearing unprinted statements. Another option allows you to work with information in the **Customers** object for the customer associated with a selected statement. See Chapter 2 for more information about working with statements. For step-by-step instructions about these tasks, see the online Help associated with this object.



The **Host Print** option on the File menu provides choices for printing delinquency notices and statements and for reprinting printed statements. See Chapter 2 for more information about printing these documents. For step-by-step instructions about these printing tasks, see the online Help associated with this object.



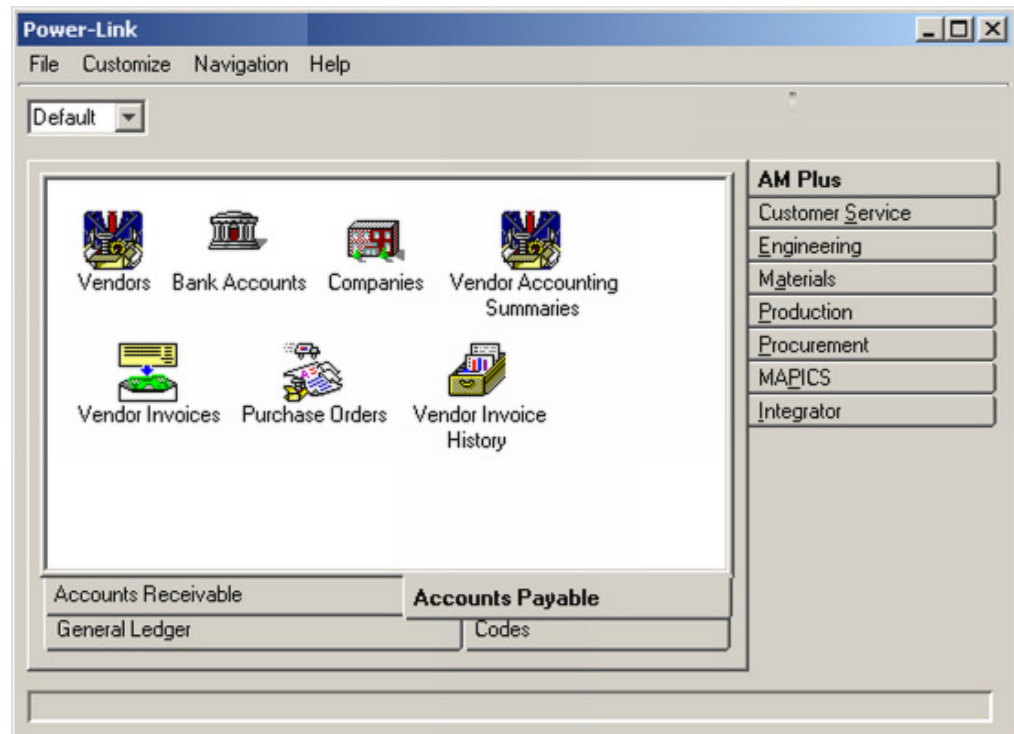
## Accounts Payable objects

Accounts Payables objects contain information calculated by an accrual or cash accounting system. The calculations provide a detailed, accurate record of vendor invoices and credit memos from the time they are entered into the system until they are purged.

AM Plus allows you to view information about:

- Vendors with whom you do business and from whom you receive invoices.
- Your open payables for invoices received from your vendors.
- Your bank accounts from which you disburse payments.
- Purchase orders you submitted to your vendors.
- Summary records of your payables.
- History records of vendor invoices that have been paid and purged from Open Payables.

The Accounts Payable tab in AM Plus has seven application objects. Each object represents a different type of information related to your payables.

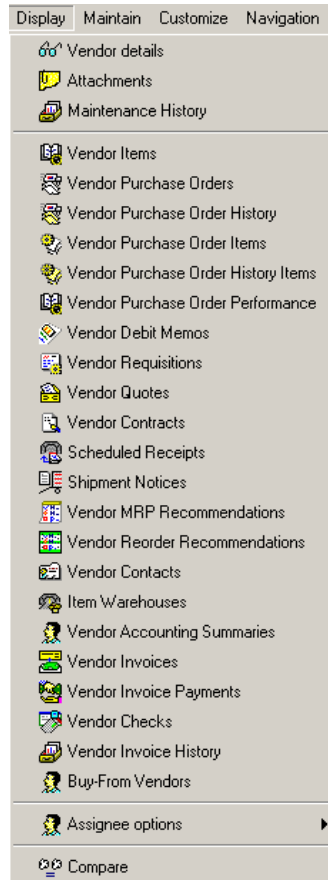


## Vendors

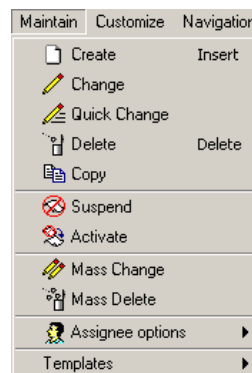
The Vendors object shows a list of the vendors from which your company purchases goods or services. The information shown for each vendor includes address and contact information, the vendor's preferences for how purchase orders are handled, bank account and tax information that apply for payments to the vendor, the vendor's specifications for receiving documents and payments electronically, and summaries of the amount you have spent with this vendor and the vendor's performance in delivering the goods or services you ordered.

Vendor	Name	Assignee	Allow P.O.	Allow payments	Suspend P.O. entry	St.
000100	ALPHA CORPORATION	400000	Yes	Yes		
000188	RICK ELLIS	400100	Yes	Yes		
000200	BUTLER SUPPLY CO.	5000	Yes	Yes		
000300	CITADEL MFG. CO.	5001	Yes	Yes		
000400	ENGMAN PRODUCTS INC.	60191	Yes	Yes	Yes	
000500	FULTON STEEL CO.	60192	Yes	Yes		
000501	FULTON INDUSTRIES	60193	Yes	Yes		
000591	Fenton Art Glass	602500	Yes	Yes		
000600	HEAVY SUPPLY CO.	700101	Yes	Yes		
000700	JOHNSON & PARTNERS CO.	710200	Yes	Yes		
000850	LIGHTNING ELECTRICAL	83011	Yes	Yes		
000900	NU-BAL SUPPLIES	83012	Yes	Yes		
001000	QUONSET MANUFACTURING CO	83031	Yes	Yes		

The **Display** menu provides options for viewing more information related to a selected vendor. For example, you can select the **Vendor Invoices** option to see a list of open payables received from the selected vendor.



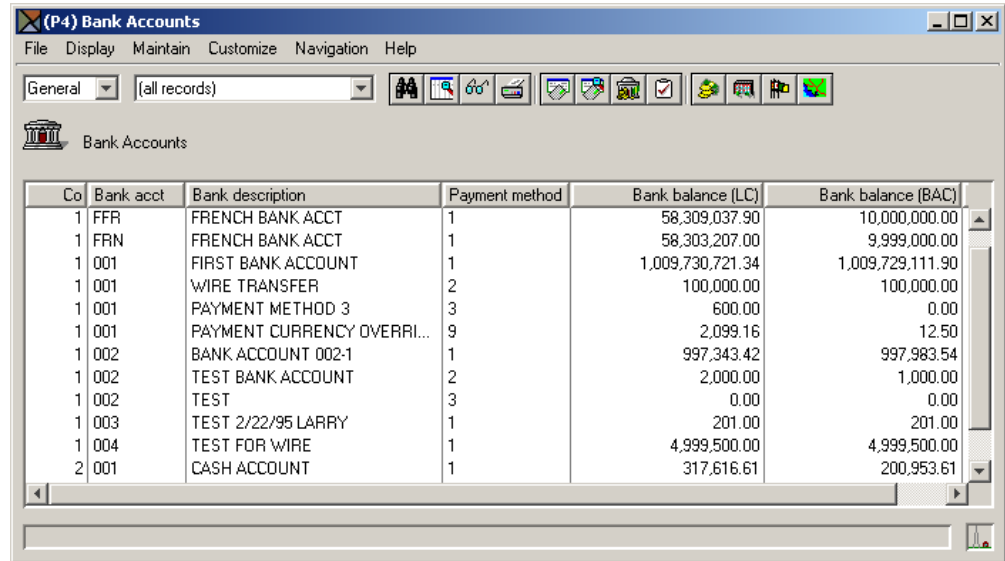
If the Procurement Management (PM) application is installed and interfacing, the **Maintain** menu provides options for creating, changing, or deleting a vendor. Additional options allow you to suspend or reactivate a vendor. For more information on maintaining vendors, see the *Procurement Management Concepts Guide*. For step-by-step instructions about these tasks, see the online Help associated with this object.



## Bank Accounts

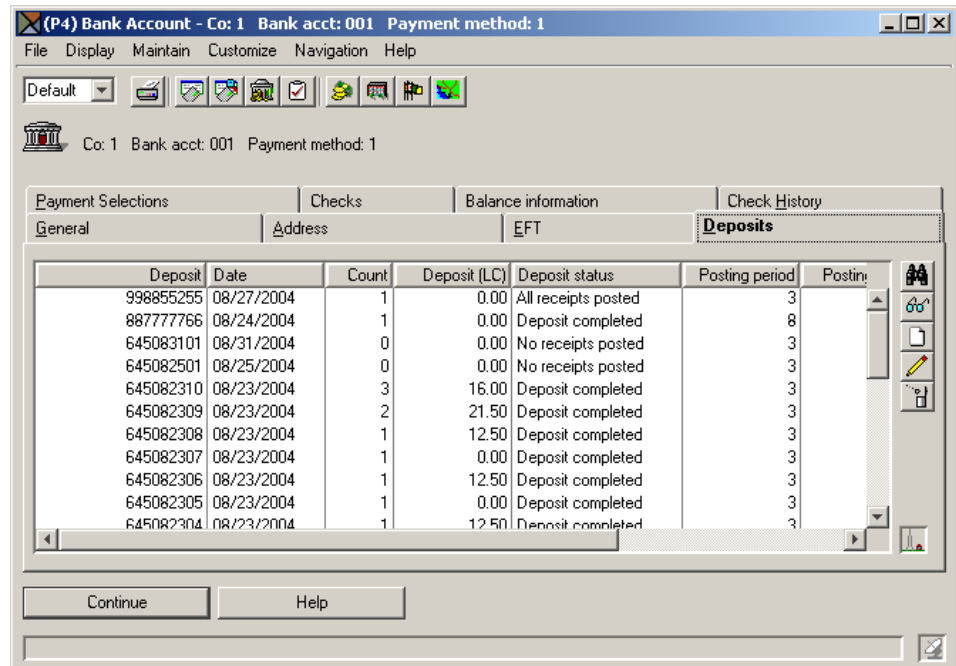
The Bank Accounts object contains information about your company's bank accounts, including electronic fund transfer settings, deposits, payments, checks, and balance amounts.

The **Bank Accounts** list window shows a list of your accounts.



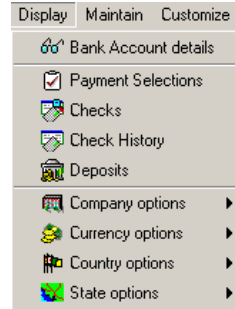
Co	Bank acct	Bank description	Payment method	Bank balance (LC)	Bank balance (BAC)
1	FFR	FRENCH BANK ACCT	1	58,309,037.90	10,000,000.00
1	FRN	FRENCH BANK ACCT	1	58,303,207.00	9,999,000.00
1	001	FIRST BANK ACCOUNT	1	1,009,730,721.34	1,009,729,111.90
1	001	WIRE TRANSFER	2	100,000.00	100,000.00
1	001	PAYMENT METHOD 3	3	600.00	0.00
1	001	PAYMENT CURRENCY OVERRI...	9	2,099.16	12.50
1	002	BANK ACCOUNT 002-1	1	997,343.42	997,983.54
1	002	TEST BANK ACCOUNT	2	2,000.00	1,000.00
1	002	TEST	3	0.00	0.00
1	003	TEST 2/22/95 LARRY	1	201.00	201.00
1	004	TEST FOR WIRE	1	4,999,500.00	4,999,500.00
2	001	CASH ACCOUNT	1	317,616.61	200,953.61

For an individual bank account, you can access and maintain **Deposits** using the appropriate card in the Bank Accounts object.



Deposit	Date	Count	Deposit (LC)	Deposit status	Posting period	Postin
998855255	08/27/2004	1	0.00	All receipts posted	3	
88777766	08/24/2004	1	0.00	Deposit completed	8	
645083101	08/31/2004	0	0.00	No receipts posted	3	
645082501	08/25/2004	0	0.00	No receipts posted	3	
645082310	08/23/2004	3	16.00	Deposit completed	3	
645082309	08/23/2004	2	21.50	Deposit completed	3	
645082308	08/23/2004	1	12.50	Deposit completed	3	
645082307	08/23/2004	1	0.00	Deposit completed	3	
645082306	08/23/2004	1	12.50	Deposit completed	3	
645082305	08/23/2004	1	0.00	Deposit completed	3	
645082304	08/23/2004	1	12.50	Deposit completed	3	

The options on the **Display** menu allow you to view information in objects related to a selected bank account.



Use the options on the **Maintain** menu to work with the company and currency associated with the account and the country and state where the bank account is located. For more information on basic maintenance tasks such as create, change, delete, and copy, see the *Infor ERP XA Browser Concepts Guide*. For step-by-step instructions for these tasks, see the online Help associated with this object.



## Companies

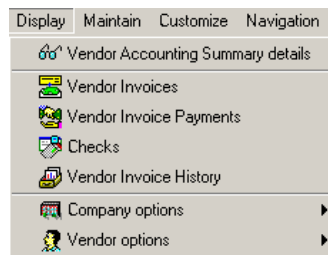
The Companies object contains the same information on the Accounts Payables tab as on the Accounts Receivables tab. For more information, see “Companies” on page 1-2.

## Vendor Accounting Summaries

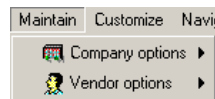
The Vendor Accounting Summaries object summarizes all payables activity for a particular vendor. The summary record shows date of your last payment, the total amount due, the current amount due, and the amount due in each of the four aging periods.

Co	Vendor	Name	Last payment	Total amount due (LC)
1	000100	ALPHA CORPORATION	01/28/2003	129100.00
1	000188	RICK ELLIS	09/14/2002	20.00
1	000200	BUTLER SUPPLY CO.	01/11/2004	175.00
1	000300	CITADEL MFG. CO.	09/11/2004	90.00
1	000400	ENGMAN PRODUCTS INC.	09/10/2004	52.00
1	000500	FULTON STEEL CO.	09/10/2004	62.00
1	000501	FULTON INDUSTRIES		2294.00
1	000591	Fenton Art Glass	02/23/2003	1272.75
1	000600	HEAVY SUPPLY CO.	04/21/2004	60.00
1	000700	JOHNSON & PARTNERS CO.	09/11/2004	140.00
1	000850	LIGHTNING ELECTRICAL		80.00
1	000900	NU-BAL SUPPLIES	09/10/2004	180.00
1	001100	SATELLITE METAL CO.	09/18/2004	1000.00

The **Display** menu contains options for viewing information in other objects related to a selected summary record.



The **Maintain** menu contains an option for maintaining the company and vendor associated with a selected summary record. For more information about companies, see “Companies” on page 1-2. For more information on working with vendors, see the *Procurement Management Concepts Guide*. For step-by-step instructions, see the online Help associated with this object.



## Vendor Invoices

The Vendor Invoices object lists all of the invoices you have received from your vendors and are currently processing. These invoices all have a balance due which has not yet been paid.

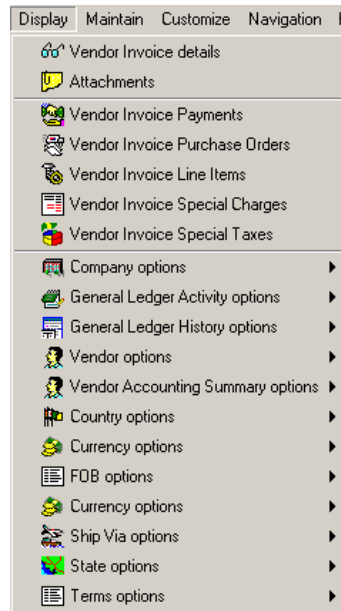
The **Vendor Invoices** list shows all of the invoices for which you currently owe payment. For each invoice, you can see the invoice date, the due date, the total

amount due, the type of invoice, the amount partially paid to date, the associated journal reference number, and the indicator for whether the record is a debit or a credit.

The screenshot shows a window titled '(P4) Vendor Invoices' with a menu bar (File, Display, Maintain, Customize, Navigation, Help) and a toolbar. Below the toolbar, there is a 'Vendor Invoices' section with a table of records. The table has columns for 'Co', 'Vendor', 'Invoice', 'Invoice description', 'Invoice date', and 'Due date'.

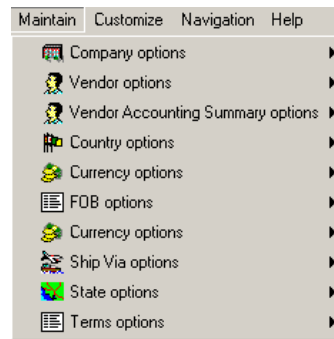
Co	Vendor	Invoice	Invoice description	Invoice date	Due date
1	1	1233		10/08/2004	10/08/2004
1	1	1009		10/09/2004	10/09/2004
1	1	10091		10/09/2004	10/09/2004
1	100	101001		10/09/2004	10/14/2004
1	100	101010		10/09/2004	10/14/2004
1	100	6464564		10/14/2004	10/19/2004
1	100	101502		10/15/2004	10/20/2004
1	1	3731		10/24/2004	10/24/2004
1	1	3732		10/24/2004	10/24/2004
1	1	37311		10/24/2004	10/24/2004
1	1	37321		10/24/2004	10/24/2004
1	100	102502		10/25/2004	10/30/2004
1	100	102802		10/28/2004	11/02/2004

You can use the options on the **Display** menu to view information in other objects related to a selected vendor invoice.



The **Maintain** menu contains an option for maintaining information related to a selected invoice, such as the company and vendor. For step-by-step instructions for viewing vendor invoices, see the online Help associated with this object.





## Purchase Orders

The **Purchase Orders** object contains information about orders you submitted to your vendors. For each purchase order, the information includes the vendor, the order status, the date the order was released, revision number and date, and the buyer who submitted the order.

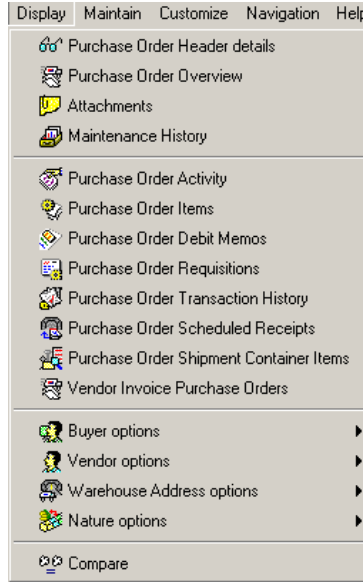
A screenshot of the '(P4) Purchase Orders' window. The window title is '(P4) Purchase Orders'. The menu bar includes File, Display, Maintain, Customize, Navigation, and Help. Below the menu bar is a toolbar with various icons. The main area shows a table of purchase orders with the following columns: Order, Vendor, Vendor name, Order status, and Release.

Order	Vendor	Vendor name	Order status	Release
P000001	000600	HEAVY SUPPLY CO.	20	08/20/2003
P000002	000100	ALPHA CORPORATION	30	08/21/2003
P000003	000100	ALPHA CORPORATION	30	08/21/2003
P000008	000600	HEAVY SUPPLY CO.	30	08/27/2003
P000011	000500	FULTON STEEL CO.	30	09/21/2003
P000012	000400	ENGMAN PRODUCTS INC.		
P000013	000100	ALPHA CORPORATION	35	09/30/2003
P000018	000600	HEAVY SUPPLY CO.	30	10/27/2004
P000021	000100	ALPHA CORPORATION	30	11/26/2003
P000022	000100	ALPHA CORPORATION	30	01/04/2004
P000023	000100	ALPHA CORPORATION	30	01/04/2004
P000027	000100	ALPHA CORPORATION	20	05/28/2004
P000100	000100	ALPHA CORPORATION	30	06/16/2004

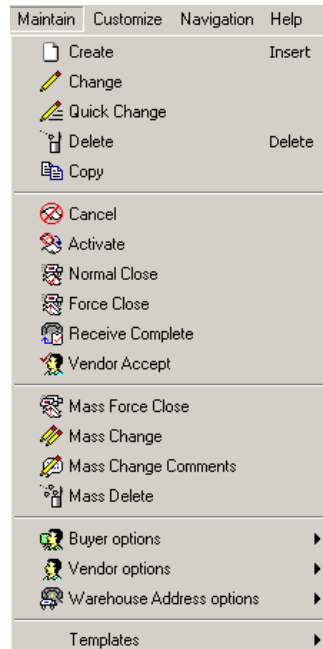
Purchase orders are hierarchical objects. The detailed information at the purchase order level pertains to the overall order, such as the shipping address, the billing address, and the release date. Within each purchase order are links to detailed information about any **comments** related to the order, the **items** requested on the order, **releases** for the items, any **debit memos** associated with the items or item releases, and **receiving operations** for the items or item releases.

The **Display** menu provides options for viewing detailed, lower-level information within the purchase order as well as for viewing information in other objects related to the selected purchase order. For example, the **Purchase Order Items** option shows you a list of the items requested on the selected purchase order. From this list, you can view any **Purchase Order Item Releases**, **Purchase Order Item Debit Memos**,

and **Purchase Order Item Receiving Operations** associated with the purchase order.



The **Maintain** menu provides options for creating, changing, or deleting a purchase order. This menu provides additional options for managing the processing of the purchase order, such as cancelling and activating a purchase order, entering a vendor accept transaction for the purchase order, and receiving the purchase order completely and automatically into stock. For more information on working with purchase orders, see the *Procurement Management Concepts Guide*. For step-by-step instructions about these tasks, see the online Help associated with this object.



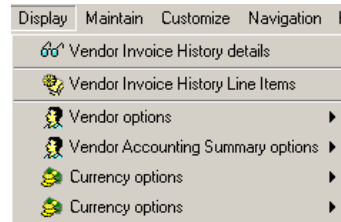
## Vendor Invoice History

The Vendor Invoice History object contains the invoices for which you have paid the balance due. When a vendor invoice no longer has an outstanding balance and has been purged from Open Payables, the invoice is moved to the Vendor Invoice History object.

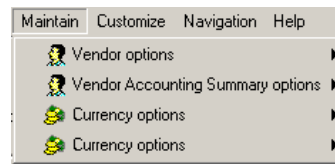
The **Vendor Invoice History** list window shows a list of all vendor invoices that you have paid and purged from Open Payables. The vendor invoices are arranged in sequence by check number. For each vendor invoice, the information identifies the invoice that was paid by the check, the payment amount, any discount amount applied to the payment, the amount of the payment applied to the invoice, date of the invoice, the due date for the payment, and the date of payment.

Co	Vendor	Check	Invoice	Invoice description	Amount (TC)
1	100	14605	I45555		11,500.00
1	100	14605	061142		11,500.00
1	1	14605	120895		11,500.00
1	100	14605	112094		11,500.00
1	100	14606	I45555		10,650.00
1	100	14606	061142		10,650.00
1	100	14606	120895		10,650.00
1	100	14606	112094		10,650.00
1	1	14607	T10003		300.00
1	1	14608	T3333	NO DISCOUNT	600.00
1	1	14608	T3333		600.00
1	1	14608	T100001		600.00

The options on the **Display** menu allow you to view more information related to a selected vendor invoice history record.



The **Maintain** menu contains an option for maintaining the vendors and currencies associated with a selected vendor invoice history record. For more information on the **Vendors**, see the *Purchasing User's Guide* and the *Procurement Management Concepts Guide*. For more information on **Currencies**, see the *Cross Application Support User's Guide*.



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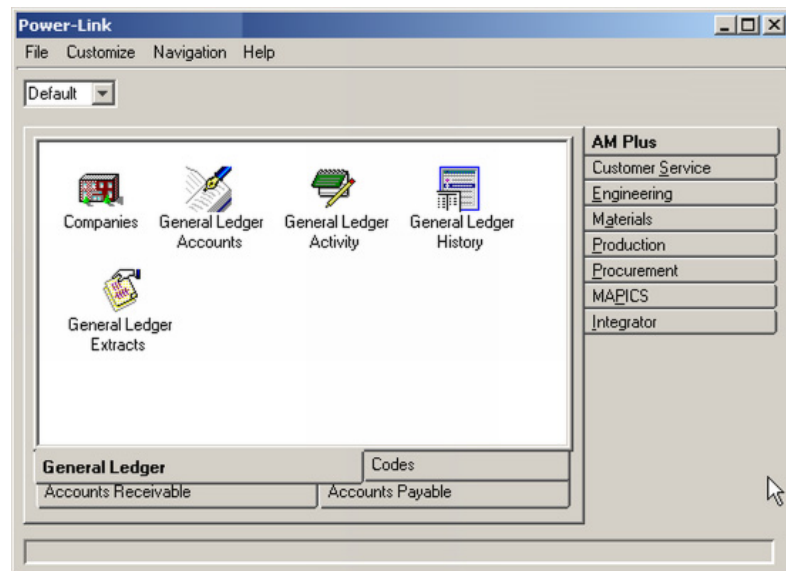
## General Ledger objects

General Ledger objects contain information about the assets and liabilities of your company. The ledger is a very important part of any business operation; it must be kept accurate and in balance at all times. The ledger is a key component in the double-entry accounting system, in which each entry places equal debits and credits in the general ledger. A significant part of the periodic processing of your accounts is designed to see that all of the entries posted to the general ledger are in balance. Safeguards have been built into the system procedures to assist you in this control. In addition, it is expected that you maintain external controls which, when combined with internal controls of this application, round out the system of accounting controls and audit trails used to maintain the accuracy of the information in the General Ledger objects.

The objects on the General Ledger tab in AM Plus show you the results of the posting and processing that occur in the General Ledger application. You can view information about:

- Companies with which your company does business.
- General ledger accounts which contain the debit and credit records for your company.
- General ledger activity transactions which contain the debit and credit entries to the general ledger accounts.
- History records for accounts payable and accounts receivable transactions that have been purged from general ledger activity at month end.
- Summary of activities that have been posted to your general ledger accounts.

The General Ledger tab in AM Plus contains five application objects. Each object represents a different type of information related to entries in the general ledger accounts.

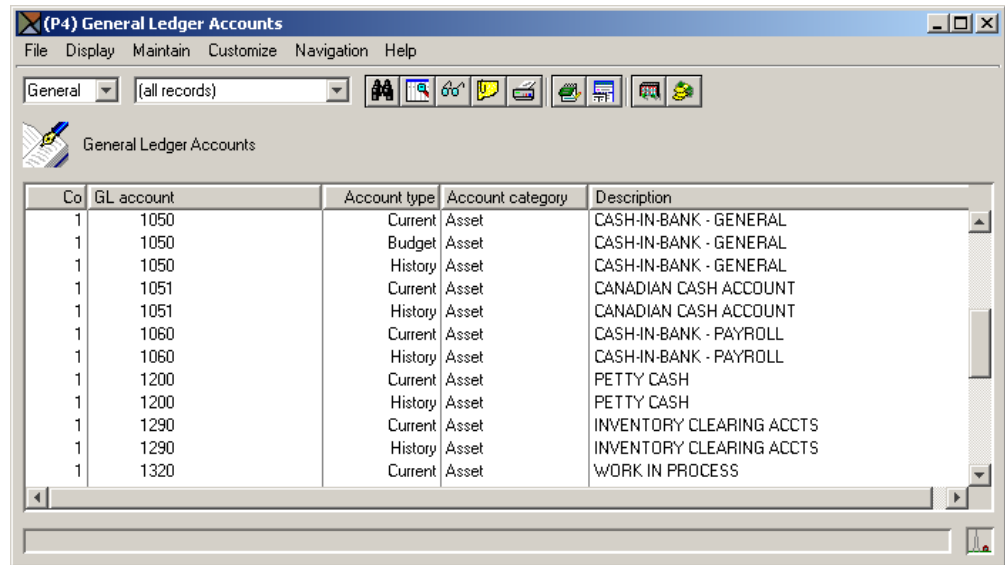


## Companies

The Companies object contains the same information on the General Ledger tab as on the Accounts Payables tab and the Accounts Receivables tab. For more information, see “Companies” on page 1-2.

## General Ledger Accounts

The **General Ledger Accounts** object contains all of the accounts to which your company posts accounting transactions. The list of accounts shows the company each account is assigned to, the account identification number, the type of account, the category for the account, and the description your company uses for that account. Within an individual account, you can see the total debit and credit amounts posted to that account, and the transactions by which individual debit and credit entries were posted. You can also view information about the end-of-year total amounts that have been posted to history for the account.



The **Display** menu contains options for viewing information in other objects related to a selected general ledger account, such as the activity and history records associated with the account. This menu also contains options for viewing information for the company to which the account belongs and the currency used for the amounts in the account.



The **Maintain** menu contains options for maintaining information for the company and currency related to a selected general ledger account.



For more information, see “Companies” on page 1-2. For more information about **Currencies**, the *Cross Application Support User’s Guide*.

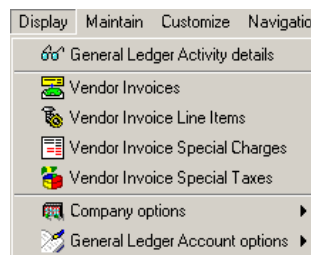
## General Ledger Activity

The General Ledger Activity object contains all of the transactions that have been posted to your general ledger accounts. These entries to a general ledger account were posted during period close.

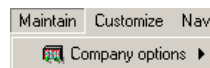
For each transaction, the **General Ledger Activity** list shows the company to which the transaction belongs, the general ledger account to which it was posted, the journal reference number identifying the transaction, a description of the transaction, the amount associated with the transaction, whether the transaction is a debit or credit, and the year, month or period, and day the entry was posted.

Co	GL account	Journal reference	Description	GL amount	GL debit/credit
1	1000	PR0047100016	MCARE EXPENSE	14.40	Debit
1	1000	PR0047200013	MCARE EXPENSE	14.40	Credit
1	1050	CR0006300002	00004200-002645	2.50	Credit
1	1050	CR0006300004	00004200-002645	2.50	Debit
1	1050	CR0006300006	00004200-002645	0.50	Credit
1	1050	CR0006300008	00004200-002645	2.50	Debit
1	1050	CR0006300010	00004200-002645	0.50	Credit
1	1050	CR0006300012	00004200-002645	2.50	Debit
1	1050	CR0002200002	00004200-002646	0.50	Credit
1	1050	CR0003700003	00000100-011543	10.22	Debit
1	1050	CR0003700004	BANK CHARGES	4.00	Credit
1	1050	CR0003700007	00000100-000691	10.00	Debit
1	1050	CR0003700009	00000100-000691	1.70	Credit

You can use the options on the **Display** menu to view information about the vendor invoices, company, and general ledger account related to a selected general ledger activity transaction.



The **Maintain** menu contains an option for working with the company to which the general ledger activity transaction belongs.



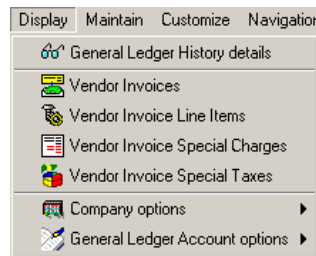
For more information about **Vendor Invoices**, see the *Accounting Management Accounts Payable User's Guide*. For information on **Companies**, see page 1-2. For information on **General Ledger Accounts**, see page 1-24.

## General Ledger History

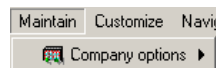
The **General Ledger History** object contains posted journal transactions after they have been purged from general ledger activity at month end. The transactions in this object provide a record of all accounting activity for the current year.

Co	GL account	Journal reference	Description	GL amount	GL debit/credit
1	1050	CR0001200002	MISC RECEIPT	100.00	Debit
1	1050	PR0011000008	CASH	1,876.87	Credit
1	1050	PR0011000009	CASH	62.50	Credit
1	1050	CR0001400002	CASH RECEIPT	234.66	Debit
1	1050	CR0001400004	CASH RECEIPT	1,715.15	Debit
1	1050	CR0001500002	CASH RECEIPT	315.96	Debit
1	1050	CR0001600002	CASH RECEIPT	2,309.34	Debit
1	1050	CR0001700002	CASH RECEIPT	425.42	Debit
1	1050	CR0001800002	CASH RECEIPT	3,109.38	Debit
1	1050	CR0002000002	CASH RECEIPT	425.42	Debit
1	1050	CR0002000004	CASH RECEIPT	3,109.38	Debit
1	1050	CD0029900001	001-1-885522	100.00	Credit
1	1050	CR0002300002	CASH RECEIPT	12,943.00	Credit

The **Display** menu provides options for viewing detailed information for an individual transaction or for information about the vendor invoices, company, and general ledger account related to the transaction.



The **Maintain** menu provides options for working with the company to which a selected transaction in General Ledger History belongs.



For more information about **Vendor Invoices**, see the *Accounting Management Accounts Payable User's Guide*. For information on **Companies**, see page 1-2. For information on **General Ledger Accounts**, see page 1-24.

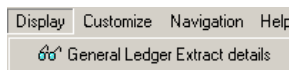


## General Ledger Extracts

The **General Ledger Extracts** object shows the results of the latest general ledger extract job run from the General Ledger Extract option on the Accounting Management Plus menu (AXGM00). This job generates a report that summarizes the activities that have been posted to general ledger accounts. Total amounts in the extract are accumulated into year-to-day, balance forward, and period buckets across current, budget, and history time frames.

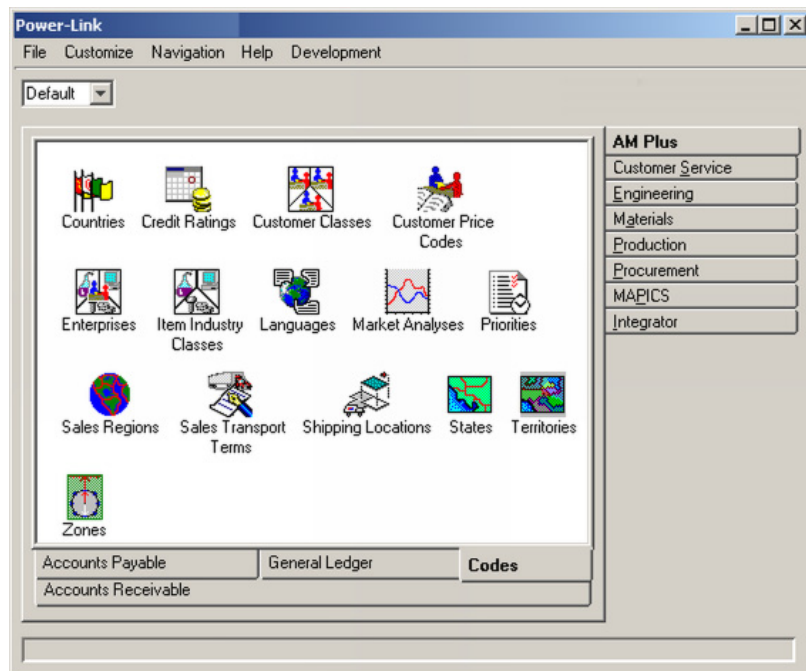
GL account	Account description	Account category	Current year-to-date	Budget year-to-date	Historical year-to-date
1050	CASH-IN-BANK - GEN...	Asset	554,328.34	1,500.00	554,328.34
1051	CANADIAN CASH ACC...	Asset	0.00	0.00	0.00
1060	CASH-IN-BANK - PAYR...	Asset	438,148.35	0.00	438,148.35
1200	PETTY CASH	Asset	273,649.57	0.00	273,649.57
1290	INVENTORY CLEARIN...	Asset	-66,738.88	0.00	-66,738.88
1320	WORK IN PROCESS	Asset	0.00	0.00	0.00
1340	INVENTORY	Asset	147,579.45	0.00	147,579.45
1350	ACCOUNTS PAYABLE	Liability	0.00	0.00	0.00
1500	LAND	Asset	1,262,819.52	0.00	1,262,819.52
1515	BUILDINGS	Asset	1,305,500.00	0.00	1,305,500.00
1525	OFFICE FURN AND FL...	Asset	86,329.09	0.00	86,329.09

The options on the **Display** menu allow you to view more information about the extracted summary for a selected general ledger account.



## Codes objects

The objects on the Codes tab primarily consist of a code and a code description that allow you to name and describe a piece of information used repeatedly in AM Plus. Some code files, such as Languages, contain more detailed information.



The objects on the Codes tab can be maintained. You might find that following a pattern is useful for setting up the code values. For example, each territory code might begin with a letter representing a region of the country, such as “S” for all territories in the South.

The code values set up in these objects are available for use in other AM Plus objects. For example, you could use a language code from the Languages object in a subset when printing statements to print statements only for customers who use that language.

The codes that you define for AM Plus are described below. The values assigned to these codes apply to the environment where they are created. The values in a Codes object in one environment could be different from the values defined for that object in another environment.

**Code file**

**Code that identifies...**

Countries

...the names of nations.

Credit Ratings

...the type of credit standing a customer has with your company.

Customer Classes

...the category to which a customer belongs.

Customer Price Codes

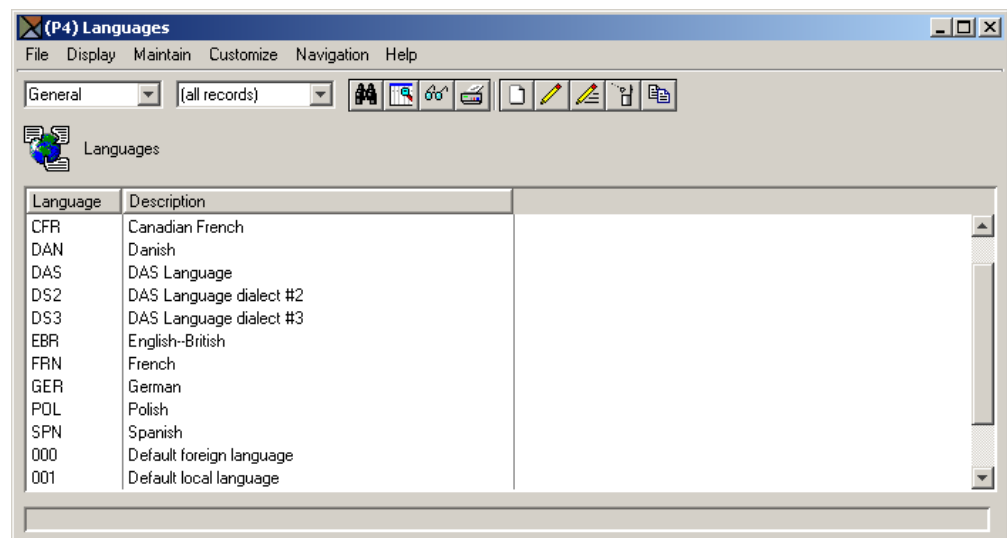
...the group of price book pages discounts and markups. For example, A=Wholesale prices, B=Contractor prices. This code is used in price book pages for base prices, discounts, markups, and customer item discounts.

Enterprises

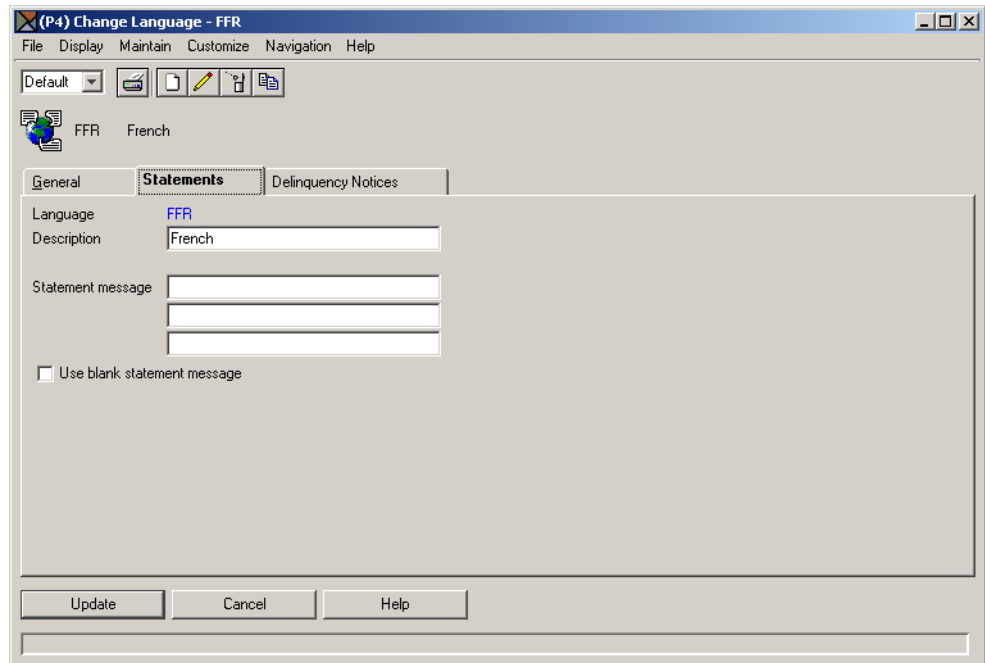
...the business group to which a customer belongs.

Item Industry Classes	...the industry class to which the customer belongs, such as automotive, meat-packing, or electronics.
Languages	...all the languages that you use in conducting your business.
Market Analyses	...customer categories that can be used to analyze sales. For example, the market analysis code RET might be used for all customers in the retail industry.
Priorities	...a specific priority ID.
Sales Regions	...the geographic areas that make up a sales region.
Sales Transport Terms	...the sales terms for the payment method used by the customer for transportation charges.
Shipping Locations	...the location from which invoices are shipped. For example, you place an order at the central location in Atlanta, but the item is actually shipped from Dallas, the shipping location. This field is used as a basis for freight rates.
States	...the names of states.
Territories	...the geographic areas that make up a sales region.
Zones	...postal zones for your customers.

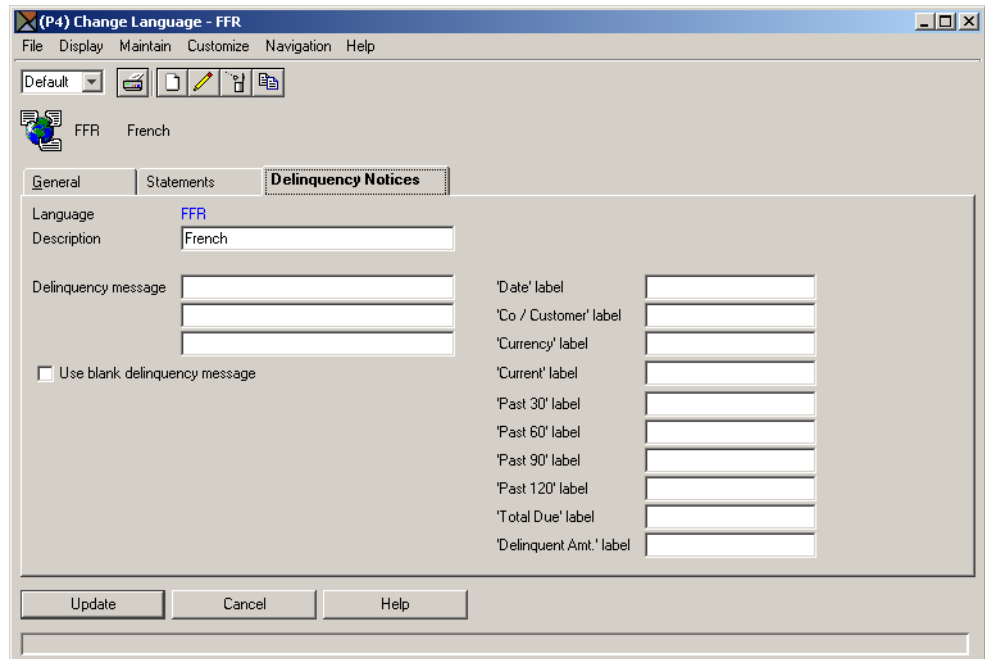
The Languages object provides an example of the standard code and definition information contained in the Codes objects.



However, for AM Plus, the Languages object also contains information used when printing statements and delinquency notices. For any of the language codes, you can enter message text to be printed on statements. This text is printed when you choose to print messages on the statements and when the language code matches the language code of the customer associated with the statement. For more information, see "Printing statements" in Chapter 2.



The Languages object also contains message text and captions to be used when printing delinquency notices. The captions identify the categories of information printed on the delinquency notice. The message text and captions are printed when you choose to print messages on the delinquency notices and when the language code matches the language code of the customer associated with the delinquency notice. For more information, see “Printing delinquency notices” in Chapter 2.



## Information flow

AM Plus provides client-based processing for accounts receivable tasks in the following areas:

- Create and maintain deposits and cash receipts.
- Perform month end close.
- Print statements and delinquency notices.

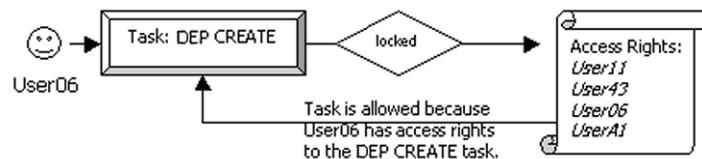
The following table shows the sequence of activities in AM Plus.

Step	AM Plus
1 Create a deposit.	Use Deposits to create a new deposit or to make changes to an existing deposit.
2 Create a cash receipt.	Use Deposits or Cash Receipts to create a cash receipt from a customer.
3 Apply cash.	Use Cash Receipts to apply cash to the customer's open invoices.
4 Complete a deposit.	Use Deposits to close the deposit and post all transactions to General Ledger.
5 Perform month end close.	Use Companies to close the accounts receivable information for a company.
6 Print statements.	Use Statements or Customers to print statements generated by month end close.
7 Print delinquency notices.	Use Statements or Customers to print delinquency notices for customers with overdue accounts.

## Security

AM Plus supports security at the task level. If a task is locked, only authorized users can access that task.

When a task is attempted by a user, the system checks the user cross-reference file to determine the user's access rights. If the user has rights, then the task is allowed, as illustrated in the example. Once the system determines access rights for a task, it does not perform the check again for the remainder of the session.



Security parameters are set using the lock/unlock function and the user authorization function in the XA Cross Application Support security maintenance feature.

For more information about using security, please see the *Infor ERP XA Browser Concepts Guide*.



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## Chapter 2. Working with AM Plus Accounts Receivable

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The Accounts Receivables objects in AM Plus allow you to manage your company's receivables, from receiving payments from your customers to running month end close. Each accounting function represented by the Accounts Receivable objects can be performed with the additional flexibility and efficiency provided by the customizable features of AM Plus. For example, the subsetting functions in AM Plus give you the ability to select precise groups of statements for printing. In addition, the relationships among the objects organize information so that you work with groupings that make sense, such as viewing a list of the cash receipts assigned to a deposit when you open the detailed information for that deposit.

The actions you perform with the Accounts Receivable objects update information shown in the Accounts Payable and General Ledger objects. For example, when you complete or post a cash receipt, the amounts you enter for that cash receipt update information in the General Ledger Accounts object specified for that transaction.

**Note:** Please refer to the *Accounts Receivable User's Guide* for additional information regarding Accounts Receivable functions and calculations, the interface to Accounts Payable, multiple company support, multiple currency support, multilingual support, and extended tax processing. Refer to the *Customer Support Management Concepts Guide* and the *Customer Order Management User's Guide* for additional guidance on working with customer information.

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### Creating a deposit

Deposits are collections of cash receipts that have been posted. You can use deposits to organize your cash receipts in a way that is convenient for your company. Your company determines the rules you use for assigning cash receipts to deposits.

To enter a group of cash receipts based on a bank deposit, first you need to create or select the deposit. To see the list of existing deposits, double-click the **Deposits** icon on the Accounts Receivable tab of the AM Plus application page.



Deposit	Date	Count	Deposit (LC)	Deposit status
645081301	08/13/2004	1	6.67	All receipts posted
645081204	08/12/2004	1	50,000.00	All receipts posted
645081203	08/12/2004	5	18,355.00	All receipts posted
645081202	08/12/2004	7	6,500.00	Some receipts posted
645081201	08/12/2004	2	6.00	All receipts posted
81120051	08/11/2004	1	0.00	No receipts posted
81020053	08/10/2004	2	8,003.33	All receipts posted
81020052	08/10/2004	1	3.33	All receipts posted
559	08/13/2004	1	2.33	All receipts posted
558	08/13/2004	1	1.33	All receipts posted
557	08/11/2004	6	6.68	All receipts posted
123	08/13/2004	0	0.00	No receipts posted

You cannot copy an existing deposit to create a new deposit. If an existing deposit is not available for the cash receipts you want to assign, you must create a new deposit. To create a deposit, select the **Create** option on the Maintain menu.

On the Create Deposit dialog, enter the requested information for the new deposit you are creating. You need to enter the posting period or month and the year in which the cash receipts assigned to this deposit are to be posted to General Ledger. You need to enter the company for which cash receipts will be assigned to the deposit. You also need to enter the bank account to which the cash receipts assigned to the deposit will be posted. Lastly, you need to enter the payment method identifier your company uses for the type of cash receipt payments that will be assigned to this deposit.

(P4) Create Deposit

Template: Default

Deposit: [C]

Description: [ ]

Deposit date: 08/17/2004

Posting period: [ ]

Posting year: 2004

Company: 0

Bank account: 001

Payment method: 1

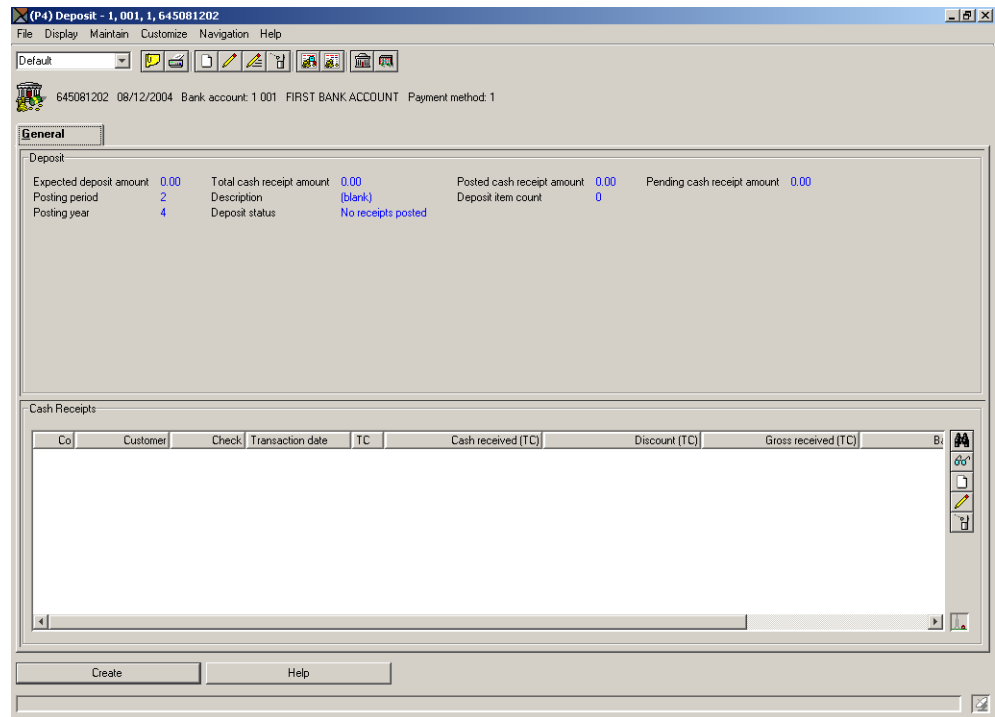
Return here to create another

Preview before create

Buttons: Create, Cancel, Help

Click the **Create** button to create the deposit. If you selected the **Preview before create** option, you can review and update detailed information for the deposit at this time.

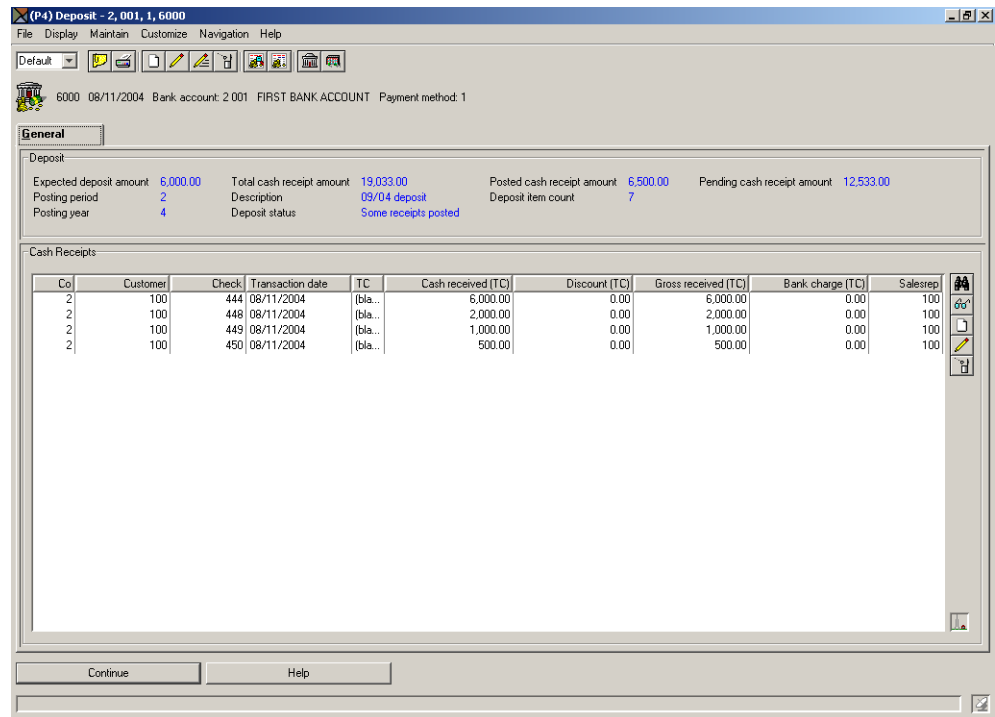
For a deposit, you can enter additional detailed information in the form of cash receipts. You can enter cash receipts directly from the Deposits card file by clicking the **Create** button in the **Cash Receipts** section of the General card. Or, if you are not ready to create cash receipts, you can note the identifying number you assigned to the new deposit and use that number to assign cash receipts to the deposit later. You can assign cash receipts to a deposit until the deposit has been completed. After the deposit has been completed, no additional cash receipts can be added.



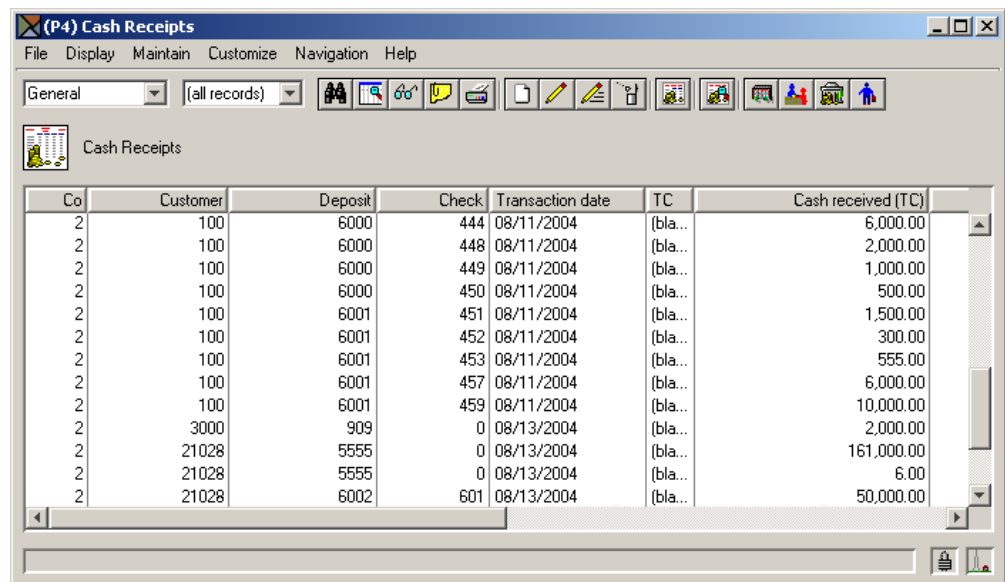
You can delete a deposit if no cash receipts have been assigned to it. If a cash receipt is assigned to a deposit, and the cash receipt has already been posted, neither the deposit nor the cash receipt can be deleted.

## Creating a cash receipt

Cash receipts record payments received from customers and adjustments to customer accounts. The **General** card in the Deposits object shows the cash receipts assigned to a specific deposit.



To see a list of all cash receipts, double-click the **Cash Receipts** icon on the AM Plus Accounts Receivables tab.



You can create a cash receipt from a specific deposit or from the Cash Receipts object. To create a cash receipt from a deposit, click the **Create** button on the **Cash Receipts** section of the General card. To create a cash receipt from the Cash Receipts object, select the **Create** option on the Maintain menu. In either case, you

enter the requested information on the Create Cash Receipt dialog to create the cash receipt.

If you create a cash receipt from the Deposits object, the cash receipt is automatically assigned to the selected deposit.

The screenshot shows the "(P4) Create Cash Receipt" dialog box. It has a "Template" dropdown set to "Trading Currency". Below are several input fields: "Deposit" (6000), "Company" (2), "Customer" (300), "Check" (58091), "Memo" (0804 payment--check:58091), "Reference" (Auto spread), "Cash received amount (trading currency)" (500.00), "Discount amount (trading currency)" (0.00), "Gross received amount (trading currency)" (0.00), "Bank charge amount (trading currency)" (0.00), "Adjustment" (empty), and "Transaction date" (08/18/2004). At the bottom, there are checkboxes for "Return here to create another" (unchecked) and "Preview before create" (checked), and buttons for "Create", "Cancel", and "Help".

Clicking the **Create** button creates the cash receipt. If the Autospread option is selected, the cash received amount is automatically applied across the customer's open invoices if the gross received amount is equal to the customer total amount due. The cash receipt activity transactions resulting from this distribution of cash are posted. See the "Applying cash" section for the options available for applying cash.

## Applying cash

How the gross received amount is applied from a cash receipt to the customer's open invoices depends on the value in the **Reference** field.

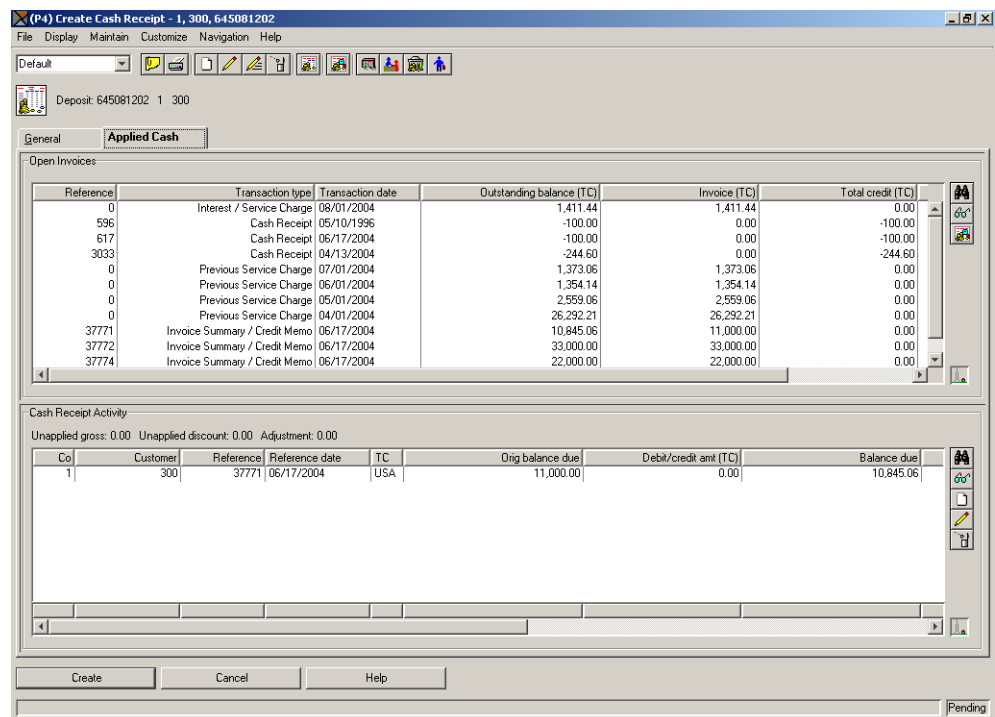
- If you enter a **specific invoice number** in the Reference field, the system searches the open invoices for a match to that number. If a match is found and the outstanding balance is equal to the gross received amount, the status of the invoice is changed to paid when the cash receipt has been posted.
- If the Reference field is **blank**, you can distribute the gross received amount from the cash receipt to any of the open invoices for the customer. This application process is manual. You must select the open invoices and enter the amount of cash to be applied from the gross received amount.
- If you select **Autospread** for the Reference field, the system automatically applies the cash across all of the customer's open invoices until the amount applied equals the gross received amount. The status of all of these invoices changes to paid when the cash receipt has been posted. The system applies the

gross received amount sequentially through the open invoices, starting with the oldest invoice and progressing, as long as the gross received amount lasts, to the newest invoice. The invoices are processed in sequence by company number, then by customer number, then by age code (in descending sequence), and finally by invoice reference number.

If the gross received amount equals the customer total amount due, the system applies the cash across all of the open invoices and changes the status of all of these transactions to paid when the cash receipt has been posted.

If the gross received amount does not equal the customer total amount due, you need to review the results. You might need to create an unapplied cash receipt to account for the difference in the amounts.

To apply cash manually, open the detailed information for the cash receipt and select the **Applied Cash** card. The Applied Cash card for the cash receipt has two sections. The **Open Invoices** section shows the customer's invoices which have outstanding balances. These open invoices are shown in sequence by age period, with the invoices having the oldest age period shown first and the invoices with the newest age period shown last. This arrangement helps you apply cash to the oldest unpaid transactions without having to search through the transactions randomly.



The **Cash Receipt Activity** section shows the cash receipt transactions that have been created for the cash receipt. Each time cash is applied to an open invoice, a cash receipt activity transaction is created.

The three amount fields at the top of the Cash Receipt Activity area help you in applying cash to reach a balanced cash receipt amount. The **Unapplied gross amount** is set initially to the gross received amount for the cash receipt. As cash receipt activity transactions are entered, the Unapplied amount is decreased by the amount applied. The **Unapplied discount amount** is set initially to the discount

amount entered for the cash receipt. Any discount amount applied as cash receipt activity transactions are created decreases the Unapplied discount amount. If you are adjusting an amount from one open invoice to another, the **Adjustment amount** is set to amount that you are transferring. The cash receipt cannot be created and posted successfully until all of these amount fields have been reduced to zero.

Cash Receipt Activity				
Unapplied gross: 0.00 Unapplied discount: 0.00 Adjustment: 0.00				
Co	Customer	Reference	Reference date	TC
1	300	37771	06/17/2004	USA

When the system automatically applies the cash, the resulting cash receipt activity transactions are shown in the Cash Receipt Activity section. These transactions are created by the system when the Reference number is set to Autospread. If the Reference field is set to blank or to a specific open invoice number, you create the cash receipt transactions when you apply cash manually to any of the open invoices shown in the Open Invoices section.

Deposit: 645081202 1 300

General Applied Cash

Reference	Transaction type	Transaction date	Outstanding balance (TC)	Invoice (TC)	Total credit (TC)
0	Interest / Service Charge	06/01/2004	1,411.44	1,411.44	0.00
596	Cash Receipt	05/10/1996	-100.00	0.00	-100.00
617	Cash Receipt	06/17/2004	-100.00	0.00	-100.00
3033	Cash Receipt	04/13/2004	-244.60	0.00	-244.60
0	Previous Service Charge	07/01/2004	1,373.06	1,373.06	0.00
0	Previous Service Charge	06/01/2004	1,354.14	1,354.14	0.00
0	Previous Service Charge	05/01/2004	2,559.06	2,559.06	0.00
0	Previous Service Charge	04/01/2004	26,292.21	26,292.21	0.00
37771	Invoice Summary / Credit Memo	06/17/2004	10,845.06	11,000.00	0.00
37772	Invoice Summary / Credit Memo	06/17/2004	33,000.00	33,000.00	0.00
37774	Invoice Summary / Credit Memo	06/17/2004	22,000.00	22,000.00	0.00

Co	Customer	Reference	Reference date	TC	Orig balance due	Debit/credit amt (TC)	Balance due
1	300	37771	06/17/2004	USA	11,000.00	0.00	10,845.06

Create Cancel Help

To apply cash to a specific invoice, you select an open invoice to which you want to apply cash then click the **Apply Cash** button in the Open Invoices section. On the **Create Cash Receipt Activity** dialog, enter the requested information for the cash you want to apply to the selected invoice. Clicking the Create button creates the cash receipt activity transaction and decrements the appropriate amount for the Unapplied gross, Unapplied discount, or Adjustment amounts.

**(P4) Create Cash Receipt Activity**

Template: Default

Company: 1

Customer: 300

Reference: q

Unapplied:  Yes  No

Reference date: 07/01/2004

Balance due (trading currency): 1,373.06

Gross received amount (trading currency): 500.00

Discount amount (trading currency): 0.00

Write off amount (trading currency): 0.00

Adjustment: (blank)

Adjustment amount (trading currency): 0.00

Return here to create another

Preview before create

Buttons: Create, Cancel, Help

Status: Pending

If you need to change how cash has been applied, you can select the transaction in the Cash Receipt Activity section and press the **Change** button. You can make the necessary changes on the General card for that cash receipt activity transaction. Clicking the Update button changes the cash receipt activity transaction.

**(P4) Change Cash Receipt Activity - 1, 300, 645081202**

File Display Maintain Customize Navigation Help

Deposit: 645081202 1 300 Reference: 37771

**General**

Company: 1

Customer: 300

Reference: 37771

Reference date: 06/17/2004

Trading currency ID: USA

Original balance due: 11,000.00

Debit/credit amount to date: 0.00

Balance due: 10,845.06

Gross received amount: 500.00

Discount percent: 0.000

Discount amount: 0.00

Write off amount: 0.00

Adjustment: (blank)

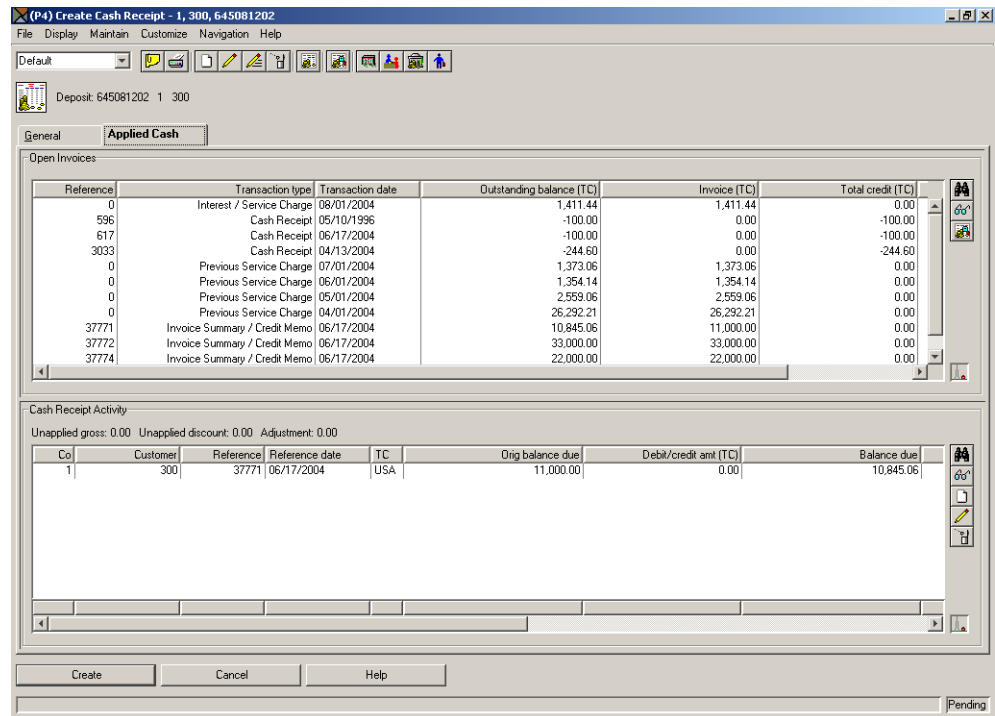
Adjustment amount: 0.00

Buttons: Update, Cancel, Help

Status: Pending

**Note:** You can only make changes to change cash receipt activity if the cash receipt to which the activity belongs has not yet been posted. When the cash receipt has been posted, no changes can be made.

When all of the necessary cash receipt activity transactions have been created to make the unapplied gross amount, the unapplied discount amount, and the adjustment amount for the cash receipt equal zero, the cash receipt can be created.



Clicking the **Create** button on the Create Cash Receipt dialog shows a confirmation prompt for whether you want to continue to create the cash receipt. Selecting Yes on this prompt creates the cash receipt and posts the cash receipt activity records.

## Adjusting a customer account

If you need to make an adjustment to the customer's account, you create an adjustment cash receipt that will contain both the amount by which you are increasing one of the customer's invoices and the corresponding amount by which you are decreasing another of the customer's invoices. The adjustments can change individual open invoice records for the customer, but the customer's total balance due remains the same after the adjustments are entered.

To create an adjustment, select the deposit for which you want to enter the adjustment transactions. On the Cash Receipts section of the General card, click the Create button. On the **Create Cash Receipts** dialog, enter the adjustment number and click Create.



**(P4) Create Cash Receipt**

Template: Trading Currency

Deposit: 6000

Company: 2

Customer: 100

Check: 0

Memo:

Reference:

Cash received amount (trading currency): 0.00

Discount amount (trading currency): 0.00

Gross received amount (trading currency): 0.00

Bank charge amount (trading currency): 0.00

Adjustment: 776655

Transaction date: 09/01/2004

Return here to create another

Preview before create

Buttons: Create, Cancel, Help

In the cash receipt you are creating, on the Apply Cash tab, select the open invoice for which you want to create the first adjustment and click the **Apply Cash** button.

**(P4) Cash Receipt - 2, 100, 6000**

File Display Maintain Customize Navigation Help

Default

Deposit: 6000 2 100

General **Applied Cash**

Open Invoices

Reference	Transaction type	Transaction date	Outstanding balance (TC)	Invoice (TC)	Total credit (TC)
0	Previous Service Charge		10,000.00	10,000.00	0.00
3773	Invoice Summary / Credit Memo	07/09/2004	5,000.00	5,000.00	0.00
3774	Invoice Summary / Credit Memo	07/09/2004	10,800.00	10,800.00	0.00
3775	Invoice Summary / Credit Memo	07/09/2004	75,000.00	75,000.00	0.00

Cash Receipt Activity

Unapplied gross: 0.00 Unapplied discount: 0.00 Adjustment: 0.00

Co	Customer	Reference	Reference date	TC	Orig balance due	Debit/credit amt (TC)	Balance due

Buttons: Continue, Help

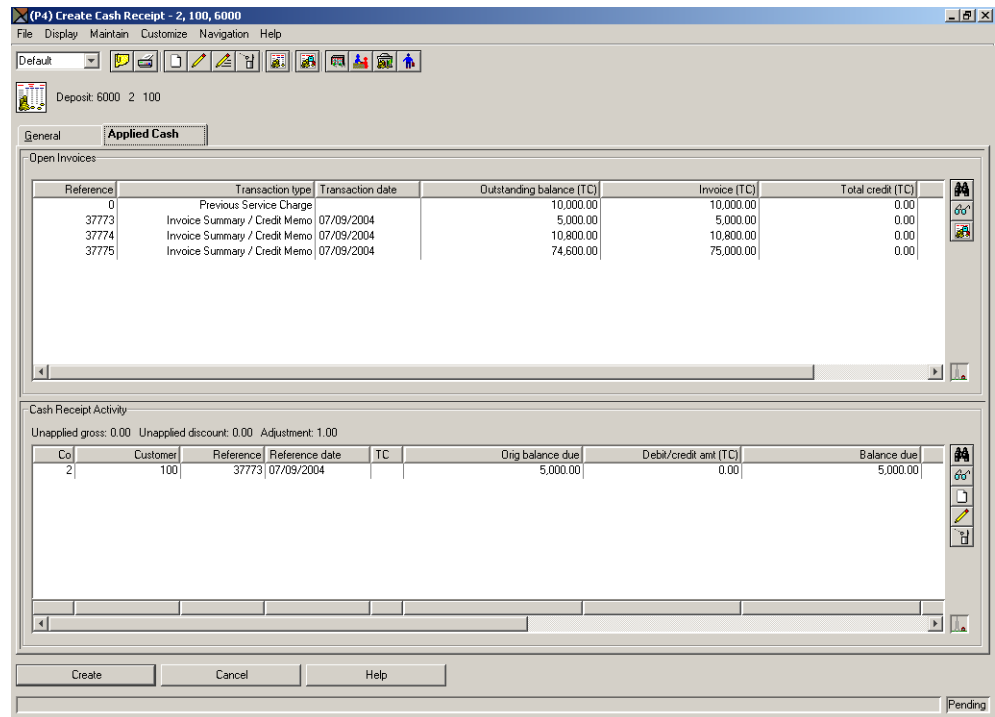
On the **Create Cash Receipt Activity** dialog, enter the amount by which you want to adjust the outstanding balance amount for the selected customer open invoice, then click Create. Enter a positive amount to increase the outstanding balance; enter a negative amount to decrease the outstanding balance.

The screenshot shows the "(P4) Create Cash Receipt Activity" dialog box. It contains the following fields and options:

- Template: Default
- Company: 2
- Customer: 100
- Reference: 37773
- Unapplied:  Yes  No
- Reference date: 07/09/2004
- Balance due (trading currency): 5,000.00
- Gross received amount (trading currency): 0.00
- Discount amount (trading currency): 0.00
- Write off amount (trading currency): 0.00
- Adjustment: 776655
- Adjustment amount (trading currency): 1.00

At the bottom, there are checkboxes for "Return here to create another" (unchecked) and "Preview before create" (checked). Below these are "Create", "Cancel", and "Help" buttons. A "Pending" status indicator is visible at the bottom right.

On the Apply Cash card for the cash receipt, the **Adjustment amount** is shown in the Cash Receipt Activity section. At this point, you need to enter a corresponding adjustment to another customer open invoice. If the first adjustment increased the outstanding balance amount for one open invoice, you need to enter an adjustment to decrease the outstanding balance for another open invoice by that same amount. Similarly, if the first adjustment decreased the outstanding balance, you need to enter an adjustment to increase the outstanding balance of another open invoice by that same amount.



Select the open invoice / for which you want to create the second adjustment, then click the **Apply Cash** button.

On the **Create Cash Receipt Activity** dialog, enter the amount by which you want to adjust the outstanding balance amount for the second customer open invoice. If you entered a positive amount for the first adjustment, this amount must be negative. If you entered a negative amount for the first adjustment, this amount must be positive. The value of the amount must be the same in both adjustments; for example, if the first adjustment increased the first open invoice by 1, the second adjustment must decrease the second open invoice by -1.

**(P4) Create Cash Receipt Activity**

Template: Default

Company: 2

Customer: 100

Reference: 37775

Unapplied:  Yes  No

Reference date: 07/09/2004

Balance due (trading currency): 74,600.00

Gross received amount (trading currency): 0.00

Discount amount (trading currency): 0.00

Write off amount (trading currency): 0.00

Adjustment: 776655

Adjustment amount (trading currency): -1.00

Return here to create another

Preview before create

Create Cancel Help

Pending

Click Create on the **Create Cash Receipt** card file to complete the adjustment. On the Apply Cash card for the cash receipt, the Adjustment amount field at the top of this section of the card must equal zero in order to create the adjustment cash receipt.

**(P4) Cash Receipt - 2, 100, 6000**

File Display Maintain Customize Navigation Help

Default

Deposit: 6000 2 100

Applied Cash

Open Invoices

Reference	Transaction type	Transaction date	Outstanding balance (TC)	Invoice (TC)	Total credit (TC)
0	Previous Service Charge		10,000.00	10,000.00	0.00
37773	Invoice Summary / Credit Memo	07/09/2004	5,001.00	5,000.00	0.00
37774	Invoice Summary / Credit Memo	07/09/2004	10,800.00	10,800.00	0.00
37775	Invoice Summary / Credit Memo	07/09/2004	74,599.00	75,000.00	0.00

Cash Receipt Activity

Unapplied gross: 0.00 Unapplied discount: 0.00 Adjustment: 0.00

Co	Customer	Reference	Reference date	TC	Orig balance due	Debit/credit amt (TC)	Balance due
2	100	37774	08/11/2004		10,800.00	0.00	0.00

Continue Help

The second adjustment should have balanced the first adjustment so that the customer's total outstanding balance has not changed even though outstanding balances of two of the open invoices were changed.

---

## Completing a deposit

When all of the cash receipts assigned to a deposit have been posted, and no additional cash receipts are to be added, the deposit is ready to be completed.

Completing the deposit:

- Closes the deposit to any additional cash receipts. No new cash receipts can be assigned to a deposit that has been closed.
- Allows you to incorporate cash receipts entered through the AR application into the completion process.

To complete a deposit, select the deposit from the Deposits list window. The selected deposit must have a status of **All receipts posted**. A deposit with any other status cannot be completed or is already completed.

Next, select the Host Jobs option on the File menu. On the Deposits Host Jobs dialog, the **Complete Deposit** tab contains options for how you want to process the deposit completion.

The Description field contains the text you assign to identify this deposit completion job on the host system.

The Subset option allows you to specify a group of deposits for completion. The default choices are to complete the selected deposit or to complete all deposits that have not yet been completed.

The Sort option allows you to specify the sequence in which the deposits are processed.

The two primary options for completing a deposit are in the Options section of this dialog. If you want to process deposits with cash receipts entered through AM Plus, select the **Process AM Plus deposits** option. If you want to process unposted cash receipts that were entered through the AR application, select the **Process AR unposted transactions** option. If you want to process both types of cash receipts, select both options.

(P4) Deposit Host Jobs

Deposit

**Complete Deposit**

Execute

Description

Subset ... (selected record)

Sort ... (none)

Options

Process AM Plus deposits

Process AR unposted transactions

Submit Cancel Help

When you submit the Complete Deposit job, the system performs the following processing, depending on which of the options you select. If you select the Process AM Plus deposits option, the system:

- Prints a cash receipt and adjustment journal (AMR361) if general ledger is being posted.
- Prints a cash receipt and adjustment transaction register (AMR401) if any cash receipt and adjustment batches were extracted.
- Prints an AR Transaction Gain/Loss Journal (AMR381).
- Prints an Apply Invoices to Master File report (AMV34).

If you select the Process AR unposted transactions, the system also:

- Extracts all closed batches.
- Updates the Open Receivables Detail and Customer AR Extension files for invoice batches.
- Prints an Invoice Register (AMV451) if any invoice batches were extracted.
- Prints a report of any batches marked for deletion.

## Closing the month

You perform this once-a-period closing to age balances, calculate service charges, and create files for printing statements. This closing is independent of whether you are using month or period accounting. You can perform month end close for all companies or only selected companies. Paid items are moved from the customer's open receivables file to the history file.

The processing that occurs during month end closing:

- Calculates service charges.
- Posts service charges to the Customer Open Invoices and the General Ledger Accounts objects.
- Creates statements if any records are found for printing.
- Updates the Customers object, including the Accounts Receivable card.
- Prints a Paid Item Proof and purges items paid.
- Saves purged records to the Customer Receivables History object.
- Prints a "Before close" list and an "After close" list.

## Preparing for month end close

Before performing month end close, be sure you do the following:

- Save a backup copy of the data in the Accounts Receivables objects.
- Clear any statements that have not already been cleared.
- Print the Aged Trial Balance report (AMR803). This report is available in the Accounts Receivable application.

## Clearing statements

Before the month end close processing can proceed, all statements from the previous month end close must have been printed and purged. The first step of the month end close is to check for the existence of old statement files. If any statement files are found, the system issues an error message and the month end close processing is cancelled. To remove any existing statements, select the **Clear Statements** option on the Maintain menu of the Statements object.



Select Yes on the confirmation dialog to continue with the removal of the statements. When this process is complete, you can return to the Companies object and enter your selections for the Month End Closing tab on the Companies Host Jobs dialog.

## Converting open-item/balance-forward customers

For open-item customers, or for customers converting from open-item to balance-forward accounting, the following updates occur during month end close:

- The appropriate transactions are aged.
- Service charges are aged, if indicated in the Accounts Receivable information the Customers object.
- Unapplied cash and adjustments are aged, if so designated during application tailoring.
- The Balance-forward/open-item code in the Accounts Receivable information in the Customers object is changed to **Balance forward** for all customers with a balance-forward/open-item code of **Code O now, convert to balance forward at month end** or **Code P now, convert to balance forward at month end**.

**Note:** The Balance-forward/open-item code in the Accounts Receivable information in the Customers object can have a value of: Open item, delete at month end; Open item, delete at paid; Code O now, convert to balance forward at month end; Code P now, convert to balance forward at month end.

For balance-forward customers or customers converting from balance-forward to open-item accounting, all transactions are aged and combined into a balance-forward record with the following exceptions:

- Service charge records are not aged, if this choice is designated in the Accounts Receivables information in the Customers object.
- Unapplied cash and adjustments are always aged, but do not become part of a balance-forward record.
- Any future aged transactions are aged and treated as open items until they become current.
- Balance-forward records do not retain any cash discounts.
- The Balance-forward/open-item code in the Accounts Receivable information in the Customers object is changed to **Open item, delete at month** (type O) end or **Open item, delete at paid** (type P) for all customers with a balance-forward/open-item code of **Balance forward now, convert to type O at month end** or **Balance forward now, convert to type P at month end**.

**Note:** Balance-forward/open-item code in the Accounts Receivable information in the Customers object is Balance forward; Balance forward now, convert to type O at month end; or, Balance forward now, convert to type P at month end.

The Accounts Receivable information in the Customers object is updated using the totals from the statement activity records. If a statement activity record does not match the statement header information, the statement header totals are replaced with the statement activity totals, which ensures that the Accounts Receivable information for the customer agrees with the statement activity information associated with it. In addition, an error is indicated. You must analyze the error and determine whether transactions were lost. Any aged analysis reports that you have printed, invoice registers, and cash and adjustment registers for the customer will help you in this analysis.

## Month end close processing

Month end close processing consists of four primary operations:



- Calculating service charges
- Creating statement files
- Purging the paid items
- Saving the paid items to history.

## Calculating service charges

During month end close, this operation calculates the service charges for balance-forward and open-item customers and prints a report showing the totals for the service charges it calculated. When multiple currency support is active, service charge amounts are maintained in both trading currency and local currency and are calculated based on trading currency amounts. If you have multiple companies, totals are accumulated for each company. It also posts transactions to General Ledger if that option was selected during tailoring of the Accounts Receivable application.

Service charges are not calculated for a customer if:

- The interest/service charge percent in the Accounts Receivable information in the Customers object equals zero.
- The amount due for the customer is zero or negative.
- The aging period chosen during application tailoring for calculating service charges, and all older periods, contain no amounts due. For example, if you chose to add service charges for amounts due for 60 days or more, no service charge is calculated if only the current period contains an amount due.

If the calculated service charges are less than the minimum service charge, the minimum is used. Any service charges existing before this calculation become the previous charges, and the calculated charges become the current service charges. The service charges are recorded in the Customer Open Invoices object.

The Service Charge Control Totals report shows the total service charges by company (if applicable), the general ledger accounting number and amount, the journal sequence number for each company, and the total service charges for this month or period close. See the *Accounts Receivable User's Guide* for information on the Service Charge Control Totals report.

## Aging and creating statements

The month end close processing ages all transactions into the proper aging periods. The statement records are then created and populated into the Statements object. These statement records can be printed or reprinted using the Host Print option on the File menu in the Statements object.

The month end close processing prints a detailed list of all the transactions in the Customer Open Invoice or prints a Paid Open-Item Proof. The Accounts Receivable information in the Customers object is processed, and any unpaid transactions for each customer are saved.

Statement transactions are saved for all customers that are to receive statements. In addition to the transactions saved, the corresponding record in the Customers object is also saved. The Customers object shows the status of the customer account at the time the statement file is created. If the total amounts accumulated from the statement activity transactions do not equal the total amounts accumulated from the Accounts Receivable information in the Customers object, an error is noted on the report. Any

reports that you have printed, invoice registers, and cash and adjustment registers for the customers will help you analyze this type of error.

The record in the Customers object, including the corresponding Accounts Receivable information, is deleted and the customer number is available for use again if the following conditions exist:

- The customer record is in a hold status.
- The statement code indicates that the statement is not prepared.
- The amount due, charges to date, credits to date, adjustments to date, and the open order count are zero.
- There are no open orders (if Customer Order Management is installed).

The period balances are aged as they are saved. All records are aged into the next oldest age period. For open-item customers, unapplied cash and unapplied adjustments are aged only if this option was selected during application tailoring. If you selected future aging of invoices during application tailoring, the amounts from the invoices being transferred from the future aging period to the current aging period are accumulated and printed on either the Paid Item Purge Proof or Receivable Detail List report (the report printed depends on the option selected). See the *Accounts Receivable User's Guide* for more information on these reports.

Service charges are aged based on a code in the Accounts Receivable information in the Customers object.

**Note:** The system can compound service charges. Such charges must, under certain laws, be considered finance charges and thus must be limited in their usage. It is your responsibility to evaluate all laws to which compliance is required and to determine if the service charge method, its limits, and disclosure requirements apply.

## Purging the paid items

This processing deletes the paid items from the Customer Open Invoices object for open item customers that are considered for purge on demand. If the totals for the purged items do not agree with the totals in the Accounts Receivable information in the Customers object, a warning message tells you that the detailed information does not match the information in the Customers object. You will then have to review the transactions for this customer and evaluate what adjustments, if any, are needed to reestablish the customer's account.

When a discrepancy is found and the warning message issued, the Accounts Receivable information in the Customers object is updated with the totals from the detail file. This update ensures that the Accounts Receivable information in the Customers object agrees with the detail records. If an account does not have the balance you expect, you must use the Customer Invoices object or the Cash Receipts object to adjust the account to bring it into the proper balance.

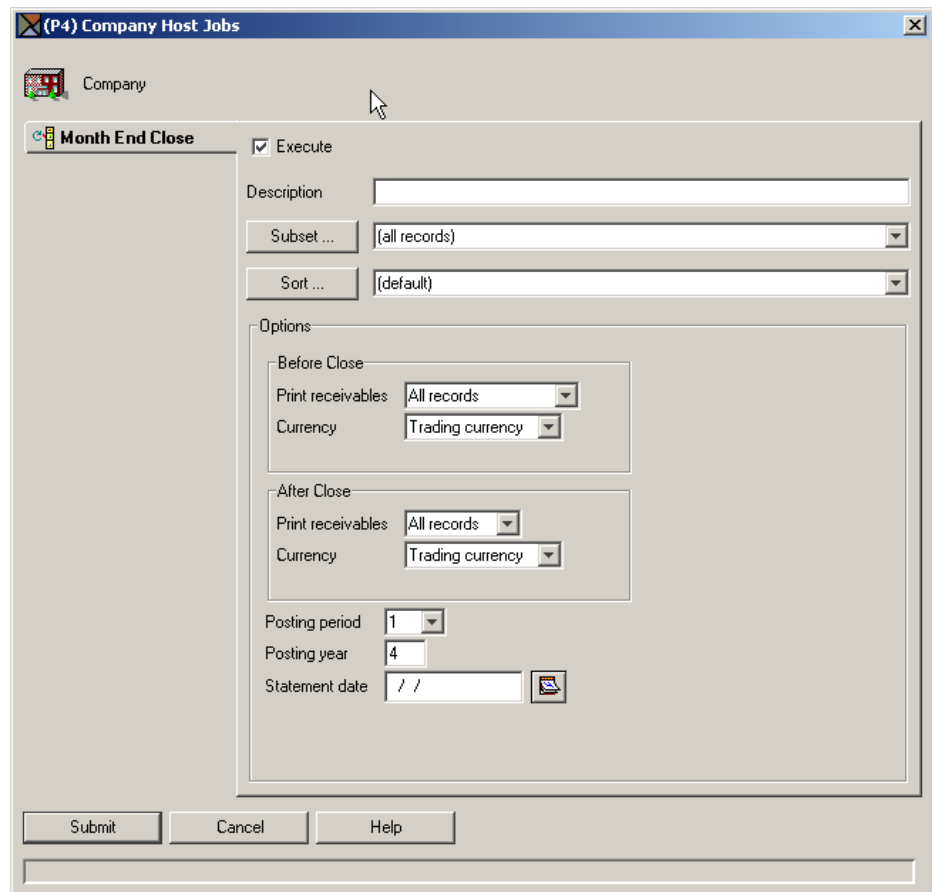
The Paid Item Purge Proof report indicates all transactions that have been paid in full; these transactions are deleted after printing. If you choose to print all transactions, both paid and unpaid items appear on the report. If you have multiple companies, company totals are printed for both balance-forward and open-item customers. Paid items are deleted from the file. See the *Accounts Receivable User's Guide* for information on the Paid Item Purge Proof report.

## Moving paid items to history

The paid item history processing captures paid invoice details during the paid item purge processing and stores the records in the Customer Receivables History object. You can view information in these records by using the options on the Display menu.

## Performing month end close

You perform month end close by company. Within the Companies object, the **Host Jobs** option on the File menu contains the options for performing month end close.



The screenshot shows the "(P4) Company Host Jobs" dialog box. The "Month End Close" tab is active. The "Execute" checkbox is checked. The "Description" field is empty. The "Subset ..." dropdown is set to "(all records)". The "Sort ..." dropdown is set to "(default)". The "Options" section is expanded, showing "Before Close" and "After Close" settings. Both "Print receivables" and "Currency" dropdowns are set to "All records" and "Trading currency" respectively. The "Posting period" is set to "1", the "Posting year" is "4", and the "Statement date" is shown as "/ /". At the bottom, there are "Submit", "Cancel", and "Help" buttons.

The options on the **Month End Close** tab on the Company Host Jobs dialog allows you to specify how you want to perform month end close. You can perform month end close for all companies or for a subset of companies. You can specify the sort to be used to sequence the processing of the companies. You also specify the period or month and year for which transactions are to be posted to the Temporary General Ledger file, if applicable.

If multiple currency support is active, you can choose whether the customer's trading currency, your local currency, or both currencies will be used on the month end reports. If multiple currency support is not active, amounts on these reports are shown in your local currency.

The month end close processing examines the Accounts Receivable information in the Customers object and calculates service charges according to the choices made during application tailoring. After the service charges have been calculated, the system prints a Paid Item Proof or a Receivable Before Close List and creates the applicable statement records in the Statements object. Each statement generated by month end closing includes header information (Statement Customer Master file STATCM) and a list of the statement activity transactions associated with that statement (Statement Detail file STATMT). Any items that have been paid are removed from the Statements object as it is processed and placed into the Current Paid Item History file in the Accounts Receivable application.

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## Printing statements

Month end close processing generates statements for those customers coded to receive statements. The statements include header information, shown in the **Statements** object, and detailed transaction information, shown in the **Statement Activity** object.

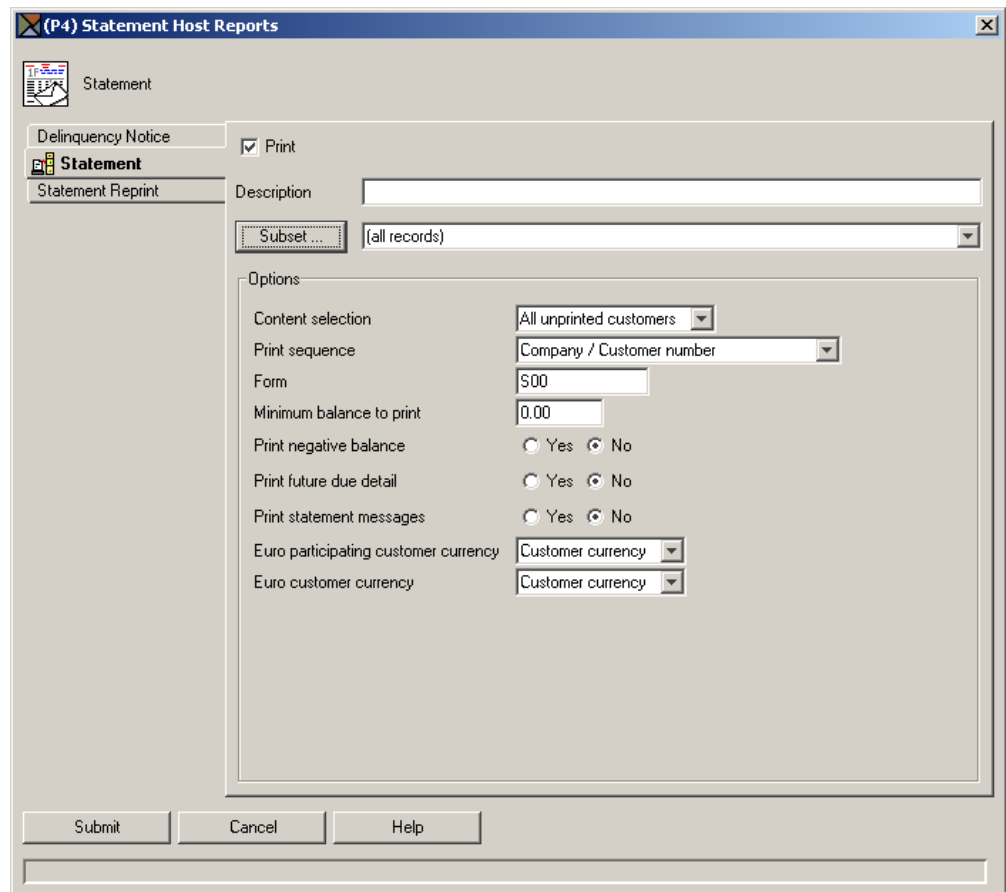
After the statements are generated, they can be printed at any time. Regardless of when the statements are printed, the date on the statements is the date of the last month end close.

AM Plus provides a flexible approach to printing statements. You can choose to print groups of statements as time is available, rather than all at once. You can also group statements by using subsets of customers. You can then print the statements according to how you distribute them. For example, you can print statements for all customers in a particular state by applying a subset, which makes the statements easy to bundle and mail.

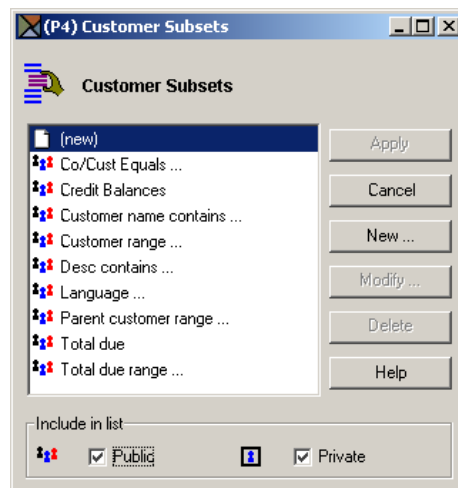
Because statements require a preprinted form, other printing operations must be stopped while statements are printing. Other printing cannot be started until the statements have been printed and the preprinted forms removed from the printer.

Statements can be printed from the Statements object or from the Customers object. With either object, the options for printing statements are the same. All statements generated during the last month end close are available for printing.

To print statements, select the **Host Print** option on the File menu. On the **Statement Host Reports** or **Customer Host Report** dialog, select the Statement tab. This tab contains the options you can choose for which statements you want to print and which information is printed on the statements. To activate the options on this tab, you must first select the Print option.



The group of statements to be printed is determined by the subset you select. You can apply any of the subsets defined for the Customers object to narrow the set of statements to be printed. Only unprinted statements for those customers that match the subset criteria will be printed.



The Options section provides additional criteria for which statements are to be printed and which information is to be included on the statements. You can further refine the selection of which statements are to be printed by the following choices:

- Content selection: specify whether to print all unprinted statements, or only unprinted statements for customers who are past due, or only unprinted statements for customers who are delinquent.
- Minimum balance to print: specify the lowest total amount due from a customer required for a statement to be printed. If the total amount due does not equal or exceed this amount, the statement is not printed.
- Print negative balance: choose whether or not to print a statements that have a negative total amount due.

The following options allow you to choose the type of information to be printed on the statements:

- Print future due detail: specify whether to include any future due amounts on the statements.
- Print statement messages: specify whether to include any statement messages associated with the language code being used for the statements. Statement messages are found in the **Languages** object. If the Languages object does not contain a statement for that language code, the system checks for a statement message associated with the default language code (000). If no text is found, the statement message for the local language code (001) is used. If no statement message is found for the local language code, then no statement message is printed.
- Euro participating customer currency: for euro-participating customers, specify whether you want to show amounts on the statement in the customer's currency or in another currency. For additional information on working with euro-participating customers, see the *Accounts Receivable User's Guide* and the *Customer Order Management User's Guide*.
- Euro customer currency: for customers who use the euro currency, specify whether you want to show amounts on the statement in the customer's currency or in another currency.

The following options allow you to specify the order in which the statements are printed and the form to be used for printing.

- Print sequence: choose to print the statements in order by company number, then customer number; or by sales representative number, then by company number, then by customer number; or by company number, then by customer name.
- Form: enter the number your company uses to identify the preprinted statements form to be used for printing the statements.

When the statements have been processed for printing, the system sets an indicator for each statement that was printed. These statements are available to be reprinted if necessary. To reprint a statement that has already been printed, select the **Host Print** option on either the Statements or the Customers object. The options for reprinting a statement are on the **Statement Reprint** tab.

The options for reprinting statements are the same as the options available for printing statements. You can reprint statements that have already been printed until the next month end close is performed. When month end close is performed, any statements that have been printed are removed from the Statements object.

## Printing delinquency notices

**Delinquency notices** are used to notify customers of overdue balances. These notices can be printed at any time.

The aging period in which you want to have accounts considered delinquent is specified during tailoring of the Accounts Receivable application. All accounts that have a due balance in that aging period or an older aging period receive delinquency notices.

If multi-currency support is active, the customer's trading currency is shown on the delinquency notice, the customer's country is part of the mailing address, and the amounts shown reflect trading currency balances. Delinquency notices can be printed in the language assigned to the customer's record in the Customers object.

When delinquency notices are printed, the system retrieves the delinquency message associated with the language code used to print the delinquency notice. The

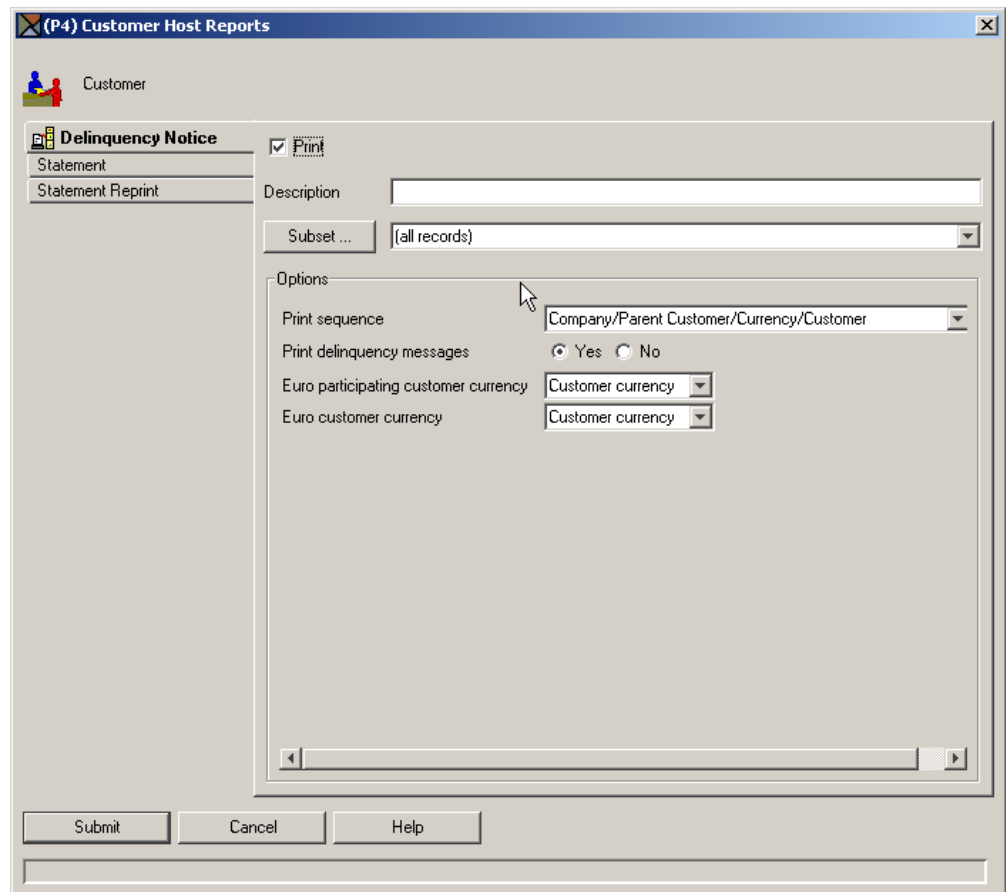
delinquency message is assigned in the **Languages** object. If the Languages object does not contain a delinquency message for that language code, the system checks for a delinquency message associated with the default language code (000). If no text is found, the delinquency message for the local language code (001) is used. If no delinquency message is found for the local language code, then no delinquency message is printed. The language code is also used to select the captions that appear on the delinquency notice, if this option was selected during application tailoring. If no captions are found for the language code assigned to the customer, the system checks for captions for the default language code (000). If no captions are found, the system prints the captions for the local language code (001) on the delinquency notices.

For a consolidated headquarters customer, one delinquency notice is printed with the headquarters name and address. For a non-consolidated headquarters, a delinquency notice is printed for each branch with only the branch name and no address. A summary notice is printed with the headquarters name and address. All delinquency notices for the branches are sent to the headquarters office, along with the headquarters summary.

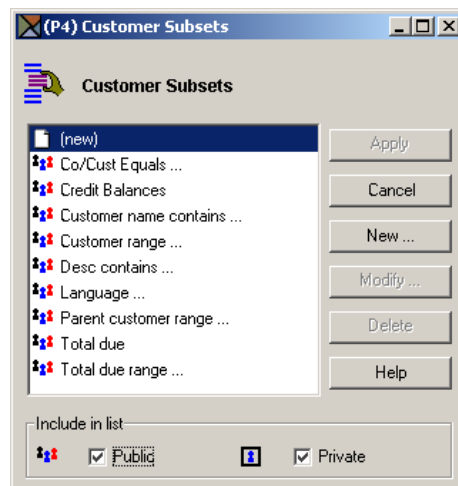
When multiple-branch delinquency notices are printed and all branches for the headquarters have the same currency ID, a single summary delinquency notice is created. If the branches have different primary currencies, separate summary delinquency notices are created for each primary currency ID for the headquarters office.

To print delinquency notices, select the **Host Print** option on File menu of the Statements object or the Customers object. On the Statements Host Print or the Customers Host Print dialog, select the **Delinquency Notice** tab. This tab contains the options you use for specifying which delinquency notices you want to print and how those notices are to be printed. To activate the options on this tab, you must select the Print option.





The customers for which delinquency notices are to be printed is determined by the subset you select. You can apply any of the subsets defined for the Customers object. If you do not apply a subset, delinquency notices are printed for all applicable customers.



The Options section on the Delinquency Notice tab contains your choices for how information is to be printed on the delinquency notices:

- **Print sequence:** choose to print the delinquency notices in order by company number, then parent customer number, then currency, then customer number; or by sales representative number, then by company number, then by parent customer number, then by currency, then by customer number.
- **Print delinquency messages:** specify whether to include any delinquency notices messages associated with the language being used for the customer. Delinquency notices messages are found in the Languages object.
- **Euro participating customer currency:** for euro-participating customers, specify whether you want to show amounts on the delinquency notice in the customer's currency or in another currency. For additional information on working with euro-participating customers, see the *Accounts Receivable User's Guide* and the *Customer Order Management User's Guide*.
- **Euro customer currency:** for customers who use the euro currency, specify whether you want to show amounts on the delinquency notice in the customer's currency or in another currency.

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## Troubleshooting cash receipts

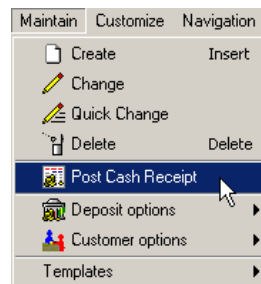
In most cases, as part of the creation of a cash receipt, the cash is applied to the customer's open invoices and the cash receipt is then posted. The status of the receipt indicates that it has been posted. However, if a cash receipt contains cash that cannot be applied to an open invoice, you must create an unapplied cash transaction for the remaining cash before the cash receipt can be posted.

To create an unapplied cash transaction, you create a cash receipt activity record for the unapplied amount in the cash receipt that contains the unapplied cash. The unapplied cash amount is shown in the Unapplied gross field in the Cash Receipt Activity section of the Apply Cash card for the cash receipt. You click the Create button in the Cash Receipt Activity section to begin the unapplied cash transaction. On the Create Cash Receipt Activity dialog, you select the Unapplied option. Selecting this option indicates that this cash is not being applied to a specific customer open invoice. The gross received amount should be set to the amount of cash remaining from the cash receipt after cash has been applied to all of the customer's open invoices.

The screenshot shows a dialog box titled "(P4) Create Cash Receipt Activity". It contains several fields and options:

- Template: Default
- Company: 2
- Customer: 100
- Reference: 0
- Unapplied:  Yes  No
- Reference date: 08/11/2004
- Balance due (trading currency): 0.00
- Gross received amount (trading currency): -10.00
- Discount amount (trading currency): 0.00
- Write off amount (trading currency): 0.00
- Adjustment: (blank)
- Adjustment amount (trading currency): 0.00
- Return here to create another:
- Preview before create:
- Buttons: Create, Cancel, Help

After an unapplied cash receipt activity transaction has been created, the entire gross received amount of the cash receipt should be applied, either to the customer's open invoices or to the unapplied cash receipt activity. The Unapplied gross field in the Cash Receipt Activity section of the Apply Cash card should now equal zero. At this point, the cash receipt can be posted. The **Post Cash Receipt** option on the Maintain menu of the Cash Receipts object allows you to post the cash receipt for which you entered the unapplied cash receipt activity.



When the cash receipt has been processed, the status of the cash receipt changes to posted.

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## Glossary

This glossary defines terms that are important for this application. It does not include all Infor ERP 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 Infor ERP XA publications.

This glossary includes definitions from:

*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 number.** A designation for an account, entry, invoice, voucher, etc., chosen in such a manner that it quickly reveals certain information.

**accounting period.** A period at the end of which and for which financial statements are prepared.

**accounting procedure.** The established processes for recording and summarizing financial information to produce financial statements and reports and to provide internal control.

**accounting system.** The classification of accounts, and the books of accounts, forms, procedures, and controls by which assets, liabilities, revenues, expenses, and the results of transactions generally are recorded and controlled.

**accounts receivable.** (1) The amount of money owed to a company by its customers. (2) The maintenance of records that represent the money owed to a company for goods or services rendered.

**accounts receivable ledger.** The overall record of customer indebtedness. It might be a book, a file of individual customer cards, or some other means of record keeping.

**accrual accounting method.** An accounting method which records revenue when earned and expenses when the liability is incurred. Contrast with cash accounting method.

**acknowledgment.** A notice to a customer that the order has been received by the vendor.

**adjustment.** (1) A transaction that changes a specific balance in a master file, such as the quantity on-hand of an inventory item. (2) In payroll, an amount added to gross or net pay.

**aged receivables report.** Similar to the Aged Trial Balance. Provides more selection capability and allows you to simulate invoice aging based on aging date.

**aged trial balance.** A trial balance in which open items are listed in separate groups according to age; for example, all items billed 30 days or less or all items billed over 90 days ago.

**aging date.** The date used to calculate invoice aging when you select As of Specific Date option on the Aged Receivables Report. If you do not enter this date, the system automatically calculates it.

**allowance.** (1) In accounts payable, a concession or reduction against an invoice, brought about by varying conditions and reasons, and agreed to between the purchaser and the seller. (2) In accounts receivable, an adjustment to a customer's bill, generally reducing the amount owed. (3) In order entry, a credit transaction that does not affect the inventory balance of the credited item.

**application.** The use to which a data processing system is put; for example, keeping a record of a company's finances.

**application tailoring.** The process of selecting application options to satisfy the specific needs of a company.

**asset.** Any object or right having a money value.

**asset ledger.** A ledger that records basic information for each fixed asset (machine, truck, building, etc.). It includes such information as asset number, original cost, depreciation method, depreciation period, book value, capitalized revenue, machine hour rate (cost rate).

**audit.** To review and examine the activities of a data processing system mainly to test the integrity and effectiveness of procedures for data security and data integrity (T).

**audit trail.** Information that allows the history of an account, item record, order, etc., to be traced. The more recent information may be stored online for retrieval.

**balance forward method.** In accounts receivable, keeping a record of the total outstanding balance owed by a customer. Contrast with open-item method.

**balance sheet.** A statement of financial position showing the assets and liabilities of a business.

**billing.** The preparation of a document called an invoice (or bill) describing commodities shipped and/or services rendered and setting forth the charges and terms.

**cash.** Currency, coin, checks, postal and express money orders, or bankers' drafts.

**cash accounting method.** An accounting method which records revenues when received and expenses when paid out. Contrast with accrual accounting method.

**cash disbursement register.** A listing of paid vendors' invoices.

**cash discount.** A discount earned on an invoice if it is paid by the due date. Sometimes referred to as credit discount or term discount.

**cash flow.** Movement of money in and out of a business.

**cash requirements report.** A list of invoices selected to be paid and prepared in order to anticipate capital required.

**chart of accounts.** A list of accounts systematically arranged, applicable to a specific concern, giving account names and numbers, if any.

**control sheet.** A document, generally posted daily with summary totals from other reports, that is used to prove that all entries affecting a master file or ledger have been properly posted and that the master file or ledger itself is correct.

**credit.** An addition to a revenue, net worth, or liability account; a deduction from an expense or asset account.

**credit discount.** Synonym for cash discount.

**credit memo.** A document issued to the customer, detailing merchandise returned to the vendor, or other adjustments reducing the amount owed by the customer to the vendor. Contrast with debit memo.

**current assets.** Those assets which are available or can be made readily available to meet the cost of operations or to pay current liabilities.

**current balance.** The amount owed by a customer at any given time.

**current liabilities.** Liabilities that are payable within a relatively short period of time, usually not longer than a year.

**current resources.** Resources that can be used to meet current expenses.

**debit.** An addition to an expense or asset account; a deduction from a revenue, net worth, or liability account.

**debit memo.** (1) In COM and CSM, a document representing a charge to the customer for corrections, additions, or special or unusual charges. (2) In accounts receivable, a document increasing the original amount of an invoice because of a billing or shipping error. (3) In accounts payable, a document increasing the amount due from a vendor. (4) Contrast with credit memo.

**default.** An alternative attribute, option, or value that is assumed when none has been specified.

**dependent transaction.** An entry that depends on the creation of a preceding transaction; for example, a receipt is dependent upon a purchase order entry.

**disbursement.** Payment in currency or by check.

**due date.** (1) Date on which, according to the terms and the date of the invoice, payment must be made. (2) The date by which the work on a shop order is to be completed or a purchase order is to be received.

**entry.** (1) An element of information in a table, list, queue, or other organized structure of data or control information, such as the record of a financial transaction in its appropriate book of account or master file. (2) The act of recording a transaction in the book of account or master file.

**entry date.** The date on which a transaction is entered into a master file.

**euro.** The single European currency as defined in the *Regulation on the introduction of the euro*.

**euro-participating country.** European Union (EU) country participants in the euro currency transition.

**exchange rate.** Ratio for exchange of two currencies.

**extended price.** The unit price multiplied by the number of units purchased. See also unit price.

**financial statement.** A balance sheet, income statement, statement of application of funds, or any supporting statement or other presentation of financial data derived from accounting records.

**fixed assets.** Assets such as land, buildings, machinery, and furniture that are held or used for long periods of time.

**general journal.** A journal in which are entered all accounting entries that are not recorded in special journals.

**general ledger.** A book file or other device that contains the accounts needed to reflect, in summary and in detail, the financial position and the results of financial operations of a company.

**invoice.** A description of goods and services sold, including how much is to be paid and the terms of payment.

**invoice register.** A daily listing of invoice totals. It also shows indicative and classification data such as date, invoice number, and customer.

**journal.** (1) Any book of original entry. (2) A report showing financial transactions entered into the system.

**ledger.** A group of accounts in which are recorded the financial transactions of a company.

**liabilities.** Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or reduced at some future date.

**local currency.** The currency you use to record transactions in the General Ledger; normally your own national currency. (The currency you use for accounting purposes.)

**old balance.** In accounting, that portion of an account that exceeds the other portion before any later debits or credits are applied. See current balance.

**open-item method.** In accounts receivable, keeping a record of each unpaid invoice and identifying each customer payment as belonging to a specific invoice. Contrast with balance forward method.

**order.** (1) A request from a customer for goods to be delivered or services to be performed. (2) An authorization to purchase or manufacture.

**post.** To transfer to an account in a ledger or file the data, either detailed or summarized, contained in a book or document of original entry.

**reconciliation.** Comparing two values of the same measurement and adjusting to force agreement; for example, reconciling book inventory to the physical count.

**record.** A collection of related data that is treated as a unit. For example, one line of an invoice could constitute a record.

**reporting period.** Synonym for accounting period.

**returns.** Items that are sent back to the vendor and for which credit is given.

**sort.** To arrange records in a specified sequence, according to data contained in one or more specific fields within the records.

**statement.** (1) A document periodically sent by the vendor to the customer (frequently at month end) that shows the total amount owed to the vendor on unpaid bills. (2) A presentation of financial data showing the financial position and the results of financial operations of a company for a particular accounting period.

**supplier.** See vendor.

**system date.** The date assigned by the operator during initial program load. Generally, the system date is the same as the actual date.

**taxing body.** One of the federal, state, or local agencies that levies taxes.

**term discount.** Synonym for cash discount.

**terms.** The conditions on which a sale is made.

**trade discount.** A discount earned by a special type of business, for example, an automobile parts manufacturer gives a trade discount to a wholesaler but charges the catalog price to a garage.

**trading currency.** The currency you use in your dealings with your customers.

**transaction.** An item of business, such as receipt of an order or payment of a bill.

**trial balance.** A periodic listing of all open items to prove that the accounts receivable or accounts payable ledger is in balance with the control sheet.

**unit price.** The price per standard unit of a product or service. See also extended price.

**vendor.** A seller of goods or services.



**voucher.** A document that verifies a transaction, usually indicating the accounts that are affected.

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