



# Info Workplace Subsets/Reports

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*IFM Manual*



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# IWP Data Subsets for IFM

## IWP Data Subsets for IFM

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# IWP Data Subsets for IFM

## 1. INTRODUCTION

**The following subsets are currently available for IFM:**

- ⇒ IFMTRANSAC – IFM Transactions subset designed for IFM transactions listing and audit style reporting. Reports include:
  - ⇒ TRANSLIST IFM Transaction List
  - ⇒ GLJOURNAL General Ledger Journal
  - ⇒ CASHLIST Cash Receipts and Payments List
  
- ⇒ INVOICES – Invoices subset designed to produce reports showing invoice related information such as customer statements, aged accounts receivables, etc. Reports include:
  - ⇒ STATE01 Customer statement – wide format showing unpaid customer invoices as at a user specified date
  - ⇒ STATE02 Customer statement – narrow format (as above but portrait rather than landscape format)
  - ⇒ STATE03 Customer statement with transactions – wide format showing all the associated invoices and payments for the period covered
  - ⇒ STATE04 Customer statement with transactions – narrow format (as above but portrait rather than landscape format)
  - ⇒ AGELIST01 Aged Accounts Receivable by entity and invoice – shows aged accounts receivable summarized by entity and invoice
  - ⇒ AGELIST02 Aged Accounts Receivable by entity – shows summary aged accounts receivables balances by entity excluding the individual invoices
  - ⇒ INVOICES Simple Invoices from IFM Transactions intended to handle invoices that originate in IFM such as scrap sales, debit notes for unearned discounts and finance charges
  
- ⇒ PAYLIST – IFM Payment List subset designed for monitoring the status of vendor invoices identified as candidates for payment
  - ⇒ CHECK01 Check Register – Checks only lists of summarized payments and checks issued
  - ⇒ CHECK02 Check Register with Checks and Invoices itemizes the invoices making up each check amount

This document outlines the subsets and reports (with their various in built options) in more detail.

# IWP Data Subsets for IFM

## 2. IFMTRANSAC - IFM Transactions subset

Link	Zoom	File	Key
F0		ADMINISTRATIVE DIVISION	Admin Div.F0
F1		FINANCIAL DIVISION	Admin Div.F1 Fin Div .F1
F2		TRANSACTION HEADER	Admin Div.F2 Trans ID .F2
F3		CHARGE LINE	Admin Div.F3 Charge ID.F3
F4		CHARGE	Admin Div.F3 Trans ID .F3 A6G +
F5		CHARGE LINE IFM	Item .F5
F6		ITEM MASTER	Warehouse.F5
F7		WAREHOUSE MASTER	Admin Div.F2 Trans ID .F2
F8		SETTLEMENT LINE	Admin Div.F2 Trans ID .F2
F9		ALLOCATION LINE	Admin Div.F2 Trans ID .F2
F10		CASH LINE	Admin Div.F2 Trans ID .F2
F11		TAX LINE	Admin Div.F2 Trans ID .F2
F12		GENERAL LEDGER LINE	Admin Div.F2 Trans ID .F2
F13		APPROVAL LINE	Admin Div.F2 Trans ID .F2

**Figure 1 - IFMTRANSAC IFM Transaction subset**

The IFMTRANSAC subset is designed to list IFM transactions for audit trail purposes. The TRANSLIST, GLJOURNAL, and CASHLIST reports discussed later in this document are examples of the types of reports that you can generate from this subset. This is a general purpose subset. Specialized reports such as customer statements, cash activity reports, and tax compliance reports should be developed from subsets designed for those purposes.

### Subset structure

Figure 1 shows the IFMTRANSAC subset structure. Note the following points:

- Administrative division and financial division are the highest levels of this subset. Normally, you should use selection statements to restrict reports to one administrative division and one financial division.
- The main part of the subset consists of the IFM transaction header and its transaction lines. The transaction lines are children of the transaction header. This means that you can have report lines that combine data from the transaction header and any of its lines. You cannot have individual report lines that combine data from two or more non-header lines. For example:

You can have a report line that combines transaction header and cash line data.

You cannot have a report line that combines settlement and allocation line data to get a net balance for an invoice<sup>1</sup>.

- You can print totals for a line type by accumulating the GRAD<sup>2</sup> and TOTAL amounts for the field that you want to total. When the amounts are equal, you should print your total. Similarly, you can print in-line headings for a transaction type when the GRAD amount equals the transaction amount.
- When you report on individual transactions you should make transaction ID, not transaction number, your lowest sort level<sup>3</sup>.

<sup>1</sup> Use the INVOICES subset for this type of reporting.

<sup>2</sup> The GRAD function keeps a running total of the transactions. The TOTAL function is calculated at the end of a sort break.

<sup>3</sup> Transaction ID is an internal identifier that is always unique. IFM allows transaction numbers to be non-unique.

# IWP Data Subsets for IFM

- The charge line has been extended to include item and warehouse descriptions

## Subset views

Name	Description
IFMTRANSAC	IFM Transactions
ADMINDIV	Administrative Division
FINDIV	Financial Division
HEADER	IFM Transaction Header
CHARGE	Charge Line
SETTLEMENT	Settlement Line
ALLOCATION	Allocation Line
CASH	Cash Line
TAX	Tax Line
GENLEDGER	General Ledger
APPROVAL	Approval Line

Figure 2 - IFMTRANSAC subset views

Figure 2 shows the data views for the IFMTRANSAC subset. Simply put, there is a separate view for each transaction line.

## TRANSLIST - IFM Transaction List

Page	1	XAR3 PVT Financial Div		9/24/96			
		IFM Transaction List					
		From 1/96/08 To 24/96/09					
HDR	Date.....	8/01/96	Transaction: REC0000211996	CASHREC	Cash Receipt	Currency: USD	Batch: 43
HDR	Entity.....	7000	Customer/vendor entity	Ref:	remaining payment	Order:	
HDR	Narrative...	remaining payment					
ALC	Type:	Cash	Transaction:	236			527.23
ALC	Type:	Cash	Transaction:	236			763.09
ALC	Total						1,290.32
CSH	USCHECK	Reference:		Narrative:remaining payme			1,290.32
G/L	Unit	Nature			Debits		Credits
G/L	01NA	2000		Narrative			
G/L	01NA	9900		remaining payment			
G/L	Total				1,290.32		1,290.32-
G/L	Total				1,290.32		1,290.32-
HDR	Date.....	8/05/96	Transaction: ARI0000401996	ARI	A/R Invoice	Currency: USD	Batch: 0
HDR	Entity.....	200	New York Corporation	Ref:		Order:	
CHG	1XKSALE	N/A	N/A	Quantity:	1.0000	Price: 1000.0000	1,000.00-
*.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....1.....2.....3							
STL	01	Net 30		Due:	9/04/96	Settle: 9/04/96	1,000.00
G/L	Unit	Nature			Debits		Credits
G/L	01NA	7100		Narrative			
G/L	01NA	2000					
G/L	Total				1,000.00		1,000.00-
G/L	Total				1,000.00		1,000.00-

Figure 3 - IFM Transaction List

The TRANSLIST IFM Transaction List report is designed to show key information about IFM transactions. The report is sequenced by transaction date and transaction ID. It contains the following information:

- Transaction header:** Date, transaction number, transaction type, currency, and batch. If the transaction has an entity, it shows the entity, entity name, their reference, and order number on a separate line. If the transaction has a narrative, it shows the narrative text on a separate line.
- Charge line:** Charge, description, item quantity, unit price, and amount.
- Settlement line:** Terms, due date, settlement date, and amount
- Allocation line:** Allocation type, allocation to transaction, and amount.
- Cash line:** Payment method, reference, narrative, and amount.
- Tax line:** Tax code, tax code result, base amount, rate, and tax amount
- G/L line:** Unit, nature, narrative, debits, and credits.
- Approval line:** Approver, requested date, received date, and reason.

# IWP Data Subsets for IFM

## Selection

When you run TRANSLIST, you are prompted to enter the following information:

Field	Comments
Administrative division	Mandatory
Financial division	Mandatory with a default of 01.
Start date and end date	Mandatory with defaults that result in all transactions being selected.
Transaction posted	Mandatory with a default to posted. To see unposted transactions enter 0.
Batch ID	Optional. Use this field to limit the report to a single IFM batch.
Originating user	Optional. Use this field to limit the report to transactions from a single IFM user ID.

## How to modify

Topic	Report Design	Modification
Start and end dates	Start and end dates are in an MMDDYY format.	You can change to a DDMMYY format by modifying calculation W-01 to read %DATE(&S-31 'cdmy' 'cymd') and calculation W-02 to read %DATE (S-33 'cdmy' 'cymd')
Selected fields printed	The report shows selected transaction fields.	Use LAYOUT to add fields that are not included on the report. The best approach is to copy the detail line that you want to change and then use the PX function to add your fields.  The alternative is to remove unneeded fields from the detail line and replace them with your fields. If you do this, be sure to keep the amounts aligned.

# IWP Data Subsets for IFM

## GLJOURNAL - General Ledger Journal

Page	1	XAR3 PVT Financial Div IFM General Ledger Journal Listing				9/24/96	
-----							
HDR	Date.....	8/01/96	Transaction: REC0000211996	CASHREC	Cash Receipt	Currency: USD	Batch: 43
HDR	Entity.....	7000	Customer/vendor entity	Ref:	remaining payment	Order:	
HDR	Narrative... remaining payment						
G/L	Unit	Nature	Narrative		Debits	Credits	
G/L	01NA	2000	remaining payment			1,290.32-	
G/L	01NA	9900	remaining payment		1,290.32		
G/L	Total				1,290.32	1,290.32-	
-----							
HDR	Date.....	8/05/96	Transaction: ARI0000401996	ARI	A/R Invoice	Currency: USD	Batch: 0
HDR	Entity.....	200	New York Corporation	Ref:		Order:	
G/L	Unit	Nature	Narrative		Debits	Credits	
G/L	01NA	7100				1,000.00-	
G/L	01NA	2000			1,000.00		
G/L	Total				1,000.00	1,000.00-	
-----							
HDR	Date.....	8/12/96	Transaction: ARI0000411996	ARI	A/R Invoice	Currency: USD	Batch: 0

**Figure 4 - IFM General Ledger Journal Listing**

Figure 4 illustrates the IFM General Ledger Journal Listing. This report is a TRANSLIST report that shows only the Transaction Header and General Ledger lines. Selection and modification are the same as TRANSLIST.

# IWP Data Subsets for IFM

## CASHLIST - Cash Receipts and Payments List

Page 1									
Cash Receipts and Payments List									
XAR3 PVT Financial Div									
Cash - Main Bank									
From 8/01/96 To 9/24/96									
Date	Type	Entity	Transaction	Our Ref.	Reconcile	Their Ref	Receipt	Payment	
8/01/96	CASHREC	7000	REC0000211996		Not Recon	remaining	1,290.32		
Date Total							1,290.32		
8/15/96	CASHREC	200	REC0000371996		Not Recon		1,000.00		
8/15/96	CASHREC	4001	REC0000281996		Not Recon		1,047.88		
Transaction Type Total							2,047.88		
Date Total							2,047.88		
8/22/96	CASHPAY	7000	PAY0000381996		Not Recon		100.00		
8/22/96	CASHPAY	7000	PAY0000391996		Not Recon		100.00		
8/22/96	CASHPAY	7000	PAY0000401996		Not Recon		100.00		
8/22/96	CASHPAY	7000	PAY0000411996		Not Recon		1.00		
Transaction Type Total							301.00		
Date Total							301.00		
8/27/96	CASHPAY	TKBUYS	PAY0000471996		Not Recon				300.00
Date Total									300.00
8/28/96	CASHREC	4000	REC0000331996		Not Recon	6211996CBS	350.64		
Date Total							350.64		
9/20/96	CASHREC	1764	REC0000401996	127	Not Recon		25.00		
9/20/96	CASHREC	1764	REC0000411996	127	Not Recon		15.00		
Transaction Type Total							40.00		
Date Total							40.00		
9/23/96	CASHREC	1764	REC0000431996		Not Recon		41.00		
Date Total							41.00		
Report Total							4,070.84		300.00

**Figure 5 Cash Receipts and Payments List**

Figure 5 illustrates the Cash Receipts and Payments List report. The CASHLIST report lists cash receipts and payments for a specified administrative division, financial division, cash book, and date range. The report list the following information about cash transactions that meet your selection criteria:

- Document date
- Entity - You can optionally print the entity's name on a separate line below the main cash line.
- Our reference - Your check or deposit reference<sup>4</sup>
- Their reference - A reference to your customer's check number if you enter it during cash entry.
- Transaction type
- Transaction number
- Reconciliation status - If you have reconciled the cash line, the report shows your reconciliation reference. Otherwise, it prints "Not Recon."
- Receipt and Payment amounts - The report counts positive cash line amounts as receipts and negative cash line amounts as payments.

The CASHLIST report is sequenced by date, transaction type, and our reference. It prints totals at each of these levels. These totals are suppressed under the following conditions:

- The our reference total is suppressed when there is only one cash line for a given our reference number.
- The transaction type total is suppressed when there is only one cash line for a transaction type.

<sup>4</sup> This field is called "Drawing / Lodgement Reference" in IFM.

# IWP Data Subsets for IFM

## Selection

When you run CASHLIST, you are prompted to enter the following information:

Field	Comments
Administrative division	Mandatory
Financial division	Mandatory with a default of 01.
Transaction ledger	Mandatory with a default to CASH. Enter the name of the cash book that you want to report. If you enter a non-cash book ledger or an invalid ledger, you will not get cash receipt and payment information
Start date and end date	Mandatory with defaults that result in all transactions being selected.
Reconciliation status	Mandatory with a default to all. You can use this selection to limit reporting to reconciled or unreconciled cash lines.
Transaction posted	Mandatory with a default to posted. If you enter 0, IWP reports both posted and unposted cash lines; if you enter 2 IWP reports unposted cash lines
Receipts or payments	Mandatory with a default to all. If you enter 1, IWP reports only receipts; if you enter 2, IWP reports only payments
Print entity name	Mandatory with a default of no. If you enter 1, IWP prints the entity name for each cash line on a separate report line. This effectively doubles the size of your report.

## How to modify

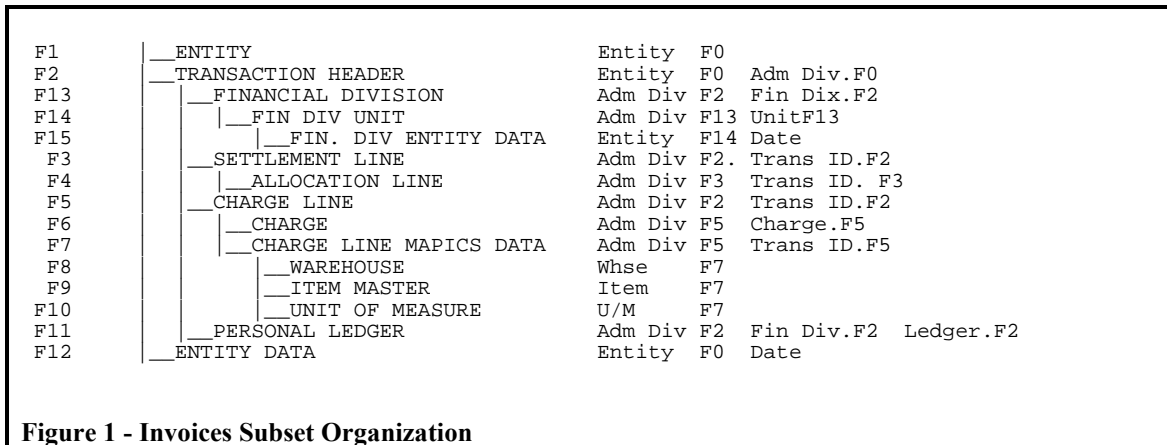
Topic	Report Design	Modification
Start and end dates	Start and end dates are in an MMDDYY format.	You can change to a DDMMYY format by modifying calculation W-01 to read %DATE(&S-31 'cdmy' 'cymd') and calculation W-02 to read %DATE (S-33 'cdmy' 'cymd')
Selected fields printed	The report shows selected transaction fields.	Use LAYOUT to add fields that are not included on the report. The best approach is to copy the detail line that you want to change and then use the PX function to add your fields.
Entity name	<p>If you want to report the entity name, you must print it on a separate line effectively doubling the size of your report.</p> <p>The main detail line has 12 characters of space available. This is not enough to handle the 26 character entity name.</p>	<p>Use CALC to create a work field that contains the first 12 characters of the entity name. Then use LAYOUT to insert the new field.</p> <p>Use CALC to create a work field that contains the first 22 characters of the entity name. Then you LAYOUT to replace the entity identifier with the entity name.</p>

# IWP Data Subsets for IFM

Sort sequence	The CASHLIST report is currently sequenced by date, transaction type and our reference.	<p>Use LAYOUT to neutralize all fields on the report by removing the &amp; from the fields.</p> <p>Use SORT to specify your new sort fields.</p> <p>Use TOTAL to regenerate total fields.</p> <p>Use CALC to change work fields W-14 through W-19 to reflect your totaling.</p> <p>Use LAYOUT to put the appropriate captions for each sort line and restore all fields by typing &amp; in front of them.</p>
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# IWP Data Subsets for IFM

## 3. INVOICES - Invoices subset



**Figure 1 - Invoices Subset Organization**

The Invoices subset is designed to produce reports that show invoice related information from IFM transaction data. Examples include: customer statements, aged accounts receivable listings, and simple customer invoices from transaction data that does not originate in COM.

### Subset structure

Figure 1 shows how the Invoices subset is organized. Note the following points:

- The Entity file is the base file for the subset.
- The Charge Line is lined to the Warehouse, Item Master, and Unit of Measure files to give you descriptions for these fields.
- The Allocation Line is a child of the Settlement Line. Organizing the subset this way allows you to match payments (allocations) to the amounts owed (settlement line balances).
- You can get the financial division (company) name and address by using the Financial Division file and its subordinate Unit and Entity Data files.

### Subset Views

Figure 2 shows the subset views for the Invoices subset.

Name	Description
INVOICES	Customer and Vendor Invoices and Payments
ENTITY	Entity and Entity Group Data
PERSACCT	Personal Account
HEADER	Transaction Header
SETTLEMENT	Settlement Line
ALLOCATION	Allocation Line
CHARGE	Charge Line
ENTITYSUM	Entity Summary
FIN_DIV	Your Company Name and Address

**Figure 2 - Invoice Subset Views**

# IWP Data Subsets for IFM

## STATE01 - Customer Statement - Wide Format

Mapics Company Entity 5775-D Glenridge Drive Atlanta, GA 30328					
The New York Corporation 1 Marcam Place New Yourk, NY 10010			Statement Date	9/24/96	
			Customer	1764	
			Currency	USD	
Number	Date	Due	Invoice Amount	Payments	Balance
RNM002	9/20/96	10/18/96	100.00	40.00	60.00
000051	8/27/96	9/26/96	10.00		10.00
000052	8/27/96	9/26/96	10.00		10.00
000056	8/29/96	9/27/96	1,263.00		1,263.00
000059	9/06/96	10/04/96	5.00		5.00
Total			1,388.00	40.00	1,348.00

Not Yet Due	1 To 30 Days Late	31 To 60 Days Late
1,348.00		
61 To 90 Days Late	91 to 120 Days Late	Over 120 Days Late

As of 9/24/96 we have received 41.00 which has not been applied to your account. The above statement does not include this payment.

**Figure 3 Customer Statement - Wide Format**

Figure 3 shows the Customer Statement - Wide Format report. This report shows unpaid customer invoices as of a specified date. It provides the following information as of a user specified cut-off date:

- For each unpaid invoice, the invoice number, invoice date, due date, invoice amount, payments, and balance.
- The sum of the invoice amounts, payments, and balances for each customers.
- The aged amounts for a customer's invoices divided into six buckets. Aging is relative to invoice due dates and your cut-off date.
- The amount of unapplied cash received from the customer as of the current date.

### Selection

When you run the STATE01 report, you are prompted to enter the following information:

Field	Comments
Administrative division	Mandatory
Financial division	Mandatory with a default to 01
Currency	Mandatory with a default to USD
Statement cut-off date	Mandatory with a default to the current date. Transactions with document dates after your cut-off date are ignored.
Entity	Optional. You can restrict the report to from 1 to 5 entities by entering their identifiers.
Print unapplied cash	Optional with a default to 1. You can print or not print the unapplied cash for each entity ( 0=No / 1=Yes ).

In addition, the report's selection criteria automatically restricts selection to posted transactions and invoices that were unpaid as of your cut-off date.

# IWP Data Subsets for IFM

## How to modify

Topic	Report Design	Modification																
Company Name and Address	The report prints your company name and address at the top of each page.	If you use pre-printed forms, use LAYOUT to delete lines 1 to 5.																
Statement Cut-off date format	The statement cut-off date is in MMDDYY format.	You can change to DDMMYY format by modifying calculation W-27 to read %DATE( &S-51 'cdmy' 'cymd')																
Age relative to invoice date	The report ages relative to the invoice's due date.	You can change to age relative to the invoice date by modifying calculation W-03 to read %DATED( &ATDT 'cymd' &W-27 'cymd')																
Aging buckets	The report supports six fixed period aging buckets.	Change the days for Condition 1 in the following calculations to reflect your aging preferences. Also use LAYOUT to change the aging bucket captions to reflect your changes.																
		<table border="1"> <tbody> <tr> <td>Not yet due</td> <td>W-04</td> <td>W-10</td> </tr> <tr> <td>1 to 30 late</td> <td>W-05</td> <td>W-11</td> </tr> <tr> <td>31 to 60 late</td> <td>W-06</td> <td>W-12</td> </tr> <tr> <td>61 to 90 late</td> <td>W-07</td> <td>W-13</td> </tr> <tr> <td>91 to 120 late</td> <td>W-08</td> <td>W-14</td> </tr> <tr> <td>Over 120 late</td> <td>W-09</td> <td>W-15</td> </tr> </tbody> </table>	Not yet due	W-04	W-10	1 to 30 late	W-05	W-11	31 to 60 late	W-06	W-12	61 to 90 late	W-07	W-13	91 to 120 late	W-08	W-14	Over 120 late
Not yet due	W-04	W-10																
1 to 30 late	W-05	W-11																
31 to 60 late	W-06	W-12																
61 to 90 late	W-07	W-13																
91 to 120 late	W-08	W-14																
Over 120 late	W-09	W-15																
Metric envelopes	The report is designed for U.S. envelopes.	Use the LAYOUT function to change Line 6 to print on the line that fits your envelope window. Also use the PRINTER function to change the number of lines on a page.																

# IWP Data Subsets for IFM

## STATE02 - Customer Statement - Narrow Format

Mapics Company Entity 5775-D Glenridge Drive Atlanta, GA 30328			
The New York Corporation 1 Marcam Place New York, NY 10010		Statement Date Customer Currency	9/24/96 1764 USD
-----	Date	Invoice Due	-----
Number			Balance
MNM002	9/20/96	10/18/96	60.00
000051	8/27/96	9/26/96	10.00
000052	8/27/96	9/26/96	10.00
000056	8/29/96	9/27/96	1,263.00
000059	9/06/96	10/04/96	5.00
			1,348.00
-----			
Not Yet Due   1 To 30 Days Late   31 To 60 Days Late			
-----			
1,348.00			
-----			
61 To 90 Days Late   91 to 120 Days Late   Over 120 Days Late			
-----			
As of 9/24/96 we have received 41.00 which has not been applied to your account. The statement does not include this payment.			

**Figure 4 - Customer Statement - Narrow Width**

Figure 4 shows the Customer Statement Narrow Width report. This report is identical to STATE01 except that it is designed to print on an 8 1/2 by 11 page in a portrait rather than landscape format. To accommodate the narrow width, the invoice and payment amount fields have been removed. The report shows the net balance due.

Selection and modification are the same as STATE01.

# IWP Data Subsets for IFM

## STATE03 - Customer Statement - With Transactions - Wide Format

Mapics Company Entity 5775-D Glenridge Drive Atlanta, GA 30328					
Fulton Chemical Co / 01 22 Peachtree Street Atlanta, GA 30306			Statement Date	8/31/96	
			Customer	3001	
			Currency	USD	
Transaction	Invoice	Due	Invoice	Payment	Balance
000014DMT	7/11/96	8/09/96	198,946.19		
Invoice Total			198,946.19		198,946.19 1 To 30 Late
000015DMT	7/11/96	8/09/96	249,248.19		
Invoice Total			249,248.19		249,248.19 1 To 30 Late
000005DMT	7/15/96	8/14/96	123,061.58		
Invoice Total			123,061.58		123,061.58 1 To 30 Late
000020	7/16/96	8/15/96	123,066.15		
Invoice Total			123,066.15		123,066.15 1 To 30 Late
Customer Total			694,322.11		694,322.11

Current	1 To 30 Late	31 To 60 Late
	694,322.11	
61 To 90 Late	91 To 120 Late	Over 120 Late

As of 9/24/96 we have received 75.75 which has not been applied to your account and is not reflected on this statement.

**Figure 5 - Customer Statement With Transactions - Wide Format**

Figure 5 shows the Customer Statement With Transactions - Wide Format report. This report differs from the STATE01 and STAT02 report because it shows invoices and payments for the period covered by the statement. This means that the report shows two types of invoices:

- Invoices that are unpaid as of the cut-off date. This is the same as STATE01 and STATE02.
- Invoices that were paid during the period between the statement start and end dates.

Because this report lists transaction details it will normally be significantly longer than the other reports in this group.

### Selection

With one exception, selection for this report is the same as the other reports in this group. The exception is that you must enter a start date. If you do not do this, your statements will show all transactions that have not been archived.

Field	Comments
Administrative division	Mandatory
Financial division	Mandatory with a default to 01
Currency	Mandatory with a default to USD
Statement start date	Mandatory with a default to 000000.
Statement cut-off date	Mandatory with a default to the current date. Transactions with document dates after your cut-off date are ignored.
Entity	Optional. You can restrict the report to from 1 to 5 entities by entering their identifiers.
Print unapplied cash	Optional with a default to 1. You can print or not print the unapplied cash for each entity ( 0=No / 1=Yes ).

# IWP Data Subsets for IFM

When you run STATE03, IWP selects two types of invoices:

- Invoices that are unpaid regardless of their date.

## **How to modify**

The modifications for STATE01 and STATE02 apply.

# IWP Data Subsets for IFM

## STATE04 - Customer Statement With Transactions - Narrow Format

Mapics Company Entity 5775-D Glenridge Drive Atlanta, GA 30328			
New York Corporation 1 Marcam Place New York, NY 10010		Statement Date	8/31/96
		Customer	1764
		Currency	USD
Transaction	Invoice	Due	Amount
000051	8/27/96	9/26/96	10.00
Invoice Total		Current	10.00
000052	8/27/96	9/26/96	10.00
Invoice Total		Current	10.00
000056	8/29/96	9/27/96	1,263.00
Invoice Total		Current	1,263.00
Customer Total			1,283.00

Current	1 To 30 Late	31 To 60 Late
1,283.00		
61 To 90 Late	91 To 120 Late	Over 120 Late

As of 9/24/96 we have received 41.00 which has not been applied to your account and is not reflected on this statement.

**Figure 6 Customer Statement With Transactions - Narrow Format**

Figure 6 shows the Customer Statement With Transactions - Narrow Format report. This report is identical to STATE03 in all respects except that it is designed in an 80 character wide format to fit in window envelopes. To stay within the width constraint, the separate invoices and payments columns have been replaced with a single column that shows invoices as positive amounts and payments as negative amounts. Also, the invoice age status has been moved to the left of the amount.

The STATE03 selection and modification comments apply to this report.

# IWP Data Subsets for IFM

## AGELIST01 - Aged Accounts Receivable By Entity and Invoice

Page 3		XAR3 PVT Financial Div							9/24/96	
		Aged Accounts Receivable							As of 9/24/96	
Number	Invoice Date	Due	Amount	Current	1 - 30	31 - 60	61 - 90	91 - 120	Over 120	
300000	Foremost Machine Shop			Phone		Phone				
000006	3/04/96	4/03/96	83,300.00	.00	.00	.00	.00	.00	83,300.00	
000008DMT	6/27/96	7/26/96	1,417,747.00	.00	.00	1,417,747.00	.00	.00	.00	
000009	4/19/96	5/17/96	1,105,500.00	.00	.00	.00	.00	.00	1,105,500.00	
Foremost Machine Shop			2,606,547.00	.00	.00	1,417,747.00	.00	.00	1,188,800.00	
3001	Fulton Chemical Co / 01			Phone		Phone				
000005DMT	7/15/96	8/14/96	12,306,158.00	.00	.00	12,306,158.00	.00	.00	.00	
000014DMT	7/11/96	8/09/96	19,894,619.00	.00	.00	19,894,619.00	.00	.00	.00	
000015DMT	7/11/96	8/09/96	24,924,819.00	.00	.00	24,924,819.00	.00	.00	.00	
000020	7/16/96	8/15/96	12,306,615.00	.00	.00	12,306,615.00	.00	.00	.00	
Fulton Chemical Co / 01			69,432,211.00	.00	.00	69,432,211.00	.00	.00	.00	
As of 9/24/96 unapplied cash is			75.75	.						
300100	DeKalb Chemical Co.			Phone		Phone				
000007	3/05/96	4/04/96	11,900.00	.00	.00	.00	.00	.00	11,900.00	
000008	3/05/96	4/04/96	11,900.00	.00	.00	.00	.00	.00	11,900.00	
DeKalb Chemical Co.			23,800.00	.00	.00	.00	.00	.00	23,800.00	
4000	Jason's Novelties Ltd / 01			Phone		Phone				
ARI0000011996	5/29/96	6/28/96	50,000.00	.00	.00	.00	50,000.00	.00	.00	
ARI1111	5/15/96	6/14/96	325,000.00	.00	.00	.00	.00	325,000.00	.00	
ARI3333	5/16/96	6/14/96	99,999,900.00	.00	.00	.00	.00	99,999,900.00	.00	
CURRENCYTEST3	6/13/96	7/12/96	70,000.00	.00	.00	.00	70,000.00	.00	.00	
DMT123457COM1	6/20/96	7/19/96	23,456,789.00	.00	.00	.00	23,456,789.00	.00	.00	

**Figure 7 - Aged Accounts Receivables**

Figure 7 shows the Aged Accounts Receivables report. This report shows aged accounts receivable summarized by entity and invoice. It provides the following information as of a user specified cut-off date:

- Entity number, name, telephone, and FAX. Optionally, you can have the report show the entity's full address.
- For each invoice that is unpaid as of the cut-off date, the report shows the invoice number, invoice date, due date, net amount due, and the age of the invoice in one of six buckets.
- For each entity, the report shows the sum of the unpaid invoices and the sum of the six aging buckets. Optionally, you can have the report show the unapplied cash received as of the report date.
- At the end of the report, the report shows the sum of the unpaid invoices and the six aging buckets. It also shows each aging bucket as a percent of the total unpaid invoices. Optionally, you can have the report show the unapplied cash as of the report date.

### Selection

When you run the AGELIST01 report, you are prompted to enter the following information:

Field	Comments
Administrative division	Mandatory
Financial division	Mandatory with a default to 01
Currency	Mandatory with a default to USD
Statement cut-off date	Mandatory with a default to the current date. Transactions with document dates after your cut-off date are ignored.
Entity	Optional. You can restrict the report to from 1 to 5 entities by entering their identifiers.

# IWP Data Subsets for IFM

Print full address	Optional with a default to 0. You can print or not print the entity's full mailing address ( 0=No / 1=Yes). If you enter yes, there will be two additional lines printed per entity.
Print unapplied cash	Optional with a default to 1. You can print or not print the unapplied cash for each entity ( 0=No / 1=Yes ).

## How to modify

Except for Company Name and Address and Metric Envelopes, the modifications described for STATE01 apply.

There is an additional consideration. In order to print the invoice amount and six aging buckets, the lengths of these fields have been set at 11 positions with 2 decimal places. This means that the largest amount that can be printed is 99,999,999.99. If you need to print amounts greater than 99,999,999.99 you have the following options:

- Use the CALC function to change the editing on the amount fields. For example:

If you have a zero decimal point currency (e.g. Japanese Yen) you can change the field length to 11,0 and use the appropriate edit code.

If you have a two decimal point currency, you can change the edit code from J to K and expand the length to 13,2. This removes the comma separators (i.e. 9,999.99 becomes 9999.99).

- Use the LAYOUT function to reduce the number of aging buckets from 6 to 5 by blanking the rightmost column. This allows you use the CALC function to change field lengths to 12,2 with comma separators.

When you make these changes, you must change the editing for the following fields:

W-01	W-33	W-34	W-35	W-36	W-37	W-38 <sup>5</sup>
W-02	W-16	W-17	W-18	W-19	W-20	W-21
W-41	W-42	W-43	W-44	W-45	W-46	W-47
	W-50	W-51	W-52	W-53	W-54	W-55

<sup>5</sup> If you change from 6 to 5 aging buckets, eliminate the fields listed in this column.

# IWP Data Subsets for IFM

## AGELIST02 - Aged Accounts Receivable By Entity

Page 1		XAR3 PVT Financial Div Aged Accounts Receivable As of 9/24/96						9/24/96
Entity	Invoice Amount	Current	Aged Amounts					
			1 - 30	31 - 60	61 - 90	91 - 120	Over 120	
NMcK CV	134,800.00	134,800.00	.00	.00	.00	.00	.00	
As of 9/24/96 unapplied cash is	4,100.00							
New York Corporation	4,170,000.00	540,000.00	400,000.00	400,000.00	500,000.00	400,000.00	1,930,000.00	
As of 9/24/96 unapplied cash is	50,000.00							
New Jersey Corporation	600,000.00	.00	200,000.00	.00	.00	.00	400,000.00	
Foremost Machine Shop	1,292,087.00	.00	.00	603,727.00	688,360.00	.00	.00	
Foremost Machine Shop	2,606,547.00	.00	.00	1,417,747.00	.00	.00	1,188,800.00	
Fulton Chemical Co / 01	69,432,211.00	.00	.00	69,432,211.00	.00	.00	.00	
As of 9/24/96 unapplied cash is	7,575.00							
DeKalb Chemical Co.	23,800.00	.00	.00	.00	.00	.00	23,800.00	
Jason's Novelties Ltd / 01	29,753,606.00	1,223,128.00	115,022.00	619,432.00	28,862,330.00	572,972.00	1,639,278.00	
As of 9/24/96 unapplied cash is	50,000.00							
SME Distributores / 01	628,728.00	.00	.00	1,093,527.00	464,799.00	.00	.00	
Diane's customer/vendor	73,950.00	21,100.00	.00	52,850.00	.00	.00	.00	
Interdivisional customer	27,898.00	.00	.00	27,898.00	.00	.00	.00	
Customer/vendor entity	2,298,689.00	246,916.00	131,261.00	760,363.00	688,298.00	351,677.00	120,174.00	
As of 9/24/96 unapplied cash is	10,100.00							
Ship to / Buy from suffix	37,128,477.00	3,371,411.00	4,986.00	33,762,052.00	.00	.00	.00	
As of 9/24/96 unapplied cash is	11,020.00							
Report Totals	48,170,793.00	5,537,355.00	841,297.00	8,169,807.00	30,274,189.00	1,324,649.00	2,023,496.00	
Report Percents		11.49	1.74	16.96	62.84	2.74	4.20	
As of 9/24/96 unapplied cash is	1,327.95							

**Figure 8 - Aged Accounts Receivable Summarized By Entity**

Figure 8 shows the Aged Accounts Receivable Summarized By Entity report. Use this report to get summary aged accounts receivable balances by entity. Except as noted below, this report is identical to AGELIST01

- The report does not show individual invoices that make up the aged balances.
- There is no option to print the entity's full name and address.

### How to modify

The modifications described for AGELIST01 apply. The only exception is that you do not have to change the fields in the first row of the preceding table if you change amount widths.

# IWP Data Subsets for IFM

## INVOICES - Simple Invoices from IFM transactions

Mapics Company Entity 5775-D Glenridge Drive Atlanta, GA 30328 Phone 404-705-3222 / FAX 404-705-3140	
New York Corporation 100 Marcam Plaza New York, NY 10001	Invoice Number. 789646 Terms..... Net 30 Due Date..... 10/09/96
Finance Charge Stl dsc disallowed for inv 200200 1XX Product Sales	200.00  1,000.00 ----- 1,200.00
Total	1,200.00

**Figure 9 - Simple Invoice from IFM transaction**

Figure 9 illustrates the Simple Invoice from IFM transactions report. This report allows you to generate a simple invoice from an IFM transaction. It is intended to handle invoices that originate in IFM such as scrap sales, debit notes for unearned discounts, and finance charges. It is not intended to replace COM invoices.

The INVOICES report produces a customer invoice in a portrait format. It contains the following information:

- Your company's name and address.
- Your customer's name and address. This information is positioned so it is visible in a window envelope.
- Invoice number - The IFM transaction number
- Invoice date - Transaction document date.
- Invoice terms and due date as calculated by IFM
- Charge description, charge line narrative, and charge line amount for each charge line on the invoices.
- The sum of the charge lines.

### Selection

The INVOICES report allows you to select on the following fields:

Field	Comments
Administrative division	Mandatory
Financial division	Mandatory with a default to 01.
Start and end dates	Mandatory with defaults to the current date. These dates control the range of invoices selected.
Entity	Optional. You can enter from 1 to 5 entities. By doing this IWP creates invoices for those entities that you have entered.

# IWP Data Subsets for IFM

Transaction type	<p>Optional. You can enter from 1 to 5 transaction types. By doing this IWP creates invoices only for those transaction types that you have entered.</p> <p><b>Note:</b> It is a good practice to have separate IFM transaction types for IFM transactions that are intended to generate customer invoices.</p>
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## How to modify

Topic	Report Design	Modification
Company Name and Address	The report prints your company name and address at the top of each page.	If you use pre-printed forms, use LAYOUT to delete lines 1 to 7.
Metric envelopes	The report is designed for U.S. envelopes.	Use the LAYOUT function to change Line 6 to print on the line that fits your envelope window. Also use the PRINTER function to change the number of lines on a page.
Quantity and Unit Price	The report does not show charge line quantity, unit price, and extended price.	Use the LAYOUT function to change the detail lines (14 and 15) to contain the fields that you want printed.

# IWP Data Subsets for IFM

## 4. PAYLIST - IFM Payment List subset

F0	Administrative Division	
F1	_Financial Division	Admin Div F0
F2	_Payment List	Admin Div F0 Fin Div F2
F3	_Cash Book	Admin Div F2 Fin Div F2 Ledger F2
F4	_Settlement Method	Admin Div F2 Stl Meth F2
F5	_Payment List Detail	Admin Div F2 Fin Div F2 Pay List F2
F6	_Entity Data	Entity F5 Current Date
F7	_Settlement Line	Adm Div F5 Fin Div F5 Pay List F5 ...Pay List Detail F5
F8	_Pay List Override	Adm Div F7 Fin Div F7 Pay List F7 ...Pay List Detail F7
F9	_Transaction Header	Adm Div F7 Trans ID F7
F10	_Settlement Terms	Adm Div F7 Terms ID F7

**Figure 1 - IFM Payment List subset**

Figure 1 shows the IFM Payment List subset. A payment list is a collection of vendor invoices that have been identified as candidates for payment. Payment lists have five statuses:

- 1 **New:** At this point there are no vendor invoices associated with the payment list.
- 2 **Invoices selected:** IFM presents a list of invoices that meet your selection criteria and allow you to make additions, changes, and deletions to the list. You can also make partial payments and force IFM to take discounts that it considers “unearned.”
- 3 **Transactions generated:** IFM generates cash transactions to record payments. At this stage you cannot change the payment list.
- 4 **Checks printed:** IFM prints checks or other payment documents or media.
- 5 **Completed:** The IFM updates cash transactions with the check numbers assigned to payments.

The PAYLIST subset is designed to create check registers at each stage of this process.

Payment lists always belong to an administrative division and a financial division. Within this framework:

- The Payment List file contains information that applies to the entire payment list such as the payment date and the amount of the total payment.
- The Payment List Detail file contains summary information about each entity (vendor) on the payment list such as entity ID, payee name, and gross, discount, and net payment amounts. This file is linked to the Entity Data file to let you get the entity’s full address.
- The Settlement Line file contains information about each of the entity’s invoices that are on the payment list.

# IWP Data Subsets for IFM

## Views

Choose View name	Description of fields contained in view
PAYLIST	Payment List Subset
ADMDIV	Administrative Division
FINDIV	Financial Division
PAYLISTHDR	Payment List Header
PAYLISTENT	Payment List Entity Data
SETTLEMENT	Payment List Invoice Detail
TERMS	Settlement Terms
CONTROL	Control Fields

**Figure 2 - PAYLIST Views**

Figure 2 shows the views for the PAYLIST subset. Basically, they follow the subset's structure.

## CHECK01 - Check Register - Checks Only

Check	Entity	Entity Name	Gross Amount	Discount	Net Amount
0	DEPTA	Interdivisional vendor	1,639,501.36		1,639,250.24
0	100000	MPA Component 1	593,870.57	251.12	593,870.57
0	100700	U.S. Metals	4,087.76		4,087.76
0	400100	SME Distributors	70,651.50		70,651.50
0	710	Robin's entity	4,000.00		4,000.00
0	99999	Internal Revenue Service	24,172.15		24,172.15
		Payment List Total	2,336,283.34	251.12	2,336,032.22

**Figure 3 - Check Register - Checks Only**

Figure 3 shows the Check Register - Check Only report. This report lists summary information for the payment list and the checks issued that are generated from that list. The check number is zero when the payment list's status is less than 4. This is because check numbers have not been assigned at that time.

## Selection

When you run the CHECK01 report it prompts you for the following information:

Administrative division	Mandatory.
Payment list	Mandatory

# IWP Data Subsets for IFM

## CHECK02 - Check Register with Checks and Invoices

Invoice Number	Date	Gross Amount	Discount	Net Amount
0 DEPTA	Interdivisional vendor	1,639,501.36	251.12	1,639,250.24
123456789	5/17/96	15,649.60		15,649.60
234567891	5/21/96	484,549.11		484,549.11
345678912	5/21/96	560,224.00		560,224.00
456789123	5/30/96	13,028.42		13,028.42
567891234	5/31/96	561,669.00		561,669.00
678912345	6/16/96	4,554.03	251.12	4,302.91
789123456	7/01/96	13.05		13.05
881234567	7/01/96	13.05		13.05
891234567	7/01/96	13.05		13.05
891234568	7/01/96	13.05		13.05
891234567	7/01/96	13.05		13.05
891234567	7/01/96	13.07		13.07
	Payment Total	1,639,752.48		1,639,752.48

**Figure 4 - Check Register With Checks and Invoices**

Figure 4 shows the Check Register With Checks and Invoices report. This report is the same as the CHECK01 report except that it shows the invoices that make up each check. The discount percent used in discount calculations is IFM determined by an IFM routine that IWP calls. The DSCT field on the IWP PAYLIST subset calls this routine.