



FactorSoft™

• Release v4.7

AutoInvoice User Guide

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Limitations on Maintenance Services

The FactorSoft™ application is intended for use in accordance with the standards and processes described within this documentation. Efforts to investigate and/or repair FactorSoft™ application or data integrity issues caused by activities or integrations outside of the intended use of the FactorSoft™ platform will be subject to the then-current Jack Henry Professional Services billable hourly rate.

Standard Maintenance Services (Technical Support) does not include the following:

Investigation and Remediation of errors and data integrity issues caused, contributed to, or by any of the following:

- a software program that was not originally provided by Jack Henry
 - third-party automation, BOT/Screen Scraping technology, custom importers, or any other integration with FactorSoft™ that was not created by or in conjunction with Jack Henry.
- any modification not provided by Jack Henry to the software or standard database schema
 - the addition of custom database elements including triggers, stored procedures, tables, and columns
 - the alteration of standard FactorSoft™ triggers, tables, columns, stored procedures and indexes
 - the execution of T-SQL scripts resulting in changes to the data stored within the FactorSoft™ database
- equipment, software, networks or any other infrastructure in the customer's environment that does not meet the minimum requirements described within the then-current FactorSoft™ product documentation

Please note that if you are exploring possibilities with third-party software providers or considering altering the FactorSoft database in any way, it is strongly recommended that you discuss your plans with the FactorSoft™ support team before making any commitments or changes. As your software partner, we may be able to help solve your business problem in a way that does not introduce risk, data corruption, or system instability.

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AutoInvoice Interface Specifications

AutoInvoice can be used to automate the data entry and scanning of images and data associated with invoices and purchase information. The invoice importer can import invoices, images (including multi-page PDFs), and corresponding details (including debtor and relationship information) into FactorSoft.

AutoInvoice is used along with the FactorSoft Invoice Importer Engine XML or Stand-alone Executable to import purchase batches in various supported formats. The XML Importer, Stand-alone program and supported file descriptions are discussed in detail in this guide.

Setting Up AutoInvoice

This section shows you how to set up FactorSoft to allow purchase imports via AutoInvoice.

System Preferences

The following System Preferences must be set in the **Identification/system constants, Performance, Scanning**:

Preference	Description
Store scanned images in files	Set to True to store imported images in files. This preference must be set to True to import image files in AutoInvoice.

The following System Preferences must be set in the **Data entry behavior, Purchase entry, Batch control**:

Preference	Description
Auto Invoice API does not require approval	Set to True to mark all batches imported through AutoInvoice as approved.
Auto Invoice API uses (Scanned/ Ready to Post) as batch released status	Set to True to set all batches imported through AutoInvoice that do not have rework conditions to Scanned/Ready to Post status.
Auto Invoice API updates Pay by Method on batch transaction	Set to True to indicate that the Pay By method is set for the batch when imported. The Pay By is selected at purchase by the following sequence: 1) the program looks up the client's default bank account Pay By method, 2) if no default bank account is set, the Pay By method is set to CHECK, 3) if the API provides the client bank account in the payout record, the program retrieves the Pay By method from that client bank record.

The following System Preferences must be set in the **Data entry behavior, Imaging**:

Preference	Description
Daily folder root path	Enter the root path for the daily folder used to store images.
Use daily folders for images	Set to True to store images in the root path defined in the system preference Data entry behavior, Imaging, Daily folder root path .

After defining the system preferences for imaging, the first daily must be created and the path name must be entered on the Image Folder Maintenance screen in the Administration module.

NOTE

The Image Folder Maintenance screen can be accessed by selecting System → Database Maintenance → Image Folder Maintenance.

When entering the menu path, the server name should be used. For example, \\Bhm-QAAlpha\cadence-share\images\2017\07\11.

The next daily folder is automatically created by the Engine during the Date Roll process.

FactorSoft Invoice Importer Engine

The Engine XML Invoice Importer is used for importing a specific XML file using the FactorSoft Engine as well as purchase uploads from the Web Portal including: manual entry, EDI 810s, flat files, image only, spreadsheet with images, ZIP files. It monitors a folder for the presence of files, and imports the invoices as purchase batches when they are present. Completed files are moved from the import folder to a designated backup folder, and in the event of import errors, moved to a designated error folder.

Setting Up the XML Invoice Importer - Engine

The following system preferences are necessary to successfully set up the XML Invoice Importer:

System Preferences

The following System Preferences must be set in the **Identification/system constants**, Interface parameters, Invoice XML Importer:

Preference	Description
Folder to Watch	Set folder location for XML zip files to be imported
Skip new debtor creation during import	If False, new debtors will be automatically created at the time of import if the debtor information in the XML file does not match the debtor information in the database
Allow incorrect totals	If True, the import will allow XML files to import with incorrect file totals or batch totals (Note: This preference should always be true if using the BatchPayout fields within the XML file)
Allow missing images	If True, the import will continue if images are missing
Successful import report emails	Email address or addresses to receive successful import notifications by email (Note: When using multiple email addresses, they should be separated by a comma)
Failed import report emails	Email address or addresses to receive failed import notifications by email (Note: When using multiple email addresses, they should be separated by a comma)

The following System Preferences must be set in the **Identification/System constants, Performance, Scanning**:

Preference	Description
Maximum scanned images per file	This preference should ALWAYS be set to 1. If blank, the default value is 1.
Optimize scanned images	Set to True to run an optimization process on scanned images. <i>Recommended to reduce imaging issues.</i>

The following System Preferences must be set in the **Data entry behavior, Imaging**:

Preference	Description
PDF resolution value for TIFF Conversion	It is strongly recommended that the preference is set to 96 or less. <i>If the resolution value is set to anything higher than 96 when using optimization, any imaging issues will not be supported.</i>

Select System Preference folder **Data entry behavior, Purchase Entry, Imaging** to set options for image processing:

System Preferences	Description
Default to support instead of invoice	Set to True to default images to Support type instead of Invoice type during purchase entry.

The following System Preferences must be set in the **Data entry behavior, Intelligent data collection, Invoices-interpretation**:

Preference	Description
Force all batches to rework	Set to False for imported invoice's status that do not have rework conditions to be Scanned/Ready to Post in the Manage Pending Purchase(F8) screen after import and when reworked, any Auto Expense will auto populate.

Engine Task

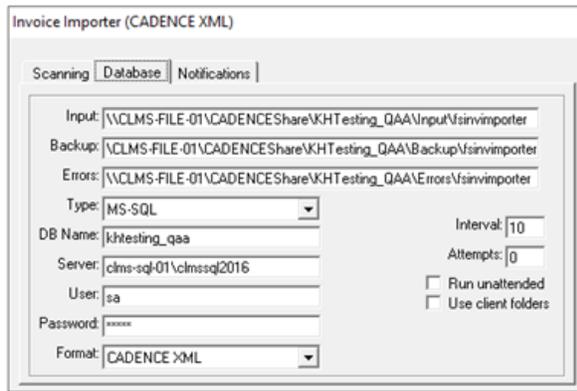
The Folder Monitor Import Task is the only Engine task that must be setup for the Engine to import the XML files once the system preferences above are set.

Invoice Importer Stand-Alone Program

To run the Invoice Importer:

1. Open the fslnvImporter.exe application from the FactorSoft directory or desktop application.

The Invoice Importer application opens on the desktop.

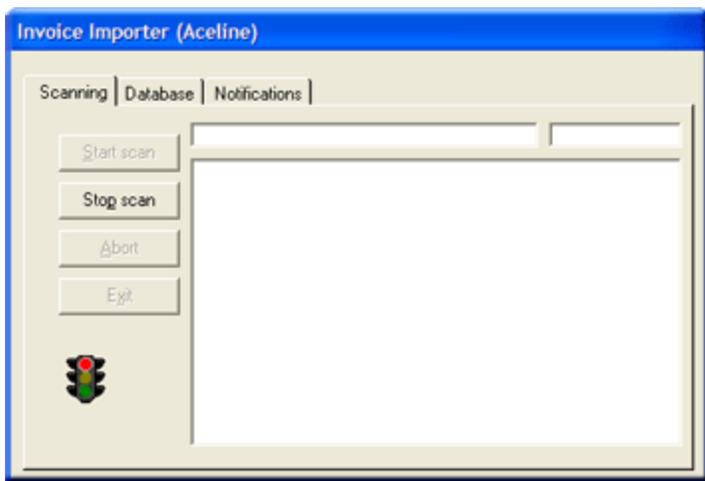


2. Select the Database tab.
3. In the **Format** list, select the import format.

The Database tab fields are populated with the pre-configured values. For information on configuring this tab, see *Setting Up the Invoice Importer*.

4. Select the Scanning tab.
5. Click the **Start Scan** button.

The Stoplight icon appears and the **Stop scan** button becomes active. When the Invoice Importer is importing files, the stoplight will change to a green light, and the **Abort** button becomes available. When idle, it is red.



Stopping the Invoice Importer

To stop the Invoice Importer, click the Stop Scan button. The **Start Scan** and **Exit** buttons become available. To close the Invoice Importer application, click **Exit**.

FactorSoft XML File Description Engine

The FactorSoft XML format imports a ZIP file containing an XML file and image files. The XML contains invoice data as well as the image cross references. The file can contain batches for multiple clients. Upon import, a single purchase batch is created for each client with images attached. A description of the XML file follows. A full sample follows the description.

File Element

There is only one <File> element is the root element of the file, occurs only once, and must bracket all other elements of the file, with the closing tag </File> must be the final element of the file. The File element serves as the file balancing header and contains the following attributes:

```
<File AllBatchCount="9999" AllBatchTotal="999999999.99" >
```

```
<FileInfoGroup FileDate="YYYYMMDD" FileTime="999999" />
```

Attribute Name	Description
AllBatchCount	The total number of invoices included in the file.
AllBatchTotal	The total dollar amount of all invoices in the file.
FileInfoGroup	
FileDate	YYYYMMDD
FileTime	HHMMSS

BatchRec Element

The BatchRec element is a child element within the File element. There are one to many BatchRec elements, each of which serves as a batch header to define the batch of invoice records that follow it. Each batch record must end with the </BatchRec> closing tag. The BatchRec element contains the following attributes:

```
<BatchRec BatchDollarTotal="999999999.99" PostDate="YYYYMMDD" InvoiceCount="9999" ClientName="Lender's Client Name" ClientCode="Lender's Client Code" >
```

Attribute Name	Description
BatchDollarTotal	The total dollar amount of all invoices in the batch.
PostDate	The posting date of the purchase transaction. YYYYMMDD.
InvoiceCount	The total number of invoices included in the batch.
ClientName	The client name.
ClientCode	The client number.

BatchPayout Element

TIP

Must be processed by the Engine for this Element to be included.

The BatchPayout element is a sub-child element within the BatchRec element. There are one to many BatchPayouts elements, each of which defines the Payout detail to be imported. The BatchPayout element contains the following sub-child elements:

<BatchPayouts>

<BatchPayout>

<AcctName1>Account Name 1</AcctName1>

<Amount>123.45</Amount>

</BatchPayout>

</BatchPayouts>

Attribute Name	Description
AcctName1	The Client's Bank Relationship Account Name
Amount	The Payout Amount

Invoice Element

The Invoice element is a sub-child element within the BatchRec element. There are one to many Invoice elements, each of which defines the invoice detail to be imported. The Invoice element contains the following sub-child elements:

InvoiceHeader

The invoice header contains the following tags. There is only one per Invoice element. The actual data must be specified within an opening and closing tag:

<InvoiceHeader>

<InvoiceNumber></InvoiceNumber>

<InvoiceDate></InvoiceDate>

<InvoiceAmount></InvoiceAmount>

<PONumber></PONumber>

<DaysDue></DaysDue>

<Description></Description>

<FreightAmount></FreightAmount>

<CptCode></CptCode>

<Contract></Contract>

</InvoiceHeader>

Tag Name	Description
InvoiceNumber	The invoice number for each invoice to be entered in the batch
InvoiceDate	The invoice date.
InvoiceAmount	The invoice amount.
PONumber	The purchase order or other reference document number.
DaysDue	The due days set for the invoice.
Description	Any additional invoice-related information, such as the bill of lading or trailer numbers.
Freight Amount	The amount of freight included in the Invoice amount. If there is no freight amount, omit this attribute from the file to prevent import failure.
CptCode	The CPT code associated to the client for invoices. This value must match exactly to be imported.
Contract	The Contract number associated to the client for invoices. This value

Tag Name	Description
	must match exactly to be imported.

Debtor Element

The Debtor sub-child element contains the following attributes and tags. There is only one per Invoice element. The actual attribute data must be enclosed in quotation marks, while the data must be specified within an opening and closing tag:

```
<Debtor ClientRefNo="AAAAAAAAAAAA" DebtorCode="AAAAAAAAAAAA" DebtorName="Lender's Debtor Name">
```

```
  <DebtorAddress>
```

```
    <Addr1>123 Main Street</Addr1>
```

```
    <Addr2>Suite 475</Addr2>
```

```
    <City>AnyTown</City>
```

```
    <State>ST</State>
```

```
    <PostalCode>99999-9999</PostalCode>
```

```
    <Country></Country>
```

```
  </DebtorAddress>
```

```
  <DebtorAdditionalInfo>
```

```
    <MCNumber></MCNumber>
```

```
    <Email></Email>
```

```
    <Phone></Phone>
```

```
    <Fax></Fax>
```

```
    <Attention></Attention>
```

```
  </DebtorAdditionalInfo>
```

```
</Debtor>
```

Name	Description
Debtor Tag Attributes	



Name	Description
ClientRefNo	The Client Reference Number (that is, the number or code used to identify this debtor by your client).
DebtorCode	The debtor code used to identify this debtor in FactorSoft.
DebtorName	The customer/debtor name.
<DebtorAddress> sub-child element tags:	
Addr1	The first line of the debtor street address.
Addr2	Additional address information (Suite, Building, etc.) of the debtor address.
City	City component of the debtor address.
State	State code.
PostalCode	ZIP Code/postal code components of the debtor address.
Country	Country component of the debtor address.
<DebtorAdditionalInfo> sub-child element tags:	
MCNumber	The debtor's motor Carrier number.
Email	The debtor's email address.
Phone	The debtor primary phone number.
Fax	The debtor's fax phone number.
Attention	The name to appear in the address attention line.

CarrierPayment Element

The CarrierPayment sub-child element contains the following tags. There is only one per Invoice element. The actual data must be specified within an opening and closing tag.

<CarrierPayment>

<CarrierCode></CarrierCode>

<CarrierName></CarrierName>

<CarrierTerm></CarrierTerm>

<CarrierGrossAmt></CarrierGrossAmt>

<CarrierPreviousAmt></CarrierPreviousAmt>

<CarrierInvNo></CarrierInvNo>

</CarrierPayment>

Tag Name	Description
CarrierCode	The carrier code.
CarrierName	The carrier name.
CarrierTerm	The carrier terms applied to the Carrier Payment.
CarrierGrossAmt	The dollar amount of the carrier payment on the invoice. This is the gross amount of the payment before fees are assessed and previous payments deducted.
CarrierPreviousAmt	The previous payment amount to be subtracted from the Carrier Payment.
CarrierInvNo	The Document number (Doc#) assigned to the Carrier Payment.

Images Element

The Images sub-child element contains the following tags. There is only one per Invoice element. The actual data must be specified within an opening and closing tag.

Without Image Type Attribute:

<Images NumberOfImages="9999">

 <ImageNameInvoice></ImageNameInvoice>

 <ImageNameBackup></ImageNameBackup>

</Images>

With Image Type Attribute:

TIP

Must be processed by the Engine for this Element to be included.

<Images NumberOfImages="1">

<ImageNameBackup ImageType="0">backup_documents_11536494.pdf</ImageNameBackup>

</Images>

Name	Description
Tag Attributes	
Number of images	The number of image records for the invoice.
Tags	
ImageNameInvoice	The external file name of the invoice image file.
ImageNameBackup	The external file name of non-invoice (supporting docs) image file.
ImageType	The Image Code Setup in Tables > Data Entry > Image Type Table > Image Tab

Unassigned Images Element

The Unassigned Images sub-child element contains the following tags. There are one to many Unassigned Images per BatchRec element. The actual data must be specified within an opening and closing tag.

Without Image Type Attribute:

```
<UnassignedImages NumberOfImages="1">
```

```
<UnassignedImage>dd9491a5-bbdd-46a4-9f5c-c86bd3845a7e.pdf</UnassignedImage>
```

```
</UnassignedImages>
```

With Image Type Attribute:

TIP

Must be processed by the Engine for this Element to be included.

```
<UnassignedImages NumberOfImages="1">
```

```
<UnassignedImage ImageType="3">dd9491a5-bbdd-46a4-9f5c-c86b-  
d3845a7e.pdf</UnassignedImage>
```

```
</UnassignedImages>
```

Name	Description
Tag Attributes	
Number of images	The number of unassigned images in the batch.
UnassignedImage	The external file name of the unassigned image file.
ImageType	The Image Code Setup in Tables > Data Entry > Image Type Table > Image Tab

FactorSoft XML Sample

```

C:\Users\ahanks\AppData\Local\Temp\Temp1_135_1170.zip\manualInvoiceEntry.xml
C:\Users\ahanks\AppData\...
<?xml version="1.0"?>
- <File AllBatchTotal="7000.00" AllBatchCount="1" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  <FileInfoGroup FileTime="154459" FileDate="20220323"/>
  - <BatchRec PortalImportPurchaseKey="1170" ClientCode="3233" ClientName="CLIENT - FACTORING ONLY #3" InvoiceCount="2" PostDate="20220323" BatchDollarTotal="7000.00">
    - <Invoice>
      - <InvoiceHeader>
        <InvoiceNumber>23712</InvoiceNumber>
        <InvoiceDate>20220323</InvoiceDate>
        <InvoiceAmount>3000.00</InvoiceAmount>
        <FreightAmount>0.00</FreightAmount>
        <Contract>TESTCO123</Contract>
        <CptCode>100</CptCode>
      </InvoiceHeader>
      - <Debtor DebtorName="Scarlett" DebtorCode="1616" ClientRefNo="1616">
        - <DebtorAddress>
          <Addr1/>
          <State/>
          <PostalCode/>
        </DebtorAddress>
        - <DebtorAdditionalInfo>
          <Phone/>
          <Fax/>
        </DebtorAdditionalInfo>
      </Debtor>
    </Invoice>
    - <Invoice>
      - <InvoiceHeader>
        <InvoiceNumber>23713</InvoiceNumber>
        <InvoiceDate>20220318</InvoiceDate>
        <InvoiceAmount>4000.00</InvoiceAmount>
        <FreightAmount>0.00</FreightAmount>
        <Contract>TESTCO123</Contract>
        <CptCode>100</CptCode>
      </InvoiceHeader>
      - <Debtor DebtorName="Coffee Girl" DebtorCode="1717" ClientRefNo="1717">
        - <DebtorAddress>
          <Addr1/>
          <State/>
          <PostalCode/>
        </DebtorAddress>
        - <DebtorAdditionalInfo>
          <Phone/>
          <Fax/>
        </DebtorAdditionalInfo>
      </Debtor>
    </Invoice>
  - <UnassignedImages NumberOfImages="1">
    <UnassignedImage cc95cbc4-5c8e-44cc-a294-f2287167435a.pdf</UnassignedImage>
  </UnassignedImages>
</BatchRec>
</File>

```

AnyDoc File Description

The Anydoc EXCHANGEit GTO option imports a .GTO file, which is a text file containing one batch control record and one-to-many invoice detail records, including image cross-references, in an ASCII text

document. The image files are downloaded to the input directory with the .GTO file in .tif format.

Batch Control Record

A batch control record precedes the invoice detail records. A sample is pictured below, followed by description of the fields utilized by FactorSoft:

```

sample.gto - Notepad
File Edit Format View Help
H:k999cran
static1-BC:999
B_DATE-BC:20120925
static2-BC:000
static3-BC:999999
static4-BC:*NONE
ENTER TOTAL INVOICES -BC:003822639
ENTER SERVICE CHARGE -BC:000000000
ENTER CREDITS-BC:000000000
ENTER NET -BC:000000000
B_NBR_OF_DOCS-BC:111
VERSION-BC:5.0.19
B_NUMBER-BC:04606388
B_CTRL_NUMBER-BC:
OCRAD_CONTROL_PATH_ID-BC:PRODUCTION
FOF_OUTPUT_BASE_ASCII-BC:\\invoices
FOF_OUTPUT_BASE_ARCHIVE-BC:\\invoices
FOF_OUTPUT_SUBDIR_ASCII-BC:
FOF_OUTPUT_SUBDIR_ARCHIVE-BC:
N:\\invoices\03273049.tif
F:k999
static1-BC:999
  
```

Field Name	Description
static1-BC:999	Client Number, where "999" is the actual client number.
B_DATE-BC:CCYYMMDD	Batch Date
ENTER TOTAL INVOICES - BC:999999999	Batch total dollar amount, decimal implied, where 999999999 is the actual total of all invoices to follow.
B_NBR_OF_DOCS-BC:99	Total number of invoices and image files, where 99 is the actual number of files.
N:\\invoices\03273049.tif	Path to first image file

Invoice Detail Records

An invoice detail record is included for each invoice in the batch, followed by all associated image file references. A sample is pictured below, followed by description of the fields utilized by FactorSoft:

```

sample.gto - Notepad
File Edit Format View Help
N:\\invoices\03273049.tif
F:k999
static1-DC:999
S_DATE:Y4MMDD-DC:20120925
static2-DC:000
DOC_ROTATION-DC:0
DS_PGSEQ-DC:0000
ACCOUNT NUMBER-NW(1)Z(-1)L(1)C(U)OD(ACyOUNTN.bnk ACCOUNT NUMBER 30)-1-1-68,668,767,1082:00000000000000000000000000995095
INVOICE NUMBER-NW(11)Z(-1)L(1)C(U)OD(INVOICEN.bnk INVOICE NUMBER)-2-1-205,95,3558,658:00001827244
TOTAL-NW(9)Z(-1)L(1)S(N)C(U)OD(TOTAL.bnk TOTAL)-3-1-1854,2671,2625,3322:000178000
PO NUMBER-NW(16)Z(-1)L(1)C(U)OD(PONUMBER.bnk PO NUMBER)-4-1-345,1890,1115,2288:00000000000007566
N:\\invoices\03273050.tif
F:attchmnt
static1-DC:999
S_DATE:Y4MMDD-DC:20120925
static2-DC:000
DOC_ROTATION-DC:0
DS_PGSEQ-DC:0000
N:\\invoices\03273051.tif
F:attchmnt
static1-DC:999
S_DATE:Y4MMDD-DC:20120925
static2-DC:000
DOC_ROTATION-DC:0
DS_PGSEQ-DC:0000
N:\\invoices\03273052.tif

```

Field Name	Description
ACCOUNT NUMBER-NW	Client Reference Number (CliRefNo). 30 digit maximum after colon, left zeros trimmed.
INVOICE NUMBER-NW	Invoice Number. 11 digit maximum after colon, left zeros trimmed.
TOTAL-NW	Invoice total dollar amount. Nine digit maximum after colon, decimal implied, left zeros trimmed..
PO NUMBER-NW	Purchase Order Number. 16 digit maximum after colon, left zeros trimmed.

Aceline File Description

The Aceline import file is a ZIP file containing two comma-separated, quote delimited file and must follow the naming conventions and file specifications as outlined below.

Invoice Data File

File name = **CliNo_RI_yymmdd_s.csv** where:

- **CliNo** = FactorSoft Client Number - (Aceline uses SCAC Codes)
- **yymmdd** = processing date
- **s** = sequence number for intraday files



Column	Column Header Name	Max Length	Required	Description
1	Client No	12	no	Must match to a Client Number in FactorSoft
2	Client Name	30	no	Must match to the Client Number passed in field 1
3	Invoice Number	12	no	
4	Invoice Date	10	yes	CCYYMMDD
5	Shipper Number	10	yes	Not Used
6	Shipper Name	30	no	Not Used
7	Shipper Address 1	25	no	Not Used
8	Shipper Address 2	25	no	Not Used
9	Shipper City	15	no	Not Used
10	Shipper State	2	no	Not Used
11	Shipper Zip/postal code	10	no	Not Used
12	Shipper Country Code	3	no	Not Used
13	Consignee Number	10	no	Not Used
14	Consignee Name	30	no	Not Used
15	Consignee Address 1	25	no	Not Used
16	Consignee Address 2	25	no	Not Used
17	Consignee City	15	no	Not Used
18	Consignee State	2	no	Not Used
19	Consignee Zip/- postal code	10	no	Not Used
20	Consignee Country Code	3	no	Not Used

Column	Column Header Name	Max Length	Required	Description
21	Debtor Number	10	no	FactorSoft Client Reference Number / Account Number
22	Debtor Name	30	no	
23	Debtor Address 1	25	no	Not required, but preferred
24	Debtor Address 2	25	no	Not required, but preferred
25	Debtor City	15	no	Not required, but preferred
26	Debtor State	2	no	Not required, but preferred
27	Debtor Postal/Zip Code	10	no	Not required, but preferred
28	Debtor Country	3	no	ISO Country Code
29	Date Shipped	10	no	Not Used
30	Reference Number	12	no	PO number (repeated in field 39)
31	Customer Reference Number 2	12	no	Not Used
32	Customer Reference Number 3	50	no	Not Used
33	Assignment Stamp Line1	40	no	Not Used
34	Assignment Stamp Line2	40	no	Not Used
35	Assignment Stamp Line3	40	no	Not Used
36	Assignment Stamp Line4	40	no	Not Used
37	Assignment Stamp Line5	40	no	Not Used
38	Assignment Stamp Line6	40	no	Not Used

Column	Column Header Name	Max Length	Required	Description
39	Reference Number	25	no	PO number (repeated from field 30)
40	Invoice Amount	11	yes	Decimal included, do not zero pad
41	Driver	25	no	Not Used
42	Tractor number	10	no	Not Used
43	Trailer Number	10	no	Not Used
44	Miles	6	no	Not Used
45	Record Type	2	no	Not Used

Image Reference File

File name = **ClNo_XR_yymmdd_s.csv** where:

- **ClNo** = FactorSoft Client Number - (Aceline uses SCAC Codes)
- **yymmdd** = processing date
- **s** = sequence number for intraday files

Column	Column Header Name	Max Length	Required	Description
1	Client No	4	yes	
2	Invoice Number	12	yes	
3	Image Name	20	yes	
4	Image Type	1	yes	I = Invoice B = Supporting document O = Other
5	Reference Number	15	no	PO Number

System Preferences

The following System Preferences must be set in the **Identification/system constants**, Interface parameters, Aceline Import parameters:

Preference	Description
Folder to Watch	Set folder location for Aceline files to be imported
Successful import report emails	Email address or addresses to receive successful import notifications by email (Note: When using multiple email addresses, they should be separated by a comma)
Failed import report emails	Email address or addresses to receive failed import notifications by email (Note: When using multiple email addresses, they should be separated by a comma)

Engine Task

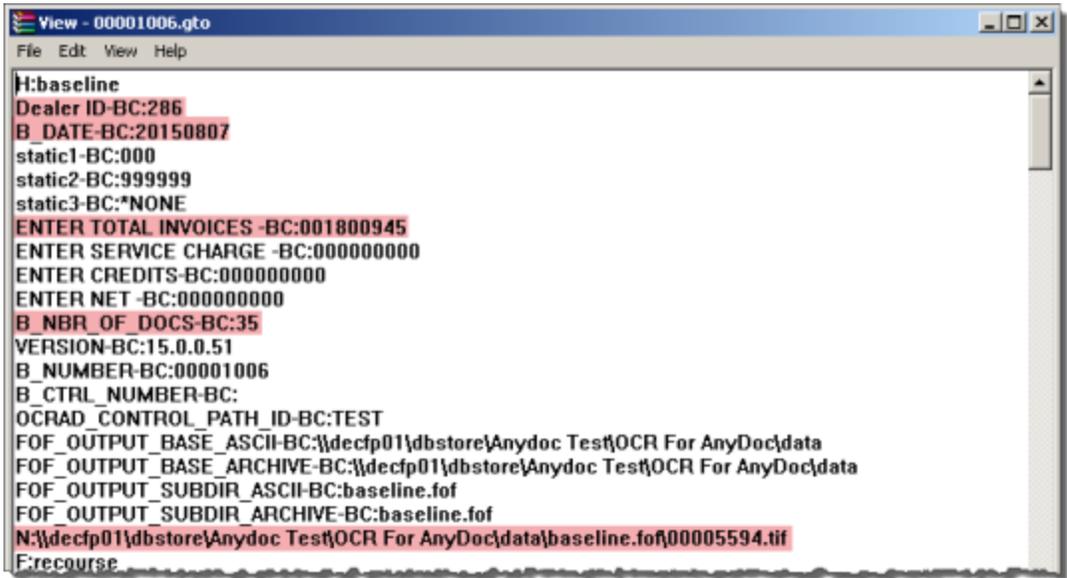
The Folder Monitor Import Task is the only Engine task that must be setup for the Engine to import the Aceline files once the system preferences above are set.

AnyApp File Description

The AnyApp Invoice GTO option imports a .GTO file, which is a text file containing one batch control record and one-to-many invoice detail records, including image cross-references, in an ASCII text document. The image files are downloaded to the input directory with the .GTO file in .tif format.

Batch Control Record

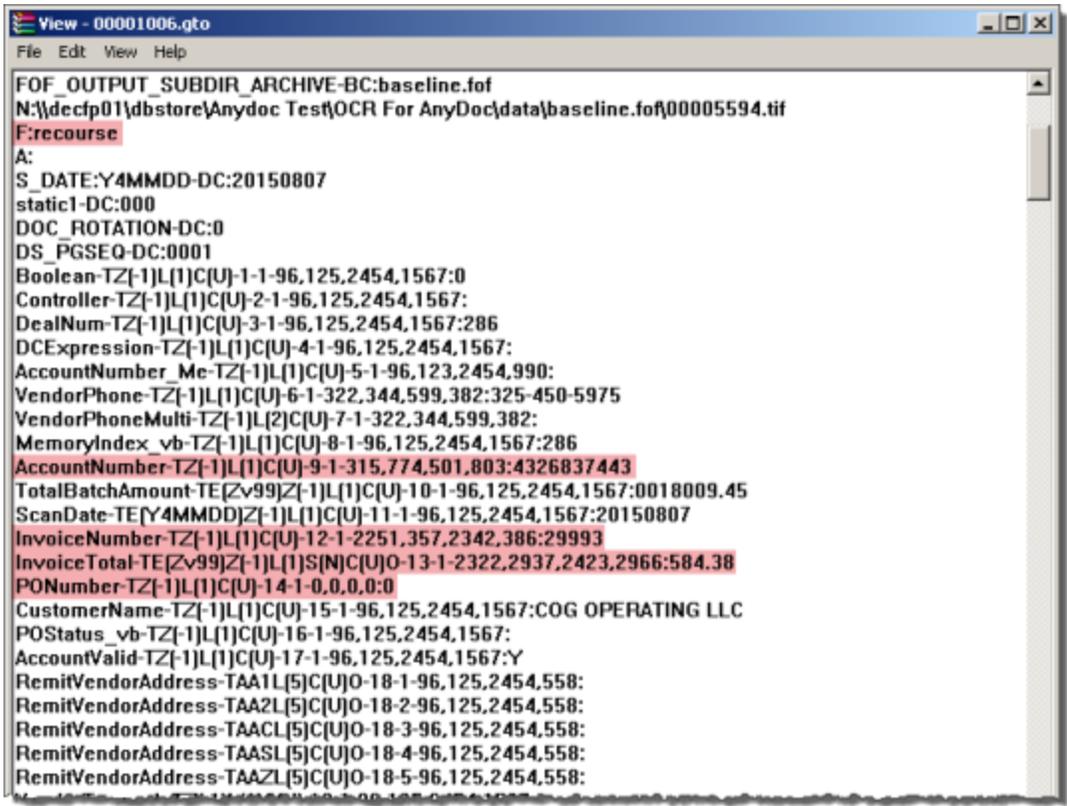
A batch control record precedes the invoice detail records. A sample is pictured below, followed by description of the fields utilized by FactorSoft:



Field Name	Description
Dealer ID-BC:000	Client Number, where "000" is the actual client number.
B_DATE-BC:CCYYMMDD	Batch Date
ENTER TOTAL INVOICES - BC:999999999	Batch total dollar amount, decimal implied, where 999999999 is the actual total of all invoices to follow.
B_NBR_OF_DOCS- BC:99	Total number of invoices and image files, where 99 is the actual number of files.
N:\<folder path>\<image file name>.tif	Path to first image file

Invoice Detail Records

An invoice detail record is included for each invoice in the batch, followed by all associated image file references. The invoice records are delimited by the F:recourse records in the file. A sample is pictured below, followed by description of the fields utilized by FactorSoft:



Field Name	Description
ACCOUNT NUMBER-TZ	Client Reference Number (CliRefNo). 30 digit maximum after colon, left zeros trimmed.
INVOICE NUMBER-TZ	Invoice Number. 11 digit maximum after colon, left zeros trimmed.
INVOICE_TOTAL-TE	Invoice total dollar amount. Nine digit maximum after colon, decimal implied, left zeros trimmed..
PO NUMBER-TZ	Purchase Order Number. 16 digit maximum after colon, left zeros trimmed.



AutoInvoice Audit Report

The AutoInvoice Audit Report is accessed from the Audit Reports menu of the Reports module for implementations of FactorSoft that utilize the AutoInvoice AddOn module, and to summarize the purchases and invoices imported into FactorSoft using the AutoInvoice module. The report request screen contains both a Summary and Detail format.

Field	Description
Report Template	Lists any report template created to date. Select a template from the list to generate a report based on its saved display parameters. Type a new Report template name and click Save to create a new template for this report, then Select the template from the Templates tab and make any applicable parameter and scheduling selections to complete the template.

Report Parameters

Field	Description
Client	<p>drop-down to select the client for which to run the report.</p> <p>For Client Search Window, available on SQL Reports when System Preference > Fields/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.</p> <p>Select the  magnifying glass icon to open the Search window and begin typing the client name.</p> <p>Select Contains or Begins with to refine results. Search window will display up to 500 matches.</p> <p>Click the  red [x] icon to clear the Client field.</p>

Field	Description
	<p>TIP Choosing Contains will allow users to search by Client Code.</p>
A/E	<p>Select the Account Executive (FactorSoft user) to which to limit the results in the report, or leave blank to include all users. When a user is selected, the report is limited to clients that have that user selected in the A/E field on the Control panel of the <i>Client Information</i> screen.</p> <p>To limit the A/E field to list only those users that have been marked as an A/E, use the following System Preference:</p> <ul style="list-style-type: none"> Terminology > Select account executive based on check box: TRUE
Office	<p>Select the office to which to limit the report results. If the user has an Office restriction defined on the <i>Manage Users</i> screen in the Admin module, the user will only be able to generate the report within that office restriction. When the user generates a report, the office to which they are restricted will be selected in the Office field by default and the user will not be able to change the Office field when generating the report.</p> <p>Offices are defined in the Office table in the Tables feature. To access this table, on the File menu, click Tables. Then, on the Client & Debtor menu, click Office.</p>
Client Group	<p>Select the client group to which to limit the results in the report.</p> <p>Client Groups are defined in the Client Group Code table in the Tables feature. To access this table, on the File menu, click Tables. Then, on the Client & Debtor menu, click Client Group Codes.</p>
Value	<p>Select the specific client group value to which to limit the results in the report.</p> <p>Client Groups are defined in the Client Group Code table in the Tables feature. To access this table, on the File menu, click Tables. Then, on the Client & Debtor menu, click Client Group Codes.</p>
Date Range	<p>Select the date to use for the report from the list:</p>

Field	Description
	<ul style="list-style-type: none"> • Today • Yesterday • Last Month • Current month-to-date • Year through last month-end • Current year-to-date • Specific date • Set At Run Time (Web Template Only) <p>If the Specific date range option is selected, enter the beginning and ending dates of the date range to which to limit the report in the From and Thru fields.</p> <p>Last Business Day can be substituted for Yesterday. To enable Last Business Day, set System Preference Identification/system constants > CLMS Reporting Services > Requests > Use last business day instead of yesterday in date range to True. The Yesterday option in the Date Range field is replaced with Last Business Day, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference Identification/system constants > CLMS Reporting Services > Requests > Saturday is a business day to True to consider Saturday a business day when the Date Range is set to Last Business Day. This function is only valid for Reporting Services reports when Use last business day instead of yesterday in date range is set to True.</p>
Format	<p>Select the report format to generate:</p> <ul style="list-style-type: none"> • Detail • Summary

Report Samples

Detail Report

Client.		February 2, 2021 Only	
		AutoInvoice Audit Detail Report	
Invoice Number	Debtor..	Invoice Date	Invoice Amount
AAA client			
22321-1	Walmart IL	2/2/2021	1,000.00
		Invoice Count: 1	1,000.00
AAA Client 2			
22321-TEST1	Walmart IL	2/2/2021	1,000.00
		Invoice Count: 1	1,000.00
Carrier Payments			
21221-TICKLER	Walmart IL	2/2/2021	1,000.00
		Invoice Count: 1	1,000.00
Invoice Delivery			
21821-INVDEL	Walmart IL	2/2/2021	1,000.00
21821-INVDEL2	TCL -Total Quality Logistics	2/2/2021	1,100.00
21821-INVDEL3	C.H. Robinson	2/2/2021	1,200.00
21821-1	Walmart IL	2/2/2021	1,000.00
21821-INVDEL-2	Walmart IL	2/2/2021	1,000.00
21821-INVDEL-1	TCL -Total Quality Logistics	2/2/2021	1,100.00
21821-INVDEL-3	C.H. Robinson	2/2/2021	1,200.00
22321-COL	Walmart IL	2/2/2021	1,000.00
22321-POST	Walmart IL	2/2/2021	1,000.00
22321-RETRYCOL	Walmart IL	2/2/2021	1,000.00
22321-POSTVER2	Walmart IL	2/2/2021	1,000.00
21121-1	Walmart IL	2/2/2021	1,000.00
21121-2	Walmart IL	2/2/2021	1,500.00
21821-INDEL-MAN	Walmart IL	2/2/2021	1,000.00
22221-VERST	Walmart IL	2/2/2021	1,000.00
22221-VERST2	Walmart IL	2/2/2021	1,000.00
		Invoice Count: 16	17,100.00
Write Invoice Auto			
21821-WRTINVDEL-1	Walmart IL	2/2/2021	1,000.00
21821-WRTINVDEL	Walmart IL	2/2/2021	1,000.00
		Invoice Count: 2	2,000.00
		Total Invoice Count: 21	22,100.00

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Summary Report

TEST GAPNo Insurance Financial Serv

February 2, 2021 Only
AutoInvoice Audit Summary Report

Client:

AAA client	Invoice Count	1.00	1,000.00
AAA Client 2	Invoice Count	1.00	1,000.00
Carrier Payments	Invoice Count	1.00	1,000.00
Invoice Delivery	Invoice Count	18.00	17,100.00
Write Invoice Auto	Invoice Count	2.00	2,000.00
Total Invoice Count		21	22,100.00

Report Details

Column	Description
Detail Format	
Client	Client's name
Invoice Number	Invoice number
Debtor	Debtor's name
Invoice Date	Date of the invoice
Invoice Amount	Amount of the invoice
Summary Format	
Client	Client's name
Invoice Count	Number of Invoices imported for the Client
Amount	Total dollar amount invoices imported for the Client

Security Roles

To generate the AutoInvoice Audit Report, the following Security Role needs to be set to **YES**:

- **Security Roles > Reports > Audit Reports > AutoInvoice Audit Report**