



FactorSoft™

• Release v4.7

# Carrier Payments User Guide

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# Carrier Payments

The Carrier Payments module helps you meet the special needs and requirements of both carriers and clients/brokers. It expands your ability to finance invoices for shipping clients by allowing you to advance payments directly to the carrier in addition to the client or broker.

## SEPARATELY LICENSED ADD-ON MODULE

This feature is only available as a separately licensed upgrade.

For more information, contact your Jack Henry™ representative at [lendinginfo@jackhenry.com](mailto:lendinginfo@jackhenry.com)

Managing Carrier Payments is straightforward and intuitive with FactorSoft. The Carrier Payments module manages your list of available carriers, provides terms that are applied to invoice purchases to determine the carrier payment, and makes it easy to track, disburse, and report on carrier invoices and payments.

## How it Works

When goods are delivered and an invoice presented for payment, the client or broker sells the invoice to the lender. The client owes money to the carrier, so a Carrier Payment is made by the lender. For a fee, the carrier can elect early payment. The lender then advances payment to the client/broker, less the Carrier Payment.

With the Carrier Payments module, all of the entities are defined and the work flow managed from within FactorSoft.

- The Carrier List is used to create and maintain a list of carriers, and includes basic carrier information, such as the address, Carrier Number, and Bank Relationship and Payment information. The Carrier List gives you an up-to-date summary of an individual carrier's facts and figures.
- Invoice-based terms can be specified for each Carrier to define as many Carrier Payments terms as you need. You can, for example, define multiple terms for different rates.
- Carrier Payments calculations are integrated into the Purchase/Schedule Batch process, with service fees applied per the Carrier Terms.
- Carrier payments are made on-demand using the Generate Carrier Checks screen.
- Comprehensive reporting of Carrier Payments is provided in the Reports module.

# Setting Up the Carrier Payments Module

This section shows you how to set up the Carrier Payments module in FactorSoft. The setup requirements are:

- Activation
- Set Security Roles
- Set System Preferences
- Set Client Terms – Carrier Terms
- Set up Carriers in the Carrier List
- Set up Carrier Payments Due Account

## Activation

### SEPARATELY LICENSED ADD-ON MODULE

This feature is only available as a separately licensed upgrade.

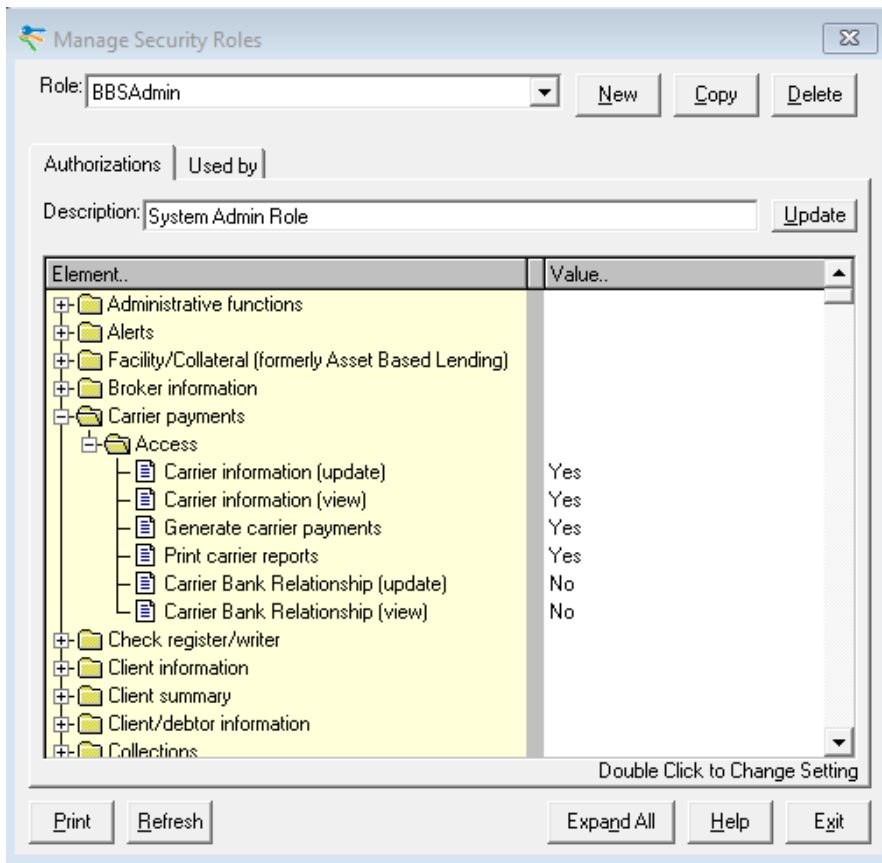
For more information, contact your Jack Henry™ representative at [lendinginfo@jackhenry.com](mailto:lendinginfo@jackhenry.com)

Once the module is activated, there are several features available for setting up and using Carrier Payments:

- Client Terms – Carrier Payments – accessed from the File Menu, Client Terms option
- Carrier List – accessed from the Office Menu
- Generate Carrier Checks – accessed from the Office Menu
- Carrier Payment Report – accessed in the Reports module, Carrier Menu
- Carrier Payment fields on the Purchase/Schedule Batch screen

## Security Roles

Various security roles should be defined to update access levels for users. The following roles can be defined to limit access to the Carrier Payments features.



Security Roles	Description
The following security roles are defined in Carrier Payments > Access.	
Carrier information (update)	Enables users with this role to view and update the Carrier List. Users with this Role can create and update carriers using the Carrier List screen.
Carrier information (view)	Enables users with this role to view the Carrier List. Users with this Role, but not the Carrier information (update) role, cannot create or update carriers using the Carrier List screen.
Generate carrier payments	Enables users with this role to access the Make Carrier Payments screen from the Office menu and Process carrier payments.
Print carrier reports	Enables users with this role to access the Carrier Payment Report from the Carrier Menu in the Reports module.  The Reports > Carrier > Carrier Payment Report security role must also be enabled.
Carrier Bank Relationship (update)	If Yes, then Create/Modify/Apply Buttons are enabled and the User can create or modify the Carrier's Bank Relationship and Inter Bank Information. If No, then

Security Roles	Description
	Create/Modify/Apply are unavailable.
Carrier Bank Relationship (view)	If Yes, then Carrier Bank Relationship and Inter Bank Tabs are enabled and User can view the Bank Relationship and Inter Bank Information. If No, then Carrier Bank Relationship and Inter Bank Tabs are unavailable.
The following security roles are defined in Invoice Information > Change Functions.	
Change carrier payment amount	Enables users with this role to change the Carrier Payment amount.
Change carrier payment information	Enables users with this role to change the Carrier Payment information.
The following security roles are defined in Reports > Carrier.	
Carrier Payment Report	Enables users with this role to access the Carrier Payment Report from the Carrier Menu in the Reports module.  The Carrier Payments > Access > Print Carrier Reports security role must also be enabled.

## System Preferences

Several System Preferences are used to select processing options for the Carrier Payments module.

Set the options in **Data Entry Behavior**, **Purchase Entry**, **Carrier Payments** to set the desired document number usage in the Purchase/Schedule Batch for Carrier Payments:

System Preferences	Description
Document number requirement	Set this system preference to determine whether the Doc# field for Carrier Payments on the Purchase/Schedule Batch screen is required or optional. The available options are: <ul style="list-style-type: none"> <li>• Optional field</li> <li>• Optional field, warning when missing</li> <li>• Required field, cannot proceed when missing</li> </ul>
Document number unique	Set this system preference to determine whether the Doc# field for Carrier Payments on the Purchase/Schedule Batch screen must be unique within a carrier. The available options are:



System Preferences	Description
	<ul style="list-style-type: none"> <li>• Uniqueness for a carrier is not a requirement</li> <li>• Uniqueness for a carrier is desired, issue a warning</li> <li>• Uniqueness for a carrier is required, cannot proceed if duplicated</li> </ul>

Set the options in **Field/Screen Behavior, Screens, Carrier Payments** to specify the requirements for due dates and check header descriptions:

System Preferences	Description
Carrier payment due dates are based on	<p>Set this system preference to determine whether the carrier payment due date is calculated from the invoice date or purchase date. The available options are:</p> <ul style="list-style-type: none"> <li>• Purchase date</li> <li>• Invoice date</li> </ul>
Combine carrier payments when possible	<p>Set this system preference to determine whether unwritten, but similar, carrier payments are combined when generated. Available options are:</p> <ul style="list-style-type: none"> <li>• <b>True</b></li> <li>• <b>False</b></li> </ul> <p>Alternatively, the <b>Combine Carrier Payments Where Possible</b> check box can be selected to set this system preference to <b>True</b>.</p>
Different cash account	<p>Select the cash account to be used for carrier checks. Use this preference to specify the cash account to use when making carrier payments, if you wish to pay from an account other than the cash account specified for the G/L Account Group assigned to the client.</p>
Specify the client name in check header description	<p>Set this system preference to determine whether or not the client name is included in the check header description. Available options are:</p> <ul style="list-style-type: none"> <li>• <b>True</b></li> <li>• <b>False</b></li> </ul> <p>Alternatively, the <b>Specify Client Name in Check Header Description</b> check box can be selected to set this system preference to <b>True</b>.</p>

Set the option in **Field/Screen Behavior, Screens, Carrier Information** to specify the requirements for duplicate Carrier Codes:

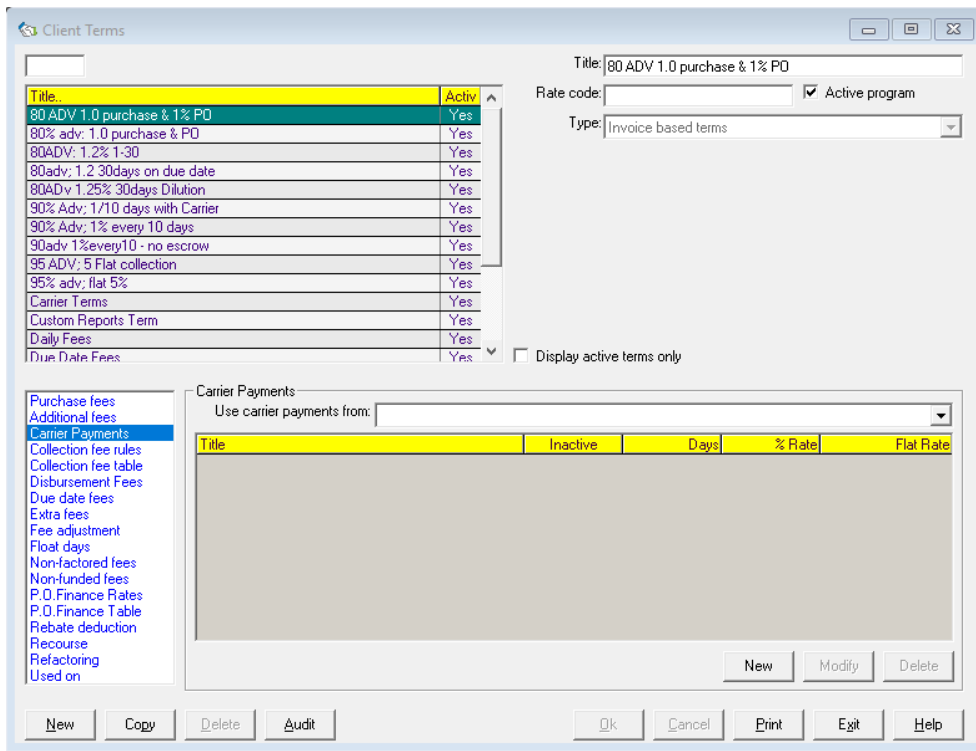
System Preferences	Description
Do Not Allow Duplicate Carrier Codes	Set this system preference to <b>True</b> to not allow duplicate Carrier Codes when creating or modifying a carrier.

Set the options in **Reports, Purchase Report**, to specify the requirements for purchase reports:

System Preferences	Description
Show carrier payments on purchase report	<p>Set this system preference to determine whether carrier payment information displays on the Purchase report. The available options are:</p> <ul style="list-style-type: none"> <li>• <b>True</b></li> <li>• <b>False</b></li> </ul> <p>Alternatively, the <b>Show Carrier Payments on the Purchase Report</b> check box can be selected to set this system preference to <b>True</b>.</p>

### *Carrier Payments Client Terms*

The Carrier Payments panel of the Client Terms screen is used to define the terms to be used for carrier payments. They are accessed on the Client Terms screen from the File menu in FactorSoft. Carrier Payments terms are available only to Invoice based terms and Loan style terms. You can define multiple terms for different carrier payment structures (for instance, you may want to charge different flat and service fees for wire or overnight payments than you would for payments sent via check through the US Mail system) and then select the appropriate terms as you create the payment on the Purchase/Schedule Batch screen.



You have several options available for creating Carrier Payment terms:

- Add Carrier Payment terms to an existing Client Terms definition
- Create a new Client Terms definitions containing Carrier Payment terms
- Copy an existing term and/or copy existing Carrier Payment terms

#### NOTE

These instructions focus on the definitions of the Carrier Payment terms and the fields and controls of the Carrier Payments panel of the Client Terms window. For more general information about the Client Terms window, see the FactorSoft Administrator's Guide.

### Creating New Carrier Payment Terms

To create new Carrier Payment terms for an existing or new Client Terms definition:

1. Click the **New** button on the Client Terms – Carrier Payments Panel.

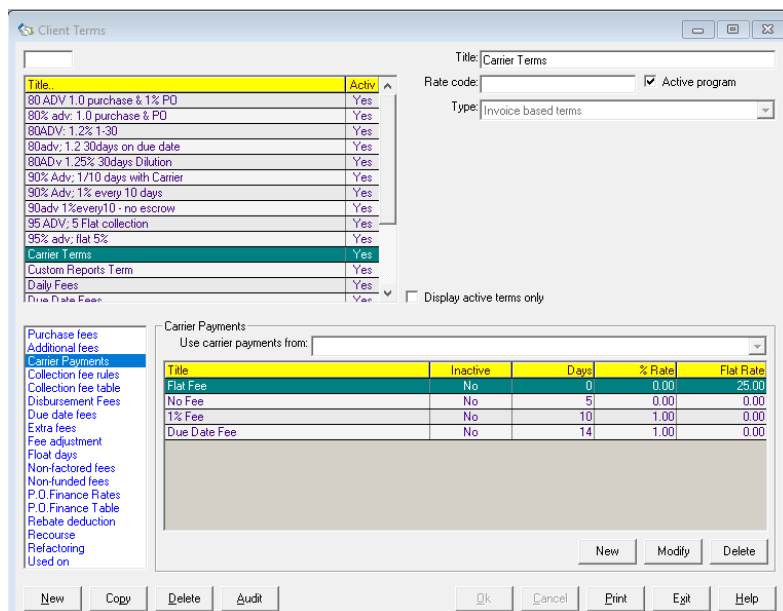
The Add New Carrier Term window displays.

Field	Description
Terms	This field contains the name of the Client Terms definition in which the Carrier Payment terms will be created. These names are displayed in the Terms list on the Carrier Payments section of the Purchase/Schedule Batch screen so that you can select the desired terms for the carrier payment.
Title	Enter a descriptive title for the Carrier Payment terms.
Inactive	Select this option to flag the arrangement as inactive to indicate that the term is not available for use.
Pay when invoice closes	Select this option to indicate that the terms are paid when the invoice is paid and closed.
Charge on gross	Select this option to indicate that the terms are calculated on the gross amount of a carrier payment. If this option is not selected, the terms are calculated on the net amount, which will reduce the rate calculation by previous payment amounts.
Carrier pays shortage	This option is only available when Pay when invoice closes is selected, and indicates that any shortage in the advance amount is made up from the Carrier Payment Due account.
Escrow remaining advance	Select this option to allow the remaining advance after fees and deductions for carrier advances to be credited to escrow reserves instead of cash reserves. When the invoice is paid in full, the remaining balance is moved to cash reserves to be disbursed to the client.

Field	Description
% Rate Is	Enter the current percentage rate for the carrier payment.
Day to Pay	Enter the number of days after the purchase date that the carrier payment is available to be paid. Enter zero to indicate that the carrier payment is available immediately for these terms.
Flat Rate Is	Enter a dollar amount to be charged in addition to or in place of the <b>% Rate</b> for the term.
Create/Modify/Verify	<p>This button is used to complete add, update, and delete actions on the Carrier Terms screen.</p> <ul style="list-style-type: none"> <li>• <b>Create:</b> Complete the addition of a new record to the table.</li> <li>• <b>Modify:</b> Complete an update to an existing table entry.</li> <li>• <b>Verify:</b> Confirm and complete the deletion of an existing table entry.</li> </ul>
Cancel	Click this button to cancel an add, update or delete action prior to completing the action.

2. When you have completed the terms for the Carrier Payment, click **Create** to add the terms to the list.

The following illustration shows a client with several Carrier Terms defined:



## Copy Existing Carrier Payment Terms

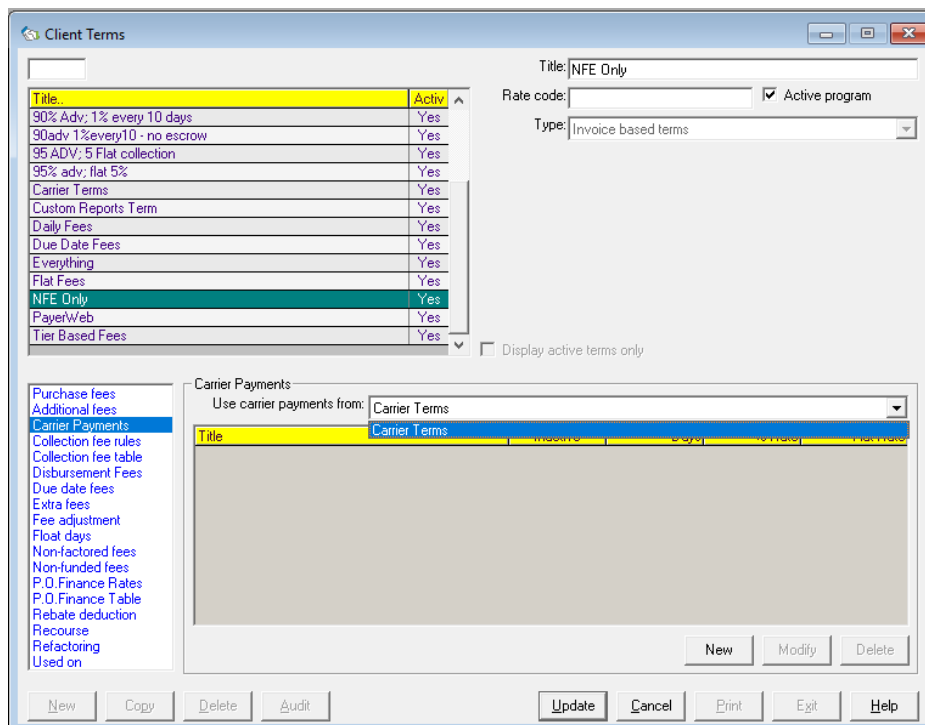
Carrier Payment Terms can be defined in a “standard” terms or another client’s terms, and used in any number of other Clients’ terms.

### CAUTION

Standard carrier terms cannot be used in conjunction with specific carrier terms defined for the Client.

To copy carrier payment terms:

1. Select the Terms to which you want to copy the Carrier Terms.
2. Select the Carrier Payments tab.
3. In the **Use carrier payments** from list, select the terms that contain the Carrier Payments you want copied to this Client Terms.



4. Click **Update** to save the Carrier Payments selection to the Client Terms.

## *Carrier List*

### Setting Up Carriers in the Carrier List

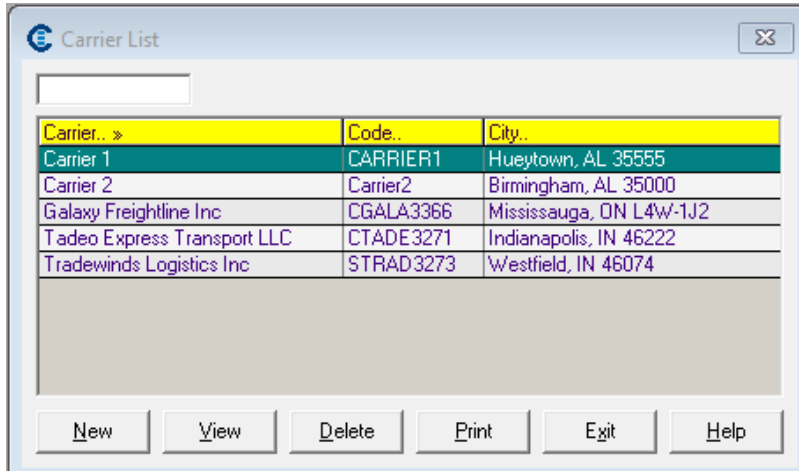
The Carrier List is only listed on the Office Menu if the Carrier Payments module is activated in FactorSoft. This module expands your ability to lend against invoices for shipping clients by allowing you to advance payments directly to the Carrier in addition to the broker. The Carrier List screen is used to define Carriers to FactorSoft. You can use this screen to define new carriers, or modify and delete existing carrier definitions. The carriers you define here are available as selections in the Carrier field on the Purchase/Schedule Batch screen.





1. In the Office Menu, select **Carrier List**.

The Carrier List screen appears, as shown next:



Field	Description
(Scroll)	Enter a character (number or letter) or combination of characters to advance the list to the carrier name beginning with that character or combination of characters.
(Grid)	Displays the carriers with the following data. Click a header title to sort the list by that column. Double-click a line-item to open the Modify Existing Carrier screen for that carrier. <ul style="list-style-type: none"> <li>• <b>Carrier:</b> the carrier name</li> <li>• <b>Code:</b> the carrier code</li> <li>• <b>City:</b> city, state, and ZIP/Postal Code for the carrier address</li> </ul>
New	Click this button to display the Create New Carrier screen.
View	Click this button to display the Modify Existing Carrier screen.
Delete	Click this button to delete the carrier. The carrier must be unused to be deleted - carriers with activity cannot be deleted.
Print	Click this button to print the Carrier List report.
Exit	Click this button to close the screen.

2. Click the **New** button.

The Create New Carrier screen appears, as shown in the following subsections.

3. Complete the Name/Address tab and the Bank Relationship tab, as required (see subsections below for field descriptions).
4. Click the **Create** button to save the Carrier definition.

### Add New/Modify Existing Carrier

The Add New/Modify Existing Carrier screen displays the individual and payment details for carriers. It serves as a template window for creating a new carrier, and for viewing or modifying an existing carriers.

### Name/Address Tab

The Name/Address tab contains the Carrier’s identification and contact information.

#### Screen Functions

Button	Description
Create/Modify	<p>This button is used to complete add or update the carrier record.</p> <ul style="list-style-type: none"> <li>• <b>Create:</b> Complete the addition of a new carrier record.</li> <li>• <b>Modify:</b> Complete an update to an existing carrier record.</li> </ul>

Button	Description
Cancel	Click this button to cancel an add or update action prior to completing the action.
Audit	Click this button to open the Carrier Audit History screen, which displays field level updates to the carrier record.

Field	Description
Carrier #	<p>Enter the carrier number that uniquely identifies this carrier in FactorSoft.</p> <p><b>NOTE</b> A system preference at <b>System preferences &gt; Fields/Screen Behavior &gt; Screens &gt; Carrier Information &gt; Do Not Allow Duplicate Carrier Codes</b> is available to control duplicate carrier codes.</p>
Name	Enter the Carrier's name or business name.
Address	Enter the street address for the mailing address of the carrier.
City, state, zip	Enter the city, state, and Zip Code components for the carrier's mailing address.
Phone	Enter the Carrier's phone number.
Fax	Enter the Carrier's Fax phone number.
Email	<p>Enter the Carrier's email address.</p> <p>When email requests are processed in FactorSoft, the logic for Top-level Domains (or TLD's, the portion of the email address after the domain name, e.g., .com, .org, .us, etc.) first edits the TLD against the "standard" names. If the TLD is not found, then, based on System Preference, the system edits against a domain name text file (provided by ICANN - Internet Corporation for Assigned Names and Numbers) in the production data folder, which will be updated and patched as new names come on line.</p> <p>Set System Preference <b>Identification/system constants, System constants, Email domain edit rule to determine how TLDs are edited</b> to the desired value:</p> <ul style="list-style-type: none"> <li>• <b>Validate against original top-level domains &amp; table of ICANN-era domains</b> (this value is the default)</li> <li>• <b>Validate against original top-level domains only</b></li> <li>• <b>Do not edit top-level domains</b></li> </ul>

Field	Description
Notes	This is a free-form field in which you can record any notes of interest for the user in relation to this carrier. These notes are for internal display on the Carrier List only.
MC#	Enter the Carrier's interstate operating authority identifier (motor carrier or MC number).
DOT#	Enter the Carrier's USDOT number.
Driver	Enter the name of the driver.

### Bank Relationship

The Bank Relationship tab defines the payment method for the Carrier and the Carrier's bank account information.

Field	Description
Pay by	Select the payment method for the carrier from this list. With the exception of CHECK (which is a default value), the values in this list are created in the Accounts Table with a Wire pay-by code set on the Cash/wire Account tab.
Bank name	Enter the name of the bank where the carrier has an account.
Address	Enter the street address for the mailing address of the bank.

Field	Description
City, state, zip	Enter the city, state, and Zip Code components for the bank's mailing address.
Phone	Enter the bank's phone number.
Fax	Enter the bank's fax number.
Acct	Enter the account number of the account in which the carrier payment will be deposited.
ABA #	Enter the ABA Routing and Transit number of the bank in which the carrier payment will be deposited.
Swift	Enter your institution's Swift code. These codes are typically 8 or 11 characters in length and are used when transferring money between banks, particularly for international wire transfers. The codes can sometimes be found on account statements.
Code	Your institution's ISO Country code.
Instructions	This is a free-form field in which you can record any notes of interest for the user in relation to the carrier's bank account. These instructions are for internal display on the Carrier List only.

### Inter Bank Tab

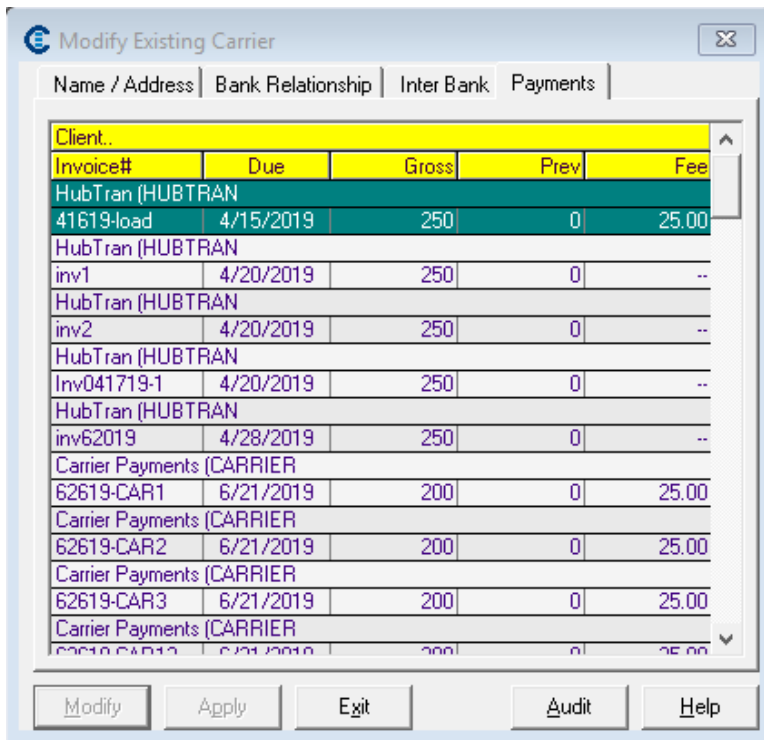
The Inter Bank tab is used to enter carrier bank account information when the lender is also the carrier's financial institution and is the holder of the bank account. In other words, an internal account.

The screenshot shows a software window titled "Create New Carrier" with a close button (X) in the top right corner. The window has four tabs: "Name / Address", "Bank Relationship", "Inter Bank", and "Payments". The "Inter Bank" tab is selected. Below the tabs are several input fields: "Inter Bank Name:", "Bank Account #:", "Bank ABA #:", "Swift Code:", "ISO Country Code:", and "Special Instructions:". The "Special Instructions" field is a larger text area with scroll arrows. At the bottom of the window are five buttons: "Create", "Apply", "Exit", "Audit", and "Help".

Field	Description
Inter Bank Name	The account name.
Bank Account #	The account number of the carrier's account.
Bank ABA #	Your institution's ABA Routing and Transit number. The ABA # is nine digits in length.
Swift Code	Your institution's Swift code. These codes are typically 8 or 11 characters in length and are used when transferring money between banks, particularly for international wire transfers. The codes can sometimes be found on account statements.
ISO Country Code	Your institution's country code.
Special Instructions	Free-form text field intended for funding and payout instructions and procedures. This text appears on the instruction field of wire transfer forms.

## Payments Tab

The Payments Tab displays payments made to carriers.



Field	Description
Client	The first row of each pair contains the name of the client name for whom the invoice was opened.
Invoice #	Displays the invoice number associated with the payment.
Due	Displays the due date of the carrier payment.
Gross	Displays the gross amount of the invoice Carrier Payment.
Prev	Displays the previous payment amount subtracted from the carrier payment.
Fee	Displays the service fee associated with the carrier payment.

#### Updating a Carrier

To make changes to an existing Carrier's information:

1. Access the Carrier List from the Office Menu.
2. Highlight the Carrier to be updated in the list.

**TIP**

You can advance the list to the desired Carrier quickly by typing the first few letters of the name in the scroll field at the upper left of the Carrier List screen.

3. Click the **View** button to display the Modify Existing Carrier screen.

The screenshot shows a software window titled "Modify Existing Carrier". It has four tabs: "Name / Address", "Bank Relationship", "Inter Bank", and "Payments". The "Name / Address" tab is selected. The form contains the following fields and values:

- Carrier #: CARRIER1
- Use as hauler
- Name: Carrier 1
- Address: 123 main street
- City, state, zip: Hueytown AL 35555
- Phone: (205)555-1234
- Fax: (201)597-2899
- Email: jamidavis@profitstars.com
- Notes: (empty text area)
- MC#: (empty)
- DOT#: (empty)
- Driver: (empty)

At the bottom of the window are five buttons: "Modify", "Apply", "Exit", "Audit", and "Help".

4. Update the Carrier data fields as required.
5. Click the **Modify** button to save changes to the Carrier.

Deleting a Carrier

To delete an existing Carrier's information:

**CAUTION**

A Carrier that has been previously sent a payment through the Carrier Payments module cannot be deleted.



1. Access the Carrier List from the Office Menu.
2. Highlight the Carrier to be deleted in the Carrier list.

**NOTE**

You can advance the list to the desired Carrier quickly by typing the first few letters of the name in the scroll field at the upper left of the Carrier List screen.

3. Click the **Delete** button.

The Verify Deletion of Existing Carrier screen appears.

4. Click the **Verify** button to execute the delete and remove the Carrier from the Carrier List.

### *Set Up Carrier Payments Due and Carrier Payments Exchange Accounts*

The Carrier Payment Due account is a hold account into which the carrier payment funds will be moved prior to payout and from which the payments will be written.

To define the Carrier Payment Due account:

1. Access the Account Tables screen in the Tables module:

- In the File Menu, select Tables.
- The Tables module opens.
- In the Tables module, select the Accounting menu.
- In the Accounting menu, select Accounts.

2. Define the carrier payment account in the Accounts table:

- Click the **New** button.
- Create a unique **Account #** and **Description** for the account.
- Complete the Accounts table attributes for the carrier payment account as required.
- Click the **Create** button.

The carrier payments account is added to the Accounts table list.

The screenshot shows a window titled "Account Table" with a table of accounts and a form for creating a new account. The table has two columns: "Account #" and "Description". The rows are:

Account #	Description
100	Other fees
101	Settlement
102	Carrier Payment Fees
102-C	Carrier Payments Fees
103	Carrier Payments Due
103-C	Carrier Payments Due
104	Carrier Payment Exchange

Below the table is a form for creating a new account. The form has the following fields and options:

- Account #: 102
- Description: Carrier Payment Fees
- Currency: [Dropdown] Clear
- Office: [Dropdown] Clear
- Cost center: [Text]
- Taxable: Never taxable [Dropdown]
- Default amount: [Text]
- Allow on purchases / reserve release
- Allow on collections
- Allow on wash hold
- Earning account
- Deferred earnings

Buttons: New, Delete, Change, Help, Ok, Exit, Print, Audit.

3. Access the G/L Account Groups screen in the Tables module:

- In the Tables module, select the Accounting menu.
- In the Accounting menu, select G/L Account Groups.

4. In the G/L Account Groups screen, select the General Accounts tab.
5. Select the G/L group in which to define the carrier payment account.
6. In the **Carrier payments due** list, select the carrier payment account you defined in Steps 1 and 2.
7. In the **Carrier payment fee** list on the Fee Accounts tab, enter the account for the carrier payment fee.
8. In the **Carrier payment exchange** list on the Miscellaneous Accounts tab, enter the account for the carrier payment exchange.
9. Click the **Modify** button to save the modification to G/L Account Group.

## Purchasing Carrier Payment Invoices

Purchasing Carrier Payments invoices in FactorSoft is similar to purchasing other invoices from clients or brokers, with just a few additional elements that allow you to specify the carrier, carrier terms, and amounts indicating the gross payment and any payment deducted from this payment for previous car-

rier payments. The payment to the carrier is available to be paid from the purchase or invoice date plus any “days to pay” days added. Optionally, you can elect via Carrier Terms to pay when the invoice closes.

Carrier payments are processed through the normal purchase/schedule batch process. Because Carrier Payments are made for a portion of the entire invoice, the gross and previous payments made are tallied against the Invoice Amount that will be paid to the client or broker. To begin processing a carrier payment:


1. Select the client from the Client List screen and select **New Schedule**.



The Schedule Batch screen appears. As with usual invoice purchasing, enter the Invoice #, Date, Debtor, Amount, Due/Days, and, any other necessary invoice-level data for the purchase/schedule batch.

**NOTE**

The additional fields associated with Carrier Payments in the illustration below – these only appear if the Carrier Payments module is licensed and the client has Carrier Terms assigned in their Client Terms.

2. Complete the Carrier Payment fields, as described below:

Field	Description
Descrip- tion	Enter a text description for the Carrier Payment.
Doc#	Enter the document number to be used as the Carrier Invoice number. This field can be either required or optional, based on system preference setting.
Carrier	drop-down to select the carrier from this list or select the  magnifying glass icon to open the Search window and begin typing the carrier name.  For the Carrier Search Window, available when <b>System Preference &gt; Fields/Screen</b>

Field	Description
	<p><b>Behavior &gt; Miscellaneous &gt; Use Carrier Search instead of dropdowns</b> is set to <b>True</b></p> <p>Select the  magnifying glass icon to open the Search window and begin typing the carrier 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 Carrier field.</p> <p><b>TIP</b> Choosing Contains will allow users to search by Carrier Code.</p> <p>If <b>False</b>, this list will display no more than 32,767 carriers.</p>
Terms	Select the Carrier Terms to be applied to this carrier payment from the list.
Gross	Enter the dollar amount of the carrier payment. This is the gross amount of the payment before fees are assessed and Previous payments deducted.
Previous	Enter the dollar amount of any payment deducted from this payment for payments previously made to the carrier. This amount will be subtracted from the payment amount in Gross amount in determining Net Due for the carrier payment.
Note	Enter any notes you would like recorded in association with the carrier payment.

- Once the Schedule/Purchase batch is completed, Verify, Approve, and Purchase the invoice(s) according to your normal processes.

### *Adding Carrier Payments through Write Invoices*

If you use the FactorSoft Write Invoices function, you can add a Carrier Payment to an invoice created from Write Invoices. Once the invoice has been created in Write Invoices:

- In the Write Invoice screen, highlight the invoice and click the **Schedule** button.
- On the Purchase/Schedule Batch screen, select the Pending Invoices tab and double-click the invoice in the grid.
- Select the Invoices tab, and select the invoice from the grid at the bottom of the screen.

You can now edit the invoice on the Schedule Batch screen, as described above.


## Make Carrier Payments/Generate Carrier Checks

The Make Carrier Payments screen is accessed from the Generate Carrier Checks option of the Office menu. This option is only listed on the Office Menu if the Carrier Payments module is activated in FactorSoft.



You can create carrier payments at any time using the Make Carrier Payments screen. Carrier payments that have been entered on a purchase and on which the Days to Pay for the Carrier Payment Terms have elapsed are available to be paid.

To generate and pay the carrier payment checks:

1. In the Office Menu, select Generate Carrier Checks. The Generate Carrier Payments screen is displayed.
2. Complete the selection criteria, as described below:

Field	Description
Client	Select the client to which to limit the carrier payments. Leave this field blank to create payments for any client
AE	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 <b>Control</b> panel of the <i>Client Information</i> screen.  To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the following System Preference: <ul style="list-style-type: none"> <li>• Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	Select the Office to which to limit the carrier payments. Leave this field blank to create payments for any office. Click Clear to remove the selection.
Client Group	Select the client group to which to limit the report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Value	Select the specific client group value to which to limit the report results from the list. Client Groups are defined in the Group Code Table. Click Clear to remove the selection.
Carrier	drop-down to select the carrier from this list or select the  magnifying glass icon to open the Search window and begin typing the carrier name.



Field	Description
	<p>For the Carrier Search Window, available when <b>System Preference &gt; Fields/Screen Behavior &gt; Miscellaneous &gt; Use Carrier Search instead of dropdowns</b> is set to <b>True</b></p> <p>Select the  magnifying glass icon to open the Search window and begin typing the carrier 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 Carrier field.</p> <p><b>TIP</b> Choosing Contains will allow users to search by Carrier Code.</p> <p>If <b>False</b>, this list will display no more than 32,767 carriers.</p>
Date From	Enter the payment date for the checks. This date is used to determine the carrier payments that are eligible for payment, based on the Days to Pay in Carrier Payment Terms.
Process	Click this button to create carrier checks for the selected criteria.
Exit/Cancel	<p>Click this button to close the screen.</p> <p>Once the Process button is clicked on this screen to generate checks, the <b>Exit</b> button changes to <b>Cancel</b>, as shown in the illustration below. Clicking this button will terminate the check writing process after the current check being processed is finished.</p>

3. Click the **Process** button to create the carrier check. A confirmation message appears, as shown below:



4. Once the carrier checks have been generated, you can print them in the normal manner using the Write Checks screen from the Office Menu.

## Consolidating Carrier Checks

Carrier Payments has the capability to combine checks for the same carrier and client. This feature is enabled by setting System Preference **Fields/screen behavior, Screens, Carrier payments, Combine carrier payments where possible** to **True**. Additionally, a **Carrier payment exchange** account must be set on the Miscellaneous Accounts tab of the G/L Account Group Table to accept the intermediate transaction payments.

When the consolidated payments are enabled and carrier payment checks are processed on the Make Carrier Payments screen, FactorSoft compares all of the payments and combines all payments with matching carrier, client, date, and Pay By method into a single check to the payee. Individual “zero check” journal entries for each check credit the carrier payment exchange account. The carrier payment exchange account is then debited to create the payment entry for the carrier check. The following illustration shows the result of two payments combined into one check on the Accounting Journals, Checks and Wires (F9) screen. Note that each of the carrier invoice numbers is listed in the **Description** field on the journal detail for the payment.

The screenshot shows two overlapping windows from the FactorSoft software. The top window is titled "Accounting Journals, Checks and Wires (F9)". It features a table with the following data:

Date	Client #	Payee	Amount	Type	Pay By	Check/Transaction #
3/1/2011	1000	Bill Smith	0.00	C-MISC	--	Z272244
3/1/2011	1000	Bill Smith	350.00	C-MISC	CHECK	
3/1/2011	1000	Bill Smith	0.00	C-MISC	--	Z272245

The bottom window is titled "View/Update Unpaid Journal". It displays the following details:

- Post Against: HANDHELD TECHNOLOGY CORPORATION (1000)
- Payee: Bill Smith
- Address: (empty)
- City: Abilene TX
- Country: (empty)
- Amount: 350.00
- Entered by: STEVE
- Pay By: CHECK
- Cash Account: 1050 - Factoring Cash / Dis
- Office: 06
- Paid On: March 1, 2011
- Check/Trans #: (empty)
- Description: Carrier Invoice #301-0001, 301-0002
- Created: 3/31/2014 2:49pm

The "Distribution" table in the bottom window shows:

Account	Description	Amount
2060	Payments Due Carrier	350.00

Additionally, the journal detail for the zero-check entries indicate that the journal was combined with another, as shown below.

### View Carrier Payment Information

Carrier Payment information can be viewed quickly from the **Carrier** tab on the **Invoice Information** Screen.

Field	Description
Carrier	Displays the carrier name to whom the carrier advance was paid.
Terms	Displays the carrier terms applied to the carrier payment.
Doc#	Displays the document number entered in the <b>Doc#</b> field for Carrier Payments on the

Field	Description
	Purchase/Schedule Batch screen.
Gross	Displays 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.
Previous	Displays the previous payment amount subtracted from the carrier payment.
Fee	Displays the service fee associated with the carrier payment.
Net	Displays the net carrier payment amount, which is Gross minus Fees and Previous payments.
Note	Displays notes recorded in association with the carrier payment.
Paid	Displays the date, bank account, and transaction number of the payment transaction that disbursed the carrier payment.
Modify	Click this button to display the Modify Carrier Payment Information

## Carrier Payment Report

The Carrier Payment Report displays carrier payments created for a given client, carrier, date range and other standard report selection criteria. The Carrier menu and Carrier Payment Report are only available if the Carrier Payments module is enabled.



The default report definition for this report is **Carrier1**.



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 <b>Report template</b> name and click <b>Save</b> 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
Date	<p>Select the date to use for the report from the list:</p> <ul style="list-style-type: none"> <li>• Today</li> <li>• Yesterday</li> <li>• Last Month</li> <li>• Current month-to-date</li> <li>• Year through last month-end</li> <li>• Current year-to-date</li> <li>• Specific date</li> <li>• Set At Run Time (Web Template Only)</li> </ul> <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 <b>Identification/system constants &gt; CLMS Reporting Services &gt; Requests &gt; Use last business day instead of yesterday in date range to True</b>. The <b>Yesterday</b> option in the <b>Date Range</b> field is replaced with <b>Last Business Day</b>, and reports printed on Monday will print Friday's data (assuming Friday was the last business day) instead of Sunday's. Set System Preference <b>Identification/system constants &gt; CLMS Reporting Services &gt; Requests &gt; Saturday is a business day to True</b> 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 <b>True</b>.</p>
Broker	Select the broker to which to limit the report results from the list.
Client	drop-down to select the client for which to run the report.



Field	Description
	<p>For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen Behavior &gt; Miscellaneous &gt; Use Client Search instead of drop downs</b> is set to <b>True</b>.</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> <p><b>TIP</b> 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 <b>Control</b> panel of the <i>Client Information</i> screen.</p> <p>To limit the <b>A/E</b> 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"> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
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 <b>Office</b> field when generating the report.</p> <p>Offices are defined in the <a href="#">Office table in the Tables feature</a>. To access this table, on the <b>File</b> menu, click <b>Tables</b>. Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b>.</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 <a href="#">Client Group Code table in the Tables feature</a>. To access this table, on the <b>File</b> menu, click <b>Tables</b>. Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group Codes</b>.</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 <a href="#">Client Group Code table in the Tables feature</a>. To access this table, on the <b>File</b> menu, click <b>Tables</b>. Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group</b></p>

Field	Description
	<b>Codes.</b>
Carrier	<p>Select the carrier for whom the report is to be generated. This field is optional. Leaving the field blank includes all carriers.</p> <p>For the Carrier Search Window, available when <b>System Preference &gt; Fields/Screen Behavior &gt; Miscellaneous &gt; Use Carrier Search instead of dropdowns</b> is set to <b>True</b></p> <p>Select the  magnifying glass icon to open the Search window and begin typing the carrier 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 Carrier field.</p> <p><b>TIP</b> Choosing Contains will allow users to search by Carrier Code.</p> <p>If <b>False</b>, this list will display no more than 32,767 carriers.</p>
Date Range	<p>Select the date range basis. Available options are:</p> <ul style="list-style-type: none"> <li>• Invoice purchase date</li> <li>• Invoice date</li> <li>• Carrier payment due date</li> <li>• Carrier payment paid date</li> </ul>
Include unpaid items	<p>Select this option to include carrier payments that have been included in a purchase but are not yet eligible to have a check generated (i.e., the Days to Pay have not elapsed).</p>
Include paid items	<p>Select this option to include carrier payments that have had checks generated.</p>
Sort	<p>Select the sort option that determines the order in which to sort the report.</p> <ul style="list-style-type: none"> <li>• Client/Carrier/Date</li> <li>• Carrier/Client/Date</li> </ul>

## Report Sample

**TEST** GAP No Insurance Financial Serv											Dated January 1, 2020 Thru July 10, 2020	
Carrier Items Report												
Client/Carrier..	Invoice	Post	Carrier		Gross	Previous		Net	Due			
Invoice#..	Date	Date	Batch#	Invoice#	Terms..	Amount	Amount	Fee	Due	Date	Payments/ Notes	
Carrier Payments												
Carrier 1 (CARRIER1)												
81020-UNPAID	7/10/2020	7/10/2020	1864		Flat Fee	150.00		25.00	125.00	7/10/2020	Will be paid by M&TBW	
81020-UNPAID2	7/10/2020	7/10/2020	1865	DOC081020-1	1% Fee	150.00	25.00	1.25	123.75	7/20/2020	Will be paid by M&TBW	
								28.25	248.75		test note for carrier payment	
<b>Client Total</b>									28.25	248.75		
<b>Final Total</b>									28.25	248.75		

## Report Details

Column	Description
Client/Carrier	Displays the Client Name and Carrier Name
Invoice #	Displays the Invoice Number
Invoice Date	Displays the Invoice Date
Post Date	Displays the Post Date of the Purchase Batch containing the Invoice with a Carrier Payment
Batch #	Displays Purchase Batch Number
Carrier Invoice #	Displays the Doc number associated with the Carrier Payment
Terms	Displays the Carrier Terms
Gross Amount	Displays the Gross Amount owed to the Carrier
Previous Amount	Displays the Previous Amount paid to the Carrier
Fee	Displays the Carrier Fees
Net Due	Displays the Net Due to the Carrier Net Due = Gross Amount - Previous Amount - Fees
Due Date	Displays the Due Date of the Carrier Payment
Payment/Notes	Displays When and How the carrier will be paid along with Carrier Payment



Column	Description
	Notes entered on the Purchase Batch.

### *Security Roles*

To generate the Cash Posting Report, the following Security Role needs to be set to **YES**:

- **Security Roles > Reports > Carrier > Carrier Payment Report**