jack henry™

FactorSoft™

• Release v4.7

Client Information XML Import User Guide

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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Client Information XML Import

The Client Information XML Import is an automated process in FactorSoft where the Engine imports XML files containing Client Information and stores the data in the database. The Client Information XML Import (**ClientInfo XML Import**) must be turned on in the Control File.

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

Once Client Information is imported and the Client is approved, the data populates on the **Office** › **Client List** › **Client Information** screen and throughout FactorSoft where Client Lists appear.

From the **Client List(F3)** › **Filter** tab, the Client List can be filtered by Unapproved Clients to easily begin the approval process.

See the **Credit/No buy Panel** of the Client Information screen to approve imported client records.

System Preferences

To configure the Client Information XML Import, set the following System Preferences in the **Identification/system constants** > Interface parameters > **Client Info XML Importer** folder:

Preference	Description
Folder to Watch	Enter the unique and fully qualified folder location in which to receive import files to be processed by the Engine.
Successful import report emails	Enter Email address of the recipient to receive successful import file messages.
Failed import report emails	Enter Email address of the recipient to receive failed import file messages.

The following system preferences for Client Approval are found in the Administration module, System Preferences,**Client rules/defaults**, **Rules** folder.

Preference	Description
Require manager approval before using	Set to True to require that a Manager approve Client records on the Credit/No Buy panel of the Client Information screen. In order for a User to be considered a manager, they must be assigned to a Security Role where **Client information** > **Access** > **Manager for approval purposes** is set to Yes. **Note**: After upgrade to v4.3+, if set to True and a newly added Client Record is not approved, the Client record will *not* populate in any Client Lists throughout FactorSoft.

File Specifications

The Client Information XML Import file format must include certain fields but also allows the import of optional information on many panels of the Client Information screen. The details for the required fields and optional panels are below:

> **TIP**
> The Client Information XML Import is case-sensitive and data elements must match or the import will fail.

Required Fields

Field Name	Table	Column	Type	Length	Comments
Client Name	Clients	Name	nvarchar	200	
Clients Code	Clients	ClientNo	nvarchar	24	
Client Terms	Clients	Programskey	int	4	Lookup SQL Table: Programs 0 is Valid Key, if Programskey is unknown
G/L Group	Clients	AcctGroupHdrKey	int	4	Lookup SQL Table: AcctGroupHdr 0 is valid key, if AcctGroupHdrKey is unknown.
Detail/Non Detail	Clients	NonDetailOnly	bit	1	• false (0) = Detail • true (1) = Non Detail

Optional Panels

Client Information: Upper Section

Field Name	Table	Column	Type	Length	Comments
Client Information - Upper Section					
Master Client	Clients	MasterClient	smallint	2	• false (0) = not a Master Client • true (1) = Master Client

Field Name	Table	Column	Type	Length	Comments
Allow Web Access	Clients	WebAccess	bit	1	• false (0) = No Web Access • true (1) = Allow Web Access
UCC Date	Clients	UccDate	datetime	8	Format: YYYYMMDD
UCC Number	Clients	UccNo	varchar	30	
Signed Date	Clients	SignedDate	datetime	8	Format: YYYYMMDD
Preference	Clients	Preference	smallint	2	• 0 = Print • 1 = Fax • 2 = Email • 3 = Folder
Part of Master	Clients	MasterClientKey	int	4	Lookup Table: Clients

Address Panel

Field Name	Table	Column	Type	Length	Comments
Address Panel					
Address 1	Clients	Addr1	nvarchar	104	
Address 2	Clients	Addr2	nvarchar	104	
City	Clients	City	nvarchar	100	
State	Clients	State	nvarchar	60	
Zip	Clients	ZipCode	nvarchar	20	

Field Name	Table	Column	Type	Length	Comments
Country	Clients	Country	nvarchar	60	Lookup SQL Table: CountryList
Time Zone	Clients	TimeZoneKey	int	4	Lookup: TimeZone Table in ToolTips.mdb
Phone 1	Clients	Phone1	nvarchar	40	
Phone 2	Clients	Phone2	nvarchar	40	
Fax	Clients	Fax	nvarchar	40	
Email	Clients	Email	nvarchar	404	

Analysis Panel

Field Name	Table	Column	Type	Length	Comments
Analysis Panel *Import will attempt to match drop-down options. If it can not match, then Data Element issue will reflect on Exception Report.*					
Business Type	Clients	BizType	nvarchar	40	Lookup SQL Table: BizType
Referral Source	Clients	Source	nvarchar	60	Lookup SQL Table: Source
Regions	Clients	Region	nvarchar	60	Lookup SQL Table: Region
SIC Code	Clients	Sic	nvarchar	20	
NAICS	Clients	Naics	numeric	6	

NOTE

Auto Cash Rules and Automatic Expenses Panels require Manual Setup and cannot be imported using the Client Information XML Import.

Bank Relationships Panel

Bank relationships
☐ Also show inactive relationships

Account name	Account #	Pay by	Default status

Field Name	Table	Column	Type	Length	Comments
Bank Relationships *If imported, Account Name is required, all other fields optional. The XSD file allows for multiple rows of the below set of data elements; therefore, more than one Bank Relationship can be imported in the same file.*					
Account Name	CliBank	AcctName1	nvarchar	100	Required.
Payable To	CliBank	AcctName2	nvarchar	100	
Bank Name	CliBank	BankName	nvarchar	100	
Address 1	CliBank	Addr1	nvarchar	80	
Address 2	CliBank	Addr2	nvarchar	80	
City	CliBank	City	nvarchar	60	
State	CliBank	State	nvarchar	60	
Zip	CliBank	ZipCode	nvarchar	20	
ISO Country Code	CliBank	CountryCode	nvarchar	4	Lookup SQL Table: CountryList
Contact	CliBank	Contact	nvarchar	100	
Special Instructions	CliBank	SpecInst	ntext	16	
Phone	CliBank	Phone	nvarchar	40	
Fax	CliBank	Fax	nvarchar	40	
Bank Account	CliBank	BankAcctNo	nvarchar	52	

Field Name	Table	Column	Type	Length	Comments
#					
Bank ABA #	CliBank	AbaNo	nvarchar	40	
Bank Code	CliBank	BankCode	nvarchar	40	
Swift Code	CliBank	SwiftCode	nvarchar	40	
Pay By	CliBank	PaybyMethod	smallint	2	Lookup SQL Table: Accounts
WF Currency Type	CliBank	WFCurrType	nvarchar	6	
Inter Bank Name	CliBank	InterBankName	nvarchar	100	
Bank Account #	CliBank	InterBankAcctNo	nvarchar	52	
Bank ABA #	CliBank	InterBankAbaNo	nvarchar	40	
Swift Code	CliBank	InterBankSwiftCode	nvarchar	40	
ISO Country Code	CliBank	InterBankCountryCode	nvarchar	4	Lookup SQL Table: CountryList
Special Instructions	CliBank	InterBankSpecInst	nvarchar	1	

Broker Relationships Panel

Field Name	Table	Column	Type	Length	Comments
Broker Relationship Panel					
The XSD file allows for multiple rows of the below set of data elements; therefore, more than one Broker Relationship					

Field Name	Table	Column	Type	Length	Comments
can be imported in the same file.					
Broker	CliBroker	BrokersKey	int	4	LookUp SQL Table: Brokers
Effective From	CliBroker	StartDate	datetime	8	Format: YYYYMMDD
Thru	CliBroker	ExpireDate	datetime	8	Format: YYYYMMDD
Use Standard commission Rate	CliBroker	UseStandard	bit	1	• false (0) = NonStandard Rate • true (1) = Stand-ard Rate
Payment on 1st Buy	CliBroker	InitPmtAmt	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Commissions Based on	CliBroker	CommisOf	smallint	2	
Exclude Earnings from Client Fee Statement	CliBroker	ExcludeNfe	bit	1	• false (0) = Include in Client Fee Statement • true (1) = Exclude in Client Fee Statement
Exclude Earnings from due day increases	CliBroker	ExcludeDueDaysInc	bit	1	• false (0) = Include in due day increases • true (1)= Exclude in due day increases

Field Name	Table	Column	Type	Length	Comments
Exclude Earnings from Extra Debtor Fees	CliBroker	ExcludeExtraDebFee	bit	1	• false (0) = Include in Extra Debtor Fees • true (1) = Exclude in Extra Debtor Fees
Purchase Fees are taken when paid	CliBroker	PurFeeWhenPaid	bit	1	• false (0) = Purchases fees are take at purchase • true (1) = Purchases fee are taken when invoice is paid
Thru Month	CliBrokerRates	ThruMonth	smallint	2	Can have more than one Thru month.
Rate	CliBrokerRates	Rate	money		Range: 0.0000 to 100.0000; 4 places past Decimal and No commas Can have more than one Rate
Interest	CliBroker	AblInterst	bit	1	• false (0) = No Commission on Interest • true (1) = Commission paid on Interest

Field Name	Table	Column	Type	Length	Comments
Maintenance	CliBroker	AblMaintenance	bit	1	• false (0) = No Commission on Maintenance fee • true (1) = Commission paid on Maintenance fees
Transaction	CliBroker	AblTransaction	bit	1	• false (0) = No Commission on Transaction Fees • true (1) = Commission Paid on Transaction Fees
Annual	CliBroker	AblAnnual	bit	1	• false (0) = No Commission on Annual Fees • true (1) = Commission paid on Annual Fees
Minimum	CliBroker	AblMinimum	bit	1	• false (0) = No Commission on Minimum Fees • true (1) = Commission paid on Minimum Fees

Field Name	Table	Column	Type	Length	Comments
Reimbursement	CliBroker	AblReimbursement	bit	1	• false (0) = No Commission on Reimbursement Fees • true (1) = Commission Paid on Reimbursement Fees
Exception	CliBroker	AblException	bit	1	• false (0) = No Commission on Exception Fees • true (1) = Commission paid on Exception Fees
Unused Line	CliBroker	AblUnusedLine	bit	1	• false (0) =No Commission on Unused Line Fees • true (1) = Commission Paid on Unused Line fees
Over/Under	CliBroker	AblOverUnder	bit	1	• false (0) = No Commission on Over/Under Fees • true (1) = Commission paid on Over/Under Fees

Field Name	Table	Column	Type	Length	Comments
Tiered	CliBroker	AblTiered	bit	1	• false (0) = No Commission on Tiered Fees • true (1) = Commission paid on Tiered Fees
Incremental	CliBroker	AblIncremental	bit	1	• false (0) = No Commission on Incremental Fees • true (1) = Commission paid on Incremental Fees
Management Fee	CliBroker	AblManagement	bit	1	• false (0) = Non Commission Management fees • true (1) = Commission paid on Management Fees
Amount on 1st Funding	CliBroker	InitFundAmt	money		Range: 0.0000 to 99,999,999,999.9999; 4 places past decimal and No commas

Collections Panel

Field Name	Table	Column	Type	Length	Comments
Collections Panel *The field Epmt Rules requires Manual Setup and cannot be imported using the Client Information XML Import.*					
Age To Begin Collections	Clients	PastdueDays	smallint	2	
Non-Standard Aging Columns	Clients	AgeDays1	int	4	
Non-Standard Aging Columns	Clients	AgeDays2	int	4	
Non-Standard Aging Columns	Clients	AgeDays3	int	4	
Non-Standard Aging Columns	Clients	AgeDays4	int	4	
Non-Standard Aging Columns	Clients	AgeDays5	int	4	
A W/P note will extend Eligibility	Clients	ExtendInel	int	4	• 0=Never • 1=Always • 2=Optional, default to yes • 3=Optional, default to no
No Statement	Clients	NoStmt	bit	1	• false (0)= Send Statement • true (1)= Don't send Statement
No Notices	Clients	NoNotice	bit	1	• false (0)= Send Notices • true (1)= Don't Send Notices

Contacts Panel

Field Name	Table	Column	Type	Length	Comments
Contacts Panel *The XSD file allows for multiple rows of the below set of data elements; therefore, more than one Contact can be imported in the same file.*					
First Name	Contacts	FirstName	varchar	50	
Last Name	Contacts	LastName	varchar	50	
Title	Contacts	Title	nvarchar	60	
Address 1	Contacts	Addr1	nvarchar	64	
Address 2	Contacts	Addr2	nvarchar	64	
City	Contacts	City	nvarchar	60	
State	Contacts	State	nvarchar	60	
Zip	Contacts	ZipCode	nvarchar	20	
Country	Contacts	Country	nvarchar	60	
Email	Contacts	Email	nvarchar	104	
Ownership %	Contacts	Ownership	money		Range: 0.00 to 100.00; 2 places past decimal and can not be greater than 100%
Comments	Contacts	Notes	ntext	16	
Phone	Contacts	Phone	nvarchar	40	
Extension	Contacts	Extention	nvarchar	20	
Fax	Contacts	Fax	nvarchar	40	
Cell	Contacts	CellPhone	varchar	20	

Field Name	Table	Column	Type	Length	Comments
Authority	Contacts	Authority	bit	1	• false (0)=Contact does not have Authority • true (1)- Contact has Authority
Attention	Contacts	Attention	bit	1	• false (0)=Do Not include Contact in Fax or Email for Sending Notices, Reports, or Statements • true (1)= Include Contact in Fax or Email for Sending Notices, Reports, or Statements
Notices	Contacts	Notices	bit	1	• false (0)=Contact is not a recipient for Notices • true (1)- Contact is a recipient for Notices
Cng Rept	Contacts	CngRept	bit	1	• false (0)=Do not Send Contact Client Change Report • true (1)= Do Send Contact Client Change Report
Guarantor	Contacts	Guarantor	bit	1	• false (0)=Contact is not a Guarantor • true (1)= Contact is a Guarantor
Inactivate	Contacts	InActive	bit	1	• false (0)=Contact is not inactivate • true (1)- Contact Is Inactivate

NOTE

Contracts Panel requires Manual Setup and cannot be imported using the Client Information XML Import.

Control Panel

Field Name	Table	Column	Type	Length	Comments
Control Panel *The fields Next Buy # and Next Collection Batch # are system-populated and the field Web Access P/W requires Manual Setup and cannot be imported using the Client Information XML Import.*					
Office	Clients	Office	nvarchar	40	Lookup SQL Table: Office
Tax Code	Clients	TaxCode	nvarchar	6	Lookup SQL Table: TaxRates
A/E	Clients	AcctExec	nvarchar	24	Lookup SQL Table: UserHdr
Currency	Clients	CurrencyType	nvarchar	40	Lookup SQL Table: Currencyhdr
Do Not Allow Reserve Transfers	Clients	NoTfrReserves	bit	1	• false (0) = Allow Reserve Transfers • true (1) = Do not Allow Reserve Transfers

Credit/No Buy Panel

Field Name	Table	Column	Type	Length	Comments
Credit/No Buy Panel					
Client Credit Rating	Clients	CredRate	nvarchar	20	
Total Client Credit Limit	Clients	TotalCreditLimit	money	8	Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Max Indiv Debtor	Clients	IndivCreditLimit	money	8	Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Warning	Clients	Warning			
% Bal	Clients	IndivCreditPer	money	8	Range: 0 to 100; No Decimals or Commas and can not be greater than 100%
Do Not Allow New Purchases	Clients	NoBuy	bit	1	• false (0) = Allow New Purchases • true (1) = Do Not Allow New Purchases
Do Not Allow Reserve Release	Clients	NoRsvRel	bit	1	• false (0) = Allow Reserve Releases • true (1) = Do Not Allow Reserve Release
Statement Text	Clients	StmtTextName	nvarchar	40	Lookup SQL Table: StmtText

Debtor Charges Panel

Field Name	Table	Column	Type	Length	Comments
Debtor Charges Panel					
Finance Charge Rate	Clients	DebFinCharge	money		Range: 0.00 to 100.00; 2 places past decimal and can not be greater than 100%
Method	Clients	DebFinMethod	smallint	2	• 0 = Based on due date • 1 = Based on Invoice date • 2 = Based on Purchase Date
Days Grace	Clients	DebFinGrace	smallint	2	

Documents Panel

Field Name	Table	Column	Type	Length	Comments
Documents Panel					

Field Name	Table	Column	Type	Length	Comments
Successfully imported documents are available in the location specified at : **Admin Module** > **System** > **Database Maintenance** > **Document Folder Maintenance where Folder status is YES**. *The XSD file allows for multiple rows of the below set of data elements; therefore, more than one Document can be imported in the same file.*					
Description	DocHr	Descr	varchar	100	
Document	DocHdr	FileName	varchar	255	
Category	DocHdr	DocCatKey	int	4	0 - General Lookup SQL Table: DocCat

> **NOTE**
> Events Panel requires Manual Setup and cannot be imported using the Client Information XML Import.

EDI Identifiers Panel

Field Name	Table	Column	Type	Length	Comments
EDI Identifiers *The XSD file allows for multiple rows of the below set of data elements; therefore, more than one EDI Identifier can be imported in the same file.*					
Qualifier	CliEdiLookup	EDIQualifier	varchar	2	
Interchange #	CliEdiLookup	EdiInterchangeNo	varchar	21	

Financial Statements Panel

Field Name	Table	Column	Type	Length	Comments
Financial Statements Panel					
Financial Statement Date	CliFinancial	StatementDate	datetime	8	Format: YYYYMMDD
Current Assets	CliFinancial	CurrAssets	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Other Assets	CliFinancial	OtherAssets	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Total Assets	CliFinancial	TotalAssets	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Net Worth/Dlr.	CliFinancial	NetWorth	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Net Sales	CliFinancial	NetSales	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Net Profit or Loss	CliFinancial	NetProfLoss	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas

Field Name	Table	Column	Type	Length	Comments
Current Liab-ility	CliFinancial	CurrLiab	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Total Liability	CliFinancial	TotalLiab	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Notes	CliFinancial	Notes	ntext	16	
Months	CliFinancial	Months	int	4	
Gross Profit	CliFinancial	GrossProfit	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
B/T	CliFinancial	BeforeTaxes	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas

Funding Instructions Panel

Field Name	Table	Column	Type	Length	Comments
Funding Instructions					
Funding Limit	Clients	FundLimit	money		Range: 0.00 to 99,999,999,999.99: 2 places past decimal and No Commas
Free Form Text Box	Clients	FundNotes	ntext	16	

Groups Panel

Field Name	Table	Column	Type	Length	Comments
Groups Panel *The XSD file allows for multiple rows of the below set of data elements; therefore, more than one Group can be imported in the same file.*					
Group	GroupCode	GroupCode	nvarchar	20	Lookup SQL Table: GroupCode
Value	GroupValue	GroupValue	varchar	40	Lookup SQL Table: GroupValue

Identity Panel

Field Name	Table	Column	Type	Length	Comments
Identity Panel *The fields Language, LOC Facility and LOC Acct # require Manual Setup and cannot be imported using the Client XML Import.*					
Alternate Name	Clients	AltName	nvarchar	200	
EDI Identity	Clients	EdiQualifier	varchar	2	

Field Name	Table	Column	Type	Length	Comments
Edi Identity	Clients	EdiInterchangeNo	nvarchar	42	
Fed Tax #	Clients	FedTaxNo	nvarchar	44	
Incoming Fax	Clients	SmartFaxNo	nvarchar	30	
D&B D-U-N-S	Clients	DbDunsNo	nvarchar	40	
Motor carrier #	Clients	MotorCarrNo	varchar	10	
DOT #	Clients	DotNo	varchar	9	

Import Rules Panel

Field Name	Table	Column	Type	Length	Comments
Import Rules Panel					
AIMS Type	Clients	AimsType	smallint	2	• 0 = Standard • 1= Terms Code

Ineligibility Panel

Field Name	Table	Column	Type	Length	Comments
Ineligibility Panel					
If import matches on drop-down and grid, the system will import the data elements. Must match Tables setup.					
Ineligible Days	Clients	IneligDays	smallint	2	
Concentration	Clients	ConcentrationLimit	money		Range: 0 to 99; No

Field Name	Table	Column	Type	Length	Comments
Limit					decimals or commas
One invoice over makes all invoices ineligible	Clients	CrossAgeInelig	bit	1	• false (0) = One Invoice does not make all invoices ineligible • true (1) = One Invoice over makes all invoices ineligible
or what % over makes all invoices ineligible	Clients	CrossAgePercent	money		Range: 0.00 to 100.00; 2 places past decimal and No Commas
No Debtor Limit is ineligible	Clients	NoDebLimIsIneligible	bit	1	• false (0) = No Debtor limit isn't consider ineligible • true (1) = No Debtor Limit is ineligible
Over Debtor limit is ineligible	Clients	OverDebLimIsIneligible	bit	1	• false (0) = Over Debtor Limit isn't consider Ineligible • true (1) = Over Debtor Limit is ineligible
Title	CliInelig	IneligTitle	nvarchar	60	Lookup SQL Table: IneligTitle
Effective	CliInelig	Date	datetime	8	Format: YYYYMMDD
Amount	CliInelig	Amt	money		Range: 0.00 to

Field Name	Table	Column	Type	Length	Comments
					99,999,999,999.99; 2 places past decimal and No Commas
Qualifier	CliInelig	Qualifier	varchar	20	
Notes	CliInelig	Notes	text	16	

Insurance Panel

Field Name	Table	Column	Type	Length	Comments
Insurance Panel					
Amount	Clients	InsurerAmt	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Expires	Clients	InsurerExpire	datetime	8	Format: YYYYMMDD
Insured By	Clients	InsurerKey	int	4	Lookup SQL Table: Insurers

Insurance Policies Panel

Field Name	Table	Column	Type	Length	Comments
Insurance Policies Panel					
If Insurance Policy Center is on in the Control File, System will import Requires Insurance Coverage (Checkbox) Only.					

Field Name	Table	Column	Type	Length	Comments
Requires Insurance Coverage	Clients	RequireInsurance	bit	1	• false (0) = Insurance Coverage Not Required • true (1) = Insurance Coverage is Required

> **NOTE**
> Invoice Delivery Panel requires Manual Setup and cannot be imported using the Client Information XML Import.

Invoice Rules Panel

Field Name	Table	Column	Type	Length	Comments
Invoice Rules Panel					
Duplicate: Invoices	Clients	InvDupeRule	smallint	2	• 0 = Not Allowed • 1 = Not on same debtor or Schedule • 2 = Allowed on Debtor but not on Schedule

Field Name	Table	Column	Type	Length	Comments
Duplicate: Po/Ref	Clients	PoDupeRule	smallint	2	• 0 = Allowed (no edit) • 1 = Not allowed for member Client • 2 = Not allowed for master Client • 3 = Not allowed for member Debtor • 4 = Not allowed for master Debtor
Notice of assignment required	Clients	NoaReqd	bit	1	• false (0) = Notice of assignment is not required • true (1) = Notice of Assignment is Required
Credits and Debits can not be on the same purchase	Clients	NoMixedBuy	bit	1	• false (0) =Credits and Debits can be in the same pur-chase • true (1) = Credits and Debits can not be in the same pur-chase
Max Credit Protection	Clients	MaxCredProtect	money		Range: 0.0000 to 100.0000; 4 places past decimal and can not be greater than 100%
Maximum Invoice Age	Clients	MaxInvAge	smallint	2	
Absolute Maximum invoice amount	Clients	MaxInvAmt	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and

Field Name	Table	Column	Type	Length	Comments
					No Commas
Max Invoice Term	Clients	MaxInvTerm	money		Range: 0 to 99,999,999; No decimals or commas
Authorization Stale Age	Clients	AuthStaleDays	smallint	2	
Maximum balance W/O NOA	Clients	NoaReqdAmt	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Maximum balance on waived NOA	Clients	NoaWaivedLim	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas

NOTE

Liens/Monitoring Panel requires Manual Setup and cannot be imported using the Client Information XML Import.

Load/Order Processing Panel

Field Name	Table	Column	Type	Length	Comments
Load/Order Processing Panel					
Include in load processing	Clients	AllowLoads	bit	1	• false (0) = Not included in Load Processing • true (1) = Included in Load Processing

Field Name	Table	Column	Type	Length	Comments
Allow hauler reference	Clients	AllowHauler	bit	1	• false (0) = Do not Allow Hauler Reference • true (1) = Allow Hauler Reference
Advance limit %	Clients	LoadAdvanceLimit	money		Range: 0.00 and 100.00; 2 places past decimal and can not be greater than 100%
Total Advances $	Client	TotLoadLim	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No comas
Purchase Order (drop-down)	Clients	PurchOrdReqd	smallint	2	• 0 = Orders are never entered • 1 = Orders are required • 2 = Orders are not required
Allow advances on purchase orders (P.O. Finance)	Clients	AllowPoFinance	bit	1	• false (0) = Do not allow advances on Purchase Orders • true (1) = Allow Advances on Purchase Orders
P.O. advance limit %	Clients	PoAdvanceLimit	money		Range: 0.00 to 100.00%; 2 places past decimal and can not be greater than 100%.
Total Advances $	Clients	PoAdvanceMax	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas

Min. Cash Reserves Panel

Field Name	Table	Column	Type	Length	Comments
Min. Cash Reserves Panel					
Minimum dollar amount	Clients	HoldRsvAmt	money		Range: 0.00 to 39,999,999,999.99; 2 places past decimal and No Commas
% Available Col-lateral	Clients	HoldRsvPer	money		Range: 0.00 to 39,999,999,999.99; 2 places past decimal and No Commas
% largest debtor balance	Clients	HoldRsvLarge	money		Range: 0.00 to 39,999,999,999.99; 2 places past decimal and No Commas
Include escrow reserve	Clients	HoldInclEscrow	bit	1	• false (0) = do not include escrow Reserve • true (1) = Include escrow Reserve
Include mis-cellaneous reserves	Clients	HoldInclMisc	bit	1	• false (0) = Do not include miscellaneous reserves • true (1) = Include mis-cellaneous reserves

Misc. Data Panel

Field Name	Table	Column	Type	Length	Comments
Misc. Data Panel					
If Import File does not match fsTables Elements and Values for Misc. Data Panel, it will display on Exception Report.					
The XSD file allows for multiple rows of the below set of data elements; therefore, more than one Misc. Data element can be imported in the same file.					
Element	MiscDataDefine	DataElementName	nvarchar	60	
Value	MiscDataElement	FldValue	nvarchar	104	

Misc. Information Panel

Field Name	Table	Column	Type	Length	Comments
Misc Information Panel					
Free Form Text Box	Clients	Notes	ntext	16	

Participation Panel

Field Name	Table	Column	Type	Length	Comments
Participation Panel					
Participant	Clients	ParticipantKey	int	4	Lookup SQL Table: Participants
Participation Type	Clients	ParticipationCode	smallint	2	• NULL = None • 1 = Funding Participation
Participation	Clients	ParticipationRate	money		Range: 0.0000 to 100.0000; 4

Field Name	Table	Column	Type	Length	Comments
					places past decimal and can not be greater than 100%

> **NOTE**
> PayerWeb Panel requires Manual Setup and cannot be imported using the Client Information XML Import.

Payment Terms Panel

Field Name	Table	Column	Type	Length	Comments
Payments Terms Panel **Note:** If **System Preference** > **Data Entry Behavior** > **Adjustments** = True, then Client Risk % & Factor Risk % can be used and Sum to 100%. If **System Preference** > **Data Entry Behavior** > **Adjustments** = False, then Client Risk % & Factor Risk %can not be used and NULL Value is Allowed.					
Pay rebates on collection	Clients	PayRebatesOnCollection	bit	1	• false (0) = Do not Pay Rebates on collections • true (1) = Pay Rebates on Collections
Do not calculate fees on float	Clients	CalcNoFloat	bit	1	• false (0) = Calculate fees on Float • true (1) = Do Not Calculate fees on Float

Field Name	Table	Column	Type	Length	Comments
Bulk Diluted invoices/auto-matically generate c/b	Clients	BulkChargeBack	bit	1	• false (0) = Bulk Diluted Invoices Do not automatically generate c/b • true (1) = Bulk Diluted Invoices/Auto-matically generate c/b
Calculate collection fees on negative invoices	Clients	CalcColFeeOnNegInv	bit	1	• false (0) = Do not Calculate col-lections fee on neg-ative Invoices • true (1)= Calculate collection fees on negative Invoices
Do not allow cash posting	Clients	NoCashPosting	bit	1	• false (0) = Allow Cash Posting • true (1) = Do not Allow Cash Posting
Maximum data entry write off	Clients	MaxWriteOff	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Bank State	Clients	BankState	nvarchar	60	
Client Risk %	Clients	CliRisk	money		Range: 0.000 to 100.0000; 4 places past decimal; Cli-ent Risk Plus Factor Risk can not be greater than 100%
Factor Risk %	Clients	FactorRisk	money		Range: 0.000 to 100.0000; 4 places past decimal; Cli-ent Risk Plus Factor Risk

Field Name	Table	Column	Type	Length	Comments
					can not be greater than 100%

Policy Exceptions Panel

Field Name	Table	Column	Type	Length	Comments
Policy Exceptions Panel					
Free Form Text Box	Clients	Policies	ntext	16	

NOTE

Posted Statements Panel contains information only and cannot be imported using the Client Information XML Import.

Purchase Approvals Panel

Field Name	Table	Column	Type	Length	Comments
Purchase Approvals Panel					
A/E purchase approval Rule	Clients	AeCliApprRuleKey	int	4	Lookup SQL Table: CliApprRule
Manager purchase approval rule	Clients	MgrCliApprRuleKey	int	4	Lookup SQL Table: CliApprRule
Concentration	Clients	WarnConcentPercent	money		Range: 0.00 to 100.00: 2

Field Name	Table	Column	Type	Length	Comments
warning per-centage					places past decimal but can not be greater than 100%

Purchase Info Panel

Field Name	Table	Column	Type	Length	Comments
Purchase Info Panel					
Show signature lines on report	Clients	SignLines	smallint	2	
Purchase Document	Clients	PurProg	nvarchar	16	
Delivery By	Clients	DeliverBy	nvarchar	60	Lookup SQL Table: DeliverBy
Watermark outgoing invoices	Clients	InvMarkName	varchar	20	Lookup SQL Table: StmtText
Show Banking Inform-ation	Clients	ShowOnBuy	bit	1	• false (0) = Do not Show Banking inform-ation • true (1) = Show Bank-ing Information
Data only from trans-fer	Clients	OnlyFromTfr	bit	1	• false (0) = Do not Data only From Trans-fer • true (1) = Data only from Transfer

Field Name	Table	Column	Type	Length	Comments
Never transfer data	Clients	NeverTfr	bit	1	• false (0) = Transfer data • true (1) = Never transfer data
Original invoice required	Clients	OrigInvReqd	bit	1	• false (0) = Original invoice is not required • true (1) = Original invoice is required
Accept addl Shipping info	Clients	BosShipData	bit	1	false (0) = Do not accept addl shipping info true (1) = Accept Addl Shipping Info

Purchase Terms Panel

Field Name	Table	Column	Type	Length	Comments
Purchase Terms Panel					
Do not calculate purchase fee on negative invoices	Clients	NoFeeOnNegInv	bit	1	• false (0)= Calculate purchase fee on negative invoices • true (1) = Do Not Calculate Purchase on negative invoices

Field Name	Table	Column	Type	Length	Comments
Do not hold reserves on negative invoices	Clients	NoRsvOnNegInv	bit	1	• false (0) = Hold reserves on negative invoices • true (1) = Do Not hold reserves on negative invoices
Default is no advance on purchase	Clients	NoAdvAtBuy	bit	1	• false (0) = Advance on purchase • true (1) = Default is no advance on purchase
Allow trade discount terms	Clients	AllowDating	bit	1	• false (0) = Do not allow trade discount terms • true (1) = Allow trade discount terms
Capture discounts at purchase	Clients	EarlyPayToFactor	bit	1	• false (0) = Do not Capture discounts at Purchase • true (1) = Capture discounts at Purchase
Default early pay discount rate %	Clients	DiscRate	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No Commas
Default early pay discount Days	Clients	DiscDays	int	4	
Min fee/Invoice	Clients	MinInvFee	money		Range: 0.00 to 99,999,999,999.99; 2

Field Name	Table	Column	Type	Length	Comments
					places past decimal and No Commas
Expected dilution %	Clients	ExpectedDilution	money		Range: 0.0000 tp 100.0000; 4 places past decimal and No Com-mas
Default due days	Clients	DaysDue	smallint	2	
Default due days drop-down	Clients	DueFrom	smallint	2	• 0 = -- • 1 = FF • 2 = EOM
Recourse days	Clients	RecourseDays	smallint	2	
No Recourse	Clients	NoRecourse	int	4	• false (0) = Recourse • true (1) = No Recourse
DSO add on days	Clients	RelAddOn	int	4	
On input, use debtor code instead of cli-ent reference	Clients	PurchCliRefIsDebNo	bit	1	• false (0) = Use Cli-ent Ref # • true (1) = Use Debtor Code instead of Client Ref #

NOTE

Red Flag Rules Panel contains information only and cannot be imported using the Client Information XML Import.

Statement Terms Panel

Field Name	Table	Column	Type	Length	Comments
Statement Terms Panel					
Volume Rebate Table	Clients	VolRebateHdrKey	int	4	Lookup SQL Table: VolRebateHdr
Statement Close Day	Clients	CloseDay	smallint	2	
Guarantee Type	CliGuarantee	GuarType	smallint	2	• 0 = Sales • 1 = Earned Fees
Guaranteed Amount	CliGuarantee	PurchAmt	money		Range: 0.00 to 99,999,999,999.99; 2 places past decimal and No commas
Months	CliGuarantee	Months	smallint	2	
Free Form Text box	Clients	StmtDesc	text	16	

Termination Panel

Field Name	Table	Column	Type	Length	Comments
Termination Panel					

Field Name	Table	Column	Type	Length	Comments
Date	Clients	TermDate	datetime	8	Format: YYYYMMDD
Non-Accrual Date	Clients	FeeStopDate	datetime	8	Format: YYYYMMDD
Code	Clients	TermDisputeKey	int	4	Lookup SQL Table: DisputeCode The only eligible codes that should be imported are those where DisputeCode.UseClientLeave = 1
Description	Clients	TermDesc	ntext	16	

Verification Panel

Field Name	Table	Column	Type	Length	Comments
Verification Panel					
Pre-Purchase Verification Required	Clients	VerReqd	bit	1	
Only verify invoices over	Clients	VerReqdAmt	money		Range: 0.00 to 99,999,999,999.99: 2 places past decimal and No commas
Verification Ratio	Clients	VerRatio	money		Range: 0.0000 to 100.000: 4 places past decimal and can not be greater than 100%
Instructions	Clients	VerificationNote	ntext	16	

NOTE

Web Screens and Write Invoices Panels require Manual Setup and Web Users Panel con-

tains information only and cannot be imported using the Client Information XML Import.

Client Notes Screen

Field Name	Table	Column	Type	Length	Comments
Client Notes Screen *If Category is provided, System will match. If not, imported Notes will be placed in the UCC Category and show in Audit that Note was created by the importer.* *If Debtor exists, System will match. If not, Debtor will be set to 0.*					
Category	NoteHdr	NoteCatKey	Int	4	Lookup SQL Table: NoteCat
Free Form Text Box	NotedDtl	Note	nvarchar	-1	
Debtor	Debtors	DebtorKey	int	4	

NOTE

The Import History Report indicates whether or not the XML file imported successfully along with any

exception/validation issues related to Clients or Data Elements contained in the import file. For details on the Import History Report, see the Reports section of the Client Information XML Import guide or the Audit Menu section of the Reports Guide.

Sample File

Below is a sample of a Client Information XML Import file.

```xml
<?xml version="1.0" encoding="UTF-8"?>
<File VersionNo="000001" FileType="ClientImport">
    <FileInfoGroup FileDateTime="20200827123500"/>
    <Clients NumberOfClients="2">
        <Client Action="New">
            <BasicInfo NonDetailIndicator="false" GLGroupKey="6" ClientTermKey="9" ClientCode="XMLClient123"
                ClientName="XMLClient1"/>
            <AdvancedInfo MasterClientKey="0" CommunicationPreference="0" SignedDate="" UCCNo="" UCCDate="" AllowWebAccess="true"
                IsMasterClient="0"/>
            <AddressInfo Email="rcurry@jackhenry.com" Fax="2053335555" Phone2="2051111111" Phone1="2055556767"
                TimeZoneKey="19" Country="United States" Zip="35115" State="AL" City="Birmingham" Addr2="" Addr1="123 Easy
                Str"/>
            <AnalysisInfo NAICS="123ABC" SICCode="ABC123" Regions="Alabama" ReferralSource="Broker"
                BusinessType="Corporation"/>
            <BankRelationships NumberOfBankRelationships="2">
                <BankRelationshipInfo Fax="" Zip="" State="" City="" Addr2="" Addr1="123 Street" InterSpecialInstructions=""
                    InterISOCountryCode="" InterSwiftCode="" InterBankAbaNo="" InterBankAccountNo="" InterBankName=""
                    WFCurrencyType="" PayByMethod="0" SwiftCode="" BankCode="" BankAbaNo="" BankAccountNo="" Phone=""
                    SpecialInstructions="" Contact="" ISOCoutryCode="US" BankName="BBVA" PayableTo="Me" AccountName="Account1"/>
                <BankRelationshipInfo Fax="" Zip="" State="" City="" Addr2="" Addr1="123 Street" InterSpecialInstructions=""
                    InterISOCountryCode="" InterSwiftCode="" InterBankAbaNo="" InterBankAccountNo="" InterBankName=""
                    WFCurrencyType="" PayByMethod="0" SwiftCode="" BankCode="" BankAbaNo="" BankAccountNo="" Phone=""
                    SpecialInstructions="" Contact="" ISOCoutryCode="US" BankName="Regions" PayableTo="Payee1"
                    AccountName="Account2"/>
            </BankRelationships>
            <BrokerRelationships NumberOfBrokerRelationships="1">
                <BrokerRelationShipInfo AmtOnFirstFunding="0.00" ManagementFee="false" Incremental="false" Tiered="false"
                    OverUnder="false" UnusedLine="false" Exception="false" Reimbursement="false" Minimum="false" Annual="false"
                    Transaction="false" Maintenance="false" Interest="false" PurchFeesTakenWhenPaid="false"
                    NoEarningsOnExtraDebtorFees="true" NoEarningsOnDueDayIncreases="true" NoEarningsOnClientFeeStmt="true"
                    CommissionsBasedOn="0" PaymentOnFirstBuy="100.00" UseStandardCommissionRate="true" EffectiveThru="20201231"
                    EffectiveFrom="20200101" BrokerKey="2"/>
                <BrokerRates NumberOfBrokerRates="1">
                    <BrokerRatesInfo Rate="12.50" ThruMonth="999"/>
                </BrokerRates>
            </BrokerRelationships>
            <CollectionsInfo NoNotices="false" NoStatement="false" AWPNoteWillExtendEligibility="3" NonStandardAgingColumns5="0"
                NonStandardAgingColumns4="0" NonStandardAgingColumns3="0" NonStandardAgingColumns2="0"
                NonStandardAgingColumns1="0" AgeToBeginCollections="0"/>
            <Contacts NumberOfContacts="1">
                <ContactInfo Email="" Fax="" Country="" Zip="" State="" City="" Addr2="" Addr1="" Phone="" Inactive="false"
                    Guarantor="false" ChangeRept="false" Notices="false" Attention="false" Authority="false" Cell="" Extension=""
                    Comments="" OwnershipPerc="0.00" Title="" LastName="C" FirstName="R"/>
            </Contacts>
            <ControlInfo NoReserveTransfers="false" CurrencyType="" AcctExec="" TaxCode="" Office=""/>
            <CreditNoBuyInfo StatementText="" NoReserveRelease="false" NoNewPurchases="false" PercOfBalance="0.00" Warning=""
                MaxIndivDebtor="100.00" TotalClientCreditLimit="10000.00" ClientCreditRating=""/>
            <DebtorChargesInfo DaysGrace="0" Method="0" FinanceChargeRate="0.00"/>
            <Documents NumberOfDocuments="1">
                <DocumentInfo CategoryKey="0" FileName="" Description=""/>
            </Documents>
            <EdiIdentifiers NumberOfEdiIdentifiers="1">
                <EdiIdentifierInfo InterchangeNo="ABCDEFG" Qualifier="12"/>
            </EdiIdentifiers>
            <FinancialStatements NumberOfFinancialStatements="1">
                <FinancialStatmentInfo BeforeTaxes="0.00" GrossProfit="0.00" Months="0" Notes="" TotalLiability="0.00"
                    CurrentLiability="0.00" NetProfitOrLoss="0.00" NetSales="0.00" NetWorth="0.00" TotalAssets="0.00" OtherAssets="0.00"
```

```xml
                    CurrentAssets="0.00" FinancialStmtDate=""/>
                </FinancialStatements>
                <FundingIstructionsInfo Notes="" FundingLimit="0.00"/>
            - <Groups NumberOfGroups="1">
                    <GroupInfo Value="" Code=""/>
                </Groups>
                <IdentityInfo DOT="" MotorCarrierNo="" DBDunsNo="" IncomingFax="" FederalTaxNo="" EdiInterchangeNo="" EdiQualifier=""
                    AlternateName=""/>
                <ImportRulesInfo AIMSType="1"/>
            - <Ineligibility>
                    <IneligibilityInfo OverDebtorLimit="false" NoDebtorLimit="false" PercOverMakesAll="0.00" OneInvoiceOverMakesAll="false"
                        ConcentrationLimit="0.00" IneligibleDays="0"/>
                - <IneligibilityTitles NumberOfIneligiblityTitles="1">
                        <IneligibilityTitleInfo Title="" Qualifier="" Notes="" Amount="0.00" EffectiveDate="20200101"/>
                    </IneligibilityTitles>
                </Ineligibility>
                <InsuranceInfo Amount="0.00" InsuredByKey="3" Expires="20200101"/>
                <InsurancePolicyInfo RequiresInsuranceCoverage="false"/>
                <InvoiceRulesInfo AbsoluteMaxInvAmt="0" MaxInvTerm="0" MaxWaivedNOAAmt="0.00" MaxBalanceNOA="0.00"
                    AuthorizationStaleAge="0" MaxInvoiceAge="0" MaxCreditProtection="0.00" NoCreditsAndDebitsOnSamePurch="false"
                    NoticeOfAssignmentRequired="false" DuplicatePORef="4" DuplicateInvoices="2"/>
                <LoadOrderProcessingInfo TotalPOAdvances="0.00" POAdvanceLimitPerc="0.00" AllowAdvancesOnPO="false" PurchaseOrder="2"
                    TotalLoadAdvances="0.00" AdvanceLimitPerc="0.00" AllowHaulerRef="false" IncludeInLoadProc="false"/>
                <MinimumCashReservesInfo IncludeMiscReserves="false" IncludeEscrowReserve="false" PerLargestDebtorBal="0.00"
                    PerAvailableCollateral="0.00" MinDollarAmt="0.00"/>
            - <MiscData NumberOfMiscData="1">
                    <MiscDataInfo Value="" Element=""/>
                </MiscData>
                <MiscInfo Note=""/>
                <Participation ParticipationRate="0.00" ParticipantType="0" ParticipantKey="2"/>
                <PaymentTermsInfo FactorRiskPerc="0.00" ClientRiskPerc="0.00" BankState="" MaxDataEntryWriteOff="0.00"
                    NoCashPosting="false" CollectionFeesOnNegativeInvs="false" AutoBulkChargeBack="true" NoCalcFeesOnFloat="false"
                    RebatesOnCollections="false"/>
                <PolicyExceptionInfo Notes=""/>
                <PurchaseApprovalInfo ConcentrationWarningPerc="0.00" ManagerPurchApprovalRuleKey="0" AcctExecApprovalRuleKey="0"/>
                <PurchaseInfo AllowAdditionShipInfo="false" OriginalInvRequired="false" NeverTransferData="false"
                    DataOnlyFromTransfer="false" ShowBankInfo="false" WatermarkOutgoingInvs="" DeliveryBy="" PurchaseDocument=""
                    ShowSignatureLines="1"/>
                <PurchaseTermInfo UseDebtorCodeNotClientCode="true" DSOAddOnDays="2" RecourseDays="0" NoRecourse="0"
                    DefaultDueDaysFrom="2" DefaultDueDays="2" ExpectedDilutionPerc="0.00" MinFeeInvoice="2.00"
                    DefaultEarlyPayDiscDays="0" DefaultEarlyPayDiscRate="0.00" CaptureDiscountsAtPurch="false"
                    AllowTradeDiscountTerms="false" DefaultIsNoAdvanceOnPurch="true" NoHoldReservesOnNegInv="false"
                    NoPurchaseFeeOnNegInv="false"/>
                <StatementTermsInfo Months="2" Notes="" GuaranteedAmt="0.00" GuaranteeType="1" StatementCloseDate="2"
                    VolumnRebateKey="0"/>
                <TerminationInfo Description="" TermDisputeKey="0" NonAccrualDate="20200101" TerminationDate="20200101"/>
                <Verification Instructions="" VerificationRatio="0.00" OnlyVerifyInvsOverAmt="2.00" PrePurchVerificationReq="false"/>
            - <ClientNotes NumberOfClientNotes="1">
                    <ClientNotesInfo Notes="" DebtorKey="2" NoteCatKey="1"/>
                </ClientNotes>
        </Client>
    - <Client Action="New">
            <BasicInfo NonDetailIndicator="false" GLGroupKey="6" ClientTermKey="9" ClientCode="XMLClient2"
                ClientName="XMLClient2"/>
            <AdvancedInfo MasterClientKey="0" CommunicationPreference="0" SignedDate="" UCCNo="" UCCDate="" AllowWebAccess="false"
                IsMasterClient="0"/>
            <AddressInfo Email="rcurry@jackhenry.com" Fax="" Phone2="" Phone1="205-911-0024" TimeZoneKey="19" Country="United
                States" Zip="35115" State="AL" City="Birmingham" Addr2="PO Box 781" Addr1="123 Easy St"/>


        </Client>
    </Clients>
</File>
```
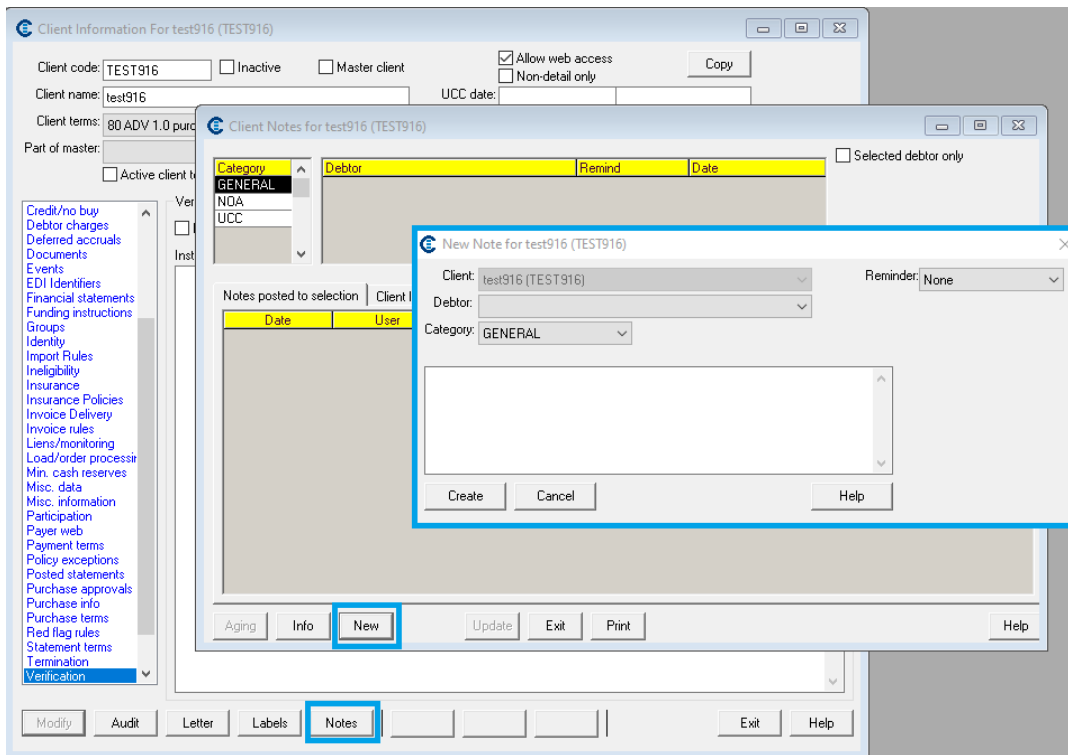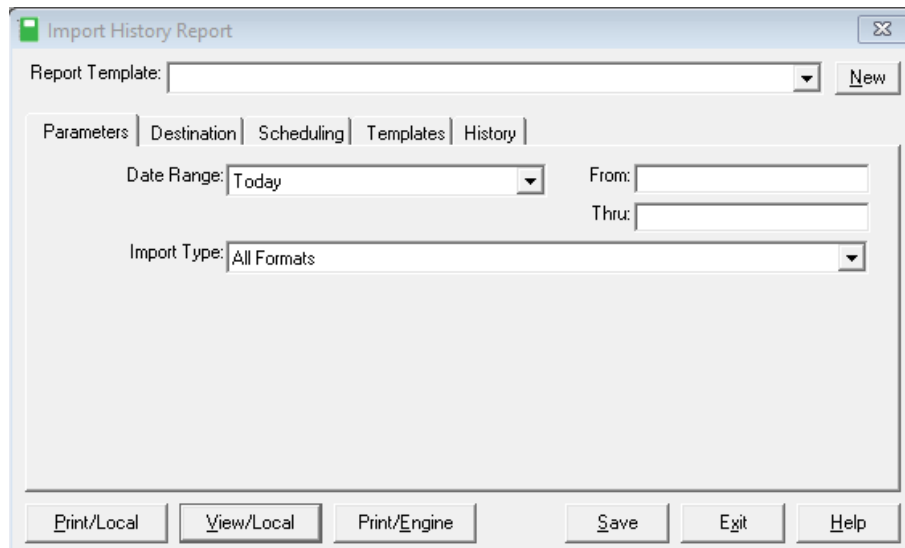
Client Information XML Import Reports

The following reports are for use with the Client Information XML Import Add-On module located in the Reports module.

Import History Report

The Import History Report shows the import history, as processed by the Engine, for your clients. You can choose the time frame for imports that you want to view in the report.

To view this report, on the **Audit Reports** menu, click **Import History Report**.

Field	Description
ReportTemplate	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	Definition
Date Range	Select the date to use for the report from the list:

Field	Definition
	- 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) 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. 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**.
Import Type	List of all Import Types available via the Engine: Folder Monitor Task. Select a specific Import Type for the Report.

Report Columns

The Import History Report contains the following information:

- **Drop Date** – The date and time when the import was initiated.

- **Call Time** – The date and time when the import started to run.

- **Done Time** – The date and time when the import was completed.

- **Status** – The status for the import.

- **Wrapper** – This field is for internal use only.

- **File** – The name of the file that was imported.

- **Location** – The location of the file that was imported. This is the location from which the file was imported, not the final destination for file(s) in the import.

- **Report Comments** – Lists the items imported into the system with descriptions about each.

Report Sample

*TEST** GAP No Insurance Financial Serv

January 1, 2019 Thru June 22, 2020

Drop Date	Call Time	Done Time	Status
04/15/2019 10:40:43:663	04/17/2019 09:56:50:647	04/17/2019 09:59:36:093	Successful

Wrapper: BBS.Biz.Imports.InvXml.Importer
File: HubTran_enhancements_test.zip   **Location:** \\BHM-FILES-01\QAALPHA_Share\TBNoIns_QAA\Imports\JSO

Report Comments: WARNING: Batch #1 has a BatchPayouts total value of 1500.0 but its actual invoice total is 1525.0. Import will continue.
1 invoices imported successfully.

BATCH: Hubtran (HUBTRAN), PostDate: 4/16/2019
Payout added for AcctName='Hubtran Operating ACCT' and Amount='1500.0'.
Imported 1 invoices and 58 images

INV Chris:
IMG backup_documents_11536494.pdf: 5 images imported
IMG backup_documents_23153320.pdf: 16 images imported
IMG backup_documents_23153321.pdf: 37 images imported
Imported successfully (PreCalcKey=605)
3 image files processed.
58 images imported.

Drop Date	Call Time	Done Time	Status
04/15/2019 01:00:53:553	04/15/2019 01:00:56:703	04/15/2019 01:02:37:233	Successful

Wrapper: BBS.Biz.Imports.InvXml.Importer
File: HubTran_enhancements_test.zip   **Location:** \\BHM-FILES-01\QAALPHA_Share\TBNoIns_QAA\Imports

Report Comments: 1 invoices imported successfully.

BATCH: Hubtran (HUBTRAN), PostDate: 2/28/2018
Payout added for AcctName='Hubtran Operating ACCT' and Amount='1500.0'.
Imported 1 invoices and 58 images

INV 22818-load1:
IMG backup_documents_11536494.pdf: 5 images imported
IMG backup_documents_23153320.pdf: 16 images imported
IMG backup_documents_23153321.pdf: 37 images imported
Imported successfully (PreCalcKey=71)
3 image files processed.
58 images imported.

Drop Date	Call Time	Done Time	Status
04/15/2019 02:26:00:857	04/15/2019 02:26:08:953	04/15/2019 02:26:09:780	Failed

Wrapper: BBS.Biz.Imports.InvXml.Importer
File: HubTran_enhancements_test (2).zip   **Location:** \\BHM-FILES-01\QAALPHA_Share\TBNoIns_QAA\Imports

Report Comments: IMPORT ERROR!

ERROR MESSAGES: The zip file must contain one xml file

Drop Date	Call Time	Done Time	Status
04/15/2019 02:31:01:343	04/15/2019 02:31:14:430	04/15/2019 02:31:15:257	Failed

Wrapper: BBS.Biz.Imports.InvXml.Importer
File: cadence.zip   **Location:** \\BHM-FILES-01\QAALPHA_Share\TBNoIns_QAA\Imports

Report Comments: IMPORT ERROR!

ERROR MESSAGES: The import file contains invalid XML, or does not conform to the schema. The 'Amount' element is invalid - The value '' is invalid according to its datatype 'http://www.w3.org/2001/XMLSchema:decimal' - The string '' is not a valid Decimal value. The string '' is not a valid Decimal value
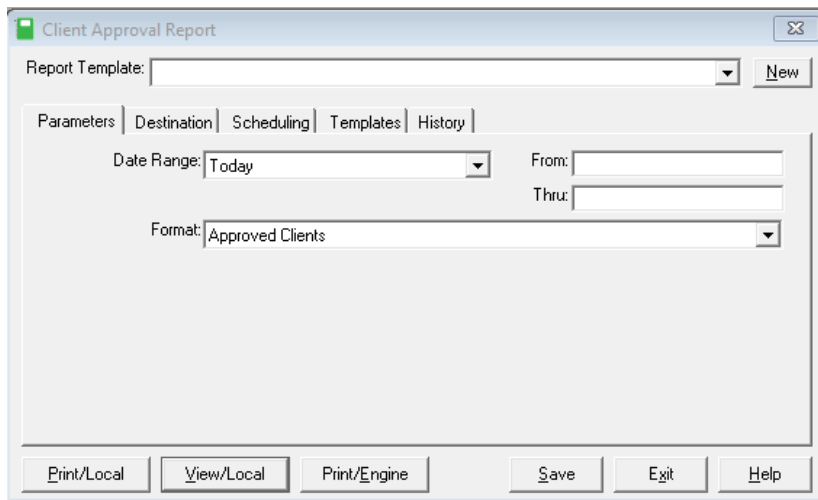
Security Roles

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

- **Security Roles** > **Reports** > **Audit Reports** > **Import History Report**

Client Approval Report

The Client Approval Report will provide a list of Approved and/or Unapproved Clients that the user can utilize to determine what Clients still need to be approved before use as well as what Clients have been Approved within a specified date range.

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

Report Parameters

Field	Description
Date Range	Select the date to use for the report from the list:

Field	Description
	• 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)
	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.
	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**.
Format	Select the report format to be printed.
	• **Approved** - List of approved clients with Create Date, User who Created, Approve Date, and User who Approved
	• **Unapproved** - List of unapproved clients with Create Date and User who Created
	• **Approved/Unapproved** - List of both approved and unapproved Clients. Approved clients and Unapproved clients appear on their own page in the report.

Report Samples

```
**TEST** Anna Hanks Testing **TEST**                          Client Approval Report
Approved Clients                                  January 1, 2020 Thru September 10, 2020
```

ClientName	Create Date	User Created	Approved Date	User Approved
3 Approval Client	8/6/2020	RASHONDRIA	9/9/2020	RASHONDRIA
annatest	8/7/2020	BBSADMIN	9/9/2020	BBSADMIN
Approval Client 1	8/6/2020	RASHONDRIA	9/9/2020	RASHONDRIA
bill hanks test	8/10/2020	BBSADMIN	9/9/2020	BBSADMIN
CliTest-1	8/10/2020	RASHONDRIA	9/9/2020	RASHONDRIA
jessie hanks test	8/10/2020	BBSADMIN	9/9/2020	BBSADMIN
Master Client	5/4/2015	MIKE	9/9/2020	BBSADMIN
test	4/16/2020	BBSADMIN	9/9/2020	BBSADMIN

```
**TEST** Anna Hanks Testing **TEST**                          Client Approval Report
Unapproved Clients                               January 1, 2020 Thru September 10, 2020
```

ClientName	Create Date	User Created
Day of Week (Monday) (To)	4/20/2020	BBSADMIN
Day of Week (Saturday) (To)	3/19/2020	BBSADMIN
Day of Week (Tuesday) (To)	3/18/2020	BBSADMIN
Day of Week (Wednesday) (To)	3/18/2020	BBSADMIN
day weekend from	4/25/2020	RAJYA
day weekend To	4/25/2020	RAJYA
Days to Hold Transfer Client (1) (To)	3/17/2020	BBSADMIN
Days to Hold Transfer Client (10) (To)	3/17/2020	BBSADMIN

Report Details

Column	Description
Client Name	Name of Client
Create Date	Displays date the Client was created.
User Created	Displays the User ID who created client.
Approved Date	If approved, displays the date the Client was approved.
User Approved	If approved, displays the User ID who approved the client.

Security Roles

To generate the Client Approval Report, the following Security Role needs to be set to **YES**:

- **Security Roles** > **Reports** > **Client** > **Print Client Approval Report**