FactorSoft™

• Release v4.7

Invoice Confirmation

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.

Table of Contents

Invoice Confirmation

The Invoice Confirmation module has been created to expand FactorSoft's post-purchase verification capabilities. Invoice Confirmation allows you to build a queue of invoices on the Invoice Confirmation Queue screen that can be worked in post-purchase verification that is a sample of the entire purchase batch of invoices for the client. You can set parameters to select invoices to be worked for each batch based on:

- a percentage of batch total
- a minimum dollar amount of the batch
- a percentage of the batches invoice count
- a minimum number of invoices
- a minimum number of debtors
- some combination of these parameters

These parameters are set at the client-level on the Client Information screen, and can be overridden at the relationship level on the Debtor aging screen.

The resulting queue displays on the Invoice Confirmation Queue screen.

> **TIP**
> To access the Invoice Confirmation Queue screen, select Office → Data Entry to display the Data Entry module. When this module is accessed, select Invoices → Confirmation.

Tools are provided on this screen to filter and search the queue. Selecting a client from the queue opens the Invoice Confirmation Detail screen, on which you can work individual invoices, choosing the verification contact and response code for each invoice. If Delivery Services are enabled, invoices may be automatically verified based on shipper response on the associated tracking number.

Invoice Confirmation Setup

To use Invoice Confirmation, you must first activate the module and then set up the Client-level parameters for the building of post-purchase verification queues, as described following.

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

Invoice Confirmation Parameters

The parameters that determine the invoices selected from a batch for verification are set at the client-level on the Client information screen. Parameters can be overridden at the relationship-level on the Debtor Aging screen, if this is required.

Invoice Confirmation Messages Setup

The confirmation responses that determine a positive or negative confirmation must be set up in the Tables module. Access the Verification/Collection Messages Table from the Data Entry Menu, and define the required responses with a **Message Type** of **Invoice Confirmation Messages**. See the FactorSoft Help Topic for the Verification/Collections Messages Table or the Tables chapter in the FactorSoft Administrator's Guide for details.

System Preferences

The following System Preferences must be set in the **Data entry behavior**, **Invoice Confirmation** folder:

Preference	Description
Complete on/after default days	Enter the number of days prior to the current date to set as the default number of days allowed for the confirmation batch to be completed.
Include inactive clients in client selection	Set to **True** to include inactive clients when requesting reports.
Report days are business days	Set to **True** to indicate reported days are to be in business days instead of calendar days.
Time to complete confirmation batch	Enter the number of days after the post purchase verification date when the confirmation batch is due.

Security Roles

The following Security Roles must be set in the **Data entry**, **Invoice Confirmation** folder:

Preference	Description
Add invoice to open	Enter the number of days prior to the current date to set as the default number

Preference	Description
batch	of days allowed for the confirmation batch to be completed.
Add invoice to closed batch	Set to **True** to include inactive clients when requesting reports.
Allow acknow-ledgment	Set to **True** to indicate reported days are to be in business days instead of cal-endar days.
Allow failure veri-fication	Enter the number of days after the post purchase verification date when the confirmation batch is due.

The following Security Roles must be set in the **Client information**, **Invoice Confirmation** folder:

Preference	Description
Update invoice con-firmation panel	Enter whether employees have the ability to modify entries on the Invoice Con-firmation panel on the Client Information screen.
View invoice con-firmation panel	Enter whether employee can access the Invoice Confirmation panel on the Cli-ent Information screen.

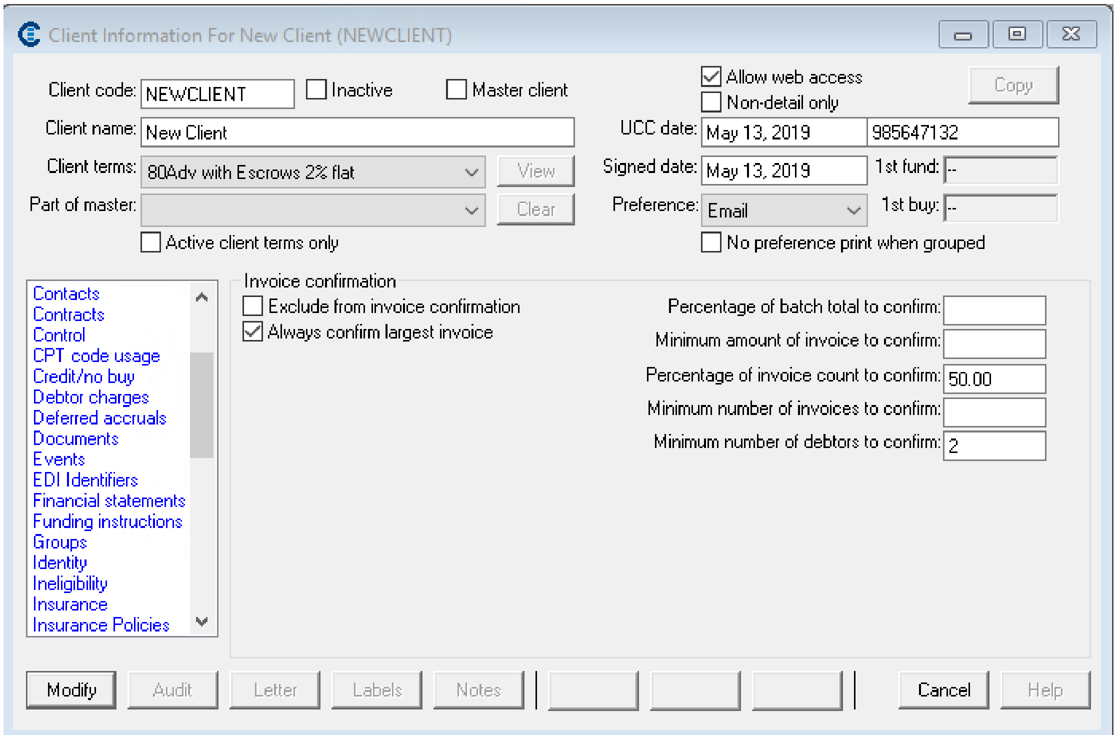
The following Security Roles must be set in the **Debtor information**, **View** folder:

Preference	Description
Invoice Confirmation	Enter whether employees can access the Invoice Confirmation panel on the Debtor Information screen.

Client Information – Invoice Confirmation Panel

The Invoice Confirmation panel is used to set the Invoice Confirmation parameters for a client.

To set the Invoice Confirmation parameters for a client, select the client from the Client List, open the Cli-ent Information screen, and select the Invoice Confirmation panel, as shown below. Note that the para-meters can be used individually or in combination to define the queuing rules for invoice confirmation.



Field	Description
Exclude from Invoice Confirmation	Select this option to exclude the client from Invoice confirmation queuing.
Always confirm largest invoice	Select this invoice to always include the largest invoice in a batch for this client in the Invoice Confirmation queue.
Percentage of batch total to confirm	Enter the percentage (as a whole number) of the batch total amount to be queued for Invoice Confirmation. For example, if 50.00 is entered in this field, and the batch total is $1000.00, Invoice Confirmation will queue invoices totaling at least $500.00.
Minimum amount of invoices to confirm	Enter the minimum dollar amount of invoices to be queued for Invoice Confirmation.
Percentage of invoice count to confirm	Enter the percentage (as a whole number) of the total number of invoices to be queued for Invoice Confirmation. For instance, if 50.00 is entered in this field, and there are 10 invoices in the batch, five invoices will be selected for Invoice Confirmation.
Minimum number of invoices to confirm	Enter the minimum number of invoices in a batch to be queued for Invoice Confirmation. This is an absolute minimum, as compared to the relative minimum that can be defined in Percentage of invoice count. If there are fewer invoices in

Field	Description
	the batch than this number, the whole batch will qualify.
Minimum number of debtors to confirm	Enter the minimum number of debtor's invoices to be queued for invoice confirmation. This is an absolute minimum. If there are fewer debtors represented in the batch than this number, the whole batch will qualify.

Debtor Aging - Confirmation Tab

This tab of the Debtor Aging screen is used to override the client-level Invoice Confirmation queuing parameters at the client/debtor relationship-level. This tab is only present if Invoice Confirmation is activated in your implementation of FactorSoft.

> **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

Relationship Override

You can override the client-level Invoice Confirmation queuing parameters at the client/debtor relationship-level. Select the Confirmation tab on the Debtor Aging screen for the relationship to set the relationship-level parameters, as shown below:

Field	Description
Exclude from invoice confirmation	Select this option to exclude the client/debtor relationship from Invoice Confirmation queuing.
Percentage of batch	Enter the percentage (as a whole number) of the batch total amount to be

Field	Description
total to confirm	queued for Invoice Confirmation. For example, if 50.00 is entered in this field, and the batch total is $1000.00, Invoice Confirmation will queue invoices totaling at least $500.00.
Percentage of invoice count to confirm	Enter the percentage (as a whole number) of the total number of invoices to be queued for Invoice Confirmation. For instance, if 50.00 is entered in this field, and there are 10 invoices in the batch, five invoices will be selected for Invoice Confirmation.
Minimum amount of invoices to confirm	Enter the minimum dollar amount of invoices to be queued for Invoice Confirmation.

Using Invoice Confirmation

Invoice Confirmation is used for post-purchase verification of invoices. Once the Invoice Confirmation parameters are set on a client, and a batch of invoices is purchased (data entered or imported, approved , and purchased), the batch appears as a line-item in the Invoice Confirmation Queue screen. You can also build Invoice Confirmation samples from borrower submissions imported via Tracked A/R.

> **TIP**
> To access the Invoice Confirmation Queue screen, select Office → Data Entry to display the Data Entry module. When this module is accessed, select Invoices → Confirmation.

Full descriptions of the Invoice Confirmation Queue and Invoice Confirmation Detail screens follow these instructions:

To verify invoices using the Invoice Confirmation:

1. Select the batch or invoice from the Invoice Confirmation Queue screen.
2. Click the **View** button.

   The Invoice Confirmation Detail screen appears.
3. Select the invoices for which you want to record verification contact results in the invoices grid.

   To select nonadjacent invoices in the grid, click the invoice record selector, and then hold down the CTRL key and click each additional invoice.

   To select adjacent invoices in the grid, click the first invoice record selector in the sequence, and then hold down the SHIFT key and click the last invoice record selector.

   > **NOTE**
   > Selected invoices appear in blue in the grid.
4. Use the Invoice Confirmation Detail screen tabs to record verification contact details.
5. To complete verification for selected invoices, complete the Response tab.

   > **NOTE**
   > To negatively confirm an invoice, you must select a negative response and **Update** on the Response tab. The **Status** will be updated to **Need failure note**. On the History tab, click the **Post Failure Note** button, enter an explanatory note on the Enter Failure Verification Note screen, and save the note to update the invoice to **Verified-Unsuccessful**.

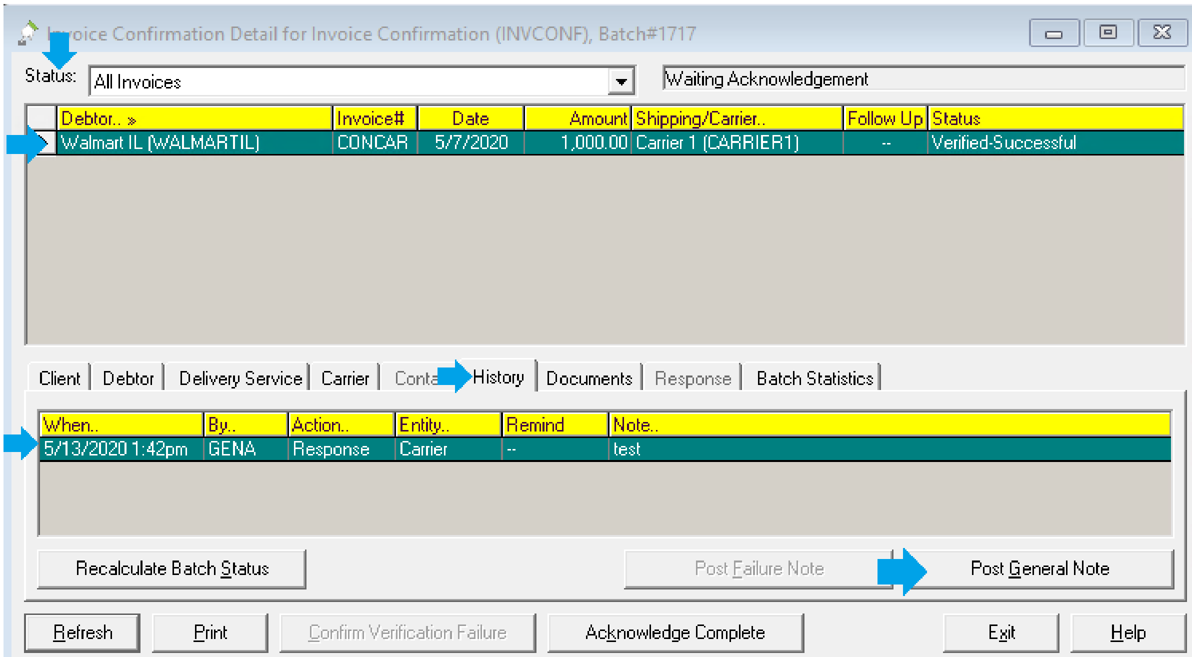
   When all invoices have had a response set in the Invoice confirmation Detail screen, the batch moves into the appropriate status. You can use the Status filter on the Invoice Confirmation Queue screen to show or hide batches with specific verification statuses in the grid.
6. Once the status is Verified Successful, click the Acknowledge Complete button to complete the invoice.

Reopening a Verified Invoice

You can reopen an invoice that was previously verified and restore it to a status Needs Verification. This feature might be used if, for instance, a "confirmed - unsuccessful" invoice was reevaluated at a later date, and you wished to successfully verify that invoice.

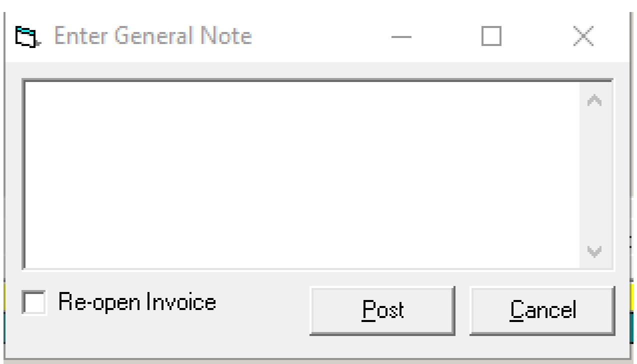
To re-open a confirmed invoice:

1. Open the Invoice Confirmation Detail screen for the entity.
2. Select All Invoices in the Status field to display confirmed invoices.
3. Select the confirmed invoice that you want to reopen.
4. Select the History Tab.
5. Select the history line-item for the confirmed invoice that you want to reopen.



6. Click **Post General Note.**

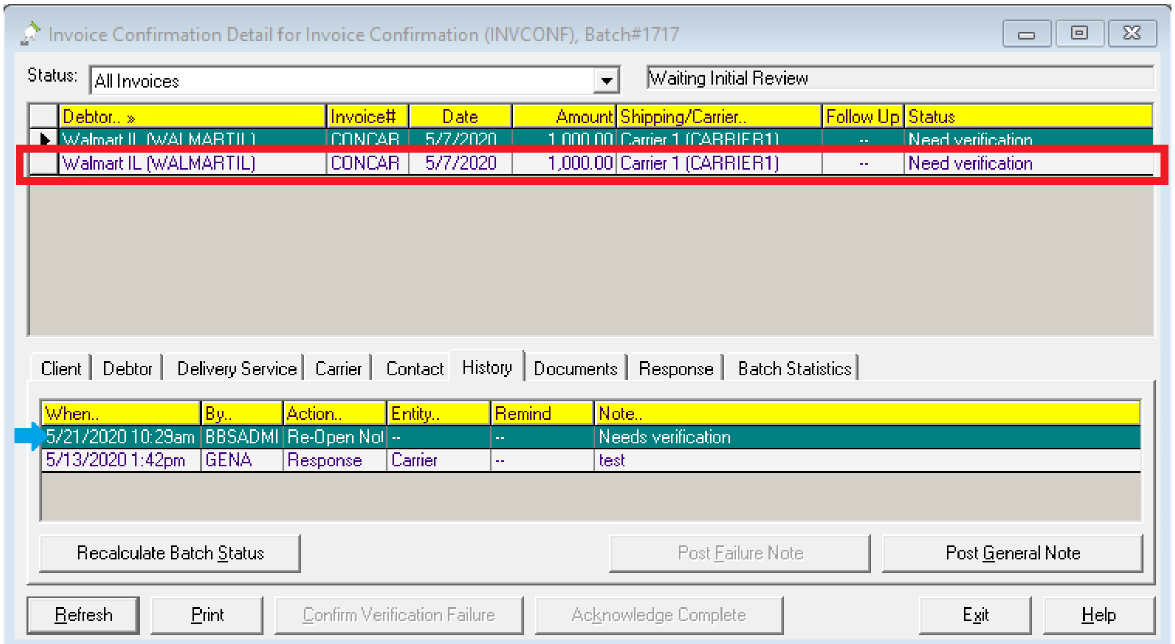
   The Open General Note screen appears.



7. Enter a descriptive note for the invoice.
8. Select **Re-open Invoice**.

9. Click **Post**.

   The Invoice is reinstated to a status of **Need verification**, allowing a new confirmation to be performed, as shown below.



Invoices

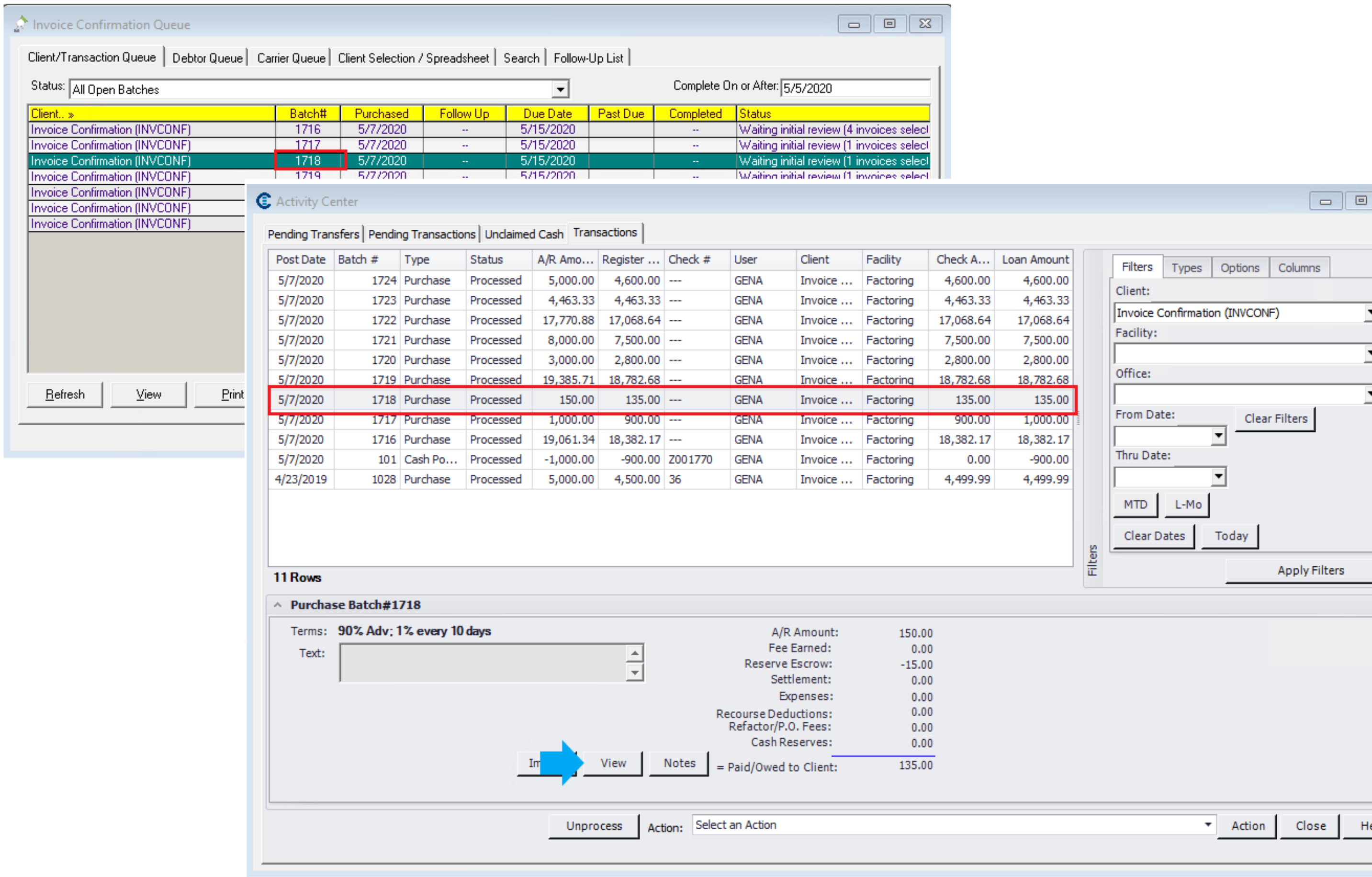
The Invoices screen displays each invoice in a purchase batch as a line item. This screen is accessed from the Transactions screen by selecting a purchase batch from the Transactions screen grid and then clicking **View**.

Manually Selecting Invoices

You can manually add invoices to post purchase verification queues that were not selected when the queue was automatically built. To do this:

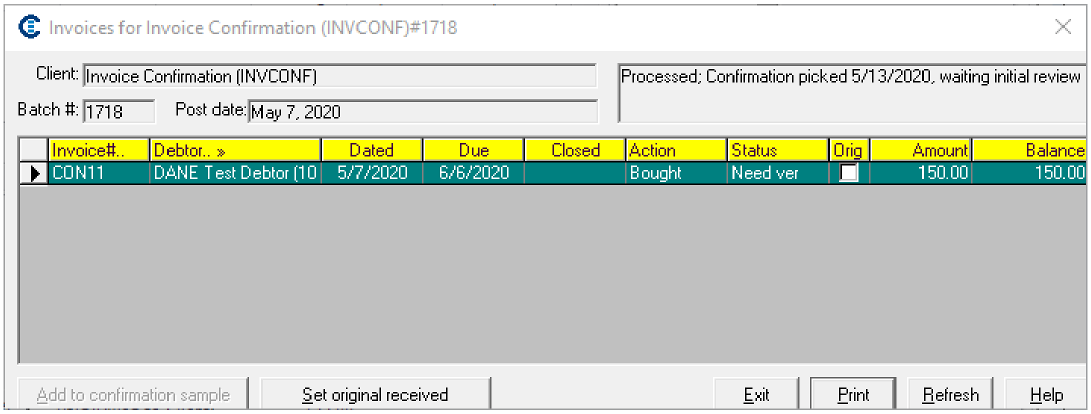
1. In the Invoice Confirmation Queue, note the invoice **Batch#** of the batch.
2. In the Client List, select the client.
3. In the Functions tab, select **Client Transactions**.

   The Activity Center screen opens. Navigate to the Transactions tab.
4. Select Purchases (and any other relevant filtering criteria) and click Apply Filters.
5. Find and the Batch # for the batch you noted from the Invoice Confirmation Queue screen.



6. Click **View**.

   The Invoices screen opens for the batch.



Field	Description
Client	Displays the client name and code of the selected client.
Batch #	Displays the invoice batch number of the batch selected.
Post date	Displays the transaction posting date of the selected purchase batch.
(Batch status)	Displays batch and/or Invoice Confirmation (if applicable) for the selected batch.
(Grid)	Lists each invoice in the selected batch with the following data columns: • **Invoice #**: the invoice number • **Debtor**: the debtor name and code to which the invoice is written • **Dated**: the invoice date • **Due**: the invoice due date • **Closed**: the invoice closed date • **Action**: Pending or Bought • **Status**: the Invoice Confirmation status • **Amount**: the original invoice amount • **Balance**: the current invoice balance
Add to confirmation sample	Select an invoice not included in the Invoice Confirmation sample and click this button to include the invoice in the post purchase verification queue.

Field	Description
Set Original Received	Select this option to indicate that the images associated with this invoice is the original for that invoice. When all invoices in a batch have an image attached with the Original flag updated, the originals received indicator on the Purchase/Schedule Batch screen is automatically updated.
Exit	Click this button to close the screen.
Print	Click this button to generate a list of the invoices in the batch with the same information presented in the grid. The report is generated in the Report Viewer preview screen, from which it can be printed to a local or network printer or exported in a variety of formats.
Refresh	Click this button to update the information in the grid.

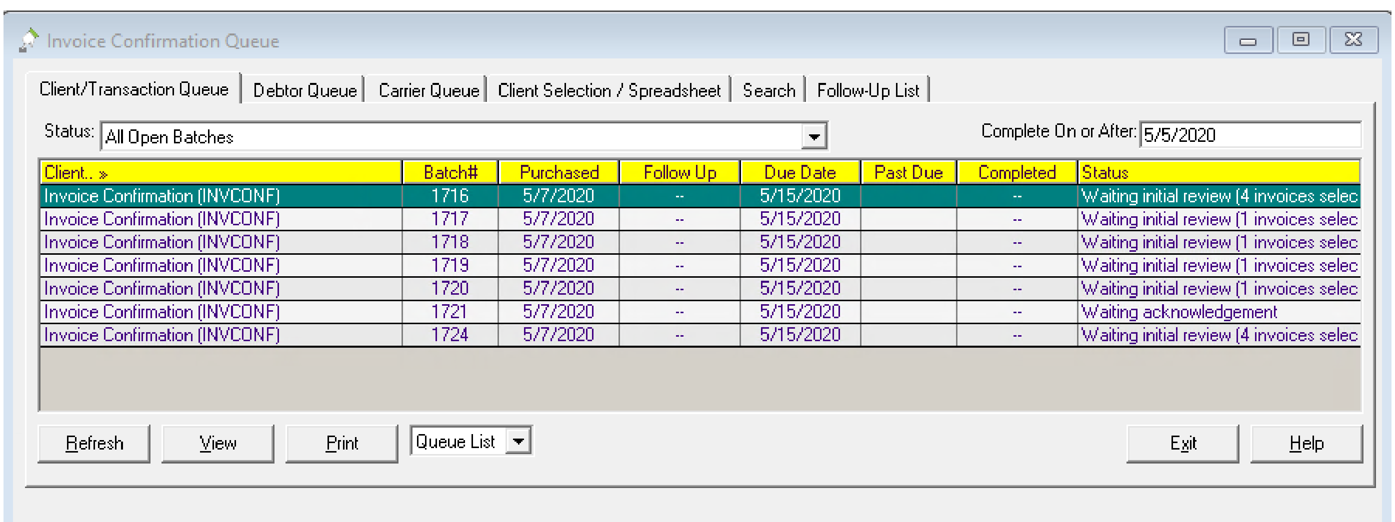
7. Select an invoice not included in the Invoice Confirmation sample (the **Status** column will be blank).

8. Click **Add to confirmation sample**.

   The Status is updated to **Need ver**.

Invoice Confirmation Queue

The Invoice Confirmation Queue screen displays each client purchase batch with invoices that were selected by the Invoice Confirmation parameters for post-purchase verification as a line item. Use this screen to select client batches to be worked for post-purchase verification on the Invoice Confirmation Queue screen.



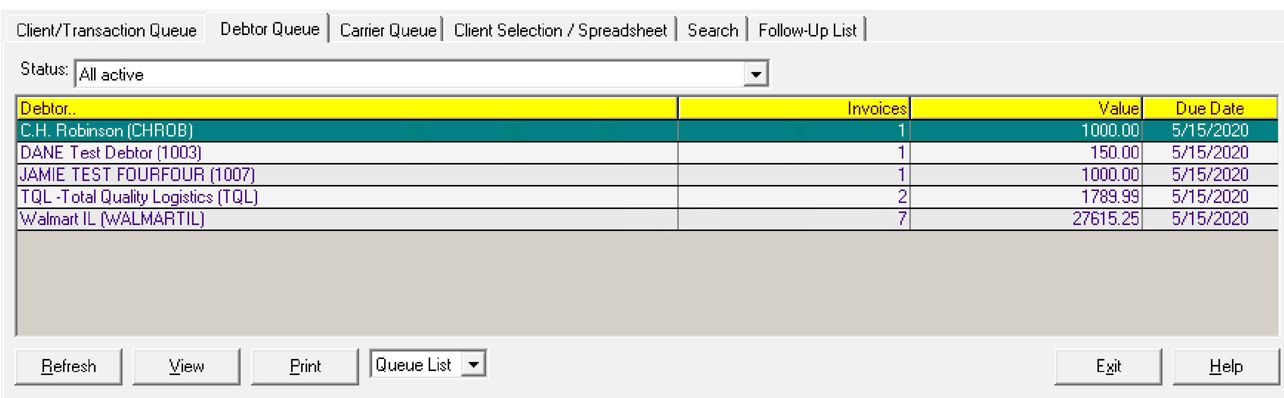
Queue Tab

Field	Description
Status	Select the invoice confirmation queue status from the list by which to filter the queue: • **All Open Batches** • **Waiting Initial Review** • **In Process** • **Waiting Failure Verification** • **Waiting Acknowledgment** • **All Complete** • **Complete, No Invoices** • **Complete, Successful** • **Complete, Unsuccessful**
Complete On or After	Enter the lowest completed date for batches to be displayed in grid. This field only applies when one of the Completed statuses is selected in the Status field.
Grid	Displays each client purchase batch with invoices requiring post-purchase verification as a line item with the following data: • **Client**: Client name and number • **Batch#**: FactorSoft assigned purchase batch number • **Purchased**: Purchase date • **Follow Up**: Call Back date set on invoices Waiting status batches • **Due Date**: Invoice due date • **Past due**: Days past due • **Completed**: Verification completed date • **Status**: Verification status
Refresh	Click this button to update the information in the grid of the Invoice Con-

Field	Description
	firmation Detail screen
View	Select a line-item and click this button to open the Invoice Confirmation Detail screen for the batch.
Print	Click this button to generate the report selected in the adjacent field.
(Report Option)	Select the report to generate: • **Queue List**: Generates the Client Invoice Confirmation Queue report, which summarizes each invoice batch in the queue. • **Detail List**: Generates the Client Invoice Confirmation Detail report, which lists each batch with invoice detail.
Exit	Click this button to close the screen.

Debtor Queue Tab

The Invoice Confirmation Debtor Queue tab displays the invoices to be confirmed by debtor instead of client purchase batch. Use this tab to select invoices to be worked for post-purchase verification on the Invoice Confirmation Queue screen.

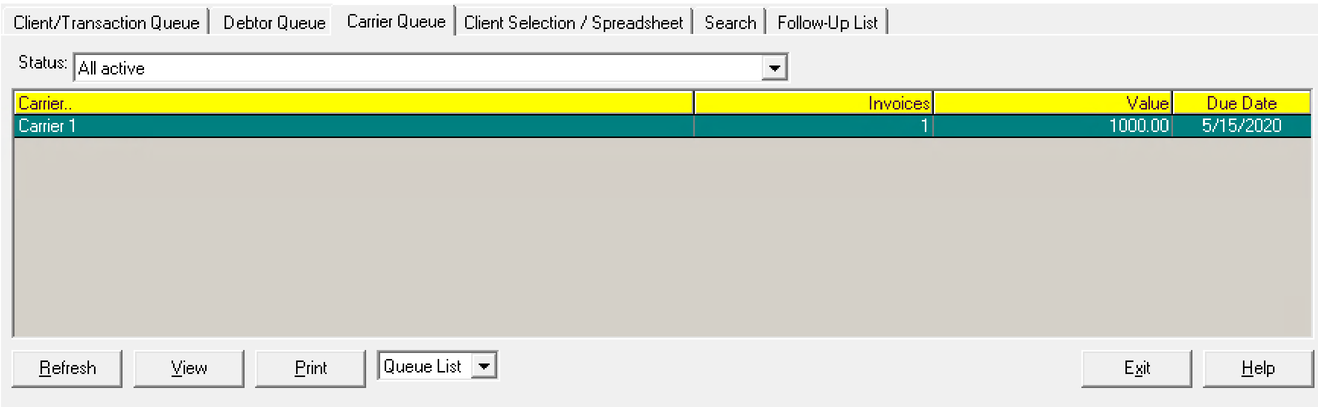


Field	Description
Status	Select the debtor confirmation queue status from the list by which to filter the queue:

Field	Description
	• **All Active** • **Need To Call** • **Need Verification** • **Waiting Call Back** • **Waiting Auto Verification** • **Need to Check Web Again** • **Verified** • **Verified-Successful** • **Verified-Failure**
Grid	Displays each debtor with invoices requiring post-purchase verification as a line item with the following data: • **Debtor**: Debtor name and ID • **Invoices**: Number of invoices queued for post-purchase verification for the debtor • **Value**: Total dollar value of invoices queued for post-purchase verification for the debtor • **Due Date**: Invoice due date
Refresh	Click this button to update the information in the grid of the Debtor Queue.
View	Select a line-item and click this button to open the Invoice Confirmation Detail screen for the invoice.
Print	Click this button to generate the report selected in the adjacent field.
(Report Option)	Select the report to generate: • **Queue List**: Generates the Debtor Invoice Confirmation Queue report, which summarizes each debtor's invoice count and amount in the queue. • **Detail List**: Generates the Debtor Invoice Confirmation Detail report, which lists each debtor in the queue with invoice detail.
Exit	Click this button to close the screen.

Carrier Queue Tab

The Invoice Confirmation Carrier Queue tab displays the invoices to be confirmed by carrier instead of client purchase batch. Use this tab to select invoices to be worked for post-purchase verification on the Invoice Confirmation Queue screen.

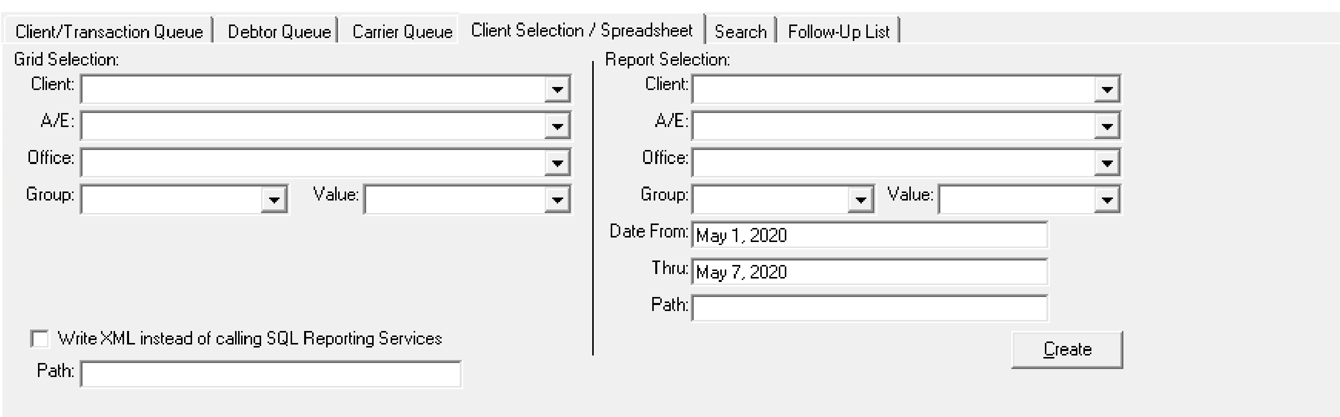


Field	Description
Status	Select the debtor confirmation queue status from the list by which to filter the queue: • **All Active** • **Need To Call** • **Need Verification** • **Waiting Call Back** • **Waiting Auto Verification** • **Verified** • **Verified-Successful** • **Verified-Failure**
Grid	Displays each debtor with invoices requiring post-purchase verification as a line item with the following data:

Field	Description
	• **Debtor**: Debtor name and ID • **Invoices**: Number of invoices queued for post-purchase verification for the debtor • **Value**: Total dollar value of invoices queued for post-purchase verification for the debtor • **Due Date**: Invoice due date
Refresh	Click this button to update the information in the grid of the Debtor Queue.
View	Select a line-item and click this button to open the Invoice Confirmation Detail screen for the invoice.
Print	Click this button to generate the report selected in the adjacent field.
(Report Option)	Select the report to generate: • **Queue List**: Generates the Debtor Invoice Confirmation Queue report, which summarizes each debtor's invoice count and amount in the queue. • **Detail List**: Generates the Debtor Invoice Confirmation Detail report, which lists each debtor in the queue with invoice detail.
Exit	Click this button to close the screen.

Client Selection/Spreadsheet Tab

Use the Client Selection tab to limit the results in the Queue tab's grid by client, AE, Office and/or Group, and to create a formatted Microsoft Excel spreadsheet output of the invoice confirmation queue for the selected criteria.

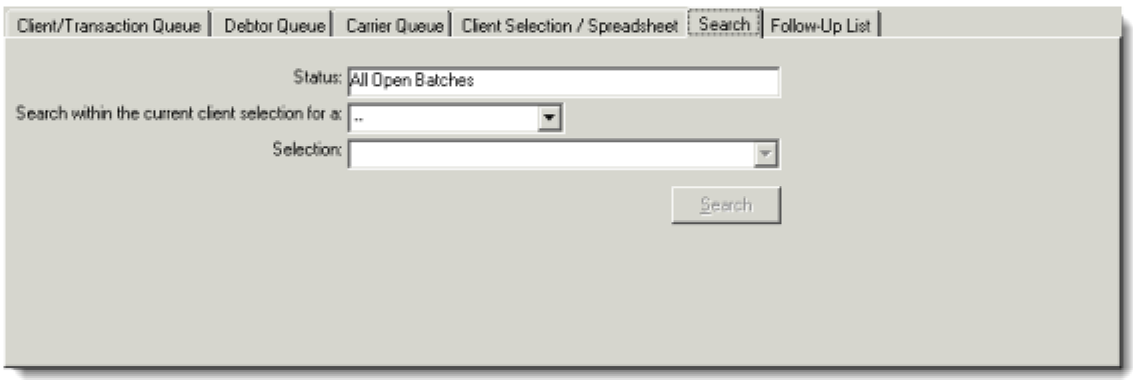


Field	Description
Grid Selection	
Client	Select the client to which to limit the grid results from the list Inactive clients are excluded, unless System Preference **Data entry behavior**, **Invoice confirmation**, **Include inactive clients in client selection** is set to **True**.
A/E	Select the account executive to which to limit the grid results from the list.
Office	Select the office to which to limit the gird results from the list. Offices are defined in the Office Table.
Group	Select the client group to which to limit the grid results from the list. Client Groups are defined in the Client Group Code Table.
Value	Select the client group value to which to limit the grid results from the list. Cli-ent Group Values are defined in the Client Group Code Table.
Write XML instead of calling SQL Reporting Services	Select this option to produce an XML output file instead of printed output for the selected parameters.
Path	Enter the fully qualified path to the folder in which the Invoice Confirmation Queue or Invoice Confirmation Detail report XML file will be written.
Report Selection	
Client	Select the client to which to limit the grid results from the list. Inactive clients are excluded, unless System Preference **Data entry behavior, Invoice confirmation**, **Include inactive clients in client selection** is set to **True**.
A/E	Select the account executive to which to limit the grid results from the list.
Office	Select the office to which to limit the gird results from the list. Offices are defined in the Office Table.
Group	Select the client group to which to limit the grid results from the list. Client Groups are defined in the Client Group Code Table.
Value	Select the client group value to which to limit the grid results from the list. Cli-ent Group Values are defined in the Client Group Code Table.

Field	Description
Date From	Enter the beginning date of the date range for the spreadsheet.
Thru	Enter the ending date of the date range for the spreadsheet.
Path	Enter the path and folder name where completed Excel spreadsheets are saved.
Create	Click this button to create the Excel spreadsheet in the specified directory. The naming convention is **IvvConf_YYYYYMMDD_HHMMSSSS.xlsx**.

Search Tab

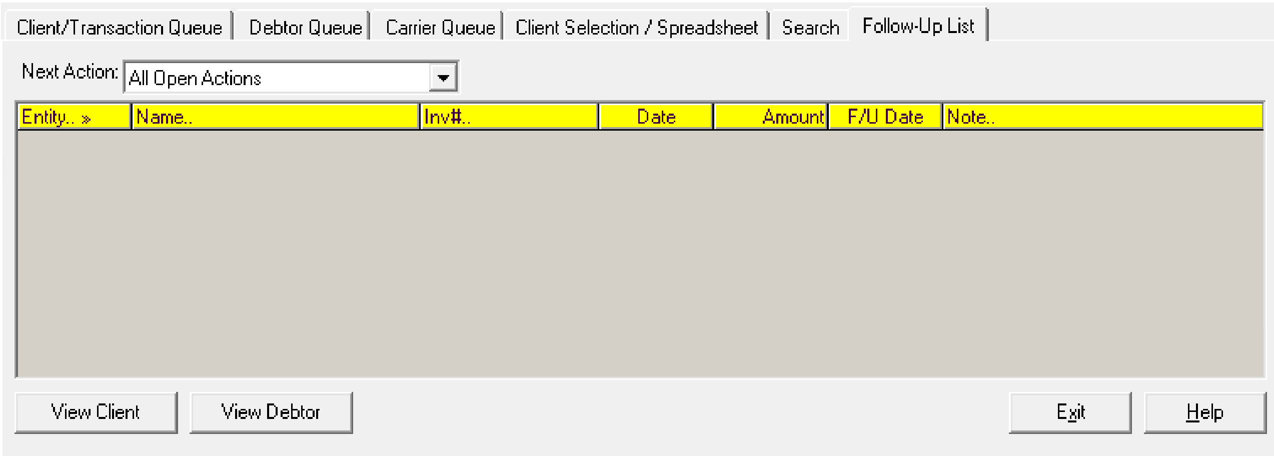
Use the Search tab to limit the results in the Queue tab's grid to batches containing a specific debtor, carrier, or invoice.



Field	Description
Status	Displays the invoice confirmation queue status to search. This field displays the **Status** selected on the Client/Transaction Queue.
Search within the current client selection for	Select the search category: • **Debtor** • **Carrier** • **Invoice**
Selection	From the list, select the debtor, carrier, or invoice for which to search in the Invoice confirmation Queue.
Search	Click this button to execute the search and return to the Queue tab with the line item(s) in which the search target was found.

Follow-Up List Tab

The Follow-Up List tab lists invoices on which a follow-up was set from the Contact tab of the Invoice Confirmation Detail screen.



Field	Description
Next Action	Select the invoice confirmation queue status from the list by which to filter the queue: • **All Open Batches** • **Need Information From** • **Waiting Call Back From** • **Tried to Call, Left Message** • **Tried to Call, Did Not Connect** • **Waiting Response to Email** • **Waiting Response to Fax** • **Need to Check Web Site Again**
Grid	Displays each follow up item as a line item with the following data:

Field	Description
	• **Entity**: Indicates the entity on which the follow-up was set • **Name**: the entity name (client name) • **Inv#**: the invoice number • **Date**: the invoice date • **Amount**: the invoice amount • **F/U Date**: Days past due • **Note**: Displays the follow-up note, if available
View Client	Click this button to open the Client Information screen for the client associated with the invoice.
View Debtor	Click this button to open the Debtor Information screen for the debtor associated with the invoice.
Print	Click this button to generate the report selected in the adjacent field.
(Report Option)	Select the report to generate: • **Queue List**: Generates the Client Invoice Confirmation Queue report, which summarizes each invoice batch in the queue. • **Detail List**: Generates the Client Invoice Confirmation Detail report, which lists each batch with invoice detail.
Exit	Click this button to close the screen.

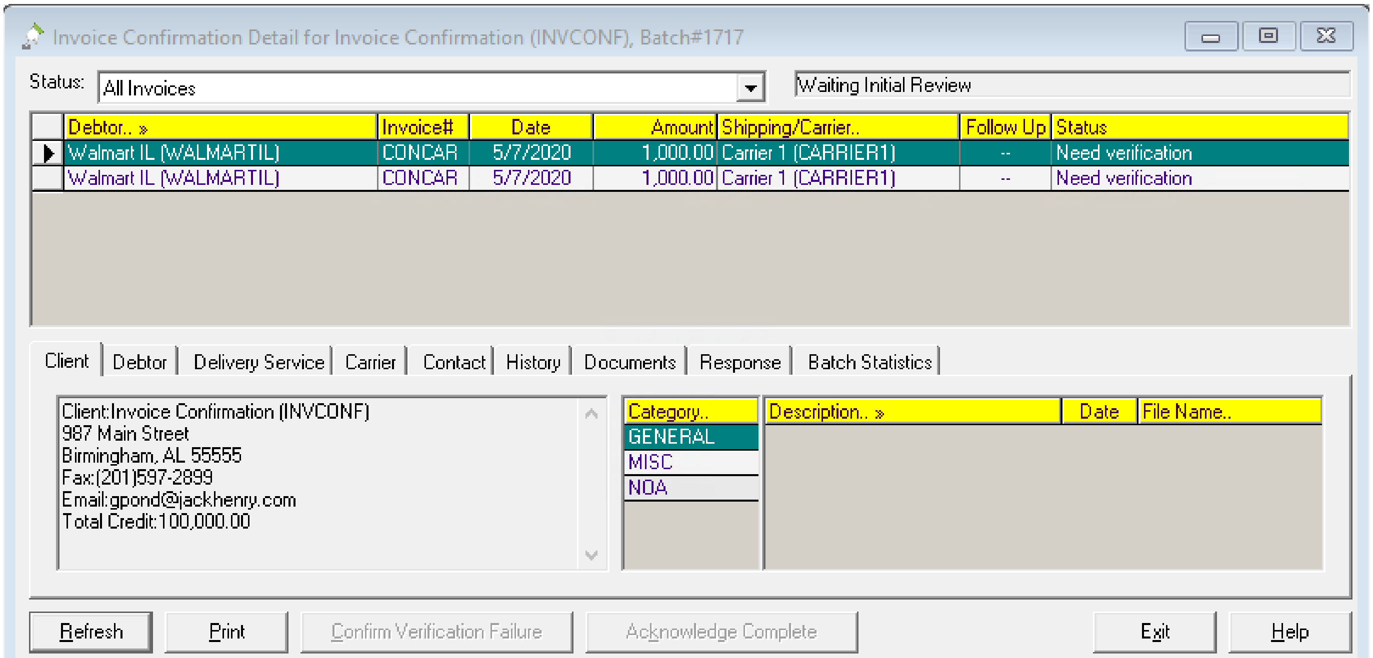
System Preference Settings

The following system preferences for this report are found in the Administration module, System Preferences, **Data entry behavior**, **Invoice confirmation** folder.

Preference	Description
Report days are business days	Set to **True** to calculate the Date Completed by Analyst date in the Invoice Confirmation Detail Spreadsheet by business days instead of calendar days.

Invoice Confirmation Detail

The Invoice Confirmation Detail screen is accessed by selecting a batch on the Invoice Confirmation Queue screen and displays a grid of the invoices selected for post purchase verification for the batch. Use this screen to record verification details and set a verification response for each invoice.

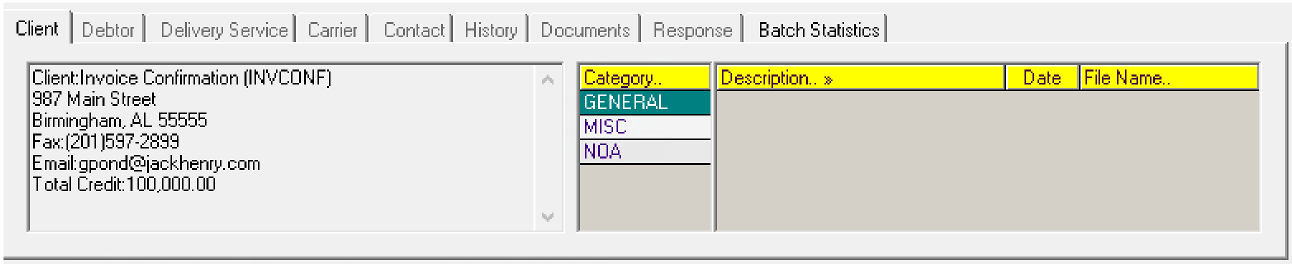


Field	Description
Status	Select the invoice status from the list by which to filter the queue: • **All Invoices** • **All open Invoices** • **Call Pending** • **Waiting Call Back** • **Need Verification** • **Waiting Auto Verification** • **Waiting Auto Ver Decision** • **Call Client** • **Call Debtor**

Field	Description
Status *(continued)*	• **Call Carrier** • **Waiting Client Call Back** • **Waiting Carrier Call Back** • **All Verified** • **Verified Successfully** • **Need Failure Notes** • **Failed Verification**
(Batch Status)	Displays the current batch status.
(Grid)	Displays each invoice selected from the batch for verification as a line item with the following data: • **Debtor**: Debtor name and number • **Invoice#**: Invoice number • **Date**: Invoice date • **Amount**: Total invoice amount • **Shipping/Carrier**: shipper tracking number or carrier name • **Follow Up**: Call Back date set on invoice • **Status**: Verification status
Refresh	Click this button to update the items in the Invoice Confirmation Detail grid.
Print	Future Use
Confirm Verification Failure	Future Use
Acknowledgment Complete	Future Use
Exit	Click this button to close the screen.

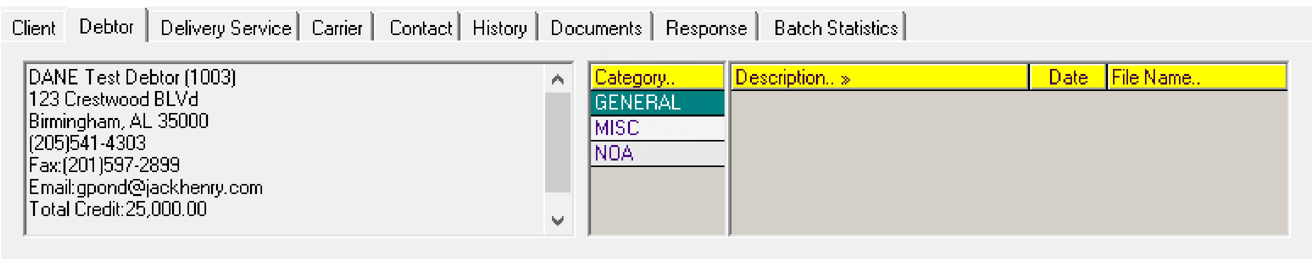
Client Tab

The left hand side of the panel displays client contact information. The right hand side displays documents attached to the client record by document category.



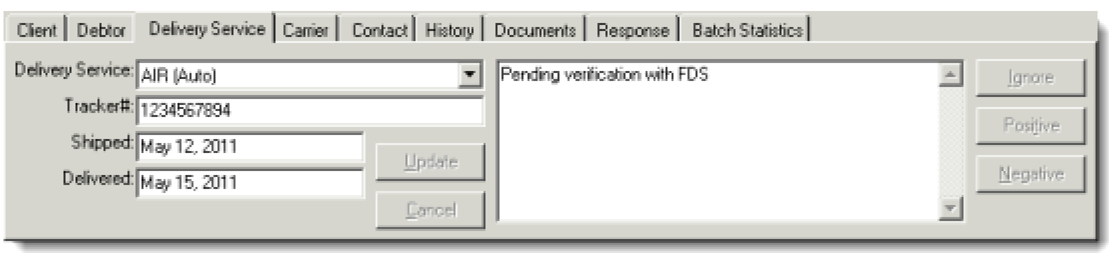
Debtor Tab

The left hand side of the panel displays debtor credit and limits information. The right hand side displays documents attached to the debtor record by document category.



Delivery Service

Use this tab to record delivery service information. Those services marked "(auto)" are enabled for auto verification through Delivery Verification, if active.

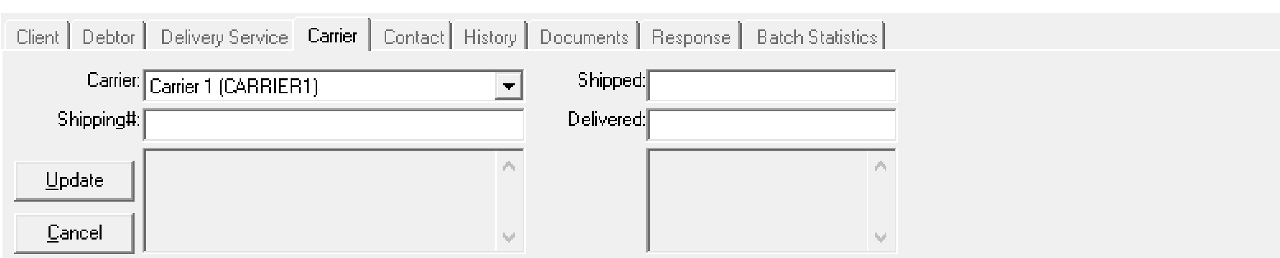


Field	Description
Delivery Service	Select the delivery service responsible for delivering the invoiced goods. Entries marked "(auto)" are enabled for automatic verification through Delivery Verification, if active. The Delivery Service may be removed at any point up to the verification being

Field	Description
	completed. To remove a delivery service from a debtor invoice, highlight the **Delivery Service** field on the Delivery Service tab of the Invoice Confirmation Detail screen, press the **Delete** key on the computer keyboard, and then click the **Update** button. Removing the Delivery Service returns the Status for the invoice to **Need verification**.
Tracker #	Enter the shipper tracking number.
Shipped	Displays the date shipped returned from the Delivery Service.
Delivered	Enter the date delivered returned from the Delivery Service.
Update	Saves the delivery service information. If a delivery service marked "(auto)" is selected and Delivery Verification is active, clicking this button submits the shipper/tracking number for delivery verification.
Cancel	Click this button to clear the Delivery Service tab fields without saving.
(Delivery Status)	Displays the text of the shipper's delivery verification messages. This field only appears if Delivery Verification is enabled.
Ignore	Click this button to keep the invoice in **Need verification** status based on the Delivery Service status.
Positive	Click this button to set the invoice in **Verified-successful** status based on the Delivery Service status.
Negative	Click this button to set the invoice in **Verified-unsuccessful** status based on the Delivery Service status.

Carrier Tab

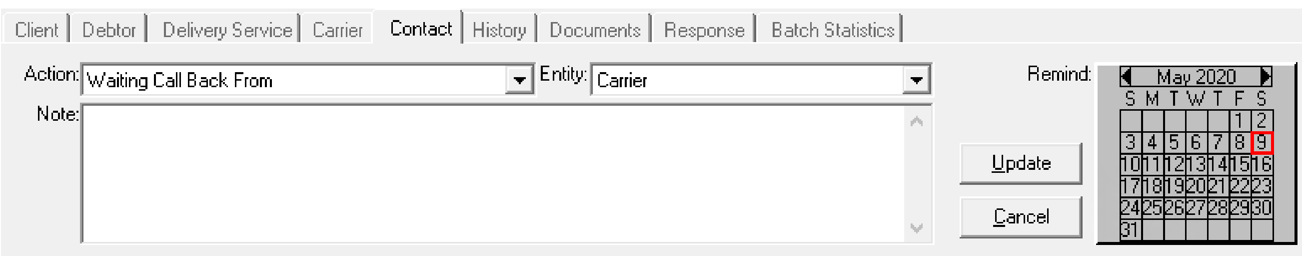
Use this tab to record carrier information for the invoice.



Field	Description
Carrier	Select the carrier responsible for delivering the invoiced goods. The carriers displayed in this list are defined form the Carrier List in FactorSoft.
Tracker #	Enter the shipping identification number associated with the invoiced goods.
(Carrier Information)	Displays the address and contact information for the carrier.
Shipped	Enter the shipped date.
Delivered	Enter the date delivered.
Update	Saves the carrier information.
Cancel	Click this button to clear the Carrier tab fields without saving.

Contact Tab

Use this tab to record attempts to contact the Client, Carrier, or Debtor that did not result in a verification response code being set on the invoice.



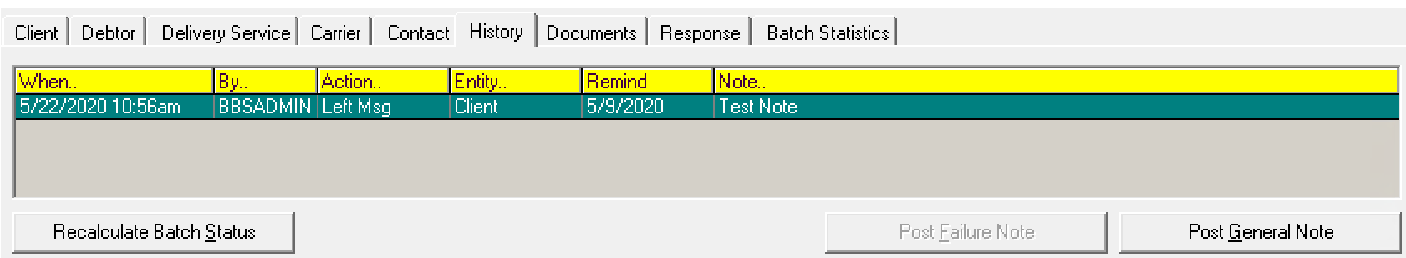
Field	Description
Action	Select the call attempt action from the list: • **Need Information From** • **Waiting Call Back From** • **Tried to Call, Left Message** • **Tried to Call, did Not Connect** • **Sent Email to** • **Sent Fax to** • **Checked Web Site of**

Invoice Confirmation

Field	Description
Entity	Select the entity on which the call attempt was made: • **Client** • **Carrier** • **Debtor** • **Other**
Note	Enter free-form call attempt notes.
Remind	Select the reminder date from the calendar.
Update	Saves the Call Attempt information.
Cancel	Click this button to clear the Call Attempt tab fields without saving.

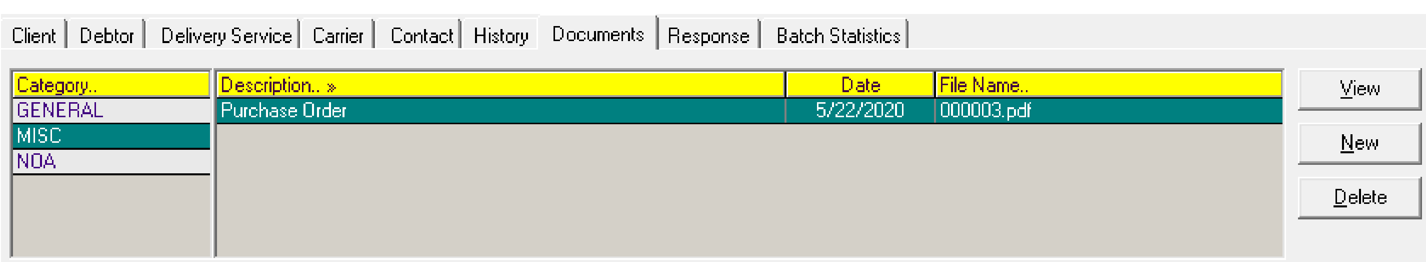
History Tab

The history tab records verification actions set on the invoice using the Call Attempt and Response tabs. Each action is presented as a line-item with the date and time, user, action, entity, remind-on date, and note detail columns.



Documents Tab

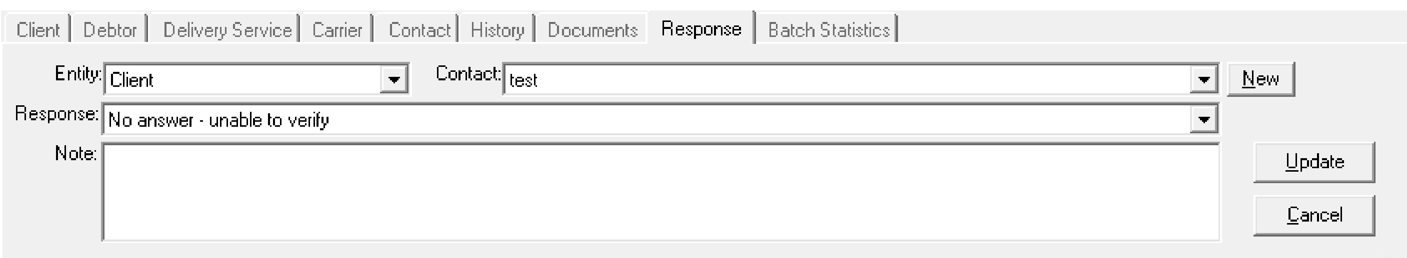
The Documents tab of the Invoice Confirmation Detail screen is used to attach and view any documents related to the invoice. The grid displays each stored document by Description, Date, and File Name within document category.



Field	Description
Category	Lists the categories defined in the Document Category Maintenance table for debtor use. Selecting a category displays the documents that have been added under that category for the relationship.
(Grid)	Displays each document attached for the Client/Debtor relationship. The data listed for each document is the **Description** entered on the Attach Document to Relationship screen, the **Date** that the document was attached (computer processing date), and the **File name** of the attached document.
View	Click this button to display the contents of the selected document in its native application (for instance, Microsoft Word based documents are opened in Word).
New	Click this button to open the Attach Document to Relationship screen, which is used to attach a document to the client/debtor relationship.
Delete	Select a document from the grid and click this button to permanently delete the document from the client/debtor relationship.

Response Tab

Use the Response tab to track the actions and results when contacting a client, carrier, or debtor to verify the validity of the invoices.

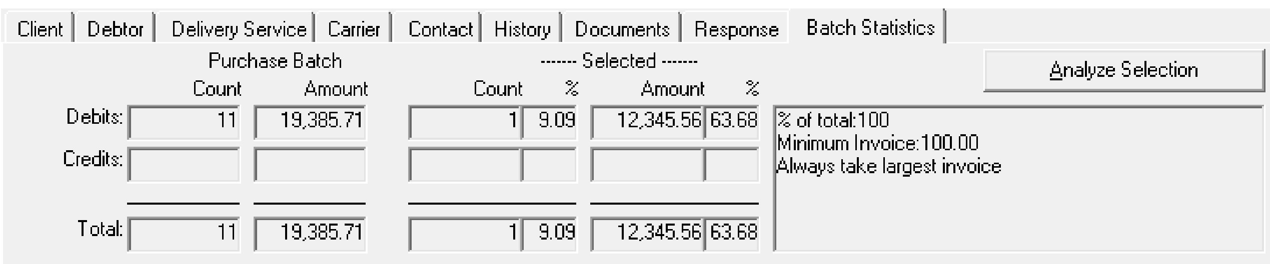


Field	Description
Entity	Select the entity on which the call attempt was made: • **Client** • **Carrier** • **Debtor**
Contact	Select the client or Debtor contact who provided the verification information. This list contains the contacts created for the client or debtor on the Contacts panel of the Client or Debtor Information screen.

Field	Description
New	click this button to display the Add New Contact screen, on which you can enter a new contact for the client or debtor.
Response	Select the applicable response on the verification inquiry. This list contains the **Invoice Confirmation Messages** defined in the Verification/Collection Messages Table.
Note	Enter free-form verification notes in this text box. This information, along with your Response and Method options, is available for review by double-clicking a verification note on the Verification and Collection tab of the Invoice Information screen.
Update	Saves the Response tab information.
Cancel	Click this button to clear the Response tab fields without saving.

Batch Statistics Tab

The Batch Statistics tab displays overall statistics of the purchase batch, as well as selection statistics for the batch based on the Invoice Confirmation parameters.



Field	Description
Purchase Batch	Displays the number and amount of Debit items and Credit items in the purchase batch, and a Total of all items and the sum total amount of items in the purchase batch.
Selected	Displays the number and amount of Debit items and Credit items from the purchase batch, as well as the percentage of the total number and amount these represent, selected for post-purchase verification. A total of all items and the sum total amount of items in the purchase batch, based on the Invoice Confirmation parameters, is also displayed.
(Parameters)	The text box on the right hand side of the tab displays the Invoice Confirmation parameters that were applied to the batch.

Field	Description
Analyze Selection	Click this button to open a text file designed to clarify the verification selections made on a given batch, including the Invoice Confirmation parameters set for the client, the debtors that have invoices included in the batch along with the total available and excluded for each debtor, and the total batch amount.