

FactorSoft™

• Release v4.7

# **Invoice** Delivery User Guide



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## **Invoice Delivery**

Invoice Delivery is an AddOn module to FactorSoft that enables cover pages, notice of assignment documents, and invoice and supporting document images to be delivered to the debtor at invoice purchase. Invoice Delivery is enabled through the Engine, which allows flexibility in determining when packages are delivered. In addition, Invoice Delivery provides the ability to reproduce delivery packages.

Features of Invoice Delivery include:

- Enabled through the Engine to allow flexibility in invoice package delivery
- Customized package cover page and email subject and messages
- Additional debtor-level document can be included in package
- Capability to force delivery on batches with unattached images
- Capability to resend package
- Bypass Invoice Delivery for a specific batch
- Monitor batch-level Invoice Delivery status
- Capability to use customized cover page

## **Invoice Delivery Setup**

This section shows you how to set up Invoice Delivery in FactorSoft. The setup requirements are:

- Activation
- Set System Preferences
- Set Custom Cover Page
- Set Outsourced Printing
- Set Service and Engine Task

#### SEPARATELY LICENSED ADD-ON MODULE

This feature is only available as a separately licensed upgrade. For more information, contact your Jack Henry<sup>TM</sup> representative at lendinginfo@jackhenry.com

#### System Preferences

#### CAUTION

Jack Henry™ recommends that the Engine services be stopped and restarted any time Invoice Delivery System Preferences are changed.

Set the following option in **Data entry behavior**, **Invoice Delivery** folder.

Preference	Description
Folder location for completed Invoice delivery packages	The fully qualified path and folder location in which the Engine saves completed Invoice Delivery packages.
Use daily folders for invoice delivery	Set to <b>Yes</b> to instruct FactorSoft to create daily folders within the Folder location for completed Invoice delivery packages at date change.
Number of days before the invoice delivery packages are purged	Set to the number of days after which to purge package files. Package files with file dates older than the current processing date less the number of days set in the preference are automatically deleted from the folder and also removed from the Documents screen on the Web Portal.
Message Text	Enter the entry name from the Statement Texts table to be used for the body text of the email message.
Subject line	Enter the text to be displayed in the subject line of the email message. If blank, the subject line will omit the semi-colon (;) from the Subject Line Rule below.
Subject line rule	Select the option that determines additional data included in the subject line when <b>Instructs the engine to send one email per invoice</b> is set to <b>True</b> .

Preference	Description
	Invoice number
	Purchase order number if available
	<b>Note</b> : If there is no Purchase Order number, the system will use the Invoice num- ber instead.
	<ul> <li>Invoice number and purchase order number if available</li> </ul>
	<ul> <li>Invoice number and batch number</li> </ul>
	Purchase order number and Batch number
	<b>Note</b> : If there is no Purchase Order number, the system will use the Invoice num- ber instead.
	Subjects will display as follows: " Subject Line; Subject Line Rule"
	Invoice number and purchase order number if available Example: Your Subject Line; Invoice #51921-3 - Purchase Order #51921-po3
	If <b>Instructs engine to send on email per invoice</b> = <b>FALSE</b> then the email sub- ject line will honor Subject Line (Free Form Text); Batch # - Invoices.
	<b>Example:</b> Your Subject Line; Batch#1951 - Invoices
Include notice of acknowledgment if available	Set to <b>True</b> to include a notice of acknowledgment with each invoice delivery if a document is available in the <b>NOA</b> category of the Document pane of the Debtor Information screen for the debtor or the Documents tab of the Client Information screen for the relationship.
Include all invoices	Set to <b>True</b> to deliver all invoices regardless of status as part of the invoice pack- age to each debtor.
Include denied invoices if available	Set to <b>True</b> to allow denied invoices to be delivered as part of the invoice pack- age to each debtor.
Include held invoices if available	Set to <b>True</b> to allow held invoices to be delivered as part of the invoice package to each debtor.
Instructs the Engine to send one email per invoice	Set to <b>True</b> to send individual emails for each invoice in a batch with associated images and documents attached. If set to <b>False</b> , all invoices, images, and doc- uments are included in as few emails as size restrictions set in System Prefer- ence <b>Instructs the engine to limit the size (Kb) of each email</b> allow.

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Preference	Description
	If <b>True</b> , the email subject line will display the above system preferences for <i>Subject Line; Subject Line Rule</i> . If <b>False</b> , the email subject line displays the above system preference for <i>Subject Line; Batch# associated to the Invoice Delivery Package</i> .
Instructs the engine to ignore supporting documents as attach- ments	Set to <b>True</b> to exclude images marked as <b>Support</b> from being emailed through Invoice Delivery. Send one email for all invoices in a particular batch with an attachment that includes the cover page, assigned images (Invoices Only) and any written invoices.
Instructs the engine to limit the size (Kb) of each email	Set to the maximum attachment file size in kilobytes. Jack Henry <sup>™</sup> recommends that this preference be set to 2048 kb. Note that the setting of this preference on the email server will take precedence over a conflicting setting on a desktop cli- ent instance of FactorSoft.
	If the attachment does not exceed the maximum size, send one email to the debtor for all invoices in a particular batch with an attachment that includes the cover page, assigned images (Invoices and Supporting documents) and any written invoices.
	If the attachment exceeds the maximum size defined in this system preference, send multiple emails to the debtor. The first email will have a subject of "Invoice and backup – Invoices 1 of 4," and include the cover page, assigned images, and written invoices. Additional emails will have a subject of "Invoice and backup – Invoices 2 of 4," "Invoice and backup – Invoices 3 of 4," and so on, and each include an attachment file of assigned images until the delivery is complete.
Instructs the engine to create a log file in the users temporary file	Set to <b>True</b> to create a log file for in the Windows temporary folder for the user. Jack Henry™ support recommends setting this option to <b>True</b> .
Instructs the engine to limit the number of batches to process during one task inter- val	Set this preference to the maximum number of batches to process in one task interval. This preference is a troubleshooting tool for use by Jack Henry <sup>™</sup> sup- port and should be set to zero during normal operation, which indicates that no limit is set on the number of batches that can be processed in a task interval.
The remote printer name for invoice delivery printing	Select the remote printer (previously configured on Print) on which to print the Invoice Delivery packages for entities that have the printing preference set to <b>Print</b> .

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Preference	Description
Write cover page using SQL reporting services	Set to <b>True</b> to use Reporting Services to write the Invoice Delivery package cover page.

The following system preferences for this function are found in the Administration module, System Preferences, Identification/system constants, Performance, Messaging folder.

Preference	Description
Combine multiple images into single PDF	Set to <b>True</b> to instruct FactorSoft to combine all images into a single PDF doc- ument for emailed Invoice Delivery packages.
Messaging folder	Enter the fully qualified path to the folder in which the attachment files are writ- ten. Note that the Engine requires full rights to this folder.
Purge days for attach- ment files to be deleted from the mes- saging folder	Set to the number of days after which to purge attachment files. Attachment files with file dates older than the current processing date less the number of days set in the preference are automatically deleted from the messaging folder.
	Jack Henry™ recommends setting this preference to 14 days.

The following system preference for this function are found in the Administration module, System Preferences, **Reports**, **Purchase report** folder.

Preference	Description
Print cover pages for purchases	Set to <b>True</b> to indicate that Invoice Delivery attaches the cover page set in <b>Cover page report module</b> for invoices with images.

#### Setting Up Custom Cover Pages

The following system preferences in the **Data entry behavior**, **Invoice Delivery**, **Coverpage Settings** folder must be defined.

Preference	Description
Cover page report module	Enter the name of the report module that is used to print the cover page. If this setting is blank, cover pages are not printed.
	To use a custom cover page, this system preference must be defined as



Preference	Description
	COVERPAGECUSTOM.
Cover page, number of invoices per page	Enter the number of detail lines per page. Detail lines are automatically set to 23 but can be changed if needed.
Cover pages are for invoices with images only	Set this system preference to <b>True</b> or select the <b>Cover pages are for invoices</b> <b>with images only</b> check box to indicate that cover pages are only used for debtors with invoices that include images.
Cover page date format	Enter the date format used when displaying the date on the cover page.
Cover page show Cli- ent# / Batch#	Enter whether the client number, the batch number, both the client and batch number, or neither number displays on the cover page.
Cover page heading text	Enter the text that displays in the heading section of the cover page.
Cover page hide page count	Set this system preference to <b>True</b> or select the <b>Cover page hide page count</b> check box to hide the page count on the cover page.
Cover page payment language text	Enter the payment language option to define the payment text that display on the cover page.
	Payment language options are defined on the Statement Text Table screen in the Tables module.
Cover page state- ment text	Enter the payment language option to define the payment instructions that dis- play on the cover page.
	Payment language options are defined on the Statement Text Table screen in the Tables module.
Cover page lender address	Select the option corresponding to which lender address to use on the cover page.
The logo image name for the invoice deliv- ery cover page	The name of the .jpeg image file to be displayed as a logo image on the Invoice Delivery cover page (default of custom). The logo image must be saved as a .jpeg or .jpg image file. The System Preference requires the entry of the image file name (but not the path), and must contain the .jpeg or .jpg extension. The file must be saved in the folder specified in System Preference Iden- tification/system constants, Identification/system constantsReporting Ser- vices, Folders, Folder for Report parameters.

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Preference	Description
Watermark invoices message	Select the statement text name to use as the annotation/watermark text. The statement text names are set up in the Statement Text Table in the Tables mod-ule.
	Note that this preference is the same as the Client rules/defaults, Defaults, Data entry, Watermark invoice message preference. Setting either of these preferences sets the other to the identical value.
Watermark invoices position	Select the position on the invoice image at which to place the annota- tion/watermark text:
	• Center
	Center Left
	Center Right
	• Top Left
	Top Center
	• Top Right
	Bottom Left
	Bottom Center
	Bottom Right
Watermark text font size	Set the font point size for the annotation/watermark text. It is recommended to keep this value between 12 and 35.
Watermark text color	Select the font color for the annotation/watermark text:



Preference	Description
	• Black
	• Grey
	• Blue
	• Green
	• Red
	• Yellow
	• Orange
Watermark opacity	Enter the opacity level for the watermark on the cover page. Values are between 0.3 and 1 with 1 being 100% full saturation. It is recommended to keep this value low in the event it is positioned over text on the invoice.
	The lower the number, the more transparent the watermark is on the cover page.

#### Setting Up Outsourced Printing

The following system preferences in the **Data entry behavior**, **Invoice Delivery**, **Outsourced Printing** folder must be defined.

Preference	Description
Outsourced printing cover page	Set this system preference to True to export invoice delivery packages to the third-party printing service.
Outsourced printing export folder	Enter the file patch for the folder containing the invoice delivery packages to be exported to the third-party printing service.
Outsourced printing email subject	Enter the subject line for emails sent to the third-party printing service.
Outsourced printing email body	Enter the body content for the email sent to the third-party printing service.
Outsourced printing email address	Enter the email address for the third-party printing service.

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#### Engine and Service Tasks

Invoice Delivery will not function if these components are not correctly configured.

#### CAUTION

Jack Henry™ recommends that the Engine services be stopped and restarted any time Invoice Delivery System Preferences are changed.

Engine Task

The Engine enables the Delivery Verification functionality. The Engine task type **Invoice Delivery** must be enabled and assigned to a Task Server Load entry in the Engine Administration module. The **Invoice Delivery** Engine task type should be set up to execute within an exclusive Task Service, as the Task Service may hang up if combined with Crystal Reports executions. The **Invoice Delivery** task should also have a priority of **9** and its thread limit set to **1**.

With these settings, the task type is automatically processed in real time at short intervals. If you would like to turn off the task from automatically processing during a specific time period, such as on weekdays from 5 AM to 7 PM so that images can be scanned during business hours, the following steps can be taken.

For more details about the Engine Administration module, see the *Engine Administration* chapter in the FactorSoft Administrators Guide.



- 1. Select Task Server Load in the Database Settings menu of the Engine Administration module.
- 2. Click the plus sign for the Task Server Load set up for the Invoice Delivery task type.

The Task Server Load Shift tab is displayed for the Invoice Delivery task, as illustrated below:

adence Engine Administration	ersion(1.0.1296.0)	
Database Activity  Dashboard Task Queued in Engine	Task Server Load Drag a column header here to group by that column	Audit Save Changes Cancel Changes
	Task Server Queue Task Type Max Concurren	nt Enabled
Database History	Click here to add a new row	
Tasks	Task Service 1 (\private\$)CadenceT Invoice Calculation Table	5 🗸
Messages	Task Service 1 ((private\$)(CadenceT Transaction Activity Calculation Table	5 🗸
Database Settings	Task Service 1 ((private\$)CadenceT Check Activity Calculation Table	5 🗸
Task Types	Task Service 1 (\private\$)CadenceT Emails	1
Task Server	Task Service 1 (lprivate\$)CadenceT Roll Date Header	1
Task Server Load	Task Service 1 (\private\$)CadenceT Roll Date Detail	3
Audit Settings	Task Service 1 (\private\$)CadenceT Collection Queue Calcs	5
ionnico Toto	Task Service 1 (lprivate\$)CadenceT Red Flag Calcs	5 🗸
ervice tillo	Task Service 2 (\private\$)CadenceT SQL Reports	1
Databases Monitored	Task Service 1 (\private\$)CadenceT Internal Messages	1
Current Queue Chart	Task Service 2 (\private\$)CadenceT Report Scheduler	1
Task Service Info	Task Service 1 (\private\$)CadenceT Exports	1
Master Service Settings	Task Service 2 (lprivate\$)Caden 🔽 Invoice Delivery	1 🖂
Force Refresh Control File	Task Server Load Shift	
	Drag a column header here to group by that column	
	Override Is Enabled Hour Begin Hour End Days Of W	eek Override Max Conc Enabled
	Click here to add a new ro	214
	7 17 NYYYYN	0
	Task Service 1 ((private\$)CadenceT Folder Monitor Imports	1 🗸

3. Set the Task Server Load Shift as follows:

Column	Description
Override Is Enabled	Do not select this option. This option instructs the Engine to enable the task during the hours set up for the load shift.
Hour Begin	Set to "7"
	Setting is in military time (7 = 7 AM)
Hour End	Set to "17"
	Setting is in military time (17 = 5 PM)
Days of the Week	Set to "NYYYYN"
	This is a string of seven characters representing the seven days of the week, Sunday through Saturday.
Override Max Con-	Set to "0"

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Column	Description
current	
Enabled	Select this option to instruct the Engine to turn off the task during the hours set up for the load shift.

4. Click the **Save Changes** button.

The changes are saved and the task is overridden and does not process from 7 AM to 5 PM.

#### Client Information - Invoice Delivery Panel

**Client Information Set-up** 

Invoice Delivery is enabled at the client-level on the Invoice Delivery panel of the Client Information screen.

The Invoice Delivery panel is used to enable Invoice Delivery for the client, and to assign the client-level blanket Notice of Assignment (NOA) letter to be sent with the Invoice Delivery package for each client/debtor relationship, rather than manually attaching the NOA to each relationship.

#### SEPARATELY LICENSED ADD-ON MODULE

This feature is only available as a separately licensed upgrade. For more information, contact your Jack Henry<sup>TM</sup> representative at lendinginfo@jackhenry.com

Invoice Delivery		
🗹 Send images & co	ver pages on purchase	
NOA document:		~
NOA document rule:	Send from client, if available	~

Field	Description
Send images and cover pages on pur- chase	Select this Invoice Delivery messaging option to indicate that cover pages and images are delivered to the debtor at invoice purchase for this client.
NOA document	Select the NOA document to send via Invoice Delivery to each debtor with which the client has a relationship. This is the client document that will be sent based on the <b>NOA document rule</b> setting (the relationship level document is assigned in the <b>NOA Document</b> field on the Documents tab of the Debtor Aging screen for the relationship). The documents available in this list are associated to the client in the <b>General</b> category in the Documents panel of the Client Information

Field	Description
	screen.
NOA document rule	Select the rule that determines whether an NOA document is sent with the Invoice Delivery package, and if so, whether the document to be sent is determ- ined at the client or relationship level.
	<ul> <li>Do not send: do not send NOA documents with the Invoice Delivery pack- age</li> </ul>
	• Send from relationship, if available: send the document assigned to the relationship on the Documents tab of the Debtor Aging screen if available for the relationship, otherwise do not send an NOA document with the Invoice Delivery package
	• Send from client, if available: send the document assigned to the client on the Invoice Delivery panel if available, otherwise do not send an NOA document with the Invoice Delivery package
	• Send from relationship, if available, otherwise client: send the doc- ument assigned to the relationship on the Documents tab of the Debtor Aging screen if available for the relationship, otherwise : send the doc- ument assigned to the client on the Invoice Delivery panel with the Invoice Delivery package
	<ul> <li>Send from client, if available, otherwise relationship: send the doc- ument assigned to the client on the Invoice Delivery panel if available, oth- erwise send the document assigned to the relationship on the Documents tab of the Debtor Aging screen with the Invoice Delivery pack- age</li> </ul>
	• Send both if available: send the document assigned to the client on the Invoice Delivery panel and the document assigned to the relationship on the Documents tab of the Debtor Aging screen as available with the Invoice Delivery package

#### Debtor Information Setup

The print **Preference** or the debtor must be set to Email in the upper fields of the Debtor Information screen, and the **Email** address set in the Address panel of the Debtor Information screen must be set to a valid email address for the debtor. Alternately, if the **Inv Delivery** option on the Debtor Contact screen is selected, the Invoice Delivery package for the debtor is delivered to the **Email** address set up for the contact instead of the email address for the debtor from the Address panel of the Debtor Information screen.

The invoice delivery items to be delivered can be set for each individual debtor . On the Collections tab of the Debtor Information screen, select the option to indicate that the invoice delivery items to be delivered:

- Delivery cover page & images
- Deliver nothing
- Deliver images only
- Deliver cover page only

System Preference **Debtor rules/defaults**, **Defaults**, **Invoice delivery rule** allows selecting one of these options as the default for new debtors. When a new debtor is created, the invoice delivery option for the debtor is set to the selected option by default.

Collections Collect as: Master V		
Time zone:	~	
Call time from: Thru: Do not call No statement	Service: 🗸 🧹	
Delivery cover page & images $\sim$	Create E-Pmt Rule	s
Delivery cover page & images Deliver nothing Deliver images only Deliver cover page only		

### Default Cover Page

The Invoice Delivery default cover page includes the lender address fields listed below, which are pulled from the **Identification/system constants**, **Name & address** System Preference folder.

Preference	Description
Address#1	Enter the first line of the lender address.
Address#2	Enter the second line of the lender address, if applicable.
City	Enter the city of the lender address.
State	Enter the state code for the lender address.
Zip code	Enter the ZIP or Postal code for the lender address.

## Adding an NOA Document to the Delivery

Invoice Delivery allows for a document to be included with each delivery package for a client/debtor relationship - this would typically be the signed notice of acknowledgment. The document to be included in

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the delivery must be saved as a Smart Word Document using the Smart Word Document Control Table screen in the Tables module, and then the document must be attached on the Documents panel of the Client Information, Debtor Information, or Debtor Aging screen.

You can limit the document category in which to select the NOA document. Set System Preference Field/screen behavior, Client/debtor relationship, Document for NOA selection to the desired document category. Available document categories are those previously configured in the Document Categories table in the Tables module.

To specify the document to be included with the delivery package:

- 1. Select the client line-item in the Client List screen
- 2. Click Client Aging in the Functions tab of the Client List screen. The Summary Aging screen opens.
- 3. Select the debtor line-item on the Summary Aging screen.
- 4. Click the **Details** button. The Debtor Aging screen opens.
- 5. Select the Documents tab.
- 6. Select the document in the **NOA Document** field on the Documents tab of the Debtor Aging screen.
- 7. Click the Modify button to save the document for the relationship.

C	Debtor Aging for Walı	nart IL on Invoice Delivery (INVDELIVERY)			
	Aging Credit / No Buy	NOA / Rules Confirmation Analysis Misc. Data /	Alias 📔 Credit Reque	sts Documents Notices Address	Payments Overrides Options
	Category	Description »	Date	File Name	View
	MISC	Helationship NUA	17272020	Helationship NUA.par	New
	NUA				Delete
					Modify
					Cancel
	NOA Document: Re	lationship NOA, Relationship NOA.pdf, January 2, 2020 9:	46 AM	~	Audit
Ī	Debtor Notes	Statement Preview V Letter	Master Histor	у	Exit Help



#### Annotation Watermark for Invoice Images

The capability to annotate or watermark images delivered through the Invoice Delivery module can be configured in FactorSoft. The annotation or watermark text is set up in the Statement Text Table in the Tables module and then selected at the lender-level by System Preference (see FactorSoft Help or the FactorSoft Administrator's Guide for more information on the Statement Text Table). The capability to override the lender selection at the client-level is provided.

#### System Preferences

See the System Preference descriptions in the Invoice Delivery Setup topic of this section for the System Preferences related to invoice image watermarking.

Overriding the Lender Level Watermark for a Client

To override the lender selection, select the statement text name to use in the **Watermark outgoing invoices** field on the Purchase info panel of the Client Information screen for the client.

Purchase info	
Show signature lines on report: Purchase document: Deliver by:	<ul> <li>Data only from transfer</li> <li>Never transfer data</li> <li>Original invoice required</li> <li>Accept addl shipping info</li> </ul>
Watermark outgoing invoices INV DEL	~
Show banking information	

#### Sample Watermark

Below is a sample watermark in center position, 15 point font size, red color, and .4 opacity set in **System Preferences > Data entry behavior**, **Invoice Delivery**, **Coverpage Settings** folder.

SHIPPING TO: John Doe Office	Payment Terms	Cash on Delivery
Office Road 38		
P: 111-333-222, F: 122-222-334	Amount D	)ue: \$4,170
office@example.net		

#### Please pay ASAP. Your payments are behind.

NO	PRODUCTS / SERVICE	RATE / UNIT	AMOUNT	
10-80-901-1 12	The statement of the second seco	HOURS	PRICE	100 000 PS (000,000 1 PD 2-0
1	Tyre	2	\$20	\$40
2	Steering Wheel	5	\$10	\$50



## How It Works

Invoice Delivery is enabled through the Engine. When invoices are purchased in FactorSoft, if the batch has images attached for a client that has Invoice Delivery enabled, the Engine process detects the batch on its periodic query. If there are unattached images, Invoice Delivery holds delivery of the email and indicates the condition with the message **Invoice delivery waiting on unattached images & engine processing** on the Invoice Delivery Tab of the Monitor Service Queue screen and on the Client Transaction screen for the Purchase transaction, as shown below. If all invoices have assigned images, the message reads **Invoice delivery waiting on engine processing**.

#### NOTE

When Invoice Delivery is enabled for a client, but no images are included with a batch, the message on the Transaction screen message is **Invoice delivery not required**.



#### In Client Transactions screen:

In the Activity Center:

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Landar         Landar         Price         Price         View	+ Date	Batch #	Type	Statue		Peoiet	Check #	Licer	Client	Fa	Ch	Loan		
cr. Lew	12/2	274	Purchase	Pending	0.00	0.00		InvPost	Amanda Test Cli	· a	0.00	0.00 *		Filters Types Options Columns
1       1	7/20	2/7	Purchase	Pending	0.00	0.00		InvPort	Amanda Test Cli		0.00	0.00		Client:
Arrowson       Parting	/7/20	273	Purchase	Pending	1.500.	-1.500		ACOA	Amanda Test Cli		0.00	0.00		Amanda Test Client (AGC)
1       1	/7/20	261	Purchase	Pending	800.00	-800.00		ACOA	Amanda Test Cli		0.00	0.00		Facility:
0.0000       0.000       0.0000       0.0000       0.0000       0.000	/6/20	271	Purchase	Pending	0.00	0.00		InvPost	Amanda Test Cli		0.00	0.00		Officer
1.10.       Loos       Looss	27/20	266	Purchase	Pending	1.000	-1.000		ACOA	Amanda Test Cli		0.00	0.00		once:
1       1	9/2021	241	Purchase	Pending	2,965	-2.965		ACOA	Amanda Test Cli		0.00	0.00		From Date: Close Tilture
1         1	9/2021	237	Purchase	Pending	1.000.	-1.000		ACOA	Amanda Test Cli		0.00	0.00		
Ministry         Ministry	3/2021	252	Purchase	Pending	0.00	0.00		InvPost	Amanda Test Cli		0.00	0.00		Thru Date:
1/18/2       272       Purchase       Processed       1,500       13.75       20128.       ACOA       Amanda Test Cli       Fa       0.00       83.75         1/17/20       222       Purchase       Processed       3,600       45.00       20128.       ACOA       Amanda Test Cli       Fa       0.00       8.75         1/6/20       288       Purchase       Processed       3,600       45.00       20128.       ACOA       Amanda Test Cli       Fa       0.00       45.00       45.00         27/20       288       Purchase       Processed       2,500       31.25       20128.       ACOA       Amanda Test Cli       Fa       0.00       45.00       21.72         27/20       258       Purchase       Processed       8,300       100.00       20128.       ACOA       Amanda Test Cli       Fa       0.00       130.79         27/20       258       Purchase       Processed       6,300       103.79       20128.       ACOA       Amanda Test Cli       Fa       0.00       130.79       75.00       75.00       75.00       75.00       75.00       75.00       75.00       75.00       75.00       75.00	/9/2021	223	Purchase	Pending	0.00	0.00		InvPost	Amanda Test Cli		0.00	0.00		-
7/720	0/18/2	278	Purchase	Processed	1.500	18.75	Z0128	ACOA	Amanda Test Cli	Fa	0.00	18.75		MTD L-Mo
Image         View         Note         ACOAL         Amanda Test Cli.         Fa.         0.00         45.00         21.28         Clear Dates         Today           27/20         263         Purchase         Processed         6,543         81.79         20128         ACOAL.         Amanda Test Cli.         Fa.         0.00         45.00         21.72         263         Purchase         Processed         2,500         31.25         20128         ACOAL.         Amanda Test Cli.         Fa.         0.00         81.79           27/20         256         Purchase         Processed         8,000         100.00         20128         ACOAL.         Amanda Test Cli.         Fa.         0.00         81.79           27/20         256         Purchase         Processed         6,000         75.00         20128         ACOAL.         Amanda Test Cli         Fa.         0.00         100.00         20128         ACOAL.	0/7/20	222	Purchase	Processed	700.00	8.75	Z0128	ACOA	Amanda Test Cli	Fa	0.00	8.75		
27/20       263       Purchase       Processed       6,543       81.79       20128.       ACOA       Amanda Test Cli       Fa       0.00       81.79         27/20       280       Purchase       Processed       2,500       31.25       20128.       ACOA       Amanda Test Cli       Fa       0.00       91.79         27/20       280       Purchase       Processed       8,000       100.00       20128.       ACOA       Amanda Test Cli       Fa       0.00       100.00       100.00         27/20       253       Purchase       Processed       8,000       75.00       View       Amanda Test Cli       Fa       0.00       75.00       View       Apply Filters	0/6/20	268	Purchase	Processed	3,600	45.00	Z0128	ACOA	Amanda Test Cli	Fa	0.00	45.00		Clear Dates Today
227/20         260         Purchase         Processed         2,500         31.25         20128.         ACOA         Amanda Test Cli         Fa.         0.00         31.25           27/20         258         Purchase         Processed         8,000         100.00         20128.         ACOA         Amanda Test Cli         Fa.         0.00         31.25           27/20         258         Purchase         Processed         8,303         103.79         20128.         ACOA         Amanda Test Cli         Fa.         0.00         103.79           27/20         253         Purchase         Processed         6,000         75.00         20128.         ACOA         Amanda Test Cli         Fa.         0.00         103.79           11 Rows         Purchase         Processed         6,000         75.00         20128.         ACOA         Amanda Test Cli         Fa.         0.00         103.79           Processed         6,000         75.00         20128.         ACOA         Amanda Test Cli         Fa.         0.00         75.00         V         Apply Filters	/27/20	263	Purchase	Processed	6,543	81.79	Z0128	ACOA	Amanda Test Cli	Fa	0.00	81.79		
27/20         258         Purchase         Processed         8,000         100.00         20128.         ACOA         Amanda Test Cli         Fa         0.00         100.00         27/20         255         Purchase         Processed         6,000         103.79         20128.         ACOA         Amanda Test Cli         Fa         0.00         100.79         27/20         253         Purchase         Processed         6,000         75.00         20128.         ACOA         Amanda Test Cli         Fa         0.00         103.79         27/20         253         Purchase         Processed         6,000         75.00         20128.         ACOA         Amanda Test Cli         Fa         0.00         103.79         Purchase         Purchase         Purchase         Apply Filters           Purchase Batch#278           Face Earned:         1,500.00         Face Earned:         -1,500.00         Sattiment:         -1,000.00         Sattiment:         -1,000.00         Sattiment:         -0,00         Reduction:         0.00         Reduction:         0.00         Reduction:         0.00         Reduction:         0.00         Reduction:         0.00         Cash Reserve:         0.00         Cash Reserve:		260	Purchase	Processed	2,500	31.25	Z0128	ACOA	Amanda Test Cli	Fa	0.00	31.25		
Z27/20         256         Purchase         Processed         8,303         103.79         Z0128.         ACOA         Amanda Test Cli.         Fa         0.00         103.79         gg	/27/20	258	Purchase	Processed	8,000	100.00	Z0128	ACOA	Amanda Test Cli	Fa	0.00	100.00		
Eacrow Reserve and Collection Fees         A/R Amount:         1,500.0         Text:         A/R Amount:         1,500.0         Apply Filters           Text:	/27/20	256	Purchase	Processed	8,303	103.79	Z0128	ACOA	Amanda Test Cli	Fa	0.00	103.79		
Il Rows         E         Apply Filters           Purchase Batch#278	/27/20	253	Purchase	Processed	6,000	75.00	Z0128	ACOA	Amanda Test Cli	Fa	0.00	75.00 🔻	ters	
Purchase Batch#278           Terms:         Escrow Reserve and Collection Fees         A/R Amount:         1,500.00           Text:         Fee Famed:         -18.75           Reserve Escrow:         -300.00           Settlement:         -100.00           Exervere Escrow:         -300.00           Reserve Escrow:         -00.00           Refeator/F0.0-Fees:         0.00           Refeator/F0.0-Fees:         0.00           CashReserves:         -1.08.125           Images         View         Notes         = paid/Oved to Client:         0.00	11 Row	5											Ξ	Apply Filters
Terms:         Escrow Reserve and Collection Fees         A/R Amount:         1,500.00           Text:         Fee Samed:         -18.75           Reserve Escrow:         -300.00           Settlement:         -100.00           Expenses:         0.00           Refactor/PO. Fees:         0.00           Refactor/PO. Fees:         0.00           CashReserves:         -1,08125           Jimages         View         Notes           Paid/Oved to Client:         0.00	Purch	ase Batch	#278											
Text:	Tarme	Eecrow	Recente	and Collection Fee	•				A/D Amounts		1.500			
Reserve Escrow:         -300.00           Settlement:         -100.00           Expenses:         0.00           Refactor/P.0. Fees:         0.00           Cash Reserves:         -1.08.125           Images         View         Notes         = paid/veet to limit:         0.00	Tevt	Lacrow	Reacive		3	<b>^</b>			Fee Earned:		-18.	75		
Settlement:         -100.00           Expenses:         0.00           Recourse Deductions:         0.00           Refactor/P.O. Fees:         0.00           Cash Reserves:         -1,081.25           Images         View         Notes           Paid/Owed to Client:         0.00	Text					-		F	Reserve Escrow:		-300.	00		
Recourse Deductions:         0.00           Refactor/P.O.Fees:         0.00           CashReserves:         -1,081.25           Images         View         Notes           = Paid/Owed to Client:         0.00		,							Settlement:		-100.	00		
Refactor/PO.Fees:         0.00           Cash Reserves:         -1,08125           Jimages         View         Notes         = Pid/Oved to Client:         0.00								Pacou	Expenses:		0.	0		
Cash Reserves:         -1,081.25           Images         View         Notes         = Paid/Owed to Client:         0.00								Ref	actor/P.O. Fees:		0.	00		
Images View Notes = Paid/Owed to Client: 0.00									Cash Reserves:		-1,081.	25		
				, I	mages	View	Notes	= Paid	/Owed to Client:		0.	00		
	Invoid	e delivery v	vaiting on i	unattached										
Invoice delivery waiting on unattached	image	s & engine	processing											
Invoice delivery waiting on unattached images & engine processing														
Invoice delivery waiting on unattached images & engine processing														
Invoice delivery waiting on unattached images & engine processing														
Invoice delivery walting on unattached images & engine processing														
Invoice delivery waiting on unattached images & engine processing					Unprocess	1	Selec	t an Actio	n					x Action Close h

When images have been attached to all invoices in the batch, the email invoice packages are delivered to the debtor contact, and the status message on the Transaction screen is updated to **Invoice delivery has been processed**, as shown below, and the corresponding line-item on the Invoice Delivery tab of the Monitor Service Queue screen is cleared.

In Client Transactions screen:



Transactions for CHEEZBALL E	XPRESS (1015)			_ 🗆 X
Date-From: Thru: Clear MTD Today L-1	Available: Collections Adjustments Statements Fundings	Selected Purchases	Processed Pending/In-use	Load Help
Batch # » Posted Type	Status	A/R Amount	Check Amount Check #	
101 2/8/2011 Purchase	Processed	3,200.00	\$2,862.05 30564	
102 3/1/2011 Purchase	Processed	1,000.00	\$882.05 Pending	
103 3/1/2011 Purchase	Processed	1,200.00	\$1,062.05 Pending	
104 3/1/2011 Purchase	Processed	12,000.00	\$10,782.05 Pending	
Purchase Batch#104 Terms: 90%/5.5% Flat (75) Text Invoice delivery has been process Stop Watin Resend Invo Client Info Open Batch	ed ices Images es Audit	View Notes	A/R amount: Fee Earned: Reserve Escrow: Settlement: Expenses: Recourse deductions: Refactor/P.0. fees: Cash Reserves: Paid/owed to client:	12.000.00 0.00 -1.200.00 0.00 -17.95 0.00 0.00 0.00 10.782.05
Lient Aging Unprocess				

## In the Activity Center:

ctivity (	Center ansfers   Pe	nding Trans	sactions U	ndaimed Ca	ish Transa	ctions								
st Da	Batch #	Туре	Status	A/R Am	Registe	Check #	User	Client	Facility	Check	Loan Am		Filtern Tunne Online	Calumna
0/15/	1793	Purchase	Process	1.000.00	900.00		GENA	Invoice	Factoring	900.00	900.00		Filters Types Option	s Columns
0/15/	1792	Purchase	Process	1.000.00	900.00		GENA	Invoice	Factoring	900.00	900.00		Client:	1.000
0/15/	1791	Purchase	Process	-1,000,	100,00	Z000021	GENA	Invoice	Factoring	0.00	100,000		Invoice Delivery (INVDE	LIVERY) *
D/15/	1782	Purchase	Process	425.00	382.50		GENA	Invoice	Factoring	382.50	382.50		Facility:	
2/4/2	1775	Purchase	Process	5,000.00	4,500.00	326	GENA	Invoice	Factoring	4,500.00	4,500.00		Office:	
2/4/2	1766	Purchase	Process	6,207.93	5,587.15		GENA	Invoice	Factoring	5,587.15	5,587.15			-
2/4/2	1765	Purchase	Process	10,463	9,417.21		GENA	Invoice	Factoring	9,417.21	9,417.21		From Date:	Clear Filters
1/6/2	1754	Purchase	Process	4,832.84	4,272.71		GENA	Invoice	Factoring	4,272.71	4,333.92		10/1/2020 -	
1/6/2	1752	Purchase	Process	1,100.00	990.00		GENA	Invoice	Factoring	990.00	990.00		Thru Date:	
1/6/2	1751	Purchase	Process	1,000.00	900.00		GENA	Invoice	Factoring	900.00	900.00		10/15/2021 -	
1/6/2	1750	Purchase	Process	13,551	-13,55	Z000011	GENA	Invoice	Factoring	0.00	0.00		MTD L-Mo	
1/6/2	1747	Purchase	Process	8,373.59	7,536.22		GENA	Invoice	Factoring	7,536.22	7,536.22	-		-1
1/6/2	1745	Purchase	Void	0.00	0.00		~Impor	Invoice		0.00	0.00		Clear Dates 100	ау
1/6/2	1744	Purchase	Void	0.00	0.00		~Impor	Invoice		0.00	0.00			
/6/2	1743	Purchase	Void	0.00	0.00		~Impor	Invoice		0.00	0.00			
1/6/2	1742	Purchase	Void	0.00	0.00		~Impor	Invoice		0.00	0.00			
1/6/2	1741	Purchase	Void	0.00	0.00		~Impor	Invoice		0.00	0.00	2		
1/6/2	1740	Purchase	Void	0.00	0.00		~Imnor	Invoice		0.00	0.00	ilte		Apply Filters
Purch	ase Batch	#1754	10.1											
Terms	: 90% Ad	lv: 1% eve	ry 10 days					, F	A/R Amount		5,285.47			
Text:						4		Reser	ve Escrow:		-544.18			
	J					<u> </u>		5	Settlement:		0.00			
Recourse:         A/R:         452.63         Recourse Deductions:         -443.84           - Fee Esrow:         0.00         Refactor/P.0. Fees:         0.00           - Reserve Esrow:         452.6         Cash Reserves:         0.00           + Fee Esrow:         36.21         Images         View         Notes         0.00														
Stop Walting Resend Invoice														
				Unp	orocess	Action:	Select an	Action					- Action	Close Help



Invoice Delivery User Guide Invoice Delivery

#### Attaching Unattached Images

Invoice Delivery is not executed on a batch until all of the images have been assigned to an invoice unless specifically instructed to send batches with unattached images (see Send Batch with Unattached Images below). To attach unattached images in a batch,



1. Select the Attach Images to Posted Batches option in the File, Input menu of the FactorSoft Desktop application.

The Posted Batches with Unassigned Images screen opens.

- 2. Select the purchase batch from the grid.
- 3. Click Process.

The Batch screen and Invoice Image screen for the batch are opened.

Posted Batches with Unassi	gned Images 🗖 🗖 🖾	
Client » Images Invoice Delivery Invoice Delivery Lien Monitoring	Batch #         Date         In-Use         Unassigned Images           1061         6/21/2015         3           1024         4/15/2015         2           1360         2/11/2015         6           1051         6/21/2015         4	
Load Proce Override Cl 🛛 Batch#1357 C	in Load Processor	
Process Invoice # » TEST1	Seq Date Debtor 1 12/11/2019 Walmart IL	Amount 1000.00
Assign	Province Image      P	Forward Back Flip Rotate Unassign Delete Invoice ~ Original
C	The No. LEBLER TIME. Ref. 1	Print One Print All Print Flagged Print ~ (4.03.64 ?)

- 4. Select the invoice in the Batch screen grid to which the first image in the Invoice Image is to be attached.
- 5. Select the image type, if required (i.e., Invoice or Support)
- 6. Click Assign.
- 7. Repeat these steps for all images/invoices.



#### Send Batch with Unattached Images

You can send batches with unattached images via Invoice Delivery regardless of the current status.

#### CAUTION

When batches with unattached images are sent, this action cannot be reversed

To send a batch with unattached images, click the **Stop Waiting** button on either the Monitor Service Queue window or the Transactions tab on the Activity Center screen.

#### NOTE

Employees with access to the Administration module can also click the Stop Waiting button on the Monitor Service Queue window when viewing all Invoice Delivery packages waiting to be processed.

When this button is clicked, Invoice Delivery sends only what is associated with the invoice. If no images are associated, only the cover page is sent.

#### Resend Batch Images

To resend an Invoice Delivery package for a previously delivered purchase transaction, access the transaction on the Activity Center or Client Transactions screen and click the **Resend Invoices** button.

You can also resend Invoice Delivery for a specific debtor within a purchase batch:



- 1. Select the client line-item in the Client List screen.
- 2. Click Client Transactions in the Functions tab of the Client List screen.

The Activity Center or Client Transaction screen opens.

- 3. Filter the results and select the purchase batch in which the Invoice Delivery package to be resent was included.
- 4. Enter Invoice Delivery Reprint in the Action field and click the Action button.

The Invoice Delivery Reprint screen displays.

- 0 🛛				Invoice Delivery Reprint
	017	Post Date: 4/12.		Client: <u>Bobby's Transportation Company</u> Batch No: 4233
atus	age Type 📍	Delivery Status Mes	Date Sent	Debtor
nvoice(s) packa		Processed Ema	01/01/2017 10:01:12 AM	ABC Trucking
nvoice(s) packa		Processed Ema	02/01/2017 10:07:22 AM	ABC Trucking
C	View Resend	Open Batch Report		

- 5. Select the invoice package to resend.
- 6. Click Resend.

All invoices associated with the debtor are resent.

#### NOTE

To resend only specific invoices in the package, click the **View** button. The invoice package displays as a .pdf, where specific invoices to resend to the debtor can be saved and resent.

#### Exclude a Batch From Invoice Delivery

FactorSoft provides the capability to mark a purchase batch to be excluded from Invoice Delivery. If the user selects the **Bypass invoice delivery** option on the Purchase/Schedule Batch screen for the batch, it will not be picked up and processed by the Invoice Delivery task of the Engine. However, the batch will be available to be sent via Invoice Delivery by selecting the batch on the Transactions tab of the Activity Center screen and clicking the **Resend Invoice** button (which will send all of the invoices in the batch through Invoice Delivery).



## NOTE

#### This feature can be limited by Security Role.

Control Con	
Purchase date: April 2, 2020	d Actual: 1,000.00 Finished Variance: 0.00 Help
Invoices Expenses Recourse Calculation / Reserves Payout Pen	nding Invoices Debtor Credit Limits
Minimum screen view	Check Names
	Assign
Date:	Carcel
Debtor:	Dispute:
Amount: Due/Days:	
PO#:	
Description:	
Invoice # » Seg Date Debtor	R Due Amount PO# Warning
42720-TEST T 47272020 Waimait TE	N 30 1000.00
	Edit
	Delete

#### Invoice Delivery Package

If the debtor **Preference** is set to **Email**, the package is delivered by Invoice Delivery via email to the email address set on the upper fields of the Debtor Information screen. The Subject line of the email contains the text set in System Preference **Data entry behavior**, **Invoice Delivery**, **Subject Line**, with the additional invoice and/or PO# information determined by System Preference **Data entry behavior**, **Invoice Delivery**, **Subject line rule**.





The PDF attachment contains the cover page (as determined by System Preference **Reports**, **Purchase reports**, **Cover page Crystal Report module**) and the invoice and supporting document image pages associated with the batch or invoice, depending on the setting of System Preferences **Include notice of acknowledgment if available**, **Instructs the Engine to send one email per invoice**, and **Instructs the engine to ignore supporting documents as attachments** in the **Data entry behavior**, **Invoice Delivery** folder.





To customize the order of the documents, go to the Invoice Delivery tab of the Image Type Table Maintenance screen located at **Tables** > **Data Entry** > **Image Type Table**. Use **Up** and **Down** to arrange documents in the Invoice Delivery Package or check the **"Exclude from...**" box then select **Modify** to save changes to the table and omit from attachments.

#### CAUTION

When upgrading to v4.2+, all current Image Types will be excluded except for the NOA and Written Invoice. Therefore, it is recommended to review the Image Type Table and Invoice Delivery Tab determining which images should or should not be excluded from the Invoice Delivery Package and to establish the order that the image type should be included in the Invoice Delivery Package.



🖽 Image Type Table Maintenance					
Image Turpe Invoice Deliveru Invoices Checks					
Intege type Introice Delivery   Introices   Checks	1				
Code Tues IsEusluded2					
1001 Notice of Acknowled					
1002 Written Invoice	Un				
3 Batch					
0 Invoice	Down				
1 Check					
2 Support					
	<u>H</u> elp				
	Exit				
Exclude from Invoice Delivery					

Upon creation/setup of a *new* database, the **Image Types Table** > **Image Type** tab will automatically populate with the following Default Codes and Images Types:

- 0=Invoice
- 1=Check
- 2=Support.

Users have the capability to create and establish additional Codes and Image Types as needed on the Image Type tab. Once created, the new image type will appear on the other tabs.

Images can be printed, faxed or emailed. Using the **Flagged** option, you can select the images to be printed or emailed from the batch. When emailing multiple images, FactorSoft compresses the images into a single attachment.

### CAUTION

When a new Image Type is created in the **Tables** > **Data Entry** > **Image Type Table** > **Image Type** Tab, the image type will automatically populate to the Invoice Delivery Tab and be set as Excluded from Invoice Delivery. Default Image Types can not be deleted and additional Image Types can not be deleted if they are associated with an image.

Upon set-up of Invoice Delivery, professional services may be required if the default Image Type Codes are incorrect.



If the debtor **Preference** is set to **Print**, the package is delivered to a printer utilizing Print to be delivered by whatever means the lender wishes. Note that Print must be installed and configured to enable delivery to a physical printer through Invoice Delivery.

You can validate the delivery from Invoice Delivery from the Engine Administration module. Select the Messages page for the Created Date on which the invoices were delivered. Click the plus sign adjacent to the desired entry to display the delivery information. The Addresses tab displays the email address or debtor name (if printed) to which the package was delivered, and the Attachment tab displays the contents of the delivered package.

Cadence Engine Administration Ve	rsion(1.0.778.0)										_ 🗆 ×
Database Activity	Messages				Ŧ						
Dashboard Task Queued in Engine	Created Date:	8/12/2014	soup by that	3/2014	•	Search	1				
Database History	Created	Modified	Sent On	Message	Sub	ject	Template	Ms	sg Type	Status	
Messages	Addresse	s Attachmer	8/13/2014 hts	CADENCE	New	Invoic		En	al	Complete	
Database Settings	Address					Туре					
Task Types Task Server	sjohnson@	Addres	Attachments	CADENCE	hlau	To Addres	5	Dei	nt loren a	Peoding	
Task Server Load	8/12/2014	File Name		(	Out Name				Attachme	nt Type	
Service Info		C:\CADENCE\R	eports\201408	13_07 C	over Pag hvoice#4	a 4-56789~:	1		Imaging		
Databases Monitored Current Queue Chart				D	nvoice#4	4-56789~4	2		Imaging		
Current Queue Activity				D D	nvoice#4	4-56789~<	•		Imaging		
EVE Charts_Doc bhmsql01\s08r	2	_			_		Connect	ed Se	erver: BHN	1-Sjohnson-	01(8675)

Note also that the delivery status can be viewed in the Transaction Audit History screen, which is accessed for a purchase transaction from the Activity Center or Client Transactions screen. Click the **Audit** button to open the Transaction Audit History screen, and then hover the mouse-pointer over the **Action** column of the Data Sent entry for the batch. The pop-up displays message created and sent date/time and delivery status information, as pictured below:



C Transaction Audit History		*
Client: Charlie Bronson's Rope		
Batch #: 4119 Type: Schedule		
Time Stamp	Action	User
May 5, 2020 8:48:03 AM	Data Sent To Aequitas Equipment	~~Engine
May 5, 2020 8:46:30 AM	Purch Message created 5/5/2020 9:48:03 AM cent	5/5/2020 8:49:02 AM
May 5, 2020 8:46:24 AM (3s)	ApproStatus:Processed, Type:E-Mail	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
May 5, 2020 8:46:16 AM (27s)	Data	I
May 5, 2020 8:46:14 AM (25s)	Addeciamidavis@profitstars.com	1
May 5, 2020 8:45:50 AM (1s)	Batch created	JAMI
		<u>Exit</u> Print <u>B</u> efresh <u>H</u> elp

## **Invoice Delivery Reports**

The following reports specific to the Invoice Delivery AddOn module are located in the Productivity menu of the Reports module.

#### Invoice Delivery Batch Detail Report

The Invoice Delivery Batch Report, which is accessed from the Productivity menu of the Reports module, list the Invoice Delivery related details of a single purchase batch. The report displays the batch level creation and updated dates and status of the Invoice Delivery package, as well as each individual debtor package. Delivery details for each debtor include the delivery address and the attachments included in the package.

📔 Invoice Delivery Batch Detail				8
Report Template:			•	<u>N</u> ew
Parameters Destination Scheduling Templates History				
Client:				•
A/E:				•
Office:				•
Client Group:	Value:			-
Batch#:				
Print/Local <u>View/Local</u> Print/Engine	<u>S</u> ave	E <u>x</u> it	E	lelp



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

#### **Report Parameters**

Field	Description
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.
	Select the 🔍 magnifying glass icon to open the Search window and begin typing the client name.
	Select Contains or Begins with to refine results. Search window will display up to 500 matches.
	Click the 🗙 red [x] icon to clear the Client field.
	TIP Choosing Contains will allow users to search by Client Code.
A/E	Select the Account Executive (FactorSoft user) to which to limit the results in the report, or leave blank to include all users. When a user is selected, the report is limited to clients that have that user selected in the A/E field on the <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	Select the office to which to limit the report results. If the user has an Office restriction defined on the <i>Manage Users</i> screen in the Admin module, the user will only be able to generate the report within that office restriction. When the user generates a report, the office to which they are restricted will be selected in the Office field by default and the user will not be able to change the <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b>



Field	Description
	menu, click Tables. Then, on the Client & Debtor menu, click Office.
Client Group	Select the client group to which to limit the results in the report. Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group</b> <b>Codes</b> .
Batch#	Enter the purchase batch number for the Invoice Delivery batch details to be displayed. This field is required. The user can first create the Invoice Delivery Status Report to obtain the batch number.

#### **Report Sample**

**TE ST** G AP No Insurance Fi	nancial Serv						Invoice Delive	ry Batch Detai
Client: Write Invoice Auto		Batch No: 1530		Post Date: 4/2/2020		Trans-Status: Processed		
	Invo	ice Delivery Code: I	nvoice delivery has bee	n processed				
Debtor		Created Date	Modified Date	Status	Invoice Delivery Rule	Delivery Sent	Delivery Mode	Delivery Status
Invoice Packages:		4/2/2020	4/2/2020	Processed				
W almart IL		4/2/2020	4/16/2020	Success	Coverpage Only		Email	Failed
Address:			Address Type					
gpon d@jack	thenry.com		To Address					
	Attachment:		Attachment Type	Re	feren ce Key	F	leName	
	Cover Page		Existing file		1	\\clms-file-01\CADEN \M essages\InvDe	ICEShare42\TE ICvrPg_000000	Noins_QAA 0903.pdf
	Notice of Acknowledgement		Document Management		4			
	Notice of Acknowledgement		Document Management		5			
	Invoice#9562-4		Invoice Delivery invoice		508			
Invoice Packages:		4/2/2020	4/2/2020	Processed				
W almart IL		4/2/2020	4/16/2020	Success	Coverpage & Images	4/2/2020 1:15:21 PM	Email	Processed
Address:			Address Type					
gpon d@jack	thenry.com		To Address					
	Attachment:		Attachment Type	Re	ference Key	F	leName	
	Cover Page		Existing file		1	\\clms-file-01\CADEN \M essages\InvDe	ICEShare42\TE ICvrPg_000000	Nolns_QAA 0907.pdf
	Notice of Acknowledgement		Document Management		4			
	Notice of Acknowledgement		Document Management		5			
	Invoice#9562-4~1		Written Invoice		7974			
	Invoice#9562-4~2		Imaging		7973			
	Invoice#9562-4~3		Imaging		7972			
Invoice Packages:		4/8/2020	4/8/2020	Processed				
W almart I L		4/8/2020	4/22/2020	Success	Coverpage & Images	4/8/2020 8:19:01 A M	Email	Processed
Address:			Address Type					
gpond@jackhenry.com			To Address					

Printed: August 26, 2020, 10:48 AM(\*InvDelBatchDetail)

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#### **Report Details**

Column/Label	Description		
Header Section			
Client	Client's Name		
Batch No.	Purchase Batch #		
Post Date	Post Date of the Purchase Batch		
Trans-Status	Status of the Purchase Batch		
Invoice Delivery Package Section			
Create Date	Date the Invoice Delivery Package was Created		
Modified Date	Date the Invoice Delivery Package was Modified		
Status	Status of the Invoice Delivery Pack- age		
Message Header Section			
Debtor	Debtor's Name		
Create Date	Date the Message Header was Created		
Modified Date	Date the Message Header was Modified		
Status	Status of the Message Header		
Invoice Delivery Rule	Debtor's Delivery option:		
	1. Deliver cover page & Images		
	2. Deliver Nothing		
	3. Deliver images only		
	4. Delivery cover page only		
	Set at Debtor Information > Col- lections Panel		

Column/Label	Description
Delivery sent	Date the Message was Sent
Delivery mode	Mode of sending the Message
	1. Email
	2. Print
Delivery Status	Status of the Message
Invoice Delivery Package Detail Se	ction
Address	Address that the Package was sent to
Address Type	
Attachment	Attachments included in the Invoice Delivery Package
Attachment Type	Attachment Type
Reference Key	Reference Key is the Image Key or Document Key
File Name	File Name and Location of the Invoice Delivery Package Message

Security Roles

To generate the Invoice Delivery Batch Detail Report, the following Security Role needs to be set to YES:

• Security Roles > Reports > Productivity Reports > Print Invoice Delivery Batch Detail Report

#### Invoice Delivery Report

The Invoice Delivery Report is accessed from the Productivity menu of the Reports module. This screen is used to generate the Invoice Delivery Exception report, which lists clients and debtors for which Invoice Delivery was attempted, but not successfully completed.

The default report definition for this report is InvDelExcptRept.



📔 Invoice Delivery Report 🛛 💌
Report Template: <u>N</u> ew
Parameters Destination Scheduling Templates History
Date Range: Year Thru Last Month-End 🗸 From:
Thru
Client
A/E:
Office:
Client Group:
Report: Invoice Delivery Exception
Batch#:
Print/Local         View/Local         Print/Engine         Save         Exit         Help

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

## **Report Parameters**

Field	Description						
Date Range	Select the date to use for the report from the list:						
	• Today						
	• Yesterday						
	Last Month						
	Current month-to-date						
	Year through last month-end						
	Current year-to-date						
	Specific date						
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>						
	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.						

Field	Description				
	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.				
Client	drop-down to select the client for which to run the report.				
	For Client Search Window, available on SQL Reports when <b>System Preference &gt; Fields/Screen</b> Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.				
	Select the 🖸 magnifying glass icon to open the Search window and begin typing the client name.				
	Select Contains or Begins with to refine results. Search window will display up to 500 matches.				
	Click the 🔀 red [x] icon to clear the Client field.				
	TIP Choosing Contains will allow users to search by Client Code.				
A/E	Select the Account Executive (FactorSoft user) to which to limit the results in the report, or leave blank to include all users. When a user is selected, the report is limited to clients that have that user selected in the A/E field on the <b>Control</b> panel of the <i>Client Information</i> screen.				
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:				
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>				
Office	Select the office to which to limit the report results. If the user has an Office restriction defined on the <i>Manage Users</i> screen in the Admin module, the user will only be able to generate the report within that office restriction. When the user generates a report, the office to which they are restricted will be selected in the Office field by default and the user will not be able to change the <b>Office</b> field when generating the report.				

jh

Field	Description
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client Group	Select the client group to which to limit the results in the report. Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group</b> <b>Codes</b> .
Value	Select the specific client group value to which to limit the results in the report. Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client Group</b> <b>Codes</b> .
Report	<ul> <li>Select the report format to be generated.</li> <li>Invoice Delivery Exception</li> <li>Invoice Delivery Exception by Batch</li> <li>Invoice Delivery Batches Waiting On Unassigned Images</li> </ul>
Batch#	Enter the batch number when requesting the Invoice Delivery Exception by Batch version of the report.

Report Sample

#### Reports: Invoice Delivery Exception or Invoice Delivery Exception by Batch

**TEST** GAP No Insurance Financial Serv					August 1, 2020 Thru August 27, 2020
Client					Invoice beilvery Exception Report
Post Date	Batch #	Invoice #	User	Failure Text	Cover Page
Invoice Delivery					
8/27/2020	1400	Cover Page	GENA	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	licIms-fie-01\CADENCEShare42\TBNoIns_121219_QAA'Messages \invDelCwPg_0000000711.pdf
		Debtor: Walmart IL			
		Acknowledge ment	GENA	preferences.	
		ADJ2	GENA	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	
		Debtor: Walmart IL			
Invoice Delivery					
8/26/2020	1399	Cover Page	GENA	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	licims-fle-01/CADENCEShare42/TBNoIns_121219_QAA'Messages \invDelCwPg_0000000708.pdf
		Debtor: Walmart IL		_	
		Notice of Acknowledgement	GENA	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	
		ADJINV1	GENA	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	
		Debtor: Walmart IL			
Invoice Delivery					
8/25/2020	1391	Cover Page	GAPTEST	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	%clms-file-01/CADENCEShare42/TBNoins_121219_QAA/Wessages \in vDelCwPg_000000099.pdf
		Debtor: waimart IL			
		Adknowledgement	GAPTEST	inere was no content created for this message. No email will be sent, i his is usually due to incorrect system preferences.	
		INVNONFUNDED	GAPTEST	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	
		Debtor: Walmart IL			
8/25/2020	1394	Cover Page	GAPTEST	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	%clms-file-01\CADENCEShare42\TBNoIns_121219_QAAWessages \in vDelCwPg_000000704.pdf
		Debtor: Walmart IL			
		Notice of Acknowledgement	GAPTEST	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	
		INV82720-1	GAPTEST	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	
		Debtor: Walmart IL			
Invoice Delivery					
8/24/2020	1390	Cover Page	GENA	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	%clms-file-01\CADENCEShare42\TBNoIns_121219_QAAWessages \hvDelCwPg_000000083.pdf
		Debtor: Walmart IL		-	
		Notice of Acknowledgement	GENA	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	
		NONFUNDED008 2420 Debtor: Walmart IL	GENA	There was no content created for this message. No email will be sent. This is usually due to incorrect system preferences.	

#### Report: Invoice Delivery Batches Waiting on Unassigned Images

**TEST** GAPNo Insurance Financial Serv	In voice Delivery	August 1, 2020 Thru August 27, 2020 Invoice Delivery Batches Waiting On Unassigned Images		
Client.	Post Date	Batch #		
Invoice Delivery				
	8/2/2019 12:00:00 AM	1265		

#### **Report Details**

Column	Description			
Reports: Invoice Delivery Exception or Invoice Delivery Exception by Batch				
Post Date	Post Date of the Purchase Batch			
Batch #	Purchase Batch number			
Invoice #	Invoice number			
User	User who processed Purchase Batch			



Column	Description			
Failure Text	Failure text indicating the reason the Invoice Delivery package did no send successfully			
Coverpage	Location of the Invoice Delivery Cover Page			
Report: Invoice Delivery Batches Waiting on Unassigned Images				
Client	Client's Name			
Post Date	Post Date of the Purchase Batch			
Batch #	Purchase Batch Number			

#### **Security Roles**

To generate the Invoice Delivery Report, the following Security Role needs to be set to YES:

Security Roles > Reports > Productivity Reports > Print Invoice Delivery Report

#### Invoice Delivery Status Report

The Invoice Delivery Status Report, which is accessed from the Productivity menu of the Reports module, lists batches by client on which Invoice Delivery packages have been sent or on which delivery was attempted and displays the status of the delivery attempt. Other information listed includes the debtor name, batch post date, invoice creation and modified dates, transaction and invoice package status, debtor invoice delivery rule, and mode of delivery.

Privoice Delivery Status		X
Report Template:	<u>1</u>	<u>l</u> ew
Parameters Destination Scheduling Templates History		
Date Range: Today		
Thru:		
Client Bobby's Transportation Company (BOBBY)	-	] [
A/E:	-	] [
Office:	-	] [
Client Group:	-	] [
Format: By Batch	-	] [
Batch#:		
Show Only Processed Batches		
Print/Local Print/Engine Save Exit	Hel	P



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

#### **Report Parameters**

Field	Description
Date	Select the date to use for the report from the list:
Range	• Today
	• Yesterday
	• Last Month
	Current month-to-date
	Year through last month-end
	Current year-to-date
	Specific date
	<ul> <li>Set At Run Time (Web Template Only)</li> </ul>
	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 Sys- tem 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 instead of yesterday in date range is set to <b>True</b> .
Client	drop-down to select the client for which to run the report.
	For Client Search Window, available on SQL Reports when System Preference > Field-



Field	Description
	s/Screen Behavior > Miscellaneous > Use Client Search instead of drop downs is set to True.
	Select the 🖸 magnifying glass icon to open the Search window and begin typing the client name.
	Select Contains or Begins with to refine results. Search window will display up to 500 matches.
	Click the 🔀 red [x] icon to clear the Client field.
	TIP Choosing Contains will allow users to search by Client Code.
A/E	Select the Account Executive (FactorSoft user) to which to limit the results in the report, or leave blank to include all users. When a user is selected, the report is limited to clients that have that user selected in the A/E field on the <b>Control</b> panel of the <i>Client Information</i> screen.
	To limit the <b>A/E</b> field to list only those users that have been marked as an A/E, use the fol- lowing System Preference:
	<ul> <li>Terminology &gt; Select account executive based on check box: TRUE</li> </ul>
Office	Select the office to which to limit the report results. If the user has an Office restriction defined on the <i>Manage Users</i> screen in the Admin module, the user will only be able to generate the report within that office restriction. When the user generates a report, the office to which they are restricted will be selected in the Office field by default and the user will not be able to change the <b>Office</b> field when generating the report.
	Offices are defined in the <u>Office table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Office</b> .
Client	Select the client group to which to limit the results in the report.
Group	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> <b>Group Codes</b> .
Value	Select the specific client group value to which to limit the results in the report.
	Client Groups are defined in the <u>Client Group Code table in the Tables feature</u> . To access

Field	Description
	this table, on the <b>File</b> menu, click <b>Tables</b> . Then, on the <b>Client &amp; Debtor</b> menu, click <b>Client</b> Group Codes.
Format	Select the report format to be generated. <ul> <li>By Batch</li> <li>By Date</li> </ul>
Batch#	Enter the batch number when requesting the By Batch version of the report.
Show Only Pro- cessed Batches	Select this check box to only include batches that have been processed in the report res- ults.

#### **Report Sample**

					Laure 1	Dellara Chatas
Post Date		Trans Status			Invoi	ce Delivery Status
Create Date	Modified Date	Status	Invoice Delivery Rule	Delivery Sent	Delivery Mode	Delivery Status
6/10/2020		Pending				
		Pending				
		Pending	Pending		Pending	Pending
6/10/2020		Pending				
		Pending				
		Pending	Pending		Pending	Pending
12/11/2019		Processed				
6/8/2020	6/8/2020	Processed				
6/8/2020	6/22/2020	Successful	Coverpage and Images	5/8/2020 2:54:28 PM	Email	Processed
12/11/2019		Processed				
6/8/2020	6/8/2020	Processed				
6/8/2020	6/22/2020	Successful	Coverpage and I mages		Email	Failed
6/8/2020	6/22/2020	Successful	Coverpage and Images		Email	Failed
6/8/2020	6/22/2020	Successful	Coverpage and Images		Email	Failed
1/31/2020		Scanned/Ready to Post				
		Pending				
		Pending	Pending		Pending	Pending
2/4/2020		Pending/Ready to Update				
		Pending				
		Pending	Pending		Pending	Pending
2/4/2020		Pending/Ready to Update				
		Pending				
		Pending	Pending		Pending	Pending
2/5/2020		Processed				
8/21/2020	8/21/2020	Processed				
8/21/2020	9/4/2020	Successful	Coverpage and I mages		Email	Failed
	Post Date <u>C reate Date</u> 6/10/2020 6/10/2020 12/11/2019 6/8/2020 6/8/2020 6/8/2020 6/8/2020 6/8/2020 6/8/2020 6/8/2020 2/4/2020 2/4/2020 2/4/2020 8/21/2020 8/21/2020	Post Date           Create Date         Modified Date           6/10/2020	Post Date         Trans Status           Create Date         Modified Date         Status           6/10/2020         Pending           9/10/2020         Pending           9/10/2020         Pending           9/10/2020         Pending           9/10/2020         Pending           12/11/2019         Processed           6/8/2020         6/8/2020           6/8/2020         6/8/2020           6/8/2020         6/8/2020           6/8/2020         6/8/2020           6/8/2020         6/8/2020           6/8/2020         6/8/2020           6/8/2020         6/8/2020           6/8/2020         6/8/2020           6/8/2020         6/8/2020           6/8/2020         6/8/2020           6/8/2020         6/2/2020           5/2/2020         Successful           6/8/2020         6/2/2020           6/8/2020         6/2/2020           5/2/2020         Successful           6/8/2020         6/2/2020           5/2/2020         Successful           6/8/2020         6/2/2/202           9/2/2020         Successful           6/8/2020         Pending	Post Date         Trans Status           Create Date         Modified Date         Status         Invoice Delivery Rule           6/10/2020         Pending         Pending           6/10/2020         Pending         Pending           6/10/2020         Pending         Pending           6/10/2020         Pending         Pending           12/11/2019         Processed         6/8/2020           6/8/2020         6/8/2020         Successful         Coverpage and Images           12/11/2019         Processed         6/8/2020         6/8/2020           6/8/2020         6/8/2020         Successful         Coverpage and Images           12/11/2019         Processed         6/8/2020         6/8/2020           6/8/2020         6/8/2020         Successful         Coverpage and Images           6/8/2020         6/2/2020         Successful         Coverpage and Images           6/8/2020         6/2/2/2020         Successful         Coverpage and Images	Post Date         Trans Status           Create Date         Modified Date         Status         Invoice Delivery Rule         Delivery Sent           6/10/2020         Pending         Pending         Pending         Pending           6/10/2020         Pending         Pending         Pending         Pending           6/10/2020         Pending         Pending         Pending         Pending           12/11/2019         Pencessed         6/8/2020         Successful         Coverpage and Images         3/8/2020 2.54:28           12/11/2019         Processed         6/8/2020         Successful         Coverpage and Images         3/8/2020 2.54:28           12/11/2019         Processed         G/8/2020         Successful         Coverpage and Images         3/8/2020 2.54:28           12/11/2019         Processed         G/8/2020         Successful         Coverpage and Images         6/8/2020 2.54:28           12/11/2019         Processed         Coverpage and Images         5/8/2020 2.54:28         PM           12/11/2019         Processed         Coverpage and Images         5/8/2020 2.54:28         PM           1/31/2020         6/8/2020         Successful         Coverpage and Images         5/8/2020 2.54:28         PM         PM         PM	Post DateTrans StatusCreate DateModified DateStatusInvoice Delivery RuleDelivery SentDelivery Mode6/10/2020PendingPendingPendingPending6/10/2020PendingPendingPendingPending10/10/2020PendingPendingPendingPending12/11/2019Processed6/8/20206/8/2020Processed6/8/20206/8/2020SuccessfulCoverpage and ImagesSi@/2020 2.54-28Email12/11/2019ProcessedForcessedFinaliPinali12/11/2019ProcessedCoverpage and ImagesEmailEmail6/8/20206/8/2020SuccessfulCoverpage and ImagesEmail6/8/20206/8/2020SuccessfulCoverpage and ImagesEmail6/8/20206/8/2020SuccessfulCoverpage and ImagesEmail6/8/20206/8/2020SuccessfulCoverpage and ImagesEmail6/8/20206/2/2020SuccessfulCoverpage and ImagesEmail6/8/20206/2/2020SuccessfulCoverpage and ImagesEmail1/31/2020SuccessfulCoverpage and ImagesEmailEmail2/4/2020ForcessedPendingPendingPending2/4/2020Pending/ReadyIo PodiPendingPending2/4/2020Pending/ReadyIo UpdatePendingPending2/12/2008/21/2020ProcessedPendingPending2/12/2008/21/2020

Printed: September 4, 2020, 12:51 PM (\*InvDelStat)

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Column/Label	Description			
Client	Client's Name			
Batch No.	Purchase Batch Number			
Post Date	Post Date of Purchase Batch			
Trans Status	Transaction status of Purchase Batch			
Debtor	Debtor's Name			
Create Date	Create Date of Invoice Delivery Package			
Modified Date	Modified Date of Invoice Delivery Package			
Status	Status of building the Invoice Delivery Package			
Invoice Delivery Rule	Debtor's Invoice Delivery Rule setting			
Delivery Sent	Date & Time that Invoice Delivery Package was sent			
Delivery Mode	Mode by which the Invoice Delivery Package was sent			
Delivery Status	Status on Sending the Invoice Delivery Package			

**Security Roles** 

To generate the Invoice Delivery Status Report, the following Security Role needs to be set to YES:

Security Roles > Reports > Productivity Reports > Print Invoice Delivery Status Report