jack henry™

FactorSoft™

- Release v4.7

# Invoice Delivery User Guide

### Limitations on Maintenance Services

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

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

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

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

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

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# 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™ representative at lendinginfo@jackhenry.com

> **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 **Yes** 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.<br><br>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 **Instructs the engine to send one email per invoice** is set to **True**. |

| Preference | Description |
|---|---|
| | • **Invoice number**<br>• **Purchase order number if available**<br>**Note**: If there is no Purchase Order number, the system will use the Invoice number instead.<br>• **Invoice number and purchase order number if available**<br>• **Invoice number and batch number**<br>• **Purchase order number and Batch number**<br>**Note**: If there is no Purchase Order number, the system will use the Invoice number instead.<br>Subjects will display as follows: " Subject Line; Subject Line Rule"<br>**Invoice number and purchase order number if available Example:**<br>Your Subject Line; Invoice #51921-3 - Purchase Order #51921-po3<br>If **Instructs engine to send on email per invoice** = **FALSE** then the email subject line will honor Subject Line (Free Form Text); Batch # - Invoices.<br>**Example:** Your Subject Line; Batch#1951 - Invoices |
| Include notice of acknowledgment if available | Set to **True** to include a notice of acknowledgment with each invoice delivery if a document is available in the **NOA** 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 **True** to deliver all invoices regardless of status as part of the invoice package to each debtor. |
| Include denied invoices if available | Set to **True** to allow denied invoices to be delivered as part of the invoice package to each debtor. |
| Include held invoices if available | Set to **True** 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 **True** to send individual emails for each invoice in a batch with associated images and documents attached. If set to **False**, all invoices, images, and documents are included in as few emails as size restrictions set in System Preference **Instructs the engine to limit the size (Kb) of each email** allow. |

| Preference | Description |
|---|---|
| | If **True**, the email subject line will display the above system preferences for *Subject Line; Subject Line Rule*. If **False**, the email subject line displays the above system preference for *Subject Line; Batch# associated to the Invoice Delivery Package.* |
| Instructs the engine to ignore supporting documents as attachments | Set to **True** to exclude images marked as **Support** 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™ 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 client instance of FactorSoft.<br><br>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.<br><br>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 **True** to create a log file for in the Windows temporary folder for the user. Jack Henry™ support recommends setting this option to **True**. |
| Instructs the engine to limit the number of batches to process during one task interval | 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™ support 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 **Print**. |

| Preference | Description |
|---|---|
| Write cover page using SQL reporting services | Set to **True** 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 **True** to instruct FactorSoft to combine all images into a single PDF document for emailed Invoice Delivery packages. |
| Messaging folder | Enter the fully qualified path to the folder in which the attachment files are written. Note that the Engine requires full rights to this folder. |
| Purge days for attachment files to be deleted from the messaging 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.<br><br>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 **True** to indicate that Invoice Delivery attaches the cover page set in **Cover page report module** 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.<br><br>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 **True** or select the **Cover pages are for invoices with images only** 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 Client# / 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 **True** or select the **Cover page hide page count** 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.<br><br>Payment language options are defined on the Statement Text Table screen in the Tables module. |
| Cover page statement text | Enter the payment language option to define the payment instructions that display on the cover page.<br><br>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 delivery 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 **Identification/system constants**, **Identification/system constantsReporting Services**, **Folders**, **Folder for Report parameters**. |

| 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 module.<br><br>**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 annotation/watermark text:<br><br>• **Center**<br>• **Center Left**<br>• **Center Right**<br>• **Top Left**<br>• **Top Center**<br>• **Top Right**<br>• **Bottom Left**<br>• **Bottom Center**<br>• **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**<br>• **Grey**<br>• **Blue**<br>• **Green**<br>• **Red**<br>• **Yellow**<br>• **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.<br><br>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. |

## *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

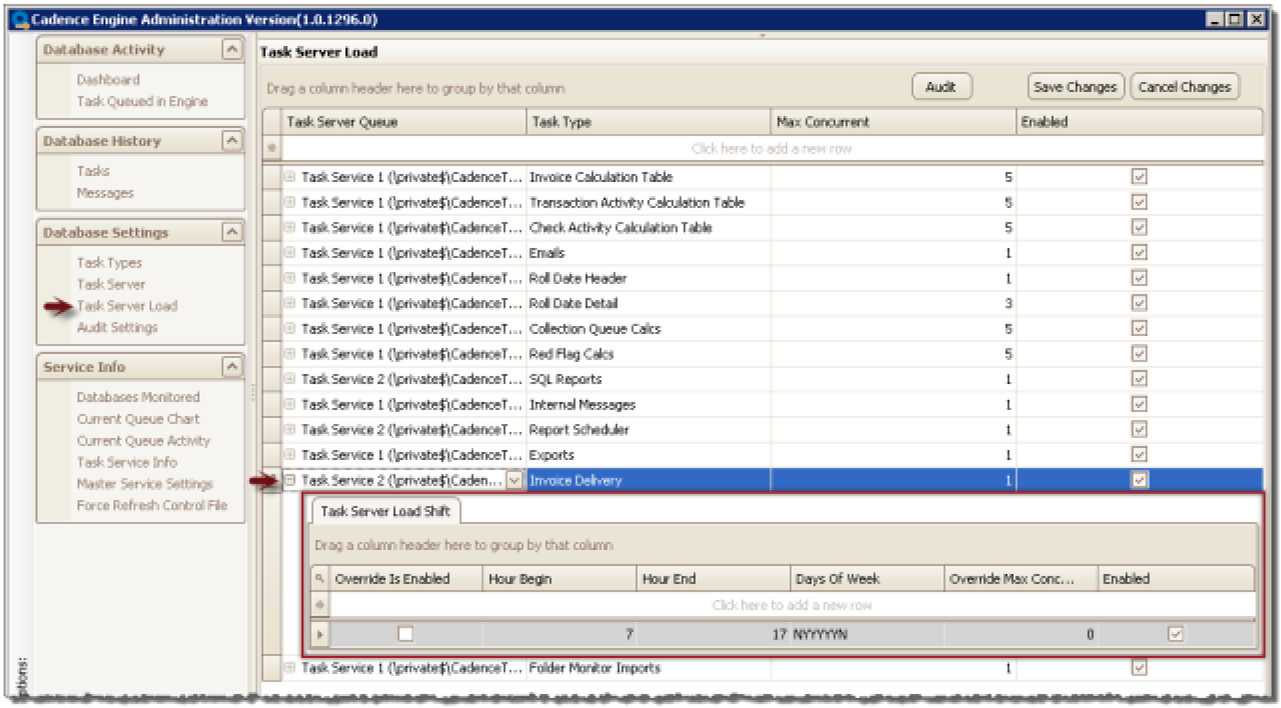
The Engine enables the Delivery Verification functionality. The Engine task type **Invoice Delivery** must be enabled and assigned to a Task Server Load entry in the Engine Administration module. The **Invoice Delivery** Engine task type should be set up to execute within an exclusive Task Service, as 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:




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"<br><br>Setting is in military time (7 = 7 AM) |
| Hour End | Set to "17"<br><br>Setting is in military time (17 = 5 PM) |
| Days of the Week | Set to "NYYYYYN"<br><br>This is a string of seven characters representing the seven days of the week, Sunday through Saturday. |
| Override Max Con- | Set to "0" |

| 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.

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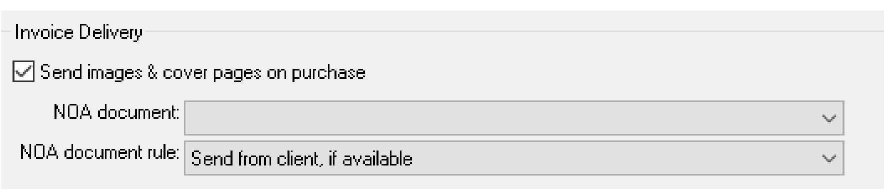



| Field | Description |
|---|---|
| Send images and cover pages on purchase | Select this Invoice Delivery messaging option to indicate that cover pages and images are delivered to the debtor at invoice purchase for this client. |
| NOA document | Select the NOA document to send via Invoice Delivery to each debtor with which the client has a relationship. This is the client document that will be sent based on the **NOA document rule** setting (the relationship level document is assigned in the **NOA Document** 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 **General** 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 determined at the client or relationship level.<br><br>• **Do not send**: do not send NOA documents with the Invoice Delivery package<br><br>• **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<br><br>• **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<br><br>• **Send from relationship, if available, otherwise client**: send the document assigned to the relationship on the Documents tab of the Debtor Aging screen if available for the relationship, otherwise : send the document assigned to the client on the Invoice Delivery panel with the Invoice Delivery package<br><br>• **Send from client, if available, otherwise relationship**: send the document assigned to the client on the Invoice Delivery panel if available, otherwise send the document assigned to the relationship on the Documents tab of the Debtor Aging screen with the Invoice Delivery package<br><br>• **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 |

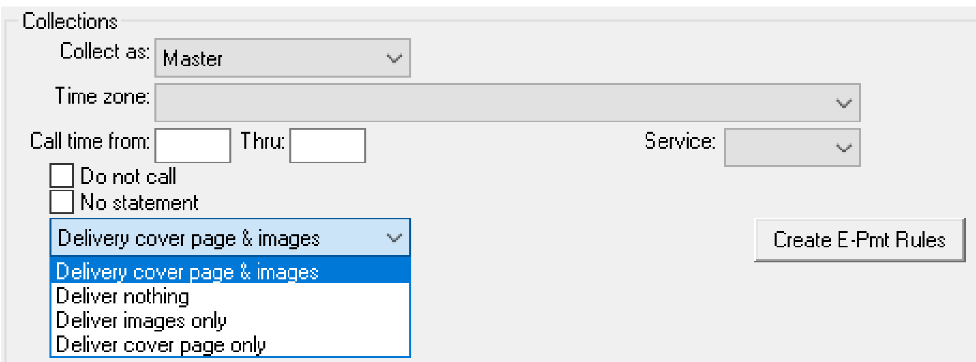
### *Debtor Information Setup*

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.




## *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. |

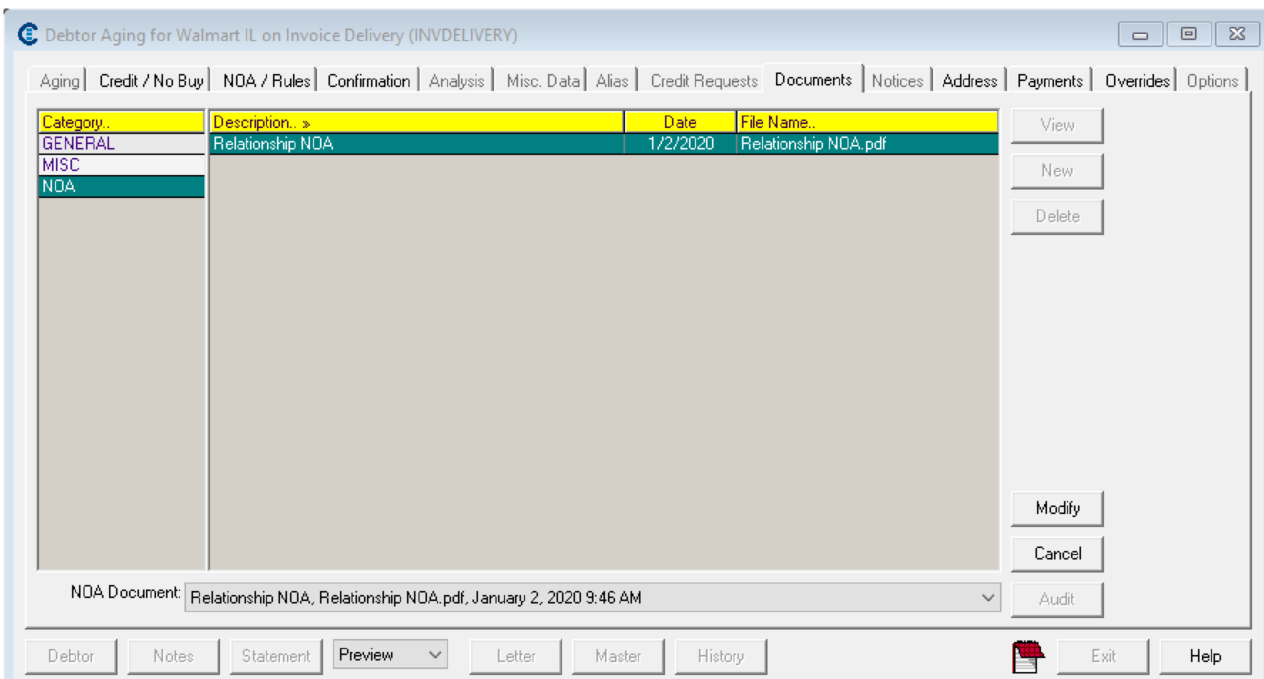
## *Adding an NOA Document to the Delivery*

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 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.



## *Annotation Watermark for Invoice Images*

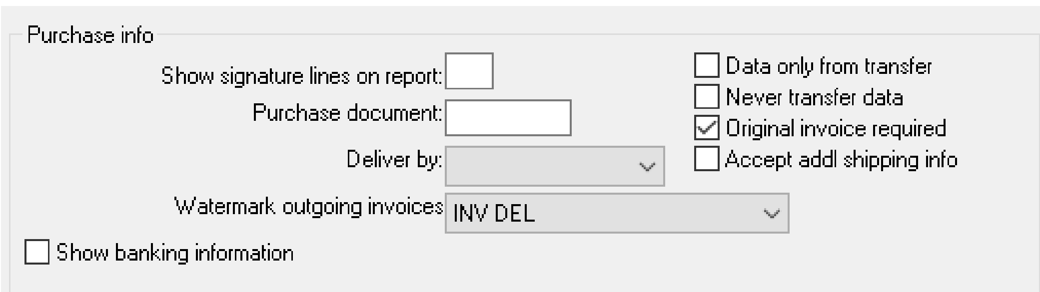
The capability to annotate or watermark images delivered through the Invoice Delivery module can be configured in FactorSoft. The annotation or watermark text is set up in the Statement Text Table in the Tables module and then selected at the lender-level by System Preference (see FactorSoft Help or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

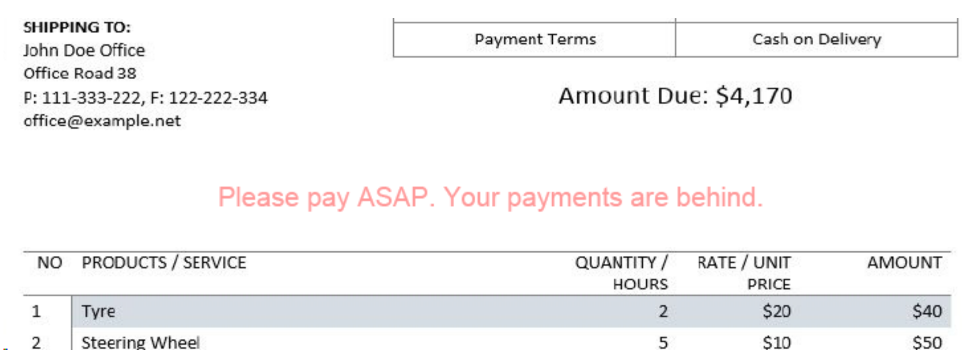
### Overriding the Lender Level Watermark for a Client

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.




### 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.

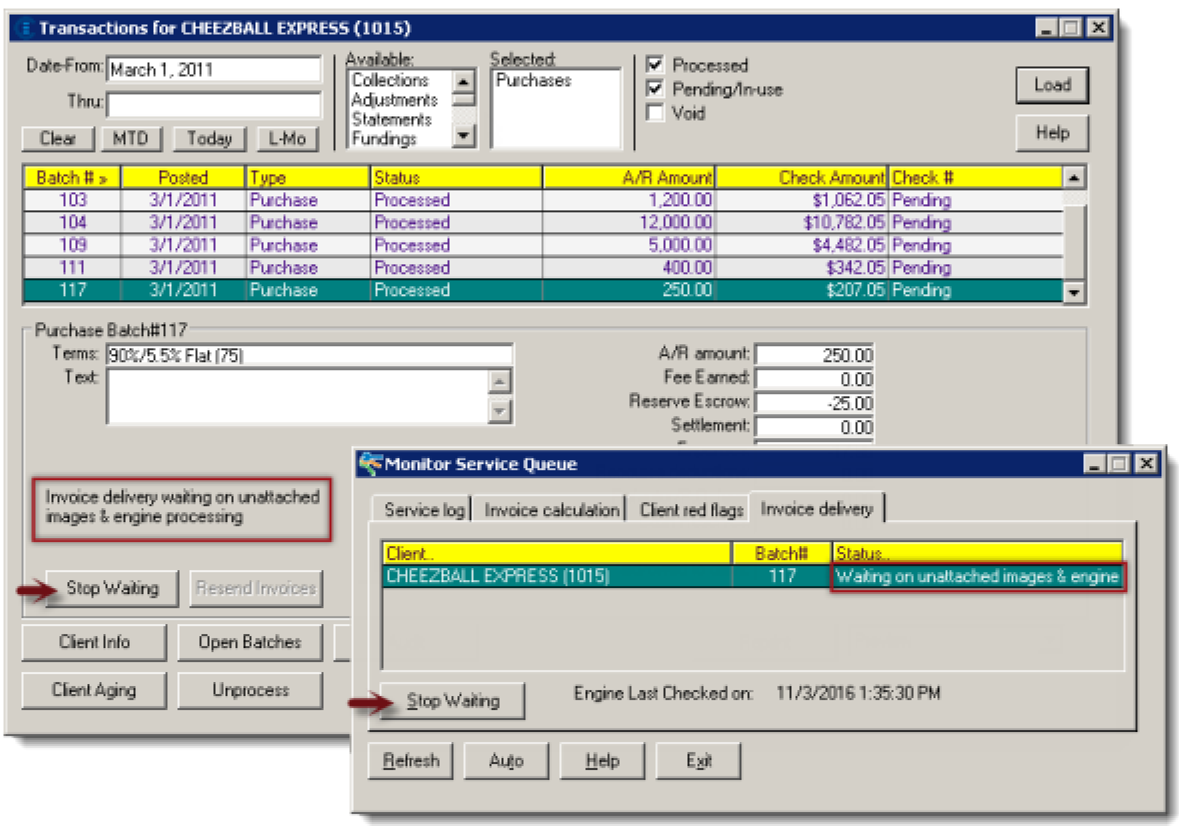


## How It Works

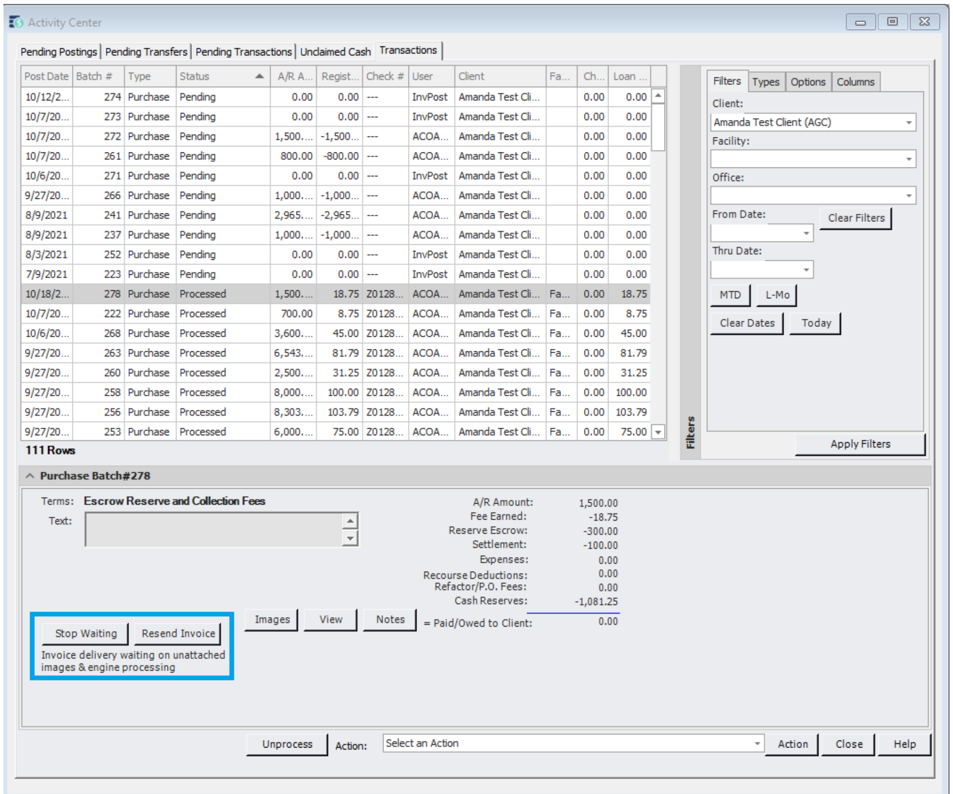
Invoice Delivery is enabled through the Engine. When invoices are purchased in FactorSoft, if the batch has images attached for a client that has Invoice Delivery enabled, the Engine process detects the batch on its periodic query. If there are unattached images, Invoice Delivery holds delivery of the 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:

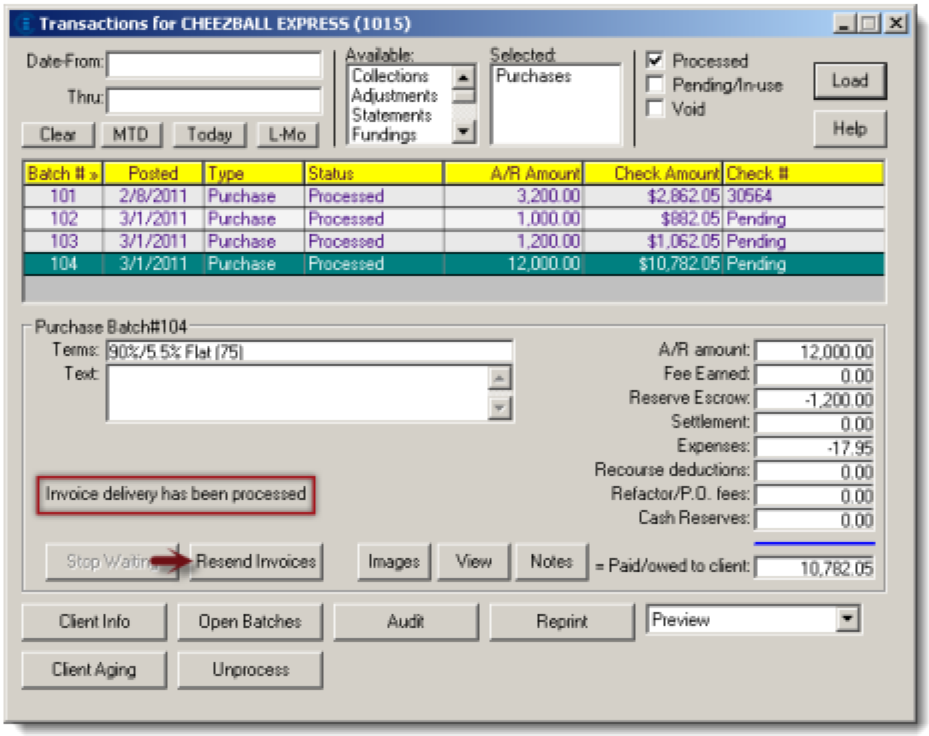



In the Activity Center:

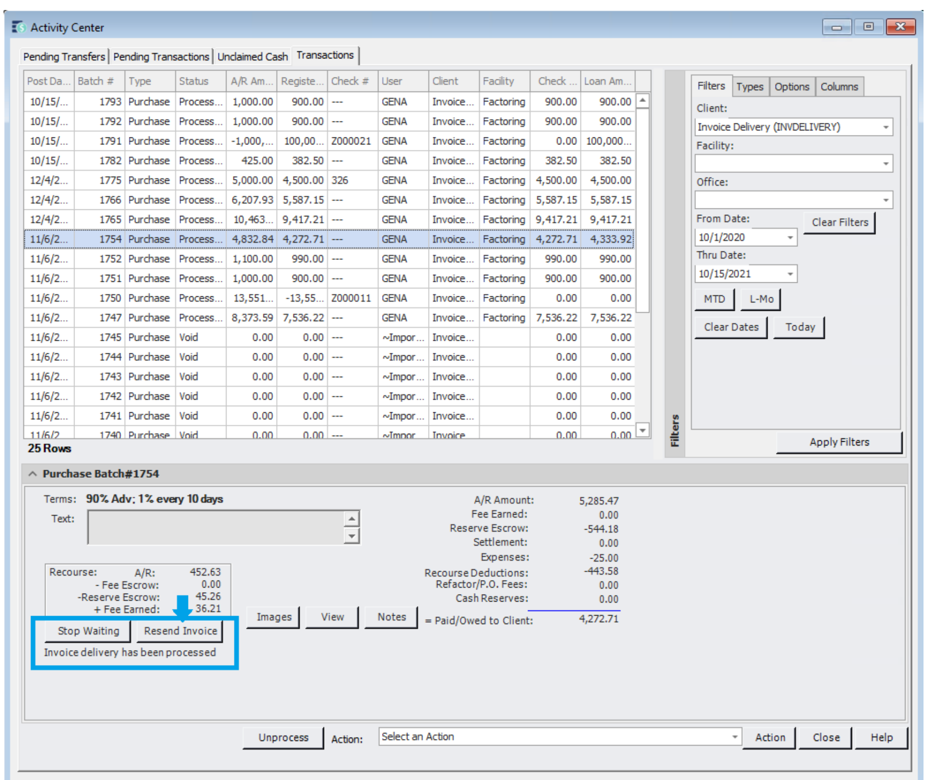



When images have been attached to all invoices in the batch, the email invoice packages are delivered to the debtor contact, and the status message on the Transaction screen is updated to **Invoice delivery has been processed**, as shown below, and the corresponding line-item on the Invoice Delivery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

In Client Transactions screen:



In the Activity Center:



### *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,

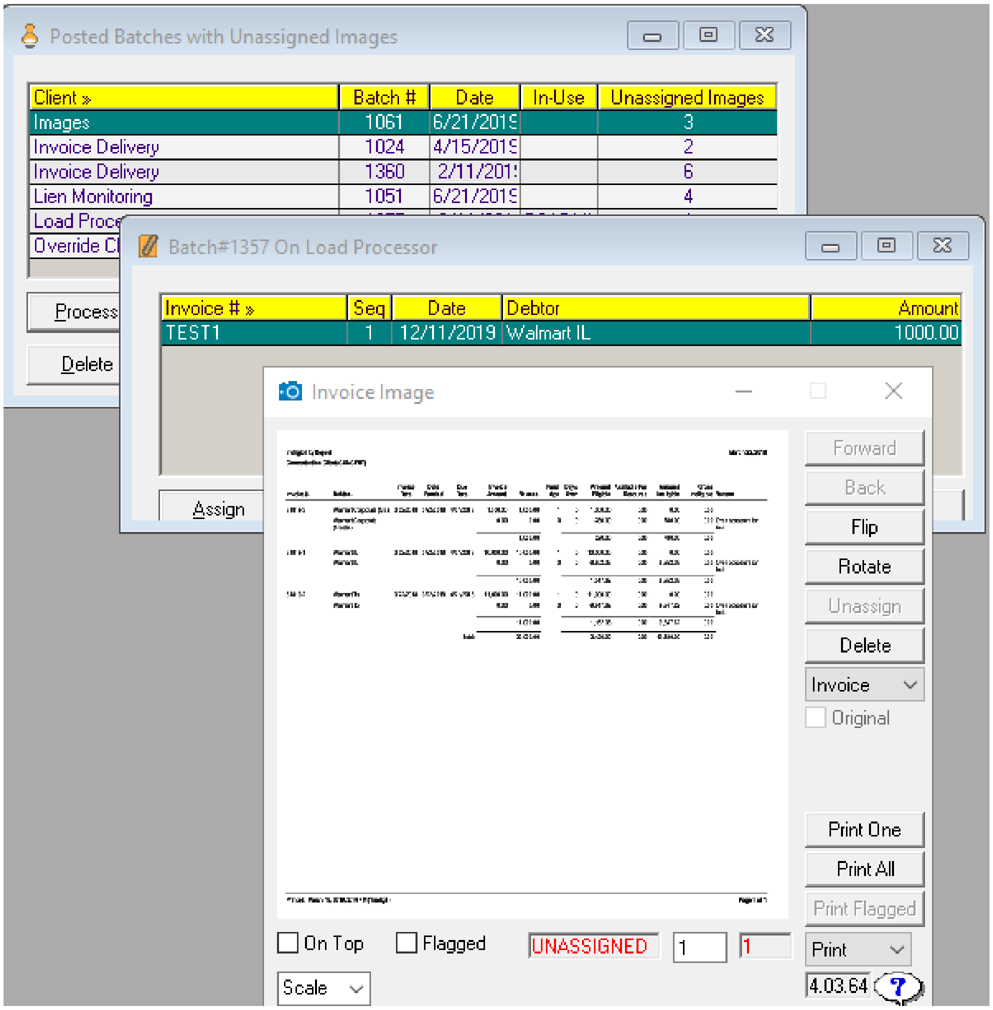
1. Select the Attach Images to Posted Batches option in the File, Input menu of the FactorSoft Desktop application.

   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.




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*

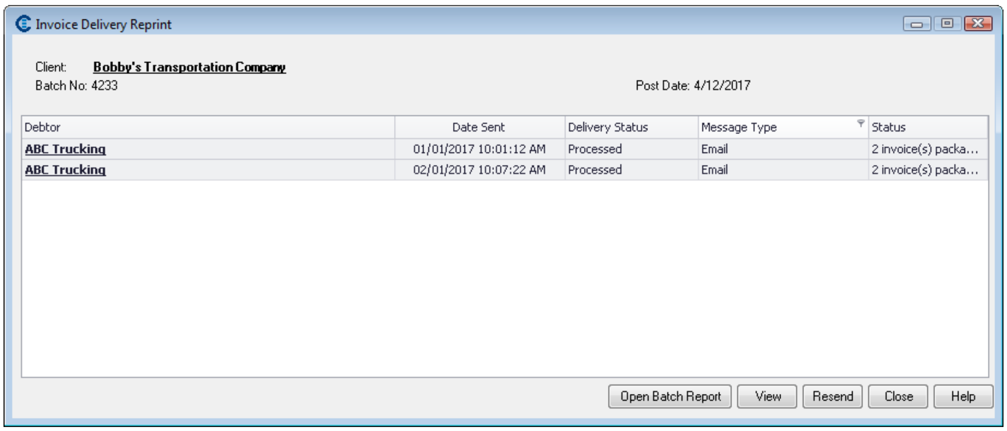
To resend an Invoice Delivery package for a previously delivered purchase transaction, access the transaction on the Activity Center or Client Transactions screen and click the **Resend Invoices** button.

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.




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

   All invoices associated with the debtor are resent.

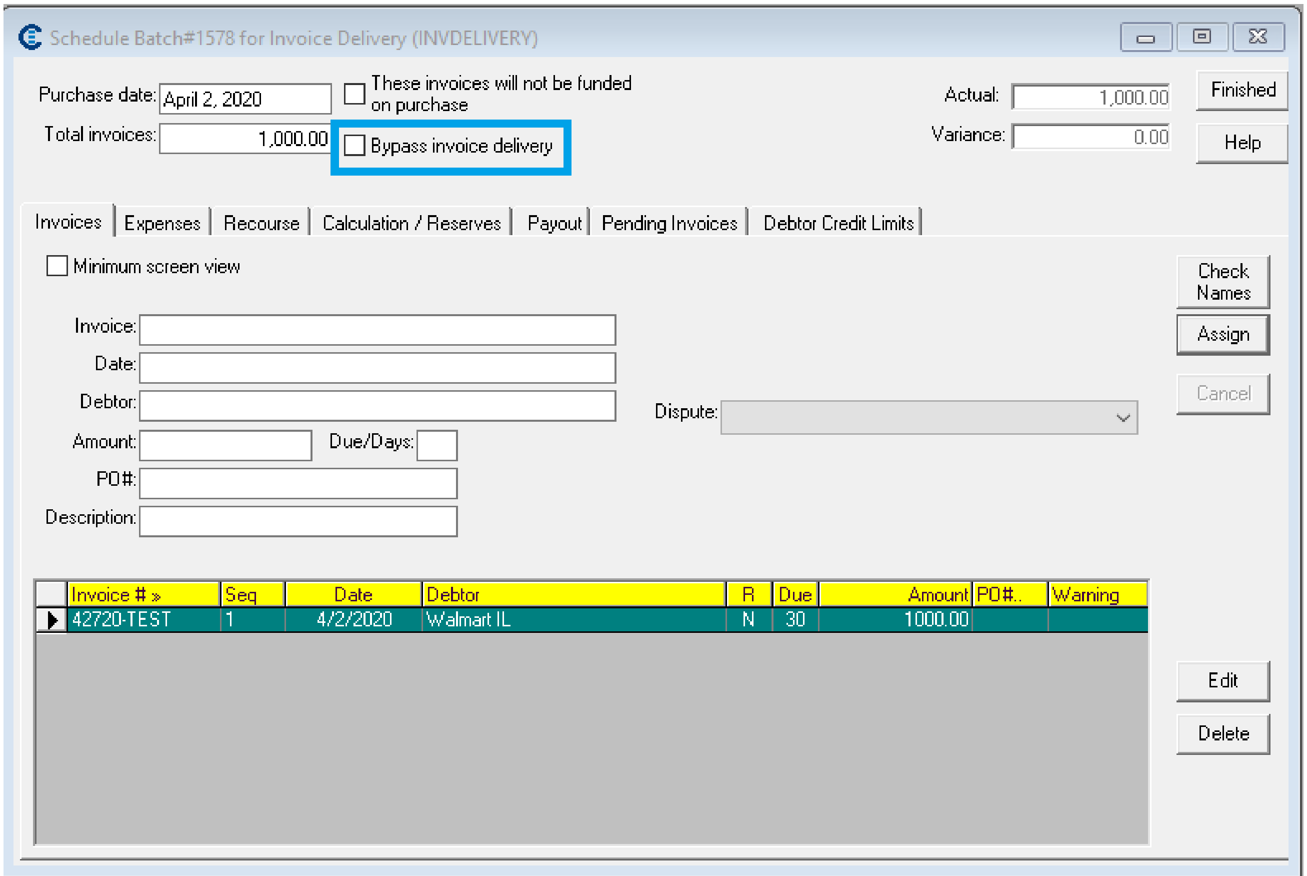
> **NOTE**
> To resend only specific invoices in the package, click the **View** button. The invoice package displays as a .pdf, where specific invoices to resend to the debtor can be saved and resent.

### *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).

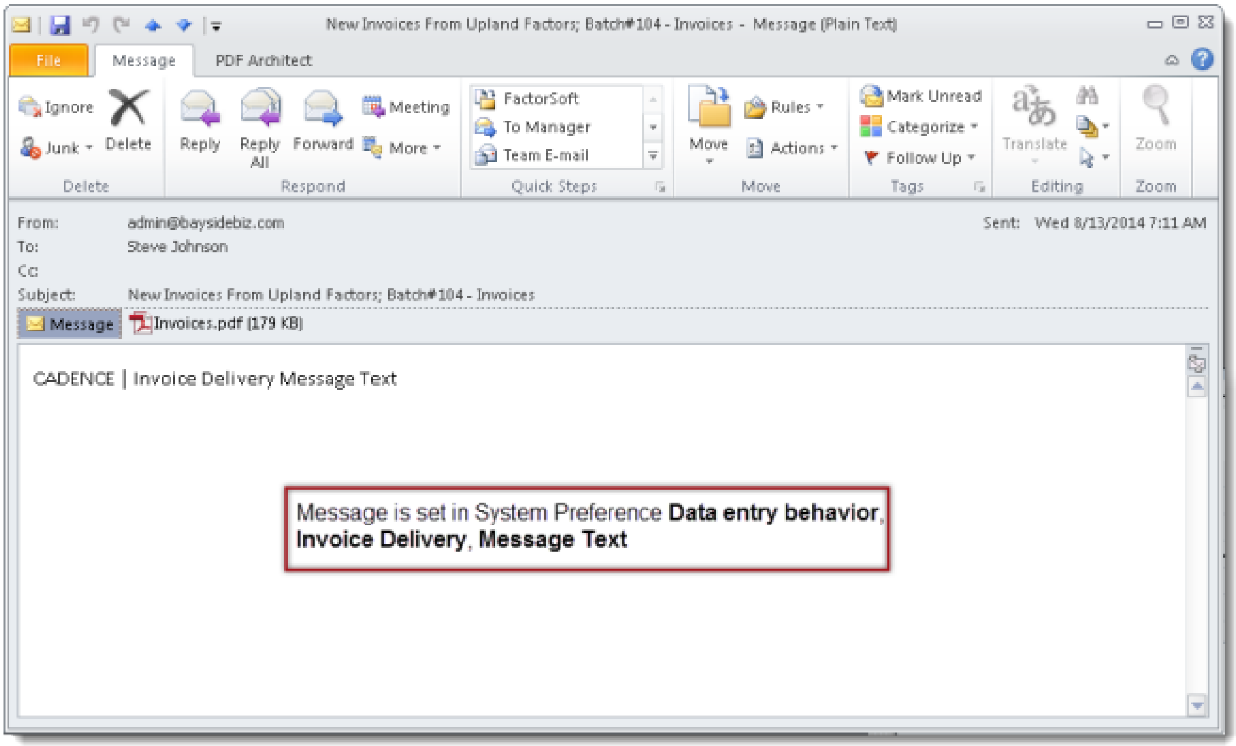
**NOTE**

This feature can be limited by Security Role.

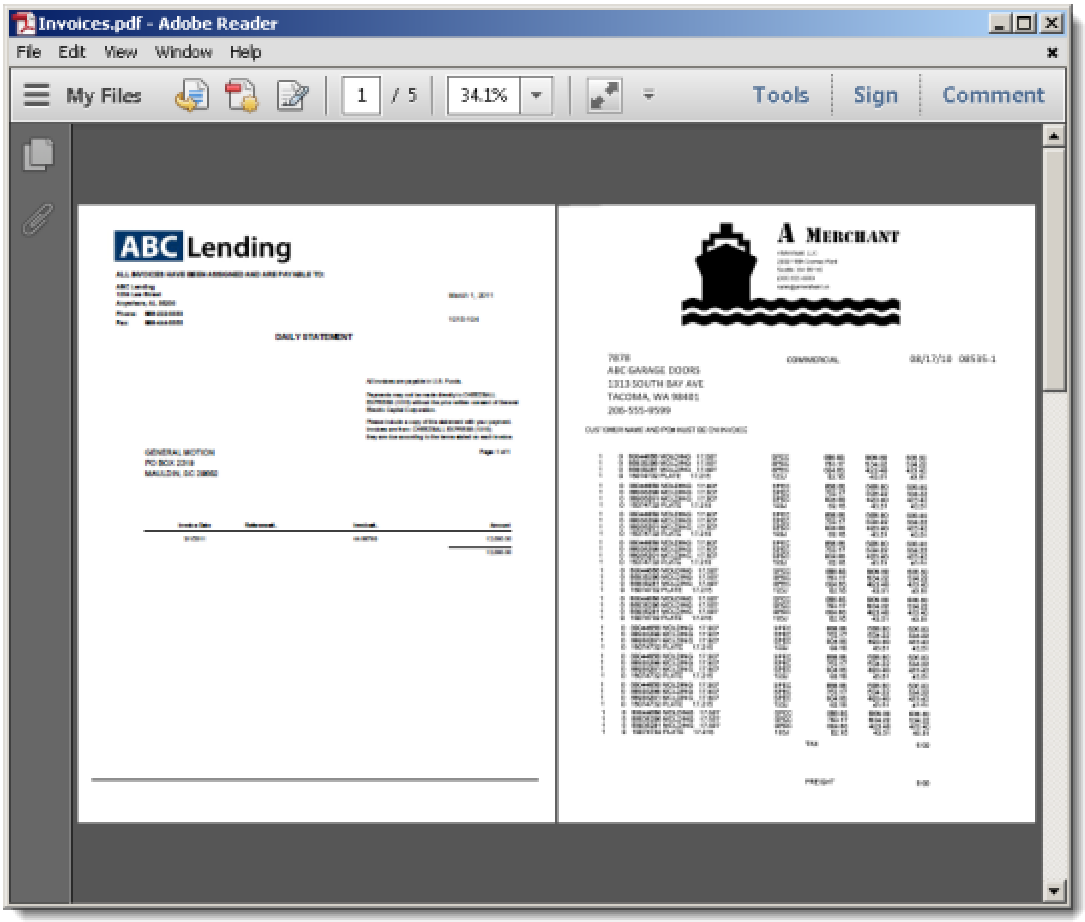



## *Invoice Delivery Package*

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**.

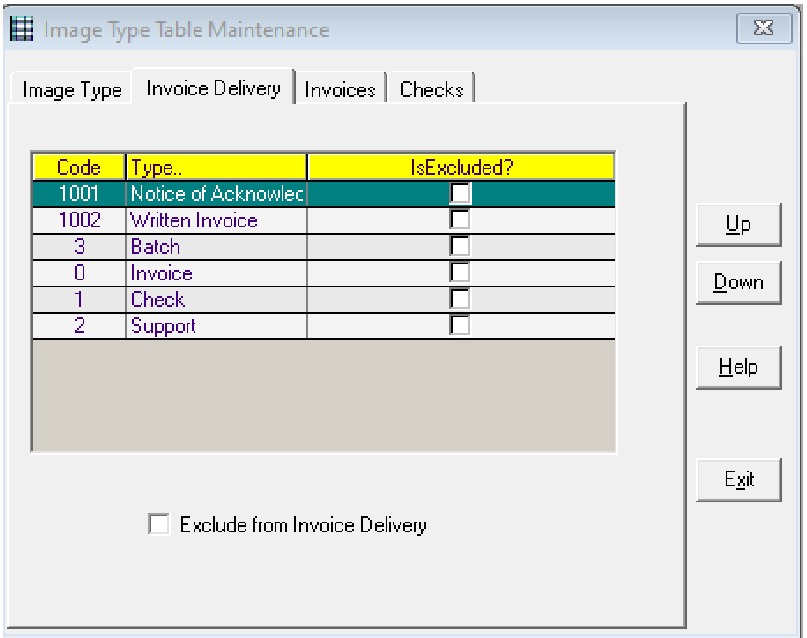



The PDF attachment contains the cover page (as determined by System Preference **Reports**, **Purchase reports**, **Cover page Crystal Report module**) and the invoice and supporting document image pages associated with the batch or invoice, depending on the setting of System Preferences **Include notice 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.




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.

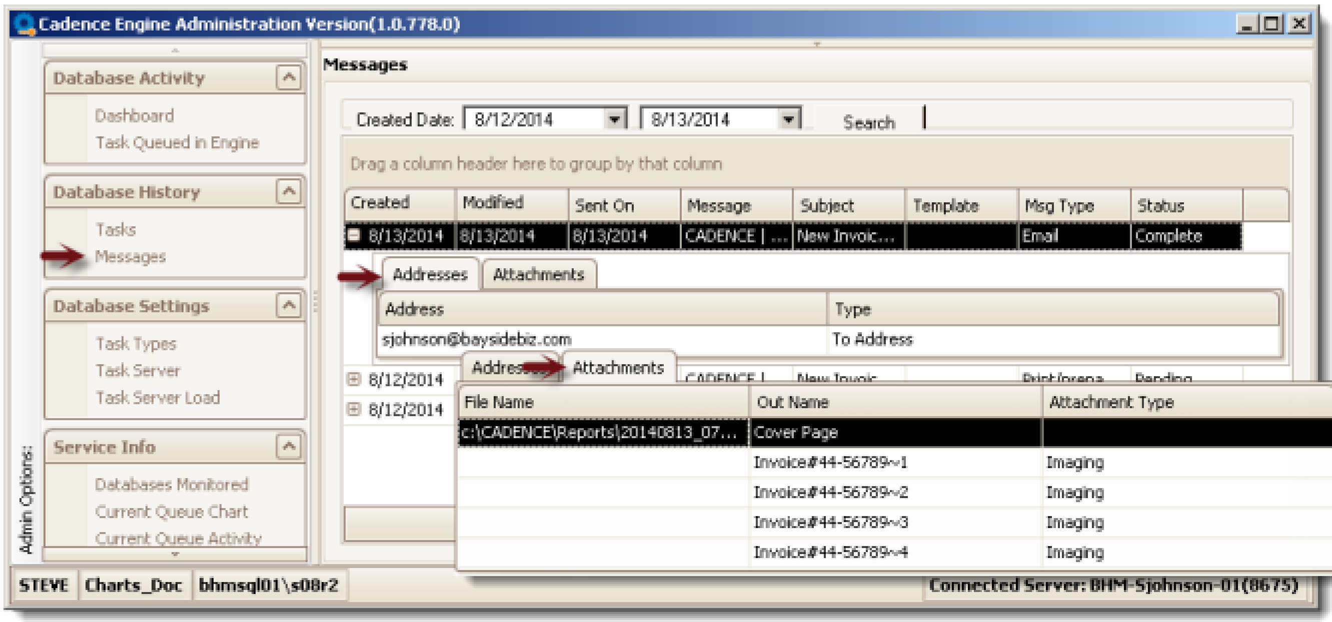
Users have the capability to create and establish additional Codes and Image Types as needed on the Image Type tab. Once created, the new image type will appear on the other tabs.

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.

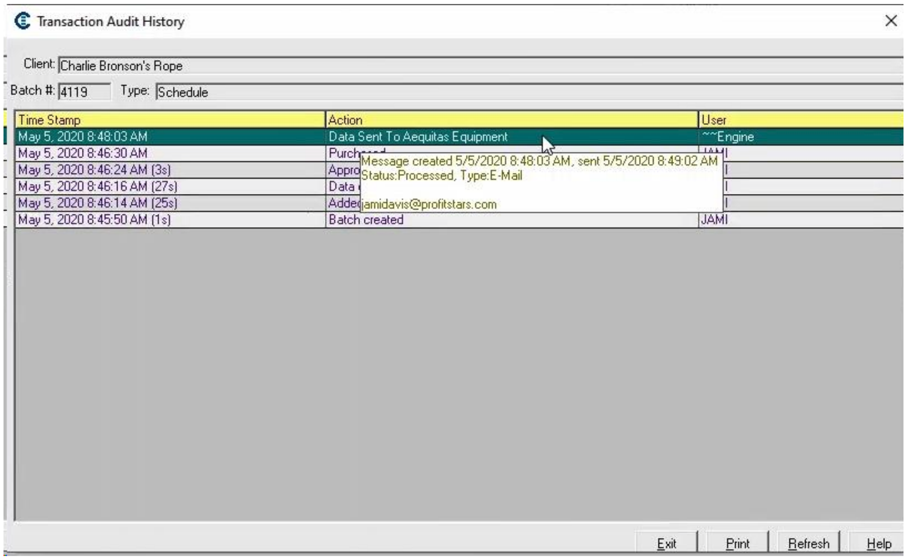
> **CAUTION**
> When a new Image Type is created in the **Tables** > **Data Entry** > **Image Type Table** > **Image Type** Tab, the image type will automatically populate to the Invoice Delivery Tab and be set as Excluded from Invoice Delivery. Default Image Types can not be deleted and additional Image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




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:

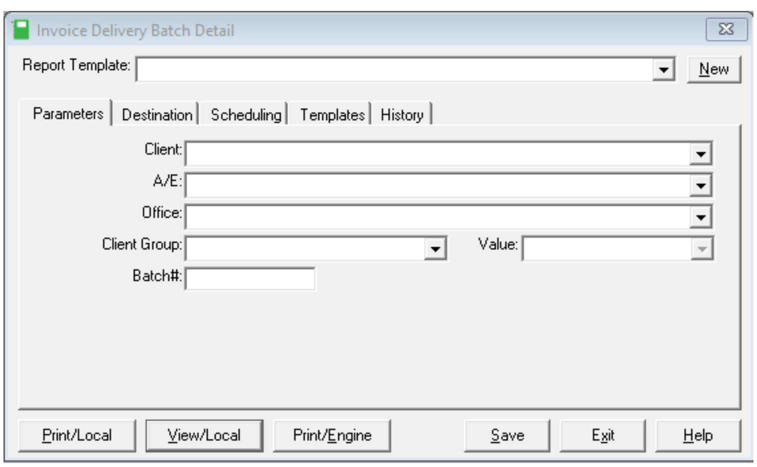



## Invoice Delivery Reports

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.



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

Report Parameters

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

| 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.<br><br>Client Groups are defined in the Client Group Code table in the Tables feature. To access this table, on the **File** menu, click **Tables**. Then, on the **Client & Debtor** menu, click **Client Group Codes**. |
| 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

****TEST** GAP No Insurance Financial Serv** — **Invoice Delivery Batch Detail**

**Client: Write Invoice Auto** | **BatchNo: 1530** | **Post Date: 4/2/2020** | **Trans-Status: Processed**

**Invoice Delivery Code:** Invoice delivery has been 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 | | | | |
| Walmart IL | 4/2/2020 | 4/16/2020 | Success | Coverpage Only | | Email | Failed |

| Address: | Address Type |
|---|---|
| gpond@jackhenry.com | To Address |

| Attachment: | Attachment Type | Reference Key | FileName |
|---|---|---|---|
| Cover Page | Existing file | 1 | \\clms-file-01\CADENCEShare42\TBNoIns_QAA \Messages\InvDelCvrPg_0000000903.pdf |
| Notice of Acknowledgement | Document Management | 4 | |
| Notice of Acknowledgement | Document Management | 5 | |
| Invoice#9562-4 | Invoice Delivery invoice | 508 | |

| Debtor.. | Created Date | Modified Date | Status | Invoice Delivery Rule | Delivery Sent | Delivery Mode | Delivery Status |
|---|---|---|---|---|---|---|---|
| Invoice Packages: | 4/2/2020 | 4/2/2020 | Processed | | | | |
| Walmart IL | 4/2/2020 | 4/16/2020 | Success | Coverpage & Images | 4/2/2020 1:15:21 PM | Email | Processed |

| Address: | Address Type |
|---|---|
| gpond@jackhenry.com | To Address |

| Attachment: | Attachment Type | Reference Key | FileName |
|---|---|---|---|
| Cover Page | Existing file | 1 | \\clms-file-01\CADENCEShare42\TBNoIns_QAA \Messages\InvDelCvrPg_0000000907.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 | |

| Debtor.. | Created Date | Modified Date | Status | Invoice Delivery Rule | Delivery Sent | Delivery Mode | Delivery Status |
|---|---|---|---|---|---|---|---|
| Invoice Packages: | 4/8/2020 | 4/8/2020 | Processed | | | | |
| Walmart IL | 4/8/2020 | 4/22/2020 | Success | Coverpage & Images | 4/8/2020 8:19:01 AM | Email | Processed |

| Address: | Address Type |
|---|---|
| gpond@jackhenry.com | To Address |

**Printed: August 26, 2020, 10:48 AM(*InvDelBatchDetail)** — **Page 1 of 5**

| 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 Package |
| **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:<br>1. Deliver cover page & Images<br>2. Deliver Nothing<br>3. Deliver images only<br>4. Delivery cover page only<br>Set at Debtor Information > Collections Panel |

| Column/Label | Description |
|---|---|
| Delivery sent | Date the Message was Sent |
| Delivery mode | Mode of sending the Message<br>1. Email<br>2. Print |
| Delivery Status | Status of the Message |
| **Invoice Delivery Package Detail Section** | |
| 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

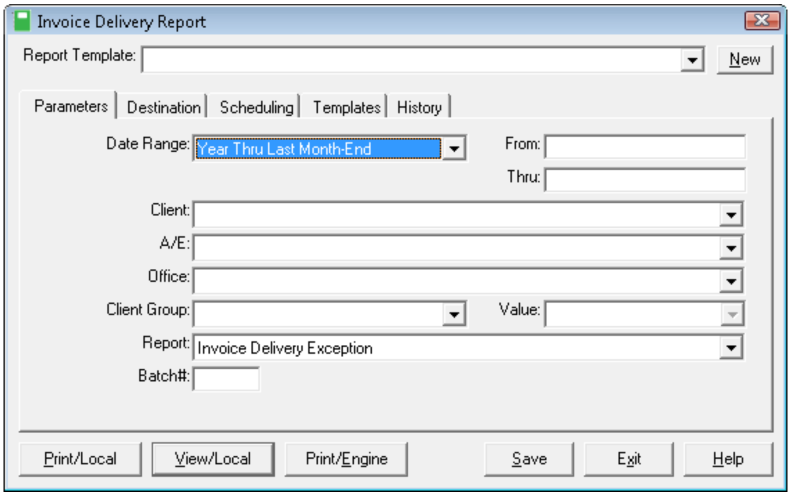
To generate the Invoice Delivery Batch Detail Report, the following Security Role needs to be set to **YES**:

- **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.




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

### Report Parameters

| Field | Description |
| --- | --- |
| Date Range | Select the date to use for the report from the list:<br>• Today<br>• Yesterday<br>• Last Month<br>• Current month-to-date<br>• Year through last month-end<br>• Current year-to-date<br>• Specific date<br>• Set At Run Time (Web Template Only)<br>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.<br><br>For Client Search Window, available on SQL Reports when **System Preference** > **Fields/Screen Behavior** > **Miscellaneous** > **Use Client Search instead of drop downs** is set to **True**.<br><br>Select the magnifying glass icon to open the Search window and begin typing the client name.<br><br>Select Contains or Begins with to refine results. Search window will display up to 500 matches.<br><br>Click the red [x] icon to clear the Client field.<br><br>TIP<br>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 **Control** panel of the *Client Information* screen.<br><br>To limit the **A/E** field to list only those users that have been marked as an A/E, use the following System Preference:<br><br>• Terminology > Select account executive based on check box: TRUE |
| Office | Select the office to which to limit the report results. If the user has an Office restriction defined on the *Manage Users* screen in the Admin module, the user will only be able to generate the report within that office restriction. When the user generates a report, the office to which they are restricted will be selected in the Office field by default and the user will not be able to change the **Office** field when generating the report. |

| Field | Description |
| --- | --- |
| | Offices are defined in the Office table in the Tables feature. To access this table, on the **File** menu, click **Tables**. Then, on the **Client & Debtor** menu, click **Office**. |
| Client Group | Select the client group to which to limit the results in the report.<br><br>Client Groups are defined in the Client Group Code table in the Tables feature. To access this table, on the **File** menu, click **Tables**. Then, on the **Client & Debtor** menu, click **Client Group Codes**. |
| Value | Select the specific client group value to which to limit the results in the report.<br><br>Client Groups are defined in the Client Group Code table in the Tables feature. To access this table, on the **File** menu, click **Tables**. Then, on the **Client & Debtor** menu, click **Client Group Codes**. |
| Report | Select the report format to be generated.<br><br>• Invoice Delivery Exception<br>• **Invoice Delivery Exception by Batch**<br>• Invoice Delivery Batches Waiting On Unassigned Images |
| 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

Invoice Delivery Exception Report

| Client.. | 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. | \\clms-file-01\CADENCEShare42\TBNoIns_121219_QAA\Messages\InvDelCvrPg 0000000711.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. | |
| | | | 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. | \\clms-file-01\CADENCEShare42\TBNoIns_121219_QAA\Messages\InvDelCvrPg 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\Messages\InvDelCvrPg_0000000699.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. | |
| | | | 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_QAA\Messages\InvDelCvrPg_0000000704.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_QAA\Messages\InvDelCvrPg_0000000693.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 | 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 | | | |

## Report: Invoice Delivery Batches Waiting on Unassigned Images

**TEST** GAP No Insurance Financial Serv

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 not 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 |

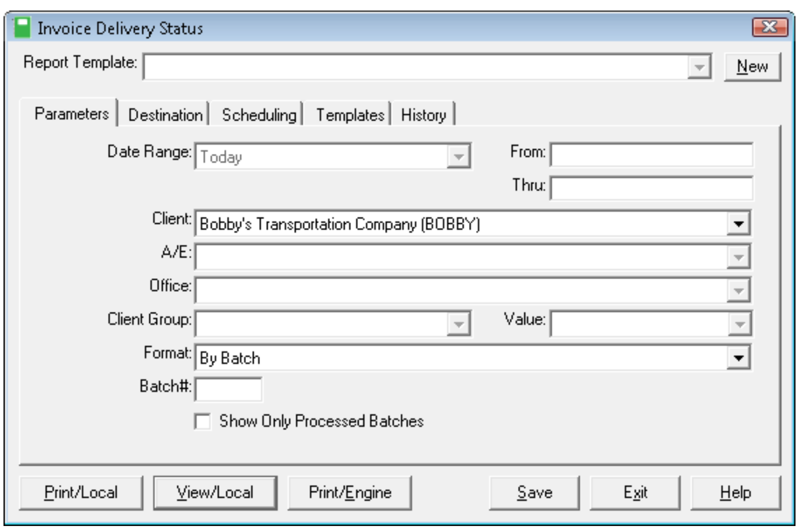
### Security Roles

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.



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

Report Parameters

| Field | Description |
|---|---|
| Date Range | Select the date to use for the report from the list:<br>• Today<br>• Yesterday<br>• Last Month<br>• Current month-to-date<br>• Year through last month-end<br>• Current year-to-date<br>• Specific date<br>• Set At Run Time (Web Template Only)<br><br>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.<br><br>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.<br><br>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**.<br><br>Select the magnifying glass icon to open the Search window and begin typing the client name.<br><br>Select Contains or Begins with to refine results. Search window will display up to 500 matches.<br><br>Click the red [x] icon to clear the Client field.<br><br>**TIP**<br>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 **Control** panel of the *Client Information* screen.<br><br>To limit the **A/E** field to list only those users that have been marked as an A/E, use the following System Preference:<br><br>• Terminology > Select account executive based on check box: TRUE |
| Office | Select the office to which to limit the report results. If the user has an Office restriction defined on the *Manage Users* screen in the Admin module, the user will only be able to generate the report within that office restriction. When the user generates a report, the office to which they are restricted will be selected in the Office field by default and the user will not be able to change the **Office** field when generating the report.<br><br>Offices are defined in the Office table in the Tables feature. To access this table, on the **File** menu, click **Tables**. Then, on the **Client & Debtor** menu, click **Office**. |
| Client Group | Select the client group to which to limit the results in the report.<br><br>Client Groups are defined in the Client Group Code table in the Tables feature. To access this table, on the **File** menu, click **Tables**. Then, on the **Client & Debtor** menu, click **Client Group Codes**. |
| Value | Select the specific client group value to which to limit the results in the report.<br><br>Client Groups are defined in the Client Group Code table in the Tables feature. To access |

| Field | Description |
|---|---|
| | this table, on the **File** menu, click **Tables**. Then, on the **Client & Debtor** menu, click **Client Group Codes**. |
| Format | Select the report format to be generated.<br>• By Batch<br>• **By Date** |
| 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

**TEST** GAP No Insurance Financial Serv

January 1, 2020 Thru August 27, 2020
Invoice Delivery Status

| Client.. / Debtor.. | Batch No. | Post Date / Create Date | Modified Date | Trans Status / Status | Invoice Delivery Rule | Delivery Sent | Delivery Mode | Delivery Status |
|---|---|---|---|---|---|---|---|---|
| Images | 1367 | 6/10/2020 | | Pending | | | | |
| Invoice Packages: | | | | Pending | | | | |
| Invoice Delivery Not Required | | | | Pending | Pending | | Pending | Pending |
| Images | 1368 | 6/10/2020 | | Pending | | | | |
| Invoice Packages: | | | | Pending | | | | |
| Invoice Delivery Not Required | | | | Pending | Pending | | Pending | Pending |
| Invoice Delivery | 1360 | 12/11/2019 | | Processed | | | | |
| Invoice Packages: | | 6/8/2020 | 6/8/2020 | Processed | | | | |
| Walmart IL | | 6/8/2020 | 6/22/2020 | Successful | Coverpage and Images | 6/8/2020 2:54:28 PM | Email | Processed |
| Invoice Delivery | 1361 | 12/11/2019 | | Processed | | | | |
| Invoice Packages: | | 6/8/2020 | 6/8/2020 | Processed | | | | |
| C.H. Robinson | | 6/8/2020 | 6/22/2020 | Successful | Coverpage and Images | | Email | Failed |
| Gena Test Debtor | | 6/8/2020 | 6/22/2020 | Successful | Coverpage and Images | | Email | Failed |
| Walmart IL | | 6/8/2020 | 6/22/2020 | Successful | Coverpage and Images | | Email | Failed |
| Invoice Delivery | 1380 | 1/31/2020 | | Scanned/Ready to Post | | | | |
| Invoice Packages: | | | | Pending | | | | |
| Invoice Delivery Not Required | | | | Pending | Pending | | Pending | Pending |
| Invoice Delivery | 1385 | 2/4/2020 | | Pending/Ready to Update | | | | |
| Invoice Packages: | | | | Pending | | | | |
| Invoice Delivery Not Required | | | | Pending | Pending | | Pending | Pending |
| Invoice Delivery | 1386 | 2/4/2020 | | Pending/Ready to Update | | | | |
| Invoice Packages: | | | | Pending | | | | |
| Invoice Delivery Not Required | | | | Pending | Pending | | Pending | Pending |
| Invoice Delivery | 1387 | 2/5/2020 | | Processed | | | | |
| Invoice Packages: | | 8/21/2020 | 8/21/2020 | Processed | | | | |
| Walmart IL | | 8/21/2020 | 9/4/2020 | Successful | Coverpage and Images | | Email | Failed |

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## Report Details

| 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**