FactorSoft™

• Release v4.7

Load Processor 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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Load Processor

The Load Processor is designed to be used to account for upfront advances made to freight haulers, whether they are third-party haulers or a division of the client's own business. It allows you to pay an advance either to the hauler or directly to the client, and then when the invoice on which the advance is made is received, settle the upfront advance by deducting it from the invoice purchase advance. Advance payments for freight charges can be charged against either the client or the hauler.

How it Works

Prior to goods being delivered and an invoice presented for payment, the client may require an advance payment for fuel or other expenses incurred in the shipping process. The Load Processor allows you to create a Load in anticipation of the invoice, and advance a portion of the total load/invoice amount as a fuel advance or other expense to a hauler.

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

The Load Processor contains the following features:

- Create and maintain a list of third-party or division haulers in the Hauler List , and includes basic information, such as a lender-assigned code, as well as the hauler's and driver's names and address. Optionally, the Carrier List from the Carrier Payments module can be used to define the payees.
- Write advance checks from the Check Writer on creation of the advance, at settlement, or at collection.
- Advances can be paid to client or hauler.
- Settlement is integrated into the Purchase/Schedule Batch process, with advances on loads listed in the Pending Invoices tab. Settle the load advance either automatically at purchase of manually using the Load Processor module.
- Invoices imported into FactorSoft using the Purchase Import Facility automatically settle loads matched to the invoice.
- List open loads using the Load List Report.

Setting Up the Load Processor

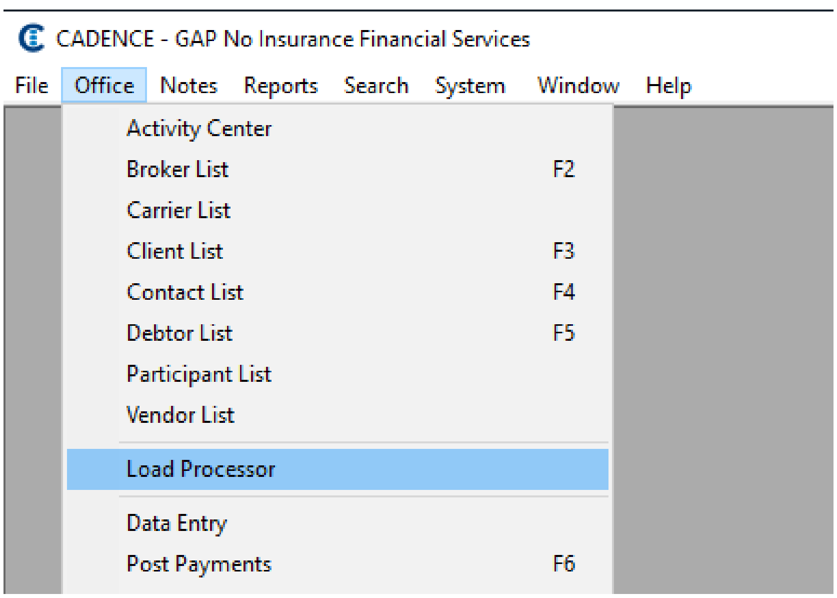
This section shows you how to set up the Load Processor module in FactorSoft. The setup requirements are:

- Activation
- Set Security Roles
- Set System Preferences
- Accounts and G/L Group
- Including a Client in Load Processing

Activation

> **SEPARATELY LICENSED ADD-ON MODULE**
>
> This feature is only available as a separately licensed upgrade.
> For more information, contact your Jack Henry™ representative at lendinginfo@jackhenry.com

Once the module is activated, the Load Processor module is available in the Office menu, as shown below. Selecting this option launches the Load Processor module, which opens as a separate application on your desktop.



Security Roles

Set the Security Roles from the **Administration Module** > **Security** > **Manage Roles** > **Load processor** to set access and update levels for users.

Field	Description
Access	
Use load process	Set to **Yes** to display the Load Processor selection in the Office menu for users with this role. If set to **No**, users with this role do not have access to the Load Processor.
Advances	
Override total load limit	Set to **Yes** to allow users with this role to create advances over the load limit configured in the Advance Limit for the client. If set to **No**, users with this role cannot exceed the Advance Limit.
Over credit limit is a soft warning	Set to **Yes** to indicate that users with this role are authorized users that can override the debtor's single client credit limit. This role is only valid if System Preference, **Data entry behavior**, **Load Processing**, **Credit limit treatment** is set to **Credit limit is soft for authorized users**. If set to **No**, users with this role are not authorized users and cannot create a load that exceeds the credit limit.
Void a load advance	Set to **Yes** to allow users with the role to void advances from the View Advances screen. If set to **No**, the Void button is hidden on the View Advances screen.
Sub-haulers	
View hauler list	Set to **Yes** to display the Hauler List selection in the Office menu of the Load Processor module.

System Preferences

Several System Preferences are used to set processing options for the Load Processor module. Set the following options in the **Data entry behavior**, **Load Processing** folder.

Field	Description
Advance on no-buy rule	Select the option to determine how load advances are handled for a client/debtor relationship with a **Relationship no-buy/ineligible** reason set on the Credit / No buy tab of the Debtor Aging screen.

Field	Description
	• **No Restrictions**: always allow load advances on relationships with no-buy set • **Do not allow advances**: always disallow load advances on no-buy relationships • **Allow advances after warning**: display a warning on no-buy relationships, but allow advances after message is acknowledged
Allow debtor change on rework	Set to **True** to allow the debtor to be changed when a pending load is selected on the Purchase/Schedule Batch screen
Allow invoice number changes at rework	Set to **True** to allow the invoice number to be changed when a pending load is selected on the Purchase/Schedule Batch screen.
Allow payments at collection	Set to **True** to activate the Collection payment option on the Add New/Update Existing Advance screens. If set to **False**, the option is unavailable for selection.
Credit limit treatment	Select the option to determine the handling of a load that exceeds the Debtor's Single Client credit limit. • **Credit limit is soft and is only a warning** • **Credit limit is hard and cannot be exceeded** • **Credit limit is soft for authorized users** For the "authorized users" setting, a user is authorized based on Security Role **Load processor**, **Advances**, **Over credit limit is a soft warning**. For unauthorized users, the credit limit will be hard and cannot be exceeded.
Default advance purpose	Enter the default purpose description for new advances. This description automatically appears in the **Purpose** field of the Add New Advance screen as the advance details are being entered.
Default allow hauler on loads	Set to **True** to display the **Hauler** field as a list of available haulers on the Add New/Update Existing Load screen.
Default maximum load advance (%)	Set the percentage of the invoice total that can be advanced using the Load Processor module.
Default total advance limit ($)	Set the dollar amounts invoice total that can be advanced using the Load Processor module.

Field	Description
Loads are settled when purchased	Set to **True** to activate the Settlement payment option on the Add New/Update Existing Advance screens. If set to **False**, the option is unavailable for selection.
Number of days for over age selection	Set the number of days over the load/invoice date to be used when the **Show over age** filtering option is selected in the Load List screen. This aging filter allows filtering out any loads from the grid that are less than a given number of days aged from the load/invoice date.
Paid by selection required on advances	Set to **True** to require that the **Paid By** field be completed in order to save an advance on the Add New Advance screen. If this system preference is set to **False**, the client has more than one bank relationship, and a specific account is not selected when making an advance, the cash account associated with the G/L group for the client is automatically selected for corresponding payments.
Total load limit treatment	Select the desired option to determine how the limit established in the **Total Advance ($)** field on the Load/order processing panel of the Client Information screen is applied: • Total load limit is hard and cannot be exceeded • Total load limit is soft and is only a warning • Total load limit is soft for authorized users (dependent on Security Role **Load processor**, **Advances**, **override total load limit**).
Use carriers instead of haulers	Set to **True** or select the **Use Carriers Instead of Haulers** check box to define the payee entities (drivers, carriers, haulers, etc.) in the Carrier List of the Carrier Payments module instead of in the Hauler List in the Load Processor module. This preference is targeted at lenders who are using both of these modules, and wish to store their carrier/hauler data in a single table. The Load Processor will continue to use the Bank Relationship data in Client Information for disbursements to payees, so any bank account information for the carrier (defined in the Bank Relationship tab of the for the Add New/Modify Existing Carrier screen) must be duplicated in the Bank Relationships panel in the Client Information screen.
Use truck stop fields on advances	Set to **True** to include the **Truck Stop** fields on the New/Advance screen to include truck stop information for the advance.

Set the following System Preferences in the **Data entry behavior**, **Purchase import** folder.

Field	Description
Do not automatically create loads	Set to **True** to not automatically create a load in the Load Processor module when an invoice imported through the Purchase Import Facility has a load number in the record.

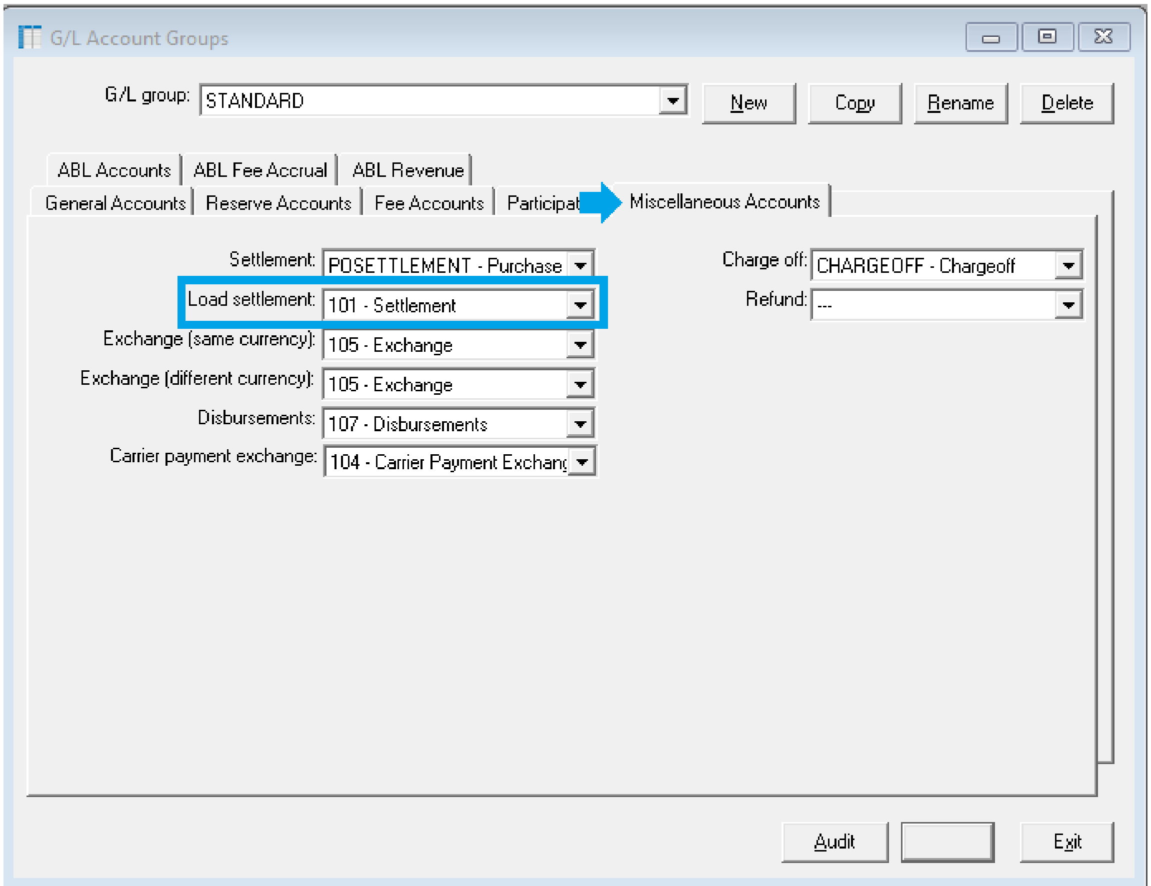
Set the following System Preferences kin the **Reports**, **Client activity statements** folder.

Field	Description
Include load advances and load settlement columns	Set to **True** to include load advance data on the Client Activity Statement Report (both Reporting Service and Crystal Reports versions). Note that this preference was added due to the fact that the run time for the Client Activity Statement was negatively impacted for implementations of FactorSoft that employed the Load Processor module, so by default the columns are excluded from the reports.

G/L Account Group Setup

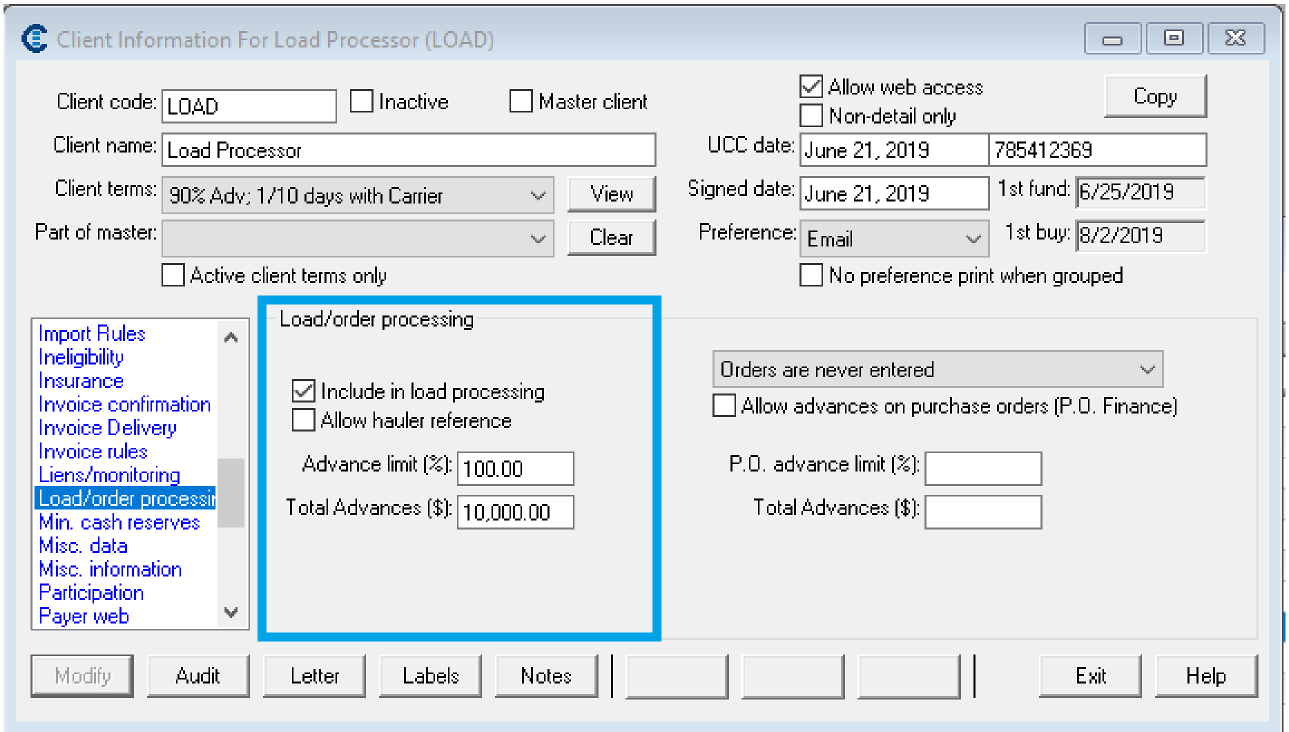
For the GL Account Group selected for the client(s) in the Control panel of the Client Information screen, set the **Load settlement** account on the Miscellaneous Accounts tab of the G/L Account Groups screen in the Tables module to the account to be used when settling load advances.

> **NOTE**
> If no selection is made here, load advances are settled out of the account specified in the **Purchase Order settlement** field.



Including a Client in Load Processing

Clients are included in Load Processing individually from the Load/order processing tab of the Client Information screen, as shown below.



Field	Description
Include in load pro-cessing	Select this option to include the client in the Load Processor Client List.
Allow hauler ref-erence	Select this option to enable the Hauler list on the Add New Load screen in the Load Processor for this client. If this option is not set, advances for loads for this client are always assumed to be payable to the client. This setting would be used primarily for clients who transport their products using their own trucks, so are in effect advancing to an internal hauler.
Advance limit (%)	Enter the maximum percentage of the invoice purchase amount that can be advanced to a hauler or haulers.
Total Advances ($)	Enter the maximum total dollar amount for advances for the client. A default value can be set in System Preference **Data entry behavior**, **Load pro-cessor**, **Default total advance limit**. This limit will apply to all new clients, unless overridden on the Load/order processing panel of the client Information screen. Another System Preference, **Data entry behavior**, **Load processor**, **Total load limit treatment** controls how the limit is applied. Select the desired option to determine how the limit established in the **Total Advance ($)** field is applied. See System Preferences above for details.

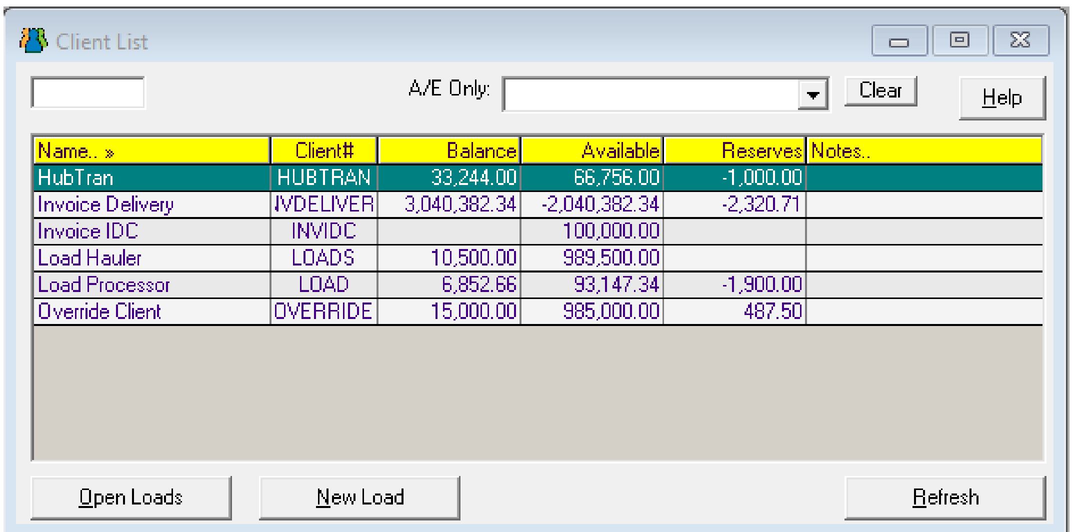
Using the Load Processor Module

Selecting the Load Processor option from the Office menu opens the Load Processor application. When the Load Processor is opened, the Client List screen automatically appears, displaying all clients included in the Load Processor, as described in the previous section.

All of the functionality of the Load Processor is accessed from the Client List or Hauler List screens.

Load Processor Client List

The Client List screen is accessed from the Office menu of the Load Processor module, or by clicking the F3 button. This screen also opens by default when the Load Processor is opened from FactorSoft.



Field	Description
(Scroll)	Enter a character (number or letter) or combination of characters to advance the list to the client name beginning with that character or combination of characters.
A/E Only	Select the Account Executive to which to limit the display in the grid, or leave this field blank to include all AE's.
(Grid)	The client grid displays all clients that have Include in load processing selected in the Load/order processing tab of the Client Information screen. The following data is displayed for each client:

Field	Description
	• Name: the client name • Client#: the client number • **Balance**: the total current outstanding A/R balance for the client • Available: the total available • Reserves: the current total of cash reserves for the client • Notes: displays the contents of the Warning field on the Credit/no buy tab of the Client Information screen for the client
Open Loads	Select a client with open loads and click this button to open the Load List screen for the client.
New Load	Click this button to open the Add New Load screen for the client.
Refresh	Click this button to display updated information in the Client List screen grid.

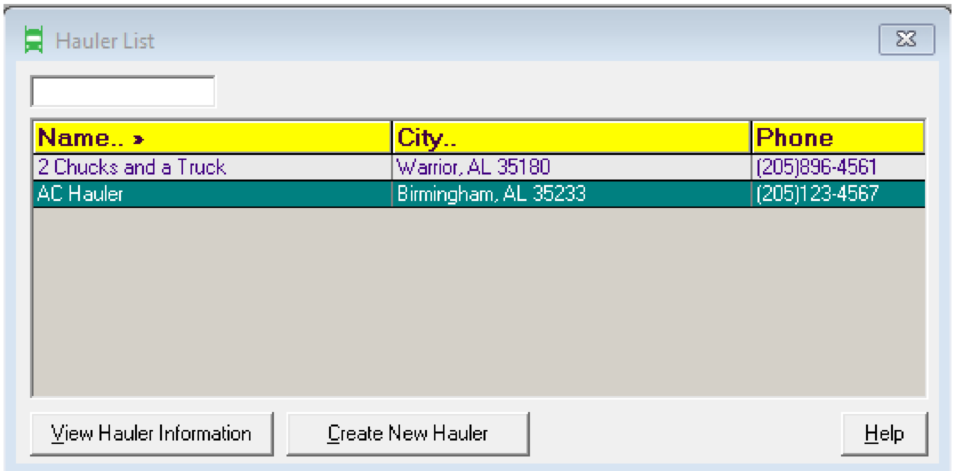
Load Processor Hauler List

Hauler List Screen

The Hauler List screen is accessed from the Office menu of the Load Processor module, or by clicking the F4 button. The Hauler List is used to define third-party haulers that your client uses to deliver goods. The use of haulers is enabled at the database-level by selecting the **Default Allow Hauler on Loads** check box on the System Preference screen, and for individual clients by selecting the **Allow Hauler Reference** check box on the Load/Order Processing panel of the Client Information screen.

You have the option to use the Carrier Table in the Carrier Payments module to define the payee entities (drivers, carriers, haulers, etc.) instead of in the Hauler List in the Load Processor module. This feature is targeted at lenders who are using both of these modules, and wish to store their carrier/hauler data in a single table. See System Preferences in the Set Up chapter of the Load Processor Guide for details.

> **NOTE**
> The Load Processor will continue to use the Bank Relationship data in Client Information for disbursements to payees, so any bank account information for the carrier (defined in the Bank Relationship tab of the for the Add New/Modify Existing Carrier screen) must be duplicated in the Bank Relationships panel in the Client Information screen.



Field	Description
(Scroll)	Enter a character (number or letter) or combination of characters to advance the list to the hauler name beginning with that character or combination of characters.
(Grid)	The hauler grid displays all haulers that have been defined in the Load Processor module. The following data is displayed for each hauler: • Name: the hauler name • **City**: the city, state and ZIP components of the hauler's address • Phone: the hauler's phone number
View Hauler Information	Select a hauler from the grid and click this button to open the Hauler Information screen for the hauler. This screen can be used to view or edit the hauler record.
Create New Hauler	Click this button to open the Add New Hauler screen, which is used to create new hauler records.

Add New Hauler/Hauler Information

The Add New Hauler screen is accessed from the Hauler List screen of the Load Processor by clicking the **Create New Hauler** button. This screen is used to add new haulers that can be selected for load advances and to view or update existing haulers.

Creating a New Hauler

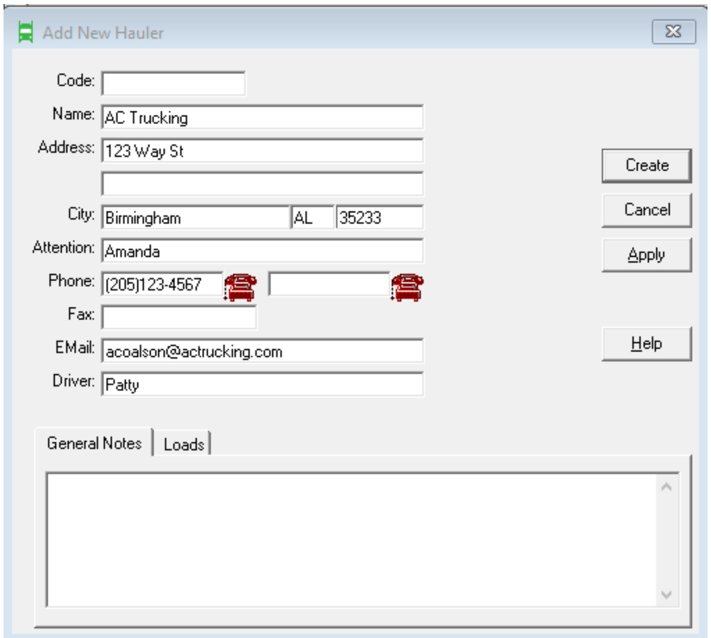
To create a new Hauler:

1. Select **Hauler List** from the Load Processor Office menu.

2. Click the **Create New Hauler** button.

   The Add New Hauler screen is displayed.

3. Complete the Add New Hauler fields, as described below.



Field	Description
Code	Enter a unique code for the hauler.
Name	Enter the company or individual name for the hauler, as applicable.
Address	Enter the first and second lines of the mailing address for the hauler.
City	Enter the city, state, and ZIP or Postal Code components of the mailing address for the hauler.
Attention	Enter the attention name for the hauler address.
Phone	Enter the primary and secondary phone numbers for the hauler in these fields.
Fax	Enter the fax phone number for the hauler in this field.
EMail	Enter the email address for the hauler in this field.

Field	Description
	When email requests are processed in FactorSoft, the logic for Top-level Domains (or TLD's, the portion of the email address after the domain name, e.g., .com, .org, .us, etc.) first edits the TLD against the "standard" names. If the TLD is not found, then, based on System Preference, the system edits against a domain name text file (provided by ICANN - Internet Corporation for Assigned Names and Numbers) in the production data folder, which will be updated and patched as new names come on line. Set System Preference **Identification/system constants**, **System constants**, **Email domain edit rule to determine how TLDs are edited** to the desired value: • **Validate against original top-level domains & table of ICANN-era domains** (this value is the default) • **Validate against original top-level domains only** • **Do not edit top-level domains**
Driver	Enter the driver name for the hauler in this field.
General Notes	Enter any text notes for information applicable to this hauler in this tab.
Loads	Not currently used.
Create	Click this button to close the Add New Hauler screen without saving the hauler record.
Delete	Not currently used.
Cancel	Click this button to close the Add New Hauler screen without saving the hauler record.
Apply	Click this button to save the information entered without closing the screen. This button is active for the View Existing Hauler screen, which is accessed using the View Existing Hauler button from the Hauler List screen.

4. Click **Create** to save the new hauler.

   The new hauler appears in the Hauler List screen, and is available to be selected from the **Hauler** field on the Add New Load screen when adding a load for a client that has the **Allow hauler reference** option selected in the Load/order processing tab of the Client information screen.

Updating a Hauler

To update a hauler record:

1. Select **Hauler List** from the Load Processor Office menu.
2. Select the hauler record from the grid.
3. Click the **View Hauler Information** button.

   The Hauler Information screen is displayed.
4. Update the desired field(s) for the hauler record.
5. Click **Apply** or **Update**.

Creating an Advance in the Load Processor

The process for creating, paying, and settling an advance in the Load Processor is a four step process:

- Create a new load
- Create an advance against the load
- Pay the advance
- Settle the advance

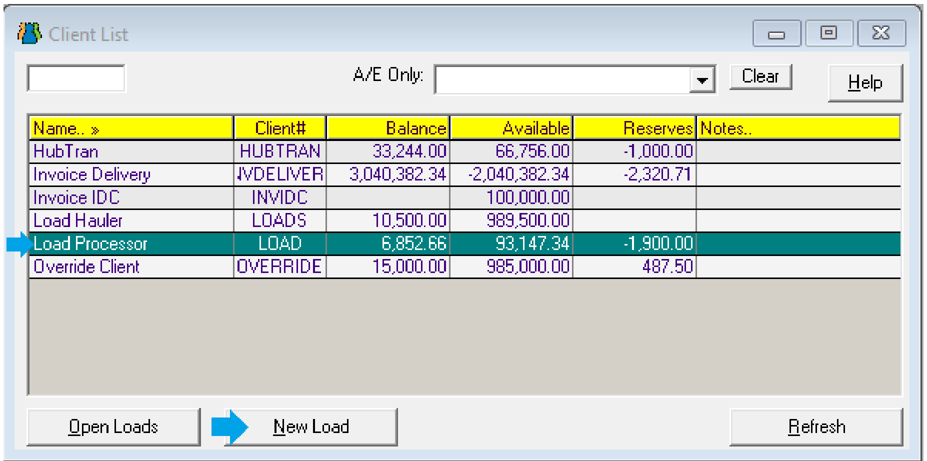
Creating a Load

When you want to advance money for fuel expenses or other freight related charges on an invoice that is not yet received, you create a Load in the Load Processor. The Load represents the anticipated invoice and therefore the total invoice value of deliverable goods. Follow these instructions to create a load.

1. Select **Client List** from the Load Processor Office menu.

2. Select the client for which to create the load from the grid.

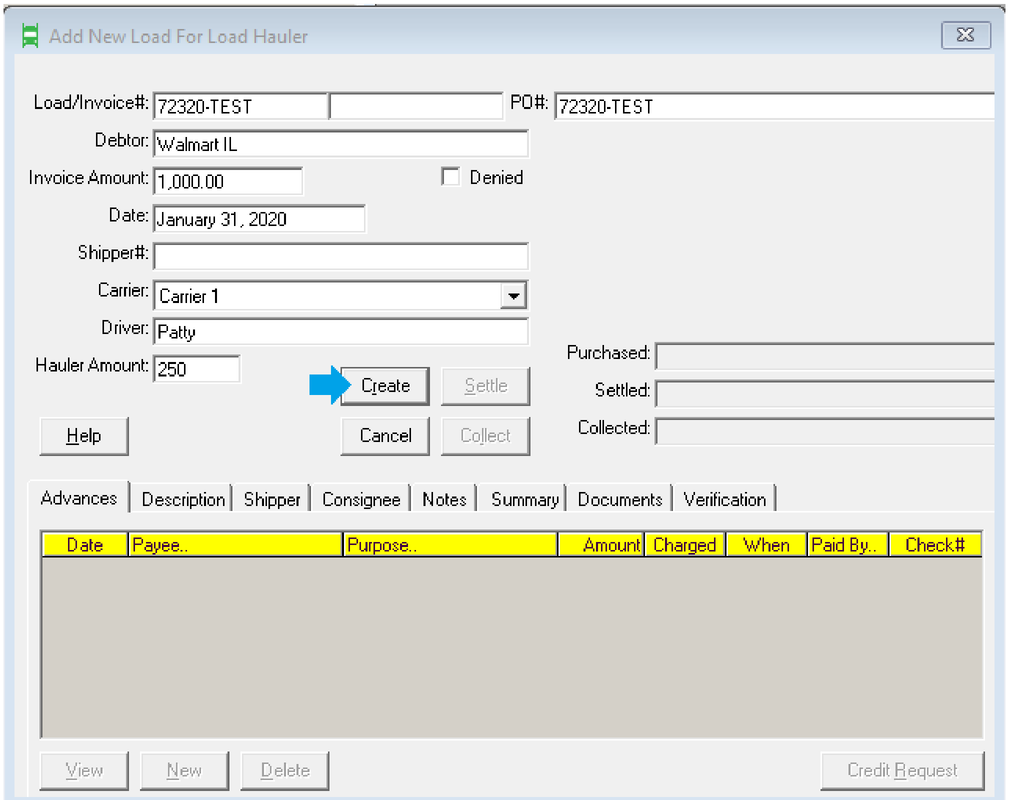
3. Click **New Load**.



The Add New Load screen appears.

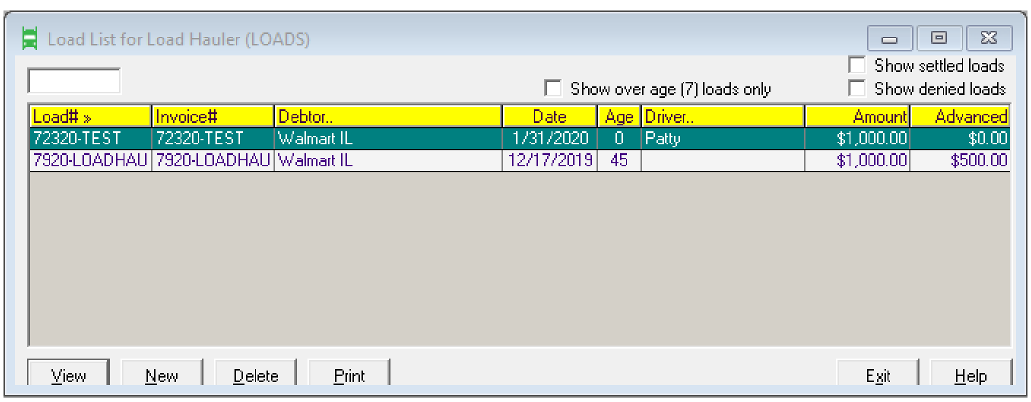
4. Complete the Add New Load fields.

   See the Add New Load screen description in the Load Processor Screen Descriptions chapter of this guide for full field descriptions.



5. Click **Create** to save the load.

   The load appears in the Load List, which is accessed by clicking Open Loads for the client from the Client List, as shown below:

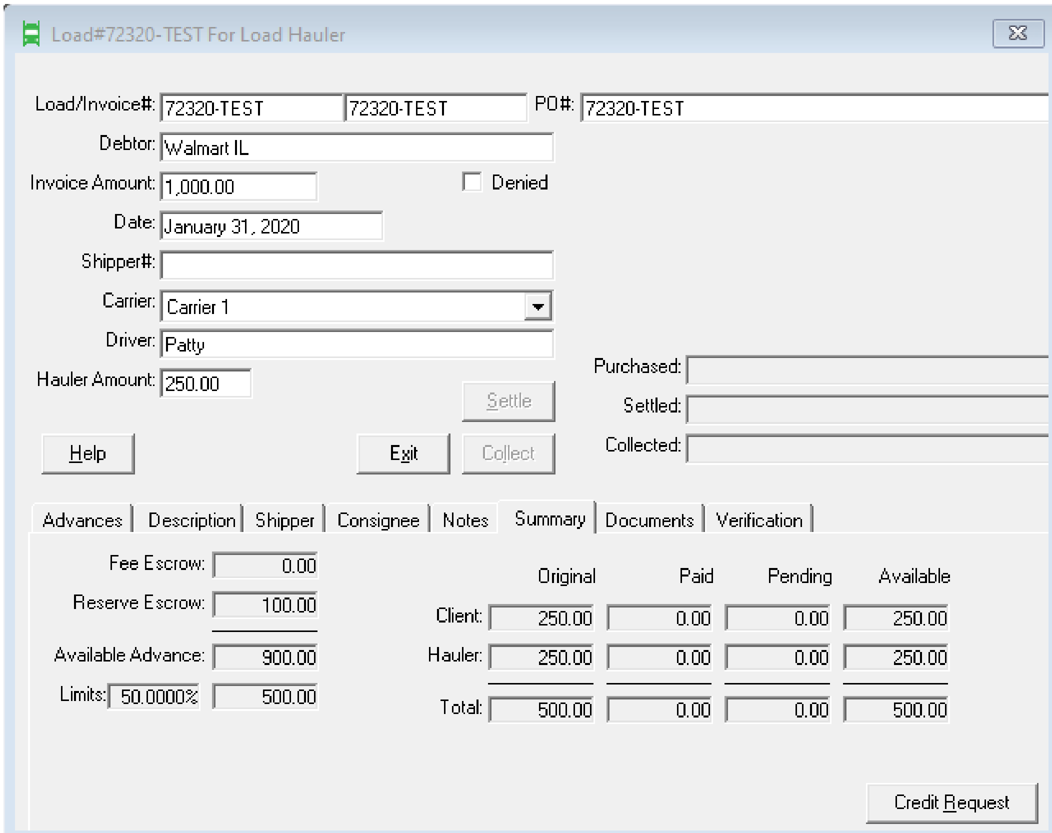


6. To view Load Details, select the load line-item in the Load List and click **View**.

   The Load screen is displayed with the Load Details. See the Load List screen description in the Load Processor Screen Descriptions chapter of this guide for full field descriptions.

Summary Tab

The Summary tab of the Load Details screen displays the financial details of the load, including a) the total dollar amount of the advance total and advance limit, and b) advance availability calculations for Client, Hauler and in Total, based on advance activity.

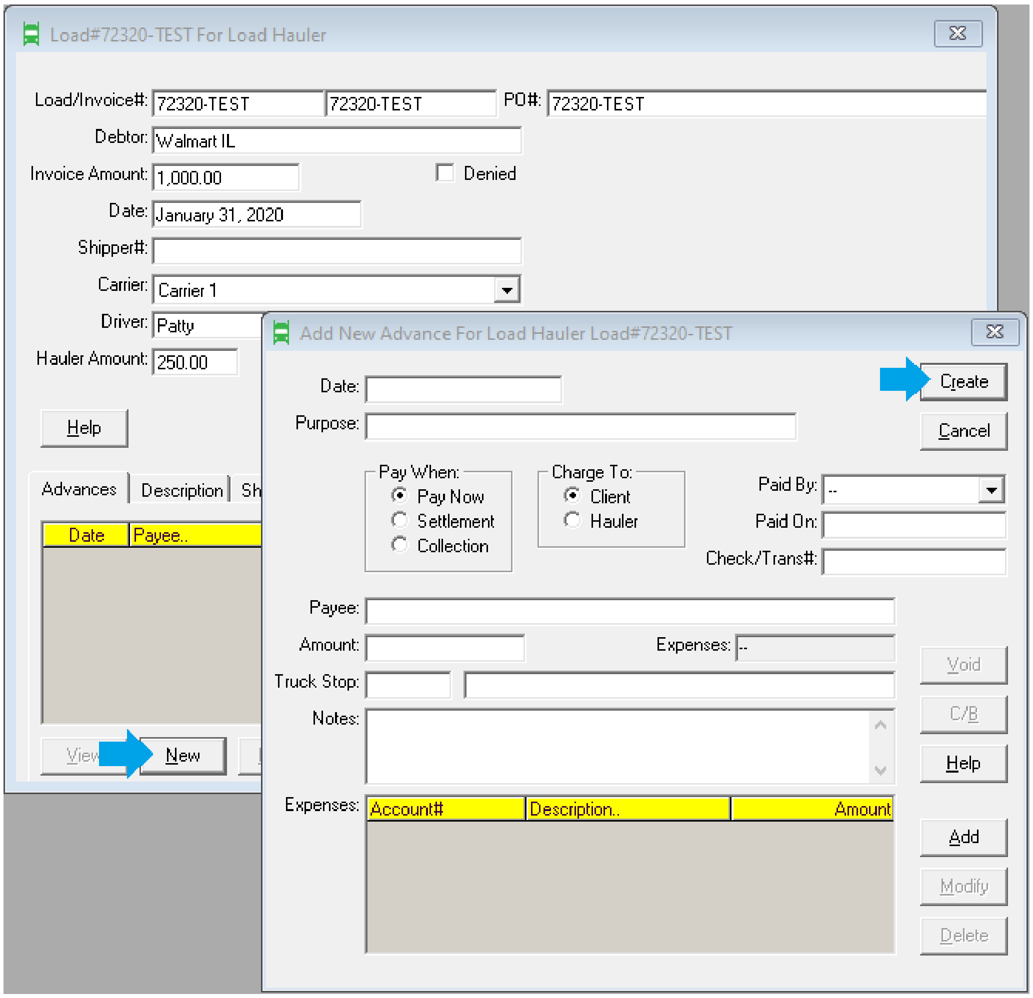


Creating an Advance for the Load

Once the load is created, you can advance a percentage of the load total to either the client or the hauler. The percentage available to advance is determined by the setting of Advance limit (%) on the Load/order processing tab of the Client Information screen. Follow these instructions to create an advance against a load.

1. Select the load to which to add an advance from the Load List screen for the client.
2. Click **View** to open the Load screen for the load.
3. On the Advances tab, click **New** to open the Add New Advance screen.
4. Complete the Add New Advance fields.

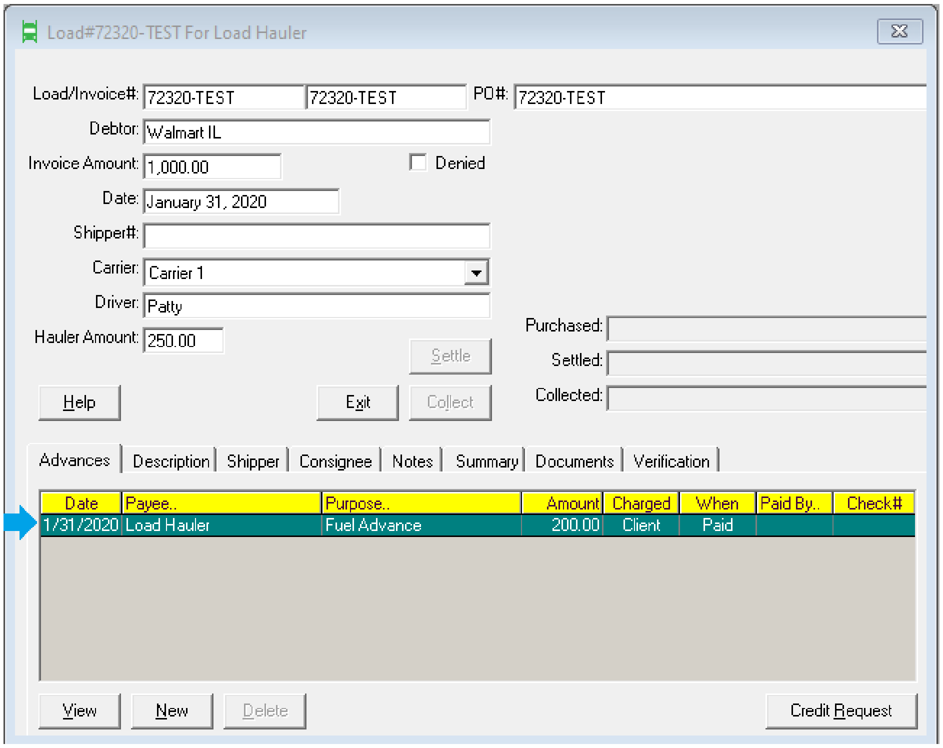
> **NOTE**
> Various fields on this screen can be required based on system preference settings. See the Add New Advance screen description in the Load Processor Screen Descriptions chapter of this guide for full field descriptions.



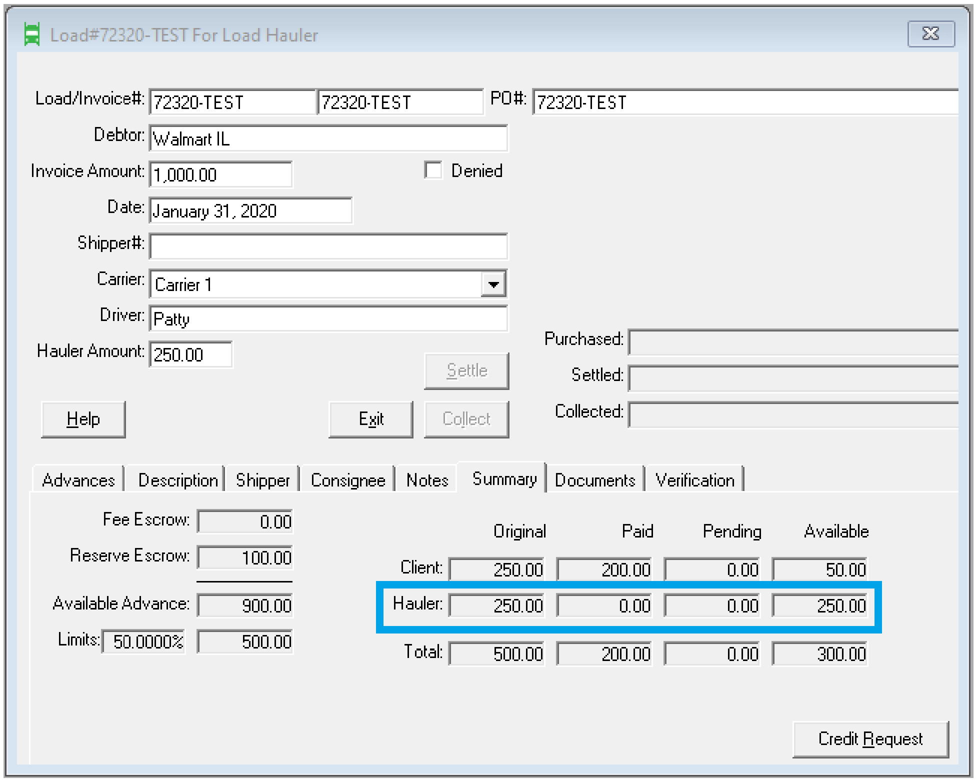
5. Click **Create** to add the new advance.

The advance is recorded as a line-item on the Advances tab of the Load List screen grid, as shown below.

NOTE
If you decide you do not want to save the advance, you can View the advance and click Void, and the advance is removed from the load.



Note the Summary tab, which shows the advance to the hauler in the Paid column, and the Available balance of the Load allocated to the hauler (defined in the **Hauler Amount** field), minus the advance, as shown next:



Paying the Advance

Two attributes of the advance entered on the Add New Advance screen are significant to the payment of the advance: 1) whether or not the “previous payment” (Paid By, Paid On, and Check/Trans#) fields are completed and 2) the setting of the Pay When option.

If the previous payment fields are completed, the result will be a journal entry, not a check, and the payment will not be exported to your accounting system. If the previous payment fields are not completed, the advance will be a check that can be written form the Check Writer.

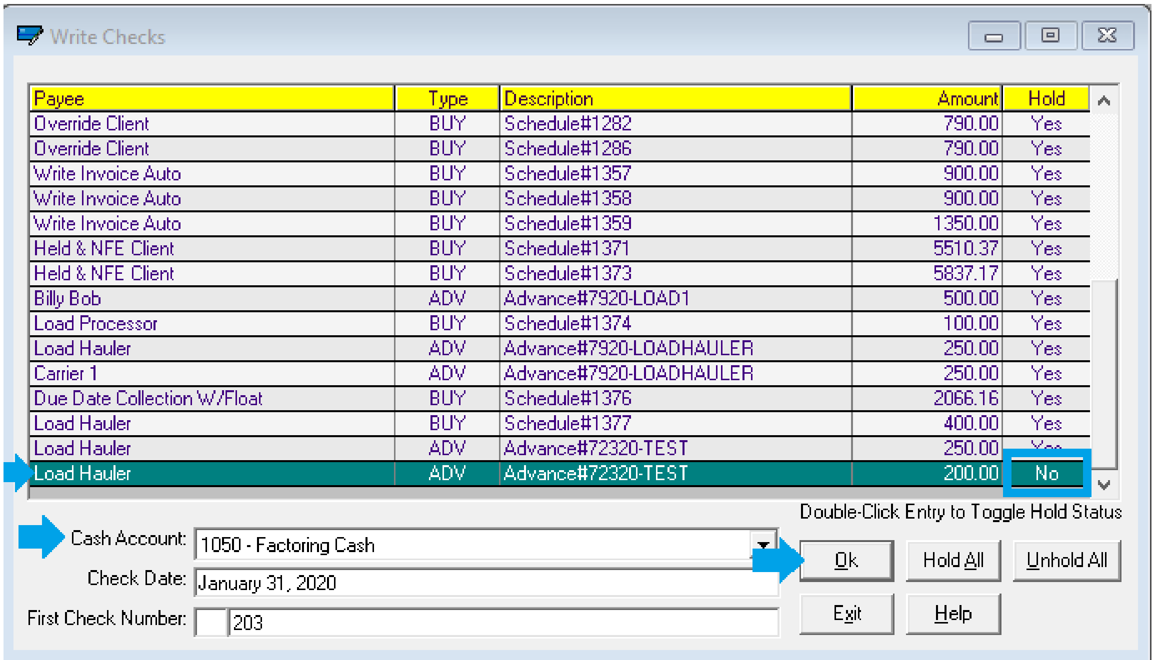
The Pay When selection has three options that determine when the check or journal is produced for the advance:

- Pay Now creates the check or writes the journal entry upon creation of the advance.
- Settlement creates the check or journal when the associated invoice is purchased.
- Collection creates the check or journal when payment is received for the associated invoice number.

In the example from the previous sections, Pay When was set to Pay Now, and the previous payment fields were not completed, so a FactorSoft check will be available to be produced for the advance immediately.

1. Select **Write Checks** from the Office menu in FactorSoft.

   The Write Checks screen appears, as shown below:



2. Select the **Cash Account** from which checks are written.

   The grid is filled with any check payments pending for the account.

3. Ensure the line-item for the advance is not on hold.

   Note that the advance line-item has a **Type** of **ADV**.

> **NOTE**
> Checks are not on hold by default. If you want to produce only the advance check, you can click **Hold All**, and then double-click the advance line-item to change its Hold status to **No**.

4. Click OK to print the check.

Settling the Advance

When the load is delivered to your client's customer, the anticipated invoice that you entered as a load in the "Creating a Load" step now becomes an actual invoice. Loads can be settled in one of several ways:

- Load advances can be settled by selecting the load for purchase on the Pending Invoices tab of the Purchase/Schedule batch screen, thus converting it to an invoice.
- Load advances can be settled by invoices imported using the Purchase Import Facility. When the Excel Invoice format file is imported using the Purchase Import Facility, if the load number for an invoice (Load_No in the spreadsheet) matches to a load entered in the Load Processor module, the invoice number and purchase order number (if provided) from the import are automatically added to the load record, and will update the invoice number field (second field of **Load/Invoice #** field) and **PO #** fields on the Load screen.
- Load advances can be automatically settled at invoice purchase. To settle loads automatically, set System Preference **Data entry behavior**, **Load processor**, **Loads are settled at purchase** to **True**. The invoice for the load is purchased in FactorSoft, and when the load is purchased, it is marked as settled in the Load Processor. Note that an advance can still be settled manually when the Load Processor is configured to settle automatically.
- Load advances settlement can be manually created using the Load Processor. To manually settle an advance, the invoice for the load is purchased in FactorSoft, and then marked as settled in the Load Processor.

Each of these processes is described in the following "In FactorSoft" and "In the Load Processor" sub-sections below. When automatically settling advances, the actions described in the "In the Load Processor" sub-section occur automatically.

In FactorSoft

Advances on loads are settled – that is, deducted from the purchase advance total – at the time that the invoice is purchased in FactorSoft.

To settle the advance:

1. From the Client List (F3) screen, select the client then select **New Schedule**.

   The Schedule Batch screen opens.

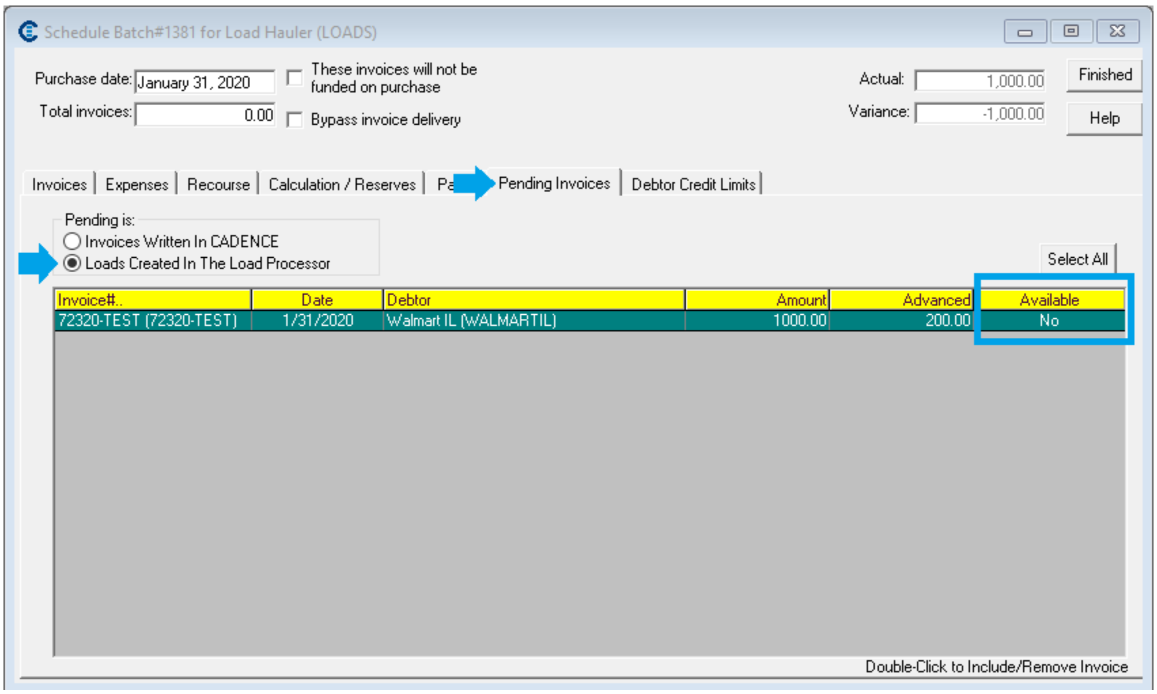
2. Enter the **Total Invoices** amount for the invoice(s) in the purchase batch.

3. Select the Pending Invoices tab.

   > **NOTE**
   > The Pending Invoices tab is enabled by setting System Preference **Data entry behavior**, **Purchase entry**, **Data elements**, **Disable pending invoice tab** to **False**.

4. Select the **Loads Created in the Load Processor** option.

   Any open loads with payments to the client or hauler are displayed as line items in the tab grid.

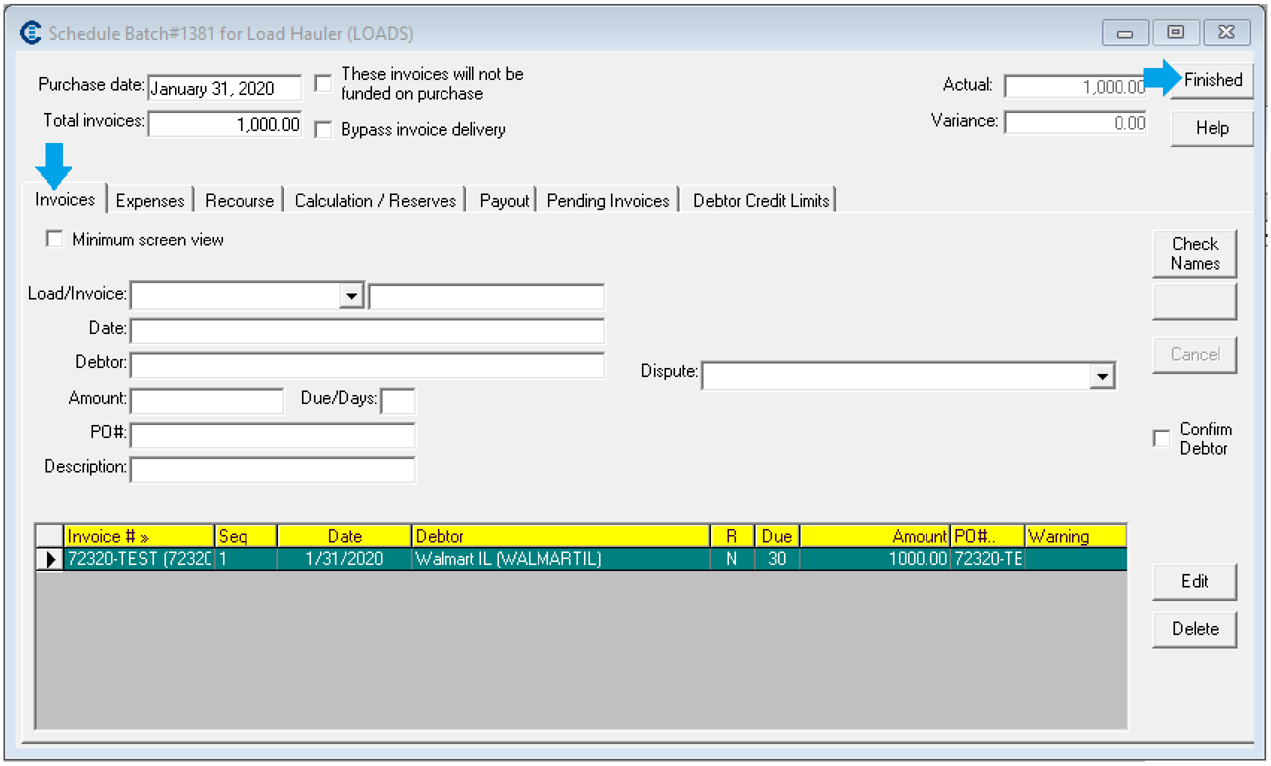


5. Double-click the load to be included in the batch.

   Note that the **Available** column changes to **No** to indicate that the load is selected to be included in the batch. The **Amount** of the load is deducted from **Variance** and added to **Actual** amount of the batch.

6. Select the Invoices tab.

The load is displayed on the Invoices tab grid. In this example, the load is the only item we wish to include in this batch. Since the invoice details of the load were entered in the Load Processor in the Creating a New Load step, there is no further data entry to do.

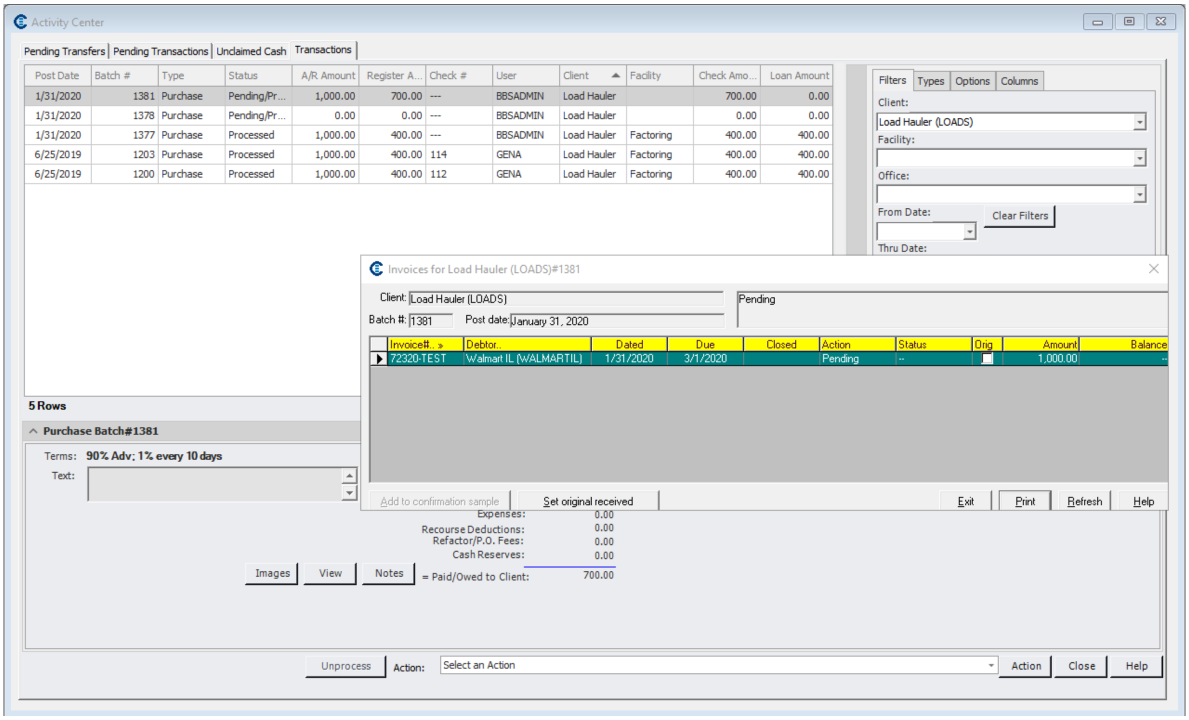


7. Click the **Finished** button.

   FactorSoft completes the purchase transaction processing. Next, the batch will be verified, approved, and purchased according to the terms created for the client and your internal procedures.

   > **NOTE**
   > The Schedule Batch screen can be configured to allow the debtor to be changed for a load. To use this feature, set System Preference **Data entry behavior**, **Load Processing**, **Allow debtor change on rework** to **True**. Access the New Purchase/Schedule Batch screen for the client and on the Pending Invoices tab, select the load to be edited. On the Invoices tab, select the load from the bottom grid and notice that the Debtor field (but only the Debtor field) is available for editing.

   When the invoice purchase process is complete, the effect of the load settlement can be seen in the Transaction screen or Purchase Report, as shown in the following illustration. The Settlement contains the amount allocated as Hauler Advance on the Purchase Report.



In the Load Processor

These steps are only necessary if manually settling the advance. Once the load has been purchased, the load can be manually settled in the Load Processor:

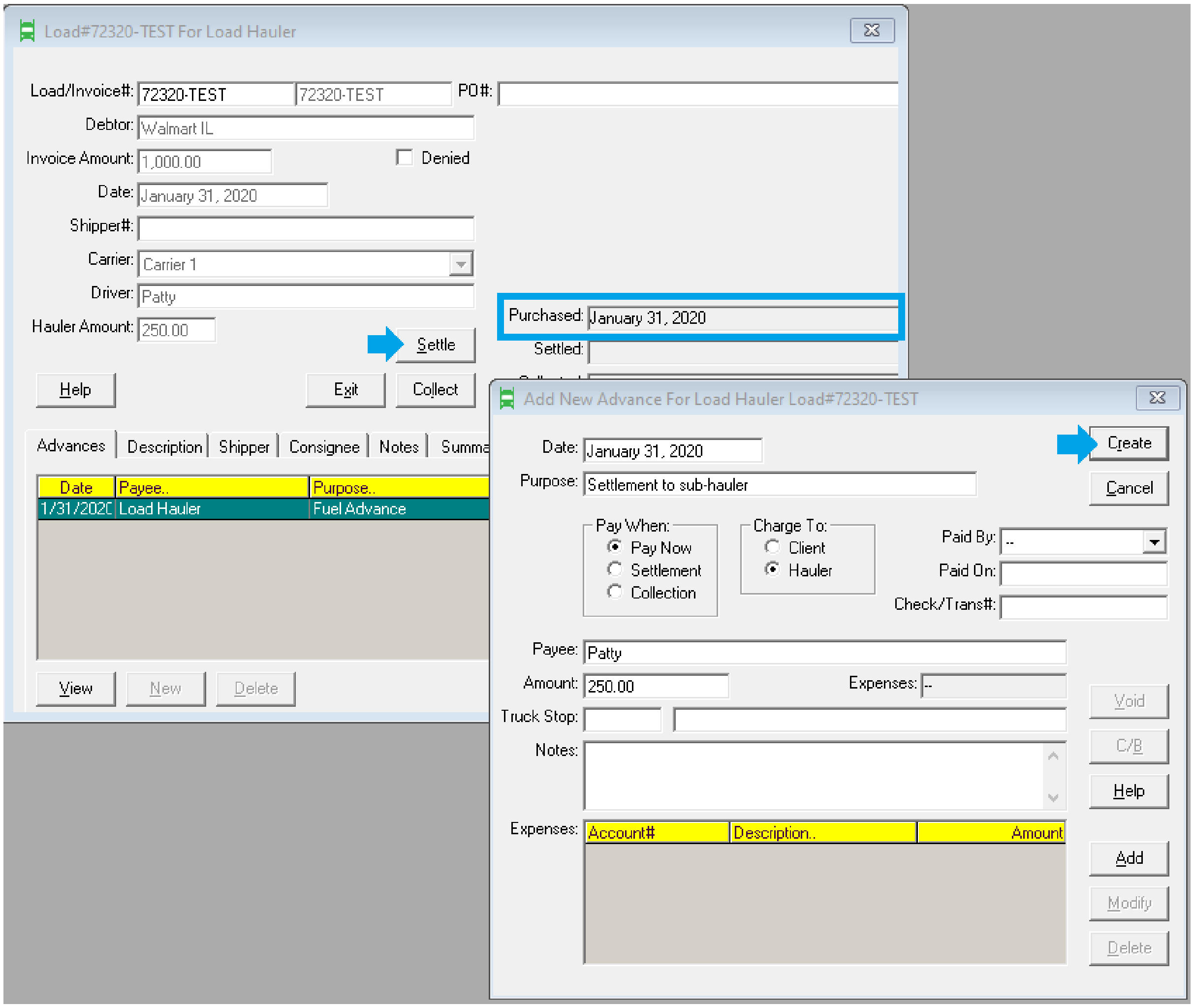
> **TIP**
>
> Once the load has been invoiced and purchased, you can enter the actual invoice number in the **Invoice** field on the Load screen for the load. This will associate the load and invoice numbers, and allow you to search by the load number in the Invoice Search screen.

To settle the load in the Load Processor, from the Load screen for the load/invoice settled in FactorSoft:

Note that the Purchased field is filled with the date on which the load invoice was purchased in FactorSoft.

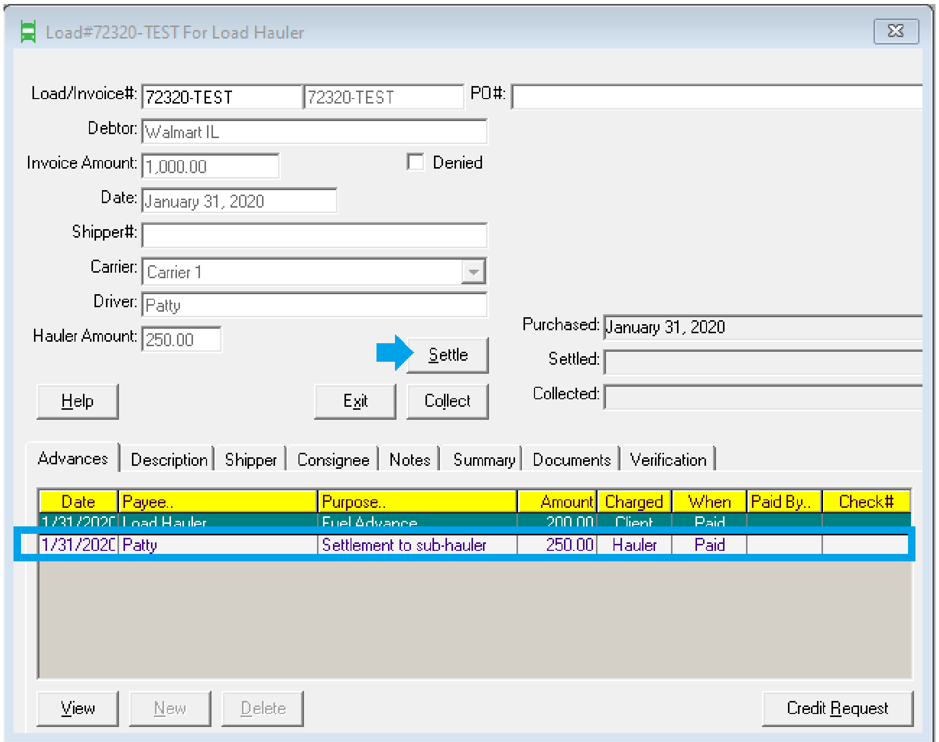
1. Click the **Settle** button.

   If there is any remaining advance to the hauler, the Add New Advance screen appears. If required, you can alter the attributes of the advance as described in the Creating a New Advance section. For instance, you may wish to pay the remainder of the advance to the client and pay this advance back at collection, in which case you would change the "Charge To" and "Pay When" settings.



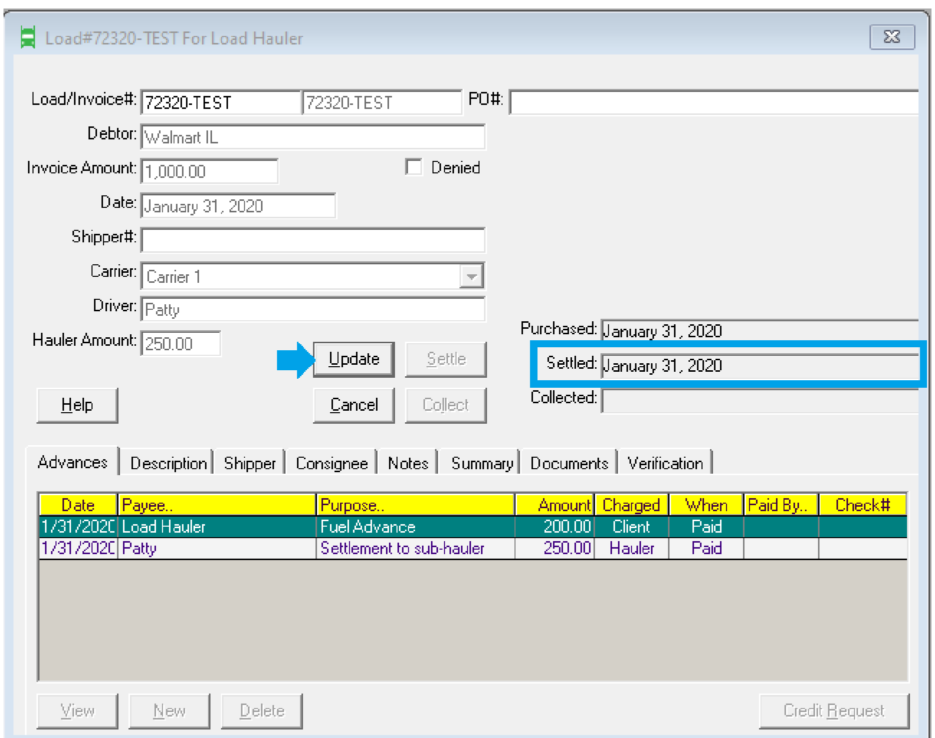
2. Click **Create**.

   The Load screen returns to the current focus, and a new advance line-item is automatically added to the Advances tab with the **Purpose** column set to **Settlement to client** or **sub-hauler** , as shown in the following illustration.



3. Click the **Settle** button.

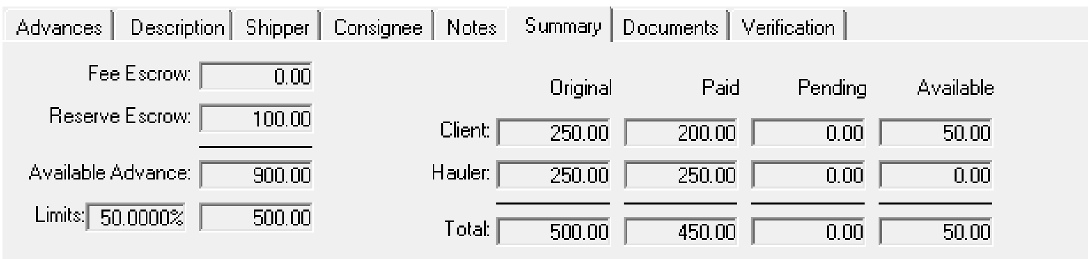
   The Settled field is filled with the date on which the load was settled in the Load Processor module, as shown below, and an **Update** button appears next to the Settle button.



4. Click Update.

   The Load screen closes. The load is marked as settled in the Load Processor, and the results of these actions are as follows:

   - The load is hidden in the client's Load List, unless the **Also show settled loads** option is selected.
   - The Advances tab of the Loads screen is cleared of advances, and the Summary tab shows the **Available Advance** as zero, and the amounts paid and deducted for the Client and Hauler, as show below.



1. The check for any remaining Hauler Amount is cut and available to be printed in FactorSoft from **Office** > **Check Register (F9)**

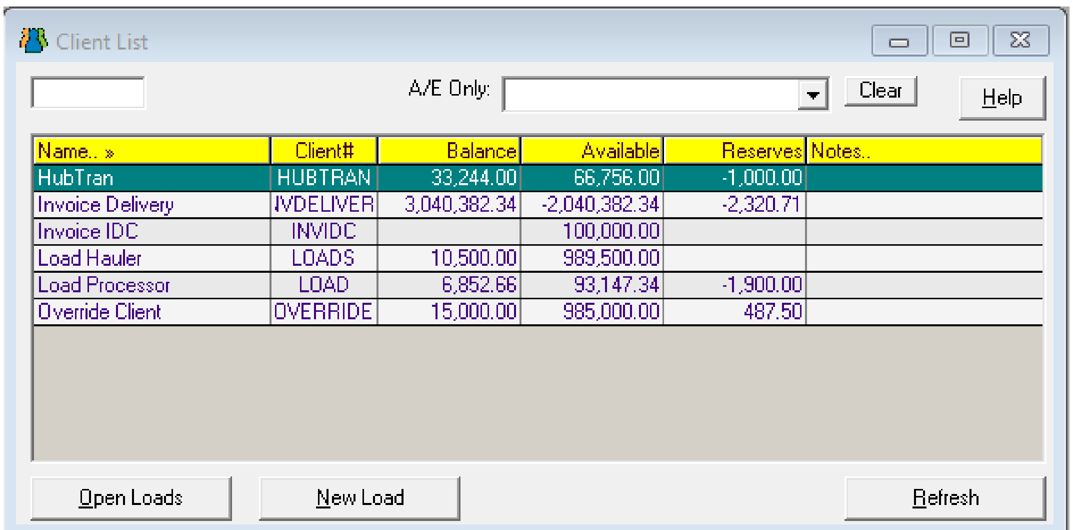
Load Processor Screen Descriptions

This section contains complete descriptions of the screens unique to the Load Processor AddOn module:

- Client List
- Load List
- Add New Load
- Add New Advance

Load Processor Client List

The Client List screen is accessed from the Office menu of the Load Processor module, or by clicking the F3 button. This screen also opens by default when the Load Processor is opened from FactorSoft.

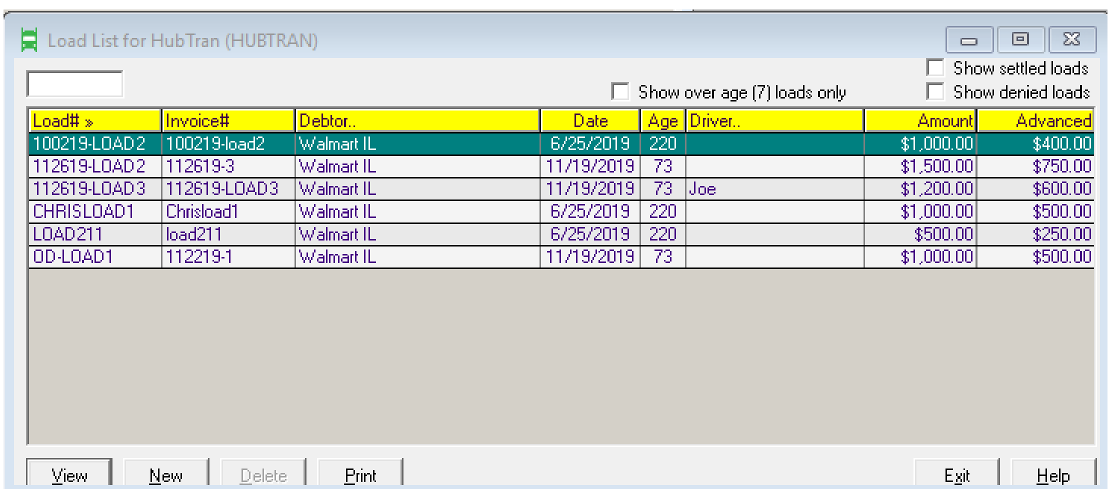


Field	Description
(Scroll)	Enter a character (number or letter) or combination of characters to advance the list to the client name beginning with that character or combination of characters.
A/E Only	Select the Account Executive to which to limit the display in the grid, or leave this field blank to include all AE's.
(Grid)	The client grid displays all clients that have Include in load processing selected in the Load/order processing tab of the Client Information screen. The following data is displayed for each client:

Field	Description
	• Name: the client name • Client#: the client number • **Balance**: the total current outstanding A/R balance for the client • Available: the total available • Reserves: the current total of cash reserves for the client • Notes: displays the contents of the Warning field on the Credit/no buy tab of the Client Information screen for the client
Open Loads	Select a client with open loads and click this button to open the Load List screen for the client.
New Load	Click this button to open the Add New Load screen for the client.
Refresh	Click this button to display updated information in the Client List screen grid.

Load List Screen

The Load List screen is opened from the Load Processor Client List screen and displays the open loads for the selected client.

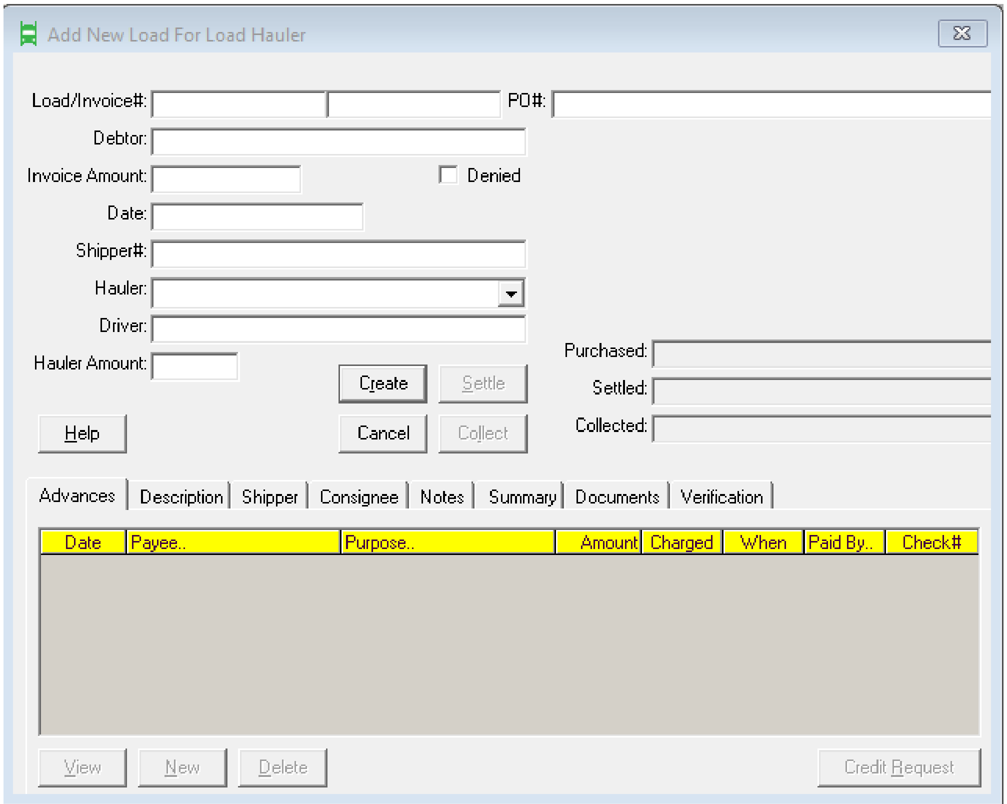


Field	Description
(Scroll)	Enter a character (number or letter) or combination of characters to advance the list to the debtor name beginning with that character or combination of characters.

Field	Description
Show over age (#) loads only	Select this option to exclude any loads from the grid that are less than a given number of days aged from the load/invoice date. The number of days is set in System Preference **Data entry behavior**, **Load processor**, Number of days for over age selection.
Show settled loads	Select this option to display settled loads for the client in the grid.
Show denied loads	Select this option to display denied loads for the client in the grid.
(Grid)	Displays the open loads for the selected client with the following data: • Load#: displays the invoice/load number entered for the load. • **Debtor**: displays the customer/debtor to whom the invoice is or will be addressed • **Date**: displays the invoice/load date • Age: displays calculated days from the invoice/load date • Driver: displays the driver name • **Amount**: displays the dollar amount of the invoice/load • Advanced: displays the total dollar amount advanced on the load
View	Select a load and click this button to display the Load screen for the load, which displays all load details and all advances on the loads in a line-item grid.
New	Click this button to open the Add New Load screen, which is used to create a new load for the client.
Delete	Select a load and click this button to delete the load. Note that loads with advances defined cannot be deleted.
Print	Click this button to print the Open Load List for the client.
Exit	Click this button to close the screen.

Add New Load

The Add New Load screen is accessed for a client from the New Load button on the Load Processor Client List. This screen is used to create a load for the client, and is also used to view and edit existing loads for a client when accessed from the Load List via the **View** button (when accessed for an existing load, the title is "Load#9999 for Client," where "999" is the actual load number and "Client" is the client name).



Field	Description
Load / Invoice#	In the first field, enter the load tracking number for the load. This will be the invoice number under which the load will appear in the Pending Invoices tab of the Schedule Batch screen for the client. Once the load is delivered and you lend on the invoice, enter the invoice number in the second field to associate the Load number with the Invoice number.
PO#	Enter the purchase order number associated with the purchase of goods, if available. Set System Preference Data entry behavior, Purchase entry, Data elements, Allow purchase orders/reference on invoices to **True** to display this field or **False** to hide the field.
Debtor	Enter the customer/debtor name of the customer to whom the invoice is or will be addressed, and who is receiving the goods being transported. Enter a character or combination of characters to display a list of debtor names beginning with that character or combination of characters in an adjacent data grid. You can then select from the list by double-clicking on the name of the desired debtor. You can hover the cursor over a debtor name to display a

Field	Description
	debtor information pop-up, which shows address and credit limit information.
Invoice Amount	Enter the total invoice amount.
Denied	Select this option to indicate that the request for advance is denied.
Date	Enter the invoice date.
Shipper#	Enter the shipper tracking number, if available.
Hauler	Select the hauler who will be receiving the advance, i.e., the payee. This list can contain either the haulers set up in the Hauler List or carriers set up in the Carrier Payments module, depending on the setting of System Preference **Data entry behavior**, Load Processing, Use carriers instead of haulers. This field only appears if the client has the Allow hauler reference option set in the Load/order processing tab of the Client Information screen. If the client does not use hauler reference, the client is assumed to be the payee.
Driver	Displays the driver associated with the Hauler selected. You can enter a different driver if so desired.
Hauler Amount	Enter the dollar amount of the invoice set aside for the hauler for this load.
Purchased	This field displays the date on which the invoice/load is purchased in FactorSoft.
Settled	This field displays the date on which the load was marked as settled by clicking the Settled button.
Collected	This field displays the date on which the load was marked as collected by clicking the Collected button.
Create/Update	This button is used to complete add or update actions on the Add New Load screen.

Advances Tab

The Advances tab displays the advances made against this invoice/load.

Field	Description
(Grid)	Displays each advance against the invoice/load as a line-item with the following data:

Field	Description
	• **Date**: the advance date • Payee: the payee name - client or hauler based on Charge To option • Purpose: text description for the advance • **Amount**: the advance amount • Charged: the option that determines to whom the advance is paid - Client or Hauler • When: the option selected that determines when the advance is paid, or PAID if the advance has been paid • **Paid By**: the disbursement method used for a disbursement performed outside of FactorSoft • **Check#**: the disbursement identification number
View	Select a line-item and click this button to display the View Advance screen for the selected advance.
New	Click this button to open the Add New Advance screen, which is used to add a new advance against the load.
Delete	Select a line-item and click this button to delete the advance for the load. Note that a paid advance cannot be deleted.
Credit Request	Click this button to open the Add New Credit Request screen, which is used to request a credit request on behalf of the client.

Description Tab

Use the Description tab to add detailed notes about the load.

Shipper Tab

Use the Shipper tab to add notes about the shipper of goods for the load.

Consignee Tab

Use the Consignee tab to add notes about the consignee, or the receiver of the shipped goods, for the load.

Notes Tab

Use the Notes tab to add general notes for the load.

Summary Tab

The Summary tab displays the financial details of the load, including the total dollar amount of the advance total and advance limit, and advance availability calculations for Client, Hauler and in Total, based on advance activity.

Field	Description
Fee Escrow	Displays the dollar amount that will be withheld from the invoice for fee escrow, based on Client Terms. This figure is for display only and has no effect on the amount available for advance (which is a fixed percentage of the Invoice Amount specified for the load).
Reserve Escrow	Displays the dollar amount that will be withheld from the invoice for reserve escrow, based on Client Terms. This figure is for display only and has no effect on the amount available for advance (which is a fixed percentage of the Invoice Amount specified for the load).
Available Advance	Displays the dollar amount of the load minus fee or reserve escrow, which is entered in the Invoice Amount field for the load. This figure is for display only and has no effect on the amount available for advance (which is a fixed percentage of the Invoice Amount specified for the load).
Limit	Displays the percentage for the advance limit, as defined on the Load/order processing panel of the Client Information screen, and the dollar amount of the advance limit, which is the specified percentage of the Available Advance.
Original	This column displays the dollar amount of the load allocated to the client and hauler, and in total: • **Client**: the Limit percentage of the Invoice Amount specified for the load minus the Hauler Amount, which represents the amount available to advance to the client. • Hauler: the amount entered in Hauler Amount, which represents the amount available to advance to the hauler. • Total: the Limit percentage of the Invoice Amount, available to be advanced overall.

Field	Description
Paid	This column displays the dollar amount of the load advanced and paid to the client and hauler, and in total: • **Client**: the dollar amount of advances created in the Add New Advance screen for the load with Charge To option set to **Client**. • Hauler: the dollar amount of advances created in the Add New Advance screen for the load with Charge To option set to Hauler. • Total: the dollar amount of all advances created for the load.
Pending	This column displays the dollar amount of the load advanced but not yet settled for the client and hauler, and in total: • **Client**: the dollar amount of pending advances created in the Add New Advance screen for the load with Charge To option set to **Client**. • Hauler: the dollar amount of pending advances created in the Add New Advance screen for the load with Charge To option set to Hauler. • Total: the dollar amount of all pending advances created for the load.
Available	This column displays the dollar amount available to be advanced, which is the difference between Original minus Paid and Pending advances. • **Client**: the dollar amount available to be advanced to the client. • Hauler: the dollar amount available to be advanced to the hauler. • Total: the total dollar amount available to be advanced.

Documents Tab

Use the Documents tab to attach and view any document and/or image files related to the load.

Field	Description
Category	Lists the categories defined in the Document Category Maintenance table for invoice use. Selecting a category displays the documents that have been added under that category for the load.

Field	Description
(Grid)	Displays each document attached for the load. The data listed for each document is the **Description** entered on the Attach Document to Invoice screen, the **Date** that the document was attached (computer processing date), and the **File name** of the attached document.
View	Click this button to display the contents of the selected document in its native application (for instance, Microsoft Word based documents are opened in Word).
New	Click this button to open the Attach Document to Invoice screen, which is used to attach a document to the load.
Delete	Select a document from the grid and click this button to permanently delete the document from the load.

Verification Tab

Use the Verification tab to track actions and results when contacting a debtor to verify the validity of invoices associated with the load.

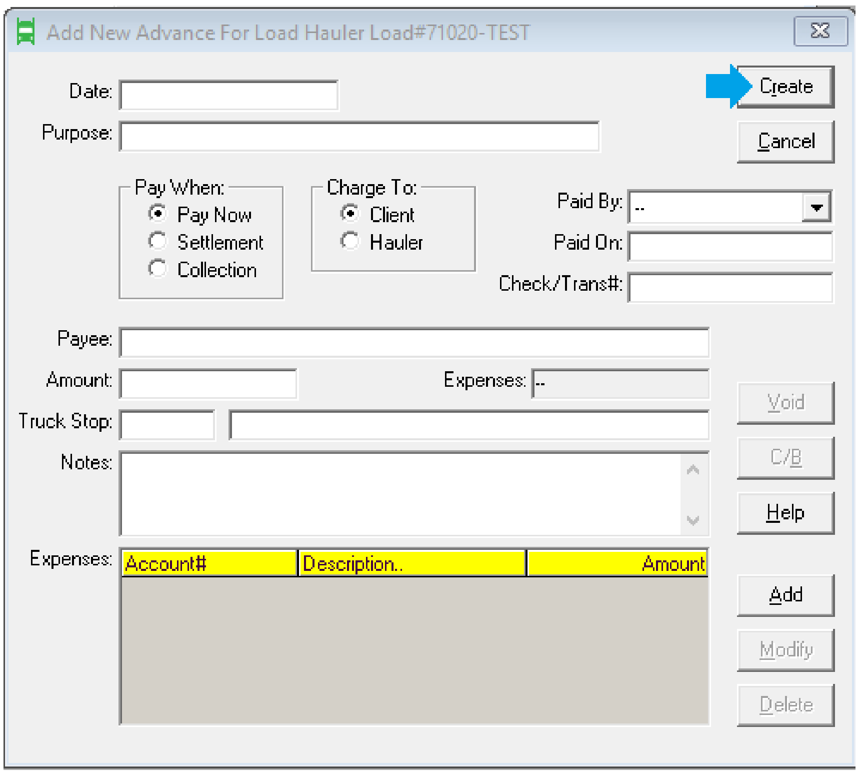
> **NOTE**
> No new contacts can be added from the Create New Verification Note screen that opens when the New button is clicked from this tab. Only existing debtor contacts can be selected. Any new contacts to be added will have to be added from the Contact panel of the Debtor Information screen for a debtor.
>
> In addition, notes entered on this tab display on the Verify Invoices screen, accessed from the Manage Pending Purchases (F8) screen.

Field	Description
(Grid)	Displays each recorded verification contact for the load as a line-item with the following data: • **Date**: the date on which the verification was recorded. • Spoke To: displays the debtor contact who provided the verification information. • Response: displays the verification response • By: displays the User ID of the employee that entered the note.

Field	Description
View	Select a line-item and click this button to open the View Verification Note screen for the recorded verification contact to display its details.
New	Click this button to open the Create New Verification Note for Invoice screen to record verification contact details.
Delete	Select a line-item and click this button to permanently delete the verification contact item from the load.

Add New Advance

The Add New Advance screen is accessed from the Load screen of the Load Processor by clicking the **New** button. This screen is used to add new advances against an invoice/load and to view or update existing advances.



Field	Description
Date	The advance date. Defaults to the current FactorSoft processing date.
Purpose	Enter a text description for the advance. A default purpose can be defined in System Preference **Data entry behavior**,

Field	Description
	Load processor, Default advance purpose.
Pay When	Select the option that determines when the advance is paid – that is, when the check or journal entry is produced: • Pay Now: the check is available to write or journal entry is written upon creation of the advance • Settlement: check or journal is created when the associated invoice is purchased • Collection: check or journal is created when payment is received for the associated invoice number
Charge To	Select the option that determines to whom the advance is paid: • **Client**: debit the advance against availability for the client • Hauler: debit the advance against availability for the hauler This option is only available if the Allow hauler reference is enabled on the Load/order processing tab of the Client Information screen.
Paid By	Select the disbursement method used for a disbursement performed outside of FactorSoft from the list. This field is only used to record data for a payment made outside FactorSoft. The result will be a journal entry, not a check, and the payment will not be exported to your accounting system. A warning indicates when the account selected for an advance that is being paid is not an established payout account for the client. If the account in the **Paid By** field is not an account established for the client in the Bank relationships tab of the Client Information screen, a message appears when the **Create** button is clicked, and the user must acknowledge the message before proceeding with paying the advance. This field is required if the system preference **Data Entry Behavior, Load Processor, Paid by Selection Required on Advances** is set to **True** or the **Paid by Selection Required on Advances** check box is selected.
Paid On	Enter the date on which the disbursement was issued for a disbursement performed outside of FactorSoft.

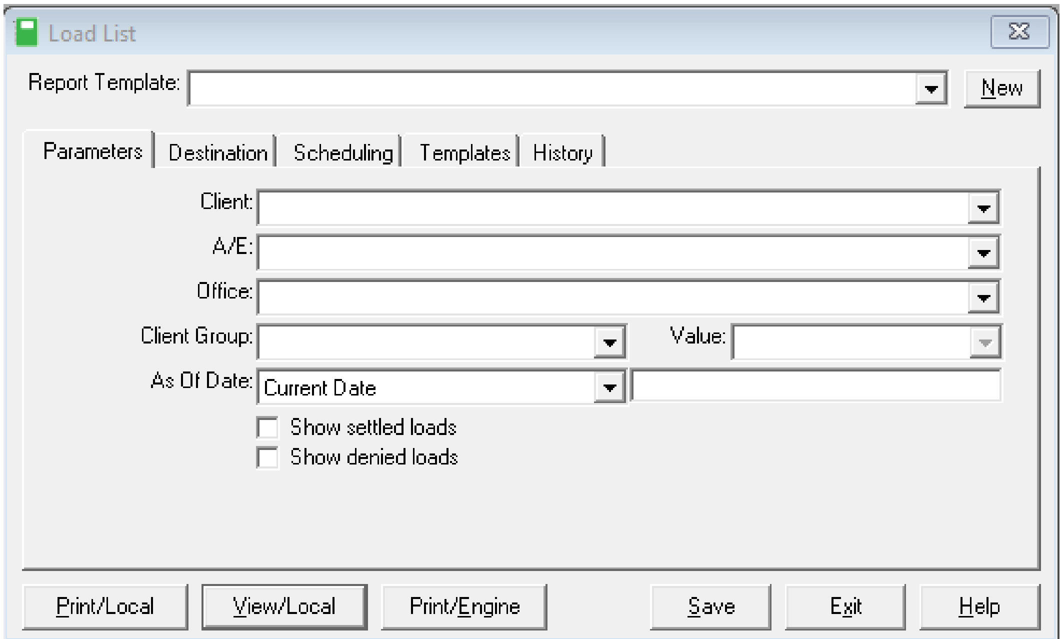
Field	Description
	This field is only used to record data for a payment made outside FactorSoft. The result will be a journal entry, not a check, and the payment will not be exported to your accounting system.
Check/Trans#	Enter the disbursement identification number for a disbursement performed outside of FactorSoft. This field is only used to record data for a payment made outside FactorSoft. The result will be a journal entry, not a check, and the payment will not be exported to your accounting system. This field is required if the system preference **Fields/Screen Behavior, Miscellaneous, Number Zero Checks on the Fly** is set to **True** or the Number Zero Checks on the Fly check box is selected.
Payee	Enter the payee name. If the Charge To option is set to **Client**, this field displays the Client name by default. If the Charge To option is set to Hauler, this field displays the hauler Driver name by default.
Amount	Enter the advance amount.
Truck Stop	Enter truck stop information. This field only appears if System Preference **Data entry behavior**, **Load processor**, Use truck stop fields on advances is set to **True**.
Notes	Enter notes specific to the advance in this field.
Expenses	Displays the total dollar amount of all expenses for the advance.
Expenses (grid)	Displays each expense added to the advance as a line-item with the following information: • Account#: displays the expense account selected for the expense • **Description**: displays the account description or modified expense description • **Amount**: displays the expense amount
Void	Click this button to void an existing advance. A second negative entry is created

Field	Description
	in the Expense grid to $0.00 balance the advance amount.
C/B	Click this button to chargeback the advance against reserves. This button is intended to recoup advanced funds if the load does not convert to an invoice.
Add	Click this button to display the Add New Expense to Advance screen, which is used to enter an ad hoc expense for the Advance transaction.
Modify	Click this button to display the Modify Expense Posted Against Advance screen, which is used to modify an ad hoc expense.
Delete	Click this button to display the Verify Delete of Expense for Funding screen, which is used to delete ad hoc or automatic expenses for a funding transaction.
Create	Click this button to save a new advance.
Exit	Click this button to close the screen.
Cancel	Click this button to close the screen without saving.

Load List Report

The Load List report, which is opened from the Client menu of the Reports module, produces a list of open loads from the Load Processor for clients. The report is organized by invoice within client. Totals of Invoice Amount and Advance Amount are provided for each client and a grand total of Invoice Amount and Advance Amount are displayed on the final page of the generated report, after the last client's list of open invoices

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



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 **System Preference** > **Fields/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 **Control** panel of the *Client Information* screen. To limit the **A/E** field to list only those users that have been marked as an A/E, use the following System Preference:

Field	Description
	• 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. 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. 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 report results from the list. Client Groups are defined in the Group Code Table.
As Of Date	Select the ending date of the date range for the report. • **Current date** • **Previous month-end date** • **Specific date** • **Set At Run Time (Web Template Only)** If **Specific date** is selected, specify the as-of date in the field to the right. If **Set At Run Time (Web Template Only)** is selected, when the report is clicked in the Cli-entWeb Report Queue, a screen appears to choose the date range (**Current Date**, **Previous Month-End Date**, or **Specific Date**).
Show settled loads	Select this option to include previously settled loads in the report.
Show denied loads	Select this option to include loads on which the advance was denied in the report.

Report Sample

Open Load List May 19, 2011

Invoice#..	Load#..	Name Purchase Order#	Hauler	Invoice Date	Settle Date	Driver		Invoice Amount	Advance Amount
123123	123123	Bad Tek, Inc.		11/28/2008		ed		25,000.00	
LOAD1	LOAD1	A1GARA		6/28/2005	6/28/2005			10,000.00	1,500.00
							Total	35,000.00	1,500.00