jack henry™

FactorSoft™

- Release v4.7

Participation 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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Participation

A *Participation* is an agreement in which a lender sells partial interests in a loan to an investor—or *participant*—for the purpose of sharing the risk and revenue stream. Participation among lenders is a common practice in the realm of commercial business lending. There are many reasons why a lender might be motivated to team up with its competitors, but foremost among those reasons are risk reduction and the need to diversify.

Participation manages the participant's investment balance. The participation transactions settle the shared loan balance and pay earned fees to the investor. The settlement statement calculates the transactions required to reconcile share balances.

Accessing Participation

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

To open Participation, select **Participant List** or **Participation List** from the Office Menu of the FactorSoft Desktop, as shown in the following illustration.
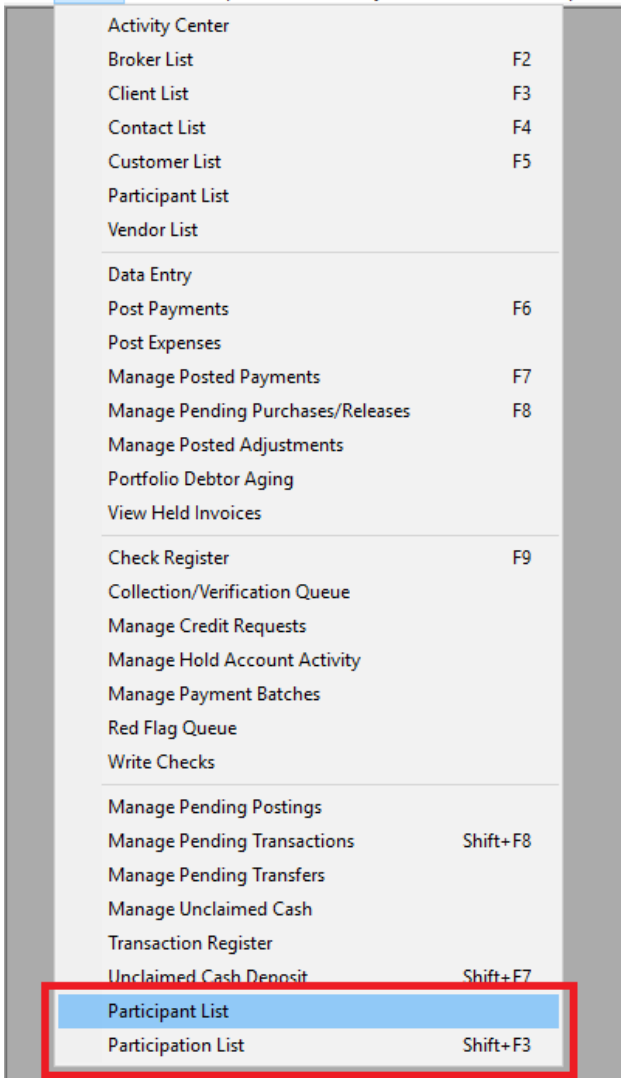
The Member or Participation List screen opens:

Option	Description
Member List	The Member List screen is used to add, view, and update participating members for your organization.
Participation List	The Participation List screen is used to create participation entities that link members to loan facilities.

Member List

The Member List Information screen displays the members participating in loans with your organization and the specific roles they play in the participation.

Field	Description
(Grid)	Displays the members alphabetically with the following information.

Field	Description
	• Name: the member name • Participant: select this option to indicate that the member shares as an investment in loan balances for facilities • Investor: select this option to indicate that the member contributes as an investment to a fund pool • Fund Manager: select this option to indicate that the member manages a pool and participating relationship • Servicer: select this option to indicate that the member manages a pool and participating transactions • Agent: select this option to indicate that the member markets investment opportunities
Member Information	Click this link to open the Member Information screen for the selected member.
Create New Member	Click this link to open the Member Information screen with all fields cleared to allow defining a new member.
(icon)	Click this button to display updated information in the Member List grid.
(icon)	Click this button to generate a preview of the Member List screen, which can be printed or exported in a variety of formats.
(icon)	Click this button to display help file.
(icon)	Click this button to close the screen.

Member Information Screen

The Member Information screen is used to add, view, and update new participating members.

Field	Description
Name	Enter the name by which the member is identified throughout Participation.
Member Type	Select the option that defines the members role in the participation relationship.

Field	Description
	• Investor: select this option to indicate that the member contributes as an investment to a fund pool • Participant: select this option to indicate that the member shares as an investment in loan balances for facilities • Agent: select this option to indicate that the member markets investment opportunities • Fund Manager: select this option to indicate that the member manages a pool and participating relationship • Servicer: select this option to indicate that the member manages a pool and participating transactions
	Click this button to edit the member information.
	Click this button to save member information.
	Click this button to undo unsaved changes to the member information.
Panels	Select the panel from the list to define the address and bank relationships for a participating member. • Address • Bank relationships
	Click this button to open the Audit screen to view audit history for the member information.
	Click this button to generate a preview of the Member Information screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Member Information - Address Panel

The Member Information Address panel is used to record the address and contact information for the member.

Field	Description
Address	The first and second lines of the member's mailing address.
City	The city, state and ZIP Code components of the member's mailing address.
Email	The member's email address.
Phone	The primary and secondary telephone numbers for the member.
Fax	The FAX phone number for the broker.

Member Information - Bank Relationships Panel

The Bank Relationships panel displays bank account information recorded for the member, and allows the entry of new or viewing and editing of existing bank relationships.

Field	Description
(Grid)	Displays each bank relationship for the member as a line item with the following information: • Account name: the financial institution name • Account #: the member's account number with the financial institution • Pay by: the Pay By method for the account.
(green + button)	Click this button to create a new bank relationship for the member. The Member Bank Relationship screen opens to allow entry of a new relationship.
(blue i button)	Select an existing bank relationship from the grid and click this button to view and/or edit the contact on the Member Bank Relationship screen.
(red − button)	Select an existing bank relationship from the grid and click this button to remove the bank relationship for the member.

Member Bank Relationship Dialog

The Member Bank Information screen is used to add bank relationships for a member in the participation.

Bank Relationship Tab

The Bank Relationship tab is used to enter member bank account information for account held by an outside financial institution. For new Bank Relationship entries, enter the information in the fields. For view or delete functions, the fields display the data previously entered for the entry.
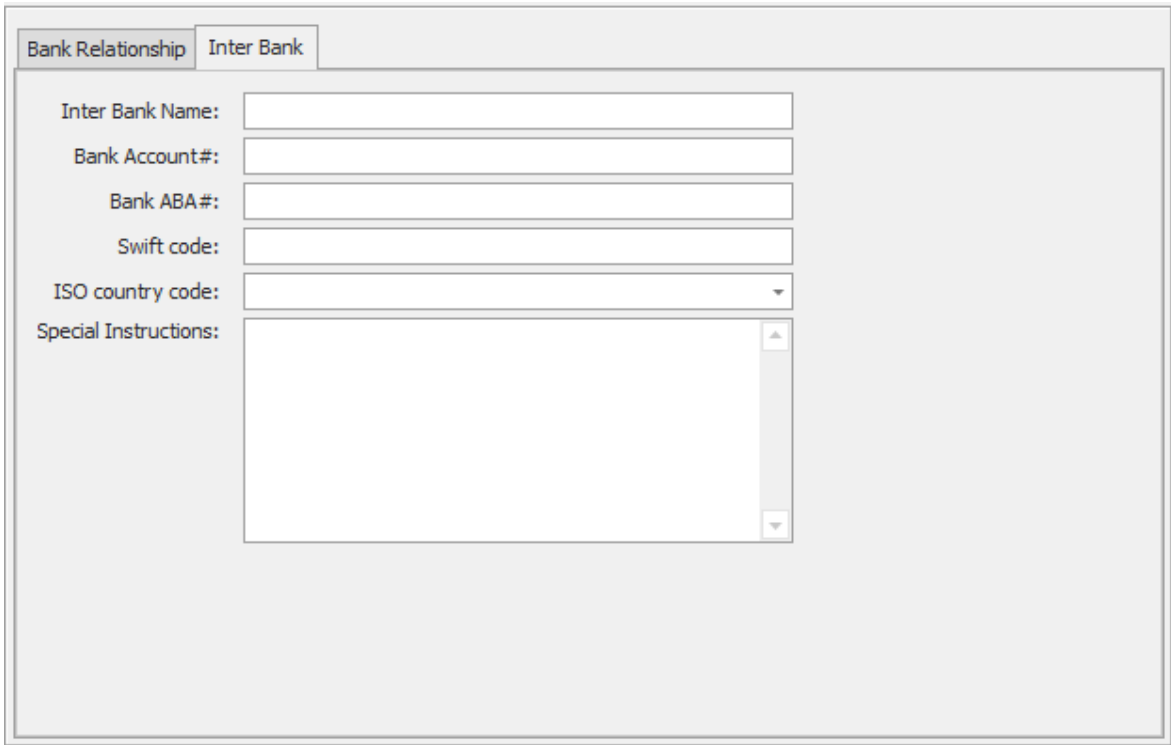
Field	Description
Account Name	The bank account name.
Payable To	The name of the individual or business entity to whom the payment is made for the bank account. It the payee is the member, leave this field blank. If the payee is not the member, enter the new payee's name here. Depending on the information contained in this field, FactorSoft displays the member or payee name when printing a disbursement check.
Bank Name	The name of the financial institution on which the account is drawn.

Field	Description
Address	The first two lines of the financial institution's street address.
City, State, Zip	The city, state, and ZIP Code/postal code components of the financial institution's street address.
ISO country code	The country component of the financial institution's street address.
Contact	The name of the contact at the financial institution who is responsible for account administration.
Special Instructions	Free-form text field intended for funding and payout instructions and procedures. This text appears on the instruction field of wire transfer forms.
Phone	The financial institution contact's phone number.
Fax	The financial institution's fax phone number.
Bank Account#	The account number of the member's account.
Bank ABA#	The ABA Routing and Transit number of the financial institution on which the account is drawn. The ABA # is nine digits in length.
Bank Code	The bank code of the financial institution on which the account is drawn.
Swift Code	The Swift code of the financial institution on which the account is drawn. These codes are typically 8 or 11 characters in length and are used when transferring money between banks, particularly for international wire transfers. The codes can sometimes be found on account statements.
Pay By	Select the default payment method for the financial institution.
✏	Click this button to edit an existing member bank relationship.
💾	Click this button to save a member bank relationship.
↩	Click this button to undo unsaved changes to the member bank relationship.
👤	Click this button to open the Audit screen to view audit history for the member bank relationship.
🖨	Click this button to generate a preview of the Member Bank Relationship screen, which can be printed or exported in a variety of formats.

Field	Description
⊗	Click this button to close the screen.

Inter Bank Tab

The Inter Bank tab is used to enter client bank account information when the lender is also the client's financial institution and is the holder of the bank account. In other words, an internal account.

Field	Description
Inter Bank Name	The account name.
Bank Account#	The account number of the member's account.
Bank ABA#	Your institution's ABA Routing and Transit number. The ABA # is nine digits in length.
Swift Code	Your institution's Swift code. These codes are typically 8 or 11 characters in length and are used when transferring money between banks, particularly for international wire transfers. The codes can sometimes be found on account statements.

Field	Description
ISO country code	Your institution's country code.
Special instructions	Free-form text field intended for funding and payout instructions and pro-cedures. This text appears on the instruction field of wire transfer forms.

Participation List

The Participation List screen displays the participation relationships for your organization. Participation relationships are a combination of the participation entity that will be used to link the member and the loan facility to be shared. To open the Participation List, select the Participant List menu option from the hand selection pane on the left.

Field	Description
(Grid)	Displays the participation relationships for the organization with the following information. • **Description**: the participant name • **Type**: the participation type (always **Standard**)
(Selection Pane)	Click the link for the desired action: • Participant Information: select the desired participation relationship and click this option to open the Participation Info screen for the relationship. • New Standard Participation: click this option to open a blank Participation Info screen to create a new participation relationship for the organization.

Field	Description
![refresh icon]	Click this button to display updated information in the Participation List grid.
![print icon]	Click this button to generate a preview of the Participation List screen, which can be printed or exported in a variety of formats.
![help icon]	Click this button to open the help file.
![close icon]	Click this button to close the screen.

Participation Info Screen

The Participation Info screen is used to add new participation relationships and to view and edit existing participation relationships. as a template for creating the participation entity that will be used to link the participant member and the loan facility that will be shared.

Field	Description
Name	Enter the participant Name that will be used throughout the system to identify the participant.
G/L group	Select the G/L Group to be assigned to all participation transactions in this relationship. Accounts used in participation agreements are assigned to an account group in the G/L Accounts Table screen in FactorSoft. Jack Henry™ recommends that a G/L Group be created specifically for participation transactions and that you use the Loan Balance account assignment field for "Participation/Investment Balance".
A/E	Select the account executive to be assigned to this participant relationship.
	Click this button to edit an existing member.

Field	Description
💾	Click this button to save a member.
↩	Click this button to undo unsaved changes to the member.
Panels	Select the panel from the list to associate facilities and members to the participation relationship. • [Facility List](#) • [Member List](#)
👤	Click this button to open the Audit screen to view audit history for the participation relationships.
🖨	Click this button to generate a preview of the Participation Info screen, which can be printed or exported in a variety of formats.
❌	Click this button to close the screen.

Participant Information - Facility List Panel

The Facility List panel lists the facility to which members are tied for a selected participation relationship, if the relationship is already established and the Participant Info screen has been opened from the **Participant Information** option from the Participation List. The edit and delete options are available when an existing relationship is selected.

If the relationship is not already existing and the Participant Info screen has been opened from the **New Standard Participation** option, the list is blank and the new button is active.

Field	Description
(Grid)	Displays the facility to which members are tied for a selected participation relationship as a line-item with the following information: • **Facility**: the facility name as established in FactorSoft • **Balance**: the outstanding loan balance of the facility • **Rate**: the participation rate established for the facility • Particip Amount: the outstanding loan balance for the facility that is subject to the participation relationship
⊕	Click this button to select a facility to which members will be tied for this participation relationship.
ⓘ	Select the existing facility from the grid and click this button to view and/or edit the facility on the Participation Facility Information screen.
⊖	Select the existing facility from the grid and click this button to remove the facility.

Participation Facility Information Dialog

The Participation Facility Information screen is used to select the facility to which members are tied in a participation relationship and establish the percentage of the facility balance subject to participation.

Field	Description
Client	Select the client from which to select the facility for the participation relationship.
Facility	Select the facility to be associated with the participation relationship.
Participation rate (%)	Enter the percentage of the facility's balance to be subject to the participation relationship. This is not the rate at which the member(s) will share but the percentage of the loan balance that the member(s) will share.
	Click this button to edit an existing participation facility.
	Click this button to save a participation facility.
	Click this button to undo unsaved changes to the participation facility.
	Click this button to open the Audit screen to view audit history for the participation facility.
	Click this button to generate a preview of the Participation Facility Information screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Participation Info - Member List Panel

The Member List displays the members participating in the active loan for a specific facility, and is used to add, update, or delete members in the participation relationship.

Field	Description
(Grid)	Displays the facility to which members are tied for a selected participation relationship as a line-item with the following information: • **Description**: the member name • Details the participation rate and limit for the member in this participation relationship • **Balance**: the current balance due or to be paid by the member
⊕	Click this button to select a member to add as a participant for this participation relationship. The Participant Information Dialog opens in data entry mode to add a new participant.
ⓘ	Select an existing member from the grid and click this button to view and/or edit the member on the Participant Information screen.

Participant Information Dialog

The Participant Information screen, which is accessed from the Member List panel of the Participation Info screen for a participation relationship, is used to define the fee terms, statement parameters, and create transactions within a fiscal month for a member participating in the participation relationship.

Field	Description
Participant	Select the member who will be participating in the selected facility.
Participating limit	Enter the maximum allowable dollar amount of the member's investment balance.
Participating rate (%)	Enter the percentage rate at which the participant will share in the outstanding facility balance.
✏	Click this button to edit the participant information for the member.

Field	Description
💾	Click this button to save participant information for the member.
↩	Click this button to undo unsaved participant information changes to the member.
Panels	Select the panel from the list to define the fee terms, statement parameters, and create transactions for a participating member. • Statement terms • Statements • Transactions
👤	Click this button to open the Audit screen to view audit history for the participant information.
🖨	Click this button to generate a preview of the Participant Information screen, which can be printed or exported in a variety of formats.
❌	Click this button to close the screen.

Participant Information - Statement Terms Panel

The Participant Statement Terms panel lists the fee types and financial terms that are applied to the participant when the statement is run.

Field	Description
(Grid)	Displays the facility to which members are tied for a selected participation relationship as a line-item with the following information: • **Description**: the statement term description • Fee Type the statement term fee type • **Balance**: the basic parameters of the fee
	Click this button to add a new fee definition for the participant. The Statement Terms Information Dialog opens to add the terms.
	Select an existing statement terms line-item from the grid and click this button to view and/or edit the terms on the Statement Terms Information screen.
	Select an existing statement terms line-item from the grid and click this button to remove the term from the participant.

Statement Terms Information Dialog

The Statement Terms Information screen is used to define the fees that are charged to the participant when statements are run.

Field	Description
Description	Enter a description for the statement term.
Fee Type	Select the fee type to be added to the participant.

Field	Description
	• Interest: a standard interest rate plus basis (LIBOR, Prime, etc.), usually within a minimum and maximum rate boundary, and optional float days.
	• Maintenance: either a percentage monthly rate or a flat fee based upon either the average daily loan balance as the basis.
	• Annual: either a percentage interest rate or a flat fee based upon either the facility limit as the basis, or the client limit as the basis.
	• Minimum: a specified sum to be used at fee calculation. If the total fees do not exceed the minimum fee, a fee is charged for the shortage amount.
	• Reimbursement: a flat amount (such as for monthly expenses) that is charged at statement generation.
	• Exception: a flat amount that is charged at statement generation.
Include in minimum	Select this option to include the fee in calculation of minimum fees.
Inactive	Select this option to suspend the fee. The fee will not be calculated when the statement is generated, and will not appear on the billing statement.
	Click this button to edit the statement terms for a participant.
	Click this button to save the statement terms for a participant.
	Click this button to undo unsaved statement terms changes for a participant.
	Click this button to open the Audit screen to view audit history for the statement terms.
	Click this button to generate a preview of the Statement Terms Information screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Statement Terms Fee Type - Interest

Used to set up participant statement terms based on a standard interest rate plus basis (LIBOR, Prime, etc.), usually within a minimum and maximum rate boundary, and optional float days.

Field	Description
Interest rate	Enter the standard interest rate and select the basis and year options. • **Rate**: the base interest rate • **Basis**: the fluctuating interest rate on which to base the interest. The choices are defined in the Daily Rate Basis table • **Year**: the time unit on which the interest rate is calculated: **360**, **365**, or **Actual** • **Type**: the interest type: **Standard** or **Compound**
Rate boundaries	Enter the minimum and maximum interest rates to charge for the participant. • **Min rate**: the lowest rate to charge for the participant • **Max rate**: the highest interest rate to charge for the participant
Float rules	Enter the float days detail for the participant interest: • **Float days**: the number of float days for the participant • **Float type**: the days on which to base float days - **Calendar days**, **Monday-Friday**, or **Business days**

Statement Terms Fee Type - Maintenance/Monitoring Fee

Used to set up a loan maintenance or monitoring fee based on either a percentage rate applied for the statement period or a flat fee. Fees can be based on either the average daily loan balance as the basis, loan limit, or the average daily net collateral value as the basis.

Field	Description
Rate	The first field is the maintenance or monitoring fee rate to charge, which is the rate applied to the statement period, based on the average daily loan balance or total of net collateral balances at the end of the period. If you wish to see the rate for a smaller period (daily, for instance), you can enter the divisor in the second field, and the calculated rate is displayed in the field following the equal sign.
Flat amount	Enter a flat fee to be charged for the statement period.
Calculate based on	Select the rate basis:

Field	Description
	• **Average Daily balance**: Base the fee on the average daily loan balance
	• **Available Collateral**: Base the fee on the available collateral, which is the lower of the Loan Limit or Net Collateral (applicable only for A/R Aging, A/R Summary, Bulk A/R, and Inventory collateral types)
	• **Eligible Collateral**: Base the fee on eligible collateral, which is calculated as the Gross Collateral minus ineligibles (applicable only for A/R Aging, A/R Summary, Bulk A/R, and Inventory collateral types)
	• **Gross Collateral**: Base the fee on the reported value of the collateral (applicable only for A/R Aging, A/R Summary, Bulk A/R, and Inventory collateral types)
	• **Loan Limit Amount**: Base the fee on the loan limit
	• **Net Collateral**: Base the fee on the net collateral, which is calculated as the Available Collateral multiplied by the Advance Rate (applicable only for A/R Aging, A/R Summary, Bulk A/R, and Inventory collateral types)
	• **Supporting Collateral**: Base the fee on the collateral amount required to support the loan balance on a daily basis. Supporting collateral is calculated as the collateral balance divided by the advance rate (applicable only for A/R Aging, A/R Summary, Bulk A/R, and Inventory collateral types)
	• **Other**: Base the fee on the amount entered in **Other amount**.
	• **Out of Formula**:
Collateral	Select the collateral to which the fee type will apply. This selection is required if Calculate based on is set to Available Collateral, Eligible Collateral, Gross Collateral, Net Collateral, and Supporting Collateral.
Other amount	If Other is selected in the Calculate based on option, set the amount on which to base the fee in this field. The Rate is applied to this amount to determine the maintenance fee charged.
Calculate fee	Select the period on which to base the fee:

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Statement Terms Fee Type - Maintenance/Monitoring
Fee

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Field	Description
	• **Fixed period** - based on actual days - average balance * rate • **Standard Per Diem** - based on a 30 day month - ((average balance * rate) / 30) * 30 • **Actual Per Diem** - based on actual month - ((average balance * rate) / 30) * actual number of days in month
Amount boundaries	Enter the minimum and maximum interest amount to charge for the participant. • **Min amount**: the lowest amount to charge for the facility • **Max amount**: the highest amount to charge for the facility

Statement Terms Fee Type - One-Time

Used to set up a One-Time fee based on a percentage of either the facility limit or the client limit as the basis. Alternately, a flat amount One-Time fee can be defined.

Field	Description
Rate	Enter the rate to charge for the one-time fee. The fee uses the predetermined facility or client limit, or another user-specified limit, as the basis, as determined in the **Based on** option.
Based on	Select the fee basis: • **Facility limit** • **Client limit** • **Other limit**
Other limit	Enter the user-defined limit amount to use as the fee basis.
Flat amount	Enter a flat fee to be charged for the one-time fee.
Post date	Select the date on which the one-time fee is to be posted.

Statement Terms Fee Type - Minimum

Used to set up a minimum fee to be charged to the participant. If the total fees calculated (Interest, Maintenance, etc.) do not exceed the minimum fee, a fee is charged to make up the shortage.

Minimum Fee

Minimum fee amount: _____

Field	Description
Minimum fee amount	Enter the minimum amount to be charged for all fees for the facility. If the sum of all fees does not meet or exceed this figure, an additional fee is charged in the amount of the shortage.

Statement Terms Fee Type - Reimbursement

Used to set up a flat fee (such as a monthly expenses) that is charged at statement generation.

Field	Description
Amount	The amount to be charged at statement generation.

Statement Terms Fee Type - Exception

Used to set up an exception fee that is a flat amount charged at statement generation.

Exception Fee

Amount: [   ]

Field	Description
Amount	The amount to be charged at statement generation.

Participant Information - Statement Panel

Statements reflecting the financial position of the participant are produced on a regular interval and sent to the participant. To configure the statement schedule for the participant, complete the Statement panel of the Participant Information screen.

Three considerations are considered when defining statements:

1. how often are statements produced

2. how are statements delivered

3. post fees to balance or distribute them

> **TIP**
> You must click the edit (pencil) button between the Upper Fields and panels to open the Statement panel for editing.

Field	Description
Run statement at	Select the option to specify the interval at which to run statements.

Field	Description
	• EOM: calculates statement fees and runs the statement through the end of each month. You must also configure Days to wait for posting with this option.
	• **After EOM**: calculates statement fees and runs the statement through the day of the month indicated. You must also configure **Days after EOM** and **Days to wait for posting** with this option.
	• **Specified interval**: calculates the statement fees and runs the statement on a specified number of days. You must also configure **Statement interval** and **Days to wait for posting** with this option.
	• **Manually**: select this option to calculate statement fees and run the statement when the Loan Statement report is generated with the Preliminary option deselected. You must also configure **Days to wait for posting** with this option.
Days after EOM	Enter the number of days after the end-of-month to calculate the statement through from the last statement generation.
Distribution type	Select the option that determines how the fees are posted when the statement is generated: • **Post fees to balance**: post calculated fees to the investment balance • **Distribute fees**: accrue fees for the purpose of creating a transaction to pay earned fees to the investors in the form of a distribution transaction
Output	Select the statement output option: • **Print**: to print the statement to a local or network printer • **Fax**: to fax the statement directly to the client • **Email**: to email the statement directly to the client
Next statement date thru	Displays the ending date of the current statement period.
Next statement run date	Displays the next scheduled statement run date.
First statement from	Displays the from date of the last run statement.
Last statement thru	Displays the through date of the last run statement.

Participant Information - Transactions Panel

The Transactions panel of the Participant Information screen lists all transactions for the participation relationship within the specified date range.

Field	Description
From	Select the starting posting date for postings to be displayed in the grid
To	Select the ending posting date for postings to be displayed in the grid.
(refresh button icon)	Click this button to display postings for the specified date range in the grid.
(Grid)	Displays each posting as a line-item with the following data: • Trans date: the transaction date • **Post Date**: the posting date of the transaction • **Type**: the transaction type • **Status**: the transaction status • **Amount**: the transaction amount • **Balance**: the investment balance after the transaction amount is applied

Field	Description
	Click this button to create a posting for the participant. A pop-up menu appears from which you can choose the transaction: • Adjustment • Deposit • Settle Earnings • Withdrawal
	Select an existing posting from the grid and click this button to view and/or edit the posting on the associated transaction screen.

Participation - Adjustment Transaction

This screen is used for posting adjustments to the participant's investment. The transaction increases the investment balance by the amount of the posting for a positive entry and reduces the investment balance for a negative entry. This screen is accessed from the Transactions panel of the Participant Information screen.

Field	Description
Participant	Displays the participant selected from the Participation Information screen.
Description	Enter a free-form text description of the adjustment transaction.
Post date	Select the posting date for the adjustment transaction.
Current balance	Displays the current participation balance prior to the adjustment.
G/L account	Select the G/L account to which to post the adjustment.
Projected balance	Displays a calculated projection of the participation balance after the transaction is completed.
Amount	Enter the adjustment amount.
✏️	Click this button to edit an existing adjustment.
💾	Click this button to save changes to a adjustment.
↩️	Click this button to undo unsaved changes to the adjustment.

Field	Description
Void	Click this button to void the Adjustment transaction in the current day (on the FactorSoft current processing date that the payment was formatted). Voiding an adjustment takes the following actions: • Clears the transaction's financial posting from the participation balance • Erases the G/L entry for the transaction • Removes the transaction from the Participation Information Transactions ledger • Creates an entry in the Transaction Register for the void.
	Click this button to open the Audit screen to view audit history for the adjustment.
	Click this button to generate a preview of the Facility Adjustment screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Participation - Deposit Transaction

This screen is used to post deposits to the participant's investment. The transaction increases the investment balance by the amount posted. This screen is accessed from the Transactions panel of the Participant Information screen.

Field	Description
Participant	Displays the participant selected from the Participation Information screen.
Post date	Select the transaction posting date.
Ref #	Enter a transaction identification number. Typically the reference is a certificate number or a posting number.
Source	Select the payment source. The options in this list are set up in Check Source table.
Amount	Enter the total deposit amount. Note that if this field is red-outlined, this indicates that detail entries in the Deposit detail grid do not equal the total payment amount entered in this field.
Deposit details	Displays deposit detail as a line-item. • **Date**: displays the check/deposit date • **Amount**: the detail deposit amount • **Reference #**: the detail transaction identification number. When details are entered into the Payment details grid, the outline of the **Amount** field turns red until the sum of detail entries equals the total amount of

Field	Description
	the payment transaction entered in the **Amount** field. When the total of details equals the Amount, the outline changes to green.
	Click this button to edit an existing deposit.
	Click this button to save changes to a deposit.
	Click this button to undo unsaved changes to the deposit.
	Click this button to open the Audit screen to view audit history for the deposit.
	Click this button to generate a preview of the Deposit screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Participation - Settle Earnings Transaction

Settle Earnings transactions are used to generate an entry that will post the participant's earned revenue. The statement generation process calculates and accrues fees until distributed.

Field	Description
(Grid)	Lists the statement line-items that will be settled the transaction. • Stmt date: the statement date on which the statement that created the fees was generated. • **Description**: the fee description. • **Balance**: the fee amount.
Total earnings amount	The total amount of all fees for the statement.
Post earnings	Click this button to post accrued fees directly to the investment balance, increasing the participant's balance. The fees post and the investment balance increases reflecting the earned fees.
Distribute earnings	Click this button to create a distribution transaction to pay fees to the investor through a disbursement. The Disbursement screen opens to direct funds to be paid to the investor. See the Withdrawal transaction for details.

Field	Description
	Click this button to open the Audit screen to view audit history for the earnings settlements.
	Click this button to generate a preview of the Settle Earnings screen, which can be printed or exported in a variety of formats.
	Click this button to close the screen.

Participation - Withdrawal Transaction

This screen is also used to create a distribution transaction to pay the investor when the Withdrawal option is selected from the Transactions panel of the Participant Information screen (decreases the investment balance by the amount posted).

> **NOTE**
>
> This screen is also used to create a distribution transaction to pay fees to the investor when the **Distribute Earnings** option is selected from the Settle Earnings screen (increases the investment balance by the amount posted)

Field	Description
Withdrawal Group	
Bank acct	Select the bank account into which the withdrawal is to be paid.
Payee	Enter the name to which the check is paid. Click the adjacent "Fill" button to populate the payee and address fields automatically. If the check is for a third party, enter the payee's name and address in the **Address** and **City** fields provided.

Field	Description
Address	Enter the payee street address. Two lines are available.
City	Enter the city, state, and ZIP/Postal Code components of the payee address in the provided fields.
Description	Enter any applicable transaction details. This information will be particularly useful when following an audit trail.
Post date	Select the transaction posting date.
Disburse	Enter the withdrawal amount.
Paid on	Enter the date on which the withdrawal occurred. This is the date on which the check was (or is to be) printed, or the wire was sent.
Expenses	The total amount of expenses entered in the Expenses grid is displayed here.
Check amount	The total check amount for the withdrawal , which is the Disburse amount minus any expenses recorded in the Expense grid.
Expenses Group	
Expenses	Displays any expenses, such as a transaction fee, as line-items in this grid with the following data.
	Note that expenses recorded against the withdrawal are debited from the participation balance if a single expense entry is entered. The user can, however, enter two offsetting expense entries (one debit, one credit) to write an expense entry against a cash account. The entries will wash and remove the amount in the Expense field in the Withdrawal group.
	• Account: the account to which the expense is to be posted
	• **Description**: the description for the associated account - the description can be over-typed if required to enter an expense description
	• **Amount**: the amount to be charged for the expense.
New	Click this button to open the Expense screen, on which expense entries for the transaction are defined.
Edit	Select an existing expense line-item and click this button to open the item on the Expense screen, on which expense entries for the transaction can be edited.
Delete	Select an existing expense line-item and click this button to delete the item.

Field	Description
✏️	Click this button to edit an existing adjustment.
💾	Click this button to save the withdrawal.
↩️	Click this button to undo unsaved changes to the withdrawal.
Void	Click this button to void the Withdrawal transaction in the current day (on the FactorSoft current processing date that the payment was formatted). Voiding a withdrawal takes the following actions: • Clears the transaction's financial posting from the participation balance • Erases the G/L entry for the transaction • Removes the transaction from the Participation Information Transactions ledger • Creates an entry in the Participation Information Transactions ledger for the void.
👤	Click this button to open the Audit screen to view audit history for the withdrawal.
🖨️	Click this button to generate a preview of the Withdrawal screen, which can be printed or exported in a variety of formats.
❌	Click this button to close the screen.

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Participation Reports

The Participation module provides reports that summarize transaction activity and participant settlement calculation, as well as a periodic billing statement. These reports are detailed below.

Participation Ledger

The Participation Ledger Reports provides a summary of transactions for a specified date range.

Report Parameters

Field	Description
Participation	Select the participant to which to limit the report results.
Member	Select the member to which to limit the report results
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: • Terminology > Select account executive based on check box: TRUE
Output	Select one of the following print output option from the drop-down list:

Field	Description
	• Preview to preview the report on the window before printing it • **Print** to print the report without previewing it • **Fax** to fax the report directly to the selected client • **Email** to email the report directly to the selected client.
Date range	Select the date range for the report: • Month to Date: displays the first day of the current FactorSoft processing month in From date and the current FactorSoft processing date in the Thru date. • Last Month: displays the first day of the previous FactorSoft processing month in From date and the last day of the previous FactorSoft processing month in the Thru date. • Yesterday: displays the of the previous FactorSoft processing day date in the From date and Thru date fields. • Today: displays the of the current FactorSoft processing day date in the From date and Thru date fields.
From date	Enter the beginning date of the date range for records to be selected for the report.
Thru date	Enter the ending date of the date range for records to be selected for the report.

NOTE

Refer to the FactorSoft Reports Guide for information about saving report templates using the Templates tab and scheduling periodic report generation using the Scheduling tab.

Report Sample

Participation Settlement

The Participation Settlement report calculates the current settlement requirement. The settlement is generated to reset the investment balance requirements based on the changes in the facility loan balance since the previous settlement transaction posting.

Report Parameters

Field	Description
Participation	Select the participant to which to limit the report results.
Member	Select the member to which to limit the report results
Output	Select one of the following print output option from the drop-down list: • Preview to preview the report on the window before printing it • **Print** to print the report without previewing it • **Fax** to fax the report directly to the selected client • **Email** to email the report directly to the selected client.

> **NOTE**
> Refer to the FactorSoft Reports Guide for information about saving report templates using the Templates tab and scheduling periodic report generation using the Scheduling tab.
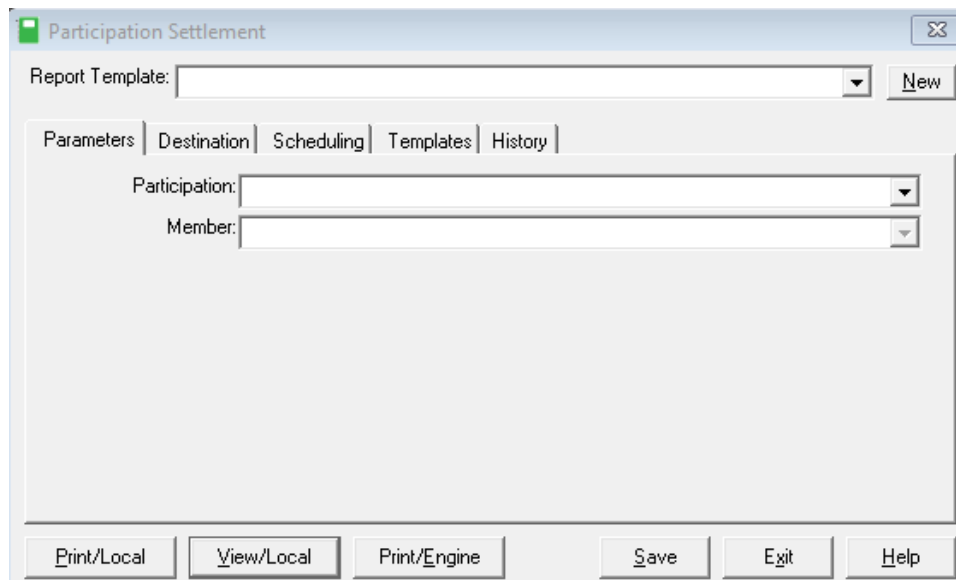
Report Sample

Smith and Jones
Thaddeus Jones

Participation Settlement Report

Collateral	Currency	Type	Avail Limit	Adv Rate	Gross Collateral	Ineligible	Net Collateral	Eligible Collateral	Available
Accounts Receivable	USD	Bulk A/R	750,000.00	85.00	929,998.00	170,000.00	645,148.30	750,998.00	565,881.01
					929,998.00	**170,000.00**	**645,148.30**	**750,998.00**	**565,881.01**

Participant's current investment:	287,658.02
Current loan balance:	578,457.89
Participant's obligation:	289,228.95
Settlement amount due to participant:	
Settlement amount requested from participant:	1,570.13

Printed: 4/8/2009 6:06 PM (ParticipSettlement)
Printed By: JONES

Page 1 of 1

Participation Statement

The Participation Loan Statement provides an up-to-date financial statement for a specific participant and member. This statement calculates the interest charges for the period selected and generates the periodic billing statement with calculated fees. The Loan Statement generation and earnings settlement process updates the participant's earnings and transactions associated with distributing investor revenue share.

Report Parameters

Field	Description
Participation	Select the participant to which to limit the report results.
Member	Select the member to which to limit the report results
Statement to reprint	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.

Field	Description
	To limit the **A/E** field to list only those users that have been marked as an A/E, use the following System Preference: • Terminology > Select account executive based on check box: TRUE
Output	Select one of the following print output option from the drop-down list: • Preview to preview the report on the window before printing it • **Print** to print the report without previewing it • **Fax** to fax the report directly to the selected client • **Email** to email the report directly to the selected client.
Date range	Select the date range for the report: • Month to Date: displays the first day of the current FactorSoft processing month in From date and the current FactorSoft processing date in the Thru date. • Last Month: displays the first day of the previous FactorSoft processing month in From date and the last day of the previous FactorSoft processing month in the Thru date. • Yesterday: displays the of the previous FactorSoft processing day date in the From date and Thru date fields. • Today: displays the of the current FactorSoft processing day date in the From date and Thru date fields.
From date	Enter the beginning date of the date range for records to be selected for the report.
Thru date	Enter the ending date of the date range for records to be selected for the report.
Preliminary	Select this option to generate the statement only. Leave the option unselected to generate the statement and post the associated fees to the participant account.

NOTE

Refer to the FactorSoft Reports Guide for information about saving report templates using the Templates tab and scheduling periodic report generation using the Scheduling tab.

Report Sample

<table>
<tr><td colspan="7">CADENCE</td></tr>
<tr><td colspan="4">Thaddeus Jones
4601 4th Avenue North
Suite 1600
Birmingham, AL 35203</td><td colspan="3">Statement for: 4/1/2009 - 4/7/2009</td></tr>
</table>

Date	Begin Balance	Withdrawal	Deposit	Other	End Balance	Float Balance
April 01, 2009	402,596.14	12,348.50		6,174.25	396,421.89	396,421.89
April 02, 2009	396,421.89				396,421.89	396,421.89
April 03, 2009	396,421.89				396,421.89	396,421.89
April 04, 2009	396,421.89				396,421.89	396,421.89
April 05, 2009	396,421.89				396,421.89	396,421.89
April 06, 2009	396,421.89				396,421.89	396,421.89
April 07, 2009	396,421.89				396,421.89	396,421.89
7 days @ Interest Rate 12.00 %					396,421.89	396,421.89
TOTALS:		12,348.50	0.00	6,174.25	396,421.89	396,421.89

Other charges:

Service Fee	1,982.11

Average daily balance:	396,421.89
Interest charge:	924.98
Other charges:	1,982.11
Total statement charges:	2,907.09